

eSkills: Technology Playground - iPhone Tips and Tricks for iOS 8

Learning outcomes

At the end of the course you will:

- Add an email account on your iPhone, iPad, or iPod touch.
- Effectively use Do Not Disturb Mode on your iPhone, iPad, or iPod touch.
- Procure and install Microsoft Office on your iPhone and iOS Devices.
- Use new features of the updated Camera App for iPhone running iOS 8 or above to take better photos.

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1. Adding an email account on your iPhone, iPad, or iPod touch

Learn how to add one or more of your email accounts in Mail on your iPhone, iPad, or iPod touch.

Adding an email account on your iOS device

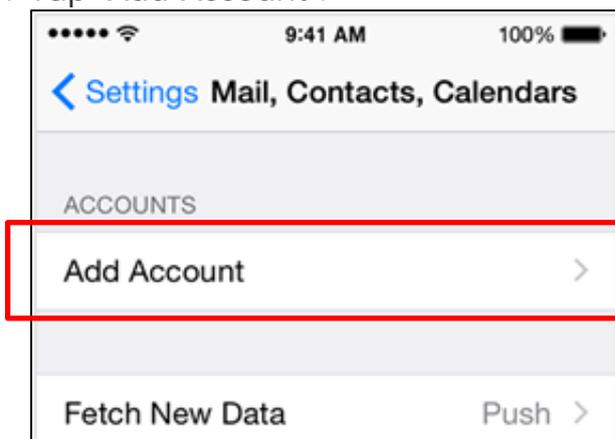
1. Select 'Settings'.



2. Scroll down and tap 'Mail, Contacts, Calendars'.



3. Tap 'Add Account'.

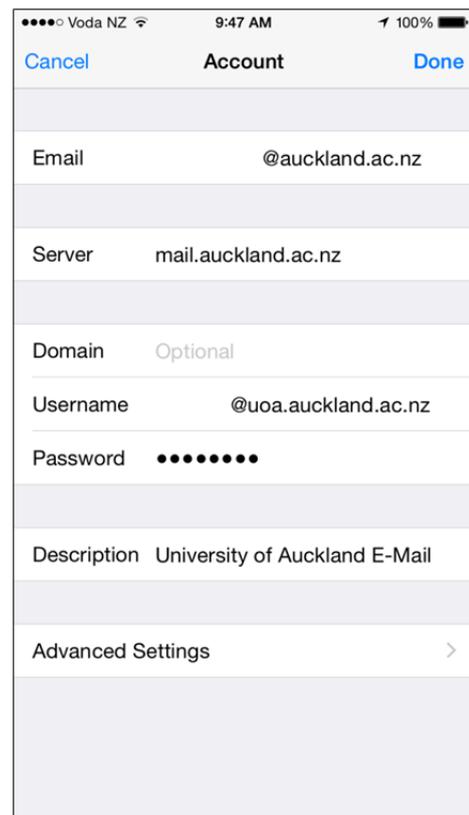


4. Select your email provider. If you don't see your email provider listed, tap 'Other' then, 'Add Mail Account'.



5. For University of Auckland Staff/Faculty/and Ph.D. students, you will choose the Exchange Icon with the domain of auckland.ac.nz.

Provide the required information to finish adding your account. On iOS devices, this should be your E-mail address @auckland.ac.nz and your password. Ideally, iOS devices should automatically recognize and configure the e-mail server configuration but if not, here are the following fields that need to be populated:



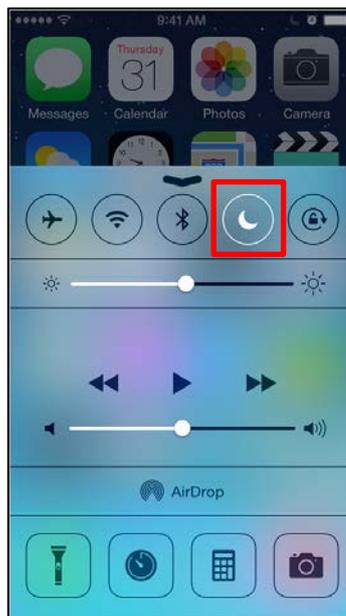
2. Using Do Not Disturb on your iPhone, iPad, or iPod touch

With Do Not Disturb, you can silence calls, alerts, and notifications that you get while your device is locked. You can also schedule a time or choose who you'll allow calls from.

Turning Do Not Disturb on or off

There are two ways to turn Do Not Disturb on or off:

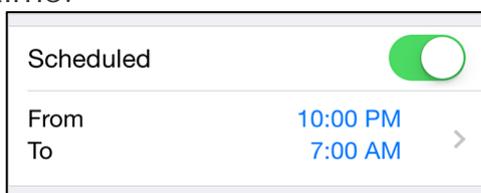
- Tap 'Settings', then select 'Do Not Disturb'.
Choose 'Manual' to turn on 'Do Not Disturb' now or [set a schedule](#).
- Swipe up from the bottom of the screen to open [Control Center](#). Tap the crescent moon.



When Do Not Disturb is on, a crescent moon , or half-moon, icon will appear in the status bar.

Setting a schedule

If you don't want to be disturbed at a certain time, you can set a schedule. From 'Do Not Disturb' options, turn on 'Scheduled'. Then set a time.



Changing your settings

You can also choose when you want to be disturbed:

- **Allow Calls From:** Allow calls from everyone, no one, your favourites, or specific contact groups stored on your device or your iCloud account.
- **Repeated Calls:** If someone calls you twice within three minutes, the call won't be silenced.
- **Silence:** Choose to silence calls and notifications always or only when the device is locked.

3. Using Office on your iPhone and iOS Devices

Did you know you can download Word, Excel, PowerPoint, and Outlook optimized for your iPhone? All the Microsoft Office apps are free from the iTunes Store and each are optimized especially for iOS devices including the iPad.



Other Office apps for your iPhone



Harness your thoughts and discoveries with OneNote, your digital notebook. Your notes travel with you, and you can share them and collaborate with others across multiple devices.



Stay connected, communicate, and conference with others. This app is available if your Office 365 plan includes Lync Online, or if your organization is running Lync Server 2013.



View or share OneDrive photos, files or folders from your phone.



Call friends, family or colleagues over the internet.



Stay on top of conversations, catch up on the latest information, and collaborate even when out of the office. Yammer is the preferred enterprise collaboration tool for the University of Auckland Staff, Faculty, and Ph.D. Students!

4. New Camera App for iPhone

The Camera app has been updated iOS 8 to include three new features: a manual exposure adjustment, a self-timer and a time-lapse video mode.



Manual Exposure Adjustment

This is a fantastic new tool which is going to make such a difference when trying to get the right exposure using the native Camera app.

Previously, you had to set focus and exposure together, which was often frustrating as you might want to set focus for one part of the scene and exposure for another.

Start by tapping (or tapping and holding) the part of the screen that you want to set focus for – this would normally be on the main subject of the photo to ensure that it is in sharp focus.



When you tap to set focus, a yellow square with a sun icon appears where you tapped to indicate the focus point. This is also the point that the camera has set exposure for.

However, often the exposure that the camera sets based on the focus point doesn't look good. In the sunflowers photo above, the exposure of the image is a bit dark.

Now, here comes the good bit! If your photo looks too bright or too dark, you can now adjust the exposure without changing the focus point.



Simply swipe up or down anywhere on the screen – swipe up to make the image brighter or swipe down to make it darker. As you swipe up or down you'll see the sun icon move on the slider.

If you want to start again and focus/expose for a different part of the scene, simply tap on a different area of the screen and start again. It really is that simple, and it's going to make the world of difference to how you expose your iPhone photos.

Self-Timer

The native Camera app now includes a self-timer. This enables you to set a 3 second or 10 second delay when taking photos.

This is great for when you want to be in the photo yourself (also known as 'a selfie'), or if you're taking photos in low light on a tripod where pressing the shutter button is likely to introduce camera shake.



In the Camera mode , tap the self-timer button () on the left of the screen, then set the delay to either 3 seconds or 10 seconds.



Compose your shot, then tap the shutter button. A numbered countdown will begin on the screen, and the flash on the back of the phone will flash continuously to indicate that the timer is counting down.



The really great thing about the timer is that when the photo is taken, it uses burst mode, taking 10 shots in quick succession. You can then choose the best photo or photos, just as you normally would when using burst mode.

Time-Lapse Video

If you have the iPhone 5s you may have experimented with the 'Slo-Mo' video mode which lets you create slow motion video footage.

In iOS 8 and with the iPhone 5S and above, you can now also create time-lapse videos which enable you to film a scene over a period of time and then speed up the footage so that everything appears to move much more quickly.

To access time-lapse video mode, swipe through the list of shooting modes (video, photo, square, pano, etc.) next to the shutter button until Time-Lapse is selected.



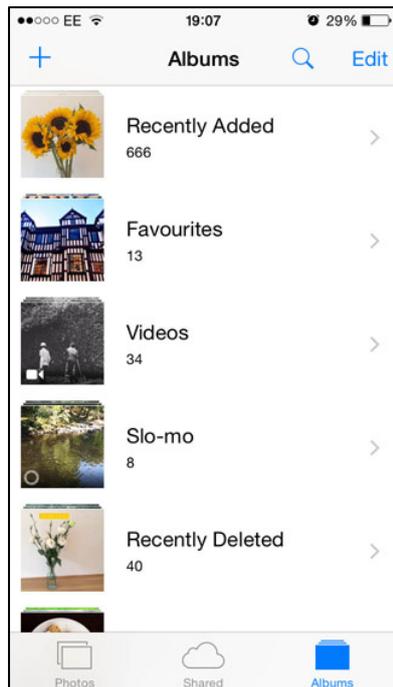
You can set focus and exposure in the same way as when you take a photo, then tap the shutter button to start recording. Tap the shutter button again to stop recording. When you play the video the footage will appear sped up.

New Photos App for iOS 8

The Photos app has been redesigned to include extra editing tools, search options, a favourites option, a "recycle bin" and more. Here we'll take a look at some of these features in more detail.

Albums

The first thing you'll notice when you look at the list of albums in the Photos app is that the Camera Roll album is now called 'Recently Added'.



You'll also notice a new album called 'Recently Deleted'. Any photo that you delete will go into the 'Recently Deleted' album.

If you accidentally delete a photo, go to the 'Recently Deleted' album. Tap Select, then select the photo or photos you want to recover and tap Recover. The photos will be restored to the Recently Added album.

Items in the 'Recently Deleted' album will be permanently erased from the album after 30 days – each photo shows the days remaining before it will be deleted.

To permanently delete images from the album before the 30 day time limit, select the photos, then tap Delete.

New Organize Options

The way you organize your photos into albums is very similar to iOS 7, however there are some useful new additions which we'll take a look at now.

When you open an image in the Photos app, you'll now see the location, date and time that the photo was taken at the top of the screen.



Beneath your photos, you'll notice a new heart icon. This is the 'Favourites' button and it lets you tag your favourite photos so that they appear together in the 'Favourites' album. To add a photo to the 'Favourites' album, simply tap the heart so that it turns blue.

If you go to your list of albums, you'll notice a 'Favourites' album which contains any photos you've tagged as favourites. You can unfavorite a photo by tapping the blue heart icon again.

Please note, if you use the delete option rather than tapping the blue heart icon to remove an image from the Favourites album, the image will be deleted and will only be available in the Recently Deleted album. When viewing your list of albums, you'll notice a new search icon to the left of the Edit button. Tapping the search button lets you search for photos by typing a location, album name, month or year.

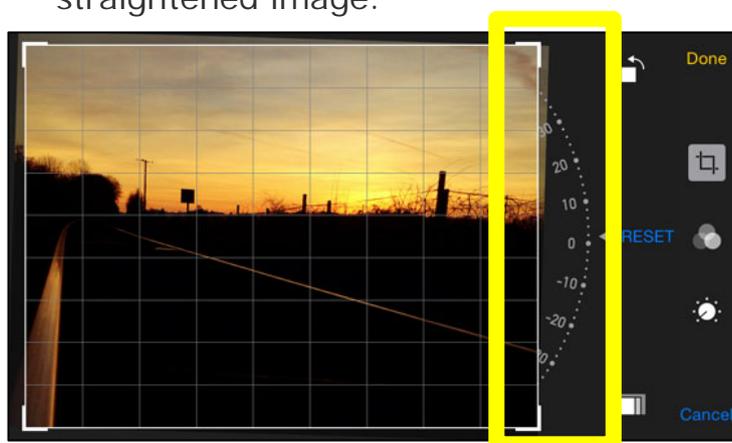


Alternatively, you can tap one of the suggested options in the list beneath the search box.

Crop/Straighten Tool

The Crop tool is no longer just for cropping! You can now straighten crooked images too. Open an image in the Photos app, tap Edit, then tap the Crop tool (shown surrounded with a grey box below).

You'll see a dial next to the photo. Rotate this dial left or right and a grid will appear which helps you straighten your image. When you release the dial, the edges of the rotated image will be cropped, leaving a straightened image.



The 'Reset' button will reset the image back to its original state. The Rotate button () rotates the image 90 degrees at a time.

The Aspect Ratio button () lets you select an aspect ratio for your crop.

Dragging the cropping handles on the corners of the image sets the cropped area, and dragging the image itself changes which area of the photo appears within the cropping handles.

Photo Editing Tools

There are several new exciting editing tools to add to the previous ones that you're familiar with. Open an image in the Photos app, then tap Edit.

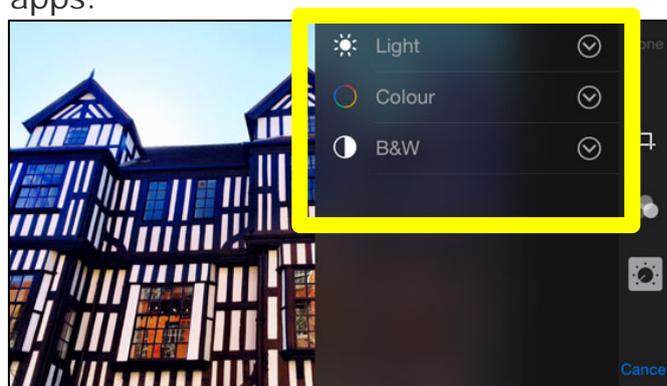


Tapping the wand tool () left performs an automatic smart adjustment on exposure and colour. This is useful in some circumstances where your photo is under or over-exposed. However, it doesn't give you any control.



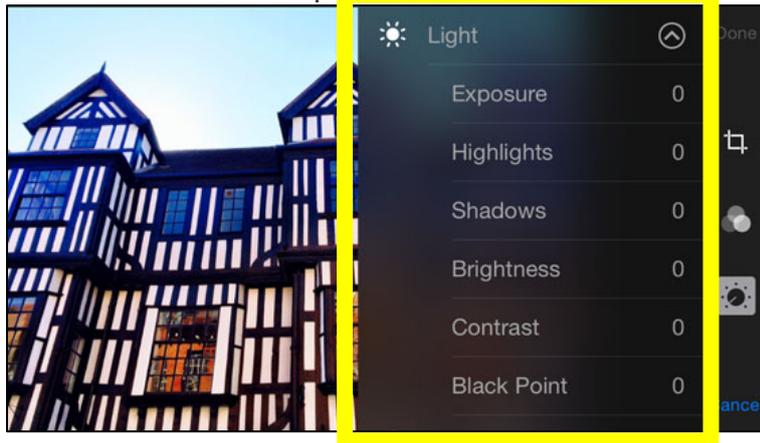
The Filters button () gives you access to the filters that you already be familiar with. iOS 8 also makes it possible for other app developers to create filters and editing tools that you can use in the Photos app. But the most exciting

improvement to this app is the manual adjustments that you can make to exposure and colour that were previously only available in third-party apps.



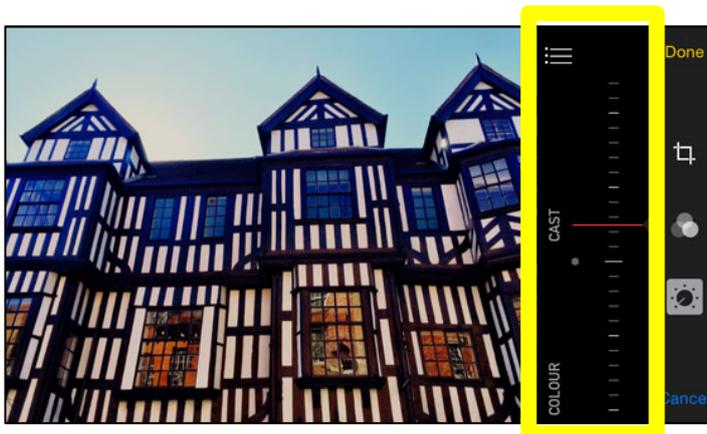
Tapping the Manual Adjustments button () gives you three options – Light, Colour and B&W. Tapping the arrows next to each option displays all of the settings that you can alter manually.

The Light option lets you alter exposure, highlights, shadows, brightness, contrast and black point



The Colour option lets you adjust saturation, contrast and cast. The B&W option provides a variety of black and white adjustments such as intensity, neutrals, tone and grain.

Once you've chosen an option, use the slider to adjust the intensity. You can access the other settings again by tapping the menu button next to the slider, or simply swipe over the slider to toggle through them one at a time.



When you've finished editing, tap 'Done' to confirm the changes or 'Cancel' to discard them. After editing, you can always revert back to the original image at any time by tapping 'Edit' then, 'Revert'.

iCloud

If you choose to enable the iCloud Photo Library in the 'Settings', every photo and video that you take will be automatically uploaded to iCloud. This lets you keep all of your full resolution photos and videos in iCloud. Any edits that you make on a photo will be immediately uploaded to iCloud and become visible on your other iOS devices.

You can access and download the full resolution files from any of your iOS-enabled devices or via the web at any time. You'll get 5GB of iCloud storage for free, and other storage plans can be paid for.