*LeisureWorld**TECH***

Presents
Introduction to
iPhone & iPad for Seniors

An Overview of iOS

Kevin Bishop

Presentation Outline

- About the Technology Resource Center

- A Quick Look at iPhone & iPad Hardware

- What is iOS (AKA iPadOS)?

- First some basics… (Lock & Home Screens, Settings & Key Apps)

- An Introduction to iCloud

- Personalizing Your iPhone

- Browsing the Web

- Email

- Saving files

- iPad & iPadOS

- Features specific to iPad (Multitasking, Devices, Apps)

- iPhone/iPad Security

- Live Demonstrations

- Q&A

LeisureWorldTECH

The Leisure World Technology Resource Center

- **Who am I?**

- **Who we are.**

- **Why we are here?**

- **What we do?**

- **What are our future plans?**
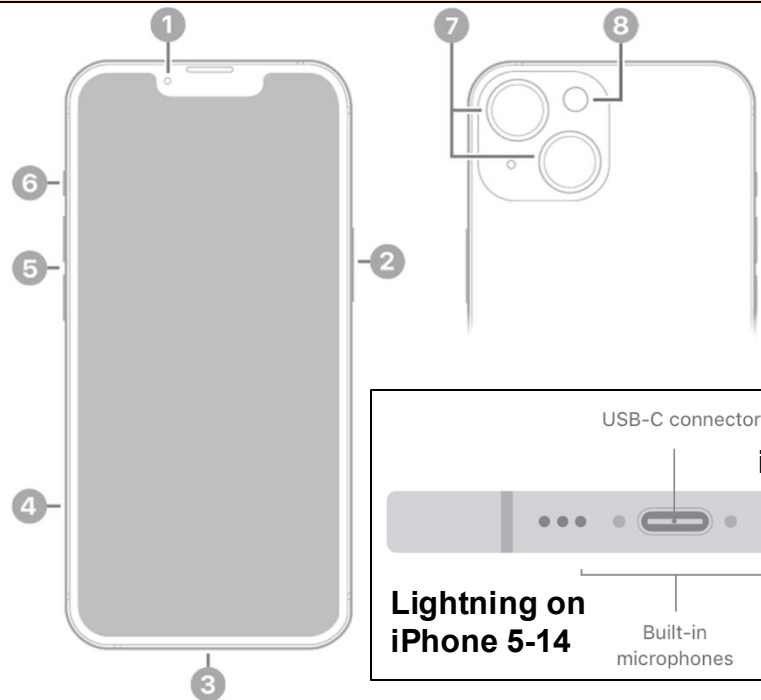
iPhone Hardware (2018-2025)

iPhone 16 Pro Max (10/24)

6.9" Screen

iPhone 14 (10/22)

6.1" Screen

iPhone SE 2nd Generation (4/20)

4.7" Screen

iPhone SE retains Home Button (ala iPad)

21 Generations of iPhone in Primary 3 Size & Feature Levels

iPhone Evolution:

- **Annual Release Since 2007**
- **iPhone 4 1st Apple (A4) Chip**
- **iPhone 5s (2013) 1st 64-bit Smartphone w/Touch ID**
- **All models XS/R & Up (2018) can run the latest iOS SW**
- **XR (2018) 1st iPhone with current 6.1" screen size**
- **iPhone 11 Adds Pro & Pro Max (6.7" screen) Versions**
- **12 (10/2020) 1st 5G iPhone**
- **15 (10/23) USB-C, Titanium Case Pro Models**
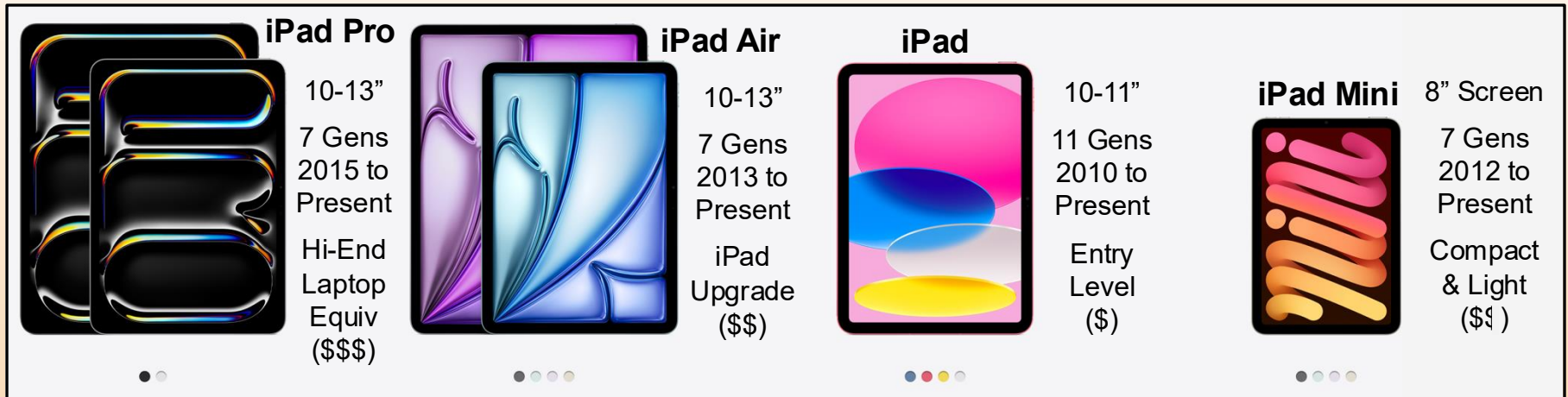- **16 Apple Intelligence, Action Button, A18 Processor**

External Buttons and Connectors

1 – Front Camera

2 – Side Button

3 – USB/Lightning Connector

4 – SIM Tray

5 – Volume Buttons

6 – Ring/Silent Switch (Action Button on iPhone 16)

7 – Rear Cameras

8 – Flash

Graphics via Apple.Com

USB-C on iPhone 15 & Up

USB-C connector

Lightning on iPhone 5-14

Built-in microphones

Built-in stereo speaker

iPad Hardware (2018-2025)

iPad Pro
10-13"

7 Gens
2015 to Present

Hi-End Laptop Equiv ($$$)

iPad Air
10-13"

7 Gens
2013 to Present

iPad Upgrade ($$)

iPad
10-11"

11 Gens
2010 to Present

Entry Level ($)

iPad Mini
8" Screen

7 Gens
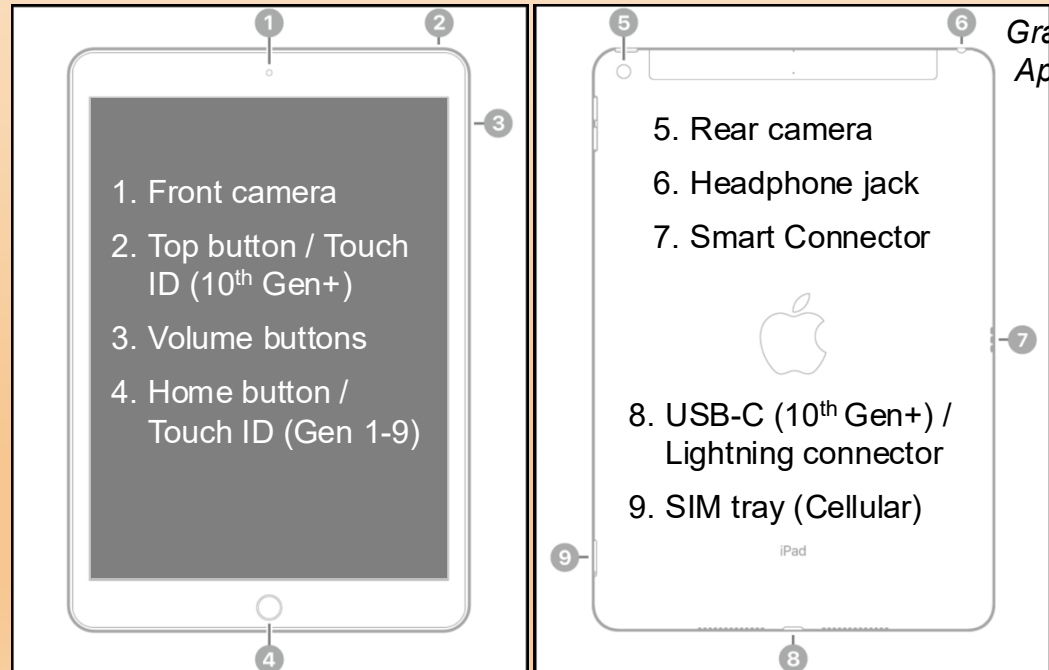2012 to Present

Compact & Light ($$)

Graphics via Apple.Com

iPad Evolution:
- **iPad Initial Release 2010 w/A4 Processor**
- **iPad 4th Gen & 1st Mini Released 2012**
- **iPad Air & 2nd Gen Mini Released 2013**
- **iPad Pro (w/Pencil) & Mini 4 Rel 2015**
- **iPad 6 (w/Pencil) & Pro 3 Released 2018**
- **iPad 7, Mini 5 & Air 3 Released 2019**
- **iPad 8, Air 4th and Pro 4th Released 2020**
- **iPad 10, Air 5, Pro 6 (all USB-C) in 2022**

iPad Options/Accessory Hardware:
- ➤ **Cellular (Web w/o Wifi, Videochat, VTC)**
- ➤ **Apple Pencil (BT writing/drawing stylus)**
- ➤ **Keyboard (BT, Smart Connector), Mouse**
- ➤ **USB-C (Ethernet, Data Storage, MIDI…)**

1. Front camera
2. Top button / Touch ID (10th Gen+)
3. Volume buttons
4. Home button / Touch ID (Gen 1-9)

5. Rear camera
6. Headphone jack
7. Smart Connector
8. USB-C (10th Gen+) / Lightning connector
9. SIM tray (Cellular)

iPad

What is iOS?

iOS is Apple's mobile device Operating System

- **It is the Software that manages all of the iPhone's functions**

- **Uses a graphical user interface (touchscreen displays with pages, menus, icons, folders, prompts, buttons, swipes…)**

- **Runs Applications that enable Web Browsing, Email, Text Messages, Phone Calls, Photos, Music and Video Streaming**

- **Controls the device's hardware (processor, display, memory, storage, power, speakers, cameras, cellular service, internet & connections to other devices…)**

- **Implements device, data, connection and message security**

- **Uses the same core software for iPhone, iPad, Watch & TV**

- **Major updates annually with incremental feature & security updates as they are developed. Current version is iOS 18.5**

Commercial logo as used by Apple since 2017

Home screen of iOS 18, the most recent version, running on an iPhone 15 Pro using Dark Mode

Graphic via Wikipedia

iOS Basics (1): The Lock Screen

The Lock screen can be personalized as desired

Top line shows cell, WIFI, battery info at the top & Dynamic Island (what's running) in the center

Date & time just below

Flashlight and Camera access buttons at the bottom of the screen

Swipe Up from the bottom of the screen to open the iPhone

Press side button to lock the iPhone
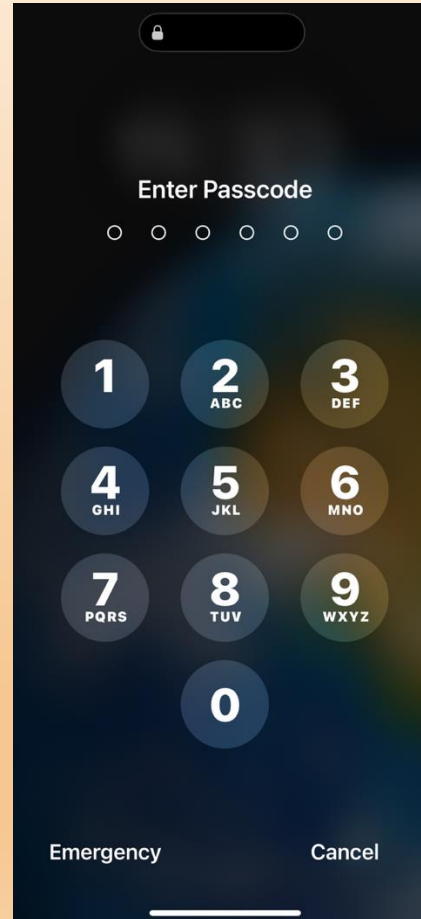
The passcode entry screen restricts access & requires a 6-digit code to open the iPhone (older versions use 4)

You can setup Face ID & use the camera to recognize you, opening the iPhone w/o the passcode screen

Quick access button for emergency calls at bottom

Cancel just takes you back to the Lock Screen

iOS Basics (2): The Home Screen

The Home screen can be personalized as desired

Time & Status info at top

Dynamic Island (top, center) shows running Music App

Icons launch Apps to manage device, perform specific tasks

Folders can group individual Apps to organize Home screen

Dock (bottom) holds top 4 App Icons (user selected)

Swipe left to change pages, last page will be App Library (scroll up/dn to see all Apps)
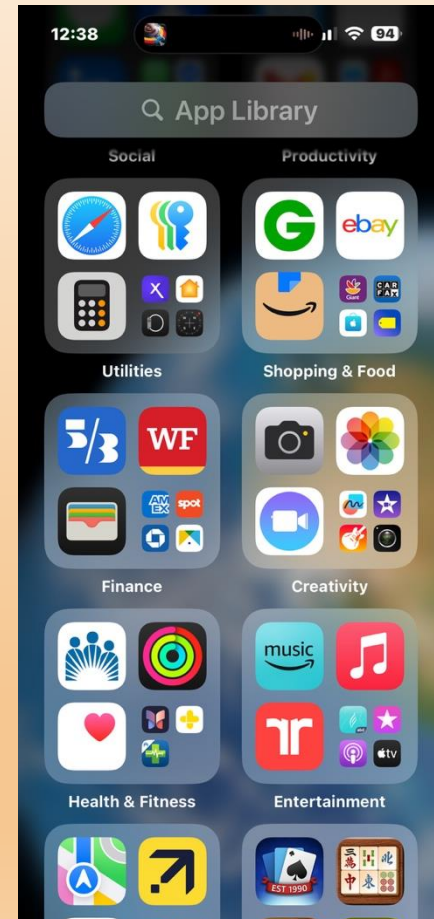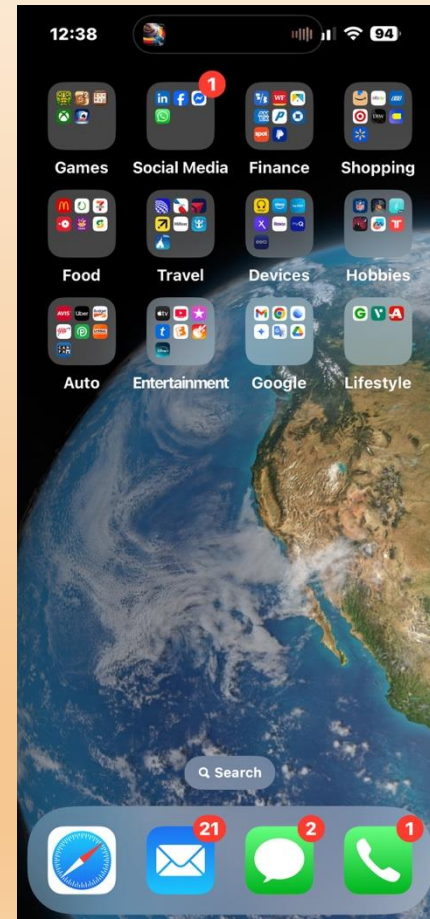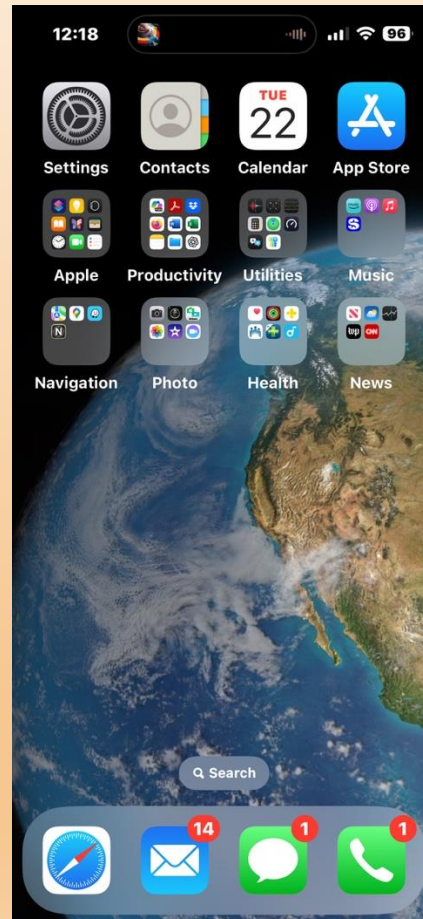
iOS Basics (3): Home Screen Pt 2

Clicking on a Folder will show the Apps (launch from Icons)

Remove, reorganize Apps by long press on Home screen (Icons & Folders will "wiggle")

Tap on minus at top of Icon to remove App (confirm req'd)

Move Apps by dragging (while touched to screen) to desired location or onto folder

Placing one App over another creates a new Folder with both

Touch anywhere on screen (or Done button) to end edit mode
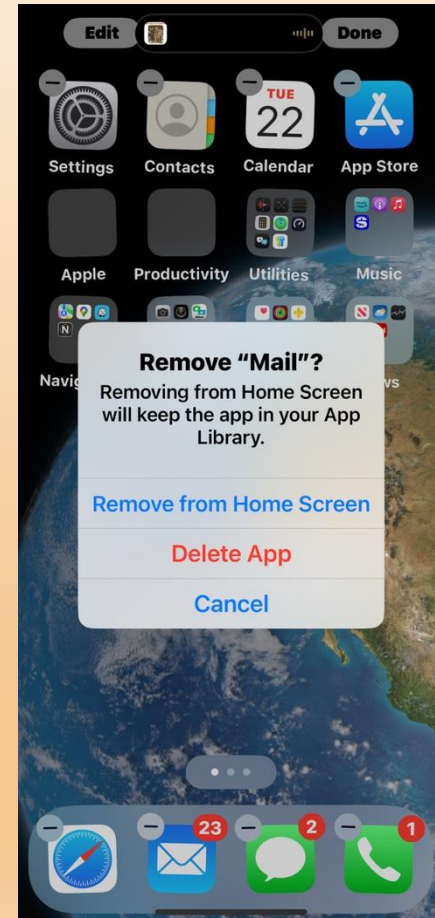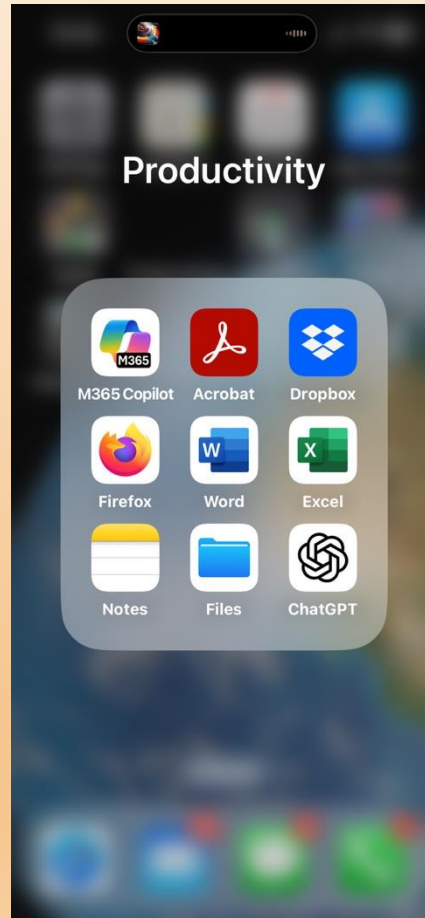
iOS Basics (3): Home Screen Pt 3

Swiping down from the top opens the Notification Center, displaying alerts (apps or sites)

Control your running Apps by swiping from the bottom up to show a stack of screen images that you can scroll through by swiping right (App to App) and close that App by swiping up

Bring up "Widgets" (mini Apps that display info or images) by swiping right from home screen

Clicking on Running App, Widget or Notification will bring up the related App and/or show current details or message
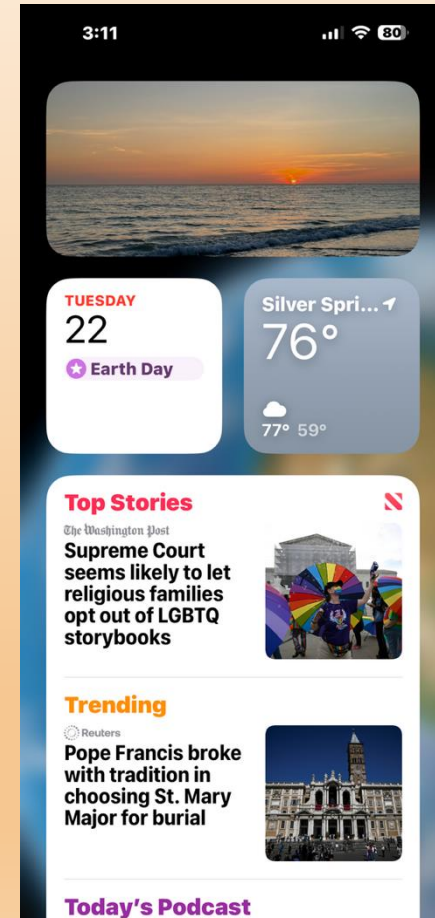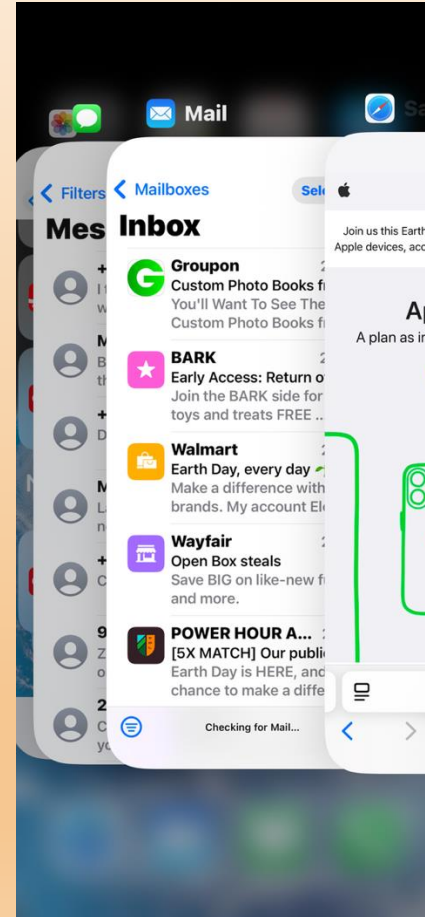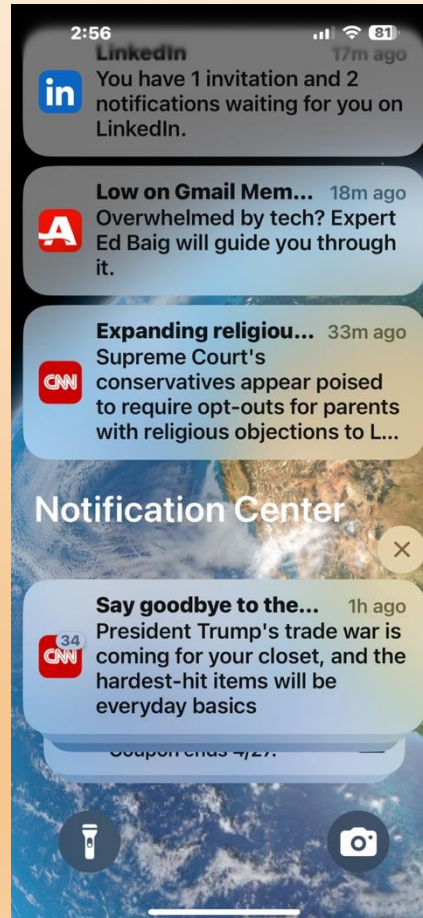
iOS Basics (4): The Settings App

Settings App configures iPhone, Screens, Apps & manages your ID, accounts, personal info

KB's Top-11 most used:
- Account/Name (ID, iCloud…)
- Wi-Fi (connect to internet)
- Bluetooth (Earbuds, Car, Mouse)
- General (Device Info, Updates, Storage, Warranty, xfer/reset)
- Accessibility (Vision, Hearing, Speech, Touch…)
- Display… (Brightness, Text Size)
- Wallpaper (image backdrops)
- Notifications (manage alerts)
- Face ID & Passcode (access)
- Privacy & Security (Device, Apps)
- Apps (App-specific controls)
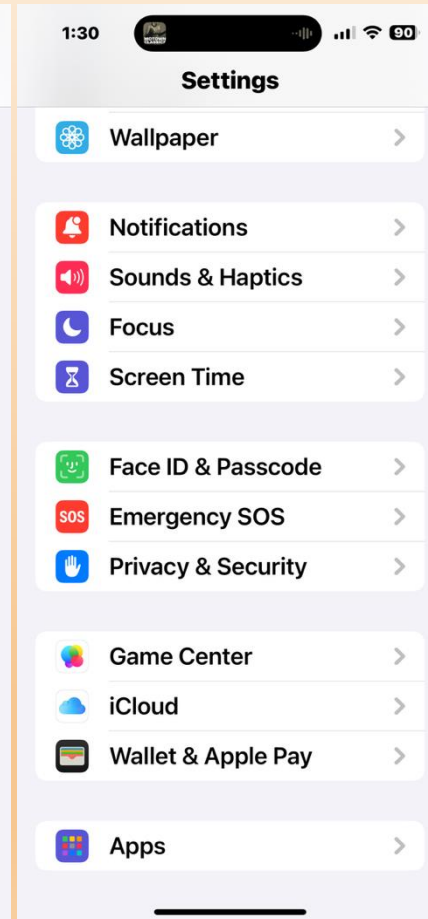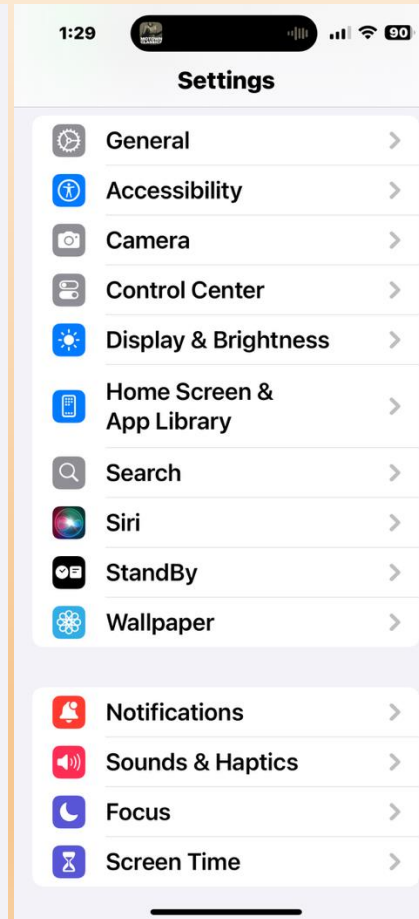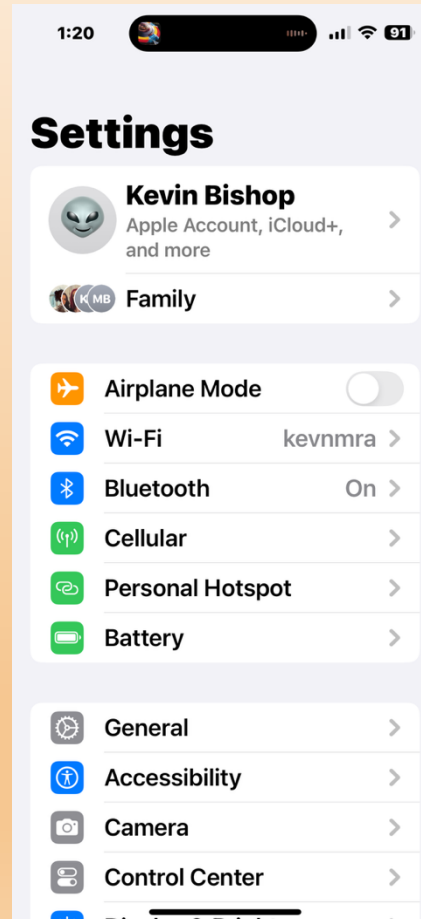
iOS Basics (5): The Phone App

Phone App Manages Calls

- Keypad to enter #'s with icon at bottom to place call

- Call screen shows recipient, timer & call options:
  - Speakerphone
  - 3-Way Calling
  - Facetime (Video Call)
  - Mute On/Off
  - Keypad Entry for Menu Trees
  - Call Recording & Recipient Info Options at Top

- Voicemail list
  - Click on number to play back
  - Detailed caller info button at right
  - Change/set greeting at top
  - Edit Recordings (delete, new/old)

- Contacts & Favorites List Links

- Side volume (up/dn) buttons

- Side Silent (Vibrate) Switch
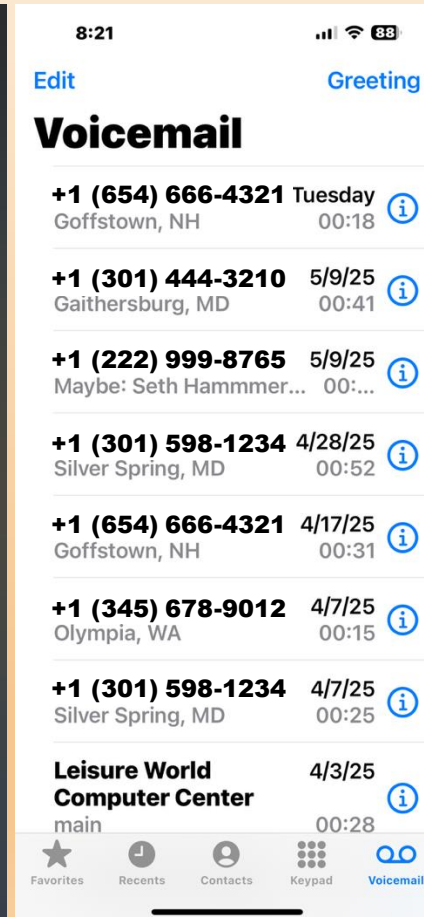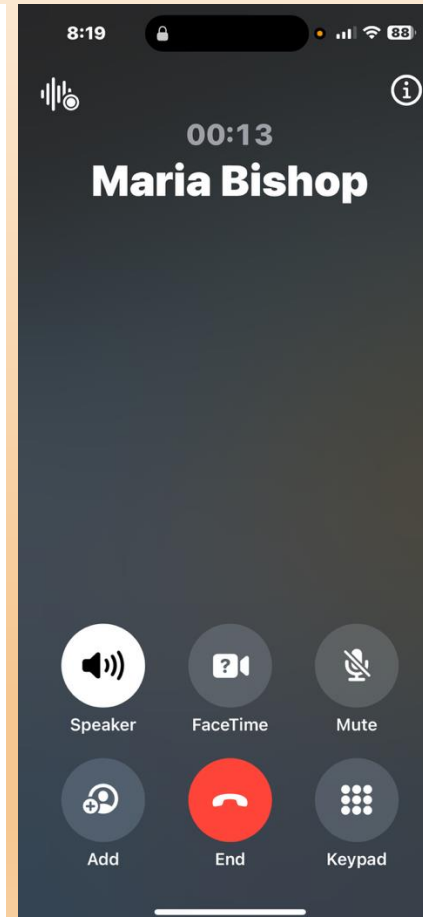
iOS Basics (6): Messages App
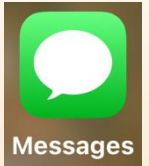
Messages App displays a list of senders & in reverse time order

- Entries are conversations with with one or more messages

- Next message from the same sender adds to conversation

- Add photos, documents links, emojis, A/V clips via + button

- Enter text via keypad with Up Arrow to send

- Your messages in blue bubbles

- Start a new conversation by tapping the icon at top right, entering a phone number or contact, then add message(s)

- Continue a conversation by selecting a prior one and adding new message(s)
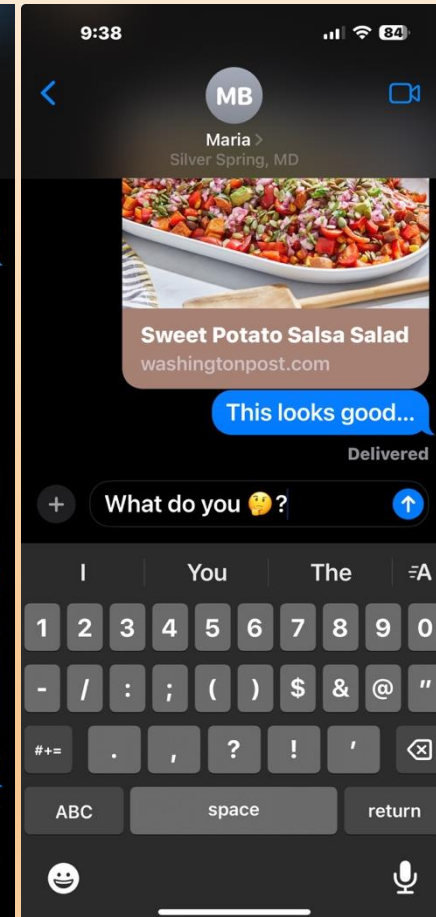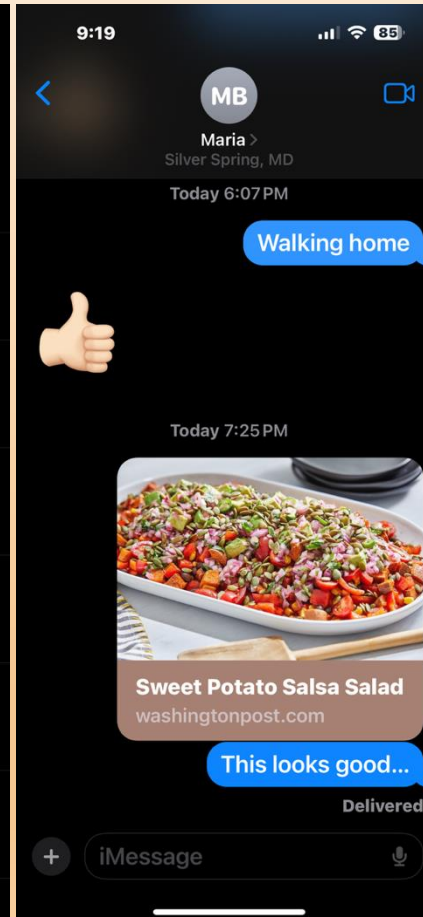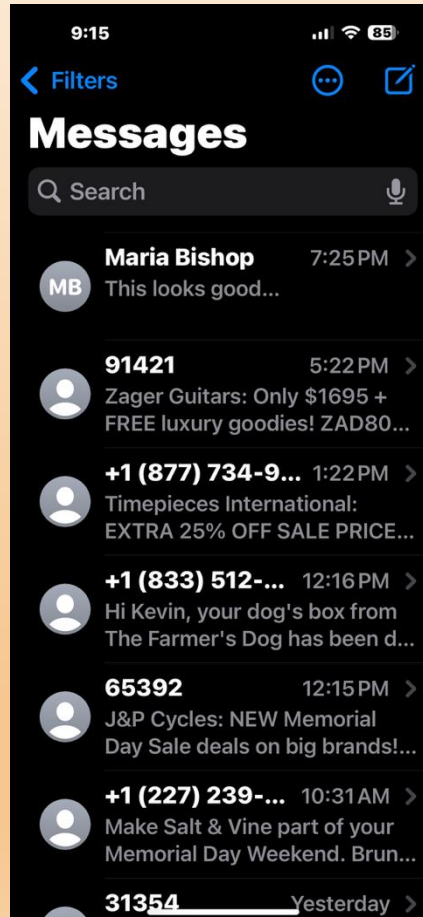
iOS Basics (7): Internet Browser

Safari is iOS' Built-In Browser

- Search window at top/bottom
- Set search engine in settings
- Voice search via mic icon
- Buttons at bottom to Share, Show Reading List or Tabs
- If no tabs open, will show bookmarks, privacy report, reading list & suggested sites
- New search opens a tab
- Scroll up/dn using swipe
- 2-finger 'Pinch'/'Spread' will zoom in/out on website.
- Show Tabs via icon at bottom right. Close tabs by tapping x at top right corner
- To close Browser entirely swipe up from screen bottom
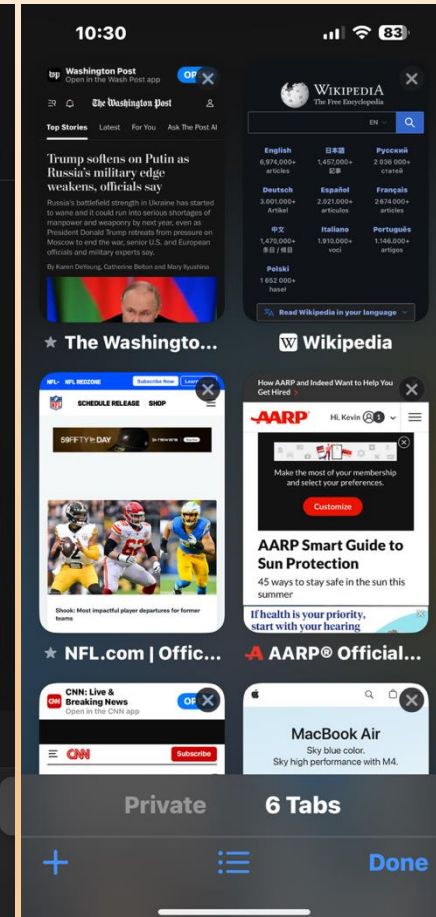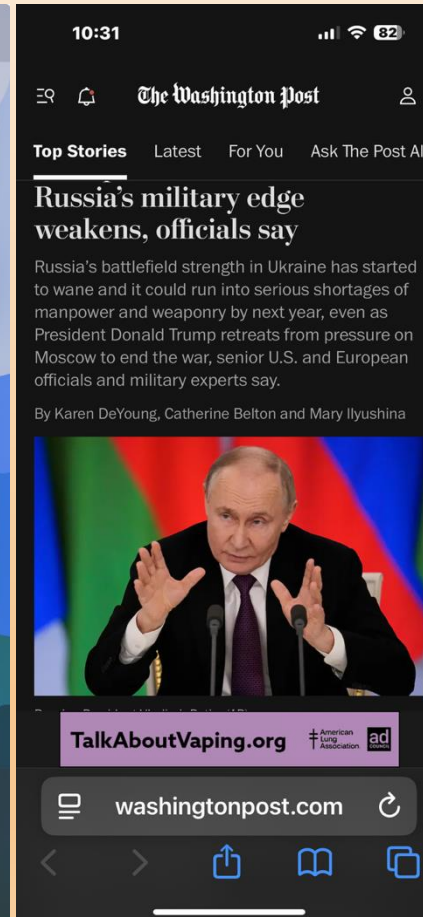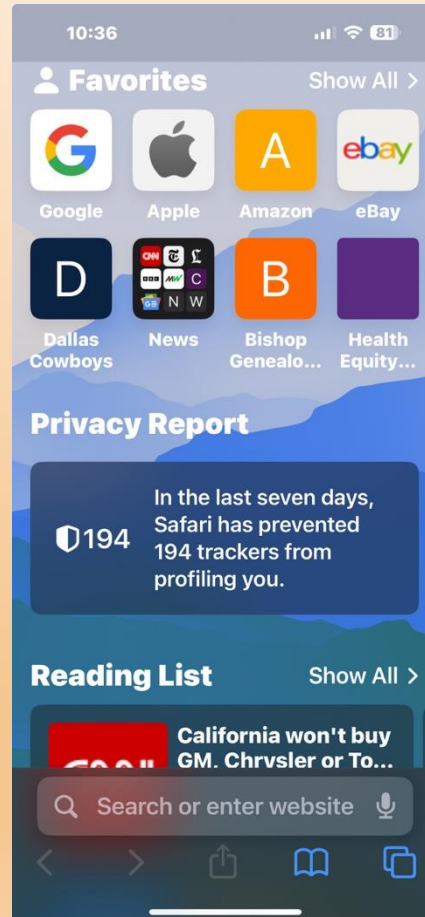
iOS Basics (8): The Mail App

The Mail App manages Email, from one or more accounts

- Add email accounts in Settings
- Each account has multiple boxes (Inbox, Drafts, Sent, Junk, Trash)
- Once open, mail will connect and download new mail (all accounts)
- Inbox listed in reverse time-order, with blue dot for unread emails; show unread only via icon at B/L
- Create email icon at bottom right
- Enter address & text via keypad
- Ribbon over keypad suggests words/spelling; also sets fonts, adds attachments or graphics
- Dictate Email text or add Emojis via icons at bottom
- Send Email via Blue Up Arrow
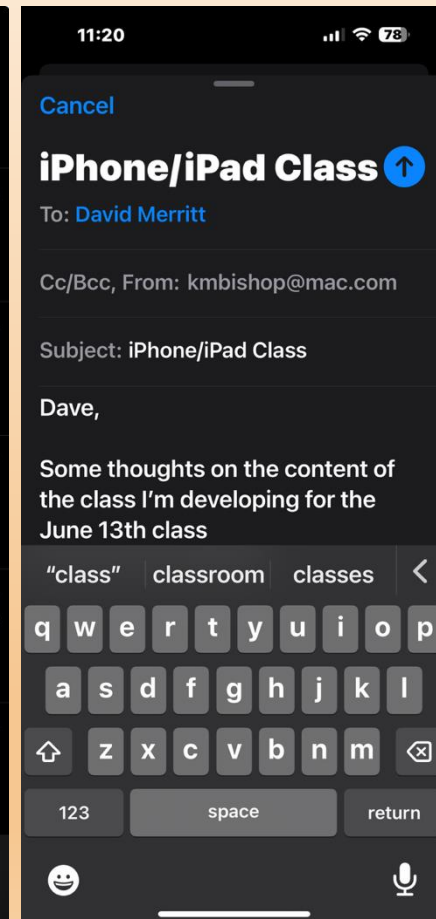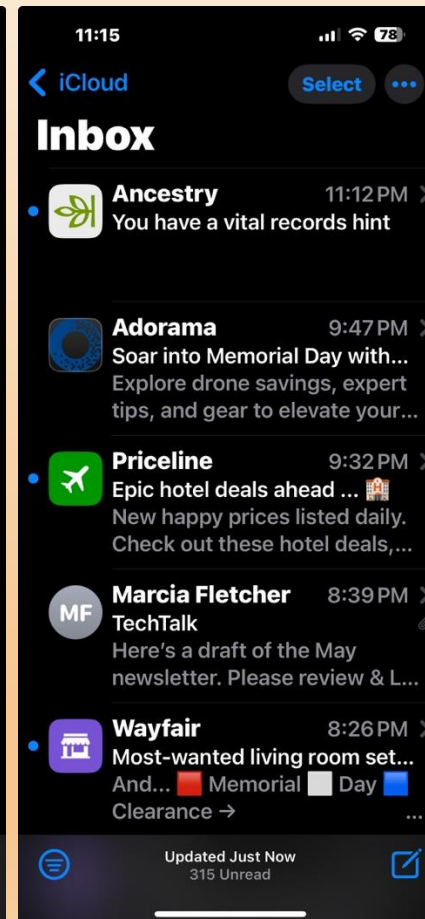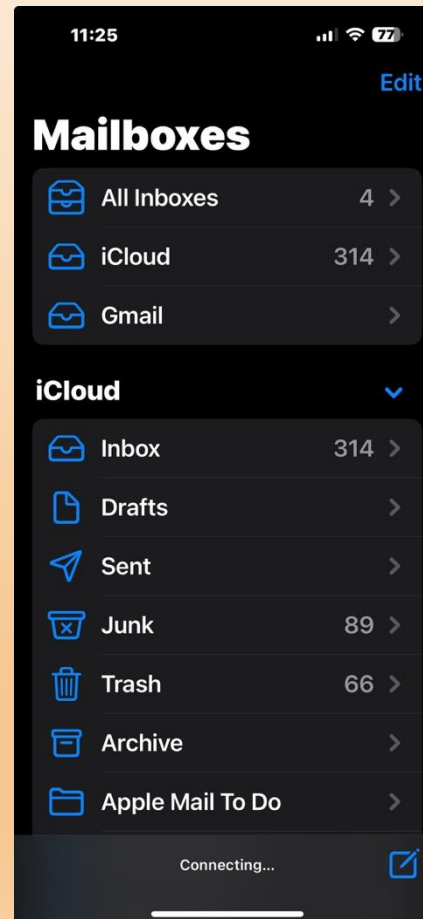
iOS Basics (9): Camera & Photos
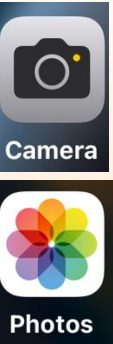
Camera & Photos Apps enable digital photography on iPhone

Camera App Features:
• 7 Photo & Video Modes
• 0.5-2x Zoom w/Built-in Flash
• Front & Rear-Facing Cameras
• Linked to Photos App for storage and Photo Editing
• "Live Photo" mini-animations
• Selectable focus area

Photos App Features
• Linked photo library allows user-defined albums, photo imports & exports to/from multiple formats
• Photo editing tools (color adjust, crop, apply filters, annotate, lighting effects)
• Photo Info (date/time, location, file name, map overlay, settings)

Introduction to iCloud

iCloud is a secure app & data storage integration service provided by Apple

Key Features:

- Access almost anywhere via a wide variety of devices
- File storage (iCloud Drive) for documents and important data (1st 5 GB free, 200 GB is $2.99/mo)
- Linked to Photos, Mail, Contacts, Calendar Apps and others (Notes, Reminders, Messages, Pages, Numbers, Keynote…)
- Secure Access to your Passwords & Keychain across all of your Apple devices
- Security Enhancements (Safari Private Relay, Hide my Email, Find My Mac/iPhone/iPad/Watch…)
- Enables Family sharing of Apple Subscriptions (Cloud Storage, TV, Music, Books, News+, Fitness+, Arcade)
- Backup for your Apple Devices (Mac/iPhone/iPad…)
- Configurable: you choose what goes to the cloud and/or stays on your individual devices
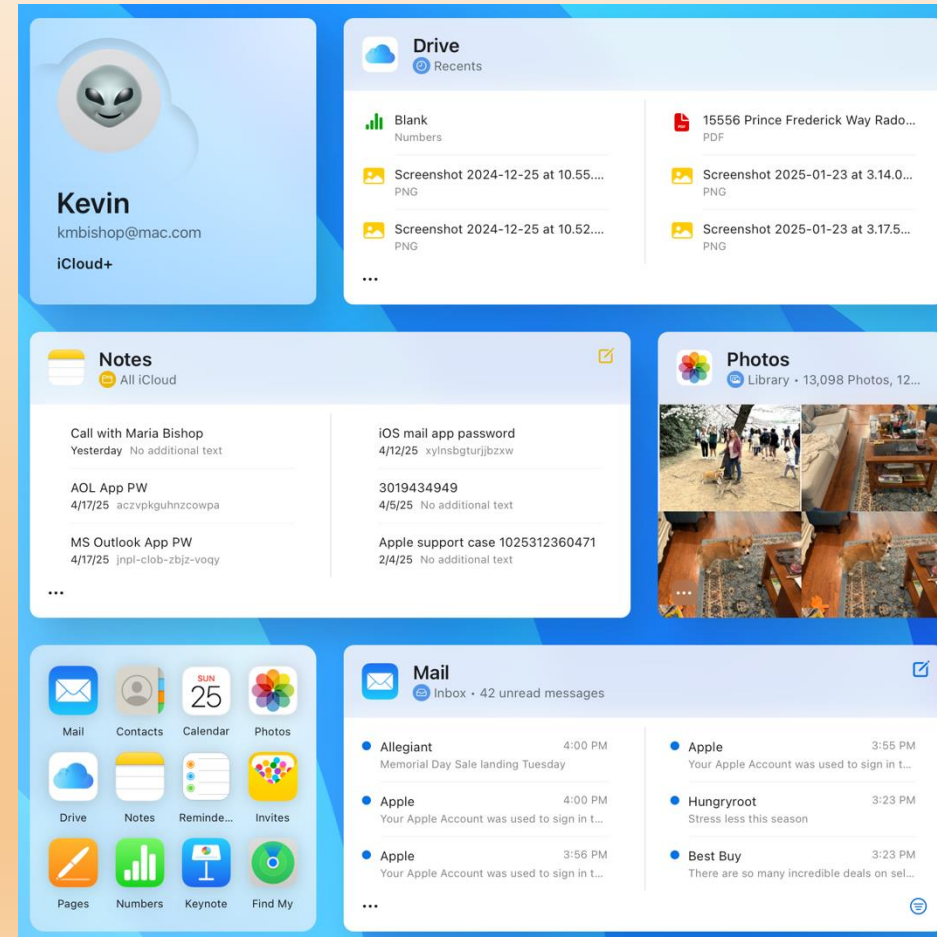
The App Store
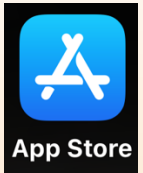
The App Store is a Verified Archive of Downloadable Apps

App Store Features/Content:

- Multiple ways to search (Browse Categories, Suggestions, Text Search, Current/Popular…)
- Mix of Free, Paid, or Apps with In-App purchases (can sort/filter)
- App pages show user and age ratings, screenshots, description
- Get (new), 'Cloud' (re-download), Update or Open (existing apps)
- New, download or update will bring up authorization screen
- Account icon (top right), shows Your Apps, purchase history, Subscriptions, Notification settings, gift card/funding options
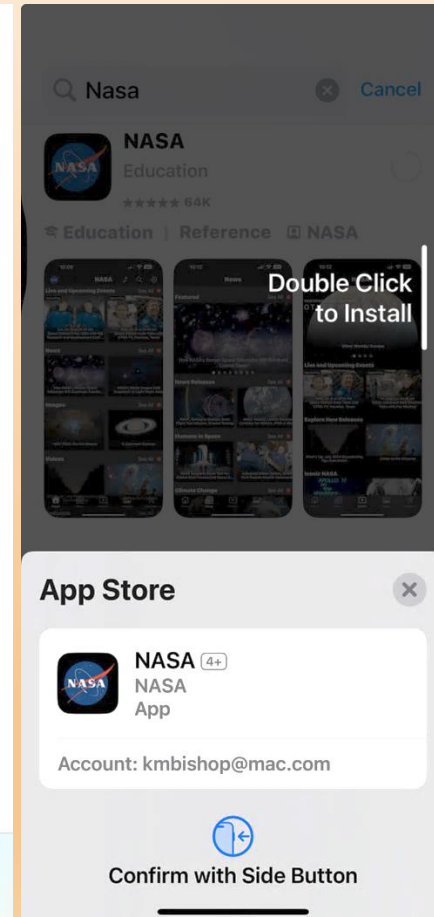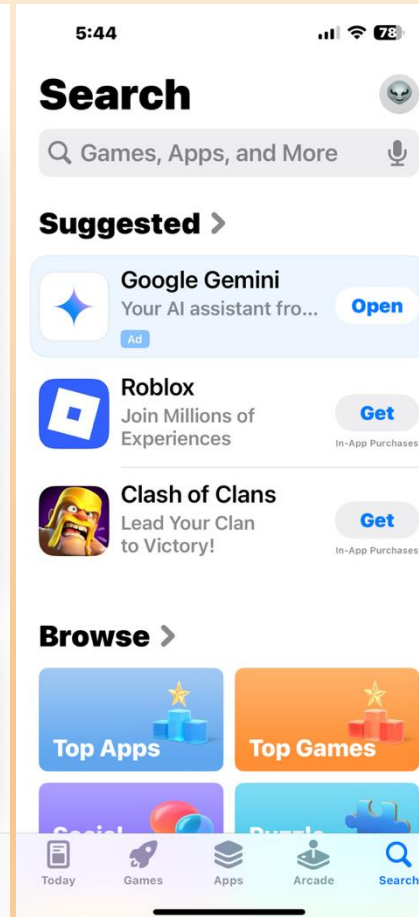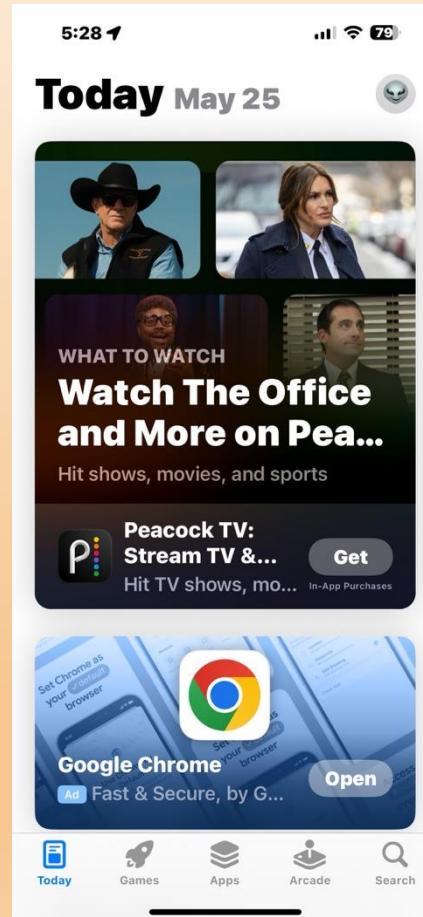
Personalizing Your iPhone

Lock Screen/Wallpaper

• Lock iPhone w/Side Button

• Touch and Hold Lock Screen

• Swipe Left/Right to Select New Lock & Home Screen Images

Setup Face ID

• Tap Settings, Face ID & Passcode

• Enter Passcode

• Tap **Set Up Face ID**

• Animations will guide you through completing face scans

Increase Text & Icon Size

• Tap Settings, Display & Brightness

• Tap Text Size, Move Slider Right

• Tap Display Zoom, Check Larger Text Button
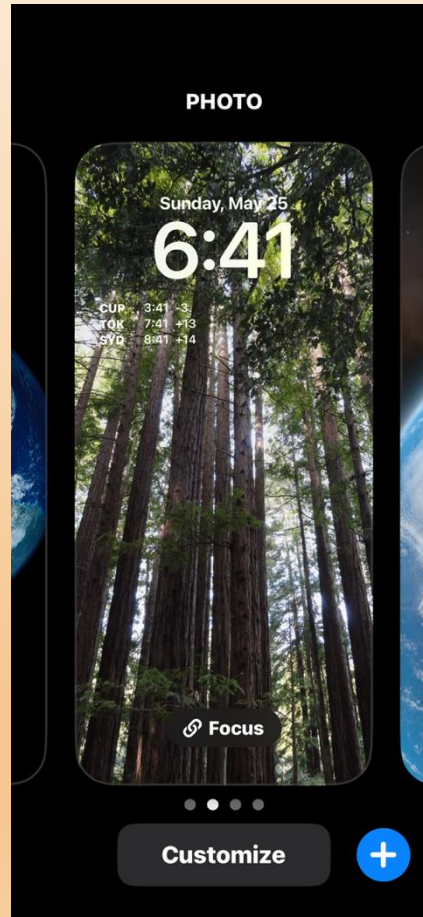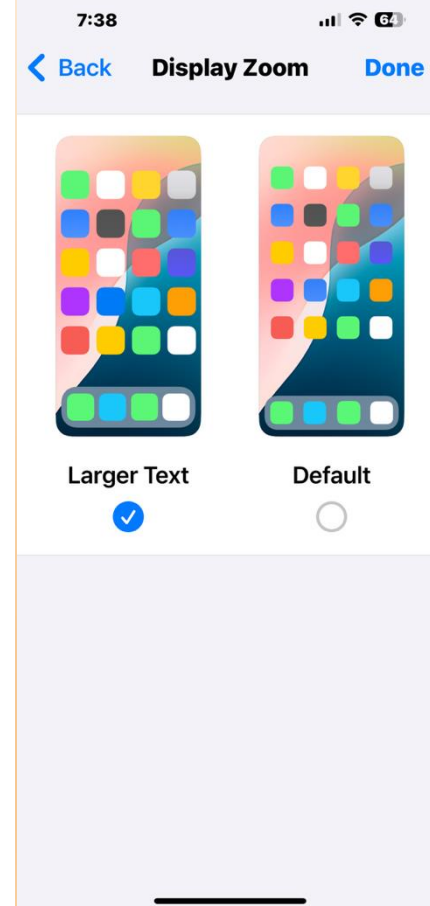
Saving/Accessing Files on Your iPhone or iPad (1 of 2)

Safari **Messages**

Mail **Files**

Save Attachments or Download Files (Mail, Safari, Messages or other Apps)

Mail Attachments:
- Click Blue Download Icon 📥
- Select Save Location (saved)
- Save Attachment brings up Files, Downloads Folder, Tap **Save**

Browser or Messages
- Open Link (Browser) or Message with Photo/File
- Tap Share 📤
- Scroll down, Tap Save to Files
- Choose Save Location, Tap **Save**

Some Apps may require an additional step such as Export to a specific format; but will then link to Files to choose location and save.
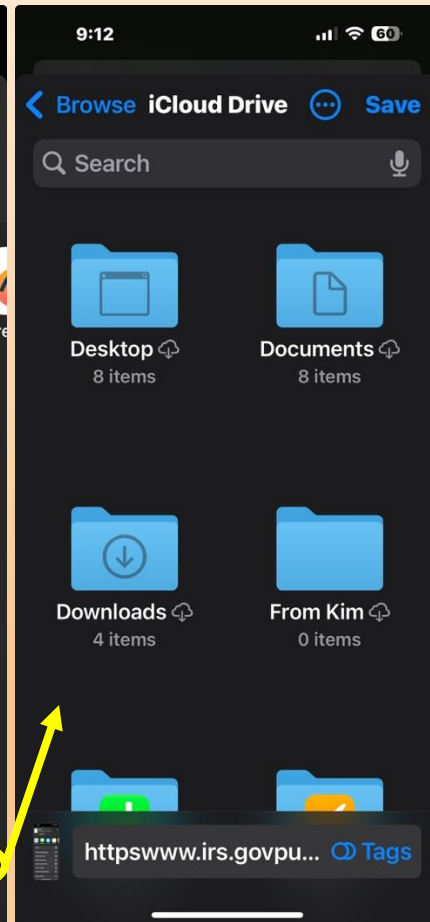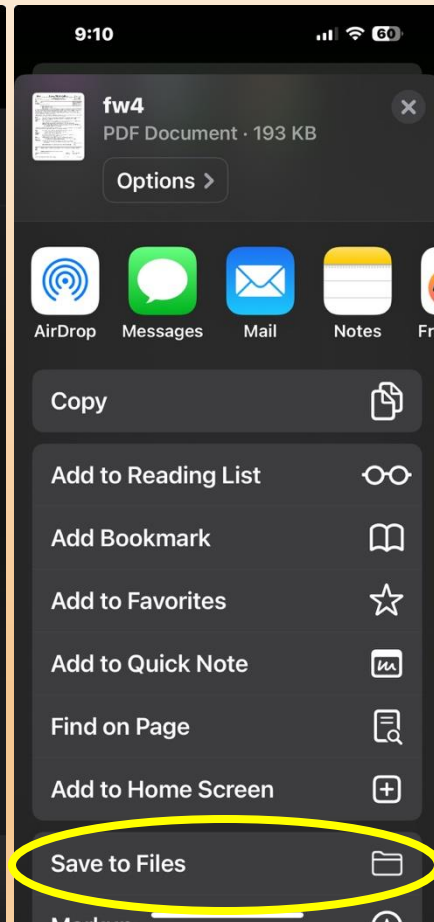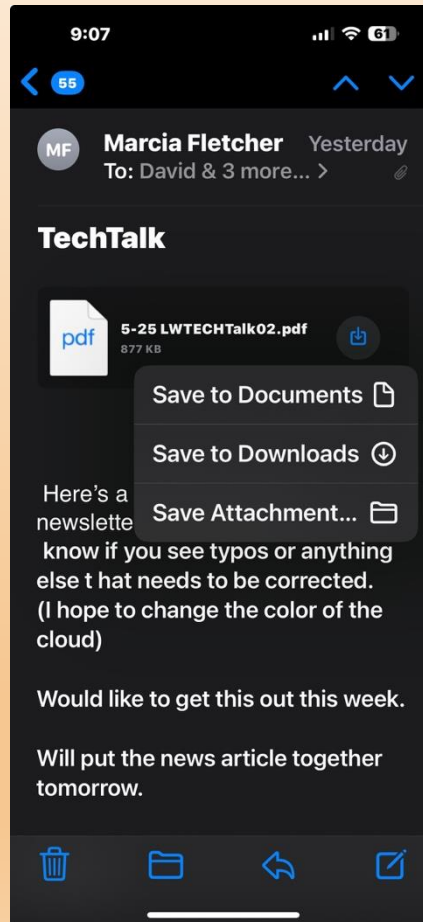
Saving/Accessing Files on Your iPhone or iPad (2 of 2)
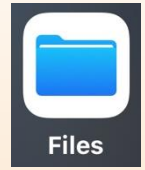
Access Saved Files to Upload, Attach to Email or Text Message

Open the Files App

- Select Location
- Open Document
- Tap Share Icon
- Choose Mail, Messages, Contact
- Send via Mail or Messages

From Mail

- Tap Ribbon Above Keypad
- Swipe right, Tap Paperclip Icon
- Choose Attach File, Opens Files
- Choose File Location, Tap File Icon (attaches & returns to Mail)

Other Apps may have different upload interface to the Files App but will use Files to locate and select the file to upload
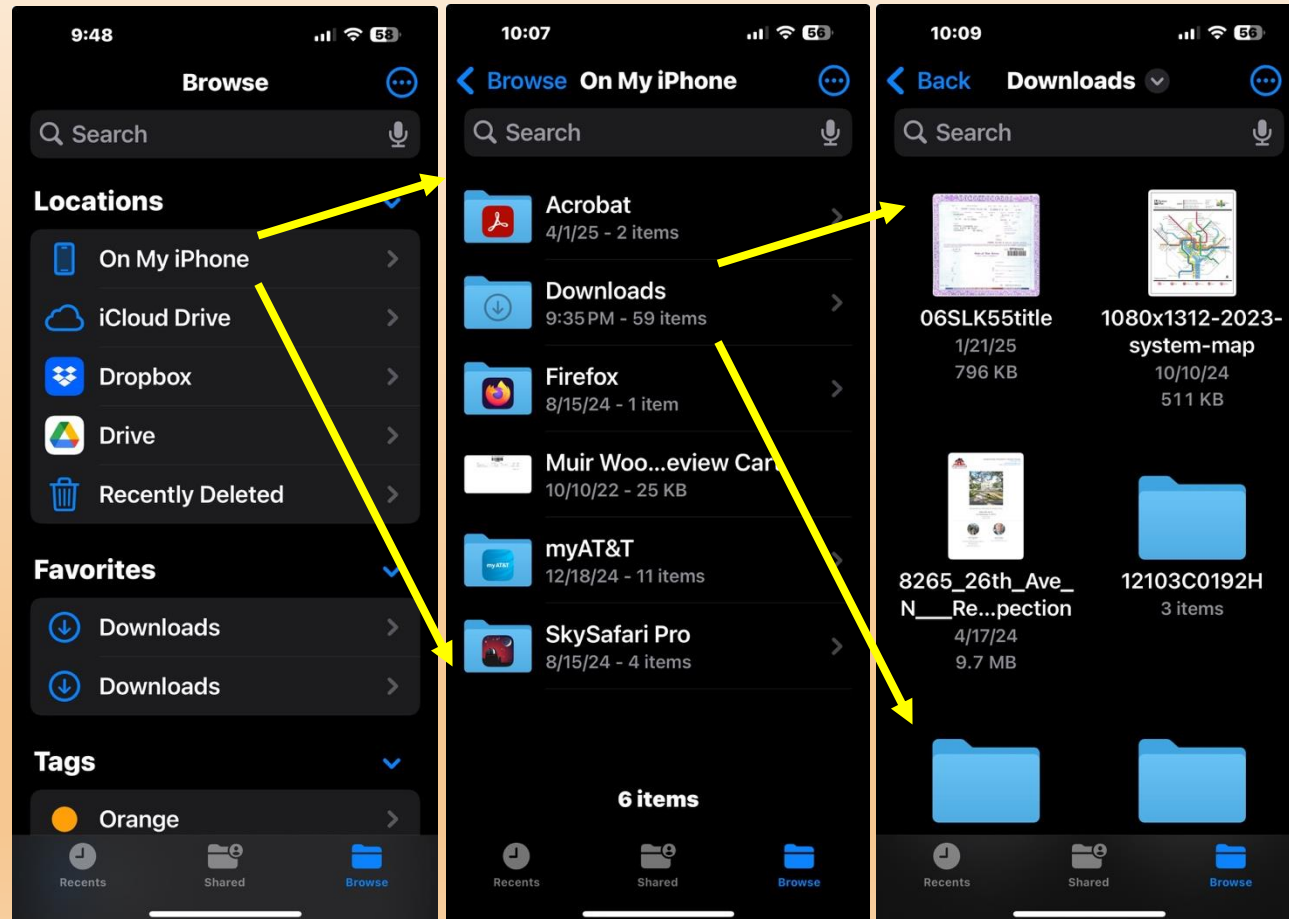
iPad & iPadOS
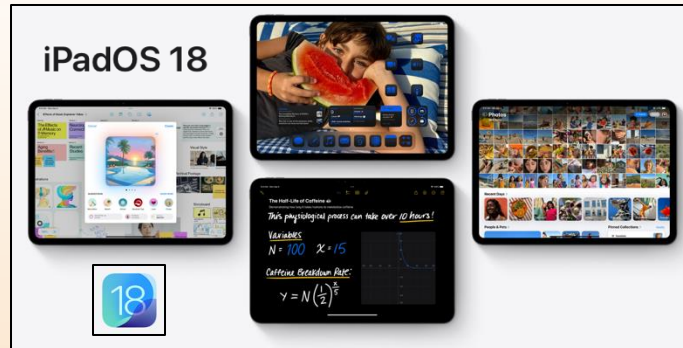
iPadOS 18

iPadOS is iOS re-optimized for

- A Larger Screen & Multi-Tasking
- Keyboard, Mouse and/or Trackpad
- Apple Pencil (drawing device)
- External Displays

iPad doesn't support Apple Pay or Apple Watch

Limited iPad Calling & Camera Capabilities vs iPhone

- Minimal App differences
- iPad cell, camera HW more limited

Face ID only available on iPad Pro

iPad Home Screen

- Multiple Apps running as widgets
- More sophisticated "Dock" at bottom
- Supports multiple Apps running side-by-side or via "Stage Manager"

Current iPadOS version is 18.5

Multitasking on iPad
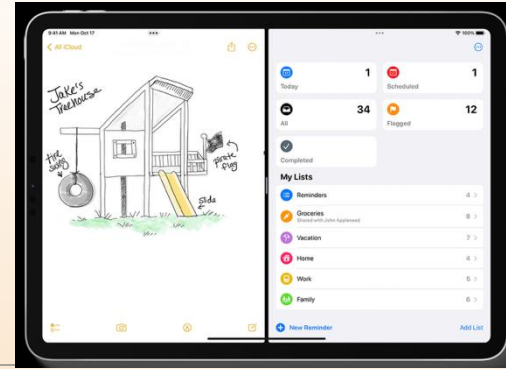
Unlike iPhone, iPad can run multiple Apps at the same time

Can display one at a time (Off), Split View or via "Stage Manager"

- Tap 3 Dots (top of App Window) to set Multitasking Mode

- Example shows Stage Manager on iPad Pro with 6 Apps running, 3 re-sized and arranged on screen

- 3 More "waiting In the wings", tapping on any App brings it to front

- Resize App windows by dragging lower corner ◢ in/out

Dock at bottom of can be hidden to increase home screen area

- By moving an App window over it

- Dock shows user 's App favorites on left & open/recently used on right

Connecting to Devices to iPad

Most devices connect via Bluetooth in the Settings App

- Example Shows Apple Pencil, BT Mouse and Keyboard on iPad Air
- New Devices show at bottom
- 'Forget' device via info button (right)
- Mouse/Trackpad & Keyboard have additional settings under General
- Pencil has its own settings item with multiple drawing device options

Compatible TVs can Mirror iPad Screen on Much Larger Display

- Swipe down from Top Right Corner
- Tap Screen Mirroring icon
- Select Display (Enter security code on TV screen on 1st time use)
- Select window/size on TV remote

6/12/2025
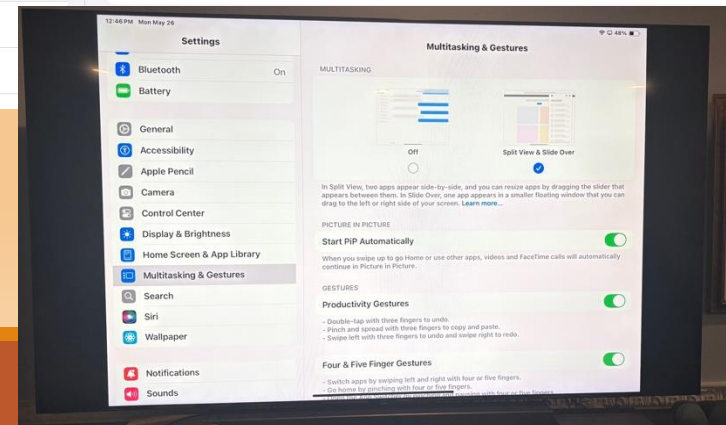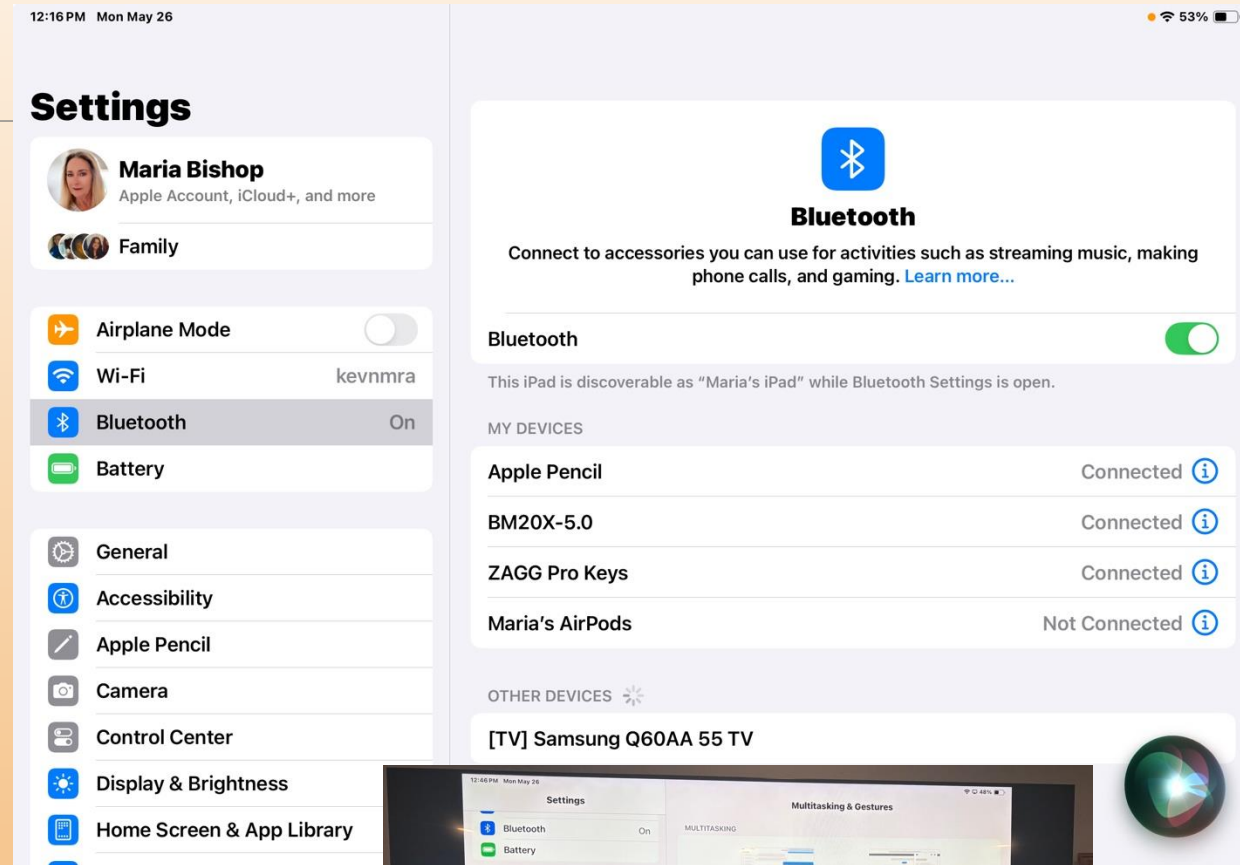
Apple Pencil on iPad

Pencil is a BT Drawing Device that works with many iPad Apps

- Handwritten text, notes, annotations, drawing, painting

- Free Tools that use Apple Pencil
  - Scribble, **Freeform**, Notes, Pages, Numbers, OneNote, Art Set 4, Reminders, **Sketchbook***, Post-It Notes, ibisPaint X*, **MS Whiteboard**, Coloring Book for Adults

- Best Paid Apps that use Pencil
  - **Procreate** (sketch/paint), Nebo* (notes & annotations), Pigment (coloring book)*, Marvel Coloring Book (comics)*, Pixelmator (photos), Affinity Designer/Photo/Publisher*

- Menu select brush styles & colors

- Pencil charges by magnetically attaching to right side of iPad

- Multiple Pencil models, check for compatibility with your iPad
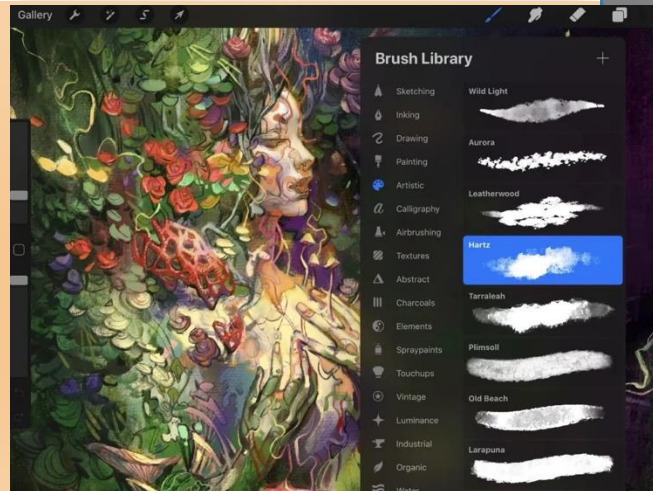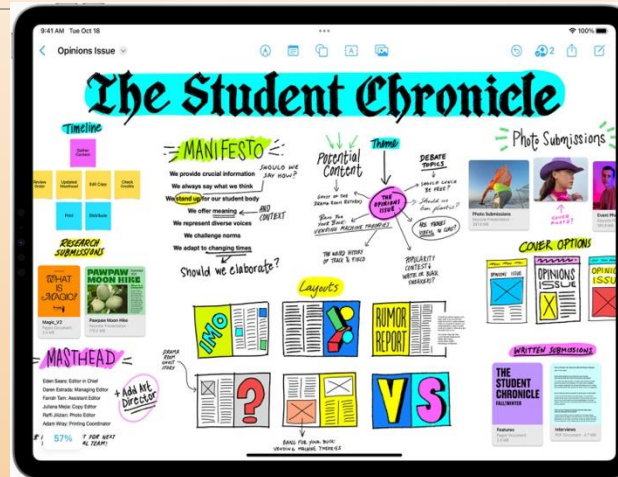
Pages App on iPad (MS Word Compatible)
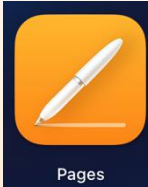
Pages is Apple's Word Processing App on iOS/iPadOS & Mac (Free Download)

- Complete Sets of Templates Makes Page Layout and Formatting Easy
  - **Basic, Reports, Books, Letters, Resumes, Flyers & Posters, Newsletters, Cards, Envelopes, Business Cards, Certificates, and Misc (Brochures & Invoices)**
- Classic Newsletter template example
  - **Replace Titles, Headings, Photos & Text with your own content**
  - **Top Right Icon changes View Mode (Edit)**
  - **Double Tap highlights text area to replace**
  - **Font & Format Bar will appear to change font, size, alignment, indent, insert breaks or enable dictation for text entry.**
  - **Plus sign at bottom right replaces photo**
  - **Menu bar has many additional options:**
    - ❖ Insert Table of Contents, Add Charts, Tables, Photos or Graphics, Share File
    - ❖ Set Borders, Effects, Styles, Captions, Find, Annotations, Track Changes, Settings, Help

Numbers App on iPad (MS Word Compatible)

Numbers is Apple's Spreadsheet App on iOS/iPadOS & Mac (Free)

- Complete Set of Templates Makes Page Layout and Formatting Easy
  - **Basic, Personal, Personal Finance, Business, Education (several each)**
- Personal Budget Example
  - **Top Right Icon sets Edit Mode**
  - **Replace Text & Numbers with your financial data by entering it into the existing cells (add/delete as req'd)**
  - **This example has 2 Tabs to update**
    - ❖ Summary Budget Data/Plots
    - ❖ Individual Monthly Transactions
  - **Tap Left Edge of Any Row to Open Row Actions Menu (Insert/Del…)**
    - ❖ Update Categories & Transactions
  - **Menu bar has additional options:**
    - ❖ Format Table, Add Charts, Tables, Photos or Graphics, Share File
    - ❖ Manage Sheet, Select/Organize Table, Find, Settings, Help

Personal Budget 2

Budget | Transactions

Monthly Budget

HOW TO USE: Enter your budget for each category in the **Summary By Category** table below. Enter transactions on the **Transactions** sheet to see how your actual spending compares to your budget.
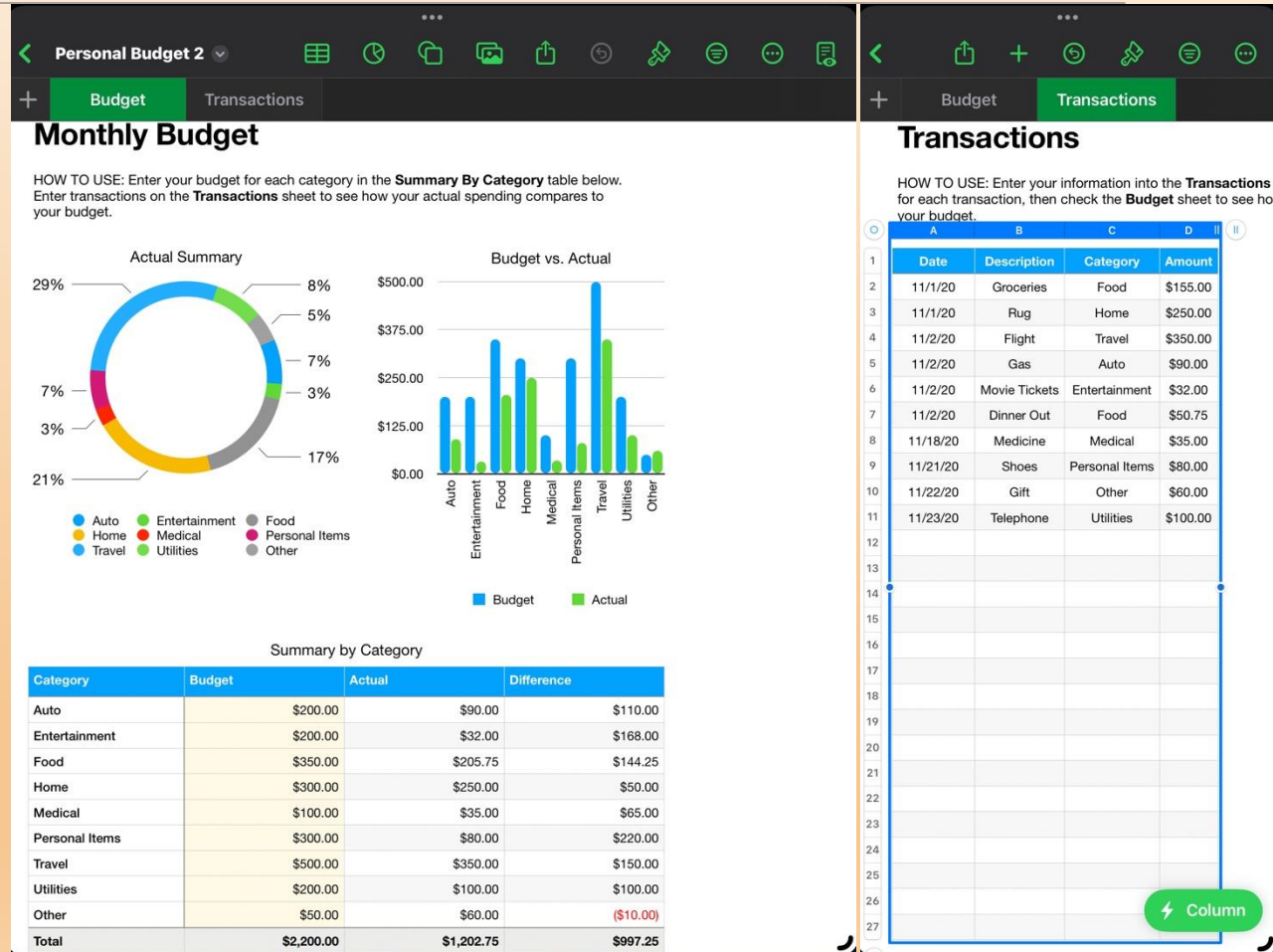
Actual Summary

- 29%
- 8%
- 5%
- 7%
- 3%
- 17%
- 21%
- 3%
- 7%

Legend: Auto, Entertainment, Food, Home, Medical, Personal Items, Travel, Utilities, Other

Budget vs. Actual

$500.00, $375.00, $250.00, $125.00, $0.00

Categories: Auto, Entertainment, Food, Home, Medical, Personal Items, Travel, Utilities, Other

Legend: Budget, Actual

Summary by Category

Category	Budget	Actual	Difference
Auto	$200.00	$90.00	$110.00
Entertainment	$200.00	$32.00	$168.00
Food	$350.00	$205.75	$144.25
Home	$300.00	$250.00	$50.00
Medical	$100.00	$35.00	$65.00
Personal Items	$300.00	$80.00	$220.00
Travel	$500.00	$350.00	$150.00
Utilities	$200.00	$100.00	$100.00
Other	$50.00	$60.00	($10.00)
Total	$2,200.00	$1,202.75	$997.25

Transactions

Budget | Transactions

HOW TO USE: Enter your information into the **Transactions** for each transaction, then check the **Budget** sheet to see ho your budget.

Date	Description	Category	Amount
11/1/20	Groceries	Food	$155.00
11/1/20	Rug	Home	$250.00
11/2/20	Flight	Travel	$350.00
11/2/20	Gas	Auto	$90.00
11/2/20	Movie Tickets	Entertainment	$32.00
11/2/20	Dinner Out	Food	$50.75
11/18/20	Medicine	Medical	$35.00
11/21/20	Shoes	Personal Items	$80.00
11/22/20	Gift	Other	$60.00
11/23/20	Telephone	Utilities	$100.00

KB Thoughts on How to Make the Most of Your iPad

- **Get the iPad that matches what you want to use it for**
  - Laptop replacement -> M-series iPad Pro (5th Generation or Later)
  - Basic Tablet for Email, Browsing, Kids & Entertainment -> iPad (7th Generation or Later)
  - Smallest footprint with a useable screen size -> iPad Mini (5th Generation or Later)
  - Best Value "Do it All in a Pinch" tablet -> iPad Air (4th Generation or Later)

- **Accessories**
  - Highly recommend a shock-resistant case and tempered-glass screen protector for any iPad
  - Only add the accessories you'll actually use:
    - ❖ Keyboard cases are great adds IF you use the tablet for more than email & web browsing
    - ❖ Apple Pencil adds a new dimension to an iPad for artists, students, teamworking, photo editing
    - ❖ As the iPad has only 1 port, a USB Hub w/Charging port can be very useful on iPad Air & Pro
    - ❖ USB-C Flash Drive is useful for transferring files & photos on late model iPads and iPhones
    - ❖ Best Apps: Procreate, Google Translate, Google Earth, NASA, Netflix, Youtube, Adobe Reader, either MS Office 365 or Apple Pages, Numbers & Keynote, Zoom, MS CoPilot, Apple Garageband

- **Keep your Software Current and only Update/Download from a Trusted Source**
  - Turn on Automatic Updates under Software Update in General Settings
  - Use Apple's App Store (verified App downloads) whenever possible

Keeping Your iPhone or iPad Secure

Here are some tips to keep your Apple Devices Safe

Create Strong Passwords – 8+ characters, mix of Capital & Lower Case letters, with 1 or more numbers and 1 or more special characters

Protect your passwords - Don't share passwords with anyone unless absolutely necessary; then only someone you know, trust and can readily contact

Enable Face ID and/or Touch ID – Biometrics are generally better than PINs or Passcodes; however a strong password can be better yet

Be careful with extensions - Only install extensions you know & want as some have been known to compromise security and/or introduce Adware

Whenever Possible, Get Your Apps from the App Store – Verified by Apple via a 9-step process ensuring they meet quality & security standards

Use Internet or Total Security software – Antivirus + Firewall & Advanced Threat Protection e.g. Avast, McAfee, Bit Defender, MalwareBytes

Be on the lookout for suspicious messages or content – If a message looks sketchy it probably is. Do not respond unless you get more information from a source you trust. Look for misspellings, grammar errors or email addresses that don't match the sender. Don't share personal information over email or text. Don't click on links in email or text unless you're certain of the sender.

Use a protective case and tempered glass screen protector – even though the devices are reasonably sturdy, drops often result in a cracked screen without them, costing hundreds of dollars to repair.

Demonstrations

iPhone

- Taking a Photo, Editing it, Exporting it From Photos and Sharing via Email
- Downloading a Tax Form, Saving it to the Downloads Folder and Sharing via Text
- Personalizing Text & Icon Sizes, Setting New Wallpaper, Moving Icons into a Folder

iPad

- Download & Install 3 New Apps (*see below*) from the App Store
- Connect Keyboard, Mouse & Apple Pencil to the iPad; Checkout with Notes & Scribble
- Use Pencil, Keyboard & Mouse with *Adult Coloring Book, MS Whiteboard & Sketchbook*

Recap and Questions

Please limit your questions to the topic of Chromebook for Beginners.

After we finish with the presentation we will take any other general questions.

Review of the main topics covered.

Check out the suggested resources.

Open the floor for questions and further assistance on Chromebooks for Beginners.

Thank You for Attending!

LeisureWorldTECH

We welcome your feedback and suggestions.

Encourage continued exploration of the Chromebook. View links provided.

Contact LW-TRC for information on further assistance.

Let us know what other courses you would like to see.