

# Operate Hardware and Personalise Software Settings (Apple iOS)

Scan the QR code below to watch the video  
on how to personalise software settings:



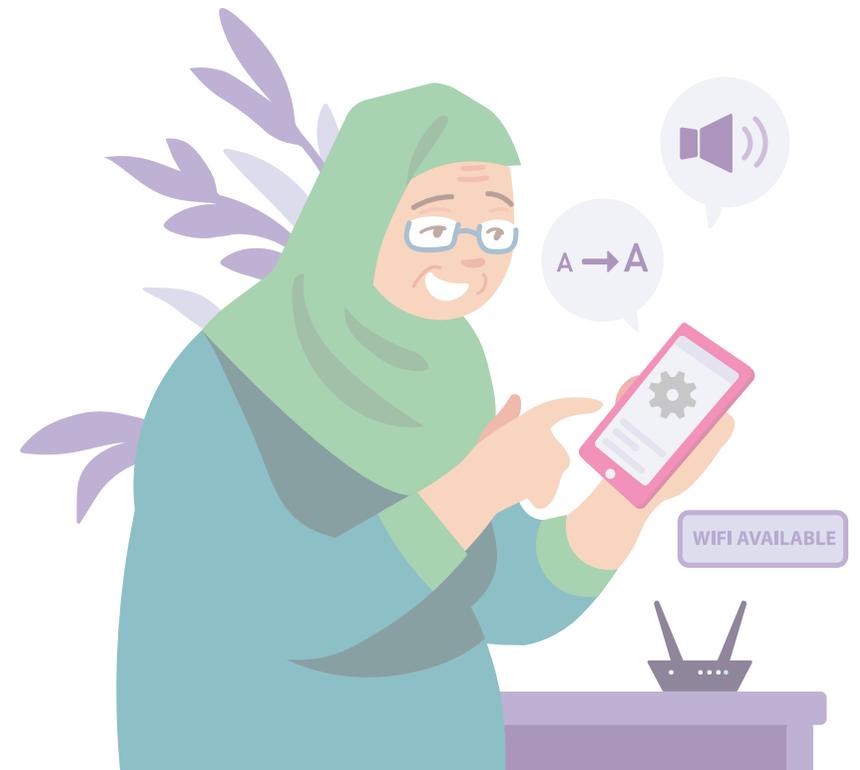
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# Introduction

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

The essential skills are grouped into 5 competency areas as shown in the diagram.

## Learning outcome of Set up & Use Smart Devices competency:

- Able to set up and personalise a mobile device.
- Able to secure mobile device and accounts.
- Able to practise self-care by managing screen time.

DSL

The following guide is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

The Digital Skills for Life (DSL) Guide is a series of booklets which comprise of:

- step-by-step instructions and
  - quick tips
- to help you get online confidently and safely.



# Hardware Features Of Mobile Devices

This image is a broad guideline on where the buttons and switches are usually located. Please note this may differ across different mobile devices and models.



# Secure and Lock Mobile Device

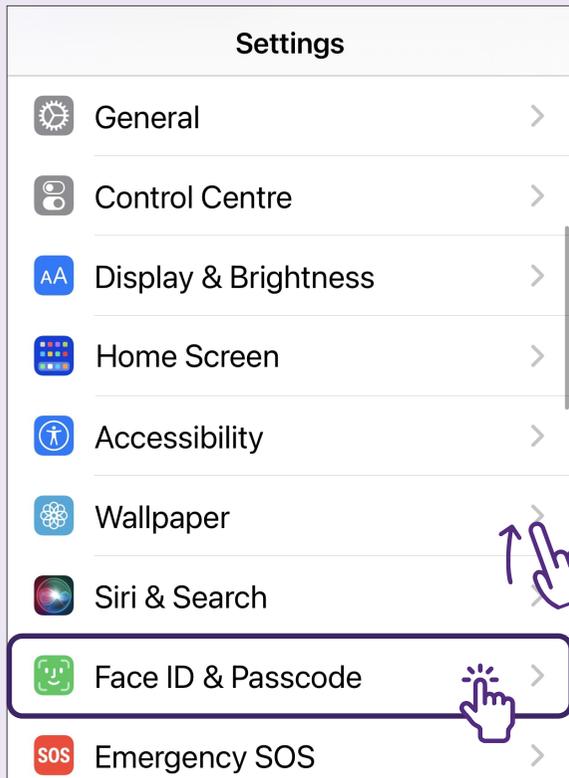
## Set Passcode - With Face ID

### 1 Select Settings

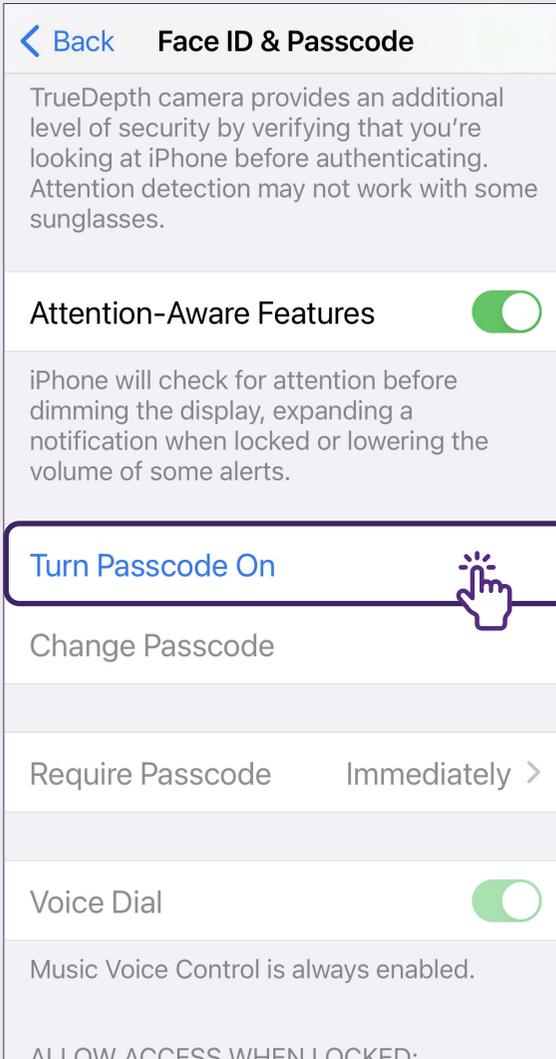


Find and tap the "Settings" icon.

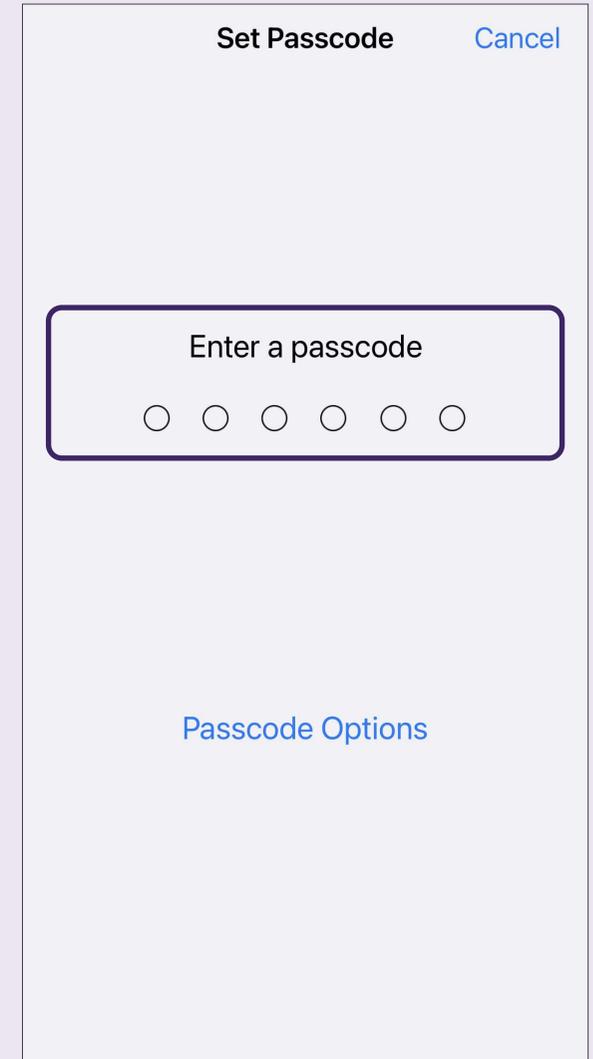
### 2 Select Face ID & Passcode



### 3 Select Turn Passcode On



### 4 Set Passcode



5

## Set Passcode

Set Passcode Cancel

Enter a passcode

○ ○ ○ ○ ○ ○

Passcode Options

Custom Alphanumeric Code

Custom Numeric Code

4-Digit Numeric Code 

Cancel

Create a pin that is complex but easy for you to remember.

**Tips:** Do not use something obvious like 1234 or your birth date **X**.

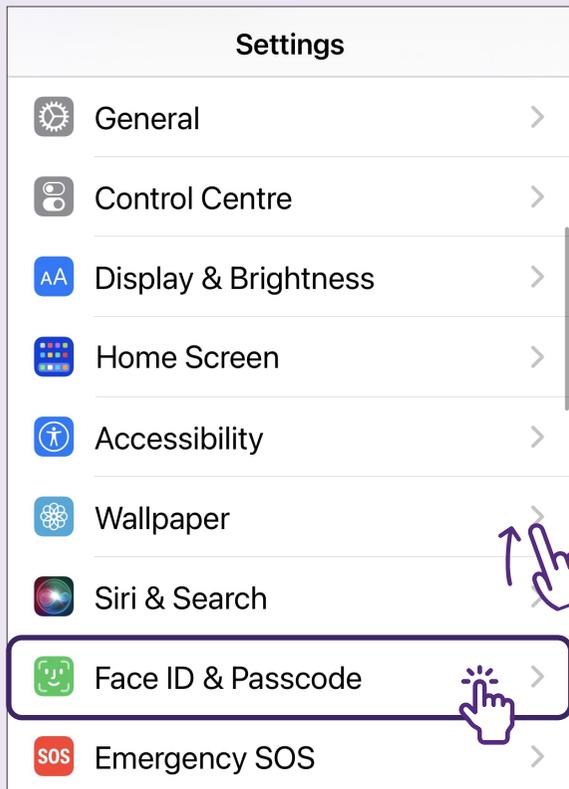
# Set Face ID

## 1 Select Settings

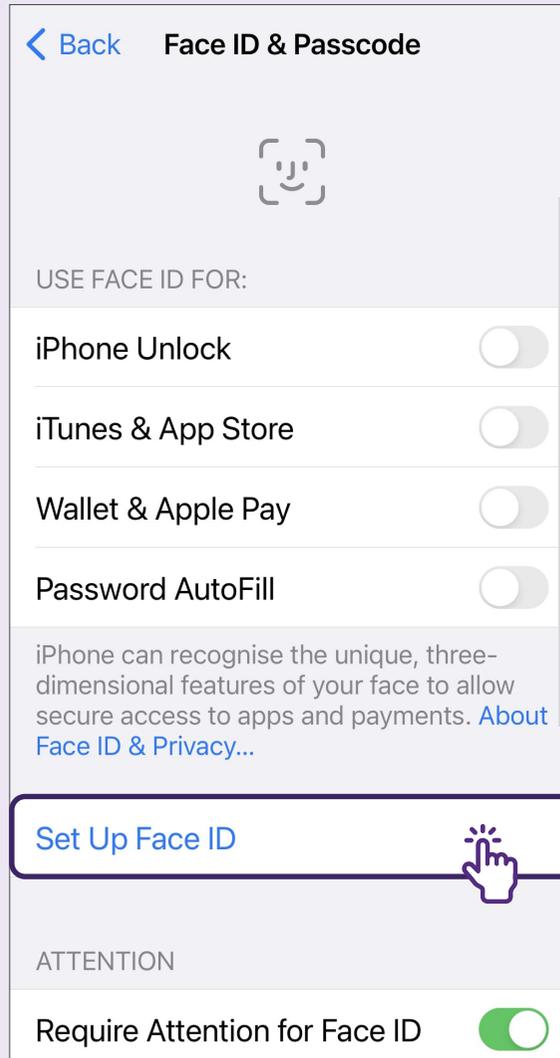


Find and tap the "Settings" icon.

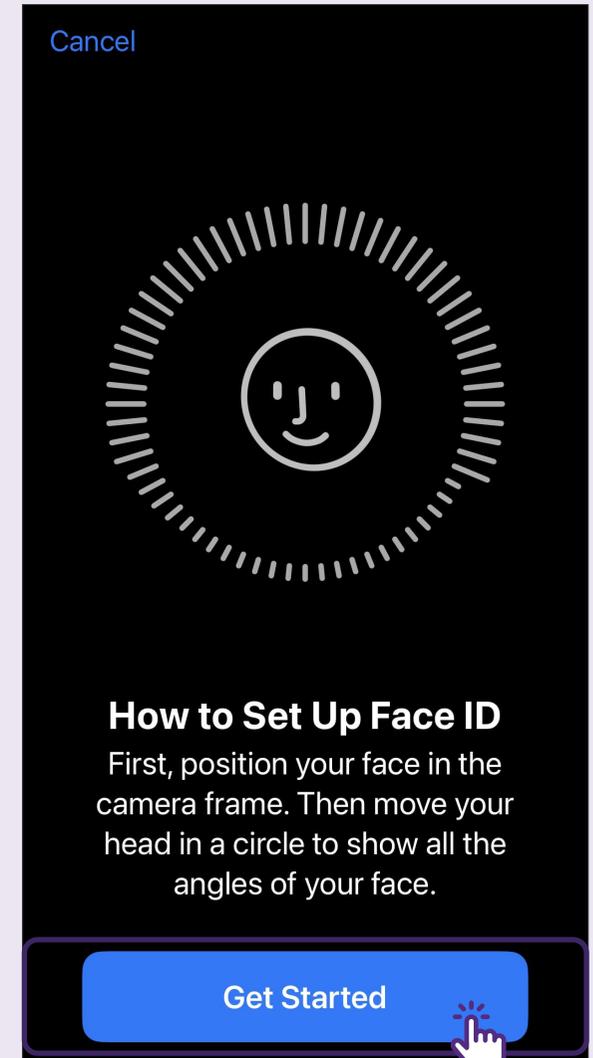
## 2 Select Face ID & Passcode



## 3 Select Set Up Face ID

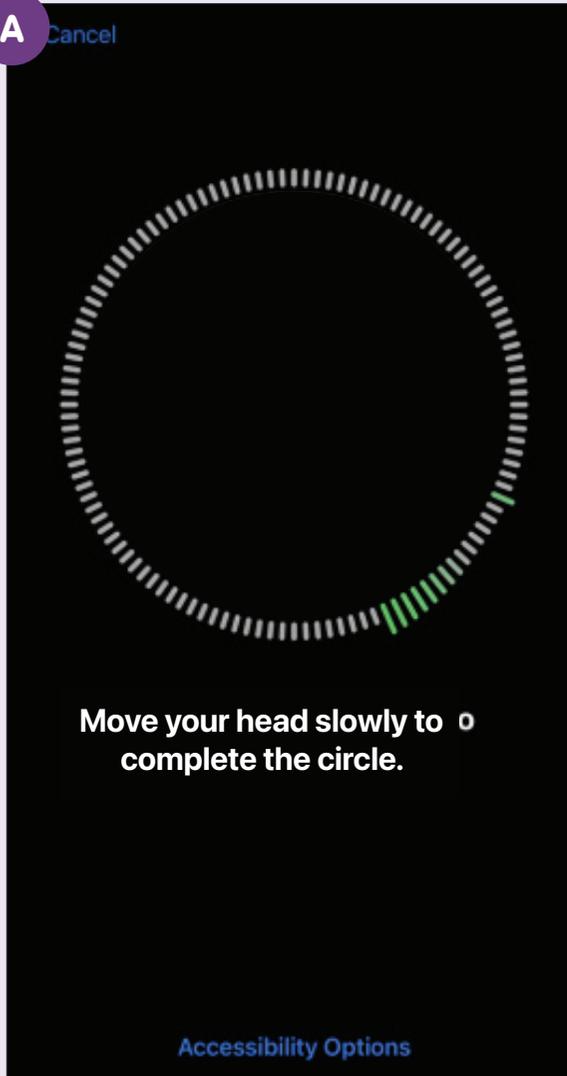


## 4 Select Get Started

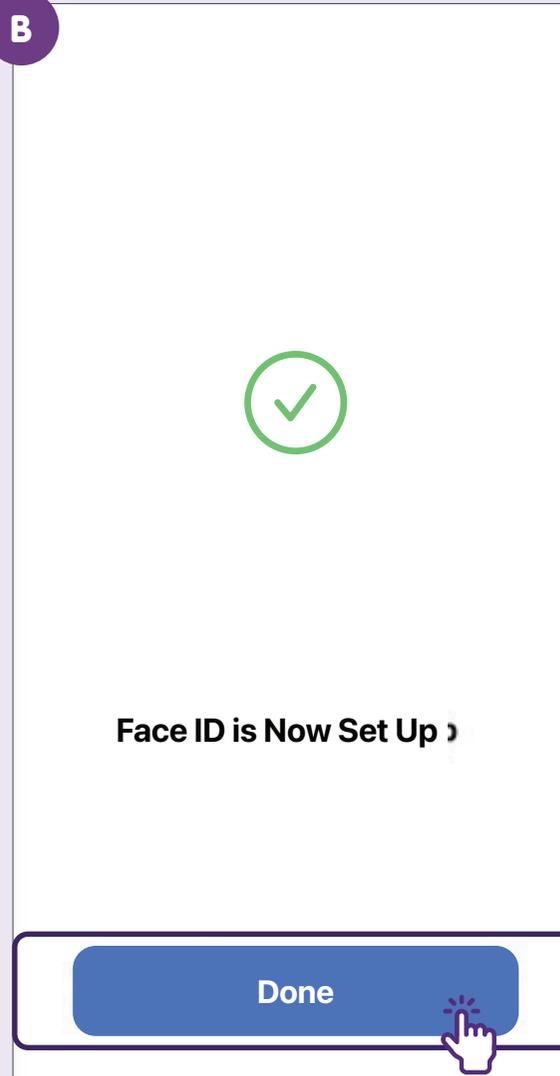


## 5 Set Face ID

A Cancel



B



Gently move your head to complete the circle.

Tap **“Continue”** to repeat for a second time.

Tap **“Done”**.

# Recognise Common Software Icons & Adjust Phone Settings

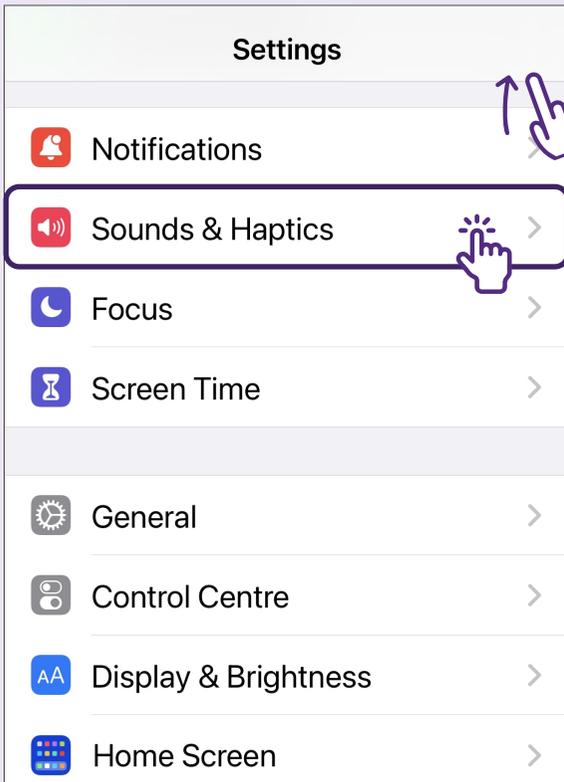
## Sounds - Set Ringtone & Mobile Device Vibration

### 1 Select Settings

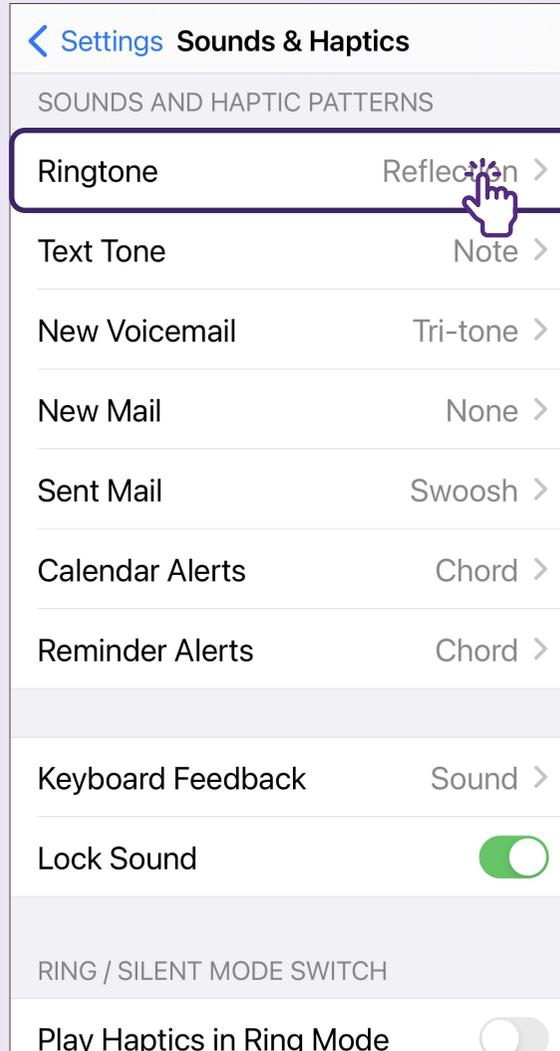


Find and tap the "Settings" icon.

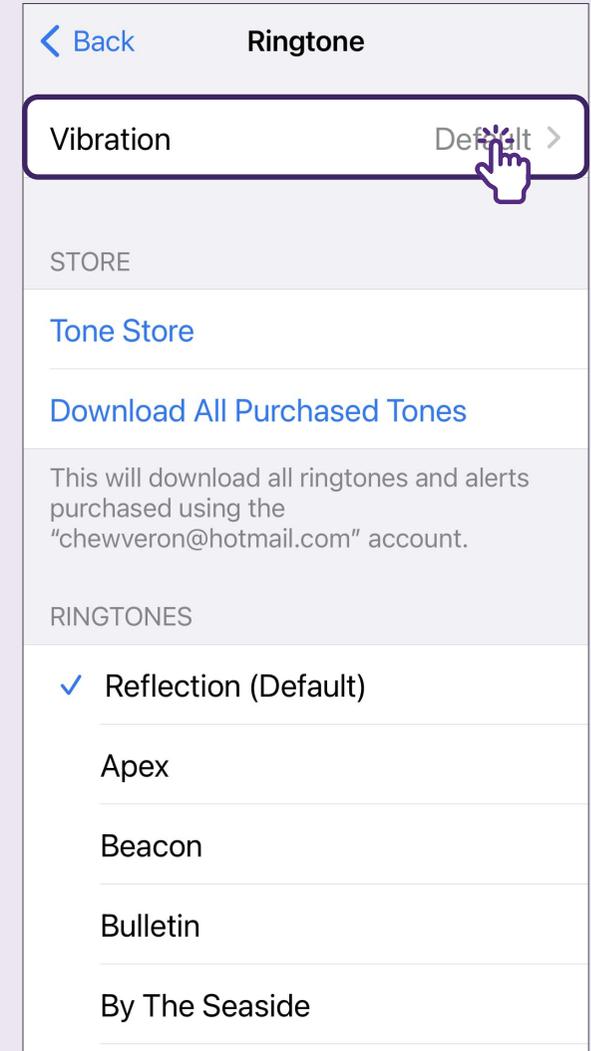
### 2 Select Sounds & Haptics



### 3 Select Ringtone



### 4 Select Vibration





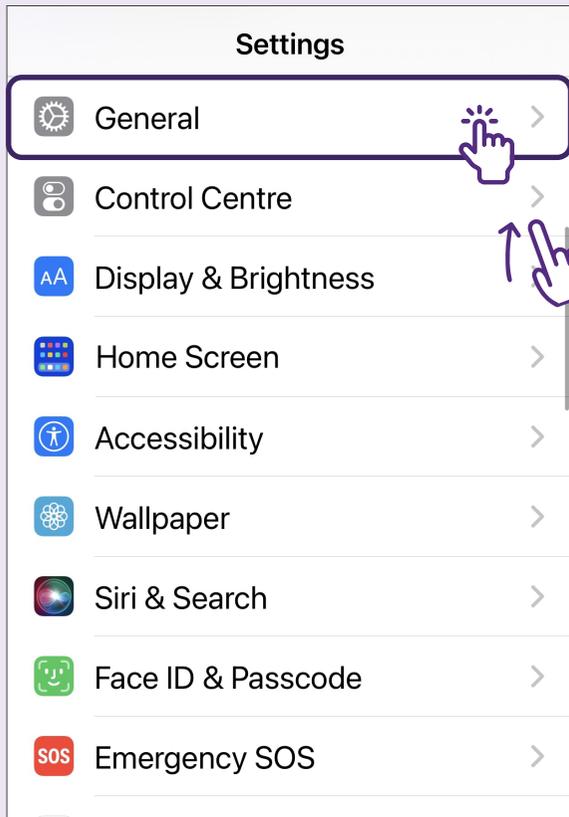
# Screen Personalisation - Change Display Language

## 1 Select Settings

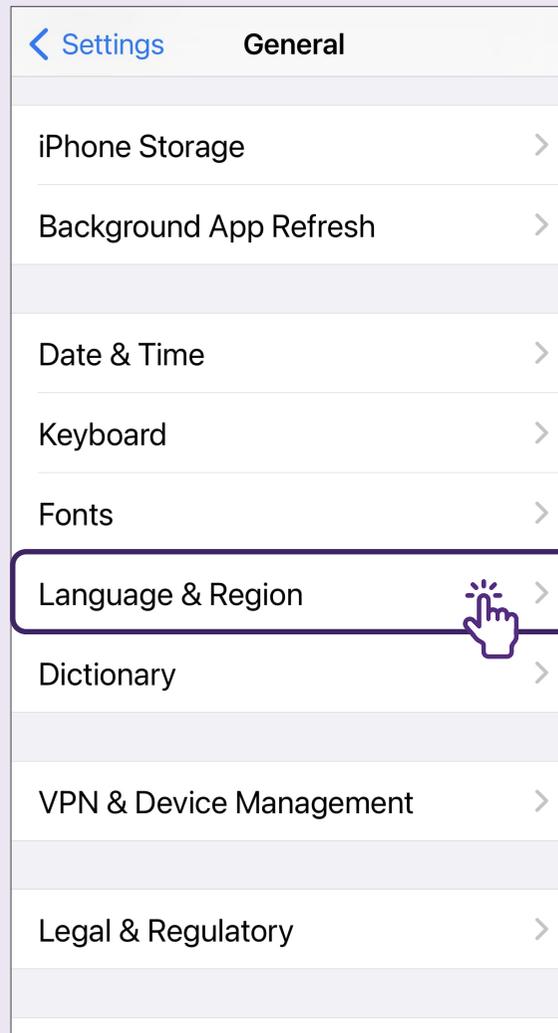


Find and tap the "Settings" icon.

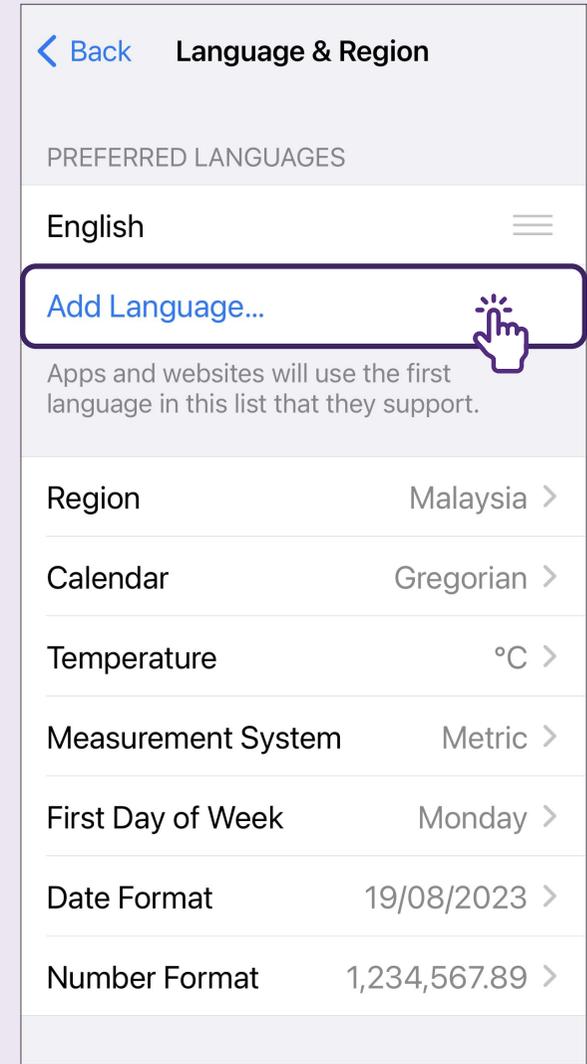
## 2 Select General



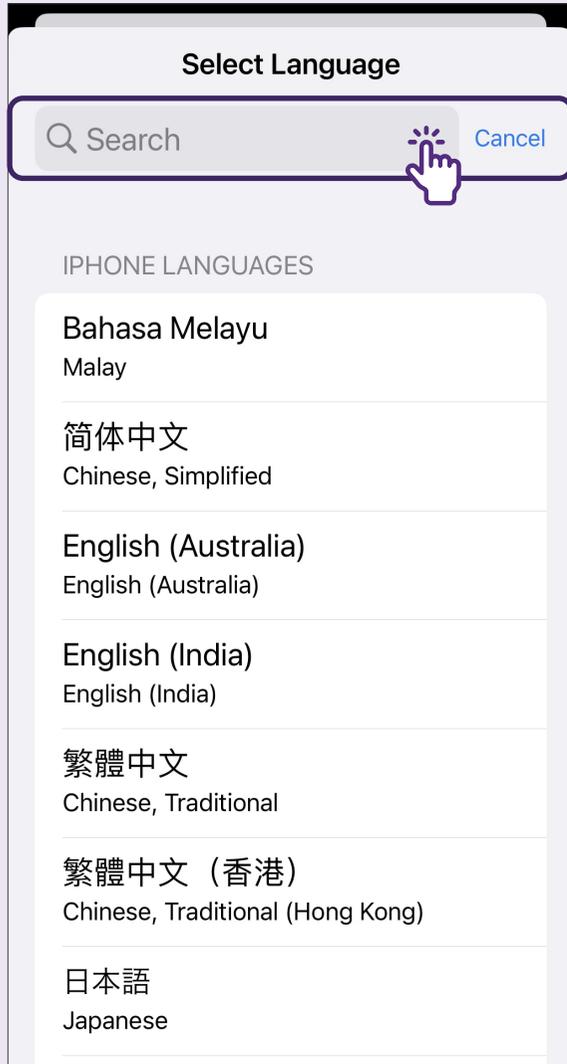
## 3 Select Language & Region



## 4 Select Add Language



## 5 Select Language



## 6 Select Primary Language



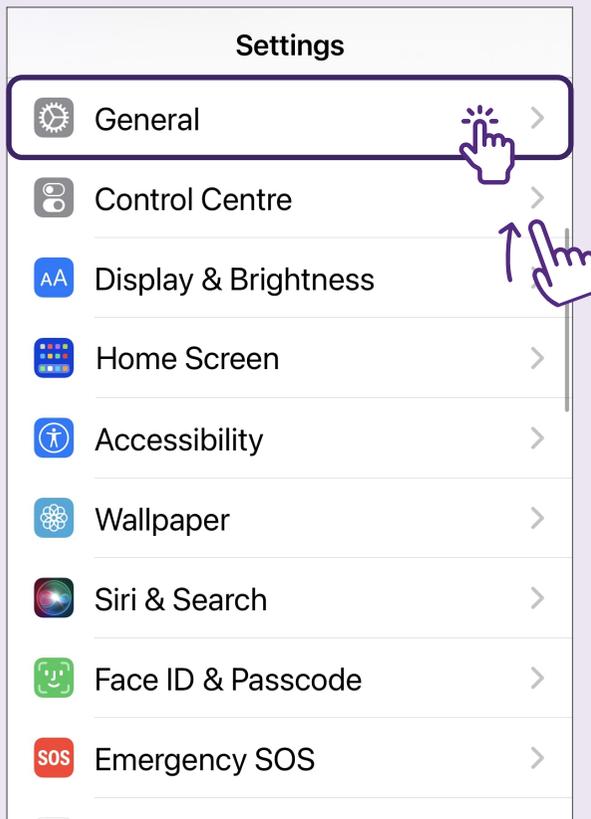
# Screen Personalisation - Set Keyboard Preferences

## 1 Select Settings

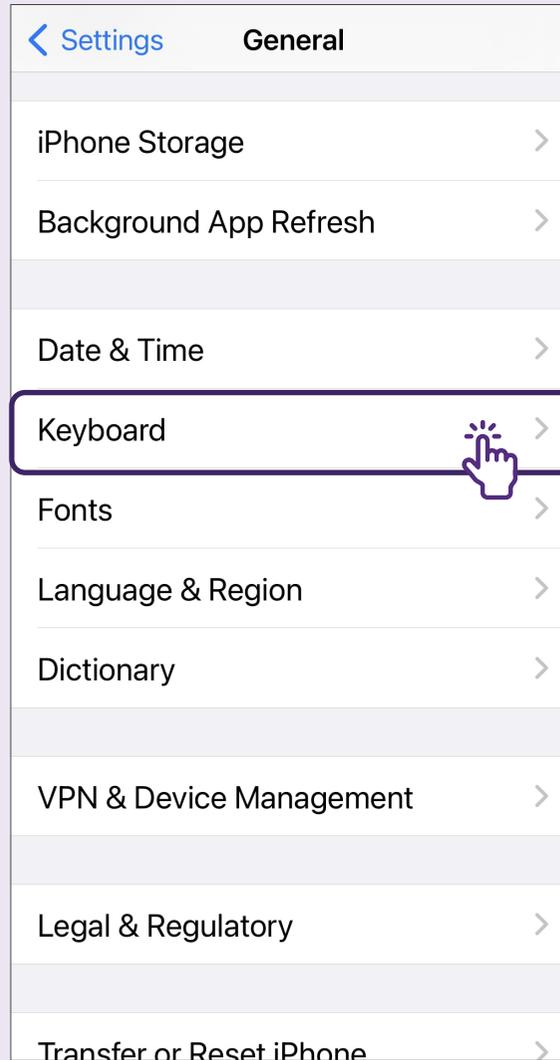


Find and tap the "Settings" icon.

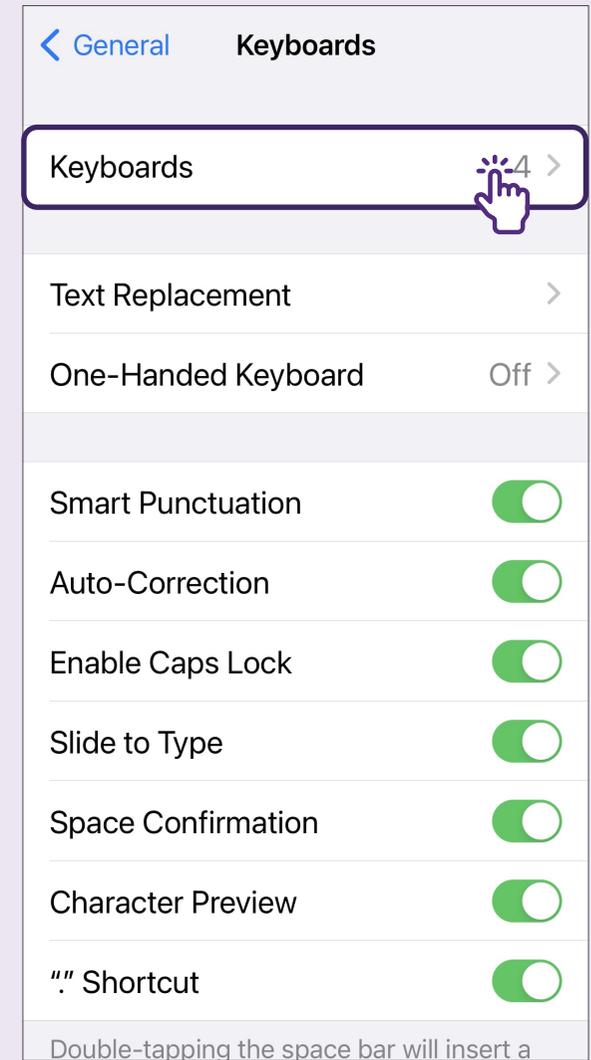
## 2 Select General



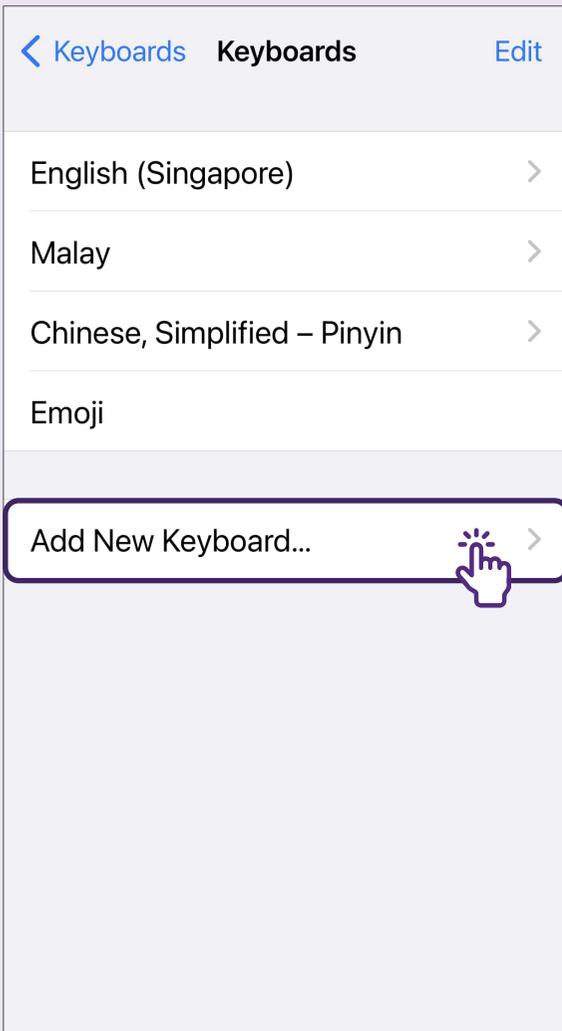
## 3 Select Keyboard



## 4 Select Keyboards



## 5 Select Add New Keyboard



## 6 Add New Keyboard



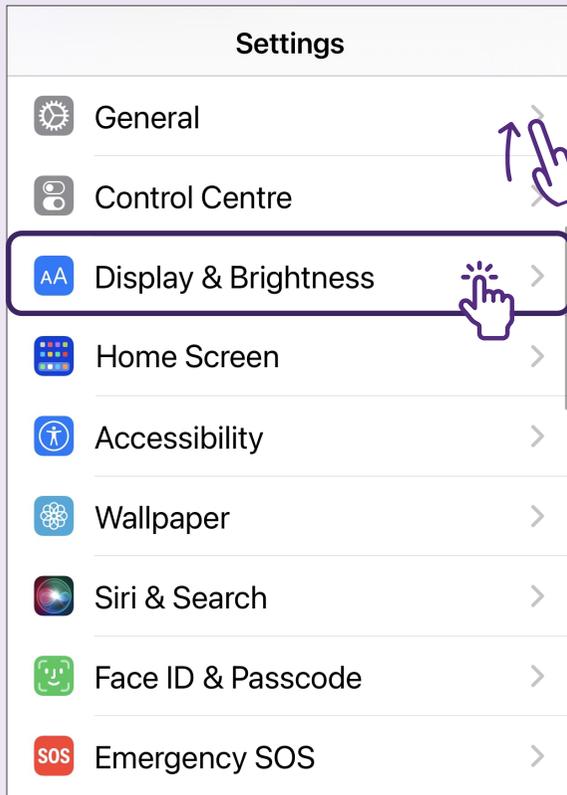
# Screen Personalisation - Adjust Screen Display, Font Size & Brightness

## 1 Select Settings

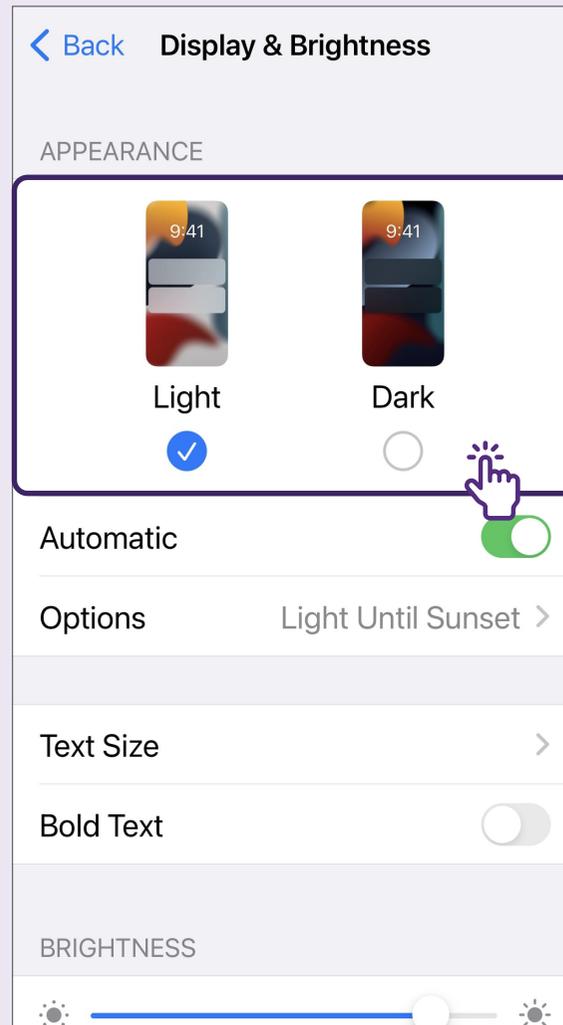


Find and tap the "Settings" icon.

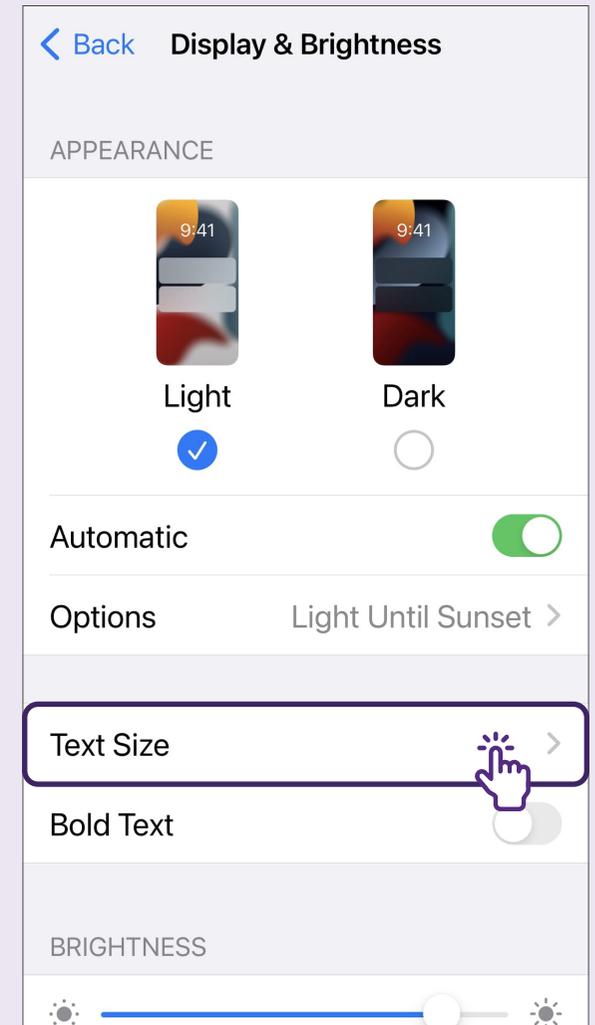
## 2 Select Display & Brightness



## 3 Select Light or Dark Mode



## 4 Select Text Size

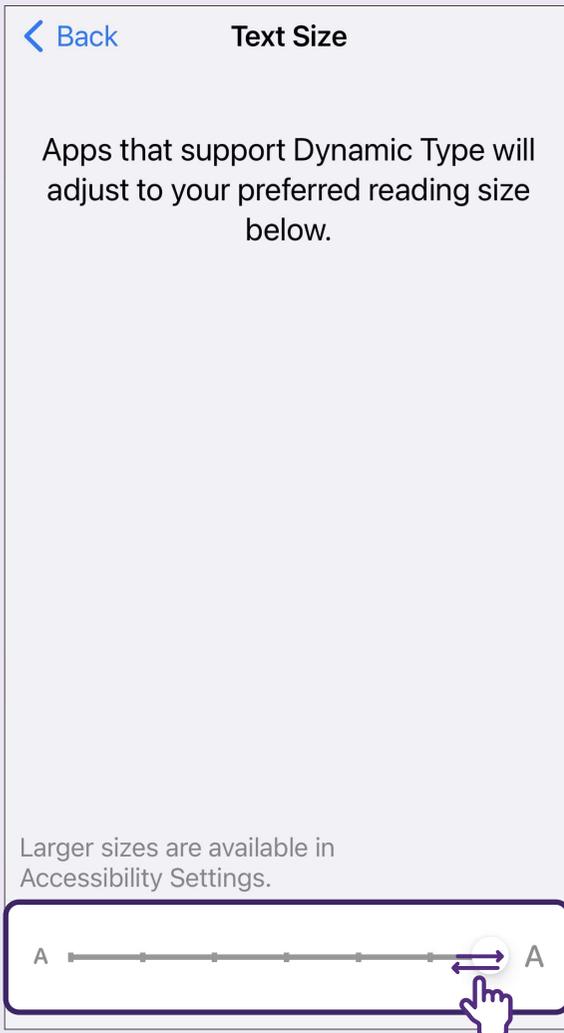


## 5 Adjust Text Size

[← Back](#) **Text Size**

Apps that support Dynamic Type will adjust to your preferred reading size below.

Larger sizes are available in Accessibility Settings.



The screenshot shows the 'Text Size' settings page. At the top, there is a blue back arrow and the title 'Text Size'. Below this is a paragraph: 'Apps that support Dynamic Type will adjust to your preferred reading size below.' At the bottom, there is a slider with 'A' on both ends. A hand icon is shown pointing to the right side of the slider, indicating an increase in text size.

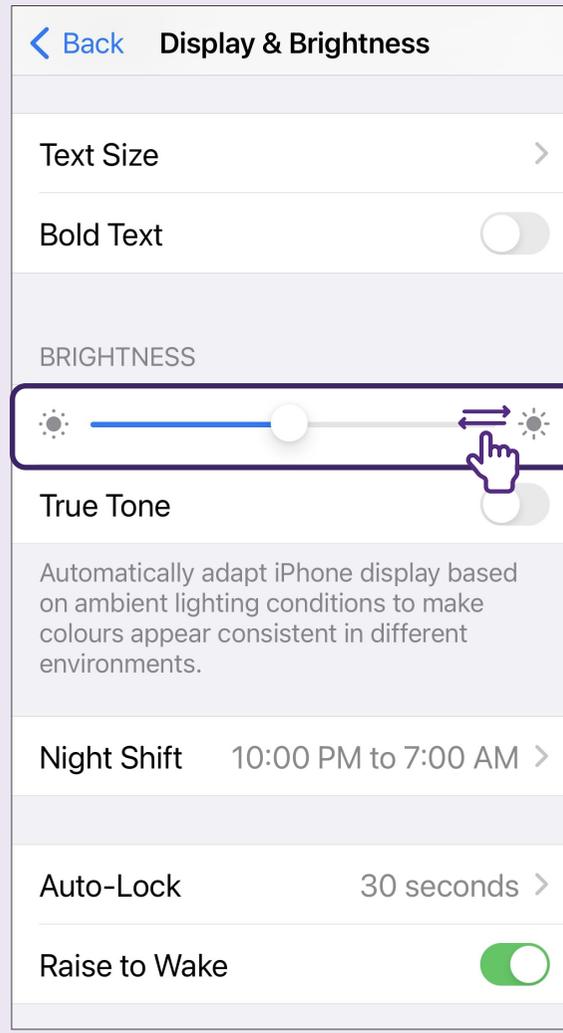
## 6 Adjust Brightness

[← Back](#) **Display & Brightness**

Text Size >

Bold Text

BRIGHTNESS



The screenshot shows the 'Display & Brightness' settings page. At the top, there is a blue back arrow and the title 'Display & Brightness'. Below this are several settings: 'Text Size' with a right arrow, 'Bold Text' with a toggle switch, 'BRIGHTNESS' with a slider and sun icons, 'True Tone' with a toggle switch, 'Night Shift' with a time range and right arrow, 'Auto-Lock' with a time and right arrow, and 'Raise to Wake' with a green toggle switch. A hand icon is shown pointing to the right side of the brightness slider, indicating an increase in brightness.

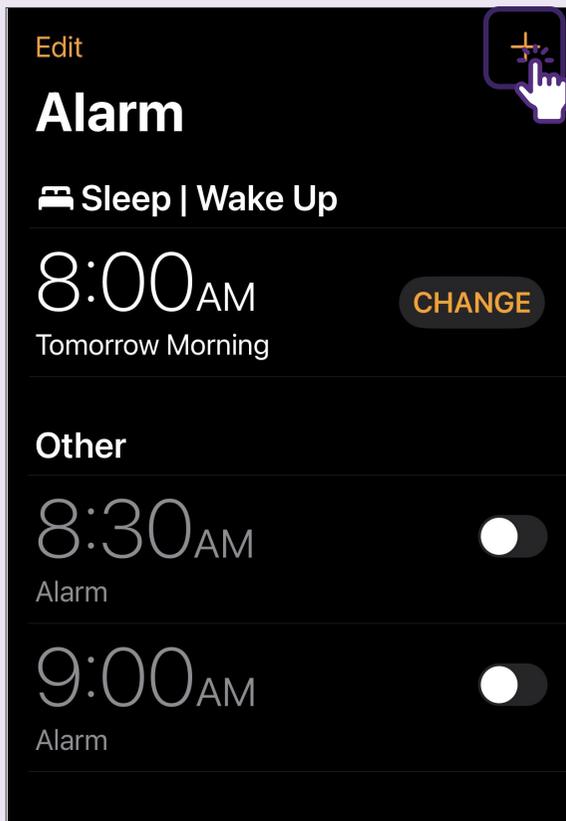
# Set, Edit or Delete an Alarm

## 1 Select Clock

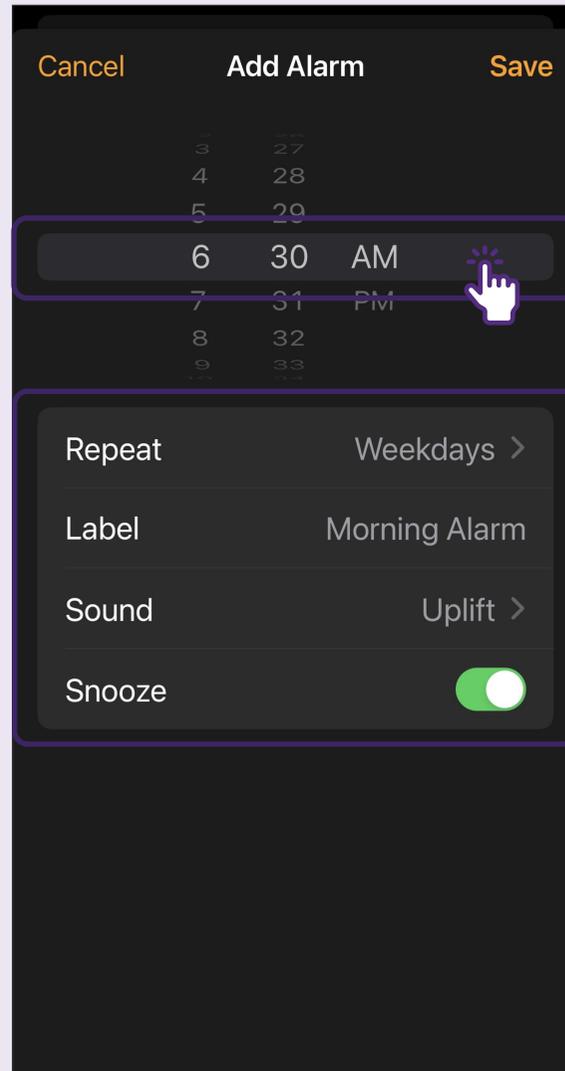


Find and tap the "Clock" icon.

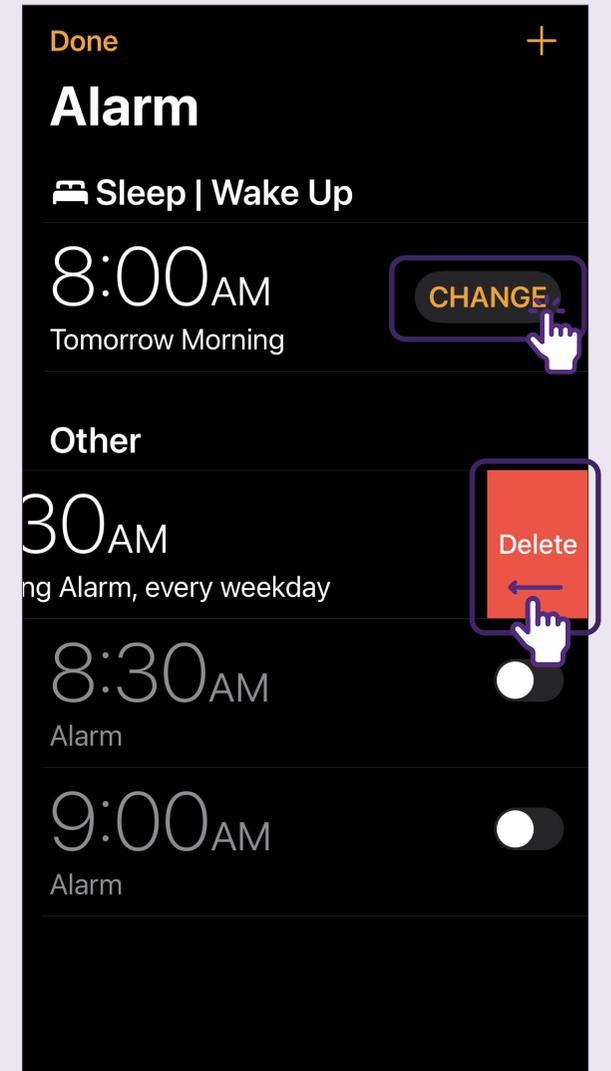
## 2 Add Alarm



## 3 Set Alarm



## 4 Edit or Delete an Alarm

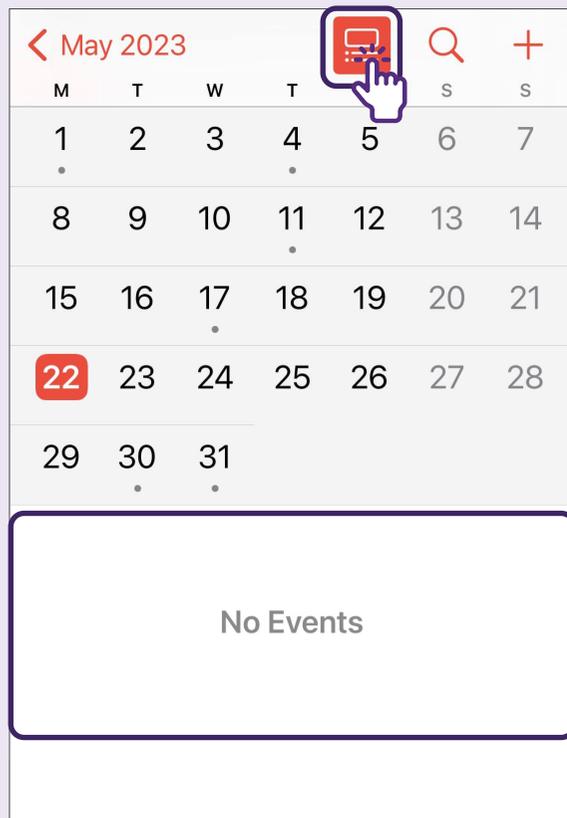


# Create & Edit Events in Calendar

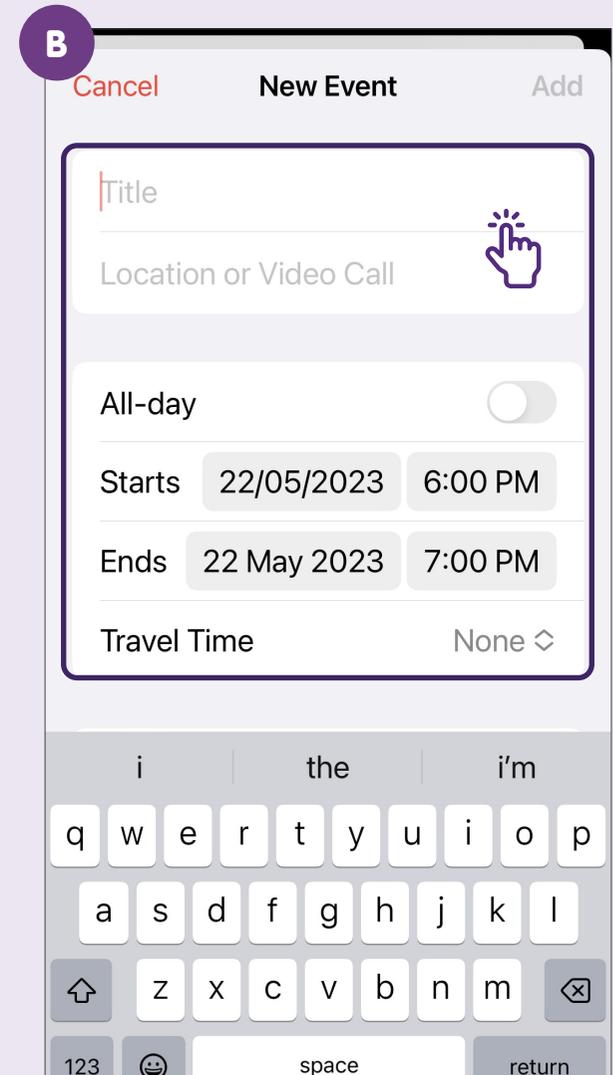
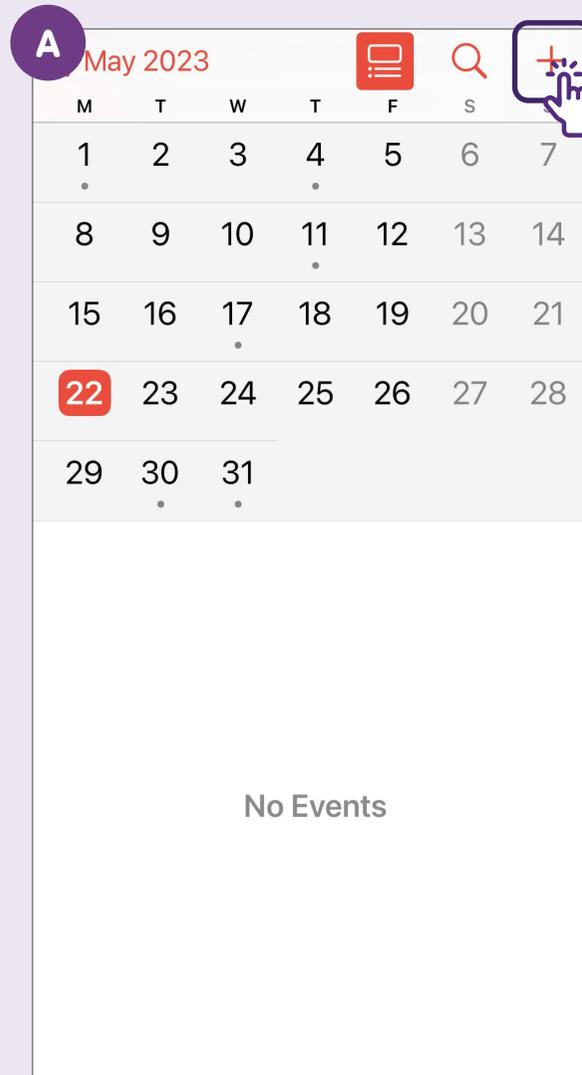
## 1 Select Calendar

Monday  
17 Find and tap the "Calendar" icon.

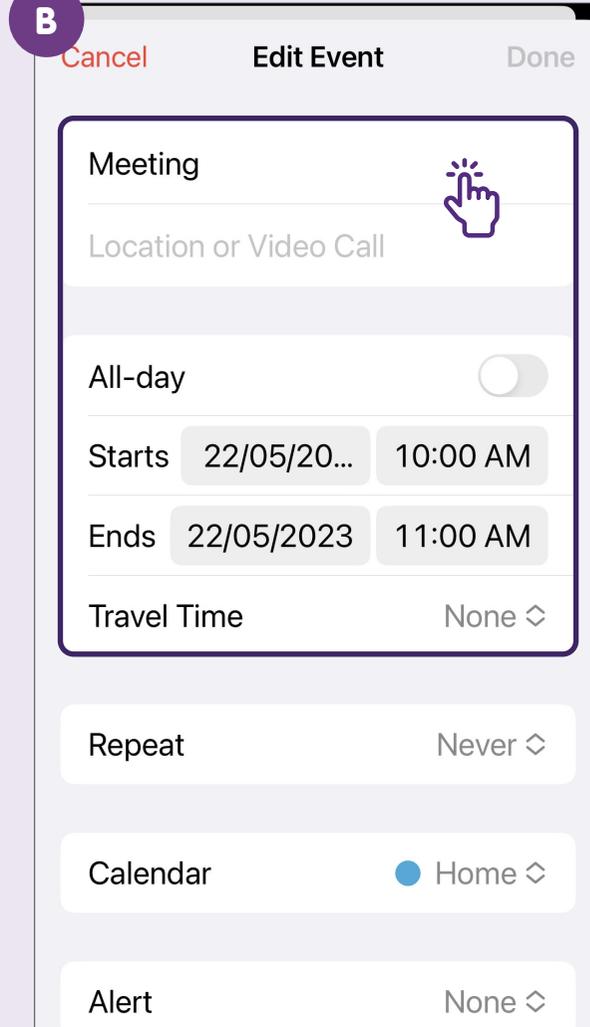
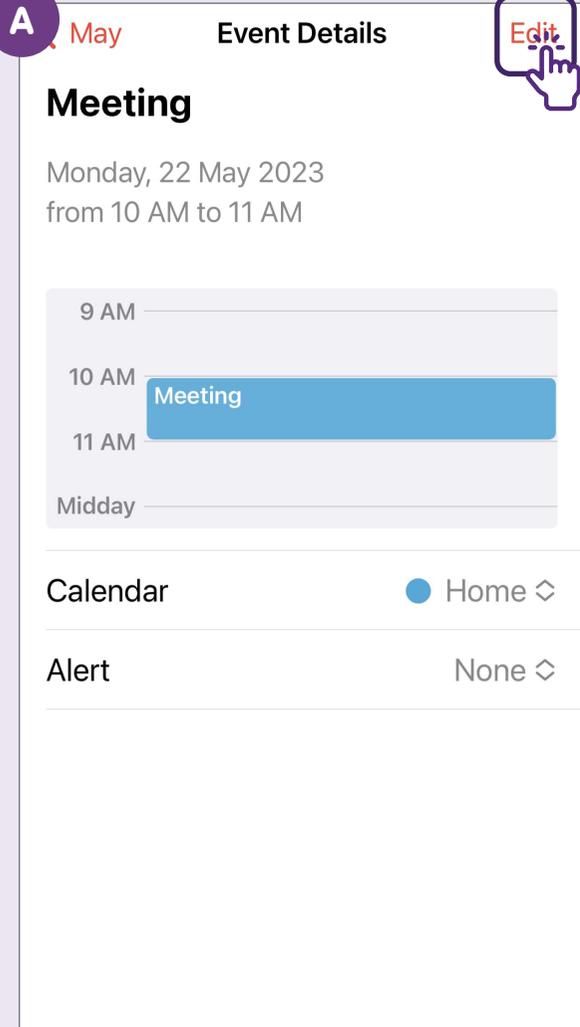
## 2 View List of Events



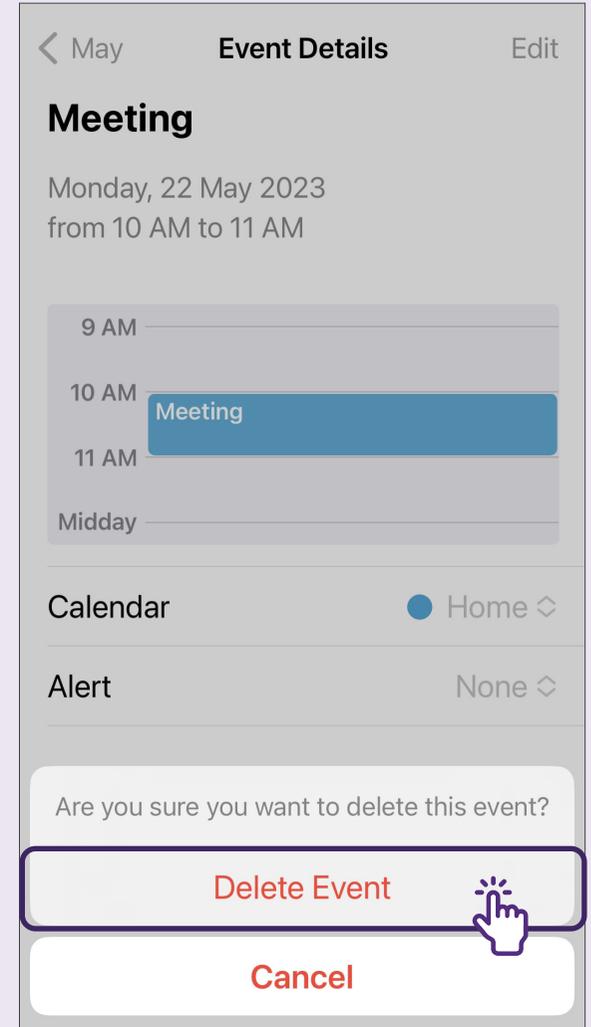
## 3 Add an Event



## 4 Edit an Event



## 5 Delete an Event



# Basic Functions of Camera in Mobile Device

## Camera Basic Features

### 1 Select Camera



Find and tap the "Camera" icon.

**Tap** screen to adjust camera's focus

**Photo Gallery**

**Tap** to take a photo /

**Tap & hold** to record a video

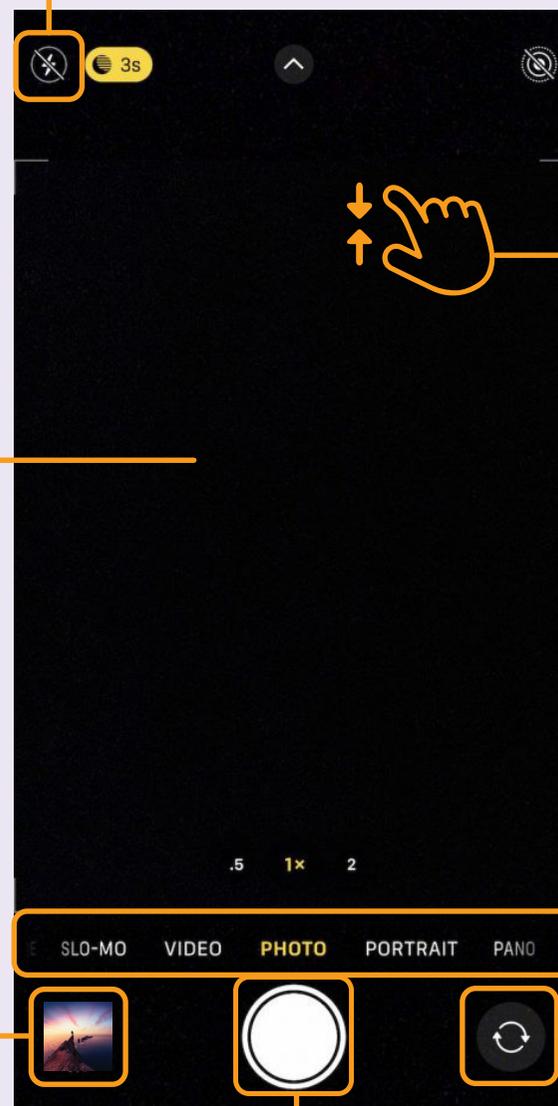
**Flash on and off**



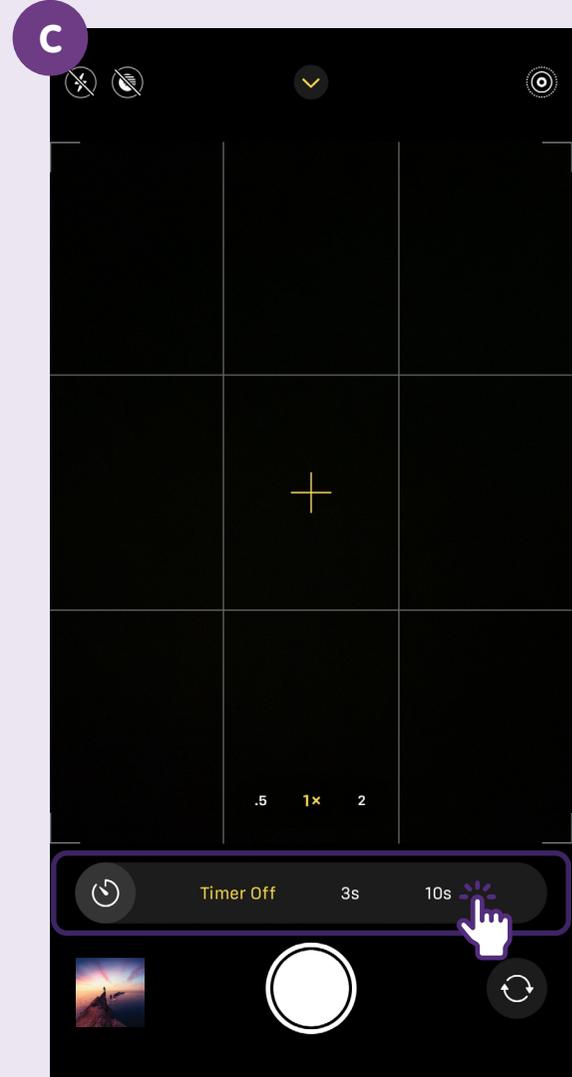
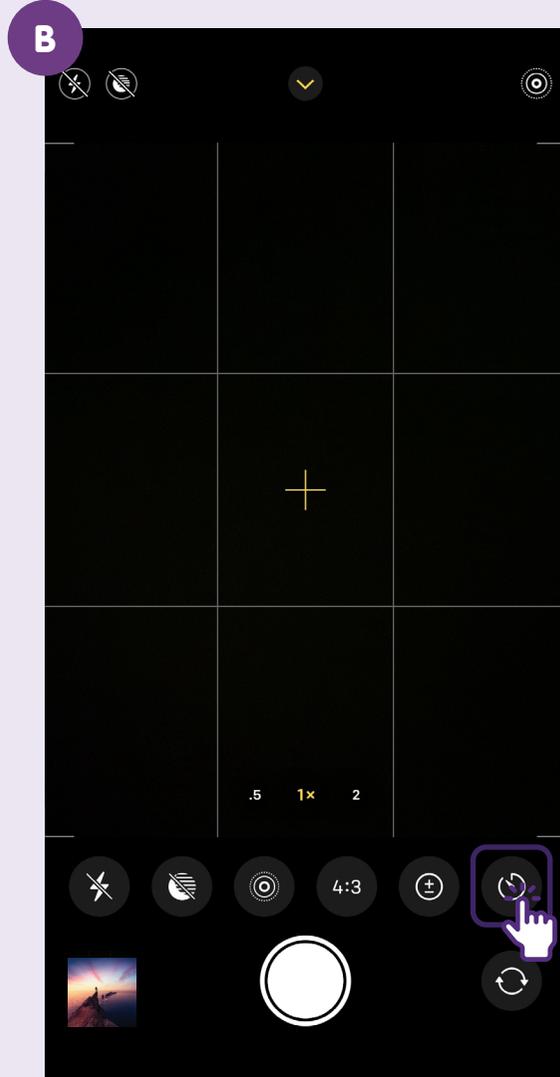
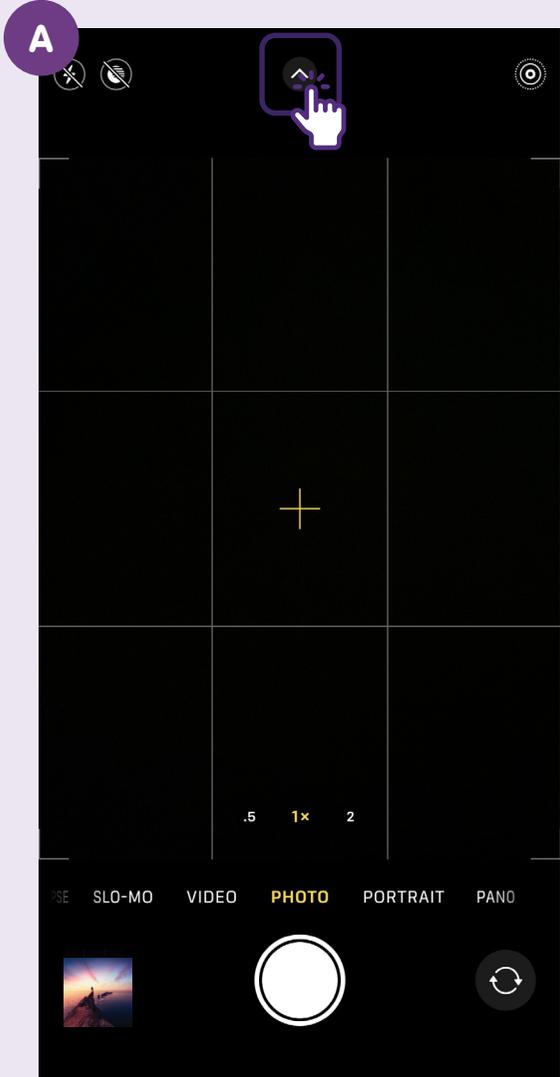
To zoom in and out, use 2 fingers to pinch and expand in the middle of the screen

**Scroll** left or right for the different camera modes

**Tap** to switch between front and back camera



## 2 Turn on Camera Timer



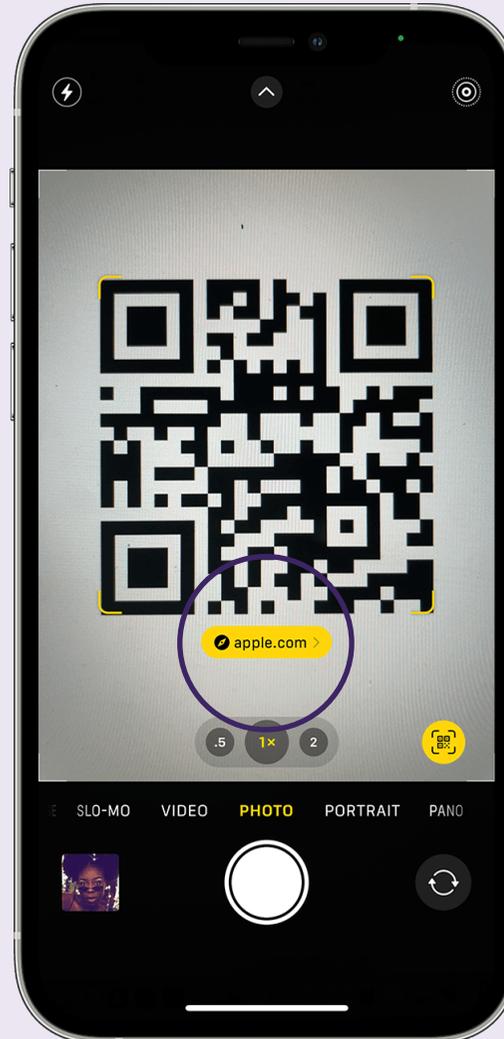
# Scan a QR Code

## 1 Select Camera



Find and tap the "Camera" icon.

## 2 Scan a QR Code



Once your mobile device recognises the QR code, it will show a notification.

**Tap** the notification to open the link associated with the QR code.

### **Please take note:**

There are recent scams involving QR codes being encoded with a fake link to direct users to fake websites that require login details.

- **Do not scan QR codes** in the form of stickers or flyers placed randomly in public places, especially if they offer vouchers or discounts.
- **Use a QR code scanner** that displays the link that the QR code leads to, allowing you to check if you are accessing the correct link.
- **Do not key in** any personal or financial information if the QR code leads you to a website that asks you to fill in your name, phone number etc.

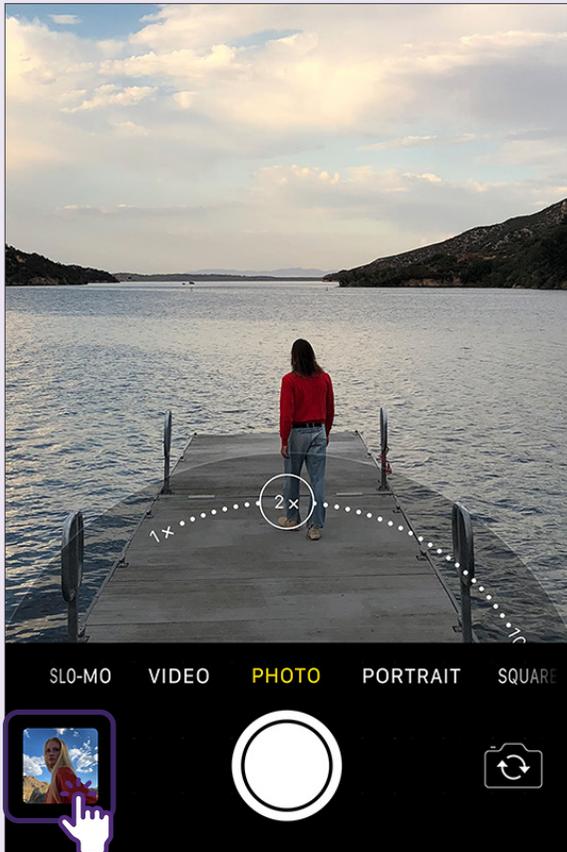
# Personalise Wallpaper (From Photo Gallery)

## 1 Select Camera

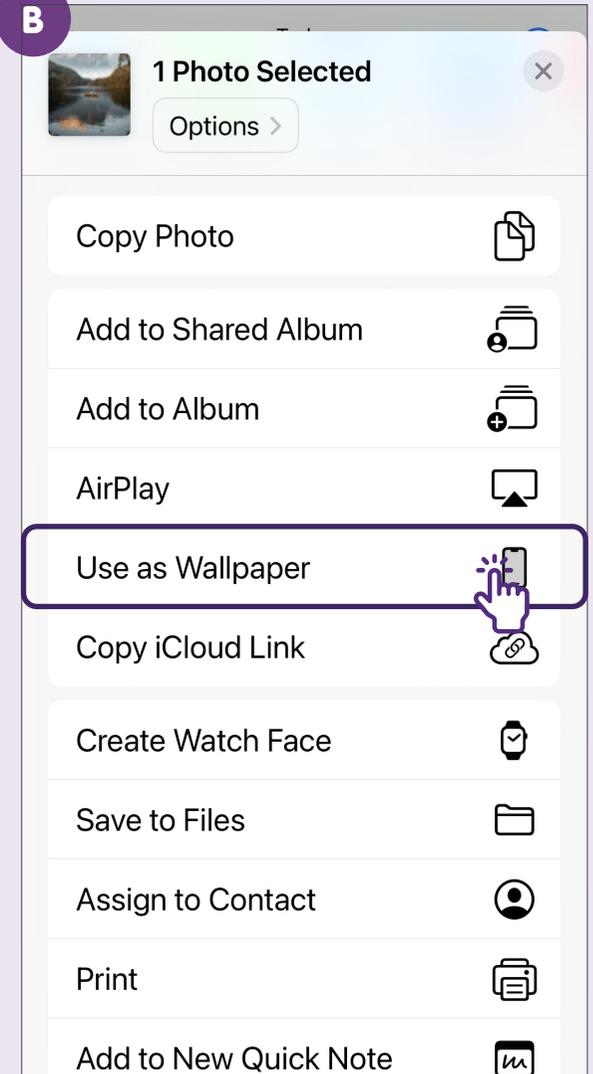
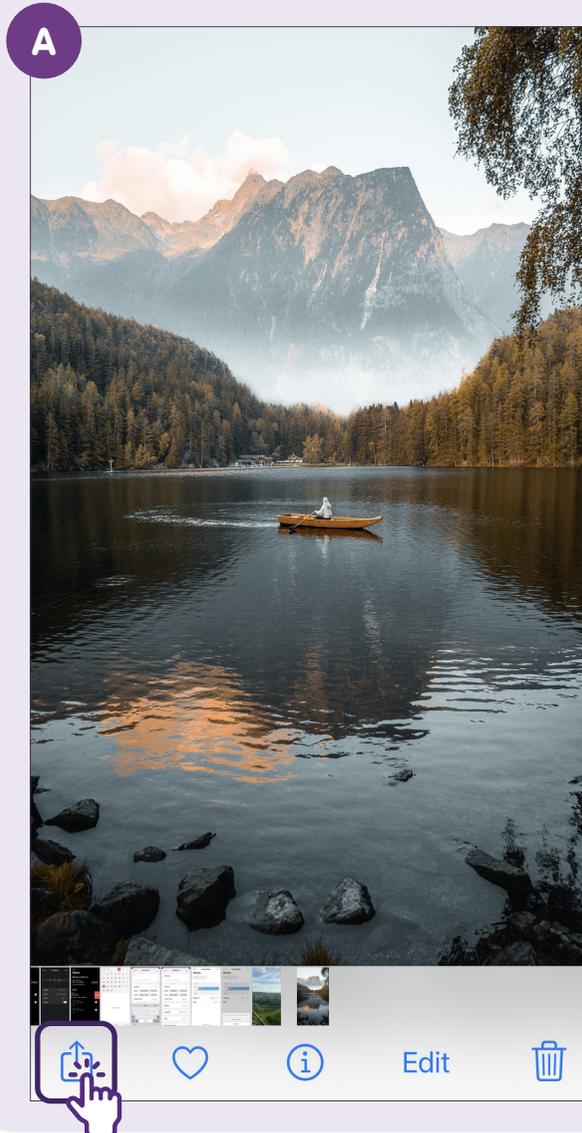


Find and tap the "Camera" icon.

## 2 Select Photo Gallery



## 3 Select Use as Wallpaper





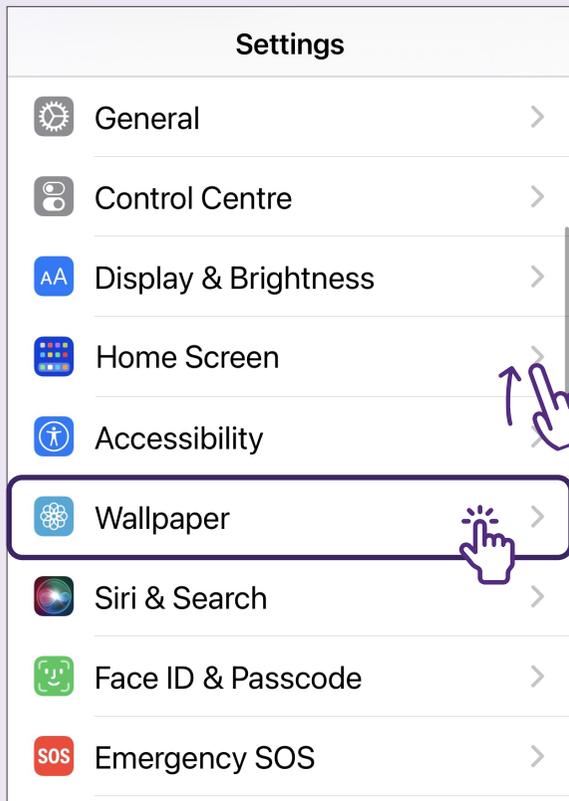
# Personalise Wallpaper (From Settings)

## 1 Select Settings

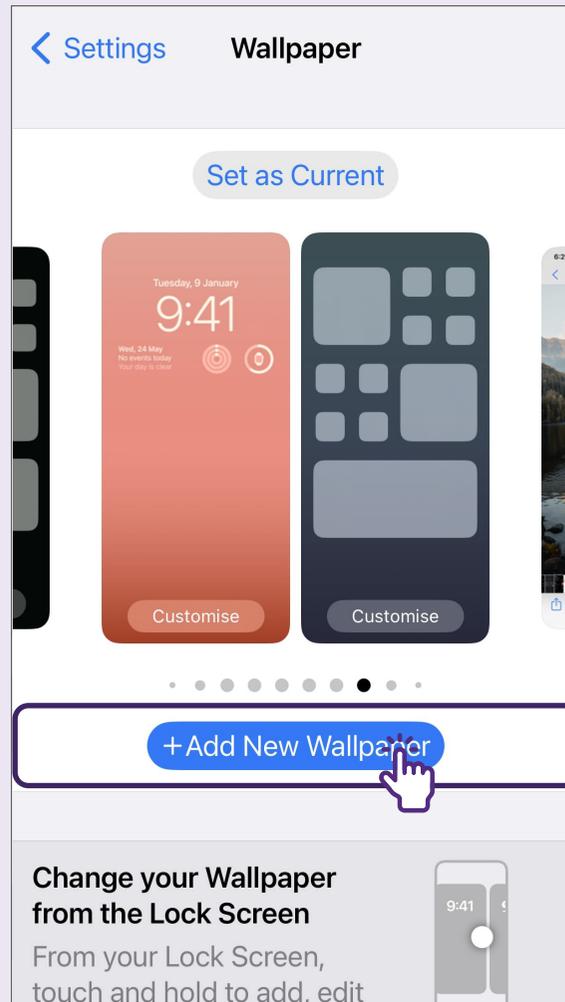


Find and tap the "Settings" icon.

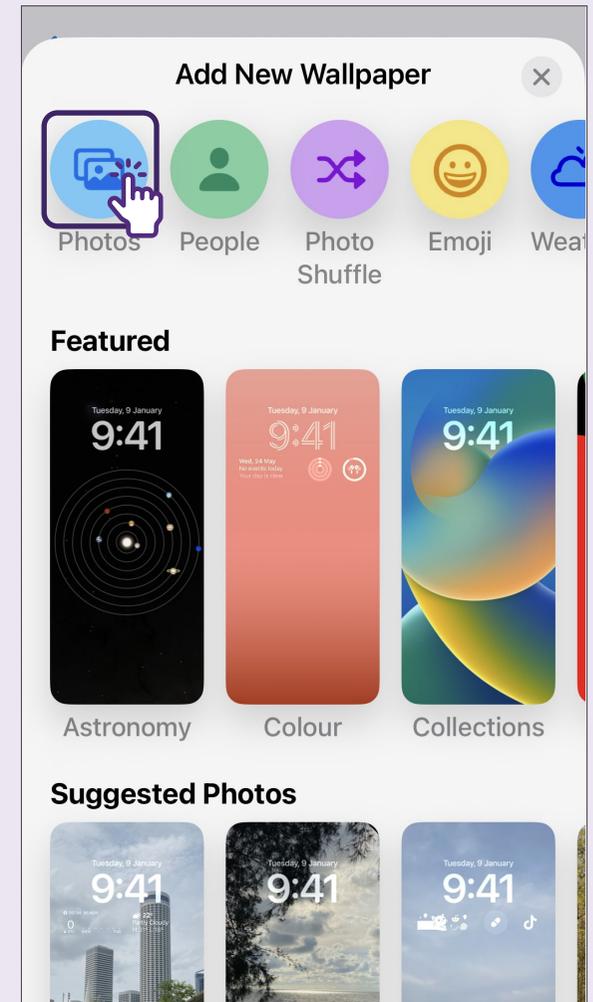
## 2 Select Wallpaper



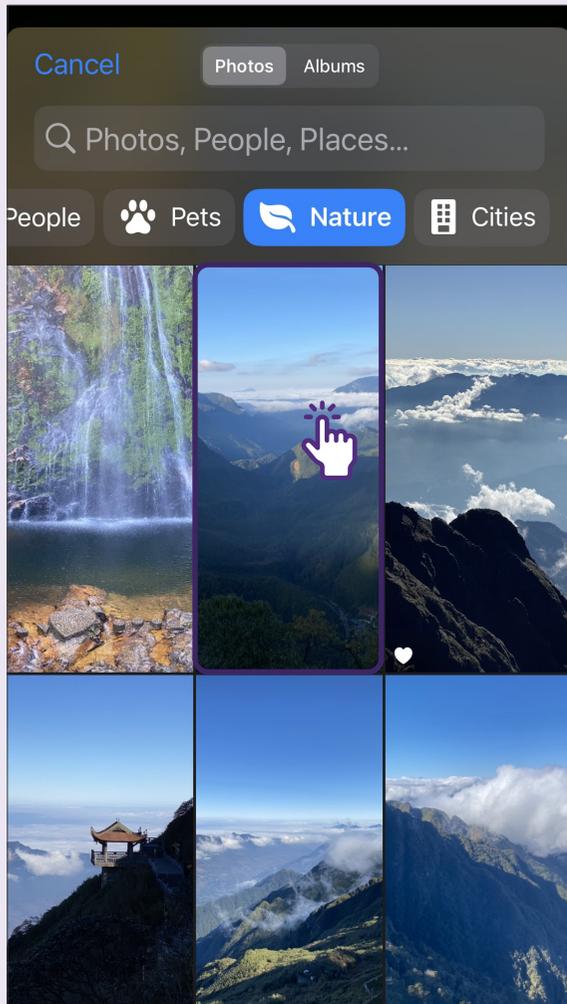
## 3 Select Add New Wallpaper



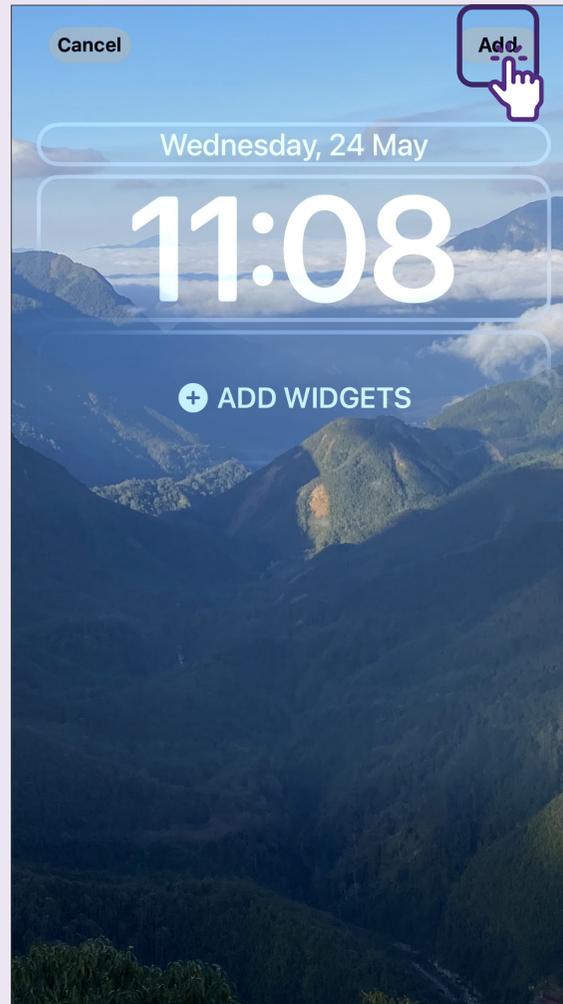
## 4 Select Photos



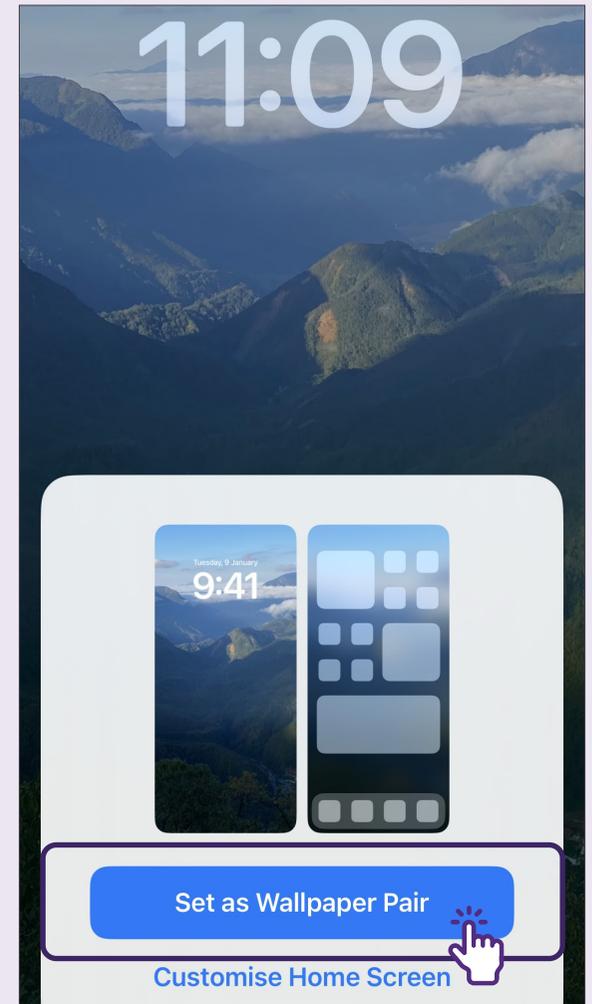
## 5 Select Wallpaper



## 6 Add Wallpaper



## 7 Set Wallpaper



# Mobile Device Care - Common Battery Status Icon

## 1 Battery Level

This icon shows the **battery level** of the mobile device.



## 2 Charging Icon

This icon shows that the mobile device is **charging**.



## 3 Battery Icon Location

Location in the status bar.



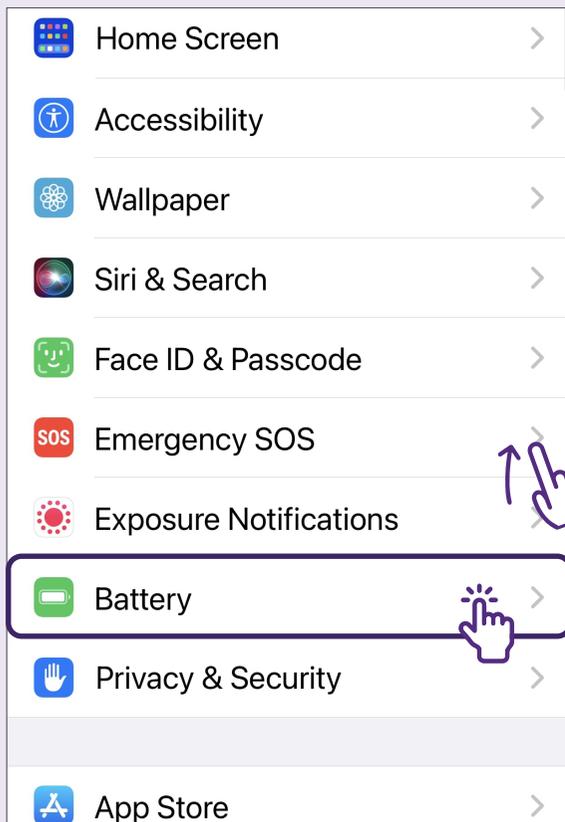
# Mobile Device Care - Battery Settings

## 1 Select Settings



Find and tap the "Settings" icon.

## 2 Select Battery



## 3 Battery Settings



**Turn on:** Green  
**Turn off:** Grey

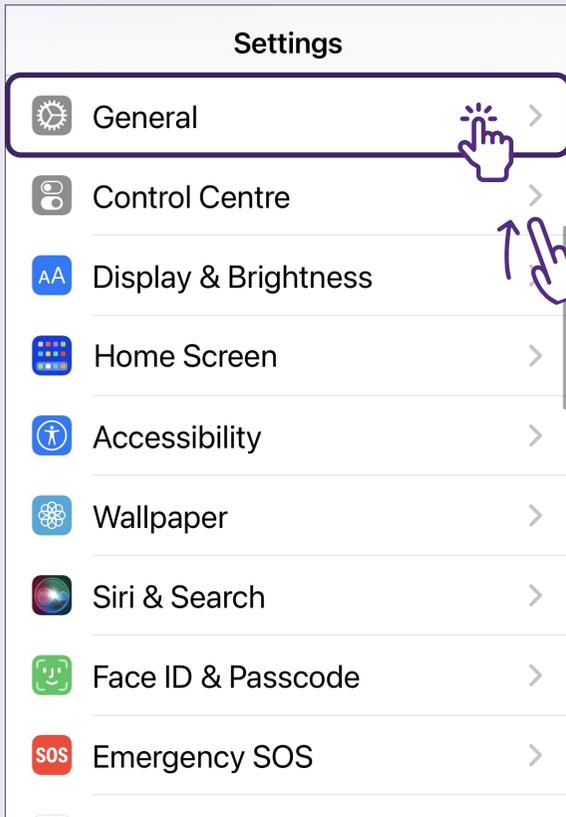
# Mobile Device Care - Software Update

## 1 Select Settings

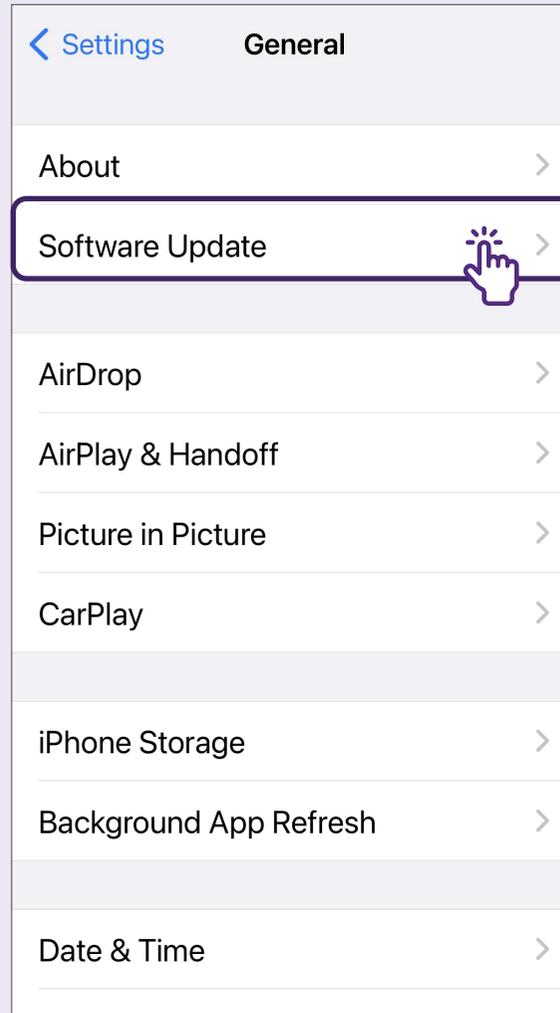


Find and tap the "Settings" icon.

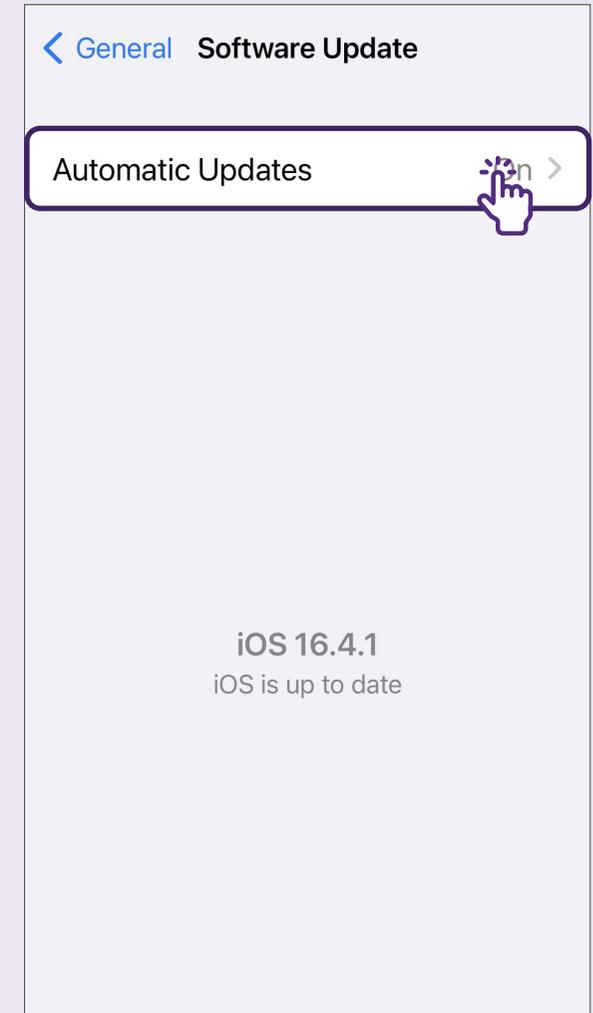
## 2 Select General



## 3 Select Software Update



## 4 Turn on Automatic Updates



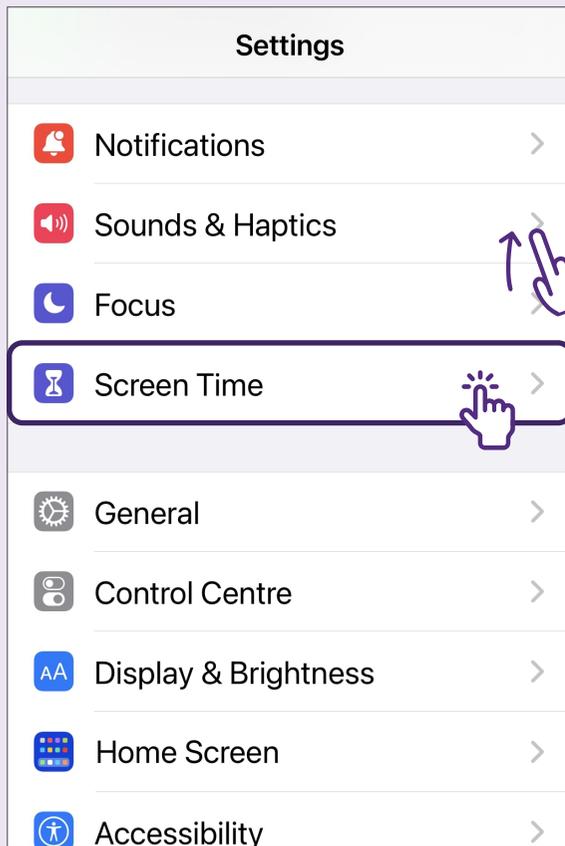
# Screen Time - Turn on Screen Time

## 1 Select Settings

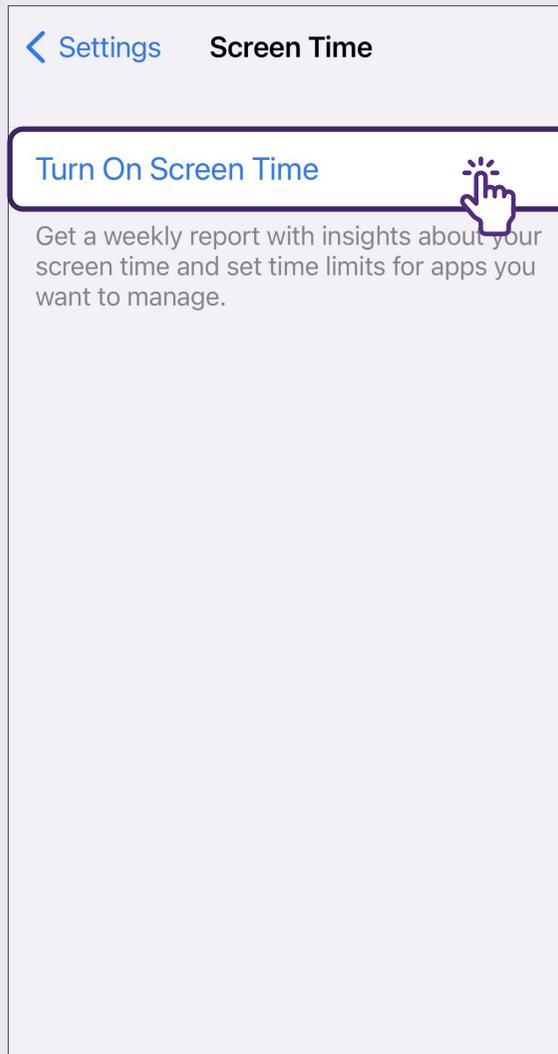


Find and tap the "Settings" icon.

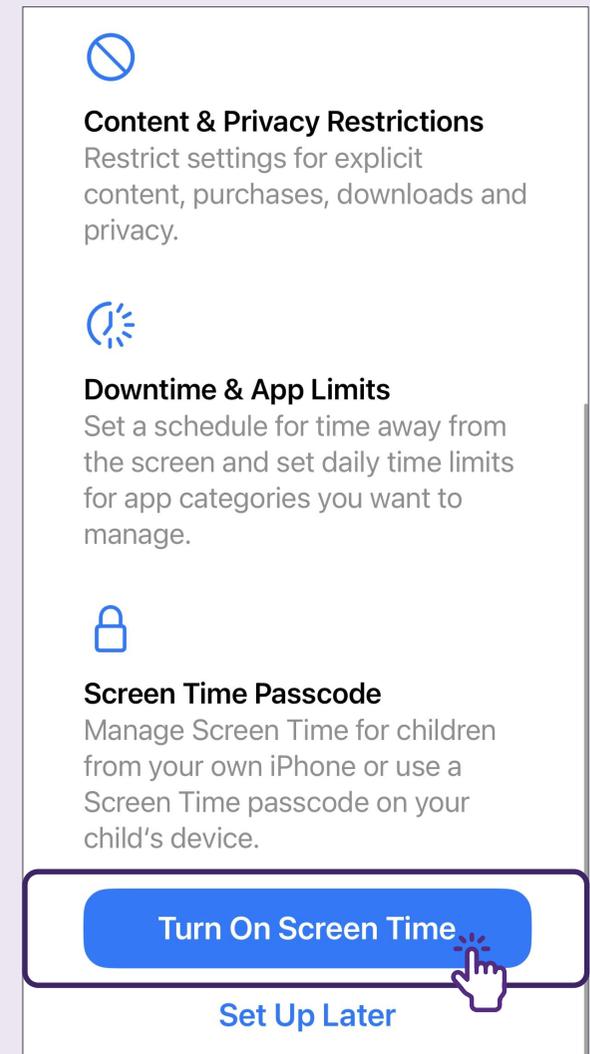
## 2 Select Screen Time



## 3 Select Turn On Screen Time



## 4 Select Turn On Screen Time





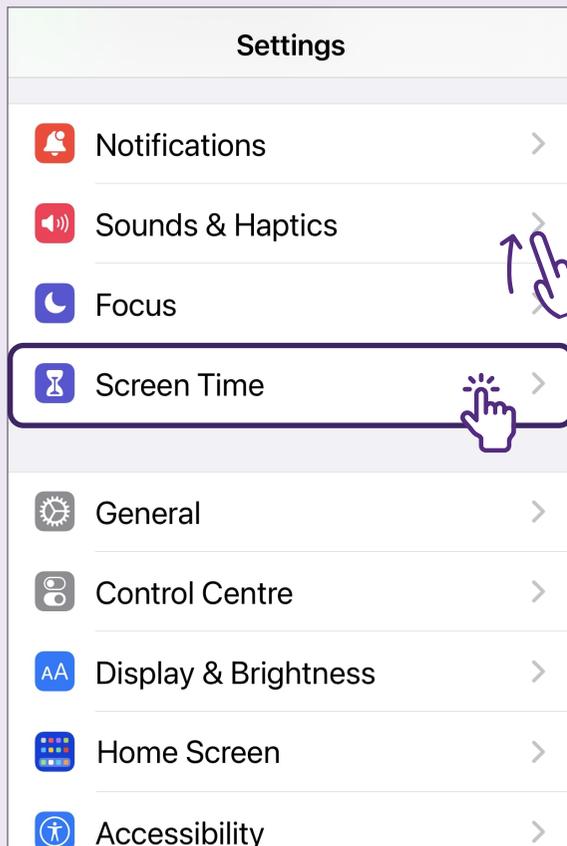
# Screen Time - Check Screen Time

## 1 Select Settings

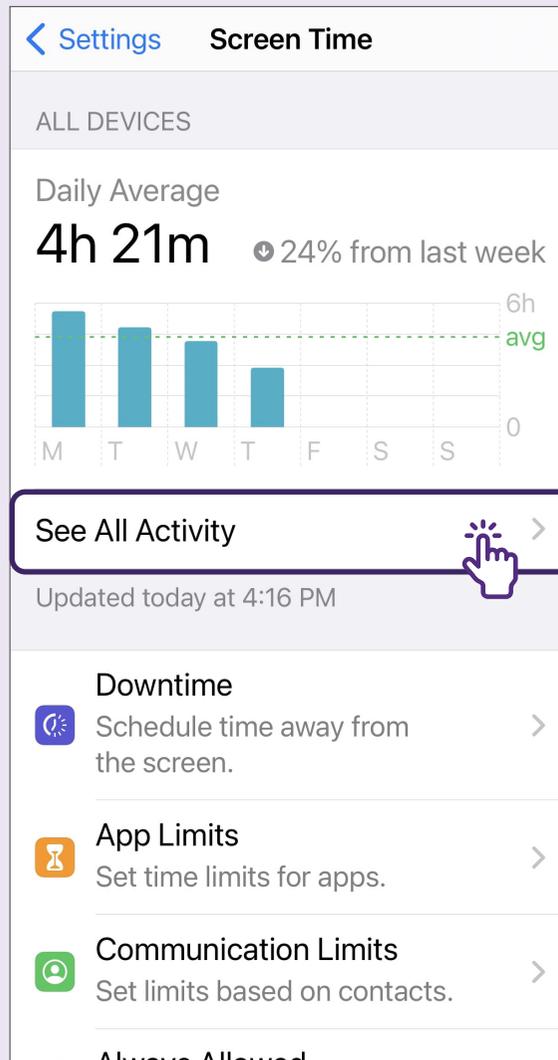


Find and tap the "Settings" icon.

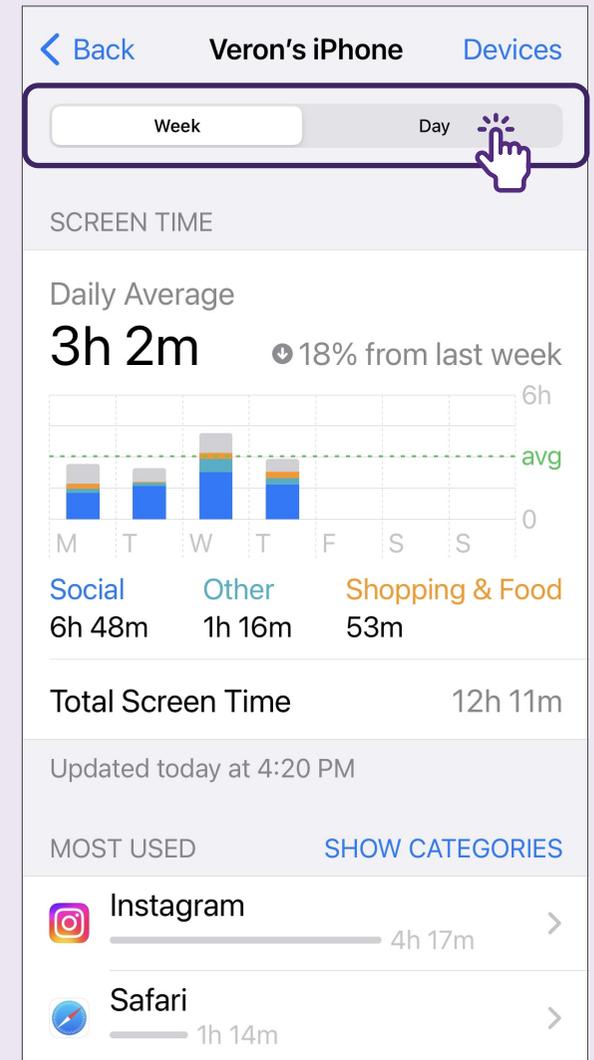
## 2 Select Screen Time



## 3 Select See All Activity



## 4 Toggle between "Week" and "Day"





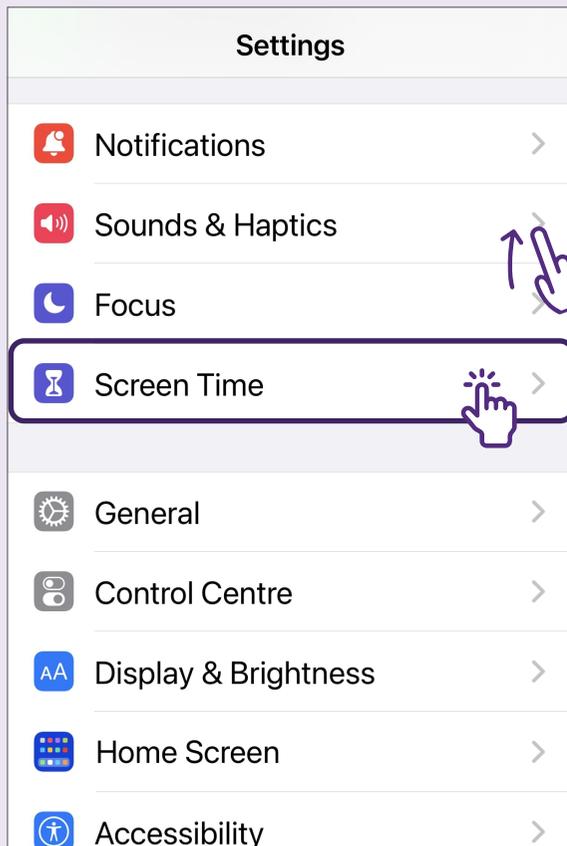
# App Limits - Set App Limits

## 1 Select Settings

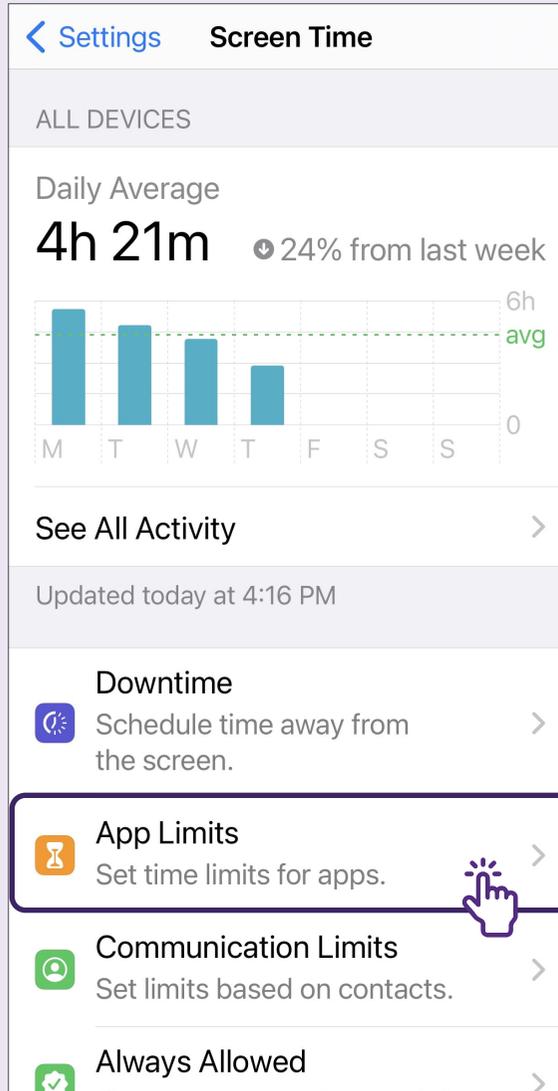


Find and tap the "Settings" icon.

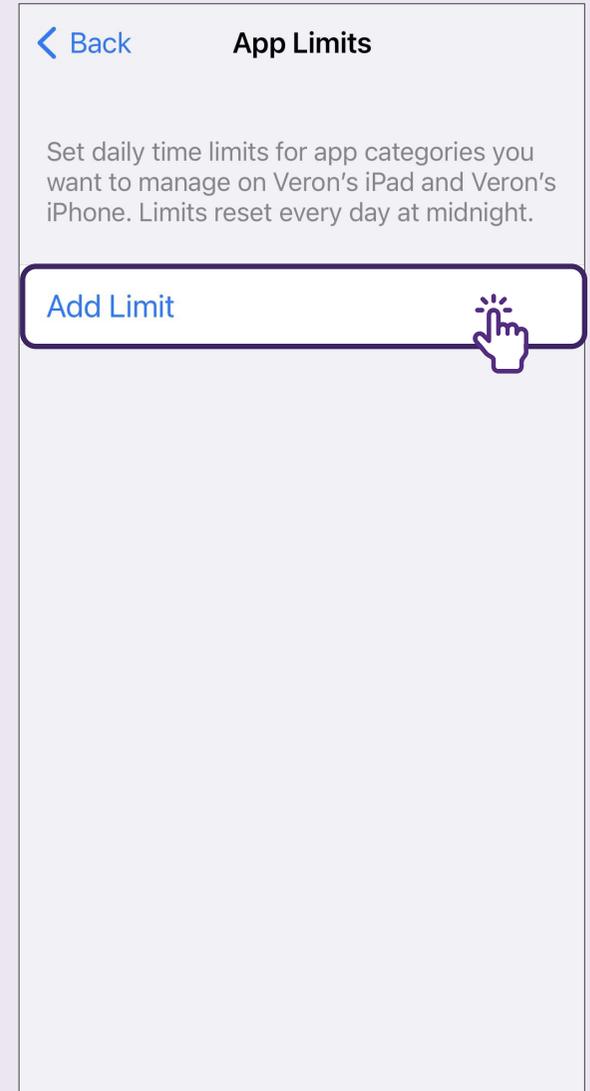
## 2 Select Screen Time



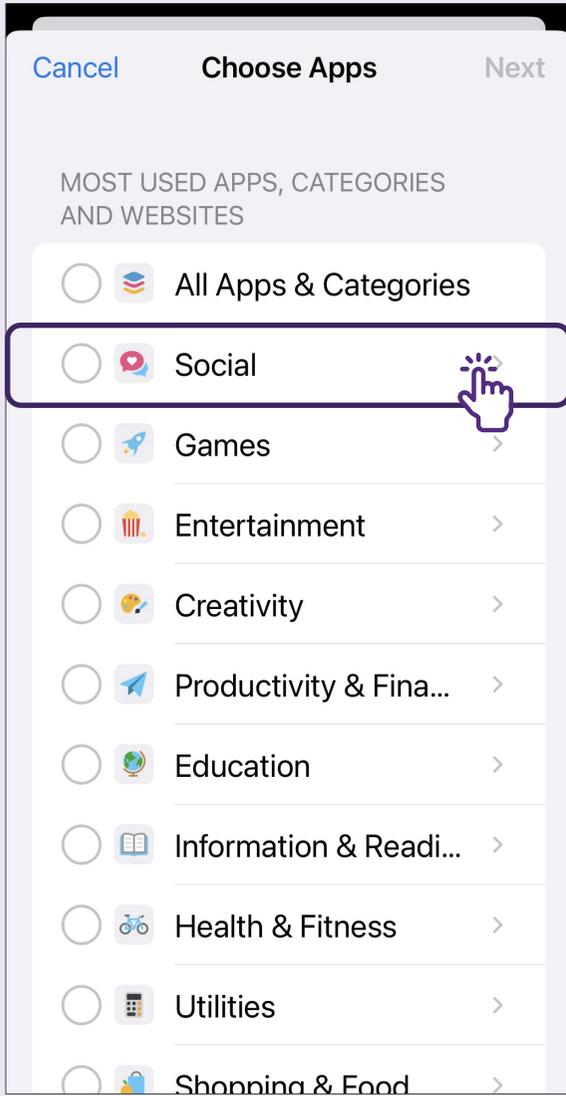
## 3 Select App Limits



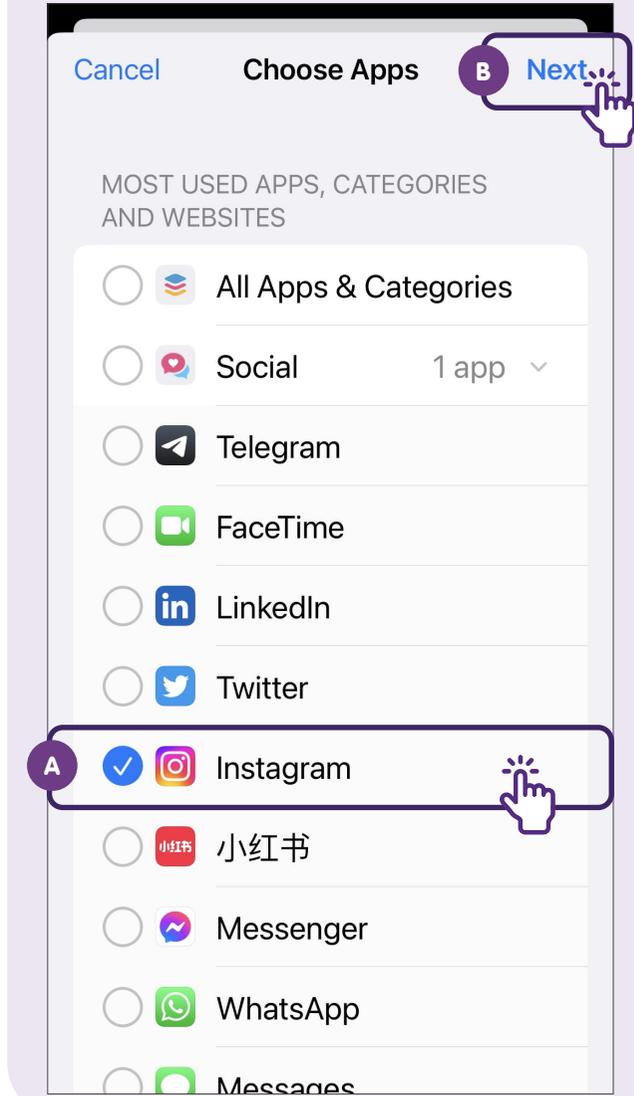
## 4 Select Add Limit



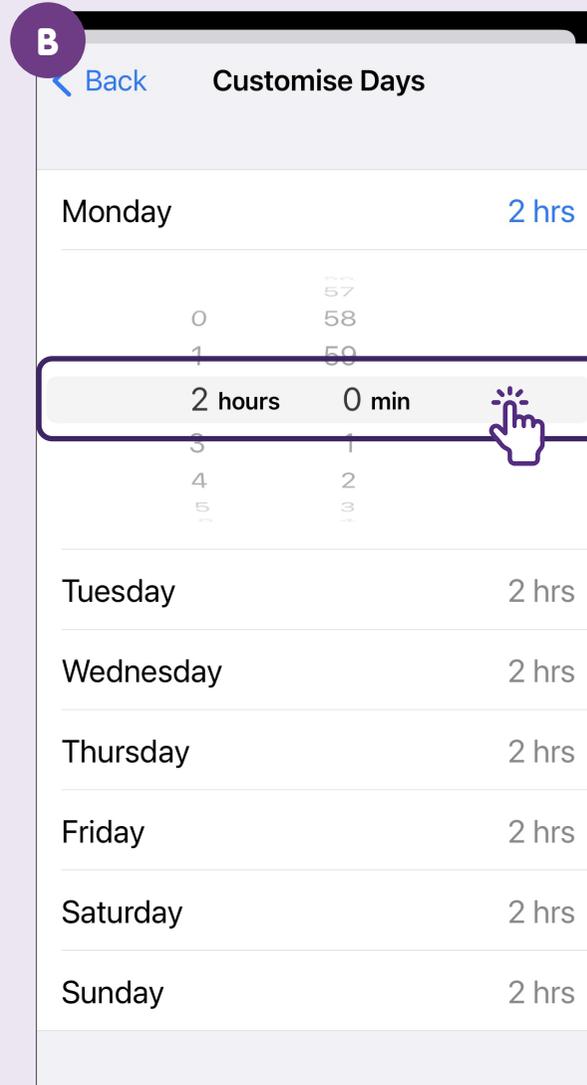
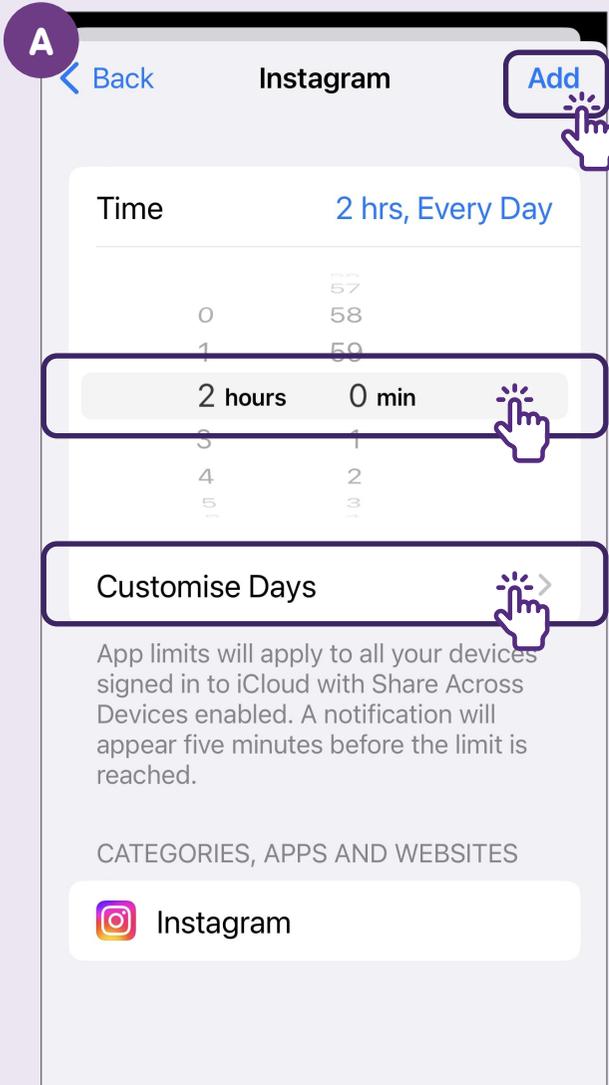
## 5 Choose Category



## 6 Choose App



## 7 Set App Limits



Set the amount of time allowed.

**Tap** "Customise Days" to set limits for specific days.

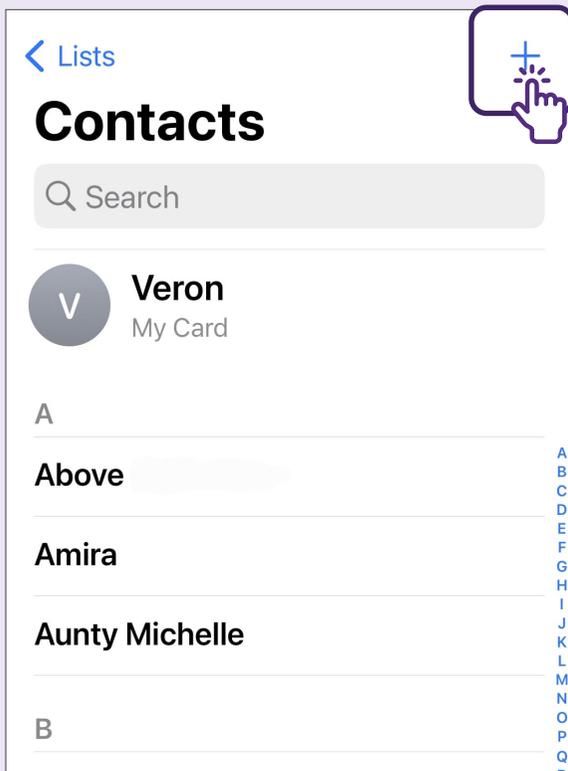
# Add Contacts - via Phone Contacts

## 1 Select Contacts



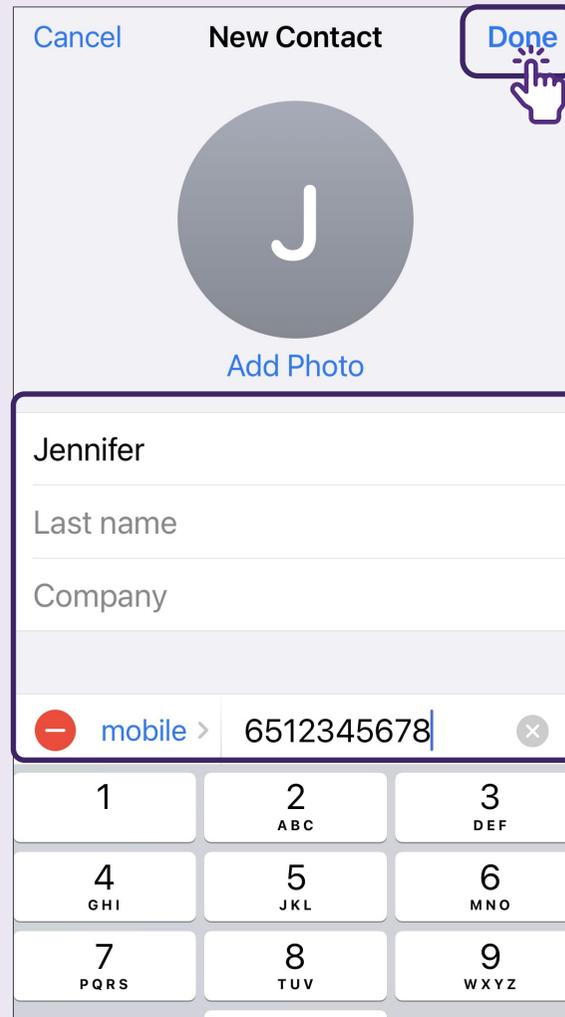
Find and tap **"Contacts"** on your mobile device.

## 2 Add Contacts



Tap on "+" on top right-hand corner.

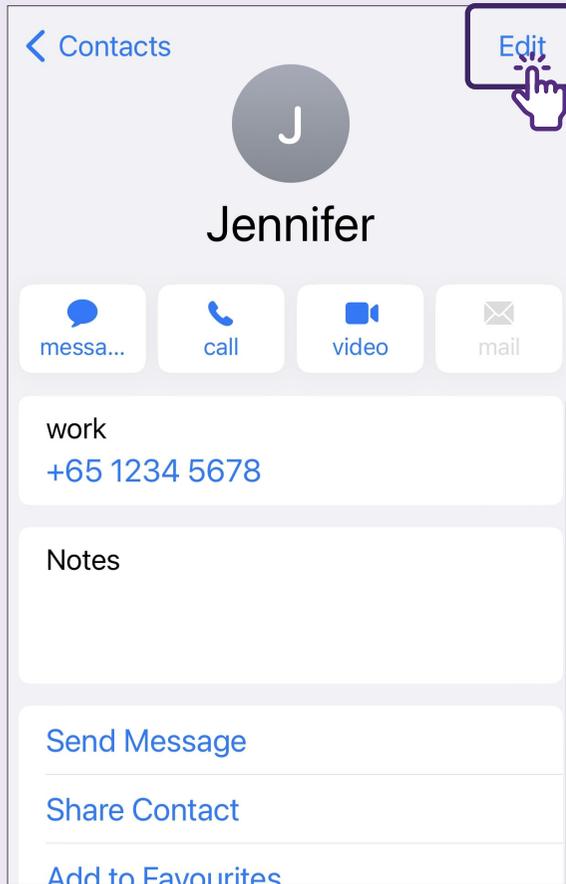
## 3 Enter Details



Enter the details and tap on **"Done"**.

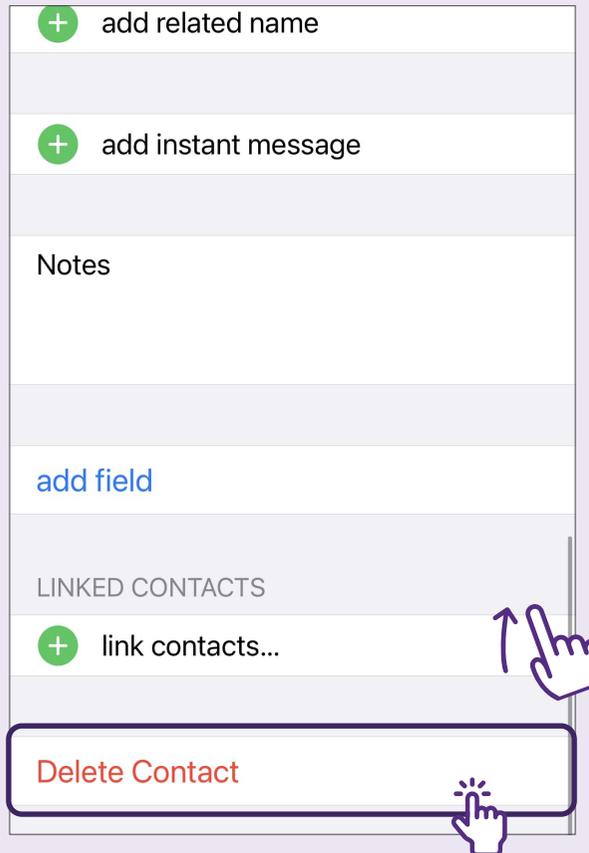
# Edit and Delete Contacts

## 1 Edit Contacts



Go to Phone app, tap the contact you want to edit and tap on **"Edit"**. Tap on **"Done"** after making the changes.

## 2 Delete Contacts



Tap on the contact you want to delete and tap on **"Edit"**. Scroll down and tap on **"Delete Contact"**. Tap on **"Delete Contact"** again to confirm.



**For more information and  
to find your nearest SG  
Digital community hubs:**

**IMDA Contact Centre**

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