

Getting the most from your iPhones – part 1

Use this guide to follow-along during our session where we explore useful ways to get more enjoyment from our iPhones – Ken Surplice, u3a Computer Group.

Topics

- Log in
- Optimising the screen for readability
- Keeping the main screen readable and pleasant on the eye
- Finding your way around
- All about apps. Add them. Starting and switching between them. Keeping them tidy.
- Make life easy with control centre
- Where are my files?
- Input made easy
- Passwords



LOG IN

1. You can use multiple faces or fingerprints to log in. Useful for when you have multiple glasses / sunglasses or when your usual finger is covered in jam and butter.
2. [Settings - Face ID & Passcode - set up an alternative appearance](#)
3. Or you can use your PIN
4. Or log in automatically if you are wearing your Apple watch

Stay logged-in or time-out?

1. When the phone is locked, others can't use it and the phone turns off the screen and saves energy.
2. Most people choose to have the phone lock itself and go to sleep after a set period. You then require the password again to wake up and resume using the phone. I prefer that mine stays on and I turn it off myself.
3. [Settings – Display and Brightness – auto lock – 30 secs / 1 / 2....5 minutes / Never](#)

KEEPING THE MAIN SCREEN READABLE AND PLEASANT ON THE EYE

1. The home screen is the screen you see when you first log in to your phone
2. Can you see it OK?
 - a. Screen brightness
 - i. [Settings – Display and Brightness - Brightness](#). Slide the dot to the right.
 - ii. [Settings – Display and Brightness - Light or Dark](#) or automatic change at night. Choose your favourite. It's perfectly OK to use a dark screen in the daytime if you prefer it.
 - iii. Now you have a good brightness setting, you don't want your phone thinking it knows better than you.
[Settings – Accessibility – Display and Text Size – turn off auto brightness](#), to keep it bright
 - iv. True Tone tries to keep colours looking consistent in different conditions. It can change brightness. Turn it off if you want maximum brightness.
[Settings – Display & Brightness – True Tone](#). Toggle on/off.

- b. Screen & text size – is it large and clear enough to read comfortably?
 - i. Three ways to make the screen easier to read
 - 1. Make text bigger (works with most but not all apps)
 - 2. Make text bolder
 - 3. Zoom into the screen. Like using binoculars.
 - ii. **Settings – Display and Brightness – Text Size**. Press arrow to the right and slide dot to the right to make text bigger. Mine is just right of centre.
 - iii. **Settings – Display and Brightness – Bold Text**. For chunkier text.
 - iv. **Settings – Display and Brightness – Display Zoom**. Choose larger text.
- c. Zooming in and out when we need to
 - i. We can temporarily zoom in to see things more easily when we want to, then zoom out afterwards
 - ii. First, we enable this
Settings – Accessibility – Zoom – Zoom. Turn on with the green button.
 - iii. While we are here, turn on **Follow Focus** and **Smart Typing** just below. They have the screen follow you around when zoomed in and typing.
 - iv. Now let's try a temporary zoom
 - 1. Go to your home screen. If you are in an app, return to the home screen by swiping up on the horizontal bar at the bottom of the screen.
 - 2. Tap anywhere on the screen with three fingers simultaneously
 - 3. The display zooms in
 - 4. Now move to the part of the screen you are interested in by dragging with three fingers. If you accidentally use one finger, the zoom changes style and I haven't yet understood what it is doing.
 - 5. To return to normal screen view, tap again with three fingers.
- d. Making text entry easier to read – Hover Text
 - i. Hover Typing help you when typing on the phone keyboard. It makes a larger copy of what you are typing. It usually works wherever you use the keyboard.
 - ii. **Accessibility – Keyboards & Typing – Hover Typing**. Set to on.
 - iii. Now let's try it. Open Notes. Click the pencil bottom right to start a new note. Start typing using the keyboard and see your larger than usual text. **Note: in my experience, Hover Typing does not always work. A reboot of the phone usually fixes it.** To reboot, press and hold the power button and volume up buttons at the same time, then slide to turn off. To restart the phone, press and hold the power button until the white apple logo returns then let go and wait.
 - iv. You can adjust the size of the text that appears in the Hover Typing.
Accessibility – Keyboards & Typing – Hover Typing – Size.
Move the slider to the right.

FINDING YOUR WAY AROUND

Now let's set up our phone screens so they are easy and pleasant to use. The two main screens that can help you are

- 1. The Home Screen
 - a. What you see when you log in to the phone
 - b. It is the place for your favourite apps. Keep this tidy for quick access.
 - c. Here's a guide from Apple. <https://support.apple.com/en-us/108324>
- 2. The Today View on the iPhone gives you quick access to information from your favourite apps, without having to run any apps. Widgets show you popular information.
- 3. Other pages of your home screen
 - a. On the home screen, swipe right to left to see more home screen pages. It's like overflow parking. If you have many overflow pages, you might spend too much time hunting for apps.

- b. It's good practice to get your main home screen just right and then try to fit everything else on just one overflow page. Folders help with this, as we shall learn shortly.
- 4. ALL ABOUT THE TODAY VIEW
 - a. On your home screen, swipe from left to right
 - b. Now you see the today view. Maybe it is looking a bit empty. Here you keep the things you want to stand out without cluttering the screen
 - c. Press and hold in a blank space to add a widget. e.g. Weather
 - d. Explore to see what widgets you'd like to add to help you in your day-to-day phone life
 - e. You can adjust or delete a widget by pressing and holding it
- 5. ALL ABOUT THE HOME SCREEN

On the home screen you can

 - a. See your favourite apps
 - b. Move the apps around the screen until you have the order you like. To move an app, press and hold it until it wobbles then drag it to its new position.
 - c. Choose which favourite apps are always ready to run (at the bottom)
 - d. Add more widgets
 - e. Have your favourite apps ready to run
 - f. Have folders of your favourite apps. Folders are your friend.
 - i. A folder contains a group of apps, usually related in some way. You can mix any apps in a folder. You can give a folder any name you choose.
 - ii. To make a folder
 - 1. Press and hold an app icon until it wobbles
 - 2. Drag it over another app and let go. If the target app seems like it is running away, drag very slowly. It will work eventually.
 - 3. To rename a folder, press and hold it. A menu appears. Choose rename.

MOVING BETWEEN APPS

- 1. Open some apps and we will practice switching between them
- 2. If on the home screen, swipe up from bottom to reveal all apps currently active. Now swipe right until you find the app you want. Tap on the desired app to open it.
 - a. If you are running an app, locate the black bar across the bottom of the app and swipe up *just a little* on that. Now you can scroll horizontally between apps. [If you swipe the black bar up briskly, you return to the home screen]
 - b. Another way, which I only just learned, is to swipe right on the black bar. This moves directly from app to app, one at a time.

CLOSING APPS

- 1. On the home screen, swipe up to show running apps
- 2. Swipe up on an app to close it
- 3. Bonus tip: swipe up on two apps at once to close both at once. If you are agile, swipe up on three apps at once to close all three in one go.

CONTROL CENTRE SPEEDS UP OPERATION

Control Centre is a quicker way to make adjustments. It's a shortcut to the same thing that longer menus do.

- 1. Open Control Centre by swiping down from the top right on Home Screen
- 2. You have complete control over what appears here, and the order in which it appears
- 3. Example controls: volume, brightness, calculator

4. On my controls: airplane mode, communications, anti-rotate, screen mirroring, do not disturb, torch, timers, camera, screen recording, battery low power mode, camera zoom reading aid, text size, find my watch, eye tracking, hover typing, anti-motion sickness.
5. Let's delete duplicate controls. Press + (not instinctive); choose delete.

WHERE DID I PUT IT; HOW DO I FIND IT? SPOTLIGHT SEARCH TO THE RESCUE

This is so useful and will be improved again in September 2025

1. Example: I like the sound of an anti-motion sickness cues but where do I find it?
2. On the home screen, swipe down from the centre [or search within settings]
3. Type "motion cues" in the search box. Click the settings button in the results.
4. Spotlight search will help you find files, websites, controls, apps, content in emails and documents and more

ADDING, DELETING AND UPDATING APPS

1. To add an app, run the App Store app. Remember, if you can't see it right away, do a Spotlight Search for "app".
 - a. In the app store, type your app name in the search box and optionally press 'return'
 - b. To learn about the app, click its picture on the left
 - c. To install the app, click 'get' on the right and then follow the instructions to install it by double clicking the side button
 - d. If you can't find the app after installing it (which happens to me a lot), press and hold its icon, after installing it or by searching for it, then 'add to home screen' or drag it there.
2. To update your apps
 - a. Open the App Store app
 - b. Press and hold on your icon at top right
 - c. Briefly swipe down on the next screen, to update the list of, er, updates
 - d. Scroll down and click Update All
 - e. Wait until the red circle number counts down and then disappears. Click 'done'.
3. To delete an app, press and hold its icon until it wobbles, then click the minus sign

RUNNING AN APP AND IMPRESSING YOUR FRIENDS

1. Find the app icon and click on it
2. Or use Spotlight Search
3. Or even easier, ask Siri

WHERE ARE MY FILES?

Generally, the iPhone tries not to concern you with files and their locations. These are usually hidden from you, in iCloud. Pages (word processing) has its own folder. Numbers (spreadsheets) has its own folder.

This changed a while ago with the introduction of the new Files app. Most people will choose to let the apps continue to manage their file placement. However, the Files app now gives you the same view you have from your Mac computer, for example.

INPUTING YOUR INFORMATION

Let's optimise how we enter data.

1. Press and hold selects a word
2. Double tap also selects a word
3. Triple tap selects a sentence
4. A menu offers to Cut / Copy / Paste / Format and more
5. Shaking your iPhone undoes recent typing
6. Save a bit of time – example of how to paste over a selection

- a. If you have something copied
 - b. You want to replace something with it
 - c. No need to delete then paste. Instead, past over the selection
7. You can also paste into or from your phone your iPad or Mac

PASSWORDS

1. Apple is sincere about protecting your privacy and data
2. Safari web browser is secure and my choice. Chrome copies all your data.
3. iPhones used to remember passwords. Now they have a whole Passwords App to allow you to manage passwords. It is safe. It is free. It is easy to use. If you have an iPhone you do not need a separate password manager
4. Passwords and Wi-Fi logins are all there
5. Logging into a new Wi-Fi network? If a friend of yours is already logged in, and you are in their phone address book, your phone will ask your friend if it is OK to share the Wi-Fi code with your automatically.

EXTRA TIME

Which email shall I use?

- One email program can manage multiple email accounts
 - a. E.g. Use Apple Mail with iCloud mail, Gmail, BTinternet...

Easily send large emails

- Apple email 'maildrop' can send large emails, even to non-Apple emails. It saves the large file on an Apple computer then sends a link to click to download the file.

Get the most from notes

- Nested folders
- Shared folders

Clever calendars

- Always remember birthdays
- Scheduling "the last Tuesday of each month"