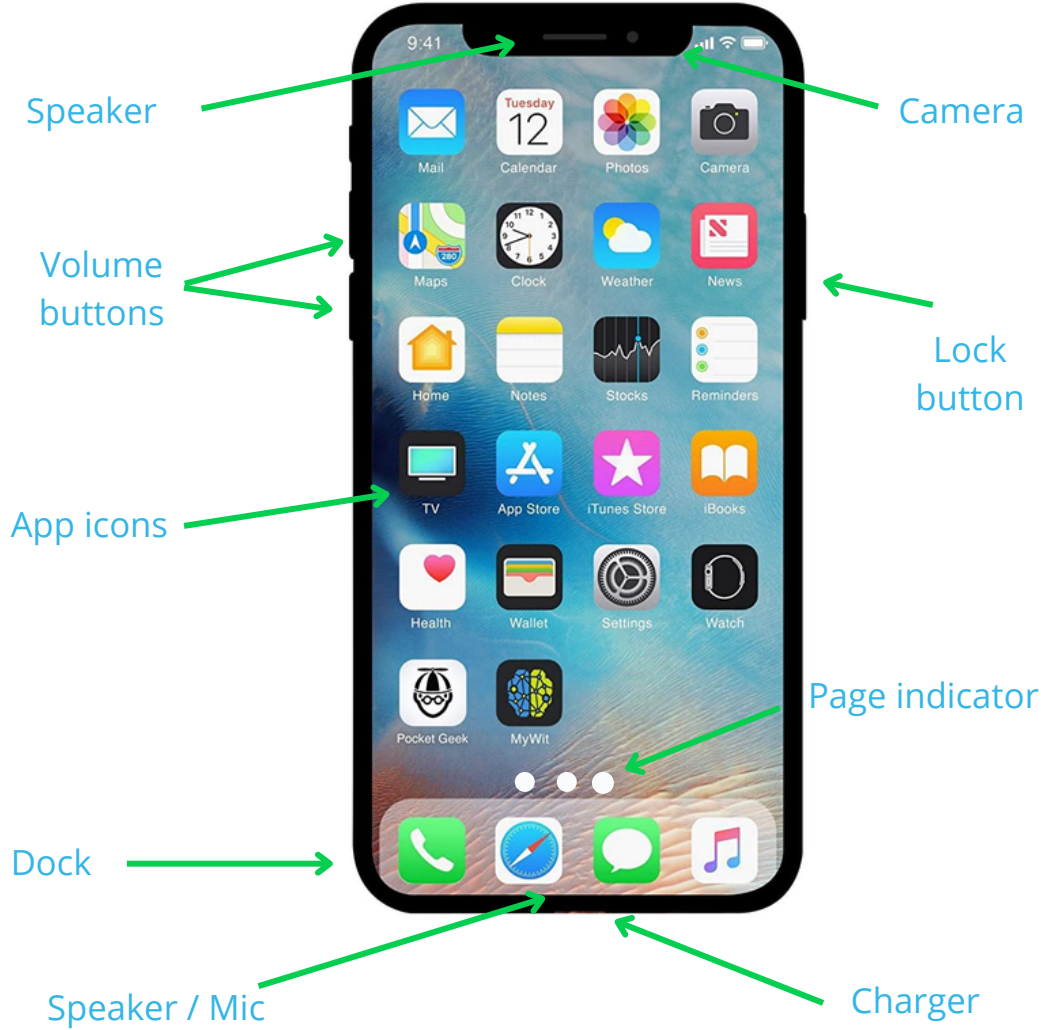


# Bridgeport Public Library iPhone Handbook





Rear camera(s)



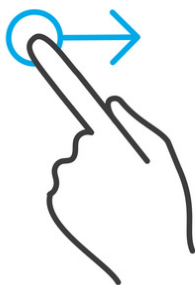
# iPhone 5 S - iPhone 8 & SE



# Gestures

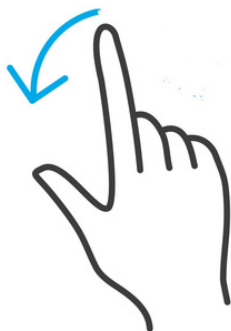
## Swipe

Gently drag finger across screen from left to right or right to left (direction matters).



## Scroll

Gently drag finger from top to bottom of screen on scrollable screens (web pages, text threads, etc.)



# Gestures

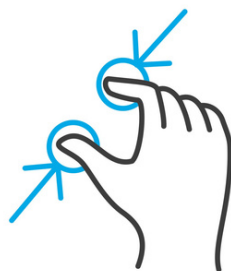
## Tap

Gently but firmly touch the spot on your screen that needs to be tapped (example: Tap an app to open it).



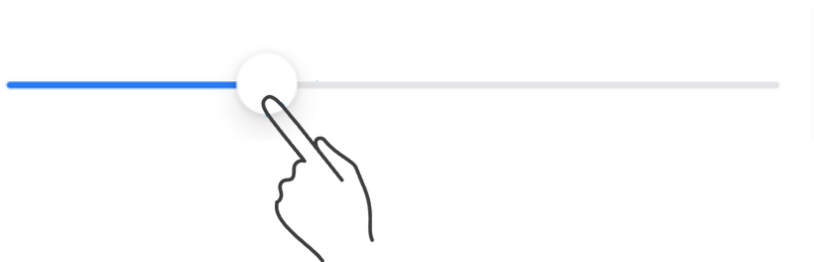
## Pinch

Rest index finger and thumb on screen (in L shape) and slide them together (zoom out) or start with thumb and index finger close together and slide them apart (zoom in).



## Slide

Gently place finger on slider and move circle to opposite side to turn on/off sliders.

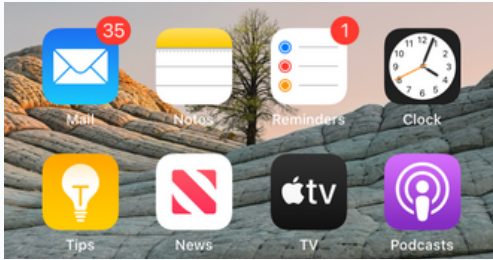


# Sign in to Apple ID

Tap the *Settings* app to go into your phone settings. At the top, tap Sign in to your iPhone and enter your Apple ID information. If you see your name instead, you're signed in.



# Tips App

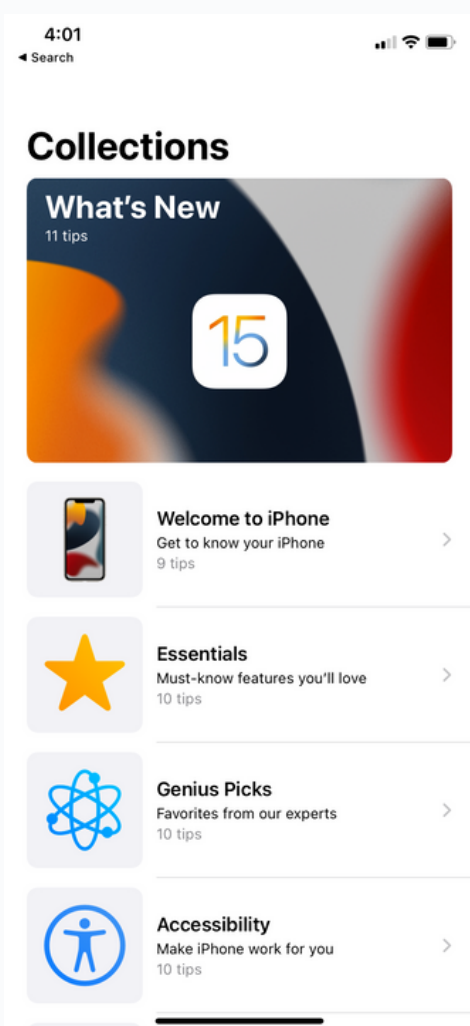


Find the *Tips* app on your phone. This is one of Apple's automatically installed apps when you get your phone.

This app has many topics to help you get more use out of your phone.

Tap the topic you are interested in, or tap on Welcome to iPhone for a refresher on the basics.

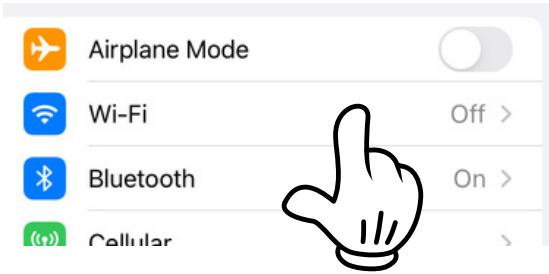
Swipe to navigate pages (multiple pages are indicated by gray dots at the bottom).



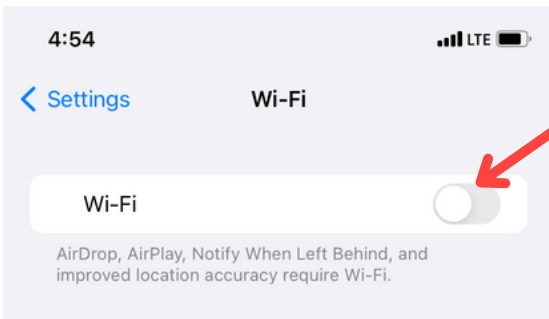
# Connect to Wi-fi



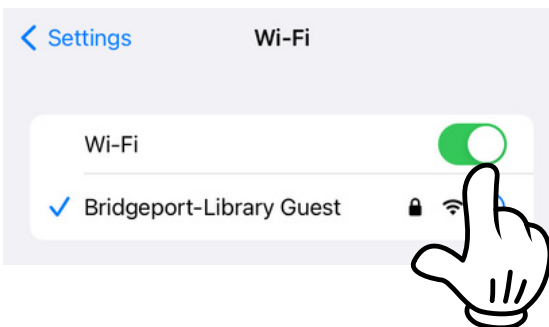
Tap the *Settings* app to go into your phone settings.



Tap on Wi-Fi to open wi-fi options.



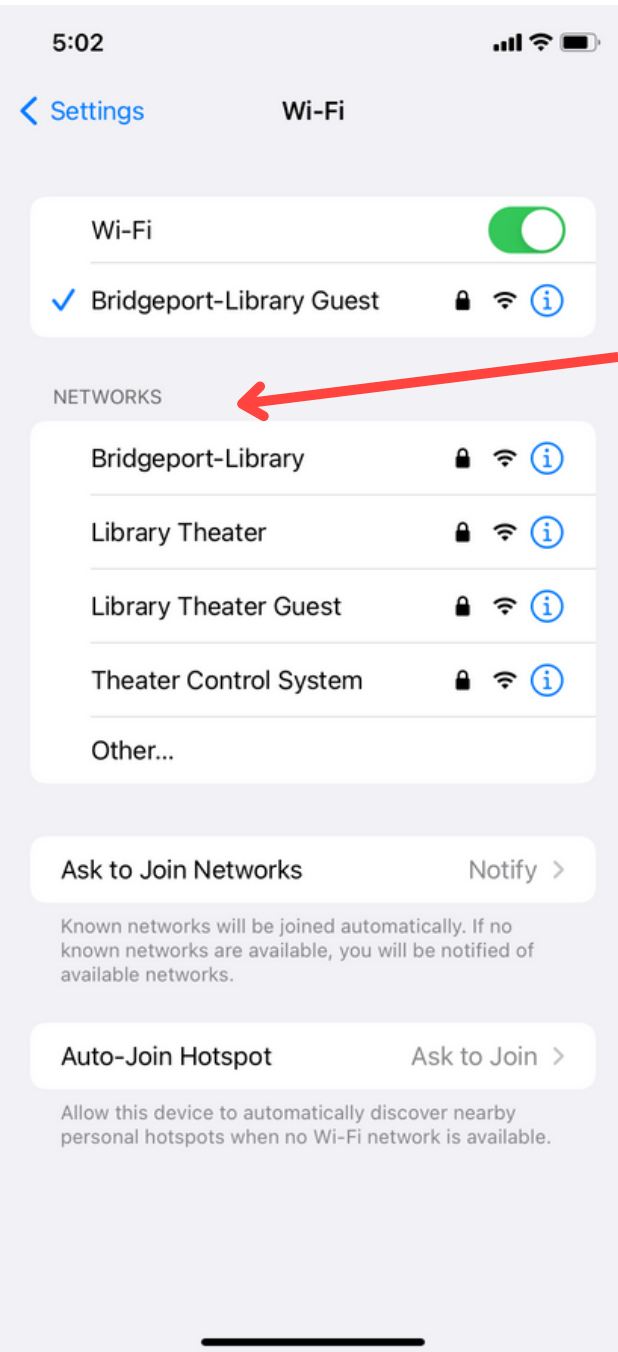
Check the slider. If gray (circle is to the left), tap to make it green (turns on Wi-Fi).



If you are on a Wi-Fi network, it will be shown with a checkmark under the Wi-Fi on-off slider.



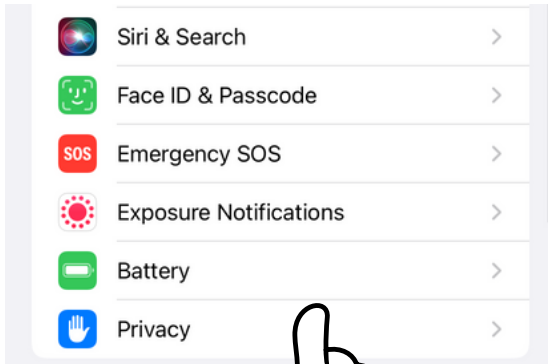
# Connect to Wi-fi



Available networks will be listed under NETWORKS.

Tap desired Wi-Fi and enter password if required.

# Privacy & Location

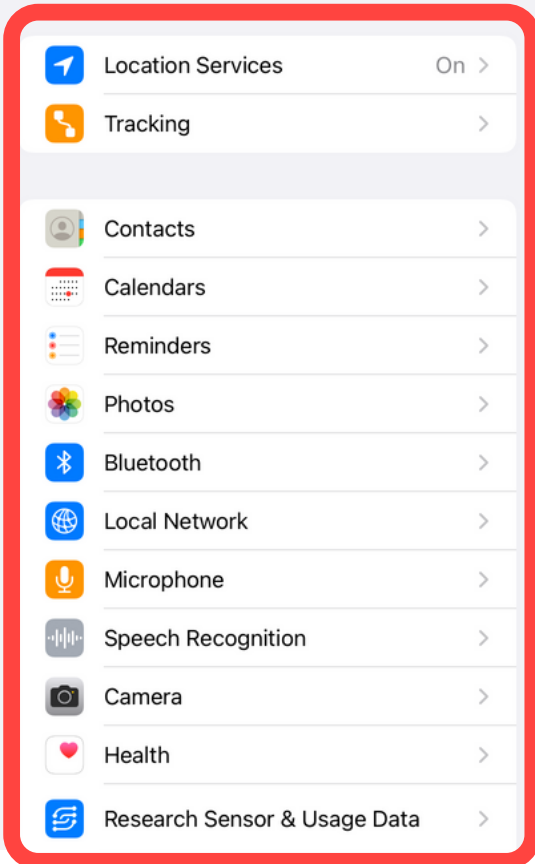


In *Settings*, scroll down to find *Privacy* and tap on it.

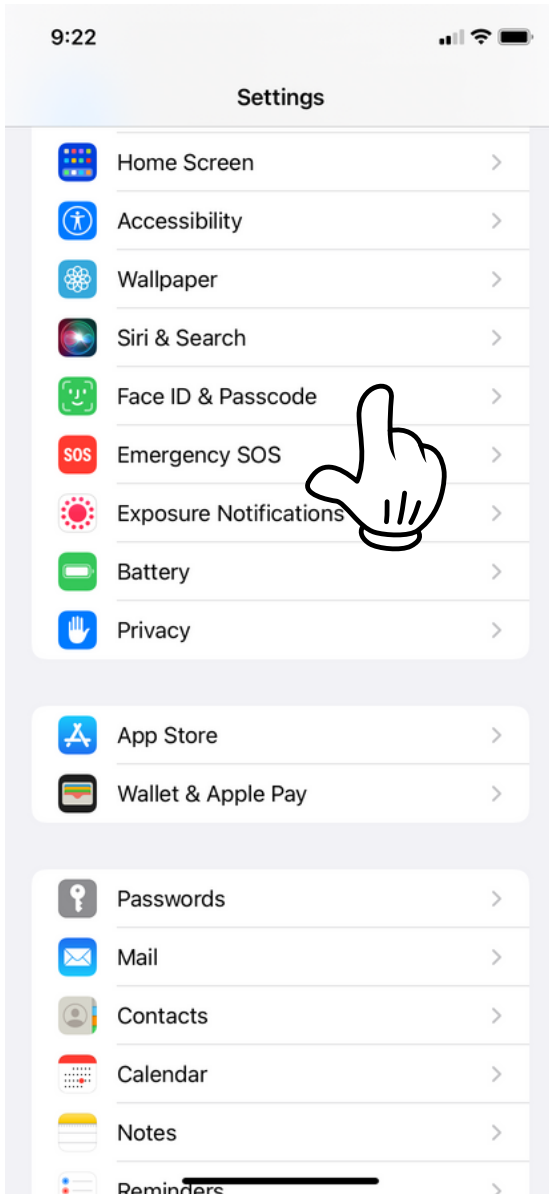


Control what apps get your location data.

Some apps like *Maps* or *Weather* need your location data to work right.

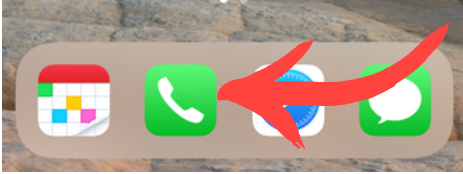


# Passcode

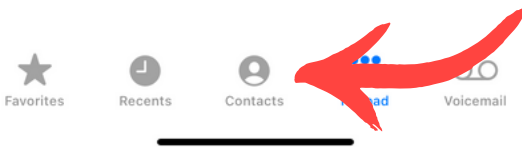


In *Settings*, scroll down to find *Face ID & Passcode* OR *Touch ID & Passcode* and tap on it.

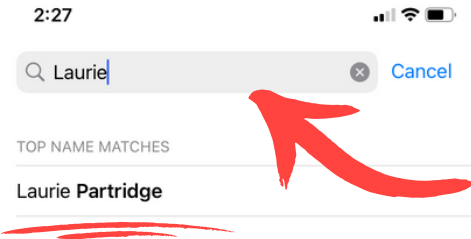
# Add Contacts



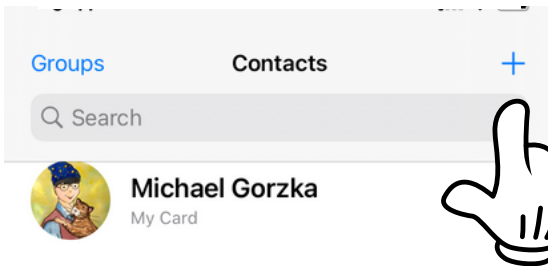
Tap the phone icon.



Tap the *Contacts* icon.

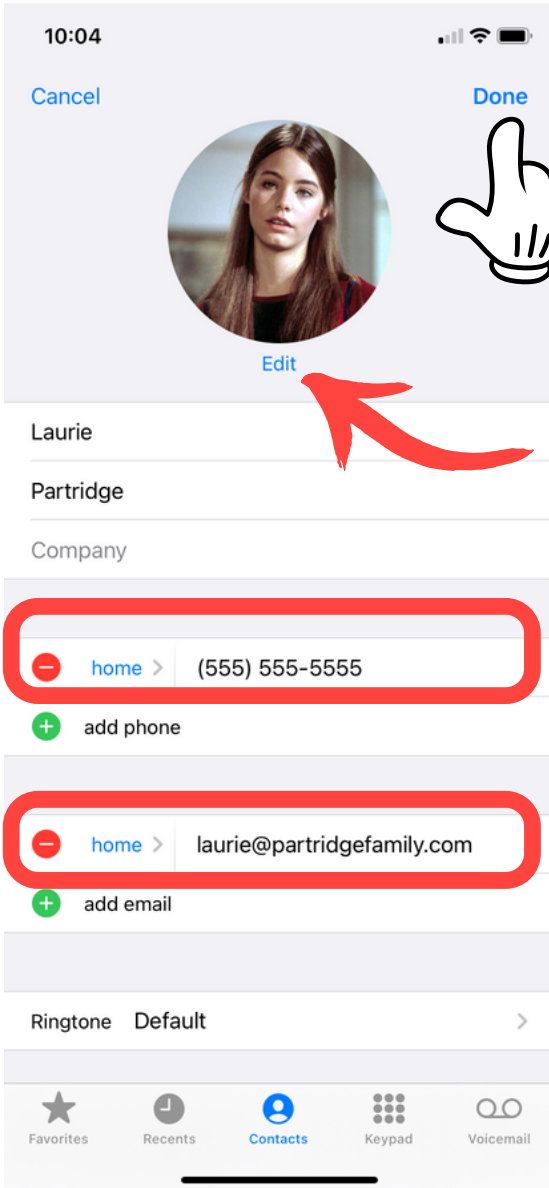


Use *Search* to find a contact.



Tap the + in the upper right corner to add a new contact.

# Add Contacts



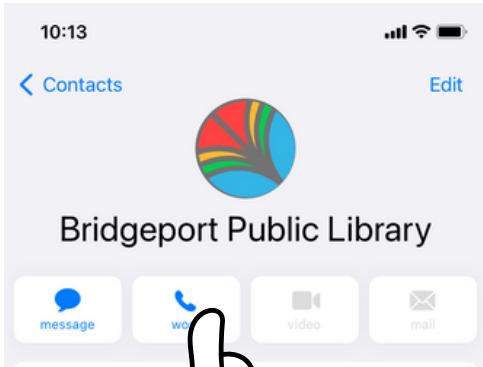
Enter contact name and number.

Tap Edit to select a photo.

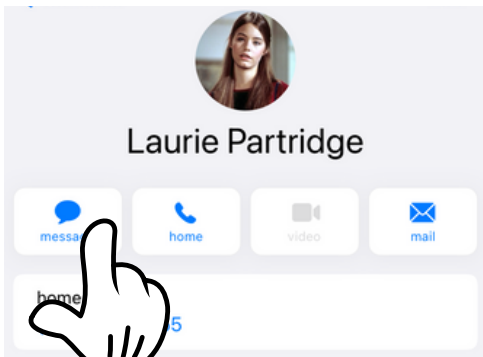
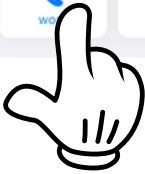
Additional info like email address can be entered lower.

Tap Done in the upper right corner to save.

# Manage Contacts



To call a contact, tap the contact in the contacts list. Tap the phone button.

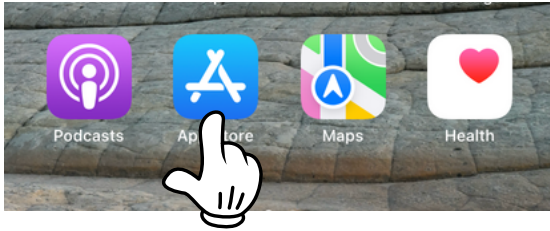


Text a contact by tapping the message button.



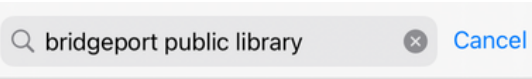
To edit details about the contact such as phone number, name, or other information, tap Edit in the upper right corner.

# Add Apps

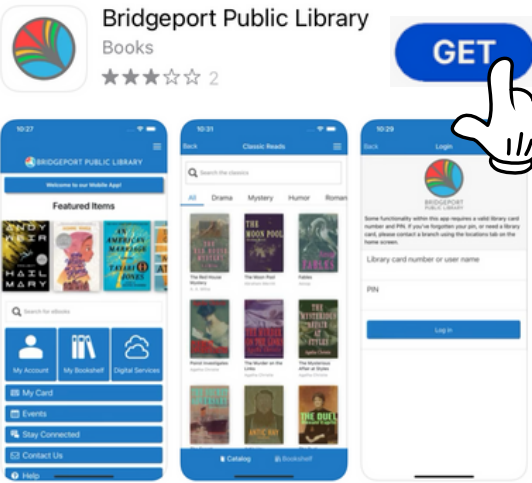


Tap the *App Store* icon.

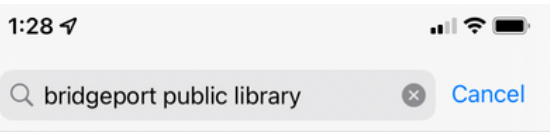
Use the Search bar to find the app you want.



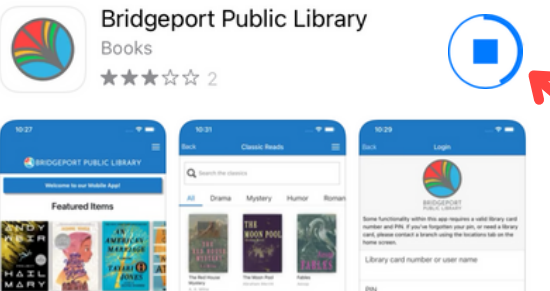
Tap the name to view more info.



Tap the Get button to download (if the app is not free, it will show a price instead of Get) It will ask for your Apple ID Password, Face ID, or Touch ID.

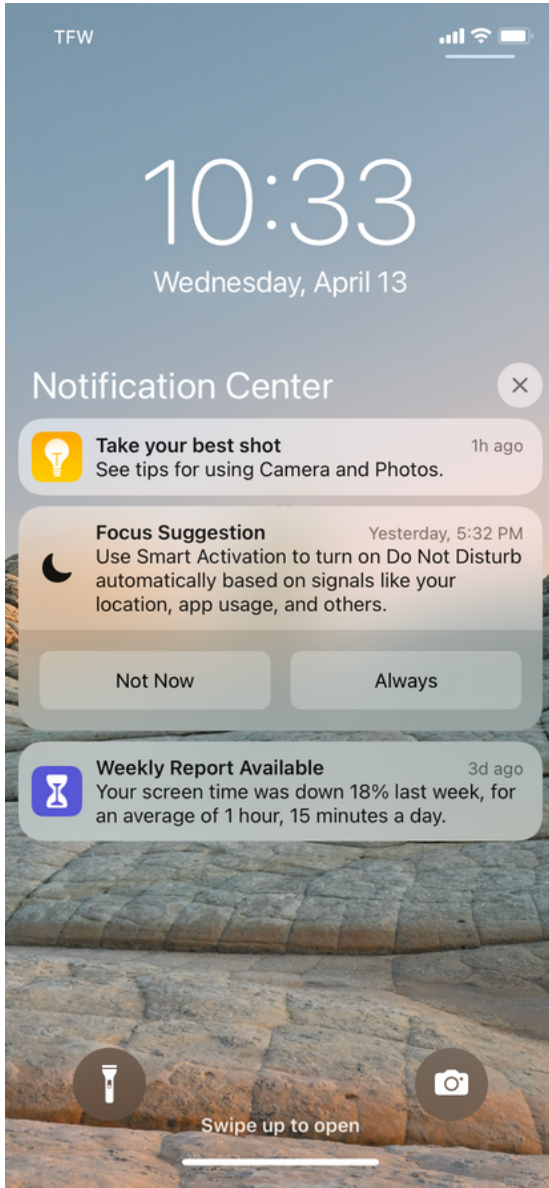


Follow the prompts to finish getting the app.



An icon will show the download progress.

# Notification Center



On the Lock Screen: Swipe up from the middle of the screen.

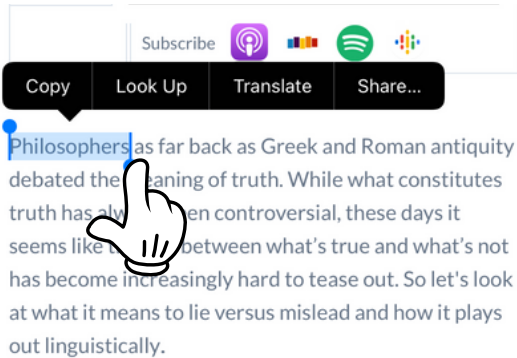
On other screens: Swipe down from the top center.

Then you can scroll up to see older notifications, if there are any.

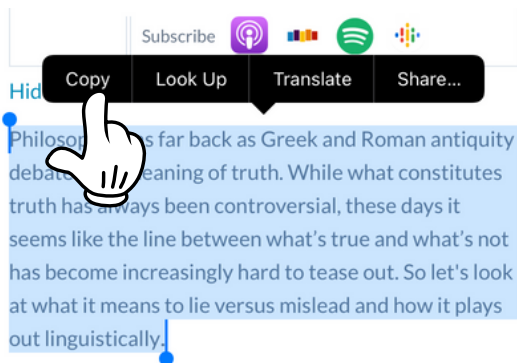


# Copy & Paste

You can use the clip board to copy and paste on websites, in texts, and in many apps, including the Notes app.



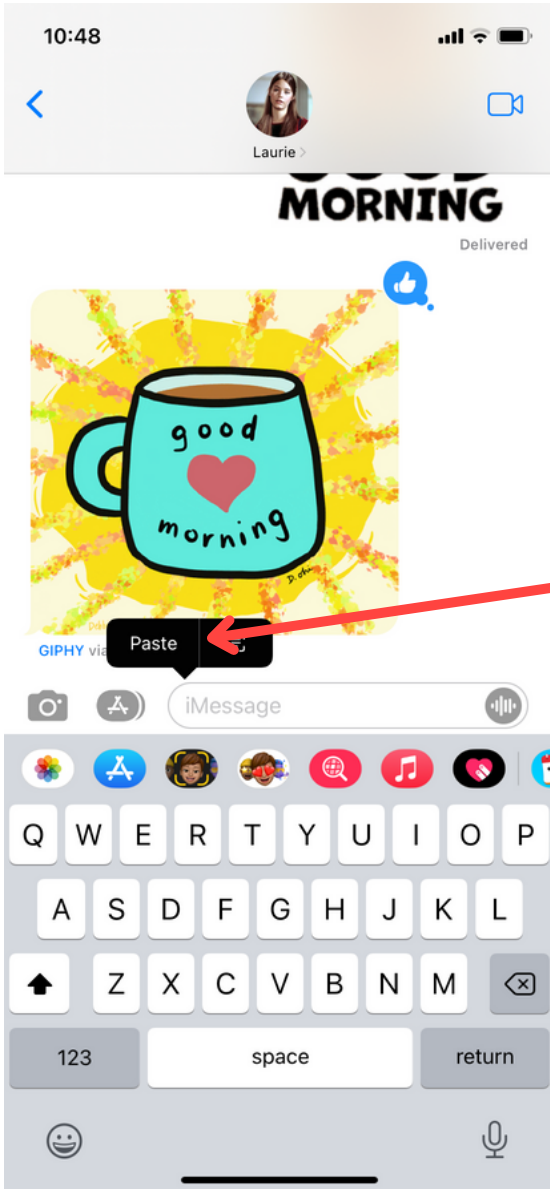
To copy, press and hold on a word you want to start with until the text is highlighted blue.



Starting at the end of the blue highlight, gently drag finger over the other words you want to copy until it is all highlighted blue.

Once it is all highlighted, tap copy in the black bar that appears above the highlight.

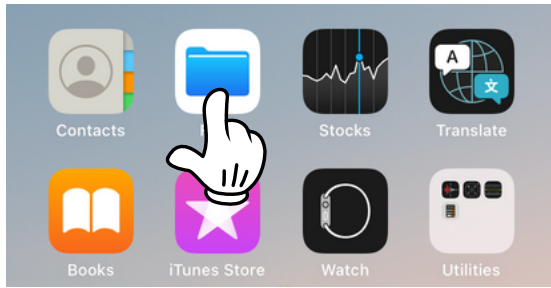
# Copy & Paste



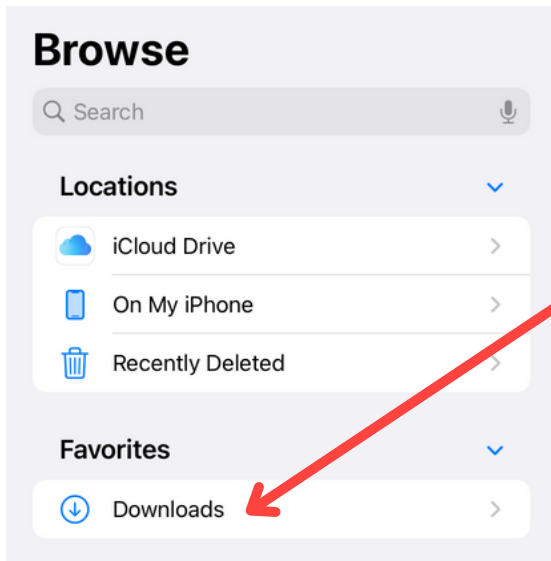
In a typeable field where you want to paste, tap to make the black bar appear. Tap "Paste" to paste the copied text.

# Downloads

When you download or save files to your iPhone, they go to the *Downloads folder*.



Find and tap on the *Files app*

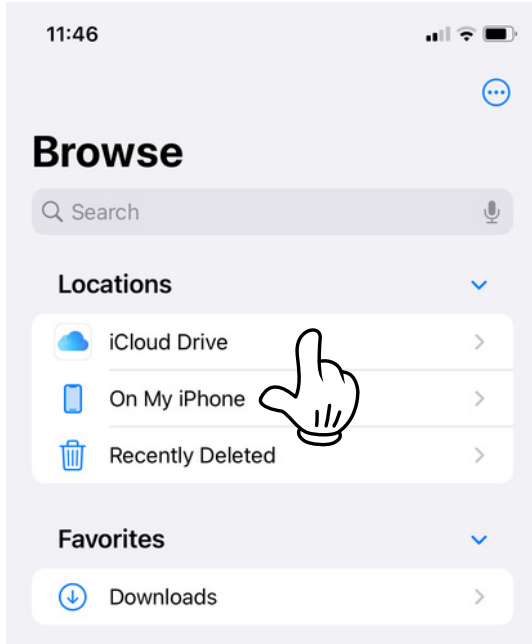


If you are on the *Browse page*, find and tap *Downloads* to view downloaded files.

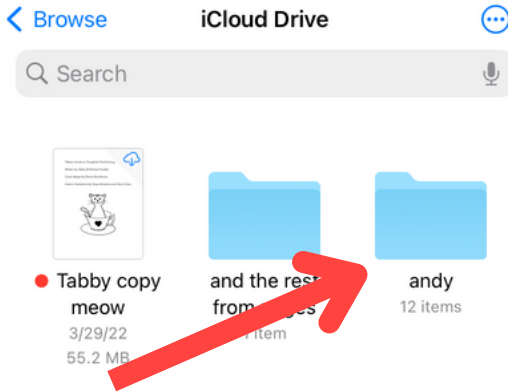


Tap *Browse* at the bottom of any screen in the *Files app* to return to the *Browse page*.

# Locate Files

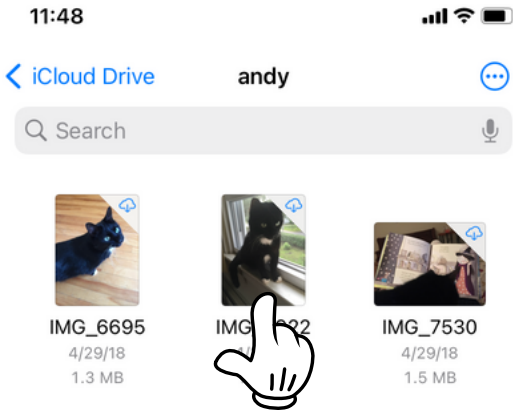


Tap the *Files* app to view saved files on your phone (including *Downloads*).



Tap the location where your file is.

# Locate Files



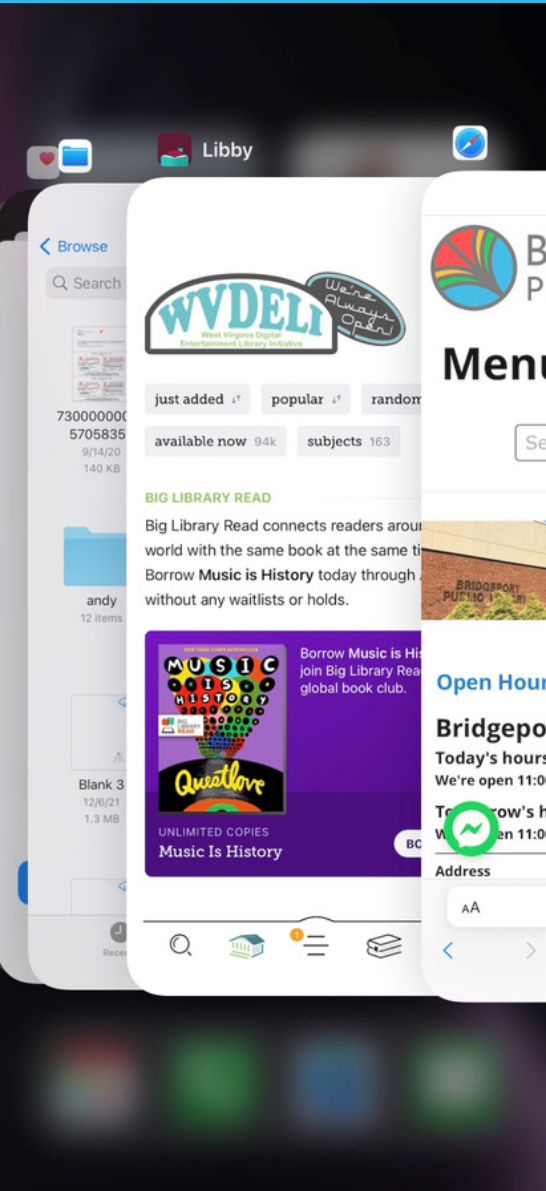
Double-tap a file to open it.



Use blue text in upper left to navigate.



# Switch between apps



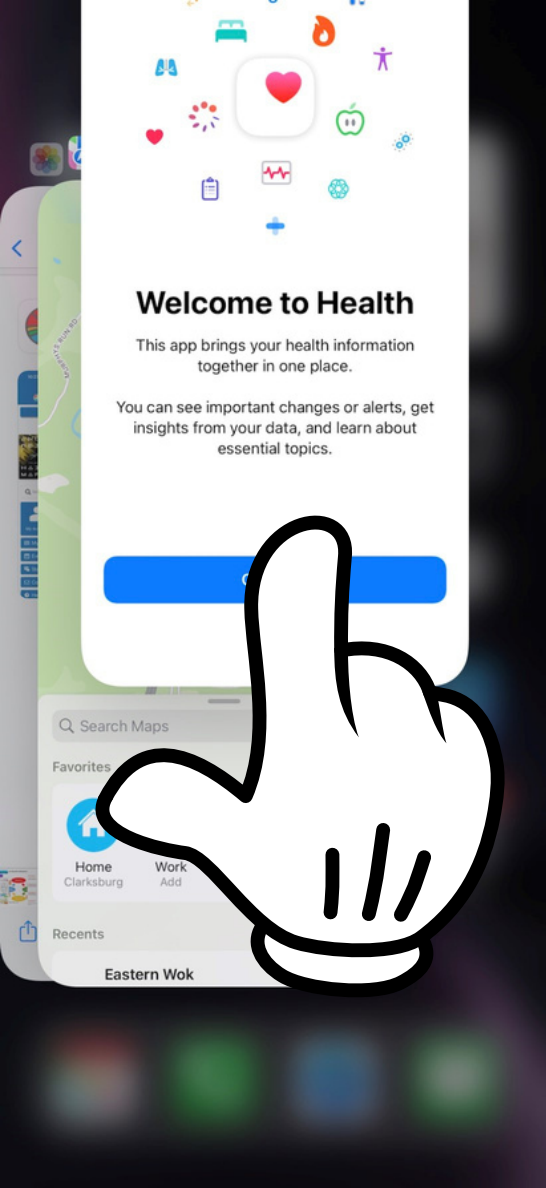
Gently swipe up from the bottom of your screen to view open apps.

Slide your finger across the screen to scroll through more open apps.

Tap the app you want to switch to.

Exiting an app does not close the app.

# Close an app



Leaving too many apps open at once can slow down your phone and use too much battery.

Gently swipe up from the bottom of your screen to view open apps.

Find an app you want to close and gently swipe up on it, pushing it until it disappears.

# Manage Photos



FaceTime



Calendar



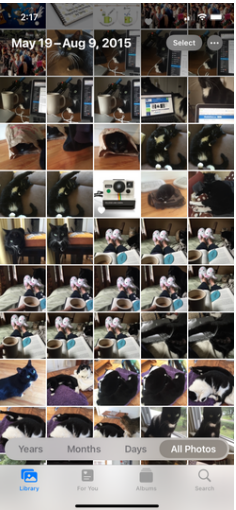
Photos



Camera

Find and tap the Photos app.

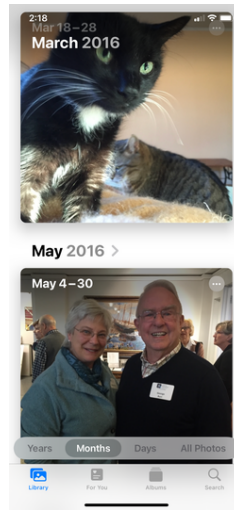
The Photos app has 4 layouts to view photos in:



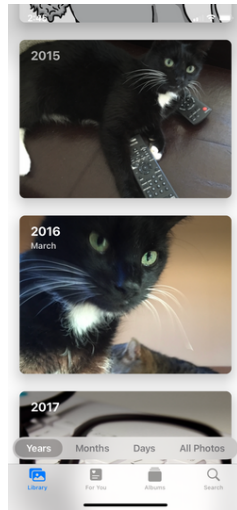
All Photos



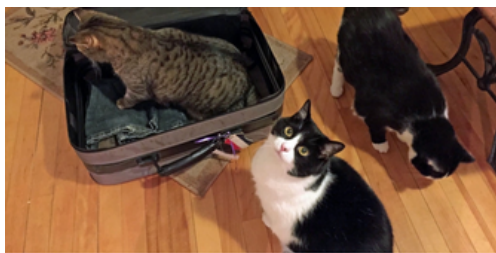
By days



By months

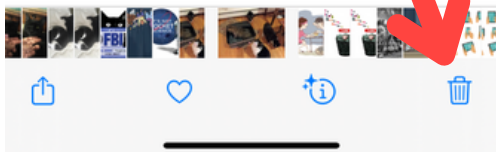


By years



Tap any photo to view it larger.

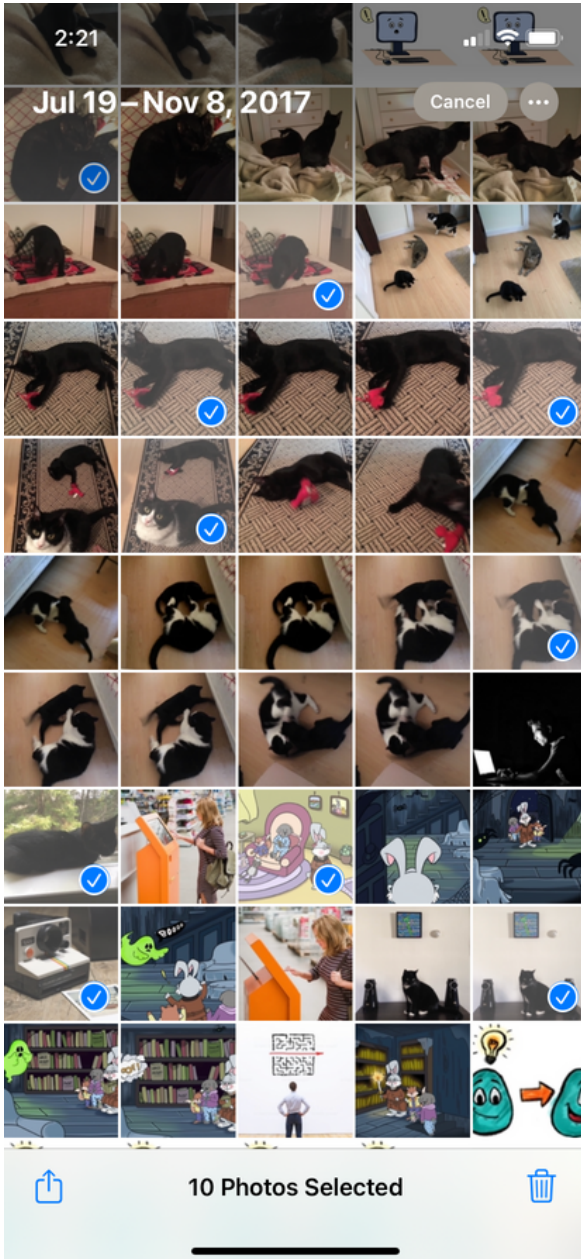
To delete a photo, tap it to view. Tap the trashcan-shaped icon at the bottom right.





# Manage Photos

Tap "Select" in the upper right to select multiple photos. A blue circle with a check indicates selected photos.

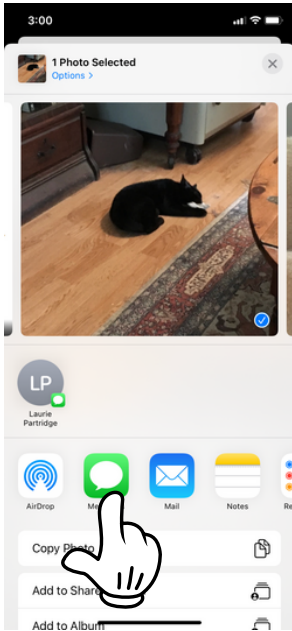
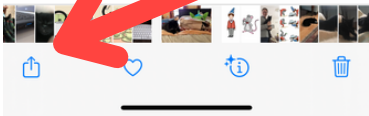


# Send Photos

There is more than one way to send photos. Here's one:

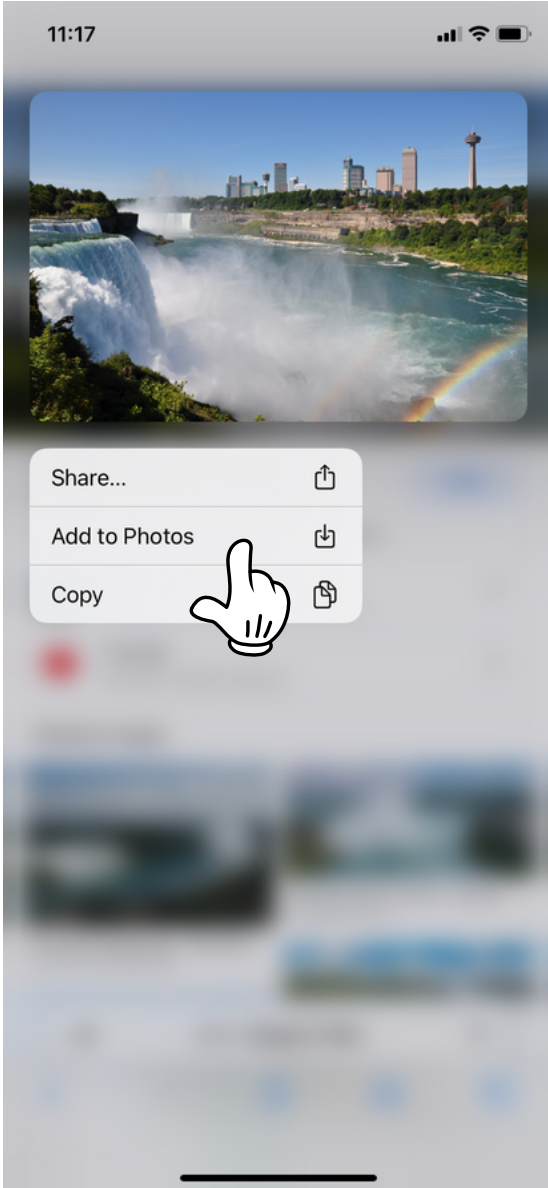


Tap the photo you want to send and touch the "Send" icon.



Choose what you want to do with the photo (example: tap the green *Messages* icon to text the photo to someone).

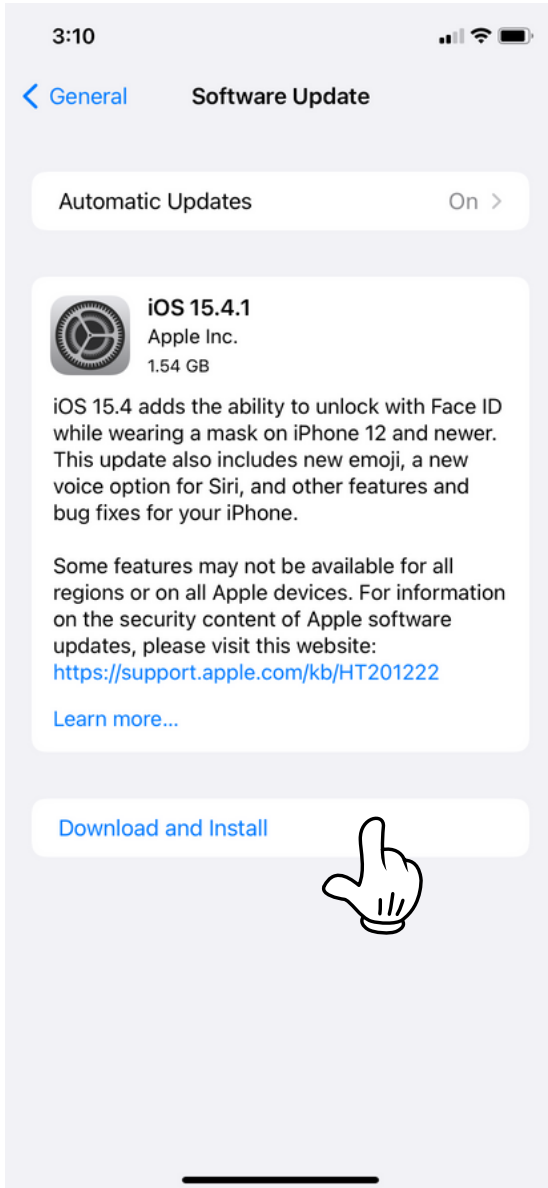
# Save Photos



Press and hold on a photo. When the menu pops up, select "Add to Photos".

If prompted, select Save to Photos to save the photo to your *Photos* app.

# Updates



Tap the *Settings* app to go into your phone settings.

Find and tap *General* (you might need to scroll down).

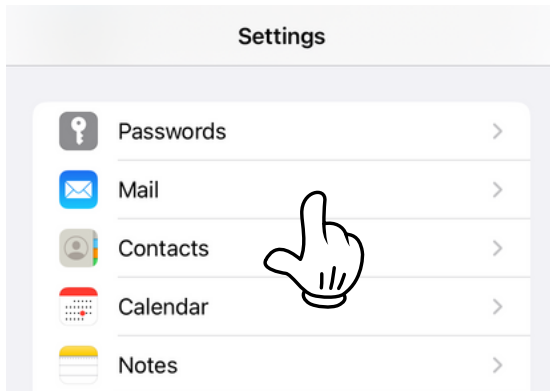
Near the top, tap *Software Update*.

If there is an update, it will be listed here with an explanation.

To manually update, tap *Download and Install* if the text is blue (clickable).

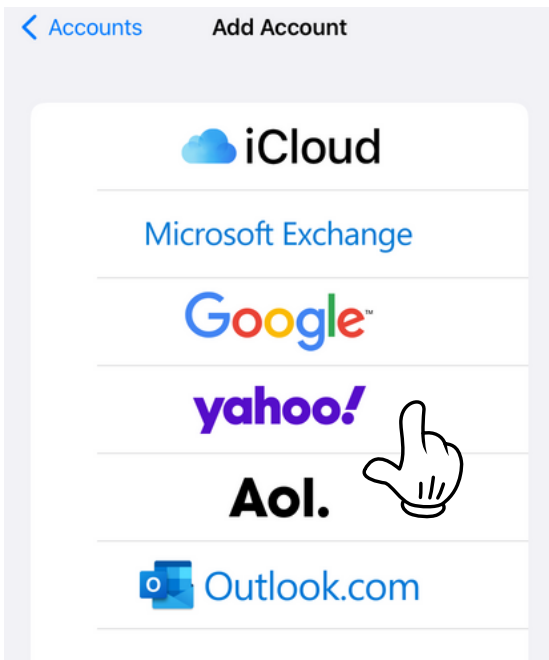
# Add an Email Account

You can easily add an email account if you use providers like iCloud, Google, or Yahoo. If your email provider is not listed, tap other to add your email manually.



Tap the *Settings app* to go into your phone settings.

Within *Settings*, Tap on *Mail*.



Tap on *Accounts*.

Tap *add Account* for your email provider.

# Add an Email Account

Cancel

Yahoo!

**yahoo!**

**Sign in**

using your Yahoo account

Username, email, or mobile

✉ techwizardmike@yahoo.com

Next

[Forgot username?](#)

Cancel

Yahoo!

techwizardmike@yahoo.com

**Enter password**

to finish sign in

Password

●●●●●●●● |



Next

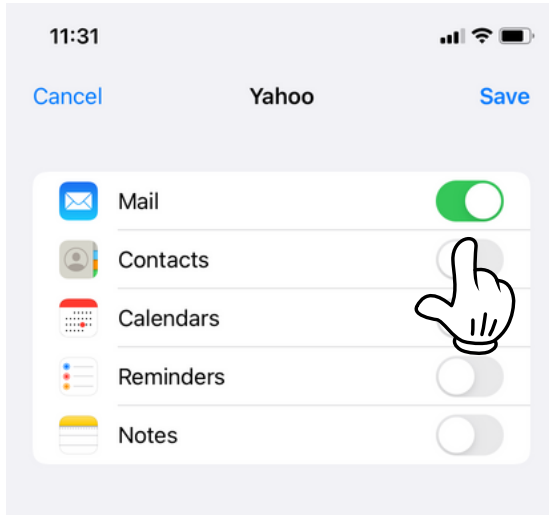
[Forgot password?](#)

Enter your email address and password.

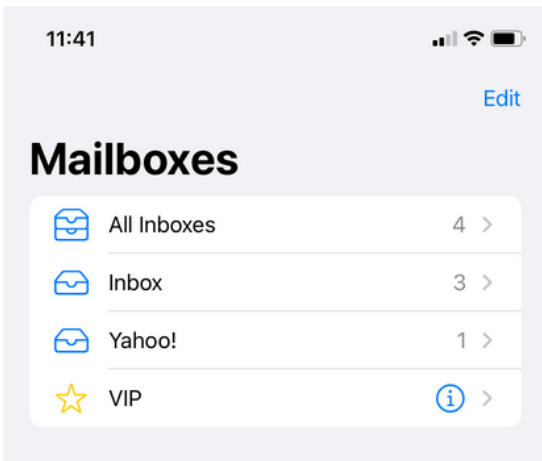
Carefully read the information on each screen.

Follow the prompts.

# Add an Email Account

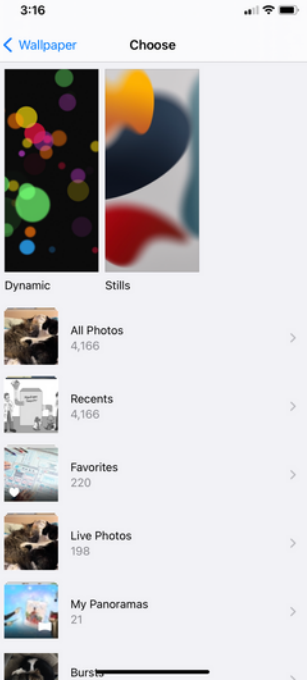


Select what you want on your phone.



You can then access your email with the iPhone's *Mail app*.

# Customize Wallpaper



Tap the *Settings* app and scroll down to find Wallpaper.

Your current wallpapers will be displayed here.

Tap "Choose a New Wallpaper."

Select a generic wallpaper, or tap "All Photos" to choose one from your photos.

Tap the photo you want to set as your wallpaper.

Tap *Set*. Your phone will ask if you want this as your phone background, as your lock screen, or as both. Tap the option you want.





# Calendar App



Tap the *Calendar* app to view your calendar.

Change view mode

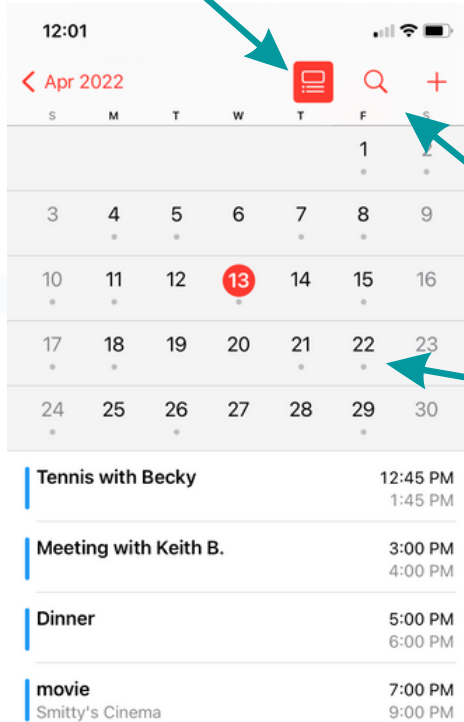
Add event

View other months or years

Search for an event

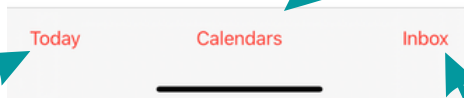
Dots indicate an event

In this view, events will appear in this area



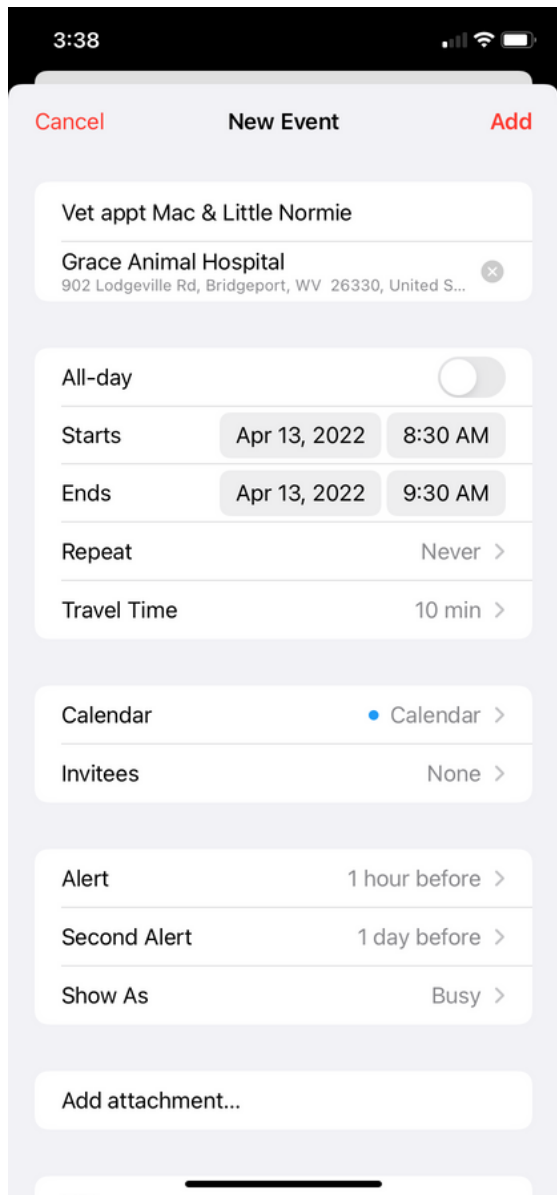
View or add calendars

Tap to quickly view today



Shows event invitations

# Calendar App



Tap the + in the upper right corner of calendar to add new event.

Add a title, with optional event location.

Choose "All-day" or select a start and end time.

If repeating, set repeat information.

Pick the calendar if you created multiple calendars.

Set up reminder alerts if desired, and click Add to finish adding.

Tap edit in upper right corner to make changes.

# Edit Siri Options



Tap the *Settings* app to access Siri options.

Tap *Siri & Search* to customize your Siri experience.

To use Siri, say "hey Siri" if Hey Siri is set up, or press and hold the button specific to your phone until this colored ball appears at bottom of screen, and talk to Siri.

