Get to Know Your iPad or iPhone

iPad FRONT

- Front camera
- Multi-touch screen
- Home button

iPad BACK

- Sleep/wake button
- Microphones
- Back camera
- Volume buttons
- Headphone jack
- Lightning connector
- (Power/Charging Port)
- Speakers
iPhone

- Back microphone
- Back camera
- Flash
- Ring/silent switch
- Volume buttons
- Front camera
- Receiver/front microphone
- Sleep/wake button
- Multi-touch display
- Home button
- Headphone jack
- Lightning connector
- Speaker
- Bottom microphone
1. Status Bar
2. Apps
3. Home
4. The Dock
## iOS INTERFACE / FEATURES

1. **The Status Bar**

The status bar at the top of the screen displays current information about your iPhone. This includes (from left to right) the strength of your cell signal, the status of your Internet connection, the time, and your remaining battery life.

2. **Apps**

The icons you see here are shortcuts to your apps. In this example, the icons represent some of the built-in apps that come with iOS. If you choose to download more apps, the icons will also appear here. To open an app, simply tap the one you want.

3. **The Home Screen**

The screen you see here is called the Home screen; however, it may help to think of it as similar to your computer desktop. It's where all of your apps are kept, and it's the first thing you see when you turn on your device. You can even have multiple Home screens to make room for more apps and organize the icons. To navigate between screens, swipe left or right.

4. **The Dock**

The dock at the bottom of the screen is designed for your most frequently used apps. By default, it includes Phone, Mail, Safari, and Music. You can customize your dock by adding or removing icons so you always have access to your favorites.
### MULTI-TOUCH GESTURES

**Gestures**, sometimes called **multi-touch gestures**, are what you'll use to open apps, navigate online, and more.

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap</td>
<td>Click or select something on the screen, like an app or a link. You can also tap and hold to occasionally access other options (think of this as right-clicking).</td>
</tr>
<tr>
<td>Double-tap</td>
<td>Zoom in or out on photos, WebPages, and certain apps.</td>
</tr>
<tr>
<td>Swipe left or right</td>
<td>Flip through pages on the Home screen, photos, or pages in an e-book. <strong>Swipe left or right with four or five fingers</strong> to switch between open apps. <strong>Swipe up with four or five fingers</strong> to pull up the multi-tasking bar.</td>
</tr>
<tr>
<td>Scroll</td>
<td>Up and down, left and right, or any other direction on the screen.</td>
</tr>
<tr>
<td>Drag</td>
<td>Press and hold to drag items from one spot to another or to highlight text.</td>
</tr>
<tr>
<td>Pinch</td>
<td>Zoom in or out almost anywhere. <strong>Pinch four or five fingers together</strong> to jump to the Home screen, no matter where you are.</td>
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ORGANIZING APPS

The Home screen contains an icon for **every app on your device**. This means it can get pretty crowded, especially if you've installed a lot of apps from the App Store. Here are some tips to help you customize your Home screen so your favorite apps are always easy to find.

1. **Rearrange your icons** by touching and holding any app on the Home screen. When the icons begin to shake, drag and drop them wherever you want. To move an icon to another screen, drag it to the left or right edge and hold until it switches to the new screen. You can also move apps on or off the dock if you want. When you're done, press the **Home** button to make the icons stop shaking.

2. If you're on the last page of apps, you can create an **additional Home screen** by dragging an icon to the far right edge. When you're done, press the **Home** button.

3. **Create a folder** by dragging one icon on top of another. To add more icons to the folder, keep dragging and dropping the ones you want. This is a great way to organize similar apps and remove clutter from your Home screen. When you're done, press the **Home** button.

4. **Search for apps** by swiping down from the middle of the Home screen. A search box will appear at the top of the screen. Start typing the name of the desired app, and any apps matching your search will appear (along with other files and settings on your iPhone).

5. **Delete apps** by pressing and holding any app on the Home screen, then tapping the **X** in the top-left corner. Note that built-in apps cannot be deleted. When you're done, press the **Home** button.
USING THE KEYBOARD

The iPad and iPhone have a built-in virtual keyboard you can use to input text on your device. The virtual keyboard will appear whenever you tap a text field. For example, the keyboard will appear when composing an email, writing a note, or entering a website address.
# KEYBOARD FEATURES

1. **The Cursor**  
The cursor indicates where text will appear.

2. **Predictive Text**  
Your iPad generates predictive text depending on where you're typing and what you've typed in the past. Click a word to type it.

3. **Backspace Key**  
Tap the Backspace key to erase the character to the left of the cursor. Press and hold the Backspace key to delete entire words.

4. **Letter Keys**  
The main part of the keyboard includes the letter keys and the spacebar. Tap these keys to add the desired text.

5. **Shift Key**  
Tap the Shift key and tap a letter to insert a capital letter or alternate character. Double tap the Shift key twice to turn on Caps Lock.

6. **Numbers & Special Characters**  
Tap here to switch the keyboard from letters to numbers and special characters. Tap the button again to switch back.

7. **Emoji Keyboard**  
Tap here to switch the keyboard from letters to emojis (😉).

8. **Voice Dictation**  
This feature allows you to enter text without having to use the keyboard. Tap the microphone icon on your keyboard, then start talking.

9. **The Spacebar**  
Tap the spacebar to add a space. You can also double-tap the spacebar at the end of a sentence to automatically add a period.

10. **Hide Keyboard**  
Click here to hide the keyboard. You can click any text field to make the keyboard reappear.
CONNECTING YOUR iOS TO THE INTERNET

1. Tap the **Settings** icon on the **Home** screen.
2. The Settings will appear. Tap Wi-Fi in the left pane. Next to Wi-Fi, tap the control to turn it on or off.
3. To join a network, look under **Choose a Network** and tap the **network** you want to use. If the network is **secure**, you'll need to enter a password in order to connect to it.
4. If the network doesn’t appear on the list, it may be out of range, or it may be closed (in other words, hidden). To join a closed network, tap **Other**, then follow the steps to connect to it. You’ll need to know the name of the network, the security setting, and the password.

*Note*: If the network you’re connecting to is **unsecured**, you can access it without a password, but you should think carefully before you do (especially if it’s a public hotspot, like Wi-Fi at your local coffee shop). Anything you view or share over an unsecured network is not necessarily safe from prying eyes.
Safari is a web browser that comes built in to the iPhone. You'll use it to access websites on your device. Safari's interface is similar to those you might find on a desktop web browser, and it also has a few unique features to make mobile browsing easier.
<table>
<thead>
<tr>
<th>SAFARI FEATURES</th>
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| **1. Navigation Buttons**  
Use the back and forward buttons to navigate between pages you've recently visited. |
| **2. Bookmarks/Reading List/Shared Links**  
Tap here to see your bookmarks, shared websites, and reading list. If you don't have an Internet connection, you can still read websites you've added to your reading list. |
| **3. Reader**  
The Reader feature allows you to view web articles in a large easy-to-read format, free of any ads or clutter. |
| **4. The Address Bar**  
The address bar displays the URL for the current page. To navigate to a new page, just enter a new address. You can also use the bar to search online. |
| **5. Tabs**  
Safari allows you to browse and open links in separate tabs, which can make it easier to multi-task. To navigate to a different tab, tap the one you want. To close a tab, tap the X. |
| **6. Share Button**  
Use the Share button to create a bookmark, save the page to your reading list, and more. You can even email the link to your friends or share it on Twitter or Facebook. |
| **7. New Tab Button**  
Tap here to create a new tab. When you create a new tab, the Favorites page will appear, which includes shortcuts to your most frequently visited websites. You can tap a website to navigate to that page or enter a URL into the address bar as normal. |
| **8. Show All Tabs Button**  
Click the Show All Tabs button to see thumbnails of all of the tabs you currently have open. |
SECURITY AND BASIC SETTINGS

5. Tap the *Settings* icon on the *Home* screen.
6. The Settings will appear. Tap **Touch ID & Passcode**.
7. Tap **Change Passcode**.
8. Use the keypad to enter your current passcode.

9. Enter a new passcode. (You'll need to enter it twice to confirm.)
TOUCH ID
With an iPhone 5S or newer, you can set your iPhone to unlock using your fingerprint. Instead of entering a passcode, you can simply place a finger on the Home button.

1. Tap the **Settings** icon on your **Home** screen, then tap **Touch ID & Passcode**.
2. Input your passcode, then tap **Add a Fingerprint...**
3. Follow the instructions shown on the screen, and place a finger or thumb on the **Home Button**. You'll need to touch the Home button repeatedly until the iPhone gets a good read of your fingerprint.
4. Your fingerprint will be added, and you can now unlock your phone with TouchID.

**Note:** You can add multiple fingerprints to TouchID, allowing you to use any number of your fingers or thumbs to unlock your iPhone.
LEARN MORE

- **Computer and Technology Help** ([vpl.bibliocommons.com/events](vpl.bibliocommons.com/events))
  Drop in to practice your computer and technology skills and get help from VPL staff. For days, times and locations, check out the “Computer & Technology” category in our Events Calendar

- **Computer Survival Guide** ([guides.vpl.ca/computers](guides.vpl.ca/computers))
  Information and self-directed practice activities on introductory computer and Internet topics

- **GCFLearnFree.org tutorials** ([gcflearnfree.org](gcflearnfree.org))
  Free tutorials for learning the essential skills you need to live and work in the 21st century

- **SERENE-RISC** ([cybersec101.ca](cybersec101.ca))
  Resources from Canadian researchers about cybersecurity


- **Apple ID forgotten passwords** ([https://support.apple.com/en-ca/HT201354](https://support.apple.com/en-ca/HT201354))

- **We are here to help!**
  Talk to VPL staff in person, by phone (604-331-3603) or by email (info@vpl.ca)