



## The Essential Guide for iOS 7

### Make Things More Readable

You have a lot of control over the size of text and other items Tap Settings

1. Tap General
2. Scroll down and tap Accessibility
3. Turn on **Bold Text**
4. Tap **Larger Type**
5. Drag the slider to adjust the size
6. Turn on **Large Dynamic Text** to change the text in all Apps that support this feature

**Control Center** gives you access to the most commonly used settings:

1. Airplane Mode – turns off the cellular and communications radios
2. Wi-Fi toggle to turn wireless on and off
3. Bluetooth toggle for turning Bluetooth on and off
4. Do Not Disturb toggle
5. Brightness settings
6. Music controls – yes these can adjust iTunes Radio too
7. Flashlight (iPhone only)
8. Stop watch
9. Calculator
10. Camera

To access the Control Center, swipe up from the bottom of the Home screen.

To have access from any screen, Tap Settings, Tab Control Center.

### Conserving Battery Life

In Settings

1. Tap Accessibility, **Turn off motion and parallax**
2. Tap Wallpapers and Brightness, **Turn off Dynamic Wallpaper**
3. Tap General, **Turn off Background App Refresh**
4. Tap iTunes and App Store, **Turn Off Automatic Download**

## **One More Important Battery Saver**

Once a month, fully charge your iPhone or iPad to 100% and then use it, use it, use it until the iPhone warns you that you are running on reserve power. Then charge it fully.

## **Multitasking Between Open Apps**

Let's say you're writing an email and you need to check your Calendar. Instead of going Home and then opening iCal, checking the date and then returning to Mail and re-opening the Draft you were working on:

1. Double-tap on the Home button. A bar will appear at the bottom showing all open apps, as well as preview panels of each open app
2. Tap on the one you want
3. Do what you need to do in that app
4. Then tap on the Home button again and return to the original App exactly where you left it

## **Quitting Apps that are Running in the Background**

1. Bring up the multitasking screen by **double-tapping on the Home button**
2. Find the app you want to quit **then just swipe up** on one of the app preview panels to quit that app

## **Rearranging Apps**

There are several ways to move and organize your favorite Apps on your screen. First, press and hold on one of the icons to get them wiggling.

**To move an App**, just drag the icon to a new position.

**To move an App to a different screen**, drag it all the way to the edge of the current screen.

## **If this doesn't work for you, here's a great trick!**

1. Drag the App into the Favorites Bar at the bottom
2. Swipe to the preferred screen
3. Drag the App to where you want it.

## **Grouping Apps Into Folders**

To group similar Apps together, drag one on top of another and a Folder will be created that you can rename.

## **Deleting Apps**

Press and hold on any app to get them wiggling

Tap the X to delete it

## **Fast Searching with Spotlight**

Looking for a person's phone number?

While you might think it's pretty easy to click on your Contacts and scroll to that person's name, there is a much faster way.

**Spotlight** can be accessed from the Home screen by swiping down from near the top of your screen. Not all the way at the top because this reveals Notifications.

A search box will appear. Begin typing the name of the person you're looking for: person's name. Not only will their name appear next to the icon of the Contacts, but you'll also see all emails related to that person, any iCal appointments, text messages and more.

Click on any entry and you're there.

**This is also the fastest way to find and open apps, and more!**

### **To adjust where Spotlight searches:**

1. Tap Settings
2. Tap General
3. Tap Spotlight Search
4. Tap any item to include or exclude from the search
5. Drag the horizontal lines on the right side to re-order the search.

## **Controlling Sounds**

You can control what sounds play when different things happen. Maybe you don't like the sound when you unlock your device. Maybe you prefer NOT to hear a sound every time you receive or send an email or when someone sends you a text or leaves a voicemail.

It's easy to choose which sounds and alerts you want to hear.

1. Tap Settings
2. Tap Sounds
3. Scroll through the list, choosing which you want on and which you want off

This is also where you can choose a different ringtone and make the Vibrate feature silent.

## **Notifications**

To quickly see today's appointments, messages and other notifications, right on the Home Screen, drag your finger down from the top of the screen to reveal your current Calendar entries, Reminders, etc.

To set what information is included in the Notifications:

1. Tap Settings
2. Tap Notification Center
3. Make your desired choices

## **Checking For New Mail**

There is no Get Mail icon but all you have to do is pull down on the Inbox list and it will check for new Mail

## **How You View Incoming Mail**

There is a feature in Apple Mail that automatically groups emails together that are related, part of the same "conversation." Some people like to see all related emails grouped together. But for many of us, it's causing confusion.

To turn this feature OFF,

1. Click on Settings
2. Click on Mail, Contacts, Calendars
3. Scroll all the way down, almost to the bottom
4. Next to Organize By Thread, slide the switch to OFF

## **Seeing Mail Accounts**

To see each email account listed under the Inbox

Tap Edit in the top right corner

Tap a check mark next to each account you want to access individually

Drag on the horizontal lines to rearrange the order that they appear.

## **Add Photos to an Email**

To add a single photo into an email:

1. Open Mail
2. Create a new email message
3. Double tap in the white space of the message
4. Choose Insert Photo or Video
5. Tap where the photo is (Camera Roll, Photo Library, etc)
6. Tap the photo you want to send

To send several photos at once:

1. Open the Photos app
2. At the bottom, choose where the photos are, Tap Camera Roll or Photo Library, depending on where the photos are
3. Tap Select in the top right
4. Select the photos you want to email
5. Tap the Share icon in the top left, a rectangle with an up facing arrow
6. Tap Mail

If Mail is not an option, you have too many photos selected. So cancel and unselect several photos then try again.

## **VIPS in Mail**

Never miss important emails from your Very Important People. You can designate someone as a VIP by clicking the star icon to the left of the person's name in any incoming or sent message. Every message to or from that person will now display a star in message lists, making it easier to find those messages.

In addition, when you designate a person as a VIP, a new mailbox in the VIP Mailbox is created so that, when you click on a VIP's name, you get a list of all messages, across all mailboxes (including Sent and Trash), to or from that person.

To remove the VIP designation, click on an email from that person, then click the arrow on the right side of their name and choose Remove from VIPS.

## **Editing Text**

Instead of deleting and retyping, you can edit text, just like you do on your Mac.

1. Tap and hold your finger near the text you want to edit. An onscreen magnifying glass appears, showing you where the cursor is positioned
2. Drag the cursor to the desired point
3. Now you can type, delete, and edit your text

## **Selecting Text to Copy and Paste**

1. Use the same technique for positioning the cursor, and this time, tap and release, revealing choices to Select, Select All, etc
2. To select only some text, drag the corner grab points to surround the text you want to work with
3. Tap the now selected text to choose to cut or copy
4. To put the text someplace else, tap where you want to put it and choose Paste

## **Shortcuts:**

To select a **single word**, double-tap it

**To select a paragraph**, swipe across the paragraph with two fingers  
**or**

quadruple-tap the paragraph

**or**

pinch/pull on the corner handles with two fingers to change the range of text

## **Undo**

To undo the last thing you typed or edited, shake the iPhone and then click Undo

## **Don't Type Periods**

Instead of actually typing a period at the end of a sentence, double-tap the space bar and it will put in a period and a space so you can just start typing the next sentence. If this feature doesn't work:

1. Tap Settings
2. Tap General
3. Tap Keyboard
4. Turn the “.” Shortcut ON

## **Typing an Apostrophe (iPad only)**

How often do you need to type an apostrophe. It's such a pain to press the ?123 key to switch to the punctuation keyboard. Here's an easy trick: Press and hold on the ,! key and the apostrophe key will appear. Just slide your finger on it to use it.

## **Numbers and Punctuation**

If you press the 123 key, the keyboard layout switches to numbers and punctuation. Then you have to press ABC again to get back to the letter keyboard.

**Shortcut:** Tap and HOLD the 123 key and slide to the number you need. When you release, the keyboard will automatically switch back to the letters.

## **Caps Lock**

While there is no Caps Lock key on the iPhone or iPad keyboard, you can create one.

1. Tap Settings
2. Tap General
3. Tap Keyboard
4. Make your choices for keyboard options, including Enable Caps Lock  
To use the Caps Lock, double tap the Shift arrow and it will turn blue, indicating that the Caps Lock is on.

## **How To Take A Picture of What's on the Screen**

Sometimes you need to take a snapshot of what's on your screen. Maybe to report an odd problem. Maybe to brag about a high score on Scrabble. To take a picture of the screen, hold down the On/Off button at the same time that you press the Home button. You'll hear a shutter sound.

To find the picture, click on Photos and look in the camera roll. Now you can email the picture or save it for future use.

## **Quick Scroll To The Top**

When you reach the bottom of an article, or an email, or your Facebook posts, instead of scrolling all the way back to the top, just tap in the very top of the screen where the time and battery are displayed and you'll zip right up to the top of the screen.

## **Reminders**

Reminders, like Notes, sync between your iPhone, iPad and Mac. Unlike Notes, you can set an alert by date, time, even location in the Reminders App.

Reminders comes preset with a list titled Work

### **To create a new list:**

1. Tap the list icon, the a row of horizontal lines in the top left corner
2. Tap create New List
3. Title this new list and tap Done

### **To add a new reminder:**

1. Tap on the Lists icon and choose the list you want to work on
2. Tap the plus sign
3. Type the information
4. Tap the right facing arrow at the right to add details about when to remind you
5. Tap Show More to add Notes, set the Priority or change which List it's on

## **Do Not Disturb**

You can set your iPad and iPhone to silence calls, alerts and notifications during certain hours. You can also schedule quiet hours, allow only certain people to call or enable repeated calls to ring through.

1. Tap Settings
2. Turn Do Not Disturb On
3. Tap Scheduled to set specific times
4. Tap Allow Calls From to receive calls from only certain people
5. Turn on Repeated Calls to allow a second call from the same person to come through

## **Cleaning Your iPad and iPhone**

Don't use water or any alcohol based products. Purchase iKlean and a special microfiber cleaning cloth to clean the screen and body of your iPhone.

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**For more help with specific iPhone and iPad  
questions, issues, projects**

**contact Ruth Davis to schedule a private training session**  
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