

# IPhone Workshop

Offered by the Chesterfield Council on Aging

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413-404-4566

# Check your iPhone version and iOS number

1. Write your iPhone number \_\_\_\_\_



2. Open your SETTINGS app

Right below the word SETTINGS at the top of the screen, click on Your Name

On the next screen scroll down to the bottom

Find “This is iPhone #” and write down you iPhone model # \_\_\_\_\_

3. Across from the iPhone version, click on the gray > symbol to the right of the iPhone #

The display changes to the Device Info screen

Write down the Version number iOS ##.## \_\_\_\_\_

Write down the Serial Number [a series of Letters and Numbers] \_\_\_\_\_

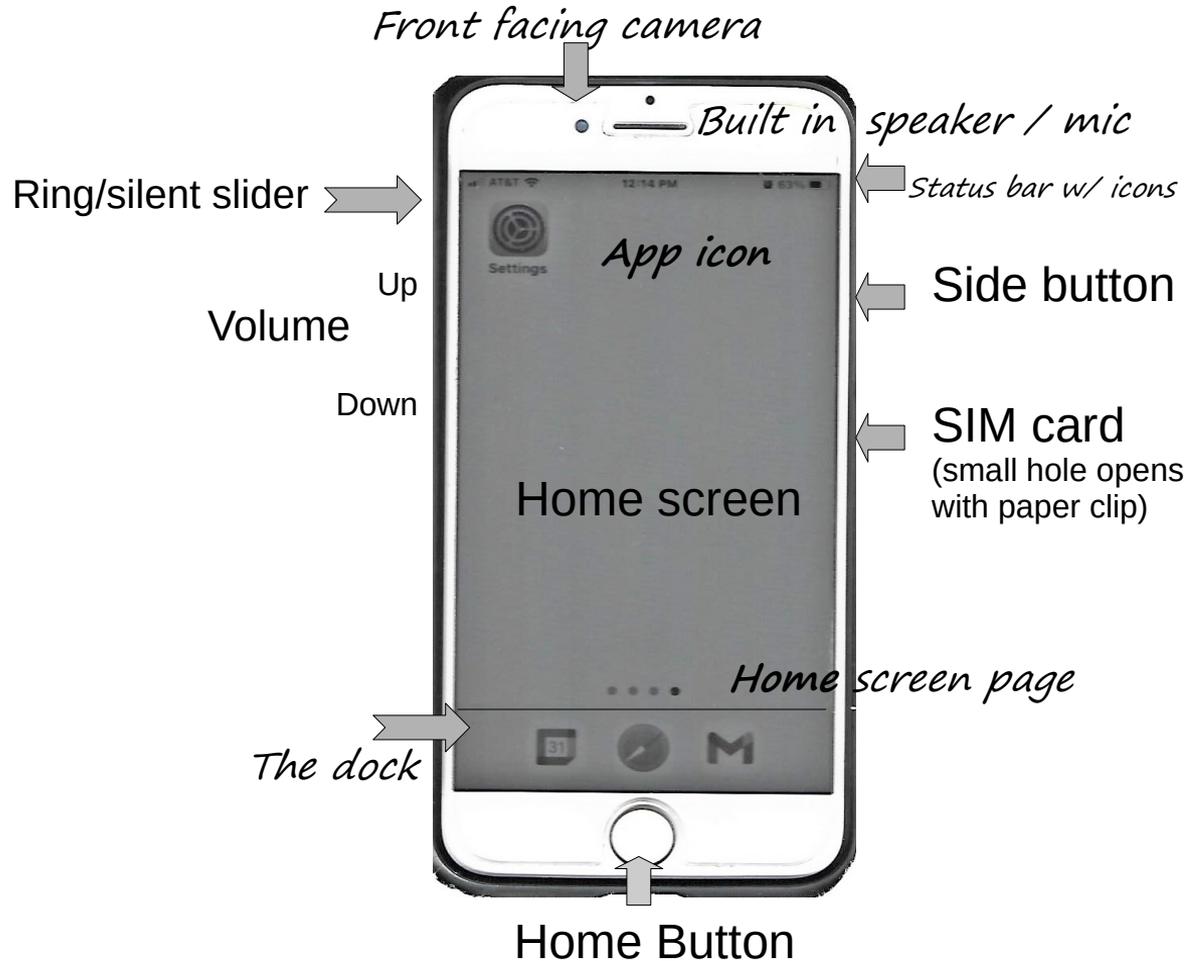
4. Look for Find My iPhone and verify that it is on      Yes, it's ON      NO, it's OFF

5. Look for iCloud Backup and make a note of what it is set to      ON or OFF      [do not change setting]

6. Write down the day and time of the Last iCloud backup: \_\_\_\_\_  
(if it says Yesterday write 9/21/21)

# Meet Your iPhone

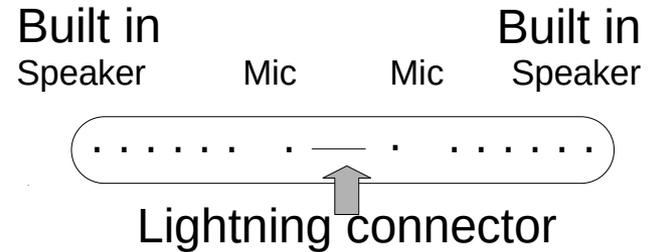
for models 5 to 8



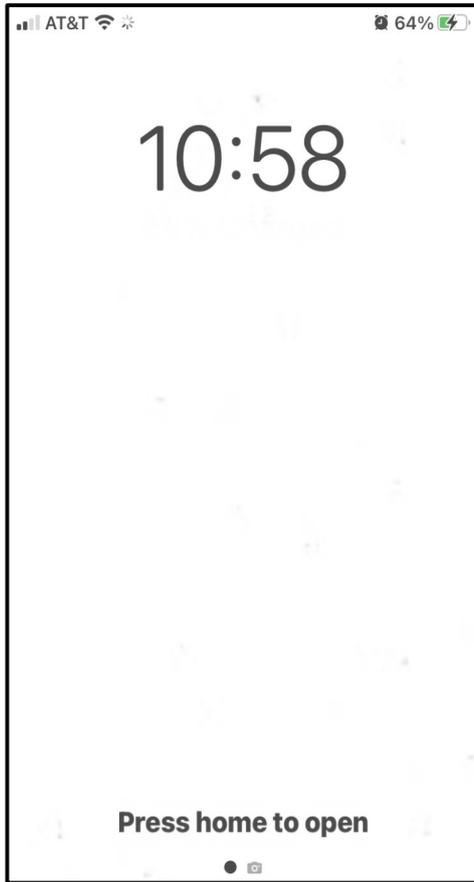
Pressing the SIDE button once puts the phone on lock screen and the screen goes dark. Your phone is not OFF.

To turn your phone OFF press and hold the SIDE button until your screen changes. You will see a moving light that says slide to power off with a red circle and vertical line to the left. Use your finger to slide from left to right over the lighted area at the top.

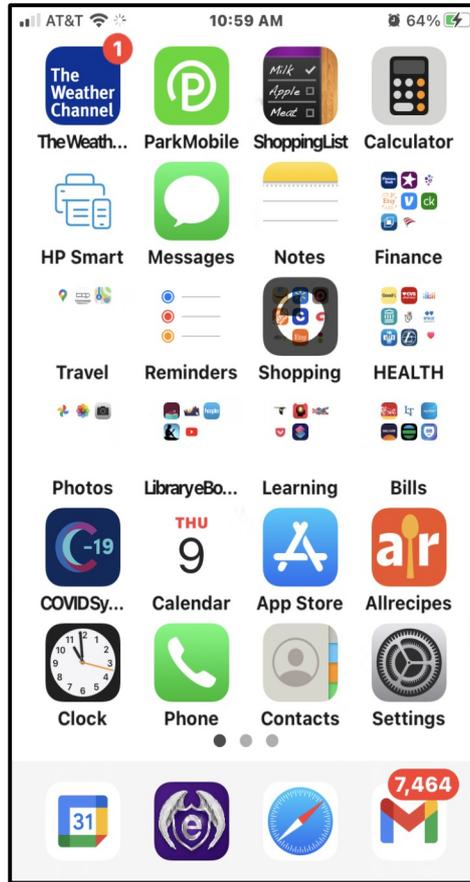
To turn your phone ON do the same process, press and hold the SIDE button until a bright white screen with black apple appears, then release side button. Your phone will boot up.



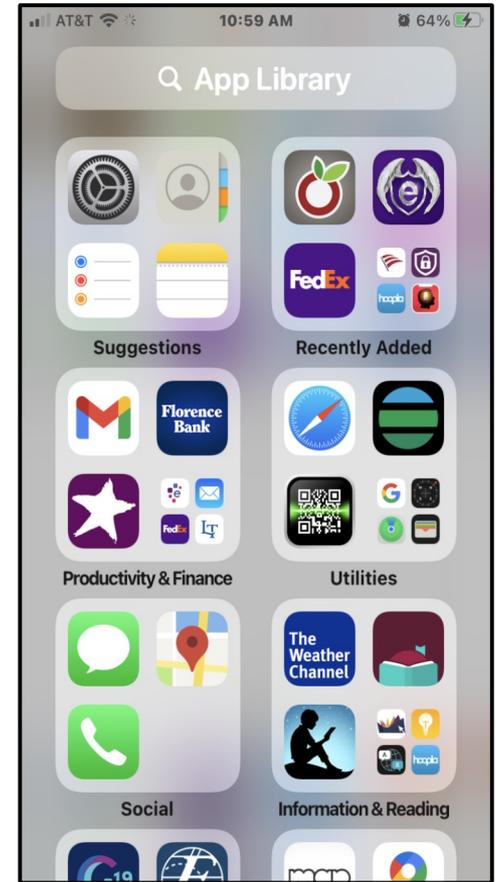
# Getting into your phone



LOCK SCREEN

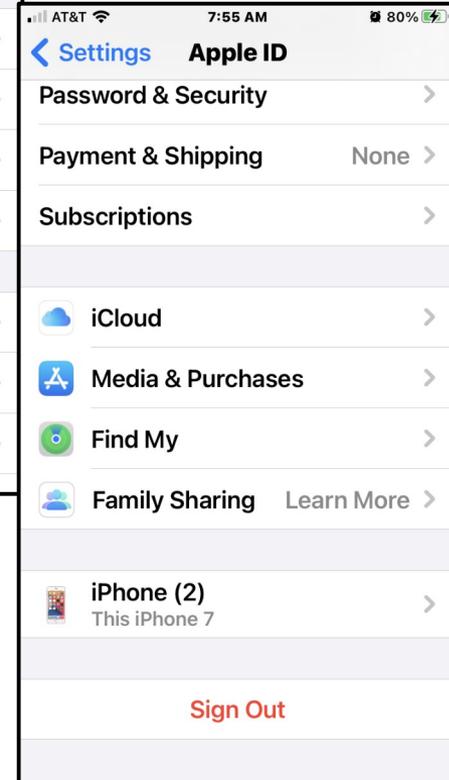
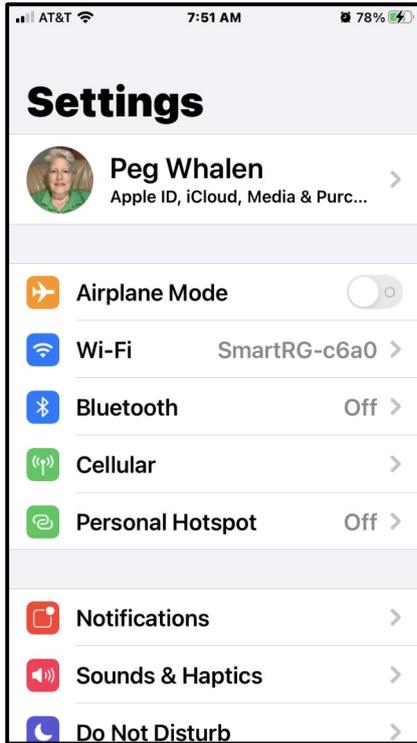


HOME SCREEN



APP LIBRARY

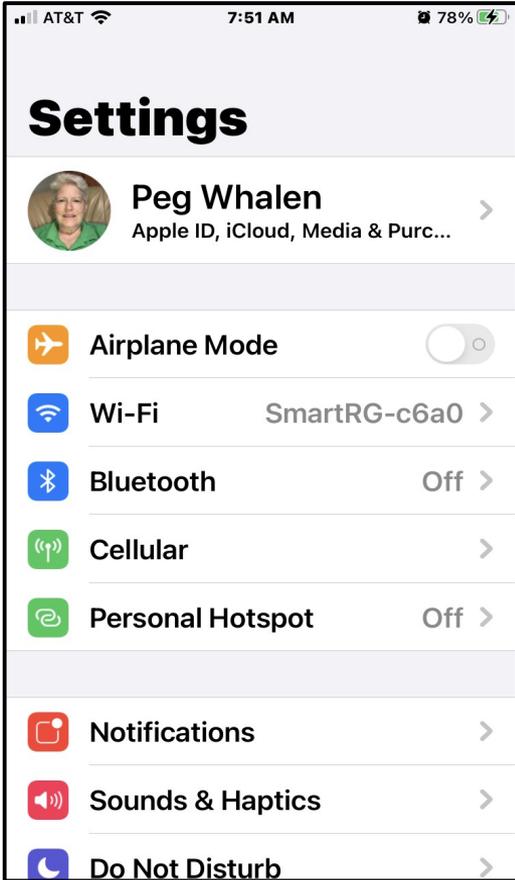
# APPLE ID INFORMATION





# SETTINGS MENU

1



2



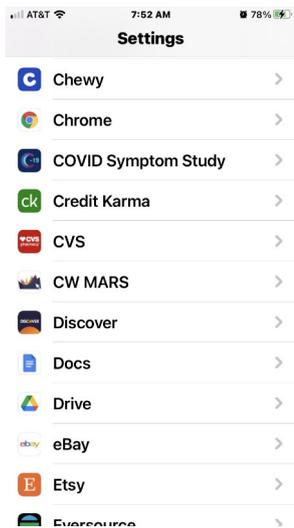
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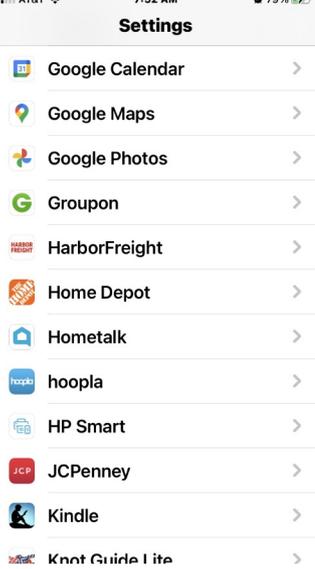
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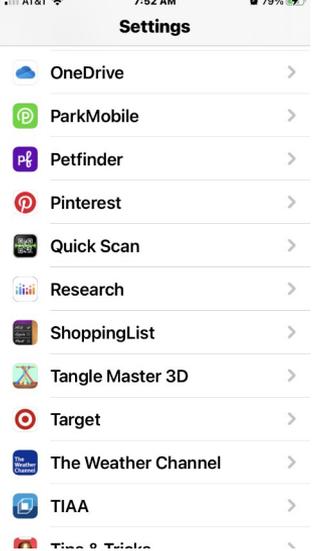
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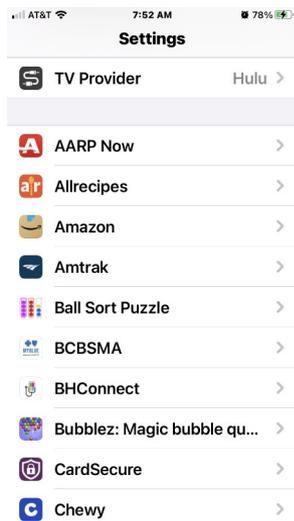
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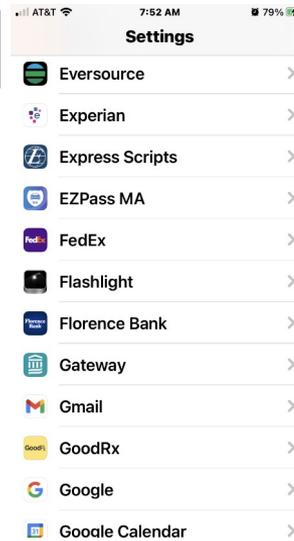
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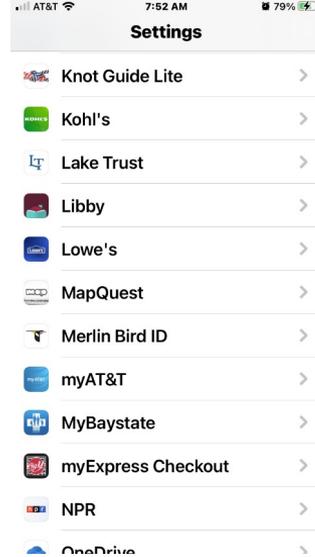
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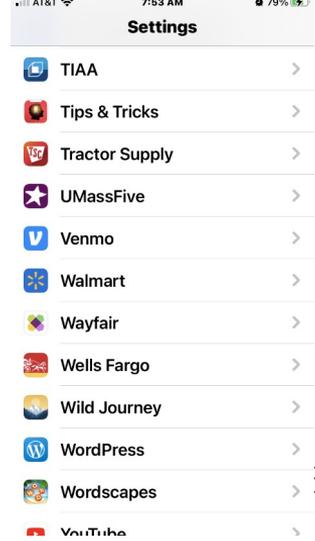
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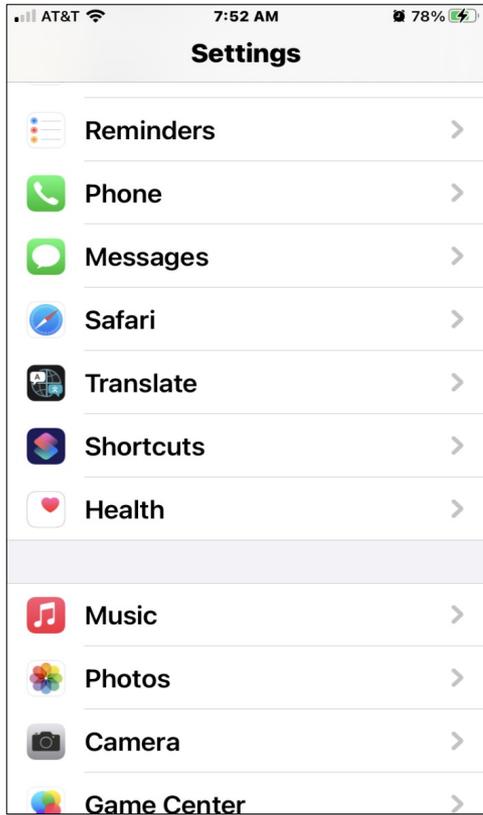
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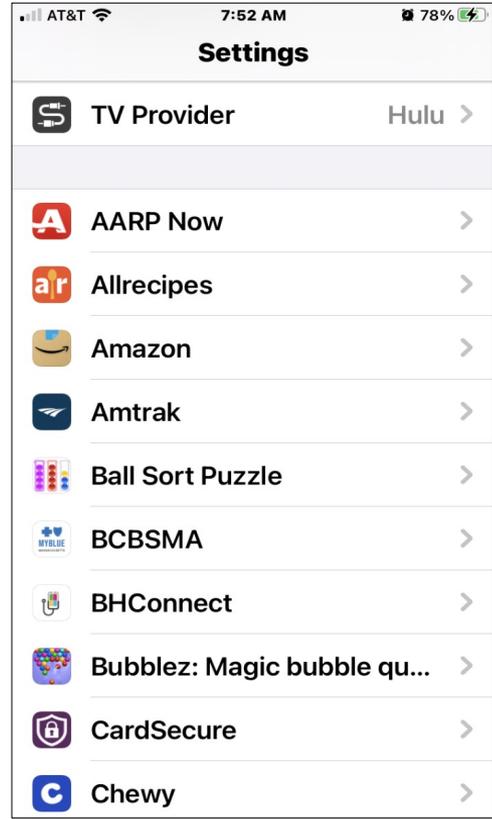
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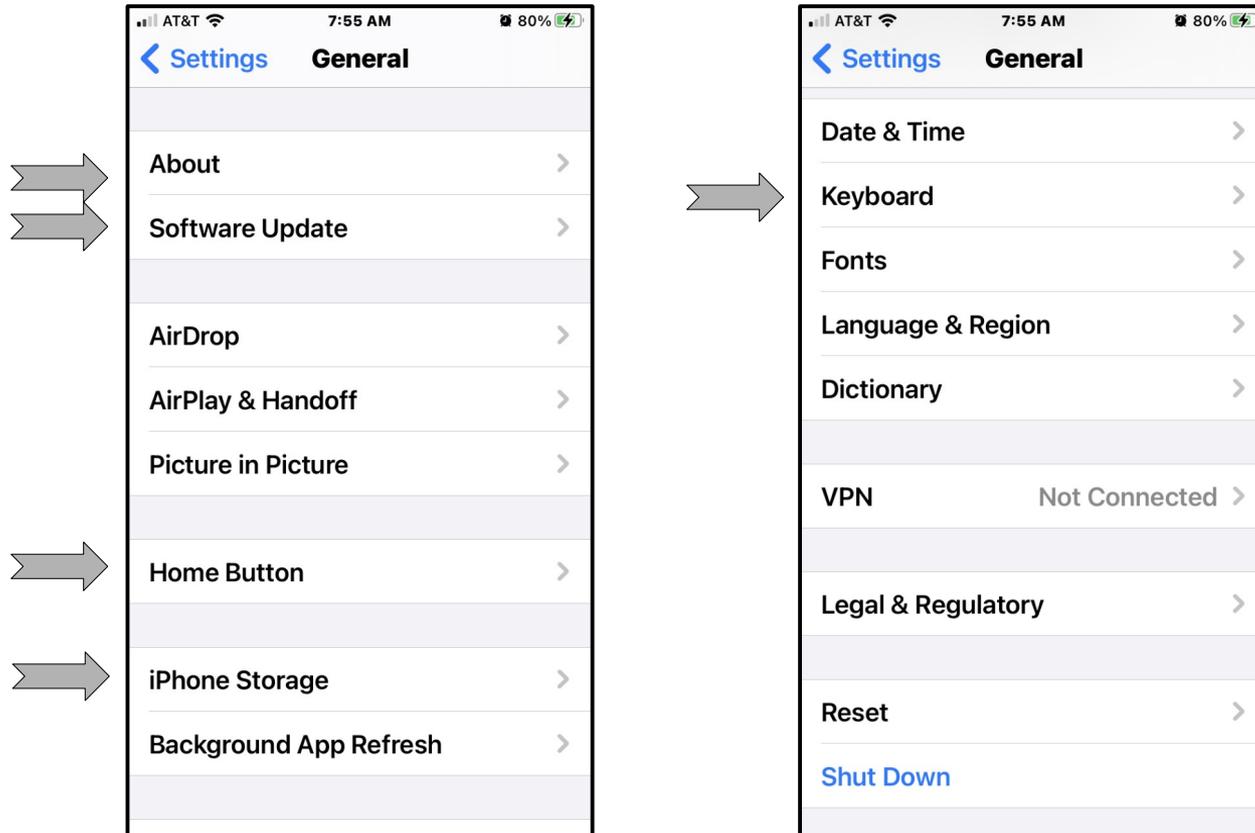
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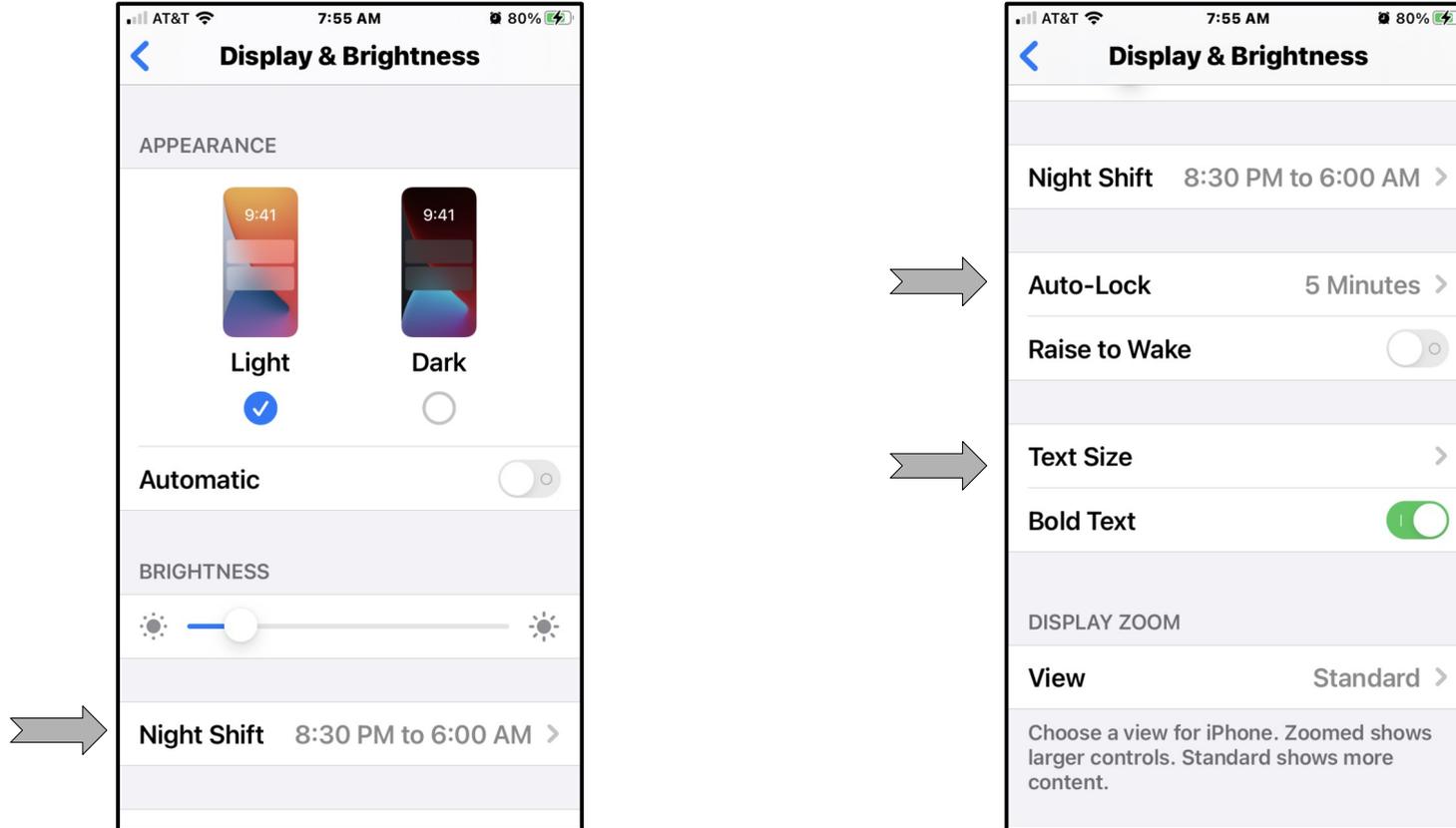
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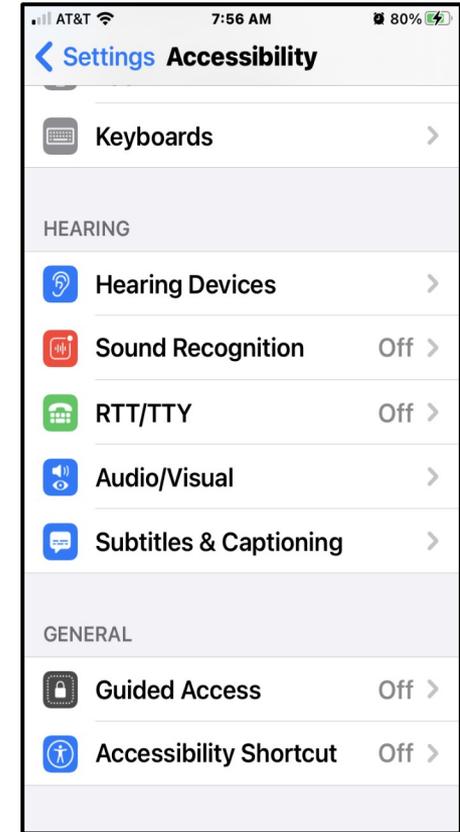
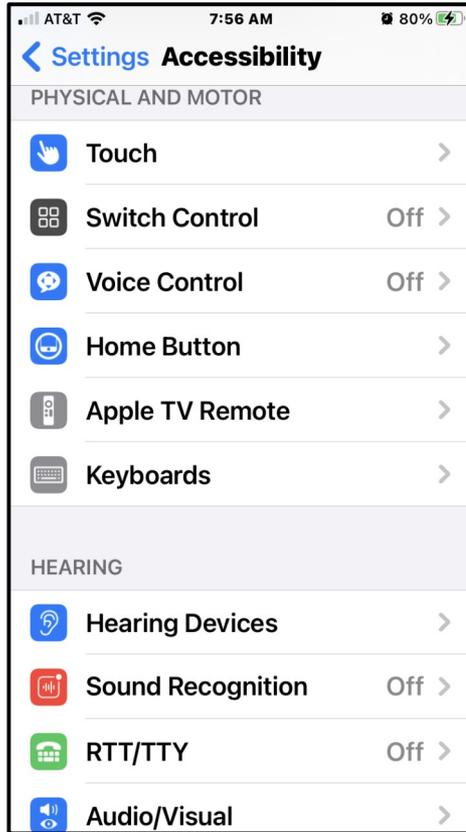
# GENERAL SETTINGS to control phone



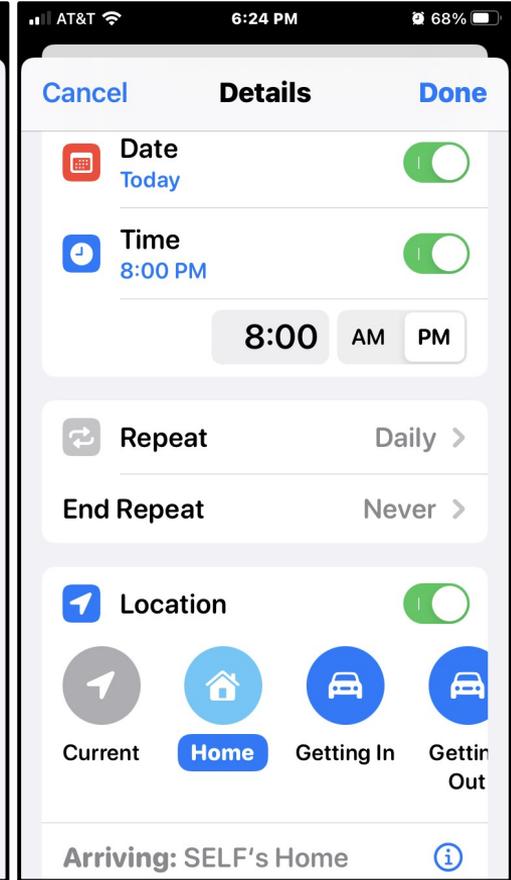
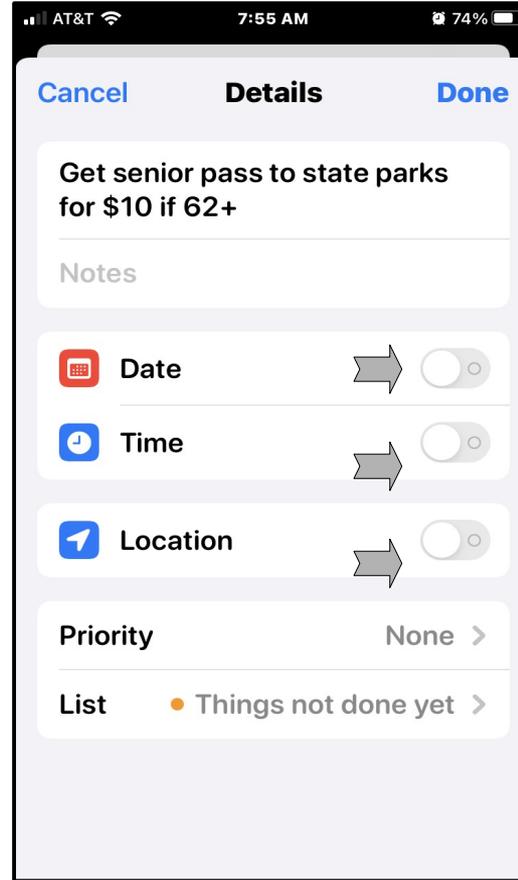
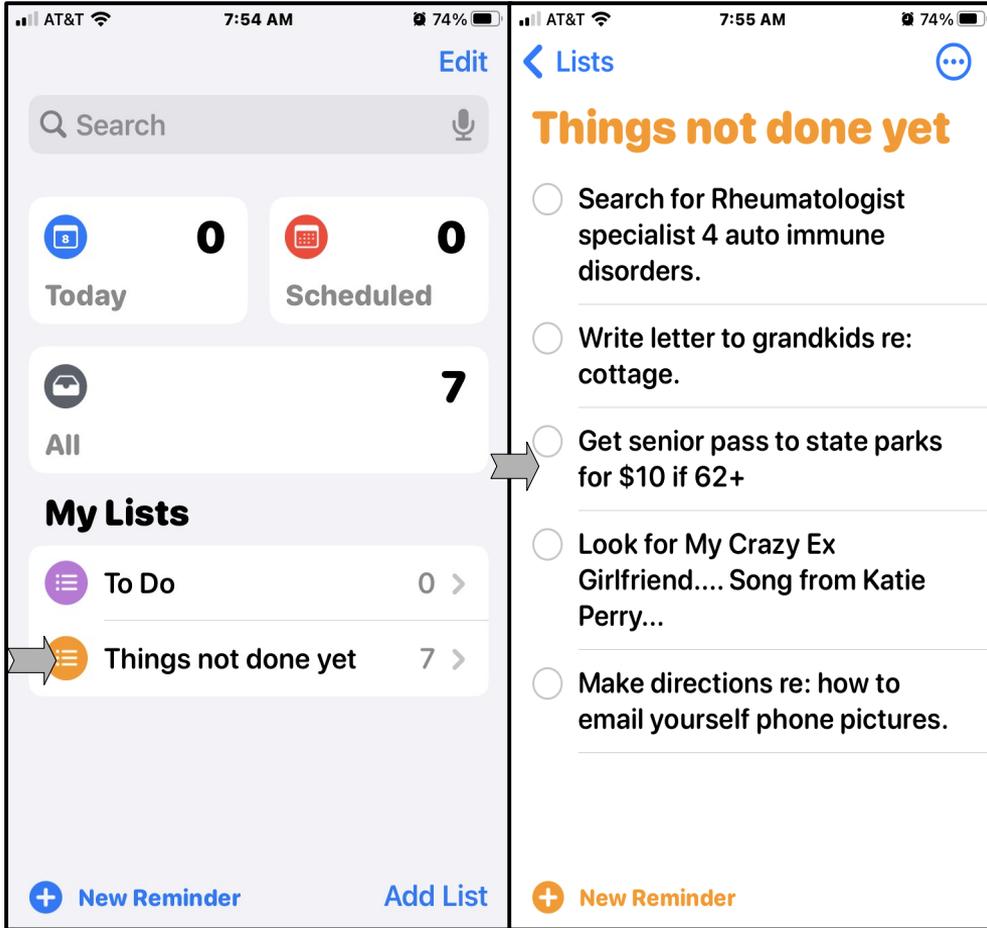
# Display & Brightness



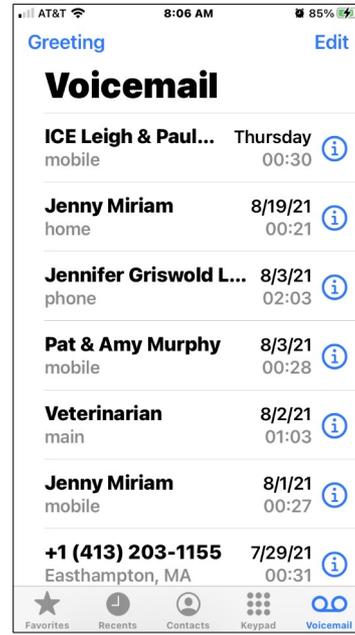
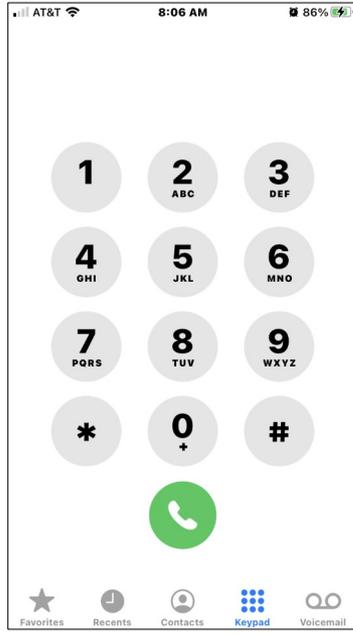
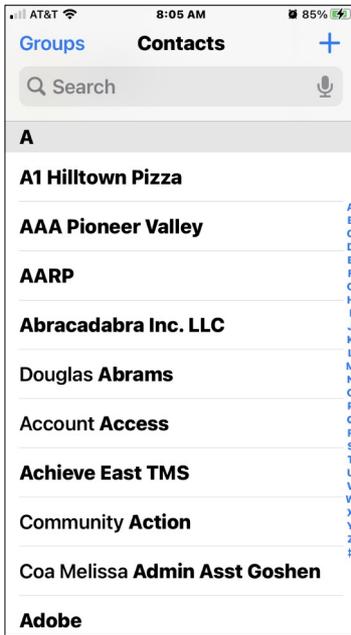
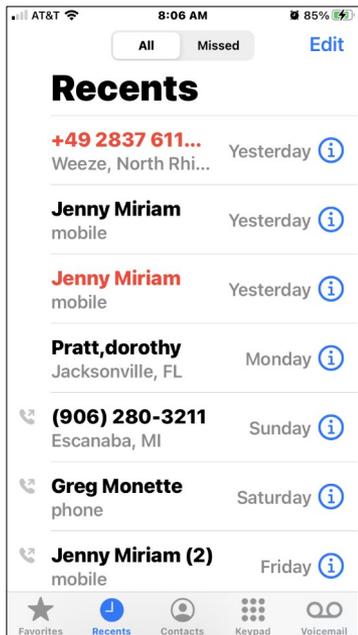
# GENERAL Accessibility settings



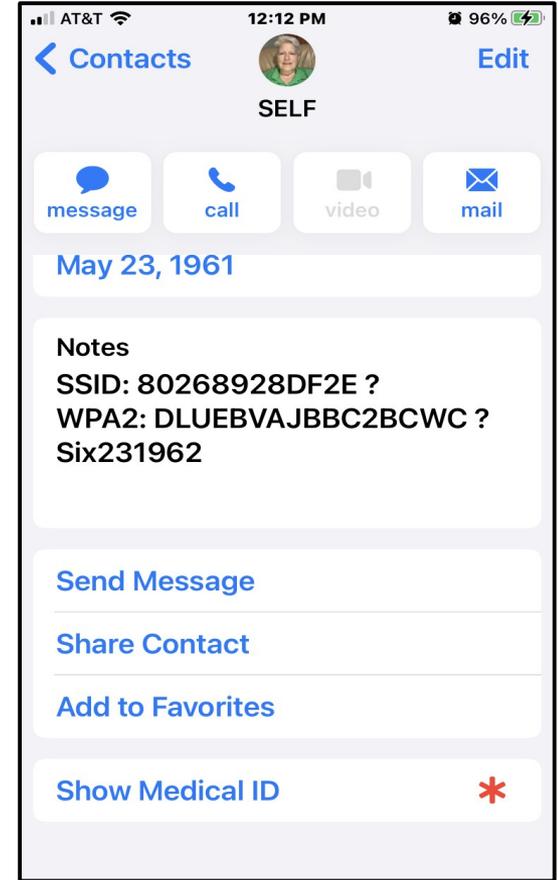
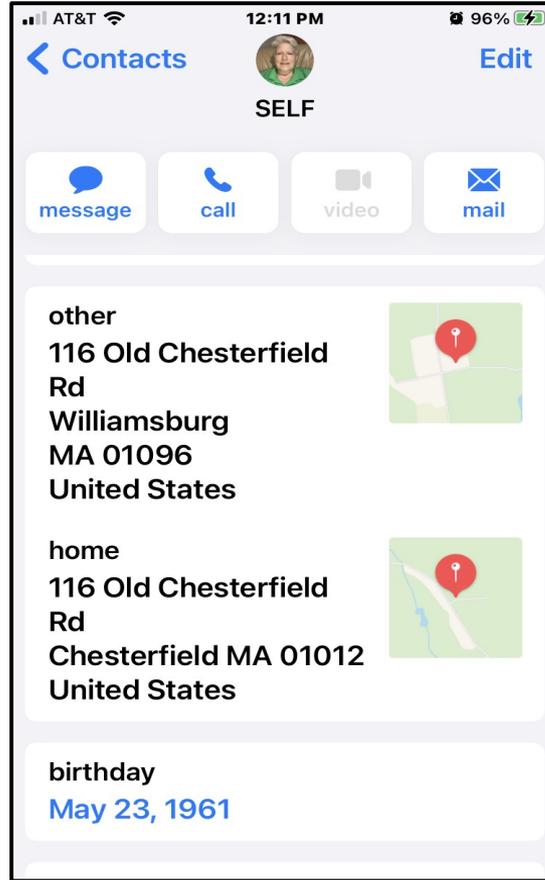
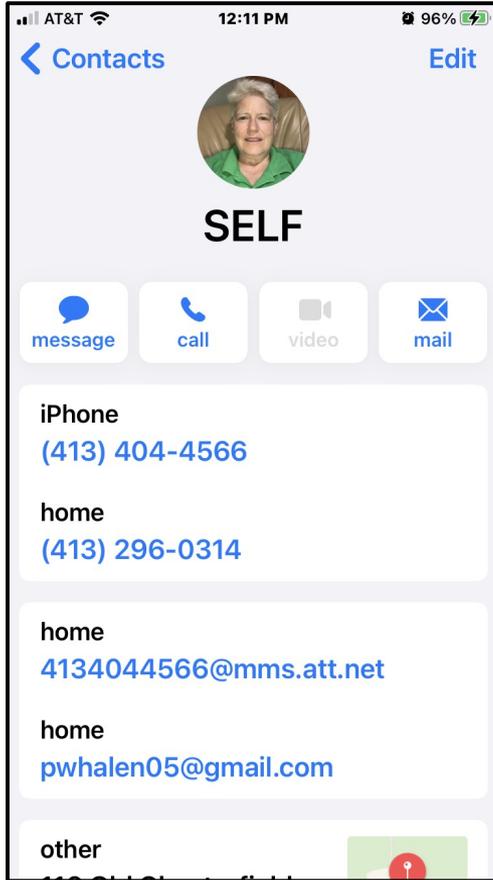
# Reminders App



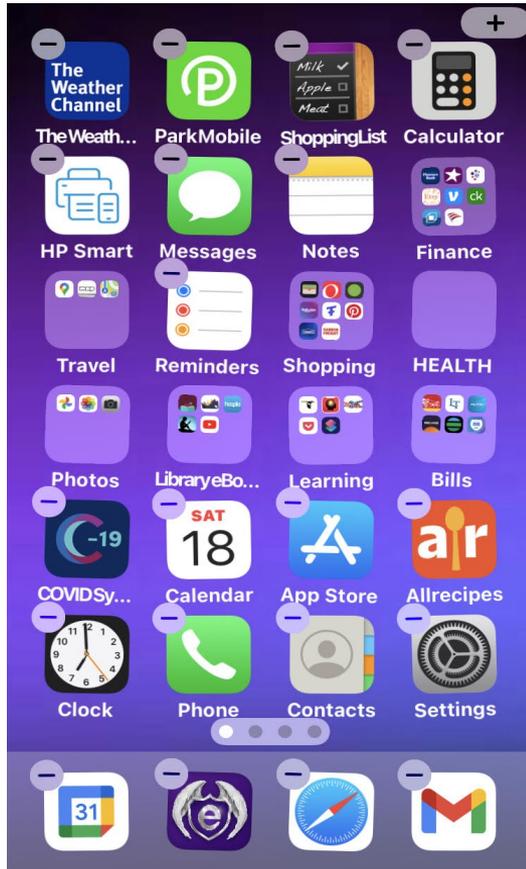
# PHONE SCREENS



# CONTACTS



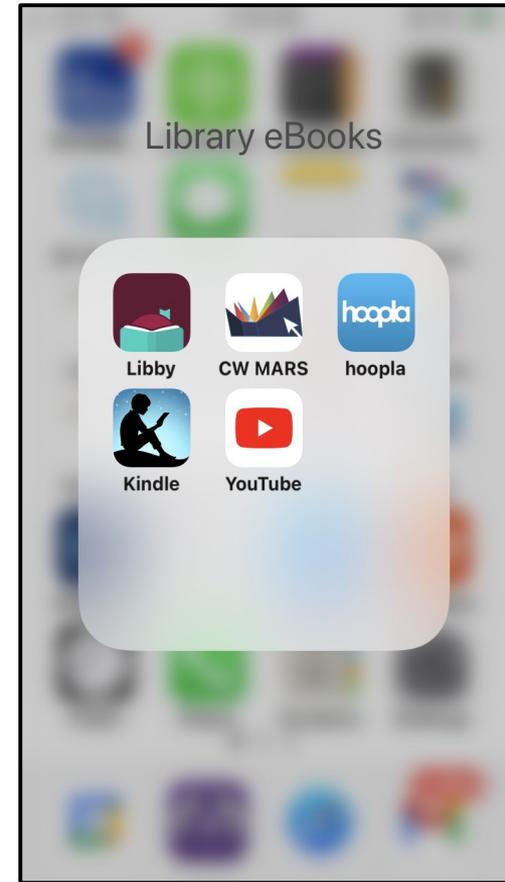
# Moving, Combining, & Deleting Apps



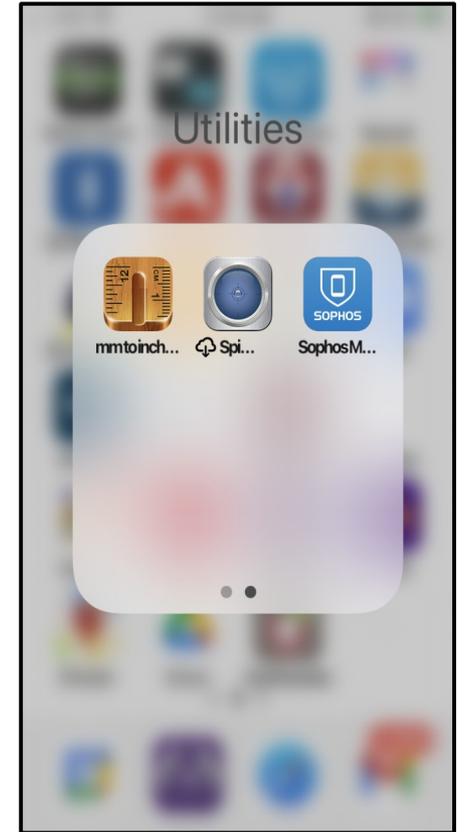
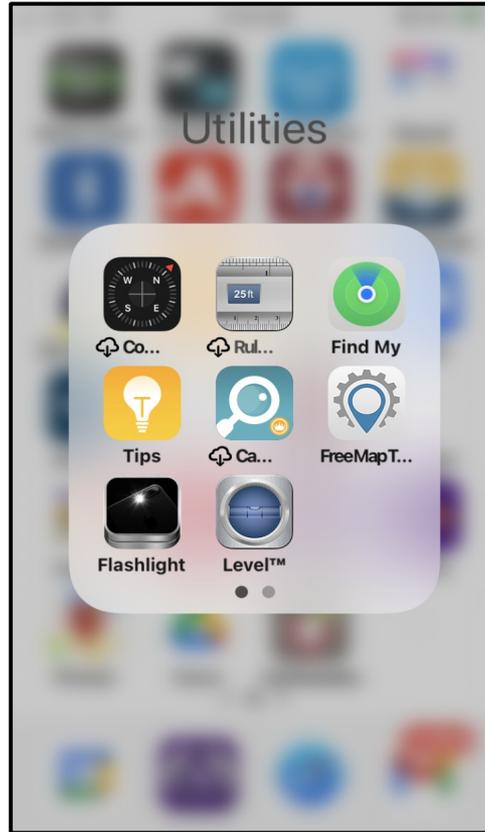
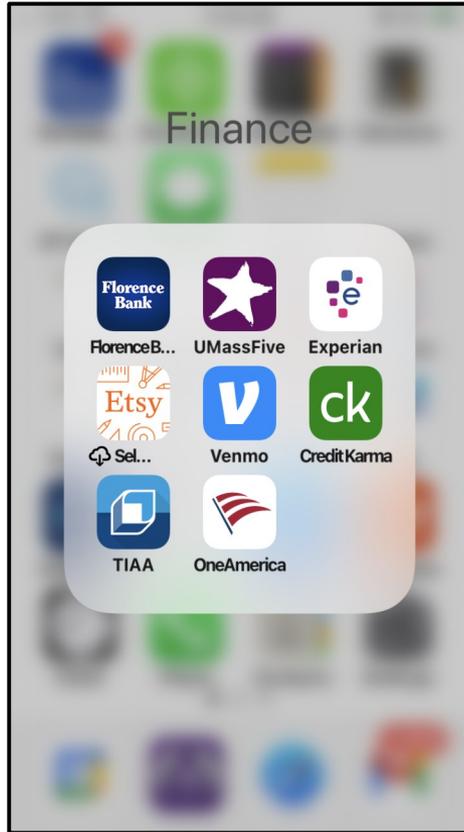
You can rearrange the apps on your screen to control where they appear. To move apps, press & hold your finger on the app until the app icon starts to jiggle. Press the app you want to move and slide your finger on the screen until it moves to where you want it to appear.

The same steps are used to combine similar apps into App Groups. [See example on the right.] I put all my book and library apps together. To combine them slide one app on top of a similar app and a group box will immediately be made by your iPhone. You can change the name of the App Group. I named my group “Library eBooks”.

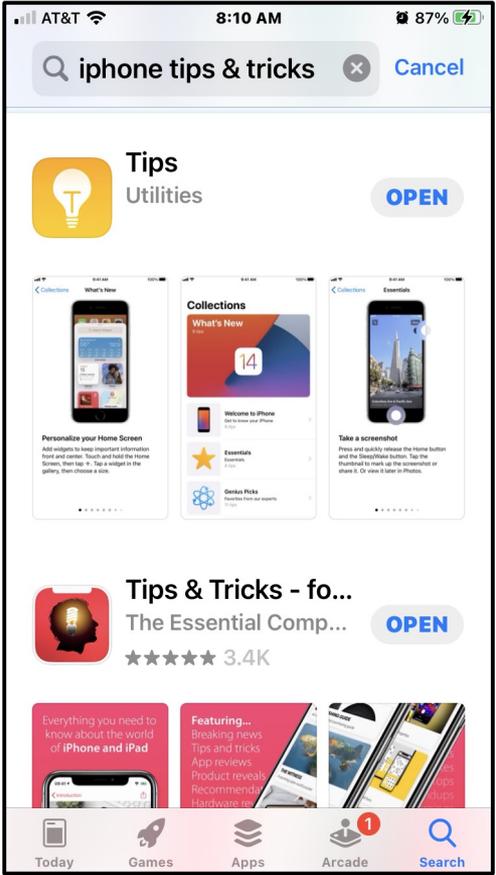
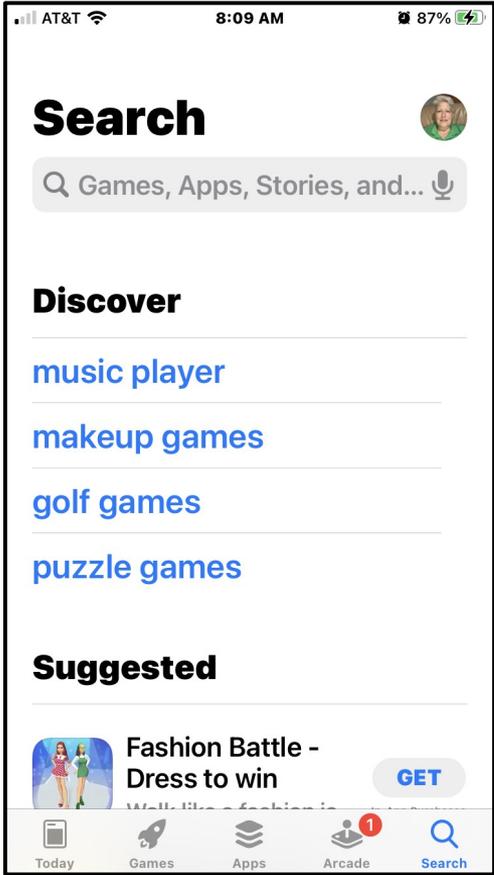
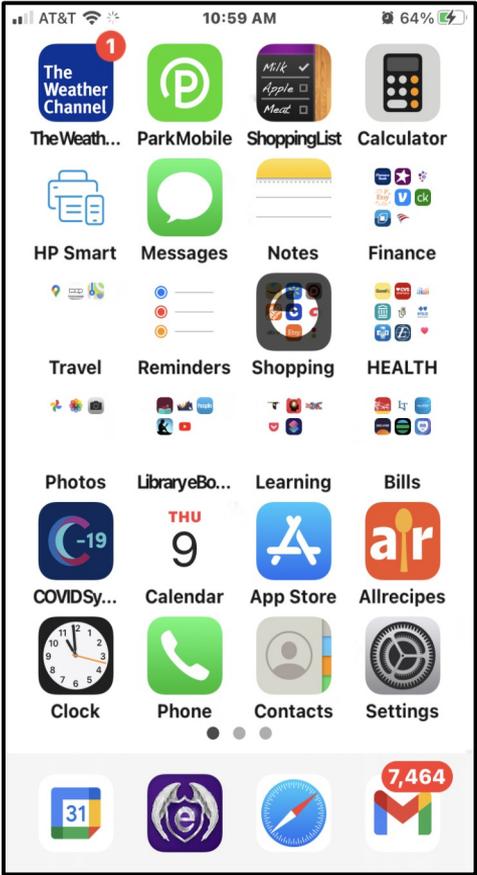
You can delete/uninstall apps by pressing the app until it jiggles and then tap the circle with the line in the upper left side of the moving app icon.



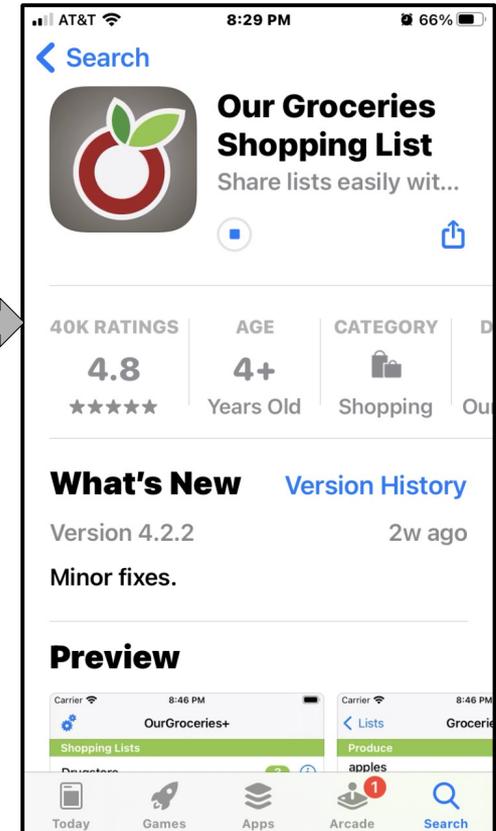
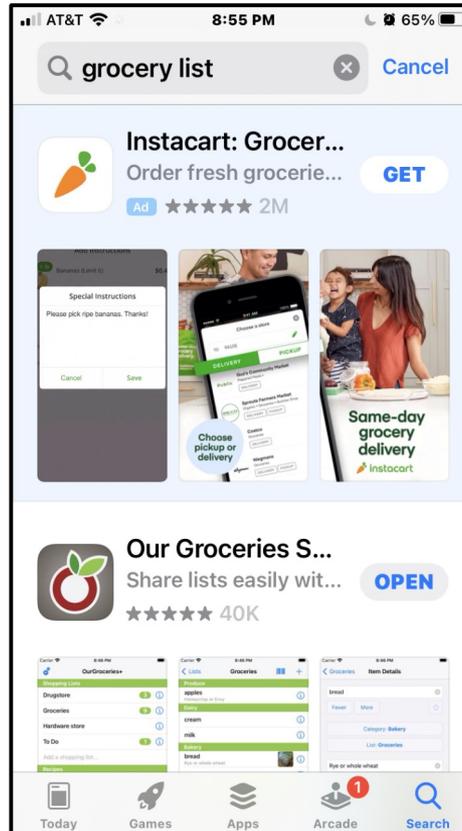
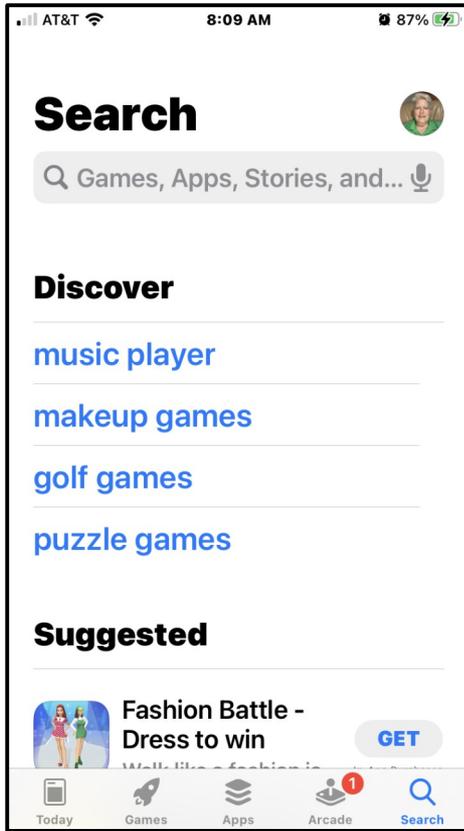
# App Groups



# App Store



# Apps to Look for

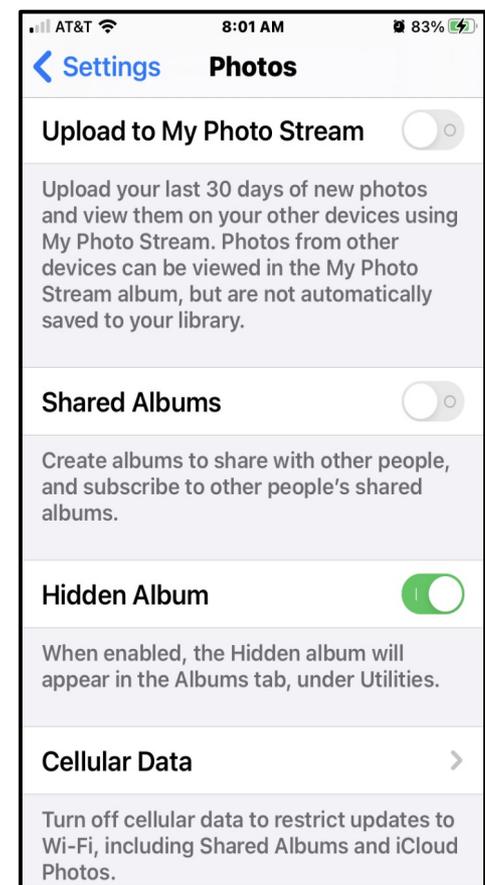


# Photos & iCloud

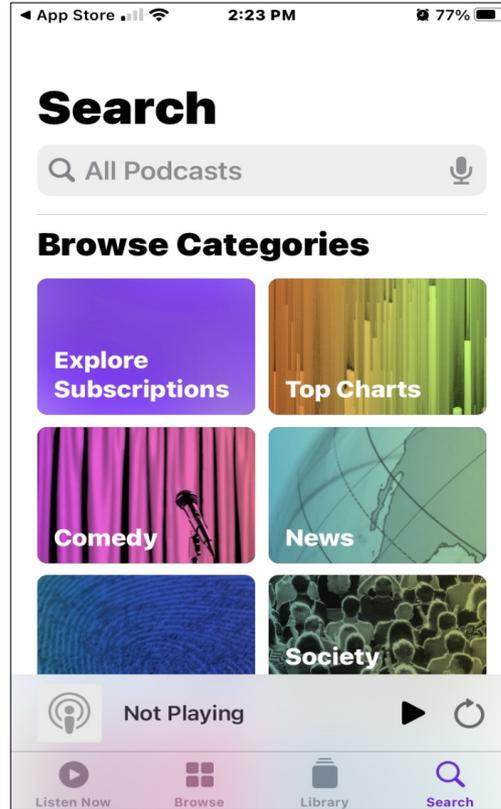
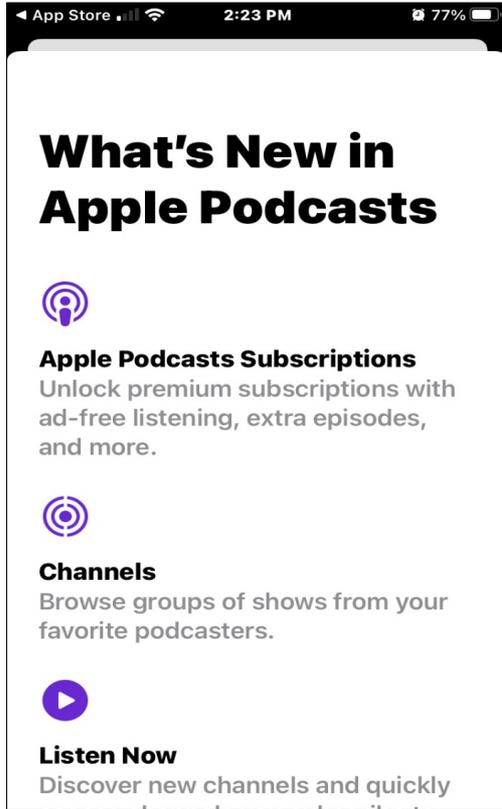
Sending photos is easy as you take them. Saving many to another place requires connecting your phone to a computer. You can connect your iPhone even to a PC with Windows.

Remove the charging block from the end of the cable you charge with. The cable end is a USB that you can plug into your computer/laptop. Once it is connected you will notice that your computer asks what you want to do. Tell it to open to view files. Then you can copy the photos to your computer. If you do not know how to copy files to move them around you will need individual help to learn. Once you have moved the files onto your computer you will be able to print them, email them, or simply save them in your picture folder.

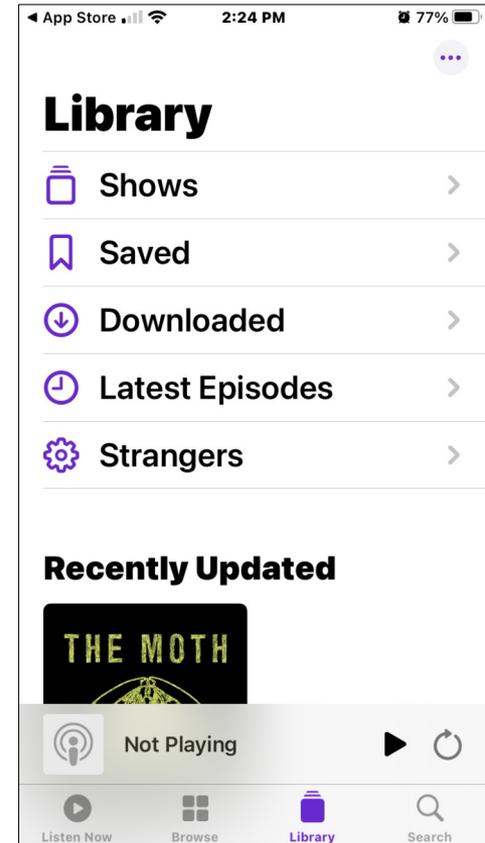
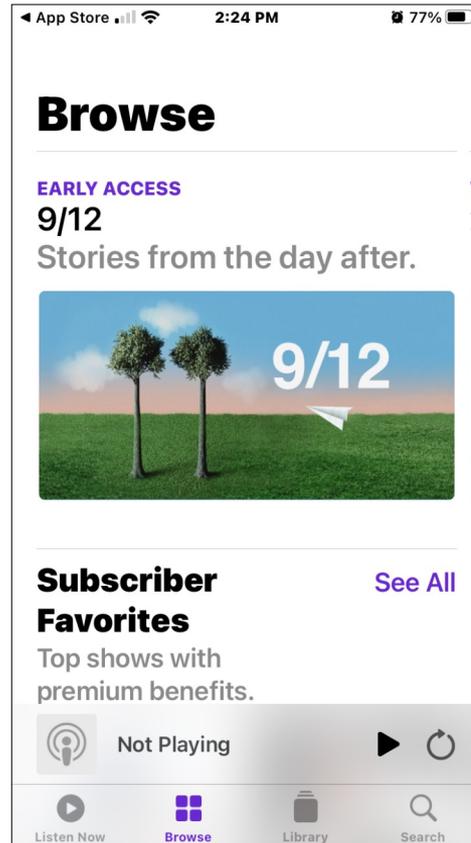
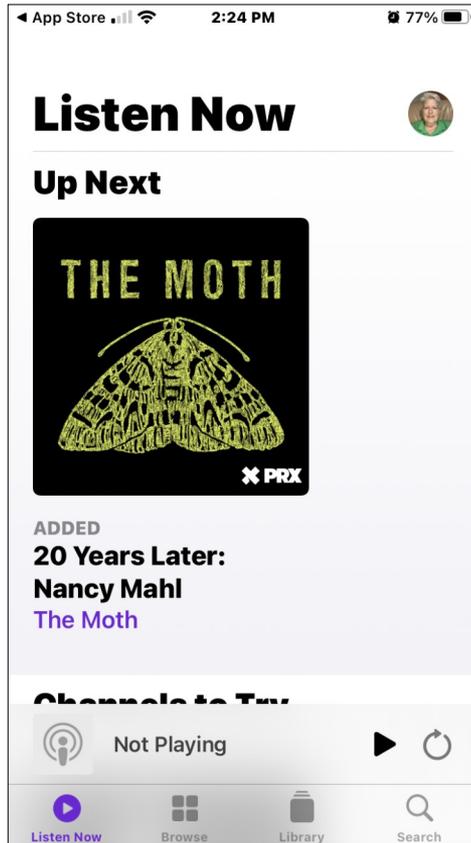
A word of caution. Sometimes your phone may tell you you are running out of iCloud space and offer to sell you more for a monthly fee. You may want to move photos off your phone so that iCloud is not full. This situation is the reason why Optimize iPhone Storage setting can be a problem. It will keep your originals in iCloud but if you delete them on your phone they will delete on iCloud as well. This problem can be catastrophic. Use Google Photos to store your photos from your phone in a cloud that will keep them and not delete photos if you remove them from your phone.



# PODCASTS



# PODCAST APP



# The Photos App

The [Photos](#) app stores all your pictures and videos in one place. While this is convenient, it also makes it a bit of a mess, especially if you have a bunch of pictures and images laying around. Fortunately, there's a way to organize your photos into albums on [iPhone](#) and [iPad](#). You can quickly move your pictures into specific albums to separate the shots you took with your iPhone. Here's how!

## How to create new albums in the Photos app

1. Open **Photos** on your iPhone or iPad.
2. Tap on the **Albums** tab.
3. Tap the **+** button in the upper-left corner.
4. Tap **New Album**.
5. Name the **album** and tap on **Save**.
6. Tap **photos** that you want to add to the album.
7. Tap **Done**.

## How to add photos and videos to existing albums with the Photos app

If you really want to learn how to organize your photos into albums on iPhone or your iPad, you need to know how to add photos to an existing album. Luckily, this is pretty easy. Just follow these steps:

1. Open **Photos** on your iPhone and iPad.
2. Tap the **Library** tab.
3. Tap **Days** or **All Photos**.
4. Tap **Select**.
5. Tap on **photos** that you want to add to an album.
6. Tap the **Share** button on the bottom left corner..
7. Tap **Add to Album** or **Add to Shared Album**.
8. Tap on the **album** to which you'd like to add your photos.

## How to delete existing albums in the Photos app

One thing is to create and organize your folders, another is to delete the unnecessary folders you've made. Doing so is really easy and it'll only take a few taps.

1. Open the **Photos** app.
2. Tap on the **Albums** tab.
3. Tap on **See all** next to **My Albums**.
4. Tap on **Edit**.
5. Select the Album you want to delete and tap on the **-** icon on the left of the album.
6. Tap on **Delete Album**.
7. Tap on **Done**.

# iPhone Symbols with Meaning by WebNots

iPhone Symbol	Meaning
	Cellular signal range, indicating the strength of your mobile network
<b>No Service</b>	Shows when no cellular network signal detected by iPhone
	Cellular network strength symbol for dual SIM iPhone
<b>LTE</b>	Indicates the availability of carrier's Long Term Evolution network indicating the iPhone can connect to internet
<b>5G</b>	5G communication network, if you see 5G E, the E shows the availability of Edge network
<b>4G</b>	4G communication network
<b>3G</b>	3G communication network
<b>GPRS</b>	GPRS service for GSM
<b>Wi-Fi</b>	Wi-Fi calling
	Connected to wireless network
	Connected to VPN
	An app is using location service
	Conditional or restricted location service, you will see this icon on top status bar when using apps like Maps.

	Connecting or processing. You can see this on the top status bar when opening websites in Safari. Also, you can see this when shutting down your iPhone.
	Call forwarding
	Airplane mode
	Teletype on
	Orientation lock
	Do not disturb
	Syncing with iTunes
	Locked or lock screen
	Paired with wireless headphone
	Alarm is setup
	Battery level of your iPhone. Green indicates sufficiently charged battery (generally +80%), yellow indicates low power mode and red indicates low battery (<20%).
	Battery level of device paired with Bluetooth
	Connected to internet via personal hotspot
	Charging symbol in green appears next to battery icon

<b>Blue status bar</b>	Connected to personal hotspot, screen mirroring or using location services
<b>Green status bar</b>	You are on a call
<b>Red status bar</b>	Recording screen or call
	AirDrop
	Cellular data
	Bluetooth
	Play button
<b>Blue Dot Before App Name</b>	Indicates that the app was updated recently
<b>Red Badge on the App Icon</b>	Indicates the unattended notifications or unread mails depending upon the app. You can see this on individual app as well as on the folders.
	Calculator icon
	Open camera
	Scan QR Code in Control Center
	Screen Mirroring in Control Center
	Volume up
	Volume down
	Torchlight

	New notes in Control Center
	Timer in Control Center
	Reply in Mail app
	Create new mail
	Archive in Mail app
	Flag in Mail app
	Folders in Mail app
	Tab switcher in Safari
	Reading List in Safari
	Favorites or Bookmarks in Safari
	Refresh page in Safari
	Share
	Wallet
	Voice Memos
	Text size change
	SOS Call
	Accessibility shortcuts symbol

	App switcher symbol
	Apple TV remote
	Ask Siri
	Audio symbol
	Control Center symbol
	Delete
	Do not disturb while driving
	Download symbol
	Gestures symbol
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	Show or hide password
	Shake symbol
	Screenshot
	Screen Time
	Screen recording
	Restart symbol

	Reachability
	Password
	Notifications
	Mute
	Magnifier
	Keyboard
	Warning
	iPhone Settings iCon
	Delete
	Information
	Home App
	Help
	Hearing
	Guided Access
	Favorites or Custom

# iPhone Books for Seniors

I'm often asked what the best book is for learning more about iPhone. The BEST book is the one that has an approach that fits how you learn best. Some folks want to see steps written out, others want content organized by tasks, and some do best with picture instructions. I used [Amazon.com](https://www.amazon.com) to identify several books. You also can find books for your specific iPhone version, iPhone 6S, iPhone Max. I recommend looking at several options either online or in a book store. Amazon is great way to research different options without buying. Use it to find reader reviews readers by clicking on the number of ratings to the right of the yellow stars. Or search used book sellers. You also can Google to search for "Best iPhone books for seniors reviews" and read those results.

If you find one you really like please let me know by emailing me at [pwhalen05@gmail.com](mailto:pwhalen05@gmail.com).

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## Includes coverage of iPhones 12, 11, X, SE, 8, 7, and 6!

When you're looking for the most up-to-date information on your iPhone, look no further than this edition of *iPhone For Seniors For Dummies*. It's fully updated to cover iOS 14, the software released in Fall of 2020 that runs all iPhones dating back to the iPhone 6. It doesn't matter if you have a brand new iPhone 12 or are sticking with the iPhone you've had for a few years. This book will help you navigate your device.

Written especially for iPhone owners who don't need to know every detail of how their phone works, *iPhone For Seniors For Dummies* sticks to clear, friendly, step-by-step information on the essentials you'll use every day. It covers the basics of messaging with friends and family, using your iPhone as a web browser, watching television shows or movies, and taking and sharing photos and videos.

- Get to know which iPhone you own
- Upgrade to iOS 14
- Add contacts to your Favorites list
- Connect your iPhone to wifi
- Track your well-being with the Health app
- Fix common problems when they occur

When you're ready to build your skills and become the go-to iPhone guru for your friends, *iPhone For Seniors For Dummies* offers the insight you need to increase your know-how.

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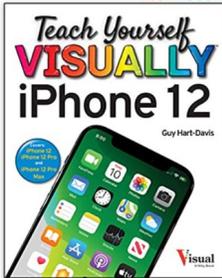
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**Teach Yourself VISUALLY iPhone 12**  
Guy Hart-Davis

**Know your new iPhone 12, 12 Pro, and 12 Pro Max from the inside-out with 900 color screen shots!**

[Teach Yourself VISUALLY iPhone 12, 12 Pro, and 12 Pro Max](#) is your ultimate guide to getting the most out of your iPhone!

### Know your new iPhone 12, 12 Pro, and 12 Pro Max from the inside-out with 900 color screen shots!

*Teach Yourself VISUALLY iPhone* is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 12, 12 Pro, or 12 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or Video calls, and social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more!

The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS 14 visually to help you stay in touch, get things done, and have some fun while you're at it!

- Get to know the iPhone 12, 12 Pro, and 12 Pro Max with 900 full-color screen shots
- Master the iPhone's basic functions and learn the latest features
- Customize your iPhone to suit your needs and get optimal performance
- Find the apps and services that can make your life easier

The iPhone you hold in your hand represents the pinnacle of mobile technology and is a masterpiece of industrial design. Once you get to know it, you'll never be without it. *Teach Yourself VISUALLY iPhone* is your personal map for exploring your new tech companion.

Inbox (3,539) - pwhalen05@gmail.com x Amazon.com: iPhone For Seniors: x +

amazon.com/iPhone-Seniors-senior-focused-step-step/dp/B08DPX6JSJ/ref=sr\_1\_9?dchild=1&keywords=iphone+for+seniors&qid=16311925098s=books&sr=1-9

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**iPhone For Seniors**

The senior-focused step-by-step manual to the iPhone

Written by Tom Rudderham

## iPhone For Seniors: The senior-focused step-by-step manual to the iPhone Paperback – July 27, 2020

by Tom Rudderham (Author)

★★★★☆ 92 ratings

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**Paperback**  
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**Updated December 2020 for iOS 14!**

Written in an easy to follow way, with large text and images throughout, iPhone For Seniors reveals everything you need to know about the iPhone. Using step-by-step guides, you'll learn how the iPhone buttons and hardware work, how to install and use apps, make video calls to loved ones, check your email, plus so much more.

Whether you only need to learn the basics, or you want to discover some really advanced tips, iPhone For Seniors is here to help. Inside you'll discover:

- A brief history of the iPhone
- All the basics covered, including buttons, gestures, and typing
- How to find and install apps
- Step-by-step tutorials for browsing the internet
- Instructions for setting up accounts and checking emails
- How to make video calls to loved ones
- The secrets of mastering iPhone photography
- How to configure Settings & much more!

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**iPhone Photography For Dummies**

LEARNING MADE EASY

Mark Hemmings

## iPhone Photography For Dummies Paperback – Illustrated, August 4, 2020

by Mark Hemmings (Author)

★★★★☆ 105 ratings

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**Paperback**  
\$20.50

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29 New from \$16.49

**Create beautiful iPhone photos with the techniques found in this book**

*iPhone Photography For Dummies*, shares the expertise of photography workshop instructor Mark Hemmings as he shows readers how to get stunning images using their favorite iPhone. By implementing Hemmings' simple techniques, you'll get professional-looking results in a fraction of the time you'd expect. You'll learn to:

- Adjust camera settings
- Create majestic landscape images
- Capture exciting action shots
- Shoot beautiful portraits
- Select an editing app
- Share and organize images
- Shoot photos comfortably while on the go

Perfect for those who want to take breathtaking photos without investing in a top-of-the-line camera, *iPhone Photography For Dummies* takes the guesswork and luck out of creating beautiful imagery. It shows people without formal training in photography how to make meaningful and noticeable improvements in their shooting technique using either the latest iPhone model or older versions of the device.

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# RESOURCES for continued learning about iphone

<https://www.pcmag.com/how-to/how-to-take-a-free-apple-product-workshop>

Update your iPhone iOS

<https://support.apple.com/en-us/HT204204>

Backup your iPhone

<https://support.apple.com/en-us/HT204136>

YouTube videos

YouTube requires you to set up a gmail account. You can give it a similar name to your email address if they will not accept a non-gmail address for your account. SignIn to YouTube and search for the topic or the name of a Channel or person that offers free videos on the topic you are interested in.

I like one I found for iPhone for Seniors by Rich Bowlin, Videos for Seniors: Learn to use your tech the easy way. <https://www.youtube.com/watch?v=-Q-fvcy20Jg&t=2s> This link is for the first of his series of videos about iPhone. There are many others, each quite short, and they build on the previous videos. You can subscribe and then easily return to the video channel the next time you want to watch them by going back into YouTube, click on the three stacked lines on the left and looking for the subscription on the left side of the screen.

SAFETY when using your iPhone in public or at home.

A word about passcodes and passwords

Internet and phone safety

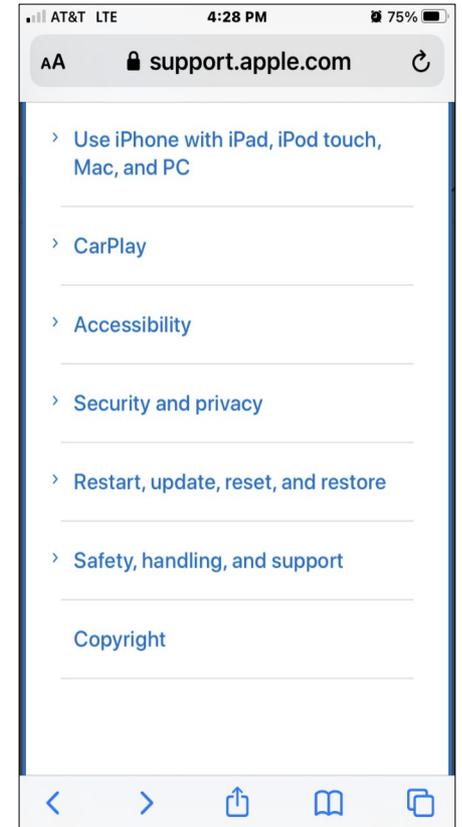
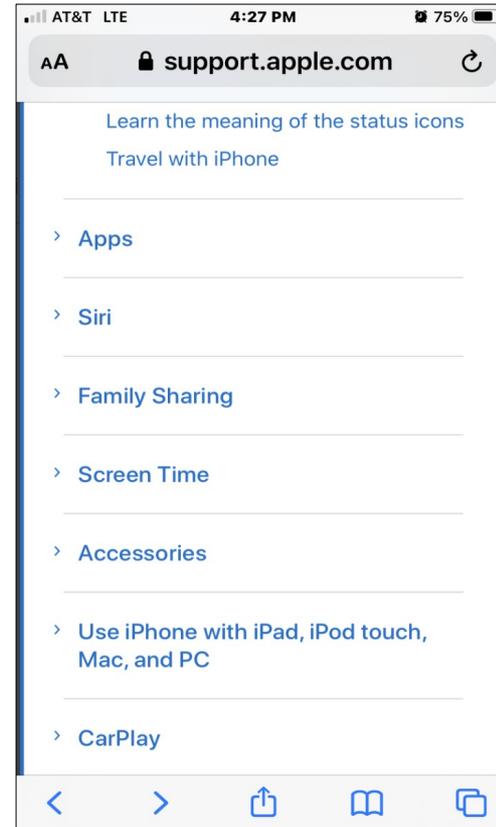
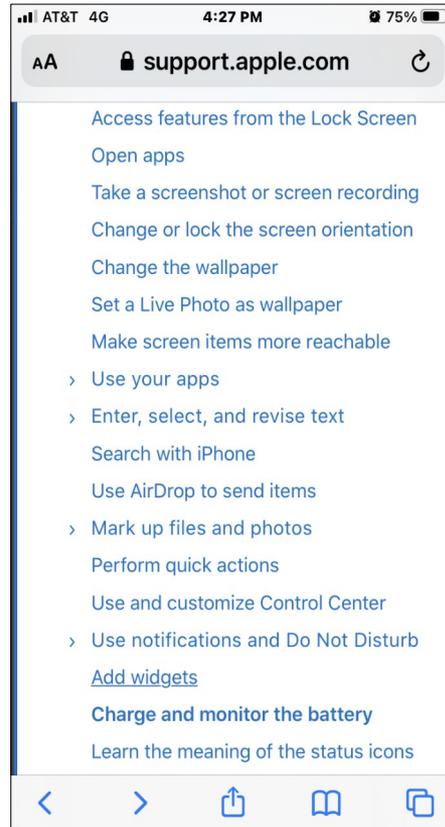
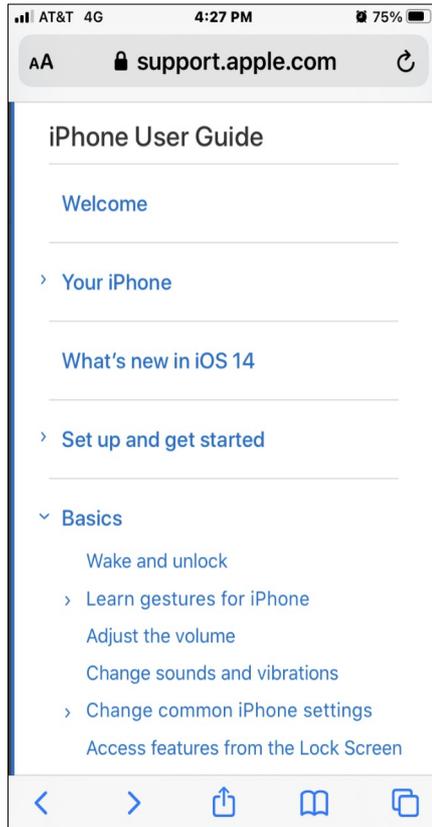
Never follow links inside an email. Instead go to the store's or organization's website and search for the ad, product, or other information that interested you. This avoids following links that are disguised.

Always check your phone bill each month, even if you use autopay. You may not realize that something or someone has added charges to your phone.

Look for misspelled words or poor grammar. Both errors are a give-away that what you are reading is not legitimate.

Keep track of your passwords. Although you want to keep passwords written down or recorded in your phone in a way that only you can access or decode. Record passwords using shorthand. For example, I use my great-grandson's name as a password and the year he came to live with me. Instead of writing out his name I record granddaughter H's son ##. This helps me remember with grandchild and the ## lets me know to fill in only the last two digits of his birthyear. If someone found my password reminder they still would not have the password.

# Online Apple Support screens for ongoing learning



# Workshop EVALUATION

KEEP DOING	STOP or LEAVE OUT	START or ADD

**One thing learned that was most useful:**

**How much willing or able to pay for future workshops:**

**Suggest other smartphone topics or other technology workshops:**

**Comments about this workshop:**