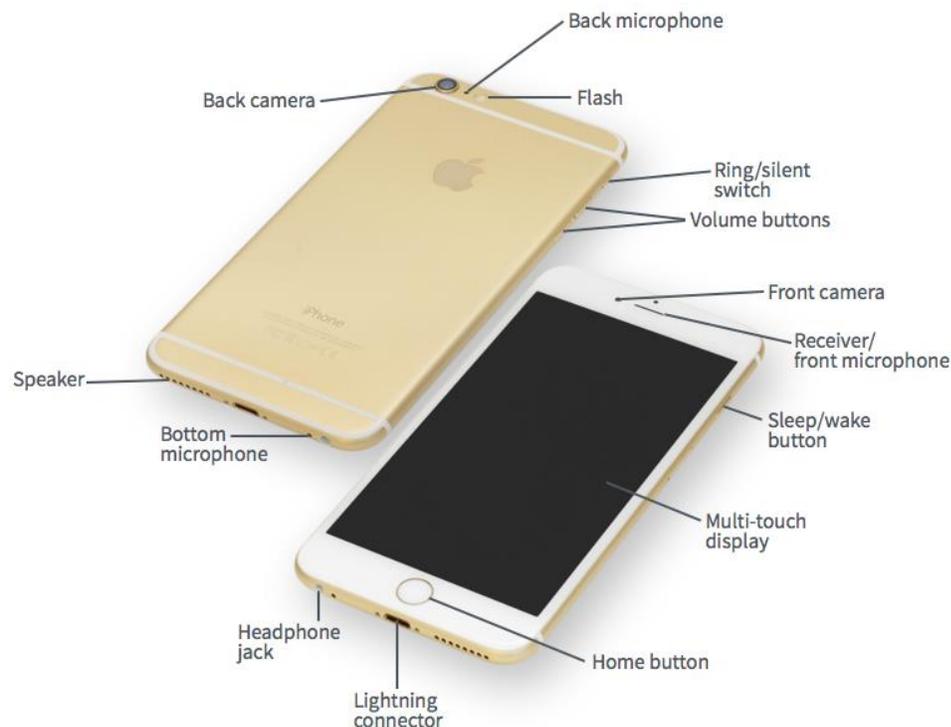


iPhones for beginners

This handout uses text and images from gcflearnfree.org. Check out www.gcflearnfree.org/iphonebasics for more information!

The parts of the iPhone:

Note: The headphone jack was removed in the iPhone 7 and 7 Plus. Now, all new models use either a Lightning connection or Bluetooth for connecting headphones.



Apple ID:

An Apple ID is a user name and password. It doesn't cost anything to create one, but it's an important part of the iPhone experience. Not only is your identity on your device, but it's also your gateway to other Apple services like the App Store, iCloud, select built-in apps, and much more. The more you use your iPhone, the more you'll understand how prevalent the Apple ID is.

If you don't have an Apple ID yet, there will be plenty of opportunities for you to create one when you set up your device. You can also sign up online. To learn more, visit this quick guide on Creating an Apple ID: <http://www.gcflearnfree.org/macosexmavericks/creating-an-apple-id/1/>

To sleep and wake the iPhone:

Newer phones will wake automatically when you pick them up. On an iPhone 6 or older, **press the Home button to wake it**. The Lock screen will appear. There are two options for unlocking your iPhone:



Passcode: You can unlock your iPhone using the numeric passcode you chose when you first set up your iPhone. Simply press the Home button again and enter your passcode.

Touch ID: This is a feature available for the iPhone 5S and newer versions that scans your fingerprint as a means of unlocking your iPhone. After you've woken up your iPhone, simply place your finger or thumb on the Home button and your iPhone will unlock.

When you're done using the iPhone, press the Sleep/Wake button to put it in **Sleep mode**. This will turn off the screen and help save battery life. The iPhone will go to Sleep mode automatically if you don't use it for more than a few minutes.

To turn the iPhone on and off:

Most of the time, you won't need to turn your iPhone off. You can just use the Sleep/Wake button to keep your iPhone in Sleep mode. **But if you need to turn it off completely** (for example, on an airplane), **press and hold the Sleep/Wake button for several seconds, then slide to power off.**

To turn the iPhone on, press and hold the Sleep/Wake button until the Apple logo appears. It may take a few minutes to turn on completely.

Multi-touch gestures:

Gestures, sometimes called multi-touch gestures, are what you'll use to open apps, navigate the Internet, and more.

- Tap to click or select something on the screen, like an app or a link. You can also tap and hold to occasionally access other options (think of this as right-clicking).
- Drag to scroll up and down, left and right, or any other direction on the screen.
- Swipe left or right to flip through pages on the Home screen, photos, or pages in an e-book.
- Double-tap to zoom in or out on photos, websites, and certain apps.
- Pinch to zoom in or out almost anywhere.

3D Touch:

Available on the iPhone 6S and later models, 3D Touch is a feature that responds to how hard you press on the display, detecting the pressure you use. This allows you to use quick actions. If you press hard on one of your app icons, a list of quick actions will appear, with several options you can use that app for.

The home screen:

Apps

The icons you see here are shortcuts to your apps. In this example, the icons represent some of the built-in apps that come with iOS. If you choose to download more apps, the icons will also appear here. To open an app, simply tap the one you want.

The Dock

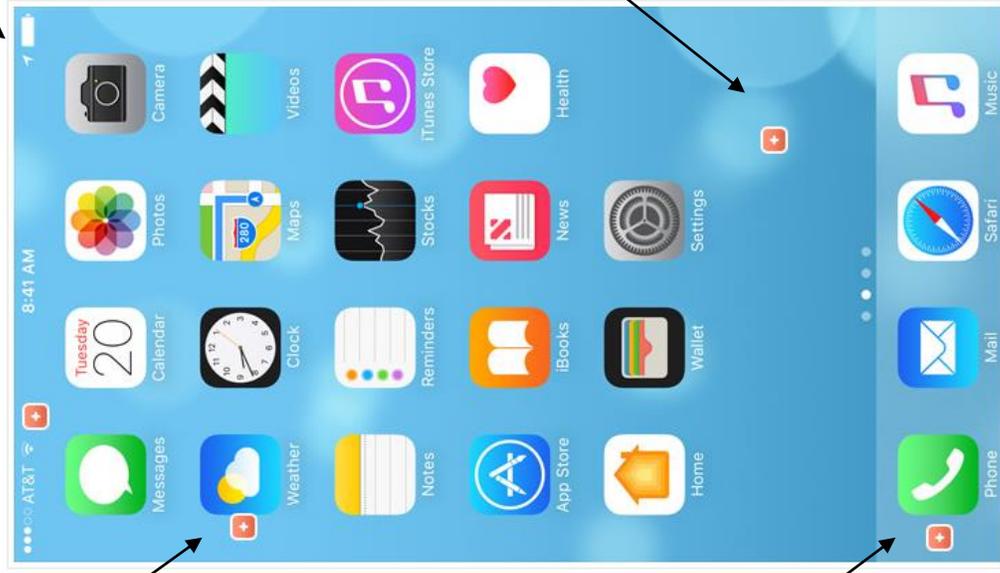
The dock at the bottom of the screen is designed for your most frequently used apps. By default, it includes **Phone, Mail, Safari, and Music**. You can customize your dock by adding or removing icons so you always have access to your favorites.

The Status Bar

The status bar at the top of the screen displays current information about your iPhone. This includes (from left to right) the strength of your cell signal, the status of your Internet connection, the time, and your remaining battery life.

The Home Screen

The screen you see here is called the Home screen; however, it may help to think of it as similar to your computer desktop. It's where all of your apps are kept, and it's the first thing you see when you turn on your device. You can even have multiple Home screens to make room for more apps and organize the icons. To navigate between screens, swipe left or right.



The control center:

Swipe up from the bottom of the screen to access the control center.

Airplane Mode

Toggle this option to activate Airplane Mode, which will turn off Wi-Fi and 3G/4G.

Wi-Fi

Toggle this option to turn Wi-Fi connectivity on and off.

Bluetooth

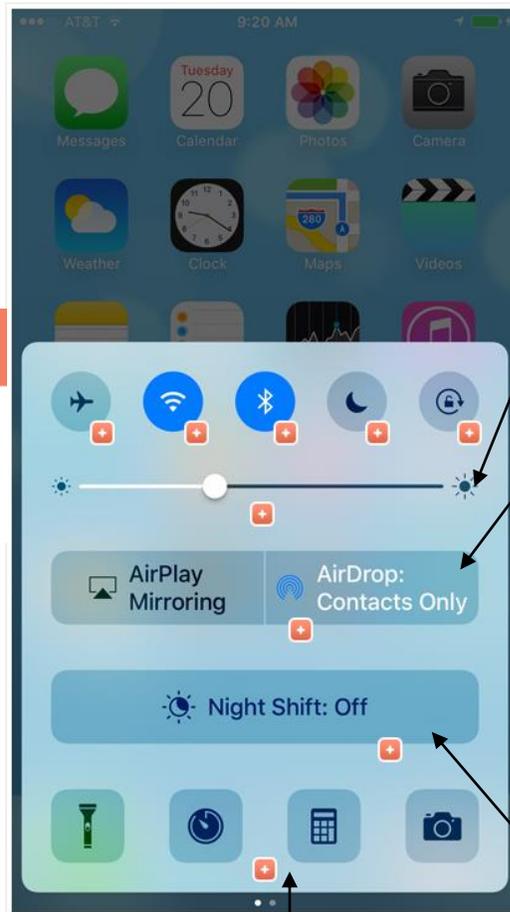
Toggle this option to turn Bluetooth connectivity on and off.

Do Not Disturb

Toggle this option to use Do Not Disturb, which silences calls and notifications while your phone is locked.

Portrait Orientation Lock

Toggle this option to turn Portrait Orientation Lock on and off, which keeps your screen from rotating when you turn your device.



Screen Brightness

Use this option to adjust the iPhone's screen brightness.

AirDrop

Toggle this option to turn AirDrop on and off, which allows you to share photos, locations, and more with other Apple devices near you.

Night Shift

Toggle this option to turn Night Shift on and off, which makes the colors on your iPhone change to the warmer end of the spectrum. This makes the display easier on your eyes and is good to use before going to bed.

Other Tools

Various tools at the bottom include a flashlight, timer, calculator, and camera.

Tip! If you swipe left while on this settings pane, you can access the media pane of the Control Center. On this pane, you can play, pause, and skip between songs or podcasts, as well as change the volume or audio output.

Notifications:



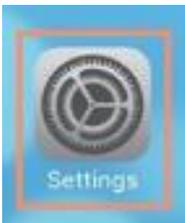
Notifications are pop-ups, banners, and other audio/visual cues that work with the apps on your device. They're designed to let you know when something needs your attention or when there's been any recent activity (for example, on Facebook).

Notifications behave differently in each app, but they all have one thing in common: They can help you keep up with everyday tasks and responsibilities.

You can receive notifications three different ways:

- Via the Notification Center (just swipe down from the top of the screen to open it at any time)
- As an alert (a pop-up or banner) (see example on p.11)
- As a badge on the app icon itself (see example on p.11)

Wi-Fi:



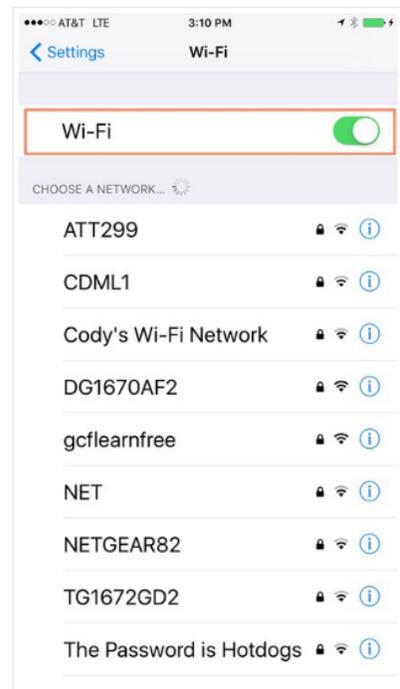
Your iPhone can connect to the Internet via your cellular data plan (3G/4G or LTE) and through Wi-Fi. So what's the difference? Most cellular data plans only give you a limited amount of data per month, but you can use as much Wi-Fi as you want without using any of your cellular data.

If you have a home Internet connection, you can set your iPhone to connect to it whenever you're home. You could also connect to others' Internet connections when you visit them. You'll just need to type their Wi-Fi passwords the first time you connect.

To turn Wi-Fi on or off:

- Tap the Settings icon on the Home screen.
- The Settings will appear. Tap Wi-Fi.
- Next to Wi-Fi, tap the control to turn it on or off.

You can also use the Control Center to turn Wi-Fi on or off. Simply swipe up from the bottom of your screen at any time to access the Control Center, then tap the Wi-Fi icon to turn it on or off.



Siri:



Siri is a useful feature that comes with the most recent versions of the iPhone (but not the iPhone 4 or earlier). Sometimes referred to as a virtual assistant, it can help you with all kinds of things. For example, you can use Siri to send messages, schedule meetings, and search for nearby restaurants. Powered by the sound of your voice rather than gestures or your keyboard, Siri can understand and respond to complex requests like "Remind me that I have a doctor's appointment on the 18th" or "What's the weather like today?"

To open Siri, press and hold down on the Home button.

Tip! While Siri is a helpful feature, it's not perfect. Siri won't always understand everything you say, so it may take some trial and error to learn how to use this feature effectively.

Voice dictation:

Voice dictation allows you to enter text without having to use the keyboard. To use voice dictation, tap the microphone icon on your keyboard, then start talking. The iPhone will listen to what you say and try to transcribe it. You can even add punctuation by saying words like period or question mark when you reach the end of a sentence. When you're done, tap the microphone icon again, and your words will be converted to text.



Using the keyboard:

The iPhone's virtual keyboard will appear whenever you tap a text field. For example, the keyboard will appear when composing an email, writing a note, or entering a website address.

Cursor

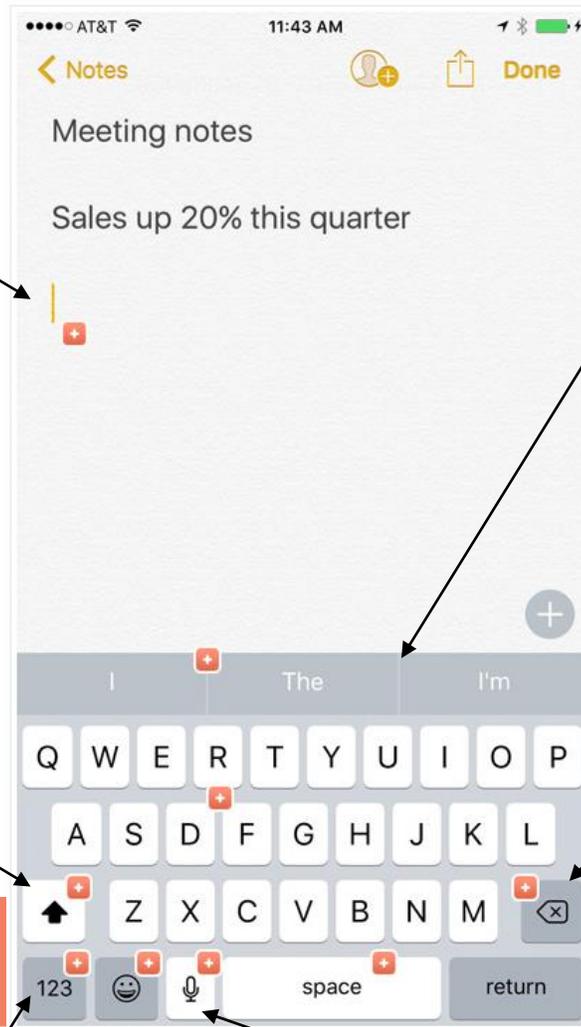
The **cursor** indicates where the text will appear.

Shift Key

Tap the **Shift** key, then tap a letter to insert a capital letter or alternate character. **Double tap** the Shift key twice to turn on **Caps Lock**.

Number Keys and Special Characters

Tap here to switch the keyboard from letters to numbers and special characters. Tap the button again to switch back. It will also switch back when you add a space after a character. You can also tap the #+= button to access more special characters.



Predictive Text

Your iPhone generates **predictive text** depending on where you're typing and what you've typed in the past. Click a word to type it.

Backspace Key

Tap the **Backspace** key to erase the character to the left of the cursor. Press and hold the Backspace key to delete entire words.

Emoji Keyboard

Tap here to switch the keyboard from letters to **emojis**.

Voice Dictation

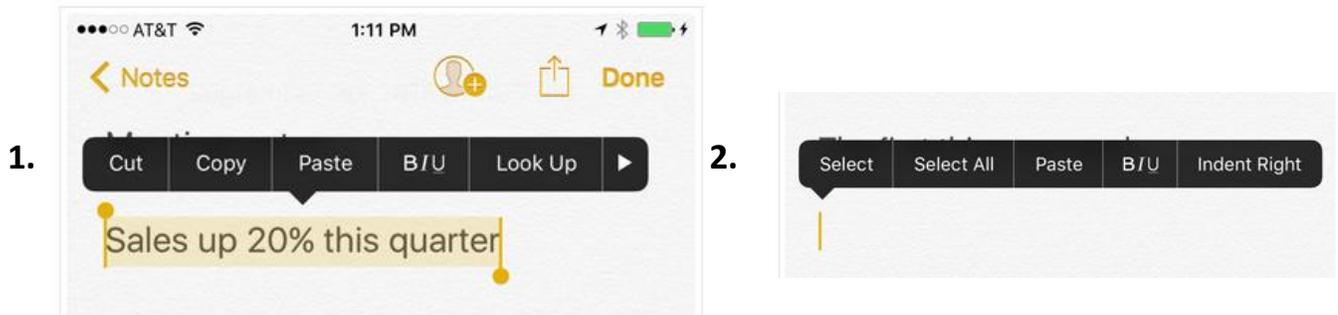
This feature allows you to enter text without having to use the keyboard. Tap the **microphone** icon on your keyboard, then start talking.

Moving the cursor:

Instead of deleting the existing text and starting over, you can move the cursor to the desired location. To move the cursor, simply tap the desired location. If you need more control, press and hold the screen, then (without removing your finger) drag the magnifying glass to choose a location for the cursor.

Copy and paste:

First, you'll need to select the text you want to copy. 1) Double-tap the screen next to the text you want to select, then drag the selection handles to select the text. Menu options will appear above the selected text. Tap Copy. 2) Double-tap the desired location for the text, then tap Paste.



More keyboard tips:

- Screen orientation: You can rotate the iPhone to change the size of the keyboard.
- Alternate characters: You can press and hold certain letters and symbols to add accents or alternate characters.
- Undo button: To access the Undo button, shake the iPhone back and forth, then select Undo.
- Slide and type: If you only need to insert one number or special character, press and hold the Number button, then—without releasing your finger—slide your finger to the desired character. When you release your finger, the keyboard will switch back to the Letter keys.

To customize keyboard settings:

Open the **Settings** from the Home screen, then scroll down and tap **General**. Scroll down and tap **Keyboard**. From here, you can turn certain keyboard features (like Auto-Correction) on and off, add another keyboard language, and create custom text shortcuts.

Using the Phone app:

Add to Contacts

Enter a phone number and tap **Add to Contacts** to add the phone number to an existing contact's information or to create a new contact.

Call Button

Once you've entered a phone number, tap the **Call** button to place the call.

Favorites

Tap **Favorites** to view contacts saved as favorites.

Recents

Tap **Recents** to view recent received and sent calls.

Backspace

If you accidentally enter a wrong number, tap **Backspace** to erase the number one digit at a time.

Contacts

Tap **Contacts** to view your contacts list.

Keypad

Tap **Keypad** to display the number pad.

Voicemail

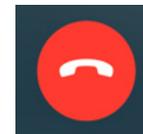
Tap **Voicemail** to access your voicemail. When selected for the first time, it will prompt you to set up your voicemail account.



To make a call:



- Tap the Phone icon.
- Tap Keypad at the bottom of the screen, then enter the phone number you want to call.
- Tap Call to place the call.
- When the call is finished, tap the red End button to hang up.



Tip! In some apps, like Mail and Safari, you can call a phone number simply by tapping either the number or the call button.

During a call:

Mute

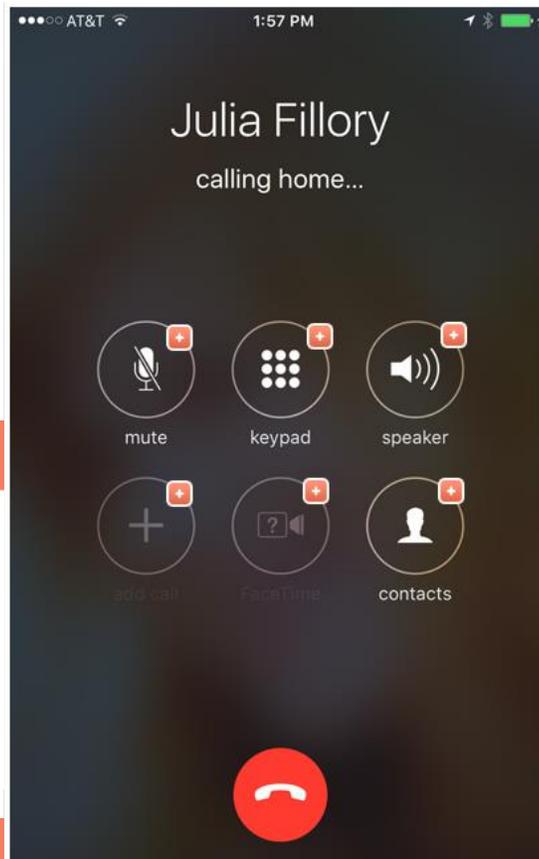
Tap the **mute** button to temporarily turn off your microphone.

Keypad

Tap the **keypad** button to access the **number pad**, which is helpful if you need to input a number during a call, such as a PIN.

Speaker

Tap the **speaker** button to turn the **speaker phone** on or off.



Add Call

Tap the **add call** button to add **another caller** to the current call.

FaceTime

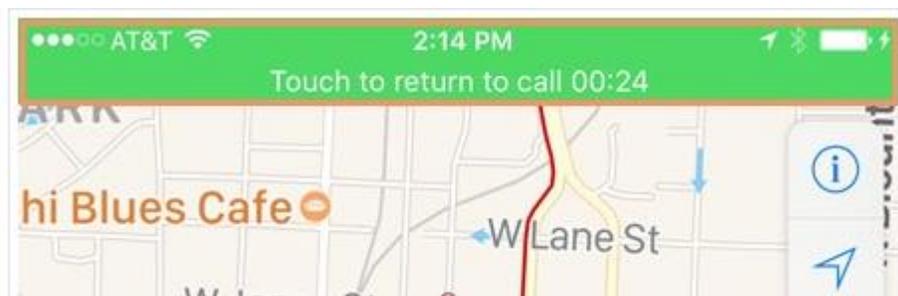
Tap the **FaceTime** button to switch from a voice call to a **FaceTime video call**. (This option will only be available when calling another iPhone user.)

Contacts

Tap the **contacts** button to open your **Contacts list**.

Using apps during calls:

Many apps can be used during an active call by pressing the Home button and selecting the desired app. When you're ready to go back to the Phone app, tap the green bar at the top of the screen. Note that some wireless providers only allow you to use this feature when your iPhone is connected to Wi-Fi, not 3G/4G.



Using the Messages app:

The Messages app can be used to send instant messages to your contacts. If your friends also use Apple devices, like a Mac or an iPhone, the iMessage feature allows you to send unlimited text messages, photos, videos, and more to these users.

To start a new message, click the icon in the upper right corner that looks like a pencil and square. To respond to a message, click on the message in your message list.

Setting up messages:

To use the Messages app, you'll need to set up iCloud on your device. See Syncing on page 17 more information. You can also review this lesson on Syncing Your iPhone to learn more:

<http://www.gcflearnfree.org/iphonebasics/syncing-your-iphone/1/>

Message notifications:



If you receive a new message when you're not in the Messages app, the iPhone will notify you in a few different ways:

- A **banner alert** at the top of the screen will show you the message, as well as who sent it (left image).
- A **badge** on the app icon will show the number of unread messages (right image).



You can customize your alerts by opening **Settings**, tapping **Notifications**, then choosing **Messages**.

iMessages and text messages:

The Messages app works as both as your iMessage client and your regular text messaging client.

Messages sent over iMessage will not count toward your monthly text message limit. This is because iMessage uses cellular data and/or Wi-Fi to send messages. **Regular text messages will still count toward your monthly limit.**

If your recipient has an Apple device, the message will default to iMessage, and the conversation will be blue. If not, the message will be sent as a regular text, and the conversation will be green.

Using the Camera app:



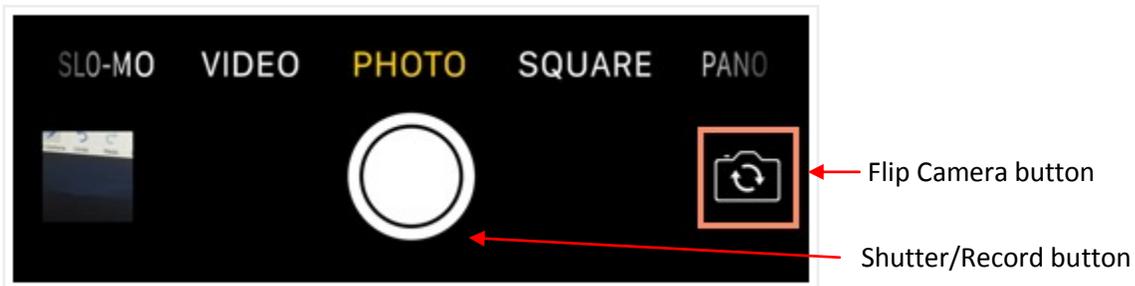
The camera app lets you take photos and videos. Click on the camera app to use it. Click the shutter button when you're ready to take your photo.

To access the Camera app from the lock screen:

You can access Camera quickly from the lock screen. Just swipe left, and the app will open instantly. There's no need to unlock your device first.

Flipping the camera:

Tap the **Flip Camera** button in the bottom-right corner to switch between front- and rear-facing cameras. You can use the front-facing camera to take a photo of yourself. You'll also use the front-facing camera for video conferencing apps like FaceTime.



Recording video:

You can also use the Camera app to record video. To do this, swipe to Video, then tap the Record button.

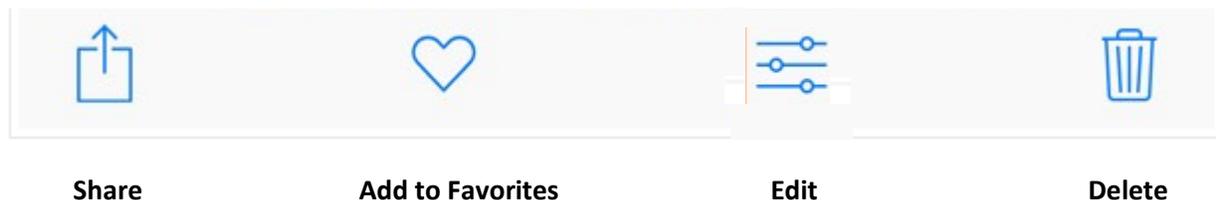
Taking screenshots:

Press the **Home** button and the **Sleep/Wake** button at the same time to take a screenshot. This will take a picture of whatever is currently displayed on your iPhone's screen.

Using the Photos app:



When you take a photo or video on your iPhone, it goes straight to the Photos app. You can use Photos to organize your photos and videos into albums, create slideshows, and share your media in a variety of ways. Explore these options underneath your photos:



Tip! If you connect your iPhone to your computer with the included USB cable, you'll be able to move photos from your iPhone to your computer.

Browsing with Safari:

Reader

The Reader feature allows you to view web articles in a large easy-to-read format, free of any ads or clutter.

Navigation Buttons

Use the back and forward buttons to navigate between pages you've recently visited. You can also swipe left and right to access recent pages.

Share Button

Use the Share button to create a bookmark, save the page to your reading list, and more. You can even email the link to your friends or share it on Twitter and Facebook.



Address Bar

The address bar displays the URL for the current page. To navigate to a new page, just enter a new address. You can also use the bar to search online.

Bookmarks and Reading List

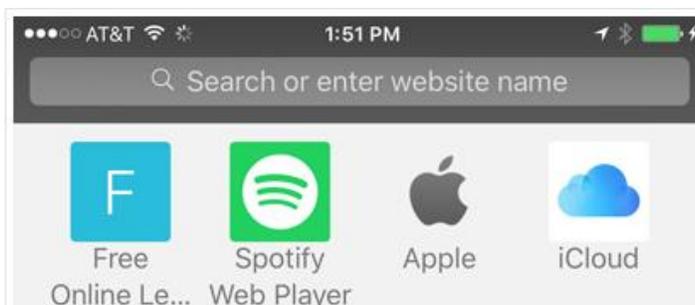
Tap here to see your bookmarks and reading list. You can still read websites that you've added to your reading list when your iPhone is offline.

Tabs

Tap here to create a new tab or switch between your current tabs.

Tip! Click on **Tabs** and then click on **Private** to start private browsing. Safari won't remember the pages you visited. When done, click on **Tabs** and then on **Private** to switch back to regular browsing.

The Favorites page:



When you create a new tab, the Favorites page will appear, which includes shortcuts to your most frequently visited websites. You can tap a website to navigate to that page or enter a URL into the address bar.

Opening a link in a new tab:



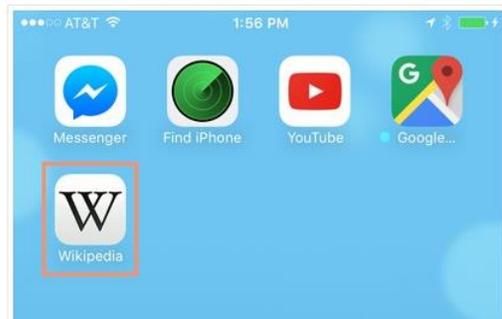
If you find a link to a website, you can open that link in a new tab. This allows you to open the site without losing your place on the original page.

To open a link in a new tab, tap and hold the link, then select Open in New Tab.

Adding websites to your Home screen:



If you find that you frequently visit the same website, you might want to add the site as a bookmark. If you want even faster access, you can add an icon to a website on your Home screen. Just tap the **Share** button, scroll over and select **Add to Home Screen**, then click **Add**. The page will appear as an icon on your Home screen. When you tap the icon, Safari will open and the website will appear.



The App Store:

There are thousands of apps you can download for free. Many other apps cost as little as \$0.99, although some may be more expensive.

Click on an app to read more about it and then click on **Get** or the **cost of the app** to begin installation. Once it's installed, it will show up as an icon on your phone.

You'll need an Apple ID and a valid credit card to purchase apps from the App Store (including free apps).

To switch between apps:

Your iPhone will keep recent apps paused in the background. When you switch to a recent app, you won't have to wait for it to load. You can simply pick up where you left off.

Quickly press the Home button twice. A preview of your current apps will appear. You can swipe left or right to browse through the current apps. Simply tap an app to open it. Swipe up on any app to close it.

Managing apps:

The Home screen contains an icon for every app on your device. This means it can get pretty crowded, especially if you've installed a lot of apps from the App Store. Here are some tips to help you customize your Home screen so your favorite apps are always easy to find.



Rearrange your icons by touching and holding any app on the Home screen. When the icons begin to shake, drag and drop them wherever you want. To move an icon to another screen, drag it to the left or right edge and hold until it switches to the new screen. You can also move apps on or off the dock if you want. When you're done, press the Home button to make the icons stop shaking.

Create a folder by dragging one icon on top of another. To add more icons to the folder, keep dragging and dropping the ones you want. When you're done, press the Home button.

Delete apps by pressing and holding any app on the Home screen, then tapping the X in the top-left corner. Note that built-in apps cannot be deleted. When you're done, press the Home button.

Updating apps:

Over time, many apps receive updates from the app's developer. Updates usually help an app run more smoothly and may even introduce new features.

By default, your iPhone will automatically download these updates. However, you can turn this feature off if you would prefer to manually update your apps. See the next section, Security and general settings, to learn how to change your automatic update settings.

Security and general settings:



There are a variety of security, privacy, and general settings to look at under your Settings app. Here are a few important ones:

Touch ID & Passcode:

Under Touch ID & Passcode, you can customize the security for unlocking your iPhone. By default, the iPhone requires a passcode to unlock it. If you have an iPhone 5S or a newer version, you can also unlock your iPhone using your fingerprint with a feature called Touch ID.

To change a passcode lock:

When you first start up your iPhone, you'll be prompted create a passcode lock. If you ever want to change it, it's pretty easy to do so.

Tap the **Settings** icon on your Home screen, then tap **Touch ID & Passcode**.

Updating your software:

Software Update is where you'll download iOS updates from Apple. Updates frequently include bug fixes and other improvements designed to enhance your experience with the iPhone. If an update is available, tap **Software Update**, then tap the **Install** button.

Privacy:

Third-party apps sometimes request access to your personal information. For example, an app might request access to your Twitter account to make it easier for you to share things with your friends. Another app might request access to Contacts to help you connect with the people you know.

Apps will ask for permission before accessing your information for the first time. However, you can always manage these settings under Privacy.

To manage your privacy settings:

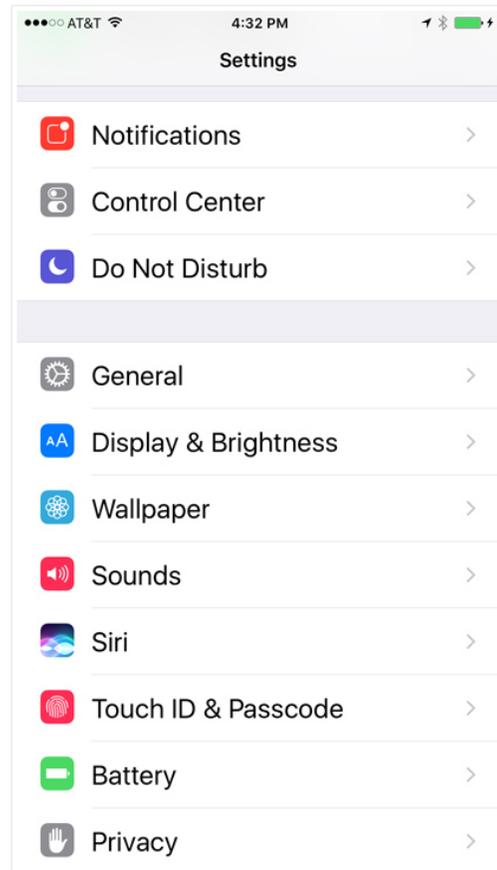
- Tap the Settings icon on your Home screen.
- Tap Privacy.
- Tap an item to view which apps (if any) have requested access to the information.
- Turn controls on or off to enable or disable access for certain apps.

Location services:

Location Services is an optional setting that uses Wi-Fi and/or your cellular signal to determine your current location. Location data can be extremely useful for a variety of apps. For example, the Maps app can use this information to give you directions from your current location, while the Weather app can give you a local forecast.

Location data can also be used in ways you might not expect. For example, the Camera app can use it to tag photos and videos with their exact location (known as geotagging). If you then post a photo publicly online, you're also sharing the location data for that photo.

While it can be useful, some users may not feel comfortable sharing their location data in all of these situations. Fortunately, you can turn off Location Services for individual apps or for all of your apps. To modify these options, go to your Privacy settings and tap Location Services.



to

To limit ad tracking:

Some third-party apps may use information from your iPhone to serve you targeted advertisements based on your interests. These interests are based on the way you use your iPhone, including your browsing history and installed apps. If you'd prefer not to receive targeted advertisements, you can limit ad tracking. This feature won't limit the number of ads you receive—it will simply stop third-party apps from using your personal information.

- From Privacy, scroll down and tap Advertising.
- Turn the control on to limit ad tracking.

To change your automatic update settings:

- Open Settings from the Home screen, then tap iTunes & App Store.
- Tap the Updates control to turn automatic updates on or off.

To update an app manually:

If you've turned automatic updates off, you'll need to update each app manually.

- Open the App Store, then tap Updates in the bottom-right.
- A list of available updates will appear. To update an app, tap Update. You can also tap Update All to install all available updates.

Syncing:

Syncing makes it easy to keep things up to date between your computer, your iPhone, and your other mobile devices. This way, you'll always have access to important files on any device whenever you need them. There are two ways to sync an iPhone:

Syncing with iTunes: You can connect your iPhone to your computer using the included USB cable. You can then use iTunes to sync music, photos, and files from your computer to your iPhone. You'll also be able to back up your iPhone's files on your computer.

Syncing with iCloud: You can sync wirelessly to iCloud, which will work in the background to sync important information between your mobile devices. For example, you could take a photo on your iPhone, then view it instantly on your laptop. Or you could create a to-do list on your work computer, then keep up with it on your iPhone.

iCloud is generally more convenient because it allows you to sync from anywhere with an Internet connection. However, iTunes gives you a bit more control overall. You can read more information in "What's the Difference between iCloud Backup and iTunes Backup?": <http://www.wikigain.com/whats-the-differences-between-icloud-backup-and-itunes-backup/>