Settings Guide for iPhone/iPad

Control Center is a shortcut to the primary Settings controls. Slide up from the bottom of your screen to control Airplane Mode, Wi-Fi, Bluetooth, Brightness, Do Not Disturb mode, Speaker Volume, iTunes playback, Timer, Calculator, Camera and the Flashlight.

The first panel under the Settings icon is **Airplane Mode.** It's required on planes, as it turns off all radios for broadcasting and receiving. Good also for situations when you are low on battery power - but understand you'll get no calls, emails or texts!

Wi-Fi, Bluetooth & Cellular Data. I leave them on all the time, but you save battery turning them off. Turn off "**Ask to Join Networks**" under Wi-Fi to avoid those annoying messages like "Do you want to join xyz network?" Also turn off **Data Roaming** under Cellular Data to avoid data charges when traveling outside the US where your cellular network doesn't work. **Personal Hotspot** allows you to use your iPhone like a Wi-Fi network for your iPad when traveling.

Notifications, Control Center, Do Not Disturb. Next on the Settings list is a group of options that relate to your device's Lock screen. But the most important option here is **Notifications**. Many of the apps on your iPhone or iPad can send you 'notifications' – messages that pop up on screen to announce that you've just received a new email or text, or perhaps a breaking news story. It's useful to know when an important email has arrived, of course, but many notifications can just be plain annoying. The Notifications panel shows a list of all apps that can send notifications, and allows you to turn them on or off for each app. Study your own personal list and decide which ones to turn on. You can also turn off **Amber Alerts** from this screen.

The **General** panel includes major functions such as **Software Update**, the **Auto-Lock** security feature, and the **Usage** panel, which displays information about both battery usage and the amount of storage used by all the apps on your iPhone or iPad.

One General panel option that it's useful to know about is the **Background Refresh** panel. Many apps, such as newspapers, weather and stock prices, can automatically update themselves with new information even when you're not actually using them. Turn this option off for your less essential apps to save battery life and cellular data use. Turn on **Handoff** to allow you to start a document (such as a email or letter) on one Apple machine (iPad/iPhone) and finish on another one (MacBook/iMac).

Another huge option under General is **Accessibility**. Turn on **Larger Text** and **Bold Text** to make reading easier on our old eyes. Be careful of turning on **Zoom**, I feel it activates too easily and can really mess up your screen size images! One more hidden gem, under General, you'll also find **Keyboards** where you can turn on the third party keyboards (and Emojis!) but also **Enable Dictation** to show the microphone in emails and texts and allow you to dictate your message instead of typing on the tiny screens.

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And turn on **Shortcuts** under Keyboards which gives you a quick way to type out common words or phrases. There's one shortcut already built into iOS 8 to help you get started – you type 'omw' and then it expands that into 'on my way'. I have a dozen shortcuts set up - like street and email addresses; VISA numbers, etc.

The General settings panel is followed by a number of other options that control the basic hardware of the iPhone or iPad. Controls for the screen brightness, ringtones and wallpaper. But, at the bottom of this list, are the all-important **Passcode** and **Privacy** panels. TURN ON YOUR PASSCODE! The Privacy settings panel focuses specifically on 'third-party' (non-Apple) apps that want access to information such as location data, your camera roll and contacts, and even medical data. You can choose whether or not to allow access for each app individually. It's a chore going through them all, but it's worth making the effort to keep your personal data private.

The next few settings panels provide controls for iCloud, Passbook and your iTunes account. The **iTunes &App Store** options are straightforward enough, although you should turn off the **Cellular Data** option to avoid unintentionally using all your monthly cell data to download a movie! **Passbook** allows you to set up your credit card and billing/shipping addresses for use with the new Apple Pay system. The **iCloud** section manages your storage in the cloud and turns on the all important **Find My iPhone/iPad** switch where you want to also check the **Send Last Location** switch so the last location of a soon to be battery dead iPad/iPhone can be determined.

The next section of Settings personalizes your **Mail, Contacts, Calendars** as well as **Notes, Reminders and Messages**. Add new email accounts details, sort your contacts or tweak your Calendar options - explore all your choices! The final panel in this section is **Safari** and this is another big one to customize. Pick your Search Engine (I use Google), save **Passwords** and **Favorites** (Bookmarks). You have a lot of options here.

The Apple Apps section is next - **Music, iBooks, Podcasts and Photos & Camera**. All are pretty straightforward, except the **Camera** panel. I recommend turning on the **iCloud Photo Library (Beta)** as this will be the standard in a few months. Then **Optimize iPad/iPhone Storage** to move the space consuming full size versions of all your pictures to iCloud, saving just small size images in the limited memory on your handheld device. You can also manage **Photo Sharing** and **Slideshow** options here and turn on **Camera Grid** to help you take better pictures. Again, explore your options.

The final sections of Settings manages the controls for all your downloaded Apps. As I have over 200 Apps on my phone, this is a big list for me! Controls such as whether to allow Locations Services to tell the app where you are (important for a weather or map app, just invasive on a game app.). Also whether to allow the app to allow Background App Refresh (uses data), send you Notifications or use Cellular Data to download info.

I hope you have enjoyed this Settings Guide for the iPhone/iPad. For many more tips on using your new Apple mobile device and other Apple software, visit our website at: http://rmug.weebly.com/iphone--ipad-tips.html

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