iPhone iPad Part 2.

Nov 2020   Applies to iOS 14.2

<u>Settings</u> App. (both) What can it do for me.?

1. **Your Name – Apple ID, iCloud, iTunes & App Store**
   A. <u>Tap</u> **<u>Settings</u>**.
   B. <u>Tap (on your name at the top)</u>
      i. To access your main account settings.
         a) Name, Phone Numbers, Email,
         b) Password & Security, (2FA)
         c) Payment & Shipping, Apple Pay
         d) Subscriptions.

   C. **<u>Tap iCloud</u>**
      i. See the iCloud storage bar graph.
   D. Under 'APPS USING ICLOUD'
      i. Toggle **ON** or **OFF** Apps using iCloud.
      ii. A Replacement (new) Device can download data from the Apps that are toggled to **ON**.
   E. <u>Tap</u> **<u>Manage Storage</u>**
      i. The Apps listed give their <u>used</u> capacity in the iCloud account.
      ii. Change Storage Plan is buying more storage from Apple.
   F. <u>Tap</u> **<u>Photos :</u>** (or other Apps in this list)
      i. Disable & Delete (or other options)
         a) Stop using iCloud Photos
            1) 30 day grace period for Download of photos.

<u>Tap "iCloud Storage" > "iCloud" > "Apple ID" > "Settings"</u>

2. Wi-Fi: (both) Tap **Wi-Fi**

A. The device looks for wireless internet connections within range.

B. The Device always remembers: if log-on to a network was done in the past.

    i. Will auto-reconnect when in range of that Network.

    ii. Wi-Fi is a wireless technology used up to 300 feet away.

    iii. Bluetooth is a wireless technology used up to 30 feet away.

    iv. Wi-Fi 6 is active.

        a) 802.11ax. (new designation)

        b) New devices must have the hardware to support Wi-Fi 6.

            1) Router and iDevice.

Tap "Settings"

3. Bluetooth –(both) Tap **Bluetooth.**

A. Bluetooth and Wi-Fi are both methods that provide wireless communication.

B. If Bluetooth is **ON**, then MY DEVICES will list Bluetooth devices within range and Connected or Not Connected.

C. It will constantly search for OTHER DEVICES.

4. Do Not Disturb: (Both) Tap **Do Not Disturb.**

A. A moon icon appears in the status bar when it is **ON**.

    i. It will silence phone calls, alerts & notifications.

B. Allow calls from: (Multiple choices)

    i. Everyone;

    ii. No One;

    iii. All Contacts

    iv. Groups – depending on what is Bluetooth to the Phone.

C. Repeated calls: Make sure it is **ON.**

i. From the same person
ii. Within 3 minutes.
   a) From the same phone.
   b) ==Tell Family and Friends for emergencies.==

Tap "Back" > "Settings"

5. General – (both)

A. **iPad Storage/ iPhone Storage –** Tap **General > iPad/iPhone Storage.**

   i. Displays the number of GB used out of Total Available on Device.
   ii. Displays each App and space they are using.
      a) Tap a Large storage Attachment.
         1) Delete not needed items.
         2) How much space can be saved?
      b) Tap Apps one at a time to:
         1) 'Offload App'
            i. Deletes app & data saved.
            ii. The app goes back into the App Store.
         2) 'Delete App'
            i. Deletes app and related data.

Note: Offloading an App, moves it from your device to iCloud, can download again it anytime.

Tap Back > General.

B. **Background App Refresh** – Tap **Background App Refresh**

   i. Allows apps to refresh their content anytime iDevice is NOT **OFF.**
      a) In the background.
      b) Using up your battery.
   ii. Toggle **OFF** Background App Refresh
      a) Toggle OFF individual apps
         1) May help preserve battery life.

<u>Tap General > Home Button.</u>

6. **Multitasking**—Double-clicking the Home button reveals all running apps in the multitasking manager.
   ==A. To switch quickly between Apps recently opened:==
        i. ==Select the App you want to return to.==
   B. To Close out the App
        i. Touch hold and Swipe upward.

7. **iOS 14.2 Updates** **(average download install duration - 37 minutes.)**
   A. **About iOS 14 Updates.**
        i. iOS 14 - Released on September 16, 2020.
        ii. iOS 14.0.1 - Released on September 24, 2020
        iii. iOS 14.1- Released on October 20, 2020
        iv. iOS 14.2 – Released on November 5, 2020

Note: Apple has also released the iOS 12.4.9 update for older iPhones and iPads.

   B. iOS 14 updates with:
        i. <u>Widgets</u> - redesigned widgets on the Home Screen,
        ii. <u>App Library</u> - automatically organize apps with the App Library,
        iii. <u>Messages</u> - introduces pinned conversations and brings improvements to groups and Memoji.
        iv. <u>Maps</u> - adds cycling directions and makes it easier to find places with Guides.
        v. <u>App Clips</u> - introduce a way to quickly discover and use a small part of an app.
        vi. <u>New Privacy</u> - features improve user transparency and control over how apps access your location, photos, microphone, and camera.

C. This update contains over 100 new features for iPad/iPhone including support for:

    i. multitasking, folders, unified mail inbox, Game Center, AirPrint, AirPlay, and many system improvements.

D. <u>How to Update your iPhone or iPad</u>

    i. Learn how to update your iPhone, iPad, to the latest version of iOS or iPadOS

        a) wirelessly

        b) or using your computer.

    ii. Before you update:

        a) Make a <u>backup</u> of your device using iCloud or your computer.

E. How to Update your device wirelessly. (One example)

    i. Plug your device into power and connect to the Internet with Wi-Fi.

    ii. Settings > General > Software Update.

        a) If a message says that an update is available, tap Install Now.

    iii. Tap Download and Install.

        a) If a message asks to temporarily remove apps because the software needs more space for the update, tap Continue or Cancel.

        b) Later, iOS or iPadOS will reinstall apps that it removed.

        c) If you tap Cancel, learn what to do next.

    iv. To update now, tap 'Install now.'

NOTE: With iOS 12 or later, your device will update automatically overnight while it's <u>charging</u>.

To turn on automatic updates, go to:

Settings > General > Software Update > Automatic Updates, and turn **ON:**

Download iOS Updates

Install iOS Updates.

Your device will automatically update to the latest version of iOS or iPadOS. <u>Some updates</u> might need to be installed manually.

     a) If you tap Install Tonight, plug your device into power before you go to sleep.

     b) Your device will update automatically overnight.

   v. Enter your passcode.

  vi. Monitor the progress of the update.

     a) Human interface action may be required.

8. iOS 14.2 includes the following improvements for your iPhone:

A. Over 100 new emoji, including animals, food, faces, household objects, musical instruments, gender-inclusive emoji, and more.

  i. Eight new wallpapers in both light and dark mode versions.

     a) Settings > Wallpaper > Choose a New Wallpaper.

  ii. Headphone audio level notifications to alert you when audio level could impact your hearing.

     a) Settings > Sounds & Haptics > Headphone Safety > Reduce Loud Sounds

 iii. New AirPlay controls to stream entertainment throughout your home.

     a) Settings > General > AirPlay & Handoff > Automatically Play to TVs.

       1) 3 Choices – Never; Ask; Automatic.

  iv. Intercom support with HomePod and HomePod mini using iPhone, iPad, Apple Watch, AirPods, and CarPlay.

B. **iOS 14.2 improvement differences for iPadOS (iPad Air 4th Generation)**

  i. Scene Detection in Camera uses intelligent image recognition to identify objects within a scene and automatically improves the photo.

ii. Auto FPS in Camera automatically reduces the frame rate when recording video to improve low light capture and to optimize file size.

9. How to Add Widgets on the iPhone in iOS 14 (iPhone only)

Note: Two categories of Widgets; Apple apps Widgets; Third-Party Widgets.

A. Tap and hold an 'empty' space on the home screen until app icons start jiggling.
B. Tap + in the top-right to open the Widgets menu.
C. Tap any widget to select it.
D. Select its size.
   i. Swipe left or right to select a size.
E. Tap "Add Widget" at the bottom of the screen.
   i. The widget will now be added to the home screen.
   ii. Drag it around to place it wherever you want to.
F. After finished, wait 30 seconds for jiggling to stop.
   i. Tap the display to stop jiggling.

Note: To customize while jiggling, Scroll down to the bottom to tap 'Customise'.

10.   App Library – New addition. (iPhone Only)
A. Groups all installed apps within a single screen.
   i. Access it by swiping to the left of the final page within the Home screen.
   ii. The App Library categorizes apps by type:
      a) Social, Productivity, Entertainment, etc.
   iii. Search for apps,
   iv. Display apps in list form
      a) swipe down to switch views.
B. At the top of the App Library,
   i. Two special categories
      a) Suggestions;
         1) will suggest apps for use at different times of the day (courtesy of machine learning)
      b) Recently Added;

1) provides quick access to recently installed apps.

11. How to Hide Home Screen Pages. (iPhone only)

A. Long-press on a blank part of a Home screen until the app icons wiggle.

B. Tap the Home screen dots (toward the bottom of the screen.)

C. Tap the circle and uncheck the screen(s) to remove.

D. Tap the Screen.
    i. Notice that the screen(s) have been removed.
    ii. Use the App library to access all of the apps.

E. To Un-hide Home Screen(s) Pages:
    i. Repeat Step A & B above
    ii. Tap the circle and check the screen(s) to un-hide.

12. Recording Indicators for Mic and Camera (iPhone Only)

A. iOS 14 displays an indicator light on the iPhone when either the camera or the mic is in use.

B. This ensures that no app can access your mic or camera without you knowing.
    i.   A green light indicates the camera is in use
    ii. An orange light means that your mic is on.

C. Settings > Privacy > Microphone/ Camera;
    i. To see what Apps want Access.

13. How to Use Safari Password Monitoring and Privacy Report (iPhone & iPad)

A. Safari now has a tracking and prevention button on the toolbar.

B. This will give a tracking report about things like:
    i. blocked trackers,
    ii. websites that contacted trackers,
    iii. the most contacted trackers, and more.

C. Here's how to access it:
    i.   Open Safari on the device.
    ii. Select a Web Site.
    iii.   Tap on the AA icon on the left of the address bar.

iv. Tap on "Privacy Report" to view the insights.

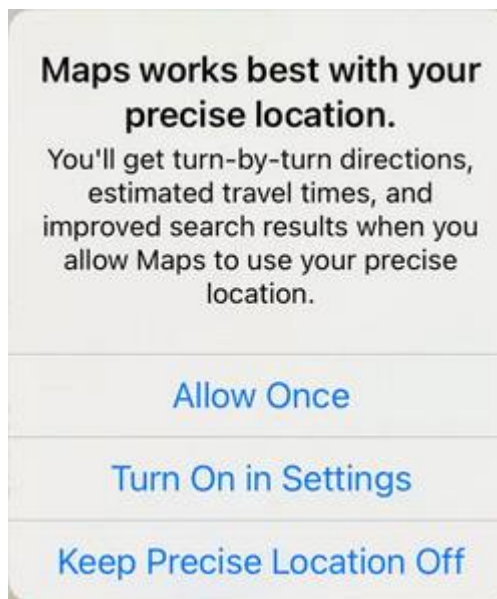## 14. **Detect Problematic Passwords (iPhone & iPad)**

A. Which passwords are potentially vulnerable, because they're too simple or because they're used with more than one app or site.

B. Security Recommendations Settings.
   i. Settings > Passwords > Security Recommendations.
   ii. Make sure the switch is turned **ON** for 'Detect Compromised Passwords.'
      a) The screen will then indicate any risky passwords that you should change.

NOTE: Anytime an app needs to access devices on your local network, it must **now** ask for permission.

Sometimes, apps have valid reasons for accessing devices on your network, namely in order to function. If the app needs permission you will get a center screen pop-up.

Example:

> **Maps works best with your precise location.**
>
> You'll get turn-by-turn directions, estimated travel times, and improved search results when you allow Maps to use your precise location.
>
> Allow Once
>
> Turn On in Settings
>
> Keep Precise Location Off

15. How to Enable WiFi Private Address (iPhone & iPad)

A. When connected to a WiFi network, iOS 14 features a new option to **"Use Private Address."** (**ON** by default) https://apple.co/3kA5UVR

B. This prevents network operators from tracking your iPhone/iPad.

C. How to Enable WiFi Private Address.

  i. Go to Settings > WiFi.
  ii. Tap on the network you are using.
  iii. Toggle on Use Private Address.

16. How to Enable Local Network Privacy Access

A. Apps will need your permission to be able to detect and connect with other devices on your local network. https://bit.ly/2UzUbMm

  i. Settings > Privacy > Local Network.
  ii. You will see the list of apps that request permission to:
    a) Find and communicate with your network.
      1) Toggle **ON** or **OFF** the local network access.

17. Pin a Conversation (iPhone & iPad)

A. Trying to hunt down a specific iMessage among all the conversations that appear in your iMessages inbox can be challenging.

B. New feature - to 'Pin' up to nine specific conversations to the top of the iMessage screen.

C. How to Pin a Conversation in iMessages to the top of the list:

  i. Press down on the iMessage.
  ii. Select Pin from the pop-down menu;
    a) That conversation appears at the top of your inbox.
    b) As a labeled circle.
  iii. To access a thread, tap on its pin.

D. How To Un-pin a Conversation in iMessge from the top of the list:

  i. Press down on the' Pin' circle at the top of the iMessage list.
  ii. Select 'Unpin' from the pop-down menu to remove it.

18. Reply Inline- iMessages (iPhone & iPad)

A. A group conversation can get muddled with new conversations interspersed between replies.

B. Reply to a specific comment **in the past** of the thread, to keep everything nice and organized.

C. How to 'Reply Inline' to a past comment.
  i. Long Press down on the past comment.
  ii. Tap Reply. (pop-up menu)
  iii. Type the response in the Reply field.
  iv. Send the text.
      a) The person who posted the original comment will then see your direct reply to it.

19.   <u>Troubleshooting</u>

A. <mark><u>Difference between Sleep/Wake & OFF</u></mark>

  I.   <mark>To Turn OFF.</mark>

      a) Hold down Sleep Wake Button until **"slide to power off"**.
      b) Tap 'Slide to Power Off'.

Note: wait at least 60 seconds before making any other inputs to the iDevice.

  v. Turn Back ON.
      a) Hold down the Sleep/Wake button.
      b) For least ten seconds,
      c) Until the Apple logo appears.

B. **<u>Shut Down iDevice in Settings</u>**

  vi. <u>How to Shut Down without using</u>
      a) Settings > General > Shut Down (after scrolling down)
      b) Tap 'slide to power off' at the top of the screen.

<u>Tap Home Button</u>

C. **<u>Battery Maintenance</u>**

  vii. Apple recommends
  viii. Go through one full charge cycle per month
      a) Meaning
          1) Charging the battery to 100% and then completely running it down.

2) Helps in recalibrating the battery indicator more accurately.

D. **Saving Battery**

    ix. To make battery charge last longer.

      a) Dim Display via the control panel.

    x. Keep Wi-Fi ON at all times.

      a) Uses less power than 3G/4G/5G from Carrier Towers.

    xi. Turn **OFF** Background App Refresh.

    xii. Choose Fetch in mail App.

      a) <mark>**Turn OFF Push**</mark> – it uses up battery power.

        1) Tap **Settings > Mail > Accounts**

      b) Tap 'Fetch New Data'.

        1) Set up a Fetch Schedule

NOTE: Fetch is getting email when you open email.

Push is getting emails when they arrive in the email box.

Push uses up the battery power.

    xiii. Turn **OFF** Location Services – (Settings > Privacy)

    xiv. Turn **OFF** Notifications for Apps.

      a) Settings > Notifications > App

        1) Turn **OFF** each Apps Allowed Notifications

    xv. Turn OFF Bluetooth

      1) Settings > Bluetooth

20. **Backup Your iPad/ iPhone**

  A. Sign up for iCloud (5GB free storage.)

    i. Backup occurs Automatically every day when:

    <mark>**must meet these requirements**</mark>

      a) **Wi-Fi Connected to the device.**

      b) **Turned ON and ion Sleep mode.**

      c) **Locked (blank screen)**

      d) **Connected to a Power Source.**

ii. Make adjustments to Backup.

e) Settings> Apple ID > iCloud> iCloud Backup> Back Up now.

B. <u>Clearing Out Space on you iPad/iPhone</u>

iii. Settings > Apple ID > iCloud > Manage Storage

iv. Tap Apps for more info.

v. Disable or Delete Apps to free up space on iDevice.

Note: Apps purchased from the App Store do not actually take up any space in your iCloud storage; your <u>data</u> from those apps do.

Questions or comments to:

Jere Minich at: jminich@apcug.org

An International Association of Technology and Computer User Groups

Thanks for the opportunity to share.