

Loveland Public Library

# iPhone Handbook



# iPhone X - iPhone 13

## Models with Face ID



# iPhone 5S - iPhone 8 & SE

## Models with Touch ID

er  
k Camera

ock Button



Lock Button

Finger Reader or  
Home Button

Charging Port

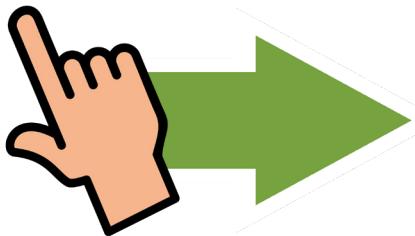
Camera  
Flash



Some models have  
lock button here

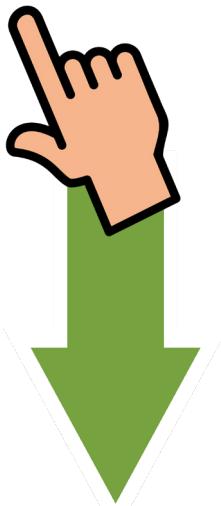


# Basic Gestures



## Swipe

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



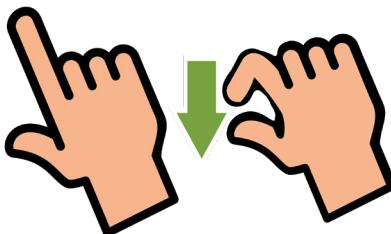
## Scroll

Gently drag finger from top to  
bottom of screen on scroll-able  
pages (web pages, text threads,  
etc)



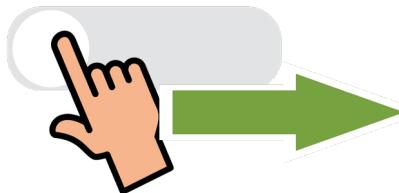
## Tap

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 close together and slide them apart (zoom in)



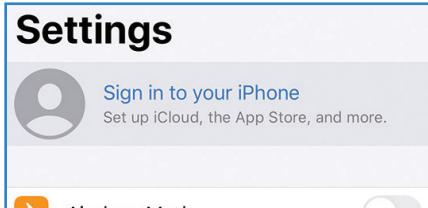
## Slide

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

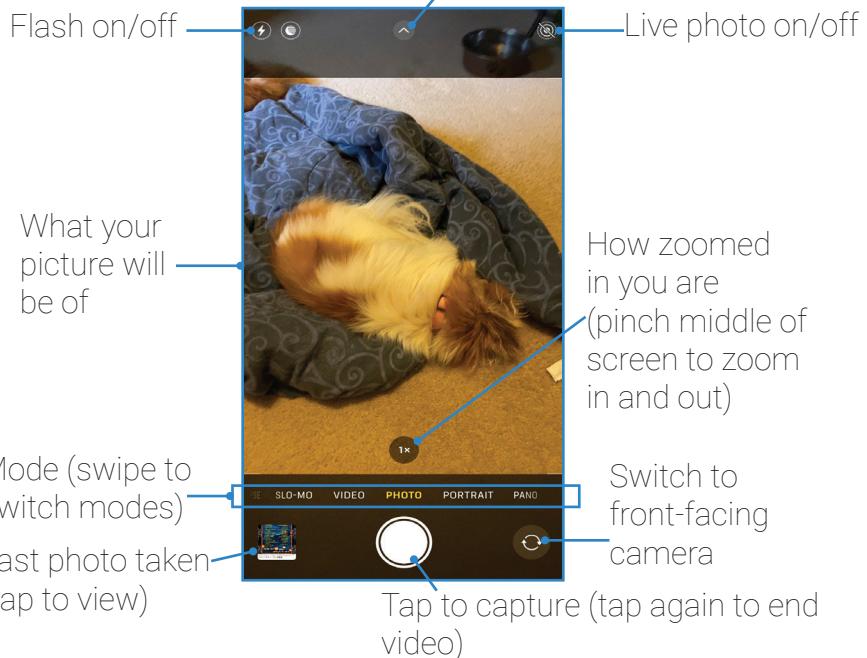


At the top, tap **Sign in to your iPhone** and enter your **Apple ID** information. If you see your name instead, you're signed in

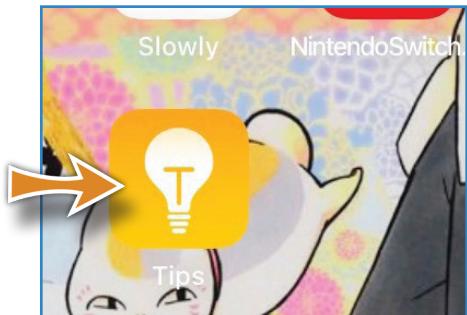
## Camera



Find and tap your **camera app** (it might be on the bottom bar)

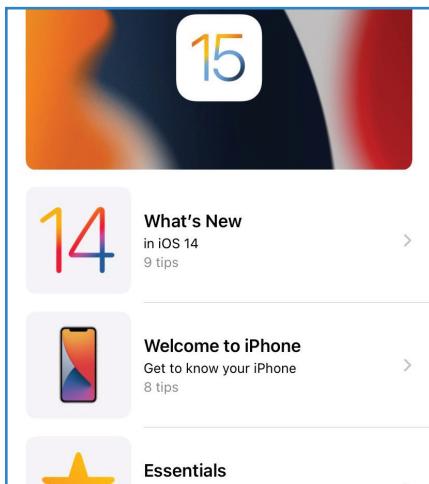


# Tips App



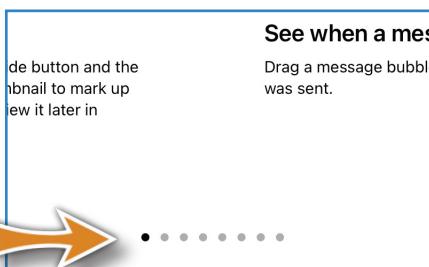
Find the *Tips* app on your phone. This is one of Apple's automatically installed apps when you get your phone.

You can uninstall this app. If uninstalled, redownload from the *App Store*



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

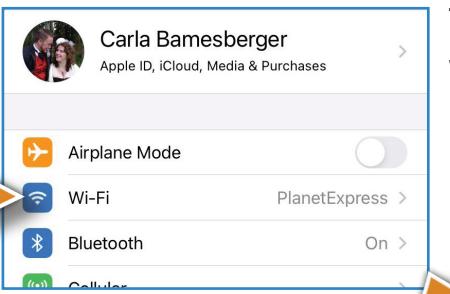


Swipe to navigate pages (multiple pages are indicated by gray dots at the bottom)

# Connect to Wi-Fi



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



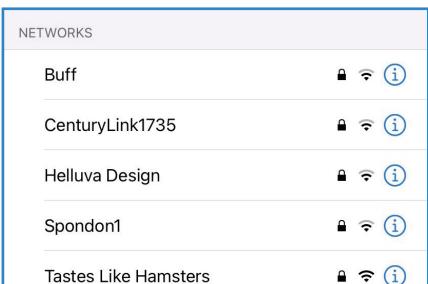
Tap on **Wi-Fi** to open wifi options



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

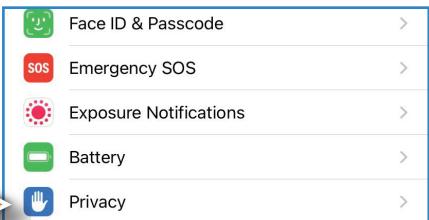


If you are on a Wi-Fi network, it will be shown with a **✓** under the Wi-Fi on-off slider

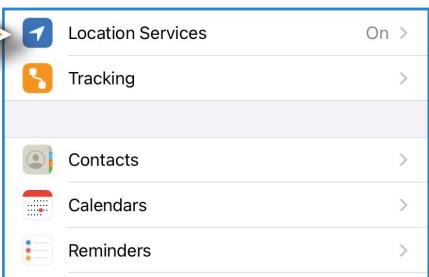


Available networks will be listed under **NETWORKS**. Click desired Wi-Fi and enter password if required

# Privacy & Location

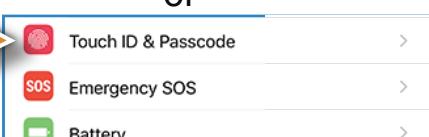
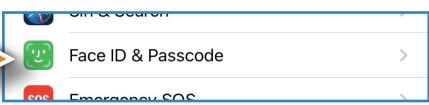


In settings, scroll down to find **Privacy** and tap on it

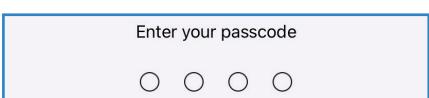


Control what apps get your location data. Some apps like Maps or Weather need your location data to work right

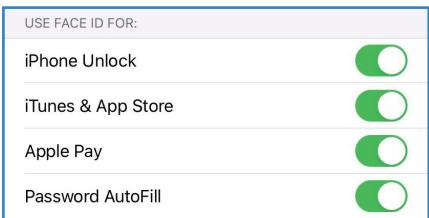
## Passcode



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



It will ask for a Passcode if you have one set up

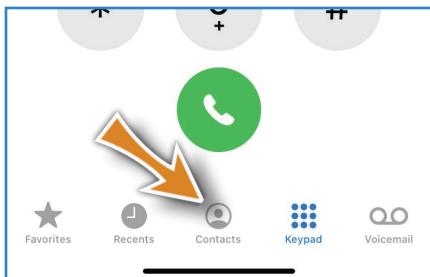


Here, reset **Face** or **Touch ID**, change or turn off **Passcode**, and use sliders to turn on/off **Passcode** use

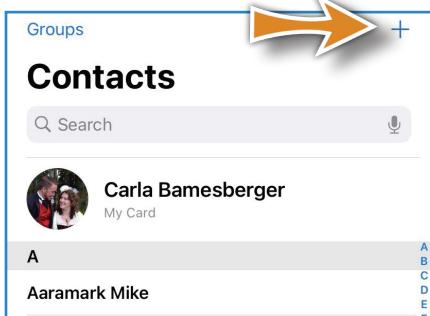
# Add Contacts



Tap the **Phone** icon at the bottom of the screen

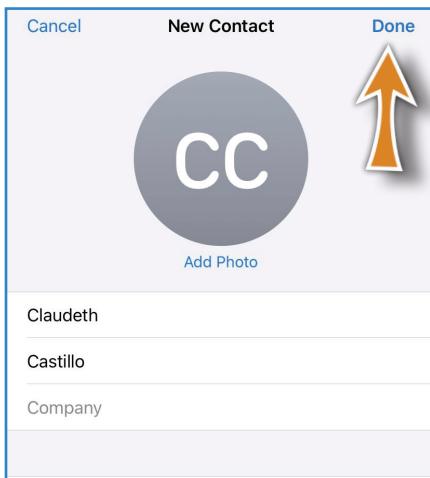


Tap the **Contacts** icon at the bottom of the screen



Existing contacts will be alphabetical

Use **Search** to find a contact

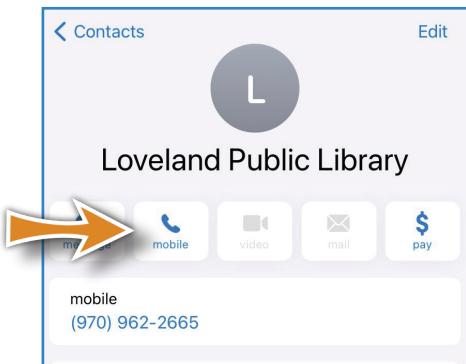


Tap the **+** in the upper right corner to add a new contact

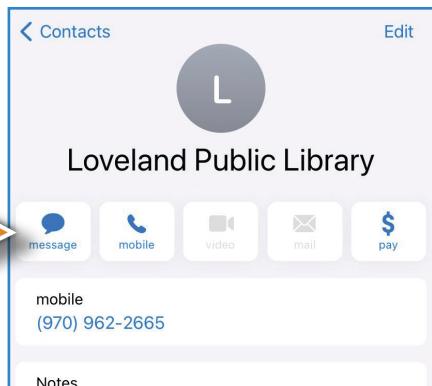
Enter contact name and number. Additional info like email address can be entered lower

Tap **Done** in the upper right corner to save

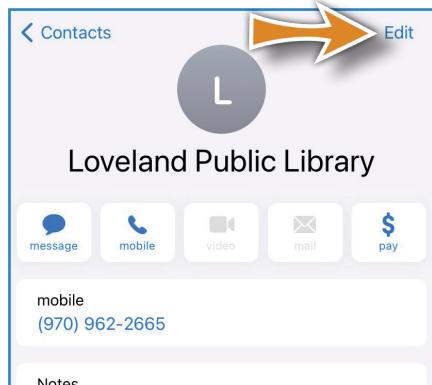
# Manage Contacts



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



Text a contact by tapping the **message** button

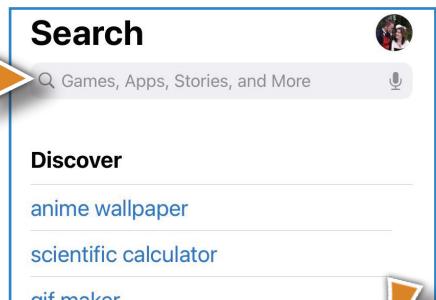


To edit details about the contact such as phone number, name, or other information, tap **Edit** in the upper right corner

# Add Apps



Tap the **App Store** icon



Use the **Search bar** to find the app you want. Type in the name and tap **Search**



Find the app you want. Tap the name to view more info

Tap **Get** to download (if the app is not free, it will show a price instead of **Get**)



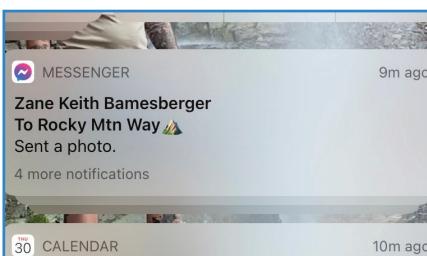
It will ask for your **Apple ID Password**, **Face ID**, or **Touch ID**. Follow the prompts to finish getting the app.

A  will show the download progress.

# Notification Center



Touch the top left corner of the screen and pull down to open **Notification Center**



Each rectangle is one notification (some may be stacked)



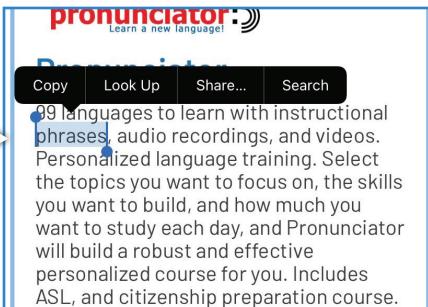
Icon in the upper left indicates what app the notification is from

Touch notification rectangle to go directly to message

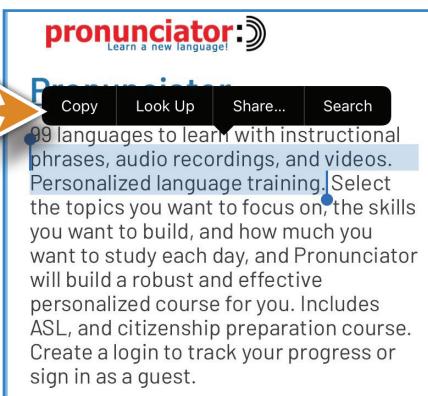
Tap the X to clear notifications (this will not delete anything, it just clears the notification from the **Notification Center**)

# 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



In a typeable field where you want to paste, tap to make the black bar appear. Tap **paste** to paste

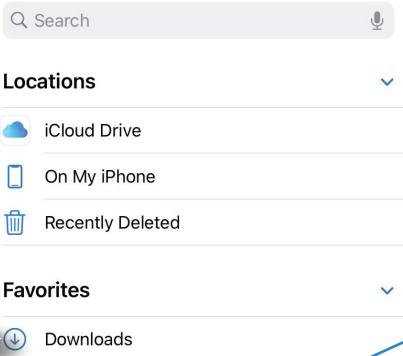
# Downloads Apps

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

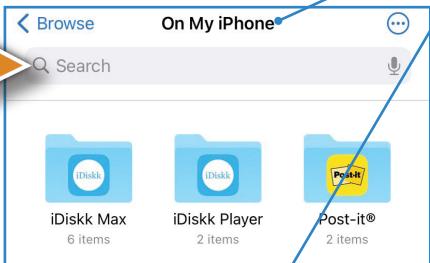


Find and tap on the *Files* app

## Browse

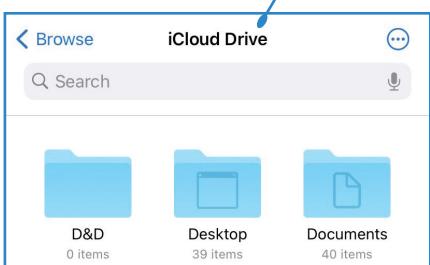


If you are on the *Browse* page, find and tap *Downloads* to view downloaded files



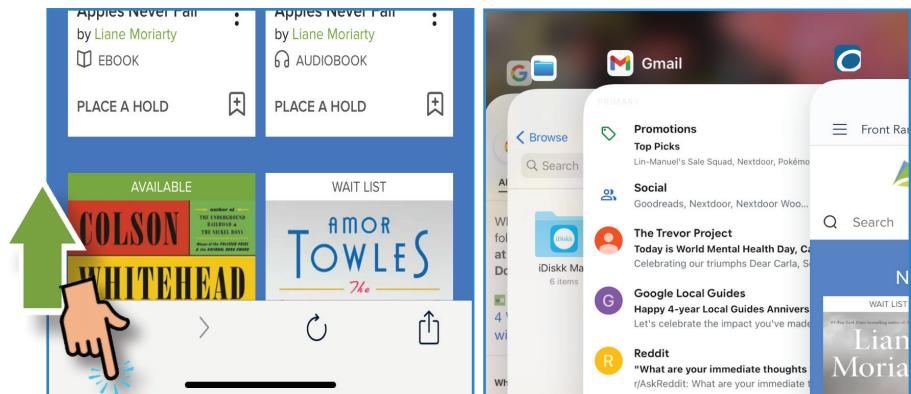
*Note that it tells you where these files are saved right here!*

If you are brought to this page instead of *Browse*, tap the *Search bar* and type “*Downloads*” to pull up the *Downloads* app



You can also use this to search for and view your *iCloud files* (files from your *Apple* devices saved to your online storage)

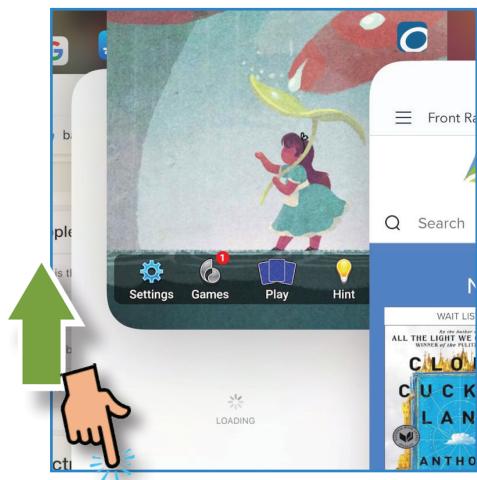
# Switch Between Apps



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.

## Close Apps

Exiting an app does not close the 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

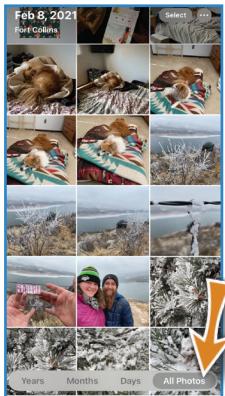
Find an app you want to close and gently swipe up on it, pushing it until it disappears

# Manage Photos



Find and tap the **Photos app**. Tap any photo to view it larger

The **Photos app** has 4 layouts to view photos in:



All Photos



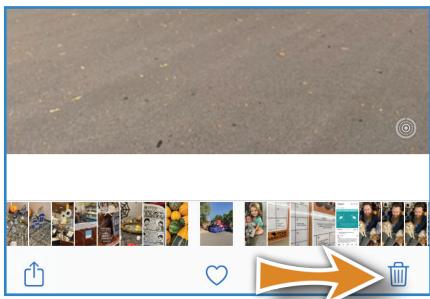
By days



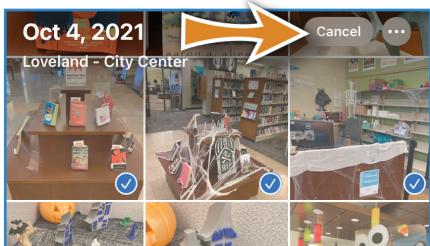
By months



By years



To delete a photo, tap it to view. Tap the **trashcan-shaped icon** at the bottom right. Select **Delete Photo** in red



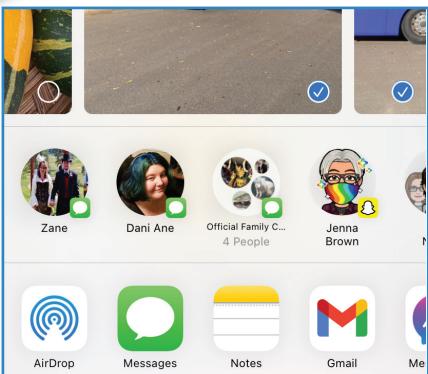
Tap **Select** in the upper right to select multiple photos. A blue circle with a check indicates selected photos

# Send Photos

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

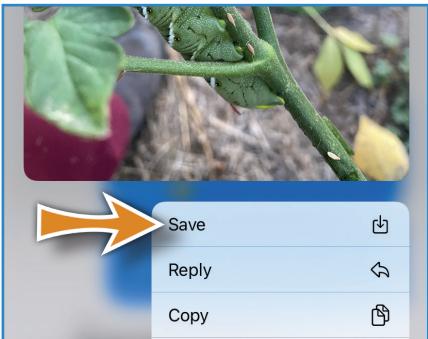


Tap the photo you want to send and touch the **Send** icon



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

# Save Photos



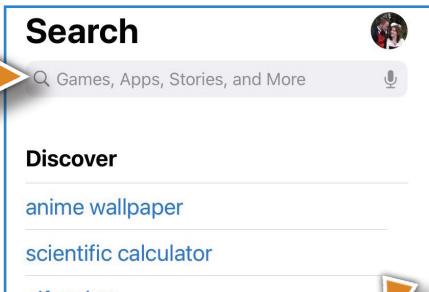
Press and hold on a photo. When the menu pops up, select **Save**

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

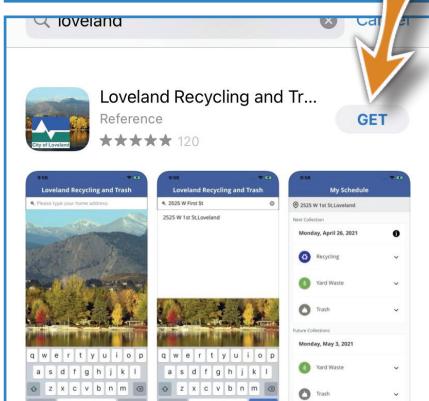
# Add Apps



Tap the **App Store** icon



Use the **Search bar** to find the app you want. Type in the name and tap **Search**



Find the app you want. Tap the name to view more info

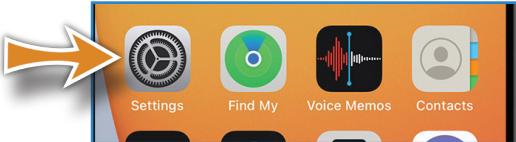
Tap **Get** to download (if the app is not free, it will show a price instead of **Get**)



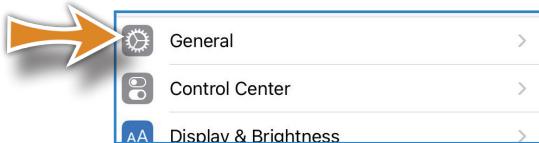
It will ask for your **Apple ID Password**, **Face ID**, or **Touch ID**. Follow the prompts to finish getting the app.

A  will show the download progress.

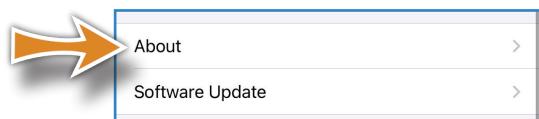
# Updates



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)

If **Download and Install** is not clickable, something is preventing the download. Look at the text under it for an explanation (Example: No Wi-Fi)

# 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.



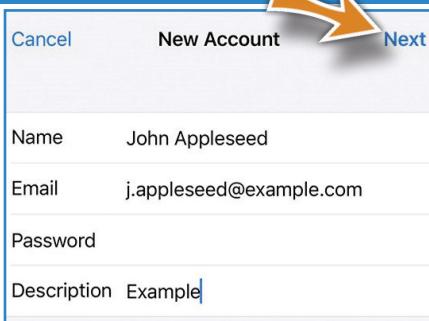
Tap the **Settings** app to go into your phone settings



Tap on **Mail**

Tap on **Accounts**.

Tap **add Account**, and enter your email and password.



If you see **Next**, tap it and check email for confirmation email

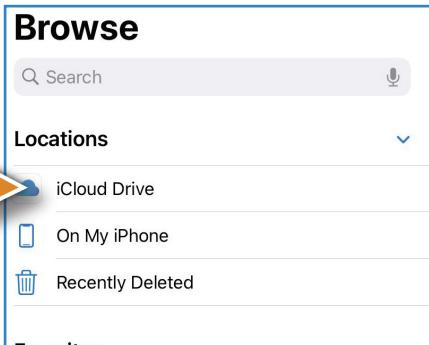
If you see **Save**, tap it

For manual setup, enter name, email address, email password, and description. Tap **Next** to have phone find your email.

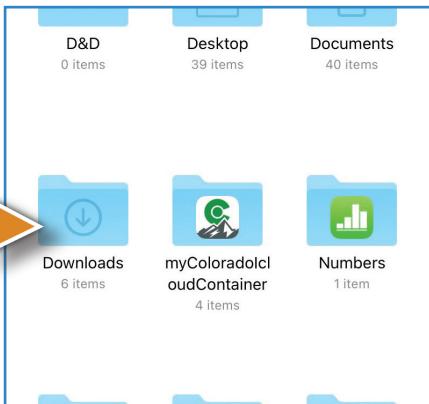
# Download/Locate Files



Tap the **Files** app to view saved files on your phone

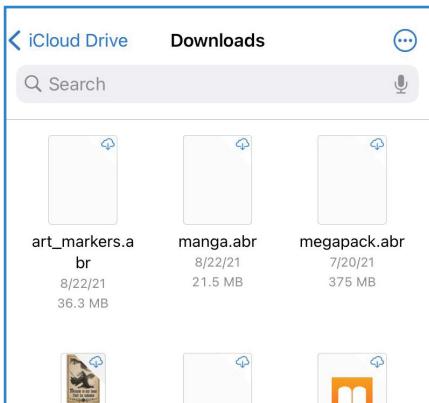


Tap the location where your file is. If you downloaded something recently, it will be in **iCloud Drive** or **On My iPhone**



The **Downloads app** will usually be in the **iCloud Drive** location. Tap that location to view more folders

To view downloads, tap the **Downloads** folder



View recent downloads. Double-tap desired file to open

Use blue text in upper left to navigate back to **iCloud Drive**

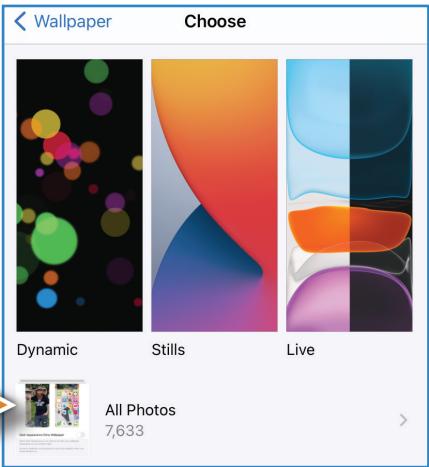
# Customize Wallpaper



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

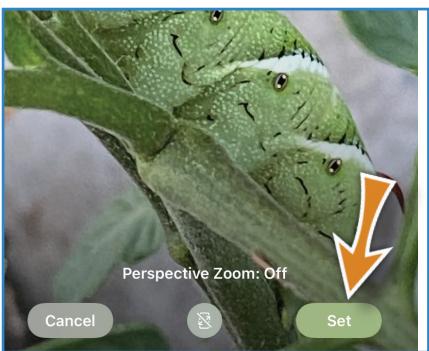


Your current wallpapers will be displayed here. Tap **Choose a New Wallpaper**



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

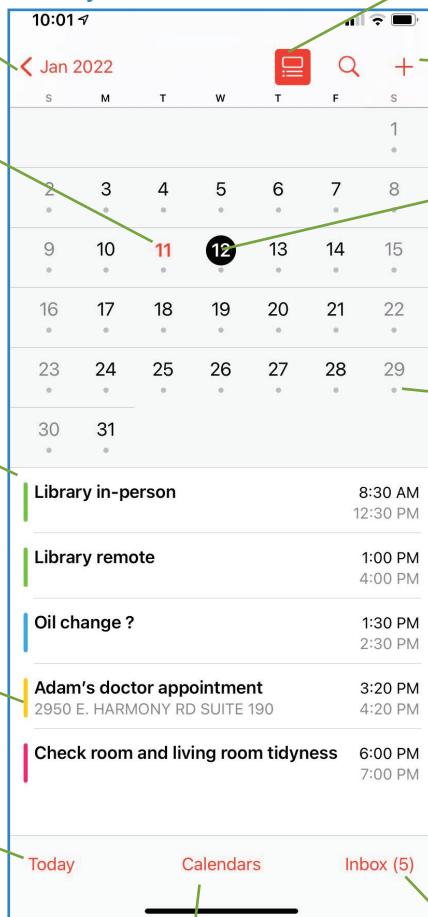
View other months or years

The red date is TODAY

In this view, events will appear in this area

Colored bar indicates calendar (if multiple calendars)

Tap to quickly view today



View or add calendars (organization)

Change view mode

Add event

The black circle shows date currently selected

Dots indicate an event

Shows events added by someone in your Apple Family

Cancel      New Event      Add

Title

Location

All-day

Starts Jan 12, 2022 10:00 AM

Ends 11:00 AM

Repeat Never >

Travel Time None >

Calendar Possible volunteer >

Invitees None >

Alert None >

Show As Busy >

Add attachment...

URL

◀ January      Event Details      Edit

**Library remote**

Wednesday, Jan 12, 2022  
from 1 PM to 4 PM  
repeats every week on Monday, Tuesday, Wednesday, and Friday

Now 1 PM 2 PM 3 PM

Library remote  
Oil change ?

Calendar

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

Add a title, with optional event location

Choose **All-day** or choose a start and end time

If repeating, set repeat information

Pick the calendar if you created multiple calendars

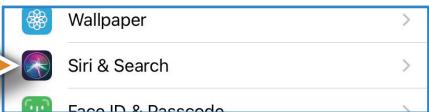
Set up reminder alerts if desired, and click **Add** to finish adding

Your finished event will look like this. Tap **edit** in upper right corner to make changes

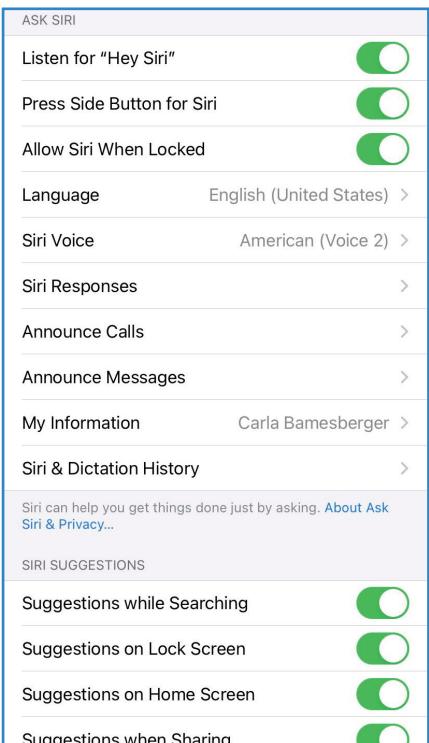
# Edit Siri Options



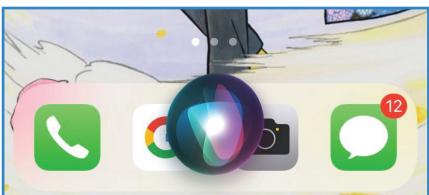
Tap the **Settings** app to access **Siri** options



Tap **Siri & Search**



Customize your **Siri** experience. For optimal **Siri** use, make sure all sliders are turned to the on position (white ball to the right, green to the left)



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**

## NOTES

**Thank you for learning with  
Loveland Public Library!**

**Questions?**

**Contact Library Technology**  
**[library.technology@cityofloveland.org](mailto:library.technology@cityofloveland.org)**

