

# iPad<sup>®</sup> and iPhone<sup>®</sup> Tips and Tricks



**COVERS**

iOS 6 on iPad,  
iPad mini,  
and iPhone



que<sup>®</sup>

Jason R. Rich

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# iPad<sup>®</sup> and iPhone<sup>®</sup> Tips and Tricks

Jason R. Rich

**que**<sup>®</sup>

800 East 96th Street  
Indianapolis, Indiana 46240 USA



# iPAD® AND iPHONE® TIPS AND TRICKS SECOND EDITION

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- B** APPENDIX B: GETTING STARTED WITH ITUNES 11

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More than 100 feature-length how-to articles by Jason R. Rich, covering the Apple iPhone and iPad, can be read free online at the Que Publishing website. Visit [www.iOSArticles.com](http://www.iOSArticles.com) and click on the Articles tab. You can also follow Jason R. Rich on Twitter (@JasonRich7).

## DEDICATION

*I am honored to dedicate this book to Steve Jobs (1955–2011), a true visionary, entrepreneur, and pioneer, and who forever changed the world. My condolences to his family, friends, and coworkers at Apple, and to those whose lives he touched. Thank you, Mr. Jobs...For everything.*

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Thanks also to my friends and family for their ongoing support. Finally, thanks to you, the reader. I hope this book helps you fully utilize your iOS device in every aspect of your life, and take full advantage of the power and functionality your iPhone and/or iPad offers.

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# Introduction



Whether you're a new iPhone, iPad or iPad mini user who just purchased an Apple mobile device that runs iOS 6, or you're a veteran iPhone and/or iPad user who has witnessed firsthand the evolution of the iOS operating system and have recently upgraded your device to run the latest and greatest of Apple's device operating systems (or you're about to), you're in for an amazing experience.



## TIP

To determine what model iPhone or iPad you're using, and what version of the iOS operating system it's currently running, launch Settings from the Home Screen. When the main Settings menu appears, tap on the General option. From the General menu, tap on the About option. Scroll down on the About screen to determine the iOS version number and the model number of your device. The model number will be displayed as an Apple code, such as MD634LL or MC775LL. You can then visit the



online-based Apple Store (<http://store.apple.com>) and enter the model number into the Search field to determine which model and configuration iPhone or iPad you're holding in your hands.

Released in September 2012, Apple's iOS 6 operating system not only enables your iPhone, iPad, iPad mini or iPod touch to be a powerful mobile device that's capable of handling a wide range of tasks simultaneously, it also enables you to utilize an incredibly fast-growing library of apps. In fact, there are more than 700,000 iPhone apps (some of which have been enhanced for the iPhone 5) that also run on the iPad, and more than 275,000 iPad-specific apps currently available from the App Store.

Between the customizability of iOS 6 and your ability to utilize your mobile device with preinstalled and optional apps, you can personalize your phone or tablet so that it's perfectly suited to meet your unique personal or work-related needs.

Like other operating systems, such as Microsoft Windows for PC-based computers, or Apple's OS X Mountain Lion for the Mac, for example, iOS is an operating system created by Apple that works with its mobile devices, including the various iPhone, iPad, or iPod touch models. Just like any operating system, iOS manages and controls the device's hardware and software resources, and handles every task it ultimately carries out.

Apple introduced the world to the original Apple iPhone in early 2007. Since then, the phone hardware, as well as the iOS operating system, have quickly evolved. Each updated version of Apple's iOS has introduced users to new features and functionality, ultimately making the iPhone, and later the iPod touch, iPad, and most recently the iPad mini, among the bestselling and most versatile mobile devices on the planet—not to mention that they're among the most technologically advanced in terms of what's available to consumers.



## NOTE

Throughout this book, anything that's discussed relating specifically to the iPad, refers to the iPad 2, the 3rd or 4th generation iPad, and the iPad mini.

## WHY YOU NEED iOS 6 ON YOUR DEVICE

The introduction of iOS 6 for the iPhone, iPad, and iPod touch marks a significant advancement and improvement, not just in the operating system itself, but in how we can utilize and interact with Apple's mobile devices. If these advancements and

innovations could be summarized in a single word, the term used to describe all that's new in iOS 6 would be "integration."

**! CAUTION** iOS 6 refers to the version of the operating system, and should not be confused with the model number of your device, such as the iPhone 5. The Apple iPhone 3GS, iPhone 4, iPhone 4S, iPod touch (4th generation), iPod touch (5th generation), iPad 2, 3rd/4th generation iPad, and the iPad mini are among the devices that have the capability to run the iOS 6 operating system.

As soon as you begin using iOS 6 on your device, you'll discover that your favorite apps, as well as many of the features and functions built in to the operating system, now nicely integrate with each other, making it easier for you to fully utilize, access, manipulate, and share all sorts of data, files and content, not just on the device you're using, but across multiple devices and your computer(s).

## NEW AND MODIFIED APPS AND FEATURES

Using the familiar Photos app (the focus of Chapter 11, "Shoot, Edit, and Share Photos and Videos"), not only can you view the digital images stored on your iPhone or iPad, you also can now crop, rotate, enhance, and edit them, and then share them via email, Twitter, Facebook or iCloud. You'll also soon discover how to fully utilize the new Panoramic option for taking photos using the improved Camera app, and how to share the images stored on your iOS mobile device with others using iCloud's new Shared Photo Stream feature.

Likewise, when using Safari to surf the Web (which is covered within Chapter 13, "Use New Safari Features to Surf More Efficiently"), you can now save entire webpages within your Reading List (to refer back to later, even if your device doesn't have access to the Internet), read webpages without on-screen clutter using the Reader feature, plus from your iOS mobile device, access iCloud Tabs (which are browser windows that are open on your other computers and/or iOS mobile devices).

Other popular apps, such as Mail, Calendar, Music, and iTunes, also offer new features that you'll soon be wondering how you ever lived without. Plus, the Maps app has been redesigned from scratch, while the new Passbook app has been added to the iPhone. Even Siri has been given improved functionality, and is now capable of responding to a broader range of questions, commands and requests. Siri also works in conjunction with more apps, like Facebook and Twitter.

**NOTE**

On October 23, 2012, during the same press conference in which Apple announced the 4th generation iPad and the iPad mini, a new version of the iBooks app was released that adds new functionality to this already popular eBook reading app. For example, you can now highlight a quote from a book you're reading and share it with other people via email, Facebook or Twitter using the Share functionality that's now incorporated into iBooks. The app also offers a new Continuous Scrolling reading mode, so instead of swiping your finger horizontally to turn a page, you can scroll up or down on the screen.

## WHICH DEVICES USE iOS 6?

To fully utilize all the features and functionality of iOS 6, you'll need to use it with an iPhone 5, a 3rd or 4th generation iPad, or the iPad mini. However, many (but not all) of the functionalities of this newly revised operating system also work fine with the iPhone 3Gs, iPhone 4, iPhone 4S, the iPad 2, as well as the iPod touch (4th or 5th generation).

You'll soon discover how to use many of the more than 200 new features built in to iOS 6, plus learn how to quickly and easily share data and content between apps and various devices, and with other people. Not only will this book help you get the most out of your Apple mobile device, it also will help you stay connected and more easily manage the data stored on your phone or tablet.

**NOTE**

If you're active on Facebook or Twitter, iOS 6 now fully integrates with both of these popular online social networking services. Thus, you can compose and send tweets (to your Twitter followers), and/or compose and publish Facebook Status Updates from within many of the apps that come preinstalled with iOS 6, as well as directly from the Notification Center screen.

The official Facebook and Twitter apps allow you to fully manage all aspects of your accounts from your iOS mobile device. In addition, data from your Facebook or Twitter account can be synced with the Contacts and Calendar apps. You'll learn how to fully utilize Facebook and Twitter's integration with iOS 6 from Chapter 10, "Make the Most of Social Networking Apps."

## NEW AND IMPROVED INTERACTIVITY

One of the many things that set the iPhone 5 apart from its competition, and later made the 3rd and now 4th generation iPads the world's most sought-after tablets, are the multi-touch Retina touchscreens built in to these devices. Using a series

of onscreen taps, swipes, and finger movements, it's possible to interact with all of your device's apps and handle a wide range of tasks—without needing a traditional keyboard or even a stylus.

## NEW AND IMPROVED TOUCHSCREEN TECHNIQUES

From the moment you turn on your iPhone or iPad (or take it out of Sleep mode), aside from pressing the Home button to return to the Home screen at any time, virtually all of your interaction with the tablet is done through the following finger movements and taps on the device's highly sensitive multi-touch touchscreen:

- **Tap:** Tapping an icon, button or a link that's displayed on your device's screen serves the same purpose as clicking the mouse when you use your main computer. And, just as when you use a computer, you can single-tap or double-tap, which is equivalent to a single or double click of the mouse.
- **Hold:** Instead of a quick tap, in some cases, it is necessary to press and hold your finger on an icon or onscreen command option. When a hold action is required, place your finger on the appropriate icon or command option and hold it there. There's never a need to press down hard on the tablet's screen.
- **Swipe:** A swipe refers to quickly moving a finger along the screen from right to left, left to right, top to bottom, or bottom to top, to scroll to the left, right, down, or up, respectively, depending on which app you're using.
- **Pinch:** Using your thumb and index finger (the finger next to your thumb), perform a pinch motion on the touchscreen to zoom out when using certain apps. Or "unpinch" (by moving your fingers apart quickly) to zoom in on what you're looking at on the screen when using many apps.



### TIP

Another way to zoom in or out when looking at the device's screen is to double-tap the area of the screen you want to zoom in on. This works when you're surfing the Web in Safari or looking at photos using the Photos app, as well as within most other apps that support the zoom in/out feature.

- **Pull-Down:** Using your index finger, swipe it from the very top of the iPhone or iPad quickly downward onto the screen. This will cause the Notification Center window to appear, alerting you of incoming email messages, text messages, alarms, or other time-sensitive actions that need to be dealt with. You can be holding the device in portrait or landscape mode for this to work.
- **Five Finger Pinch (iPad Only):** To exit any app and return to the Home Screen, place all five fingertips of one hand on the screen so that they're spread out, and then draw your fingers together, as if you're grabbing

something. Be sure, however, that the new multitasking features are turned on from within the Settings app (found under the General heading).

- **Swipe-Up (iPad Only):** Make the multitasking bar appear at the bottom of the screen by using several of your fingers and swiping them upward, from the very bottom of the screen toward the top. (Or press the Home button twice in quick succession to access the multitasking bar.) On the iPhone or iPad, you can also access the multitasking bar by pressing the Home button twice.
- **Multi-Finger Horizontal Swipe (iPad Only):** When multiple apps are simultaneously running, swipe several fingers from left to right or from right to left on the screen to switch between active apps.

You can also use several of your fingers together and swipe left or right when looking at the multitasking bar to switch between active apps.



### TIP

To wake up your iPhone when it is in Sleep mode, press the Home button or Power button once.

When viewing the Lock Screen on the iPhone, when you double-tap on the Home button, Music app control icons are revealed. Use these music controls to play, pause, fast forward, or rewind music from an active playlist.

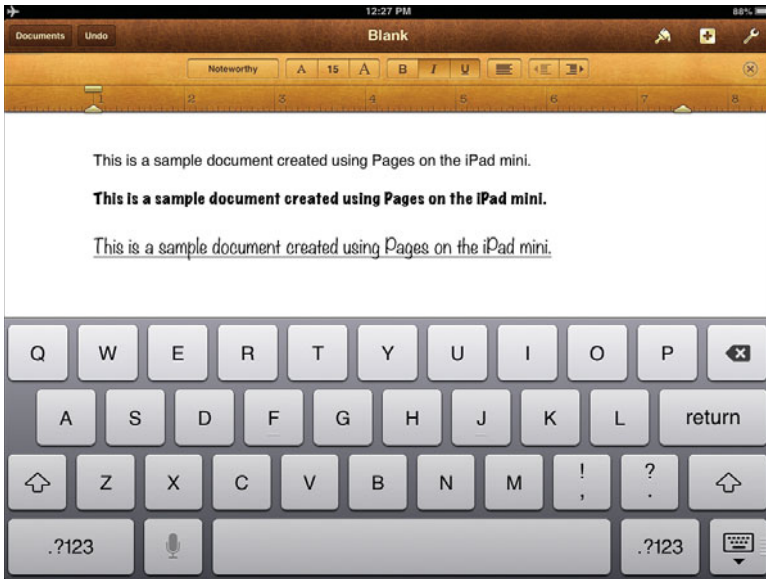
Also from the iPhone's Lock Screen, swipe your finger upwards on the Camera icon to launch the Camera app, and then use the Volume Up (+) button on the side of the iPhone to quickly snap a photo.

On the iPad, when you double-tap on the Home button when the tablet is in Sleep mode (or when viewing the Lock Screen), the Music app's controls appear at the top of the Lock Screen.

## HOW TO MAKE THE BEST USE OF THE VIRTUAL KEYBOARD

Whenever you need to enter data into your iPhone or iPad, you almost always use the virtual keyboard that pops up on the bottom portion of the screen when it's needed. The virtual keyboard typically resembles a typewriter or computer keyboard; however, certain onscreen keys have different purposes, depending on which app you're using.

For example, when you access the iPhone or iPad's main Spotlight Search screen, notice the large Search key on the right side of the keyboard. However, when you use the Pages word processor app, the Search key becomes the Return key (shown in Figure I.1). When you surf the Web using the Safari web browser app, the Search key becomes the Go key in certain situations.

**FIGURE I.1**

*Shown here is the optional Pages app running on the iPad mini with the standard virtual keyboard displayed.*

When you're using an app that involves numeric data entry, such as Numbers, the layout and design of the virtual keyboard can change dramatically (shown in Figure I.2).

On the iPad, using your index fingers on your right and left hand simultaneously, place them in the center of the virtual keyboard, and move them apart quickly to divide the onscreen keyboard into two sections, as shown in Figure I.3. Some people find this virtual keyboard format more convenient for typing while they're holding their device. When the virtual keyboard appears, use your fingers to tap the keys and type.

**TIP**

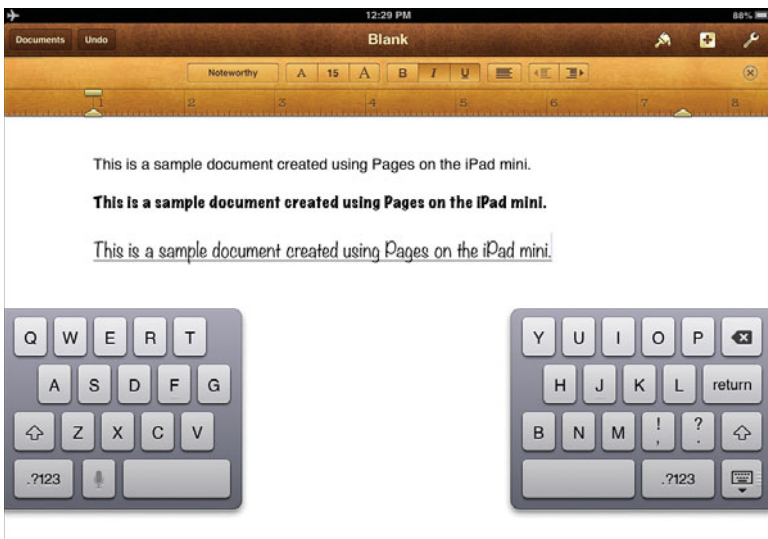
When looking at the keyboard on the iPad, place and hold down your finger on the Hide Keyboard key (displayed in the lower-right corner of the keyboard). You'll be given the opportunity to split or merge the keyboard, as well as undock the virtual keyboard. Undocking the keyboard allows you to drag it up or down on the screen, away from its fixed location near the bottom of the screen.





**FIGURE I.2**

When using the Numbers app (shown here on the new iPad), the app can alter the virtual keyboard's layout dramatically.



**FIGURE I.3**

Splitting the virtual keyboard in half makes it easier to type with your thumbs when holding the iPad (or iPad mini, shown here) with two hands. To adjust the keyboard, press and hold down the Hide Keyboard key.

**TIP**

From the Settings app, you can turn off the keyboard click noise that's otherwise heard when you're tapping the virtual keyboard keys. You also can turn on or off the Auto-Capitalization, Auto-Correction, Check Spelling, and Enable Caps Lock features that, when turned on, automatically fix what you're typing when the iOS deems the change appropriate.

To make the keyboard disappear, you can often tap anywhere on the screen except on the virtual keyboard itself, or you can tap the Hide Keyboard key, which is always located in the lower-right corner of the virtual keyboard.

Often, when data entry is required when you're using an app, the virtual keyboard automatically displays as it's needed. However, if you need to fill in a data field when using a particular app, for example, and the virtual keyboard is not visible, simply tap the blank onscreen field where data needs to be entered, and the appropriately formatted virtual keyboard will appear.

**MORE INFO**

If you expect to do a lot of data entry or word processing on your iPhone or iPad, instead of using the virtual keyboard, you can purchase an optional external keyboard, which connects to the phone or tablet either using the device's 30-pin Dock Connector port (or Lightning port), or via a wireless Bluetooth connection, depending on which model of keyboard you'll be using.

The iPhone 5, 4th generation iPad and iPad mini all have a Lightning Connector port located on the bottom of the unit, as opposed to a 30-pin Dock Connector found on Apple's older iOS mobile devices.

A variety of external keyboards are available from Apple, as well as from companies such as Logitech ([www.logitech.com](http://www.logitech.com)), Zagg ([www.zagg.com](http://www.zagg.com)), and Brookstone ([www.brookstone.com](http://www.brookstone.com)). For example, the Brookstone Virtual Keyboard (\$99.99, [www.brookstone.com/laser-projection-virtual-keyboard](http://www.brookstone.com/laser-projection-virtual-keyboard)) is one of the "coolest" and most cutting-edge optional keyboards available for your iPhone or iPad.

In terms of the iPad's hardware (the device itself), from the Settings app, you can decide how the tablet's side switch (located above the volume control buttons) will work. Your options include Lock Rotation and Mute button. Chapter 2, "Tips and Tricks for Customizing Settings," explains how to personalize this feature. Otherwise, the power button, Home button, and volume buttons on your iPhone or iPad continue to serve the same purposes as they did in the past.

## WHAT THIS BOOK OFFERS

This all-new second edition of *iPad and iPhone Tips and Tricks* will help you quickly discover all of the important new features and functions of iOS 6, easily update your mobile device, and discover how to fully utilize this operating system so that you can transform your iPhone, iPad, or iPod touch into the most versatile, useful, and fun-to-use tool possible.

This book also teaches you how to utilize the new features built into iOS 6 as you find, purchase (if applicable), download, install, and use a wide range of optional apps on your mobile device, and ultimately use your iPhone and/or iPad as a powerful personal productivity, organizational, or communications tool; state-of-the-art entertainment system; gaming system; and/or as a web surfing and email management device.

Each chapter of this book focuses on one or more iOS 6 preinstalled apps, or on specific features and functions of iOS 6. The book begins by explaining how to upgrade your device, while also getting you up-to-speed when it comes to fully utilizing all of the new features incorporated into Apple's online-based iCloud service.



### TIP

Most of this book focuses on using iOS 6 with an iPhone, iPad, or iPad mini; however, some of the content also relates directly to using this operating system with an iPod touch (4th or 5th generation), especially if it's connected to the Web via a Wi-Fi connection.

You will soon discover how to fully personalize your iPhone or iPad by adjusting the various options within Settings. You also learn strategies for protecting your privacy and maximizing the capabilities of your device's security options.



### WHAT'S NEW

Many of the apps designed to run using iOS 6, including but not limited to the latest versions of Maps, Twitter, Safari, Camera, Passbook (on the iPhone) and Reminders, now make even greater use of the device's GPS (Location Services) capabilities. Thus, your iPhone or iPad has the capability to pinpoint and continuously share your exact location with others.

To control your privacy and limit this capability, be sure to personalize the Location Services features of iOS 6 (found within Settings) to manage when your iPhone or iPad will have the capability to track and share your location.

Later, we explore how to utilize the online-based App Store to find, purchase (if applicable), download, install, and use the optional apps that best address your unique needs.

As of late-2012, the App Store offered more than 700,000 iPhone-specific apps, in addition to more than 275,000 iPad-specific apps. A growing number of apps are being designed specially for the iPhone 5 or the 3rd/4th generation iPad, while others are “hybrid,” and work flawlessly on most iOS mobile devices. Chapter 3, “Strategies for Finding, Buying, and Using Third-Party Apps,” will help you quickly find the very best apps that are of direct interest to you, and that will enhance your overall experience using your phone or tablet.

Most apps created for the iPhone will work flawlessly on the iPad. However, iPhone-specific apps that are not hybrid iPhone/iPad apps will not fully utilize the iPad’s larger display. iPad-specific apps will not work on an iPhone, but they will work on the iPad mini.

Much of this book focuses on the core apps that come preinstalled with iOS 6. The chapters that cover these apps are chock-full of tips and strategies for getting the most out of the new features and functionality that these apps offer.

First and foremost, your iPhone is a smartphone that’s capable of making and receiving phone calls. iOS 6 introduces a handful of new calling features, while improving on functionality your iPhone was already capable of. Later in this book, you discover how to do things like choose customized ringtones, manage incoming calls, access voicemail, and initiate conference calls using the phone functionality built in to iOS 6.

Using Apple’s iCloud service, transferring data between your Apple mobile device(s) and other computers can now be done wirelessly via the Web. However, in conjunction with iOS 6, Apple has introduced a handful of new and useful features related to iCloud that allow you to sync and share more types of app-specific information between your iPhone, iPad, iPad mini, iPod touch and/or your computers (both Macs and PCs).

Although you can still use the iTunes Sync process and connect your iPhone or iPad to your PC or Mac using a USB cable to transfer and/or back up data, iCloud enables you to wirelessly move files between devices and computers from anywhere via the Web. Plus, you can sync (back up) your iPhone or iPad data with a wireless version of iTunes sync, which will store your data on your primary computer, assuming that a Wi-Fi Internet connection is available.

If you thought your ability to surf the Web using your iPhone or iPad was impressive before, wait until you experience the enhancements made to the Safari Web browser with iOS 6.



## WHAT'S NEW

The latest model iPhone 5, the 3rd/4th generation iPad and the iPad mini enable users to connect to and surf the Web using a 4G (LTE) Internet connection (as opposed to a significantly slower 3G connection, which is used by all older models). However, it's up to the various wireless data service providers as to whether a 4G (LTE) connection can be used instead of a Wi-Fi connection to utilize certain iCloud features, such as iCloud Backup, Photo Stream, Shared Photo Stream, or the capability to download TV show episodes or movies from iTunes.

Because Apple's online-based iCloud service is now fully integrated with iOS 6, from this book you discover how to set up a free iCloud account and use the iCloud service to back up your iPhone and/or iPad, plus wirelessly transfer or sync app-specific data whenever your mobile device is connected to the Web.

The iPhone and iPad have always been useful tools for surfing the Web, managing email, and streaming web-based content. iOS 6, however, offers many improvements to this functionality. This latest operating system, along with revised versions of Apple-created apps, including Pages, Numbers, and Keynote, now enable you to handle more complex tasks that you previously would have relied on a full-featured desktop, laptop, or netbook computer to handle.

Your ability to do word processing, perform spreadsheet management, and work with digital slide presentations on your iPhone or iPad has been greatly improved, as has your ability to edit photos and video, and/or work with Microsoft Office (Word, Excel or PowerPoint) files created on your primary computer.

Now, transferring files between your iPhone or iPad and your primary computer (or with another user) is easier than ever, thanks to iCloud and the other functionality built in to iOS and the latest versions of Pages, Numbers, and Keynote (each sold separately from the App Store). In no time, you will learn how to use these three optional apps to create, view, edit, manage, print, and share Microsoft Office-compatible documents using your iPhone or iPad.

Although your iPhone is, of course, a smartphone that enables you to make and receive calls, both the iPhone and the iPad can be used for real-time videoconferencing using Apple's FaceTime, which comes bundled with iOS 6. However, you can also use the Skype app (along with a wireless Internet connection) to make and receive voice-over-IP or videoconferencing calls using either the iPhone or iPad.

**NOTE**

The iPad-specific version of Skype enables you to engage in real-time videoconferencing with any other Skype users, whether they're using a PC that's running Windows, a Mac, or any other tablet or mobile device.

As an entertainment device, your iPhone or iPad can play music and enable you to watch TV show episodes and high-definition movies. It also can be used as an eBook reader, or enable you to experience thousands of different fun and interactive games. When connected to an HDTV, for example, what you'd typically see on your iPhone or iPad's screen can also be displayed on any high-definition TV or monitor with an HDMI port.

Or when your device is used with an Apple TV device (sold separately) and a Wi-Fi Internet connection, you can begin viewing a TV show, a movie, or your favorite digital photos on your iPhone or iPad's screen, and then instantly switch to watching that same content on your home television screen using iOS 6's enhanced AirPlay functionality.

**WHAT'S NEW**

Many of the core apps that come preinstalled with iOS now offer an enhanced Share button (or icon) which gives you the ability to share app-specific information via email, text/instant message, Facebook or Twitter, or send that content to a wireless printer using AirPrint. The options available from the Share menu within apps varies.

## ATTENTION, PLEASE...

Throughout this book, look for Tip, Note, Caution, What's New, and More Info boxes that convey useful tidbits of information relevant to the chapter you're reading.

The What's New boxes, for example, highlight new features or functionality introduced in iOS 6, while the More Info boxes provide website URLs or list additional resources you can use to obtain more information about a particular topic.

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## IN THIS CHAPTER

- How to get started using Apple's iCloud service
- How to synch files, documents, and data via iCloud
- How to use iCloud Backup instead of iTunes Sync to back up your iOS devices
- How to take advantage of My Photo Stream and Shared Photo Streams

# 6

## SYNC AND SHARE FILES USING iCloud

iOS 6 includes full integration with Apple's iCloud online-based file-sharing service, which was enhanced with this version of the operating system. Initially, you might think that iCloud is just another cloud-based file-sharing service. However, for iOS 6 users, it does much more than simply allow you to store content on a remote server that's located somewhere in cyberspace. In fact, iCloud introduces a handful of new features and functions to your iPhone or iPad that you'll soon be wondering how you ever lived without. There are several compelling reasons to begin using iCloud with your iOS device (and primary computer).

First, an iCloud account is free. When created, your iCloud account includes 5GB of online storage space for your personal data and files, plus an unlimited amount of additional online storage space for all your iTunes Store, App Store, and iBookstore (and Newsstand) purchases, including apps, music, TV shows, movies, eBooks, audiobooks, ringtones, and so on.





The additional storage space needed to store your Photo Stream and Shared Photo Stream images is also provided, for free, from Apple. Thus, the 5GB of online storage space is used only for your iCloud Backup files or to sync and store app-specific files and data “in the cloud.”

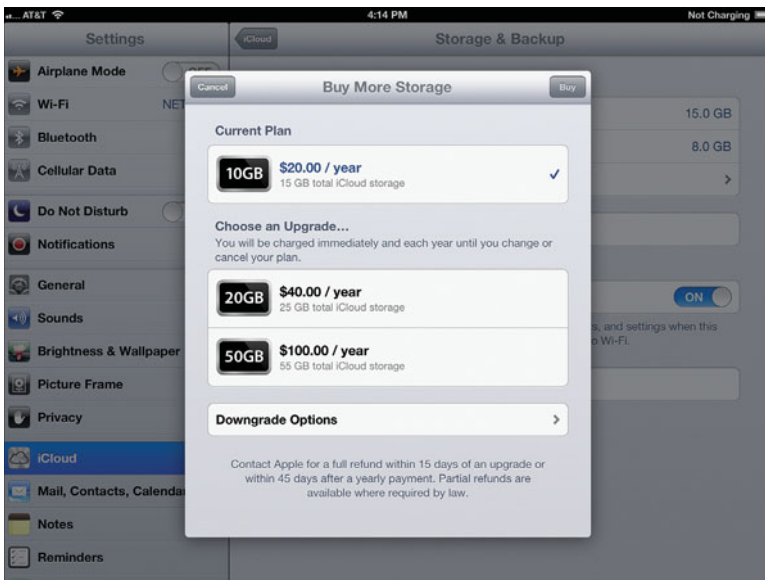
An iCloud account also includes a free @icloud.com email address, which you can use to send and receive email from all your devices that are linked to your iCloud account. And iCloud will automatically keep your email account synchronized on all devices.



## NOTE

If you have an older Apple ID account that has an associated @.mac or @.me email address, it can be used as the email address that's associated with your iCloud account.

If you need to upgrade your iCloud account to utilize additional online storage space, it can be purchased directly from your iOS device for an annual fee (as shown in Figure 6.1).



**FIGURE 6.1**

*Launch Settings, select the iCloud option, followed by the Storage & Backup option and then tap on the Change Storage Plan option to acquire additional iCloud online storage space.*

**NOTE**

An additional 10GB of online storage is priced at \$20 per year (which gives you a total of 15GB, including the 5GB of free online storage). An additional 20GB is priced at \$40 per year, and 50GB is priced at \$100 per year.

## CONTENT SAVED TO iCloud IS AVAILABLE ANYWHERE

By default, as soon as you establish a free iCloud account, anytime you acquire and download content from the iTunes Store, a copy of that content automatically gets saved in your iCloud account and immediately becomes available on all of your compatible computers and iOS devices (including Apple TV) that are linked to that iCloud account. This includes all past iTunes purchases and downloads as well.

So, if you hear an awesome new song on the radio while you're out and about, you can immediately purchase and download it from the iTunes Store using your iPhone. As always, that song will become available on your iPhone within a minute.

Then, thanks to iCloud, you'll also be able to access that same newly purchased song from your primary computer, iPad, iPod touch, and/or Apple TV device, without having to repurchase it. This feature also works with TV shows and movies purchased from iTunes, as well as with hybrid apps you want to install on both your iPhone and iPad, for example, without having to purchase that same app twice. The benefit to using iCloud is that syncing can be done from anywhere via the Internet, without using iTunes Sync or requiring a connection between iOS mobile device and primary computer.

If you ever opt to delete any iTunes purchase from your iOS device, for whatever reason, you always have the option of downloading and installing it again, free, from iCloud.

**TIP**

Depending on how you set up the iTunes Store, the App Store, and iBookstore (plus Newsstand) to work with iCloud, you can automatically have all of your computers and iOS devices download all new music, app and eBook content you purchase, or this can be done manually. To adjust these Automatic Downloads settings, launch Settings, select the iTunes & App Stores option, and then turn on or off the virtual switches associated with Music, Apps and Books that are listed under the Automatic Downloads heading.

When turned on for Music on your iPad, for example, if you purchase a new song on your iPhone, it automatically downloads to your tablet as well, assuming the iPad has Internet access via Wi-Fi, unless you've also turned on the Use Cellular Data option that's associated with Automatic Downloads.

Due to their large file sizes, automatic downloads are not possible for TV show episodes, movies or audiobooks acquired from the iTunes Store. However, you can download these purchases manually onto each of your computers and/or iOS mobile devices that are linked to the same iCloud account.



## NOTE

Although your iTunes music purchases might represent a portion of your overall personal digital music library, chances are, that library also includes CDs (which you have ripped into digital format), as well as online music purchases and downloads from other sources (such as Amazon.com).

For an additional fee of \$24.99 per year, you can upgrade your iCloud account by adding the iTunes Match services. This grants you full access to your entire personal digital music library (including non-iTunes purchases) from all of your computers and devices that are linked to your iCloud account. To learn more about iTunes Match, visit [www.apple.com/itunes/itunes-match](http://www.apple.com/itunes/itunes-match).

## ACCESS YOUR PURCHASED iTUNES CONTENT FROM ANY DEVICE

After you have purchased an app, music, a TV show, a movie, an eBook, an audiobook, or another type of content from the iTunes Store, App Store, iBookstore, or Newsstand, that content is automatically available via iCloud to all of your iOS devices, your primary computer, and, depending on the type of content, on your Apple TV. This is automatic, as soon as you set up a free iCloud account.

Because Apple has maintained detailed records of your iTunes, App Store, and iBookstore purchases to date, all content from past purchases also immediately becomes accessible to computers or devices linked to your iCloud account.

Let's look at an example. While using iTunes on your primary computer, suppose you purchase and download the *Never Over* EP released by *American Idol* Season 4 top-4 finalist Anthony Fedorov. The six songs on that EP get immediately downloaded to your computer's hard drive.

Now, thanks to iCloud, those six songs are also instantly made available via your iCloud account to your iPhone, iPad, iPod touch, and/or Apple TV device. So, after purchasing Anthony Fedorov's EP, for example, on your primary computer via iTunes, follow these steps to manually load that same music into your iPad (or another iOS device) via iCloud (assuming you do not have the Automatic Downloads option turned on):

1. Make sure that your iOS device is connected to the Web via a 3G/4G or Wi-Fi connection.
2. Launch the iTunes app on your device. If prompted, when the Apple ID Password window pops up on your screen, use the virtual keyboard to enter your Apple ID password.
3. Tap on the Purchased icon that's displayed near the lower-right corner of the iTunes app's screen. Then, near the top-center of the screen, tap on the Music tab.

**NOTE**

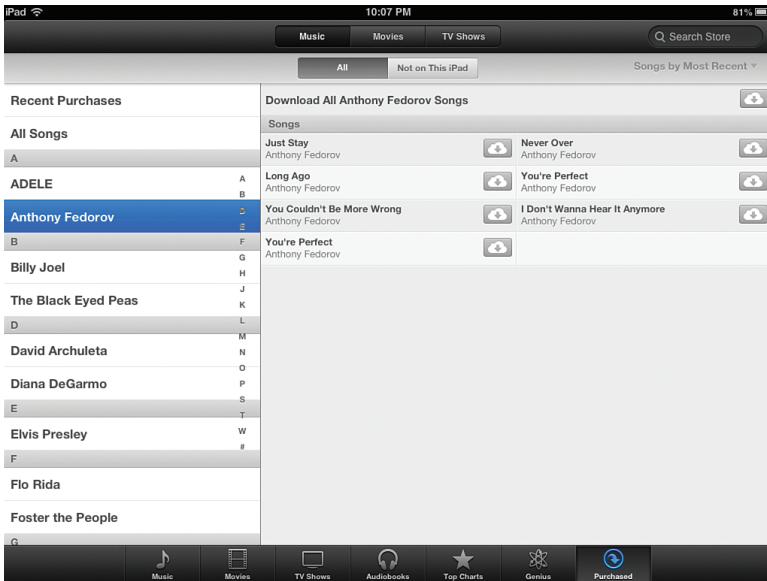
On an iPhone, to access already purchased content, launch the iTunes app, tap on the More icon that's displayed near the bottom-right corner of the screen, tap on the Purchased option, select Music, and then choose the artist or group's name whose music you already own and that you want to download onto the phone.

4. Within a column on the left side of the screen is an alphabetic listing of recording artists and music groups that relate to music you own. For this example, you'd find Anthony Fedorov on this listing. Tap on his name.
5. On the right side of the screen, all songs from Anthony Fedorov that you have purchased and that are stored within your iCloud account are listed. Each listing is accompanied by an iCloud icon (shown in Figure 6.2).
6. Tap on the iCloud icons, one at a time, to select which of Anthony Fedorov's songs you want to download onto your iPad. Or to download all of the songs listed, tap on the iCloud icon associated with the Download All Anthony Fedorov Songs option that's displayed near the top of the screen.

**TIP**

After tapping on the Purchased icon in iTunes on your iPad, tap on the Music, Movies, or TV Shows tab. Each is displayed near the top-center of the screen. If you've acquired audiobooks, an additional tab will be displayed.

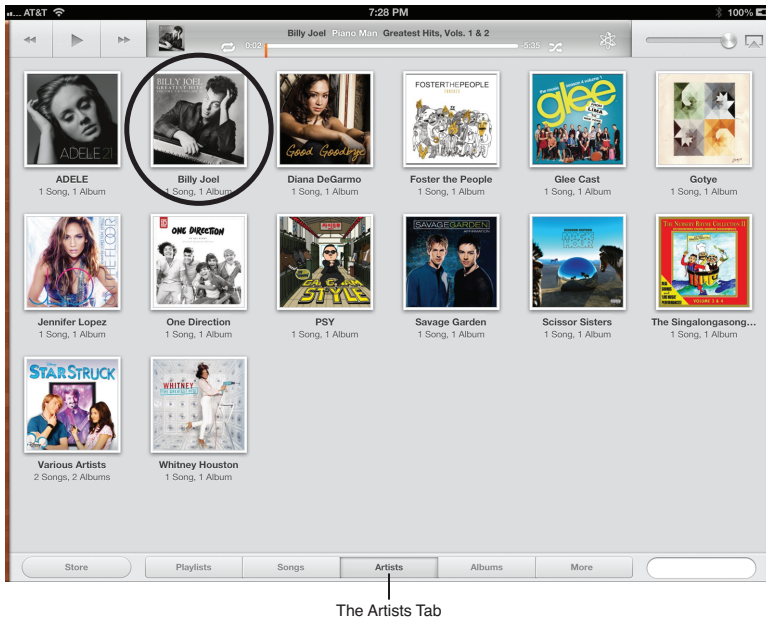
Below the Music, Movies, and TV Shows tabs are two additional tabs, labeled All and Not On This iPad (iPhone). Tapping on the All tab lists all content of that type you own, while tapping on the Not On This iPad (iPhone) tab displays only related content you own, but that's not already stored on the device you're using.



**FIGURE 6.2**

*From any device that runs iTunes, you can access and download your previous purchases by tapping on the Purchased icon.*

7. Within one to two minutes or so, the new music from Anthony Fedorov's EP, or whatever music you selected to download, will be available to listen to on the iOS 6 device you're currently using.
6. Exit iTunes by pressing the Home button.
7. Launch the Music app on your iOS device.
8. When the Music app launches, Anthony Fedorov's music is now listed when you tap on the Songs, Artists (shown in Figure 6.3) or Albums tabs that are displayed along the bottom of the screen.



The Artists Tab

**FIGURE 6.3**

*Anthony Fedorov's music was initially purchased from iTunes on a Mac, but was also downloaded (at no additional cost) to an iPad connected to the same iCloud account.*

## USE iCloud TO SYNC YOUR APPS, DATA, DOCUMENTS, AND FILES

Most cloud-based file-sharing services serve mainly as a place in cyberspace to remotely store files. However, you manually have to transfer those files to and from the “cloud.” Thanks to iCloud’s integration with iOS 6, many of the core apps that come with iOS 6, as well as a growing number of third-party apps, automatically keep data and files created or managed using those apps synchronized with other devices and/or your primary computer that’s also linked to the same iCloud account.

From within Settings on your iPhone or iPad, turn on or off iCloud support for all compatible apps on your device. Compatible apps include Contacts, Calendars, Reminders, Safari, Notes, Photos, and Mail (relating only to your free iCloud-related email account).

**NOTE**

Specific information on how to use iCloud with specific pre-installed apps is covered within later chapters of this book. For example, from Chapter 8, “Organize Your Life with Reminders and Notes,” learn how to use the iCloud Sync feature with these two apps, and why using this feature is beneficial.

**MORE INFO**

iCloud is also fully compatible with Apple’s optional iWork apps for the iPhone and iPad, which include Pages (word processing), Numbers (spreadsheet management), and Keynote (for digital slide presentations). See the section, “Automatically Transfer Documents Using iCloud” to learn more about this functionality.

When you turn on the iCloud functionality related to the Contacts app, for example, your iOS device will automatically sync your contacts database with iCloud, and all of your computers and/or other iOS devices linked to your iCloud account. Thus, if you add or update a contact entry on your iPhone, that addition or change automatically synchronizes and becomes available within the Contacts app running on your other iOS devices, as well as within the compatible contact management software that’s running on your primary computer (such as the Contacts app or Microsoft Outlook on your Mac).

This same functionality also works with the Calendar and Reminders apps, for example. If you add or modify an appointment using the Calendar app on your Mac, or Calendar on your iPad, that new information immediately and automatically synchronizes to all your linked computers and devices.

As you surf the Web using Safari, when you turn on iCloud syncing functionality related to this app, all of your Bookmarks and Bookmark Bar data, along with your Reading List information and open browser window/tabs data are synced via iCloud. Likewise, notes created using the Notes app also sync with the Notes app on your Mac and other iOS mobile devices.

To share your photos between iOS devices, your primary computer, and/or an Apple TV device, you’ll need to set up a Photo Stream using iCloud. How to do this is explained later in this chapter.

**TIP**

The Documents & Data setting that’s found on the iCloud menu screen within Settings enables you to set up your iOS device to automatically sync (share) documents related to specific apps using iCloud, making them almost instantly and automatically available on your computer(s) and other iOS devices.

This feature works with all iWork for iOS apps (Pages, Numbers, and Keynote), for example.

However, from within Settings, in addition to turning on the Documents & Data feature associated with iCloud from the iCloud menu screen, you also need to turn on the iCloud Sync function for each app from within Settings. How to do this for the iWork apps is described shortly.

## CUSTOMIZING iCloud TO WORK WITH YOUR APPS

It's important to understand that the app-related synchronization feature offered by iCloud is different from iCloud Backup (which creates a complete backup of your entire iOS device that gets stored online as part of your iCloud account).

When you set up iCloud to work with a specific compatible app, that app automatically accesses the Web, connects to iCloud, and then uploads or downloads app-related files, documents, or data as needed. iCloud then shares (syncs) that app-specific data with your other computers and devices that are linked to the same iCloud account.

To customize which of your compatible iCloud apps utilize iCloud functionality, follow these steps:

1. Launch Settings from your iPhone or iPad's Home Screen.
2. Tap on the iCloud option.
3. When the iCloud menu screen appears (shown in Figure 6.4), at the top of the screen, make sure the Apple ID-linked email address that's associated with your iCloud account is displayed next to the Account option. If it's not, use your existing Apple ID to create or access an iCloud account by tapping on the Account option.
4. Below the Account option is a list of all preinstalled iCloud-compatible apps on your iOS device. To the right of each listing is a virtual on/off switch. To turn on the iCloud functionality associated with a specific app, set its related virtual switch to the on position.
5. When you have turned on the iCloud functionality for all the apps that you want to be able to synchronize via iCloud, exit Settings to save your changes. (Press the Home button to do this.)



**FIGURE 6.4**

*Turn on or off iCloud functionality for specific apps that come preinstalled with iOS 6 from the iCloud menu within Settings.*

- Repeat this process on each of your iOS devices. So, if you have an iPhone and an iPad, you'll need to turn on the iCloud functionality for Contacts, for example, on both devices to keep Contacts data synchronized via iCloud on both devices.

**TIP**

After you've turned on the iCloud functionality for specific apps, for the various apps on your iOS devices (and your primary computer) to stay synchronized, each computer or device must have access to the Internet. For this use of iCloud on your iPhone or iPad, a 3G/4G or a Wi-Fi Internet connection works fine. For certain other iCloud features, such as Photo Stream and iCloud Backup, your iOS device will require a Wi-Fi Internet connection.

## ACCESS YOUR APP-SPECIFIC DATA ONLINE AT [iCLOUD.COM](http://iCloud.com)

Another benefit of using iCloud to sync your app-specific data is that using any computer or Internet-enabled device, you can visit [www.iCloud.com](http://www.iCloud.com), log into this website using your iCloud username and password (which is typically your Apple

ID username and password) and then access online-based versions of the Contacts, Calendar, Reminders, and Notes apps. (This is shown on a Mac using the Safari web browser in shown in Figure 6.5). Your most up-to-date data from these apps appears within the online versions of the apps.



**FIGURE 6.5**

*Log into [www.icloud.com](http://www.icloud.com) to access your app-specific content using online versions of popular iPhone and iPad apps, including Contacts, Calendar, Reminders, and Notes.*

So, if you forget your iPhone at home, for example, you can still access your complete Contacts database, your schedule, your to-do lists and your notes from any computer.

Once you log into iCloud.com, click on the on-screen app you want to access. The online apps are almost identical to the iPad versions of the Contacts, Calendar, Reminders, and Notes app.

## CREATE A PHOTO STREAM USING iCloud

In conjunction with iOS 6, Apple introduced two different types of Photo Streams that work with iCloud. The My Photo Stream option was originally introduced with iOS 5. It allows you to automatically share photos between your own computers and iOS mobile devices that are linked to the same iCloud account. Once set up, this sharing process happens automatically and in the background.

New to iOS 6 is the Shared Photo Streams feature. It works in conjunction with the Photos app (and optional iPhoto app). Shared Photo Streams provide an easy way for you to share an unlimited number of photos that are stored on your iOS mobile device with specific people who you select. This sharing is done using online galleries that are created using iCloud to showcase your selected images.

Using this feature, you can create as many separate Shared Photo Stream galleries as you'd like, add and remove photos from them at anytime, plus choose who is granted access to see and download those photos. From within the Photos app, for example, you could use the Share feature and select Mail, but this option only allows you to share up to five photos at a time with the intended recipients.

The Shared Photo Stream feature allows you to share as many photos as you'd like within each Shared Photo Stream gallery. Each gallery is stored online (via iCloud) and is given a unique URL. When you opt to share a Shared Photo Stream with other people, your iPhone, iPad or computer that you're using to manage the Shared Photo Stream will send your intended audience for those photos an email which provides them with the special webpage address (URL) that's associated with your Shared Photo Stream.

To learn more about the My Photo Stream and Shared Photo Stream features and how they work, be sure to read Chapter 11, "Shoot, Edit, and Share Photos and Videos." However, like all iCloud-related features, on each of your iOS mobile devices and computers, the My Photo Stream and Shared Photo Streams features must be turned on separately. This is done by launching Settings, tapping on the iCloud option, and then turning on the virtual switch that's associated with each Photo Stream option.

**TIP**

Photo Stream requires that each of your iOS devices has access to a Wi-Fi Internet connection. It does not work with a 3G/4G connection from your iPhone, iPad, or iPod touch. This feature works with both Macs and PCs.

The Photo Stream and Shared Photo Stream feature is compatible with Apple TV, so you can view your favorite digital images on your HDTV at home or at work, as standalone images or as part of an animated slideshow.

**NOTE**

On your Mac, it is necessary to upgrade to the latest version of the OS X Mountain Lion operating system, as well as the most recent version of iPhoto '11, in order to use the My Photo Stream and the Shared Photo Stream features on your primary computer. You also need to turn on this feature in iPhoto '11.

If you're using a PC, be sure to download the free iCloud Control Panel for Windows v2.0 utility (<http://support.apple.com/kb/DL1455>), and then turn on the Picture Library feature.

## AUTOMATICALLY TRANSFER DOCUMENTS USING iCloud

In addition to the iCloud compatibility built in to many of the core (preinstalled) apps that are included with iOS 6, a growing number of other apps also offer iCloud compatibility, and allow you to easily (and automatically) transfer or synchronize app-related documents and files.

This functionality is built in to Apple's iWork apps for the iPhone and iPad, which include Pages (word processing), Numbers (spreadsheet management), and Keynote (for digital slide presentations). Be sure to upgrade your iWork for iOS apps to the latest versions for this functionality to work.



### MORE INFO

Pages, Keynote, and Numbers are compatible with Microsoft Word, Microsoft PowerPoint, and Microsoft Excel, respectively. For more information on using these apps, see Chapter 19, "Be Productive Using Pages, Numbers, and Keynote."

If you turn on iCloud functionality with Pages, Numbers, Keynote, or other compatible third-party apps, when you create or revise a document, that revision is stored on your iOS device and on iCloud. From iCloud, that same app running on your iOS device (or compatible software running on your primary computer) can access that most recent version of your files or documents within seconds.

So, if you're working with the Pages word processor on your iPhone, your iPad, or the Mac, you always know that when you access a specific Pages document from any compatible device, you're working with the most up-to-date version of that document. The synchronization process happens automatically and behind the scenes, assuming that your iOS devices and primary computer are connected to the Internet.

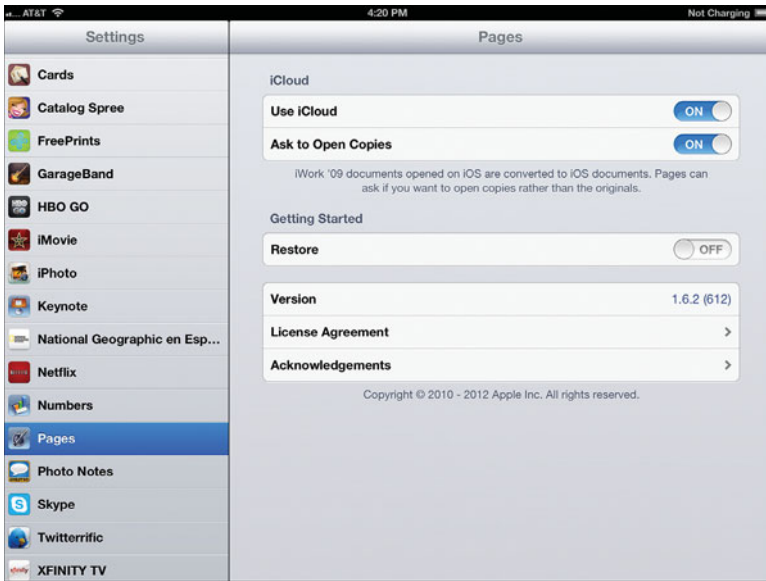


### NOTE

To use iCloud's "Documents in the Cloud" feature, your iOS device can utilize a 3G/4G or Wi-Fi Internet connection.

The processes for turning on iCloud functionality within compatible apps on your iPhone, iPad, and iPod touch are almost identical. To begin, turn on the Documents & Data option from the iCloud menu within Settings. Then, to turn on the iCloud functionality in Pages on an iPad, for example, follow these steps:

1. From your iOS device, launch Settings from the Home Screen.
2. Scroll down on the main Settings menu until you find the listing of apps stored on your device (shown in Figure 6.6).



**FIGURE 6.6**

*To control iCloud functionality for apps that don't come preinstalled with iOS 6, scroll down to the specific app listings on the main Settings menu, and tap on the app of your choice, such as Pages (if applicable).*

3. Locate the listing for Pages (or the app of your choice) from the Settings menu and tap on it.
4. When the Pages menu screen appears in Settings, tap on the virtual switch that's associated with the Use iCloud option, and switch it to the on position. If you turn this feature to the off position, your documents are stored only on your iPad (in this example), and are not synchronized with other devices via iCloud, because the selected app will not access iCloud via the Internet.

5. Exit Settings. From this point forward, your Pages documents automatically synchronize with iCloud when your iPad (in this example) has Internet access.
6. Repeat this process for each iCloud-compatible app, on each of your iOS devices.

## USING A UNIQUE APPLE ID FOR iCloud

When you first create an iCloud account, you're encouraged to use your pre-existing Apple ID and username. This is to encourage Apple computer and device users to use the same Apple ID to make and track all of their iTunes Store, App Store, iBookstore and Newsstand purchases, plus use that same Apple ID to access Apple's online-based iMessage instant messaging service, the FaceTime video conferencing service, and utilize all of iCloud's functionality.

If you're the only person who needs access to your iTunes Store, App Store, iBookstore and Newsstand purchases on your own computer(s) and devices, using the same Apple ID and password for this, as well as to access Apple's other online-based services is practical and efficient.

However, if you want to share your iTunes Store, App Store, iBookstore and Newsstand purchases with other family members who have their own iPhone, iPad, iPod Touch, Mac or PC, but you do not want those other people to be able to access your iCloud-related files, use your personal iMessage or FaceTime account, or access your iCloud-related email address, create one shared Apple ID account for Apple-related online purchases, and then create a second, personal Apple ID account that you use with some of iCloud's features, as well as iMessage and FaceTime.

To create and manage your Apple ID account(s), visit <https://appleid.apple.com> from any computer or Internet-enabled device. However, when you set up iCloud, or use iMessage, FaceTime or try to access the iTunes Store, iBookstore or Newsstand for the first time, you also have the option to create a new Apple ID account.



### TIP

From your iPhone or iPad, to view and manage your Apple ID account, launch Settings, tap on the iTunes & App Stores option, and then tap on the Apple ID option that's displayed near the top of the iTunes & App Store menu screen. Tap on the View Apple ID button to access and manage your account, or tap on the iForgot button to recover a forgotten Apple ID username or password.

## BACKING UP WITH iCloud

Until Apple launched iOS 5 and the iCloud service in 2011, creating and maintaining a complete backup of your iOS device on your primary computer required you to use the iTunes Sync process. This option (which is still available) meant that you needed to manually connect your iOS device to your primary computer via the supplied USB cable, and then run iTunes on your computer.



### TIP

To use the now antiquated iTunes Sync process requires using the USB cable that came with your iPhone, iPad or iPod touch in order to establish a link between your primary computer and your iOS mobile device. To do this, follow the instructions offered on Apple's website by visiting <http://support.apple.com/kb/HT1766>.

## iOS 6 STILL OFFERS WIRELESS iTUNES SYNC

Today, in addition to using iCloud to wirelessly sync your iOS mobile device and app-specific data, you have two additional options available. You can use the iTunes Sync process or the Wireless iTunes Sync process. If your primary computer and iOS device connect to the same wireless network, you can manually sync your iPhone, iPad, or iPod touch wirelessly. The USB cable connection between your computer and your iOS device is not needed.



### NOTE

You can still connect your iPhone (and in some cases your iPad) to a computer via the USB cable to charge your iOS mobile device, without syncing.

Using the Wireless iTunes Sync feature, your wireless iOS device should be plugged in to power and must be linked via Wi-Fi to the same wireless network as your primary computer. After the wireless connection is initiated, you can begin the wireless backup process from within Settings on your iOS device. However, iTunes must be running on your primary computer, and the iTunes Sync over Wi-Fi Connection option that's available when using the iTunes software on your primary computer (a Mac or PC), must be selected.

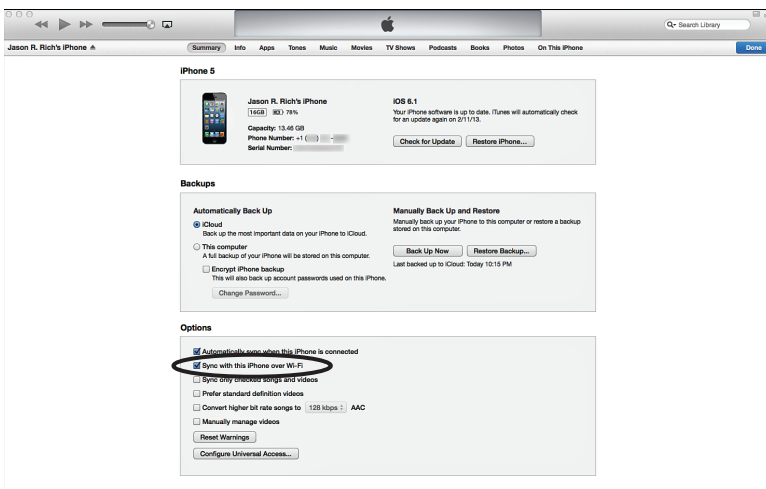


### NOTE

The Wireless iTunes Sync feature enables you to create a full backup of your iOS device and sync app-specific data. The related backup files get stored on your primary computer's hard drive, just as they would if you used the traditional iTunes sync process. This feature does not, however, utilize iCloud.

To create a backup of your iOS device using the Wireless iTunes Sync feature, follow these steps:

1. On your primary computer, launch iTunes.
2. Before you can use the Wireless iTunes Sync process for the first time, connect your iOS device to your primary computer via the supplied USB cable. When the connection between your device and computer is established, on the left side of the iTunes screen, under the Devices heading, click on your iOS device's name.
3. Near the top center of the main iTunes screen, click the Summary tab to see details pertaining to your iOS device.
4. On the Summary screen, use the mouse to add a checkmark to the Sync With This iPhone [iPad] Over Wi-Fi option that's displayed under the Options heading (as shown in Figure 6.7).



**FIGURE 6.7**

*To use the Wireless iTunes Sync feature, it must be turned on from within iTunes on your primary computer and on your iOS device. On your primary computer, click the Sync With This iPhone [iPad] Over Wi-Fi option.*

5. You can now disconnect your iOS device from your primary computer. The USB cable is no longer needed.
6. Make sure that your primary computer and your iOS device are connected to the same wireless network using Wi-Fi on both the computer and iOS mobile device.



7. From your iOS device, launch Settings.
8. Tap on the General option.
9. When the General menu screen appears, scroll down to the iTunes Wi-Fi Sync option, and tap on it.
10. If you haven't already done so, plug in your iOS device to an electrical outlet.
11. On your iOS device, tap the Sync Now button that appears on the iTunes Wi-Fi Sync screen (as shown in Figure 6.8). The Wireless iTunes Sync process will begin. The end result is a backup of your iOS device that's stored on your primary computer's hard drive (just as if you had used the traditional iTunes Sync process by connecting the devices via the supplied USB cable).

**FIGURE 6.8**

*Initiate the Wireless iTunes Sync process from within the Settings app on your iOS device, whether it's an iPhone (shown here), iPad, or iPod touch.*

**TIP**

After a backup of your iOS device has been created using the iTunes Sync or Wireless iTunes Sync process, you can restore your iOS device (or a new iOS device of the same type) from that backup. For example, you can restore an iPhone from an iPhone backup, or Restore an iPad from an iPad backup. You cannot, however, restore an iPhone from an iPad backup (or vice versa).

When you're reinstalling your iOS device, when prompted, select the Restore From iTunes option, and follow the onscreen prompts.

## iCLOUD BACKUP: NO CABLE NEEDED

One additional and useful feature of iOS 6 is the ability to create a complete backup of your iOS device wirelessly, and have the related backup files stored online ("in the cloud"). Using this feature, your iOS device can be connected to any Wi-Fi Internet connection. Your primary computer is not needed. Thus, the backup can be created from anywhere, and you can later restore your device from anywhere a Wi-Fi Internet connection is present.



**TIP** When you activate the iCloud Backup feature, if you connect your iOS device to your primary computer, the iTunes Sync process does not work. If you want to create a backup of your device using iTunes Sync and have the backup files stored on your primary computer's hard drive (instead of on iCloud), you need to first turn off the iCloud Backup feature from within the Settings app.

When activated, your iOS device automatically creates a backup to iCloud once per day (when the device is connected to the Internet via a Wi-Fi connection but isn't otherwise in use). For this to happen, your iPhone or iPad also needs to be connected to an external power source. However, at any time, you can manually create a backup of your device to iCloud from within Settings. This can be done when your device is running on battery.

To activate and use the iCloud Backup feature, the process is the same for an iPhone or iPad.

Follow these steps to activate and use the iCloud Backup feature on an iPhone or iPad:

1. Make sure that your iOS device is connected to the Internet via a Wi-Fi connection.
2. From the Home Screen, launch Settings.
3. Tap on the iCloud option.
4. Tap on the Storage & Backup option that's located near the bottom of the iCloud menu screen within Settings.
5. About halfway down on the Storage & Backup screen, tap on the virtual switch that's associated with the iCloud Backup option. Turn the virtual switch to the on position.

- A new Back Up Now option appears near the bottom of the Storage & Backup screen (as shown in Figure 6.9). Tap on it to begin creating a backup of your iOS device. The backup file will be stored on iCloud.



**FIGURE 6.9**

*Manage and launch the iCloud Backup feature from the Storage & Backup screen, accessible from within the Settings app.*



### TIP

The first time you use the iCloud Backup feature to create a wireless backup of your iOS device, the process could take up to an hour (or longer), depending on how much data you have stored on your device.

After the backup process begins, a progress meter is displayed at the bottom of the Storage & Backup screen within Settings. While the backup is being created this first time, refrain from using your iOS device. Just kick back and allow the iPhone or iPad, for example, to connect with iCloud and create the initial backup.

In the future, the iCloud Backup process takes place once per day, automatically, when your iOS device is not otherwise in use. These backups save all newly created or revised files and data only, so subsequent iCloud Backup procedures are much quicker.

At the bottom of the Storage & Backup screen within Settings, the time and date of the last backup is displayed. If, for some reason, the backup process could not

be completed because the device could not connect to the Internet, for example, an error message displays.

At anytime, it's possible to manually create an updated backup via iCloud by tapping on the Back Up Now icon that's displayed on the Storage & Backup screen.

The purpose of creating and maintaining a backup of your device is so that you have a copy of all your apps, data, files, content, and personalized settings stored, if something goes wrong with your device. If and when you need to access the backup to restore your device using iCloud, when prompted, choose the Restore from iCloud option.

## iCLOUD: MANY USES, ONE STORAGE SPACE

As you've discovered in this chapter, iCloud is much more than just a typical cloud-based file-sharing service. However, after you set up your free iCloud account, you can choose which of iCloud's features and functions you want to utilize from within Settings on each of your device(s).

You are not required to use all of iCloud's various features. You can turn on only those features you believe are beneficial to you, based on how you typically use your iPhone and/or iPad, and what content, data, and information you want to synchronize or back up to your iCloud account.



**TIP** If you're like most people and wind up storing a lot of content, data, and files on your iPhone and iPad, for example, and you want to use the iCloud Backup feature with each of your iOS devices, you might need to increase your iCloud online storage space allocation (which means incurring an annual fee).

At the top of the main Storage & Backup screen within Settings, the amount of total online storage space you have available on iCloud is displayed next to the Total Storage heading (refer to Figure 6.8). Below that, the available online storage is listed.

To see how your iCloud online storage is being utilized, tap on the Manage Storage option that's also listed under the Storage heading on the Storage & Backup menu screen. If your online storage allocation is almost filled (or becomes filled), tap on the Buy More Storage option to immediately increase the amount of available online storage space you have available.

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