

# Apple Watch Most Useful Tips Class Handout

## Features Every User Should Know

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Apple Watch Handout 012 .docx, Revised 4/16/2019 — Assumes Apple Watch Series 1 or later and Watch OS 5.1.2 or later, and iOS 12 or later.

### Download the manual

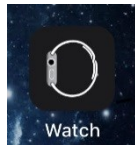


Download the *Apple Watch User Guide watchOS 5* by Apple Inc. in *iBooks* on your iPhone. This is the complete Apple Watch owner's manual.

← **Aim your iPhone camera** at this QR code and tap on the banner at the top of the iPhone viewfinder. Tap *Get* to download.

Or go to iPhone *Watch* app in *My Watch* (lower left corner of the screen) → *General* → *About* → *View the Apple Watch User Guide*.

### Watch app on iPhone



The *Watch* app on your iPhone is the best place to set up and configure your Apple Watch. We will be referring to this app many times, even though some settings can be accessed directly on the Apple Watch, as indicated in this handout for various settings.

### Watch face gestures

Summary, more below



Force Touch (firmly press)

**Tap** ↗ the screen – Wake the Apple Watch or to make a selection

**Swipe** ↑ – open the *Control Center*

**Swipe** ↓ – see *Notifications* screen

**Swipe** ↔ – Select one of your watch faces

**Force Touch** ↗ firmly press the screen – Customize watch faces

**Hold your palm** 🖐 over the screen – Mute the speaker or turn off screen

### Side Button, Digital Crown

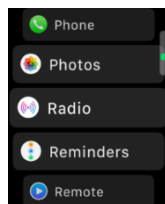
Summary, more below



Infograph watch face on Series 4 only

- **Tap** the Digital Crown ○ (similar to the iPhone Home button)
  - Tap once ○ ⇐ **wake, app switcher, return to watch**
  - Tap twice ○ ⇐⇐ **return to previous app**
  - Hold ○ ⇐ **Siri**. Rest finger ○ for ECG (ECG app, Series 4 only)
- **Rotate** the Digital Crown ○ to (depending on the context)
  - **gradually waken** the display, most useful in Theatre Mode
  - **scroll** through a list (or swipe screen ↑ or ↓)
  - **select** an option or adjust a setting (or swipe screen ↑ or ↓)
  - **zoom** in or out of *Photos*, *Maps*, apps in grid view
  - **adjust** the *Phone* or *Music* volume
  - **clear water from the speaker** from within *Water Lock*
- **Tap** the side button 0 (similar to the iPhone side button)
  - Tap once 0 ⇐ **open the Dock**
  - Tap twice 0 ⇐⇐ **Apple Pay**
  - Hold 0 ⇐ **Power off, Medical ID, Emergency SOS** (avoid an accidental 911 call: iPhone *Watch* app → *General* → *Emergency SOS* → *Hold to Auto Call* → *Off*)

### Open an app



App list view →

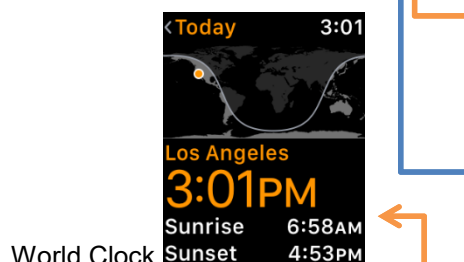
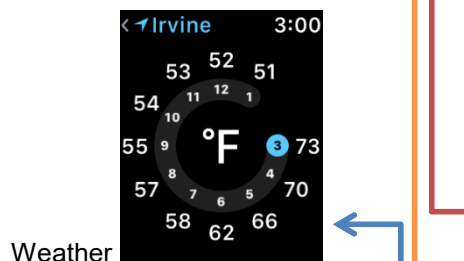
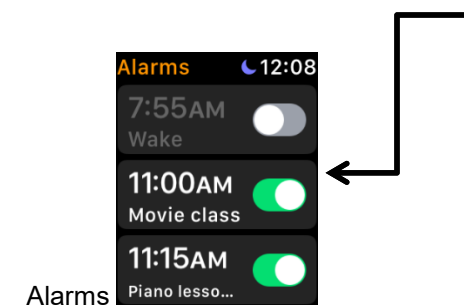
On a watch face, tap ○ ⇐ and rotate the Digital Crown ○ to in the **List** view and tap the icon on the screen to select the app. (In **Grid** view, Digital Crown ○ zooms; swipe on the screen to move grid, tap to select app.)

Alternate between two apps by double tapping the Digital Crown ⇐⇐.

Select to display app *List* or *Grid*: Force Touch → *List View* or *Grid View*.

## Built-in apps

\* These apps don't require the paired iPhone, but some may require Wi-Fi



- **Activity\*** – see *Move*, *Exercise*, and *Stand* completion rings. Stand Reminders. Get a *Weekly Summary* and Change Move Goal → Force Touch activity rings → tap *Weekly Summary* or *Change Move Goal*.
- **Alarms\*** – *Change Time*, *Repeat*, *Label*, *Snooze*, *Delete*.
- **Breathe\*** – breathing exercises, set from 1 to 5 minute duration.
- **Calendar\*** scroll through a week of your events. Force Touch to tap *Day* or *List* view. Tap upper left corner for month view. Tap month to return. (*Up Next*: no month view option.) Tap *Today* → today's events.
- **Camera** – opens the *Camera* on your iPhone and see the iPhone viewfinder on the watch screen. Tap shutter, tap 3s to start 3 second shutter delay. Force Touch to set → *HDR*, *Flash*, *Live Photo*, or *Flip*.
- **ECG\*** – measures, displays, and records a 30 second ECG.
- **Find Friends** – mirrors *Find Friends* app on your iPhone.
- **Heart Rate\*** – see your instantaneous heart rate. Notification when your heart rate is higher than it should be. In iPhone *Watch* app → *Heart Rate* → *High Heart Rate* → choose between 100 – 150 bpm; *Watch* app → *Low Heart Rate* → choose between 40 - 50 bpm.
- **Home\*** – control lights, thermostats, door locks, fans, garage door, etc.
- **Mail** – read and reply to email. More below.
- **Maps** – *Search* for directions or see *Location*. Use dictation, scribble, or Contacts, or select from recent, or nearby. Haptic taps when to turn: ..... turn right, .. .. turn left, ——— upon arrival. In Map view, Force Touch → *Transit/Public Transport* or *Search Here*.
- **Messages\*** – read and reply to text messages. More below.
- **Music\*** – control music playing on your iPhone. More below.
- **News\*** – shows the five top stories from your iPhone *News* app.
- **Podcasts\*** – syncs with iPhone episodes for off-line playback.
- **Phone\*** – answer a call, send a message, or answer on iPhone. Make a call from *Favorites*, *Recents*, *Contacts*, or *Keypad*. Or ask Siri.
- **Photos\*** – store a *Photos* album of your choice, up to 500 photos.
- **Radio** – listen to various radio stations and genres through Bluetooth earphones or speaker (Apple Watch Series 3 or newer only).
- **Reminders\*** – mirrors iPhone *Reminders*. Create lists on iPhone.
- **Remote** – control your iTunes Library on Mac or PC, or Apple TV.
- **Settings\*** – *Time*, *Airplane Mode*, *Wi-Fi*, *Bluetooth*, *Do Not Disturb*, *General* (*About*, *Orientation*, *Wake Screen*, *Nightstand Mode*, *Location Services*, *Accessibility*, *Siri*, *Workout*, *Regulatory*, *Reset*), *Brightness & Text Size*, *Sound and Haptics*, *Passcode*.
- **Stocks\*** – mirrors the *Stocks* on your iPhone. Add, delete stocks.
- **Stopwatch\*** – Force Touch for *Analog*, *Digital*, *Graph*, *Hybrid* view.
- **Timer\*** – choose from 1, 3, 5, 10, 15, 30 mins, 1 or 2 hrs, or *Custom*. Tap the *Repeat* button to start the same timer interval again.
- **Walkie-Talkie** – chat between Apple Watches. More below.
- **Wallet\*** – mirrors iPhone: credit cards, boarding passes, student IDs.
- **Weather** – tap to show forecasts of *Temperature*, *Condition*, or % *Rain*. Scroll screen for Air Quality, UV index, Wind, 10-day forecast.
- **Workout\*** – tracks workout, heart rate, cool down. More below.
- **World Clock\*** – mirrors iPhone *World Clock*. Edit cities on watch.

## Mail

Answer an email message by Smart Replies, Scribble (see below), dictate, or send emoji. To customize the Smart Replies, go to the iPhone *Watch* app → *Mail* → *Default Replies* → [choose and *Edit* a reply]. Compose a new email: mail list → Force Touch → *New Message*. Force Touch in an open email message for *Reply*, *Flag*, *Unread*, or *Trash*.

## Mail preview size

Change Mail message preview size: To select the one you prefer, go to the iPhone *Watch* app → *Mail* → *Message Preview* → *None*, *1 Line*, or *2 Lines*

## Mail accounts & mailboxes

Choose specific accounts and mailboxes to appear on the watch from the iPhone *Watch* app → *Mail* → *Include Mail* and select mailboxes to display.

## Messages



Compose a **New Message**: messages list → Force Touch → *New Message*.

**Delete**: in message list swipe ← (must delete separately in iPhone).

**Reply** to a message: (1) dictate transcript or audio clip, (2) send emoji, handwritten message or sticker, (3) digital touch, Scribble, send cash with Apple Pay, or Smart Replies. (4) Tapback by double tapping in a message.

Force Touch in a message to see buttons for *Reply*, *Details*, *Send Location*, or *Change Language*.

To customize dictation replies, go to the iPhone *Watch* app → *Messages* → *Dictated Messages* → *Transcript*, *Audio*, or *Transcript or Audio*.

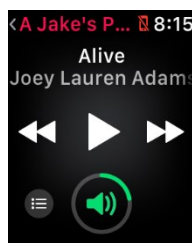
To customize the Smart Replies, go to the iPhone *Watch* app → *Messages* → *Default Replies* → [choose and *Edit* a reply].

## Scribble



In Messages and Mail, scribble one or more characters and then rotate the Digital Crown ⌲ to see a list of suggestions. Pause on the word you'd like to use and the Apple Watch will insert it and add a space after the word.

## Music



Control music playing on the iPhone Music app. To play music stored on the **Apple Watch**, you must first pair it with Bluetooth earbuds or speakers. To sync music with your Apple Watch (when it is on the charger): iPhone *Watch* app → *Music* → *PLAYLISTS & ALBUMS* → + *Add Music* → choose music. Tap ≡ to *Shuffle*, *Repeat*, or select another song. Stream Music to an AirPlay Device: *Now Playing* → Force Touch → *AirPlay*. Rotate Digital Crown ⌲ to adjust the music volume.

## Walkie-Talkie

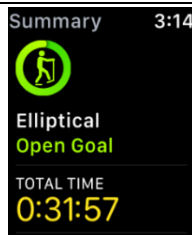
Uses Wi-Fi or cellular, not point-to-point.



Scroll and select a Contact on the Apple Watch. They will hear a one-time beep to verify the chat. Hold the **TALK** button to speak, release to listen. Turn *Available* → *Off* to mute all conversations. You can see if someone is not available, and yet they will be notified of a chat attempt. Yellow icon flashing at the top of any watch face shows there are active conversations.

## Workout

New Start and End Workout reminders. Yoga and Hiking workouts.



Tap ⌲ to set workout goals such as Time, Distance, or Calories. Raise wrist to see workout stats. Swipe → on the workout screen to tap the || *Pause* button. New: auto-workout detection, rolling mile, pace, cadence.

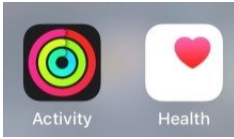
Swipe ← to see the *Now Playing* screen to select music. Swipe → to end your workout by tapping the ✕ *End* button.

## Apple Pay



To pay, double tap the side button and hold your watch near the point-of-sale terminal. You don't need your iPhone with you. Swipe to change credit card. Enable Apple Pay for your Apple Watch: iPhone *Watch* app → *Wallet & Apple Pay* → *Add Credit or Debit Card*.

## Activity, Health apps on the iPhone



Review all your **activity** and workouts on the *Activity* app on the iPhone.

- Tap the **Health Data** icon at the bottom of the screen → *Vitals* → *Heart Rate* → *Show All Data* for a **list of all your heart rate data**.
- Tap the **Health Data** icon → *Heart* → **Heart Rate Variability** plot.
- *Activity* → Force Touch → *Weekly Summary*, **Change Move Goal**.

## ECG

Series 4 only

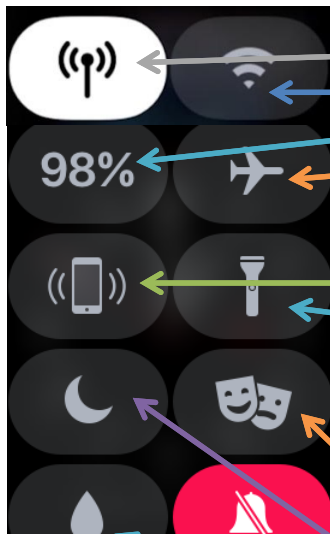
Take an ECG by holding a finger on the Digital Crown. Displays normal sinus rhythm or abnormal atrial fibrillation. Results in iPhone *Health* app.

## Fall detection

Series 4 only

Detects a hard fall → haptic tap, sounds alarm, and displays an alert. Choose to contact emergency services or dismiss the alert by pressing the Digital Crown, tapping Close in the upper-left corner, or tapping "I'm OK" and choosing an option on the screen. Enable in iPhone *Watch* app → *My Watch* → *Emergency SOS* → *Fall Detection* → *On*.

## Control Center



Edit the locations of icons within Control Center: swipe then tap *Edit*. Hold and drag to place each icon. Swipe and tap *Done*. Shown here is my own personal rearrangement. I have moved the *Ping iPhone* to below the screen to avoid inadvertently making noise.



Swipe From a watch face or

in an app, tap and hold the bottom of the screen, then Swipe

- **Cellular** on/off (cellular watches only).
- **Wi-Fi** – to disconnect or connect. Choose a network, see below.
- **Battery %**. Tap icon to turn on *Power Reserve* low power mode.
- **Airplane Mode** - disables cellular, Wi-Fi, and Bluetooth. Select Airplane Mode in iPhone and Apple Watch independently: iPhone *Watch* app → *General* → *Airplane Mode* → *Mirror iPhone* → *Off*.
- **Ping iPhone** – iPhone will ping once loudly. Hold for Camera flash.
- **Flashlight** – lights up the entire Apple Watch screen. Swipe for white, white flashing, or red. Light becomes brighter when turned away from your face. Turn off flashlight: swipe down on screen , tap either button ( or ) or hold your palm over the screen. Normally defaults to white; defaults to red in Theatre mode.
- **Theatre Mode** – turns on Silent Mode and prevents display from turning on and annoying others when you raise your wrist in the dark.
- **Do Not Disturb** – Apple Watch & iPhone DND mode (*On*, *Hour*, etc.)
- **Silent Mode** Apple Watch (c.f., Ring/Silent switch on iPhone).
- **Water Lock** – deactivates touch screen. Clears water from speaker when you rotate the Digital Crown (Series 2 and later).
- **Walkie-Talkie** – enable or disable if you are Available.
- **Audio destination** – choose Bluetooth headphones, speakers, Airplay.



## Mice speak time

"It's ten oh nine"



Tap the Mickey or Minnie watch face and the mouse will **speak** the time aloud. Be sure to turn off silent mode in *Control Center* or in iPhone *Watch* app → *Sounds & Haptics* → *Silent Mode* → *Off*.



## Notifications

Notifications go to your Apple Watch (if iPhone is locked or asleep) or to your iPhone (if iPhone is awake), but not both.

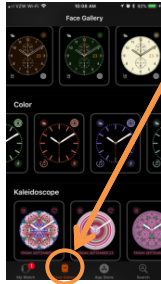
Tap and hold the top of the screen, then Swipe down ↓

Choose which notifications show up on your Apple Watch: iPhone *Watch* app → *Notifications*. Scroll down to turn on or off each app's notification access depending on your preference. To clear all notifications, Force Touch → *Clear All*. Red notifications dot • on watch face: iPhone *Watch* app → *Notifications* → *Clock* → *Notifications Indicator* → *On*.

## Screenshot

Snap a screenshot of whatever is on the Apple Watch screen at any given moment: simultaneously tap both the Digital Crown ○ ← and the side button 0 ←. The image will be automatically saved to your *Photos* album on your iPhone. Many images in this handout were captured as screenshots.

## Face Gallery



**Face Gallery** in the iPhone *Watch* app lets you select from the available watch faces, customize your selection with styles, images, colors, time position, complications\*, and monograms (depending on the chosen watch face). When you have completed designing your new custom watch face, tap **ADD**.

\* A watch **complication** is any function that exists in addition to telling time on a timepiece. This is an historic watchmaking term, not a definition Apple created.

## Customize watch faces

Add complications:  
iPhone *Watch* app → *Complications* → *Edit*  
to add complications of third-party apps from the list.

Apple Watch 4 Infograph can have Favorite Contacts as complications.

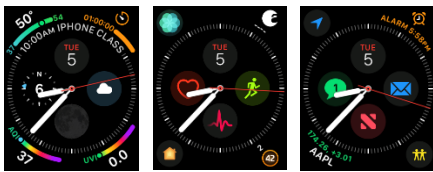


**My Watch** in iPhone *Watch* app (lower left corner of the screen) tap a face in **MY FACES**, select options and complications. Tap *Edit* to reorder faces on the watch.

Choose which watch faces you want to keep, and remove the others: iPhone *Watch* app → *MY FACES* → [select a face to remove] → scroll to the bottom and tap **Remove Watch Face**.

On the watch, Force Touch the watch face, swipe ←→ to select face, tap *Customize* button, swipe ←→ to select feature, rotate the Digital Crown ○ to change feature or complication. In *Photos* → select a photo → Force Touch → *Create Watch Face* → *Photos Face* or *Kaleidoscope Face*.

## Reuse same watch face



If you want to have more than five complications on a watch face (more than eight on Infograph) use the same watch face to create multiple versions, but each with different complications. Then merely swipe ←→ to pick the watch face that has the complication you want to use.

← Here is the same *Infograph* watch face, but each has eight different complications. By swiping between the three gives 24 complications.

## Dock apps

To select one of your Dock apps, tap the side button 0 ←. Rotate the Digital Crown ○ (or swipe up ↑ or down ↓) to find an app. Then tap the screen to open the app. Select which apps appear, and in what order, in the Dock from the iPhone *Watch* app → *Dock* → *Edit*. Choose between *Recents* and *Favorites*. You may have a maximum of ten apps in the Dock. The most recently used app will appear at the top of the *Favorites* list.

## View watch face without disturbing others

In a dark room if you want to see the time but not disturb others with a bright screen, rotate **upward** the Digital Crown ○. The display will begin dim and become brighter as you rotate the crown (Series 2 and later).

## Wi-Fi

Choose a 2.4 GHz Wi-Fi network in *Watch Settings* → *Wi-Fi*. Enable the Wi-Fi in the *Control Center*. You can do the following (away from the iPhone): Send and receive messages via **iMessage**, make and receive **phone calls**, listen to **music** stored on Apple Watch, check **weather** conditions, track your **stocks**, control your **home**, some **third-party apps**.

## Swap watch bands




Press each band release button on the rear of the watch to slide the band out. Swap bands to match every outfit or mood!



## Change right or left wrist, buttons

Reconfigure the watch for your right wrist. You can also choose which side of the watch the Digital Crown is (you may have to swap the upper and lower straps, as explained above). Apple *Watch Settings* or iPhone *Watch* app → *General* → *Watch Orientation* and choose *Left Wrist* or *Right Wrist* and *Digital Crown on Left Side* or *Right Side*.

## Siri

Press and hold the Digital Crown , or raise your wrist to your mouth and say something like “Set the timer for 8 minutes.” No “Hey Siri” required. Apple *Watch Settings* → *General* → *Siri* → *Raise to Speak* → *On*.

## Select time or last app used

Show the last app used when the watch wakes up, rather than the time. Apple *Watch Settings* or iPhone *Watch* app → *General* → *Wake Screen* → *ON SCREEN WAKE SHOW LAST APP* → [*While in Session*, *2 Minutes*, *1 Hour*, or *Always*]. Requires *Wake Screen on Wrist Raise* → *On*.




## Text size, brightness

Change the display brightness, and size and boldness of the text: iPhone *Watch* app or Apple *Watch Settings* → *Brightness & Text Size*, and adjust to your liking. (Turning *Bold Text* on or off restarts the Apple Watch.)



## Increase screen tap display time

Tapping the screen normally keeps the display on for 15 seconds. This can be extended to 70 seconds. Go to Apple *Watch Settings* or iPhone *Watch* app → *General* → *Wake Screen* → *ON TAP* → *Wake for 70 Seconds*.


## Force close apps

To force quit the active app if it malfunctions **press and hold** the side button  until the shutdown screen appears (**don't slide** anything) → release the side button  → **press and hold** the Digital Crown .

## Force reset Apple Watch

Force reset only if your watch is acting strangely or is completely unresponsive. To do so, simultaneously hold down the side button  and the Digital Crown  for at least 10 seconds, Apple logo appears.

## Unpair and pair

**Unpair:** iPhone *Watch* app → [Watch name] →  → *Unpair Apple Watch*. Unpairing first backs up your Apple Watch to your iPhone.  
**Pair:** iPhone *Watch* app → [Watch name] → *Pair New Watch*.

## Add more apps

iPhone *Watch* app → *App Store*, find iPhone apps with companion apps for your Apple Watch, then add the app to the watch in *AVAILABLE APPS*.