

# My iPhone® for Seniors

SEVENTH EDITION



## COVERS

All iPhones running iOS 14, including iPhone 12, 12 mini, 12 Pro, and 12 Pro Max

**AARP®**

Brad Miser

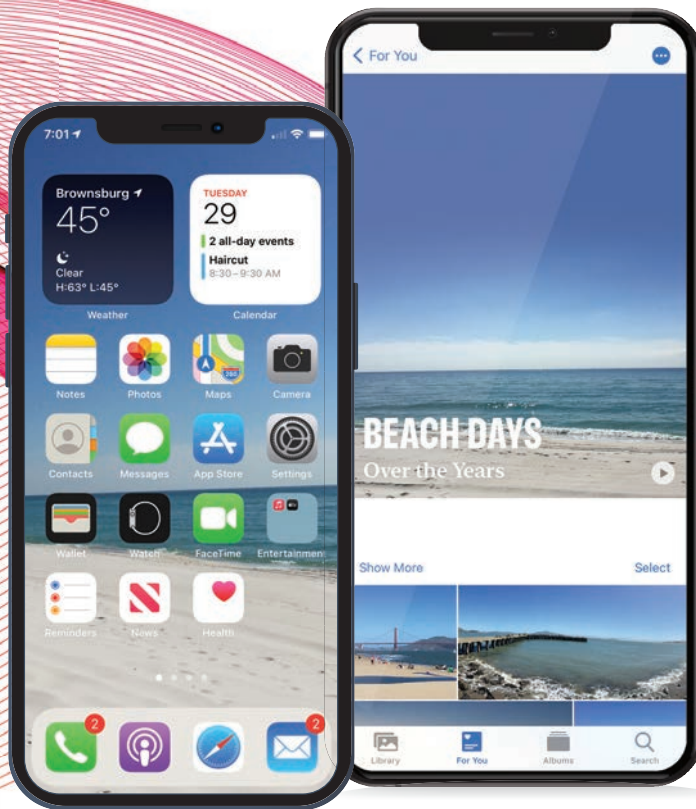
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# My iPhone® for Seniors

SEVENTH EDITION



Brad Miser

# My iPhone® for Seniors, Seventh Edition

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## About the Author

**Brad Miser** has written extensively about technology, with his favorite topics being the amazing “i” devices, especially the iPhone, that make it possible to take our lives with us while we are on the move. In addition to *My iPhone for Seniors*, Seventh Edition, Brad has written many other books, including *My iPhone*, Twelfth Edition. He has been an author, development editor, or technical editor for more than 60 other titles.

Brad is or has been the manager of a team of sales engineers and proposal writers, a principal sales engineer, 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.

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## About AARP

AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million, that helps people turn their goals and dreams into *real possibilities*<sup>™</sup>, strengthens communities, and fights for the issues that matter most to families such as healthcare, employment and income security, retirement planning, affordable utilities, and protection from financial abuse. Learn more at [aarp.org](http://aarp.org).

## Dedication

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

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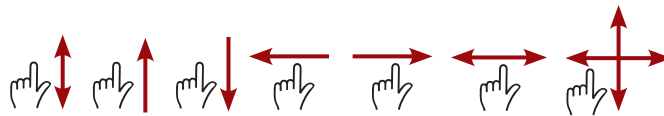
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## Using This Book

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

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



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

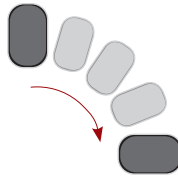
To zoom in or zoom out on screens, you unpinch or pinch, respectively, your fingers on the screen. These motions are indicated by the following icons:



You can touch and apply slight pressure on the screen to activate certain functions, such as to open the quick action menus for apps or to preview an email. The following icon indicates when you should touch and apply slight pressure to the screen:



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 14. These models are: 12, 12 mini, 12 Pro, 12 Pro Max, 11, 11 Pro, 11 Pro Max, Xs, Xs Max, XR, X, 8, 8 Plus, 7, 7 Plus, 6s, 6s Plus, and SE (1<sup>st</sup> and 2<sup>nd</sup> generations). 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 12 Pro 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 12 Pro has settings that aren't on the 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're using doesn't support a feature being described, such as Face ID that is on the iPhone 12 but not on an 8 Plus, you can skip that information.

As you saw from the list above, there are many models of iPhone that run iOS 14. These models fall into two general groups: models without a Touch ID/Home button and models with that button.

The models of iPhone that run iOS 14 and don't have a Touch ID/Home button are referred to throughout the book as the "iPhones without a Home button;" these are the 12, 12 mini, 12 Pro, 12 Pro Max, iPhone 11, 11 Pro, 11 Pro Max, X, Xs, Xs Max, and XR. The models in this group use Face ID when user authentication is required, such as when you unlock the phone. These are the models that are primarily used for the tasks throughout this book. Where there are variations on tasks with other models (such as using Touch ID instead of Face ID), you see those differences noted in the text.

Models that have a Touch ID/Home button are referred to (cleverly I must say) as "iPhones with a Home button." There is quite a bit of variety in this group.



For example, the iPhone 7 Plus and iPhone 8 Plus have dual cameras on the backside (which enable additional photographic capabilities, such as portrait mode) while other models in this group have only one backside camera.

Fortunately for this book's purposes, most of the tasks you need to do are the same or very similar among all the models. (When there is a difference, it is called out so you'll know.) So, no matter which iPhone model you use, this book helps you make the most of it.

## Getting Started

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

There are several ways you can purchase an iPhone, such as from an Apple Store, from a provider's store (such as AT&T or Verizon), or from a website. You might be upgrading from a previous iPhone or other type of cell phone, in which case you're using the same phone number, or you might be starting with a completely new phone and phone number. However you received your new phone, you need to turn it on, perform the basic setup (the iPhone leads you through this step-by-step), and activate the phone.

If you purchased your phone in a physical store, you probably received help with these tasks, and you're ready to start learning how to use your iPhone. If you purchased your iPhone from an online store, it came with basic instructions that explain how you need to activate your phone; follow those instructions to get your iPhone ready for action.

For this book, I've assumed you have an iPhone in your hands, you have turned it on, followed the initial setup process it led you through, and activated it.

With your iPhone activated and initial setup complete, you're ready to learn how to use it. This book is designed for you to read and do at the same time. The tasks explained in this book contain step-by-step instructions that guide you; to get the most benefit from the information, perform the steps as you read them. This book helps you learn by doing!

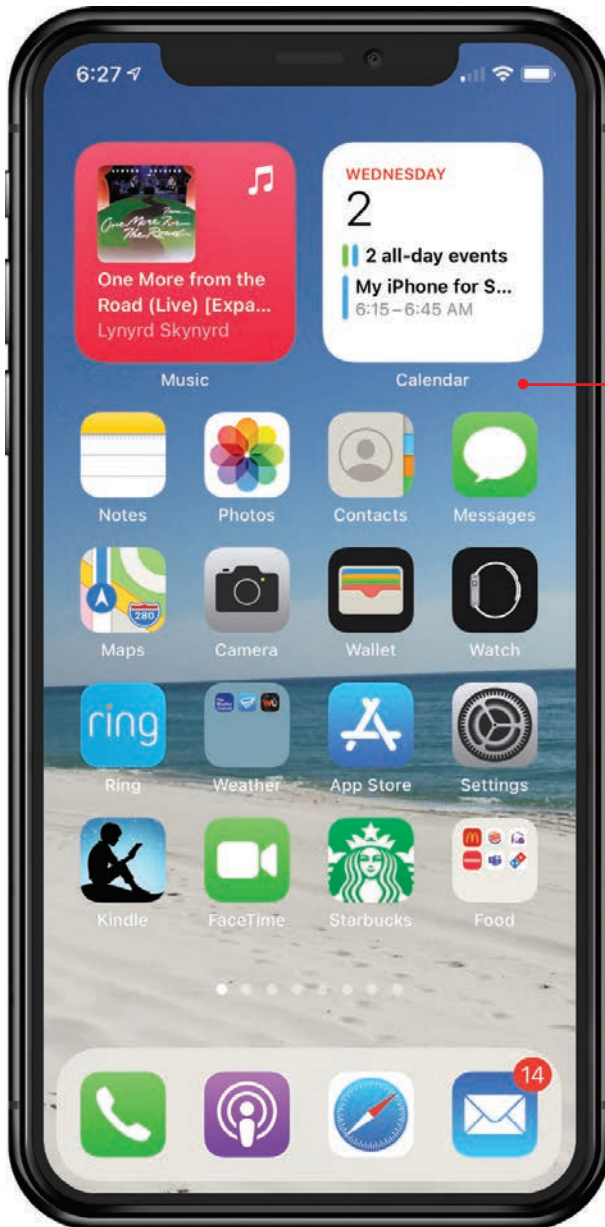
As you can see, this book has quite a few chapters and lots of pages. However, there are only a few that you definitely should read as a group as you get started. You can read the rest of them as the topics are of interest to you. Most of the chapters are designed so that they can be read individually as you move into new areas of your iPhone.

After you've finished reading this introduction, I recommend you read and work through Chapter 1, "Getting to Know Your iPhone," Chapter 2, "Getting Started with Your iPhone," Chapter 3, "Using Your iPhone's Core Features," and Chapter 4, "Setting Up and Using an Apple ID, iCloud, and Other Online Accounts" in their entirety. These chapters give you a good overview of your iPhone and help you set up the basics you use throughout the rest of the book.

Next, read Chapter 5, "Customizing Your iPhone with Apps and Widgets," to learn how to add capabilities to your iPhone by downloading and installing apps from the App Store.

From there, read the parts of Chapter 6, "Making Your iPhone Work for You," and Chapter 7, "Customizing How Your iPhone Looks," that are of interest to you (for example, in Chapter 7, you find out how to change the wallpaper image that you see in the background of the Home and Lock screens).

After you've finished these core chapters, you're ready to explore the rest of the book in any order you'd like. For example, when you want to learn how to use your iPhone's camera and work with the photos you take, see Chapter 15, "Taking Photos and Video with Your iPhone," and Chapter 16, "Viewing and Editing Photos and Video with the Photos App."



Getting started with an iPhone is easy—no matter which model you have!

**In this chapter, you learn fundamental skills for the major types of iPhone. Topics include the following:**

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- Getting started
- Getting started with iPhones without a home button
- Getting Started with iPhones with a Home button
- Using the split-screen on iPhone 12 Pro Max, iPhone 11 Pro Max, Xs Max, or Plus Models

# 2

## Getting Started with Your iPhone

To get going with your iPhone, you need to understand how to use the features provided by your specific model. The differences between these models impact some fundamental tasks you do, such as moving to the Home screen. While these differences are significant, there aren't many of them. In this chapter, you learn about these fundamental tasks for the type of iPhone you have.

### Getting Started

In Chapter 1, “Getting to Know Your iPhone,” you learned the major ways you interact with an iPhone to do things such as opening apps, moving among Home screens, and working with the Settings app. Almost all of these tasks are performed in the same way on all models of iPhone. In that chapter, you also learned that there are some differences in models that impact how you perform certain tasks. In this chapter, you learn the details about these differences for the specific model of iPhone that you use.

In this book, iPhone models are grouped into the following major types that have corresponding sections in this chapter (you only need to read the sections that cover the model you have):

- **iPhones without a Home button**—This group includes the newest generation of iPhone models, which are the iPhone 12, iPhone 12 mini, iPhone 12 Pro, iPhone 12 Pro Max, iPhone 11, iPhone 11 Pro, and iPhone 11 Pro Max along with the older X, XR, Xs, and Xs Max. The most distinguishable difference with these models compared to prior generations is that the screen is almost as large as the frame. These models use facial recognition technology (Face ID) and generally have more advanced features in cameras, speed, and more, than do the earlier models. If you have one of these models, read the section “Getting Started with iPhones without a Home Button.”
- **iPhones with a Home button**—These prior generations of iPhones have the Touch ID/Home button as their major distinguishing external feature. Because of this button, their screens are a bit smaller than those on models without this button relative to the overall size of the phones. The models in this group with higher numbers have more features and capabilities than models with lower numbers. Models in the group are the SE (first and second generations), 6s, 6s Plus, 7, 7 Plus, 8, and 8 Plus. If you have one of these models, read the section “Getting Started with iPhones with a Home Button.”
- **Max and Plus Models**—These models are larger than others and include models without and with a Home button. Because of their large size, these models have the ability to use a split-screen, which can make them easier and faster to use. The models in this group are iPhone 12 Pro Max, 11 Pro Max, Xs Max, 8 Plus, 7 Plus, and 6s Plus. If you have one of these models, read “Using the Split-Screen on iPhone 12 Pro Max, iPhone 11 Pro Max, Xs Max, or Plus Models” to learn how to take advantage of its split-screen capability.

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## Where’s My Model?

This book covers iPhones that can run iOS 14 (see Chapter 1). If you don’t see your iPhone model listed in any of the groups described here, it isn’t able to run iOS 14 and so isn’t covered in this book. Prior editions of this book cover earlier iPhone models; you can obtain an earlier version of this book to match the phone you have.

If you aren’t sure which model you have, tap the Settings icon on the Home screen, tap General, and then tap About. On the About screen, you see the model you are using.

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# Getting Started with iPhones without a Home Button

iPhone models without a Home button are the latest generation and feature larger screens relative to the physical size of the iPhone than prior models had. They also feature Face ID along with improved hardware that makes them work faster than older models. Except for the XR, they have dual or triple cameras on the back that provide for some amazing photographic capabilities, such as enhanced zooming and portrait photos. The iPhone 12 Pro and 12 Pro Max also have a Light Detection and Ranging (LiDAR) sensor to improve how the cameras capture images, especially in the Night mode.

## Have a Button?

If your iPhone has a Home button, skip the rest of this section and jump to the section “Getting Started with iPhones with a Home Button” instead.

## Getting to Know Your iPhone’s External Features

iPhone models without a Home button have even fewer physical features than prior generations did. These models look like this:





- **Cameras**—All iPhone models have one camera on the front at the top near the center of the phone; this is the TrueDepth camera that you use for Face ID, selfies, and Animojis (animated emojis).

All of these models also have cameras on their backside that you can use to take all sorts of photos and videos. Different models have different camera configurations that provide a variety of capabilities. The iPhone 12 Pro, iPhone 12 Pro Max, iPhone 11 Pro, and 11 Pro Max have three cameras that provide telephoto zoom, night mode, and wide and ultra-wide shots. The iPhone 12 Pro and 12 Pro Max also have a LiDAR sensor to further improve image quality, especially in low-light conditions. The iPhone 11 has two cameras that provide night mode, wide, and ultra-wide shots but not telephoto. The Xs, Xs Max, and X have two cameras that provide wide and telephoto capabilities. The XR has a single camera that can take wide shots.

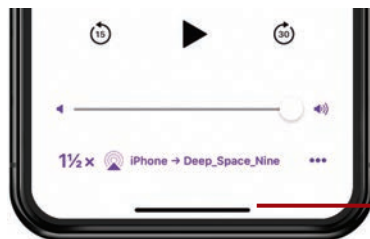
When you take photos or video, you can choose the cameras on either side of the phone.

- **Side button**—Press this button once to lock the iPhone’s screen and put it to sleep, and press it again to wake the iPhone from Sleep mode. When you hold it down for a couple of seconds, you activate Siri. When Face ID is enabled, you press it twice to use Apple Pay, or download apps from the App Store. Press this button and either Volume button at the same time to take a screenshot. Press and hold this button and either Volume button to turn the phone off or make an emergency call. When your iPhone is turned off, press and hold this until you see the Apple logo on the screen to turn it on again.
- **Mute switch**—This switch determines whether the iPhone makes sounds, such as ringing when a call comes in or making the alert noise for notifications, such as for an event on a calendar. Slide it toward the front of the iPhone to hear sounds. Slide it toward the back of the iPhone to mute all sound. When muted, you see orange in the switch.
- **Volume buttons**—Press the upper button to increase volume; press the lower button to decrease volume. These buttons are contextual; for example, when you are listening to music, they control the music’s volume, but when you aren’t, they control the ringer volume. When you are using the Camera app, pressing either button takes a photo. You also use these in combination with the Side button to perform various actions (refer to the Side button description).

- **Lightning port**—Use this port, located on the bottom side of the iPhone, to plug in the EarPods or connect it to a computer or power adapter using the included USB cable. There are also accessories that connect to this port. The Lightning port accepts Lightning plugs that are flat, thin, rectangular plugs. It doesn't matter which side is up when you plug something into this port.
- **Speakers and microphone**—At the top center of the front of the phone is the speaker you use to listen when you have the phone held against your ear. There are two more speakers located along the bottom edge of the phone. When you play audio without another device (such as wireless headphones) connected to your iPhone, you hear the audio from these speakers. If you're having a hard time hearing (because of background noise for example), holding this edge to your ear can help.

There is also a microphone located along the bottom edge that captures sound, such as during a phone conversation, when you aren't using another device (for example, EarPods).

## Accessing the Home Screens



To access the Home screens, swipe up from the bottom of the screen

In Chapter 1, you learned the importance of Home screens because most of the tasks for which you use your iPhone start there. On iPhones without a Home button, you move to the Home screens by swiping up from the bottom of the screen. You see a line indicating the area from which you start your swipe; you don't have to swipe very far to open the Home screens. Just a quick upward gesture from this line will do it.

## Configuring a Passcode and Face ID

A passcode is a series of characters that must be entered on your phone to perform specific actions, the most important of which is unlocking your iPhone so you can use it. At other times, you need to enter a passcode to change settings.

You can use an iPhone without a passcode, but I strongly recommend that you always use a passcode to protect your iPhone's data.

When you use Face ID, you don't need to type a passcode very often. Instead, you can simply look at your iPhone's screen; when your face is recognized, the passcode is entered for you automatically.

Face ID can also be used to enter user account information, such as usernames and passwords. So, instead of having to type your passwords, you can simply look at your iPhone to sign into accounts or download apps.

When you first started your iPhone, you were prompted to configure a passcode and Face ID. Even if you have already configured a passcode and Face ID on your phone, you should know how to change your settings in the event you want to make updates and to ensure you're making the most of Face ID's capabilities.

The steps to configure a new passcode and Face ID follow; you can use very similar steps to change existing passcode and Face ID settings:

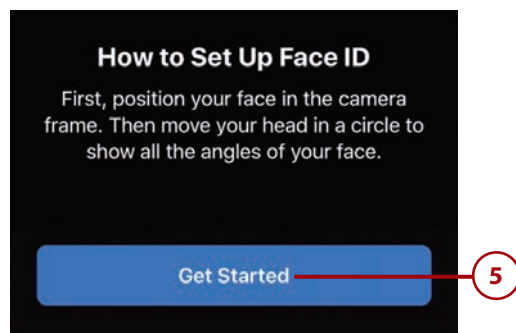
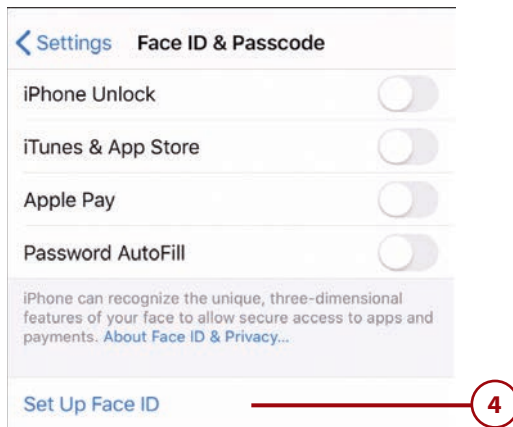
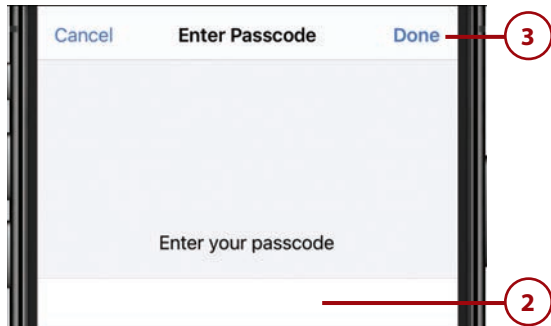
- 1 Tap Settings on the Home screen to open the Settings app and then tap Face ID & Passcode.



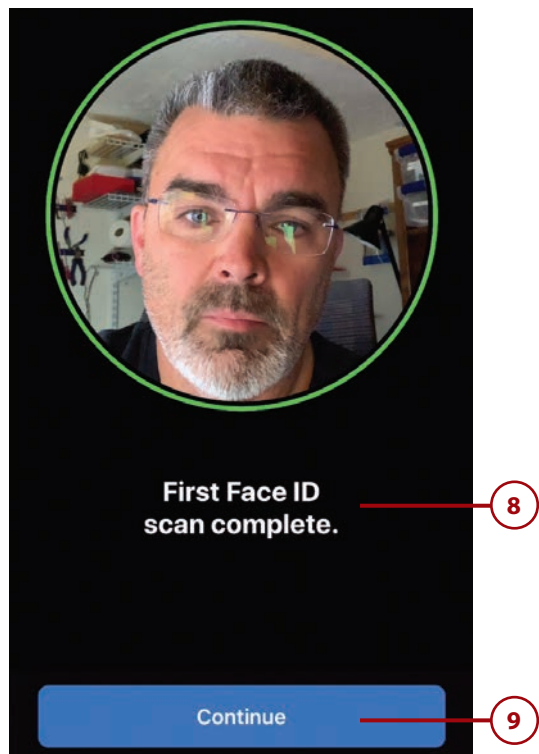
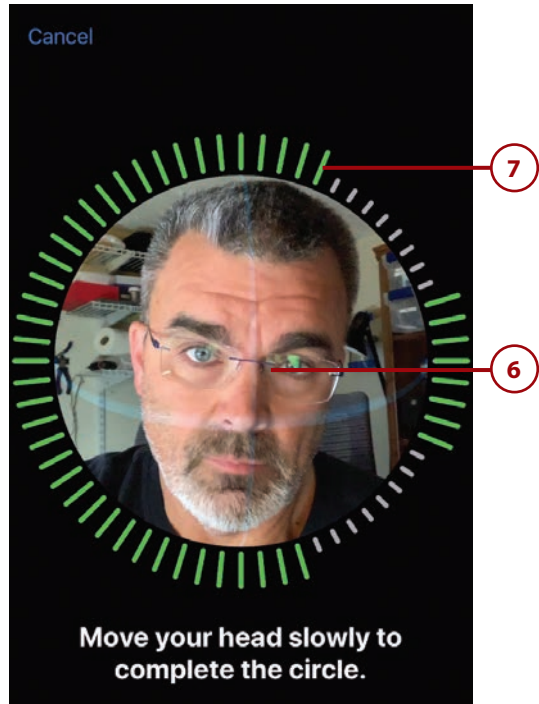
## Don't Already Have a Passcode?

If you set up your iPhone following the prompts when you turned it on for the first time, you likely set a passcode. The steps in this section assume you did that and so you have to enter that passcode to access the Face ID & Passcode Settings screen. If your iPhone doesn't currently have a passcode, you move immediately to the Face ID & Passcode screen after step 1. Tap Turn Passcode On, enter a passcode, and confirm the new passcode by entering it again. You might also be prompted to enter your Apple ID password; do so at the prompt and tap OK to create a passcode. You can then pick up these steps at step 4. See the Go Further sidebar, "Be Secure with Face ID," for some tips about updating existing settings.

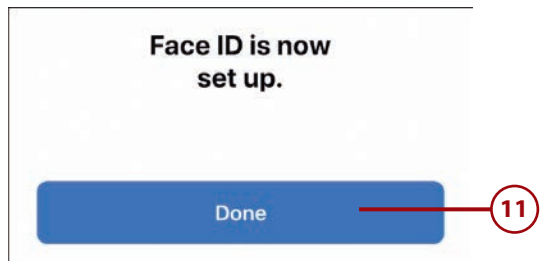
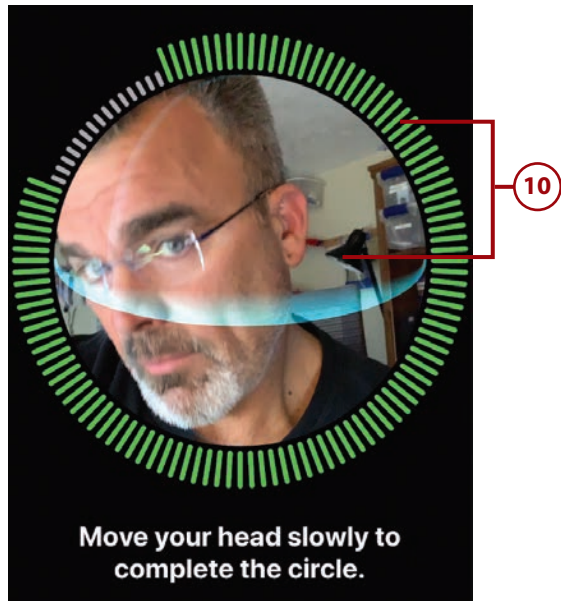
- 2 Enter your passcode.
- 3 Tap Done, if necessary.  
Depending on your passcode's length or complexity, the passcode might be recognized as soon as you enter it, and you don't need to tap anything else.
- 4 Tap Set Up Face ID.
- 5 Tap Get Started.



- 6 Look at the iPhone and position your face within the frame. When the iPhone recognizes a face being in the frame, it starts recording your face.
- 7 Move your head around in a circle. As you do, the green lines around the circle on the screen fill in, which indicates the part of the image that has been successfully recorded.
- 8 Continue moving your head in a circle until all of the green lines are filled in. When the process is complete, you see First Face ID scan complete appear on the screen.
- 9 Tap Continue. Record your face a second time.



- 10 Rotate your head until the circle is enclosed by green lines. When the second image has been recorded, Face ID is now set up appears on the screen.
- 11 Tap Done. You return to the Face ID & Passcode screen.
- 12 If you want to use Face ID for one of the options shown in the USE FACE ID FOR section, set its switch to on (green). You might need to enter the related passcode or password to complete an action. If you don't want to use Face ID for an action, set its switch to off (white). For example, when you set the iTunes & App Store switch to off (white), you'll need to enter your Apple ID password when you download apps, instead of using Face ID. I recommend you enable all of these options to make the most of Face ID.
- 13 Tap Other Apps (you see this only after other apps have requested and been granted permission to use Face ID).



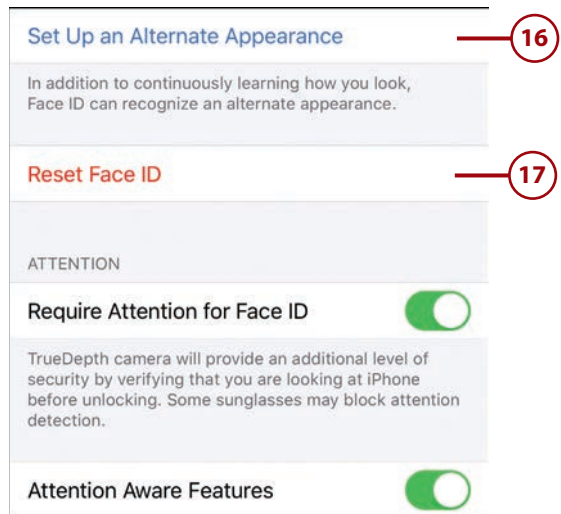
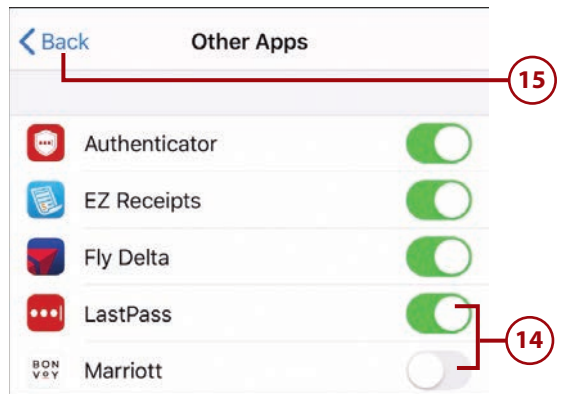


**14** To allow an app to use Face ID, set its switch to on (green); to prevent one of the apps listed from using Face ID, set its switch to off (white). As you make changes, you might need to enter your user account information to work with that app.

**15** Tap Back (<).

**16** If you want to enable someone else to use Face ID with your iPhone, tap Set Up an Alternate Appearance and follow steps 5 through 11 to record the other person's face. You could also use this to capture an alternate appearance for yourself in the event your appearance changes so dramatically that it isn't recognized by Face ID. This would be unusual, however, since Face ID can handle changes in appearance due to changes in haircuts, cosmetic applications, or other similar changes.

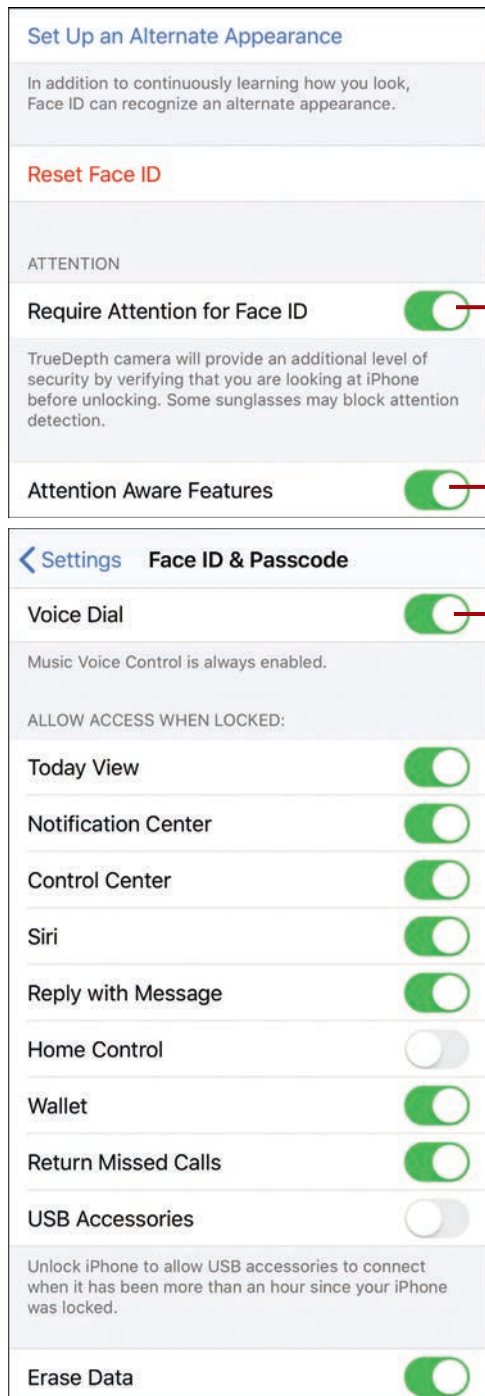
**17** To remove the current face being used for Face ID and replace it with a new recording, tap Reset Face ID and follow steps 5 through 11.



## Glasses or Sunglasses? Facial Hair or Clean Shaven?

If you wear glasses or sunglasses, you don't need to create an alternate appearance. Face ID recognizes you with glasses or sunglasses on or off. Routine facial changes, such as in facial hair or different applications of makeup, won't faze it either. It's very unlikely that you'll need an alternate appearance for yourself. You typically use this to allow someone else to work with your phone.

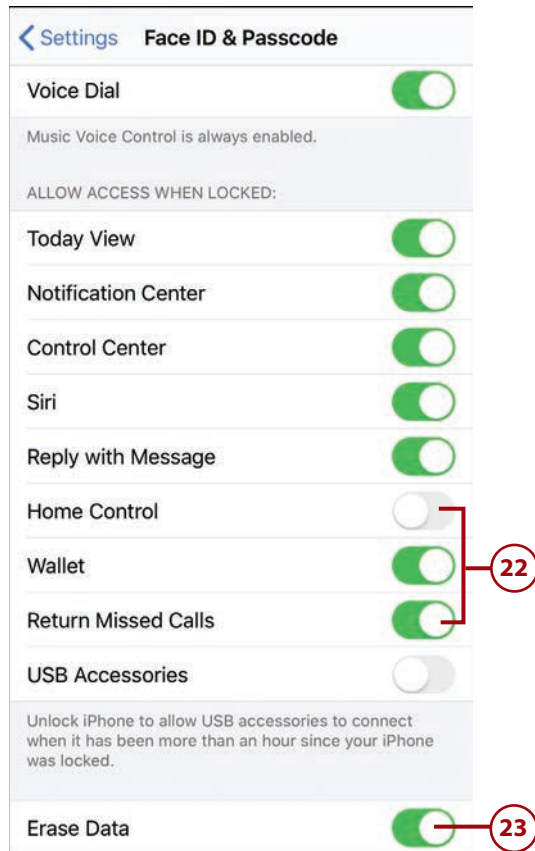
- 18** If you don't want the additional security offered by the Face ID system verifying you're looking at the iPhone, set the Require Attention for Face ID switch to off (white). You should usually leave this set to on (green). However, if Face ID isn't working well, try setting this switch to off to see if Face ID works better.
- 19** If you don't want the TrueDepth camera to check for your attention before the display is dimmed or the alert volume is lowered, set the Attention Aware Features switch to off (white). When this is on (green), if you're looking at the iPhone, the display won't be dimmed nor will the alert volume be lowered. This is useful because the iPhone can "tell" when you are looking at it so that it won't dim the screen or lower the volume automatically.
- 20** Swipe up the screen until you see the Voice Dial switch.
- 21** To prevent Voice Dial from working, set the Voice Dial switch to off (white). (Voice Dial enables you to make calls by speaking even if you don't use Siri.)





**22** Use the switches in the ALLOW ACCESS WHEN LOCKED section to enable or disable the related functions used when your iPhone is locked. The options include Today View (the Today section of the Notification Center), Notification Center, Control Center, Siri, Reply with Message, Home Control, Wallet, Return Missed Calls, and USB Accessories. If you set a switch to off (white), you won't be able to access the corresponding function when your iPhone is locked.

**23** If you want the iPhone to automatically erase all your data after an incorrect passcode has been entered 10 times, set the Erase Data switch to on (green) and tap Enable at the prompt (not shown in the figure).



## >>> Go Further

### BE SECURE WITH FACE ID

Here are some additional tidbits to help you with Face ID, a passcode, and your iPhone's security:

- **Face ID and Apps**—The first time you launch an app that supports Face ID, you're prompted to enable Face ID in that app. If you allow this, you can log into the associated account by looking at the screen at the prompt, just like unlocking your phone or using Apple Pay. You can change this setting by moving back to the Other Apps screen and changing the app's switch to on (green) to enable Face ID or off (white) to disable Face ID for that app.
- **Automatic Erase**—When you have enabled the Erase Data function and you (or someone else) enter an incorrect passcode when unlocking your iPhone, you see a counter showing the number of unsuccessful attempts. When this reaches 10, all the data on your iPhone is erased on the next unsuccessful attempt.

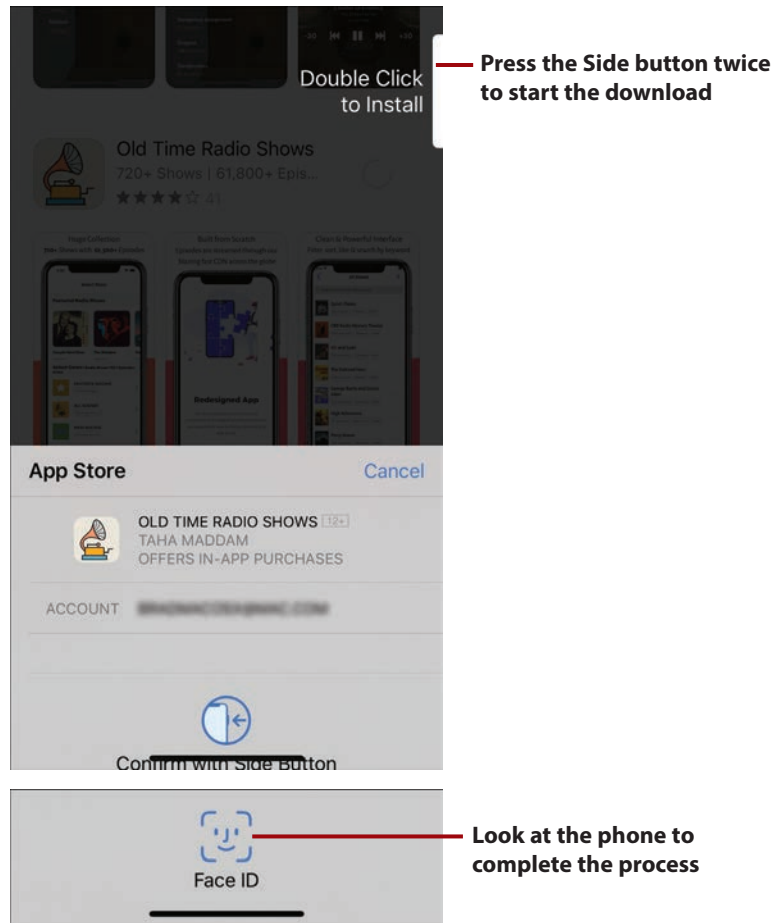
- **Making Changes**—Any time you want to make changes to your passcode or Face ID settings, move back to the Face ID & Passcode screen by tapping Face ID & Passcode, entering your passcode, and tapping Done. To change your passcode, tap Change Passcode. Enter your current passcode and enter your new passcode twice. If the passcode you enter isn't very secure, you are prompted to create a more secure passcode, such as by using more characters. You also have the option to keep the less secure version, so which you use is up to you. When the new passcode has been successfully created, you return to the Face ID & Passcode screen, and the new passcode takes effect. You can change the other settings similar to how you set them initially, as described in the steps earlier in this section.
- **Passcode Complexity**—Initially, iPhones supported only four-digit passcodes. Later, six-digit passcodes were required. Over time, more complex passcodes have been required to improve security. You also have the option to create more complex passcodes that include both letters and numbers. When you change your passcode, you can tap Passcode Options and then choose the type of passcode you want to use. You can choose Custom Alphanumeric Code, Custom Numeric Code, or 4-Digit Numeric Code. After you choose the option you want to use, you create a new passcode of that type.  
  
If your phone is set up with a four- or six-digit passcode, you can enter it by tapping the appropriate keys to enter the passcode's characters; you move to the next screen automatically.  
  
If you have a longer or more complex passcode, you have to type its characters and then tap OK or Done to enter it and move to the next screen.
- **Require Passcode**—This setting applies only if you don't use Face ID and rely on just the passcode instead. You can use it to determine how much time passes when the phone goes to sleep and when it locks automatically. For example, if you set this to After 1 minute, if you start to use the iPhone within 1 minute of the time it went to sleep, you won't need to unlock it. If more than one minute has passed, you need to enter the passcode to unlock the phone.
- **Automatic Locking**—For security purposes, you should configure your iPhone so that it locks automatically after a specific amount of idle time passes. To do this, you use the Auto-Lock setting on the Display & Brightness settings screen as explained in Chapter 7, "Customizing How Your iPhone Looks."

## Using Face ID

You can use Face ID to quickly, easily, and securely provide a password or passcode in many different situations, such as unlocking your iPhone, downloading apps from the App Store, signing into an account in a banking or other app, and just about any other situation in which you need to confirm your identity.

## The First Time

The first time you do something after Face ID is enabled, such as downloading an app, you might still be prompted to enter your Apple ID or other password. The next time you perform that action, you can use Face ID to complete it instead.



For example, to download an app using Face ID, move to the app's screen in the App Store app and tap Get (or the price if there is a license fee). At the prompt, press the Side button twice and look at the phone. When your face is recognized, the app is downloaded and installed. Most of the time, you won't see the Face ID prompt as shown in the figure because you're already looking at the screen and so the action happens automatically. If you see this prompt, look more directly at your iPhone's screen to complete the action.

Using Face ID in other situations is similar. If you see the Face ID prompt, look at the phone. In other cases, you won't see the prompt and the action you're performing is completed as soon as your face is recognized.

## The First Time, Part 2

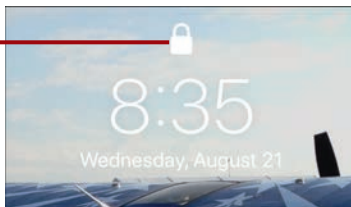
The first time you sign into an app, such as a banking app, that supports Face ID, you're prompted to allow that app to use Face ID to enter your password. If you allow it, you can sign into the app by just looking at the phone on the log-in screen. If you don't allow it, you need to manually enter the password.

## Sleeping/Locking and Waking/Unlocking Your iPhone

As you learned in Chapter 1, you can manually lock your iPhone, which also puts it to sleep. It's a good idea to do this when you aren't using your phone to both save battery power and secure your information. (You can configure this to happen automatically as explained in Chapter 7.)

To put your iPhone to sleep and lock it, press the Side button. The screen goes dark and the phone locks.

This iPhone  
is awake and  
locked



This iPhone  
is unlocked



Swipe up to  
move to the most  
recent screen

When an iPhone is asleep/locked, you need to wake it up to use it. You can do this in several ways: touch the screen, press the Side button, or raise the iPhone. (See Chapter 7 to learn how to enable or disable this Raise to Wake feature.) The Lock screen appears. If you are looking at the phone, it also unlocks immediately. On the Lock screen, you can tell if the phone is locked or unlocked by the Lock icon.

After your iPhone is unlocked, swipe up from the bottom of the screen. You move back to the screen you most recently used. For example, if you were using the Safari app right before your phone locked, you move back to that app.

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### **Enter My Passcode? Why?**

At times, when you try to unlock your phone, you are prompted to enter your passcode. This always happens after your phone has been restarted. After you enter the passcode correctly, the phone unlocks and Face ID becomes active again.

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Most of the time, unlocking your phone is so seamless that you might not even realize that Face ID has been used. When you wake your phone, you can just swipe up the screen to unlock it. Face ID works quickly, and, as long as you are looking at the phone when you swipe up the screen, you won't even notice Face ID unlocking the phone for you.

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### **No Face ID?**

If you don't have Face ID configured, you can wake your phone in the same ways. However, your phone remains locked. To use it, swipe up from the bottom of the screen. You're prompted to enter your passcode. If you enter it successfully, you move to the screen you were most recently using.

---

### **No Passcode?**

If you don't have a passcode configured, which is not recommended, you can wake your phone and swipe up from the bottom of the screen to move to the screen you were most recently using.

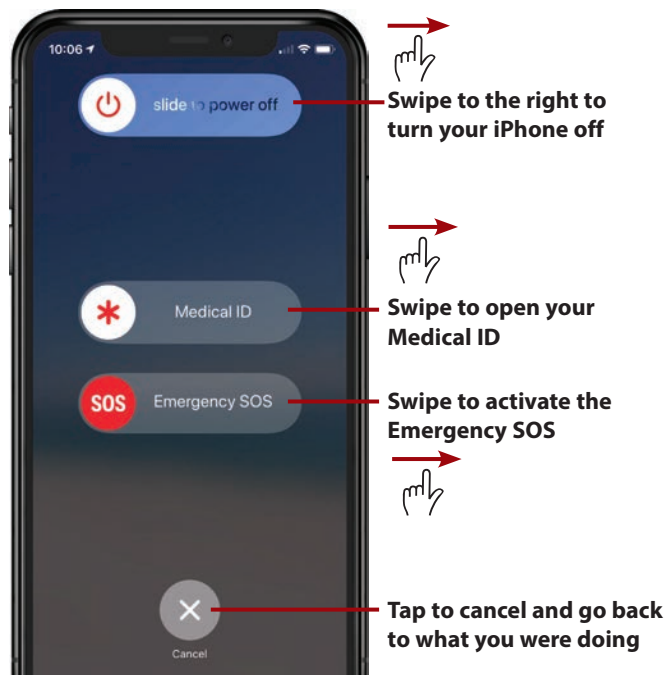
---

### **Face Coverings**

If your face is partially or mostly covered by something, Face ID probably won't work. In that case, you have to enter your passcode or passwords manually.

---

## Turning Your iPhone Off or On



You seldom need to turn your iPhone off, but you might want to shut it off if you aren't going to be using it for a while or for troubleshooting purposes.

To turn your iPhone off, press and hold the Side button and either Volume button. Several sliders appear on the screen; swipe the top slider to the right. The phone turns off.

To restart your iPhone, press and hold the Side button until the Apple logo appears on the screen, and then let go of the button.

After it starts up, you see the Lock screen. To use the phone, swipe up from the bottom of the screen. Assuming you have a passcode, you see the Enter Passcode screen. Enter your passcode and tap OK (if required) to start using your phone; once your passcode is entered correctly, you move to the Home screen. (Even if you have Face ID enabled to unlock your phone, you must enter your passcode the first time you unlock it after a restart.)

# Getting Started with iPhones with a Home Button

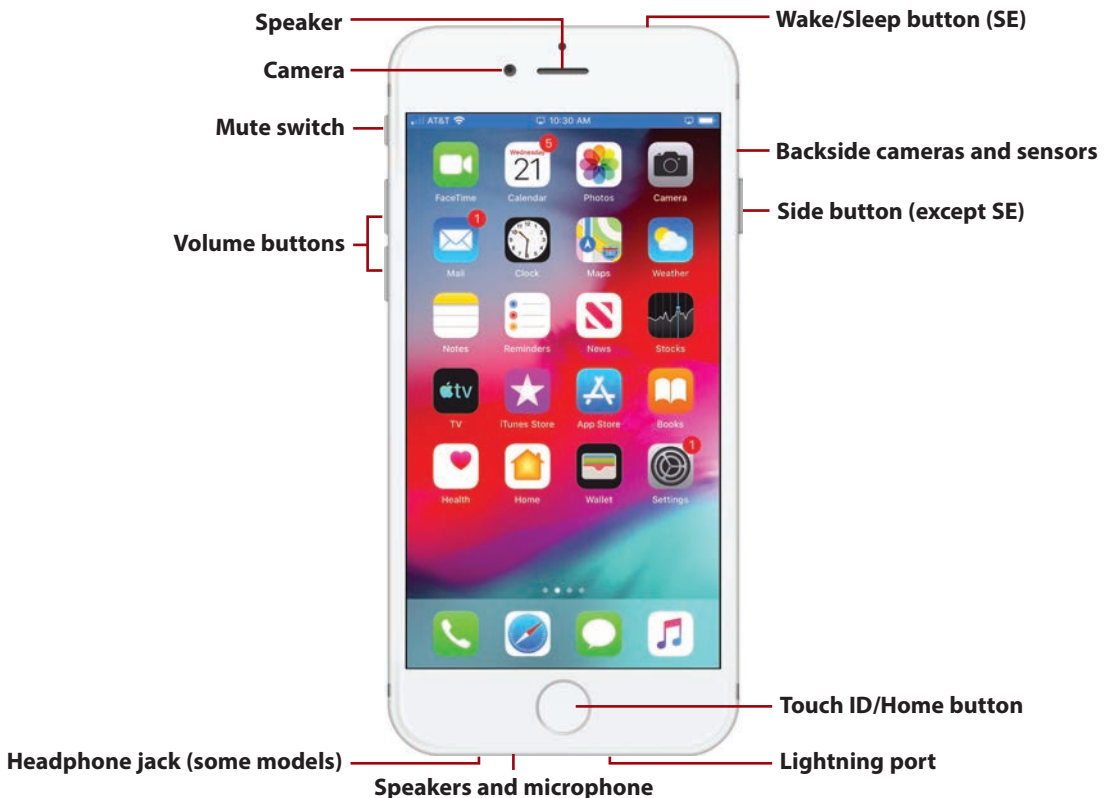
While these models might not be the newest generation, they are certainly packed with amazing capabilities. The primary distinguishing physical feature of these models compared to later models is the presence of the Touch ID/Home button. Because of this button, the screens on these models are smaller relative to their case size than the later models that don't have a Touch ID/Home button.

This group also has a large range in physical size with the SE being the smallest and the 7 Plus and 8 Plus being the largest of this group.

## Don't Have a Button?

If your iPhone doesn't have a Home button, skip the rest of this section. You should read the earlier section "Getting Started with iPhones without a Home Button" instead.

## Getting to Know iPhones with a Home Button





iPhones with a Home button have the following physical features:

- **Cameras**—Every iPhone has a camera on the frontside that you usually use to take selfies (you can use it for any kind of photo or video you want to take).

Every iPhone has at least one camera on the backside too; different models have different configurations of backside cameras that provide a variety of photographic capabilities.

The SE, 6s, 6s Plus, 7, and 8 have a single backside camera that provides wide shot capability.

The 7 Plus and 8 Plus have two backside cameras that provide wide and telephoto zoom functions.

You usually use the backside cameras to take photos and video of, well, anything you want.

These models have cameras of different quality, with the later models having higher quality cameras than earlier models. For example, the 8 Plus has higher quality cameras than does the 6s Plus.

- **Side button**—Press this button (on the SE, this is called the Sleep/Wake button and is located on the top of the phone instead of on the side) to lock the iPhone's screen and put it to sleep. Press it again to wake the iPhone from Sleep mode. You also use this button to shut down the iPhone and to power it up.
- **Mute switch**—This switch determines whether the iPhone makes sounds, such as ringing when a call comes in or making the alert noise for notifications, such as for an event on a calendar. Slide it toward the front of the iPhone to hear sounds. Slide it toward the back of the iPhone to mute all sound. When muted, you see orange in the switch.
- **Volume**—Press the upper button to increase volume; press the lower button to decrease volume. These buttons are contextual; for example, when you're listening to music, they control the music's volume, but when you aren't, they control the ringer volume. When you're using the Camera app, pressing either button takes a photo.
- **Lightning port**—Use this port, located on the bottom side of the iPhone, to plug in the EarPods or connect it to a computer or power adapter using the included USB cable. Some accessories also connect to this port. The Lightning port accepts Lightning plugs that are flat, thin, rectangular plugs. It doesn't matter which side is up when you plug something into this port.



- **Headphone jack (some models)**—Some earlier models have a standard 3.5 mm jack that can be used for headphones (such as the older EarPods) and powered speakers. Most models don't have this and instead use the Lightning port to connect to other devices, including EarPods.
- **Touch ID/Home button**—This button provides multiple functions.

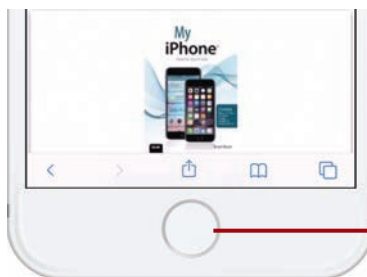
The Touch ID sensor recognizes your fingerprint, so you can simply touch it to unlock your iPhone, sign in to the iTunes Store, use Apple Pay, and enter your password in Touch ID-enabled apps.

You also use it for several other actions, such as waking and unlocking your phone, moving to the Home screens, opening the App Switcher, and opening the magnifier.

- **Speakers and microphone**—At the top center of the front of the phone is the speaker you use to listen when you have the phone held against your head. There are two more speakers located along the bottom edge of the phone. When you play audio without another device (such as wireless headphones) connected to your iPhone, you hear the audio from these speakers. If you're having a hard time hearing (because of background noise for example), holding this edge to your ear can help.

There is also a microphone located along the bottom edge that captures sound, such as during a phone conversation, when you aren't using another device (for example, EarPods).

## Accessing the Home Screens



To access the Home screens, press the Touch ID/Home button

In Chapter 1, you learned the importance of Home screens because most of the tasks for which you use your iPhone start there. You move to the Home screens by pressing the Touch ID/Home button. When you press this button, you move back to the Home screen you were using most recently.

## Configuring a Passcode and Touch ID

A passcode is a series of characters that must be entered on your phone to perform specific actions, the most important of which is unlocking your iPhone so you can use it. At other times, you need to enter a passcode to change settings.

Although you can use an iPhone without a passcode, I strongly recommend that you always use a passcode to protect your iPhone's data.

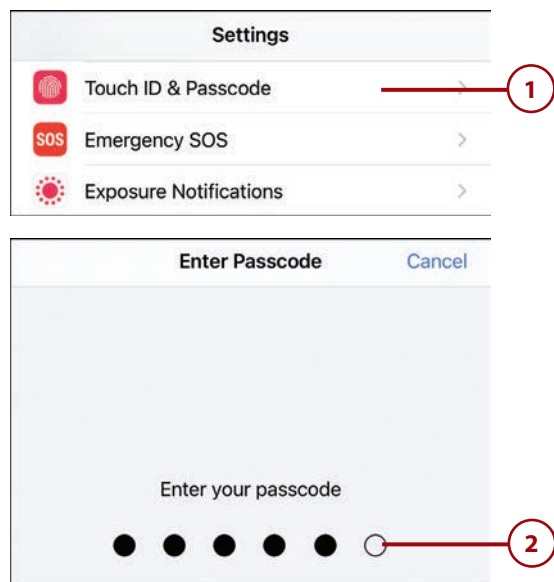
While typing a passcode is fairly quick and easy, when you use Touch ID, you don't need to do that very often. (A passcode is always required when you restart your iPhone.) Instead, you can simply touch the Touch ID/Home button and the passcode is entered for you automatically.

Touch ID can also be used to enter user account information, such as usernames and passwords. So, instead of having to type your passwords, you can touch the Touch ID/Home button to sign into accounts, download apps, or in just about any other situation in which you need to verify your identity.

When you first started your iPhone, you were prompted to configure a passcode and Touch ID. Even if you have already configured a passcode and Touch ID on your phone, you should know how to change your settings in the event you want to make updates and to ensure you are making the most of Touch ID's capabilities.

The steps to configure a new passcode and Touch ID follow; you can use very similar steps to change existing passcode and Touch ID settings:

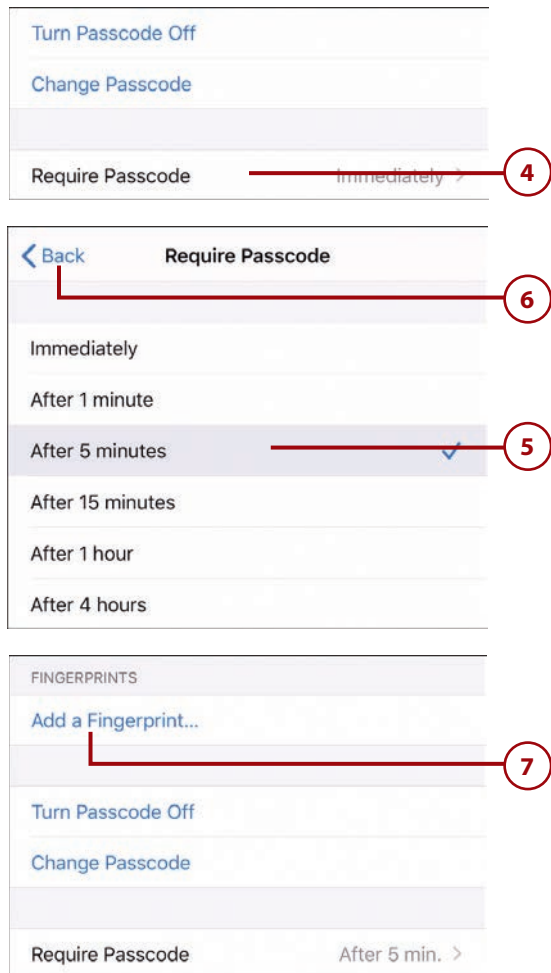
- 1 Tap Settings on the Home screen to open the Settings app; then tap Touch ID & Passcode.
- 2 Enter your passcode.
- 3 Tap Done; if necessary (not shown in a figure). Depending on your passcode's length or complexity, the passcode might be recognized as soon as you enter it, and you don't need to tap anything else.



## Don't Already Have a Passcode?

If you set up your iPhone following the prompts when you turned it on for the first time, you probably created a passcode. If you have a passcode, you have to enter it to open the Touch ID & Passcode Settings screen. If your iPhone doesn't have a passcode, you move directly to the Touch ID & Passcode screen after step 1. Tap Turn Passcode On, enter a passcode, and confirm the new passcode by entering it again. You might also be prompted to enter your Apple ID password; do so at the prompt and tap OK. This creates the passcode for your phone. You can then pick up these steps at step 4. See the Go Further sidebar, "Be Secure with Touch ID," for some tips about updating existing settings.

- 4 Tap Require Passcode; when you use Touch ID to unlock your iPhone, you don't have an option for when the passcode is required, so if you're going to or already use Touch ID, skip to step 7.
- 5 Tap the amount of time the iPhone is locked before the passcode takes effect. The shorter this time is, the more secure your iPhone is, but also the more frequently you'll have to enter the passcode if your iPhone locks frequently.
- 6 Tap Back (<).
- 7 Tap Add a Fingerprint.



- 8 Touch the finger you want to record to the Touch ID/Home button, but don't press it. An image of a fingerprint appears.
- 9 Leave your finger on the Touch ID/Home button until you feel the phone vibrate, which indicates part of your fingerprint has been recorded. The parts of your fingerprint that are recorded are indicated by the red segments; gray segments are not recorded yet. This step captures the center part of your finger.
- 10 Lift your finger off the Touch ID/Home button and touch the button again, adjusting your finger on the button to record other parts that currently show gray lines instead of red ones. Other segments of your fingerprint are recorded.
- 11 Repeat step 10 until all the segments are red. You're prompted to change your grip so you can record more of your fingerprint.

### Place Your Finger

Lift and rest your finger on the Home button repeatedly.



### Place Your Finger

Lift and rest your finger on the Home button repeatedly.



- 12 Tap Continue.
- 13 Repeat step 10, again placing other areas of your finger to fill in more gray lines with red. This step captures the fingerprints more toward the edges of your fingers. When the entire fingerprint is covered in red lines, you see the Complete screen.

## Adjust Your Grip

Keep going to capture the edges of your print.

Continue

12

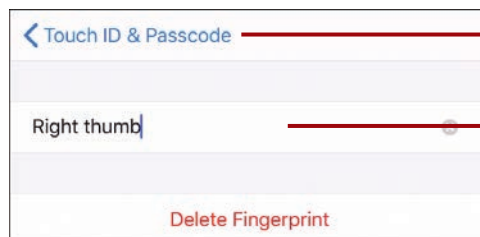
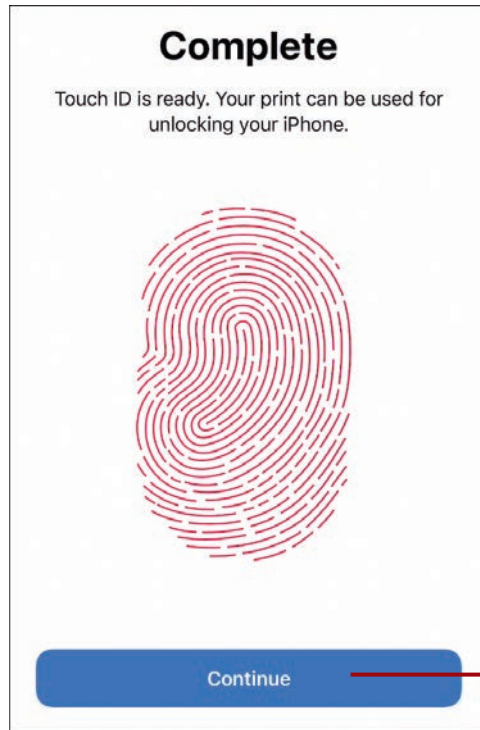
## Place Your Finger

Lift and rest the edge of your finger on the Home button repeatedly.

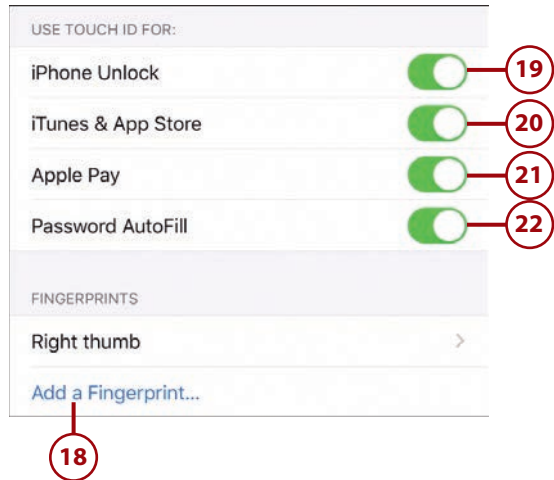


13

- 14 Tap Continue. The fingerprint is recorded and you move back to the Touch ID & Passcode screen. You see the fingerprint that has been recorded.
- 15 Tap the fingerprint you recorded.
- 16 Give the fingerprint a name.
- 17 Tap Touch ID & Passcode (<).



- 18 Repeat steps 7–17 to record up to five fingerprints. These can be yours or someone else's if you want to allow another person to access your iPhone.
- 19 To be able to use Touch ID to unlock your iPhone, ensure the iPhone Unlock switch is set to on (green).
- 20 If it isn't enabled already and you want to also be able to enter your Apple ID password by touching your finger to the Touch ID/Home button, set the iTunes & App Store switch to on (green). You need to enter your Apple ID password and tap Continue to complete this configuration (not shown in a figure).
- 21 To use your fingerprint to make Apple Pay payments, set the Apple Pay switch to on (green).
- 22 To enable your passwords for various accounts to be entered with Touch ID, set the Password AutoFill switch to on (green).



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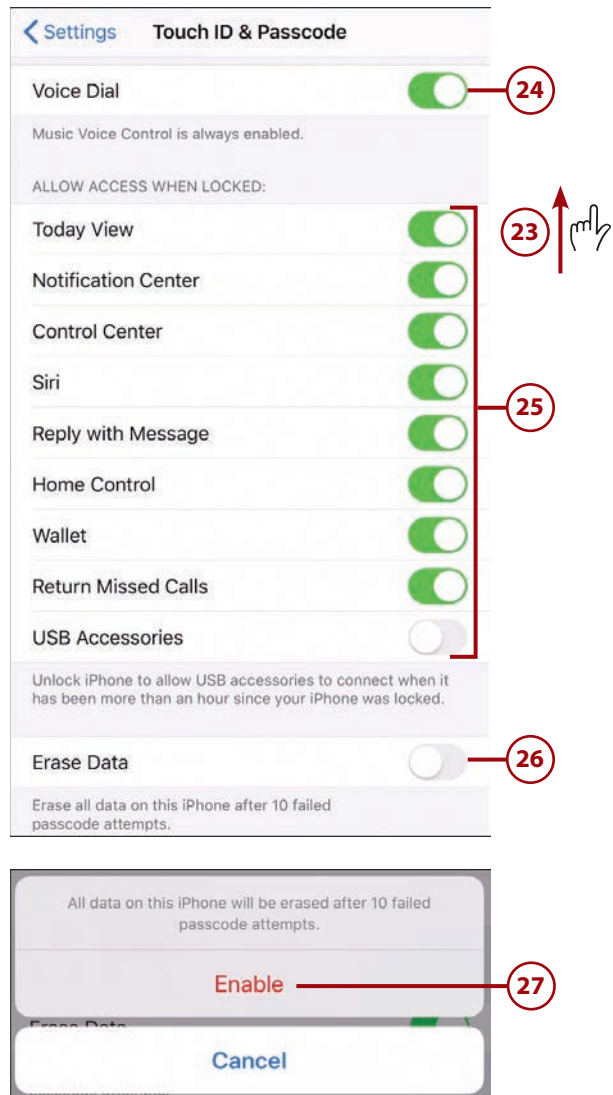
## Using Touch ID-Aware Apps

Apps that require you to sign into accounts can also use Touch ID to make signing in easier. When you have at least one app that uses Touch ID, you see the Other Apps option on the Touch ID & Passcode screen. Tap Other Apps to enable or disable Touch ID for those other apps.

---



- 23** Swipe up the screen until you see the Voice Dial switch.
- 24** To prevent Voice Dial from working, set the Voice Dial switch to off (white). (Voice Dial enables you to make calls by speaking even if you don't use Siri.)
- 25** Use the switches in the ALLOW ACCESS WHEN LOCKED section to enable or disable the related functions when your iPhone is locked. The options include Today View (the Today section of the Notification Center), Notification Center, Control Center, Siri, Reply with Message, Home Control, Wallet, Return Missed Calls, and USB Accessories. If you set a switch to off (white), you won't be able to access the corresponding function when your iPhone is locked.
- 26** If you want the iPhone to automatically erase all your data after an incorrect passcode has been entered 10 times, set the Erase Data switch to on (green).
- 27** Tap Enable.



## >>> Go Further

### BE SECURE WITH TOUCH ID

Here are some additional tidbits to help you with your iPhone's security:

- **Touch ID and Apps**—The first time you launch an app that supports Touch ID, you're prompted to enable Touch ID in that app. If you allow this, you can log into the associated account by touching the Touch ID/Home button, just like unlocking your phone or using



Apple Pay. After you've enabled apps to use Touch ID, you can use the Other Apps option on the Touch ID & Passcode screen to enable or disable Touch ID for specific apps.

- **Automatic Erase**—When you have enabled the Erase Data function and you (or someone else) enter an incorrect passcode when unlocking your iPhone, you see a counter showing the number of unsuccessful attempts. When this reaches 10, all the data on your iPhone is erased on the next unsuccessful attempt.
- **Making Changes**—Any time you want to make changes to your passcode and fingerprint settings, move back to the Touch ID & Passcode screen by tapping Touch ID & Passcode on the Settings screen and entering your passcode (tap Done if required). To disable the passcode (not recommended), tap Turn Passcode Off, tap Turn Off, and enter the passcode. To change your passcode, tap Change Passcode. You then enter your current passcode and enter your new passcode twice. If the passcode you enter isn't very secure, you are prompted to create a more secure passcode, such as by using more characters. You also have the option to keep the less secure version, so which you use is up to you. When the new passcode has been successfully created, you return to the Touch ID & Passcode screen, and the new passcode takes effect. You can change the other settings similar to how you set them initially as described in these steps. For example, you can add new fingerprints. To remove a fingerprint, move to the Fingerprints screen, swipe to the left on the fingerprint you want to remove, and tap Delete.
- **Passcode Complexity**—Initially, iPhones supported only four-digit passcodes. Later, six-digit passcodes were required. Over time, more complex passcodes have been required to improve security. You also have the option to create more complex passcodes that include both letters and numbers. When you change your passcode, you can tap Passcode Options and then choose the type of passcode you want to use. You can choose Custom Alphanumeric Code, Custom Numeric Code, or 4-Digit Numeric Code. After you choose the option you want to use, you create a new passcode of that type.

If your phone is set up with a four- or six-digit passcode, you can enter it by just tapping the appropriate keys to enter the passcode's characters and then move to the next screen automatically.

If you have a longer or more complex passcode, you have to type its characters and then tap OK or Done to enter it and move to the next screen.

- **Require Passcode**—This setting applies only if you don't use Touch ID and rely on just the passcode. On the Touch ID & Passcode screen, swipe up to Require Passcode to determine how much time passes when the phone goes to sleep and when it locks automatically. For

example, if you set this to After 1 minute, and you start to use the iPhone within 1 minute of the time it went to sleep, you won't need to unlock it. If more than one minute has passed, you need to enter the passcode to unlock the phone.

- **Automatic Locking**—For security purposes, you should configure your iPhone so that it locks automatically after a specific amount of idle time passes. To do this, you use the Auto-Lock setting on the Display & Brightness settings screen as explained in Chapter 7.

## Using Touch ID

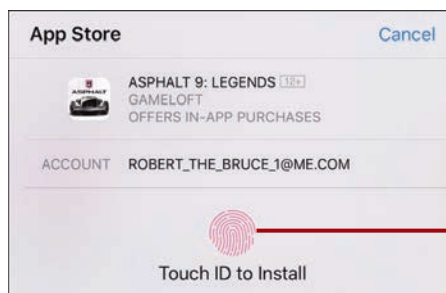
You can use Touch ID to quickly, easily, and securely provide a password or passcode in many different situations, such as unlocking your iPhone, downloading apps from the App Store, or signing into an account in a banking or other app.

---

### The First Time

The first time you do something after Touch ID is enabled, such as downloading an app, you might still be prompted to enter your Apple ID or other password. The next time you perform that action, you can use Touch ID to complete it (no password required).

---



**Touch the Touch ID button to download an app from the App Store**

For example, to download an app using Touch ID, move to the app's screen in the App Store app and tap Get (or the price if there is a license fee). At the prompt, touch the Touch ID/Home button. When your fingerprint is recognized, the app is downloaded and installed.

Using Touch ID in other situations is similar. When you see the Touch ID prompt, simply touch the Touch ID/Home button.

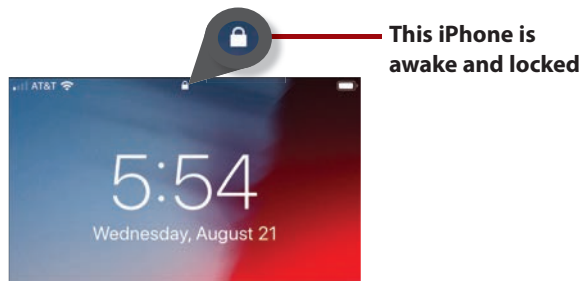
## The First Time, Part 2

The first time you sign into an app, such as a banking app, that supports Touch ID, you're prompted to allow that app to use your Touch ID to enter your password. If you allow it, you can sign into the app by touching the Touch ID/Home button. If you don't allow it, you need to manually enter the password to be able to access your account.

## Sleeping/Locking and Waking/Unlocking Your iPhone

As you learned in Chapter 1, you can manually lock your iPhone, which also puts it to sleep. It's a good idea to do this when you aren't using your phone to both save battery power and secure your information. (You can configure this to happen automatically as explained in Chapter 7.)

To put your iPhone to sleep and lock it, press the Side button (the Sleep/Wake button on iPhone SE models). The screen goes dark and the phone locks.



To wake up and unlock the phone, press and hold on the Touch ID/Home button for a second or so. The phone wakes up and unlocks and you move to the screen you were most recently using. For example, if you were using Podcasts when the phone locked, you return to the Podcasts app when the phone unlocks.

If you don't use your iPhone for a while, it automatically goes to sleep and locks according to the preference you have set for it (this is covered in Chapter 7).

## No Touch ID?

If you don't have Touch ID configured, you can wake your phone in the same ways. However, your phone remains locked. To use it, press the Touch ID/Home button. You're prompted to enter your passcode. If you enter it successfully, you move to the screen you were most recently using.

## No Passcode?

If you don't have a passcode configured, which is not recommended, you can wake your phone by pressing the Touch ID/Home button to move to the screen you were most recently using.

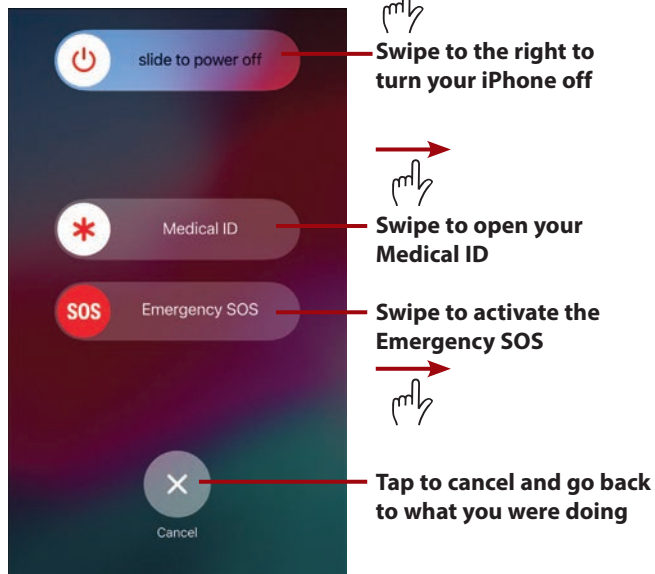
## >>>Go Further

### THAT'S QUITE A BUTTON

Following are a number of ways to use the Touch ID/Home button:

- **Wake and Unlock**—Press and hold the button to wake and unlock your phone.
- **Go Home**—When the phone is unlocked, pressing this button takes you to the Home screen.
- **Open the App Switcher**—When the phone is unlocked, press the button twice to open the App Switcher.
- **Take a Screenshot**—Press the Side button and the Touch ID/Home button at the same time to take a screenshot.
- **Magnify**—Press the button three times to open the Magnifier. (This has to be enabled via the Accessibility settings as explained in Chapter 6, “Making Your iPhone Work for You.”)

## Turning Your iPhone Off or On



You seldom need to turn your iPhone off, but you might want to shut it off if you aren't going to be using it for a while or for troubleshooting purposes.

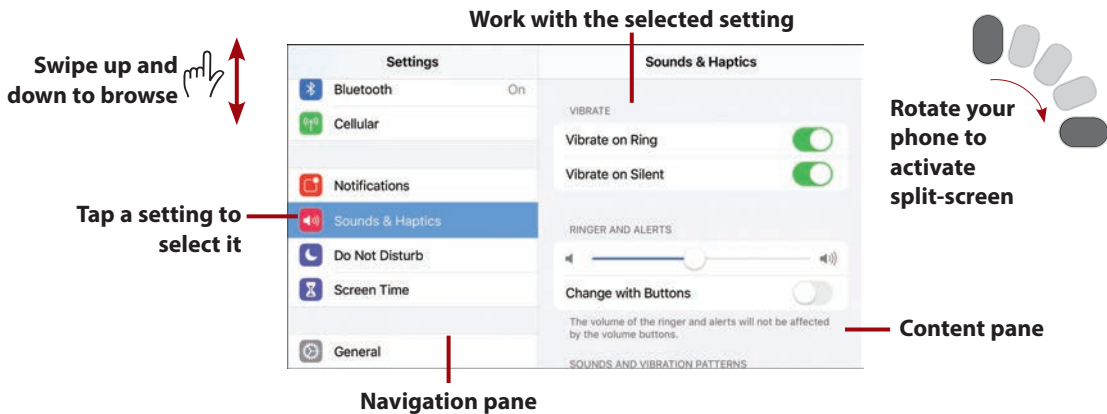
To turn your iPhone off, press and hold the Side button (Sleep/Wake button on an SE) and either Volume button. Sliders appear on the screen; swipe the top slider to the right. The phone turns off.

To restart your iPhone, press and hold the Side button (Sleep/Wake button on an SE) until the Apple logo appears on the screen, and then let go of the button.

After it starts up, you see the Lock screen. To use the phone, press the Touch ID/Home button. Assuming you have a passcode, you see the Enter Passcode screen. Enter your passcode to start using your phone; once your passcode is entered correctly, you move to the Home screen. (Even if you have Touch ID enabled to unlock your phone, you must enter your passcode the first time you unlock it after a restart.)

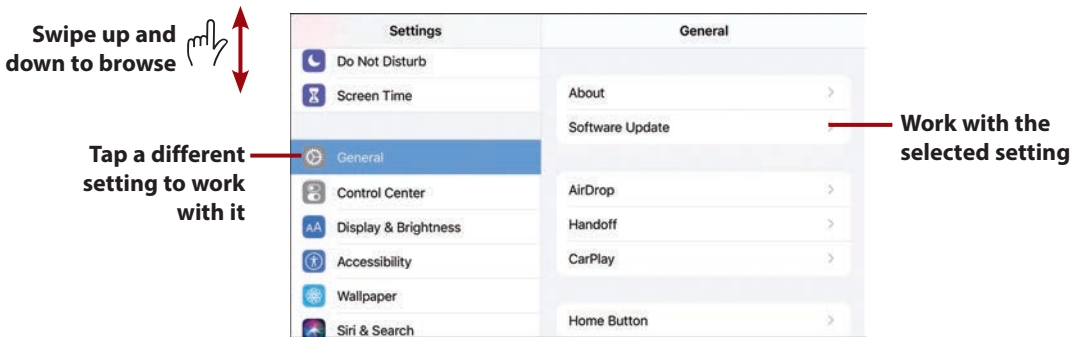
## Using the Split-Screen on iPhone 12 Pro Max, iPhone 11 Pro Max, Xs Max, or Plus Models

The largest models of iPhone, including the 6s Plus, 7 Plus, 8 Plus, Xs Max, 11 Pro Max, and iPhone 12 Pro Max offer the split-screen feature in many apps (although not all apps support this function). To activate split-screen, rotate your iPhone so it's in the landscape orientation. When you're using an app that supports this feature, the screen splits automatically.



In split-screen mode, the screen has two panes. The left pane is for navigation, whereas the right pane shows the content selected in the left pane. The two panes are independent, so you can swipe up and down on one side without affecting the other.

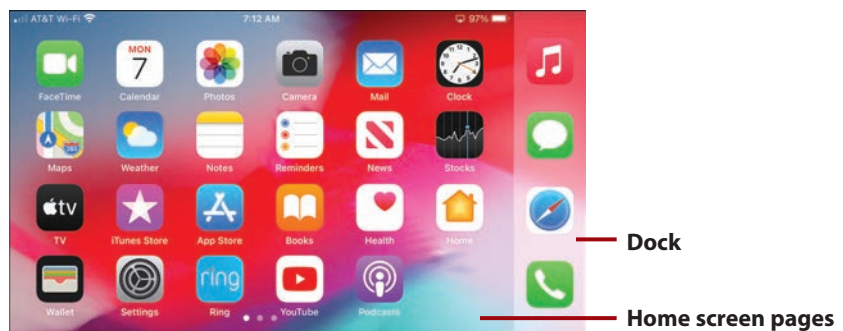
You can browse the left pane to find what you want to work with. When you select that, its content appears in the right pane. For example, in the Settings app, you select a setting in the left pane and can use its controls in the right pane just as if you were using the phone in the single screen mode.



Split-screen makes it very easy to navigate because you can more easily and quickly jump to different areas by using the left pane (as opposed to having to tap back (<)) one or more times to change what you want to work with).

In some apps that support this functionality, there is an icon you can use to open or close the split screen. This icon changes depending on the app you're using. For example, in the Mail app, you tap the Full Screen icon (two arrows pointing diagonally away from each other) to open or close the left pane.

Preinstalled apps that support this functionality include Settings, Mail, and Messages. Try rotating your phone with the apps you use to see if they support split-screen.



When you hold a model that supports split-screen horizontally and move to the Home screen, the Dock moves to the right side of the screen, and you see the Home screen's pages in the left part of the window. Though this looks a bit different, it works the same as when you hold an iPhone vertically.

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