My iPhone® for Seniors

EIGHTH EDITION

COVERS

All iPhones running iOS 15, including iPhone 13, 13 mini, 13 Pro, and 13 Pro Max

AARP®

Brad Miser

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

My iPhone® for Seniors

EIGHTH EDITION

COVERS

All iPhones running iOS 15, including iPhone 13, 13 mini, 13 Pro, and 13 Pro Max

AARP®

Brad Miser

My iPhone® for Seniors, Eighth Edition

Copyright © 2022 by Pearson Education, Inc.

AARP is a registered trademark. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning, or otherwise, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. No patent liability is assumed with respect to the use of the information contained herein. For information regarding permissions, request forms, and the appropriate contacts within the Pearson Education Global Rights & Permissions Department, please visit www.pearson.com/permissions.

Limit of Liability/Disclaimer of Warranty: While the publisher, AARP, and the author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. The advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. The publisher, AARP, and the author shall not be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages. The fact that an organization or website is referred to in this work as a citation and/or a potential source of further information does not mean that the publisher, AARP, and the author endorse the information the organization or website may provide or recommendations it may make. Further, readers should be aware that Internet websites listed in this work may have changed or disappeared between when this work was written and when it is read.

ISBN-13: 978-0-13-757429-2

ISBN-10: 0-13-757429-0

Library of Congress Control Number: 2021919519

ScoutAutomatedPrintCode

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Unless otherwise indicated herein, any third party trademarks that may appear in this work are the property of their respective owners and any references to third party trademarks, logos, or other trade dress are for demonstrative or descriptive purposes only. Such references are not intended to imply any sponsorship, endorsement, authorization, or promotion of Que Publishing products by the owners of such marks, or any relationship between the owner and Que Publishing or its affiliates, authors, licensees, or distributors.

Screenshots reprinted with permission from Apple, Inc.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at corpsales@pearsoned.com or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the United States, please contact intlcs@pearson.com.

Editor-In-Chief
Mark Taub

Director, ITP Product Management
Brett Bartow

Executive Editor
Laura Norman

Associate Editor
Anshul Sharma

Marketing
Stephane Nakib

Director, AARP Books
Jodi Lipson

Development Editor
Charlotte Kughen

Technical Editor
Karen Weinstein

Managing Editor
Sandra Schroeder

Project Editor
Mandie Frank

Copy Editor
Charlotte Kughen

Indexer
Ken Johnson

Proofreader
Debbie Williams

Editorial Assistant
Cindy Teeters

Designer
Chuti Prasertsith

Compositor
Tricia Bronkella

Contents at a Glance

Chapter 1	Getting to Know Your iPhone	3
Chapter 2	Getting Started with Your iPhone	27
Chapter 3	Using Your iPhone's Core Features	57
Chapter 4	Setting Up and Using an Apple ID, iCloud, and Other Online Accounts	91
Chapter 5	Customizing Your iPhone with Apps and Widgets	113
Chapter 6	Making Your iPhone Work for You	133
Chapter 7	Customizing How Your iPhone Looks	161
Chapter 8	Managing Contacts	185
Chapter 9	Communicating with the Phone and FaceTime Apps	205
Chapter 10	Sending, Receiving, and Managing Email	243
Chapter 11	Sending, Receiving, and Managing Texts and iMessages	265
Chapter 12	Managing Calendars	301
Chapter 13	Working with Siri	319
Chapter 14	Surfing the Web	337
Chapter 15	Taking Photos and Video with Your iPhone	357
Chapter 16	Viewing and Editing Photos and Video with the Photos App	391
Chapter 17	Working with Other Useful Features	425
Chapter 18	Maintaining and Protecting Your iPhone and Solving Problems	451
	Glossary	477
	Index	485

Table of Contents

1 Getting to Know Your iPhone 3

Getting Started 3
Using Your Fingers to Control Your iPhone 5
Locking/Unlocking Your iPhone 9
Working with Home Screens 11
Working with iPhone Apps 12
Working with the Settings App 16
- Using the Settings App 17
- Searching for Settings 18

Meeting Siri 19
Controlling Volume 21
Using Airplane Mode 22
Locking/Unlocking Your iPhone's Orientation 23
Understanding iPhone Status Icons 24

2 Getting Started with Your iPhone 27

Getting Started 27
Getting Started with iPhones without a Touch ID/Home Button 28
- Getting to Know the External Features 29
- Accessing the Home Screens 31
- Configuring a Passcode and Face ID 31
- Using Face ID 38
- Sleeping/Locking and Waking/Unlocking Your iPhone 40
- Turning Your iPhone Off or On 41

Getting Started with iPhones with a Touch ID/Home Button 42
- Getting to Know iPhones with a Touch ID/Home Button 43
- Accessing the Home Screens 45
- Configuring a Passcode and Touch ID 45
- Using Touch ID 50
- Sleeping/Locking and Waking/Unlocking Your iPhone 51
- Turning Your iPhone Off or On 52

Using the Split-Screen on iPhone 13 Pro Max, 12 Pro Max, 11 Pro Max, Xs Max, or Plus Models 53

3 Using Your iPhone's Core Features 57
Getting Started 57
Connecting to the Internet Using Wi-Fi Networks 58
Connecting to Open Wi-Fi Networks 59
Connecting to Public Wi-Fi Networks 63
Connecting to the Internet Using Cellular Data Networks 65
Configuring Cellular Data Use 67
Securing Your iPhone 70
Working with Text 73
Typing Your Way 73
Working with Predictive Text 75
Using Other Writing Tools 76
Working with Keyboards 77
Using Emojis 80
Correcting Spelling as You Type 80
Editing Text 82
Selecting, Copying, Cutting, Pasting, or Formatting Text 82
Speaking Text Instead of Typing 85
Searching Your iPhone 87

4 Setting Up and Using an Apple ID, iCloud, and Other Online Accounts 91
Getting Started 91
Configuring an Apple ID 92
Signing In to Your Apple ID 92
Configuring and Using iCloud 94
Configuring iCloud to Store Photos 96
Configuring Your iCloud Backup 97
Hiding Your IP Address 98
Hiding Your Email Address 98
Enabling iCloud to Store Information on the Cloud 100
Managing Your iCloud Storage 102
Configuring a Google Account 104
Setting How and When Your Accounts Are Updated 107
Configuring How New Data Is Retrieved for Your Accounts 108

5 Customizing Your iPhone with Apps and Widgets 113
Getting Started 113
Customizing How Your iPhone Works with Apps 114
Configuring Your iPhone to Download and Maintain Apps 114
Using the App Store App to Find and Install Apps 116
Searching for Apps 117
Browsing for Apps 118
Downloading Apps 120
Working with the App Library 122
Using the App Library's Categories to Find Apps 123
Using the App Library to Search for Apps 124
Using the App Library to Browse for Apps 125
Deleting Apps 126
Working with Widgets and the Widget Center 127

6 Making Your iPhone Work for You 133
Getting Started 133
Configuring and Working with Notifications 134
Working with Visual Notifications 135
Working with the Notification Center 137
Working with Sounds and Vibrations 139
Configuring Notifications for Specific Apps 140
Configuring General Sounds and Vibrations 145
Working with and Configuring the Control Center 149
Working with the Control Center 149
Configuring the Control Center 152
Using Focus 153
Activating Do Not Disturb Manually 154
Configuring Do Not Disturb 155

7 Customizing How Your iPhone Looks 161
Getting Started 161
Customizing Your Home Screens 162
Moving Icons Around Your Home Screens 162
Configuring the Home Screen Dock 165
Hiding or Deleting Home Screens 167
Adding Widgets to Home Screens 168

Configuring Your iPhone's Screen Settings 170
Configuring Light and Dark Modes Using the Settings App 171
Setting Screen Brightness, True Tone, and Night Shift Using the Settings App 172
Setting Auto-Lock and Raise to Wake 175
Setting Text Size and Bold 176
Choosing a View 177
Setting the Wallpaper on the Home and Lock Screens 178

8 **Managing Contacts 185**
Getting Started 185
Creating Contacts 186
Creating New Contacts from Email 186
Creating Contacts Manually 188
Working with Contacts 195
Using the Contacts App 195
Accessing Contacts from Other Apps 198
Managing Your Contacts 199
Updating Existing Contact Information 199
Deleting Contacts 201

9 **Communicating with the Phone and FaceTime Apps 205**
Getting Started 205
Making Voice Calls 206
Dialing with Contacts 207
Dialing with Recents 209
Managing In-Process Voice Calls 210
Entering Numbers During a Call 212
Using Another App During a Voice Call 213
Receiving Voice Calls 214
Answering Calls 214
Answering Calls During a Call 217
Using Visual Voicemail 218
Recording a New Greeting 219
Listening to, Reading, and Managing Voicemails 220
Finding and Listening to Voicemails 221

Communicating with FaceTime 225
Configuring FaceTime Settings 225
Making FaceTime Calls 228
Receiving FaceTime Calls 231
Managing FaceTime Calls 233
Making Group FaceTime Calls 236

10 **Sending, Receiving, and Managing Email 243**
Getting Started 243
Working with Email 244
Receiving and Reading Email 246
Sending Email 248
Replying to Email 251
Managing Email 252
Checking for New Email 253
Understanding the Status of Email 253
Managing Email from the Message Screen 254
Storing Email in Specific Locations 255
Working with Messages in a Specific Mailbox 257
Searching Email 258
Managing Junk Email 260
Marking Junk Email 261

11 **Sending, Receiving, and Managing Texts and iMessages 265**
Getting Started 265
Preparing the Messages App for Messaging 266
Sending Messages 273
Navigating in Messages 273
Creating a New Message and Conversation 275
Adding Messages to an Existing Conversation 278
Sending Photos or Video in Messages 279
Adding Other Kinds of Content to Your Messages 282
Receiving, Reading, and Replying to Messages 285
Receiving Messages 286
Reading Messages 286
Viewing Photos or Video You Receive in Messages 290
Replying to Messages from the Messages App 292

Working with Messages 293
Working with Messages from People You Might Not Know 296

12 **Managing Calendars** **301**
Getting Started 301
Viewing Calendars and Events 302
Configuring Calendars 302
Navigating Calendars 306
Viewing Calendars 307
Adding Events to Calendars 311
Searching Calendars 316
Managing Calendars and Events 317

13 **Working with Siri** **319**
Getting Started 319
Configuring Siri 320
Understanding Siri's Personality 321
Telling Siri What to Do 322
Working with Siri Suggestions 327
Learning How to Use Siri by Example 327
Using Siri to Make Voice Calls 328
Having Siri Read Messages to You 329
Replying to Messages with Siri 330
Sending New Messages with Siri 330
Using Siri to Get Information 332
Using Siri to Get Directions 333
Using Siri to Translate 335

14 **Surfing the Web** **337**
Getting Started 337
Visiting Websites 337
Typing URLs to Move to Websites 338
Using Bookmarks to Move to Websites 339
Viewing Websites 342
Working with Multiple Websites at the Same Time 343
Opening New Pages in a New Tab 344
Using Tab View to Manage Open Web Pages 345

Searching the Web 347
Creating Favorites 348
Signing Into Websites Automatically 351
Setting Safari to Remember Passwords 351
Saving Your User Account for a Website 352
Using Saved User Accounts on Websites 353

15 **Taking Photos and Video with Your iPhone 357**
Getting Started 357
Using the Camera App to Take Photos and Video 359
Taking Photos 367
Taking Photos 368
Taking Photos with Telephoto Zoom 371
Taking Portrait Photos 373
Taking Panoramic Photos 375
Taking Wide Angle Photos 377
Taking Photos with Night Mode 379
Taking Video 382
Taking Photos and Video from the Lock Screen 385

16 **Viewing and Editing Photos and Video with the Photos App 391**
Getting Started 391
Finding and Viewing Photos 392
Finding Photos Using the Library Tab 392
Finding Photos Using the Albums Tab 395
Finding Photos by Searching 397
Viewing Photos 399
Viewing Photos in Memories 402
Editing and Improving Photos 405
Applying Filters to Photos 407
Straightening, Rotating, and Cropping Photos 409
Working with Photos 412
Sharing Photos via Email 413
Creating New Albums 415
Adding Photos to Existing Albums 417
Deleting Photos 418
Finding and Viewing Videos 420

17 **Working with Other Useful Features** 425
Getting Started 425
Configuring and Using Emergency Calling 426
Configuring Emergency Calling 426
Using Emergency Calling 429
Using Bluetooth to Connect to Other Devices 430
Connecting to Bluetooth Devices 431
Using and Managing Bluetooth Devices 433
Working with the Wallet App and Apple Pay 437
Working with the Wallet App 437
Adding Passes or Cards to Your Wallet Using an App 441
Adding a Credit or Debit Card to Your Wallet 442
Working with Apple Pay 445
Managing Apple Pay 447

18 **Maintaining and Protecting Your iPhone and Solving Problems** 451
Getting Started 451
Maintaining an iPhone's Software 452
Maintaining the iOS Software with the Settings App 452
Maintaining iPhone Apps 454
Backing Up Your iPhone 455
Manually Backing Up Your iPhone to iCloud 456
Blocking Unwanted Calls, Messages, or FaceTime Requests 457
Finding and Securing Your iPhone with Find My iPhone 459
Using Find My iPhone to Put Your iPhone in Lost Mode 460
Maintaining an iPhone's Power 466
Solving iPhone Problems 468
Restarting an App 468
Restarting Your iPhone 469
Resetting Your iPhone 470
Restoring Your iPhone 471
Getting Help with iPhone Problems 474

Glossary 477

Index 485

Pearson's Commitment to Diversity, Equity, and Inclusion

Pearson is dedicated to creating bias-free content that reflects the diversity of all readers. We embrace the many dimensions of diversity, including but not limited to race, ethnicity, gender, socioeconomic status, ability, age, sexual orientation, and religious or political beliefs.

Books are a powerful force for equity and change in our world. They have the potential to deliver opportunities that improve lives and enable economic mobility. As we work with authors to create content for every product and service, we acknowledge our responsibility to demonstrate inclusivity and incorporate diverse scholarship so that everyone can achieve their potential through learning. As the world's leading learning company, we have a duty to help drive change and live up to our purpose to help more people create a better life for themselves and to create a better world.

Our ambition is to purposefully contribute to a world where:

- Everyone has an equitable and lifelong opportunity to succeed through learning.
- Our products and services are inclusive and represent the rich diversity of readers.
- Our content accurately reflects the histories and experiences of the readers we serve.
- Our content prompts deeper discussions with readers and motivates them to expand their own learning (and worldview).

While we work hard to present unbiased content, we want to hear from you about any concerns or needs with this Pearson product so that we can investigate and address them.

Please contact us with concerns about any potential bias at https://www.pearson.com/report-bias.html.

About AARP

AARP is the nation's largest nonprofit, nonpartisan organization dedicated to empowering people 50 and older to choose how they live as they age. With a nationwide presence and nearly 38 million members, AARP strengthens communities and advocates for what matters most to families: health security, financial stability and personal fulfillment. AARP also produces the nation's largest circulation publications: AARP The Magazine and AARP Bulletin. To learn more, visit www.aarp.org, www.aarp.org/espanol or follow @AARP, @AARPenEspanol and @AARPadvocates, @AliadosAdelante on social media.

About the Author

Brad Miser has written extensively about technology, with his favorite topics being the amazing "i" devices, especially the iPhone, that make it possible to take our lives with us while we are on the move. In addition to *My iPhone for Seniors*, Eighth Edition, Brad has written many other books, including *My iPhone*, Twelfth Edition. He has been an author, development editor, or technical editor for more than 60 other titles.

Brad is or has been the manager of a team of sales engineers and proposal writers, a principal sales engineer, the director of product and customer services, and the manager of education and support services for several software development companies. Previously, he was the lead proposal specialist for an aircraft engine manufacturer, a development editor for a computer book publisher, and a civilian aviation test officer/engineer for the U.S. Army. Brad holds a bachelor of science degree in mechanical engineering from California Polytechnic State University at San Luis Obispo and has received advanced education in maintainability engineering, business, and other topics.

Brad would love to hear about your experiences with this book (the good, the bad, and the ugly). You can write to him at bradmiser@icloud.com.

Dedication

To those who have given the last full measure of devotion so that the rest of us can be free.

Acknowledgments

To the following people on the *My iPhone for Seniors* project team, my sincere appreciation for your hard work on this book:

Laura Norman, who is my current acquisitions editor and who was the development editor on many prior versions. We developed the original concept for *My iPhone* together (many years ago now!) and she works very difficult and long hours to ensure the success of each edition. Laura and I have worked on many books together, and I appreciate her professional and effective approach to these projects. Thanks for putting up with me yet one more time! Frankly, I have no idea how she does all the things she does and manages to be so great to work with given the incredible work and pressure books like this one involve!

Charlotte Kughen, my development and copy editor, who helped craft this book so that it provides useful information delivered in a comprehensible way. Charlotte is an extremely professional and skilled editor and somehow manages to be very pleasant to work with at the same time. That is indeed a rare combination. Thanks for your work on this book!

Karen Weinstein, my technical editor, who caught a number of mistakes I made and who made useful suggestions along the way to improve this book's content.

Mandie Frank, my project editor, who skillfully managed the hundreds of files and production process that it took to make this book. Imagine keeping dozens of plates spinning on top of poles and you get a glimpse into Mandie's daily life! (And no plates have been broken in the production of this book!)

Anshul Sharma, my associate editor, who coordinated the many files among the different people who worked on this book.

Chuti Prasertsith for the cover of the book.

Que Publishing's production and sales team for printing the book and getting it into your hands.

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that we cannot help you with technical problems related to the topic of this book.

When you email, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: community@informit.com

Reader Services

Register your copy of *My iPhone for Seniors* at informit.com/que for convenient access to downloads, updates, and corrections as they become available. To start the registration process, go to informit.com/register and log in or create an account.* Enter the product ISBN, 9780137574292, and click Submit.

*Be sure to check the box that you would like to hear from us in order to receive exclusive discounts on future editions of this product.

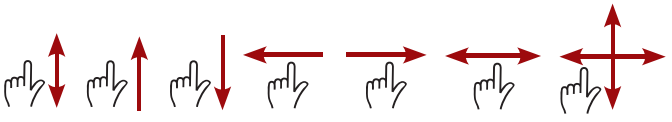
Credits

Figure	Chapter	Page Number	Credit Attribution
Figure 3-10	3	64	Screenshot © 2021 Starbucks Coffee Company
Figure 3-11	3	64	Screenshot © 2021 Starbucks Coffee Company
Figure 4-19	4	105	Screenshot © 2021 Google
Figure 4-20	4	105	Screenshot © 2021 Google
Figure 4-20A	4	105	Screenshot © 2021 Google
Figure 4-20B	4	105	Screenshot © 2021 Google
Figure 8-25A	8	196	Rolando Da Jose/123RF
Figure 14-9	14	344	Screenshot © TWC Product and Technology LLC
Figure 14-10	14	344	Screenshot © TWC Product and Technology LLC
Figure 14-11	14	345	Screenshot © TWC Product and Technology LLC
Figure 14-12	14	345	Screenshot © TWC Product and Technology LLC
Figure 14-23	14	352	Screenshot © Netflix
Figure 14-26	14	353	Screenshot © Netflix
Figure 17-24	17	440	Screenshot © 2021 Starbucks Coffee Company
Figure 17-25	17	440	Screenshot © 2021 Starbucks Coffee Company
Figure 17-26	17	441	Screenshot © 2021 Starbucks Coffee Company
Figure 17-27	17	441	Screenshot © 2021 Starbucks Coffee Company
Figure 17-28	17	442	Screenshot © 2021 Starbucks Coffee Company
Cover			alexdndz/Shutterstock

Using This Book

This book has been designed to help you transform an iPhone into *your* iPhone by helping you learn to use it easily and quickly. As you can tell, the book relies heavily on pictures to show you how an iPhone works. It is also task-focused so that you can quickly learn the specific steps to follow to do lots of cool things with your iPhone.

Using an iPhone involves lots of touching its screen with your fingers. When you need to tap part of the screen, such as a button or keyboard, you see a callout with the step number pointing to where you need to tap. When you need to swipe your finger along the screen, such as to browse lists, you see the following icons:

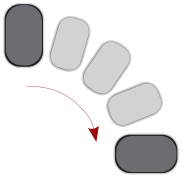


The directions in which you should slide your finger on the screen are indicated with arrows. When the arrow points both ways, you can move your finger in either direction. When the arrows point in all four directions, you can move your finger in any direction on the screen.

To zoom in or zoom out on screens, you unpinch or pinch, respectively, your fingers on the screen. These motions are indicated by the following icons:

You can touch and apply slight pressure on the screen to activate certain functions, such as to open the quick action menus for apps or to preview an email. The following icon indicates when you should touch and apply slight pressure to the screen:

When you should rotate your iPhone, you see this icon:



As you can see on its cover, this book provides information to help you use iPhone models that can run iOS 15. These models are: 13, 13 mini, 13 Pro, 13 Pro Max, 12, 12 mini, 12 Pro, 12 Pro Max, 11, 11 Pro, 11 Pro Max, Xs, Xs Max, XR, X, 8, 8 Plus, 7, 7 Plus, 6s, 6s Plus, and SE (1st and 2nd generations). Each of these models has specific features and capabilities that vary slightly (and sometimes more than slightly!) from the others. Additionally, they have different screen sizes with the SE being the smallest and the 13 Pro Max model being the largest.

Because of the variations between the models, the figures you see in this book might be slightly different than the screens you see on your iPhone. For example, the iPhone 12 Pro has settings that aren't on the SE. In most cases, you can follow the steps as they are written with any of these models even if there are minor differences between the figures and the screens on your iPhone.

When the model you're using doesn't support a feature being described, such as Face ID that is on the iPhone 13 but not on an 8 Plus, you can skip that information.

As you saw from the list above, there are many models of iPhone that run iOS 15. These models fall into two general groups: models without a Touch ID/Home button and models with that button.

The models of iPhone that run iOS 15 and don't have a Touch ID/Home button are referred to throughout the book as the "iPhones without a Home button;" these are the 13, 13 mini, 13 Pro, 13 Pro Max, 12, 12 mini, 12 Pro, 12 Pro Max, iPhone 11, 11 Pro, 11 Pro Max, X, Xs, Xs Max, and XR. The models in this group use Face ID when user authentication is required, such as when you unlock the phone. These are the models that are primarily used for the tasks throughout this book. Where there are variations on tasks with other models (such as using Touch ID instead of Face ID), you see those differences noted in the text.

Models that have a Touch ID/Home button are referred to (cleverly I must say) as "iPhones with a Home button." There is quite a bit of variety in this group.

For example, the iPhone 7 Plus and iPhone 8 Plus have dual cameras on the backside (which enable additional photographic capabilities, such as portrait mode) while other models in this group have only one backside camera.

Fortunately for this book's purposes, most of the tasks you need to do are the same or very similar among all the models. (When there is a difference, it is called out so you'll know.) So, no matter which iPhone model you use, this book helps you make the most of it.

Getting Started

Learning to use new or updated technology can be intimidating. If you just got your first iPhone and want to learn how to use it, this is the book for you. If you've had an iPhone in the past and have upgraded the phone itself or you've just upgraded to iOS 15, this is also the book for you. This book will help you learn to make the most of a new iPhone or an upgraded one.

There are several ways you can purchase an iPhone, such as from an Apple Store, from a provider's store (such as AT&T or Verizon), or from a website. You might be upgrading from a previous iPhone or other type of cell phone, in which case you're using the same phone number, or you might be starting with a completely new phone and phone number. However you received your new phone, you need to turn it on, perform the basic setup (the iPhone leads you through this step-by-step), and activate the phone.

If you purchased your phone in a physical store, you probably received help with these tasks, and you're ready to start learning how to use your iPhone. If you purchased your iPhone from an online store, it came with basic instructions that explain how you need to activate your phone; follow those instructions to get your iPhone ready for action.

For this book, I've assumed you have an iPhone in your hands, you have turned it on, followed the initial setup process it led you through, and activated it. If you upgraded the iOS on a phone you already had, you didn't need to do this process and are ready to go.

With your iPhone activated and initial setup complete or with iOS 15 installed, you're ready to learn how to use it with the latest and greatest iPhone technology. This book is designed for you to read and do at the same time. The tasks explained in this book contain step-by-step instructions that guide you; to get the most benefit from the information, perform the steps as you read them. This book helps you learn by doing!

As you can see, this book has quite a few chapters and lots of pages. However, there are only a few that you definitely should read as a group as you get started. You can read the rest of them as the topics are of interest to you. Most of the chapters are designed so that they can be read individually as you move into new areas of your iPhone.

After you've finished reading this introduction, I recommend you read and work through Chapter 1, "Getting to Know Your iPhone," Chapter 2, "Getting Started with Your iPhone," Chapter 3, "Using Your iPhone's Core Features," and Chapter 4, "Setting Up and Using an Apple ID, iCloud, and Other Online Accounts" in their entirety. These chapters give you a good overview of your iPhone and help you set up the basics you use throughout the rest of the book.

Next, read Chapter 5, "Customizing Your iPhone with Apps and Widgets," to learn how to add capabilities to your iPhone by downloading and installing apps from the App Store.

From there, read the parts of Chapter 6, "Making Your iPhone Work for You," and Chapter 7, "Customizing How Your iPhone Looks," that are of interest to you (for example, in Chapter 7, you find out how to change the wallpaper image that you see in the background of the Home and Lock screens).

After you've finished these core chapters, you're ready to explore the rest of the book in any order you'd like. For example, when you want to learn how to use your iPhone's camera and work with the photos you take, see Chapter 15, "Taking Photos and Video with Your iPhone," and Chapter 16, "Viewing and Editing Photos and Video with the Photos App."

This page intentionally left blank

Getting started with an iPhone is easy—no matter which model you have!

In this chapter, you get acquainted with the basic features of the major types of iPhone. Topics include the following:

- ➔ Getting started
- ➔ Getting started with iPhones without a Touch ID/Home button
- ➔ Getting Started with iPhones with a Touch ID/Home button
- ➔ Using the split-screen on iPhone 13 Pro Max, iPhone 12 Pro Max, iPhone 11 Pro Max, Xs Max, or Plus Models

2

Getting Started with Your iPhone

To get going with your iPhone, you need to understand how to use some of the foundational features of the type of iPhone you use.

Getting Started

In Chapter 1, "Getting to Know Your iPhone," you learned the major ways you interact with an iPhone to do things such as opening apps, moving among Home screens, and working with the Settings app. Almost all of these tasks are performed in the same way on all models of iPhone. In this chapter, you learn details about differences in tasks based on various models of iPhones.

In this book, iPhone models are grouped into the following major types, which have corresponding sections in this chapter (you only need to read the sections that cover the model you have):

- **iPhones without a Touch ID/Home button**—This group includes the newest generation of iPhone models, which are the iPhone 13, iPhone 13 mini, iPhone 13 Pro, iPhone 13 Pro Max, iPhone 12, iPhone 12 mini, iPhone 12 Pro, iPhone 12 Pro Max, iPhone 11, iPhone 11 Pro, and iPhone 11 Pro Max along with the older X, XR, Xs, and Xs Max. If you have one of these models, read the section "Getting Started with iPhones without a Touch ID/Home Button."

- **iPhones with a Touch ID/Home button**—These prior generations of iPhones have the Touch ID/Home button as their major distinguishing external feature. Models in this group are the SE (first and second generations), 6s, 6s Plus, 7, 7 Plus, 8, and 8 Plus. If you have one of these models, read the section "Getting Started with iPhones with a Touch ID/Home Button."
- **Max and Plus Models**—These are larger than the other models and include models without and with a Touch ID/Home button. Because of their large size, these models have the ability to use a split-screen, which can make them easier and faster to use. The models in this group are iPhone 13 Pro Max, iPhone 12 Pro Max, 11 Pro Max, Xs Max, 8 Plus, 7 Plus, and 6s Plus. If you have one of these models, read "Using the Split-Screen on iPhone 12 Pro Max, iPhone 11 Pro Max, Xs Max, or Plus Models" to learn how to take advantage of its split-screen capability.

Where's My Model?

If you aren't sure which model you have or what version of iOS it is running, tap the Settings icon on the Home screen, tap General, and then tap About. On the About screen, you see the name of the model you are using along with the version of the iOS it is running.

This book covers only iPhones that can run iOS 15 (see Chapter 1). If you don't see your iPhone model listed in any of the groups described here, it isn't able to run iOS 15 and so isn't covered in this book. Prior editions of this book cover earlier iPhone models.

Getting Started with iPhones without a Touch ID/Home Button

iPhone models without a Touch ID/Home button are the latest generations. They feature Face ID along with improved hardware that makes them work faster than older models. Except for the Xr, they have dual or triple cameras on the back that provide for some amazing photographic capabilities, such as enhanced zooming and portrait photos. The iPhone 13 Pro, 13 Pro Max, 12 Pro, and 12 Pro Max also

have a Light Detection and Ranging (LiDAR) sensor to improve how the cameras capture images, especially in the Night mode.

Have a Button?

If your iPhone has a Touch ID/Home button, skip the rest of this section and jump to the section "Getting Started with iPhones with a Touch ID/Home Button" instead.

Getting to Know the External Features

iPhone models without a Touch ID/Home button have these features:

- **Cameras**—All iPhone models have one camera on the front at the top near the center of the phone; this is the TrueDepth camera that you use for Face ID, selfies, and Animojis (animated emojis).

  All of these models also have back-facing cameras that you can use to take all sorts of photos and videos. Different models have different camera configurations that provide a variety of capabilities. The iPhone 13 Pro, 13 Pro Max,

12 Pro, 12 Pro Max, 11 Pro, and 11 Pro Max have three cameras that provide telephoto zoom, Night mode, and wide and ultra-wide shots. The iPhone 13 Pro, 13 Pro Max, 12 Pro, and 12 Pro Max also have a LiDAR sensor to further improve image quality, especially in low-light conditions. The iPhone 13, 13 mini, 12, 12 mini, and 11 have two cameras that provide Night mode, wide, and ultra-wide shots but not telephoto. The Xs, Xs Max, and X have two cameras that provide wide and telephoto capabilities. The Xr has a single camera that can take wide shots.

- **Side button**—Press this button once to lock the iPhone's screen and put it to sleep, and press it again to wake the iPhone from Sleep mode. When you hold it down for a couple of seconds, you activate Siri. When Face ID is enabled, you press it twice to use Apple Pay, or to download apps from the App Store. Press this button and the top Volume button at the same time to take a screenshot. Press and hold this button and either Volume button to turn the phone off or make an emergency call. When your iPhone is turned off, press and hold this until you see the Apple logo on the screen to turn it on again.
- **Mute switch**—This switch determines whether the iPhone makes sounds, such as ringing when a call comes in. Slide it toward the front of the iPhone to hear sounds. Slide it toward the back of the iPhone to mute all sound. When muted, you see orange in the switch. When you change the switch's position, you also see an onscreen alert.
- **Volume buttons**—Press the upper button to increase volume; press the lower button to decrease volume. These buttons are contextual; for example, when you are listening to music, they control the music's volume, but when you aren't, they control the ringer volume. When you are using the Camera app, pressing either button takes a photo. You also use these in combination with the Side button to perform various actions (refer to the Side button description).
- **Lightning port**—Use this port to plug in wired EarPods or connect your iPhone to a computer or power adapter using the included USB cable. There are also accessories that connect to this port. Lightning plugs are flat, thin, and rectangular. It doesn't matter which side is up when you plug something into this port.
- **Speakers and microphone**—At the top center of the front of the phone is the speaker you use to listen when you have the phone held against your ear. There

are two more speakers located along the bottom edge of the phone. If you're having a hard time hearing (because of background noise for example), holding this edge to your ear can help.

There is also a microphone located along the bottom edge that captures sound, such as during a phone conversation, when you aren't using another device (for example, EarPods).

Accessing the Home Screens

On iPhones without a Touch ID/Home button, you move to the Home screens by swiping up from the bottom of the screen. A line indicates the area from which you start your swipe; you don't have to swipe far to open the Home screens.

Configuring a Passcode and Face ID

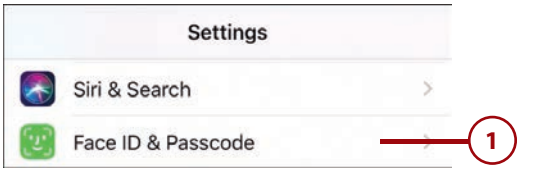
A passcode is a series of characters that you must enter to perform specific actions; the most important of which is unlocking your iPhone so you can use it. While you can use an iPhone without a passcode, I strongly recommend that you always use a passcode to protect your iPhone's data.

When you use Face ID (see the next section), you don't need to type a passcode very often. Instead, you can simply look at your iPhone's screen; when your face is recognized, the passcode is entered for you automatically.

When you first started your iPhone, you were prompted to configure a passcode and Face ID. Even if you have already configured a passcode and Face ID, you should know how to change your settings in the event you want to make updates and to ensure you're making the most of Face ID's capabilities.

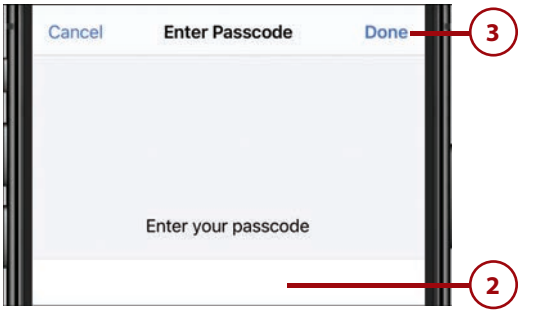
The steps to set up or update your passcode and Face ID follow:

1. Tap Settings on the Home screen to open the Settings app and then tap Face ID & Passcode.

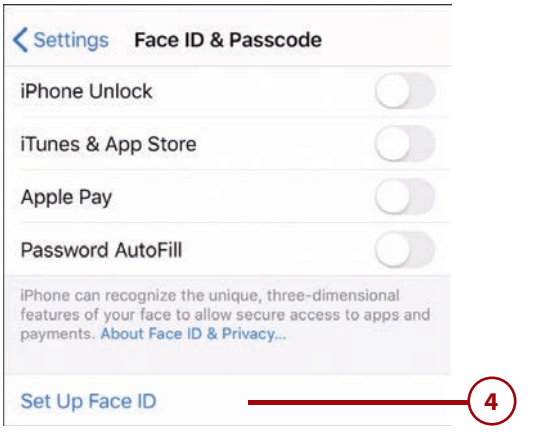


Don't Already Have a Passcode?

If you set up your iPhone following the prompts when you turned it on for the first time, you likely set a passcode. The steps in this section assume you did that and so you have to enter that passcode to access the Face ID & Passcode Settings screen. If your iPhone doesn't currently have a passcode, you move immediately to the Face ID & Passcode screen after step 1. Tap Turn Passcode On, enter a passcode, and confirm the new passcode by entering it again. You might also be prompted to enter your Apple ID password; do so at the prompt and tap OK to create a passcode. You can then pick up these steps at step 4. See the Go Further sidebar, "Be Secure with Face ID," for some tips about updating existing settings.



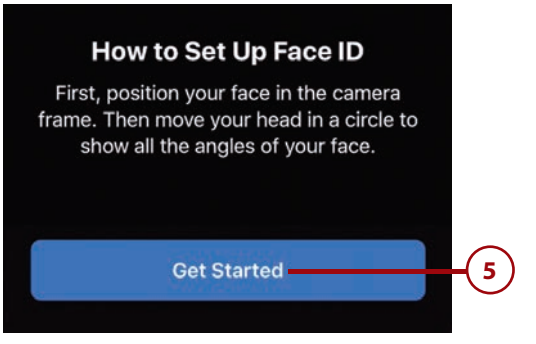
2. Enter your passcode.
3. Tap Done, if necessary.



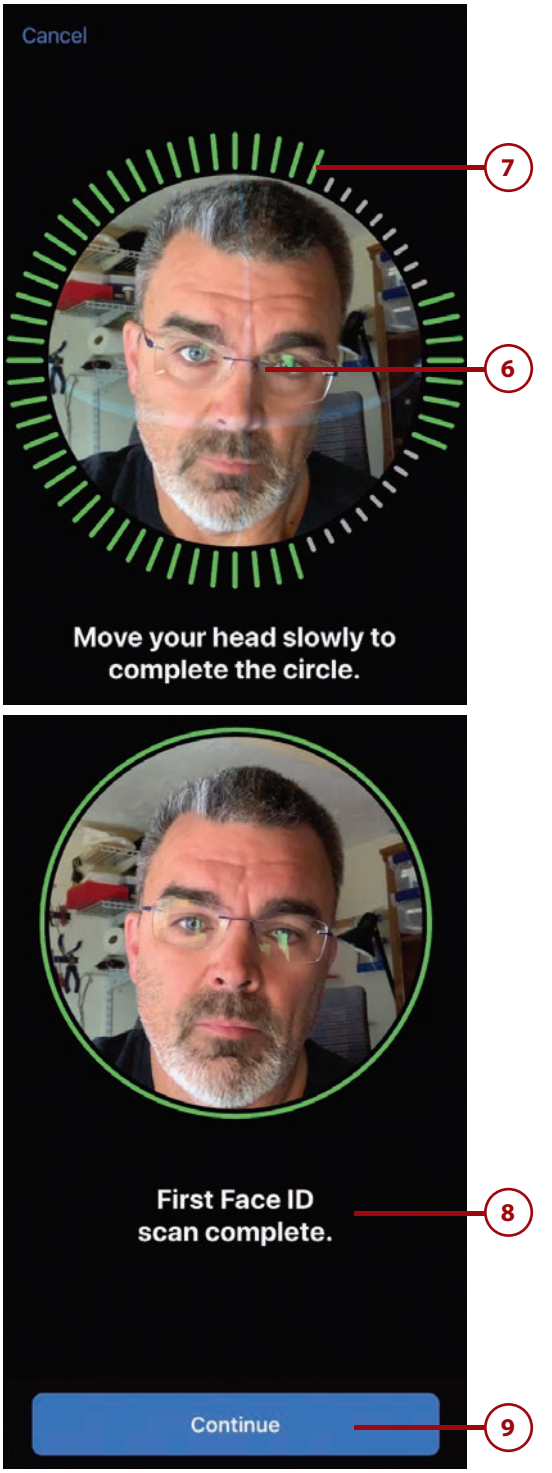
Your Face Is Familiar

If you previously set up Face ID, such as when you turned your phone on for the first time, tap Reset Face ID before performing step 4. If you want to keep your current Face ID configuration, skip to step 12.

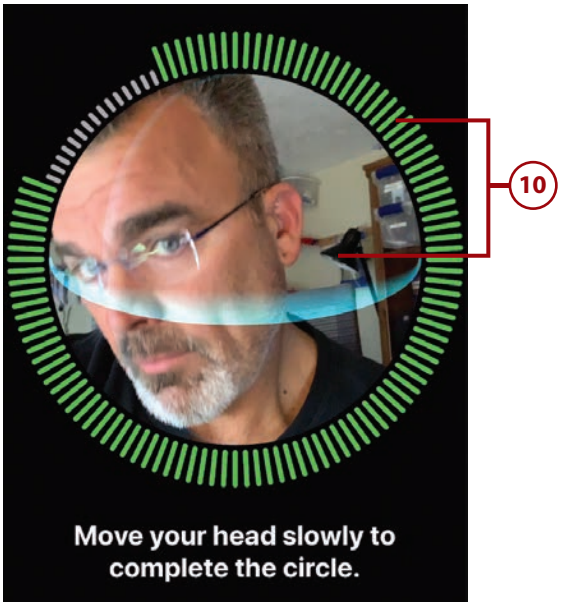
4. Tap Set Up Face ID if you haven't used it before.
5. Tap Get Started.

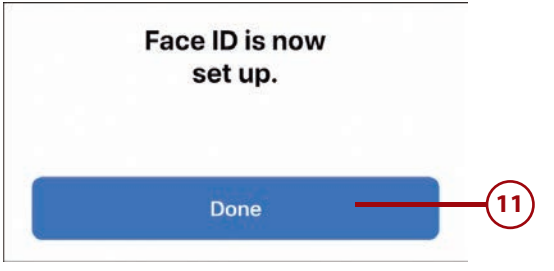


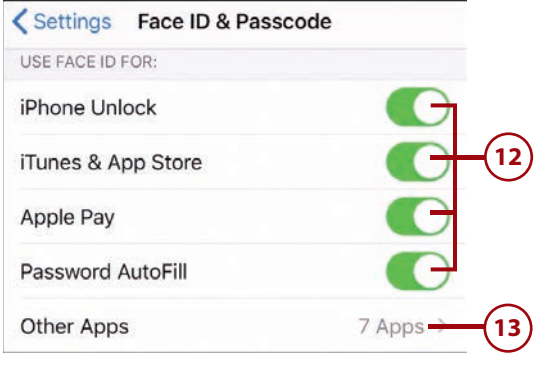
6. Look at the iPhone and position your face within the frame. When the iPhone recognizes a face being in the frame, it starts recording your face.
7. Move your head around in a circle. As you do, the green lines around the circle on the screen fill in, which indicates the part of the image that has been successfully recorded.
8. Continue moving your head in a circle until all of the green lines are filled in. When the process is complete, you see First Face ID scan complete appear on the screen.
9. Tap Continue. Record your face a second time.



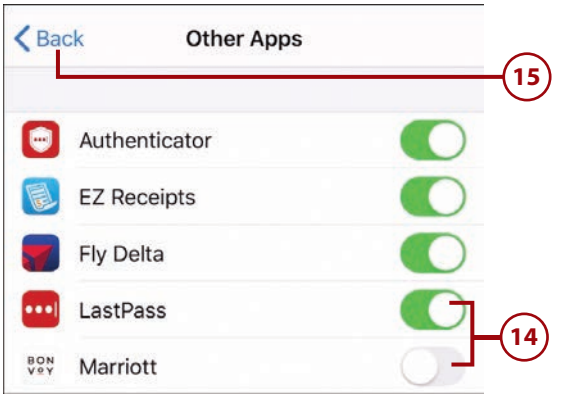
10. Rotate your head until the circle is enclosed by green lines. When the second image has been recorded, Face ID is now set up appears on the screen.
11. Tap Done. You return to the Face ID & Passcode screen.
12. If you want to use Face ID for one of the options in the USE FACE ID FOR section, set its switch to on (green). (Swipe to the top of the screen to see these switches.) You might need to enter the related passcode or password to complete an action. If you don't want to use Face ID for an action, set its switch to off (white). I recommend you enable all of these options to make the most of Face ID.
13. Tap Other Apps (you see this only after other apps have requested and been granted permission to use Face ID).

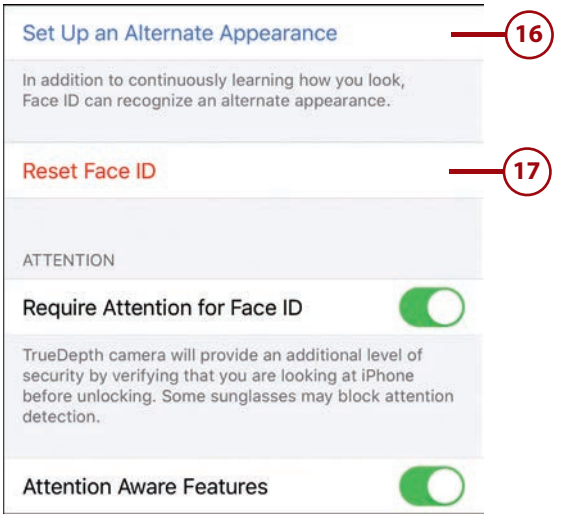






14. To allow an app to use Face ID, set its switch to on (green); to prevent one of the apps listed from using Face ID, set its switch to off (white). As you make changes, you might need to enter your user account information to work with that app.
15. Tap Back (<).
16. If you want to enable someone else to use Face ID with your iPhone, tap Set Up an Alternate Appearance and follow steps 5 through 11 to record the other person's face. You can also use this to capture an alternate appearance for yourself in the event your appearance changes so dramatically that it isn't recognized by Face ID.
17. To remove the current face being used for Face ID and replace it with a new recording, tap Reset Face ID and follow steps 5 through 11.





Glasses or Sunglasses? Facial Hair or Clean Shaven?

If you wear glasses or sunglasses, you don't need to create an alternate appearance. Face ID recognizes you with glasses or sunglasses on or off. Routine facial changes, such as in facial hair or different applications of makeup, won't faze it either.

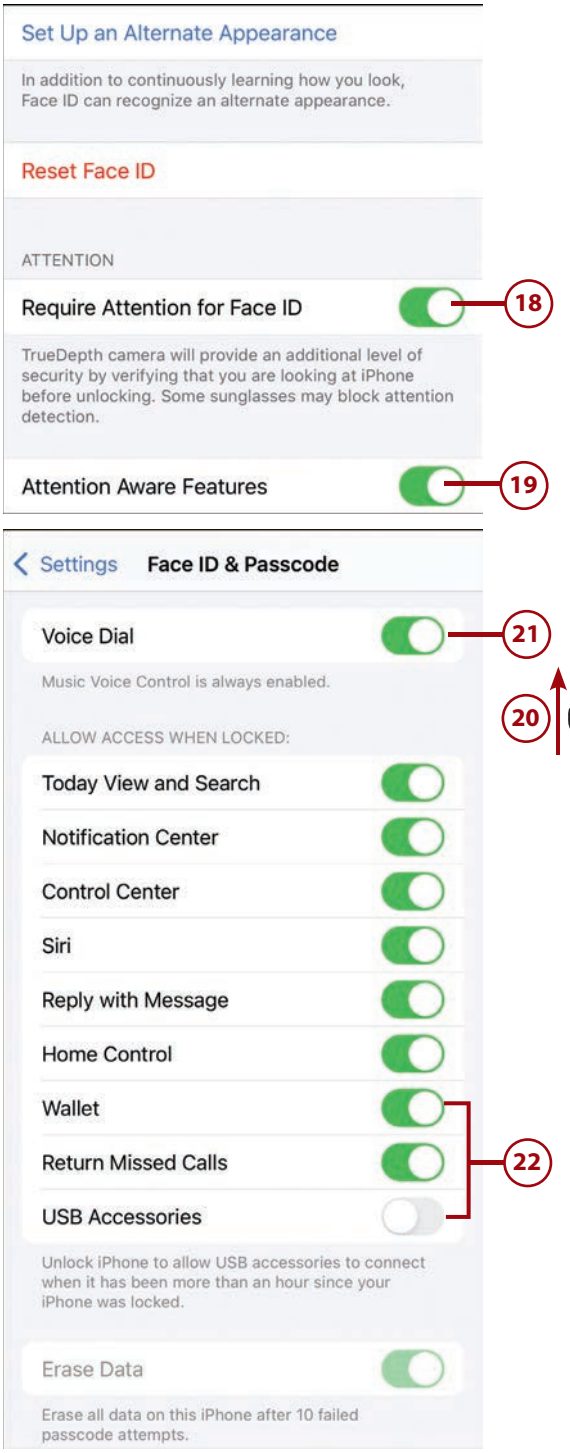
18 If you don't want the additional security offered by the Face ID system verifying you're looking at the iPhone, set the Require Attention for Face ID switch to off (white). You should usually leave this set to on (green). However, if Face ID isn't working well, try setting this switch to off to see if Face ID works better.

19 If you don't want the TrueDepth camera to check for your attention before the display is dimmed or the alert volume is lowered, set the Attention Aware Features switch to off (white). When this is on (green), if you're looking at the iPhone, the display won't be dimmed nor will the alert volume be lowered.

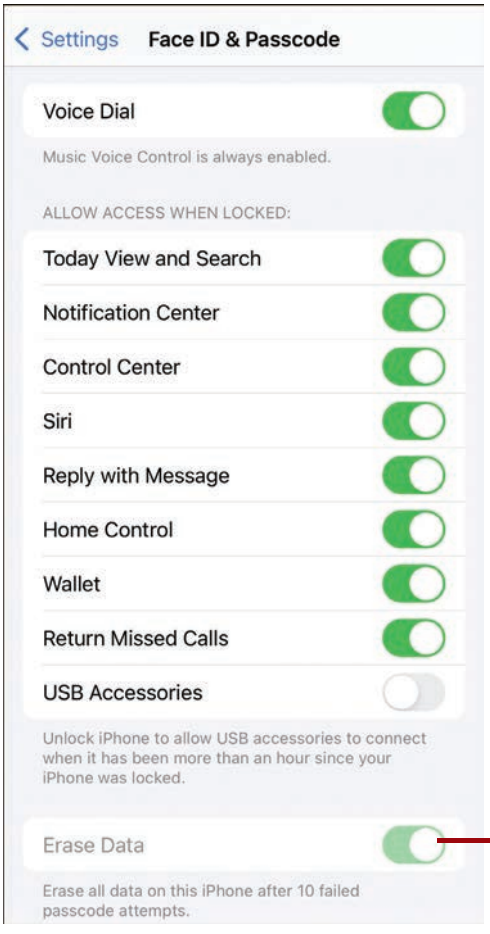
20 Swipe up the screen until you see the Voice Dial switch.

21 To prevent Voice Dial from working, set the Voice Dial switch to off (white). (Voice Dial enables you to make calls by speaking even if you don't use Siri.)

22 Use the switches in the ALLOW ACCESS WHEN LOCKED section to enable or disable the related functions used when your iPhone is locked. If you set a switch to off (white), you won't be able to access the corresponding function when your iPhone is locked.



23 If you want the iPhone to automatically erase all your data after an incorrect passcode has been entered 10 times, set the Erase Data switch to on (green) and tap Enable at the prompt (not shown in the figure). (If the switch is disabled, the setting is turned on already.)



>>>Go Further

BE SECURE WITH FACE ID

Here are some additional tidbits to help you with Face ID, a passcode, and your iPhone's security:

- **Face ID and Apps**—The first time you launch an app that supports Face ID, you're prompted to enable Face ID in that app. If you allow this, you can log into the associated enter your password by looking at the screen at the prompt, just like unlocking your phone or using Apple Pay.
- **Automatic Erase**—When you have enabled the Erase Data function and you (or someone else) enter an incorrect passcode when unlocking your iPhone, you see a counter

showing the number of unsuccessful attempts in a row. When this reaches 10, all the data on your iPhone is erased on the next unsuccessful attempt.

- **Making Changes**—To change your passcode, tap Change Passcode. Enter your current passcode and enter your new passcode twice. You can change the other settings similar to how you set them initially, as described in the steps earlier in this section.
- **Passcode Complexity**—You have the option to create more complex passcodes that include both letters and numbers. When you change your passcode, you can tap Passcode Options and then choose the type of passcode you want to use, and then you can create a new passcode of that type.

  If your phone is set up with a four- or six-digit passcode, you can enter it by tapping the appropriate keys to enter the passcode's characters; you move to the next screen automatically.

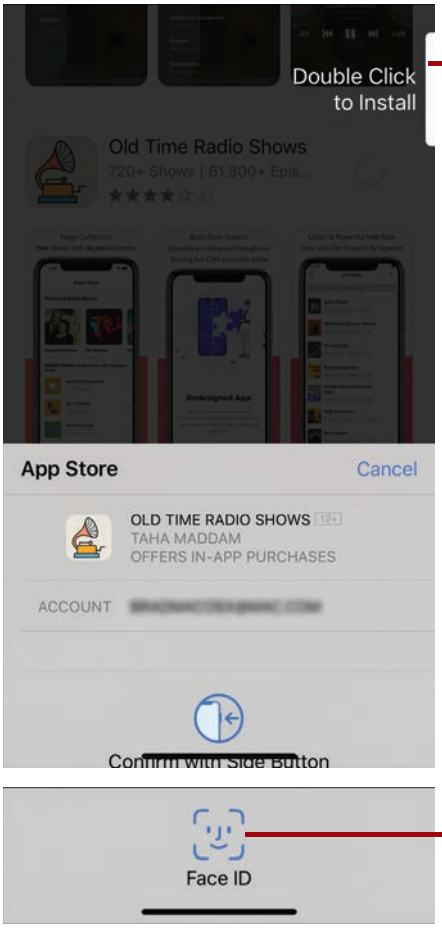
  If you have a longer or more complex passcode, you have to type its characters and then tap OK or Done to enter it and move to the next screen.
- **Require Passcode**—This setting applies only if you don't use Face ID and rely on just the passcode. You can use it to determine how much time passes when the phone goes to sleep and when it locks automatically.
- **Automatic Locking**—For security purposes, you should configure your iPhone so that it locks automatically after a specific amount of idle time passes. Use the Auto-Lock setting on the Display & Brightness settings screen as explained in Chapter 7, "Customizing How Your iPhone Looks."

Using Face ID

You can use Face ID to quickly, easily, and securely provide your passcode (for example, to unlock your phone) or a username and password (such as the ones you need to enter to sign into your account on a shopping website).

The First Time

The first time you do something after Face ID is enabled, such as downloading an app, you might still be prompted to enter your Apple ID or other password. The next time you perform that action, you can use Face ID to complete it instead.



Press the side button twice to start the download

Look at the phone to complete the process

For example, to download an app using Face ID, move to the app's screen in the App Store app and tap the Get or price icon. At the prompt, press the Side button twice and look at the phone. When your face is recognized, the app is downloaded and installed. If you see the prompt shown in the figure, look more directly at your iPhone's screen to complete the action.

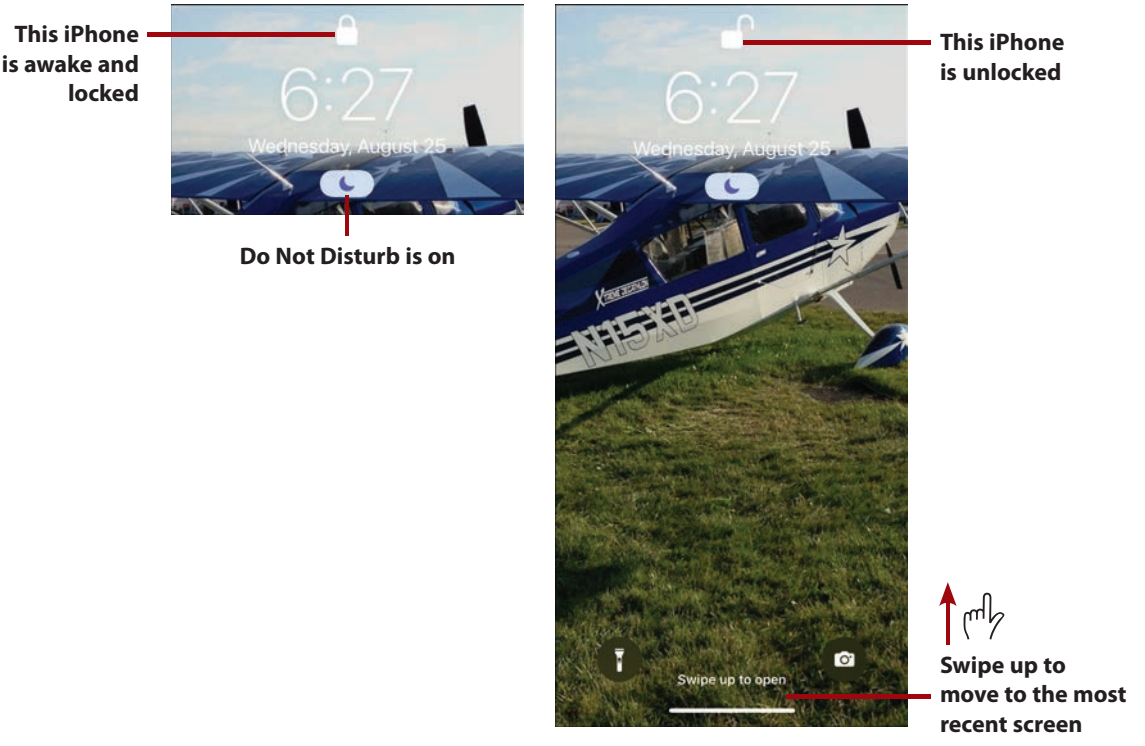
The First Time, Part 2

The first time you sign into an app that supports Face ID, such as a banking app, you're prompted to allow that app to use Face ID to enter your password. If you allow it, you can sign into the app by just looking at the phone on the log-in screen. If you don't allow it, you need to manually enter the password.

Sleeping/Locking and Waking/Unlocking Your iPhone

It's a good idea to manually lock your iPhone when you aren't using it to both save battery power and secure your information.

To put your iPhone to sleep and lock it, press the Side button. The screen goes dark and the phone locks.



When an iPhone is asleep/locked, you need to wake it up to use it by touching the screen, pressing the Side button, or raising the iPhone. (See Chapter 7 to learn how to enable or disable this Raise to Wake feature.) The Lock screen appears. If Face ID is enabled, it also unlocks immediately. On the Lock screen, you can tell if the phone is locked or unlocked by the Lock icon.

After your iPhone is unlocked, swipe up from the bottom of the screen. You move back to the screen you most recently used. For example, if you were using the Safari app right before your phone locked, you move back to that app.

Enter My Passcode? Why?

At times, when you try to unlock your phone, you are prompted to enter your passcode. This always happens after your phone has been restarted. After you enter the passcode correctly, the phone unlocks and Face ID becomes active again.

Most of the time, unlocking your phone is so seamless that you might not even realize that Face ID has been used. When you wake your phone, you can just swipe up the screen to unlock it. Face ID works quickly, and, as long as you are looking at the phone when you swipe up the screen, you won't even notice Face ID unlocking the phone for you.

No Face ID?

If you don't have Face ID configured, you can wake your phone in the same ways. However, your phone remains locked. To use it, swipe up from the bottom of the screen. You're prompted to enter your passcode. If you enter it successfully, you move to the screen you were most recently using.

No Passcode?

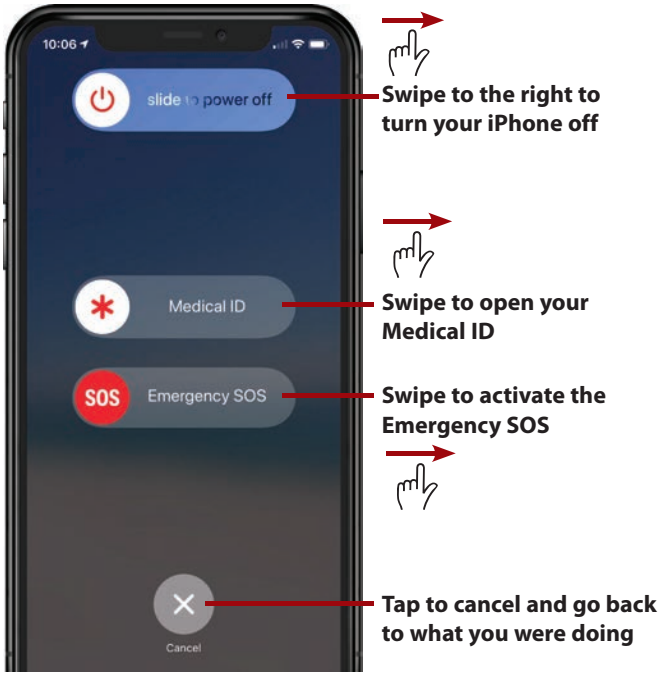
If you don't have a passcode configured, which is a security risk because anyone can use your phone, you can wake your phone and swipe up from the bottom of the screen to move to the screen you were most recently using.

Face Coverings

If your face is partially or mostly covered by something, Face ID probably won't work. In that case, you have to enter your passcode and passwords manually.

Turning Your iPhone Off or On

You seldom need to turn your iPhone off, but you might want to if you aren't going to be using it for a while or for troubleshooting purposes.



To turn your iPhone off, press and hold the Side button and either Volume button. Several sliders appear on the screen; swipe the top slider to the right. The phone turns off.

To restart your iPhone, press and hold the Side button until the Apple logo appears on the screen; then let go of the button.

After your iPhone starts up, you see the Lock screen. To use the phone, swipe up from the bottom of the screen. Assuming you have a passcode, you see the Enter Passcode screen. Enter your passcode and tap OK (if required) to start using your phone; once your passcode is entered correctly, you move to the Home screen. (Even if you have Face ID enabled to unlock your phone, you must enter your passcode the first time you unlock it after a restart.)

Getting Started with iPhones with a Touch ID/ Home Button

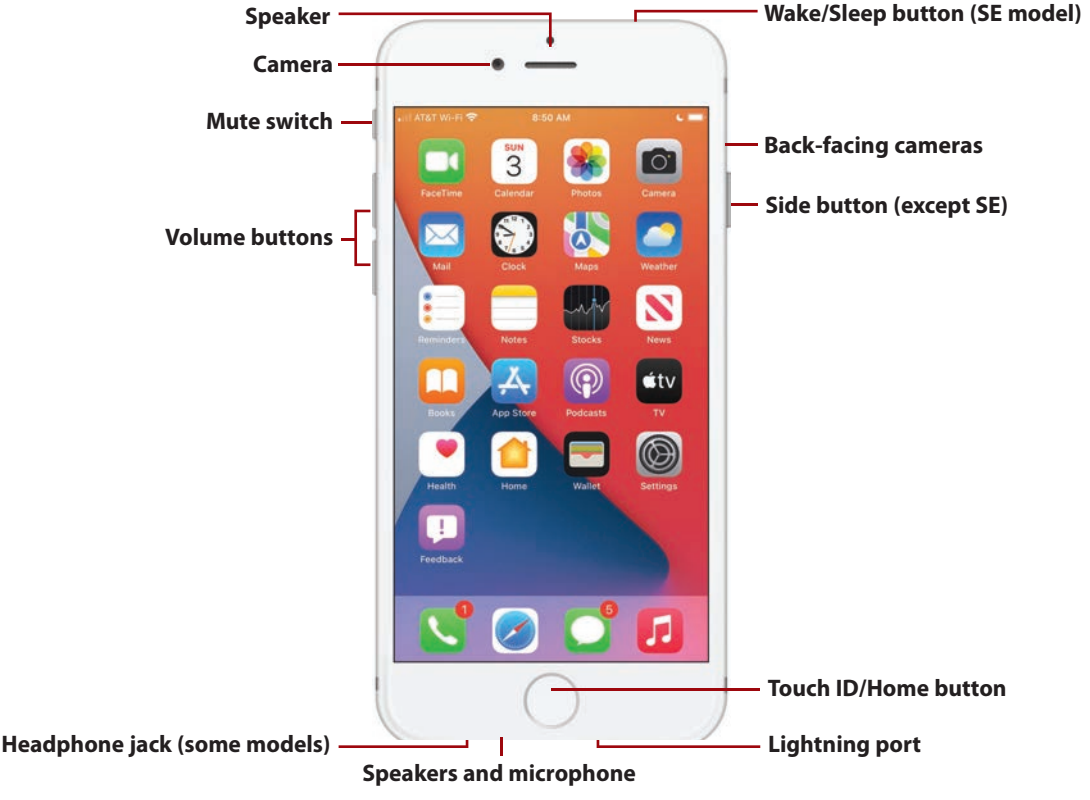
The primary distinguishing physical feature of these models compared to later models is the presence of the Touch ID/Home button. Because of this button,

the screens on these models are smaller relative to their case size than the later models that don't have a Touch ID/Home button.

Don't Have a Button?

If your iPhone doesn't have a Touch ID/Home button, you should read the earlier section "Getting Started with iPhones without a Touch ID/Home Button" instead of this one.

Getting to Know iPhones with a Touch ID/Home Button



iPhones with a Touch ID/Home button have the following physical features:

- **Cameras**—Every iPhone has a camera on the frontside that you usually use to take selfies (you can use it for any kind of photo or video you want to take).

Every iPhone has at least one back-facing camera too; different models have different configurations of back-facing cameras that provide a variety of photographic capabilities.

The models have cameras of different quality, with the later models having higher quality cameras than earlier models.

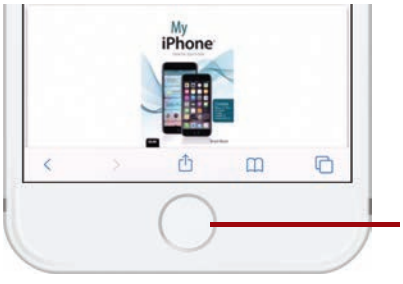
- **Side button**—Press this button (on the SE, this is called the Sleep/Wake button and is located on the top of the phone instead of on the side) to lock the iPhone's screen and put it to sleep. Press it again to wake the iPhone from Sleep mode. You also use this button to shut down the iPhone and to power it up.
- **Mute switch**—This switch determines whether the iPhone makes sounds, such as ringing when a call comes in or making the alert noise for notifications, such as for an event on a calendar. Slide it toward the front of the iPhone to hear sounds. Slide it toward the back of the iPhone to mute all sound. When muted, you see orange in the switch. When you move the switch, you also see an onscreen alert.
- **Volume**—Press the upper button to increase volume; press the lower button to decrease volume. These buttons are contextual; for example, when you're listening to music, they control the music's volume, but when you aren't, they control the ringer volume. When you're using the Camera app, pressing either button takes a photo.
- **Lightning port**—Use this port, located on the bottom side of the iPhone, to plug in wired EarPods or connect it to a computer or power adapter using the included USB cable. Some accessories also connect to this port. Lightning plugs are flat, thin, and rectangular. It doesn't matter which side is up when you plug something into this port.
- **Headphone jack (some models)**—Some earlier models have a standard 3.5 mm jack that can be used for headphones (such as the older EarPods) and powered speakers. Most models don't have this and instead use the Lightning port to connect to other devices, including EarPods.
- **Touch ID/Home button—**The Touch ID sensor recognizes your fingerprint, so you can simply touch it to unlock your iPhone, sign in to the iTunes Store, use Apple Pay, and enter your password in Touch ID–enabled apps.

You also use it for several other actions, such as waking and unlocking your phone, moving to the Home screens, opening the App Switcher, and opening the magnifier.

- **Speakers and microphone**—At the top center of the front of the phone is the speaker you use to listen when you have the phone held against your head. There are two more speakers located along the bottom edge of the phone. If you're having a hard time hearing (because of background noise for example), holding this edge to your ear can help.

  There is also a microphone located along the bottom edge that captures sound, such as during a phone conversation, when you aren't using another device (for example, EarPods).

Accessing the Home Screens



To access the Home screens, press the Touch ID/Home button

You move to the Home screen you were using most recently by pressing the Touch ID/Home button.

Configuring a Passcode and Touch ID

A passcode is a series of characters that must be entered on your phone to perform specific actions, the most important of which is unlocking your iPhone so you can use it. Although you can use an iPhone without a passcode, I strongly recommend that you always use a passcode to protect your iPhone's data.

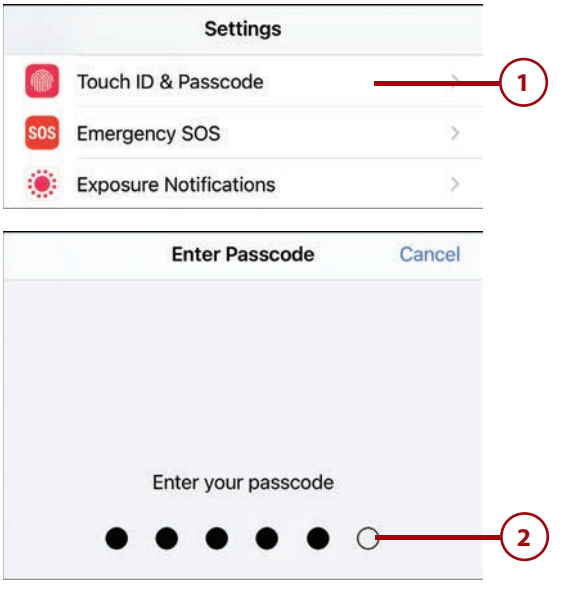
While typing a passcode is fairly quick and easy, when you use Touch ID, you don't need to do that very often. (A passcode is always required when you restart your iPhone.)

Touch ID can also be used to enter user account information, such as passwords. So, instead of having to type your passwords, you can touch the Touch ID/Home button to sign into accounts, download apps, or in just about any other situation in which you need to verify your identity.

When you first started your iPhone, you were prompted to configure a passcode and Touch ID. Even if you have already configured a passcode and Touch ID on your phone, you should know how to change your settings in the event you want to make updates and to ensure you are making the most of Touch ID's capabilities.

The steps to set up or update your passcode and Touch ID follow:

1. Tap Settings on the Home screen to open the Settings app; then tap Touch ID & Passcode.
2. Enter your passcode.
3. Tap Done; if necessary (not shown in a figure).



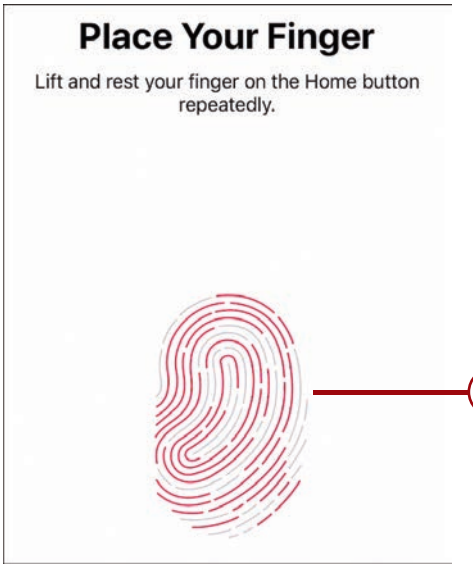
Don't Already Have a Passcode?

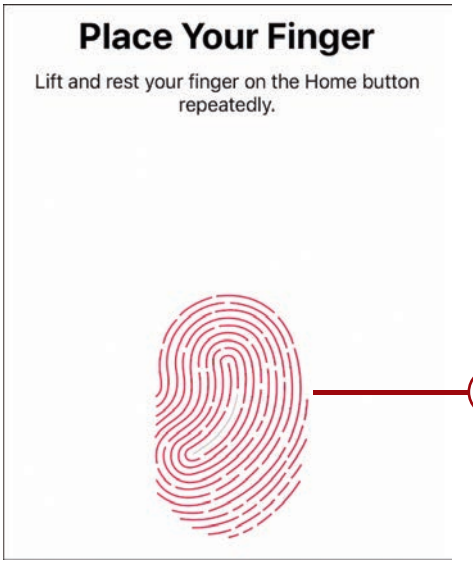
If your iPhone doesn't have a passcode, you move directly to the Touch ID & Passcode screen after step 1. Tap Turn Passcode On, enter a passcode, and confirm the new passcode by entering it again. You might also be prompted to enter your Apple ID password; do so at the prompt and tap OK. This creates the passcode for your phone. You can then pick up these steps at step 4. See the Go Further sidebar, "Be Secure with Touch ID," for some tips about updating existing settings.

You've Done This Before

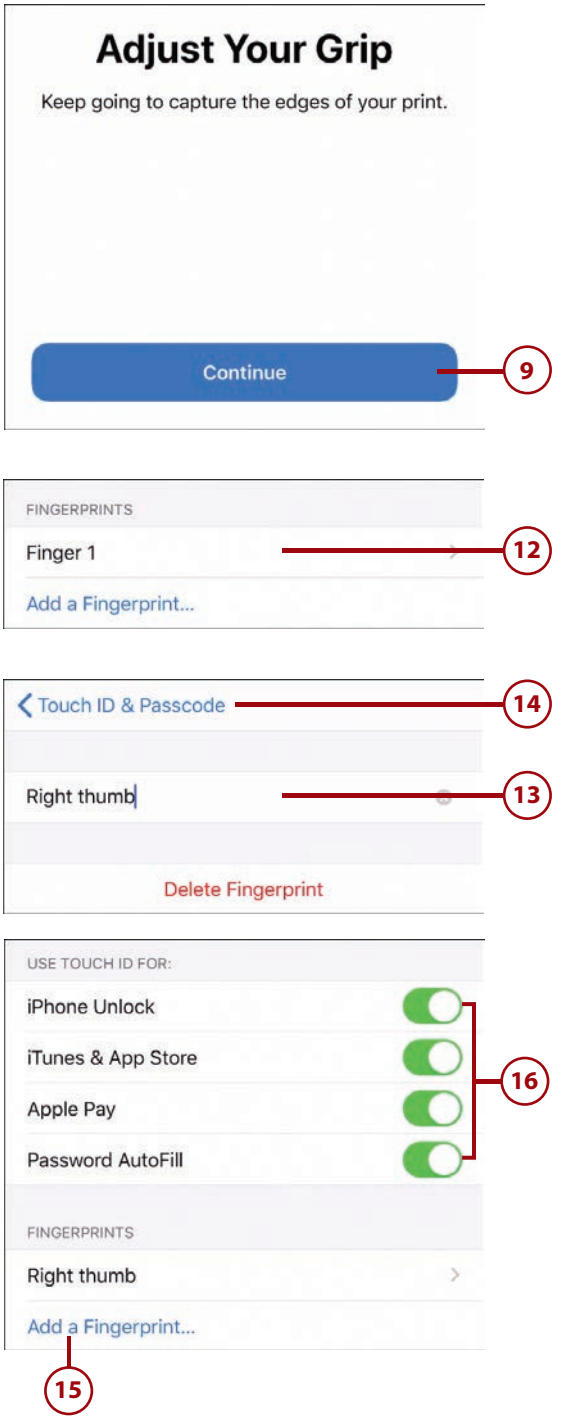
If you previously set up Touch ID, such as when you turned your phone on for the first time, you see the fingerprints you have recorded. You can perform step 4 to record additional fingerprints. If you want to start over, tap a fingerprint and then tap Delete Fingerprint to remove it.

4. Tap Add a Fingerprint.
5. Touch the finger you want to record to the Touch ID/Home button, but don't press it. An image of a fingerprint appears.
6. Leave your finger on the Touch ID/Home button until you feel the phone vibrate, which indicates part of your fingerprint has been recorded. The parts of your fingerprint that are recorded are indicated by the red segments; gray segments are not recorded yet. This step captures the center part of your finger.
7. Lift your finger off the Touch ID/Home button and touch the button again, adjusting your finger on the button to record other parts that currently show gray lines instead of red ones. Other segments of your fingerprint are recorded.
8. Repeat step 7 until all the segments are red. You're prompted to change your grip so you can record more of your fingerprint.





9. Tap Continue.
10. Repeat step 7, again placing other areas of your finger to fill in more gray lines with red. When the entire fingerprint is covered in red lines, you see the Complete screen (not shown in a figure).
11. Tap Continue (not shown in a figure). The fingerprint is recorded and you move back to the Touch ID & Passcode screen. You see the fingerprint that has been recorded.
12. Tap the fingerprint you recorded.
13. Give the fingerprint a name.
14. Tap Touch ID & Passcode (<).
15. Repeat steps 4–14 to record up to five fingerprints. These can be yours or someone else's if you want to allow another person to access your iPhone.
16. Use the switches in the USE TOUCH ID FOR section to enable (green) or prevent (white) Touch ID being used for that purpose.



Using Touch ID-Aware Apps

Apps that require you to sign into accounts can also use Touch ID to make signing in easier. When you have at least one app that uses Touch ID, you see the Other Apps option on the Touch ID & Passcode screen. Tap Other Apps to enable or disable Touch ID for those other apps.

Configuring Actions when Locked

In the ALLOW ACCESS WHEN LOCKED section, you can determine which actions are allowed when your phone is locked. Refer to steps 20–23 in the "Configuring a Passcode and Face ID" task for details.

>>>Go Further

BE SECURE WITH TOUCH ID

Here are some additional tidbits to help you with your iPhone's security:

- **Touch ID and Apps**—The first time you launch an app that supports Touch ID, you're prompted to enable Touch ID in that app. If you allow this, you can log into the associated account by touching the Touch ID/Home button, just like unlocking your phone or using Apple Pay.
- **Making Changes**—To change your passcode, tap Change Passcode. You then enter your current passcode and enter your new passcode twice. You can change the other settings similar to how you set them initially, as described in the steps earlier in this section. To remove a fingerprint, move to the Fingerprints screen, swipe to the left on the fingerprint you want to remove, and tap Delete.
- **Passcode Complexity**—You have the option to create more complex passcodes that include both letters and numbers. When you change your passcode, you can tap Passcode Options and then choose the type of passcode you want to use. You can choose Custom Alphanumeric Code, Custom Numeric Code, or 4-Digit Numeric Code. After you choose the option you want to use, you create a new passcode of that type.

  If your phone is set up with a four- or six-digit passcode, you can enter it by just tapping the appropriate keys to enter the passcode's characters and then move to the next screen automatically.

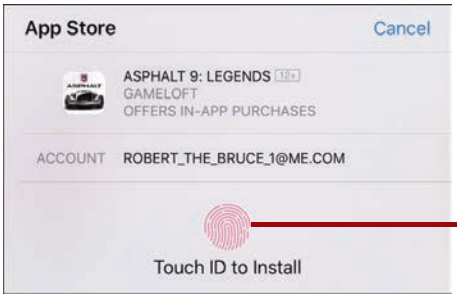
  If you have a longer or more complex passcode, you have to type its characters and then tap OK or Done to enter it and move to the next screen.
- **Require Passcode**—This setting applies only if you don't use Touch ID and rely on just the passcode. On the Touch ID & Passcode screen, swipe up to Require Passcode to determine how much time passes when the phone goes to sleep and when it locks automatically.
- **Automatic Locking**—For security purposes, you should configure your iPhone so that it locks automatically after a specific amount of idle time passes. To do this, you use the Auto-Lock setting on the Display & Brightness settings screen as explained in Chapter 7.

Using Touch ID

You can use Touch ID to quickly, easily, and securely provide your passcode (for example, to unlock your phone) or a password (such as the one you need to enter to sign into your account on a shopping website).

The First Time

The first time you do something after Touch ID is enabled, such as downloading an app, you might still be prompted to enter your Apple ID or other password. The next time you perform that action, you can use Touch ID to complete it (no password required).



Touch the Touch ID button to download an app from the App Store

For example, to download an app using Touch ID, move to the app's screen in the App Store app and tap the Get or price button. At the prompt, touch the Touch ID/Home button. When your fingerprint is recognized, the app is downloaded and installed.

Using Touch ID in other situations is similar. When you see the Touch ID prompt, simply touch the Touch ID/Home button.

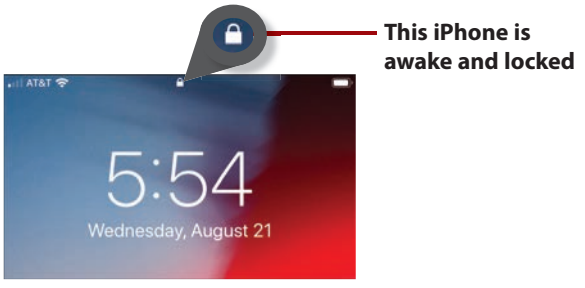
The First Time, Part 2

The first time you sign into an app, such as a banking app, that supports Touch ID, you're prompted to allow that app to use your Touch ID to enter your password. If you allow it, you can sign into the app by touching the Touch ID/Home button. If you don't allow it, you need to manually enter the password to be able to access your account.

Sleeping/Locking and Waking/Unlocking Your iPhone

It's a good idea to manually lock your iPhone when you aren't using it to both save battery power and secure your information. (You can configure this to happen automatically as explained in Chapter 7.)

To put your iPhone to sleep and lock it, press the Side button (the Sleep/Wake button on iPhone SE models). The screen goes dark and the phone locks.



To wake up and unlock the phone, lightly press and hold on the Touch ID/Home button for a second or so. The phone wakes up and unlocks and you move to the screen you were most recently using.

If you don't use your iPhone for a while, it automatically goes to sleep and locks according to the preference you have set for it (this is covered in Chapter 7).

No Touch ID?

If you don't have Touch ID configured, you can wake your phone by pressing the Touch ID/Home button, and then you're prompted to enter your passcode. If you enter it successfully, you move to the screen you were most recently using.

No Passcode?

If you don't have a passcode configured, which is not recommended, you can wake your phone by pressing the Touch ID/Home button to move to the screen you were most recently using.

>>>Go Further

THAT'S QUITE A BUTTON

Following are a number of ways to use the Touch ID/Home button:

- **Wake and Unlock**—Press and hold the button to wake and unlock your phone.
- **Go Home**—When the phone is unlocked, pressing this button takes you to a Home screen.
- **Open the App Switcher**—When the phone is unlocked, press the button twice to open the App Switcher.
- **Take a Screenshot**—Press the Side button and the Touch ID/Home button at the same time to take a screenshot.

Turning Your iPhone Off or On

You seldom need to turn your iPhone off, but you might want to if you aren't going to be using it for a while or for troubleshooting purposes.

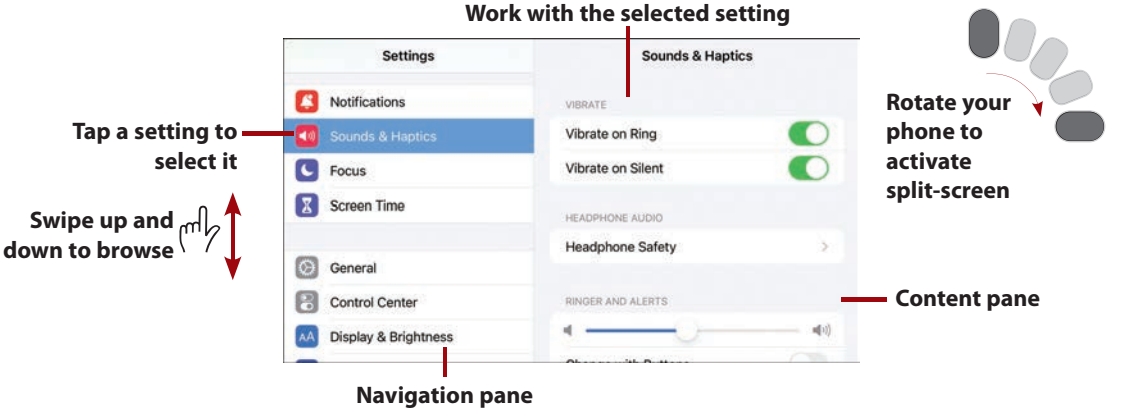
To turn your iPhone off, press and hold the Side button (Sleep/Wake button on an SE) and either Volume button. Sliders appear on the screen; swipe the top slider to the right. The phone turns off.

To restart your iPhone, press and hold the Side button (Sleep/Wake button on an SE) until the Apple logo appears on the screen, and then let go of the button.

After it starts up, you see the Lock screen. To use the phone, press the Touch ID/Home button. Assuming you have a passcode, you see the Enter Passcode screen. Enter your passcode to start using your phone; once your passcode is entered correctly, you move to the Home screen. (Even if you have Touch ID enabled to unlock your phone, you must enter your passcode the first time you unlock it after a restart.)

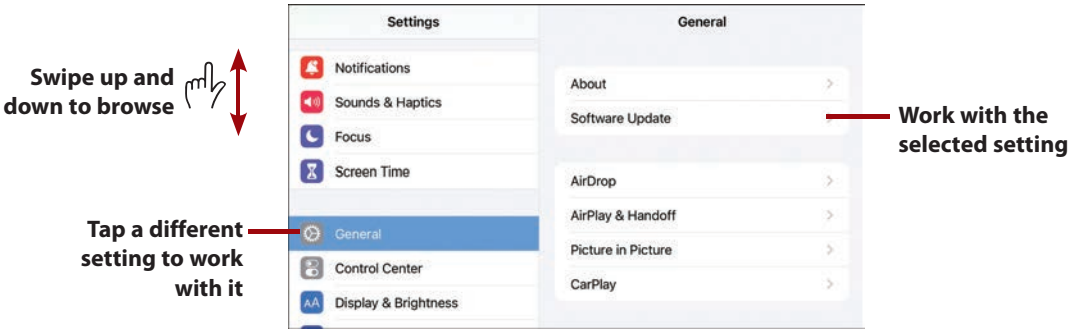
Using the Split-Screen on iPhone 13 Pro Max, 12 Pro Max, 11 Pro Max, Xs Max, or Plus Models

The largest models of iPhone, including the 6s Plus, 7 Plus, 8 Plus, Xs Max, 11 Pro Max, 12 Pro Max, and 13 Pro Max offer the split-screen feature in many apps (although not all apps support this function). To activate split-screen, rotate your iPhone so it's in the landscape orientation. When you're using an app that supports this feature, the screen splits automatically.



In split-screen mode, the screen has two panes. The left pane is for navigation, whereas the right pane shows the content selected in the left pane. The two panes are independent, so you can swipe up and down on one side without affecting the other.

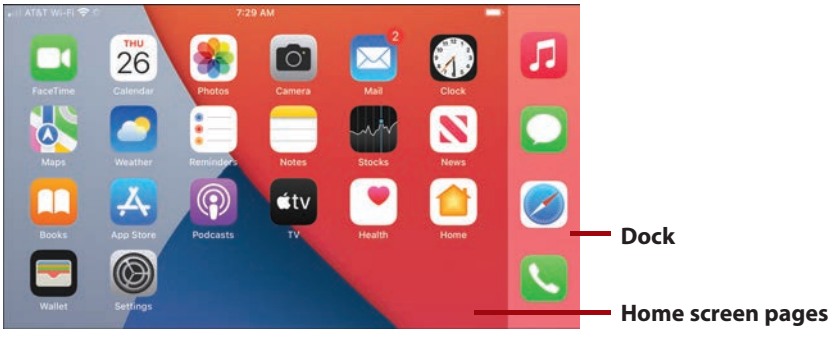
You can browse the left pane to find what you want to work with. When you select that, its content appears in the right pane. For example, in the Settings app, you select a setting in the left pane and can use its controls in the right pane just as if you were using the phone in the single screen mode.



Split-screen makes it very easy to navigate because you can more easily and quickly jump to different areas by using the left pane (as opposed to having to tap back (<) one or more times to change what you want to work with).

In some apps that support this functionality, there is an icon you can use to open or close the split-screen. This icon changes depending on the app you're using. For example, in the Mail app, you tap the Full Screen icon (two arrows pointing diagonally away from each other) to open or close the left pane.

Preinstalled apps that support this functionality include Settings, Mail, and Messages. Try rotating your phone with the apps you use to see if they support split-screen.



When you hold a model that supports split-screen horizontally and move to the Home screen, the Dock moves to the right side of the screen, and you see the Home screen's pages in the left part of the window. Though this looks a bit different, it works the same as when you hold an iPhone vertically.

This page intentionally left blank

Index

A

accounts
- Apple ID, 92
  - *confirmations, 94*
  - *creating, 92*
  - *notifications, 94*
  - *passwords, 94*
  - *signing in, 92-93, 100*
  - *signing off, 103*
- App Store accounts, updating, 122
- data retrieval, 108-110
- deleting, 111
- disabling, 111
- fetch notifications, 107, 111
- Google accounts, configuring, 104-106
- iCloud accounts
  - *backups, 95-97*
  - *calendars, 95*
  - *configuring, 94-103*
  - *contacts, 95*
  - *data/information storage, 100-101*
  - *disabling email addresses, 100*
  - *email, 95*
  - *Find My iPhone feature, 101-102*
  - *forwarding email addresses, 100*
  - *Health app, 95*
  - *Hide My Email, 95-100*
  - *hiding email addresses, 98-100*
  - *hiding IP addresses, 98*
  - *Keychain, 95*
  - *managing storage, 102-103*
  - *Messages app, 95*
  - *photos, 94-96*
  - *Private Relay, 95*
  - *Safari, 95*
  - *signing in email, 100*
  - *Wallet app, 95*
- identification, updating/verifying, 71
- managing, 111
- manual notifications, 108, 111
- online accounts, configuring, 106
- push notifications, 107
- security, 71, 111
- social media accounts, configuring, 107

Accounts section, Mail app, 245
acronyms/lingo, text messages, 299
adding
  apps
    to folders, 165
    to Home Screen, 116
  boarding passes to Wallet app, 441-442
  bookmarks to folders, 350
  credit/debit cards to Wallet app, 441-444
  discount cards to Wallet app, 441-442
  events to calendars in Calendar app, 311-314
  promotional cards to Wallet app, 441-442
  widgets
    to Home screen, 168-169
    to Widget Center, 130
addresses
  email addresses
    disabling random addresses, 100
    hiding, 98-100
    recipients with multiple addresses, 249
    removing, 249
  IP addresses, hiding, 98
AE/AF Lock, Camera app, 365
Airplane mode, 22-25
albums (photo), creating, 415-418
alerts
  banner alerts, 134-136
    configuring, 142
    text messages, 292
  Calendar app, 305, 309
  event alerts, 305
  GOVERNMENT ALERTS, 144
  Lock screen, 136
  previews, 141
  responding to, 136
All Photos view, Photos app, 395
Animojis, 240. *See also* Emojis
announcing calls, 224
answering calls, 214
  during in-process calls, 218
  responding with messages, 216-218
App Library, 122
  browsing for apps, 124-125
  finding apps, 123
  organizing apps, 123
  searching for apps, 124
App Store
  accounts, updating, 122
  Apple ID, 114, 120-121
  browsing for apps, 118-120
  defined, 113
  evaluating apps, 116
  Face ID, 114, 120-121
  finding apps, 116
  Search tool, 117
  text messages and, 283
  Touch ID, 120-121
App Switcher, 14-15, 52, 468
Appearance mode, 171-173
Apple Cash, 449
Apple ID, 92
  App Store, 114, 120-121
  confirmations, 94
  creating, 92
  iMessages, 268
  notifications, 94
  passwords, 94
  signing in, 92-93, 100
  signing off, 103

Apple Pay, 437, 445-446
adding credit/debit cards to, 444
managing cards, 447-448
text messages and, 283
verification, 444
Apple Stores, Genius bar at, 475
Apple support website, 474
apps (applications), 4. *See also* widgets
adding to folders, 165
App Drawer, 282
App Switcher, 14-15, 52
automatic downloads, 115
background activity, 16
badges, 116, 134-135
browsing for, 118-120, 124-125
Calendar app, 301-317
calls, using during, 213
Camera app, 358-389
cellular data usage, preventing, 70
configuring, 115
Contacts app, 185, 202, 207-208, 228, 248-249
deleting, 115, 126
downloading, 115-116, 120-122, 127
evaluating, 116-118
FaceTime app, 205, 225-241
finding, 116, 123
Fitness app, 283
Health app, 426-428
Home Screen, adding to, 116
Images app, 284
information screens, 118
installing, 116, 120-122, 127
large-icon apps, 123
launching, 13
Location Services, 25
Mail app, 76, 244-263, 330, 413-414
maintaining, 454-455
Maps app, 309-310
Memojis app, 284
Messages app, 234, 266-298, 329-331
multitasking, 13
Music app, 284
notifications, 144
badges, 116
configuring for specific apps, 140-143
offloading unused apps, 115
opening, 88, 121-122
paying for, 127
Phone app, 205, 224, 236
Photos app, 391-408, 413-423
Quick Actions menu, 13
removing, 126
restarting, 468
returning to, 15
searches, 117, 124
Siri access of, 326
small-icon apps, 123
Starbucks app, 441
store apps, adding cards to Wallet app, 441-442
text messages and, 282-285
Touch ID aware apps, 48-49
unused apps, offloading, 115
updating, 115, 122
user interface, 13-15
Wallet app, 437-448
attachments, email
images, saving from attachments, 248
photos, 248, 251

audio
audio-only FaceTime calls, 228
headphone jack, 44
in-process voice calls, 211
Mute switch, 22, 30, 44
playback control, 11
speakers, 30-31, 45
text messages, 286
volume controls, 21, 30, 44
Volume slider, 150
author contact information, 475
autocorrecting text, 81-82
Auto HDR feature, Camera app, 389
auto-joining networks, 65
automatic adjustments, Photos app, 405
automatic downloads, 115
automatic erase, passcodes, 37
automatic iOS updates, 453
automatic locks, 38, 49
automatically signing into websites, 351

B

backgrounds
app activity, 16
websites, opening, 344
backups, iCloud, 95-97, 455-456, 472
badges, 116, 134-135
banner alerts, 134-136
configuring, 142
text messages, 292
barcodes, scanning to add cards to Wallet app, 442
batteries
battery percentage icons, 25
battery status icons, 25
charging the battery icon, 25
low battery status icons, 25
Low Power mode, 10, 466-467
maintaining, 466-467
recharging, 467
viewing usage of, 12
Bcc field, email, 249, 252
blocking calls, 217, 224, 457-459
Bluetooth
changing devices, 436
connectivity, 430-433
forgetting devices, 437
icons, 25
managing devices, 433-436
boarding passes, Wallet app, 438-442
bold text, 76-77, 176-177
bookmarks, 340, 348-350
brightness, adjusting, 150-151, 171-173
browsers, web. *See* Safari
browsing
apps, 118-120, 124-125
bookmarks, 340
contacts in Contacts app, 195
histories, websites, 341
widgets, 128
Bubble effect, text messages, 285
burst photos, 384
buttons/controls
Brightness slider, 150-151
cameras, 29-30, 43
headphone jack, 44
Lightning port, 30, 44
Mute switch, 22, 30, 44
Side button, 30, 44
Touch ID/Home button, 44-50
volume controls, 30, 44, 150

buying with
Apple Cash, 449
Apple Pay, 283, 437, 444-448
Wallet app, 95, 437-448

C

calendars
Calendar app
alerts, 305, 309
changing calendar color, 304
configuring calendars, 302-306
creating calendars, 306
customizing, 301
customizing calendars, 302-306
dates, 307-310
deleting calendars, 305
events, 302-317
hiding calendars, 303-306
invitations, 317
Location Services, 311
managing calendars, 317
month view, 307
naming calendars, 304
navigating calendars, 306
public calendars, 305
red line, 310
repeated events, 313
searching calendars, 316
sharing calendars, 304
viewing calendars, 302-310
viewing events, 308
Year view, 307
Calendar widget, 302
iCloud, 95
calls, 205
allowing on other devices, 224
announcing, 224
answering, 214
during in-process calls, 218
responding with messages, 216-218
apps, using during calls, 213
blocking, 217, 224, 457-458
conference calls, 213
contacts, 224
declining, 216-218
dialing with
Contacts app, 207-208
favorites, 210
Recents list, 209-210
Emergency SOS feature, 429-430
FaceTime, 205, 225
Animojis, 240
audio-only calls, 228
changing orientation, 236
configuring settings, 225-227
converting in-process voice calls to, 211
eye contact in calls, 227
failed requests, 230
filters, 241
group calls, 236-240
hiding/displaying controls, 234
leaving messages, 230
making calls, 228-230
managing calls, 233-236
muting calls, 235
previewing calls, 234
receiving calls, 231-232
speakerphone, 235
taking photos, 235-236
text, 241

tracking calls, 233
transferring calls to Messages app, 234
transforming voice calls to FaceTime calls, 230
turning off cameras, 235
Wi-Fi networks, 228
hold, placing calls on, 218
incoming call notifications, 223
iPads, 70
Mac computers, 70
muting ringers, 216-217
passwords, 224
pausing calls, 236
Phone app, 205, 224
ringtones, 214
security, 224
Siri
FaceTime calls, 329
making voice calls, 328
unknown calls, silencing, 224
visual voicemail, 205, 218
changing greetings, 220
deleting, 223
finding, 221
listening to, 220-223
managing, 220
moving through, 222
passwords, 220, 223
reading, 220
recording greetings, 219-220
returning calls, 222
reviewing caller information, 222
sharing messages, 222
voice calls
answering calls, 214-218
answering calls during in-process calls, 218
apps, using during calls, 213
blocking calls, 217
clearing recent calls, 218
conference calls, 213
converting to FaceTime, 211
declining calls, 216-218
dialing with Contacts app, 207-208
dialing with favorites, 210
dialing with Recents list, 209-210
entering numbers during calls, 212
headphones, 207
in-process voice calls, 210-213, 218
managing, 218
muting, 211
muting ringers, 216-217
placing calls on hold, 218
receiving, 214-218
responding with messages, 216-218
ringtones, 214
roaming, 206
signal strength, 206
speakers, 211
transforming to FaceTime calls, 230
voicemail, 224
Wi-Fi calling, 70, 224
cameras, 29-30, 43
Camera app, 190, 358-360
AE/AF Lock, 365
Auto HDR feature, 389
burst photos, 384
Camera mode, 387
Change Camera feature, 363, 368
cinematic video capture, 358
Creative Controls, 387
Depth Level icon/slider, 366
Digital Zoom slider, 366

exposure, 370
Exposure slider, 364, 387
Faces found feature, 365
Filter feature, 363
Flash, 362
focus, 364, 370
framing images, 369
front-facing/back-facing cameras, switching between, 363, 368
Grid feature, 388
HDR feature, 362, 383-384
horizontal photos, 368
Keep Normal Photo feature, 389
Light Level icon, 366
Live Photos feature, 358, 362-363, 367, 387
mirror front camera, 388
Night mode, 358, 366, 379-381
panoramic photos, 361, 375-377
portrait mode, 361
Portrait Lighting Effect, 366
Portrait mode, 358
portrait photos, 373-375
Proportion icon, 367
QR codes, 386-388
Scan QR Codes feature, 386-388
Scene Detection, 388
screenshots, 384
Self-Timer feature, 363
sensitivity and movement, 384
settings, 383, 387-389
Show/Hide Toolbar, 362
Shutter feature, 364
Slo-mo feature, 360
Smart HDR feature, 388
square photos, 361
tagging locations in photos, 384
taking photos, 368
Telephoto mode, 358
telephoto zoom, 371-373
Time-Lapse feature, 360
Timer feature, 364
Toolbar, 362
Ultra Wide mode, 358, 377-379
video, 360-361, 382-383, 387
viewing outside frames, 388
wide angle photos, 377-379
zooming in/out of photos, 365, 369-373
FaceTime calls, turning off cameras, 235
capitalizing text, 79, 82
cash payments, Apple Cash, 449
Cc field, email, 249, 252
cell phone functionality. *See* calls
cell phone providers as troubleshooting resources, 475
cellular data
networks, 57
apps, preventing data usage, 70
connecting to, 65-67
coverage areas, 66
data limits, 66
data plans/usage, 67-69
data roaming, 68
icons, 25
Low Data mode, 69
overage fees, 66
providers, 69
text messages, 271
Wi-Fi Assist, 69
Wi-Fi calling, 70
photos and, 422

Change Camera feature, Camera app, 363, 368
changing
  forwarding email addresses, 100
  keyboards, 77-78
  passcodes, 38, 49
  text messages, 331
  Wi-Fi networks, 62
character options, text, 81
charges/fees, 66
charging the battery icons, 25
choosing
  views, Home screen, 177-178
  wallpaper, 178-183
cinematic video capture, 358
clearing
  browsing histories, 341
  notifications, 138-139
  recent calls, 218
color, changing in calendars, 304
composing email, 248-250
conference calls, 213
configuring
  apps, 115, 140-143
  banners, 142
  boarding passes from Wallet app, 440
  calendars in Calendar app, 302-306
  contacts in Contacts app, 202
  Control Center, 152-153
  credit cards from Wallet app, 440
  Dock, 165-166
  Do Not Disturb mode, 155-159
  Find My iPhone feature, 101
  Google accounts, 104-106
  iCloud, 94-103
  iPhone settings, 17, 150
  keyboards, 79
  notifications
    apps, 140-143
    sound notifications, 145-148
    vibration (haptic) notifications, 145-148
  online accounts, 106
  passcodes, 31-32, 37-38, 45-46, 49
  Phone app, 224
  Safari, 354-355
  screen settings, 161
  Siri, 320-321
  social media accounts, 107
  sound notifications, 142-143
  Touch ID, 47-48
  volume controls, 21
confirmations, 94
connectivity
  Bluetooth, 430-432
    changing devices, 436
    forgetting devices, 437
    managing connections, 433-436
  Internet, 57-58, 62
    cellular data networks, 65-69
    open Wi-Fi networks, 59-61
    public Wi-Fi networks, 63-65
contacts
  blocking, 224, 458-459
  Contacts app, 185
    accessing contacts from other apps, 198-199
    browsing contacts, 195
    creating contacts, 186-193
    Default Account setting, 202
    deleting contacts, 201
    detailed contact information, viewing, 248

dialing with, 207-208
Display Order setting, 202
email, creating contacts from, 186-188
existing contacts, adding information to, 201
FaceTime calls, 228
group, 197
managing, 199-201
manually creating contacts, 188-192
multiple contacts, 199
My Info setting, 202
photos, adding to contacts, 189-190
ringtones, associating with contacts, 193
searching for contacts, 196
sending email, 249
settings, 186
Short Name setting, 202
Siri and, 197
Sort Order setting, 202
syncing contacts, 195
updating contact information, 188, 199-201
viewing contact information, 196
voice commands, 197
deleting, 458-459
Emergency Contacts, Health app, 426-428
iCloud, 95
notifications, 144
text messages, 270
adding contacts, 275
deleting contacts, 276
unblocking, 458
Control Center, 133, 149
Bluetooth connections, 435-436
configuring, 152-153
configuring iPhones, 150
customizing Home screen, 174
status icons, 24
controls/buttons
Brightness slider, 150-151
cameras, 29-30, 43
headphone jack, 44
Lightning port, 30, 44
Mute switch, 22, 30, 44
Side button, 30, 44
Touch ID/Home button, 44-50
volume controls, 30, 44
Volume slider, 150
conversations, text messages
contacts
adding, 275
deleting, 276
creating, 275-278
deleting, 295
details of, viewing, 293
multiple conversations with the same people, 296
photos, 279-282
pinning, 294
sending messages in existing conversations, 278-279
copying photos, 413
coverage areas, 66
coverings, face, 41
Creative Controls, Camera app, 387
credit cards
Apple Pay
adding cards to, 444
managing cards in, 447-448
security, 72

Wallet app
activating cards, 439
adding cards, 441-444
configuring cards, 440
deleting cards, 440
viewing cards, 438
Crop tool, Photos app, 405, 409-412
customizing
Calendar app, 301
calendars in Calendar app, 302-306
contacts in Contacts app, 202
Home screen, 161-167, 171-183
iPhone setup, 150
text, 176-177
Widget Center, 130
cutting/pasting text, 83-84

D

Dark mode, 171-173
data limits, overage fees, 66
data plans/usage, cellular data networks, 67-69
data retrieval, account configuration, 108-110
data roaming, 68
data storage, iCloud, 100-101
date/time
text messages, 295
viewing in Calendar app, 307-310
Days view, Photos app, 393-394
debit cards
adding to
Apple Pay, 444
Wallet app, 442-444
managing in Apple Pay, 447-448
declining calls, 216-218
Default Account setting, Contacts app, 202
deleting
accounts, 111
apps, 115, 126
boarding passes from Wallet app, 440
browsing histories, 341
calendars, Calendar app, 305
contacts, 201, 458-459
conversations, text messages, 295
credit cards from Wallet app, 440
documents from iCloud, 100
email, 255, 261
addresses, 249
messages while reading, 254
Favorites, 350
folders, 165, 350
Home screen, 167
photos, 418-420
removing versus, 126
text messages, 295, 331
URL, 352
usernames, 352
video, 421
visual voicemail, 223
widgets, 130
Depth Level icon/slider, Camera app, 366
detailed contact information, viewing, 248
device connectivity, Bluetooth, 430-432
changing connections, 436
forgetting connections, 437
managing connections, 433-436
dialing with
Contacts app, 207-208
favorites, 210
Recents list, 209-210

dictating text, 79, 85-86, 321, 326
Digital Zoom slider, Camera app, 366
directions
  getting, 309-310
  with Siri, 333-334
disabling
  accounts, 111
  documents in iCloud, 100
  Find My iPhone feature, 101
discount cards, adding to Wallet app, 441-442
Display Order setting, Contacts app, 202
Do Not Disturb icons, 25
Do Not Disturb mode, 150-159
Dock, 12, 44
  configuring, 165-166
  Control Center, 149
documents, deleting from iCloud, 100
downloading
  apps, 115-116, 120-122, 127
  automatic downloads, 115
  photos while keeping originals, 422
drafts (email), saving, 250
dragging gestures, 6
driving directions, Siri, 333-334
dynamic wallpaper, 180

E

EarPods, volume controls, 22
editing
  bookmark names, 349
  dictated text with Siri, 326
  events, 317
  Home screen, 162
  photos, 406-408
effects, text messages, 285
email, 244
  accounts, 244, 250
  addresses
    disabling random addresses, 100
    hiding, 98-100
  attachments, 248, 251
  Bcc field, 249, 252
  Cc field, 249, 252
  checking for new messages, 253
  Cloud, 95
  composing messages, 248-250
  contacts, 249
    creating from messages, 186-188
    updating contact information, 188
  deleting messages, 254-255, 261
  determining message status, 253
  enlarging keyboard, 250
  Find My iPhone feature, 465
  folders, 257-258
  forwarding
    addresses, 100
    messages, 252
  gestures, 248
  Hide My Email, 95, 98-100
  junk mail, 260-261
  loading additional messages, 248
  Mail app, 245, 262-263, 413-414
  mailboxes, 257
  managing
    from Inbox, 255-256
    from Message screen, 254
    multiple email accounts, 244, 250
    multiple messages at the same time, 255
  moving between messages, 247
  organizing messages in Inbox, 255-256

reading messages, 246-247, 254
receiving messages, 246-249
removing addresses, 249
replying to messages, 251-252, 330
saving drafts, 250
searching for messages, 258-259
sending messages, 248-251
signing in, 100
signing off, 250
Siri, 330
swipe options, 248
threads, 263
To field, 249, 252
viewing messages in mailboxes, 257-258
Emergency Bypass switch, contact ringtones, 193
Emergency Contacts, Health app, 426-428
Emergency SOS feature, 426-430
Emojis, 77, 80. *See also* Animojis
enunciation and Siri, 325-326
erasing
iPhone data, 459, 472
passcodes, 37
evaluating apps, 116-118
events
adding to calendars, 311-314
alerts, 305, 309
creating
with Calendar app, 311-314
with Siri, 316
editing, 317
invitations, 317
Location Services, 311
managing, 317
notifications, 317
removing, 317
repeated events, 313
searching calendars for, 316
Siri, 310
timeframes, 312
travel time, 314
viewing events, 302, 307-310
exposure, changing in photos, 364, 370, 377
external features/controls
cameras, 29-30, 43
headphone jack, 44
Lightning port, 30, 44
microphone, 30-31, 45
Mute switch, 22, 30, 44
Side button, 30, 44
speakers, 30-31, 45
Touch ID/Home button, 44-50
volume controls, 30, 44
eye contact, FaceTime calls, 227

F

Face ID, 4, 9, 70, 120-121
App Store, 114
face coverings, 41
iPhone without Home button, 31-41
passwords, 351
FaceTime, 205, 225
Animojis, 240
audio-only calls, 228
blocking requests, 457-458
cameras, turning off, 235
configuring settings, 225-227
eye contact in calls, 227
failed requests, 230
filters, 241
group calls, 236-240
hiding/displaying controls, 234

in-process voice calls, converting to FaceTime, 211
leaving messages, 230
making calls, 228-230
managing calls, 233-236
Messages app, transferring calls to, 234
muting calls, 235
orientation, changing, 236
pausing calls, 236
photos, taking, 235-236
previewing calls, 234
receiving calls, 231-232
Siri and, 329
speakerphone, 235
text, 241
tracking calls, 233
voice calls, transforming into FaceTime calls, 230
Wi-Fi networks, 228
Faces found feature, Camera app, 365
Favorites
adding to folders, 350
bookmarks, 340, 348-349
creating, 348
deleting, 350
dialing with, 210
folders, 350
organizing, 350
photos as, 416
fees/charges, 66
fetch notifications, 107, 111
filters
applying filters to photos, 407-408
FaceTime calls, 241
Filter feature, Camera app, 363
Filters tool, Photos app, 405-408
finding
apps, 116, 123
iPhones, Find My iPhone feature, 71, 101-102, 459-465
photos
All Photos view, 395
Days view, 393-394
For You view, 395
Months view, 393-394
using Albums tab, 395-396
using Library tab, 392
using searches, 397-399
Years view, 393
video, 420
visual voicemail, 221
fingerprints, Touch ID, 47-48
Fitness app, 283
Flash, Camera app, 362
flashlight, 11
focus, 133
Camera app, 370
Focus/Exposure feature, Camera app, 364
Focus mode, 150-154
Personal mode, 159
folders
adding apps to, 165
bookmarks, 340, 350
creating, 164
deleting, 165, 350
email messages, 257-258
Favorites folders, 350
icons
moving in, 165
organizing, 164
For You view, Photos app, 395

forgetting
device connections, 437
networks, 65
formatting text, 76-77, 84
forwarding
addresses, changing, 100
email, 252
frames (photos), 369, 388
full-screen keyboards, 79
full-screen widgets, 129

G

Genius bar at Apple Stores, 475
gestures
dragging, 6
email, 248
peeking, 8
pinching/unpinching, 7
rotating, 7
swiping, 6
tapping, 5
Google accounts
configuring, 104-106
passwords, 106
security, 106
GOVERNMENT ALERTS, 144
greetings, visual voicemail, 219-220
Grid feature, Camera app, 388
grouping
contacts, 197
FaceTime calls, 236-240
photos, 403-404, 413
text messages, 271-272

H

half-screen widgets, 129
haptic (vibration) notifications, 134, 139, 142-143, 193
configuring, 145-148
contacts, 144
HDR (High Dynamic Range), Camera app, 362, 383-384, 388-389
headphone
jack, 44
voice calls, 207
Health app
Emergency Contacts, 426-428
iCloud, 95
Medical ID, 427
help
Emergency SOS feature, 426-430
resources for, 474-475
"Hey Siri," 320-330
hiding
calendars in Calendar app, 303, 306
email addresses, 98-100
FaceTime controls, 234
Hide My Email, iCloud, 95, 98-100
Home screen, 167
IP addresses, 98
Siri, 325
high-speed networks, 68
histories (browsing), websites, 341
hold, placing calls on, 218
Holiday events (memories, Photos app), 423
Home screen, 12
accessing, 31, 45
adding, 168-169
Appearance mode, 171-173

apps, adding to Home screen, 116
Auto-Lock feature, 175
brightness, adjusting, 171-173
customizing, 161-167, 171-180, 183
Dark mode, 171-173
deleting, 167
Dock, 165-166
editing, 162
hiding, 167
icons
folders, 164
jiggling icons, 162
moving icons, 163
organizing icons, 162-163
Light mode, 171-173
Night Shift mode, 173-174
pages, moving icons between, 163
Raise to Wake feature, 176
Standard view, 177-178
Sunset to Sunrise mode, 172
text, 176-177
True Tone mode, 172-173
views, choosing, 177-178
wallpaper, 178-180, 183
widgets, 127, 168-169
Zoomed view, 177-178
Home/Touch ID button
iPhones with, 28-29, 42
accessing Home screen, 45
App Switcher, 52
cameras, 43
headphone jack, 44
Lightning port, 44
locking, 51-52
microphone, 45
Mute switch, 44
passcodes, 45-46, 49-51
screenshots, 52
Side button, 44
sleeping/waking, 51-52
speakers, 45
Touch ID, 44-50
turning on/off, 52-53
volume controls, 44
iPhones without, 27
accessing Home screen, 31
cameras, 29-30
Face ID, 31-41
Lightning port, 30
locking, 40-41
microphone, 30-31
Mute button, 30
passcodes, 31-32, 37-38, 41, 46
Side button, 30
sleeping/waking, 40-41
speakers, 30-31
turning on/off, 41-42
volume controls, 30
horizontal orientation
photos, taking, 368
websites, 343
hotspots, joining, 61

iCloud
backups, 95-97, 456
calendars, 95
configuring, 94-103
contacts, 95
email, 95
disabling random addresses, 100
forwarding addresses, 100
signing in, 100

Find My iPhone feature, 101-102, 459-465
Health app, 95
hiding
email addresses, 98-100
Hide My Email, 95, 98-100
IP addresses, 98
manual backups, 456
Messages app, 95
photos, 94-96, 422
Private Relay, 95
Safari, 95
storage
data/information, 100-101
deleting/disabling documents, 100
managing, 102-103
photos, 96
Wallet app, 95
icons
Airplane mode, 25
battery percentage icons, 25
battery status icons, 25
Bluetooth, 25
cellular data network icons, 25
charging the battery icon, 25
Do Not Disturb icons, 25
folders, 164
jiggling, 162
Location Services icons, 25
low battery status icons, 25
low power mode icons, 25
moving
between pages, 163
in folders, 165
organizing
folders, 164
Home screen, 162-163
Orientation Lock icons, 25
Portrait Orientation Lock icons, 25
signal strength icons, 25
Status bar icons, 25
status icons, 24
text messages, 295
Wi-Fi icons, 25
identification
Apple ID, 92
App Store, 114, 120-121
confirmations, 94
creating, 92
iMessages, 268
notifications, 94
passwords, 94
signing in, 92-93, 100
signing off, 103
Face ID, 4, 9, 70, 120-121
App Store, 114
face coverings, 41
iPhones without Home button, 31-41
passwords, 351
passcodes, 70
passwords, 72
Touch ID,4, 9, 70
updating, 71
verifying, 71
Images app, 284
iMessages, 265
Apple ID, 268
Apple Pay, 283
apps and, 282, 285
App Store and, 283
audio messages, 286
banner alerts, 292
Bubble effects, 285

cellular networks, 271
contacts, 270
adding, 275
deleting, 276
conversations
adding contacts, 275
creating, 275-278
deleting, 295
deleting contacts, 276
multiple conversations with the same people, 296
photos, 279-282
pinning, 294
sending messages in existing conversations, 278-279
video, 279-282
viewing details of, 293
creating, 275-278
deleting, 295
effects, 285
Fitness app and, 283
group messages, 271-272
icons, 295
Images app and, 284
informational text messages, 296
lingo/acronyms, 299
Memojis app and, 284
Messages app configuration, 266-272
MMS Messaging switch, 271
Music app and, 284
navigating, 273-274
photos, 268-271, 279-282, 290-291
reading, 286-289
read receipts, 270
receiving, 286
replying to, 292
responding to, 295
sending, 273-282
sharing, 282
Siri and, 286
SMS switch, 271
speech, 286
stickers, 284
time/date, 295
unknown senders, 296-298
video, 271, 279, 281-282, 290-291
in-process voice calls, 210
answering calls during, 218
apps, using during calls, 213
conference calls, 213
converting to FaceTime, 211
entering numbers during calls, 212
muting, 211
speakers, 211
Inbox
Inboxes section, Mail app, 245
organizing email, 255-256
incoming call notifications, 223
info icon, Photos app, 402
informational text messages, 296
information screens, apps, 118
information storage, iCloud, 100-101
installing
apps, 116, 120-122, 127
keyboards, 77
widgets, 162
interface, user
apps, 13-15
dragging, 6
Home screen, 12
multi-touch interface, 4
peeking, 8

pinching/unpinching, 7
rotating, 7
swiping, 6
tapping, 5
Internet connections, 57-58, 62
cellular data networks, 65-69
hotspots, 61
troubleshooting connections, 62
Wi-Fi, 71
open Wi-Fi networks, 59-61
public Wi-Fi networks, 63-65
invitations, managing, 317
iOS, 3
automatic updates, 453
maintaining, 452-454
updating, 452-454
IP (Internet Protocol) addresses, hiding, 98
iPad calls, 70
iPhones
backups, 455-456, 472
configuring, 17
determining model type, 28
erasing data, 459, 472
Face ID, 31-41, 70
Find My iPhone feature, 459-465
locking/unlocking
iPhones with Home button, 51-52
iPhones without Home button, 40, 41
Max models, 28
models, 3-4
Plus models, 28
resetting, 470-471
restarting, 469
restoring, 471-473
settings, 17
software maintenance, 452-454
split-screen mode, 53-54
update notifications, 452
with Home button, 28-29, 42-43
accessing Home screen, 45
App Switcher, 52
cameras, 43
headphone jack, 44
Lightning port, 44
locking, 51-52
microphone, 45
Mute switch, 44
passcodes, 45-46, 49-51
screenshots, 52
Side button, 44
sleeping/waking, 51-52
speakers, 45
Touch ID, 44-50
turning on/off, 52-53
volume controls, 44
without Home button, 27-29
accessing Home screen, 31
cameras, 29-30
Face ID, 31-41, 70
Lightning port, 30
locking, 40-41
microphone, 30-31
Mute button, 30
passcodes, 31-32, 37-38, 41, 46
Side button, 30
sleeping/waking, 40-41
speakers, 30-31
turning on/off, 41-42
volume controls, 30
without Touch ID, 27
cameras, 29-30
Face ID, 31-41, 70
Home screen, 31

Lightning port, 30
locking/unlocking, 40-41
microphone, 30-31
Mute switch, 30
passcodes, 31-32, 37-38, 41
Side button, 30
sleeping/waking, 40-41
speakers, 30-31
turning on/off, 41-42
volume controls, 30
with Touch ID, 28-29, 42, 50
accessing Home screen, 45
App Switcher, 52
cameras, 43
configuring Touch ID, 47-48
headphone jack, 44
Home button, 44-45
Lightning port, 44
locking/unlocking, 51-52
microphone, 45
Mute switch, 44
passcodes, 45-46, 49-51
screenshots, 52
Side button, 44
sleeping/waking, 51-52
speakers, 45
Touch ID aware apps, 48-49
turning on/off, 52-53
volume controls, 44

J

jiggling icons, 162
joining
hotspots, 61
networks, 60, 65
junk mail, 260-261

K

Keep Normal Photo feature, Camera app, 389
keyboards
autocorrecting text, 81-82
bold text, 76
capitalization, 82
capitalizing text, 79
character options, 81
configuring, 79
cutting/pasting text, 83-84
dictating text, 85-86
Emoji keyboard, 77, 80
enlarging, 250
formatting text, 76-77, 84
full-screen keyboards, 79
installing multiple keyboards, 77
Microphone key, 85-86
multiple keyboards, 78
one-handed keyboards, 79
orientation, 78
predictive text, 75, 80-81
selecting text, 82-83
sizing text, 76
swiping to type, 74
switching, 77-78
typing, 74
undoing text changes, 85
Keychain, iCloud, 95

L

landscape orientation, websites, 343
languages, translating with Siri, 335
large-icon apps, 123
Library tab, Photos app, 392-395

lighting
Portrait Lighting Effect, Camera app, 366
Light Level icon, Camera app, 366
Light mode, 171-173
Lightning port, 30, 44
lingo/acronyms, text messages, 299
links, websites, 342
listening mode, Siri, 19, 323-334
listening to visual voicemail, 220-223
Live Photos, 179-181, 358, 362-363, 367, 387, 400, 422
locations
Location Services
calendar events, 311
icons, 25
photos
tagging in, 384
viewing by, 405
Lock screen
alerts, 136
photos, 385
status icons, 24
video, 385
wallpaper, 178-180, 183
locking/unlocking
iPhones, 9-10
automatic locks, 38, 49, 175
Orientation Lock icons, 25
with Home button, 51-52
without Home button, 40-41
without Touch ID, 40-41
with Touch ID, 51, 52
screen orientation, 23-24
lost iPhones, 71, 459-465
low battery status icons, 25
Low Data mode, 69
Low Power mode, 10, 25, 466-467
low-speed networks, 68

M

Mac computers, calls on, 70
Mail app, 244
attachments, 248, 251
checking for new messages, 253
composing messages, 248-250
contacts, 186-188, 249
deleting messages, 254-255, 261
determining message status, 253
enlarging keyboard, 250
folders, 257-258
forwarding messages, 252
gestures, 248
junk mail, 260-261
mailboxes, 245, 257-258
managing messages
from Inbox, 255-256
from Message screen, 254
multiple messages at the same time, 255
moving between messages, 247
organizing messages from Inbox, 255-256
photos, 413-414
reading messages, 254
receiving/reading messages, 246-247
replying to messages, 251-252, 330
saving drafts, 250
searching for messages, 258-259
sending messages, 248-251
settings list, 262-263
Siri, 330
swipe options, 248

text tools, 76
threads, 263
viewing messages in mailboxes, 257-258
mailboxes, 245, 257-258
maintaining
apps, 454-455
batteries, 466-467
iOS, 452-454
power, 466-467
software, 452-454
managing
calendars, 317
Contacts app, 185
device connections, Bluetooth, 433-436
email
junk mail, 260
multiple email messages at the same time, 255
events, 317
iCloud storage, 102-103
invitations, 317
web pages in Tab view (Safari), 345-346
manual iCloud backups, 456
manual notifications, 108, 111
Maps app
contacts, creating, 188
getting directions, 309-310
Markup tool, Photos app, 406
Max models, iPhones, 28
Medical ID, 427
Memojis app, 284
Memories, photos
Holiday events, 423
slideshows, 403-404
viewing options, 403-404
messages
contacts, creating from messages, 188
email
attachments, 248, 251
Bcc field, 249, 252
Cc field, 249, 252
checking for new messages, 253
composing messages, 248-250
contacts, creating from messages, 186-188
deleting messages, 254-255, 261
determining message status, 253
folders, 257-258
forwarding messages, 252
junk mail, 260-261
loading additional messages, 248
Mail app, 245, 262-263, 413-414
mailboxes, 257
managing, 244, 250, 254-256
moving between messages, 247
organizing messages in Inbox, 255-256
reading messages, 246-247, 254
receiving messages, 246-249
replying to messages, 251-252, 330
saving drafts, 250
searching for messages, 258-259
sending messages, 248-251
viewing messages in mailboxes, 257-258
FaceTime
leaving messages, 230
transferring calls to Messages app, 234
Messages app, 254
deleting text messages, 331
iCloud, 95
reading text messages, 329
reviewing text messages, 331

sending new text messages, 330-331
Siri, 329-331
storing text messages, 331
text messages/iMessages, 265-266
adding contacts, 275
Apple ID, 268
Apple Pay, 283
apps and, 282, 285
App Store and, 283
audio messages, 286
banner alerts, 292
blocking, 457-458
Bubble effects, 285
cellular networks, 271
contacts, 270, 275-276
conversations, 275-282, 294-296
creating messages, 275-278
deleting messages, 276, 295
effects, 285
Find My iPhone feature, 465
Fitness app, 283
group messages, 271-272
icons, 295
Images app and, 284
informational text messages, 296
Memojis app, 284
Messages app configuration, 266-272
MMS Messaging switch, 271
Music app, 284
navigating, 273-274
photos, 268-271, 279-282, 290-291
reading messages, 270, 286-289
receiving messages, 286
replying to messages, 292
responding to messages, 295
sending messages, 273-282
sharing messages, 282
Siri and, 286
SMS switch, 271
speech, 286
stickers, 284
time/date, 295
unknown senders, 296-298
video, 271, 279-282, 290-291
visual voicemail messages
deleting, 223
sharing, 222
voice calls, answering with messages, 216-218
microphone, 30-31, 45, 79
Microphone key, keyboards, 85-86
mirror front camera, 388
Mirroring, Screen, 150
MMS Messaging switch, text messages, 271
money, Apple Pay, 437, 445-446
adding credit/debit cards to, 444
managing cards, 447-448
text messages and, 283
verification, 444
Month view, Calendar app, 307
Months view, Photos app, 393, 394
moving
icons, 163
between pages, 163
in folders, 165
junk mail to Junk folder, 261
multiple email accounts, sending email, 244, 250
multiple keyboards, 77-78
multiple web pages
managing with Tab view, 345-346
opening in tabs, 343

multitasking apps, 13
multi-touch interface, 4
  apps, 13-15
  dragging, 6
  Home screen, 12
  peeking, 8
  pinching/unpinching, 7
  rotating, 7
  swiping, 6
  tapping, 5
music
  headphone jack, 44
  Music app, 284
Mute switch, 22, 30, 44
muting
  FaceTime calls, 235
  in-process voice calls, 211
  ringers, 216-217
  unknown calls, 224
My Info setting (Contacts app), 202

N

naming
  bookmarks, 349
  calendars in Calendar app, 304
navigating
  calendars in Calendar app, 306
  Tab bar, 338
  text messages/iMessages, 273-274
nearby photos, 405
networks
  cellular data networks, 57
    apps, data usage, 70
    connecting to, 65-67
    coverage areas, 66
    data limits, 66
    data plans/usage, 67-69
    data roaming, 68
    Low Data mode, 69
    overage fees, 66
    preventing data usage, 70
    providers, 69
    text messages, 271
    Wi-Fi Assist, 69
    Wi-Fi calling, 70
  changing, 62
  forgetting, 65
  high-speed networks, 68
  joining, 65
  low-speed networks, 68
  Wi-Fi networks, 57, 71, 224
    changing, 62
    FaceTime, 228
    forgetting, 65
    Internet connections, 58
    joining, 60, 65
    open Wi-Fi networks, 59-61
    privacy, 62
    public Wi-Fi networks, 63-65
    security, 62
new email messages, checking for, 253
Night mode, Camera app, 358, 366, 379-381
Night Shift mode, 173-174
no Internet, troubleshooting, 62
notifications, 133
  alerts, 135-136
    banners, 134-136, 142
    GOVERNMENT ALERTS, 144
    Lock screen, 136
    responding to, 136
  Apple ID, 94

apps, 140-144
badges, 116, 134-135
clearing notifications, 138-139
contacts, 144
email notifications, 465
events, 317
fetch, 107, 111
haptic (vibration) notifications, 134, 139, 142-143, 193
configuring, 145-148
contacts, 144
incoming calls, 223
manual, 108, 111
Notification Center, 137-139
previews, 142
prompts, 144
push notifications, 107
reading notifications, 138
removing notifications, 138
sound notifications, 134, 139, 142-148
stacked notifications, 138
summaries, 145
update notifications, iOS, 452
vibration (haptic) notifications, 134, 139, 142-143, 193
configuring, 145-148
contacts, 144
visual notifications, 134-136, 142-144

O

offloading unused apps, 115
one-handed keyboards, 79
online accounts, configuring, 106
online resources, technical support, 474-475
open Wi-Fi networks, 59-61
opening
apps, 88, 121-122
web pages
in background, 344
in tabs, 343-346
Widget Center, 128
operating systems (OS). *See* iOS
optional text characters, 81
organizing
apps, 123
bookmarks, 340
email from Inbox, 255-256
Favorites, 350
Home screen, 162-163
icons in folders, 164
photos, 415-418
orientation, screens, 23-24
FaceTime calls, 236
horizontal orientation, 343
keyboards, 78
landscape orientation, 343
Orientation Lock icons, 25
OS (operating systems). *See* iOS
overage fees, 66

P

pages (Home screen), moving icons, 163
panoramic photos, 361, 375-377
passcodes, 9, 31, 70, 459
changing, 38, 49
complexity of, 38, 49
Erase Data function, 37

iPhones
with Home button, 45-46, 49-51
without Home button, 32, 37-38, 41, 46
with Touch ID, 49-51
requiring, 38, 49
passwords, 72
accounts, 111
Apple ID, 94
calls, 224
creating with Safari, 353
Google accounts, 106
Keychain, iCloud, 95
open Wi-Fi networks, 60
Safari
creating passwords, 353
remembering passwords, 351
saving, 352
Touch ID, 351
visual voicemail, 220, 223
pausing
FaceTime calls, 236
video, 421
payments
Apple Cash, 449
Apple Pay, 437, 444-448
apps, 127
Wallet app and, 437-448
peeking gestures, 8
Personal mode, 159
Perspective option, wallpaper, 180
Phone app, 205
allowing calls on other devices, 224
announcing calls, 224
blocking calls, 224
configuring, 224
contacts, 224
FaceTime calls, 236
passwords, 224
pausing calls, 236
voicemail, 224
Wi-Fi calling, 224
phone calls. *See* calls
photos
albums, 395-396, 415-418
applying filters to photos, 407-408
automatic adjustments, 405
burst photos, 384
Camera app, 358-361, 386-388
AE/AF Lock, 365
Auto HDR feature, 389
burst photos, 384
Camera mode, 387
Change Camera feature, 363, 368
Creative Controls, 387
Depth Level icon/slider, 366
Digital Zoom slider, 366
exposure, 364, 370, 387
Faces found feature, 365
Filter feature, 363
Flash, 362
focus, 364, 370
framing images, 369
front-facing/back-facing cameras, switching between, 363, 368
Grid feature, 388
HDR feature, 362, 383-384
horizontal photos, 368
Keep Normal Photo feature, 389
Light Level icon, 366
Live Photos feature, 358, 362-363, 367, 387
mirror front camera, 388
Night mode, 358, 366, 379-381

panoramic photos, 361, 375-377
Portrait Lighting Effect, 366
portrait photos, 358, 361, 373-375
Proportion icon, 367
screenshots, 384
Self-Timer feature, 363
sensitivity and movement, 384
settings, 383, 387-389
Show/Hide Toolbar, 362
Shutter feature, 364
Slo-mo feature, 360
Smart HDR feature, 388
square photos, 361
tagging locations in photos, 384
taking photos, 368
Telephoto mode, 358
telephoto zoom, 371-373
Time-Lapse feature, 360
Timer feature, 364
Toolbar, 362
Ultra Wide mode, 358, 377-379
viewing outside frames, 388
wide angle photos, 377-379
zooming in/out, 369-373
Zoom Level icon, 365
Zoom slider, 365
cellular data and, 422
contacts, creating manually, 189-190
copying photos, 413
cropping photos, 405, 409-412
deleting photos, 418-420
downloading photos while keeping originals, 422
editing photos, 406-408
emailing photos, 248, 251, 413-414
exposures, 370
FaceTime calls, 235-236
Favorites, 416
filters, 405
finding photos
All Photos view, 395
Days view, 393-394
For You view, 395
Months view, 393-394
using Albums tab, 395-396
using searches, 397-399
with Library tab, 392
Years view, 393
focus, setting, 370
framing images, 369
grouping photos, 403-404, 413
horizontal photos, 368
iCloud Photos, 94-96, 422
information, getting from photos, 402
Library tab, 392
All Photos view, 395
Days view, 393-394
For You view, 395
Months view, 393-394
Years view, 393
Live Photos, 179-181, 400, 422
Lock screen, taking photos from, 385
markups, 406
Memories, 403-404
nearby photos, 405
organizing photos, 415-418
Photos app, 391, 396, 403-408, 413-420
All Photos view, 395
automatic adjustments, 405
cellular data and, 422
Days view, 393-394
downloading photos while keeping originals, 422

For You view, 395
Holiday events, 423
iCloud Photos, 422
info icon, 402
Library tab, 392-395
Markup tool, 406
memories, 423
Months view, 393-394
nearby photos, 405
storage, optimizing, 422
swiping between photos, 401
updating photos, 422
viewing photos, 399-400
viewing photos by location, 405
Years view, 393
zooming in/out photos, 401
playing automatically, 401
Portrait mode, 405
QR codes, 386-388
recovering deleted photos, 420
red-eye tool, 405
restoring to unedited state, 412
reverting to original, 412
rotating, 405, 409-412
saving, 291
Scene Detection, 388
screenshots, 52, 384
searching for photos, 397-399
slideshows, 403-404
storage
iCloud, 96
optimizing, 422
straightening, 405, 409-412
swiping between photos, 401
tagging locations, 384
taking photos, 368
text messages, 268-271, 279-282, 290-291
undoing edits, 412
viewing photos, 399-400, 405
zooming in/out of photos, 369, 401
physical buttons/controls
cameras, 29-30, 43
headphone jack, 44
Lightning port, 30, 44
Mute switch, 22, 30, 44
Side button, 30, 44
Touch ID/Home button, 44-50
volume controls, 30, 44
pinching/unpinching gestures, 7
pinning conversations, 294
playing
photos automatically, 401
video automatically, 421-422
Plus models, iPhones, 28
Portrait Lighting Effect, Camera app, 366
Portrait Orientation Lock icon, 25
portrait photos, Camera app, 24-25, 358, 361, 373-375, 405
ports
docking port, 44
Lightning port, 30, 44
power management
battery, 12
battery percentage icons, 25
battery status icons, 25
charging the battery icon, 25
low battery status icons, 25
Low Power mode, 10
Low Power mode, 466-467
low power mode icons, 25
maintaining, 466-467
recharging batteries, 467

Predictive Text, 75
autocorrecting text, 81
Emojis, 80
preferences, Safari, 354-355
previews
alerts, 141
FaceTime calls, 234
notifications, 142
privacy. *See also* security
Safari, 347
Wi-Fi networks, 62-63
Private Relay, iCloud, 95
promotional cards, adding to Wallet app, 441-442
prompts
notification prompts, 144
public Wi-Fi networks, 65
Proportion icon, Camera app, 367
providers, cellular networks, 69
public calendars, Calendar app, 305
public Wi-Fi networks, 64-65
Privacy Warnings, 63
security, 71
purchasing
Apple Cash, 449
Apple Pay, 437, 444-448
Wallet app, 95, 437-448
push notifications, 107

Q

QR (Quick Response) codes, Camera app, 386-388
Quick Actions menu, apps, 13

R

Raise to Wake feature (Home screen), 176
rating/reviewing
apps, 116, 118
Re screen, replying to email, 252
read receipts, text messages, 270
reading
email, 246-247
text messages, 270, 286-289, 329
visual voicemail, 220
receiving
calls, 214
answering calls, during in-process calls, 218
answering calls, responding with message, 216-218
blocking calls, 217
declining calls, 216-218
FaceTime calls, 231-232
muting ringers, 216-217
placing calls on hold, 218
ringtones, 214
email, 246-247
text messages, 286
recent calls, clearing, 218
Recents list, dialing with, 209-210
recharging batteries, 467
recording greetings, visual voicemail, 219-220
Red-Eye tool, Photos app, 405
red line in Calendar app, 310
refreshing web pages, 343
reminders, declining calls with, 216
removing
apps, 126
deleting versus, 126

email addresses, 249
events, 317
notifications, 138
repeated events, Calendar app, 313
replying
to email, 251-252, 330
to text messages, 292
resetting iPhones, 470-471
resources for help, 474-475
responding to
alerts, 136
text messages, 295
restarting
apps, 468
iPhones, 469
restoring
iPhones, 471-473
photos to unedited state, 412
retrieving data, account configuration, 108-110
returning to apps, 15
reverting to original photos, 412
reviewing
apps, 116-118
text messages, 331
ringers, silencing, 216-217
ringtones, 147-148, 193, 214
roaming
charges, 66
data, 68
voice calls, 206
Rotate tool (Photos app), 405, 409-412
rotating gestures, 7

S

Safari
bookmarks, 340, 349-350
browsing histories, 341
configuring, 354-355
folders, 340, 350
iCloud, 95
passwords, 353
preferences, 354-355
Private mode, 347
remembering passwords, 351
tab groups, 347
tabs, 343-348
tracking website activity, 341
URL, 338, 352
user accounts, 352-353
web pages, 342-346
web searches, 347-348
websites, 342-346, 351-352
saving
email drafts, 250
images from email attachments, 248
passwords, 352
photos, 291
user accounts, 352
Scan QR Codes feature, Camera app, 386-388
scanning barcodes to add cards to Wallet app, 442
Scene Detection, Camera app, 388
screens
Brightness slider, 150-151
mirroring, 150
multi-touch user interface, 4
orientation, 23-25
settings, configuring, 161

screenshots, 52, 384
Search/Address bar, websites, 338
searches
apps, 117, 124
calendars, 316
contacts in Contacts app, 196
for email, 258-259
for events, 316
photos, 397-399
Search tool, 58, 87-88, 117
settings, 18
Siri Suggestions, 89
web searches, 347-348, 474
with Siri, 332-333
security, 58, 70. *See also* privacy
accounts, 71, 111
Apple ID, iMessages, 268
automatic locks, 38, 49
calls, 224
credit cards, 72
Face ID, 4, 9, 70
face coverings, 41
iPhone without Home button, 31-41
Find My iPhone feature, 71
Google accounts, 106
Keychain, iCloud, 95
passcodes, 9, 31, 70, 459
iPhones with Home button, 45-46, 49-51
iPhones without Home button, 32, 37-38, 41, 46
iPhones with Touch ID, 49-51
passwords, 72, 220, 223, 353
Touch ID, 4, 9, 70
updating identification, 71
verifying identification, 71
visual voicemail, 220, 223
Wi-Fi networks, 62, 71
selecting text, 82-83
Self-Timer feature, Camera app, 363
Send Last Location, Find My iPhone feature, 102
sending
email, 248-251
photos, 413-414
text messages, 273-282, 330
sensitivity to movement, Camera app, 384
setting up
apps, 115, 140-143
banners, 142
boarding passes from Wallet app, 440
calendars in Calendar app, 302-306
contacts in Contacts app, 202
Control Center, 152-153
credit cards from Wallet app, 440
Dock, 165, 166
Do Not Disturb mode, 155-159
Find My iPhone feature, 101
Google accounts, 104-106
iCloud, 94-103
iPhone settings, 17, 150
keyboards, 79
notifications
apps, 140-143
sound notifications, 145-148
vibration (haptic) notifications, 145-148
online accounts, 106
passcodes, 31-32, 37-38, 45-46, 49
Phone app, 224
Safari, 354-355
screen settings, 161
Siri, 320-321

social media accounts, 107
sound notifications, 142-143
Touch ID, 47-48
volume controls, 21
settings
Camera app, 383, 387-389
Phone app, 224
resetting iPhones, 470-471
Safari, 354-355
Settings app, 18
Appearance mode, 171-173
app maintenance, 454-455
brightness, 171-173
choosing view, 177-178
configuring settings, 17
Dark mode, 171-173
iOS maintenance, 452-454
Light mode, 171-173
Night Shift mode, 173-174
searching for settings, 18
Standard view, 177-178
Sunset to Sunrise mode, 172
True Tone mode, 172-173
Zoomed view, 177-178
sharing
calendars in Calendar app, 304
passes with Wallet app, 439
photos, 413-414
text messages, 282
visual voicemail messages, 222
Short Name setting (Contacts app), 202
Show/Hide Toolbar (Camera app), 362
Shutter feature (Camera app), 364
Side button, 30, 44
signal strength icon, 25
signing in
Apple ID, 92, 93, 100
email, 100
websites automatically, 351
signing off
Apple ID, 103
email, 250
silencing
ringers, 216-217
unknown calls, 224
Siri, 4, 20, 319
activating, 322-325
app access, 326
configuring, 320-321
contacts, 197-199
dictating text, 321, 326
driving directions, 333-334
email, 330
enunciation, 325-326
events, 310, 316
FaceTime calls, 329
feedback, 322, 334
"Hey Siri," 320-322, 325, 328-330
hiding, 325
how to use, 322-327
listening mode, 19, 323-325, 334
making voice calls, 328
personality of, 322-327
searching for information, 332-333
settings, 320-321
Suggestions, 89, 327
text messages, 286, 329-331
translating languages, 335
unexpected results, 334
web searches, 326
sizing text, 76-77, 176-177

sleep mode, 10
sleeping/waking iPhones
  with Home button, 51-52
  without Home button, 40-41
  without Touch ID, 40-41
  with Touch ID, 51-52
slideshows, Memories, 403-404
Slo-mo feature, Camera app, 360
small-icon apps, 123
Smart HDR feature, Camera app, 388
Smart Stacks, 129
SMS switch, text messages, 271
social media accounts, configuring, 107
software
  maintaining, 452-454
  updating, 452-454
Sort Order setting, Contacts app, 202
sound
  Find My iPhone feature, 459
  headphone jack, 44
  in-process voice calls, 211
  microphone, 30-31, 45
  Mute switch, 22, 30, 44
  notifications, 134, 139
    configuring, 142-148
    contacts, 144
    ringtones, 147-148
  ringtones, 147-148
  speakers, 30-31, 45
  text messages, 286
  volume controls, 21, 30, 44
  Volume slider, 150
spam mail, 260-261
speakerphone, FaceTime calls, 235
speakers, 30-31, 45, 211
speech
  dictating text, 85-86, 326
  enunciation and Siri, 325-326
  microphone, 30-31, 45
  Siri, 4, 20, 319, 324, 331-335
    FaceTime calls, 329
    feedback, 322
    "Hey Siri," 320-322, 325, 328-330
    hiding, 325
    listening mode, 19, 323-325
    making voice calls, 328
    settings, 320-321
    Suggestions, 327
    web searches, 326
  text messages, 286
spell-checking, autocorrecting text, 81-82
split-screen mode, 53-54
square photos, Camera app, 361
stacked notifications, 138
Standard view, Home screen, 177-178
Starbucks app, 441
Status bar icons, 25
status icons, 24
status of email messages, determining, 253
stickers, text messages, 284
storage, 97. *See also* backups
  iCloud
    data/information, 100-101
    deleting/disabling documents, 100
    managing, 102-103
    photos, 96, 422
  text messages, 331
store apps, adding cards to Wallet app, 441-442
Straighten tool, Photos app, 405, 409-412

Suggestions, Siri, 327
summaries, notifications, 145
Sunset to Sunrise mode, 172
swiping
  between photos, 401
  email options, 248
  gestures, 6
  to type, 74
switching
  apps, 14-15
  keyboards, 77-78
synchronizing
  bookmarks, 340
  contacts, 195

T

Tab bar, navigating websites, 338
tabs, Safari
  groups, 347
  web pages
    managing web pages with Tab view, 345-346
    opening tabs, 343-344
  web searches, 348
tagging photo locations, 384
tapping gestures, 5
technical support resources, 474-475
telephone calls. *See* calls
Telephoto mode, Camera app, 358, 371-373
text, 58, 73
  autocorrecting text, 81-82
  bold text, 76-77, 176-177
  capitalizing, 79, 82
  character options, 81
  customizing, 176-177
  cutting/pasting, 83-84
  dictating, 85-86, 321, 326
  Emojis, 77, 80
  FaceTime calls, 241
  Find My iPhone feature, 465
  formatting, 76-77, 84
  keyboards
    changing, 79
    character options, 81
    configuring, 79
    Emoji keyboard, 77, 80
    full-screen keyboards, 79
    Microphone key, 85-86
    multiple keyboards, 78
    one-handed keyboards, 79
    orientation, 78
    switching, 77-78
  predictive text, 75
    autocorrecting, 81
    Emojis, 80
  selecting, 82-83
  sizing, 76-77, 176-177
  swiping text, 74
  undoing changes, 85
  writing tools, 76-77
text messages, 265
  Apple ID, 268
  Apple Pay, 283
  apps, 282, 285
  App Store and, 283
  audio messages, 286
  banner alerts, 292
  blocking messages, 457-458
  Bubble effects, 285
  cellular networks, 271
  changing messages, 331

contacts, 270
adding, 275
deleting, 276
conversations
adding contacts, 275
creating, 275-278
deleting, 295
deleting contacts, 276
multiple conversations with the same people, 296
photos, 279-282
pinning, 294
sending messages in existing conversations, 278-279
video, 279-282
viewing details of, 293
creating messages, 275-278
deleting messages, 295, 331
effects, 285
Fitness app, 283
group messages, 271-272
icons, 295
Images app, 284
informational messages, 296
lingo/acronyms, 299
Memojis app, 284
Messages app configuration, 266-272
MMS Messaging switch, 271
Music app, 284
navigating, 273-274
photos, 268-271, 279-282, 290-291
reading messages, 286-289, 329
read receipts, 270
receiving messages, 286
replying to messages, 292
responding to messages, 295
reviewing messages, 331
sending messages, 273-282, 330
sharing messages, 282
Siri, 286, 329-331
SMS switch, 271
speech, 286
stickers, 284
storing messages, 331
time/date, 295
unknown senders, 296-298
video, 271, 279-282, 290-291
threads, email, 263
Time-Lapse photos/video, 360
times/dates, text messages, 295
timeframes, events, 312
timers, Camera app, 363-364
To field, email, 249, 252
Toolbar, Camera app, 362
Touch ID/Home button, 4, 9, 70, 120-121
iPhones with, 28-29, 42, 50
accessing Home screen, 45
App Switcher, 52
cameras, 43
configuring Touch ID, 47-48
headphone jack, 44
Home button, 44-45
Lightning port, 44
locking/unlocking, 51-52
microphone, 45
Mute switch, 44
passcodes, 45-46, 49-51
screenshots, 52
Side button, 44
sleeping/waking, 51-52
speakers, 45
Touch ID aware apps, 48-49

turning on/off, 52-53
volume controls, 44
iPhones without, 27
cameras, 29-30
Face ID, 31-41
Home screen, 31
Lightning port, 30
locking/unlocking, 40-41
microphone, 30-31
Mute switch, 30
passcodes, 31-32, 37-38, 41
Side button, 30
sleeping/waking, 40-41
speakers, 30-31
turning on/off, 41-42
volume controls, 30
passwords, 351
touch interface
apps, 13-15
dragging, 6
Home screen, 12
multi-touch interface, 4
peeking, 8
pinching/unpinching, 7
rotating, 7
swiping, 6
tapping, 5
tracking
FaceTime calls, 233
website activity, 341
translating languages via Siri, 335
travel time, adding to events, 314
troubleshooting
apps, 468
Internet connections, 62
iPhones
resetting, 470-471
restarting, 469
restoring, 471-473
resources for help, 474-475
True Tone mode, 172-173
turning on/off
camera, FaceTime calls, 235
iPhones
with Home button, 52-53
with Touch ID, 52-53
without Home button, 41-42
types of iPhones, determining, 28
typing. *See* keyboards

U

Ultra Wide mode, Camera app, 358, 377-379
unblocking contacts, 458
undoing
photo edits, 412
text changes, 85
unknown calls, silencing, 224
unknown senders, text messages, 296-298
unlocking/locking
iPhones, 9-10, 25
with Home button, 51-52
without Home button, 40-41
without Touch ID, 40-41
with Touch ID, 51-52
screen orientation, 23-24
unpinching/pinching gestures, 7
unused apps, offloading, 115
updating
accounts, 71
apps, 115, 122

App Store accounts, 122
contact information, 188, 199-201
Find My iPhone feature, 465
identification, 71
iOS, 454
notifications, 452
automatic updates, 453
photos with Photos app, 422
software, 452-454
URL (Uniform Resource Locators)
deleting, 352
websites, 338
user accounts
saving, 352
using saved accounts, 353
user interface (UI)
apps, 13-15
dragging, 6
Home screen, 12
multi-touch interface, 4
peeking, 8
pinching/unpinching, 7
rotating, 7
swiping, 6
tapping, 5
usernames
deleting, 352
remembering, 351

V

verifying
accounts, 71
Apple Pay, 444
identification, 71
vibration (haptic) notifications, 134, 139, 142-143, 193
configuring, 145-148
contacts, 144
video
Camera app, 358-361, 382, 387
Auto HDR feature, 389
cinematic video capture, 358
settings, 383, 388-389
Slo-mo feature, 360
Smart HDR feature, 388
Time-Lapse feature, 360
cinematic video capture, 358
deleting video, 421
FaceTime, 205
Animojis, 240
cameras, turning off, 235
configuring settings, 225-227
eye contact in calls, 227
failed requests, 230
filters, 241
group calls, 236-240
hiding/displaying, 234
in-process voice calls, converting to, 211, 230
leaving messages, 230
making calls, 228-230
managing calls, 233-236
Messages app, transferring calls to, 234
muting calls, 235
orientation, 236
previewing calls, 234
receiving calls, 231-232
speakerphone, 235
taking photos, 235-236
text, 241

tracking calls, 233
voice calls, transforming to FaceTime calls, 211, 230
Wi-Fi networks, 228
finding video, 420
Lock screen, taking video from, 385
pausing video, 421
playing automatically, 421-422
text messages, 271, 279-282, 290-291
watching video, 420
viewing
calendars in Calendar app, 302-310
cards/passes in Wallet app, 438
contact information, detailed, 248
dates in Calendar app, 307-310
email messages in mailboxes, 257-258
events in Calendar app, 302, 307-310
photos, 399-400, 405
websites, 342
widget information, 129
views (Home screen), 177-178
virtual keyboards. *See* keyboards
visual notifications
alerts
banners, 134-136, 142
GOVERNMENT ALERTS, 144
Lock screen, 136
responding to, 136
badges, 134-135
visual voicemail, 205, 218
caller information, reviewing, 222
deleting, 223
finding, 221
greetings, 219-220
listening to, 220-223
managing, 220
moving through, 222
passwords, 220, 223
reading, 220
returning calls, 222
sharing messages, 222
voice, dictating text, 85-86, 326
voice calls
declining calls, 216-218
dialing with
Contacts app, 207-208
favorites, 210
Recents list, 209-210
FaceTime calls, transforming voice calls to, 230
headphones, 207
hold, placing calls on, 218
in-process voice calls, 210
answering calls during, 218
apps, using during calls, 213
conference calls, 213
converting to FaceTime, 211
entering numbers during calls, 212
muting, 211
speakers, 211
managing, 218
receiving
answering calls, 214-218
blocking calls, 217
declining calls, 216-218
muting ringers, 216-217
responding with messages, 216-218
ringtones, 214
recent calls, clearing, 218
roaming, 206
signal strength, 206
voice recognition. *See* Siri

voicemail
changing, 224
visual voicemail, 205, 218
caller information, reviewing, 222
deleting, 223
finding, 221
greetings, 219-220
listening to, 220-223
managing, 220
moving through, 222
passwords, 220, 223
reading, 220
returning calls, 222
sharing messages, 222
volume controls, 21, 30, 44, 150

W

waking sleeping iPhones, 40-41, 51-52, 176
Wallet app, 437-438
activating cards/passes, 439
adding cards/passes, 441-444
Apple Pay, 444-448
configuring cards/passes, 440
deleting cards/passes, 440
iCloud, 95
sharing passes, 439
viewing cards/passes in, 438
wallpaper, 178-183
web browsers. *See* Safari
web pages
managing open web pages with Tab view, 345-346
moving between pages, 343
opening
in the background, 344
multiple pages in tabs, 343-344
orientation, horizontal/landscape, 343
privacy, 347
refreshing, 343
zooming in/out of, 342-343
web resources, technical support, 474-475
web searches, 347-348, 474
websites
accessing, 338-340
automatic sign in, 351
bookmarks, 340, 348-349
browsing histories, 341
clearing browsing histories, 341
Favorites, 348-350
links, 342
managing multiple pages with Tab view, 345-346
opening
in the background, 344
multiple pages in tabs, 343
orientation, horizontal/vertical, 343
passwords
remembering, 351
saving, 352
privacy, 347
Search/Address bar, 338
Tab bar, navigating, 338
tab groups, 347
tracking activity, 341
URL, 338, 352
user accounts
saving, 352
using saved accounts, 353
viewing, 342

web searches, 347-348
zooming in/out of, 342-343
wide angle photos, 377-379
widgets. *See also* apps
accessing, 127-128
adding to Widget Center, 130
browsing, 128
Calendar widget, 302
defined, 114, 127
deleting, 130
full-screen widgets, 129
half-screen widgets, 129
Home screen, 127, 168-169
installing, 162
interacting with, 129
Smart Stacks, 129
viewing information on, 129
Widget Center, 114, 127-130
Wi-Fi
icons, 25
Wi-Fi Assist, 69
Wi-Fi calling, 70
Wi-Fi networks, 57
calls, 224
changing, 62
FaceTime, 228
forgetting, 65
Internet connections, 58-65
joining, 60, 65
open networks, 59-61
privacy, 62
public networks, 63-65, 71
security, 62, 71
writing tools, 76-77

X - Y

Year view, Calendar app, 307
Years view, Photos app, 393

Z

zooming in/out
Home screen, 177-178
photos, 365, 369-373, 401
websites, 342-343
Zoom Level icon, 365
Zoom slider, 365