

My iPhone® for Seniors



COVERS

iOS 8 on iPhone 4s,
5, 5c, 5s, 6, and
6 Plus

que

AARP
Real Possibilities

Brad Miser

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

My iPhone® *for* Seniors

Brad Miser

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My iPhone® for Seniors

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17 Maintaining and Protecting Your iPhone and Solving Problems ONLINE

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*, Brad has written many other books, including *My iPhone*, 8th Edition; *iTunes and iCloud for iPhone, iPad, & iPod touch Absolute Beginner’s Guide*; and *Sams Teach Yourself iCloud in 10 Minutes*, 2nd Edition. He has also been an author, development editor, or technical editor for more than 50 other titles.

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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.

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Dedication

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

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

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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.

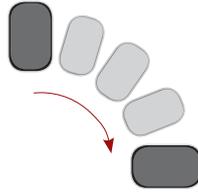
To zoom in on the screen, unpinch your figures by placing them together on the center of the screen and then sliding them apart while still touching the screen. To zoom out on screens, place your fingers a little apart on the screen, and then pinch them together. These motions are indicated by the following icons:



When you need to tap once or twice, such as to zoom out or in, you see the following icons matching the number of times you need to tap:



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



Occasionally, you shake the iPhone to activate a control. When you do, you see this icon:



As you can see on its cover, this book provides information about a number of iPhone models, which are the iPhone 4s, iPhone 5, iPhone 5c and 5s, iPhone 6, and iPhone 6 Plus. Each of these models has specific features and capabilities that vary slightly from the others. Additionally, they have different screen sizes with the 4s being the smallest and the iPhone 6 Plus being the largest.

Because of the variations between the models, the figures you see in this book may be slightly different than the screens you see on your iPhone. For example, the iPhone 6 has settings that aren't on the iPhone 5s while the 5s and later models support Touch ID (fingerprint recognition) while the 4s and 5/5c don't. 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 your screens.

When the model you are using doesn't support a feature being described, such as the Display Zoom that is on the iPhone 6 and 6 Plus but not on previous models, you can skip the information or read it to help you decide if you want to upgrade to a newer model.

If you have used an iPhone before running an earlier version of its software, you will notice that there are many changes in iOS 8, some are significant and still others are entirely new. In the case of those features that have changed significantly, or are completely new, we have added an indicator to the text and table of contents to help you easily locate them. When you see **New!** be sure to check out those tasks to quickly get up to speed on what's new in iOS 8.

Getting Started

Learning to use new technology can be intimidating. Don't worry, with this book as your guide, you'll be working your iPhone like you've been using it all your life in no time at all.

I've assumed you have an iPhone in your hands. That's a good thing, because 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. 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. For example, when you want to learn how to send messages, read Chapter 10, "Sending, Receiving, and Managing Texts and iMessages."

After you've finished reading this front matter, I recommend you read and work through Chapter 1, "Getting Started with Your iPhone;" Chapter 2, "Connecting Your iPhone to the Internet, Bluetooth Devices, and iPhones/iPods/iPads;" and Chapter 3, "Setting Up and Using 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.

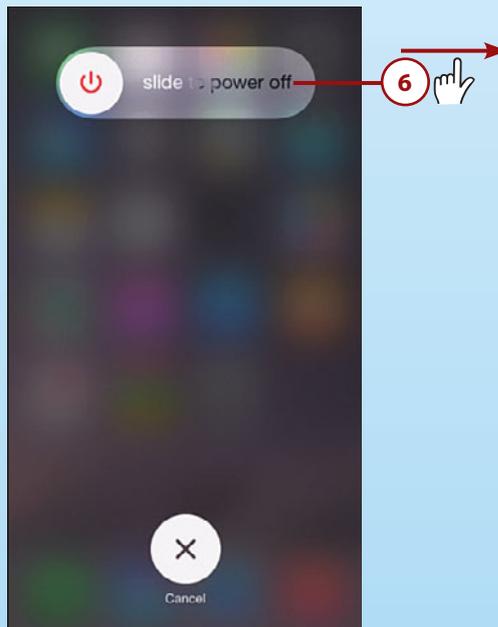
From there, read the parts of Chapter 4, "Configuring an iPhone to Suit Your Preferences," that are of interest to you (for example, you might want to change the wallpaper image that you see in the background of the Home and Lock screens). Tasks covering how to protect your iPhone with a passcode and how to have your iPhone recognize your fingerprints to unlock it and to make purchases from the iTunes Store should be high on your priority list. Chapter 4 is a good reference whenever you need to make changes to how your iPhone is configured.

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, "Working with Photos and Video You Take with Your iPhone."

Activating Your iPhone

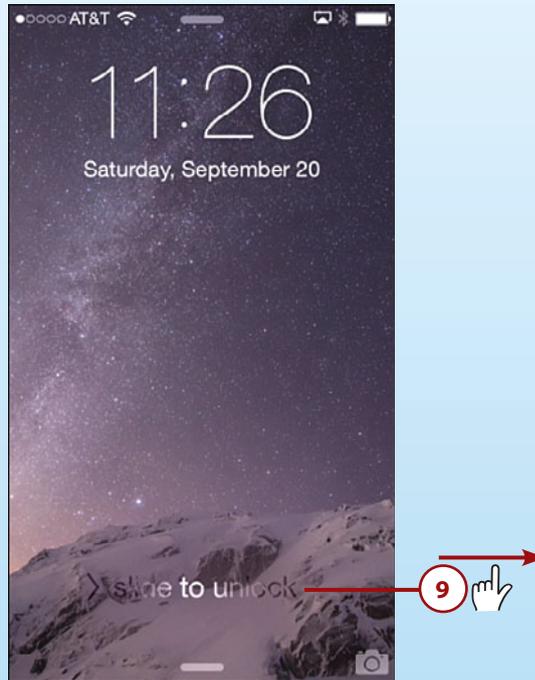
If you've received your iPhone without it being activated for you when you purchased it and you are using an existing number (such as when you upgrade your iPhone), you need to activate it to start using it. (If you can make a phone call with your iPhone, it is already activated and you can skip to Chapter 1.) Activate your iPhone by performing the following steps:

- 1 Locate the documentation that came with your phone. This includes information about a phone number you can call or a website you can visit to activate your phone. These details depend on the specific provider you use. These steps describe AT&T's activation process. Other providers use a similar process that is described in the documentation that came with your iPhone.
- 2 Using another phone, call the activation phone number shown in the documentation.
- 3 Follow the prompts in the automated system to activate your account. You need to provide the phone number you are moving to the new iPhone and your identification information (such as zip code or last four of your social security number).
- 4 When you have provided all of the activation information, you can hang up.
- 5 On your iPhone, press and hold on the Sleep/Wake button until you see the slide to power off slider.



- 6 Swipe to the right on the slider to shut down your iPhone.

- 7 Wait the amount of time you were instructed to when you called for activation; typically this is five minutes.
- 8 Press and hold the Sleep/Wake button until you see the Apple logo on your iPhone's screen. Your iPhone restarts and the Lock screen appears.



- 9 Swipe to the right on the slider at the bottom of the screen to unlock the iPhone.



- 10** Enter your passcode to unlock the phone. When you move to the Home screen, you should see your cell provider's name and at least one dot at the top of the screen. If you see No Service instead, that means your iPhone has not been activated. Shut it down again and wait several more minutes, and then repeat steps 8 and 9. If you still see No Service at the top of the screen, contact your cell provider for help.

Your cell phone provider and signal strength



- 11 Tap the Phone icon to open the Phone app. (Using your iPhone to make calls is covered in detail in Chapter 8, "Communicating with the Phone and FaceTime Apps.")



- 12 Tap the Keypad button.
- 13 Tap the numbers you want to dial.
- 14 Tap the receiver button to place the call. If the call is placed successfully, your iPhone is activated and ready to use. If the call fails or can't be placed, go back to step 2 and try again. If the steps don't work a second time, contact the cell phone provider for help.

Help Getting Started with iTunes and Your iPhone

For help getting started with iTunes and if your iPhone is not an upgrade (you got a number number with your phone), see "Getting Started with iTunes" on this book's website.

Getting Started

Of course, all journeys start at the beginning and there are several possible beginnings for you and your iPhone:

- You purchased it in a store, such as an Apple Store or cell phone provider's (AT&T, Verizon, etc.) store, and someone helped you activate the phone and configure basic settings at that time. (If you are able to place phone calls with your iPhone, it is activated.) If this is your situation, read "Preparing iTunes on Your Computer" to make sure your computer has the most current version of iTunes installed. Next, read "Connecting Your iPhone to iTunes for the First Time" to set up iTunes to work with your iPhone, and then move to Chapter 1. (You'll learn how to change any settings made when the phone was activated as you progress through this book.)
- You received your iPhone in some other way, such as it being delivered to you from an online store and you aren't upgrading an existing phone; in other words, you are receiving a new phone number with your new iPhone. In this case, use the information in "Preparing iTunes on Your Computer" to make sure iTunes is set up on your computer and "Connecting Your iPhone to iTunes for the First Time" to set up iTunes to work with your iPhone; then move to Chapter 1.
- You received your iPhone in some other way, such as it being delivered to you from an online store and you are upgrading an existing phone or are transferring an existing phone number. If this is your situation, you need to go through the activation process to start using it and all of the following tasks apply to you.

Provider Differences

There are a number of cell providers that support iPhones; in the United States, these include AT&T, Sprint, T-Mobile, and Verizon. Each of these has slightly different steps to activate a phone. If you need to activate your phone, be sure to follow any specific steps provided in the documentation included with your iPhone.

Preparing iTunes on Your Computer

iTunes is useful as a partner to your iPhone. If your computer already has iTunes installed, you should make sure you are using the current version. If your computer doesn't have iTunes installed, you need to install it.

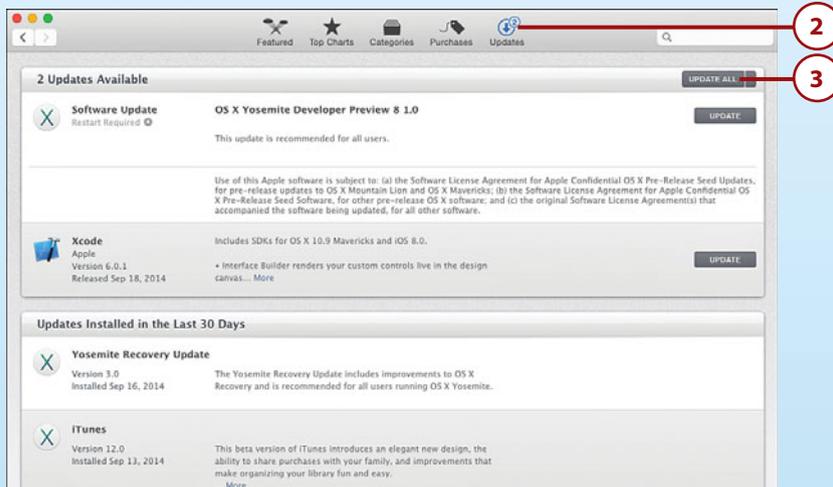
How you prepare iTunes on a computer depends on whether you are using a Windows computer or a Macintosh. Read the tasks for the type of computer you are using.

Preparing iTunes on a Macintosh Computer

All Macs have iTunes installed by default. Use the following steps to make sure you are running the most current iTunes version.



1 Open the App Store app by clicking its icon on the Dock.



2 Click the Updates tab. The App Store app checks to see if any updates are available for the software on your Mac.

3 Click UPDATE (if there is only one update available) or UPDATE ALL (if there is more than one). If you don't see any UPDATE buttons and the message "No Updates Available" is shown instead, iTunes on your computer is the current version and you can skip ahead to "Starting Your iPhone for the First Time."

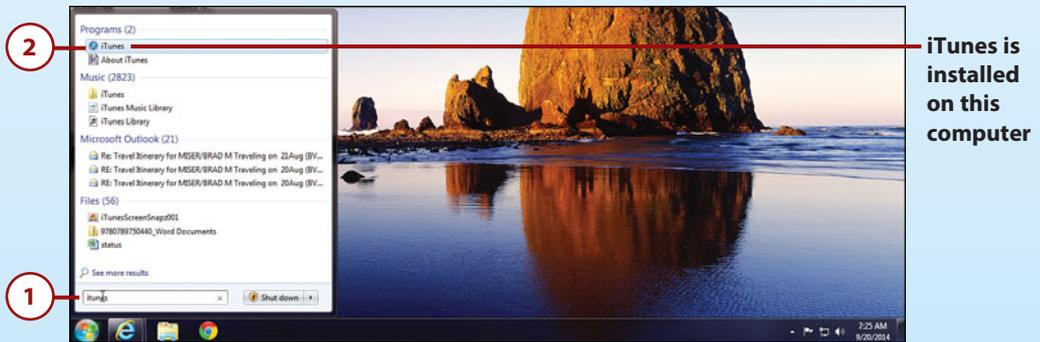
4 If there are updates, follow any onscreen instructions to download and install them. iTunes is ready to help you with your iPhone. You can move to the task titled, "Starting Your iPhone for the First Time."

Preparing iTunes on a Windows Computer

You may need to install iTunes on a Windows computer. If it is already installed, you should check to make sure you are using the current version.

Windows and iTunes Versions

There a number of versions of Windows that you may be using. This information is based on Windows 7. Also, iTunes on Windows was undergoing development while this book was written and the figures you see here show version 11. Version 12 should be available when you read this, and that is the version you want to use with your iPhone.



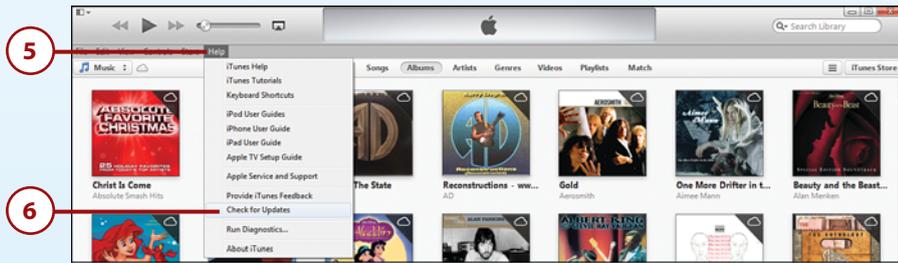
1 Search for iTunes on your computer. If iTunes is installed, it appears in the search results and you should perform steps 2 through 7. If iTunes isn't installed, perform steps 8 through 11 instead.

2 Open the iTunes app.

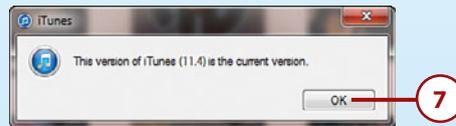


3 Open the iTunes menu.

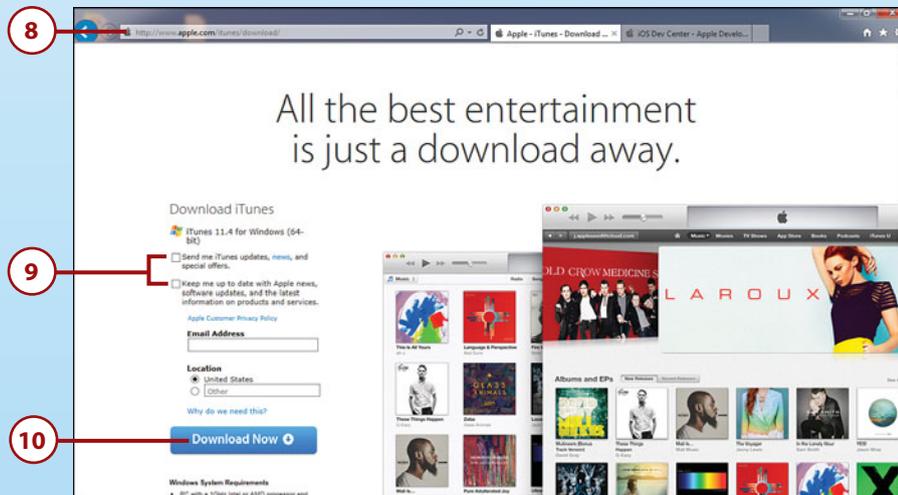
4 Choose Show Menu Bar.



- 5 Open the Help menu.
- 6 Choose Check for Updates.



- 7 If you are using the current version of iTunes, click OK, and iTunes is ready for you to use. If you aren't using the current version, follow the onscreen instructions to update your version to the current version. When the update is complete, the current version of iTunes is ready for you to use. You can skip ahead to the next task titled, "Starting Your iPhone for the First Time."



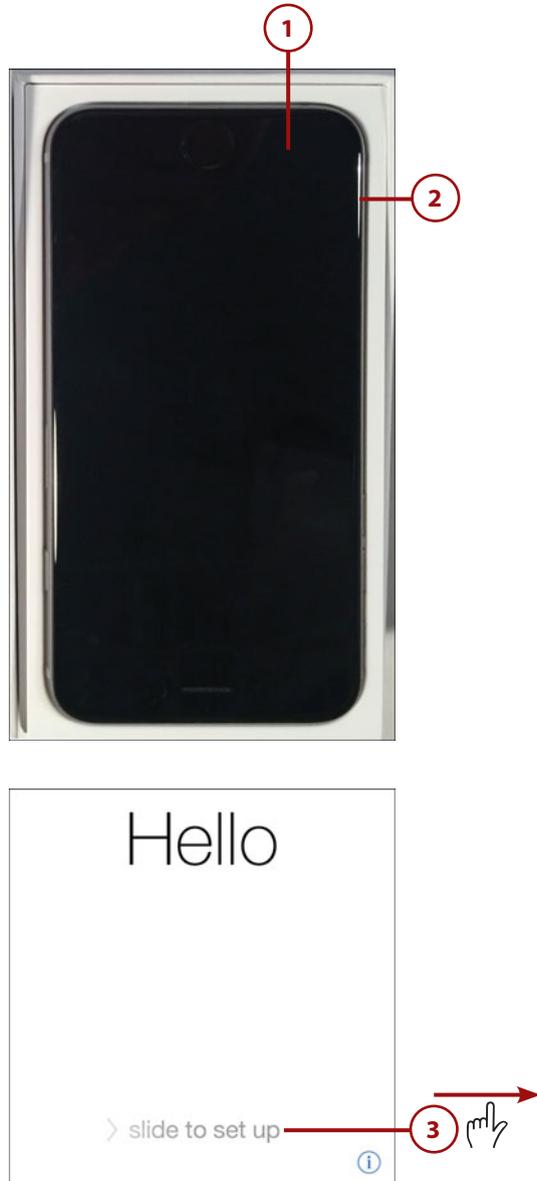
- 8 Open a web browser and move to www.apple.com/itunes/download.
- 9 Uncheck the two check boxes.

- 10 Click Download Now.
- 11 Follow the onscreen instructions to download and install the current version of the iTunes app on your computer. When iTunes is installed, move to the next task.

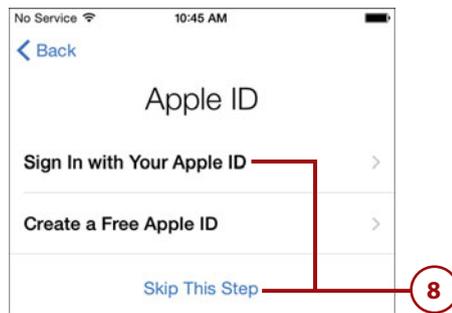
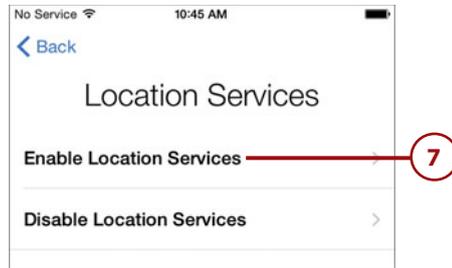
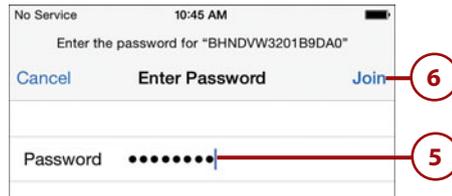
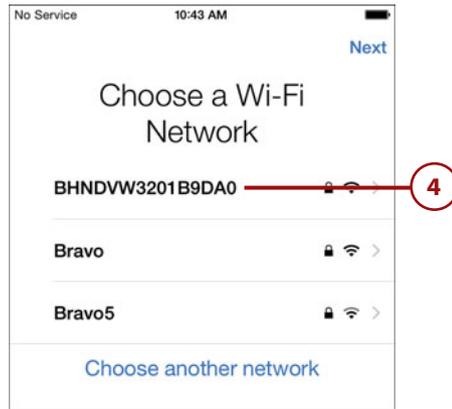
Starting Your iPhone for the First Time

If you are totally new to the iPhone, I recommend that you read Chapter 1 before starting your iPhone for the first time. Chapter 1 gives you a good overview of your iPhone—specifically how to use your fingers to control its functions. The first time you turn your iPhone on, follow these steps:

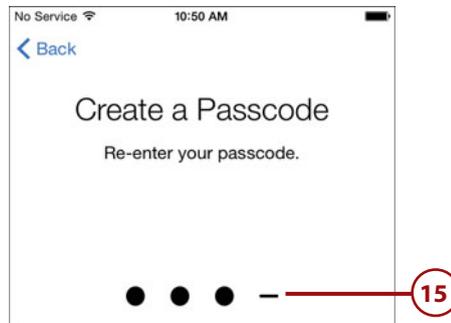
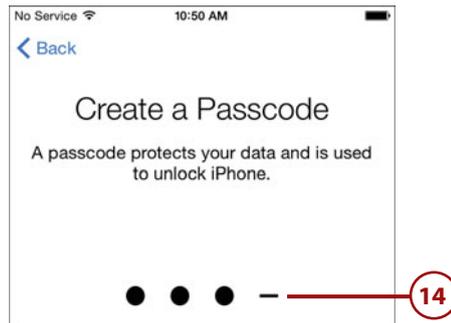
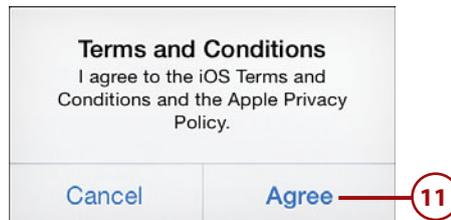
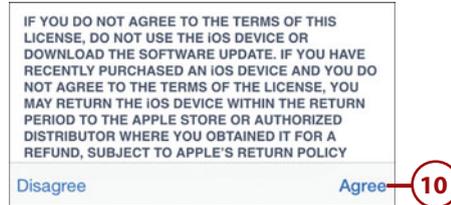
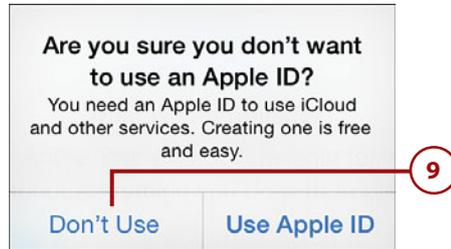
- 1 Open the box and remove the iPhone. (Make sure you keep the box because it has important information about your iPhone on it, including the part, serial, and other numbers that identify your phone.)
- 2 Turn on the iPhone by pressing the Sleep/Wake button located at the top of the right side of iPhone 6 and iPhone 6 Plus, or on the top-right corner of other models. You see the Apple logo on its screen as it starts up. When the phone has started up, you see the Welcome screen that shows “hello” in different languages.
- 3 Using a finger, swipe from left to right on the slider at the bottom of the screen.



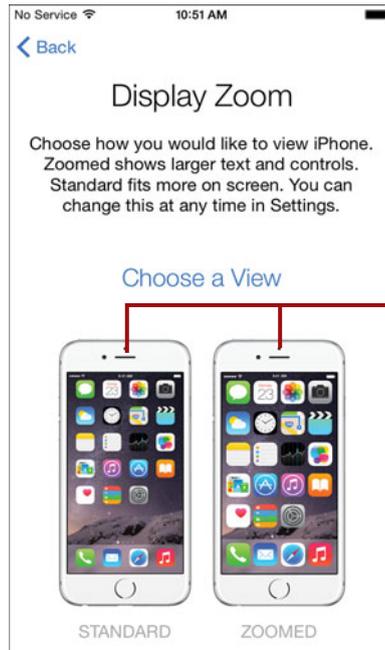
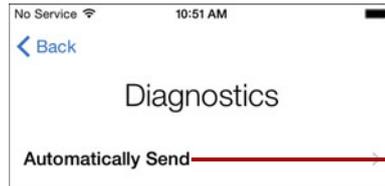
- 4 Tap the Wi-Fi network you want to use. (You need access to a Wi-Fi network to be able to use the Internet on your iPhone. If you aren't familiar with Wi-Fi networks, refer to Chapter 2.)
- 5 Enter the password for the network you selected in step 4.
- 6 Tap Join.
- 7 Tap Enable Location Services.
- 8 If you already have an Apple ID and want to sign in using it, tap Sign In with Your Apple ID. Follow the onscreen prompts to sign into your account. When you have signed into your Apple ID, move to step 10. If you don't already have an Apple ID, you learn about this in detail in Chapter 3, so for now tap Skip This Step and obtain or sign into an Apple ID when you get to Chapter 3.



- 9 Tap Don't Use if you tapped Skip This Step in step 8.
- 10 Tap Agree.
- 11 Tap Agree again.
- 12 Tap Set Up Touch ID Later (you learn how to do this in Chapter 4). (Note that this step is not shown on the figures.)
- 13 Tap Continue. (Note that this step is not shown on the figures.)
- 14 Enter a four-digit passcode. A passcode is required to unlock your iPhone so you can use it. A passcode protects your iPhone from being used without your knowledge or permission. You can choose any four digits you want, but you should avoid an obvious passcode, such as 1111. Make sure you choose a passcode that is easy to remember and enter because you will be entering it frequently.
- 15 Enter your passcode again.



- 16 Tap Use Siri.
- 17 Tap Automatically Send.
- 18 Tap Share with App Developers.
- 19 Tap STANDARD to use the maximum size of your screen (you see more icons on the screen) or ZOOMED to have the icons on your screen larger (you see fewer of them). This setting applies only to iPhone 6 and 6 Plus.



- 20 Tap Next.
- 21 Tap Get Started. (Note that this step is not shown on the figures.) Your iPhone restarts if you selected the ZOOMED setting and is ready to use. If you are upgrading or using an existing phone number, you need to activate it with your cell service provider before you can make calls.

Connecting Your iPhone to iTunes for the First Time

You connect your iPhone to iTunes to sync its contents and configure certain aspects of how it works. This is covered in detail in Chapter 5, “Working with iTunes on Your Computer.” Use these steps to connect it the first time:

- 1 In the box that the iPhone came in, lift up the “shelf” that the iPhone sits on and you see the USB cable, power adapter, and EarPods.
- 2 Remove the USB cable from the box.
- 3 Connect the USB end of the cable into a USB port on your computer.
- 4 Connect the other end (with the Lightning connector, which is a thin, flat connector) into the Lightning port on the bottom of the iPhone.



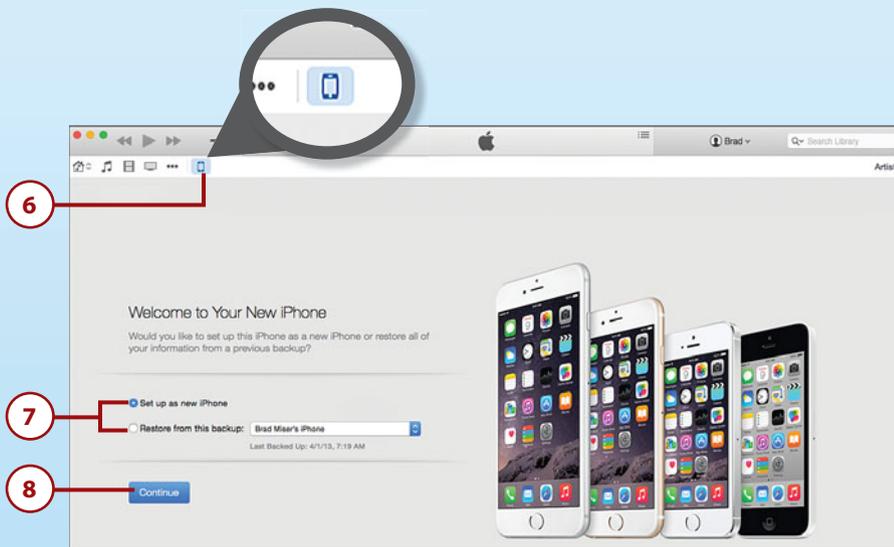
Upgrading?

If you are upgrading from a previous model iPhone, and want to be able to copy the content and settings from your current iPhone to the new iPhone, make sure you back up your current iPhone on your computer before setting up the new phone. See Chapter 5 for the steps showing how to back up your iPhone to a computer.

- 5 On the computer, open iTunes if it isn't open already.

Mac Version Shown

The figures in this task show iTunes on a Mac. iTunes on a Windows PC works in the same way, but looks a bit different than the figures you see here.



- 6 Click the iPhone icon.
- 7 If you are upgrading from another iPhone and have it backed up on your computer, click the Restore from this backup button. To set up the iPhone as a new iPhone, click Set up as new iPhone, which is the option the rest of these steps describe. If you haven't connected an iPhone to your computer before, you won't have this option and it will set up as a new phone.
- 8 Click Continue.

Upgrading, Part 2

If you are upgrading from a previous model and have backed it up before step 5, click Restore from this backup in step 7. This copies settings and content from your backup onto your new phone, which can save a lot of time setting it up and help make sure you retain all your data.

Upgrading, Part 3

Even if you are upgrading, you may want to use the Set up as new iPhone option so that you “start fresh” with the new phone instead of bringing all your existing data onto it. You can resync the phone to copy the content and apps you want on it (see Chapter 5). If you are using iCloud to store photos, contacts, and other data, that data is copied onto your iPhone as soon as you enable iCloud on it (see Chapter 3).

- 9 Check the check box.
- 10 Click Continue to agree to the license.

iPhone Software License Agreement

Review and accept the terms of the iPhone Software License Agreement before using your new iPhone.

ENGLISH

IMPORTANT: BY USING YOUR IPHONE, IPAD or IPOD TOUCH (“IOS DEVICE”), YOU ARE AGREEING TO BE BOUND BY THE FOLLOWING TERMS:

A. APPLE IOS SOFTWARE LICENSE AGREEMENT
B. NOTICES FROM APPLE

APPLE INC.
IOS SOFTWARE LICENSE AGREEMENT
Single Use License

PLEASE READ THIS SOFTWARE LICENSE AGREEMENT (“LICENSE”) CAREFULLY BEFORE USING YOUR IOS DEVICE OR DOWNLOADING THE SOFTWARE UPDATE ACCOMPANYING THIS LICENSE. BY USING YOUR IOS DEVICE OR DOWNLOADING A SOFTWARE UPDATE, AS APPLICABLE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT USE THE IOS DEVICE OR DOWNLOAD THE SOFTWARE UPDATE.

IF YOU HAVE RECENTLY PURCHASED AN IOS DEVICE AND YOU DO NOT AGREE TO THE TERMS OF THE LICENSE, YOU MAY RETURN THE IOS DEVICE WITHIN THE RETURN PERIOD TO THE APPLE STORE OR AUTHORIZED DISTRIBUTOR WHERE YOU OBTAINED IT FOR A REFUND, SUBJECT TO APPLE’S RETURN POLICY FOUND AT http://www.apple.com/legal/sales_policies/.

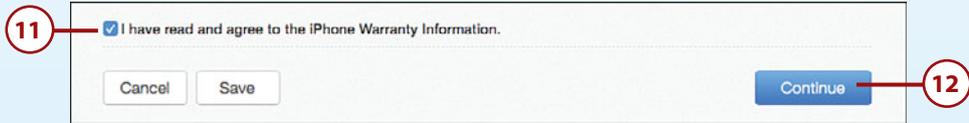
1. General.
(a) The software (including Boot ROM code and other embedded software), documentation, interfaces, content, fonts and any data that came with your iOS Device (“Original iOS Software”), as may be updated or replaced by feature enhancements, software updates or system restore software provided by Apple (“iOS Software Updates”), whether in read only memory, on any other media or in any other form (the Original iOS Software and iOS Software Updates are collectively referred to as the “iOS Software”) are licensed, not sold, to you by Apple Inc. (“Apple”) for use only under the terms of this License. Apple and

9 I have read and agree to the iPhone Software License Agreement.

10 Continue

Cancel Save

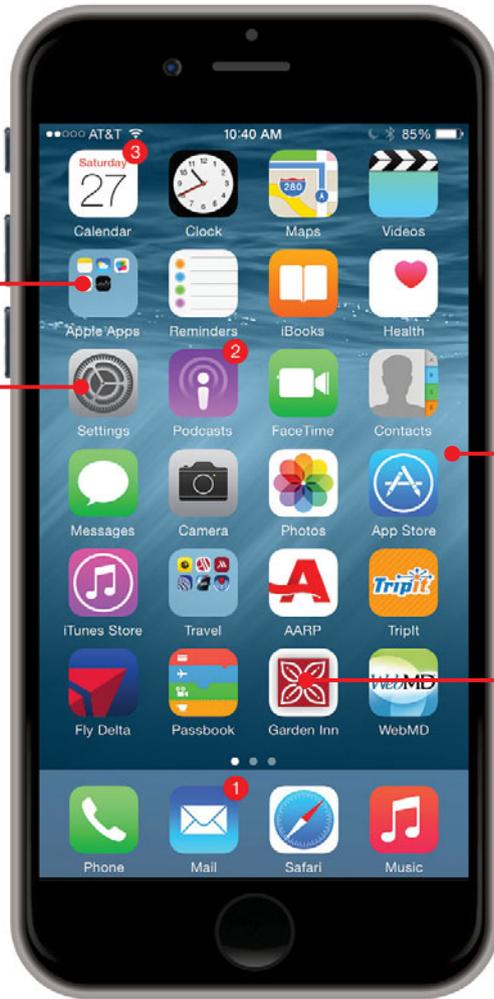
- 11 Check the check box.
- 12 Click Continue to agree to the warranty information.



- 13 Click Get Started. (Note this step isn't shown on the figures.) You can use iTunes to sync content onto your iPhone and configure some of its settings (see Chapter 5).
- 14 Disconnect the iPhone from your computer.

Place icons in folders to keep your Home screens organized

Tap to personalize your iPhone to make it your own



Choose the image you want as wallpaper

Customize the layout of the icons on your Home screens by placing icons where you want them

In this chapter, you learn how to make *an* iPhone into *your* iPhone. Topics include the following:

- Getting started
- Setting the screen's brightness, view, text size, and wallpaper
- Setting Passcode, Touch ID, and Auto-Lock preferences
- Choosing the sounds your iPhone makes
- Configuring notifications
- Configuring the Control Center
- Setting Do Not Disturb preferences
- Setting keyboard, language, and format options
- Setting restrictions for content and apps
- Setting accessibility options
- Customizing your Home screens

4

Configuring an iPhone to Suit Your Preferences

There are lots of ways that you can turn *an* iPhone into *your* iPhone so that it works, looks, and sounds the way you want it to. Some examples include changing how text appears on the screen, creating and using text shortcuts, choosing the sounds your iPhone uses, configuring the notifications your iPhone displays and plays to keep you informed about what's happening, and more. One important customization that goes beyond just looks or sounds is to make your phone more secure by configuring and using a passcode (all models) and fingerprint (iPhone 5s and later) and restricting access to content and apps.

Getting Started

To do most of this personalization of your iPhone, you use the Settings app, which you've seen several times in the previous chapters. This app is the starting place for almost all of the customization of your iPhone's

settings, such as the email accounts you use and the sounds your iPhone makes, and of the iPhone's default apps, such as Mail, Messages, and Photos along with any apps you download and install.

If you've read previous chapters, you've already used the Settings app a couple of times. Aptly named, the Settings app is where you configure the many settings that change how your iPhone looks, sounds, and works. Most of the tasks in this chapter involve the Settings app.

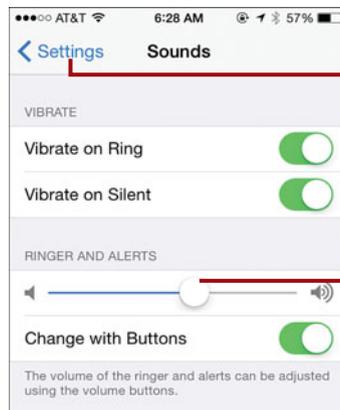
Using the Settings App on Any iPhone

You can work with the Settings app on any iPhone as follows:

- 1 On the Home screen, tap Settings. The Settings app opens. The app is organized in sections starting at the top with controls you use to enable, disable, or configure key functions of your iPhone including Airplane mode, Wi-Fi, and so on. The next set of tools configures notifications, the Control Center, and the Do No Disturb function. The third group includes General, Display & Brightness, Wallpaper, Sounds, Touch ID & Passcode, and Privacy. Beneath those is a section with iCloud and iTunes & App Store settings. The remainder of the sections are the settings you use to configure how specific apps work, such as Notes, Reminders, and so on.



- 2 Swipe up or down the screen to get to the settings area you want to use.
- 3 Tap the area you want to configure, such as Sounds.
- 4 Use the resulting controls to configure that area. The changes you make take effect immediately.
- 5 When you're done, you can leave the Settings app where it is or tap the Back button, which is always located in the upper-left corner of the screen, until you get back to the main Settings screen to go into other Settings areas.

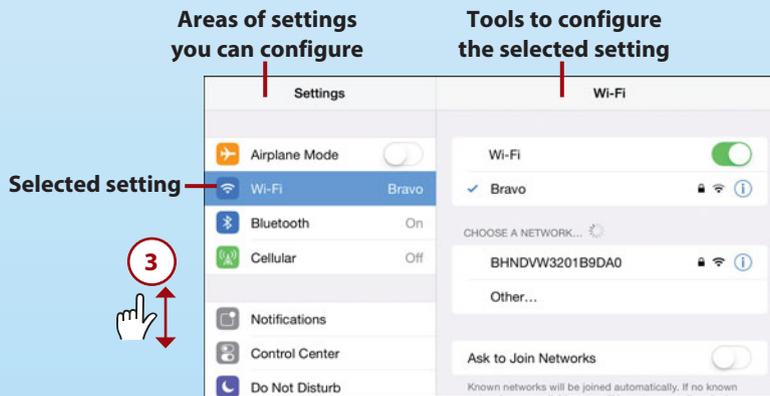


Using the Settings App on an iPhone 6 Plus

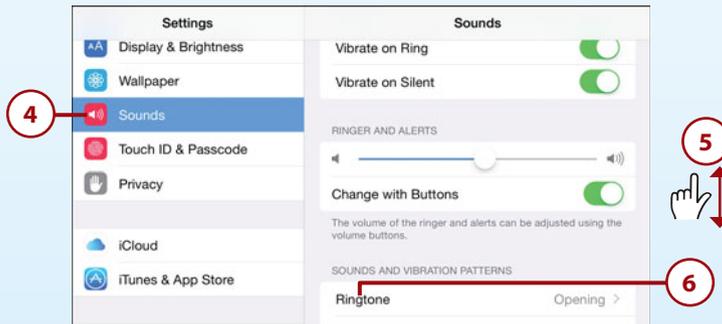
When you hold an iPhone 6 Plus in the horizontal orientation and use the Settings app, you can take advantages of the iPhone 6 Plus' split-screen feature as follows:



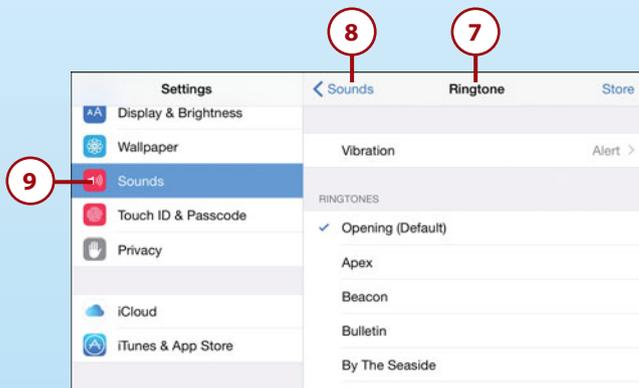
- 1 Hold the iPhone 6 Plus so it is horizontal.
- 2 Tap the Settings app to open it. In the left pane, you see the areas of the Settings app that you can configure. In the right pane, you see tools you can use to configure the selected function. The two panes are independent, making navigation easier than with other iPhones.



- 3 Swipe up or down on the left pane until you see the function, feature, or app you want to configure.



- 4 Tap the function, feature, or app you want to configure, such as Sounds. Its controls appear in the right pane.
- 5 Swipe up or down on the right pane until you see the specific setting you want to change.
- 6 Tap the setting you want to configure, such as Ringtone. It's controls appear in the right pane.



- 7 Use the tools in the right pane to configure the setting you selected in step 6. These work just as described in the previous task and throughout this chapter except that you move within the right pane instead of changing the entire screen.
- 8 To move back through the screens in the right pane, use the Back button, which is labeled with the name from the screen you came from.
- 9 Tap another area in the left pane to configure it. The split screen makes it very easy to quickly switch between Settings.

Chapter Shorthand

For almost all the tasks you read about in this chapter, you use the Settings app. The first step in these tasks is always to open the related settings area; you use the steps in the previous tasks to do this. These steps are not repeated in the following tasks. Instead, the tasks start with you selecting the settings area you need. So, when you see something like “Tap Display & Brightness,” it means you should move into the Settings app, swipe up or down until you see the area you need (Display & Brightness for example), and then tap it. If you were previously using a different area in the Settings app, you need to tap the Back button to return to the main Settings screen and then find and tap the area you want to use.

Setting the Screen’s Brightness, View, Text Size, and Wallpaper

Because you continually look at your iPhone’s screen, it should be the right brightness level for your eyes. However, the screen is also a large user of battery power, so the dimmer an iPhone’s screen is, the longer its battery lasts. You have to find a good balance between viewing comfort and battery life. Fortunately, your iPhone has an Auto-Brightness feature that automatically adjusts for current lighting conditions.

The iPhone 6 and iPhone 6 Plus offer two views. The Standard view maximizes screen space and the Zoomed view makes things on the screen larger, making them easier to see but less content fits on the screen.

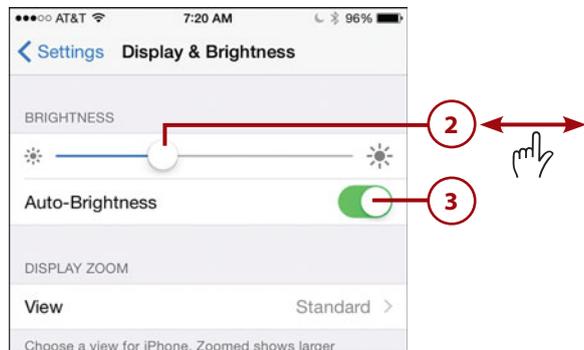
As you use your iPhone, you’ll be constantly working with text so it’s also important to configure your text to meet your preferences.

Although it doesn’t affect productivity or usability of the iPhone, choosing your own wallpaper to see in the background of the Home and Lock screens makes your iPhone more personal to you and is just plain fun.

Setting the Screen Brightness, View, and Text Size

To set the screen brightness, view, and text size, perform the following steps:

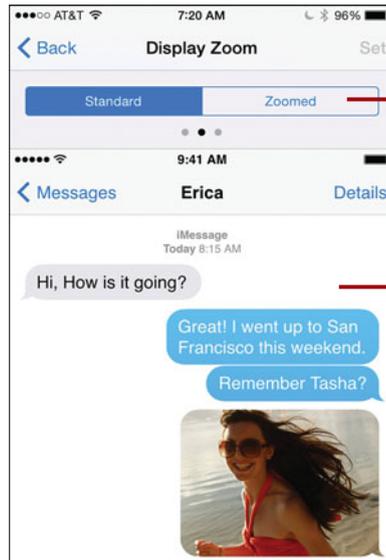
- 1 In the Settings app, tap Display & Brightness.
- 2 Drag the slider to the right to raise the base brightness or to the left to lower it. A brighter screen uses more power but is easier to see.
- 3 If you don't want to use the Auto-Brightness feature, slide the switch to off (white) to disable this feature. The Auto-Brightness feature adjusts the screen brightness based on the lighting conditions in which you are using the iPhone. You'll get more battery life with Auto-Brightness on, but you might not be comfortable with the screen when you use the iPhone where there isn't a lot of ambient light. Try using your iPhone with this feature enabled to see whether the automatic adjustment bothers you. You can always set the brightness level manually, as described in step 2, if it does.



- 4 Tap View; if you don't see this option, your model doesn't support it and you can skip to step 17. The View settings enables you to set the zoom level you want to use.
- 5 Tap Standard.
- 6 Look at the sample screen.
- 7 Swipe to the right to see examples of what other screens look like in the Standard view.
- 8 Look at the sample screen.
- 9 Swipe to the right to see examples of what other screens look like in the Standard view.
- 10 Tap Zoomed. The sample screens change to reflect the Zoomed view.



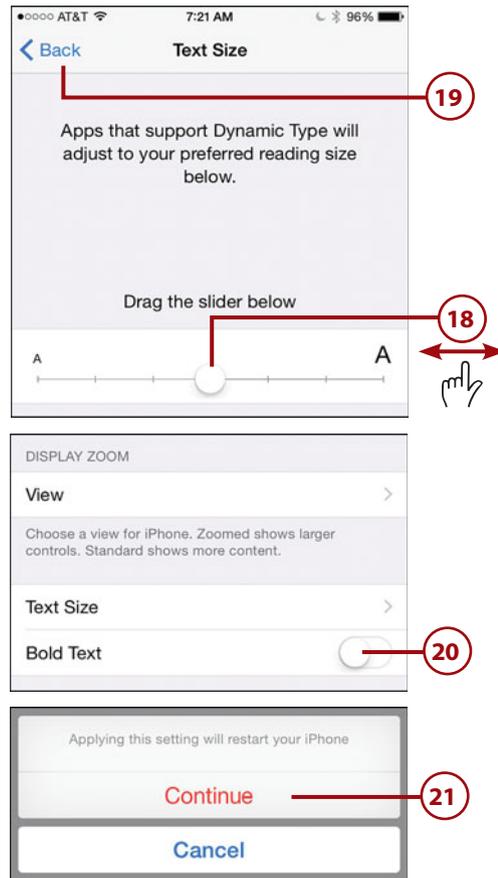
What this screen looks like in Standard view



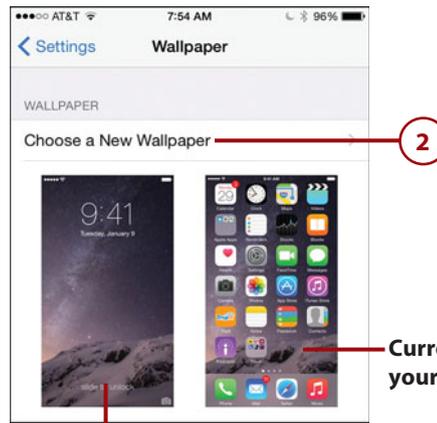
- 18 Drag the slider to the right to increase the size of text or to the left to decrease it. As you move the slider, the text at the top of the screen resizes so you can see the impact of the change you are making.
- 19 When you are happy with the size of the text, tap Back.
- 20 If you want to make all of the text on your iPhone bold, set the Bold Text switch to on (green) and move to step 21. If you don't want to bold the text, skip the next step.
- 21 Tap Continue. Your iPhone restarts. All the text is in bold, making it easier to read.

Setting the Wallpaper on the Home and Lock Screens

Wallpaper is the image you see “behind” the icons on your Home screens. Because you see this image so often, you might as well have an image that you want to see or that you believe makes using the Home screens easier and faster. You can use the iPhone’s default wallpaper images, or you can use any photo available on your iPhone. You can also set the wallpaper you see on the iPhone’s Lock screen (you can use the same image as on the Home screens or a different one). To configure your wallpaper, perform the following steps:

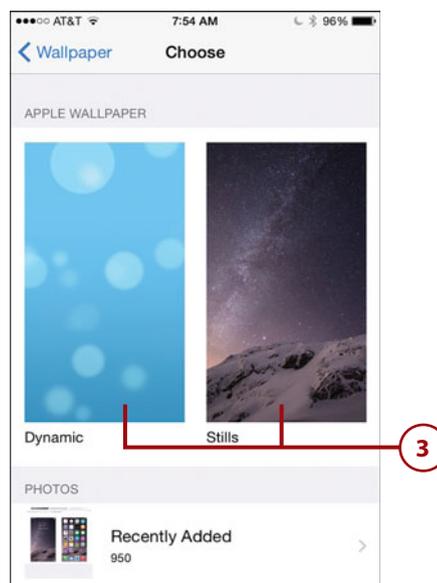


- 1 In the Settings app, tap Wallpaper. You see the current wallpaper set for the Lock and Home screens.
- 2 Tap Choose a New Wallpaper. The Choose screen has two sections. The APPLE WALLPAPER section enables you to choose one of the default wallpaper images while the PHOTOS section shows you the photos available on your iPhone. If you don't have any photos stored on your iPhone, you can only choose from the default images. To choose a default image, continue with step 3; to use one of your photos as wallpaper, skip to step 8.
- 3 Tap Dynamic if you want to use dynamic wallpaper or Stills if you want to use a static image. Dynamic wallpaper has motion (kind of like a screen saver on a computer). Stills are static images. These steps show selecting a still image, but using a dynamic one is similar.



Current wallpaper on your Lock screen

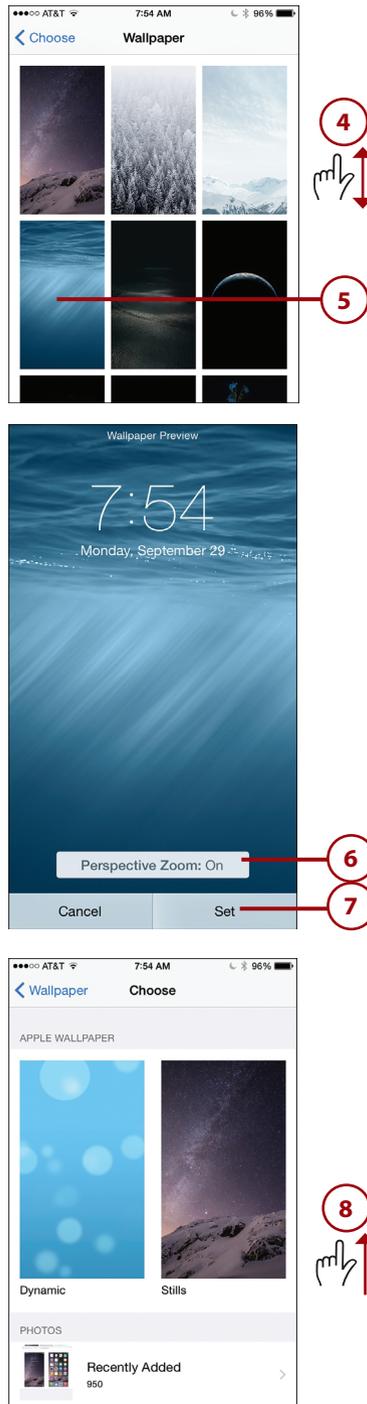
Current wallpaper on your Home screens



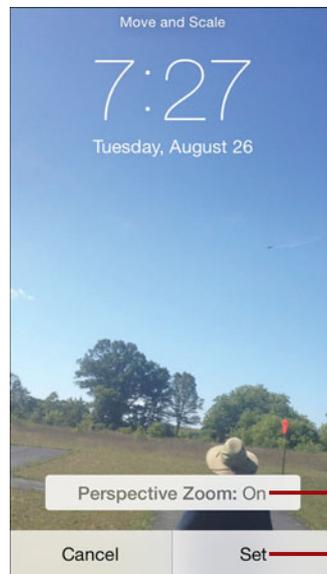
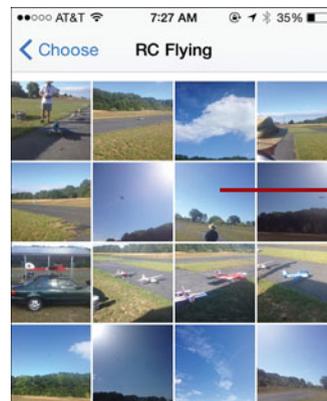
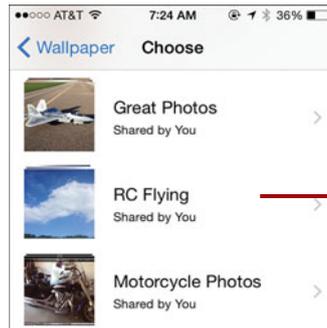
- 4 Swipe up and down the screen to browse the images available to you.
- 5 Tap the image you want to use as wallpaper.
- 6 Tap Perspective Zoom to turn it off or on; the current setting is indicated by On or Off. When you tap Perspective Zoom, it toggles between these states. (See the sidebar “Perspective Zoom” at the end of this task for an explanation of this feature.)
- 7 Tap Set and skip to step 15.
- 8 To use a photo as wallpaper, swipe up the screen to browse the sources of photos available to you; these include All Photos, albums, and so on.

Working with Photos

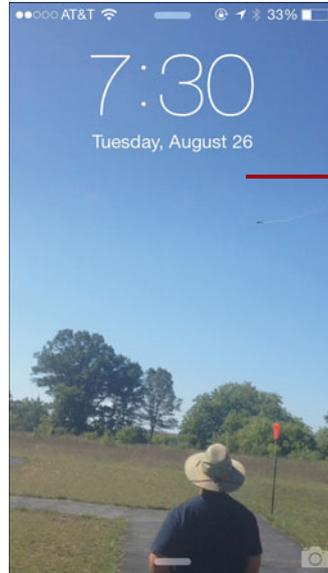
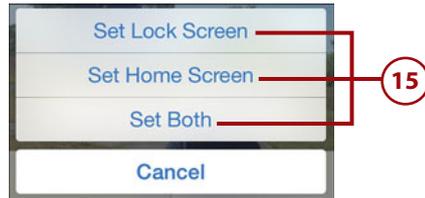
To learn how to work with the photos on your iPhone, see Chapter 15, “Working with Photos and Video You Take with Your iPhone.”



- 9 Tap the source containing the photo you want to use.
- 10 Swipe up and down the selected source to browse its photos.
- 11 Tap the photo you want to use. The photo appears on the Move and Scale screen, which you can use to resize and move the image around.
- 12 Use your fingers to unpinch to zoom in or pinch to zoom out, and hold down and drag the photo around the screen until it appears how you want the wallpaper to look.
- 13 Tap Perspective Zoom to turn it off or on; the current setting is indicated by On or Off. When you tap Perspective Zoom, it toggles between these states. (See the sidebar "Perspective Zoom" at the end of this task for an explanation of this feature.)
- 14 Tap Set.



- 15** Tap Set Lock Screen or Set Home Screen to apply the wallpaper to only one of those screens; tap Set Both to apply the same wallpaper in both locations. The next time you move to the screen you selected, you see the wallpaper you chose.
- 16** If you set the wallpaper in only one location, tap Choose to move back to the Choose screen and repeat steps 3–15 to set the wallpaper for the other screen.



New wallpaper on the Lock screen



New wallpaper on the Home screens

Perspective Zoom

The Perspective Zoom feature can be a bit difficult to describe because it is subtle. This feature magnifies the wallpaper image when you tilt your iPhone. It is sometimes noticeable and sometimes not, depending on the image you are using for wallpaper. The best thing to do is to enable it to see if you notice any difference or disable it if you prefer not to use it for the specific images you use as wallpaper. You can enable or disable it anytime for your wallpaper on the Lock and Home screens. To change this setting without changing the wallpaper, move to the Wallpaper screen and tap the wallpaper (tap Lock or Home screen) setting you want to change. Tap Perspective Zoom at the bottom of the screen; it toggles the setting between off and on. When on, Perspective Zoom is highlighted and displays as On; when you turn it off, it dims and displays Off. To save the new setting, tap Set or to leave it as it is, tap Cancel.

Setting Passcode, Touch ID, and Auto-Lock Preferences

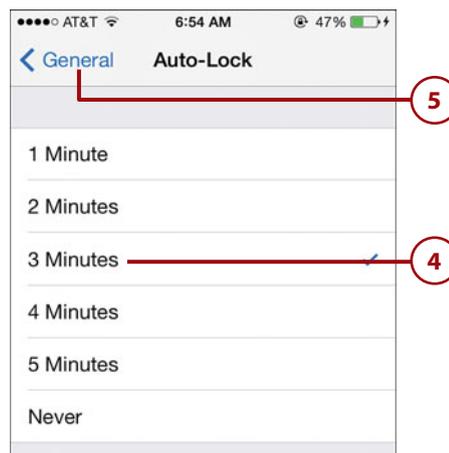
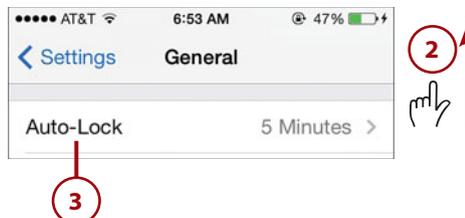
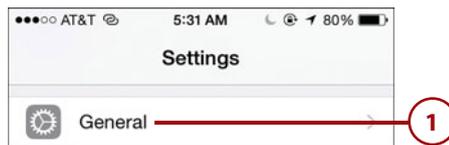
Your iPhone contains data you probably don't want others to access. You can require a passcode so your iPhone can't be unlocked without the proper passcode being entered. This gives you a measure of protection should you lose control of your phone. If you have an iPhone 5s or later, you can record your fingerprints so that you can unlock your phone (by automatically entering the passcode) and enter your Apple ID password by touching the Touch ID/Home button. The capability can also be used in other apps and services that require confirmation, such as Apple Pay.

The Auto-Lock feature automatically locks your phone after a specific period of time. This is useful because your iPhone automatically locks and, assuming you require a passcode, the passcode must be provided to be able to unlock your phone.

Securing Your iPhone with Auto-Lock

To configure your phone so it locks automatically, perform the following steps.

- 1 On the Settings screen, tap General.
- 2 Swipe up the screen until you see Auto-Lock.
- 3 Tap Auto-Lock.
- 4 Tap the amount of idle time you want to pass before the iPhone automatically locks and goes to sleep. You can choose from 1 to 5 minutes; choose Never if you only want to manually lock your iPhone. I recommend that you keep Auto-Lock set to a relatively small value to conserve your iPhone's battery and to make it more secure. Of course, the shorter you set this time to be, the more frequently you have to unlock it.
- 5 Tap General. You're ready to configure your passcode and fingerprints (iPhone 5S and later).



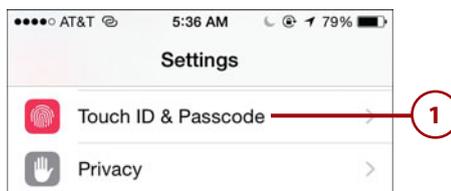
Configuring Your Passcode and Fingerprints (iPhone 5s and later)

To configure the passcode you have to enter to unlock your iPhone, perform the following steps (note these steps show an iPhone that has Touch ID; if your model doesn't have this, the steps will be slightly different as you will only be configuring a passcode):

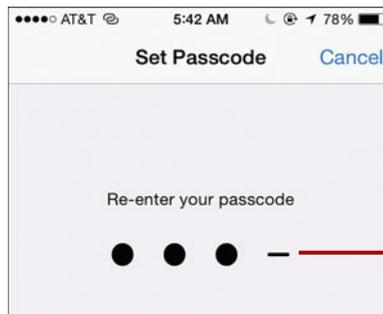
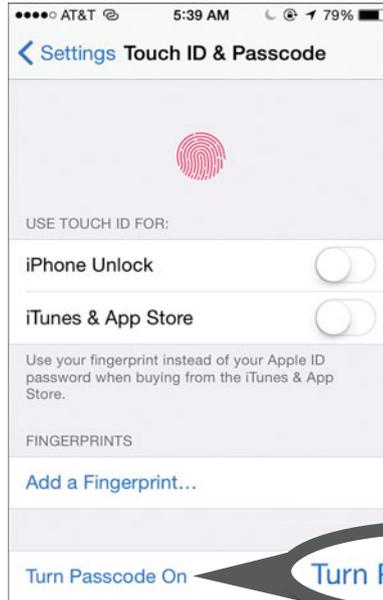
- 1 On the Settings screen, tap Touch ID & Passcode.

Already Have a Passcode?

If your iPhone already has a passcode set, when you perform step 1, you're prompted to enter your current passcode. When you enter it correctly, you move to the Touch ID & Passcode (iPhone 5s and later) or Passcode (other models) screen and you can make changes to the current passcode, add new fingerprints, and delete fingerprints. In this case, you can skip directly to step 5. If you want to change your current passcode, tap Change Passcode and follow steps 3 and 4 to change it. Then continue with step 5.



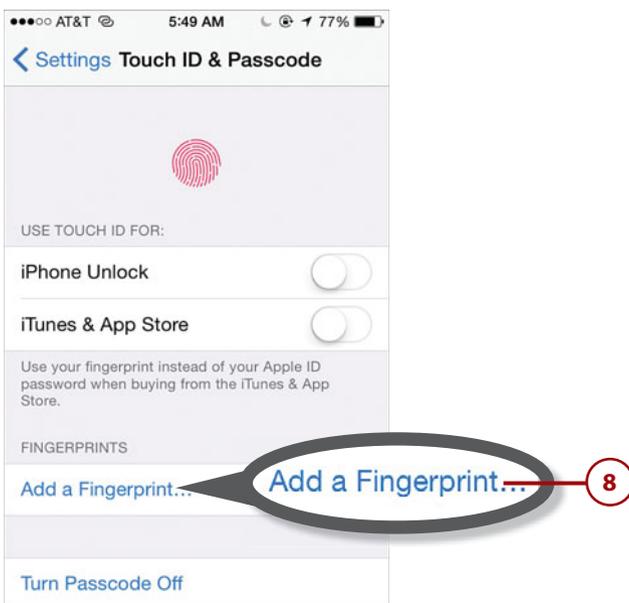
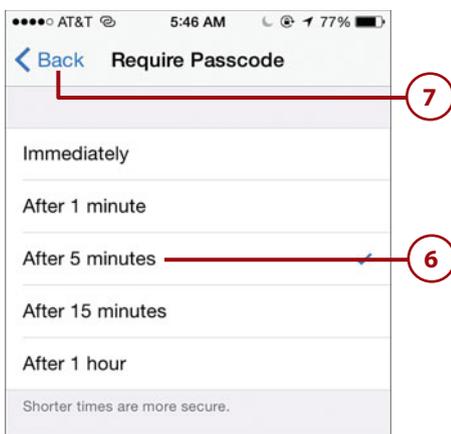
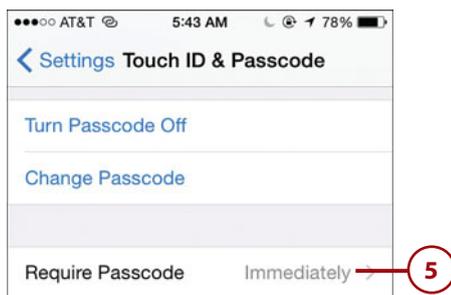
- 2 Tap Turn Passcode On.
- 3 Enter a four-digit passcode.
- 4 Reenter the passcode. If the two passcodes match, the passcode is set.



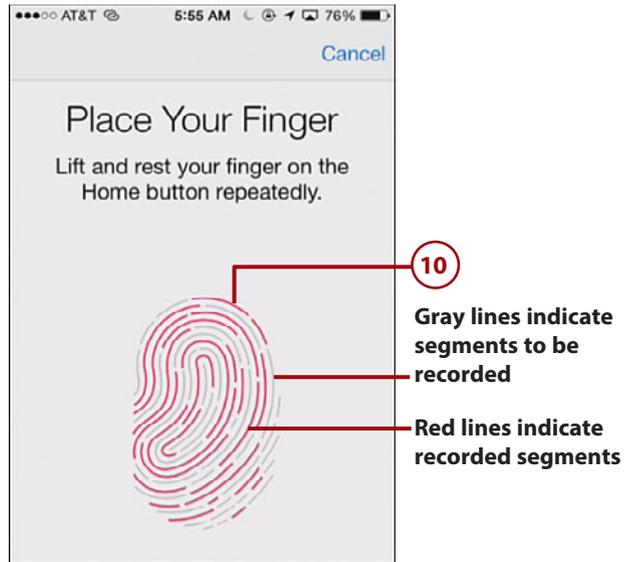
- 5 Tap Require Passcode.
- 6 Tap the amount of time the iPhone is locked before the passcode takes effect. The shorter this time is, the more secure your iPhone is, but also the more times you'll have to enter the passcode if your iPhone locks frequently.
- 7 Tap Back.
- 8 If you have an iPhone 5s or later, tap Add a Fingerprint and continue to step 9; if you have a model that doesn't support Touch ID, skip to step 20.
- 9 Touch the finger you want to be able to use to unlock your phone and enter your Apple ID password to the Touch ID/Home button, but don't press it. An image of a fingerprint appears.

Are You Complex?

By default, your passcode is a simple four-digit number. If you want to have a more complex (and more secure) passcode, set the Simple Passcode switch to off (white). You are prompted to create a new, complex passcode. The passcode field becomes more flexible, and you can enter text and numbers. This is more secure, especially if you use a code that is eight characters or longer that includes both letters and numbers. The steps to set a complex password are similar; the difference is that you use the keyboard to configure the passcode instead of just the numeric keypad.



- 10 Leave your finger on the Touch ID/Home button until you feel the phone vibrate, which indicates part of your fingerprint has been recorded and you see some segments turn red. The parts of your fingerprints that are recorded are indicated by the red segments, gray segments are not recorded yet.
- 11 Take 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.
- 12 Repeat step 11 until all the segments are red. You are prompted to change your grip so you can record more of your fingerprint.
- 13 Tap Continue.



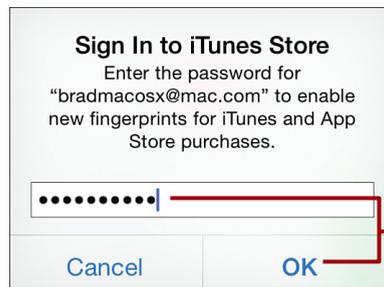
- 14 Repeat step 11, again placing other areas of your finger to fill in more gray lines with red ones. When the entire fingerprint is covered in red lines, you see the Complete screen.
- 15 Tap Continue. The fingerprint is recorded and you move back to the Touch ID & Passcode screen. You see the fingerprint that has been recorded.



- 16** Repeat steps 8 through 15 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.
- 17** If you don't want to use Touch ID to unlock your iPhone, set the iPhone Unlock switch to off (white). (This is enabled by default when you record a fingerprint.)
- 18** If you want to be able to send payments via Apple Pay, set the Apple Pay switch to on (green). This enables you to register an Apple Pay payment by opening your Passbook app to the Apple Pay screen and touching your finger to the Home/Touch ID button
- 19** If you want to also be able to enter your Apple ID password by touching your finger to the Touch ID/Home button, set the iTunes & App Store switch to on (green). (If you don't want to be able to sign into the stores using your fingerprint, skip to step 20.)
- 20** Enter your Apple ID password and tap OK.



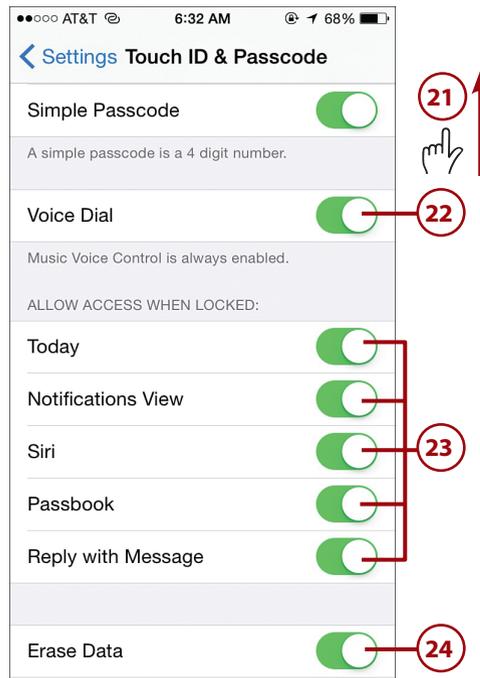
Fingerprint has been recorded



Name that Fingerprint!

To give a fingerprint a more descriptive name, tap it. On the resulting screen, tap the Clear button (x) to delete the current name. Then type the fingerprint's new name, maybe something like Right Thumb. Then tap Back. You see the fingerprint listed by its new name in the FINGERPRINTS section. This can make the fingerprints easier to recognize than the default names (such as Finger 1).

- 21 Swipe up the screen until you see the Voice Dial switch.
- 22 To prevent Voice Dial from working when your phone is locked, set the Voice Dial switch to off (white). (Voice Dial enables you to make calls by speaking even if you don't use Siri.)
- 23 Use the switches in the ALLOW ACCESS WHEN LOCKED section to enable or disable the related functions when your iPhone is locked. The options are Today (the Today tab on the Notifications Center), Notifications View (the Notifications tab of the Notifications Center), Siri, Passbook, and Reply with Message. If you set a switch to off (white), you won't be able to access the corresponding function when your iPhone is locked.
- 24 If you don't want the iPhone to automatically erase all your data after an incorrect passcode has been entered 10 times, set the Erase Data switch to off (white).



Automatic Erase

When you have enabled the Erase Data function and you enter an incorrect passcode when unlocking your iPhone, you see a counter showing the number of unsuccessful attempts. When this reaches 10, all the data on your iPhone will be erased on the next unsuccessful attempt.

Making Changes

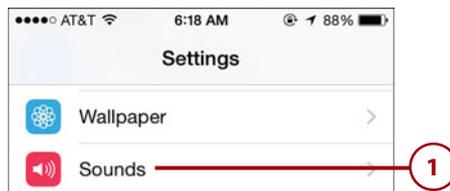
Any time you want to make changes to your passcode and fingerprint (iPhone 5s or later) settings, move back to the Touch ID & Passcode (iPhone 5s or later) or Passcode (other models) screen. Before you can move back to this screen, you must enter your current passcode at the prompt. After you enter your current passcode, you move to the Touch ID & Passcode (iPhone 5s or later) or Passcode (other models) screen. To disable the passcode, tap Turn Passcode Off, tap Turn Off, and enter the passcode. To change your passcode, tap Change Passcode. You then enter your current passcode and enter your new passcode twice. You return to the Passcode Lock screen, and the new passcode takes effect. You can change the other settings similar to how you set them initially as described in these steps. For example, you can add new fingerprints. To remove a fingerprint, move to the Fingerprints screen, swipe to the left on the fingerprint you want to remove, and tap Delete. As you learned in the earlier note, you can rename a fingerprint by tapping it, editing its name on the resulting screen, and tapping Back (you might want to name the fingerprints so you recognize them, such as Right Thumb).

Choosing the Sounds Your iPhone Makes

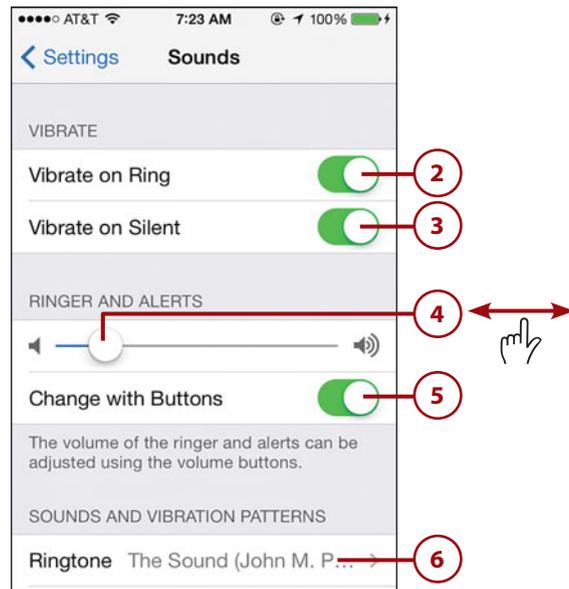
Sound is one important way your iPhone uses to communicate with you. You can configure the sounds the phone uses in two ways. One is by choosing the general sounds your iPhone makes, which is covered in this section. You can also configure sounds specific apps use to notify you about certain events; this is covered in the next section.

To configure your iPhone's general sounds, do the following:

- 1 On the Settings screen, tap Sounds.



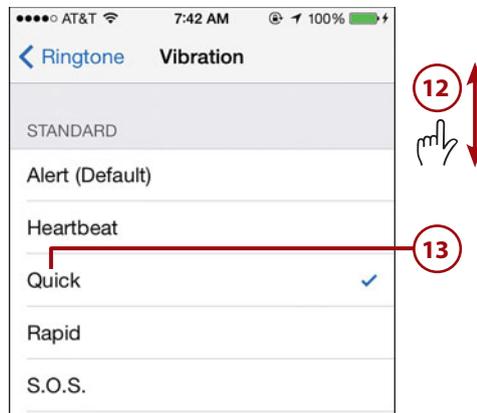
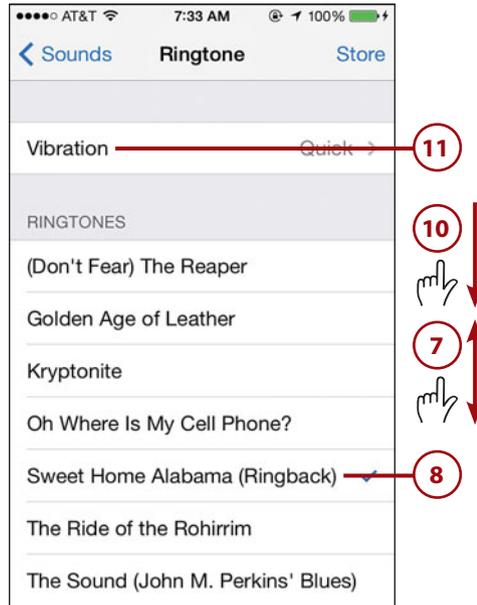
- 2 If you want your iPhone to also vibrate when it rings, set the Vibrate on Ring switch to on (green).
- 3 If you want your iPhone to vibrate when you have it muted, set the Vibrate on Silent switch to on (green).
- 4 Set the volume of the ringer and alert tones by dragging the slider to the left or right.
- 5 If you want to also be able to change this volume using the volume buttons on the side of the phone, set the Change with Buttons switch to on (green).
- 6 Tap Ringtone. On the resulting screen, you can set the sound and vibration your iPhone uses when a call comes in.



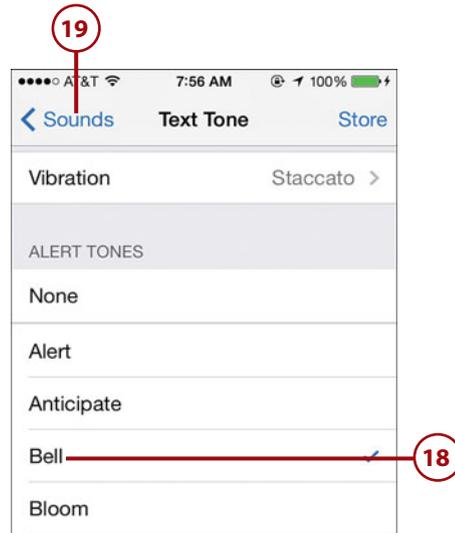
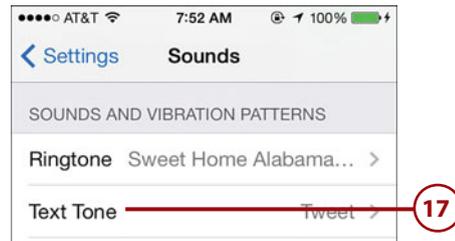
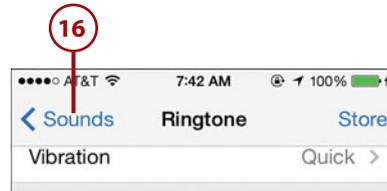
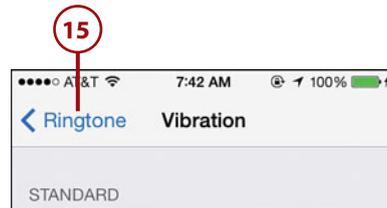
Individual Ringtones and Vibrations

The ringtone and vibration you set in steps 6–14 are the default or general settings. These are used for all callers except for people in your Contacts app for whom you've set specific ringtones or vibrations. In that case, the contact's specific ringtone and vibration are used instead of the defaults. See Chapter 7, "Managing Contacts," to learn how to configure ringtones and vibrations for contacts.

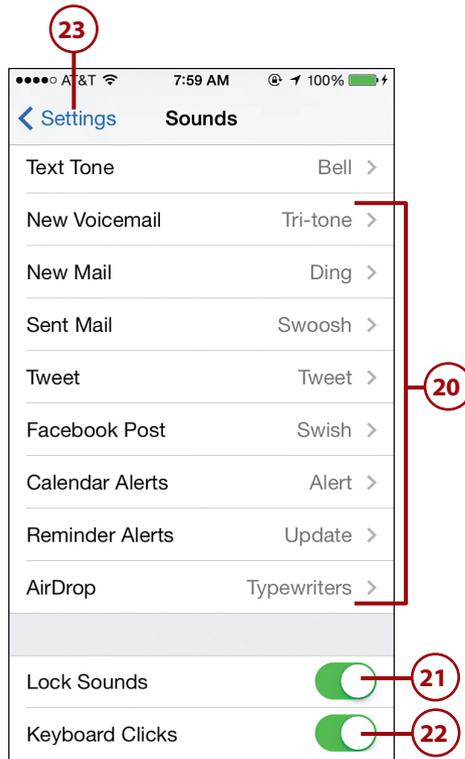
- 7 Swipe up and down the screen to see all the ringtones available to you. There are two sections of sounds on this screen: RINGTONES and ALERT TONES. These work in the same way; alert tones tend to be shorter sounds. At the top of the RINGTONES section, you see any custom ringtones you have configured on your phone; a dark line separates those from the default ringtones that are below the custom ones.
- 8 Tap a sound, and it plays.
- 9 Repeat steps 7 and 8 until you have selected the sound you want to have as your general ringtone.
- 10 If necessary, swipe down the screen so you see the Vibration section at the top.
- 11 Tap Vibration. A list of Standard and Custom vibrations available is displayed.
- 12 Swipe up and down the screen to see all the vibrations available. The STANDARD section contains the default vibrations while the CUSTOM section shows vibrations you have created.
- 13 Tap a vibration. It “plays” so you can feel it.



- 14 Repeat steps 12 and 13 until you've selected the general vibration you want to use; you can tap None at the bottom of the Vibration screen below the CUSTOM section if you don't want to have a general vibration.
- 15 Tap Ringtone.
- 16 Tap Sounds. The ringtone you selected is shown on the Sounds screen next to the Ringtone label.
- 17 Tap Text Tone.
- 18 Use steps 7–16 to set the sound and vibration used when you receive a new text. The process works the same as for ringtones, though the screens look a bit different. For example, the ALERT TONES section is at the top of the screen because you are more likely to want a short sound for new texts.
- 19 When you're done setting the text tone, tap Sounds.



- 20** Using the same pattern as you did for ringtones and text tones, set the sound and vibrations for the rest of the events you see.
- 21** If you don't want your iPhone to make a sound when you lock it, slide the Lock Sounds switch to off (white). Your iPhone no longer makes this sound when you press the Sleep/Wake button to put it to sleep and lock it.
- 22** If you don't like the audible feedback when you tap keys on the iPhone's virtual keyboard, slide the Keyboard Clicks switch to off (white) to disable that sound. The keyboard is silent as you type on it.
- 23** Tap Settings. Your iPhone uses the sounds and vibrations you selected to notify you of events of which you want to be aware.



>>> Go Further

SOUNDING OFF

Following are some other sound- and vibration-related pointers:

- You can tap the Store button on the Ringtone, Text Tone, and other screens to move to the iTunes Store, where you can download ringtones to your iPhone. See Chapter 6, “Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone,” for more information about downloading content from the iTunes Store.
- You can also create your own ringtones using an audio app on a computer, such as GarageBand. GarageBand enables you to move ringtones you create directly into iTunes. If you use a different app, you need to export the sound from that app and then add it to your iTunes Library. In either case, you can then sync the tones onto your iPhone. See Chapter 5 for information about syncing.

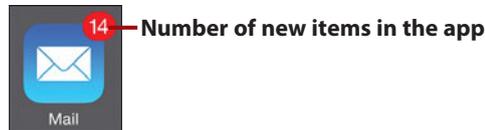
- You can create custom vibration patterns, too. On the Vibration screen, tap Create New Vibration. Tap the vibration pattern you want to create; when you're done tapping, tap Stop. Tap Record to start over if you don't like the one you created. When you're done, tap Save. Name the pattern and tap Save. The patterns you create are available in the CUSTOM section on the Vibration screen, so you can use them just like the iPhone's default vibration patterns. To remove a custom pattern, swipe to the left on it and tap Delete.

Configuring Notifications

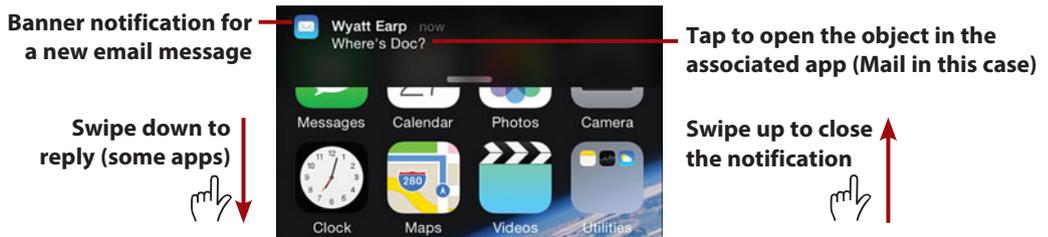
Many apps use notifications to communicate information to you, such as to inform you about new information, provide status updates, new email messages, and new text messages. You can use the Notifications settings to enable or disable notifications and to configure them for specific apps. Configuring notifications is one of the most important ways to customize your iPhone so that it keeps you informed as much as you want it to without overwhelming you with too many notifications.

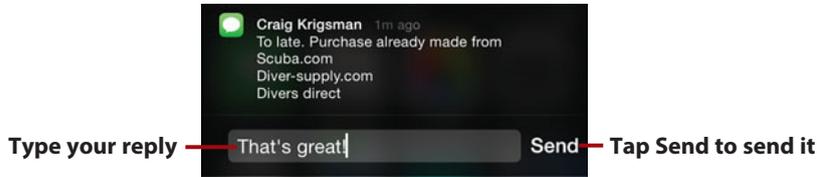
Understanding Notifications and the Notification Center

There are several types of notifications, which include badges, banners, alerts, vibrations, and sounds.

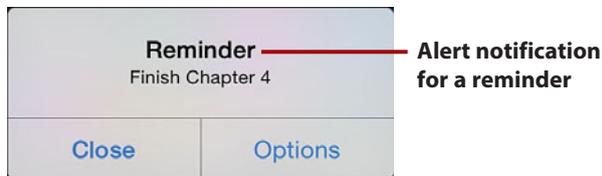


Badges are the counters that appear on an app's or folder's icon to let you know how many new of something you have, such as email messages, texts, event invitations, etc. You can enable or disable the badge for an app's icon. (Remember that when a badge appears on a folder's icon, it counts all the events for all the apps it contains.)





Banners are small messages that appear at the top of the screen when something happens, such as when you receive an email message. Banners contain the icon of the app from which they come, and they can show a preview (if you enable the preview setting). Banners are nice because they don't interfere with what you are doing. If you ignore a banner, after a few seconds, it disappears. If you tap a banner, you move into the app producing the banner and can work with whatever the banner is for, such as a new email message. You can swipe up on a banner to close it. You can swipe down on a banner to reply (for some apps, such as Messages). When you receive a new banner when one is visible on the screen, the first one rotates out of the way so the newest one is displayed. If you receive a lot of notifications at the same time, you see a summary of how many you have received.



Alerts are another means that apps can use to communicate with you. There are alerts for many types of objects, such as texts, emails, reminders, missed call notifications, and more. The differences between a banner and an alert are that alerts appear in the center of the screen and you must do something to make the alert go away, such as listen to or ignore a voice message. Some alerts have an Options button; tap this button to see and do actions related to the notification. Tap Close to close it without taking any action.

You should use alerts when you want to be sure to take action on the occurrence about which a reminder is being sent. For example, you might want to use alerts for calendar events so you have to respond to the notice that the event is coming up, such as the start of a meeting. Banners are better for those notifications that

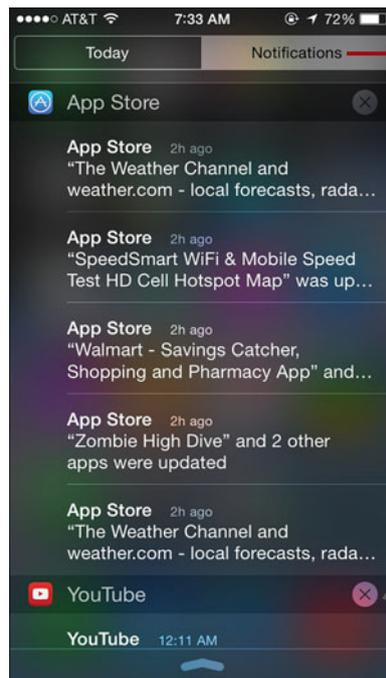
you want to be aware of but that you don't want to interrupt what you are doing, such as email messages. (If an alert appeared each time you received an email message, they could be very disruptive.)

Cellular Emergency Notifications

Depending on where you live and which provider you use, you might receive emergency notifications from government agencies for such things as weather emergencies or Amber Alerts (in the United States, these are issued when a child is abducted). These alerts appear on your iPhone when they are issued to keep you informed of such events. You can enable or disable certain of these notifications.

Sounds are audible indicators that something has happened. For example, when something happens in the Game Center, you can be notified via a sound. Earlier in this chapter, you learned how to configure your iPhone's general sounds. You also can configure the sounds used for a specific app's notifications.

Vibrations are a physical indicator that something has happened. Like sounds, you can configure general vibrations, and you can also configure an app's vibration pattern for its notifications.



The Notifications tab of the Notification Center provides an overview of notifications from multiple apps

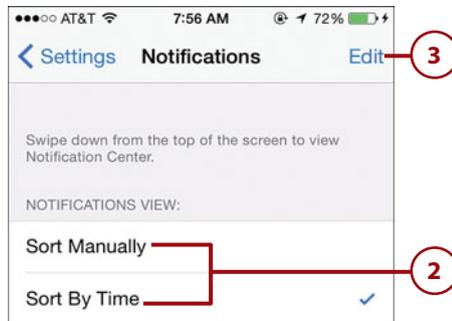
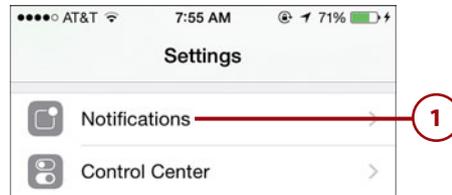
Tap to clear notifications for an app

The Notification Center enables you to access all your notifications on one screen. As you learned in Chapter 1, “Getting Started with Your iPhone,” swipe down from the top of the screen to reveal the Notification Center. Tap the Notifications tab, and you see your current notifications grouped by the associated app. Swipe up and down the screen to review them. Tap the delete (x) button and tap Clear to clear all of the notifications for an app. You can configure which apps provide notifications here and how many are allowed.

Setting Global Notification Preferences

Use the following steps to configure general notification settings:

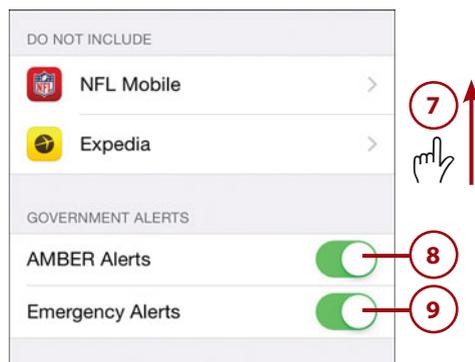
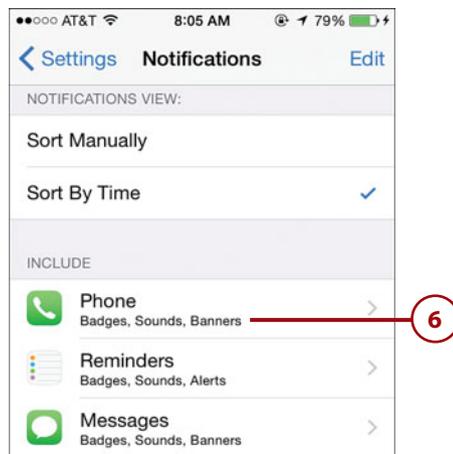
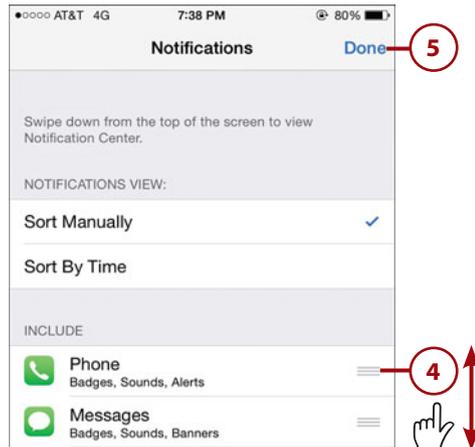
- 1 On the Settings screen, tap Notifications.
- 2 In the NOTIFICATIONS VIEW section, tap Sort By Time if you want the notifications shown in the Notification Center to be organized based on the most recent information being toward the top of the screen and skip to step 6; tap Sort Manually if you want to set the order (from top to bottom) of how apps appear in the Notification Center.
- 3 Tap Edit to continue with the manual sorting.



Maintaining Order

You can set the order of the apps when either Manually or By Time is selected. The order you set persists when you switch between the two options, so you can change back and forth whenever you want without having to manually reset the order in which the apps are listed.

- 4 Drag items by their order button up and down to change the order in which they appear in the Notification Center. If many apps are listed in the INCLUDE section, you need to swipe up the screen to see all of them.
- 5 When you are done manually sorting the order, tap Done.
- 6 Configure each app's notification settings; the details of this are explained in the next task.
- 7 Swipe up the screen until you see the GOVERNMENT ALERTS section.
- 8 If you don't want to receive AMBER alert notifications, set the AMBER Alerts switch to off (white).
- 9 If you don't want to receive other types of emergency alerts, set the Emergency Alerts switch to off (white).



More Alerts

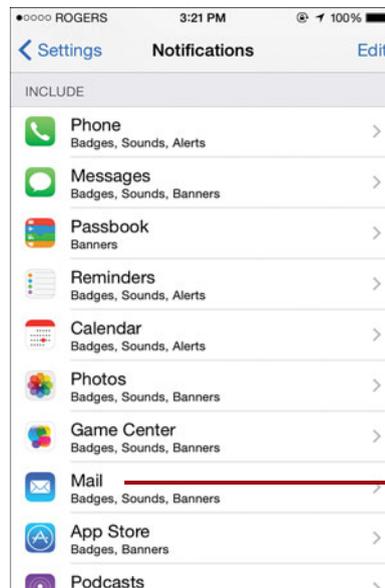
Depending on where you live, you might see a different set of alert options in the GOVERNMENT ALERTS section. You can enable or disable any of the alerts you see in this section as explained in steps 8 and 9.

Configuring Notifications for Specific Apps

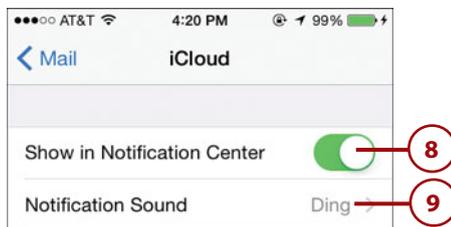
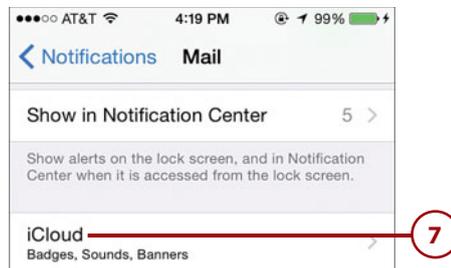
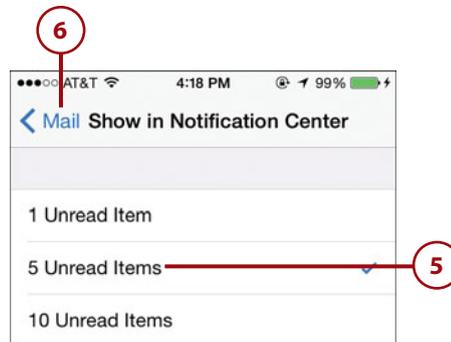
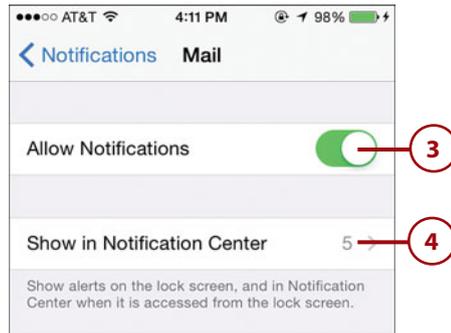
You can configure which apps can provide notifications and, if you allow notifications, which type. You can also configure other aspects of notifications, such as whether an app displays in the Notification Center, whether its notifications appear on the Lock screen, and if they include an alert sound. Apps support different notification options, and not all apps support all options. Some apps, such as Mail, support notification configuration by account (for example, you can set a different alert sound for new mail in each account). However, you can follow the same general steps to configure notifications for each app; you should explore all the options for the apps you use most often to ensure they work the best for you.

The following steps show how to configure Mail's notifications, which is a good example because it supports a lot of notification features; other apps might have fewer features or might be organized slightly differently. But, configuring the notifications for any app follows a similar pattern.

- 1 Continuing on the Notifications screen from the previous task, swipe up to see the INCLUDE section. Here, you see each app on your iPhone that supports notifications. The INCLUDE section shows apps for which notifications are enabled, while those for which notifications are disabled are shown in the DO NOT INCLUDE section.
- 2 Tap the app whose notifications you want to configure.



- 3 If you want the app to provide notifications, set the Allow Notifications switch to on (green) and move to step 4. If you don't want notifications from the app, set the Allow Notifications switch to off (white) and skip the rest of these steps.
- 4 Tap Show in Notification Center.
- 5 Tap the number of individual notifications you want to be shown in the Notification Center.
- 6 Tap the Back button, which is labeled with the name of the app you are configuring (Mail, in this example). If an app supports multiple accounts, you can configure the notifications for each account. If not, you see the Notifications screen showing all the options for that app and you can skip to step 8.
- 7 Tap the account for which you want to configure notifications.
- 8 If you want notifications from the account you selected in step 7 to appear in the Notification Center, set the Show in Notification Center switch to on (green); set the switch to off (white) if you don't want notifications for the account to appear in the Notification Center.
- 9 Tap Notification Sound.

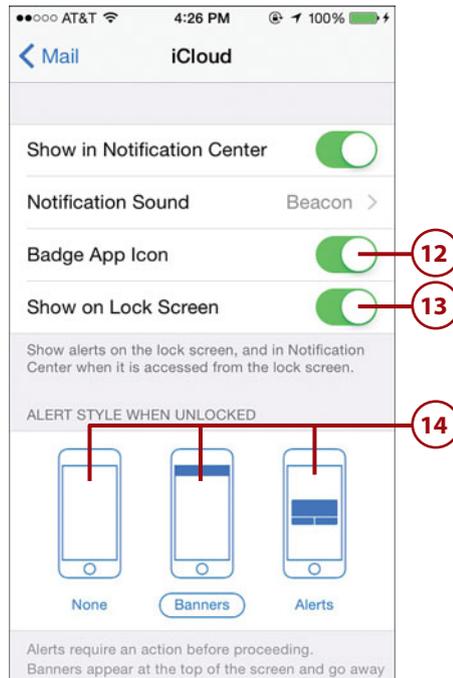
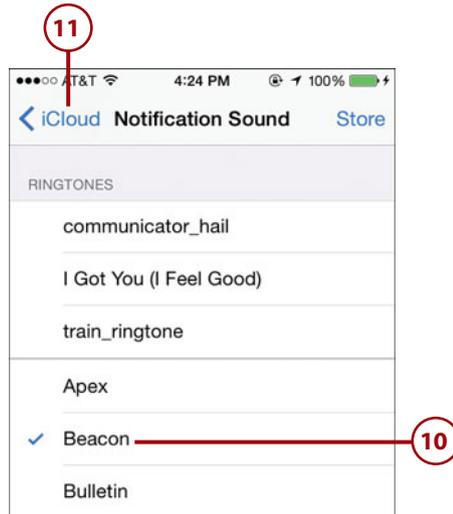


- 10 Use the resulting Notification Sound screen to choose the alert sound and vibration for new email messages to the account (refer to the section on setting general sound preferences earlier in this chapter for details).
- 11 Tap the Back button located in the upper-left corner of the screen (it is labeled with the account's name).
- 12 To display the app's badge, set the Badge App Icon switch to on (green); if you set it to off (white), the badge is not displayed when new email arrives.

Installed App Not Shown?

You must have opened an app at least once for it to appear on the Notifications screen.

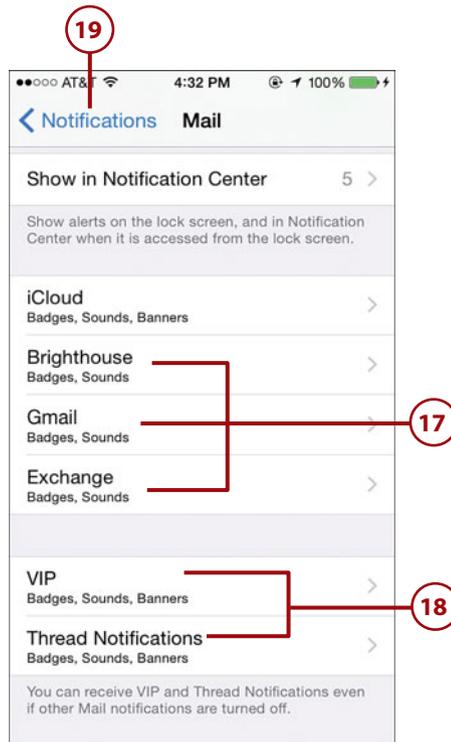
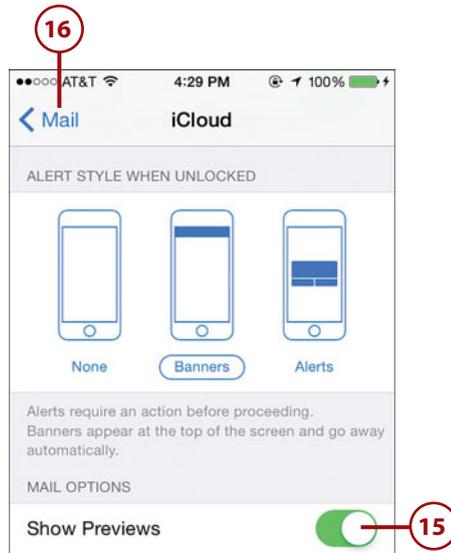
- 13 If you want the app's notifications for the account to appear on the Lock screen, slide the Show on Lock Screen switch to on (green); if you set it to off (white), you won't see notifications from the app for the account when your iPhone is locked.
- 14 Choose the type of notification you want the app for the account to provide by tapping None, Banners, or Alerts. The selected alert type is the one whose name is enclosed in an oblong.



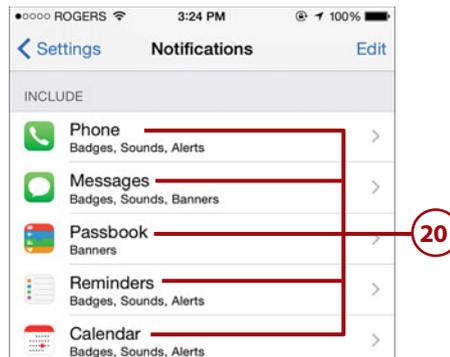
- 15** If you don't want a preview to appear in the app's notifications, slide the Show Previews switch to off (white). For example, you might want to keep some types of messages private; to do so, disable the preview option for that account.
- 16** Tap the Back button, which is located in the upper-left corner of the window and is labeled with the app you are configuring (Mail, in this example).
- 17** Configure notifications for the other accounts used in the app.
- 18** Configure notifications for VIP email and threads.
- 19** Tap Notifications.

VIPs Are Special

Mail supports VIPs, which are people from whom email messages are treated specially, such as having a dedicated mailbox in the Mail app. You can apply specific notification settings to VIP messages using the VIP option. These override the notification settings for the email account to which messages from VIPs are sent.



- 20** Repeat these steps for each app shown on the Notification Center screen. Certain apps might not have all the options shown in these steps, but the process to configure their notifications is similar.

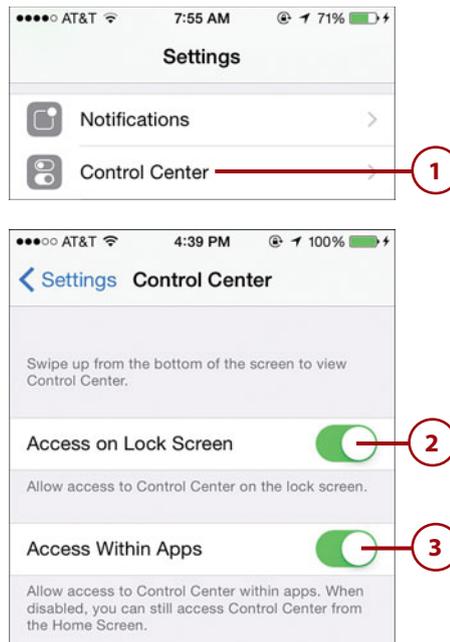


Configuring the Control Center

As you learned in Chapter 1, the Control Center provides quick access to various settings, app controls, and even apps.

There are a couple of Control Center preferences you can set:

- 1** On the Settings screen, tap Control Center.
- 2** To be able to access the Control Center from the Lock screen, set the Access on Lock Screen switch to on (green).
- 3** To be able to access it when you are using an app, set the Access Within Apps switch to on (green).

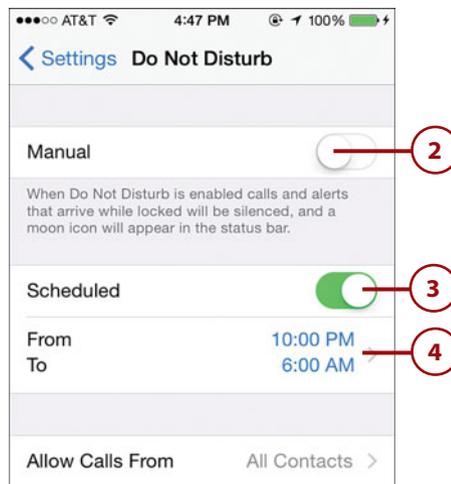
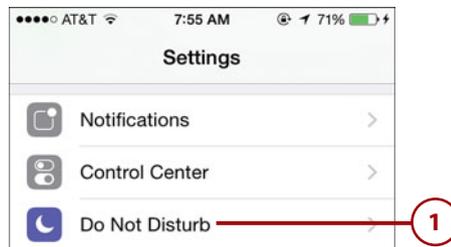


Setting Do Not Disturb Preferences

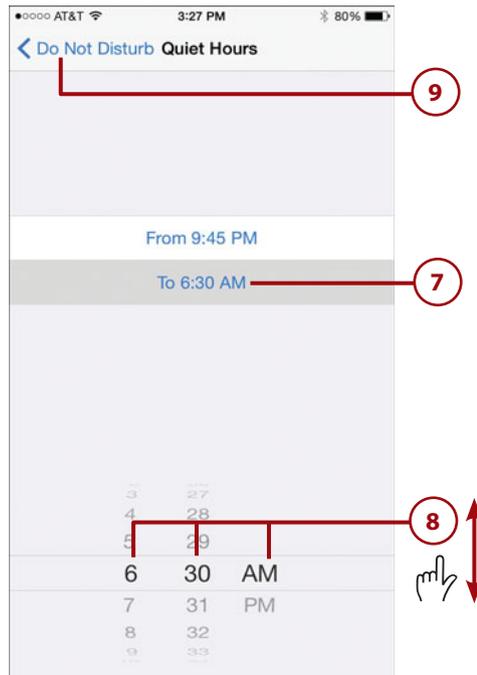
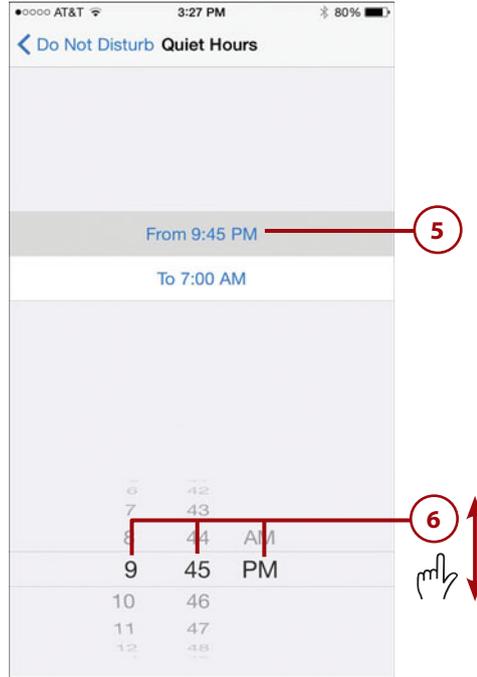
As you learned in Chapter 1, the Do Not Disturb feature enables you to temporarily silence notifications; you can also configure quiet times during which notifications are automatically silenced.

You can set an automatic Do Not Disturb schedule by performing the following steps:

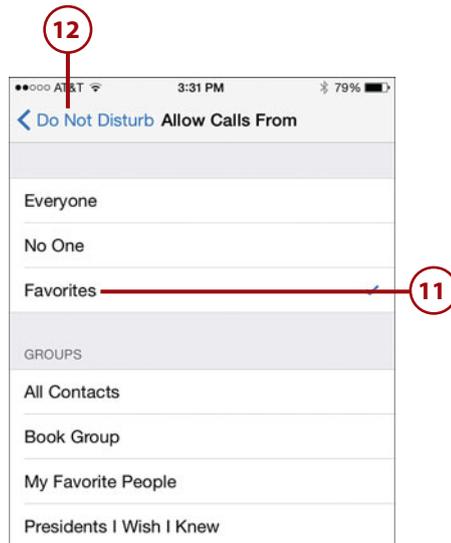
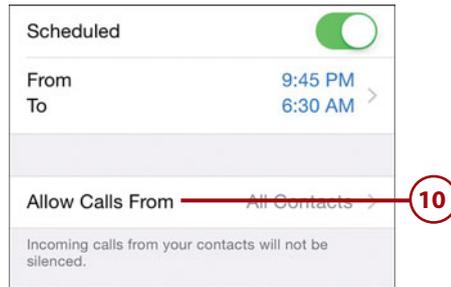
- 1 On the Settings screen, tap Do Not Disturb.
- 2 To activate Do Not Disturb manually, set the Manual switch to on (green). (This is the same as activating it from the Control Center.)
- 3 To configure Do Not Disturb to activate automatically on a schedule, slide the Scheduled switch to on (green).
- 4 Tap the From and To box.



- 5 Tap From.
- 6 Swipe on the time selection wheels to select the hour and minute (AM or PM) when you want the Do Not Disturb period to start.
- 7 Tap To.
- 8 Swipe on the time selection wheels to set the hour and minute (AM or PM) when you want the Do Not Disturb period to end.
- 9 Tap Do Not Disturb.



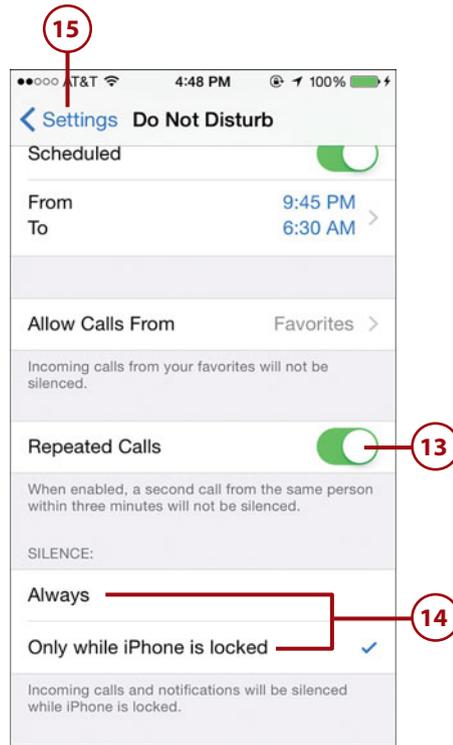
- 10 Tap Allow Calls From.
- 11 Tap the option for whose calls should be allowed during the Do Not Disturb period. The options are Everyone, which doesn't prevent any calls; No One, which sends all calls to voicemail; Favorites, which allows calls from people on your Favorites lists to come through but all others go to voicemail; or one of your contact groups, which allows calls from anyone in the selected group to come through while all others go to voicemail.
- 12 Tap Do Not Disturb.



App Settings

Many apps (default and those you install) include settings you can use to configure how the apps work or look. On the Settings screen, tap the app whose settings you want to configure and use the resulting screen to configure its options. You'll be learning how to use many of the app settings in detail throughout this book.

- 13 Set the Repeated Calls switch to on (green) if you want a second call from the same person within three minutes to be allowed through. This feature is based on the assumption that if a call is really important, someone will try again immediately.
- 14 If you want notifications to be silenced only when your phone is locked during the Do Not Disturb period, tap Only while iPhone is locked. Tap Always if you want notifications to be silenced regardless of the Lock status.
- 15 Tap Settings. During the Do Not Disturb period, your iPhone is silent, except for any exceptions you configured. When the period ends, your iPhone resumes its normal notification activity.



Setting Keyboard, Language, and Format Options

You'll be working with text in many apps on your iPhone. You can customize a number of keyboard- and format-related options so text appears and behaves the way you want it to. You can also choose the language your iPhone uses to communicate to you.

Setting Keyboard Preferences

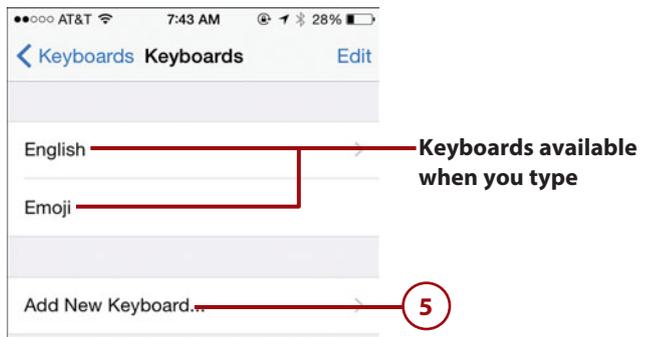
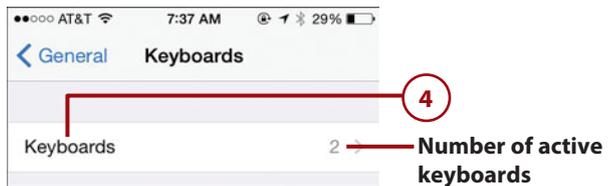
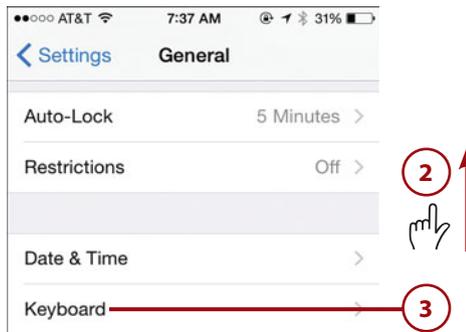
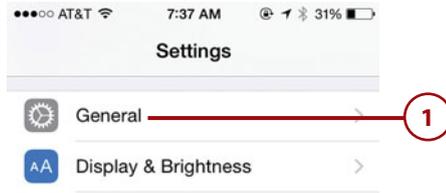
You use the iPhone's keyboard to input text in many apps, including Mail, and Messages. A number of settings determine how the keyboard works.

- 1 On the Settings screen, tap General.
- 2 Swipe up the screen.
- 3 Tap Keyboard.
- 4 Tap Keyboards. This enables you to add more keyboards so that you can choose a specific language's keyboard when you are entering text. At the top of the screen, you see the keyboards that are available to you.
- 5 Tap Add New Keyboard.

Fun in Text

If you want to be able to include a huge variety of smiley faces, symbols, and other icons whenever you type, add the Emoji keyboard (it might be installed by default). Using this keyboard is explained in Chapter 1.

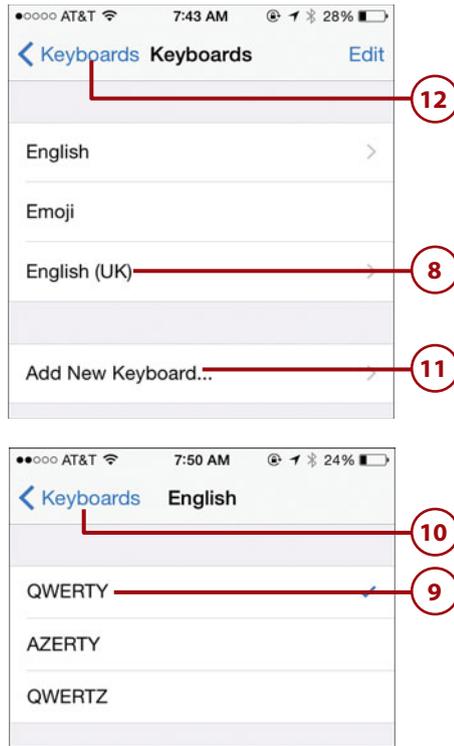
- 6 Swipe up and down the screen to browse the available keyboards.
- 7 Tap the keyboard you want to add.



- 8 Tap the keyboard you added in step 7.
- 9 Tap the keyboard layout you want to use.
- 10 Tap Keyboards.
- 11 Repeat steps 5–10 to add and configure additional keyboards.
- 12 Tap Keyboards. (Note that the Shortcuts option is explained in the next task.)

More Options

Depending on the language and keyboards you have configured, you might see additional options. For example, when English is selected, you can use the Check Spelling switch to enable and disable the spell checker.

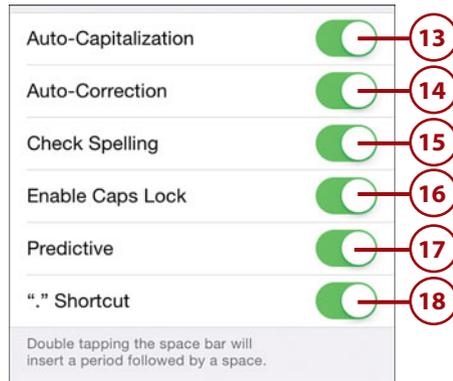


>>> Go Further

THIRD-PARTY KEYBOARDS

You can install and use keyboards on your phone that are sold in the App Store by third-party developers (third-party means someone other than Apple). To do this, open the App Store app and search for “keyboards for iPhone” or you can search for a specific keyboard by name if you know of one you want to try. (See Chapter 6, “Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone,” for help using the App Store app.) After you have downloaded the keyboard you want to use, use steps 1 through 5 to move back to the Keyboards Settings screen. When you open the Add New Keyboard screen, you see a section called THIRD-PARTY KEYBOARDS in which you see the additional keyboards you have installed. Tap a keyboard in this section to activate it. When you move back to the Keyboards screen, you see the keyboard you just activated. Tap it to configure its additional options. Then, you can use the new keyboard just like the default keyboard or others you have activated. Check out the documentation for any keyboards you download to ensure you take advantage of all of their features.

- 13** To prevent your iPhone from automatically capitalizing as you type, set Auto-Capitalization to off (white). The iPhone no longer changes the case of letters as you type them.
- 14** To disable the automatic spell checking/correction, set Auto-Correction to off (white). Your iPhone no longer automatically suggests corrections to what you type.
- 15** To disable the iPhone's Spell Checker, set the Check Spelling switch to off (white). You'll be on your own spelling-wise.
- 16** To disable the Caps Lock function, set the Enable Caps Lock to off (white). The Cap Locks function won't be available to you when you tap the Shift key twice.
- 17** To disable the iPhone's Predictive Text feature (see Chapter 1), set the Predictive switch to off (white). You won't be able to use the predictive text bar to enter text.
- 18** To disable the shortcut that types a period followed by a space when you tap the spacebar twice, set the "." Shortcut switch to off (white). You must tap a period and the spacebar to type these characters when you end a sentence.



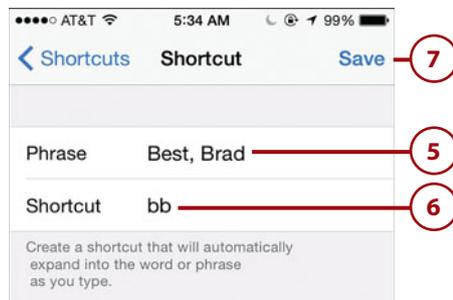
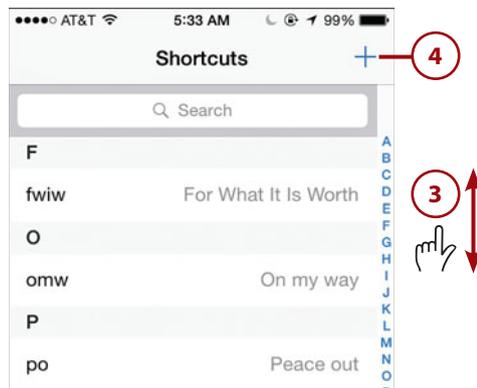
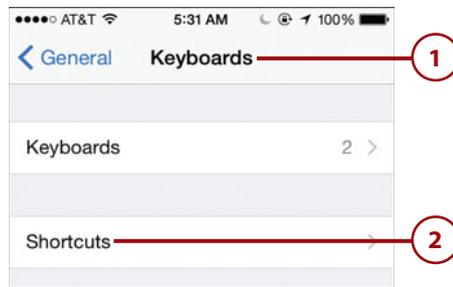
Changing Keyboards

To delete a keyboard, move to the Keyboards Settings screen and swipe to the left on the keyboard you want to remove. Tap Delete. The keyboard is removed from the list of activated keyboards and is no longer available to you when you type. (You can always activate it again later.) To change the order in which keyboards appear, move to the Keyboards screen, tap Edit, and drag the keyboards up and down the screen. When you've finished, tap Done.

Creating and Working with Text Shortcuts

Text shortcuts are useful because you can use just a few letters to type a series of words. You type the shortcut, and it is replaced by the phrase with which it is associated. To configure your text shortcuts, do the following:

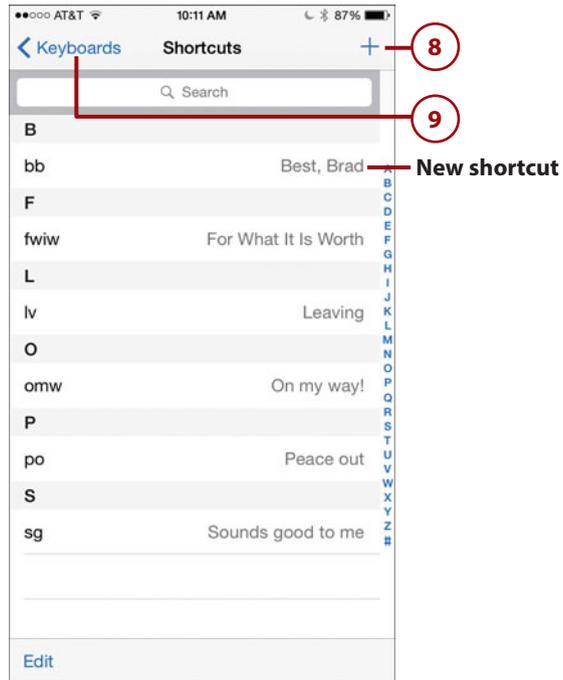
- 1 Move to the Keyboards screen as described in steps 1–3 in the previous task.
- 2 Tap Shortcuts.
- 3 Review the current shortcuts.
- 4 To add a shortcut, tap Add (+).
- 5 Type the phrase for which you want to create a shortcut.
- 6 Type the shortcut you want to be replaced by the phrase you created in step 5.
- 7 Tap Save. If the shortcut doesn't contain any disallowed characters, it is created and you move back to the Shortcuts section where you see your new shortcut. If there is an error, you see an explanation of the error; you must correct it before you can create the shortcut.



- 8 Repeat steps 4–7 to create other text shortcuts.
- 9 When you've created all the shortcuts you want, tap Keyboards.

Shortcuts to Shortcuts

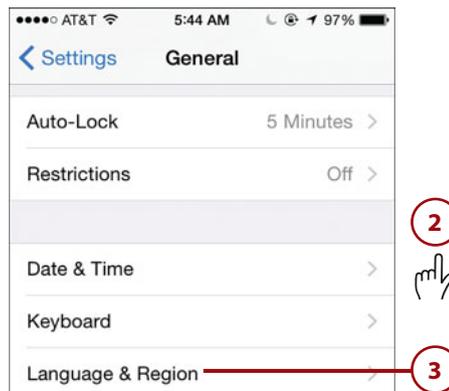
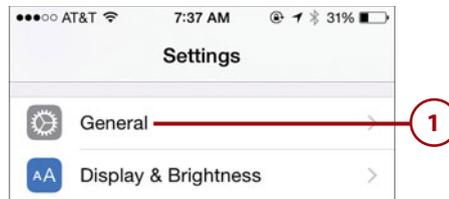
To change a shortcut, tap it. Use the resulting screen to change the phrase or shortcut, and tap Save to update the shortcut. To remove a shortcut, swipe to the left on it and tap Delete. To search for a shortcut, tap in the Search bar at the top of the screen and type the shortcut you want to see; you can also use the index along the right side of the screen to find shortcuts. You can also tap Edit on the Shortcuts screen to change your shortcuts. And, yes, you can create a phrase without a shortcut, but I don't really see much use for that!



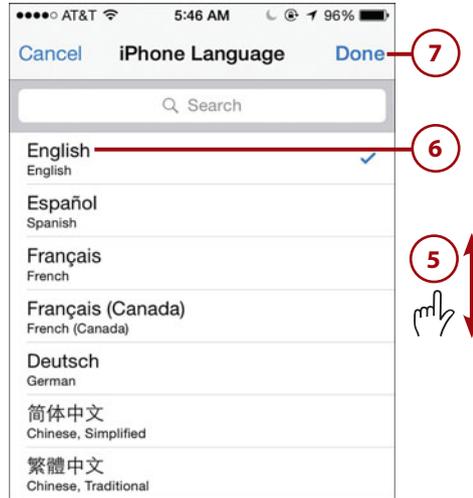
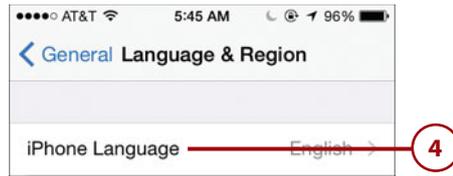
Setting Language and Region Preferences

There are a number of formatting preferences you can set that determine how information is formatted in various apps. For example, you can choose how addresses are formatted by default by choosing the region whose format you want to follow.

- 1 On the Settings screen, tap General.
- 2 Swipe up the screen.
- 3 Tap Language & Region.



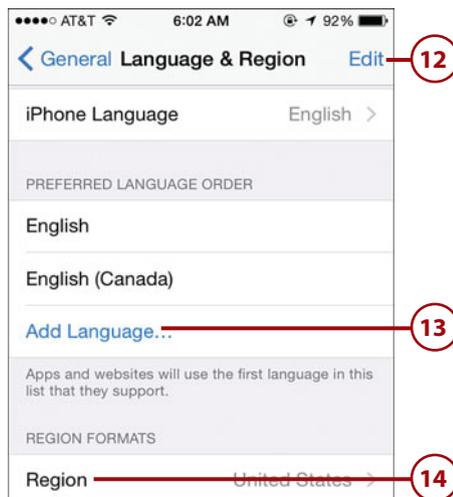
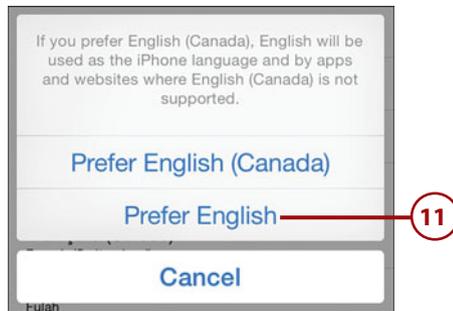
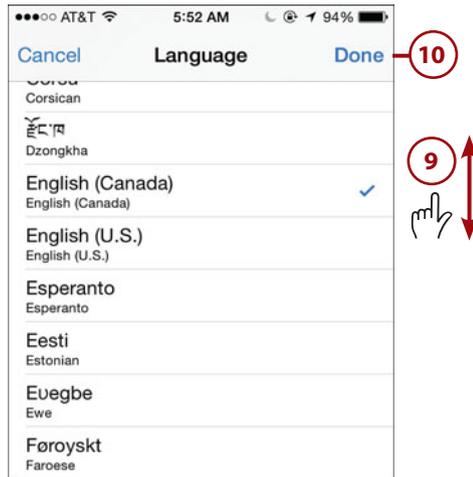
- 4 Tap iPhone Language.
- 5 Swipe up and down the screen to view the languages with which your iPhone can work; or tap in the Search bar and type a language you want to use to find it. The current language is marked with a check mark.
- 6 Tap the language you want to use.
- 7 Tap Done. Your iPhone starts using the language you selected.
- 8 Tap Other Languages.



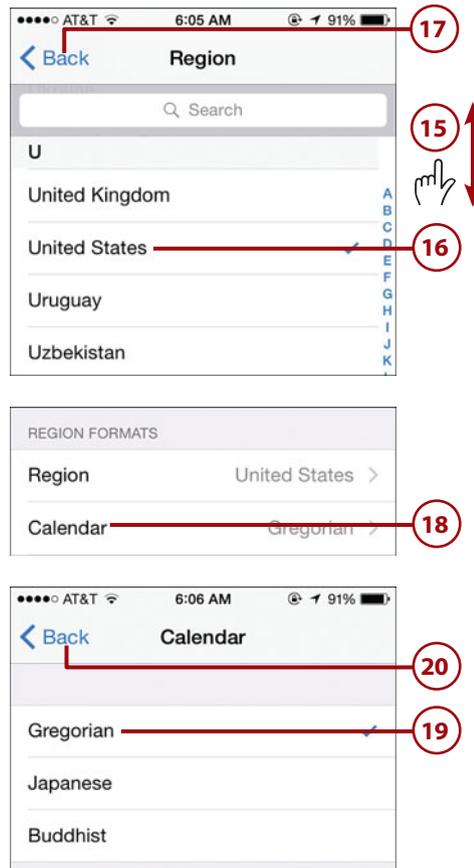
- 9 Using steps 5 through 7, find and tap a secondary language. This language is used when your primary language can't be, such as on websites that don't support your primary language.
- 10 Tap Done.
- 11 Tap the language you want to be primary to confirm it. The language you selected is configured and you move back to the Home screens.
- 12 Use steps 1 through 3 to return to the Language & Region screen. You see the languages and order of preference below the iPhone Language section.
- 13 To add more languages, tap Add Language and follow steps 9 through 12.
- 14 Tap Region.

Order, Order!

To change the order of preference for the languages you have configured, tap Edit, drag the languages up or down the screen to set their order, and tap Done to save your changes.



- 15 Swipe up and down the regions available to you. The current region is marked with a check mark.
- 16 Tap the region whose formatting you want to use; if there are options within a region, you move to an additional screen and can tap the specific option you want to use.
- 17 Tap Back. Your iPhone starts using the formatting associated with the region you selected.
- 18 Tap Calendar.
- 19 Tap the calendar you want your iPhone to use.
- 20 Tap Back. You move back to the Language & Region screen. At the bottom of the screen are examples of the format options you have selected, such as the time and date format.



Setting Restrictions for Content and Apps

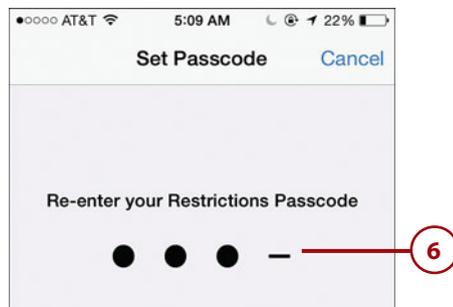
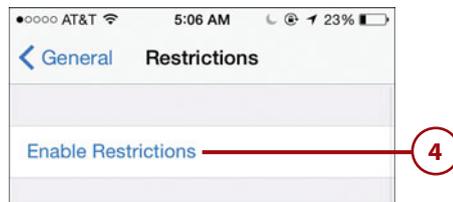
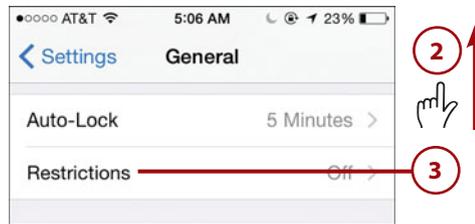
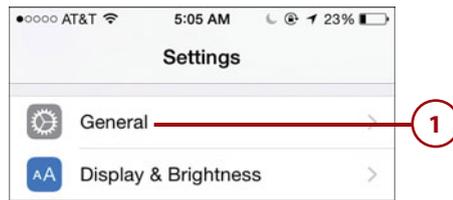
You can restrict the access to specific content and apps on your phone. Suppose you let other people borrow your iPhone but don't want them to use certain apps or to see data you'd rather keep to yourself. For example, you might want to let children use your iPhone, but prevent them from installing apps on it or making purchases. You can enable a restriction to prevent someone from accessing these areas without entering the restriction code. You can also restrict the use of apps, movies, music, and other content based on the age rating that the app or other content has.

To restrict access to content or apps, perform the following steps:

- 1 On the Settings screen, tap General.
- 2 Swipe up the screen until you see Restrictions.
- 3 Tap Restrictions.
- 4 Tap Enable Restrictions.
- 5 Create a restrictions passcode. You have to enter this passcode to change the content restrictions or to be able to access restricted content.
- 6 Reenter your restrictions passcode. You return to the Restrictions screen, and the ALLOW switches are enabled.

Dueling Passcodes

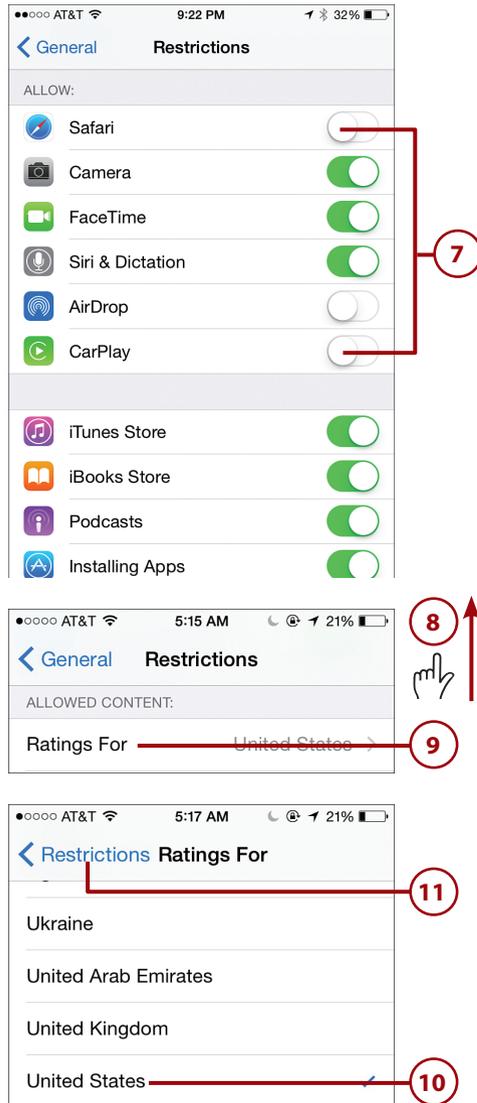
There are two passcodes: the Lock passcode and the Restrictions passcode. Each controls access to its respective functions. If you will be letting someone else use your phone, the person needs to have the Lock passcode. You should use different Lock and Restrictions passcodes. If they are the same, anyone who can use your iPhone has the Lock passcode and can also access the restrictions, which defeats the purpose of having a Restrictions passcode.



- 7 In the ALLOW section, set the switch next to each function you want to disable to off (white). For example, to prevent web browsing, set the Safari switch to off (white); the Safari icon is removed from the Home screen and can't be used. With the other controls, you can prevent access to the Camera, FaceTime, iTunes Store, etc.
- 8 Swipe up to see the ALLOWED CONTENT section.
- 9 Tap Ratings For.
- 10 Tap the country whose rating system you want to use for content on your iPhone.
- 11 Tap Restrictions.

Preventing In-App Purchases and App Installs

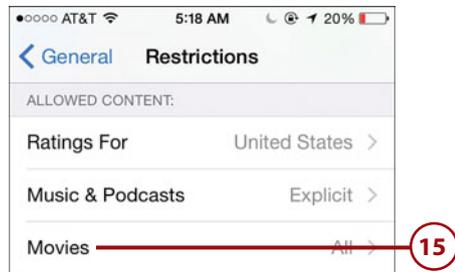
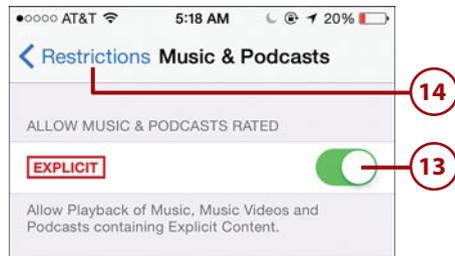
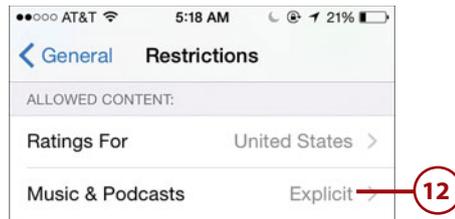
Some apps, especially games, allow you to make purchases while you are using the app (called in-app purchases). For example, you can buy additional levels for a game. To prevent in-app purchases, set the In-App Purchases switch on the Restrictions screen to off (white). This is especially important if you let your phone be used by children or others who might inadvertently make purchases. You might also want to set the Installing Apps switch to off (white) to prevent others from installing apps on your iPhone without entering the Restrictions passcode.



Whose Ratings?

The country you select in step 10 determines the options you see in the remaining steps because the restrictions available depend on the location you select. The steps show the United States rating systems; if you select a different country, you see rating options for that country instead.

- 12 Tap Music & Podcasts.
- 13 To prevent content tagged as explicit in the iTunes Store from being played, set the EXPLICIT switch to off (white). Explicit content will not be available in the Music or Podcasts app.
- 14 Tap Restrictions.
- 15 Tap Movies.



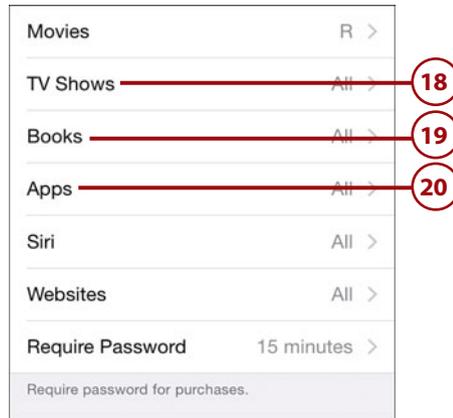
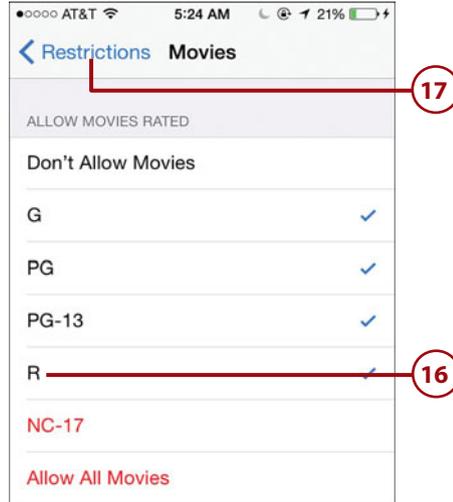
16 Tap the highest rating of movies that you want to be playable (for example, tap PG-13 to prevent R and NC-17 movies from playing); tap Allow All Movies to allow any movie to be played; or tap Don't Allow Movies to prevent any movie content from playing. Prevented movie ratings are highlighted in red.

17 Tap Restrictions.

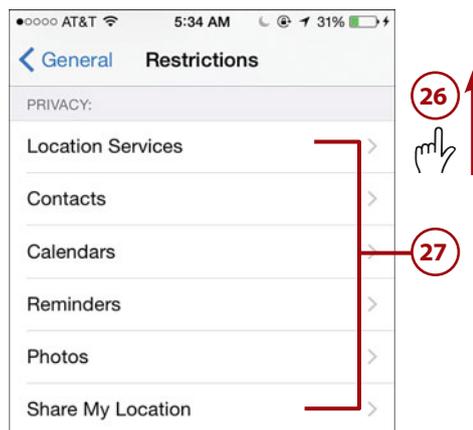
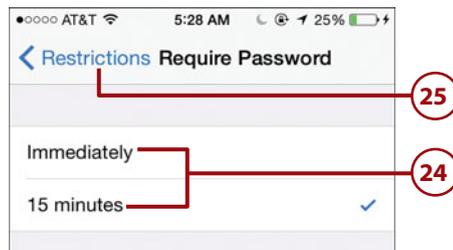
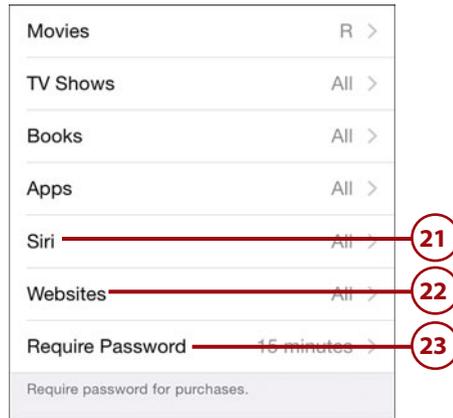
18 Tap TV Shows and use the resulting screen to set the highest rating of TV shows that you want to be playable (for example, tap TV-14 to prevent TV-MA shows from playing); tap Allow All TV Shows to allow any show to be played; or tap Don't Allow TV Shows to prevent any TV content from playing. Prevented ratings are highlighted in red. Tap Restrictions to return to the Restrictions screen.

19 Use the Books option to enable or disable access to sexually explicit books.

20 Tap Apps and set the highest rating of app that you want to be available (for example, tap 12+ to prevent 17+ applications from working); tap Allow All Apps to allow any application to be used; or tap Don't Allow Apps to prevent all applications. Tap Restrictions to return to the Restrictions screen.



- 21 Use the Siri option to restrict explicit language for searching the Web.
- 22 Use the Websites option to control the websites that can be accessed. The options are to limit sites with adult content or to allow only specific websites to be visited. When you select Websites, you can create a list of sites and only those sites can be visited unless the restrictions passcode is entered.
- 23 Tap Require Password.
- 24 Tap Immediately if you want a password to be required for every purchase, or 15 minutes if you don't want a password to be required for each purchase within a 15-minute window.
- 25 Tap Restrictions.
- 26 Swipe up the screen until you see the PRIVACY section.
- 27 Use the settings in the PRIVACY section to determine whether apps can access information stored in each area and whether they should be locked in their current states. For example, you can prevent apps from accessing your calendars or photos. Configuring these is similar to the Privacy settings you read about earlier.



- 28 Swipe up the screen until you see the ALLOW CHANGES section.
- 29 Tap areas that you want to restrict, such as Cellular Data Use and then tap Don't Allow Changes to prevent changes to that area.
- 30 To prevent multiplayer games in the Game Center, set the Multiplayer Games switch to off (white). Users will no longer be able to play games against other people.
- 31 To prevent new friends from being added in the Game Center, set the Adding Friends switch to off (white). Players will be restricted to the friends already allowed.



Removing Restrictions

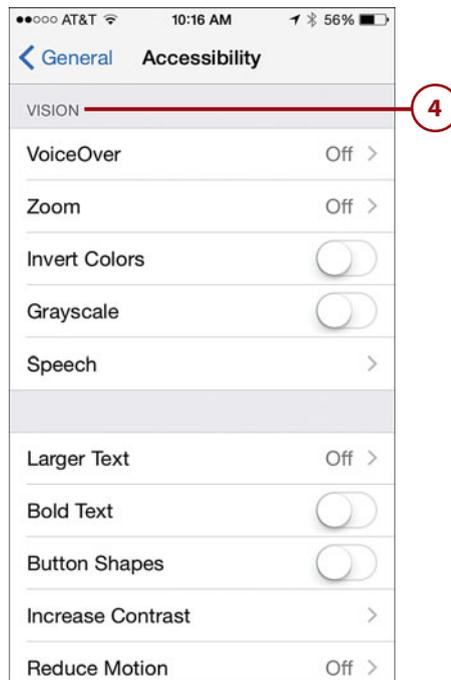
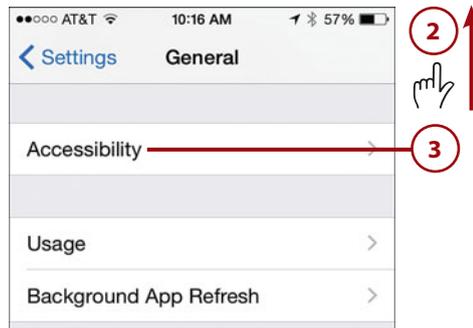
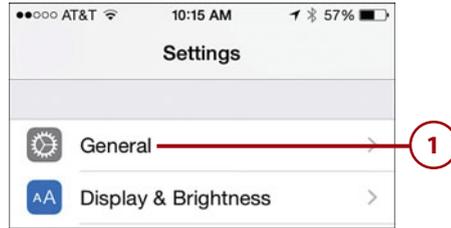
To remove all restrictions, move to the Restrictions screen (your passcode is required) and tap Disable Restrictions. Enter your passcode, and the restrictions are removed.

Setting Accessibility Options

The iPhone has a lot of features designed to help people who are hearing-impaired, visually-impaired, or who have a number of other physical challenges, to be able to use it effectively. These features can be enabled and configured under the Accessibility Settings screen.

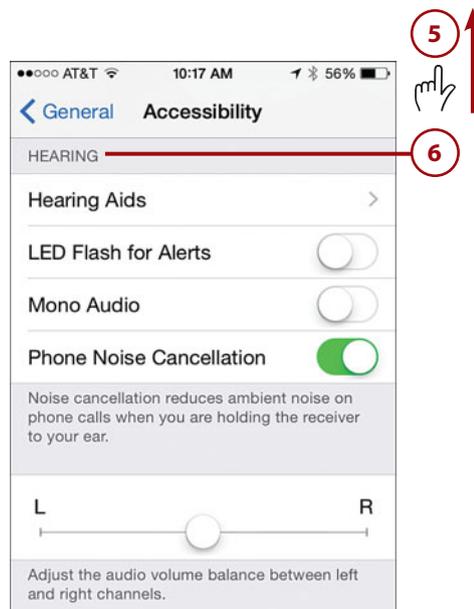
- 1 On the Settings screen, tap General.
- 2 Swipe up the screen until you see Accessibility.
- 3 Tap Accessibility. The Accessibility screen is organized into different sections for different kinds of limitations. The first section is VISION, which includes options to assist people who are visually impaired.
- 4 Use the controls in the VISION section to change how the iPhone's screens appear. Some of the options include:

- **VoiceOver**—The iPhone guides you through screens by speaking their contents.
- **Zoom**—This magnifies the entire screen.
- **Invert Colors**—This changes the screen from dark characters on a light background to light characters on a dark background.
- **Grayscale**—This option causes the screen to use grayscale instead of color.
- **Speech**—Under the Speech option, Speak Selection has the iPhone speak text you have selected, Speak Screen provides the option to have the screen's content spoken, and Speak Auto-text has the iPhone speak corrections it suggests to you, such as auto-capitalizations.

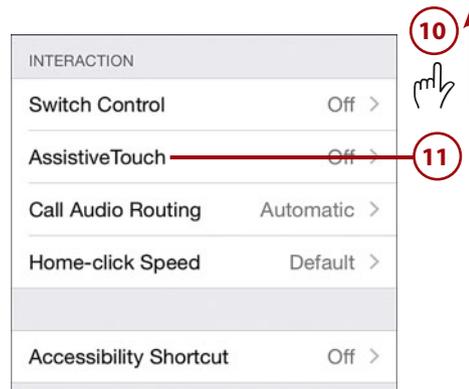
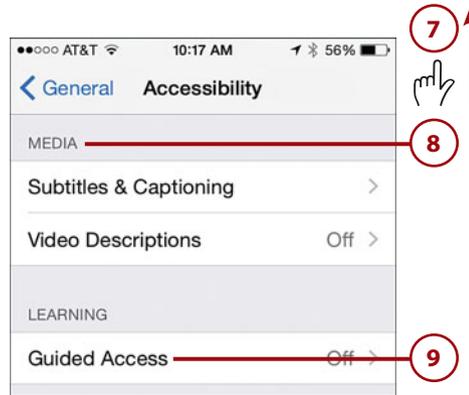


- **Larger and Bold Text**—These increase the text size and add bold; these are in addition to the Text Size and Bold settings described earlier. You can make the text even larger.
- **Other options**—You can also change button shapes, change contrast, reduce motion, and turn labels on or off.

- 5 Swipe up to see the HEARING section.
- 6 Use the controls in this section to configure sounds and to configure the iPhone to work with hearing-impaired people. The controls in this section include:
 - **Hearing Aids**—You can pair an iPhone to work with a Bluetooth-capable hearing aid and put it in hearing aid mode.
 - **LED Flash for Alerts**—When you set this switch to on (green), the flash flashes whenever an alert plays on the phone.
 - **Mono Audio**—This causes the sound output to be in mono instead of stereo.
 - **Phone Noise Cancellation**—This switch turns noise cancellation on and off. Noise cancellation reduces ambient noise when you are using the Phone app.
 - **Balance**—Use this slider to change the balance of stereo sound between left and right.



- 7 Swipe up to see the MEDIA section.
- 8 Use the controls in this section to add features to video playback, including:
 - **Subtitles & Captioning**—Use these controls to enable subtitles and captions for video and choose the style of those elements on the screen.
 - **Video Descriptions**—This causes a description of a video to be played when available.
- 9 Use the Guided Access setting if you want to limit the iPhone to using a single app and to further configure the features, such as Passcode Settings and Time Limits.
- 10 Swipe up to see the INTERACTION section.
- 11 Use the controls in this section to adjust how someone can interact with the iPhone. The controls here include:
 - **Switch Control**—The controls on this screen enable you to configure an iPhone to work with an adaptive device.
 - **Assistive-Touch**.—These controls make an iPhone easier to manipulate; if you enable this, a white button appears on the screen at all times. You can tap this to access the Home screen, Notification Center, and other



areas. You can also create new gestures to control other functions on the iPhone.

- **Call Audio Routing**—Use this to configure where audio is heard during a phone call or FaceTime session, such as headset or speaker.
- **Home-click Speed**—Use this to adjust the speed at which you need to press the Touch ID/Home button to register a double- or triple-press.

12 Use the Accessibility Shortcut control to determine what happens when you press the Touch ID/Home button three times.

INTERACTION	
Switch Control	Off >
AssistiveTouch	Off >
Call Audio Routing	Automatic >
Home-click Speed	Default >
Accessibility Shortcut	Off >

12

Lots More to the Settings App

There's a lot more you can do with the Settings app than is explained in this chapter; here you've learned about most of the "general" iPhone customization/configuration for which you can use the Settings app. You also learn how to use it to configure app- or function-specific settings throughout this book. For example, you learn how to use Settings to configure Internet access in Chapter 2, "Connecting Your iPhone to the Internet, Bluetooth Devices, and iPhones/iPods/iPads," and to configure email preferences in Chapter 9, "Sending, Receiving, and Managing Email."

Customizing Your Home Screens

The iPhone's Home screens are the starting point for anything you do because these screens contain the icons that you tap to access the apps and web page icons that you want to use; you can also place icons within folders which also have icons on your Home screens. You see and use the Home screens constantly, so it's a good idea to make them look the way you want them to.

In the background of the Lock screen and every Home screen is the wallpaper image. In the section called “Customizing the Wallpaper on the Home and Lock Screens,” you learned how to configure your iPhone’s wallpaper.

As you know, you can access apps and web page icons on your Home screens by tapping them. The Home screens come configured with icons in default locations. You can change the location of these icons to be more convenient for you. As you install more apps and create your own web page icons, it’s a good idea to organize your Home screens so that you can quickly get to the items you use most frequently. You can move icons around the same screen, move icons between the pages of the Home screen, and organize icons within folders. You can even change the icons that appear on the Home screens’ toolbar. You can also delete icons you no longer want.

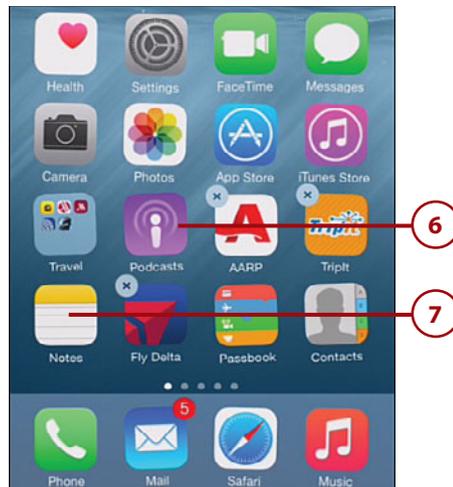
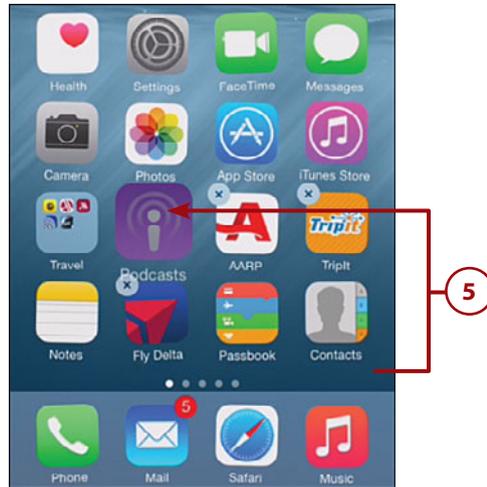
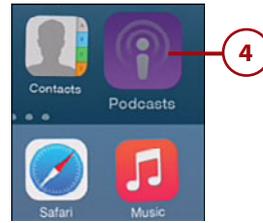
Moving Icons Around Your Home Screens

You can move icons around on a Home screen, and you can move icons among screens to change the screen on which they are located.

- 1 Press the Touch ID/Home button to move to a Home screen.
- 2 Swipe to the left or right across the Home screen until the page containing an icon you want to move appears.
- 3 Tap and hold any icon. After a moment, the icons begin jiggling and you can then move icons on the Home screens. You might also see Delete buttons (an x) in the upper-left corner of some icons, which indicate that you can delete both the icon and app or the web page link (more on this later in this section).



- 4 Tap and hold an icon you want to move; it becomes larger to show that you have selected it.
- 5 Drag the icon to a new location on the current screen; as you move the icon around the page, other icons separate and are reorganized to enable you to place the icon in its new location.
- 6 When the icon is in the location you want, lift your finger up. The icon is set in that place.
- 7 Tap and hold on an icon you want to move to a different page.



- 8 Drag the icon to the left edge of the screen to move it to a previous page or to the right edge of the screen to move it to a later page. As you reach the edge of the screen, you move to the previous or next page.
- 9 Drag the icon around on the new screen until it is in the location where you want to place it.

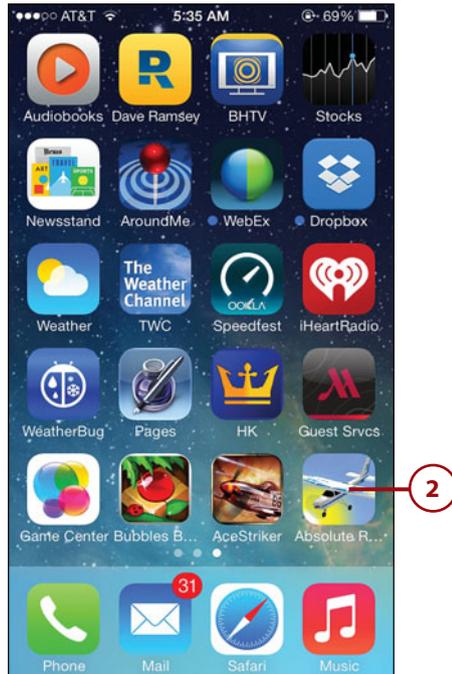
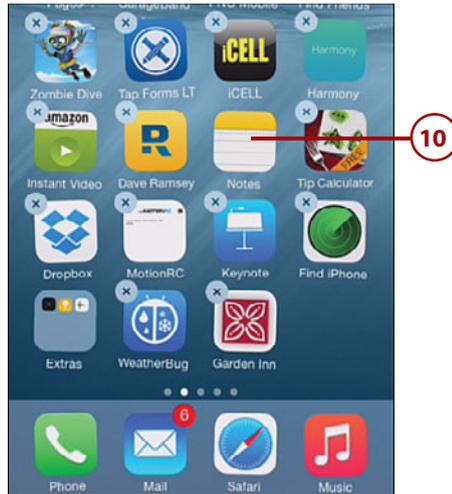


- 10 Lift your finger up. The icon is set in its new place.
- 11 Continue moving icons until you've placed them in the locations you want; then press the Touch ID/Home button. The icons are locked in their current positions, they stop jiggling, and the Delete buttons disappear.

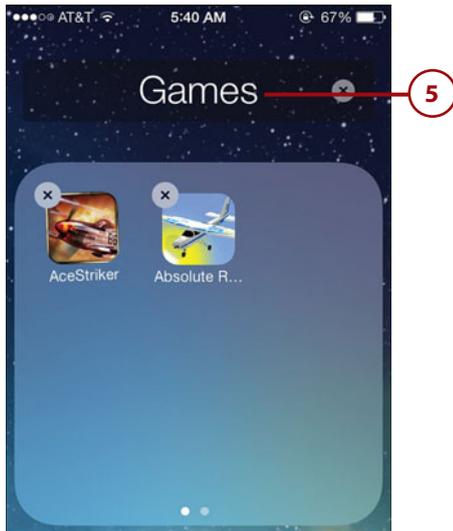
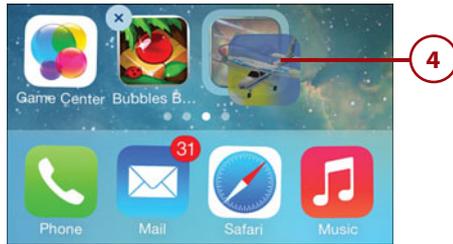
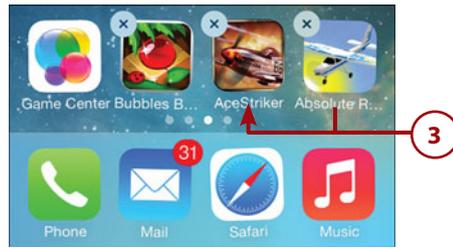
Creating Folders to Organize Apps on Your Home Screens

You can place icons into folders to keep them organized and to make more icons available on the same page. To create a folder, do the following:

- 1 Move to the Home screen containing two icons you want to place in a folder.
- 2 Tap and hold an icon until they start jiggling; the Delete buttons appear.



- 3 Drag one icon on top of another one that you want to be in the new folder together.
- 4 When the first icon is on top of the second and a border appears around the second icon, lift your finger off the screen. The two icons are placed into a new folder, which is named based on the type of icons you place within it. The folder opens and you see its default name.
- 5 To edit the name, tap in the name field.



- 6 Edit the folder's name.
- 7 Tap Done.
- 8 Tap outside the folder to close it.
- 9 If you're done organizing the Home screen, press the Touch ID/Home button. The icons stop jiggling.

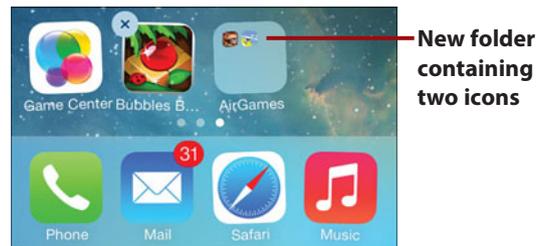
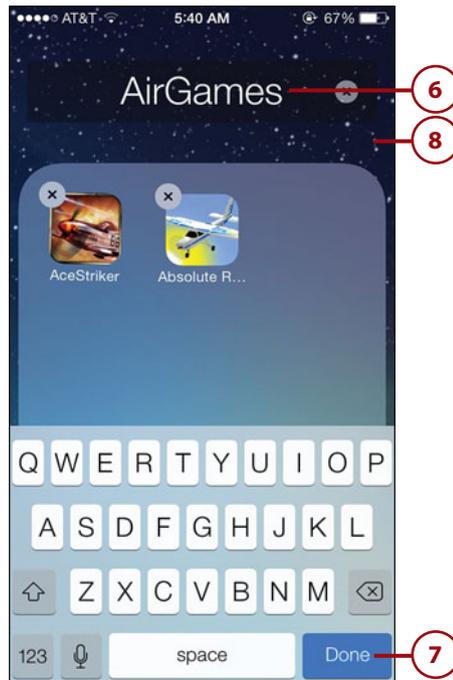
Locating Folders

You can move a folder to a new location in the same way you can move any icon. Tap and hold an icon until the icons start jiggling. Drag the folder icon to where you want it to be.

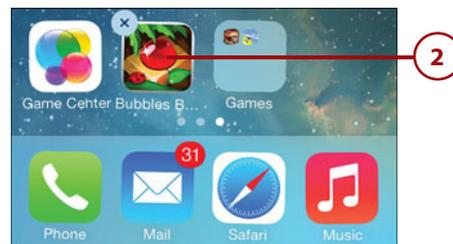
Placing Icons in Existing Folders

You can add icons to an existing folder like so:

- 1 Move to the Home screen containing an icon you want to place in a folder.
- 2 Tap and hold an icon until the icons start jiggling and the Delete buttons appear.



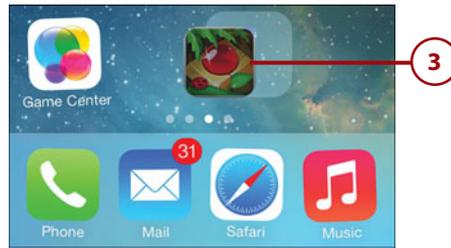
New folder containing two icons



3 Drag the icon you want to place into a folder on top of the folder's icon so that the folder's icon enlarges. (The icon doesn't have to be on the same Home screen page; you can drag an icon from one page and drop it on a folder on a different page.)

4 When the folder opens, lift up your finger. The icon is placed within the folder and you see its current location within the folder. (If you don't want to change the icon's location when you place it in the folder, lift up your finger as soon as the folder's icon enlarges; this places the icon in the folder but doesn't cause the folder to open. This is more efficient when you want to place multiple icons within a folder during the same time period.)

5 Drag the new icon to its location within the folder.



Removing Icons from Folders

To remove an icon from a folder, tap the folder from which you want to remove the icon to open it. Tap and hold the icon you want to remove until it starts jiggling. Drag the icon you want to remove from inside the folder to outside the folder. When you cross the border of the folder, the folder closes and you can place the icon on a Home screen.

- 6 Tap outside the folder. The folder closes.
- 7 When you're done adding icons to folders, press the Touch ID/ Home button.

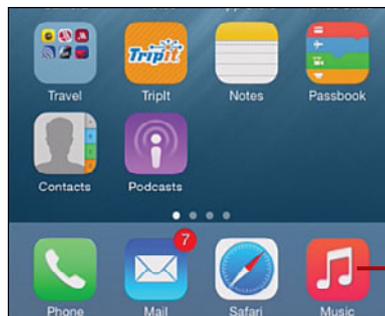
Folders and Badges

When you place an icon that has a badge (the red circle with a number in it that indicates the number of new items in an app) in a folder, the badge transfers to the folder so that you see it on the folder's icon. You still see the number of new items, but you can't really tell which of the apps in the folder is generating the badge. When you place more than one app with a badge in the same folder, the badge on the folder becomes the total number of new items for all the apps in the folder. You need to open a folder to see the badges for individual apps it contains.

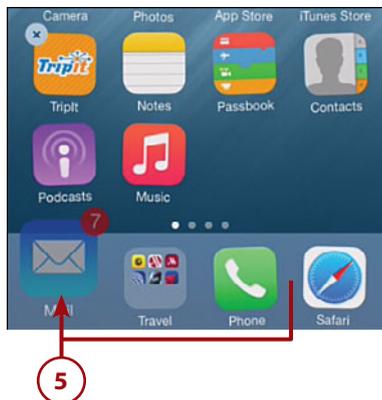
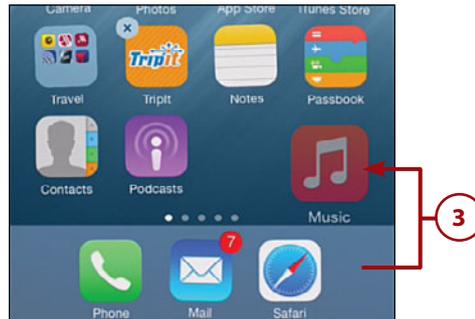
Configuring the Home Screen Toolbar

The toolbar on the bottom of the Home screen appears on every page. You can place any four icons on the toolbar that you want, including folder icons.

- 1 Move to the Home screen containing an icon you want to place on the toolbar.
- 2 Tap and hold an icon until the icons start jiggling and the Delete buttons appear.



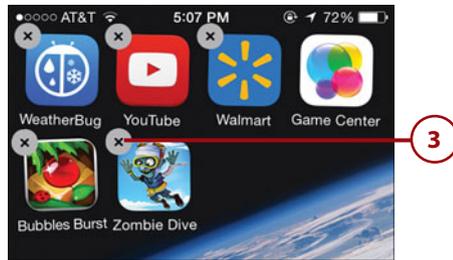
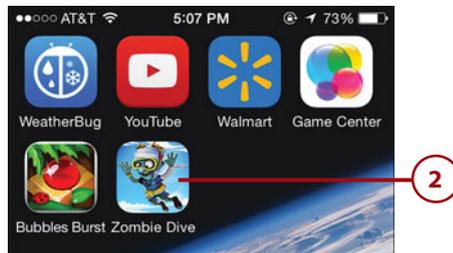
- 3 Drag an icon that is currently on the toolbar from the toolbar onto the Home screen. This creates an empty space on the toolbar.
- 4 Drag an icon or folder containing icons from the Home screen onto the toolbar.
- 5 Drag the icons on the toolbar around so they are in the order you want them to be.
- 6 Press the Touch ID/ Home button to set the icons in their current places.



Deleting Icons

You can delete icons from a Home screen to remove them from your iPhone. When you delete an app's icon, its data is also deleted and you won't be able to use the app anymore (of course, you can download it again if you change your mind). When you delete a web page's icon (see Chapter 13, "Surfing the Web," for information on creating web page icons), the bookmark to that web page is deleted.

- 1 Move to the Home screen containing an icon you want to delete.
- 2 Tap and hold an icon until the icons start jiggling and the Delete buttons appear.
- 3 Tap the icon's Delete button.
- 4 Tap Delete. If the icon was for an app, it and any associated data on your iPhone are deleted. If the icon was for a bookmark, the bookmark is deleted.



4

>>> *Go Further*

MORE ON ORGANIZING HOME SCREENS

Organizing your Home screens can make the use of your iPhone more efficient and make it more what you want it to be. Here are a few more things to keep in mind:

- You can place many icons in the same folder. When you add more than nine, any additional icons are placed on new pages within the folder. As you keep adding icons, pages keep being added to the folder. You can swipe to the left or right within a folder to move among its pages, just as you can to move among your Home screen.
- To change a folder's name, move to a screen showing the folder. Tap and hold an icon until the icons jiggle. Tap the folder so it opens, and then tap the current name. Type the new name, tap Done, and tap outside the folder to close it. Press the Touch ID/Home button to complete the process.
- To delete a folder, remove all the icons from it. The folder is deleted as soon as you remove the last icon from within it.
- You can delete only icons for things you've added to your iPhone, which are either apps you've installed or bookmarks to web pages you've added. You can't delete any of the default apps, which is why their icons don't have Delete buttons when you press and hold the Touch ID/Home button to move into Edit mode. If you don't use some of these default icons, move them to pages of your Home screen that you don't use very often so they don't get in your way, or create a folder for unused icons and store them there, out of your way.
- To return your Home screens to how they were when you first started using your iPhone, open the Settings app, tap General, Reset, Reset Home Screen Layout, and Reset Home Screen. The Home screens return to their default configurations. Icons you've added are moved onto the later pages.
- You can also organize your iPhone's Home screens using iTunes on a computer. Move to the Sync screen in iTunes and click Apps. You see thumbnails for each of your Home page screens. Using techniques similar to those you've learned in this chapter, you can move icons around, create folders, place icons in folders, and name folders. When you sync the iPhone, the Home screens change accordingly. Refer to Chapter 5, "Working with iTunes on Your Computer," for information about using iTunes on a computer.

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Note: Numbers with the prefix *PDF*: are located online.

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