

See handouts at <https://www.basingstokeu3a.org/all-groups-1/computer-group>

Phone + tablet setup and gestures (iPhone edition)

SETUP	iPhone
Set up iCloud	<p>iCloud is where Apple can keep copies of your items so you can access/share them via iPad, Mac or any internet browser. You get sufficient free iCloud storage to last a good while.</p> <p>Settings (grey cog wheel) – Apple Account (at top, click on your name) – iCloud (by blue cloud)</p> <ul style="list-style-type: none">- Definitely enable drive, passwords, notes, messages, mail, iCloud backup (see below)- If you promise to manage your photos, and not let them grow forever, enable iCloud Photos. Hint: I do not enable this. Instead, I offload photos and videos to a separate disk, via my Mac.
Set up a backup	<p>Enable in iCloud</p> <p>Settings – Apple Account (click by your name and photo)</p> <p>iCloud – scroll down to iCloud Backup – Backup this iPhone – ensure slider is green</p> <p>Back Up Over Mobile Data - off (grey)</p> <p>If you didn't backup yet, click Back Up Now (when on WiFi)</p> <p>Check below: last successful backup. – should be recent</p>
How do I backup?	Automatic when on power & locked, overnight
Do I need anti-virus?	<p>No. It is not necessary. Anti-malware prevention, detection, and removal is already built into iPhone.</p> <ol style="list-style-type: none">1. There are anti-virus apps. Avoid them.2. If you want to run a one-time check anyway, my favourite is excellent and free https://www.malwarebytes.com/solutions/virus-scanner Note: do not install their anti-virus products. Only install this virus scanner and run it once. You can delete it afterwards if you wish. I scan about once a year.
Where do photos go?	Apple stores photos in a hidden folder. You access photos and videos via the Photos app. You can export selected photos and videos to a regular folder or copy and paste them into emails and more.

<p>Where should I keep my photos and videos?</p>	<p>Your photos can be stored</p> <ol style="list-style-type: none"> 1. On your phone 2. Or on your phone and on iCloud (for access via iPad or Mac or web browser. Set this up under iCloud settings. Certainly the most convenient way. Best if your many photos fit on iCloud or you buy more space. Caution: iCloud is a mirror of your on-phone files. If you delete something on your phone, it will be deleted from iCloud. You will have a copy in your iCloud backup.
<p>What extra apps should I install?</p>	<p>BBC News; BBC weather or use iPhone weather (swipe right from home screen); Alexa if you have Amazon Alexa (great for shopping list);</p> <ol style="list-style-type: none"> 1. Click App Store (letter A) 2. Click search magnifying glass, bottom right 3. Click in search box at the bottom and enter the name of the app you are searching for. Press <return> or the blue magnifying glass. 4. Click on the coloured icon or app name to check it before you install it <ul style="list-style-type: none"> ○ Is the app the one you want, and not a poor copy? ○ Scroll down to Ratings & Reviews and click on the title "Ratings & reviews >". ○ Look at the ratings graph. You want most to be 5* or 4*. Read some of the reviews to confirm that the app will be good for you. Sometimes only a few reviews are shown and you need to click to see more. 5. When you are happy with the app description, click "Get" to install it. <ul style="list-style-type: none"> ○ Note: if there is nothing written next to "Get" then the app is free ○ If there is a price, you will see it next to "Get" ○ Some apps are free to get started but charge you to use more functionality. These are called "in-app purchases". You can read about them at the bottom of the app description. ○ Save money! If you set up a family group in iCloud, with your partner or children, any app anyone in the group purchases can be installed free of charge by any other group member. This is a big benefit when purchasing high value apps.
<p>Do I need a password manager?</p>	<p>Not these days. Use the built-in Apple passwords app. It is called "Passwords" and looks like three coloured keys. Add/change passwords easily. The app automatically fills passwords on your screen when needed.</p>

Where are my other files? What folders and where?	<p>Files can be located in three places:</p> <ol style="list-style-type: none"> 1. Most common, in a folder you don't need to know about. Pages app stores documents in the Pages iCloud folder. Numbers app stores spreadsheets in the Numbers folder on iCloud. This means you use files in an app and are not concerned with where the files are stored. 2. More recently, Apple has started to expose file folders to users. The newish Files app allows you to keep files in folders just like you would on Mac Finder or Windows File Explorer. 3. You can also keep files on iCloud. This is a good idea unless you are short of iCloud storage space. When in iCloud, you can access files on other devices. For example. You write a note, with the Notes app, on your phone. Later, you want to add to the note from your iPad. If you have enabled iCloud for Notes, you just pick up the iPad, see the original note created on iPhone, and carry on editing. This is incredibly handy. Another example: if you used Microsoft Word to write a document on an iPhone or iPad, you can later edit it on your Mac.
Which browser to surf the internet?	Use Safari, built-in, secure and fast. Use Firefox, Chrome etc. if you wish, but there is no need. Chrome is known to be resource hungry and keen to harvest your personal data. Be sure to use Safari "hide distracting items", left side of address bar, to see articles on web sites that try to block you.
Organise your bookmarks	<p>If you like reading articles on the internet, you will want to 'bookmark' your favourite sites. Be sure to use folders to organise your bookmarks in folders.</p> <p>Demonstration</p>
Auto fill your address on web forms	<ol style="list-style-type: none"> 1. Check your own details in Contacts app 2. Settings – Apps at bottom – Safari – scroll down to Autofill – enable (green) Use Contact Info.
Arrange your Home Screen	<p>Re-arrange your home screen (the one you see when you switch on your phone) so the layout suits your needs.</p> <ul style="list-style-type: none"> - Press hold anywhere. Icons start to wobble. - Drag to re-arrange - If short of space, drag icons on top of each other to create app folders. Keeps it tidy. <p>Demonstration</p>

Gestures

See Notifications	Swipe down from very top.
Scroll	Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
Pan	If one finger doesn't work, hold two fingers on screen then move them. E.g. to move around Apple Maps app.
Zoom in and out	Pinch fingers together or apart, works on some apps.
Make text bigger	Three finger tap. Repeat to go back to normal size.
Search for anything	Swipe down from centre of home screen (Spotlight)
Bring up control panel	Swipe down from top right. Press & hold to edit.
Show running apps	Swipe up to cenyre from bottom, hold briefly, release.
Close running app	Swipe 1, 2 or 3 apps up at a time
Switch active app	Swipe bottom bar left/right or swipe up then swipe left/right
Select insert point	Tap. Or press & hold on space bar on keyboard and drag to use screen as a trackpad.
Select word	Double tap on a word.
Select sentence	Double tap to select a word then drag handles left or right.
Select paragraph	Triple tap on a word.
Drag selection	Press, hold, drag.
Shake to delete	You have typed a word or sentence in error. Shake the phone. You will be asked if you want to delete recent text.
Select multiple photos	In Photos app, in library section, press select at top right. Click on a photo & keep your finger moving to select more photos.
Back tap	You can assign an action to take when you tap the back of the phone. Settings – Accessibility – Physical and Motor Touch – scroll down – Back Tap – Double Tap – choose action. Choose another action for triple tap.
Quick Scroll	Tap the right edge to bring up the vertical scroll bar, then drag up or down to navigate quickly.
Return to top	Tap the black screen notch at the top. Some apps.
Multi-Select	Tap and hold an item with two fingers, then drag to select multiple items. e.g. select a paragraph then expand