

# iPad & iPhone Tips & Tricks

For iOS 5  
on iPad 2  
and  
iPhone 4/4s



que

Jason R. Rich

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

**que**<sup>®</sup>

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## IPAD® AND IPHONE® TIPS AND TRICKS

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More than 50 feature-length how-to articles by Jason R. Rich, covering the Apple iPhone and iPad, can be read free online at the Que Publishing website. Visit [www.iOSArticles.com](http://www.iOSArticles.com) and tap on the Articles tab. You can also follow Jason R. Rich on Twitter (@JasonRich7).

## DEDICATION

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

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

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# Introduction



Whether you're a new iPhone or iPad user who just purchased an Apple mobile device that runs iOS 5, or you're a veteran iPhone and/or iPad user who has upgraded your device to run the latest and greatest of Apple's mobile device operating systems, you're in for an amazing experience.

Apple's iOS 5 not only enables your iPhone, iPad, or iPod touch to be a powerful mobile device that's capable of handling a wide range of tasks simultaneously, it also is an operating system that enables you to utilize an incredibly fast-growing library of apps.

Between the customizability of iOS 5 and your ability to utilize your mobile device with preinstalled and optional apps, you can personalize your phone or tablet so that it's perfectly suited to meet your unique needs.

Like Microsoft Windows for PC-based computers or Apple's OS X Lion for the Mac, for example, iOS is an operating system created by Apple that works with its mobile devices, including the various iPhone, iPad, or iPod touch models. Just like any



operating system, iOS manages and controls the device's hardware and software resources, and handles every task it ultimately carries out.

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

## WHY YOU NEED iOS 5 ON YOUR APPLE MOBILE DEVICE

The introduction of iOS 5 for the iPhone, iPad, and iPod touch marks a significant advancement and improvement, not just in the operating system itself, but in how we can utilize and interact with Apple's mobile devices. If these advancements and innovations could be summarized in a single word, the term used to describe all that's new in iOS 5 would be "integration."

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

As soon as you begin using iOS 5 on your device, you'll discover that your favorite apps, as well as many of the features and functions built in to the operating system, now nicely integrate with each other, making it easier for you to fully utilize, access, manipulate, and share all sorts of data and content, not just on the device you're using, but across multiple devices and your primary computer.

## NEW AND MODIFIED APPS AND FEATURES

Using the familiar Photos app, not only can you view the digital images stored on your iPhone or iPad, you also can now crop, rotate, enhance, and edit them from within the Photos app, and then share them via email, Twitter, or iCloud.

Likewise, when using Safari to surf the Web, you can now experience tabbed browsing, which helps you keep track of and quickly switch between multiple web pages. In addition to bookmarking web pages, you can create Reading Lists, which can be viewed later, or use Reader to view web pages without other onscreen clutter.

Other popular apps, such as Mail, Calendar, iPod (now called Music), and iTunes, also offer new features that you'll soon be wondering how you lived without.

## WHICH DEVICES USE iOS 5?

To fully utilize all the features and functionality of iOS 5, you'll need to use it with an iPhone 4 or iPhone 4S, or with an iPad 2. However, many (but not all) of the functionalities of this newly revised operating system also work fine with the iPhone 3Gs, the original iPad, and the iPod touch. Keep in mind that certain features work only with the latest iPhone 4S or exclusively with the iPad 2.

You'll soon discover how to use many of the more than 200 new features built in to iOS 5, plus learn how to quickly and easily share data and content between apps and various devices, and with other people. Not only will this book help you get the most out of your Apple mobile device, it also will help you stay connected and more easily manage the data stored on your phone or tablet.

## NEW AND IMPROVED INTERACTIVITY

One of the many things that originally set the iPhone apart from its competition, and later made the iPad the world's most sought-after tablet, was the touchscreen built in to these devices. Using a series of onscreen taps, swipes, and finger movements, it's possible to interact with all of your device's apps and handle a wide range of tasks—without needing a traditional keyboard or a stylus.

## NEW AND IMPROVED TOUCHSCREEN TECHNIQUES

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

- **Tap:** Tapping an icon or a link that's displayed on your device's screen serves the same purpose as clicking the mouse when you use your main computer. And, just as when you use a computer, you can single-tap or double-tap, which is equivalent to a single or double click of the mouse.
- **Hold:** Instead of a quick tap, in some cases, it is necessary to press and hold your finger on an icon or onscreen command option. When a hold action is required, place your finger on the appropriate icon or command option and hold it there. There's never a need to press down hard on the touch screen.
- **Swipe:** A swipe refers to quickly moving a finger along the screen from right to left, left to right, top to bottom, or bottom to top, to scroll to the left, right, down, or up, respectively, depending on which app you're using.

- **Pinch:** Using your thumb and index finger (the finger next to your thumb), perform a pinch motion on the touchscreen to zoom out when using certain apps. Or “unpinch” (by moving your fingers apart quickly) to zoom in on what you’re looking at on the screen when using most apps.

**TIP**

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

- **Pull-Down:** Using your index finger, swipe it from the very top of the iPhone or iPad quickly downward onto the screen. This will cause the new Notification Center window to appear, alerting you of incoming email messages, text messages, alarms, or other time-sensitive actions that need to be dealt with. You can be holding the device in portrait or landscape mode for this to work. To make this window disappear, tap anywhere on the screen outside the Notification Center window, or on the iPhone, place your finger on the icon with three horizontal lines and use a swipe up movement.
- **Finger Pinch (iPad Only):** To exit any app and return to the Home Screen, place all five fingertips of one hand on the screen so that they’re spread out, and then draw your fingers together, as if you’re grabbing something. Be sure, however, that the new multitasking features are turned on from within the Settings app (found under the General heading).
- **Swipe-Up (iPad Only):** Make the multitasking bar appear at the bottom of the screen by using several of your fingers and swiping them upward, from the very bottom of the screen toward the top. (Or press the Home button twice in quick succession.)
- **Multi-Finger Horizontal Swipe (iPad Only):** When multiple apps are simultaneously running, swipe several fingers from left to right or from right to left on the screen to switch between active apps.

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

**TIP**

To wake up your iPhone when it is in Sleep mode, typically you would tap on the Home button once. However, now that you’re running iOS 5, when you double-tap on the Home button, the Lock Screen reveals a Camera icon and Music Control icons. Tap on the Camera icon to launch the Camera app,

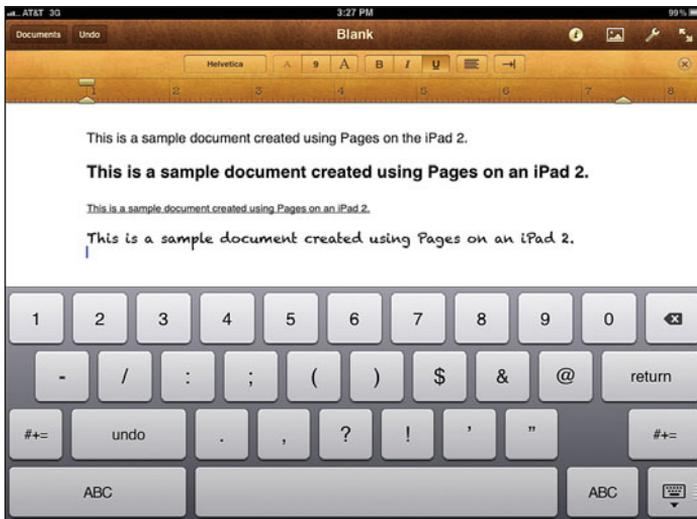
and then use the Volume Up (+) button on the side of the iPhone to quickly snap a photo. Or, use the music controls to play, pause, fast forward, or rewind music from an active playlist.

On the iPad, when you double-tap on the Home button when the tablet is in Sleep mode, the music controls appear at the top of the Lock Screen.

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

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

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



**FIGURE I.1**

*The appearance of the virtual keyboard changes based on which app you're using and the type of data you need to enter. Pages, running on the iPad 2, is shown here.*

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



**FIGURE I.2**

*When you're doing numeric data entry into the Numbers app, the layout of the virtual keyboard changes dramatically. Shown here is Numbers running on an iPad 2.*

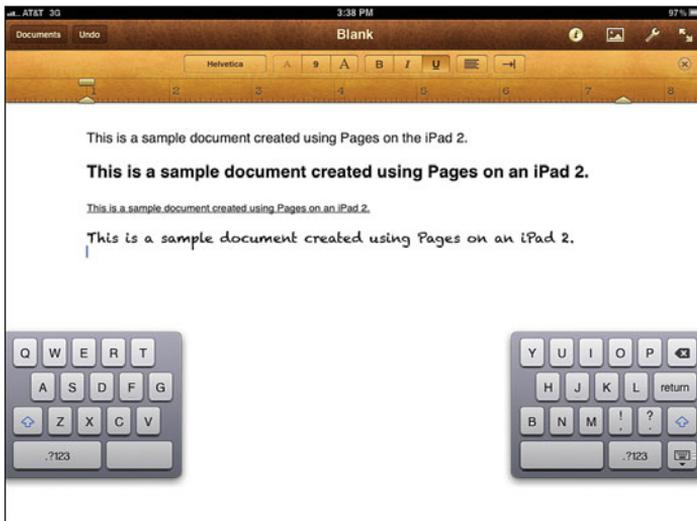
As part of the iOS 5 upgrade, using your index fingers on your right and left hand simultaneously, place them in the center of the iPad's virtual keyboard and move them apart quickly to divide the onscreen keyboard into two sections, as shown in Figure I.3. Some people find this virtual keyboard format more convenient for typing while they're holding their device. When the virtual keyboard appears, use your fingers to tap the keys and type.



### TIP

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

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

**FIGURE I.3**

*Splitting the virtual keyboard in half is a new iOS 5 option.*

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

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

When using the Camera app to snap photos, however, you'll discover that iOS 5 has added some new functionality to your iPhone and iPad's buttons.

## WHAT THIS BOOK OFFERS

*iPad and iPhone Tips and Tricks* will help you to discover all the important new features and functions of iOS 5, easily update your mobile device, and transform your iPhone, iPad, or iPod touch into the most versatile, useful, and fun-to-use tool possible.

Each chapter of this book focuses on a different aspect of Apple's newly revised operating system and how it should be used with your iPhone, iPad, or iPod touch. For example, you'll discover how to personalize your iPhone or iPad by adjusting the various options within the Settings app. You'll learn strategies for protecting your privacy and maximizing the capabilities of your device's security options. You'll explore the possibilities of two of the most sought-after new features on the iPhone 4S: the rear-facing 8MP digital camera, and the cutting-edge Siri feature, which allows you to control your iPhone with voice commands.

**TIP**

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

Apps created for the iPhone will work flawlessly on the iPad. However, iPhone-specific apps that are not hybrid iPhone/iPad apps will not fully utilize the iPad's larger display. iPad-specific apps will not work on an iPhone

Much of this book focuses on the core apps preinstalled with iOS 5, including Notification Center, Messages, Newsstand, and Reminders. The chapters that cover these apps are chock-full of tips and strategies for getting the most out of these apps. We also explore how to utilize the App Store to find, purchase (if applicable), download, install, and use the optional apps that best address your unique needs.

## ATTENTION, PLEASE...

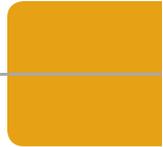
Throughout this book, look for Tip, Note, Caution, What's New, and More Info boxes that convey useful tidbits of information relevant to the chapter you're reading.

The What's New boxes, for example, highlight new features or functionality introduced in iOS 5, while the More Info boxes provide website URLs or list additional resources you can use to obtain more information about a particular topic.

## IN THIS CHAPTER

- How to set up Notification Center to manage alerts, alarms, messages, and notifications
- How to avoid becoming inundated by too many notifications
- How to stay informed about upcoming deadlines, appointments, and responsibilities

# 4



## MAKE THE MOST OF NOTIFICATION CENTER

Many of the apps you'll probably be running on your iPhone or iPad are capable of generating messages, alarms, alerts, and/or notifications to inform you that some action needs to be taken.

Mail, for example, will alert you to new incoming emails. Phone (on the iPhone) or FaceTime will tell you if and when you've missed a call. Messages will get your attention when someone sends you a text message. Calendar can be set to remind you of your important upcoming appointments, and the new Reminders app will notify you whenever an item on one of your to-do lists requires your immediate attention.

If you play games or you're active on Twitter or Facebook, these apps also can notify you when actions need to be taken, or if someone is trying to get in touch with you.



Many apps can also sound off audible alarms, whereas others display alert or notification windows. After you start relying on and using a handful of different apps, it's very easy to become inundated with messages, alerts, alarms, and notifications from them. Thanks to iOS 5, the solution to managing all of these items as they happen is a new app. It's called Notification Center.



## WHAT'S NEW

Notification Center is a new, preinstalled app that's always running. It works with most other apps, serving as a central location to view messages, alert, alarms, and notifications—all of which get displayed in a single window (shown in Figure 4.1), which you can access on your iPhone or iPad screen when it's convenient for you.



**FIGURE 4.1**

*Notification Center is constantly running on your iPhone or iPad. In a single window that appears near the top of the screen, it lists all messages, alerts, alarms, and notifications from the various apps that it constantly monitors.*

At any time, from the Notification Center window, you can tap on an individual item that's listed to instantly launch the relevant app, and have whatever it is that needs your attention quickly displayed on your iPhone or iPad's screen.

So if you're alerted to an upcoming appointment (as shown in Figure 4.2), simply tap on that alert, the Calendar app will launch, and then your pending appointment(s) are displayed.

**FIGURE 4.2**

*From the Notification Center window, tap on any alarm, alert, or notification listed to launch the relevant app and deal with whatever requires your attention.*

You can access the Notification Center window anytime that your iPhone or iPad is turned on by swiping your finger from the very top of the device's screen in a downward direction.

A smaller version of the Notification Center window will also appear (and then automatically disappear) whenever a new alarm, alert, or notification (such as a missed call or incoming email) is triggered.



### WHAT'S NEW

If you're using an iPhone 4S it's easy to create reminders or alarms, which will ultimately be displayed in Notification Center. To create a reminder (to be stored and accessible from within the Reminders app), activate Siri, say, "Remind me to pick up my dry cleaning tomorrow at 2 PM," confirm your request, and the reminder (and a related alarm) will automatically be set up. When appropriate, the alarm relating to the Reminder listing will be displayed in the Notification Center window.

## NOTIFICATION CENTER'S MAIN WINDOW

Based on how you personalize Notification Center, the app's main window will display 1, 5, 10, or 20 messages, alerts, alarms, or notifications from each app that it constantly monitors.

If you have Notification Center set to monitor the Mail app and display five alerts from the app at any given time, then when you view the Notification Center window, you will see a summary of the last five incoming emails you received. This is shown in Figure 4.3.

Having Notification Center display only one or five messages from each app will keep the Notification Center window less cluttered, making it easier to quickly determine what needs your attention. However, displaying more messages from each app will inform you about everything that currently requires your attention.

**FIGURE 4.3**

*You decide exactly how many messages, alerts, alarms, or notifications are displayed in the Notification Center window pertaining to each app.*

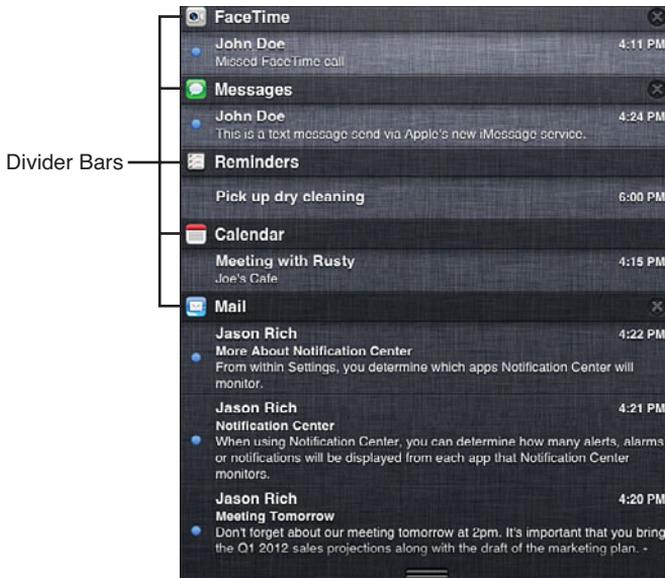
Keep in mind, if 10 apps are being monitored and each app generates 20 new alerts, your Notification Center window will display up to 200 individual listings. It will take you several minutes to review all this information, which isn't necessarily the most productive use of your time. All messages, alerts, alarms, and notifications are displayed in reverse chronological order by time (based on when each alert is generated), but also categorized by app for easy reference. When the Notification Center window is displayed, use your finger to scroll downward, as needed, to see the entire list.

When you view the Notification Center window, divider bars with the name of each app that is being monitored are displayed. Below each divider bar, shown in Figure 4.4, are the messages, alerts, alarms, or notifications generated by that particular app.

**TIP**

To quickly clear the listings in the Notification Center window that relate to a particular app, tap on the circular "X" icon on the extreme right side of a divider bar, and then tap on the Clear icon that appears. Although Notification Center will continue monitoring that app, all older listings pertaining to messages, alerts, alarms, or notifications are removed.

At any time, tap on any listing in the Notification Center window to launch the relevant app and deal with what requires your attention, such as a missed call, a new incoming email, or an unread text message. Otherwise, to make the Notification Center window disappear, tap anywhere on the iPhone or iPad screen that is outside the window, or flick your finger in an upward direction, from the bottom of the notification center window toward the top.



**FIGURE 4.4**

*In the Notification Center window, divider bars are used to separate messages, alerts, alarms, and notifications generated from each app that the Notification Center app is constantly monitoring.*

The current time is always displayed at the top center of the Notification Center window, and the time each message, alert, alarm, or notification was generated is displayed on the right side of each listing.

On the left side of each listing, when applicable, a blue dot (shown in Figure 4.5) will appear. This dot indicates that it's a new listing, and that you have not yet taken any action relating to it. After you tap on the listing to launch the relevant app, the blue dot will automatically disappear.

**FIGURE 4.5**

*A blue dot is displayed on the left side of each listing in the Notification Center window if the listing is new and no action has yet been taken.*

## QUICK STRATEGIES FOR PERSONALIZING NOTIFICATION CENTER

By default, Notification Center works with many different apps simultaneously. So, unless you take charge and set preferences for how often these apps should alert you to various things, you could easily discover that Notification Center constantly becomes active and frequently tries to get your attention.

After all, you might put a very different priority on a missed call from your biggest client than you put on an alert notifying you that your virtual crops are about to wither as you're playing the popular game Farmville, or that construction of a new mushroom house has been completed as part of the game Smurfs' Village.

Notification Center can adapt to your personal needs and priorities, thus keeping you informed only about what you deem to be important.

Customize the settings related to Notification Center by accessing the Settings app. To do this, tap on the Settings app icon from the Home Screen. Then, tap on the Notifications option, shown in Figure 4.6. It's listed third in the main Settings menu (on the iPad, it is displayed on the left side of the screen).

**FIGURE 4.6**

*After the Settings app is launched (shown here on the iPhone 4), tap on the Notifications option to customize the settings associated with Notification Center, and decide which apps will constantly be monitored.*

After you've tapped on the Notifications option in Settings, a listing of apps currently being monitored by the Notification Center app is displayed under the In Notification Center heading (shown on the iPad 2 in Figure 4.7). Meanwhile, those apps that are compatible with Notification Center, but that are not currently being monitored, are displayed under the Not in Notification Center heading.



**FIGURE 4.7**

*The apps that Notification Center is currently monitoring are displayed separately under the In Notification Center heading in the Settings app.*



## WHAT'S NEW

Also from the Notifications screen of the Settings app, you can determine how you want alerts, alarms, and notifications to be displayed in your Notifications Center window in reverse chronological order. Your options include Manually or By Time. The By Time option lists each item displayed in the Notification Window in reverse chronological order. The Manually option lists items by App (which are displayed alphabetically).

One at a time, tap on any of the apps listed under the In Notification Center heading to customize the settings associated with how the Notification Center app handles that particular app.

The customizable options available to you in the submenu screen that appears will vary based on which app you're customizing.

## STEP BY STEP: CUSTOMIZE HOW NOTIFICATION CENTER MONITORS APPS

To customize the Notification Center settings associated with FaceTime, for example, follow these steps:

1. From the Home Screen, tap on the Settings app icon to launch Settings.
2. Tap on the Notifications option.
3. Choose the FaceTime app from the listing of apps displayed under the In Notification Center heading.
4. The first option at the top of the submenu screen, which appears in Figure 4.8, is labeled Notification Center. The option is associated with a virtual on/off switch that is located to the right of the label. When this switch is turned on, Notification Center will monitor this app (in this example, FaceTime). If the virtual switch is turned off, Notification Center will no longer monitor this app, and messages, alerts, alarms, or notifications generated by this app will not appear in the Notification Center window.



**FIGURE 4.8**

*By turning the virtual switch associated with the Notification Center label to the on position, Notification Center will constantly monitor this app (in this case, FaceTime), and display related messages, alerts, alarms, and/or notifications in the Notification Center window.*

5. If there's an app you don't deem important, turn the virtual switch associated with the Notification Center option to off. For example, if you're using your iPhone or iPad as a business tool, you might want to turn off this

setting for Games Center and any games listed (and that are installed on your iPhone or iPad) so that Notification Center does not monitor and display messages, alerts, alarms, or notifications associated with those particular (unimportant) game apps.

**TIP**

You will need to turn on or off the Notification Center option for Game Center as well as any individual games installed on your device to eliminate all game-related content from being monitored by Notification Center.

6. Immediately below the Notification Center option that's associated with the virtual on/off switch is another option, labeled Show. Tap on this option to determine how many messages, alerts, alarms, or notifications relating to this particular app will display in the Notification Center window at any given time. When you tap on this option, a new submenu screen will appear, allowing you to choose between 1 and 20 recent items. Tap on the option of your choice.
7. To exit this submenu screen and return to the main Notifications screen in Settings (refer to Figure 4.7), tap on the left-pointing arrow icon appearing in the upper-left corner of the submenu screen. In this case, the icon says FaceTime. This will send you back to the previous submenu screen. Again, tap on the left-pointing icon that appears in the upper-left corner of this screen, which in this case is labeled Notifications, to return to the main Notifications screen in Settings.
8. Upon returning to the app listing displayed under the In Notification Center heading, tap on another app label to customize the settings associated with how the Notification Center app will handle that app. Repeat the steps outlined here for each app.

**TIP**

If you turn the virtual switch associated with the Notification Center option for a particular app to the off position, this app will no longer be monitored by Notification Center. However, you can customize how messages, alerts, alarms, and/or notifications generated by this app will be displayed by adjusting the Alert Style, Badge App Icon, and/or View in Lock Screen settings, also displayed in this Settings submenu screen. Again, this is something you need to do with each app.

When you turn off the virtual switch associated with the Notification Center label, that app is removed from the In Notification Center listing, but will now be displayed in the Not in Notification Center list.

## WHAT TO DO WHEN ALERTS, NOTIFICATIONS, AND ALARMS GET ANNOYING

If you allow all the compatible apps running on your iPad or iPhone to constantly notify you anytime one of the apps generates a message, an alert, an alarm, or a notification, not only will you discover that the Notification Center window quickly becomes cluttered, but you'll also be distracted by the constant flow of alerts.

To keep your Notification Center window organized, while customizing settings for your apps, follow these basic strategies:

- Turn off the Notification Center option if the app is not important to you.
- Limit the display of recent items that pertain to each app to either one or five.
- For apps like Mail, you can determine how many lines of content are displayed for each new message in the Notification Center window. Choose an option that gives you enough information but doesn't utilize too much onscreen space in the Notification Center window, thus causing clutter. This is a personal preference.



### TIP

For your most important apps (the ones that keep track of information that's essential to your daily life or work), from the Settings app, tap on the Notifications option, and then for those critical apps, turn on Notification Center. In addition, under the Alert Style option (refer to Figure 4.8), choose Alerts. Also, turn the virtual switches associated with Badge App Icon, Sounds (if applicable), and View in Lock Screen to the on position.

Doing this will allow those essential apps to use audible alerts, if applicable, plus display their own message windows (in addition to or instead of the Notification Center window). Displaying an Alert window requires you to take an action (such as tapping on a specific icon to acknowledge the message), even when the iPhone or iPad is in sleep mode.

## STAY INFORMED OF YOUR APPOINTMENTS, DEADLINES, AND RESPONSIBILITIES

For Notification Center to do its job and keep you informed about important appointments, deadlines, and responsibilities, it's important that you fully utilize the Calendar and/or Reminders apps that come preinstalled with iOS 5 on your iPhone or iPad.

**NOTE**

Calendars and Reminders are standalone apps. However, they can easily be integrated with Notification Center so that you are alerted of upcoming appointments, responsibilities, and deadlines.

When you maintain your scheduling and calendar information using the Calendar app (or sync data to this app from your primary computer or a compatible online-based scheduling app), and then set Notification Center to work with Calendar, you will easily be able to stay informed of your upcoming meetings, appointments, deadlines, and responsibilities.

## HOW TO LIMIT THE CONTENT IN THE NOTIFICATION CENTER WINDOW

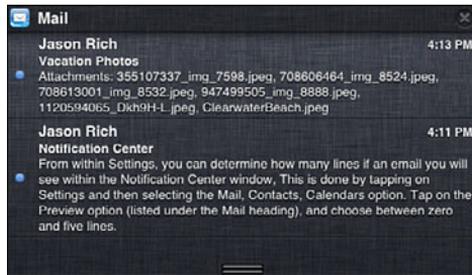
Certain apps, like Mail, allow you to choose how much content you get to view for each listing in the Notification Center window. For example, you can opt to view between zero and five lines of an incoming email's content (in addition to the name of the message's sender, its subject, and when it was received).

If specific adjustments relating to how much content for each listing can be viewed in the Notification Center window, this can be customized from within Settings. To choose how much of an incoming email's content you'll see, for example, follow these steps:

1. From the Home Screen, tap on the Settings app icon to launch Settings.
2. Tap on the Mail, Contacts, Calendars option that's listed under the main Settings menu.
3. In the Mail, Contacts, Calendars submenu, look for the Mail heading, and then tap on the Preview option.
4. From the Preview screen, tap on how many lines of the incoming email you want to preview. This decision impacts what you'll see both in the Mail app itself and in the Notification Center window. Your options include between zero and five lines. Figure 4.9 shows a sample incoming mail listing in which just one line of the message's body is displayed, and Figure 4.10 shows a sample incoming message listing in which five lines of a message's body are displayed.

**FIGURE 4.9**

*Here, the user selected to view just one line of each incoming email's body text in the Notification Center window.*

**FIGURE 4.10**

*In this example, five lines of an incoming email message's body, as well as the sender, the email's subject, and the date it was received, can easily be seen in the Notification Center window.*

## INFORMATIVE NOTIFICATION CENTER WIDGETS YOU CAN ADD TO YOUR IPHONE

Available on the iPhone, Notification Center widgets are mini apps that appear at the top and/or bottom of the Notification Center window. They display very specific information.

A Weather Widget and Stock Widget come preinstalled in iOS 5 for the iPhone. When turned on and customized, the Weather Widget (which is automatically tied to the Weather app) shows the current weather forecast for your location (as shown in Figure 4.11), but in a concise way.

**FIGURE 4.11**

*Quickly see the current weather forecast, which includes the current temperature, the day's high and low temperature, and a graphic that depicts the overall weather outlook for the day.*

Meanwhile, the Stock Widget offers a scrolling ticker of the stocks and investments you have stored as part of a personal portfolio using the iPhone's Stocks app (which also comes preinstalled).



## WHAT'S NEW

From the Weather or Stocks app on your iPhone, customize the settings to determine what data is displayed in the Notification Center window. The Weather Widget or Stocks Widget, which is an optional feature of Notification Center, will then pull data from the respective app, such as your current city's weather forecast, or details about specific stocks or investments in your portfolio, and display that data in a separate section of the Notification Center window.

With the launch of iOS 5, the Weather Widget and Stock Widget are the only widgets that come preinstalled. In the future, Apple and/or third-party developers will most likely release additional widgets that can be used with Notification Center to display specific information in the Notification Center window.

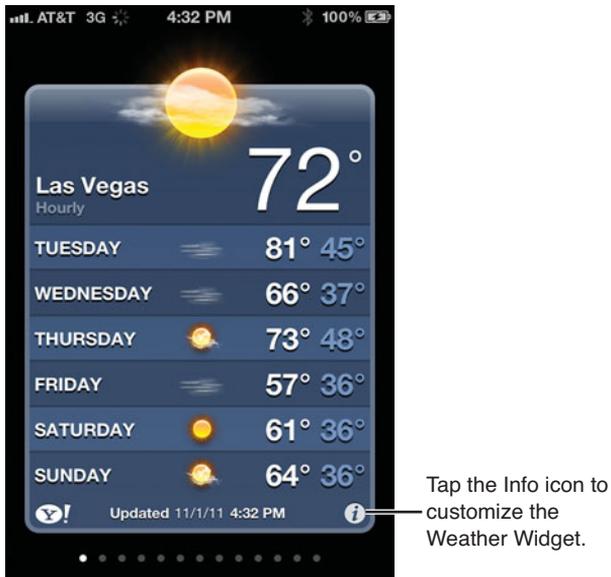


## TIP

To turn off the Weather Widget or Stock Widget so that related data does not appear in your iPhone's Notification Center window, launch Settings, and then tap on the Notifications option. Under the In Notification Center heading, look for the Weather Widget or Stock Widget option and tap on it.

When the Weather Widget (or Stock Widget) submenu screen appears, turn the virtual switch that's associated with Notification Center to the off position. The Weather Widget or Stock Widget will then be listed under the Not in Notification Center heading, and when you access the Notification Center window, the widget(s) you turned off will no longer appear.

To customize the Weather Widget, from your iPhone's Home Screen, tap on the Weather icon. When the weather forecast screen appears, as shown in Figure 4.12, tap on the circular Info (i) icon.

**FIGURE 4.12**

*The main Weather app on the iPhone.*

At the top of the Weather setup screen (shown in Figure 4.13), turn the virtual switch associated with the Local Weather option to the on position. This is data that will be displayed by the Weather Widget in Notification Center. If this option is turned off, the city that's currently active in the Weather app is displayed in the Weather Widget.

**FIGURE 4.13**

*From the Weather app's setup screen, turn the virtual switch associated with the Local Weather option to the on position.*

**! CAUTION** For the Weather Widget or Stock Widget to work and display current information, your iPhone must have access to the Internet. Otherwise, the most recent data stored on the iPhone (from when the app last had access to the Internet) is displayed. This information can be misleading or outdated.

To customize the Stock Widget, from the iPhone's Home Screen, launch the Stocks app. Next, tap the circular Info icon. To add stocks or investments, tap the plus-sign icon that appears in the upper-left corner of the screen. Or to delete a stock or an investment from the portfolio stored in the app, tap on the red-and-white icon containing the negative sign that's next to the investment you want to remove. When you've customized your portfolio, tap on the blue-and-white Done icon displayed in the upper-right corner of the screen. This will return you to the main Stocks screen. This is the information that will now appear as part of the Stocks Widget in the Notification Center window (as shown in Figure 4.14).



**FIGURE 4.14**

*The Stock Widget appears at the bottom of the Notification Center window. This is an iPhone-specific feature.*



## WHAT'S NEW

If you're using an iPhone 4S, instead of relying on the Weather and Stock widget, for example, you can simply use Siri and ask your iPhone 4S for a weather forecast or an update on your investment portfolio.

To do this, activate Siri, and then when prompted, say something like, "What's today's weather forecast?" or "Do I need an umbrella?"

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