iPhone/iPad Basics

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What You’ll Learn Today

• The basics of operating your device (using the touch screen, adjusting your settings, and finding your stuff stored on your device)

• “App” (application) basics (what apps are, how to add and remove apps, how to manage your apps)

• How to take pictures and find directions using your device, and talk to your device using Siri

• Where to go to get additional help using your device or if you run into problems
What is an iPad?

• The iPad is a **tablet computer** designed by Apple
• Runs on an operating system called iOS, also designed by Apple. Latest version is iOS 9.
• iPads are used for web-browsing, email, playing music and videos, and much more!

What is an iPhone?

• The iPhone is a **smartphone** designed by Apple
• Like the iPad, runs on iOS operating system
• Can also be used for web-browsing, email, music, videos, and much more
• **Biggest difference between the two is that you can make calls on an iPhone over a cell phone network like Sprint or Verizon**

Many of the buttons and operations are the same on both devices
Getting to Know Your Device

- Side switch
- Volume controls
- Sleep/Wake button
- Headphone jack
- Rear camera
- Microphone
- Dock connector
- Speakers
- Front camera
- Home button
Turning on Your Device

1. Press and hold down the “Sleep/Wake” button until the Apple logo appears on your screen
2. Wait about 20 – 30 seconds for iPad to boot up
3. Swipe finger left to right on screen to “unlock” (or enter your passcode)

YOUR HOME SCREEN

1. Connection status
2. Time
3. Battery status
4. Apps

“Apps” is short for “applications”, another word for computer programs. Your device comes with built-in apps, and allows you to install many more!
Touchscreen basics

- Tap quickly, with the pad of your finger or with a specialized stylus (normal pens won’t work)
- A long tap (tap and hold) usually selects or gives options – similar to a double-click or right-click on a computer
- Flick to scroll or turn pages

ZOOMING

- Zooming: tap twice to automatically zoom in on something. Tap twice to zoom back out.
- Three-finger double-tap to zoom in – this is an option that has to be turned on (Settings > Accessibility). Great for users who need to see things bigger.
- Pinch-zoom for more control over zooming. (We will practice this later)

Some websites don’t allow you to pinch-zoom, so you have to enable 3-finger zooming in order to zoom in on them
Finger Gestures

**To tap and double tap**

- **Tap**: Briefly touch surface with fingertip
- **Double tap**: Rapidly touch surface twice with fingertip

**To move or change the screen**

- **Drag**: Move fingertip over surface without losing contact
- **Flick**: Quickly brush surface with fingertip

**To zoom in**

- **Pinch**: Touch surface with two fingers and bring them closer together
- **Spread**: Touch surface with two fingers and move them apart

**To get more options**

- **Press**: Touch surface for extended period of time
- **Press and tap**: Press surface with one finger and briefly touch surface with second finger

- **Press and drag**: Press surface with one finger and move second finger over surface without losing contact
- **Rotate**: Touch surface with two fingers and move them in a clockwise or counterclockwise direction
Open up the internet on your device (by tapping the Safari app). Then try to do the following:

- **Zoom in** and **zoom out** on a website
- **Click on a link** to a new page or site
  - **Scroll** up and down a page
Get to your settings by tapping the settings icon.

“Settings” is where you can customize how your device works: your privacy settings, how text is displayed, when you get notifications, etc.

If something doesn’t work right, check your settings to see if they’re causing the problem.

Settings is also where you set up what gets sent to the iCloud for storage.
Typing

- iPads and iPhones have a virtual keyboard instead of a physical one. To make the keyboard appear, tap in an area that accepts text.
- To type:
  1. Tap on the area where you want to type
  2. Tap the keyboard keys.

Connecting to the Internet/Wi-Fi

1. Tap **Settings**
2. Tap **Wi-Fi**
3. Turn **Wi-Fi** on
4. Select the name of the network you want to join
5. If network is password-protected, enter **password**, then tap **Join**
Side Switch
(for iPhones on iOS 9 & all iPads)

- The Side Switch has two functions: **mute the iPad** or **lock the screen’s rotation**
- You have to choose which you want it to do
- To choose:
  1. tap **Settings**
  2. tap **General**
  3. Under **Use Side Switch To**, choose “Lock Rotation” or “Mute”

Control Panel
Use the Control Center to quickly access different features (like the camera and timer) and to adjust different settings (turn Wi-Fi on/off, adjust volume and brightness, lock rotation)

To open Control Panel, **swipe up** at the **bottom of the screen in LANDSCAPE (vertical) mode**
Spotlight

- Spotlight lets you search for anything stored in your device
- To search:
  1. Swiped down in the middle of the home screen
  2. tap in the search bar
  3. Type what you’re searching for

Notification Center

- Notification Center lists notifications from different apps
- To access notifications:
  1. Swipe down from the top edge of the screen
  2. Swipe left (in newer devices)
  3. tap on the notification to read it

You can change the apps you get notifications for by going to Settings ➔ Notifications
Please look at handout to see definition of most apps.
To open the camera app, tap the shutter button. Tap this to take a photo or start recording video.

Try taking a “selfie” (a picture of yourself) with your camera.

Switch between the front and back cameras (front camera is good for “selfies”).

Turn the timer on.

Tap HDR to take sharper photos.

Use these options to switch between taking a video or photo, to take a “square” photo, or to take a series of pictures over time.

Your pictures are by default stored to the Photos app on your device.

Tap the thumbnail to view your pictures.
Maps

To open the maps app, tap the

Try to get directions from the Library (#1 Community Dr, Rochester, IL) to your house

BASIC MAP FEATURES
1. Search for a location
2. Get directions
3. Share a location/add to your favorites (iOS 9) OR go to bookmarked locations (iOS 8 & below)
4. Get your current location
5. Map options
Siri

• Siri is an “intelligent assistant” built into newer iPhones and iPads

• Open Siri by clicking OR press and hold down the Home button

• The first time you use Siri, you may be asked to select your language choice (American English, Australian English, British English, French, or German)

• Wait a few seconds, then ask Siri a question, or tell her to do something (like set a reminder, set up a new event on your calendar, open an application, or make a phone call)

• You can use Siri even when you’re in a different app

• You can also use Siri (on an iPhone) to send hands-free text messages

Ask Siri to do one of the following:
• Remind you to go to the Library
• Tell you which presidents have been impeached
• Find the closest Chinese restaurants

What happens when you ask her these questions?
# Adding New Apps

- Besides the built-in apps, there are **HUNDREDS** of apps you can download and add to your device (both free and paid)
- To add a new app, go to the App Store
- You can **browse** different categories of apps (Games, Business, Lifestyle, etc) or **search** for a specific app by typing it in the search bar
- Once you find an app you want, tap on it. Then tap the icon with the price if it is paid, or if it is free
- You may have to enter your password to start the download

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<th>NEWS APPS</th>
<th>BOOK APPS</th>
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<td>- Most major newspapers &amp; news networks <em>(Fox, CNN, Huffington Post, etc)</em> have free apps</td>
<td>- You can check out free E-Books and E-Audiobooks from the Library using the <strong>Overdrive</strong> and <strong>3M Cloud Library</strong> apps, as well as free magazines with <strong>Zinio</strong></td>
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<td>- There are also a variety of free <em>news aggregator</em> apps (apps that gather news from multiple services and present it all together) → <strong>SmartNews, Feedly</strong>,</td>
<td>- <strong>Kindle</strong> and <strong>Nook</strong> also have free apps that allow you to read Kindle and Nook books on your device</td>
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<td></td>
<td>- <strong>Goodreads</strong> app lets you keep track of what you read and get recommendations for new books</td>
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<td>- Social media networks like <strong>Facebook</strong> and <strong>Twitter</strong> have apps, and there are apps for keeping in touch with people (Facetime, Skype, Viber, etc)</td>
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<td>- Lots of apps for staying organized (Wunderlist, Evernote, Remember the Milk), tracking what you eat and exercising (7 minute workout, Fooducate, MyFitnessPal), finding recipes (Yummly, AllRecipes, Betty Crocker Mobile Cookbook, etc), coupons and discounts (RetailMeNot, Groupon, Shopular)</td>
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Managing and Getting Rid of Apps

• You can adjust where apps show up on your device (so they don’t clutter up your screen)

• To move an app:
  1.) **tap and hold down** its icon until all of your app icons start to wiggle, then
  2.) **drag the icon to the edge of the screen** until your device changes screens.
  3.) **Move the icon to where you want it to be located**, then stop touching it and press the home button to exit.

• Apps that you **CAN** delete will have a little X in the corner of their icon when you are in wiggling apps mode. Click on this to delete the app.

You can also group similar apps together in “folders” by **dragging the app icon on top of another icon**, then letting go.
Double tapping the home button will take you to a screen showing all the apps you have open. Tap the image of an app to go to that app.

Use one finger to swipe out individual apps, use three to close all apps.
Getting Help with Your Device

- When you run into a problem, Googling “iPad troubleshooting” or “iPhone troubleshooting” will bring up lots of results for getting help with your device.

- Also try searching for information on the specific issue you’re having.

https://www.apple.com/support/ipad/: Official support website for iPads, with information on common problems, user guides, and more.

https://www.apple.com/support/iphone/: Official support website for iPhones, with information on common problems, user guides, and more.

An App to help everyone!

All iOS8 devices should come preinstalled with “Tips” App. New tips are added daily, and it is very user friendly! Check it out!!!
Who has questions?!
How to Take a Screenshot

Press power button and home button at the same time.