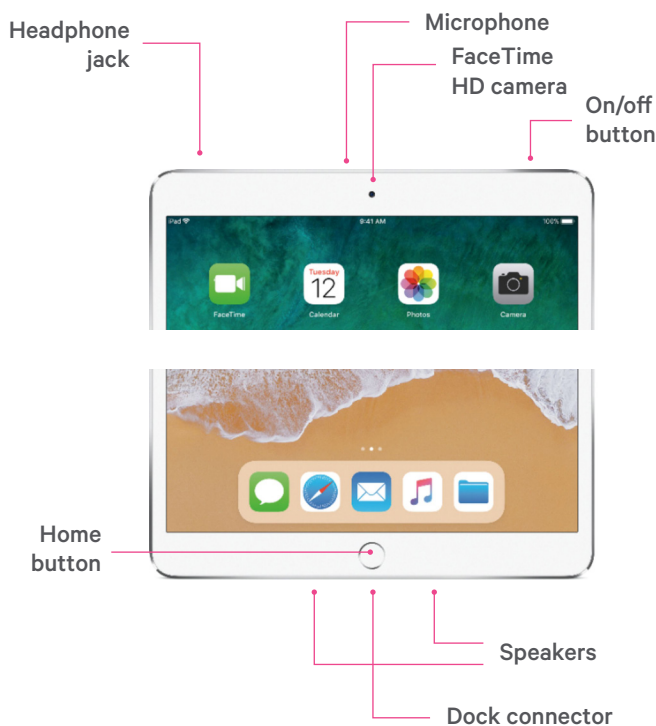# iOS Basics

For: iPhone, iPad, and iPod Touch

What is iOS?

iOS is an operating system for iPhone, iPad, and iPod Touch created by Apple. Think of the operating system as the device's "coordinator," communicating your requests to all the different parts of the device.

Getting started

Getting to know a new mobile device can be pretty exciting, especially if this is your first iPhone, iPad, or iPod Touch. The key is to start with the basics and take it 1 step at a time.

The parts of your Apple device:

Headphone jack

Microphone

FaceTime HD camera

On/off button

Home button

Speakers

Dock connector

Use the Home button to wake up the iPad.

How to interact with your device

You'll use your finger or a stylus pen to interact with your device's touchscreen. For instance, instead of clicking something with your mouse, you'll tap the screen with your finger.
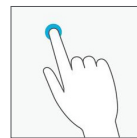
Tap the screen gently with your finger. This is similar to "clicking" a mouse. It will open whatever you "click" on the screen.
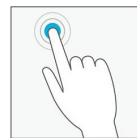
Tap and hold your finger down on the screen. Depending on the program you are using, tapping and holding will access other options (think of this as "right-clicking"). Some options including copying text or moving your cursor, for example.
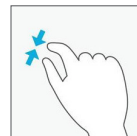
Spreading or pinching (i.e. open or close your thumb and forefinger) on the screen. Used to zoom in or out on the screen. For example, if you were having trouble reading text, you can zoom in on the text by spreading your thumb and forefinger on the screen.
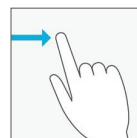
Scroll using your finger to move in any direction. You can scroll up and down, left and right, or any other direction on the screen. Swipe left or right to "flip through" things, like pages on the home screen, photos, or pages in an e-book.

Halifax Public Libraries

Home screen

Once your device is set up, you should be taken to a simple screen with some icons, buttons, and other features. This is actually one of the most important parts of your device – it's called the home screen – and it's where you'll store all your favourite apps. Swiping left or right on the screen will allow you to move between screens.

Home screen
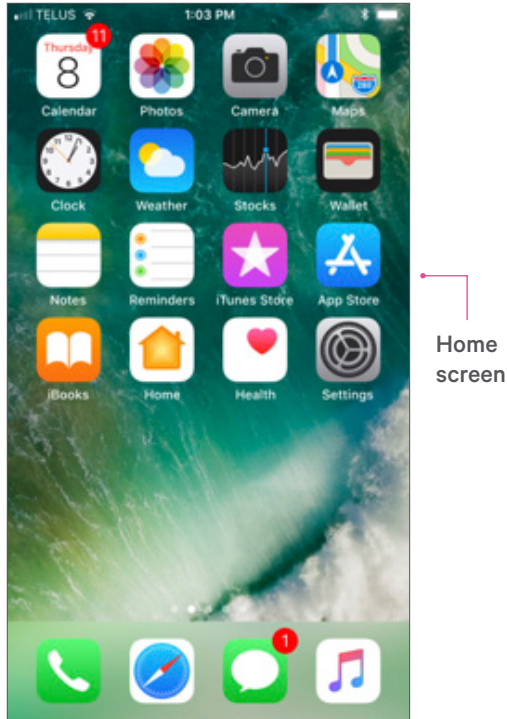
Status bar

The area in the top of the screen displays current information about your device. This includes things like signal strength, WiFi status, time, and battery life. Here are some examples

Status bar

Battery life:

 Low battery

 Full battery
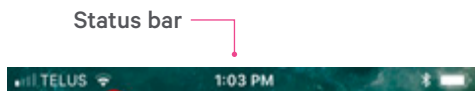
Wifi signal status:


Low   Good

Notifications

Notifications are cues or alerts that let you know when something is happening on your device.

To view your notifications, swipe down from the top of the screen – this will open the notifications.

From there, you can see more information about each notification, or tap one to go to the source.

Swipe the notification left or right to remove it. Notifications will also appear on your lock screen.
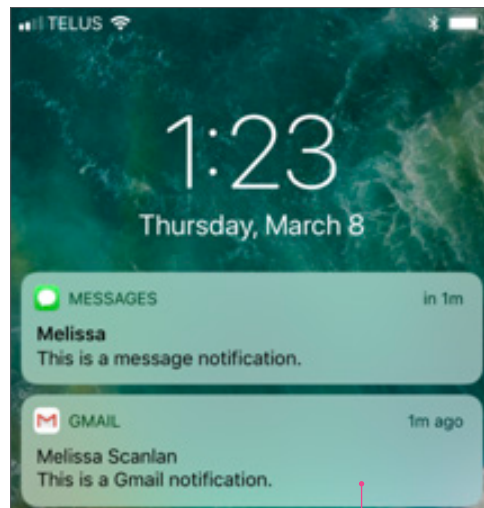
Notifications

Lock screen

You can help secure your phone or tablet by setting a screen lock. Each time you turn on your device or wake up the screen, you'll be asked to unlock your device, usually with a PIN or password. On some newer devices, you can unlock with your fingerprints as well. You can change the security requirements for opening your phone in your **Settings**.

Apps

The icons you see on your home screen are actually shortcuts to your apps. To open an app, tap the icon you want. Here are some common apps and their funtions:

Settings
Adjusting your computer's settings, including changing the look and feel of the desktop. You can also connect to the internet here.

Safari
Viewing websites on the internet.

App Store
Download apps.

Camera
Taking photos and videos.
Note: You can view photos in the Photos app or the bottom left corner of the Camera app.

Phone
Making phone calls. (Available on iPhone and data-enabled iPads.)

Messages
Sending text messages.

App Store: Downloading apps

If you're interested in downloading apps, that's where the App Store comes in handy.

The App Store comes pre-installed on every iOS device. To get started:

- Open the App Store app.
- Use the search feature to search for something specific, such as the name of an app, the company that makes it, or something descriptive (like "photo editor").
- You also can tap Apps to browse the apps section of the store.

To download or learn more about an app, tap the one you're interested in. You'll be taken to the product page, where you can check out reviews, screenshots, and a description of the app. To download the app, tap the **Get** button (it will say "Get" if the app is free, or will tell you the purchase price), then follow the rest of the instructions.
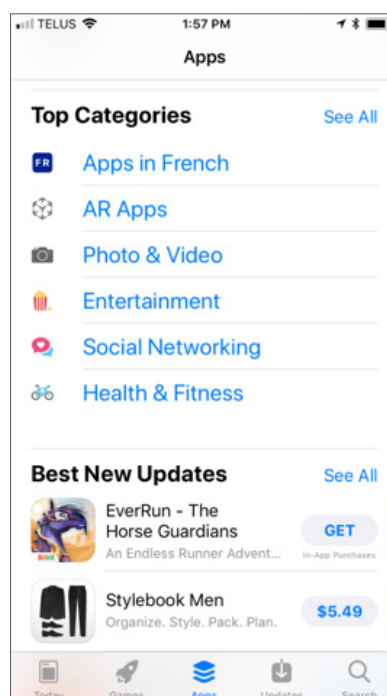
## Adding, moving, and removing apps on the home screen

Apps that are installed from the App Store are automatically added to the home screen.

To move an app:

- Tap and hold the app (be careful to not let go!).
- You'll notice the apps wiggle and there will now be an X in the corner.
- Drag and release the app once you've chosen a spot.

To remove an app:

Follow the steps above, but click the **X** beside it instead of dragging and releasing.
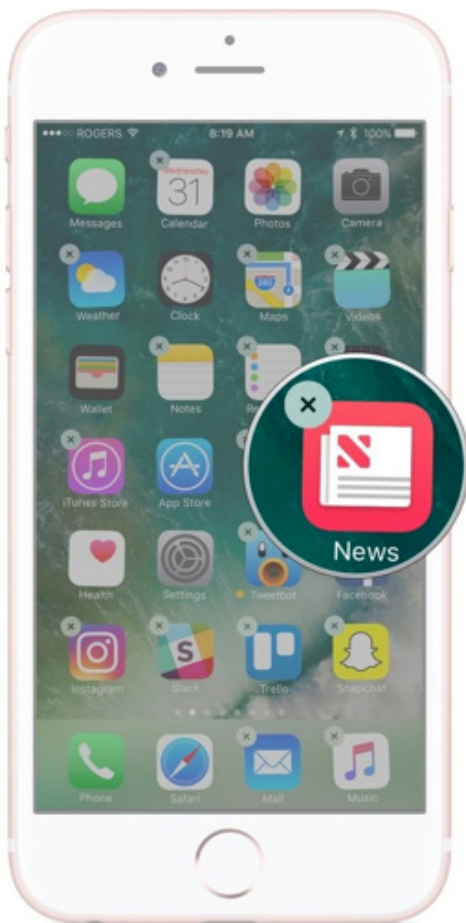
Control Centre

You can access the Control Centre by swiping up from the bottom edge of the screen. This will allow you to access and change commonly used settings, such as increasing or decreasing the screen brightness, turning down the volume, and turning your WiFi on or off.

By now, you've probably already encountered the keyboard on your device. It's designed to pop up automatically whenever you need to type something; for example, when you're composing an email, searching the web, or filling out a form.
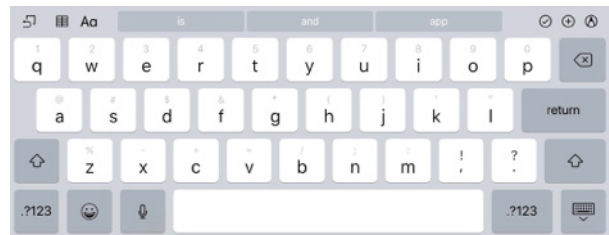
Keyboards will often offer suggestions or spelling corrections while you type. To choose one of the suggestions, just tap the one you want. This is at the top of the keyboard.

The backspace key allows you to delete. To delete entire words or sentences, tap and hold the key.

Click the **number and special characters** key to switch between the main keyboard, which contains primarily letters, to the numbers and special characters.

Tap the **shift key** to turn on capital letters. Double tapping will turn on caps lock.

Halifax Public Libraries

Connecting to the internet

Your device can connect to the internet almost anywhere, either though mobile data (3G/4G or LTE) or nearby WiFi. So what exactly is the difference? Most data plans only give you a certain amount of data per month, and there can be repercussions if you go over your limit. With WiFi, you can use the internet as much as you want, and it won't count against your data.

To join a network:

- On the home screen, click **Settings**.

- Select **WiFi**.

- If the network is secured, you'll need to enter a password to connect to it. There is no password for Halifax Public Libraries' WiFi.

Need Help?

- Visit or call your local Library branch: www.halifaxpubliclibraries.ca/locations