

Using Your iPhone: Part 2

iPhone X

Physical Appearance

Front Side




Back Side







Pictures and Video

Press the **Camera** app from the Desktop (or use the icon from the Lock Screen)

- Tap the screen to adjust the focus.
- Press the large, white button to take the photo. You can also press the **Volume Up** button on the side of the phone.
- To access the front facing camera (selfie), press  from the camera screen.

Camera Features

1.  Flash – turn the flash on or off, or let the camera decide (auto)
2.  Live – captures the instant before and after your photo, including audio
3.  Timer – 3 second or 10 second delay
4.  Filters – add color filters like “dramatic warm” or “silvertone” to your photos



Types of Photos – swipe left or right from camera screen to select

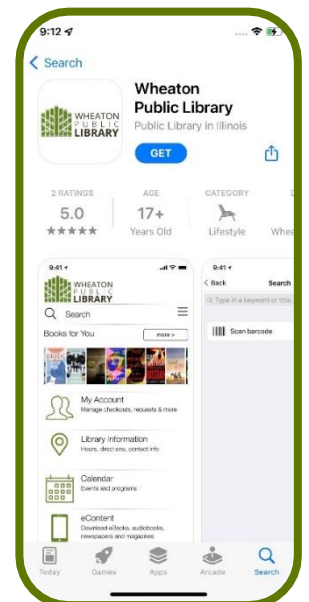
- Time-lapse
- Slo-mo
- Video
- Photo
- Portrait
- Square
- Pano (panoramic)

Apps

All iPhone comes with a standard set of applications (apps) built in. However, you can download additional apps. Many are free, but some cost money, and some may be part of a subscription that you will need to renew yearly.


Examples include

- **Productivity:** Office 365, Dropbox, Powerschool, Wheaton Public Library, Zoom
- **Shopping:** Amazon, Target, Doordash
- **Entertainment:** IMDB, AppleTV, YouTube
- **News:** Chicago Tribune, Chicago Sun-Times, NPR, Patch
- **Social Media:** NextDoor, Facebook, Twitter, Instagram





Downloading an App

Press the **App Store** button

- Use the toolbar at the bottom of the screen to browse or search for apps.
- To install the app, press the  button. You may be asked to use FaceID or your passcode to confirm the installation.
- To *purchase* apps, you will need a credit card. This can be stored on your phone. If you have Apple Pay set up, you can use this also.

Deleting an App

- Press and Hold your finger anywhere on your phone screen. The icons will start to wiggle. Also, each icon will have a  on the top left.
- Press the , and then follow the instructions to remove the app.
 - You may be given a choice to **Delete App** or simply **Remove from Home Screen**. Choosing **Remove from Home Screen** retains the app, but removes the icon and helps reduce clutter.



What is taking up SO much storage space?

Go to Settings → General → iPhone Storage. You'll see a list of which apps take the most space. Apps can also be deleted or offloaded from this screen.

Desktop and Wallpaper

Moving Apps

- Press and Hold your finger anywhere on your phone screen. The icons will start to wiggle. Press your finger on an app that you want to move and slide it to a different location on the screen.

Creating Folders

- Follow the instructions for **Moving Apps**, and then move the app on top of a second app. A folder will automatically be created. You can name the folder, and then add additional apps, if needed.






Customizing Wallpaper

- Go to **Settings → Wallpaper**
- Choose from the presets, or use one of your own photos
- Press Set
 - Choose from **Lock Screen**, **Home Screen**, or **Both**.




Web Browsing

You can use the Internet on your phone in much the same way that you use your computer. iPhones use the Safari browser by default, but you can also install Edge, Chrome, Firefox, etc. if you prefer.

- Press the Safari button  from the iPhone dock.
- The search box at the bottom of the page allows you to enter a web address (e.g. wheatonlibrary.org) or search for a topic (e.g. "restaurants in Wheaton").
- For additional options, use the toolbar at the bottom of the screen.
 -  Back and Forward – navigate to pages that you have previously visited
 -  Action/Share – allows you to send a copy of the URL or search results to an email, text, printer, etc.
 -  Bookmarks – remembers the address of the website for quick access later.
 -  Tabs – allows you to open additional browser tabs, or close tabs that are already open

Gestures





- **Press** – selects or opens most features of your phone
- **Press and Hold** – Leave your finger resting on one area of the screen
- **Swipe** – Rest your finger on the screen and then move your finger in the indicated direction (e.g. swipe right, swipe left, swipe up)
- **Pinch** – start with your thumb and index finger about an inch apart, and then bring them closer together. This makes an image smaller on your screen.
- **Expand** – the opposite of "pinch". Start with your thumb and index fingers very close together, and then pull them farther apart. Makes an image larger.
- **Return to Home Screen** – swipe up from the bottom of the screen
- **Move between Apps** – Press and Hold your finger on the horizontal bar at the bottom of the screen. 
- **Search** – swipe down from the middle of the screen

To Unlock → Swipe Up.


- If you have the passcode enabled, you will need to enter it
- If Face ID is enabled, simply look at the phone

Control Center – swipe diagonally down and left from the top, right corner of the screen

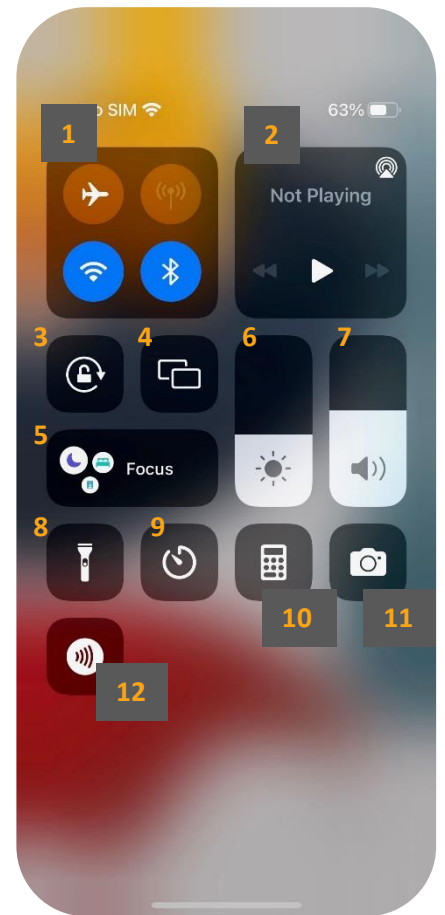
1. Connectivity

- a.  Airplane mode – shuts off all connectivity
- b.  Cellular – controls your phones ability to make calls
- c.  WiFi – controls access to the Internet
- d.  Bluetooth (connects to other devices, such as your car, headphones, smart speakers)

2. Music Controller

- a.  AirPlay – allows you to stream media (music, videos, etc.) to another device, such as an Apple TV, smart speakers, and smart TVs
- b. Play/Pause/Rewind/Fast Forward

- 3. **Rotation Lock** – controls portrait/landscape screen orientation
- 4. **Screen Mirroring** – duplicates your iPhone screen on a larger device (Smart TV, computer monitor).
- 5. **Focus** – allows you to filter notifications while you're working, sleeping, or do not want to be disturbed
- 6. **Screen brightness**
- 7. **Volume**
- 8. **Flashlight**
- 9. **Timer**
- 10. **Calculator**
- 11. **Camera**
- 12. **NFC Tag Reader** – contactless payment



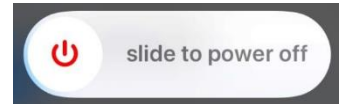
Security and Troubleshooting

Face ID, Touch ID and Passcodes

- It's a good idea to have security on your phone. Anything newer than iPhone X allows for **Face ID**.
- If your phone has a physical button, you can use **Touch ID**, which uses your finger print to allow access.
- If you prefer to not use either Face ID or Touch ID, you can use a passcode for entry.
- To set up or make changes, go to **Settings → Face ID and Passcode**
 - **Require Attention for Face ID** – activating this feature adds extra security by forcing you to actively look at the phone (that way no one can use Face ID while you're sleeping).

Restart

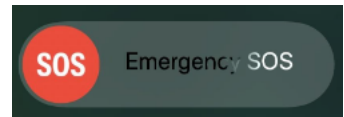
Pressing the power button on the right side of the phone turns the screen off, but does not actually turn off the power on your phone. To restart your phone, hold the **Power** button and the **Volume Up** at the same time. Then **Slide to Power Off** to turn off your phone completely. Press the Power button to turn it back on again.




- Force Restart – if your phone stops responding, press **Volume Up → Volume Down → Power**. This forces the phone to restart, but you only need to use this if the regular method does not work.

Emergency SOS

On the same screen as Restart, you will see the Emergency SOS option. This will call 911, even if you do not currently have cellular service on the phone.



-  Emergency SOS also notifies anyone in your Emergency Contacts in the Health app.

Settings

Notifications

- **Scheduled Summary** – receive notifications twice a day, instead of constantly
- **Screen Sharing** – if you are projecting your iPhone screen to another device, you can deactivate notifications so they do not pop up during the screen sharing.
- Customize individual apps by selecting them from the list shown

Display and Brightness

- Choose between **Dark** and **Light Mode**. Dark mode is considered to be easier to see
- **Auto-lock** – stops your device from going to sleep. **Never** is generally not recommended because it will drain your battery fairly quickly.
- **Night Shift** – changes colors to the warmer end of the spectrum after dark. This may help with sleeping habits.
- **Text Size** – increase or decrease the size of text in allowed apps

Sound and Haptics

- Adjust vibration and ringtone settings
- Ringtones can also be customized by contact. Go to **Phone → Contacts → select the Contact → Edit → Ringtone**

Wallet & Apple Pay

- **Apply Pay** allows you to use your iPhone instead of a credit card to pay for items. Stores must be set up to accept Apple Pay, and you must store your credit card in your phone.
- **Wallet** can be used to store your photo ID, event tickets and credit cards. Once these are stored, your phone does not require WiFi access to retrieve the information. This comes in handy at large sporting events where the WiFi can get spotty.

WiFi – many places have WiFi available for no cost. Sometimes there is a password. Often, if you have joined once, your phone will automatically connect if you return to the same place.

Extras

Find My

- People – both parties must agree. Helps you keep track of your loved ones
- Devices – as long as the device's power is turned on, this allows you to see where each of your devices is found (includes iPads, iPods, Apple Watch, etc.)
- Item – purchase an AirTag, and attach it to another device to track items (keys, backpacks, etc.)
- Me – turn **Find My** on or off

QR Codes

- QR Codes provide quick links to websites, emails, texts, etc.
- Open your Camera app, then point it at a QR code. When the yellow text appears, press it with your finger.





SCAN ME

Screenshot

- Screenshots make a copy of whatever is visible on the screen. Most of the images of the iPhone in this guide were created with screenshots.
- Press **Volume Up** and the **Power** button at the same time. The image will be saved to your Photos app.

Printing

- Your home printer may be set up to print directly from your phone.
- Any app that includes the Action/Share button  should have print availability. Press , then scroll down to Print.

Apple Watch

- The watch is an accessory that requires your phone to fully operate. You can send and receive texts, make phone calls, receive notifications, and even check the weather.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL
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