

LEARNING MADE EASY



2026 Edition

iPhone

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Personalize and sync
your device

Shoot, edit, and share
photos and videos

Keep in touch using
FaceTime & Mail

Guy Hart-Davis

Author of *macOS For Dummies*

iPhone For Dummies®

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Introduction

Apple's iPhone models are among the best smartphones ever built. Each year, Apple introduces new iPhone models with faster, better, and usually sleeker hardware, together with a new version of the iOS operating system that gives the iPhones their amazing capabilities. Each new version of iOS brings new features, and the iPhone is now versatile enough to be your only computer (depending on your needs).

So how do you get the most out of this amazing device? Well, you could muddle along with trial and error — or you could use this book and get up to speed faster and with less effort.

Given that you're reading this, it looks as though you made the right choice.

About This Book

Let's get one thing out of the way right from the get-go: I don't think you're a dummy. In fact, I think you're pretty darn smart for buying a *Dummies* book. That says to me that you have the confidence and intelligence to know what you don't know. The *Dummies* franchise is built around the core notion that most of us feel insecure about topics we're tackling for the first time, especially when those topics have to do with technology.

Apple makes the iPhone and iOS as easy to use as possible — but there's still plenty to learn. Let me give you a couple of examples.

First, every iPhone is beautifully designed and equipped with a bare minimum of controls — so those controls perform multiple duties. For example, on the right side of your iPhone is the side button, which you use to power your iPhone on and off, put it to sleep and wake it again, invoke Siri, your virtual assistant, capture screenshots, summon emergency assistance, and more. That range of actions is mighty impressive, but it means that using the iPhone isn't exactly intuitive. So

this book tells you how to take all these actions — and more — clearly and concisely.

Second, and similarly, iOS has grown from a compact operating system with relatively few features into one of the most sophisticated operating systems around with more features than most people could confidently shake a large stick at — not to mention integration with Apple Intelligence, the artificial intelligence (AI) initiative from Apple. If you enjoy messing with technology, you can squander endless hours exploring iOS, its many dozen apps, and its many hundred settings. If you'd prefer to get things done quickly and easily, use this book instead. I've packed it chock-full with practical tips, time- and grief-saving advice, and fascinating nuggets to propel you to pro-level iPhone usage in next to no time.

What else will you find in this book? Well, *iPhone For Dummies* breaks down complex procedures into numbered step-by-step instructions so you can follow them without breaking a sweat, presents choices using easy-to-browse bullet lists rather than turgid paragraphs, and uses illustrations to show you just what you should be seeing. Where a website might be helpful, the book gives you links that look like this: www.apple.com. If you're reading this in the e-book version, links are live so you can click or tap them.

Will you have to plow through a ton of technical information? Honestly, no. The book *does* contain some technical information — how could it not, when talking about the technological marvel that the iPhone is? — but any tech material not strictly vital is clearly marked with a Tech Stuff icon so that you can read it or skip it as you please.

Foolish Assumptions

Although I know what happens when you assume, I've made a few assumptions anyway. I assume that you want to use iOS, that you want to understand your iPhone and its operating system without digesting an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

So I do my best to explain each new concept fully and clearly.

Icons Used in This Book

Little round pictures (icons) appear in the left margin throughout this book. Consider these icons miniature road signs, telling you something extra about the topic at hand or hammering a point home.

Here's what the five icons used in this book look like and what they mean.



TIP

This text contains the juicy morsels, shortcuts, and recommendations to make the task at hand faster or easier.



REMEMBER

This icon emphasizes facts and moves you'll likely benefit from retaining. You might even jot down a note to yourself in the iPhone's Reminders app.



**TECHNICAL
STUFF**

These geeky sections are few and far between. They contain material that's interesting and informative, so you might want to look through them. You can safely ignore them if you want, because they won't be on the test.



WARNING

You wouldn't intentionally run a stop sign, would you? In the same fashion, ignoring warnings may be hazardous to your iPhone and (by extension) your wallet. There, you now know how these warning icons work, for you have just received your very first warning!



NEW

This icon marks a feature that's new in iOS 26 or the latest and greatest iPhones — as of this writing, the iPhone Air and the iPhone 17 family.

Beyond the Book

For details about significant updates or changes that occur between editions of this book, go to www.dummies.com, search for *iPhone For Dummies*, and open the Download tab on this book's dedicated page.

Also, the cheat sheet for this book has tips for mastering multitouch, a list of things you can do during a phone call, info on managing contacts, information on troubleshooting if your iPhone is acting contrary, and more. To get to the cheat sheet, go to www.dummies.com and type *iPhone For Dummies cheat sheet* in the Search box.

Where to Go from Here

Where to turn to next? Why, straight to [Chapter 1](#), of course (without passing Go or collecting \$200).

However, if you'd prefer to go straight to a particular topic, turn back a few pages to the table of contents and browse for the topic you want. Or if you want to look up something, head to the index at the end of the book to find which page you need to consult.

Part 1

Up and Running with Your iPhone

IN THIS PART ...

Set up and activate your iPhone, and then learn to navigate its user interface.

Master essential moves for making your iPhone do your will.

Load media from your computer and sync iCloud data across your iPhone, iPad, and computer.

Change key settings quickly with Control Center and control Siri with your voice.

Explore the Settings app and take full control of your iPhone.

Find the apps you need, install them, and manage them.

Chapter 1

Setting Up and Navigating Your iPhone

IN THIS CHAPTER

- » Meeting your iPhone's hardware
 - » Setting up and activating your iPhone
 - » Starting to use your iPhone
 - » Locking and unlocking your iPhone
 - » Powering down your iPhone
 - » Getting to grips with Apple Intelligence
-

Congratulations on getting an iPhone! You've made a great choice.

In addition to being a first-rate cellular telephone, the iPhone is an excellent music player, a gorgeous widescreen video player, and a fantastic camera and camcorder system, not to mention a powerful internet communications device.

This chapter starts by making sure you know your way around your iPhone's hardware. It then shows you how to activate the iPhone and set it up either manually or by picking up settings from your current iPhone or your iPad. You then learn to navigate the iPhone's Home screen pages and dock, lock the iPhone when you're not using it, and power it down for those rare occasions you don't need to keep it running.

At the end of this chapter, you learn about Apple Intelligence, Apple's new strategic direction that incorporates artificial intelligence (AI) into its products, and where to turn in the book for coverage of Apple Intelligence on your iPhone.

Meeting Your iPhone's Hardware

On the outside, the iPhone's hardware is sleek and simple. This section explains what you find on the front, the back, the sides, and the bottom.

On the front

On the front of your iPhone, you find the following (labeled in [Figure 1-1](#)):

- » **Camera:** The camera on the front of the iPhone is tuned for selfies and FaceTime video calling, so it has just the right field of view and focal length to focus on your face at arm's length, which presents you in the best possible light.
- » **Receiver/front microphone:** The iPhone uses the receiver (speaker) and front mic for telephone calls. The receiver naturally sits close to your ear when you hold your iPhone in the “talking on the phone” position; the mic is used for noise canceling and FaceTime calls.



TIP

If you require privacy during phone calls, use a compatible Apple or third-party headset — wired or wireless.

- » **Status bar:** The status bar displays important information, as you discover later in this chapter.
- » **Touchscreen:** The touchscreen dominates the front of the iPhone, enabling you to control the iPhone by gesturing with your fingers and thumbs.
- » **Home button and Touch ID sensor (Touch ID models only):** No matter what you're doing, you can press the Home button at any time to display the Home screen, which is the screen shown in [Figure 1-1](#). The iPhone's Touch ID sensor uses your fingerprint to unlock the phone and to authenticate you (see [Chapter 2](#)).
- » **App icons:** Each icon on the Home screen launches an app, such as the Weather app or the Files app.

» **Widgets:** A widget is a sort of mini-app that displays information or enables you to access features. For example, the Music widget in [Figure 1-1](#) shows you current and upcoming songs.



Photo courtesy of Apple, Inc.

FIGURE 1-1: Touch ID iPhone models (left) have a Home button, whereas Face ID iPhone models do not.

On the back

On the back of your iPhone are one to three camera lenses that look like little circles or ovals in the top-left corner. The iPhone also has one or more little LEDs next to the camera lens for use as a flash for still

photos, as a floodlight for videos, and as a flashlight that you can turn on or off via Control Center. For more on using the camera and shooting videos, see [Chapters 14](#) and [15](#), respectively; for more on the flashlight and Control Center, see [Chapter 4](#).

On the sides

Here's what you'll find on the sides on your iPhone (see [Figure 1-2](#)):

- » **Side button:** This physical button on the right side of the iPhone enables you to take several actions, including powering on your iPhone; putting it to sleep and waking it; and summoning Siri, the virtual assistant.
- » **Camera control:** All iPhone 16 and iPhone 17 models and the iPhone Air include this physical control surface for opening the Camera app; taking a photo or starting video capture; and adjusting zoom, exposure, depth of field, and other settings.
- » **SIM card tray:** If your iPhone model uses a physical SIM card, open this tray, insert the card in it, and then replace the tray. iPhone 14, iPhone 15, iPhone 16, and iPhone 17 models sold in the US use an e-SIM (a virtual SIM) rather than a physical card. The iPhone Air uses an e-SIM in every market. The SIM card tray may be on either the right side or the left side, depending on the iPhone model.



TECHNICAL
STUFF

A SIM (Subscriber Identity Module) card is a removable smart card used to identify mobile phones. When you switch phones, you can move the SIM card from your old phone to the new phone, provided the phones use the same SIM card size. Current iPhone models that use a SIM card use the nano-SIM format.

- » **Action button:** The iPhone 15 Pro, all iPhone 16, and all iPhone 17 models have the action button at the top of the left side, as does the iPhone Air. You can customize this button in the Settings app to take your preferred action, such as recording a voice memo or turning on the flashlight. The action button's default action is to toggle between

ring mode and silent mode; long-press the action button until you feel haptic feedback confirming the mode change.

Volume up/down buttons

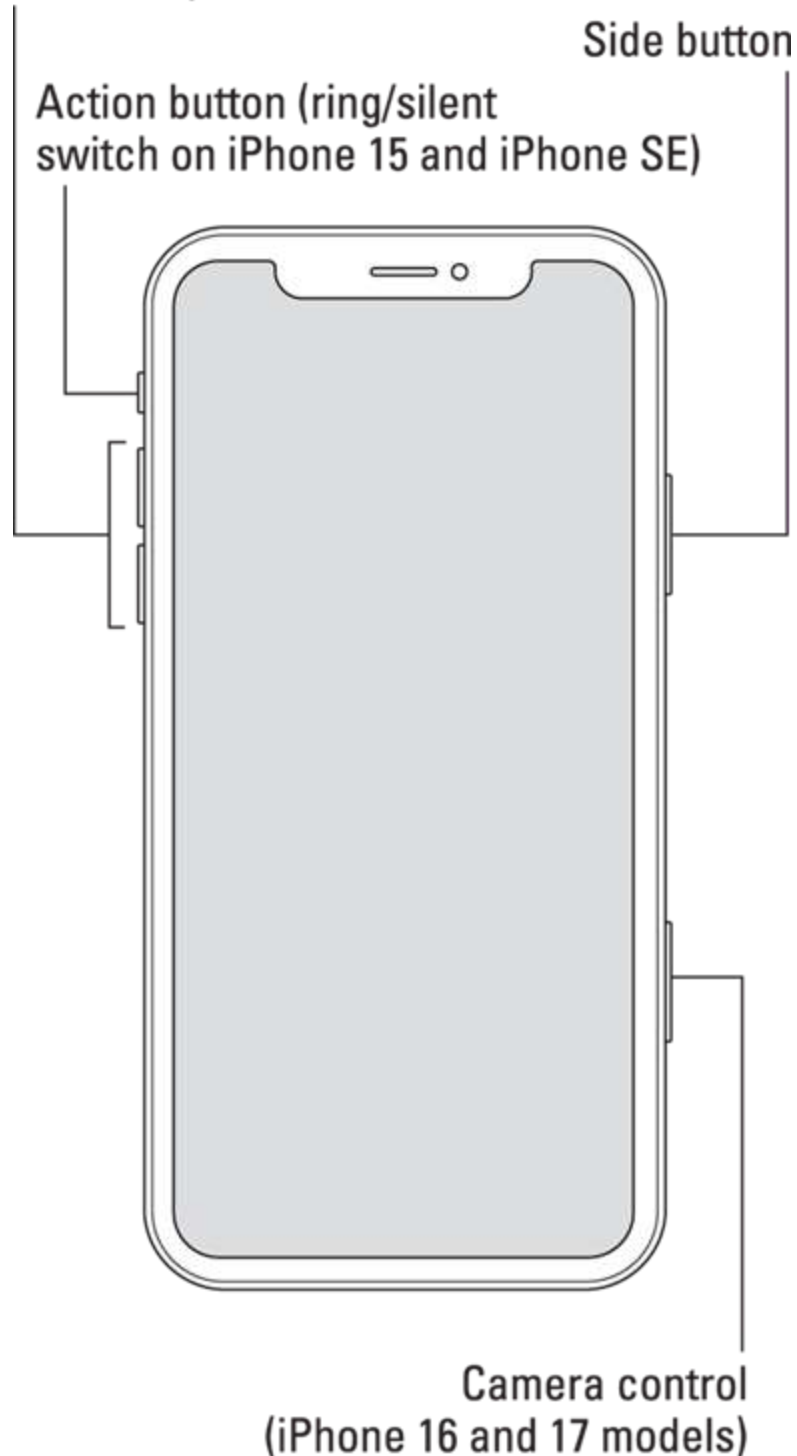


FIGURE 1-2: Here's what you'll find on the sides of your iPhone.

- » **Ring/silent switch:** In place of the action button, the iPhone 15 (non-Pro models), iPhone SE, and earlier iPhone models have this switch at the top of the left side, which lets you quickly toggle between ring mode and silent mode. When the switch is set to ring mode — with the switch toward the iPhone’s screen — your iPhone plays all sounds through the speaker on the bottom. When the switch is set to silent mode — with the switch toward the iPhone’s back — your iPhone makes no sound when you receive a call or when an alert pops up on the screen.



REMEMBER Silent mode is overridden by alarms you set in the iPhone’s Clock app; by music, audiobooks, and other audio you play; and by you auditioning sounds such as ringtones and alert sounds in the Settings app. Also, when you configure a focus, such as Do Not Disturb, you can permit specific apps to interrupt it.



TIP

If your phone is set to ring mode and you want to silence it quickly when it starts ringing, press the side button or either of the volume buttons.

- » **Volume up/down buttons:** Two volume buttons are just below the action button or the ring/silent switch. The upper button increases the volume; the lower one decreases it. You use the volume buttons to raise or lower the loudness of the ringer, alerts, sound effects, songs, and movies. During phone calls, the buttons adjust the voice loudness of the person you’re speaking with, regardless of whether you’re listening through the receiver, the speakerphone, or a headset.

The iPhone 14 Pro models and all iPhone 15, iPhone 16, and iPhone 17 models plus the iPhone Air have a feature called Dynamic Island, a display element that appears near the top of the screen to provide context-sensitive controls and information, such as playback controls for music, telephony controls for phone calls and FaceTime calls, or map

directions for your current journey. Dynamic Island adjusts its size automatically to present information visually to you. Tap an icon in Dynamic Island to go straight to the app for the feature that icon represents.

These models also have a feature called Always-On Display that lets you show key information, such as notifications and upcoming events, on the Lock screen. On iPhone models without Always-On Display, locking the phone turns the screen off completely.

On the bottom

On the bottom of your iPhone, you find microphones, the USB-C port or Lightning port, and stereo speakers, as shown in [Figure 1-3](#):

- » **Microphones:** The built-in microphones let callers hear your voice when you're not using a headset.



TECHNICAL
STUFF

The iPhone sports three or more microphones — the main ones are on the bottom — which work together to suppress unwanted and distracting background sounds on phone calls using dual-mic noise suppression plus beam-forming technology that makes the microphones listen in the right direction.

- » **USB-C port or Lightning port:** The USB-C port or Lightning port has several purposes:

- *Recharge your iPhone's battery.* Connect one end of the included charge cable to the iPhone and the other end to a USB power adapter, a USB port on your computer, or a port on a powered USB hub.
- *Sync your iPhone.* Connect one end of the cable to the port on your iPhone and the other end to a USB port on your Mac or PC.
- *Connect your iPhone to other devices.* Connect a camera, a television, or an external drive easily. For an iPhone Air,

iPhone 15, iPhone 16, or iPhone 17 model, use a USB-C cable. For an iPhone SE or an earlier iPhone model, use a Lightning adapter such as the camera connection kit or one of Apple's A/V adapter cables.

- *Connect EarPods or a headset.* If you have Apple EarPods with a USB-C connector, you can plug them straight into the USB-C port on an iPhone 15 or later; similarly, you can connect Apple EarPods with a Lightning connector directly to the Lightning port on a Lightning-port iPhone. To use another headset, you may need to get Apple's USB-C-to-3.5mm Headphone Jack Adapter, Lightning-to-3.5mm Headphone Jack Adapter, or a functional equivalent.

» **Stereo speakers:** The speakers are used by the iPhone's built-in speakerphone and for playing audio — music or video soundtracks — when no headset is connected. They also play the ringtone you hear when you receive a call. All current iPhones have stereo speakers.

USB-C or Lightning connector

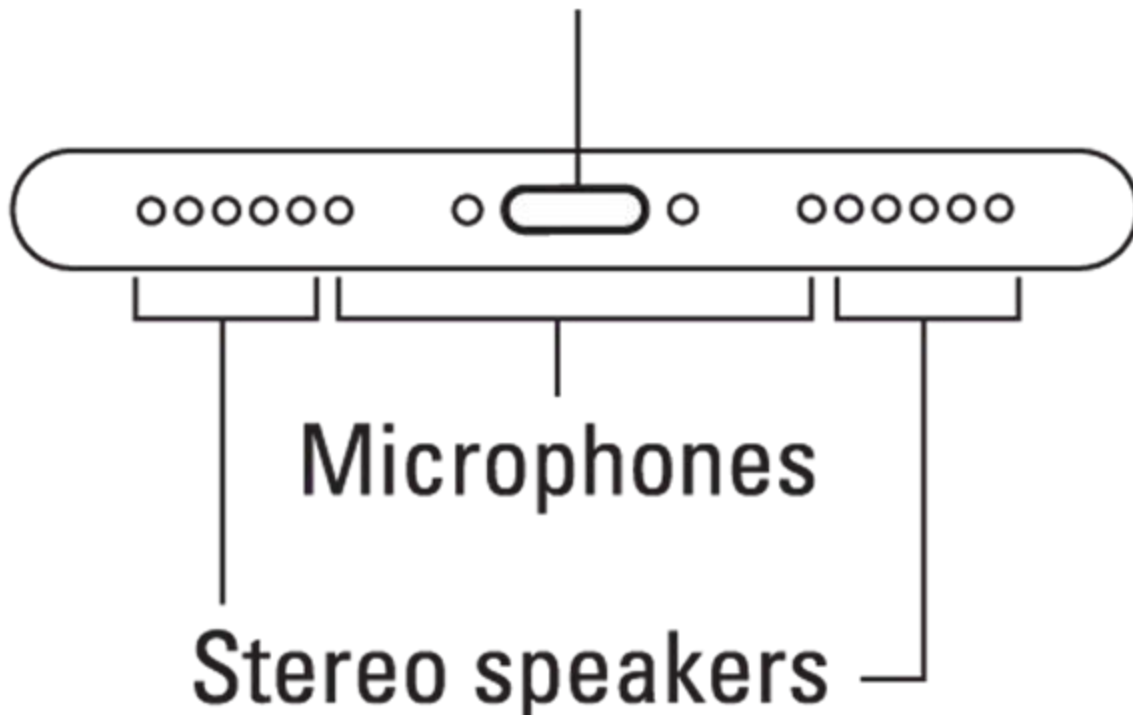


FIGURE 1-3: On the bottom of your iPhone (some models differ slightly).

Setting Up and Activating Your iPhone

Before you can start using your iPhone, you need to set it up, configuring its operating system (iOS) — the software that makes the iPhone tick — to work the way you want it to. You may also need to activate the iPhone to connect it to Apple’s services and to your cellular carrier’s service.

If you’ve already set up and activated your iPhone, skip this section.

Turning on your iPhone

Start by turning on your iPhone. Press and hold the side button, the physical button on the iPhone’s right side. When the Apple logo appears on the screen, release the side button and wait until the Hello screen appears. Then swipe up from the bottom of the screen on a Face ID iPhone or press the Home button on a Touch ID phone to begin the setup process.

Choosing the language, country or region, and appearance

A series of screens walks you through the first three steps of the setup process:

- » **Language:** Choose the language you want your iPhone to use, such as English.
- » **Country or Region:** Specify your country or region, such as United States.
- » **Appearance:** Tap the Default radio button, the Medium radio button, or the Large radio button to choose the size of text and icons on the screen. Tap the Continue button.

At this point, the Quickly Set Up iPhone screen appears, enabling you to finish setup quickly by using your current iPhone or iPad. Read on.

Using Quickly Set Up iPhone or continuing setup

If you have an iPhone or iPad set up with your Apple Account, you can use that device to set up your new iPhone quickly. When the Quickly Set Up iPhone screen appears (see [Figure 1-4](#)), unlock your current device and bring it close to your new iPhone. Your new iPhone then displays a complex pattern on the screen, and the Camera app opens on your other device, showing a target ring. Aim this ring at the pattern to establish the connection between the devices, and then authenticate yourself on your new iPhone by entering the current device's passcode. Follow the prompts to set up the new iPhone based on the current device. Skip ahead to the section "[Starting to Use Your iPhone](#)," later in this chapter.

If you don't have a current iPhone or iPad to use, or if you want to set up your new iPhone differently, tap the Set Up Without Another Device button, and then follow through the next subsection.

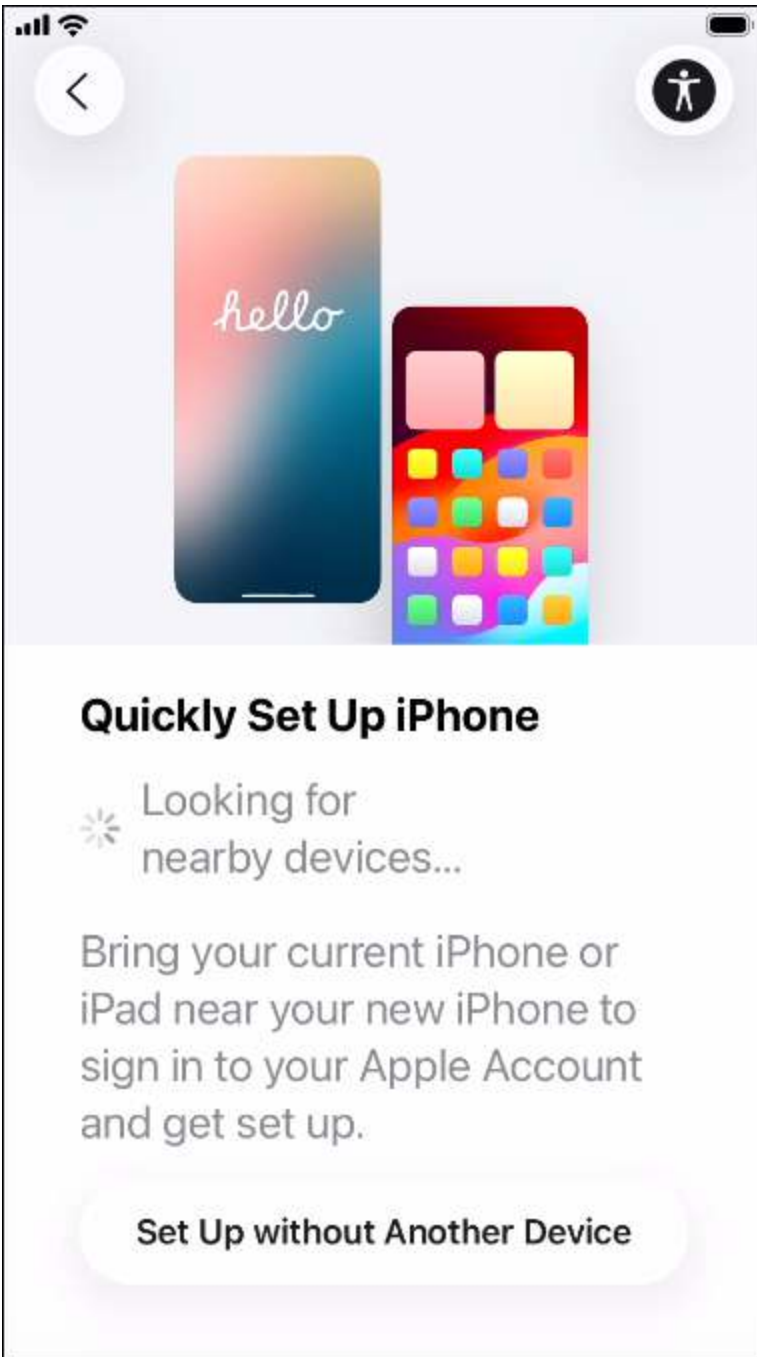


FIGURE 1-4: From the Quickly Set Up iPhone screen, you can swiftly set up your new iPhone using your current iPhone or iPad.

Setting up your iPhone without another device

If you chose to set up your iPhone without another device, work your way through the following screens:

- » **Choose a Wi-Fi Network:** Tap the Wi-Fi network you want to use, type the password on the Enter Password screen, and then tap the Join button.

If you need to use a Wi-Fi network that hides its network name, tap the Choose Another Network button. On the screen that appears, type the network name and the password, and then tap the Join button.

If no Wi-Fi network is available, tap the Continue Without Wi-Fi button to use a cellular data connection.

- » **Activation:** Wait while iOS activates your iPhone over the Wi-Fi connection (or the cellular connection, if you tapped Continue Without Wi-Fi). Activation may take several minutes.
- » **Data & Privacy:** Read the information, and then tap the Continue button.
- » **Age Range:** Tap the Child (12 or Younger), Teen (13 to 17), or Adult (18 or Older) button to help iOS configure parental controls and safety features. The rest of this section assumes you've selected Adult; if you select Child or Teen, you'll need to take other setup actions.
- » **Face ID/Touch ID:** On a Face ID iPhone, follow the prompts to scan your face by aiming the recognition circle at your head, and then rotating your head to replace the white marks with green marks. On the Use Face ID with a Mask screen, choose whether to configure Face ID for use when you're wearing a protective mask.
- » On a Touch ID iPhone, follow the prompts to scan the print of the finger or thumb you want to use to unlock the iPhone. You can add up to four more fingers (or thumbs — max two, preferably) after you finish setup.
- » **Create an iPhone Passcode:** Tap the six-digit passcode you want to use, and then confirm it on the second screen.



TIP

If a six-digit passcode doesn't suit you, tap the Passcode Options button on the Create an iPhone Passcode screen. On the iPhone SE, you may need to scroll down to see the Passcode Options button. In the dialog that opens, tap Custom Alphanumeric Code, Custom Numeric Code, or 4-Digit Numeric Code, as appropriate, and then enter the code twice on the following screens. A custom alphanumeric code of eight characters or more is the most secure, though it will take longer to type. A custom numeric code enables you to create a numeric code of the length you prefer. Four digits are the minimum. Each digit more than six digits makes the code that much more secure. A four-digit numeric code is not strong enough for serious security, but you might want to use such a short code on an iPhone you're using for a demonstration, such as at a trade show.

» **Transfer Your Apps & Data:** Choose whether (and if so, how) to transfer your apps and data to your new iPhone. You have five choices:

- *From iCloud Backup:* Tap this button if you have a backup of your current or previous iPhone and want to restore it to your new iPhone.
- *From Another iPhone:* Tap this button if you have a current iPhone and want to transfer its apps and data. Normally, you would use the Quick Start feature earlier in the setup process to transfer your data from your current phone, but this button provides an alternative means.
- *From Mac or PC:* Tap this button if you used your Mac or PC to back up your previous iPhone and you want to restore data from one of those backups.
- *From Android:* Tap this button if your current device is an Android phone or tablet. You won't be able to transfer apps available only on Android.

- *Don't Transfer Anything:* Tap this button to set the iPhone up from scratch.

For the first four choices, follow the prompts in the resulting screens. For example, when restoring from an iCloud backup, you need to sign in to iCloud using your Apple Account, and then select the backup to use.

- » **Apple Account:** Sign in to your Apple Account by entering your email address and password.
- » **Terms and Conditions:** Read as much of the Terms and Conditions as you wish, and then tap the Agree button if you want to proceed.
- » **Make This Your New iPhone:** This screen appears after you set up the means of transferring apps and data using one of the methods mentioned previously. The screen displays buttons summarizing what can be transferred, such as Apps & Data, Settings, and Wallet. If one of these buttons has > at its right end, you can tap the button to reveal a list of details — for example, tapping the Wallet button reveals a list of the payment cards to be transferred with Wallet. Tap the button again to hide the details. Tap the Continue button to continue with this selection, or tap the Customize button if you want to choose what to transfer.
- » **Update Your iPhone Automatically:** Tap the Continue button if you want iOS to automatically download and install updates. Keeping iOS updated is wise from a security perspective, but it means you may occasionally find your iPhone updating when you want to use it. If you prefer to control when iOS installs updates, tap the Only Download Automatically button instead.
- » **Location Services:** Tap the Enable Location Services button to enable Location Services immediately. Normally, you'll want to enable Location Services because apps such as Maps depend on it. You can tap the Disable Location Services button if you don't want to use Location Services or if you plan to enable it later.
- » **Apple Pay:** Tap the Continue button (and then follow the prompts) if you want to set up Apple Pay now, adding one or more credit or

debit cards. Tap the Set Up Later button if you prefer to set up Apple Pay later or not at all.

- » **Siri:** Tap the Continue button to set up the voice-driven virtual assistant now, or tap the Set Up Later in Settings button to set up Siri later (or never). If you enable Siri, the Improve Siri & Dictation screen appears, prompting you to share your Siri audio recordings anonymously to help Apple improve Siri; tap the Share Audio Recordings button or the Not Now button, as appropriate.

Starting to Use Your iPhone

Once you've completed the setup routine, the Lock screen appears. Unlock it using Face ID or Touch ID:

- » **Face ID:** Hold the iPhone pointing at your face.
- » **Touch ID:** Place your registered finger on the Home button and click it.

If you didn't set up Face ID or Touch ID during setup, you can set it up later in the Settings app. Tap the Face ID & Passcode button or the Touch ID & Passcode button, and then follow the prompts.

Meeting the Home screen

After you unlock your phone, the Home screen appears. It's divided into pages, with the first page appearing at first. If you haven't customized the Home screen yet, the first page should look more or less like [Figure 1-5](#).

These are the items on the first Home screen page:

- » **Status bar:** This narrow horizontal strip appears across the top of each Home screen page; many apps also display it. The status bar displays icons that provide a variety of information about the current state of your iPhone. See the next section for details.

- » **Wallpaper:** The wallpaper is the background in front of which the app icons and widgets appear.
- » **Widgets and widget stacks:** A *widget* is a kind of mini-app that displays information on a single topic, such as the Weather widget showing the weather forecast and the Calendar widget showing the next calendar event in [Figure 1-6](#). Widgets come in various sizes. You can arrange widgets of the same size into a *widget stack*, a virtual vertical stack in which you see only the topmost widget but can pull down on that widget to display the widget immediately below it.



FIGURE 1-5: On the Home screen's first page, you see the status bar, the dock, widgets, and app icons.

» **App icons:** More than a dozen app icons appear by default on the first Home screen. These icons are for frequently used apps, such as

Camera, FaceTime, Mail, Calendar, and Clock.

- » **Search button:** The search button gives you instant access to the search feature.
- » **Dock:** This area appears at the bottom of each Home screen page, giving you access to four apps no matter which page is displayed. The default apps are Phone (for phone calls), Safari (for web browsing), Messages (for instant messaging), and Music (three guesses).

Swipe left across the main section of the first Home screen page (not across the status bar or the dock) to display the second Home screen page (see [Figure 1-6](#)). You can see that the status bar, the Search button, and the dock remain the same, but the selection of app icons changes. There is also a folder called Utilities, which contains several lesser but useful apps. To open the folder, tap it.



FIGURE 1-6: The second Home screen page.

Identifying the status bar icons

The status bar regularly displays icons showing the current time, the status and strength of the iPhone's cellular connection and Wi-Fi connection, and the proportion of battery power left. Beyond such widely useful information, the status bar can display a wide range of icons, depending on your iPhone's status. The following list shows you the status icons and explains what they indicate:

- »  **5G/5G+/5Ge/5g uw/5g uc:** Your wireless carrier's fifth-generation wireless network is available. (Full disclosure: 5GE — 5G Evolution — is actually an enhanced 4G network but still pretty fast.)
- »  **4G:** Your wireless carrier's high-speed UMTS network is available.
- »  **3G:** Your wireless carrier's 3G UMTS or EV-DO data network is available and your iPhone can connect to the internet via 3G.
- »  **Airplane mode:** All wireless features of your iPhone — the cellular, 5G, 4G, 3G, GPRS (General Packet Radio Service), and EDGE networks, Wi-Fi, and Bluetooth — are turned off. However, you can turn on Wi-Fi and Bluetooth if you need them.
- »  **Alarm:** You've set one or more alarms in the Clock app.
- »  **Battery:** This battery icon displays the level of the battery's charge. The icon is completely filled with green or white when the battery is fully charged and then empties as the battery becomes depleted. If the icon is green, your iPhone is connected to a viable power source; if the icon is white or black, no power source is connected. A lightning bolt appears on the icon when your iPhone is recharging.
- »  **Bluetooth battery:** A tiny battery icon next to the Bluetooth icon displays the battery level of some Bluetooth devices.
- »  **Call forwarding:** Call forwarding is enabled on your iPhone, so it will forward incoming calls to the number you specified.

- »  **Camera in use indicator:** An app is using your iPhone camera. If you're using the Camera app, this won't be news, but the indicator can be helpful when other apps are using the camera.
- »  **CarPlay:** Your iPhone is connected to CarPlay, Apple's technology for making the iPhone work with the car's infotainment system.
- »  **Cell signal:** The strength of the cellular signal. The cell signal icon tells you whether you're within range of your wireless telephone carrier's cellular network and therefore can make and receive calls. The more bars you see (four is the highest), the stronger the cellular signal. *No Service* appears when your iPhone is out of cellular range, while *Searching* appears when it's trying to find a signal.
- »  **Do Not Disturb:** The Do Not Disturb feature (see [Chapter 5](#)) is enabled.
- »  **Driving:** The driving focus (see [Chapter 5](#)) is enabled.
- »  **Dual cell signal:** On iPhones with dual SIMs, the top row of bars indicates the signal strength of the line used for cellular data and the lower row of dots indicates the signal strength of your other line.
- »  **EDGE:** Your wireless carrier's slower EDGE (Enhanced Data rate for GSM Evolution) network is available and you can use it to connect to the internet.
- »  **GPRS/1xRTT:** Your wireless carrier's slower GPRS data network is available and your iPhone can use it to connect to the internet.
- »  **Headphones connected:** Your iPhone is connected to Bluetooth headphones.
- »  **Location Services:** An application is using Location Services (see [Chapter 12](#)).
- »  **LTE:** Your wireless carrier's high-speed LTE network is available.

- »  **Microphone in use indicator:** An app is using your iPhone's microphone.
- »  **Network activity:** Some network activity is occurring, such as over-the-air synchronization, sending or receiving email, or loading a web page. Some third-party apps use this icon to indicate network or other activity.
- »  **Personal:** The personal focus (see [Chapter 5](#)) is enabled.
- »  **Personal hotspot:** This iPhone is connected to the internet via the personal hotspot connection of another device.
- »  **Personal hotspot indicator:** This iPhone is providing a personal hotspot connection or screen mirroring to another device; or an app is actively using your location.
- »  **Portrait orientation lock:** The iPhone screen is locked in portrait orientation. Open Control Center and then tap the portrait orientation lock icon to lock your screen in portrait orientation.
- »  **Reading:** The reading focus (see [Chapter 5](#)) is enabled.
- »  **Recording indicator:** Your iPhone is either recording sound or recording your screen.
- »  **Syncing:** Your iPhone is syncing with Finder or iTunes.
- »  **Sleep:** The sleep focus (see [Chapter 5](#)) is enabled.
- »  **TTY:** Your iPhone is set up to work with a teletype (TTY) machine, which is used by those who are hearing or speech impaired. You need an optional Apple iPhone TTY adapter (suggested retail price \$19) to connect your iPhone to a TTY machine.
- »  **VPN:** Your iPhone is currently connected to a virtual private network (VPN).
- »  **Wi-Fi:** Your iPhone is connected to the internet over a Wi-Fi network. The more arcs you see (up to three), the stronger the Wi-Fi signal. If your screen displays only one or two arcs of Wi-Fi

strength, try moving around a bit. If you don't see the Wi-Fi icon in the status bar, internet access via Wi-Fi is not currently available.



- » **REMEMBER** Wi-Fi networks are usually even faster than cellular data networks. So iPhones connect to a Wi-Fi network if one is available, even when a cellular network is also available.
- » **Wi-Fi Wi-Fi call:** Your iPhone is making a call over Wi-Fi.
- » **Work:** The work focus (see [Chapter 5](#)) is enabled.

App Library and Home screen widgets

Two features that make finding what you need on your iPhone faster and easier are App Library and Home screen widgets; you learn all about both in [Chapter 2](#).

Locking and Unlocking Your iPhone

When you're not using your iPhone, lock it and put it to sleep by pressing the side button once. Locking the iPhone like this turns the screen off, saving battery power, and prevents anyone else from using the iPhone without unlocking it. Locking the iPhone before you put it in your pocket or purse also helps ensure that the touchscreen doesn't register any bumps or touches that might change or delete something or even place an unwanted phone call.



- TIP** Your iPhone automatically locks itself after a short period of inactivity, such as 30 seconds or a minute. To configure the length of time, choose Settings ⇒ Display & Brightness; tap the Auto-Lock button; and then tap the length of time, such as 30 Seconds, 1 Minute, or 5 Minutes.

Here's how to wake the iPhone from its sleep and unlock it:

- » **Face ID iPhones:** Press the side button. Point the iPhone at your face and swipe up from the bottom of the screen. Face ID recognizes your face and unlocks the iPhone.
- » **Touch ID iPhones:** Press the Home button using the finger or thumb you registered with Touch ID. The iPhone wakes, and Touch ID recognizes your fingerprint and unlocks the iPhone.

If the Raise to Wake feature is enabled, you can wake the iPhone by picking it up. To enable Raise to Wake, choose Settings ⇒ Display & Brightness, and then set the Raise to Wake switch on (green).

Powering Down Your iPhone

Normally, you don't need to power your iPhone down. Instead, you simply put it to sleep when you're not using it, and then wake it up when you need it again.

When you do need to power your iPhone down, do so in one of these ways:

- » From the Home screen, choose Settings ⇒ General ⇒ Shut Down. The Power Off screen appears. Slide the Slide to Power Off slider to the right.
- » From Control Center, long-press the power icon in the upper-right corner, and then slide the Slide to Power Off slider to the right.
- » On a Face ID iPhone, press the volume up button, press the volume down button, and then press and hold the side button for a couple of seconds. The Power Off screen appears. Slide the Slide to Power Off slider to the right.
- » On a Touch ID iPhone, press and hold the side button until the Power Off screen appears, and then slide the Slide to Power Off slider to the right.

Coming to Grips with Apple Intelligence

Apple Intelligence is a suite of artificial intelligence (AI) features that Apple has added to iOS, iPadOS (the iPad's operating system), and macOS (one guess). Apple Intelligence aims to use AI tools to make your iPhone, your other Apple devices, and their apps more useful to you while protecting your privacy.

Apple Intelligence includes a wide range of features that break down into five main categories, as explained in the following subsections.

WHERE DOES APPLE INTELLIGENCE RUN?

When you use Apple Intelligence features, the device you're using — your iPhone, iPad, or Mac — performs the processing if it can. When the Apple Intelligence feature needs more complex computation than your device can provide, Apple Intelligence transfers the data across the internet to Apple's servers, which crunch the numbers and return the result. For transferring data across the internet, Apple uses an approach called Private Cloud Compute, which uses various technologies, including anonymization and encryption, to keep your data secure and private.

When your Apple Intelligence tasks require input from ChatGPT or other tools provided by OpenAI, a market-leading AI company, Apple Intelligence notifies you of the planned data transfer and gets your approval before performing it.

Understanding and summarizing text and images

Apple Intelligence includes the following features that help you make sense of text, images, and other content:

- » **Visual Intelligence:** Identifies objects, plants, products, landmarks, and so on from photos or from screenshots. Recognizes and interprets text in screenshots to display information, create tasks in Reminders, or create events in Calendar.

- » **Summarize:** Condenses long notes, messages, or articles into key points. For example, the Mail app can display summary previews of your incoming messages (see [Chapter 10](#)).
- » **Highlight-to-Search:** Explains or finds information related to text you've highlighted.

Translating and improving communication

Apple Intelligence features for translating content and improving communication include the following:

- » **Live Translation:** You can turn on real-time translation of incoming text or speech in apps such as Messages, FaceTime, and Phone.
- » **Rewrite and Proofread:** You can tell Apple Intelligence to rewrite or proofread selected text. For example, you might use the Writing Tools feature to check an email message you've written (see [Chapter 10](#)). You can go for a straightforward rewrite or specify the tone you want, such as professional or casual.
- » **Genmoji:** You can create personalized emojis from descriptions or by selecting a combination of elements. You can use a genmoji as a live avatar in apps such as FaceTime.

Generating and editing visual content

Apple Intelligence also includes features that enable you to generate and edit visual content:

- » **Image Playground:** This feature, which you access through the Playground app, enables you to create images by choosing a style (such as Illustration or Sketch) and describing what you want. Alternatively, you can work from the suggestions that Playground displays.
- » **Image Wand:** This feature, which appears in the Notes app, lets you convert a rough doodle you've drawn into a finished illustration.
- » **Clean Up:** This feature in the Photos app allows you to remove unwanted objects, such as photobombers, from your photos. See

Chapter 14.

- » **Memories:** The Memories feature in the Photos app creates *memories*, movies assembled from your photos and videos. Photos has created memories automatically since iOS 10 (2016) but without giving you much input on their contents. Now you can tell Photos to create a specific memory movie for you.

Boosting productivity and organization

To help you boost your productivity and improve your organization, Apple Intelligence includes features such as these:

- » **Reminders Suggestions:** iOS automatically suggests reminders (to-do items) you might want to create from information it detects in instant messages and email messages.
- » **Calendar Smart Adds:** In a similar way to Reminders Suggestions, iOS automatically suggests adding calendar events from information it detects.
- » **Smart Search:** In the Mail app, the Smart Search feature enables you to search using natural language instead of using just keywords.
- » **Shortcuts with AI Actions:** iOS 26 increases the power of the Shortcuts app by enabling you to include summarization, translation, and image generation in your workflows.

Enabling developers to leverage Apple Intelligence

Apple Intelligence also makes some of its features accessible to application developers so that they can include Apple Intelligence features in their apps. For example, developers can include capabilities from Writing Tools in their apps, and they can use the Private Cloud Compute feature to handle complex AI tasks securely in the cloud with strong encryption.

Chapter 2

Mastering Essential Moves

IN THIS CHAPTER

- » Tapping, swiping, dragging, and other gestures
 - » Typing with the onscreen keyboards
 - » Multitasking and switching apps
 - » Organizing your Home screen pages
 - » Keeping alert through notifications and today view
 - » Using StandBy
-

In this chapter, you get up to speed working with the iPhone's bright and beautiful touchscreen display. You start by learning the key touchscreen gestures, from tapping, double-tapping, and triple-tapping through to swiping, sliding, and pinching or spreading. Next, you explore the onscreen keyboards, multitasking, and switching apps, before moving on to navigating the Home screen pages and organizing the icons and widgets they contain. After that, it's time to search your phone, use notifications, and make the most of today view. Finally, you learn to customize the Lock screen and use the StandBy feature.

Tapping, Swiping, Dragging, and More

To control your iPhone, you gesture with your fingers and (sometimes) thumbs on the touchscreen. The following list explains the eight main gestures:

- » **Tap:** You tap the screen, placing your finger on it briefly and then lifting your finger again, to select items or to give commands. For

example, you tap an app's icon on one of the Home screen pages to open that app. Similarly, you tap to start playing a song in the Music app, and you tap to open a photo album in the Photos app.

- » **Double-tap:** You tap the screen twice in rapid succession to take actions such as zooming in and out on web pages, maps, and email messages.
- » **Triple-tap:** You tap the screen three times in rapid succession to give special commands, such as enabling the Zoom feature, which lets you zoom the whole screen rather than zoom in individual apps.
- » **Flick:** You flick your finger across the screen to scroll quickly through lists of songs, emails, and picture thumbnails. To flick, place your finger on the screen and then move it rapidly in the direction you want the content to move. For example, flick up a list of songs to move the list up so that you can see later items. You can either wait for the list to stop scrolling or tap to stop the scrolling.
- » **Pinch and spread:** On a web page or picture, pinch your fingers together to shrink the image, or spread your fingers apart to enlarge the image. Pinching and spreading (sometimes called *unpinching* or *pinching apart*) are easy and effective gestures.
- » **Drag:** Place your finger on the touchscreen and then, without lifting your finger, move it. You might drag to move around a map that's too large for the iPhone's display area.
- » **Swipe:** Swiping is like a more controlled version of flicking; you place your finger on the screen and move it quickly but not extravagantly. For example, you can swipe left on the first Home screen page to display the second Home screen page.
- » **Slide:** Sliding is a move you use with the onscreen keyboard's QuickPath feature, which lets you enter a word by placing your finger on the first letter and then sliding your finger to each other letter in turn without lifting it from the screen. When you finish the word, or when the Predictive feature guesses it correctly, you lift your finger, and iOS enters the word.



TIP

If you find it hard to reach the top of the screen when you're using the iPhone with one hand, you can use the Reachability feature. From the Home screen, choose Settings ⇒ Accessibility ⇒ Touch, and then set the Reachability switch on (green). You can then swipe down on the bottom edge of a Face ID iPhone, or double-tap (not double-press) the Home button on a Touch ID iPhone, to shift the top half of the screen output down to the lower half of the screen, making it easier to reach. Reachability is especially helpful with larger-screen iPhones but works with all iPhones.

Getting the Hang of the Onscreen Keyboards

When you activate an app or a field that can accept text input, your iPhone automatically displays the onscreen keyboard so that you can type text. The keyboard has multiple variations on the alphabetical keyboard, the numeric and punctuation keyboard, and the more punctuation and symbols keyboard. The top row of [Figure 2-1](#) shows three keyboards in the Notes app, while the second row shows three keyboards in Safari.



FIGURE 2-1: Six faces of the iPhone keyboard in portrait mode in the Notes app (top) and Safari (bottom).

The layout you see depends on which toggle key you tapped and the app that you're working in. If you look closely, you can see that the keyboards in Safari differ from the keyboards in Notes, sometimes in subtle ways. For example, in [Figure 2-2](#), the Notes keyboards have a Return key in the lower right, but the Safari keyboards have a Search key in that position.

When you rotate the iPhone to landscape mode, you'll get wider variations of the respective keyboards. [Figure 2-2](#) shows a wide version of an alphabetical keyboard in the Notes app.

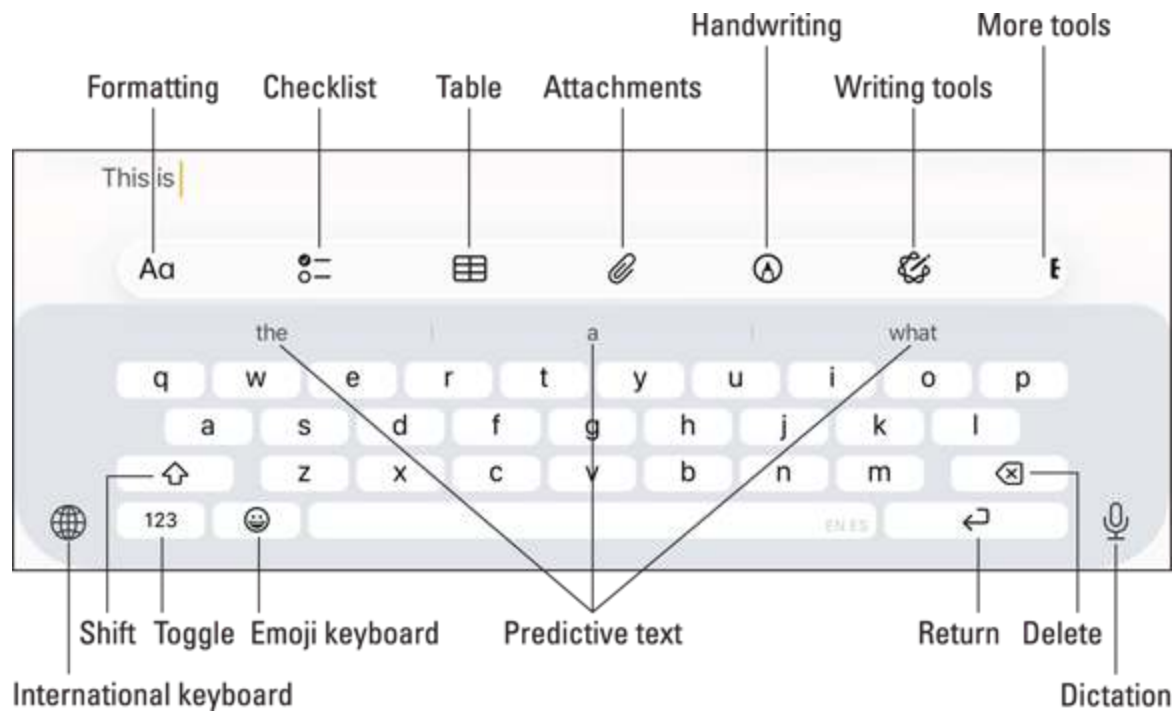


FIGURE 2-2: The keyboard in landscape mode in the Notes app.

Understanding the special-use keys

The iPhone keyboard contains a number of keys that don't type a character (refer to [Figure 2-2](#)). These special-use keys are:

- » **Shift key:** Tap to switch between uppercase and lowercase letters if you're using the alphabetical keyboard. If you're using keyboards that show only numbers and symbols, the traditional shift key is replaced by a key labeled **#+=** or **123**. Tap that key to toggle between keyboards that have just symbols and numbers. When shift is on, the letters on the keys appear in uppercase.



TIP

To type in all caps, double-tap the shift key to turn on caps lock. If this doesn't work, turn on the Enable Caps Lock setting: Choose **Settings** ⇒ **General** ⇒ **Keyboard**, and then set the **Enable Caps Lock** switch on (green).

- » **Toggle key:** Tap to switch between the different keyboard layouts.

- » **Emoji key:** Tap the smiley-face key to summon an emoji keyboard with, yes, smiley faces, among other emoticons. You'll find Apple's memoji stickers, custom memoji stickers you've created, and pictures of bells, boats, balloons, and animals. You can tap the genmoji icon to create a custom icon. You also have access to the keyboard-switching menu if the international keyboard key (see the next entry) isn't displayed. If the emoji key doesn't appear, choose Settings ⇒ General ⇒ Keyboard ⇒ Keyboards ⇒ Add New Keyboard, and then tap Emoji to add the emoji keyboard.

On the iPhone SE models, the emoji key appears to the right of the 123/ABC key. When iOS displays the international keyboard key (the globe icon), it replaces the emoji key, and you access emoji by long-pressing the international keyboard key and then tapping Emoji. On other iPhone models, the emoji key appears below the keyboard. When iOS displays the international keyboard key, that key appears below the keyboard, and the emoji key appears to the right of the 123/ABC key.

- » **International keyboard key:** This key, which bears a globe icon and is sometimes called the globe key, appears only when you've configured your iPhone to use multiple keyboards, as explained in the sidebar titled "[A keyboard for all borders](#)," later in this chapter. Long-press this key if you want to choose a one-handed keyboard, as discussed in the next section.

Note: When you select a keyboard in a different language — or English for that matter — you can select different software keyboard layouts (such as QWERTY, AZERTY, and QWERTX). You can also specify a different layout for a hardware keyboard you connect via Bluetooth or the iPhone's USB-C port or Lightning port.

- » **Delete key:** Erases the character immediately to the left of the insertion point.



TIP

If you hold down the delete key for a few seconds, it begins erasing entire words rather than individual characters.

- » **Return key:** Moves the insertion point to the beginning of the next line. As mentioned, the Return key becomes a Search key on the Safari keyboard.
- » **Dictation key:** Lets you use Siri to dictate your words. More on Siri in [Chapter 4](#).

The iPhone can automatically recognize the language in which you're dictating based on the international keyboards you set up on your device.

Above the keyboard is the predictive text bar, which shows predictions for the next word. You can tap a prediction to enter it. When you're typing a word, you can press the spacebar to enter the middle prediction.

Above the predictive text bar, some apps display a bar of controls. For example, in [Figure 2-2](#) you can see the Notes app's controls for applying formatting, creating a checklist, creating a table, adding attachments, adding handwriting, and summoning the Apple Intelligence writing tools. Depending on the app, you may be able to swipe the bar left or right to display more controls.

One-handed keyboard

 Apple makes typing easier for one-handed typists by adding a crunched keyboard that you can push to either the right or left side of the screen. To display this keyboard, long-press the globe key (labeled *International keyboard* in [Figure 2-2](#)) or the emoji key, if the globe key isn't visible. On the pop-up panel, tap the icon for the one-handed keyboard you want. The icon in the margin shows the lefthand keyboard.

Anticipating what comes next

Whether you type by tapping or by using the QuickPath sliding method explained earlier, iOS tries to predict the next word, displaying its predictions on the predictive text bar above the keyboard and putting the most likely prediction in the middle. Say you're creating a note in the Notes app. You start typing *This is*. The predictive text bar shows three predictions: *the*, *a*, and *what* (see [Figure 2-2](#)).

To enter one of these predictions, tap it. To enter the middle prediction when you've started typing a word, press the spacebar. Otherwise, keep typing, and the three predictions usually change to feature the letters you've typed so far.

Such keyboard predictions vary by app and by whom you are communicating with. So the predictions that show up in Messages when you're involved in an exchange with a friend are likely to be more casual than those in an email to your boss.

If you're using an international keyboard, predictions appear in the language you're using.

A KEYBOARD FOR ALL BORDERS

iOS includes international keyboard layouts for more than 120 languages. To add a keyboard layout, tap Settings ⇒ General ⇒ Keyboard ⇒ Keyboards ⇒ Add New Keyboard, and then tap the keyboard you want.

Have a multilingual household? You can add as many international keyboards as you want. When you're working in an app that displays the onscreen keyboard, either tap the international keyboard key to cycle through the keyboards to the one you want or long-press the international keyboard key and then tap the keyboard you want on the pop-up menu.

When you've added keyboards for multiple languages, you may be able to type in the two languages you use most frequently without having to switch keyboards. iOS supports using pairs of languages for languages such as English, French, German, Italian, Portuguese, Spanish, and Chinese. Just type the word or words in whichever language makes sense, and the iPhone guesses what you mean to type next — in the appropriate language.

To set your Preferred Language Order list, choose Settings ⇒ General ⇒ Language & Region. In the Preferred Languages box on the Language & Region screen, grab a language by the handle (three horizontal lines) on its right side, and then drag it up or down.

When you tap a character on the keyboard, the individual key you press gets bigger, as shown in [Figure 2-3](#), so you can see whether you tapped the right character. If you don't see the key get bigger, choose Settings ⇒ General ⇒ Keyboard and set the Character Preview switch on (green).



TIP

Sending a message to an overseas pal? Keep your finger pressed against certain letters, and a row of keys showing variations of the character for foreign alphabets pops up, as shown with the letter *e* in [Figure 2-4](#). Slide your finger until you reach the key with the relevant accent mark, and then release it.



TIP

Long-press the period key in Safari or in a Mail address field to display a pop-up panel containing top-level domains, such as .com, .net, .edu, .org, and .us. Long-press the period key in regular text fields to get the choice of a period or an ellipsis.

If you enabled any international keyboards, you'll see other choices when you hold down the period key. For example, if you enabled a French keyboard, pressing and holding down the period in Safari gives you options including .eu and .fr.

When you make a typing mistake, such as typing *tect* instead of *text* (see [Figure 2-5](#)), iOS suggests the most likely word (in this case, *text*), putting it in the middle of the predictive text bar, where you can accept it by typing a space. To keep what you typed, tap the left prediction. To use the prediction on the right, tap it.

To type a number, symbol, or punctuation mark, tap the 123 key. The keyboard displays numbers and symbols, with the #+= key replacing the 123 key. Tap the #+= key to display additional symbols. Tap the ABC key to return to the alphabetical keyboard; the 123 key then replaces the ABC key.

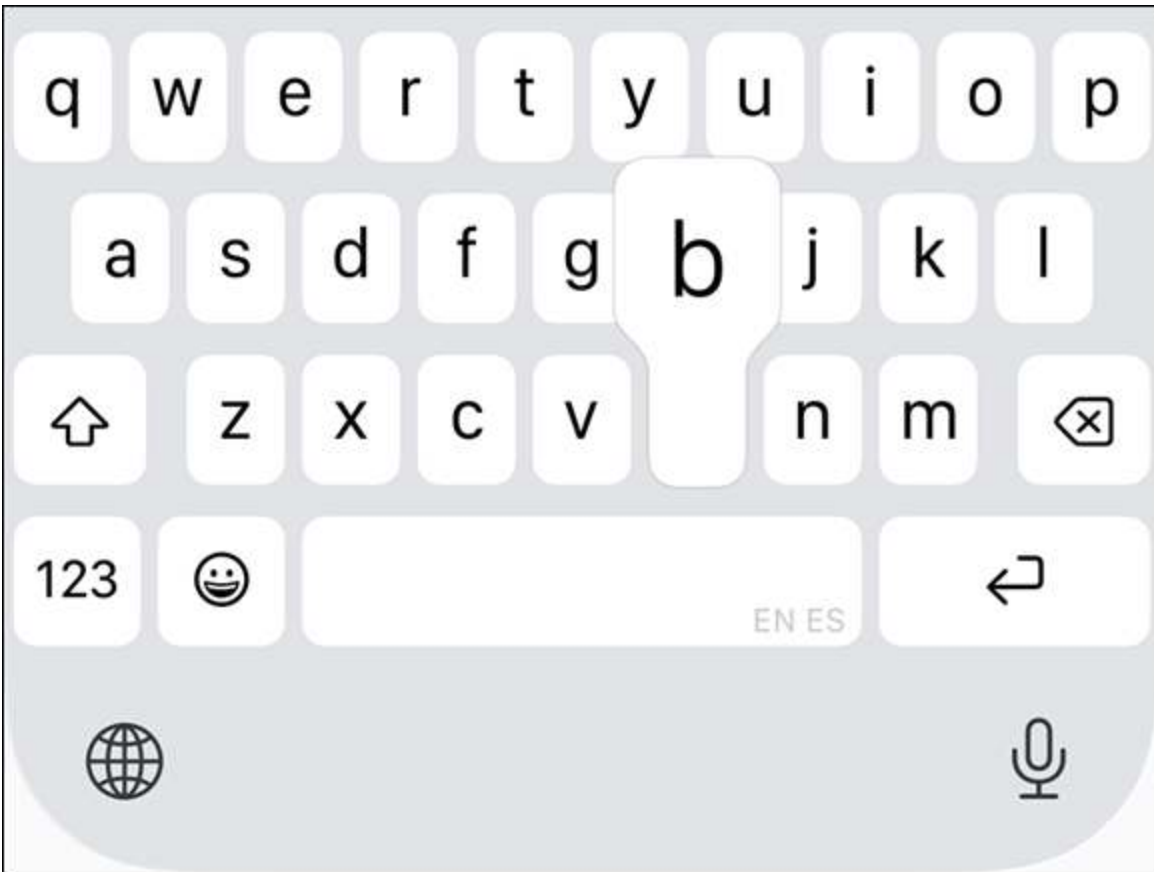


FIGURE 2-3: The Character Preview feature expands the key you tapped.

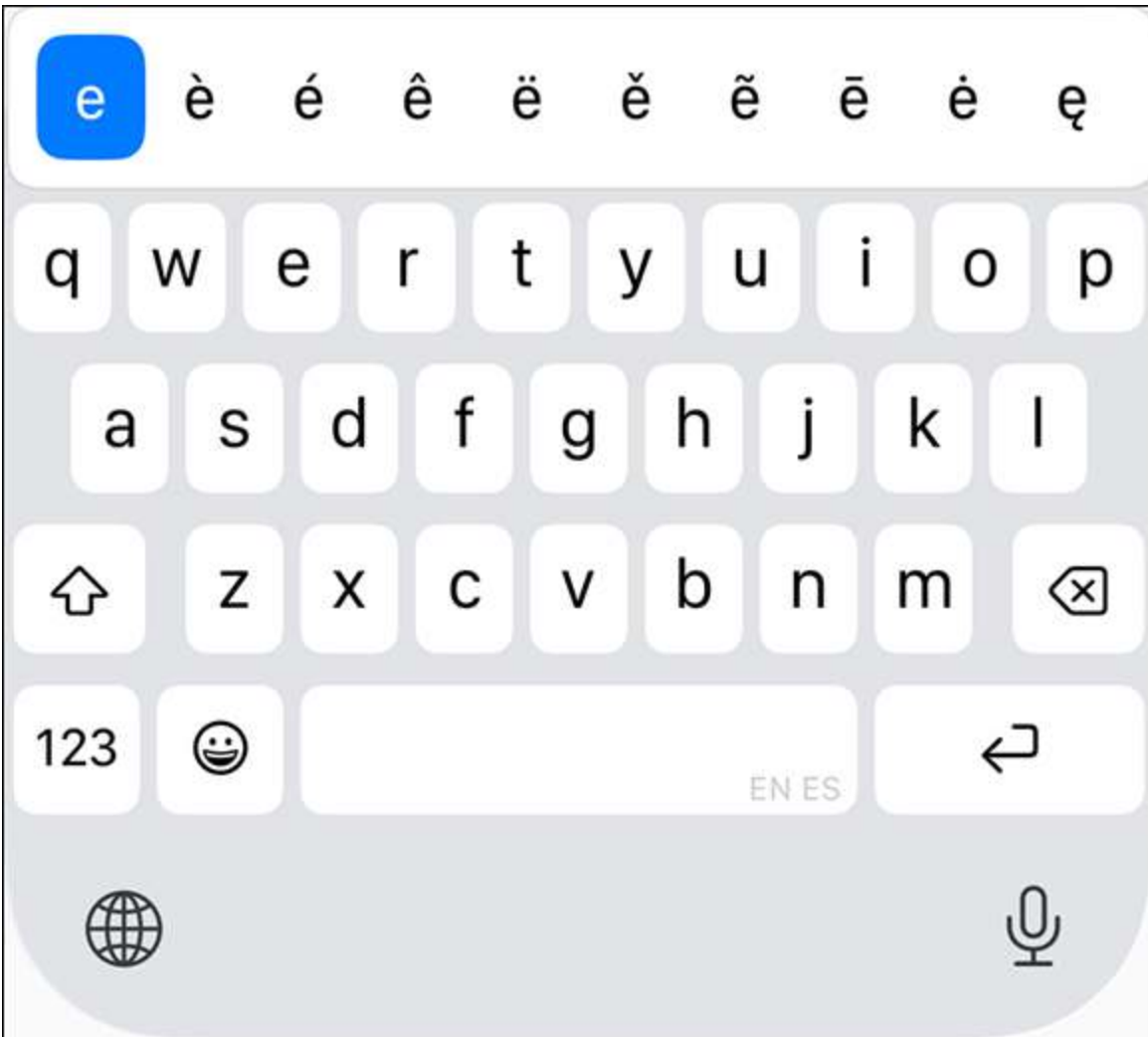


FIGURE 2-4: Typing an accented letter.

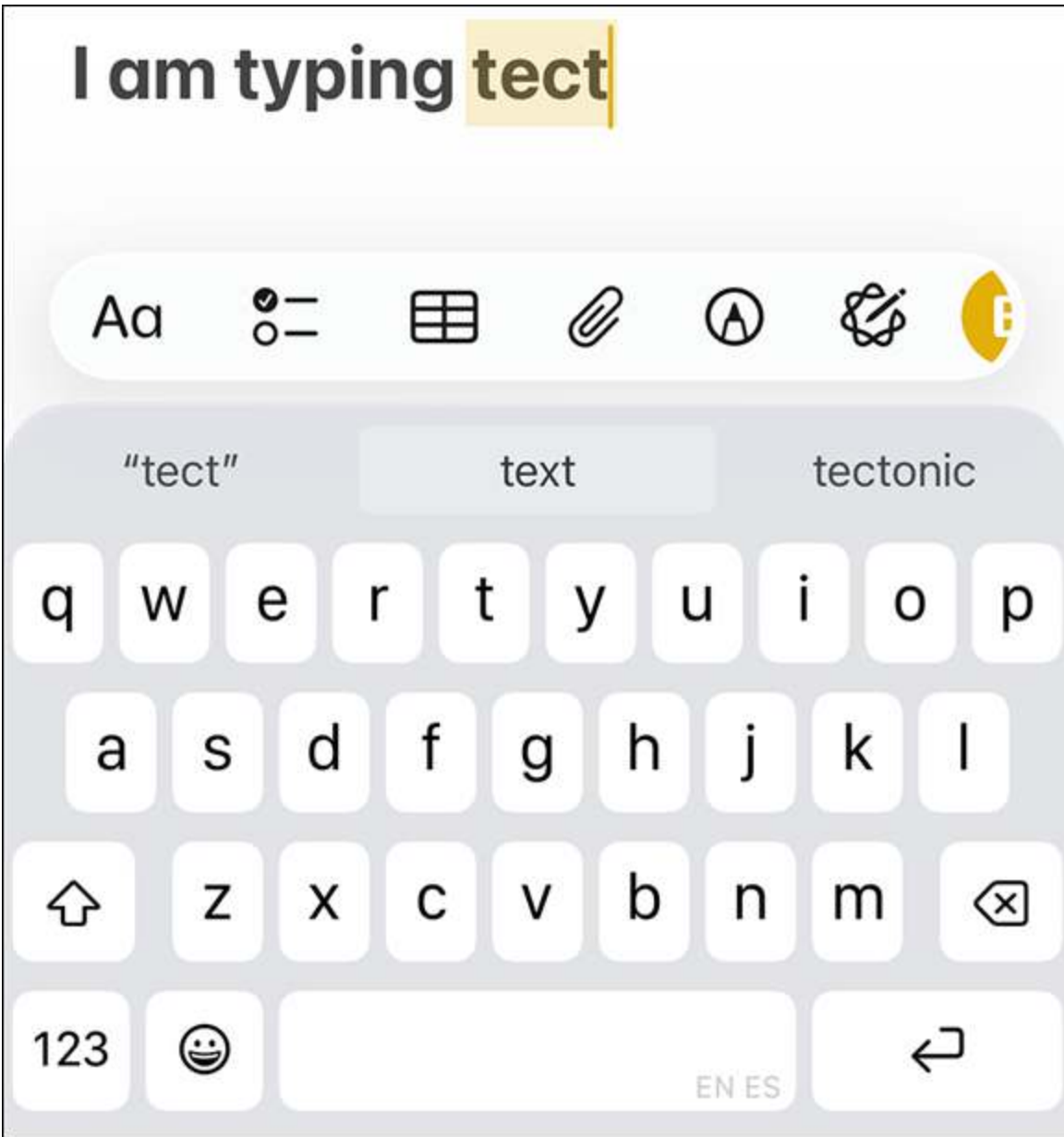


FIGURE 2-5: The predictive text bar recommends *text* but also lets you keep the typo by tapping it.

Correcting mistakes

The iOS Auto-Correction feature does a terrific job of fixing typos. So even when you realize you've mistyped, generally you'll get a better result from keeping typing (and letting Auto-Correction fix what problems it can) than stopping and correcting each typo. The Predictive feature helps further by guessing many words correctly when you're only partway through typing them.

You'll still need to make some corrections manually. When iOS thinks you've made a mistake, it may underline or highlight the suspect word (see [Figure 2-6](#)). Tap the queried word, and then tap the correct word either on the pop-up bar or on the predictive text bar. If there's no correct prediction, or no prediction at all, correct the word manually.

If the middle item on the prediction bar shows a different word than you want, keep typing the rest of the word. When you finish typing the word, if the middle item is still not the word you want, tap the left item on the prediction bar to enter the word you've typed.

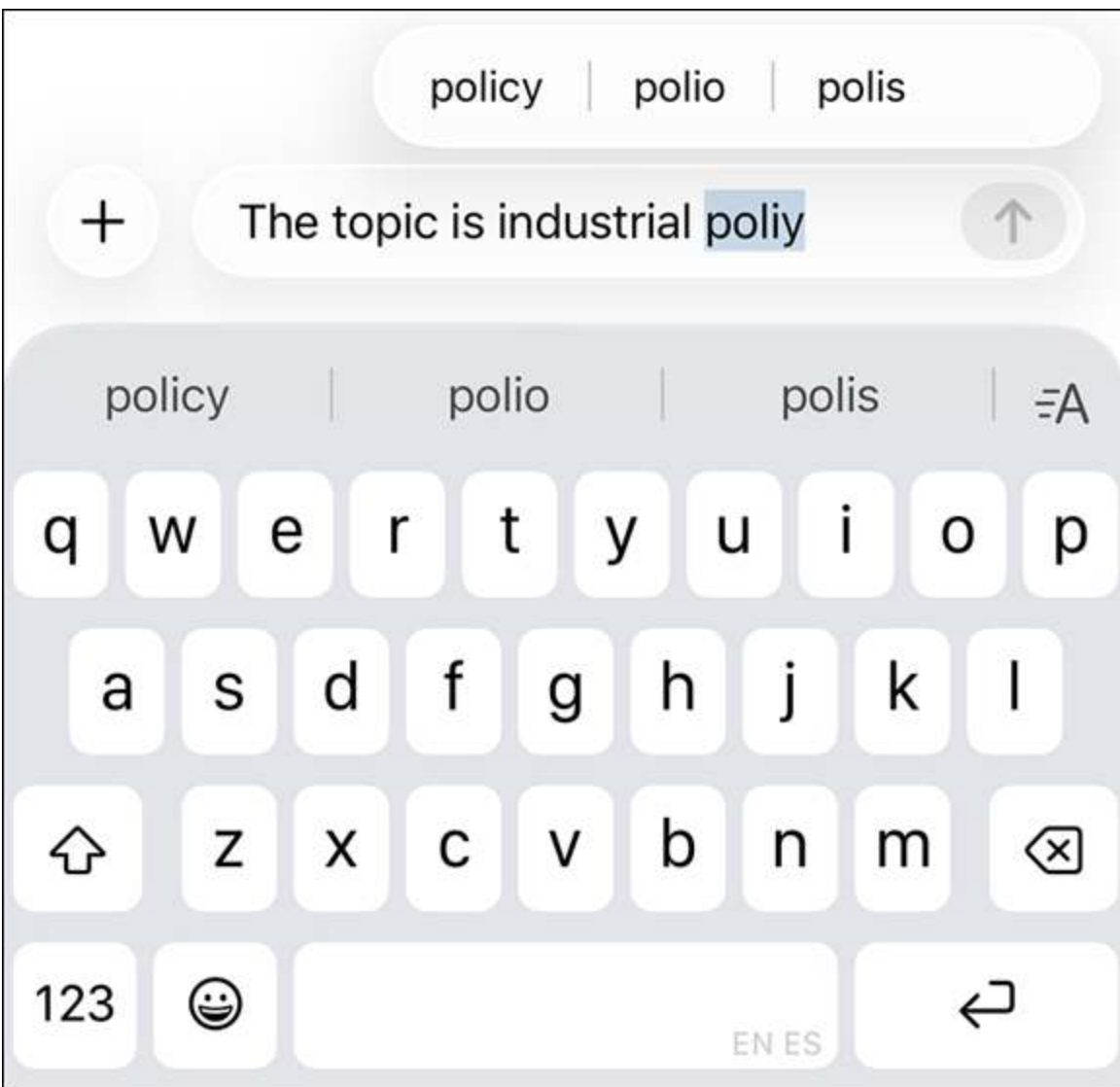


FIGURE 2-6: To correct a queried word, tap it, and then tap the correct prediction.

Positioning the insertion point

When you're editing text, you'll need to position the insertion point in precisely the right place. You can position the insertion point in three ways:

- » **Tap:** Tap a word to position the insertion point after that word.
- » **Drag your finger:** Place your finger on the screen in approximately the right place. iOS places the insertion point there and displays a loupe showing an enlargement of the text and insertion point (see the left screen in [Figure 2-7](#)). Drag the insertion point to where you want it.
- » **Use the keyboard area as a touchpad:** Long-press the spacebar until the keys go blank (see the right screen in [Figure 2-7](#)). Then slide your finger across the keyboard area to move the insertion point.

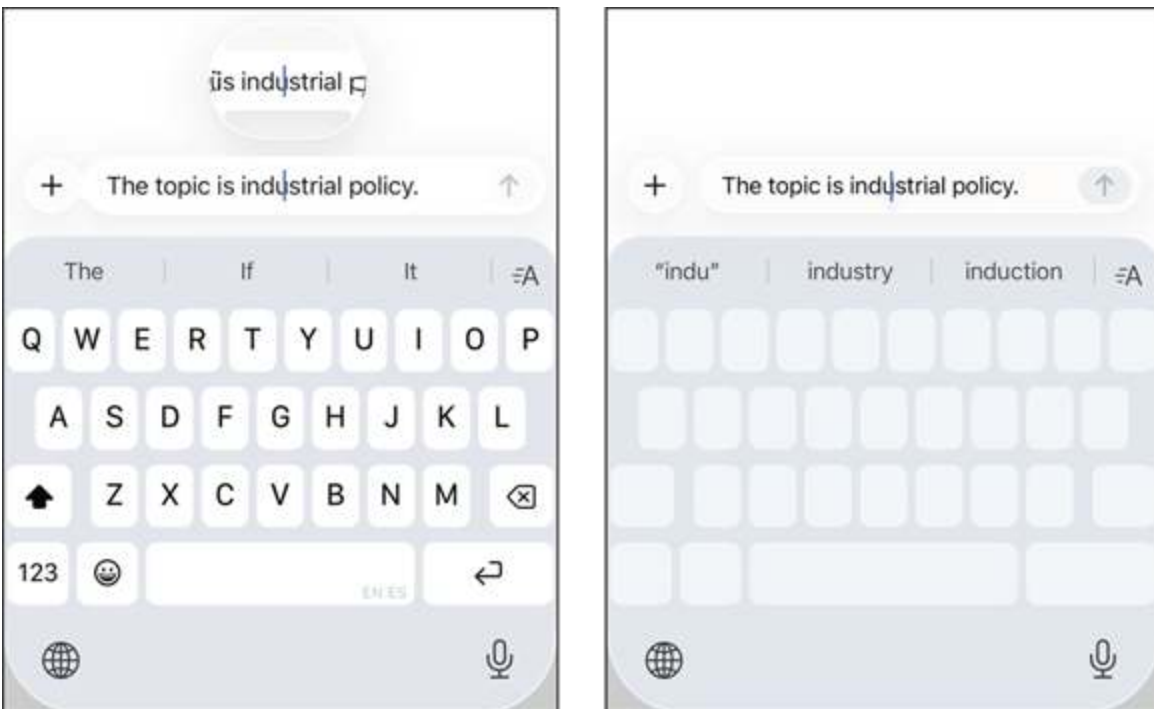


FIGURE 2-7: To position the insertion point precisely, either drag your finger on the screen and use the loupe for guidance (left) or use the keyboard area as a touchpad (right).

Choosing an alternative keyboard

Apple lets you install alternative keyboards from third-party app developers, such as the Microsoft SwiftKey keyboard and the Fleksy keyboard. Such keyboards may offer cosmetic differences (such as a different look or layout), enhanced features (such as predictions boosted by artificial intelligence, AI), or both.

To install another keyboard, open the App Store app and search either for a particular keyboard by name or for *iPhone keyboard* in general. Many keyboards are free to install, but watch out for the words *In-App Purchases*. They likely mean you'll need to pay either to unlock the app's most attractive features or to keep them beyond a trial period.

After you install another keyboard, choose Settings ⇒ General ⇒ Keyboard ⇒ Keyboards, tap Add New Keyboard, and then select the keyboard. Back in an app that needs the keyboard, long-press the international keyboard key (the globe icon), and then tap the new keyboard on the pop-up list.

Cutting, copying, pasting, and replacing

iOS makes cut, copy, and paste easy. To copy (or cut) and paste, double-tap a word to select it, and then drag the start handle and the end handle to select more or less text, as needed (see the left screen in [Figure 2-8](#)). The pop-up bar appears automatically, giving you access to the Cut, Copy, Paste, and Replace commands. Tap Copy or Cut, as appropriate. Either way, the text goes on the Clipboard.

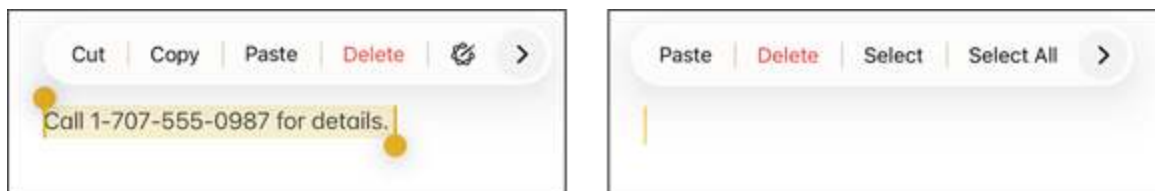


FIGURE 2-8: Drag the handles to select text, and then tap Copy (left). At the destination, tap Paste (right).

In the destination app, place the insertion point where you want to insert the copied text. Tap the insertion point to display the pop-up bar, which now includes the Paste, Select, and Select All commands. Tap Paste to paste in the text.



TIP

If you make a mistake, shake the iPhone to undo it.
Alternatively, double-tap with three fingers.

If iOS underlines a word to indicate a possible typo, tap the word to see suggested replacements. Tap a correct prediction to enter it (see [Figure 2-9](#)).

To replace a word that's spelled correctly, double-tap it to display the control bar (see the left screen in [Figure 2-10](#)), and then tap > (more icon) to display more buttons (see the middle screen). Tap Replace to see suggested replacements (see the right screen), and then tap the word.

To find out exactly what a word means, double-tap the word, tap >, and then tap Look Up. The first time you tap Look Up, you're presented with the option to download the dictionary. Look Up also shows suggestions from iTunes and the App Store, along with movie showtimes and locations. It ties into the search capabilities of your iPhone.

iOS can also look up objects and text by using its Live Text feature.

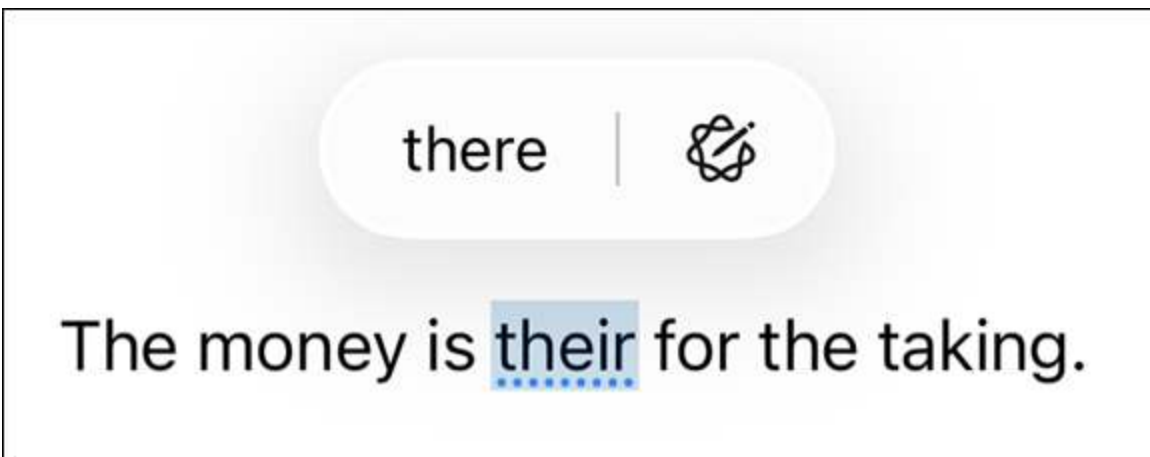


FIGURE 2-9: Tap an underlined word to see suggested replacements.

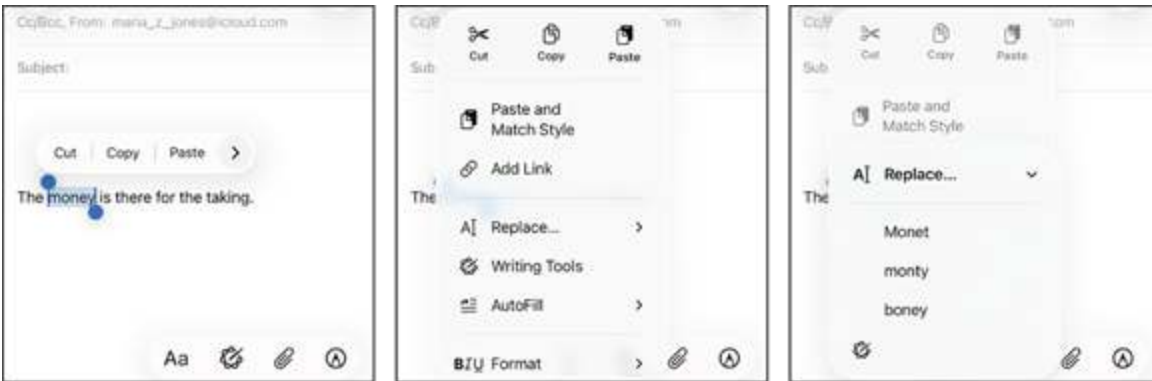


FIGURE 2-10: To replace a word that's spelled correctly, tap > (left), tap Replace (center), and then tap the word (right).

Multitasking and Switching Apps

Multitasking lets you run numerous apps on your iPhone simultaneously and easily switch from one app to another. Normally, only one app is visible and is displayed full screen. This is the *foreground app*. All other apps are in the *background*, where they keep running, but you don't see them. For example, the Music app can keep playing music in the background while you work in the Mail app in the foreground. You can switch quickly from one app to another, bringing a background app to the foreground and thereby moving the previous foreground app to the background.

The main exception to only one app being visible is that the picture-in-picture feature enables you to watch video or take part in a FaceTime call while working in other apps. The picture-in-picture video feed appears in a small window in front of the foreground app.

To switch from one app to another, you use App Switcher, which you display like this:

- » **Face ID iPhones:** Swipe up from the bottom of the screen, and then pause for a moment before lifting your finger.
- » **Touch ID iPhones:** Double-click (not double-tap) the Home button.

App Switcher appears as a carousel containing previews of your open apps (see the left screen in [Figure 2-11](#)). The foreground app appears on

the right, with the next most recently used app to its left, followed by other recently used apps in order. Each app's icon appears above its preview. Swipe from left to right to see more preview pages (see the right screen in [Figure 2-11](#)). Tap the icon or the preview for the app you want to switch to, and the app appears, enabling you to restart work or play where you left off.

To display the Home screen, tap it below the App Switcher carousel.

To close an app, swipe it up off the carousel. This move is especially useful when an app is not responding, but you can use it on any app at any time.

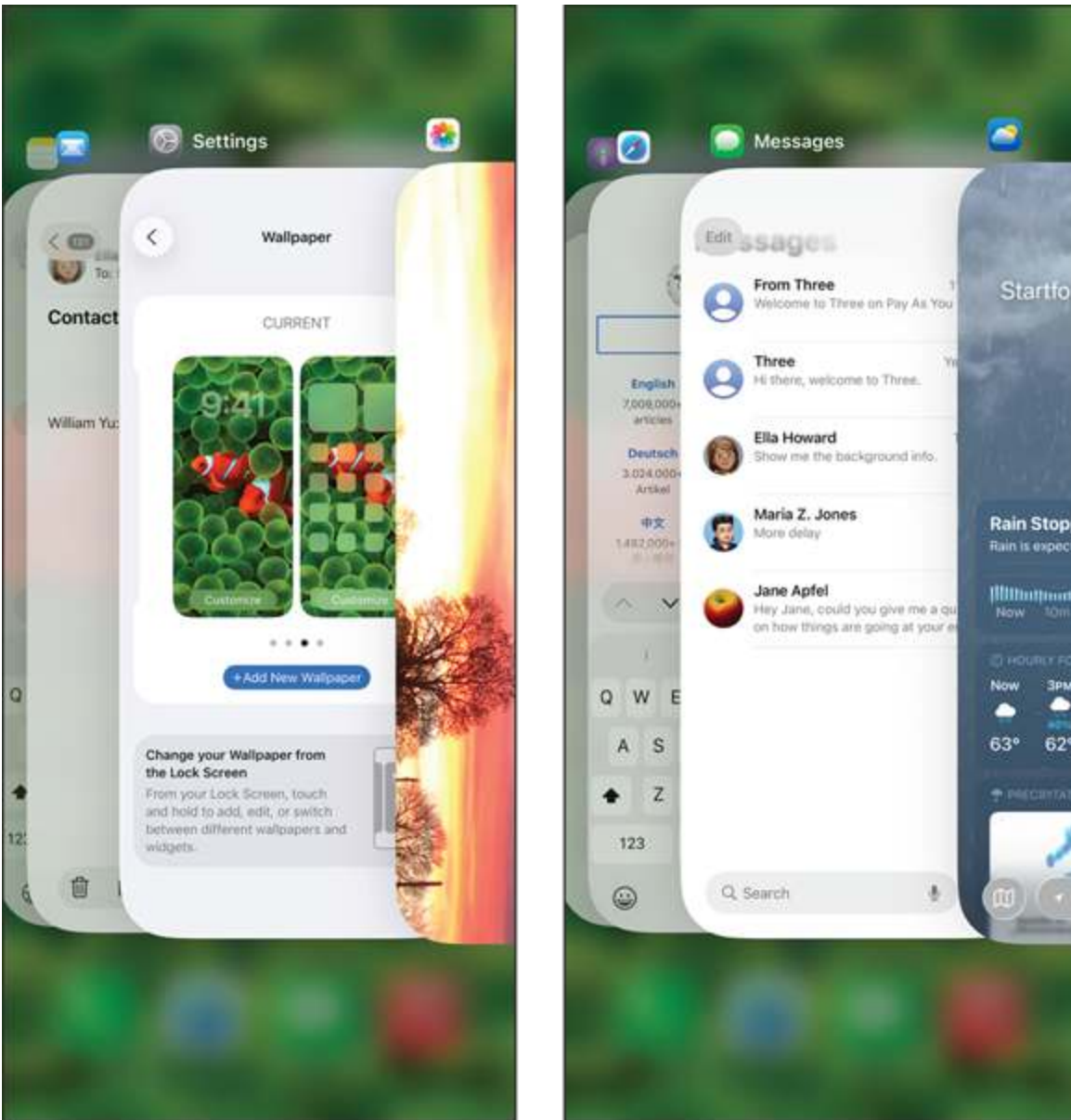


FIGURE 2-11: Scroll App Switcher to see previews of the apps you've recently used.

Navigating beyond the First Home Screen Page

The Home screen is divided into pages, one of which appears at a time. iOS normally starts you off with two Home screen pages, plus the App Library page, which appears after the last Home screen page. You can add other pages freely to organize your apps and widgets the way you

prefer them. iOS also adds Home screen pages automatically when you install apps that overflow from the last existing page. You can have up to 15 Home screen pages.

The four icons in the bottom row — Phone, Safari, Messages, and Music by default — are in a part of the screen known as the *dock*. When you switch from one Home screen page to another as just described, these icons remain on the screen, unless today view, App Library, Control Center, or Notification Center is in view.

By default, the oval search button appears above the dock, enabling you to search quickly from any Home screen page. This button does double-duty with a series of dots that indicate the number of Home screen pages (the total number of dots) and which page is currently displayed (the dot that is white rather than gray). The dots appear when you swipe left or right between Home screen pages.



TIP If you want to see the dots all the time, choose Settings ⇒ Home Screen & App Library, go to the Search area, and then set the Show on Home Screen switch off (white). You can then display the Search panel by performing a short swipe down the middle of the Home screen.

If you swipe all the way from left to right, today view appears; see the section “[Using Today View](#),” later in this chapter. Swiping all the way from right to left displays the App Library page; see the section “[Visiting App Library](#),” also later in this chapter.

You can easily move icons within a screen or from screen to screen. Long-press any icon until a menu appears; [Figure 2-12](#) shows three examples of this menu, which varies considerably from app to app. Tap Edit Home Screen on this menu — or simply continue to long-press — and all the icons on the screen will begin to jiggle. Then drag the icon you want to move to its new location. The other icons on the screen step aside to make room. To move an icon to a different Home screen page, drag it to the right or left edge of the screen and wait for the next page or

previous page to appear. When you're satisfied with the new layout, tap the Done button on Face ID iPhones or press the Home button on Touch ID iPhones to stop the jigglng.



FIGURE 2-12: To move an app, long-press any icon, and then tap Edit Home Screen on the menu.

A circled minus sign also appears on each of the jigglng apps. Tap it if you want to remove the app from your phone. For a third-party app, you can remove it from the Home screen but leave it in App Library, or you can delete it. For either move, you'll get one last chance to change your mind. For most built-in apps, your only option is to remove them from the Home screen but leave them in App Library.

The customization menu may also contain layout options, as you see in the center menu (from the Maps app) and the right menu (from the Notes app) in [Figure 2-12](#). You look at how to change layouts in [Chapter 6](#). For many apps, the Require Face ID command (or the Require Touch ID command, on Touch ID iPhone models) also appears. This command lets you lock the app, or lock it and hide it. [Chapter 6](#) covers locking and hiding too.

For many apps, the customization menu also contains commands specific to that app. For example the Maps customization menu (refer to [Figure 2-12](#), center) includes the commands Search Nearby, Send My Location, and Mark My Location; the Notes app (refer to [Figure 2-12](#), right) includes the commands Scan Document, New Photo, New Checklist, and New Note.

Want to jump back to the last Home screen page you used? Simply swipe up on Face ID iPhone models or press the Home button on Touch ID models. Want to jump to the first Home screen page, assuming you're not already there? Swipe up or press Home again.

On Face ID iPhones, press and hold down the side button for a second to invoke Siri. On Touch ID iPhones, press and hold down the Home button for a second.

Organizing Home Screen Icons into Folders

To organize the apps on your Home screen pages, you can create folders and add app icons to them. Like the Home screen itself, each folder can have up to 15 pages; each page can contain up to 9 app icons; so a folder can contain up to 135 app icons.

To create a folder, go to the Home screen page that contains the first two app icons you want to put into a folder. (If they're on different Home screen pages, move one of them to the other's page.) Long-press one of those app icons, and then tap Edit Home Screen on the pop-up menu, making all the app icons on the screen jiggle. Drag the icon on top of the second icon, and iOS creates a folder for you, opening it and assigning it an automatic name based on the category of the two apps — for example, Productivity. To change the name, tap the x-in-a-circle to the right of the name, type a new name, and then tap Done on the keyboard.

Tap outside the folder to close it. You can then drag other app icons to the folder. Tap the folder to open it, and you can then rearrange the icons inside the folder.

To launch an app that's inside a folder, tap that folder's icon, and then tap the icon for the app that you want to open.

You can drag apps into and out of any folder. If you drag all the apps outside the folder, or delete the last app in the folder, the folder automatically disappears.

Visiting App Library

App Library is a tool for storing and accessing apps you don't use so often. To find App Library, swipe from left to right on each Home screen page in turn.

At the top of the App Library screen is the search box, as you see in the left screen in [Figure 2-13](#). Tapping in the search box makes App Library display its contents as an alphabetical list, as you see in the right screen in [Figure 2-13](#).



FIGURE 2-13: Checking out App Library.

You can scroll down to the app of choice, start typing the app name in the search box, or tap a letter on the side to jump to listings beginning with that letter. The # symbol (after Z in the list) takes you to apps whose names begin with a number.

Back on the initial App Library screen, just below the search box, iOS organizes apps into the Suggestions category and the Recently Added category. Suggestions contains suggested apps based on time of day, location, or activity. Below Suggestions and Recently Added, iOS presents the apps in various categories, such as Utilities, Creativity, Social, and Productivity.

Apart from Suggestions, each category contains three full-size icons and one group icon containing up to four miniature icons. Tap a full-size icon

to launch that app. Tap the group of miniatures to display the remaining apps in the group. You can then launch an app by tapping its icon.

Working with Widgets

To enable you to glance quickly at discrete pieces of information, iOS lets you place widgets on the Home screen pages and in today view. For example, you could place a World Clock widget on a Home screen page so that you could see the time in four cities of your choice without opening the Clock app. Or you could place a Stocks widget to keep track of the Dow every minute of the trading day. [Figure 2-14](#) shows these two widgets commandeering an entire Home screen page.

To add a widget, go to the Home screen page you want to place it on. Long-press anywhere on the page to make the apps jiggle, tap Edit in the upper-left corner of the screen, and then tap Add Widget on the pop-up menu. The Widgets overlay opens, and you can browse or search through the widgets. Drag a widget out of the overlay and drop it anywhere you want on a Home screen page or in today view. Tap the widget to display any configuration options it offers. From today view, you can start adding a widget by tapping Edit at the bottom of the screen.

You can also drag one widget on top of another to create a *widget stack*. You can then flip through these stacks by dragging your finger gently up or down. Inside a stack, iOS displays what it thinks is the right widget based on the time, location, or activity.



FIGURE 2-14: Widgets, such as the Clock widget and the Stocks widget, enable you to keep an eye on information directly from the Home screen or today view.

You can also create *smart stacks* that show up at the right time. For example, you might see widgets for the News app when you wake up,

the Calendar app as an appointment time nears, and a Fitness app summary come evening. To create a smart stack, open the Widgets overlay, and then choose the Smart Stack item.

Searching Your iPhone

The Search button that appears on each Home screen page by default enables you to search your iPhone's contents quickly. Tap the Search button to display the Search screen (see the left screen in [Figure 2-15](#)). Look quickly at the Siri Suggestions box and the items below it to see if either shows what you want. If so, tap the item; if not, start typing your search term. Search results appear (see the right screen in [Figure 2-14](#)), and you can tap the search result you want to see.



FIGURE 2-15: The Siri Suggestions box on the Search screen (left) shows apps you may want to run. If not, start typing your search term (right), and search results appear.



REMEMBER If you chose not to display the Search button on the Home screen, swipe a short distance down the middle of the Home screen to open the Search panel.



TIP

If your searches produce too many results, you can limit the search scope by choosing Settings ⇒ Search. On the Search screen, tap each app you want to suppress, and then set its Show in Search switch off (white).

Using Notifications

To keep you in the loop, your iPhone displays notifications when particular events appear. When the iPhone is locked, you can display notifications in three ways on the Lock screen:

- » **Stacked view:** Notifications appear in a stack near the bottom of the screen.
- » **List view:** Notifications appear in a list, as shown in [Figure 2-16](#). List view enables you to quickly triage your notifications for emergencies, but it may give other people a glance at your notifications too.
- » **Count view:** The Lock screen displays the number of notifications waiting for you but discreetly doesn't show any specifics.

When notifications are visible, swipe from right to left on a notification to clear or dismiss it. Swipe from left to right instead to open an underlying app, such as Mail, to enable yourself to deal with the cause of a notification immediately.



TIP

See [Chapter 5](#) for instructions on configuring notifications.

You can also place Live Activities on the Lock screen. Live Activities include up-to-the-minute sports scores, fitness workout stats, or notifications from your food delivery or Uber driver.

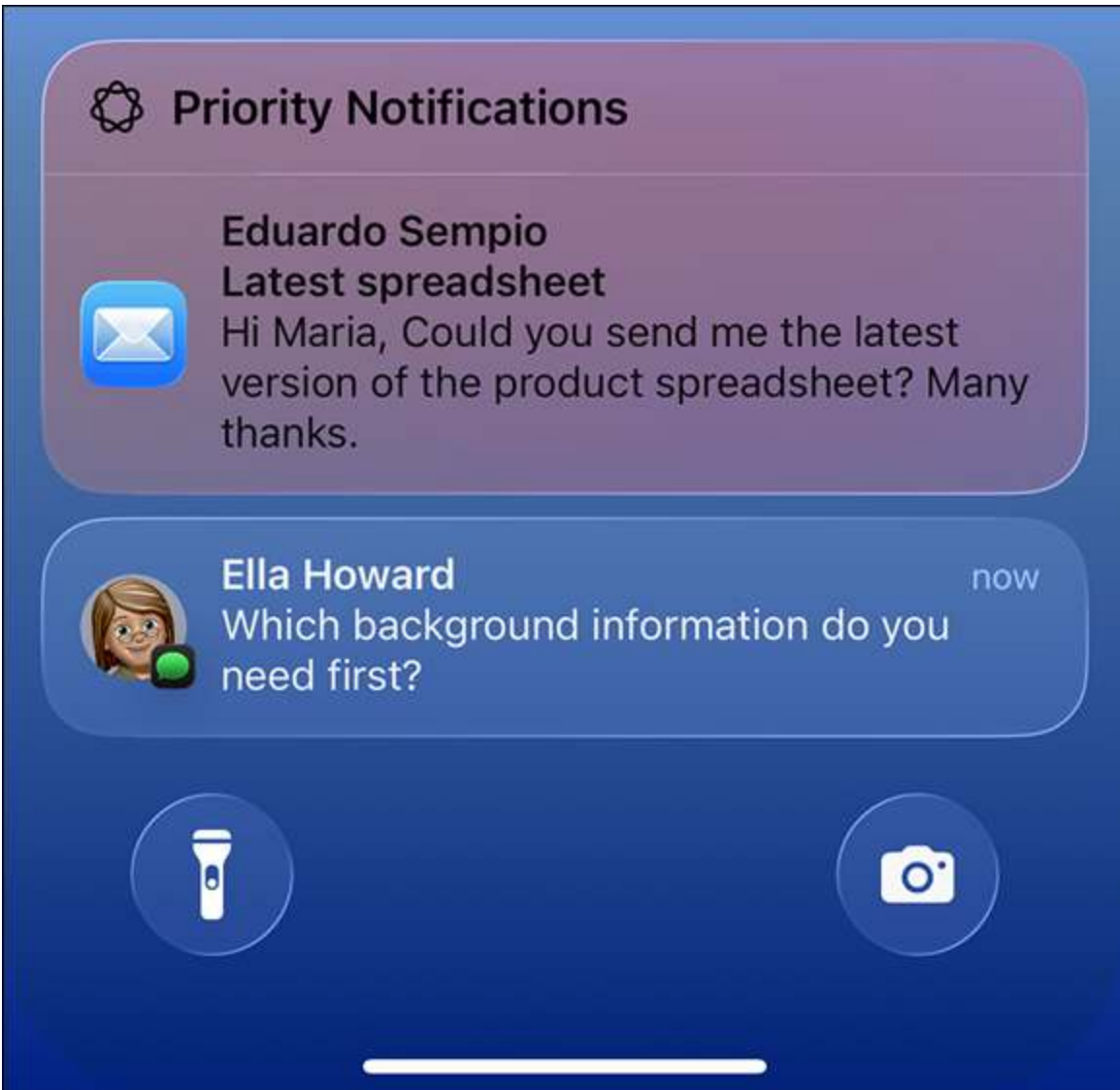


FIGURE 2-16: Staying in the loop with notifications.

Using Today View

Today view, which you access by swiping left to right on the Lock screen or the first Home screen page, presents a collection of widgets designed to give you an overview of what's happening (or should be happening) today. [Figure 2-17](#) shows the top part of today view containing a box of shortcuts followed by the Calendar, Weather, and News widgets. Other widgets appear farther down the screen.

To get the most out of today view, customize it to contain only the widgets you want, and put them in your preferred order. To start customizing today view, long-press a blank space until the widgets start jiggling. You can then remove an existing widget by tapping its remove icon (–), add a widget by tapping Edit ⇒ Add Widget, and drag your widgets into your preferred order. When you're done, tap the Done button.



FIGURE 2-17: Today view's widgets display information for the current day.

Customizing the Lock Screen

The Lock screen used to be merely a barrier to keep unauthorized people from using your iPhone. More recently, however, it has gained importance as a place to display widgets that allow you to keep tabs on key information without having to unlock your iPhone.

To customize the Lock screen, first display the Lock screen by locking your iPhone and waking it. Then long-press the Lock screen to switch it to Customization mode (see the left screen in [Figure 2-18](#)).

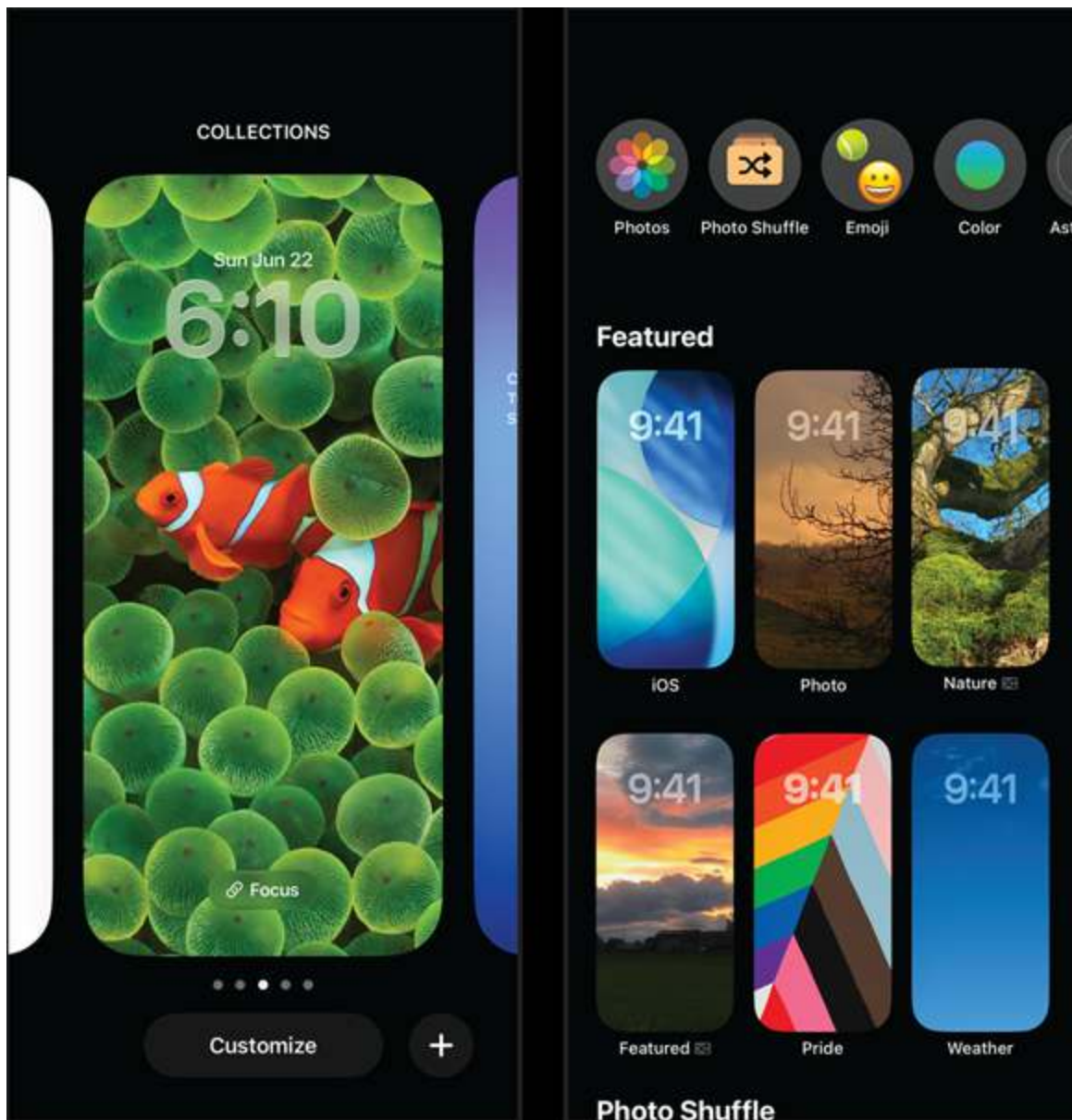


FIGURE 2-18: From the Lock screen (left), tap Add (+) to start creating a new custom Lock screen (right).

Tap + (add icon) to display the Add New Wallpaper screen (see the right screen in [Figure 2-18](#)), and then tap the wallpaper you want to use. On the resulting screen, swipe left to see different color treatments — or even remove the background from some images — and select the one you want. Next, tap the clock readout to display the Font & Color panel; tap the Glass tab or the Solid tab to choose the overall effect; choose the font, size, color, and intensity; and then tap × (close) to close the panel.

Next, tap Add Widgets to open the Add Widgets panel, and choose which widgets to place on the Lock screen. Bear in mind that these will be visible to anyone who can view or pick up your iPhone. Tap × (close) after making your choices.

When you've finished making your choices, tap + (add) in the upper-right corner to add the wallpaper to your collection. In the pop-up pane, tap Set as Wallpaper Pair to use the same screen for both the Lock screen and the Home screen, or tap Customize Home to create a custom version for the Home screen.

To switch among your custom Lock screens, long-press the Lock screen to switch to customization mode, and then swipe left or right. Tap the Lock screen you want to use.

Using StandBy

The StandBy feature enables you to use your iPhone as a desk clock and widget display while it's locked. StandBy is designed to work with charging stands that hold the iPhone in landscape orientation (wider than tall), but you may be able to use StandBy by connecting your iPhone to a charger and propping it up on its side. When you put the iPhone on such a stand (or prop it up), StandBy may trigger automatically, or you may need to tap the iPhone's screen. Once StandBy starts, you can swipe up on either the Clock widget or the Calendar widget to reveal more options and start customizing StandBy.



TIP

If StandBy won't start, you may need to enable it. Choose Settings ⇒ StandBy to display the StandBy screen, and then set the StandBy switch on (green). You can then configure display settings and notification settings for StandBy.

Chapter 3

Getting in Sync

IN THIS CHAPTER

- » Syncing iPhone using Finder or the iTunes app
 - » Syncing contacts and calendars
 - » Syncing everything else
-

After you master essential iPhone moves (in [Chapter 2](#)), you'll likely want to get some or all of the following onto your iPhone: contacts, appointments, events, bookmarks, music, movies, TV shows, podcasts, and photos.

You can get items onto your iPhone either by syncing with your Mac or PC using Finder or iTunes, or by syncing across the internet using iCloud. Syncing your data either way keeps it up to date everywhere, so a change you make on your iPhone is available on your iPad and your Mac or PC, not to mention on your Apple Watch.

To sync with a Mac running a recent version of macOS (macOS 26, Tahoe; macOS 15, Sequoia; macOS 14, Sonoma; macOS 13, Ventura; macOS 12, Monterey; macOS 11, Big Sur; or macOS 10.15, Catalina), you use Finder; to sync with a Mac running macOS 10.14 (Mojave) or earlier or to sync with a PC, you use iTunes. If you're using iTunes, update to the latest version available by choosing iTunes ⇒ Check for Updates. Whether you're using Finder or iTunes, update iOS to the latest version too by choosing Settings ⇒ General ⇒ Software Update.



REMEMBER The information in this chapter is based on macOS 26 (Tahoe) and iOS 26, the latest versions as of this writing, and uses Finder for most of the sync screens. If you're using macOS 10.14 (Mojave) or earlier or Windows, the screens you'll see in iTunes will look a bit different. But most things work in much the same way, so you'll have no problem following along.

You start this chapter by meeting iCloud, Apple's free (for your first 5GB, at least) online storage and synchronization solution, and find out how it makes using your iPhone more convenient. Then you get to the heart of this chapter: getting your stuff onto your iPhone.

If your iPhone is brand new and fresh out of the box, go to www.dummies.com/how-to/content/setting-up-a-new-iphone.html for a walk-through on the phone's initial setup.

Syncing via iCloud

The iCloud service is Apple's complete solution for syncing and storing your data online. iCloud can store and manage most of your digital stuff — your music, photos, contacts, events, and documents — and make it available to all your computers and Apple devices automatically.

iCloud pushes information such as email settings, calendars, contacts, reminders, and bookmarks to and from your computer, iPhone, and iPad, and then keeps those items updated on all devices wirelessly without any effort on your part. iCloud is also tightly integrated with the Files app (see [Chapter 16](#)).

Your free iCloud account includes 5GB of storage, an amount carefully calibrated to be enough to get you started, get you hooked on iCloud, and then get you paying to upgrade to iCloud+, the paid tier of iCloud, when you need more space. As of this writing, iCloud+ plans run \$0.99 per month for 50GB, \$2.99 per month for 200GB, \$9.99 per month for 2TB, \$29.99 per month for 6TB, and \$59.99 per month for 12TB.

A nice touch is that all music, apps, periodicals, movies, and TV shows purchased from the iTunes Store, as well as your iTunes Match music (see [Chapter 13](#)) and your iCloud Photos content (see [Chapter 14](#)), don't count against your iCloud storage. Apple Books (e-books) don't count either, but audiobooks do.

Apart from audiobooks, what else counts against your storage? Most everything you can think of — mail, documents, photos and videos taken with your iPhone — and some things that probably don't spring to mind, such as account information, settings, and other app data. Some of these items take up little space, but photos get higher in resolution and larger in file size with each new iPhone model, and a 4K video can consume several gigabytes of storage in minutes. So if you want to stick with a free iCloud account, you'll need to police your storage rigorously.

To have your email, calendars, contacts, and bookmarks synchronized automatically and wirelessly between your computers and your Apple devices, enable iCloud syncing on your iPhone. Start by displaying the iCloud screen in the Settings app like this:

- 1. On the Home screen, tap Settings to display the Settings screen.**
- 2. Tap the button that bears your name at the top of the Settings screen.**

This button is the Apple Account button. Tapping it displays the Apple Account screen.

- 3. Tap iCloud to display the iCloud screen (shown in [Figure 3-1](#), left).**

The screen in the figure is called iCloud+ because I'm paying for extra storage.

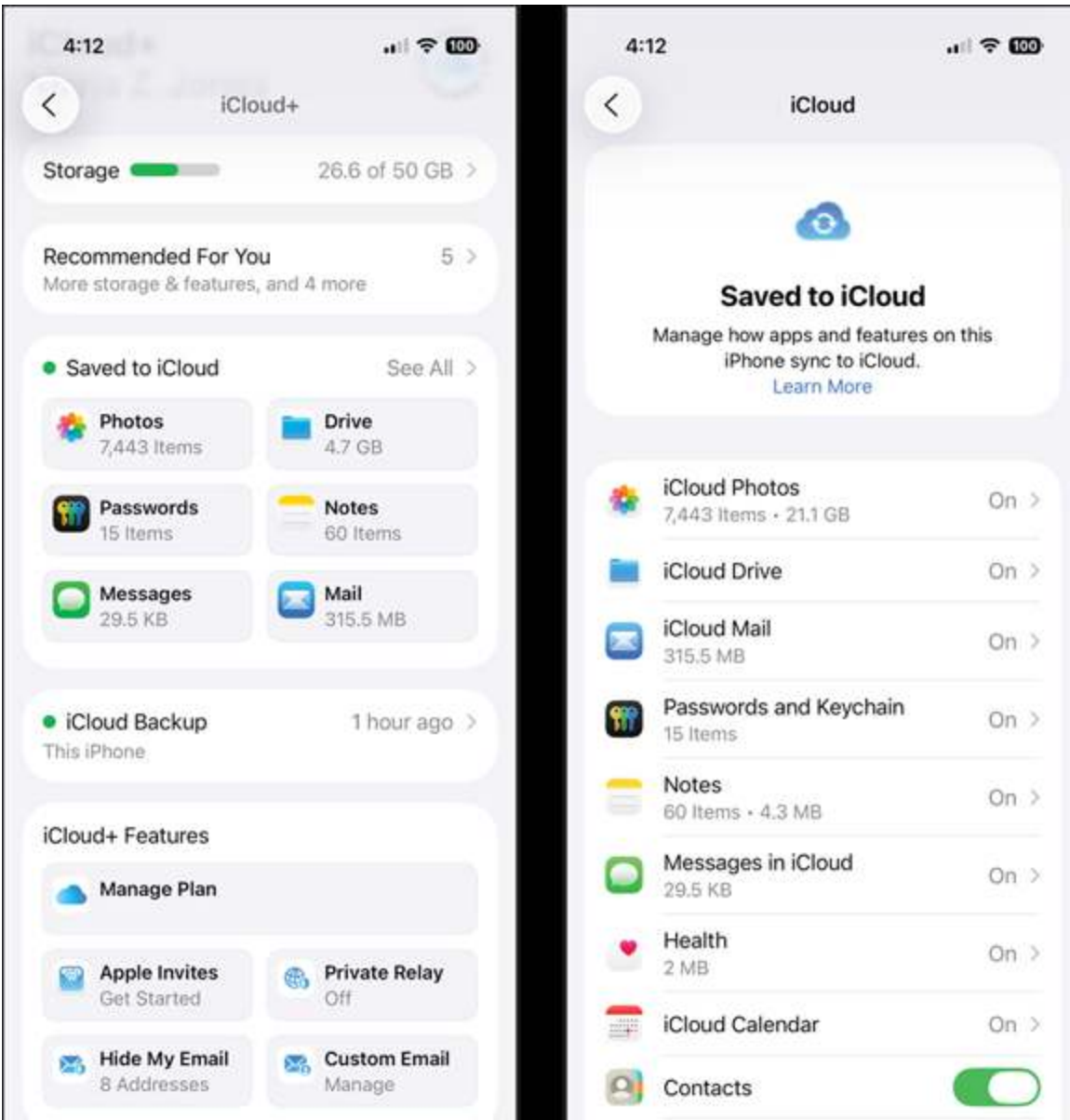


FIGURE 3-1: From the iCloud screen (left), you can check your usage of account storage and enable or disable an individual app's use of iCloud (right).

The iCloud screen contains seven main items, all of which you'll benefit from knowing about. You'll need to scroll to see the last several items.

» **iCloud histogram and Storage button:** The histogram is a bar chart that shows how much of your iCloud space you're currently using. A readout gives you the text version, such as *26.6 of 50GB*, and a green bar gives you a rough idea of how much of the available space you've used. Tapping the Storage button takes you to the Manage

Storage screen, where you can see how much space each app is using. You can even drill down into apps that have overstepped their boundaries and delete data to recover space.

- » **Saved to iCloud box:** This box is where you specify what to sync. You can tap any of the six buttons — Photos, Drive, Passwords, Notes, Messages, and Mail in the example — to display a screen for configuring a sync for that item. Tap See All to display the Saved to iCloud screen (shown in [Figure 3-1](#), right), where the full list of apps appears. Some of these apps have a button you tap to display a configuration screen for the app, which includes a Sync This iPhone switch or similar switch for enabling or disabling sync; others, like the Contacts app here, have the on/off switch directly on the Saved to iCloud screen.
- » **iCloud Backup:** In this box, tap the iCloud Backup button to start backing up your iPhone with iCloud. See the next section.
- » **iCloud+ Features:** Enable the Private Relay feature to hide your iPhone's IP address and Safari browsing activity from all network providers and websites. This is a good move; so too is using the Hide My Email feature to hide your real email address and instead share a unique, randomly generated email address (such as winsome_adroit.0x@icloud.com), with any company or service you don't trust not to sell the address to spammers. The Custom Email feature enables you to use a custom domain name, such as `your_company.com`, with iCloud.
- » **Manage Plan:** Tapping this button displays a screen for upgrading to iCloud+ or changing your subscription plan. You can also access this screen from the Manage Storage screen that you met at the top of this list — just tap the Change Storage Plan button.
- » **Advanced Data Protection:** Tapping this button displays the Advanced Data Protection screen, where you can turn on advanced data protection. This feature applies end-to-end encryption to ensure that most iCloud data types, such as data from the Notes and Reminders apps, can be decrypted only by your trusted devices. This encryption provides strong protection, and you must set up a

recovery contact or recovery key to make sure you can recover your data if you lose your trusted devices. Tap the Turn On Advanced Data Protection button to start the process of enabling the encryption. iOS makes you set up a recovery contact or recovery key if you have not already done so.



WARNING Five-alarm warning: Keep your recovery key and your recovery contact's details safe. Without them, you won't be able to recover your data.

» **Access iCloud Data on the Web:** Set this switch on (green) to enable access to your iCloud data via the www.icloud.com website.

You find out more about iCloud in the rest of this chapter and several other chapters, so let's move on to syncing your iPhone by connecting it to your computer.

Syncing with Your Mac or Windows PC

You can sync your calendars, reminders, bookmarks, and other data and documents among your Apple devices and computers via iCloud, Finder (macOS Catalina and later), iTunes (macOS Mojave and earlier and Windows), or a combination. Connecting your iPhone to your computer not only lets you sync the two devices via Finder or iTunes but also enables you to create a local backup of your iPhone's contents.

If you don't have a computer, choosing iCloud as the means of backup is a no-brainer. But if you do have a computer, choosing between backing up to iCloud and backing up to your computer may be a tough decision. Restoring your iPhone from a computer backup requires a physical connection to the computer but doesn't require internet access, whereas restoring from iCloud does require internet access, and typically takes

much longer — but you can restore your iPhone anywhere on Earth you can get online.



TIP For the greatest safety and flexibility, back up both to iCloud and to your computer. You may want to create a third backup as well, one on a removable device, in case your computer goes to the great bit-bucket in the sky.

What you need to know about iPhone backups

Your iPhone backs up its settings, app data, and other information whenever you connect it to a computer and use Finder or iTunes to

- » Sync with your iPhone
- » Update your iPhone
- » Restore your iPhone

Every time you sync your iPhone and computer, most (but not all) of your iPhone content — photos and videos you’ve taken with your iPhone (unless you’re using iCloud Photos), text messages, notes, contact data, sound settings, and more — is backed up to wherever you choose — your computer’s drive or iCloud — before the sync begins.

Most of your media, including apps, songs, TV shows, and movies, isn’t backed up in this process because you can easily restore these files by syncing with your computer or redownloading them from the App or iTunes Store.

Backups are saved automatically and stored on your computer by default when you connect your iPhone to your computer with a USB-C cable (for USB-port iPhones) or a Lightning-to-USB cable (for Lightning-port iPhones).

If you don’t want to involve your computer, you can choose to back up to iCloud, as you see in the next section.

Backups are handy if anything goes wonky with your iPhone or you get a new one. A backup lets you restore most of your settings and many files that aren't synced with iCloud or iTunes on your computer. If you've ever backed up an iPad or iPhone, you can restore the new iPhone with the older device's backup; the new device will inherit the settings and media from the old one.



TIP

When you set up a new device running iOS 26, you may see the Automatic Setup option, which lets you transfer settings from another iPhone or iPad to the new one. Both devices must be running iOS 11 or later (for an iPad, that means iOS 11, iOS 12, or iPadOS 13 or later) and be within a couple of feet of each other during the setup process. Follow the on-screen instructions to transfer your settings (but not other content) to your new device.

Even if you take advantage of Automatic Setup, it's a good idea to set up your new iPhone to back up to either your computer or iCloud.

Here's how to enable backing up to iCloud from your iPhone. If you will use your iPhone without a computer, do this right away:

- 1. On the Home screen, tap Settings to display the Settings screen.**
- 2. Tap the Apple Account button, the button that bears your name at the top of the Settings screen, to display the Apple Account screen.**
- 3. Tap iCloud to display the iCloud screen.**
- 4. Tap the iCloud Backup button to display the Backup screen.**
- 5. Set the Back Up This iPhone switch on (green).**

Don't set the Back Up over Cellular switch on (green) unless you have an unlimited data plan.

- 6. (Optional but advisable) To start a backup immediately, tap Back Up Now.**



WARNING If you also intend to sync your iPhone with a computer, listen closely: Enabling iCloud Backup means your iPhone no longer backs up *automatically* when you connect it to your computer. You'll need to run backups to your computer manually by clicking the Back Up Now button in the Backups box on the General tab in Finder or the Summary tab in iTunes. This is easy to do; you just have to remember to do it.



TIP Backups can consume a lot of disk space, especially if you have more than one iPhone or iPad. To check the amount of space left in your iCloud storage, and to delete any backups you no longer need, choose Settings ⇒ Apple Account ⇒ iCloud on your iPhone, tap Storage near the top of the iCloud screen, and look at the Storage histogram at the top. The forest-green section shows how much space backups are occupying. To manage backups, tap the Backups button on the Manage Storage screen, and then work on the iCloud Backups screen. Here, you can tap a backup in the Backups list to display a screen that shows the backup's details and enables you to delete the backup.

If you're syncing your iPhone with your computer, click Manage Backups on the General tab in iTunes or the Summary tab in Finder to open a dialog in which you can see how much space your backups are taking up and delete backups you don't need.

Getting ready to sync

If you want to sync your iPhone with your computer, via either a cable or Wi-Fi, follow these steps:

1. **Connect your iPhone to your computer with the USB-C charge cable or the Lightning-to-USB cable.**

Connect the iPhone to a USB port on the computer itself rather than a USB port on your keyboard, monitor, or hub. The computer's USB ports supply more power and have fewer points of failure.

If you're using Finder, your iPhone appears in the Locations section of the sidebar. If you're using iTunes, the app launches.

If that doesn't work, try the following, in order: Disconnect and reconnect the cable, plug in a different cable, restart your computer, and (macOS Mojave or earlier or Windows) launch or quit and relaunch iTunes.

2. If your photo management software launches, either import the photos you've taken with the iPhone or don't.

If you've taken any photos with your iPhone since the last time you synced it, your default photo management software (Photos or Image Capture on the Mac; Photos on the PC) may open and ask whether you want to import the photos from your phone. (You find out all about this in the "[Photos](#)" section, later in this chapter.)

3. If this is the first time you've connected your iPhone to your computer, do the following:

- a. *Answer the alerts.* An alert appears on each device, asking if you trust the other device.
- b. *You do trust the devices, so click Continue on your computer, tap Trust on your iPhone, and enter your passcode if requested.* The Welcome to Your New iPhone pane appears.
- c. *Choose the Restore from This Backup option or choose the Set Up as New iPhone option.*
- d. *If you chose Restore from This Backup, select the most recent backup from the pop-up menu, and then click Continue.* Your new iPhone will be restored with the settings and data from your previous one. Soon, your new iPhone will contain all the apps, media files, and settings from your old iPhone. You're finished and can skip ahead to the next section.
- e. *If you chose Set Up as New iPhone, click Continue, and then click Get Started.*

4. Do one of the following:

- *macOS Catalina or later:* If you're not already seeing a Finder window displaying your iPhone's contents, open a Finder window manually. Click your iPhone's name in the Locations section of the sidebar, and then click General, as shown in [Figure 3-2](#).
- *macOS Mojave or earlier or Windows:* In the left sidebar of the iTunes window, click Summary, as shown in [Figure 3-3](#). If what you're seeing looks different from [Figure 3-3](#), make sure your iPhone is still connected. And if you see a drop-down menu that says Music, Movies, or anything else near the upper-left corner of the iTunes window, click the iPhone icon on its right (and shown in the margin) to begin working with your iPhone in iTunes.

If more than one iPhone or iPad is connected to this computer, click the iPhone icon to display a drop-down list and select your iPhone from the list.

If your screen still doesn't look like [Figure 3-3](#) or you don't see an iPhone icon on the right of the drop-down menu and you're certain your iPhone is connected to a USB port on your computer (and not a port on a keyboard, monitor, or hub), try restarting your computer.

5. If you want to rename your iPhone, click its name at the top of iTunes' sidebar on the left or at the top of the Finder window. Now select the old name and type a new one as shown.

The sample iPhone in these figures is called Maria Z.'s iPhone.

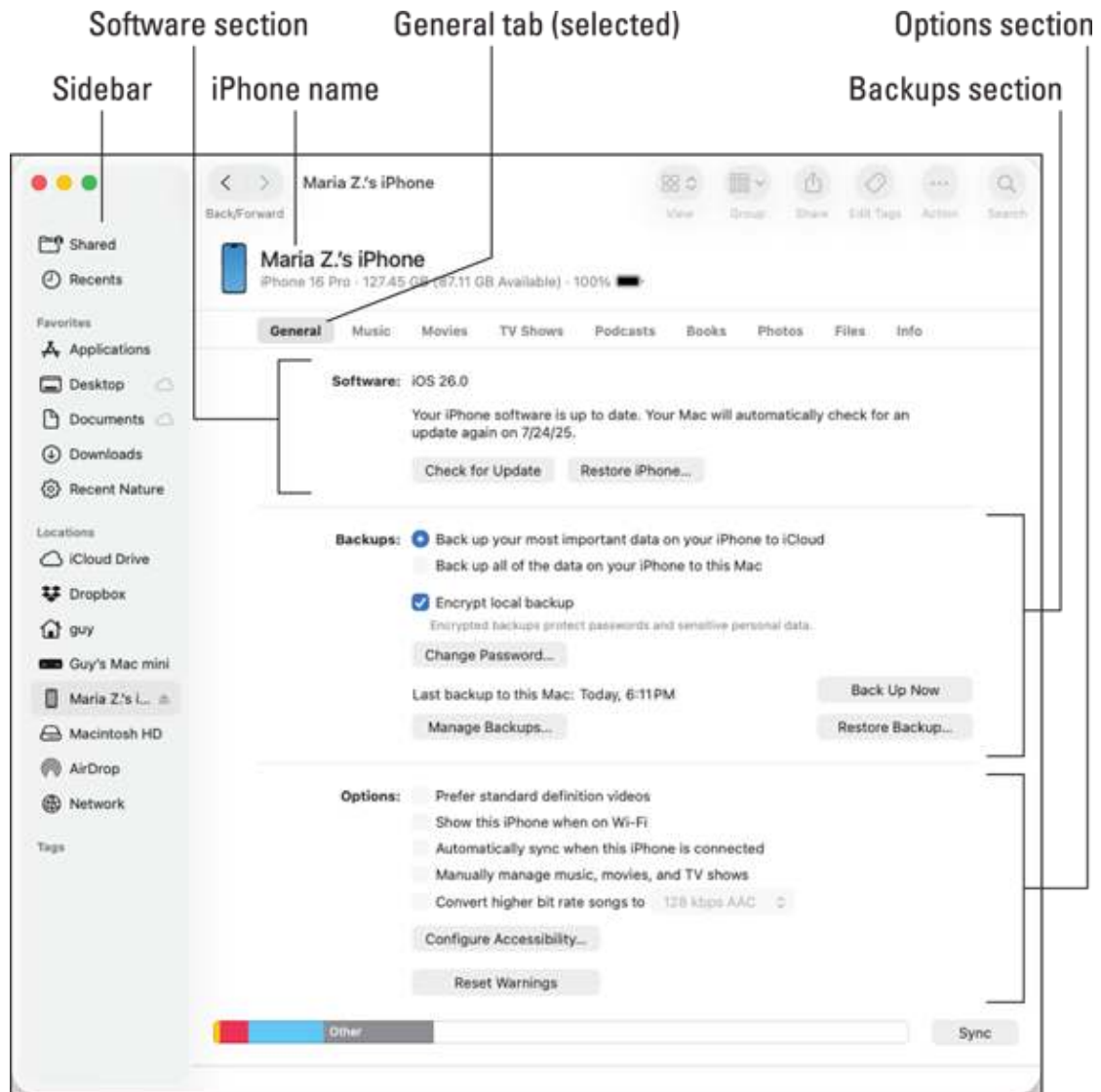


FIGURE 3-2: In the General pane in Finder, you can rename your iPhone, configure backup, and choose options.

6. In the Backups section of the General pane or Summary pane, click one of the following options:

- *Back Up Your Most Important Data on Your iPhone to iCloud option button (Finder) or iCloud option button (iTunes):* Your iPhone creates a backup of its contents automatically every time you sync, regardless of whether you sync using a USB cable or wirelessly.
- *Back Up All of the Data on Your iPhone to This Mac option button (Finder) or This Computer option button (iTunes):* If

you choose this option, also select the Encrypt Local Backup check box. In the dialog that opens, type a strong password. On the Mac, select the Remember This Password in My Keychain check box to store the password safely in your Keychain. Then click Set Password.



TIP

Backups to iCloud are encrypted automatically, so if you chose iCloud, you're golden. But backups to your Mac or PC are not encrypted unless you select the Encrypt Local Backup check box. Here's the problem: If you don't encrypt the backup, your passwords, health data, and other sensitive information are *not* backed up. So normally you'll want to encrypt the backup to include this vital data.

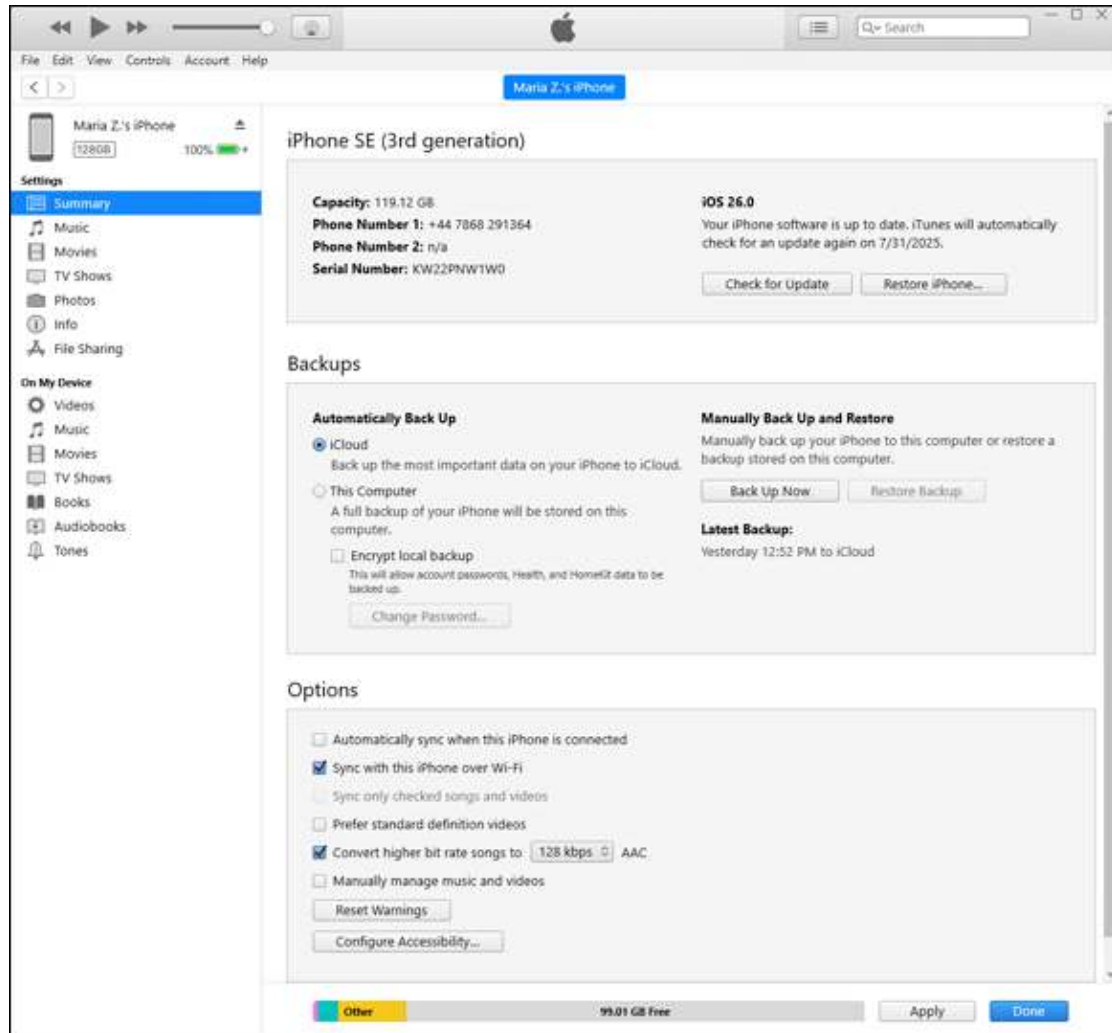


FIGURE 3-3: The Summary pane in iTunes contains similar controls to the General pane in Finder.

7. Move along to the Options section and do one of the following:

- *Finder:* To sync items manually, select the Manually Manage Music, Movies, and TV Shows check box.
- *iTunes:* To sync items manually, select the Manually Manage Music and Videos check box. To sync only items that have check marks to the left of their names in your iTunes library, select the Sync Only Checked Songs and Videos check box. This check box will be dimmed if you have enabled Apple Music.

8. **To sync your iPhone whenever you connect it to your computer, select the Automatically Sync When This iPhone Is Connected check box (in the Options section).**



WARNING If you've selected the Prevent iPods, iPhones, and iPads from Syncing Automatically option in the Devices pane of iTunes Preferences (iTunes ⇒ Preferences on a Mac; Edit ⇒ Preferences on a PC), the Automatically Sync When This iPhone Is Connected option in the Summary tab appears dimmed and is not selectable.



TIP If you select the Automatically Sync When This iPhone Is Connected check box, you can still prevent your iPhone from syncing automatically by holding down ⌘ +Option (Mac) or Ctrl+Shift (PC) while you connect your iPhone. Keep holding down the keys until your iPhone's icon appears in the row of icons below the rewind/play/fast forward controls (iTunes) or the sidebar (Finder). This move prevents your iPhone from syncing automatically but doesn't change any settings.

9. **If you want high-definition videos that you sync to be automatically converted to smaller standard-definition video files when you transfer them to your iPhone, select the Prefer Standard Definition Videos check box.**

Standard-definition video files are significantly smaller than high-definition video files. You'll hardly notice the difference when you watch the video on your iPhone, and you can fit more video files on your iPhone because they'll take up less space. But if you watch video from your iPhone on an HDTV either with an A/V adapter cable or wirelessly via AirPlay (as discussed in [Chapter 13](#)), you'll notice a big difference.

If you have a wireless network at home, you don't need to sync video that you intend to watch at home with your iPhone. Instead,

you can stream it from your computer to your iPhone or your iPhone to your HDTV (with an Apple TV).



WARNING The conversion from HD to standard definition is time-consuming, so be prepared for long sync times when you sync new HD video with this option enabled.

10. **To sync automatically over your Wi-Fi connection, select the Show This iPhone When on Wi-Fi check box in Finder or the Sync with This iPhone over Wi-Fi check box in iTunes.**
11. **To turn off automatic syncing for music, movies, and TV shows, select the Manually Manage Music, Movies, and TV Shows check box.**
12. **To have iTunes automatically create smaller audio files (so you can fit more music on your iPhone), select the Convert Higher Bit Rate Songs To check box and choose a bit rate from the pop-up menu.**



**TECHNICAL
STUFF**

A higher bit rate means that the song will have better sound quality but use more storage space. Most songs you buy at the iTunes Store or on Amazon, for example, have bit rates of around 256 Kbps. A 4-minute song with a 256 Kbps bit rate is around 8 MB; convert the song to 128 Kbps AAC and it becomes roughly half that size (that is, around 4 MB) while sounding almost as good.

Most people notice little (if any) difference in audio quality when listening to music on typical consumer audio gear. So unless you expect to hook your iPhone up to a great pre-amp and amplifier and superb speakers or headphones, you probably won't hear much difference with this option enabled, but your iPhone will hold roughly twice as many songs.

If you don't select the Automatically Sync When This iPhone Is Connected check box, you can synchronize manually by clicking the Sync button in the bottom-right corner of the window. If you've changed any sync settings since your last sync, the button is Apply instead of Sync.

Syncing Contacts and Calendars

Both Finder and iTunes enable you to sync your contact data and calendar data between your iPhone and your Mac or PC. This used to be the normal way of syncing data, but syncing via iCloud is now a better choice and is more widely used.

To see how your iPhone is configured for syncing contact data and calendar data, click the Info tab near the top of the Finder window or the Info category in the sidebar on the left side of the iTunes window, and then look at the Info pane that appears. Chances are you'll see messages saying that your iPhone is syncing contacts and calendars with iCloud. If so, you're set; don't make any changes.



REMEMBER If your iPhone is currently using iCloud to sync contacts and calendars, but you now want to switch to syncing using Finder or iTunes, you must turn off iCloud syncing for those services. On your iPhone, choose Settings ⇒ Apple Account ⇒ iCloud to display the iCloud screen, tap See All to reach the Saved to iCloud screen, and then set the Contacts switch off (white). Tap the iCloud Calendar button to display the iCloud Calendar screen, and then set the Use on This iPhone switch off (white). You can then choose sync settings in the Info pane in Finder or iTunes.

Syncing Your Media

Next, let's look at how you get your media — your music, movies, TV shows, podcasts, video, and photos — from your computer to your

iPhone.



REMEMBER Podcasts and videos are synced only from your computer to your iPhone, not vice versa. If you delete a podcast or a video you synced onto your iPhone, the next sync doesn't delete the podcast or video from your computer. But if you buy or download songs, podcasts, or videos — or e-books or audiobooks from Apple's Book Store — on your iPhone, the item *will* be copied to your computer automatically when you sync. So will playlists you've created on your iPhone.

Syncing also copies to your computer any pictures you take with the iPhone's cameras, pictures you save from email messages or web pages (long-press the image, and then tap Save Image), and screenshots (see [Chapter 17](#)).

Music, movies, TV shows, and podcasts

Use the Music, Movies, TV Shows, and Podcasts panes to specify the media to copy from your computer to your iPhone. If you don't see these panes, make sure that your iPhone is still selected in the Locations list in the Finder sidebar (look back to [Figure 3-2](#)) or in the iTunes window (look back to [Figure 3-3](#)).

Music and music videos

To transfer music to your iPhone, select the Music pane, and then select the Sync Music check box. [Figure 3-4](#) shows the Music pane in a Finder window in macOS Tahoe; if you're using iTunes, click Music in its sidebar, and you'll see the same options shown in [Figure 3-4](#).

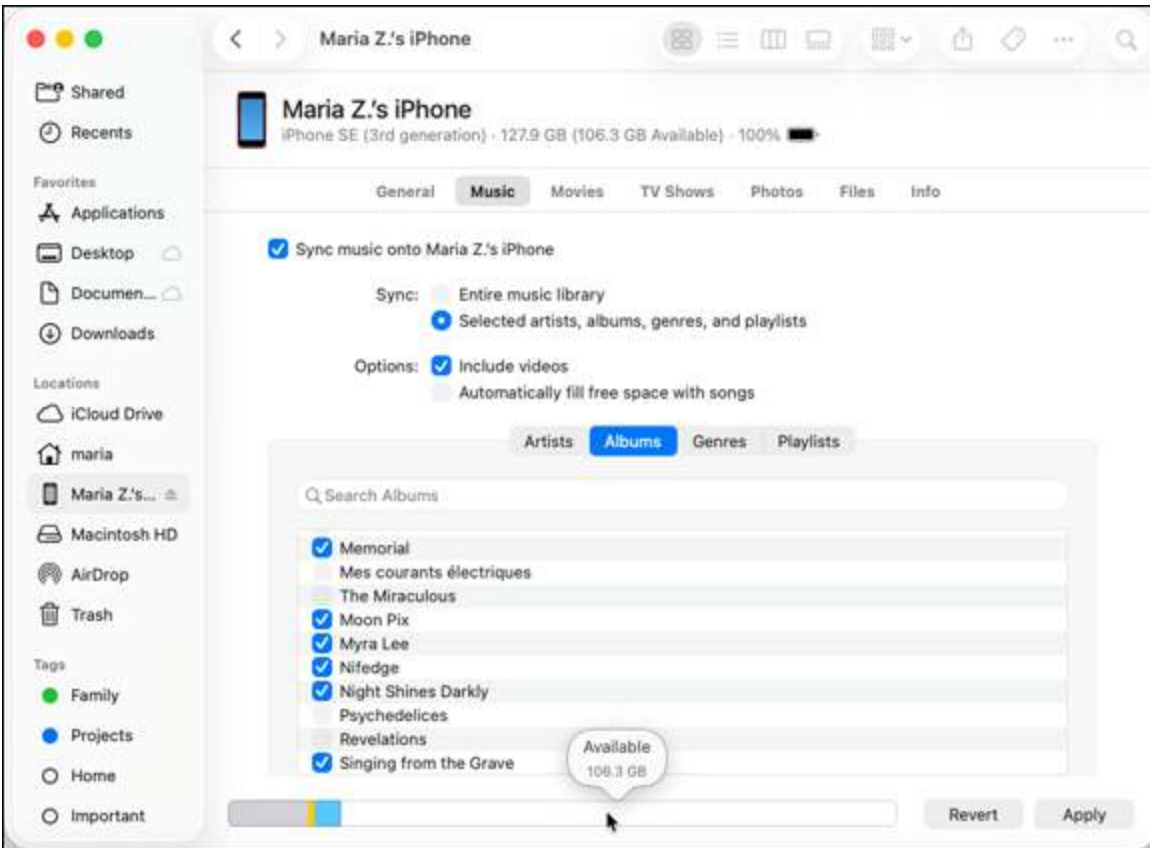


FIGURE 3-4: Use the Music pane to copy music and music videos from your computer to your iPhone.



REMEMBER If the Music pane displays the message “*iPhone is using iCloud Music Library*,” you're using iCloud Music Library to store and sync your music. You can't sync any music or music videos manually unless you stop using iCloud Music Library.

You can then select the Entire Music Library option button or the Selected Artists, Albums, Genres, and Playlists option button, as shown in [Figure 3-4](#). If you choose the latter, select the check boxes next to the particular artists, albums, genres, and playlists you want to transfer. Select the Include Videos check box at the top of the pane to include music videos.



WARNING If you choose Entire Music Library and have more songs in your iTunes library than storage space on your iPhone, the sync will fail and the capacity bar at the bottom of the screen will display your overage. To avoid such errors, select playlists, artists, albums, and genres that total less than the free space on your iPhone.



WARNING Music, podcasts, and video use massive amounts of storage space on your iPhone. If you try to sync too much media, you'll see errors.

Hover your pointer over any color to see a bubble with info on that category, as shown in [Figure 3-4](#). You can find similar information about space used and space remaining on your iPhone by tapping Settings ⇒ General ⇒ iPhone Storage.

Finally, see the Automatically Fill Free Space with Songs check box? Don't select it. If you do, any free space on your iPhone will be filled with music. This was a good idea for the iPod but is a dreadful idea for your iPhone, which needs space free for storing photos and videos you take.

Movies

To transfer movies to your iPhone, click the Movies tab or pane, and then select the Sync Movies check box. You can also select the Automatically Include check box to choose an option for movies you want to include automatically. If you choose an option other than All, you can optionally select individual movies and playlists by selecting the boxes in appropriate sections.

TV shows, podcasts, books, and audiobooks

Syncing TV shows works like syncing movies. First, select the TV Shows pane or the TV Shows tab. Next, select the Sync TV Shows check box to enable TV show syncing. Then open the first pop-up menu

and choose how many episodes to include. Next, open the second pop-up menu and choose either All Shows or Selected Shows. If you want to also include individual episodes or episodes on playlists, select the appropriate check boxes in the Shows, Episodes, and Include Episodes from Playlists sections of the TV Shows pane.

To transfer podcasts to your iPhone, select the Podcasts pane or the Podcasts tab and then select the Sync Podcasts check box. Next, you can include however many podcasts you want by making selections from the Automatically Include and All or Selected Podcasts pop-up menus.

You transfer e-books and audiobooks the same way — sync them all or select individual titles.

Photos

To sync photos between computers and Apple devices, you must enable iCloud Photos (formerly known as iCloud Photo Library). Here's how to enable iCloud Photos:

- » **On your iPhone:** Choose Settings ⇒ Apple Account ⇒ iCloud ⇒ Photos, and then set the Sync This iPhone switch on (green).
- » **On your Mac:** In macOS Tahoe, Sequoia, Sonoma, or Ventura, choose System Settings ⇒ Apple Account ⇒ iCloud, and then set the Photos switch on (blue). In macOS Monterey, Big Sur, or Catalina, choose System Preferences ⇒ Apple Account, and then select the iCloud Photos check box. In macOS Mojave or earlier, choose System Preferences ⇒ iCloud, and then select the iCloud Photos check box.
- » **On your PC:** Download iCloud for Windows via the Microsoft Store app, and then launch it. The setup routine runs automatically, prompting you to sync various iCloud items. Accept the suggestion to sync your iCloud photos, and Windows will start syncing them. Setup also lets you choose whether to sync your iCloud Drive files, your passwords and keychain, your browser bookmarks, and your calendars and contacts; choose as appropriate.

Once iCloud has synced your photos, you can view them in the Photos app on macOS or in the Microsoft Photos app on Windows.

Syncing Items Manually

When you need to transfer just a few songs, movies, or whatever to your iPhone, use manual syncing. The process is as easy as dragging individual items to the appropriate location on your iPhone, as described next.



TIP

Automatic and manual sync aren't mutually exclusive. If you've set up automatic syncing, you can still sync individual items manually.

You can manually sync music, movies, TV shows, podcasts, books, and audiobooks but not photos and info such as contacts, calendars, and bookmarks.

To configure your iPhone for manual syncing:

1. Connect your iPhone to your computer via USB.

On Windows, or on macOS Mojave or earlier, open iTunes manually if it doesn't open automatically.

2. Select your iPhone:

- *Finder:* Click your iPhone in the sidebar. If you have more than one Apple device, you'll see all connected iPods, iPhones, and iPads devices in the sidebar of all Finder windows.
- *iTunes:* Click the iPhone icon to the right of the media kind drop-down menu. If you have more than one Apple device connected, the iPhone icon becomes a drop-down menu listing all the devices. Click the icon to display the menu with your devices, and then select the device you want.

3. To disable automatic syncing for music, videos, and TV shows, click the **General** tab or the **Summary** tab, and then select the **Manually Manage Music, Movies, and TV Shows** check box in the **Options** section.



TIP

If you're happy with automatic syncing and just want to get some audio or video from your computer to your iPhone, skip this step.

4. Click the **Apply** button.

Now, to actually sync individual items, do the following in Finder or iTunes: Click the appropriate tab or pane (Music, Movies, TV Shows, and so on) and enable the check boxes for the items you want to sync. If an item isn't available in the tab or pane you selected (ergo, no check box), locate its file on your computer's drive, drag it onto the appropriate tab, and then select its check box.



TIP

In iTunes, use the **On My Device** section in the sidebar to see which songs, movies, TV shows, and other media are already on your device. If the sidebar isn't displayed, choose **View** ⇒ **Show Sidebar** to display it.



REMEMBER

After lining up the files you want to sync, click the **Sync** (or **Apply**) button in the lower-right corner of the window to actually sync the files.

Chapter 4

Using Control Center and Siri

IN THIS CHAPTER

- » Controlling your iPhone with Control Center
 - » Calling Siri
 - » Typing to request Siri
-

To get the most out of your iPhone, you'll want to use Control Center and Siri to the full. Control Center is a handy tool that gives you instant access to many of the most widely useful settings; Siri is the voice-activated personal assistant that Apple has built into the iPhone, the iPad, Macs, and Apple Watch, not to mention the Vision Pro headset and the HomePod speakers.

Controlling Control Center

Control Center gives you quick access to the controls, apps, and settings you frequently change. Control Center enables you to change settings swiftly and easily without having to visit the Settings app, but it also provides shortcuts to the relevant screens in the Settings app when you need to display them to take actions Control Center itself doesn't offer. Alternatively, you can customize Control Center's pages with further controls to make it provide the functionality you need.

To access Control Center on iPhone models with Face ID, swipe down from the upper-right corner of the screen. On models with a Home button, swipe up from the bottom of the screen. [Figure 4-1](#) shows the Favorites page, which is the first page in Control Center. From here, you can swipe up the screen once, twice, or thrice to display the other pages — Now Playing, Home App, and Connectivity, respectively. You'll meet these pages later in this chapter. The navigation bar on the right side of

the screen shows an icon for each page — Favorites (a heart icon), Now Playing (two musical notes), Home (three nested houses), and Connectivity (a radioactive matchstick) — with the active page's icon in reverse color. You can tap these icons to navigate from page to page.



TIP

Control Center is highly customizable, so it may look different to the screens shown here. If you want to restore Control Center to its default settings, choose Settings ⇒ Control Center, tap the Reset Control Center button, and then tap Reset Control Center in the confirmation dialog.

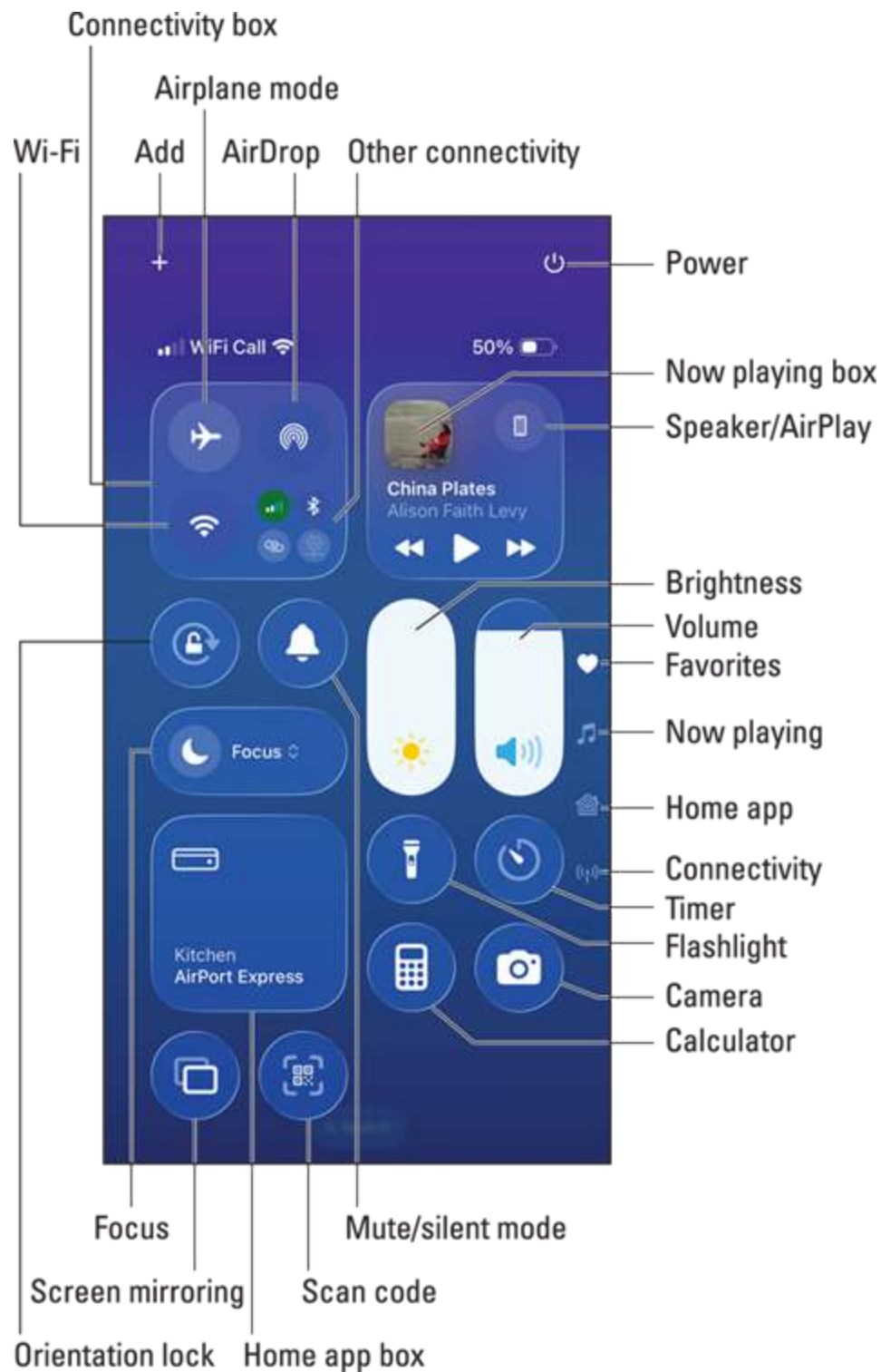


FIGURE 4-1: The Favorites page in Control Center puts a stack of essential controls at your fingertips.



REMEMBER When you're ready to close Control Center, tap an open space at the bottom or side of whichever page is displayed. Alternatively, on a Face ID iPhone, swipe up the screen; on a Touch ID iPhone, press the Home button.

Favorites page in Control Center

Here's what you need to know about the items on the Favorites page:

- » **Connectivity box:** This box displays airplane mode, Wi-Fi, and AirDrop icons at first, plus an icon group that you can tap to display the full range of connectivity controls: airplane mode, AirDrop, Wi-Fi, cellular data, Bluetooth, personal hotspot, VPN, and satellite.
- » **Airplane mode icon:** Tap this icon to toggle airplane mode on or off.
- » **AirDrop icon:** Tap this icon to toggle AirDrop on or off. Long-press this icon to display the Connectivity page, where you can configure AirDrop further.
- » **Wi-Fi icon:** Tap this icon to toggle Wi-Fi off or on. Long-press this icon to display the Connectivity screen, where you can configure Wi-Fi further.
- » **Other connectivity:** Tap this icon to display the Connectivity page.
- » **Now playing box:** This box shows the current or most recent audio source with the audio's name as well as key playback controls: previous/rewind, play/pause, and next/fast-forward. Tap the audio's name or image to open the Now Playing overlay, which works in the same way as the Now Playing page (see the next section). You can then tap the name or image in the overlay to go to the app, such as the Music app.
- » **Speaker/AirPlay icon:** Tap this icon to display the audio controls and the list of available AirPlay devices. Tap the device you want to use.

- » **Orientation lock icon:** Tap this icon to toggle orientation lock on or off.
- » **Mute/silent mode:** Tap this icon to toggle Silent mode (muting) on or off.
- » **Focus:** Tap this icon to toggle the default focus on or off. Tap the Focus pop-up menu to display the list of focuses. Tap a focus to turn it on or off, or tap the ellipsis (...) to display different options, such as turning the focus on for one hour (see [Figure 4-2](#)). You can create a new focus by tapping New Focus at the bottom of the screen.
- » **Brightness slider:** Drag this slider up or down to adjust the screen's brightness. Long-press the brightness slider to display the Brightness screen. This screen contains a larger version of the brightness slider, which can give you closer control, plus icons for toggling dark mode, night shift, and True Tone on and off.
- » **Volume slider:** Drag this slider up or down to adjust the volume. Long-press the volume slider to display the Volume screen, which gives you a larger version of the slider for more precise adjustments plus any advanced audio controls available, such as Noise Control noise cancellation or Spatial Audio controls.
- » **Home app box:** The Home app's icon appears here. Until you set up the Home app, the label No Home Set Up appears, and tapping the box has no effect. After you set up the Home app, you can tap the box to go straight to the Home app page.
- » **Screen mirroring icon:** Tap this icon to display the Screen Mirroring list, which shows the devices on which you can display your iPhone's screen.
- » **Scan code icon:** Tap this icon to display the Scan Code feature for scanning a QR (quick response) code.
- » **Flashlight icon:** Tap this icon to toggle the flashlight feature on or off; iOS plays a neat haptic effect like an on/off button clicking. If the iPhone supports changing the flashlight's beam width, the flashlight beam control (see [Figure 4-3](#)) appears for a few seconds

when you turn on the flashlight. Drag your finger up or down to adjust the beam.

- » **Timer icon:** Long-press this icon to display a control for setting and starting a quick timer. Tap this icon to display the Timers screen in the Clock app.
- » **Camera icon:** Tap this icon to launch the Camera app for regular use. To take a quick action, long-press this icon, and then tap the appropriate button in the Camera dialog: Selfie, Video, Portrait, or Portrait Selfie.
- » **Calculator icon:** Tap this icon to launch the Calculator app. If you just need to grab the result of the last calculation, long-press the Calculator icon, and then tap Copy Last Result on the pop-up panel.

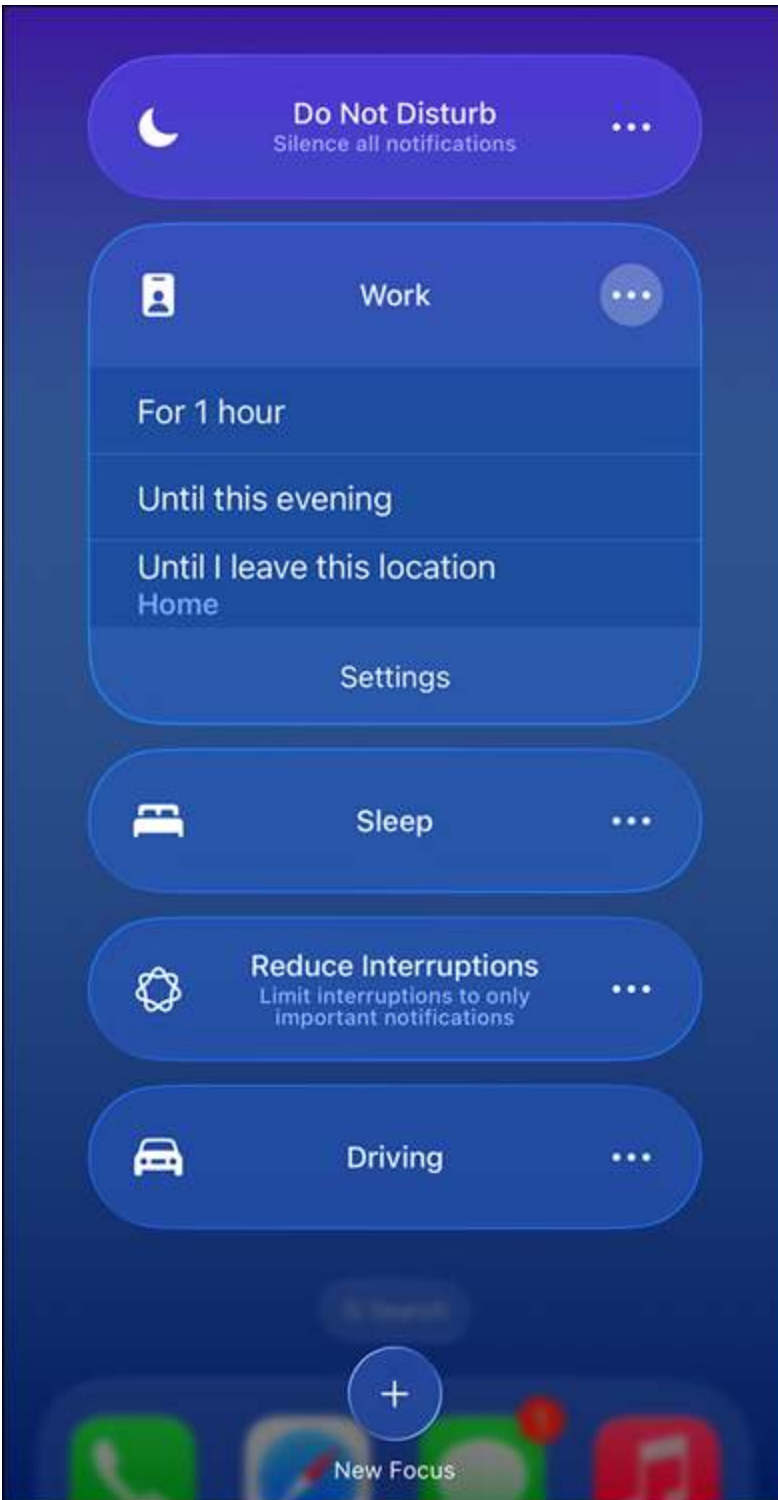


FIGURE 4-2: When you need peace, enable the appropriate focus.

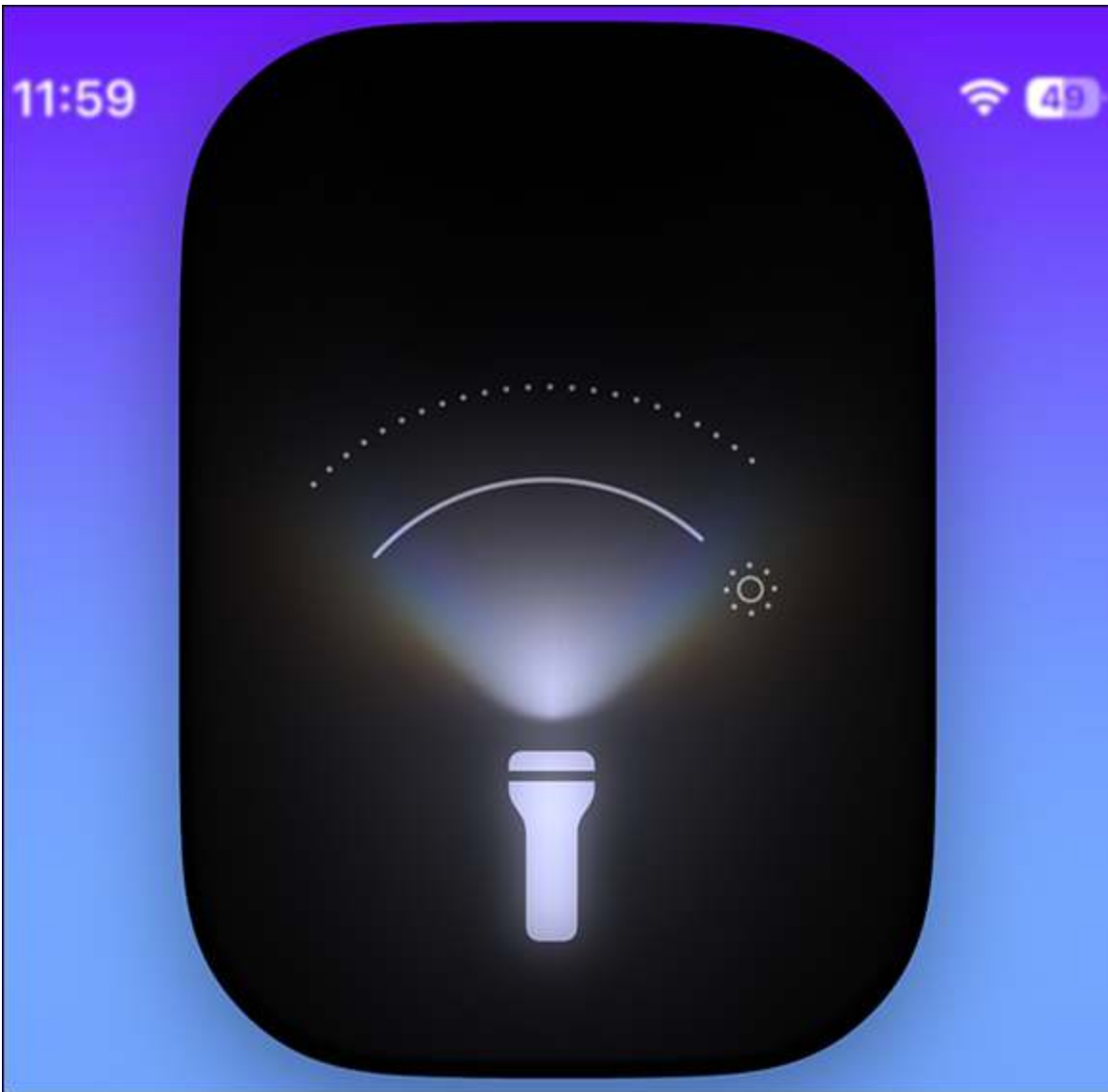


FIGURE 4-3: Drag your finger up or down this control to widen or narrow the flashlight beam.

Now Playing page in Control Center

To get from the first page of Control Center to the second page, you can swipe up, tap the now playing box, or tap the now playing icon in the navigation bar on the right. The Now Playing page then appears (see [Figure 4-4](#)), giving you access to straightforward playback controls:

- » **Song art:** Tap the image to go to the app that's playing the audio, such as the Music app.
- » **Song details:** Tap the details to go to the app that's playing the audio.

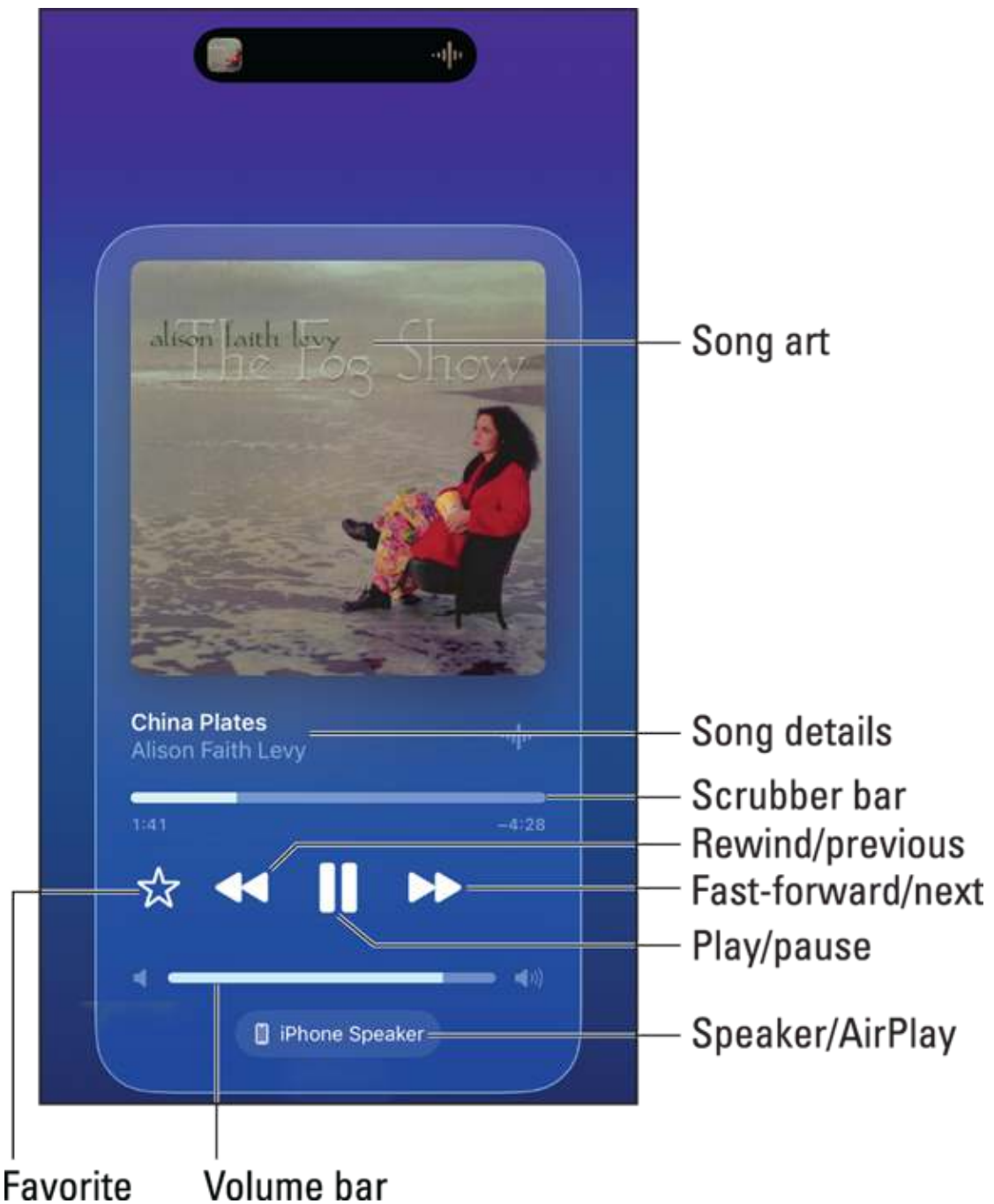


FIGURE 4-4: Display the Now Playing page to change the volume or move through the song.

- » **Scrubber bar:** Tap anywhere on this bar and drag left or right to “scrub” backward or forward through the song. You don't need to drag the end of the progress indicator (the filled-in section of the bar), but you can if you want.

- » **Favorite icon:** Tap this star icon to toggle favorite status on or off for this song.
- » **Rewind/previous icon:** Long-press this icon to rewind through the song. Tap this icon once to go back to the start of the current song. Tap again to go back to the start of the preceding song.
- » **Play/pause icon:** Tap to start playback; tap again to pause playback.
- » **Fast-forward/next icon:** Long-press this icon to wind forward through the song. Tap this button once to go to the start of the next song.
- » **Volume bar:** Tap anywhere on this bar and drag left or right to decrease or increase the playback volume.
- » **Speaker/AirPlay icon:** Tap this icon to display the list of available AirPlay devices. Tap the device you want to use.

Home App page in Control Center

From the Now Playing page, you can swipe up or tap the Home app icon in the navigation bar to display the third page, the Home App page. Here, you can take actions in the Home app and the accessories you have connected to it.

Connectivity page in Control Center

Finally, you can reach the Connectivity page (see [Figure 4-5](#)) by swiping up from the Home App page, tapping the connectivity icon on the navigation bar, or tapping the other connectivity icon on the Favorites page. On the Connectivity page, you can control all your iPhone's essential connectivity features like this:

- » **Airplane mode button:** Tap anywhere on the button to toggle airplane mode on or off.
- » **Wi-Fi button:** Tap the Wi-Fi icon to toggle Wi-Fi on or off. Tap anywhere else on the button to display the Wi-Fi overlay, which shows the list of Wi-Fi networks. Tap the network to which you want to connect, or tap Wi-Fi Settings to display the Wi-Fi screen in the Settings app, where you can take other actions.

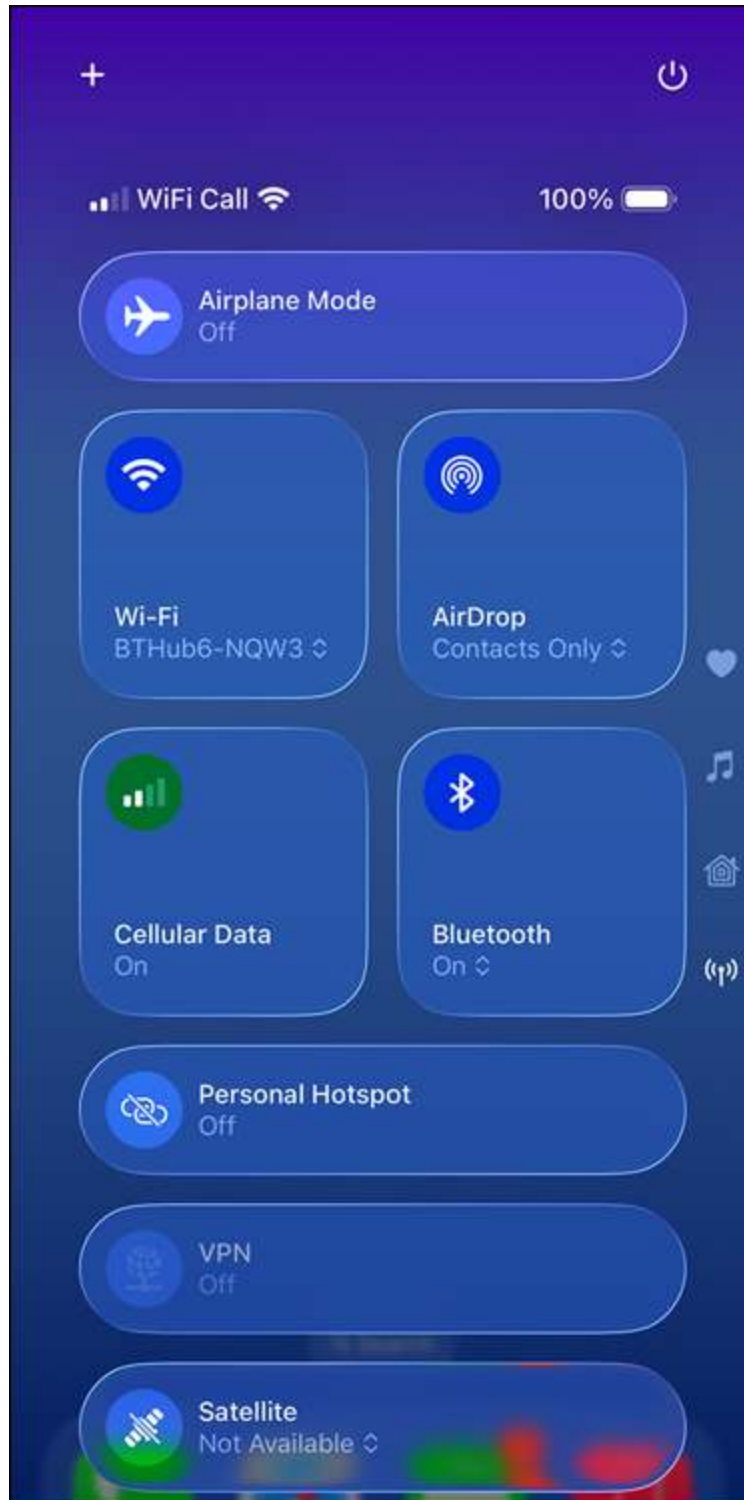


FIGURE 4-5: The Connectivity page in Control Center enables you to control all key connectivity features.

» **AirDrop button:** Tap the icon to switch from the Contacts setting or the Everyone for 10 Minutes setting to the Receiving Off setting; tap

Receiving Off to switch to Everyone for 10 Minutes. Tap anywhere on the button except the icon to display the AirDrop pop-up menu, where you can choose Receiving Off, Contacts Only, or Everyone for 10 Minutes.

- » **Cellular Data button:** Tap the icon or anywhere on the button to toggle cellular data on or off.
- » **Bluetooth button:** Tap the Bluetooth icon to toggle Bluetooth on or off. Tap anywhere else on the button to display the Bluetooth overlay, which shows a list of available Bluetooth devices. Tap the device to which you want to connect, or tap Bluetooth Settings to display the Bluetooth screen in the Settings app, which offers further actions.
- » **Personal Hotspot button:** Tap anywhere on the button to toggle Personal Hotspot between being discoverable by other devices or not discoverable. Even when personal hotspot is not discoverable, your other Apple devices signed into the same iCloud account can use the hotspot.
- » **VPN button:** If you have configured a virtual private network (VPN), tap anywhere on the button to toggle the VPN on or off.
- » **Satellite button:** This button appears only for some iPhone models. If it appears on your iPhone, and the button shows the status Available, tap anywhere on the button to establish a satellite connection.

Customizing Control Center to work your way

Control Center's default configuration puts many of the iPhone's essential controls at your fingertips, but you can also customize Control Center to make it work your way. Follow these steps:

1. Open Control Center as usual.

On a Face ID iPhone, swipe down from the upper-right corner of the screen. On a Touch ID iPhone, swipe up from the bottom of the screen.

2. Display the Control Center page you want to customize.

The Favorites page is usually the best place to start, because it typically has various empty icon slots that you can populate.

3. Switch to customization mode by tapping + (add icon) in the upper-left corner.

A border appears around each removable control, together with a remove icon (a circle containing –), as you see in [Figure 4-6](#), left.



TIP

You can also switch Control Center to customization mode by long-pressing empty space on a page.



FIGURE 4-6: With Control Center in customization mode (left), tap Add a Control, and then tap the control on the overlay (right).

4. **To remove a control, tap the remove icon (–).**
5. **To add a control, tap the Add a Control button, and then tap the control on the overlay that appears (see [Figure 4-6](#), right).**

Scroll up and down to locate the controls you need, or tap in the Search Controls box at the top of the overlay and start typing the control name or description.

6. **To resize a control, drag the handle at its lower right.**

If no handle appears, you can't resize that control. For example, the brightness slider and volume slider have a fixed size.

7. To rearrange the displayed controls, drag a control to its new position.

8. When you finish customizing Control Center, tap an empty space to turn off customization mode.

If you leave Control Center in customization mode for a while, iOS turns off customization mode for you.

Now open Control Center and test your customized layout.



TIP

By default, iOS lets you open Control Center from within apps as well as from the Home screen. If you don't want to open Control Center from within apps, choose Settings ⇒ Control Center to display the Control Center screen in Settings, and then set the Access within Apps switch off (white). From the Control Center screen, you can also reset Control Center to its default controls and layout: Tap the Reset Control Center button, and then tap the Reset Control Center button in the confirmation dialog that opens.

Summoning Siri

Siri, Apple's virtual assistant, has been helping iPhone users since October 2011. Over the years, Apple has gradually improved Siri, which now integrates with Apple Intelligence, has context awareness, and remembers your previous requests.

When you first set up the iPhone, you have the option of turning on Siri, during which you train Siri to your voice by repeating “Hey Siri” and a few other phrases. If you did set up Siri, you’re good to go. If you didn’t, tap Settings ⇒ Apple Intelligence & Siri or Settings ⇒ Siri and follow the prompts to set up Siri.

Once Siri is running, you may want to control how Siri responds to you. Choose Settings ⇒ Apple Intelligence & Siri or Settings ⇒ Siri, and then tap Siri Responses to display the Siri Responses screen. Then configure whichever of these four settings appear:

- » **Spoken Responses:** Tap the Prefer Silent Responses button, the Automatic button, or the Prefer Spoken Responses button to control when Siri speaks. The Automatic setting lets Siri decide based on its assessment of the situation.
- » **Always Show Siri Captions:** Set this switch on (green) if you want Siri's responses to appear onscreen. This setting appears only on Apple Intelligence–free iPhone models.
- » **Always Show Request:** Set this switch on (green) if you want a transcription of your words to appear onscreen. Some people find this helpful; others don't.



REMEMBER Having Siri on is a prerequisite to using the Dictation functionality on your phone, discussed later in this chapter. Siri assumes a vital role in searches.

You can call Siri into action in three ways:

- »  **Press and hold the side button or the Home button.** When your iPhone plays a tone and either displays a multicolored ring around the outside of the screen (Face ID models) or displays the pulsating Siri icon (shown in the margin; Touch ID models), start talking.
- » **Say “Hey Siri” or “Siri.”** On the Apple Intelligence & Siri screen in Settings, tap Talk & Type to Siri to display the Talk & Type to Siri screen; or on the Siri screen, tap Talk to Siri to display the Talk to Siri screen. Then tap the Siri or Hey Siri button or the Hey Siri button to tell iOS what to listen for, or tap the Off button to turn the listening feature off.

- » **Press a button on a Bluetooth headset or tap an Apple AirPods in your ear.** When you are using a Bluetooth headset or AirPods, you can launch Siri in this way.

Now that Siri is listening, speak your question or command. You can ask a wide range of questions or issue voice commands. See the next section for examples.

What can you say to Siri?

The beauty of Siri is that you don't have to follow a designated protocol when talking to it. Asking "Will I need an umbrella in New York tomorrow?" produces the same result as "What is the weather forecast around here?" (assuming *here* is New York City).

Here are examples of ways you can ask Siri for help:

- » **Calendar:** "Set up a meeting for 9 a.m. to discuss funding."
- » **Clock:** "Wake me up at 8:30 in the morning."
- » **Flashlight:** "Turn on Flashlight."
- » **Mail:** "Mail the tenant about the rent check."
- » **Maps:** "Find an ATM near here."
- » **Messages:** "Send a message to Nancy to reschedule lunch."
- » **Music:** "Play Frank Sinatra." "Play Beats 1." "What song is this?"
- » **Phone:** "Call my wife on her cellphone." "Hey, Siri, hang up." (The other people in the call will hear this.)
- » **Photos:** "Show me the pictures I took at Sydney's birthday party." "Show me all the pictures I took at Thanksgiving."
- » **Reminders:** "Remind me to take my medicine at 8 a.m. tomorrow."
- » **Ride:** "Order me an Uber."
- » **Screen:** "Turn up the screen brightness all the way."
- » **Siri Shortcuts:** "Show me my travel plans."

- » **Sharing:** “Send this News story (or podcast, song, web page, and so on) to Mary.”
- » **Shortcuts:** “Get My Photos.”
- » **Smart Home (timed instructions):** “Turn off the bedroom lights in an hour.”
- » **Sports:** “Who is pitching for the Yankees tonight?”
- » **Stocks:** “What is the Dow at?”
- » **Trivia:** “Who won the Academy Award for Best Actor in 2003?”
- » **Translate:** “How do you say ‘where is the bathroom’ in Italian?”
- » **Voice Memos:** “Start recording a voice memo.”
- » **X (formerly Twitter):** “Send tweet, Going on vacation, smiley-face” or “What is trending on the app formerly known as Twitter?”
- » **Web search:** “Who was the 13th president of the United States?”

Siri also assumes a more active role in offering search suggestions, contextual reminders, app suggestions, and suggestions based on your location and interests.

(What’s that? Oh — Millard Fillmore, 1850 to 1853.)

Siri shortcuts

Siri includes the potentially helpful Siri Shortcuts feature, whereby Siri can automatically figure out common tasks that may be useful to you or that leverage your calendar or location. You can summon Shortcuts by voice, but not always. Buy coffee every morning on the way to the office, for example, and Siri may display a shortcut on your Lock screen.

You can also create your own shortcuts for those things you do frequently, such as revealing the number of steps you take in the Health app or checking the status of your stocks.

The Shortcuts app contains widgets for shortcuts you’ve created and a button to create new ones. The Gallery section includes premade shortcuts and widgets, from a speed dial widget to a laundry timer that reminds you when your load is done. You’ll also see recommendations

for accessibility shortcuts, sharing shortcuts, shortcuts you can run in other apps, and, yes, Siri shortcuts.

Creating your own shortcut involves adding actions found in the app. Say you want to add a shortcut for a workout. One of the available actions you can choose is Log Workout. You must also allow access to the Health app, set a name for the shortcut (such as Workout), and so on. In this example, you can turn on health data categories in the Health app. As a final step, you can record a word or phrase in the Shortcuts app to instruct Siri to kick the shortcut into gear.

Using dictation

In many instances where you'd use the iPhone touchscreen keyboard, you can use Siri instead. Instead of typing, tap the microphone icon on the keyboard and speak. Tap Done when you're done. Dictation works as you search the web, take notes, compose messages, and so on. You can even update your Facebook status by voice.

Dictation is pretty smart. You can fluidly move between voice and typing because the keyboard stays on the screen while you're dictating. What's more, Dictation now automatically handles punctuation while you dictate. You no longer have to tell it when to insert commas, periods, and question marks, assuming you enunciate and pronounce things clearly. But if you're used to dictating punctuation, carry right on.

Correcting mistakes

Siri's capabilities are impressive, but it doesn't get everything right. Sensibly, Siri seeks your permission before sending a dictated message. If you need to modify the message, you can say "change it" and dictate a new message.

Making Siri smarter

You can tell Siri in which language you want to converse by going to Settings ⇒ Apple Intelligence & Siri or Settings ⇒ Siri. Make sure Siri knows who you are. On the Apple Intelligence & Siri screen or the Siri screen in Settings, tap My Information to display your Contacts list, and then tap the card containing the information you want to use.



TIP

You may want to maintain a separate contact card containing only information you want Siri to know rather than giving Siri your full contact information.

To set Siri's voice, tap Voice on the Apple Intelligence & Siri screen or the Siri screen, and then make your choices on the Voice screen. If you're using English (United States) as the language, choose a voice variety in the Variety box — American, Australian, British, Indian, Irish, or South African — and then choose a voice in the Voice box.



WARNING

Here's a setting you need to make an executive decision about: the Allow Siri When Locked switch on the Apple Intelligence & Siri screen or the Siri screen. By default, this switch is set on (green), enabling you — or anyone else — to command Siri to take actions without unlocking the iPhone. If you decide the security threat outweighs the convenience of not having to unlock your iPhone, set this switch off (white).

If you want Siri to integrate with Uber, Venmo, or other third-party apps, look for those apps listed in the Apple Intelligence and Siri App Access section of the Apple Intelligence & Siri screen or the Siri App Access section of the Siri screen in Settings. Tap each app that you want to enable for search, suggestions, shortcuts, or to allow on the Lock screen. You can even ask Siri to learn from the app in question.

Typing to Siri

Speaking to Siri is handy, but you can also summon Siri's assistance by typing. To use this feature, go to Settings ⇒ Apple Intelligence & Siri ⇒ Talk & Type to Siri on an Apple Intelligence-capable iPhone, or to Settings ⇒ Accessibility ⇒ Siri on an iPhone without Apple Intelligence, and then set the Type to Siri switch on (green).

Now invoke Siri by long-pressing the side button or the Home button, type your question or command in the space provided, and then tap Done. Siri responds in writing.

Chapter 5

Setting Your iPhone Straight

IN THIS CHAPTER

- » Choosing Apple Account, iCloud, and Family settings
 - » Configuring networking settings, notifications, and screen time
 - » Choosing General settings and other key settings
 - » Specifying Accessibility settings
 - » Choosing Privacy & Security settings
-

This chapter shows you how to use the Settings app to configure most of the widely useful settings — not all settings, because there are too many to cover in a short book. Where other chapters cover particular settings, this chapter points you to the appropriate sections of those chapters.

Meeting the Settings Screen

Tap the Settings icon on the Home screen to display the Settings app. At first, you'll see a long, scrollable list of settings; [Figure 5-1](#) shows the top part of this list. A > symbol appears to the right of most buttons, indicating that you can tap the button to display another screen containing options. This list contains the settings for iOS and iPhone features, arranged into groups that put the items most frequently used near the top of the screen for quicker access.

Settings for built-in apps and apps you've installed appear on a separate Apps screen. To reach the App screen, tap the Apps button at the bottom of the Settings screen.

Apple Account and iCloud Settings

At the top of the Settings screen is the Apple Account button, a button that bears the name associated with your Apple Account. Tap this button to display the Apple Account screen, where you'll find the following controls:

- » **Your avatar (picture, monogram — initials — or memoji):** Tap to display the screen for changing your avatar and your contact poster, the full-screen caller ID other people see on your calls.
- » **Personal Information:** Tap to change your name, birthday, or communication preferences (whether Apple sends you announcements, newsletters, and so on).
- » **Sign-In & Security:** Tap to edit the email addresses and phone numbers associated with your account, change your password, and enable two-factor authentication (using another trusted device to authenticate your sign-ins). You can also set up account recovery, add a legacy contact who can access your data should you die, and enable Apple's automatic-verification feature to bypass CAPTCHAs.
- » **Payment & Shipping:** Tap to manage your payment methods and change your shipping address.
- » **Subscriptions:** Tap to manage your subscriptions and enable or disable renewal receipts.
- » **iCloud:** Tap to view your iCloud storage status or buy more storage; control which apps use iCloud; manage your iPhone backups and family sharing; configure iCloud+ features if you pay for extra iCloud storage; enable Advanced Data Protection; and control whether you can access your iCloud data on the web.

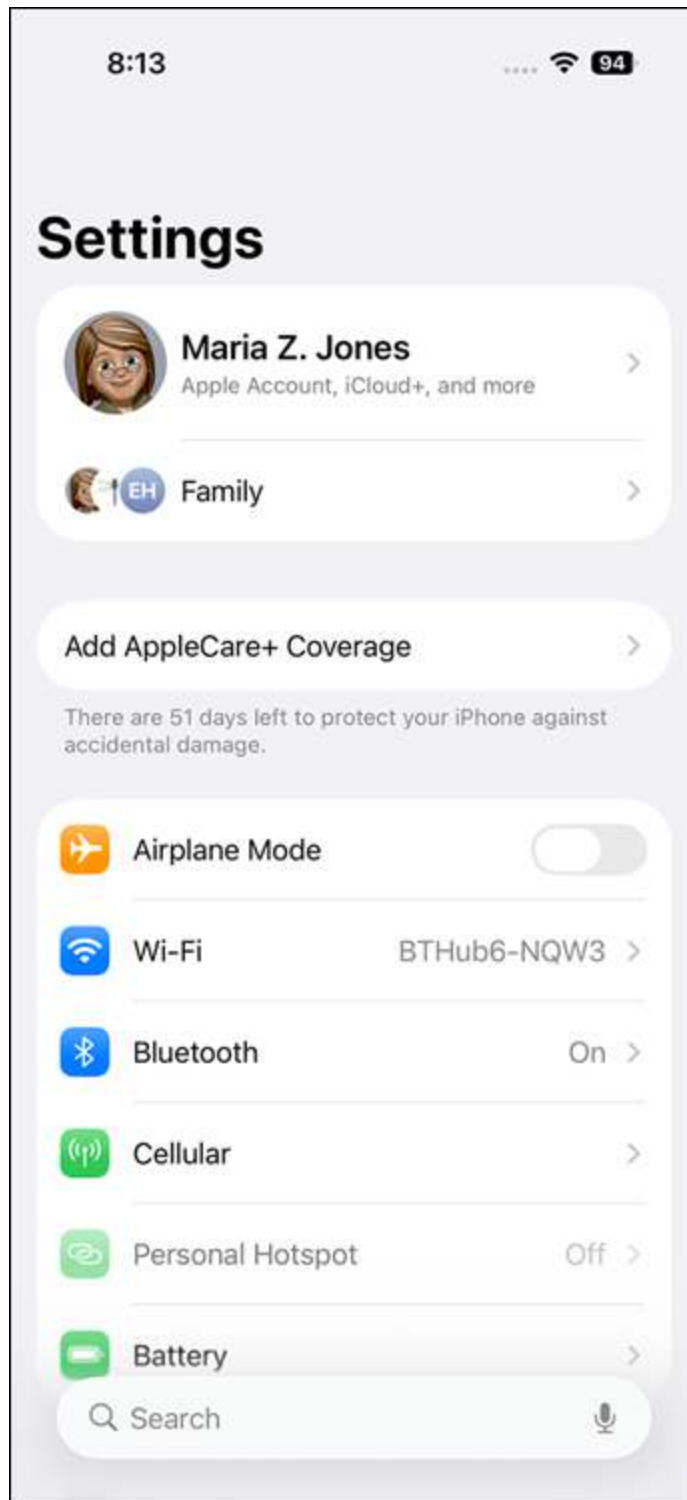


FIGURE 5-1: The Settings screen is your gateway to the world of iPhone settings.

- » **Family Sharing:** Tap to set up Family Sharing or see its status. Family Sharing enables you to share your subscriptions and your

purchases of music, movies, and other media with up to five other people you designate as family members. You can invite people aged 13 and over to join the family via Messages, Mail, AirDrop, or other means; for people aged 12 and younger, you can create a child account and introduce the child to it. Once your family members have accepted your invitation, you can use the Family Checklist tool on the Family screen to take actions such as adding your family as emergency contacts, sharing your location, adding recovery contacts in case you lock yourself out of your account, and adding a legacy contact in case you die.

- » **Find My:** Tap to make sure Find My iPhone is enabled and to specify whether your iPhone shares your location.
- » **Media & Purchases:** Tap this button, tap View Account, and then sign in to display the Account Settings screen, which includes access to your subscriptions and purchase history.
- » **Sign In with Apple:** Tap to configure the Sign In with Apple feature, which helps protect your privacy when you're accessing websites you don't entirely trust. See the section in [Chapter 8](#) on using Sign In with Apple.

Also on this screen is a list of devices associated with your Apple Account. Tap a device to see its details; if necessary, tap Remove from Account to remove the device.

Below that list is the Contact Key Verification button. Tap it to display the Contact Key Verification screen, where you can set the Verification in iMessage switch on (green) to start setting up this feature for verifying that the contact you're messaging on the iMessage service is indeed that person.

At the very bottom of the Apple Account screen is the Sign Out button, which you can tap to sign out of your account. Signing out involves removing all your photos and other iCloud items from the iPhone, so you don't normally want to do this.

Airplane Mode, Wi-Fi, Bluetooth, Cellular, Personal Hotspot, and Battery

Below the Apple Account button is a box containing settings for airplane mode, Wi-Fi, Bluetooth, cellular, and the battery. Once you've set up the Personal Hotspot feature, Personal Hotspot appears here too.

Airplane mode

Set the Airplane Mode switch on (green) to enable airplane mode. At first, airplane mode turns off all iPhone radios except Bluetooth. You can then turn Bluetooth off manually or turn Wi-Fi on manually; the cellular radio always stays off. When you make these changes, iOS stores them, so the next time you enable airplane mode, you get your customized version.



TIP

When airplane mode is on, the airplane mode icon appears on the status bar, in the upper-right corner on Face ID iPhone models and the upper-left corner on Touch ID models. You can turn airplane mode on or off in Control Center as well as in the Settings app.

Wi-Fi

Wi-Fi is typically the fastest network connection for your iPhone, so you'll want to stay connected. Choose Settings ⇒ Wi-Fi to display the Wi-Fi screen, and then make sure the Wi-Fi switch at the top is set on (green). You'll then see available Wi-Fi networks (see [Figure 5-2](#)).

If your iPhone is connected to a Wi-Fi network, that network's name appears below the Wi-Fi switch, with a blue check mark to the left of its name.

The Networks box shows other available Wi-Fi networks to which your iPhone has previously connected and for which it knows the password. Your iPhone connects automatically to these networks without consulting you, unless you've set the Auto-Join switch off (white) for a particular network. To connect to a different network, tap it.



TIP

To stop your iPhone using one of your networks, tap the *i*-in-a-circle next to the network, and then tap Forget This Network.

The Other Networks box shows available networks to which your iPhone has not previously connected (or which you've told it to forget). To connect, tap a network, and then jump through any security hoops, such as typing the password.

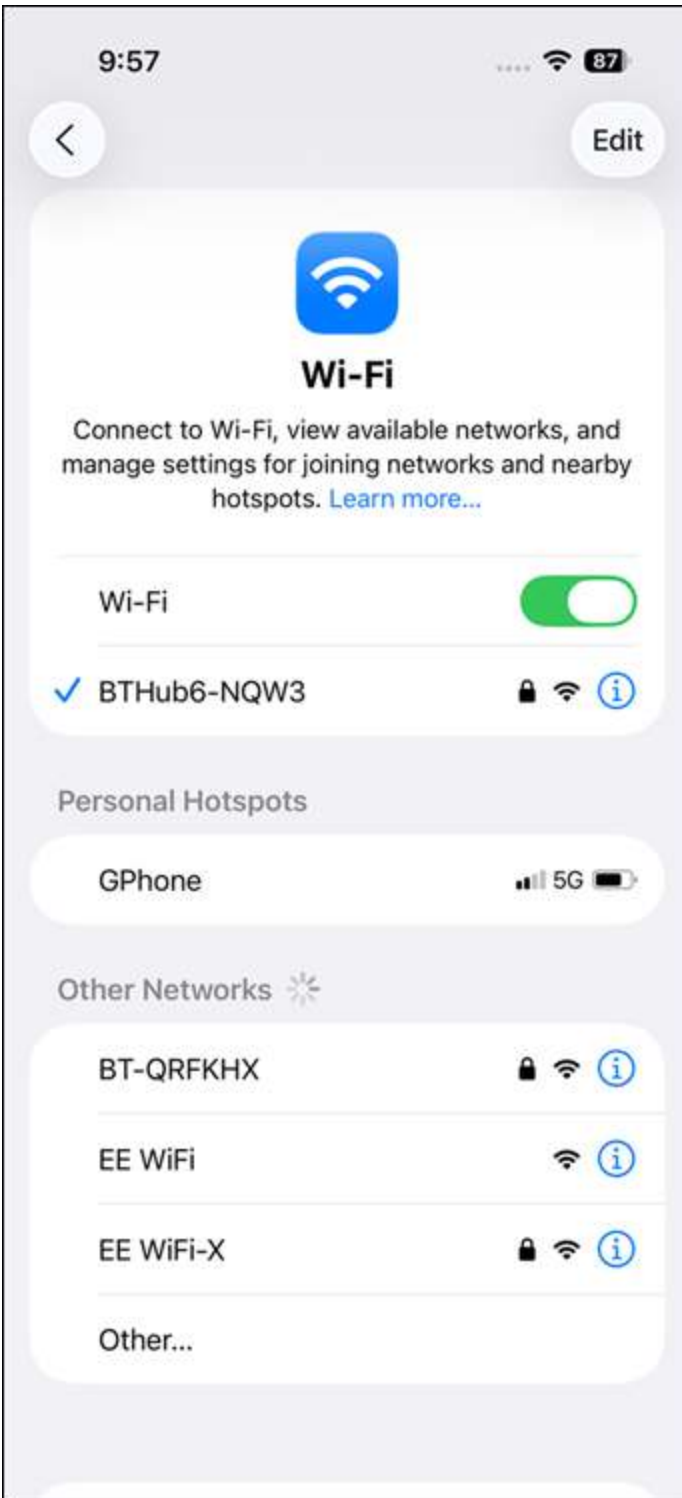


FIGURE 5-2: Use the Wi-Fi screen in Settings to connect to Wi-Fi networks.

The little arcs indicate the signal strength — the more black arcs, the stronger the signal. The lock icons indicate that the network uses

security, such as a password.

At the bottom of the Wi-Fi screen lurk these two settings:

- » **Ask to Join Networks:** Tap this button, and then tap Off, Notify, or Ask. Tapping Off means you'll need to join networks in the Other Networks list manually. Tapping Notify makes iOS tell you other networks are available. Tapping Ask makes iOS prompt you to join other networks that are available.
- » **Auto-Join Hotspot:** Tap this button, and then tap Never, Ask to Join, or Automatic to control how your iPhone treats available Wi-Fi hotspots.

To reduce the likelihood that your iPhone is being tracked, Apple will display a privacy warning if it detects a potential problem with your Wi-Fi network, such as if you're not using a private Wi-Fi address. If the network supports using private addresses, you can set the Private Wi-Fi Address switch on (green) to use one.



TIP

Sometimes you may need to connect to a network that doesn't broadcast its name. Such networks are called *hidden* networks or *closed* networks. To connect, tap the Other button in the Other Networks box, and then type the network's name. On the Security screen, tap Private Wi-Fi Address, and then tap Fixed to use a fixed address or Rotating to use one that changes (for greater security). Tap the back icon (<), and then tap the network's security type — try WPA2/WPA3 first if you don't know which. Type the password and then tap Join.



WARNING

For safety, avoid connecting to unknown Wi-Fi networks, even if they use security.

Bluetooth

To connect your iPhone wirelessly to nearby electronics, you can use the Bluetooth communications protocol. Bluetooth is great for connecting to headphones, speakers, keyboards, and car systems, among other devices.

To use Bluetooth, you first *pair* the devices, introducing them to each other and establishing a lasting relationship. You can then connect the devices when you want to use them together, and then disconnect and reconnect them as needed. If you want to end the relationship, you *unpair* the devices.

Pair a device with your iPhone

To pair a device, put it into pairing mode by following its instructions. For example, on a speaker, you might hold down its power button until lights start flashing in a particular pattern; on a keyboard, you might press Fn and a specific key.

On your iPhone, choose Settings ⇒ Bluetooth and make sure the Bluetooth switch is set on (green). In the Other Devices list, tap the device, and then follow any prompt to confirm the pairing. Once paired, the device appears in the My Devices box (see [Figure 5-3](#)), connected so you can start using it.



WARNING You can use Bluetooth to share data with certain apps, even when you're not using those apps. To see which apps are using Bluetooth, tap Settings ⇒ Privacy & Security ⇒ Bluetooth. If you want to stop an app from using Bluetooth, set its switch here off (white).



REMEMBER If you have an Apple Watch, use the Apple Watch app on your iPhone to pair it and handle specific watch-related settings. Apple has also made pairing simpler on some of its other products, including AirPods and Beats headphones.



FIGURE 5-3: The My Devices list on the Bluetooth screen shows paired devices.

Disconnect and reconnect a device

To disconnect a connected device, tap the *i*-in-a-circle to the right of the device's name in the My Devices list in the Bluetooth pane, and then tap Disconnect.

To reconnect a paired device, make sure it is powered on, and then tap it in the My Devices list.

Unpair a device

To unpair a device, tap the *i*-in-a-circle to the right of the device's name in the My Devices list in the Bluetooth pane, and then tap Forget This Device. In the confirmation dialog, tap Forget Device.

Cellular

The Cellular category enables you to control your iPhone's cellular connection. The settings vary somewhat depending on your iPhone's model and its carrier. These are the key settings:

- » **Cellular Data:** Set this switch on (green) to allow the iPhone to transfer data across the cellular connection.
- » **Cellular Data Options:** Tap this button to display the Cellular Data screen. Here, set the Data Roaming switch off (white) to avoid extra charges from connecting to another carrier's network when outside your regular carrier's area. Tap Voice & Data to specify the connection technology to use, such as 5G Auto, 5G On, or 4G. Tap Data mode and select the data mode, such as Allow More Data on 5G, Standard, or Low Data Mode. Set the Limit IP Address Tracking switch on (green) to hide your iPhone's IP address from known trackers when you're using Mail and Safari.
- » **Personal Hotspot:** If your carrier plan includes sharing your iPhone's internet connection, tap this button and choose settings on the Personal Hotspot screen. Set the Allow Others to Join switch on (green) to enable others to join the hotspot, and then type in the Wi-Fi password field the password they must enter to join. If you use Family Sharing, tap Family Sharing and specify which family members can join automatically and which need your approval. Set

the Maximize Compatibility switch on (green) if PCs running Windows or Linux or devices running Android will need to connect.

- » **Carrier Services:** Tap this button to display information about your carrier, such as phone numbers for contacting them.
- » **Wi-Fi Calling:** Tap this button to enable or disable phone calls via Wi-Fi connections if your carrier supports them. Wi-Fi calling can help you avoid running over your cellular call allowance and racking up extra fees.
- » **Calls on Other Devices:** Tap this button to specify which of your other Apple devices — such as other iPhones, iPads, and Macs — can make phone calls via this iPhone. Apple calls this feature Continuity. Each device must be signed into the same iCloud account.
- » **Cellular Data box:** The Current Period readout shows the amount of data you've used in your current billing period. The Current Period Roaming readout shows roaming usage. The apps list shows which apps are allowed to use cellular data and how much they've used. If the list is headed Apps by Usage, you can tap Sort by Name to switch to Apps by Name order, and tap Sort by Usage to switch back. Typically, each app's switch is set initially to the on position; set the switch off (white) for each app that you don't want using cellular data.
- » **Wi-Fi Assist:** Set this switch on (green) if you want your iPhone to automatically use cellular data when its Wi-Fi connection is flaky. Wi-Fi Assist can chew through your data allowance, so set the switch off (white) unless your allowance is generous or unlimited.
- » **Call Time:** The readouts let you know how many hours and minutes you've spent on the phone for the current period and for all the time you've used this iPhone.

Personal Hotspot

Once you've enabled Personal Hotspot, as explained in the preceding section, the Personal Hotspot category appears in the first box on the

Settings screen. Tap the button to configure Personal Hotspot.

Battery Settings

On the Battery screen (see [Figure 5-4](#), left), you can configure settings for the battery and also see how it is performing:

- » **Battery Charge Percentage:** At the top of the screen, the readout shows the current charge percentage and when the battery was last fully charged.
- » **Auto-Brightness:** Tap this button to show the Display & Brightness screen in Accessibility settings, where you can toggle Auto-Brightness on or off. You might also see the Auto-Lock setting here.
- » **Daily Usage:** This histogram shows how today's battery usage compares to the previous week's usage.
- » **App & System Activity:** This section lists the apps using the most battery life. Tap the View All Battery Usage button to display the Battery Usage screen (see [Figure 5-4](#), right) for full information.
- » **Battery Health:** Tap this button to display the Battery Health screen, which shows battery health (such as Normal), maximum capacity (100% or less), the count of charge cycles (full charges), manufacture date, and first use.

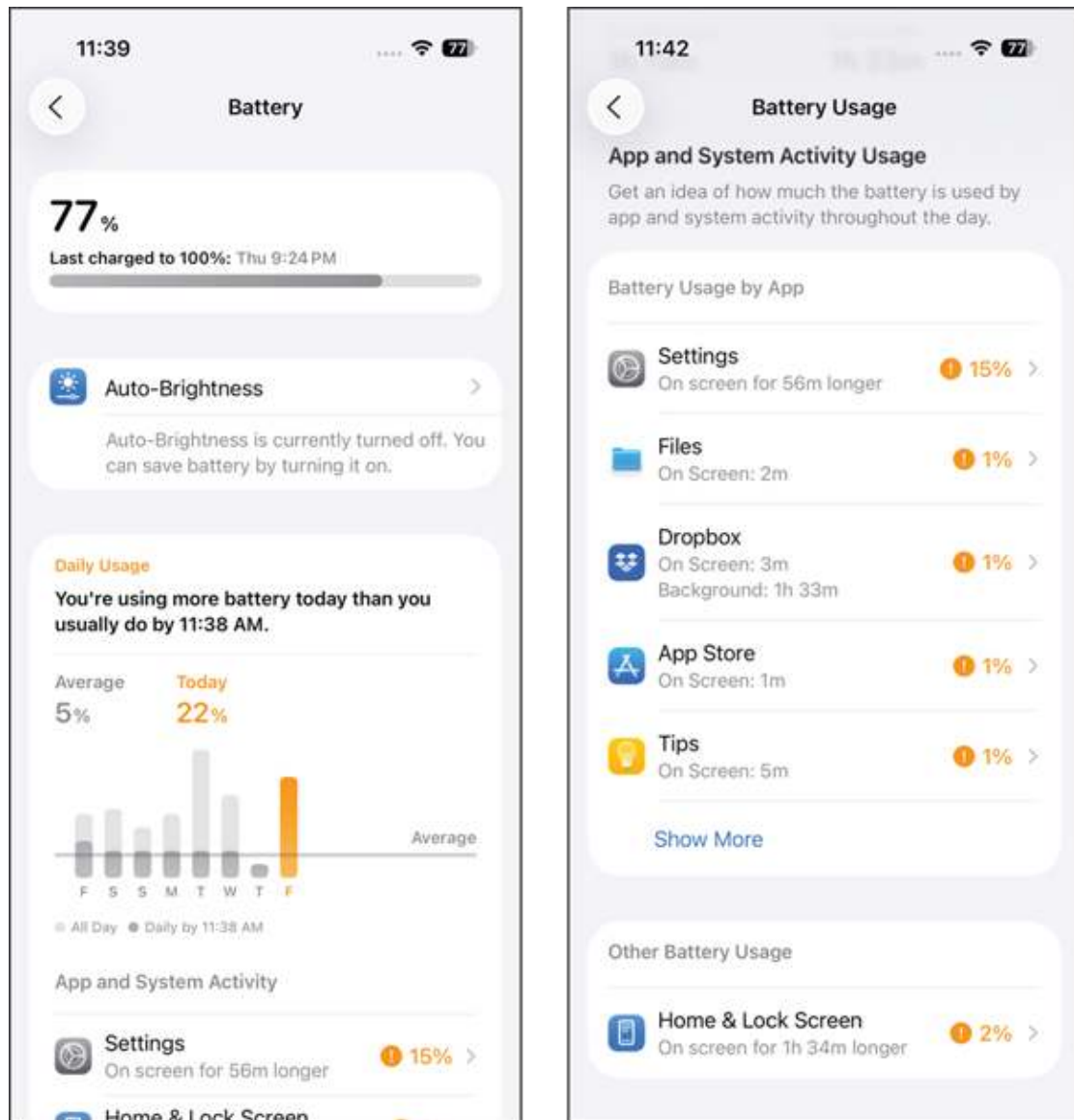


FIGURE 5-4: The Battery screen lets you see battery usage for the last 24 hours (left) or the last 10 days (right).

- » **Charging:** Tap this button to display the Charging screen. Here, you can set the charge limit, the maximum level to which the battery charges. (Charging to 80% rather than 100% should prolong the battery's lifespan.) Set the Optimized Battery Charging switch on (green) to have iOS study your charging routine and charge the battery fully only when you're likely to need it fully charged, charging it to only 80% at other times. Set the Clean Energy Charging switch on (green) to have iOS try to reduce your carbon

footprint by charging when lower-carbon-emission electricity is available.



TIP

To keep the battery always charged as fully as possible, set the Optimized Battery Charging switch and the Clean Energy Charging switch off (white). This may shorten the battery's lifespan and increase your carbon footprint.

- » **Power Mode:** Tap this button to display the Power Mode screen, where you can set the Adaptive Power switch on (green) to have iOS save power when battery use is high. Set the Low Power Mode switch on (green) to reduce power usage when the battery is running out.
- » **Battery Percentage:** Set this switch on (green) to display the battery percentage in the battery icon.

General Settings

The General screen gives you access to a range of settings screens that run the gamut from information about your iPhone to commands for resetting it or shutting it down.

- » **About:** The About screen shows a slew of information about your iPhone. Tap the Name button to change the iPhone's display name. Look at the iOS Version readout, Model Name readout, Model Number readout, and Serial Number readout to get essential details for troubleshooting and warranty queries. Other key pieces of information include the Wi-Fi address and Bluetooth address readouts.
- » **Software Update:** Tap Software Update to see and install any available update. To configure updating, tap Automatic Updates. The Automatic Updates screen appears. For the best performance and highest security, set the Automatically Install switch in the iOS Updates box on (green).

» **iPhone Storage:** Tap the iPhone Storage button to display the iPhone Storage screen (see [Figure 5-5](#)), which enables you to review and manage your iPhone's storage. The histogram at the top shows how much space is free and what types of files are occupying the rest.

The Recommendations box contains suggestions for freeing up space, such as by offloading unused apps, removing older downloads, and deleting large attachments. The large unnamed box below the Recommendations box contains apps and data categories, initially sorted by size; to change the sort, tap the current sort method, and then tap Size, Name, or Last Used Date. Tap an app to display its information screen, from which you can offload the app (deleting the app but keeping its data) or delete both the app and its data. Look at the App Size readout and the Documents & Data readout to inform your decision.



FIGURE 5-5: Review and manage your iPhone's storage on the iPhone Storage screen.

At the bottom of the screen, you can tap Hidden Apps to display apps you've hidden. Below that, the last box displays an iOS readout

and a System Data readout showing how much space the operating system and its system data are taking up.

» **AppleCare & Warranty:** Tap AppleCare & Warranty to display the AppleCare & Warranty screen, where you can check AppleCare status for your iPhone and other devices.

» **AirDrop:** Tap AirDrop to set your iPhone's status for AirDrop file transfer: Receiving Off, Contacts Only, or Everyone for 10 Minutes. You can change AirDrop status more quickly in Control Center.

In the Start Sharing By box, set the Bringing Devices Together switch on (green) if you want to trigger the NameDrop sharing feature by bringing your iPhone close to another iPhone or an iPad. In the Out of Range box, set the Use Cellular Data switch on (green) to allow your iPhone to use cellular data for AirDrop transfers when Wi-Fi is not available.

» **AirPlay and Continuity:** Apple's Continuity features enable you to use your iPhone and other Apple devices together. For example, the Handoff feature lets you pass tasks between devices signed in to your iCloud account. For example, you might start an email on your Mac, resume it on your iPhone on the bus, and then complete it on your iPad at the destination. On your iPhone or iPad, you resume the task from the Lock screen or the app switcher. On your Mac, you resume the task from the dock. Set the Handoff switch on (green) to use Handoff.

To control whether your iPhone automatically connects to AirPlay speakers, tap Automatically AirPlay, and then tap Never, Ask, or Automatic.

If you have an Apple HomePod speaker and want your iPhone to start playing via the HomePod when you bring the iPhone close to the top of the HomePod, set the Transfer to HomePod switch on (green).

Tap the iPhone Mirroring button and select the Mac you want to use for mirroring your iPhone.

Set the Continuity Camera switch on (green) to use your iPhone's cameras as your Mac's webcam.

Set the AirPlay Receiver switch on (green) to stream content from your Vision Pro headset to your iPhone.

- » **Picture in Picture:** To have videos and FaceTime calls switch to picture-in-picture (PIP), showing a miniature picture but still playing, when you display the Home screen or switch to other apps, tap the Picture-in-Picture button, and then set the Start PIP Automatically switch on (green).
- » **Screen Capture:** Tap this button to configure the iOS Screen Capture utility.
- » **CarPlay:** Tap the CarPlay button to display its screen, where you can set up CarPlay to work with your CarPlay-compliant vehicle. Settings include choosing whether to allow CarPlay to work when the phone is locked and customizing the CarPlay apps.
- » **Home Button:** On the iPhone SE, tap the Home button to display the Home Button Haptic screen, and then choose among three haptic feedback types when you press the Home button. Tap the 1 circle, the 2 circle, or the 3 circle, and then press the Home button to feel that haptic type. When you find your favorite, tap the check mark icon.
- » **AutoFill & Passwords:** Tap this button to display the AutoFill & Passwords screen, and then choose options for automatically filling passwords and passkeys in apps and websites.
- » **Background App Refresh:** Tap the Background App Refresh button, and then choose settings to control whether apps other than the foreground app can refresh data via Wi-Fi or cellular connections. Tap Background App Refresh, and then tap Off, Wi-Fi, or Wi-Fi & Cellular Data, as needed. Normally, you'd choose Wi-Fi unless you have a generous or unlimited cellular plan. Then set each app's switch on (green) or off (white) to specify which can refresh in the background.

- » **Date & Time:** Tap Date & Time to set the date and time manually if necessary, to enable or disable 24-hour time, and to set the time zone manually. Usually it's best to set the Set Automatically switch on (green).
- » **Dictionary:** Tap Dictionary to choose which dictionaries are available on your iPhone. Many dictionaries are available, most of which download when you tap them.
- » **Fonts:** Tap Fonts to manage fonts you've installed from the App Store.
- » **Keyboard:** Tap Keyboard to display the Keyboards screen, where you can
 - Tap Keyboards to manage software keyboards.
 - Tap Hardware Keyboard, when one is connected, to choose settings for it.
 - Tap Text Replacement to manage text replacements (such as AutoCorrect).
 - Tap One-Handed Keyboard to enable the left-handed or right-handed one-hand keyboard.
 - Choose text-input settings, such as Auto-Capitalization, Auto-Correction, and Check Spelling.
 - Enable or disable Dictation and Auto-Punctuation.
- » **Language & Region:** Tap Language & Region to set your language, such as English, and region, such as United States. You can choose the calendar type, temperature system, the first day of the week, and more. Set the Live Text switch on (green) if you want to capture text using your iPhone's camera.
- » **TV Provider:** Tap TV Provider to display the TV Provider screen, on which you can select and configure your TV provider for the TV app.
- » **VPN & Device Management:** A *virtual private network*, or *VPN*, uses encryption to create a secure “tunnel” across the insecure internet to a VPN server. You'd typically use a VPN either to

connect securely to your company's network from a remote location or to avoid geographical restrictions on content — for example, making your iPhone appear to be in the United States when you are traveling.

You can set up a VPN configuration manually (start by tapping VPN & Device Management), but these days it's more likely you will use either a VPN profile provided by a network administrator, which automates VPN setup, or a VPN app that requires only that you enter your credentials for the VPN provider.

The VPN & Device Management screen also enables you to see any configuration profiles applied to your iPhone for remote management.

Accessibility Settings

iOS includes a huge number of accessibility features aimed at helping people with various disabilities use the iPhone effectively. The Accessibility screen divides the features into six boxes: Vision, Physical and Motor, Hearing, Speech, Accessories, and General. The following subsections explain the features you'll find in each box.

Accessibility features in the Vision Box

The Vision box contains the following features:

- » **VoiceOver:** Tap to configure the VoiceOver screen reader, which announces what is displayed on screen. Be warned that touchscreen gestures change when you set the VoiceOver switch on (green). For example, you tap to select an item, and then double-tap to activate it.
- » **Zoom:** Tap to configure and enable this screen magnifier. With zoom enabled, you double-tap the screen with three fingers to zoom in, drag with three fingers to move around the screen, and double-tap with three fingers to zoom out again.
- » **Hover Text:** Tap to enable and configure the hover text feature, which enlarges the text you tap after activating the hover text pointer,

a floating icon.

- » **Display & Text Size:** Tap to enable features for making the display and text easier to see. These include Bold Text, Larger Text, Button Shapes (underlines appear on words that are buttons), and On/Off labels on switches. Other settings let you reduce transparency in the interface, increase contrast, differentiate UI controls without color, invert either all colors (Classic Invert) or all colors except those in images and media (Smart Invert), apply color filters for color blindness, and reduce the white point.



TIP

At the bottom of the Display & Text Size screen lurks the Auto-Brightness switch. When this switch is on (green), as it is by default when you first set up your iPhone, iOS adjusts the screen brightness to match the ambient lighting conditions. Many people find Auto-Brightness makes the screen too dim. Setting the Auto-Brightness switch off (white) makes the screen look better at the expense of battery life.

- » **Motion:** Tap to display the Motion screen, where you can choose various settings to decrease motion effects. These settings include Reduce Motion (to reduce the parallax effect that makes icons float above the Home screen), Auto-Play Message Effects, Auto-Play Animated Images, Dim Flashing Lights, and Auto-Play Video Previews.
- » **Read & Speak:** Tap Accessibility Reader to enable the Accessibility Reader feature and control whether it plays automatically. Tap Speak Screen and set the Speak Screen switch on (green) to have iOS read the screen's content when you swipe down with three fingers from the top. Tap Speak Selection and set the Speak Selection switch on (green) to make iOS display a Speak button when you select text; tap Speak to have the text spoken. You can also configure typing feedback, choose the speaking voice, set the speaking rate, and set up custom pronunciations.

- » **Audio Descriptions:** On the Audio Descriptions screen, set the Audio Descriptions switch on (green) to have iOS play audio descriptions automatically.

Accessibility features in the Physical and Motor box

The Physical and Motor box contains the following features:

- » **Touch:** On the Touch screen, configure AssistiveTouch if you have difficulty tapping the screen accurately. Set the Reachability switch on (green) to use Reachability (see the section in [Chapter 2](#) on tapping, swiping, and dragging). Tap Haptic Touch to change the touch sensitivity. Tap Touch Accommodations to change how the screen responds to touches. Set the Tap or Swipe to Wake switch on (green) to wake the screen by tapping. Set the Shake to Undo switch off (white) if you find yourself undoing actions unintentionally by shaking your iPhone. Set the Vibration switch off (white) if you need to disable all vibrations (including emergency alerts). Set the Prevent Lock to End Call switch on (green) if you find yourself ending calls by accident by pressing the side button. Tap Call Audio Routing and choose how to route calls. If Sound Actions appears, tap it and configure actions for controlling your iPhone by making sounds such as “Oo,” “Click,” and “S-sound”; tap Practice to hear the sounds and to try making them yourself. Tap the Back Tap button and then choose actions to take when you double-tap or triple-tap the back of the iPhone.
- » **Face ID & Attention:** On this screen, set the Require Attention for Face ID switch on (green) to prevent your family from unlocking your iPhone by holding it in front of your sleeping face. Set the Attention Aware Features switch on (green) to have your iPhone check for your attention before taking actions such as dimming the screen. Set the Haptic on Successful Authentication switch on (green) to receive haptic feedback when Face ID unlocks your iPhone or approves a purchase.

- » **Switch Control:** On this screen, you can set up your iPhone to take actions when you use switches. These can be either external physical switches, such as buttons or joysticks, or virtual switches you set up using the iPhone's hardware controls and accelerometers.
- » **Voice Control:** On this screen, you can set up your iPhone so you can control it using your voice. iOS includes many built-in commands, but you can create custom commands, as needed.
- » **Eye Tracking:** On this screen, set the Eye Tracking switch on (green) to have your Face ID iPhone track your eye movements and move the focus area around the screen.



- » **NEW Head Tracking:** On this screen, set the Head Tracking switch on (green) to enable tracking, and then assign actions to facial gestures in the Actions box. For example, tap Stick Out Tongue and assign the Single-Tap action.
- » **Side Button:** On this screen, set the side button's click speed (Default, Slow, or Slowest) and the action to take when you press and hold the button. You can also set confirmation for use of the side button with Switch Control and AssistiveTouch.
- » **Camera Control:** On this screen, configure actions for the Camera Control feature.
- » **Apple Watch Mirroring:** On this screen, set the Apple Watch Mirroring switch on (green) to enable your iPhone to share control of the screen of the Apple Watch paired with it.
- » **Control Nearby Devices:** From this screen, you can start setting up control of nearby devices signed into the same iCloud account.

Accessibility features in the Hearing box

The Hearing box contains the following features:

- » **Hearing Devices:** On this screen, you can manage hearing devices that meet the Made for iPhone (MFi) standard. Set the Hearing Aid

Compatibility switch on (green) to improve audio quality with some hearing aids.

- » **Hearing Control Center:** On this screen, choose which of the included controls should appear in Hearing Control Center, and specify the order in which your chosen controls appear. To open Hearing Control Center, add it to Control Center and then launch it from there.
- » **Sound & Name Recognition:** You can have your iPhone listen for particular noises, such as fire alarms or the doorbell ringing, and for particular names (such as your own).
- » **Audio & Visual:** On this screen, tap Headphone Accommodations to set up customized audio for Apple and Beats headphones that support it. Tap Background Sounds to set up a background sound, such as Rain or Dark Noise, to block out unwanted environmental noise. Tap Live Listen and set the Control from Nearby Devices switch on (green) if you want your other devices to be able to use your iPhone as a remote microphone. Set the Mono Audio switch on (green) if you want mono audio output instead of stereo. Set the Add Voice Isolation switch on (green) to increase voice isolation while videos are playing back. Set the Power On & Off Sounds switch on (green) to play sounds when you power the iPhone on or off. Set the Headphone Notifications switch on (green) to have your iPhone notify you when you've been listening to loud audio long enough to affect your hearing. Drag the Balance slider to set the left-right balance on audio output. Tap Add Audio in Calls and set the Allow Apps to Add Audio in Calls switch on (green) if you want apps to be able to add audio to calls. Tap LED Flash for Alerts to configure flashing to notify you when alerts arrive.
- » **Subtitles & Captioning:** On this screen, set the Closed Captions + SDH switch on (green) to use closed captions and subtitles for the deaf and hard of hearing (SDH). Tap Style and choose the style for closed captions and subtitles. Set the Show Audio Transcriptions switch on (green) to show audio transcriptions for announcements from your HomePod.

- » **Live Captions:** On this screen, set the Live Captions switch on (green) to have iOS listen to media content you're playing and attempt to display live captions of the words. Tap Appearance and configure the appearance for the captions. Set the Live Captions in FaceTime switch on (green) if you want to use live captions in FaceTime.
- » **Music Haptics:** On this screen, set the Music Haptics switch on (green) to have your iPhone play taps, textures, and vibrations to accompany supported songs.

Accessibility features in the Speech box

The Speech box contains either two or three features, depending on your iPhone model:

- » **Live Speech:** On this screen, set the Live Speech switch on (green) to enable Live Speech, which speaks aloud text you type or phrases you select from a Favorite Phrases list. Tap Favorite Phrases and set up your list of phrases you want to be able to use quickly. In the Preferred Voices box, select the voice that will speak. You can then launch Live Speech by using the Accessibility Shortcut (discussed in just a moment).
- » **Personal Voice (iPhone 12 or later only):** On this screen, tap the Create a Personal Voice button and follow the prompts to record 150 voice snippets from which iOS can create a digital facsimile of your voice. You can then use this personal voice with the Live Speech feature to read screen content aloud, either to yourself or when communicating with others. Set the Share across Devices switch on (green) if you want to use Personal Voice on your other iCloud devices. Set the Allow Apps to Request to Use switch on (green) to allow apps to request to use Personal Voice.
- » **Vocal Shortcuts:** On this screen, tap Set Up Vocal Shortcuts to start setting up phrases you can speak to take actions using shortcuts. For example, you could create a vocal shortcut called "That's too loud!" that issues the Volume Down command.

Accessibility features in the Accessories box

The Accessories box contains these settings:

- » **Keyboards & Typing:** On this screen, you can set up Full Keyboard Access, enabling you to control your iPhone using a hardware keyboard.
- » **Apple TV Remote:** If you're using your iPhone as a remote control for Apple TV, set the Directional Buttons switch on (green) to use buttons on the iPhone rather than swipe gestures. Set the Live TV Buttons switch on (green) to always display guide and channel buttons.
- » **AirPods:** Tap to display accessibility settings for your AirPods.

Accessibility features in the General box

The General box contains the following features:

- » **Guided Access:** The Guided Access feature enables you to lock the iPhone into a single app, protected by a passcode, and set time limits for usage. You might want to use Guided Access to let someone you don't trust use your iPhone to accomplish a particular task, without risking them accessing your other apps or data. Guided Access is also useful in settings such as education and training, but typically on iPads rather than iPhones.
- » **Assistive Access:** The Assistive Access feature lets you switch the iPhone to use a simplified user interface with larger controls and fewer apps. You would typically set up Assistive Access for someone else rather than use it yourself.
- » **Siri:** On the Siri screen, set the time Siri waits for you to finish speaking by tapping Default, Longer, or Longest in the Siri Pause Time box. Drag the Speaking Rate slider along the tortoise–hare axis to change Siri's speaking rate. In the Spoken Responses box, control how much Siri speaks by tapping Prefer Silent Responses, Automatic, or Prefer Spoken Responses. Set the Always Listen for “Siri” switch on (green) if you want Siri to listen even when your

iPhone is facedown or covered. Set the Require “Siri” for Interruptions switch on (green) to have Siri ignore interruptions to its responses unless they start with “Siri.” Set the Listen for Atypical Speech switch on (green) to have Siri pay attention to unusual speech patterns as well as more usual patterns. Set the Show Apps behind Siri switch on (green) to keep the current app visible while Siri is active. Set the Announce Notifications on Speaker switch on (green) to have Siri announce your notifications aloud through your iPhone’s speaker. Tap Call Hang Up and then set the Call Hang Up switch on (green) to be able to hang up phone and FaceTime calls by saying “Hey Siri, hang up.”

- » **Accessibility Shortcut:** When you triple-click the side button on a Face ID iPhone or triple-click the Home button on a Touch ID iPhone, iOS runs the Accessibility Shortcut, which gives you quick access to one or more Accessibility features. If you assign a single feature to the Accessibility Shortcut, triple-clicking triggers that feature. If you assign multiple features to the Accessibility Shortcut, iOS displays the Accessibility Shortcuts dialog (see [Figure 5-6](#)), in which you tap the feature you want this time. To specify your Accessibility Shortcuts, select one or more items on the Accessibility Shortcut screen; if you select multiple items, drag them into the order in which you want them to appear in the dialog.

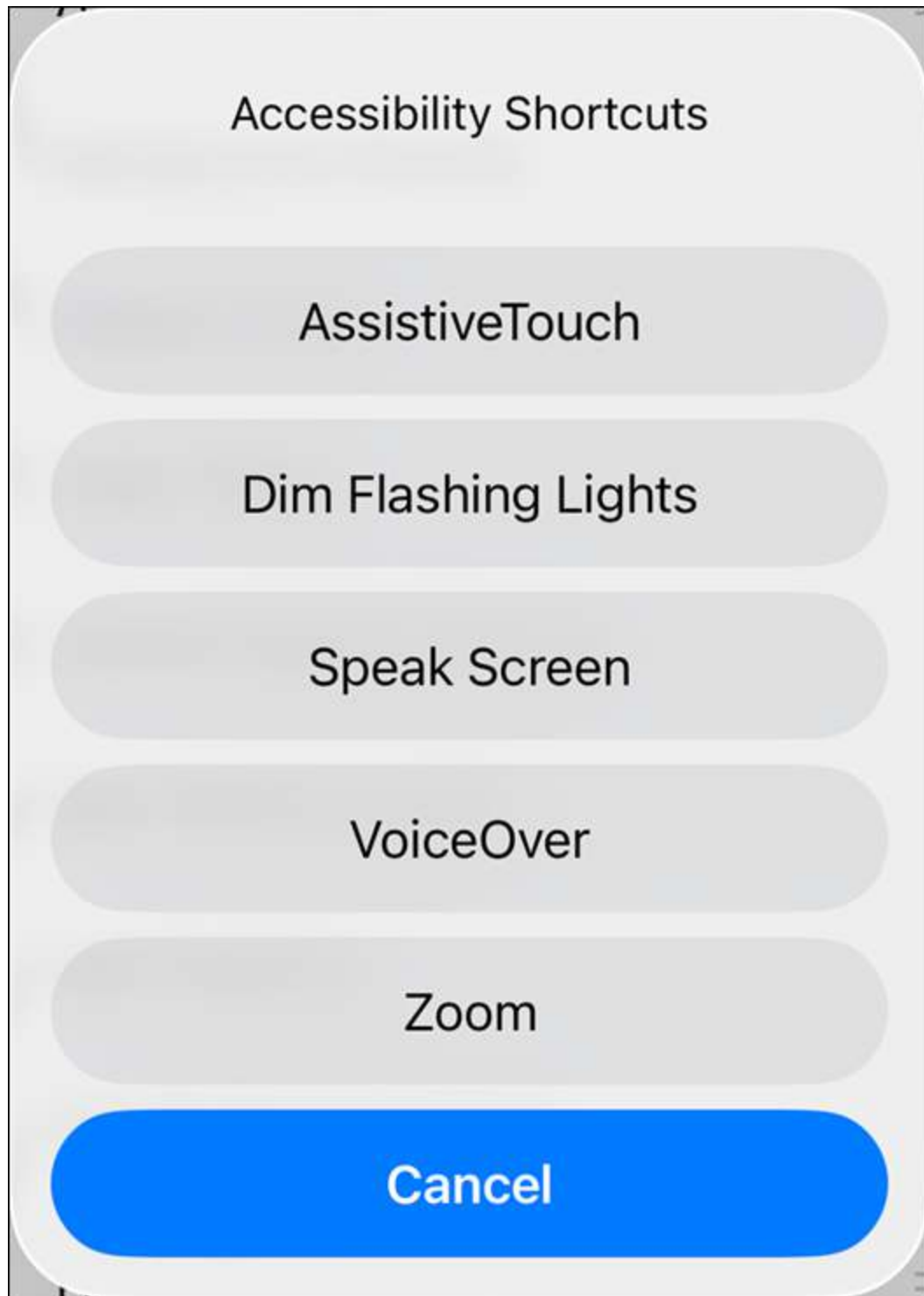


FIGURE 5-6: The Accessibility Shortcuts dialog gives you quick access to your chosen Accessibility features.

- » **Per-App Settings:** iOS enables you to configure various vision features and motion features for individual apps. For example, you

could make the App Store app appear with bold text, smartly inverted colors, and reduced motion without applying these settings to all apps. On the Per-App Settings screen, tap Add App, and select the app. Then tap the app's name to display the customization settings.

- » **Share Accessibility Settings:** From the Share Accessibility Settings screen, you can sync your accessibility settings to iCloud, making them show up automatically on your other iCloud devices. You can also tap the Share Accessibility Settings button on this screen to share your settings temporarily with another device, such as an iPad shared at a public kiosk.

Action Button, Apple Intelligence & Siri, and Camera Settings

To choose the action for the iPhone's hardware Action button, tap Action Button, swipe left or right until you find the action you want (such as Flashlight, Focus, or Open Visual Intelligence), and then tap the back icon (<).

On the Apple Intelligence & Siri screen, set the Apple Intelligence switch on (green) to enable Apple Intelligence features. See the section in [Chapter 4](#) on making Siri smarter for coverage of the key Siri settings.

See the section in [Chapter 14](#) on choosing settings for the Camera app for coverage of the settings you can configure on the Camera Settings screen.

Control Center Settings

Tap Control Center Settings to configure Control Center. Set the Access within Apps switch on (green) to enable yourself to open Control Center while an app is active. See the section in [Chapter 4](#) on commanding and customizing Control Center for more information.

Display & Brightness Settings

Tap Display & Brightness to show its screen, on which you can configure the following settings:

- » **Appearance:** In this box, tap Light or Dark to set the overall appearance. To have the iPhone switch between light and dark, set the Automatic switch on (green), tap Options, and then either tap Sunset to Sunrise or tap Custom Schedule and specify the schedule.
- » **Text Size:** Tap to set the text size for the many apps that support dynamic type.
- » **Bold Text:** Set this switch on (green) to use a bold typeface.
- » **Brightness:** Drag this slider to set the screen brightness. Increasing the brightness uses more battery power.



TIP

To have the iPhone set screen brightness automatically, choose Settings ⇒ Accessibility ⇒ Display & Text Size, scroll to the bottom, and then set the Auto-Brightness switch on (green).

- » **True Tone:** Set this switch on (green) to have the iPhone make the colors appear consistent in different lighting conditions.
- » **Night Shift:** Tap to configure the night shift feature, which automatically alters the colors on your iPhone screen after dark so that they're at the warmer end of the color spectrum to reduce disruptions to your sleep. To use night shift on a schedule, set the Scheduled switch on (green), tap the From/To button, and specify the schedule. Otherwise, turn on night shift as needed by setting the Manually Enable Until Tomorrow switch on (green). Either way, drag the Color Temperature slider along the Less Warm–More Warm Axis to set the color temperature for night shift to use.
- » **Auto-Lock:** Tap to set the time that elapses before the iPhone automatically locks and turns off the display. Your choices are 30 Seconds, 1 Minute, 2 Minutes, 3 Minutes, 4 Minutes, 5 Minutes, or

Never. The Never item doesn't appear if your iPhone is managed through a corporate policy.

- » **Raise to Wake:** Set this switch on (green) to have your iPhone wake up when you raise it to your face.
- » **Always on Display:** Tap this button to show the Always on Display screen, where you can configure settings for the Always on Display on the Lock screen.
- » **Display Zoom:** To switch between the default text size and the larger size, tap this button, tap Larger Text or Default Text, and then tap Done.

Home Screen & App Library Settings

Tap the Home Screen & App Library button to choose the following settings:

- » **Newly Downloaded Apps:** In this box, tap either Add to Home Screen or App Library Only, as needed.
- » **Show in App Library:** Set this switch on (green) to display badges in App Library. Badges are the red rounded rectangles containing the number of updates, new messages, or whatever.
- » **Show on Home Screen:** Set this switch on (green) if you want to display the Search box on the Home screen in place of the row of dots indicating which Home screen page is active.

Search and StandBy Settings

iOS enables you to configure search settings to find what you want more easily and Siri settings to control your virtual assistant. The StandBy feature displays widgets, photos, or clocks on the screen when the iPhone is charging and turned on its side.

Search settings

Tap the Search Settings button to display the Search screen, and then set the Show Recent Searches switch, the Show Related Content switch, and the Help Apple Improve Search switch on (green) or off (white), as needed. In the list of apps, tap an app for which you want to configure Search, and then set the Show App in Search switch and the Show Content in Search switch on (green) or off (white), as needed.

StandBy settings

Set the StandBy switch on (green) to enable StandBy. Tap Display and choose whether (and when) to turn the display off, whether to use night mode, and whether StandBy should wake on detecting motion. Set the Night Mode switch on (green) if you want StandBy to appear with a red tint. Set the Show Notifications switch on (green) if you want to see all notifications; critical notifications will appear even if you set this switch off (white). Set the Show Preview on Tap Only switch on (green) to suppress previews until you tap the screen.

Wallpaper Settings

Tap the Wallpaper button to select wallpaper for your iPhone's Lock screen and Home screen. Tap +Add New Wallpaper to display the Add New Wallpaper screen (shown on the left in [Figure 5-7](#)), and then make a selection from the buttons across the top (Photos, Photo Shuffle, Emoji, Color, Astronomy, or Weather) or from the categories down the screen (Featured, Photo Shuffle, Weather & Astronomy, Emoji, Kaleidoscope, Unity, Pride, iOS, Collections, and Color). On the preview screen that appears (shown on the right in [Figure 5-7](#)), tap Add Widgets to add any widgets you want the wallpaper to display.

When you finish, tap Add in the upper-right corner. In the dialog that appears, tap Set as Wallpaper Pair to use the wallpaper for both the Home screen and the Lock screen or tap Customize Home Screen to use it only for the Home screen.



TIP

You can also change the wallpaper directly from the Lock screen. For details, see the section in [Chapter 2](#) on customizing the Lock screen.



FIGURE 5-7: On the Add New Wallpaper screen (left), tap the wallpaper you want. On the preview screen (right), add any widgets you'd like.

Notifications, Sounds & Haptics, Focus, and Screen Time Settings

The next group of settings lets you control notifications, sounds, haptic feedback, focus (do not disturb), and Screen Time (Apple's self-control and parental-controls feature).

Notifications

Your iPhone displays important notifications as they arrive and collects them as well as less exciting notifications in Notification Center, which you can open by swiping down from the top of the screen.

To control which notifications appear where, choose Settings ⇒ Notifications and work on the Notifications screen (see [Figure 5-8](#)). Here, you can configure the following settings:

- » **Display As:** In this box, tap Count, Stack, or List to set the default means for displaying notifications. You can then change them for individual apps, as needed. Count shows only the number of notifications waiting for you; Stack shows the notifications stacked on top of one another; and List shows the notifications spread out so that you can scan them quickly.
- » **Scheduled Summary:** To create a scheduled summary of your notifications, tap this button, and then set the Scheduled Summary switch on (green). Follow through the resulting screens to choose which apps to include in the summary and when to display the summary. The default schedule suggests one summary at 8:00 a.m. and one at 6:00 p.m., but you can change the times, delete the second summary, or add further summaries, as needed. The summaries then appear on the Scheduled Summary screen, where you can change them if you want.

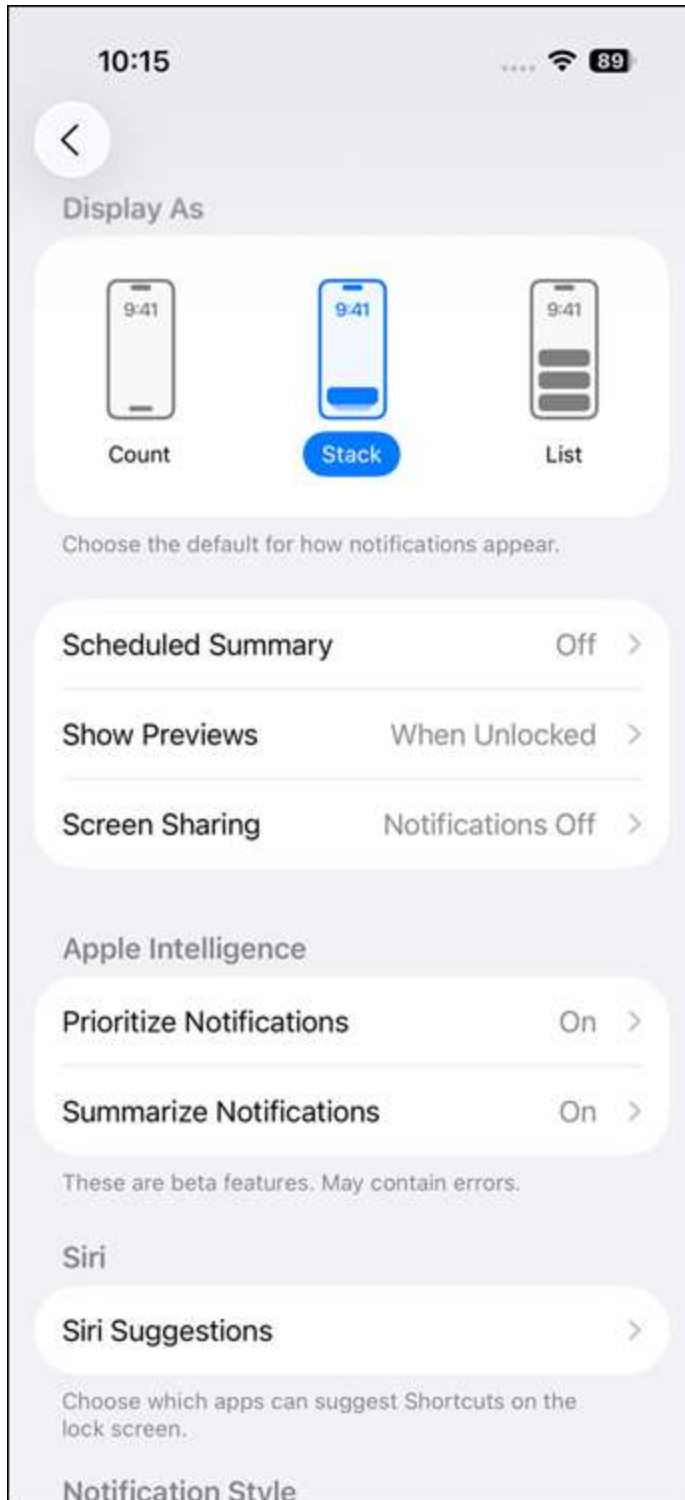


FIGURE 5-8: Tell your iPhone when and how to notify you.

- » **Show Previews:** To set your default setting for showing previews, tap this button, and then tap Always, When Unlocked, or Never. Be

warned that Always may expose sensitive previews to other people who can see your iPhone when it is locked. You can choose different preview settings for individual apps.

- » **Screen Sharing:** To control whether notifications appear while you're sharing your iPhone's screen, tap this button, and then set the Allow Notifications switch on (green) or off (white).
- » **Prioritize Notifications:** Tap this button to set up Apple Intelligence to prioritize notifications for you.
- » **Summarize Notifications:** Tap this button to set up Apple Intelligence to summarize notifications for you.
- » **Siri Suggestions:** To specify which apps can suggest shortcuts on the Lock screen, tap this button, set the Allow Notifications switch on (green), and then set the switch for each individual app on (green) or off (white).
- » **Notification Style:** In this box, tap the app you want to configure, and choose settings on the screen that appears. Set the Allow Notifications switch off (white) if you want to suppress notifications. Otherwise, leave the switch on (green) and configure notification preferences. The most important are choosing between Immediate Delivery and Scheduled Delivery in the Notification Delivery box; setting the Time Sensitive Notifications switch on (green) or off (white), as appropriate; selecting the alert style in the Alerts box; selecting either Temporary or Persistent for the Banner Style; and setting the Badges switch to control whether the app's icon on the Home screen can display a red badge containing the number of notifications.
- » **Government Alerts/Emergency Alerts:** At the bottom of the Notifications screen, examine the selection of controls for receiving emergency alerts, and then set each switch on (green) or off (white), as needed. The box name and the alerts it contains vary by country and region.

Sounds & Haptics

Haptics is technology that stimulates the senses of touch and motion, such as when your iPhone vibrates to give you feedback. To configure how your iPhone plays sounds and gives you haptic feedback, choose Settings ⇒ Sounds & Haptics, and then work on the Sounds & Haptics screen. The following list explains the main settings:

- »  **Silent Mode:** Set this switch on (green) to enable silent mode on iPhone models that support it. Set the Show in Status Bar switch on (green) to display the silent mode icon (shown in the margin) in the status bar when silent mode is on. You can turn silent mode on or off also in Control Center.



- » **NEW Input:** Tap this button to display the Microphone screen, and then tap the microphone you want to use.
- » **Ringtone and Alerts:** Drag the slider to set the volume. Set the Change with Buttons switch on (green) to enable changing the volume by pressing the volume up and volume down buttons. Tap the Haptics button to display the Haptics screen, and then tap Always Play, Play in Silent Mode, Don't Play in Silent Mode, or Never Play, as needed.
- » **Unnamed box containing Ringtone and other alert types:** Tap each button — Ringtone, Text Tone, and so on — in turn, and then specify the tone and vibration to use.
- » **Keyboard Feedback:** Tap this button, and then set the Sound switch and the Haptic switch on (green) or off (white), as needed. Setting Sound on plays typewriter noises when you tap the keys on the onscreen keyboard.
- » **Lock Sound:** Set this switch on (green) to play a sound when your iPhone locks.
- » **System Haptics:** Set this switch on (green) to play haptics when your iPhone needs your attention.

- » **Volume Limit:** To limit the volume of the iPhone's built-in speaker, tap this button, set the Limit Maximum Volume switch on (green), and drag the Maximum Limit slider to the appropriate percentage.



- » **NEW Late Night Mode:** Set this switch on (green) to enable late night mode, which softens loud sounds and boosts quiet audio to enable you to hear all content at a moderate volume.
- » **Headphone Safety:** Tap this button to display the Headphone Safety screen. Here, you can set the Reduce Loud Sounds switch on (green) and then drag the slider to a suitable level to protect your hearing.
- » **Personalized Spatial Audio:** Your iPhone can photograph and analyze your ears to create a personalized spatial audio profile for you for supported AirPods or Beats headphones. Tap this button, tap Personalized Spatial Audio, and follow the prompts to take aural portraits.

Focus

Your iPhone's Focus feature can help you maintain concentration for most any activity. To configure Focus, tap Settings ⇒ Focus, and then work on the Focus screen (see [Figure 5-9](#)). Your iPhone includes several built-in focuses, such as Do Not Disturb, Driving, and Work. You can create other focuses as needed.

To configure a focus that appears in the box at the top of the screen, tap it, and then work on the configuration screen, such as the Do Not Disturb screen. You can:

- » Choose which people and which apps can interrupt the focus with notifications.
- » Choose whether silenced notifications appear on the Lock screen (tap Options).
- » Add a custom Lock screen or Home screen to the focus to minimize distractions.

- » Set one or more schedules for the focus.
- » Apply a focus filter, such as limiting the Mail app to displaying only specific inboxes or restricting Safari to a particular profile or tab group.

To configure a focus that doesn't appear in the box, tap + (add) on the Focus screen and follow the prompts.

To turn on a focus, open Control Center, tap the Focus text on the Focus button (don't tap the icon), and then tap the focus in the list. To set the duration for any focus but Driving, tap the ellipsis (...) button, and then tap a button, such as For 1 Hour, Until This Evening, or Until I Leave This Location. The focus's icon appears in the status bar. To turn off the focus, open Control Center and tap the Focus icon.

Your iPhone automatically activates the driving focus when it detects you in apparently vehicular motion.

You can grant permission to certain apps to share your focus status — for example, so your Messages contacts know you're focusing rather than ghosting them.

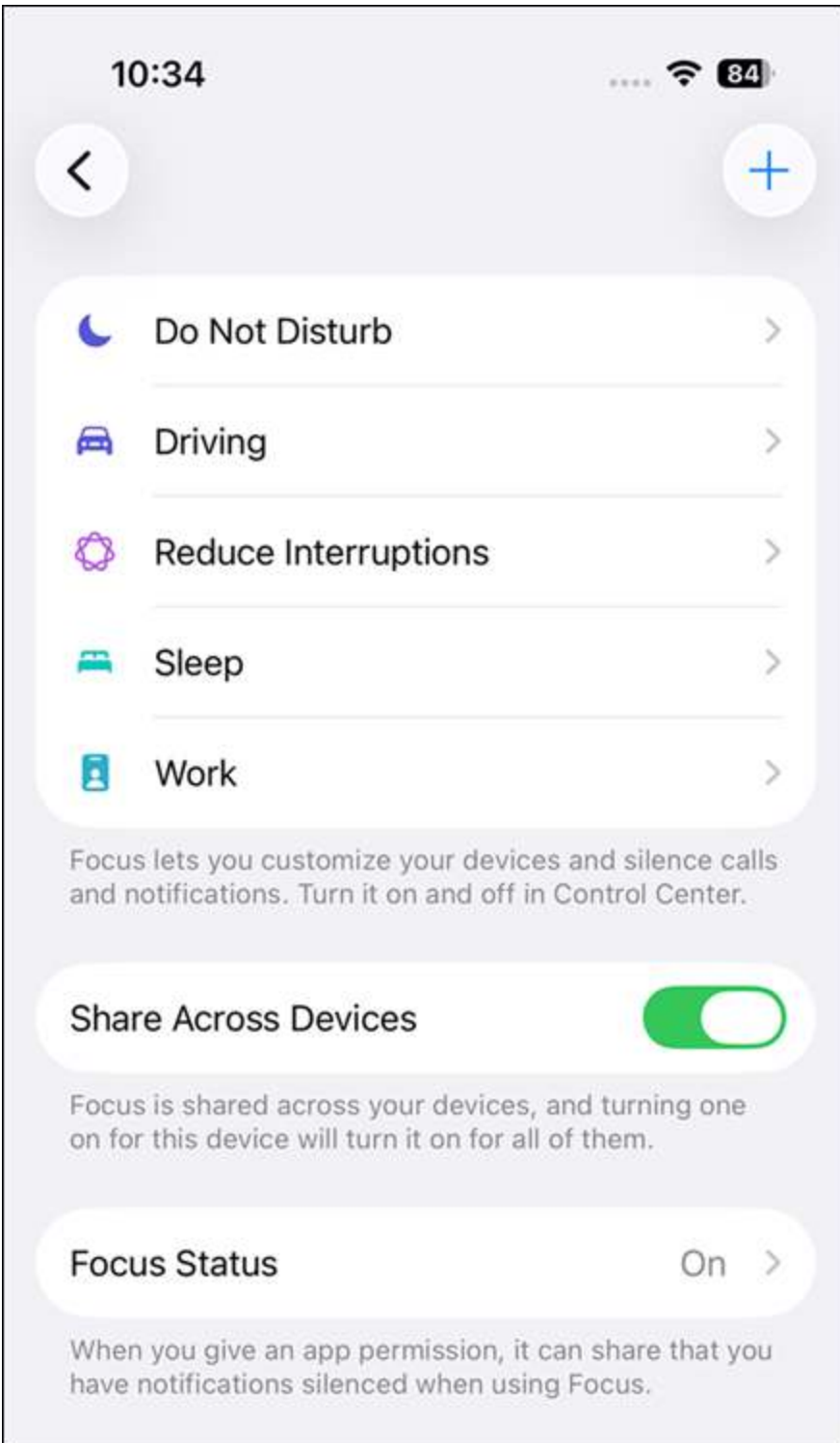


FIGURE 5-9: Set up a focus for each activity that requires your undivided attention.

Screen Time

Screen Time combines parental controls with the capability to police your own behavior. If you enable all its features, Screen Time enables you to see everything from which apps you use most, to how many times you pick up your iPhone in a day and how many notifications you receive.

To get started, choose Settings ⇒ Screen Time. On the Screen Time screen, work with the following controls to specify the restrictions you need:

- » **App & Website Activity:** To set up the App & Website Activity feature, tap this button, and then tap Turn On App & Website Activity. The Daily Average histogram appears at the top of the Screen Time screen, showing your iPhone usage. Tap See All App & Website Activity to display a screen that shows histograms for Screen Time, Pickups, and Notifications; you can then tap the Week tab or the Day tab at the top of the screen to change the time period. When you want to turn off App & Website Activity, go to the bottom of the Screen Time screen and tap the Turn Off App & Website Activity button.



TIP

You must enable the App & Website Activity feature to make the Downtime feature, the App Limits feature, and the Always Allowed feature appear on the Screen Time screen.

- » **Downtime:** To enforce a downtime schedule of time away from the screen, tap Downtime on the Screen Time screen. You can then either tap Turn On Downtime Until Tomorrow or set the Scheduled switch on (green) to specify a schedule. The schedule can use either the same hours for each day or custom hours for different days.
- » **App Limits:** To apply time limits for different app categories or individual apps, tap App Limits. On the App Limits screen, tap Add Limit and select the app category, such as the Social Category or the Games category, or select one or more individual apps within a category. Tap Next, set the time limit, and then tap Add.

- » **Always Allowed:** To specify contacts and apps that Screen Time always allows, tap Always Allowed. On the Always Allowed screen, tap Contacts, and then specify the allowed contacts. Next, customize the Allowed Apps list by tapping the remove icon (red circle containing –) to remove an existing item or tapping the add icon (green circle containing +) to add an item from the Choose Apps list. The Phone app is always allowed.
- » **Screen Distance:** To have the iPhone display alerts when the user is holding it too close to their face, tap Screen Distance, and then set the Screen Distance switch on (green).
- » **Communication Limits:** To restrict the contacts with whom the user may communicate, tap Communication Limits. On the Communication Limits screen, tap During Screen Time and tap Contacts Only, Contacts & Groups with At Least One Contact, or Everyone; then tap During Downtime and tap Specific Contacts (whom you then specify) or Everyone, as needed.
- » **Communication Safety:** To help avoid children sharing nude photos and videos, tap Communication Safety, tap Continue to launch the setup process, and then set the Communication Safety switch on (green).
- » **Content & Privacy Restrictions:** To limit the actions the user can take, tap Content & Privacy Restrictions. On the Content & Privacy Restrictions screen, set the Content & Privacy Restrictions switch on (green), and then use the controls to specify which features to allow and which to block. For example, to restrict movies, tap the App Store, Media, Web, & Games button, tap Movies, and then tap the maximum rating you'll allow, such as PG-13.
- » **Lock Screen Time Settings:** Tap this button to lock Screen Time settings with a passcode.
- » **Share Across Devices:** Set this switch on (green) to share this user's Screen Time settings across all the devices linked to their Apple Account.

- » **Set Up Screen Time for Family:** Tap this button to set up Screen Time for members of your Family group. Once you've done this, the Family box appears, listing the family members.

Face ID/Touch ID & Passcode

On the Face ID/Touch ID & Passcode screen, choose when to use Face ID or Touch ID (depending on your iPhone model):

- » **Use Face ID/Touch ID For:** In this box, set the iPhone Unlock switch, the Contactless and Payments switch, the iTunes & App Store switch, and the Password AutoFill switch on (green) or off (white), as needed.
- » **Set Up an Alternate Appearance:** Tap this button to teach Face ID to recognize you with an alternate appearance, such as when you've applied full-face make-up.
- » **Face ID with a Mask:** If this switch appears, set it on (green) to allow yourself to use Face ID while wearing a protective mask (not a Halloween mask).
- » **Add Glasses:** If you've set up Face ID with a mask, tap this button to add glasses to the mix. You can't add shades.
- » **Reset Face ID:** Tap this button to reset Face ID so that you can set it up again from scratch.
- » **Require Attention for Face ID:** Set this switch on (green) to have Face ID make sure you're looking at the iPhone to unlock it.
- » **Attention Aware Features:** Set this switch on (green) to have your iPhone check for your attention before taking actions such as dimming the screen or expanding a notification on the Lock screen.
- » **Stolen Device Protection:** Tap this button to display the Stolen Device Protection screen, set the Stolen Device Protection switch on (green), and then choose either Away from Familiar Locations or Always in the Require Security Delay box.

- » **Finger 1 (or Other Name):** For Touch ID, tap the finger's button to display a screen on which you can rename the button more descriptively or delete the fingerprint details.
- » **Add a Fingerprint:** For Touch ID, tap this button to add another fingerprint. You can add up to five fingerprints.
- » **Turn Passcode Off:** If you need to turn off the passcode, tap this button, and then tap Turn Off in the Turn Off Passcode? dialog that opens. When you remove the passcode, iOS removes your Apple Pay cards and your car keys from Wallet and prevents your Apple Watch from unlocking automatically.
- » **Change Passcode:** Tap this button to start changing your passcode.
- » **Require Passcode:** Tap this button to display the Require Passcode screen and choose when to require a passcode. Usually, your only choice is Immediately, but you may also see choices such as After 1 Minute.
- » **Voice Dial:** Set this switch on (green) to allow dialing by voice.
- » **Allow Access When Locked:** In this box, set the switches on (green) or off (white) to specify which apps and features you will and will not allow while the iPhone is locked.



WARNING Allowing access while your iPhone is locked is convenient, but it becomes a security risk if someone else gets their hands on your iPhone.

- » **Erase Data:** Set this switch on (green) to make your iPhone erase all your data after ten successive failed attempts to enter the password. This is a strong security measure against brute-force breaking of the password, but bear in mind that it gives a malefactor an easy way to erase your valuable data. To delay such an attack, iOS implements an increasing timeout between each login attempt after the first few.

Emergency SOS

On the Emergency SOS screen, choose settings for making emergency calls:

- » **Call with Hold and Release:** Set this switch on (green) to call by holding down the side button and either the volume up button or the volume down button for several seconds. The Power Off screen appears and a countdown begins; when the countdown ends, release the buttons to call emergency services.
- » **Call with 5 Button Presses:** Set this switch on (green) to start an emergency call by pressing the side button five times in quick succession. The Emergency SOS screen appears, and a 10-second countdown starts; when the countdown finishes, the iPhone places the emergency call.
- » **Call Quietly:** Set this switch on (green) to suppress alarms, flashes, and VoiceOver audio when calling with either Call with Hold and Release or Call with 5 Button Presses.
- » **Call after Severe Crash:** Set this switch on (green) to have your iPhone automatically dial emergency services after its sensors detect a severe vehicular crash. The iPhone sounds an alarm and starts a countdown before placing the call, so you can turn it off if you're okay.
- » **Emergency SOS via Satellite:** Tap the Try Demo button to learn about this emergency service for when you're outside cellular coverage.

Privacy & Security

The Privacy & Security screen enables you to choose settings for Location Services, tracking, individual apps and features used by other apps, and more.

Location Services

Location Services tracks your iPhone's location closely using GPS, cellular towers, Wi-Fi networks, and even Bluetooth connections. To

control which apps and features can use Location Services, tap the Location Services button on the Privacy & Security screen. On the Location Services screen, work with the following controls:

- » **Location Services:** Set this switch off (white) if you want to disable Location Services for everything except Find My iPhone. Normally, you'd keep Location Services on but allow only essential apps to use it.
- » **Location Alerts:** Tap this button to display the Location Alerts screen. Here, set the Show Map in Location Alerts switch on (green) if you want to include the map in location alerts. Including the map is usually helpful.
- » **Share My Location:** Tap this button to display the Find My screen. Tap Find My iPhone to display the Find My iPhone screen, and then set the Find My iPhone switch and the Find My network switch on (green). It's a good idea to set the Send Last Location switch on (green) to have your iPhone tell Apple its location when its battery is critically low.

Back on the Find My screen, make sure the Share My Location switch is on (green) and that My Location button shows This Device if you want your iPhone to give your location (rather than having, say, your iPad provide your location).

If the Family box appears, look at the list of family members. Each family member who appears in regular font can see your location; to cut them off, tap their button, and then tap Stop Sharing My Location. Your location is hidden from each family member who appears in gray font with the readout *Cannot see your location*; to change this, tap their button, and then tap Share My Location.

- » **Apps and Features:** The long list shows the apps and features that are using Location Services. To configure what an app or feature can do with Location Services, tap its button, and then choose settings on the screen that appears. For most apps, the Allow Location Access box appears, enabling you to choose among settings such as Never, Ask Next Time Or When I Share, While Using the App, or Always;

in general, While Using the App is the best choice. If you allow the app or feature to use Location Services, set the Precise Location switch on (green) or off (white), as needed. Apps such as Maps need your precise location to be useful, but the precise location is overkill for any app or feature that just needs to confirm you're in a particular country.



TIP

At the very bottom of the Apps and Features list is System Services. Tap this button to display the System Services screen, on which you can enable or disable Location Services for a wide range of services. A *service* is a built-in function that performs actions in the background. For example, the Networking & Wireless service establishes, manages, and ends network and wireless connections.

Tracking

Tap the Tracking button on the Privacy & Security screen to display the Tracking screen. Here, you can choose whether apps can track your activities:

- » **Allow Apps to Request to Track:** Set this switch on (green) *only* if you want to allow apps to ask to track your activities across other companies' apps and websites. Apps want to track you to learn more about you and build a profile of you. If you let apps request to track you, iOS displays a dialog for each request. Tap the Ask App Not to Track button or the Allow button, as appropriate.
- » **List of apps that have requested to track:** In this list, set each switch on (green) or off (white) to control whether the app can track you.

Privacy settings for individual apps and features

To choose privacy settings for an individual app or feature, tap its button in the long list. On the screen that appears, showing which apps and

features have requested access to this app or feature, set each switch on (green) or off (white), as needed.

Safety Check

From the Safety Check screen, you can take two actions to increase your safety:

- » **Emergency Reset:** Tap this button, and then tap the Start Emergency Reset button to run through a process designed to protect your information from other people and from apps, to change your Apple Account password, and to review your emergency contacts to make sure they're the people you need now.
- » **Manage Sharing & Access:** Tap this button, and then tap the Continue button to go through a process of reviewing the people with whom you're sharing data, the apps that have access to your information (such as your calendar and contacts), and checking your account security.

Sensitive Content Warning

Tap the Sensitive Content Warning button to display the Sensitive Content Warning screen, and then set the Sensitive Content Warning switch on (green) to use this feature. In the App & Service Access box, set the switches on (green) to specify which apps and features (such as AirDrop, Contacts, Messages, and Video Messages) require Sensitive Content Warning.

Analytics & Improvements, Apple Advertising, App Privacy Report, and Apple Intelligence Report

Toward the bottom of the Privacy & Security screen, you'll find these controls:

- » **Analytics & Improvements:** Tap this button to display the Analytics & Improvements screen. Here, you can set the Share iPhone Analytics switch, the Share iCloud Analytics switch, and the

Share with App Developers switch on (green) or off (white) to specify what data you want to share anonymously with Apple and developers. Tap the Analytics Data button to see listings of the analytics data your iPhone has shared.

- » **Apple Advertising:** Tap this button to display the Apple Advertising screen. Here, you can tap the View Ad Targeting Information to display the information Apple's ads use about you. You can also set the Personalized Ads switch on (green) or off (white) to control whether Apple gives you personalized ads or just the regular old ads they give everyone. Either way, you still get the same quantity of ads.
- » **App Privacy Report:** Tap this button to display the App Privacy Report screen, where you can enable and enable the App Privacy Report feature, which shows how often apps have used the permissions you've granted them. For example, if you allow an app to access the Camera feature, App Privacy Report lets you see how often that app has done so.
- » **Apple Intelligence Report:** Tap this button to display the Apple Intelligence Report screen. Choose a duration (such as 15 Minutes or 7 Days) in the Report Duration pop-up menu, tap Export Activity, and then choose the destination app, such as Notes or Mail.

Wired Accessories

To control when your iPhone can use wired accessories, tap the Wired Accessories button, and then tap the appropriate button: Always Ask, Ask for New Accessories, Automatically Allow When Unlocked, or Always Allow.

Stolen Device Protection

To add extra security to your iPhone, tap the Stolen Device Protection button to display the Stolen Device Protection screen, set the Stolen Device Protection switch on (green), and then choose either Away from Familiar Locations or Always in the Require Security Delay box.

Lockdown Mode

iOS, iPadOS, and macOS include a feature called lockdown mode that enables you to crank up an extreme level of protection against hacking and cracking threats. Lockdown mode is designed to protect your iPhone, iPad, and Mac against targeted attacks using custom malware or state-sponsored spyware.

Lockdown mode is designed for the tiny minority of users who face these types of threats. You may need to use lockdown mode if you're a human-rights activist, a crusading journalist, or a secret agent. If you're not exposed to such threats, lockdown mode is likely to be overkill.

To keep your devices safe, lockdown mode must limit some of the functionality that Apple users enjoy. For example, the Messages app blocks incoming message attachments, and FaceTime blocks calls and invitations from anyone who isn't in your Contacts list.

To put your iPhone into lockdown mode, tap Lockdown Mode at the bottom of the Privacy & Security screen, tap Turn On Lockdown Mode, and follow the prompts.

Chapter 6

Finding and Managing Apps

IN THIS CHAPTER

- » Browsing for cool apps
 - » Searching for specific apps
 - » Getting apps onto your iPhone
 - » Deleting and organizing iPhone apps
 - » Reading books and news on your iPhone
-

One of the best things about the iPhone is that you can download and install apps created by third parties, which is to say not created by Apple (the first party) or you (the second party). At the time of this writing, around two million apps were available, including more than 200,000 games. Some apps are free, other apps cost money; some apps are useful, other apps are lame; some apps are well behaved, other apps quit unexpectedly or worse. You'll never be short of choices for apps, but you may need to perform in-depth research to find good apps that do exactly what you want.

Where and How Do You Get Apps?

Apple restricts the iPhone to installing apps from the App Store, an online store that Apple curates and runs. App developers submit their apps to Apple for testing and approval, and Apple adds only tested and approved apps to the App Store. In theory, this means that all the apps should run well, without leaking memory and without crashing, and shouldn't take any user-unfriendly actions.

To access the App Store, you use the App Store app on your iPhone. The App Store app is part of iOS and normally appears on the first Home

screen page by default.



TIP

If you don't find the App Store icon on the first Home screen page, look on each of the other pages, and then look in App Library. If you don't find the App Store app at all, the reason is most likely that someone else is managing your iPhone and has applied restrictions to it either via the Screen Time feature (as a family member might) or via a mobile-device management policy (as a company or organization might). Restrictions may hide the App Store app or may allow you to run the App Store app but not install apps; they might also prevent you from deleting installed apps.

The most straightforward way to install an app on your iPhone is installing it directly using the App Store app. But Apple also lets you set your iPhone to automatically install apps that you've installed on your other iOS or iPadOS devices that use the same Apple Account. So if you install an app on your iPad, your iPhone then installs it automatically, and vice versa.

To set up automatic downloads, choose Settings ⇒ Apps ⇒ App Store, go to the Automatic Downloads section, and set the App Downloads switch, the App Updates switch, and the In-App Content switch on (green).



WARNING

Those switches apply only to Wi-Fi; to enable automatic downloads via cellular data connection too, go to the Cellular Data section of the App Store screen and set the Automatic Downloads switch on (green). Now tap App Downloads (also in the Cellular Data section) and choose Always Allow, Ask If Over 200MB, or Always Ask. If the controls in the Cellular Data section are disabled, go to the Allow App Store to Access section at the top of the App Store screen and set the Cellular Data switch on (green).

Finding, Installing, and Updating Apps

Finding apps for your iPhone is easy. To browse, search, download, and install apps, the only requirement is that you have an internet connection of some sort — Wi-Fi or cellular data.

To get started, tap the App Store icon on your iPhone's Home screen. After you launch the App Store, you see five icons at the bottom of the screen, representing five ways to interact with the store, as shown in [Figure 6-1](#).

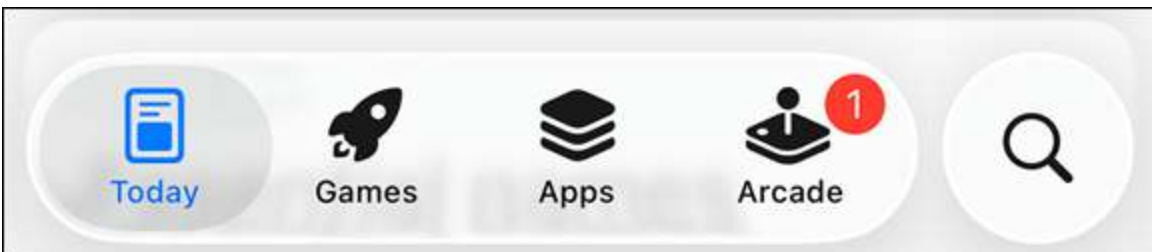


FIGURE 6-1: The icons across the bottom represent the five ways of interacting with the App Store.

Browsing for apps

Four of the five icons at the bottom of the screen offer ways you can browse or search the virtual shelves of the App Store. The fifth icon represents Apple's Arcade subscription gaming service; see the section "[Exploring Apple's Arcade and the Games App](#)," later in this chapter.

Tap the Today icon and you'll find a variety of curated sections such as Apps We Love and Get It Done. Tap the section you want to explore, and then scroll up and down to view the apps it contains.

The Games, Apps, and Search icons offer different ways to view the App Store's offerings. The Games and Apps sections are easy to navigate, but their wares are limited to games and apps, respectively, as you'd expect.

Know exactly what you're looking for? Tap the Search icon and type a word or phrase. Or tap the Apps icon and scroll down to browse by category. Also found in the Apps department are the helpful Top Free Apps and Top Paid Apps lists, which display the most popular apps in the store today.

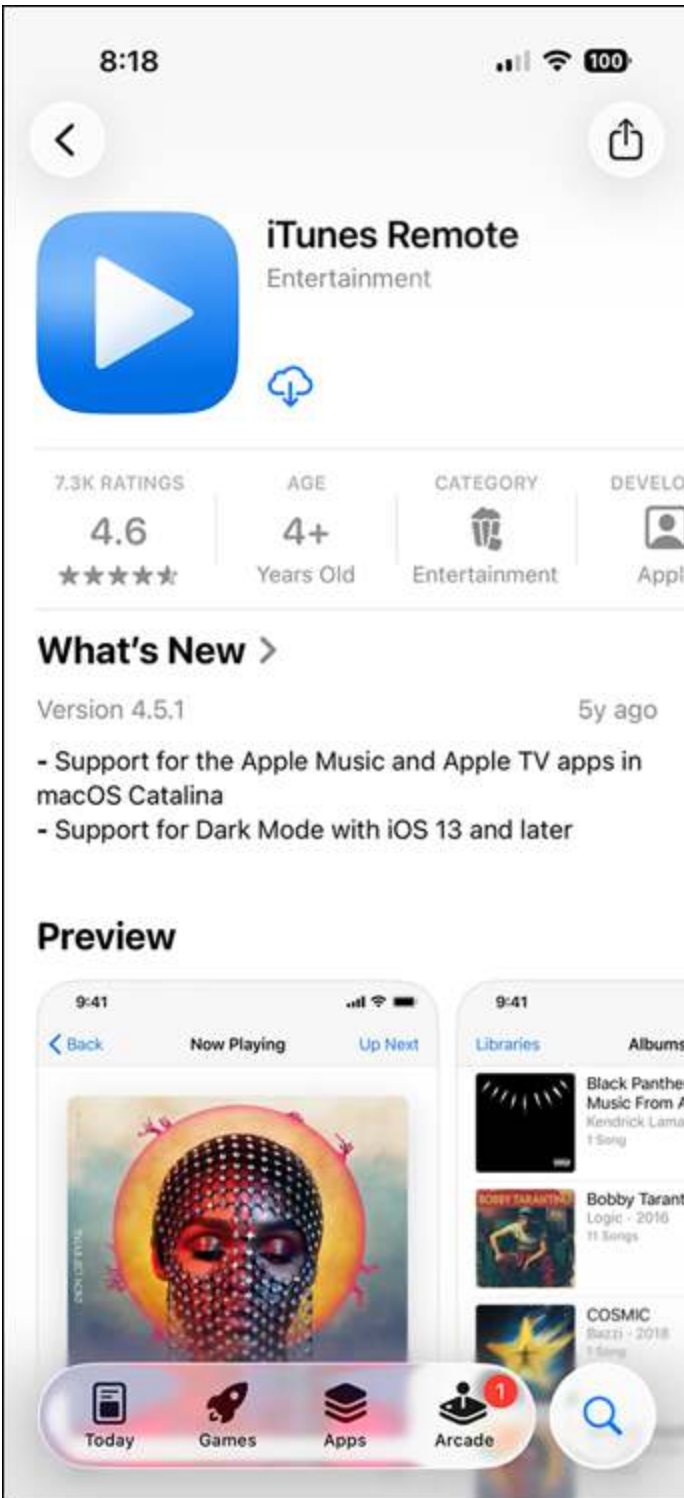


FIGURE 6-2: iTunes Remote, a free app from Apple, lets you use your iPhone as a remote control for music on your Mac or PC.

Checking out an app's details

To find out more about any app on any page, tap the app. You see a details screen like the one shown in [Figure 6-2](#).



TIP

Remember that the app description on this screen was written by the developer and may be somewhat biased.

Scroll down to see the Ratings & Reviews section (not shown in [Figure 6-2](#)) with star ratings and reviews for the app. Swipe left to see the next review; swipe right to see the previous one. Keep in mind that the reviews and ratings are from individual users rather than professional reviewers, so they may be biased, incomplete, or unhelpful.

Downloading an app

To download an app to your iPhone, tap the price button (for a paid app), Get button (for a free app), or cloud icon (for an app purchased previously or obtained for free) near the top of the app's details screen. If prompted to type your Apple Account password, do so. (You won't need to authenticate yourself for an app you've purchased or downloaded before.)

Once you have authenticated yourself and have paid (if the app has a price), your iPhone downloads and installs the app. If you're still looking at the app's page in the App Store app, the Open button appears, and you can launch the app by tapping Open.

If you leave the App Store app and return to the Home screen, you can see the app being installed. The new app's icon is slightly dimmed and appears with a clock-like progress indicator. Once the app is fully installed, its icon appears in all its glory, and you can tap it to launch the app.



REMEMBER

Once you've paid for an app, you can download it again and again if you need to, and you don't have to pay for it again, as long as the app is still available in the App Store. Better yet, if you've

enabled Home Sharing or Family Sharing, your family members can download your apps (and you can download theirs) at no charge. See [Chapter 5](#) for details on this pair of money-saving features for families.

Updating your apps

Every so often, the developer of an iPhone app releases an update. If one or more updates is waiting for you, a little number in a circle appears on the App Store icon on your Home screen. Tap the App Store icon, and then tap your account icon (which shows either your monogram or the picture you chose) in the top-right corner of the screen to open the Account overlay.

Scroll down to the Available Updates section, and then tap the Update All button if you want to update all the apps at once. To update a single app, tap the Update button to its right.



TIP

Sections with your purchased apps, subscriptions, and recently updated apps also appear on the Account screen. If you're using Family Sharing, you can see and search for apps purchased by family members from the Accounts screen as well.

Deleting an App

You may delete many of the Apple apps that came with your iPhone as well as any third-party app you no longer want or need.

Here's how to delete almost any app on your iPhone:

- 1. On the Home screen, long-press any icon, and then tap Edit Home Screen on the pop-up menu to start the icons jiggling.**
- 2. Tap the little – (minus sign) in the upper-left corner of the app you want to delete.**

A dialog appears, informing you that deleting this app also deletes all its data.

3. To remove the app from this device, tap **Delete App**.

If you instead tap Remove from Home Screen, iOS removes the app from the Home screen, so the app appears only in App Library.



TIP

You can download any app you've purchased again, for free, from the App Store, provided that it's still available. So deleting it means only that it's gone from your device.



WARNING

If you see a warning that deleting the app also deletes any associated data, you may want to save the data before deleting the app. Different apps have different tools for importing and exporting data. The important thing is that if you create documents with an app (notes, images, videos, and such), deleting the app may delete any files you've created with that app unless they're saved to iCloud or elsewhere. Forewarned is forearmed.

Unless, that is, you used the Offload Unused Apps feature in Settings ⇒ Apps ⇒ App Store to automatically remove unused apps while saving their documents and data. Or, to offload individual apps manually, visit Settings ⇒ General ⇒ iPhone Storage, scroll down to the app, tap its name, and then tap its Offload App button. As long as the app remains available in the App Store, your documents and data will be restored when you reinstall the app.



TIP

Visit Settings ⇒ General ⇒ iPhone Storage regularly to monitor the available storage space on your iPhone.

 If you delete an app and later change your mind and want it back on your iPhone, just open the App Store app, tap your account icon (which shows your avatar), and then tap Apps. If you're using Family Sharing, tap My Apps to see apps you've previously downloaded, or tap the name of a family member to see apps they've downloaded. Then just tap the little cloud icon (shown in the margin) to reinstall the app on your iPhone.

Organizing Your Apps

You can have up to 19 Home screen pages, which gives you space for plenty of apps, although you'll likely want to devote some of that Home screen real estate to widgets as well. You can also store apps in App Library instead of putting them on your Home screen pages.

Organizing your apps across Home screen pages

Once you've installed some apps, you'll likely need to organize them for easy access. This section shows you the moves to use.

To rearrange apps or create folders on your iPhone, long-press any icon on any Home screen page, and choose Edit Home Screen, which makes the app and folder icons jiggle and dance and little “delete me” minus signs appear on the apps.



TIP A folder icon works the same as an app icon when it comes to rearranging icons onscreen. Also, the app or folder you long-press to start the jiggling doesn't have to be the one you want to move — any app or folder will do. You can even long-press any open space on a Home screen page.

To move an app or folder after the jiggling starts, press it, drag it to its new location (other icons on the screen will make space for it), and release it.

If you move an icon onto another icon and pause for a second, iOS creates a folder. If you move an icon onto a folder and pause for a second, the folder opens so you can place the icon wherever you like in the folder.



REMEMBER Like the Home screen, a folder can have more than one page. If you see two or more little white dots at the bottom of the folder — one for each page — swipe left to see the next page or swipe right to see the previous one.

To move an app to a different Home screen page after the jiggling starts, drag the app all the way to the left or right edge of the screen. The preceding Home screen page or next Home screen page, respectively, will appear. Keep dragging the app to the left or right edge of each successive Home screen page until you reach the page you want. Then drop the app in its new location on that screen. If the screen is full already, the last icon on the page will be pushed to the next Home screen page. Be persistent — sometimes it takes a few tries to make the screens switch.

All these techniques work with apps on the dock (Phone, Safari, Messages, and Music by default), as well as with apps on Home screen pages and folders.

You can also add widgets to any Home screen page. To do so, long-press an app or folder and choose Edit Home Screen, then tap Edit in the upper-left corner of the screen and then tap Add Widget on the pop-up menu to see the Widget gallery overlay. Tap an item to display its details, and then swipe left or right to see the available sizes and layouts. When you've chosen a size and layout, tap the +Add Widget button to add the widget to the current Home screen page. The icons are still jiggling at this point, so you can move the widget to a different location or a different Home screen page by dragging it to where you want it.

After you have a few screens full of apps and folders, remembering where you put a particular app can be difficult. When that happens, three

features can come to your rescue:

- » **Search:** Search can quickly find and launch an app no matter which Home screen page it's on or which folder it's in.
- » **Siri:** Just ask Siri to open the app by name.
- » **App Switcher:** To switch quickly among your running apps, activate App Switcher by swiping upward from the bottom of the screen (Face ID) or double-pressing the Home button (Touch ID) to quickly switch between recently used apps.

If you're hazy on any of these three features, turn back to [Chapter 2](#).

Managing apps with App Library

If you install lots of apps, managing and finding them may become difficult. To help, iOS provides App Library, which automatically organizes your apps into categories, as shown on the left in [Figure 6-3](#). Tapping the search field at the top displays an alphabetical list of all apps on the device, as shown on the right in [Figure 6-3](#).

To enable automatic organization, tap Settings ⇒ Home Screen & App Library, and then tap either Add to Home Screen or App Library Only. And if you want apps in App Library to display notification badges, go to the Notification Badges section and set the Show in App Library switch on (green).

App Library appears after the last Home screen page. To display App Library, display the Home screen, and then swipe from right to left until App Library appears.



FIGURE 6-3: App Library organizes your apps into categories (left). You can also view them alphabetically (right).

With App Library on screen, you can do the following:

- » Tap any full-sized app icon to open it.
- » Long-press any full-sized app icon to open its shortcut menu, which includes the command to delete the app.
- » Long-press and drag any full-sized app icon to move it to either a different category or a Home screen page.

- » Tap any group of miniature app icons to see all apps in that category.
- » Tap the search field to search for an app by name.
- » Swipe down or tap the search field to see an alphabetical list of your apps.

Locking and hiding apps

iOS enables you to lock and hide apps. You can lock an app so that only you can open it by using Face ID or Touch ID, or you can lock an app and also hide it so that it doesn't appear on the Home screen or in App Library.

You take both these actions from the customization menu. Long-press the icon for the app you want to affect until the menu appears (see the upper-left screen in [Figure 6-4](#)), and then tap Require Face ID (or Require Touch ID on a Touch ID iPhone). In the dialog that appears (see the lower-left screen in [Figure 6-4](#)), tap the Require Face ID button or the Hide and Require Face ID button, as appropriate. If you hide the app, tap the Hide App button on the Hide overlay that appears (see the right screen in [Figure 6-4](#)).

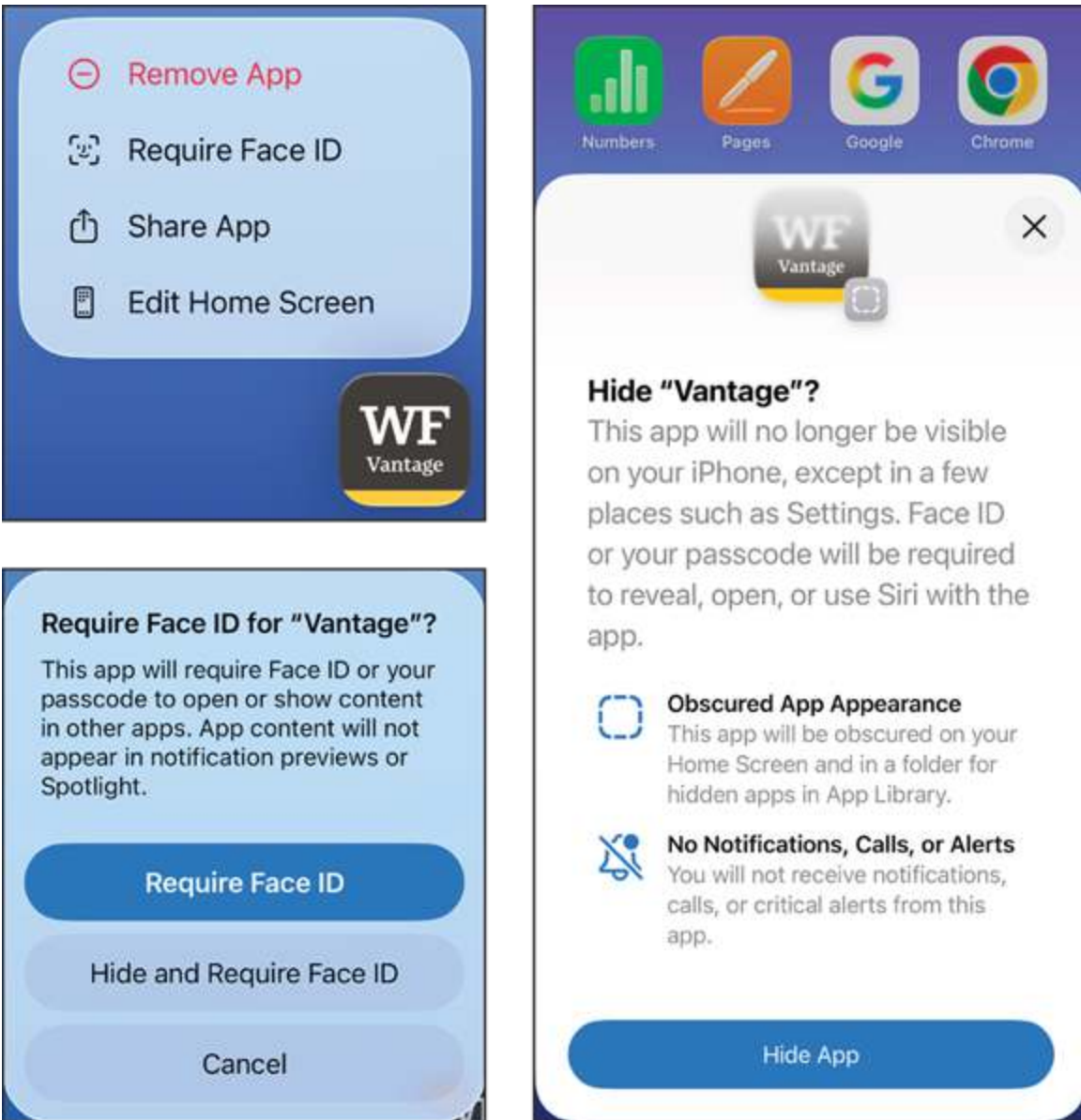


FIGURE 6-4: To hide or hide and lock an app, tap **Require Face ID** (upper left), and then tap **Require Face ID** or **Hide and Require Face ID** (lower left). Tap **Hide App** (right) to confirm the hiding.

If you just require Face ID, the app's icon appears on the Home screen page (or in App Library) as usual. When someone taps the icon to open the app, Face ID checks that their face matches an approved face to authorize the opening.

If you require Face ID and hide the app, the app's icon lurks in the Hidden category in App Library. Tap the Hidden category, and Face ID authenticates you before displaying the hidden app icons. You can then

tap an app icon, at which point iOS authenticates you again before opening the app.

Exploring Apple's Arcade and the Games App

Apple describes Arcade as “the world’s first game subscription service for mobile, desktop, and the living room.” With new, original games from legendary game creators Hironobu, Sakaguchi, Ken Wong, and Will Wright, Arcade offers benefits that include the following:

- » Ability to play offline anywhere and anytime
- » No ads
- » No in-app purchases
- » Access for up to six family members for \$6.99/month
- » Ability to switch from iPhone to iPad, to Mac, to AppleTV

If you're a gamer, visit www.apple.com/apple-arcade/ for videos, game demos, and a link to your free 30-day trial.



TIP

Arcade is included in Apple One, Apple's bundle that contains some or all of its subscription services — Apple Music, Apple TV+, Apple Arcade, Apple News+, Apple Fitness+, and iCloud — at a lower price than you'd pay for them individually. For more info or a trial subscription visit www.apple.com/apple-one.



NEW

iOS 26 includes a Games app that acts as a unified gaming hub. The Games app brings together all the games you've installed from the App Store and Apple Arcade into one central app with an easy-to-navigate tabbed interface. To start playing, tap the Games icon on the Home screen.



TECHNICAL
STUFF

iOS includes Game mode, a performance mode designed to improve gaming on the iPhone. Game mode runs automatically when you launch an app that iOS recognizes as a game. Game mode dedicates more processing power from the central processing unit (CPU) and the graphics processing unit (GPU) to the game to keep frame rates high and make gameplay responsive. Game mode also reduces the activity of apps running in the background on the iPhone.

Enjoying Books, Newspapers, and Magazines

If you enjoy reading, your iPhone can be a great companion, as it enables you to carry any amount of books, newspapers, and magazines with you. Quite apart from being able to read anywhere, even in the dark, you can benefit from features such as changing fonts and type sizes, easy searching, and built-in dictionary lookup.

Your iPhone comes with Apple's Books app and News app installed. You can install other book and news apps from the App Store.

Books app

To start reading electronic books on your iPhone, tap the Books app on your Home screen. The app includes access to Apple's Book Store, which looks and works almost exactly like the App Store, allowing you to browse and shop for books 24 hours a day.



TIP

Apple Books and the Book Store aren't the only game in town. Check out other e-book options such as the Kindle, Nook, Bluefire, and Stanza apps, which many users prefer. Or try the Libby, Overdrive, and cloudLibrary apps, which let you borrow books from local libraries.

You buy Apple Books by tapping the Book Store button at the bottom of the Books app's main screen.



WARNING

Apple Books purchased in this bookstore can be bought or read *only* on your Apple devices — your iPhones, iPads, or Macs running OS X 10.9 Mavericks or later. Sorry, Windows users, but there is still no Windows equivalent.

Newspaper and magazine apps

You can follow two paths to subscribe to or read a single issue of a newspaper or magazine. The first includes several fine publishing apps worth checking out, including USA TODAY, The Wall Street Journal, The New York Times, The Washington Post, Thomson Reuters News Pro, BBC News, and Popular Mechanics. You might also want to check out the free Zinio app, which offers publications including *Rolling Stone*, *The Economist*, *Macworld*, *PC Magazine*, *Car and Driver*, *National Geographic*, *Spin*, *Business Week*, and *Sporting News*. You can buy single issues of a magazine or subscribe, and sample and share some articles without a subscription.

You have to pay handsomely or subscribe to some of these newspapers and magazines, and most of them contain ads.

News app

The second path to periodicals is Apple's News app, a single app that gathers news articles, images, and videos you might be interested in and displays them in a visually appealing fashion. Participating publishers

include ESPN, *The New York Times*, Hearst, Time, Inc., CNN, Condé Nast, and Bloomberg.

The first time you launch the app, you select topics that interest you. Then News creates a customized real-time newsfeed with stories it expects you to be interested in. The more you read, and the more you tell it which types of stories you want to see and which you don't, the better its suggestions should become.

Apple News+ is a subscription service that offers unlimited access to hundreds of magazines for \$12.99 a month. Tap the News+ icon at the bottom of the screen to see a catalog of included publications or begin a free 30-day trial.

As mentioned earlier in the chapter, News+ is included in Apple One, Apple's bundle of subscription services. If you use subscription services heavily, Apple One might save you money.

Part 2

Communicating and Organizing

IN THIS PART ...

Enjoy voice calls with Phone and audio and video calls with FaceTime.

Browse the web with Safari.

Make the most of Messages and Notes.

Set up your email accounts and communicate via Mail.

Track your events with Calendar and your commitments with Reminders.

Find yourself and your way with Maps, and use other helpful tools.

Chapter 7

Making Phone and FaceTime Calls

IN THIS CHAPTER

- » Choosing between unified view and classic view
 - » Making a call
 - » Using visual voicemail
 - » Receiving a call
 - » Facing up to FaceTime
-

Your iPhone enables you to stay in touch via voice anywhere you can get a cellular connection or a Wi-Fi connection. You can use the Phone app to make either person-to-person calls or conference calls involving multiple people. You can record your phone calls and have Apple Intelligence transcribe and summarize them for you. You can use the FaceTime app to make either video calls or audio calls with either a single other person or multiple people.

If you're undecided about picking up a call, the Live Voicemail feature lets you see a transcription of the message even as the caller leaves it; and Visual Voicemail helps you to triage those calls you don't pick up. Better yet, the Screen Incoming Calls feature and the Move to Unknown Callers feature give you effective ways to deal with calls from unknown numbers, while the Hold Assist feature reduces the misery of getting stuck on hold.

You learn how to do all this — and more — in this chapter. To get started, launch the Phone app by tapping its icon on the Home screen. The icon will be on the dock unless you've moved it.

Choosing between Unified View and Classic View



NEW

In iOS 18 and earlier versions, the Phone app had five tabs across the bottom of the screen — Favorites, Recents, Lists, Keypad, and Voicemail — and the Search field at the top. In iOS 26, the Phone app introduces a new view called *unified view*, which has only three tabs — Calls, Lists, and Keypad — plus the Search icon, which you can tap to display the Search field at the bottom of the screen. The Calls tab integrate the Favorites list and the Recents list. The left screen in [Figure 7-1](#) shows unified view.



The Phone app uses unified view by default, but you can switch to the old view, now called *classic view*, by tapping the filter icon in the upper-right corner of the screen (and shown in the margin) and then tapping the Classic button. The right screen in [Figure 7-1](#) shows classic view.

To switch back from classic view to unified view, tap the filter icon on the Recents screen and then tap the Unified button.

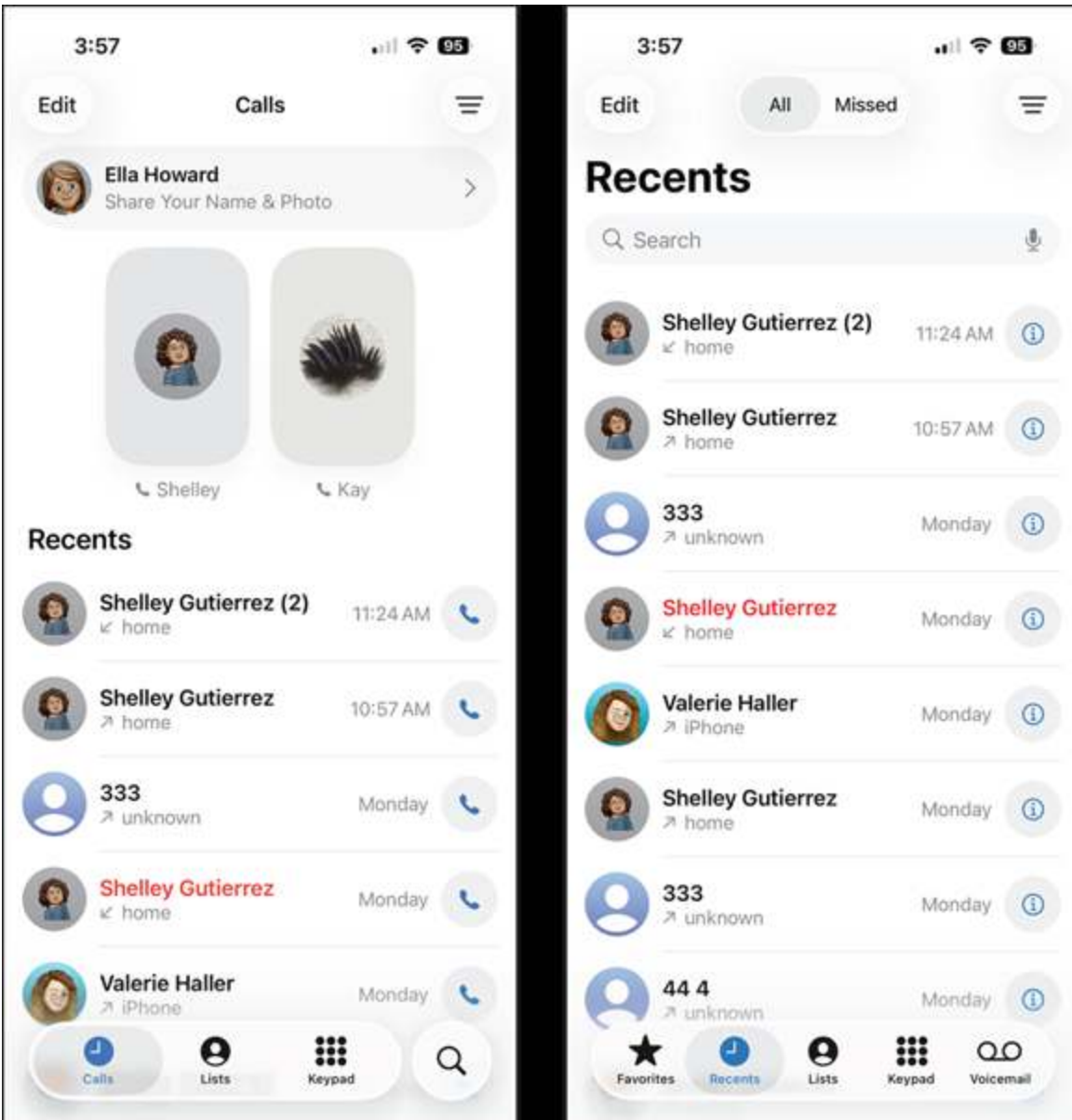


FIGURE 7-1: Unified view (left) integrates the Favorites list and Recents list on the Calls tab. Classic view (right) provides separate tabs for Favorites and Recents.

Making a Call

To make a call, launch the Phone app by tapping its icon on the Home screen; the icon will be on the dock unless you've moved it. The Phone app opens, and you can make calls by tapping any of the three tabs at the bottom of the screen: Calls, Contacts, or Keypad, from left to right. You can also place calls by voice, using Siri.



TIP

On any iPhone 14, 15, 16, or 17, if you need to summon emergency services but there's no signal, tap Emergency SOS via Satellite in the bottom-right corner of the call screen. On the screen that appears, tap Report Emergency, and then follow the prompts to specify the predicament you're in and request assistance. This service is available for two years after you activate your iPhone.

Making calls from the Contacts screen

The Contacts tab in the Phone app gives you direct access to the contacts you've added through iCloud and your other contacts-capable accounts. You can quickly make calls to your contacts like this:

- 1. In the Phone app, tap Contacts to display the Contacts tab.**
- 2. Locate the contact you want to call by scrolling down, tapping the appropriate letter on the right side of the screen, or starting to type the contact's name in the search field at the top.**

To move a long way through the list, you can also flick your finger up the screen to start momentum scrolling, and then tap the screen to stop the scrolling.

- 3. Tap the contact to display their card, which contains their contact information.**
- 4. Tap the phone number to call (see the left screen in [Figure 7-2](#)).**

The Phone app places the call. If the contact answers, greet them civilly. The readout at the top of the screen shows the duration of the call.

- 5. When it's time to end the call, tap the End button (see the right screen in [Figure 7-2](#)).**



TIP

To see your iPhone's phone number, choose Settings ⇒ Apps ⇒ Phone and look at the My Number readout on the Phone screen. Alternatively, tap the My Card listing at the top of the Contacts list. (This assumes you've selected the right card for yourself. If it's the wrong card, change it by choosing Settings ⇒ Apps ⇒ Contacts and tapping the My Info button.)



FIGURE 7-2: In the Phone app, tap the number to call (left). Tap the End button to end the call (right).

Navigating the Contacts screen's lists

The Contacts app and the Contacts screen in the Phone app enable you to assign your contacts to different lists and display either some or all of

those lists. For example, you might create a Family list, a Friends list, a Work list, and so on.

The name at the top of the screen shows which contacts you're working with. If the screen is called Contacts, you're viewing the All Contacts list. If the screen shows another name, you're working with that list.

To change lists, display the Lists screen by tapping the back icon (<) at the top of the Contacts screen, and then tap the list you want to use.

From the Lists screen, you can start a new list by tapping the Add List button in the upper-right corner, choosing the account in which to store the list (if you're using multiple contacts accounts), and then typing the list name. To add contacts to the list, tap the list, and then tap Add Contacts or the add icon (+) on the list's screen.

From the Lists screen, you can delete a list by swiping left on its button, and then tapping the delete icon (trashcan) that appears.

Assigning avatars and creating contact posters

The Contacts app enables you to assign an avatar and a contact poster for each contact:

- » **Avatar:** An *avatar* is a small graphical item that represents the contact visually. An avatar can be a photo, a memoji, a monogram (in other words, initials), or an emoji.
- » **Contact poster:** A *contact poster* is a custom screen that appears when you display a contact's card or are communicating with the contact via a phone call or a FaceTime Audio call. Contact posters not only provide visual interest but also help you triage incoming calls more quickly. If you frequently switch among calls, you may also find contact posters help you keep tabs on who you're talking to right now.

To assign an avatar and create a contact poster for a contact, follow these steps:

1. **In the Contacts app or on the Contacts screen in the Phone app, tap the contact to display the contact's card.**

2. Tap the Contact Photo & Poster button to display the Contact Photo & Poster screen (see the left screen in [Figure 7-3](#)).

3. If the Avatar tab (at the top) isn't selected, tap it.

4. If you've already assigned the contact an avatar or a contact poster and want to change it, tap the Customize button.

5. Assign an avatar by tapping the Photos button, the Monogram button, the Memoji button, or the Emoji button and then following the prompts.

For example, tap Photos and then tap Photo Library to assign a photo from your photo library. Or tap Memoji, either tap the add icon (+) to create a new memoji or tap the existing memoji to use, and then work through the screens for choosing options for the memoji.

6. Tap the Poster tab to display its contents.

7. Create the poster by tapping the Photos button, the Monogram button, or the Memoji button or by tapping one of the suggested memojis or monograms, and then following the prompts.

8. When you finish, tap the Choose button (see the right screen in [Figure 7-3](#)) to apply the poster to the contact.

Now when you call the contact or the contact calls you, the Phone app displays the contact poster.



FIGURE 7-3: On the Avatar tab (left), create an avatar for the contact. Then tap the Poster tab and create a contact poster as well (right).

Setting up favorites (and contacting them)

If you call a particular contact frequently, add them to your Favorites list. You can then access them quickly from the Calls screen in the Phone app in unified view. If you use classic view, you'll find them on the Favorites screen.



TIP

You can set up as many favorites as you need for a person. So, for example, you might create separate favorite listings for your spouse's office phone number, cell number, and FaceTime entry.

To designate a contact a favorite, follow these steps:

1. **Tap the contact's record to open it.**
2. **Scroll down to the bottom of the record.**
3. **Tap the Add to Favorites button to display the Add to Favorites pop-up menu.**

The Add to Favorites button doesn't appear if the contact record contains no means of contact — a phone number, an email address, or whatever.

4. **Tap Message, Call, Video, or Mail to specify which type of favorite to create.**

The entries of that type appear.

5. **Tap the address or phone number you want to make a favorite.**

Contacts displays a favorite star to the right of the address or phone number.

In unified view, your favorites appear near the top of the Calls screen. You can drag them into a different order by long-pressing a favorite and then dragging it. In classic view, they're on the Favorites screen.

To remove favorite status from a contact's entry in unified view, tap the Edit button, and then tap Edit Favorites on the menu. Tap the remove icon (–) on each favorite deserving your disfavor, and then tap the done icon (check mark). In classic view, swipe their button on the Favorites tab all the way to the left. You can also swipe it partway left and then tap the Delete button. Either way, the disfavored contact remains in your contact list.



TIP

You can rearrange your favorites into your preferred order. In unified view, long-press a favorite until it becomes mobile, and then drag it to where you want it. In classic view, tap the Edit button in the upper-right corner of the Favorites screen, drag a favorite up or down by its handle (three horizontal lines), and then tap the done icon (check mark).

To contact a favorite for whom you've designated one favorite means of contact, tap the favorite to use that means. If you've designated multiple favorite means of contact, tap the favorite, and then tap the means you want use. To use a different means of contact, long-press the favorite, and then tap the means of contact.

Making calls from the Recents list

 The Recents list logs your recent incoming and outgoing calls. In unified view, tap the Calls tab to reach the Recents list, which appears below your favorites. You can then narrow down the list to missed calls by tapping the filter icon (shown in the margin) and then tapping Missed on the menu.

In classic view, tap the Recents tab at the bottom of the Phone app to display the Recents list. Tap the All tab at the top to display all calls, or tap the Missed tab to see only the calls you missed. On each tab, missed calls appear in red.

To see the details available for a call in unified view, tap the main part of the call's button (not the phone icon on the right). In classic view, tap the info icon (*i*-in-a-circle), not the main part of the button. On the screen that appears, you can tap the Create New Contact button to create a new contact with the available information, tap the Add to Existing Contact button to add this information to a contact you choose, or tap the Share Contact button to share the contact with other people.

To return a call in unified view, tap the phone icon to the right of the call's button. In classic view, tap the main part of the call's button.

To remove an entry from the Recents list, swipe partway left on the entry, and then tap the delete icon (trashcan). Alternatively, swipe left all the way.

To delete items from the Recents list, tap the Edit button in the upper-left corner, tap Select, select the check circle for each victim, and then tap the Delete button.



TIP You can dial a call by voice by asking Siri to place the call. For example, say, “Hey, Siri! Call Alice Smith on her mobile number for me.”

Dialing with the keypad

To dial a number manually, or at least digitally, tap the Keypad tab to display the keypad (see [Figure 7-4](#)), press the keys for the number, and then tap the green call button.

 If the Phone app recognizes the number you’re dialing as being one of your contacts, it displays the contact’s name at the top of the Keypad screen. Until the number fully matches, the app displays the add number icon (shown in the margin). To add the number to your contacts, tap the add number icon, and then tap either Create New Contact or Add to Existing Contact on the contextual menu.



TIP To repeat the last number dialed, long-press the green call button.

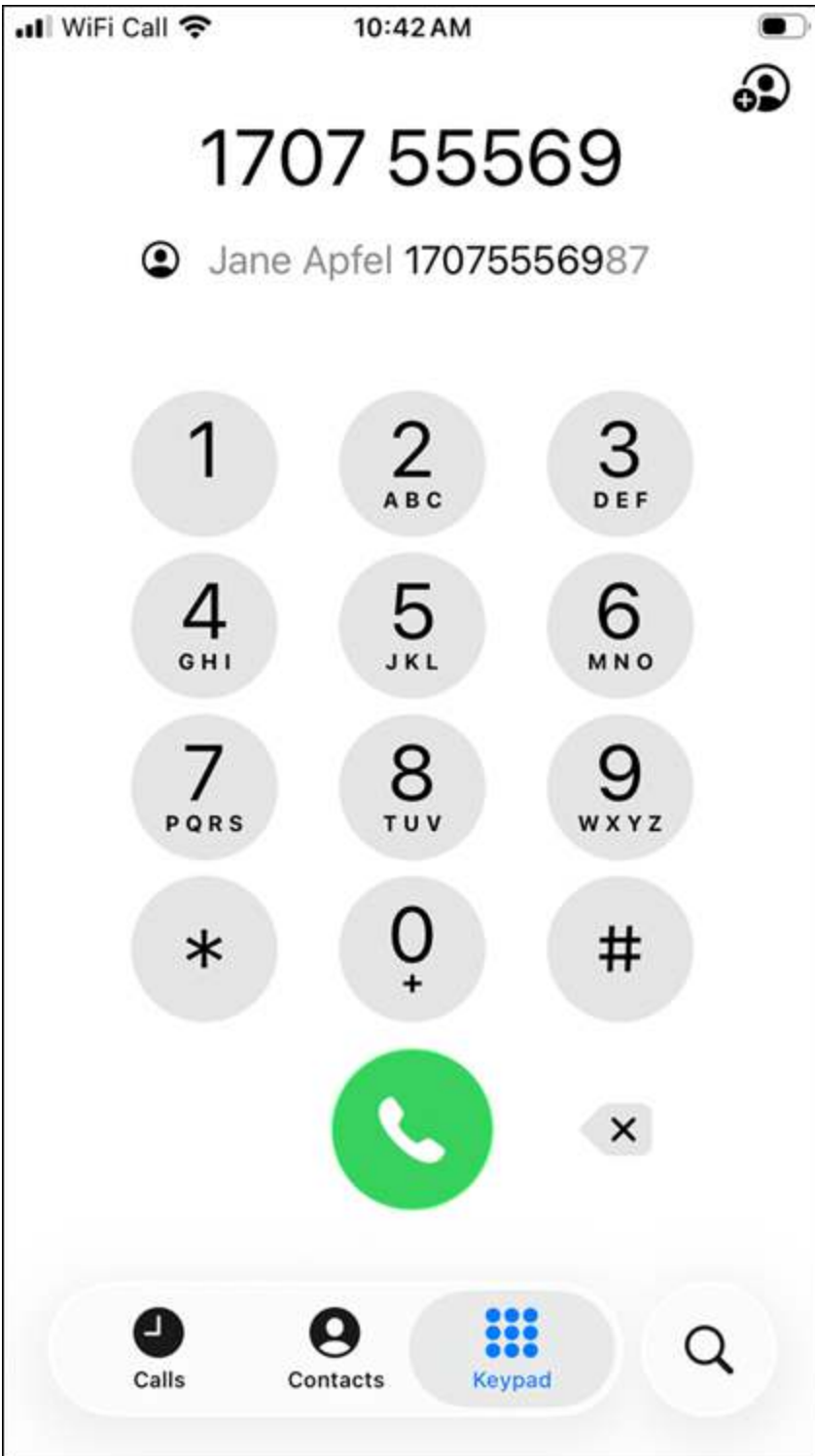


FIGURE 7-4: Dialing with the keypad.

Accessing voicemail visually

Apple's Visual Voicemail feature enables you to tackle your voicemail messages in whichever order you prefer rather than having to listen to them in the order received.

In unified view, tap the Calls tab, tap the filter icon, and then tap Voicemails on the menu to display the Voicemail screen. In classic view, a red badge on the Voicemail tab at the bottom of the Phone screen shows how many messages are waiting for you. Tap the Voicemail tab to display the list of messages.

A blue dot to the left of a message indicates that you haven't yet listened to the message. Tap the message you want to listen to.



REMEMBER Visual Voicemail is available only from certain carriers. If your carrier doesn't support Visual Voicemail, you'll need to access your voicemail the old-school way.

To record a custom greeting for your voicemail in unified view, tap the Edit button on the Voicemail screen and then tap Edit Voicemail Greeting on the menu. In classic view, tap the Greeting button in the upper-right corner. In either view, tap Custom and record your greeting.

USING YOUR IPHONE AROUND THE WORLD

If you travel, you'll likely want to use your iPhone wherever you go. Keep these five points in mind:

- For top speeds, you'll want a 5G-capable iPhone. That means an iPhone 12 or later model or a second-generation or later iPhone SE.
- If your iPhone takes a physical SIM card, you can switch SIM cards to connect to a different carrier's network if necessary. However, if you do need to connect to a different carrier's network, you may be better off getting an eSIM, a virtual SIM card.
- Most current iPhones for the US and Canadian markets use eSIMs rather than physical SIM cards. If your iPhone is one of these models, eSIMs are your only way to connect to a different carrier's network.

- To connect your iPhone to a different carrier's network without adding a physical SIM card or eSIM, you'll need to get your carrier to turn on international roaming for your account. Before setting this up, make sure you know how many arms and legs it will cost.
- If you're calling the US while overseas, turn on the Dial Assist feature to simplify international dialing. Choose Settings ⇒ Apps ⇒ Phone, and then set the Dial Assist switch on (green).

To return a call in unified view, tap the call back icon (blue circle with a receiver). In classic view, tap the main part of the button.

To delete a voicemail message, swipe it left, and then tap the delete icon (red circle with a trashcan).

Receiving a Call

When someone calls you, you can answer the call or decline it as easily as falling off a log.

To help you decide whether to pick up the call, iOS provides the Live Voicemail feature. If your carrier supports this feature, your iPhone displays either the voicemail icon in Dynamic Island (on iPhone models with Dynamic Island) or the phone icon in the status bar (on iPhone models without Dynamic Island) when someone is leaving you a voicemail message. Tap this icon to display a screen showing a transcription of the message. There's a delay of a couple of seconds, but the feature is fast enough to give you a fair chance of catching all but the tersest callers. Tap the accept icon (green circle containing a white handset) if you want to pick up the call while the caller is leaving their message.

Accepting the call

To accept a call, you have four options:

- » Tap the accept icon (green circle containing a white handset).
- » If the phone is locked, slide the Slide to Answer slider to the right.

- » If you're wearing stereo earbuds or EarPods, tap the microphone icon or button. Microphone adapters for standard headsets may also work.



- » **TIP** If you wear a wireless Bluetooth headset or use a car speakerphone, push the Answer button on your headset or speakerphone. With Apple's AirPods, double-tap one of the earbuds; with AirPods Pro, press the indent on the stem.



REMEMBER If you're listening to music in the Music app or another audio app when a call comes in, the song pauses playing while you decide whether to take the call. If you do take the call, after the conversation ends, the music usually resumes from where it paused.

Announcing the caller

There are three main ways of telling who is calling you before you pick up. The first way is Caller ID. The second way is recognizing the ringtone you have assigned to a particular caller (see the section “[Choosing a ringtone](#),” later in this chapter).

The third way is to have Siri announce the caller's name. To enable this feature, choose Settings ⇒ Apps ⇒ Phone ⇒ Announce Calls, and then tap Always, Headphones & Car, or Headphones Only to tell Siri when to make the announcements. Choose the fourth option, Never, when you need to keep Siri quiet — for example, when you're in public.

Rejecting the call

If you don't want to pick up, reject the call in one of these ways:

- » Tap the red decline button, which appears inside a notification at the top of the screen when your iPhone is unlocked (see [Figure 7-5](#)).
- » Let the call ring until it goes to voicemail.
- » Press the side button twice in rapid succession.

- » Press and hold down the microphone button on a headset for a couple of seconds, and then let go. Two beeps let you know that the call was indeed rejected. On some Bluetooth earpieces, pressing and holding down other buttons does the trick.



FIGURE 7-5: You can tap the red or green buttons to reject or answer a call.

Replying with a text message

When you can't take a call, consider replying with a text message. When the banner notification for the incoming call appears, tap the notification to display the call screen, and then tap the Message icon. On the Respond With pop-up menu (see [Figure 7-6](#)), either tap one of the three canned messages or tap Custom and type a custom message.

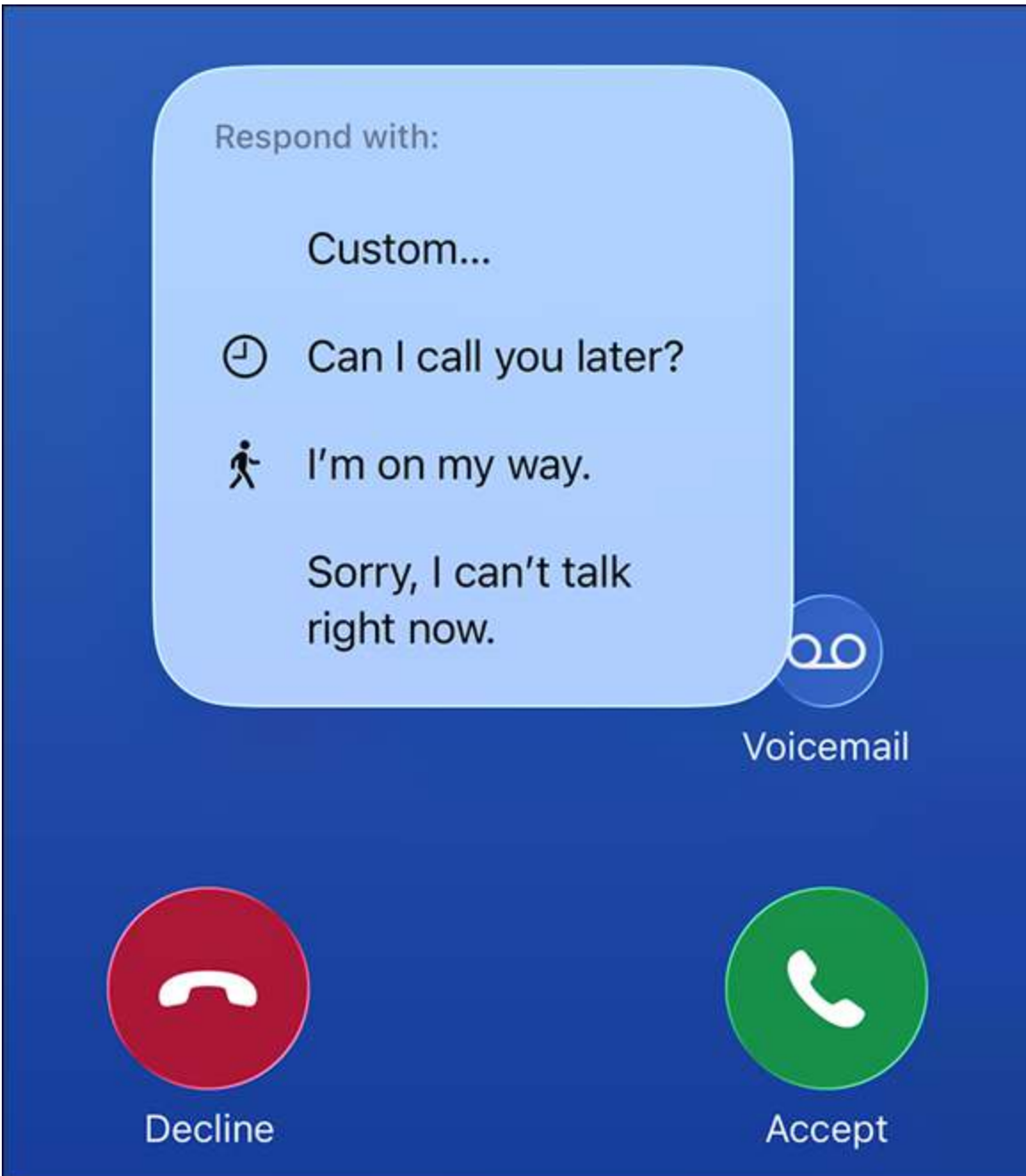


FIGURE 7-6: When you can't take a call, respond with a text message.



TIP To customize the three canned messages, choose Settings ⇒ Apps ⇒ Phone ⇒ Respond with Text, and then type your preferred messages on the Respond with Text screen.

When you tap any of these options, the caller will get your outgoing voicemail and receive whichever of the text options you chose to send.



REMEMBER If the incoming call is from an unknown person and a phone number isn't shown, you won't have the option to reply with a text. If you tap Remind Me instead of Message, you can arrange to receive a reminder notification in one hour. Meanwhile, the caller hears your voicemail message. Or you can arrange a reminder when you leave your current location.



TIP If your iPhone has the physical action button (it's at the top of the left side), you can set it to toggle silent mode. To do so, choose Settings ⇒ Action Button, swipe right to scroll left until Silent Mode appears, and then tap the back icon (<). On an iPhone that has the physical ring/silent switch in place of the action button, you can turn off the ringer by setting this switch so that orange is visible.



TIP If you've forgotten to turn on silent mode and get an incoming call at an inopportune moment, squelch the ring and the vibration by pressing the side button or one of the volume buttons once. You'll still be able to answer the call (discreetly, please).

When you have enabled the driving focus in Settings (see [Chapter 5](#)), your iPhone sends an automatic text to any call that comes in.

Blocking callers

When you need to tune out calls from a particular caller, tap the Calls tab in unified view or the Recents tab in classic view. Next, in unified view, tap the button for a call from that caller; in classic view, tap the info icon (*i*-in-a-circle) on such a call. Scroll down to the bottom the screen for

that caller, tap the Block Contact button, and then tap the Block Contact button in the confirmation dialog to add the caller to the Blocked Contacts list. Your iPhone then sends any future calls from the caller straight to voicemail.

To review your Blocked Contacts list, choose Settings ⇒ Apps ⇒ Phone ⇒ Blocked Contacts. On the Blocked Contacts screen, you can quickly unblock a contact by swiping partway left on the contact and then tapping Unblock, or by swiping all the way left, so that the Unblock button grows and engulfs the contact's entry.

Screening and silencing unknown callers

The Phone app gives you two features for dealing with callers from numbers not in your contacts list:

- » **Screen Incoming Calls:** Makes the Phone app automatically ask the caller for more information before it rings for you.
- »  **Move to Unknown Callers:** Makes the Phone app silence the call, sending it straight to voicemail and adding the number to the Unknown Callers list. You can review the list by tapping the filter icon in the upper-right corner of the screen (and shown in the margin) and then tapping Unknown Callers on the menu.

You can enable Move to Unknown Callers from the Phone app. Tap the filter icon in the upper-right corner of the screen, and then tap Manage Filtering on the menu. On the Reduce Distractions from Unknown Callers overlay, tap the Turn On Screening button.

To set up Screen Incoming Calls, choose Settings ⇒ Apps ⇒ Phone to display the Phone screen, go to the Calls from Unknown Numbers box, and then set the Screen Incoming Calls switch on (green). In this box, you can also enable or disable Move to Unknown Callers by setting the Move to Unknown Callers switch on (green) or off (white).

Avoiding disturbances but permitting essential calls

When you don't want to be bothered by a phone call, enable the Do Not Disturb feature or one of the other Focus settings. To do so, open Control Center, tap the pop-up menu on the Focus button to display the list of focuses, and then tap the Do Not Disturb button or the button for the other focus you want. To set the duration of the focus, tap the ellipsis icon (three dots) on the right side of the focus, and then tap an option, such as For 1 Hour, Until This Evening, or Until I Leave This Location.

You can configure Do Not Disturb or any other focus to allow calls from anybody you still need to hear from. To do so, choose Settings ⇒ Focus, and then tap the focus you want to configure. On that focus's configuration screen, tap the Choose People button to display the Choose People screen, and then specify the people. Tap the Next button to reach the Choose Calls to Allow screen, and then tap Everybody, Allowed People Only, Favorites, Contacts Only, or Contact Group. Tap the Done button to finish.

Still on the focus's configuration screen, set the Intelligent Breakthrough & Silencing switch on (green) if you want to allow priority notifications to interrupt this focus.

You can also configure Emergency Bypass for individual contacts. Emergency Bypass sounds like critical surgery likely to carry a ferocious deductible, but on the iPhone it lets a contact's phone calls or instant messages bypass your Do Not Disturb and Focus settings. In the Contacts app or on the Contacts screen in the Phone app, tap the contact to display their details, tap the Edit button, and then tap Edit Contact Info on the menu. Tap the Ringtone button to display the Ringtone screen, and then set the Emergency Bypass switch on (green). In the Ringtones section, select a distinctive ringtone for the content, and then tap the Done button. Next, tap the Text Tone button to display the Text Tone screen, and then lather, rinse, and repeat.

Choosing a ringtone

Your iPhone comes with more than 50 ringtones, so you have a good chance of finding one that you like. To set the ringtone, choose Settings ⇒ Sounds & Haptics ⇒ Ringtone, and then tap each ringtone in the

Ringtones box and the Alert Tones box until you find one you like. Tap the Classic button at the bottom of the Ringtones box and the Alert Tones box to reach the classic tones that came with early iPhone models.

While on the Ringtones screen, tap the Haptics button, and then pick a haptic (vibration pattern) to accompany the ringtone. You can tap Create New Vibration to create a custom vibe.

Tap the back icon (<) to return to the Sounds & Haptics screen. You can then choose tones and vibrations for other items in the Sounds and Haptic Patterns box — Text Tone, New Voicemail, New Mail, and so on.

The ringtone and text tone you've just set are the defaults for all incoming calls. To distinguish individual callers, you can assign specific ringtones. On the Contacts screen, tap the contact's record to open it, tap the Edit button, and then tap Edit Contact Info on the menu. Tap the Ringtone button, tap the ringtone you want, and then tap the Done button. Back in the contact record, you can tap Text Tone if you want to assign a custom text tone too. Tap the Done button when you've finished tweaking the contact.

ADDING RINGTONES

Even with all the ringtones your iPhone includes, you may want to add more. You can purchase and download ringtones wirelessly from your phone via the iTunes Store. From the Home screen, tap iTunes Store, tap the More tab at the bottom, and then tap Tones. Alternatively, tap Settings ⇒ Sounds & Haptics ⇒ Ringtone ⇒ Tone Store. You can find ringtones by genre, through top charts (in a given musical category), and by browsing the selections featured in the store. You can use any ringtone as a text tone.

While on a Call

While you're making a call, you can switch to other apps by using either App Switcher or the Home screen. You can also

- » **Mute a call:** From the main call screen (shown on the right in [Figure 7-2](#)), tap Mute. Tap Mute again to unmute the sound.

- » **Place a call on hold:** Long-press the Mute icon until it changes to a Hold icon. Tap the Hold icon to take the person off hold. You might put a caller on hold to answer another incoming call or to make a second call yourself.



- » **NEW Use the Hold Assist feature:** This feature, new in iOS 26, detects when you've been placed on hold during a call by identifying hold music or automated loops. Hold Assist then displays a *Hold this call?* prompt; if you tap the Hold button, the Phone app monitors the line and alerts you when a live person picks up. You can then tap the alert to rejoin the call.
- » **Tap More and then Add People to display the Contacts list:** The Contacts list enables you to add someone to a conference call or simply look up information during a call.
- » **Tap Keypad to display the keypad:** Use the keypad to navigate through an automated menu system. Tap the Hide Keyboard button to return to the main call screen.
- » **Use the speakerphone:** Tap Speaker to listen to a call through the iPhone's internal speakers without having to hold the device up to your ear. If you've paired the iPhone with a Bluetooth device or another audio device (such as a Mac) is available, the control is labeled Audio instead. Tap Audio and then tap Speaker (if you want the speakerphone), iPhone (if you want to hold up the phone to your ear), or the name of the Bluetooth device or other device. A check mark appears next to your selection.
- » **Make a conference call:** Read on.

Recording, transcribing, and summarizing calls

The Phone app enables you to record both incoming and outgoing calls. Even better, Apple Intelligence can automatically transcribe a recorded call to a note in the Notes app and generate a summary of it. Only some iPhone models support these features.

To record a call, tap the More button and then tap Call Recording. A pop-up message warns you *This Call Will Be Recorded*, and there's a three-second countdown to an audio prompt that warns the other person or people in the call about the recording. The recording then starts. The pop-up box displays a waveform of the audio being recorded, together with a timer showing the duration and a stop button (a red square in a white circle). When you tap the stop button to stop the call, you'll see a notification telling you that the phone call has been saved to the Notes app.

You can tap this notification to go straight to the note, or you can find it later in the Call Recordings folder in the Notes app. Tap the call recording to open it so that you can play it or view the transcription and summary. You can then use the text of the transcription as needed (for example, you might copy it) or share the audio file with others.



TIP If your iPhone supports recording but you don't see the Call Recording button on the More menu, choose Settings ⇒ Apps ⇒ Phone ⇒ Call Recording, and then set the Call Recording switch on (green).

Juggling calls

When you're already on the phone with someone and another call comes in, you can take the following actions (see the left screen in [Figure 7-7](#)):

- » Tap the Send to Voicemail button to send the incoming call to voicemail.
- » Tap the End & Accept button to end the current call and take the new call.
- » Tap the Hold & Accept button to put the current call on hold and take the new call. You can then toggle between the calls by tapping either of the Swap buttons (see the right screen in [Figure 7-7](#)).



FIGURE 7-7: Handling two calls at once.

Making conference calls

From having one call active and one call on hold, you can tap the Merge Calls button to transition seamlessly to a conference call. Once your iPhone has merged the calls, you see both callers' names at the top of the screen (see [Figure 7-8](#), left).

If you need to add another person to the call, tap the Add Call button, and then dial the contact, which puts the other callers on hold. Once you've gotten hold of the person, tap the Merge Calls button to reestablish the conference call, including the new person.

If you need to drop one of the callers, tap the *i*-in-a-circle to display the Conference screen (see [Figure 7-8](#), right), and then tap the End button for that caller. Alternatively, tap the Private button to speak privately to

that caller, which puts the other callers on hold. Tap the Merge Calls button when you're ready to return to the conference call.



TIP The number of people you can add to a conference call depends on your carrier, not directly on your iPhone. Between five and ten people is typical.

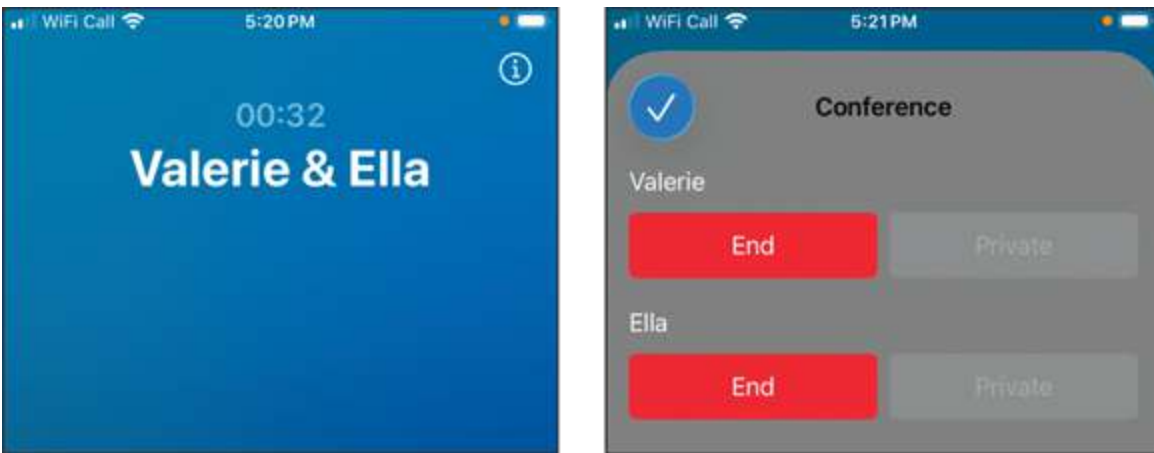


FIGURE 7-8: In a conference call, the callers' names appear at the top (left). Tap the *i*-in-a-circle to display the conference screen (right).

Handing off calls

Apple's Handoff feature enables you to pass tasks between your iPhone, your iPad, and your Mac. This integration means that you can use your iPad or your Mac to make or answer a call that originated from or was received by your iPhone.

Each device must be signed into the same iCloud account, must be connected to the same Wi-Fi network, and must have Handoff enabled. To enable Handoff on the iPhone or iPad, choose Settings ⇒ General ⇒ AirPlay and Continuity, and then set the Handoff switch on (green). On the Mac, choose System Settings ⇒ General ⇒ AirDrop & Handoff, and then set the Allow Handoff Between This Mac and Your iCloud Devices switch on (blue).

When you're using your Mac or your iPad, you'll see the name, phone number, and profile picture of a person calling your iPhone. From the

Mac or iPad, click (or swipe) the notification of the call to answer or reject the call.

To make a call from your Mac or iPad, click or tap a phone number in the Contacts, Calendar, or Safari app.

Making and Taking FaceTime Audio and Video Calls

FaceTime enables you to make audio-only or video-and-audio calls from your iPhone, iPad, or Mac. On the iPhone, using FaceTime is as easy as making a regular call — and FaceTime offers two major benefits quite apart from the video:

- » FaceTime calls don't count against your call allowance, though they will count against your data plan allotment if you make these calls over a cellular connection.
- » The audio quality on FaceTime calls, at least those over Wi-Fi, can be superior to a regular cellphone connection. But a robust 5G or other cellular connection typically works fine too.

FaceTime even lets you include users of non-Apple devices, such as Android and Windows, in calls.

Making a FaceTime call

Here's how to make a FaceTime call:

- 1. Tap the FaceTime icon on the Home screen to launch the FaceTime app.**

The FaceTime screen may list your recent calls or suggest people you could call (see [Figure 7-9](#), left). To make one of those calls, tap its button and skip Steps 2–4.

- 2. Tap the New Call button to display the New FaceTime screen (see [Figure 7-9](#), right).**

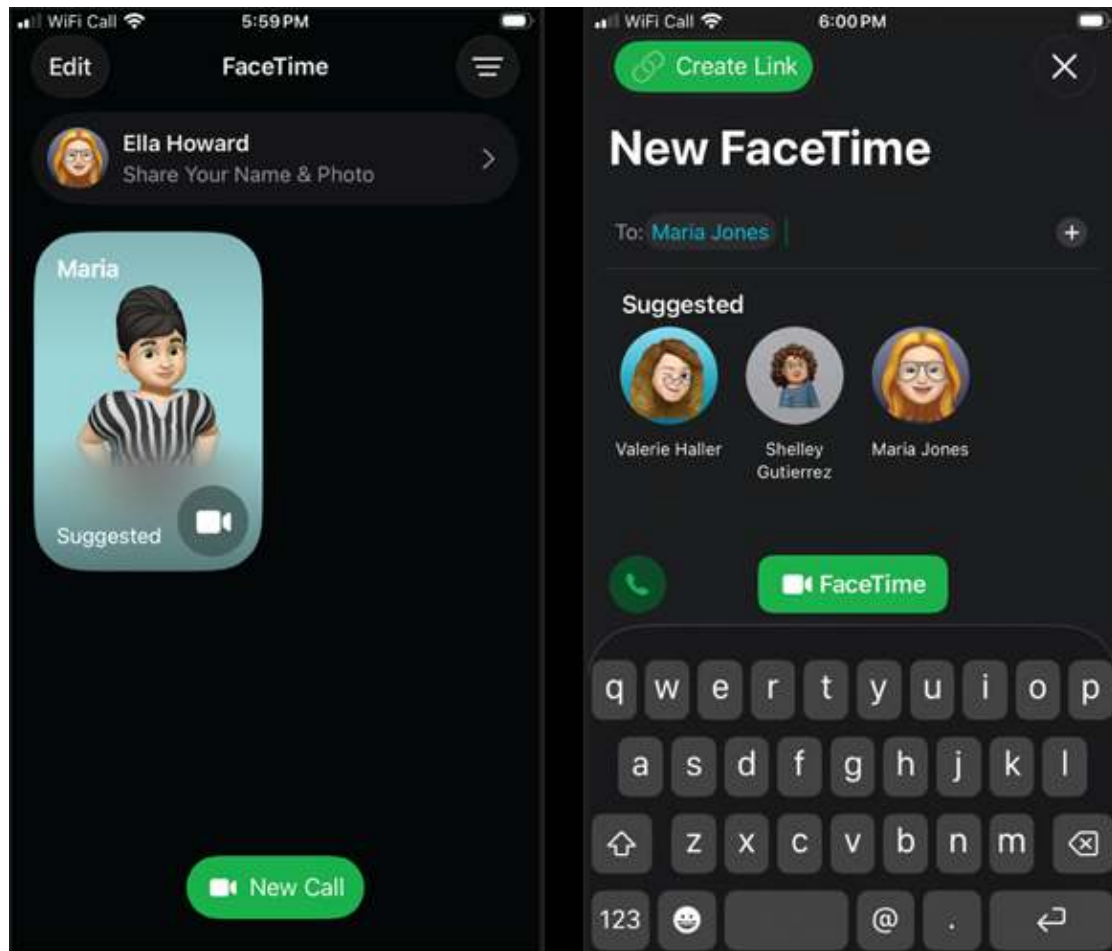


FIGURE 7-9: Choose whom to FaceTime and what kind of call to place.

3. **Choose your victim by tapping one of the suggested buttons; by typing a phone number or email address in the To field; or by tapping the circled +, and then adding contacts from the list that appears.**
4. **Tap the FaceTime button to start a FaceTime video call, or tap the audio call icon (phone receiver) to make a FaceTime Audio call.**

FaceTime places the call. The other person can accept the call by tapping the green button or decline it by tapping the red button. If the other person is using an iPhone and it's locked, they can slide a slider to accept the call. They can also decline and send you a text message or ask to be reminded to get in touch later.

To invite someone with a non-Apple device to FaceTime with you, tap the Create Link button and share that link with the person. When they try to join the call, you get to approve the connection.



TIP Here are two other ways to place FaceTime calls. First, ask Siri: Just say “Hey, Siri, make a FaceTime call to Dad” or a similar command. Second, in your Contacts list, tap the FaceTime icon (video camera) or the FaceTime audio icon (telephone).

Receiving a FaceTime call

When you receive an incoming FaceTime request, tap the green button, and then tap the Join button; if your iPhone is locked, slide the Slide to Answer slider. You’ll then see and hear the caller and be able to communicate with them. Your own video feed appears in a small picture-in-picture (PiP) window, enabling you to check for spinach in your teeth and (if you find some) get out of the frame, stat.



TIP You can use FaceTime in portrait mode or landscape mode. You might find it easier to bring another person into a scene in landscape mode.



TIP You can also use the front or rear cameras during a FaceTime call. To toggle between the front and main cameras, tap the switch cameras icon (still camera). To mute a FaceTime video call, tap the microphone icon with the slash running through it. The caller won't be able to hear you but can continue to see you.

If you have an iPhone X or later model, you can add cartoonish *memoji* or stickers. (Read about them in [Chapter 9](#).) And you can add shapes, filters, arrows, and even text during a FaceTime call. Tap your thumbnail to expand it; tap the Portrait button, the Studio Light button, the Memoji

button, or the Gestures button; and work with the controls that appear. [Figure 7-10](#) uses memojis. When you finish making choices, tap the minimize video icon (two diagonal arrows butting heads) to shrink your thumbnail back down to size.

Although many FaceTime calls commence with a regular phone call, you can't go from a FaceTime video call to an audio-only call without hanging up and redialing.

From the FaceTime app, you can also designate FaceTime favorites (audio or video), and make FaceTime calls from the Recents screen of the Phone app.

To block all FaceTime calls, choose Settings ⇒ Apps ⇒ FaceTime, and then make sure the FaceTime switch is off (white). While you're in FaceTime Settings, you can list one or more email addresses by which a caller can reach you for a video call, along with your iPhone's phone number.

If you want to use another iPhone app while on a FaceTime call, swipe up on a Face ID model or press the Home button on a Touch ID iPhone model, and then tap the icon for the app you have in mind.

Through the picture-in-picture feature, you can continue to peek at the person you're talking to in a window you can drag around the screen while exploring other apps and functions.



TIP

If you like what you see, snap a photo of the FaceTime call in progress.



FIGURE 7-10: FaceTime offers a high-quality video connection even if you don't use memoji.

Making group FaceTime calls

FaceTime enables you to have group chats containing up to 32 people (including yourself). You can either start a call with multiple people or start small and then add people after establishing the call. The more people in the call, the smaller the boxes on the screen that show the people. However, grid view lets you see up to a half-dozen people on the screen at once in same-size tiles, which may make conversing feel more natural.

The easiest way to initiate a group FaceTime call is to start a group chat in the Messages app (see [Chapter 9](#)).

Machine learning helps your iPhone isolate participants' voices while turning down the volume of background noises such as traffic, sirens, or barking dogs. FaceTime applies spatial positioning to the audio, so voices sound like they're coming from the directions where people are positioned on the video call.



TIP

Through the SharePlay feature, you and your co-callers on FaceTime can share your screens, stream music, or watch TV or a movie together on a call. To share media, you first open a streaming app that supports SharePlay, such as the Music app or the TV app; choose the song, show, or movie to share; tap the share icon (an arrow escaping from a box) to display the Share sheet; and finally tap the SharePlay button and follow the prompts that appear. You can share content only with people who can access the same streams via their own subscriptions. During a call, you or others may have to tap Join SharePlay, depending on who initiated SharePlay. You also have the option to watch or listen to stuff during a FaceTime call without sharing it with other people.

Chapter 8

Going on a Mobile Safari

IN THIS CHAPTER

- » Surfing the web
 - » Opening and displaying web pages and tabs
 - » Making the most of with links, bookmarks, and History lists
 - » Separating your browsing into different profiles
 - » Securing Safari
-

In this chapter, you learn to surf the web with Safari for iOS, the iPhone version of Apple's sleek and powerful web browser. Safari is (arguably) one of the best smartphone browsers and (unarguably) enables you to enjoy all the features of most websites. You can open multiple web pages at the same time, organizing them with tabs and tab groups; bookmark interesting web pages and share them among your devices that log into iCloud; and manage and use your browsing history. When discretion is the better part of candor, you can use private browsing to cover some of your tracks; use the Sign In with Apple feature to avoid giving your email address to sites you don't trust; use profiles to split your work browsing from your home browsing; and configure Safari to protect your privacy.

Starting a Safari into Cyberspace

Before you launch Safari, take a look at [Figure 8-1](#). Safari on the iPhone includes only some of the browser controls typically found on a PC or Mac, and Apple has positioned the bar containing controls, which is called the *tab bar*, at the bottom of the display by default, within easy reach of your thumb. To free up space, the tab bar shrinks to a small

version of the address field when you scroll down, but you can make the full tab bar reappear by scrolling up again.

The tab bar contains the smart search field, a combined address bar and search field in which you can type web addresses or search terms. Tap the smart search field to activate it, and then type.



TIP

What you've just read about is the compact version of the tab bar, which is the default version. If you prefer to keep more controls available, you can switch to one of two other versions of the tab bar: The bottom version appears at the bottom of the screen, while the top version places the smart search field at the top of the screen and puts the control buttons at the bottom of the screen. To make this change, choose Settings ⇒ Apps ⇒ Safari, go to the Tabs section, and then tap the Bottom option or the Top option instead of the Compact option.



You can tap the page menu icon (shown in the margin) to open a panel containing the Hide Distracting Items button, the search document icon, the text size icons (the smaller icon and the larger icon), and the more icon (see [Figure 8-2](#)). Tap the more icon to display the page menu, which includes commands for enlarging or reducing the text size, zooming in or out, displaying Apple's Privacy Report, configuring settings for the current website, and requesting the desktop version of the current website.

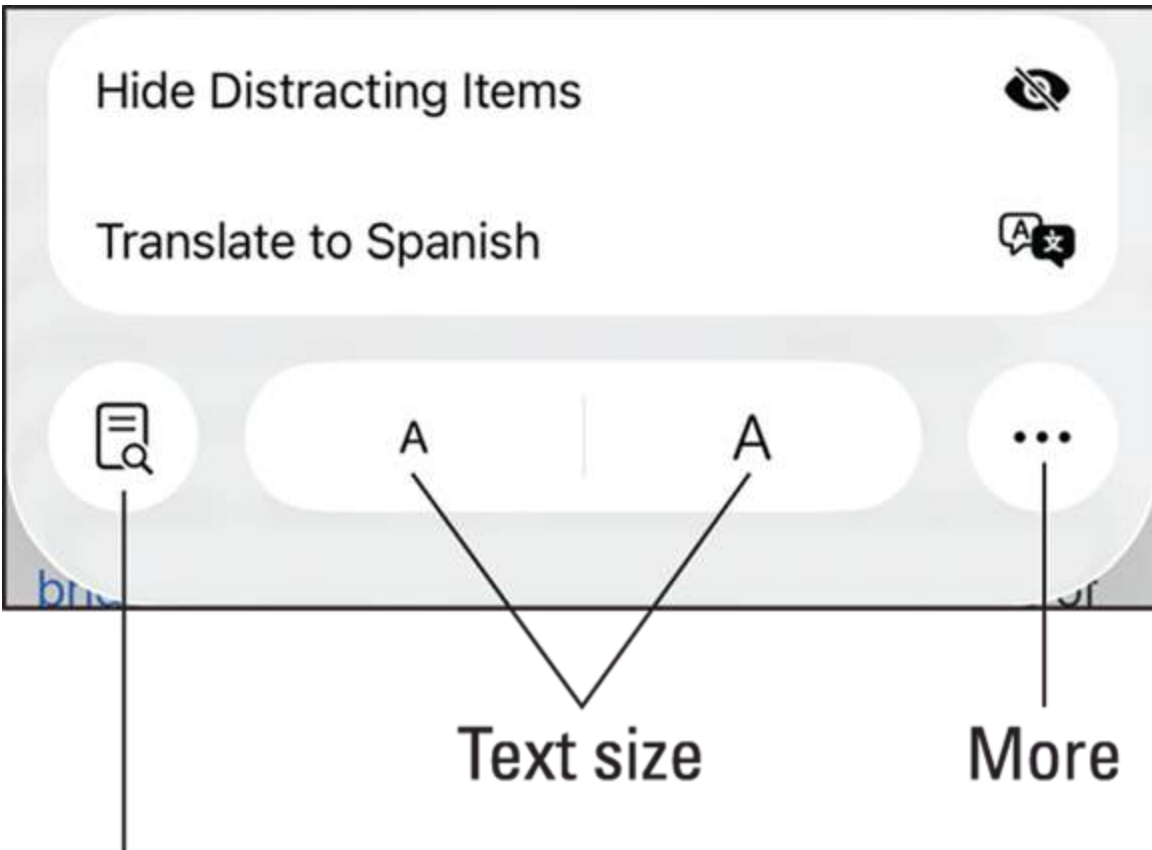


TIP

If the page menu offers to turn on highlights for browsing, tap the Turn On button or the Not Now button, as needed. Highlights include summaries, page previews, and suggestions, which you may or may not find helpful. To change this setting afterward, choose Settings ⇒ Apps ⇒ Safari, go to the Privacy & Security section of the Safari screen, and set the Highlights switch on (green) or off (white), as needed.



FIGURE 8-1: The iPhone's Safari browser.



Search document

FIGURE 8-2: Tap the page menu icon to display this panel.



REMEMBER The compact tab bar includes the back icon but not the forward icon. You can tap the back icon to go back one page at a time along the pages you've visited in this tab. To navigate faster backward or to go forward, long-press the back icon, revealing the pop-up panel shown on the left in [Figure 8-3](#). Tap the lower Back button to display a menu of pages you can go back to, as shown on the right in [Figure 8-3](#); tap the lower Forward button to display a menu of pages you can go forward again to.

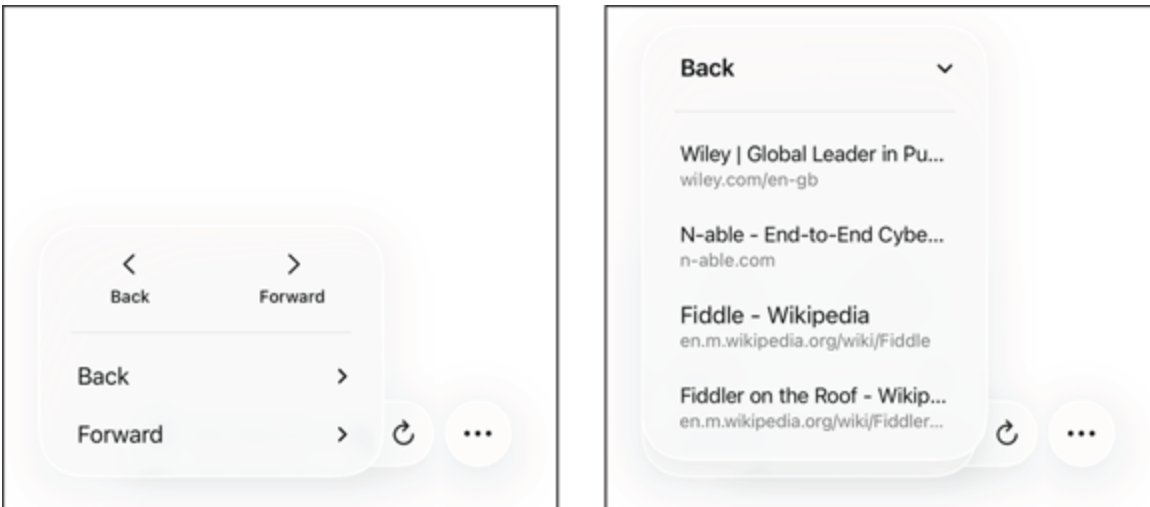


FIGURE 8-3: From this pop-up panel (left), you can navigate back (right) and forward along the pages you’ve visited in this tab.

As soon as you start typing in the smart search field, Safari displays a list of web addresses that match those letters. For example, if you type *ap*, you might see web listings for the Apple website (<https://www.apple.com/>). You may need to scroll to see more suggestions; when you do, the onscreen keyboard hides to make more room for the suggestions.

Safari on your iPhone may suggest web pages you've bookmarked in Safari on your iPad or Mac and synced via iCloud. See the section “[Creating Bookmarks](#),” later in this chapter, for more on bookmarks.

Safari may also suggest web pages from your history list, which logs the pages you visit. See the section “[Letting history repeat itself](#),” also later in this chapter.

After all that preamble, you’re likely ready to open a web page. Do the following:

1. **Tap the Safari icon on the Home screen.**
It’s on the dock by default.
2. **Tap the smart search field in the tab bar to display the keyboard.**
3. **Begin typing the web address on the keyboard.**
The web address is also called the *URL* (Uniform Resource Locator).

4. Do one of the following:

- *To go to one of the sites on the list, tap the name.* Safari automatically fills in the URL in the address field and displays the page.
- *Type the rest of the web address, and then tap Go on the keyboard.* You don't need to type *www* at the beginning of a URL. If you want to visit www.theonion.com, for example, typing theonion.com will get you to the satirical website.



TIP

To erase a URL you're typing, tap the circled X to the right of the smart search field. Tap the microphone icon to enter a URL by voice.

When you start scrolling to read a page, Safari changes the tab bar to make more room for displaying the page's content. When the tab bar is in compact mode and the iPhone is in portrait orientation, the tab bar shrinks so you see only a small version of the smart search field, which displays the key part of the page's URL. In landscape orientation, you don't even see the URL because the site you're visiting claims the entire page.

DESKTOP VERSUS MOBILE WEBSITES

Some websites have separate versions for "desktop" computers and "mobile" computers. Those terms are in quotes because a desktop computer means either a desktop computer in the conventional sense (usually with a separate screen, keyboard, and mouse or trackpad) or a laptop. A mobile computer means a smartphone or a tablet, with a smaller screen, not a laptop.

If Safari on your iPhone shows you the mobile version of a website, you can request the desktop version by tapping the page menu icon, tapping the more icon to display the menu, and then tapping Request Desktop Website. (And you can switch back by opening the menu again and tapping Request Mobile Website.)

These days, many websites use a design approach called *responsive design* that enables web pages to adapt intelligently to suit the device on which they're being

displayed. Responsive design is gradually reducing the number of websites that have separate desktop and mobile versions.

Browsing the Smart Way

Safari enables you to zoom in on pages so that you can see and read them better. Try these moves:

- » **Double-tap the screen so that the portion of the text you want to read fills up the entire screen.**
- » **Pinch the page.** Place your thumb and index finger apart on the screen and then move them together to zoom out on the page. Place your thumb and finger together and spread them apart to zoom in.
- » **Place two fingers on the page, and then drag them in all directions to pan; flick through a page from bottom to top to scroll down.**
- » **Rotate the iPhone to its side.** Landscape orientation gives you a widescreen view with larger text but fewer lines.
- » **Pull down from the top of a web page to refresh the page.**
Alternatively, tap the refresh icon in the tab bar.

Opening multiple web pages at a time

Safari lets you open multiple pages simultaneously. You can switch from one open web page to another by swiping left or right on the tab bar, whether you've placed it at the bottom of the screen or at the top.

Starting up the start page

If the web page you're presently viewing is the only one open, or you've swiped from right to left and reached your last open web page, swiping from right to left on the tab bar displays the customizable Safari start page. Favorites and your Reading List appear high on this page, as does the Privacy Report, which tells you how many trackers Safari has prevented from profiling you (see [Figure 8-4](#)).

Further down the default start page are your iCloud tabs (web pages open on your other Apple devices signed into your iCloud account), Safari's suggestions (websites that you've frequently visited or that others have shared with you), and your recently closed tabs (in case you want to revisit them).

You can customize your start page by tapping the Edit button at the bottom of the page, and then working on the Customize Start Page screen (see [Figure 8-5](#)). Set the Use Start Page on All Devices switch on (green) if you want the same start page on all your devices. Next, in the main box, set the switch for each item — Favorites, Privacy Report, Reading List, iCloud Tabs, Suggestions, and Recently Closed Tabs — on (green) or off (white) to specify which items to show and which to hide. Use the handles on the right side to drag the items into your preferred order. In the Show in Suggestions box, set the Frequently Visited switch and the Shared with You switch on (green) or off (white) to tell Safari what to show in the Suggestions category. Lastly, set the Background Image switch on (green) to use a background image for the start page; you can then tap one of the images shown or tap + (add) to use one of your own images from the Photos app.



FIGURE 8-4: Scrolling down the Safari start page.

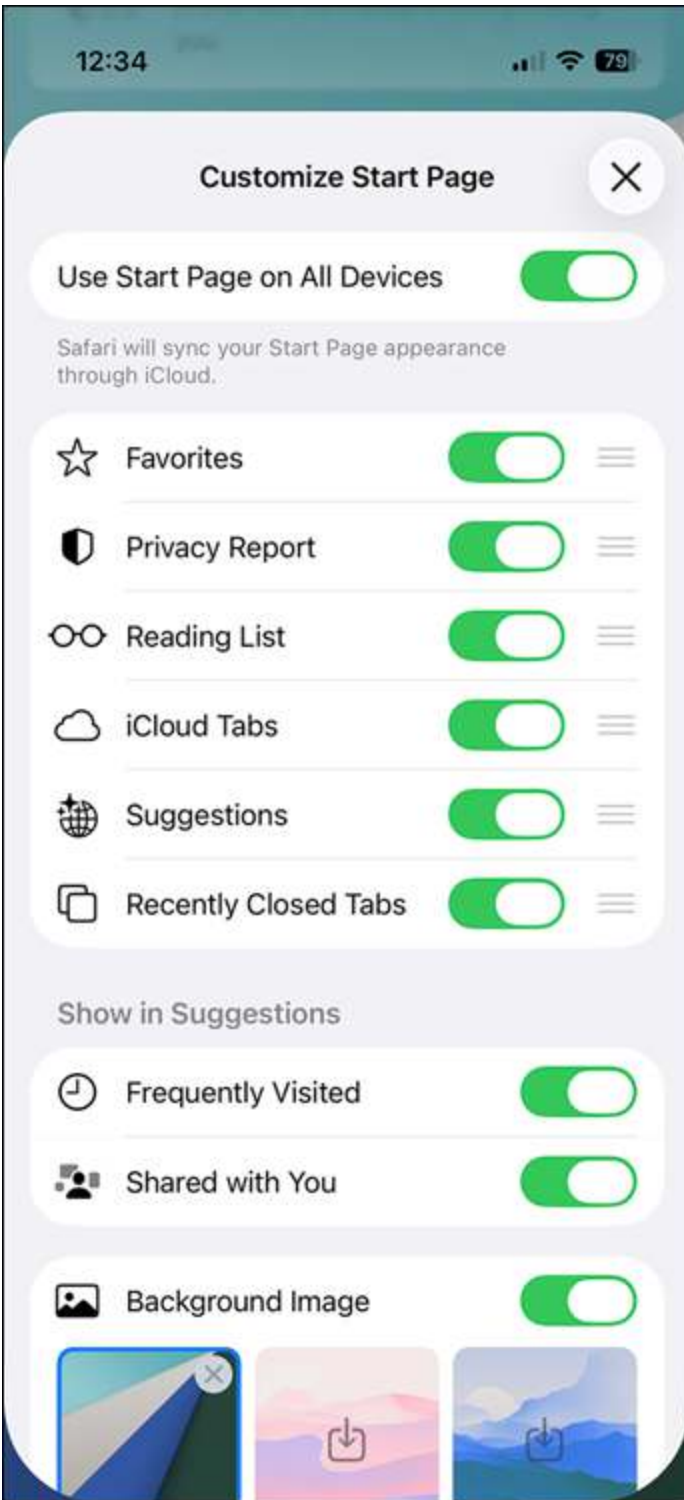


FIGURE 8-5: Customize the Safari start page to include the items you prefer.

Keeping tabs on tabs

To see which tabs and web pages you have open in Safari, tap the more icon on the tab bar, and then tap the All Tabs button on the pop-up panel. The tabs overview page appears (see [Figure 8-6](#)), showing you thumbnails of all the web pages you have open in the active tab group. Each tab group appears as a button on a scrollable button bar across the bottom of the screen, with the active tab group positioned centrally and its name highlighted. You can switch to another tab group by scrolling the bar sideways and then tapping the tab group's button. Once you've displayed the tab group you want, you can tap a thumbnail to display that web page.

To work with your tab groups, tap the tab groups icon (shown in the margin), and then use the buttons in the Tab Groups pane (see [Figure 8-7](#)). You can then:

- » **Create a new empty tab group:** Tap the New Empty Tab group button to display the New Tab Group dialog, type the name for the new tab group, and then tap the Save button.

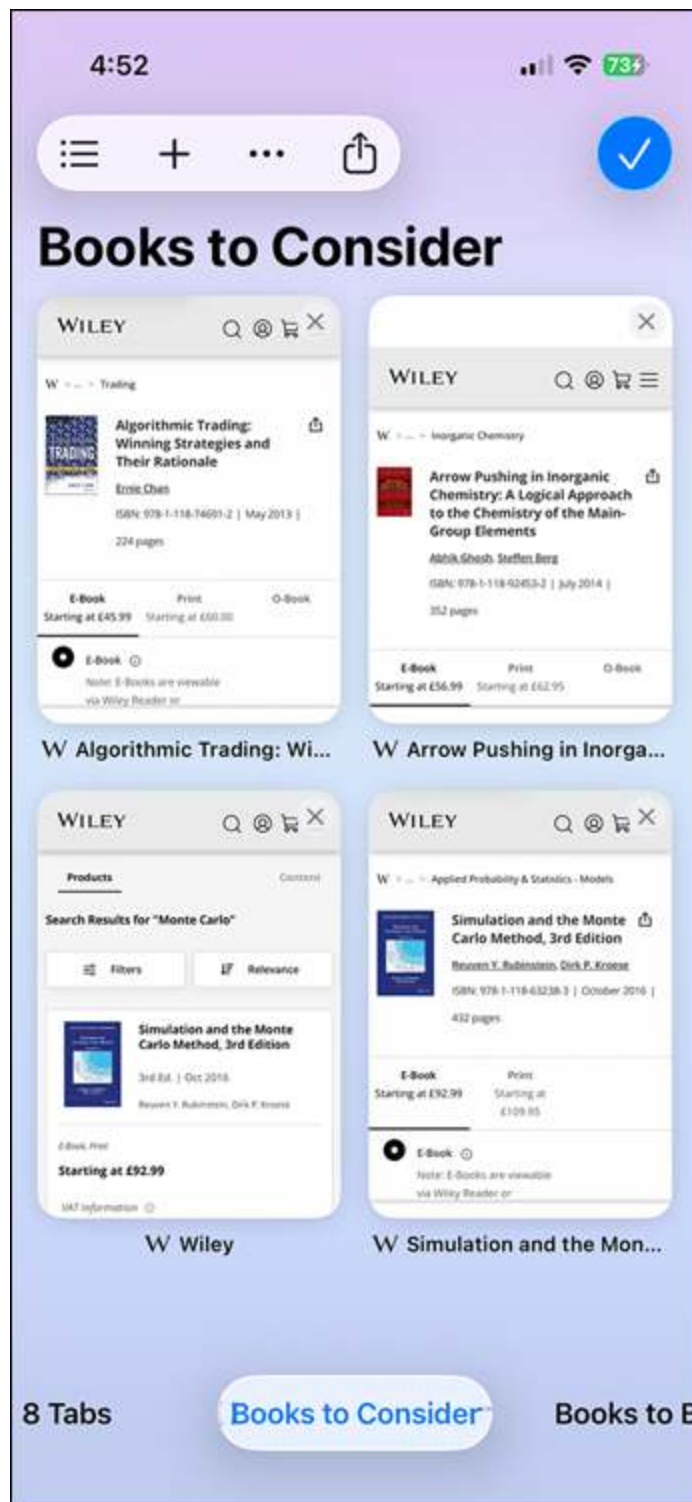


FIGURE 8-6: The tabs overview page.

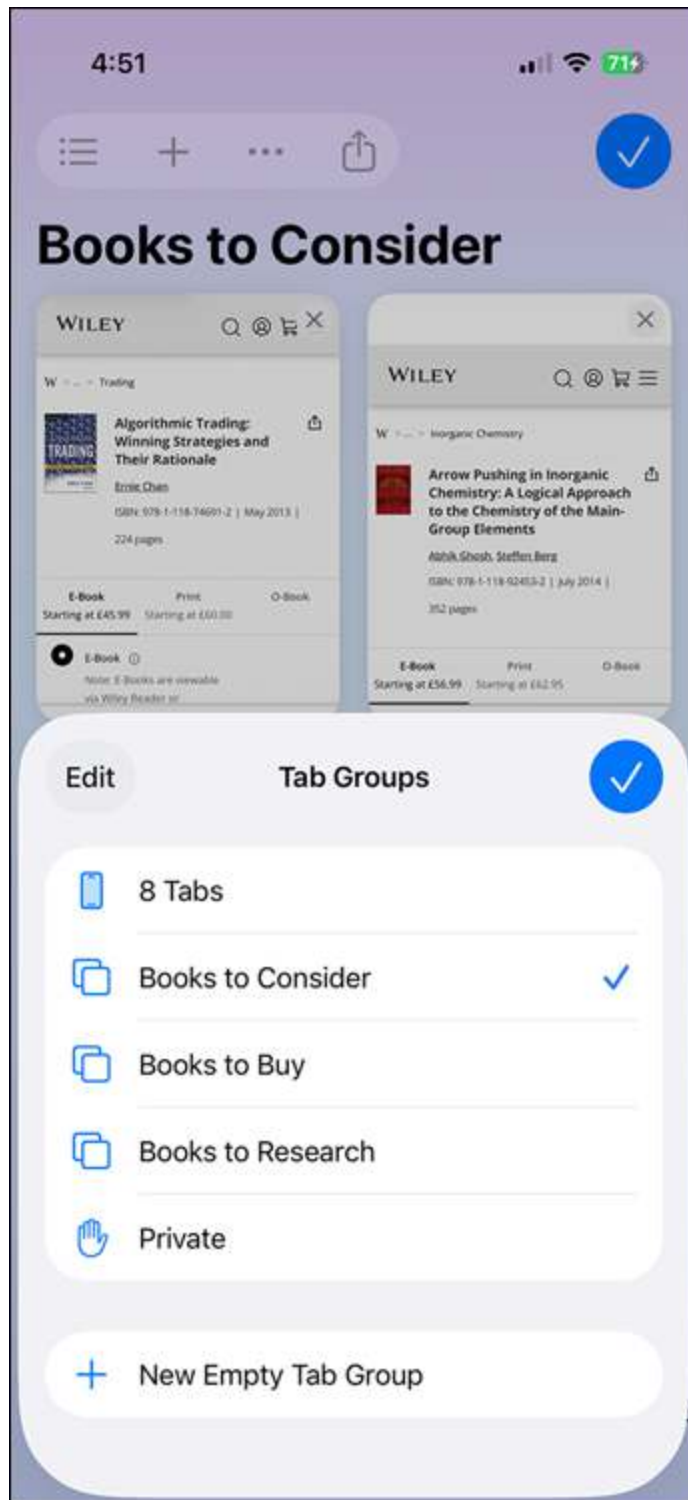


FIGURE 8-7: Arrange your like-minded web pages into tab groups.

- » **Create a new tab group containing tabs:** If the unnamed tab group isn't selected, select it: Tap the top button (which shows eight Tabs

in the figure) to make that tab group active. The Tab Groups pane closes, so tap the tab group's name (such as eight Tabs, in this case) to reopen the Tab Groups pane, this time with that tab group selected. Now that the unnamed tab group is selected, tap the New Tab Group with n Tabs button (where n is the number). Type the name for the group in the New Tab Group dialog, and then tap the Save button.

- » **Rename a tab group:** Swipe left on its button, and then tap the Rename button that appears. Type the new name in the Rename Tab Group dialog, and then tap the Save button.
- » **Delete a tab group:** Swipe left on its button, and then tap the Delete button that appears. You can also swipe all the way left so that the red Delete button consumes the rest of the button.
- » **Change the order of tab groups:** Tap the Edit button, and then drag a tab group up or down by the handle (three horizontal lines) on its right side. If there's an unnamed tab group, that remains first in the list; you can't move it. Nor can you move the Private tab group, which remains last in the list.
- » **Share a tab group:** Tap the Edit button, tap the more icon (ellipsis-in-a-circle) on the tab group's button to display the More menu, and then tap Share. In the Share sheet, select the means of sharing (such as Messages) and the contact.

When you finish working in the Tab Groups pane, tap the done icon (check mark) to close it.



NEW

In iOS 26, Safari enables you to arrange the tabs in a tab group by title or by website. To do this, long-press the tab group name, tap Arrange Tabs By on the pop-up panel, and then tap either the Arrange Tabs by Title button or the Arrange Tabs by Website button on the next panel.

To close an open web page, tap the *X* in the upper-right corner of its thumbnail. Alternatively, swipe the thumbnail off the screen to the left.

To add a new web page, tap + in the upper-left corner of the screen, and then select a web destination as usual.

Looking at links

Surfing the web would be a real drag if you had to enter a URL every time you want to navigate from one page to another. That's why links and bookmarks are so useful. Because Safari on the iPhone works in the same way as browsers on your PC or Mac, links on the iPhone behave the same way.

Text links are underlined or appear in a different color from other text on the page. Tap the link to go directly to the link's destination.

Long-press a link to display a contextual menu. If the link goes to a web page, the menu typically includes the following commands: Open, Open in New Tab, Open in Tab Group, Download Linked File, Add to Reading List, Copy Link, and Share. To help you decide what to do, Safari displays a preview of the linked site.

Other types of links let you take other actions — for example:

- » **Open a map.** Launches the Maps app (see [Chapter 12](#)) or Google Maps.
- » **Prepare an email.** Tap an email address link to start a new message to that address in the Mail app (discussed in [Chapter 10](#)). Long-press an email address link to display the contextual menu, which contains commands such as Send Message (in the Messages app), FaceTime, FaceTime Audio, Add to Contacts, and Copy Email.
- » **Make a phone call.** Tap a phone number embedded in a web page, and the iPhone offers to dial it for you. Tap the Call *number* button to place the call. Long-press a phone number to display the contextual menu, whose commands include Send Message (again, in Messages), FaceTime, FaceTime Audio, Add to Contacts, and Copy Phone Number.

Creating bookmarks

When you find a web page you'd like to revisit, bookmark it like this:

1. **With the page displayed in Safari, tap the more icon.**

The more menu opens, as shown on the left in [Figure 8-8](#).

2. **Tap Add Bookmarks To to display the Add Bookmark screen (shown on the right in [Figure 8-8](#)).**

Safari enters a default bookmark name derived from the page's title and suggests your current bookmarks folder (the Favorites folder in the example).

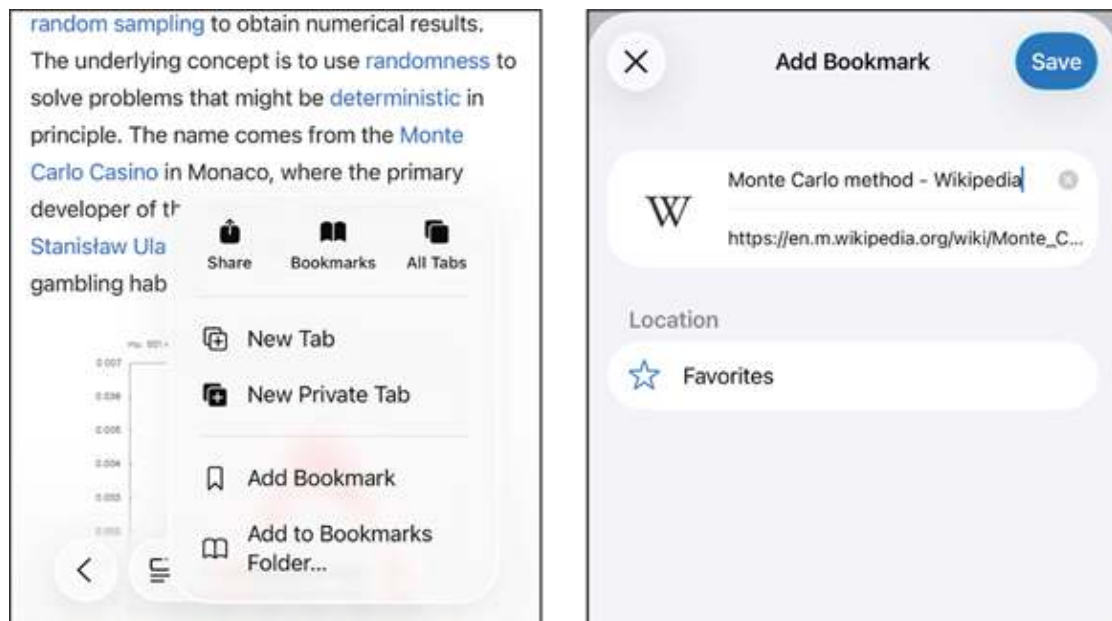


FIGURE 8-8: Creating a bookmark for a web page you want to be able to revisit easily.

3. **Change the bookmark name, as needed.**
Edit the existing name, or tap the x-in-a-circle to delete the name and then type a new one.
4. **Change the location, as needed, by tapping the Location field, and then tapping the folder you want to save the bookmark in.**
5. **Tap the Save button, in the upper-right corner.**

Safari saves the bookmark and closes the Add Bookmark screen.

Here's how to return to a page you've bookmarked:

1. **Tap the more icon to display the more menu.**
2. **Tap the Bookmarks button to display the pane shared by Bookmarks, Reading List, and History.**
3.  **If the Bookmark tab is not displayed, tap the bookmark icon (shown in the margin) to display this tab.**
4. **Tap the folder that contains the bookmark, and then tap the bookmark.**

Safari displays the bookmarked page.

You can create a bookmark also from the Share sheet, which you display by tapping the more icon and then the Share button. You can then simply tap Add Bookmark To, or either tap the more icon on the Share sheet or swipe up to expand the Share sheet (see [Figure 8-9](#)), and then tap the Add Bookmark To button.

From the Share sheet, you can take other actions, such as the following, instead of tapping Add Bookmark:

- » **AirDrop:** Share the page with users of Macs, iPhones, and iPads with AirDrop turned on.
- » **Messages:** Send a link to the web page in a text or an iMessage.
- » **Mail:** Start a message in the Mail app containing a link for the page. Mail puts the page's title in the Subject line.
- » **Notes:** Display the Notes screen, which lets you save the page's URL to either a new note or an existing note. You can enter text to accompany the URL.
- » **Journal:** Create a new entry containing the page's URL.
- » **Reminders:** Create a reminder in the Reminders app based on this page.
- » **Copy:** Copy the page's URL to the clipboard for pasting elsewhere.

- »  **Add to Reading List:** Add the page to your Reading List, which you can access by opening the Bookmarks pane and tapping the reading list icon (shown in the margin).
- » **Add to *tab group* Favorites:** Add the page to your favorites in the active tab group for quick access. You see this command only when you're viewing the page within a named tab group.
- » **Add to Favorites:** Add the page to your favorites, again for quick access.
- » **Add to Quick Note:** Opens the New Quick Note screen and pastes an image of the web page on it. You can tap the image to go the web page.
- » **Find on Page:** Display the search field and the virtual keyboard. Type your search term, and matches appear highlighted. Tap the up and down arrows to move the yellow highlight through the instances of the term. Tap Done when you're done.

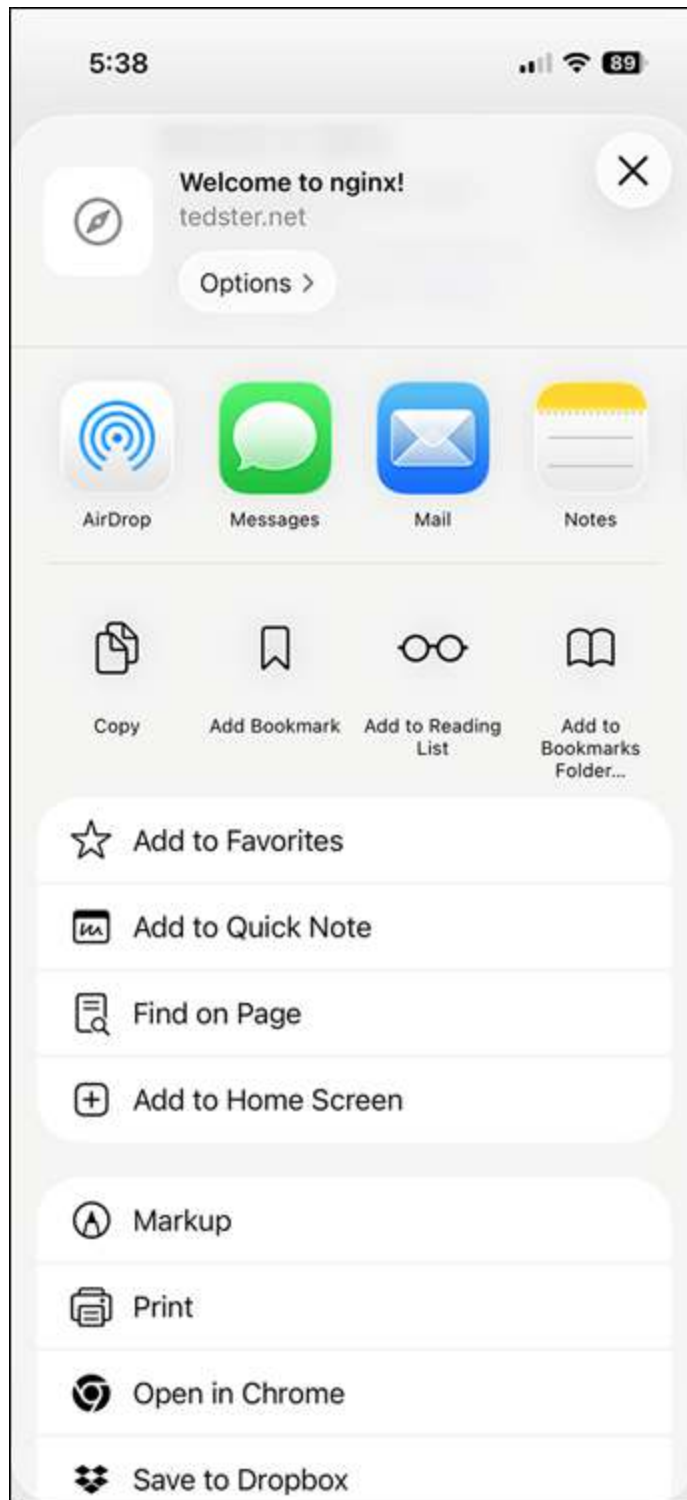


FIGURE 8-9: From the Share sheet, you can create a bookmark or take assorted other actions.

» **Add to Home Screen:** Add the site's icon to your Home screen so you can quickly access the site. You can label the Home screen icon

before tapping Add to complete the process.

- » **Markup:** Create a PDF version of the page and display the markup tools so you can annotate it.
- » **Print:** Open the Options dialog for printing to an AirPrint printer.



TIP You'll also see an Options button when you tap the share icon. Tap Options to choose whether to send the web page as a PDF, Reader PDF, or Web Archive.

Altering bookmarks

If you no longer need a bookmark, you can change or get rid of it:

- » **To remove a bookmark or folder:** Swipe the bookmark or folder from right to left so that a red Delete button appears on the right, and then tap Delete. Alternatively, tap the more icon on the Bookmarks screen, tap the Select Bookmarks button on the more panel, select the selection circle for each item you want to delete, and then tap the red trash icon in the upper-left corner.
- » **To change a bookmark's name or location:** Swipe left on the bookmark, and then tap the edit icon (pencil). Tap Edit, and then tap the bookmark. The Edit Bookmark screen appears with the name, URL, and location of the bookmark. Tap the fields you want to change. In the Name field, tap the *X* in the gray circle, and then type a new name. Tap the Location field, and then tap the folder to which to move the bookmark.
- » **To create a folder for your bookmarks:** Tap the more icon on the Bookmarks screen, and then tap the New Folder button on the more menu. Enter the name of the new folder, choose where to store it, and then tap the Save button.
- » **To move a bookmark up or down a list:** On the Bookmarks screen or in a folder, tap the more icon, and then tap the Select Bookmarks

button. You can then drag the three bars to the right of a bookmark's name to move the bookmark up or down.

Viewing pages open on your other devices

Your iPhone and other Apple devices sync your open pages and iCloud tabs via your iCloud account. To view another device's pages, open a tab to your start page, go to the From *Device* list or lists, and then tap the button for the page you want to view.

Letting history repeat itself

When you want to revisit a web page you didn't bookmark, find the page in your history.

Safari records the pages you visit and keeps the logs on hand for several days. Tap the more icon, tap the Bookmarks button on the more menu, and then tap the History tab (the clock icon). Next, tap the day you think you viewed the page. You'll see web pages organized into such categories as This Evening, This Afternoon, and Tuesday Morning. When you find the listing, tap it to display the page.



TIP

To clear your history from your iPhone, tap the more icon in the upper-right corner of the History screen, and then tap the Clear button. In the Clear History pane, tap the appropriate button in the Clear Timeframe pane: Last Hour, Today, Today and Yesterday, or All History. If you're using profiles (discussed later in this chapter), tap the appropriate profile in the Clear for Profile box. Set the Close All Tabs switch on (green) if you want to close all your tabs. Then tap the Clear History button. Be aware that your network's administrator (for example, at work) and your ISP will still have a full record of your browsing.

You can also clear your Safari history starting from the Home screen. Tap Settings ⇒ Apps ⇒ Safari ⇒ Clear History and Website Data; choose the time frame and set the Close All Tabs switch, as needed; and then tap the Clear History button.

Launching a mobile search mission

To find information, you'll likely want to search the web often. Safari's smart search field makes searching easy and effective. The smart search field is hooked up to a search engine, so you don't need to go to google.com, bing.com, or another search engine to perform a search.

Configure search settings in Safari

Before searching extensively in Safari, spend a minute choosing search settings. From the Home screen, choose Settings ⇒ Apps ⇒ Safari to display the Safari screen in the Settings app. You can then configure the following settings:

- » **Search Engine:** Choose your main search engine, such as Google or DuckDuckGo.
- » **Also Use in Private Browsing:** Set this switch on (green) to use your regular search engine in private mode as well. To use a different search engine, set this switch off (white), tap the Private Search Engine button that appears, and then select your private search engine.
- » **Search Engine Suggestions:** Set this switch on (green) to have Safari include suggestions from the search engine. These are usually helpful.
- » **Safari Suggestions:** Set this switch on (green) to include suggestions from Safari.
- » **Show Recent Searches:** Set this switch on (green) to include your recent searches when they match your search terms. Safari displays the history icon (clock) next to these.
- » **Quick Website Search:** Tap this button to display the Quick Website Search screen, and then set the Quick Website Search switch on (green) to enable yourself to restrict a search to a particular website by typing its name in the search. For example, you could type *iMac* apple.com in the search box to search for iMac information only on apple.com.

- » **Preload Top Hit:** Set this switch on (green) to have Safari preemptively download the page linked to the top search result so the page appears more quickly if you tap that search result.

Searching in Safari

When you need to search the web, tap the smart search field, and then start typing your search term. Results appear as you type, broken up into categories such as Google Suggestions; Bookmarks, History, and Tabs; and On This Page. Tap the search result whose page you want to view.

Saving pictures from the web

To copy an image from a website, long-press the image so that the pop-up menu appears. You can then tap Save to Photos to save a copy of the image to the All Photos album in your Photos app; tap Copy to copy the picture so you can paste it elsewhere; or tap Copy Subject to have iOS copy the image's subject without the background, again so that you can paste it elsewhere. Copy Subject often works impressively well, but occasionally a human subject's limb goes missing.

Hiding distracting items on web pages

Safari enables you to hide some parts of web pages, which can be helpful if you're confronted with distracting content such as flashing banners. Display the page as usual, tap the page menu icon, and then tap the Hide Distracting Items button on the page menu. The Select an Item prompt appears. Tap the web page element you want to hide, making Safari display a Hide button in its center, and then tap anywhere on the element. The element then explodes, and the Select an Item prompt changes to 1 Item Hidden.

  Repeat as necessary to hide other items, and then tap the done icon (check mark) on the Items Hidden message. The distractions hidden icon (shown in the margin) appears next to the page menu icon. To bring back the hidden items, tap the page menu icon, tap the Show Hidden Items button on the page menu, and then tap the Show button in the confirmation dialog.

Reading clutter-free web pages

 Safari's reader view helps you focus on reading a web page by eliminating distractions such as ads. To use reader view, tap the page menu icon (shown in the margin) on the tab bar, and then tap the Show Reader button on the page menu. If the Show Reader command doesn't appear, the web page is not compatible with reader view.

 To configure reader view, tap the reader view icon (shown in the margin) on the tab bar. In the panel that appears (see [Figure 8-10](#)), choose the font and background color your prefer. When you're ready to leave reader view, tap the reader view icon, and then tap Hide Reader.



TIP To try using reader view all the time, visit Settings ⇒ Apps ⇒ Safari ⇒ Reader, and then set the All Websites switch on (green) on the Reader screen.

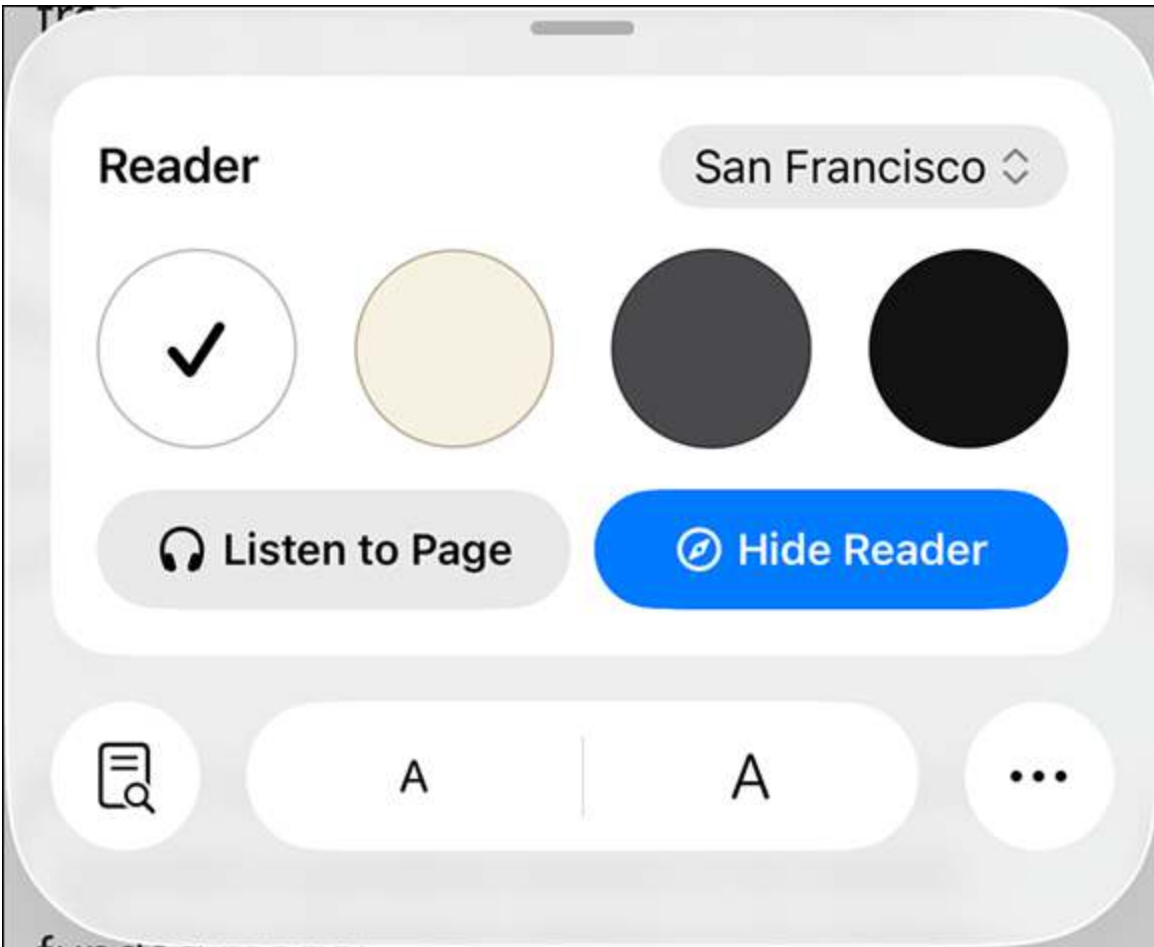


FIGURE 8-10: You can customize reader view with your preferred font and background color.

Translating web pages

 To translate a web page, tap the page menu icon (shown in the margin) in the tab bar, and then tap the Translate command, such as Translate to English. The translation appears. To go back, tap the translate icon (which replaces the page menu icon), and then tap View Original on the panel.

If the Enable Translation? dialog opens, tap the Enable Translation button.



REMEMBER You can highlight any text anywhere on your iPhone, Safari included, and tap Translate to read in another available language. Besides English, languages include Spanish, Simplified Chinese, French, German, Russian, and Brazilian Portuguese.

Private Browsing

Don't want to leave any tracks while you surf? Turn on private browsing. Safari implements this privacy feature as a tab group called Private that works in a similar way to the tab groups you met earlier in this chapter. The difference is that, while you are browsing in the Private tab group, Safari retains details of the pages you visit and the searches you perform only temporarily, getting rid of them at the end of the private browsing session instead of adding them to your history. (Bear in mind that your network administrator and ISP may still be able to track all your actions.) To further protect you, Safari also prevents advertisers from collecting your iPhone's unique characteristics, which means such companies can't identify your specific device to use in targeted advertising.

To use Private browsing, tap the more icon, and then tap the New Private Tab button on the more menu. The Private Browsing screen appears. You can then browse as usual. The tab bar and smart search field are shaded dark as a visual reminder that you are using private mode.

For security, private browsing locks automatically when you switch from Safari to another app or when your iPhone locks. After you unlock your iPhone, tap Unlock on the Private Browsing Is Locked screen, and then authenticate yourself via Face ID or Touch ID, as appropriate. If you want to turn off locking, choose Settings ⇒ Apps ⇒ Safari, go to the Privacy & Security section, and set the Require Face ID/Touch ID to Unlock Private Browsing switch off (white).

Using Sign In with Apple

To help you avoid sharing your email address with companies or people you don't trust, Apple provides the Sign In with Apple feature. Sign In with Apple leverages your Apple Account to enable you to sign in to an app or a website via a unique, random ID instead of your email address. When an app or a website requires an email address, Apple creates a unique custom email address that forwards messages to your actual email address. The random ID and custom email address are linked to your Apple Account.

When you see the Sign In with Apple button in an app, tap it, and then follow the prompts. Normally, you'll want to select the Hide My Email option rather than the Share My Email option.

Creating Multiple Profiles for Safari

Safari includes a feature called Profiles to enable you to cordon off different types of browsing into different silos and to help boost your concentration and privacy. For example, you might create a Work profile to separate your work browsing from your home browsing. Or you might create a profile for each major project you work on, if keeping those projects separate from each other is helpful.

Profiles work as an extension of tab groups. Each profile maintains a separate set of history, cookies, and website data, so (for example) your work history does not get contaminated by your home history, and so on.

Creating a profile

Safari starts you off with default settings that work as a sort of informal profile. When you create your first profile, Safari automatically copies these settings to a profile called Personal, enabling you to switch between Personal and the new profile you created.

To create a profile, follow these steps:

1. **Choose Settings ⇒ Apps ⇒ Safari to display the Safari Settings screen.**
2. **Scroll down to the Profiles section, and then tap New Profile to display the New Profile screen.**
3. **Type a descriptive name for the profile, such as *Work* (see [Figure 8-11](#)).**
4. **Tap a symbol in the symbol line to represent the profile.**

You can tap the ellipsis (...) at the end of the symbols to display a panel containing other symbols.
5. **Tap the color to use for the profile.**

You can tap the ellipsis (...) to display a panel containing other colors. Safari uses this color on the profile's start page to help you identify the tab group.
6. **Tap the Favorites button, and then tap the folder in which to store the favorites for this profile.**
7. **Tap the Open New Tabs button, and then select the location for opening new tabs, such as On Start Page.**

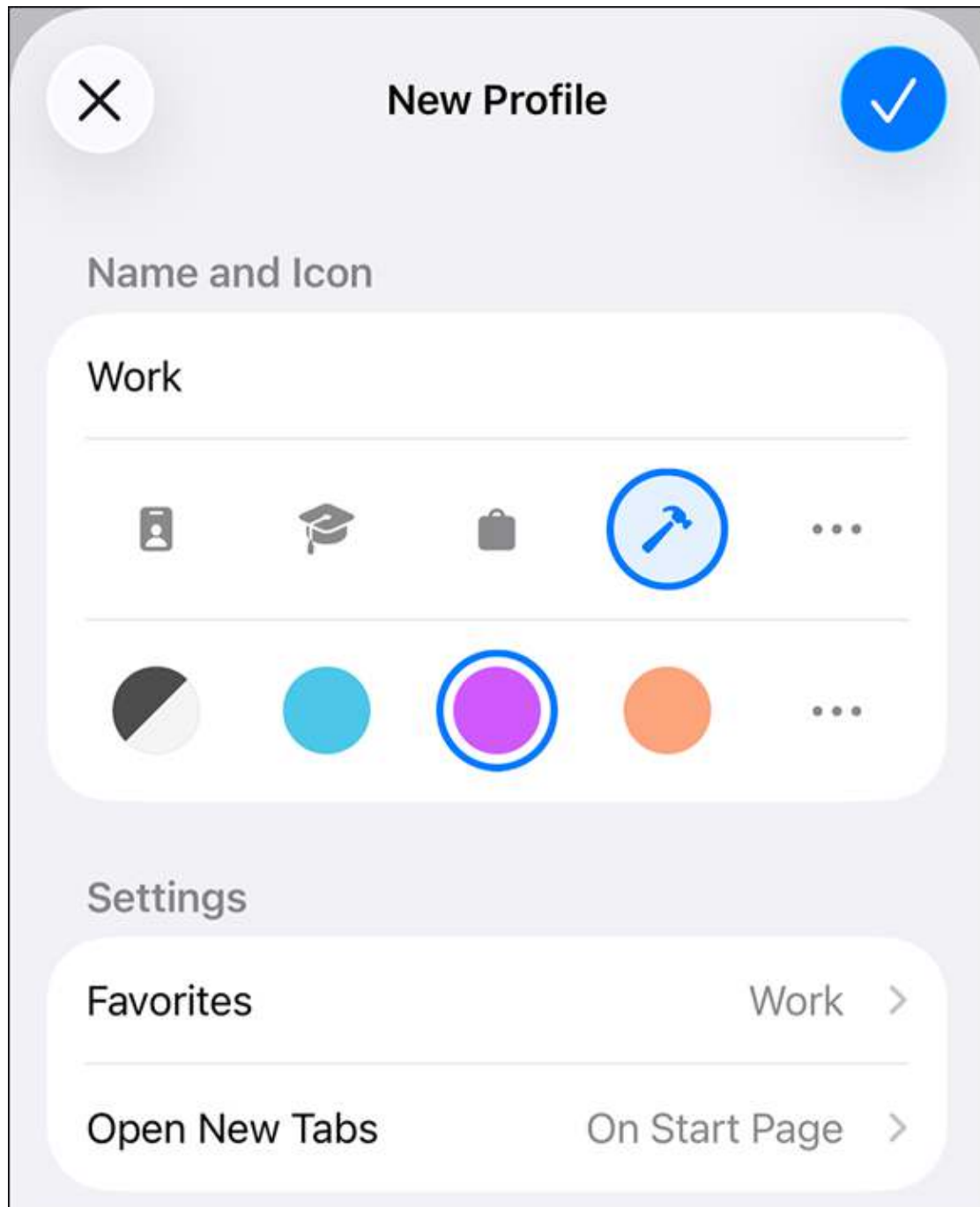


FIGURE 8-11: Enter the profile's name and details on the New Profile screen.

8. **Tap the done icon (check mark) in the upper right to create the profile and close the dialog.**

The profile appears in the Profiles list on the Safari screen in Settings. The Profiles list now also shows the Personal profile, which Safari has created from your previous settings.

If you want, you can now create another profile by repeating Steps 2 to 8.

Switching from one profile to another

To switch from one profile to another, you open a tab group for the profile you want to use. Tap the more icon to display the more menu, tap the All Tabs button, and then tap the current tab group's name. The Tab Groups pane opens, showing the profile's name — for example, Personal Tab Groups for the Personal profile.

Tap the Profile pop-up menu, and then tap the profile you want to use (see [Figure 8-12](#), left). The start page appears, showing the profile's color and icon (see [Figure 8-12](#), right). You can then open tabs and browse as usual.

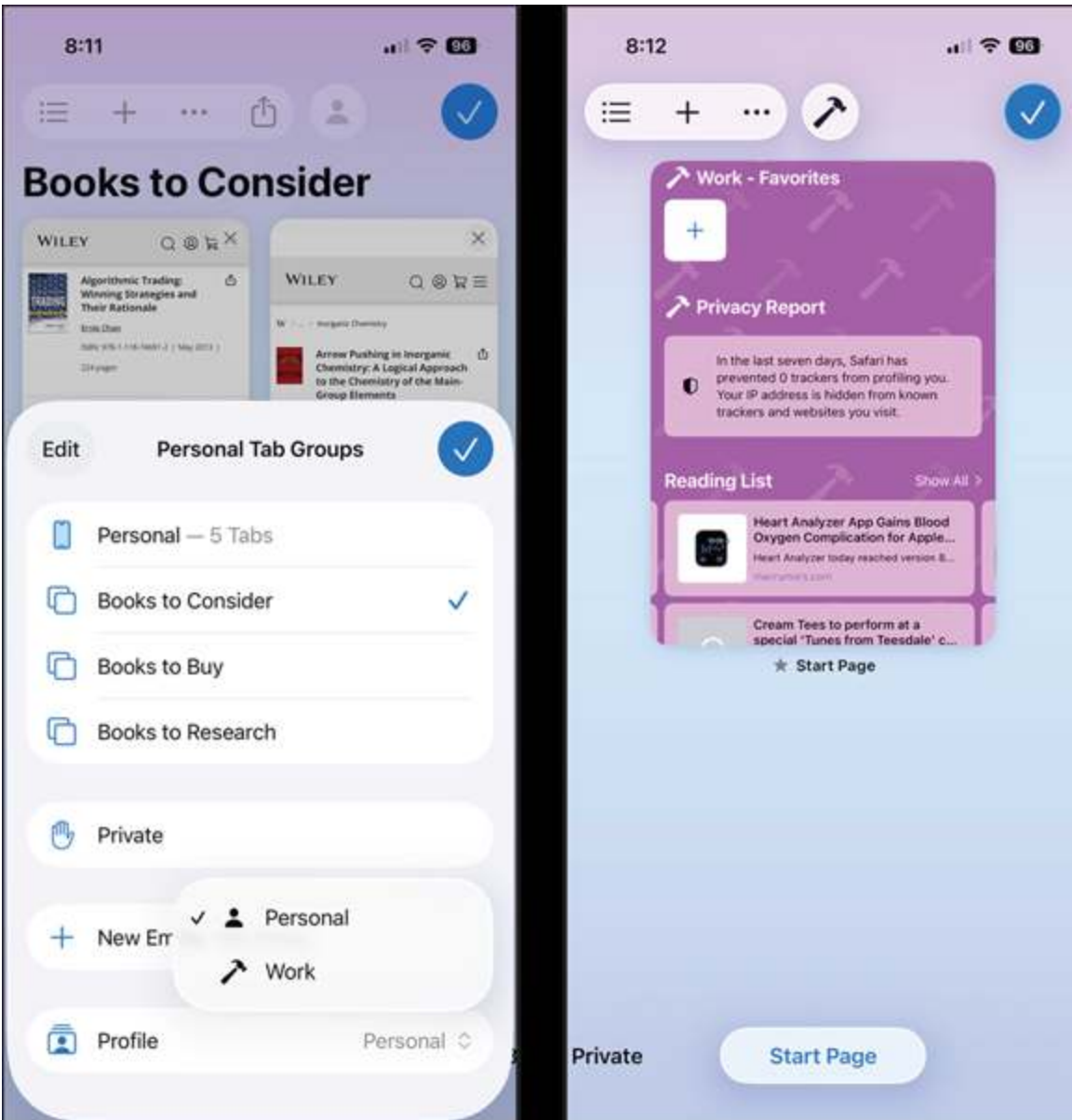


FIGURE 8-12: Use the Profile pop-up menu (left) to open a new tab group for a different profile. The profile's start page uses the profile's color and icon (right).

Deleting a profile

To delete a profile, choose Settings ⇒ Apps ⇒ Safari, tap the profile in the Profiles box, and then tap the Delete Profile button. In the confirmation dialog, tap Delete.

Choosing Smart Safari Settings

To keep your Safari browsing as safe as possible from the myriad threats online, choose Settings ⇒ Apps ⇒ Safari, and then configure the following settings:

- » **AutoFill:** When AutoFill is turned on, Safari can automatically fill out web forms by using your personal contact information, user names, passwords, and credit card information.
- » **Start Page Favorites:** Designate the folder to treat as a Favorites folder, letting you quickly access favorite bookmarks when you enter an address, search, or open a new tab.
- » **Block Pop-ups:** Set this switch on (green) to block pop-up windows, which some sites use to display unwanted information.
- » **Extensions:** An *extension* is software that adds capabilities to Safari, such as blocking ads or scam callers. Tap More Extensions to install extensions, and then use the controls in the Extensions pane to enable the features you want to use. Set the Share Across Devices switch on (green) if you want to sync your extensions across your iCloud devices.
- » **Downloads:** Tap this button to display the Downloads screen, and then choose where to store downloads and when to remove items from the Download list.
- » **Tabs box settings:** As discussed earlier in this chapter, you can choose the compact tab bar, the bottom tab bar, or the top tab bar. You can also choose whether to use a landscape tab bar and whether to allow website tinting, a design aesthetic. Tap Open Links and decide whether links will open in a new tab or in the background. Tap Close Tabs and then choose whether to close tabs manually or have Safari automatically close tabs you haven't viewed for a day, a week, or a month.
- » **Prevent Cross-Site Tracking:** Set this switch on (green) to prevent advertisers from tracking you as you browse across sites.
- » **Hide IP Address:** Tap this button, and then tap Trackers and Websites to have Safari hide your iPhone's Internet Protocol address

from trackers, tools that track your browsing activity, and from websites.

- » **Require Face ID/Touch ID to Unlock Private Browsing:** Set this switch on (green) to have Safari require you to unlock the Private tab group after your iPhone locks.
- » **Fraudulent Website Warning:** Set this switch on (green) to have Safari warn you when you happen upon a website known to try to steal visitors' user names, passwords, and so on or to try to install malicious software on their devices.
- » **Not Secure Connection Warning:** Set this switch on (green) to have Safari warn you if it's using a non-secure connection.
- » **Highlights:** Set this switch on (green) to use the Highlights feature, discussed earlier in this chapter.
- » **Settings for Websites:** In this section, set the Share Across Websites switch on (green) to have Safari share these settings across all your iCloud devices. Then tap the Page Zoom button, the Request Desktop Website button, the Reader button, the Profiles button, the Camera button, the Microphone button, and the Location button, in turn, and choose the default settings you want to use for these features on all websites.
- » **Automatically Save Offline:** Set this switch on (green) to have Safari automatically save all your Reading List items locally so that you can read them offline.

Tap the Advanced button to display the Advanced screen, where you can configure the following settings:

- » **Website Data:** Tap this button to display the Website Data screen, where you can see which websites have stored data on your iPhone. You can delete a website's data by swiping left on it, and then tapping Delete. You can delete the data for all websites by tapping Remove All Website Data.
- » **Advanced Tracking and Fingerprinting Protection:** Tap this button, and then choose Off, Private Browsing (the default), or All

Browsing to tell Safari when to use its Advanced Tracking and Fingerprinting Protection feature.

- » **Block All Cookies:** Set this switch on (green) if you want Safari to block all cookies, the tiny tracking files that websites place to recognize you and store your browsing activity.



WARNING If you set the Block All Cookies switch on (green), certain web pages don't load properly, and sites such as Amazon and organizations you belong to will no longer recognize you when you connect.

- » **Privacy Preserving Ad Measurement:** Set this switch on (green) to allow Apple to measure the performance of advertisements while preserving your privacy.
- » **Check for Apple Pay:** Set this switch on (green) to allow websites to determine whether you use Apple Pay.
- » **JavaScript:** Set this switch on (green) to allow websites to use JavaScript, a programming language that's widely used to add functionality to web pages. JavaScript is completely separate from Java, a more powerful programming language notorious for security problems.
- » **Web Inspector:** Set this switch off (white) unless you're a developer.
- » **Remote Automation:** Set this switch off (white) unless you're a developer.
- » **Feature Flags:** This button leads to a screen of developer-only features. Leave them alone.

Chapter 9

Texting 1, 2, 3: Messages and Notes

IN THIS CHAPTER

- » Sending and receiving SMS and MMS messages
 - » Sending and receiving voice and video iMessages
 - » Using the Notes app
-

In this chapter, you come to grips with Messages, Apple's instant-messaging app, and Notes, its note-taking and sharing app. Messages lets you communicate using the iPhone, the iPad, the Mac, and Apple Watch. Notes enables you to take notes on the iPhone, the iPad, and the Mac.

Getting the iMessage

The Messages app lets you send and receive three types of messages with other cellular phones:

- » Short text messages via the SMS (Short Messaging Service) protocol.
- » Multimedia messages via the MMS (Multimedia Messaging Service) protocol — messages with attached pictures, videos, audio, contact data, or locations.
- » Multimedia messages via the RCS (Rich Communication Services) protocol, an upgrade to SMS. Only some cellular providers and phones support RCS.

Beyond SMS, MMS, and RCS, which your cellular provider offers, your iPhone also supports the iMessage protocol. iMessage uses an Apple-provided service to send and receive unlimited messages with text, pictures, contacts, videos, and locations without going through your carrier. Messages automatically chooses which protocol to use, so you don't need to.

Although the cellular operators all charge something for SMS, MMS, and RCS services, iMessages are free as long as you send and receive them over Wi-Fi. If you use cellular service, there's no per-message charge, but an iMessage does use cellular data from your plan's allotment.

However, you can share iMessages only with people using iPhones, iPads, Macs, Apple Watch, and the Vision Pro headset. And, if no data connection is available when your iPhone is using a cellular connection rather than Wi-Fi, the message will be sent as a standard SMS, MMS, or RCS message via your wireless carrier (and subject to the usual message charges where applicable).



TIP If you have a limited data plan, choose Settings ⇒ Cellular to display the Cellular screen, and then set the Cellular Data switch off (white) to force Messages (and all other data-using apps) to use only Wi-Fi. Alternatively, go to the Cellular Data box toward the bottom of the Cellular screen, tap the Show All button, and then set the switch off (white) for each app you don't want to use cellular data. If your cellular plan charges you for each text message, consider turning off the Send as Text Message feature: Choose Settings ⇒ Apps ⇒ Messages, and then set the Send as Text Message switch off (white).

Sending text messages

☑ Tap the Messages icon on the Home screen to launch the Messages app, and then tap the new message icon (shown in the margin) in the lower-right corner of the screen to start a new message.



TIP

You can long-press the Messages icon on the Home screen and use the quick action to open the app directly to one of your most recent conversations or to begin a new blank message.

At this point, the To field is active and awaiting your input. You can do three things at this point:

- » If the recipient isn't in your Contacts list, type the person's cellphone number or email address (iMessage users only).
- » If the recipient is in your Contacts list, type the first few letters of the name. A list of matching contacts appears. Tap the contact's name, making Messages enter it as a button. You can then begin typing another name to send the message to multiple recipients at once.
- » Tap the add icon (+) on the right side of the To field to select a name from your Contacts list.



TIP

You can also compose the message first and address it later, which can help you avoid sending the message before it's complete. Tap inside the text-entry box (the white rounded rectangle above the keyboard) to activate it, and then type your message. When you've finished typing, tap the To field and enter the address.

If you're sending an iMessage, you can include formatting or a text effect. Select the text you want to format, and then tap the Text Effects button (see [Figure 9-1](#), left). In the Text Effects pane (see [Figure 9-1](#), right), tap the formatting or the effect you want.

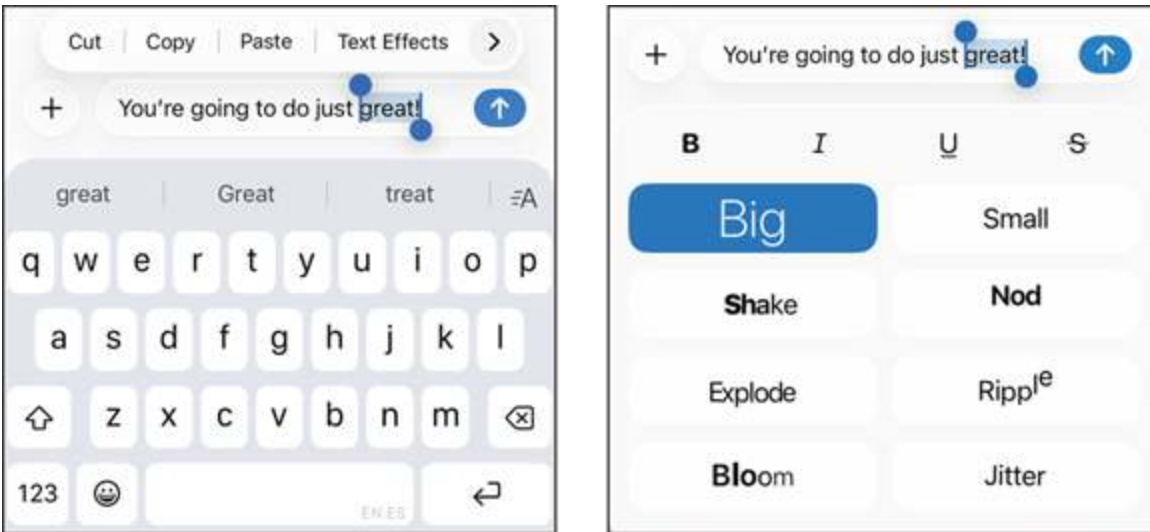


FIGURE 9-1: You can apply bold, italic, underline, strikethrough, or a text effect to selected text.



TIP

You can also use Apple Intelligence's Writing Tools to proofread or rewrite your message: Select the text, tap > on the command bar until you see Writing Tools, and then tap Writing Tools. See [Chapter 10](#) for an example of using Writing Tools.

⬆ When you've finished addressing and composing, tap the send icon (shown in the margin) to send your message. The icon is blue when you're sending an iMessage but green when sending an SMS, MMS, or RCS message.

Congratulations — you've sent a text message. Read over your wise words and smile.

Uh-oh. The message contains a mistake — a dubious double-entendre, an insulting innuendo, a phonetic faux pas, or something worse and lacking alliteration. What to do? If the message is an SMS, MMS, or RCS, there's nothing you can do to get it back. Move on (or start dusting off your excuses — or your resume).

✓ But if the message is an iMessage, you can edit it or undo sending it. Either way, long-press the message to display the menu shown in [Figure](#)

[9-2](#). Then tap Undo Send to recall the message; or tap Edit to open it for editing, type your correction, and then tap the correct icon (shown in the margin).



WARNING The Undo Send command is available for only 2 minutes after you send the message, so you need to move quickly.



REMEMBER Editing and un-sending messages works only on iOS 16 and later versions, iPadOS 16 and later versions, and macOS Ventura and later versions. Even with these versions, the recipient may see the message before you undo the send; if not, they'll see a readout saying that you unsent a message. If you edit the message, the recipient sees the message marked as *Edited To* and the edited version, but they can also display the original version if they want.

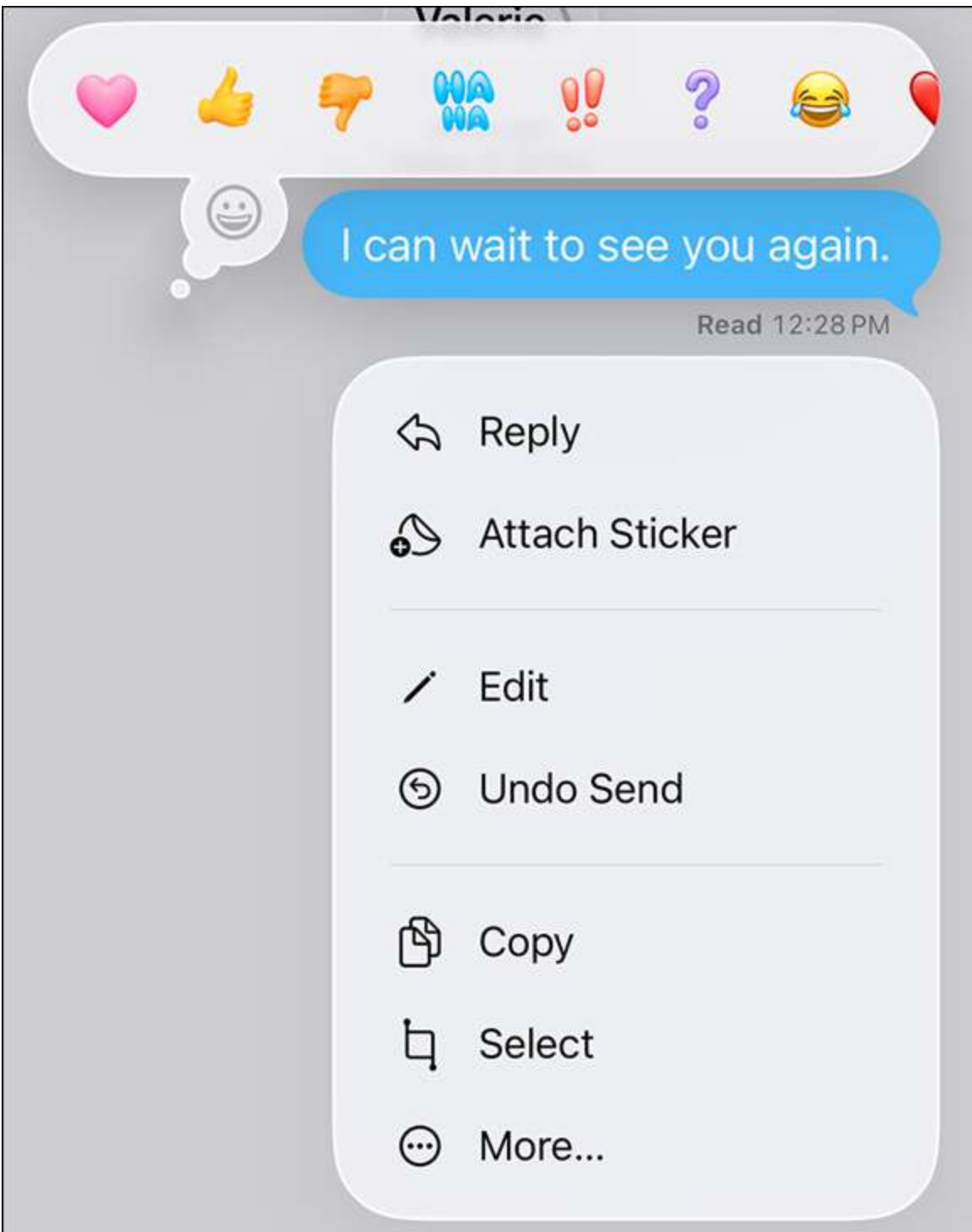


FIGURE 9-2: Messages enables you to edit a message you've sent or even undo the sending.

Send a message later

iMessage enables you to schedule a message to be sent later. Compose the message as usual, tap the add icon (+) to open the menu, and then tap Send Later. Messages displays date and time spin wheels and a button suggesting a time to send the message, such as Tomorrow 9:00 AM. If that time is good, leave it; if not, use the date and time controls to specify when you want to send the message. Either way, tap the delayed-send icon (up arrow) to schedule the message for sending.

Pinning a conversation

By default, your conversation with the latest messages appear at the top of the Messages screen. This order makes it easy to see what's new, but you may find important but slower-paced conversations get pushed down the list and out of sight. To fix this problem, you can pin a conversation by long-pressing it and then tapping Pin on the pop-up menu. Messages moves the conversation to the top of the screen. The pinned conversations display icons for tapbacks, as well as new messages and typing indicators.

To unpin a conversation, long-press it and choose Unpin. To unpin multiple conversations, tap Edit at the top left of the Messages list, tap Edit Pins, and then tap the pin in a yellow circle to its right. Tap the done icon (check mark) when you're done.

Setting a custom conversation background



NEW

To give your conversations more color and make them easier to distinguish from each other, you can apply custom backgrounds. To do so, follow these **steps**:

1. **Tap the conversation to open it.**
2. **Tap the contact's avatar to display the contact's details.**
The Info screen usually appears first.
3. **Tap the Backgrounds tab to display its contents (see the left screen in [Figure 9-3](#)).**

4. **Tap the background you want to use, either in the circles at the top or in the Suggestions list lower down.**

Messages applies the background and displays a sample conversation with blank bubbles for you to judge its effect.

5. **If a row of dots appears at the bottom of the screen (see the right screen in [Figure 9-3](#)), swipe left or right to display alternatives to the default background.**
6. **Use any other controls to adjust the background as needed.**
7. **Tap the done icon (check mark) in the upper-right corner.**

Translating a conversation



NEW

Messages enables you to translate incoming text. To set up translation, follow these steps:

1. **Tap the conversation to open it.**
2. **Tap the contact's avatar to display the contact's details.**
The Info screen usually appears first.
3. **Tap the Automatically Translate switch as if to turn it on.**
Instead of the switch going green, an overlay opens.

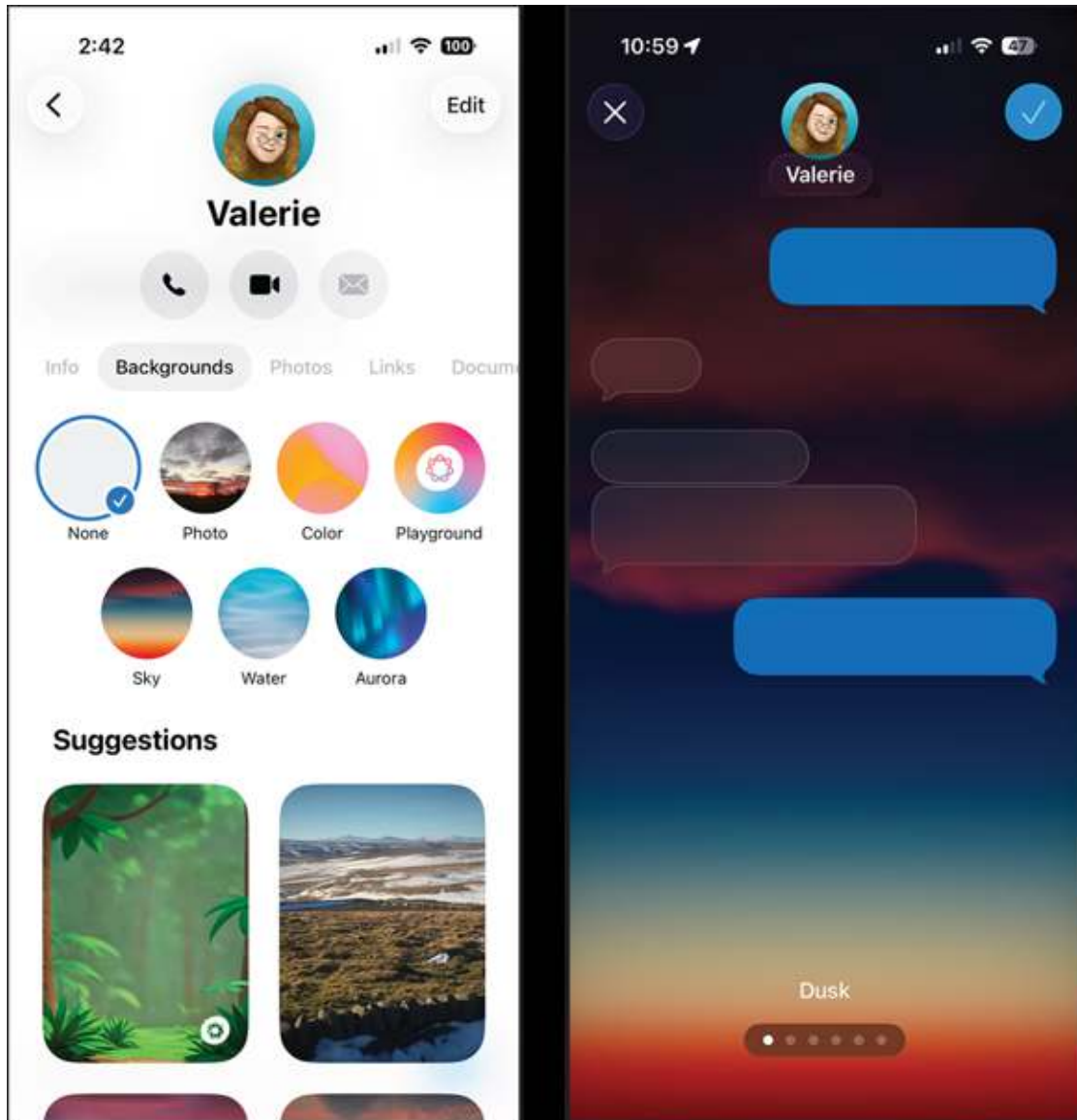


FIGURE 9-3: Use the Backgrounds tab of a contact's details screen (left) to set a custom background for your conversations with the contact.

4. **Make sure the Translate To pop-up menu shows the right language. If not, tap the menu and tap the language you want.**
5. **In the Translate From box, tap the language from which you want to translate.**

The overlay closes. If you haven't used this language before, iOS downloads it, displaying a progress readout as it does so. Once the download finishes, iOS turns the Automatically Translate switch on (green), and Messages is ready to translate incoming text for you.

Alert: You've got messages

Your iPhone can alert you to new messages with an audio alert, an onscreen alert, or both.

If you want to hear a sound when any message arrives, go to the Home screen and tap Settings ⇒ Sounds & Haptics ⇒ Text Tone, and then tap one of the available sounds. You can audition any sound in the list by tapping it.



WARNING You hear the sounds when you audition them in the Settings app, even if you have the ring/silent switch set to silent. After you exit the Settings app, however, you won't hear a sound when a message arrives if the ring/silent switch is set to silent or the Do Not Disturb feature is enabled.

If you don't want to hear an alert when a message arrives, instead of tapping one of the listed sounds, tap the first item in the list: None.

You can also assign a custom alert sound and custom vibration pattern to anyone in your Contacts list. On the Contacts screen in the Phone app or in the Contacts app, tap the contact, and then tap Edit. Tap Text Tone; select the tone, and tap Haptics if you want to set a custom vibration pattern; then tap the done icon (check mark) on each screen.



TIP While on the Text Tone screen, you can set the Emergency Bypass switch on (green) to allow this contact's text tone to play when your iPhone is silenced or a focus is on. You can also set Emergency Bypass separately for the contact's ringtone.

In addition to playing a sound when a new message arrives, you can receive on-screen notifications. ([Chapter 5](#) discusses notification settings.)

If you receive too many messages from people or companies you don't know, choose Settings ⇒ Apps ⇒ Messages, and then set the Screen Unknown Senders switch on (green). The Settings app displays the Allow Notifications button below the Screen Unknown Senders switch. Tap Allow Notifications to display the Allow Notifications screen, and then set the four switches — Time Sensitive, Personal, Transactions, and Promotions — on (green) or off (white), as needed. Tap the back icon (<) to return to the Messages screen, where you'll probably want to set the Filter Spam switch on (green) too.

 After you set the Screen Unknown Senders switch on, you can reach the messages from unknown senders by tapping the filter icon (shown in the margin) and then tapping Unknown Senders on the menu. From this menu, you can also tap Messages to display messages from known senders, tap Spam to display messages that Messages has deemed spam, and tap Recently Deleted to see messages you've deleted in the last 30 days.

Reading and replying to text messages

You can read and reply to a new message notification as follows:

» If your iPhone is locked when you receive a notification, you can

- *Launch the Messages app:* Tap the notification.
- *Clear the notification:* Slide the notification left, and then tap Clear.
- *Reply without unlocking your iPhone:* Long-press the notification.

» If your iPhone is unlocked when you receive a notification, you can:

- *Launch the Messages app:* Tap the notification.
- *Reply in place:* Long-press the notification.

To reply to the message with text, type your reply in the text-entry box and then tap Send.



TIP

To copy a message, long-press it, and then tap Copy. To copy part of a message, long-press it, tap Select, drag the handles to select what you want, and then tap Copy.

To read or reply to a message after you've dismissed its notification, tap the Messages icon. If a message other than the one you're interested in appears on the screen when you launch the Messages app, tap the < icon in the top-left corner of the screen, and then tap the sender's name; that person's messages appear on the screen.



TIP

If you don't see the send icon, type one or more characters to make the send icon replace the microphone icon on the right side of the text-entry box.

Long-press a sender's name (on the Messages screen) to peek at a preview of their last few messages. Tap a sender's name to open the message in the Messages app. This technique is great for triaging lots of messages quickly.



TIP

Be sure you're pressing the sender's name and not the circular picture or monogram on the left. Long-pressing the sender's picture or monogram displays options for responding with a message, a phone call, a FaceTime video chat (if available), or an email, or even paying the sender with Apple Pay.



Messages enables you to send a voice message instead of text to iMessage recipients. Tap the add icon (+) to open the Add menu, and then tap the Audio button (shown in the margin), tap the red microphone icon, speak your fill, and then tap the red stop button (see [Figure 9-4](#)). You can then tap the play button to hear what you just said, tap the send icon (up arrow), or tap the X to delete it.

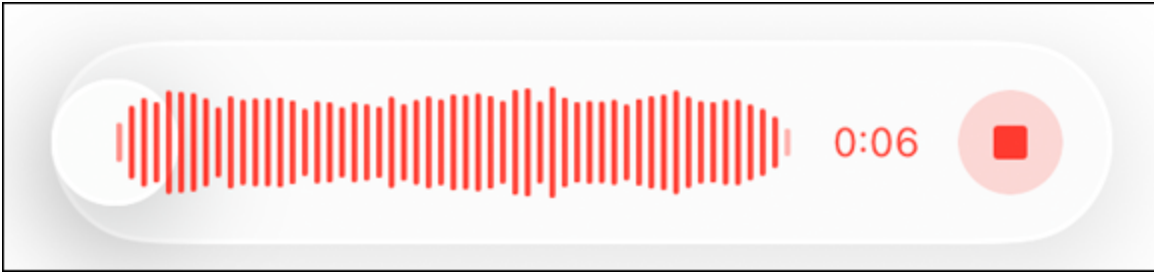


FIGURE 9-4: Recording a voice message.

You can also tap the microphone icon in the text-entry box or the microphone key next to the spacebar on the keyboard and then dictate your reply to Siri, who will translate it to text and type it in the text-entry box for you. (To find out more about Siri, your intelligent assistant, see [Chapter 4](#).)

In your text conversations, the individual messages appear as a series of bubbles. Your messages appear on the right side of the screen, in blue bubbles if the recipient is using iMessage or green bubbles if the person is using SMS, MMS, or RCS; the other person's messages appear on the left in gray bubbles, as shown in [Figure 9-5](#).

See how the words *12:29PM tomorrow* have an underline, like a link? You can tap underlined words to display additional options, enabling you to create a calendar event, show the date on the calendar, or copy the event to the clipboard (for pasting elsewhere).

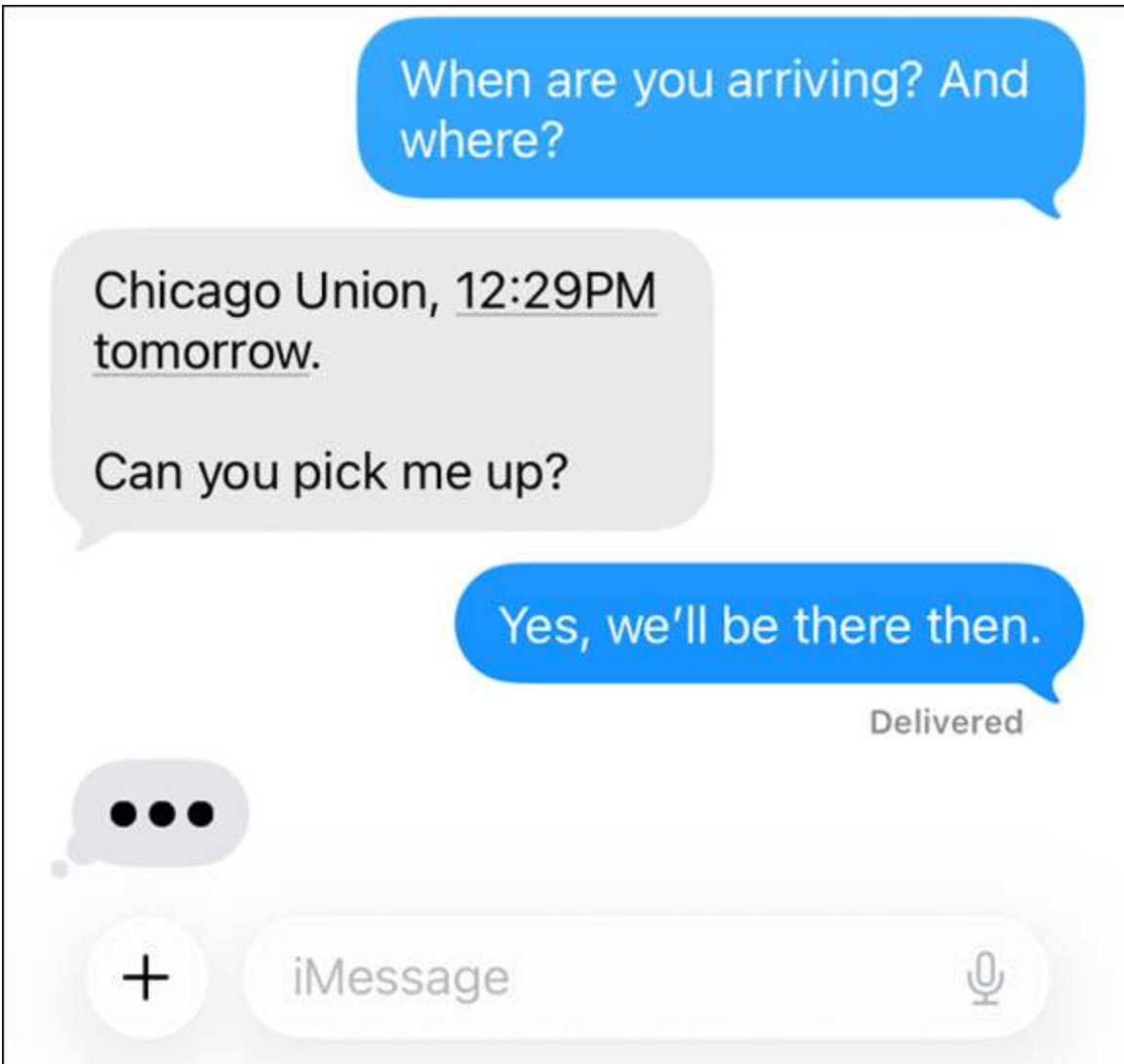


FIGURE 9-5: Conversations in Messages look like this. The ellipsis (...) indicates the other person is typing.

You can easily delete individual messages or entire conversations:

- » **Delete messages from a conversation:** Open the conversation so you can see the messages it contains. Long-press any text bubble, and then tap More. You'll now see a filled and selected check circle to the left of the text you pressed and an empty check circle to the left of the other text bubbles. Select the check circle for each message you want to delete by tapping either their check circles or the messages themselves. Then tap the trashcan icon at the bottom left of the screen.



TIP

To forward all or part of a conversation (as an SMS, MMS, RCS, or iMessage message) to another mobile phone or Apple device user, long-press a text bubble, tap More, and then select each text bubble that you want to forward. Now tap the right-curling arrow at the bottom right of the screen. Messages copies the contents of the text bubbles with check marks to a new text message; specify a recipient, and then tap the send icon.

- » **Delete an entire conversation:** Swipe the conversation from right to left, and then tap the red Delete button. Alternatively, swipe the message all the way from right to left, so that the Delete button consumes the conversation.
- » **Delete multiple conversations:** Tap Edit at the top left of the Messages list, and then tap Select Messages. A circle appears to the left of each conversation. Tap each conversation you want to delete, so that Messages selects the conversation's circle, and then tap the delete icon (trashcan) at the bottom right to delete those conversations.



TIP

You can tell Messages to either keep messages forever or automatically delete them after 30 days or one year; to configure this option, tap Settings ⇒ Apps ⇒ Messages ⇒ Keep Messages. To review or recover messages that you or Messages have deleted, go to the main Messages screen and tap the Recently Deleted category.

Sending multimedia messages

To send a picture or video in a message, follow the instructions for sending a text message, but before you tap the send icon, tap the add icon (+) to the left of the text-entry box, and then tap Camera to shoot a new photo or video, or tap Photos to select an existing photo or video.

You can add text to photos or videos (by typing in the text-entry box) before or after you select them. When you're finished, tap the send icon.

 If you receive a picture or video (or a voice message) in an iMessage, it appears in a bubble just like text. Tap the element to see it full-screen. Tap the share icon in the lower-left corner (and shown in the margin) for options including Message, Email, Facebook, Save Image, Assign to Contact, Copy, and Print. You'll also see an option to share the photo or video via AirDrop (see [Chapter 12](#)). If you don't see the share icon, tap the picture or video once to summon it.



TIP If you enable the Raise to Listen option in Settings ⇒ Apps ⇒ Messages, you can quickly listen to and reply to a voice message by merely raising your iPhone to your ear.

Tap the avatar at the top of a conversation and then tap the Photos tab to see every image in this conversation. Similarly, tap the Links tab to see links, the Documents tab to see documents, the Locations tab to see locations, or the Wallet tab to see Apple Pay transactions.



If the call icon (phone receiver) and FaceTime video call icon (video camera; both shown in the margin) appear below the avatar on the details screen, tap the call icon to start an audio call with the contact or tap the FaceTime video call icon to start a video call.

Adding multimedia effects

Multimedia effects — tapbacks, bubble and screen effects, handwriting, annotation, Digital Touch, emoji suggestions, and the built-in App Store for third-party add-ons — enhance your iMessages. Here's the lowdown on these features:

- » **To comment on a message with a tapback:** Long-press (or double-tap) the message until the tapback picker appears, as shown in [Figure 9-6](#). If the tapback you want appears, tap it; if not, you can reveal another row of tapbacks by scrolling the tapback picker left. If you

still haven't found what you're looking for, tap the add custom emoji reaction icon (the smiley) to display the pane showing the full range of emoji.

- » **To replace text with an emoji:** Type your message and then tap the emoji keyboard icon. As soon as you do, words that have associated emoji turn orange; tap an orange word to replace it with an emoji. If the word is associated with more than one emoji, you'll see multiple emojis in a bubble; tap the one you want, and it replaces the word.
 - » **To add bubble or screen effects:** Prepare your message as usual but rather than tapping the little up-arrow-in-a-circle to send it, long-press it until the Send with Effect screen appears. Tap the Bubble tab at the top to select Slam, Loud, Gentle, or Invisible Ink as the bubble effect for your message. Or tap the Screen tab and swipe left or right to select Send with Echo, Send with Spotlight, Send with Balloons, Send with Confetti, Send with Love, Send with Lasers, Send with Fireworks, or Send with Celebration as the screen effect for this message.
- If you change your mind and don't want to add an effect, tap the x-in-a-circle to dismiss the Send with Effect screen.
- » **To send a handwritten message:** Sometimes nothing but a handwritten note will do. To send one, first rotate your iPhone 90 degrees to landscape orientation. If the handwriting interface doesn't appear when you rotate the iPhone, tap the handwriting icon in the lower-right corner of the keyboard (and shown in the margin).

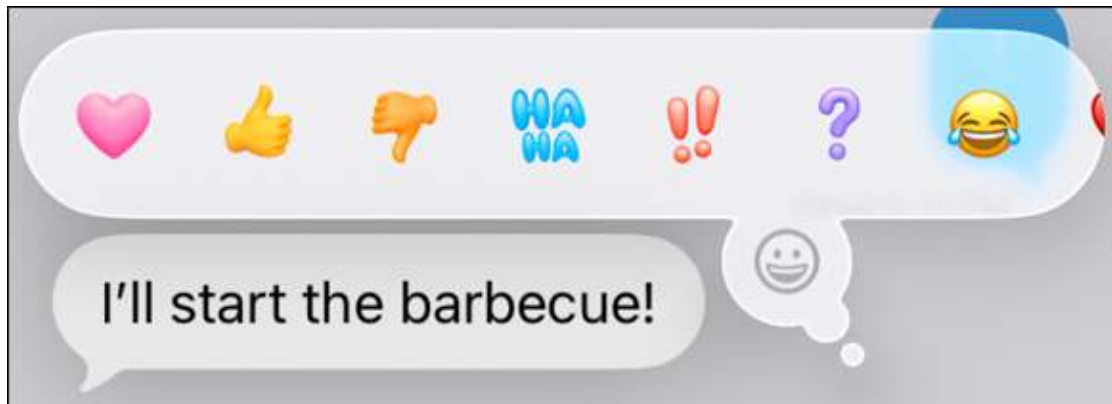


FIGURE 9-6: Responding quickly with a tapback.

Either tap a preset message at the bottom of the screen to use it or just start writing in the big white area. If you fill the message area with text and want to add more white space, tap > on the right side of the screen; you can then tap < on the left side to go back if you need to.

»  **To send Digital Touch effects:** Tap the add icon (+) to display the menu, and then tap Digital Touch (whose icon is shown in the margin) to reveal the Digital Touch interface shown in [Figure 9-7](#). Then:

- *To expand the Digital Touch interface to full-screen:* Tap the gray horizontal bar between the App bar and the Digital Touch panel.
- *To sketch:* Draw with one finger.
- *To send a pulsing circle:* Tap with one finger.
- *To send a fireball (see [Figure 9-7](#)):* Press with one finger.
- *To send a kiss:* Tap with two fingers.
- *To send a heartbeat:* Long-press with two fingers.
- *To send a broken heart:* Long-press with two fingers, and then drag down.
- *To switch ink colors:* Tap the big blue circle on the left to reveal additional colors.
- *To add a picture or video to your Digital Touch effect:* Tap the camera icon.



WARNING Digital Touch messages are sent automatically, so don't tap or press the screen in Digital Touch mode unless you mean it.

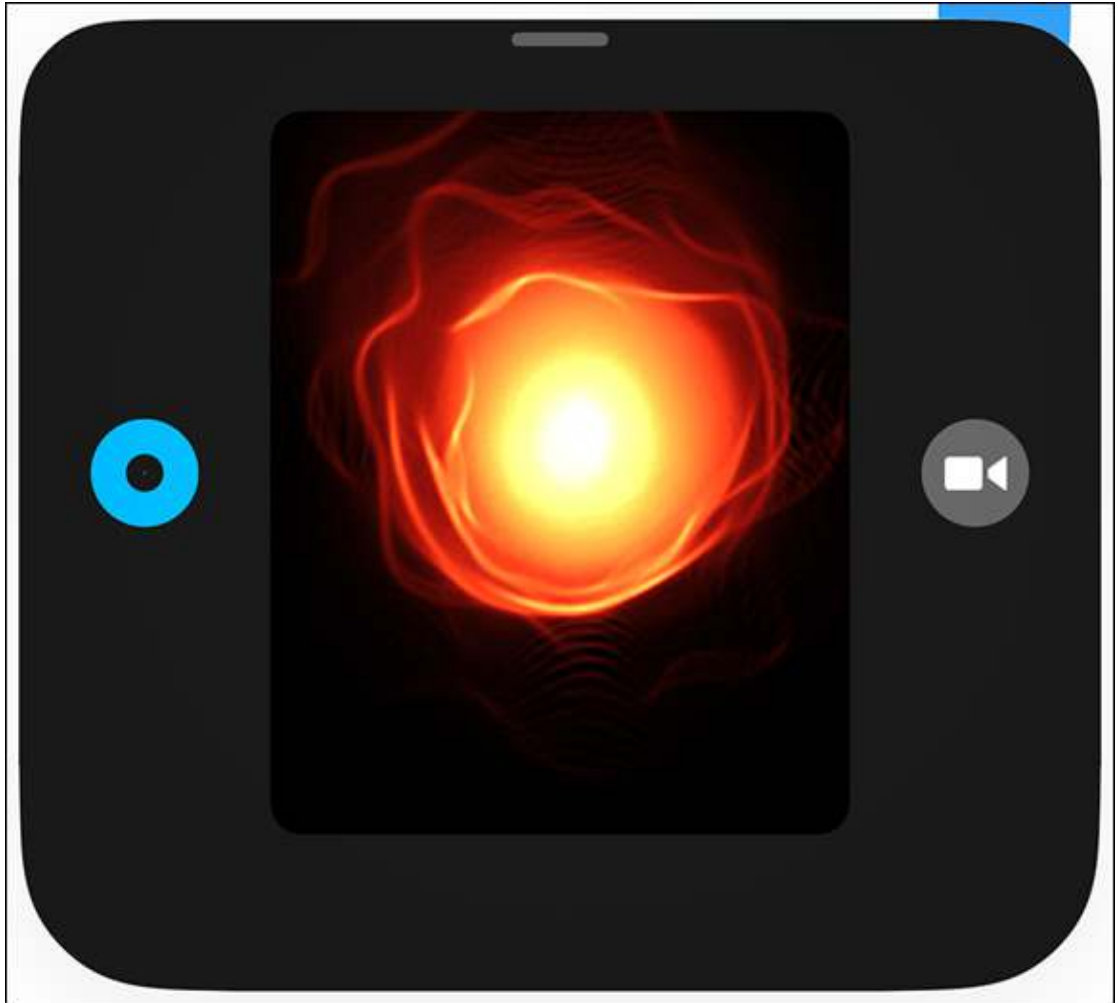


FIGURE 9-7: The Digital Touch interface ready to launch a fireball.

» **To create and send memoji:** These clever talking heads let you record your voice and facial expressions onto animated characters and then send them to your friends. Here's how to create and send a memoji:

-  *To use a memoji:* Tap the add icon (+) to display the menu, and then tap Memoji (whose icon is shown in the margin). Then either tap an existing memoji (swipe left to see more) or swipe right and tap New Memoji (+) to create a custom emoji. If you tap New Memoji, the memoji builder appears. Under your face are attributes such as Skin, Hairstyle, Head Shape, Mouth, Ears, Eyewear Headwear, and Clothing (Clothing is shown in [Figure 9-8](#)); swipe through the list making your

choices. When you finish and tap Done, Messages adds the memoji to your memoji list. Tap the red record button to record your message of up to 30 seconds; tap it again to end the recording.

- *After creating the memoji:* The memoji plays automatically, letting you review your message. You can tap Replay to play it again. Tap the send icon to send it, or tap the red trashcan icon to delete it without sending.

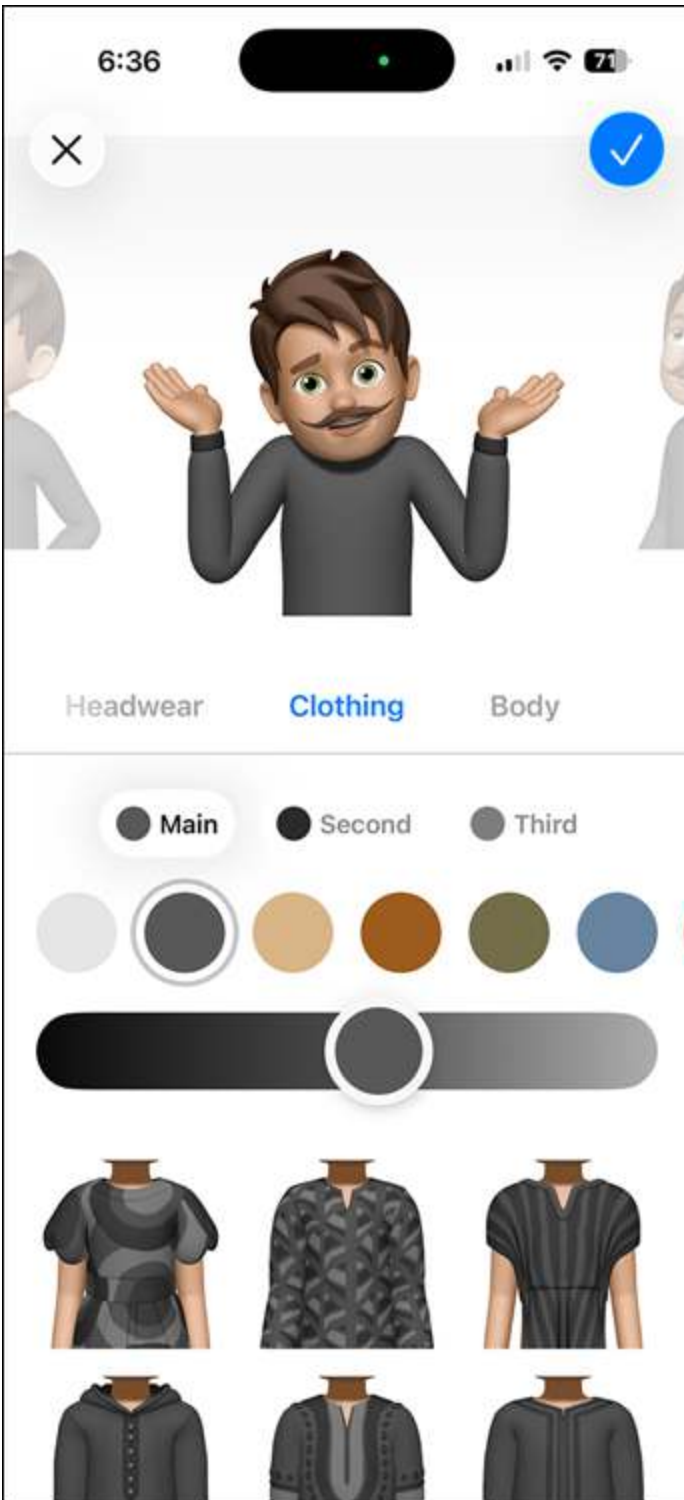


FIGURE 9-8: Choose the features, accessories, and clothing for your memoji.

Messages has a built-in app store so you can buy (or download for free) sticker packs, new effects, and more. To get some free stickers and see

what other third-party add-ons are available, tap the add icon (+), and then tap Stickers on the menu. Now swipe the row of sticker apps to the left, tap Edit to display the Manage Sticker Apps screen, and then tap Get Sticker Apps on the App Store.

Once you've acquired sticker apps, tap the add icon (+), tap Stickers on the menu, and then tap the sticker app in the row of sticker apps to display the available stickers. You can then tap a sticker to add it to your message.

Using SharePlay via Messages

If you've used Apple's SharePlay feature via FaceTime (see [Chapter 7](#)), you'll appreciate that you can also use Messages to establish a SharePlay session. Just locate the content you want to share in the appropriate app, such as a song in the Music app; locate and tap the share icon (arrow escaping a box); and then tap the ellipsis. On the overlay that appears, tap the SharePlay button. On the SharePlay overlay, choose the contact with whom to share, and then tap Messages. The SharePlay link appears in a new message to the contact. You can type any persuasive text needed or simply send the SharePlay link unadorned. The recipient taps the Join button to establish the connection, and then one of you taps the Start button.

Enjoying group messaging

If one-on-one conversations in Messages are good, conversing with a group of people is even better.

To start a group conversation, just add two or more people in the To field. Other than that, group conversations work the same way as individual messages, so everything in this chapter works for group conversations, too.



NEW

To run a poll in a group message, tap the add icon (+), and then tap Polls. A grid appears with three choices, provisionally titled Choice 1, Choice 2, and (three guesses) Choice 3. Type your poll items over these choices, continuing if necessary with the Choice 4 placeholder that appears when you complete Choice 3. Once you've finished your poll items, tap the Add Comment or Send prompt and type any explanatory text. Then tap the send icon. Each recipient sees the poll choices as radio buttons and can tap their choice.

To split a bill among the group in the chat, tap the add icon (+), and then tap Apple Cash on the menu. Use the + and – buttons to adjust the amount, or tap Show Keypad and key in the amount. Then tap the Request button.

Tap the circular pictures of the participants at the top of any group conversation and then tap the info icon (an *i*-in-a-circle). This brings up the details screen, where you can enter a name for this group chat, initiate a phone call or FaceTime chat with any participant, share your location, and more. When you're in a lively conversation with a handful of friends and need to silence its all-too-frequent notifications, set the Hide Alerts switch on (green) to suppress alerts until you're ready to participate fully again.

To remove yourself completely from a group chat that you didn't start, tap Leave This Conversation.

Sending texts by emergency SOS via satellite

If you and your iPhone Air, iPhone 14, iPhone 15, iPhone 16, or iPhone 17 are in trouble somewhere without a phone signal, you can use the Emergency SOS via Satellite feature to send text messages to get help. When the Phone app shows the message *No Connection: Try Emergency Text via Satellite*, tap Emergency Text via Satellite in the bottom-right corner of the screen, and then follow the prompts to specify what's wrong and summon assistance.

You can use the Roadside Assistance via Satellite to text AAA, the largest roadside assistance provider in the US, for assistance if your vehicle breaks down somewhere with no cellular or Wi-Fi coverage.



REMEMBER Emergency SOS via Satellite and Roadside Assistance via Satellite are available only in the US and are free for two years after you activate any iPhone Air, iPhone 14, iPhone 15, iPhone 16, or iPhone 17 model.

Taking Note of Notes

Notes is a full-featured note-taking app. In addition to creating notes you save (or share), Notes can also capture maps, photos, and URLs, and lets you draw with your finger. The Attachments Browser feature makes it easy to locate those photos, maps, and everything else you attach to your notes.

Start by tapping the Notes icon on the Home screen. Or long-press the Notes icon, and then use the quick action menu to open directly to a new blank note, checklist, scan, or audio recording. When the Folders screen appears, tap any folder to reveal a list of its contents.



REMEMBER The Notes app can sync not only with your Apple Account via iCloud but also with other online accounts, such as a Google account, a Microsoft Exchange account, or an [Outlook.com](https://outlook.com) account. To set up another account, tap Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts, provide the necessary information and authentication, and then set the Notes switch on (green).

Now, create a note by tapping the new note icon (pencil on paper) in the lower-right corner of the screen. The virtual keyboard appears. Type your note. To modify the formatting or spice up your note with a checklist, photo, video, or drawing, use the icons above the keyboard

(from left to right): formatting, checklist, table, attachments, handwriting, and various other icons off to the right (scroll left to see them). [Figure 9-9](#) shows a checklist and a table.



FIGURE 9-9: Creating a note in Notes.

Instead of entering text by typing, you can dictate it — just tap the microphone icon below the keyboard and speak your piece.

Notes enables you to create audio notes and have them automatically transcribed to text. Position the insertion point where you want to add the audio note, tap the attachments icon on the toolbar, and then tap Record Audio on the pop-up menu. On the New Recording screen that appears (see [Figure 9-10](#), left), tap the red record button, and then speak the content for the note. If you need to pause the recording, tap the pause button. Then tap the Resume button to resume recording. Tap the show transcript and summary icon to display the transcript and summary (see [Figure 9-10](#), middle). When you finish recording, tap the Done button, and the recording appears in the note (see [Figure 9-10](#), right).

The Math Notes feature lets you perform math quickly inline in a note. Simply type the calculation followed by an equal sign, such as $(4 \times 5)/(2 + 3) =$, and Notes fills in the result (4). Tap Return to accept the result.

Notes enables you to create collapsible sections in your notes by applying the Heading and Subheading styles. Once you've formatted a paragraph as Heading or Subheading, tap the paragraph, and then tap the collapse icon (a downward caret) that appears. Notes collapses the items under the heading. To expand them again, tap the expand icon ($>$).

Show transcript and summary

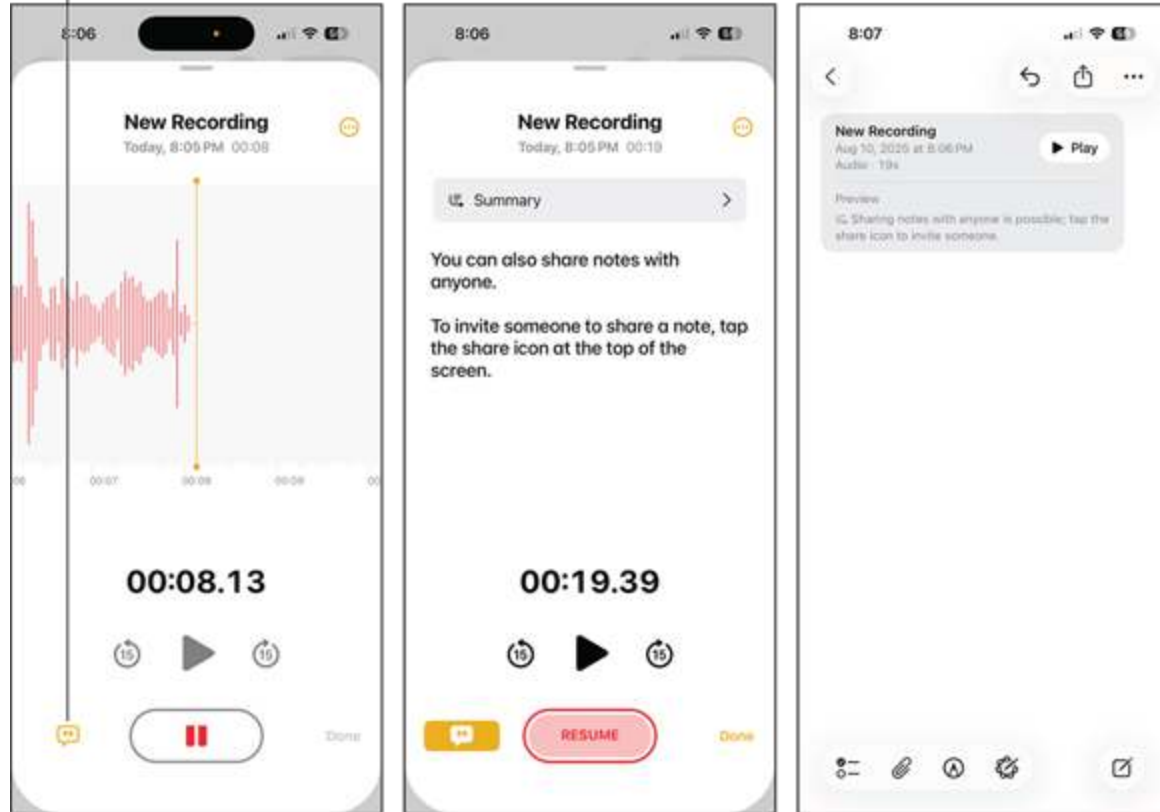


FIGURE 9-10: Adding an audio recording to a note.

When you're finished creating a note, tap the done icon (check mark) in the top-right corner to save the note.

You can also share notes with anyone. To invite someone to share a note, tap the share icon (arrow escaping a box) at the top of the screen. At the top of the overlay that opens, choose either Collaborate or Send Copy in the pop-up menu, and then choose the means of sharing, such as Messages. The invitee receives a link that they can click to open the note.



TIP

Tags help you organize and filter notes by category. To add a tag to a note, just type # anywhere in the body of your note, followed by the tag name (for example, #invoices, #useful, #coolstuff) followed by a space or return. To see all notes assigned to a particular tag, tap the tag name in the Tags section near the bottom of the Folders screen. The Tags section appears only when you've added at least one tag to at least one note.

To keep a note at the top of the Notes screen, long-press the note, and then tap Pin Note. The note then appears in the Pinned section.

To delete a note, swipe it from right to left and then tap the trashcan icon.

Tap the < icon at the top-left corner of the screen to return to the list of notes. From here, you can tap any note to open it for viewing or editing.



TIP

When viewing a notes list, you can tap the ellipsis in the upper-right corner to reach three useful commands: View as Gallery displays your notes as thumbnails; Select Notes enables you to select multiple notes, which you can then move to a different folder or delete all at once; and View Attachments displays the Attachments browser, which rounds up every photo, video, map, and finger-drawing in every note in this folder.

Chapter 10

The Email Must Get Through

IN THIS CHAPTER

- » Setting up your email accounts
 - » Reading and managing email messages
 - » Sending email messages
-

Your iPhone's built-in Mail app can send and receive both text email messages and fully formatted messages including graphics. The Mail app works with most popular email providers with a minimal amount of setup and with other email providers with just a little more work.

Mail enables you to use a unified inbox that gathers messages from all the email accounts you have set up. You can organize messages by *thread*, or conversation, for quick and easy reading. You can mark important senders as VIPs for special treatment. And through the Continuity and Handoff features, you can start writing an email on your iPhone, continue it on your iPad, and finish it on your Mac.

Mail benefits greatly from Apple Intelligence. You can use Writing Tools to proofread or rewrite your outgoing messages and to summarize your incoming messages. See the sidebar “[Summarizing message previews with Apple Intelligence](#)” and the section “[Proofreading and rewriting with Writing Tools](#),” both later in this chapter, for more information.

Setting Up Your Email Accounts

To use Mail, you need to add your email accounts to your iPhone. If you signed in to iCloud when setting up your iPhone (as you would normally do), iOS automatically added your iCloud account to the iPhone, and

your iCloud email account should already be set up and functional, unless you've disabled it. You can add other accounts as needed.

Checking that your iCloud account is set up for Mail

To make sure your iCloud account is set up for email, tap the Mail app icon on the Home screen. If the Mailboxes screen appears, showing your iCloud account, you're all set.

If the Mailboxes screen doesn't show your iCloud account but shows another account, or if the Welcome to Mail screen appears instead of the Mailboxes screen, you'll need to enable mail for your iCloud account. Choose Settings ⇒ Apple Account ⇒ iCloud ⇒ Mail, and then set the Use on This iPhone switch on (green).

Choosing whether to use Mail Categories



NEW

The first time you launch Mail on your iPhone, the app prompts you to decide whether to use its categories to sort your mail (see [Figure 10-1](#)). New in iOS 26, *categories* are four containers into which Mail sorts your incoming messages:

- » **Primary:** Personal messages, important messages, and time-sensitive messages
- » **Transactions:** Order confirmations, receipts, shipping and delivery notifications, travel bookings, and so on
- » **Updates:** Newsletters, alerts, app notifications, membership reminders, and the like
- » **Promotions:** Marketing messages, special offers, deals, and — you guessed it — junk

To use categories, tap the Try Categories button in the Mail Categories box. If you prefer to stick with the old-style list of messages, tap the Turn Off button.

If you do enable categories, you can navigate them easily:

- » **Display a category:** On the tab bar, tap the tab for the category you want to view.
- » **View all your messages together:** Swipe the tab bar left and tap the All Mail tab (see [Figure 10-2](#)).
- » **Switch from categories to list view:** Tap the more icon (three horizontal dots) to display the more menu, and then tap List View.
- » **Switch back from list view to categories:** Tap the more icon to display the more menu, and then tap Categories.

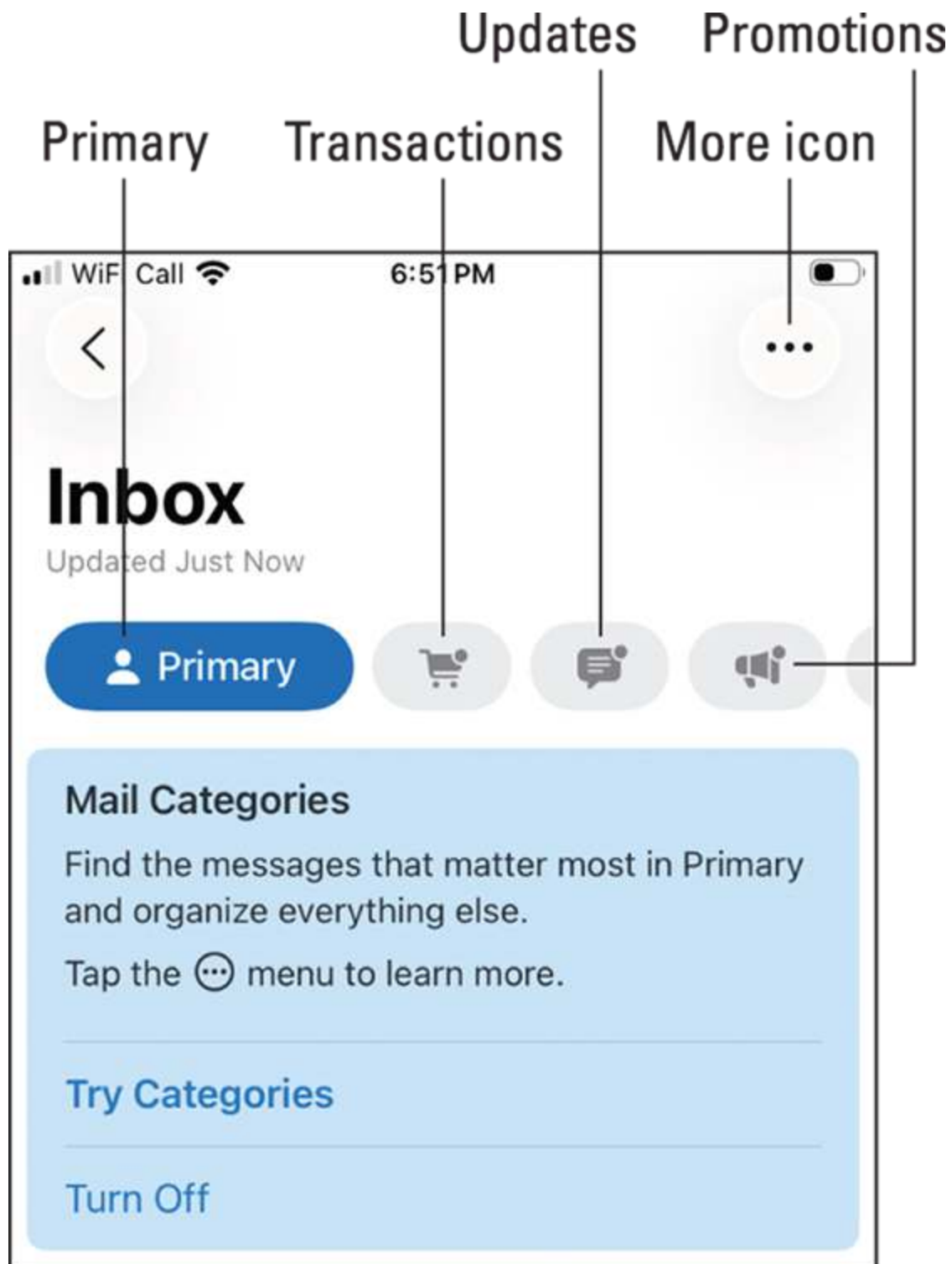


FIGURE 10-1: The first time you launch Mail, decide whether to let it sort your incoming messages into categories.

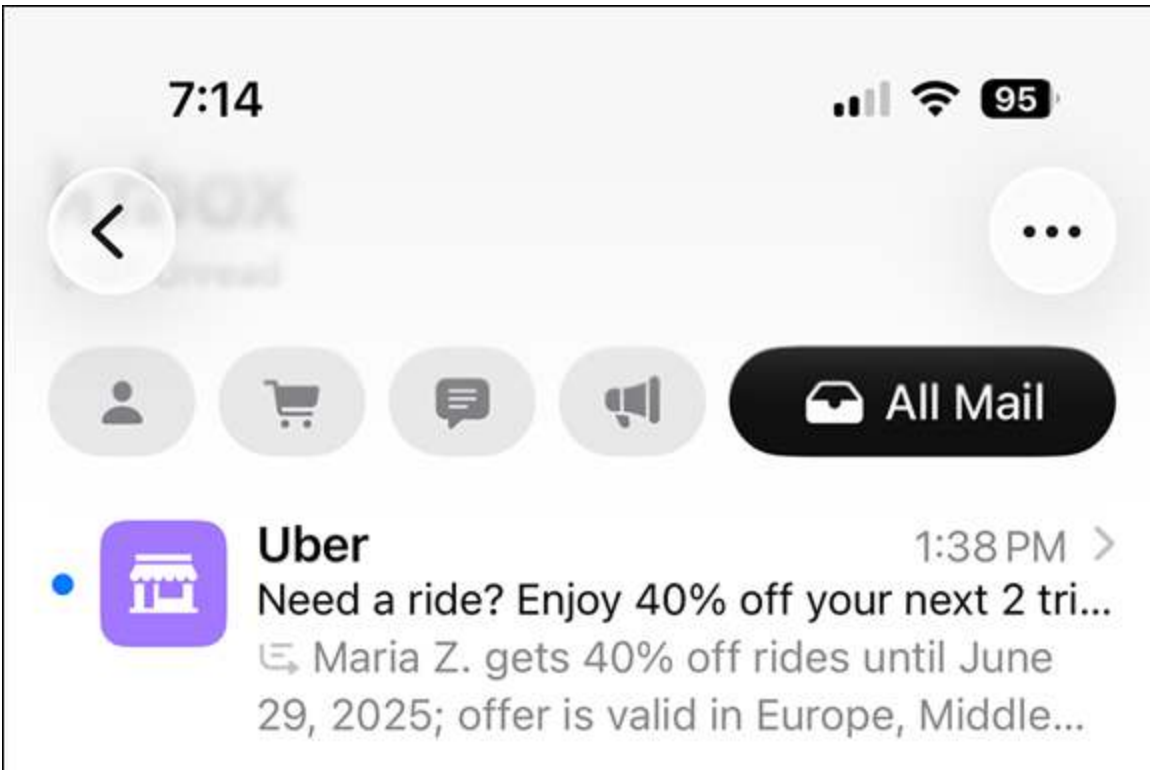


FIGURE 10-2: Tap All Mail on the tab bar when you want to see all your messages together.

Adding other email accounts

To add another email account to Mail, choose Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts ⇒ Add Account. The Add Account screen appears (see [Figure 10-3](#)). Type your email address in the Enter Your Email Address box and then tap the Next button. iOS identifies your email provider from the address and displays a series of dialogs and overlays that walk you through the process of providing your password and satisfying any requirements for two-factor authentication or secondary verification. For example, you may need to enter a security code that the provider texts to you.



TIP

Alternatively, tap the Choose from a List link below the Enter Your Email Address text box to display a different Add Account screen, one that contains buttons for iCloud, Microsoft Exchange, Google, Yahoo!, AOL, and [Outlook.com](https://outlook.com), plus an Add Other

Account button for other providers. Tap your provider and follow the prompts.



TIP To get a free email account, look at Yahoo! (<https://mail.yahoo.com/>), Google (<https://mail.google.com/>), Microsoft (www.outlook.com), AOL (www.aol.com), or other service providers.

When iOS displays an overlay for choosing which account features to use (see the Outlook example in [Figure 10-4](#)), set each switch on (green) or off (white), as needed. Tap the Save button, and the email account appears on the Mail Accounts screen.

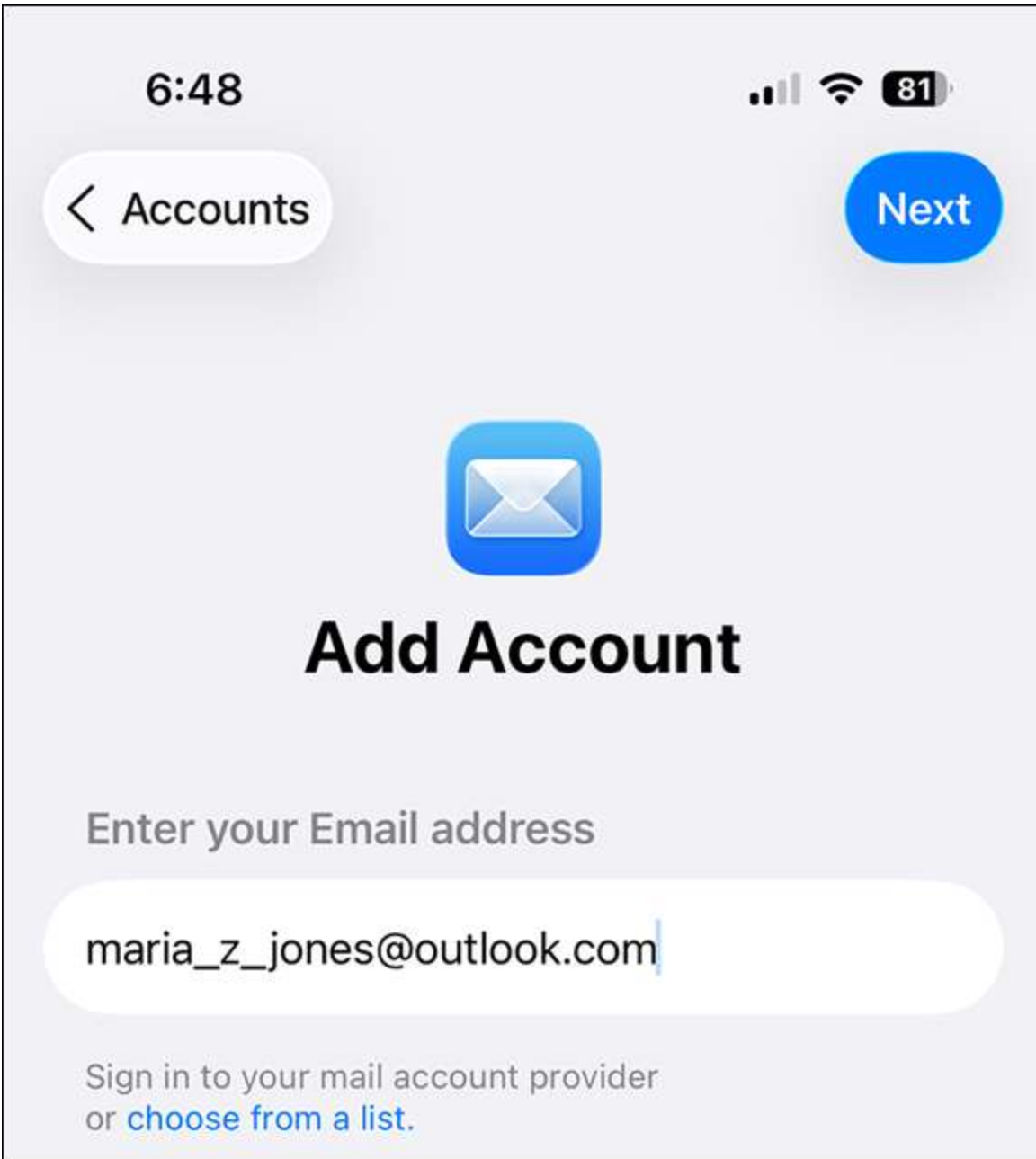


FIGURE 10-3: On the Add Account screen, enter your email address and tap Next.

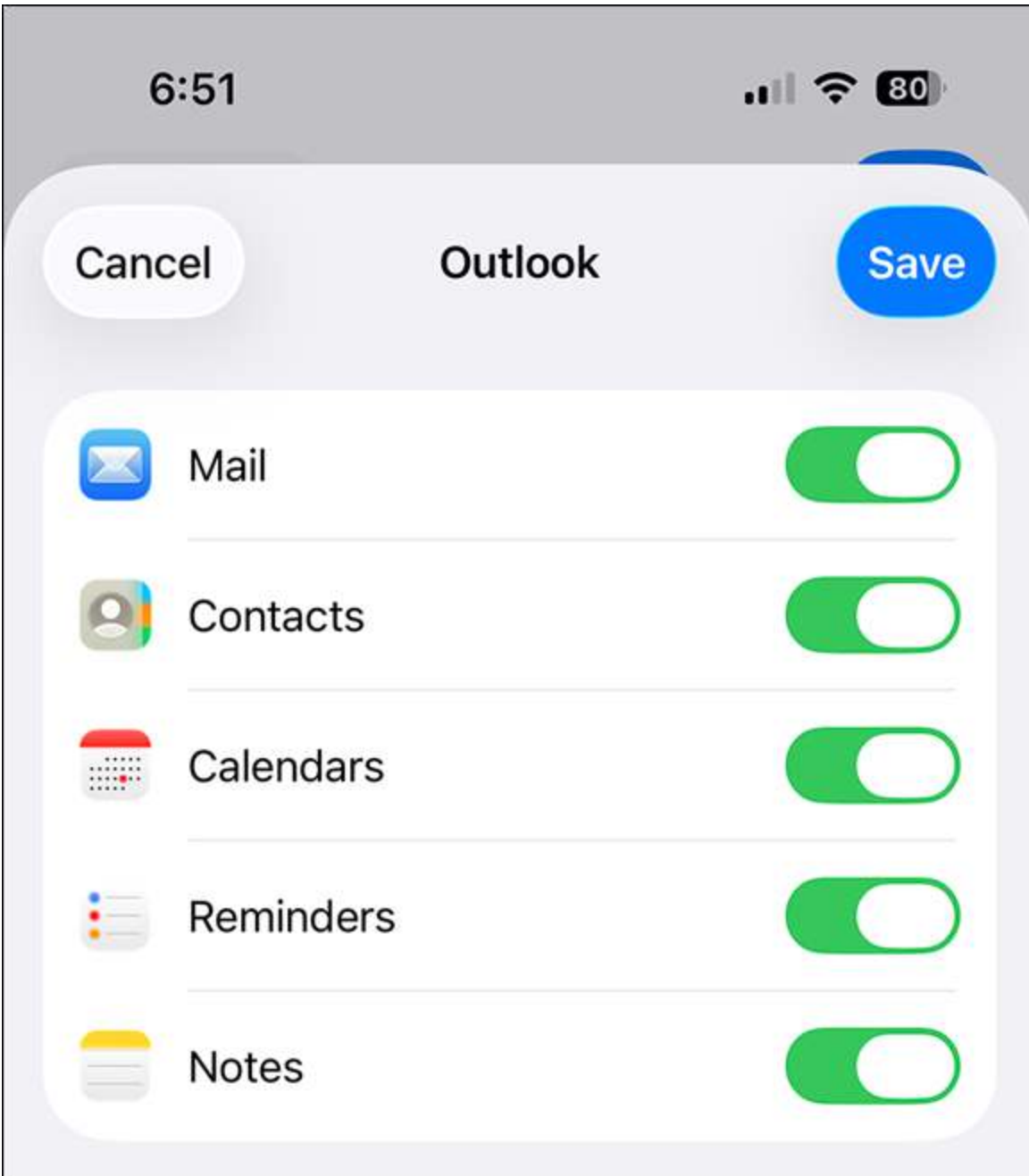


FIGURE 10-4: Set the switches to choose which account features to use on your iPhone.

SETTING UP AN ACCOUNT WITH ANOTHER PROVIDER

If your email account is with a provider other than iCloud, Exchange, Gmail, Yahoo!, AOL, or [Outlook.com](https://outlook.com), make sure you have the following information from that provider:

- Your email address and password
- The hostname for the incoming mail server (such as mail.providername.com)
- The incoming mail server type, either Internet Mail Access Protocol (IMAP) or Post Office Protocol (POP, also called POP3)
- The host name for the outgoing mail server (such as smtp.providername.com)
- Whether you need to provide your user name and password for the outgoing mail server

You may find you don't need to enter all this information because iOS can look up the mail servers for many providers. But it's best to have all the details to hand in case you need to enter them.

ADDING AN EXCHANGE SERVER ACCOUNT

If your company or organization uses Microsoft's Exchange Server technology to manage its email, calendaring, and scheduling, you can connect your iPhone to the Exchange Server system by adding your account to it. The Microsoft Exchange ActiveSync feature can *push* (send) updates to your iPhone automatically, ensuring that you get them immediately rather than when your iPhone checks for new mail and other data.

Keeping your Exchange email up to date like this is great, but there's a downside: Connecting your iPhone to an Exchange Server system typically enables the Exchange administrator to remotely erase your iPhone without warning. For this reason, think hard before connecting your own iPhone to an Exchange Server system when your employer offers a bring-your-own-device (BYOD) arrangement: Is the convenience of having your Exchange email and other data (contacts, calendar, reminders, notes) at hand worth the risk of having your iPhone wiped without warning? Using a corporate device is much safer for you, even if it is less convenient.

Reading and Wrangling Your Email

You can tell when you have unread mail by looking at the Mail icon on your Home screen. The total number of unread messages across all email inboxes appears in the red badge on top of the icon.

You can use Apple Intelligence's Summarize feature to triage and summarize your incoming messages, enabling you to deal with them

more swiftly and with less effort.

Reading messages

Tap the Mail icon to display the Mailboxes screen (see [Figure 10-5](#)). If you've enabled Mail for more than one account, the All Inboxes inbox appears at the top, giving you unified access to all the accounts. The number to the right of All Inboxes shows the total number of unread messages in all your accounts.

Below the All Inboxes inbox are the inboxes for your individual email accounts, each showing how many unread messages it contains.

Further down the Mailboxes screen is a list of your email accounts in a larger, bold font. Tap an account to expand it, showing the subfolders it contains, such as Drafts, Sent, and Junk (see [Figure 10-6](#)). Tap the account name again to collapse the account.

From the Mailboxes screen, you can start creating a mailbox by first tapping the Edit button in the upper-right corner to enable edit mode, and then tapping the New Mailbox button in the lower-right corner. On the New Mailbox overlay, type the name for the mailbox; tap the Mailbox Location button, and then tap the account on the Mailbox Location overlay (and, optionally, the existing mailbox within which to create the new mailbox); and then tap the Save button. Back on the Mailboxes overlay, tap the Done button when you finish adding mailboxes.

To read your new mail, either tap All Inboxes to see all your inbox messages in a unified view or tap an individual account's inbox to see only that account's messages. To make sure you've got the latest messages, refresh the view by swiping down a short way on the middle of the screen. Mail displays a spinning gear icon briefly while it checks for new messages.

When you open a mailbox, Mail fetches the most recent messages. Tap a message to read it. When a message is on the screen, icons for managing that message appear below it; see the next subsection for details.

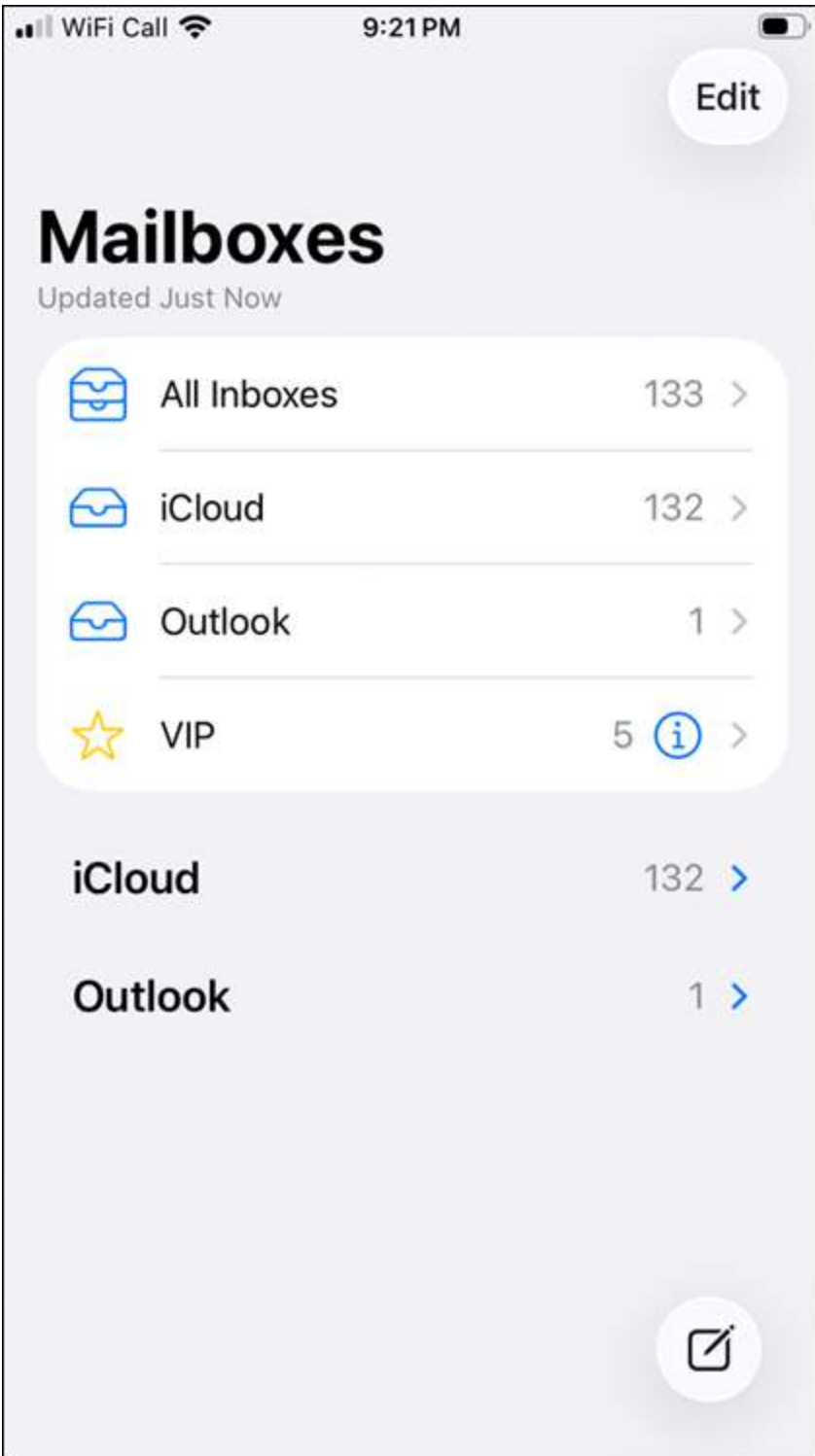


FIGURE 10-5: The Mailboxes screen is divided by inboxes and accounts.

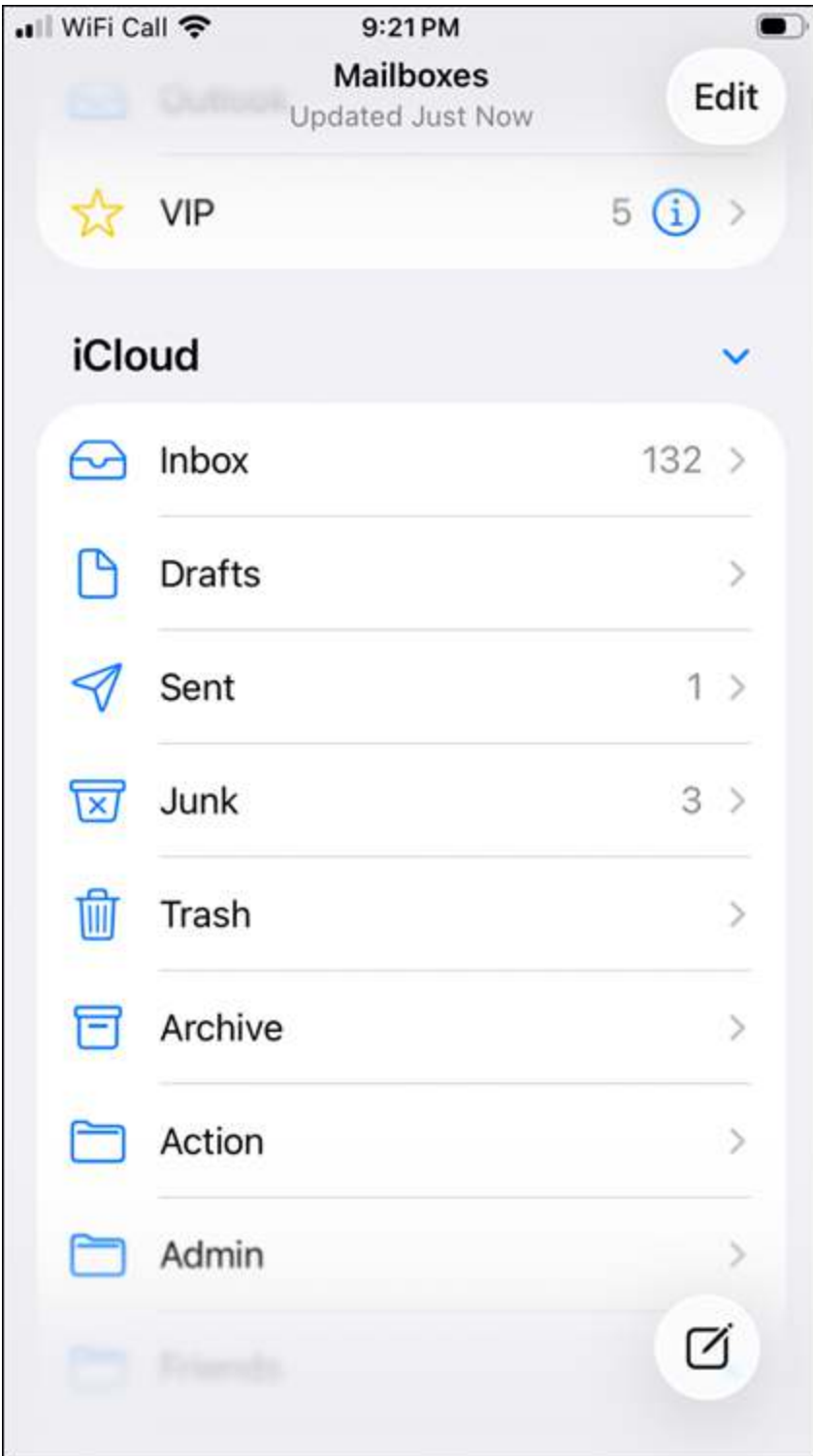


FIGURE 10-6: Tap one of your email accounts to reveal its subfolders.

In landscape mode on larger-screen iPhones, you can get a more expansive view that takes advantage of the extra display real estate. In

the left pane, you see the header and first line from messages in your inbox. In the right pane, you see part of the contents of the highlighted email.

SUMMARIZING MESSAGES AND PREVIEWS WITH APPLE INTELLIGENCE

In your mailboxes, Mail can display either straightforward previews or summary previews. A straightforward preview shows the first few words (however many fit) from the message. A summary preview is created by Apple Intelligence and displays key information from the message. To enable summary previews, choose Settings ⇒ Apps ⇒ Mail, go to the Message List box, and set the Summarize Message Previews switch on (green).

Apple Intelligence can also summarize messages in your Primary mailbox. To see the summary, open a message and tap the Summarize button in the upper-right corner. Apple Intelligence considers the message briefly and then displays a summary at the top of the screen. This feature can be useful for long-winded correspondence or email conversations but is rarely worthwhile for any message that fits on the screen.

Filtering mail

 When a mailbox gets full of messages, you can filter it to make it display only the messages you're interested in. Tap the filter icon (shown in the margin) to enable filtering; the icon reverses its colors, making it mostly blue, and the Filtered By readout at the bottom of the screen shows the current filter applied. In the left screen in [Figure 10-7](#), the current filter is Unread.

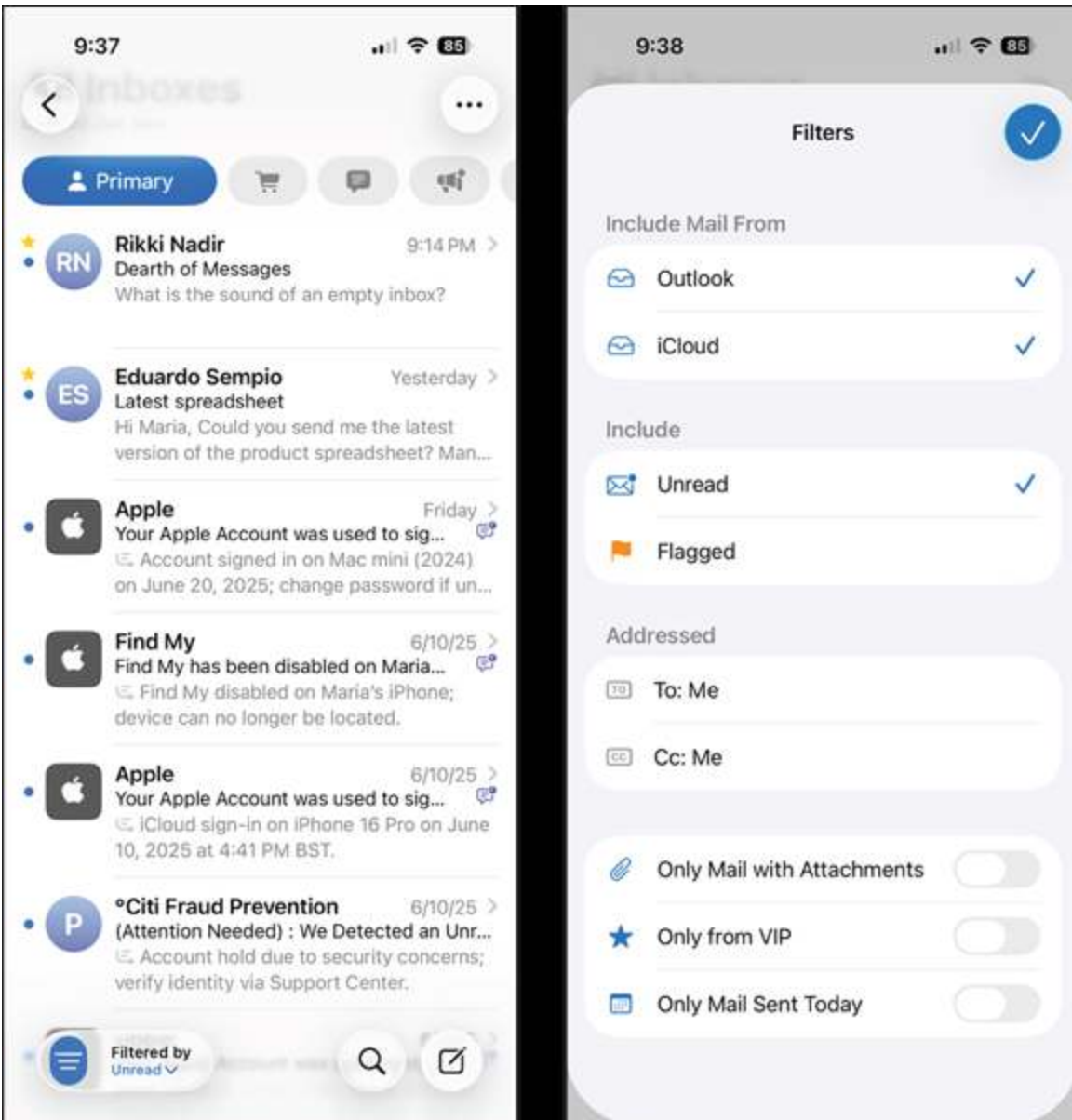


FIGURE 10-7: You can easily filter the emails in your inboxes.

To apply a different filter, tap the current filter (here, Unread) to display the Filters overlay, shown on the right in [Figure 10-7](#). Make your choices in the Include box and the Addressed box, and set the Only Mail with Attachments switch, the Only from VIP switch, and the Only Mail Sent Today switch on (green) or off (white), as needed. Then tap the done icon (check mark) to apply those filters and return to your mailbox, whose contents now reflect the choices you made. When you want to see all your messages again, tap the filter icon again to remove the filtering.

Managing messages

When a message is on your screen, you can perform various actions in addition to reading it. Check out [Figure 10-8](#) for the location of the controls mentioned in this section.

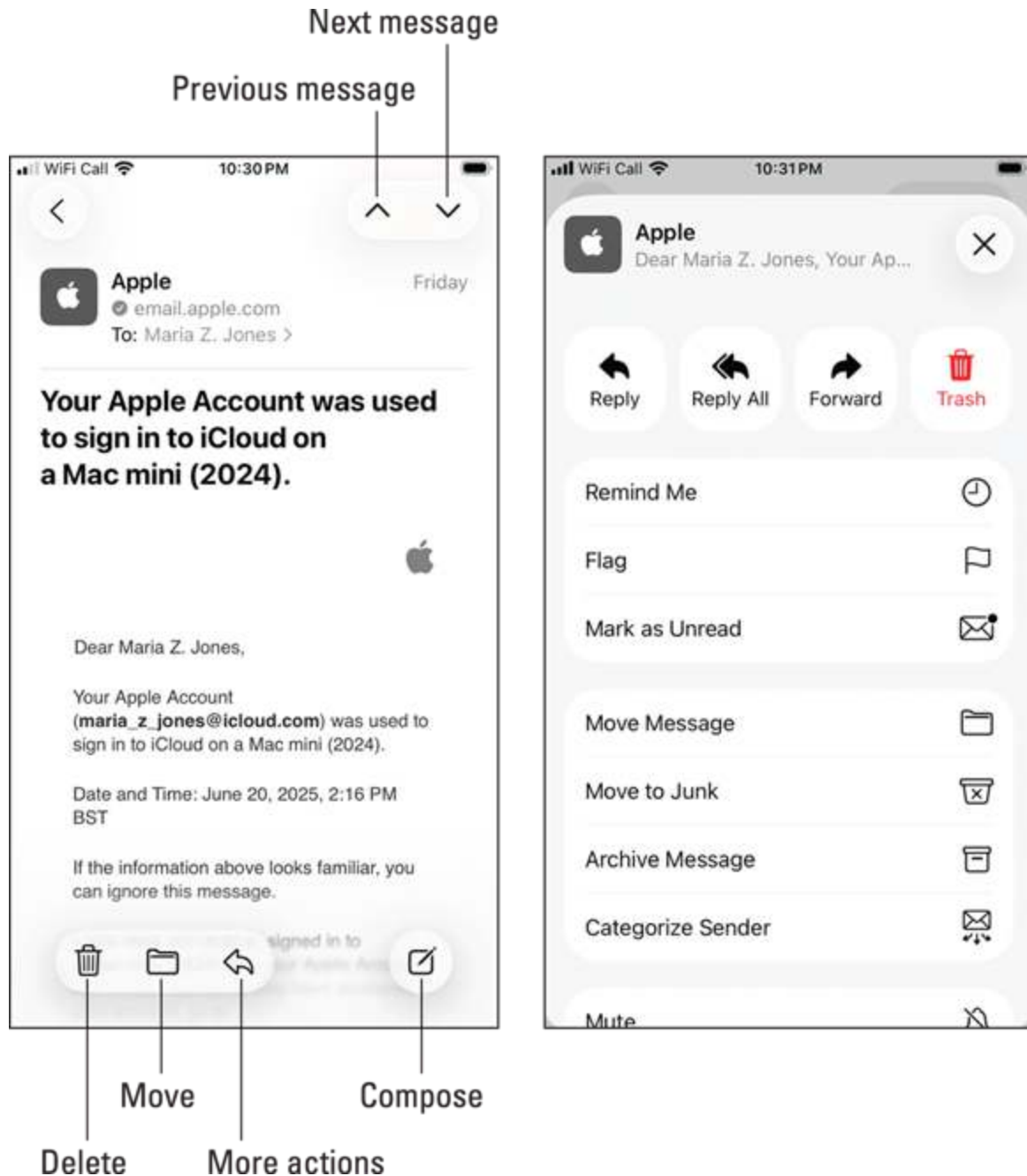


FIGURE 10-8: Reading and managing an email message.

By tapping the icons labeled in [Figure 10-8](#), left, or the menu choices shown in [Figure 10-8](#), right (which you can get to by tapping the more actions icon), you can perform the following actions:

- » View the next message.
- » View the preceding message.
- » Flag the message as important.
- » Move the message to the Junk folder.
- » Archive the message.
- » Mark the message as unread (or as read, if it is unread).
- » Get notified when anyone replies to the email thread.
- » Mute or unmute notifications from the email thread.
- » Move the message to another folder. When the list of folders appears, tap the folder you want to move the message to.
- » Delete the message.



WARNING If you tap the delete icon (trashcan) by mistake, you'll need to dig the message out of the trash. If you'd like Mail to double-check before deleting a message, choose Settings ⇒ Apps ⇒ Mail, go to the Messages box, and then set the Ask Before Deleting switch on (green).

- » Reply to the sender or to the sender and all recipients.
- » Forward the message to someone else.
- » Print the message.
- » Create an email message.
- » Block the contact from contacting you.

You can delete email messages in several ways without opening them:

- » Swipe left a short distance across the message's preview in the mailbox, so that the gray More button, the orange Flag button, and the red Trash button appear. Tap the red Trash button.
- » Swipe left all the way across the message's preview in a mailbox, so that the red Trash button swallows up the whole preview.



REMEMBER Google's Gmail is set to archive messages by default rather than delete them. Archiving keeps messages for posterity; deleting erases them. If the purple Archive button appears instead of the red Trash button when you swipe left on a message, you'll know the account is set to archive messages. If you want it to delete messages instead, choose Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts ⇒ Gmail (or whatever name you've given the account), tap Account, and then tap Advanced on the Account screen. Go to the Move Discarded Messages Into box, and then tap the Deleted Mailbox button, moving the check mark to that button from the Archive Mailbox button.

- » Tap the Select button (in the upper-right corner of the Inboxes screen or a mail folder screen), and then tap the selection circle to the left of each message you want to remove, as shown in [Figure 10-9](#). Tapping that circle puts a check mark in it. Tap the Trash button in the lower-right corner of the screen to delete all the messages you selected. Deleted messages are moved to the Trash folder.
- » Trash the message (or mark it as read) inside an interactive notification that appears regardless of the screen you're viewing. The advantage to this method is you don't have to leave the screen to delete the message. Just tap the Trash button in the notification.



- » **TIP** To move multiple messages at once, tap the Select button, then tap the selection circle to the left of each message, putting a check mark in it. Tap the Move button at the bottom of the screen

(see [Figure 10-9](#)), and then tap the folder to which you want to move those messages.

- » When you've opened a message to read it, you can drag from the very left edge of the screen to the right to peek into the mailbox that contains the message (see [Figure 10-10](#)).
- » Drag your finger to the left across a message to display the More button, the Flag button, and the Trash button. Drag your finger to the right across a message to display a button for toggling the message's status between read and unread.

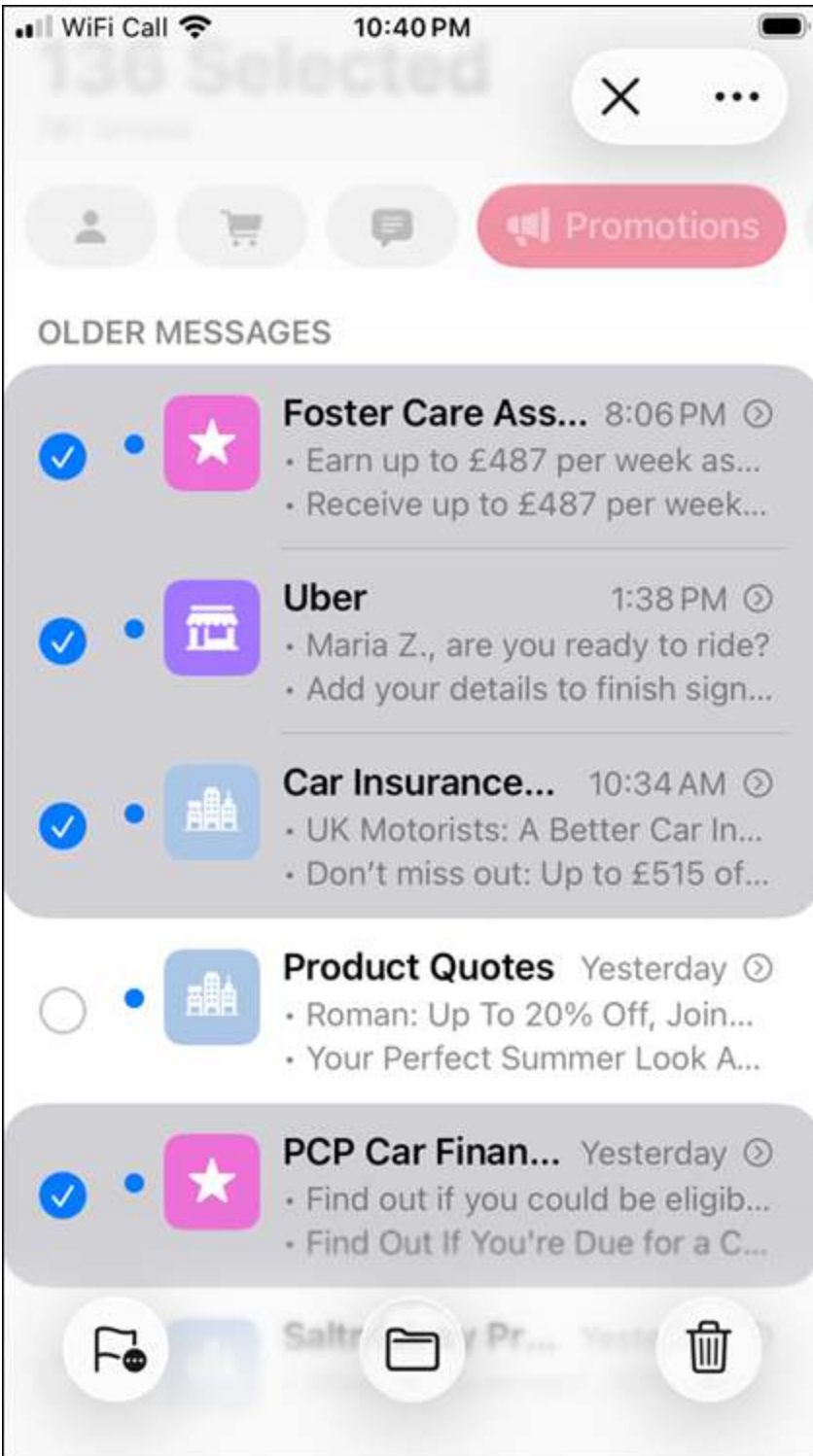


FIGURE 10-9: Select multiple messages to move them or delete them quickly.

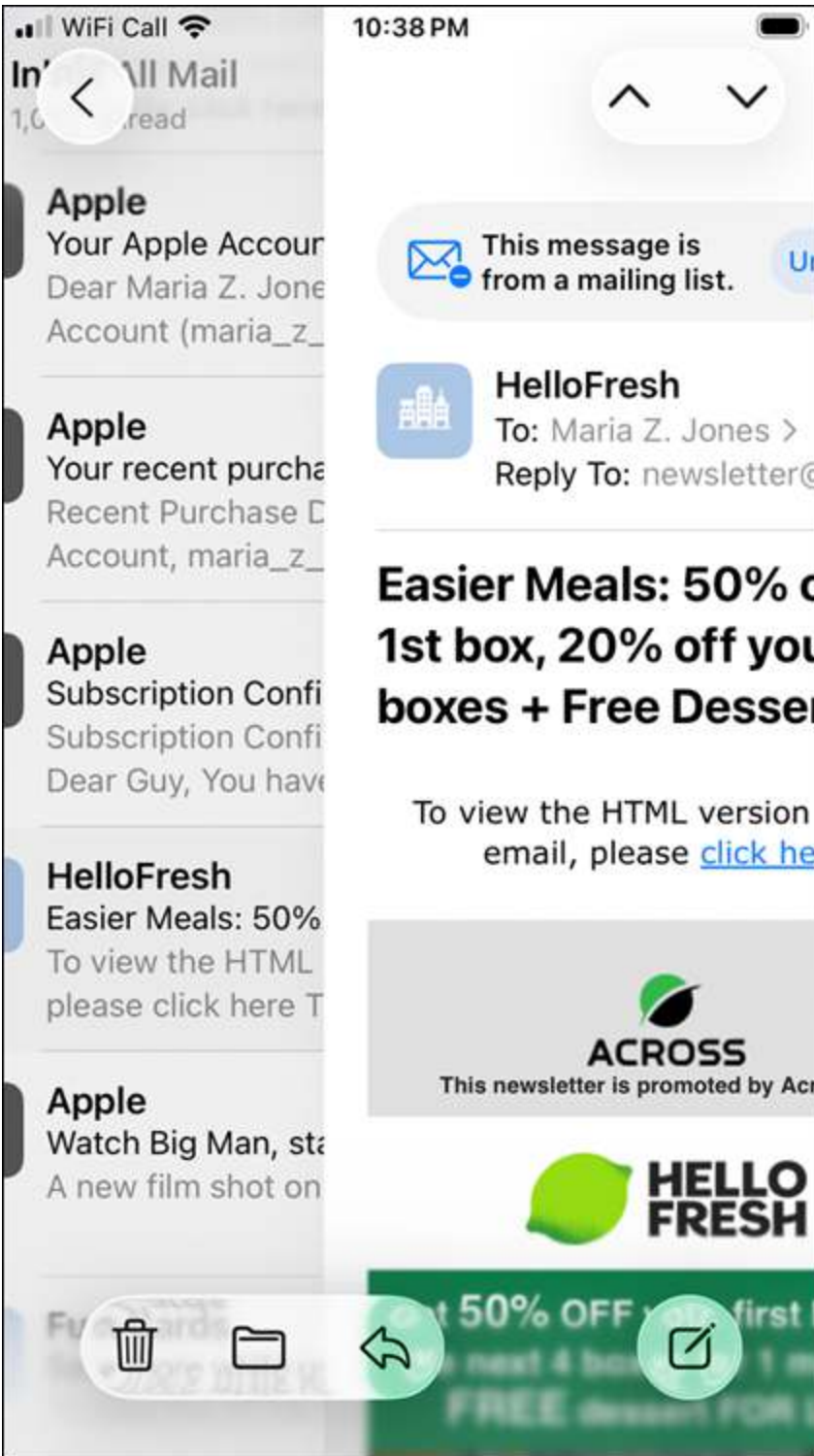


FIGURE 10-10: Drag the very left edge of your message to the right to peek at the mailbox that contains the message.

You can also take the following actions by swiping across a message's preview in a mailbox:

- » **Flag the message:** Swipe left partway across the preview, and then tap the Flag button.
- » **Mark the message as read or unread:** Swipe right partway across the preview, and then tap the blue Read button (if the message is unread) or the blue Unread button (if the message has been read).



TIP

Swipe all the way right on a message preview to toggle the message's Read status.

- » **Set a reminder on the message:** Swipe right partway across the preview, tap the purple Remind Me button, and then tap the appropriate item on the Remind Me menu, such as the Remind Me in 1 Hour item or the Remind Me Tomorrow item. To set a specific time for the reminder, tap the Remind Me Later item, set the date and time on the Remind Me screen, and then tap the done icon (check mark).

Threading messages

Mail enables you to display your messages in *threads*, also called *conversations*, so that you can easily follow a conversation.

When you organize messages by thread or conversation, the related messages show up as a single entry in the mailbox, with a circled, blue, right-pointing arrow indicating a thread. If a message is not part of a thread, you see a single right-pointing gray arrow. In the left screen in [Figure 10-11](#), you can see the thread arrow on the message. Tap the thread arrow to display the messages in the thread (see the right screen in [Figure 10-11](#)). You can see here how the summary previews in a thread may get repetitive.

To turn on threading, choose Settings ⇒ Apps ⇒ Mail, go to the Threading section, and then set the Organize by Thread switch on (green). You can also choose several other settings in the Threading section:

- » **Collapse Read Messages:** Set this switch on (green) to collapse thread messages you have read.
- » **Most Recent Message on Top:** Set this switch on (green) to put the most recent message at the top of the thread. This feature is usually helpful.
- » **Complete Threads:** Set this switch on (green) to have the thread show all the messages, including those in different mailboxes.
- » **Muted Thread Action:** Tap this button, and then tap the Mark as Read button or the Archive or Delete button to specify how to handle threads you've muted.
- » **Blocked Sender Options:** Tap this button, and then set the Mark Blocked Sender switch on (green) to mark messages from blocked senders. In the Actions box, tap the Leave in Inbox button or the Move to Trash button, as appropriate.

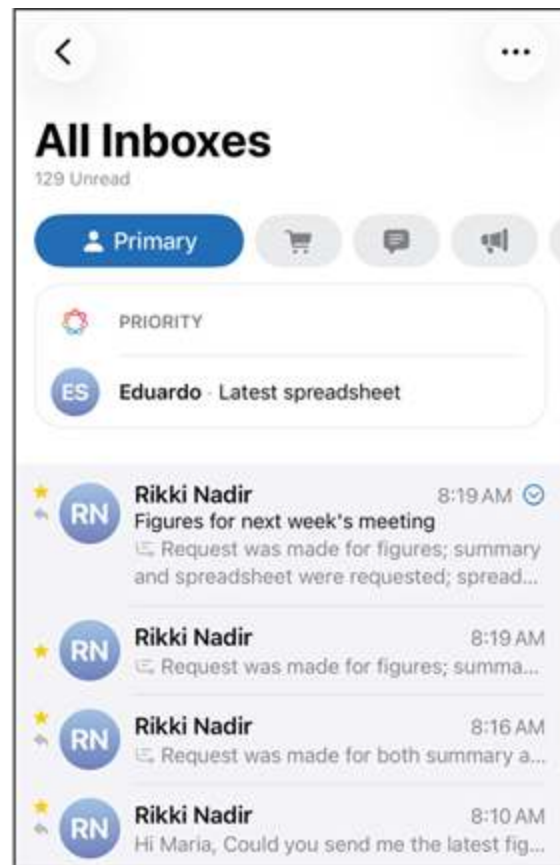
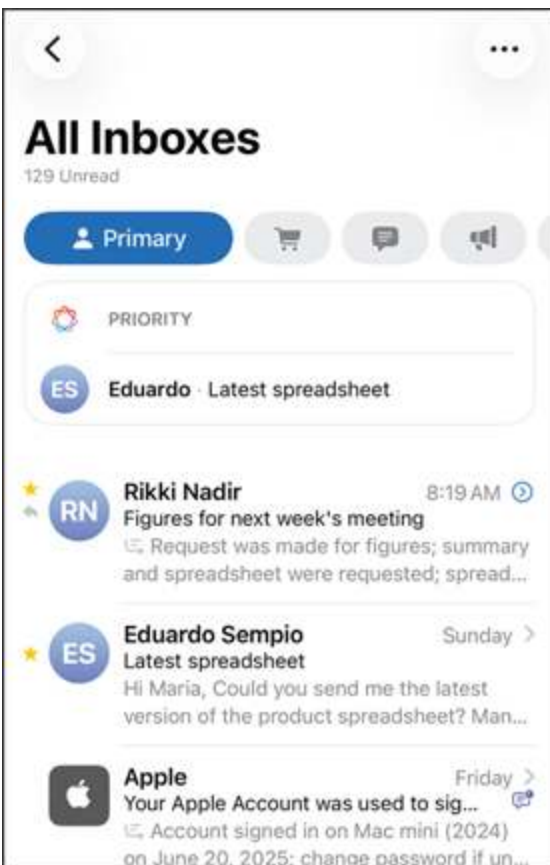


FIGURE 10-11: Threaded messages appear as a single entry in the mailbox (left). Tap the thread icon to expand the thread (right).

Searching emails

To search for particular messages, tap the search field at the bottom of an inbox or a mailbox, and then start typing your search term. Mail displays matching results as you type. When you finish typing the search term, you can tap the Search button on the keyboard to hide the keyboard, giving you more space to examine the results.

Tap the All Mailboxes button below the search field to search all your mailboxes, or tap the Current Mailbox button to search only the current mailbox.

The Top Hits section presents the most promising search results. Below that, the Suggestions section suggests more specific searches, such as by people, by attachments, or by message subject. Tap a suggestion to perform that search.

Dealing with attachments

Attaching files to an email message can be a great way of transferring files from one person or device to another. Mail makes it easy to work with files attached to incoming messages.

How an attached file appears depends on whether the file uses a file type that iOS supports natively. iOS supports a good variety of file types natively, including the leading image formats (JPEG, TIF, GIF, PNG, and HEIC); standard document formats, such as Word documents, Excel workbooks, and Adobe's Portable Document Format (PDF); and audio files (such as the AAC, MP3, and Apple Lossless Encoding formats).

 Mail typically displays images and videos within the body of the email, so that they appear as part of the email text. Mail places most other file types at the end of the message, as you see in the left screen in [Figure 10-12](#). Here, you can tap the download icon (shown in the margin) to display the pop-up menu, and then tap Save to Documents, Save to Downloads, or Save Attachment (to the folder you specify). Alternatively, tap the attached file's name or icon to open it for viewing

(see the right screen in [Figure 10-12](#)). From here, you can tap the share button in the lower-right corner to use the file in other ways (such as opening it in the iOS Pages app, in this instance) or simply tap the done icon (check mark) to return to the email message.

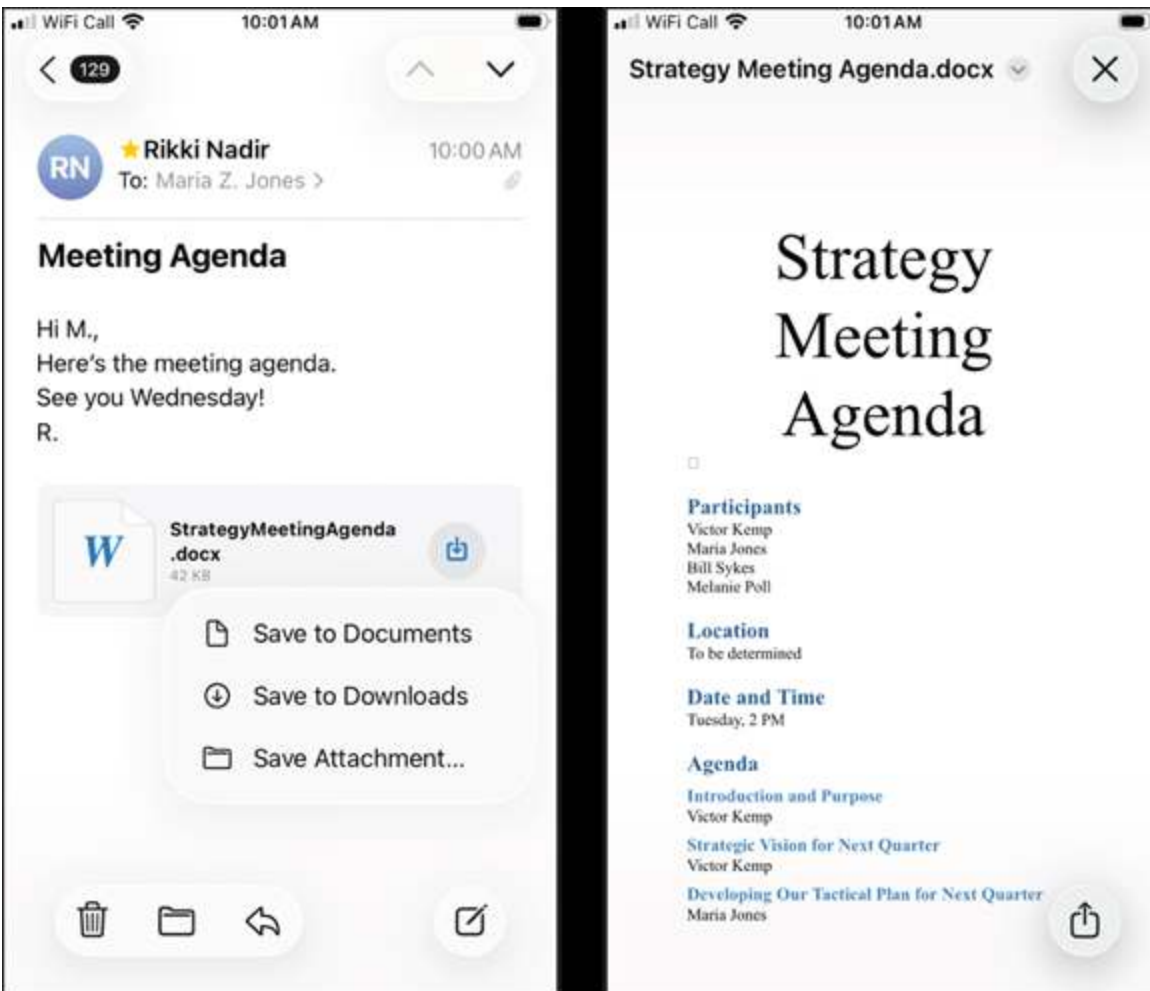


FIGURE 10-12: Tap the Download icon to save an attached file (left). Tap the file's name or icon to view the file in Mail (right).

More things you can do with messages

Here are ten more moves you'll want to use on your incoming messages:

- » **See details for recipients.** Tap the header area of the message, and then tap a recipient's name (displayed in blue). This works for all To recipients and Cc recipients. You don't get to see Bcc recipients.

- » **Add a sender or recipient to your contacts.** Tap the header area, tap the sender or recipient's name, tap View Contact Card, and then tap either Create New Contact or Add to Existing Contact.
- »  **Mark a message as read or unread.** Tap the more actions icon (shown in the margin), and then tap the Mark as Read button or the Mark as Unread button, as appropriate.
- » **Flag a message.** Tap the more actions icon, and then tap the Flag button. To change the flag color, tap a color on the bar below the Unflag button (which replaces the Flag button).
- » **Mark a message as junk.** Tap the more actions icon, and then tap the Move to Junk button.
- » **Tell Mail to notify you about thread updates.** Tap the more actions icon, and then tap the Notify Me button.
- » **Silence a conversation.** Tap the more actions icon, and then tap the Mute button.
- » **Make a sender a VIP.** Tap the header area, tap the name or email address at the top of the message, and then tap Add to VIP. Mail displays a gold star next to each message from a VIP, helping you spot them easily. You can also view mail from all your VIPs by tapping the VIP folder in the list of mailboxes.



TIP

To pull the red carpet out from under a VIP, tap the header area, tap the VIP's name, and then tap Remove from VIP.

- » **Zoom in or out on a message.** Unpinch to zoom in, pinch to zoom out.
- » **Follow a link in a message.** To follow a link in a message, tap the link. (Links are typically displayed in blue and may be underlined, but sometimes they appear in other colors.)



TIP

If tapping the link opens a different app, tap the tiny Mail button in the upper-left corner when you want to return to Mail.



WARNING

Never tap a link or attachment if you can't verify or trust the sender of an email. You're opening yourself up to a potentially serious security risk.

Sending Email

The Mail app enables you to send text-only messages, messages that include photos or videos, and messages that have files attached. You can also save unfinished messages as drafts, reply to messages you've received, or forward messages to others.

Sending an email message

To compose a new email message, follow these steps in the Mail app:

1.  **Tap the compose icon (shown in the margin) in the lower-right corner of the screen.**

The New Message overlay appears (see [Figure 10-13](#)).

2. **Enter the names or email addresses of the recipients in one of the following ways:**
 - *Type the names or email addresses of the recipients in the To field.*
 - *Tap the microphone key to dictate the names or email addresses of the recipients in the To field.*
 - *Tap the + icon to the right of the To field to select a contact or contacts from your iPhone's Contacts app.*

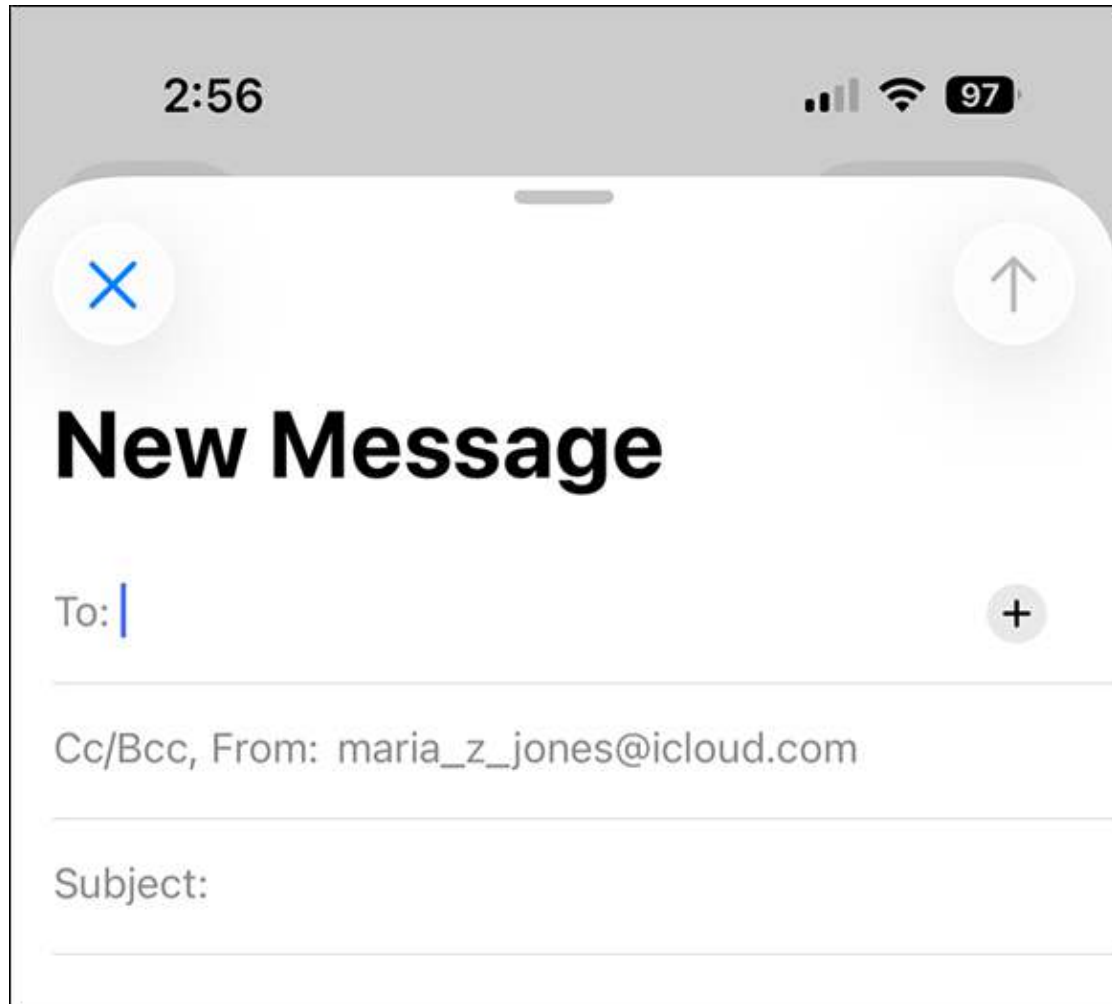


FIGURE 10-13: The New Message overlay appears, ready for you to start typing the recipient's name.



TIP

You can rearrange names in the address fields by dragging them around. For example, you can drag a name from the To field to the Cc field.

Mail may suggest adding recipients you have used for previous group messages that include the people you've already added.

3. **(Optional) Enter a name in the Cc field, Bcc field, or both fields. Or choose to send mail from a different account in the From field, as follows:**

- a. *Tap the field labeled Cc/Bcc, From.*

Doing so expands the field to show the Cc field, the Bcc field, and the From field separately. The Cc label stands for *carbon copy*, and *Bcc* stands for *blind carbon copy*. Bcc enables you to include a recipient on the message that other recipients can't see has been included.



TIP

Bcc is great for messages to groups of people who may not know each other and who don't need each other's email addresses. For example, if you send out a change-of-address email to everyone you know, put your email address in the To field and all the other addresses in the Bcc field. That way, each other recipient sees only your address and their own address.

- b. *Tap the respective Cc or Bcc field and type the name.*

Or tap the + icon that appears in one of those fields to add a contact.



TIP

If you start typing an email address, email addresses that match what you typed appear in a list. If the correct one is in the list, tap to use it.

- c. *Tap the From field if you need to change the address that's sending the message.*

The current email account has a check mark next to it. Tap another email address to send the message from that account, or tap Hide My Email to create a random address that forwards to your inbox.

4. In the Subject field, type or dictate a subject.

The subject is optional, but it helps the recipient decide whether (or when) to read the message. A missing subject may also make your message look like junk mail.

5. In the message area, type or dictate your message.

The message area is immediately below the Subject field.

Turn your iPhone to landscape orientation if you want to use the wider-format keyboard. This makes typing easier but reduces the amount of text you can see.

If you type or paste a text link in the message, you can convert it to a graphical link by tapping the link, tapping the downward-pointing arrow that appears, and then tapping Show Link Preview.



TIP

You can quickly insert contact details, a password, or scanned text into a message. Tap the appropriate point in the message, tap > on the pop-up command bar, and then tap AutoFill. On the AutoFill command bar that appears, tap the Contact button, the Passwords button, or the Scan Text button, as needed, and then follow the prompts.

6. Tap the send icon (white up arrow in blue circle) in the upper-right corner of the overlay.

Provided your iPhone has an internet connection, Mail sends the message almost immediately — but not quite immediately. Instead, Mail implements a short delay to give you a chance to undo sending the message.

If you realize there's something wrong with the message, tap the Undo Send button at the bottom of the screen. By default, Mail gives you 10 seconds to undo sending.



TIP

To increase the time to undo sending, choose Settings ⇒ Apps ⇒ Mail ⇒ Undo Send Delay, and then tap the 20 Seconds button or the 30 Seconds button. You can also tap the Off button to disable the Undo Send Delay feature.



TIP

Instead of sending the message immediately, you can schedule it for sending later. To schedule the message, long-press the Send button until the pop-up menu opens. Then either tap the suggested time (such as Send 8:00 AM Tomorrow) or tap Send Later and specify the date and time you want.



REMEMBER

Mail will prompt you to follow up on a message you sent with such phrases as *Could you send* or *I will do by* that never got a response. You will also receive a prompt if the app detects that an attachment or recipient is missing before you tap Send.

Proofreading and rewriting with Writing Tools

The Writing Tools suite of features enables you to have Apple Intelligence proofread and rewrite text. Writing Tools work in many apps, so you can use them for your documents, your emails, and your messages. This section illustrates using Writing Tools in the Mail app.

Select the text you want to affect. For example, double-tap to select a word, and then drag the selection handles to select the rest of the section you want. Or simply triple-tap to select all the text.

In the command bar above the suggestions bar above the onscreen keyboard ([Figure 10-14](#), left), tap the writing tools icon (a squiggled circle with a pen escaping at two o'clock) to display the Writing Tools pane ([Figure 10-14](#), middle). Tap the button for the action you want:

- » **Proofreading:** Tap Proofread to fix spelling, grammar, and punctuation issues.
- » **Rewriting:** Tap Rewrite to rewrite without using a particular tone, tap Friendly to rewrite with a friendly tone, tap Professional to rewrite with a formal tone, or tap Concise to rewrite concisely.
- » **Summarizing:** Tap Summary, Key Points, List, or Table, as needed.

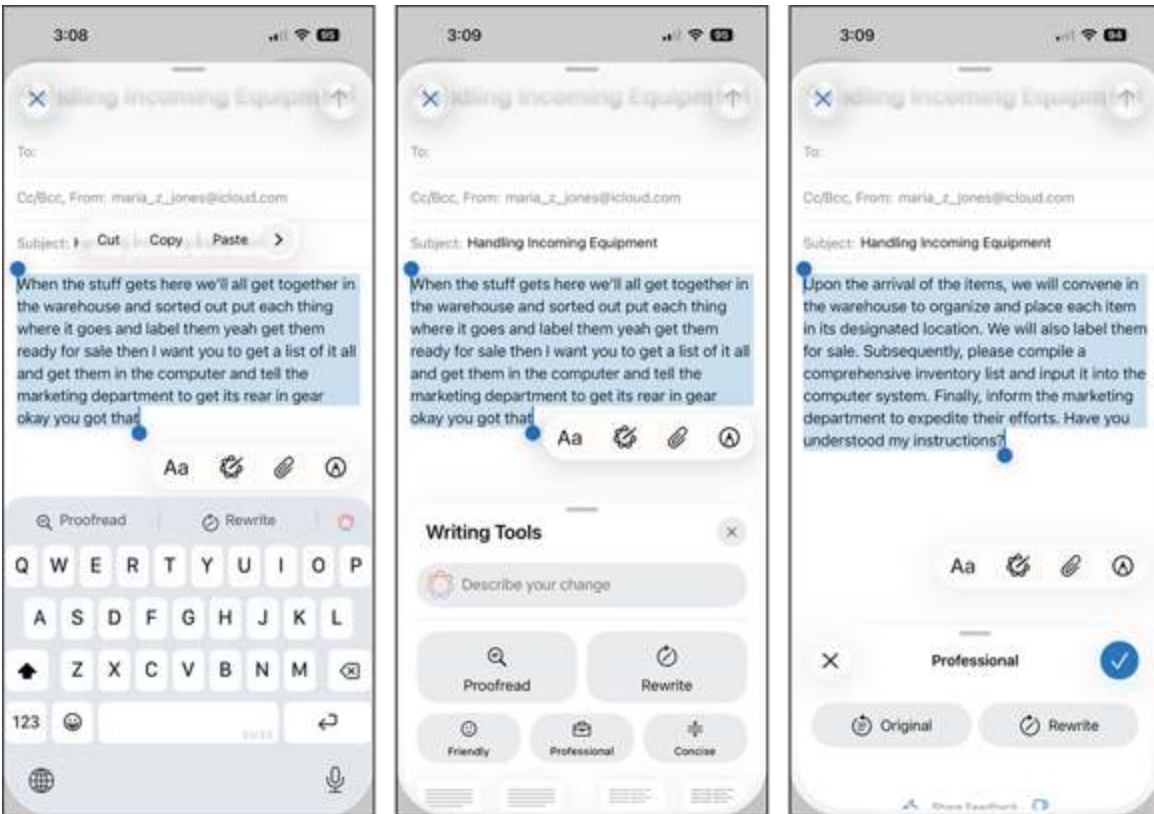


FIGURE 10-14: Select the text (left), summon Writing Tools and tap the appropriate button (middle), and then check the result (right).

Writing Tools displays its suggested text ([Figure 10-14](#), right). You can tap the done icon (check mark) to keep the changes, tap Revert to go back to the text before your most recent transformation, tap Original to go right back to the original text, or tap Retry to perform the same transformation again.

Sending a photo or video with an email

To add a photo or video to a message you've already started, follow these steps:

1. **Tap the place in the message where you want to add the photo or video.**

The pop-up command bar appears, showing buttons such as Select and Select All.

2. **Tap the > button to display the menu panel.**

3. **Tap the Insert Photo or Video button (scroll down if necessary) to display the photo browser overlay.**
4. **Slide the photo browser overlay up to expand it.**
5. **Tap either Photos or Collections, and then browse to the photo or video.**
6. **Tap each photo or video, placing a check mark on it.**
7. **Tap the done icon (check mark).**

Mail closes the overlay and inserts the photos or videos in the message.

If you selected a video, Mail compresses it and inserts a thumbnail of it in the body of the message. The recipient can play the video by tapping the thumbnail.



WARNING If the video is too long or large, you may not be able to send it by email — internet service providers (ISPs) and email providers typically impose limits. However, if your outgoing message and video or other attachments total 5 GB or less, you have the option of sending them over iCloud via Mail Drop. Your recipient will have 30 days to download a Mail Drop payload.

If you choose a photo, you'll see the picture inserted in the message body. When you're ready to send your email, tap the send icon (white up arrow in blue circle). If Mail displays a dialog prompting you to choose which photo size to send, tap the appropriate button. Select Actual Size if the recipient needs to work with the photo at full quality. Select Large to send the image at a size large enough for onscreen viewing but less than full quality. Select Small or Medium if the recipient needs only a smaller version of the photo.

Saving an email message as a draft

Sometimes you start an email message but don't have time to finish it. When that happens, you can save it as a draft and finish it some other time. Tap the cancel icon (X) in the upper-left corner of the overlay, and

then tap the Save Draft button in the dialog that appears. Mail saves the message in the Drafts folder.



WARNING The dialog also contains the Delete Draft button, which gets rid of the message instantly. Make sure you don't tap this button by mistake.



TIP To work on the message again, long-press the compose icon until the Drafts overlay appears, and then tap the message to open it. Alternatively, open the Drafts mailbox by tapping it on the Mailboxes screen, and then tap the message.

You can also move a draft message out of the way temporarily so that you can look at or work on other messages. From the top of the New Message overlay, drag down the draft of the message you're composing until it becomes a button at the bottom of the screen (see the left screen in [Figure 10-15](#), which shows a button for the Contribution for Report message). You can then work with other messages or mailboxes as usual, ignoring the button at the bottom of the screen. You can park multiple messages at the bottom of the screen like this; only the last message's name appears.

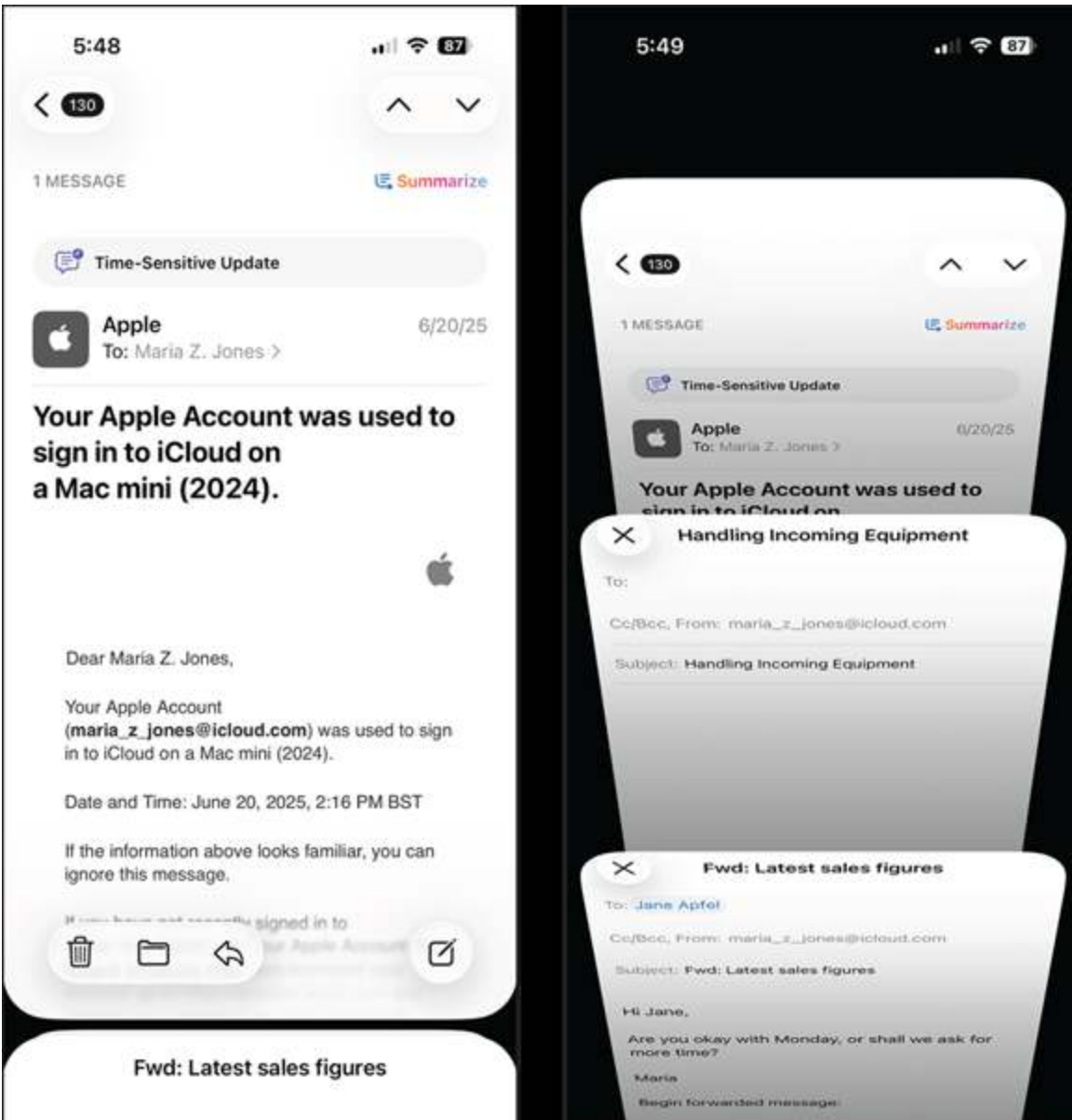


FIGURE 10-15: You can park one or more open messages at the bottom of the screen (left). Tap the parked message's button to display thumbnails of the open messages (right), and then tap the message you want.

When you're ready to resume work on one of the parked messages, tap the button at the bottom of the screen. If there's only one parked message, it appears full screen. If there are multiple parked messages, Mail displays previews so that you can tap the message you want (see the right screen in [Figure 10-15](#)).

Formatting text in an email

Mail lets you format email text by applying bold, italic, or underline to it. First, select the text by long-pressing a word until the pop-up bar appears (see the left screen in [Figure 10-16](#)); drag the selection handles to adjust the selection as needed. Tap the > button until you see the Format button (see the center screen in [Figure 10-16](#)). Tap the **B/U** Format button, and then tap the Bold button, the Italic button, or the Underline button (see the right screen in [Figure 10-16](#)).

If you tap Quote Level — another option that appears when you tap the > button after selecting a word — you can quote a portion of a message you’re responding to. You can also increase or decrease the indentation in your outgoing message.

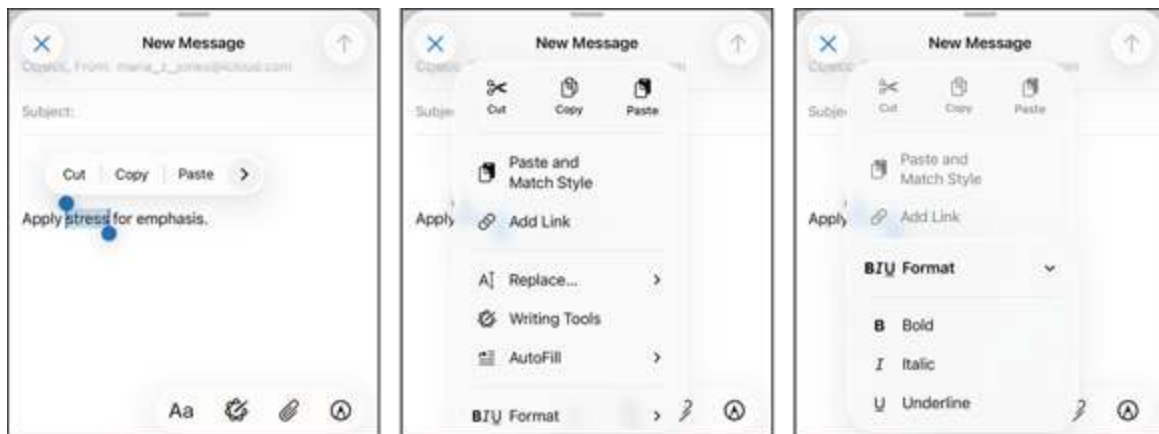


FIGURE 10-16: Long-press to select text (left); tap > and then BIU Format (center); and then tap Bold, Italic, or Underline.

If you tap Replace, you’ll see other word options for replacing the word you selected, such as *formal* instead of *format*. Tap Look Up, and you can summon a dictionary definition for the highlighted word and check out relevant web searches and personalized suggestions from iTunes and the App Store. If appropriate, you may also see movie showtimes or nearby locations.

You’ll also see a Share button. Tap it and you’ll see the same options as when you tap the share icon at the bottom of the screen.

Using the formatting and attachments toolbar

Instead of applying formatting as explained in the preceding subsection, you can apply formatting using the formatting and attachments toolbar (shown on the left in [Figure 10-17](#)). To display this toolbar, long-press a word. If you just see the predictions bar suggesting replacement words, tap the < button on the right of this bar.

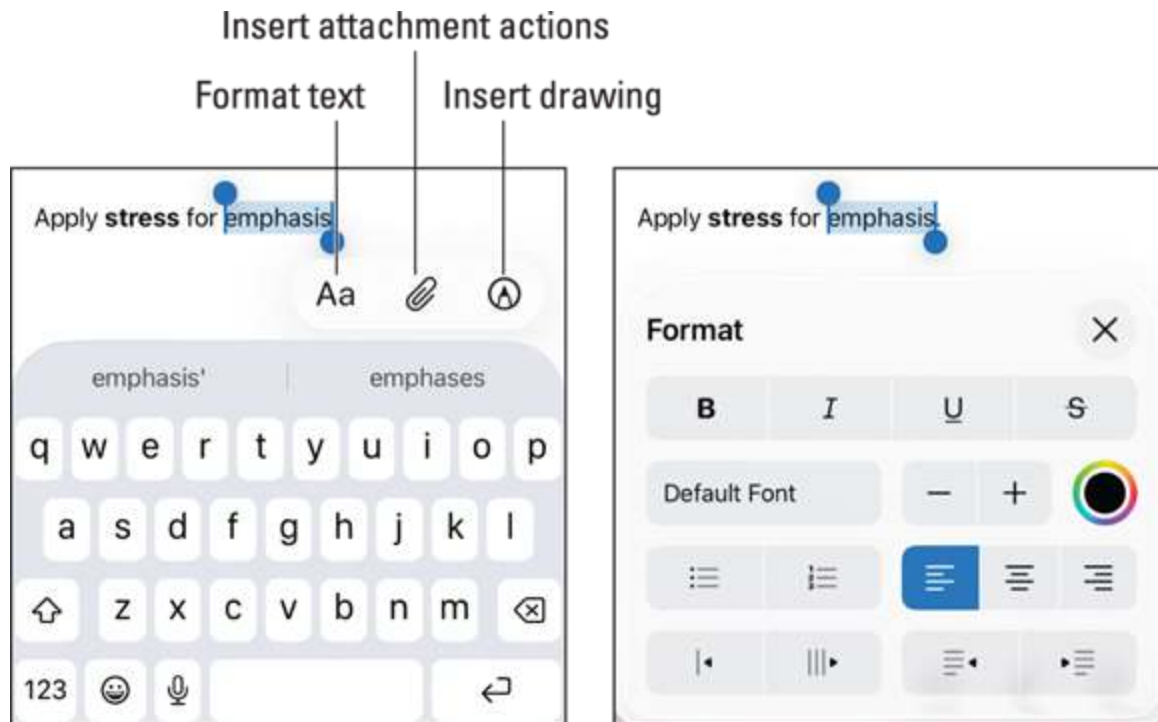


FIGURE 10-17: Tap the Aa button on the formatting and attachments toolbar (left) to display the Format pane, which lets you change the text font, size, color, and more (right).

Tap the format text icon (Aa) to display the Format pane, shown on the right in [Figure 10-17](#). Here, you can apply bold, italic, underline, and strikethrough; change the font and font size; create numbered or bulleted lists; and change the text alignment, indentation, and line spacing.

Tap the insert attachment actions icon (paperclip) to display the Attach File, Scan Text, Scan Document, Photo Library, and Take Photo or Video commands. Tap the insert drawing icon (pen tip) to crank up the drawing tools.

Adding Live Text

When you want to insert some text from a hard-copy document, position the insertion point at the appropriate point in the message, tap the insert

attachment actions icon (paperclip) on the formatting and attachments toolbar, and then tap the Scan Text button to activate the Live Text feature. The bottom part of the screen displays a viewfinder from the iPhone's rear camera. Aim the camera at the text you want to capture, so that yellow brackets appear around the text, and then tap the Insert button.

Adding attachments

To add an attachment to an outgoing message, tap the insert attachments icon (paperclip) on the formatting and attachments toolbar, and then tap the Attach File button. In the Files app overlay that appears, navigate to the folder that contains the file you want to insert, and then tap the file. Mail adds an icon for the file to the body of the message.

Marking up attachments

If you've inserted a photo or a PDF document in an outgoing message, you can use the Markup feature to mark it up. Tap the photo or PDF to select it, and then tap the Markup button on the formatting and attachments toolbar. You can then draw on the photo or PDF by tapping the simple annotation tools below it.

The tools are represented by drawing icons, including a pen, a highlighter, and an eraser. (Unless you use an optional stylus, your finger will be that pen.) There's also a magnification loupe so that you can zoom in on the photo or PDF, and options to write text either freehand or with the keyboard.

You can draw arrows, circles, and squares. And you can change the color and thickness of the lines and symbols you draw.

Lastly, you can write your signature in script. Tap the circled +, and then tap Add Signature. You can tap an existing signature if you've already created one. Or tap Add or Remove Signature, tap add (+) in the upper-left corner of the screen, sign your name with your finger and then tap the done icon (check mark).

Mail also lets you draw inside an email using the drawing tools. Without anything selected in the message body, tap the insert drawing icon (pen

tip) on the formatting and attachments toolbar. You can then draw using the drawing tools. When you finish, tap the done icon (check mark) to display its menu. You can then tap Insert Drawing to insert the drawing into the message, tap Save to Files to save your artwork as a separate file, or tap Discard Changes to dump the doodle.

Replying to or forwarding an email message

↩ When you receive a message and want to reply to it, open the message, and then tap the more actions icon (shown in the margin). Then tap the Reply button, the Reply All button, or the Forward button, as appropriate.

The Reply button creates a new email message addressed to the sender of the original message. The Reply All button creates an outgoing email message addressed to the sender and all other recipients of the original message, except Bcc recipients. In both cases, the Subject line is retained with a *Re:* prefix added. So if the original Subject line were *iPhone Tips*, the reply's Subject line would be *Re: iPhone Tips*. You also see text from the original message in the body of your reply (whether you are replying to one person or more than one person).

Tapping the Forward button creates an unaddressed email message that contains the text of the original message. Add the email address of each person you want to forward the message to. When you forward a message, Mail adds the *Fwd:* prefix to the Subject line rather than the *Re:* prefix, making the sample message's Subject line read *Fwd: iPhone Tips*. If the message you're forwarding contains attachments, Mail lets you choose whether to include them in the forwarded message.



TIP

You can edit the Subject line of a reply or a forwarded message or edit the body text of a forwarded message the same way you would edit any other text. It's usually best to leave the Subject line alone (with the *Re:* or *Fwd:* prefix intact) to enable threading.

To send your reply or forwarded message, tap the send icon (white up arrow in blue circle) as usual.

In Mail Settings, you can decide to include attachments with replies when adding recipients. Choose Settings ⇒ Apps ⇒ Mail ⇒ Include Attachments with Replies, and then tap Never, When Adding Recipients, Ask, or Always, as needed.

Choosing settings for sending email

iOS and the Mail app enable you to customize the sending and receiving of mail in many ways. The following list tells you about five of the most useful ways:

- » **Hear a sound when Mail sends a message.** Choose Settings ⇒ Sounds & Haptics ⇒ Sent Mail, and then tap the sound you want.
- » **Add a signature to each outgoing message.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Signature to display the Signature screen. In the box at the top, tap All Accounts if you want to use the same signature for all accounts; tap Per Account to use different signatures (such as for home and for work). If you chose All Accounts, tap in the single box; if you chose Per Account, tap in the box for the first account to which you want to add a signature. Type or paste the text of the signature. If you want to apply bold, italic, or underline, long-press a word; drag the selection handles to select the text you want to format; tap the Format button on the pop-up bar; and then tap the Bold button, the Italic button, or the Underline button. For Per Account, tap in each other box and create the signatures you want. If you don't want to use a signature, delete the default signature ("Sent from my iPhone").
- » **Mark addresses outside your email domain.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Mark Addresses, and then type or paste the domain (such as @surrealmacs.com) in the Mark Addresses Not Ending With box. Now whenever you send email to a different domain, the email address appears in the To field in red instead of blue. Marking addresses in this way could help warn you before you dispatch

confidential or incriminating mail to people who are not meant to see such messages.

- » **Add indentation to replies and forwarded messages.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Increase Quote Level, and then set the Increase Quote Level switch on (green).
- » **Set your default account for sending email.** When you've added multiple email accounts, choose Settings ⇒ Apps ⇒ Mail ⇒ Default Account, and then tap the account to use as the default. Mail uses this account to send messages started from other apps, such as when you select a photo in the Photos app and choose Share ⇒ Mail.

Choosing settings for checking and viewing email

Here are the key settings to configure for checking and viewing email:

- » **Control how Mail checks for new messages.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts ⇒ Fetch New Data to display the Fetch New Data screen. Set the Push switch at the top on (green). In the box under the Push switch, verify that each email account is set to Push; if not, tap the account to display the account's screen. Here, tap Push if it is available; if not, tap Fetch. Back on the Fetch New Data screen, go to the Fetch box and tap Automatically, Every 15 Minutes, Every 30 Minutes, Hourly, or Manually, as needed. Automatically is usually the best choice.
- » **Hear a sound when Mail receives a message.** Choose Settings ⇒ Sounds & Haptics ⇒ New Mail, and then tap the sound you want.
- » **Set the number of lines in message previews.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Preview, and then tap None, 1 Line, 2 Lines, 3 Lines, 4 Lines, or 5 Lines.
- » **Enable summary previews.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Preview, and then set the Summarize Mail Previews switch on (green).
- » **Choose whether To and CC labels appear in message lists.** Choose Settings ⇒ Apps ⇒ Mail, and then set the Show To/CC

Labels switch on (green) or off (white).

- » **Customize left-swipe and right-swipe options.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Swipe Options, and then work on the Swipe Options screen.
- » **Enable or disable the Ask Before Deleting warning.** Choose Settings ⇒ Apps ⇒ Mail, and then set the Ask Before Deleting switch on (green) or off (white). Confirming deletions may be helpful if your hand shakes or you use your iPhone on transit that shakes you.
- » **Enable the Mail Privacy Protection feature.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Privacy Protection, and then set the Protect Mail Activity switch on (green). Mail Privacy Protection hides your iPhone's internet address (the IP address) and loads remote content (such as images stored on servers) privately. This helps prevent senders from determining whether you've opened a particular message, let alone from learning your iPhone's IP address or location.



TIP

If you subscribe to iCloud+, the paid tier of Apple's iCloud service, use the Hide My Email feature to use disposable email addresses rather than your regular email address for any company or app you don't trust. Choose Settings ⇒ Apple Account ⇒ iCloud ⇒ Hide My Email, and then work on the Hide My Email screen. From the iCloud+ screen, you can also access the Custom Email feature of iCloud+, which enables you to receive email on a custom domain of your choosing.

- » **To archive messages rather than delete them.** Choose Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts, and then tap an email account that presents this option — Gmail and Exchange are two. Next, tap Account Settings. In the Move Discarded Message Into box, tap either Deleted Mailbox or Archive Mailbox, placing a check mark on the button.

Suspending or deleting an email account

If necessary, you can stop using an email account temporarily or delete it permanently from your iPhone:

- » **Stop using an email account.** Tap Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts, and then tap the account name. Tap the Mail switch to turn off mail for the account.
- » **Delete an email account.** Tap Settings ⇒ Apps ⇒ Mail ⇒ Mail Accounts. Then tap the account name, and tap Delete Account. You must tap Delete from My iPhone or Delete Account (a second time) to proceed.

Chapter 11

Managing Your Calendar and Commitments

IN THIS CHAPTER

- » Tracking appointments and events with Calendar
 - » Organizing your tasks with Reminders
 - » Using the clock as an alarm, a stopwatch, and a timer too
-

Your iPhone is a wonderful device for keeping tabs on your schedule and your tasks. Use the Calendar app to note all your appointments and events and share them across your devices. Work in the Reminders app to organize your tasks into different categories, keep track of what you've done and what you haven't, and set reminders based on time or location. And take advantage of the Clock app to see the time anywhere around the world, set alarms and timers, time events precisely with a stopwatch, and stop music or other audio playing after a length of time you specify.

Working with Calendar

To keep on top of your appointments and events, work with Calendar by tapping the Calendar icon on the Home screen. The icon shows today's day and date, such as Fri 14, for quick reference.

Calendar lets you use six main views:

- » **Year:** Use this view (shown on the left in [Figure 11-1](#)) to navigate quickly through years and months. Scroll up and down to reach the month you want to view. Tap the month, and it appears in month view.

» **Month:** Use this view (shown in the center in [Figure 11-1](#)) to see the days that contain events, which appear as color bars or dots.

Month view has four subviews, which you switch among by tapping the list icon (marked in [Figure 11-1](#)) and then tapping the subview on the pop-up menu that appears. Compact view shows more dates onscreen and displays color dots rather than color bars. Stacked view shows fewer dates but uses color bars, which appear stacked when there are more than one for a day. Details view (see the center screen in [Figure 11-1](#)) shows fewer dates still, which gives it space to display the first word or two of each event on the color bars. List view shows the month dates in the top half of the screen and a list of upcoming events in the bottom half.



REMEMBER Tap the list icon to switch views. The list icon changes to indicate the current view or subview, but its position remains constant.

Scroll up and down if needed to reach the day you want to display. Tap the day, and it appears in single-day view.

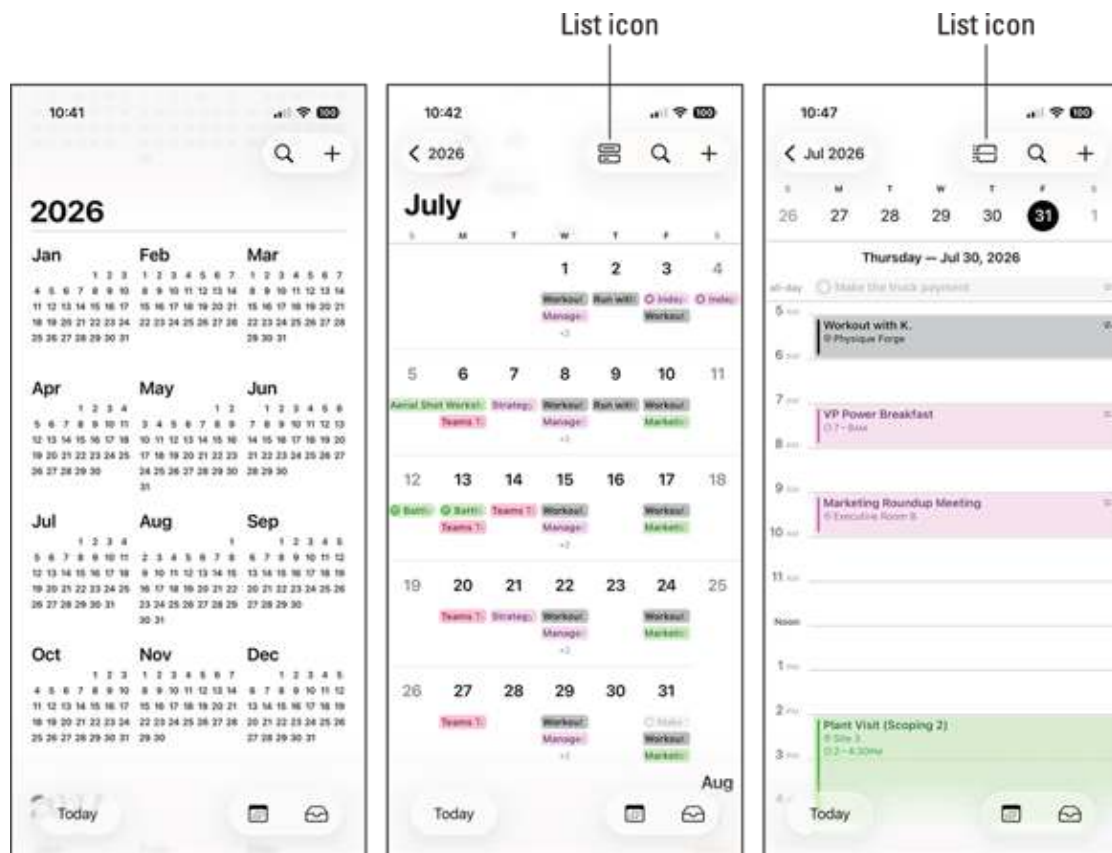


FIGURE 11-1: Year view (left), month view (middle), and single-day view (right) in the Calendar app.

- » **Single day:** Use this view (shown on the right in [Figure 11-1](#)) to see your events for a particular day. All-day events and birthdays appear above the timeline for the day, which shows each appointment as a block across the times it spans. Each event appears in the color assigned to the calendar that contains it, so you can see which events belong to which calendars. To display other days, swipe left or right, or tap the day on the bar at the top that shows days and dates.
- » **Multi day:** Use this view (shown on the left in [Figure 11-2](#)) to see two days side by side in portrait orientation. In single-day view, tap the list icon, and then tap Multi Day on the pop-up menu to switch to multi-day view.
- » **Week:** Turn your iPhone to landscape mode in year view, month view, or day view to switch to week view. Turn the iPhone back to portrait view to return to the previous view.

» **List:** In single-day view or multi-day view, tap the list icon (shown in the margin), and then tap List on the pop-up menu. This view (shown on the right in [Figure 11-2](#)) lists your calendar appointments in chronological order. To navigate, you can scroll through the list, or tap the search icon to display the search field, and then type a search term. Tap an event to display its details.

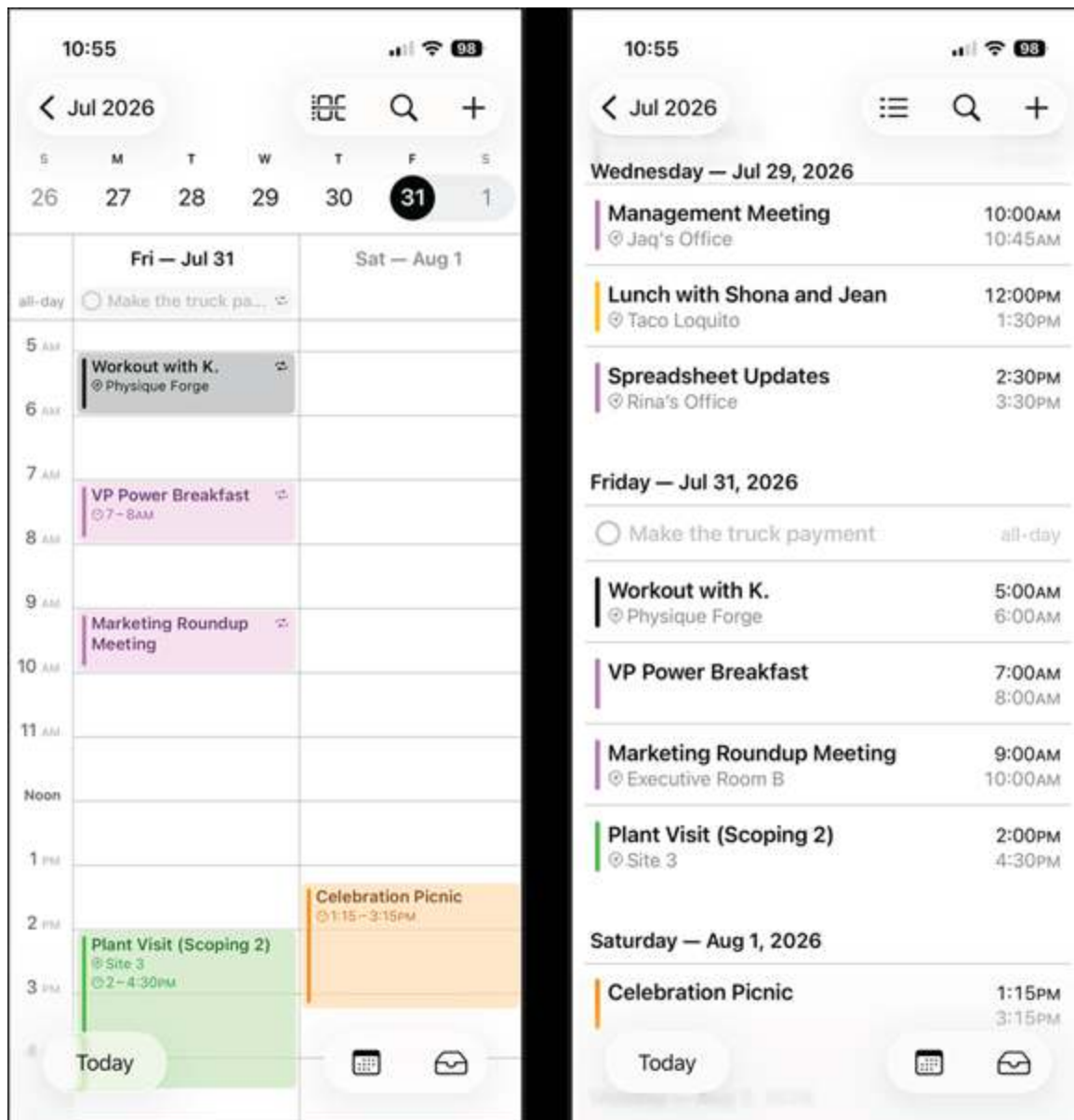


FIGURE 11-2: Multi-day view (left) shows two days side by side. List view (right) lets you browse or search your upcoming events.

Adding Calendar events

The Calendar app syncs your events from iCloud and from other calendar accounts you add to your iPhone. But you can also create events directly on your iPhone.



TIP

Usually, the quickest and easiest way to create a straightforward event is by using Siri. Just say something like “Add a meeting from 10AM to 1PM tomorrow to my Work calendar.” If any essential information is missing, Siri prompts you for it. In this case, there’s no event name, so Siri asked “What do you want to call it?”

You can also add events manually like this:

- 1. Tap the add icon (+) in the upper-right corner of the screen.**

The New overlay appears (see [Figure 11-3](#)). Make sure the Event tab at the top is selected (if not, tap it) because you can also start creating a reminder from here (tap the Reminder tab).

- 2. Tap the Title field and type the event’s name.**

As you type, the app may suggest automatic completions from previous events.

- 3. Tap the Location or Video Call field and type the location or the video call type (such as FaceTime).**

The Location overlay appears. Tap Current Location to use your current location. Otherwise, type the location or tap an entry in the Video Call list or the Recents list.

- 4. Do one of the following:**

- *If the event will last all day:* Set the All-Day switch on (green).
- *If the event will not last all day:* Tap the Starts button to display date and time controls, and then set the start date and time. Next, tap the Ends button to display date and time controls, and then set the end date and time.

12:14

New

Event Reminder

Title

Location or Video Call

All-day

Starts Aug 4, 2026 11:00 AM

Ends Aug 4, 2026 12:00 PM

Travel Time None

Repeat Never

Calendar Work

Invitees None

Alert None

FIGURE 11-3: The New overlay for adding an event to your calendar.

5. **Optionally, tap Travel Time and specify the travel time, from 5 minutes to 2 hours.**

6. **If this event will repeat, tap Repeat, and then tap the interval on the pop-up menu: Every Day, Every Week, Every 2 Weeks, Every Month, Every Year, or Custom.**

If you tap Custom, the Custom overlay appears. Here, you can set up a repetition such as Monthly, On the Second Tuesday. When you're done, tap the back icon (<). To end the repetition on a specific date, tap End Repeat, tap On Date, and set the date.

7. **Tap Calendar and then tap the calendar to which to assign the event.**
8. **To invite people to the event, tap Invitees, and then select the invitees on the Add Invitees overlay.**
9. **To set an alert for the event, tap Alert and choose At Time of Event or a time before, such as 5 Minutes Before or 1 Day Before.**

At that time, your iPhone displays a notification. So does your Apple Watch, if you have one. On the iPhone, you can press the notification and then tap Snooze to get 9 minutes' grace.



TIP

After you set an alert, the Second Alert button appears, and you can set another alert. Two alerts is the limit in iOS (the macOS Calendar app lets you set more alerts).

10. **To attach a file, tap Add Attachment and select the file in the file browser.**
Some calendar types don't support attachments.
11. **To add a web address, tap URL and type or paste the URL. Double-tap URL and then tap Scan URL to enter a URL via the Live Text feature.**
12. **To add a note, tap Notes and type or dictate the note.**
13. **When you've entered all the event's details, tap the done icon (check mark).**

After creating an event, you can edit it or delete it. Tap the event to display the Event Details screen, and then tap Edit to open it for editing or tap Delete Event to delete it.

Choosing Calendar settings

To make Calendar work your way, tap Settings ⇒ Apps ⇒ Calendar and configure its settings. The following seven settings are typically the most useful, but you should also explore the others:

- » **Default Calendar:** Tap this button, and then tap the calendar to use for appointments created from other apps, such as from Mail.
- » **Time Zone Override:** To make events appear in a specific time zone rather than in your current time zone, tap this button, set the Time Zone Override switch on (green), tap the Time Zone button, and then specify the time zone by typing its name.
- » **Sync:** To specify which events to sync to your iPhone, tap this button, and then tap Events 2 Weeks Back, Events 1 Month Back, Events 3 Months Back, Events 6 Months Back, or All Events.
- » **Default Alert Times:** Tap this button to display the Default Alert Times screen; tap Birthdays, Events, or All-Day Events; and then tap the timing. For events, you might set 15 Minutes Before; for a birthday, you might set 1 Week Before.
- » **Start Week On:** Tap this button, and then tap System Setting or a specific day, such as Monday.
- » **Week View Starts on Today:** Set this switch on (green) to have week view display today and the following days.
- » **Delegate Calendars:** If this button appears, tap it to specify the people you want to allow to manipulate your calendar. Be clear that these people can make changes to your calendar, such as adding and deleting events. If you just want other people to be able to see your events, share your calendar rather than delegating it.

Choosing which calendars to display

 By default, Calendars displays the events in each calendar you've added. To specify the selection of calendars, tap the calendars icon (shown in the margin) at the bottom of the screen, and then tap to place check marks in the circles next to the calendars you want to show or to remove the check marks from the calendars you want to hide.

The Birthdays calendar shows the birthdays of your contacts in the Contacts app whose entries include a birthday. The Siri Suggestions calendar shows events Siri found in apps, such as Mail and Messages. The Show Declined Events switch lets you control whether events you've declined appear in your calendar so you can see what pleasures or nightmares you're missing. The Show Completed Reminders switch lets you decide whether to keep displaying reminders once you've marked them as completed.

On the Calendars overlay, tap the *i*-in-a circle to the right of a calendar's name to display the Edit Calendar overlay for that calendar. Here, you can change the name, share the calendar with others by tapping Add Person, change the color by tapping the Color button, enable or disable event alerts, and make a calendar public. You can also tap Delete Calendar to delete the calendar. Tap the done icon (check mark) when you finish.

Responding to event and calendar invitations

 Tap the inbox icon (shown in the margin) in the lower-right corner of all views except week view to display your Calendar inbox, which collects calendar-related invitations sent to you. Tap the New tab at the top to view your new invitations, where you can tap Accept, Maybe, or Decline to deal with each event invitation; or tap the Replied tab to view invitations to which you've already replied. On either tab, tap an invitation to display its full details.

When someone shares a calendar with you, the Calendar inbox displays a Join invitation. Tap Join Calendar or Decline, as appropriate.

Subscribing to calendars

As well as maintaining your own calendars, you can subscribe to other people's calendars so you can view their events. You can't make changes to subscribed calendars.

To subscribe to a calendar, tap Settings ⇒ Apps ⇒ Calendar ⇒ Calendar Accounts ⇒ Add Account ⇒ Add Other Account ⇒ CalDAV Account. (CalDAV — Calendar Distributed Authoring and Versioning — is a protocol used for syncing and sharing calendar data.) On the CalDAV overlay, type or paste the subscription calendar's address plus any other details needed, and then follow the prompts to finish adding the calendar.

Sharing a family calendar

Apple's Family Sharing feature enables you, the family organizer, to share a calendar with up to five other family members. Each member signs in to their iCloud account, and the Family calendar appears in the Calendar app on their Macs, iPhones, and iPads. See [Chapter 5](#) for more information on Family Sharing.

Staying Organized with Reminders

When you need to organize your tasks, turn to the Reminders app. Reminders takes advantage of iCloud to sync your tasks across the iPhone, iPad, Apple Watch, and Mac, enabling you to manage your to-do list from any of your devices. As well as time-based reminders, the app lets you create location-based reminders, so you can set a reminder to trigger when you arrive at (say) the office or when you leave it.

Tap Reminders on the Home screen to launch the Reminders app. [Figure 11-4](#) shows the initial screen: a search icon (magnifying glass) and other controls at the top; a group of categories, such as Today, Scheduled, All, Flagged, and Completed; a section of reminders lists for each account for which you've enabled reminders, such as iCloud and Outlook in the figure; and at the bottom the new reminder icon (+).

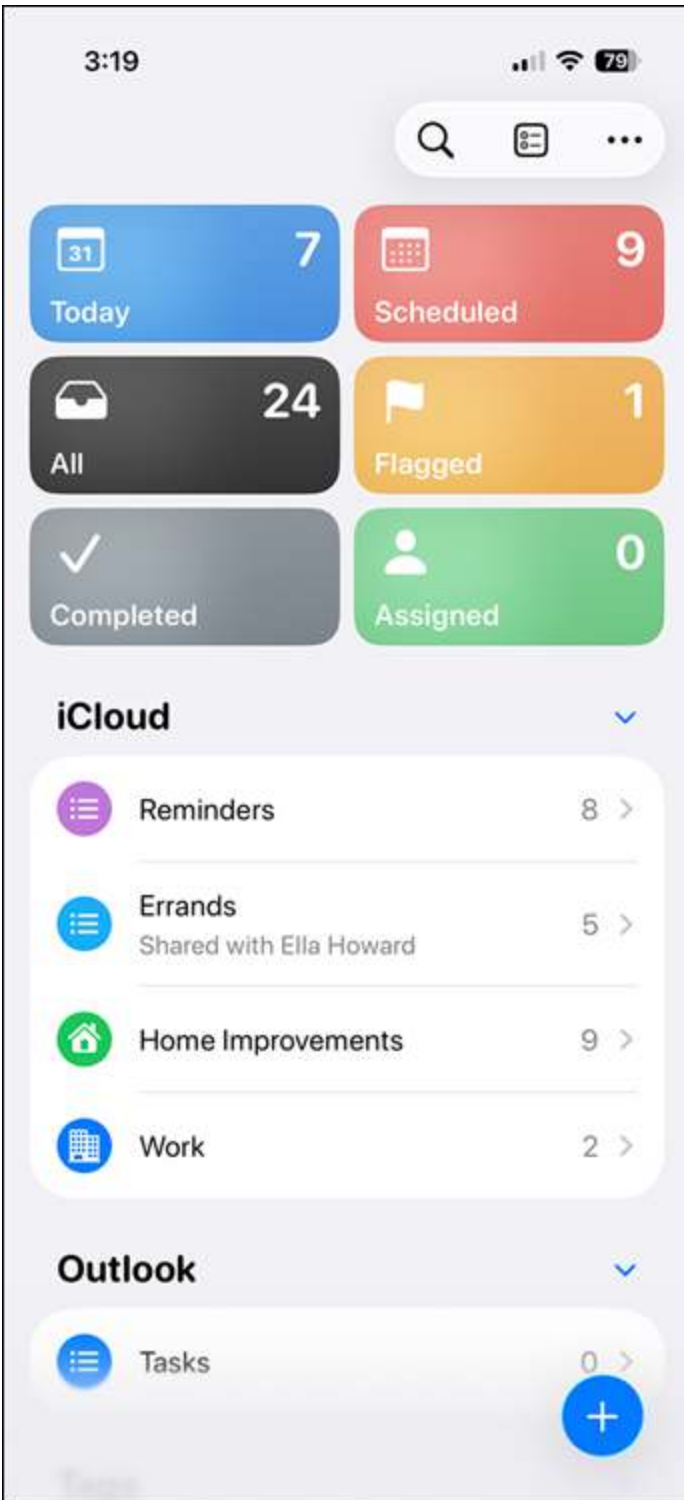


FIGURE 11-4: The initial Reminders screen.

Creating a reminders list

Reminders starts you off with a single reminders list called simply Reminders. Putting all your reminders into a single list works well only if you have very few reminders. Most likely, you'll want to create other lists.

 To create a list, tap the add list icon (shown in the margin) in the upper-right corner of the initial screen. If your iPhone has multiple calendar accounts configured, a pop-up menu displays the accounts; tap the account in which you want to create the list. On the New List overlay, type the list name; tap List Type, and then tap Standard, Groceries, or Smart List. Next, tap the color for the list; tap the icon for the list (tap the upper-left icon to select an emoji instead of an icon); and then tap the done icon (check mark). The new list appears on the initial screen, and then opens for editing so that you can add reminders immediately.

Creating reminders

Here's the easiest way to create a new reminder:

1. **On the initial screen (refer to [Figure 11-4](#)), tap the list to which you will add the reminder.**

The list opens, as shown in [Figure 11-5](#).

2. **Tap the new reminder icon (+) in the lower-right corner.**

Reminders starts a new reminder on the next line after the last reminder.

3. **Type the text of the reminder, and then tap the *i*-in-a-circle icon to its right to display the Details overlay.**

4. **Optionally, tap Notes and add a note, or tap URL and add a URL. Or add both if you like.**

5. **To set a date for the reminder, set the Date switch on (green), and then tap the date.**

You can then set a time by setting the Time switch on (green) and using the spin wheels to specify the hour, minutes, and AM or PM.

You can also tap Early Reminder and then set the early reminder's lead time, such as 15 Minutes Before.

To create a repeating reminder, tap the Repeat button, and then specify the schedule.

- 6. To add a tag to the reminder, tap Tags, type the tag on the Tags overlay, and then tap the done icon (check mark).**

Reminders adds the tag, prefacing it with a #, such as #industry.

Once you've created a tag, Reminders suggests reusing it on other new items that seem appropriate.

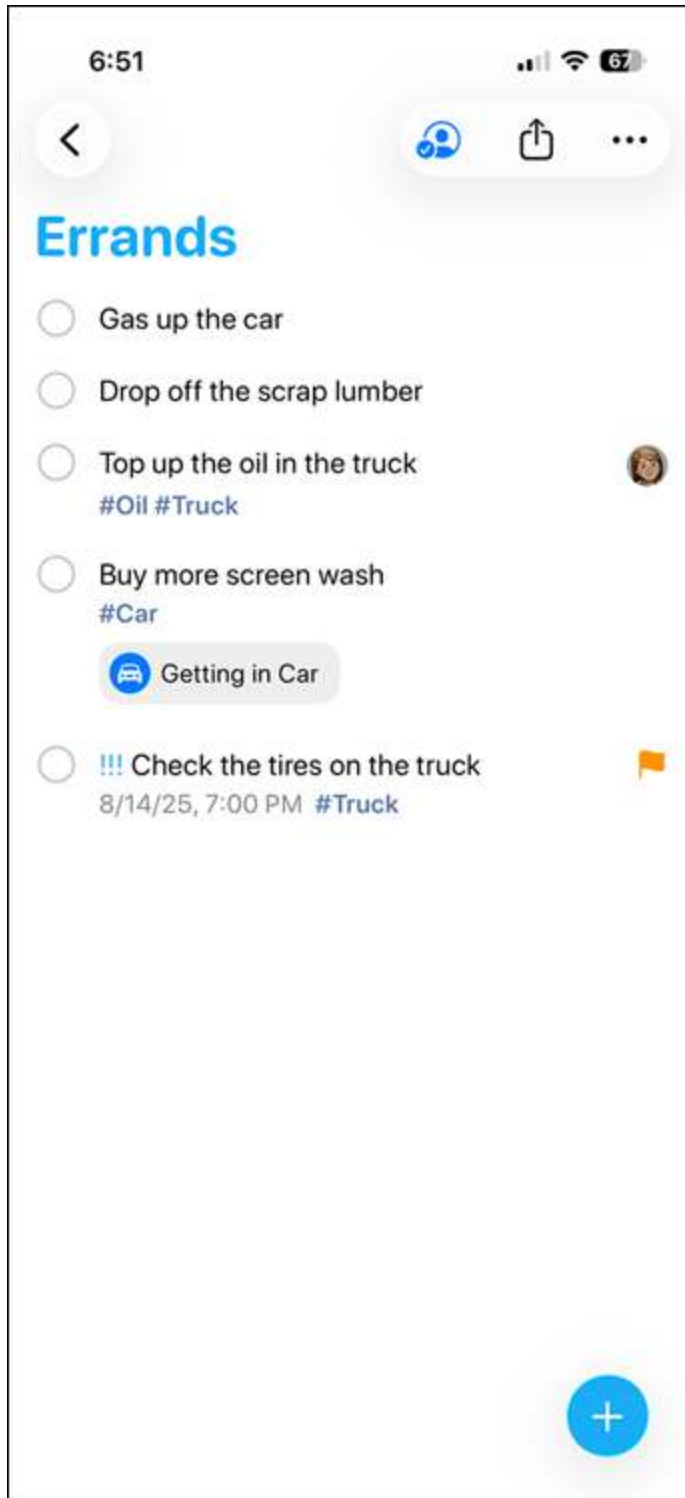


FIGURE 11-5: Tap the new reminder icon (+) to start creating a new reminder in the open list.

7. To set a location for the reminder, set the **Location** switch on (green), and make further selections as explained next.

Five location buttons appear: Current, Home, Getting In, Getting Out, and Custom. To use the current location, tap Current. To set the reminder to trigger when you get into your car (or other vehicle), tap Getting In, then tap the *i*-in-a-circle on the Getting In button, and specify the location on the Location overlay. The Getting Out button works in a similar way to the Getting In button. To specify a different location without involving a car, tap Custom, and then specify the location on the Location overlay.



TIP

The Getting In and Getting Out events use Bluetooth. The Getting In event occurs when your iPhone connects to a car with which it is paired. The Getting Out event occurs when your iPhone disconnects from a paired car.

8. **To make the reminder trigger when you're messaging a particular person, set the When Messaging switch on (green), tap Contact, and select the person from your contacts list.**
9. **To flag the reminder as important, set the Flag switch on (green).**
10. **To set the reminder's priority, tap Priority, and then tap Low, Medium, or High.**
11. **To move the reminder to a different list, tap List, and then tap the list.**
12. **To add subtasks, tap Subtasks and work on the Subtasks overlay.**
13. **To add an image, tap Add Image; tap Take Photo, Scan Document, or Photo Library; and then follow the prompts.**
14. **Tap the done icon (check mark) to add the reminder to the list.**



TIP

You can also create a reminder by tapping the new reminder icon (+, yet again) in the lower-right corner of the initial screen. This method uses a slightly different interface but offers the same capabilities. And as you saw earlier in the chapter, you can create a reminder directly from the Calendar app by tapping the Reminder tab in the New overlay. Alternatively, tell Siri to create a reminder for you by saying something like “Hey Siri, remind me to put my iPad in the car at seven o’clock tomorrow morning.”

Working with your reminders

To view your reminders, display the appropriate category or list. For example, tap the Today category to view all reminders scheduled for today, or tap the Reminders list to see all the reminders it contains.

To edit a reminder, tap it, tap the *i*-in-a-circle button, work on the Details overlay, and then tap the done icon (check mark).

To mark a reminder as done, tap its circle. The circle appears filled in for a moment, and then the reminder disappears.



TIP

Reminders hides your completed reminders by default to reduce clutter. To see all your completed reminders, tap the Completed category on the initial Reminders screen. To see the completed reminders for a list, display the list, tap the ellipsis-in-a-circle button in the upper-right corner, and then tap Show Completed. (To hide the completed reminders, tap the ellipsis-in-a-circle again, and then tap Hide Completed.)

To delete a reminder, swipe left on it, and then tap the Delete button that appears. Alternatively, swipe the reminder all the way to the left until the Delete button consumes it.

To delete an entire list, swipe left on the list in the My Lists list, and then tap the trashcan icon. If you’re feeling expansive, swipe all the way left

on the list to delete it.



FIGURE 11-6: Clocking in around the world.

Making the Most of Clock

The iPhone's Clock app is straightforward but can be extremely useful, providing world clock, alarm, stopwatch, and timer features. The timer even enables you to stop media playing after a specified period.

World clock

Tap the Clock icon on the Home screen to launch the Clock app, and then tap the World Clock tab at the bottom of the screen. The World Clock screen appears, showing the list of cities you've added (see [Figure 11-6](#)).

To add another city, tap the add icon (+) in the upper-right corner of the screen. On the Choose a City overlay, either browse to the city you want or tap in the Search box and start typing its name. Tap the city to add it to the end of your list.

To remove a city, swipe its button all the way left off the list. To reorder the list of cities, tap Edit, drag the city buttons into your preferred order using the handles on their right sides, and then tap the done icon (check mark).

Alarm clock

To set an alarm (or as many alarms as you want), tap the Alarms tab at the bottom of the Clock screen, tap the add icon (yep, + again) and then use the controls on the Add Alarm overlay to specify the time and choose options:

- » **Repeat:** Tap this button to choose which days the alarm should repeat.
- » **Label:** Tap this button and type a name to identify the alarm, such as Weekday Waker.
- » **Sound:** Tap this button to set the sound and vibration pattern for the alarm.
- » **Snooze:** Set this switch on (green) to include a Snooze button that gives you some peace before resuming hostilities. The default setting

is 9 minutes, which (warning: tech trivia) was the maximum length of time achievable on mechanical alarm clocks without adding an extra cog wheel.



» **NEW** **Snooze Duration:** Tap this button to display a spin control that lets you change the snooze duration, from 1 Min (honestly, what's the point?) to 15 Min (worthwhile).

When you've made your choices, tap the done icon (check mark) to save the alarm. On the Alarms screen, enable or disable the alarms, as needed, by setting their switches on (green) or off (white). When one or more alarms are set, a clock icon appears in the status bar of Touch ID iPhone models and in Control Center for all iPhone models.



TIP Use Siri to set an alarm quickly — for example, “Hey Siri, set an alarm called Workout Purgatory for 4:30AM.” Or to turn off an alarm — for example, “Hey Siri, turn off my Workout Purgatory alarm.” Or to display the alarms in your future, such as “Hey Siri, show me my alarms.”



WARNING Alarms sound even when your iPhone is set to silent mode and when you have a focus enabled. You can control the alarm volume by choosing Settings ⇒ Sounds & Haptics and adjusting the volume slider in the Ringtone and Alerts box.

Stopwatch

To use the Stopwatch feature, tap Stopwatch at the bottom of the Clock screen. Swipe left at the top of the screen to switch from the digital stopwatch to the analog stopwatch; swipe right to switch back.

Tap Start to begin timing; tap Lap to record the times of individual laps, if needed; and then tap Stop to finish. Tap Reset when you're ready to reset the stopwatch.

Timers

When you need a countdown timer, tap Timers at the bottom of the Clock screen. Spin the hour, minute, and second dials to set the time. Tap Label and type a descriptive label, such as Bread Timer, to distinguish this timer from others. Tap When Timer Ends, select the sound to play, and then tap Set. You can then tap Start to start the timer running. It appears on the Timers screen showing the countdown and a pause button. You can then tap the add icon (good old + once more) in the upper-right corner of the screen to start creating another timer. Or if the Recents section of the Timers screen shows a timer you want to reuse, tap its play button.

When the timer sounds, tap the notification to silence it.



TIP

You can set a sleep timer in the iPhone to shut down music or a video after a period you specify. Set the amount of time you want the iPhone to play, tap When Timer Ends, and then tap Stop Playing. The iPhone will be silenced when the time runs out. Be warned that some apps interpret this Stop Playing command as a play/pause toggle, which means that if you've already paused playback before the timer triggers, the command starts the audio playing again.

Siri can also set a timer on your behalf, which can be faster and easier than setting up a timer manually, especially when you want to assign a label to the timer. Or you can manually set a timer from Control Center.

Chapter 12

Using Maps, Stocks, Voice Memos, and Health

IN THIS CHAPTER

- » Finding your way with Maps
 - » Tracking your stocks
 - » Working with Voice Memos
 - » Getting started with the Health app
-

In this chapter, you get the measure of four powerful apps you may well want to use every day on your iPhone. You start with the Maps app, which can help you find where you are, guide you to your destination, and find sustenance or entertainment along the way. Next, you load up the Stocks app with the financial instruments whose performance you want to track wherever you go. You then fire up the Voice Memos app, which you can use for recording everything from a quick voice note to your next audio composition. Finally, you meet the Health app, work your way through the Health Checklist, set up your medical ID ready for emergencies, and explore the types of health data the app enables you to track and share.

Finding Yourself and Your Destination

The Maps app lets you quickly and easily do the following:

- » Discover exactly where you are.
- » Find nearby restaurants and businesses.

- » Get turn-by-turn directions for driving, cycling, or walking from one address to another.
- » See real-time traffic information for most urban locations.



TIP

The leading competitor for Apple Maps is Google Maps, which you can download for free from the App Store. In some areas, Apple Maps leads Google Maps; in others, Google Maps leads Apple Maps. To get the best mapping experience available, use both apps, especially when you're planning any high-stakes journey. The Waze app also is well worth a look.

Finding your current location with Maps



To determine your current location, tap the tracking icon, the blue arrowhead outline near the lower-right corner of the Maps screen (and shown in the margin).

You can also long-press the Maps icon on the Home screen and choose a quick action to open Maps. Your choices are Search Nearby, Send My Location, and Mark My Location.

Maps uses your iPhone's Location Services to determine your location. When Location Services is actively finding your location for Maps or any other app or feature, a Location Services indicator (a solid black arrowhead) appears in the status bar, as shown in [Figure 12-1](#).



REMEMBER

If you tap or drag the map, your GPS continues to update your location but won't recenter the marker, which means that the current location indicator can move off the screen. Tap the tracking icon (the arrowhead near the lower-right corner) to move the map so that the current location marker appears in its center again.

When you tap the tracking icon, it turns solid blue (refer to [Figure 12-1](#)), which indicates that your current location is in the middle of the map. If

you tap, drag, rotate, or zoom the map, moving the current location indicator from the center of the screen, the tracking icon changes back to a blue outline. So, if the icon is solid blue, your current location is currently in the middle of the screen; if the icon is white with a blue outline, your current location is elsewhere.

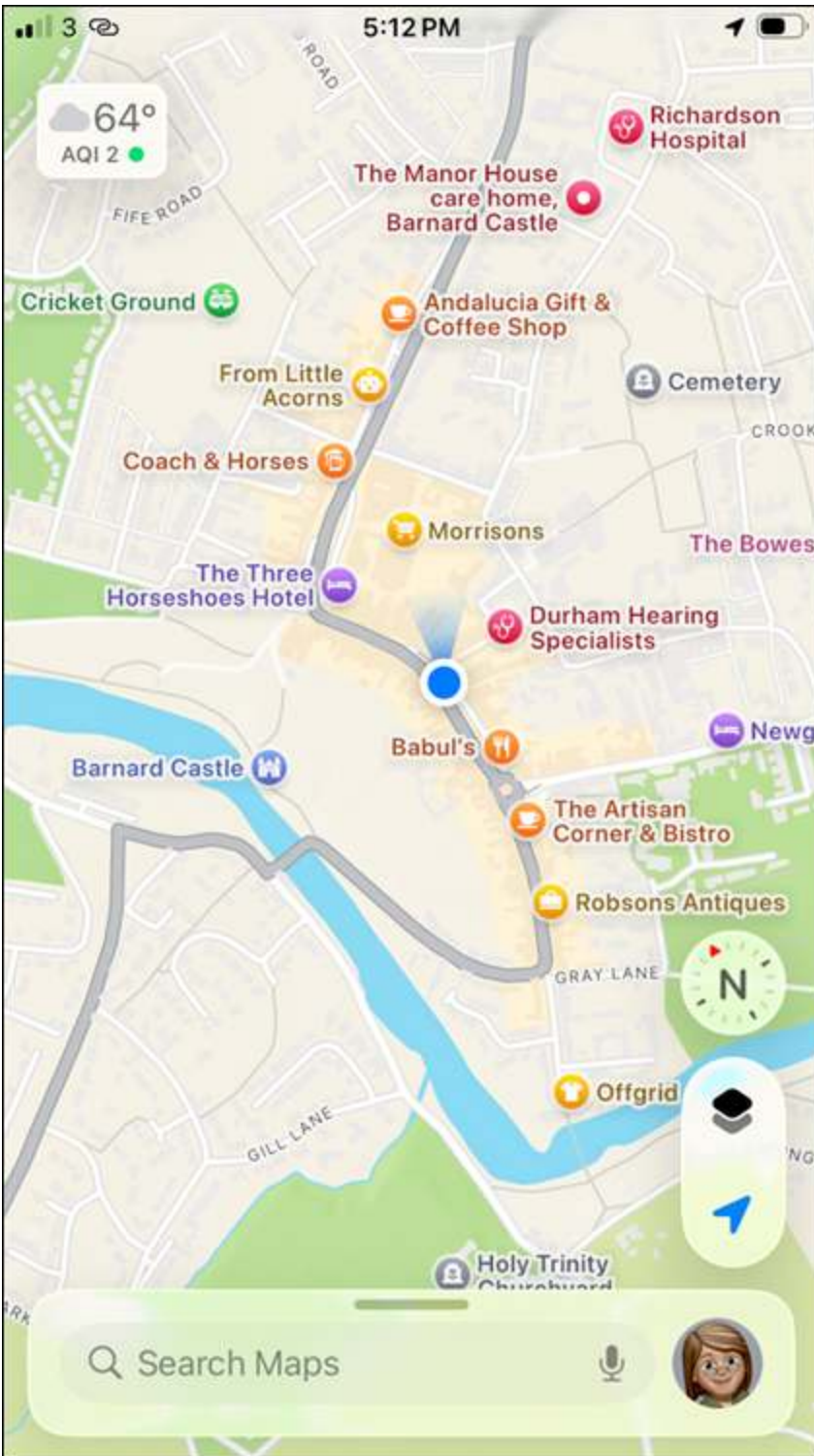


FIGURE 12-1: The blue marker shows your location; the solid gray arrowhead in the top-left corner shows that Location Services is active.



REMEMBER In Satellite view, the tracking icon appears in white against a dark background. When your current location is in the middle of the screen, the arrowhead is solid white.

Finding a person, place, or thing

To find a person, place, or thing with Maps, tap the search field at the bottom of the screen, and then type what you're looking for. You can search for addresses, zip codes, intersections, towns, landmarks, and businesses by category and by name, or combinations, such as *New York, NY 10022*; *pizza 60611*; or *Auditorium Shores Austin TX*.



TIP If the letters you type match contacts who have street addresses, those contacts appear in a list below the search field. Tap a name to see a map of that contact's location.

When you finish typing, tap Search. After a few seconds, a map appears. If you searched for a single location, it's marked with a single dot, as for the city of Arcata in [Figure 12-2](#). If you searched for a category (*Cambodian cuisine Oakland CA*, for example), you see multiple bubbles, one for each matching location (Cambodian restaurants in and around Oakland). If a bubble on the map has a number rather than a name, you'll see that number of places when you zoom in.

Below the place name, you can tap the Download button to download an offline map of the place; more on offline maps later in this chapter. The other icons on the place's info sheet — share, add, favorite, like, more, and directions — give you quick access to key commands.

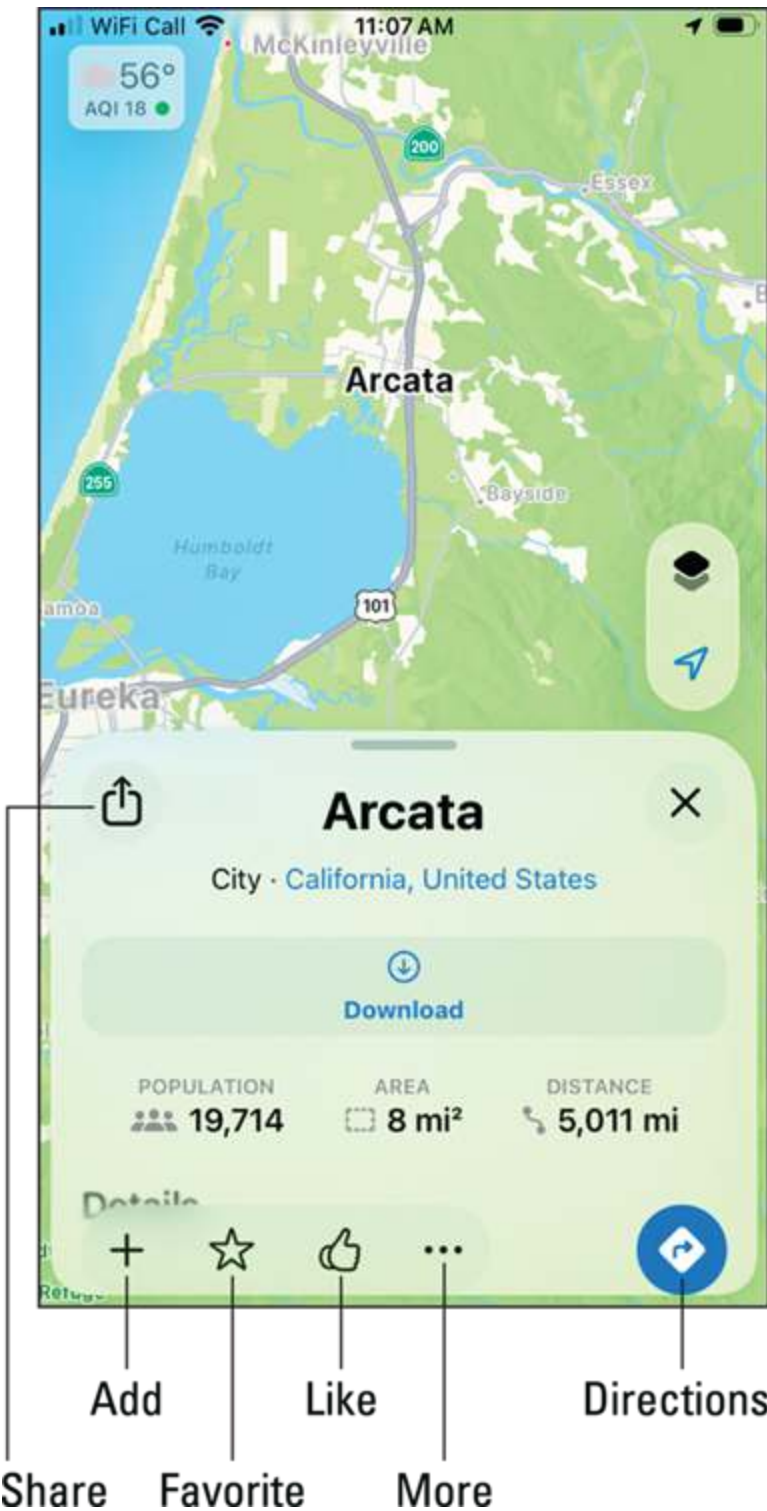


FIGURE 12-2: Maps displays a map showing the search result.

Whenever you start a search in Maps, a bunch of “find nearby” icons pop up below the search field, including Restaurants, Fast Food, Food

Delivery, Groceries, Gas Stations, and Shopping Centers. Tap an icon to see nearby establishments in that category.

Using views, zooms, and pans

Maps offers four views: explore view, driving view, transit view, and satellite view. [Figure 12-2](#) shows explore view, while [Figure 12-3](#) shows the satellite view of the same area. Select a view by tapping the view icon above the current location icon to display the Map Modes dialog (also shown in [Figure 12-3](#)), tapping the map view you want, and then tapping X (close) in the upper-right corner of the dialog.

Transit view is just explore view with added information about bus and train routes and stations. At present, it's available in larger cities, with additional cities added regularly. Driving view looks like explore view but includes traffic information.



TIP

Satellite view can display labels (for place names) and traffic information if you want. In the Map Modes dialog, set the Traffic switch and the Labels switch on (green) or off (white), as needed.

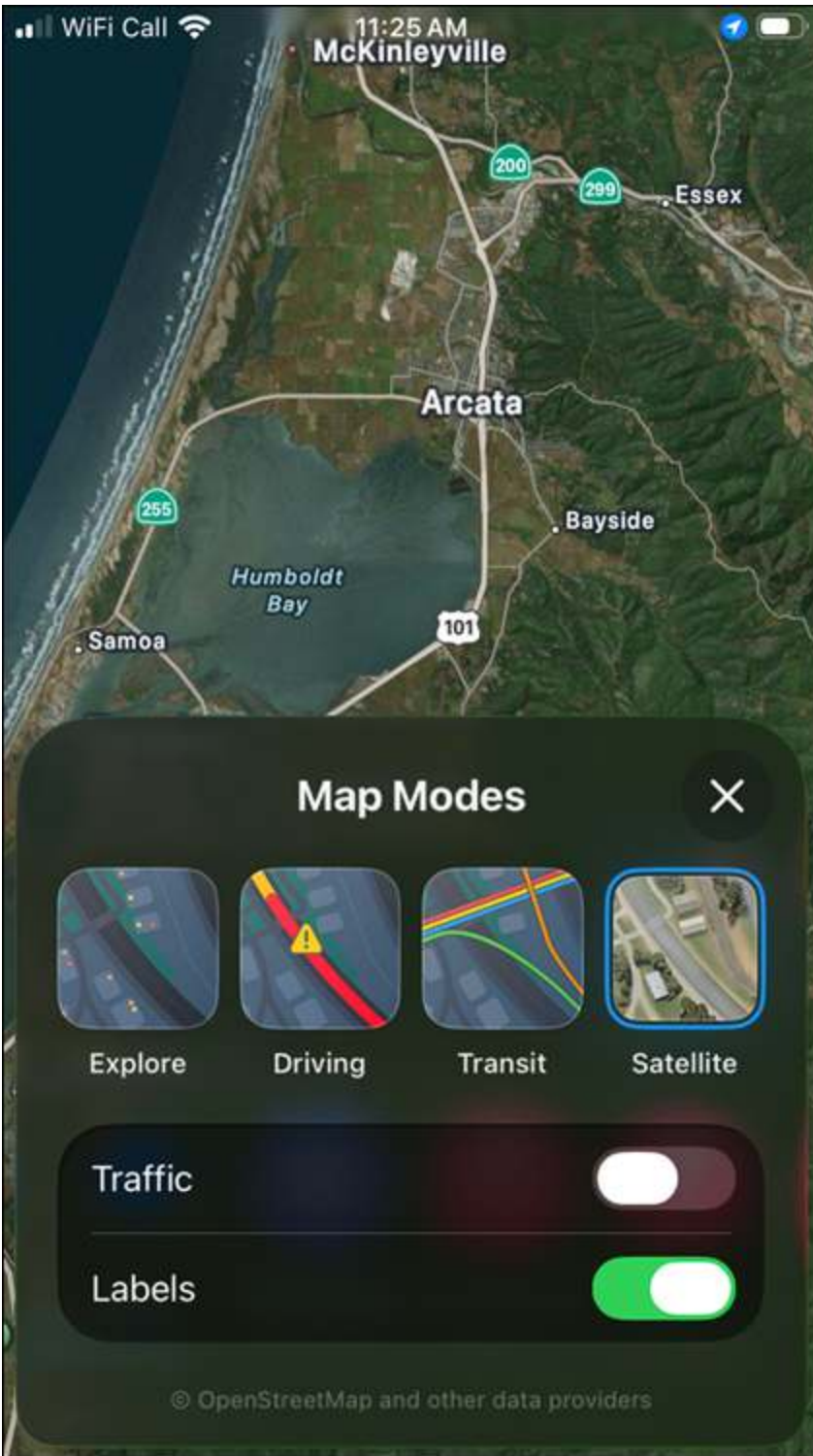


FIGURE 12-3: Satellite view of the map shown in [Figure 12-2](#) with the Map Modes dialog displayed.

In all views, you can zoom in or out to see either more or less of the map, or scroll (pan) to see what's above, below, or to the left or right of

what's on the screen:

- » **Zoom out:** Pinch the map or double-tap using two fingers. To zoom out even more, pinch or double-tap using two fingers again.
- » **Zoom in:** Unpinch the map or double-tap (the usual way — with just one finger) the spot you want to zoom in on. Unpinch or double-tap with one finger again to zoom in even more.

An *unpinch*, sometimes called a *spread*, is the opposite of a pinch. Start with your thumb and a finger together and then spread them apart.

- » **Rotate:** Place two fingers on the screen and then rotate them. The compass in the upper-right corner of the screen rotates in real time as you move your fingers. Tap the compass to snap the map back to north being straight up the screen.
- » **Scroll:** Flick or drag up, down, left, or right with one finger.

Timesaving map tools: Contacts, Recents, Guides, and Places

The Maps app offers four tools that can save you from having to type the same locations over and over: Contacts, Recents, Guides, and Places.

Contacts

 To see a map of the street address for a contact you've added, type the first few letters of the contact's name in the search field at the bottom of the screen. Now tap the contact's name in the list, and a bubble drops over the person's house (on the map, of course) and the Contacts button and the directions icon (shown in the margin) appear. Tap Contacts to display the person's contact card in an overlay; tap the directions icon to display step-by-step directions.



REMEMBER If you have multiple addresses for a contact, you'll see multiple entries — one for each address — in the overlay. Tap the address you want.

After you find a location by typing an address in Maps, you can add that location to one of your contacts or create a contact with a location you've found. Tap the share icon on the location's info sheet to display the share sheet, and then tap Create New Contact or Add to Existing Contact.



TIP In either the Contacts app or on the Contacts screen in the Phone app, tap an address or the map icon to its right to jump straight to that address in the Maps app.

When you're finished, tap the little x-in-a-circle in the top-right corner of the overlay to return to the map.

Recents

The Maps app automatically remembers every location you've searched for in its Recents list (unless you've cleared it, as described next). To see this list, swipe upward on the gray bar above the search field, and then scroll down until you see Recents.

To see more than the last three searches, tap the Recents heading. The Recents overlay appears, showing several time-based categories such as Today, This Week, This Month, and Older. Each category has its own Clear button. To clear an item from the Recents list, either swipe the item partway from right to left and then tap its Delete button, or swipe all the way from right to left, making the Delete button grow and engulf the item. To clear an entire category, tap Clear to the right of the category heading.

When you're finished, tap the close icon (X) to close the Recents overlay, and then swipe downward on the gray bar above the search field

to minimize the overlay and return to the map.

Guides

Guides are collections of places you can create and share with others. There are also guides created by “brands you trust” (at least according to Apple). To see the curated guides (currently available only in select cities), tap the search field, scroll down, and then tap either the Guides We Love heading or the City Guides heading.

Guides update automatically, so if you create one and share it with others, their guide will update when you add or delete locations from it.

To create a guide, tap your profile icon (your avatar) to the right of the Search field. On your profile screen, tap Places to display the Places overlay. Next, tap Guides to display the Guides overlay, and then tap the add icon (boxed +) to show the New Guide overlay.

Type a name for the guide, select an opening photo by tapping the camera icon, and then tap the done icon (check mark). The guide then appears on the Guides overlay, where you can tap it to do the following:

- » **Add a new place.** Tap the add icon (+) to open an overlay where you can search for a place or choose one from your Recents list by tapping its add icon (+).
- » **Edit the guide.** Tap the edit icon (pencil) at the bottom of the overlay. You can then change the name of the guide, add or change its photo, or delete it. Tap the little *x*-in-a-circle when you finish.
- » **Share.** Tap the share icon, and then tap the Share Guide button to display a share sheet that provides standard share options — such as Mail, Messages, AirDrop, Notes, Reminders, and Journal — plus other available means of sharing, such as Facebook or X (formerly Twitter).
- »  **Change the sort order of the list.** Tap the sort by icon (shown in the margin), and then tap Name, Distance, or Date Added.

When you're finished with your guide, tap the little *x*-in-a-circle to close it.

Places

Maps provides the Places feature for storing places you want to be able to access easily. Once you've displayed a place, you can add it to Places by tapping the add icon (+) at the bottom of the search overlay. If Maps displays the Name This Location dialog, type the name you want to use for the location, and then tap Save. The selected icon (check mark) replaces the add icon to indicate that this place is in Places; you can tap the selected icon to remove the place from Places.

You can also add a location to Places by tapping the more icon and then tapping Add to Places on the pop-up menu.



TIP

To mark a location, you drop a *pin* (a temporary marker) on it. To drop a pin, press with one finger until a bubble with a pin appears. To reposition a pin, press the bubble and drag it on the map. When you lift your finger, you'll see an info bubble with the location of the pin on an overlay near the bottom of the screen (if Maps can figure it out). Tap the add icon (+) if you want to add the location to Places.

To go to a place you've added to Places, first swipe up on the gray bar above the search field. Tap the Places button to display the Places overlay, and then tap the place you want to show.



TIP

Add your home address and work address to Places so that you can use these addresses easily. The Places section of the search overlay includes a Home button and a Work button; tap the Add button that appears below the Home label or the Work label, and Maps walks you through adding the place.



TIP

Other good additions to Places are the zip codes for your home, work, and other locations you frequently visit. Then when you want to find businesses near any of those locations, you can choose the zip code place and add what you're looking for, such as *78729 pizza*, *60611 gas station*, or *90201 Starbucks*.

To share a place from Places, tap its ellipsis (...) button on the Places overlay and tap Share. The share sheet appears, and you can specify the means of sharing as usual. Similarly, to delete a place from Places, tap the ellipsis (...) button, and then tap Delete from Places.

When you finish using Places, tap the little x-in-a-circle in the top-right corner of the overlay to return to the map.

Smart map tricks

The Maps app includes route maps and driving directions; real-time traffic info; directions for walking, bicycling, and public transit; topographic maps; and even 3D views.

Getting route maps and driving directions

You can get route maps and driving directions to any location from any other location in a couple of ways.

 Here's the first method: If a marker is already on the screen, tap the bubble with the location's name, and then tap the directions icon (shown in the margin) in the overlay to get directions to or from that location.

The second method applies to search results and items from lists:

- 1. In the search results or your Recents list or Places list, tap the destination.**
- 2. Tap the blue directions icon.**

An overlay displays the details of your trip shown as a list of stops, the estimated trip duration, and a big Steps button (see [Figure 12-4](#), left) that you can tap to display the route as a series of steps. If you're

starting from My Location, a green GO button appears in place of the Steps button.

3. **If you need directions from someplace other than your current location or you want to change your destination, tap My Location or the destination stop, and then type or select a new location on the Change Stop screen.**
4. **If you want to add a stop, tap Add Stop, and then specify the stop on the Add Stop screen.**

[Figure 12-4](#), right, shows a journey with two stops between the start point and the destination.

5. **To change the order of your stops, tap the handle on the right side of a stop and drag up or down.**

For example, if you want to reverse the journey, drag the first stop to last place and the last stop to first place.



TIP

To remove a stop, swipe left on its button, and then tap the Delete button that appears.

6. **If Maps suggests several possible routes, select one by tapping its line or the time bubble attached to the line.**
7. **Tap the Steps button near the bottom of the screen to receive turn-by-turn driving directions.**
8. **To see the next step in the directions, swipe the instructions near the top of the screen from right to left; to see the preceding step, swipe from left to right.**
9. **When you're finished with the step-by-step directions, tap the big red End button near the bottom of the screen to return to the regular map screen.**

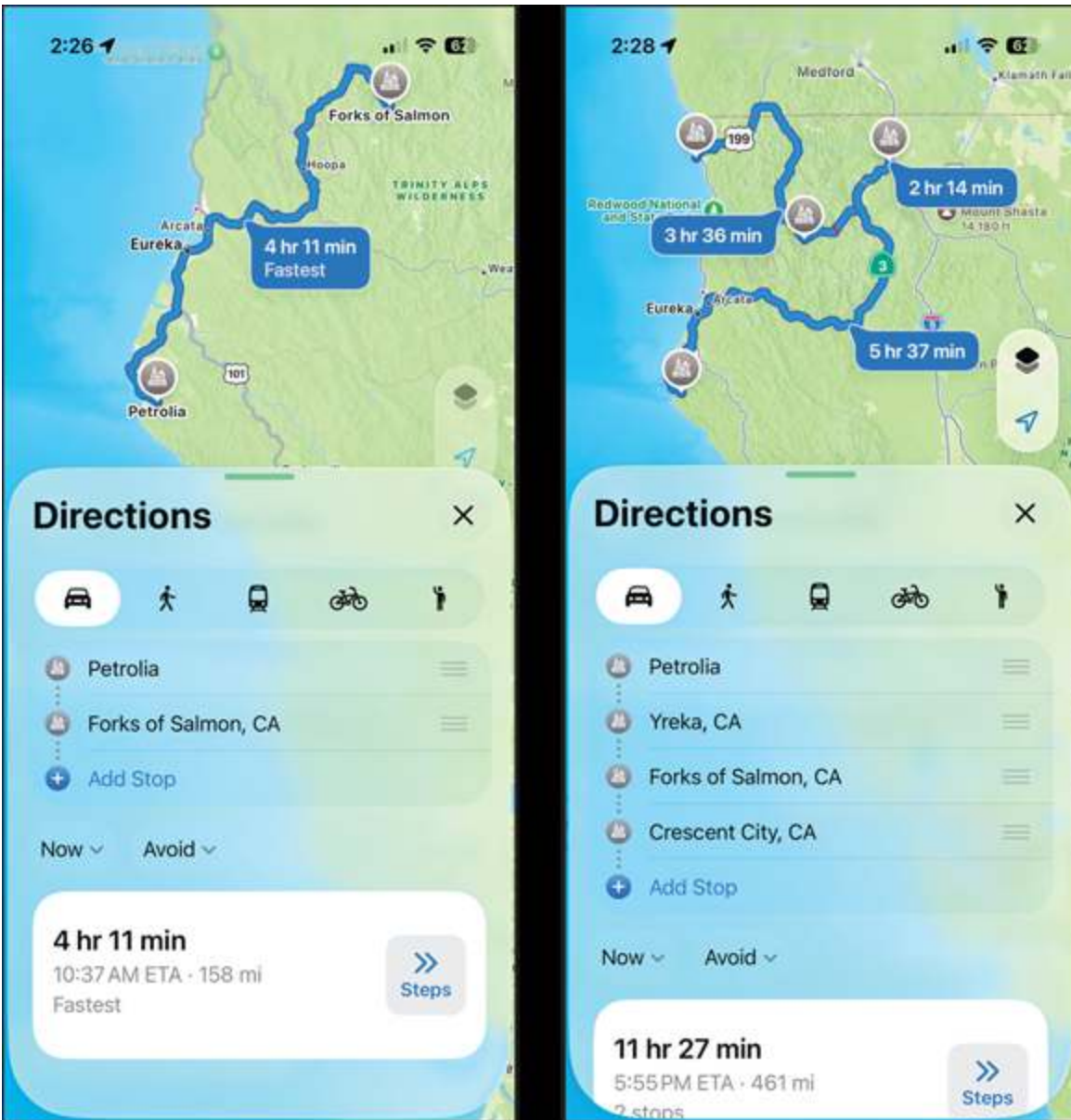


FIGURE 12-4: Maps shows the route to your destination (left). Tap the Add Stop button to add one or more stops along the way (right).

Visual step-by-step directions work well, but you'll also hear audible turn-by-turn directions similar to what you'd get from a dedicated GPS device — “turn right in 900 feet on Main Street,” and so on. And while you're using step-by-step directions, traffic information is automatically displayed on the map, as described in the next section.

Maps also gives you lane guidance where appropriate, displaying arrows to guide you to the optimal lane or lanes as you approach a multilane

interchange. When the current speed limit is available, Maps displays this information onscreen as well. If you don't want to see speed limits onscreen, choose Settings ⇒ Apps ⇒ Maps, go to the Directions box, tap Driving to display the Driving screen, and then set the Speed Limit switch off (white). While you're on the Driving screen, set the Compass switch on (green) if you want to display the compass to help you navigate.

Getting traffic info in real time

When you're not using step-by-step directions, you can find out the traffic conditions for whatever map you're viewing by tapping the current view button in the upper-right corner and then tapping Driving in the Choose Map dialog. When you do this, major roadways are color-coded to inform you of the current traffic speed. Maps also displays markers for roadwork, wrecks, and other disruptions. Tap a marker to learn the details of the bad news.

Here's the key to those colors:

- » **Green:** More than 50 miles per hour
- » **Orange:** 25 to 50 miles per hour
- » **Red:** Under 25 miles per hour
- » **Gray:** No data available at this time



WARNING Traffic info isn't available in every location, but the only way to find out is to look. You may have to zoom in to see the color codes; if they don't appear, assume that traffic information doesn't work for that particular location.

Getting directions for walking, bicycling, public transportation, and ride share

For step-by-step directions, tap the appropriate icon under the Directions heading: drive, walk, transit, cycle, or ride share (from left to right; refer to [Figure 12-4](#)).

Creating a custom route

The Maps app enables you to create custom routes for walks, hikes, or other purposes. To create a custom route, follow these steps:

1. **On the map, navigate to the area for the route.**
Zoom in or out as needed.
2. **Tap the Places button on the search overlay to display the Places overlay.**
3. **Tap the Routes button to display the Routes overlay.**
4. **Tap the add icon (+) to display the Create a Custom Route overlay.**
5. **Tap the start point for the route, and then tap each turning point.**

Maps draws the route on the map, as you see in the example in [Figure 12-5](#). The Create a Route overlay displays the route's current distance, approximate time to hike, and total ascent and descent measurements. The longitudinal profile at the bottom of the Create a Route overlay shows the route's elevations, plus the gradients and where they occur.



TIP

To remove a point, tap it, and then tap Remove Point. Similarly, to remove the start point or end point, tap it, and then tap Remove Start Point or Remove End Point.

6. **On the Create a Route toolbar, tap the buttons, as needed:**
 - *Undo*: Tap to undo the last change you made.
 - *Reverse*: Tap to reverse the route direction.
 - *Out & Back*: Tap to change the route to going out and coming back on the same track.
 - *Close Loop*: Tap to make Maps figure out the route from the current end point (the last point you've placed) back to the

start point, closing the loop.

- *Recenter*: Tap to recenter the map.

7. Tap Save Route to display the Add to Routes dialog.

If you're creating a route in your immediate vicinity and just want to use it rather than saving it, tap the Go button instead of the Save button. The Go button appears when you're at the route's location, replacing the Directions button, which offers you directions to a route that's elsewhere.

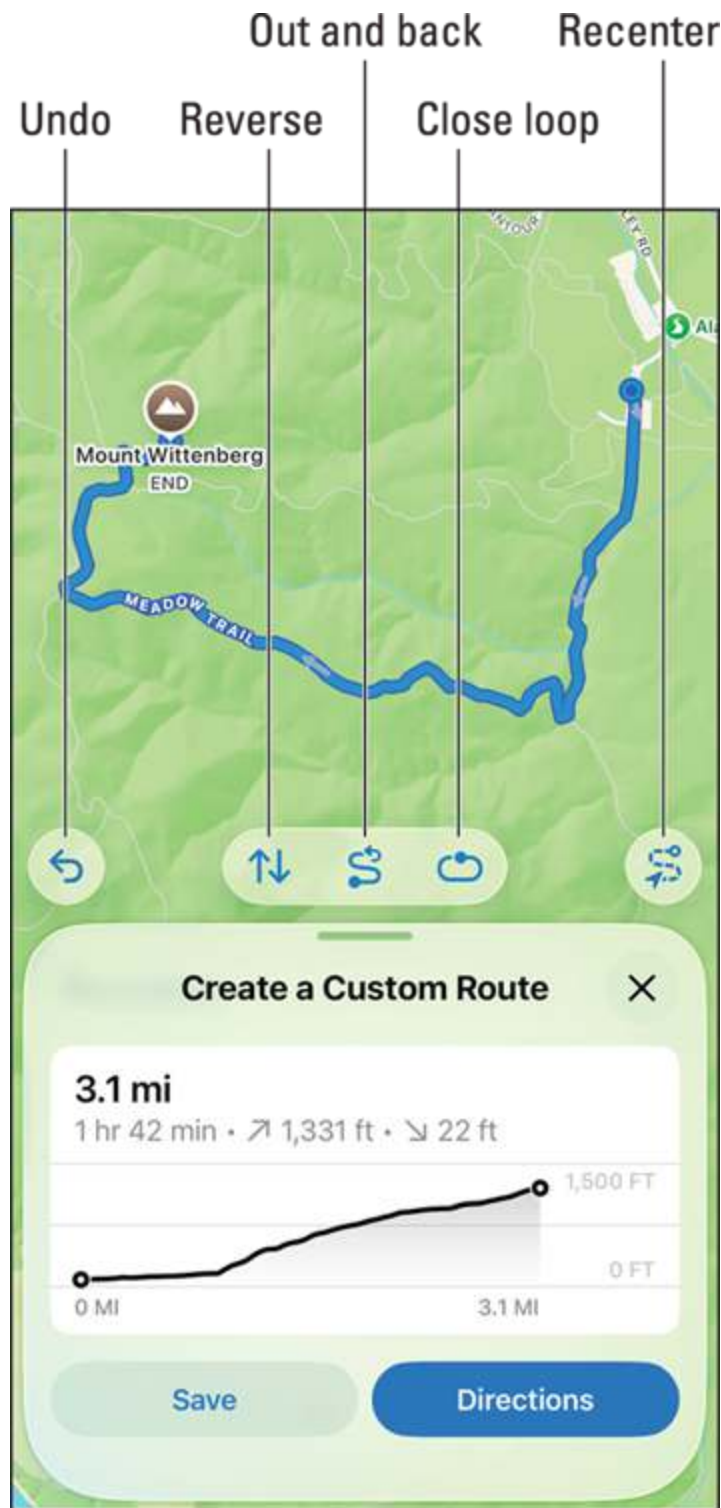


FIGURE 12-5: Creating a custom route in Maps.

8. Type a descriptive or memorable name for the route, or simply accept the default name.

9. **Tap the notes field and type any notes about the route (hiking boots, insect repellent, snake gaiters).**
10. **Make sure the Download Route switch is on (green) if you want to download the route to your iPhone.**
11. **Tap the done icon (check mark).**

The route appears on the Routes overlay. You can then create further routes or simply close the overlay by tapping its *x*-in-a-circle icon.

Getting 3D views

The Maps app also offers three-dimensional views for most metropolitan areas. When these are available, you'll see a 3D button above the current map mode icon. When 3D is enabled, you navigate and zoom as described earlier in the chapter. To change the camera angle, drag up or down on the screen with two fingers.

Doing more on the Info screen

If a location has a little bubble near its name, you can tap the bubble to see its Info screen. Here, you can get directions to or from the location, add it to your favorites or to an existing contact, or create a new contact. You can also

- » Tap the Call button or the phone number to call the location.
- » Tap the email address to launch the Mail app and send an email to the location.
- » Tap the Website button or URL to launch Safari and view the location's website.

You can long-press almost any identified location on the map — be it a landmark, a restaurant, a store, a park, or whatever — and choose Directions, Call, Open Homepage, or Share Location from the Quick Actions list.

Finding your direction

Tap the tracking icon (near the upper-right corner) two times, and the location marker displays a cone that indicates the direction your iPhone

is facing.

 When the map is in compass mode, the current location icon in the lower-right corner grows a little tip (as shown in the margin), to let you know that you're using compass mode. If you rotate to face a different direction while Maps is in compass mode, the map rotates in real time to display the direction you're facing.

Finding where you parked your car

Maps automatically drops a pin whenever you park your car so you can find it later. The feature works with any car that connects to your iPhone via Bluetooth or CarPlay. If yours does, whenever you disconnect the phone and leave your car, the location will be marked with a parked car pin. If your iPhone doesn't connect to your car, you could drop a pin manually.

To enable the Show Parked Location feature, tap Settings ⇒ Apps ⇒ Maps and set the Show Parked Location switch on (green). You can then find your parked car by either tapping the search field and choosing Parked Car from the suggestions list or asking Siri, "Where is my car parked?"

Exploring indoor maps

Maps includes indoor maps of some large public spaces such as airports and shopping malls. For a list of currently available indoor maps, visit www.apple.com/ios/feature-availability, go to the Maps section, and then tap either Indoor Maps Airports or Indoor Maps Malls.

Creating and using offline maps

Maps enables you to download sections of maps to your iPhone so that you can use them even when your iPhone has no internet connection. To download a map, follow these steps:

1. **Tap your profile icon (your avatar or monogram) to the right of the search field, and then tap Offline Maps to display the Offline Maps screen (shown on the left in [Figure 12-6](#)).**
2. **Tap the add icon (+) to display the Download New Map overlay.**

3. Either search to find the location or tap an item in the Recent Searches list.

The location appears, with a map frame across the middle part of it (see the right screen in [Figure 12-6](#)).

4. Drag the side handles or corners of the map frame to select the area you want.

You can also drag the map about within the frame, unpinch to zoom in, or pinch to zoom out.

5. Tap the Download button.

Maps downloads the map and stores it.

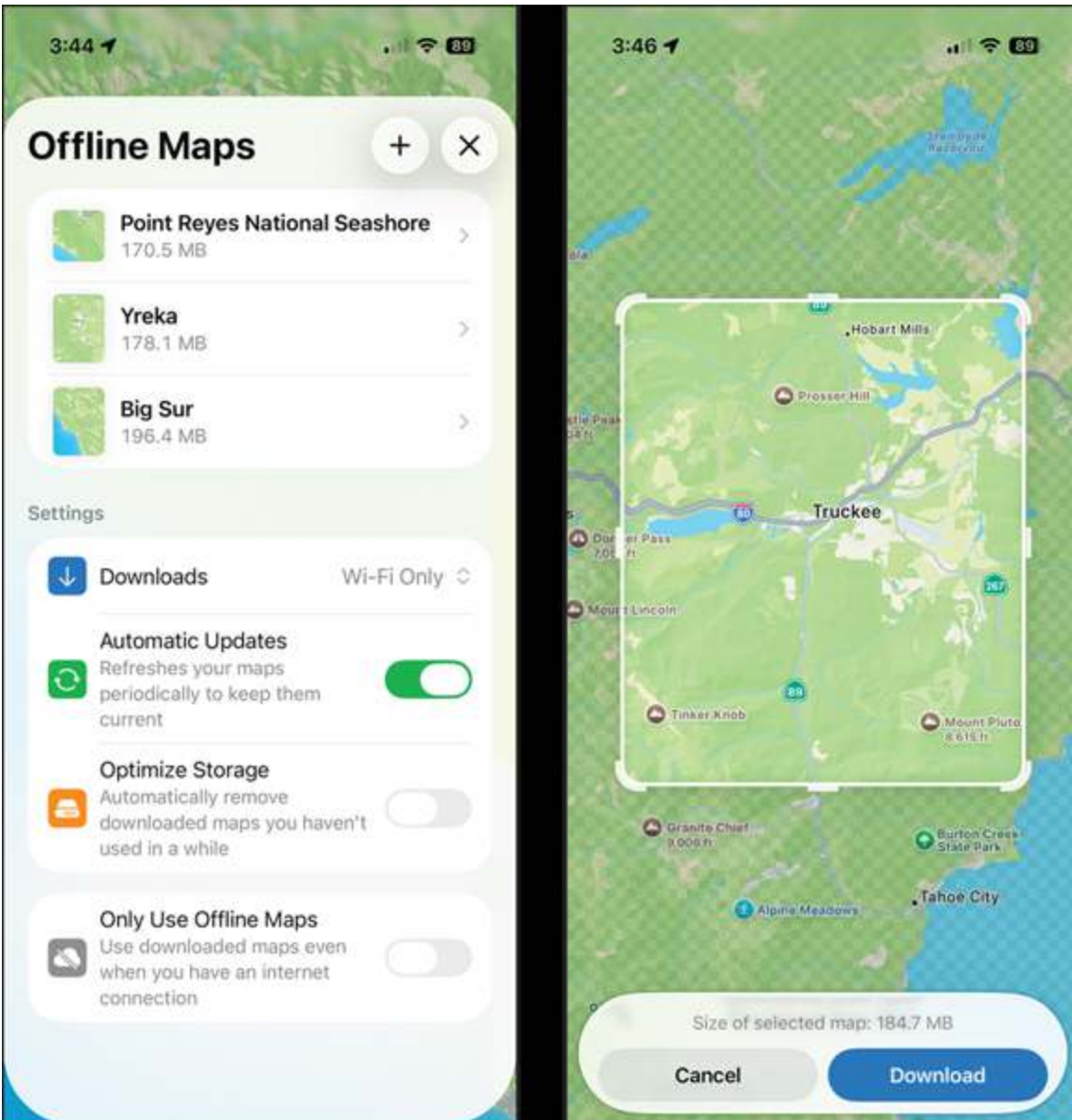


FIGURE 12-6: On the Offline Maps screen (left), tap the Download New Map button and then select the area for the map (right).

To view one of your offline maps, tap your profile icon to the right of the search field, and then tap Offline Maps. On the Offline Maps overlay, tap the map you want. Its control screen appears, from which you can display the map, rename it (tap the Rename button), or delete it (tap the Delete Map button).

In the Settings section of the Offline Maps section, you can configure these five settings:

- » **Downloads:** Choose Wi-Fi Only unless you have a generous or unlimited cellular data plan — in which case, choose Wi-Fi + Cellular.
- » **Automatic Updates:** Set this switch on (green) to have Maps check for and download updates automatically.
- » **Optimize Storage:** Set this switch on (green) to have Maps automatically get rid of downloaded maps you haven't used for a while.
- » **Only Use Offline Maps:** Set this switch on (green) to make Maps use only your offline maps even when your iPhone has an internet connection.
- » **Sync with Apple Watch:** Set this switch on (green) to sync your offline maps with your Apple Watch.

Herding Your Stocks

The Stocks app enables you to track your choice of stocks and indexes. Each time you open the Stocks app by tapping its icon on the Home screen, it displays the latest prices, which it downloads from the internet.



WARNING The prices the Stocks app displays are only close to real time. Never use them for real-time trading.

The first time you open Stocks, you see information for a group of default stocks, funds, and indexes. You can't see them all on the screen at once, so flick upward to scroll down. Or swipe up on Top Stories from Apple News at the bottom of the screen to see current financial news items.

The Stocks widget also appears by default in today view. If you don't see Stocks, display today view by swiping right on the first Home screen page, and then long-press a blank space until the widgets start jiggling. Tap the Edit button, and then tap Add Widget on the pop-up menu to

display the Widgets overlay. Tap Stocks, select the Watchlist widget or Symbol widget you want, and then tap the Add Widget button. Drag the widget to where you want it to appear; tap the widget to flip it around, and then choose the items to show, plus any other options. Tap outside the widget to flip it back so it's business-side up; and then tap a blank space to turn off customization.

Adding and deleting stocks, funds, and indexes

Here's how to add a stock, a fund, or an index:

- 1. Tap the search icon (magnifying glass) in the upper-right corner to display the search field.**
- 2. Type the item's name in the search field.**
- 3. Tap the item you want to add.**
The item's details appear, so you can check you've picked the right one.
- 4. Tap the ellipsis (...) button, and then tap Add to Watchlist.**
- 5. Tap the little x-in-a-circle near the upper-left corner.**
- 6. Repeat Steps 2 through 5 until you've finished adding items.**
- 7. Tap the close icon (X) in the lower-right corner to return to the main screen.**

Here's how to re-order your list and remove items:

- 1. Tap the ellipsis button in the upper-right corner of the main Stocks screen, and then tap Edit Watchlist.**
Stocks opens the watchlist for editing.
- 2. To change the order, drag items up and down by the handles on their right side.**
- 3. To remove an item, tap the — icon to the left of its name, and then tap the trash icon that appears to the right of the name.**
- 4. When your list is the way you want it, tap the done icon (check mark).**

Viewing the details for an item

To see the details for an item, tap its name. Swipe up to see additional information; tap the little x-in-a-circle near the upper-left corner to return to the main screen.

To look up additional information about an item at Yahoo.com, first tap the item's name to display the details, and then tap the Yahoo! Finance icon in the lower-left corner of the screen. Safari launches and displays the Yahoo.com finance page for that item.

Charting a course

When you tap an item, its performance chart appears. At the top of the chart, you see a bunch of numbers and letters: 1D, 1W, 1M, 3M, 6M, YTD, 1Y, 2Y, 5Y. These stand for 1 day; 1 week; 1, 3, and 6 months; year to date; and 1, 2, and 5 years, respectively. You might also see other periods, such as 10Y and ALL. Tap one of them to make the chart show that period of time. (In [Figure 12-7](#), 3M is selected.)



FIGURE 12-7: The three-month performance chart and related news for Apple.

From here, you can do the following:

- » Touch any point in time to see the value for that day.
- » Use two fingers to touch any two points in time to see the difference in values between those two days.
- » Swipe up to see news about the item.
- » Tap the little *x*-in-a-circle near the upper-left corner to return to the main screen.

By default, the Stocks app displays the change in an item's price in dollars. You can instead display the change expressed as a percentage or display the market capitalization. Tap the number in the colored box next to any stock (green boxes are positive; red boxes are negative) to cycle the display for all items through dollar change, percent change, and market cap. For example, if your items are currently displayed as dollars, tapping any one of them switches them all to percent — and tapping again switches them all to market cap.

Working with Voice Memos

The Voice Memos app lets you use your iPhone as a voice recorder. You can record using the iPhone's built-in microphones, a Bluetooth headset mic, or an external microphone.

To launch Voice Memos, open the Utilities folder on the Home screen, and then tap the Voice Memos icon. If you will use Voice Memos frequently, consider moving the Voice Memos icon to a Home screen page for quicker access.

Making a recording

Tap the red record icon in the lower part of the screen to start recording. The waveform that moves across the screen as Voice Memo detects sounds helps you gauge the recording level. A timer on the screen indicates the length of your recording session. Tap the red button again to stop and save the recording.



TIP

For best results, speak in a normal voice. To adjust the recording level, move the microphone closer to or farther from your mouth. To start a recording with Siri, say “Record voice memo.”

Listening to recordings

After you’ve finished making a recording, a list of all your recordings pops up in chronological order, with the most recent on top, as shown in [Figure 12-8](#). Tap the recording you want to play back and then tap the play button.



TIP

You can drag your finger along the scrubber bar to move to any point in the memo. Alternatively, tap the circular 15 buttons to move 15 seconds back or forward.

To choose playback options, tap the ellipsis icon, tap Options on the pop-up menu, and then use the controls in the Options dialog:

- » **Playback Speed:** Drag the slider along the tortoise–hare continuum to slow down or speed up playback.
- » **Skip Silence:** Set this switch on (green) to have Voice Memos skip lightly over silences during playback.
- » **Studio Voice:** Set this switch on (green) to use studio-quality voice recording, which takes up more space.
- » **Enhance Recording:** Set this switch on (green) to have Voice Memos attempt to make the recording sound better by reducing background noise, balancing the audio levels, and boosting the clarity of voices.

Either the Studio Voice switch or the Enhance Recording switch appears, not both. The Studio Voice switch appears for Spatial Audio recordings; the Enhance Recording switch appears for other recordings.

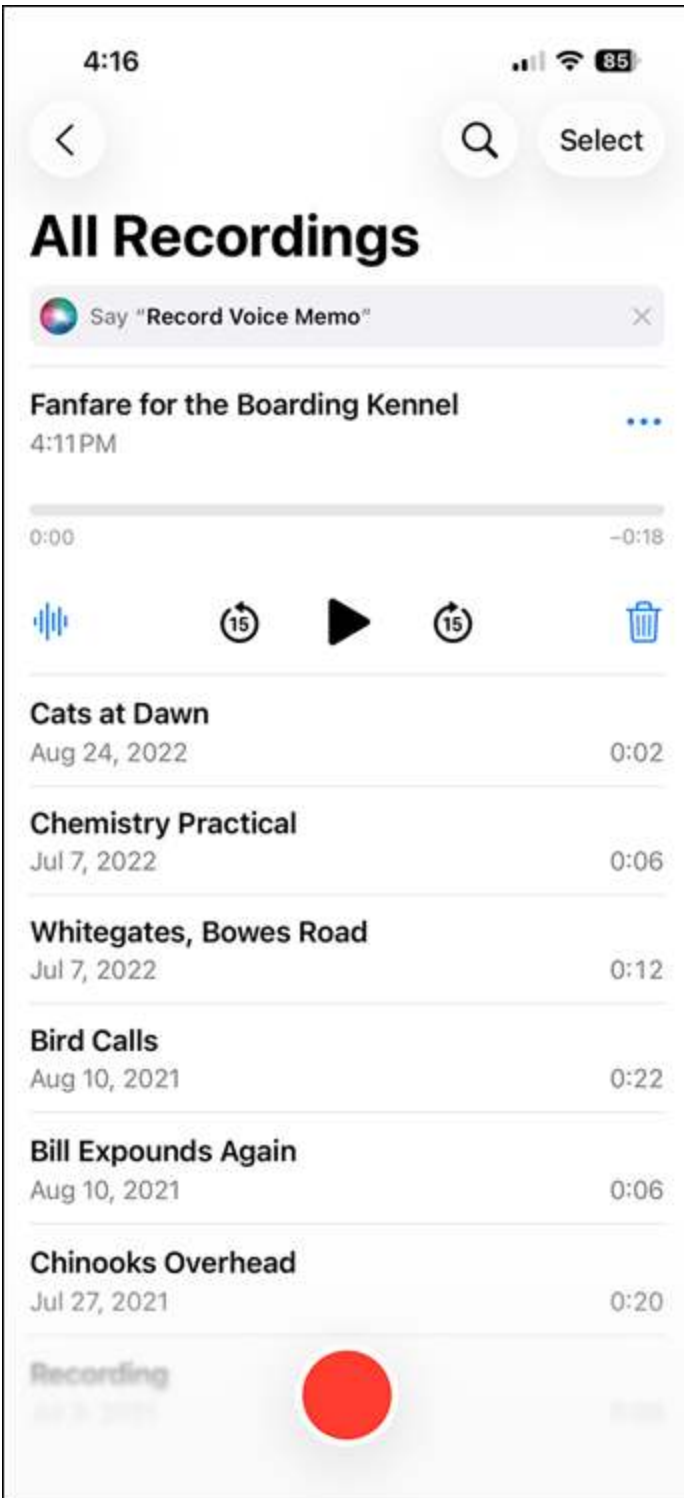


FIGURE 12-8: Tap the voice memo you want to play.

Trimming a recording

To trim unwanted parts off the start or end of a recording, tap the recording, tap the ellipsis icon, and then tap Edit Recording. On the Edit screen, tap the ellipsis icon in the upper-left corner, and then tap the Trim button on the pop-up menu. Drag the yellow start marker and end marker to specify the audio segment you want to keep. Tap the play icon to play back the segment to make sure it's right; when it is, tap the Trim button, and then tap the Apply button. Now tap the done icon (check mark), and on the pop-up menu, tap either Save Recording or Save as New Recording, as appropriate.



TIP

Saving the trimmed recording as a new recording is usually the safer choice. Alternatively, duplicate the recording first by tapping the ellipsis icon and then tapping Duplicate on the pop-up menu.

Adding to a recording

You can add to a recording either by replacing part of it or by appending a new section. To get started, tap the recording, tap the ellipsis icon, and then tap Edit Recording. The Edit screen appears. To replace content, drag the waveform left or right to position the playhead at the beginning of what you want to replace, tap the Replace button, and speak your part. To append content, drag the waveform to the left until the playhead is at its end, and then tap the Resume button (which appears in place of the Replace button when the playhead is at the end of the recording).

Renaming a recording

When you save a recording, Voice Memos gives it either the uninspiring name New Recording or the location where you made it. (You can control location settings in the Settings app.) To rename a recording, tap it in the list of recordings, and then type the new name.

Getting the transcript of a recording

On some iPhone models, Voice Memos automatically generates a transcript of each voice recording. To view the transcript, tap the ellipsis icon, and then tap View Transcript on the pop-up menu. To copy the

transcript to the clipboard for pasting elsewhere, tap the ellipsis icon, and then tap Copy Transcript.

Sharing and syncing recordings

To share a recording, tap the ellipsis icon, and then tap Share. You can then share the recording via Mail, Messages, AirDrop, or another means.

To sync your recordings across your iCloud devices, go into iCloud settings and set the Voice Memos switch on (green on the iPhone and iPad, blue on the Mac or PC). For example, on your iPhone, choose Settings ⇒ Apple Account ⇒ iCloud, tap the See All button to the right of the Saved to iCloud heading, and then on the Saved to iCloud screen set the Voice Memos switch on (green).

To mark a voice memo as a favorite, tap the ellipsis icon, and then tap Favorite on the pop-up menu. To save a voice memo to the Files app, tap the ellipsis icon, tap Share on the pop-up menu, tap More on the Save sheet, and then tap Save to Files.



TIP

You can also turn a recording into a ringtone. Sync the recording to your Mac or PC, change the file extension to .m4r, and then put the recording in the Music app or iTunes, respectively.

Deleting a recording

To delete a recording, swipe partway left on the recording's button in the list of recordings, and then tap the delete icon (trashcan). Alternatively, swipe the recording's button all the way to the left until the delete icon (trashcan) consumes it.

Choosing settings for recordings

Choose Settings ⇒ Apps ⇒ Voice Memos. You can then configure these settings:

- » **Clear Deleted:** To specify when to get rid of deleted recordings, tap this button, and then tap Immediately, After 1 Day, After 7 Days,

After 30 Days (the default), or Never. If you implement a delay, you can recover deleted recordings from the Recently Deleted folder until the time period elapses.

- » **Audio Quality:** Tap this button, and then tap Lossy (in other words, compressed and losing some quality; this is the default) or Lossless, as appropriate. Lossless gives full audio quality but takes more space.
- » **Location-Based Naming:** Set this switch on (green) to have Voice Memos use the location as the root of the default name for new voice memos.
- » **Recording Mode:** Tap this button to display the Recording Mode screen, and then tap Mono, Stereo, or Spatial (if it's available).

Using the Health App

The Health app enables you to track a wide range of health data from various sources, including your Apple Watch (if you wear one), the Fitness app, third-party apps and devices (such as blood-pressure monitors), and data you input manually.

To get started with the Health app, tap the Health icon on the Home screen. The app opens, showing the Summary tab at first. There is one other tab, the Sharing tab.

Completing the Health Checklist and setting up your Medical ID

At the top of the Summary tab, you'll find the Health Checklist box at first. Tap the Review button to display the Health Checklist screen, and then work your way through its contents. You'll normally see the following:

- » **Emergency SOS:** Tap this button to display the Emergency SOS screen, and then set the Call with Hold and Release switch, the Call with 5 Button Presses switch, and the Call Quietly switch on (green) or off (white), as needed.

- » **Medical ID:** Your Medical ID gives information to first responders when they need it to assist you. If Medical ID is marked as Inactive, tap the Set Up button and follow the prompts to specify your information — your date of birth, medical conditions, medical notes, allergies and reactions, medications, weight, height, and so on. Designate one or more emergency contacts; set the Show When Locked switch on (green) to make your Medical ID accessible from the Lock screen; and set the Share During Emergency Call switch on (green) if you want to share your Medical ID when you call emergency services.
- » **Crash Detection:** Verify that Crash Detection is turned on. If not, tap the link to display the Crash Detection screen in the Settings app, and then set the Call After Severe Crash switch on (green).
- » **Walking Steadiness Notifications:** If this item is marked as Inactive, tap the Set Up button, and then follow the prompts to enable the feature. You have to supply your date of birth, height, and weight for Health to calculate how wobbly you should be.
- » **Headphone Notifications:** Tap this button to set up iOS's monitoring of your headphone audio level.

When you finish going through the Health Checklist items, tap the done icon (check mark). The Health Checklist box then migrates to the very bottom of the Summary tab.

Customizing pinned items on the Summary tab

Next, customize pinned items to make the Summary tab display the information you want, such as Steps, Blood Pressure, and Weight. Tap the Edit button in the upper-right corner to display the Edit List screen, and then tap the yellow pin to the left of each item you want to add to the Pinned section at the top. To get rid of a pinned item, tap its remove icon (-). Once you've chosen your pinned items, use the handles on the right to drag the items into your preferred order. Tap the done icon (check mark) when you finish customizing the list.

Setting up sharing on the Sharing tab

Next, tap the Sharing tab at the bottom of the Health screen, and then set up any sharing you want. You have three main options:

- » **Share with Someone:** Tap this button to start sharing your health data with someone else.
- » **Ask Someone to Share:** Tap this button to ask someone else to start sharing their health data with you.
- » **Share with Your Doctor:** Tap this button to set up a secure connection to a health system so that you can share data with your doctor and download your health records.

Exploring health data on the Search screen

Now tap the search icon (magnifying glass) in the lower-right corner of the Health screen to display the Search screen. Here, you can search or browse the different categories of health data, such as Activity, Body Measurements, Heart, and Medications. Tap a category to see the various types of data it contains. For example, the Heart category contains AFib History, Blood Pressure, Cardio Fitness, Resting Heart Rate, and many more. Tap the item you want to view. On the resulting screen, you can tap the Add Data button to input data manually.

Part 3

Creating and Consuming Multimedia

IN THIS PART ...

Enjoy music and podcasts on your iPhone.

Shoot photos with the Camera app, edit them, and share them.

Capture video with all the modes your iPhone offers, and enjoy watching videos.

Chapter 13

Enjoying Music and Podcasts

IN THIS CHAPTER

- » Checking out your iPhone's Music app
 - » Bossing your tunes around
 - » Tailoring your audio experience
 - » Tapping into podcasts
-

Your iPhone is great for working with audio and video. In this chapter, you learn to listen to music and other audio content on your iPhone.

[Chapter 15](#) covers video.

The iPhone's Music app is powerful but straightforward, so you'll be enjoying listening to your music in next to no time. You can customize your listening experience to make it even better. You can also enjoy podcasts using the Podcasts app, which can access huge numbers of podcasts on almost every topic under the sun and moon.

This chapter assumes you've already synced your iPhone with your computer or with iCloud, so your iPhone contains audio content, whether it be songs, podcasts, or audiobooks. If you haven't, turn back to [Chapter 3](#) for instructions about syncing, or launch the iTunes Store app and buy a song so you'll have something to play.

Navigating the Music App

To listen to music, launch the Music app by tapping the Music icon on the Home screen; this icon will be on the dock unless you've moved it. With the app open, you should see four tabs — Home, New, Radio, and Library — and the search icon (magnifying glass) at the bottom of the screen. If you don't see these because the Now Playing screen is

displayed, tap the handle at the top of the Now Playing screen to close it. If you're viewing the Account screen, tap the Done button to close it.

Before you dig into the Music app, you should know about the Apple Music and iTunes Match subscription services, because (a) they're both pretty neat, and (b) the Music app works differently when you subscribe to one or both. Read the nearby “[Apple Music and iTunes Match Rock](#)” sidebar to make sure you're up to speed on Apple Music and iTunes Match.

APPLE MUSIC AND iTUNES MATCH ROCK

iTunes Match and Apple Music are subscription music services offered by Apple. iTunes Match (\$24.99 a year) lets you store all your music in iCloud so you can stream all your songs to any Mac, PC, or Apple device in high quality. It performs its magic by first determining which songs in your iTunes library are available in iCloud, and then uploading every song it *can't* match.

You can store up to 100,000 songs in iCloud; songs you purchased from the iTunes Store don't count. The result is that only the tracks or albums that you specify are stored locally on your devices, saving gigabytes of precious storage space.

For \$10.99 a month (or \$16.99 a month for you and up to five family members), Apple Music provides access to more than 100 million songs (at last count) on demand. You can locate music manually or ask Siri to play music for you. You can get Apple Music also as part of a subscription to Apple One, Apple's buy-in-bulk-and-save subscription service. See <https://support.apple.com/en-us/HT211659> for more information.

Unless you have an unlimited data plan, you might want to disable iTunes Match and Apple Music over cellular by tapping Settings ⇒ Apps ⇒ Music, and then going to the Allow Music to Access box and setting the Cellular Data switch off (white). Data surcharges could cost you a lot if you're not careful. And it's a good idea to have a backup of music you own before enabling either service, just in case.

Before you go off the grid — say, on a plane flight — tap the download button (a down-pointing arrow in a circle) for any song, album, or playlist you want to listen to at 30,000 feet. If you don't see a download button, tap the ellipsis (...) and choose Download.

Understanding where the music comes from

The Library tab gives you access to *your* music, whereas the other Home, New, and Radio tabs largely give you access to music that's *not* yours. The Search screen, which you display by tapping the search icon, lets you search both your music and Apple Music.

If you subscribe to Apple Music, you can listen to any song, album, or playlist you discover in any of these three tabs; you can also add these items to your library. If you don't subscribe, you're limited to songs you own and songs played on radio stations.

Here's what you'll find in each tab:

- » **Home:** Find music that Apple thinks you'll enjoy: playlists, albums, artists, and songs that (mostly) aren't already in your library.
- » **New:** View the latest releases, plus song and album charts for dozens of musical genres as well as curated playlists featuring new songs and artists.
- » **Radio:** Listen to online radio.

The Home tab and New tab operate in the same fashion: Each is a long page filled with content. Scroll down to see more; swipe left or right to see items, then tap any item to see additional information.



TIP

When you scroll down on any of the tabs, the tab bar collapses into a single icon in the lower-left corner of the screen, while the now-playing track and controls shrink to a smaller bar tucked between that icon and the search icon. To restore the tab bar and now playing controls, either tap that single icon or scroll back up a short way.

While you're exploring items on these tabs, tap the ellipsis (...) to see additional options, which may include Add to Library, Add to a Playlist, Play Next, Play After, Share Song, and many more, depending on what is currently onscreen. Tap Favorite in this menu to mark this item as a favorite, which helps the Music app suggest music it thinks you'll enjoy. Tap Suggest Less to tell Music which songs you don't like.

To start listening to radio, tap the Radio tab. At the top of the screen you'll find Music 1, Music Hits, Music Country, Música Uno, Music

Club, and Music Chill, Apple's live radio stations on the air worldwide 24 hours a day, 7 days a week. To listen to one of these stations, tap it.

The On Air Now section of the Radio page gives you quick access to high-profile shows. Further down the page, you'll find sections such as Latest Episodes (of shows), Listen to Interviews, Local Broadcasters, and Top Stations. Toward the bottom of the page, the Stations by Genre section and More to Explore section allow you to browse by genres and categories. Tap a genre or category to see its stations; tap a station to begin listening.

Some radio stations, including Music 1, are available on your iPhone, iPad, Mac, PC, and Apple TV for free. You'll hear the occasional ad, or you can listen without ads if you subscribe to iTunes Match or Apple Music. If you subscribe to Apple Music, you also receive additional radio stations not available to non-subscribers.

When a station is playing, the name of the current song appears near the bottom of the screen (see [Figure 13-1](#), left); tap it for additional options, as shown in [Figure 13-1](#), right. You'll find these options for songs in your library and on Apple Music too.

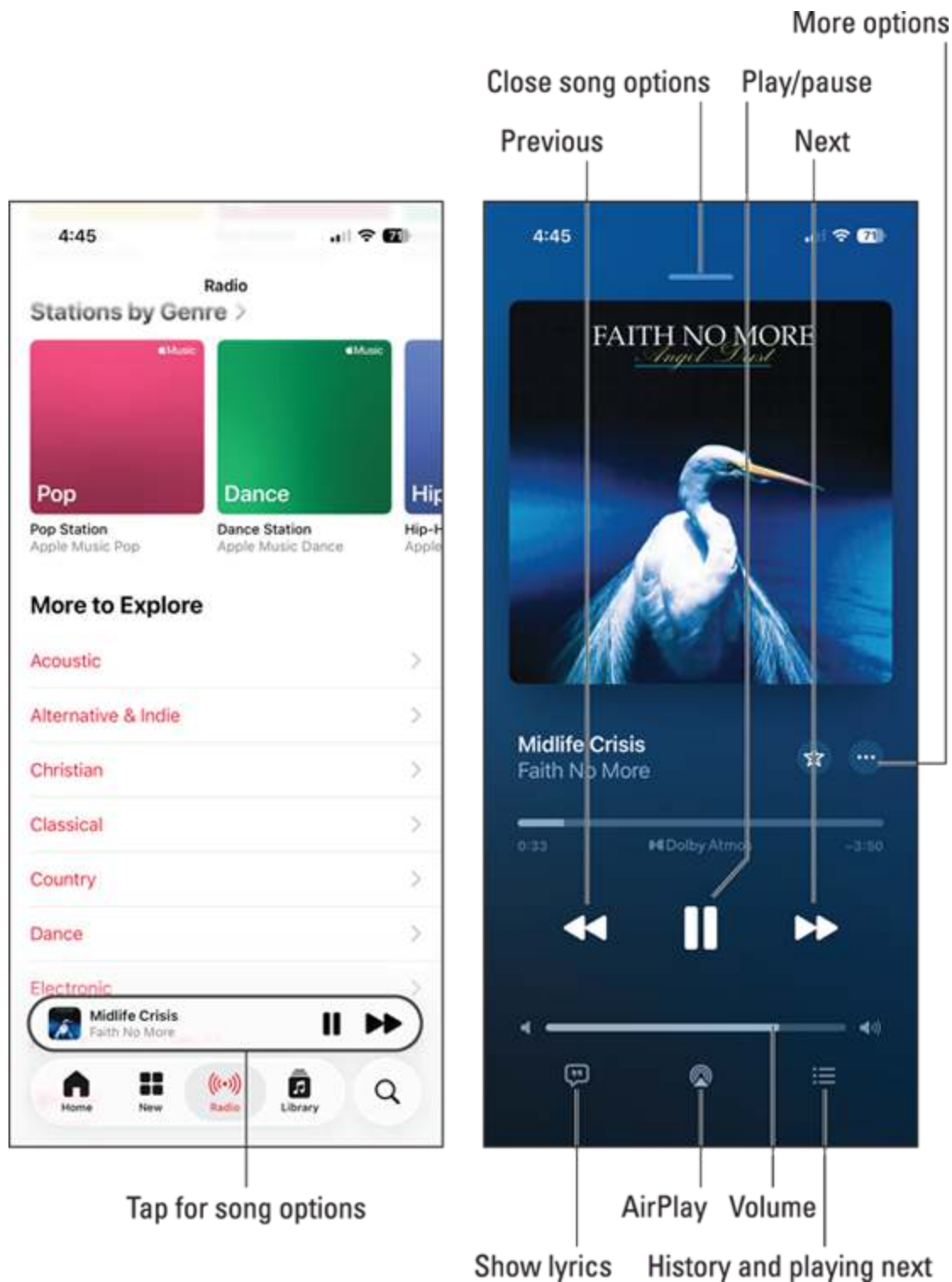


FIGURE 13-1: Tap the song's name (left) to see additional options (right).

Want stations to play more songs you'll like? When a song you love is playing, tap the ellipsis (...) and then tap Favorite. When the iPhone is

locked, you can mark the playing song as a favorite by tapping the favorite star in the Music widget on the Lock screen.

Playing Music from Your Library

To play music in your library, tap Library at the bottom of the Music screen. The Library screen displays a list of the songs available to play, arranged in various categories. Tap Playlists, Artists, Albums, Songs, or Downloaded to see your music organized accordingly. Or tap the more icon (three horizontal dots) in the upper-right corner and then tap Edit Sections to reveal additional categories such as Music Videos, Genres, Compilations, and Composers; select those you want to use, and then tap the done icon (check mark). Further down the Library screen, you'll find the Recently Added section, which provides quick access to items you've added recently. The topmost items are the latest ones.

Exploring your music library

You can browse to music by your preferred means. For example, you can tap Artists to display the list of artists, tap an artist to display their albums, and then tap an album to display its songs. You can then tap the song you want to play, or tap the Shuffle button at the top to play the songs in random order. Alternatively, you can simply tap Songs on the Library screen to display your songs in alphabetical order, as shown in [Figure 13-2](#).

If the list is longer than one screen (which it probably is), flick upward to scroll down or flick downward to scroll up. Alternatively, if the column of little letters appears on the right side of the screen, tap a letter to jump directly to songs whose names start with that letter. If you find it hard to tap accurately, drag your finger up and down the little letters to scroll to the right place.

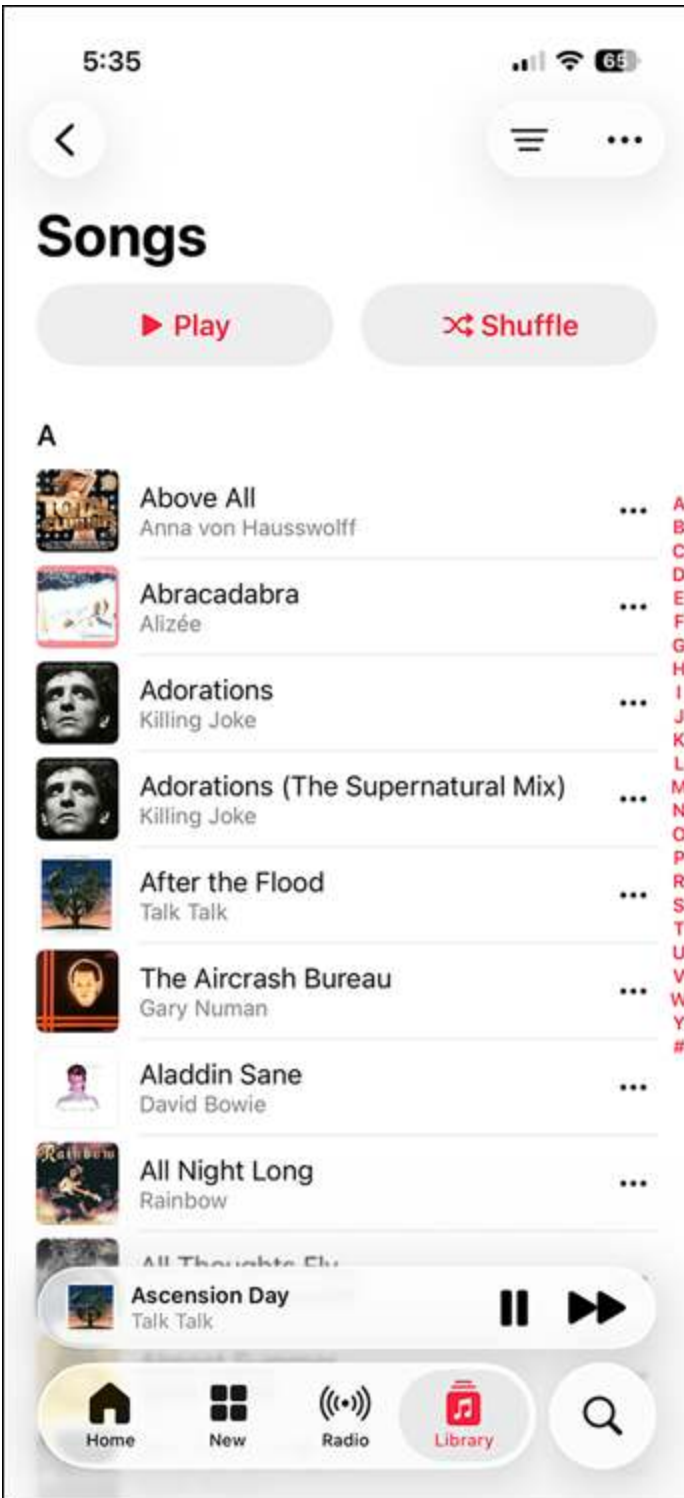


FIGURE 13-2: Tap a little letter on the right to see songs whose names begin with that letter.

Browsing your library is straightforward enough, but there's an even easier way to find an artist — or a song, an album, or a music

compilation, for that matter. Tell Siri what you want to hear. All you have to do is ask (see “[Using your voice to control your music](#),” later in this chapter, for details).

If Siri isn’t a viable option for you, you can achieve the same effect by typing your query. Tap the search icon (magnifying glass) in the lower-right corner and then tap in the search field at the bottom of the Search screen to activate the virtual keyboard. Now type the name of whatever you’re looking for; tap the Apple Music tab or the Your Library tab, as appropriate; and then tap a search result. If you don’t find what you want, tap the close icon (X) to the right of the search field to return to the Search screen, tap the library icon in the lower-left corner to display the tab bar, and then tap the appropriate tab.

Creating and enjoying playlists

Playlists let you create and organize collections of songs. They can evoke a particular theme or mood: opera arias, romantic ballads, British invasion, or whatever. Or you can make playlists of your favorite albums, favorite songs of all times, or greatest hits collections. (Younger folks sometimes call playlists *mixes*; older folks might think of them as the digital equivalent of a mix tape.)

Tap Playlists on the Library screen to view a list of your playlists. Tap a playlist to display the songs it contains. If the list is longer than one screen, flick upward to scroll down. Tap a song in the list to play it. Or tap the Shuffle button to start the playlist playing in random order.



TIP

It’s easier to create playlists in the Music app (macOS Catalina or later) or in iTunes (macOS Mojave or earlier, or Windows) on your computer than on your iPhone.

As you see in [Chapter 3](#), you can sync playlists with the Music or iTunes app on your computer. Or if you’re an Apple Music subscriber, all your playlists are always available on all your devices.

Here's how to create playlists on your iPhone:

1. **In the Music app, tap the Library tab at the bottom of the screen.**
2. **On the Library screen, tap Playlists to display the Playlists screen.**
3. **Tap the new playlist icon (+) to open the pop-up menu, and then tap Create New Playlist to display the New Playlist overlay.**
4. **Tap the Playlist Title field and type a name for your new playlist.**
5. **If you want to add a picture, tap the camera icon in the picture at the top. Then tap Take Photo to snap a new photo, tap Choose Photo to browse for and select an existing photo from the Photos app, or tap Choose File to choose an image file not stored in Photos.**
6. **If you want this playlist to be visible to others, set the Show on My Profile and in Search switch on (green).**
7. **To create the playlist, tap the done icon (check mark).**



TIP

The Suggested Songs box shows songs Music thinks might fit in the playlist. (Good luck figuring out how Music selects these songs.) If you want to add a song, tap its +-in-a-circle (add song to playlist) icon.

8. **Tap the Add Music button to display an overlay for adding songs.**
9. **To choose songs for this playlist, tap the means of browsing: Playlists, Artists, Albums, Songs, Recently Added, or whatever. Or use the search field to find the song(s) you want to add.**
10. **To add a song to your playlist, tap the +-in-a-circle next to the song's name.**

Repeat this process until you've added all the songs you want on this playlist.

- 11. When you finish adding songs, tap the done icon (check mark) in the upper-right corner.**

This brings you back to the playlist's pane, which shows all the songs you've added.

- 12. Tap the ellipsis (...) in the upper-right corner of the screen to open the menu, and then tap Edit.**

Music displays the Edit Playlist screen.

- 13. Drag the songs into your preferred order by using the handles (three horizontal lines) at the right side of each song.**



TIP

If you need to delete a song from the playlist, tap the selection circle to the left of your victim, and then tap the trash icon in the lower-left corner.

- 14. Tap the done icon (check mark) in the upper-right corner when you finish editing.**

The playlist's pane appears again, showing the playlist in all its glory.

You can now test out your playlist if you want. Tap the Play button to play the playlist from the beginning; tap a particular song to start there; or tap the Shuffle button to shuffle the playlist in exactly the way you couldn't with mix tapes.

If you create a playlist on your iPhone and then sync with your computer, that playlist remains on the iPhone and will also appear in the Music app or iTunes on your computer. Or if you're an Apple Music subscriber, the playlist will appear on all your other devices within a few minutes.

A playlist remains available on all devices until you delete it in the Music app or iTunes or on your iPhone. To remove a playlist in the Music app on the Mac, or in iTunes on the Mac or on a PC, select the

playlist's name in the source list and then press Delete or Backspace. To remove a playlist on your iPhone, tap the playlist, tap the ellipsis (...) in the upper-right corner of the playlist's screen, and then tap Delete from Library.



REMEMBER You can edit playlists you created, but if you're an Apple Music subscriber, you can't edit playlists you've added from Apple Music.

To edit a playlist on your iPhone, tap the playlist you want to edit, tap the ellipsis (...) in the upper-right corner of the screen, and then tap Edit to do any (or all) of the following:

- » **Move a song up or down in the playlist:** Drag the song up or down the playlist by using the handle (three horizontal lines) at the right side.
- » **Add more songs to the playlist:** Tap the add icon (+) in the lower-right corner.
- » **Delete a song from the playlist:** Tap the selection circle to the left of the song name, and then tap the trash icon in the lower-left corner. Deleting a song from the playlist doesn't remove the song from your iPhone or your library; it removes it only from this particular playlist.

When you finish editing, tap the done icon (check mark) in the top-right corner of the screen.

Sharing music and media

Home Sharing lets you use your iPhone to stream music, movies, TV shows, and other media content from your Mac or PC.

Then there's Family Sharing, which lets you share purchases and subscriptions from the iTunes Store, Book Store, and App Store with up to five other people in your family without sharing account information. Family Sharing enables you to pay for family purchases with the same

credit card and approve kids' spending right from your iPhone or iPad. Here's the scoop on both types of sharing: Home and Family.

Sharing via the Home Sharing features

Turn on Home Sharing to stream music, movies, TV shows, and other media from your computer to your iPhone. Home Sharing is available only if your iPhone and your computer are on the same Wi-Fi network and use the same Apple Account.

To make Home Sharing work for you, first enable it on your computer, and then enable it on your iPhone. To set up Media Sharing on your computer:

- » **macOS Ventura or later:** Launch System Settings, click General in the sidebar, and then click Sharing. Set the Media Sharing switch on (blue). In the Media Sharing dialog, select the Home Sharing check box, provide your Apple Account address and password when prompted, and then click Done.
- » **macOS Monterey or earlier:** Launch System Preferences, click Sharing, and then select the Media Sharing check box. Select the Home Sharing check box. The Enter the Apple ID Used to Create Your Home Share dialog opens. Verify the Apple ID, and then click Turn on Home Sharing, entering your Apple ID password when prompted.
- » **Windows:** Open iTunes, choose Edit ⇒ Preferences to open the Preferences window, and then click the Sharing tab at the top. Select the Share My Library on My Local Network check box to enable sharing. To specify what to share, select the Share Entire Library option button, or select the Share Selected Playlists option button and then select the check box for each playlist to share. Click OK to close the Preferences window.

From now on, as long as Music or iTunes is open, your library will be available for Home Sharing to all devices on your Wi-Fi network using the same Apple Account.

To stream media to your iPhone from your computer, tap Library at the bottom of the Music app's screen, and then tap the ellipsis (...) to open the menu. If shared libraries are available, you'll see them listed; tap one to view its contents on your iPhone.



TIP If you've shared a library but it doesn't appear, you probably need to sign in to Home Sharing on your iPhone. Choose Settings ⇒ Apps ⇒ Music, go to the Home Sharing area, and tap Sign In. In the dialog that opens, tap Sign In and provide your credentials. Then go back to the Music app, open the ellipsis (...) menu again, and tap the shared library.

Now, the Library screen shows the playlists, artists, songs, albums, and everything else in the shared library you chose. You can play music from the shared library using the same techniques as for your local library.

To switch back to seeing just your music, go to the Library screen, tap the ellipsis (...), and then tap My Library on the menu.



TIP Movies and TV shows shared via Home Sharing don't appear in the Music app. Look for them in the TV app, as described in [Chapter 15](#).

Sharing via the Family Sharing feature

Family Sharing lets up to six members of the same family share everything they buy at the iTunes, Book, and App Stores. It also provides sharing of family photos and a family calendar, location sharing, and more. If you have a family subscription to Apple Music, up to five additional family members can use Apple Music at no additional cost.

To set up Family Sharing, one adult in the household (known as the family organizer) invites up to five family members to join and agrees to

pay for all iTunes, Book, and App Store purchases those family members make while part of Family Sharing.

When any family member buys an app, a song, an album, a movie, or an e-book, it is billed directly to the family organizer's account. The item is then added to the purchaser's account and shared with the rest of the family. The organizer can turn on Ask to Buy for any family member to require approval for any purchase. When a family member for whom Ask to Buy is active tries to buy an item, a notification is sent to the family organizer, who can review the item and approve or decline the request from their iPhone, iPad, or Mac.



REMEMBER The fine print says: You can be part of only one family group at a time and may switch to a different family group only twice per year. The features of Family Sharing may vary based on country and content eligibility.

To become the family organizer, open Settings on your iPhone, tap the Apple Account button at the top of the screen, and then tap Set Up Family Sharing.

After you enable Family Sharing and invite your family members to join, everyone will have immediate access to everyone else's music, movies, TV shows, books, and apps, so you can download whatever you want to your iPhone with a tap anytime you like without having to share an Apple Account or password.

Taking Control of Your Tunes

Now that you have the basics down, take a look at some other things you can do with the Music app, starting with the controls you see when a song is playing.



REMEMBER If you don't see the controls when a song is playing, tap the song name near the bottom of the screen.

Here's what you can do with the controls (see [Figure 13-3](#)):

- »  **Back icon:** Tap to return to whichever list you used last — Playlists, Artists, Songs, and so on. If you don't see this icon, you can go back to the previous screen by tapping the bar at the top of the playback screen or by swiping down on the playback screen.
- » **Scrubber (track position) bar:** Tap anywhere in this bar and drag left or right to move the playhead through the song. The filled-in part of the bar shows how much of the song has been played.
- » **Time elapsed and remaining:** Just below the track position bar on the left is the amount of time this song has played already (2:13 in [Figure 13-3](#)) and how much of this song remains to be played (2:38 in the figure).
- » **Previous/rewind icon:** Tap once to go back to the beginning of the track. Tap again to go to the start of the preceding track in the list. Long-press this icon to rewind the song at double speed.
- » **Play/pause icon:** Tap to play or pause the song.
- » **Next/fast-forward icon:** Tap to skip to the next track in the list. Long-press this icon to fast-forward through the song at double speed.
- » **Volume control:** Tap anywhere on this bar and drag left or right to reduce or increase, respectively, the volume level.
- »  **Show/hide lyrics:** Tap this button to display the lyrics for the song. When the lyrics are displayed, see if the Apple Music Sing icon (shown in the margin) appears. (If the playback controls are hidden to give the lyrics room to express themselves, tap at the bottom of the screen to display the controls again.) If so, tap Apple Music Sing to reduce the vocal volume so you can sing the vocals. If

you want to make finer adjustments to the volume, long-press the Apple Music Sing icon to display a larger volume control, and then slide that control up or down.



TIP

The Apple Music Sing icon appears only if the song has been configured so that the volume of the vocal track can be adjusted separately from the volume of the other tracks.

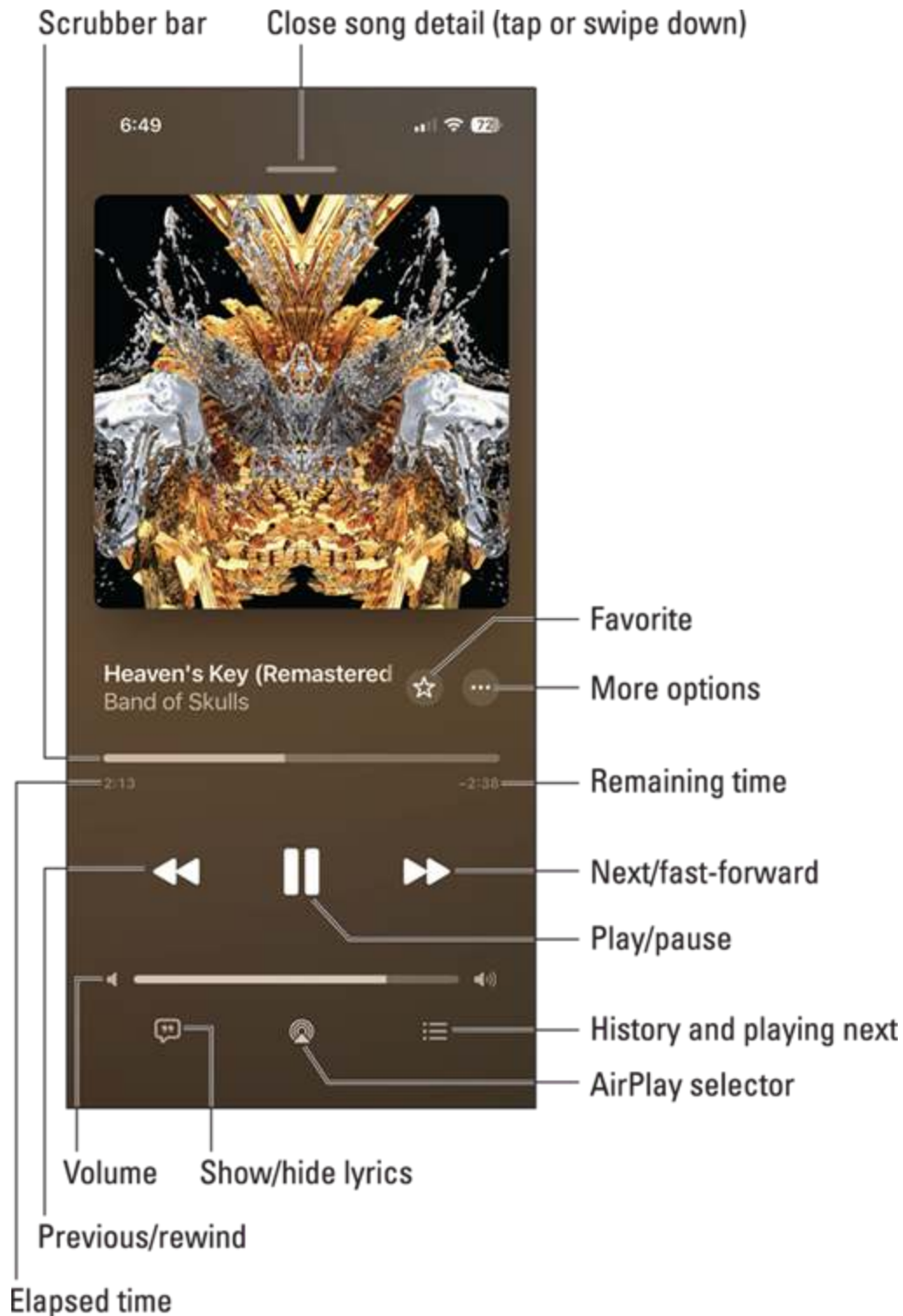


FIGURE 13-3: These controls appear when a song is playing.

- »  **AirPlay selector icon:** You may or may not see the AirPlay selector icon (shown in the margin) on the playback screen (or in

Control Center or elsewhere). (It's visible in [Figure 13-3](#).) AirPlay lets you stream content wirelessly over Wi-Fi from your iPhone to any AirPlay-enabled device. Check out the “[Playing with AirPlay](#)” sidebar for the details.

- »  **Shuffle icon:** When viewing a list (songs, albums, and so on), tap once to shuffle songs and play them in random order. Tap it again to play songs in order again.



TIP

You can also shuffle tracks in any list of songs — such as playlists or albums — by tapping the shuffle icon, which appears at the top of the list.

PLAYING WITH AIRPLAY

AirPlay enables you to wirelessly stream music, photos, and video to AirPlay-enabled devices including (but not limited to) AppleTVs, Smart TVs, speakers, and receivers, and Macs running recent versions of macOS, such as macOS Tahoe.



The AirPlay Selector icon (shown here), which is available in some apps and Control Center, appears only if your iPhone detects one or more AirPlay-enabled devices on the same Wi-Fi network. Tap the name of the AirPlay device you want to use, and whatever is playing on the Music app will be streamed to that device.

- » **Circled ellipsis (...) icon:** Tap this icon to download this song or album to your device, make it a favorite, add it to a playlist, play it next, play it after the current list, delete it from your library, or share it. You may also see other commands.



TIP

If you're using an Apple headset, you can squeeze the built-in control to pause, and squeeze it again to play. You can also squeeze it twice in rapid succession to skip to the next song.

Customizing Your Audio Experience

To make your listening experience more enjoyable, you can normalize the playback volume and apply equalization. You can also set a sleep timer and use your voice to control your music.

Play all songs at the same volume level

The Sound Check feature in the Music app and iTunes app automatically adjusts the level of songs so that they play at the same volume relative to each other. That way, one song never blasts out your ears even if its recording level is much higher than that of the song before or after it. To tell the iPhone to play songs at the same volume, tap Settings ⇒ Apps ⇒ Music and set the Sound Check switch on (green).



TIP

You can also use Sound Check in Music or iTunes on your Mac or PC. On macOS Ventura or later, choose Music ⇒ Settings; on macOS Monterey through Catalina, choose Music ⇒ Preferences; or on earlier versions of macOS, choose iTunes ⇒ Preferences. On Windows, choose Edit ⇒ Preferences. Once the Settings dialog or Preferences dialog is open, click the Playback tab, select the Sound Check check box, and then click OK.

Choose an equalizer setting

An *equalizer* increases or decreases the relative levels of specific frequencies to enhance the sound you hear. Some equalizer settings emphasize the bass (low-end) notes in a song; other equalizer settings make the higher frequencies more apparent. The iPhone has more than 20 equalizer presets, with names such as Acoustic, Bass Booster, Dance, Electronic, Pop, Rock, and Small Speakers. Each is ostensibly tailored to a specific type of music or listening conditions.

To find out whether you prefer using equalization, listen to music while trying out different settings. To do that, first start listening to a song you like. Then, while the song is playing, follow these steps:

1. **On the Home screen, tap Settings ⇒ Apps ⇒ Music ⇒ EQ.**
2. **Tap different EQ presets (Pop, Rock, R&B, or Dance, for example), and listen carefully to the way they change how the song sounds.**
3. **When you find an equalizer preset that you think sounds good, leave it selected.**

If you don't like any of the presets, tap Off at the top of the EQ list to turn off the equalizer.

Setting a sleep timer

If you like to fall asleep with music playing but don't want to leave your iPhone playing music all night long, you can turn on its sleep timer. Here's how:

1. **On the Home screen, tap the Clock icon to open the Clock app.**
2. **In the lower-right corner, tap the Timers icon.**
3. **Set the number of hours and minutes you want music to play, and then tap the When Timer Ends button.**
4. **Scroll down to the very bottom of the list and tap Stop Playing.**
5. **Tap the Set button in the upper-right corner.**
6. **Tap the Start button.**

If you have music playing already, you're finished. If not, launch the Music icon, and select the music you want to listen to as you fall asleep. When the specified time period elapses, the music stops playing and your iPhone goes to sleep.

Using your voice to control your music

Siri enables you to boss around your music by using nothing but your voice. Just press and hold down the Home or side button (or the equivalent button on a headset) and, after you hear the tone, you can:

- » **Play an album, an artist, or a playlist:** Say “Play” and then say “album,” “artist,” or “playlist,” and the name of the album, artist, or playlist, respectively. You can issue these voice commands at any time except when you’re on a phone call or having a FaceTime video chat. You don’t have to have music playing for these voice commands to work.
- » **Shuffle the current playlist:** Say “Shuffle.” This voice command works only if you’re listening to a playlist or another list of songs, such as an album.
- » **Find out more about the song that’s playing:** Ask “What’s playing?” “What song is this?” “Who sings this song?” or “Who is this song by?”
- » **Get creative:** Siri just keeps getting better at playing music, so try asking it to play music with requests like the following:
 - Play songs popular in 2013.
 - Play music by Taylor Swift.
 - Play hit songs by David Bowie.
 - Play Chelsea Wolfe’s first album.

Siri can usually interpret commands such as these, and within seconds you should be listening to exactly what you want to hear. If not, you can tap the words you just spoke and edit them with the keyboard. And if Siri misspells a word, you can say, “that’s spelled” and then speak the proper spelling letter-by-letter.

Listening to Podcasts with the Podcasts App

A *podcast* is an on-demand radio program you listen to at your convenience by using the Podcasts app. To make podcasts more useful and easier to navigate, many podcasts include not only transcripts of

their text but also the capability to search through the transcript to find the part you want to listen to.

To use the Podcasts app, you must be signed in to your Apple Account. Normally, iOS keeps you signed in, but if you've signed out, choose Settings ⇒ Apple Account ⇒ Media & Purchases, and then tap Sign In. Type your user name and password, and then tap OK.

When you're signed in to your Apple Account, tap the Podcasts icon on the Home screen to start finding and listening to podcasts.

You'll find the Podcasts app strongly resembles the Music app. The Podcasts app has three tabs and one icon at the bottom of the screen (see [Figure 13-4](#), left):

- » **Home:** Tap to see recent episodes of podcasts to which you subscribe and suggestions based on your listening habits. To manage notifications for your podcasts, tap your profile icon (your avatar or monogram) in the upper-right corner, tap Notifications, and work on the Notifications screen.
- » **New:** Tap to reach the podcasts store, which works like the Music or App stores with a few notable exceptions. First, all podcasts here are free. Second, you don't add or buy podcasts; you follow a podcast by tapping the follow icon (+) in the upper-right corner of its details page, or by tapping the ellipsis (...) even closer to the upper-right corner of the details page and then tapping Follow Show on the pop-up menu.

Browse until you find a podcast that interests you, then tap it to see its details. From its details screen, you can listen to individual episodes or tap the ellipsis (...) and then tap Follow Show on the pop-up menu to follow this show. If you follow a podcast, the Podcasts app will grab all new episodes as soon as they're released. After following a podcast, tap its ellipsis (...) icon for additional options, including Settings, Play Next, Share Show, and Unfollow Show.

- » **Library:** Tap to display the library, which organizes your podcasts by Shows, Channels, Categories, Saved, Downloaded, and Latest

Episodes. Tap a category to see podcasts in your library that meet that criteria.

- » **Search:** Tap the search icon (magnifying glass) to display the Search screen. Type a word, phrase, podcast name, host name, or some other characteristic of what you seek, and the app displays podcasts that meet the criteria. Tap the tab buttons at the top of the screen — Top Results, Shows, Episodes, or Channels — to filter the search results.

Tap a podcast to start listening to it. Tap the playing podcast's name at the bottom of the screen to display its details (see [Figure 13-4](#), right). The playback controls are similar to those in the Music app except for the following differences:

- »  **Playback speed:** To change the playback speed, tap the current value (such as 1x, shown in the margin) to display the pop-up menu, and then tap the speed you want: 2x, 1.75x, 1.5x, 1.25x, 1x, or 0.75x.
- »  **Play timer:** Tap this icon to display the pop-up menu, and then tap When Episode Ends, 1 Hour, 45 Minutes, 30 Minutes, 15 Minutes, 10 Minutes, 5 Minutes, or Off, as appropriate.
- »  **Go backward 15 seconds and go forward 30 seconds:** Tap these icons to move backward or forward through the podcast in set increments. Even if you need to tap multiple times, using these icons is normally much easier than dragging the playhead.
- »  **Transcript:** Tap this icon to display the transcript for the podcast. You can then search through the transcript by entering a search term in the Search box below the transcript. Tap again to hide the transcript.

Shopping with the iTunes Store App

The iTunes Store app lets you use your iPhone to download a wide variety of music and ringtones. And if you're fortunate enough to have an iTunes gift card or gift certificate in hand, you can redeem it directly

from your iPhone in the iTunes Store app. Just sign in to your iTunes Store account as described in the preceding section, and then tap the iTunes Store icon on the Home screen to start shopping.

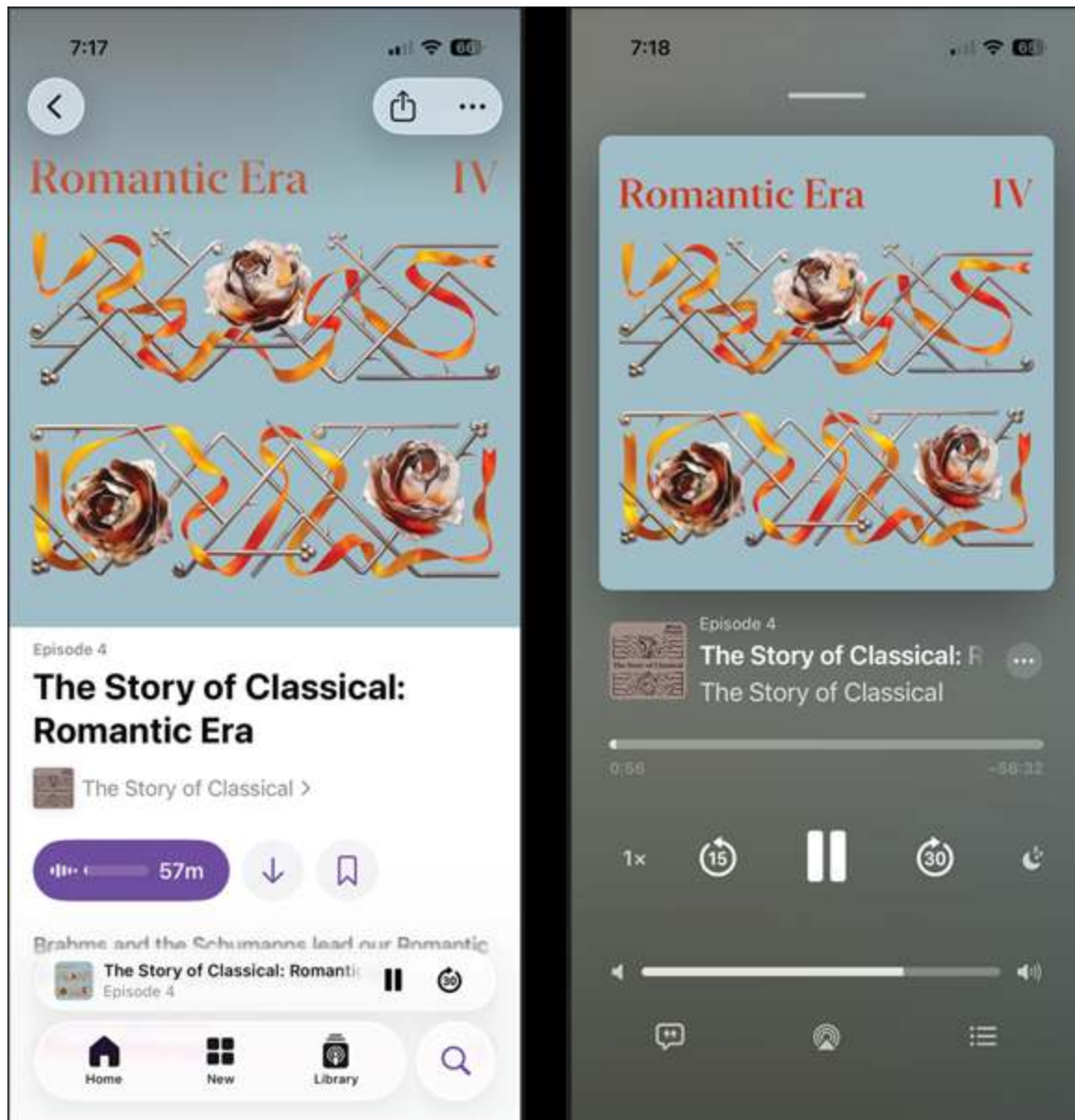


FIGURE 13-4: The Podcast app's controls are mostly the same as the Music app's controls.

Chapter 14

Shooting, Editing, and Sharing Photos

IN THIS CHAPTER

- » Taking photos
 - » Choosing settings for the Camera app
 - » Viewing and organizing your photos
 - » Editing your photos
 - » Sharing your photos
-

Your iPhone's cameras are among the best smartphone cameras available. The front (screen side) camera is optimized for selfies and FaceTime calls, while the main camera on the rear of the iPhone is designed to take a wide range of photos and videos. Depending on the iPhone model, the rear camera may have a single lens or multiple lenses, such as an ultrawide lens, a main lens, and one or more telephoto lenses.

This chapter covers taking photos with the Camera app. The next chapter covers shooting videos.

To help you organize your photos and make the most of them, your iPhone includes the Photos app. Photos enables you to view and edit your photos, organize them into albums, and share them easily with other people.

Taking Photos with the Camera App

The Camera app makes taking photos and videos as easy as possible, but it also enables you to choose settings manually when you need extra

control. This section shows you how take photos. The next chapter explains how to shoot videos.

Opening the Camera app

To get started with the Camera app, open the app in one of these ways:

- » **Camera control:** On iPhone models that have the camera control, click it to open the Camera app. Click again to take a photo, or click and hold to start shooting a video.
- » **Home screen:** Tap the Camera icon. To open the app in a particular mode, long-press the Camera icon, and then tap Selfie, Video, Portrait, or Portrait Selfie on the pop-up menu.
- » **Lock screen:** Long-press the Camera icon if it appears. Alternatively, swipe left on the Lock screen. This move is useful when it's hard to see the Camera icon, such as in bright sunlight.
- » **Control Center:** Tap the Camera icon. Or, to open the app in a particular mode, long-press the icon, and then tap Selfie, Video, Portrait, or Portrait Selfie on the pop-up menu. If Camera doesn't appear in Control Center, you can add it in seconds by tapping the add icon (+), tapping Add a Control, and then tapping Camera.
- » **Siri:** Say something like “Hey Siri, open the Camera app.”
- » **Apple Watch:** Open the Camera Remote app.

Meeting the Camera app's controls

Once you've opened the Camera app, you should see controls similar to those shown in [Figure 14-1](#). The controls vary somewhat depending on which iPhone model you're using, so don't worry if things look a bit different. The subject should be different too.

These are the main controls, in roughly descending order of importance:

- » **Camera mode:** This bar shows the current camera mode, such as photo mode, and enables you to switch to other modes, such as video mode, slo-mo mode, or pano (panorama) mode. The bar displays only as many modes as will fit between the photo and video viewer

button in the lower-left corner and the camera chooser icon in the lower-right corner. Swipe left or right on the bar to expand it temporarily so that you can reach the mode you want.

- » **Camera chooser:** Tap this icon to toggle between the rear camera and the front camera.
- » **Lenses:** If your iPhone's rear camera has multiple lenses, tap the button for the lens you want to use.
- » **Take picture:** Tap the big white button to take a picture using the current camera mode.
- » **Photo and video viewer:** Tap this thumbnail, which shows the last photo or video, to view that photo or video in the Photos app.
- » **Flash:** Tap the lightning bolt icon to toggle the flash between the auto setting and the off setting. If the flash is set to on, which you learn how to do shortly, tapping this icon once sets the flash to off, and tapping it again sets the flash to auto rather than setting it back to on.
- »  **Night mode (low light):** In low light conditions that require an exposure of one second or longer, this icon turns yellow and displays the exposure time, such as 1 for 1 second. Tap the icon if you want to turn off night mode.
- » **Personal library:** When you've set up a shared library, tap this icon to toggle between saving the photo to your personal library and saving to the shared library. This icon appears only when you have a shared library.
- » **Show controls:** Tap the six dots icon to display the camera controls overlay on the lower part of the screen. See the section “[Using the camera controls](#),” later in this chapter.
- » **Live Photo:** Tap this icon to toggle the Live Photo feature on or off. See the section “[Shooting and enjoying live photos](#),” later in this chapter, for coverage of live photos.
- » **Camera active indicator:** This green dot shows that the camera is active.

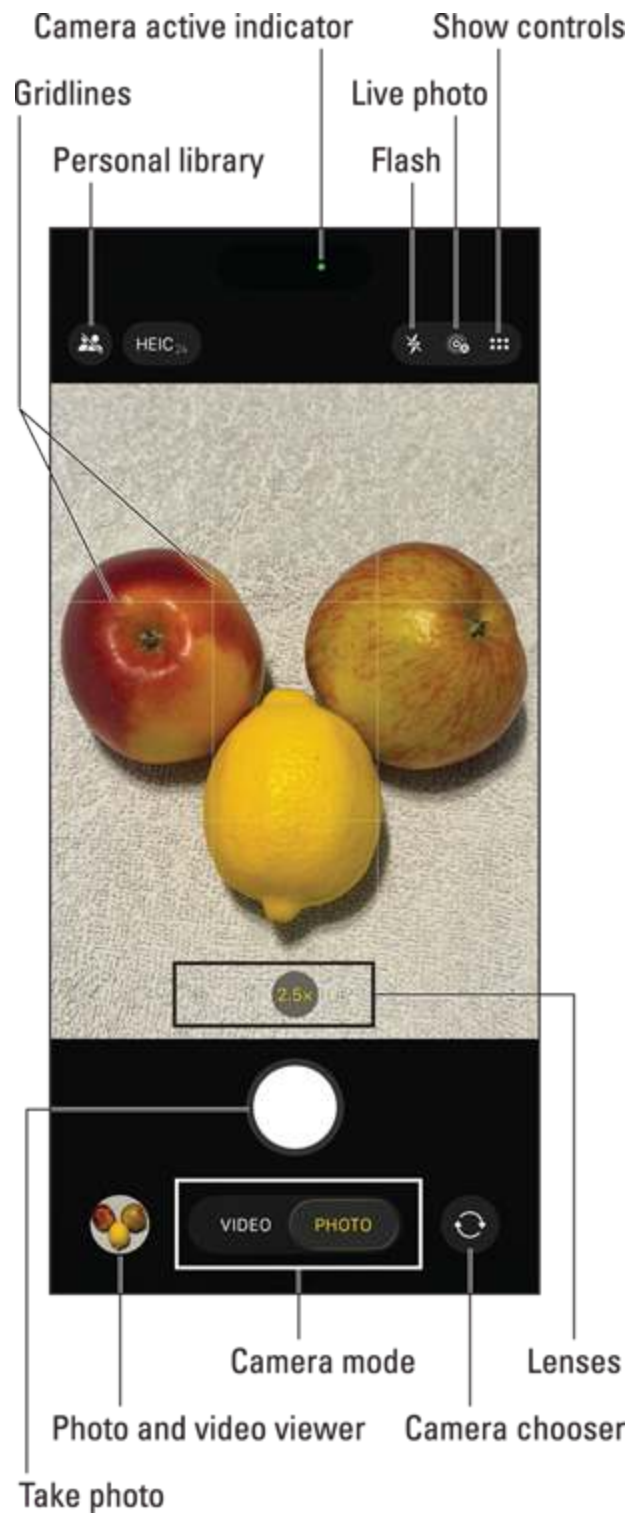


FIGURE 14-1: The Camera app gives you instant access to its key controls.

Taking a photo and viewing it

To get the hang of the Camera app, try taking a photo and then viewing it in the Photos app. Follow these steps:

1. **Open the Camera app using one of the methods explained in the previous section.**

For example, click the camera control once or tap the Camera icon on the Home screen.

The screen shows what the camera's lens is viewing.

2. **If you need to switch from the rear camera to the front camera, tap the camera chooser icon.**

3. **If necessary, change the camera mode by tapping the appropriate mode on the camera mode bar.**

For example, drag the Photo button to the left and then tap Portrait if you want to take a portrait.

This example uses photo mode, which is normally the default mode for the Camera app.

4. **Aim the lens at your subject, and use the photo frame to compose the shot.**

5. **If you need to switch to a different lens, tap its button.**

For example, tap the 2x button to switch to the telephoto lens.

6. **Tap the take picture button, click the camera control once, or press either the volume up button or the volume down button.**

The Camera app takes the photo, and its thumbnail appears in the photo and video viewer.

7. **Tap the photo and video viewer to display the photo in the Photos app (see [Figure 14-2](#)).**

You can then work with the controls explained in the following list.

Tap the back icon (<) when you're ready to return to the Camera app to take more photos.

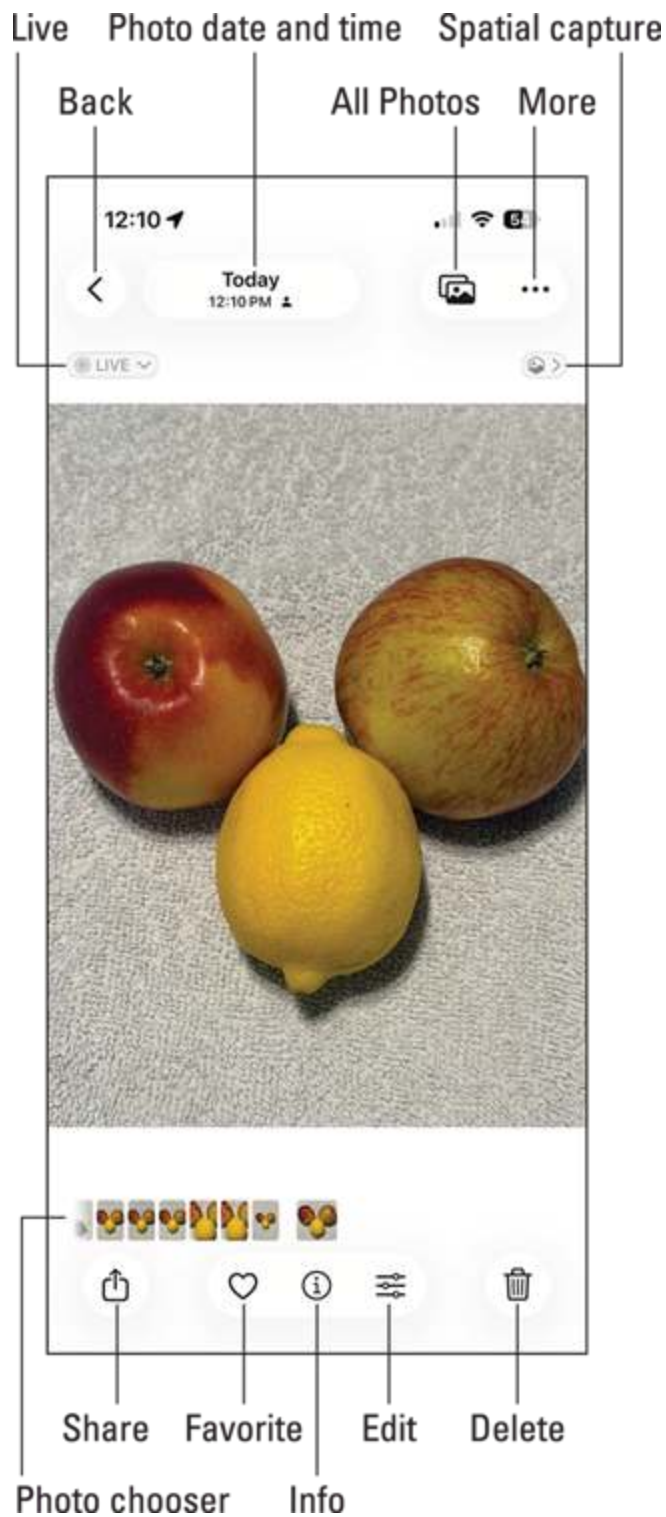


FIGURE 14-2: Viewing your latest photo in the Photos app.

Here's what the controls in the Photos app do:

- » **Live:** Indicates, along with the *LIVE* readout, that the photo is a live photo, one that includes video. See the next section for more information.
- » **Back:** Returns to the Camera app.
- » **Photo date and time:** Shows the date and time the photo was taken.
- » **All Photos:** Goes to the All Photos album.
- » **More:** Displays the More menu, which includes commands such as Duplicate, Hide, Adjust Date & Time, and Adjust Location.
- » **Photo chooser:** Displays the photo you tap. Scroll left or right as needed.
- » **Share:** Displays the share sheet. See the section “[Sharing Your Photos](#),” later in this chapter.
- » **Favorite:** Bestows or removes favorite status.
- » **Info:** Displays the info pane for the photo.
- » **Edit:** Opens the photo for editing. See the section “[Editing Your Photos](#),” later in this chapter.
- » **Delete:** Starts deleting the photo. Tap the Delete Photo button in the confirmation dialog.

You now know the basic moves for taking a photo and viewing it. Next, let’s look at other techniques you can use when taking photos.

Shooting and enjoying live photos

A *Live Photo* is one that includes 3 seconds of video, half of it before the still frame and the other half after the still frame. A Live Photo plays automatically when you display it in the Photos app; you can make it play again by long-pressing the photo.

Perhaps the best thing about Live Photos is that they enable you to change the key frame, the still photo. Tap the edit icon to open the photo for editing, and then tap the Live button at the bottom of the screen. You see a frame-by-frame scrubber bar below the picture, with a white rectangle marking the key frame. Drag this white rectangle to the frame

you want to use, lift your finger, and then tap the Make Key Photo button that appears. You can also shorten the video clips by dragging the start marker and the end marker; this is good for removing photobombers. Tap the Done button when you're satisfied with your changes.



TIP Live Photos can be entertaining, but to be ready to shoot a Live Photo, the Camera app needs to record video through the active camera constantly while the app is active. The app can then pull the 1.5 seconds of video before you took the picture from its buffer to create the first part of the live photo. Because only 1.5 seconds are needed, the footage doesn't need much storage — the Camera app can just keep deleting any footage more than a couple of seconds old. But shooting video does take up battery power, so turn off Live Photos if you don't use them.

Tap the LIVE pop-up menu in the upper-left corner of a Live Photo to display five options:

- » **Live:** This is the standard effect. It's selected until you change it.
- » **Loop:** This effect plays the Live Photo continuously.
- » **Bounce:** This effect plays the live action forward, and then reverses it. This is sometimes fun (people walking backwards) and sometimes less so (your child unswallowing food).
- » **Long Exposure:** This effect blurs moving people or objects, leaving stationary people and objects sharp.
- » **Live Off:** You may be tempted to add “the land” or “your wits,” but this effect turns off playing the live footage for the photo.



TIP

You can create a still version of a Live Photo by displaying that photo, tapping the more icon (three dots), and tapping Duplicate on the menu that opens. Then, in the dialog that opens at the top of the screen, tap Duplicate as Still Photo.

Using the camera control

As you read earlier in this chapter, clicking the camera control opens the Camera app. Once the app is open, you can use the camera control like this:

- » **Take a photo:** Click the camera control.
- » **Shoot a video:** Click and hold the camera control.
- » **Adjust settings:** Lightly press the camera control twice (without clicking) to display the settings overlay, which contains (from top to bottom) the Exposure, Depth, Zoom, Cameras, Styles, and Tone buttons. Slide your finger up or down to select the setting you want, and then press lightly again (and again without clicking). The overlay displays that setting, and you can adjust it by sliding your finger up or down.
- » **Switch cameras:** The Cameras setting on the camera control enables you to switch between the front and rear cameras and between the lenses on your iPhone's rear camera.

Using the camera controls overlay

When you need to exercise more control over a shot than you get from the controls the Camera app displays by default, tap the show controls icon (six dots) at the top of the screen. The camera controls overlay appears (see [Figure 14-3](#)).



REMEMBER The selection of controls on the camera controls overlay varies depending on the iPhone model, because the camera modules on different iPhone models have different capabilities.

Here's what the controls on the camera controls overlay do:

- » **Flash:** Tap this button to cycle the flash through Auto, On, and Off.
- » **Live:** Tap this button to cycle the Live feature through Auto, On, and Off.
- » **Timer:** Tap this button to display the timer controls; tap the Off button, the 3s button, the 5s button, or the 10s button.
- » **Exposure:** Tap this button to display the exposure slider; drag the slider to set the exposure you want. Values range from -2.0 stops to $+2.0$ stops.
- » **Styles:** Tap this button to display the photographic styles controls, and then swipe left one or more times until you reach the style you want to use: Standard, Rich Contrast, Vibrant, Warm, or Cool. Some iPhone models, such as the iPhone Air and recent iPhone Pro models, have additional styles, such as Bright and Dramatic.
- » **Aspect:** Tap this button to cycle through the aspect ratios: 16:9, 1:1, and 4:3.
- » **Night mode:** Tap this button to toggle night mode on or off.

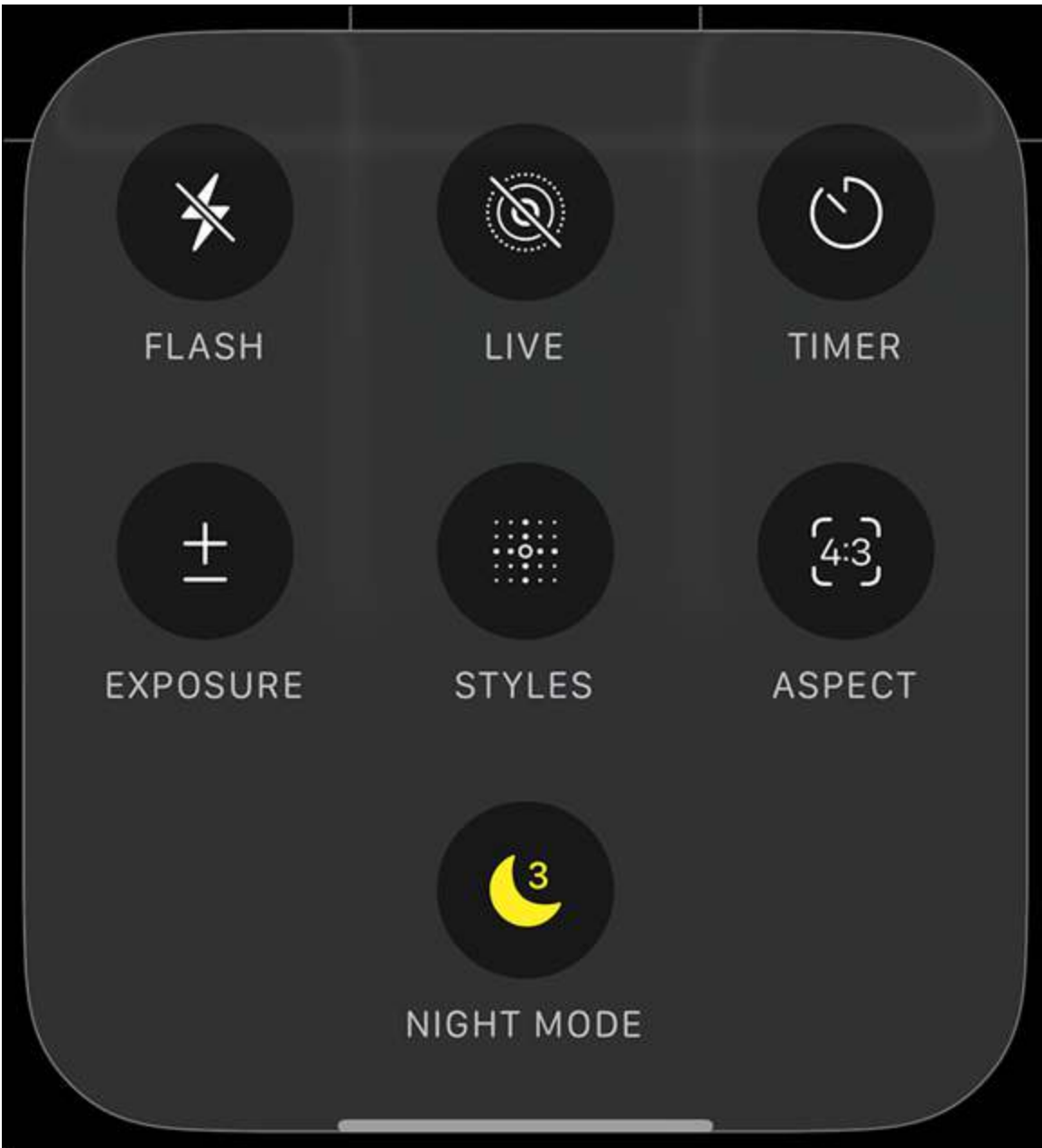


FIGURE 14-3: The controls on the camera controls overlay are tailored to the iPhone model's capabilities.

The following subsections tell you how to put these features to use (apart from live photos, which you've already met) and how to zoom with the zoom wheel.

Zooming with the zoom wheel

On an iPhone that has multiple lenses, you can zoom by using the zoom wheel feature as well as by pinching and unpinching. To use the zoom

wheel feature, long-press any of the lens buttons (such as 2x), and then rotate the wheel that appears (see [Figure 14-4](#)).

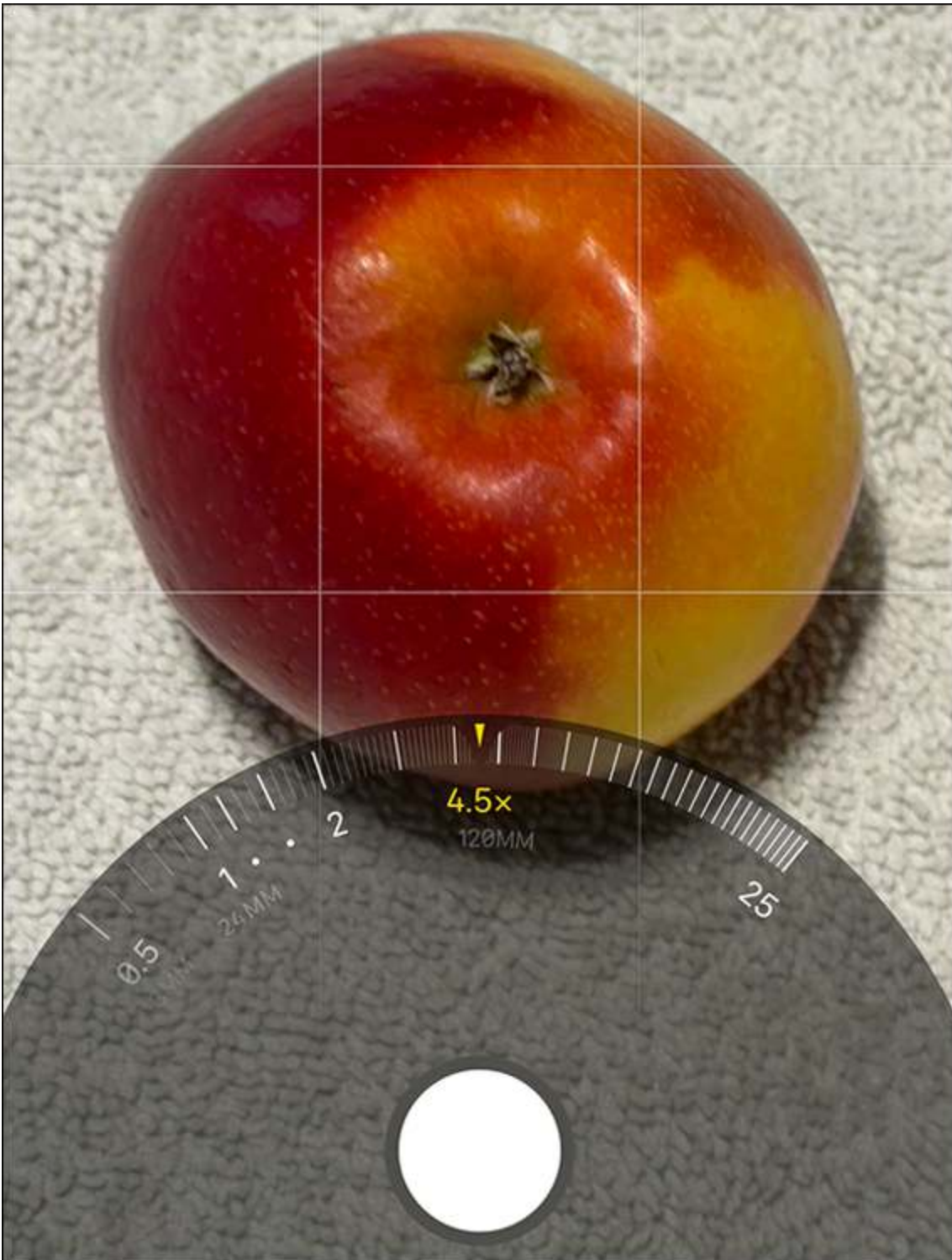


FIGURE 14-4: Long-press any lens button to display the zoom wheel, and then rotate it to zoom precisely.

Taking photos with flash

The rear camera includes an LED (light-emitting diode) flash to add light when your photos need it. Tap the Flash icon in the upper-right corner of the screen to toggle the flash between the auto setting and the off setting. Or, to turn the flash on all the time, tap the show controls icon (six dots), and then tap the Flash button on the camera controls overlay until the yellow flash-on icon appears.

Recent iPhones include what Apple calls True Tone Flash with Slow Sync. This feature slows the shutter speed when you shoot photos using flash, thus letting in more light to give a better exposure of your subject and its background.

The front camera uses the iPhone's screen as its flash. The camera makes the screen brighten with TrueTone lighting for just a moment, enough to light those selfies you take in dim lighting.



TIP

When shooting a subject with strong light behind it, turn the flash on to provide fill-in lighting.

Using night mode

The iPhone 11, 12, 13, 14, 15, 16, and 17 models include the night mode feature, which enables you to shoot in dim light without using the flash. The results are often better than using the flash — provided you can hold the iPhone steady. Mounting your iPhone on a tripod or another stabilizing device helps hugely.

The Camera app automatically turns on night mode when conditions warrant it. The night mode icon appears in the upper-right corner of the screen, showing the exposure time, such as 9s. Tap the take picture button when you're ready to capture the photo. The Camera app displays a prompt at the top, such as *Hold still for 9 seconds*, counting down to the end of the exposure.

Using photographic styles

If your iPhone includes the photographic styles feature, you can switch styles by tapping the show controls icon (six dots) to display the camera controls overlay, tapping the Styles button, and then swiping left or right to select the style you want. The Camera app continues using that style until you change to another style or until your current Camera session ends — so if you’re changing styles for just a few photos, remember to change back. If you forget, all is not lost because you can change styles while editing a photo.

Shooting photos with different aspect ratios

The Camera app enables you to shoot photos with different aspect ratios: 4:3 (the default), square (1:1, if you prefer numbers), or 16:9. To change the aspect ratio, tap the show controls icon (six dots) to display the camera controls overlay, and then tap the aspect ratio icon once or twice to cycle through the ratios to the one you want. The Camera app continues using this aspect ratio until you change it again or until your current Camera session ends.



TIP

To make the aspect ratio stick between sessions in the Camera app, choose Settings ⇒ Camera ⇒ Preserve Settings, and then set the Creative Controls switch on (green). This switch affects the filter (discussed in the upcoming “[Applying filters to a photo](#)” section) as well as the aspect ratio setting.

Setting the exposure manually

To set the exposure manually, tap the show controls icon (six dots) at the top of the screen to display the camera controls overlay, and then tap the exposure icon. Slide the exposure slider to the right to reduce the exposure by up to 2.0 stops, or slide it to the left to increase the exposure by up to 2.0 stops (see [Figure 14-5](#)). The exposure indicator appears in the upper-left corner of the screen as a reminder that you have applied an exposure adjustment.

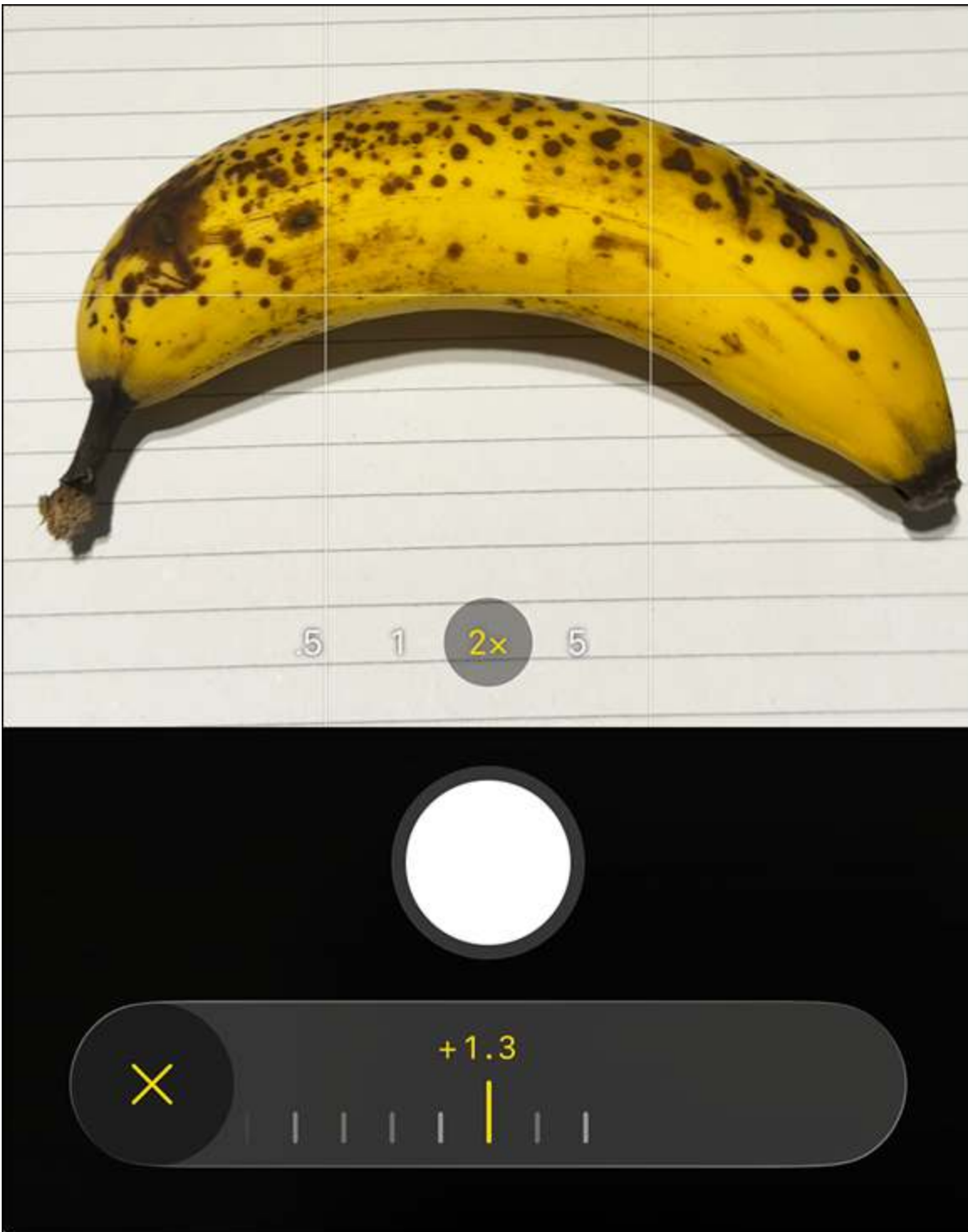


FIGURE 14-5: Use the exposure slider below the take picture button to adjust the exposure.

The Camera app continues using the exposure adjustment until you change it or until the end of your session in the Camera app; if you want your chosen exposure to stick beyond that, choose Settings ⇒ Camera ⇒

Preserve Settings, and then set the Exposure Adjustment switch on (green).

Using the timer

To take a photo with the timer, tap the show controls icon (six dots) at the top of the screen to display the camera controls bar, tap the timer icon, and then tap the 3s button, the 5s button, or the 10s button. The corresponding number of seconds appears in the middle of the screen showing the delay; when you tap the take picture button, the number counts down. On the rear of the iPhone, the flash blinks gradually faster to alert the subject to the countdown.

If the Live Photos feature is enabled, the Camera app takes a single live photo. If Live Photos is disabled, the Camera app takes a burst of 10 photos to increase your chances of getting a good shot.



TIP

If you wear an Apple Watch paired with your iPhone, you can use the Camera Remote app on the Apple Watch to take photos on the iPhone. The Camera Remote app includes a 3-second timer that's great for taking selfies or group photos with the iPhone mounted on a tripod.

Taking RAW photos

For most photos, the Camera app processes the image data to adjust the exposure, improve the colors, and remove noise (inaccurate data) and artifacts (such as curvature from the wide-angle lens). The Camera app also compresses the image data and saves it in the HEIF format or the JPEG format. This approach gives good results at an acceptable file size, but some image data is inevitably and irrevocably lost.

If you need full image quality and your iPhone supports the RAW format, you can shoot RAW photos instead. RAW photos are full-quality files that contain uncompressed and unprocessed image data straight from the camera sensor. They will need post-processing to give a polished result.

To shoot RAW files, see if the RAW button or the HEIC button appears in the upper-left corner of the screen. If it doesn't, choose Settings ⇒ Camera ⇒ Formats, and then set the ProRAW & Resolution Control switch on (green). Tap the Pro Default button to display the Pro Default screen, and then tap the pro format to use as your default: HEIF Max, ProRAW 12 MP, or ProRAW Max. Now go back to the Camera app, tap the RAW button or the HEIC button, and then use the overlay that appears (see [Figure 14-6](#)) to adjust the format as needed. Now you can shoot RAW files in that format.

The Camera app maintains your RAW setting until the end of the Camera session. To preserve the RAW setting between sessions, choose Settings ⇒ Camera ⇒ Preserve Settings, and then set the ProRAW & Resolution Control switch on (green).



TIP The iPhone 15 Pro, iPhone 16 Pro, and iPhone 17 Pro models can transfer ProRAW photos directly to a Mac via a USB-C cable. This capability enables you to use one of these iPhone models as your primary camera.

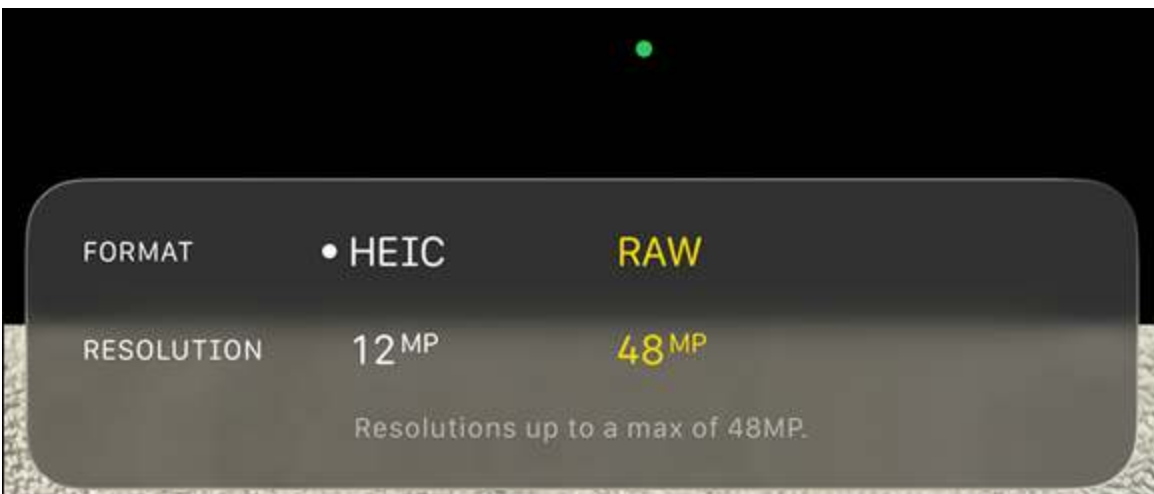


FIGURE 14-6: The RAW overlay lets you switch quickly among the available RAW formats.

Shooting portraits

If the Camera app on your iPhone includes portrait mode on the camera mode bar, you can use this mode to isolate a photo's subject from the background and apply assorted lighting effects that can hugely change (and often improve) the photo.

Start by lining up your subject, as in the left screen in [Figure 14-7](#). Here, the background is fully visible, including books on a bookshelf.

Now tap the Portrait button on the camera mode bar. As you can see in the right screen in [Figure 14-7](#), the Camera app blurs the background and applies the Natural Light lighting to the subject.

Long-press the Natural Light button to display the lighting wheel (see the left screen in [Figure 14-8](#)), and then rotate the wheel counterclockwise to try the different lighting styles: Studio Light, Contour Light, Stage Light, Stage Light Mono, or High-Key Light Mono. When you find the lighting style you want, release the wheel. You can then shoot the portrait (see the right screen in [Figure 14-8](#)).

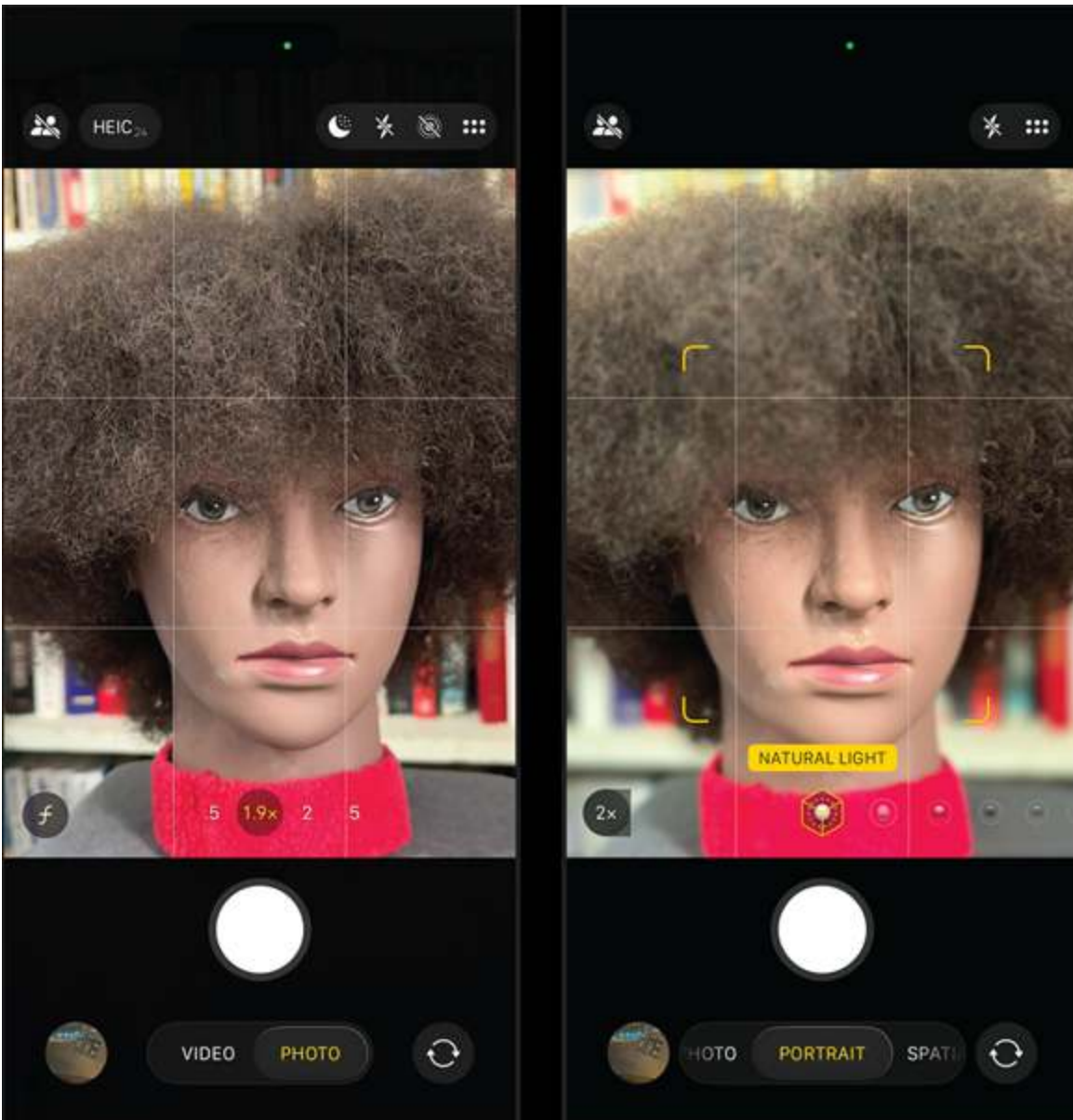


FIGURE 14-7: Line up your subject (left), and then tap the Portrait button to switch to portrait mode. The background blurs.

Shooting bursts of photos

To improve your chances of capturing the action or the expression you're after, you can shoot bursts of photos. To shoot a burst, drag the take picture button toward the photo and video viewer. So if you're holding the iPhone in portrait orientation, drag the take picture button to the left; if you're holding the iPhone in landscape orientation with the take picture button on the left, drag it up; and for landscape orientation

with the take picture button on the right, drag it down. The Camera app displays the number of photos in the burst and plays a rapid shutter sound to encourage you. Release the take picture button to end the burst.



TIP

You can also take a burst by holding down the volume up button. To shoot bursts this way, choose Settings ⇒ Camera, and then set the Use Volume Up for Burst switch on (green).

Once you've shot a burst, you can open it and decide which shots to keep. To get to the burst, either tap the photo and video viewer in the Camera app straight after shooting the burst; or go to the Photos app, tap the Collections button, tap the Media Types heading to display the Media Types screen, tap Bursts, and then tap the burst. You'll notice that the thumbnail for the burst looks like it's sitting on a stack of photos. The thumbnail is the picture that the Camera app decided unilaterally best represents the burst. (You may disagree.)

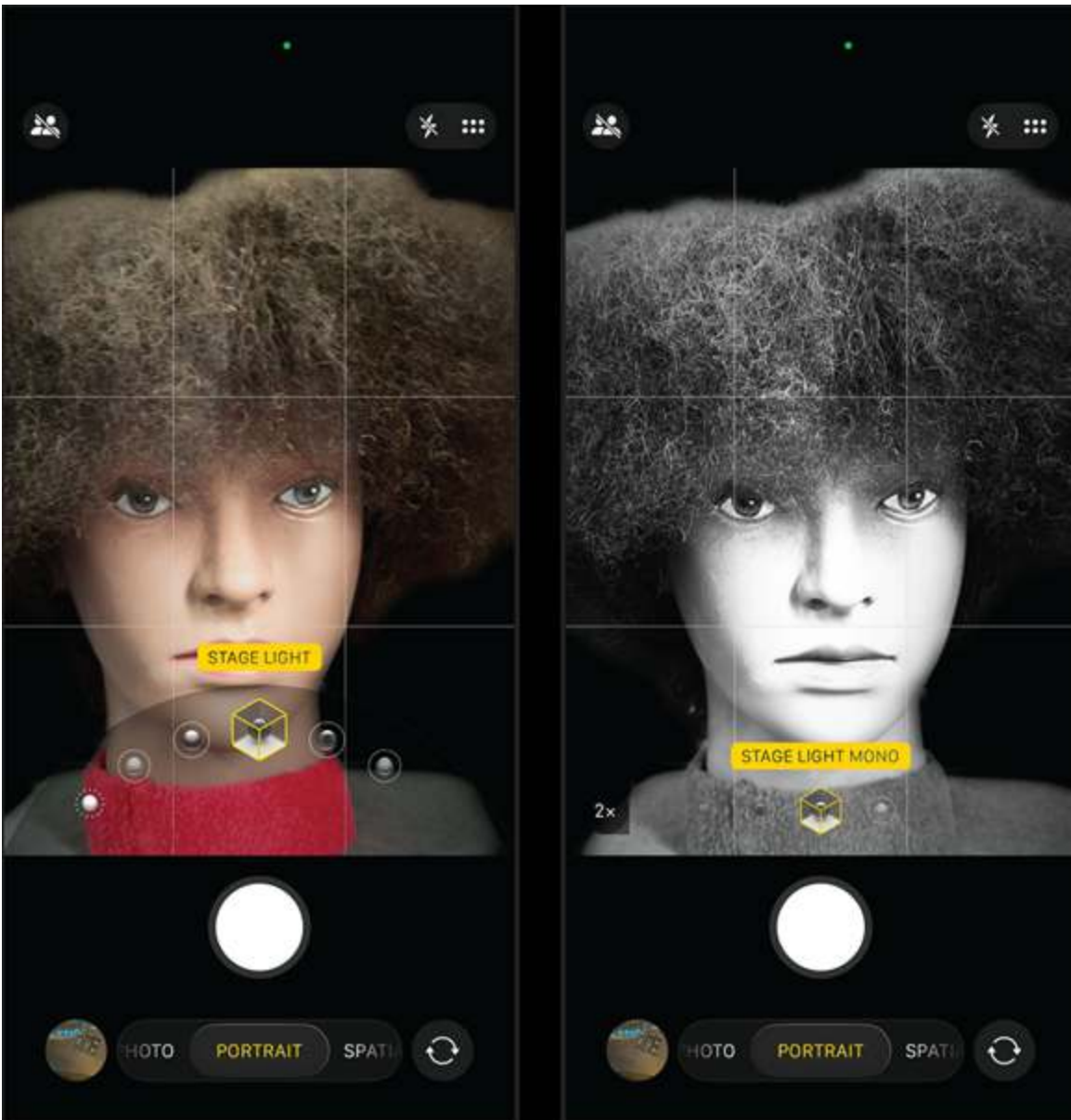


FIGURE 14-8: Rotate the lighting wheel to try different lighting styles (left). Release the wheel when you're ready to take the portrait (right).

The word *Burst* and the number of photos appears in the upper-left corner of the burst's screen. Tap that Burst button to display the Choose Favorites screen, which shows the contents of the burst. The selected image from the burst appears front and center, bordered by the edges of other photos in the burst.

You can move through the photos one at a time by swiping left or right on the current image. To move in bigger steps, go to the *photo chooser*,

the strip of thumbnails at the bottom of the display, and tap the photo you want to view. A gray triangle above the thumbnails shows your current location in the burst.

When you identify an image you want to keep, tap the selection circle in its lower-right corner, placing a check mark on it. When you've selected all the images you want, tap the done icon (check mark). A dialog opens, asking if you want to keep the other photos in the burst. Tap the Keep Everything button or the Keep Only *n* Favorites button, as appropriate.

Shooting panoramas

To shoot a panorama, swipe the Photo button left on the camera mode bar until the Pano button becomes selected. Holding the iPhone in portrait orientation, aim the lens at your start point, and then tap the take picture button. Rotate the iPhone, and perhaps yourself, clockwise, keeping the white arrow on the horizontal guide line. Tap the white square-in-a-circle stop icon to stop shooting the panorama.

Choosing Settings for the Camera App

To get the most out of the Camera app, spend a few minutes configuring the app's settings. To get started, tap the Settings app icon on the Home screen, and then tap the Camera button on the Settings screen. The Camera screen appears (see [Figure 14-9](#), left and right).

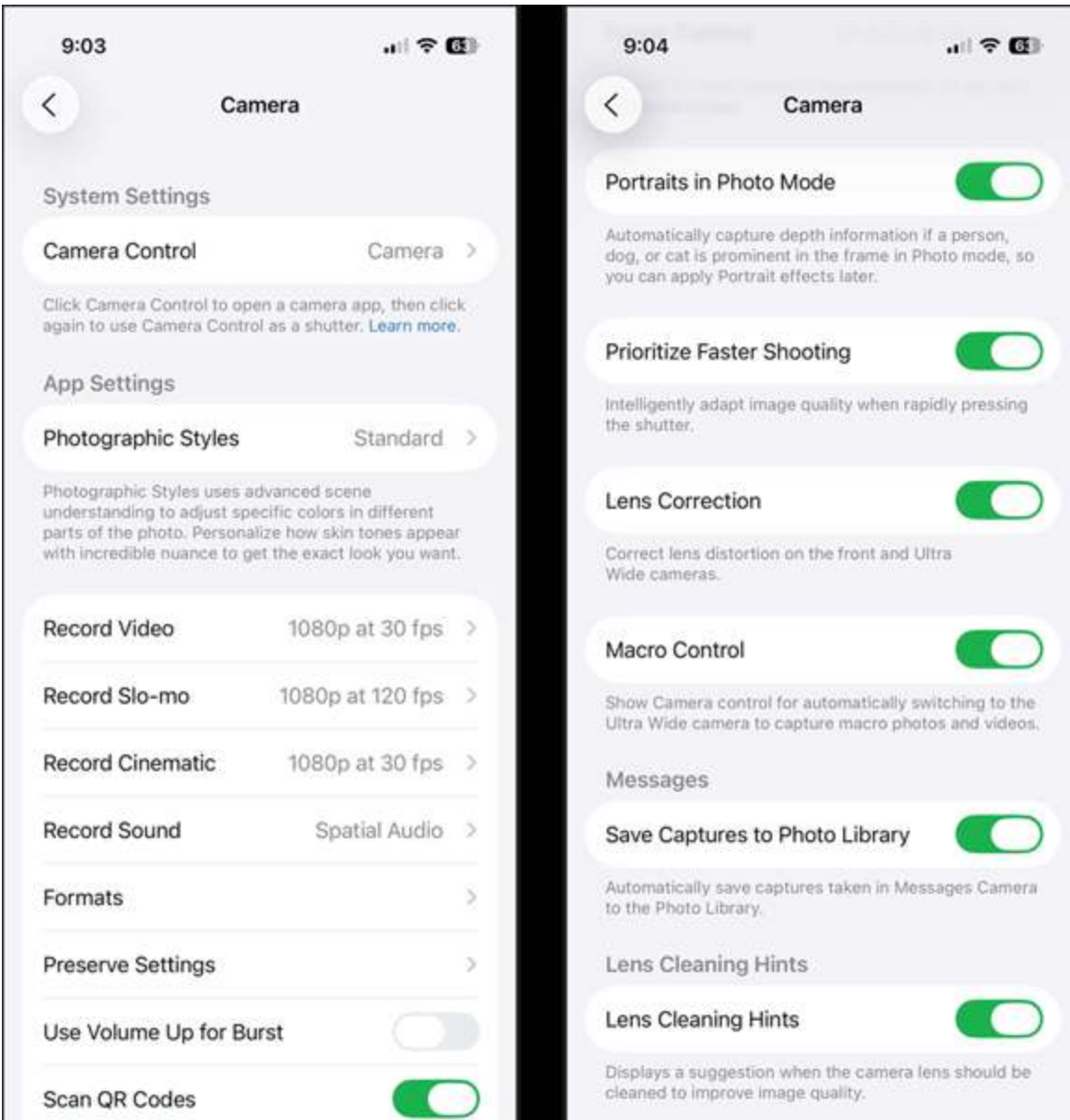


FIGURE 14-9: Work on the Camera screen in the Settings app (left and right) to configure the Camera app.



REMEMBER The controls available on the Camera screen in Settings vary depending on the capabilities of your iPhone's cameras, so don't worry if you don't see some of the controls listed here.

In the System Settings box, tap the Camera Control button, and then choose settings on the Camera Control screen. The Launch Camera

button enables you to choose whether clicking the camera control launches the Camera app or another app. Tap the Camera Adjustments button to set up camera adjustments you can make using a light press or swipe on the camera control. Set the Lock Focus and Exposure switch on (green) if you want to be able to lock the focus and exposure with a light long-press on the camera control. In the Launch Visual Intelligence box, set the Press and Hold switch on (green) to enable yourself to crank up the Visual Intelligence feature by pressing and holding the camera control.

In the App Settings box, tap the Photographic Styles button, and then follow the prompts to set up the photographic styles you want.

Next, in the unnamed box, you can configure the following settings:

- » **Record Video:** Tap to display the Record Video screen, and then choose settings for shooting video. See the next chapter for advice.
- » **Record Slo-Mo:** Tap to display the Record Slo-Mo screen, and then choose settings for shooting slow-motion video. Again, see the next chapter.
- » **Record Cinematic:** Tap to display the Record Cinematic screen, and then choose settings for shooting Cinematic video. For this, too, see the next chapter.
- » **Record Sound:** Tap to display the Record Sound screen, where you can select Spatial Audio, Stereo, or Mono. You can also set the Allow Audio Playback switch on (green) to have your iPhone keep playing audio while you shoot video. Set the Wind Noise Reduction switch on (green) to reduce wind noise while recording.
- » **Formats:** Tap to display the Formats screen. In the Camera Capture box, tap the High Efficiency button or the Most Compatible button, as needed. In the Photo Capture box, tap the Photo Mode button to display the Photo Mode screen, and then tap the 12 MP button or the 24 MP button, as needed. Back in the Photo Capture box, choose RAW settings as explained earlier in the chapter.



TIP

Choosing the High Efficiency setting makes the Camera app use the High Efficiency Image Format (HEIF) for photos and the High Efficiency Video Coding (HEVC) format for videos, giving high quality with the most compact file size possible. Choosing the Most Compatible setting makes the Camera app use the widely supported JPEG format for photos and the very widely used H.264 format for most videos. However, videos you shoot at 4K resolution at 60 frames per second (fps) and 1080p resolution at 240 fps still use the HEVC format.

- » **Preserve Settings:** Tap to display the Preserve Formats screen, which provides various switches for preserving settings from one session in the Camera app to the next rather than resetting them to their defaults. Set the Camera Mode switch, the Photographic Style switch, the Creative Controls switch, the Depth Control switch, the Macro Control switch, the Exposure Adjustment switch, the Night Mode switch, the Portrait Zoom switch, the Action Mode switch, the ProRAW & Resolution Control switch, the Apple ProRes switch, and the Live Photo switch on (green) or off (white) to tell which settings to preserve. For example, if you typically shoot video rather than still photos, set the Camera Mode switch on (green). Then, any time you launch the Camera app, it starts in the mode you were last using, such as video mode.
- » **Use Volume Up for Burst:** When on (green), shoots a burst of photos by pressing and holding the volume up button.
- » **Scan QR Codes:** When on (green), the Camera app automatically scans any quick response (QR) codes it identifies in the frame.
- » **Show Detected Text:** When on (green), the Camera app displays any text it has identified in the frame.

Next, on its own, is the Shared Library button. You look at shared libraries later in the “[Creating your iCloud Shared Photo Library](#)” section.

In the Composition box, you can configure these settings:

- » **Grid:** Set this switch on (green) to display a nine-rectangle grid on-screen to help you compose shots.
- » **Level:** Set this switch on (green) to display a three-part horizontal line across the middle of the screen when the iPhone is tilted. The central section of the line shows the degree of tilt, letting you level the iPhone by aligning the ends of the central section with each outside section.
- » **Mirror Front Camera:** Set this switch on (green) to save photos taken with the front camera in the same orientation as the camera preview, which flips them horizontally to give you the effect of looking in a mirror. Set this switch off (white) to save photos unflipped, as another person would see you.
- » **View Outside the Frame:** On an iPhone that includes the ultrawide lens, set this switch on (green) to have the preview display areas outside the frame of the photo. This extra data comes from the ultrawide lens and shows what you could include in the photo by switching to that lens.
- » **Indicators:** Tap this button to display the Indicators screen, and then set the Flash switch, the Live Photo switch, the Formats switch, and the Action Mode switch on (green) or off (white) to control which indicators the Camera app displays in the top bar.

In the Photo Capture section of the Camera screen, you can configure the following settings:

- » **Fusion Camera:** Tap this button to display the Fusion Camera screen. In the Additional Lenses box, set the switch on (green) for each lens you want to use. In the Default Lens box, tap the button for the lens you want to use as the default, such as the Default to 24 mm – 1x button.
- » **Portraits in Photo Mode:** Set this switch on (green) to have the Camera app automatically capture depth information if it detects a

person, a dog, or a cat in the frame, enabling you to apply portrait effects afterward. Other animals need not apply.

- » **Prioritize Faster Shooting:** Set this switch on (green) to shoot photos in rapid succession or capture fast-moving subjects. When the Prioritize Faster Shooting feature is on, the Camera app reduces its processing of the photos you've just taken when needed to allow you to shoot further photos more quickly. When you're shooting quickly, this setting may cost you some image quality, but the difference is usually not noticeable.
- » **Lens Correction:** Set this switch on (green) to have the Camera app automatically correct lens distortion on the front camera and on the ultrawide lens on the rear camera.
- » **Smart HDR:** Set this switch on (green) to use the Smart HDR feature, which takes multiple exposures and blends their best features into a single photo with high dynamic range.
- »  **Macro Control:** Set this switch on (green) to have the Camera app automatically display the macro control icon (shown in the margin) for switching to the ultrawide lens to shoot macro (close-up) photos and videos.

In the Messages section of the Camera screen, set the Save Captures to Photo Library switch on (green) to have the Messages app save screen captures to your photo library.

In the Lens Cleaning Hints section, set the Lens Cleaning Hints switch on (green) if you want the Photos app to warn you when you've smeared greasy fingerprints or mayonnaise on the camera lenses.

When you finish choosing settings in the Settings app, return to the Camera app and test them. (Skip the mayo for now.)

Viewing and Organizing Your Photos

Your iPhone provides the Photos app for viewing, editing, and sharing photos. In this section, we go through viewing and editing, leaving sharing until the final section of the chapter.

Opening the Photos app and navigating the interface

As you've seen earlier in this chapter, you can tap the photo and video viewer icon in the Camera app to display the last photo or view you took. If necessary, you can navigate back from that photo or video to other items you took earlier.

Other times, tap the Photos app icon on the Home screen to open the Photos app. At the bottom of the screen, tap the Library button to display thumbnails of all the photos and videos in your library (see the left screen in [Figure 14-10](#)), or tap the Collections button to display your photos and videos broken down by collections (see the right screen in [Figure 14-10](#)). The collections include:

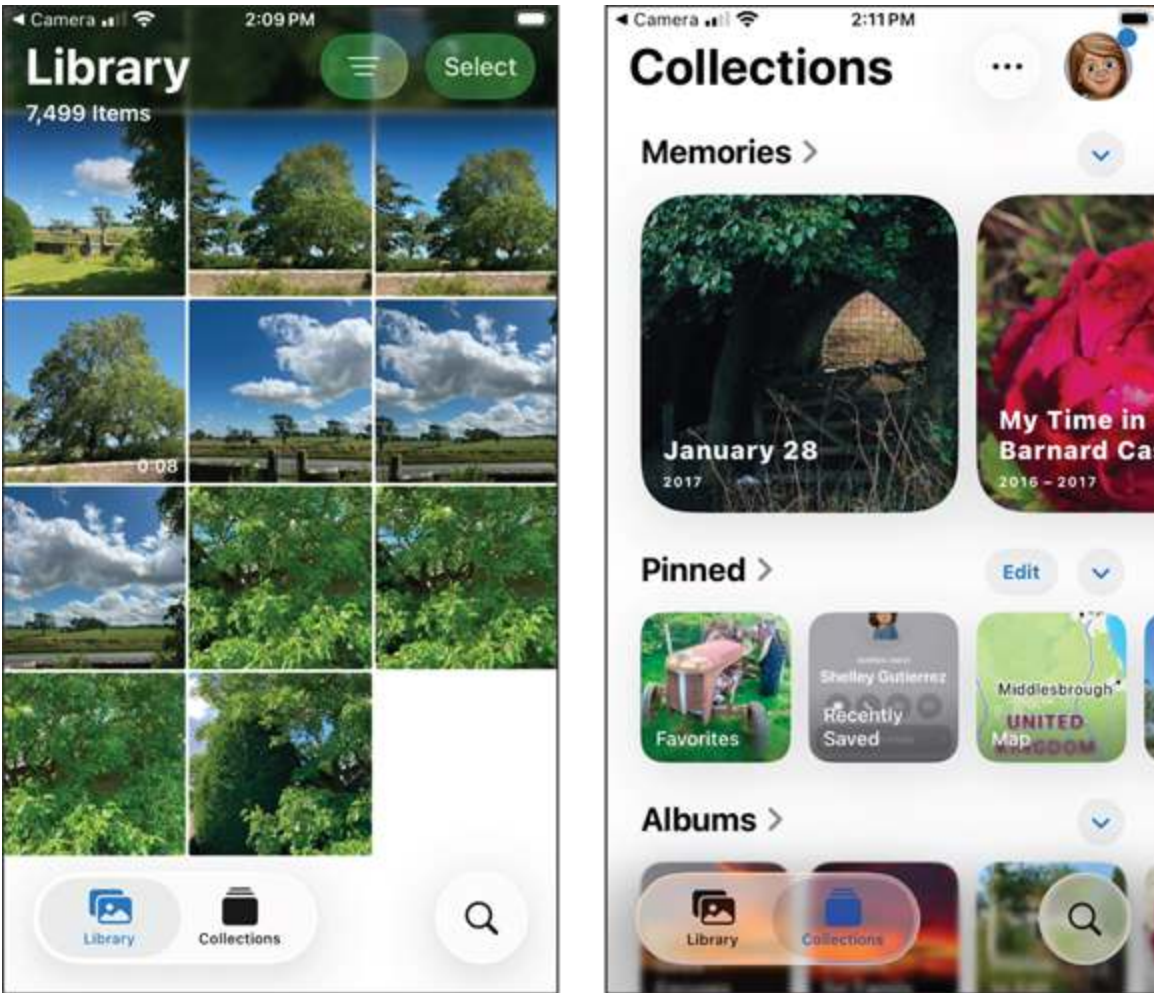


FIGURE 14-10: Tap the tabs at the bottom of the Photos app to switch between your entire library (left) and your collections (right).

- » **Memories:** Automatically curated collections of your photos and videos, typically tied to a date, a person, a location, or a theme. For example, if you frequently go to Wichita and take photos there, the Photos app might create a memory called Visits to Wichita containing its pick of your best photos from there. Typically, a memory includes canned music, transitions between photos, and a visual theme.
- » **Pinned:** Collections that you have pinned to place to keep them handy. To change the selection, tap Edit and work on the Pinned overlay.



REMEMBER Collections replace the smart albums that earlier versions of Photos used. A *collection* is essentially an enhanced version of a smart album, an album that updates its contents automatically based on specific criteria. For example, the Recent Days collection updates its contents automatically to include your latest photos and videos and to discard older ones that have passed their use-by date.

- » **Albums:** The Albums screen, which presents your photos neatly divided into albums. Tap the Personal tab at the top to view your personal albums; tap the Shared tab to view albums that you've shared or that others have shared with you; or tap the Activity tab to view information about changes to albums, such as someone having joined a shared album or posted photos to it.
- » **People or People & Pets:** Photos and videos in which the app has identified people or animals (pets or feral — not that those are mutually exclusive).
- » **Featured Photos:** The Featured Photos collection, which contains photos from your favorites and other sources selected by machine learning and Apple Intelligence. Criteria include high photo quality, such as being in focus, correctly exposed, and well composed; you having edited a photo; a photo containing faces or appealing scenes or objects, such as sunsets or mountains (bonus points for both); a photo taken in a significant location or on a significant date, such as a birthday or anniversary (bonus points for both, doubled if there's a sunset or mountain as well); or simply photos with attractive color, contrast, symmetry, or patterns.
- » **Shared Albums:** The Shared tab on the Albums screen. Tap the Activity link to go straight to the Activity tab on the Albums screen.
- » **Recent Days:** Recent photos and videos.
- » **Trips:** Photos from excursions outside your regular Home and Work areas.

- » **Media Types:** A collection that enables you to navigate your photos and videos by their types, such as live photos, selfies, or bursts. Six types appear under the Media Types heading; tap Media Types to display the Media Types screen to see the full list of types.
- » **Utilities:** A collection that gives you access to utilities for managing your photos and videos, such as the Hidden utility, the Recently Deleted utility, and the QR Codes utility. Six types appear under the Utilities heading; tap Utilities to display the Utilities screen when you need access to the full list of types.
- » **Wallpaper Suggestions:** Photos that Apple Intelligence thinks might be suitable for wallpaper.

At the bottom of the Collections screen is the Reorder button, which enables you to shuffle the collections into your preferred order (not get second helpings of them).

When you find the photo you want to view or work with, tap it to open it.

Viewing a photo

When you open a photo in the Photos app, you'll see controls like those shown on the left in [Figure 14-11](#). These are pretty straightforward:

- » **Back (<):** Returns to the previous screen, such as the album that contains the photo.
- » **Date and time:** Shows when the photo was taken.
- » **More:** Displays the more menu, which contains commands such as Copy, Duplicate, Hide, Play as Slideshow, Add to Album, Move to Shared Library (if you have one) or Move to Personal Library, Adjust Date & Time, and Adjust Location.
- » **Share:** Displays the Share sheet, which enables you to share the photo via means ranging from AirDrop to Messages, Mail, and Notes. You can tap the Use as Wallpaper button to use the photo as a wallpaper image for your iPhone.

- » **Favorite:** Marks the photo as a favorite. You can then access it quickly via the Favorites album. Tap again to remove favorite status.
- » **Info:** Displays the photo's info screen (see the right screen in [Figure 14-11](#)). The info includes the camera model, image format (such as HEIF or JPEG), the camera lens used, the resolution and aspect ratio, the ISO, the focal length, the *f* stop, the exposure, and the location. (In the right screen in [Figure 14-11](#), the photo used night mode and a 1.1-second exposure.) You can tap the upper Adjust button to adjust the shooting date and time or tap the lower Adjust button to change the location.
- » **Edit:** Opens the photo for editing. See the section “[Editing Your Photos](#),” later in this chapter.
- » **Delete:** Displays a confirmation dialog, and then deletes the photo when you confirm the deletion.

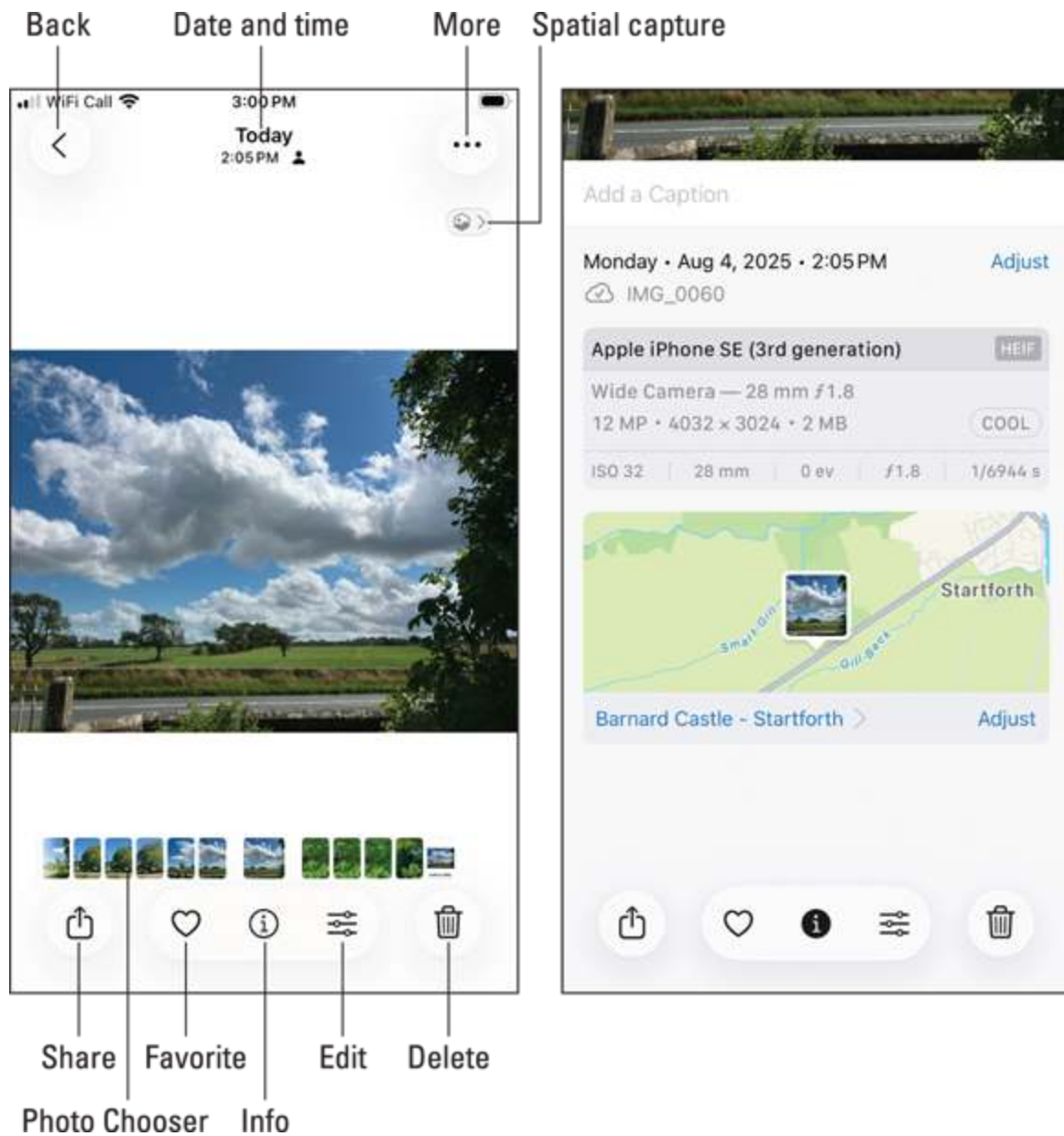


FIGURE 14-11: When viewing a photo (left), you can share it, make it a favorite, delete it, or view its information (right).

Double-tap a photo to zoom in quickly by a standard increment; double-tap again to zoom out. To control the amount of zoom, unpinch with your finger and thumb to zoom in, or pinch with your finger and thumb to zoom out. While zoomed in, drag with two fingers to pan around the photo.

Swipe left on the photo to display the next photo, or swipe right to display the previous photo. To jump to another photo, tap its thumbnail

in the Photo Chooser at the bottom of the screen.

Creating an album

To organize your photos, you can create regular albums — that is, albums that don't change unless you change them. Follow these steps:

1. **In the Photos app, tap the Collections button to display the Collections screen.**
2. **Tap the Albums heading to display the Albums screen.**
3. **Tap the add icon (+) in the upper-right corner of the screen, and then tap New Album on the pop-up menu.**

The New Album overlay appears.

4. **Type a descriptive name for the album.**
5. **Tap the Add Photos button to display an overlay for selecting photos.**
6. **Tap the Photos tab or the Collections tab at the top to specify how you want to navigate to the photos.**

For example, if you wanted to add photos from the Recent Days collection, you would tap the Collections tab, and then tap the Recent Days heading.

7. **Tap each photo you want to add, placing a blue circle containing a white check mark on it.**

You can tap Back to return to the previous screen, from which you can display another album or collection and select more photos.

8. **Tap the done icon (check mark) in the upper-right corner.**

Photos adds the photos to the album, displaying the first few on the New Album overlay, and making a photo the key photo, the one that appears first and represents the album.

9. **Tap the Create button.**

Photos creates the album and adds those photos to it. The album appears on the Albums screen, and you can tap it to open it.

After opening the album, you can change it as needed. Tap the more icon (three dots) and tap Add Photos to start adding other photos. Tap the more icon and then tap the album's name to edit the title or the existing photos.

Editing Your Photos

The Photos app provides an impressive range of tools for editing photos:

- » **Adjust:** Adjust a wide range of settings, such as the exposure, brilliance, highlights, shadows, contrast, brightness, black point, and color saturation.
- » **Filters:** Apply a filter to make a sweeping change to the photo's look and feel.
- » **Crop, straighten, and rotate:** Crop a photo to a different size or aspect ratio, straighten it, or rotate it either horizontally or vertically.
- » **Clean Up:** Remove unwanted items from your photos.

To get started, open the photo you want to edit, and then tap the Edit button. The editing screen appears, normally showing the Adjust tab, which you can see is selected at the bottom of [Figure 14-12](#).

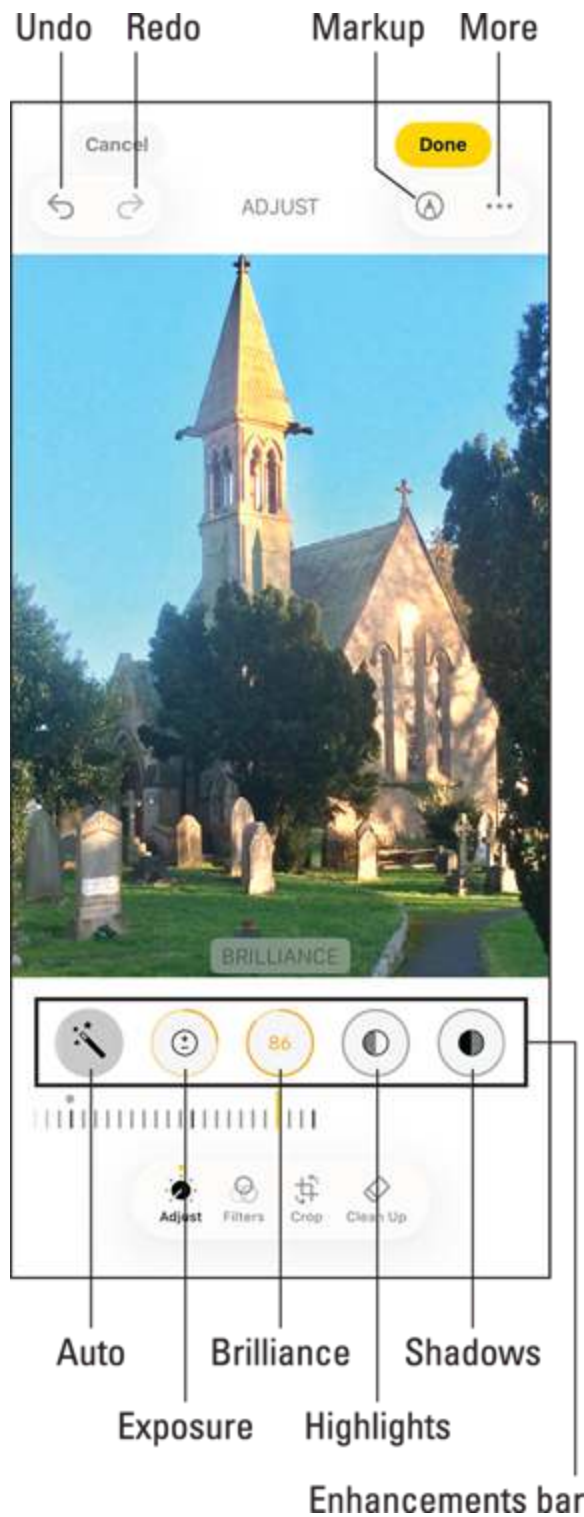


FIGURE 14-12: The Adjust tab enables you to change the color, exposure, brilliance, and other aspects of a photo.

Applying enhancements to a photo

Often, the best way to start improving the colors in a photo is to use the auto tool on the Adjust tab. Tap the auto icon, which shows a wand and three stars, to have Photos apply the changes it calculates are best for the photo. The auto tool adjusts the settings on the enhancements bar as needed. For example, in [Figure 14-12](#), you can see that the auto tool has made a moderate change to the exposure setting and a huge change to the brilliance setting. There are also other changes you can't see, farther to the right on the enhancements bar.

If the auto tool doesn't have a good effect, tap the Auto button again to remove its changes. You can then work with the buttons on the enhancements bar by scrolling left as needed, tapping the enhancement you want to try, and then adjusting the controls it displays. For example, to change the color saturation, tap the saturation icon, and then drag the slider left to reduce the saturation or right to increase it.

Applying styles to a photo

When you want to make a major change to a photo's looks, you can apply a filter to it. Tap the Styles tab at the bottom of the editing screen, go to the style chooser below the photo's preview, and then tap the style you want to apply, such as Bright, Gold, Luminous, Cozy, or Ethereal.

Cropping, straightening, and rotating a photo

When you need to crop, straighten, rotate, or flip a photo, tap the Crop tab at the bottom of the editing screen. The controls shown in [Figure 14-13](#) appear, and you can perform the following actions:

- » **Flip:** Flip the photo horizontally.
- » **Rotate:** Rotate the photo counterclockwise.
- » **Aspect ratio:** Display controls for adjusting the aspect ratio below the photo's preview. Tap the orientation (portrait or landscape) and the aspect ratio you want.
- » **Straighten:** Drag the slider left or right to adjust the angle of the photo.

- » **Vertical:** Drag the slider left or right to rotate the photo's contents vertically.
- » **Horizontal:** Drag the slider left or right to rotate the photo's content horizontally.
- » **Crop:** Drag the corners or sides of the crop box to select the area you want to keep, as shown in [Figure 14-13](#). You can drag the photo around in the crop box to change the part that cropping will keep.

Tap the Reset button at the top of the screen if you want to undo the changes you've made.

Removing unwanted items from a photo

The Photos app's Clean Up feature uses Apple Intelligence to remove unwanted items from your photos. Open the photo and tap the Clean Up button at the bottom of the screen to display the Clean Up tool (see [Figure 14-14](#), left). Clean Up may highlight possibly offending objects,. If not, or to widen the scope of the clean-up, tap, brush, or circle the objects with your finger (see [Figure 14-14](#), middle, where I'm removing a photobombing tomato). Clean Up removes the objects as best it can (see [Figure 14-14](#), right).

Copying and pasting your edits to a photo

After editing a photo, you can copy your edits and then paste them onto another photo. This is especially helpful when you make complex edits.

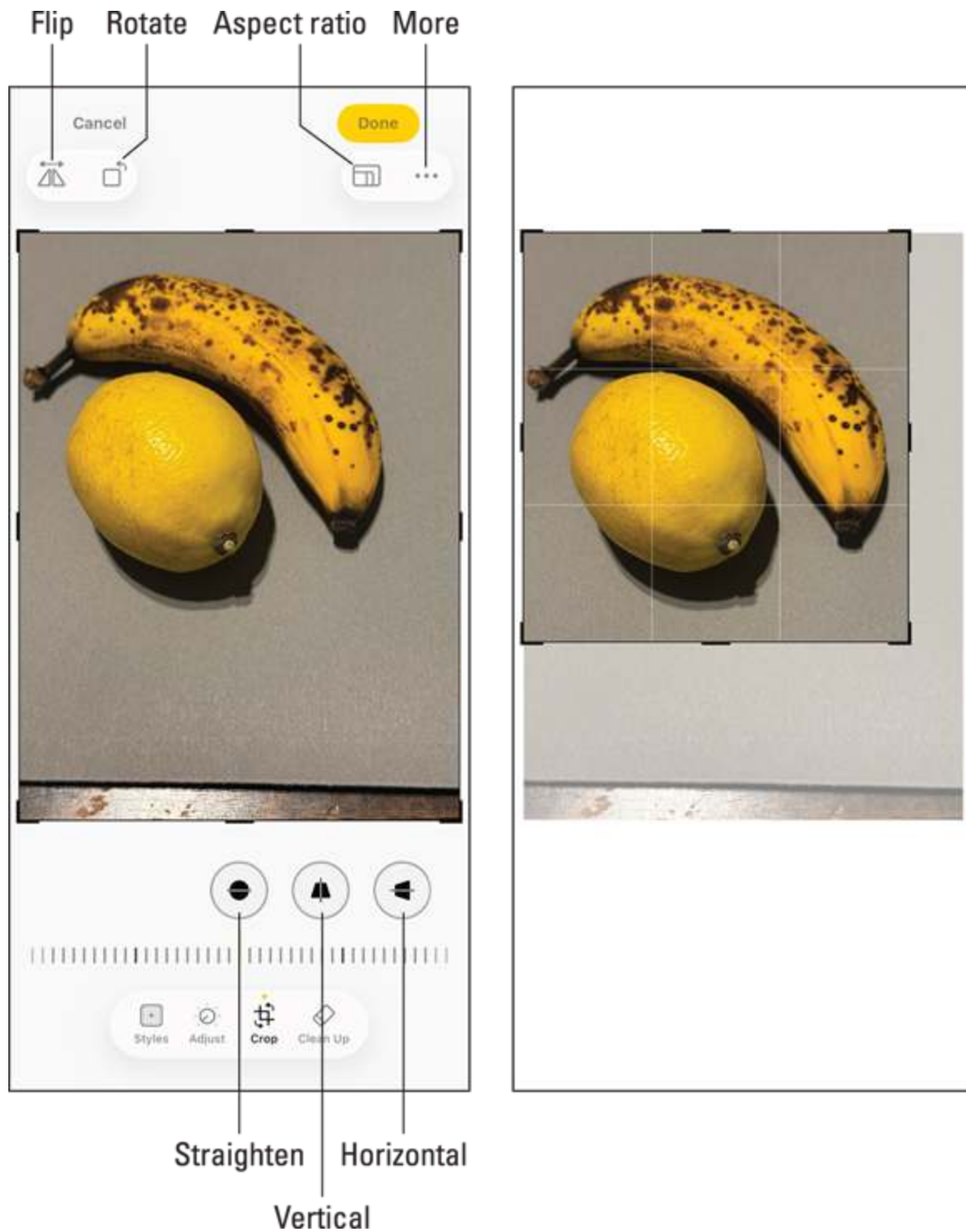


FIGURE 14-13: The Crop tab enables you to rotate or straighten a photo as well as crop it.

To copy the edits, tap the more icon (three dots in a circle), and then tap the Copy Edits button on the Options screen that appears. You can then

display the next photo that needs the same edits, tap the more icon, and then tap the Paste Edits button.

Saving your changes to the photo

After editing a photo, save your changes by tapping the Done button.

If you don't want to save your changes, tap the Cancel button, and then tap the Discard Changes button in the confirmation dialog that opens.

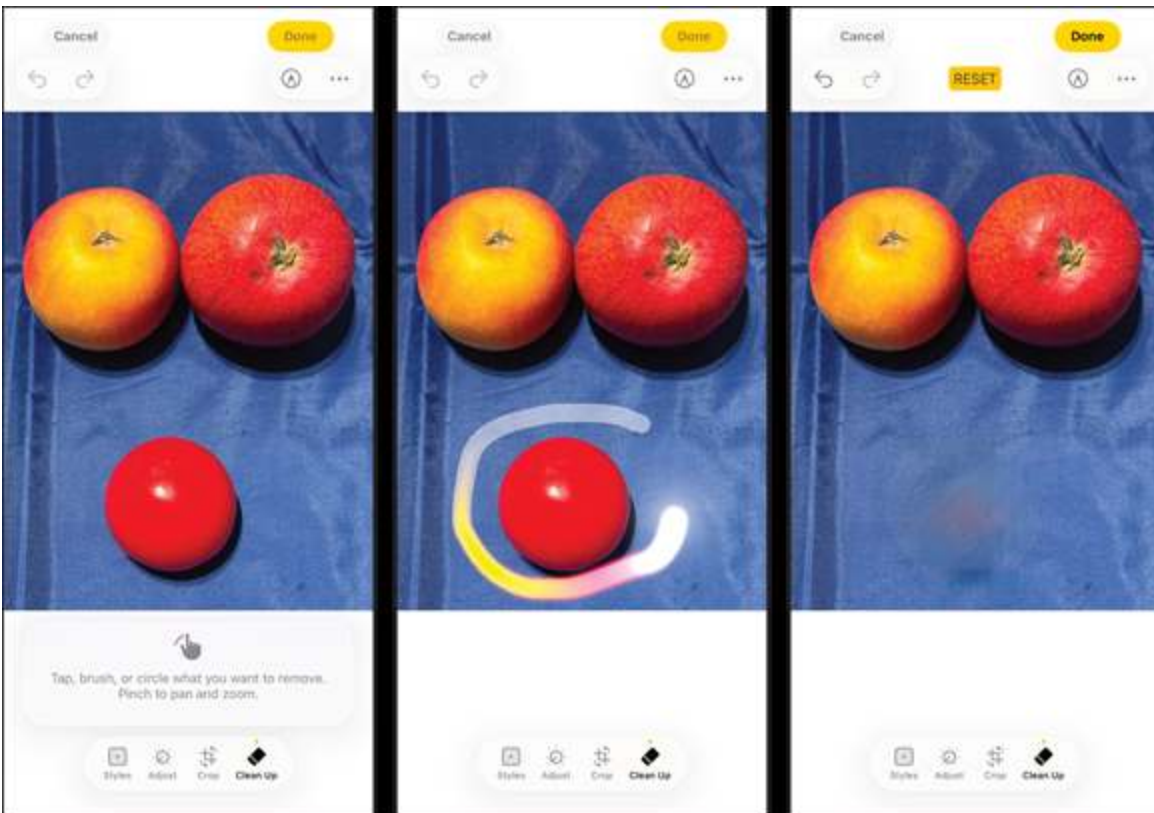


FIGURE 14-14: The Clean Up tool enables you to remove unwanted objects from your photos.

Sharing Your Photos

You can share your photos with other people in various ways — such as AirDrop, Messages, or Mail — by tapping the share icon (arrow escaping a box) and working on the Share sheet. But Photos also offers two specialized sharing tools: shared albums and a shared iCloud photo library.

Creating a shared album

Shared albums are albums that share photos and videos with specific people. To create a shared album, follow these steps:

1. **In the Photos app, tap the Collections button to display the Collections screen.**
2. **Tap the Shared Albums heading to display the Shared screen.**
3. **Tap the add icon (+) in the upper-right corner of the screen to display the New Shared Album overlay.**
4. **In the Shared Album Name box, type a descriptive name for the shared album.**
5. **Tap the Add Photos button and select the photos to include in the album using the same techniques explained in the “[Creating an album](#)” section, earlier in this chapter.**
6. **In the Participants box, tap the Add Participants button to display the Add Participants overlay.**
7. **Add each invitee’s address, either by typing it or by tapping the +-in-a-circle and selecting the invitee from your Contacts list.**
8. **Tap the Done button to return to the New Shared Album screen.**
9. **Tap the Create button.**

Photos creates the album, and displays the Shared screen. iOS sends invitations to the participants.

 So far, so good — but you should configure a couple of other settings for the shared album. On the Shared screen, tap the new shared album to display its contents, and then tap the more icon (three dots) and tap the shared album’s name. On the details screen for the shared album, set the Participants Can Add Photos switch on (green) or off (white), as needed; set the Notifications switch on (green) or off (white) to control whether or not you receive notifications when subscribers post, like photos, or add comments; and set the Public Website switch on (green) if you want to make the shared album public. (If you make the album

public, tap the Share Link button and use the share sheet to share its address.) Then tap the Done button to save your changes.

Creating your iCloud Shared Photo Library

The iCloud Shared Photo Library feature enables you to create a shared library in iCloud that allows sharing with up to five family members or friends. Each member of the group can add, delete, or edit pictures in the library. When they do, iCloud syncs the changes to each member's shared library.

To create your iCloud Shared Photo Library, follow these steps:

1. **Choose Settings ⇒ Apps ⇒ Photos to display the Photos screen in Settings.**

2. **Go to the Sharing section, and then tap Shared Library Set Up.**

An information overlay appears.

3. **Tap the Get Started button.**

The Add Participants overlay appears.

4. **Tap the Add Participants button, add the participants by typing their names or picking them from your Contacts list, and then tap the Next button.**

The Move Photos to the Shared Library overlay appears.

5. **Specify how to move photos and videos by tapping the All My Photos and Videos button, the Choose by People or Date button, or the Choose Manually button. Tap the Next button, and follow the prompts for choosing.**

The Preview the Library before Sharing overlay appears.

6. **Tap the Preview Shared Library button, make sure the right photos appear, and then tap the Continue button.**

7. **On the Invite to the Shared Library overlay, tap the Invite via Messages button or the Share Link button, as appropriate, and follow the prompts.**

The Share from Camera overlay appears.

8. **Tap the Share Automatically button if you want to share new items automatically via Bluetooth when other members are nearby.**

For greater control, tap the Share Manually Only button.

The Your Shared Library Is Ready overlay appears.

9. **Tap the Done button.**

Chapter 15

Shooting and Watching Videos

IN THIS CHAPTER

- » Shooting videos
 - » Choosing settings for videography
 - » Editing footage
 - » Playing videos using your iPhone
-

As you see in [Chapter 14](#), the iPhone's diminutive but powerful cameras can shoot video as well as photos. In this chapter, you learn to put your iPhone's video capabilities to use. You also find out how to watch videos either on the iPhone itself or on a TV to which you connect the iPhone.

Shooting Video

This section shows you how to shoot video using the iPhone's cameras. If you're taking a selfie video, you'll likely want to use the front camera; for just about anything else, the rear camera is clearly better.

Start by opening the Camera app and switching to video mode in one of these ways:

- » **Camera control:** If your iPhone has the camera control, click the control once. You can then long-press the camera control to start shooting video.
- » **Home screen (way 1):** Tap the Camera app icon, and then tap Video on the camera mode bar.
- » **Home screen (way 2):** Long-press the Camera app icon, and then tap Video on the pop-up menu.

- » **Control Center (way 1):** Tap the Camera icon, and then tap Video on the camera mode bar. If Camera doesn't appear in Control Center, you can add it in seconds by tapping the add icon (+), tapping Add a Control, and then tapping Camera.
- » **Control Center (way 2):** Long-press the Camera icon, and then tap Video on the pop-up menu.
- » **Siri:** Say, “Hey Siri, open the Camera app.” Then tap Video on the camera mode bar.
- » **Lock screen:** Drag the screen from right to left or long-press the Camera icon. When the Camera app opens, tap Video on the camera mode bar.

Now that you've opened the Camera app and switched to video mode, you need to decide which orientation to use.

Choosing portrait or landscape orientation

You can shoot video in either portrait orientation or landscape orientation. Which orientation to use typically depends on your subject and how you intend to use the video. Portrait orientation works well for some social media sites but will end up letter-boxed (with a thick black bar either side) if you show it on a regular, landscape-orientation TV (unless you rotate the TV). So if you're planning to show the video on a TV, shoot the video in landscape orientation.

Meeting the video-camera controls

The video-camera controls in the Camera app are largely straightforward (see [Figure 15-1](#)). These are the controls, some of which will be familiar from the preceding chapter:

- » **Camera active:** A green dot indicates that the camera is active.
- » **Camera mode:** Switch to video mode by tapping Video.
- » **Focus and metering:** The yellow rectangle and light (sun) icon appear briefly when you tap the screen to indicate where to focus and meter the light.

- » **Flash:** Toggle the flash between auto and off.
- » **Resolution:** Toggle between or cycle through available resolutions, such as 4K and HD.



TIP

See the section “[Choosing settings for shooting video](#),” later in this chapter, for more information on resolution and storage.

- » **Frame rate:** Cycle through the available frame rates, such as 60, 30, and 24 frames per second (fps).
- » **Personal library/shared library:** Switch between shooting video to your personal library and to the shared library. This button appears only if you've created a shared library.
- » **Lenses:** Switch among the lenses on your iPhone's rear camera. The iPhone in [Figure 15-1](#) has four lenses: 0.5x wide-angle, 1x standard, 2x telephoto, and 5x telephoto. If your iPhone's rear camera has only a single lens, no buttons appear.
- » **Record video:** Start recording video. The button changes to the stop recording button, which you tap when you're ready to stop recording.
- » **Camera chooser:** Toggle between the main camera and the selfie camera, as usual.
- » **Photo and video viewer:** Display the most recent photo or video in the Photos app.
- » **Show controls:** Display the camera controls bar, which enables you to choose other settings, such as exposure and turning action mode on or off.

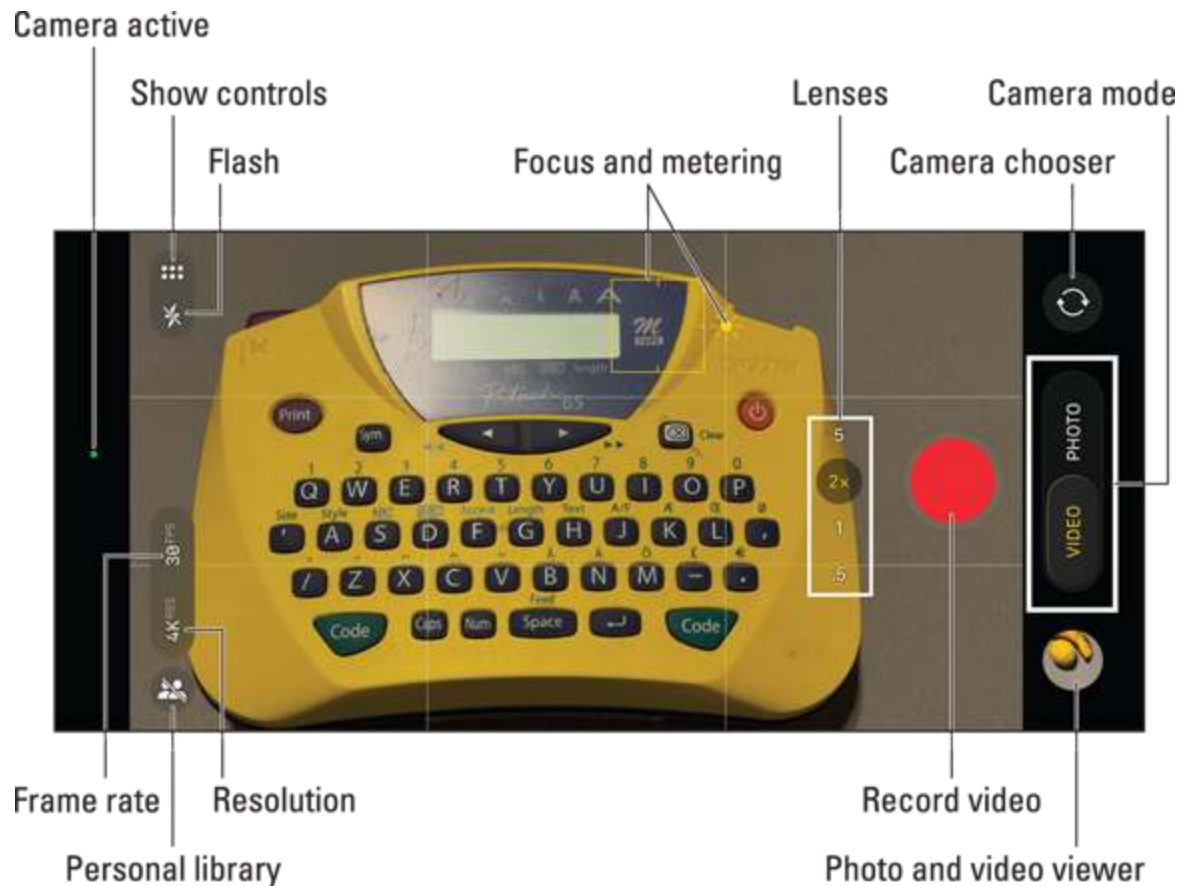


FIGURE 15-1: The video-camera controls in the Camera app.

Taking a video and playing it back

Now that you know what the controls do, try taking a video and playing it back. Follow these steps:

- 1. Open the Camera app.**

For example, tap the Camera icon on the Home screen or click the camera control.

- 2. Tap Video on the camera mode bar to switch to video mode.**

The aspect ratio of the frame changes to the ratio for video capture.

- 3. Tap the resolution button to set the resolution, such as 4K or HD.**

- 4. Tap the frame rate button to set the frame rate, such as 60 or 30.**

- 5. If you want to turn the flash on, tap the flash icon.**

6. **If your iPhone supports action mode, tap the show controls icon, and then tap the Action button on the camera controls overlay.**
7. **If you've created a shared library, tap the personal library icon or the shared library icon (whichever appears) if you want to switch to the other library.**
8. **Aim the camera lens at your subject and compose the shot.**
9. **If your iPhone has multiple lenses, tap the lens you want to use, such as 2x.**
10. **Zoom in or out as needed:**

Zoom in by unpinching or zoom out by pinching. On an iPhone with multiple lenses, you can also zoom more precisely by using the zoom wheel: Long-press the current lens button (such as 2x) to display the wheel, and then rotate it to zoom.
11. **To start recording, tap the record video button.**

The time readout shows the time elapsed.
12. **If you want to take a still photo, tap the white take picture button.**

This button replaces the camera chooser icon, so it's in the lower-right corner of the screen when you're shooting in portrait mode, the upper-right corner in landscape mode with the iPhone's lenses on the left, and the lower-left corner in landscape mode with the lenses on the right.
13. **When you're ready to stop recording, tap the stop recording video button, which replaced the record video button.**
14. **To display the video clip in the Photos app, tap the photo and video viewer thumbnail.**

The clip starts playing automatically (see [Figure 15-2](#)). The controls discussed in the following list appear for a few seconds, and then hide if you don't use them, leaving the video playing full screen. Tap the screen when you need to bring the controls back.

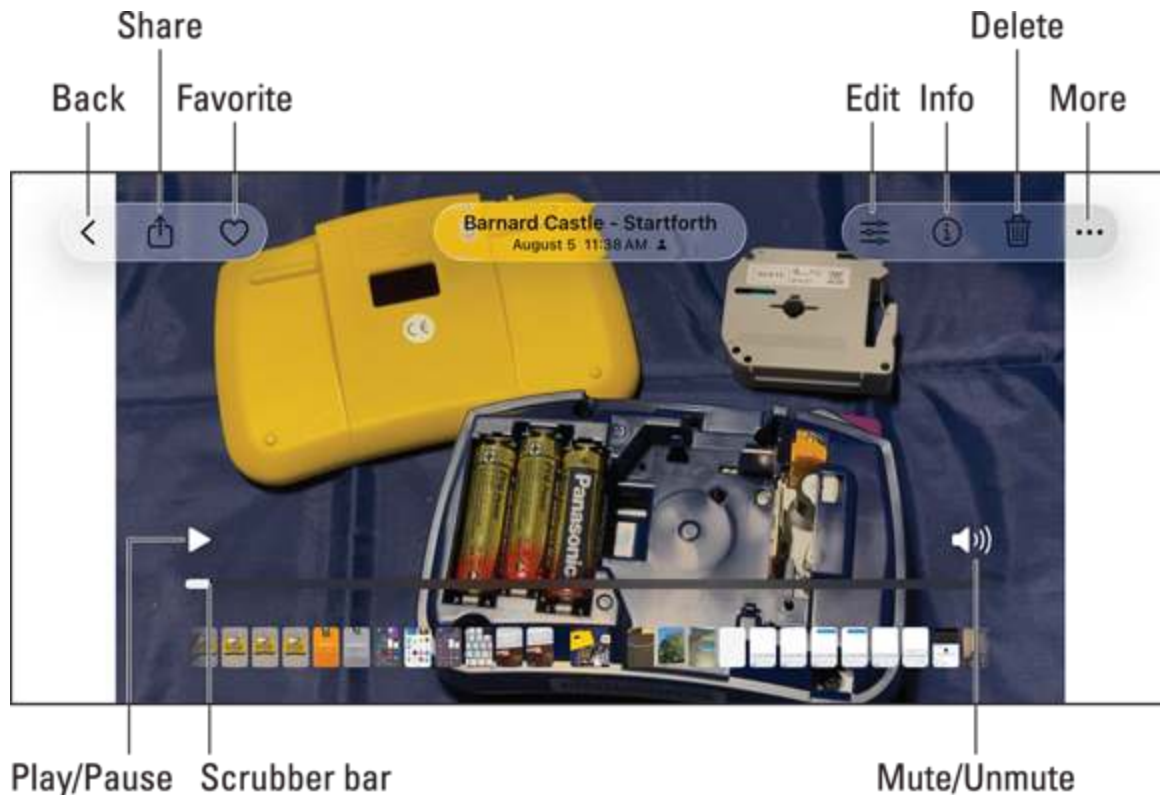


FIGURE 15-2: The video clip plays back automatically in the Photos app.

Here's what you can do with the controls in [Figure 15-2](#):

- » **Back:** Return to the Camera app.
- » **All Photos:** Display the All Photos album.
- » **HDR:** This icon appears if the video uses HDR.
- » **Personal library *or* shared library:** This button appears only if you've created a shared library. The icon shows which library the video is in. To move the video to the other library, tap the button, and then tap Move to Shared Library or Move to Personal Library on the pop-up menu.
- » **Share:** Display the Share sheet, which lets you share the video in various ways, such as via Mail or Messages.
- » **Favorite:** Mark the video as a favorite. You can then access it easily through the Favorites album.

- » **Play/pause:** Start or resume playback; the icon changes to the pause icon. Tap the pause icon to pause it.
- » **Scrubber bar:** The right end of the filled-in section shows the current playback position. Tap anywhere on the bar and drag left or right to change position.
- » **Mute/unmute:** Mute or unmute the video's audio.

When you finish viewing your video clip, tap the back icon (<) to return to the Camera app. You can then shoot another clip.

Shooting quickly with QuickTake

The QuickTake feature enables you to start shooting video without having to switch explicitly to video mode. To use QuickTake, long-press the take photo button instead of tapping it; this changes the take photo button to the record video button. If you're shooting just a short clip, you can simply continue to press the button, and then lift your finger or thumb to stop shooting. Otherwise, drag the button to the lock icon that appears in place of the camera chooser icon, and then lift your finger. The stop recording video button then appears, and you can tap it when it's time to stop recording.



TIP

QuickTake saves hardly any time over tapping the video button on the camera mode bar and tapping the record video button, but it can be helpful when you're using your iPhone in broad daylight that makes it hard to see the camera mode bar.

Shooting slow-motion video



To shoot slow-motion video, drag the Video button on the camera mode bar to the left until the Slo-Mo button becomes selected, and then shoot the video as normal. You'll notice that the stop recording video icon (shown in the margin here) is ringed by small white tick marks to indicate that you're using slow motion.

To adjust the slow-motion playback, tap the Photo and Video Viewer thumbnail to display the video in the Photos app, and then tap the edit icon. (You may need to hold the iPhone in portrait orientation to display the edit icon.) Drag the vertical bars below the frame viewer (see [Figure 15-3](#)) to adjust the slow-motion section as needed. When you finish, tap the Done button, and then tap either Save Video or Save Video as New Clip, as appropriate.

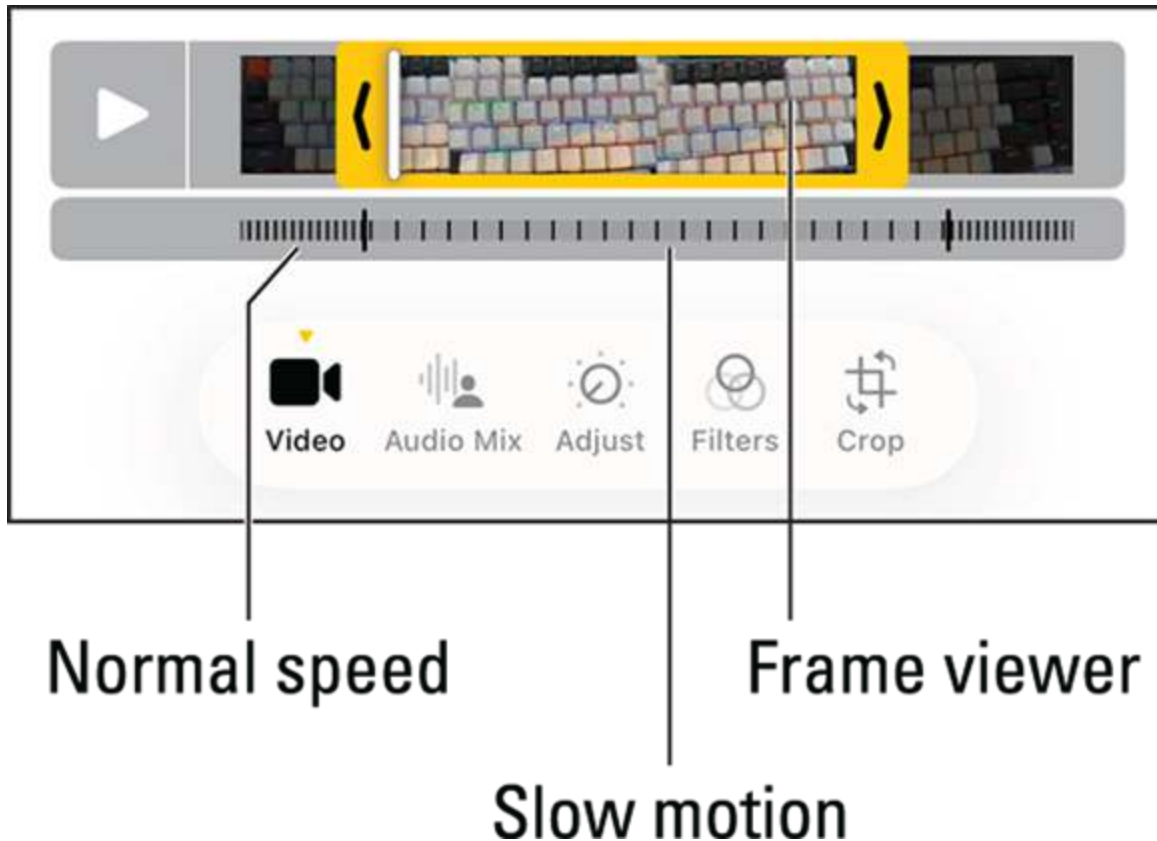


FIGURE 15-3: Drag the vertical bars below the frame viewer to adjust the slow-motion section of a clip.



TIP

The front camera on most current iPhone models can shoot slow-motion video, enabling you to take what Apple calls *slofies*. Drag the Video button to the left until the Slow-Mo button becomes selected, and then tap the camera chooser icon to switch from the rear camera to the front camera. If the camera chooser icon doesn't

appear when Slo-Mo is selected, your iPhone's camera can't shoot slow motion.

Shooting time-lapse videos



To capture a time-lapse photo, drag the Video button left until the Time-Lapse button becomes selected, and then shoot the video as normal. The stop recording video icon (shown in the margin here) indicates the time lapse by displaying a pattern of tick marks. It draws the pattern on the first iteration, erases it on the second, and then repeats the cycle.

Shooting cinematic video

All current iPhone models except the iPhone SE include cinematic mode, which enables you to add shallow depth of field and focus transitions to the video clips you shoot. To use cinematic mode, drag the Video button left until the Cinematic button becomes selected, and then shoot the video, preferably in good lighting conditions.

KEEPING YOUR IPHONE STEADY WHILE SHOOTING

The optical image stabilization feature on many iPhone models helps make handheld video easier to watch, but when shooting video, you'll often benefit from mounting your iPhone on a device that will keep it steady. These are your three main choices:

- **Tripod:** When you're shooting from a fixed position, a tripod is hard to beat.
- **Monopod:** When you need to be able to move around but will shoot from a static position, a monopod can be a good solution. Your legs act as the other two legs of the tripod, and you can be ready to shoot the moment you stop moving.
- **Steadicam rig:** A Steadicam is a camera stabilizer mount for shooting video while walking or otherwise moving. The camera is mounted on a three-axis gimbal to keep it level, while a counterweight system damps the operator's movements transmitted to the camera.

As you follow the action, you may notice that if the subject you're focusing on in the foreground turns to look at a person (or even a dog or

cat), the focus will automatically shift to that other person (or pet). You can also place the focus manually by tapping where you want it to be. Yellow brackets appear around the subject, the focus sharpens there, and other parts of the frame become blurred.

The Camera app records the focus information used, allowing you to edit the effects afterward. See the section “[Editing your videos](#),” later in this chapter.

Choosing settings for shooting video

As you saw earlier in this chapter, you can quickly change the resolution and frame rate directly from the Video screen before shooting a video. But you should also take a minute to configure your default resolution and frame rate, plus other settings for shooting video, in the Settings app.

Choose Settings ⇒ Camera to display the Camera screen in Settings, and then tap the Record Video button to display the Record Video screen, shown in [Figure 15-4](#). You can then configure the settings explained in the following list. Exactly which settings are available depends on your iPhone model, and some settings overlap, so you won’t see all of these. The settings may also be in a different order:

- » **Video Resolution and Frame Rate:** In the box at the top, tap the resolution and frame rate you want to use as the default, such as 1080p HD at 30 fps. You can override this setting as needed when shooting video. Use the reference list below the box to see how much space the various resolutions will consume.
- » **Show PAL Formats:** Set this switch on (green) if you want the Camera app to display the PAL formats as well as the NTSC formats. PAL stands for Phase Alternating Line and is the television format used widely in Europe, Africa, Asia, and South America. NTSC is the abbreviation for National Television Systems Committee, an analog television broadcasting format used in the U.S., Canada, Mexico, some countries in Central America and South America, and some countries in Asia.

- » **Enhanced Stabilization:** Set this switch on (green) to apply enhanced stabilization, which reduces the effects of camera movement by zooming slightly closer in video mode and cinematic mode.
- » **Action Mode Lower Light:** Set this switch on (green) to use action mode in lower light conditions. This mode reduces video stabilization to take in more light and avoid the video becoming too dark.

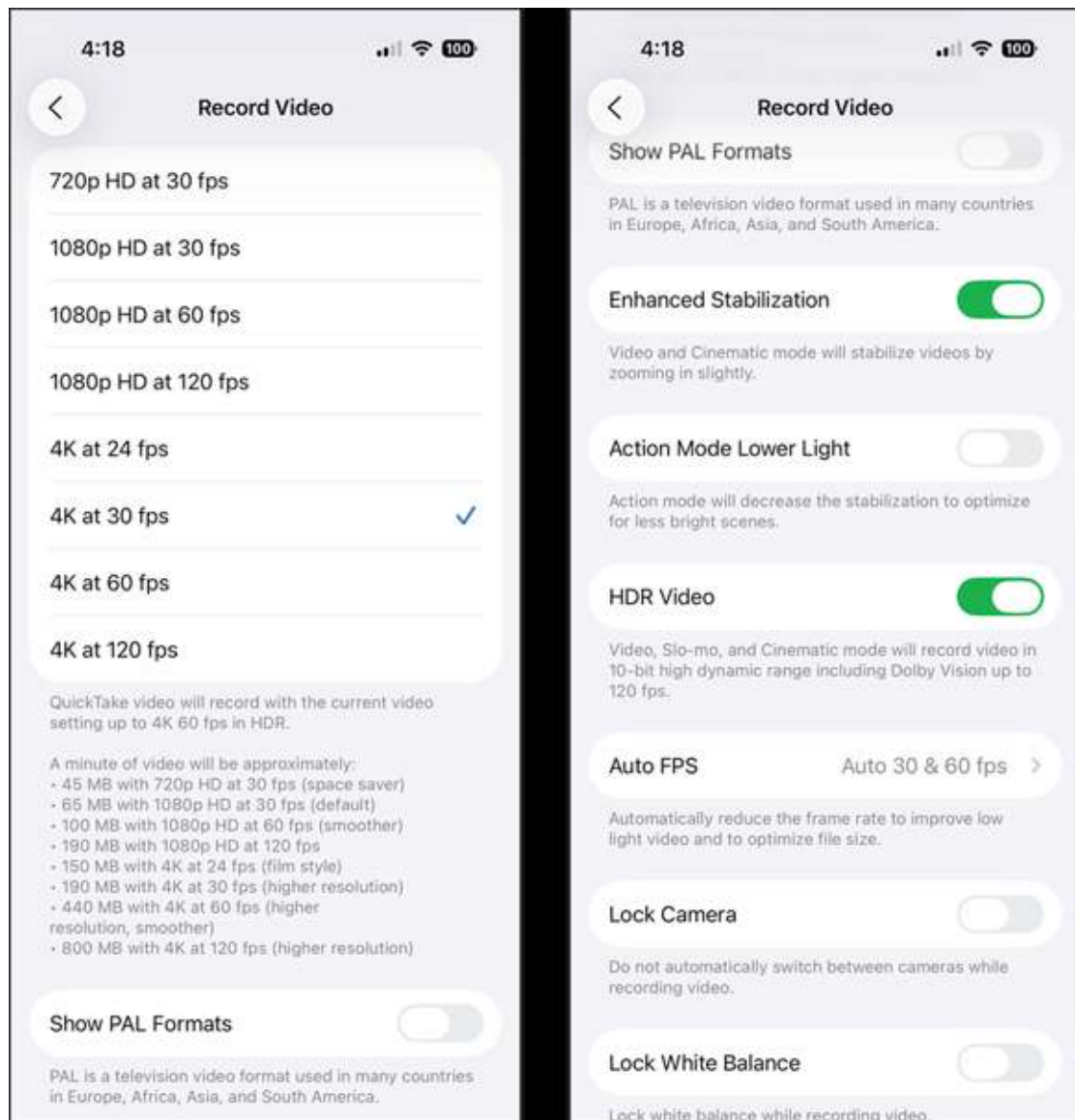


FIGURE 15-4: Configure settings for shooting video on the Record Video screen.

- » **Auto Low Light FPS:** Set this switch on (green) to allow the Camera app to reduce the frame rate from 30 fps to 24 fps when shooting in low light (again, to avoid the video becoming too dark). Either this setting or the Auto FPS setting appears, not both.
- » **HDR Video:** Set this switch on (green) to enable video recording in 10-bit High Dynamic Range (HDR) with Dolby Vision. HDR uses multiple exposures to deliver more vibrant color. Using HDR limits the maximum frame rate to 60 fps.
- » **Auto FPS:** Tap this button to display the Auto FPS screen, and then tap Off, Auto 30 fps, or Auto 30 & 60 fps to specify whether to allow the Camera app to reduce the frame rate either from 30 fps or from both 30 fps and 60 fps to 24 fps when shooting in low light.
- » **Lock Camera:** Set this switch on (green) if you want to prevent the iPhone from switching lenses while shooting a clip. Switching lenses can change the perspective and field of view, disrupt the focus, and cause shifts in exposure, all of which tend to make a clip look less professional. If your iPhone's camera has only one lens, this setting doesn't appear.
- » **Lock White Balance:** Set this switch on (green) to lock the white balance value when recording video. Locking the white balance helps keep the video clip's color temperature constant, avoiding potentially distracting color shifts during the clip. That said, it's best to lock the white balance only when the lighting conditions are relatively constant. If you're going to record a clip that starts, say, in bright sunlight and then moves indoors (which would typically have much less light), leaving the white balance unlocked would normally give a better result. Alternatively, shoot the outside clip with the white balance locked, and then shoot the indoors footage as a separate clip, again with the white balance locked, but this time locked for the different lighting conditions.

Tap the back icon (<) on the Record Video screen to return to the Camera screen, and then tap the Record Slo-Mo button. On the Record Slo-Mo screen, tap the appropriate button, such as the 1080p HD at 120

fps button or the 1080p HD at 240 fps button. As you'd imagine, shooting at 240 fps takes up around twice as much space as shooting at 120 fps. Again, tap the back icon to return to the Camera screen.

Tap the Record Cinematic button to display the Record Cinematic screen, and then tap the button you want to use for cinematic recording, such as the 1080p HD at 30 fps button or the 4K at 30 fps button. Tap the back icon once more.

Tap the Record Sound button to display the Record Sound screen. In the box at the top, tap the Spatial Audio button, the Stereo button, or the Mono button, as appropriate. Set the Allow Audio Playback switch on (green) if you want Camera to allow audio to keep playing while you shoot video instead of pausing playback automatically. Tap that back icon yet again.

Tap the Formats button to display the Formats screen. You visited this screen in the preceding chapter and made a choice in the Camera Capture box at the top. You don't need to change that setting, but see if the Video Capture box appears further down the screen. If so, set the Apple ProRes switch on (green) if you want to shoot video in the ProRes format. Then tap the ProRes Encoding button to display the ProRes Encoding screen and choose the encoding type. Tap the HDR button for High Dynamic Range, which boosts vibrancy and color; or tap the Log button to capture in logarithmic color space, which applies a logarithmic curve to the image to capture a wide dynamic range but typically requires postprocessing to look good. (If these descriptions mean little to you, use HDR and see if you like it.)



REMEMBER ProRes is a popular format for professional video post-production. The disadvantage of shooting ProRes is that video takes up a huge amount of space. One minute of 10-bit HDR ProRes takes about 1.7 GB for HD resolution; if you shoot in 4K resolution, one minute takes about 6 GB.

Tap the back icon twice to go back to the Camera screen.



TIP

The iPhone 15 Pro, 16 Pro, and 17 Pro models can shoot ProRes video directly to an external drive (preferably an SSD) that you connect to the USB-C port using a high-speed USB cable. Exploit this capability if you need to shoot large amounts of ProRes video.

Editing your videos

After shooting a video clip, you can edit it directly on your iPhone. The Photos app enables you to trim the video, removing unwanted footage from the beginning and the end; adjust the colors, exposure, and other aspects; apply filters to change the overall look; and crop, straighten, or rotate the video. We'll look at trimming the video here; for coverage of the other editing tools, look to [Chapter 14](#), because these tools work the same way for video as they do for photos.

To open a video clip for editing, first navigate to the clip in the Photos app. If you've just shot the video, you can go straight to it in the Camera app by tapping the photo and video viewer, which shows the thumbnail of the last item you shot. Otherwise, tap the Photos app icon on the Home screen, tap the Collections button to display the Collections screen, and tap the Videos button in the Media Types list. If you shot the video in slow motion, tap the Slo-Mo button instead.



TIP

Before editing a precious or priceless video clip, duplicate it. With the clip displayed, tap the actions icon (three dots), and then tap Duplicate on the menu that opens.

Once you've displayed the video clip, tap the edit icon to open the clip for editing (see [Figure 15-5](#)). Next, tap the Video button to display the trimming controls, and then drag the start point marker (<) and end point marker (>) to select the footage you want to keep. Tap the Done button to display a pop-up menu, and then either tap the Save Video item to save the trimmed clip under its current name or tap the Save Video as

New Clip item to save the trimmed clip as a new file, leaving the original untouched.

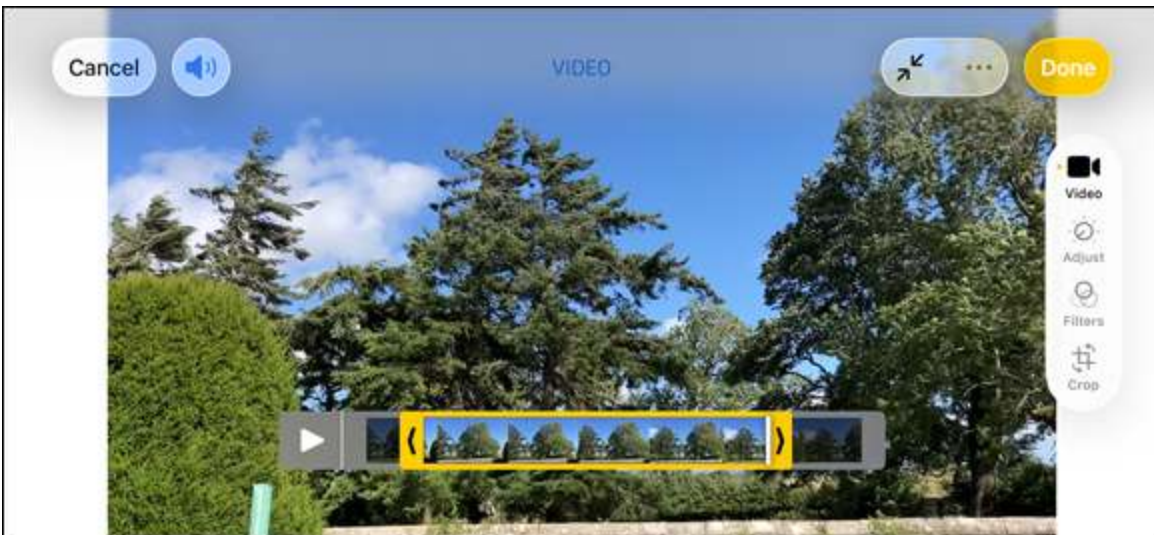


FIGURE 15-5: Drag the start point and end point markers to select the part of the clip you want to keep.

Playing Video

Tap the TV icon on the Home screen to launch the TV app, and then tap the Home tab at the bottom of the screen. Tap one of the listings on the Home screen, such as Movies, TV Shows, Sports, or Kids. You see listings of TV shows and movies that you can watch right now, including purchased, rental, and subscription content.

You can also access shows and movies you want to watch in your library. You see listings for movies and TV shows, as well as movie posters representing rentals if you've rented any content. If you want to see only the content you've added to this particular iPhone, tap Downloaded. The TV app also displays any recently purchased movies or TV shows in their own sections in the library.

To play a video, locate it, tap it, and then tap the play icon. The play controls appear for a few seconds, and then hide automatically; tap the screen to summon them back when you need them.

Part 4

The Part of Tens

IN THIS PART ...

Raise your game with ten-plus essential iPhone apps and tools.

Work faster and smarter with ten helpful tips.

Chapter 16

Ten+ Essential iPhone Apps and Features

IN THIS CHAPTER

- » Using the Compass app and the Weather app
 - » Managing files with the Files app
 - » Performing calculations and making payments
 - » Sharing data via AirDrop and NameDrop
 - » Meeting the Home app and CarPlay
 - » Measuring, leveling, and translating
-

As well as its full-bore apps, such as Mail and Safari, your iPhone includes many smaller apps that are widely useful. In this chapter, you meet 11 of these smaller apps, starting with the Compass app, which helps you find your way in the wilderness. Next, the Weather app gives you the latest weather information no matter where you go, while the Files app provides a simple but effective interface for managing files on your iPhone. The Calculator app enables you to perform not only calculations but also conversions between different units, and the Wallet app lets you make payments easily and securely both online and offline.

By using AirDrop and NameDrop, you can share data such as photos or contact cards wirelessly and almost effortlessly. The Home app puts your iPhone in control of your smart home appliances, while the CarPlay feature lets you use your iPhone in and with your car. The Measure app provides easy measurement and leveling, and the Translate app helps you to navigate and communicate in other languages.

Getting Your Bearings with Compass

Your iPhone includes the Compass app, which works like a magnetic needle compass. Launch the Compass app by tapping its icon in the Utilities folder on the Home screen. If iOS prompts you to allow Compass to use your location, tap Allow While Using App, and make sure the *Precise: On* readout appears.

You may be instructed to wave your phone around in figures of eight to calibrate the compass, but then you'll see the direction you're facing on the screen, as shown in [Figure 16-1](#).



TIP

As with a physical compass, hold your iPhone level to get an accurate bearing. To make sure the iPhone is level, line up the small crosshair in the floating gray circle with the fixed larger crosshair in the middle of the compass circle.



FIGURE 16-1: The Compass app says the iPhone is pointing due north.

Keeping a Weather Eye Out

The Weather app provides you with the current weather forecast for the city or cities of your choice. By default, you see a daily forecast for your current location at the bottom of the screen, as shown in [Figure 16-2](#), with the hourly forecast above.



TIP

Swipe the hourly forecast left or right to display later or earlier hours. To see more detail about a day in the 10-Day Forecast list, tap it. The details screen appears with an hour-by-hour histogram for the day. You can then tap the v (downward caret) pop-up menu on the right side and tap Conditions, UV Index, Wind, Precipitation, Humidity, Visibility, or Pressure to see a chart for that metric. Tap X in the upper-right corner to return to the main screen.



To add a city, first tap the info icon in the bottom-right corner (and shown in the margin) to display the Info screen. Next, tap in the search field at the bottom of the screen; type a city, a zip code, or an airport location; and then tap the Search button in the bottom-right corner of the screen. Finally, tap the name of the found city to display its details, and tap Add in the upper-right corner if you want Weather to remember this city. Add as many cities as you want this way.



FIGURE 16-2: The Weather app displays Severe Weather warnings when needed.

To delete a city, tap the info icon. Swipe left on the city's name, and then tap the delete icon (trashcan) that appears to the right of its name.

Alternatively, swipe left on the city's name, but keep swiping until the delete icon takes over the entire width of the screen.

To change the order of the cities, long-press a city until its button bulges slightly, and then drag it up or down. The other cities move out of the way to make space for it.

Tap the more icon (ellipsis in a circle) in the upper-right corner to choose between Fahrenheit and Celsius, to enable inclement weather notifications, or to change the units displayed for wind, precipitation, pressure, and distance.

When you're finished, tap any city to view its current weather.

When you've added one or more cities to Weather, you can switch between them by flicking your finger across the screen to the left or the right anywhere above or below the hourly forecast bar.



TIP

See the Location Services arrow and three little dots centered at the bottom of the screen in [Figure 16-2](#)? The white Location Services arrow means you're currently viewing local weather; the three dots denote three other cities in the list.

To see an overlay with temperature, precipitation, air quality, or wind, tap the show map icon (folded map) in the lower-left corner of the screen. Tap the overlay icon (stack of diamonds) to display a pop-up menu that provides the choices Precipitation, Temperature, Air Quality, and Wind; tap the one you want to view. Tap X in the upper-left corner to return to the previous screen.

Keeping Track of Documents with Files

The Files app lets you see and manage files from third-party cloud storage services such as Dropbox and Google Drive as well as files

stored in iCloud.

Files has three tabs at the bottom of the screen:

- » **Recents:** This tab displays files you've modified recently.
- » **Shared:** This tab displays files shared with you.
- » **Browse:** This tab lets you browse files and folders on your iCloud Drive and other cloud-storage services, and view and restore files deleted from your iPhone in the past 30 days.

The Browse tab has three subsections:

- » **Favorites:** To add a folder to the Favorites section, long-press the folder icon, and then choose Favorite. The folder must be stored on your iPhone or in iCloud Drive. You can't add individual files to Favorites.
- » **Locations:** Tap On My iPhone to see files stored locally on your device; tap iCloud Drive to view files stored in iCloud; or tap Recently Deleted to view recently deleted files.

To add a third-party cloud storage service, first install its app (Dropbox, Google Drive, and so on) from the App Store. Now, tap Files on the Home screen, tap Browse at the bottom of the screen, tap the ellipsis-in-a-circle in the top-right corner of the screen, and then tap Edit. Set the switch on (green) for each service you want to add to Files, and then tap Done.

Other options for files and folders include the following:

- Tap a folder to view its contents.
- Long-press a file or folder for additional options, such as Download, Get Info, Copy, Duplicate, Tag, Share, and Compress.
- Tap items with a cloud-and-arrow icon to download them to your iPhone.
-  When viewing a PDF or an image file, tap the Markup icon in the upper-right corner (and shown in the margin) to

annotate the file using the Markup tools.

- » **Tags:** If you apply tags to your files, they'll appear in the Tags section. Tap a tag here to see all available files marked with that tag. To tag a file, long-press it, tap Tags, tap the tags you want to apply, and then tap the Done button.



TIP All three tabs — Recents, Shared, and Browse — have a search field at the top. When you can't find a file or folder by browsing, search instead.

Using Calculator

The Calculator app in iOS has always been handy for performing quick calculations, but nowadays it includes calculation history, math notes, and a convert feature that can convert everything from angles to weights. The standout conversion option is live currency conversion, which pulls in up-to-the-minute exchange rates for the currencies you specify.

 To run Calculator, open the Utilities folder on the Home screen, and then tap the Calculator icon (shown in the margin). The first time you run Calculator, it opens in its basic format, providing buttons for addition, subtraction, multiplication, division, percentages, and changing a number's sign (+ to – or vice versa). To switch to scientific format, which provides buttons for everything from cube roots to logarithms and offers memory functions, tap the mode icon (shown in the margin), and then tap Scientific on the pop-up menu. This menu also contains the Math Notes item for switching to math notes mode, and the Convert button for displaying the conversion controls in either basic format or scientific format. (See [Chapter 9](#) for coverage of math notes.)

 To see the calculations you've performed recently, tap the history icon (shown in the margin). The History pane opens. Tap the history icon again when you're ready to close the pane.

To perform conversions, tap the mode icon, and then tap Convert, placing a check mark next to it. Type the number you want to convert, as in the left screen in [Figure 16-3](#), and then tap the pop-up menu to the right of the current unit (USD in the example). On the conversions screen (shown on the right in [Figure 16-3](#)), scroll the category bar (Angle, Area, Currency, Data, and so on) as needed, and then tap the category you want. In the list of units, tap the appropriate unit, and then tap the check mark icon to return to calculator view, which shows the result in those units. When you finish performing conversions, tap the mode icon, and then tap Convert, removing the check mark.

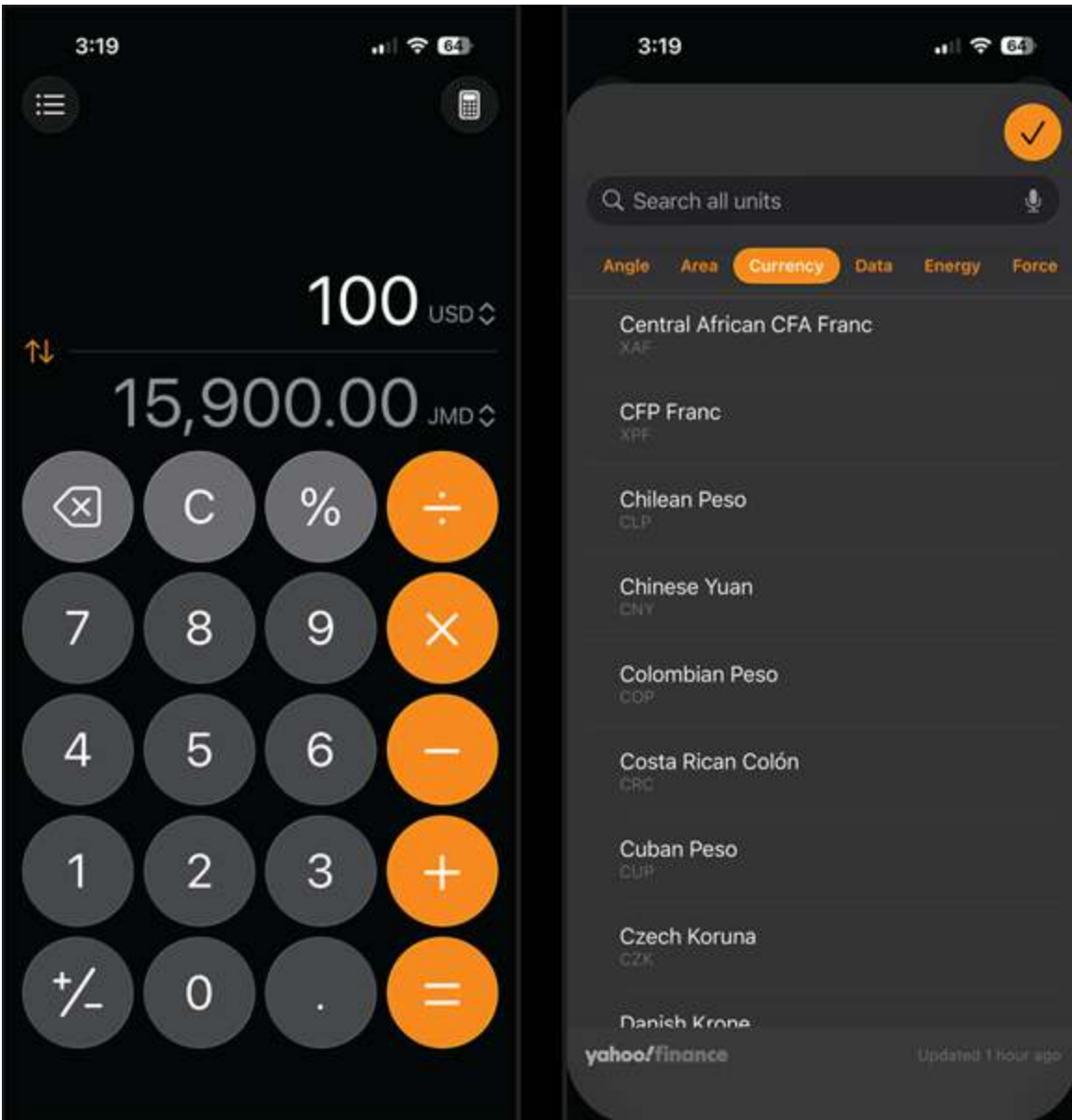


FIGURE 16-3: Tap the pop-up menu to the right of the current unit (left) to display the conversions screen (right).

Putting Your Wallet on Your iPhone

The Wallet app enables you to store the details of your payment cards — credit cards, debit cards, and prepaid cards — on your iPhone and use them to make contactless payments via the Apple Pay service at either retail locations or online. You can also put other documents — such as boarding passes, movie tickets, and your driver's license — in Wallet for

easy access. If your car supports digital keys, you can even add your car keys to Wallet and then use your iPhone or Apple Watch to lock, unlock, and start your car.

To get started with Wallet, tap its icon on the Home screen, and then tap the add icon (+) in the upper-right corner. On the Add to Wallet screen, tap the type of item you want to add, and then follow the prompts. For example, tap the Debit or Credit Card button, and then use the Add Card screen to add the card's details either by scanning them with the camera or by typing them manually.

Sharing via AirDrop and NameDrop

Your iPhone includes two features for sharing items wirelessly with other Apple devices by using Bluetooth and Wi-Fi without an internet connection:

- »  **AirDrop:** AirDrop enables you to share selected items, such as photos or contacts, by picking an iPhone, iPad, or Mac on the Share sheet.
- » **NameDrop:** NameDrop is a feature in AirDrop that lets you share items by bringing your iPhone, iPad, or Apple Watch close to another one of those three devices.

Configuring AirDrop and NameDrop

To make sure your iPhone is set up to use AirDrop and NameDrop, choose Settings ⇒ General ⇒ AirDrop. On the AirDrop screen, go to the Start Sharing By box, and then set the Bringing Devices Together switch on (green). While here, select the Receiving Off button or the Contacts Only button in the top box to set your iPhone's default AirDrop status. You can also choose Everyone for 10 Minutes to allow AirDrop with any available device for the next 10 minutes, but you would normally choose this setting via Control Center, as described next.



TIP

For security, choose the Receiving Off setting for AirDrop, and then enable receiving manually only when you need to receive items. To change your iPhone's AirDrop status quickly, open Control Center, go to the Connectivity box in the upper-left corner, and then long-press the AirDrop icon. On the screen that appears, tap the AirDrop button to display the pop-up menu, and then tap Receiving Off, Contacts Only, or Everyone for 10 Minutes, as needed.

Sending and receiving items via AirDrop

To send items via AirDrop, follow these steps:

- 1. Open the appropriate app, and then select the items.**
For example, open the Photos app, and then select one or more photos.
- 2. Tap the share icon to display the Share sheet.**
- 3. Tap AirDrop to display the AirDrop screen.**
- 4. Tap the person or device to which to send the item or items.**
- 5. When the *Sent* readout appears under the person or device, tap the Done button.**

Receiving items via AirDrop is equally easy. First, enable AirDrop either for Contacts Only or for Everyone for 10 Minutes, as explained in the preceding section. Then, if the AirDrop dialog opens, tap the Accept button rather than the Decline button. The AirDrop dialog shows the transfer's progress. When the AirDrop Complete dialog appears, tap it to display the received item in the appropriate app.

Sending and receiving items via NameDrop

To send an item via NameDrop, open the item, and then bring your iPhone close to another iPhone running iOS 17 or later or an iPad running iPadOS 17 or later. You'll feel a haptic response as your iPhone

registers the other device's presence, and you'll see an effect like a scanner beam passing across the screen as NameDrop runs.

Controlling Lights, Locks, and More

The Home app is dedicated to managing HomeKit accessories, which fit into a broader tech trend of connecting devices just about everywhere known as the Internet of Things (IoT). HomeKit is Apple's framework for such IoT accessories in and around the house — door locks, lightbulbs, security cameras, thermostats, garage-door openers, and so on. Inside Control Center, you can also glance at and control compatible accessories.

The Home app enables you to set up accessories in rooms or configure such accessories to run based on the time of day or when people come or go. For example, you can set the lights to come on automatically when you arrive home from work.

In 2022, Apple joined other tech companies in supporting an emerging connectivity standard called Matter. The goal is to ensure that smart home accessories work well with each other, even across rival brands and platforms.

Connecting Your iPhone to Your Car

Chances are your iPhone is almost always with you when you hop into your car. If your car supports Apple's CarPlay, you can connect your iPhone via either Bluetooth or a USB-C cable or Lightning cable. You can then display icons for the Phone, Music, Maps, Podcasts, and other apps, including a growing number from third-party publishers, right on your car's entertainment system or dash.

You can listen to songs, take or make calls, or get turn-by-turn directions through your car's speakers. You can interact with Siri, which acts as the voice of CarPlay. When you play music, you see the song title, artist, and other information on the car dash. When you're getting directions, you can display maps on the screen.

As of this writing, every major automotive manufacturer offers some CarPlay-capable vehicles, making for more than 800 models total. Some vehicles support wireless CarPlay; if yours is one of them, press the voice control button on your steering wheel to begin the setup. In some cars, you can use CarPlay to control the vehicle's radio and climate system. In some new or recent-model cars that have more expansive screens, you can use widgets for apps such as Weather, Calendar, and Maps.

Your iPhone can help you remember where you parked, assuming you were using Bluetooth. iOS will record the location of the car and plot it on a map, which you'll find in today view. For backup, you can add notes or snap a photo when you park your vehicle.

Unlocking Your Car

If your car is compliant with Apple's car-key feature, you can add your car keys to the Wallet app, and then use your iPhone or your Apple Watch to unlock your car and to start it. You can share virtual keys with other people through the Messages app, giving those drivers full or restricted access. For example, if you're concerned about your teen driver, you can remotely lower the car stereo's volume and limit the car's top speed.

On compatible automobile models, you can even start the car with your phone and handle some of the functions of a key fob, including honking the horn, opening the trunk, and heating up the vehicle.

Measuring Things

The Measure app lets you measure objects by drawing virtual lines in free space. It also lets you check whether objects are level — for example, when you're hanging a picture on the wall and want to get it straight.

To use the Measure app, tap the Utilities folder on the Home screen, and then tap the Measure icon. Make sure the Measure tab at the bottom of

the screen is active; if not, tap it. Then move the phone around so that a small white dot in a larger split circle appears on your phone's display, at the edge of whatever you're measuring. Tap +, then drag the virtual line down to the end point of what you're measuring, and tap + again. You see the listed measurement on top of the virtual line you've drawn, shown either in the imperial or metric system (depending on your selection in Settings). You can also snap a picture of the virtual line or tap Clear to start over.

To check an object's level, tap the Level tab at the bottom of the screen, and then place your iPhone on the object. Adjust the object's level until the two circles overlap perfectly, the screen goes green, and the readout says 0°.

Translating Text or Speech

The Translate app can translate text or voice across many languages. The app has four tabs at the bottom of the screen: Translate, Camera, Conversation, and Favorites. On the Translate tab, tap the microphone icon and speak to have your words translated. Or type text using the keyboard native to the chosen language; iOS switches keyboards automatically when needed. You can save a translation as a favorite by tapping the favorite icon (an empty star that changes to a filled star); to reuse the translation, visit the Favorites tab. You can also hear a pronunciation read out loud.

To have a conversation, tap the Conversation tab. To specify how you and the other person are positioned, tap the View button, and then tap either Face to Face or Side by Side. In Face to Face view, the other person's controls and your translated text appear upside down at the top of the screen, allowing you to put your iPhone on a table between you and both gaze soulfully down at the screen.

To translate signs or other written text, tap the Camera tab, and then select the From language and the To language in the pop-up menus. Point the camera at the text, and then tap the shutter button. Translate captures the text and displays a translation.

From any view, press the play arrow to hear the translated phrase spoken out loud.

Chapter 17

Ten Helpful Hints, Tips, and Shortcuts

IN THIS CHAPTER

- » Typing faster with QuickPath and hardware keyboards
 - » Sharing web pages and links
 - » Keeping track of items with AirTags
 - » Closing apps from the multitasking screen
 - » Capturing screenshots
-

Here are ten helpful hints, tips, and shortcuts to help you get the most out of your iPhone — everything from ways to input text faster through closing apps quickly and capturing the contents of the screen.

Using QuickPath for Speed and Accuracy

To enter text faster and more accurately, use the QuickPath keyboard and slide your finger from letter to letter rather than tap each letter in turn. Touch the first letter in the word you want to type and then, *without lifting your finger*, slide your finger to the second letter in the word. Then, *without lifting your finger*, continue sliding to each of the remaining letters in the word.

This feature is called Slide to Type, and it's enabled by default. If it isn't working, choose Settings ⇒ General ⇒ Keyboard and make sure the Slide to Type switch is set on (green). While you're here, you might also want to set the Delete Slide-to-Type by Word switch on (green) to enable

yourself to delete your typed-by-sliding text one word at a time rather than one character at a time.



TIP

As long as the Predictive Text switch on the Keyboard screen is set on (green), you'll usually see the correct word above the keyboard before you slide onto all its letters. If so, stop sliding and tap the word to enter it.



WARNING

If you start a word with a letter that has alternate forms and you pause on that letter, iOS interprets your action as a long-press and displays the pop-up panel containing those alternate forms (see [Figure 17-1](#)). All the vowels and most of the consonants have these alternate forms. You then need to lift your finger and start again.

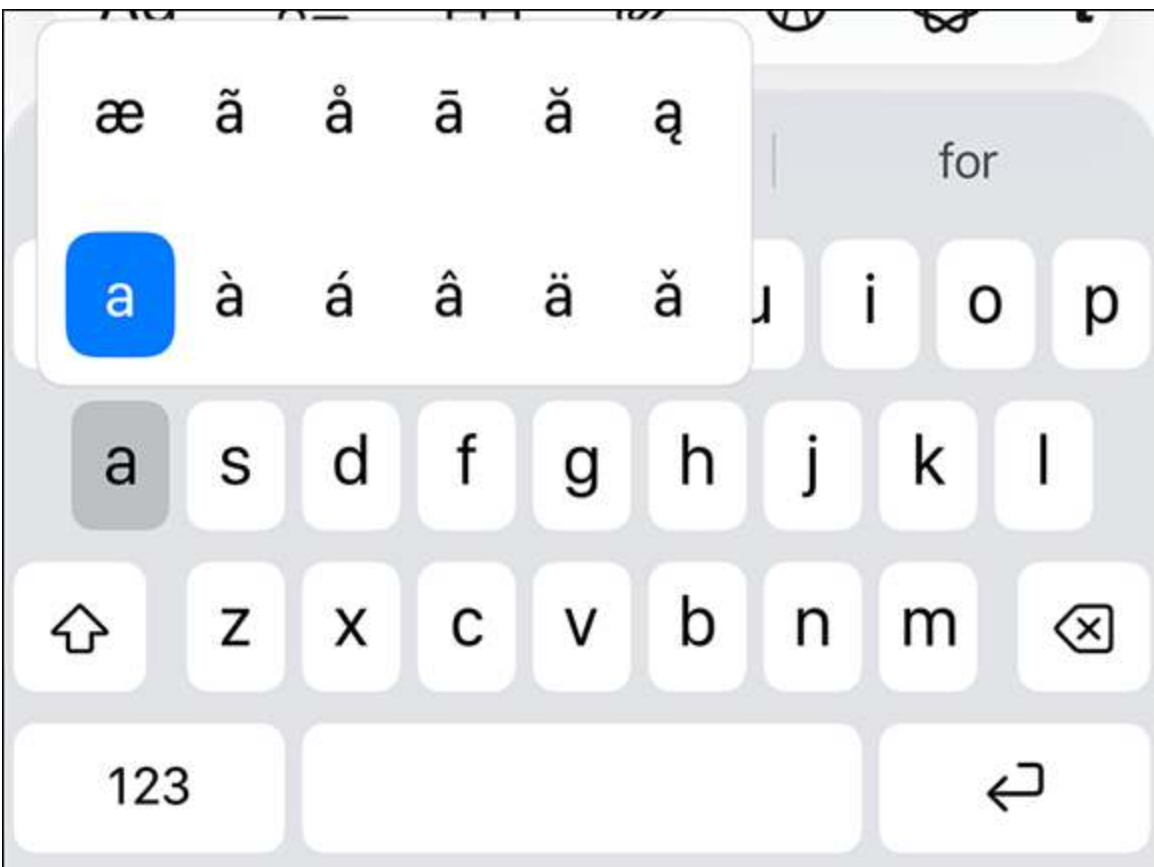


FIGURE 17-1: If your finger tarries on the QuickPath, the panel of alternate characters may pop up.

Making the Most of Autocorrect

Your iPhone's autocorrection feature can help you type faster and more accurately. Keep these two tips in mind:

- » **Let Autocorrect handle contractions.** You can type *dont* to get *don't* or type *cant* to get *can't*. Autocorrect handles most contractions smartly, inserting the apostrophes for you. Autocorrect does pretty well with *its* (possessive, meaning “of it”) and *it's* (the contraction for *it is* or *it has*), suggesting the contraction when it seems likely from the context but otherwise leaving the possessive unchanged. Similarly, Autocorrect suggests changing *were* to *we're* if that seems to suit the context, but it struggles with *well* and *we'll*.
- » **Reject the Autocorrect suggestion if it's wrong.** This tip applies only if you've set the Predictive Text switch on the Keyboard screen off (white), which causes Autocorrect suggestions to appear in bubbles instead of on the suggestions bar. If Autocorrect suggests a word you don't want, finish typing the word you do want, and then reject the suggestion by tapping the little *x* on its bubble. Doing this makes your iPhone more likely to accept your word the next time you type it (or less likely to make the same incorrect suggestion the next time you type the word).

Connecting a Hardware Keyboard

Your iPhone's onscreen keyboards are as good as Apple can make them, and dictating text into your iPhone via Siri can ratchet up your input speed impressively. But if you need to work seriously with text on your iPhone, there's no substitute for a hardware keyboard.

You have three choices for connecting a hardware keyboard:

- » **Bluetooth:** Pretty much any Bluetooth keyboard released in the last 10 years will work with your iPhone. You may occasionally run into a keyboard that uses too old an implementation of Bluetooth; but normally, you can just put the keyboard into pairing mode, choose Settings ⇒ Bluetooth on your iPhone, and tap the keyboard's entry on the Bluetooth screen. If the Bluetooth Pairing Request dialog opens, type the pairing code on the keyboard and press the Enter key, and you'll be in business.
- » **USB:** Your iPhone can use many USB keyboards (one at a time!) as long as either your iPhone has a USB-C port or you have a Lightning-to-USB connector to provide a USB port on a Lightning-port iPhone. If your iPhone displays a message saying that the keyboard is unsupported because it draws too much power, you're out of luck.
- » **Lightning:** Keyboards with Lightning connectors are rare, but if they turn up on Amazon or eBay, you can be confident that they're compatible with your Lightning-port iPhone. If you're a serious keyboard user, a Lightning keyboard can be a great solution.

Once you've connected your keyboard, you can simply start cranking out purple prose as fast as your fingers can flail. But if you need to change the logical layout of the keyboard's keys, choose Settings ⇒ General ⇒ Keyboard ⇒ Hardware Keyboard to display the Hardware Keyboard screen. At the top of the screen, tap the current language to display the language selection screen. You can then choose your layout, such as Dvorak or Colemak.

Also from the Hardware Keyboard screen, you can remap the keyboard's modifier keys by tapping the Modifier Keys button and working on the Modifier Keys screen. So if you want the keyboard's Caps Lock key to act as the globe key for the iPhone, remap it here. You can also set No Action for a modifier key — for example, because you frequently press it by accident.

Happy (real) typing!

Maximizing Battery Runtime

Extending battery runtime — the length of time the phone can run on the battery — is a major concern for most iPhone owners.



WARNING First: If your iPhone wears a case, charging the iPhone while it's in that case may generate more heat than is healthy. Overheating is bad for both battery capacity and battery runtime (and bad for your iPhone in general). So if your iPhone feels warmer than usual while charging, you might want to take it out of its case before you charge it. This is easier with some cases than with others. Also, try not to leave your iPhone lying around in direct sunlight.

If you're not using a 3G, 4G, 5G, or Wi-Fi network or a Bluetooth device (such as a headset or car kit), consider disabling the features you don't need in Control Center or turning them off altogether in the Settings app. Switching the iPhone's functions on and off takes only moments, and doing so could mean the difference between running out of juice and being able to make that important call later in the day.

Better still, enable airplane mode (either in Control Center or in the Settings app) to turn off all your iPhone's radios. Airplane mode can disable cellular, Wi-Fi, Bluetooth, Location Services, and push notifications all at once. You can't make or receive phone calls in airplane mode, nor do anything that requires network access. But if you're going to be off the grid for any length of time, like on a long flight, your battery will last a lot longer if you enable airplane mode until you return to civilization.

In Control Center, use the brightness slider to reduce brightness manually whenever you can see the screen well enough at a dimmer setting. You may also want to enable the auto-brightness feature, which lets your iPhone adjust its screen brightness based on current lighting conditions to save battery power. From the Home screen, tap Settings ⇒ Accessibility ⇒ Display & Text Size, and then tap the Auto-Brightness

switch to turn it on. (Some people find auto-brightness too aggressive in turning down the wattage. “Why is my iPhone screen so darn dim?” is a common complaint.)



REMEMBER You can long-press the Brightness slider in Control Center to summon an overlay containing buttons to enable or disable True Tone, enable or disable night shift, and switch between light and dark mode.

If your iPhone's battery is running down and no recharge appears in your immediate horoscope, try adaptive power mode, which applies subtle tweaks to reduce your power usage. Tap Settings ⇒ Battery ⇒ Power Mode and set the Adaptive Power switch on (green).

If your iPhone's battery is getting seriously low, try low power mode. Tap Settings ⇒ Battery again, but this time set the Low Power Mode switch on (green). With this feature enabled, mail fetch, background app refresh, automatic downloads, and some visual effects are disabled to reduce power consumption.

And while you're on the Battery page in Settings, use the App and System Activity list to see which apps have been using the most battery power. Tap the View All Battery Usage button to display the Battery Usage screen, and then look at the App and System Activity Usage lists for more detail.

Location Services can use lots of battery power, so consider turning this feature off until you need it — tap Settings ⇒ Privacy & Security ⇒ Location Services, and then set the Location Services switch off (white). Many apps that use Location Services will offer to enable it for you if you launch those apps while Location Services is turned off.

Believe it or not, disabling EQ (see [Chapter 13](#)) for audio also conserves battery life a bit. EQ (equalization) may make music sound a little better, but it also uses more processing power, and that means it uses more battery. If you've added EQ to tracks in iTunes or the Music app using the Track Info dialog and you want to retain that EQ from iTunes or

Music, set the EQ on your iPhone to Flat. Because you're not turning off EQ, your battery life will be slightly worse, but your songs will sound just the way you expect them to sound. Either way, to alter your EQ settings from the Home screen, tap Settings ⇒ Apps ⇒ Music ⇒ EQ.

Apple says a properly maintained iPhone battery will retain up to 80 percent of its original capacity after 500 full charge and discharge cycles. You can replace the battery at any time if it no longer holds sufficient charge. Your one-year limited warranty includes the replacement of a defective battery. Coverage jumps to two years with the AppleCare and AppleCare+ Protection Plans. During that one-year limited warranty period or the two-year AppleCare or AppleCare+ warranty period, Apple will replace the battery if it cannot hold a 50% charge or more.

If your iPhone is out of warranty, you can get Apple to replace the battery. The cost varies depending on the model; go to <https://support.apple.com/iphone/repair/battery-replacement> to find out the cost for your iPhone.

Using Links and Phone Numbers

When iOS encounters a phone number (such as 1-123-555-4567), a URL (such as www.example.com), or an email address (such as info@surrealmacs.com) in email or text messages, it formats the text as an action button with blue underlining.

You can tap the action button to make the iPhone take its default action:

- » **Phone number:** The iPhone displays a little dialog with two buttons, Call (showing the number) and Cancel. Tap Call to call the number or Cancel to close the dialog.
- » **URL:** The iPhone launches your default browser, such as Safari, and displays the web page.
- » **Email address:** The iPhone activates Mail and starts a new message to that address.

For more choices, long-press the action button to make the iPhone display a menu:

- » **Phone number:** The menu, shown in [Figure 17-2](#), offers buttons for calling the number, sending a message, starting a FaceTime call or a FaceTime audio call, adding the number to Contacts, and simply copying the number.
- » **URL:** The menu provides buttons for opening the link, adding it to your Reading List, copying the link, and sharing it.
- » **Email address:** The menu has buttons for creating a new mail message, sending an instant message, starting a FaceTime call or a FaceTime Audio call, adding the address to your contacts, and copying the address.

Tap the appropriate button, or tap outside the menu to close it.



TIP In Safari, you can long-press most images to open a menu that includes these four commands: Share, Save to Photos, Copy, and Copy Subject. Tap Share to share this image the usual ways (Messages, Mail, AirDrop, and so on). Tap Save to Photos to save the image to the Photos app. Tap Copy to copy the image to the clipboard so you can paste it into any app that accepts pasted images. Tap Copy Subject to copy the image's subject without its background; you can then paste the subject into any app that accepts images. If the Copy Text command appears, you can tap it to extract the text from the image and copy that text to the clipboard.

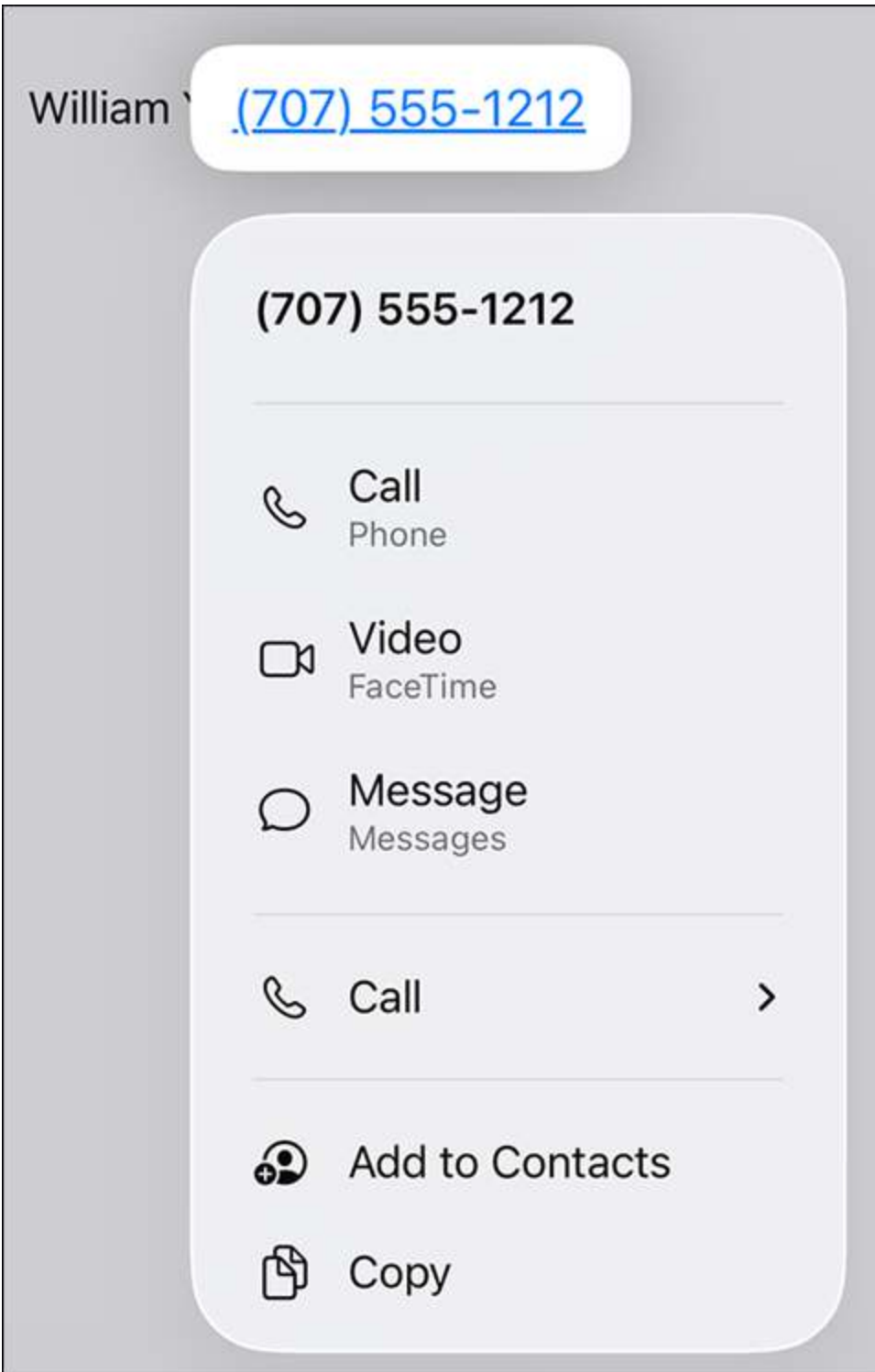


FIGURE 17-2: Long-press an action button to see the full range of actions you can take.

Sharing Links

 Ever stumble on a web page you just have to share with a buddy? The iPhone makes it simple. From the site in question, tap the share icon on the browser's more menu (shown in the margin). Then tap the appropriate button to share via Mail, Messages, X, Facebook, AirDrop, or whatever.

What happens next depends on which button you tap. For example, if you tap Mail, a new mail message appears with the Subject line prepopulated with the name of the website you're visiting and the body of the message prepopulated with the URL. Just type something in the message body, supply your buddy's email address, and then tap the Send button.



REMEMBER Many apps — such as Photos, Safari, Apple News, Music, Podcasts, and TV — include a Shared with You section that automatically collects media your friends share with you. These sections are great for catching up with shared content and for refreshing your memory of who sent you what.

Choosing a Home Page for Safari

Unlike most other browsers, Safari on iOS doesn't let you set a home page. Instead, when you launch Safari, it displays the Start page.

To make Safari open a page of your choosing instead, create a *web clip* and add it to the Home screen. Follow these steps:

1. **Open the web page you want to use as your Home page.**
2.  **Tap the more icon (three horizontal dots) to open the more menu, and then tap the share icon (shown in the margin) to display the Share sheet.**
3. **Expand the Share sheet by dragging the handle at its top upward.**

4. Tap the **Add to Home Screen** button to display the **Add to Home Screen** overlay.
5. (Optional) Change the name of the web clip if you like.
6. Set the **Open as Web App** switch off (white).
7. Tap **Add** to add the web clip's icon to the first Home screen that has empty space.

You can now tap this new web clip icon instead of the Safari icon, and Safari opens to your Home page instead of the last page you visited. When you want to open Safari to the Start page, tap the default Safari icon.



TIP

If you know that you'll always want to use this icon to launch Safari, replace the default Safari icon on the dock with this icon. Move the default Safari icon to App Library so you don't tap it by mistake but can easily restore it if you want to use it again.

Keeping Track of Stuff with AirTags

When you want to keep track of a physical object in the real world rather than a virtual object in a file system, you can attach an AirTag to that object. An *AirTag* is a Bluetooth device the size of a thick coin that enables you to track it using Apple's Find My app on your iPhone, iPad, or Mac. You can buy AirTags from the online Apple Store (<https://store.apple.com/>), from a bricks-and-mortar Apple Store, or from various other retailers.

To set up an AirTag, bring it and your iPhone close together, and then tap the **Connect** button in the AirTag dialog that iOS displays. Follow through the setup procedure to the **Name AirTag** dialog (see [Figure 17-3](#)), and then assign a descriptive name. The list offers built-in names, such as **Backpack** and **Keys**, but you can also tap **Custom Name** and type the name you want. Next, assign an emoji to the AirTag to help you

distinguish it from other AirTags. When the AirTag Is Linked to Your Apple ID dialog appears, read the restrictions (essentially, no stalking), and then tap the Agree button.

When you mislay a tagged item and need to track it down, open the Find My app from the Home screen, and then tap the Items tab at the bottom. The map shows the location of your found item (see the left screen in [Figure 17-4](#)). Tap the item you're looking for to display the screen of actions you can take (see the right screen in [Figure 17-4](#)). You can then:

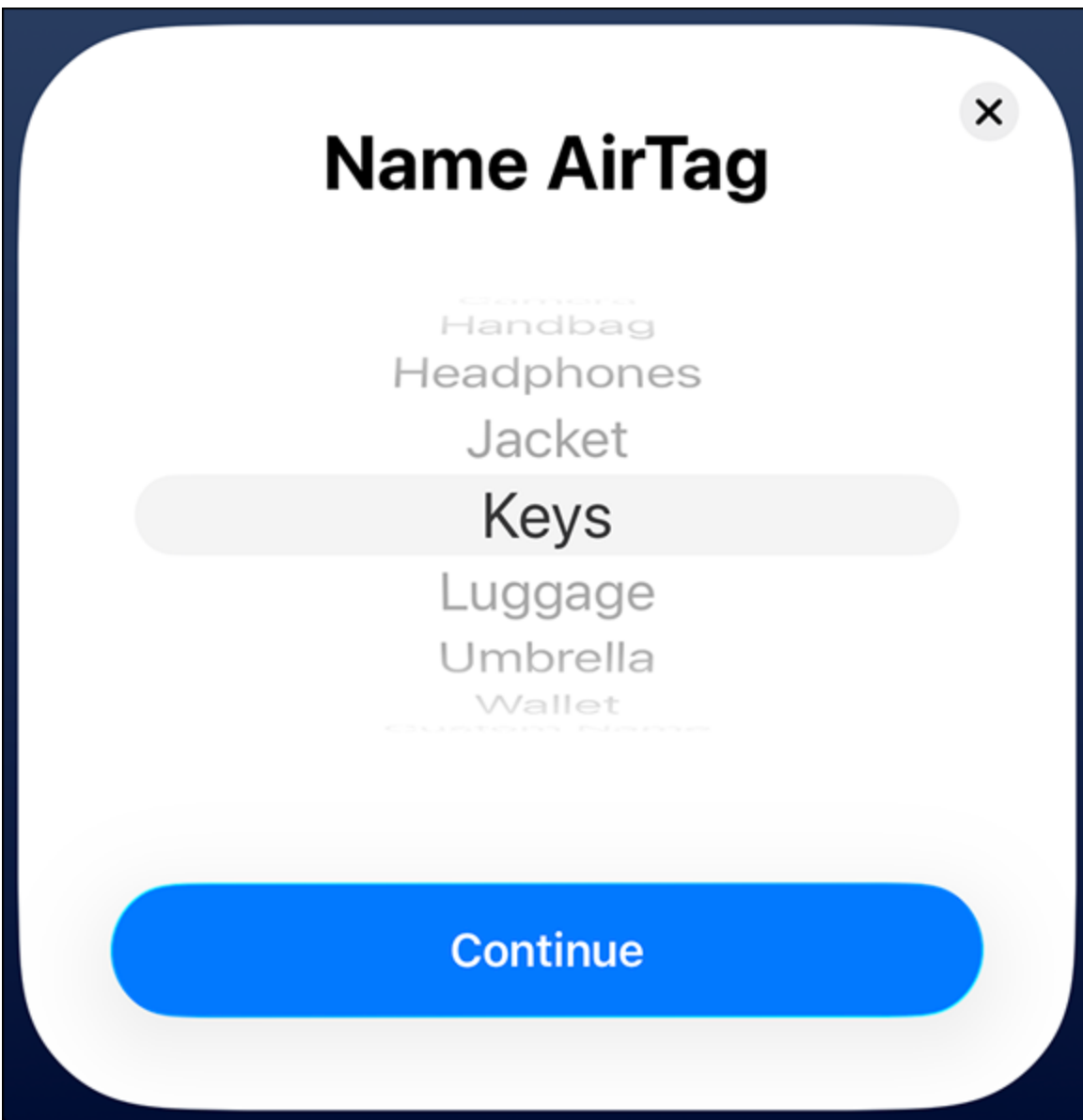


FIGURE 17-3: Assign the AirTag a name describing the object it will track.

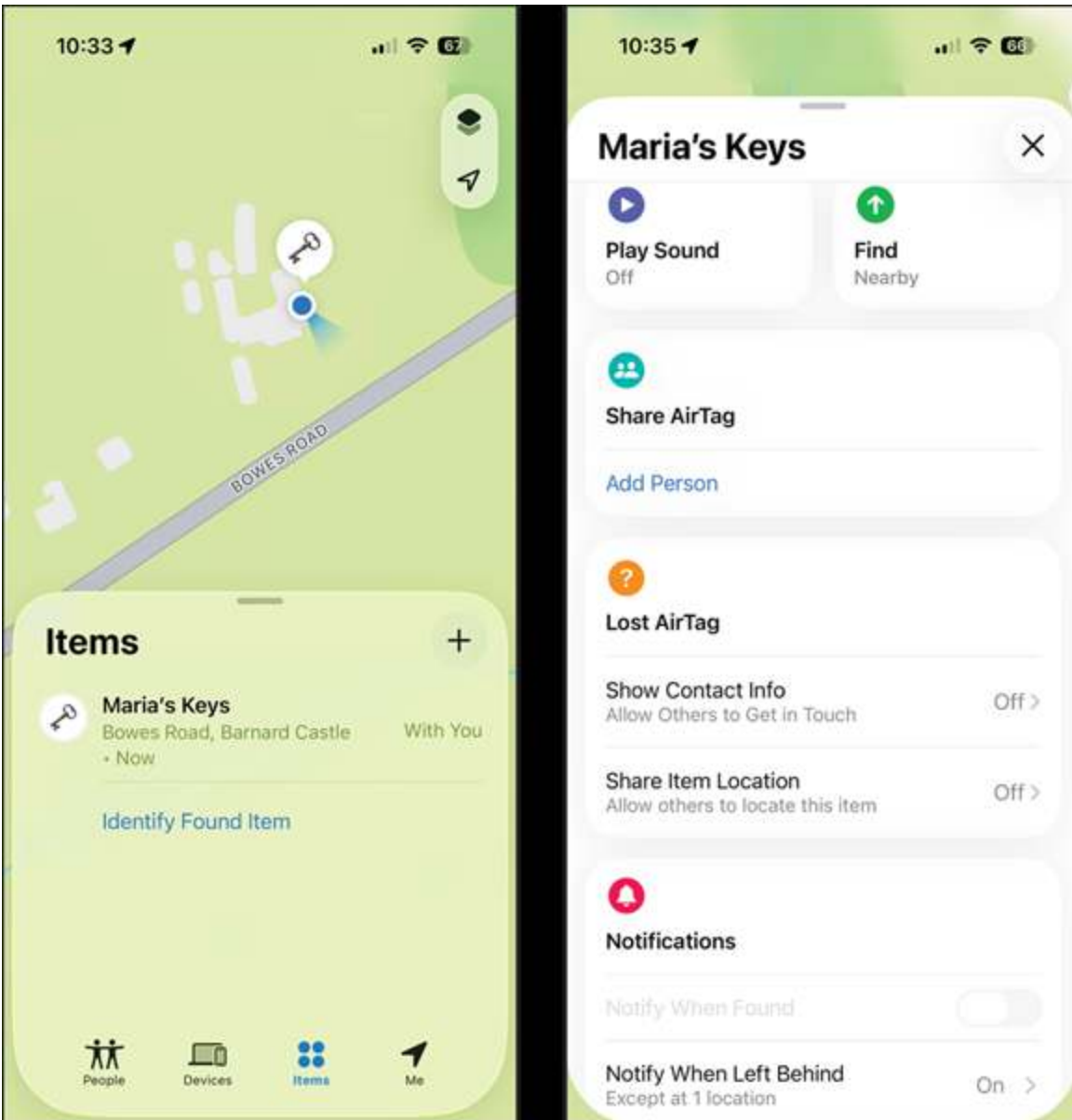


FIGURE 17-4: Use the Find My app to locate a missing AirTag (left). You can then play a sound on the AirTag or track it down (right).

- » Tap the Play Sound button to play a sound on the AirTag.
- » Tap the Find button to display a tracking screen showing the distance to the AirTag, enabling you to close in on it, again playing a sound if needed.
- » Tap the Add Person button to start sharing this AirTag with someone else.

- » In the Lost AirTag area, tap Show Contact Info to specify whether people can get in touch with you if they find your AirTag. Tap Show Item Location and follow the prompts to share the AirTag's information with a trusted person or with an airline. You can take these actions only after you've lost the AirTag, not when it's near you.
- » Set the Notify When Found switch on (green) to have Find My notify you when it locates the AirTag.
- » Tap the Notify When Left Behind button to display the Notify When Left Behind screen, and then set the Notify When Left Behind switch on to have Find My warn you when you seem to have left the AirTag behind. In the Notify Me, Except At area, you can create a list of places where you don't want this notification.
- » Tap the Change Name and Emoji button to rename the AirTag and change its emoji.
- » Tap the Remove Item button to unlink the AirTag from your Apple ID so that someone else can use it.

Getting Apps Out of App Switcher

Multitasking is great, but sometimes you don't want to see an app's icon in App Switcher. Don't worry — it's easy to remove any app that's cluttering up your screen. Follow these steps to get rid of an app from App Switcher:

1. **Swipe up (Face ID) or double-press the Home button (Touch ID).**
App Switcher appears. You can swipe the screen from right to left (or left to right) to see additional thumbnails of other open apps.
2. **Slide the thumbnail of the app you want to quit upward and off the top of the screen, as shown in [Figure 17-5](#).**
iOS closes the app, and it disappears from App Switcher.
3. **Swipe up (Face ID), press the Home button (Touch ID), or tap any app to dismiss App Switcher.**



TIP

Although you're using this move here to quit an app that you don't want to use for a while, the technique is normally used to forcibly close an app that has stopped responding.

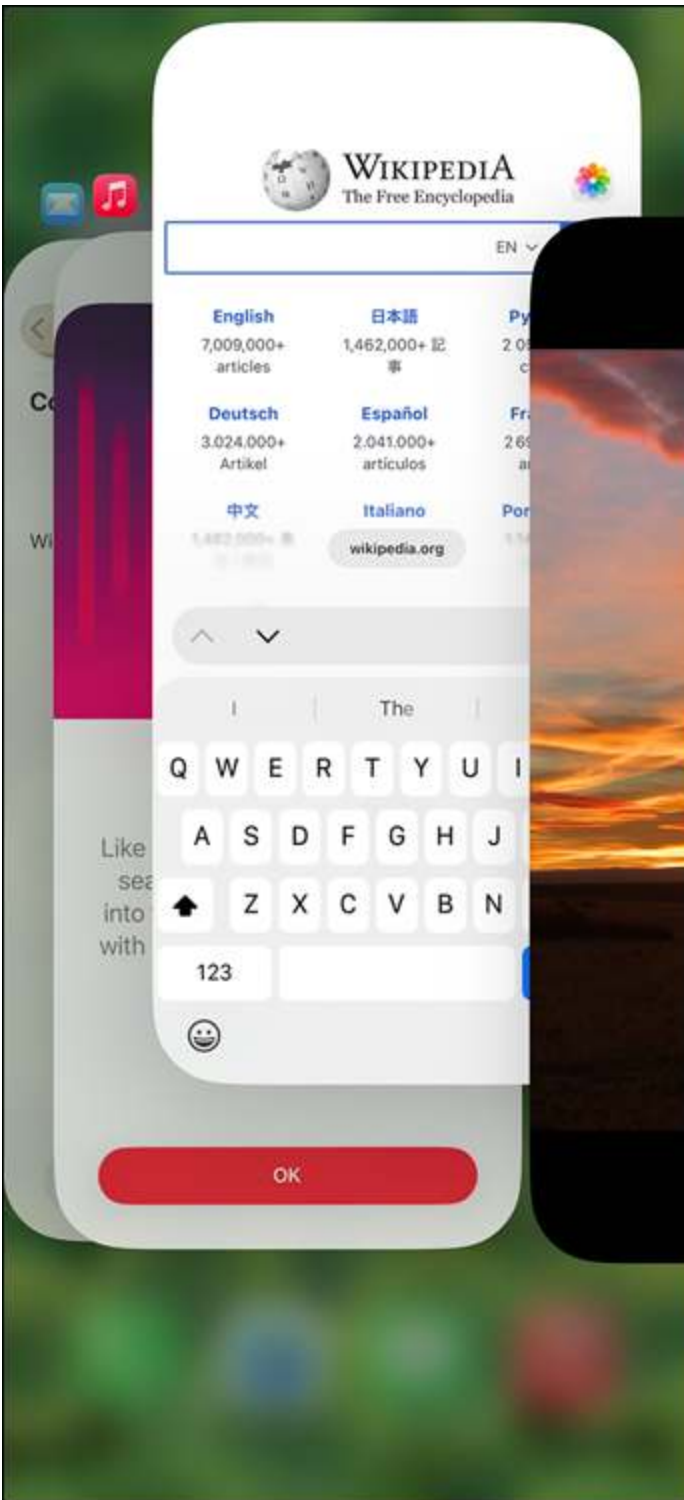


FIGURE 17-5: Slide the app you want to quit (Photos in this example) up and off the screen.

Taking a Snapshot of the Screen

iOS makes it easy to capture what's on the iPhone's screen. This capability is great for quickly capturing everything from fun stuff you run across online to cryptic error messages that flash up on the screen and that you need to dismiss before you can look up what they mean.

To capture the screen:

- » **iPhone with Face ID:** Press the side button and the volume up button together.
- » **iPhone with Touch ID:** Press the side button and the Home button together.

The iPhone grabs a snapshot of whatever is on the screen and displays a slightly shrunk version of it surrounded by controls (see [Figure 17-6](#)). You can then take several actions:

- » **Discard the screen capture.** Tap the X (close) icon in the upper-left corner of the screen.



TIP

If instead of the large preview you see a small preview that dawdles for a few seconds and then sidles off in the lower-left corner, choose Settings ⇒ General ⇒ Screen Capture and set the Full-Screen Previews switch on (green).

- » **Mark up the screen capture.** Tap the markup icon (pen nib in a circle) in the upper-right corner of the screen.
- »  **Share the screen capture.** Tap the share icon in the upper-right corner of the screen (and shown in the margin) to display the Share sheet, and then choose the means of sharing.
- » **Ask ChatGPT to analyze the screen capture.** Tap the Ask button in the lower-left corner.
- » **Search Google Images for similar images.** Tap the Image Search button in the lower-right corner.



FIGURE 17-6: iOS displays the screen capture so you can take actions with it.

- » **Save the screen capture.** Tap the check mark icon in the upper-right corner of the screen. A menu opens with five choices:

- *Save to Photos:* Tap this button to save the screenshot to your Recents album.
- *Save to Files:* Tap this button to open the Files app so you can browse to where you want to save the screenshot.
- *Save to Quick Note:* Tap this button to start a Quick Note containing this screenshot.
- *Copy and Delete:* Tap this button to copy the screenshot to the clipboard, so you can paste it elsewhere, and then delete the file. Don't forget to paste the copied screenshot.
- *Delete Screenshot:* Tap this button to delete the screenshot without copying it, passing Go, or collecting \$200.

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About the Author

Guy Hart-Davis is the author of more than 190 books, including *macOS Tahoe For Dummies*, *Teach Yourself VISUALLY MacBook Pro and MacBook Air*, and *Teach Yourself VISUALLY iPhone 17 and iPhone Air*.

Dedication

I dedicate this book to the memory of Robert M. Thomas, a great host, raconteur, and author, whom I was lucky enough to call my friend.

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