

SIXTH EDITION

The iPhone

How to do the most important, useful & fun stuff with your iPhone **Book**



Scott Kelby & Terry White

The team that brought you the original award-winning *The iPhone Book*

iPhone 5

iPhone 4S

iPhone 4

SIXTH EDITION

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How to do the most important,
useful & fun stuff with your iPhone **Book**



Scott Kelby & Terry White

The iPhone Book, Sixth Edition

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*For my dear friend Dave Gales,
an iPhone fanatic from the start
and one of the best guys on the planet.*

–SCOTT KELBY

*For my mom, who always taught me to do the right thing,
and for my dad, who inspired me and pushed me to succeed.
I also dedicate this book to Steve Jobs. If it were not for his
vision and determination, the iPhone and many other
tech gifts that enhance our lives would not exist.*

–TERRY WHITE

Scott's Acknowledgments

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Follow him on Twitter—@TerryLWhite—and **Like his Facebook page** at <http://facebook.com/TerryWhiteFans>.



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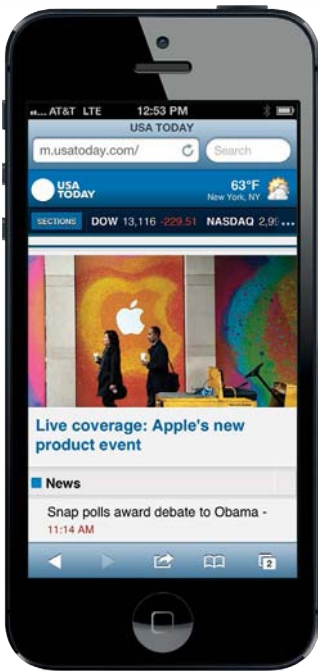
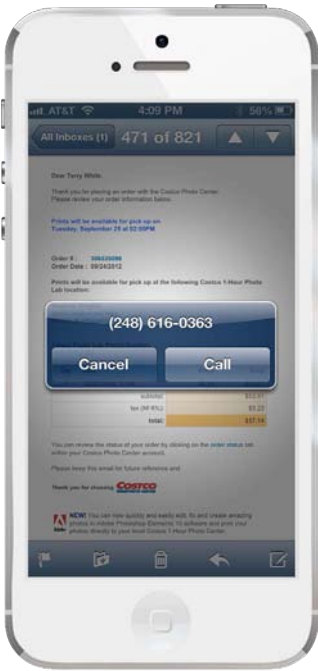
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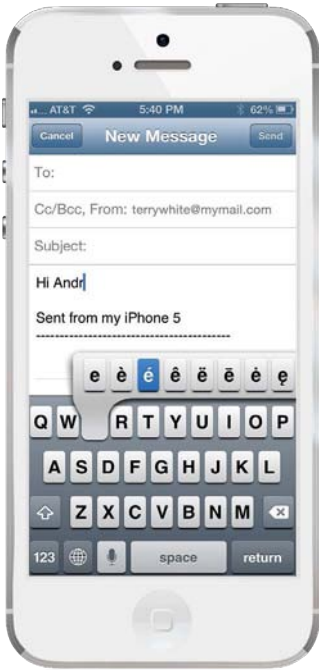
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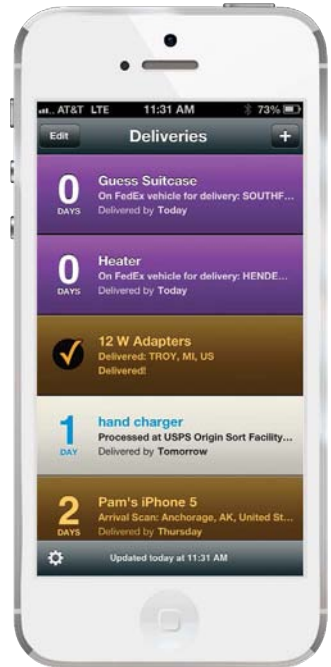
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Seven Things You'll Wish You Had Known...

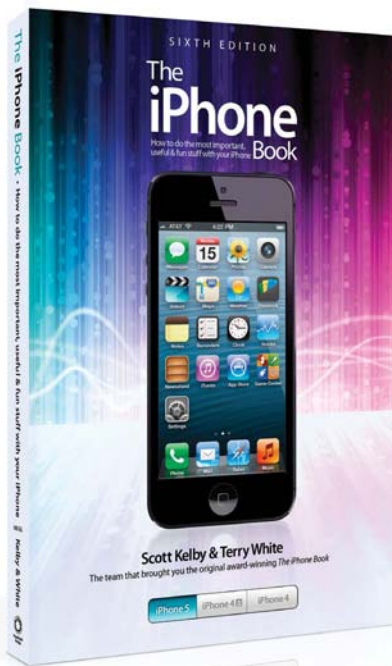


(1) The first chapter is for people brand new to the iPhone (you just opened the box), so if you've had your iPhone for a few weeks and you already know how to turn it on, how to zoom in, how to get around, put it to sleep, etc., you can skip right over to Chapter 2 and start there. It won't hurt our feelings one bit (but you might want to at least skim through Chapter 1 anyway. Hey, ya never know).

(2) You don't have to read it chapter by chapter. Outside of that first I-just-opened-the-box chapter, we designed this to be a “jump-in-anywhere” book. You don't have to read it in order, chapter by chapter—if you want to learn how to do a certain thing, just find it in the Table of Contents, turn to that page, and you'll have the answer in seconds. Each page shows you how to do just one important thing. One topic. One idea. For example, if you want to learn how to delete an email, we will show you, step by step, how to do exactly that. No big discussions about email account protocols, or about server-side instructions—just how to delete an email message. That's it.

(3) We didn't totally “geek out.” Terry and I wrote everything just as if a friend came over to our house, pulled out their new iPhone, and started asking questions. So, for example, if you were at my house and you turned to me and said, “Hey Scott, is there a way to see more of this webpage on my screen?” I wouldn't go into how the iPhone's built-in vibrotactile actuator works. In real life, I'd turn to you and say, “Just turn your iPhone sideways and it switches to give you a wider view.” I'd tell you short, sweet, and right to the point, just like that. So that's what we do throughout the book. It's not a “tell-me-all-about-it” book, instead it's a “show-me-how-to-do-it” book.

Before Reading This Book!



(4) There's a bonus chapter just for you. We know one of the most fun parts of the iPhone experience is the downloadable apps (both from Apple themselves and from third-party developers), so Terry and I got together and added a bonus chapter with our own picks for the “20 Apps We Can't Live Without.” Of course, it's possible you'll be able to live without all or any of these, but then you'd be leading a shallow, empty shell of a life and now that we're friends (hey, you bought our book), we just couldn't let that happen. Most of them are either free or pretty cheap (just like me and Terry ;-).

(5) The intro page at the beginning of each chapter is designed to give you a quick mental break, and honestly, they have little to do with the chapter. In fact, they have little to do with anything, but writing these off-the-wall chapter intros is kind of a tradition of mine (I do this in all my books), but if you're one of those really “serious” types, you can skip them because they'll just get on your nerves.

(6) One bonus chapter is just not enough! Although we put lots of cool tips (we call 'em “iTips”) throughout the book, you can never have enough tips (stuff like little-known shortcuts, suggestions, or tricks that can make using your iPhone easier or more fun), so in this sixth edition of the book, there's a special bonus chapter of nothing but “killer” tips (Chapter 13).

(7) If your iPhone's screen doesn't look like what you see here, then you haven't updated it with the free iOS 6 software from Apple. So, just connect your iPhone to your computer, launch Apple's iTunes, and you'll get a dialog telling you about the new software (or go to Software Update in your iPhone's General settings to update wirelessly). Just click Download and Install, and everything will look like what you see here in the book. Okay, that's it—you're ready to roll!

Productivity



Contacts



Calendar



Notes



Passbook



Evernote



Errands



Voice Memos



eFax



FedEx Mobile



Dropbox



Safari



Adobe Reader



CMPPro Lite



iTranslate



Wi-Fi Finder



Quick Scan



Chapter Four

App Anthem

Using Apps & the App Store



Believe it or not, I actually could have gone with the name “APP” or “A.P.P.” for the name of this chapter, because apparently we have run out of decent names for bands and songs. APP is a band that has one song in the iTunes Store, “I’m on Fire,” which is a cover of Bruce Springsteen’s “I’m on Fire.” I looked at the popularity ranking for “I’m on Fire” by APP, and it clearly was not, so then I looked at a song called “A.P.P.” by a band called Papa Project, and it sounded like a harmless reggae-style background track, but I was afraid of what A.P.P. might actually stand for, so I went with a safer bet: “App Anthem,” by Jimmy Towle/Doug Kaufman. “App Anthem” is actually a pretty decent sounding rap tune, and while it’s certainly possible “App Anthem” may be littered with dirty words, I’ll never know, because I couldn’t make out a single word, but I don’t feel bad because I’m pretty sure no one older than 14 has even a remote chance of deciphering them. In fact, I doubt that decryption experts at the CIA could figure out what’s actually being said in your average rap song, which makes you wonder why other countries don’t just have secret messages sent to their embedded field operatives via rap tunes. Think about it—the only way we’d be able to crack the code is if we were able to convince a 14-year-old to stop playing *Halo* long enough to write down what’s being said. But, 14-year-olds don’t write anymore, they text, and they use a shorthand for texting that only other 14-year-olds can possibly understand, and honestly, it would be easier for us to just to do the old “briefcase switcharoo” routine than it would be to find a 14-year-old that hasn’t already been hired by the breakaway Republic of Irapistan. I miss the old days when we just used invisible ink.

Downloading iPhone Apps to Your Computer



There are two places to buy apps (short for “applications”) for your iPhone: the first one is on your computer through Apple’s iTunes Store (iTunes comes on every Mac, and is available for free download for Windows PCs at Apple.com). You download the apps onto your computer, and then when you sync your iPhone to your computer, it uploads the apps to your iPhone (if you have that preference set). To get to the App Store on your computer, launch iTunes, then click on the iTunes Store link in the Source list on the left. Next, click on Apps at the top of the iTunes Store’s homepage, and you’ll see featured apps, lists of the most popular apps, and, of course, you can search for apps using the Search Store field at the top right of the window, just like you do for songs or videos. Once you find an app that you want to download and use, you can click on it and then click the **Buy App button** (or the **Free App button**, if it’s free). Your apps will be downloaded to your computer, ready to sync to your iPhone.

iTip Only Pay for Apps Once

If you buy an app and then, for whatever reason, you delete it later, you can always re-download/re-install the apps you get from the App Store without paying for them again. They are tied to your Apple ID, and Apple knows which ones you’ve downloaded.

Getting Apps from Your iPhone's App Store



You can also download apps wirelessly from your iPhone's App Store. Just tap on the App Store app and you'll be connected to the same App Store as if you were doing it via iTunes, however, this App Store is formatted specifically for your iPhone. You can browse the New and Noteworthy or What's Hot Featured apps, or you can look through the Paid, Free, and Top Grossing Charts, as well as Categories, or check out the apps recommended by Genius. If you know the name of the app you're looking for, you can tap Search and type the name of the app to search for it. You can also use the Genius feature here (more on using this with music in Chapter 10). Once you find an app you want to download to your iPhone, tap on it, then just tap the price (or Free) button, then tap the **Buy Now (or Install App) button**, and you'll be asked to enter your Apple ID username and password. The app will be downloaded and installed directly on your iPhone. The next time you sync your iPhone with your computer, the app will be downloaded to your iTunes Apps Library for backup (if you have that preference set).

iTip Downloading Apps That Are Larger Than 20MB

Although you can download most apps using your iPhone's cellular data network, if a particular app you want to download is larger than 20MB in size, you'll have to jump on a Wi-Fi network to download this large a file.

Deleting Apps



Although you can't delete the apps put on your iPhone by Apple, you can easily delete apps that you've downloaded from the App Store. On the Home screen, tap-and-hold your finger on the app you want to remove. All of your icons will start to wiggle and you'll see an X appear in the upper-left corner of each app you downloaded from the App Store. Tap the **X** to remove the app from your iPhone. The next time you sync your iPhone, the app will also be removed from iTunes (if you have that preference set).

iTip Viewing Your iTunes Store Account Info

*If you want to view or change your iTunes Store account info, you can do that right from your iPhone. Tap on the Settings app, then scroll down to iTunes & App Stores. Now, enter your Apple ID info, tap on Sign In, and you'll have access to your account info by tapping on your Apple ID and then tapping on **View Apple ID**. You can change your payment method, or even sign up to receive the store newsletter or special offers.*

Updating Your Apps



App developers are constantly updating their apps with new features, improvements, and bug fixes, and most of these updates are absolutely free. Just tap on the App Store app and you'll see an Updates button in the lower-right corner with the number of apps on your iPhone that have had updates released appearing in a small red circle (as seen above). Tap on it to see your list of apps that have updates, and to see what features (or fixes) have been included in an update, tap on it, then scroll down to the What's New section. To download the update, just tap the **Update button** at the top of the update's Info screen. If you have multiple apps that have updates, you can download all of them at once by tapping Update All at the top right of the Updates screen.

iTip Using Siri to Launch Apps

*You'll read about this in the Siri chapter, but I wanted to include it here because it's just so darn handy to be able to launch apps using Voice Control. Just activate Siri (press-and-hold the Home button) and then say, "**Launch [app name].**" That's it.*

Quickly Switching to Another App



iOS 5 and later support multitasking, as well as fast app switching. If an app supports either of these technologies, you'll be able to toggle back and forth between multiple apps without having to close one and return to the Home screen first. Just double-click the Home button and the multitasking bar will appear at the bottom of the screen. Tap on the app you want to switch to and it will open. By default, you'll see the last four apps you used in the multitasking bar. However, you can scroll the bar to the right to see more.

Rearranging Your Apps



To move an app to a different location, just tap-and hold on any one for a few seconds until all the icons start to wiggle. Now, tap-and-drag the icon of the app you want to move to a new location (the other apps will move aside to make room for the app you're moving). If you want to drag your app to a different screen (you can have multiple screens of apps), just drag the app to the right or left edge of the screen until the next screen appears. You can either release the icon there or drag it to the edge again to advance to the next screen, and so on. When you're done moving apps around, just press the Home button to lock in your changes.

Cut the App Clutter by Creating Folders



It doesn't take long before you've downloaded a lot of apps (they're kind of addictive), and pretty soon you've got screen after screen of apps, and you spend a lot of time scrolling through them. To keep things organized, you can use folders (just like you do on your computer). That way, you can have a folder of games, or a folder of photo apps, or shopping apps, sports apps, and so on. To create a folder, start by tapping-and-holding on an app until the icons all start wiggling. Now, just drag that app onto a similar app (for example, if you wanted to create a folder of movie apps, maybe you'd tap on Movies by Flixster [my favorite movie app] and drag it on top of AMC Theatres), and the two now appear in a folder. You can drag other similar apps into this folder (you can have up to a total of 16 apps per folder). By the way, your iPhone tries to help you out by applying a name to your folder based on the first app you dragged in there, so if you dragged Movies by Flixster onto the AMC Theatres app, it would automatically name the folder "Entertainment," but you can just type a different name in the name field if you'd like (I changed it to "Movies"). To remove an app from a folder, while the icons are wiggling, just tap on it and drag it right out of the folder. When you're done creating folders (and moving apps in and out of these folders), press the Home button to lock in your changes.

Access More Apps at the Bottom of Your Screen

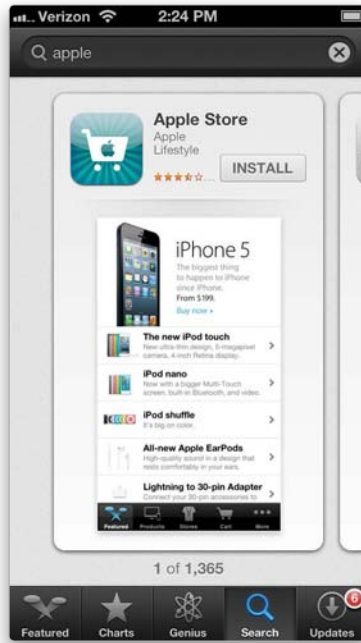


You know those four apps at the bottom of the screen that are always there, no matter which Home screen you're on? Those apps are in the Dock, and it's there so you can have quick access to four of your most-used apps. By default, Apple placed four apps there that they thought you would want to have available at all times, like the Phone app (that makes sense, right!). But, what if you want more than just four apps in your Dock? Then use this trick: create a folder of your other most-used apps (up to 16 different apps), then drag that folder down to the Dock to replace one of those four that maybe you don't use very often. Now you have a total of 19 apps in your Dock (three regular apps and your new folder full of apps) that you can quickly get to no matter which Home screen you happen to be on. Of course, you could replace all four of the apps in the Dock with folders, and then you'd have 64 apps down there, visible all the time (but I would still leave at least the Phone app by itself, but hey, that's just me).

iTip Moving Between Home Screens

Since you can add web clips and apps to the Home screen, the iPhone gives you up to 11 Home screens. Once you have two or more Home screens, you will see little dots above the Dock indicating how many Home screens you have, and which screen you're looking at (its dot appears white). You can either tap a dot to switch screens or you can flick the screens left or right like you do with pictures.

Don't Miss Apple's Own Downloadable Apps



Your iPhone comes with a number of Apple-designed apps already pre-installed (like Contacts, Stocks, Weather, and so on), but there are a number of really handy, very clever Apple apps that aren't pre-installed that you can get from the App Store. When you get to the App Store, tap on Search and simply type "Apple." When the results appear, you'll find some great apps like Find My iPhone, Find My Friends, Remote (for controlling your Apple TV or your Mac), the Apple Store app (for buying Apple-related hardware and accessories), Podcasts (for downloading and playing podcasts), iTunes U (for downloading educational content), iBooks (for downloading and reading books), iTunes Movie Trailers, and Cards (for creating printed postcards), which are all free. There are also Apple apps you can buy, like GarageBand (for creating music), iPhoto (for managing photos), Numbers (a spreadsheet app), Keynote (for slide presentations), Pages (a word processor), and iMovie (for creating movies).

Accessing Your Audio Controls While in Another App



Once you have music going in your Music app or any third-party audio app, like Pandora Radio, you can launch another app and the music will keep playing. However, if you want to control the music, you don't have to go back to the app to do this. You can access the controls widget by double-clicking the Home button and scrolling to the left in the multitasking bar at the bottom of the screen.

Organizing Your iPhone Apps on Your Computer



While it's great that I can rearrange my apps and make folders right on my iPhone (see page 78 for more on making folders), when I have a lot of arranging to do, I prefer to do it on my computer in iTunes. iTunes lets you rearrange the order of the apps on your Home screens (as shown above), as well as the Home screens themselves (on the right side of the window), just by clicking-and-dragging. So, if you have a lot of arranging to do, just connect your iPhone to your computer and select it in the iTunes Source list. Click on the **Apps tab** and you can choose which apps to sync, as well as click-and-drag them into the order you want, create new app folders (just like you would on your iPhone), or hover your cursor over an app and click on the X button at the top left to delete it. Once you're done, click the Sync button to sync your iPhone. You can also check in iTunes to see if your apps have any available updates: just click on your Apps Library in the Source list on the left side of the iTunes window. Then, click the **Check for Updates link** in the bottom-right corner of the window (or the link that tells you how many updates are available), and if there are any updates available, you'll be taken to a screen that lists them, and where you can update them individually or all at once.

Where to Find the Very Coolest Apps



There are literally hundreds of thousands of apps in the iTunes App Store, and finding the coolest, most useful, best designed apps isn't easy. That's why every day I go to Terry's app website, because Terry has a gift for finding exactly those types of apps. Honestly, I don't know how he does it, but he always comes up with these amazing apps that everybody falls in love with (which is precisely why, when it comes to iPhone apps, Terry has built a huge cult following). Check it out at www.bestappsite.com. Also, be sure to check out Chapter 16. It's a bonus chapter that Terry and I created that contains the "20 Apps We Can't Live Without."

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