iPhone – Tips & Tricks

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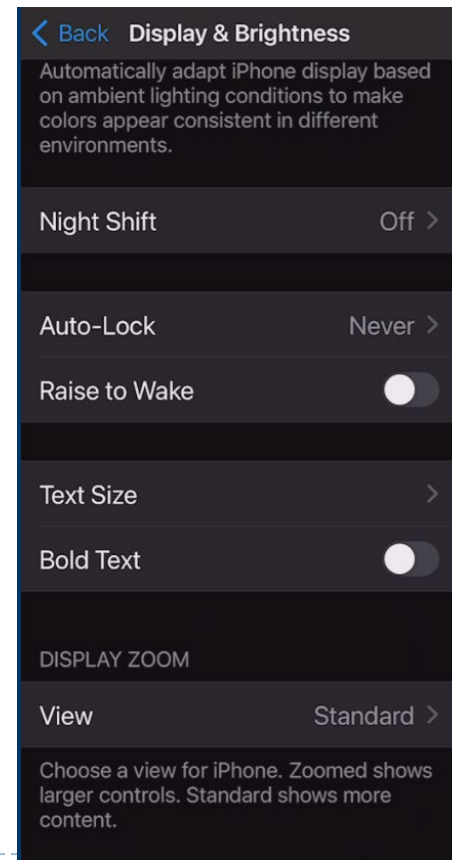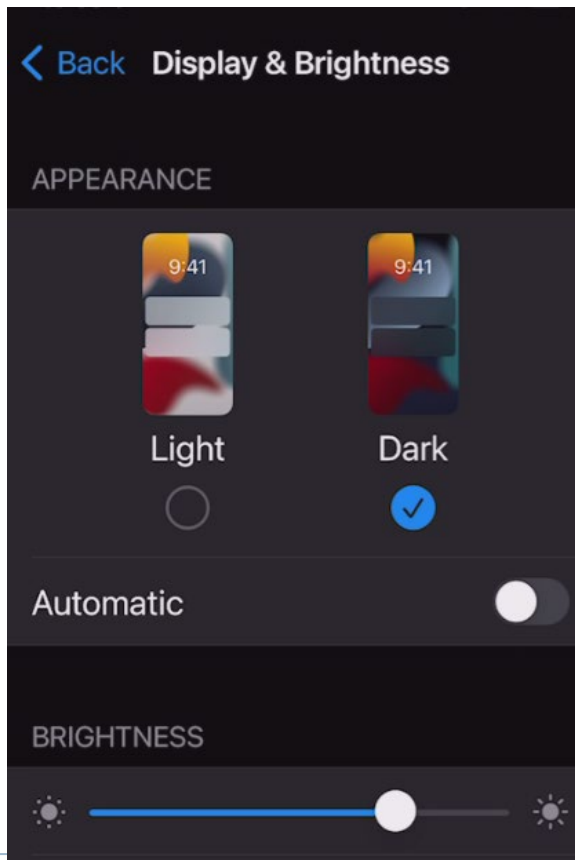# Agenda

- iPhone Settings
  - Display & Brightness
  - Accessibility
- Side Buttons
  - Silencing Your Phone
  - Taking Screen Shots
- Photos
  - Searching for Photos
  - Adding a Caption to Photos
- Adding Widgets to Home Screen
- Safari
  - Bookmarks
  - Reading List
  - History
  - Opening Additional Sites
  - Closing all Sites
- Closing All Applications
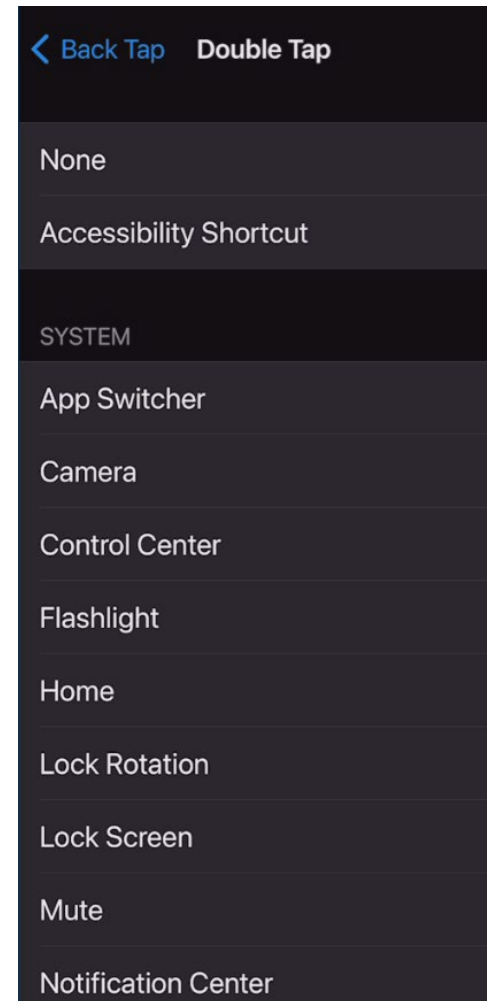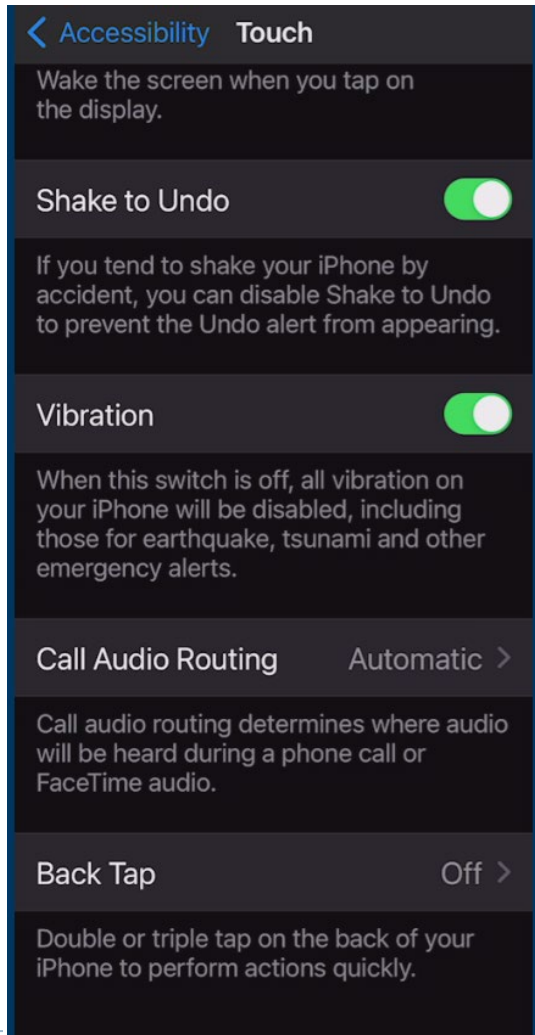- Logging into iCloud.com

iPhone Settings

Settings – Display & Brightness

▸ Appearance – Light or Dark

▸ Brightness

▸ Text Size & Bold Text
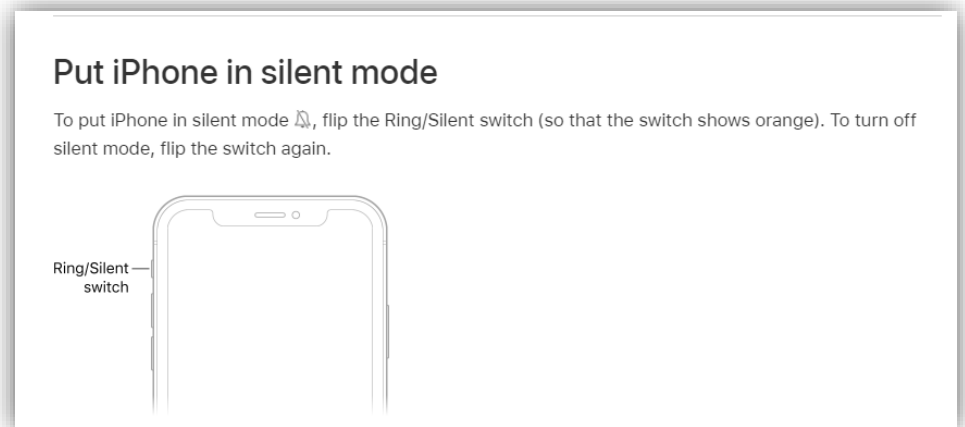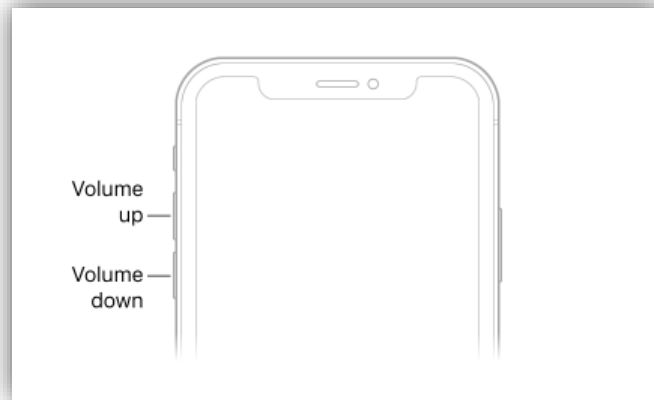
Settings - Accessibility

▶ Touch – Back Tap

Side Buttons

Side Buttons - Silence Your Phone

▸ Volume Buttons

▸ Silent Mode

Volume
up

Volume
down

Put iPhone in silent mode

To put iPhone in silent mode 🔕, flip the Ring/Silent switch (so that the switch shows orange). To turn off silent mode, flip the switch again.

Ring/Silent
switch

Photos – Taking a Screenshot

▸ Screen Shot

Take a screenshot

1. Do one of the following:

   - *On an iPhone with Face ID:* Simultaneously press and then release the side button and volume up button.

   - *On an iPhone with a Home button:* Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).

2. Tap the screenshot in the lower-left corner, then tap Done.

3. Choose Save to Photos, Save to Files, or Delete Screenshot.
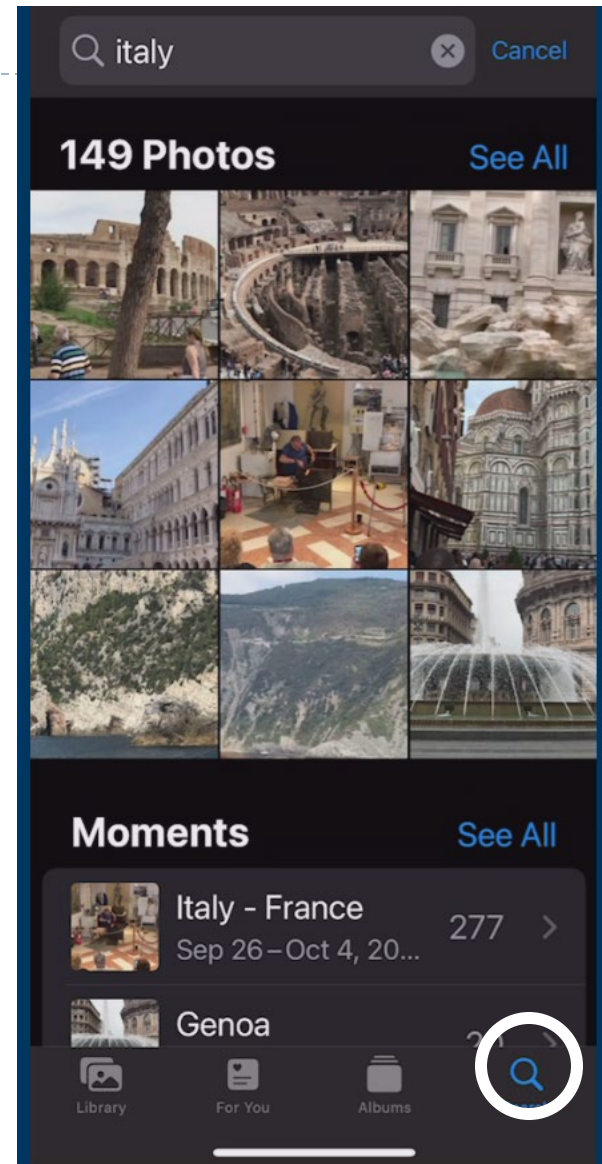
   If you choose Save to Photos, you can view it in the Screenshots album in the Photos app, or in the All Photos album if iCloud Photos is turned on in Settings 🙂 > Photos.
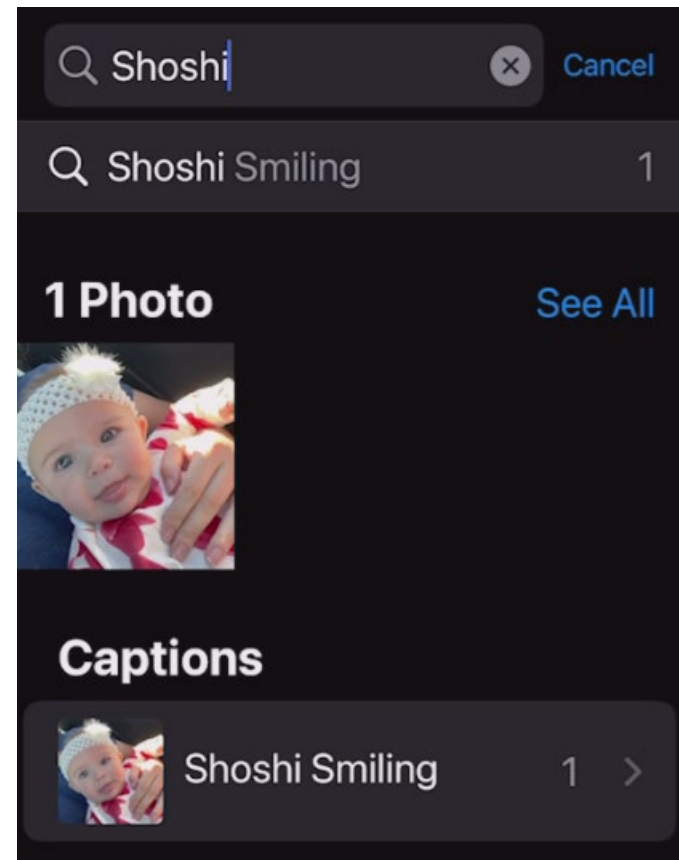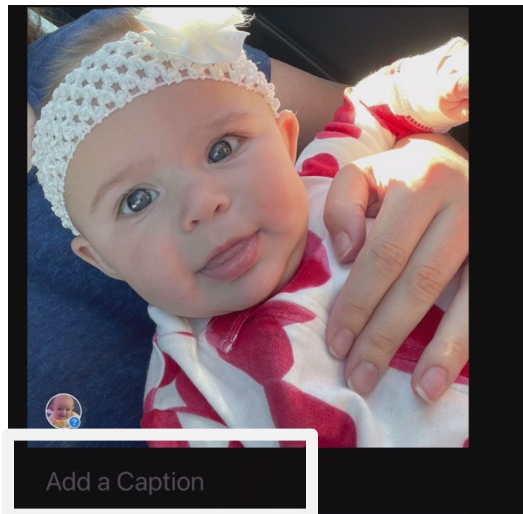
Photos

Photos - Searching

▸ Click the Magnifying Glass Icon

▸ Type a person's name, place or thing

▸ Pictures will appear matching the search criteria

Photos - Adding a Caption

- ▸ Go to Photos
- ▸ Open any picture that you like
- ▸ Swipe up from that image
- ▸ Enter text in caption field
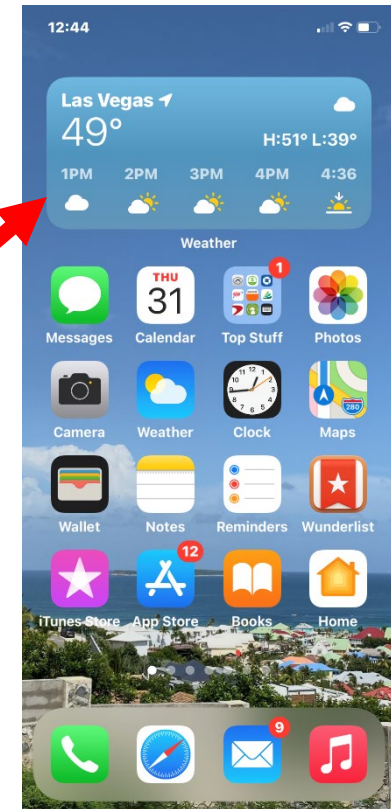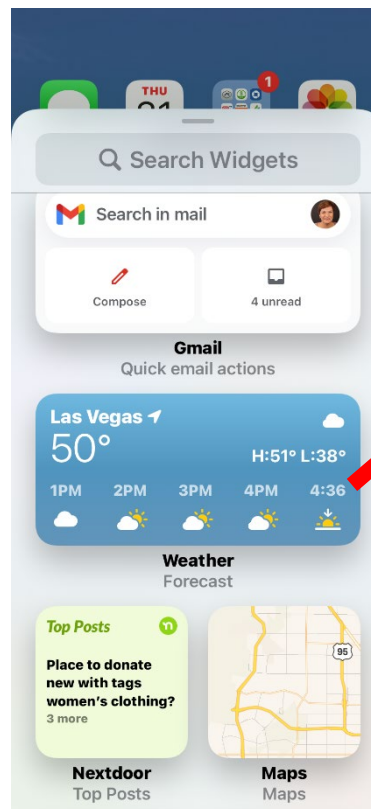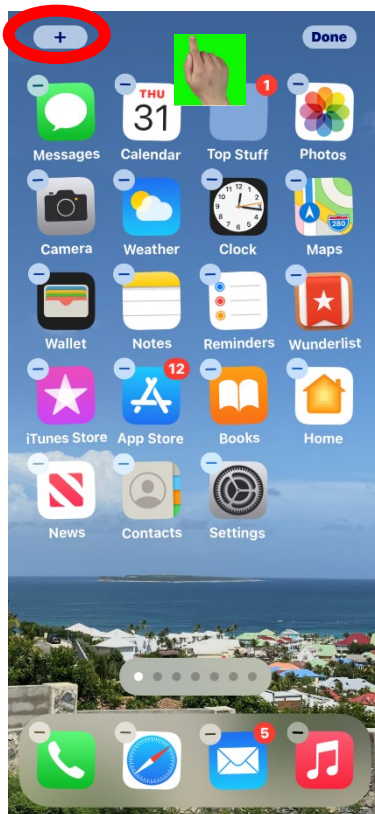- ▸ Click Magnifying Glass Icon to Search

Widgets

Adding a Widget - Home Screen

▸ Long press on a blank area of the Home Screen

▸ Once in jiggle mode, tap the plus (**+**) button in the top-left corner of the screen.

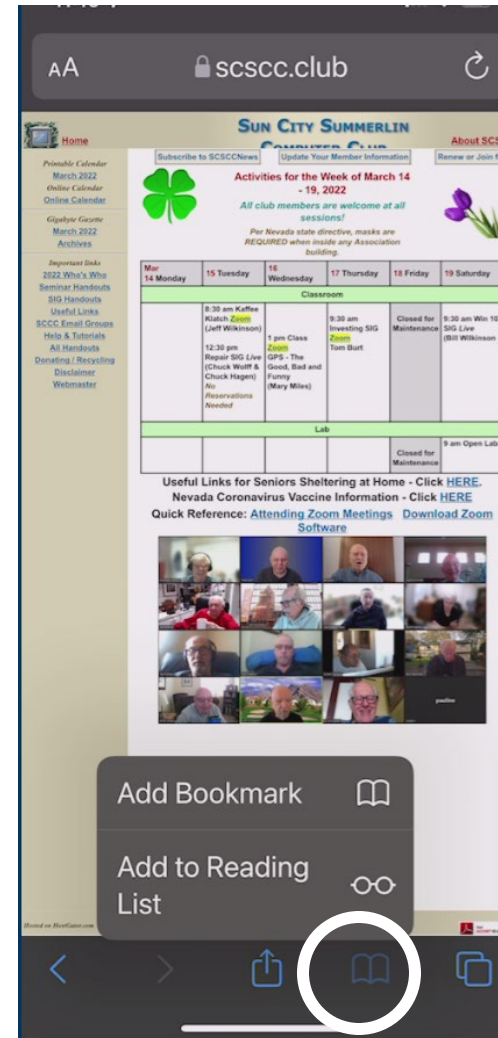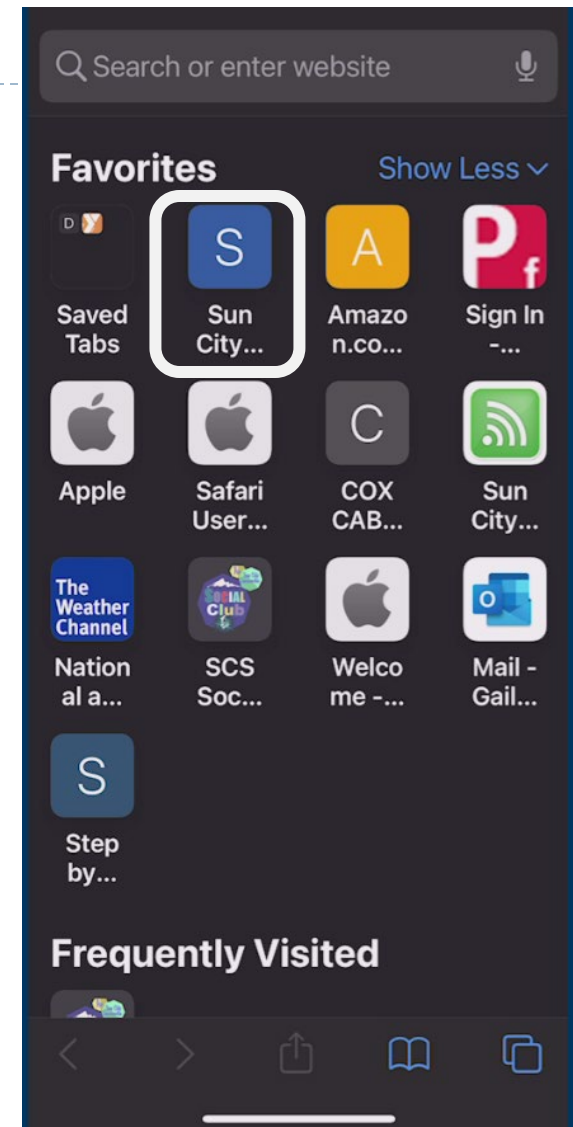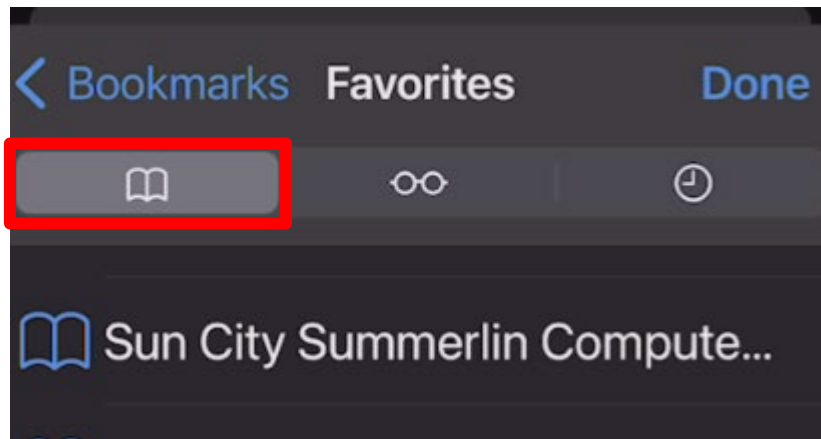▸ Scroll through the widgets card or search widgets and then drag it onto the Home Screen.

Safari

Safari – Bookmarks

▸ Bookmarks can be added to the Home Screen of Safari to access most frequently visited sites

▸ Hold down the Book Icon
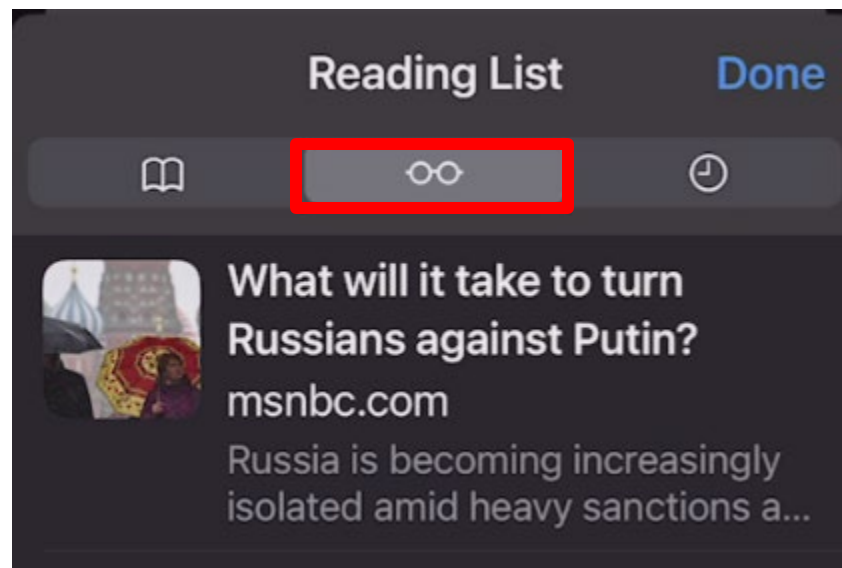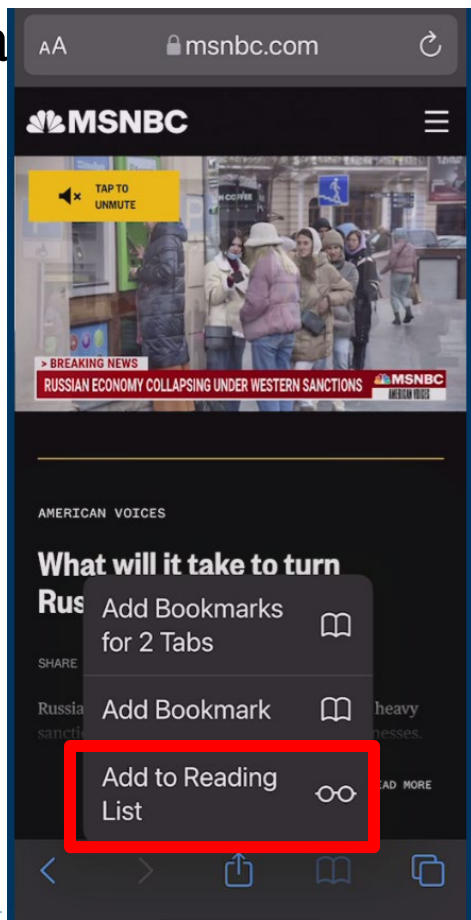
▸ Select Add Bookmark

Safari – Bookmarks (cont'd)

▶ Bookmarks will appear in your Favorites List and an icon will be added to the Home Screen of Safari
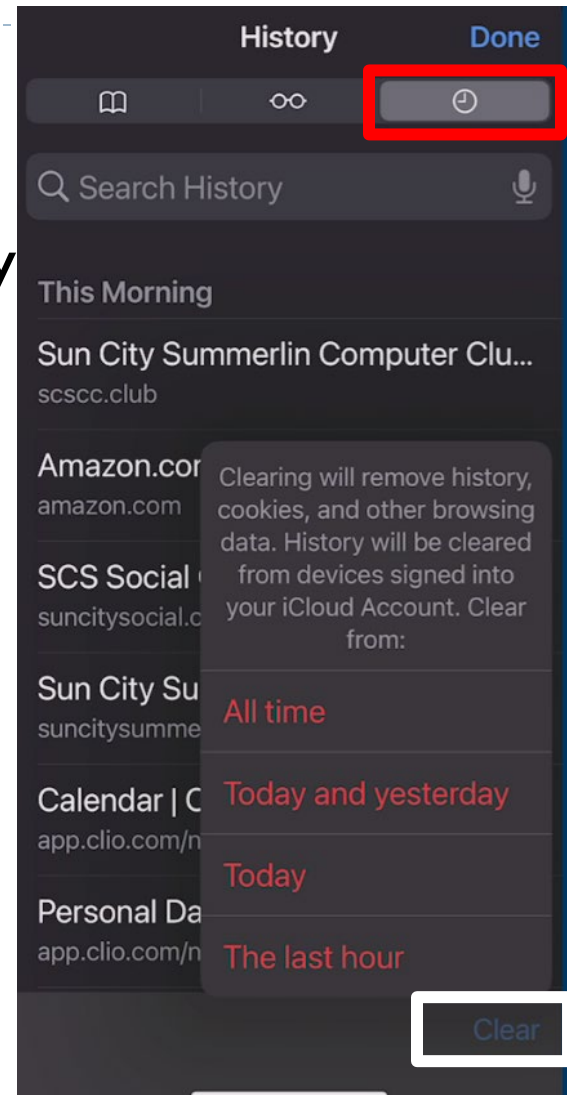
Safari – Reading List

▸ You also have the ability to add a site to your ***Reading List*** to refer back to when you have time to read a lengthy a
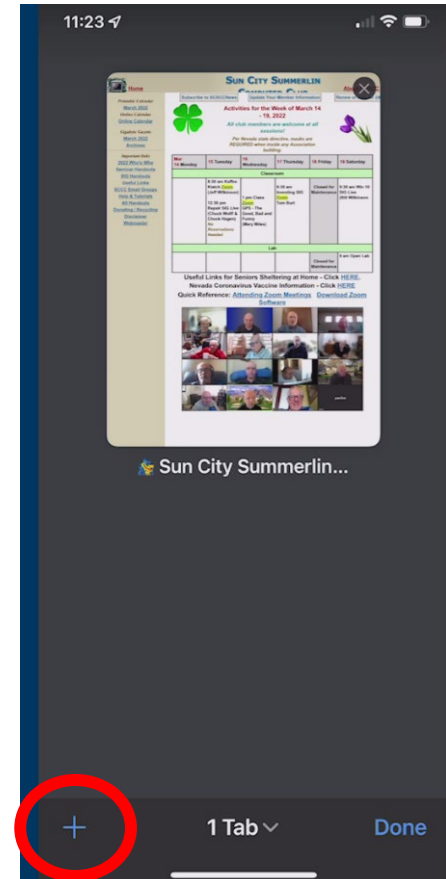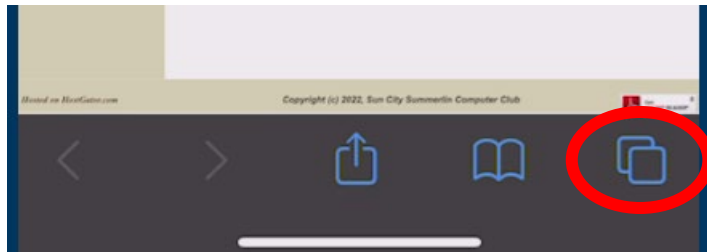
Safari - History

▸ Click on the History icon to view all previous sites that you visited.

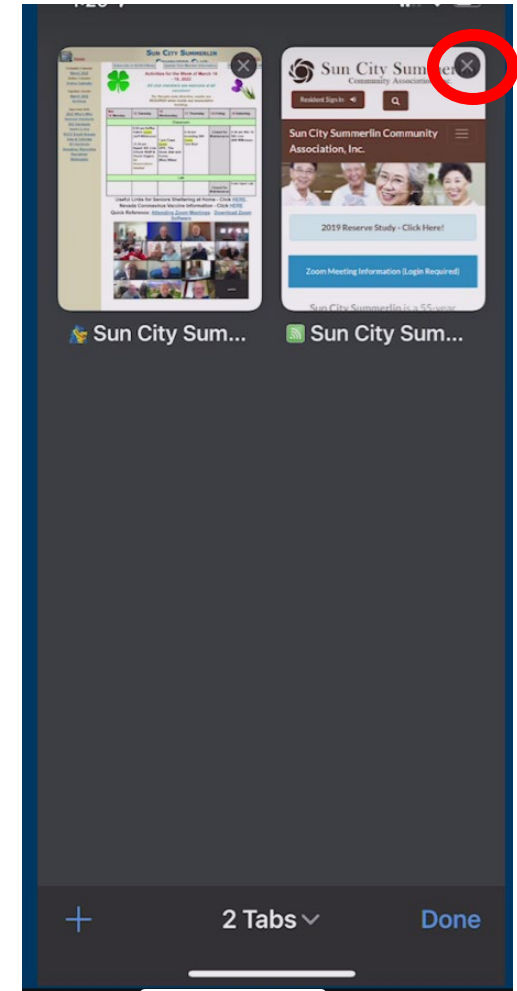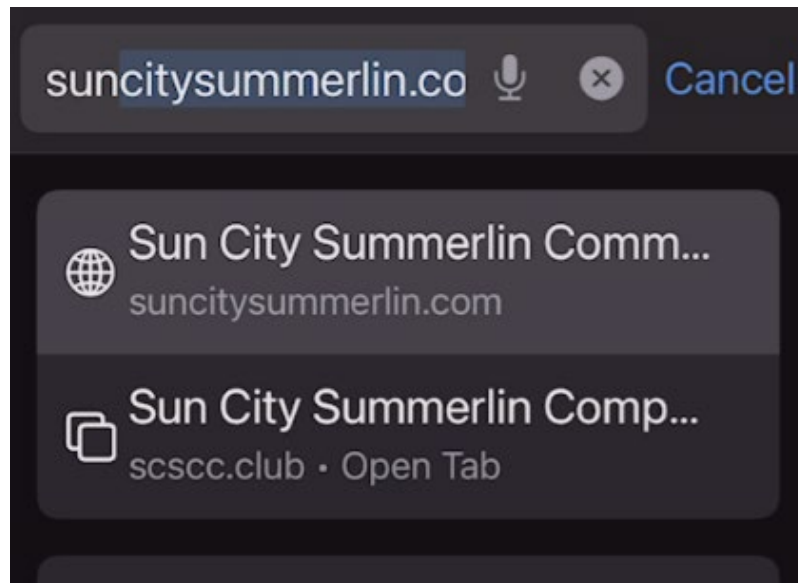▸ You may want to "Clear" the History from time to time in the intervals listed.

Safari – Opening additional Sites

▸ Click on the Open Window button

▸ Then click on the Plus sign

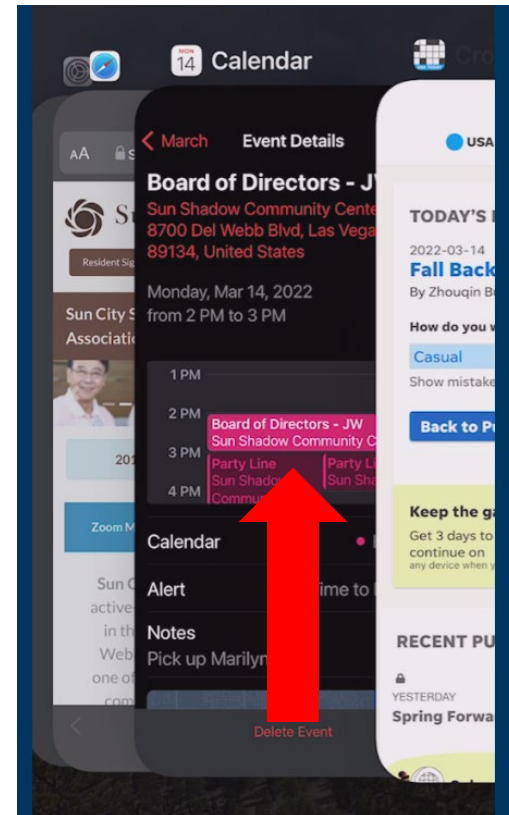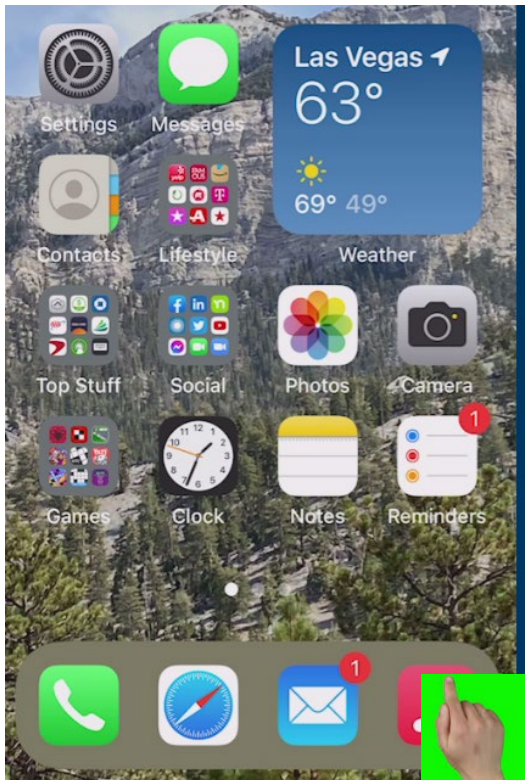# Safari – Opening additional Sites (cont'd)

▸ Search for the additional website

▸ The other website will appear

▸ To close the website, click the X in the upper right corner
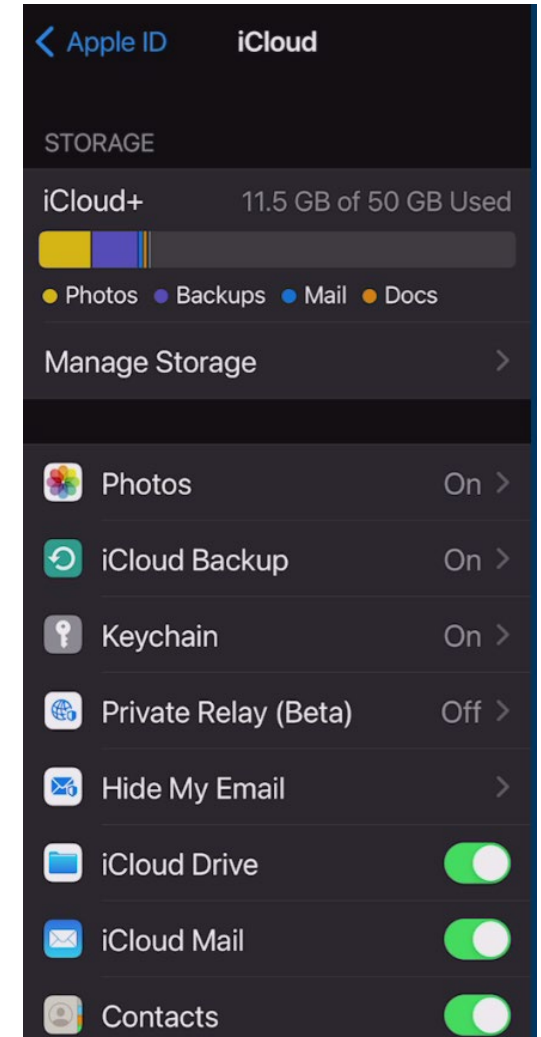
Closing All Applications
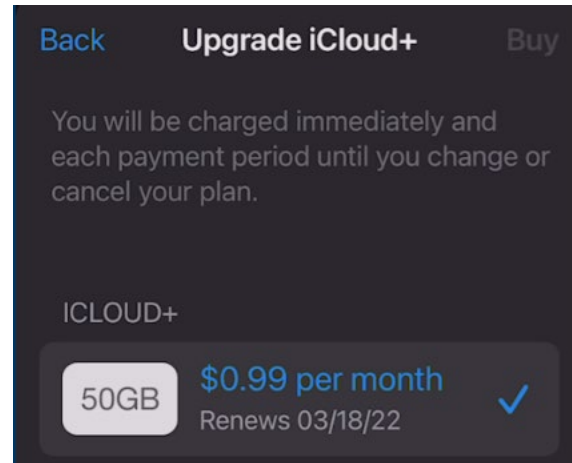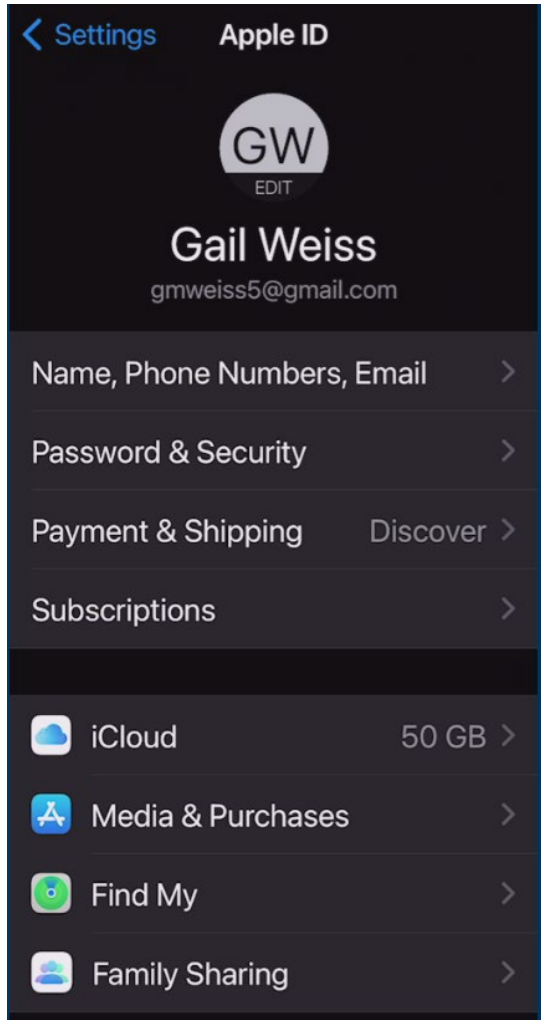
Closing All Applications

▸ Press down with your finger in the lower right corner of the screen

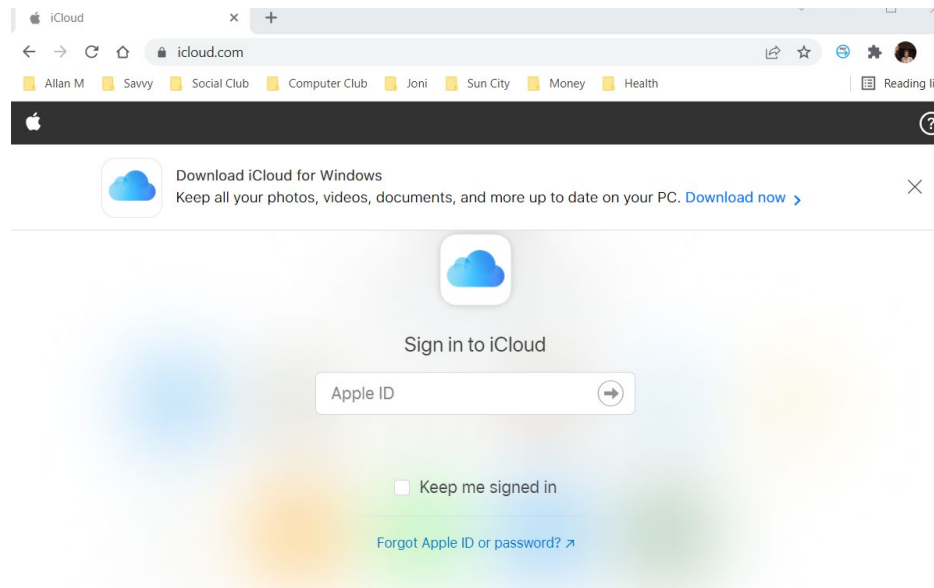▸ Swipe **UP** to close each application

iCloud.com

iCloud Settings

Logging into iCloud.com

▸ Open a web browser on your iPad or Computer and go to icloud.com

▸ Enter your Apple ID and password

▸ You will then be given a code on your phone the first time you access the site

iCloud.com

▸ Same icons on your phone

▸ All data on phone is backed up to the iCloud

▸ If you lose your phone, all data restored to new phone from iCloud