

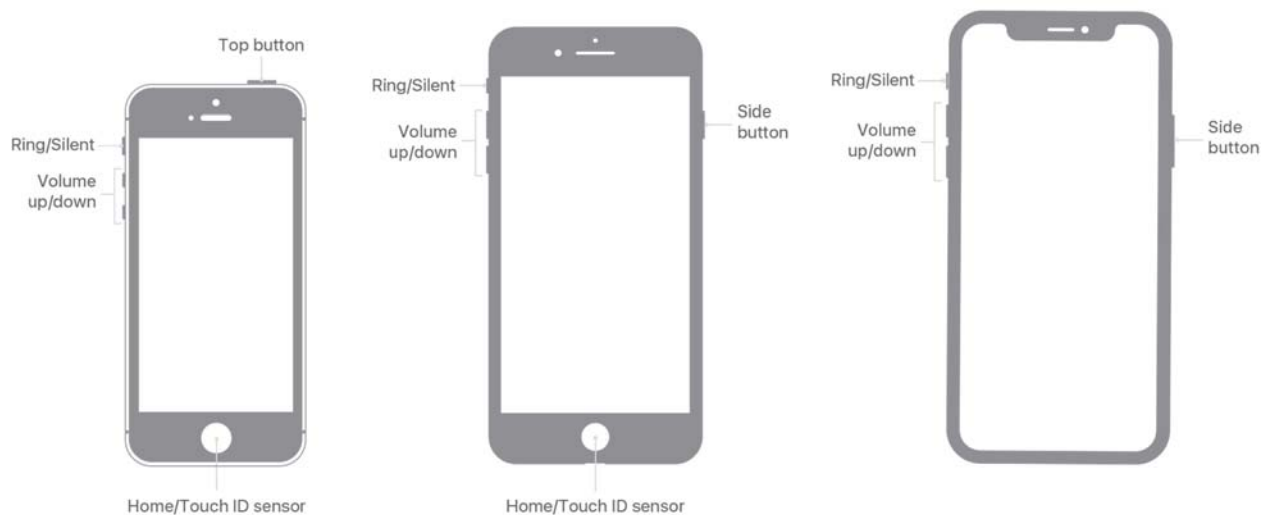
## iOS introduction

iPhone, which is a kind of smartphone. A smartphone is a mobile telephone that has both cellular and internet access. Smartphones allow you to make and receive phone calls and text messages. Because they're connected to the internet, they also have the capability to share photos, play videos or games, check and send email, and browse the web.

iPad, which is a kind of tablet device. A tablet is a portable computer that uses a touchscreen. Most tablets are smaller and weigh less than a laptop computer but are usually bigger and weigh slightly more than a smartphone. Tablets connect to the internet through a Wi-Fi or cellular connection.

How to use a touch screen compared to computer and mouse

- Instead of clicking, you tap.
- The keyboard is onscreen, and you type using that.
- You scroll with your finger instead of using your mouse or pointer.



The ports and buttons on your smartphone or tablet will vary depending on the specific model you're using. In general, phones and tablets have a power button and volume control. Smartphones typically have a ring/silent switch.

## Unlocking your iPhone/iPad

As we get started using the phone, the first thing we need to do is unlock the device. The way you do this depends on the choices you made when you set up your phone. You may have set up Face ID or a passcode. Depending on the iPhone you have, you may also have the option to use your fingerprint to unlock the phone.

### Home screen

- Home screen has built-in apps for your convenience.
- Some apps are in the main part of the screen, and some are across the bottom of the screen.
- iPhones come with phone, messages, email, internet, camera, maps, clock, calendar, and more.
- Top of screen includes status bar showing battery percentage, Wi-Fi, and cellular connection.

### Things you can do to apps on the home screen

**Tap** your finger on the screen to activate a control, type on a keyboard, or select something on the screen. For example, you can tap on an app to open it. Give it a try. Go to the Maps app on your phone and open it. (To go back to the home screen, swipe up from the bottom of the screen. We'll look at swiping again in a moment.)

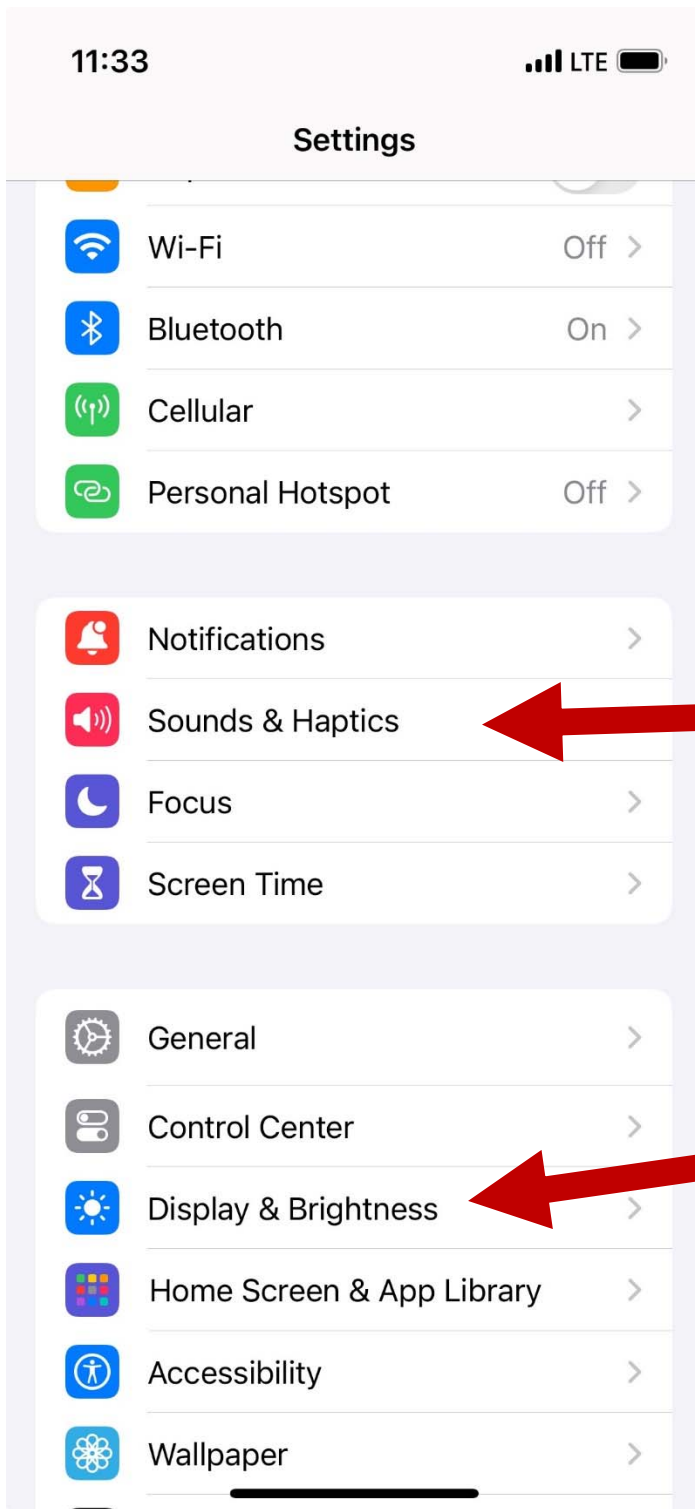
Next, **tap and hold** with your finger to display a menu of options. In this example, if you tap and hold the Maps app icon, the menu opens. Give it a try. Go to any app on your phone, and then tap and hold. Do you see a menu appear?

**Swiping Left and Right:** From the Apps view, you can swipe left to see more apps available on your phone. You can swipe left and right on many apps and websites to navigate around. From your Apps view, give this a try: swipe left across the screen to see the next page of apps.

**Swiping Up and Down:** Swiping up and down is what you do to scroll through apps and websites. You also use it to go back to the home screen from an open app.

### ACTIVITY #1: External Buttons and Touch Gestures

1. **Locate the button to turn on your phone. Turn your phone on.**
2. **Locate the buttons to turn your phone's volume up and down. Turn the volume all the way down, then halfway up.**
3. **What do you do if you don't want your phone to ring? Use the button to silence your phone.**



To change sounds associated with texts, emails, ringtone, go to Settings, then Sounds & Haptics (vibrations).

To change font, brightness, other display features, go to Settings, then Display & Brightness

## Getting connected to the internet:

**Cellular:** Need a cellular service plan. **Wi-Fi:** All smartphones and tablets can connect to the Internet using Wi-Fi



If you want to connect to Wi-Fi, you'll click on Settings on the Home Screen.

Then you'll tap on Wi-Fi.

A list of Wi-Fi networks that are nearby display. Networks with a lock icon require a password. Networks without a lock are public and do not need a password. Some public networks may ask you to accept an agreement before they will allow you to connect your device.

Once you are connected to the Wi-Fi network, you will see the Wi-Fi icon in the status bar at the top of your device.



## Applications or Apps

Phones and tablets offer access to an almost unlimited number of apps. Apps are programs designed to help you accomplish different tasks.

When you turn on your phone and unlock it, you should see a screen that looks something like this one.

In this section of the workshop, I will introduce and talk about some of the most common apps on Apple devices shown here on the screen. Please follow along on your own device and briefly explore each of the apps.



### Phone app:

The Phone app allows you to make and receive calls. To use it, tap on the app to open it.

When the app opens, you'll see the keypad. You'll also see options to go to other screens for recent calls, your contacts, and more.

There are two main ways to make a call. You can tap the Contacts icon to select a name listed in your contacts app, or you can type a number on the keypad.

After dialing a number, you'll tap the green phone button to start the call.

When you're ready to hang up, tap the red phone button to end the call.

To answer incoming calls, tap on Accept.



### **Messaging app:**

If you want to send a text message, you'll use the Messages app. To open the app, tap on it on the home screen.

When you open the app, you'll see your current conversations.

You can use the search box to search all your text messages. You can tap the Compose icon to start a new conversation, or you can tap a current conversation to send or read a new message and send a response.

To create a new text message conversation, you'll tap the Compose icon to start a conversation.

You can send a text message to someone by typing their cell phone number in the To field. Or, if the person is in your contacts, you can begin to type their name. Once the name of the person displays, you'll tap it to select it.

Then you'll type your message, and then tap the green arrow to send it.



### **Email:**

If you want to send or read an email, you'd use the Mail app.

But before you can receive or send an email, you must first set up your Mail app to connect to an email account. To set up an email account from the home screen, tap Settings.

And then you'd click Accounts. We won't go through these steps, but it's helpful to know that you can add an email account from almost any email provider using the Settings app.



### **Browser. iOS name is Safari:**

When you want to search the web from your phone, tap the internet icon to launch a web browser. In this example, the web browser is Safari, which is included with the Apple device. This app works much like a web browser on a computer.

In this example, we can see the homepage of the library. You can search the web or visit a website using the address bar on the bottom.

Once you have a webpage up in the browser, you can swipe up to scroll down the page.



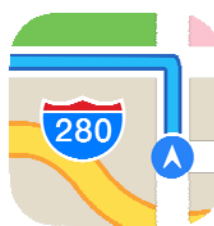
### Camera:

When you want to take a picture or video, tap the Camera icon to launch the camera app.

To take a picture or video, you would tap the button that's shaped like a circle.

You can scroll through this menu to switch between camera modes, including video, portrait, and panorama modes.

After you take a picture, you can click on the small image tile to view, edit, and share the image, or delete the photos and videos you've taken. You can also find those images again in the Photo app.



### Maps:

When you want to find an address or get directions, you'll tap the Maps icon to launch the Maps app.

To do a search, you would enter the location into the "Search Maps" box.

Once you have the location on the screen, you would click the blue button to get directions to the location.

From there, you can select directions for driving, walking, public transit, and more.



### App Store:

To add new apps to an iPhone or iPad, tap the App Store icon located on the Home Screen.

When the App Store is open, you can browse featured apps, look for games, or search for an app by name.

Here we can see results from a search for a dictionary app. Let's take a look at the first app in the list.

If an app has a Get button instead of a price, like this example, the app is free. From this page you can learn more about the app, including preview pictures and customer reviews.

To install the app, you would click the Get button and follow the installation steps.

### To keep your information safe when you connect to Wi-Fi, follow these Wi-Fi security tips.

- Make sure you trust a public network before connecting to it. Do you know who set up the network?
- Try not to send private information over public Wi-Fi networks.
- If you do send personal information, make sure the website is secure and begins with *https*.
- Set up a password for your home network to block intruders from accessing it.

**ACTIVITY #3: Getting Connected**

Navigate to the available Wi-Fi-Networks screen on your device. Write down what steps you took to get there.

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Write down one of the networks that is secure (if applicable).

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Write down one that is public (if applicable).

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You're relaxing in a coffee shop. You want to connect to Wi-Fi and do some personal tasks on your smartphone. On your phone, you see this list of Wi-Fi networks. Which would you connect to? Why or why not?

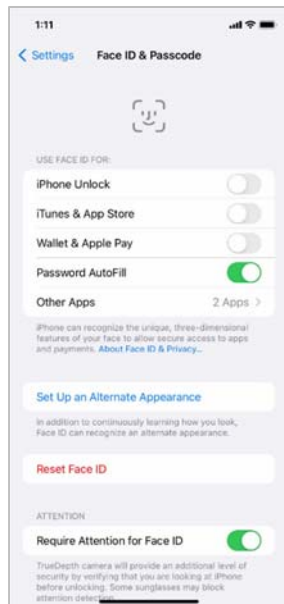
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You want to do some online banking at the coffee shop. Is this a good idea on the Wi-Fi network you're on? Why or why not?

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### Pin and Passcode:

To set a pin or passcode, tap Settings.

Then look for the option for Face ID & Passcode.

You'll find the options there.

You can also unlock your phone using Face ID, iris scan, or on some models, a fingerprint. You would need to follow the prompts to store that information in your Settings before you can enable this feature.



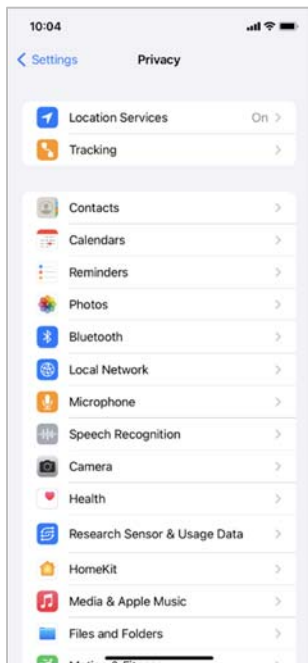
### App security:

Many apps on mobile devices have regular updates. Sometimes the updates have new features, but most importantly, updates fix bugs and problems and increase security.

You can see app and operating system update settings by going to Settings...  
...then tapping General...

...then tapping Software Update. You'll be able to see if there are any software updates to install. If there are, you can follow the prompts on the screen to install the updates.





### Privacy:

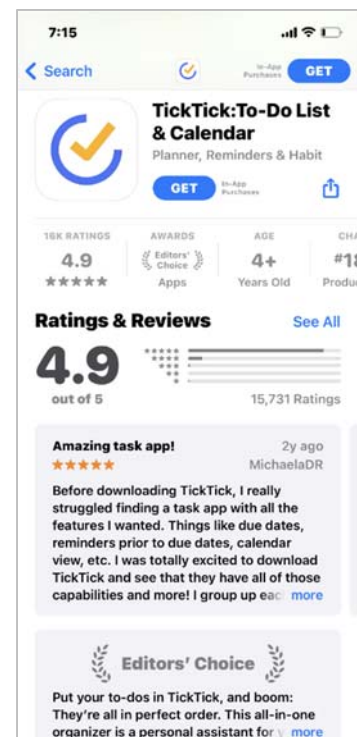
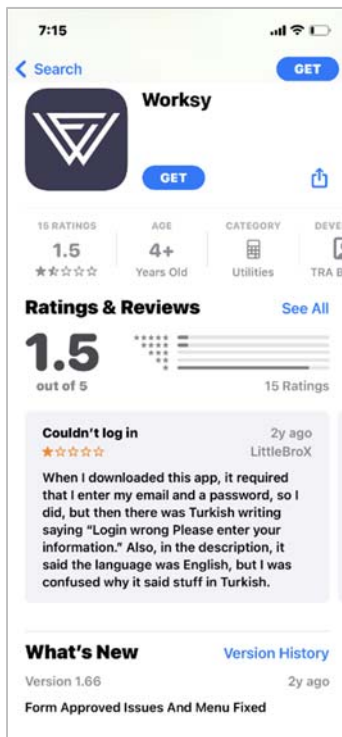
Privacy settings are also important for mobile devices. Using your phone's privacy settings, you can decide which apps have access to information and data stored on your device, such as your location, photos, and microphone.

To access the privacy settings, tap the Settings icon.

Then scroll down and tap Privacy.

You can adjust settings for Location Services and Tracking. Also, you can change which apps can have access to specific features on your phone, such as contacts, photos, microphone, camera, and more.

Which App seems trustworthy?



**Here are some security tips to keep you safe when using your mobile device.**

- Set a passcode on all of your mobile devices to prevent someone from accessing the information stored on the device if it is lost or stolen.
- Download trusted apps only. You can determine this by reading reviews, ratings, and privacy statements.
- Review the privacy settings on your device. Adjust your settings to control which apps have permission to access your camera, location, microphone, and personal information.

**Activity #5**

- 1) If you want to open an app on your phone, what do you need to do?
- 2) Which Wi-Fi network does not require a password?
- 3) To keep your information safe when connecting to a Wi-Fi network, what should you do?
  - A) Only connect to public Wi-Fi networks you trust.
  - B) Don't send private information over public Wi-Fi networks.
  - C) Use secure websites that begin with *https*.
  - D) All of the above.
- 4) What icon would you click to start a new text message?
- 5) If you want to search the web, what app would you use?
- 6) If you want to download an app on your phone, what do you need to do?
- 7) If you want to set a passcode to protect your device and information, what would you do?
- 8) If you no longer want an app on your phone, what do you do?