

Tech for Life: Monthly Digital Empowerment Session

*A Practical Guide to Your
Smartphone & Tablet*

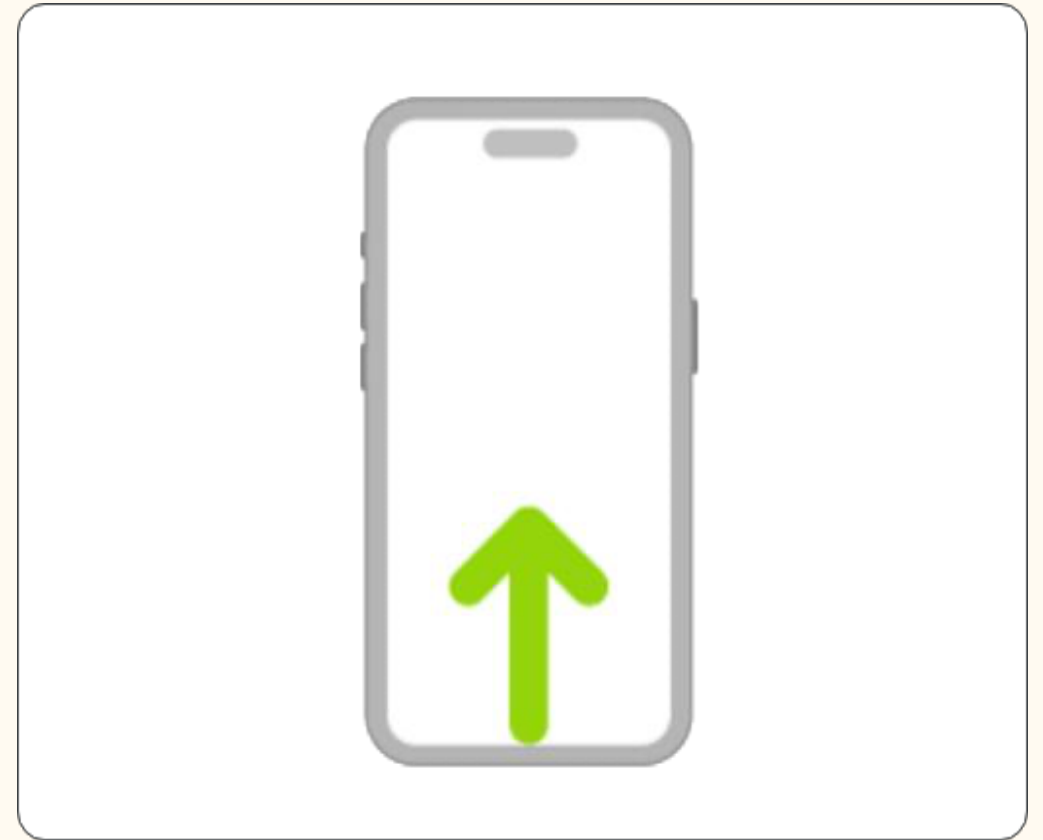
Instructor: Jessie Fu

01

The Essentials

Basic Gestures

- ↑ **Go Home:** Gently swipe up from the very bottom edge of the screen.
- **Turn Pages:** Swipe left or right on the middle of the screen (like turning a book page).
- 👉 **Open Something:** A quick, light tap. Avoid pressing too hard!
- 📄 **Access background:** A firm, short swipe & hold from bottom of the home screen



The "Quick Settings" Menu



Access Quick Setting Dropdown:

Swipe down from the top-right corner of your screen.

- ⚡ **Flashlight:** Instant light in the dark.
- ⚙️ **Brightness:** Slide up or down to see better.
- 🔊 **Volume:** Adjust your sounds quickly.
- 🔒 **Lock:** Fix the orientation of the screen.

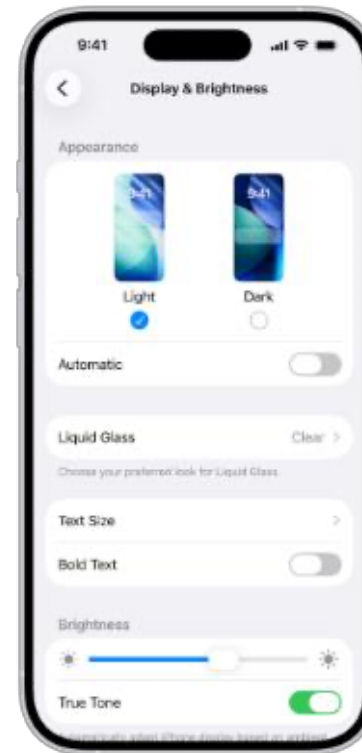
Making Text Easier to Read

Steps to Increase Text Size:

- 1 Open **Settings** (Grey Gear).
- 2 Tap **Display & Brightness**.
- 3 Tap **Text Size**.
- 4 Slide the button **right** to make text bigger.

Pro Tip:

Go to Settings > Accessibility > Display & Text Size for **Bold Text** or **high contrast** options.



Staying Connected: Wi-Fi & Bluetooth



Wi-Fi

For home or Secure internet:
Settings > Wi-Fi > Turn Green > Pick
Network.



Bluetooth

For headphones or carplays:
Settings > Bluetooth > Turn Green > Pair
Device.

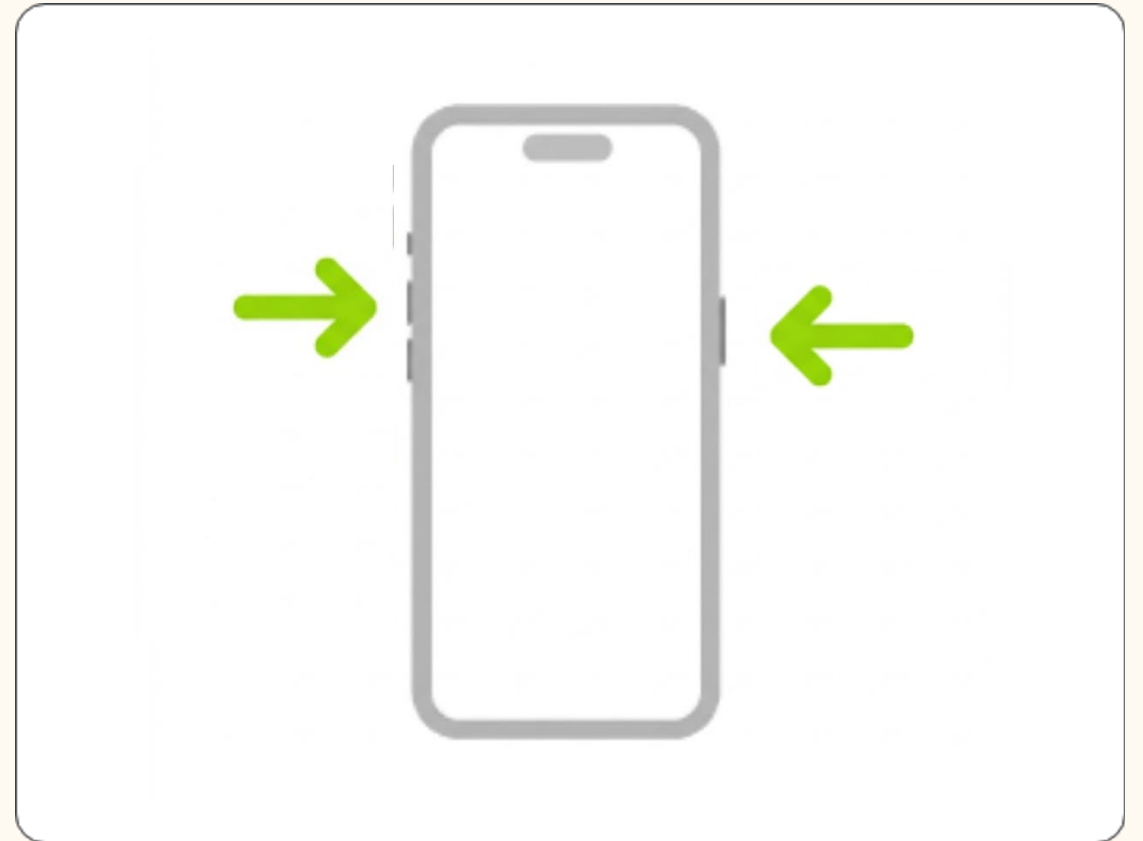
Pro Tip:

- Wait for the "Connected" checkmark before leaving the screen.
- For hotel or airport Wifi, wait for the pop-up window and follow through steps on the page to connect

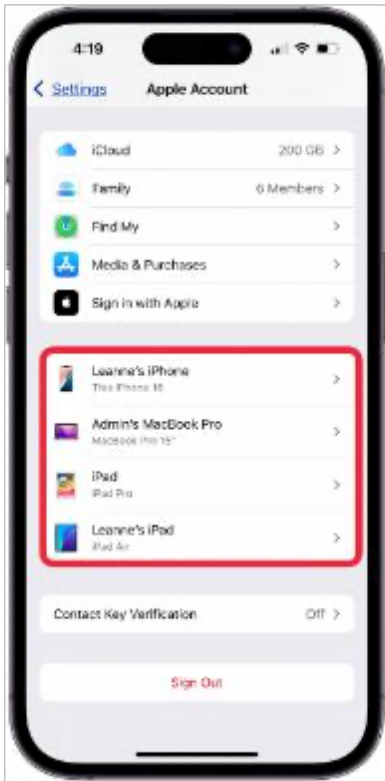
Capturing Your Screen

A **screenshot** allows you to capture exactly what is shown on your screen at that moment.

- Press and hold the **lock button** and the **volume up button** at the same time.
- To find your image later, simply go to your **Photos** app; your screenshot will be saved there automatically.



Your Apple ID & iCloud



The Apple ID is your main account name (your email). Think of it as your digital passport, so it's important to **never forget the ID & password combo**.

 **iCloud Backup:** Automatically saves your photos, contacts, etc. so you won't lose them.

 **Syncing:** Keeps your iPad and iPhone "in sync" with the same apps and contacts.

Maintenance

Software Update: If you see a **red dot on Settings** icon, it means your device needs a system update; you can also turn on Automatic Updates to save the hassle.

Battery Health:

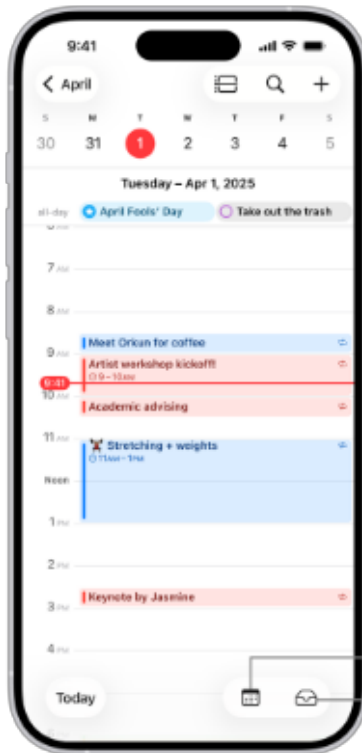
- 🔋 Avoid letting it drop to 0%.
- ⚡ Plug it in overnight—it won't "overcharge."
- 🔋 Turn on Low Power Mode to conserve battery



02

Daily Routine

Doctor Appointments & Events



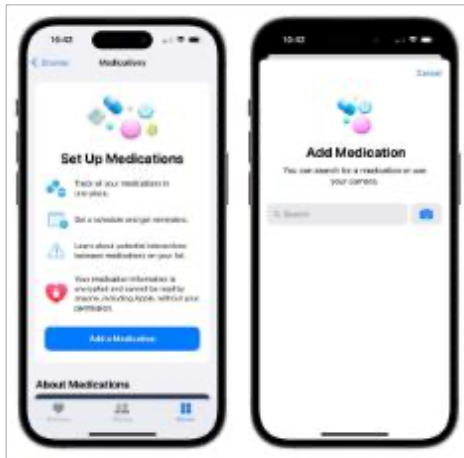
Use the **Calendar App** to track your week.

- 1 Tap the **Plus (+)** button.
- 2 Type the Title (e.g., "Eye Doctor").
- 3 Pick the date and time.
- 4 Tap **Add**.

Your phone will send you **push notifications** (adjustable in Settings) for your calendar event.

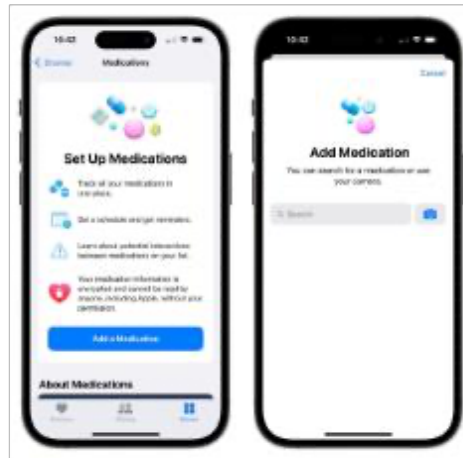
Medication Reminders (Apple)

Use the **Health App** (White icon with red heart) for prescriptions.



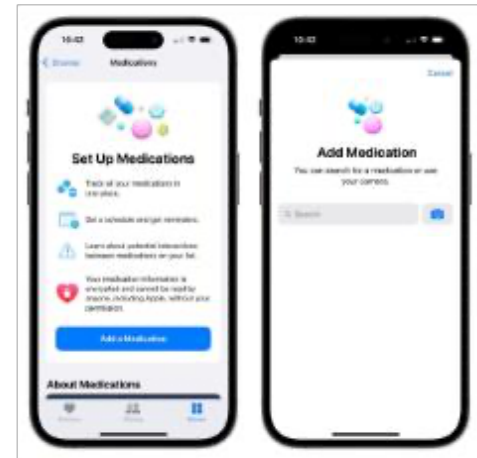
1. Browse

Tap "Search" at the bottom right, then "Medications."



2. Schedule

Tap "Add Medication" and log info & pick your time.



3. Alerts

Your phone will chime. Tap the alert to log it.

When to Use Which Tool?

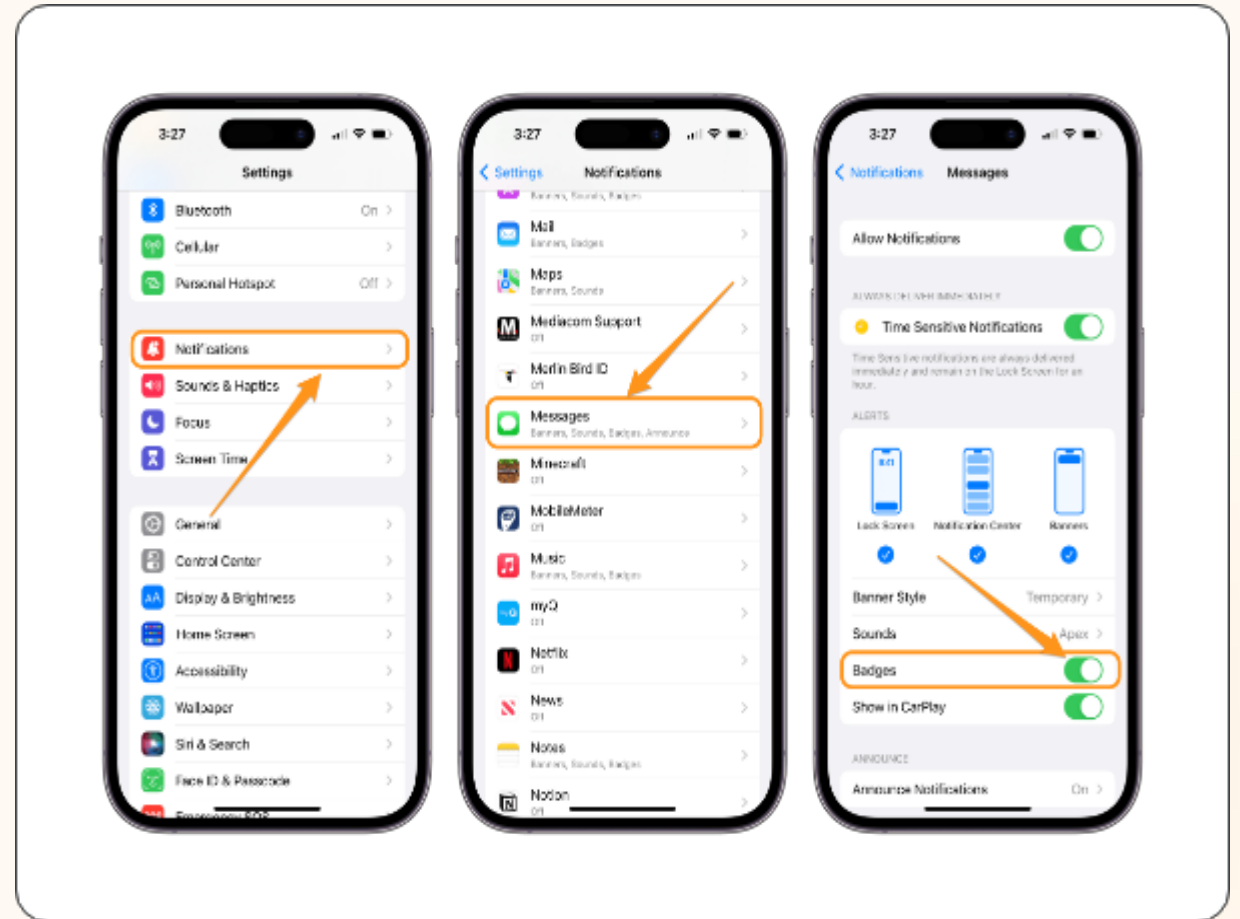
Need	Best App	Example
Immediate Alert	Alarm	Waking up or Cooking timer
To-Do List	Reminders	Pay bills or Call grandkids
Health Tracking	Health	Daily prescription log
Appointments	Calendar	Friday Social or Dentist Visit
Random Thoughts	Notes	Grocery List or Sticky Note Message

Peace of Mind: Notifications

Notification management to selectively turn on & off app pings:

- 1 Go to **Settings** > **Notifications**.
- 2 Tap an app that you want to adjust notification frequency or methods
- 3 Switch on **Allow Notifications** for further configuration

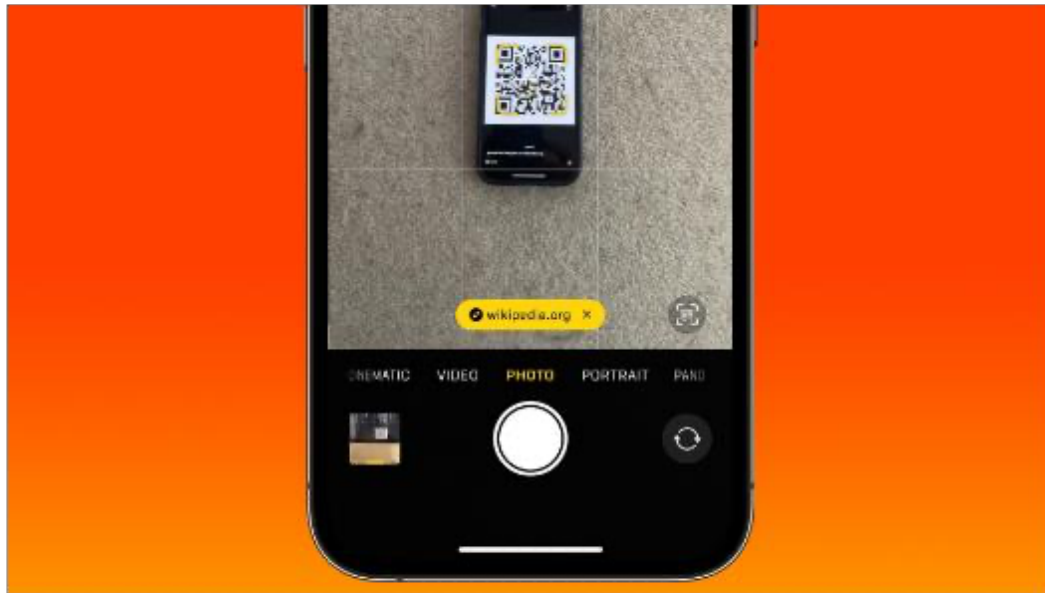
The setup page is also accessible via search bar in Settings



03

Advanced Tips

Scanning QR Codes



QR codes are "square barcodes" representing address to a web page such as restaurant menu or shopping sites.

Steps to Scan QR code (One at a time):

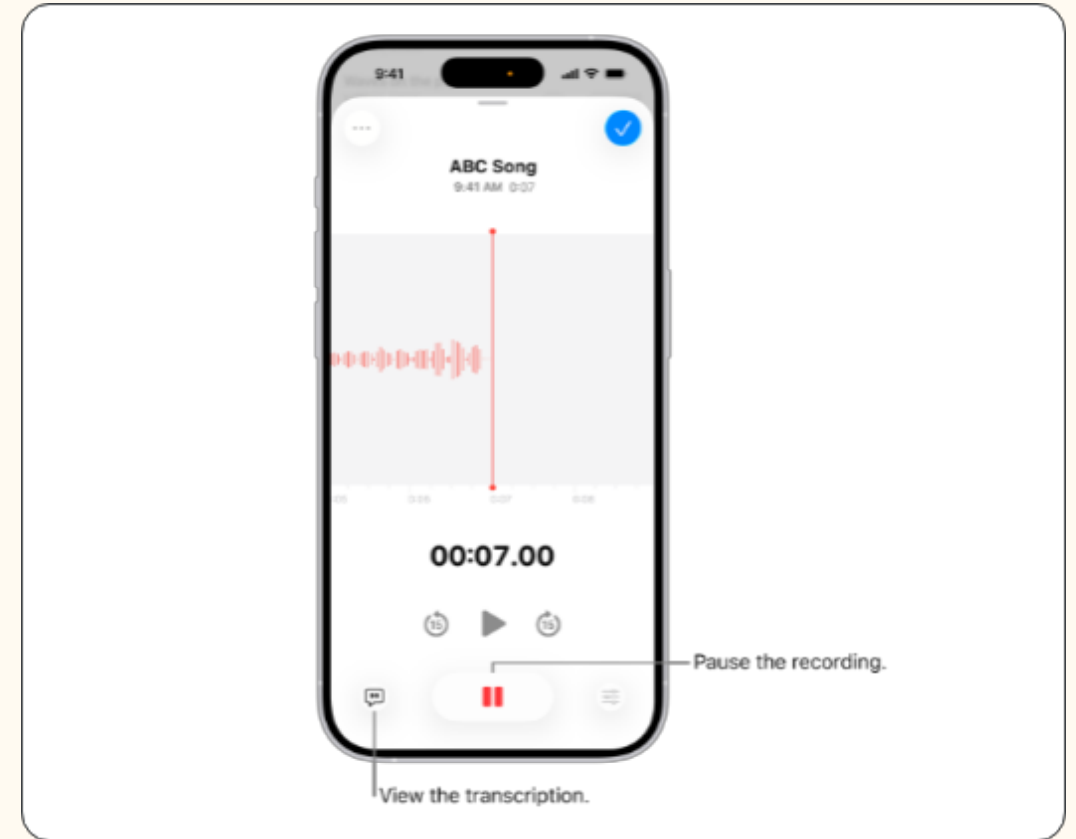
- 1 Open your **Camera App**.
- 2 Point at the square (don't take a photo).
- 3 Tap the **Yellow Link** that pops up.

Recording Your Thoughts

Use **Voice Memos** to take notes without typing:

- 1 Tap the **Red Circle** to record.
- 2 Tap it again to stop.
- 3 Tap the **Transcript Icon** (looks like text lines) to see your spoken words appear as text!

- You can also ask Siri to “Record a voice memo” handsfree



Scanning Documents



Notes app allows you to turn any physical copies into a digital PDF file:

- 1 Open **Notes**.
- 2 Tap the **Three Dot icon** in top right corner
- 3 Tap **Scan**.
- 4 Hold phone **over the document**—it will snap the picture automatically!
- 5 You can **share the PDF file** via email or text by clicking on the downward arrow

Frequently Asked Questions

I lost my app!

Swipe left until you see the "App Library" to find every app you own. OR swipe down to find the search bar and type in the name of the app you are looking for.

Screen is too dark

Swipe down top-right and slide the "Sun" icon up.

My Battery Dies Quickly!

Close apps you aren't using by swiping up half-way and flicking them away.

Is it safe to update?

YES. Updates protect you from hackers and gives you all the latest app features.

Any Questions?

Now, let's practice on your own devices



Thank you for your time and curiosity!

Image Sources



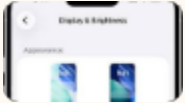
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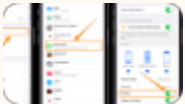
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