

# BONUS TASKS

## My iPhone Online Bonus Tasks

The following are some additional tasks for which you can use your iPhone; these are really useful, but there just wasn't room to include them in the book. These bonus tasks include the following:

- Using an iPhone as a clock
- Changing alarms
- Removing apps from an iPhone
- Setting international options
- Managing an iPhone's power
- Cleaning an iPhone's screen

## Using an iPhone as a Clock

As you learned in the book, the iPhone has lot of helpful tools to manage your time. Following are a few more ways your iPhone can help you keep on track.

### Telling Time with an iPhone



Your iPhone displays the current time at the top of most of its screens for easy viewing.

**Current time  
and date**



When your iPhone is locked/asleep and you press the Sleep/Wake button or the Home button, it shows the current time and date. If you don't unlock the iPhone, it goes to sleep again in a few seconds, making this an easy way to check the current time and date without using much battery power.

## *It's Not All Good*

Oddly enough, when you view the time and date on the Locked screen, AM or PM is not indicated. Not a big deal, but kind of odd.

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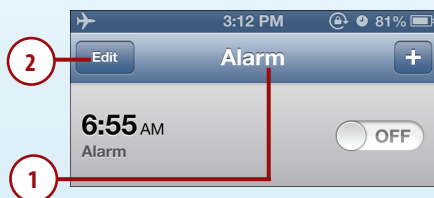
### Clock App

With the Clock app, the iPhone will display a number of clocks showing the current time in different time zones. You can also configure multiple alarms to remind you of important events, such as getting out of bed. The Clock also provides a basic but serviceable stopwatch and surprisingly useful timer.

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## Changing Alarms

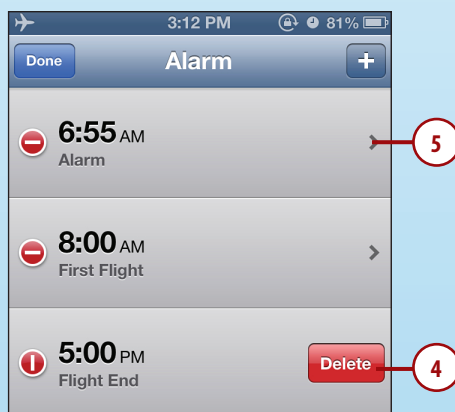
In the book, you learned how to set alarms in the Clock app. You can change existing alarms in several ways.



1. Move to the Alarm screen.
2. Tap Edit. Unlock buttons appear next to each alarm.



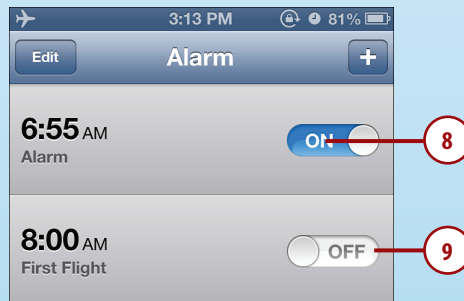
3. To delete an alarm, tap its Unlock button.



4. Tap Delete. The alarm is deleted.
5. To change an alarm, tap it.



6. Use the controls on the Edit Alarm screen to make changes to the alarm. These work just as they do when you create an alarm.
7. Tap Save. The alarm is changed, and you return to the Alarms screen.



8. To disable an alarm, tap ON. Its status becomes OFF, and it is no longer active.
9. To enable an alarm, tap OFF. Its status becomes ON, and it sounds and appears at the appropriate times.

## Managing Alarms



When at least one alarm is active, you see the Alarm Clock icon in the upper-right corner of the screen next to the Battery icon.



When an alarm triggers, you see an alert and hear the sound associated with it. If the alarm is snooze-enabled, tap Snooze to dismiss it; it returns in 10 minutes. To dismiss the alarm completely, tap OK. You can also dismiss an alarm by pressing the Sleep/Wake button.

## *It's Not All Good*

Unfortunately, the Clock app doesn't use the iPhone's notification system, so you're stuck with its default alert.

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### Not Dismissed So Easily

When you dismiss an alarm, it isn't deleted, but its status is set to OFF (unless it is set to repeat, in which case, it remains active and will go off at the next appointed time). To reenable the alarm, move to the Alarm screen and tap OFF. Its status becomes ON, and the alarm activates at the next appropriate time.

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## MORE TIME

The Clock app also has a full-function stopwatch; tap the Stopwatch button to access it. Tap the Start button to start the count; tap the Lap button to set lap times or the Stop button to stop the stopwatch. As you set lap times, they are recorded on a list on the app's screen along with the lap number. At the top of the screen, you see the time of the current lap, whereas the larger readout shows you the total time. To start over, tap Reset.

If you want to count down a certain amount of time, tap the Timer button. Use the hour and minute wheels to set the amount of time you want for the count-down. Then tap the When Time Ends button to select the end sound for the timer. Tap Start; when the time you selected passes, you hear the end sound and see an onscreen message.

## Removing Apps from an iPhone

Not all that glitters is gold, and not all iPhone apps are worth keeping. You can get rid of iPhone apps you don't use.

If you delete an app that you installed from the iTunes Library or if you synced the iPhone since you installed the app (at which time, that app was moved from iPhone to your iTunes Library), it will be added to iPhone again the next time you sync if that app is still included in the sync settings.

To permanently remove an app from an iPhone, you can remove it from the sync settings or delete the app from the Apps source in iTunes if you're sure you won't want to reinstall it at some point.

To permanently remove an app from both locations, remove it from the Apps source on the iTunes Source list and also remove it from the iPhone (either by deleting it as shown in the following steps or by removing it from the sync and syncing your iPhone). Before you do that though, you need to carefully consider if you really want to permanently remove the app, depending in which of two situations you are in.

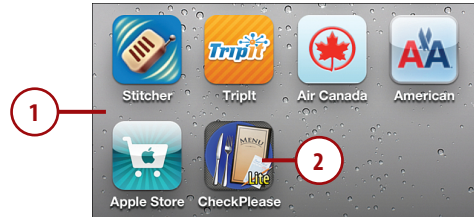
One situation is if you've purchased the app, in which case, you should keep a copy in your iTunes Library but remove it from the sync settings to delete it from the iPhone; this will allow you to reinstall the app at some point in the future even if the app is removed from the App Store.

The other situation is if the app manages data for you that isn't available elsewhere; when you delete an app from your iPhone, all the data it manages goes away, too. Make sure you have that data backed up or available elsewhere before you delete an app.

Except for these caveats, the steps to delete an app from iPhone are simple.

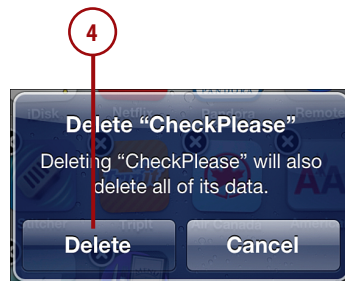
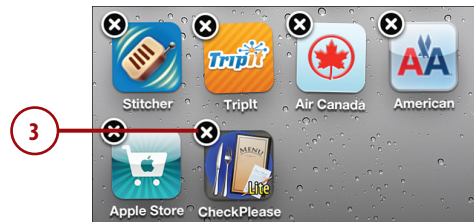


1. Move to the page of the Home screen showing the icon for the application you want to delete.
2. Tap and hold the icon of the application you want to delete until the icons on the screen start shaking and the Delete buttons appear.
3. Tap the Delete button for the application you want to delete.
4. Tap Delete at the prompt. The application and all its data are deleted from the iPhone.



### Gone, But Not Forgotten

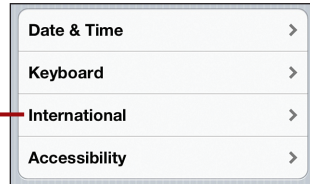
If the app remains in your iTunes Library, you need to uncheck its check box the next time you sync or it will be added back onto the iPhone.



## Setting International Options

You can configure various aspects of your iPhone to specify the countries and standards you want to designate.

1. Open the General settings screen and tap International.
2. Tap Language.
3. Tap the language you want to use. The selected language is marked with a check mark.
4. Tap Done. Your iPhone starts using the language you selected.
5. Tap Voice Control.
6. Tap the language you want to speak to enter voice commands.
7. Tap International.



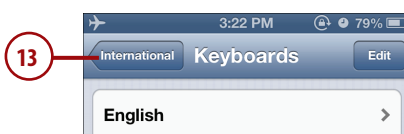
## Multilingual?

To add keyboards in other languages, tap the Add New Keyboard command, and select the language for the new keyboard. Then follow steps 9 through 12 to configure its layout.

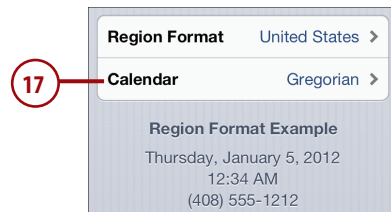
8. Tap Keyboards.
9. Tap the language for which you want to configure a keyboard.
10. Tap the layout option for the iPhone's virtual keyboard.
11. Tap the layout option for external keyboards you use, such as a Bluetooth keyboard.
12. Tap Keyboards.
13. Tap International. The number of keyboards you have enabled is shown on the right side of the screen in the Keyboards option.

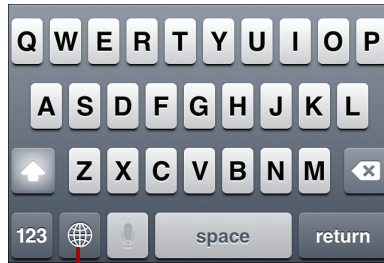
## Removing and Reordering Keyboards

To remove a keyboard, tap Edit. Then tap the Unlock button next to the keyboard you want to remove. Tap Delete. To change the order in which keyboards are listed and used, drag the keyboards up and down the list.



14. Tap Region Format.
15. Tap the region whose formats you want to use. Some regions have alternative format choices; you can choose from among the format options used in those regions.
16. Tap International. At the bottom of the International screen, you see examples of the format you selected.
17. Tap Calendar.
18. Tap the type of calendar you want to use.
19. Tap International.



**Tap to change keyboards**

When you have more than one language enabled, a Globe button appears on the iPhone's keyboard to the left of the spacebar. Tapping this button cycles through each of the enabled keyboards; each keyboard's name appears briefly as you tap its button. When you reach the keyboard you want to use, you can type using the characters for that language.

## Managing an iPhone's Power

Obviously, an iPhone with a dead battery isn't good for much. As you use your iPhone, you should keep an eye on its battery status. As long as the battery status is green or is at least partially filled, you're okay. As the iPhone gets low on power, the battery status icon becomes empty and eventually turns red. (On some screens, the status is always in black and white, in which case you should pay attention to how much it is filled rather than what color it is.) Two separate warnings alert you when the battery lowers to 20% and then again at 10%. If you keep going from there, the iPhone runs out of power and shuts down. Of course, it gives you plenty of warning through onscreen messages before this happens.

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### Sync Regularly and Often

You should sync your iPhone frequently using the Wi-Fi sync option or by connecting your iPhone to your computer. Using USB to sync your iPhone does several things for you. One is to charge its battery for as long as the iPhone is connected to your computer. Another is to update the content on your iPhone. Last, but by no means least, you should sync to keep your iPhone's information backed up on your computer (as you learned in the book, you can also back up information to your iCloud account). If you run into a major problem that requires restoring or erasing your iPhone, you can recover its data from the backup. If you wait a long time between syncs/backups and encounter a problem, you could run out of battery power, or if something worse happens, lose data, such as content you've changed on the iPhone and isn't stored elsewhere.

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Fortunately, it's easy to avoid running out of power by keeping your iPhone charged. The good news is that all you have to do is to connect the iPhone to your computer, and its battery charges. While this is occurring, you see the charging icon in the upper-right corner of the screen, and if you wake the iPhone, a large battery icon showing the relative state of the battery appears on its screen. When charging is complete, the battery status icon replaces the charging icon in the upper-right corner of the screen, the large battery icon disappears, and you see the iPhone's wallpaper if it's locked, or you see whatever screen you happen to be using if it isn't locked.

You can also connect an iPhone to an external charger if your computer isn't handy. This charges the battery but, of course, doesn't sync or back up your iPhone's contents.

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## Getting Precise

To see the percentage of charge remaining along with the battery icon, move to the Settings screen and tap General. Then tap Usage and enable the Battery Percentage setting so its status is ON. The percentage of charge remaining appears to the left of the battery status icon at the top of the screen.

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## Topping Off

It's a good idea to keep your iPhone's battery topped off; this type of battery actually does better if you keep it charged rather than letting it run down all the way before recharging. Periodically, say every month or two, you might want to let your iPhone run completely out of power and then recharge it to maximize its life. The key point is, as Apple puts it, to "keep the electrons moving." So, don't let your iPhone sit with no activity for long periods of time.

In addition to keeping your iPhone's battery charged, consider the following recommendations to maximize the amount of time you can use the iPhone between charges:

- Put your iPhone to sleep when you aren't using it by pressing the Sleep/Wake button.
- Set Auto-Lock to a small interval, such as 1 Minute. When an iPhone locks, it goes to sleep immediately, which puts it in low-power mode (Settings, General, Auto-Lock).



- Set the brightness of the screen to a low but comfortable level and leave Auto-Brightness turned ON (Settings, Brightness).





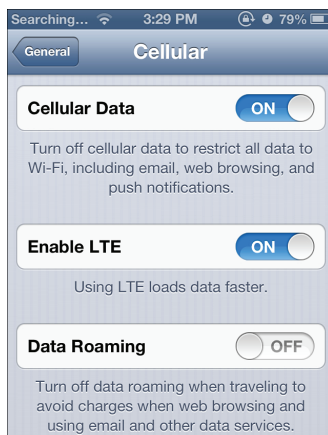
- Use a Wi-Fi connection to the Internet whenever you can (see Chapter 2, “Connecting to the Internet, Bluetooth Devices, and iPhones/iPods/iPads”). Wi-Fi uses less power than a cellular data connection, and you’ll also have a faster connection (Settings, Wi-Fi).



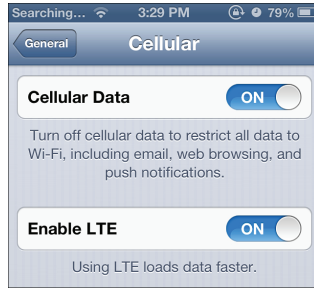
- Disable features you don't use, especially those that communicate with other devices. Specific suggestions follow:
  - If you don't use Bluetooth devices, make sure Bluetooth is turned off (Settings, General, Bluetooth, Bluetooth OFF).



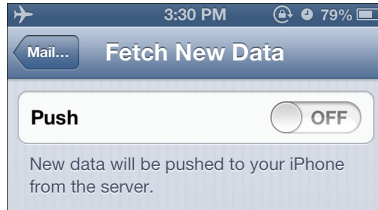
- If you don't need the speed offered by a high-speed cellular data network, turn it off. (Settings, General, Network, Enable *Data Network* OFF, where *Data Network* is the name of the high-speed data network available to you, such as LTE).



- If you don't need any cellular data connection, disable that function to ensure it is not being accessed. You can use Wi-Fi to connect to the Internet to save power (Settings, General, Cellular, Cellular Data OFF).



- If you don't need email to be pushed to any email accounts, disable email Push (Settings; Mail, Contacts, Calendars; Fetch New Data; Push OFF).



- If you do need email pushed to some accounts, disable Push for the accounts you don't need email pushed to by setting them to Fetch or Manual (Settings; Mail, Contacts, Calendars; Fetch New Data; Advanced; email account; Fetch).



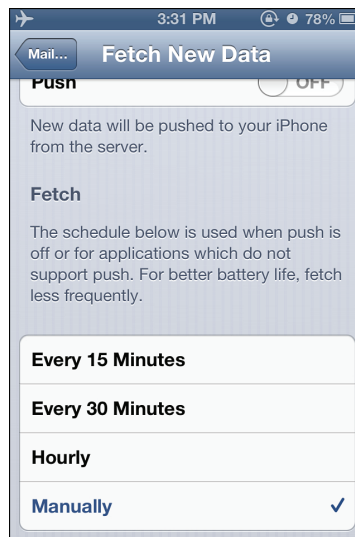
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## High-Speed Enabled, Cellular Off?

There are two primary settings that control and configure how your iPhone connects to a cellular data network. The Cellular Data control determines if your iPhone uses its cellular data capability; if this is set to OFF, your iPhone can't access a cellular data network. The Enable *Data Network* function, where *Data Network* is the name of the high-speed data network available to you (as in Enable LTE), controls whether the iPhone can access a high-speed network. If you disable Cellular Data, the Enable *Data Network* has no effect even though its button continues to be active.

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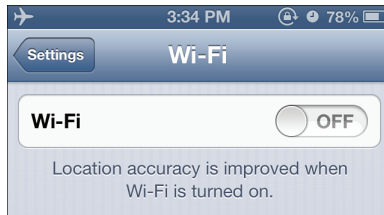
- Set all email to be manually fetched instead of automatically fetched (Settings; Mail, Contacts, Calendars; Fetch New Data; Advanced; Manually).



- Disable specific synced information for accounts that you don't need, such as mail, calendars, contacts, and so on by turning that type of information OFF. This saves power because whenever information is moved onto or from the iPhone, power is used. So, disabling types of information you don't need to use saves a small amount of power, but if you don't need the information anyway, it doesn't hurt anything to turn it off (Settings; Mail, Contacts, Calendars; email account; *information* OFF).



- When you don't need to connect to the Internet, turn Wi-Fi off (Settings, Wi-Fi, Wi-Fi OFF).



- Run in Airplane mode when you can. When an iPhone is in Airplane mode, all the features that require connections to the Internet or other devices, which are also the features that use power most quickly, are disabled. It's fast and easy to move in and out of Airplane mode (Settings, Airplane mode OFF or ON). So, when you want to conserve battery power and don't need the functions that connect to the Internet or a cell network, enable Airplane mode, whether you happen to be on an airplane.



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## Wi-Fi in Airplane Mode

Interestingly, you can turn Wi-Fi on while your iPhone is in Airplane mode. This is useful if you happen to be somewhere where you don't want to use the cell network but do want to use Wi-Fi to access the Internet. For example, if you are on a plane that has a Wi-Fi network, you can enable Wi-Fi while leaving the cell functions disabled.

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# Cleaning an iPhone's Screen

The iPhone's onscreen controls are amazing. But because you use them by tapping and dragging your fingers on the screen, the screen gets smudged over time and with use. You can clean the screen using a very soft cloth (ideally one that is specifically designed for video devices) and rubbing it carefully. You should never spray any cleaners directly onto the iPhone's screen. However, you can apply a slight amount of glass cleaner to a soft cloth and gently wipe the iPhone's screen to clean it.

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## Keeping a Clean Screen

If the smudges on your iPhone's screen bother you, consider adding a clear plastic protector to the screen. There are many kinds of these available (some cases come with one), but they all work in the same way in that they have a side that clings to the screen. You touch the other side, which is more resistant to smudges than is the iPhone's glass screen. Using a protector sheet does change the feel of using and the look of an iPhone so you might or might not like using one. However, even if the look and feel of a protector sheet isn't ideal, it can also help guard against scratches. Although the iPhone's screen is quite tough, it can be scratched, so you might want to trade off the slight degradation resulting from using a protector sheet against the possibility of a permanent scratch on the screen.

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