

iPad[®] and iPhone[®] Tips and Tricks

THIRD EDITION

COVERS

iPad Air, iPad
3rd/4th generation,
iPad 2, iPad mini,
iPhone 5S, 5/5C
and 4/4S running
iOS 7



QUE[®]

Jason R. Rich

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iPad[®] and iPhone[®] Tips and Tricks

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Indianapolis, Indiana 46240 USA

Jason R. Rich



iPAD® AND iPHONE® TIPS AND TRICKS

THIRD EDITION

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More than 150 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 and click on the Articles tab. You can also follow Jason on Twitter (@JasonRich7) or read his blog, called *Jason Rich's Featured App Of The Week*, to learn about new and useful iPhone and iPad apps (www.FeaturedAppOfTheWeek.com).

DEDICATION

I am honored to dedicate this book to Steve Jobs (1955–2011), a true visionary, entrepreneur, and pioneer who forever changed the world. This book is also dedicated to Nick and the rest of my family.

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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



Apple's iPhone smartphones and iPad tablets have revolutionized the way people communicate and handle their everyday computing needs while on the go. These devices have also altered our perceptions of the capabilities of smartphones and tablets.

In just over five years, hundreds of millions of people from around the world have incorporated an Apple iOS mobile device into their lives. With each new iPhone or iPad model and each revision of the iOS operating system, these mobile devices become more powerful and introduce us to new features and functionality that seem as if they have been lifted directly from the pages of science fiction novels.

Released on September 17, 2013, iOS 7 has been redesigned from the ground up. It offers an entirely new user interface, hundreds of new features, plus better integration with online social networking services such as Facebook and Twitter, as well as Apple's own iCloud service.



**NOTE**

Throughout this book, an “iOS mobile device” refers to any Apple iPhone, iPad, or iPod touch that’s running the iOS 7 operating system. If you plan to continue using iOS 6 with your iOS mobile device, pick up a copy of the earlier edition of *iPad and iPhone Tips and Tricks*, which focuses on the older version of Apple’s mobile device operating system.

If you’re a veteran iPhone or iPad user, when you upgrade from iOS 6 to iOS 7, you’re in for a pretty major surprise. Just about everything displayed on the device’s touchscreen will now look and operate somewhat differently. In some cases, the finger taps and gestures you use to interact with your iOS mobile device are also now different.

By adopting the philosophy that “change is good,” and investing some time getting reacquainted with your iPhone and/or iPad, you’ll quickly discover that iOS 7 offers a remarkable and powerful platform through which you can truly harness the capabilities of your device as a communications, productivity, and organizational tool, as well as a mobile entertainment center, in both your personal and professional life.

For those who are first-time iPhone or iPad users, congratulations! Now is the perfect time to introduce yourself to these mobile devices or switch from another smartphone or tablet to what Apple has to offer. Not only can you expect an exciting experience as you begin using your new iPhone or iPad hardware, but you have the opportunity to access the App Store to access any of the hundreds of thousands of third-party apps that can greatly expand the capabilities of these mobile devices.

Whether you’re a veteran iPhone or iPad user or you’re first learning how to use an iOS mobile device, this book will teach you what you need to know to quickly become proficient using the device itself and the majority of the apps that come bundled with it. The focus of this all-new third edition of *iPad and iPhone Tips and Tricks* is to quickly get you acquainted with iOS 7 and help you adapt to this new operating system while learning how to best utilize the features and functions it offers.

**NOTE**

The iOS operating system is compatible with the iPhone 5S, iPhone 5C, iPhone 5/4/4S, as well as the iPad Air, iPad 2, iPad with Retina Display, iPad mini, and iPad mini with Retina Display.

HOW TO UPGRADE FROM iOS 6 TO iOS 7

While the new iPhone 5S and iPhone 5C, along with the iPad Air, for example, automatically come with iOS 7 installed, anyone who purchased their iPhone, iPad, or iPod touch before September 17, 2013 will need to upgrade to iOS 7. The easiest way to do this is to connect your mobile device to a Wi-Fi hotspot or wireless home network to establish a high-speed Internet connection. Then, from the Home screen, launch Settings.



TIP

Before upgrading your iOS mobile device from iOS 5 or iOS 6 to iOS 7, be sure to create a backup of your iPhone or iPad using the iTunes Sync Backup feature or the iCloud Backup feature. After you install the iOS 7 operating system, all of your apps and related data will automatically be restored.

Next, tap on the General option from the main Settings menu, and then tap on the Software Update option (shown in Figure I.1). If your device is running iOS 5 or iOS 6, a message appears indicating that an operating system upgrade is available. Follow the onscreen prompts to download and install iOS 7 for free. The upgrade process will take between 20 and 45 minutes, depending on which iPhone or iPad model you're using, its internal storage capacity, and how much information is currently stored on your device.

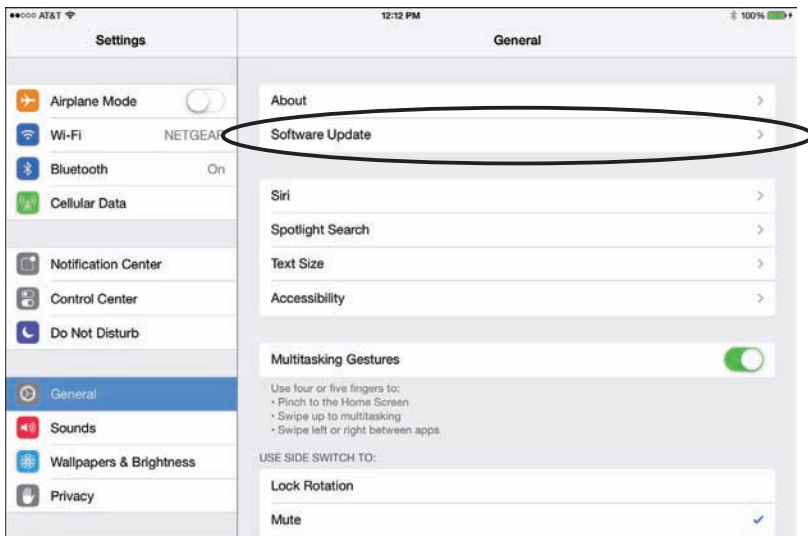


FIGURE I.1

The easiest way to upgrade your iPhone or iPad from iOS 6 to iOS 7 is to access the Software Update option from within the General Settings options.

INTERACTING WITH YOUR IPHONE OR IPAD

If you're a veteran iPhone or iPad user, you already know that Apple's iOS enables you to interact with your mobile device using its touchscreen. Data entry is typically done using the virtual keyboard displayed on the screen when it's needed. Based on the type of information you're entering and the app you're using, the keyboard's layout will adapt automatically.

When not using the virtual keyboard, much of your interaction with the iPhone or iPad will be done using a series of taps, swipes, and other finger gestures on the touchscreen display.

You can also communicate with your iPhone or iPad using your voice, thanks to Apple's Siri (which now has a new look) and the Dictation features, or utilize an optional external keyboard and/or pen-shaped stylus.

TOUCHSCREEN TECHNIQUES YOU'LL NEED TO MASTER

To navigate your way around iOS 7 on your iPhone or iPad, you'll need to master a series of basic taps and finger gestures. Keep in mind that with the new look and user interface offered by iOS 7, some of the gestures and the direction you swipe to accomplish specific tasks have changed.

Just as when using previous editions of the iOS with an iPhone or iPad, from the moment you turn on your device (or take it out of Sleep mode), aside from pressing the Home button, virtually all of your interaction with the smartphone or tablet is done through the following finger movements and taps on the device's highly sensitive multitouch display:

- **Tap**—Tapping an icon, button, or 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 with a slight pressure. There's never a need to press down hard on the smartphone or tablet's screen.
- **Swipe**—A swipe refers to quickly moving your finger along the screen from right to left, left to right, top to bottom, or bottom to top, in order to scroll left, right, up, or down, depending on which app you're using.
- **Pinch**—Using your thumb and index finger (the finger next to your thumb), perform a pinch motion on the touchscreen to zoom out when using certain apps. Or "unpinch" (by moving your fingers apart quickly) to zoom in on what you're looking at on the screen when using many apps.

**TIP**

Another way to zoom in or out when looking at the device's screen is to double-tap the area of the screen 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 most other apps that support the zoom in/out feature. To zoom out again, double-tap the screen a second time.

- **Pull down**—Using your index finger, swipe it from the very top of the iPhone or iPad's screen quickly in a downward direction. This will cause the Notification Center window to appear, alerting you of incoming email messages, text messages, alarms, and other time-sensitive actions that need to be dealt with. You can hold the device in either portrait or landscape mode for this to work. As you'll discover in Chapter 1, "Tips and Tricks for Customizing Settings," the functionality of Notification Center has been enhanced in iOS 7.

**TIP**

Use a pull-down gesture that starts in the middle of the iPhone or iPad's Home screen to access iOS 7's Spotlight Search feature. Use this to quickly find any information that's stored on your mobile device, such as a Contacts entry, Calendar event, or content within an email message. Enter a keyword or search phrase into the Search field that appears, tap on the Search key on the virtual keyboard, and then tap on one of the search result listings to access the data or content by automatically launching the related app. It can also be used to quickly find an app, such as one stored in an app folder.

- **Swipe up**—At any time, swipe your finger in an upward direction from the bottom of the screen to make the new Control Center appear. From here, you can access a handful of iOS 7 functions depending on your device. On the iPhone, you can turn on/off Airplane Mode, Wi-Fi, Bluetooth, the Do Not Disturb feature, and the Screen Rotation Lock, plus access screen brightness controls, Music app controls, and AirDrop and AirPlay functions. The Control Center also provides access to the Flashlight, Clock, Calculator, and Camera apps. You can use the swipe up gesture to access Control Center from the Lock screen. The Control Center is covered in more detail in Chapter 1.
- **Five-finger pinch (iPad only)**—To exit out of any app and return to the Home screen, place all five fingers 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 Multitasking Gestures are turned on in the Settings app (found under the General heading).

**TIP**

Return to the Home screen at any time by pressing the Home button once, regardless of which app is being used. Or, as you're scrolling through supplemental Home screens, press the Home button once to return immediately to the primary Home screen.

- **Multi-finger horizontal swipe (iPad only)**—When multiple apps are running simultaneously, swipe several fingers from left to right, or from right to left on the screen to switch between the active app and the other apps that are running in the background. In some situations, a two-finger rotation gesture can also be used, such as when adjusting the map view orientation within the Maps app.

HOME BUTTON QUICK TIPS

Positioned on the front of your iPhone or iPad below the main touchscreen is the Home button. Here's how to use some of the Home button's main functions when using iOS 7:

- **Activate Siri**—Press and hold down the Home button for two to three seconds from the Home screen or when using any app.
- **Access the multitasking bar**—From any app (or from the Home screen), quickly press the Home button twice. Press the Home button again to exit out of the multitasking bar.
- **Exit an app and return to the Home screen**—When using any app, press the Home button once to exit it and return to the Home screen.
- **Reboot the device**—Press and hold the Home button and the Power button simultaneously for about five seconds, until the Apple logo appears on the screen. Doing this will not delete any data, apps, or content from your iOS mobile device.
- **Return to the main Home screen**—When viewing any of the other Home screens on your mobile device, press the Home button once to return to the main Home screen.
- **Wake up the device from Sleep mode**—Press the Power button or the Home button once when the device is in Sleep mode. If the device is powered down, press and hold the Power button for several seconds to restart it.

**TIP**

If you're an iPhone 5S user, the Home button has the Touch ID sensor built in, so it can be used to unlock your smartphone and confirm iTunes Store, App Store, iBookstore, and Newsstand purchases using your fingerprint.

HOW TO MAKE THE BEST USE OF THE VIRTUAL KEYBOARD

To enter data into your iPhone or iPad, 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. When you access the Spotlight Search screen, you will 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. When you're using an app that involves numeric data entry, such as Numbers, the layout and design of the virtual keyboard can change dramatically.



TIP

As you're using the virtual keyboard, some keys have hidden characters that you can access and use by holding your finger down on the key and then tapping on your alternate character selection. Hidden characters include letters with accent marks.

Some keys have different characters available depending on which app you're using. When using Safari, for example, press and hold the question mark ("?) key to access .us, .edu, .com, .net, and .org website extensions. When sending a message or using Pages, however, press and hold the question mark key to access quotation marks.

VIRTUAL KEYBOARD QUICK TIPS

Use these tips to help you more easily work with the virtual keyboard on your iPhone or iPad:

- **Divide the virtual keyboard in half (iPad and iPad mini only)**—Make it easier to type on the virtual keyboard with your two thumbs while holding the device. To split the keyboard, use the index fingers on your right and left hand simultaneously, place them in the center of the virtual keyboard when it's visible, and then move them apart.
- **Undock and move the virtual keyboard upward (iPad and iPad mini only)**—Hold down the Hide Keyboard key (displayed in the lower-right corner of the keyboard) and select Undock from the pop-up menu. You can also choose to split or merge the keyboard.

- **Turn on/off the keyboard's key click sound**—Launch Settings, tap on the Sounds option, and then from the Sounds menu, scroll down and tap the virtual switch associated with Keyboard Clicks (shown in Figure I.2) to toggle it on or off.

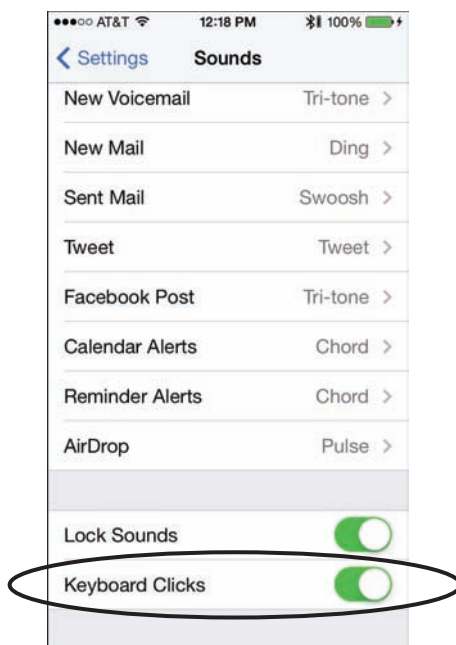


FIGURE I.2

In Settings, it's possible to customize a handful of virtual keyboard-related features, such as whether you hear the key click sound every time you tap a key.

- **Adjust auto-capitalization, autocorrection, check spelling, enable caps lock and the keyboard shortcuts options**—Launch Settings, tap on the General option, and then tap on the Keyboard option to access the Keyboard menu. Tap the virtual switch associated with each option to toggle it on or off.



TIP

To turn on Caps Lock when using the virtual keyboard, quickly double-tap the Shift key (it displays an upward-pointing arrow). Tap the key again to turn off Caps Lock.

- **Hide the virtual keyboard**—You can often tap anywhere on the screen except on the virtual keyboard itself, or you can tap on the Hide Keyboard key (iPad and iPad mini only) located in the lower-right corner of the keyboard.

- **Make the virtual keyboard appear**—If you need to enter data into your iPhone or iPad after you have dismissed the virtual keyboard, simply tap on an empty data field to reopen it. An appropriately formatted virtual keyboard appears.
- **Make the keys on the virtual keyboard larger**—For some people, this makes typing easier. Simply rotate the iPhone or iPad from portrait to landscape mode.
- **Create keyboard shortcuts**—If there's a sentence, paragraph, or phrase you need to enter repeatedly when using an app, it's possible to enter that text just once and save it as a keyboard shortcut. Then, instead of typing a whole sentence, you can simply type a three-letter code that you assign to that shortcut and the virtual keyboard will insert the complete sentence. How to create your own keyboard shortcuts is covered in Chapter 1.
- **Change keyboard layouts**—A handful of alternative keyboard layouts are built in to iOS, some offering emoticons, such as Emoji, and some that offer characters from various foreign languages. This is also covered in Chapter 1.

SOMETIMES, AN OPTIONAL EXTERNAL KEYBOARD OR STYLUS WORKS BETTER

If you expect to do a lot of data entry or word processing on your iOS mobile device, instead of using the virtual keyboard, you can purchase an optional external keyboard that connects to the phone or tablet using either the device's 30-pin dock connector port or lightning port. You'll also find a vast selection of wireless Bluetooth keyboards that work with the iPhone and iPad.



MORE INFO

Apple (store.apple.com), Brookstone (www.brookstone.com), Logitech (www.logitech.com), and Zagg (www.zagg.com) are just a sampling of companies that offer optional, external iPhone or iPad keyboards. Some of these keyboards are built in to phone or tablet cases that also double as stands.

Some apps for the iPhone or iPad enable users to handwrite or draw on the phone or tablet's screen using an optional stylus (a pencil-shaped device with a special tip that's designed to work with the touchscreen display). The Hex3 JaJa stylus (\$89.99, www.hex3.co/products/jaja) is an example of a pressure-sensitive stylus that works with a growing number of drawing and art-related, photo editing, and PDF file annotation apps. Much less expensive, nonpressure-sensitive styluses are also available.

**TIP**

The Siri and Dictation features in iOS 7 have also been enhanced. You'll discover tips and strategies that focus on how to communicate with your iPhone or iPad using your voice from Chapter 2, "Using Siri, Dictation, and iOS in Your Car to Interact with Your Mobile Device."

HOW TO TURN THE IPHONE OR IPAD ON OR OFF VERSUS PLACING IT INTO SLEEP MODE

Your iOS mobile device can be turned on, turned off, placed into Sleep mode, or placed in Airplane mode.

- **Turned on**—When your phone or tablet is turned on, it can run apps and perform all the tasks it was designed to do. To turn on the iPhone or iPad when it's powered off, press and hold the Power button located near the top-right corner of the device for about five seconds, until the Apple logo appears on the screen. Release the Power button, and then wait a few additional seconds while the device boots up. When the Lock screen appears, you're ready to begin using the iPhone or iPad.
- **Turned off**—When your iPhone or iPad is turned off and powered down, it is not capable of any form of communication, and all apps that were running are shut down. The device is dormant. To turn off your phone or tablet, press and hold down the Power button for about five seconds, until the Slide To Power Off banner appears on the screen. Using your finger, swipe your finger along this red-and-white banner from left to right. The device will shut down.
- **Sleep mode**—To place your iPhone or iPad into Sleep mode, press and release the Power button once. To wake up the device, you can press the Power button or the Home button. In sleep mode, your device's screen is turned off but the phone or tablet can still connect to the Internet, receive incoming calls (iPhone) or text messages, retrieve emails, and run apps in the background. Notification Center also remains fully operational, so you can be alerted of preset alarms, for example. Sleep mode offers a way to conserve battery life when you're not actively using your phone or tablet.

**NOTE**

By default, when left unattended for two minutes, your iOS mobile device automatically enters into Sleep mode. To change this, launch Settings, tap on the General option, and then select the Auto-Lock option.

**TIP**

On the iPad, you can place the tablet into Sleep mode by placing an Apple Smart Cover (or compatible cover) over the screen, assuming the iPad Cover Lock/Unlock option is turned on from the General menu within Settings.

You can also place the device into Do Not Disturb mode. This automatically routes incoming calls directly to voice mail. As you'll discover, you can customize the Do Not Disturb feature to allow preselected people to reach you when you otherwise want to be left alone. See Chapter 9, "Make and Receive Calls with an iPhone," for more information on this useful feature. On the iPad, the Do Not Disturb feature works with FaceTime calls.

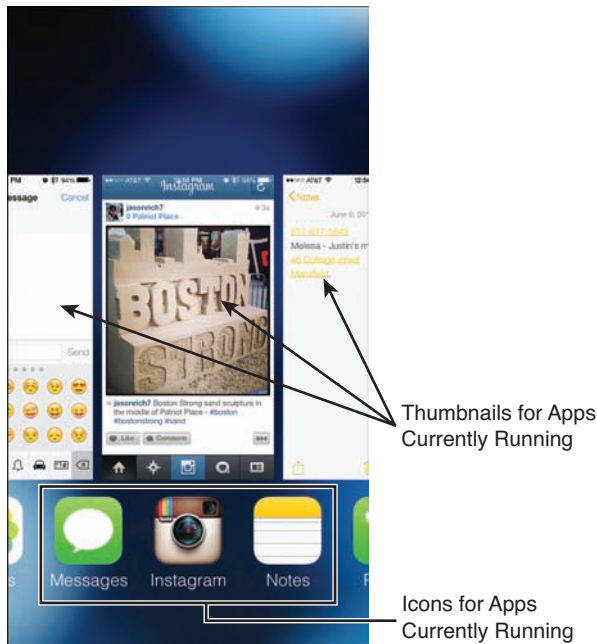
DISCOVER SOME OF WHAT'S NEW IN iOS 7

iOS 7 is chock full of brand-new features, as well as hundreds of enhancements to existing features that were found in previous versions of Apple's mobile operating system. Among the major enhancements to iOS 7 are the ways it enables your iPhone or iPad to communicate and easily share data and information wirelessly with others. You'll also discover better integration with online social networking services, as well as with Apple's own iCloud service.

Let's take a quick look at some of the major new features and enhancements made to iOS 7. You'll learn strategies for best utilizing the majority of these features later in the book, but here's a rundown of what's new and noteworthy about iOS 7:

- **New customization options within Settings**—The Settings app, which you'll learn more about in Chapter 1, has been redesigned for iOS 7. However, it continues to offer more than 100 customizable options that you can adjust to personalize how your iPhone or iPad will perform and function.
- **Control Center**—This new, easy-access menu offers a fast way to adjust certain popular iPhone or iPad settings and access commonly used apps. See Chapter 1 to learn more about how to customize Control Center.
- **Enhanced Notification Center**—Notification Center offers a centralized place where your iPhone or iPad keeps track of alerts, alarms, and notifications related to the apps you're running and the phone or tablet's functions you're using. Notification Center runs continuously in the background and then displays alerts, alarms, and notifications both on the Lock screen and within the Notification Center window. In Chapter 1, you discover strategies for managing Notification Center and learn how to customize the information it tracks and displays.

- **Enhanced multitasking**—Your iPhone or iPad can run multiple apps simultaneously, although you can work with only one app at a time on the screen; the rest continue running in the background. To quickly switch between apps that are running, or shut down one or more apps, access the multitasking bar on your device. To do this, press the Home button twice quickly. The new multitasking bar (shown in Figure I.3) displays icons and thumbnail images for all the apps currently running on your device.

**FIGURE I.3**

The new multitasking bar of iOS 7 is shown here on an iPhone 5.

Scroll from right to left or from left to right (using a swipe motion with your finger) to see all the apps that are running. To switch to a different app and make it active, tap on its thumbnail or app icon.

To shut down an app while in the multitasking bar, swipe your finger in an upward direction along the thumbnail image for the app you want to close.

- **Improved camera and photo editing/organization**—The digital photography capabilities using the cameras built in to the iPhone and iPad, along with the redesigned Camera app, continue to improve. iOS 7 offers a handful of new features when it comes to shooting still images and video. The redesigned Photos app provides many few features for viewing, organizing,

sharing, printing, editing, and enhancing your photos. Learn more about these features in Chapter 8, “Shoot, Edit, and Share Photos and Videos.”

- **AirDrop for iOS**—In the past, to share information between your iPhone or iPad and another computer or mobile device user, you needed to use email or text message. Now, when you’re in close proximity to another iOS mobile device user, you also can use AirDrop to share app-specific data, such as contact entries from the Contacts app, documents, files, and photos. This is a wireless form of data communication.
- **New Web surfing features in Safari**—The Safari web browser that comes bundled with iOS 7 has been redesigned, giving users more features that make surfing the Web, as well as organizing and sharing bookmarks and related information, much easier and more efficient. Be sure to read Chapter 12, “Surf the Web More Efficiently Using Safari,” to discover strategies for using all of Safari’s newest features.



WHAT'S NEW

With the iOS 7 version of Safari, Apple has introduced iCloud Keychain. Now, when you visit a new website that requires you to create a username and password, Safari automatically remembers this information and logs you in to that website anytime you revisit it in the future. Because this feature is tied directly into iCloud, all website-related usernames and passwords are synced with your iCloud account and made accessible on all your Macs and iOS mobile devices that are linked to the same iCloud account.

- **iTunes Radio**—Built in to the Music app that comes bundled with iOS 7 is Apple’s new streaming music service. In the past, if you wanted to listen to music on your iPhone or iPad, you needed to download and store the music files on your device. Now, in an effort to compete with online-based services like Pandora, iTunes Radio offers a free streaming music service that enables you to listen to custom-created “stations” whenever your phone or tablet has Internet access. This service is free and, as you’ll discover in Chapter 14, “Get Acquainted with the Music, Videos, and iTunes Store Apps,” is highly customizable.
- **Improved Siri functionality**—With iOS 7, Siri has been given a new look, a new sound, and additional functionality. For example, when you ask Siri a question, the feature can now access more online sources to find the answer. You can also use Siri to control more iPhone or iPad functions, such as playing music, accessing voicemails, or controlling iTunes Radio. The focus of Chapter 2, “Use Siri, Dictation, and iOS in Your Car to Interact with Your Mobile Device,” explains how to effectively “talk” to Siri.



WHAT'S NEW

If you own a 2013 or 2014 (or later) model year vehicle from one of more than a dozen car manufacturers, including General Motors, your vehicle can probably wirelessly link to your iPhone or iPad. Using Siri Eyes Free and other iOS In The Car functionality, it's possible to control certain features and functions of your iPhone through your car's in-dash infotainment system and issue commands using your voice, but never have to take your eyes off of the road to look at the iPhone's screen.

- **New features in all of iOS 7's core apps**—Your iPhone or iPad comes with a handful of preinstalled apps, including Contacts, Calendar, Reminders, Notes, Mail, Safari, Maps, Photos, Camera, App Store, iTunes Store, Music, and Messages. The iOS 7 versions of these and other preinstalled apps have all been redesigned and enhanced with new features and functions that will be explained throughout this book.



NOTE

Several other apps developed by Apple, including the iWork for iOS and iLife for iOS apps, which include Pages, Numbers, Keynote, iPhoto, GarageBand, and iMovie, are now offered free from the App Store.

- **Better integration with iCloud**—In addition to serving as an online-based file sharing and data backup service, iCloud works seamlessly with many core iOS 7 functions and bundled apps. Thus, what's possible using iCloud directly from your iOS mobile device to sync, back up, and share app-specific data is more impressive and useful than ever.



NOTE

Some iCloud-related functions can be utilized from your iPhone or iPad using a 3G or 4G (LTE) cellular data connection; however, to utilize some other features, such as iCloud Backup, a Wi-Fi connection is required.

- **Improved communication tools through iOS 7's app-related sharing buttons**—Certain apps that come preinstalled with iOS 7, such as Contacts and Photos, enable you to share app-specific data with others. The latest versions of these and other apps offer enhancements in terms of how you can share app-specific data via the Mail or Messages app, Facebook or Twitter, or the new AirDrop for iOS feature. You'll discover these improvements in most apps that feature a Share button, including the optional iWork for iOS apps (Pages, Numbers, and Keynote).

Figure I.4 shows the Share menu screen that's displayed on the iPhone 5S after tapping on the Share icon in the Photos app. As you can see, digital images stored on an iOS mobile device can now be shared via AirDrop, Messages, Mail, iCloud, Twitter, Facebook, or Flickr. From this menu screen, the Copy, Slideshow, Airplay, Save to Camera Roll, Assign to Contact, Use as Wallpaper, and Print commands are also available, and thumbnails of selected images are displayed.

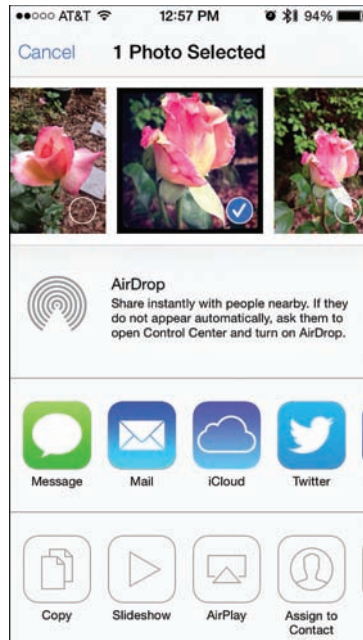


FIGURE I.4

The newly expanded Share menu screen in the iOS 7 version of the Photos app.

- **New security features**—The Find My iPhone/iPad feature, which you can access using the optional and free Find My iPhone app or by visiting www.icloud.com/#find from any computer's web browser, enables you to pinpoint the exact location of your iOS mobile device on a detailed map if it gets lost or stolen. Find My iPhone/iPad then offers features to help you retrieve your device and/or protect your data from being accessed by authorized people. Now, thanks to iOS 7, if your iPhone is stolen, someone will need to know your Apple ID and related password to delete its contents and reactivate it.

**NOTE**

The iPhone 5S also offers enhanced technology built in to its cameras. To fully utilize this technology and be able to shoot better photos and videos, additional options are offered when using the Camera app, for example. These are covered in Chapter 8.

USING THE NEW TOUCH ID FINGERPRINT SENSOR

The iPhone 5S includes the Touch ID sensor built in to the Home button. This fingerprint scanner is a cutting-edge security tool that enables the user to unlock his iPhone using his fingerprint, as opposed to manually entering a passcode. The same sensor can also be used to approve an iTunes Store, App Store, iBookstore, or Newsstand purchase, without having to manually enter an Apple ID password.

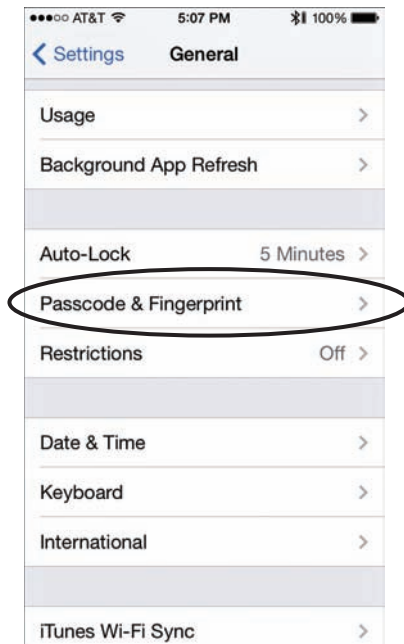
**NOTE**

The Touch ID sensor is available only in the iPhone 5S. This information does not apply to any of Apple's older smartphone or tablet models.

As with most iPhone-related features, use of the Touch ID sensor is optional. Upon activating and setting up the device for the first time, users are prompted to set up the Touch ID on a compatible device by scanning their fingerprint and turning on the features associated with this sensor. However, this feature can be activated, modified, or deactivated at any time in Settings.

CUSTOMIZE THE TOUCH ID SETTINGS

To customize settings related to the Touch ID sensor, launch Settings, tap on the General option, and then tap on the Passcode & Fingerprint option (shown in Figure I.5). If the feature is already active, you'll be prompted to enter your four-digit passcode to confirm your identity.

**FIGURE I.5**

After launching Settings, tap on the General option, and then tap on the Passcode & Fingerprint option to customize Touch ID-related options.

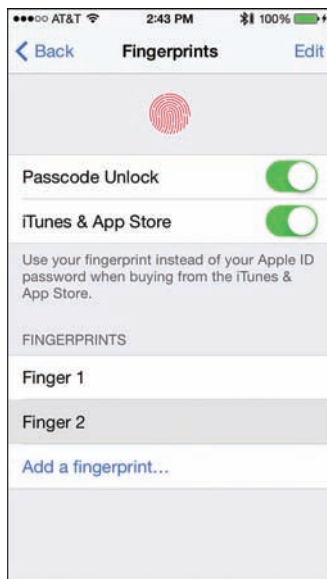
Then, from the Passcode & Fingerprint menu in Settings (shown in Figure I.6), it's possible to turn on or off the Passcode feature, determine when the Passcode will be required, turn on or off the Simple Passcode option and manage the fingerprints stored in the iPhone 5S.

From this menu, it's also possible to turn on or off the Erase Data option, which causes the iPhone to automatically erase its contents if an unauthorized person attempts to gain access to the device more than 10 times in a row with an incorrect passcode.

After tapping on the Fingerprints option that's displayed about halfway down on the Passcode & Fingerprint menu, the Fingerprints menu (shown in Figure I.7) is displayed.

**FIGURE I.6**

Turn on or off iOS 7's Passcode option from the Passcode & Fingerprint menu shown here.

**FIGURE I.7**

From the Fingerprints menu, you can turn on or off the ability to use the Touch ID sensor to unlock your iOS mobile device, as well as approve iTunes Store and App Store purchase decisions.

From here, you have three options:

- You can turn on or off the Passcode Unlock feature. When turned on, this feature enables you to unlock your iOS mobile device using your fingerprint scan.
- You can turn on or off the virtual switch that's associated with the iTunes & App Store option. When turned on, your iPhone 5S enables you to use a fingerprint scan to confirm your iTunes Store, App Store, iBookstore, and Newsstand purchases, instead of manually entering your Apple ID password.
- Under the Fingerprints heading, you can tap on the Add a Fingerprint option to enable the iPhone 5S to scan and store additional fingerprints that it will accept. Use this option to allow additional users access to your iOS mobile device by scanning their fingerprint(s), or you can add an additional fingerprint of your own.



NOTE

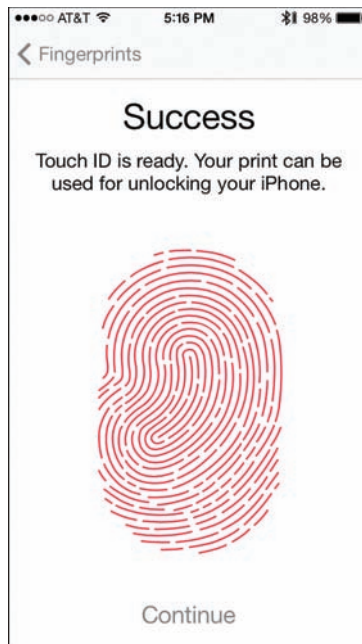
After a fingerprint scan is stored in your iPhone 5S, the data is encrypted and is never shared with Apple, app developers, or other third parties. Fingerprint scan data does not sync with iCloud.



WHAT'S NEW

Depending on how you hold your iPhone 5S, sometimes you might find it convenient to use your thumbprint with the Touch ID sensor. However, at other times, you might opt to use your index finger. For the Touch ID sensor to accept both your thumb and index finger fingerprints, each must be scanned into the device separately.

To do this, tap on the Add a Fingerprint option, and then as instructed, lift and rest your finger on the Home button repeatedly so that your iOS mobile device can accurately scan and store each fingerprint. The Success screen (shown in Figure I.8) displays when your iOS mobile device has captured and stored each new fingerprint.

**FIGURE I.8**

When prompted, place your finger on the Home button and then remove it. Do this repeatedly until your iPhone fully scans your fingerprint and this Success screen is displayed.

The process of scanning a fingerprint needs to be done only once (per finger or user). If you opt to scan the fingerprint of other authorized users into your iPhone 5S, but later want to revoke access to your smartphone, return to the Fingerprints menu in Settings and swipe from right to left across the listing for a fingerprint scan that you want to delete. They're listed as Finger 1, Finger 2, and so on. Next, tap on the red-and-white Delete button to confirm your decision.

**NOTE**

When a fingerprint is deleted from your iPhone 5S, the Touch ID sensor built in to the smartphone will no longer recognize that fingerprint. If you have revoked someone else's access to your device, however, it might be necessary to also change the Passcode programmed into your iPhone if the other person knows this four-digit code or password.

UNLOCKING THE iPhone 5S AND MAKING iTunes STORE PURCHASES

After you've activated the Touch ID sensor, anytime you turn on or wake up your iPhone, place and hold your finger on the Home button for a second or two to unlock the device and proceed from the Lock screen to the Home screen to begin using your iPhone 5S.

If you've also turned on the ability to confirm iTunes Store purchases in Settings, after tapping on the Price icon for the app or content you want to purchase, tap on the Buy button. When the Scan Fingerprint pop-up screen appears, place and hold your finger on the Home button to confirm your purchase. The app or content will begin downloading to your tablet almost immediately. This works when purchasing apps from the App Store, as well as content from the iTunes Store, iBookstore, or Newsstand.



NOTE

The Touch ID sensor built in to the iPhone 5S is an extremely powerful security feature that can be used to protect your data, documents, and files. iOS 7's Passcode feature is used as a backup for accessing your smartphone if, for some reason, a fingerprint can't be scanned properly or recognized, or if you want to grant someone else access to your device without first scanning in and storing their fingerprints.

WHAT THIS BOOK OFFERS

This all-new third edition of *iPad and iPhone Tips and Tricks* helps you quickly discover all the important new features and functions of iOS 7 and shows you how to begin fully utilizing this operating system and its bundled apps so that you can transform your iPhone, iPad, iPad mini, or iPod touch into the most versatile, useful and fun-to-use tool possible.

You'll discover strategies for finding and installing optional third-party apps from the App Store, plus learn all about how to experience various other types of content—from music, TV shows and movies, to eBooks and digital editions of magazine, plus learn how to best organize, view, and share your own digital photos.

In terms of using your iPhone or iPad as a powerful communications tool, you'll also discover strategies for efficiently making and receiving calls (iPhone only), sending and receiving text messages, participating in FaceTime calls (videoconferencing), and participating on social networking services such as Facebook and Twitter, while simultaneously making full use of iOS 7's latest features. The

book also explores how to take full control of and customize your phone or tablet using the tools and features available from Settings, Control Center, and Notification Center.

ATTENTION, PLEASE...

Throughout the 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. In each chapter, you'll also discover Quick Tips sections, which quickly outline how to perform a series of common tasks related to the iOS 7 features, functions, or apps that are being discussed.

The What's New boxes highlight new features or functionality introduced in iOS 7, while the More Info boxes provide website URLs or list additional resources that you can use to obtain more information about a particular topic.

IN THIS CHAPTER

- How to get started using Apple's iCloud service
- How to synch files, documents, and data via iCloud
- Use AirDrop to share data with other nearby Mac, iPhone, and iPad users
- Print files wirelessly to a compatible AirPrint printer

4

SYNC, SHARE, AND PRINT FILES USING iCloud, AIRDROP, AIRPLAY, AND AIRPRINT

Initially, you might think that iCloud is just another cloud-based file-sharing service. However, for iOS 7 users, iCloud does much more than simply enable you to store content on a remote server located somewhere in cyberspace.

In fact, iCloud introduces a handful of useful features and functions to your iPhone or iPad that you'll soon be wondering how you ever lived without. There are several compelling reasons to begin using iCloud with your iOS device (and primary computer).

First, an iCloud account is free. When created, your iCloud account includes 5GB of online storage space for your personal data and files, plus an unlimited amount of additional online storage space for all your iTunes Store, App Store, iBookstore, and Newsstand purchases.



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

An iCloud account also includes a free @icloud.com email account, which you can use to send and receive email from all your devices that are linked to your iCloud account. Once it’s set up, iCloud automatically keeps your email account synchronized on all devices.



NOTE

If you have an older Apple ID account that has an associated @mac.com or @me.com email address, its @icloud.com equivalent can automatically be used as the email address that’s associated with your iCloud account.

If you need to upgrade your iCloud account to utilize additional online storage space, it can be purchased directly from your iOS device for an annual fee (as shown in Figure 4.1).

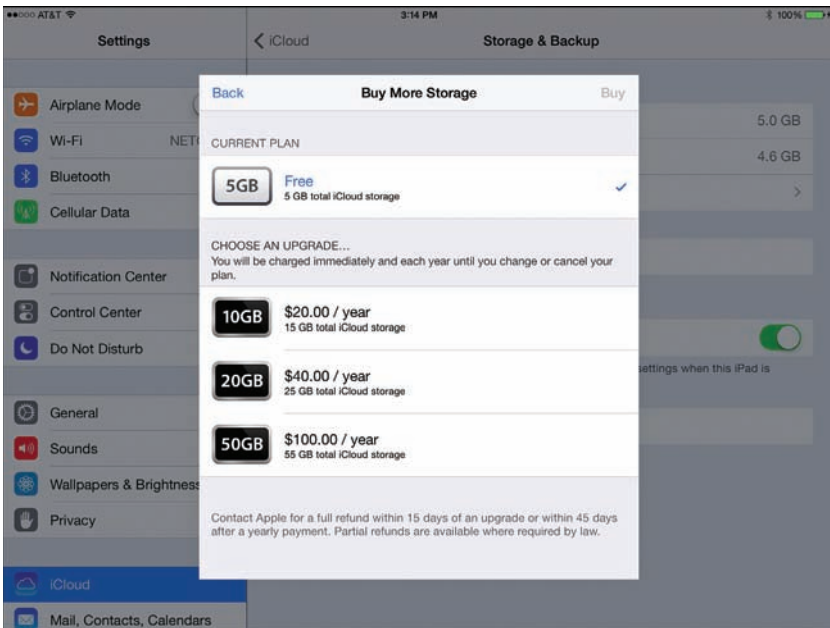


FIGURE 4.1

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

CONTENT SAVED TO iCloud IS AVAILABLE ANYWHERE

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

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

Then, thanks to iCloud, you can access that same newly purchased song from your primary computer, iPad, iPod touch, and/or Apple TV device, without having to repurchase it. This feature also works with TV shows and movies purchased from the iTunes Store.

Another benefit to using iCloud is that syncing can be done from anywhere via the Internet, without using iTunes Sync or requiring a connection between your iOS mobile device and your primary computer.



NOTE

The iTunes Sync process is also still possible by installing the iTunes software onto your primary computer, and then connecting your iOS mobile device using the supplied USB cable, but this process for backing up and syncing data is less convenient than using iCloud.

Because using the iTunes Sync process is now considered an antiquated way to sync and backup data, this book focuses on using iCloud. If you're still interested in using iTunes Sync, however, visit Apple's website (<http://support.apple.com/kb/PH12117>) for more information on how to use this feature.

It's still possible to use the Wireless iTunes Sync process between your iOS mobile device and primary computer that's running the iTunes software, as long as the iPhone or iPad and the computer are connected to the same wireless network.

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



TIP

Depending on how you set up the iTunes Store, the App Store, iBookstore, and Newsstand to work with iCloud, you can automatically have all of your computers and iOS devices download all new music, app, and eBook content

you purchase, or this can be done manually. To adjust these Automatic Downloads settings, launch Settings, select the iTunes & App Stores option, and then turn on or off the virtual switches associated with Music, Apps, and Books that are listed under the Automatic Downloads heading.

In iOS 7, you can also set up your iPhone or iPad to automatically update all of your apps as new versions of previously installed apps get released. To do this, turn on the virtual switch associated with the Updates option that's listed below the Music, Apps, and Books options.

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



NOTE

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

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

ACCESS YOUR PURCHASED ITUNES STORE CONTENT FROM ANY DEVICE

If you do not have the Automatic Downloads option enabled, you can still manually load iTunes Store purchases onto your device following these steps:

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



NOTE

On an iPhone, to access already purchased content, launch the iTunes Store app, tap on the More icon near the bottom-right corner of the screen, and then tap on the Purchased option. Select Music, Movies, or TV Shows; then choose the content you want to download onto the phone.

4. On the iPad, in a column on the left side of the screen is an alphabetic listing of artists, music groups, or TV shows, depending on which category of content you selected. Tap the one you want to select to see what is available in that listing. If you chose Movies in step 3, you can directly select a movie.
5. On the right side of the screen, songs or episodes of TV shows that you have previously purchased and that are stored in your iCloud account are listed (if you selected Music or TV Shows in step 3). Each listing is accompanied by an iCloud icon (shown in Figure 4.2).

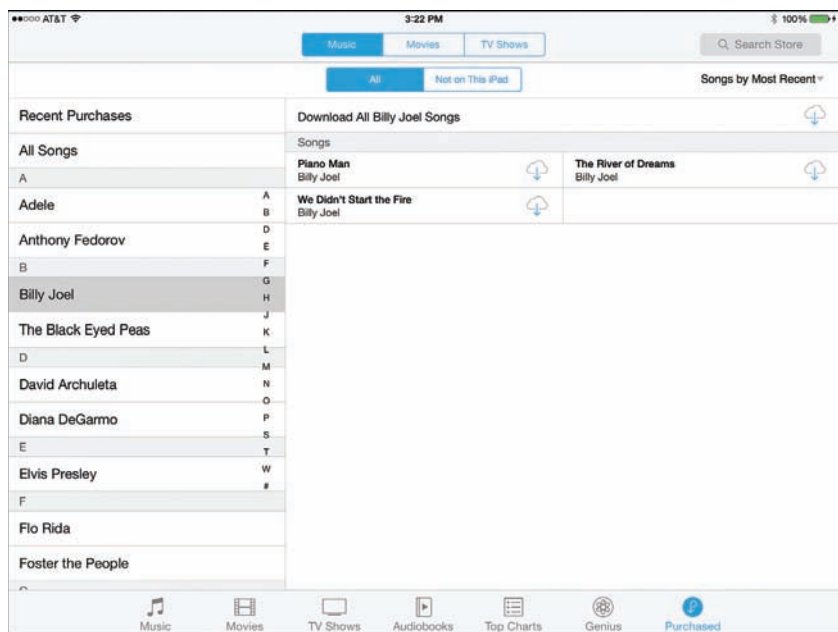


FIGURE 4.2

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

6. Tap on the iCloud icons, one at a time, to select content you want to download onto your iPad. Or to download all of the listed content, tap on the iCloud icon to the right of the Download All option at the top of the list.



TIP If you've acquired audiobooks, an additional tab is displayed alongside the Music, Movies, and TV Shows options.

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

7. Within one to two minutes or so, the content you selected to download is available to listen to on the iOS mobile device you're currently using.
8. Exit the iTunes Store app by pressing the Home button.
9. Launch the Music or Videos app on your iOS device to view your content, as shown in Figure 4.3.

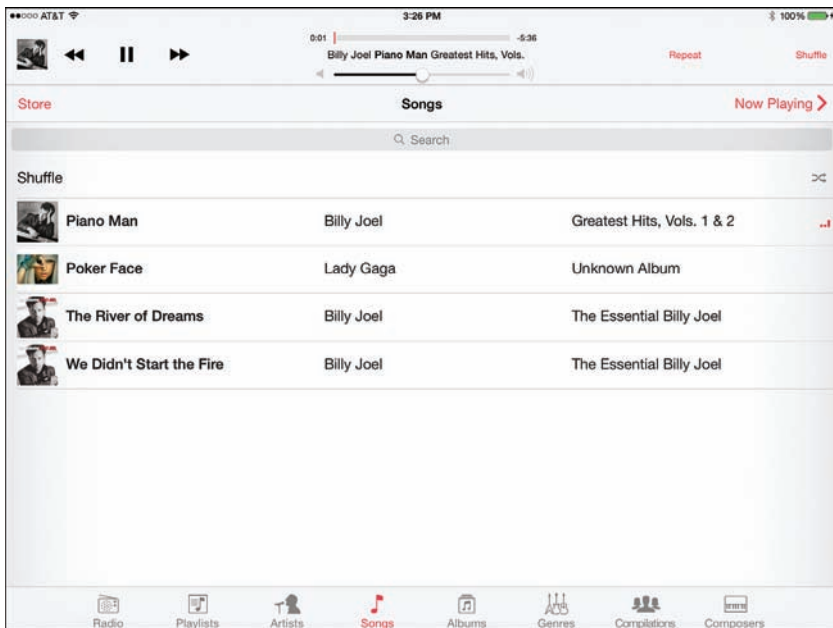


FIGURE 4.3

Billy Joel's music was initially purchased from the iTunes Store on a Mac, but was also downloaded to an iPad connected to the same iCloud account. The music is now stored in the Music app (shown here) on the tablet.

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

Most cloud-based file-sharing services serve mainly as a place in cyberspace to remotely store files. However, you manually must transfer those files to and from the “cloud.” Thanks to iCloud’s integration with iOS 7, many of the core apps that come with the latest version of the mobile operating system, as well as a growing number of third-party apps, automatically keep data and files created or managed using those apps synchronized with other devices and/or your primary computer that are also linked to the same iCloud account.

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



WHAT'S NEW

Related to Safari, iOS 7 has a new feature, called iCloud Keychain, which can automatically store the username, password, and credit card information (for online purchases) related to all the websites you visit. Thus, you no longer need to manually sign in to websites when you revisit them, nor do you need to remember each username and password you associated with a website-related account.



MORE INFO

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

When you turn on the iCloud functionality related to the Contacts app, for example, your iOS device automatically syncs your contacts database with iCloud. Thus, if you add or update a contact entry on your iPhone, that addition or change automatically synchronizes and becomes available within the Contacts app running on your other iOS devices, as well as within the compatible contact management software that’s running on your primary computer (such as the Contacts app or Microsoft Outlook on your Mac). This is also true if you delete a Contacts entry from one device. It is almost instantly deleted from all of your other computers and iOS mobile devices linked to the same iCloud account.

As you surf the Web using Safari, when you turn on iCloud syncing functionality related to this app, all of your Bookmarks and Bookmark Bar data, along with your Reading List information and open browser window/tabs data, are synced via iCloud.

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

CUSTOMIZING iCloud TO WORK WITH YOUR APPS

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

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

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

1. Launch Settings from your iPhone or iPad's Home screen.
2. Tap on the iCloud option.
3. When the iCloud Control Panel screen appears (shown in Figure 4.4), at the top of the screen, make sure the Apple ID-linked email address that's associated with your iCloud account is displayed next to the Account option. If it's not, use your existing Apple ID to create or access an iCloud account by tapping on the Account option.
4. Below the Account option is a list of all preinstalled iCloud-compatible apps on your iOS device. To the right of each listing is a virtual on/off switch. To turn on the iCloud functionality associated with a specific app, set its related virtual switch to the on position.

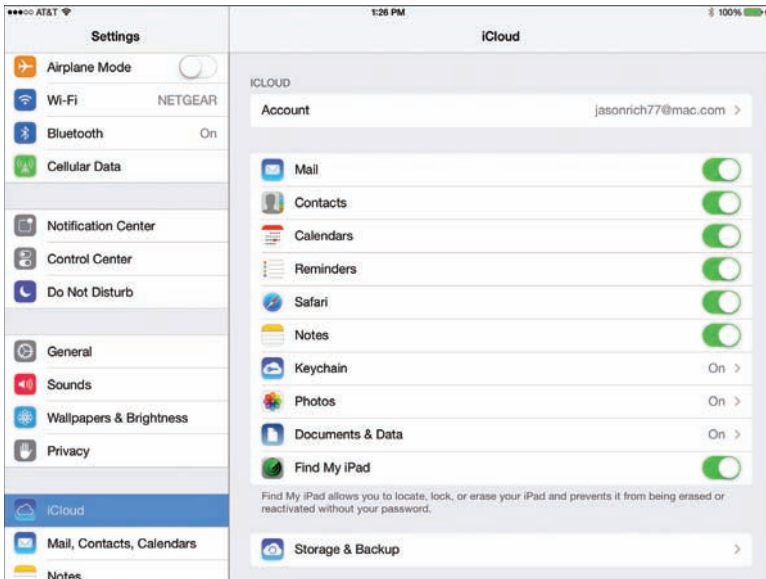


FIGURE 4.4

Turn iCloud functionality on or off for specific apps from the iCloud menu within Settings.

5. When you have turned on the iCloud functionality for all the apps that you want to be able to synchronize via iCloud, press the Home button to exit Settings and save your changes.
6. Repeat this process on each of your iOS devices. So, if you have an iPhone and an iPad, you must turn on the iCloud functionality for Contacts, for example, on both devices to keep Contacts data synchronized via iCloud on both devices.



NOTE

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

ACCESS YOUR APP-SPECIFIC DATA ONLINE AT iCloud.COM

Another benefit of using iCloud to sync your app-specific data is that using any computer or Internet-enabled device, you can visit www.iCloud.com, log in using your iCloud username and password (which is typically your Apple ID username and password), and then access Web versions of the Contacts, Calendar, Reminders, and Notes apps. This is shown on a Mac using the Safari web browser in Figure 4.5. Your most up-to-date data appears in the online versions of the apps.



WHAT'S NEW

With the release of iOS 7, online versions of the iWork apps, including Pages, Numbers, and Keynote, were also incorporated into the iCloud.com website. This gives you remote access to all of your files, documents, and data related to these popular apps, as long as they have been saved in iCloud rather than on your local hard drive.

The online editions of Pages, Numbers, and Keynote are compatible with Microsoft Office documents and files. It's possible to drag-and-drop a Microsoft Word document into the online-based Pages app, for example, work with that document while online, and then have iCloud sync a Pages-compatible version of the file to your iPhone or iPad.

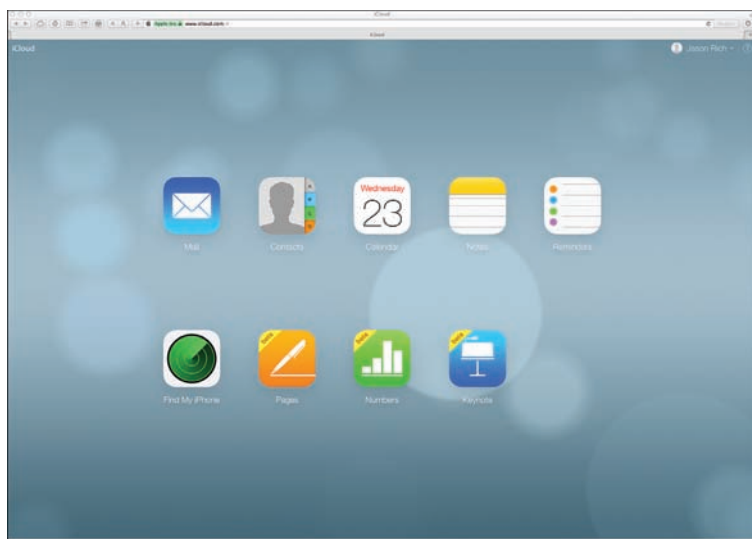


FIGURE 4.5

Log in to www.iCloud.com to access your app-specific content using online versions of popular iPhone and iPad apps, including Contacts, Calendar, Reminders, Notes, Pages, Numbers, and Keynote.

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

After you log in to iCloud.com, click on the onscreen app you want to access. The online apps are almost identical to the iPad versions of the Contacts, Calendar, Reminders, and Notes apps.

AUTOMATICALLY TRANSFER DOCUMENTS USING iCloud

In addition to the iCloud compatibility built in to many of the core (preinstalled) apps that are included with iOS 7, a growing number of other apps also offer iCloud compatibility and enable you to easily and automatically transfer or synchronize app-related documents and files.

This functionality is built in to Apple's iWork apps for the iPhone and iPad, which include Pages, Numbers, and Keynote. Be sure to upgrade your iWork for iOS apps to the latest versions for this functionality to work.

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

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

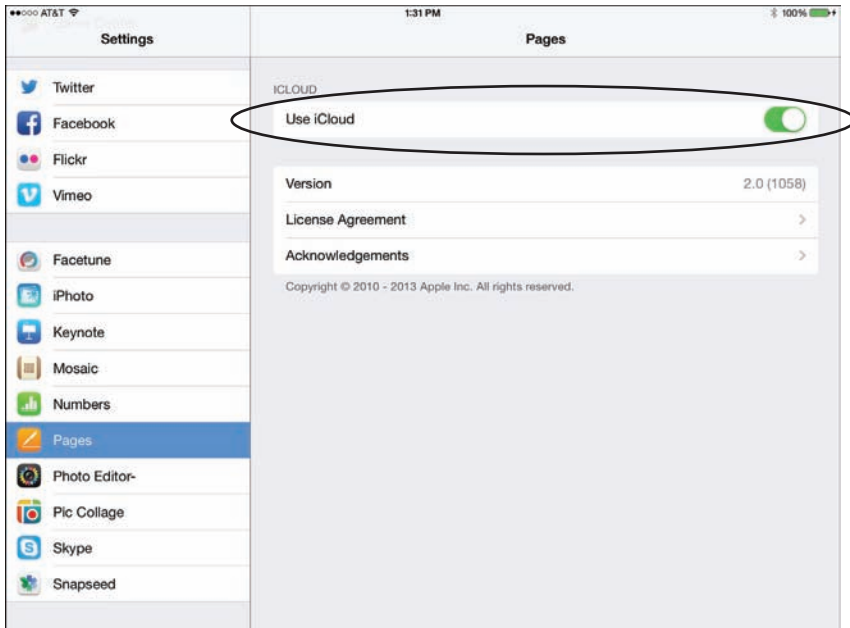


NOTE

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

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

1. From your iOS device, launch Settings from the Home screen.
2. Scroll down on the main Settings menu until you find the listing of apps stored on your device (shown in Figure 4.6).

**FIGURE 4.6**

To control iCloud functionality for apps that don't come preinstalled with iOS 7, scroll down to the specific app listings on the main Settings menu, and tap on the app of your choice, such as Pages (if applicable).

3. Locate the listing for Pages (or the app of your choice) from the Settings menu, and tap on it.
4. When the Pages menu screen appears in Settings, tap on the virtual switch that's associated with the Use iCloud option, and switch it to the on position. If you turn this feature to the off position, your documents are stored only on your device and are not synchronized with other devices via iCloud.
5. Exit Settings. From this point forward, your Pages documents automatically synchronize with iCloud when your device has Internet access.
6. Repeat this process for each iCloud-compatible app, on each of your iOS devices.

**NOTE**

From your iPhone/iPad, to access iWork documents and files created on your Mac, it's necessary to store those documents in your iCloud account. To do this, be sure to turn on iCloud syncing in the Mac version of Pages, as well as in the iCloud option of your Mac's System Preferences. You can also access your iWork documents and files from iWork for iCloud (www.iCloud.com).

CREATE A PHOTO STREAM USING iCloud

Apple offers two different types of Photo Streams that work with iCloud. My Photo Stream enables you to automatically share photos between your own computers and iOS mobile devices that are linked to the same iCloud account. Once set up, this sharing process happens automatically and in the background.

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

Using this feature, you can create as many separate Shared Photo Stream galleries as you'd like, add and remove photos from them at anytime, plus choose who is granted access to see and download those photos.

To learn more about the My Photo Stream and Shared Photo Stream features and how they work, be sure to read Chapter 8, "Shoot, Edit, and Share Photos and Videos." However, like all iCloud-related features, on each of your iOS mobile devices and computers, the My Photo Stream and Shared Photo Streams features must be turned on separately. This is done by launching Settings, tapping on the iCloud option, and then turning on the virtual switch that's associated with each Photo Stream option.



TIP

Photo Stream requires that each of your iOS devices has access to a Wi-Fi Internet connection. It does not work with a cellular data connection. This feature also works with both Macs and PCs, as well as Apple TV.

USING A UNIQUE APPLE ID FOR iCloud

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

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

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

**NOTE**

If you do wind up creating multiple Apple IDs, you can decide which ID to use with which app from within Settings. For example, to change the default Apple ID used with the App Store, launch Settings, tap on the iTunes & App Store option, and then tap on the Apple ID option displayed near the top of the iTunes & App Store submenu. Log out of the account you're using and sign in using an alternative Apple ID and password.

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

**TIP**

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

If you use multiple Apple IDs, you can view and manage that particular Apple ID from the app to which it's assigned on your iOS mobile device.

BACKING UP WITH iCloud

Another useful feature of iOS 7 is the capability to create a backup of your iOS device wirelessly, and have the related backup files stored online ("in the cloud"). Using this iCloud Backup feature, your iOS device can be connected to any Wi-Fi Internet connection. Your primary computer is not needed. Thus, the backup can be created from anywhere, and you can later restore your device from anywhere a Wi-Fi Internet connection is present.

**TIP**

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

When activated, your iOS device automatically creates a backup to iCloud once per day. For this to happen, your iPhone or iPad also must be connected to an external power source. However, at any time, you can manually create a backup of your device to iCloud from within Settings. This can be done when your device is running on battery.

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

1. Connect your device to the Internet via a Wi-Fi connection.
2. From the Home screen, launch Settings.
3. Tap on the iCloud option.
4. Tap on the Storage & Backup option that's located near the bottom of the iCloud menu.
5. About halfway down on the Storage & Backup screen, tap on the virtual switch that's associated with the iCloud Backup option.
6. A new Back Up Now option appears near the bottom of the Storage & Backup screen (as shown in Figure 4.7). Tap on it to begin creating a backup of your iOS device. The backup file is stored on iCloud.

**TIP**

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

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

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

At the bottom of the Storage & Backup screen within Settings, the time and date of the last backup is displayed. If, for some reason, the backup process could not be completed, such as if the device could not connect to the Internet, an error message displays.

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

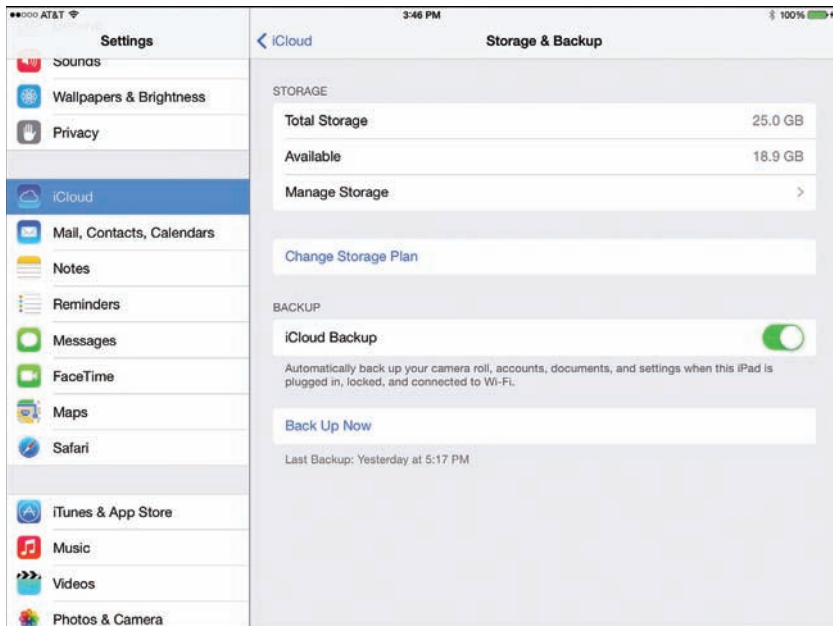


FIGURE 4.7

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

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

Likewise, if your iPhone or iPad gets lost or stolen and is ultimately replaced, you can restore the content from your old device onto the new one.

iTunes Sync Is Also a Viable Backup Option

When it comes to syncing data between your primary computer(s) and other iOS mobile device(s), as well as maintaining a backup of your iPhone or iPad, this can be done by connecting your iOS mobile device(s) directly to your primary computer via the supplied USB cable, and then by using the iTunes Sync process.

Because iOS 7 is fully integrated with iCloud, maintaining a backup of your device and syncing app-specific data, as well as transferring data, files, photos, and content between your Mac(s), PC(s), and other iOS mobile device(s) can now be done much more easily using iCloud. When you use iCloud Backup, your iPhone or iPad's backup files are stored online "in the cloud," not on your primary computer's hard drive. Because this is the more popular way to back up and sync data, it's the approach we focus on within this book.



MORE INFO

To use the iTunes Sync process between your iPhone or iPad and a Mac or Windows-based PC, you must download and install the latest version of the iTunes software (iTunes 11 or later) onto your computer. To do this, visit www.apple.com/itunes.

To learn more about using the iTunes Sync process to transfer, sync, and back up apps, data, content, and photos, for example, visit www.apple.com/support/itunes.

iCloud: Many Uses, One Storage Space

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



TIP

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

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

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

SHARE DATA WITH OTHER NEARBY IPHONE AND IPAD USERS VIA AIRDROP

If you want to share certain types of app-specific data with other Mac, iPhone, or iPad users, you can send information from the Share menu in many apps via email or text/instant message. To share files between iPhones and iPads, you can also utilize the new AirDrop feature.

AirDrop is a wireless file-sharing tool that enables the device you're using to send and receive certain types of files, photos, documents, and data with other users who are in close physical proximity to you.

Thanks to iOS 7, AirDrop is now available if you have an iPhone 5 or above or a fourth-generation iPad or above. To turn on this feature, access the Control Center by swiping your finger upward, starting near the bottom of the screen. Tap on the AirDrop option. The AirDrop menu includes three options: Off, Contacts Only, and Everyone.

To turn off this feature altogether, tap on the Off option. If you want to be able to share data only with people you know and who have an entry in your Contacts database, select the Contacts Only option. Or, if you want to be able to share data with anyone else who can use the AirDrop feature on their iOS mobile device, select the Everyone option.

Then, from a compatible app, such as Photos, tap on the Share icon and tap on the AirDrop option. Keep in mind, for this feature to work, AirDrop must be active on your mobile device and on the mobile device being used by the other person.

STREAM CONTENT FROM YOUR IPHONE OR IPAD TO OTHER COMPATIBLE DEVICES USING AIRPLAY

AirPlay is another wireless feature that's built in to iOS 7. It enables your mobile device to stream content, such as photos, videos, or audio, to an AirPlay-compatible device, such as Apple TV, Mac, or AirPlay-compatible speakers.

To use AirPlay, your iOS mobile device and the other AirPlay compatible device must be connected to the same wireless home network (via Wi-Fi). Then, when you turn on the AirPlay feature, the two compatible devices will automatically establish a wireless connection.

After the connection is made, an AirPlay icon appears within compatible apps, such as Music, Videos, and Photos, enabling you to transfer (stream) what you would otherwise see on your iPhone or iPad's screen, or what would be heard through the device's speaker, to another compatible device.

In addition to being able to stream photos and video (including iTunes Store TV show and movie purchases and rentals) from your iPhone or iPad to an Apple TV device so that you can watch that content on your HD television set, you can use AirPlay to connect external speakers (without cables) to your iOS mobile device, and then stream music or audio from your device to those compatible speakers.

AirPlay-compatible speakers are available from a handful of different companies, starting around \$49.95. To learn about the AirPlay speakers available from the Apple Store and Apple.com, visit <http://store.apple.com/us/ipad/ipad-accessories/speakers?m.tsOtherFeatures=airplay>.

PRINT FILES WIRELESSLY USING AN AIRPRINT-COMPATIBLE PRINTER

Another wireless feature built in to iOS 7 is AirPrint. It enables compatible apps to wirelessly send documents, data, or photos to be printed on an AirPrint-compatible laser, ink jet, or photo printer. For this feature to work, the iOS mobile device and the AirPrint printer must be connected to the same wireless home network.

Dozens of different AirPrint-compatible printers are now available, from companies such as Brother, HP, Canon, Lexmark, and Epson.

After you've set up an AirPrint-compatible printer, you can use the Print feature built in to many apps, such as Pages, Notes, and Photos, for example, to print out files, documents, data, and photos. To learn more about AirPrint-compatible printers, visit <http://support.apple.com/kb/ht4356>.



TIP If you're using an AirPrint-compatible printer, it's possible to install specialized software on your Mac, such as handyPrint or Printopia, that will enable your printer to work with the AirPrint feature of your iPhone or iPad as long as your Mac is turned on. These apps are available from the Mac App Store.

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