

COMPUTER & LIBRARY TRAINING

Apple Devices for Beginners



May 2023 CF

Learning Objectives

This class for absolute beginners who are curious about buying an Apple device, or who have just acquired one and want to understand how it operates.

In this class you will:

1. Review the parts of an Apple device and learn about the Operating System
2. Navigate the Apple home screen
3. Review settings in Apple
4. Learn about iCloud storage
5. Get tips for troubleshooting
6. Recommended resources for further learning

Introduction to Your Apple Device

This is a recent version of an iPhone, but although the hardware has evolved over the years (for example, the camera has become more sophisticated) the basic functions remain the same. All iPhones will have an on/off button, a front and back-facing camera, some kind of charging port, and so on.

Diagram of an iPhone



Power: *Side Button* turns the device on and off

Cameras: *Front-facing camera* (on the screen side) is primarily for selfies and video-chat
Back-facing camera (on the back of the camera) takes pictures or video of what you are looking at

Volume: *Volume buttons* turn the sound up and down

Ringtone: *Ring/Silent Switch* allows you to turn on or mute your ringtone

Sound: *Microphone/Speakers* allow others to hear you, you to hear other people, or you to make a recording

Charging: *Lightning Connector* allows you to plug in a small cable to your phone to charge it or connect it to a computer

Diagram of an iPad



Technical specifications for current and past iPhones are available on the Apple Support website at https://support.apple.com/en_US/specs/iphone

iPads are larger than iPhones, but their external hardware is very similar. They have an on/off button (on the top rather than the side), speakers and microphones, volume control buttons, front and rear-facing cameras, and a connection port for re-charging. They also have a smart connector on one side, which allows you to connect your iPad to a smart keyboard.

Technical specifications for current and past iPads are available on the Apple Support website at https://support.apple.com/en_US/specs/ipad



TIP: Smart keyboards are exclusive to Apple. They combine a keyboard and iPad cover that can act as a stand. The smart keyboard uses the battery of the iPad.

How to Start Your Apple Device

Before you use your Apple Device, it must:

1. Be charged
2. Be turned on
3. Be unlocked
4. Be connected (to the internet or a cellular connection)
5. You also need to have **an Apple ID**.

Your Apple ID

An Apple ID is the login you use to access your Apple account. You set up your Apple username and password when you first set up your Apple device. Your Apple ID account keeps track of your contact, payment, and security details.

You need to sign in to your Apple account when you set up a new device, install updates to your Operating System, use an Apple service such as iCloud, or get new Apps on the Apple Online store.

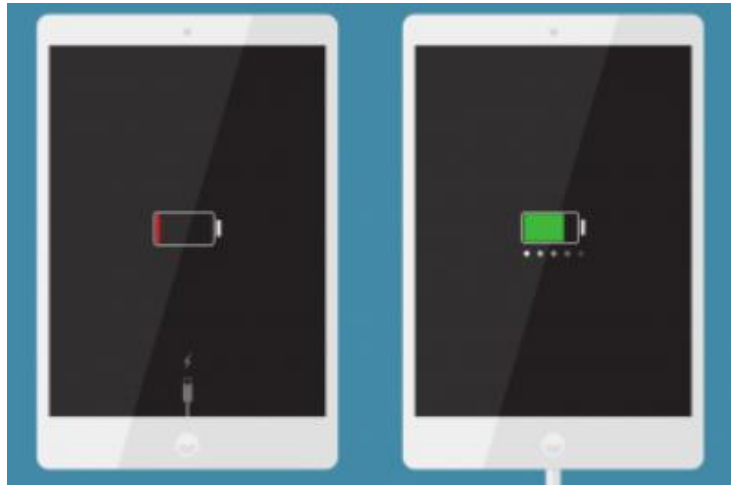
Your Apple ID is different from the password you use to unlock your device.

Instructions for setting up your Apple ID can be found at:

<https://support.apple.com/en-ca/HT204316#ios>

How to Charge Your Apple Device

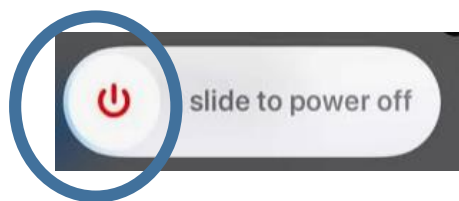
Both iPhones and iPads run on rechargeable batteries. You charge your devices by connecting them to a power outlet through a charging cable and an Apple USB Power Adapter. You can also use a wireless charger, which is plugged into a power source, but does not require the device to be plugged into the charger.



Tip: When you are charging your battery, you will also see the battery icon on your screen. The device on the left is almost out of power, and the device on the right has been recharged to about 80%.

Turning Your Apple Device On and Off

To turn your device **on**, press and hold the power button (on the side or top of your device) until the Apple Logo appears.



To turn your device **off**, press and hold the power button, then use your finger to drag the Power Off slider to the side.

Note: To power off some devices you must press and hold the side button and one of the volume buttons until the Power Off slider appears, then drag the slider to the side.

Security: Unlocking Your Apple Device

Apple devices *lock* automatically if they are not used for a certain period of time, or when they have been turned off. *Unlocking* your device is like signing in.

When a device is locked, it may be turned on but the screen is black. No one can use the device without entering a password or other security measure, such as touch recognition or face recognition.

Unlocking your device is similar to using a PIN or number code to get into your bank account. It ensures that no one else can use the device, even if you lose it or have it stolen. Touch or face recognition are quicker to use, but if you share your device with other family members PINs are the best option.



TIP: You unlock your device with a password you create when you are first setting up your device. This is a different password from your Apple ID.

Sleep Mode

Devices can turn on sleep mode automatically if there has been no action for a period of time. You can adjust this length of time in the settings. When your Apple device is asleep it is turned on, but the screen is dark.

To **“wake it up”** you can pick it up (newer phones), or tap the screen or press the top button (iPads). You will know that your device has woken up when you can see the lock screen.

Connecting to Wi-Fi or Data

For most functions, your Apple Devices need to **connect to the internet** in order to work. They can connect through **Cellular data** (you will need a paid data plan) or **Wi-Fi**.

You can only use a Wi-Fi connection when you are close to a Wi-Fi modem and router (these are usually located in homes, libraries, universities, cafes etc. but not, for example, outdoors). The Wi-Fi connection is faster than using data, which means that Wi-Fi is better for some tasks (for example, streaming video).

Look for the **Wi-Fi Icon** at the top of your screen to see if your device has successfully connected to Wi-Fi.



You can use a paid data connection anywhere within range of your carrier's phone network, which typically covers urban areas (indoors and out) and most rural areas as well. You can purchase iPads in Wi-Fi only or Wi-Fi and Cellular models; only the Wi-Fi and Cellular model can run on data.

You buy data through monthly plans. Be aware that your data plan only covers a certain geographical area. There are local and national data plans. If you leave your coverage area, see if you need to buy extra coverage.

Get more information on **roaming charges** on the website of the *Canadian Radio-Television and Telecommunications Commission* at:

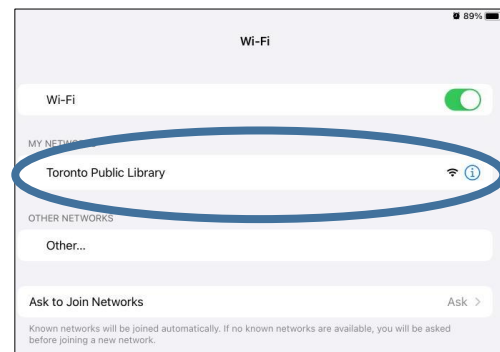
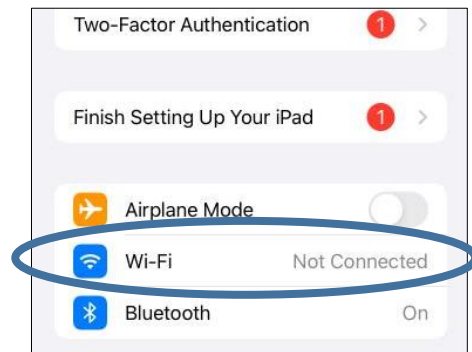
<https://crtc.gc.ca/eng/phone/mobile/trav.htm>

Wi-Fi can sometimes be free (for example, the Wi-Fi in Toronto Public Libraries is free to the public). Often people use Wi-Fi when it is available to save on their data plan. Be cautious and avoid transmitting sensitive information over open Wi-Fi.

How and where you use your device will inform your choices.

Exercise: Log in to Toronto Public Library's Wi-Fi

1. Open *Settings* and tap on the Wi-Fi icon on the left of the screen.
2. Find *Toronto Public Library* in the Network list on the right of the screen and tap on it. Make sure the green Wi-Fi toggle is set to the right.
3. Wait for the welcome page to appear and click the box to accept the *Terms and Conditions*, then tap on *Connect*.



The Apple Home Screen

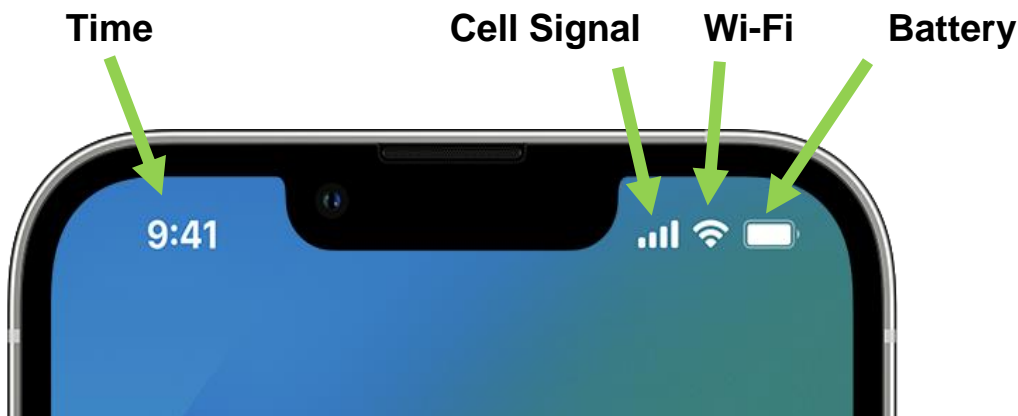
The **Home Screen** is the first screen you see when your device unlocks.

The Home Screen contains a number of important *apps*, or applications, which come with the device. It is possible to customize your home screen by adding, moving or even deleting apps.

As you acquire more apps, there will come a time when they will not all fit onto one page. Don't worry, they simply go onto a second (or third) page and it's easy to move between pages just by swiping from left to right with your finger.

Home Screen Organization

The home screens of Apple Devices are divided into three areas: the Status Bar on top, the Dock on the bottom, and the App area in the middle.



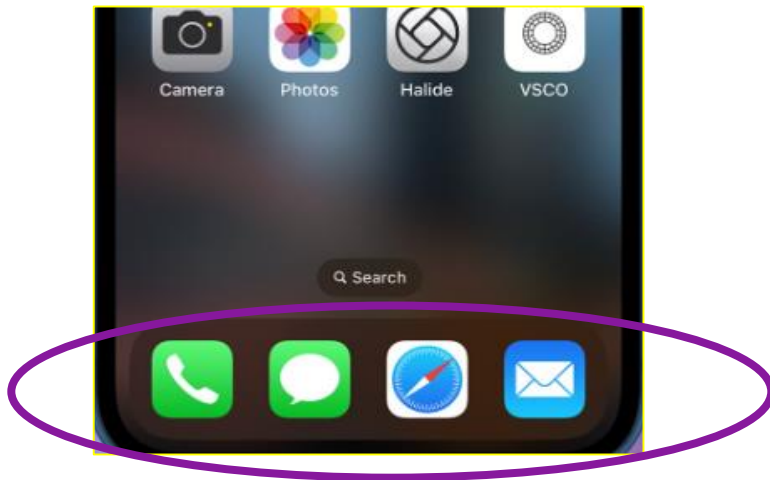
The **status bar** (above) contains the **status icons**. From left to right they indicate:

- the time (in this case, 9:41)
- the strength of your cell signal (if there is no signal, instead of three bars you will see the words "no service")
- whether you are connected to a Wi-Fi signal (if you are not, then the pie-shaped icon will be missing)
- the level of battery charge you have (the battery icon here is completely white, showing that the battery is fully charged).

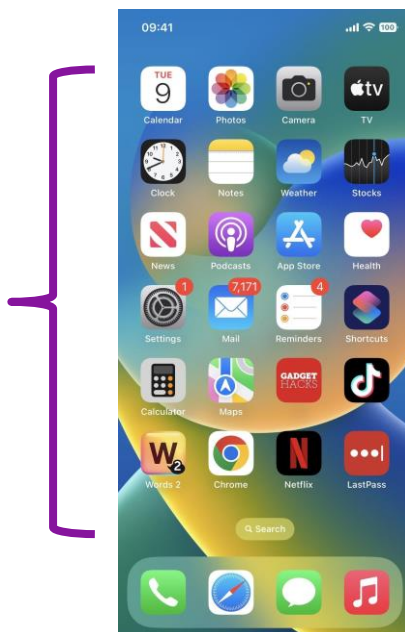
The Apple website has a full list and explanation of status icons in its support area. Look in the support area under "status icons and symbols on your iphone":

<https://support.apple.com/en-ca/HT207354>

The **dock** (below) is visible at the bottom of every page on your device and contains recent or frequently used apps. You can customize this area by dragging apps to the dock: simply put your finger on an app and drag down until you reach the dock.



The app area contains the apps that came with your device or that you have added. Your device comes with Apps such as a calendar, a clock, a camera, photo storage, a notes app and more, pre-installed. We cover more about apps in our class Apple Apps for Beginners.

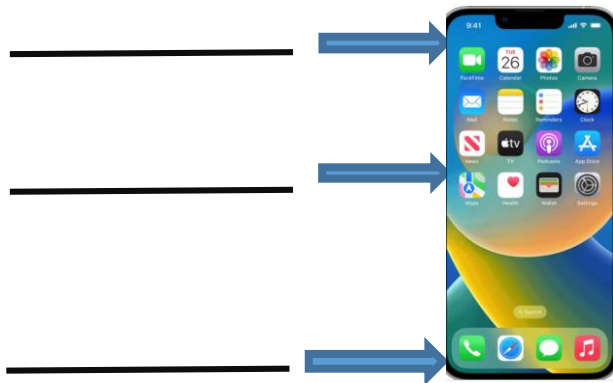


Exercise: Navigate Pages on Your Device

Some of you probably have more than one page on your device. Practice moving from page to page by using your fingers to swipe the screen to the left and to the right. The more apps you have loaded onto your device, the more swiping you will get to do!

Exercise: Review the Home Screen

Name these three parts of the Apple home screen.



The Apple Operating System

An operating system, or OS, is the program that makes everything on your device run. Every computer (desktop, laptop, tablet and smartphone) needs an operating system to run. iPhones use an operating system called iOS, and iPads use an operating system called iPadOS. These two operating systems were created by Apple and are only used on Apple devices. (In case you are curious, all non-Apple phones and tablets run on an operating system called Android).

Apple, like other technology companies, is always upgrading and improving its Operating Systems. One of the many things updates do is improve security, often in response to new malware. It's important to install updates promptly if you can. Be aware, however, that as devices age, they may not be able to work with the latest upgrades. For example, iOS 16 (currently the latest version) will not work with iPhones made before 2017.



TIP: The number 16.1.1 after the word iOS refers to the version of the operating system the upgrade represents. Each new version, or upgrade, is given its own number.

To assess compatibility for your device:

- iOS (iPhone) compatibility:
<https://support.apple.com/en-ca/guide/iphone/iphe3fa5df43/ios>
- iPadOS compatibility:
<https://support.apple.com/en-a/guide/ipad/ipad213a25b2/ipados>

Apple Settings



Settings allow you to control the way your device looks and functions. The settings that are in place when your device is new are called **default settings**. You are able to change things like your password, your ring tone, and your security choices in the settings area. Here is the settings icon.

We won't go over all of the settings, but let's identify what some of them let you do.

General Settings

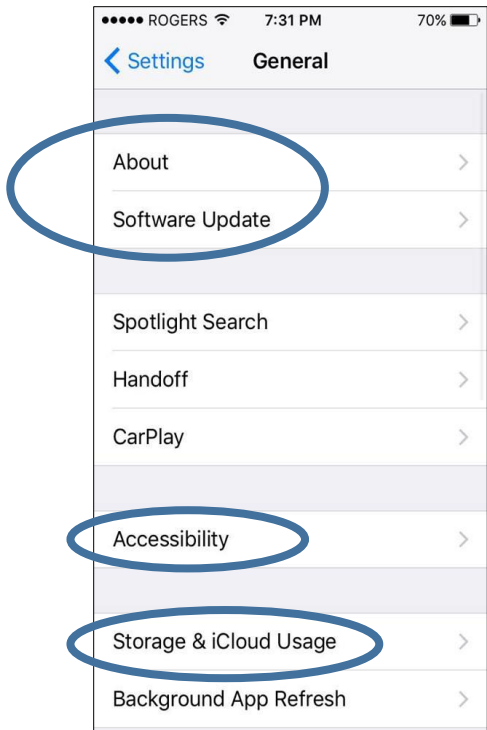
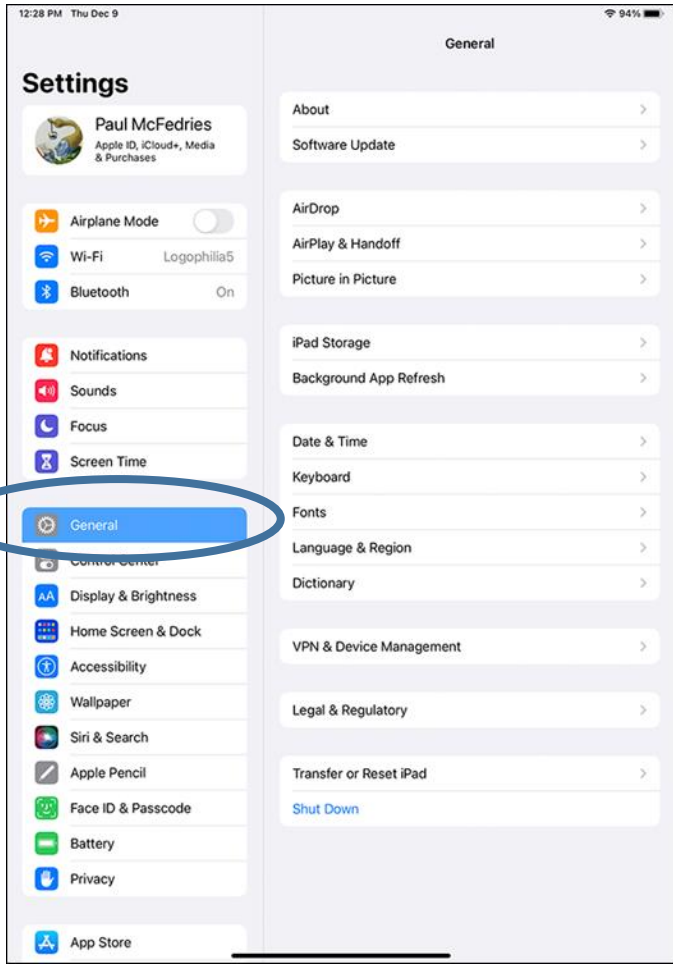
General Settings give us a lot of information about our device and how we are using it.

About gives you general information about your device, such as the model name and serial number, as well as how many apps you have installed.

Software Update lets you know which OS you are currently using and if there is an update available.

Accessibility gives you options to accommodate special needs.

Storage and iCloud Usage tells you how much storage you have available and which of your apps use the most storage

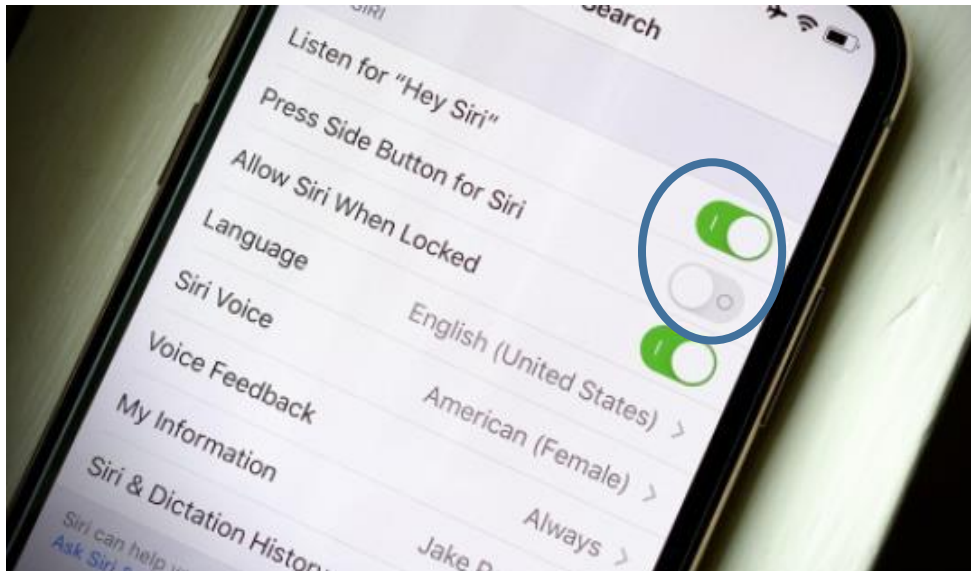


Changing Settings

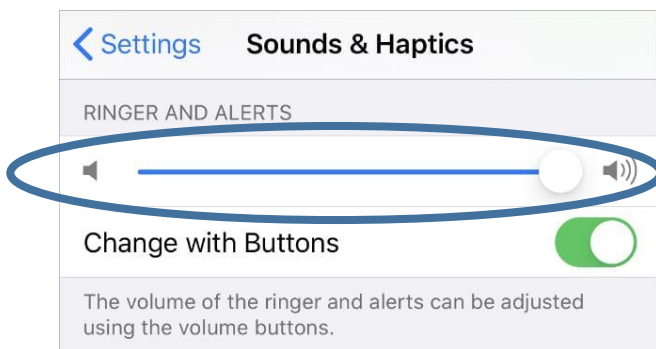
You change a setting by tapping on the settings icon, and then tapping on the setting category you wish to change. When you tap on a setting category, you will see a menu of options.

Most options have a button you can set to “on” or “off” by pushing with your finger. When it is green, it is on.

Other options include menus or sliders. Sliders are operated by pushing the circle up or down the line with your fingers.



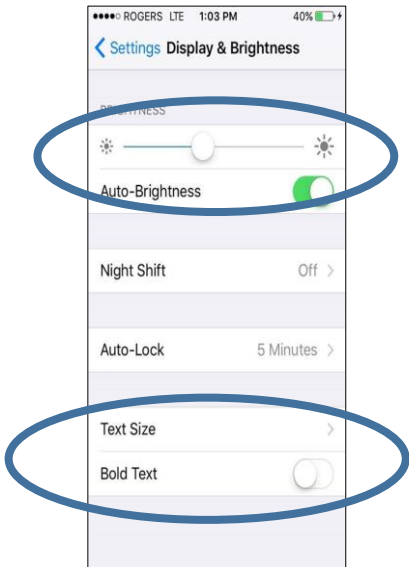
Above: Buttons turned **on** (higher, green) and **off** (lower, grey).



Above: ringer slider turned all the way up.

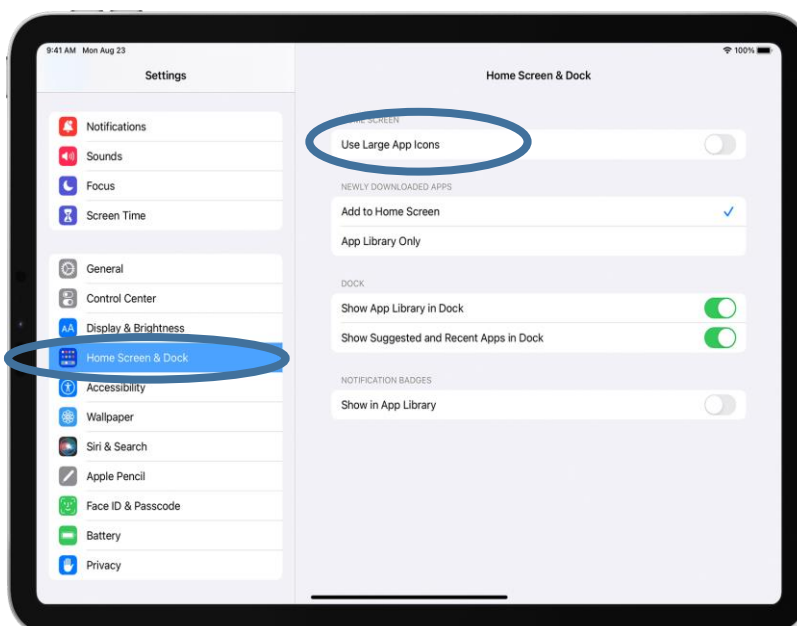
Settings: Display and Brightness

Display and Brightness lets you adjust the legibility of your screen. The *Brightness* slider allows you to control the visibility of your screen. *Text Size* and *Bold Text* allow you to make your text more readable.



Settings: Home Screen and Dock

Home screen and dock settings are one of the ways you can control the look and content of your home screen. The *Use Large App Icons* setting enlarges the app icons on your device so they are easier to tap



iCloud and Storage

One of the most popular ways to use your device is to take pictures or videos.

Your iPad or iPhone includes a couple of cameras – one at the back and one on the front - and a folder for the pictures.

You control your camera with the Camera App. It has a number of camera modes – such as photo, video, square, pano (panoramic) and more.



Camera app (right) and Photos app or storage (left)



Camera Shutter Button



Switch Cameras

A *selfie* is a picture you take of yourself with the front facing camera. To take a selfie, you have to reverse the cameras by tapping on the *Camera Switch* icon.

The selfie you have just taken, along with many other files, has to be stored.

It can be stored either on the device itself or on iCloud, which is Apple's cloud storage. When we say something is stored to "the cloud", we mean it is stored on large servers in a separate location from the user.

The company who owns the servers is responsible for maintaining and securing the data. The user can access their files through the internet.

Built In Storage

Storage refers to the amount of memory your Apple Device comes with. This kind of storage is built into the hardware of your device. You can buy devices with varying levels of storage. More storage increases the price, but increases the amount of photos, videos, files and apps you can save to your device. This storage is not expandable, meaning you cannot add to it later.

Apple devices come with a choice of 64, 128, 256, or 512 gigabytes or 1 terabyte of storage. The amount of storage you need depends on how you use your device.

Do you use your iPhone for calls and to browse the internet? You don't need much storage for that. Do you save a lot of pictures and video to your device? You'll need a medium amount of storage. The higher levels of storage are useful if you are a professional content creator (photographer, videographer, animator, or musician).

iCloud Storage

Every Apple device comes with a small amount of **free** cloud storage in addition to the built-in storage on the device. Apple's cloud storage is called *iCloud*. You use your Apple ID to login.

Your iCloud account is useful because it lets you store files without using up your device memory. It can also provide a backup in case your Apple device is lost or damaged, and you can access your iCloud account from other devices or computers if you need to do so.

The iCloud account that comes free with your device is 5 gigabytes. If you need more memory, you can pay for a subscription to enlarge your cloud storage. If you have other cloud storage accounts, such as Google Drive, you can also use them on your Apple device.

Learn more on the Apple website: <https://support.apple.com/en-ca/guide/iphone/iphde0f868fd/16.0/ios/16.0>



To find out how much Cloud storage you have used, go to:

Settings > Your Name > iCloud.

You will see a graph showing you how much of your 5 gigabytes you have used. If you're running out of storage, see if there are any apps or files you can delete.



Troubleshooting

Troubleshooting tips:

1. Turn device off, wait 30 seconds, and turn it back on
2. Check for an iOS update and install
3. Malfunctioning app: delete it and reinstall it
4. Check your Settings for recent changes
5. Check the Apple Support web page at <https://support.apple.com/en-ca>.

Troubleshooting: The Apple Website

The Support area on the Apple website is large and includes user manuals, accessibility tips, privacy tips, and more. It's a good place to explore when you have a question. Click on the iPhone or iPad section to get help.

- Apple Support
<https://support.apple.com/en-ca>
- iPhone User Guide
<https://support.apple.com/en-ca/guide/iphone/welcome/16.0/ios>
- iPad User Guide
<https://support.apple.com/en-ca/guide/ipad/welcome/ipados>

Troubleshooting: The Apple Tool Box

The Apple Toolbox website is not owned by the Apple company, but it is a well-written, reputable website staffed by technical experts who put together troubleshooting tips and instructional materials on all things Apple.

<https://appletoolbox.com/>

Troubleshooting: Google and Youtube

Googling a specific problem can get you quick access to a solution. There are many short tutorials on YouTube answering specific questions. Just make sure the advice applies to your device's model and Operating System.

Factory Reset



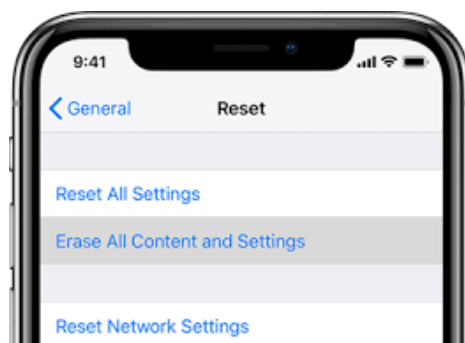
A factory reset is a drastic measure that people sometimes use when their device is not working properly. It's also a preferred way to clear your device if you are going to sell it, trade it in, recycle it or give it to someone else.

It's better to try **ALL** other solutions before restoring factory settings for a device malfunction.

This is a last resort only!

A *factory reset* will return all settings to the way they were when the device was new, but it will also delete all files, pictures, video, and apps that you have downloaded.

In the General Settings area, select *Transfer or Reset iPhone (or iPad)*. Select *Erase All Content and Settings*, and then follow the prompts.



Where to Learn More:

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edu.gcfglobal.org

TPL eLearning tpl.ca/elearning The library offers a wide variety of online learning options, free with your TPL library card. To access LinkedIn Learning and O'Reilly Learning, go to the TPL home page, hover your mouse over **eBooks and Online Content**, and click on **eLearning**. Scroll down to see all of our learning databases.

LinkedIn Learning contains thousands of high-quality, professional videos teaching many different computer skills. Search then click on any course you are interested in. For example, Search for "iPhone essential training" or check out [iOS16: iPhone and iPad Essential Training](#). Each online course has a table of contents, a video and even a transcript.

O'Reilly Learning offers up-to-date computer ebooks and evideos.

Books are also a valuable resource. Make sure your book is compatible with your device. If you take out a book from 2015, it may not include the features in the new device you bought this year!

Library Staff - Book a Librarian is a free service offered by TPL. Make a free 30-60 minute appointment with a librarian at one of our branches or call Answerline at **416-397-5981**.

We are here to help you find reliable sources of help – so be sure to ask library staff to point you in the right direction!

Wrap Up

It takes time to learn a new skill. Computers are no different. With time and practice it gets easier. It's also fun to learn something new! At first you might be concerned about making a "mistake" but try not to be.

Understanding the similarities across different devices and programs can really help you use and learn a new one.

Remember to practice! Take the class again if you want to. Or, if you want a new challenge, take our follow-up class **Apple Apps for Beginners**.

Today you learned more about Apple devices. You learned about:

- the location and function of their different parts
- how to navigate the home screen
- how to find and change settings
- how to troubleshoot.

You're ready to start using your device!

Thank-you for attending!