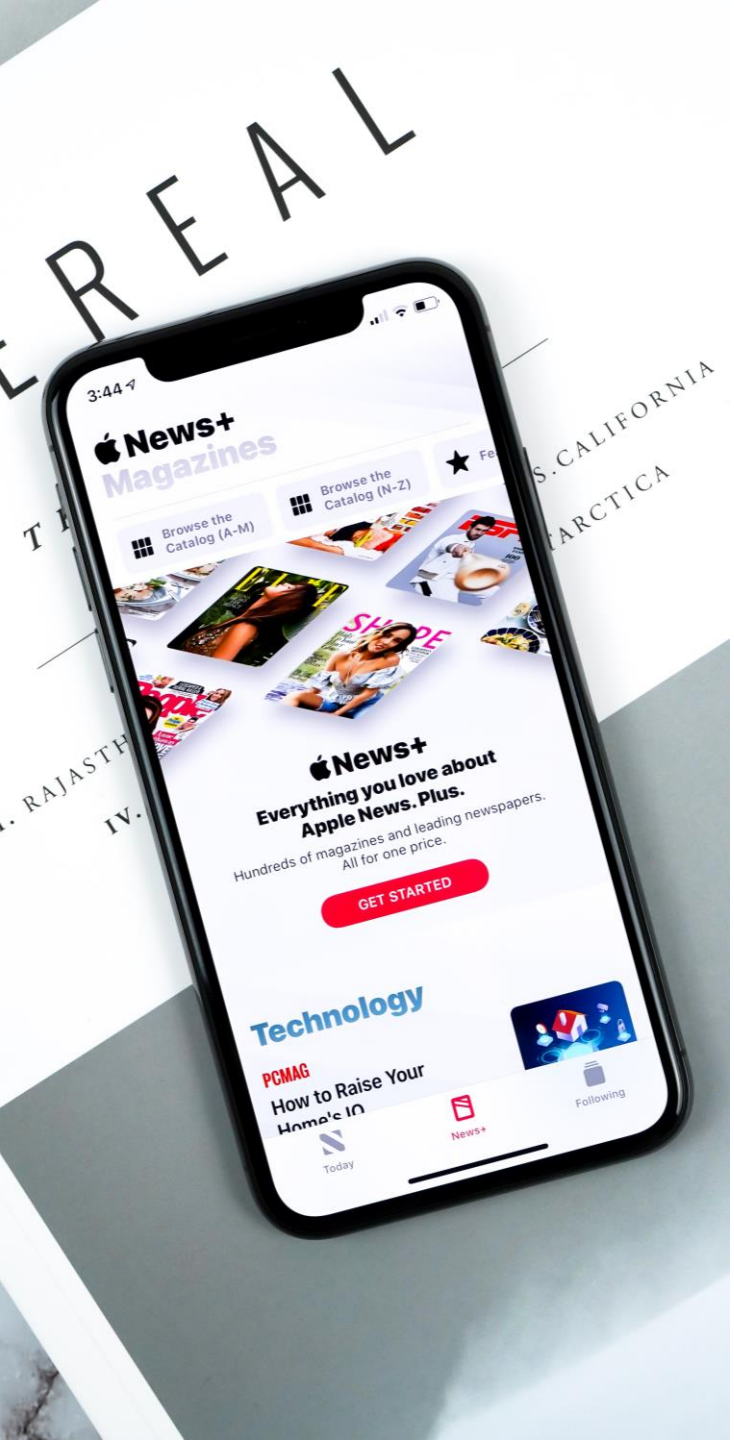
iPhone/iPad Basics

The Longwood Public Library



Agenda

- What are iPhones/iPads?
- Learning the Apple Lingo
- iPhone/iPad Navigation & Tour

Please note: This class will be covering devices with iOS 14 and iPad OS 14 or above. If you have an older device, please be aware that your screen may look very different!

What is an iPhone?

An iPhone is a smartphone developed by Apple.

Though there are many smartphones on the markets, iPhones are only made by Apple!

The iPhone was not technically the first phone with smart features, but it was the device that popularized them. It was first announced in June 2007 and was an immediate financial success!

Since the first iPhone, there have been many models released. The current models are the iPhone 12, iPhone 12 Mini, iPhone 12 Pro and the iPhone 12 Pro Max. New iPhones are usually announced at Apple's annual September event.

iPhones are unique because of iOS (iPhone Operating System), an operating system developed and used exclusively by Apple. iOS is more limited than it's open-source competitor Android, but is more stream-lined and user-friendly. Apple also offers tech assistance and group classes at their Apple Stores.

There have been many versions of iOS over the years. Current verison is iOS 14.

- Big updates (like iOS 11 to 12) include new features and support for newer devices.
- Incremental upgrades (like 12.2 to 12.3) include smaller changes like security patches and glitch fixes. If your device is still supported (able to receive upgrades) it's a good idea to keep your phone up-to-date!

V·T·E

Current iOS/iPadOS versions

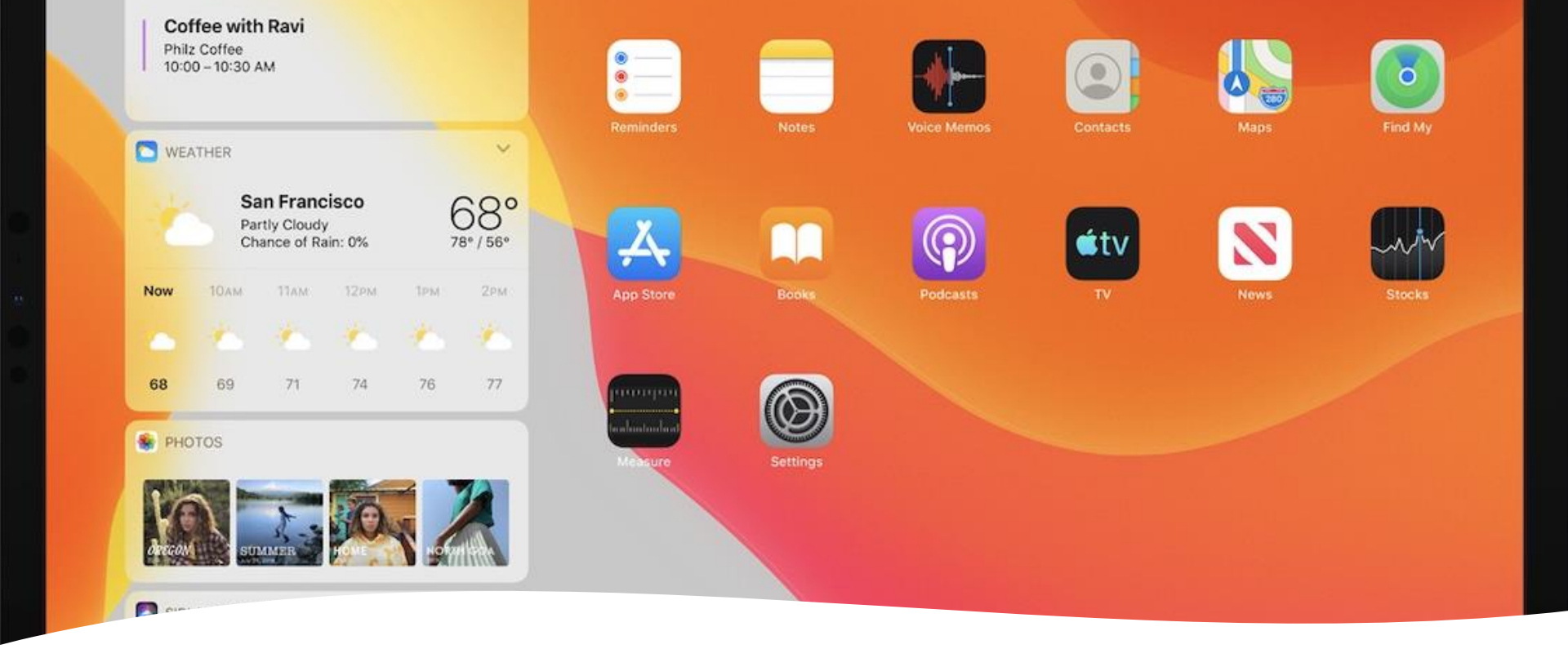
Version	Build	Architecture	Release date	Device end-of-life		
				iPad	iPhone	iPod Touch
3.1.3	7E18	32-bit ARM	February 2, 2010	N/A	1st gen	1st
4.2.1	8C148		November 22, 2010		3G	2nd
5.1.1	9B206		May 7, 2012	1st gen	N/A	3rd
6.1.6	10B500		February 21, 2014	N/A	3GS	4th
7.1.2	11D257	32/64-bit ARM[7][8]	June 30, 2014		4	N/A
9.3.5	13G36		August 25, 2016	2, 3rd, Mini	N/A	5th
9.3.6	13G37		July 22, 2019		4S	N/A
10.3.3	14G60		July 19, 2017	4th	5C	
10.3.4	14G61		July 22, 2019		5	
12.5.3	16H41	64-bit ARM[9]	May 3, 2021	Air (1st), Mini 2, Mini 3	5S, 6	6th
14.5.1	18E212		May 3, 2021	N/A		
14.6 beta 2	18F5055b		April 30, 2021			

Legend: Discontinued | Old, still maintained | Current | Beta

What is an iPad?

After the success of the iPhone, the iPad was released in 2010 and is still one of the most popular tablet computers on the market.

Though very similar to the iPhone in many ways, the iPad's larger screen size makes it a more versatile device. Accessories like Bluetooth keyboards and the Apple Pencil enhance its usability.



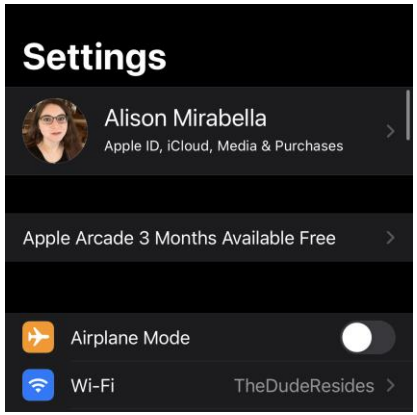
Historically, iPads have utilized iOS- the same operating system as iPhones with minor alterations for the larger screen size. As of September 2019, however, the iPad has received a customized OS called iPadOS, to bring it unique features including multitasking abilities (spilt view and slide over), new Apple Pencil updates (sidecar and full-page markup for webpages), easier editing, a quick-type keyboard and a redesigned file app that supports USB devices.

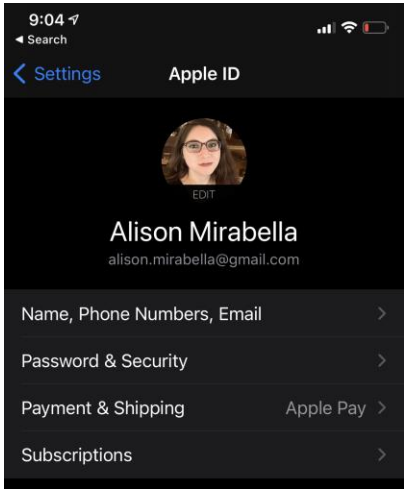
Learning the Apple Lingo

Apple has many devices (iPhones, iPads, Macs, etc.) and has developed many unique terms and services. Here's a shortlist of some of the "Apple lingo" you will need to know.

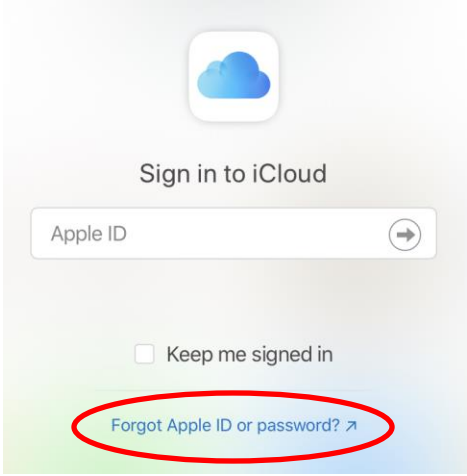
Apple ID: Your Apple account! It usually consists of an email and a password and is used to manage your iCloud account, download apps from the Appstore and login to Apple Services.

Lost your Apple ID? The username is usually an email address. Go to settings and click on your name at the top. On the next screen, the email address connected to your Apple ID will be listed beneath your name.





Now on a computer, go to iCloud.com and click **Forgot Apple ID or Password**.



iCloud: Apple's cloud storage service which is used for backing up your device, storing files online and managing your passwords. You get 5GB for free.

iCloud storage plans and pricing

When you sign up for iCloud, you automatically get 5GB of free storage. If you need more space in iCloud, you can upgrade to a larger storage plan.

United States[4] (USD)

50GB: $0.99

200GB: $2.99

2TB: $9.99

*We'll discuss Apple One later.

Apps: Apps (or applications) are small pieces of software dedicated to a specific task. For example, if you want to check your email there is a mail app. Your device comes with many apps, such as…

Apps for Basic Functions

Phone- make phone calls

Messages- text messages

Contacts- address book

Safari- internet browser

Mail- email manager

Settings- settings app

Calendar- schedule events

Reminders- create lists

Maps- get directions

Appstore- download apps

Camera- take pictures

Photos- browse photos

Apps for Basic Functions

iBooks- read PDFs, eBooks

Pages- word processor (like MS Word)

Numbers- spreadsheets (like MS Excel)

Keynote- presentations (like MS PowerPoint)

Wallet- manage payments

Calculator- math

Files- files manager

Notes- write notes

Facetime- video calls

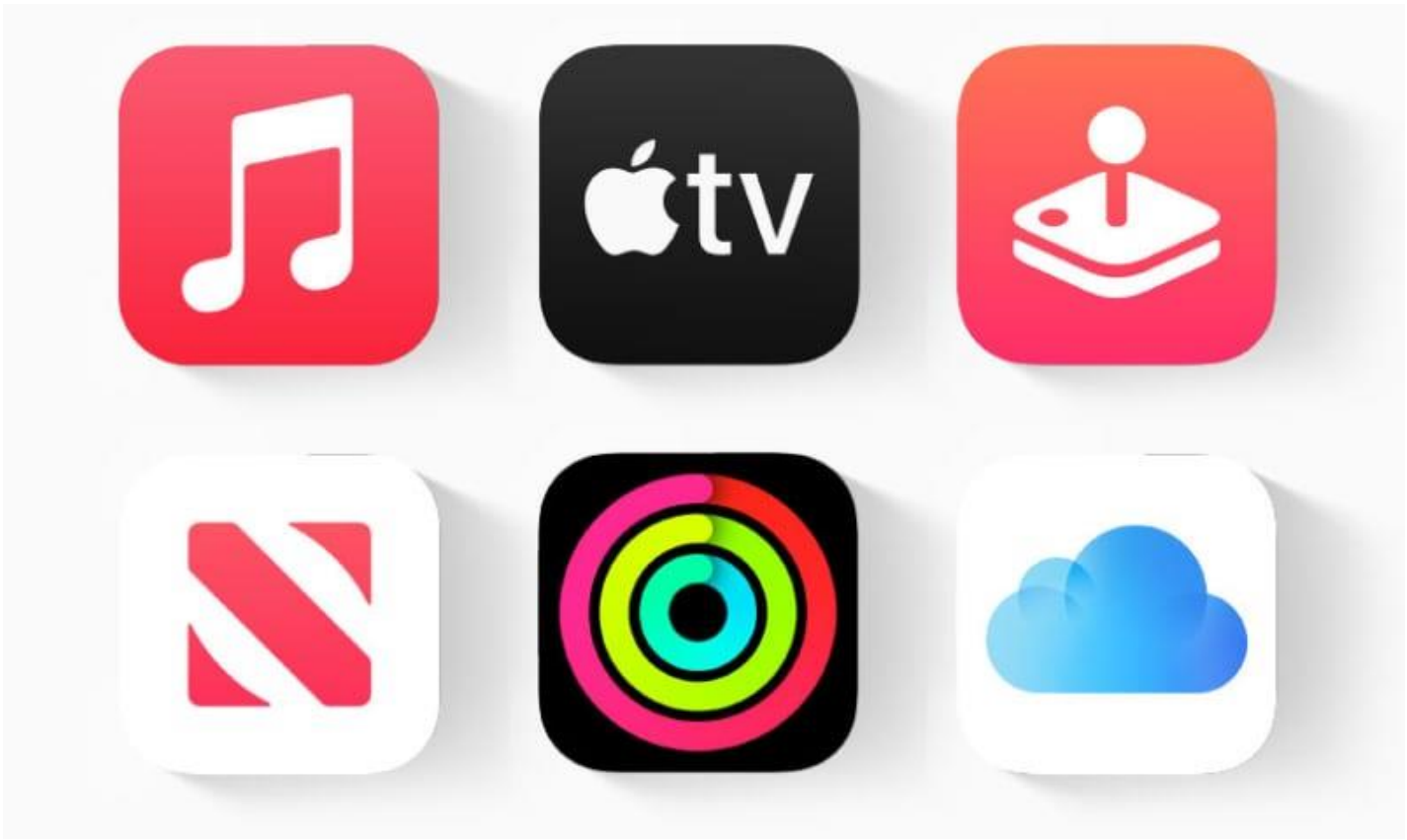
Music- buy music

Stocks- check stocks

Widgets: Widgets are apps that run on the homescreen of your device. As of iOS 14, widgets can be placed anywhere on iPhones.

Appstore: This is where you download new apps! Popular apps like Facebook, Instagram, Spotify, Pandora, Waze and Amazon all come from the Appstore.

Apple also offers a bunch of different subscription services including **Apple TV +**. **Apple Fitness +, News +**, **Apple Music** and **Apple Arcade**. These all services that require a paid subscription. You can sign up for them individually or bundle them with **Apple One**.



Individual

$14.95/mo.

Save $6/mo.**

- Music
- tv+
- Arcade
- iCloud 50GB

Family

$19.95/mo.

Save $8/mo.** Share with up to five other people.

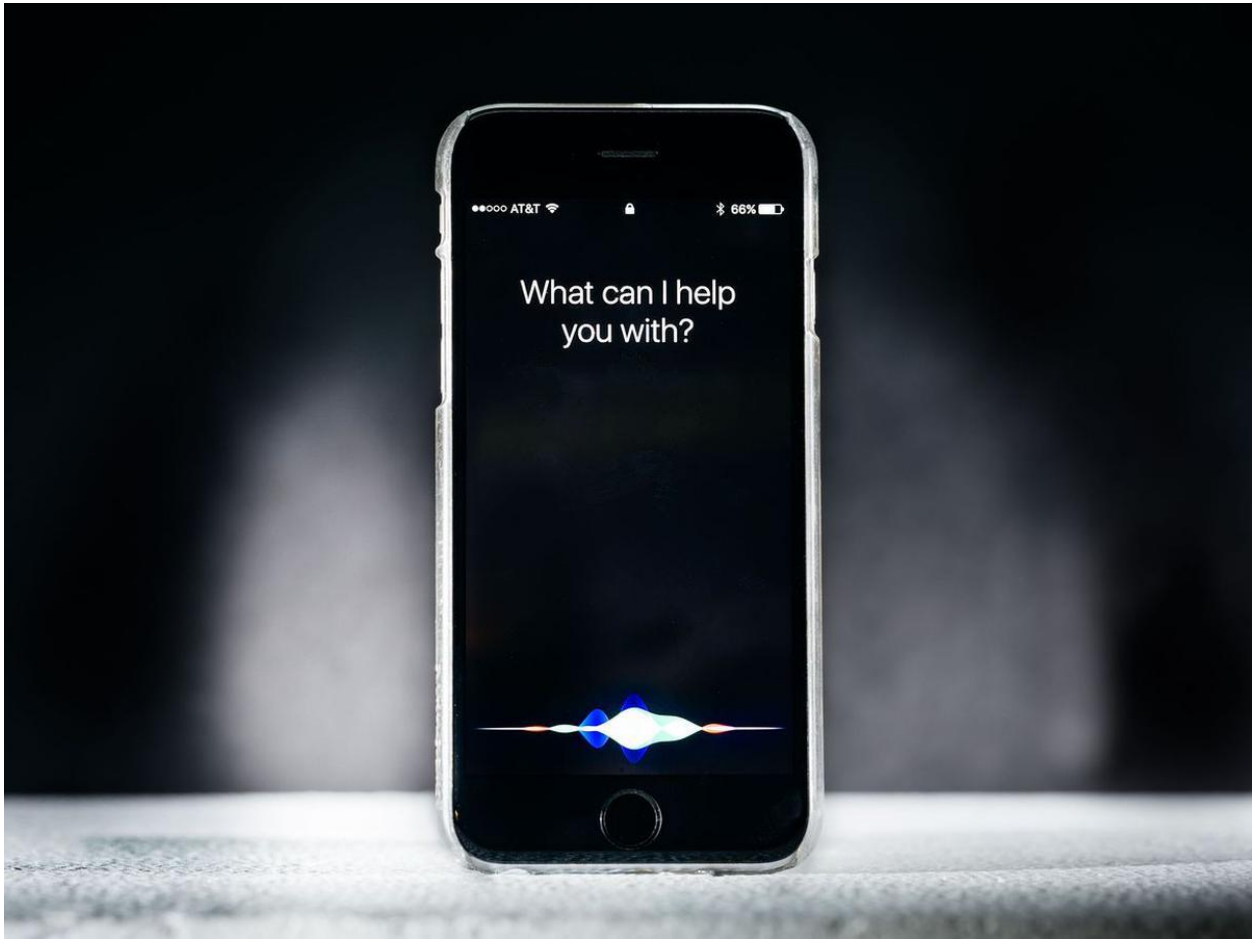
- Music
- tv+
- Arcade
- iCloud 200GB

Premier

$29.95/mo.

Save $25/mo.** Share with up to five other people.

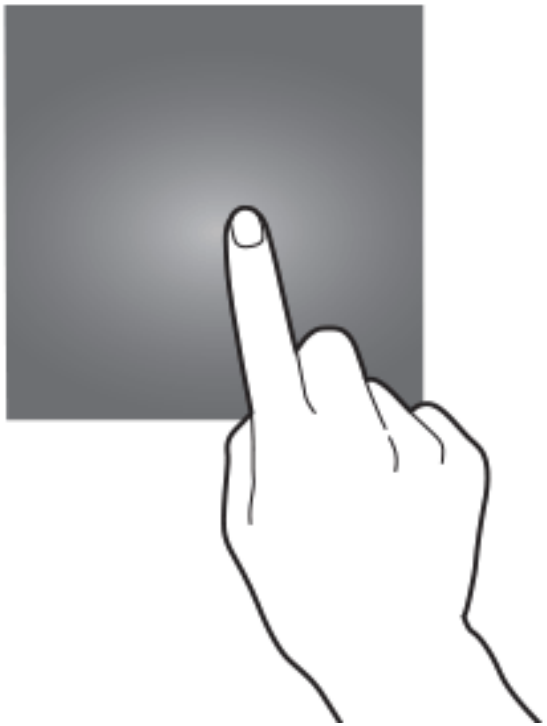
- Music
- tv+
- Arcade
- iCloud 2TB
- News+
- Fitness+



Siri: Your virtual assistant! You can ask all sorts of questions and control your smart home gadgets, plus much more. Turn on Siri and adjust the various settings under **Settings > Siri and Search**.

Navigation

Gestures are specific ways to interact with the touchscreen in order to perform certain actions.

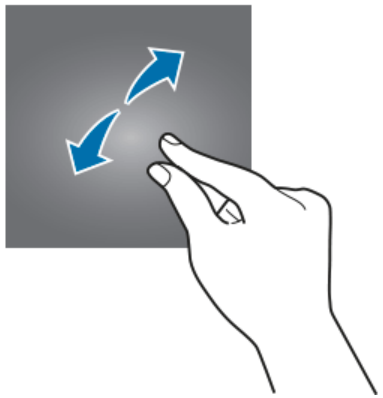


Tap: Most basic gesture. Tap to open an app, select an option, open the keyboard.

Tap & Hold: Allows you to open menu online, bring up extra options.

Tap & Hold + Drag: Move apps on the homescreen

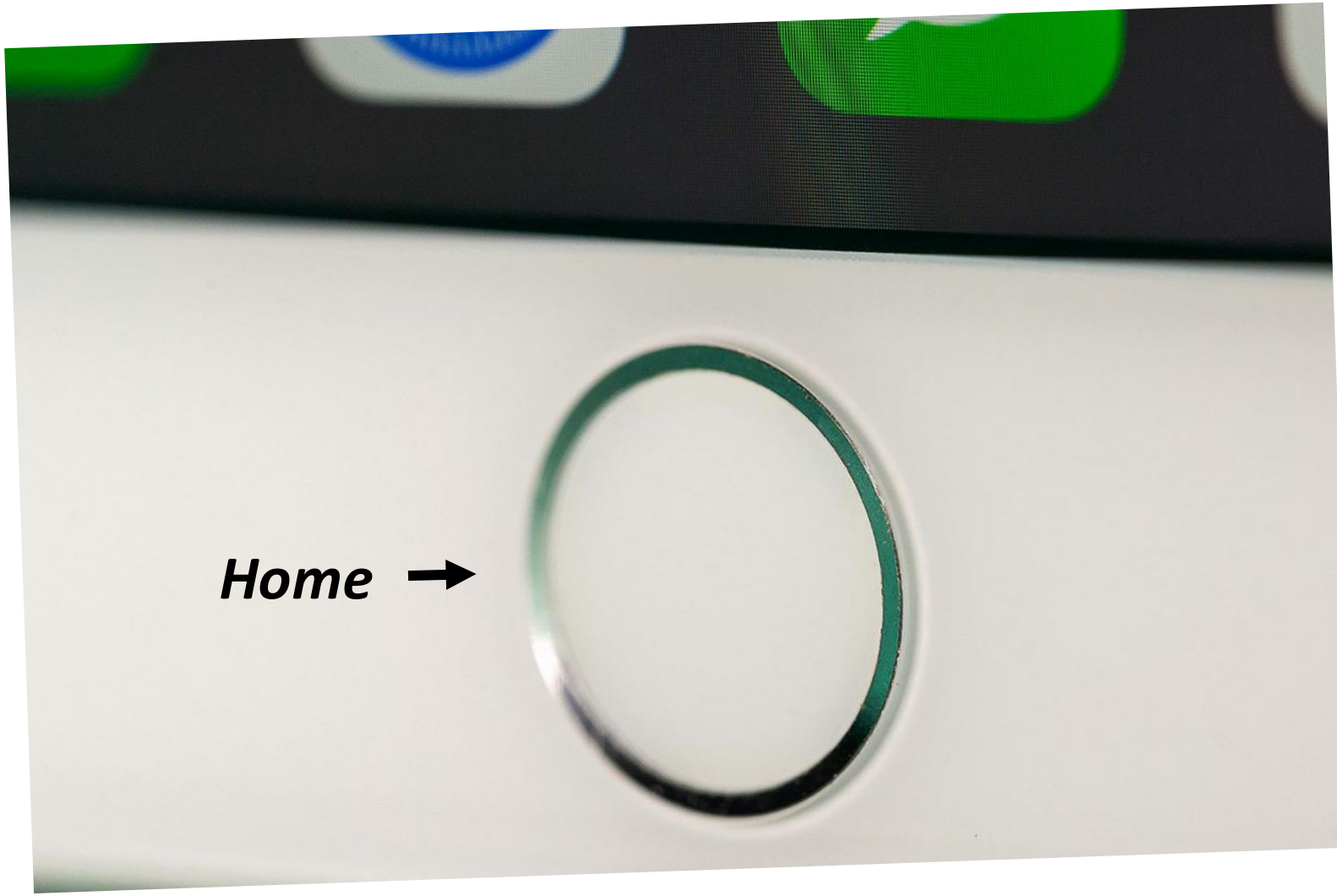
Swipe: (Left/Right, Up/Down) Allows you to scroll between pages on the homescreen, unlock screens, bring down menus, navigate scrolling menus.



Pinch: Zoom out

Spread: Zoom in

There are also a few physical buttons you might have on your device including **home**, **power** and **volume buttons**!


Home

Home Button:

Tap once to return to the home screen.

Tap twice to view and close recent apps.

Hold to speak to Siri.

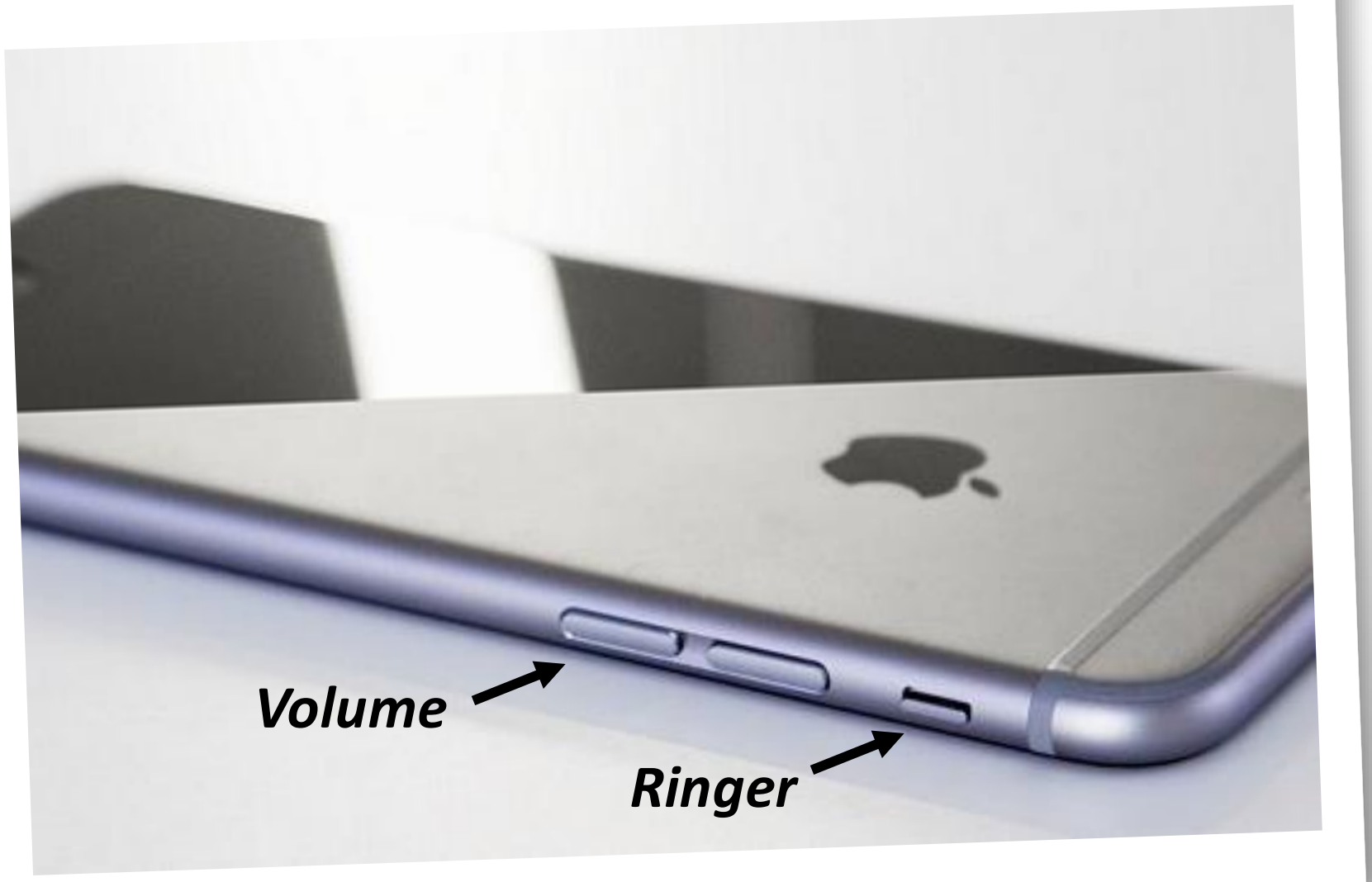
Power

Power Button:

Tap once to turn the screen on/off.

Hold:
Turn off device (Home button models only)
Siri (Non-Home button models only)

Hold with volume button to turn off device (Non-Home button models only)


Volume
Ringer

There are also several important places you should know on your device. You'll be returning to these locations frequently so it's important to know what they are called!

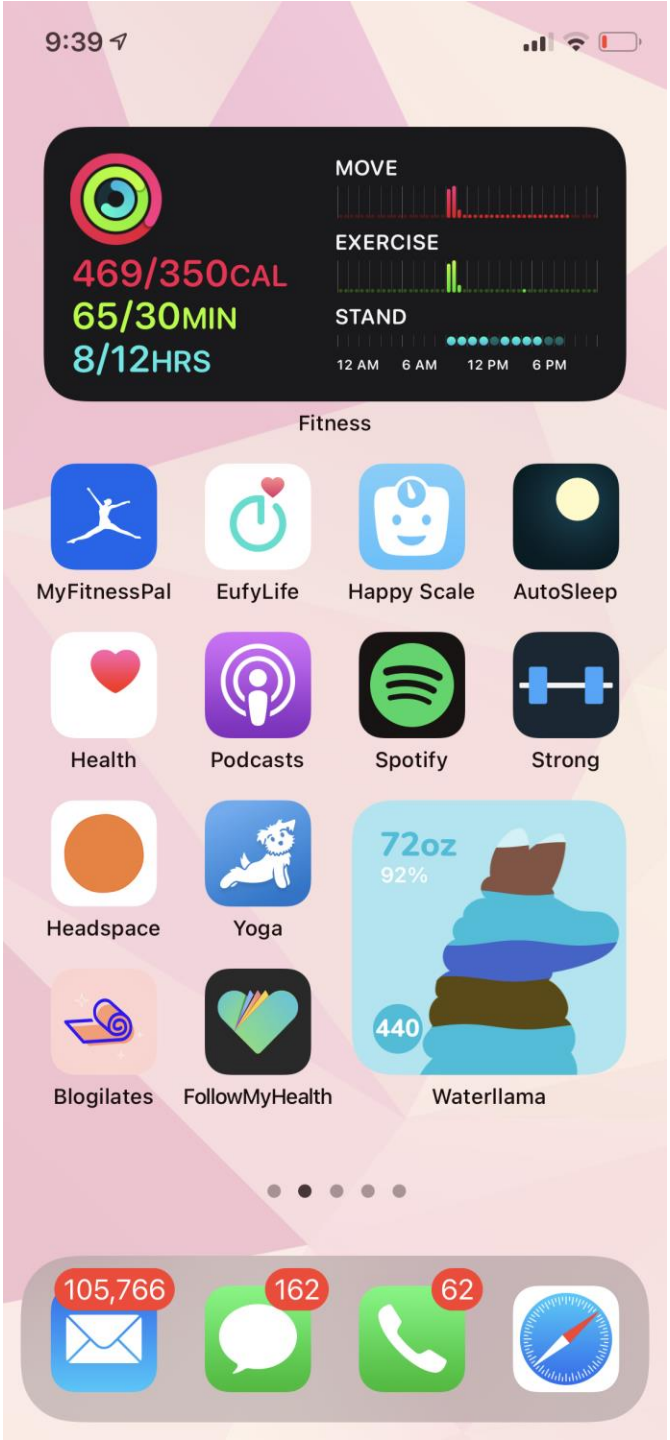
Lock Screen

This is usually to first screen that you'll see when you turn on your device. You may be asked to swipe from the bottom of the screen, or input a code/password.

This screen can be enabled/disabled from the settings menu.

The lock screen also has quick access to the flashlight and the camera on most devices.

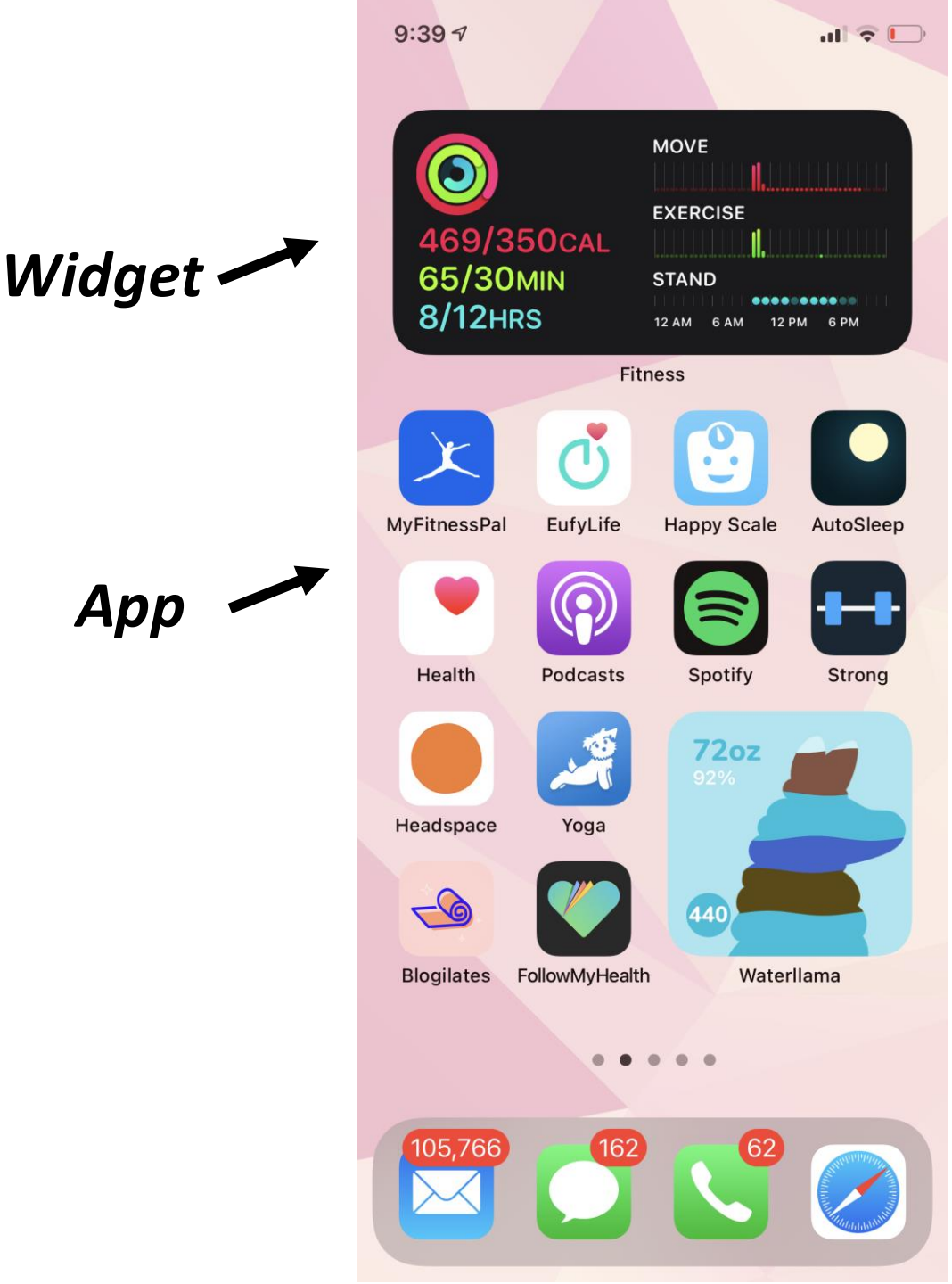
You can also swipe to left side to pull up widgets or the right side to pull up the camera.



Home Screen

This is the main page you see when you turn on and unlock your tablet.

The home screen has multiple pages for organizing apps and widgets. Swipe your finger across the page to view them.


Widget
App
9:39
469/350CAL
65/30MIN
8/12HRS
MOVE
EXERCISE
STAND
12 AM
6 AM
12 PM
6 PM
Fitness
MyFitnessPal
EufyLife
Happy Scale
AutoSleep
Health
Podcasts
Spotify
Strong
Headspace
Yoga
72oz
92%
440
Blogilates
FollowMyHealth
WaterIlama
105,766
162
62

Apps: are represented by icons. To use them, tap the icon to open the app.

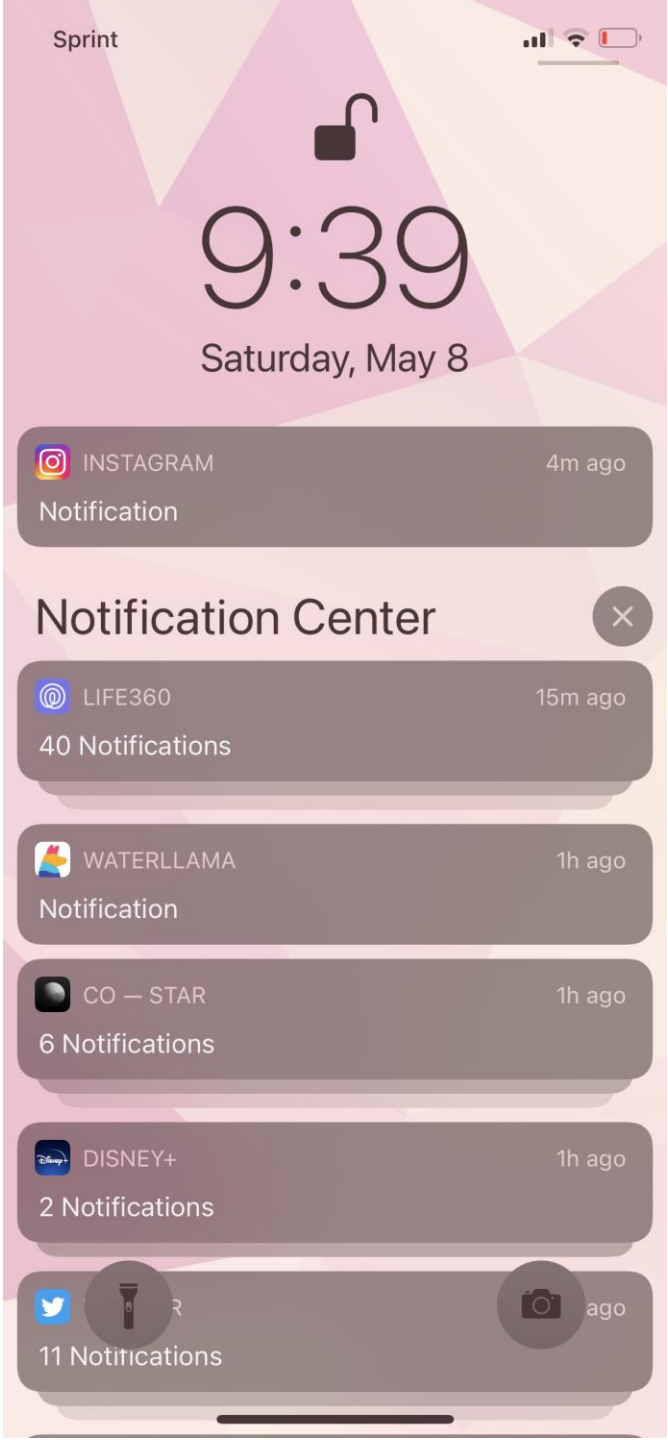
Widgets: are apps that run on the home screen. You don't need to click on them to see information.

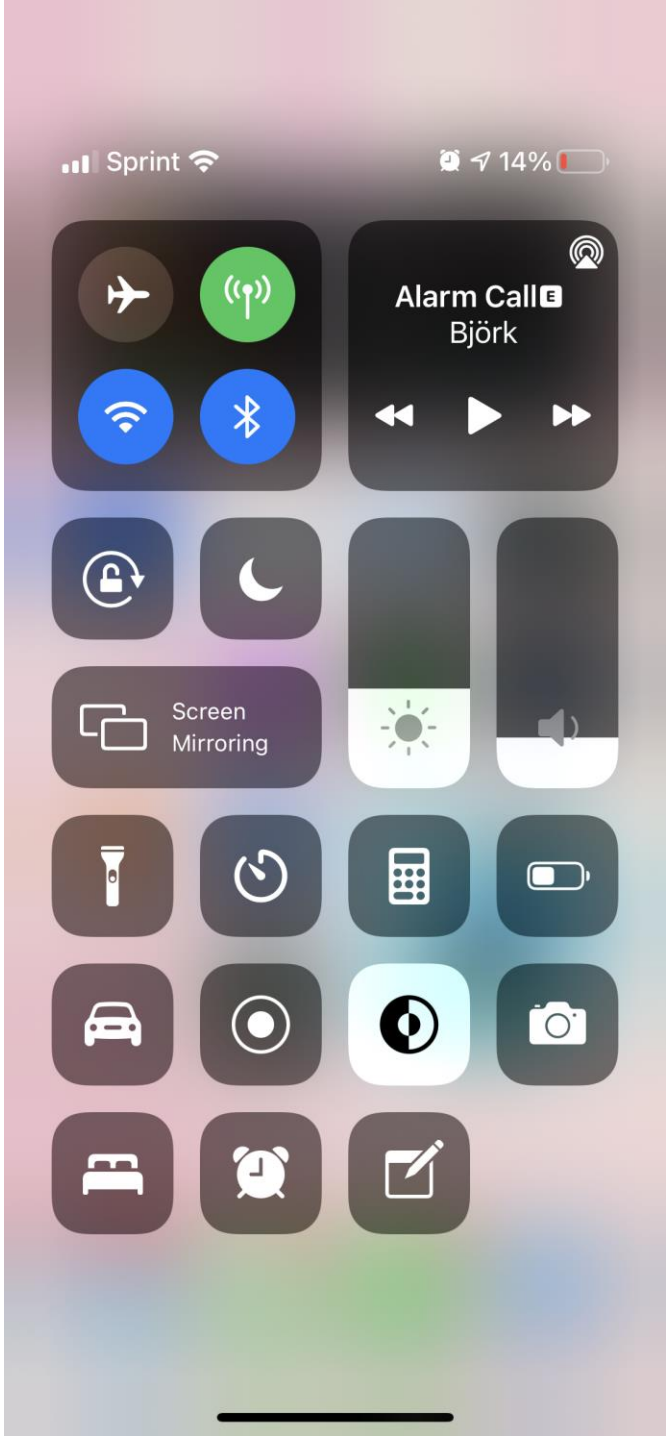
Notification Pane

This allows you to view notifications from your device such as updates, reminders and incoming messages (like texts or emails).

The settings for notifications can be adjusted under **Settings > Notifications**.

To get to the notification pane, swipe down from the top of the screen.





Control Center

A means of quickly adjusting settings, media playback, and access other handy features such as the flashlight and calculator.

The Control Center can be customized by going to **Settings > Control Center**.

To get to the control center:

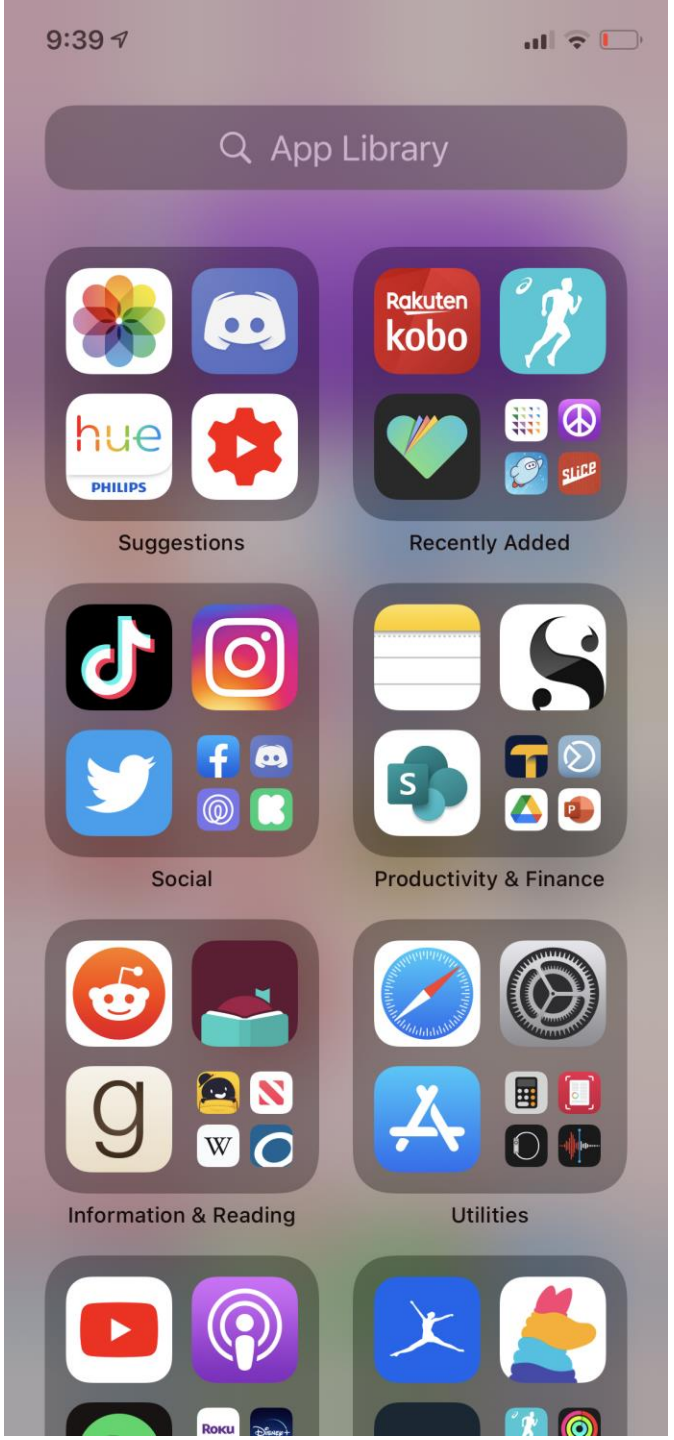
Home button models: Swipe from the bottom of the screen.

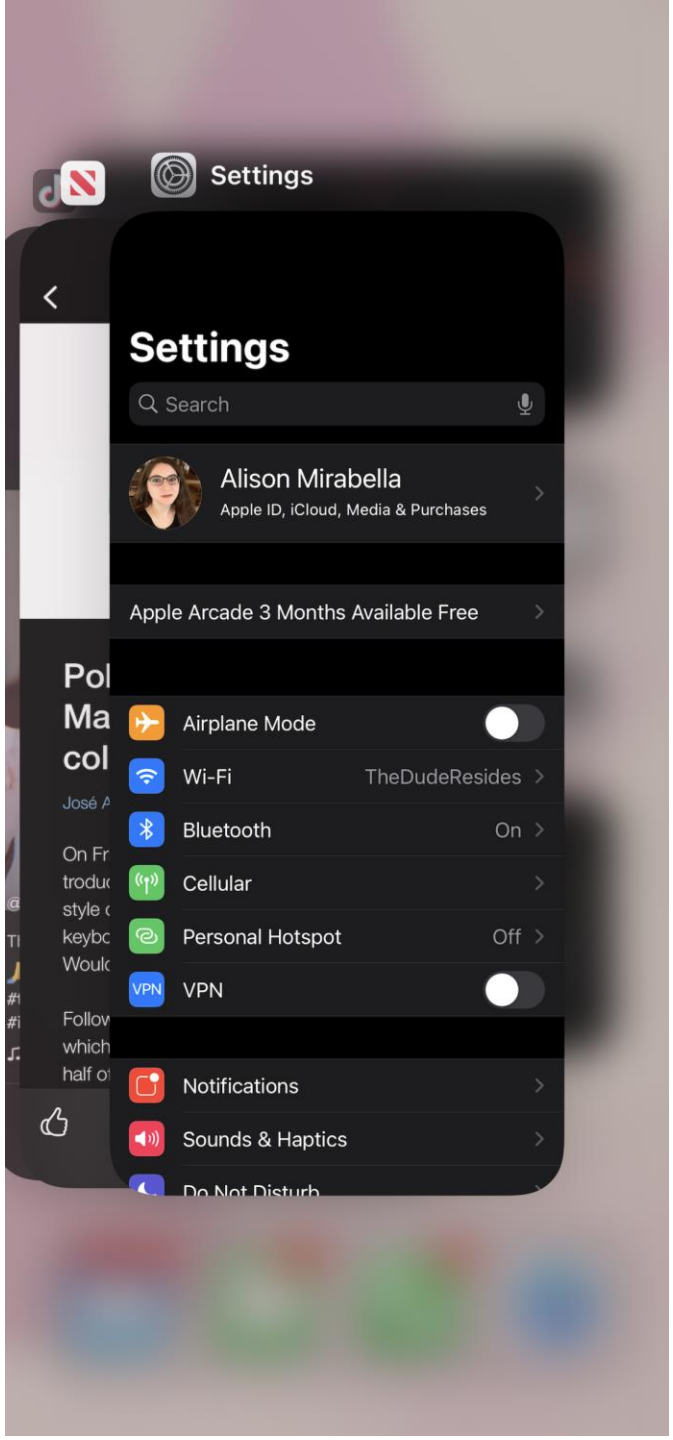
Non-home button models: Swipe down from top right corner.

App Library

This is a list of all the apps on your device. If you can't find an app on your home screen, you can check for it in the app library!

To get to the app library, swipe all the way to the right on the home screen.





App Switcher

The app switcher allows you to switch between apps that are currently open on the device. You can also use it to close out of background apps.

To get to the app switcher:

Home button models: press home button twice

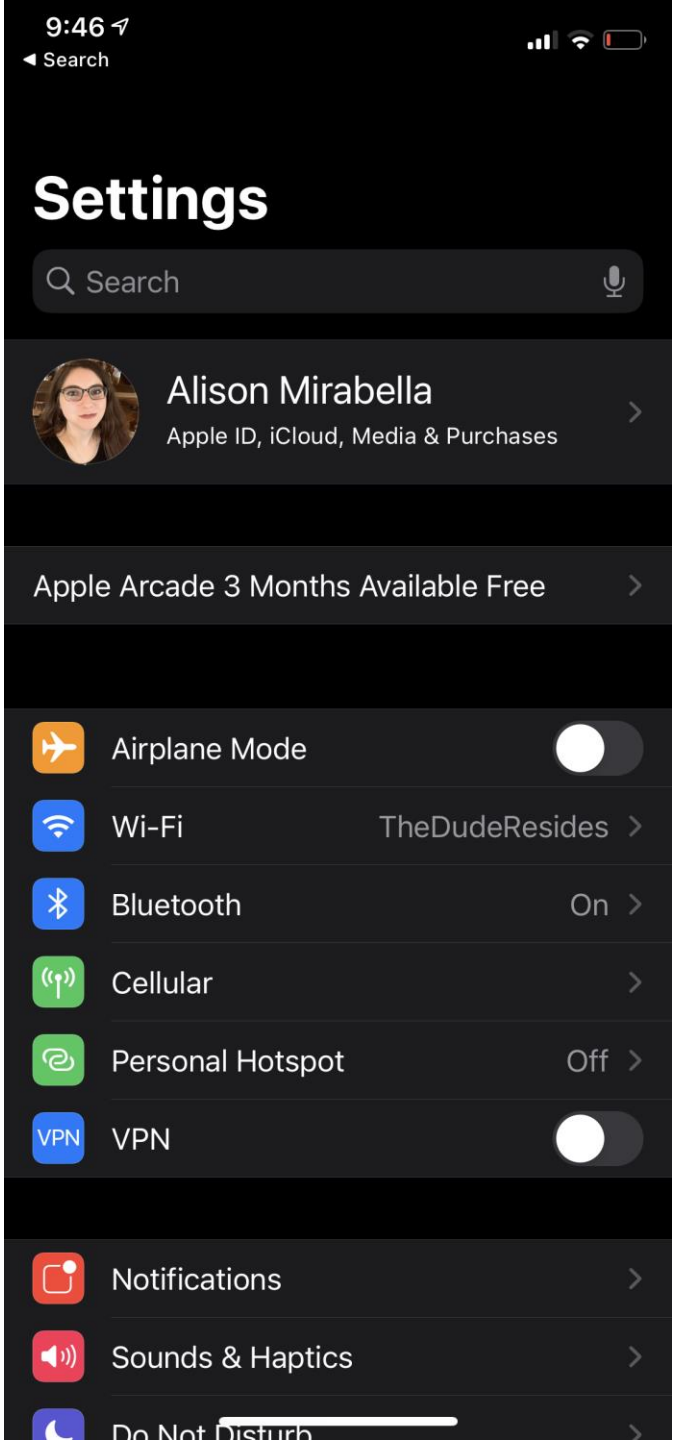
Non-home button models: swipe up slowly from bottom of screen.

Settings

The settings menu allows you to set up your device. This area manages storage, iCloud, wi-fi, display and more.

To access the settings menu, click on the settings app. It looks like a gear (pictured below):

Now you can browse for the setting you want or type in the name of the setting you're interested in finding in the search bar at the top of the screen.



Organizing the Home Screen

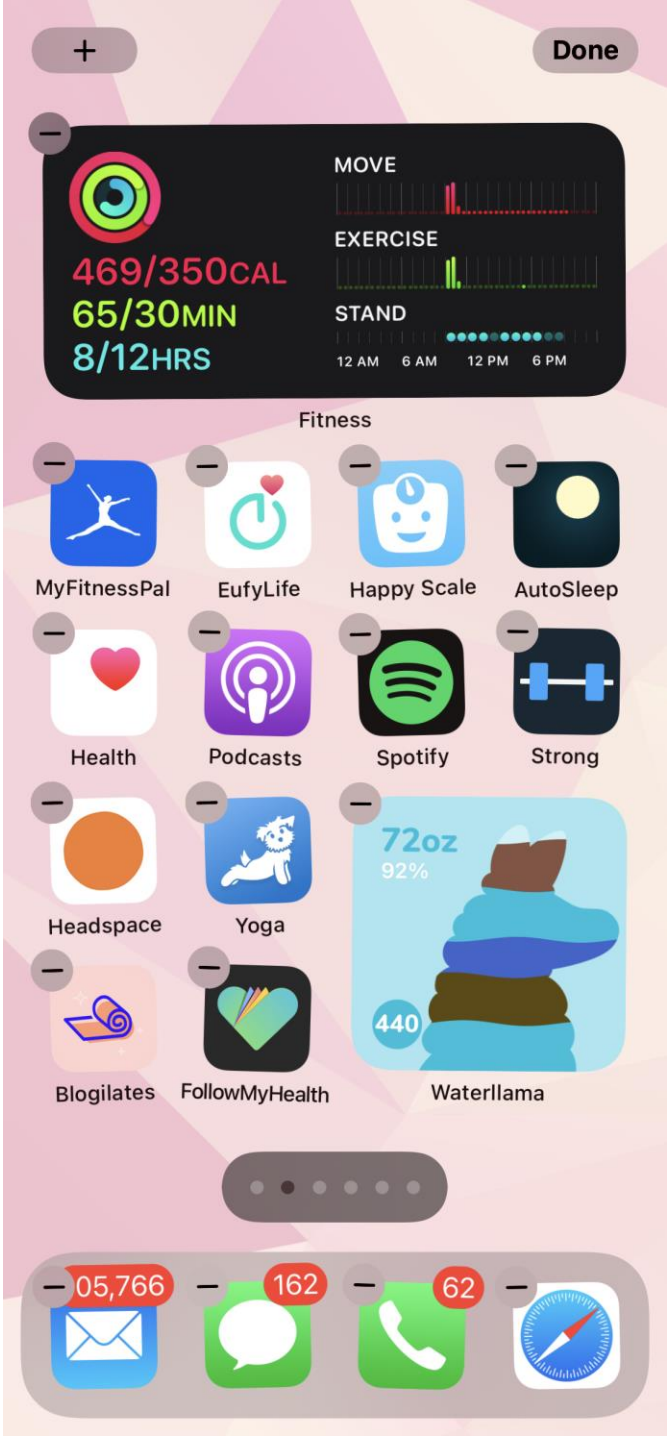
Reorganize Home Screen

1. Tap and hold on an app to open a menu of quick options.
2. Choose edit home screen.

Now you can hold and drag apps around or hit the minus sign to remove an app.

You can also drag an app on top of another app to create a folder. (Drag the apps out of a folder to delete it.)

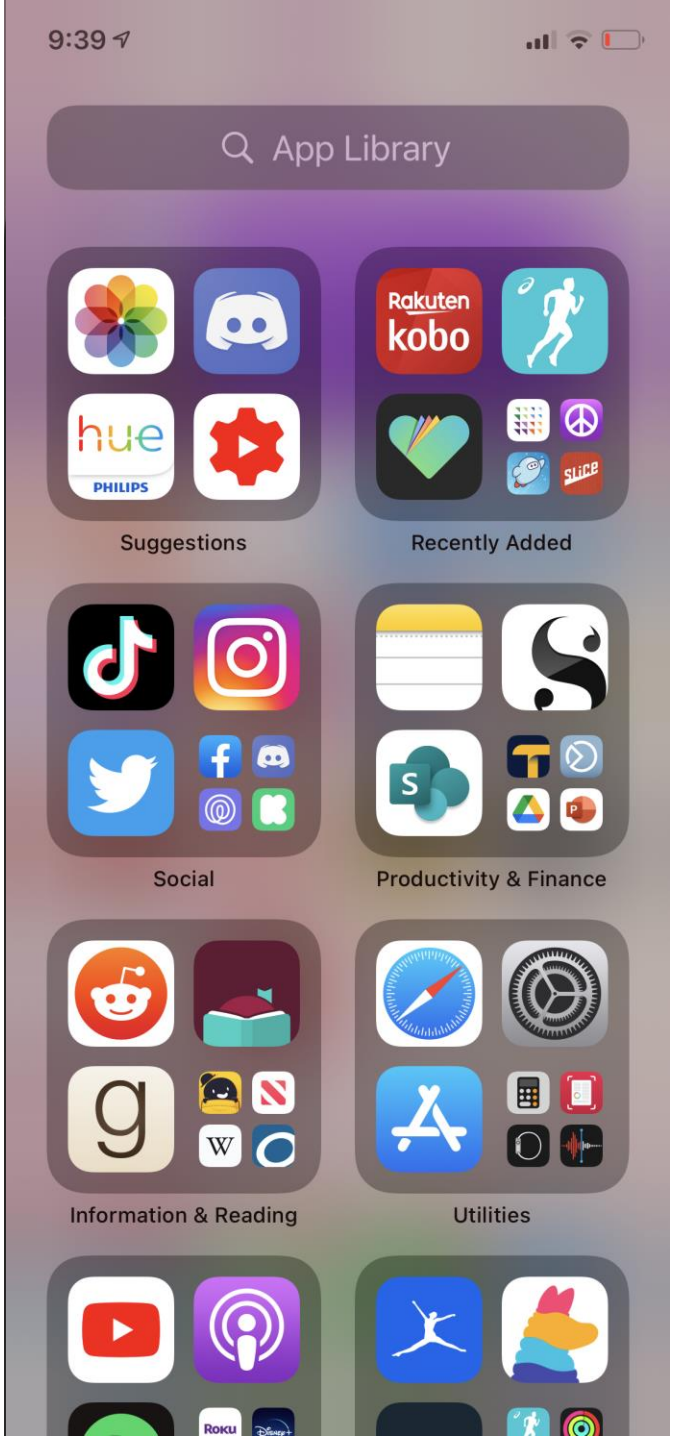
Hit the + in the top-right corner to add widgets.



Add Widgets

When the home screen is in edit mode (as described in the previous step), hit the + in the top-right corner to add widgets.

Search or browse for the widget you want. Choose the layout and click "add widget". Now you can place it wherever you want on the screen.

App Library

Apps can be added from the app library. Just scroll to the last page and tap/hold the app you want to add. Then you can drag it to the home screen.