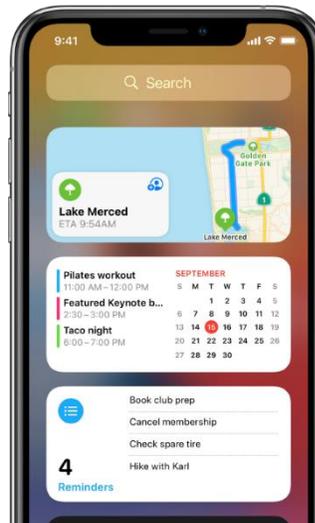


Your iPhone Home Screen

On the iPhone Home or Lock screen, swipe to the right edge of the screen. You can do this swipe from anywhere: the far left edge, the middle, or even close to the right edge of the screen. To go back to the Home or Lock screen from Today View, swipe to the left edge of the screen.

On the other hand, if you swipe to the left edge of the screen, all apps on your phone will show up as App Library.

By swiping down from top will bring up the search bar to search Apps on your device.



Checking your software version on your iPhone

- On Main menu screen, tap Setting
- Scroll to General and tap on it
- Tap on About – you will find Software version, Model and Serial Numbers, Cellular NW etc.
- You can tap on Software Update and manually update your software version.



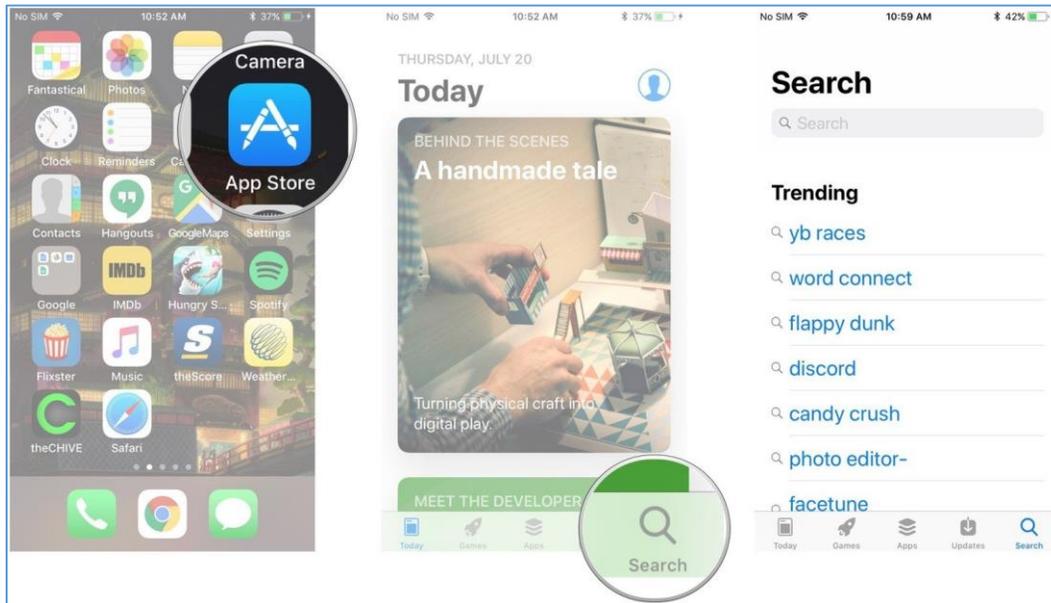
Connecting to Wi-Fi

- From your Home screen, go to Settings > Wi-Fi.
- Turn on Wi-Fi. Your device will automatically search for available Wi-Fi networks.
- Tap the name of the Wi-Fi network that you want to join. Before you can join the network, you might be asked to enter the network's password or agree to terms and conditions.



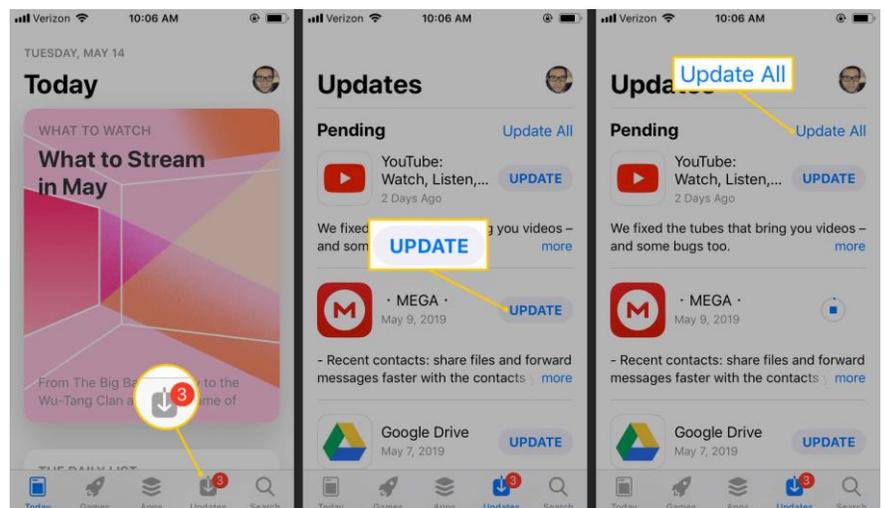
Downloading Apps in App Store

- From a Home screen, tap App Store. You will see current top apps.
- To browse the App Store, tap Apps (at the bottom).
- Scroll then tap the desired category (e.g., Top free Apps, Made for Kids, etc.) Or Tap on Search and type in name of Apps
- Tap the app.
- Tap GET then tap INSTALL. ...
- If prompted, sign in to the App Store to complete the install.

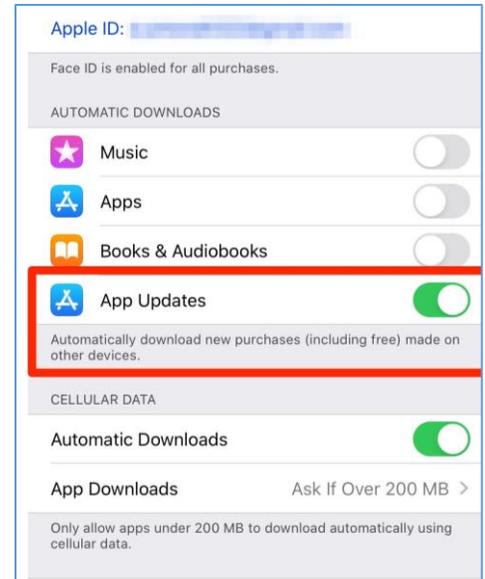


Updating Apps Manually

- Open the App Store, then tap Today at the bottom of the screen.
- Tap your profile icon at the top of the screen.
- Scroll down to see pending updates and release notes. Tap Update next to an app to update only that app, or tap Update All.



- You can set up to automatically update downloaded Apps on your phone. Settings>App Store> Enable App Updates



Deleting Apps

- Touch and hold the app.
- Tap Remove App.
- Tap Delete App, then tap Delete to confirm.



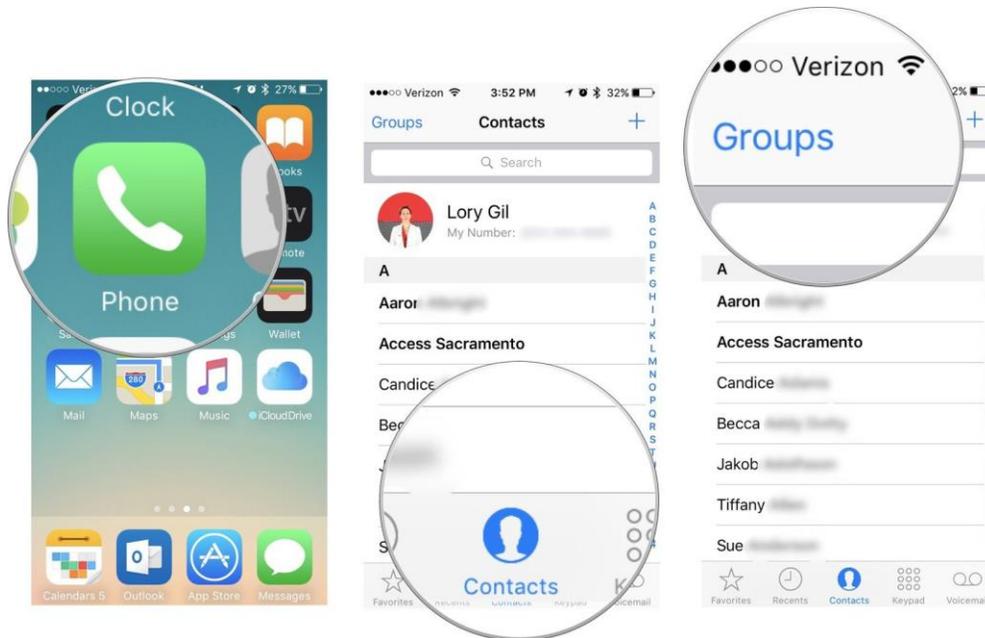
Rearranging Apps

- Touch and hold any app on the Home Screen, then tap Edit Home Screen. The apps begin to jiggle.
- Drag an app to one of the following locations: Another location on the same page. ...
- When you're finished, press the Home button (on an iPhone with a Home button) or tap Done (on other iPhone models).



Find your Contacts

- Launch the Contacts app. You will see your list in alphabetical order. Tap "Groups" will show you where those contacts stem from such as your iCloud or Gmail or other email contact lists.
- Check off "All on My iPhone" to display your contacts stored on your iPhone's hard drive. You might have cloud accounts linked to your iPhone, such as Gmail or iCloud. These accounts will also appear in your group lists.
- You can use search box to find any part of the name – first, middle, or last.
- To add a contact, tap on the + sign on the top right and fill in the New Contact form and tap Done.



- You can also directly add contacts from text messages as follows:

- Step 1: Open "Messages" on iPhone or iPad.
- Step 2: Select a "conversation".
- Step 3: Tap on the sender profile on top and tap "i".
- Step 4: Click the person's phone number.
- Step 5: Click "Create New Contact".
- Step 6: Choose a name. ...
- Step 7: Add additional contact information.
- Step 8: Click "Done".



Merging your Contacts

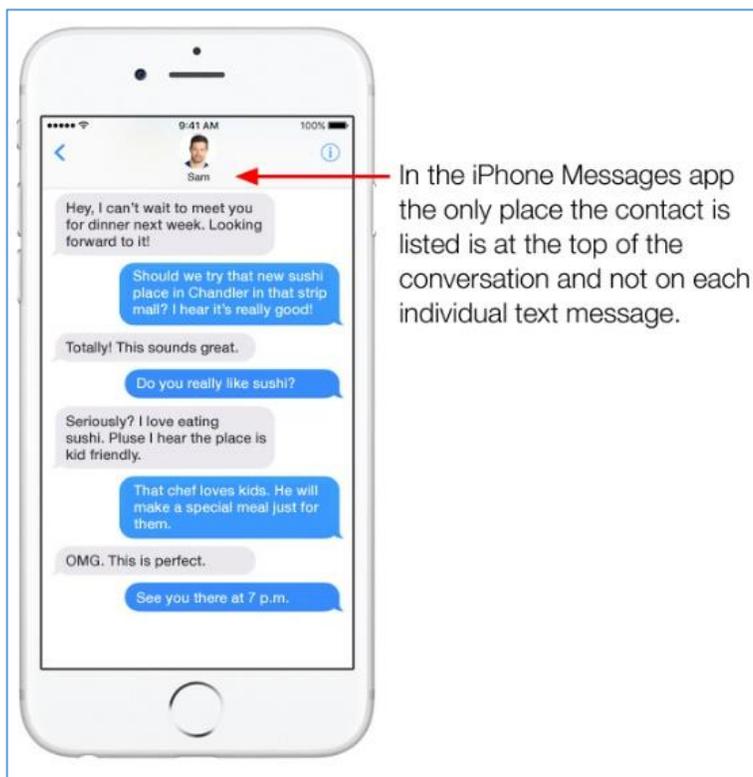
- As your lists on contacts will be pulled from more than one sources (yahoo email, Gmail or iCloud from your iPhone) there may be duplicates with incomplete information in each contact information. You can merge them as follows:
 - Open Contacts.
 - Tap the contact you would like to merge other contacts with.
 - Tap Edit.
 - Tap Link Contacts.
 - Tap on the duplicate contact(s)
 - Tap Done.

Deleting Contacts

- Open Contacts
- Open a contact that you want to delete.
- Tap on Edit on top right.
- Scroll down to the bottom and tap on Delete Contact.

Sending Text

- Tap Message button on Home screen. Tap at the top right of the screen (icon with pencil and note) to start a new message, or tap an existing message.
- Enter the phone number, contact name, or Apple ID of each recipient. Or tap +, then choose contacts. (You can add more than one to send the same message in a group.)
- Tap the text field, type your message, then tap the up arrow to send.



Set up email account to phone

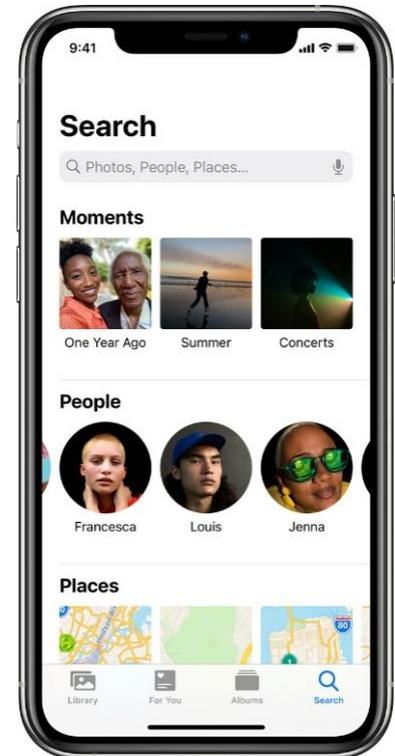
- Go to Settings > Mail, then tap Accounts.
- Tap Add Account, then select your email provider.
- Enter your email address and password.
- Tap Next and wait for Mail to verify your account.
- Choose information from your email account, like Contacts Calendars.
- Tap Save.



or

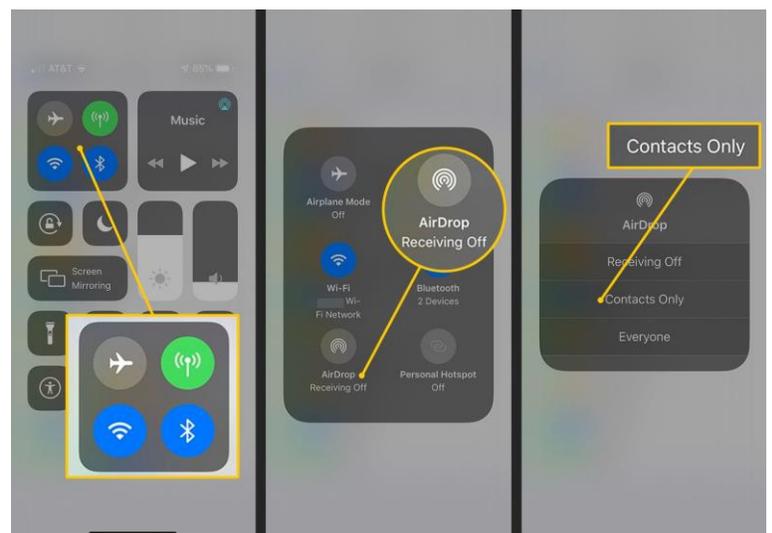
Search photos by categories, faces, time

- Launch the Photos app on your iPhone or iPad.
- Tap the Search icon in the bottom right corner of the screen.
- From the Search Screen, you can select to browse the following: Moments, People, Places, Categories, and Groups.



How to turn on AirDrop on iPhone

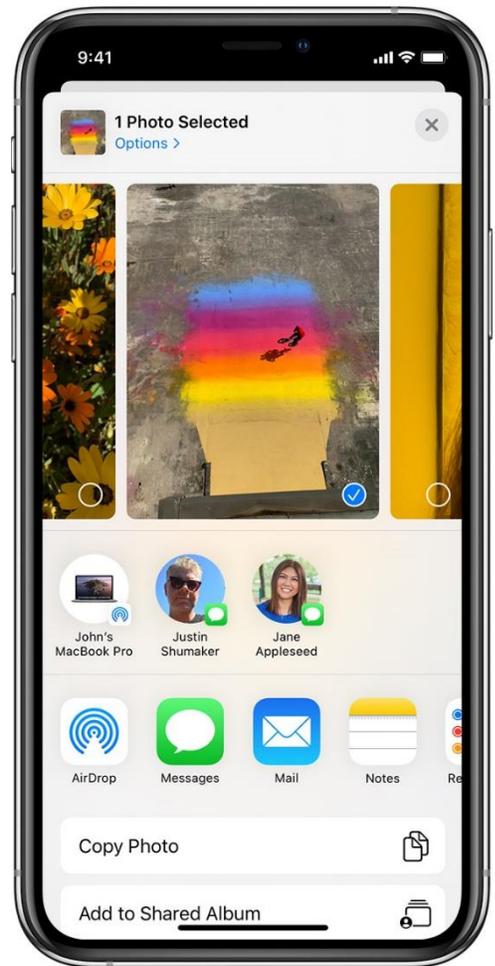
- Launch Control Center by swiping your finger up from the bottom bezel of your iPhone or iPad.
- Make sure both Bluetooth and Wi-Fi are active.
- Tap on AirDrop.
- Choose the Contacts Only or Everyone.



To share a photo via AirDrop with another iPhone

- Open your Photo App on iPhone
- Select photo(s) that you like to share
- Tap the up-arrow icon at the bottom
- AirDrop option will be first in your options with AirDrop icon on the contact name
- Tap on the contact to share your selected photo(s)

Note: Both devices must be on the same Wi-Fi network, and within about 40 feet (13m) of each other. AirDrop will use either Wifi or Bluetooth if Wifi is not available. So as long as both devices are on the same Wifi network, or within BT range, it will work. Bluetooth range is about 30 feet.

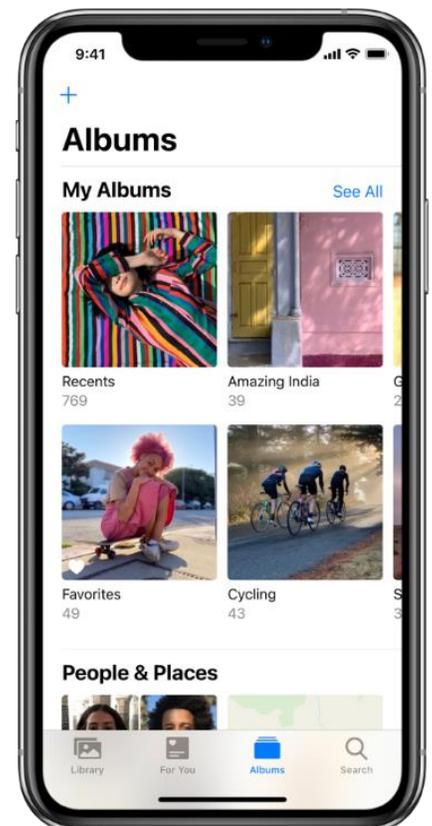


Create an Album on your iPhone

- In Photos, tap the Albums tab, then tap + sign on top left.
- Choose to create a New Album, New Folder or New Shared Album.
- Name the album, then tap Save.

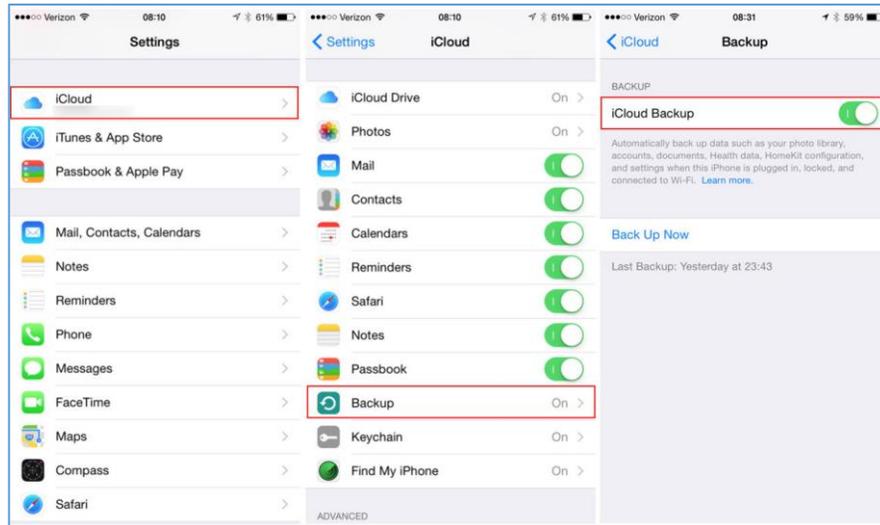
To add a photo to an album

- Choose the photos you want to add, then tap up arrow at bottom
- Tap Add to Album.
- Select an album. Tap arrow to go back to previous level. You can now see your pic in the new album.



Backup photos to iCloud

- For an iOS device, go to Settings > Photos > iCloud Photos and enable the setting. OR
- Settings> From Apple ID, select iCloud> Photos> enable iCloud Photos
- Now, your device will upload all your photos to iCloud any time your device connects to Wi-Fi and the battery is charged. With iOS 11 or later, the sync can happen over a cellular connection, too.



Backup photos to google Drive

- On your iPhone, install and open the Google Drive app.
- In the top left, tap Menu.
- At the top, tap Settings. Backup.
- Tap Start backup.