iPhone Basics
Session 2 Summary

SESSION 2

Fun Trick – Turn your Compass into a Level
- New Skill – Find content on my iPhone
  o Use two fingers and Swipe down on the Home screen
  o A Search window appears at the top of the phone - Search iPhone appears
  o Type in name of person, app or content that you want to go to
  o Related items will appear – Tap the one that you want to find

- For the Level –
  o Swipe down with two fingers; type in “Compass”
  o When Compass appears, calibrate by moving the phone in a circular motion as directed
  o Swipe to the left and the Level will appear; it turns green when level

1) iBooks

  a) OVERVIEW
     i) Free download from App Store
     ii) Shop for paid and free books
     iii) Search by featured books, top sellers, authors, titles and key words
     iv) Download and organize PDFs

  b) DOWNLOAD iBOOKS TO YOUR iPhone
     i) On Home screen, Tap App Store (blue with A in a circle icon)
     ii) At bottom of App Store screen, tap Search (magnifying glass)
     iii) In Search window (at top of screen), type iBooks and Tap
     iv) iBooks app appears with box entitled FREE
     v) Tap FREE and then INSTALL
     vi) After installation, iBooks app will appear on your iPhone

  c) FEATURES
     i) Move Among Chapters
        (1) Tap Chapter Title and go to content
     ii) Define Words
         (1) Press down on the selected word
         (2) A menu bar will appear; tap Define
         (3) The definition will appear, or if you have not yet selected a dictionary,
             you will be directed to select one – you only have to do this once,
             unless you want to change your default dictionary
     iii) Highlight Sections
         (1) Press and hold section – move shaded area to include all of the selected section
         (2) Tap Highlight in the menu bar
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(3) Tap the circles to Highlight (several color choices) or tap the “Comment Bubble” to add a notation

(4) To remove highlights, Tap the garbage can icon

iv) Set Bookmarks
   (1) Tap Bookmark icon in top banner at top right (ribbon bookmark)

v) Access Bookmarks, Highlights and Notations
   (1) Tap Content icon (looks like bulleted listing) to the right of Library in top banner
   (2) Tap either Bookmarks for bookmarks and Notations for highlights and notes

2) iPhone User Guide

a) DOWNLOAD
   i) Tap iBooks app on Home screen
   ii) Tap Search icon (magnifying glass) in bottom of screen
   iii) In Search window (top of screen) type “iphone user guide for ios 8.3”
   iv) When the item appears on your screen, tap the FREE button to download
   v) Enter your Apple ID when requested and Install
   vi) The User Guide will appear in your iBooks Library under “Purchased Books”

b) FEATURES
   i) See Features in the iBooks section above for information on how to move through different sections of the Guide.

3) Call Management

a) ANSWERING AND DECLINING CALLS
   i) Phone is unlocked
      (1) Tap Answer (green button) to take the call
      (2) Tap Decline (red button) to send the call to voicemail
   ii) Phone is locked
      (1) Swipe green banner to the right to take the call
      (2) Tap Sleep/Wake button or ignore to send to VM
   iii) Either locked or unlocked – additional options for response
      (1) Tap Remind Me button: call goes to voicemail and you will receive a reminder (one hour later) to respond
      (2) Tap Message button: call goes to voicemail and caller receives a text message from you (message is chosen from a set standard responses or responses customized by you)
      (3) Create custom default replies: Settings > Phone > Respond with text
b) CONTROLS WHILE ON A CALL
   i) While on a call, the Home Screen displays the following icons
      (1) Mute: Mute the line or touch and hold to put call on hold
      (2) Keypad: Dial or enter a number
      (3) Speaker: Use speakerphone or connect a Bluetooth device
      (4) Contacts: Get contact info about caller
      (5) Face Time: Make a Face Time call
      (6) Plus Sign: Make another call

d) FUNCTION ICONS – found in a banner at the bottom of the screen
   i) Favorites: Lists “favorite” contacts that you identify
   ii) Recents: Lists name or telephone number and time of recent calls
      (1) Calls in red were missed
      (2) Tap icon to right (circle with i) to get more information about the call
       and add caller to Contacts
   iii) Contacts: Takes you to your Contacts lists
   iv) Keypad: Use to make calls
   v) Voicemail: Lists of voicemail messages by caller, date/time and duration
      (1) To listen to a voicemail message, tap the name of the caller and then
       the play button
      (2) You make a return call, put the message on speaker or delete the
       message

5) Badges
   a) Badges are the little red dots with white number inside that appear in the
      upper right hand side of icons
   b) Badges indicate the presence of some update or message that has not been
      read or acted upon, e.g. a red dot with the number five on the telephone icon,
      indicates that five phone calls have been missed

6) Find My iPhone
   a) OVERVIEW
      i) Locate and secure iPhone using the app on another iPhone, iPad, or iPad
         Touch or using any computer signed into www.iCloud.com
      ii) Activation Lock is automatic
   b) SETUP
      i) Download free Find My iPhone app from App Store (use same procedure
         used for downloading iBooks)
      ii) Tap Settings
      iii) Tap iCloud
      iv) Tap Find My iPhone and tap button to turn On