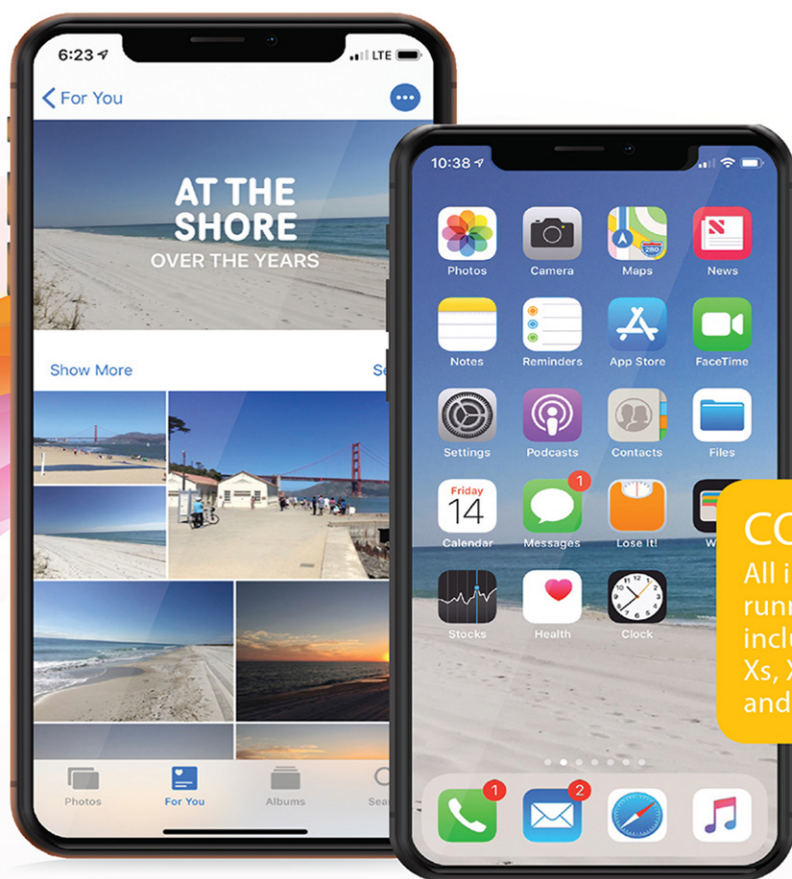


My iPhone®

TWELFTH EDITION



COVERS

All iPhones running iOS 12, including the X, Xs, Xs Max, and Xr

que®

Brad Miser

FREE SAMPLE CHAPTER

SHARE WITH OTHERS



My iPhone®

TWELFTH EDITION



Brad Miser

que®

My iPhone®, Twelfth Edition

Copyright © 2019 by Pearson Education, Inc.

All rights reserved. This publication is protected by copyright, and permission must be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or likewise. For information regarding permissions, request forms, and the appropriate contacts within the Pearson Education Global Rights & Permissions Department, please visit www.pearsoned.com/permissions/. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-6039-5

ISBN-10: 0-7897-6039-8

Library of Congress Control Number: 2018961037

1 18

Trademarks

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

Warning and Disclaimer

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

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

Screenshots reprinted with permission from Apple Inc.

Special Sales

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

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

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

Editor-in-Chief

Brett Bartow

Executive Editor

Laura Norman

Development Editor

Charlotte Kughen

Managing Editor

Sandra Schroeder

Project Editor

Mandie Frank

Copy Editor

Charlotte Kughen

Indexer

Ken Johnson

Proofreader

Debbie Williams

Technical Editor

Karen Weinstein

Editorial Assistant

Cindy J. Teeters

Designer

Chuti Prasertsith

Compositor

Studio GaLou

Contents at a Glance

Chapter 1	Getting Started with Your iPhone	3
Chapter 2	Using Your iPhone's Core Features	53
Chapter 3	Setting Up and Using an Apple ID, iCloud, and Other Online Accounts	105
Chapter 4	Customizing How Your iPhone Works	145
Chapter 5	Customizing How Your iPhone Looks and Sounds	231
Chapter 6	Managing Contacts	263
Chapter 7	Communicating with the Phone and FaceTime Apps	287
Chapter 8	Sending, Receiving, and Managing Email	339
Chapter 9	Sending, Receiving, and Managing Texts and iMessages	389
Chapter 10	Managing Calendars	459
Chapter 11	Working with Siri	493
Chapter 12	Surfing the Web	529
Chapter 13	Taking Photos and Video with Your iPhone	565
Chapter 14	Viewing and Editing Photos and Video with the Photos App	591
	Index	654
Chapter 15	Working with Other Useful iPhone Apps and Features	ONLINE
Chapter 16	Maintaining and Protecting Your iPhone and Solving Problems	ONLINE

Table of Contents

1	Getting Started with Your iPhone	3
	Getting to Know Your iPhone's External Features	3
	Getting to Know Your iPhone's Software	8
	Using Your Fingers to Control Your iPhone	9
	Going Home	9
	Touching the iPhone's Screen	10
	Working with iPhone Apps	16
	Using the Home Screens	24
	Using the iPhone Plus's Split-Screen	26
	Working with the Control Center	27
	Working with the Notification Center	30
	Using Siri Suggestions	34
	Using the Do Not Disturb Mode	36
	Using Airplane Mode	38
	Meeting Siri	39
	Using Shortcuts	40
	Understanding iPhone Status Icons	42
	Turning Your iPhone Off or On	43
	Sleeping/Locking and Waking/Unlocking Your iPhone	45
	Working with Face ID or Touch ID	48
	Setting Volume	50
2	Using Your iPhone's Core Features	53
	Working with the Settings App	54
	Using the Settings App on Any iPhone	54
	Searching for Settings	55
	Using the Settings App on an iPhone Plus	56
	Connecting to the Internet Using Wi-Fi Networks	57
	Connecting to Open Wi-Fi Networks	58
	Connecting to Public Wi-Fi Networks	61
	Disabling Automatic Prompting	64
	Forgetting Wi-Fi Networks	65
	Connecting to the Internet Using Cellular Data Networks	66
	Configuring Cellular Data Use	69

Working with Text	74
Working with Predictive Text	75
Working with Keyboards	75
Using Emojis	78
Correcting Spelling as You Type	79
Editing Text	81
Selecting, Copying, Cutting, or Pasting Text	82
Correcting Spelling After You've Typed	84
Dictating Text	85
Drawing in Text	87
Using Widgets	89
Searching on Your iPhone	92
Working with Siri Suggestions	94
Working with Notifications	96
Working with Visual Notifications	97
Working with Other Types of Notifications	100
Printing from Your iPhone	101

3**Setting Up and Using an Apple ID, iCloud, and Other Online Accounts****105**

Configuring an Apple ID	106
Obtaining an Apple ID	107
Signing In to Your Apple ID	108
Changing the Personal Information Associated with Your Apple ID	111
Changing Your Apple ID's Password and Security Settings	115
Changing Your Apple ID's Payment and Shipping Information	116
Changing the Devices Using Your Apple ID	118
Configuring and Using iCloud	119
Configuring iCloud to Store Photos	121
Enabling iCloud to Store Information on the Cloud	124
Configuring Your iCloud Keychain	125
Configuring Your iCloud Backup	126
Configuring iCloud Drive	127
Managing Your iCloud Storage	128
Setting Up Other Types of Online Accounts on Your iPhone	130
Configuring an Exchange Account	131
Configuring a Google Account	135

Configuring Other Types of Online Accounts	137
Setting Up an Online Account that Isn't Built In	138
Setting How and When Your Accounts Are Updated	140
Configuring How New Data Is Retrieved for Your Accounts	141

4

Customizing How Your iPhone Works 145

Configuring Notifications	146
Using the Settings App to Configure Notifications	146
Configuring Notifications from Notifications	154
Configuring Do Not Disturb	155
Configuring Screen Time	159
Configuring Downtime, App Limits, a Screen Time Passcode, and Screen Time Sharing	160
Setting Content & Privacy Restrictions	165
Using Screen Time	173
Configuring the Control Center	175
Configuring the Widget Center	178
Setting Keyboard, Language, and Format Options	180
Setting Keyboard Preferences	180
Creating and Working with Text Replacements	184
Setting Language and Region Preferences	185
Setting a Passcode and Face ID or Touch ID	188
Configuring a Passcode and Face ID (X Models)	189
Configuring a Passcode and Touch ID (non-X Models)	197
Customizing How Your iPhone Works with Apps	204
Configuring Your iPhone to Download and Maintain Apps	205
Using the App Store App to Find and Install iPhone Apps	207
Searching for Apps	208
Browsing for Apps	210
Downloading Apps	213
Customizing How Your iPhone Works with Shortcuts	215
Working with the Shortcuts App	217
Remind Me at Home	218
Heading to Work	225

5

Customizing How Your iPhone Looks and Sounds 231

Customizing Your Home Screens	231
Moving Icons Around Your Home Screens	232

Creating Folders to Organize Apps on Your Home Screens	234
Placing Icons in Existing Folders	236
Configuring the Home Screen Dock	238
Deleting Icons	240
Setting the Screen's Brightness, Lock/Wake, Text, View, and Wallpaper Options	241
Setting Screen Brightness, True Tone, and Night Shift Using the Settings App	243
Setting the Screen Brightness and Night Shift Using the Control Center	244
Setting Auto-Lock and Raise to Wake	247
Setting Text Size and Bold	248
Setting Text Size Using the Control Center	249
Choosing a View	250
Setting the Wallpaper on the Home and Lock Screens	252
Choosing the Sounds and Vibratory Feedback Your iPhone Uses	257

6**Managing Contacts****263**

Setting Your Contacts Preferences	264
Creating Contacts on Your iPhone	265
Creating New Contacts from Email	266
Creating Contacts Manually	268
Working with Contacts on Your iPhone	275
Using the Contacts App	276
Accessing Contacts from Other Apps	279
Managing Your Contacts on Your iPhone	281
Updating Contact Information	282
Deleting Contacts	284

7**Communicating with the Phone and FaceTime Apps****287**

Configuring Phone Settings	287
Making Voice Calls	290
Dialing with the Keypad	292
Dialing with Contacts	292
Dialing with Favorites	294
Dialing with Recents	295
Dialing from the FAVORITES Widget	296

Managing In-Process Voice Calls	297
Entering Numbers During a Call	299
Making Conference Calls	300
Using Another App During a Voice Call	304
Receiving Voice Calls	305
Answering Calls	306
Answering Calls During a Call	309
Managing Voice Calls	309
Clearing Recent Calls	310
Adding Calling Information to Favorites	311
Using the iPhone's Headset for Calls	312
Using Visual Voicemail	313
Recording a New Greeting	313
Listening to, Reading, and Managing Voicemails	316
Finding and Listening to Voicemails	317
Listening to and Managing Deleted Voicemails	319
Communicating with FaceTime	321
Configuring FaceTime Settings	322
Making FaceTime Calls	324
Receiving FaceTime Calls	327
Managing FaceTime Calls	328
Adding Animojis and Filters to FaceTime Calls	330
Adding an Animoji to a FaceTime Call	331
Applying a Filter to a FaceTime Call	334
Working with Group FaceTime (Future iOS12 release)	336

Sending, Receiving, and Managing Email

Configuring Email Accounts	340
Setting Mail App Preferences	340
Working with Email	345
Receiving and Reading Email	348
Receiving and Reading Email on an iPhone Plus	354
Using 3D Touch for Email	356
Sending Email	358
Using Mail's Suggested Recipients	362
Replying to Email	363
Forwarding Emails	365

Managing Email.....	366
Checking for New Email.....	367
Understanding the Status of Email.....	368
Managing Email from the Message Screen.....	368
Managing Email from an Inbox.....	369
Managing Multiple Emails at the Same Time.....	372
Organizing Email from the Message Screen.....	374
Organizing Email from the Inbox.....	375
Viewing Messages in a Mailbox.....	377
Saving Images Attached to Email.....	379
Filtering Email.....	380
Searching Your Email.....	382
Working with VIPs.....	384
Designating VIPs.....	384
Accessing VIP Email.....	385
Managing Junk Email.....	386
Marking Junk Email.....	386

Sending, Receiving, and Managing Texts and iMessages 389

Preparing the Messages App for Messaging.....	390
Setting Your Text and iMessage Preferences.....	390
Blocking People from Messaging or Texting You.....	396
Sending Messages.....	398
Creating a New Message and Conversation.....	399
Sending Messages in an Existing Conversation.....	403
Applying Effects to Messages You Send.....	405
Including Photos or Video You've Recently Taken in Messages You Send.....	407
Including Photos or Video Stored in the Photos App in Messages You Send.....	409
Taking Photos or Video and Sending Them in Messages.....	410
Using Digital Touches in Messages You Send.....	413
Using Other Apps within Messages.....	417
Managing Apps in Messages.....	418
Adding Content from Apps to Messages You Send.....	420
Adding Stickers to Messages.....	421
Adding Animojis to Messages.....	423
Including Instant Audio in Messages You Send.....	425

Adding Your Location to Messages You Send	426
Using Quick Actions to Send Messages	427
Receiving, Reading, and Replying to Messages	428
Receiving Messages	428
Reading Messages	430
Viewing Images or Video You Receive in Messages	432
Viewing Animojis You Receive in Messages	435
Listening to Audio You Receive in Messages	436
Replying to Messages from the Messages App	437
Replying to Messages from a Banner Alert	439
Having a Messages Conversation	440
Working with Messages	441
Managing Messages Conversations	442
Receiving and Reading Messages on an iPhone Plus	445
Using 3D Touch for Messages	447
Browsing Attachments to Conversations	448
Working with Messages from People You Might Not Know	449
Responding to a Message with Icons	452
Deleting Messages and Conversations	453
Deleting Conversations	455

10

Managing Calendars**459**

Setting Calendar, Date, and Time Preferences	459
Working with Calendars	462
Viewing Calendars and Events	462
Navigating Calendars	466
Viewing Calendars	466
Using 3D Touch for Events (iPhone 6s/6s Plus and Later)	471
Adding Events to a Calendar	473
Using Quick Actions with the Calendar App (iPhone 6s/6s Plus and Later)	481
Searching Calendars	482
Working with Invitations	483
Sharing Calendars	487
Managing Calendars, Events, and Invitations	489

11

Working with Siri**493**

Setting Up Siri	494
Understanding Siri's Personality	496

Telling Siri What to Do	497
Working with Siri Suggestions	502
Learning How to Use Siri by Example	502
Using Siri to Make Voice Calls	503
Composing New Email with Siri	504
Replying to Emails with Siri	506
Having Messages Read to You	508
Replying to Messages with Siri	509
Sending New Messages with Siri	511
Using Siri to Create Events	512
Using Siri to Create Reminders	513
Using Siri to Get Information	515
Using Siri to Play Music	517
Using Siri to Get Directions	518
Using Siri to Open Apps	519
Using Siri to Translate	520
Using Siri with Shortcuts	521
Activating Siri Shortcuts	521
Reviewing and Changing Your Shortcuts	524
Using Shortcuts	525
Using Dictation to Speak Text Instead of Typing	525

Setting Safari Preferences	529
Visiting Websites	534
Using Bookmarks to Move to Websites	534
Using Your Favorites to Move to Websites	537
Typing URLs to Move to Websites	538
Using Your Browsing History to Move to Websites	540
Viewing Websites	541
Working with Multiple Websites at the Same Time	543
Opening New Pages in the Background	544
Opening New Pages in a New Tab	544
Using Tab View to Manage Open Web Pages	545
Opening Web Pages That Are Open on Other Devices	547
Searching the Web	548
Saving and Organizing Bookmarks	549

Creating Bookmarks	550
Organizing Bookmarks	552
Deleting Bookmarks or Folders of Bookmarks	556
Using 3D Touch with Safari	556
Sharing Web Pages	558
Emailing a Link to a Web Page	559
Messaging a Web Page	560
Signing In to Websites Automatically	561

13**Taking Photos and Video with Your iPhone 565**

Setting Camera Preferences	567
Using the Camera App to Take Photos and Video with Your iPhone	569
Taking Photos with Standard Zoom	575
Taking Photos with Telephoto Zoom	578
Taking Portrait Photos	580
Taking Panoramic Photos	581
Taking Video	583
Taking Photos and Video from the Lock Screen	584
Taking Photos and Video from the Control Center	585
Taking Photos with Quick Actions (Models with 3D Touch)	585
Scanning QR Codes	586

14**Viewing and Editing Photos and Video with the Photos App 591**

Configuring Photos Settings	591
Viewing, Editing, and Working with Photos on Your iPhone	593
Finding Photos to Work With by Browsing	594
Finding Photos to Work With by Searching	600
Viewing Photos Individually	603
Using 3D Touch with Photos	606
Working with Memories	607
Watching and Changing a Memory's Slideshow	610
Viewing a Memory's Photos	612
Viewing a Memory's Photos by Place	613
Working with Burst Mode Photos	617
Editing Photos	619
Enhancing Photos	619

Straightening, Rotating, and Cropping Photos	621
Applying Filters to Photos	623
Removing Red-Eye from Photos	625
Making Smart Adjustments to Photos	626
Marking Up Photos	629
Working with Photos	634
Sharing Photos via Email	635
Organizing Photos in a New Album	638
Adding Photos to an Existing Album	640
Deleting Photos	642
Viewing, Editing, and Working with Video on Your iPhone	643
Finding and Watching Videos	643
Editing Video	645
Using iCloud with Your Photos	646
Sharing Your Photos	646
Adding Photos to a Shared Album	648
Working with Photo Albums Shared with You	650
Index	654

Chapter 15 Working with Other Useful iPhone Apps
and Features **ONLINE**

Chapter 16 Maintaining and Protecting Your iPhone and
Solving Problems **ONLINE**

About the Author

Brad Miser has written extensively about technology, with his favorite topics being the amazing “i” devices, especially the iPhone, that make it possible to take our lives with us while we are on the move. In addition to *My iPhone*, Twelfth Edition, Brad has written many other books, including *My iPhone for Seniors*, Fifth Edition. He has also been an author, development editor, or technical editor for more than 50 other titles.

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

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

Dedication

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

Acknowledgments

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

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

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

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

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

Chhavi Vig, my associate sponsoring editor, who coordinated the many files among the different people who worked on this book to make sure everyone had what they needed, when they needed it.

Chuti Prasertsith for the cover of the book.

Cindy Teeters, who handles the administrative tasks associated with my books. Cindy does her job extremely well and with a great attitude. Thank you!

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

We Want to Hear from You!

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

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

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

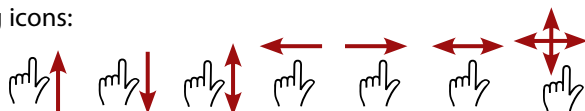
When you write, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: community@informit.com

Using This Book

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

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



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

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



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



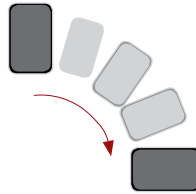
If you use an iPhone 6s/6s Plus or later model, you can use pressure on the screen to activate certain functions. The following icons indicate when you should apply some pressure (called a Peek) or slightly more pressure (called a Pop):



Sometimes, you should touch your finger to the screen and leave it there without applying pressure to the screen. The following icon indicates when you should do this:



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



As you can see on its cover, this book provides information to help you use iPhone models that can run iOS 12. These models are 5s, SE, 6, 6 Plus, 6s, 6s Plus, 7, 7 Plus, 8, 8 Plus, X, Xs, Xs Max, and Xr. Each of these models has specific features and capabilities that vary slightly (and sometimes more than slightly!) from the others. Additionally, they have different screen sizes with the SE being the smallest and the Xs Max model being the largest.

Because of the variations between the models, the figures you see in this book might be slightly different than the screens you see on your iPhone. For example, the iPhone Xs has settings that aren't on the 5s or SE. In most cases, you can follow the steps as they are written with any of these models even if there are minor differences between the figures and the screens on your iPhone.

When the model you are using doesn't support a feature being described, such as the Display Zoom that is on the iPhone 6, 7, and 8 but not on earlier or later models (such as the X), you can skip that information.

The most "different" models of iPhone that run iOS 12 are what I refer to throughout the book as the "X models," which are the iPhone X, Xs, Xs Max, and Xr. These models do not have the Touch ID/Home button that earlier models have. These models also use Face ID instead of Touch ID when user authentication is required, such as when you unlock the phone. The X models are the ones primarily used for the tasks throughout this book. Where there are variations on tasks with other models (such as using the Touch ID/Home button instead of Face ID), you see those differences noted in the text.

No matter which iPhone model you use, this book helps you transform it into *your* iPhone so that you can make the most of these amazing devices.

Connect to the Internet
via Wi-Fi or a cellular
network

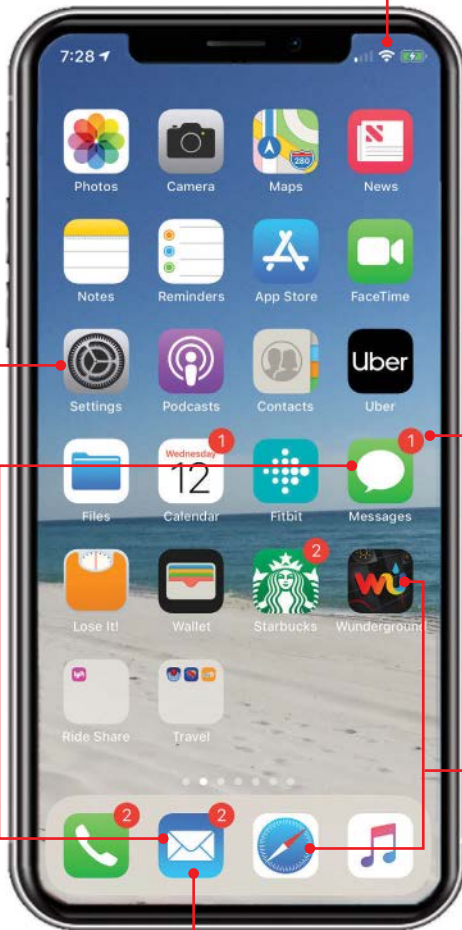
Use the
Settings app
to configure
your iPhone

Notifications, such
as badges, keep
you informed

Use the
iPhone's
great text
tools in many
apps

Take advantage
of an Internet
connection in
many different
apps

Print email
and other
documents from
your phone



In this chapter, you learn to use some of your iPhone's core features. Topics include the following:

- Working with the Settings app
- Connecting to the Internet using Wi-Fi networks
- Connecting to the Internet using cellular data networks
- Working with text
- Using widgets
- Searching on your iPhone
- Working with Siri Suggestions
- Working with notifications
- Printing from your iPhone

2

Using Your iPhone's Core Features

In Chapter 1, “Getting Started with Your iPhone,” you learned how to interact with your iPhone including using apps, locking and unlocking it, swiping to open and close things, and zooming in or out. In this chapter, you learn to use some of the iPhone’s “core” features, meaning those that apply across multiple apps and functions of your iPhone. For example, an Internet connection is required by many, and used by most, of the apps on your iPhone. As another example, you’ll be typing or speaking text in many different situations from emails to messages to searches, so it’s fundamental to know how to work with text on your iPhone. Getting comfortable with these core features helps you do the many other things you can do with your iPhone that you learn about throughout the rest of this book.

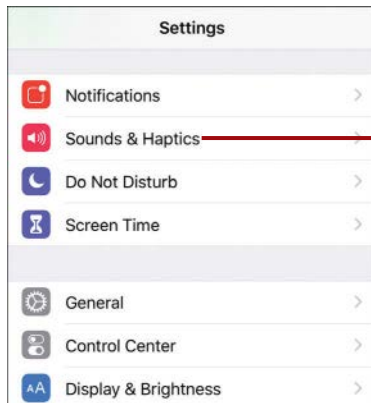
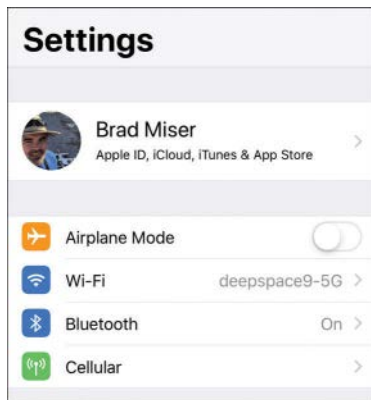
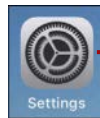
Working with the Settings App

Aptly named, the Settings app is where you configure the many settings that change how your iPhone looks, sounds, and works. In fact, virtually everything you do on your iPhone is affected by settings in this app. As you use and make an iPhone into *your* iPhone, you frequently visit the Settings app.

Using the Settings App on Any iPhone

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

1. On the Home screen, tap Settings. The Settings app opens. The app is organized in sections starting at the top with your Apple ID information followed by Airplane Mode, Wi-Fi, Bluetooth, and Cellular.
2. Swipe up or down the screen to get to the settings area you want to use.
3. Tap the area you want to configure, such as Sounds & Haptics (iPhone 7 or later) or Sounds (earlier models).

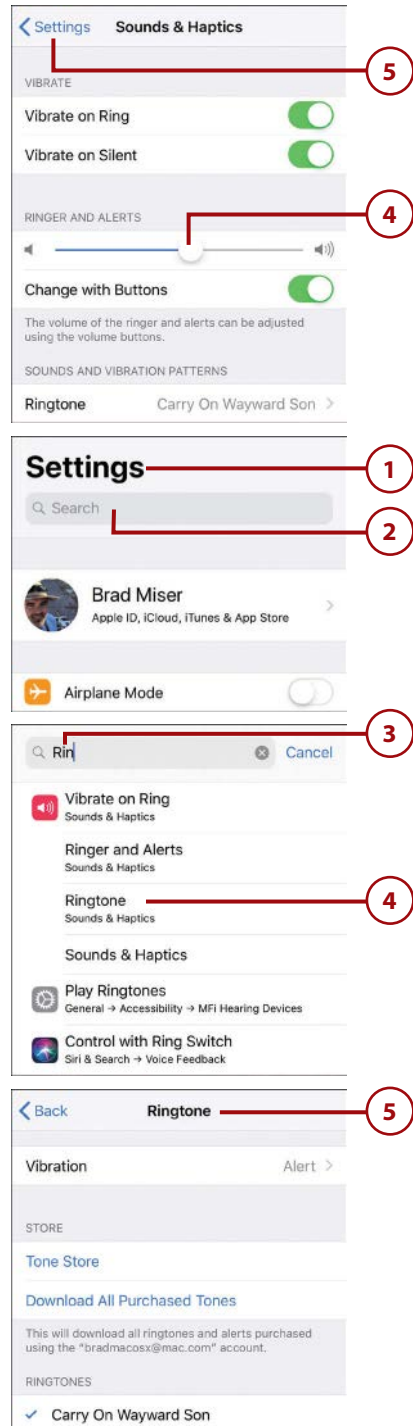


4. Use the resulting controls to configure that area. The changes you make take effect immediately.
5. When you're done, you can leave the Settings app where it is (it remains there when you come back to it) or tap the Back icon (<), which is always located in the upper-left corner of the screen (its name changes based on where you are in the app), until you get back to the main Settings screen to go into other Settings areas.

Searching for Settings

You can quickly find settings you need by searching for them:

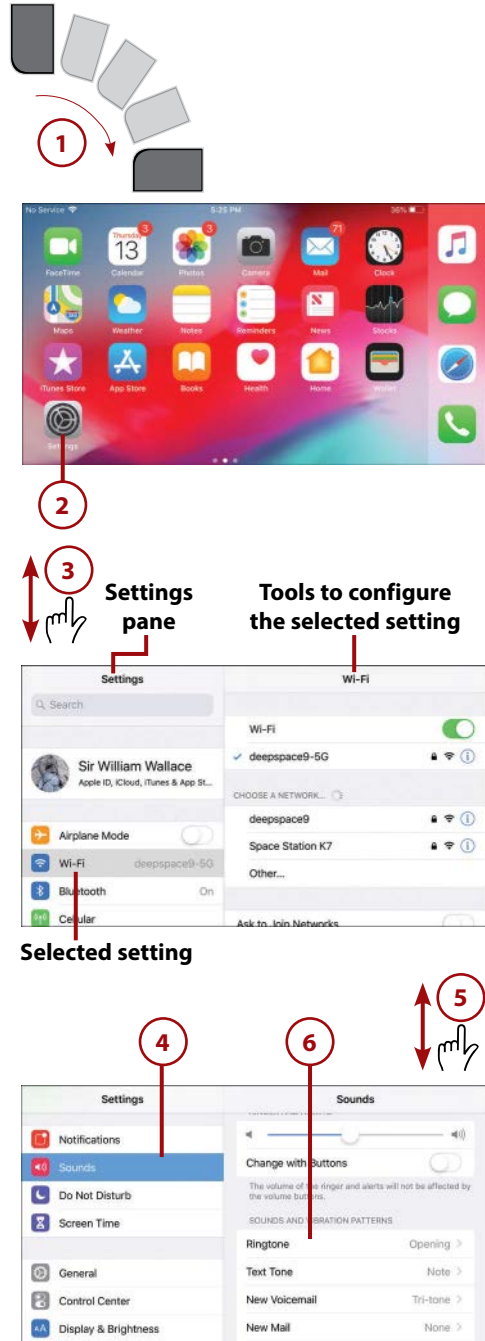
1. Move into the Settings app. (If you aren't on the main Settings screen, tap the Back icon (<) until you get there.)
2. Tap in the Search bar; if you don't see the Search bar, swipe down from the top of the Settings screen until it appears.
3. Type the setting for which you want to search. As you type, potential matches are shown on the list of results. Matches can include a settings area, such as Sounds & Haptics, or specific settings, such as the ringtone and vibrations used when you receive a call.
4. Tap the setting you want to use.
5. Configure the setting you selected in the previous step.



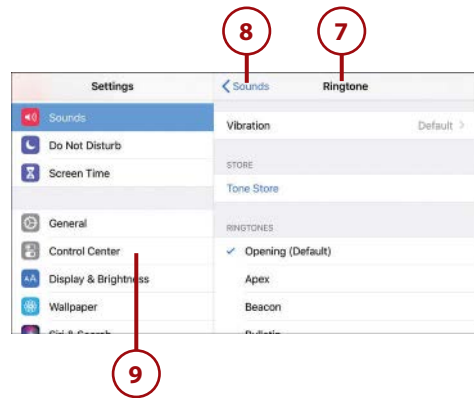
Using the Settings App on an iPhone Plus

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

1. Hold the iPhone Plus so it is horizontal.
2. Tap the Settings app to open it. In the left pane, you see the areas of the Settings app that you can configure. In the right pane, you see tools you can use to configure the selected setting. The two panes are independent, making navigation easier than with other iPhones.
3. Swipe up or down on the left pane until you see the function, feature, or app you want to configure.
4. Tap the function, feature, or app you want to configure, such as Sounds. Its controls appear in the right pane.
5. Swipe up or down on the right pane until you see the specific setting you want to change.
6. Tap the setting you want to configure, such as Ringtone. Its controls appear in the right pane.



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



Connecting to the Internet Using Wi-Fi Networks

Your iPhone is designed to seamlessly connect to the Internet so apps that use the Internet to work, such as Safari to browse the Web, are always ready when you need them. Wi-Fi networks provide fast Internet connections and you usually have an unlimited amount of data to work with, so you don't have to worry about paying more based on how you are using your iPhone. Because of their speed and unlimited data (usually), Wi-Fi networks are the best way for your iPhone to connect to the Internet.

Wi-Fi networks are available just about everywhere you go, including homes, offices, hotels, restaurants, and other locations. Fortunately, it's very easy to connect your iPhone to the Wi-Fi networks you encounter. (And, if there isn't a Wi-Fi network available, your iPhone uses its cellular data network to connect to the Internet, which is covered later in this chapter.)

Almost all Wi-Fi networks broadcast their information so that you can easily see them with your iPhone; these are called *open networks* because anyone who is in range can attempt to join one because they appear on Wi-Fi devices automatically. The Wi-Fi networks you can see on your iPhone in public places (such as airports and hotels) are all open. Likewise, any Wi-Fi networks in your home or office are very likely to be open as well. To connect your iPhone to an open network, you tap its name and then enter its password (if required).

Your iPhone remembers Wi-Fi networks you've connected to previously and joins one of them automatically when available; these are called *known networks*. For example, if you have a Wi-Fi network at home and another in your office, when you change locations, your iPhone automatically changes Wi-Fi networks.

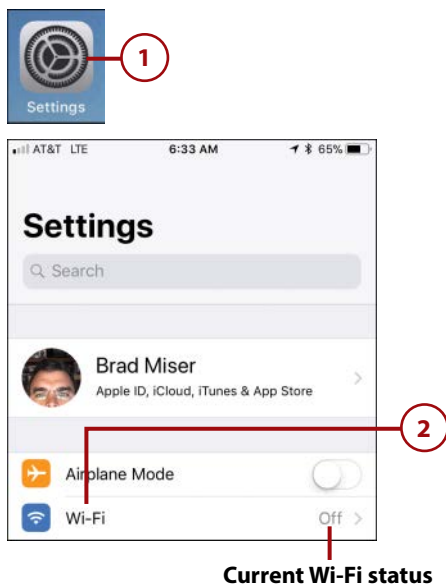
If your iPhone can't connect to a known network, it automatically searches for other Wi-Fi networks to join. If one or more are available, a prompt appears showing the networks available to your iPhone. You can select and join one of these networks by tapping its name on the list of networks and entering its password (if one is required, you need to obtain it from the source of the network, such as a hotel or restaurant).

If no Wi-Fi networks are available or you choose not to connect to one, your iPhone automatically switches to its cellular data connection (covered in "Connecting to the Internet Using Cellular Data Networks" later in this chapter).

Connecting to Open Wi-Fi Networks

To connect your iPhone to a Wi-Fi network, perform the following steps:

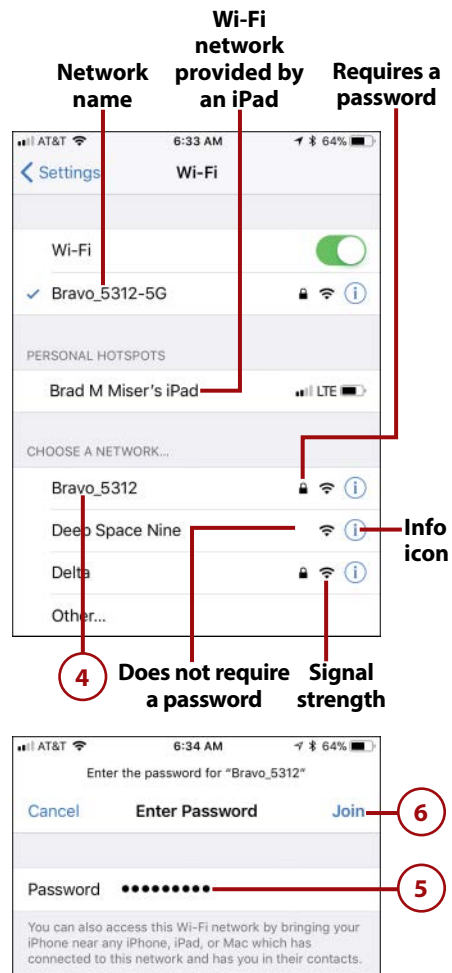
1. On the Home screen, tap Settings. Next to Wi-Fi, you see the status of your Wi-Fi connection. It is Off if Wi-Fi is turned off, Not Connected if Wi-Fi is turned on and your phone isn't currently connected to Wi-Fi, or the name of the Wi-Fi network to which your iPhone is connected.
2. Tap Wi-Fi.
3. If Wi-Fi isn't enabled already, slide the Wi-Fi switch to on (green) and your iPhone searches for available networks. A list of available networks is displayed in the CHOOSE A NETWORK section (it can take a moment for all the networks available in the area to be shown). Along with each network's name, icons indicating whether it requires a password (the padlock icon) to join and the current signal strength (the radio waves icon) are displayed.



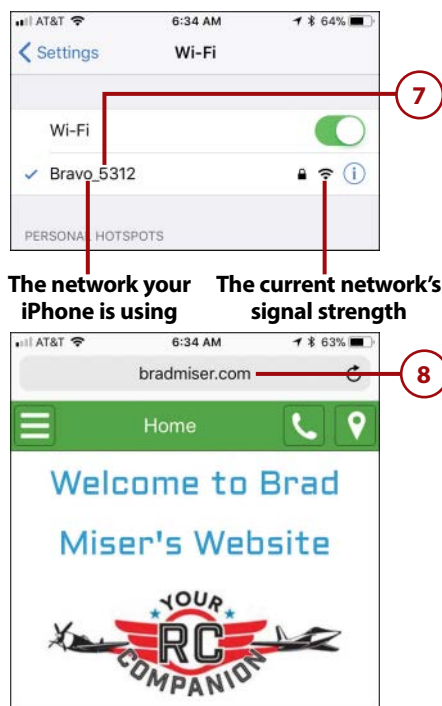
Quick Access to the Wi-Fi Switch

You can quickly turn Wi-Fi on or off using the Control Center, which you can open by swiping down from the upper-right corner of the screen (X models) or swiping up from the bottom of the screen (non-X models). If the Wi-Fi icon (it looks like the signal strength indicator on the Wi-Fi Setting screen) is blue, Wi-Fi is on. Tap that icon to turn Wi-Fi off (the icon becomes gray). Tap it again to turn Wi-Fi on and reconnect to a known network. See Chapter 1 for more information about working with the Control Center.

4. Tap the network you want to join. Of course, when a network requires a password, you must know that password to be able to join it. Another consideration should be signal strength; the more waves in the network's signal strength icon, the stronger the connection.
5. At the prompt, enter the password for the network you selected. If you aren't prompted for a password, skip to step 7. (You're likely to find networks that don't require a password in public places; see the next section for information on these types of networks.)
6. Tap Join. If you provided the correct password, your iPhone connects to the network and gets the information it needs to connect to the Internet. If not, you're prompted to enter the password again. After you successfully connect to the network, you return to the Wi-Fi screen.



7. Review the network information. The network to which you are connected appears just below the Wi-Fi switch and is marked with a check mark. You also see the signal strength for that network.
8. Try to move to a web page, such as www.bradmiser.com, to test your Wi-Fi connection. (See Chapter 12, "Surfing the Web," for details.) If the web page opens, you are ready to use the Internet on your phone. If you are taken to a login web page for a Wi-Fi provider rather than the page you were trying to access, see the next task. If you see a message saying the Internet is not available, there is a problem with the network you joined. Go back to step 4 to select a different network.



>>>Go Further

CONNECTING TO WI-FI NETWORKS

As you connect to Wi-Fi networks, consider the following:

- **Typing passwords**—As you type a password, each character is hidden by a dot in the Password field except for the last character you entered, which is displayed on the screen for a moment. Keep an eye on characters as you enter them because you can fix a mistake as soon as you make it rather than finding out after you've entered the entire password and having to start over.
- **Changing networks**—You can use these same steps to change the Wi-Fi network you are using at any time. For example, if you have to pay to use one network while a different one is free, simply choose the free network in step 4.
- **Be known**—After your iPhone connects to a Wi-Fi network successfully, it becomes a known network. This means that your iPhone remembers its information so you don't have to enter it again. Your iPhone automatically connects to known networks when it needs to access the Internet. So unless you tell your iPhone to forget a network (explained later in this chapter), you need to enter its password only the first time you connect to it.

- **Security recommendation**—If you are connected to a network that doesn't use what Apple considers sufficient security, you see the words "Security Recommendation" under the network's name. If you tap Info (i) for that network, you see its Info screen. At the top of that screen, you see the type of security the network is using and a recommendation about the type of security it should use. If the Wi-Fi network comes from a router or modem you own or rent, contact your Internet service provider, such as a cable company, to learn how the security provided by that router or modem can be reconfigured to be more secure. If the network is in a public place or business, you just have to use it as is (unless you can contact the administrator of that network to see if better security is available).
- **Have a network, but no Internet**—If you successfully connect to a network, but there is an exclamation point on top of the signal strength icon, the network you are connected to might not have a current Internet connection. Sometimes, that's because you need to provide some additional information to reach the Internet (as described in the next section). At other times, it's because the network has lost its connection to the Internet. You'll need to get that connection restored (such as by contacting your provider) before you can use that network to connect to the Internet. (If you are working with a network inside your home or business that you control, try resetting the modem, which usually involves unplugging the modem, waiting for about 30 seconds, and plugging it in again. This often solves the issue and should be the first thing you try, even before contacting your provider.)
- **Personal hotspots**—iPhones and iPads can share their cellular Internet connection (how to do this is covered in a later Go Further sidebar) with other devices by providing a Wi-Fi network to which you can connect your iPhone. The icons for these networks are a bit different, being two connected loops that indicate the network is from a hotspot. You can select and use these networks just like the other types of networks being described in this chapter. The speed of your access is determined mostly by the speed of the device's cellular data connection. Also, the data you use while connected to the hotspot's network counts against the data plan for the device to which you are connected.

Connecting to Public Wi-Fi Networks

Many Wi-Fi networks in public places, such as hotels or airports, require that you pay a fee or provide other information to access the Internet through that network; even if access is free, you usually have to accept terms and conditions for the network to be able to use it.

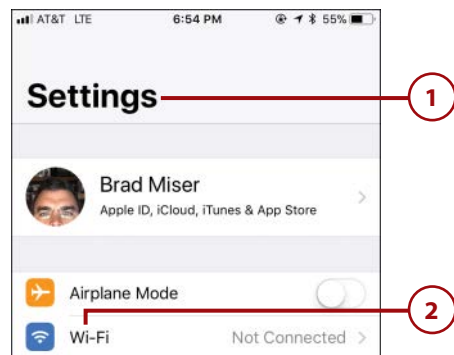
When you connect to one of these public networks, you're prompted to provide whatever information is required. This can involve different details for different networks, but the general steps are the same. Follow the instructions that appear.

Better Safe than Sorry

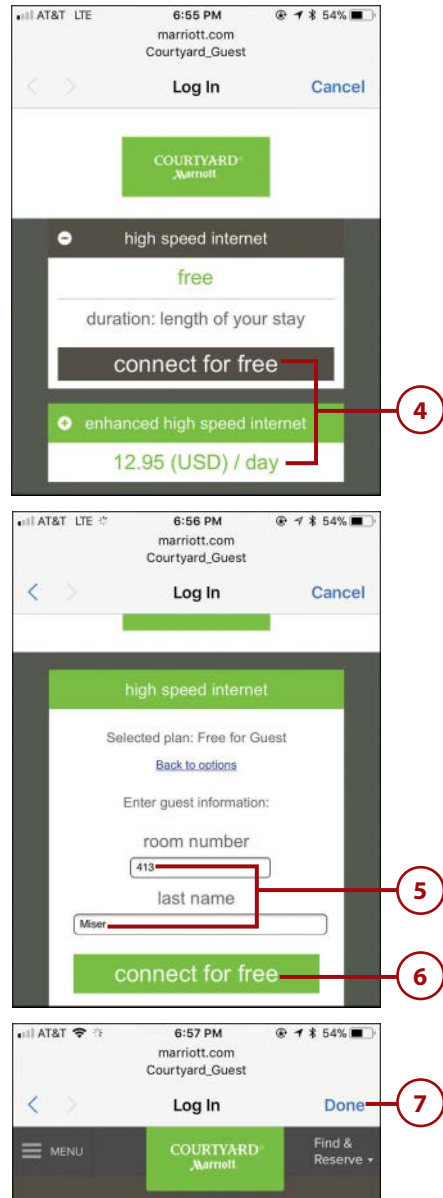
Many public Wi-Fi networks have very limited or no security. This means the information being transmitted from your iPhone to and from the Internet is susceptible to being intercepted by hackers and others who are looking for personal information. It's best practice not to use these networks for sensitive information, such as to access your bank account or other areas where you don't want to run any risk of your information being compromised. They are perfectly fine for browsing the Web, email, and other such activities.

Following are the general steps to connect to many types of public Wi-Fi networks:

1. Move to the Settings screen.
2. Tap Wi-Fi.
3. Tap the network you want to join. You move to that network's Log In screen. Follow the onscreen prompts to complete the process. This often involves selecting a connection option and providing payment or identification information, as this example of connecting to a hotel's Wi-Fi network shows.



4. Choose the connection option you want to use.
5. Provide the information required to join the network, such as a last name and room number. If a fee is required, you have to provide payment information (if you are in a hotel, the fee is added to your room charges). In many cases, you at least have to indicate that you accept the terms and conditions for using the network, which you typically do by checking a check box.
6. Tap the icon to join the network. This icon can have different labels depending on the type of access, such as Connect, Authenticate, Done, Free Access, Login, and so on.
7. Tap Done (if required).
8. Try to move to a web page, such as www.wikipedia.org, to test your Wi-Fi connection (not shown in a figure). (See Chapter 12 for details.) If the web page opens, you are ready to use the Internet on your phone. If you are taken to a login web page for the Wi-Fi network's provider, you need to provide the required information to be able to use the Internet. For example, when access is free, as it is at most airports, you usually just have to indicate you accept the terms of use for that network.



No Prompt?

Not all public networks prompt you to log in as these steps explain. Sometimes, you use the network's website to log in instead. After you join the network (step 3), your iPhone is connected to the network without any prompts. When you try to move to a web page as explained in step 8, you're prompted to log in to or create an account with the network's provider on the web page that appears.

A Closed Network

Some Wi-Fi networks are *closed*, which means they don't broadcast their names. Closed networks aren't listed in the CHOOSE A NETWORK section on the Wi-Fi screen. To be able to access a closed network, you need to know its name, its password, and the type of security it uses. With this information in hand, tap Other in the CHOOSE A NETWORK section. Then type the network's name. Tap Security, choose the appropriate type, and tap Other Network. Enter the network's password and tap Join. After you join them once, closed networks become known so you have to enter all of this information only the first time you use that network.

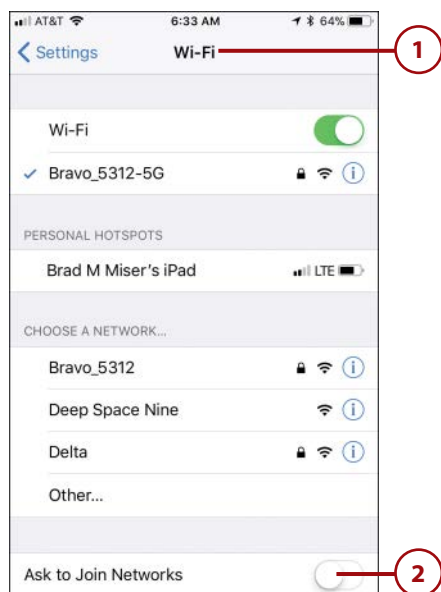
Disabling Automatic Prompting

When your iPhone can't find a known network—meaning one that you've used before—it presents a prompt showing you the currently available networks. You can use this prompt to select and join one of these networks. This can be useful because you don't have to use the Settings app to find a network to which you are going to connect; instead, you can just tap a network at the prompt to join it.

However, this automatic prompting for networks can be as annoying as it is helpful. It is helpful in that your iPhone prompts you when it comes into range of a network it doesn't know, which can make it easier to know when a network is available to you. It can be annoying when you are moving around a lot because what you are doing can be frequently interrupted by the prompt, even if you don't want to connect to one of the available networks. For example, when you walk through an airport, the prompt can appear multiple times as you move between networks.

To disable automatic network prompting, perform the following steps:

1. Open the Settings app and move to the Wi-Fi screen.
2. Set the Ask to Join Networks switch to off (white). To connect to unknown networks, you need to use the Settings app as described in the previous tasks because your iPhone no longer automatically prompts you to join unknown networks. (Remember that it still joins known networks, meaning those you have used before, automatically.)

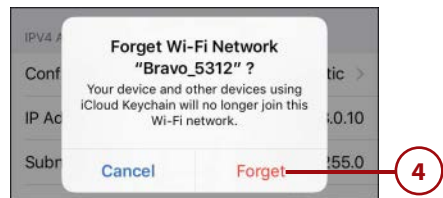
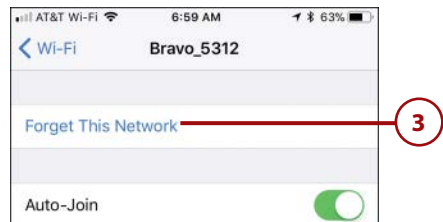
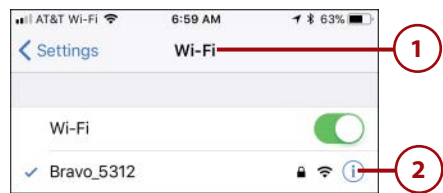


Forgetting Wi-Fi Networks

As you learned earlier, your iPhone remembers networks you have joined and connects to them automatically as needed; these are known networks. Although this is mostly a good thing, there are times when you no longer want to use a particular network any more. For example, when in an airport, you might decide to connect to a network for which you have to pay for faster Internet access, or you might prefer to access the Internet using cellular service. Each time you move through that airport, your iPhone connects to that network again automatically, which might not be what you want it to do.

To have your iPhone forget a network so it doesn't automatically connect to it in the future, do the following:

1. Open the Wi-Fi screen in the Settings app by tapping Settings on a Home screen and then tapping Wi-Fi.
2. Tap Info (i) for the network that you want your iPhone to forget. (You can forget a network only if you are or have previously been connected to it.)
3. Tap Forget This Network.
4. Tap Forget in the resulting prompt. Your iPhone stops using and forgets the network. You return to the Wi-Fi screen. If another known network is available, your iPhone connects to it automatically. If a network you've forgotten is still in range of your iPhone, it continues to appear in the CHOOSE A NETWORK section, but your iPhone no longer automatically connects to it. You can re-join a forgotten network at any time, just as you did the first time you connected to it.



Forget Versus Auto-Join

When you forget a network, your iPhone stops connecting to it automatically and erases the network's password so you have to enter it again if you want to re-join that network. If you just want to stop automatically joining the network but keep its password on your iPhone, set the Auto-Join switch to off (white) instead of performing step 3. Your iPhone stops automatically connecting to that network, but you can re-join it at any time by tapping it on the CHOOSE A NETWORK list (you don't have to re-enter the password as you do if you forget a network).

Cell Phone Provider Wi-Fi Networks

Many cell phone providers also provide other services, particularly public Wi-Fi networks. In some cases, you can access that provider's Internet service through a Wi-Fi network that it provides; often, you can do this at no additional charge. So, you can take advantage of the speed a Wi-Fi connection provides without paying more for it. You connect to these networks just like any other by selecting them on the network list. What happens next depends on the specific network. In some cases, you need to enter your mobile phone number and then respond to a text message to that phone number. Check your provider's website to find out whether it offers this service and where and how you can access it.

Connecting to the Internet Using Cellular Data Networks

When you don't have a Wi-Fi network available or you don't want to use one that is available (such as if it has a fee or is slow), your iPhone can connect to the Internet through a cellular data network.

The provider for your iPhone also provides a cellular data connection your iPhone uses to connect to the Internet automatically when you aren't using a Wi-Fi network (such as when you are in a location that doesn't have one). (Your iPhone tries to connect to an available Wi-Fi network before connecting to a cellular data connection, because Wi-Fi is typically less expensive and faster to use.) These cellular networks cover large geographic areas and the connection to them is automatic; your iPhone chooses and connects to the best cellular network currently available. Access to these networks is part of your monthly account fee; you choose from among various amounts of data (ideally, you can choose an account with unlimited data) per month for different monthly fees.

Most providers have multiple cellular data networks, such as a low-speed network that is available widely and one or more higher-speed networks that have a more limited coverage area.

The cellular data networks you can use are determined based on your provider, your data plan, the model of iPhone you are using, and your location within your provider's networks or the roaming networks available, when you are outside of your provider's coverage area. The iPhone automatically uses the fastest connection available to it at any given time (assuming you haven't disabled that option, as explained later).

In the United States, the major iPhone providers are AT&T, Verizon, T-Mobile, and Sprint. There are also other smaller providers, such as Virgin Mobile. All these companies offer high-speed Long Term Evolution (LTE) cellular networks (these are also referred to as true 4G networks) along with the slower 4G and 3G networks. In other locations, the names and speeds of the networks available might be different.

The following information is focused on LTE networks because I happen to live in the United States and use AT&T as my cell phone provider. If you use another provider, you are able to access your provider's networks similarly, though your details might be different. For example, the icon on the Home screen reflects the name of your provider's network, which might or might not be LTE.



This iPhone is connected to a high-speed LTE cellular network

LTE high-speed wireless networks provide very fast Internet access from many locations. (Note: LTE networks might not be available everywhere, but you can usually access them near populated areas.) To connect to the LTE network, you don't need to do anything. If you aren't connected to a Wi-Fi network, you haven't turned off LTE, and your iPhone isn't in Airplane mode, the iPhone automatically connects to an LTE network when available. When you are connected to the LTE network, you see the LTE indicator at the top of the iPhone's screen. If you can't access the LTE network, such as when you aren't in its coverage area, the iPhone automatically connects to the next fastest network available, such as 4G. If that isn't available, it connects to the next fastest and so on until it finds a network to which it can connect if there is one available. If it can't connect to any network, you see No Service instead of a network's name; this indicates that you currently can't connect to any network, and so you aren't able to access the Internet.

One thing you do need to keep in mind when using a cellular network is that your account might include a limited amount of data per month. When your data use exceeds this limit, you might be charged overage fees, which can be very expensive. Most providers send you warning texts or emails as your data

use approaches your plan's limit, at which point you need to be careful about what you do while using the cellular data network to avoid an overage fee. Some tasks, such as watching YouTube videos or downloading large movie files, can chew up a lot of data very quickly and should be saved for when you are on a Wi-Fi network to avoid exceeding your plan's monthly data allowance. Other tasks, such as using email, typically don't use very much data.

Unlimited Data

Fortunately, most of the major providers now offer unlimited data plans for a reasonable fee. If you don't already have an account with unlimited data, check with your provider periodically to see if an unlimited data plan is available. As competition has increased among cell providers, unlimited data plans have become more common and less expensive in many areas. If other cell providers are available to you, check to see if they offer unlimited data plans; if so, you can consider changing providers or using a competitor's plan to lower the cost of your plan. Having an unlimited data plan is good because you don't need to worry about overage charges from using more data than your plan allows.

An App for That

Various apps are available in the App Store that you can install on your iPhone that monitor how much data you are using. These apps are a good way to know where your data use is relative to your plan's monthly allowance so that you can avoid an overage situation (of course, if you have an unlimited plan, you don't need to worry about it). To get information on finding, downloading, and installing apps, see the section "Using the App Store App to Find and Install iPhone Apps" in Chapter 4, "Customizing How Your iPhone Works." (To find an app for this purpose, search for "data monitoring app.")

When you move outside your primary network's geographic coverage area, you are in roaming territory, which means a different provider might provide cellular phone or data access, or both. The iPhone automatically selects a roaming provider, if there is only one available, or allows you to choose one, if there is more than one available.

When you are outside of your primary provider's coverage area, roaming charges can be associated with calls or data use. These charges are often very expensive. The roaming charges associated with phone calls are easier to manage, because it's more obvious when you make or receive a phone call in a roaming area. However, data roaming charges are much more insidious, especially if Push functionality (where emails and other updates are pushed

to your iPhone from the server automatically) is active. And when you use some applications, such as Maps to navigate, you don't really know how much data is involved. Because data roaming charges are harder to notice, the iPhone is configured by default to prevent data roaming. When data roaming is disabled, the iPhone is unable to access the Internet when you are outside of your cellular network, unless you connect to a Wi-Fi network. (You can still use the cellular roaming network for telephone calls.)

You can configure some aspects of how your cellular network is used, as the following task demonstrates. You can also allow individual apps to use, or prevent them from using, your cellular data network. This is especially important when your data plan has a monthly limit (if you have an unlimited plan, you don't need to bother).

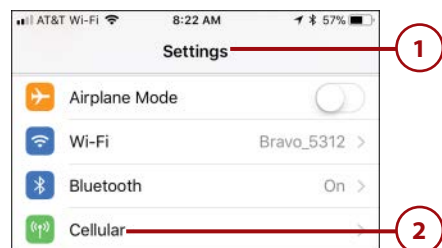
In most cases, the first time you launch an app, you're prompted to allow or prevent it from using cellular data. At any time, you can use the Cellular Data options in the Settings app to enable or disable an app's access to your cellular data network.

The options you have for configuring how your iPhone uses its cellular data connection depend on the provider your iPhone is connected to and the model of iPhone you use. For example, if you live in the United States and use Sprint as your cellular provider, the Cellular screens in the Settings app look a bit different than the figures in this section (which are based on AT&T's service). Regardless of the specific options you see on your phone, the basic purpose is the same, which is to configure how your iPhone uses its high-speed network and to enable and disable roaming.

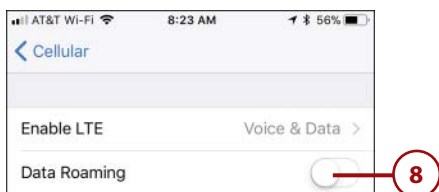
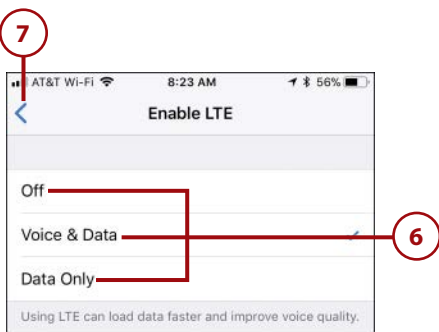
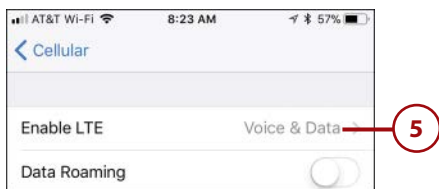
Configuring Cellular Data Use

The following steps show configuring cellular data use on an iPhone using AT&T in the United States; you can use similar steps to configure these options on an iPhone from a different provider:

1. Open the Settings app.
2. Tap Cellular.



3. To use a cellular Internet connection, set the Cellular Data switch to on (green) and move to step 4; if you don't want to use a cellular Internet connection, set this switch to off (white) and skip the rest of these steps. To use the Internet when the Cellular Data switch is off, you have to connect to a Wi-Fi network that provides Internet access.
4. Tap Cellular Data Options.
5. To configure the high-speed network, tap Enable *high-speed* network, where *high-speed* network is the name of the high-speed network your provider has. With some providers, this is a switch that enables or disables the high-speed network; set the switch to be on or off and skip to step 8 (if you set the switch to off, the iPhone can't use the higher-speed network, but can use slower networks).
6. To disable the high-speed network, tap Off; to use it for both voice and data, tap Voice & Data; or to use it only for data, tap Data Only. (When you enable the high-speed network for voice, the quality of the sound of your calls might be better.)
7. Tap the Back icon (<).
8. If you want to allow data roaming, slide the Data Roaming switch to the on (green) position. With some providers, Roaming is an option instead of a switch; tap Roaming and use the resulting switches to enable or disable roaming for voice or data and then tap the Back icon (<). You should usually leave Data

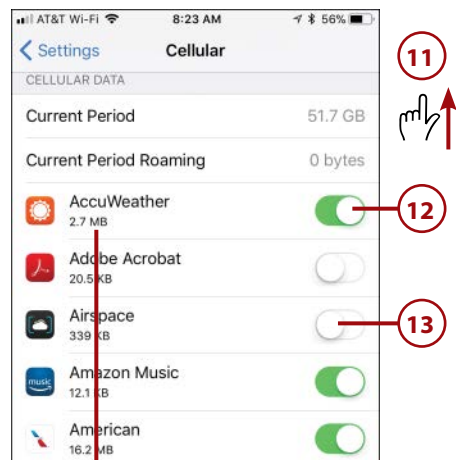
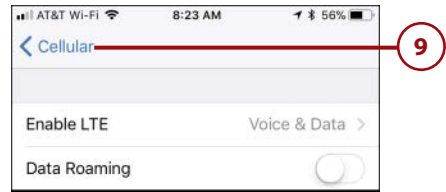


More Cellular Data Control

You can quickly turn cellular data on or off from the Control Center. For example, if you want to stop using cellular data (perhaps you are reaching the cap of your cellular data plan), you can open the Control Center and tap the Cellular Data icon to disable cellular data use. Tap the icon again to enable it. (When the icon is green, cellular data is enabled.)

Roaming off so that you don't unknowingly start using roaming (which can lead to high fees) should you be moving around a lot. You can then enable it as needed so you know exactly when roaming is on.

9. Tap the Back icon (<).
10. Use the controls in the *PROVIDER* section, where *PROVIDER* is the name of your provider, to configure how the cellular service interacts with other services, such as to enable Wi-Fi calling, calls on other devices, and so on. These settings are explained in Chapter 7, "Communicating with the Phone and FaceTime Apps."
11. Swipe up the screen until you see the CELLULAR DATA section. This section enables you to allow or prevent individual apps from accessing a cellular data network. To limit the amount of data you use, it's a good idea to review this list and allow only those apps that you rely on to use the cellular data network. (Of course, if you are fortunate enough to have an unlimited cellular data plan, you can leave cellular data for all the apps enabled.) This list can be quite long if you have a lot of apps stored on your iPhone.
12. Set an app's switch to on (green) if you want it to be able to use a cellular data network to access the Internet.
13. Set an app's switch to off (white) if you want it to be able to access the Internet only when you are connected to a Wi-Fi network.

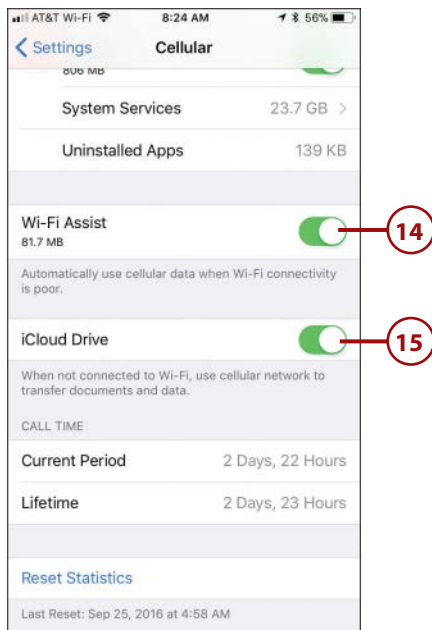


Amount of data the app has used since last reset

Unlimited Data, Limited Speed?

Under an unlimited data plan, some providers limit the speed at which your cellular data service operates if you pass a threshold amount of data used that month. You can continue to use all the data you want, but the performance of the connection might be slower. Check your plan's details to see what the threshold is and what speed reduction is applied.

14. Set the Wi-Fi Assist switch to on (green) if you want your iPhone to automatically switch to its cellular connection when the Wi-Fi connection is weak. If you have a limited cellular data plan, you might want to set this switch to off (white) to minimize cellular data use. If you have an unlimited plan, you should leave this on.
15. If you want to access files on your iCloud drive when you aren't using a Wi-Fi network, set the iCloud Drive switch to on (green). If you set this switch to off, files are synced the next time you connect to a Wi-Fi network. Like the other areas, if you have an unlimited data plan, you can leave this enabled, but if you do have a limit, you might want to disable it.



>>> Go Further

MORE ON CELLULAR DATA

Using a cellular network to connect to the Internet means you seldom have to be without a connection unless you choose to be. Here are some things to keep in mind as you keep connected:

- **GSM versus CDMA**—There are two fundamental types of cellular networks, which are GSM (Global System for Mobile Communications) or CDMA (Code-Division Multiple Access). The cellular provider you use determines which type of network your iPhone uses; the two types are not compatible. GSM is used by most of the world whereas some very large carriers in the United States (such as Verizon and Sprint) use CDMA. There are differences between the two, which is why you might see different cellular options than shown in the figures here (which show the options for AT&T, which uses GSM). If your iPhone uses CDMA, you see the International CDMA switch on the Roaming screen. If your phone has poor performance when you are roaming in different countries, set this switch to off (white).

- **Cellular data usage**—In the Cellular Data section, you see how much data you’ve used for the current period and how much you’ve used while roaming. This can help you see where your use is compared to your monthly plan allowance (if you have a monthly plan allowance of course) so you know whether you are getting close to exceeding that allowance (thus incurring overage charges). This isn’t proactive at all, as you have to remember to check the information. If you are concerned about data use, you’re better off getting an app with more active monitoring, as discussed earlier in this chapter in the “An App for That” note.

If you tap System Services, you see the data usage for core system functions, such as Time & Location, Messaging Services, and Siri. This can be useful information to see how much data these services use, especially when you are in a roaming situation. You can limit the data use by some of these services by not accessing the related function; for example, you can turn off Siri to prevent it from using cellular data.

- **Higher-speed networks use more power**—Using a higher-speed network, such as an LTE network, also uses somewhat more battery power than using a slower network. If getting the absolute maximum time on a charge is important, you might want to disable the high-speed network.
- **Apps’ cellular data use**—Just under each app’s name in the CELLULAR DATA section, you see how much data the app has used since the counter was reset. This number can help you determine how much data a particular app uses. For example, if an app’s use is shown in megabytes (MB), it’s used a lot more data than an app whose use is shown in kilobytes (KB).
- **Cellular data use reset**—You can reset all of the statistics on the Cellular screen by swiping up until you reach the bottom of the screen and tapping Reset Statistics. Tap Reset Statistics again.
- **Personal hotspot**—The iPhone can be a personal hotspot, which is when it provides an Internet connection to computers or other devices through its cellular data connection. This is useful when you are in a location where you can’t connect a computer or other device to a Wi-Fi or cellular network with Internet access (or don’t want to spend the money to do so) but can access the Internet with the iPhone’s cellular data connection.

There are a lot of caveats to this service, including whether your provider offers it, additional costs, and so on. Check with your provider to see if the personal hotspot feature is supported and if there are additional fees to use it. If it is provided and the fees are acceptable, this is a good way to provide Internet access to other devices when a Wi-Fi or cellular connection either isn’t available or is too expensive.

First, add the personal hotspot service to your cellular account. Second, move to the Cellular screen in the Settings app, and then tap Set Up Personal Hotspot or Personal Hotspot (if you don't see either option, your provider doesn't offer personal hotspot service). Follow the onscreen prompts to complete the configuration of the personal hotspot; the details depend on the specific provider you are using. After your iPhone is configured as a hotspot, it can share its Internet connection with other devices. To allow access to the Internet through your phone's hotspot, provide the name of its network and password (which are both automatically generated when you enable the hotspot) to the people you want to allow to use your hotspot.

Working with Text

You can do lots of things with an iPhone that require you to provide text input, such as writing emails, sending text messages, and so on. There are a couple of ways you can enter text, the most obvious of which is by typing. The iPhone's keyboard is quite amazing. Whenever you need it, whether it's for emailing, messaging, entering a website URL, performing a search, or any other typing function, it pops up automatically.



To type, just tap the keys. As you tap each key, you hear audio feedback (you can disable this sound if you want to) and the key you tapped pops up in a magnified view on the screen. The keyboard includes all the standard keys, plus a few for special uses. To change from letters to numbers and special characters, just tap the 123 key. Tap the #+= key to see more special characters. Tap the 123 key to move back to the numbers and special characters or the ABC key to return to letters. The keyboard also has contextual keys that

appear when you need them. For example, when you enter a website address, the .com key appears so you can enter these four characters with a single tap.

Working with Predictive Text

You can also use Predictive Text, which is the feature that tries to predict text you want to enter based on the context of what you are currently typing and what you have typed before. Predictive Text appears in the bar between the text and the keyboard and presents you with three options. If one of those is what you want to enter, tap it and it is added to the text at the current location of the cursor. If you want to enter the middle option, tap the Space key; that word is entered followed by a space so you can keep typing. If you don't see an option you want to enter, keep typing and the options change as the text changes. You can tap an option at any time to enter it. The nice thing about Predictive Text is that it gets better at predicting your text needs over time. In other words, the more you use it, the better it gets at predicting what you want to type. And, it can even suggest phrases based on what you are typing; tap the phrase to enter it. You can enable or disable Predictive Text, as you see shortly.

Predictive Text Need Not Apply

When you are entering text where Predictive Text doesn't apply, such as when you are typing email addresses, the Predictive Text bar is hidden and can't be enabled. This makes sense because there's no way text in things such as email addresses can be predicted. When you move back into an area where it does apply, Predictive Text becomes active again.

Working with Keyboards

The great thing about a virtual keyboard like the iPhone has is that it can change to reflect the language or symbols you want to type. As you learn in Chapter 4, you can install multiple keyboards, such as one for your primary language and more for your secondary languages. You can also install third-party keyboards to take advantage of their features (this is also covered in Chapter 4).

By default, two keyboards are available for you to use. One is for the primary language configured for your iPhone (for example, mine is U.S. English). The other is the Emoji keyboard (more on this shortly). How you change the keyboard you are using depends on whether you have installed additional keyboards and the orientation of the iPhone.

If you haven't installed additional keyboards, you can change keyboards by tapping the Emoji key, which has a smiley face on it.

If you have installed other keyboards, you change keyboards by tapping the Globe key.

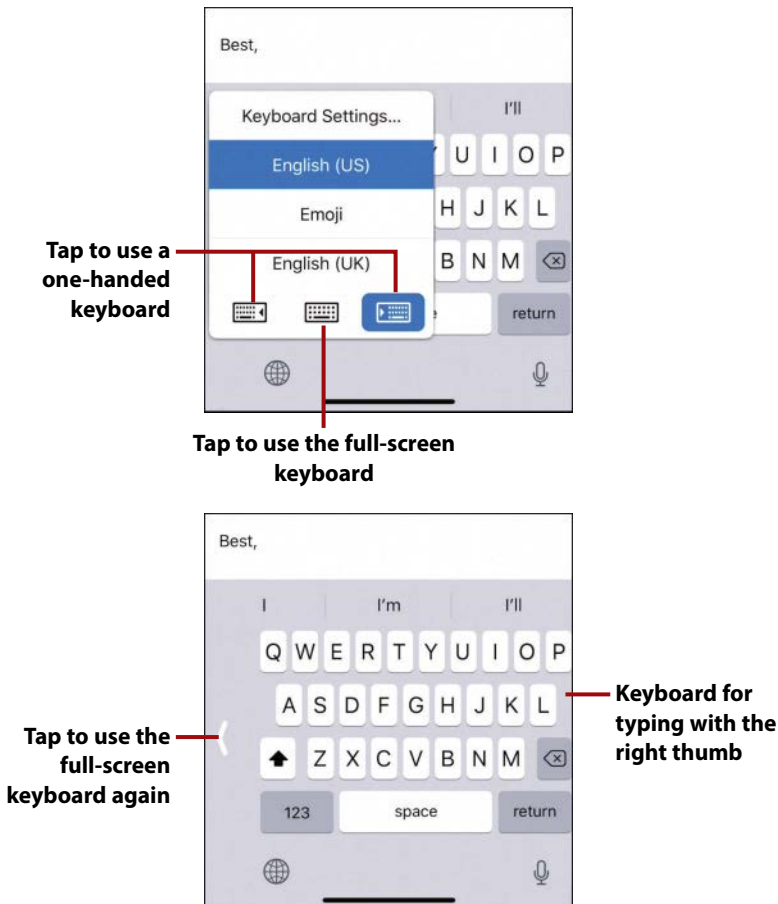
Each time you tap this key (Globe if available, Emoji if there isn't a Globe), the keyboard changes to be the next keyboard installed; along with the available keys changing, you briefly see the name of the current keyboard in the Space bar. When you have cycled through all the keyboards, you return to the one where you started. If you have only two keyboards installed, such as one for your main language and the Emoji keyboard, tap the Emoji icon (the smiley face) to use emojis or the ABC key to enter letters and numbers..

The Keys, They Are A-Changin'

The keys on the keyboard can change depending on the orientation of the iPhone. For example, when you have more than one keyboard installed and hold the iPhone vertically, the Emoji key disappears and you see only the Globe key. Not to worry though, you can still get to the Emoji keyboard by tapping the Globe key until the Emoji keyboard appears, or by opening the Keyboard menu and tapping Emoji. When you have installed additional keyboards and hold an iPhone Plus horizontally, you see both the Globe and Emoji keys. Tap the Emoji key to switch to that keyboard or the Globe key to cycle through all the keyboards.

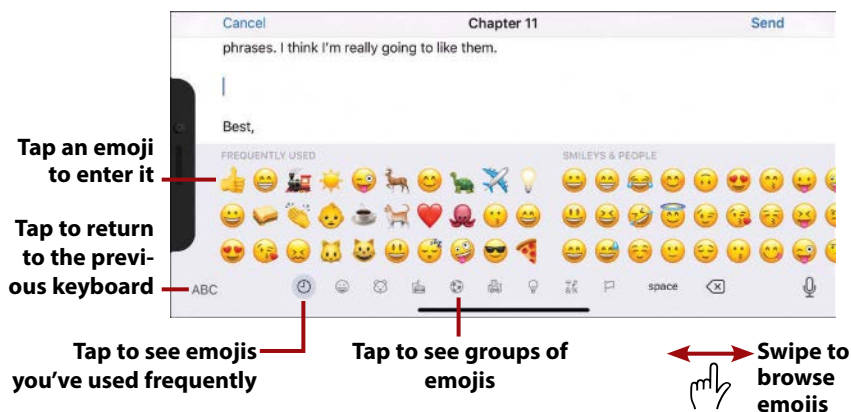


You can also select the specific keyboard you want to use and access keyboard and text options by touching and holding on the Globe key (or the Emoji key, if you don't see the Globe key). The Keyboard menu appears. Tap a keyboard to switch to it. Tap Keyboard Settings to jump to the Keyboards screen in the Settings app where you can configure keyboards and enable or disable text options (these settings are covered in Chapter 4).

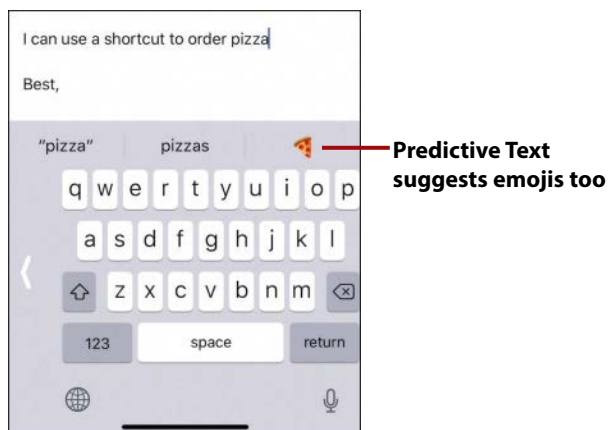


Because you often type on your iPhone while you are moving around, it has a one-handed keyboard (this needs to be enabled via the Keyboard settings covered in Chapter 4). This keyboard “squishes” all the keys to the left or right side of the screen to suit typing with a thumb. To use a one-handed keyboard, touch and hold the Globe or Emoji key to open the keyboard menu (this only works when the iPhone is held vertically). Tap the left or right keyboard; the keyboard compresses toward the side you selected and you can more easily tap its keys with one thumb. To return to the full-screen keyboard, tap the right- or left-facing arrow that appears in the “empty” space on the side of the screen not being used for the keyboard or open the Keyboard menu and tap the full-screen keyboard.

Using Emojis



Emojis are icons you insert into your text to liven things up, communicate your feelings, or just to have some fun (if you don't have this keyboard installed, see Chapter 4). You can open the Emoji keyboard by tapping its key (the smiley face), by tapping the Globe until it appears, or by selecting it on the Keyboard menu. You see a palette containing many emojis, organized into groups. You can change the groups of emojis you are browsing by tapping the icons at the bottom of the screen. Swipe to the left or right on the emojis to browse the emojis in the current group. Tap an emoji to enter it at the cursor's location in your message, email, or other type of document. To use an emoji you've used often, tap the Clock icon to see emojis you've used frequently; you'll probably find that you use this set of emojis regularly so this can save a lot of time. To return to the mundane world of letters and symbols, tap the ABC key.



The Predictive Text feature also suggests emojis when you type certain words; just tap the emoji to replace the word with it.

Emoji Options

If you tap and hold on some emojis, you see options. For example, if you tap and hold on the thumbs-up emoji, you see a menu with the emoji in different flesh tones. Slide your finger over the menu and tap the version you want to use. The version you select becomes the new default for that emoji. You can go back to a previous version by opening the menu and selecting it.

Emojis Galore

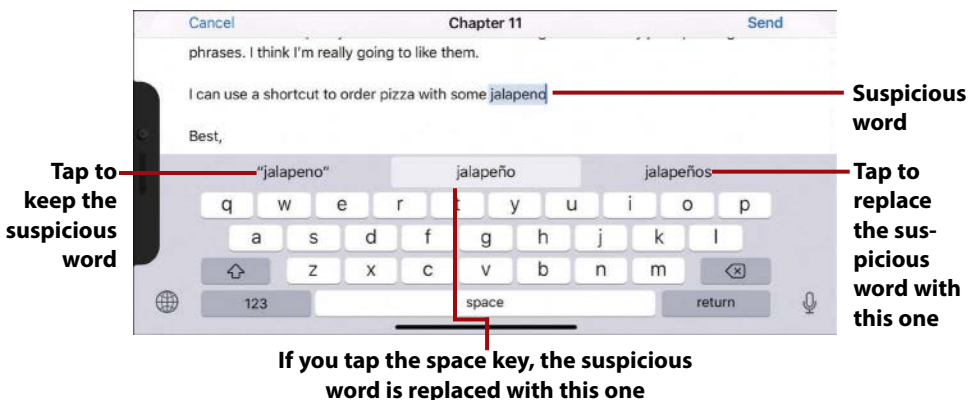
Emojis are very widely used in text messages because you can communicate a lot with a single icon. The Messages app enables you to access many kinds of emojis through the apps you can install within the Messages app itself; these are often called stickers, but they work the same way as emojis. See Chapter 9, “Sending, Receiving, and Managing Texts and iMessages,” to learn how to add and use sticker apps within the Messages app.

What’s Your Typing Orientation?

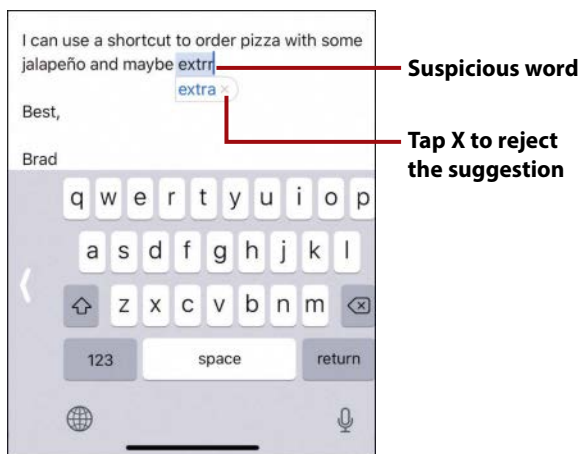
Like many other tasks, you can rotate the iPhone to change the screen’s orientation while you type. When the iPhone is in the horizontal orientation, the keyboard is wider, making it easier to tap individual keys, and you have access to more keys. However, you see fewer lines of text. When the iPhone is in vertical orientation, the keyboard is narrower, but you can see more of the typing area. So, try both to see which mode is most effective for you.

Correcting Spelling as You Type

If you type a word that the iPhone doesn’t recognize, that word is flagged as a possible mistake and suggestions are made to help you correct it. How this happens depends on whether or not Predictive Text is enabled.



If Predictive Text is enabled, potential replacements for suspicious words appear in the Predictive Text bar. When you tap the space key, the suspicious word is replaced with the word in the center of the Predictive Text bar. Tap the word on the far left to keep what you've typed (because it isn't a mistake) or tap the word on the right end of the bar to enter it instead of what you've typed.



If Predictive Text isn't enabled, a suspicious word is highlighted and a suggestion about what it thinks is the correct word appears in a pop-up box. To accept the suggestion, tap the space key. To reject the suggestion, tap the x in the pop-up box to close it and keep what you typed. You can also use this feature for shorthand typing. For example, to type "I've" you can simply type "Ive" and iPhone suggests "I've," which you can accept by tapping the space key.

Typing Tricks

Many keys, especially symbols and punctuation, have additional characters. To see a character's options, tap it and hold down. If it has options, a menu pops up after a second or so. To enter one of the optional characters, drag over the menu until the one you want to enter is highlighted, and then lift your finger off the screen. The optional character you selected is entered. For example, if you tap and hold on the period when you are writing text, you can select an ellipsis (...). If you tap and hold on the period when you are typing a web or email address, you can select .com, .edu, and so on.

Your Own Text Replacements

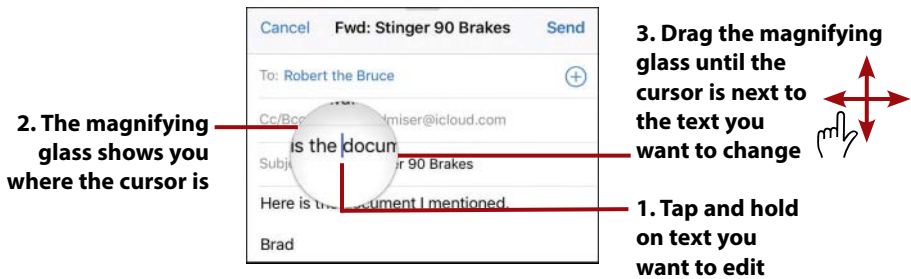
You can create your own text shortcuts so you can type something like "eadd" and it is automatically replaced with your email address. See Chapter 4 for the details.

By default, the iPhone attempts to correct the capitalization of what you type. It also automatically selects the Shift key when you start a new sentence, start a new paragraph, or in other places where its best guess is that you need a capital letter. If you don't want to enter a capital character, simply tap the Shift key before you type. You can enable the Caps Lock key by tapping the Shift key twice. When the Caps Lock key is highlighted (the upward-facing arrow is black), everything you type is in uppercase letters.

Options, Options

Using the Keyboards screen in the Settings app, you can enable or disable text-related functions, such as Auto-Capitalization. See Chapter 4 for details.

Editing Text

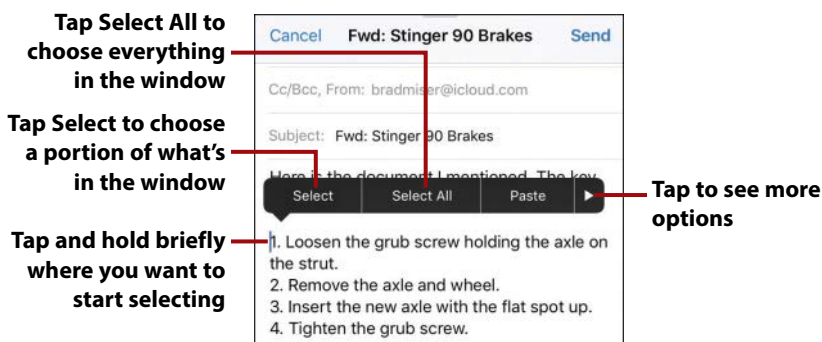


To edit text you've typed, touch and hold on the area containing the text you want to edit. A magnifying glass icon appears on the screen, and within it you see a magnified view of the location of the cursor. Drag the magnifying glass to position the cursor where you want to start making changes, and then lift your finger from the screen. The cursor remains in that location, and you can use the keyboard to make changes to the text or to add text at that location, or you can make a selection on the menu that appears.

Using 3D Touch with Text

When you are using an iPhone that supports 3D Touch (6s and later models), you can apply slight pressure when you touch the screen to have the closest word selected automatically; it is highlighted in blue to show you that it is selected. To place the cursor without selecting words that are near your finger, just touch the screen without applying any pressure.

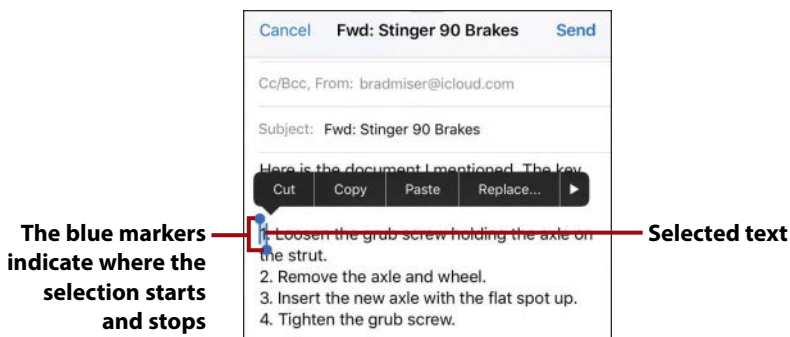
Selecting, Copying, Cutting, or Pasting Text



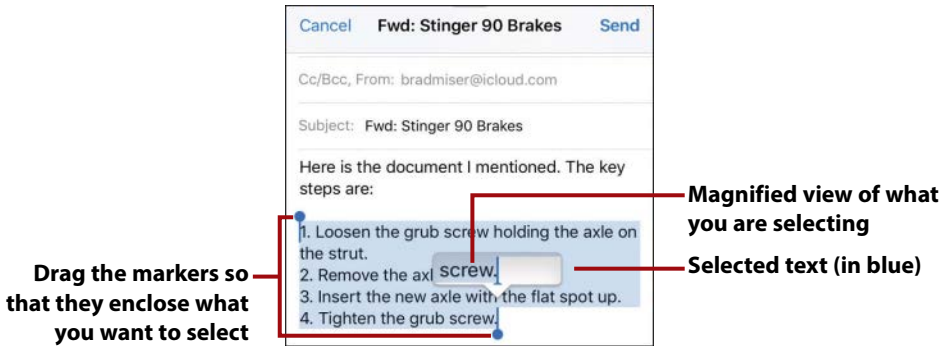
You can also select text or images to copy and paste the selected content into a new location or to replace that content. Touch and hold down briefly where you want to start the selection until the magnifying glass icon appears; then lift your finger off the screen. The Select menu appears. Tap Select to select part of the content on the screen, or tap Select All to select everything in the current window.

More Commands

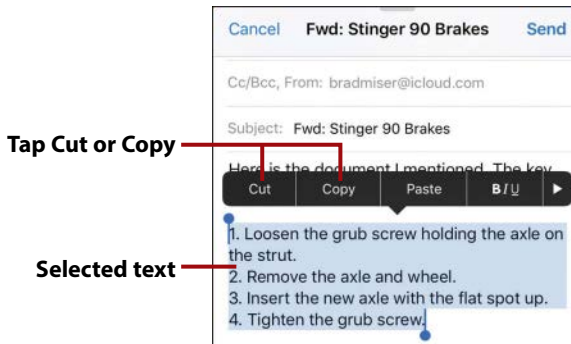
Some menus that appear when you are making selections and performing actions have a right-facing arrow at the right end. Tap this to see a new menu that contains additional commands. These commands are contextual, meaning that you see different commands depending on what you are doing at that specific time. You can tap the left-facing arrow to move back to a previous menu.



You see markers indicating where the selection starts and stops. (The iPhone attempts to select something logical, such as the word or sentence.) New commands appear on the menu; these provide actions for the text currently selected.



Drag the two markers so that the content you want to select is between them; the selected portion is highlighted in blue. As you drag, you see a magnified view of where the selection marker is, which helps you place it more accurately. When the selection markers are located correctly, lift your finger from the screen. (If you tapped the Select All command, you don't need to do this because the content you want is already selected.)



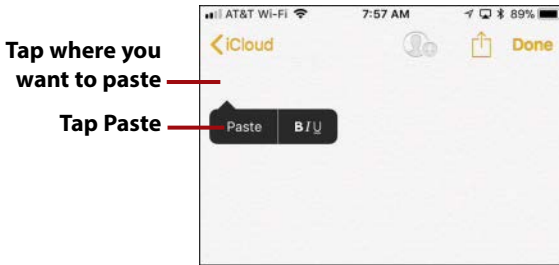
Tap Cut to remove the content from the current window, or tap Copy to just copy it.

Have I Got a Suggestion for You!

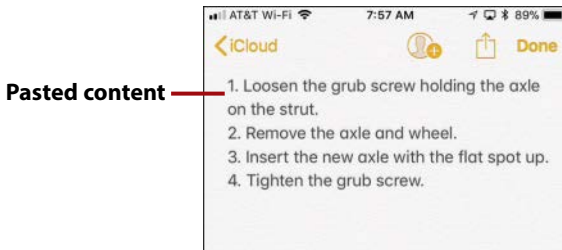
As you select different items, explore the menu to see commands that might be useful to you. These commands are contextual so they change based on what you have selected. For example, when you have a word or phrase selected, one of the suggestions might be Look Up, which opens Siri Suggestions for the word or phrase you selected. The results can include dictionary or Wikipedia entries, suggested apps, and so on. Tap Done to return to the text with which you were working. As you use your iPhone, check out the options on this menu because you'll find some very useful tricks tucked away there.

Format It!

If you tap **B/U** on the menu, you can tap Bold, Italics, or Underline to apply those formatting options to the selected text. You also can tap multiple format options to apply them at the same time. You might need to tap the right-facing arrow at the end of the menu to see this command, depending on how many commands are on the menu.

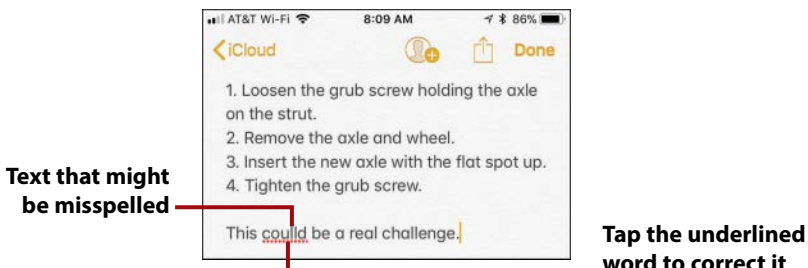


Move to where you want to paste the content you selected; for example, use the App Switcher to change to a different app. Tap where you want the content to be pasted. For a more precise location, tap and hold and then use the magnifying glass icon to move to a specific location. Lift your finger off the screen and the menu appears. Then tap Paste.

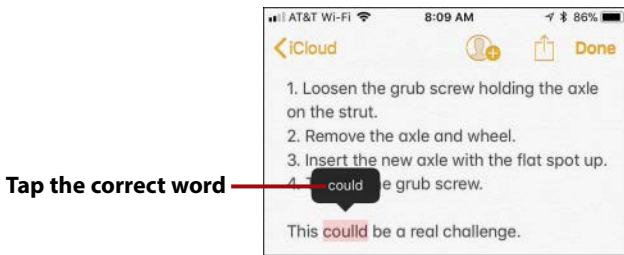


The content you copied or cut appears where you placed the cursor.

Correcting Spelling After You've Typed



The iPhone also has a spell-checking feature that comes into play after you have entered text (as opposed to the Predictive Text and autocorrect/suggests features that change text as you type it). When you've entered text the iPhone doesn't recognize, it is underlined in red.



Tap the underlined word. It is shaded in red to show you what is being checked, and a menu appears with one or more replacements that might be the correct spelling. If one of the options is the one you want, tap it. The incorrect word is replaced with the one you tapped.

Contextual Menus and You

In some apps, tapping a word causes a menu with other kinds of actions to appear; you can tap an action to make it happen. For example, in the iBooks app, when you tap a word, the resulting menu enables you to look up the word in a dictionary. Other apps support different kinds of actions, so it's a good idea to try tapping words in apps that involve text to see which commands are available.

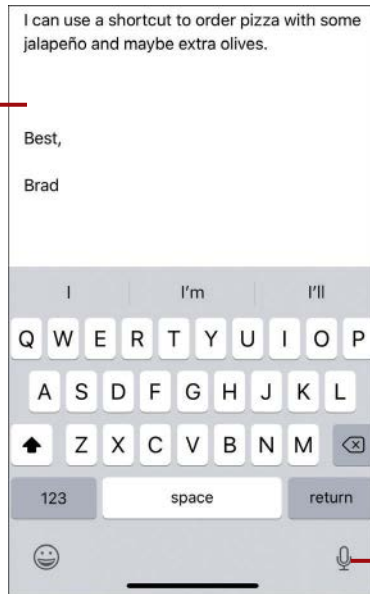
Undo

The iPhone has a somewhat hidden undo command. To undo what you've just done, such as typing text, gently shake your phone back and forth a couple of times. An Undo Typing prompt appears on the screen. Tap Undo to undo the last thing you did or tap Cancel if you activated the undo command accidentally.

Dictating Text

You can also enter text by dictating it. This is a fast and easy way to type, and you'll be amazed at how accurate the iPhone is at translating your speech into typed words. Dictation is available almost anywhere you need to enter text. (Exceptions are passcodes and passwords, such as for your Apple ID.)

Tap to put the cursor where you want dictated text to start



Tap the Microphone key to start dictation

To start dictating, tap the Microphone key. The iPhone goes into Dictation mode. A gray bar appears at the bottom of the window. As the iPhone “hears” you, the line oscillates.

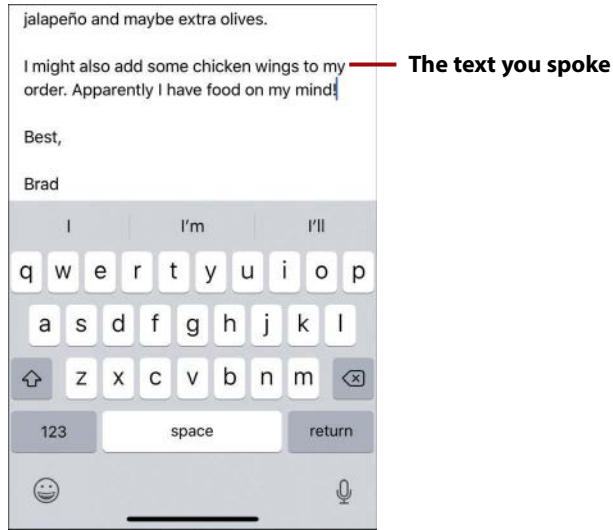


The iPhone is taking dictation

Tap when you're done speaking

Start speaking the text you want the iPhone to type. As you speak, the text is entered starting from the location of the cursor. Speak punctuation when you want to enter it. For example, when you reach the end of a sentence, say

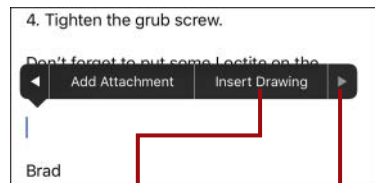
“period,” or to enter a colon say “colon.” To start a new paragraph, say “new paragraph.”



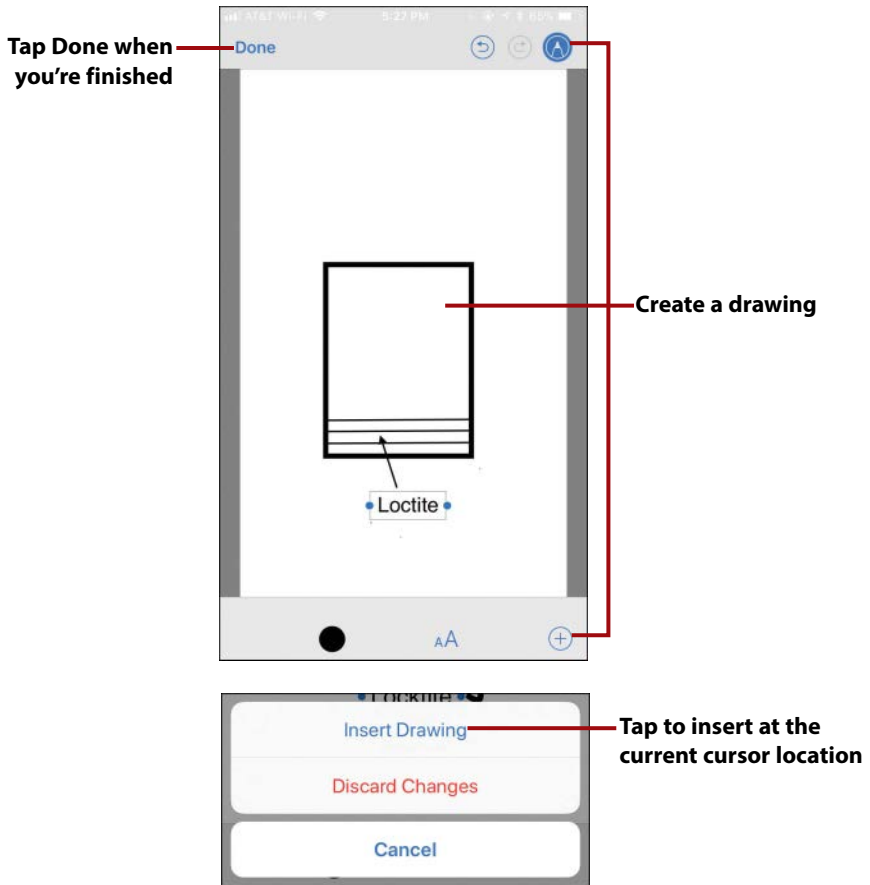
When you’ve finished dictating, tap the keyboard icon. The keyboard reappears and you see the text you spoke. This feature is amazingly accurate and can be a much faster and more convenient way to enter text than typing it.

You can edit the text you dictated just like text you typed using the keyboard.

Drawing in Text

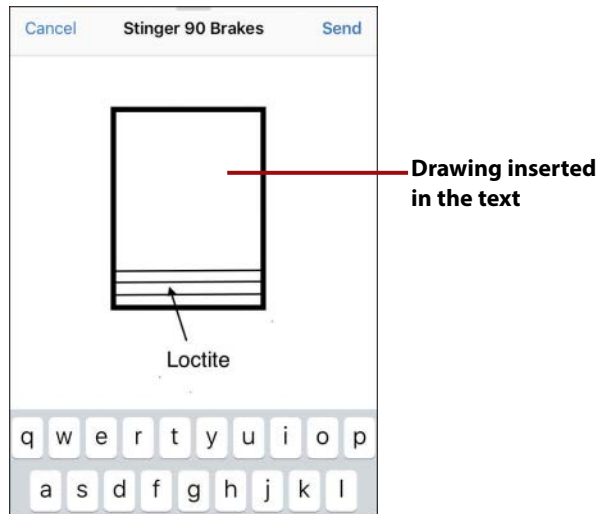


You can use the iOS drawing tool to create and insert drawings that include shapes, text, colors, and other elements into places where you create text, such as emails. Tap in the window where you want the drawing to be. On the menu, tap the right-facing arrow until you see Insert Drawing and then tap that command.



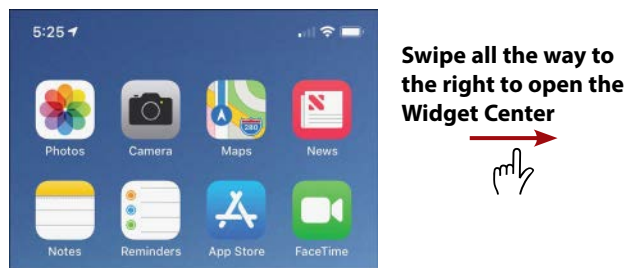
Use the drawing tool to create the drawing. Tap Add (+) to add shapes, lines, or text. Tap text to edit it. Tap Signature to sign your name. You can tap objects to select them to move or change them. You can use the format tools (color and font) to format objects. When you're done, tap Done. Then tap Insert Drawing to place the drawing where the cursor was located.

When you move back to the text, you see the drawing you created. You can then complete what you were doing, such as finishing and sending an email message.



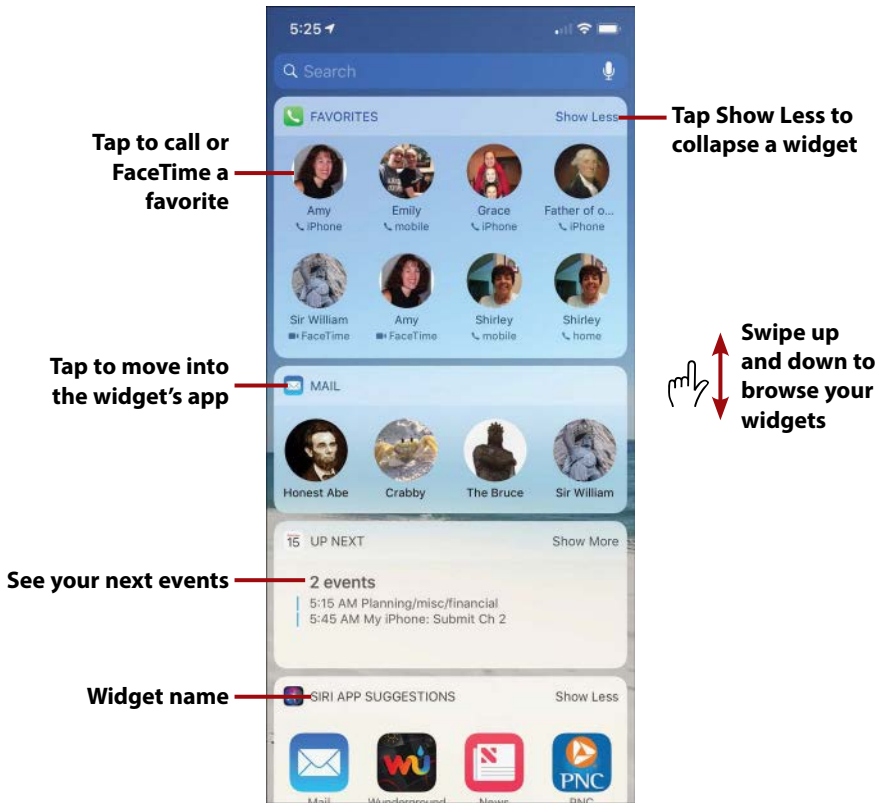
Using Widgets

Widgets are “mini” versions of apps installed on your iPhone that you can access easily and quickly from the Widget Center.



You can open the Widget Center in a number of ways:

- Wake your iPhone and swipe to the right on the Lock screen.
- Move to a Home page and swipe all the way to the right.
- Swipe down the screen to open the Notification Center and then swipe to the right.



At the top of the Widget Center, you see the Search tool (more on this later). If you open the Widget Center from the Lock screen, you see the current time and date under the Search tool; if you open it from a Home screen, you don't see the date or time. Beneath that, you see widgets for apps installed on your iPhone. Swipe up and down the screen to browse your widgets.

Configuring the Widget Center

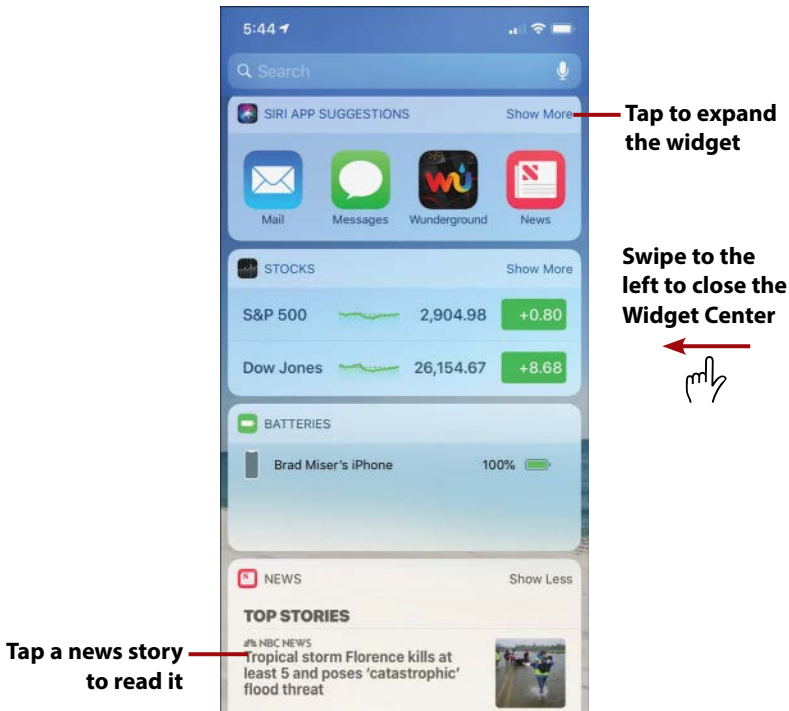
You can choose the widgets that appear in the Widget Center and the order in which those widgets are shown on the screen. See "Configuring the Widget Center" in Chapter 4 for the step-by-step instructions to configure your Widget Center.

Each widget provides information or functions based on its app. For example, you can use the FAVORITES widget to place phone calls using the Phone app or to make FaceTime calls to your contacts you've designated as Favorites (you learn how to do this in Chapter 7). You can see your daily calendar in the CALENDAR widget, get news in the NEWS widget, or listen to music in the MUSIC widget.

You can expand a widget to show all of its information or tools by tapping the Show More command or collapse it to a more minimal state by tapping the Show Less command.

You can interact with widgets in several ways. Some widgets provide information that you can view within the widget, such as CALENDAR, STOCKS, or UP NEXT. Some apps provide options you can tap to perform specific actions; these include FAVORITES and MUSIC. When you tap something within a widget, the associated app opens and either performs the task you indicated or shows more information about what you selected.


Some apps even have multiple widgets. For example, the Calendar app has the UP NEXT widget that shows you the next events on your calendar and the CALENDAR widget that shows the events on the current date.

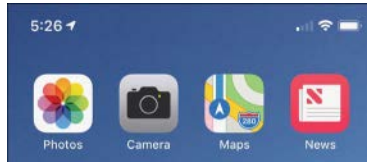


If you don't move into an app from a widget, you can close the Widget Center by swiping to the left. You move back to the screen you came from, such as a Home screen. If you do move into an app from a widget, you work with that app just as if you moved into it from a Home screen.

Searching on Your iPhone

You can use the Search tool to search your iPhone to find many different types of information, including locations, emails, messages, apps, and so on.

 **Swipe down from the center part of the screen to search your iPhone**

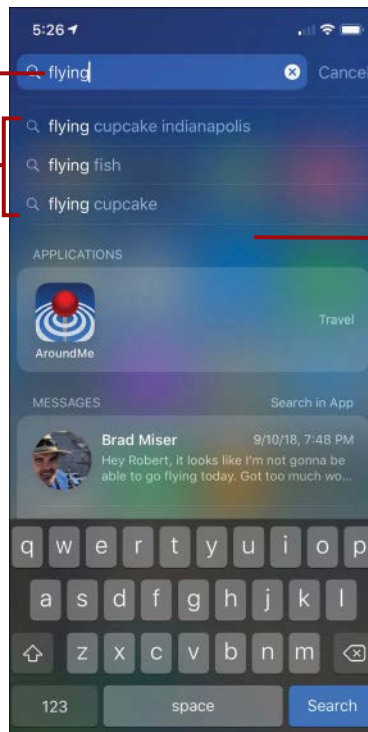


There are a couple of ways you can start a search:

- Swipe to the right to open the Widget Center. The Search bar is at the top of the screen.
- On a Home screen, swipe down from the center of the screen. The Search bar appears at the top of the screen.

Type what you want to search for

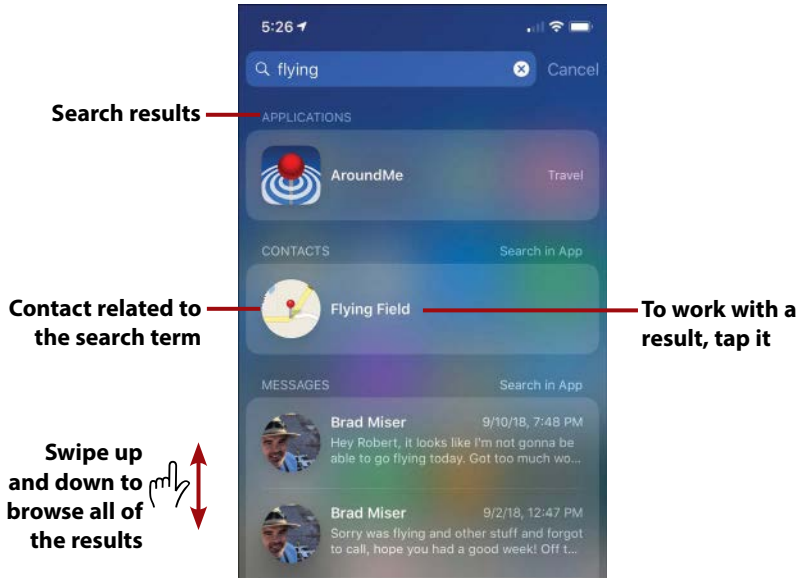
Recent or suggested searches



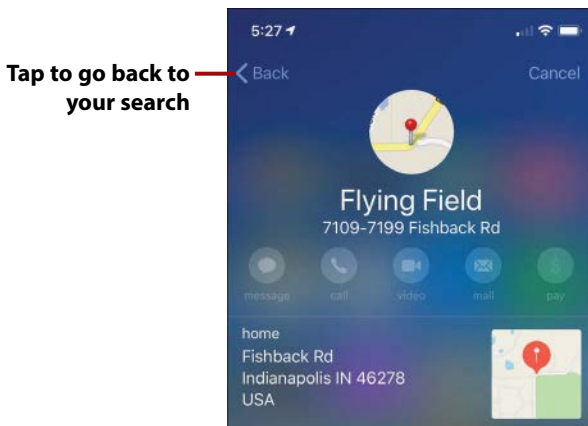
Current results

When you're done entering your search term, tap Search

To perform a search, tap in the Search bar and type the search term using the onscreen keyboard. As you type, recent or suggested searches appear just below the Search bar; tap a search to perform it. Under the search list, you see the current items that match your search. If you don't tap one of the recent or suggested searches, when you finish typing the search term, tap Search to see the full list of results.



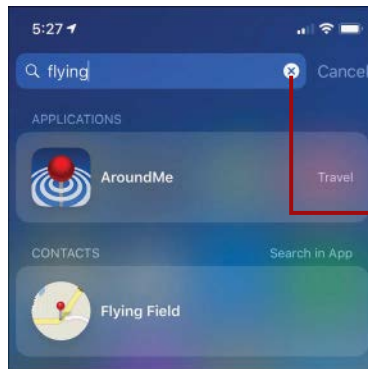
The results are organized into sections, such as CONTACTS, MAIL, MESSAGES, APPLICATIONS, MAPS, MUSIC, and so on. Swipe up and down the screen to browse all of the results. To work with an item you find, such as to view a location you found, tap it; you move to a screen showing more information or into the associated app and see the search result that you tapped.



**Tap to go back to
your search**



The results remain in the Search tool as you work with them. To move back to the search results, tap the Back icon (<) in the upper-left corner of the screen or tap Search (which you see depends on the result you tapped on).



**Tap to close the
Search tool without
moving to a result**

**Tap to clear the
search term**

The results of the most recent search are still listed. To clear the search term, tap Clear (x). To close the Search tool without going to one of the results, tap Cancel.

Tell Me More

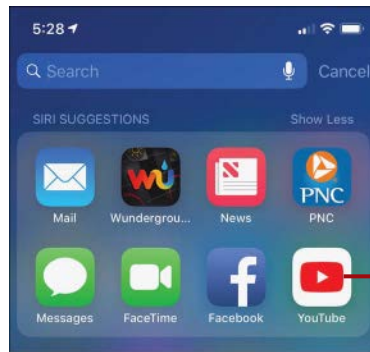
If one of the categories you find in a search has a lot of entries, you see the Show More command. Tap this to show more of the results for that category. Tap Show Less to collapse the category again. When you can search within an app, you see the Search in App text on the right side of the screen aligned with the results section; tap this to open the app and perform the search within that app.

Working with Siri Suggestions

Siri Suggestions can make it easy to get back to apps, searches, or other items you've used recently. Using Siri Suggestions can also lead you to useful things you weren't necessarily looking for. These suggestions show up in many different areas on your iPhone and you can access them directly at any time.



Swipe down from the center part of the screen to see Siri Suggestions



To access Siri Suggestions, swipe down from the center of a Home screen. Just under the Search bar, you see the SIRI SUGGESTIONS panel. This panel shows you apps you've used recently or apps that might be useful to you based on your location. For example, the Starbucks app may be suggested when you are near a Starbucks location. Tap an app to open it.

There's a Widget for That

You can also use the SIRI APP SUGGESTIONS widget in the Widget Center to quickly access recently used or suggested apps.

Siri Suggestions can also appear in other apps. Siri monitors your activity and “learns” from what you do in order to improve the suggestions it makes. These suggestions can appear in many different places, such as when you are entering email addresses in a new email, dealing with new contact information, performing searches, editing a text message, and so on. When you see a list of Siri Suggestions, you can tap the suggestion you want to use.

For example, if it is an email address, that address is entered for you. If it is a search, the search is performed.

You can enable or disable the apps and services that Siri can access to make these suggestions; the information to do this is provided in Chapter 11, “Working with Siri.” For example, if you don’t want Siri to be able to make suggestions based on a specific app, you can disable the Search & Siri Suggestions setting for that app.

Working with Notifications

As you learned in Chapter 1, the iPhone’s notification system keeps you informed of activity in which you may be interested, such as new emails, events, app updates, and so on. There are a number of types of these notifications that you will experience. Visual notifications include banners and badges. Alert sounds can also let you know something has happened, and vibrations make you feel the new activity.

You can determine which types of notifications are used for specific activity on your iPhone. This might be one of the most important areas to configure because you want to make sure you are aware of activity that is important to you, but too many notifications can be disruptive and annoying. So, you want to strike a good balance between being aware and being annoyed.

Notification Center

In Chapter 1, you learned how to use the Notification Center to work with groups of notifications. This can be a more efficient way to deal with notifications since you can access “batches” of them instead of dealing with each one individually. You might want to configure individual notifications for the activity that is most important to you and access the rest via the Notification Center.

Working with Visual Notifications



Badge showing one new email

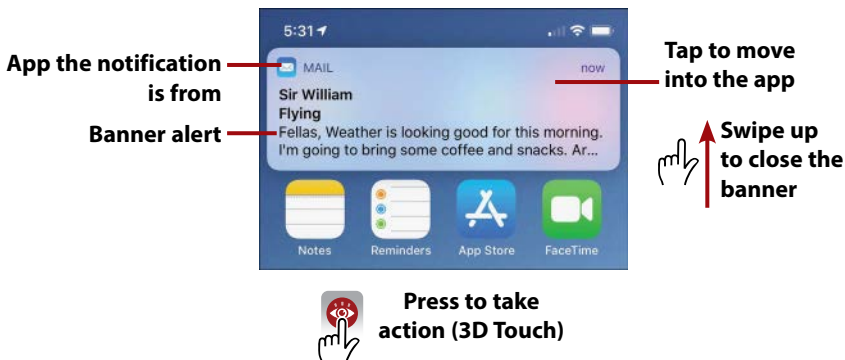
Badges appear on an app's or a folder's icon to let you know something has changed, such as new email, messages, or invitations.

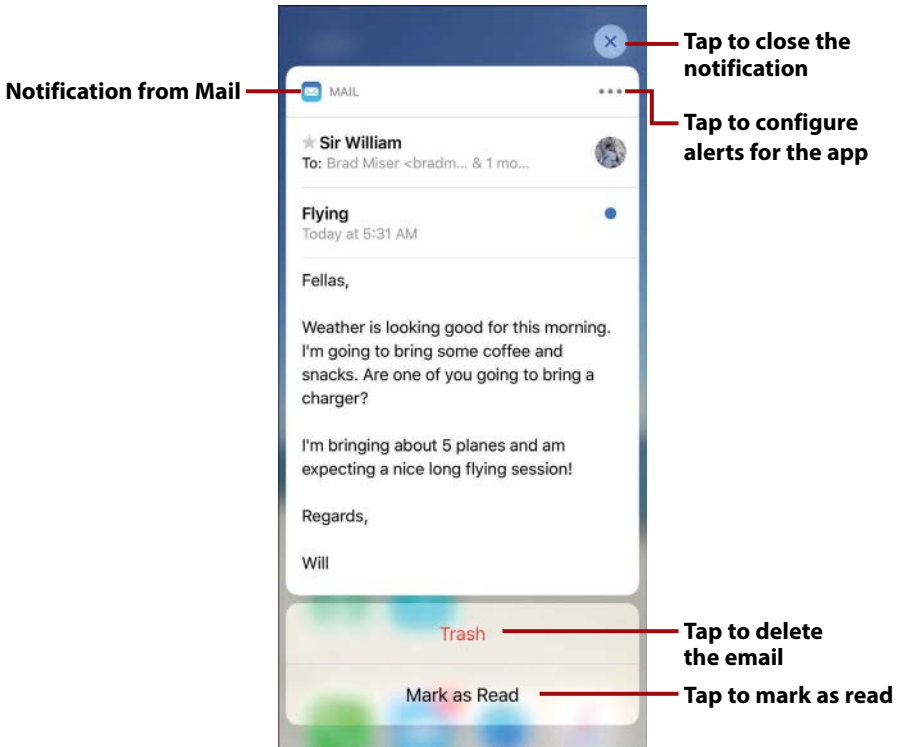
Badges are purely informational, meaning you can't take any action on them. They inform you about events so that you can take action on them, such as to download and install an update to your iPhone's iOS software or read new text messages.

Badges on Folders

In Chapter 5, "Customizing How Your iPhone Looks and Sounds," you learn how to organize apps in folders. When apps in folders have badges enabled, the badge you see on a folder is a total count of the badges on the apps within that folder. The only way to know which apps that are in the folders have badges is to open the folder so you can see the individual app icons and badges.

Alerts appear when activity happens that you might want to know about, such as receiving email or a calendar invitation. There are three types of alerts; each type is based on the location where the notification appears. Lock Screen notifications appear on the Lock screen. Notification Center notifications appear only in the Notification Center, and Banners appear on any screen when your iPhone is unlocked. As you learn in Chapter 4, you can select the types of notifications used by each app.





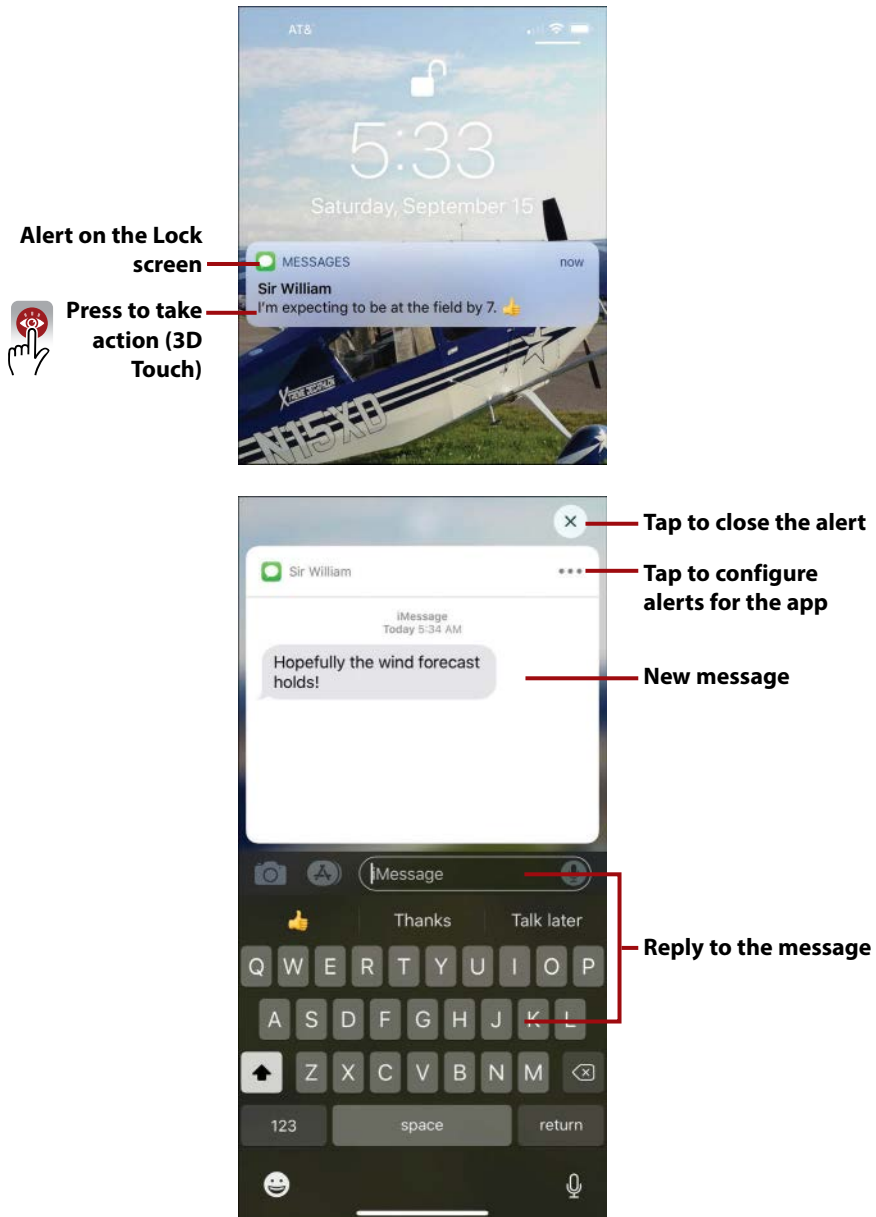
In addition to providing information for you, alerts enable you to take action related to the activity that generated the notification. For example, you can respond to a text message directly from its alert.

There are two types of banner alerts. Persistent banner alerts remain on the screen until you take action on them, which can be closing them, responding to them, and so on. Temporary banner alerts appear on the screen for a few seconds and if you don't take action on them, they rotate off the screen to get out of your way.

When your iPhone is unlocked, banner alerts appear at the top of the screen. They provide a summary of the app and the activity that has taken place, such as a new email or text message. When a banner appears, you can view its information; if it is a temporary banner, it rotates off the screen after displaying for a few seconds; if it is a persistent banner, you need to do something to cause it to disappear. You can tap it to move into the app to take some action, such as to read an email. You can swipe up from the bottom of the banner to close it. For some apps, such as Mail, you can press on the notification to open a menu of commands.

No 3D Touch?

If your iPhone doesn't support 3D Touch (it's not an iPhone 6s or later model), you can swipe down on a notification to take action on it, such as to reply to a text message.



Alerts can also appear on the Lock screen, which is really convenient because you can read and take action on them directly from that screen. If your phone is asleep, the alerts appear briefly on the screen and then it goes dark again (unless the phone is in Do Not Disturb mode in which case this doesn't happen); you can press the Side button or the Touch/ID Home button or raise your phone to see your alerts without unlocking the iPhone. You can swipe up or down the screen to browse the alerts.

To respond to an alert or take other action on it, press it to open it (3D Touch iPhones) or swipe to the right on it (non-3D Touch iPhones) and then take action, such as replying to a message. In some cases, you might need to unlock your phone to complete an action associated with an alert. In those cases, you're prompted to use Touch ID, Face ID, or your passcode to proceed.

Alerts and other notifications appear in the Notification Center, which you can open by swiping up on the Lock screen or swiping down from the top of the screen when your phone is unlocked. See Chapter 1 for the details about using the Notification Center.

**Alert on the
Notification
Center**



**Group of
notifications from
the Podcasts app**

Working with Other Types of Notifications

Sounds are audible indicators that something has happened. For example, you can be alerted to a new email message by a specific sound. You can choose global sound notifications, such as a general ringtone, and specific ones, such as a special ringtone when someone in your contacts calls you.

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

Notifications Can Be Annoying

A lot of apps are configured to get your attention by default so that you might be inundated with alerts or sounds. You can configure how and when you receive notifications, hear sounds, or feel vibrations so you are notified only to the extent you want to be. You can configure notifications globally using the Settings app. You can also configure notifications for a specific app by tapping the Options icon (...) that appears when you open an alert. This is a convenient way to configure alerts because you can do so as the alerts occur. Chapter 4 has all the details.

Printing from Your iPhone

You can print directly from your iPhone to AirPrint-compatible printers.

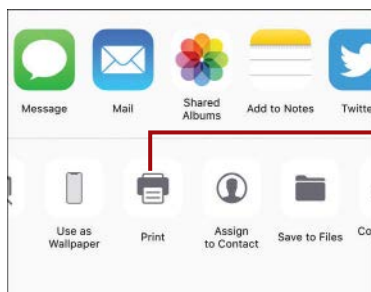
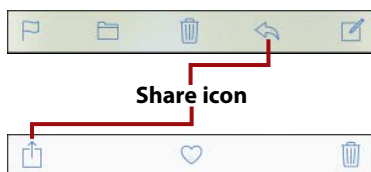
First, set up and configure your AirPrint printer (see the instructions that came with the printer you use).

It Depends

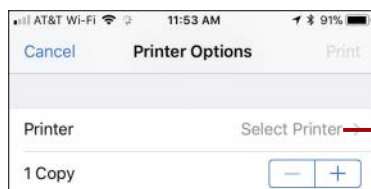
When you tap the Share icon, you might see a menu containing commands instead of the grid of icons shown in the figure. The way it appears is dependent upon the app you are using. If you see a menu, tap Print to move to the Printer Options screen.

AirPrint?

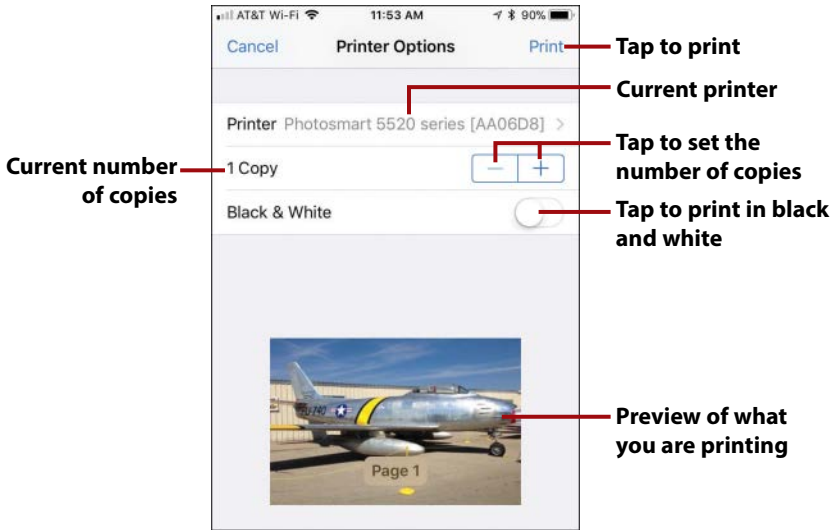
AirPrint is an Apple technology that enables an iOS device to wirelessly print to an AirPrint-compatible printer without installing any printer drivers on the iOS device. To be able to print directly to a printer via Wi-Fi, the printer must support AirPrint (a large number of them do). When an iOS device, such as your iPhone, is on the same Wi-Fi network as an AirPrint printer, it automatically detects that printer and is able to print to it immediately.



When you are in the app from which you want to print, tap the Share icon. Tap Print on the resulting menu. You might need to swipe to the left to expose the Print command. (If you don't see the Share icon or the Print command, the app you are using doesn't support printing.)



The first time you print, you need to select the printer you want to use. On the Printer Options screen, tap Select Printer. Then tap the printer you want to use. You move back to the Printer Options screen and see the printer you selected.



Tap – or + to set the number of copies; the current number of copies is shown to the left of the controls. You can use other controls that appear to configure the print job, such as the Black & White switch to print in black and white on a color printer; the controls you see depend on the capabilities of the printer you selected. Tap Print to print the document.

The next time you print, if you want to use the same printer, you can skip the printer selection process because the iPhone remembers the last printer you used. To change the printer, tap Printer and tap the printer you want to use.

Index

Numbers

3D Touch

- Calendar app, 471-472
 - email, receiving/reading, 356
 - FAVORITES pane, making calls from, 297
 - notifications and, 99
 - photos, 606-607
 - Quick Actions menu, 17, 233, 585
 - Safari and, 556-558
 - text, selecting, 81
 - text messages, 447
 - reading*, 430
 - sending*, 427-428
 - web links, 543
- 3G networks, 67
- 4G networks, 67
- 24-Hour Time setting (Calendar app), 462

A

- accepting invitations, 486
- accessibility options, configuring, 188
- accounts
- Accounts setting (Contacts app), 264
 - email accounts, 340, 346-347, 374
 - iCloud accounts, 119-121, 649
- acronyms/lingo (text messages), 456
- actions (shortcuts), 219-221, 227-228
- adding
- app content to text messages, 420-421

- caller information to Favorites, 311-312
 - comments to shared photos, 649-651
 - contact fields, 275
 - contacts, 400-401
 - events to calendars in Calendar app, 473-479
 - location information to text messages, 426-427
 - photos, 652
 - widgets to Widget Center, 179
- addresses (email)
- contacts, address formats, 275
 - removing, 360
- adult websites, restricting, 169
- AE/AF Lock (Camera app), 573
- Airplane mode, 38-39
- AirPrint app, printing from, 101-103
- alarms, 514-515
- albums (photos)
- All Photos album, 597
 - creating, 638-641
 - iCloud albums, 646-649
 - Favorites album, 616
 - shared albums, 592, 595-596
 - accepting invitations to shared albums*, 650
 - adding photos to shared albums*, 652
 - configuring shared albums*, 649
 - inviting contacts to shared albums*, 649
 - unsubscribing from shared albums*, 652

Albums source (Photos app), Favorites album, 616

alerts, 30-34, 100

Amber Alerts, 152

banner alerts, 98-100, 149-150, 439

Calendar app

Default Alert Times setting, 461

event alerts, 465, 479

invitations, 485

Emergency Alerts, 152

Government Alerts, 152

previewing, 147

aliases (email), iCloud accounts, 130

All Photos album, 597

Alternate Calendars setting (Calendar app), 460

always allowed apps (Screen Time), 160

Amber Alerts, 152

animojis

creating, 425

FaceTime and, 331-333

text messages, 423-424, 435-436

answering calls, 306-309

App Drawer, managing apps in messages, 418-419

App Store

Apps tab, 207

browsing, 210-212

configuring apps, 215

downloading apps, 213-214

finding apps, 207-209

Games tab, 207

installing apps, 207, 213-214

reviews, 212

searching for apps, 207-209

sharing app information, 215

Today tab, 207

Trending Searches, 208

updating apps, 207, 214

App Switcher, 19-21

Apple ID, 213

Apple Online Store, 106

authentication, 110, 115

configuring, 205-206

devices, changing, 118

email addresses and, 113

iCloud accounts, 121

iMessages, 391, 397

merging information, 110

obtaining, 106-108

passcodes, 110

passwords, 109, 115

payment information, 116-117

personal information, changing, 111-114

services, configuring, 117

shipping information, 116-117

signing into, 108

signing off, 118

switching, 391

Apple Online Store, Apple ID, 106

Apple Pay, websites and, 532

Apple Pay Cash, 116

apps, 89. *See also* widgets

accessing

limiting access, 71, 160-163

with Siri, 500

AirPrint app, 101-103

always allowed apps (Screen Time), 160

App Drawer, 418-419

App Store, 207-215

App Switcher, 19-21

background activity, 22-23, 215

browsing for, 210-212

Calendar app, 153, 459-490, 512-515

calls, using apps during calls, 304

Camera app, 565-584, 587-589, 617-618

cellular data networks, 71

Clock app, 490, 514-515

configuring, 215

Contacts app, 263-265, 268-285, 352, 359, 397

contextual menus, 85

customizing iPhone operation, 205-215

data usage, 68, 73

downloading, 205-206, 213-214

evaluating, 207

Face ID and, 196

FaceTime app, 326

finding, 207-209

folders, 18

Health app, 120

iCloud accounts, 120

iMovie app, 645

in-app purchases, 166

installing, 153, 207, 213-214

launching, 16-18

limiting access, 71, 160-163

Mail app, 147-153, 340-387, 504-507, 559, 635-637

maintaining, 205-206

Messages app, 79, 119, 330, 389-455, 508-512, 560

multitasking, 19

Music app, 517-518

News app, 120

Notes app, 119

notifications, 153

opening, 519

organizing into folders, 234-237

Phone app, 288-290

Photos app, 565, 591-643

Reminders app, 490, 513-515

restricting, 160, 164-172

returning to, 22
 Settings app, 54-57, 145-152, 390-398
 sharing information with friends, 215
 Shortcuts app, 40-42, 216-227
 Siri

accessing apps, 500
associating apps with, 496

Split-screen mode, 26
 Stocks app, 120
 time management apps, 490
 Touch ID and, 203
 updating, 214
 user interface, 19
 Wallet app, 120

Apps tab (App Store), 207
 archiving email messages, 369
 attachments

email, 350-351, 358
forwarding, 366
PDF attachments, 358
photo attachments, 379-380
photos, 357, 363
video, 363
 text messages, browsing in conversations,
 448

audio

audio messages (text), 395-396, 425, 436-437
 auto-mute during calls, 309
 audio-only FaceTime calls, 324
 headphone jack, 7
 microphone, 5
 muting, 5-6, 51, 309
 notifications, 96, 100, 150, 153
 Record Stereo Sound feature (Camera app),
 568
 Siri
shortcuts, 41
Siri Suggestions, 94-95
 speakers, 5
 volume controls, 5-7, 50-51, 298

authentication (Apple ID), 110, 115
 Auto Low Light FPS feature (Camera app), 568
 Auto-Lock feature (Home screen), 242, 247
 autocorrecting text, 79-81
 autofill, Safari and, 531
 automatic prompting (network connections),
 64-66
 automatically locking iPhone, 196, 204
 automatically saving websites offline, 533
 automatically signing into websites, 561
 availability status (Calendar app), 480

B

backgrounds
 app operations, 22-23, 215
 web pages, 544
 backups, iCloud accounts, 120, 126-127
 badges, 30-34, 97, 150, 238
 banner alerts, 98-100, 149-150, 439
 battery usage/power management, 10
 Bcc field (email), 360
 BLU button (keyboard), 84
 blocking
 calls, 308
 contacts, 396-397
 cookies (websites), 532
 FaceTime, 323
 pop-up windows (websites), 532
 text messages, 394-398, 451
 voicemail, 321
 bold text, 84, 242, 248-249
 bookmarks
 changing URL, 554
 creating, 550
 deleting, 556
 editing, 554
 moving, 554-555
 naming, 551, 554
 organizing, 552-554
 saving, 552
 storing, 551
 syncing, 534
 websites, 534-535
 books, restricting, 169
 brightness
 adjusting, 30, 241-246
 reading email, 344
 browsing
 for apps, 210-212
 histories (websites), 540. *See also* Safari
 photos, 594-598
 Bubble effects, applying to text messages, 405-
 406
 burst photos, 588, 592, 617-618
 buttons/controls
 Brightness slider, 30
 cameras, 4-6
 headphone jack, 7
 Home button, 7, 48
 Lightning port, 5-7
 microphone, 5
 Mute switch, 5-6, 51
 Orientation Lock button, 28
 Side button, 6, 45
 speakers, 5

Touch ID button, 7, 48
 volume controls, 5-7
 Wake/Sleep button, 5

buying

Apple Pay, websites and, 532
 Apple Pay Cash, 116
 credit cards, Safari and, 531
 Wallet app, 120

C

calendars

Calendar app

24-Hour Time setting, 462
alerts, 461, 465, 479
Alternate Calendars setting, 460
changing calendar color, 465
Chinese calendars, 460
configuring, 459-465
dates, 460, 466-470
Default Alert Times setting, 461
Default Calendar setting, 461
deleting calendars, 465
events, 460-490, 512-515
Hebrew calendars, 460
hiding calendars, 464-466
invitations, 460, 478, 483-490, 513
Location Services, 472
Location Suggestions setting, 461
managing calendars, 489-490
month view, 466
multiple calendars, 462
naming calendars, 464
navigating calendars, 466
notifications, 153, 462
public calendars, 465, 490
Quick Actions feature and, 481
red line, 470
searches, 460, 482
Set Automatically setting, 462
sharing calendars, 464, 487-489
Siri and, 460, 472, 481, 490, 512-515
Start Week On setting, 461
Sync setting, 460
Time Zone Override setting, 460-461
time zones, 475
Today view, 467
viewing calendars, 462-470
Week Numbers setting, 460
weeks, 461
year view, 466

iCloud calendars, 119

calls, 287

answering calls, 306-309
 blocking calls, 308
 clearing recent calls, 310-311

conference calls, 300-304

declining calls, 307-309

dialing

failed calls, 294
with contacts, 292-293
with Favorites, 294
with FAVORITES widget, 296-297
with keypad, 292
with Recents, 295-296

ending and answering incoming call, 309

FaceTime calls, 298, 321-325, 504

animojis, 331-333
audio-only calls, 324
declining calls, 327
effects, 329
FAVORITES widget, 326
filters, 334-336
Group FaceTime, 336-337
messages, 326
muting calls, 330
pausing video, 335
preview window, 328
receiving calls, 327
screen orientation, 330
sending messages while using, 330
Siri and, 326
switching cameras, 330
tracking calls, 328
transforming a regular call to FaceTime, 326
troubleshooting, 326

Favorites, adding information to, 311-312

hanging up, 298

headset functionality, 312-313

holding calls, 309

in-process calls, 297-298

conference calls, 300-304
entering numbers during calls, 299
merging, 302
using apps during calls, 304

merging conference calls, 302

missed calls, 320

muting calls, 298, 308

Phone app, 288-290

receiving calls, 305-309

responding to calls with text messages,
 308-309

roaming charges, 291

silencing ringer, 308

Siri, 503-504

Speaker calls, 298

text messages, responding to calls with,
 308-309

visual voicemail

blocked messages, 321
changing greetings, 316
contact associations with, 317

- deleting messages, 318-320*
- fast-forwarding/rewinding messages, 318*
- listening to messages, 316-320*
- notifications, 316*
- passwords, 317, 321*
- reading messages, 317-318*
- recording greetings, 313-315*
- sending calls to voicemail, 308-309*
- viewing message information, 318*
- volume, adjusting, 298
- Wi-Fi calls, 291
- cameras, 4-6
 - Camera app, 565
 - AE/AF Lock, 573
 - Auto Low Light FPS feature, 568
 - burst photos, 588, 617-618
 - Camera Capture feature, 568
 - Camera mode, 567
 - Change Camera icon, 572
 - configuring, 567
 - Creative Controls, 567
 - Depth Level slider, 574
 - Digital Zoom slider, 574, 578-579
 - Exposure slider, 573
 - Faces found feature, 573
 - Filter feature, 572
 - Flash, 571
 - Focus/Exposure feature, 573
 - frame rates, 568
 - Grid feature, 567
 - HDR feature, 569-571, 587
 - High Efficiency feature, 568
 - image stabilization, 566
 - Keep Normal Photo feature, 569
 - Live Photos feature, 566-567, 571, 574
 - Lock Camera feature, 568
 - movement, sensitivity to, 588
 - panoramic photos, 570, 581-582
 - photos, 569-570, 577, 589
 - Portrait Lighting Effect, 574, 580
 - portrait photos, 570, 580
 - Record Stereo Sound feature, 568
 - Resolution and Frame Rate feature, 568
 - Scan QR Codes feature, 568, 586
 - screenshots, 589
 - Self-Timer feature, 571, 588
 - settings, 567-569, 587
 - Shutter feature, 572
 - Slo-mo feature, 570, 588
 - Smart HDR feature, 568, 587
 - square photos, 570
 - switching between cameras, 572
 - tagging locations in photos, 588
 - Telephoto mode, 566
 - Timer feature, 572
 - video, 569-570, 583-584, 589
 - zoom controls, 573-579
 - FaceTime calls, 330
 - switching, 330, 572
 - website access, 532
 - canceled events, 490
 - capitalization (text), autocorrecting, 81
 - Cc field (email), 360
 - CDMA (Code-Division Multiple Access) networks, 72
 - cell phone functionality. *See* calls
 - cellular data networks, 66
 - CDMA networks, 72
 - data plans/usage, 68-73
 - GSM networks, 72
 - limiting app access, 71
 - LTE networks, 67
 - performance, 67
 - personal hotspots, 73
 - photos and, 593
 - roaming charges, 68
 - Siri access, 496
 - speed of, 67
 - Change Camera icon (Camera app), 572
 - changing
 - calendar color in Calendar app, 465
 - event calendars, 478
 - greetings for visual voicemail, 316
 - keyboards, 76
 - passcodes, 196, 204
 - text messages, 511
 - Wi-Fi networks, 60
 - character counts (text messages), 394
 - character options (text), 80
 - checking for email, 507
 - Chinese calendars and Calendar app, 460
 - choosing
 - view (Home screen), 250-251
 - wallpaper, 242, 252-255
 - clearing
 - browsing histories, 540
 - recent calls, 310-311
 - Clock app, 490, 514-515
 - Clock button, 78
 - closed Wi-Fi networks, connecting iPhone to Internet, 64
 - cloud-based accounts. *See* iCloud
 - collapsing email threads, 349
 - color, changing in calendars (Calendar app), 465
 - commands
 - contextual commands (text), 82, 85
 - Siri commands, 500-501
 - comments, adding to shared photos, 649-651
 - composing email, 358-361, 504-506
 - conference calls, 300-304
 - configuring
 - accessibility options, 188
 - Apple ID, 205-206
 - Apple ID services, 117

- app operation, 205-215
- backups, iCloud accounts, 126-127
- calendars in Calendar app, 459-465
- Camera app, 567
- contacts in Contacts app, 264-265, 268-275
- Control Center, 175-177
- data plans/usage (cellular data networks), 69-73
- Do Not Disturb mode, 155-159
- Dock, 238
- email, 340-345
- Exchange accounts, 131-134
- Face ID, 189-196
- FaceTime settings, 322
- file storage, 127-129
- Find My iPhone, 126
- Google accounts, 135-137
- iCloud, 593
 - iCloud accounts*, 119-121, 130
 - iCloud drive*, 127
 - iCloud storage*, 128-129
- iMessages, 390-398
- iPhone, 28, 145
- keychain syncing, 125
- language preferences, 185-188
- Location Services settings, 170-172
- notifications, 146-154
- online accounts, 137-139
- passcodes, 188-199, 202-204
- Phone app, 288-290
- Photos app, 591-593
- photo storage, iCloud accounts, 121-123
- privacy settings, 170-172
- region preferences, 185-188
- Safari, 529-534
- Screen Time, 159-163
- shared photo albums, 649
- Siri, 494-496
- text message settings, 390-398
- Touch ID, 197-199, 202-204
- volume controls, 50-51
- wallpaper, 252-255
- Widget Center, 178-179
- connections (Internet), 57
 - automatic connections*, 66
 - automatic prompting*, 64
 - cell phone providers*, 66
 - cellular data networks*, 66-67
 - changing networks*, 60
 - data plans/usage*, 68-73
 - forgetting networks*, 65-66
 - high-speed networks*, 70, 73
 - hotspots*, 61, 73
 - known networks*, 58-60
 - open networks*, 57-61
 - passwords*, 59-60
 - public networks*, 61-63
 - security*, 59-62
 - troubleshooting*, 61
- contacts
 - accessing
 - from other apps*, 279-280
 - information*, 275-279
 - address formats, 275
 - blocking, 396-397
 - Contacts app, 263, 268-285
 - accessing information*, 275
 - Accounts setting*, 264
 - blocking contacts*, 397
 - Default Account setting*, 265
 - Display Order setting*, 264
 - email addresses*, 352
 - My Info setting*, 265
 - sending email*, 359
 - Short Name setting*, 265
 - Sort Order setting*, 264
 - creating, 265
 - from email*, 266-268
 - manually*, 268-275
 - deleting, 284
 - dialing calls, 292-293
 - email addresses, 277
 - FaceTime, 277
 - favorites, 278
 - fields, adding/deleting, 275
 - groups, 278-279
 - iCloud contacts, 119
 - invitations, 513, 649
 - labels, 272
 - last known contacts, 278
 - linking, 285
 - notifications, customizing, 153
 - phone numbers, 277
 - photos, 269-270, 299
 - preferences, setting, 264
 - ringtones, 273, 283
 - Safari, 531
 - sharing, 278
 - Siri and, 279, 496
 - storing, 265
 - street addresses, 277
 - syncing, 275, 281
 - text messages, 278, 391, 398-401, 451
 - unblocking, 398
 - unified contacts, 285
 - unlinking, 285
 - updating, 282-283
 - URL, 277
 - vibrations, 273, 283
 - voicemail, contact associations with, 317
 - websites, 277

content restrictions, 160, 164-172

contextual commands

- apps, 85
- text, 82

Control Center, 30

- brightness, adjusting, 244
- cellular data, 70
- configuring, 28, 175-177, 249
- Dock and, 27
- Night Shift feature (Home screen), 244
- opening, 27
- photos, taking, 585
- text, customizing, 249
- tools, adding/removing, 176
- video, taking, 585
- widgets, 46

controls/buttons

- Brightness slider, 30
- cameras, 4-6
- headphone jack, 7
- Home button, 7, 48
- Lightning port, 5-7
- microphone, 5
- Mute switch, 5-6, 51
- Orientation Lock button, 28
- Side button, 6, 45
- speakers, 5
- Touch ID button, 7, 48
- volume controls, 5-7
- Wake/Sleep button, 5

conversations (text messages), 399, 440

- attachments, browsing, 448
- deleting, 453-455
- location information in existing conversations, 427
- long conversations, 453
- managing, 442-445
- multiple conversations with the same people, 441
- notifications, 449
- read status, 441
- sending messages in existing conversations, 403-405
- starting, 402

cookies (websites), blocking, 532

copying

- photos, 635
- text, 83
- text messages, 454
- web pages, 561

countdown timers (Siri), 515

Creative Controls (Camera app), 567

credit cards, Safari and, 531

cropping photos, 619-622

cross-site tracking (websites), preventing, 532

customizing

- accessibility options, 188
- Apple ID, 205-206
- apps
 - operation, 205-215
 - restrictions, 160, 164-172
- Calendar app, 459-462
- calendars in Calendar app, 463-465
- contacts
 - Contacts app, 264-265, 268-275
 - notifications, 153
- content restrictions, 160, 164-172
- Control Center, 176-177
- emojis, 79
- Home screen, 231-247, 250-255
- iPhone setup, 28, 145
 - automatic locking, 196, 204
 - passcodes, 189-196
 - region preferences, 185-188
 - Settings app, 54-55
- keyboards, 180-185
- language preferences, 185-188
- Location Services, 170-172
- Lock screen, 255
- passcodes, 188, 197-199, 202-204
- privacy settings, 170-172
- ringtones, 257-261
- shortcuts, 228-229
- sounds, 257-261
- text, 242, 248-249
- text tones, 257-261
- Touch ID, 197-199, 202-204
- vibrations, 257-261

cutting text, 83

D

data plans/usage (cellular data networks)

- app data usage, 73
- CDMA networks, 72
- configuring, 69-73
- FaceTime calls, 324
- GSM networks, 72
- limiting app access, 71
- monitoring, 68
- personal hotspots, 73
- resetting statistics, 73
- roaming charges, 68
- unlimited data plans, 68, 71

data retrieval

- disabling, 143
- online accounts, 141-143

data storage (apps), iCloud accounts, 120

- dates
 - Calendar app
 - viewing dates, 466-470
 - Week Numbers setting, 460
 - text messages, associating with, 444
- declining
 - calls, 307-309
 - FaceTime calls, 327
 - invitations, 460, 486
- Default Account setting (Contacts app), 265
- Default Alert Times setting (Calendar app), 461
- Default Calendar setting (Calendar app), 461
- Define option (text), 83
- deleting
 - audio messages (text), 395
 - bookmarks, 556
 - calendars (Calendar app), 465
 - contacts, 400-401
 - contact fields, 275
 - contact information, 284
 - conversations (text messages), 453-455
 - data from iCloud, 129
 - email, 368-371
 - email addresses, 360
 - events, 490
 - folders, 241, 556
 - icons, 240-241
 - information from iCloud accounts, 123
 - keyboards, 183
 - memories from Memories source (Photos app), 616
 - notifications, 34
 - photos, 577, 642-643
 - recent calls, 310-311
 - Red-Eye from photos, 625
 - Siri shortcuts, 525
 - text messages, 395, 453-455, 511
 - video, 644
 - voicemail messages, 318-319
- Deliver Prominently setting (notifications), 155
- Deliver Quietly setting (notifications), 155
- delivery status of text messages, 438
- Depth Level slider (Camera app), 574
- dialing numbers
 - Call Failed screen, 294
 - contacts, 292-293
 - Favorites, 294
 - FAVORITES widget, 296-297
 - keypad, 292
 - Recents, 295-296
- dictating
 - text, 85-87, 525-527
 - Siri, 496, 500
 - turning on/off, 183
 - text messages, 512
- Dictionary option (text), 83
- digital signatures (text messages), 88

- Digital Touch messages, 399, 413-416
- Digital Zoom slider (Camera app), 574, 578-579
- directions, getting with Siri, 518-519
- disabling
 - automatic prompting, network connections, 64
 - data retrieval, 143
 - Find My iPhone, 126
 - keyboard settings, 183
 - notifications in conversations, 449
 - photos from text messages, 393
 - video from text messages, 393
- Display Order setting (Contacts app), 264
- Do Not Disturb mode, 36-38, 155-159
- Dock, 9
 - configuring, 238
 - Control Center and, 27
- docking port, 5-7
- double-tapping (gestures), 10
- downloading
 - apps, 205-206, 213-214
 - photos and keeping originals, 592
- downtime, setting with Screen Time, 159-162
- drafts (email), saving, 362
- dragging (gestures), 11
- drawing
 - Digital Touch messages, 413-416
 - on photos, 630
 - text messages, 87-88
- driving directions, getting with Siri, 518-519
- Dynamic wallpaper, 252-253

E

- EarPods
 - phone functionality, 312-313
 - volume controls, 51
- editing
 - bookmarks, 551, 554
 - dictated text with Siri, 500
 - email, 361, 507
 - photos, 619-634
 - Siri, 505
 - text, 81, 87
 - video, 645
- effects
 - FaceTime effects, 329-331
 - text messages, 399, 405-406
- email, 339. *See also* Mail app
 - accounts, 340, 346-347, 359, 374
 - Exchange accounts, 131-134
 - Google accounts, 135-137
 - iCloud accounts, 130
 - online accounts, 137-140
 - addresses, 113, 344, 352
 - aliases (iCloud accounts), 130

- archiving messages, 369
- attachments, 350-351, 357-358
 - forwarding*, 366
 - photos*, 363, 379-380
 - video*, 363
- Bcc field, 360
- brightness, adjusting, 344
- Cc field, 360
- checking for email, 367, 507
- composing email, 358-361, 504-506
- contacts, 153, 352, 359
 - creating from email*, 266-268
 - email addresses*, 277
- deleting email, 369
 - from Inbox*, 371
 - while reading*, 368
- details, hiding/viewing, 357
- editing email, 361, 507
- enlarging keyboard, 361
- Exchange accounts, 131-134
- filtering email, 380-381
- flagging email, 369-371
- folders, 377-378
- forwarding email, 365-366, 507
- gestures, 350, 369-371, 387
- Google accounts, 135-137
- iCloud, 119, 130
- iMessages, 389-390. *See also* text messages
- junk mail, 386-387
- large messages, 358, 366
- loading additional messages, 357
- mailboxes
 - changing*, 378
 - creating*, 375
 - viewing email in*, 377-378
- Mail feature (iCloud accounts), 130
- managing email
 - from Inbox*, 369-371, 375-377
 - from Message screen*, 368-369, 374-375
 - multiple messages at the same time*, 372-373
- message lists, 341-342
- multiple email accounts, 359
- notifications/sounds, 345
- online accounts, 137-140
- organizing email
 - from Inbox*, 375-377
 - from Message screen*, 374-375
- Peek, 356
- photo attachments, 363, 379-380
- preferences, 340-344
- previewing email, 353
- printing email, 364
- quoted content, 349
- reading email, 348-356, 368, 507
- receiving email, 348-356, 362
- removing addresses, 360
- replying to email, 363-364, 506
- saving drafts, 362
- scrolling through email, 353
- searches, 382-384
- sending email, 358-364
- signatures, 344
- Siri, 504-507
- status, determining, 368
- subject lines, 360-361
- suggested recipients, 362
- threads, 153, 342-343, 346-349, 353, 357, 372, 377
- VIP email, 153, 346, 353, 384-385
- web page links in emails, 559
- Emergency Alerts, 152
- emojis
 - customizing, 79
 - Emoji key (keyboards), 75-77
 - Emoji keyboard, 180
 - Messages app, 79
 - options, 79
 - Predictive Text, 78
- ending calls (hanging up), 298
- Enhance tool (Photos app), 619-620
- enunciation and Siri, 500
- erasing
 - browsing histories, 540
 - Erase Data feature, 196, 204
- evaluating apps, 207
- events
 - Calendar app
 - 3D Touch and*, 471-472
 - activating alerts*, 465
 - adding to calendars*, 473-479
 - alerts*, 479
 - associating URL with*, 480
 - availability status*, 480
 - changing calendars*, 478
 - creating calendars*, 473-481
 - inviting others to*, 478
 - Location Services*, 472
 - Location Suggestions setting*, 461
 - repeating events*, 475-476
 - sharing events*, 478
 - Sync setting*, 460
 - travel time*, 476-477
 - viewing*, 462-463, 466-472
 - canceled events, 490
 - creating events, 512-515
 - deleting events, 490
 - invitations, 483-486, 489-490, 513
 - managing, 489-490
 - searching calendars for, 482
 - showing event info, 514
 - Siri, 512-515

- Exchange accounts
 - configuring, 131-134
 - passwords, 134-135
- expanding email threads, 348
- explicit music, restricting, 168
- Exposure slider (Camera app), 573
- Exposure/Focus feature (Camera app), 573
- external features/controls
 - Brightness slider, 30
 - cameras, 4-6
 - headphone jack, 7
 - Home button, 7, 48
 - Lightning port, 5-7
 - microphone, 5
 - Mute switch, 5-6, 51
 - Orientation Lock button, 28
 - Side button, 6, 45
 - speakers, 5
 - Touch ID button, 7, 48
 - volume controls, 5-7
 - Wake/Sleep button, 5

F

- Face ID, 47-50, 188, 213
 - apps and, 196
 - configuring, 189-196
- Faces found feature (Camera app), 573
- FaceTime, 298, 321
 - animojis, 331-333
 - audio-only calls, 324
 - blocking, 323
 - configuring settings, 322
 - contacts, 277
 - data usage, 324
 - declining calls, 327
 - effects, 329-331
 - FaceTime app, 326
 - FAVORITES widget, 326
 - filters, 334-336
 - Group FaceTime, 336-337
 - making calls, 324-325
 - messages, 326
 - muting calls, 330
 - pausing video, 335
 - preview window, 328
 - receiving calls, 327
 - screen orientation, 330
 - sending messages while using, 330
 - Siri, 326, 504
 - switching cameras, 330
 - tracking calls, 328
 - transforming a regular call to, 326
 - troubleshooting, 326
- failed calls, 294
- fast-forwarding/rewinding voicemail messages, 318
- Favorites
 - caller information, adding to, 311-312
 - contacts, 278
 - dialing calls, 294
 - photos, marking as, 639
- Favorites (Safari), 531, 536-537
- Favorites album (Photos app, Albums source), adding Memories to, 616
- FAVORITES pane (3D Touch), making calls from, 297
- FAVORITES widget
 - dialing calls, 296-297
 - FaceTime and, 326
- Featured Photos (Photos app), 595
- fetch updates, 140
- files
 - iCloud drive, 120
 - storing
 - iCloud drive, 127
 - iCloud storage, 128-129
- filtering
 - email, 380-381
 - text messages, 395
- filters
 - applying to photos, 623-624
 - FaceTime calls, 334-336
 - Filter feature (Camera app), 572
 - Filters tool (Photos app), 619, 623-624
- Find My iPhone
 - Apple ID, 106
 - disabling, 126
 - iCloud, 120, 126
- finding
 - apps, 207-209
 - folders, 236
 - photos, 594-602
 - video, 643-644
- flagging email, 369-371
- Flash (Camera app), 571
- Focus/Exposure feature (Camera app), 573
- folders
 - app organization, 234-237
 - badge notifications, 97, 238
 - bookmarks, 551-555
 - deleting, 241, 556
 - email messages, 377-378
 - Favorites (Safari), 536-537
 - finding, 236
 - icon organization, 236-237
 - moving, 236
 - opening, 18
 - removing icons from, 237
 - renaming, 241

forgetting Wi-Fi networks, 65-66
 forgotten/lost passwords (visual voicemail), 321
 formatting text, 84
 forwarding
 email, 365-366, 507
 text messages, 392, 455
 frame rates (Camera app), 568
 Fraudulent Website Warning (Safari), 532
 frequently visited websites, 531

G

Game Center, iCloud accounts, 120
 games, restricting, 170
 Games tab (App Store), 207
 gestures
 double-tapping, 10
 dragging, 11
 email, 350, 369-371, 387
 Peeking, 15-16, 356
 pinching/unpinching, 12
 Popping, 16
 rotating, 13
 swiping, 10
 tapping, 10
 Globe key (keyboards), 76-77
 Google accounts
 configuring, 135-137
 security, 137
 Government Alerts, 152
 greetings (visual voicemail)
 changing greetings, 316
 recording greetings, 313, 315
 Grid feature (Camera app), 567
 Group FaceTime, 336-337
 groups
 contacts, 278-279, 401
 group messages, 393, 403
 GSM (Global System for Mobile Communications) networks, 72

H

hanging up calls, 298
 HDR feature
 Camera app, 571, 587
 Photos app, 593
 Heading to Work shortcut, 225-227
 headphone jack, 7
 headsets, phone functionality, 312-313
 Health app, iCloud accounts, 120
 Heart button (Photos app), 639
 Hebrew calendars and Calendar app, 460
 "Hey Siri" feature, 495-499, 503, 519

hiding
 calendars in Calendar app, 464-466
 email details, 357
 High Efficiency feature (Camera app), 568
 high-speed networks, 70, 73
 histories (websites)
 browsing, 540
 clearing, 533, 540
 holding calls, 309
 Holiday events (memories, Photos app), 593
 Home button, 7, 48. *See also* Touch ID
 Home screen, 9, 24
 app organization, 234-237
 Auto-Lock feature, 242, 247
 brightness, adjusting, 241-246
 customizing, 231-255
 Dock, configuring, 238
 icons
 deleting, 240-241
 moving, 232-234
 organizing, 236-237
 removing from folders, 237
 Night Shift feature, 242-246
 Perspective view, 253-255
 Raise to Wake feature, 242, 247
 Standard view, 242, 250-251
 text, 242, 248-249
 True Tone feature, 241
 wallpaper, 242, 252-255
 Zoomed view, 242, 250-251
 horizontal orientation
 Safari, 555
 websites, 542
 hotspots (cellular data networks), 61, 73

I

iCloud
 accounts, 649
 app data storage, 120
 backups, 120, 126-127
 calendars, 119
 configuring, 119-121, 130
 contacts, 119
 deleting data, 129
 deleting information from, 123
 email, 119
 email aliases, 130
 file storage, 127-129
 Find My iPhone, 120, 126
 Game Center, 120
 Health app, 120
 iCloud drive, 120, 127
 Keychain and, 120, 125
 Look Me Up feature, 130

- Mail feature, 130*
- Messages app, 119*
- multiple accounts, 121*
- News app, 120*
- Notes app, 119*
- photos, 119-123*
- reminders, 119*
- Safari and, 120*
- signing in, 121*
- Siri, 120*
- Stocks app, 120*
- storing information to, 124*
- syncing, 124*
- Wallet app, 120*
- configuring, 593
- iCloud drive, 120, 127
- iCloud Photo Library, 569, 592
- messages, storing, 396
- photos, 566, 592-596, 618, 646-652
- Safari syncing, 547
- settings, 593
- shared albums, unsubscribing from, 652
- syncing
 - bookmarks, 534*
 - iCloud accounts, 124*
 - Safari, 547*
- icons
 - 3D Touch, 233
 - badge notifications, 238
 - deleting, 240-241
 - in Status bar, 42, 43
 - in text messages, 452
 - moving on Home screen, 232-234
 - organizing in Home screen, 236-237
 - Quick Actions menu, 233
 - removing from folders, 237
 - Status bar icons, 42
- identification
 - Apple ID, 213
 - authentication, 110, 115*
 - changing devices, 118*
 - configuring, 117, 205-206*
 - email addresses and, 113*
 - iCloud accounts, 121*
 - merging information, 110*
 - obtaining, 106-108*
 - passcodes, 110*
 - passwords, 109, 115*
 - payment information, 116-117*
 - personal information, changing, 111-114*
 - shipping information, 116-117*
 - signing into/out of, 108, 118*
 - Face ID, 47-50, 188, 213
 - apps and, 196*
 - configuring, 189-196*
 - Touch ID, 7, 48-50, 189, 213*
 - apps and, 203*
 - configuring, 197-199, 20-204*
- images. *See* photos
- iMessages, 388. *See also* text messages
 - 3D Touch and, 447
 - adding
 - app content to messages, 420-421*
 - location information to messages, 426-427*
 - photos, 407-412*
 - video, 407-412*
 - animojis, 423-424, 435-436
 - Apple ID, 391, 397
 - apps in messages, 417-419
 - audio messages, 396, 425, 436-437
 - blocking senders, 398, 451
 - configuring settings, 390-398
 - contacts, 400-401
 - conversations, 399, 402-405, 427, 440-445
 - browsing attachments, 448*
 - deleting conversations, 453-455*
 - long conversations, 453*
 - multiple conversations with the same people, 441*
 - notifications, 449*
 - read status, 441*
 - copying messages, 454
 - dates/time, associating with messages, 444
 - deleting messages, 453-455
 - delivery status, 438
 - Digital Touch messages, 413-416
 - effects, applying to text messages, 399, 405-406
 - forwarding messages, 455
 - informational messages, 443
 - keyboards (larger), 403
 - lingo/acronyms, 456
 - mixed recipients, 399
 - MMS messages, 393, 408
 - notifications, 451
 - read receipts, 391
 - reading messages, 430-432, 445-446
 - receiving messages, 429, 445-446
 - replying to messages, 437-439, 452
 - saving photos/video, 434
 - sending messages, 399-405, 427-428
 - sharing messages, 413
 - Siri and, 429
 - stickers, 421-423
 - suggested recipients list, 403
 - switching between types of messages, 438
 - text messages versus, 398
 - time/dates, associating with messages, 444
 - troubleshooting, 412
 - unblocking senders, 398
 - undeliverable messages, 412

- Unknown Senders, 449-451
 - viewing photos/video, 432-434
- iMovie app, editing video, 645
- in-app purchases, restricting, 166
- in-process calls, 297
 - conference calls, 300-304
 - entering numbers during calls, 299
 - FaceTime, 298
 - hanging up, 298
 - merging, 302
 - muting, 298
 - Speaker calls, 298
 - using apps during, 304
- Inbox, email management
 - deleting email, 371
 - flagging email, 371
 - gestures, 369-371
 - organizing email, 375-377
 - selecting threads, 377
- Inboxes section (Mail app, Mailboxes screen), 346
- Info screen (Mail app), 352
- informational text messages, 443
- "Installed app not shown" notifications, 153
- installing
 - apps, 153, 207, 213-214
 - keyboards, 75, 181-182
- interface (user)
 - apps, 19
 - gestures, 10-16
 - Home screen, 9, 24
 - Quick Actions menu, 17
- Internet connections, 57, 534. *See also* Safari
 - automatic connections, 66
 - automatic prompting, 64
 - cell phone providers, 66
 - cellular data networks, 66-67
 - changing networks, 60
 - data plans/usage, 68-73
 - forgetting networks, 65-66
 - high-speed networks, 70, 73
 - hotspots, 61, 73
 - known networks, 58-60
 - open networks, 57-61
 - passwords, 59-60
 - public networks, 61-63
 - security, 59-62
 - troubleshooting, 61
- invitations
 - Calendar app, 478, 483-484
 - accepting/declining*, 486
 - alerts*, 485
 - declining*, 460
 - Maybe status*, 486
 - Show Invitee Declines setting*, 460
 - travel time*, 485
 - viewing details*, 485

- events, 513
- managing, 489-490
- notifications, 485
- shared albums
 - accepting invitations to*, 650
 - inviting contacts to*, 649
- iOS software, versions of, 7-8
- iPhone Plus
 - reading
 - email*, 354-355
 - text messages*, 445-446
 - receiving
 - email*, 354-355
 - text messages*, 445-446
- Settings app, 56-57
- Split-screen mode, 26
- iPhone X
 - apps, 22
 - Face ID, 48-50
 - Side button, 497
 - Siri and, 497
- italicized text, 84
- iTunes Store, Apple ID, 106

J-K

- JavaScript, Safari and, 533
- junk mail, 386-387
- junk text messages, 451
- Keep Normal Photo feature (Camera app), 569
- keyboards
 - autocorrecting text, 79-81
 - BIU button, 84
 - bold text, 84
 - capitalization, 81
 - changing keyboards, 76
 - character options, 80
 - customizing, 180-185
 - deleting, 183
 - disabling settings, 183
 - Emoji key, 75-77
 - emoji keyboard, 75-79, 180
 - enlarging, 361
 - Format button, 84
 - Globe key, 76-77
 - installing, 75, 181-182
 - italicized text, 84
 - language options, 183
 - larger keyboard, 403
 - Microphone key, 85-87, 526
 - orientation, 76, 79
 - Predictive Text feature, 183
 - preferences, setting, 180-183
 - Smart Punctuation feature, 183
 - spell-checking text, 85

- switching keyboards, 76
- text replacements, 184-185
- third-party keyboards, 181-182
- underlined text, 84
- undo typing, 85
- virtual keyboard, 74
- keychain syncing
 - iCloud accounts, 120, 125
 - security, 125
- keypad, dialing calls, 292
- known Wi-Fi networks, 58-60

L

- labels (contacts), 272
- landscape orientation (websites), 542
- languages
 - configuring, 185-188
 - keyboard options, 183
 - Siri
 - selecting in*, 495
 - translating via*, 520
- large email messages, handling, 358, 366
- last known contacts, 278
- launching apps, 16-18
- lighting, portrait photos, 580
- Lightning port, 5-7
- lingo/acronyms (text messages), 456
- links
 - contact information, 285
 - web links, 543
 - websites, 541-542
 - emailing*, 559
 - text messages*, 560
- listening
 - to audio messages (text), 396, 436
 - to voicemail, 316-320
- "listening" mode (Siri), 497, 500
- Live Photos, 566-567, 571, 574, 603
- location information, adding
 - to photos, 588, 598
 - to text messages, 426-427
- Location Services
 - configuring, 170-172
 - creating calendar events, 472
- Location Suggestions setting (Calendar app), 461
- Lock Camera feature (Camera app), 568
- Lock screen
 - notifications, 100, 149
 - Photos app, 592
 - photos, taking from, 584-585
 - Safari functionality, 530
 - Siri and, 496
 - video, taking from, 584-585
 - wallpaper, 255

- locking/unlocking iPhone, 45-48
 - Auto-Lock feature, 242, 247
 - automatic locking, 196, 204
 - Siri and, 495
- Look Me Up feature, iCloud accounts, 130
- lookup suggestions, Siri, 496
- lost/forgotten passwords, visual voicemail, 321
- LTE (Long Term Evolution) cellular networks, 67

M

- magnifying photos, 630-631
- Mail app, 345. *See also* email
 - accounts, 340, 374
 - addresses, 344, 352
 - archiving email, 369
 - attachments, 350-351, 357-358
 - forwarding*, 366
 - photos as*, 363-637
 - video as*, 363
 - Bcc field, 360
 - brightness, adjusting, 344
 - Cc field, 360
 - checking for email, 367, 507
 - composing email, 358-361, 504-506
 - contacts, 352, 359
 - deleting email, 368-371
 - editing email, 361, 507
 - filtering email, 380-381
 - flagging email, 369-371
 - folders, 377-378
 - forwarding email, 365-366, 507
 - gestures and, 350, 369-371, 387
 - hiding details, 357
 - Info screen, 352
 - junk mail, 386-387
 - keyboard, enlarging, 361
 - large messages, 358, 366
 - loading additional messages, 357
 - mailboxes
 - changing*, 378
 - creating*, 375
 - Mailboxes screen*, 346
 - viewing email in*, 377-378
 - managing email
 - from Inbox*, 369-371, 375-377
 - from Message screen*, 368-369, 374-375
 - multiple messages at the same time*, 372-373
 - message lists, 341-342
 - moving email between accounts, 374
 - notifications, 147-153, 345
 - organizing messages
 - from Inbox*, 375-377
 - from Message screen*, 374-375

- photos
 - saving as attachments*, 379-380
 - sending*, 363, 635-637
- preferences, 340-344
- previewing email, 353
- printing email, 364
- reading email, 348-356, 368, 507
- receiving email, 348-356
- replying to email, 363-364, 506
- saving
 - email drafts*, 362
 - photo attachments*, 379, 380
- scrolling through email, 353
- searches, 382-384
- sending email, 358-364
- signatures, 344
- Siri, 504-507
- status of, determining, 368
- subject line, 360-361
- suggested recipients, 362
- threads, 153, 342-343, 348-349, 353, 357, 372, 377
- viewing
 - details*, 357
 - messages in mailboxes*, 377-378
- VIP email, 153, 346, 353, 384-385
- web page links in emails, 559
- Mail feature (iCloud accounts), 130
- MAIL widget, VIP email, 346, 353, 384-385
- mailboxes
 - changing, 378
 - creating, 375
 - Mailboxes screen, 346
 - viewing email in, 377-378
- maintaining apps, 205-206
- managing
 - calendars, 489-490
 - Contacts app, 275
 - conversations (text messages), 442-445
 - events, 489-490
 - invitations, 489-490
 - online accounts, 143
 - time, 490, 514-515
 - web pages in Tab view (Safari), 545-546
- manual online account configuration, 138-139
- manual updates, 140
- manually creating contacts, 268-275
- marking
 - email addresses, 344
 - photos as favorites, 639
- Markup tool (Photos app), 619, 629-634
- Maybe status (invitations), 486
- Memories (Photos app), 595, 598, 607-608
 - deleting memories, 616
 - Favorites album, adding to, 616
 - Holiday events, 593
 - slideshows, 609-612, 617
 - viewing
 - options*, 609
 - photos by place*, 612-616
- merging
 - Apple ID information, 110
 - conference calls, 302
- messages
 - archiving, 369
 - email
 - large messages*, 358
 - message lists*, 341-342
 - FaceTime, 326
 - flagging, 369
 - loading additional messages, 357
 - managing
 - from Message screen*, 368
 - multiple messages*, 372-373
- Messages app
 - 3D Touch and text messages*, 447
 - adding app content to messages*, 420-421
 - adding location information to text messages*, 426-427
 - adding photos/video to text messages*, 407-412
 - animojis*, 423-424, 435-436
 - applying effects to text messages*, 399, 405-406
 - apps in messages*, 417-419
 - associating time/dates with text messages*, 444
 - audio messages*, 396, 425, 436-437
 - blocking senders*, 398, 451
 - conversations*, 402-405, 427, 440-445, 448-449, 453-455
 - copying text messages*, 454
 - deleting text messages*, 453-455, 511
 - delivery status of text messages*, 438
 - dictating into text messages*, 512
 - Digital Touch messages*, 413-416
 - emojis*, 79
 - FaceTime and*, 330
 - forwarding text messages*, 455
 - group messages*, 403
 - iCloud accounts*, 119
 - iMessages*, 389-399
 - informational text messages*, 443
 - mixed recipients*, 399
 - MMS messages*, 393, 398, 408
 - notifications*, 398, 451
 - punctuation*, 512
 - reading text messages*, 430-432, 445-446, 508-509
 - receiving text messages*, 429, 445-446
 - replying to text messages*, 437, 452, 509
 - reviewing text messages*, 511

- saving photos/video from text messages*, 434
- sending text messages*, 399-405, 427-428, 511-512
- sharing messages*, 413
- Siri*, 508-512
- SMS*, 398
- stickers*, 421-423
- storing text messages*, 512
- suggested recipients list*, 403
- switching between types of text messages*, 438
- text messages*, 390-398
- text messages versus iMessages*, 398
- unblocking senders*, 398
- Unknown Senders of text messages*, 449-451
- viewing photos/video in text messages*, 432-434
- web page links in messages*, 560
- Message screen, email management
 - archiving messages*, 369
 - deleting messages while reading*, 368
 - flagging messages*, 369
 - organizing messages*, 374-375
- new messages, checking for, 367
- organizing from
 - Inbox*, 375-377
 - Message screen*, 374-375
- reading, 368
- responding to calls with, 308-309
- status of, determining, 368
- viewing in Inbox, 377-378
- microphone, 5
 - Microphone key (keyboards), 85-87, 526
 - website access, 532
- missed calls, 320
- MMS messages, 393, 408
- monitoring data usage, 68, 73
- month view (Calendar app), 466
- movies, restricting, 168
- moving
 - bookmarks, 554-555
 - email between accounts, 374
 - folders, 236
 - icons on Home screen, 232-234
 - junk mail to Junk folder, 387
- multi-touch interface, 9
 - apps, 19
 - gestures, 10-16
 - Home screen, 9, 24
 - Quick Actions menu, 17
- multiplayer gaming, restricting, 170
- multiple email accounts, sending email, 359
- multiple iCloud accounts, 121
- multiple online accounts, 140

- multiple web pages, managing with Tab view, 543-547
- multitasking apps, 19
- music
 - auto-mute during calls, 309
 - explicit music, restricting, 168
 - playing, 517-518
- muting
 - calls, 298, 308
 - FaceTime calls, 330
 - music during calls, 309
 - Mute switch, 5-6, 51
- My Info setting (Contacts app), 265
- My Photo Stream, uploading photos to, 592

N

- naming
 - bookmarks, 551, 554
 - calendars in Calendar app, 464
 - folders, 241
- navigating
 - calendars in Calendar app, 466
 - Photos app, 599
- networks
 - 3G networks, 67
 - 4G networks, 67
 - CDMA networks, 72
 - cellular data networks, 66-67
 - data plans/usage*, 68-73
 - roaming charges*, 68
 - GSM networks, 72
 - high-speed networks, 70, 73
 - LTE cellular networks, 67
 - roaming charges, 291
 - security, 59-62
 - true 4G networks, 67
 - Wi-Fi networks
 - automatic connections*, 66
 - automatic prompting*, 64
 - cell phone providers and*, 66
 - changing networks*, 60
 - forgetting*, 65-66
 - hotspots*, 61
 - known networks*, 58-60
 - open networks*, 57-61
 - passwords*, 59-60
 - public networks*, 61-63
 - quickly accessing*, 59
 - security*, 59-62
- new email messages, checking for, 367
- News app, 120
- Night Shift feature (Home screen), 242-246
- Notes app, 119

notifications

- 3D Touch and, 99
- alerts, 100
- Amber Alerts, 152
- apps, 153
- audio notifications, 96, 100, 153
- badges, 97, 150, 238
- banner alerts, 98-100, 149-150, 439
- Calendar app, 153, 462
- configuring, 146-154
- conversations, 449
- Deliver Prominently setting, 155
- Deliver Quietly setting, 155
- Do Not Disturb mode, 36-38, 155-159
- email notifications, 345
- Emergency Alerts, 152
- Government Alerts, 152
- groups of, 96
- "installed app not shown", 153
- invitations, 485
- Lock screen and, 100, 149
- Notifications Center, 30-34, 46, 96
- previewing, 147, 151
- prompts, 153
- ringers, silencing, 308
- Siri Suggestions and, 34-35, 148
- sound notifications, 96, 100, 150, 153
- text messages, 398, 451
- turning on/off, 155
- vibrations, 96, 100, 150, 153
- visual notifications, 30-34, 96-100
- voicemail, 316

O

online accounts

- configuring, 137-139
- data retrieval, 141-143
- iCloud, 119-120
- management tips, 143
- multiple accounts, 140
- updating, 140

open links (websites), 531

open Wi-Fi networks, 57-61

opening

- apps, 519
- Control Center, 27
- Quick Actions menu, 233
- Settings app, 54-55
- web pages, 543-547

optional characters (text), 80

organizing

- apps in folders, 234-237
- bookmarks, 552-554

email

- from Inbox*, 375-377
- from Message screen*, 374-375
- icons on Home screen, 236-237
- photos, 638-641
- text messages, 395
- widgets in Widget Center, 179

orientation

- FaceTime and, 330
- horizontal (landscape) orientation (websites), 542, 555
- keyboards, 76, 79
- Orientation Lock button, 28
- photos, 603
- screen, 79, 330
- vertical orientation (websites), 555

P

panoramic photos, 570, 581-582

passcodes

- Apple ID, 110
- changing, 196, 204
- complexity of, 190
- configuring, 188-199, 202-204
- erasing, 196, 204
- Face ID, 189-196
- requiring, 196, 204
- restarting iPhone, 44
- Screen Time, 164-166
- Siri and, 501

passwords

- Apple ID, 109, 115
- creating with Safari, 562
- Exchange accounts, 134-135
- Google accounts, 137
- Safari, 533-534
- visual voicemail, 316-317, 321
- Wi-Fi networks, 59-60

pausing

- FaceTime video, 335
- video, 644

payments

- Apple ID, changing personal information, 116-117
- Apple Pay, 532
- Apple Pay Cash, 116
- credit cards, Safari and, 531
- Wallet app, 120

PDF attachments, 358

Peeking (gestures), 15-16, 356

performance, cellular data networks, 67

personal hotspots

- cellular data networks, 73
- connecting to, 61

personal information (Apple ID), changing, 111-114

Perspective view (Home screen), 253-255

Phone app, configuring, 288-290

phone calls. *See* calls

phone numbers, contacts, 277

photos

3D Touch and, 606-607

albums, 638-641, 646-652

All Photos album, 597

shared albums, 592, 595-596, 650

attachments, emailing photos as, 357, 363, 635-637

browsing, 594-598

burst photos, 588, 592, 617-618

Camera app, 565

AE/AF Lock, 573

Auto Low Light FPS feature, 568

burst photos, 588, 617-618

Camera Capture feature, 568

Camera mode, 567

Change Camera icon, 572

configuring, 567

Creative Controls, 567

Depth Level slider, 574

Digital Zoom slider, 574, 578-579

Exposure slider, 573

Faces found feature, 573

Filter feature, 572

Flash, 571

Focus/Exposure feature, 573

frame rates, 568

Grid feature, 567

HDR feature, 569-571, 587

High Efficiency feature, 568

image stabilization, 566

Keep Normal Photo feature, 569

Live Photos feature, 566-567, 571, 574

Lock Camera feature, 568

movement, sensitivity to, 588

panoramic photos, 570, 581-582

photos, 569-570, 577, 589

Portrait Lighting Effect, 574, 580

portrait photos, 570, 580

Record Stereo Sound feature, 568

Resolution and Frame Rate feature, 568

Scan QR Codes feature, 568, 586

screenshots, 589

Self-Timer feature, 571, 588

settings, 567-569, 587

Shutter feature, 572

Slo-mo feature, 570, 588

Smart HDR feature, 568, 587

square photos, 570

switching between cameras, 572

tagging locations in photos, 588

Telephoto mode, 566

Timer feature, 572

video, 569-570, 583-584, 589

zoom controls, 573-579

cellular data and, 593

comments, 649-651

contact photos, 269-270, 299

Control Center, taking photos from, 585

copying photos, 635

Crop app, 621, 622

cropping photos, 621, 622

deleting photos, 577, 642-643

downloading and keeping originals, 592

drawing on photos, 630

editing photos, 619-634

emailing photos, 357, 363, 635-637

enhancing, 619-620

Featured Photos, 595

filters, 623-624

finding photos, 594-602

iCloud photos, 119, 566, 618, 646-652

iCloud accounts, 121-123

iCloud Photo Library, 569, 592

iCloud photo sharing, 592-596

keeping originals, 593

lighting, portrait photos, 580

Live Photos, 603

location information in photos, 598

Lock screen, taking photos from, 584-585

low quality photos in text messages, 396

magnifying photos, 630-631

marking photos as favorites, 639

marking up photos, 629-634

Memories, 595, 598, 607-617

movement, sensitivity to, 588

My Photo Stream, uploading photos to, 592

organizing photos, 638-641

orientation, 603

panoramic photos, 570, 581-582

Photos app, 565, 591, 598, 606, 617, 640, 641

adding text to photos, 631

All Photos album, 597

Crop tool, 619

deleting photos, 642-643

downloading photos and keeping originals, 592

drawing on photos, 630

editing photos, 619

emailing photos, 635-637

Enhance tool, 619-620

Featured Photos, 595

Filters tool, 619, 623-624

finding photos, 594-596

HDR feature, 593

Heart button, 639

keeping originals, 593

- Lock screen and*, 592
- Magnifier tool*, 630-631
- marking photos as favorites*, 639
- Markups tool*, 619
- Markup tool*, 629-634
- Memories*, 595, 598, 607-616
- navigating*, 599
- organizing photos*, 638-641
- recovering deleted photos*, 642
- Red-Eye tool*, 619, 625
- Rotate tool*, 619
- searching for photos*, 600-602
- shared albums*, 592, 595-596
- shortcuts and*, 592
- Siri and*, 592
- Smart Adjustments tool*, 619, 626-629
- storage*, 592
- Straighten tool*, 619-622
- thumbnails*, 593
- updating*, 593
- uploading photos to My Photo Stream*, 592
- viewing photos individually*, 603-605
- portrait photos, 570, 580
- Quick Actions (3D Touch), taking photos with, 585
- recovering deleted photos, 642
- Red-Eye, 619, 625
- reverting to original, 623-624
- rotating photos, 619-622
- saving photos
 - from email attachments*, 379-380
 - from text messages*, 434
- screenshots, 589
- searching for photos, 600-602
- settings, 569
- shared albums, 592, 595-596, 650-652
- sharing, 646-649
- slideshows, 609-612, 617
- Smart Adjustment tool (Photos app), 626-629
- square photos, 570
- storing photos
 - iCloud accounts*, 121-123
 - optimizing*, 592
- straightening photos, 621-622
- syncing, 593
- tagging locations, 588
- text, adding to photos, 631
- text messages, 393, 396
 - adding photos to*, 407-412
 - saving photos from*, 434
 - viewing photos in*, 432-434
- thumbnails, 593
- transferring, 593
- undoing edits, 623-624
- unsubscribing from shared albums, 652
- viewing, 603-607
 - in text messages*, 432-434
 - individually*, 603-605
- wallpaper, 254, 306
- zooming in/out photos, 604
 - standard zoom*, 575-577
 - telephoto zoom*, 578-579
- physical buttons/controls
 - Brightness slider, 30
 - cameras, 4-6
 - headphone jack, 7
 - Home button, 7, 48
 - Lightning port, 5-7
 - microphone, 5
 - Mute switch, 5-6, 51
 - Orientation Lock button, 28
 - Side button, 6, 45
 - speakers, 5
 - Touch ID button, 7, 48
 - volume controls, 5-7
 - Wake/Sleep button, 5
- physical notifications, vibrations, 30-34
- pinching/unpinching (gestures), 12
- playing music, 517-518
- pop-up windows (websites), blocking, 532
- Popping (gestures), 16
- Portrait Lighting Effect (Camera app), 574, 580
- portrait photos, 570, 580
- ports
 - docking port, 5-7
 - Lightning port, 5-7
- power management/battery usage, 10
- Predictive Text, 75
 - autocorrecting text, 79-80
 - emojis, 78
 - turning on/off, 183
- preferences, Safari, 529-534
- Preload Top Hit (Safari), 531
- previewing
 - alerts, 147
 - email, 353
 - notifications, 151
 - preview window (FaceTime), 328
- printing
 - email, 364
 - from AirPrint app, 101-103
 - web pages, 561
- privacy
 - configuring, 170-172
 - keychain syncing, 125
 - Safari, 547
- prompts, public Wi-Fi networks, 63
- provider networks, roaming charges, 291
- public calendars, 465, 490
- public Wi-Fi networks, 61
 - closed networks, 64
 - connecting iPhone to Internet, 64
 - prompts, 63

- security, 62
- punctuation
 - Smart Punctuation feature, 183
 - text messages, 512
- purchases
 - Apple Pay, 532
 - Apple Pay Cash, 116
 - credit cards, Safari and, 531
 - Wallet app, 120
- Push functionality, 68, 140

Q

- QR (Quick Response) codes, 568, 586
- Quick Actions menu, 17
 - Calendar app and, 481
 - opening, 233
 - photos, taking, 585
 - text messages, sending, 427-428
- Quick Website searches, 530, 549
- quoted email content, 349

R

- Raise to Wake feature (Home screen), 242, 247
- rating systems, 168
- read receipts (iMessages), 391
- read status, conversations (text messages), 441
- reading
 - app reviews, 212
 - email, 348-356, 507
 - text messages, 430-432, 445-446, 508-509
 - voicemail, 317-318
- Reading List (Safari), 533
- receiving
 - calls, 305
 - answering, 306-309*
 - answering during a call, 309*
 - email, 348-356, 362
 - FaceTime calls, 327
 - text messages, 429, 445-446
- Recents, dialing calls, 295-296
- Record Stereo Sound feature (Camera app), 568
- recording greetings for visual voicemail, 313-315
- red line in Calendar app, 470
- Red-Eye tool (Photos app), 619, 625
- refreshing web pages, 542
- region preferences, configuring, 185-188
- Remind Me at Home shortcut, 218-225
- reminders
 - creating, 513-515
 - for declined calls, 308
 - iCloud reminders, 119
 - Reminders app, 490, 513-515

- removing
 - contacts, 400-401
 - email addresses, 360
 - icons from folders, 237
 - Red-Eye from photos, 619, 625
 - widgets from Widget Center, 178
- renaming folders, 241
- repeating events in Calendar app, 475-476
- rephrasing commands in Siri, 501
- replacing text, 80
- replying to
 - email, 363-364, 506
 - text messages, 437-439, 452, 509
- Request Desktop Site command (Safari), 538
- resetting
 - data usage statistics, 73
 - Exchange passwords, 134-135
- Resolution and Frame Rate feature (Camera app), 568
- restarting iPhone, 44
- restricting
 - adult websites, 169
 - apps, 160, 164-172
 - books, 169
 - content, 160, 164-172
 - explicit music, 168
 - games, 170
 - in-app purchases, 166
 - movies, 168
 - multiplayer gaming, 170
 - TV shows, 169
 - web content, 169
 - websites, 169
- retrieving data, online accounts, 141-143
- returning to apps, 22
- reverting to original photo, 623-624
- reviewing text messages, 511
- reviews, reading/writing, 212
- rewinding/fast-forwarding voicemail messages, 318
- ringers (calls), silencing, 308
- ringtones
 - associating with contacts, 273, 283
 - customizing, 257-261
- roaming charges, 68, 291
- rotating (gestures), 13
- rotating photos, 619-622

S

- Safari
 - 3D Touch and, 556-558
 - Apple Pay and, 532
 - autofill, 531
 - bookmarks, 534-535, 550-556

- camera access, 532
- configuring, 529-534
- contacts, 531
- controls, 543
- cookies, blocking, 532
- credit card information, 531
- Favorites, 531, 536-537
- folders, 552-556
- Fraudulent Website Warning, 532
- frequently visited websites, 531
- histories
 - browsing*, 540
 - clearing*, 533
- horizontal orientation, 542, 555
- iCloud and, 120
- JavaScript and, 533
- landscape orientation, 542
- links, 541-542, 559-560
- Lock screen functionality, 530
- microphone access, 532
- open links, 531
- passwords, 533-534, 562
- pop-up windows, blocking, 532
- preferences, 529-534
- Preload Top Hit, 531
- privacy, 547
- Quick Website searches, 530, 549
- Reading List, 533
- refreshing, 542
- Request Desktop Site command, 538
- searches, 530
- shortcuts, 530
- suggestions, 530
- tabs, 543-547
- tracking, 532
- URL, 538-541, 554
- vertical orientation, 555
- viewing, 541-543
- Web Inspector, 533
- web pages, 536, 546
 - 3D Touch and Safari*, 556-558
 - copying/pasting*, 561
 - "full" version of*, 538
 - horizontal orientation*, 542
 - landscape orientation*, 542
 - managing open web pages with Tab view*, 545-546
 - mobile versions of*, 536
 - moving between previous/subsequent pages*, 542
 - opening multiple pages in tabs*, 543-547
 - opening new pages in tabs*, 544-545
 - opening new pages in the background*, 544
 - opening pages open on other devices*, 547
 - printing*, 561
 - privacy*, 547
 - refreshing*, 542
 - Request Desktop Site command (Safari)*, 538
 - searches*, 549
 - sharing*, 559-561
 - syncing*, 547
 - tapping links without holding*, 543
 - zooming in/out of*, 542
- web searches, 548-549
- websites
 - 3D Touch and Safari*, 556-558
 - accessing*, 534-535
 - adult websites, restricting*, 169
 - Apple Pay and*, 532
 - automatic sign in*, 561
 - bookmarks*, 534-535, 550-556
 - camera access*, 532
 - contact websites*, 277
 - cookies, blocking*, 532
 - favorites*, 531
 - Favorites*, 536-537
 - fraudulent website warnings*, 532
 - frequently visited websites*, 531
 - histories, browsing*, 540
 - histories, clearing*, 533
 - horizontal orientation*, 542
 - JavaScript and*, 533
 - landscape orientation*, 542
 - links*, 541-542, 559-560
 - managing multiple pages with Tab view*, 545-546
 - microphone access*, 532
 - open links*, 531
 - opening multiple pages in tabs*, 543-547
 - opening web pages open in other devices*, 547
 - pop-up windows, blocking*, 532
 - privacy*, 547
 - restricting*, 169
 - saving information*, 533
 - tracking*, 532
 - URL*, 538-541, 554
 - viewing*, 541-543
 - Web Inspector*, 533
 - web searches*, 548-549
 - zooming in/out of*, 542
- saving
 - audio messages, 437
 - bookmarks, 552
 - email drafts, 362
 - photos
 - from email messages*, 379-380
 - from text messages*, 434
 - text messages, 394
 - video from text messages, 434
 - website information, 533

Scan QR Codes feature (Camera app), 568, 586
screen, orientation, 79, 330

Screen effects, applying to text messages,
405-406

Screen Time

apps

always allowed apps, 160

setting limits, 160-163

configuring, 159-163

content restrictions, 160, 164-172

downtime, 159-162

passcodes, 164-166

privacy restriction, 160, 164-172

shortcuts, 161

using, 173-175

screenshots, 589

scrolling through email, 353

searching

calendars, 460, 482

email, 382-384

for apps, 208-209

for events, 482

for settings via Settings app, 55

photos, 600-602

Quick Website searches, 530

Safari, 530

Search tab (App Store), 207

Search tool, 92-94

web searches, 548-549

with Siri, 515-517

security

Apple ID, 205-206, 213

app restrictions, 160, 164-172

automatic locking iPhone, 196, 204

content restrictions, 160, 164-172

Exchange accounts, 134-135

Face ID, 188, 213

apps and, 196

configuring, 189-196

fingerprints and Touch ID, 197-199, 202-204

fraudulent website warnings, 532

Google accounts, 137

keychain syncing, 125

passcodes, 44, 110, 188, 197-199, 202-203,
501

changing, 196, 204

complexity of, 190

erasing, 196, 204

Face ID, 189-196

requiring, 196, 204

passwords, 109, 115, 134-137, 316, 562

privacy settings, 170-172

public networks, 62

Safari, 533-534

Touch ID, 189, 197-199, 202-204, 213

visual voicemails, 316-317, 321

Wi-Fi networks, 59-62

selecting text, 81-82

Self-Timer feature (Camera app), 571, 588

Senders (Unknown), text messages, 449-451

sending

email, 358-364

photos via email, 635-637

text messages, 399-405, 427-428, 511-512

sensitive information, keychain syncing, 125

Set Automatically setting (Calendar app), 462

setting up iPhone, 28

settings

accessibility options, 188

app restrictions, 160, 164-172

Camera app, 567-569, 587

content restrictions, 160, 164-172

email, 340-345

FaceTime settings, configuring, 322

iCloud, 593

keyboards, 180-185

language preferences, 185-188

Location Services, 170-172

Phone app, 288-290

Photos app, 591-593

privacy settings, 170-172

region preferences, 185-188

Safari, 529-534

Settings app, 54-57

iPhone configuration, 145

notifications, 146-152

text messages, 390-398

shared albums, 592, 595-596

sharing

app information, 215

calendars, 464, 487-489

contacts, 278

events in Calendar app, 478

photos, 635-637, 646-649

text messages, 413

video, 646

web pages, 559-561

shipping information, changing (Apple ID),
116-117

Short Name setting (Contacts app), 265

shortcuts

actions, 219-221, 227-228

customizing, 228-229

Photos app, 592

Safari shortcuts, 530

Screen Time, 161

Shortcuts app, 40-42, 216-217

Heading to Work shortcut, 225-227

Remind Me at Home shortcut, 218-225

Shortcuts widget, 224

Siri shortcuts, 41, 216, 494

activating, 521-523

changing, 524

deleting, 525

- reviewing*, 524
 - using*, 525
- testing, 222, 229
- text, 80
- Show Invitee Declines setting (Calendar app), 460
- Shutter feature (Camera app), 572
- Side button, 6, 45, 495-497
- signatures
 - email, 344
 - text messages, 88
- signing into websites automatically, 561
- silencing ringers, 308
- Siri, 39-40, 493. *See also* speech; voice
 - activating, 497
 - alarms, 514-515
 - apps
 - accessing*, 500
 - associating with Siri*, 496
 - Calendar app and, 460, 472, 481, 490
 - cellular data access, 496
 - configuring, 494-496
 - contacts, 279, 496
 - countdown timers, 515
 - dictating text, 496, 500
 - driving directions, 518-519
 - EarPods, 313
 - editing, 505
 - email, 504-507
 - enunciation, 500
 - events, 512-515
 - FaceTime, 326, 504
 - "Hey Siri" feature, 495-499, 503, 519
 - how to use, 497, 498-502
 - iCloud accounts, 120
 - iPhone X and, 497
 - language, selecting, 495
 - "listening" mode, 497, 500
 - Lock screen and, 496
 - locked iPhone and, 495
 - lookup suggestions, 496
 - making calls, 503-504
 - opening apps, 519
 - passcodes, 501
 - Photos app, 592
 - playing music, 517-518
 - reminders, 513-515
 - rephrasing commands, 501
 - searching for information, 515-517
 - shortcuts, 41, 216, 494
 - activating*, 521-523
 - changing*, 524
 - deleting*, 525
 - reviewing*, 524
 - using*, 525
 - Side button, activating Siri, 495
 - Siri Suggestions, 34-35, 94-95, 148, 502
 - text messages, 429, 508-512
 - time management, 514-515
 - Touch ID/Home button, activating Siri, 495
 - translating languages, 520
 - troubleshooting, 520
 - understanding
 - commands*, 500
 - personality of*, 497-502
 - voice, changing, 495
- sizing text, 242, 248-249
- sketching, Digital Touch messages, 413-416
- sleep mode, 45, 48
- Sleep/Wake button. *See* Side button
- slideshows (Memories), 609-612, 617
- Slo-mo feature (Camera app), 570, 588
- slo-mo video, 644
- Smart Adjustments tool (Photos app), 619, 626-629
- Smart HDR feature (Camera app), 568, 587
- Smart Punctuation feature, 183
- SMS (Short Message Service), 398
- software, Split-screen mode, 26
- Sort Order setting (Contacts app), 264
- sound
 - audio messages (text), 395-396, 425, 436-437
 - auto-mute during calls, 309
 - customizing, 257-261
 - email notifications, 345
 - headphone jack, 7
 - microphone, 5
 - Mute switch, 5-6, 51
 - notifications, 96, 100, 150, 153, 345
 - Record Stereo Sound feature (Camera app), 568
 - Siri
 - shortcuts*, 41
 - Siri Suggestions*, 94-95
 - speakers, 5
 - volume controls, 5-7, 50-51, 298
- spam mail
 - marking, 386
 - moving to Junk folder, 387
- Speaker calls, 298
- speakers, 5
- speech. *See also* Siri
 - dictating text, 85-87, 183, 500
 - enunciation and Siri, 500
 - speech recognition, 173
- speed of cellular networks, 67
- spelling, correcting
 - autocorrecting text, 79-81
 - spell-checking text, 85
 - undo typing, 85

Split-screen mode, 26
 square photos, 570
 Standard view (Home screen), 242, 250-251
 standard zoom (Camera app), 575-577
 Start Week On setting (Calendar app), 461
 statistics (data usage), resetting, 73
 Status bar icons, 42-43
 status of email messages, determining, 368
 stickers, text messages and, 421-423
 Stocks app, 120
 storage
 app data on iCloud accounts, 120
 bookmarks, 551
 contacts, 265
 files
 iCloud, 128-129
 iCloud accounts, 121-123
 iCloud drive, 127
 iCloud information, 124
 photos, 121-123, 592
 text messages, 512
 straightening photos, 619-622
 street addresses, contacts, 277
 subject fields, adding to text messages, 393
 subject line (emails), 360-361
 suggested recipients
 Mail app, 362
 text messages, 403
 surfing the Internet. *See* Safari
 swiping (gestures), 10, 369-371, 387
 switching
 Apple ID, 391
 apps, 19
 between types of text messages, 438
 cameras, 330, 572
 keyboards, 76
 Sync setting (Calendar app), 460
 syncing
 bookmarks, 534
 contacts, 275, 281
 iCloud accounts, 124-125
 iCloud Safari syncing, 547
 keychain syncing, 125
 photos, 593
 web pages, 547

T

tabs (Safari), web pages
 managing with Tab view, 545-546
 opening, 543-547
 tagging photo locations, 588
 tapping
 gestures, 10
 web links without holding, 543
 telephone calls. *See* calls
 telephoto zoom (Camera app), 566, 578-579
 testing shortcuts, 222, 229
 text, 74
 3D Touch and, 81
 autocorrecting text, 79-81
 bold text, 84, 242, 248-249
 capitalization, 81
 character options, 80
 contextual commands, 82
 copying/pasting text, 83
 customizing text, 242, 248-249
 cutting text, 83
 Define option, 83
 dictating text, 85-87, 183, 496, 500, 525-527
 Dictionary option, 83
 drawing in text messages, 87-88
 editing text, 81, 87
 emojis, 75-79
 formatting text, 84
 italicized text, 84
 keyboards, 74-80, 84-87
 Predictive Text, 75, 78-80, 183
 replacing text, 80
 selecting text, 81-82
 shortcuts, 80
 sizing text, 242, 248-249
 Smart Punctuation feature, 183
 spell-checking text, 85
 underlined text, 84
 undo typing, 85
 text boxes, adding to photos, 631
 text messages, 390. *See also* iMessages,
 Messages app
 3D Touch and, 447
 adding
 app content to messages, 420-421
 location information to text messages,
 426-427
 photos, 407-412
 video, 407-412
 animojis, 423-424, 435-436
 apps in text messages, 417-419
 audio messages, 395-396, 425, 436-437
 blocking senders, 394-398, 451
 changing text messages, 511
 character counts, 394
 configuring settings, 390-398
 contacts, 278, 391, 400-401
 conversations, 399, 402-405, 427, 440-445
 browsing attachments, 448
 deleting, 453-455
 deleting text messages, 453
 long conversations, 453
 multiple conversations with the same
 people, 441

- notifications*, 449
 - read status*, 441
 - copying text messages, 454
 - dates/time, associating with text messages, 444
 - deleting, 453-455, 511
 - delivery status, 438
 - dictating into text messages, 512
 - Digital Touch messages, 399, 413-416
 - effects, applying to text messages, 399, 405-406
 - filtering senders, 395
 - forwarding text messages, 392, 455
 - group messages, 393, 403
 - iCloud, storing in, 396
 - iMessages, 397-399
 - informational text messages, 443
 - junk messages, 451
 - keyboards (larger), 403
 - lingo/acronyms, 456
 - mixed recipients, 399
 - MMS messages, 393, 398, 408
 - notifications, 398, 451
 - organizing text messages, 395
 - photos, 391-393, 396, 432-434
 - punctuation, 512
 - reading text messages, 430-432, 445-446, 508-509
 - receiving text messages, 429, 445-446
 - replying to text messages, 437-439, 452, 509
 - reviewing text messages, 511
 - saving, 394, 434
 - photos*, 434
 - text messages*, 394
 - video*, 434
 - sending text messages, 399-405, 427-428, 511-512
 - sharing text messages, 413
 - signing text messages, 88
 - Siri, 429, 508-512
 - SMS, 398
 - stickers, 421-423
 - storing text messages, 396, 512
 - subject fields, 393
 - suggested recipients list, 403
 - switching between types of text messages, 438
 - time/dates, associating with text messages, 444
 - troubleshooting text messages, 412
 - unblocking senders, 398
 - undeliverable text messages, 412
 - Unknown Senders, 449-451
 - video, 393, 432-434
- text replacements (keyboards), 184-185
- text tones, customizing, 257-261
- third-party keyboards, installing, 181-182
- threads (email), 342-343, 346, 372
 - collapsing, 349
 - expanding, 348
 - notifications, 153
 - reading, 353, 357
 - selecting from Inbox, 377
- thumbnails (photos), 593
- time
 - associating with text messages, 444
 - checking, 48
 - managing
 - Clock app*, 490
 - Reminders app*, 490
 - Siri and*, 514-515
 - time-lapse video, 570, 589, 644
- Time Zone Override setting (Calendar app), 460-461
- time zones (Calendar app), 475
- timers
 - Camera app, 571-572, 588
 - Siri, 515
 - Timer feature (Camera app), 572
- Today tab (App Store), 207
- Today view (Calendar app), 467
- Touch ID, 7, 48-50, 189, 213
 - apps and, 203
 - configuring, 197-199, 202-204
 - Siri, activating, 495
- touch interface
 - apps, 19
 - gestures, 10-16
 - Home screen, 9, 24
 - Quick Actions menu, 17
- tracking
 - FaceTime calls, 328
 - websites, 532
- transferring photos, 593
- translating languages via Siri, 520
- Trash folder, deleting email, 369
- travel time
 - adding to events, 476-477
 - invitations and, 485
- Trending Searches (App Store), 208
- troubleshooting
 - apps, 153
 - FaceTime, 326
 - Siri, 520
 - text messages, 412
- true 4G networks, 67
- True Tone feature (Home screen), 241
- turning on/off
 - dictation, 183
 - iPhone, 44
 - notifications, 155
 - Predictive Text feature, 183
 - Smart Punctuation feature, 183

TV shows, restricting, 169
 two-factor authentication, Apple ID, 110, 115
 typing. *See* keyboards

U

unblocking text messages, 398
 undeliverable text messages, 412
 underlined text, 84
 undoing
 photo edits, 623-624
 typing, 85
 unified contacts, 285
 Unknown Senders of text messages, 449-451
 unlimited data plans, 68, 71
 unlinking contacts, 285
 unlocking/locking iPhone, 45-48
 unsubscribing from shared albums, 652
 UP NEXT widget, 472
 updating
 apps, 214
 contact information, 282-283
 fetch updates, 140
 manual updates, 140
 online accounts, 140
 photos
 burst photos, 592, 618
 My Photo Stream, 592
 Photos app, 593
 push updates, 140
 Updates tab (App Store), 207
 Widget Center, 179
 URL (Uniform Resource Locators)
 associating with events in Calendar app, 480
 changing a bookmark's URL, 554
 contact URL, 277
 shortcuts, 539
 typing, 539
 viewing, 541
 websites, 538-539
 user interface (UI)
 apps, 19
 gestures, 10-16
 Home screen, 9, 24
 Quick Actions menu, 17

V

vertical orientation (Safari), 555
 vibrations (notifications), 30-34, 96, 100
 associating with contacts, 153, 273, 283
 creating, 261
 customizing, 257-261
 notifications, 150

video
 Auto Low Light FPS feature (Camera app), 568
 calls. *See* FaceTime
 Camera app, 567-570, 583-584, 587
 Control Center, taking video from, 585
 deleting video, 644
 editing video, 645
 email attachments, 363
 finding video, 643-644
 frame rates, 568
 Lock Camera feature (Camera app), 568
 Lock screen, taking video from, 584-585
 movies, restricting, 168
 pausing video, 644
 Record Stereo Sound feature (Camera app), 568
 Resolution and Frame Rate feature (Camera app), 568
 sharing video, 646
 slo-mo video, 570, 588, 644
 text messages, 393
 adding video to, 407-412
 saving video from, 434
 viewing video in, 432-434
 time-lapse video, 589, 644
 TV shows, restricting, 169
 watching video, 643-644
 viewing
 calendars in Calendar app, 462-470
 dates in Calendar app, 466-470
 email
 details, 357
 in mailboxes, 377-378
 events in Calendar app, 462-472
 invitation details, 485
 photos, 606-607
 individually, 603-605
 in Memories, 612-616
 in text messages, 432-434
 URL, 541
 video in text messages, 432-434
 voicemail information, 318
 websites, 541-543
 widget information, 90-91
 views (Home screen)
 choosing, 250-251
 Perspective view, 253-255
 Standard view, 242, 250-251
 Zoomed view, 242, 250-251
 VIP email, 346, 353
 accessing, 385
 designating VIP, 384
 notifications, 153
 virtual keyboard, 74
 visual notifications, 30-34, 96

- alerts, 100
- badges, 97
- banners, 98-100
- visual voicemail
 - blocked voicemail, 321
 - contact associations with, 317
 - deleting messages, 318-319
 - fast-forwarding/rewinding messages, 318
 - greetings,
 - changing*, 316
 - recording*, 313-316
 - listening to
 - deleted voicemail*, 319-320
 - voicemail*, 316-319
 - notifications, 316
 - passwords, 317, 321
 - reading voicemail, 317-318
 - viewing message information, 318
- voice. *See also* Siri
 - calls. *See* calls
 - dictating text, 85-87, 183, 500
 - enunciation and Siri, 500
 - speech recognition, 173
- volume controls, 5-7, 50-51, 298

W

- Wake/Sleep button. *See* Side button
- waking iPhone via Raise to Wake feature, 242, 247
- Wallet app, iCloud accounts, 120
- wallpaper
 - changing, 231
 - choosing, 242, 252-255
 - configuring, 252-255
 - customizing, 242, 252-255
 - Dynamic wallpaper, 252-253
 - photos as, 254, 306
- watching video, 643-644
- web browsing. *See* Safari
- web content, restricting, 169
- Web Inspector (Safari), 533
- web pages
 - 3D Touch and Safari, 556-558
 - copying/pasting in, 561
 - "full" version of, 538
 - horizontal orientation, 542
 - landscape orientation, 542
 - managing open web pages with Tab view, 545-546
 - mobile versions of, 536
 - moving between previous/subsequent pages, 542
 - opening web pages
 - multiple pages in tabs*, 543-547

- new pages in the background*, 544
- new pages in tabs*, 544-545
- pages open on other devices*, 547
- printing web pages, 561
- privacy, 547
- refreshing web pages, 542
- Request Desktop Site command (Safari), 538
- searches, 549
- sharing web pages, 559-561
- syncing web pages, 547
- tapping links without holding, 543
- zooming in/out of web pages, 542
- web searches, 548-549
- websites
 - 3D Touch and Safari, 556-558
 - accessing, 534-535
 - adult websites, restricting, 169
 - Apple Pay and, 532
 - automatic sign in, 561
 - bookmarks, 534-535, 550-556
 - camera access, 532
 - contact websites, 277
 - cookies, blocking, 532
 - Favorites, 531, 536-537
 - fraudulent website warnings, 532
 - frequently visited websites, 531
 - histories
 - browsing*, 540
 - clearing*, 533
 - horizontal orientation, 542
 - JavaScript and, 533
 - landscape orientation, 542
 - links, 541-542, 559-560
 - multiple pages
 - managing with Tab view*, 545-546
 - opening in tabs*, 543-547
 - microphone access, 532
 - open links, 531
 - opening web pages open in other devices, 547
 - pop-up windows, blocking, 532
 - privacy, 547
 - restricting, 169
 - saving information, 533
 - tracking, 532
 - URL, 538-541, 554
 - viewing, 541-543
 - Web Inspector, 533
 - web searches, 548-549
 - zooming in/out of, 542
- weeks (Calendar app)
 - Start Week On setting, 461
 - Week Numbers setting, 460
- widgets. *See also* apps
 - accessing, 46, 89
 - defining, 89

- FAVORITES widget, 296-297, 326
- interacting with, 91
- MAIL widget, 346, 353, 384-385
- multiple widgets per app, 91
- Shortcuts widget, 224
- UP NEXT widget, 472
- viewing information on, 90-91
- Widget Center, 89-91
 - adding widgets, 179*
 - configuring, 178-179*
 - organizing widgets, 179*
 - removing widgets, 178*
 - updating, 179*
- Wi-Fi calling, 291
- Wi-Fi networks, 57
 - automatic network connections, 66
 - automatic prompting, 64
 - cell phone providers and, 66
 - changing networks, 60
 - closed networks, 64
 - connecting iPhone to Internet, 64
 - forgetting networks, 65-66
 - hotspots, 61
 - known networks, 58-60
 - open networks, 57-61
 - passwords, 59-60
 - public networks, 61-63
 - quickly accessing, 59
 - security, 59-62
 - troubleshooting connections, 61
- writing app reviews, 212

X-Z

- year view (Calendar app), 466
- Zoom Level icon (Camera app), 574
- Zoom slider (Camera app), 573-574
- Zoomed view (Home screen), 242, 250-251
- zooming in/out of
 - photos, 604
 - standard zoom, 575-577*
 - telephoto zoom, 578-579*
 - websites, 542