



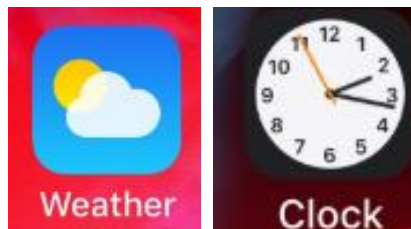
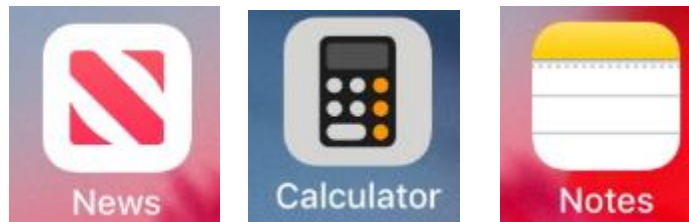
# Connect Through Tech

## Tech Coaching Quick Start Guide

### Using a Smartphone to Access Resources

#### Pre-Installed Quick Apps iPhone

*updated 4/7/2020*  
v 1.0





# Connect Through Tech

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## Connect Through Tech

### **Benefits**

One of the reasons cell phones are so popular is because they are portable. This means all the things they are capable of doing, you can do “on the go”. You don’t need to pre-plan anything and you don’t need to be at home to take advantage of the help an app can provide.

This guide covers four apps you are likely to find useful. All are free, pre-loaded apps. This means they are available for use immediately, with no set up and no fees to purchase or use it. What they all have in common is that there is not much you need to learn to be able to use them. Manufacturers chose these because of their universal appeal.

*News* – the news is always changing and now you can access the news even when you aren’t at home (and even if you are). You can customize the app so that the stories shown are of most interest to you.

*Calculator* – calculations can be done wherever you are

*Notes* – always have a handy place to write down whatever you need like the name of a recommended



## Connect Through Tech

### **Benefits (continued)**

restaurant, shopping and to do lists, or a question you want to remember to ask later. You will never have to worry about forgetting to bring it with you!

*Weather* – have today’s local weather at your fingertips, displaying how it changes each hour of the day, along with a 7-day forecast. And do the same for any place in the world that is of interest for you.

*Clock* – this app can do it all - setting alarms (with optional snooze), setting timers, instantly displaying the time anywhere in the world you have friends or family, even helping you set up a healthful sleep and wakeup routine. And you can do it all by voice if you choose!

Ask for separate Quick Start Guides on other preloaded apps not covered here.



# Connect Through Tech

## **Prerequisites**

- iPhone smart phone, operating system 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)



# Connect Through Tech

## **Introduction**

An “app” (short for application) tells your phone how to do a specific set of tasks. In the past, when you wanted to accomplish a specific task, you needed to buy a specific tool. Now your phone has many tools conveniently at your fingertips. Instead of buying a map, your phone has one built right in and it can do much more for you than a paper map can.

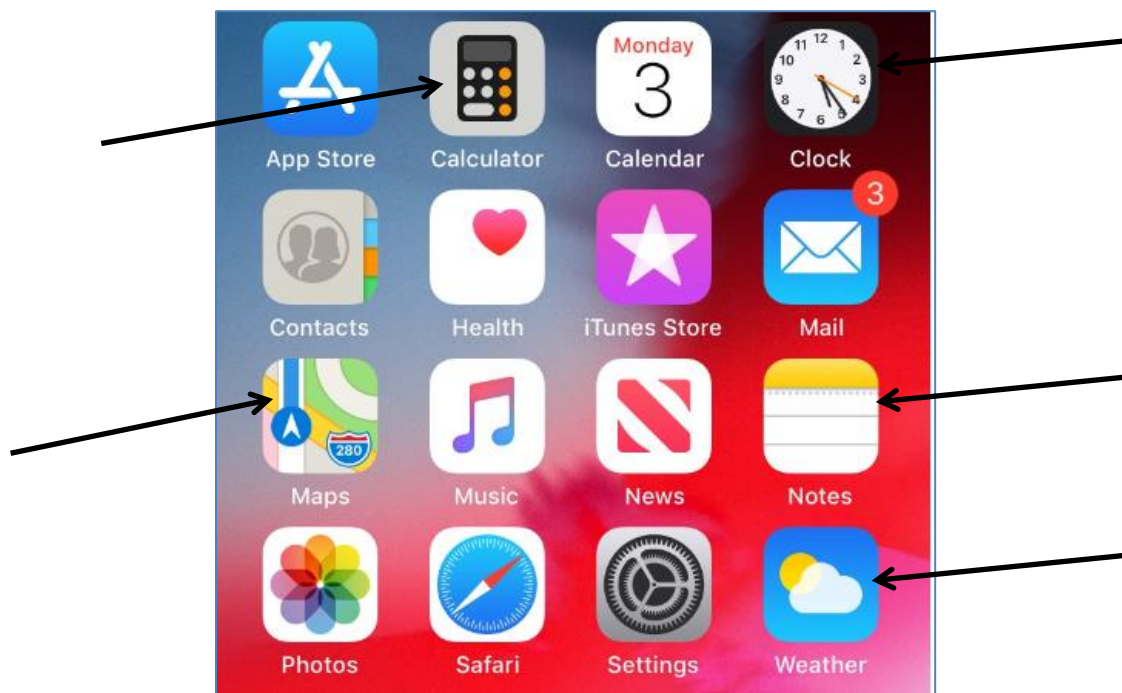
In this guide, you can learn how to use five different apps. Each section has its own brief introduction.

Once you review how to use them, have fun experimenting with them. Remember this guide is always available for you to refer back to if you need a reminder on how to do something.

## Connect Through Tech

### How to Start Your Apps

Step 1. To start any of the apps discussed in this Guide, **click** (tap) on the related app icon.



NOTE: These **icons** (pictures) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

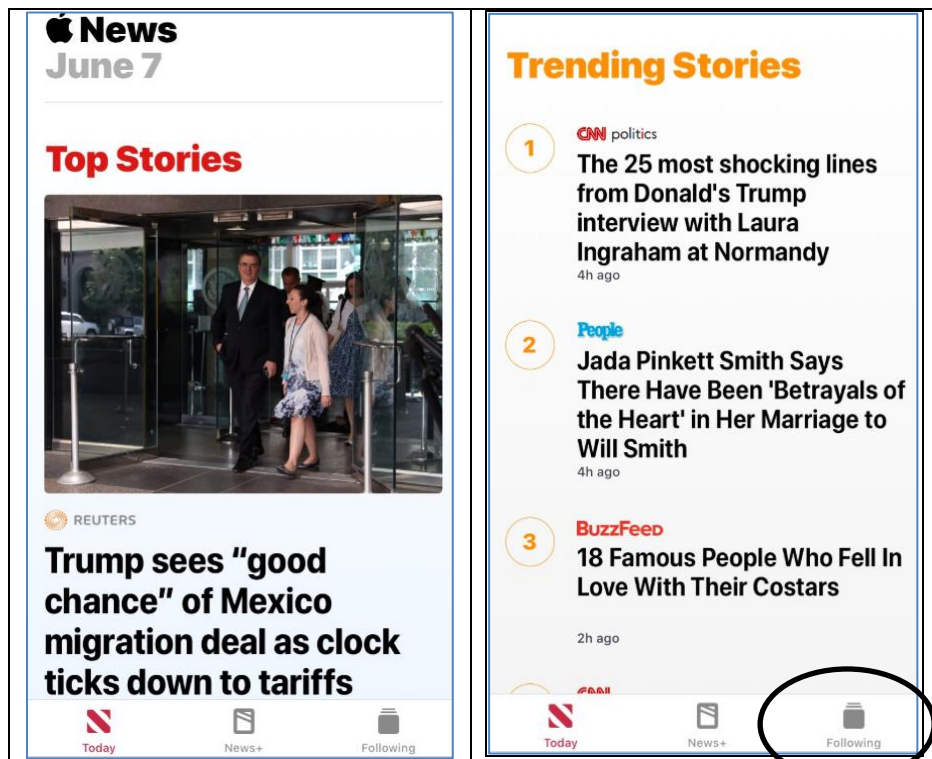


# Connect Through Tech

## News

**News provides a generic listing of top news events. Customize it to display topics that are of the most interest to you.**

Step 1. After **clicking** (tapping) the *News* app (see page 7), scroll down to see *Top Stories* (shown on left), and continue scrolling to see *Trending Stories* (shown on right), and other sections. **Click** (tap) anything you want to read. To read stories on a particular topic, **click** (tap) on *Following* on bottom right of screen.



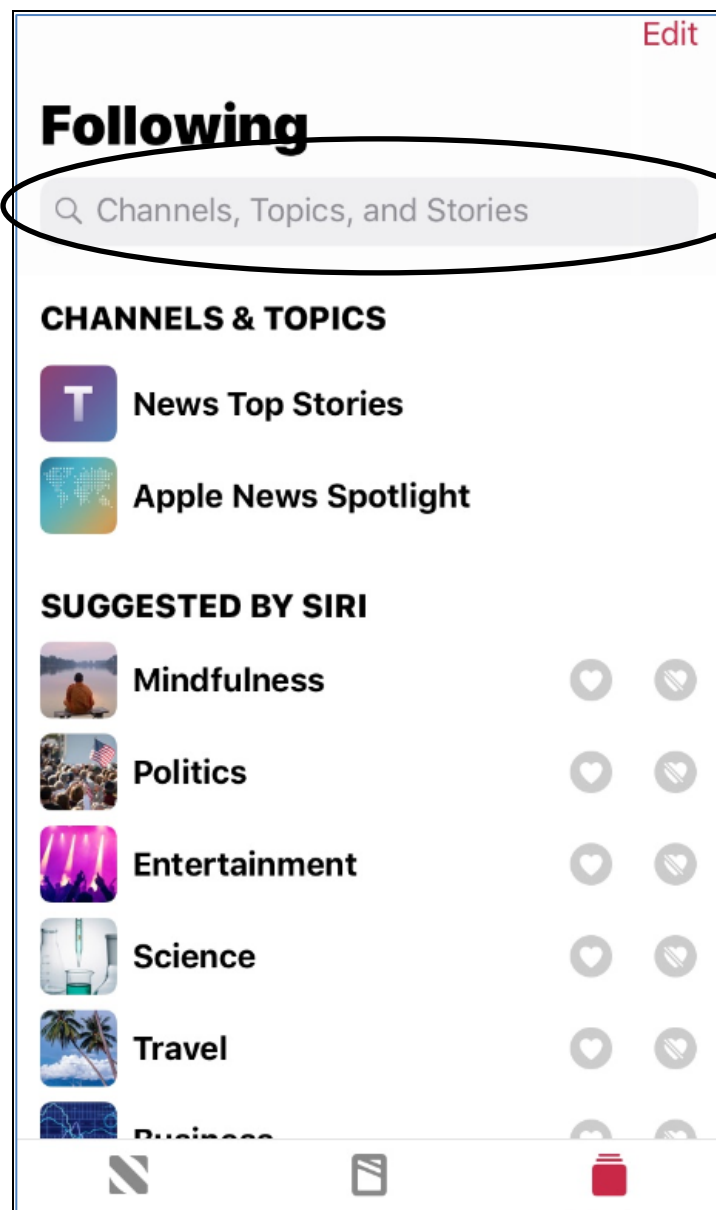




# Connect Through Tech

## News (continued)

Step 2. **Enter** (type) your desired topic in the search box.

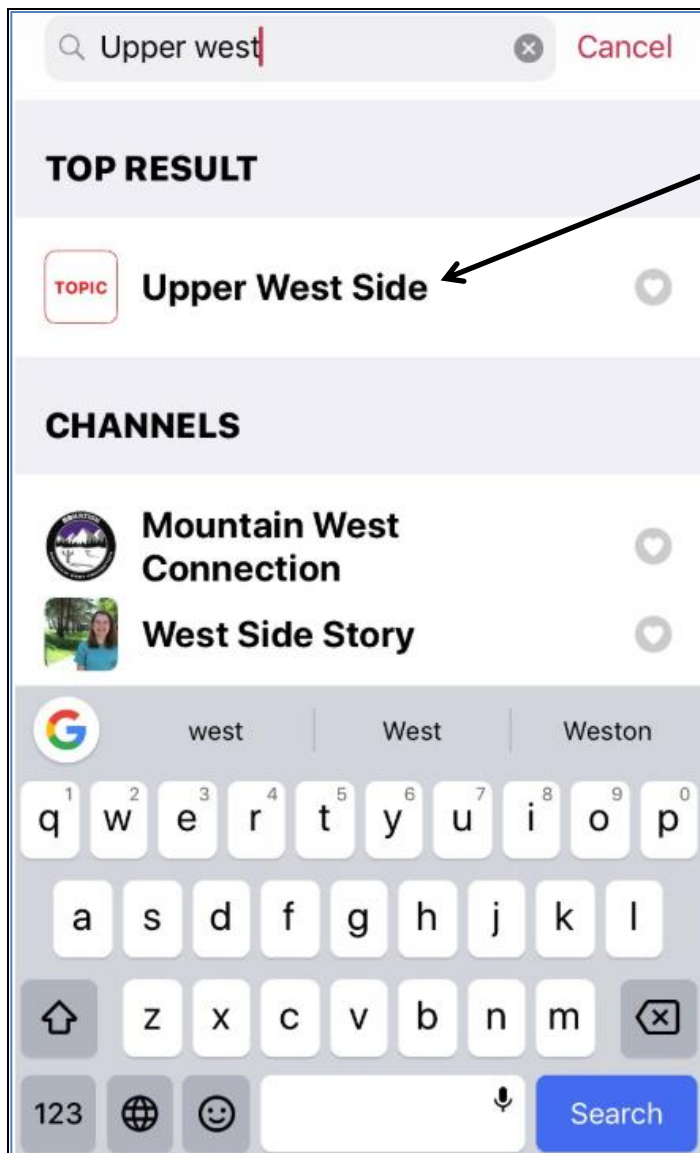




## Connect Through Tech

### News (continued)

Step 3. As you type, *Top Results* related to your topic will appear below. When your desired topic appears, **click** (tap) to view related stories.

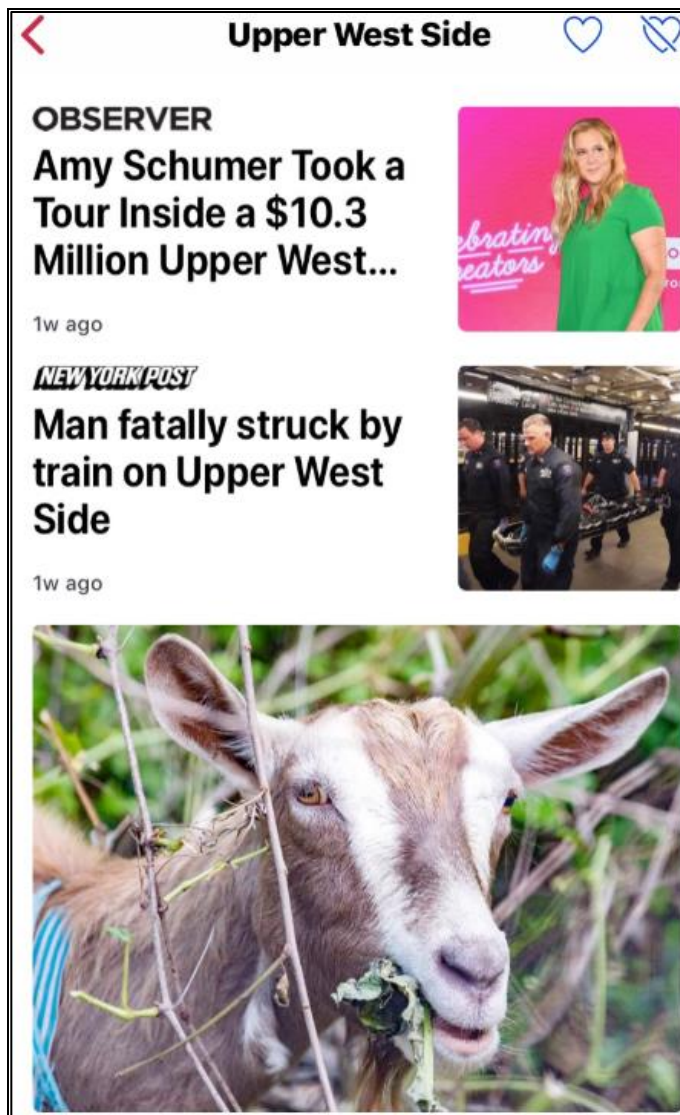




## Connect Through Tech

### News (continued)

Step 4. Headlines for your selected topic will appear. Scroll down to view all headline results. **Click** (tap) to see any article you want to read.

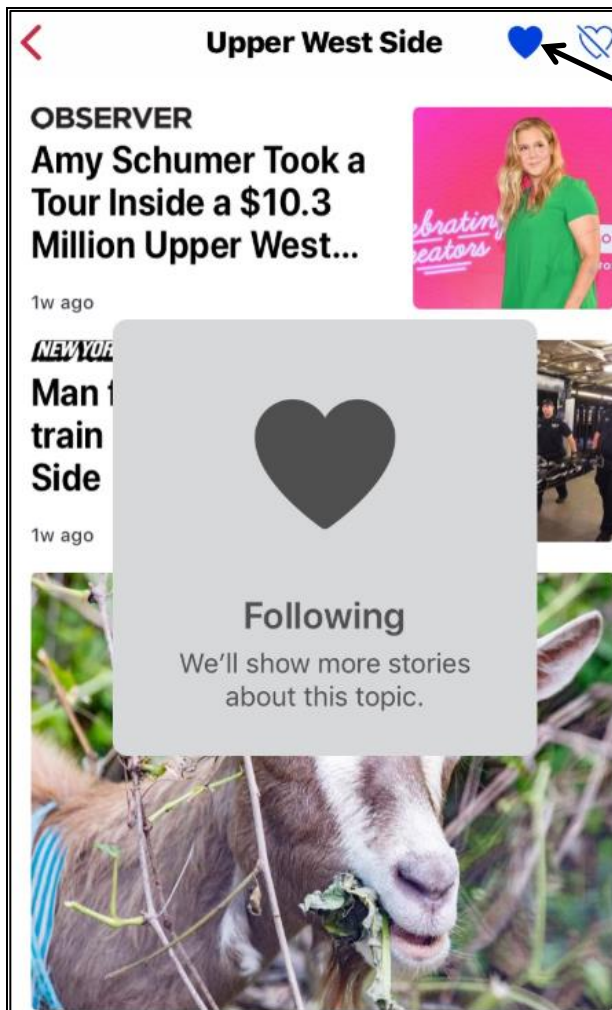




## Connect Through Tech

### News (continued)

Step 5. If you would like to view articles on this topic often, **click** (tap) on heart symbol to save as a **Favorite** (topics you wish to view frequently). If you mistakenly pick something as a favorite, click on the heart with the line through it to remove the favorite status.

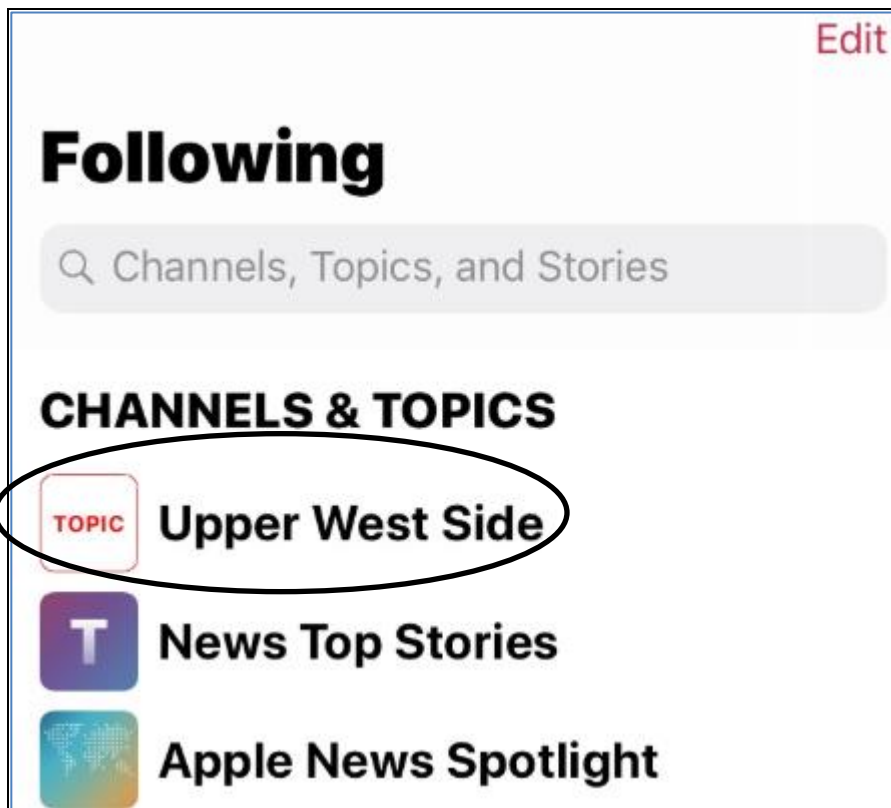




## Connect Through Tech

### News (continued)

Step 6. The next time you use the News app, go to *Following* and your **Favorite** topic(s) will appear on top.





## Connect Through Tech

### Calculator

**Be able to do any calculations, no matter where you are.**

After **clicking** (tapping) the *Calculator* app (see page 7), you will view an on-screen calculator, similar to hand-held calculators you have already used. Use just like a hand-held one.



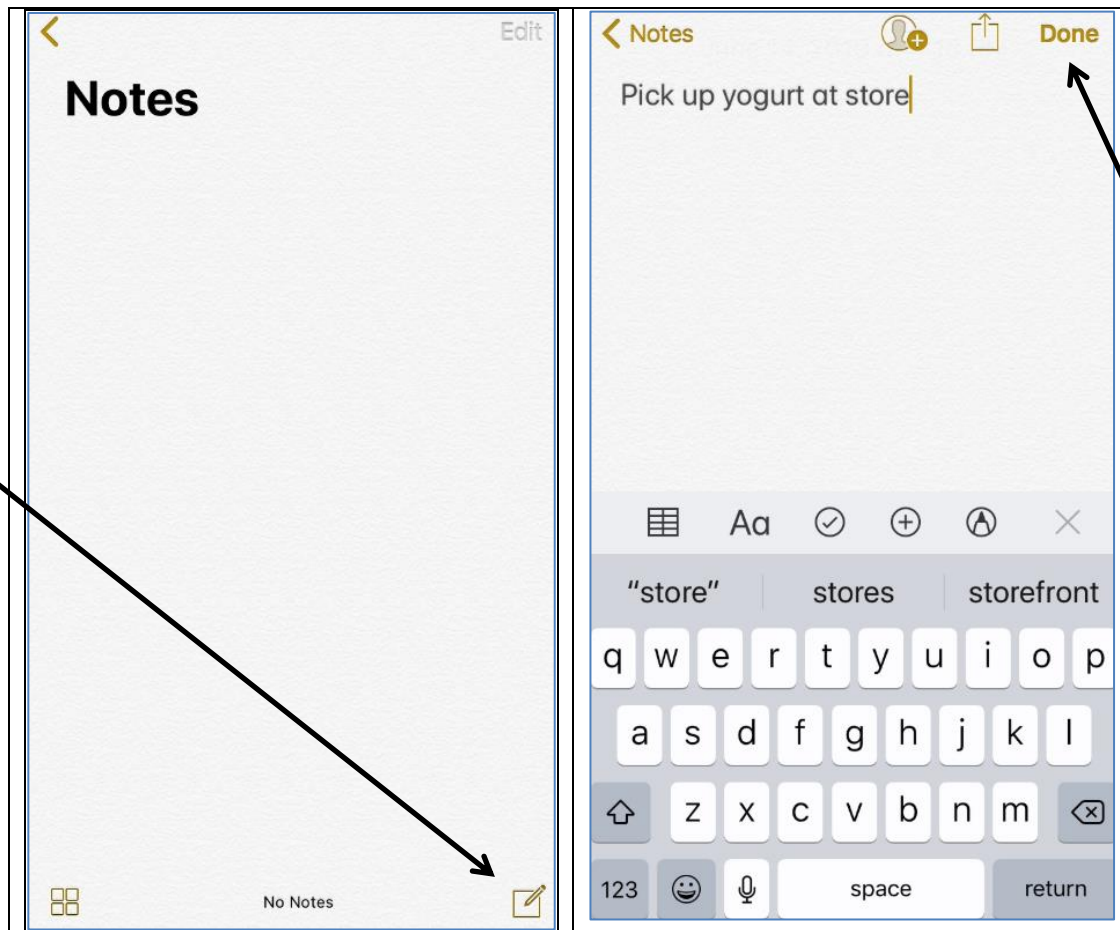


## Connect Through Tech

### Notes

**Write down anything you want, for referring to whenever you want. No more shopping lists left behind. You can even send them to other people.**

Step 1. **Click** (tap) pencil icon to create a new note. Type the note, then **click** (tap) *Done* when finished.

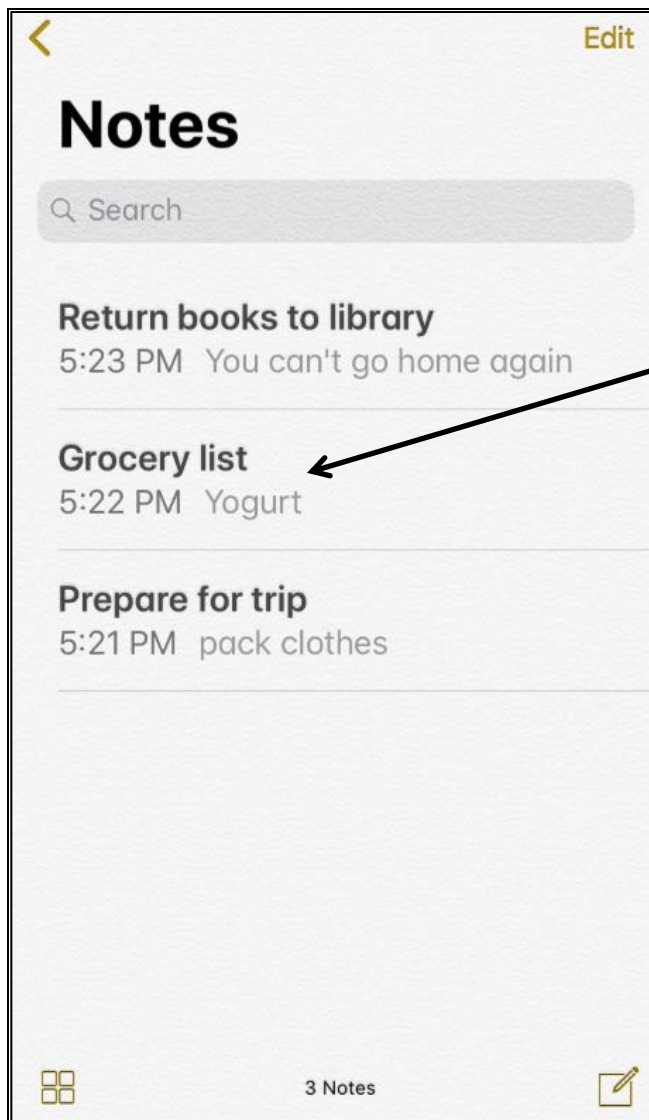




## Connect Through Tech

### Notes (continued)

Step 2. When you have created several notes, you will see them listed, as shown below. **Click** (tap) on the note to view, edit or forward.







## Connect Through Tech

### Notes (continued)

Step 3. Below, several items are added to our grocery list. To forward your note to someone else, **click** (tap) on square with upward pointing arrow, as shown below.

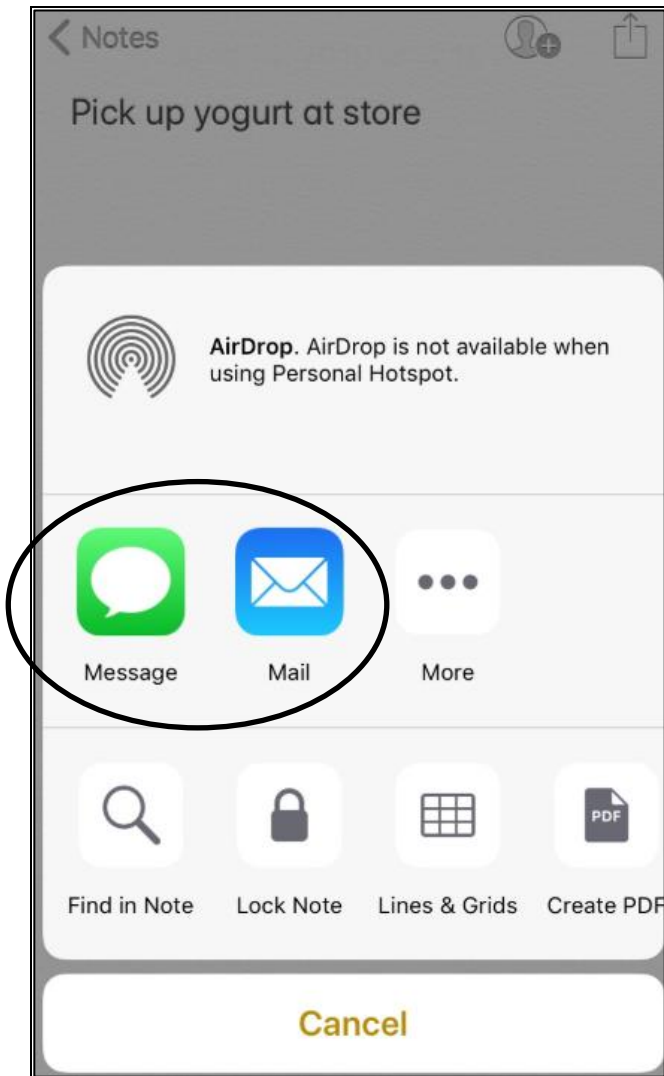




## Connect Through Tech

### Notes (continued)

Step 4. The most useful forwarding options are by text message or by email, which you choose by **clicking** (tapping) on the buttons. For further information on these, see separate Quick Start Guides.




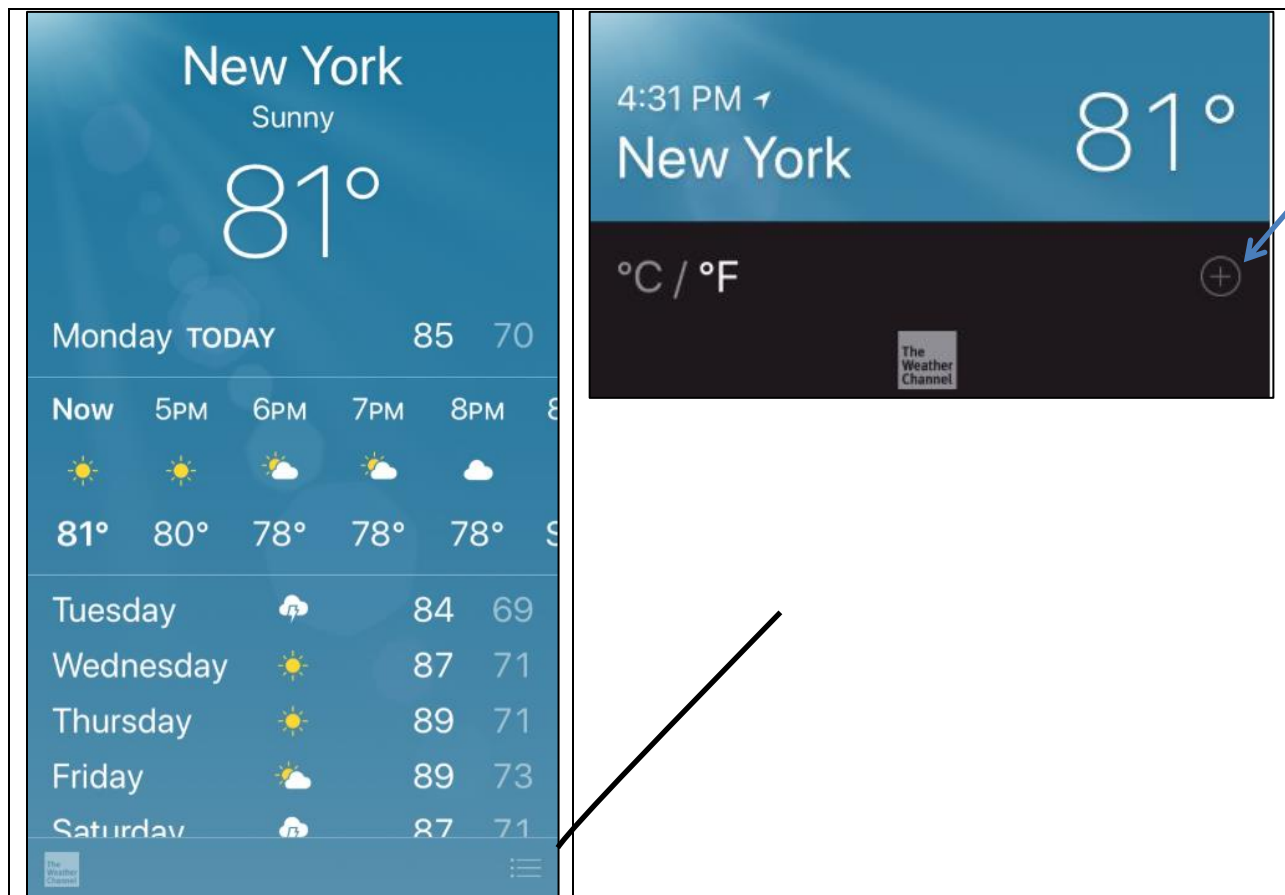


## Connect Through Tech

### Weather

**Know the weather, here or anyplace else, with hourly changes and 7 day forecast always displayed.**

The Weather app will initially display weather in your home city. **Click** (tap) on the menu  icon on the bottom right of your screen, to bring up a less detailed screen (on right). **Click** (tap) the *Plus Sign* to add other cities, e.g. where your friends and family live.

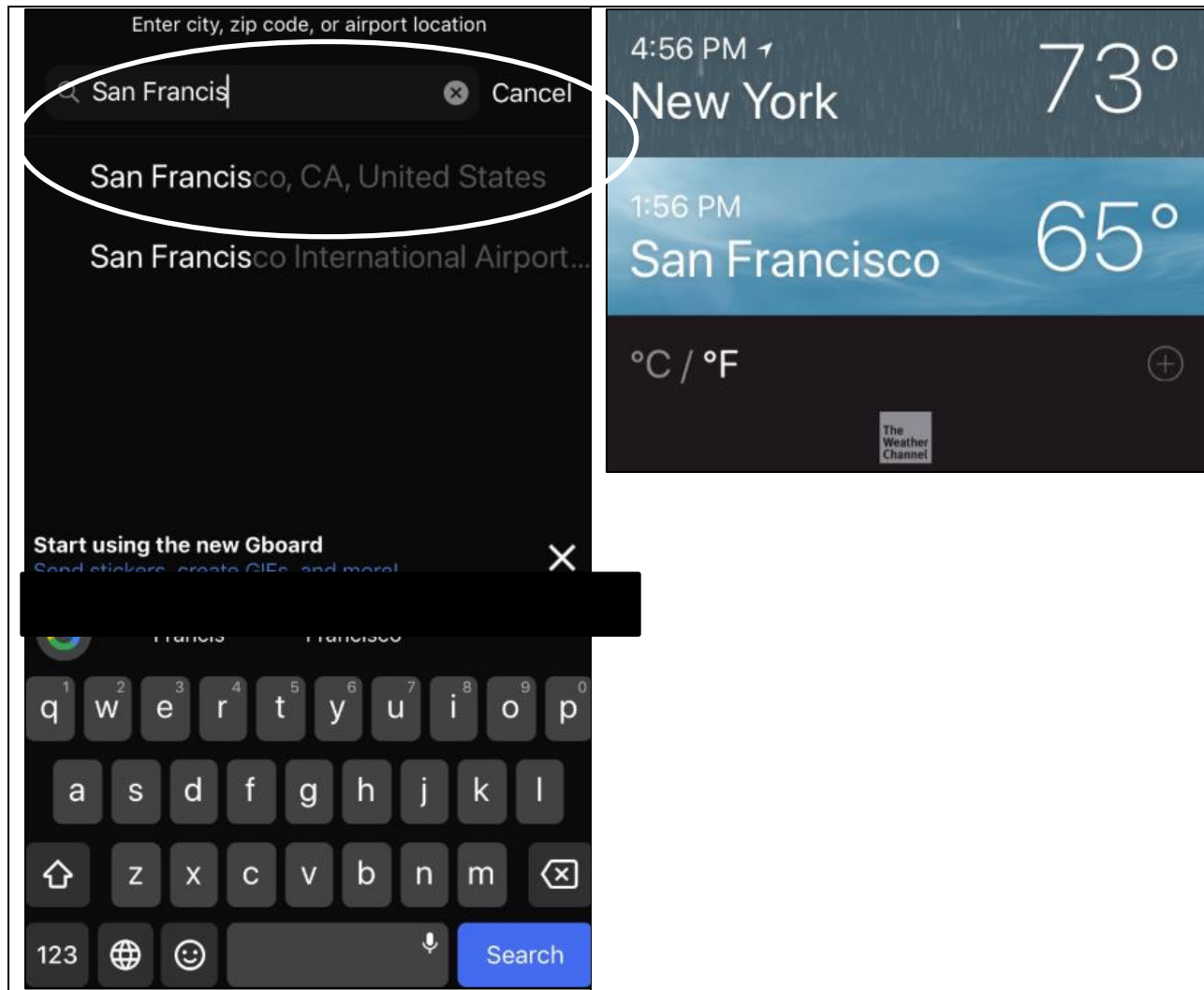




## Connect Through Tech

### Weather (continued)

For example, **enter** (type) San Francisco. When city appears in list below (left), **click** (tap) on name, which will then add San Francisco to your *Weather* app (right).

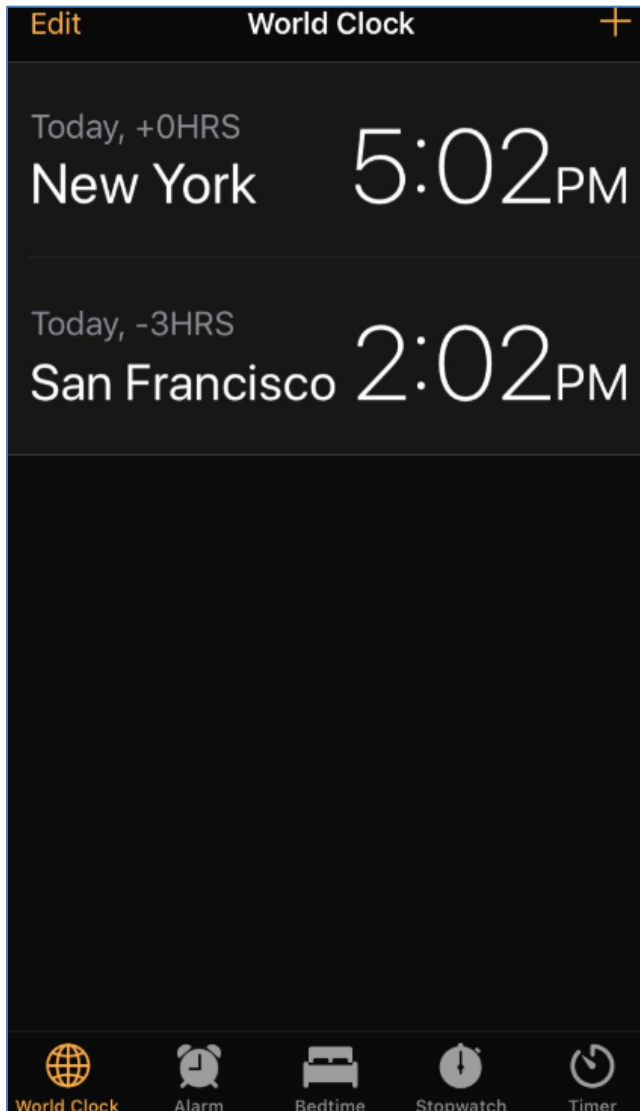




## Connect Through Tech

### Weather (continued)

NOTE - When you add additional cities to your Weather app, they will also appear in *World Clock*. (For more on the *Clock* app, see page 15.)



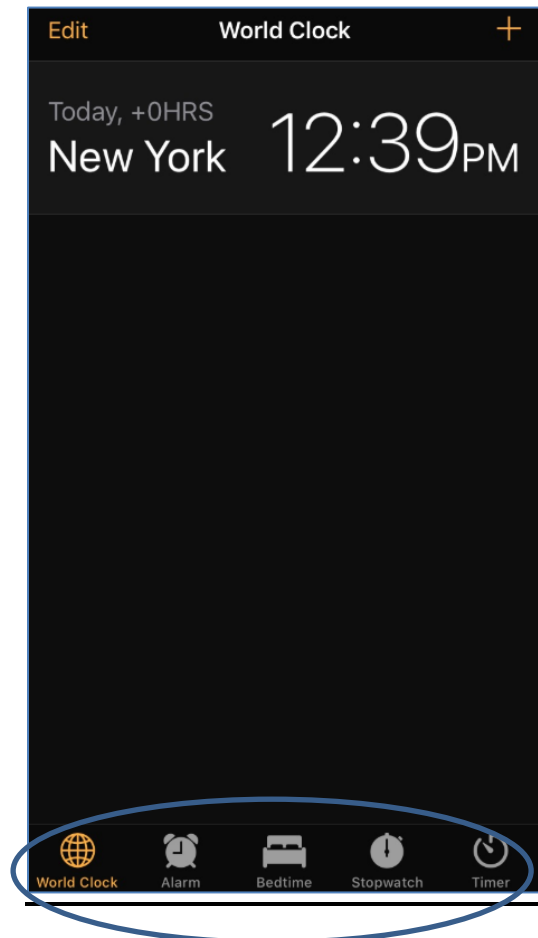


## Connect Through Tech

### Clock

**The clock app includes a watch, an alarm, a stopwatch and more. Whatever mini-app you choose will highlight in orange at the bottom of your screen.**

After **clicking** (tapping) the *Clock* app (see page 7), the menu on the bottom of the screen will display icons for 5 “mini-apps.” The first time you run the *Clock* app, you will default to the *World Clock* mini-app, described below.

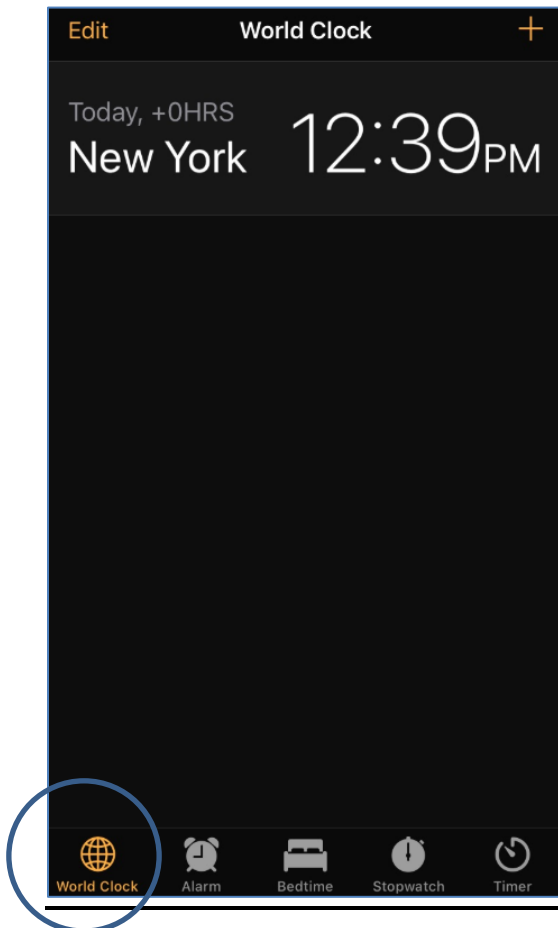




## Connect Through Tech

### World Clock

If you are not already in World Clock, **click** (tap) the World clock **icon** (picture) at the bottom left of the screen. The World Clock will display time in any city in the world, starting with your home city. **Click** (tap) on *Plus Sign* to add other cities where family or friends live in different time zones. No more remembering how many hours ahead or behind they are!

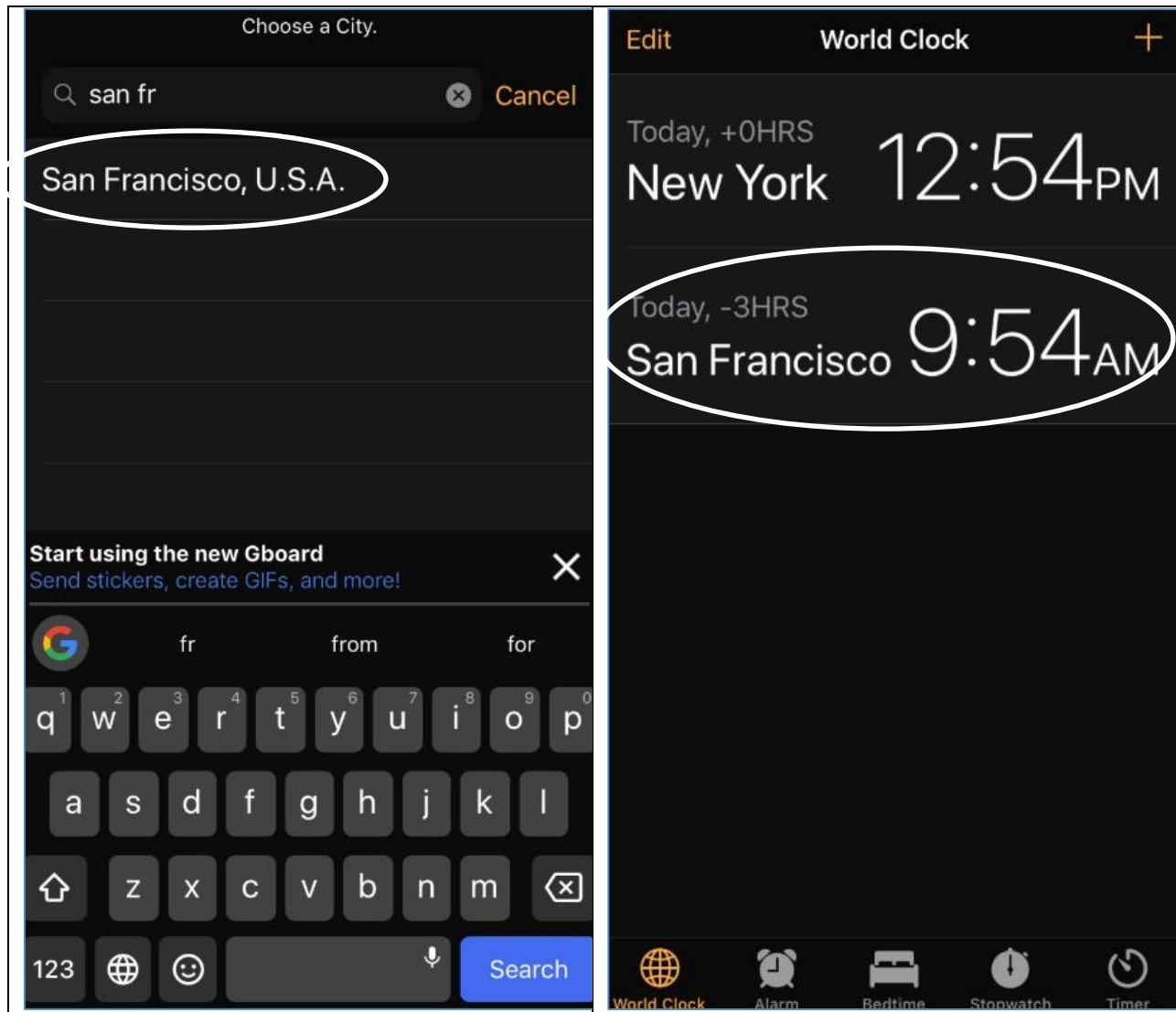




## Connect Through Tech

### World Clock (continued)

**Enter** (type) a city name in the search box (on left below). San Francisco is used here. **Click** (tap) on the city name to add this city to world clock screen (on right below).







## Connect Through Tech

### World Clock (continued)

NOTE - When you add additional cities to your *World Clock* app, they will also appear in the *Weather* app. (For more on the *Weather* app, see page 48.)



## Connect Through Tech

### Alarm By Voice (continued)

Step 1. **Click** (tap) home button on bottom of phone to **open** (start) **Siri** (on left below). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).





## Connect Through Tech

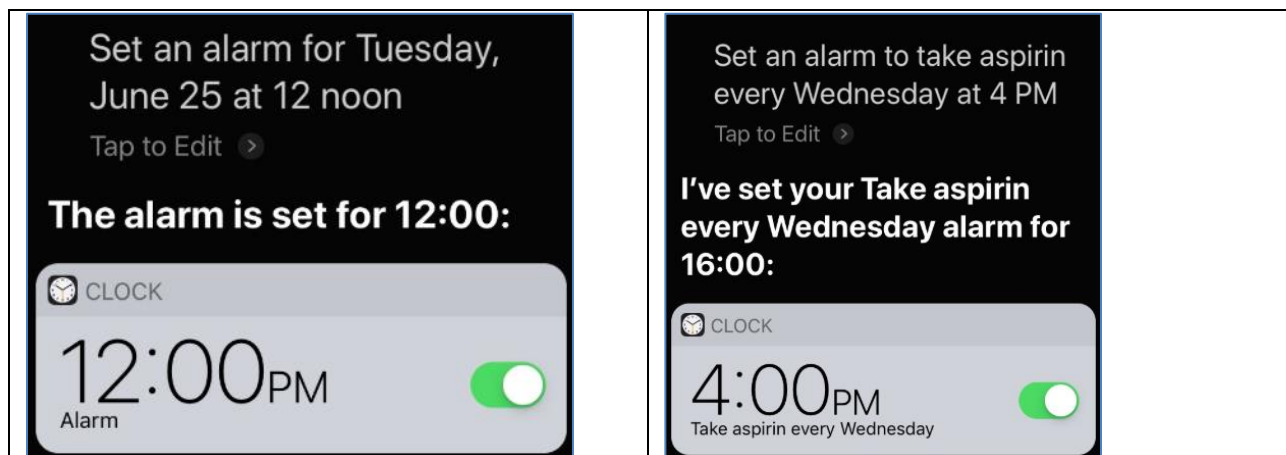
### Alarm By Voice (continued)

Step 2. Say “Set an alarm for Tuesday, June 25 at 12 Noon.”

**Siri** (iPhone program that responds to your voice) will respond “Setting the alarm” and display the screen below on the left.

Step 3. You can also tell **Siri** to set it for every Tuesday for a recurring alarm and what the alarm is for to have it labeled. For example: “Set an alarm to take aspirin every Wednesday at 4:00.”

**Siri** will respond “I’ve set your Take aspirin every Wednesday alarm for 4:00” and display the screen below on the right.

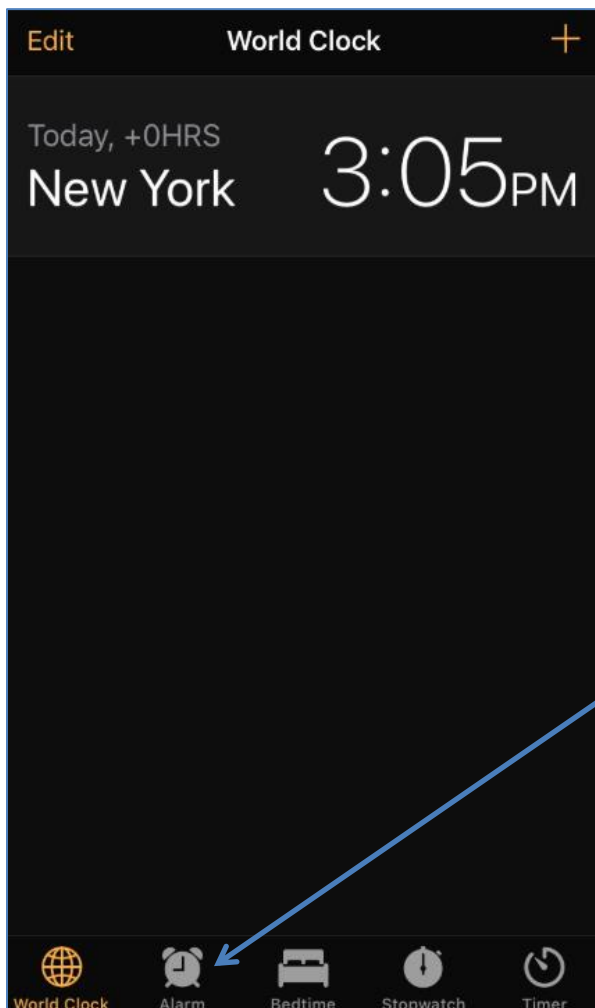




## Connect Through Tech

### Alarm By Hand

Step 1. After **clicking** (tapping) the *Clock* app (see page 7), **click** (tap) on the Alarm mini-app **icon** (picture) on bottom of screen.

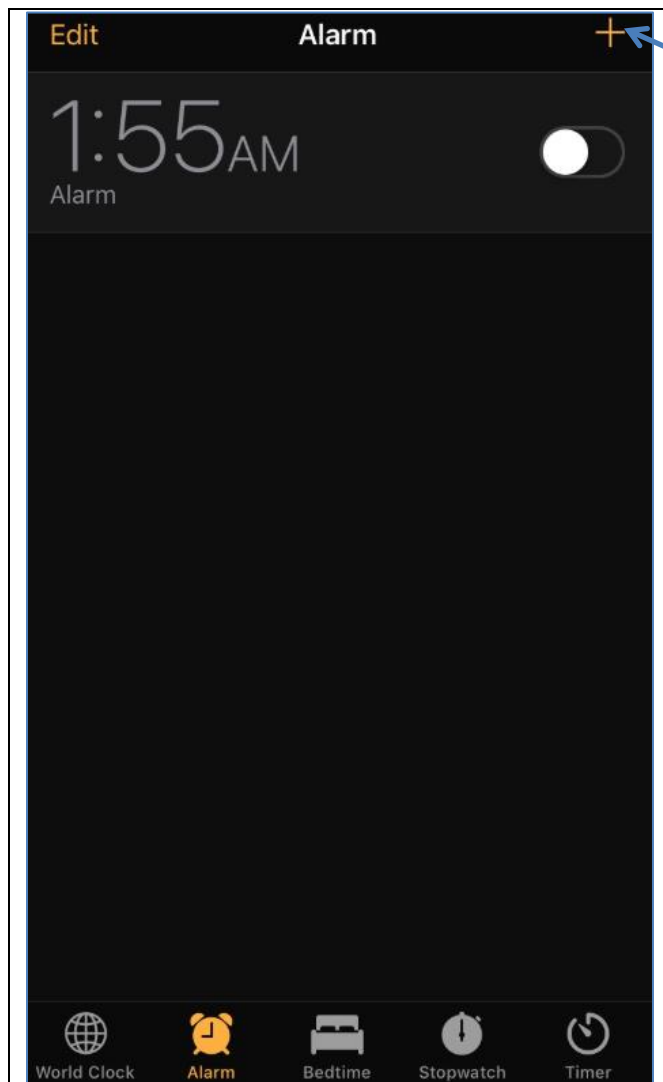




## Connect Through Tech

### Alarm By Hand (continued)

**Step 2. Click** (tap) *on Plus Sign.*

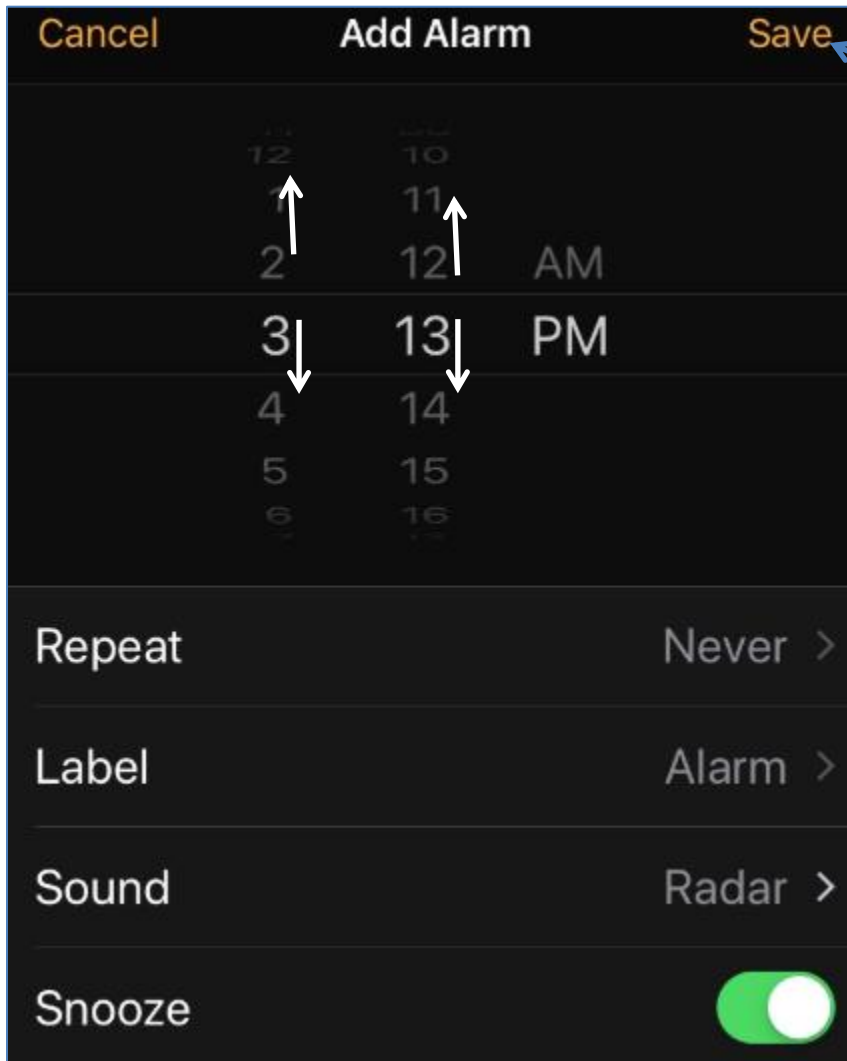




## Connect Through Tech

### Alarm By Hand (continued)

Step 3. Scroll hour & minutes up and down to set time you would like the alarm to ring. **Click** (tap) Save when done.

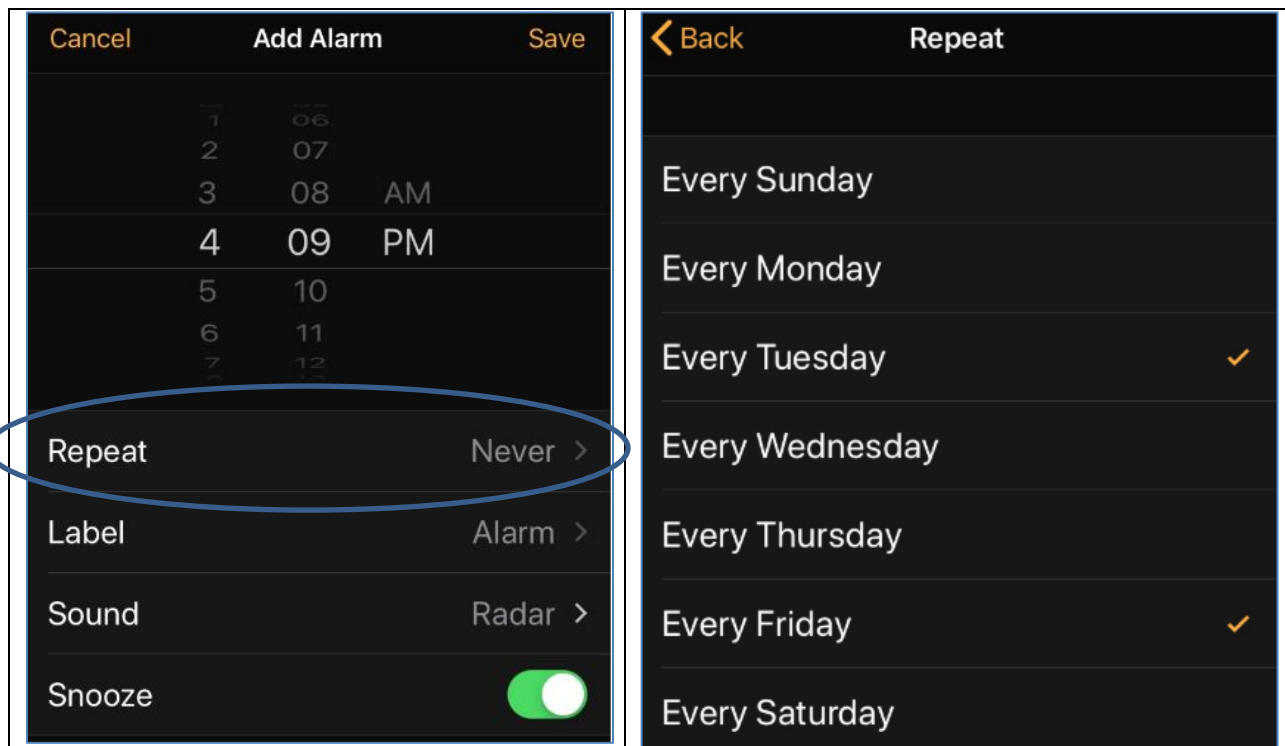




## Connect Through Tech

### Alarm By Hand (continued)

Step 4. If you would like your alarm to ring at that time on other days or weeks, **click** (tap) on *Repeat* to pick the day(s). In below example, the alarm is selected to ring every Tuesday and Friday. A check mark appears next to the selection.

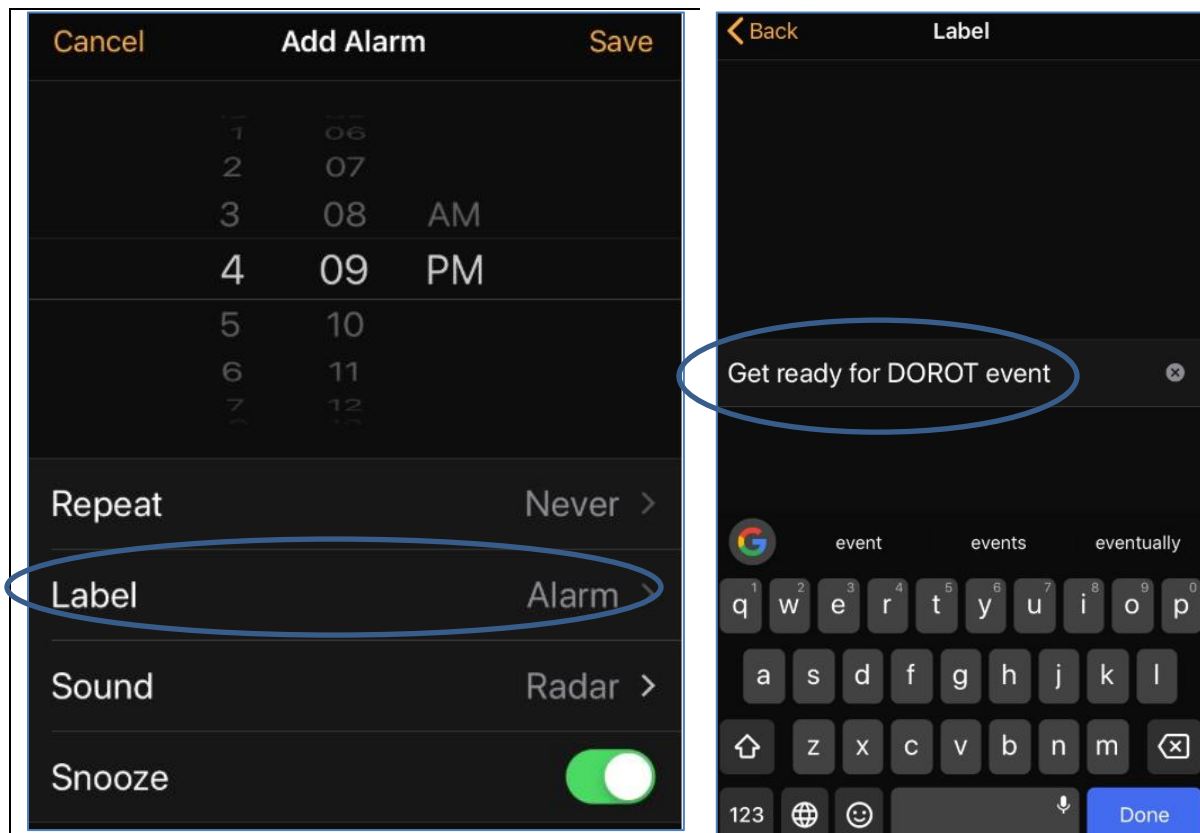




## Connect Through Tech

### Alarm By Hand (continued)

Step 5. To remind you what the alarm is for, you can **click** (tap) *Label* to name your alarm. In below example, the label 'Get ready for DOROT event' has been created.



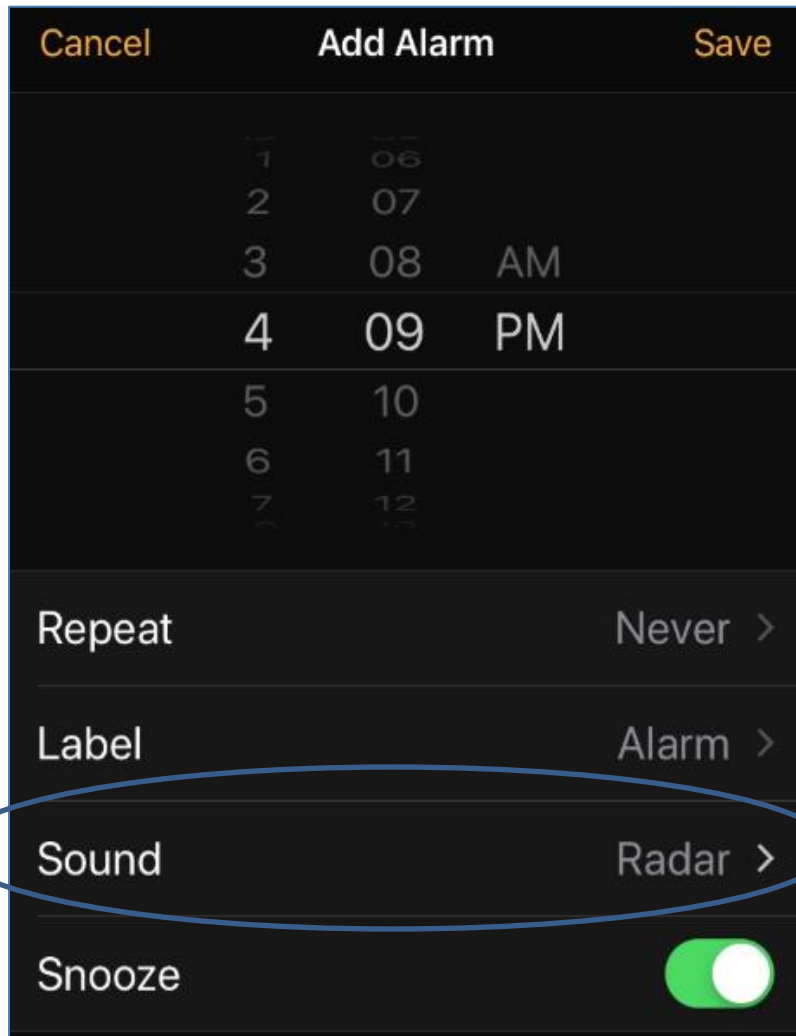




## Connect Through Tech

### Alarm By Hand (continued)

Step 6. To select a sound for your alarm, **click** (tap) on *Sound*.

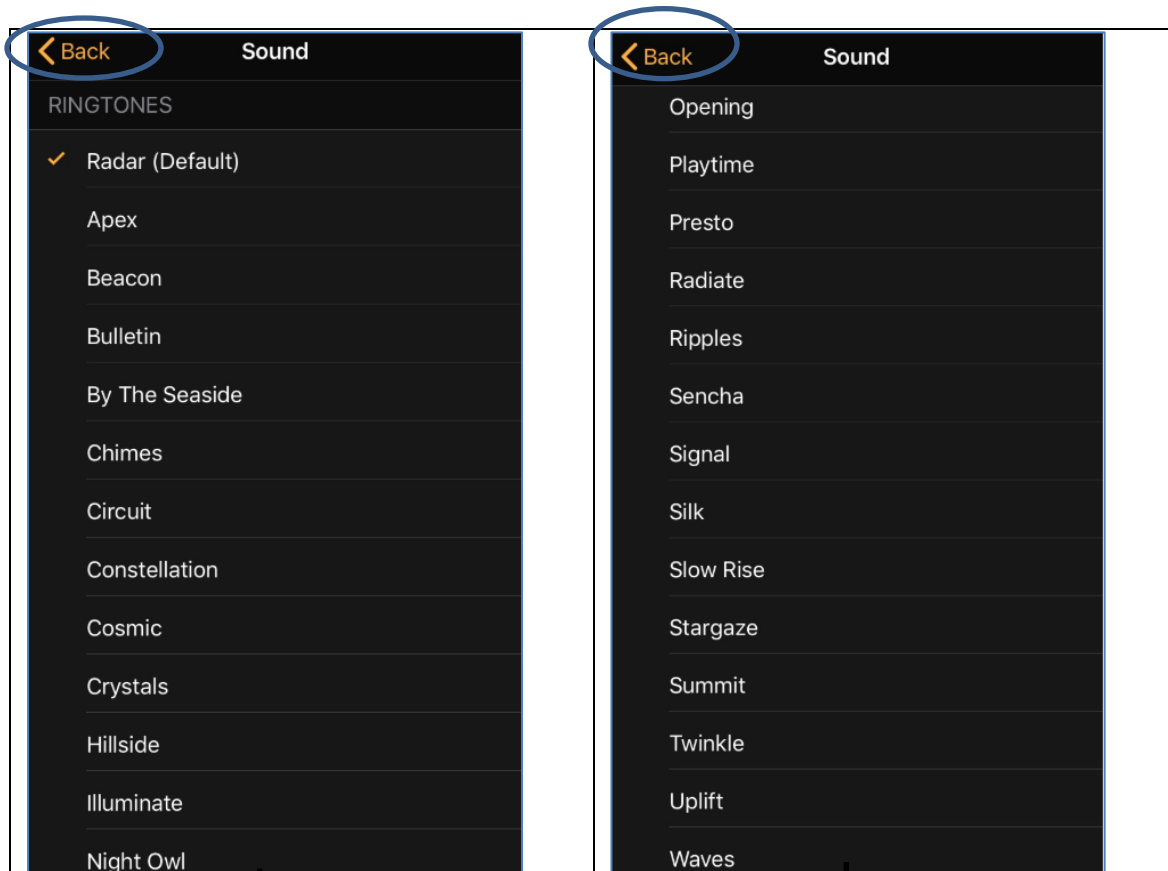




## Connect Through Tech

### Alarm By Hand (continued)

Step 7. Scroll down to view all available **ringtones** (sound phone makes). It does not change the sound your phone makes when receiving a call. **Clicking** (tapping) on each will give you a preview. A check mark will appear. When you have selected the sound you want, **click** (tap) on *Back* to save the **ringtone**. This is a good way to distinguish between alarms.

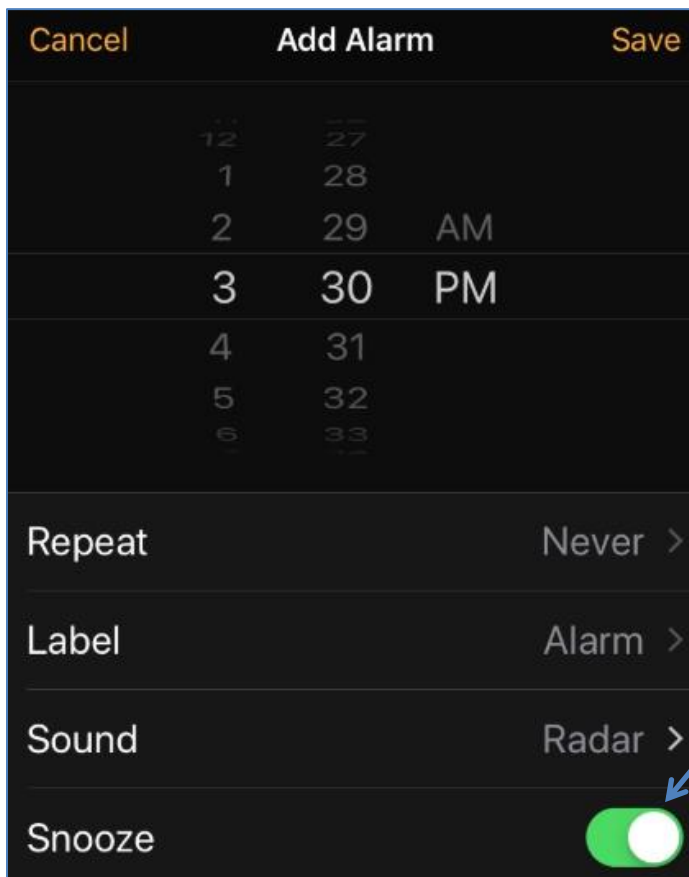




## Connect Through Tech

### Alarm By Hand (continued)

Step 8. To snooze your alarm to ring again after a brief delay, **click** (tap) *Snooze* to enable a Snooze option (it will turn green).

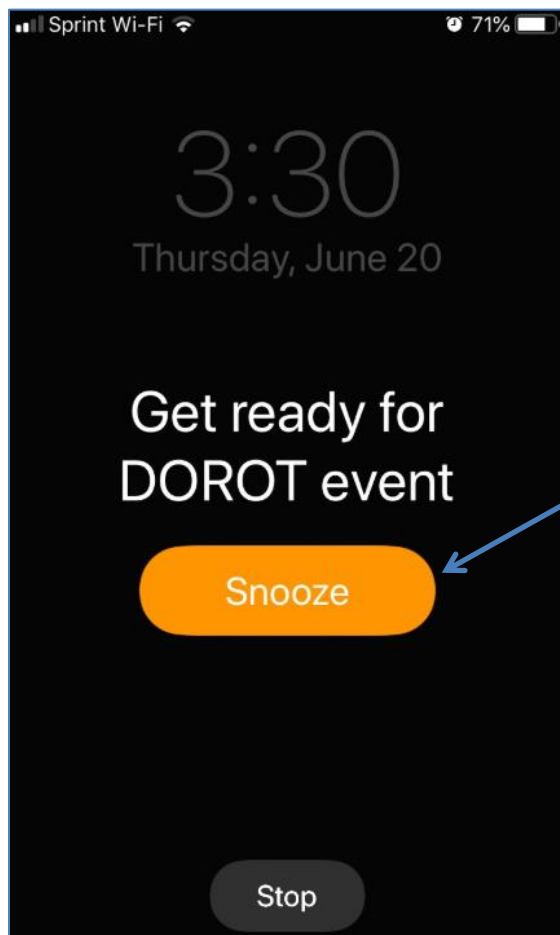




## Connect Through Tech

### Alarm By Hand (continued)

Step 9. When the alarm rings, you will see the *Snooze* option (in orange) to have alarm ring again in 9 minutes. Don't need the snooze? **Click** (tap) *Stop* on the bottom of the screen.



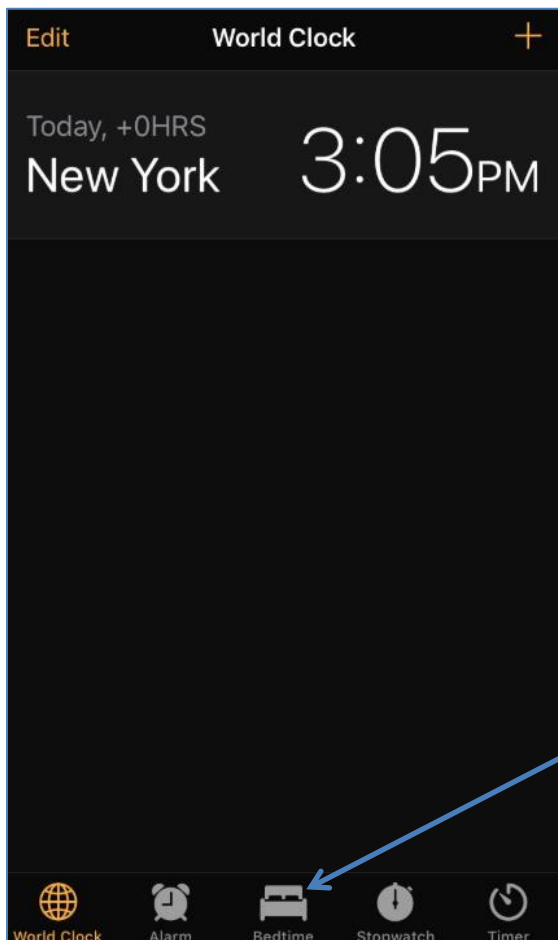


## Connect Through Tech

### Bedtime

*Bedtime* can help you to develop a consistent sleep schedule by setting a recurring wake-up alarm and get a reminder when it's your bedtime.

Step 1. After **clicking** (tapping) the *Clock* app (see page 7), **click** (tap) on the *Bedtime* mini-app on bottom of screen.

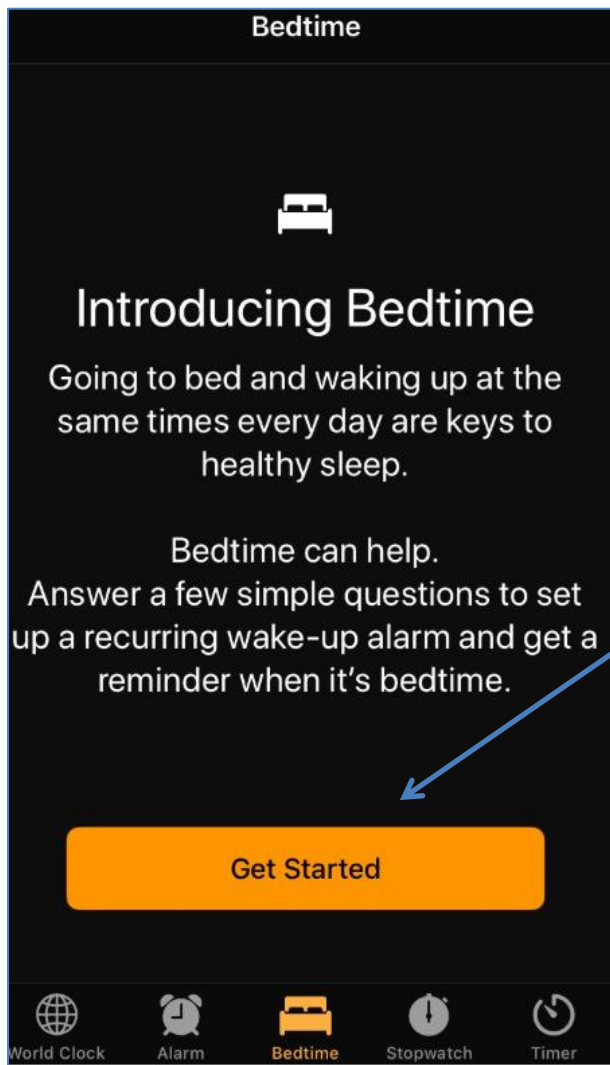




## Connect Through Tech

### Bedtime (continued)

Step 2. **Click** (tap) *Get Started* (in orange) to set up.

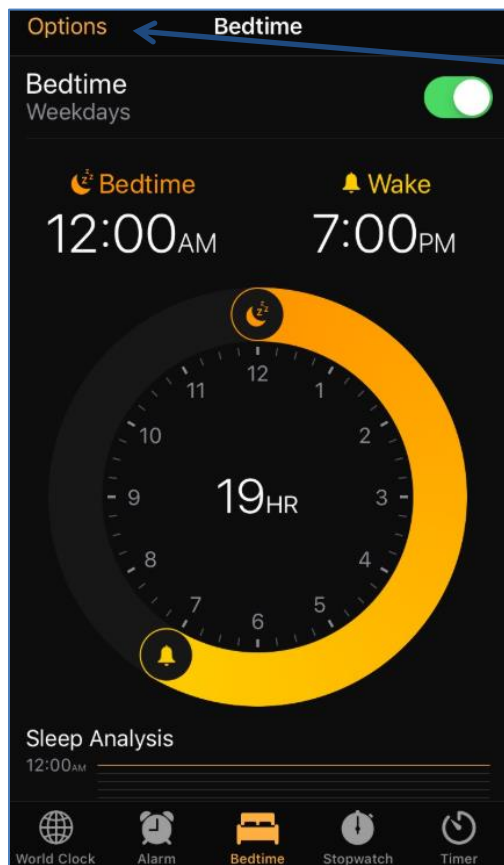




## Connect Through Tech

### Bedtime (continued)

Step 3. After you answer a few questions about your preferred sleep time, (only available the first time you use Bedtime), Bedtime will display screen below and set an alarm to prompt you to go to sleep and another to wake up. In below example, Bedtime will prompt you to go to sleep at 12 midnight and wake up at 7 AM. **Click** (tap) *Options* to change the times to sleep and to awaken.



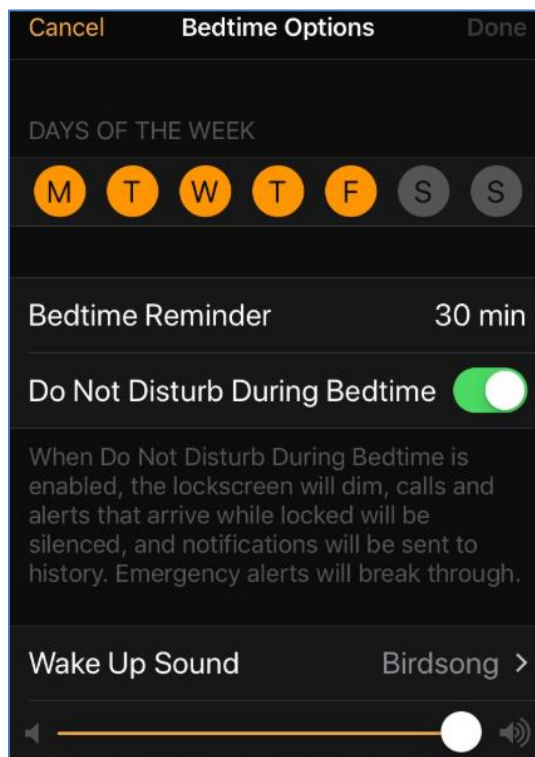


## Connect Through Tech

### Bedtime (continued)

Step 4. There are other choices in *Options*. Choose what works best for you. In below example, options are selected to:

- Ring alarms on weekdays only
- Remind you when it's 30 minutes before bedtime
- Not allow phone calls or messages during hours you are asleep
- Play *Birdsong* ringtone as the alarm when it's time to wake up



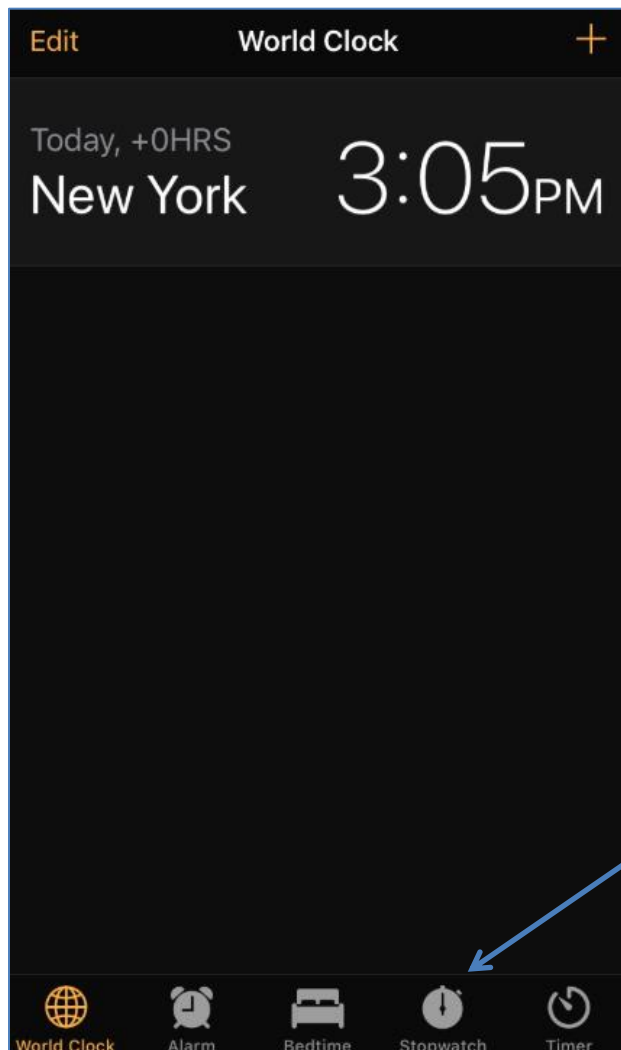




## Connect Through Tech

### Stopwatch

Step 1. After **clicking** (tapping) the *Clock* app (see page 7), click (tap) on the Stopwatch mini-app on bottom of screen.

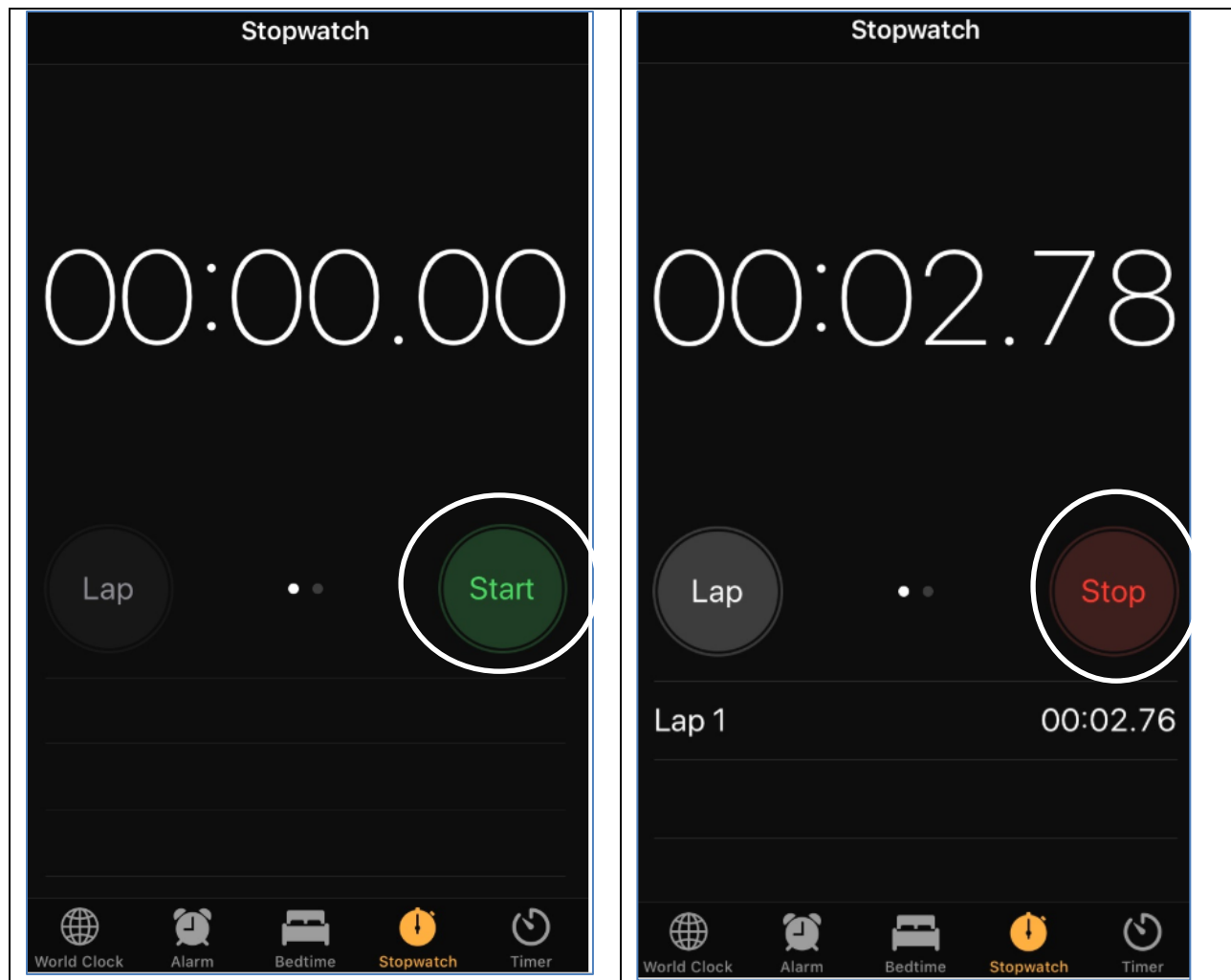




## Connect Through Tech

### Stopwatch (continued)

Step 2. Like a traditional stopwatch, this app tracks time of an event or activity. **Click** (tap) *Start* to start and *Stop to end*.



## Connect Through Tech

### Timer by Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).





## Connect Through Tech

### Timer

#### By Voice (continued)

Step 2. You can set a timer to sound after a specified number of hours, minutes and even seconds.

For this example, say “Set a timer for 15 minutes”

**Siri** (iPhone program that responds to your voice) will respond “Setting” and display below screen, which will countdown to time you’ve requested.





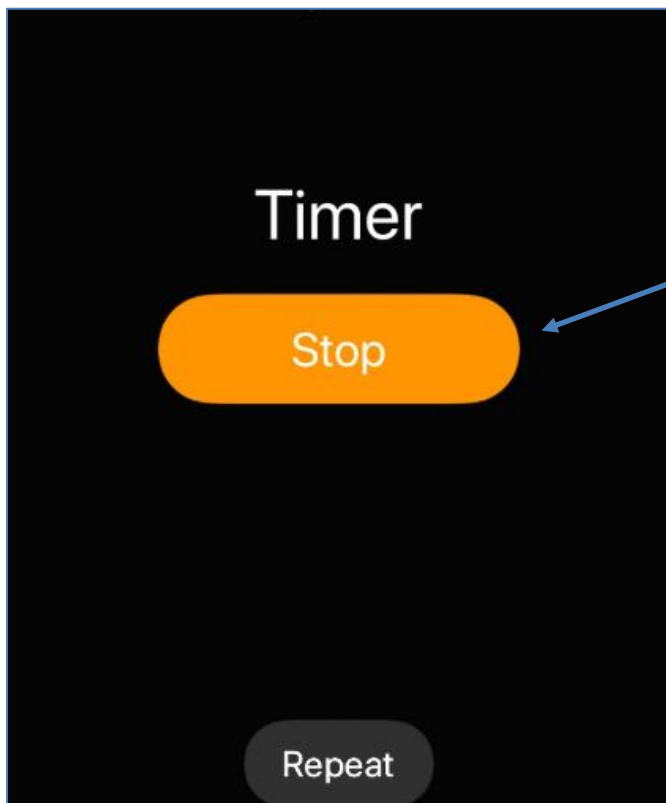
## Connect Through Tech

### Timer

#### By Voice (continued)

Step 3. When the requested number of minutes has passed, you will be able to:

- a. stop the timer by **clicking** (tapping) the orange *Stop* button in the middle of the screen or
- b. repeat the timer for the same number of minutes by **clicking** (tapping) the Repeat button at the bottom of the screen

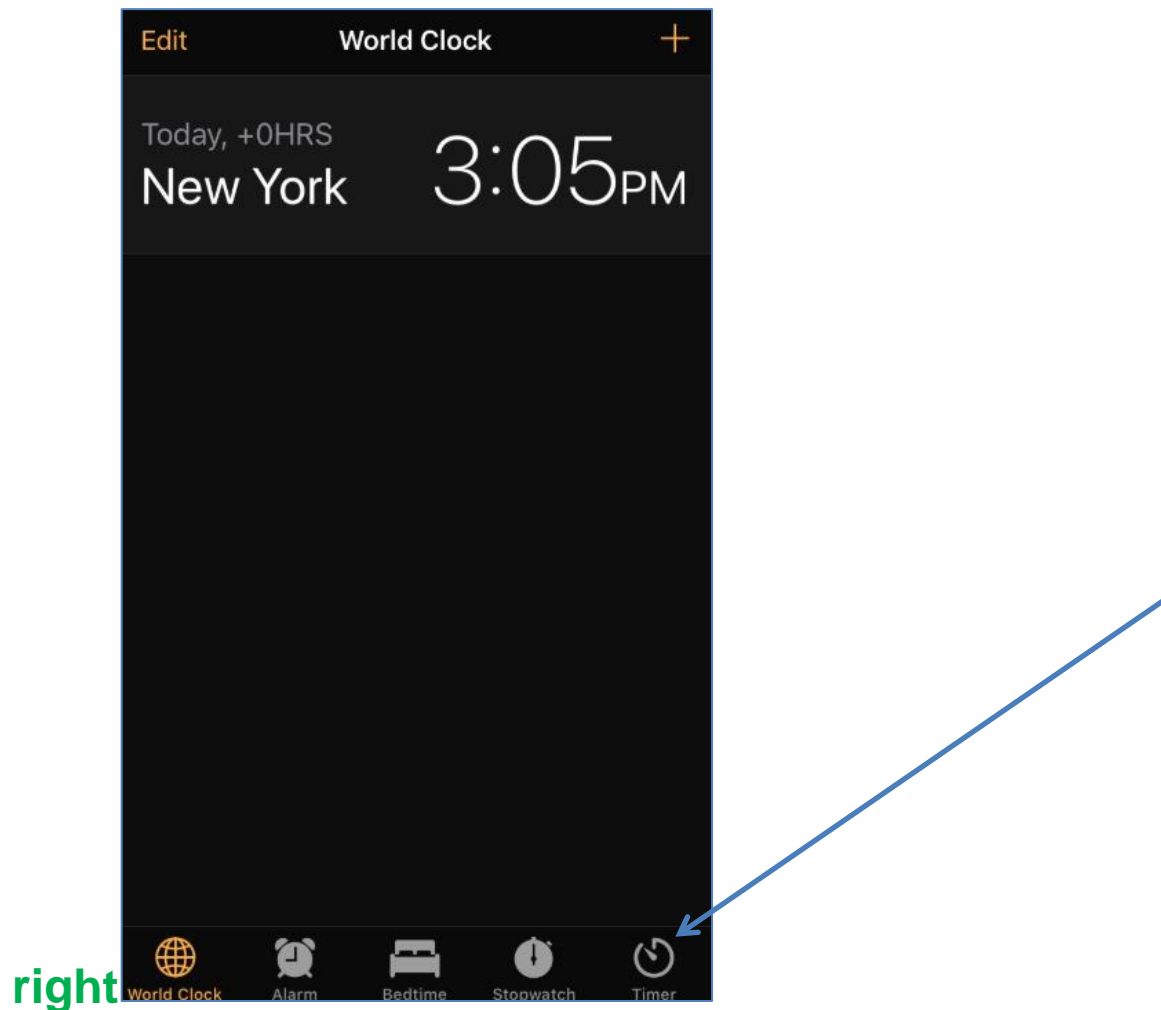




## Connect Through Tech

### Timer By Hand

Step 1. After **clicking** (tapping) the *Clock* app (see page 7), **click** (tap) on the Timer mini-app on bottom right of screen.

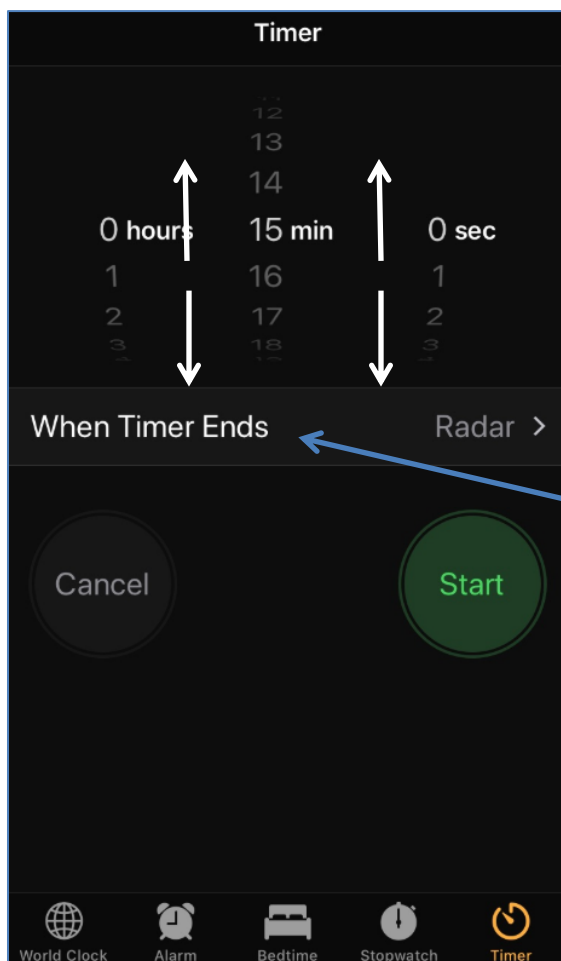




## Connect Through Tech

### Timer By Hand (continued)

Step 2. This app will set a timer to sound after a specified number of hours, minutes and even seconds, which you select by scrolling, as shown below. To choose the specific sound the alarm will make, **click** (tap) on *When Timer Ends*.

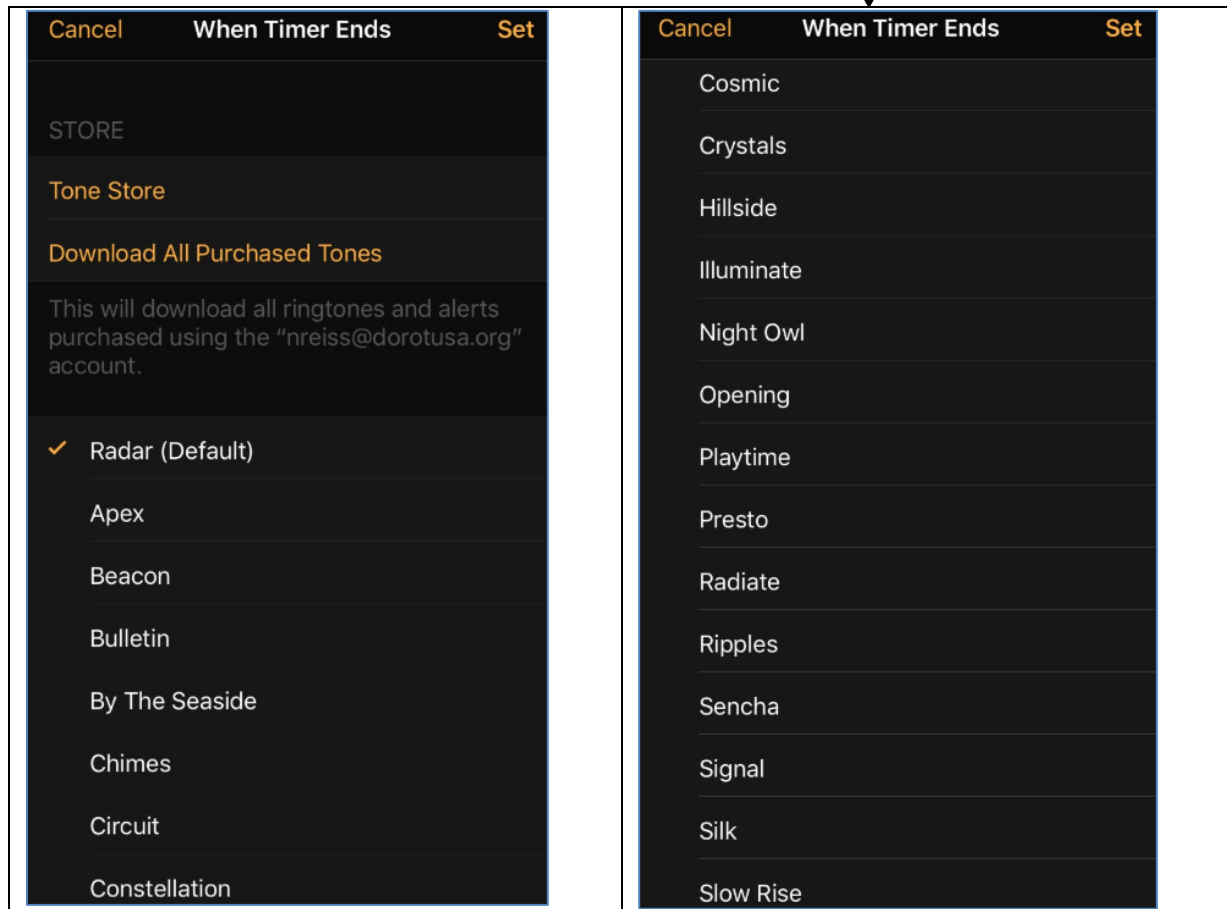




# Connect Through Tech

## Timer By Hand (continued)

Step 3. Scroll down to view all available **tones** (sound phone makes). It does not change the sound your phone makes when receiving a call. **Clicking** (tapping) on each will give you a preview. A check mark will appear. When you have selected the sound you want, **click** (tap) on **Set** to save the **tone**.



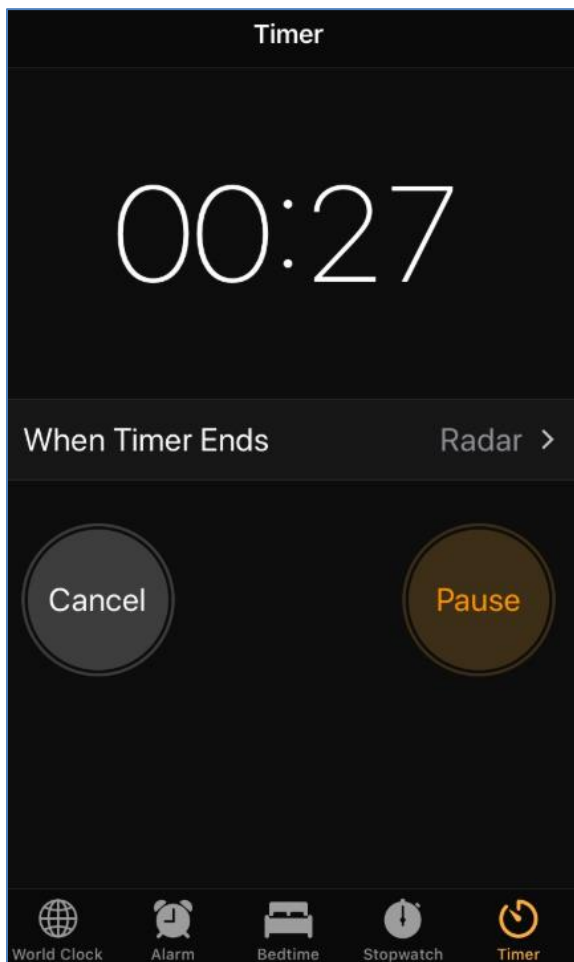




## Connect Through Tech

### Timer By Hand (continued)

Step 4. Your screen will countdown the time remaining on your timer. If desired, you can *Cancel* or *Pause* the timer with the buttons on the bottom of the screen.

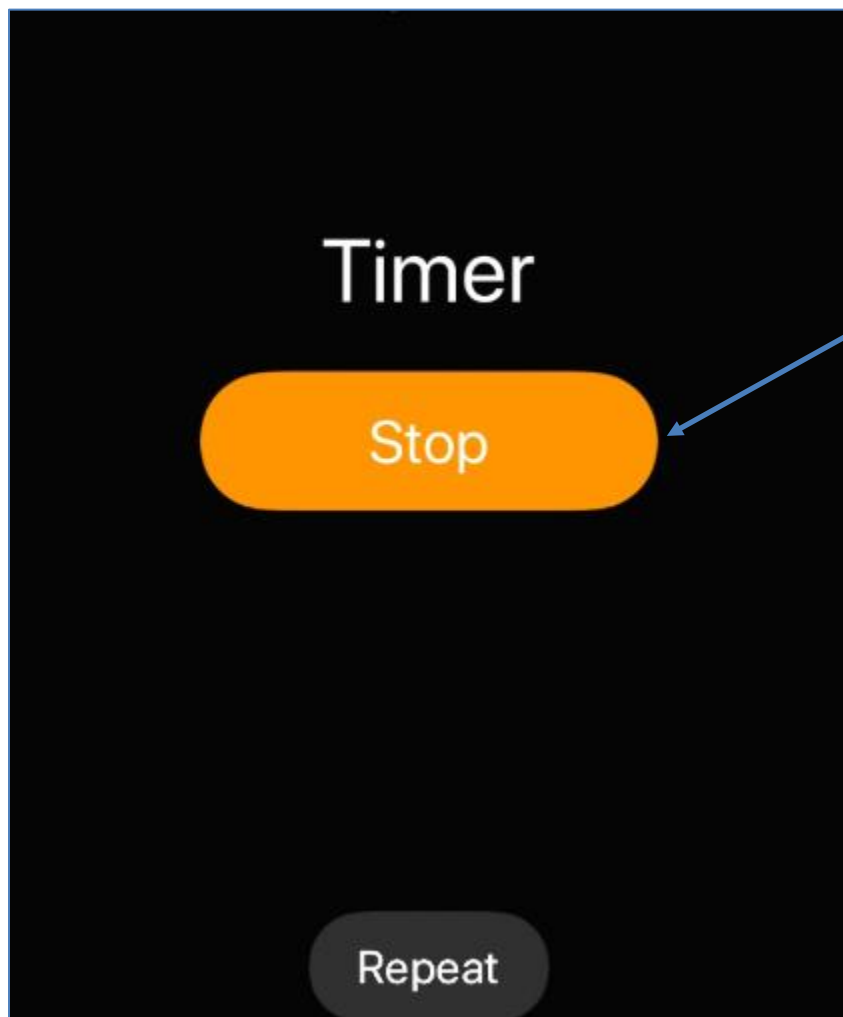




## Connect Through Tech

### Timer By Hand (continued)

Step 5. When the requested number of minutes has passed, you will be able to stop or repeat the timer for the same number of minutes by **clicking** (tapping) on the appropriate buttons.





## Connect Through Tech

DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).