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

SIXTH EDITION

Scott Kelby & Terry White
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

This is the seventh book I’ve been lucky enough to co-author with Terry, and I can tell you from experience that the only downside of co-authoring a book with him is that I only get half as much space to thank all the wonderful people whose help, hard work, and support go into making a book like this.

To Kalebra: My wonderful, amazing, hilarious, fun-filled, super-gorgeous, and loving wife. Your spirit, warmth, beauty, brains, patience, and unconditional love continue to prove what everybody always says—I’m the luckiest guy in the world.

To Jordan & Kira: You two bring immeasurable joy to my life, and I’m so proud and tickled to be your dad. I couldn’t ask for anything more.

To Jeff: You are the world standard that all brothers should be judged by. No wonder everybody loves you the way they do!

To my co-author Terry White: You’re the one who convinced me to do this book, and without your many ideas, your influence, and your great writing, this book would never have seen the light of day. I’m truly honored to have shared these pages with you, and to count you among my very best friends.

To Susan Hageanon: Thanks for finding a way to carve out time for me to be able to write this book in the first place. I know it’s not easy assisting someone who is constantly in stealth mode, but you’re doing a great job of it and I appreciate it more than you know.

To my editor Kim Doty: I just love working with you. How can you not love working with someone who always has such a warm smile, such a great attitude, and does such great work? Thanks doesn’t cover it…but…thanks.

To Cindy Snyder and Jessica Maldonado (my book editing, design, and layout team): I just love working with you guys, and I’m constantly impressed and amazed at the quality of what you do and how quickly you can do it.

To Felix Nelson, my brilliant Creative Director: What can I say? You are the best in the business and ideas and art flow out of you like a Pez dispenser. I’m a very lucky guy to even get to work with you. Thank you, my friend, for everything you do for me and our company.

To Dave Moser: Getting to work with my best buddy every day is definitely a blessing, but the way you’re always looking out for me takes it to a whole new level. :-)

To Jean A. Kendra: Thanks for watching “the other side” of our business and for being such a great friend over the years.

To Nancy Aldrich-Ruenzel, Ted Waitt, Sara Jane Todd, Scott Cowlin, and all my friends at Peachpit Press: Thank you for making the book-writing process virtually painless, and for having me as one of your authors.

To John Graden, Jack Lee, Dave Gales, Judy Farmer, and Douglas Poole: Your wisdom and whip-cracking have helped me immeasurably throughout my life, and I’m both grateful and totally in your debt.

To God and His Son Jesus Christ: Thank You for always hearing my prayers, for always being there when I need You, for blessing me with such a wonderful, joy-filled life, and such a warm, loving family to share it with.
It’s not every day that I get to work on a project that is both challenging and fun at the same time. Writing a book such as this takes a lot of focus and attention to detail, but my family didn’t complain once.

I have two amazing daughters: Ayoola is both smart and constantly focused on taking it to the next level. I see so much of myself in her at times that it’s scary. My youngest daughter, Sala, has many of my other traits. She makes me laugh out loud every day and lives to enjoy life. They make those late nights, weekends spent working, and hectic travel schedules worthwhile, because at the end of the day, it’s all for them anyway.

I have a great sister, Pam, who is the person I go to when I need advice. It’s great having an older sibling and she’s the best sister a guy could have.

I have to thank all my “gadget buddies”! It’s the guys and gals that I hang out with that inspire me to play and learn about gadgets of all kinds. Special thanks to Sarah K for always keeping me up to date with the latest tunes and apps that I may have missed. Speaking of apps, I have to thank both my co-authors on www.bestappsite.com, Erik Bernskiold and Jason Lykins, because I couldn’t do it without their help.

If technology is my first passion, then I would have to say that photography is my second. While the iPhone is my go-to device for daily communications and social networking, I also use it and my iPad quite extensively in my photography workflows. With that said, I can’t help but thank those individuals that I work with and photograph on a regular basis, starting with the amazing Zahava for the hard work in modeling for this book and other projects. Thanks to Kandice Lynn, who’s a blast to work with and inspires me to push my photography further. I also want to thank my amazing designer, W. Taharqa Blue, and video buddies, Bruce Mandel and Don Pham, as well as all the photography industry leaders that have shown me so much support over the years.

Also, I thank my friends at my local Apple Store, Linda and Dave, for constantly making me feel like a VIP when I walk in. And, of course, I have to thank all my friends who support me at my Macintosh users’ group, MacGroup-Detroit, especially Joe, Calvin, Jack, Chita, Phyllis, Yvonne, Bill, Brian & Char, Mia, Michele, Steve, Mike, Aquil, and Harold.

Although I enjoy writing, it’s not my full-time gig. I have the best job on the planet and work for the best company in the world. I have to give special thanks to my boss, Scott Morris, who understands my gadget addictions and gives me the freedom and the time off that I need to pursue my other technology and industry passions. I work with some of the smartest people in the industry, and I want to thank everyone at Adobe Systems, Inc., including my travel buddies, Worldwide Evangelists Jason Levine and Rufus Deuchler, not only for providing the best software tools in existence but also for keeping me technically educated and motivated to achieve greatness.

Of course, I have to thank the guy who is probably my biggest source of inspiration, and that is one of my best friends and the co-author of this book, Scott Kelby. I’m constantly amazed at how much this guy accomplishes each year. There is no stopping him. Not only is he great in his career, but he’s also a great father to his two beautiful kids and a great husband to his wonderful wife, Kalebra. I probably wouldn’t have gotten into all this writing if it wasn’t for Scott. Scott, you’re an inspiration to us all! Thanks, buddy!
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http://kelbytraining.com
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!
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.
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 redownload/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).

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.
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.
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.
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.
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.
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).

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).
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.
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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