

## Useful tips for users of iPhones and iPads

### 1 UPDATING

It is a good idea to keep all aspects of iOS (Apple operating system) up to date. This not only means the system will be running the latest improvements and correcting any bugs, but also updating the all-important security of the system.

To check operating system is up to date, click on Settings , then General, then Software Update. Settings might tell you that "Your software is up to date". If it needs updating, it will tell you and there will be an offer to "Download and Install". Plug the device into its charger and Click on this and the system will be updated. It will ask for the passcode that you enter to open the iphone/ipad. After downloading, it will ask to "Install" and you click the button.

It will take some time depending on the size of the update. Do not interrupt the update as this could make the system inoperable. When updating is finished, it will restart and you can open the device as normal.

To check if your Apps need updating, open the 'App Store', click on Apps at the bottom of the screen, then the little head icon at the top. If any Apps need updating, this will show a list of Apps and you can click on "Update All".

### 2 COPY/PASTE From Clipboard

Copy/paste in iPad/iPhone is very limited and only allows one item to be copied and pasted at a time. Often, you want to paste something that you have already pasted somewhere else or you want to paste something you had copied earlier. *(You can do this easily in Windows!)*

The best App that I can find to keep a history of your copy/paste items, is called "Nice Clipboard: synched history", available in the Apple App Store for free.

After copying something, you open Nice Clipboard and click "**Tap to add current clipboard item**". It is now available in the App to paste whenever you want. The App also synchs your devices so that, if you copy something on your iphone it is also on your ipad.

If there are things that you regularly paste, you can pin them in the App so they are always available for pasting.

### 3 TYPING AND EDITING TEXT

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Typing text on an iPad, and even worse on an iPhone, can be a bit frustrating, particularly if you have larger fingertips.

Here are some tricks to make things easier:

On recent versions of iOS, when you are typing on the keyboard and want to edit text, touch and keep holding your finger in the text and you then see a cursor that you can slide to wherever you want to edit text.

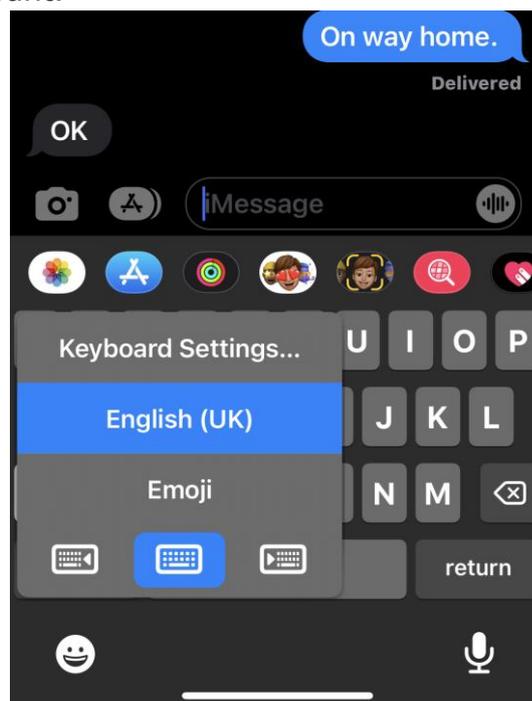
On older devices, hold two fingers on the keyboard and you can then slide the cursor to where you want to edit text. Or, some devices the space bar acts like a touchpad.

In the iPhone with iOS 14,15 and 16, to type, instead of clicking each letter one after another, just touch the first letter and then slide and touch over the rest of the letters in the word. For double letters, go away from the letter, then return to it. This is a little tricky to start with, but you soon get used to it and it is very easy to type quickly.

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If you type with your thumb, you might find it easier on a larger iPhone to move the keyboard to left or right, depending which thumb or thumbs you use.

To do this, on the keyboard, press and hold the emoji button (or the little World button) and you can set where the keyboard sits on the screen. Left, Normal, or right. Click the one you want.



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When you use an iPhone from model 6S onwards, in Portrait orientation you can bring items at the top of the screen down to the lower half of the screen. Very useful if you type with one hand.



Go to Settings  > Accessibility > Touch, then turn on Reachability.

To bring the top of the screen into reach, do the following:

- *On an iPhone with Face ID:* Swipe up and down from the bottom edge of the screen.
- *On an iPhone with a Home button:* Lightly double-tap the Home button.

To reset the screen, tap the top of the screen.

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To highlight a word of text, double click it.

To highlight a whole paragraph, triple click it.

#### **4 PHOTO ALBUMS AND STORAGE SPACE**

Some people worry that putting photos into different albums in the Photos App will use up storage space on their device. This is not a problem. You can make and name photo albums as you wish (such as Holidays, Family, School or whatever). Apple iOS does not move the photos into the different albums, it just

puts a reference there for you to click on. So that your storage is minimally affected.

## 5 SAFARI

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Want to re-read something on your phone but you forgot what site you were reading it on in the first place? On iPad simply **click** and **hold** the “+” symbol in the Safari address bar at the top right of the screen. This will give you a list of recently visited web sites that you can go back to.

On iPhone, click the link at the bottom righthand corner of the Safari screen.

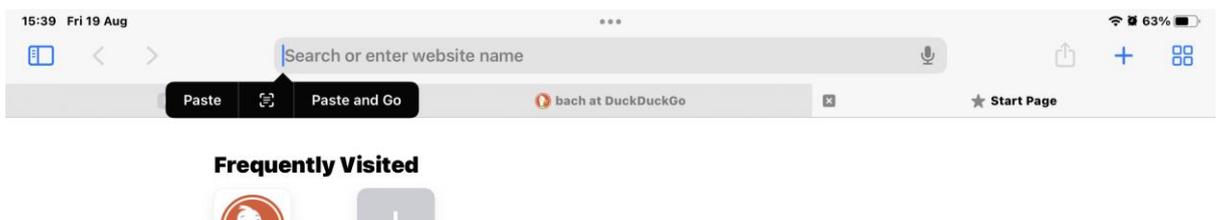


This will open a list of open tabs in safari.

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On iPhone, to open a link in a new tab, just **click** and **hold** the link, and then click on “Open in new tab”.

In iPadOS15 and 16, to open a link in a new tab, click and hold the link and drag it to the + sign and let go (the address bar needs to be showing at the top of the page). Ignore the menu that you get while dragging. If you find this difficult, copy the site name in the Address Bar, open a new tab by pressing the “+” and then click into the address bar and “Paste and Go”.



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In recent updated iPhones, the Safari address bar at the bottom of the page instead of where it normally is, at the top. If you prefer it at the top of the screen, go to Settings, scroll down to Safari, and click on “Single Tab”.



## 6 TOUCH ID

Make Touch ID work faster: Save the same fingerprint multiple times as different entries and Touch ID will work faster. This is especially useful on older phones like the iPhone 6 and iPhone 5s. It is also a good idea on FACE Recognition.

## 7 BACKING UP YOUR DEVICE

In Settings , click on your name at top of the page. Click on iCloud then iCloud Backup and switch it on. In the list "Apps using iCloud" turn on the items you want to back up. And that's it.

You can also switch on backup device, but if you only have the free 5GB of iCloud space it is better to backup on your PC/laptop. On your PC/Laptop, install iTunes and, if you plug your iPhone/iPad into a USB slot with the charging lead, you can make a complete backup of your device so that it can be restored if needed. Also, you can use the backup to set up a new device if you get one.

**8 SIRI**

Siri is very useful for all kinds of jobs. It can be opened by holding the side button or can be set to open when you say "Hey, Siri". You can set the voice to be male or female in Settings. Just ask Siri for any information or to do a task.

For example-

How do you say something in almost any language.

Set an alarm for ....

What is this tune ....

What's the capital of ....

If you ask it a question that it can't answer, it will probably refer you to the internet.

How do you spell ....

Just ask her/him anything you want.

**9 DEVICE IS FROZEN OR WON'T TURN ON**

If your screen is black or frozen, a forced restart might clear the problem. Firstly, check that the battery is charged. Plug it in for a while and see if it revives.

A force restart won't erase the content on your device. You can force restart your device even if the screen is black or the buttons aren't responding. The method is different for the various iPhone/iPad models.

Check here for iPhone

<https://support.apple.com/en-gb/guide/iphone/iph8903c3ee6/ios>

Here for iPad

<https://support.apple.com/en-gb/guide/ipad/ipad9955c007/ipados>

It is not difficult to do. Just a matter of pressing the correct buttons.

**10 DEVICE MANUALS**

Open 'Books' by clicking on the icon

Search for iPhone or iPad and download the manual for your device. The manuals are very comprehensive and lay out exactly what you can do on your device.

*K Updated 20/09/22*