iPhone 103 Tech Savvy Seniors Session 3: Documents: Scanning, Printing, Saving and Sending

Technology can be overwhelming. Let's come up with a plan to ease some of the potential frustration.

Wifi vs Data (Cellular Network)

Wifi offers a limited bubble of service, once connected any data that moves in or out of your phone is not deducted from a cellular data network.

Cellular networks are more widely available. There are many networks available all over the world. Canada has many different networks, such as Rogers, Sasktel, Bell and more. Rural or mountainous areas may have trouble picking up a cellular network. Be careful when travelling, using a cellular network from another country will cost you lots of money. You can avoid these charges by either contacting your phone company to discuss add-on options OR by turning your cellular roaming OFF or airplane mode ON.

Airplane Mode vs. Cellular Data Off

Airplane mode is designed to temporarily restrict cellular network connection.

Cellular Data OFF is designed for longer periods of time, and it ensures that no buttons are accidently pushed in your control centre that could turn it back on. Using this option for international travel is recommended.

To turn Airplane Mode ON

- Open the Control Centre (diagonal swipe)
- Tap the Airplane icon until it turns Orange
- To turn Airplane Mode OFF tap again until it turns grey

To turn Cellular Data OFF

- Open Settings
- Tap 'Cellular'
- Tap 'Cellular Data' toggle until it turns grey
- If you want to prevent your phone from

Personal Hotspot

To turn turn on your Personal Hotspot:

- Open Settings
- Tap Personal Hotspot
- Tap the 'Allow Others to Join' toggle until it turns green
- Simplify the password by by tapping 'Wi-Fi Password' and typing in your preference

Your iPhone may not be recognizable as a WiFi option over time. You may have to reset it turning it off and on again.

Printing

Before you begin: Make sure you and your printer are connected to the same WiFi network!

- Find a picture, screenshot, document or file that you'd like to print
- Click the Share icon (rectangle with arrow pointing up)
- Select Print. From there, select the printer you wish to use.
- Select Presets and adjust preferences (black and white or colour)
- Click Print in the top right corner

Scanning

There are 2 ways to access the scanner on your iPhone

From Notes App (for older iOS versions):

- Open your Notes App
- Tap the Camera button , then tap Scan Documents .
- Place your document in view of the camera.
- If your device is in Auto mode, your document will automatically scan. ...
- Tap Save or add additional scans to the document.

Scanning Option 2

From Files App (for newer iOS versions):

- Open your Files App
- Create a new note by tapping the Paper and Pencil icon in the bottom right corner
- Select the Camera icon on the bottom
- Select Scan Document
- Hold your phone steadily over the document you wish to scan, your phone will AUTO capture (unless you tap the AUTO button on the top right of the screen)
- Once you have completed all scans in your document, tap SAVE to save it to your files.

Helpful Resources

- https://www.youtube.com/@applesupport

- Or call me!
- 204-747-3283
- 204-215-1717