

Modern Technology Made Easy!



By: Molly Vestal

Girl Scout Troop #21215

girl scouts 
of san jacinto



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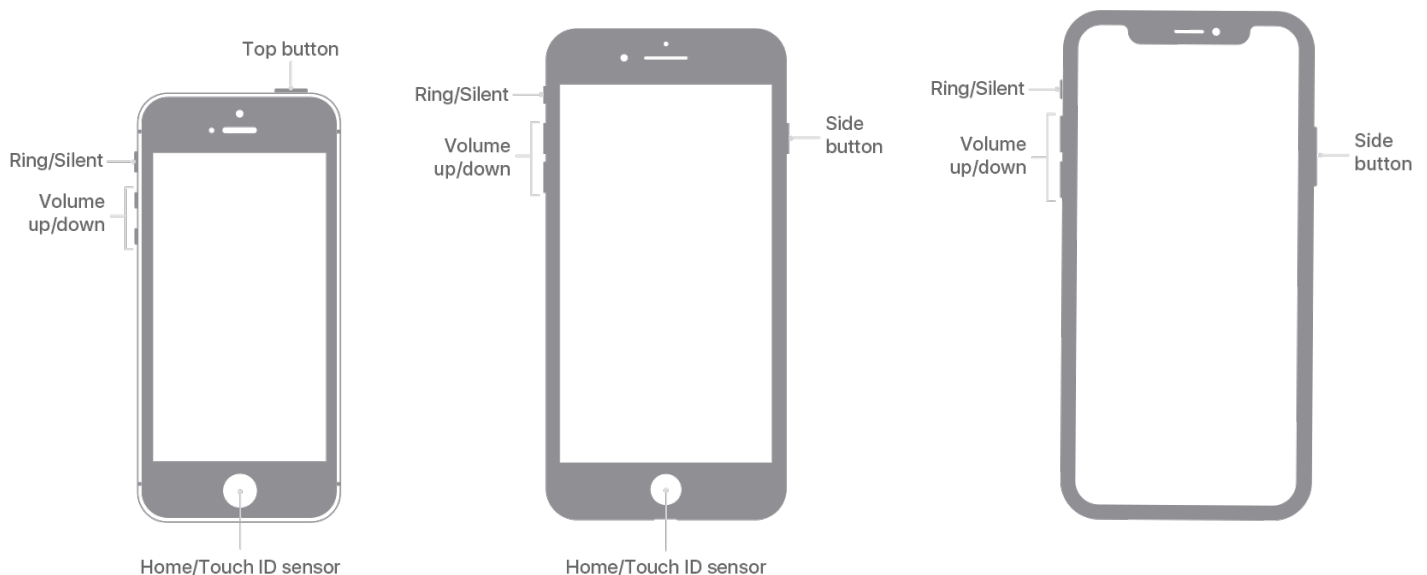
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Intro

When I decided to get my Gold Award, I knew I wanted to do something to benefit the community around me. My grandmother suggested that I do something to assist her retirement community, and I immediately knew that I wanted to teach technological literacy! I conducted a survey, and most of you responded and said that you mainly use Apple software. I also learned that most of you needed help with your iPhone, so that is mainly what I focused on. I know it can be intimidating but don't fret! I made this booklet to help you with (most) of your needs. I hope you enjoy!

Buttons

- **Home/Touch ID sensor**- This button is used to “wake” your iPhone, (turn it on), and to read your fingerprint (Your fingerprint can be your password, which means that you won’t need to enter your password, just use your finger).
- **Ring/Silent**- This switch enables the volume of the notifications on your phone. If switched **down**, then your phone will **vibrate** instead of making a noise. If switched **up**, then your phone will use its speakers to play a sound when you receive a notification.
- **Volume Up/Down**- This button adjusts the level of volume you want your phone to make. If the sound is too quiet, click the higher button to make it louder. If it’s too loud, press the lower button to make it quieter.
- **Top/Side button**-This button is primarily used to **turn your phone off, or “sleep”**. It is also used to “wake” your phone. If you turn your phone on with this button, you will need to put your password in, unlike the Home button.



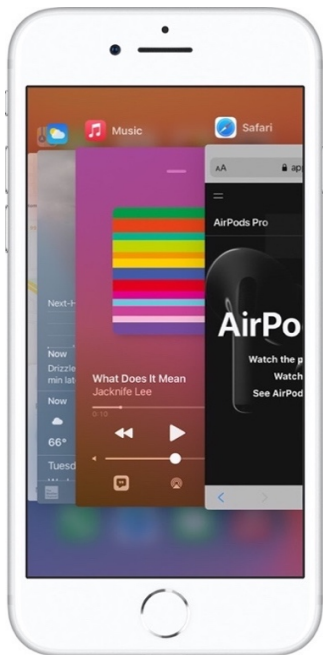
App Switcher

To switch between apps on the **older iPhone models (6-SE),**

- **Double Click the Home button,** and you should see the image below. You can swipe left and right between previously opened apps, or, you can **swipe up** on each app to **clear it from your history.** This means that your phone won't be running applications in the background, which will make your phone operate faster.

To switch between apps on the **newer iPhone models (X-12 Pro Max)**

- **Swipe up from the very bottom of the screen,** and you should see the image below. Swipe left and right between apps to toggle between 2 or more, or swipe up on the apps to clear it from your history.



iPhone Models: 6, 6S, 7, 7+, 8, 8+ SE



iPhone Models: X, XR, XS, XS Max, 11, 11 Pro, 12, 12 mini, 12 Pro, 12 Pro Max

Passwords

Passwords are important to keep your information safe. It is important that you have a password that **you can remember** as well as a password that is **hard for others to guess**.

You need a combination of:

- Uppercase letters
- Lowercase letters
- Numbers 0123456789
- Nonalphanumeric characters: !@#\$%^&*;<>./?[]{}=+

Personally, I like to have 1 password that I use for everything, but with different things added on, for example, my password could be **Password123!**, but I can change it to **Password123.** or **password123!**. Having 1 “**base password**” that you always remember can help with keeping all your passwords in one place. Add things onto the end, like exclamation points, periods, or numbers to make it hard to guess. The longer your password, the harder it is for hackers to guess.

Siri

Siri is a virtual assistant that is a part of Apple's operating system.

To activate Siri on the **iPhone X or newer**, **press and hold on the side button**.

On **iPhone with a Home Button**, simply **press and hold on the Home button**.

To change Siri's settings, go to the Settings App and you can alter them under the "Siri & Search" tab.

Things to ask Siri:

- "Hey Siri, call Mom"
- "Hey Siri, call Karen on speakerphone"
- "Hey Siri, send a message to my daughter Sarah."
- "Hey Siri text Sarah 'Happy Birthday'"
- "Siri, what's the weather today?"
- "Find directions to HEB"
- "How tall is Mount Everest"
- "Siri, set an alarm for 5 a.m. this morning"
- "What time is it in Hong Kong?"

Siri was made to assist people. Anything that you need your phone to do, just ask her to do it. There are, however, some things that she cannot do. Have patience, AI (artificial intelligence) is becoming smarter every day.

iOS Updates

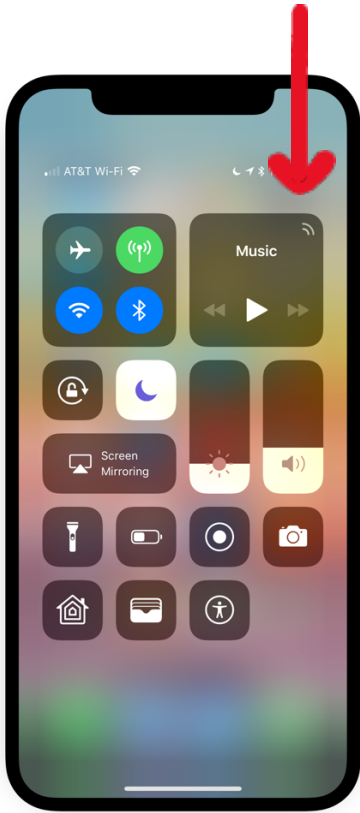
Apple products **require** software updates every ~year or so. What does this mean? It means that your Apple products app and settings may change, but these updates are necessary to help your product run faster and more efficiently. Additionally, Apple adds new features with each update and you can learn about them in the **Tips** app installed onto your phone or tablet. You don't need to update your phone for every update but try and do it every year or so to keep your iPhone running smoothly.



Some of the new iOS 14 updates and features that you can explore on your iPhone or iPad

Control Center Settings

Your iPhone has settings easily accessible from the home screen, or anytime you need them available.



iPhone X & Newer:

Swipe down on the top **right** corner of the screen



iPhone 5S, 6, 6+, 7, 7+, 8, 8+:


Swipe up on the bottom of the screen

In the control center, you can adjust **brightness**, and **volume** and turn **Airplane mode**, **cellular**, **Wi-Fi**, **Bluetooth**, **Do Not Disturb**, **flashlight**, **low battery mode**, **screen recording**, among other customizable settings **on and off**.


Control Center Settings continued


 - This button is used to turn **Airplane Mode** on and off.


 -This button is used to turn **Wi-Fi** on and off.

-This button is used to turn **Bluetooth** on and off. **Bluetooth** is a standard for the short-range wireless interconnection of mobile phones, computers, and other electronic devices.

 -This button is used to **lock & unlock** the orientation of the screen.

 - This button is used to **Do Not Disturb** on and off, which means that when it is on, all notifications and calls will be silent.

 - Drag your finger along the column with this icon to **adjust brightness**.

 - Drag your finger along this column to **adjust volume**.

Deleting and Moving Apps

Deleting apps is necessary when you need to free up storage, and moving apps around is necessary if you want to group/sort them.



- Press and hold down on the app you want to delete; the apps should be wiggling.
- If you want to **delete** the app, press the “Remove app” option
- Confirm deletion
- Press Done in the top right corner or press the home button.

Deleting and Moving Apps Cont.



- Press and hold down on the app you want to move; the apps should be wiggling.
- Press **Edit Home Screen**
- Press and hold on the app you want to move
- Move the app to desired location
- Done!



Ads

Ads are how app developers make money. Ads can be annoying, but there are ways to minimize their appearance.

- The first way to get rid of ads is to **pay**.
 - Most apps offer an “upgraded” ad-free version, typically for a few dollars. Paying this small fee usually eliminates ads.
- The next way to minimize ad experience is to **fast-forward**.
 - Most ads have a button in the one of the four corners of the ad. Clicking on this will fast forward the ad and give you the option to close it out sooner.
- The final way to minimize ad experience is to simply watch the ad **all the way through**.
 - Most ads are only 30 seconds, so watching them isn’t going to take that long.

Sending Photos

Sending Photos from the Photos App:

- Open the Photos app on your iPhone
- Tap the “**Select**” button in the top right corner, and click on every photo or video you want to send.
- Tap on the Share button: 
- There should be many app icons to choose from. Tap the one that you wish to send the photo on, whether that be Messages, Email etc.
- Add your contact.
- Tap the Send button: 

Sending Photos continued


Sending Photos from the Messages App:


- Open the Messages app.
- Find the person you want to send the photo to, or tap on this icon to

add someone new: 

- Tap the Photos button: 

If you don't see the Photos button, tap the iMessage apps

button:  , the Photos symbol should show up.

- Tap each photo and video that you want to send.
- Add your contact.
- Tap the Send button: 

Robocalls

Robocalls are very annoying. Here are some things that can help get rid of them.

- The first way to get rid of robocalls is to turn on the “silence unknown callers” function on your iPhone.
 - Go to Settings, and then enter “Silence unknown callers” in the search bar, then turn the function on.
- This will identify the robocalls that come through your phone.
- The second way to get rid of robocalls is to download an app. There are plenty free ones on the App Store if you search “Robocalls”.
- Open up settings, and go to the “Phone” tab.
- Tap on the “Blocking & Identification” tab.
- Click allow on each app you want to block robocalls.

Zoom

Zoom is an app that can be used on a computer or phone to conduct video-chat meetings. At the core, Zoom is pretty simple to navigate.

To create a meeting:

- Open the Zoom app and **sign in**. If you don't have an account, make one!
- Click **New Meeting** and start a meeting, or click “**schedule meeting**” and schedule the date and time that you want to have your Zoom meeting. Make sure that you enable/disable password entry, and send the meeting information to those who you want to join.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white, sans-serif font.A white, rounded rectangular button with a thin blue border and the text "Sign In" in blue, sans-serif font.

Zoom continued

- Zoom calls have a **mute/unmute** button, and a **camera on/off** button.
 - Make sure to monitor these two buttons throughout the meeting to make sure they are set to what you want.
- There is also a **record button** to record the meeting, and a **share screen** button.
 - A **share screen** button allows you to share what your screen to the other users. Zoom will allow you to choose what you share.
- Finally there is the **leave meeting** button, when you want to leave, or the call is over, click it.

These are the most basic functions that will allow you to join every Zoom call with ease!

