

Three Important Things to Know:

1. How To Prepare an iOS Device for Return, Exchange or Sale:

- a. Settings > Messages and Tap the button to turn off iMessage.
- b. Go to Settings > iCloud > Find My iPhone and Tap the button to turn off Find My iPhone.
- c. Go to Settings > iCloud, then scroll to the bottom and Tap “Sign Out.”
- d. Go to Settings > iTunes & App Store > Tap your “Apple ID” > Tap “View Apple ID” > Sign In, then Tap “Remove This Device.”
- e. Go to Settings > General > Reset > Erase All Content & Settings. A dialog will ask if you’re sure. The device will erase everything but the OS and you’ll see the welcome screen that you saw when you first set it up, or first installed the latest version of iOS.
- f. Remove Sim Card.

If you forgot any of these steps, you can go to iCloud.com and log in with your Apple ID. Click on “Find My iPhone.” Click “All Devices,” select the offline device, click on “Erase iPhone” and enter the Apple ID. Because the device isn’t lost, don’t enter a phone # or message. If the device is offline, the remote erase begins the next time it’s online. You’ll receive an email when the device is erased. When the device is erased, click “Remove from Account.” All content is now erased and someone else can now activate the device.

2. **Soft Reset iPhone or iPad** – Use this to get rid of many types of glitches. It will not erase any of your data. Press & Hold (firmly) the Home Button and the On/Off Button at the same time and continue holding until you see the Apple logo on the screen. Then release both buttons and wait for the Lock Screen to appear.
3. **Backing up to iCloud** – For backups to your iCloud account, you don’t need the full amount of storage in iCloud that is on your device, since apps aren’t stored in your iCloud backup. If you ever need to restore the device, the apps will automatically download from your iTunes account.

More New Features:

4. **Optical Image Stabilization** – iPhone 6+ camera has optical image stabilization for still photos. iPhone 6S+ camera has optical image stabilization for both still photos and videos.
5. **iCloud Drive App** – Enables you to see all your iCloud Drive files in one place on the Home Screen (from Pages, Numbers, 3rd party apps, etc.). Settings > iCloud > iCloud Drive. Toggle “Show on Home Screen.” Tap & Hold any file to get a pop-up menu to delete, rename, share, move or see detailed info. Delete or move multiple files or folders by Tapping “Select” and choose items.
6. **New Siri Setting – Voice Feedback** – Settings > General > Siri. Choose when you hear an audible voice with three options; always on, hands-free only (audio only when using Hey Siri or Bluetooth device) and control with ring switch, which will prevent Siri from speaking when your ring switch is switched to silent.
7. **PIP (Picture-in-Picture)** – iPad Air & Air 2, iPad Mini 2–4, iPad Pro – When watching a video or using FaceTime, you’ll see a new icon in the bottom-right corner of the screen. Tap  to shrink the video to a small player that floats above your home screen and any other app you open.
8. **Photos** – Slideshow controls are now within Photos app, not in settings. Tap “Slideshow, Options.”
9. **News App** – Creates a personalized newsfeed just for you. When you launch it for the first time, you choose your favorite publications (you can change these later also).

10. Car Play & Siri Eyes Free:

- a. **Car Play** puts iPhone apps right on your car's built-in display and lets you control them with the car screen control (touchscreen, remote touch, etc.).
- b. **Siri Eyes Free** allows voice control of your iPhone through the car's in-dash audio system, by using a voice command button on the steering wheel. You can make and receive calls, make and receive messages/texts, select and play music, use maps, set reminders, get stock info, sports scores, etc.

11. Favorite Apps:

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| a. Thermostat Apps
(Honeywell, Nest) | f. Dark Sky | k. GoodReader |
| b. Gas Buddy | g. Podcasts | l. Boating Apps
(see list "Boating Apps for
Smartphones & Tablets"
from Seaventurers Handout
11/17/15) |
| c. Deliveries | h. Remote | |
| d. Open Table | i. Photo Transfer | |
| e. WindAlert | j. Amazon (for price matching
at Best Buy, Staples) | |

Popular Features to Review: (Repeated from the 1/24/16 Workshop Handout – where we left off)

- 25. Folders** – To create a folder, drag one app icon on top of another app icon. While shaking, you can rename the folder. To stop the shaking, Press the Home Button. Folders can also be placed on the bottom of the screen in the dock, for easy access to more items on the dock.
- 26. Today (Widgets on iPad)/ Notification Center** – Pull down on the screen, from the top, to access. On the Today/Widgets section, scroll down to the bottom to "Edit" to add/remove widgets (mini apps that you can view on the screen).
- 27. Control Center** – Swipe up from the bottom of the screen to access Control Center (iPads and iPhones – Airplane Mode, Wi-Fi, Bluetooth, Do Not Disturb, etc.), (iPhones only – Calculator, Flashlight, etc.) Swipe down or Tap to close Control Center.
- 28. Do Not Disturb** – To schedule times to silence calls, texts, alerts and notifications, etc. It can be turned on and off from Control Center once set up. *Settings > Do Not Disturb.*
- 29. Battery Usage** – To show which apps are using the battery. *Settings > Battery.* This shows you the last 24 hours of usage or the last 7 days. Tap the clock icon to show how long each app has been open on screen and in the background.
- 30. Shake to Undo & Redo** – Any time you type or use cut or copy and paste, shake the iPhone or iPad to undo typing. Shake again to redo typing. You can disable it in *Settings > General > Accessibility.*
- 31. Predictive Text – Hide/Show** – To hide it, simply swipe down on a word on the gray bar. When you're ready to use it again, just swipe back up.
- 32. Hidden Characters** – Holding down certain letters, numbers or punctuation, shows other options (i.e. hold the zero to get the 'degree' symbol). Slide your finger to what you want and release. When typing a web site or email address, Tap & Hold the period key for options (.com, .org, etc.).
- 33. Dictate instead of Typing** – Whenever you see the microphone symbol, you can dictate instead of typing and the text will be entered as you speak.
- 34. Quickly Scroll to Top of Web Page, Notes, Mail or Messages** – Tap the top of the page near the time.

- 35. Reach the Top of Screen (iPhone)** – Double-Tap the Home Button lightly (do not press) to lower the screen in order to reach the top more easily with one hand. To return, Double-Tap again or Tap in the top ½ of the screen.
- 36. Facedown Recognition** – On iPhone 5S or later (no iPads), iPhone uses light and proximity sensors to determine if it’s laying facedown. If so, the screen will not turn on even when notifications come in. This also helps to improve battery life by an additional hour. In order for it to work, turn on Fitness Tracking in *Settings > Privacy > Motion & Fitness > Fitness Tracking*.
- 37. Call Blocking (iPhone)** – Tap “Phone” > Recents > . Scroll to the bottom and Tap “Block this Caller.” This will also block this number for messaging.
- 38. AirDrop** – Share contacts, photos, photo albums, slideshows, maps, etc. wirelessly:
- a. Turn Airdrop on in Control Center and be in close proximity to someone else with AirDrop on, whose screen is also active. Tap “AirDrop” and choose “Contacts Only” or “Everyone.”
 - b. While using an app (i.e. Photos), select a photo or multiple photos. Tap the “Share Button”  and then Tap the icon of the person you want to send to. AirDrop works with iPhone 5 or later, iPad mini or later, iPad 4G or later and Macs (2012 or later).
- 39. Safari:**
- a. **Preview Web Links (Safari or Mail)** – Tap & Hold a link to see where it will take you before opening it and actually going to that link.
 - b. **Automatically Resize a Web Page** – Double-Tap a column, word or picture to fit the width of the screen. Double-Tap again to zoom out.
 - c. **Reader View** – Tap the reader icon  on the status bar. It gets rid of ads and formatting for reading or printing. To return to normal view, Tap reader icon again. Now there are two sizes, four colors and eight fonts to choose from. Tap  on right side of screen.
 - d. **Create Home Screen Web Links** – To easily access a web page again, Tap the “Share button,”  then Tap  (Add to Home Screen), Rename it (or leave it at the default name) and Tap “Add.” This puts an icon on the Home Screen that can be quickly accessed to get right back to that web page.
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Additional Popular Features to Review:

- 40. Screenshots** – Press Home Button + On/Off Button together. The screenshot will appear in Photos.
- 41. Mail:**
- a. **Swap between emails** – After starting a new email, Swipe down and release the ‘New Message’ header. The new email will go to the bottom of the screen. Then switch to any other email you want. To get back to the email you put at the bottom, Tap on the bottom of the screen and it will return.
 - b. **Highlight & Reply** – If you receive a long email and don’t want to include the whole thing in your reply, you can reply to or forward only a specific section instead. Highlight the part of the message you want to be in the reply or forward and only that selection will be copied into the new email. Ignore the choices that pop up (copy, select all, etc.). Tap  to reply or forward.
 - c. **Format Email, Insert Media** – While composing an email, select a word or more and choose from the options available.

42. Messages:

- a. **Hide Keyboard in Messages** – To read Messages easier (without the keyboard blocking half the screen), slide your finger down from above the text entry box, until only the text entry box remains on screen. To have the keyboard reappear, Tap the text entry box.
- b. **Messages Options** – Tap & Hold a message bubble to get options to copy, speak or more (forward one or more messages, delete message, etc.).
- c. **If an iMessage Doesn't Get Sent** – You can send a message with SMS (text) individually by Pressing & Holding the bubble message and Tap “Send as Text Message.” You can choose to automatically send all iMessages that don't go through, as a text message. *Settings > Messages > Send as SMS (turn on)*. iPads and Macs can also send/receive text messages in addition to iMessages if you have it set up through your iPhone. *Settings > Messages > Text Message Forwarding*.

43. Camera:

- a. Volume buttons on iPhone or iPad can be used to take photos, if easier than the on-screen button.
- b. Open Camera from the lock screen by swiping up on the Camera icon on the lock screen.
- c. **Control Focus and Exposure** – Tap the screen on the image you want to focus on. Then Tap the ‘sun’ icon and slide the bar up or down to change the lighting. To lock the exposure, Tap & Hold the image for a few seconds and you'll see the AE/AF lock – Tap anywhere when done.
- d. **Panorama Photos** (iPhone 4S & later, iPad 3 & later, iPad Mini 2 & later) – To take a horizontal photo, hold the iPhone/iPad vertically. To take a vertical shot, hold the device horizontally. Swap direction by Tapping the arrow. Tap button to take the picture and move the camera while keeping the arrow on the line to keep the picture level. Panoramas can take 270° pictures.
- e. **Photo Grid** – Using a grid helps to keep photos lined up the way you want. To turn the grid on, *Settings > Photos & Camera > Turn Grid On*. The grid will not show in the photos.
- f. **Take Still Photos While Filming Video** – Tap the small white round button on screen. The still photo will be saved in the Photos App.
- g. **Other Camera Features** – Filters, Timer, Burst, Slo-Mo, Time Lapse, Editing.