

# 24 Sensational iDevice Tips

Diane McKeever, CPP  
*Certified Patient Person*

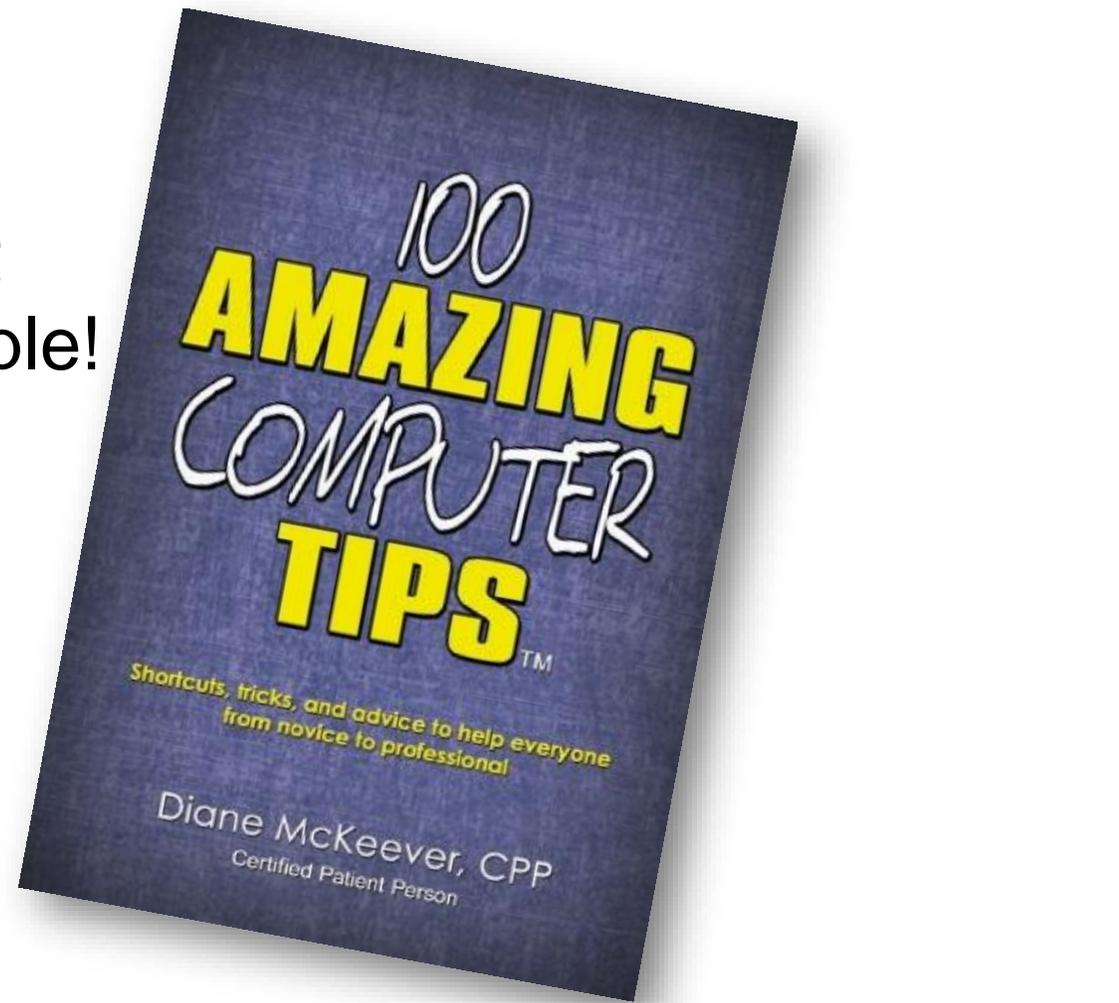


Virtual Technology  
Conference  
Saturday, 11/05/16  
@ 1 PM ET

Conference Description  
& Registration Links go to  
[apcug2.org/content/virtual-conferences](http://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

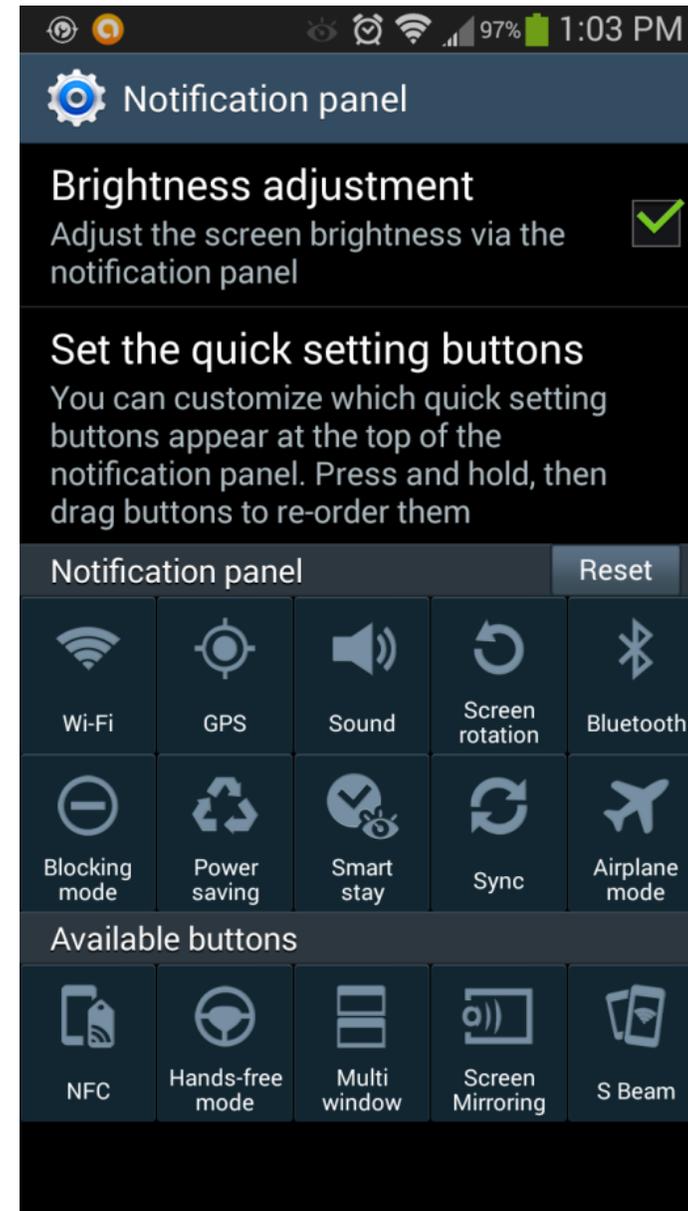


Productivity



# 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



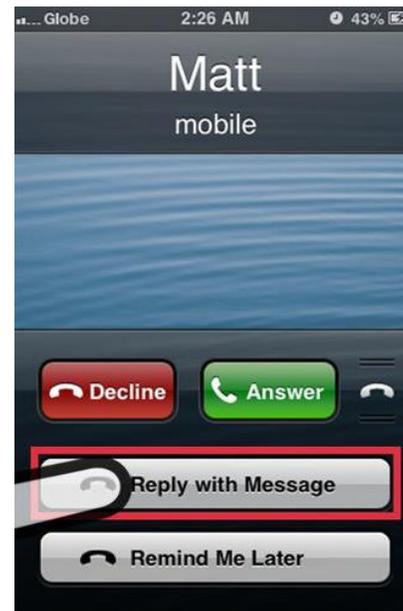
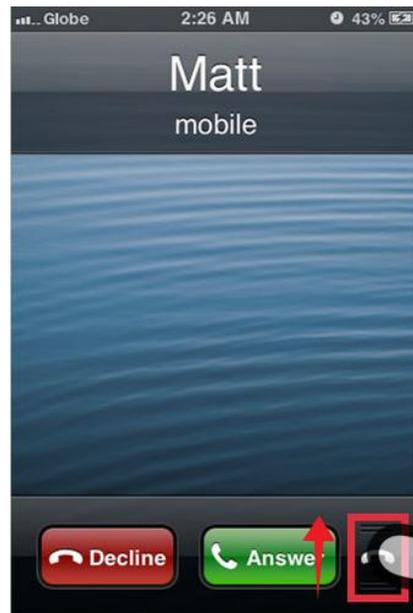
# Close or switch to recently used apps

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



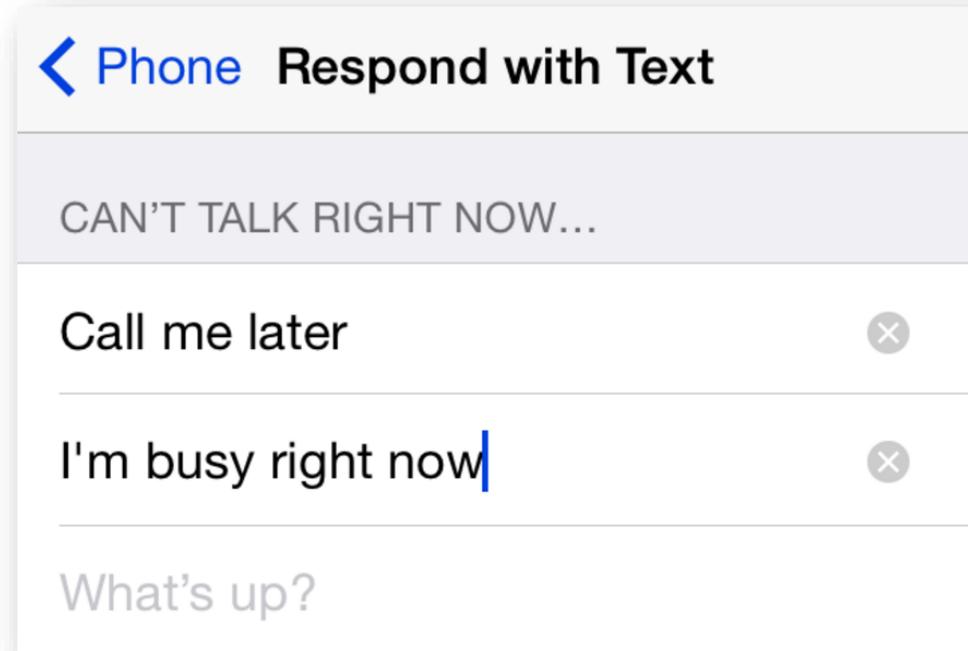
# Quick text message for incoming call

- 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

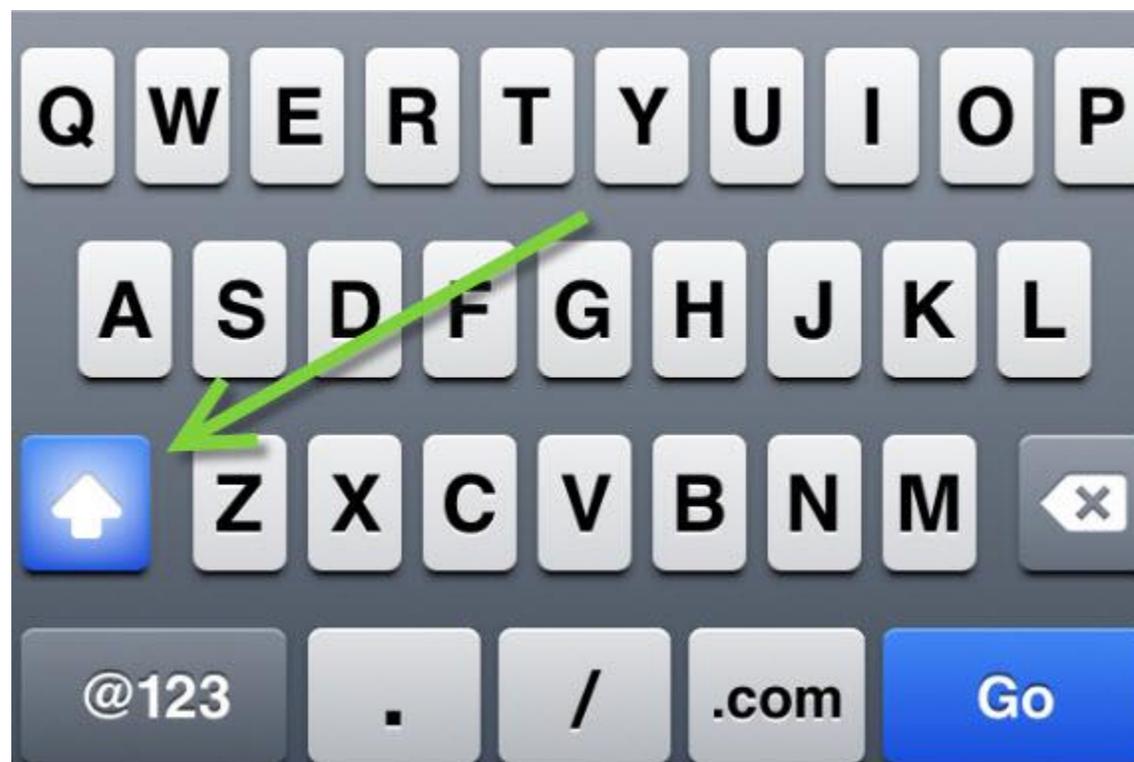
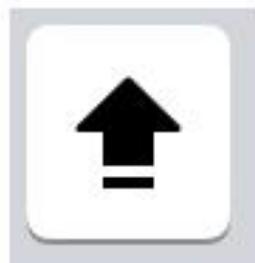




Email

## Using Caps Lock

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



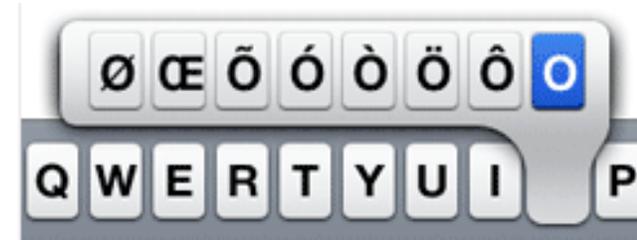
# Adding special punctuation

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

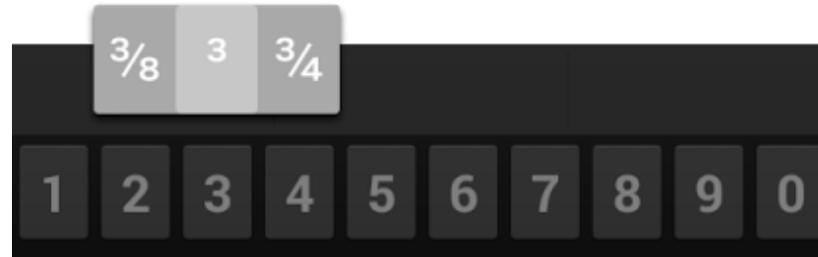
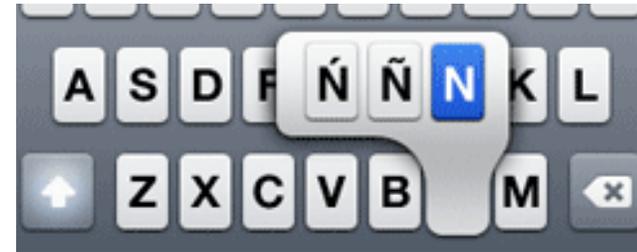


# Adding foreign characters

- Hold down the vowel keys reveals accented characters

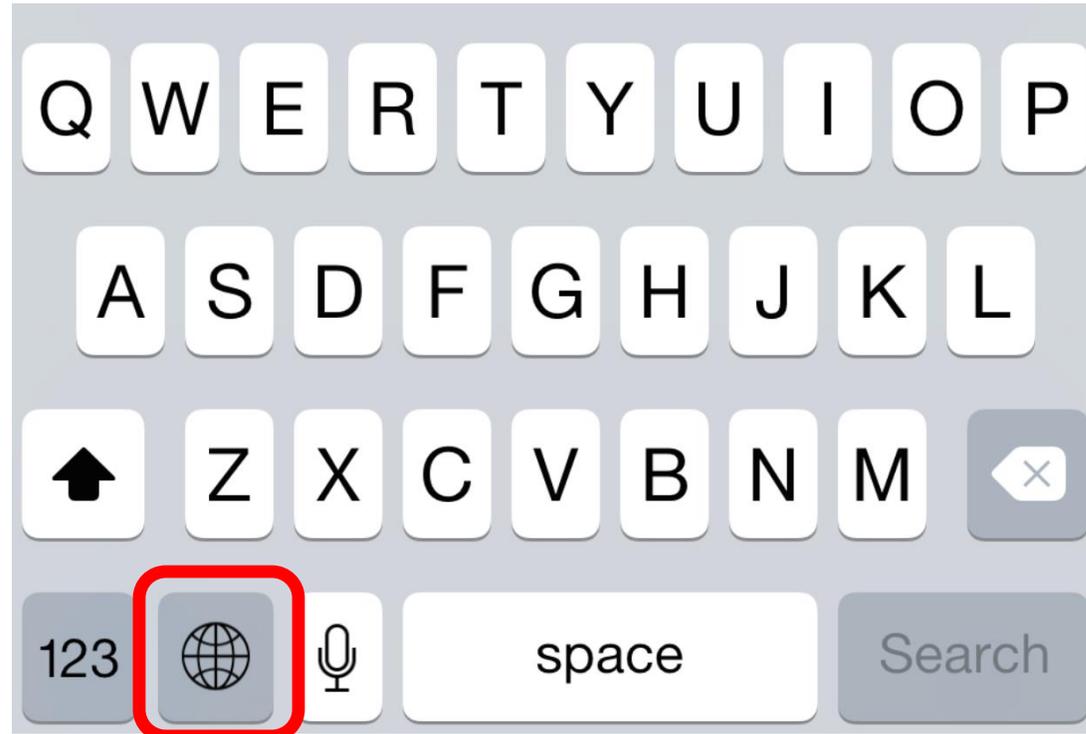


# Other special characters



# 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

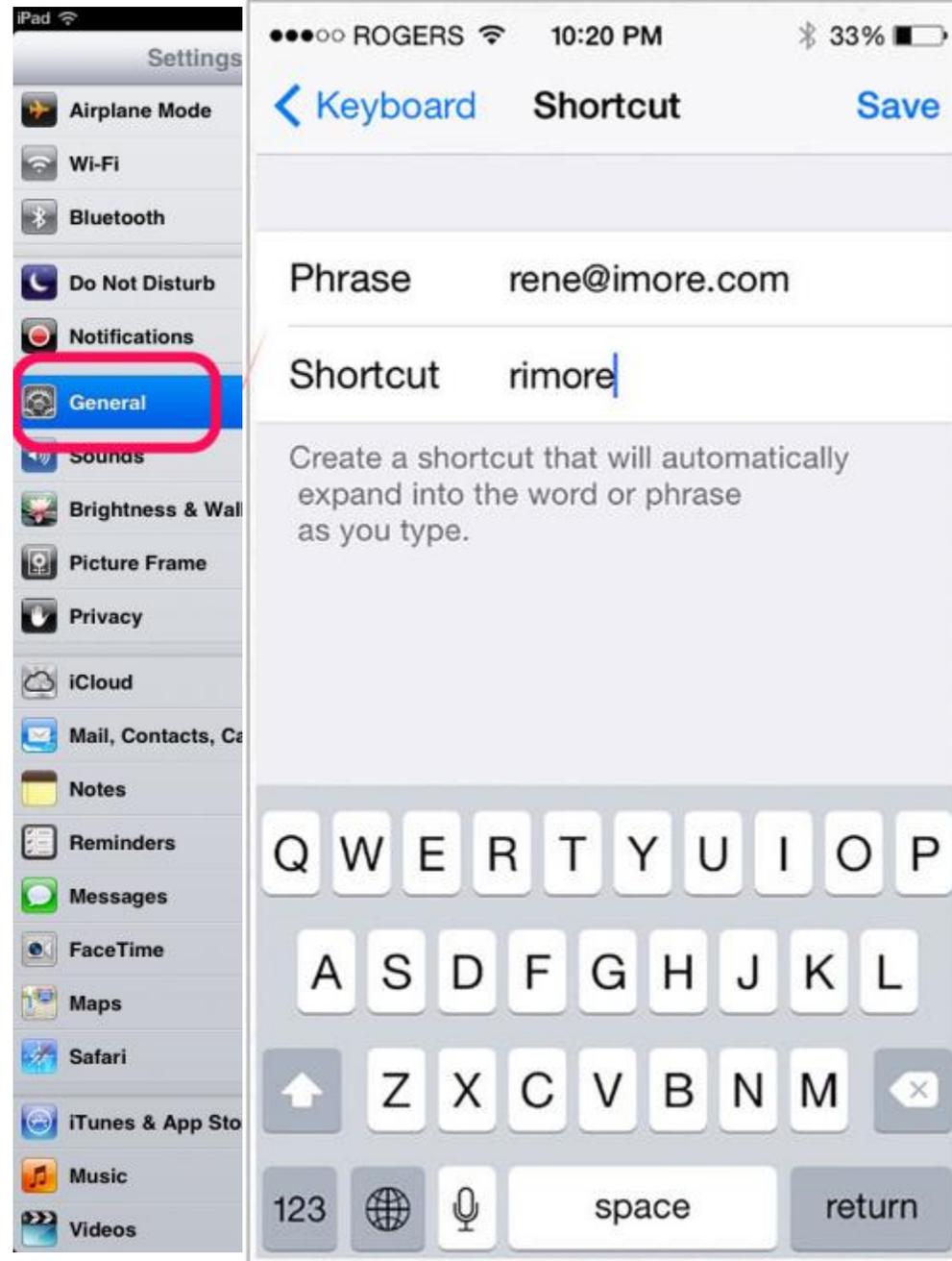


# Text Shortcuts

“idk” for I don’t know

“ttyl” for talk to you later

“@@” for you@gmail.com



## Saving a Message as a Draft

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



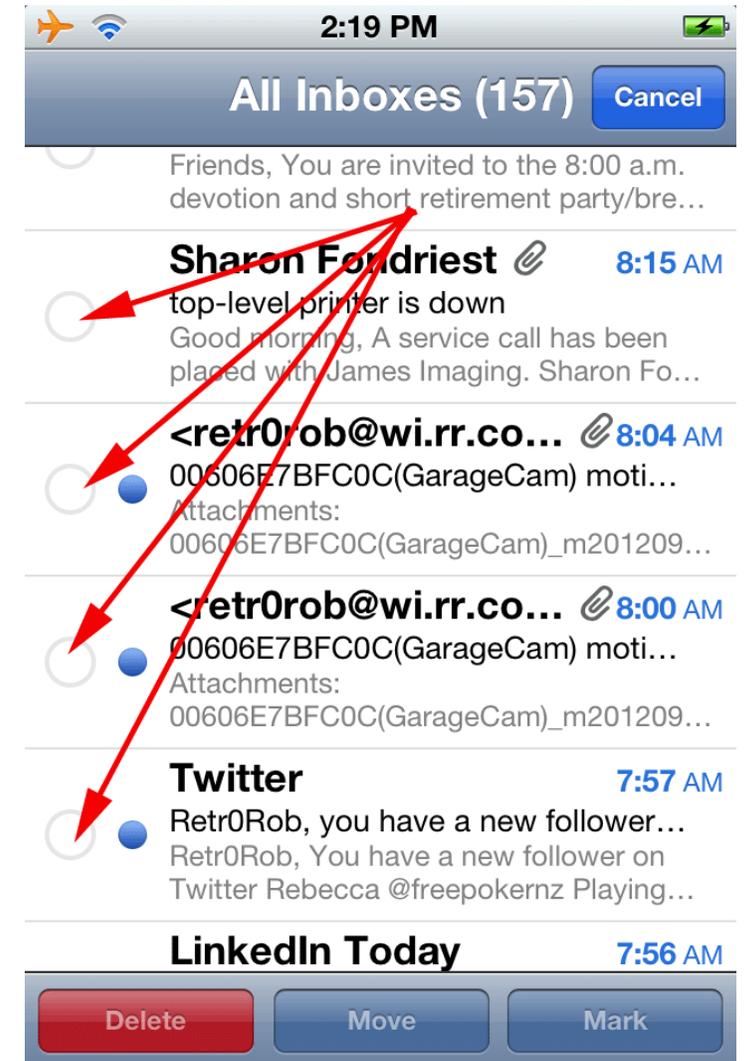
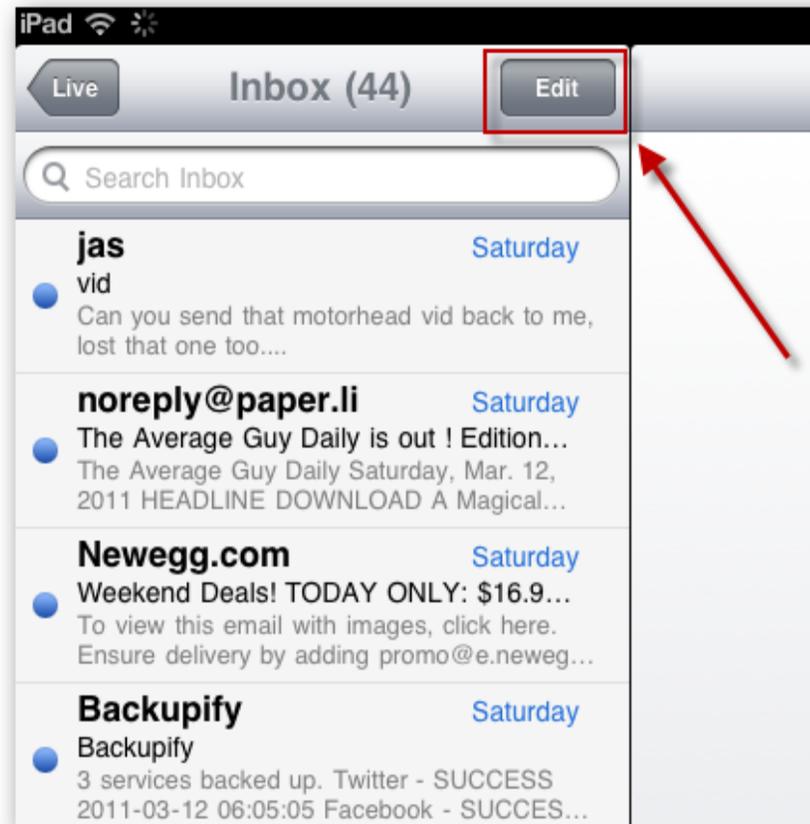
# Accessing email drafts

- 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 Siri 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**



## 24 Sensational iDevice Tips



Camera

# Taking better pictures

- Focus the autofocus with a tap



Focus on outside



Focus on lamp inside

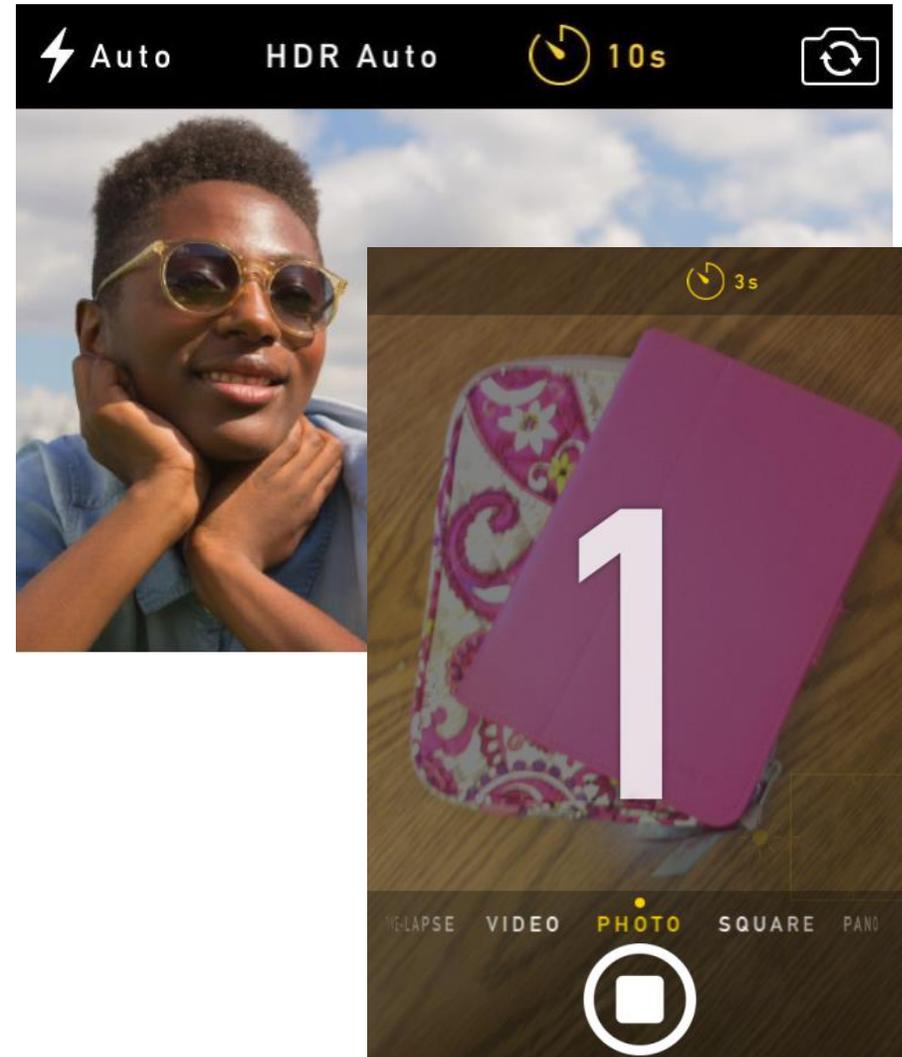
# iPhone Camera - Taking a Selfie

- 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



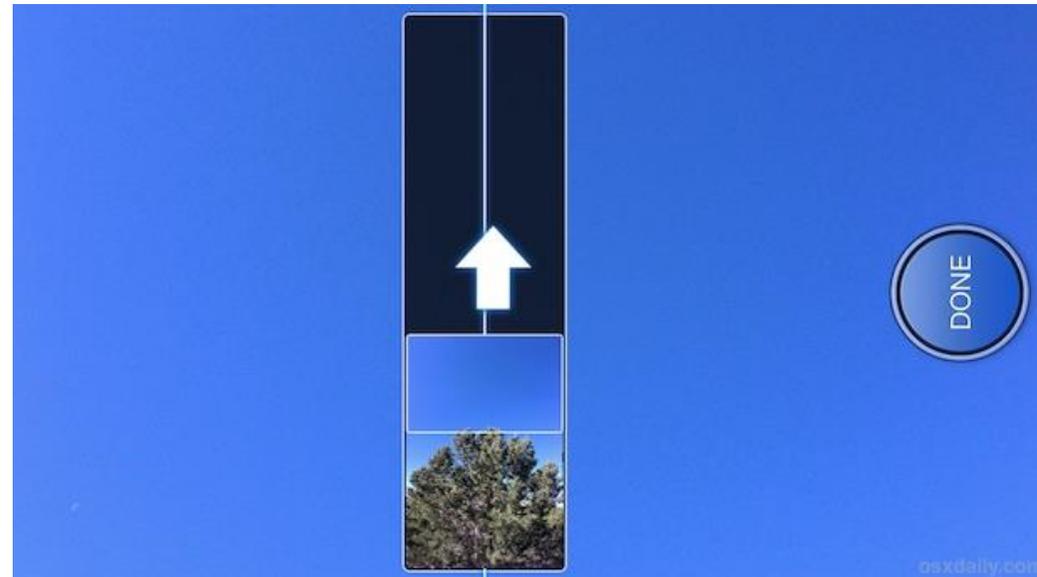
# Panorama Mode

- 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



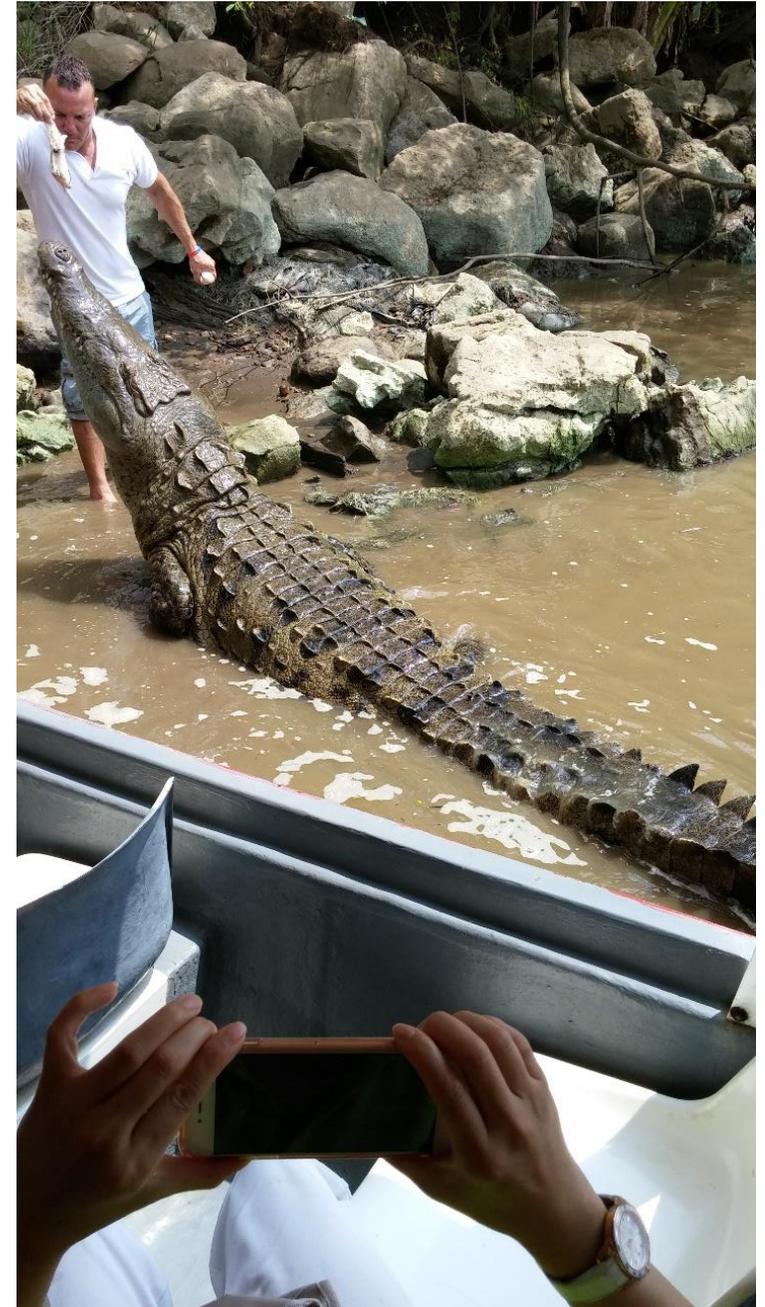
# Burst Mode

- Hold down the shutter
- Release shutter when finished

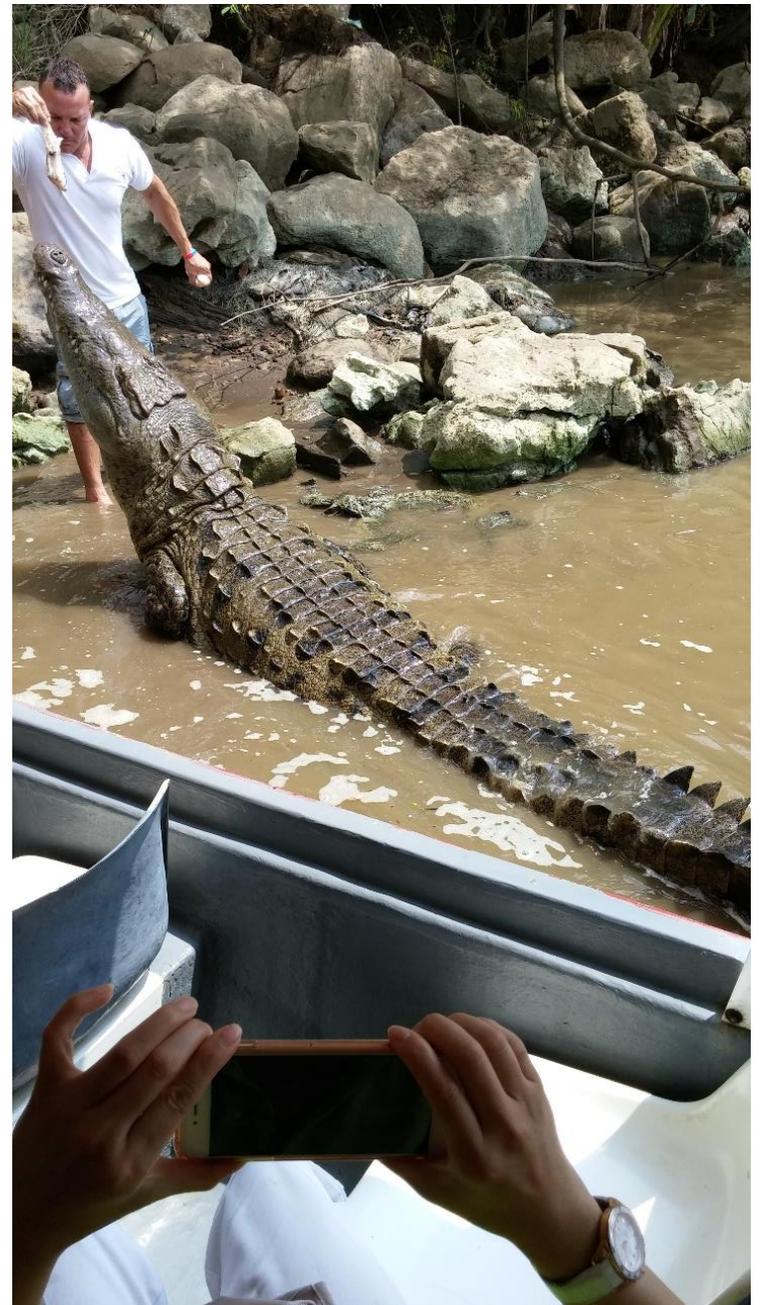
Note: The next three slides represent 15 pictures that showed the alligator or croc slowly moving up.



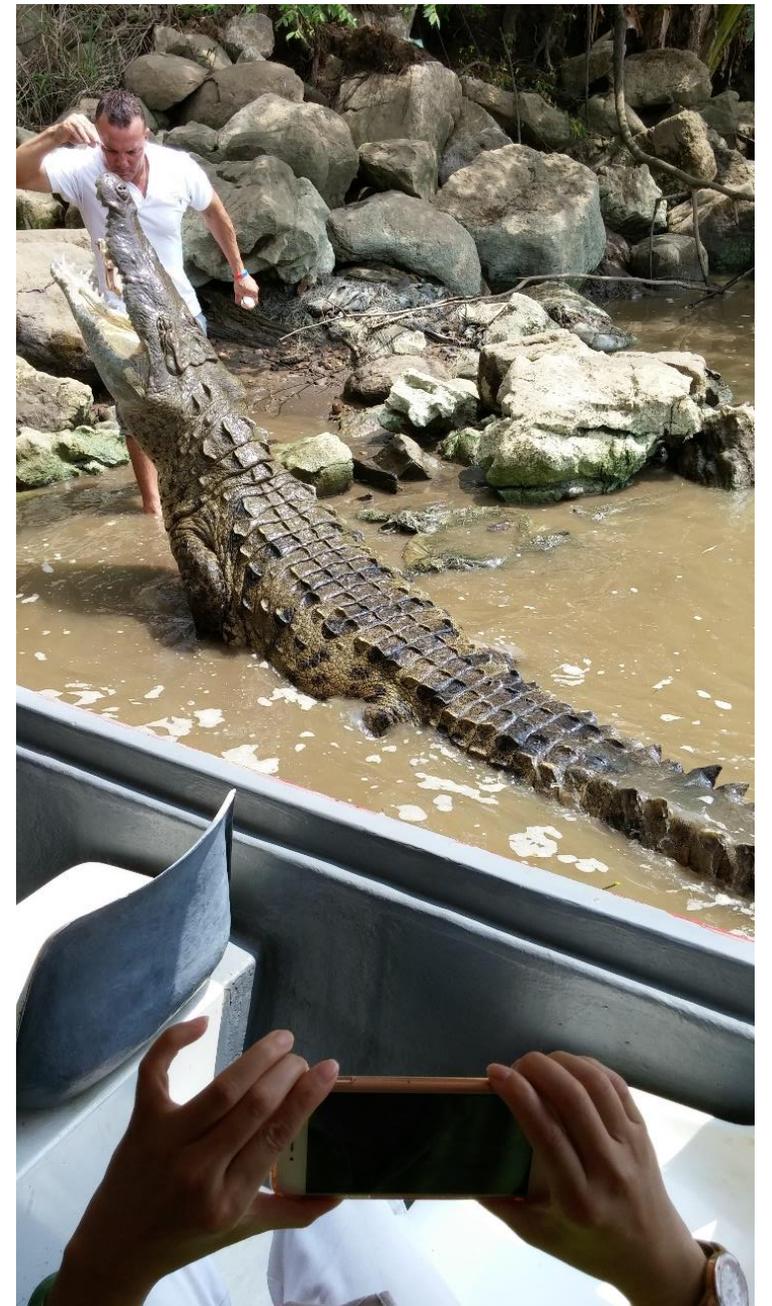
## 24 Sensational iDevice Tips



## 24 Sensational iDevice Tips



## 24 Sensational iDevice Tips

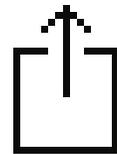


# HDR (High Dynamic Range)



# 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

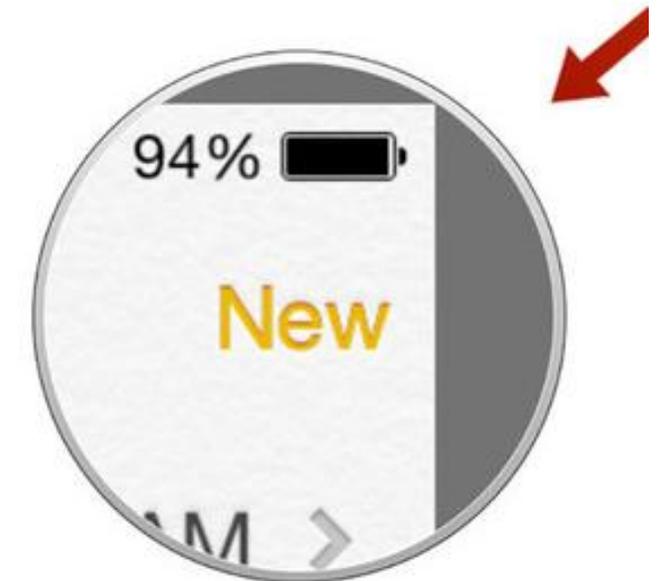


# Using Notes



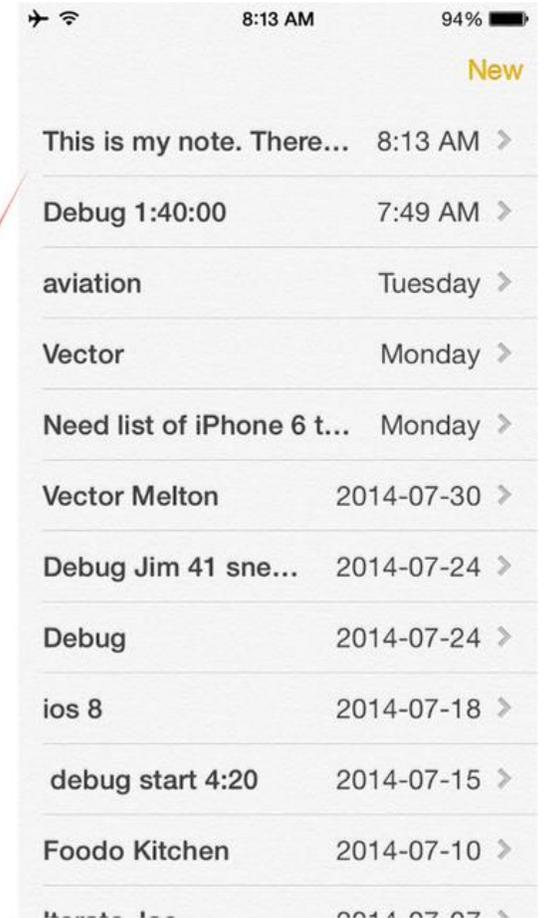
# Creating Notes

- 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



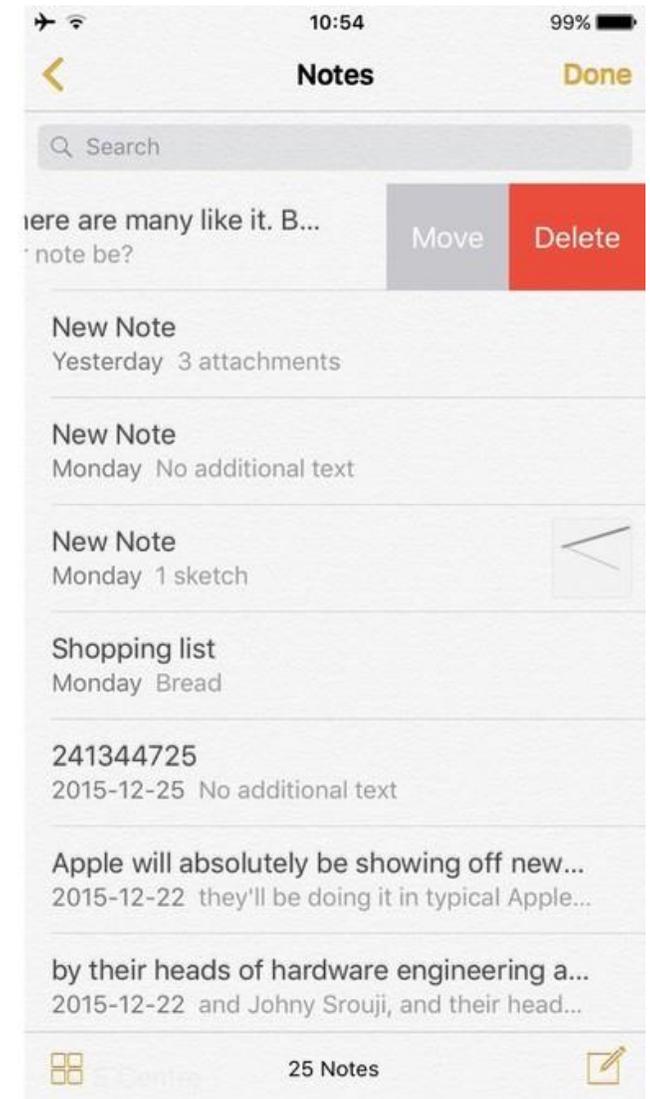
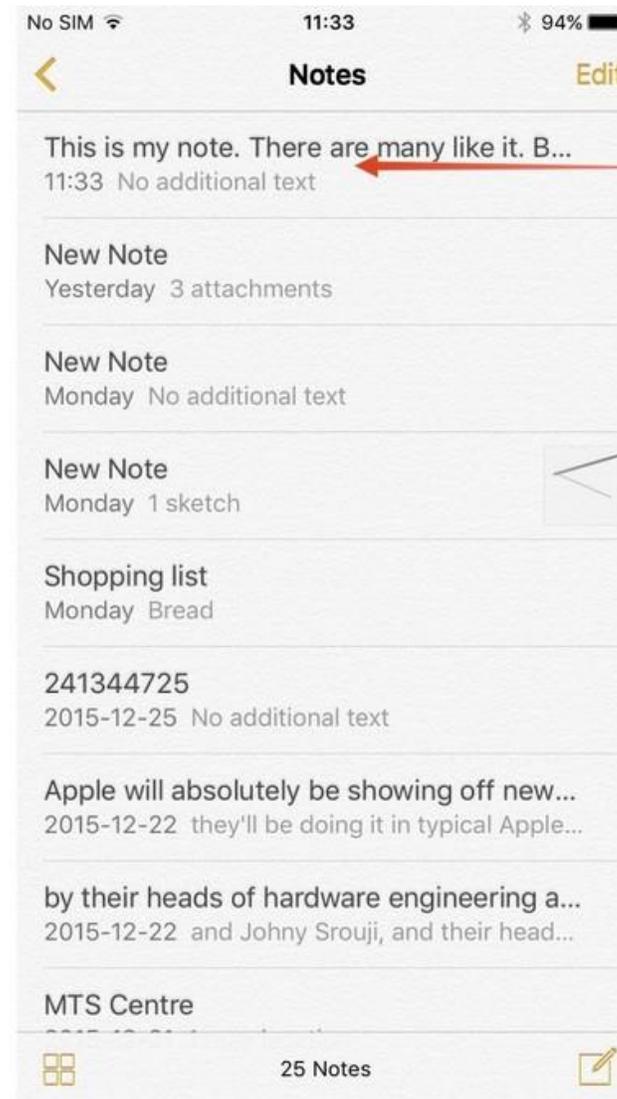
# Editing Notes

- 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

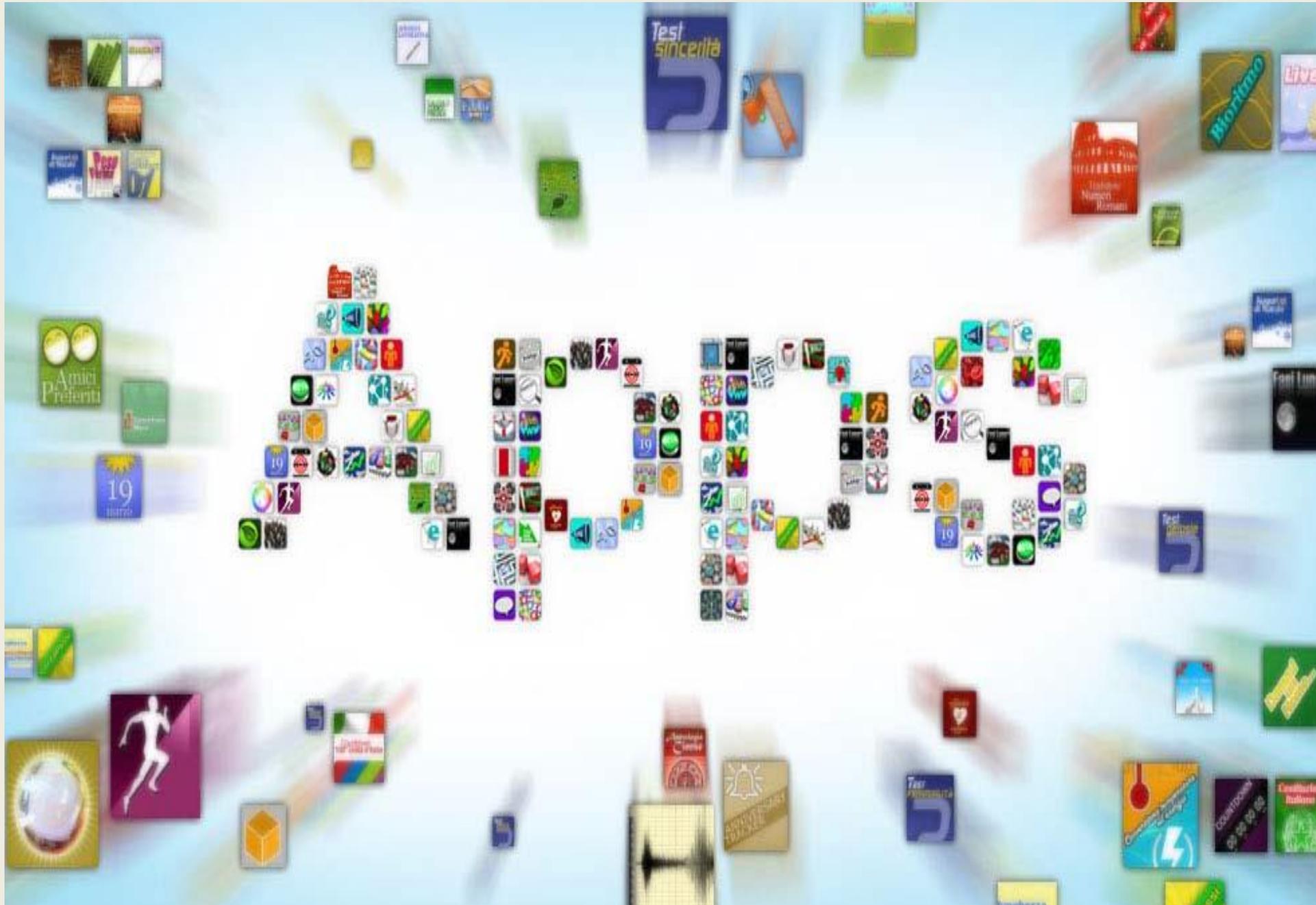


# Deleting a Note

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



# 24 Sensational iDevice Tips



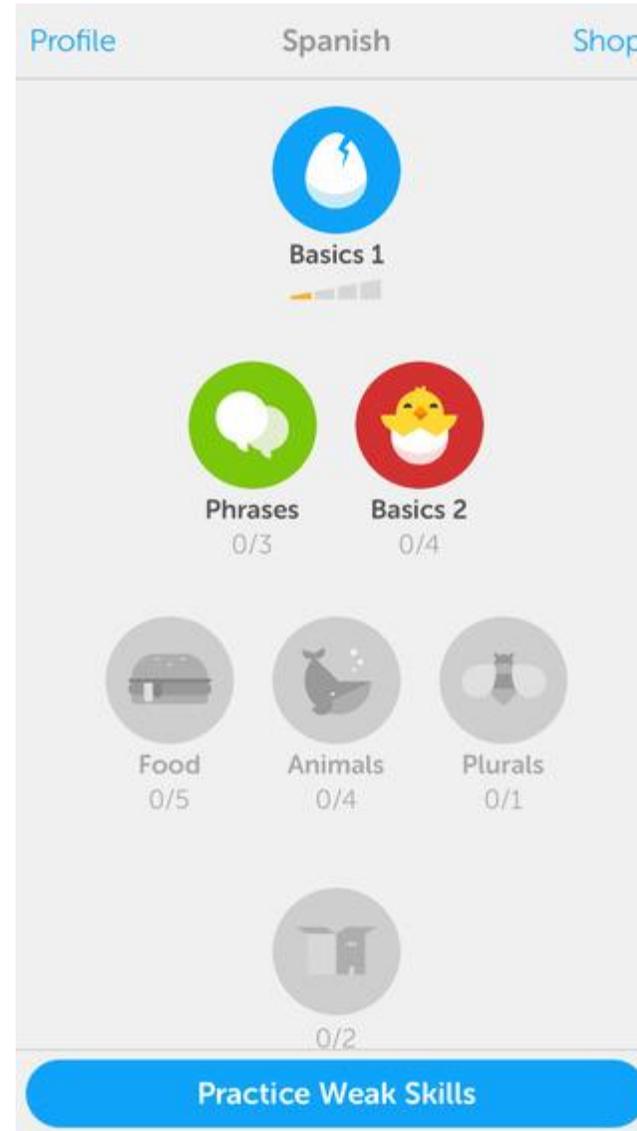
# Great Free Apps

- Skyview Free



# Great Free Apps

- Duolingo



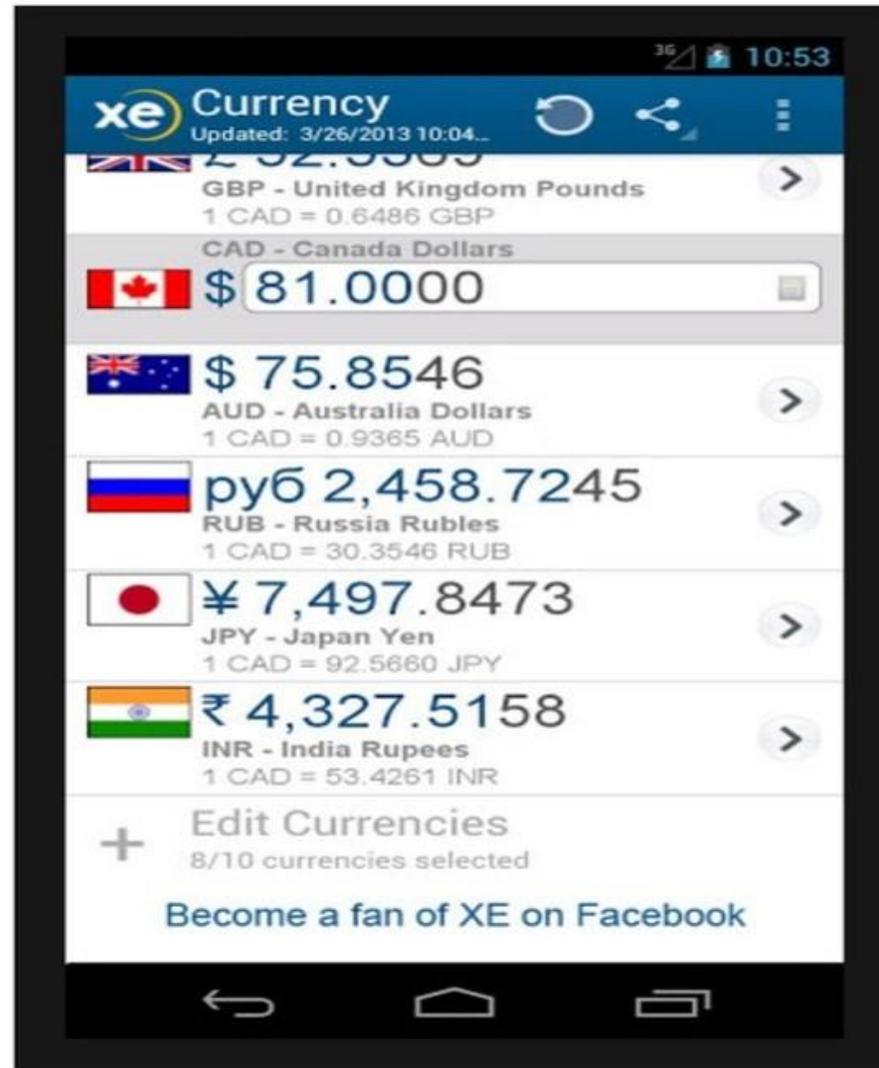
# Great Free Apps

- Google Translate



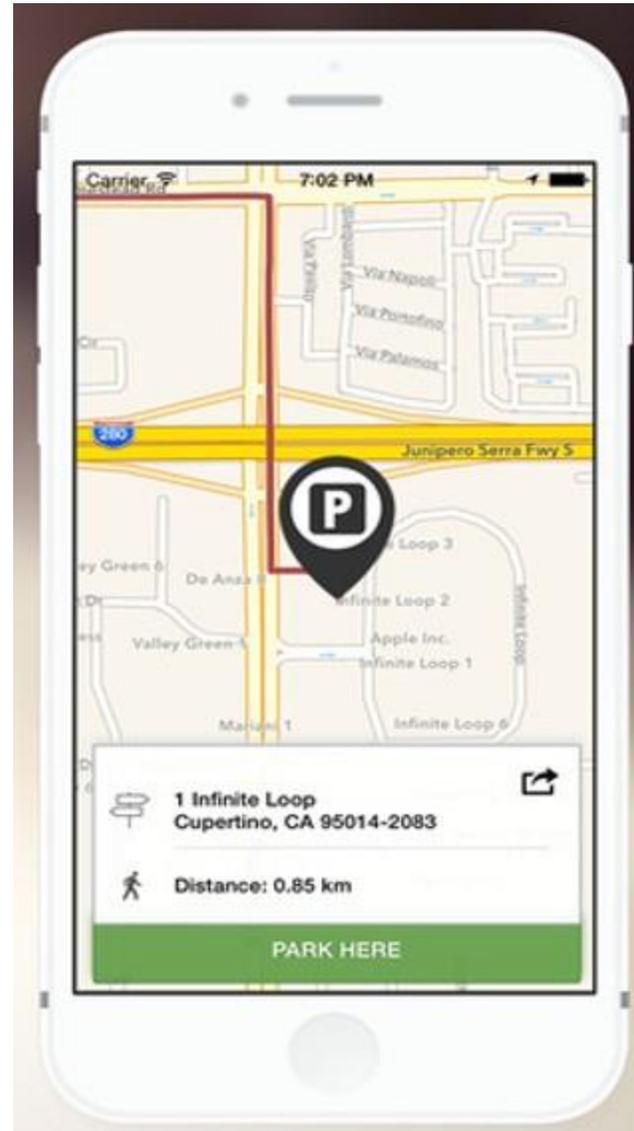
# Great Free Apps

- XE Currency



# Great Free Apps

- Find My Car



# Great Free Apps

- Instant Heart Rate



# Great Free Apps

- Web MD



**24 Sensational iDevice Tips**

**diane@dianemckeever.com**



**Questions**



**An International  
Association of Technology  
& Computer User Groups**



Diane McKeever, CPP  
*Certified Patient Person*