

Handy How-To's

for iPhone/iOS 14.7

I'm a little baffled by people who buy iPhones with all that amazing technology built into them, but they don't do use them for much more than phone calls. They're short-changing themselves when it comes to harnessing the power that's in their pockets.

So here is a quick review of a few recent articles, particularly one in MacWorld, that explain some features you may find very handy. We have touched upon a few of these in earlier presentations, but there are others that are probably new to you.

<https://www.macworld.com/article/352460/iphone-tips-tricks-back-tap-trackpad-voice-control-medical-id-shutter-scan-document.html>



iPhone features covered:

- 1. Back Tapping**
- 2. Turn your keyboard into a trackpad**
- 3. Control your camera with your voice**
- 4. Set up Medical ID**
- 5. Turn off the Camera shutter**
- 6. Unlock a phone with Face ID while masked**
- 7. Take a full-page screenshot**
- 8. Change Siri's voice**
- 9. Move multiple apps at once**
- 10. Scan a document**

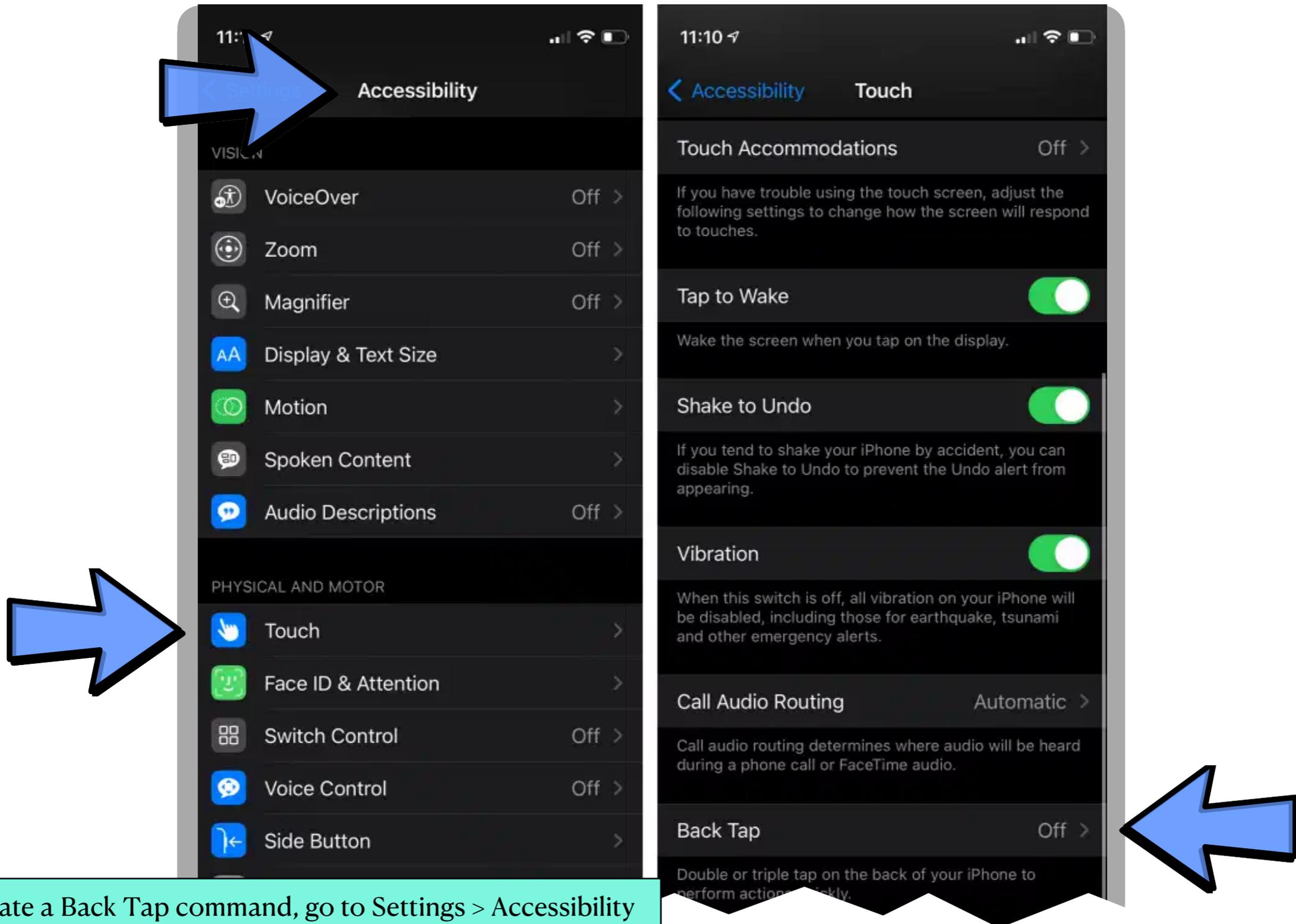
1. Back Tap



I'll start with my favorite item first—the Back Tap. As the name suggests, you can turn a system setting on or off by simply tapping the back of your phone twice or three times.

1. Back Tap

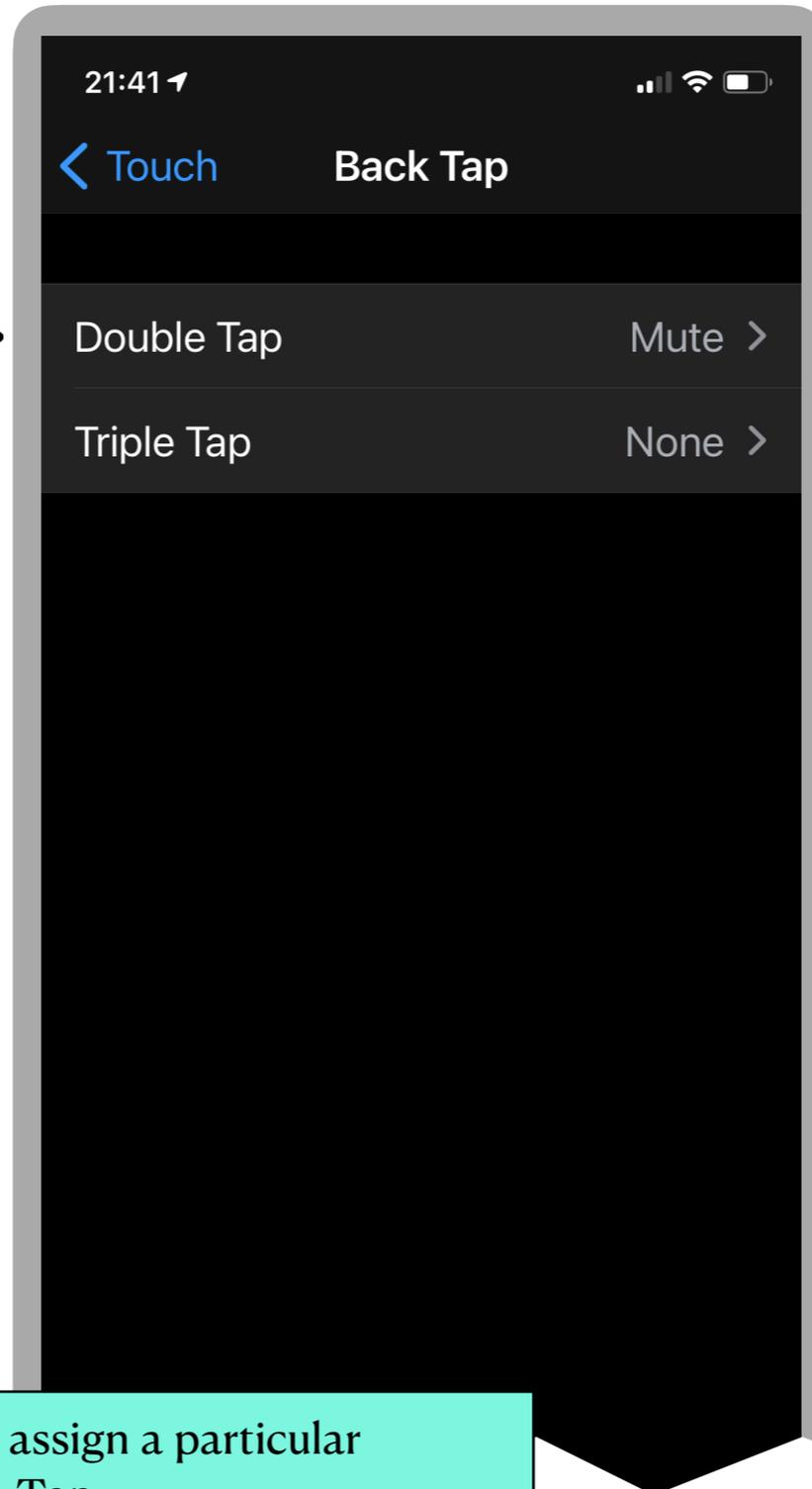
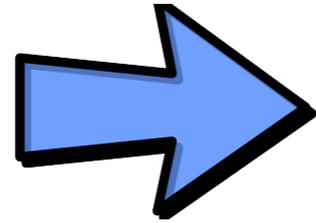
Open Settings > Accessibility > Touch > Back Tap



To activate a Back Tap command, go to Settings > Accessibility > Touch, and select Back Tap.

1. Back Tap

Select 'Double Tap' or 'Triple Tap'

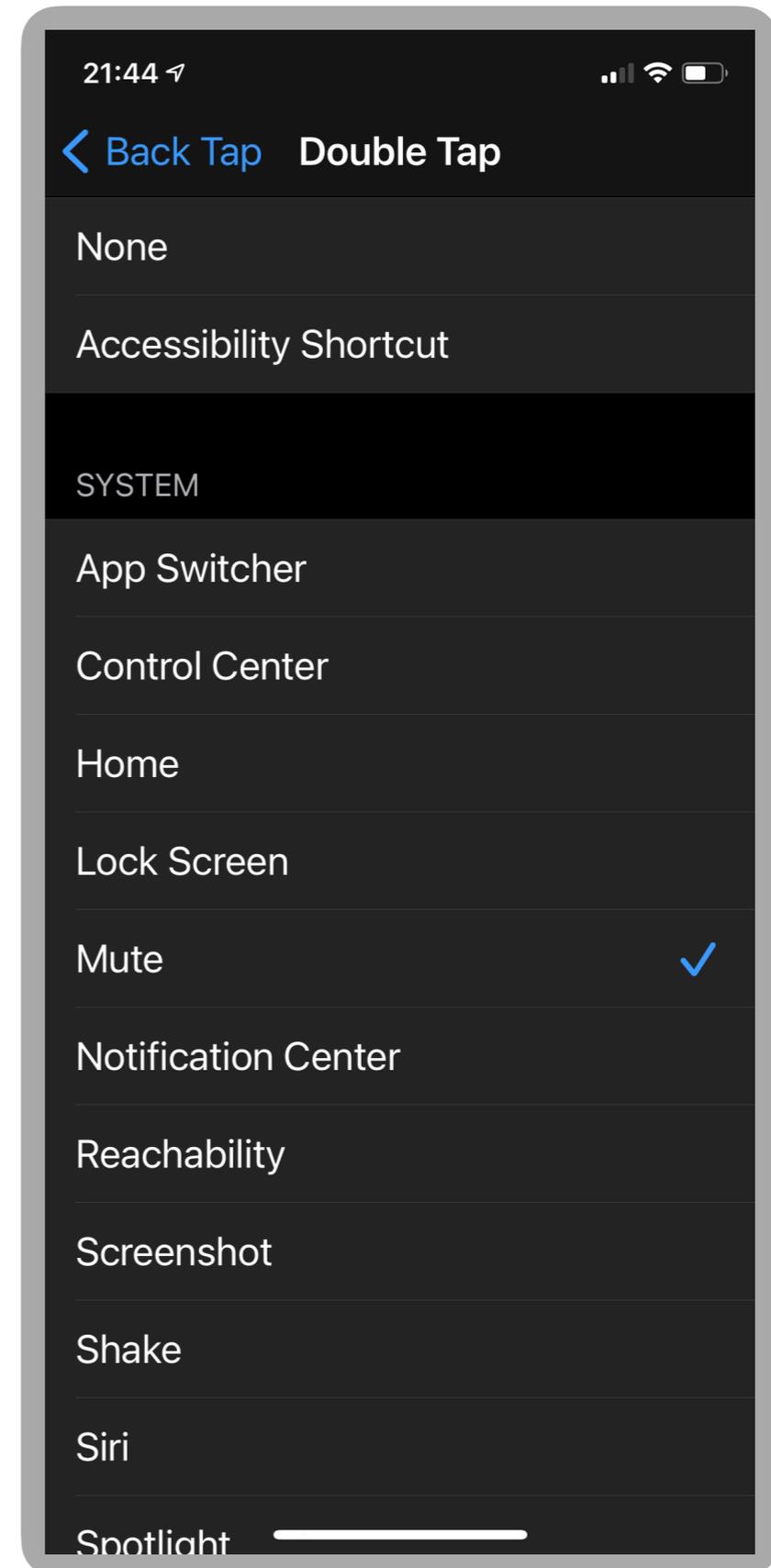


On the next screen you can choose to assign a particular command to a Double Tap or a Triple Tap.

1. Back Tap

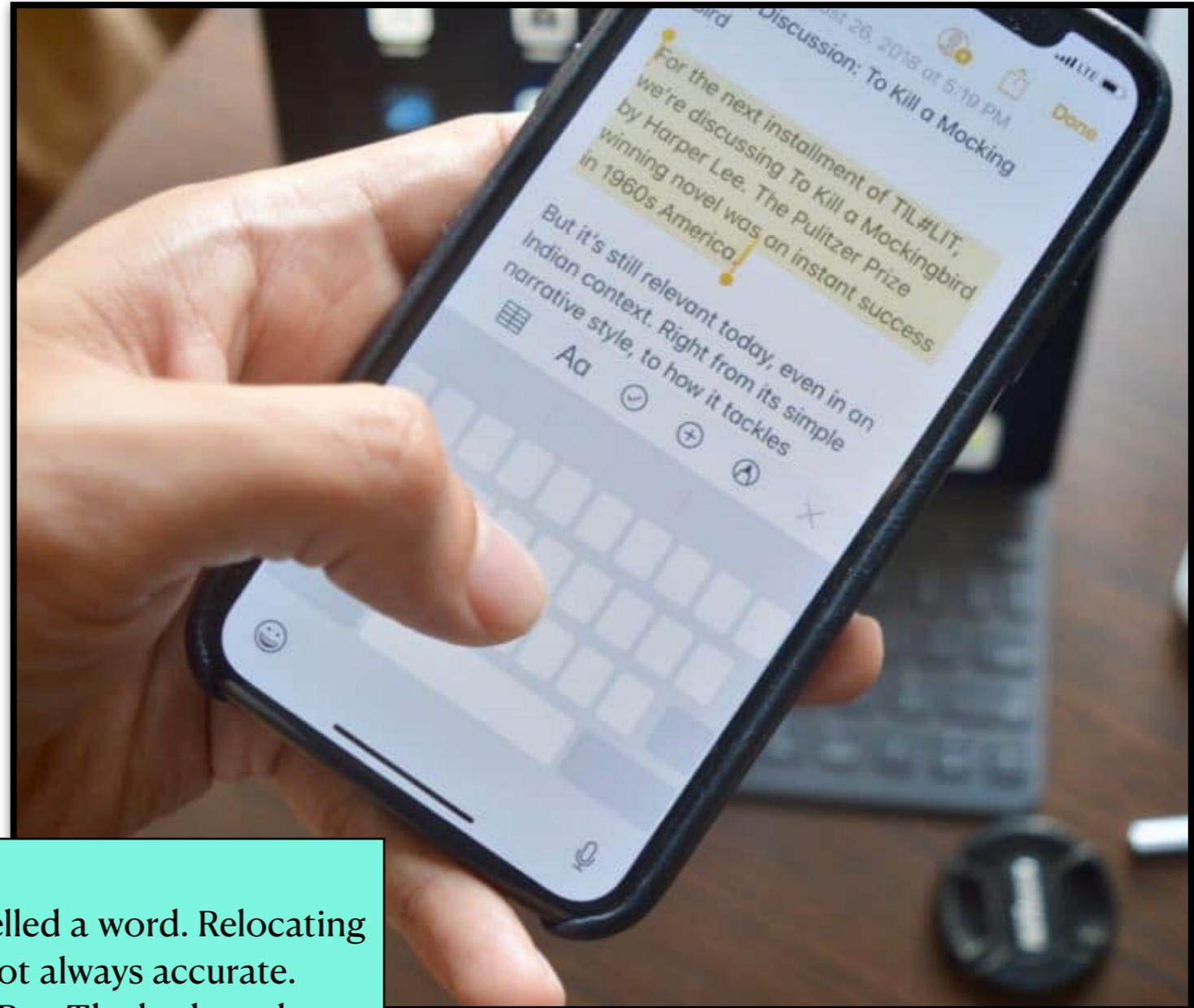
The next screen lists thirty different settings you can control by doing a Double Tap on the back of your phone. I chose the Mute option. I have an Otterbox silicon shell on my phone, and it takes a few seconds to get to the silence switch. It seems like I never fail to get a call or text or email when I'm in church on those days when I forgot to silence my phone. So I chose Mute for my Double Tap command. It even works through the shell, and it's much faster than using the switch. Now when I double-tap the back of my phone, the alert appears saying, "Silent Mode On." When I double-tap it again, it toggles back to Ringer.

Choose from the menu:



2. Turn your keyboard into a trackpad

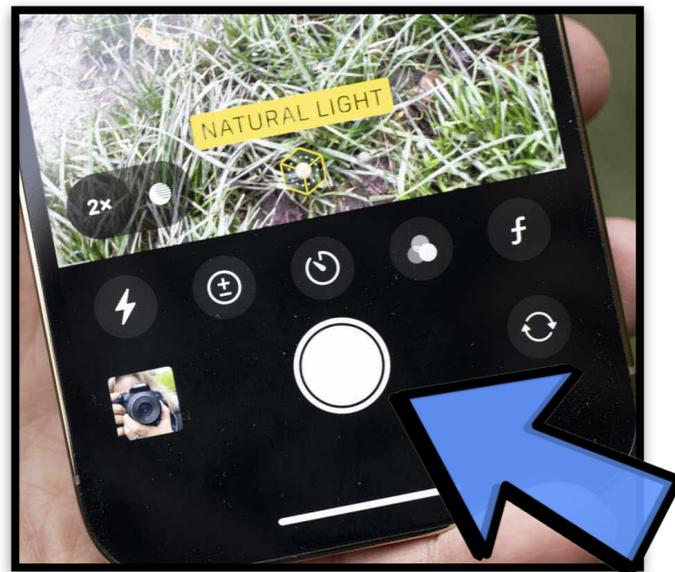
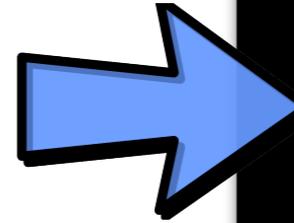
Press and hold
the Space Bar



We've talked about this feature before. You've typed a text message, but you misspelled a word. Relocating the cursor by tapping where you want it is not always accurate. Instead, try pressing and holding the Space Bar. The keyboard changes to a trackpad. Drag your finger across it to reposition the cursor exactly where you want it, then release. It's fast and easy.

3. Control your camera with your voice

Use the Volume Control button to take a picture...



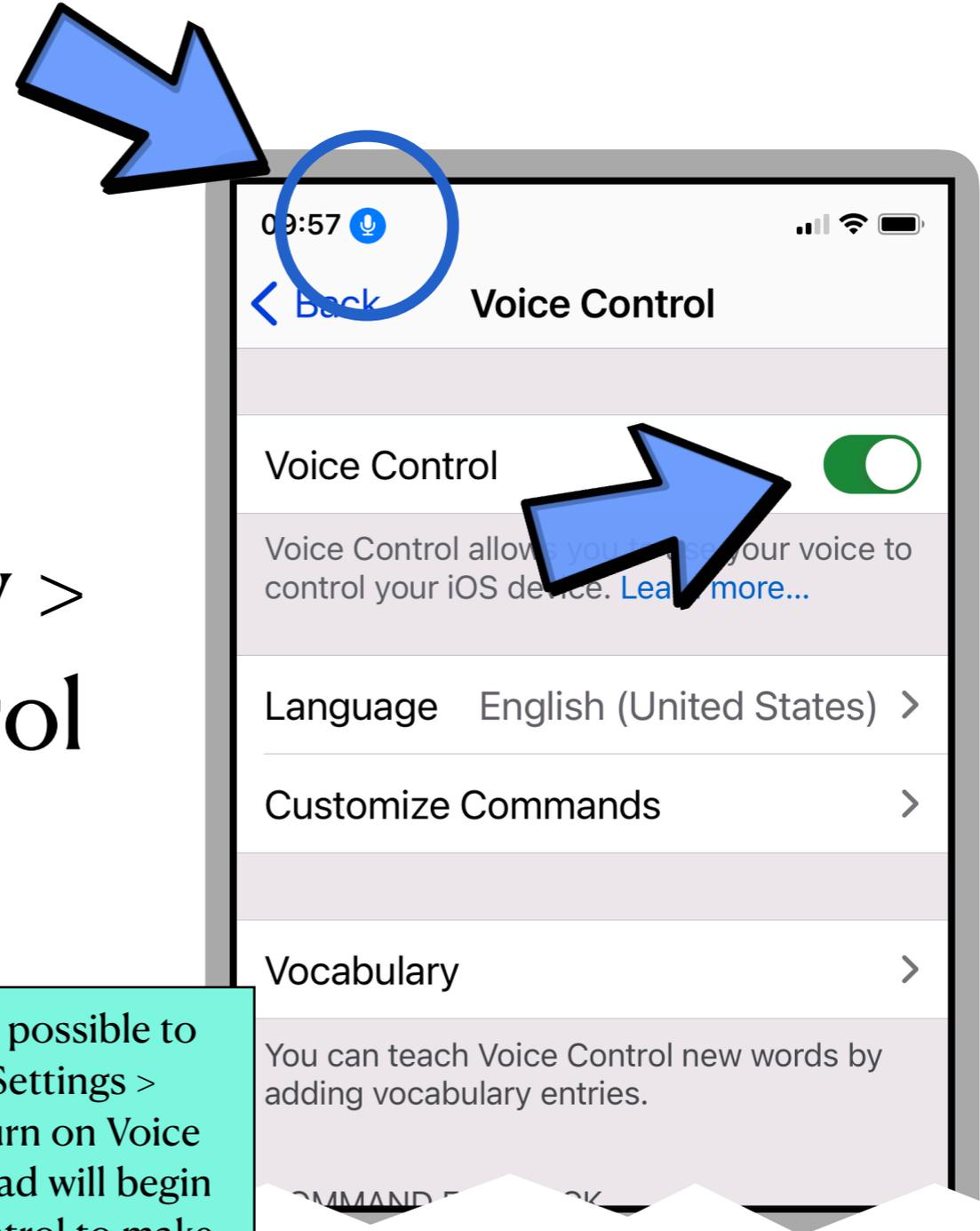
...instead of the usual button.

Some people may not know you can snap a picture by using a volume control on the side of your phone. It's a good feature to use when you're holding your phone in an awkward position and it's hard to get to the usual shutter button, such as when you're taking a selfie.

3. Control your camera with your voice

Settings > Accessibility >
Voice Control

Apple has carried this feature one step further making it possible to take pictures without pressing any buttons at all. Open Settings > Accessibility > Voice Control. If this is the first time to turn on Voice Control, then select Set up Voice Control and a download will begin in the background. When it's ready, toggle on Voice Control to make it green. A little blue camera appears at the top of the screen.



3. Control your camera with your voice



1. “Hey Siri, open the camera.”

2. “Turn up the volume.”

Now you can take pictures button-free. Open the camera (or tell Siri to). After framing your shot, say “Turn up the volume,” and the shutter will click. The physical action that normally takes the picture is performed without having to touch the volume buttons. Voice Control could be more useful than the camera timer. It could also be very handy when you’ve been eating greasy fried chicken!

4. Medical ID

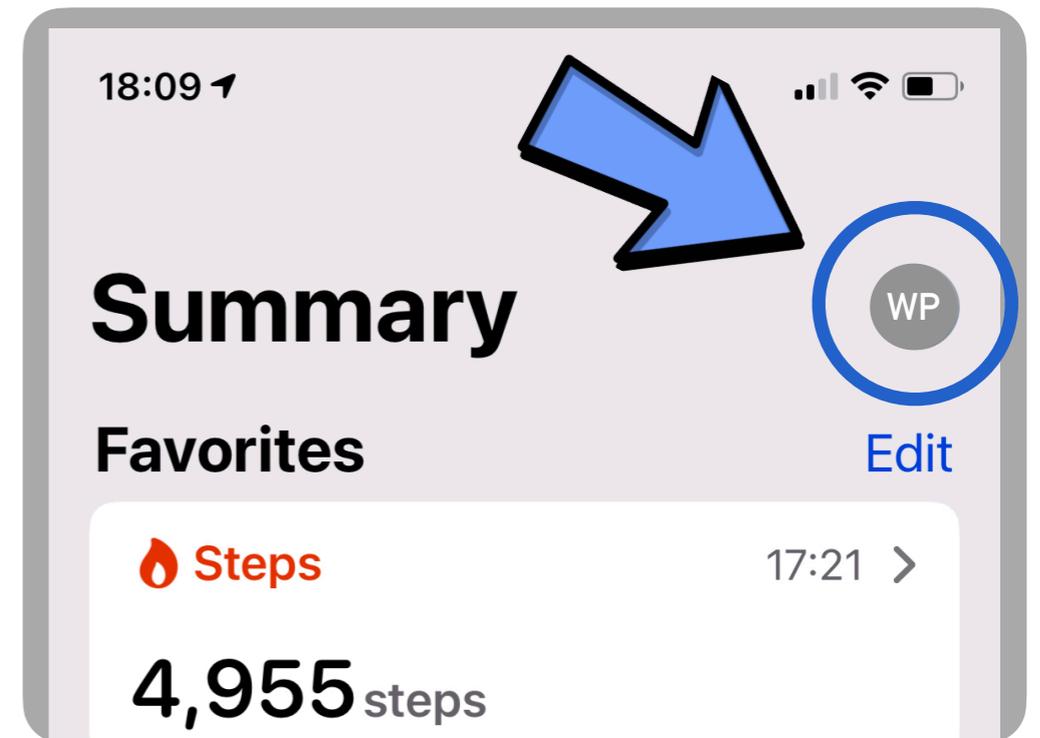


Health

1. Open Apple's app called "Health."

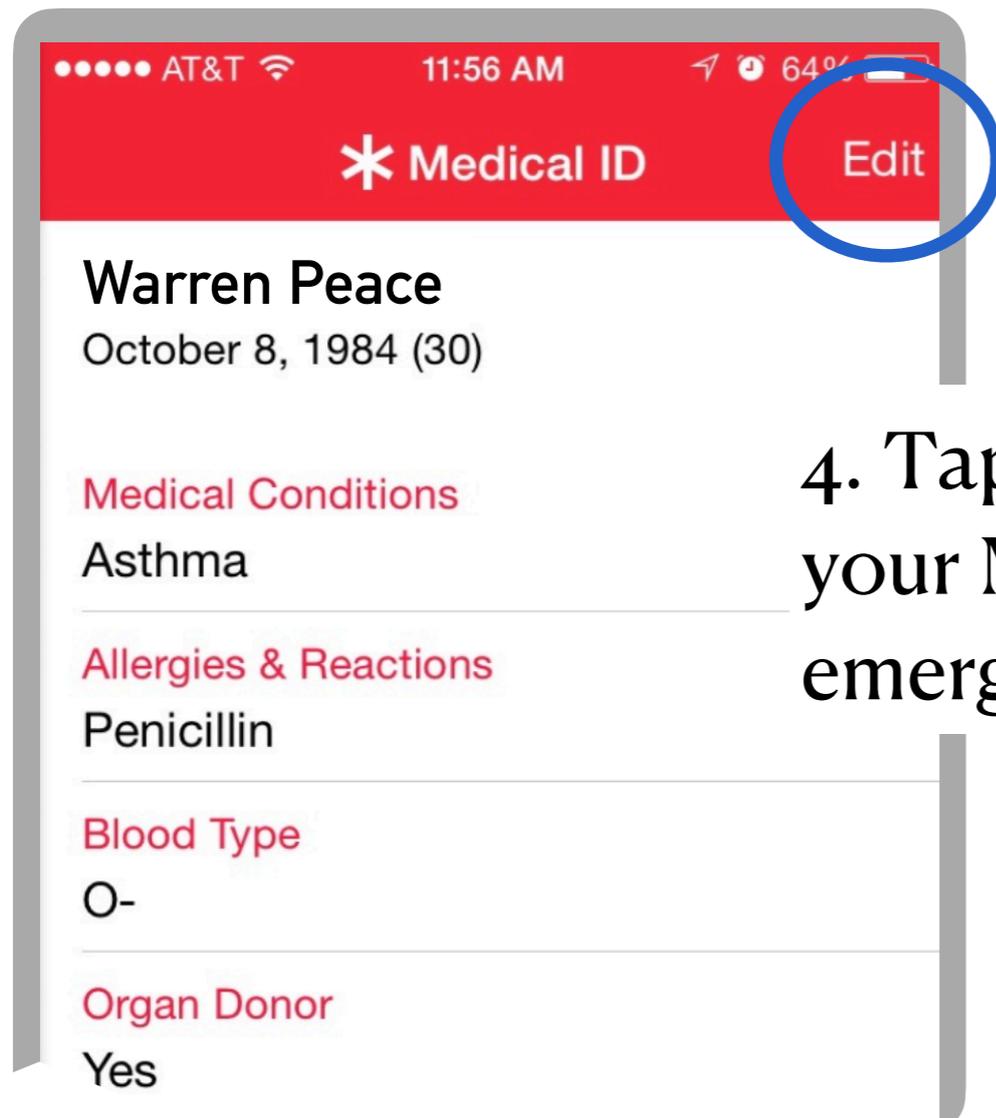
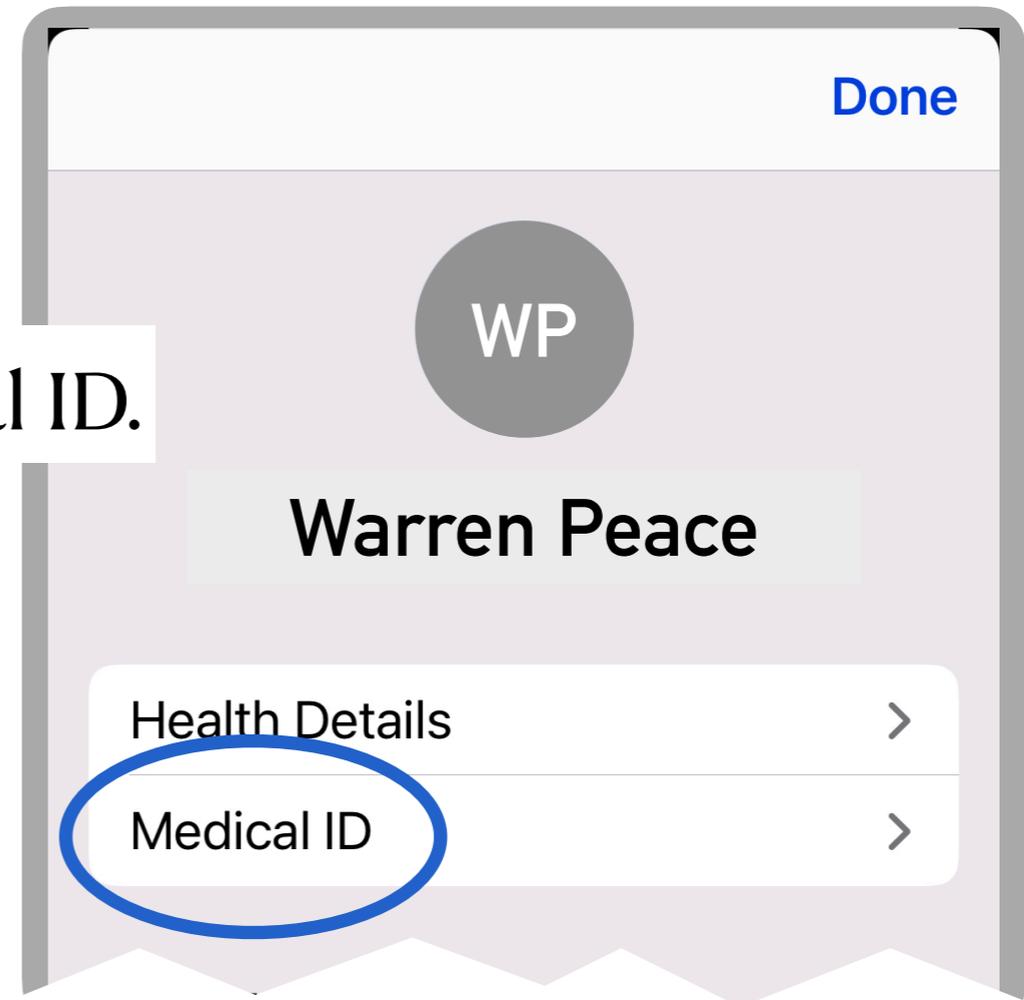
2. Tap on your profile picture or your initials in the upper right.

This next feature could save your life. Open the Health app and tap on your profile picture or your initials in the upper right.



4. Medical ID

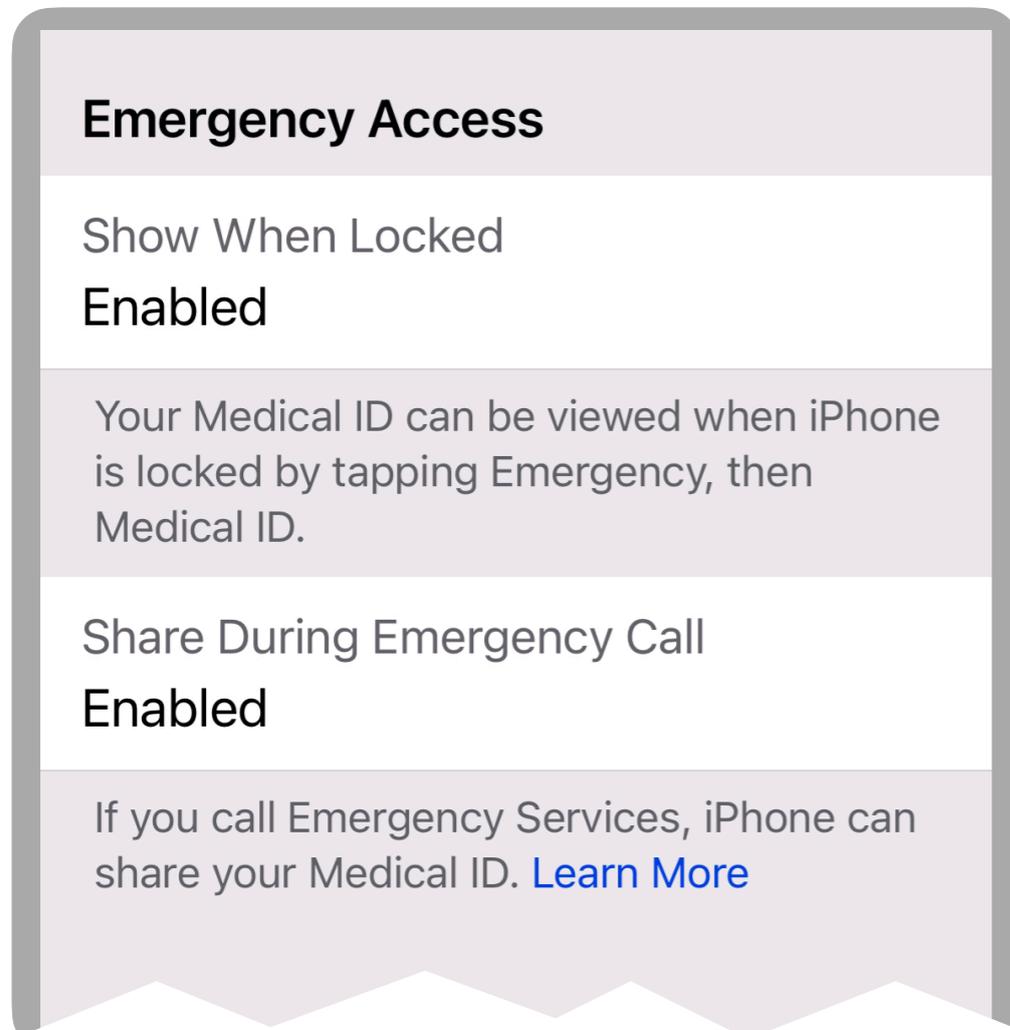
3. Select Medical ID.



4. Tap on Edit, and enter or select your Medical Conditions and your emergency contact.

Select Medical ID, tap on Edit, then choose the conditions you want a first responded to know.

4. Medical ID



Emergency Access:

- Show When Locked
- Share During Emergency Call

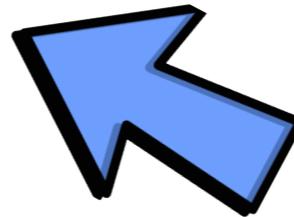
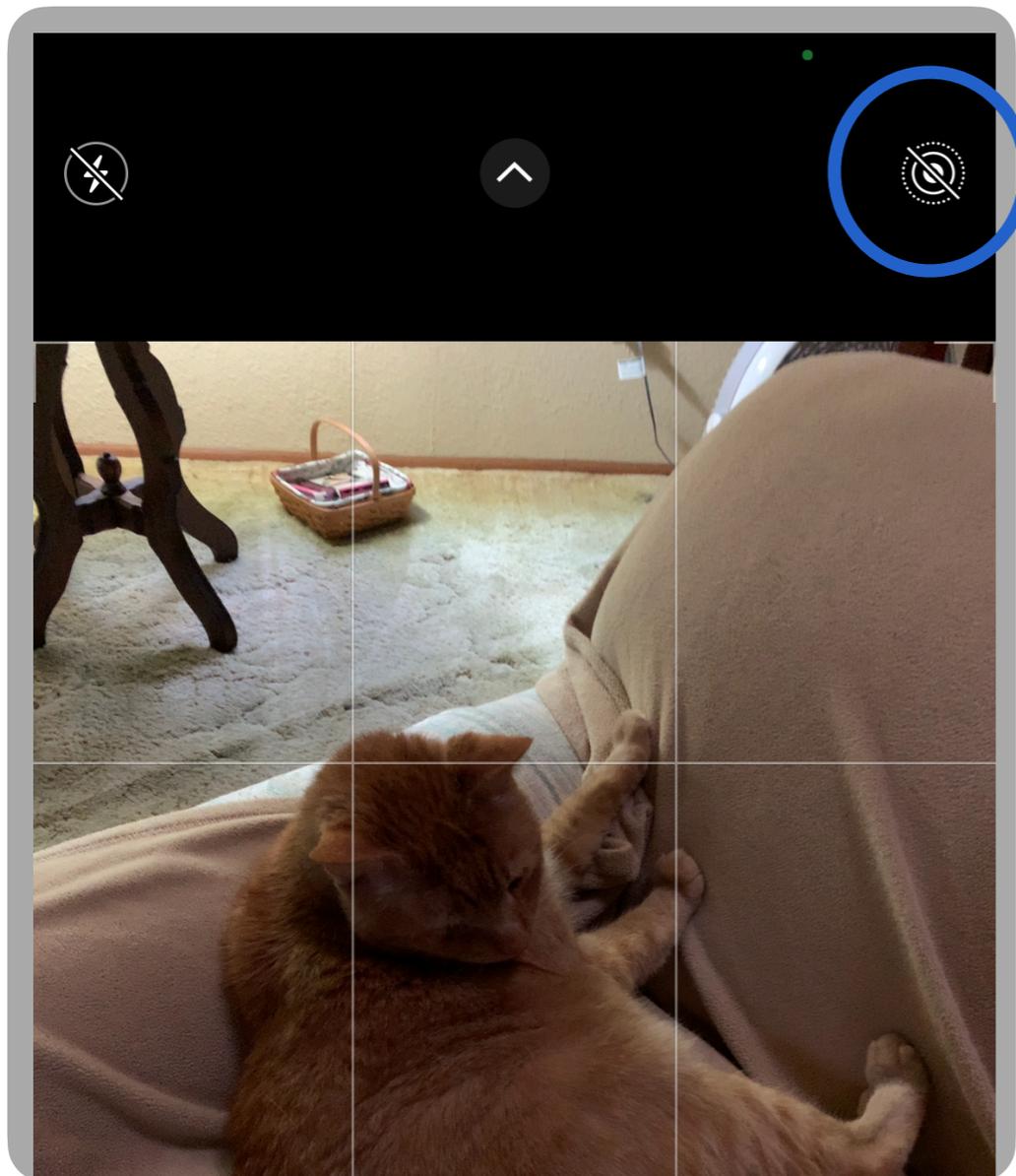
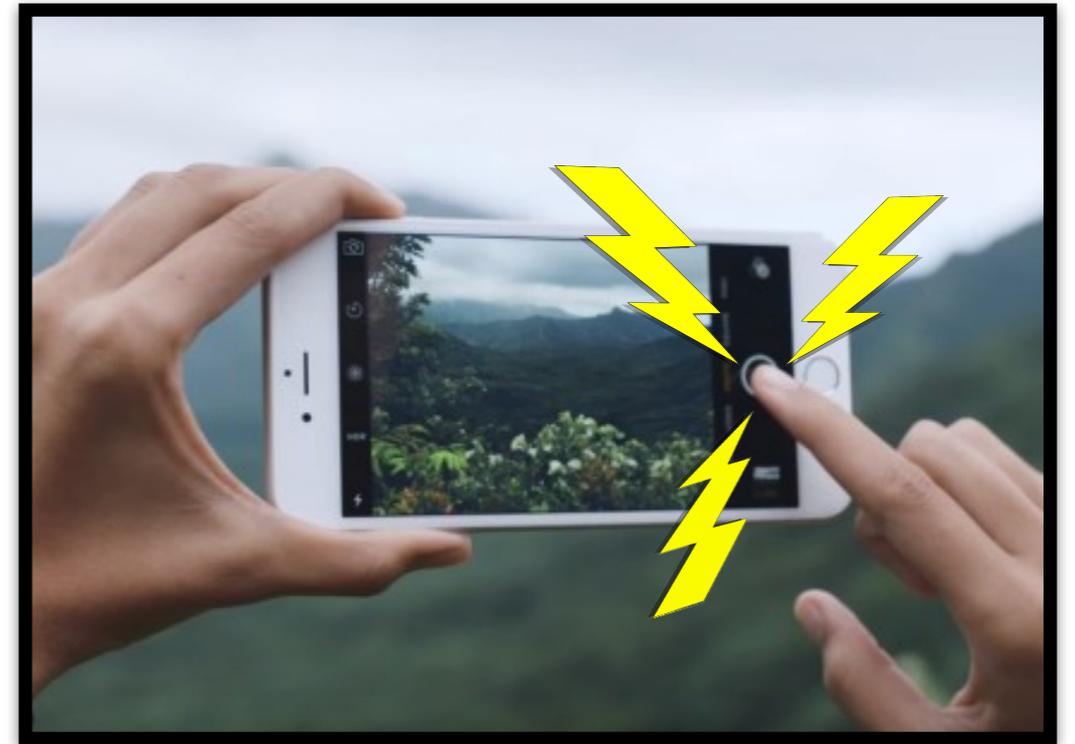
At the bottom of the page the Emergency Access section has two items:

- Show When Locked (i.e., Medical ID can be viewed when iPhone is locked by tapping Emergency > Medical ID. EMTs are trained to look for this feature.)
- Share During Emergency Call (i.e., If you call Emergency Services, your iPhone can share your Medical ID information with the operator.)

5. Turn off the Camera shutter sound

Three ways:

- Toggle the Mute switch
- Reduce the volume
- Turn on Live Photo



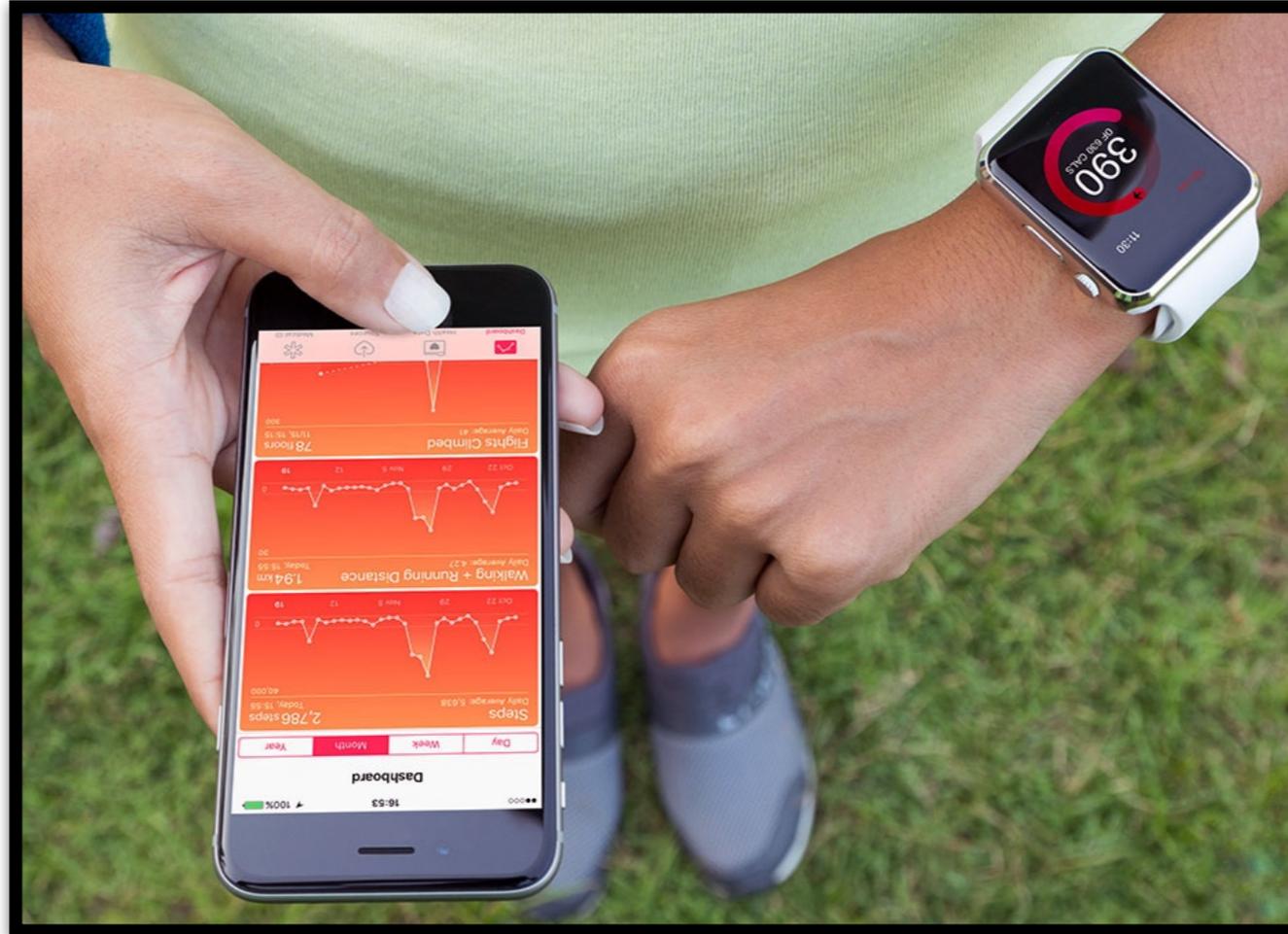
Sometimes you want to be stealthy when you take pictures and you don't want the camera to make the click sound. There are three easy ways to silence your camera: toggle the Mute switch, turn down the volume, or turn on Live Photo. Live Photo captures a short video before and after you take a picture. The feature can add a nice effect to your photos, but it also takes up more storage. By the way, in some countries, such as Japan, it is illegal to silence the shutter sound, so none of these approaches will work there.

6. Unlock a phone with Face ID while masked



If your phone has Face ID, then you know the annoyance of having to pull down your mask to unlock your phone. Here are some solutions.

6. Unlock a phone with Face ID while masked



Settings > Face ID & Passcode > Unlock with Apple Watch (toggle ON)

If you have an Apple Watch, then open your phone's Settings > Face ID & Passcode > Unlock with Apple Watch, and flip the toggle. If you are not wearing a mask, then your phone will use Face ID as usual. If you are masked, it will immediately unlock with your Apple Watch rather than requiring you to enter your passcode.

6. Unlock a phone with Face ID while masked

What if I
don't have an
Apple Watch?



If you don't have an Apple Watch, there may be a work-around. I found another article on this subject that describes the steps to set up your phone to recognize your face even when wearing a mask.

6. Unlock a phone with Face ID while masked



Settings > Face ID & Passcode > Reset Face ID

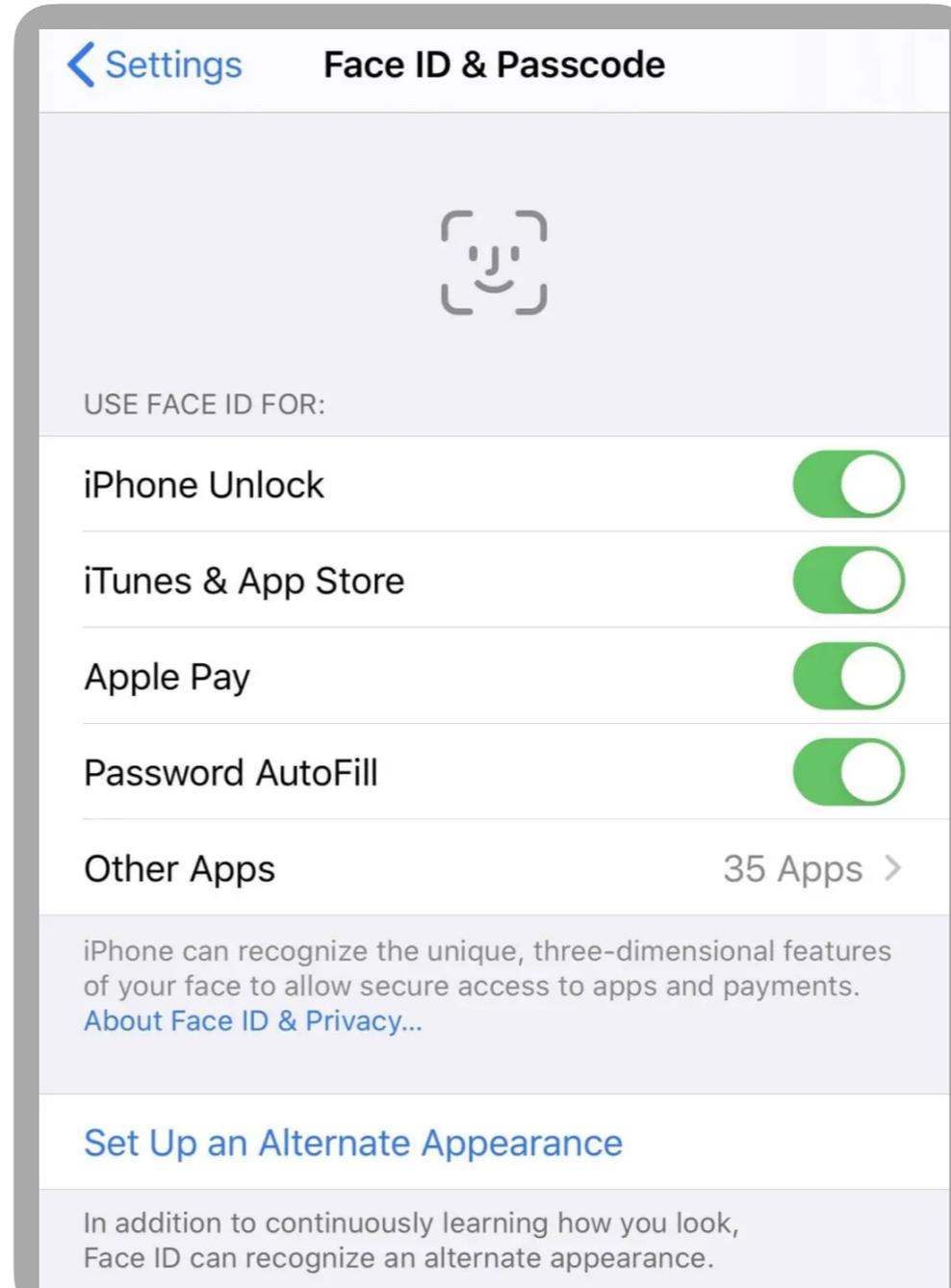
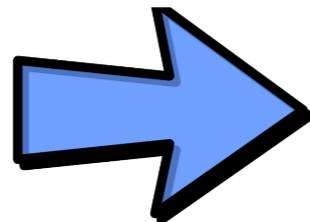
Your phone will learn what you look like with each half of your face covered.

Open Settings > Face ID & Passcode > Reset Face ID. Fold the face mask in half and hold it against one side of your face, just touching the tip of your nose. You'll go through the usual head rotation process. Then switch the mask to the other side and go through the head rotation again. You'll probably get a "Part of your face is obscured" message. That's normal, but it should let you finish scanning your face.

<https://eshop.macsales.com/blog/61377-how-to-set-up-face-id-to-work-with-a-face-mask/>

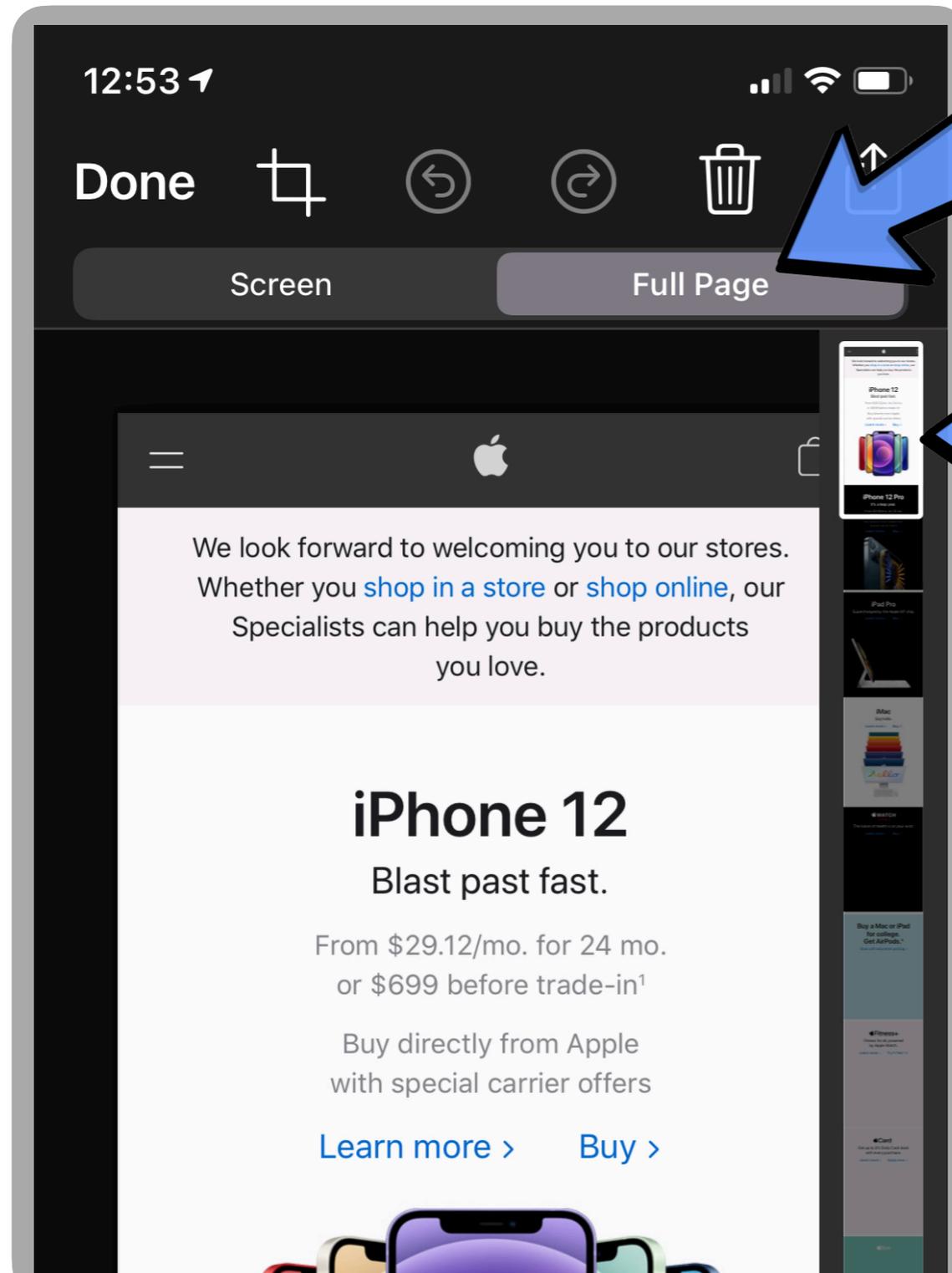
6. Unlock a phone with Face ID while masked

“Set Up an Alternate Appearance” and repeat the process without a mask.



Tap Set Up an Alternate Appearance and go through the process again without the face mask. When you're done, Face ID should recognize you with or without a mask. This is the tip I haven't tried yet, so if anyone else can get it to work, please send your comments to the GAMUGlist.

7. Take a full-page screen shot



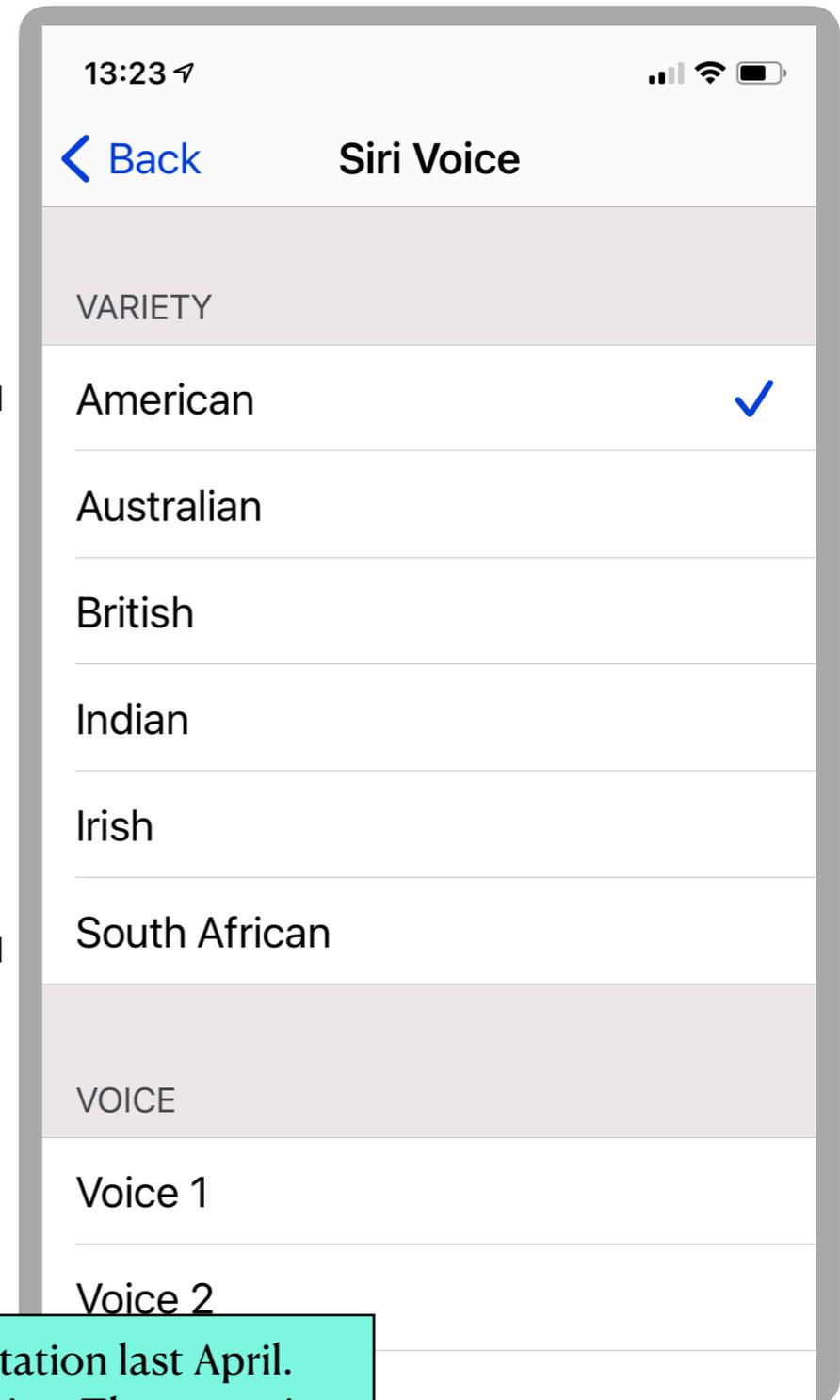
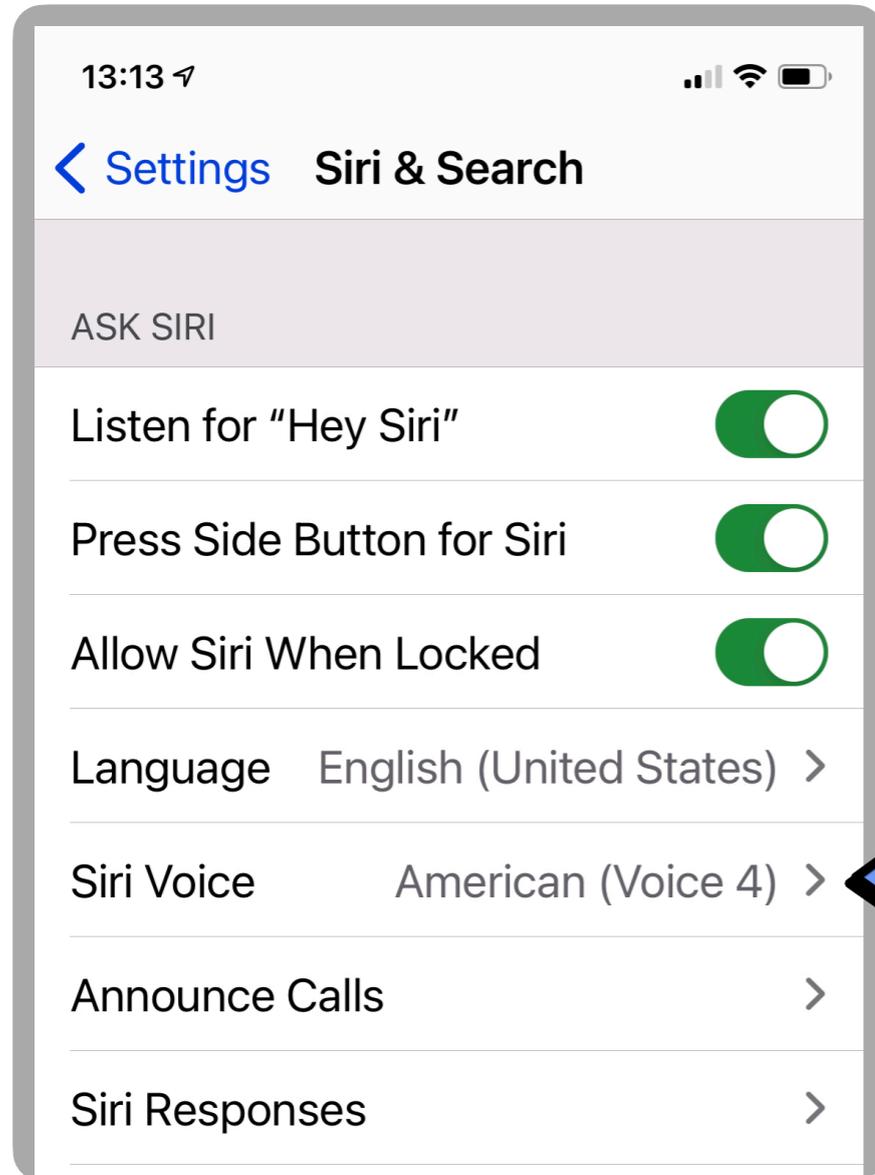
Select "Full Page" tab

Scroll up and down the entire web page.

When taking a screenshot of what's on your iPhone, just press the Power button and the Volume Up button at the same time (or Home Button on Touch ID phones). But when you take a screenshot of a web page, you may want to record more than just what shows. In that case, two tabs appear. Select the Full Page tab, and a scroll bar appears on the right. Drag your fingertip up and down the scroll bar to see the rest of the web page in your screen shot which you can edit, crop, or save in its entirety.

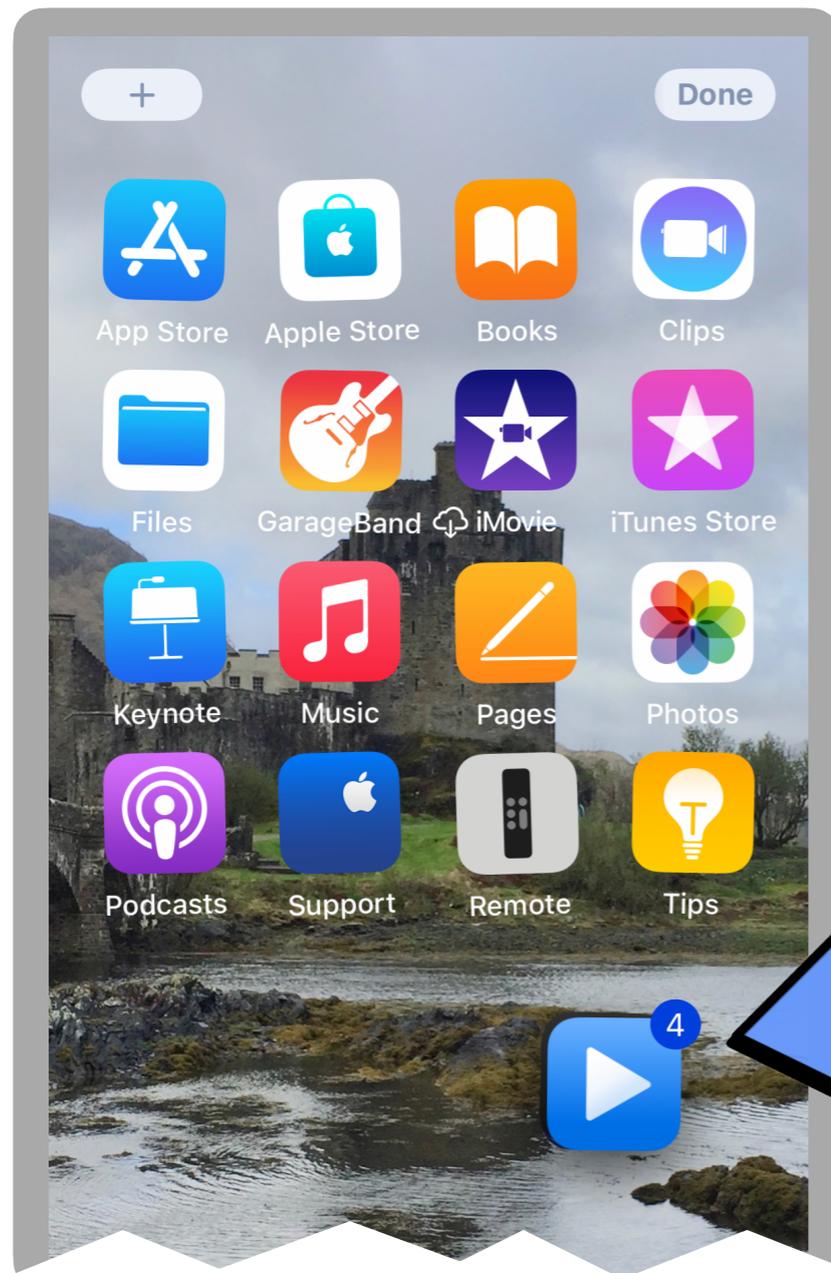
8. Change Siri's voice

Settings > Siri & Search > Siri Voice



I touched on this feature in my presentation last April. Open Settings > Siri & Search > Siri Voice. There are six English accents to choose from which you can see listed. Under each accent there are male and female voice options. Experiment with them, and have a little fun.

9. Move multiple apps at once



Press and Hold with one finger, then tap other apps with another finger to build a stack that can be moved together.

If you like to organize your apps into pages or folders, this feature may be useful. If you press and hold an app it will wiggle. Then you can edit the screen and move the app to another location. But if you continue to press on the app, then use another finger to tap other apps, they form a stack that can be moved all at once.

10. Scan a document

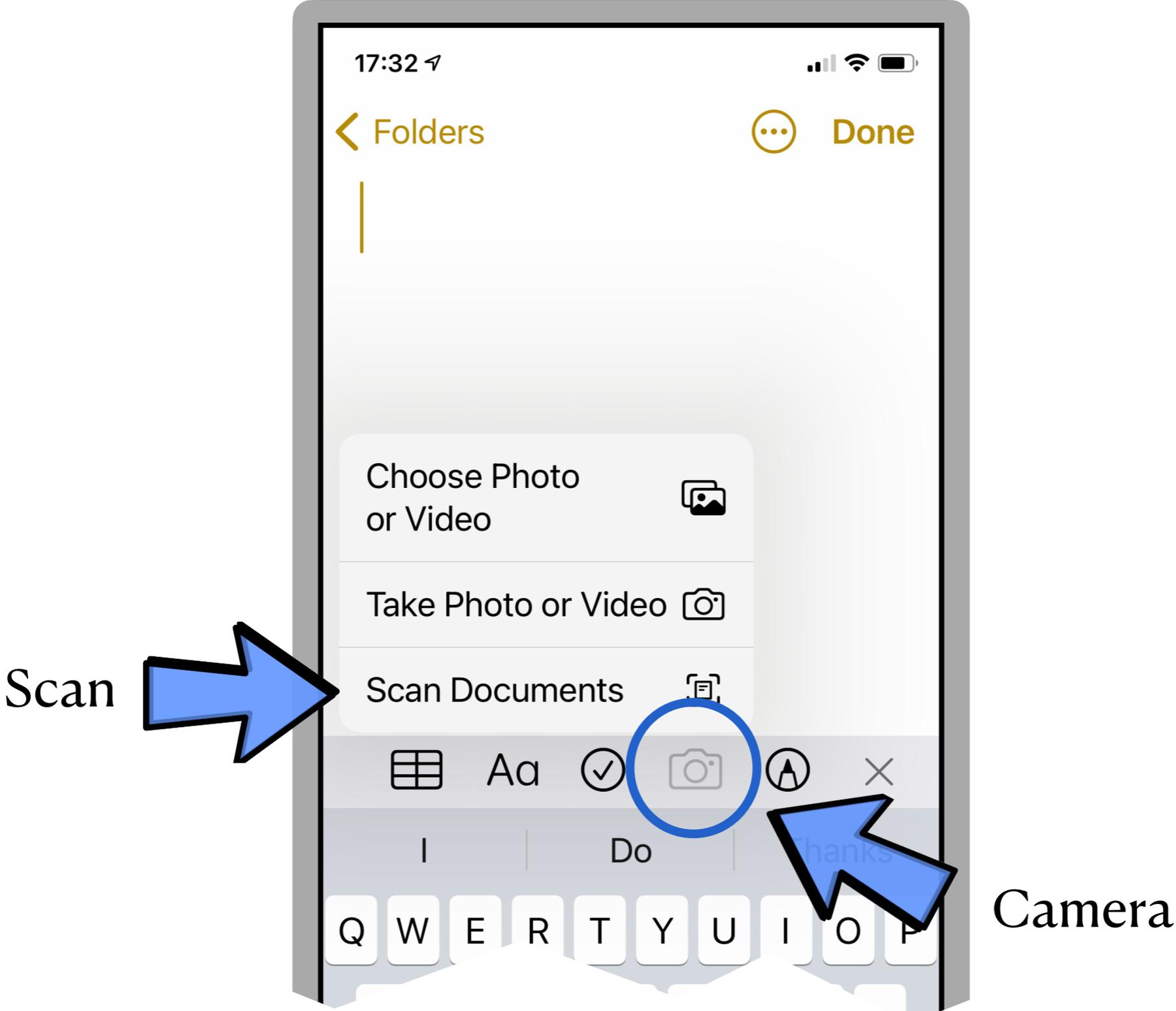


Notes

Notes is a great app for making lists or jotting down ideas. But you can also use it to scan documents to create PDF images.

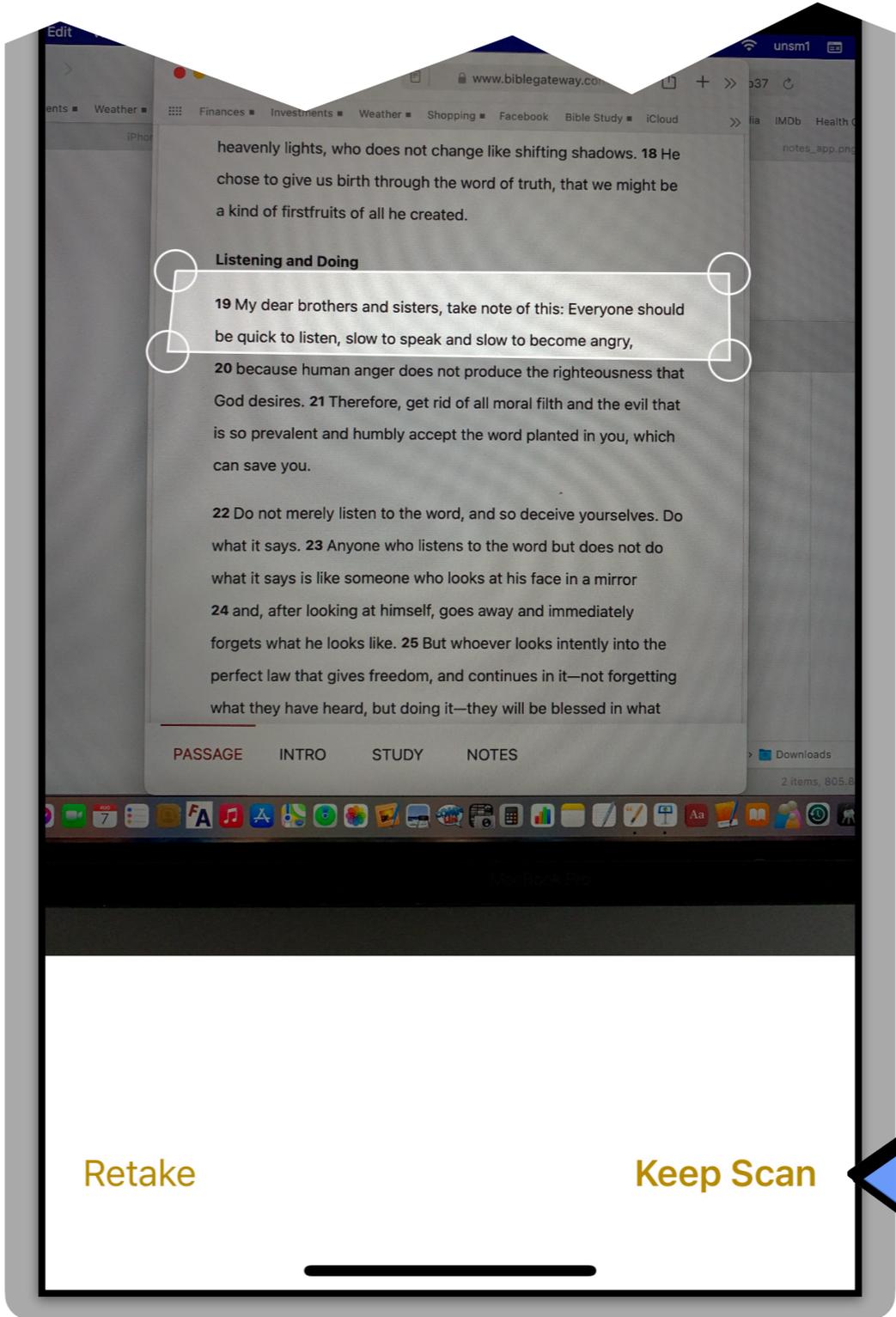
<https://www.macworld.com/article/234978/how-to-scan-documents-in-notes-and-third-party-apps-on-iphone-and-ipad.html>

10. Scan a document



Create a new Note or open an existing Note, tap on the camera icon and choose Scan Documents.

10. Scan a document



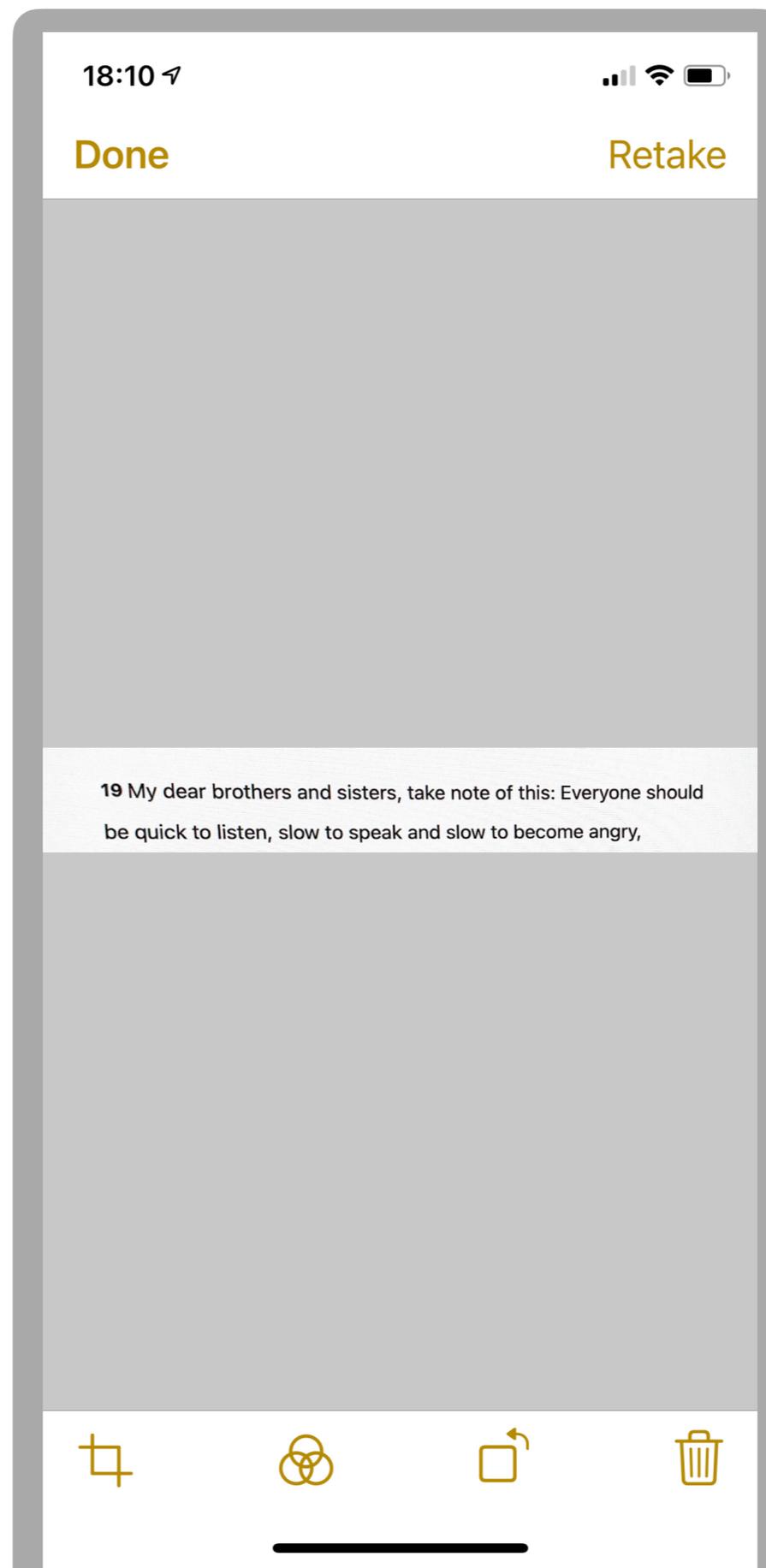
The camera will open. (Hint: change from Auto to Manual.) Hold it as square to the document as you can, then take the picture. Move the four corners of the rectangle to isolate the text you want to save, then tap Keep Scan and Save.

Keep Scan
or
Retake

10. Scan a document

The scan creates a PDF image embedded in the Note. You can then share it to other documents.

Making a scan is different from simply snapping a picture of a document. The app will rectify the image so text appears straight and keystoneing is removed. But you should also know this is not an Optical Character Recognition app, and you can't select text.



Result is a
rectified PDF
image embedded
in a Note

Links:

10 iPhone tips and tricks that will save you time

<https://www.macworld.com/article/352460/iphone-tips-tricks-back-tap-trackpad-voice-control-medical-id-shutter-scan-document.html>

Unlock a phone with Face ID while masked

<https://eshop.macsales.com/blog/61377-how-to-set-up-face-id-to-work-with-a-face-mask/>

Scan a document:

<https://www.macworld.com/article/234978/how-to-scan-documents-in-notes-and-third-party-apps-on-iphone-and-ipad.html>

In case you want to read more about any of these items, this slide has links to the three online articles I referenced.



The End