Diane McKeever, CPP

Certified Patient Person





Virtual Technology Conference Saturday, 11/05/16 @ 1 PM ET

Conference Description & Registration Links go to

apcug2.org/content/virtual-conferences



Diane McKeever

- Over 25 years teaching adult learners – over 100,000 people!
- Computer and Social Media
 Marketing coach
- Author:

100 Amazing Computer Tips \$14.99 – Amazon.com





View quick settings

Swipe up from bottom of screen



Create app folders or groups

 Press down on app until it "wiggles" and then drag on top of another app



Create app folders or groups

 Press down on app until it "wiggles" and then drag on top of another app

Folder or

Group



Smart Docking







Close or switch to recently used apps

- Double tap the home button
- Scroll left/right to view apps
- Close an app by swiping upward on the thumbnail



Quick text message for incoming call

- When a call comes in, swipe the phone button upward
- Tap "Reply with Message"
- Tap on a message







Set up text messages...

- Settings
- Phone
- Respond with text

Phone Respond with Text	
CAN'T TALK RIGHT NOW	
Call me later	\otimes
I'm busy right now	\bigotimes
What's up?	



Using Caps Lock

 Double tap the Shift key, the Shift key turns blue/changes color/a line appears under the arrow





Adding special punctuation

 Hold down the period or comma key and additional options will appear



Adding foreign characters

Hold down the vowel keys reveals accented characters



Other special characters







Inserting Emoji

- Settings > General > Keyboard > Add New Keyboard > Emoji
- Tap globe on keyboard to insert



Editing the signature

Settings → Mail, Contacts, Calendars → Signature

Clever examples:

Typed on keys way too small

iPhone. iTypos. iApologize

Sent from a treehouse built for cats, built by cats.

Telepathically transmitted from my space cloud hovering above Xanar.



Text Shortcuts

- Settings
- General
- Keyboard
- Add New Shortcut



Text Shortcuts

"idk" for I don't know "ttyl" for talk to you later "@@" for you@gmail.com

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🕤 Wi-Fi 🚯 Bluetooth	
C Do Not Disturb	Phrase rene@imore.com
Notifications General	Shortcut rimore
Sounas	Create a shortcut that will automatically
Brightness & Wal	as you type.
Privacy	
iCloud	
Notes	
Reminders	QWERTYUIOP
FaceTime Maps	ASDFGHJKL
Safari	🛧 Z X C V B N M 🗵
ITunes & App Sto	
Videos	space return

Saving a Message as a Draft

- Tap Cancel while composing an email message
- Now tap Save
 Draft (or Save)



Accessing email drafts

- Hold down the compose icon
- A window of drafts will appear



Delete Multiple Messages

- Tap Edit in the message list
- Tap all emails you want to
- move or delete
- Tap Delete





Using Dictation

- Make sure Suri is turned on
 - Settings > General > Siri



- Microphone on keyboard dictation available
- Tap to bring up the keyboard
- Tap the microphone icon to start dictating.
- Tap Done or Pause

Dictation Tips

- Don't look at the screen
- Speak clearly
- Don't say too much



- Take advantage of autocorrect
- Speak punctuation and symbols: Say "comma,"
 "period," "hyphen," "new paragraph"
- Proofread what you dictate



Taking better pictures

• Focus the autofocus with a tap



Focus on outside

Focus on lamp inside

iPhone Camera - Taking a Selfie

- Open the Camera app
- Tap to switch to the front facing camera
- Tap the shutter button



Timer

- Open the Camera app
- Tap the timer icon...choose 3 or 10 seconds
- Count down will appear on your screen



Panorama Mode

- Swipe until the "PANO" option is above the shutter
- Tap the shutter
- Tap the shutter again to complete the image capture
- To pan from right to left, tap the directional arrow first





Vertical Panoramic Photos

- Open Camera, choose PANO mode
- Rotate phone into horizontal orientation
- Shoot the panorama photo from bottom up
- Tap "done" to complete



Burst Mode

- Hold down the shutter
- Release shutter when finished

Note: The next three slides represent 15 pictures that showed the alligator or croc slowly moning up.













HDR (High Dynamic Range)



Sending Multiple Photos via Email

- Open the Photos app
- Tap the Share option
- Tap to select each photo (up to 5 at a time) you wish to send
- Tap Share
- Fill in your email message as usual







Using Notes



Creating Notes

- Launch the Notes app
- Tap the New option
- Tap anywhere inside the note and start writing or speaking
- The first line of the note becomes the title



Editing Notes

- Launch the Notes app
- Tap on the note you want to edit
- Tap anywhere inside the note to bring up the keyboard and start updating or appending



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Deleting a Note

- Launch the Notes app
- Open the note you want to delete
- Tap on the Trash can button

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Skyview Free



Duolingo



Google Translate



• XE Currency



• Find My Car

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1	PARK HERE

Instant Heart Rate



• Web MD

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00	Drugs & Treatments	>
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24 Sensational iDevice Tips Questions diane@dianemckeever.com ne McKeever, Cl Diane McKeever, CPP Certified Patient Person An International Association of Technology & Computer User Groups