

# Smart Phones

Google Android & Apple iPhone

Venice Technology Users Group

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# What is a Smart Phone?

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- **A smart phone is a cellular phone that performs many of the functions of a computer.**
- **Typically having a touchscreen interface Internet access.**
- **And an operating system capable of running downloaded applications.**

# Touch Screen Enabled

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◎ You interact with your device by **tapping and sliding your fingertips onto the front surface.**

- You can single tap,
- Double-tap,
- Swipe left and right, or up and down,
- Or pinch your fingers together or slide them apart.

**\*\* You can also use a stylus if you have big fingertips or long nails.**



# Tapping Tips

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- Tap and release on an App to Open or to Start that App.
- Press and Hold an App to make it wiggle so that you can rearrange and move it to a different home screen or to a folder.
- Swipe finger down to scroll up / Swipe finger up to scroll down.
- Swipe finger to the left to move right / Swipe finger to the right to move left.
- Pinch your fingers together to zoom out / Start with your fingers together first and then slide them apart to zoom in.
- Double tap to zoom in / Double tap again to zoom out.
- Double tap after typing to make a period.
- Double tap up arrow on keyboard to make Caps Lock.

# Terminology

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- **Apps** short for "applications", are mini-applications or software programs.
- **Home Screen** the screen or page(s) where your **Apps** live.
- **Network** is the company that handles your calls (Verizon, AT&T, Sprint) and provides you with voicemail, texting, voice memos and data transfer.
- **SMS (Short Messaging Service)** or texting and **MMS (Media Messaging Service)** photos/videos to other mobile users.
- **Wi-Fi** is a mechanism for wirelessly connecting electronic devices to the Internet via a hotspot.
  - **Hotspot** are places with Wi-Fi Internet connectivity.
  - **Personal Hotspot** allows you to share your Internet connection with your computer via Wi-Fi, Bluetooth , USB or your iPhone.
- **Bluetooth** is a short-range wireless connection (hands-free).

# Your Samsung is an Android

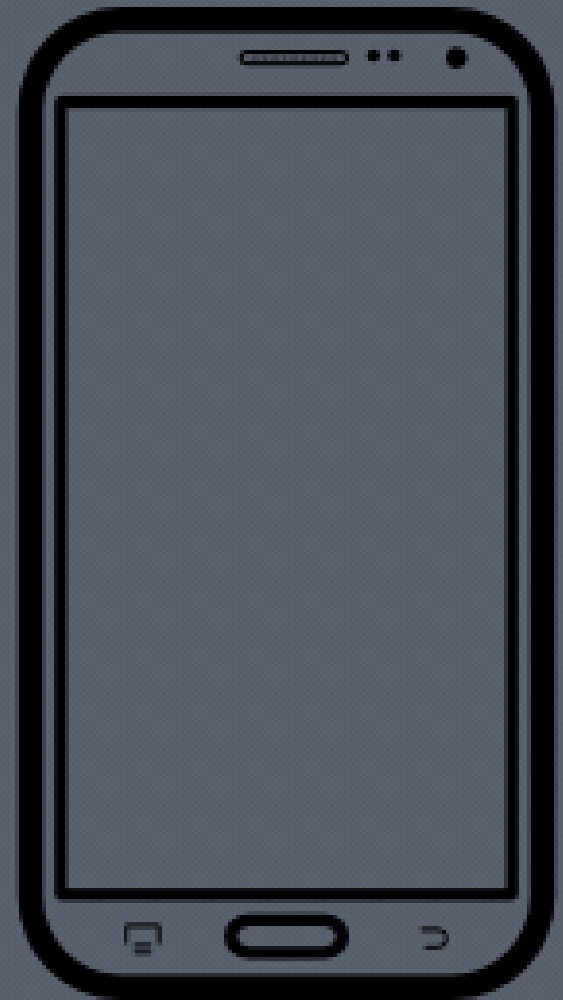
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- **The Samsung Galaxy S is a touchscreen-enabled Android Smartphone designed, developed and marketed by Samsung Electronics.**
- **It is a Google Smart Phone.**
  - **It comes with Google Voice. Say “OK Google” to ask a question, get directions, set a reminder, whatever you need to do.**
  - **You can get Apps from the Play Store.**
- **It has Apps on your Home Screen.**

# Getting to Know your Samsung

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- Your Samsung has a front, a back, 2 sides, a top and a bottom.
- The Front Face, **has only 1 button = The Home Button**
  - It also has a list icon and a return icon on either side of the Home Button.
- The Back = a Camera and Flash
- The Top = power switch
- The Side = has volume controls
- The Bottom = where you charge your device and insert earbuds.



# Wi-Fi Setup

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**All Digital Devices must be on Wi-Fi to access digital information.**

## **To Set Up Wi-Fi**

1. Tap Settings
2. Tap Wi-Fi
3. Tap Choose a Network...
4. Tap to type in your Network name and if the network has a baby lock icon > type in your password





























# Status Icons

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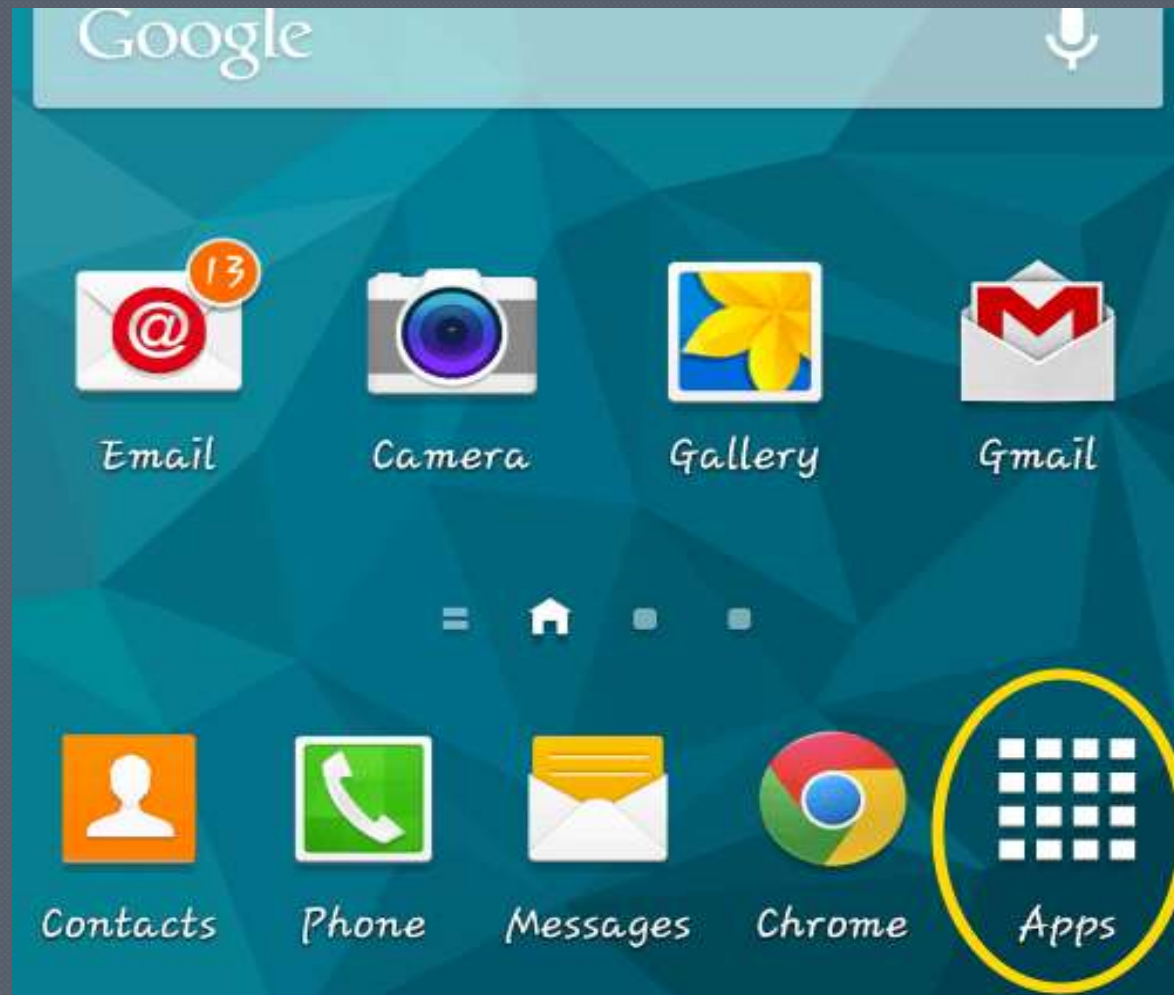
**The tiny little icons that are located at the very top of every Home Screen that give you information about the status of your signals:**

- **Airplane mode:** shows that airplane mode is on—you cannot use the phone, access the Internet, or use Bluetooth® devices. Non-wireless features are available.
- **Cell signal:** **vertical** bars or dots that show whether you're in range of the cellular network and can make and receive calls. The more bars or dots the stronger the signal. If there's no signal, the bars are replaced with "No service."
- **3G/4G/EDGE/GPS/E:** shows your carrier's network.
- **Wi-Fi:** baby rainbow – your device is connected to the Internet over a **Wireless Network**. The more curved lines, the stronger the connection.
- **Network activity:** represented by a spinning flower, which shows over-the-air syncing or other network activity.
- **Time:** shows the time of day.
- **VPN:** shows that you're connected to a Virtual Private Network.
- **Lock:** shows that orientation is locked.
- **Play:** shows that a song, audiobook, or podcast is playing.
- **Alarm:** shows that an alarm is set.
- **Bluetooth:** shows that Bluetooth is active.
- **Battery life:** shows battery % or charging status by a lightning bolt.

# Android Status Icons

	New Gmail message		More notifications
	New text or multimedia message		Call in progress
	Problem with text or multimedia message delivery		Call in progress using a Bluetooth headset
	New Google Talk message		Missed call
	New voicemail		Call on hold
	Upcoming event		Call forwarding is on
	Data is syncing		Song is playing
	Problem with sign-in or sync		Uploading data
	SD card or USB storage is full		Downloading data
	An open Wi-Fi network is available		Download finished
	Phone is connected via USB cable		Connected to or disconnected from virtual private network (VPN)
	Phone is sharing its data connection via USB (USB tethering)		Carrier data use threshold approaching or exceeded
	Phone is sharing its data connection as a Wi-Fi hotspot (Wi-Fi tethering)		Application update available
	Phone is tethered in multiple ways		System update available

# Android App Icons



# Remember your Passwords

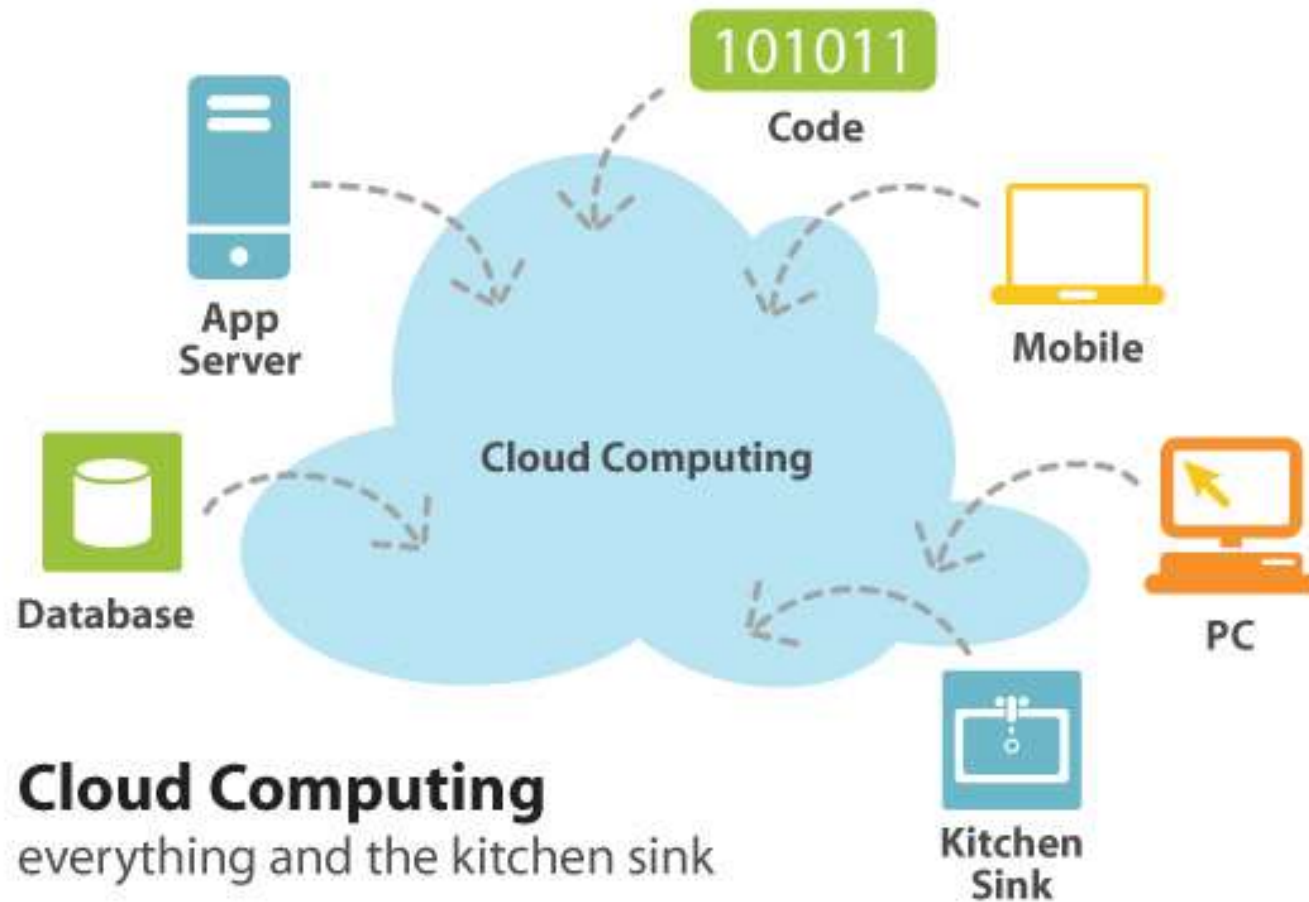
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**Your Google Play ID** is your 'account' for your device and will enable you to download Apps specifically designed for your devices' operating system (what is under the hood).

**Write down your Passwords.**

**Use an App specifically designed to store and save them (Keeper, aWallet, Notes, Contacts)**

# What is the Cloud?



# What is Syncing?

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**Syncing** – syncs data between your device and your computer to the cloud and back. The information is stored in 1 place in The Cloud.

**There are several Clouds** - iCloud (Apple), Gmail (Google), Outlook (Microsoft).

- You can make changes to your address book and the change will Sync the information back to your computer or you can make changes on your computer and sync it back to your Samsung.
- **Exchange** syncs your Gmail Email, MSN, Yahoo, Live, Outlook.com, Hotmail, Calendar, and Contacts between your Device and The Cloud > @hotmail, @gmail, @msn, @yahoo, @live, @outlook, @icloud.
- **IMAP vs POP Email** - [www.pop2imap.com/](http://www.pop2imap.com/)
- **IMAP (Internet Message Access Protocol)**. IMAP allows users to store their email on remote servers. This two-way protocol also allows the user to synchronize their email among multiple devices, which is extremely important today, when most people have at least two devices - their laptop and their smartphone.

# Adding your Email Account

1. **Start on your Home Screen**
2. **Tap All applications**
3. **Tap Email**
4. **Enter your Email address**
5. **Enter your Email address password**
6. **Tap Manual Setup**
7. **Select the type of account: POP3, IMAP or Exchange**

## Incoming Server Settings

- **Email address** = Customer's email address
- **Username** = Customer's username.
- **Password** = Customer's password.
- **POP/IMAP server** = Enter server information (orange.net is pop.orange.net).
- **Security type** = Select from list (orange.net is set to none).
- **Port** = Enter server port details (orange.net is 110).
- **Tap Next.**

## Outgoing server settings

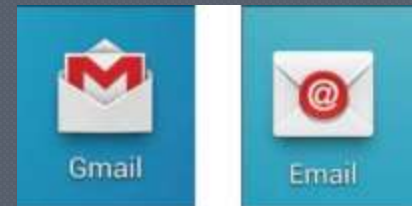
- **SMTP server** = Enter server information (orange.net is smtp.orange.net).
- **Security type** = Select from list (orange.net is set to none).
- **Port** = Enter server port details (orange.net is 587).
- **Require sign in** = Tick.
- **Username** = Customer's username.
- **Password** = Customer's password.
- **Tap Next.**

## Account options

- **Email check frequency** = Customer's choice.
- **Notify me when new mail arrives** = Customer's choice.
- **Tap Next.**

## Set up email

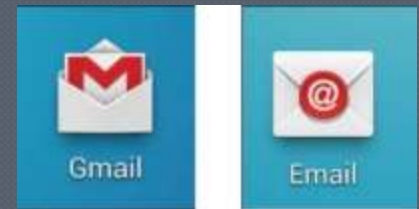
- **Account name** = Customer's choice.
- **Your name** = Customer's choice.
- **Tap Done.**



# Adding your Gmail Email

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- 1. Find the Gmail icon in the Apps list.**
- 2. Tap the Gmail icon.**
- 3. Tap the Existing button or New (if it doesn't exist yet).**
- 4. Enter your existing Gmail user ID and password.**
- 5. Tap Done on the keyboard (where your Enter or Return key is usually).**



# How to Read your Email

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1. You're alerted to the arrival of a new Email message by a notification icon on top of the Email App Icon.
2. For a new Gmail message – tap the Gmail Icon
3. For a new Email message – tap the Email Icon
4. As mail comes into your InBox, you can read it by tapping on the message.
5. You can scroll up or down by swiping your finger in the opposite direction.
6. You can star messages to be viewed or searched separately, making them easier to locate.
7. You can also move messages to a folder to read later or to save them.

# Messaging / Texting

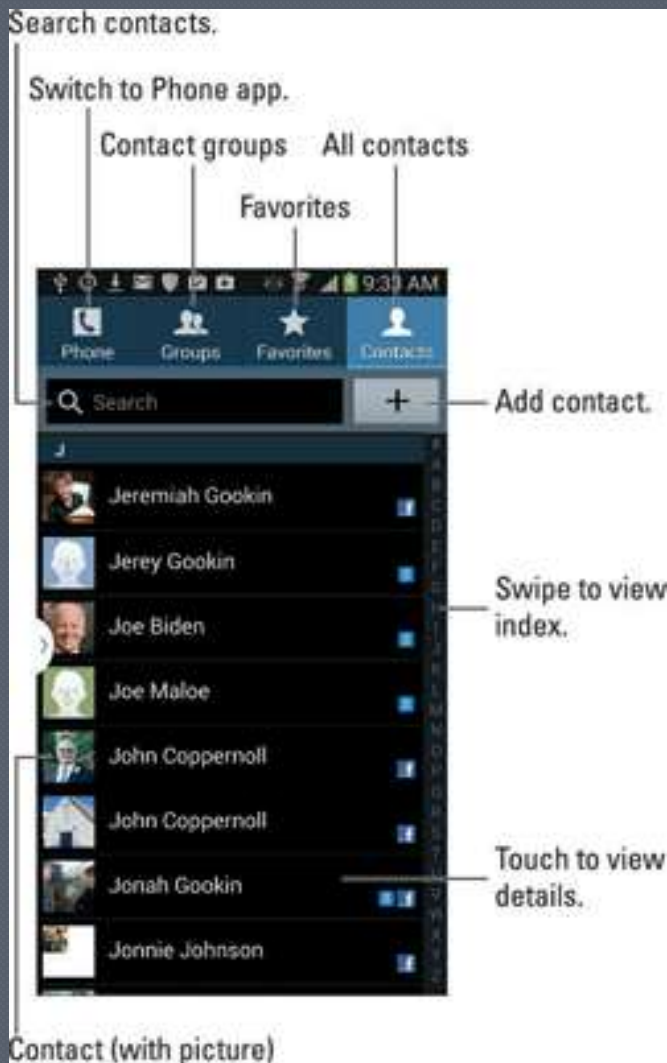


## How to Send a text message (SMS/MMS)

- ◉ Depending in your Android - Open one of the above Messaging Icons.
- ◉ At the bottom right, touch the compose icon (the pencil).
- ◉ Choose New SMS.
- ◉ Type in the contact's name or mobile phone number, and touch the number or contact.
- ◉ Tap into the message box – and the keyboard will appear.
- ◉ Type your message and touch the paper airplane send icon.



# Adding Contacts



## To Access your Contacts:

1. Tap Head Icon
2. Tap + to Add a Contact
3. Tap star to make that contact a favorite
4. Tap Groups to make add Contacts to a Group
5. Fill in first name, last name, mobile phone number, email address, mailing address, birthday

# ICE Contacts

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**ICE = In Case of Emergency**

- 1. Tap on Contacts App**
  - 2. Tap the name of the Contact that you want to add ICE to**
  - 3. Tap Edit**
  - 4. Tap into the Company field**
  - 5. Type ICE**
  - 6. Tap Done**
- You can also tap to add anything else that you that you want to add to that persons Contact card**
  - Always remember to Tap Done when you are done adding or editing.**

# OK Google Commands

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**You pick up your phone and say “OK Google”... Your phone is listening. The microphone icon is pulsing.**

## **General information**

- How old is [\_\_\_\_\_]?
- Where was [\_\_\_\_\_] born?
- Define [\_\_\_\_\_] (Or “What does [\_\_\_\_\_] mean?”)
- What time is it in [\_\_\_\_\_]?
- Search for [\_\_\_\_\_ tips]
- Show me pictures of [\_\_\_\_\_]
- Do I need an umbrella today? What’s the weather like? What’s the weather in [\_\_\_\_\_]?
- What the [Google] stock price? What is [Apple] trading at?
- Search [\_\_\_\_\_] for [cat pictures].

<http://www.greenbot.com/article/2359684/system-software/a-list-of-all-the-ok-google-voice-commands.html>

# Google Maps



**Step-by-step navigation, and place searches**

**Get directions to and from a starting point and ending location**

- 1. Type in your address**
- 2. Tap Start**
- 3. The voice will direct you to your location**

**You can download and save a map**

- 1. Touch the search bar at the top of the app**
- 2. Scroll to the bottom**
- 3. Tap Save Map to use offline**

# Camera Settings

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- Change the picture size to 4:3 or 16:9.
- Option to turn on grid lines or turn off the loud shutter sound when taking a picture.
- Video is set to 1080p 30fps by default – this disables HDR video.



# Using the Camera

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**The Basic Camera has both a still camera and a video camera.**

1. Double press the home button to access the camera.
2. Or Select Camera icon or slide finger to video.
3. Hold the device, and aim it at your subject.
4. Then press the camera button to take your photo.

# Add Extra Camera Modes

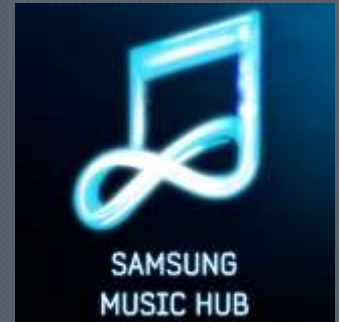
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- 1. Tap the Mode button at the bottom**
- 2. Choose Download**
- 3. You will need a Samsung App Store account**
  - ⦿ **Surround shot – photo sphere**
  - ⦿ **Sports shot – fast moving subjects**
  - ⦿ **Food shot**
  - ⦿ **Beauty face – adds digital makeup**
  - ⦿ **Animated gif – takes a series of pictures**
  - ⦿ **Rear-cam selfie**
  - ⦿ **Dual camera**

# Listen to Music

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- 1. Tap Apps.**
- 2. Tap Samsung Music Hub**
- 3. Select your Music**
- 4. Turn on up your Volume**



# Easy Mode

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**Not everyone wants a million features or Apps. If the default user experience is overwhelming; there are options.**

## **Turning on the built-in Easy Mode.**

- 1. Go to main settings**
- 2. Scroll down to Personal section**
- 3. Tap Easy Mode**

**Easy Mode includes:** Camera, Email, Gallery, Internet, Messages, Music, My Files, Phone, Calendar and Video. **\*\* Gmail will not appear in Easy Mode**

# What is an iPhone?

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**An iPhone is a smart cell phone, digital camera, and a personal data assistant (PDA), that runs on a mini Macintosh computer iOS operating system.**

- The iPhone enables its user to surf the Internet, listen to Music, read and send Email, read eBooks, use a GPS, watch a Movie while talking and texting and video chatting on the cell phone.

# iPhone Features

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- **Battery.** has up to 10 hours of talk time, 6 hours of Wi-Fi Internet use, 7 hours of video playback, 24 hours of audio playback and 300 hours of standby time.
- Runs on **Macintosh iOS** (operating system).
- **3.2-8.0 megapixel digital camera.** (depending on your model).
- Capable of shooting Hi-Def video at 30 frames per second.
- Radio transmitters for **Bluetooth**, **Wi-Fi** and **cellular** signals (3G, GSM and EDGE).
- Capable of becoming a **network hotspot** to act as a **modem** for your **PC**.
- **8 GB, 16 GB or 32 GB of storage space**, depending on your model.
- The front surface has only one button - **The Home button**.
- **Phone.** 4G, LTE, 3G, GSM or EDGE cellular phone service as well as a visual voice.
- **Mail.** POP and IMAP email access, including HTML capabilities and push email.
- **Web.** Safari Web browser.
- **iPod.** Music and videos.
- Video calling with **FaceTime**.
- **Siri. Voice Control** / Accessibility.
- **MMS** (Media Messaging) & **SMS** (Text Messaging) capabilities.



Search

# Icons & Buttons



Reply  
Forward  
Print  
Cancel



Add information



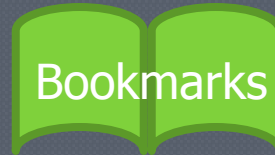
Refresh



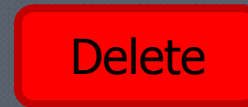
Back



Backspace



Bookmarks



Delete

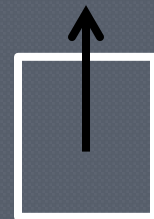


Add



delete

www.webaddress.com



AirDrop  
Message  
Mail

Facebook  
Twitter

Bookmark

Add to Reading List  
Add to Home Screen

Copy  
Print



Double Tap  
To Glow

White or Blue  
to make  
a capital letter  
Or CapsLock



Notification



More to the right



Press to Rotate,  
then press to Delete



Number of web pages,  
press to view



Trash



Move




Write a  
new  
message

# Colors

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 Grey text is always information/instructions and is not clickable.

 Grey right facing arrow when tapped takes you to the next page.

 **A white rectangle or oval shaped box is always a text box.** Tap to type. The keyboard will appear.

 Black text is a button and can be pressed to get a result.

 Red is delete.

 **Represents a notification.** When over the App Store (number of Apps that have updates). When over Mail (number of new Email messages).

  Green or Blue represents - Save.

# The Home Button - bottom

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1. 1 button on the Front Surface.
2. **Single press** - toggles between open Apps and your Home Screen.
3. **Press and Hold** – brings up Siri.
4. **Double Press** – Reveals Open Apps. Swipe them swipe up to Close.
5. **Press and Hold** to make Apps *wiggle* > to modify home screen and to make folders.



# The Home Screen

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Pressing the **Home Button** takes you to the Home Screen, page 1.

**The tiny little white dots** at the bottom of each Home Screen page, just above The Dock - designate your home screen pages.

**You can have a total of 11 Home Screen pages.**

**You can have 20 Apps on each page.**

4 Apps on The Dock. **The Dock:** is visible on every page. **Place the four Apps that you use most often onto The Dock.** **Example:** Phone, Notes, Calendar, Email.

## Organizing Your Apps

- Press and hold on one of the App Icons.
- While they are wiggling, Press and hold to Drag them to a new location within each Home Screen, hold them against the right edge of the screen to move them to another Home Screen page and place one App on top of another to form a Folder.
- Folders can contain up to 9-12 Apps. You can have a **total of 2,646 Apps** on your iPhone.
- **Folder Example:** a **Utility folder** for your: calculator, tip calculator, currency translator, compass, flashlight and alarm clock.

**To Search:** Swipe your finger down from the middle of your home screen to **Search the iPad.**

**To bring up your Notifications:** swipe your finger down from the time.

# Finger Tapping = Mouse Clicks

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- **Tap and release** on an App to **Open** that App.
- **Press and Hold** an App to make it wiggle so that you can arrange it.
- **Swipe finger down** to scroll up / **Swipe finger up** to scroll down.
- **Swipe finger** to the left to move right / **Swipe finger** to the right to move left.
- **Pinch your fingers together** to zoom out / **Start with your fingers together first** and then **slide them apart** to zoom in.
- **Double tap** to zoom in / **Double tap** again to zoom out.
- **Double tap** after typing to make a period.
- **Press the Home Button twice** to automatically return to your Home Screen from any screen.
- **Double Tap the Home Button to raise The Dock** (when you are on your first page, designated by the little white dots just above The Dock). **Swipe your finger to the right** to move through icons. **Tap on the Grey circle arrow to LOCK your orientation or** adjust your volume.

# Settings

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**Designated by the Gray Geer App – let's you adjust ALL of the Settings for your entire device + each App in one convenient place.**

1. Turn Airplane Mode ON/OFF.
2. Connect to a Wi-Fi hotspot.
3. Turn Notifications ON.
4. Turn Location Services ON.
5. **You can Set your Sounds:** volume limit, set your ringtone, text tone, new voicemail, new mail, sent mail, calendar alerts, keyboard clicks.
6. Screen brightness.
7. **Wallpaper.** Lock screen and Home Screen.
8. **General Settings:** Set auto-lock and a passcode for security.
9. Adjust your Email, Contacts, and Calendars.
10. Safari Web Browser, music, video, photos.

# Setting up Wi-Fi

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1. Tap Settings
2. Tap Wi-Fi (2<sup>nd</sup> choice under Airplane Mode)
3. Make sure that Wi-Fi is green (ON) and Ask to Join Networks is green (ON)
4. Under Choose a Network > find your desired network name or Tap Other...

# Notifications



- The little white numbers inside red circles that can be found in the upper right corner of your App icons
- Notifications can also be additional email messages > every time an App gets updated, is accessed – you can receive a notification
- Notifications can be seen by swiping downward from the Time on your home screen

## **To Adjust:**

1. Tap Settings
2. Tap Notification Center
3. Notification View ON
4. Today View ON / Today Summary ON / Calendar Day View ON / Reminders OFF / Tomorrow Summary OFF
5. Sort By Time ON

**Alert Style:** None, Banners, Alerts Badge App Icon ON, Sounds OFF  
Show in Notification Center ON  
Include 5 items, Show on Lock Screen ON

# All About your iPhone

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1. **Tap Settings > Tap General**

2. **Tap About**

Name – name of your iPhone

Songs – how many songs you have downloaded from iTunes

Videos – how many videos are on your iPhone

Photos – how many photos you have taken

Applications – how many Apps you have

Capacity – storage capacity

Available – how much storage is available

**\*\* Version – iOSx (operating system) 9.2 is current**

Carrier – AT&T, Sprint, Verizon

Model – important for Apple

Serial Number – important for Apple

Wi-Fi Address

Bluetooth

# Auto-Lock - Settings

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- **Auto Lock** is the time it takes for the iPhone to power down or go to sleep.
  1. Go to Settings
  2. Select General
  3. Tap Auto-Lock >
  4. Tap your selection
    - **5 minutes, 10 minutes, 15 minutes, 30 minutes, Never** (uses a lot of battery life)
- **When iPhone is locked**, you can still listen to music, adjust the volume, and receive messages and voice mail.
  - **By default**, if you don't touch the screen for a minute, **iPhone locks automatically**.
  - **To Unlock:** Press the Home button, then slide your finger along Slide to Unlock.

# Passcode Lock

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- **Passcode Lock** is an actual number code or password that you type in to '**Lock**' your iPhone after the Auto-Lock '**goes to sleep**'.
  1. Go to Settings
  2. Select General
  3. Tap Passcode Lock
  4. Tap Turn Passcode On
  5. Enter in a **4-digit number**
    1. Write this number down in your Notes App.
  6. Tap Next
- **Note:** Every time your iPhone goes to sleep, you will have to enter in your 4-6 digit number before you slide to unlock.

# Wallpaper = Background

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1. Go to Settings.
2. Tap Wallpapers & Brightness.
3. Tap Choose a New Wallpaper.
4. Tap Dynamic, Tap Stills, or Tap on your Photos.
5. Tap desired image.
6. Choose from Lock Screen, Home Screen or Both.
7. Tap Done.

# Phone



Allows you to make calls, with quick access to recent callers and save favorites. Dial manually using the numeric keypad or use voice dialing. Visual voicemail presents a list of your voicemail messages. Just tap to listen to any message you want, in any order you want.

- **Tap (green) Phone App**

- **Favorites.** Quick dial to favorite contacts.
  - **Recents.** Recent phone calls placed and received.
  - **Contacts.** Your Address Book.
  - **Keypad.** Dial manually.
  - **VoiceMail.**
- **When the Contact is listed, the Contacts name will appear.**
- **If the phone number isn't assigned to a Contact, just the phone number will appear.**

# Voice Mail Setup & Use

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1. Tap Phone
2. **Tap Voicemail**
3. Tap Greeting
  - Select either Default or Custom
  - If Custom, Tap Record, Speak
  - Save
- **Tap Number or Name**
- **To Listen to Message, Tap**
- **Tap to Add number to existing contact or to Create a new contact**
- **To Return Call Back Tap**
- **To Delete, Tap**

# Voice Memos

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**Record voice memos and then play them back or sync them with iTunes to listen to them on your computer.**

**Attach voice memos to email or MMS messages.**

- 1. Tap the Red circle to record**
- 2. Tap the triple black equal sign to stop recording**
- 3. Tap the triple black equal sign to listen, share or delete a voice memo**

# Add Phone Numbers

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## **To add a Phone Number to a Contact:**

- 1. Tap Phone or Message**
- 2. Tap on the little blue i**
- 3. If this is a new contact for your address book >**
  - Tap Create New Contact**
  - Tap Done**
- 4. If this person already exists >**
  - Tap Add to Existing Contact**
  - Find the person and Tap on their name**
  - Tap Done when finished**

# Who is Siri?

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- **Siri** is the intelligent personal assistant that helps you get things done just by asking.
- “She” or “He” allows you to use your voice to give simple commands to send messages, schedule meetings, place phone calls, and more.
- **Siri** understands your natural speech, and will ask you questions if she needs more information to complete a task.
- **Siri** uses the processing power of the dual-core A5 chip and your WiFi network to communicate with Apple’s data centers.
- She can quickly understand what you say and what you’re asking for, then quickly return a response.
- **The more you use Siri, the better she will understand you.** She does this by learning about your accent and other characteristics of your voice.

# Using Siri

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1. Tap the “Settings” icon.
2. Tap “General”.
3. Tap “Siri”.
4. Tap the grey circle to the right of Siri to turn her ON. When the circle turns green – you have enabled her.
5. Tap Allow “Hey Siri”. Follow the instructions.
6. Tap Done when prompted.
7. Set your language.
8. Set Siri’s Voice.
9. Voice Feedback preference.
10. My Info. \* You must have already added your Info to your contacts.

**To Access Siri > Press and Hold the Home Button.**

# Siri Commands

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1. Play “U2” – She will play music in your Music App.
2. Ask her to search contacts or call a contact.
3. Ask Siri to send a text message.
4. Play my Voice Mail.
5. To Send an Email.
6. Ask Siri to schedule a Meeting.
7. When is your next appointment.
8. Remind me to water the plants when I get home.
9. What day is it?
10. What time is it?
11. How do I get home?
12. Find a gas station near me.
13. What is the weather outside?
14. What is Apple’s stock price?
15. Play Words with Friends.
16. Turn on Flashlight.

**<https://techblog.tv/full-list-of-siri-commands-how-to-use-siri/>**

# Siri Dictation

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- Use your voice, instead of typing
- Tap the microphone icon on the keyboard. Then say what you want to say.
- Tap Done, and Siri will convert your words into text.
  - Use dictation to write messages, take notes, search the web, write an email.
  - Dictation also works with third-party apps, so you can update your Facebook status, tweet, or write and send Instagrams.

# Siri Commands

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## **Define relationships for Siri:**

- “Call me Roy”
- “My wife is ‘Kerry Washington’”
- “My brother is ‘Justin Bieber’”
- “‘Alicia Keys’ is my mom”
- “My boss name is ‘Sean Combs’”
- “My dad is ‘Andrew Bachelor’”

## **Ask Siri to search Contacts:**

- “When is my wife’s birthday?”
- “What’s Justin’s address?”
- “What is my father’s phone number?”
- “Who is Sean Combs?”
- “Show Alicia ‘s home email address”
- “Show Justin Bieber”
- “Find people named Kardashian”

# Siri Commands

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## **Ask Siri to Send Text Messages (SMS)**

- “Send a message to my Justin”
- “Send a message to Sean saying ‘Let’s sign the new record deal tonight’”
- “Send a message to Kerry on her mobile saying ‘I am running late’”
- “Text my mom and dad saying ‘Let’s have dinner tomorrow evening’”
- “Text Sharon and Becky saying ‘Where are you?’”
- “Send a message to 301 555 1212”

## **Ask Siri to Read Text Messages (SMS)**

- “Read my new messages”
- “Read it again”

## **Ask Siri to Reply to Text Messages**

- “Reply ‘I love you too’”
- “Reply ‘I will arrive in 10 minutes’”
- “Call him on mobile”
- Ask Siri about Voice Mail
- “Do I have new voice mail?”
- “Play my last voice mail”
- “Play voice mail from Kerry”

# Siri Commands

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## **Ask Siri to make a Phone Call or FaceTime:**

- "Call Justin"
- "Call my wife on mobile"
- "Call home"
- "Call my mother on her work phone"
- "Call 703 555 1212"
- "Redial last number"
- "Return missed call"
- "FaceTime Andrew"
- "FaceTime audio Andrew"
- "FaceTime video Andrew"
- "Check my recent calls"
- "Check my voice mail"

## **Ask Siri about Voice Mail**

- "Do I have new voice mail?"
- "Play my last voice mail"
- "Play voice mail from Kerry"
- Ask Siri to make a FaceTime Call
- "FaceTime Andrew"
- "FaceTime audio Andrew"
- "FaceTime video Andrew"
- "Make a FaceTime call to Andrew"

# iMessage



**iMessage let's you send text messages for free to and from other Apple devices over Wi-Fi.**

1. Tap on the green and white **Message App**.
2. Tap on the pencil.
3. **Tap to type the person's name or a 10 digit phone number.** You can also tap the + sign that will take you to your Contacts and then tap on the Contact that you are texting to.
4. Tap to type your message in the rounded text box.
5. Tap on the camera to attach a photo.
6. Press send when you are finished.

**Go to Settings > Messages > turn on iMessage (green) > Add your email addresses and cell number that you can be reached at.**

# Voice Texts



- iMessage can now send voice messages.
- Just press and hold the little record button in the bottom right of your iMessage and record a message to send to a friend.
- To listen to a voice message, just press the play button or hold the iPhone up to your ear.



# Face Time



- FaceTime lets you see your favorite faces more and miss them a little less.
- **Just tap FaceTime** to call another Apple device:
  - iPhone, iPad 2, iPod touch, or Mac over Wi-Fi.

## **Two cameras made for video calling.**

- The front camera is configured for FaceTime.
- It has just the right field of view and focal length to focus on your face at arm's length. So it always presents you in the best possible light.

## **To Use:**

1. Tap FaceTime App
2. Tap +
3. Tap your Contact you wish to video chat with
4. Tap Video Camera
5. Tap Phone Number


# Safari Settings



- **Search Engine** = Google, Yahoo! or Bing
- **Passwords & AutoFill > ON** – Add your name to your Contacts. Select your name in your list.
- **Favorites >**
- **Open New Tabs in Background ON**
- **Show Favorites Bar ON**
- **Block Pop-ups ON**
- **Do Not Track ON**
- **Block Cookies** from third parties and advertisers >
- **Smart Search Field**
- **Fraudulent Website Warning ON**
- **Advanced > JavaScript ON > Web Inspector ON**

# Using Safari



- **Safari is your web browser.**
- **Tap  to add a Bookmark, add a Short Cut to the Home Screen, Mail a link to that page or Print to a wireless printer.**
- **Tap the open book icon to edit your saved bookmarks.**
- **Tap the double box with number inside to switch between open pages or to add a new webpage.**

# Setting up Mail



## To Set Up your Email:

1. Tap Settings
2. Tap Mail, Contacts, Calendars
3. Go to Accounts...
  1. Tap Add Account
    - a. Select your Email type
    - b. Fill in all text fields
  2. Go back to Mail
    - a. **Fetch New Data PUSH ON** – tap to select how often you want iPhone to check for new Email (Every 15 min, Every 30 min, hourly or manually)
    - b. **Show** (25 recent messages), **Preview** (5 lines), **Minimum Font Size** (large), **load remote images ON**, **Signature** (Sent from my iPhone or tap to make a unique one), select your **Default Account**.

# Using the Mail App



- Tap Mail icon to open Mail App
- Swipe your finger downward on top of your In Box to Get New Mail
- **Flag icon;** moves message to junk or marks message as read
- **Folder icon;** saves or moves messages to specified folder that you can create on your mail server
- **Trash can;** deletes Mail
- **Left direction arrow;** Reply, Forward or Print an open message
- **Pencil box;** composes new email messages
- **To delete a message:**
  1. Press Edit > tap your finger into little open circle or
  2. Swipe your sideways to the left on top of message that you want to delete

# Easier Emailing

- Email is a lot simpler.
- Swiping left now lets you tap “more”, “flag”, or “trash”.
- If you swipe right, you can “mark as unread”.

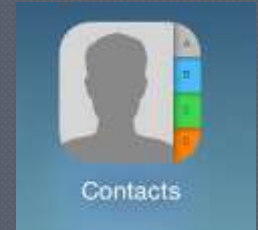


# Setting up Contacts

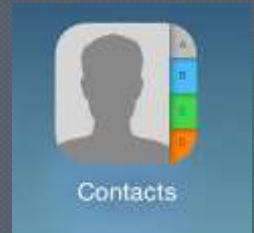
---

## To Set Up your Contacts:

1. **Tap Settings**
2. **Tap iCloud > turn ON Contacts**
3. **Tap Mail, Contacts, Calendars**
4. **Tap Add Account**
5. Select your Email type or Tap your Email Account > and **make sure Contacts is ON**
6. **Tap the Back < button to return to Mail, Contacts, Calendars main page**
7. Swipe your finger UP so that you can see Contacts
8. Tap to select your Sort Order | First, Last or Last, First
9. Tap to select your Display Order | First, Last or Last, First
10. My Info > add your name and info to your Contacts
11. Default Account



# Contacts



## **This is your Address Book.**

### ◎ **To Add a new Contact**

**1. Tap the + sign**

**2. Tap to Type:** First name, Last name, Company name, mobile phone number, home phone number, work phone number, email address, ringtone, text tone, home page, home address, work address, birthday, anniversary date, note

**3. Select Done when finished to Save your new contact**

# Setting up Calendar



## To Set Up your Calendar:

1. **Tap Settings**
2. **Tap iCloud > turn ON Calendar**
3. **Tap Mail, Contacts, Calendars**
4. **Tap Add Account**
5. Select your Email type or Tap your Email Account > and **make sure Calender is ON**
6. **Tap the Back < button to return to Mail, Contacts, Calendars main page**
7. Swipe your finger UP so that you can see Calendars
8. New Invitation Alerts ON
9. Time Zone Support >
10. **Sync All Events >**
11. Default Alert Times >
12. Start Week On >
13. Default Calendar >
14. Shared Calendar Alerts ON

# Calendar



**This is the red and white App that displays the Day and Date.**

◎ **To Use**

1. Tap the App
2. Tap the + sign to add an Event
3. **Tap each field to type in:** Title, Location, All-day, Starts, Ends, Time Zone, Repeat, Invitees, Alert, Second Alert, Calendar, Availability, URL, Notes
4. Select Done when finished to Save

# Adding Calendar Events

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- ◉ Tap the + sign to add a new event
  1. Tap to fill in the Title, Location
  2. Tap to shuffle through Start Time/End Time
  3. Does the event repeat?
  4. Set an Alert
  5. Add a Note
- ◉ Tap the < or > to cycle through the months
- ◉ View by:
  - Today
  - List
  - Day
  - Month



# Downloading Apps



1. **Tap on App Store.**
2. **Tap Featured. Tap Categories. Tap Top 25.**
3. **Tap Search.** Use this if you know the App that you are looking for.
4. **Tap to Type in the white oval search box** located at the top of your screen.
5. Find the desire App.
6. **Tap Free or Buy.**
7. **Tap Install.**
8. **You will be prompted to enter in your Apple ID password.**
9. **Tap Updates.** To update Apps that you've download. You will see a little red notification number in the upper right corner of App that will tell you the number of Apps that need to be updated.. Select Update All.

# Create an Apple ID

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**iTunes & App Store:** the App Store is where you download your Apps from. There are over 600,000 Apps. Most Apps are Free but some can be between .99 - \$30.

**\*You must be on Wi-Fi to access the App Store**

- **To Create your Apple ID: (Apple ID = iTunes = Apple.com = iCloud)**
  - 1. Go to Settings**
  - 2. Tap iTunes & App Store**
  - 3. Select**
    - Use existing account > Sign In
    - Create new account. \* **Use the same password that you use for your Email address**
  - 3. Music ON**
  - 4. Videos ON**
  - 5. Automatic Downloads ON for All: Music, Apps, Books, Updates**

# Copy & Paste

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1. **Tap in any white or clear box to see the blinking vertical cursor, the keyboard appears which is your clue to start typing.**
2. Touch and hold on desired word to bring up the magnifying glass.
3. Tap on Select (drag the anchor points to select more or less text) or Select All.
4. Press and hold on text over word to move blinking vertical cursor between the letters to desired location.
5. Tap Copy.
6. Tap the App of where you want to copy your text to.
7. Double Tap when you see the blinking vertical cursor, Tap Paste.
8. **To Undo:** Shake iPad and tap Undo.

# Editing Text

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- **To Select text:**

1. Touch and hold on text to bring up the magnifying glass.
2. Choose **Select** to select some text or **Select All** to select all text.
3. Drag the blue anchor points to select more or less text.
4. **Select Cut, Copy or Paste.**
  1. Cut = moves selected text.
  2. Copy = copies selected text.
  3. Paste = pastes selected text.
5. Double Tap inside App where you want to Paste your selected text.
6. **Select Paste.**

# The Camera

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**Take photos, and record videos. View them, email them, upload them to your computer. Trim and save video clips. Upload videos directly to YouTube. Take a friend's picture and add that photo to their Contact page.**

1. Tap on the Camera App
2. Select still photo or video
3. Hold up your device and aim it toward whatever it is that you want to photograph or video
4. Press the camera icon to record or take the photo
5. Photos and Videos will be stored in your Photo Gallery

# Using the Camera

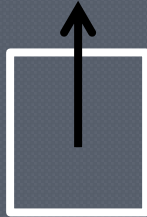
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**The Basic Camera has both a still camera and a video camera.**

1. Select camera or slide finger to video.
2. Hold the device, and aim it at your subject.
3. Then press the camera button to take your photo.

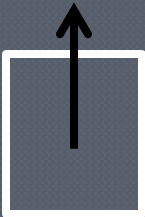
# Downloading Photos

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- **Press and hold on desired photo.**
- **Wait for instruction bubble to appear.**
- **Tap download photo or add photo to gallery.**
- **You can also tap  for a list of choices.**

# Photo Gallery

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- ◉ Albums / Camera Roll / Photo Stream / SkyDrive
- ◉ Places shows you a map of where you took your photos
- ◉ Tap  to email, text, assign to a contact, use as wallpaper or print photo.
- ◉ Tap edit to make color changes, to rotate, adjust red-eye, enhance, or crop.
- ◉ Tap on the trash can to delete that photo.

# Photo Gallery

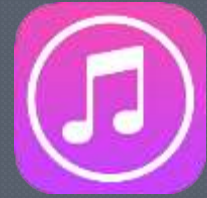
---

View photos and videos in portrait or landscape orientation. Zoom in for a closer look. Watch a slideshow. Email photos and videos, send them in MMS messages, or publish them to PhotoStream & iCloud Galleries. Assign images to contacts, and use them as wallpaper.

1. **Go to Settings**
2. **Tap on Photos / Slideshow**
  - **Play Each Slide for** (# of seconds)
  - **Transition** (cube, dissolve, ripple, wipe across, wipe down)
  - **Repeat** ON/OFF
  - **Shuffle** ON/OFF
3. **Albums / Camera Roll**
4. **Places** shows you a map of where you took your photos
5. Tap the pencil to select which photos you want to share (email), copy, print or delete
6. Tap the specific photo to email, mms, assign to a contact, use as wallpaper or print
7. Tap on the trash can to delete that photo

# Using iTunes

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Search the **iTunes Store** for music, ringtones, audio books, TV shows, music videos, and movies. Browse, preview, purchase, rent and download new releases, and top items.

Stream and download podcasts. Read reviews or write your own reviews for your favorite store items.

- **iTunes** lets you add, organize and play your digital media.
- **iTunes** is a jukebox and you can use it on your Mac or PC.
- **iTunes** comes equipped with an iTunes Store where you can buy music videos, movies, audio books and TV shows and download them to your device.

# Wi-Fi Enabled Printers

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- **HP Envy 5530**
- **HP 3050A Wireless All-in-One Color Photo Printer**
- **HP Deskjet 3510 e-All-in-One Printer**
- **Canon PIXMA MX512 Wireless Color Photo Printer with Scanner**
- **Epson WorkForce 645 Wireless All-in-One**

**[http://www.amazon.com/s/?ie=UTF8&keywords=wireless+printers+for+ipad&tag=googhydr-20&index=electronics&hvadid=11974634755&hvpos=1t3&hvexid=636475&hvnetw=g&hvrnd=1440066052934107546&hvpon e=&hvptwo=&hvgmt=b&ref=pd\\_sl\\_9gaohbehc2\\_b](http://www.amazon.com/s/?ie=UTF8&keywords=wireless+printers+for+ipad&tag=googhydr-20&index=electronics&hvadid=11974634755&hvpos=1t3&hvexid=636475&hvnetw=g&hvrnd=1440066052934107546&hvpon e=&hvptwo=&hvgmt=b&ref=pd_sl_9gaohbehc2_b)**

# A few Tips

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- **Double tapping the space bar** = a period (.), followed by a space – the next letter will automatically be capitalized.
- **Double tapping the up arrow on the keyboard** = caps lock key.
- **Tapping the time on the status bar at the top** = will automatically bring you to the top of the screen or page.
- **Pressing and holding and swiping your finger down from the time** = will bring down your notifications.

# Some More Tips

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- **Double pressing your home button** = all open apps.
  - To close open apps = press and hold on large page and slide your finger up to make each page disappear.
- **Press and hold on 1 app to make it wiggle** = then...
  - Drag each app to a new location.
  - Drag app on top of another app to make a folder.
  - Drag the app to another home screen page.
- **Swipe down from the middle of a home screen** to bring up the search bar.
- **Tips & Tricks** <http://gigaom.com/apple/tips-and-tricks-itunes/>

# Tips & Tricks

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1. **Tap the time at the top of your screen to take you back to the top of any page.**
2. **Double Tap the Space Bar to make a period.** Then the next letter will be an initial Cap.
3. **Press and Hold the Sleep/Wake Button and the Home Button at the same time to take a screen shot of your screen.**
4. **Turin your iPhone sideways to make your text and keyboard bigger.**
5. **Multitask while on a phone call by tapping on the Home Button and using Speakerphone.**  
Touch the green bar at the top of the phone to bring you back to the phone call.
6. Press and hold on the Time to bring down your Notifications.
7. Press and hold on any image to Save Photo to your Gallery.
8. Add a small white circle to your home screen that when tapped will give you options.
  1. Go to Settings.
  2. Select General.
  3. Select Accessibility.
  4. Under Physical and Motor > Select Assistive Touch > Turn on Assistive Touch.
9. Double Tap Home Button to lift Dock and close your open apps to save battery life.

**iPhone Hacks.** [http://www.iphonhacks.com/iphone\\_tips\\_tricks](http://www.iphonhacks.com/iphone_tips_tricks)

# Keys to Your Success

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- **REMEMBER Your Passwords**
- **WRITE DOWN your Passwords**
- **USE THE SAME Password for EVERYTHING**
  - **Have a short version and a long version**
  - **Add some numbers**
  - **Add some capital letters**
  - **Use your Notes App or an old Address Book**
- **UPDATE the Operating System on your Device**
  - 1. Settings**
  - 2. About**
  - 3. Version**
    - **Check to make sure your version is at least 4.3.3**
- **UPDATE the Apps from the App Store**

# Remember your Passwords

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**\*An Apple ID or Google Play ID or Amazon/Barnes & Noble ID** is your 'account' for your device and will enable you to download Apps specifically designed for your devices' operating system (what is under the hood).

**iPhone/iPad/MacBook(s)** = Apple services = iTunes Store, the App Store, and iCloud.

**Google Play** = Android, Gmail, Samsung Galaxy, Windows

# Remembering your Passwords

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**The following Apps will allow you to write down your Passwords and save them into folders.**

- Notes
- Dashlane
- eWallet
- Keeper
- Keyring
- Evernote

# Updating the Operating System

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## 1. Check first if you need to update

- **Tap Settings**
- **Tap General**
- **Tap Software Update.... If you software is not up to date >**
- **Tap Download and Install (Blue) > Tap Agree**
- You must be connected to Wi-Fi and depending on how much battery life you have left - you might want to charge your device while updating.
- You might also want to first back up and sync your photos, and music to your computer or to the Cloud using iTunes.
  - Settings > iCloud > Back UP ON > Back Up Now

# Do you have enough space?

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1. **Make sure your have enough storage**
  - iOS update is a biggie and it needs a lot of room (you can add back what you delete after the update).
2. **Go to Settings > General > Usage > wait a few minutes for your App info to load > delete the Apps that you no longer use or need.**
3. **Settings > Safari > Clear History and Website info and Cache and Cookies.**
4. **Settings > General > Software Update.**
  - Now you will see “Download and Install”.

# Good Books & PDFs

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## **The iPhone Book**

[http://www.amazon.com/iPhone-Book-Things-Want-Your/dp/0321534107/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1302724960&sr=1-1](http://www.amazon.com/iPhone-Book-Things-Want-Your/dp/0321534107/ref=sr_1_1?s=books&ie=UTF8&qid=1302724960&sr=1-1)

## **iPhone for Dummies**

[http://www.amazon.com/iPhone-Dummies-Edward-C-Baig/dp/0470878703/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1302724891&sr=1-1](http://www.amazon.com/iPhone-Dummies-Edward-C-Baig/dp/0470878703/ref=sr_1_1?s=books&ie=UTF8&qid=1302724891&sr=1-1)

## **The Official iPhone User Guide**

[http://manuals.info.apple.com/en\\_US/iphone\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/iphone_user_guide.pdf)

**Mac Life** <http://www.maclife.com/>

**The Apple Blog** <http://gigaom.com/apple/tips-and-tricks-itunes/>

**The Unofficial Apple Blog** <http://www.tuaw.com/>

# Bonnie's Favorite Apps

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- **Around me**
- **Beat the traffic**
- **Candy Crush**
- **Chrome**
- **Dragon**
- **Dropbox**
- **Facebook**
- **Fandango**
- **Flixster**
- **Gasbuddy**
- **Gmail**
- **Google Drive**
- **Hulu**
- **Instagram**
- **iheart radio**
- **Keeper**
- **Kindle**
- **LinkedIn**
- **Messenger**
- **Messages**
- **Open Table**
- **Pages Apple**
- **Pages Facebook**
- **Pandora**
- **Pinterest**
- **Sudoku**
- **Spotify**
- **Starbucks**
- **Strava**
- **Shutterfly**
- **Tip Calculator**
- **Trivia Crack**
- **Uber**
- **Waze**
- **Weather bug**
- **Words with friends**
- **Word Chums**
- **Xfinity Remote**

# HealthKit Fitness Tracker

- HealthKit works with FitBit.
- Puts all of the data from your fitness tracker onto your iPhone.
- Can share with your Dr.



# Apple iBooks

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**iBooks** allows you to use your **Apple** account to 'buy' and read eBooks and view PDF files in your **Library**.

**\*\* You can also Open PDF files in iBooks.**

**For iBooks** go to iTunes or App Store.

1. First go to the App Store.
2. Then type in iBooks into your oval search box.
3. Tap on FREE > Tap Install.
4. Type in your Apple ID password.

# iBooks & Apple Store

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1. After downloading iBooks App from the App Store
2. Tap iBooks App
3. Tap Store button
4. Decide on NYTimes, Top Charts, Featured or Categories or Browse to search through: All Categories, Fiction, Nonfiction, Mysteries and More or if you know what you are looking for > type your desire into the oval search box.
5. Tap on your selection
6. Tap sample or price button
7. Return to Library and Tap Collections to see your Books and PDFs

# Amazon Kindle

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**Amazon Kindle** allows you to download eBooks from your Amazon account directly to your digital device.

1. If you are using an Apple device > tap on the App Store.
2. Then type Kindle into the search box > Tap on FREE > Tap Install > Enter in your Apple ID password.
3. If you are using a **Kindle** device > Type [www.amazon.com](http://www.amazon.com) into your web browser address bar > click to Sign in or Create your account.
4. Peruse the Kindle store > select your eBook > and make sure that “Deliver to:” is to your device and that your selection is the Kindle Edition.

# Kindle & Amazon

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1. First go to Safari or Amazon App
2. Go to [www.amazon.com](http://www.amazon.com)
3. Login or create your account
4. Search through Kindle editions
5. Remember to download the Kindle edition if that is what you want
6. Tap Home Button
7. Tap Kindle App
8. Login
9. You should see your downloaded book

# Sarasota County Library

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1. Go to Safari
2. Tap to type  [www.ecat.lib.overdrive.com](http://www.ecat.lib.overdrive.com) into address bar
3. Tap on  to add a shortcut to your home screen
4. Or go to the App Store
5. And tap to type into search bar: OverDrive
6. Tap Get Books +
7. Tap Add a Library
8. Tap into Search for your Library \*\* you must have a library card to download your books
9. Tap your library after it's added
10. Add your account and enter in your library card number and your pin code > tap sign in

# A Bit About Bonnie

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- **BONNIE HAMMER** has been teaching adult enrichment for 6 years.
- She has her Florida teaching certification in Art K-12, a B.F.A in graphic design, and an M.F.A. in computer art.
- She has taught computer skills to individuals of all ages, pre-K to seniors.
- Bonnie teaches students “how to do it themselves”; her motto is “iTeach, uLearn”.
- She is also an adjunct professor at Ringling College of Art & Design.
- **BONNIE MAKES HOUSE CALLS** for private in-home computer consulting.
- **TECHNOLOGY SUPPORTED:** Apple Macintosh and Windows XP-10.1 platforms. iPad, iPhone, Galaxy, Google, and several Apps.
- She can help you set up your individual and business social media, websites & blogging projects and then work with you until you can maintain it yourself.
- She is certified in Adobe Creative Suite, WordPress, Joomla, Microsoft Office Suite and Google Apps.
- **EMAIL, TEXT, CALL, FOLLOW & LIKE BONNIE**
- [hammerbonnie@gmail.com](mailto:hammerbonnie@gmail.com), 941-350-6396
- [www.hammerized.com](http://www.hammerized.com), [hammerizedproductions.wordpress.com](http://hammerizedproductions.wordpress.com), [facebook.com/hammerizedproductions](http://facebook.com/hammerizedproductions)