

My iPhone®

EIGHTH EDITION



COVERS

iOS 8 on
iPhone 4s,
5, 5c, 5s, 6,
and 6 Plus

QUE®

Brad Miser

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

My iPhone®

EIGHTH EDITION

Brad Miser



que®

800 East 96th Street,
Indianapolis, Indiana 46240 USA

My iPhone®, Eighth Edition

Copyright © 2015 by Pearson Education, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-5354-0

ISBN-10: 0-7897-5354-5

Library of Congress Control Number: 2014949417

Printed in the United States of America

First Printing: November 2014

Trademarks

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

Warning and Disclaimer

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

Special Sales

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

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

For questions about sales outside the U.S., please contact international@pearsoned.com.

Editor-in-Chief

Greg Wiegand

Senior Acquisitions Editor

Laura Norman

Development Editor

Laura Norman

Managing Editor

Sandra Schroeder

Project Editor

Mandie Frank

Senior Indexer

Cheryl Lenser

Proofreader

Debbie Williams

Technical Editor

Michael Grothaus

Editorial Assistant

Cindy Teeters

Designer

Mark Shirar

Composer

Tricia Bronkella

Contents at a Glance

Chapter 1	Getting Started with Your iPhone	3
Chapter 2	Connecting Your iPhone to the Internet, Bluetooth Devices, and iPhones/iPods/iPads	45
Chapter 3	Setting Up and Using iCloud and Other Online Accounts	69
Chapter 4	Configuring an iPhone to Suit Your Preferences	107
Chapter 5	Working with iTunes on Your Computer	173
Chapter 6	Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone	205
Chapter 7	Managing Contacts	245
Chapter 8	Communicating with the Phone and FaceTime Apps	269
Chapter 9	Sending, Receiving, and Managing Email	309
Chapter 10	Sending, Receiving, and Managing Texts and iMessages	347
Chapter 11	Managing Calendars and Reminders	389
Chapter 12	Working with Siri	433
Chapter 13	Surfing the Web	457
Chapter 14	Finding and Listening to Music	499
Chapter 15	Working with Photos and Video You Take with Your iPhone	537
Chapter 16	Using Other Cool iPhone Apps and Features	605
Chapter 17	Maintaining and Protecting Your iPhone and Solving Problems	639
Index	668

Table of Contents

1	Getting Started with Your iPhone	3
	Getting to Know Your iPhone's External Features	3
	Getting to Know Your iPhone's Software	5
	Using Your Fingers to Control Your iPhone	6
	Going Home	6
	Touching the iPhone's Screen	7
	Working with iPhone Apps	9
	Using the Home Screens	12
	Using the iPhone 6 Plus' Split-Screen	14
	Searching on Your iPhone	15
	Working with the Control Center	16
	Working with Notifications and the Notification Center	18
	Using the Do Not Disturb Mode	22
	Working with Text	22
	Dictating Text	31
	Meeting Siri	32
	Understanding iPhone Status Icons	35
	Turning Your iPhone On or Off	36
	Sleeping/Locking and Waking/Unlocking Your iPhone	36
	Signing Into Your Apple ID	39
	Setting the Volume	40
	Using Airplane Mode	40
	Using the Settings App	41
	Printing from Your iPhone	42
2	Connecting Your iPhone to the Internet, Bluetooth Devices, and iPhones/iPods/iPads	45
	Using Wi-Fi Networks to Connect to the Internet	46
	Connecting to Open Wi-Fi Networks	46
	Connecting to Public Wi-Fi Networks	49
	Disabling Automatic Prompting	51
	Forgetting Wi-Fi Networks	52
	Using Cellular Data Networks to Connect to the Internet	53
	Using Bluetooth to Connect to Other Devices	59
	Connecting to Bluetooth Devices	59

Connecting Your iPhone to Other iPhones, iPod Touches, or iPads.....	62
Using AirDrop to Share Content with Macs, Other iPhones, iPod Touches, or iPads.....	63
Enabling AirDrop.....	64
Using AirDrop to Share Your Content.....	65
Using AirDrop to Work with Content Shared with You.....	67

3 Setting Up and Using iCloud and Other Online Accounts 69

Configuring and Using iCloud.....	70
Obtaining an iCloud Account.....	71
Signing Into Your iCloud Account.....	73
Enabling iCloud to Store Your Information on the Cloud.....	75
Configuring iCloud Drive.....	77
Configuring iCloud to Store Photos.....	78
Configuring Your iCloud Backup.....	80
Configuring Your iCloud Keychain.....	81
Configuring Find My iPhone.....	83
Performing Advanced Configuration of Your iCloud Account.....	84
Setting Up Other Types of Online Accounts on Your iPhone.....	89
Configuring an Exchange Account.....	89
Performing Advanced Configuration of an Exchange Account.....	91
Configuring a Google Account.....	94
Configuring Other Types of Online Accounts.....	95
Setting Up an Account Manually.....	96
Configuring a Twitter Account.....	98
Configuring a Facebook Account.....	100
Setting How and When Your Accounts Are Updated.....	101
Configuring How New Data is Retrieved for Your Accounts.....	102

4 Configuring an iPhone to Suit Your Preferences 107

Customizing Your Home Screens.....	108
Moving Icons Around Your Home Screens.....	108
Creating Folders to Organize Apps on Your Home Screens.....	111
Placing Icons in Existing Folders.....	112
Configuring the Home Screen Toolbar.....	114
Deleting Icons.....	115
Working with the Settings App.....	117
Using the Settings App on Any iPhone.....	117
Using the Settings App on an iPhone 6 Plus.....	118

Setting the Screens Brightness, View, Text Size, and Wallpaper.....	120
Setting the Screen Brightness, View, and Text Size	121
Setting the Wallpaper on the Home and Lock Screens	124
Setting Keyboard, Language, and Format Options.....	129
Setting Keyboard Preferences	129
Creating and Working with Text Shortcuts.....	133
Setting Language and Region Preferences.....	134
Choosing the Sounds Your iPhone Makes.....	137
Setting Up Notifications and the Notification Center.....	141
Understanding Notifications and the Notification Center.....	142
Setting Global Notification Preferences.....	144
Configuring Notifications for Specific Apps	146
Configuring the Control Center.....	150
Setting Do Not Disturb Preferences.....	151
Setting Privacy and Location Services Preferences.....	153
Setting Passcode, Touch ID, and Auto-Lock Preferences.....	159
Securing Your iPhone with Auto-Lock.....	160
Configuring Your Passcode and Fingerprints (iPhone 5s and later).....	161
Setting Restrictions for Content and Apps.....	167

5 Working with iTunes on Your Computer 173

Converting Music on Audio CDs for Your iPhone.....	174
Setting Up iTunes to Import Audio CDs.....	175
Importing Audio CDs to the iTunes Library.....	177
Using iTunes to Download Movies, Music, Books, and More from the iTunes Store.....	178
Obtaining an iTunes Store Account (Apple ID).....	179
Signing Into the iTunes Store.....	181
Shopping in the iTunes Store.....	182
Synchronizing Content on Your Computer with Your iPhone.....	187
Understanding the Sync Process.....	188
Configuring Summary Sync Settings.....	190
Syncing Content onto Your iPhone.....	192
Keeping Your iPhone in Sync.....	195
Working with iTunes Match.....	198
Subscribing to iTunes Match.....	199
Configuring iTunes Match on Your Computer.....	200
Configuring iTunes Match on Your iPhone.....	201

6	Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone	205
	Configuring Store Settings	206
	Configuring Automatic Store Downloads	206
	Using the App Store App to Find and Install iPhone Apps	208
	Searching for Apps	210
	Browsing for Apps	212
	Evaluating Apps	214
	Downloading Apps	216
	Adding Apps to the Wish List	217
	Using Your Wish List	217
	Using the iTunes Store App to Download Music, Ringtones, Movies, and TV Shows	219
	Searching for iTunes Store Content	220
	Browsing for iTunes Store Content	223
	Previewing iTunes Store Content	225
	Downloading iTunes Store Content	227
	Using Your iTunes Store History List	229
	Downloading Apps or iTunes Store Content You've Purchased Previously	232
	Using Family Sharing to Share Your Store Downloads with Others	235
	Setting Up Family Sharing	235
	Adding People to Family Sharing	237
	Managing Family Sharing	240
	Accessing Shared Content	242
7	Managing Contacts	245
	Setting Your Contacts Preferences	246
	Creating Contacts on Your iPhone	249
	Creating New Contacts from Email	249
	Creating Contacts Manually	251
	Working with Contacts on Your iPhone	258
	Using the Contacts App	258
	Accessing Contacts from Other Apps	262
	Managing Your Contacts on Your iPhone	263
	Updating Contact Information	264
	Deleting Contacts	266
8	Communicating with the Phone and FaceTime Apps	269
	Setting Phone Preferences	270
	Setting Phone Sounds and Notifications	270
	Configuring Phone Settings	270

Making Voice Calls	274
Dialing with the Keypad	275
Dialing with Contacts	276
Dialing with Favorites	277
Dialing with Recents	278
Dialing from the App Switcher	279
Managing In-Process Voice Calls	280
Entering Numbers During a Call	282
Making Conference Calls	283
Using Another App During a Voice Call	286
Receiving Voice Calls	286
Answering Calls	286
Answering Calls During a Call	289
Managing Voice Calls	289
Clearing Recent Calls	290
Adding Calling Information to Favorites	291
Using the iPhones Headset for Calls	292
Using Visual Voicemail	292
Recording a Greeting	293
Listening to and Managing Voicemails	295
Finding and Listening to Voicemails	296
Listening to and Managing Deleted Voicemails	297
Communicating with FaceTime	299
Configuring FaceTime Settings	299
Making FaceTime Calls	302
Receiving FaceTime Calls	304
Managing FaceTime Calls	306

Sending, Receiving, and Managing Email

Configuring Email Accounts	310
Setting Mail App Preferences	310
Working with Email	316
Receiving and Reading Email	319
Receiving and Reading Email on an iPhone 6 Plus	323
Sending Email	326
Replying to Email	329
Forwarding Emails	331

Managing Email.....	332
Checking for New Email.....	332
Understanding the Statuses of Email.....	333
Managing Email from the Message Screen.....	334
Managing Email from an Inbox.....	335
Managing Multiple Emails at the Same Time.....	337
Organizing Email from the Message Screen.....	338
Organizing Email from the Inbox.....	339
Viewing Messages in a Mailbox.....	340
Saving Images Attached to Email.....	341
Searching Your Email.....	341
Working with VIPs.....	343
Designating VIPs.....	343
Accessing VIP Email.....	343
Managing Junk Email.....	344

Sending, Receiving, and Managing Texts and iMessages **347**

Preparing Messages for Messaging.....	348
Setting Your Text and iMessage Preferences.....	348
Blocking People from Messaging or Texting You.....	354
Unblocking People from Messaging or Texting You.....	355
Sending Messages.....	357
Creating and Sending Messages.....	358
Receiving, Reading, and Replying to Messages.....	362
Receiving Messages.....	362
Reading Messages.....	363
Viewing Images or Video You Receive in Messages.....	365
Listening to Audio in Messages You Receive in Messages.....	366
Watching Video in Messages You Receive in Messages.....	367
Replying to Messages from the Messages App.....	369
Replying to Messages from a Banner Alert.....	370
Having a Messages Conversation.....	371
Working with Messages.....	373
Managing Messages Conversations.....	373
Receiving and Reading Messages on an iPhone 6 Plus.....	376
Adding Images and Video to Conversations.....	377
Adding Audio Recordings to Conversations.....	380
Adding Video to Conversations.....	382
Adding Locations to Conversations.....	383

Browsing Attachments to Conversations	384
Deleting Messages and Conversations	385
Deleting Conversations	387

11 Managing Calendars and Reminders 389

Setting Calendar, Reminder, and Time Preferences	390
Setting Your Calendar Preferences	390
Setting Your Time and Date Preferences	395
Setting Your Reminder Preferences	397
Working with Calendars	399
Viewing Calendars and Events	399
Navigating Calendars	403
Viewing Calendars	404
Adding Events to a Calendar	406
Searching Calendars	414
Working with Invitations	415
Sharing Calendars	418
Managing Calendars, Events, and Invitations	420
Working with Reminders	422
Creating Reminders	424
Organizing Reminders with Lists	428
Managing Reminders	429

12 Working with Siri 433

Setting Up Siri	434
Understanding Siri's Personality	436
Learning How to Use Siri by Example	442
Using Siri to Make Voice Calls	442
Composing New Email with Siri	443
Replying to Emails with Siri	444
Having Messages Read to You	446
Replying to Messages with Siri	447
Sending New Messages with Siri	447
Using Siri to Create Events	448
Using Siri to Create Reminders	450
Using Siri to Get Information	452
Using Siri to Play Music	453
Using Siri to Get Directions	454
Using Dictation to Speak Text Instead of Typing	455

13	Surfing the Web	457
	Setting Safari Preferences	457
	Configuring Safari's Search Settings	458
	Configuring Safari's General Settings	459
	Configuring Safari's Privacy & Security Settings	463
	Visiting Websites	466
	Using Bookmarks to Move to Websites	466
	Using Your Favorites to Move to Websites	469
	Typing URLs to Move to Websites	470
	Using Your Browsing History to Move to Websites	472
	Viewing Websites	473
	Working with Multiple Websites at the Same Time	475
	Opening New Pages in the Background	476
	Opening New Pages in a New Tab	476
	Using Tab View to Manage Open Web Pages	477
	Opening Web Pages That Are Open on Other Devices	478
	Searching the Web	479
	Saving and Organizing Bookmarks	481
	Creating Bookmarks	481
	Organizing Bookmarks	483
	Deleting Bookmarks or Folders of Bookmarks	487
	Creating Bookmarks on the Home Screen	487
	Sharing Web Pages	488
	Emailing a Link to a Web Page	489
	Messaging a Web Page	490
	Completing Forms on the Web	491
	Manually Completing Forms	491
	Using AutoFill to Complete Forms	493
	Signing In to Websites Automatically	494
	Using Safari's Reading List	495
	Adding Pages to Your Reading List	495
	Using Your Reading List	496
14	Finding and Listening to Music	499
	Stocking Your iPhone with Music	499
	Configuring Music Settings	500
	Using the Cover Browser to Find and Listen to Music	502

Finding Music.....	506
Finding Music by Playlist.....	506
Finding Music by Artist.....	508
Finding Music in Other Ways.....	511
Finding Music by Searching.....	513
Playing Music.....	514
Playing Music on the Now Playing Screen.....	514
Playing Music from the Control Center.....	519
Playing Music from the Lock Screen.....	519
Shuffling Music.....	520
Creating and Using Genius Playlists.....	521
Using AirPlay to Listen to Your iPhone’s Music on Other Devices.....	524
Listening to Music with iTunes Match.....	525
Listening to iTunes Radio.....	528
Listening to a Featured Station.....	529
Creating Your Own iTunes Radio Stations Based on an Artist, a Genre, or a Song.....	530
Creating an iTunes Radio Station Based on Music in Your iTunes Library.....	532
Listening to Your iTunes Radio Stations.....	533
Playing iTunes Radio Music.....	533

15 Working with Photos and Video You Take with Your iPhone

537

Setting Your Photos & Camera Preferences.....	538
Taking Photos and Video with Your iPhone.....	542
Taking Photos.....	542
Applying Filters to Your Photos.....	547
Taking Panoramic Photos.....	548
Taking Photos in Burst Mode.....	551
Taking Photos Using the Timer.....	552
Taking Video.....	553
Taking Time-Lapse Video.....	554
Taking Photos and Video from the Lock Screen.....	556
Taking Photos and Video from the Control Center.....	557
Viewing, Editing, and Working with Photos on Your iPhone.....	557
Finding Photos to Work With by Browsing.....	557
Finding Photos to Work With by Searching.....	564
Viewing Photos Individually.....	565
Viewing Photos in Slideshows.....	567
Working with Burst Mode Photos.....	570

Editing Photos.....	572
Enhancing Photos.....	572
Straightening, Rotating, and Cropping Photos.....	573
Applying Filters to Photos.....	577
Removing Red-Eye from Photos.....	578
Making Smart Adjustments to Photos.....	579
Working with Photos.....	581
Sharing Photos via Email.....	582
Organizing Photos in a New Album.....	583
Adding Photos to an Existing Album.....	585
Deleting Photos.....	586
Viewing, Editing, and Working with Video on Your iPhone.....	587
Finding and Watching Videos.....	587
Watching Slow-Motion Video.....	588
Editing Video.....	589
Using AirPlay to View Photos and Videos on a TV.....	591
Using iCloud with Your Photos.....	593
Sharing Your Photos.....	594
Adding Photos to a Shared Album.....	596
Adding Comments to a Shared Album.....	597
Inviting People to a Shared Photo Album.....	599
Working with Photo Albums Shared with You.....	600

Using Other Cool iPhone Apps and Features

Listening to Podcasts with the Podcasts App.....	606
Setting Your Podcast Preferences.....	606
Using the Podcasts App to Subscribe to Podcasts.....	610
Choosing a Podcast to Listen To.....	614
Listening to Podcasts.....	616
Managing Podcasts and Episodes of Podcasts.....	619
Finding Your Way with Maps.....	623
Enjoying Books with iBooks.....	627
Managing Your Health with the Health App.....	631
Working Seamlessly Across Your Devices.....	634
Working with Handoff.....	634
Taking Phone Calls on Macs or iPads.....	636
Looking into the Future.....	637
Apple Pay.....	637
Apple Watch.....	637

17

Maintaining and Protecting Your iPhone and Solving Problems 639

- Maintaining an iPhone’s Software 639
 - Maintaining the iOS Software with the Settings App 640
- Maintaining iPhone Apps 641
- Backing Up Your iPhone 643
 - Manually Backing Up Your iPhone to iCloud 643
 - Manually Backing Up Your iPhone to Your Computer 644
- Finding and Securing Your iPhone with Find My iPhone 645
 - Using Find My iPhone to Locate Your iPhone 646
 - Using Find My iPhone to Play a Sound on Your iPhone 648
 - Using Find My iPhone to Put Your iPhone in Lost Mode 648
 - Using Find My iPhone to Erase Your iPhone 650
- Maintaining an iPhone’s Power 652
 - Making the Battery Last Longer 653
- Solving iPhone Problems 655
 - Restarting an App 655
 - Restarting Your iPhone 656
 - Resetting Your iPhone 656
 - Restoring Your iPhone 658
 - Finding a Missing App 661
 - Making an iPhone’s Screen Rotate Again 663
 - Blocking Unwanted Calls, Messages, or FaceTime Requests 664
 - Solving the Quiet iPhone Problem 665
- Getting Help with iPhone Problems 667

Index

About the Author

Brad Miser has written extensively about technology, with his favorite topics being the amazing “i” devices, especially the iPhone, that make it possible to take our lives with us while we are on the move. In addition to *My iPhone*, Eighth Edition, Brad has written many other books, including *My iPhone for Seniors*; *iTunes and iCloud for iPhone, iPad, & iPod touch Absolute Beginner’s Guide*; and *Sams Teach Yourself iCloud in 10 Minutes*, Second Edition. He has also been an author, development editor, or technical editor for more than 50 other titles.

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

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

Dedication

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

Acknowledgments

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

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

Michael Grothaus, my technical editor, who carefully reviewed the content in this book and made numerous suggestions to correct my mistakes and add valuable information to it.

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

Mark Shirar, for the interior design and cover of the book.

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

We Want to Hear from You!

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

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

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

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

Email: feedback@quepublishing.com

Mail: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

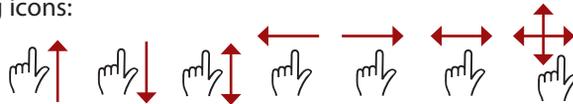
Reader Services

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.

Using This Book

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

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



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

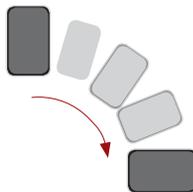
To zoom in or zoom out on screens, you unpinch or pinch, respectively, your fingers on the screen. These motions are indicated by the following icons:



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



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



Occasionally, you shake the iPhone to activate a control. When you do, you see this icon:



As you can see on its cover, this book provides information about a number of iPhone models, which are the iPhone 4s, iPhone 5, iPhone 5s, iPhone 6, and iPhone 6 Plus. Each of these models have specific features and capabilities that vary slightly from the others. Additionally, they have different screen sizes with the 4 being the smallest and the iPhone 6 Plus being the largest.

Because of the variations between the models, the figures you see in this book may be slightly different than the screens you see on your iPhone. For example, the iPhone 6 has settings that aren't on the iPhone 5s while the 5s and later models support Touch ID (fingerprint recognition), although the 4 and 5 don't. In most cases, you can follow the steps as they are written with any of these models even if there are minor differences between the figures and your screens.

When the model you are using doesn't support a feature being described, such as the Display Zoom that is on the iPhone 6 but not on previous models, you can skip that information or read it to help you decide if you want to upgrade to a newer model.

Although there are many changes in iOS 8 that you will notice, some are significant and still others are entirely new. In the case of those features that have changed significantly, or are completely new, we have added indicator to the text and table of contents to help you easily locate them. When you see **New!** be sure to check out those tasks to quickly get up to speed on what's new in iOS 8.



Choose the image you want as wallpaper

Tap to personalize an iPhone to make it your own

Place icons in folders to keep your Home screens organized

Customize the layout of the icons on your Home screens by placing icons where you want them

In this chapter, you learn how to make an iPhone into your iPhone. Topics include the following:

- Customizing your Home screens
- Working with the Settings app
- Setting the screen's brightness, view, text size, and wallpaper
- Setting keyboard, language, and format options
- Choosing the sounds your iPhone makes
- Setting up notifications and the Notification Center
- Configuring the Control Center
- Setting Do Not Disturb preferences
- Setting Privacy and Location Services preferences
- Setting Passcode, Touch ID, and Auto-Lock preferences
- Restricting access to content and apps

4

Configuring an iPhone to Suit Your Preferences

There are lots of ways that you can turn an iPhone into *your* iPhone so that it works, looks, and sounds the way you want it to. Some examples include changing how text appears on the screen, creating and using text shortcuts, choosing the sounds your iPhone uses, configuring the notifications your iPhone displays and plays to keep you informed about what's happening, and so on. One important customization that goes beyond just looks or sounds is to make your phone more secure by configuring and using a passcode/fingerprint and restricting access to content and apps; you should ensure your iPhone is protected with a passcode.

To do most of this personalization of your iPhone, you use the Settings app, which you've seen several times in the previous chapters. This app is not only the starting place for almost all of the customization you'll do of the iPhone's native software, but also of any apps you download and install.

You can also customize your Home screens, which is where this chapter begins.

Customizing Your Home Screens

The iPhone's Home screens are the starting point for anything you do because these screens contain the icons that you tap to access the apps and web page icons that you want to use; you can also place icons within folders which also have icons on your Home screens. You see and use the Home screens constantly, so it's a good idea to make them look the way you want them to.

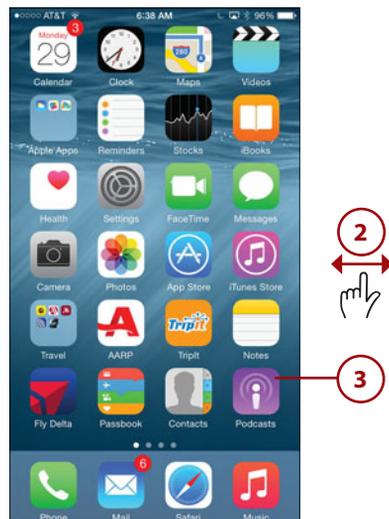
In the background of the Lock screen and every Home screen is the wallpaper image. In the section called "Customizing the Wallpaper on the Home and Lock Screens," you learn how to configure your iPhone's wallpaper.

As you know, you can access apps and web page icons on your Home screens by tapping them. The Home screens come configured with icons in default locations. You can change the location of these icons to be more convenient for you. As you install more apps and create your own web page icons, it's a good idea to organize your Home screens so that you can quickly get to the items you use most frequently. You can move icons around the same screen, move icons between the pages of the Home screen, and organize icons within folders. You can even change the icons that appear on the Home screens' toolbar. You can also delete icons you no longer want.

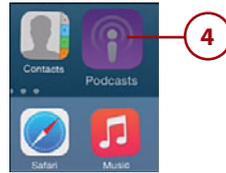
Moving Icons Around Your Home Screens

You can move icons around on a Home screen, and you can move icons among screens to change the screen on which they are located.

1. Press the Touch ID/Home button to move to a Home screen if you aren't there already.
2. Swipe to the left or right across the Home screen until the page containing an icon you want to move appears.
3. Tap and hold any icon. After a moment, the icons begin jiggling and you can then move icons on the Home screens. You might also see Delete buttons (an x) in the upper-left corner of some icons, which indicate that you can delete both the icon and app or the web page link (more on this later in this section).



4. Tap and hold an icon you want to move; it becomes larger to show that you have selected it.
5. Drag the icon to a new location on the current screen; as you move the icon around the page, other icons separate and are reorganized to enable you to place the icon in its new location.
6. When the icon is in the location you want, lift your finger up. The icon is set in that place.
7. Tap and hold on an icon you want to move to a different page.



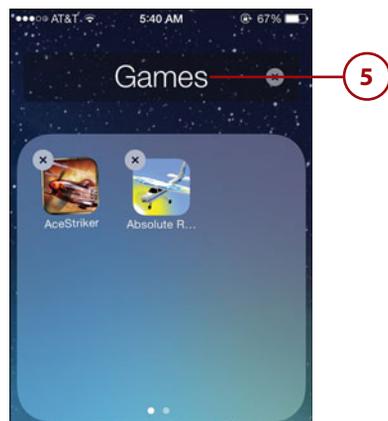
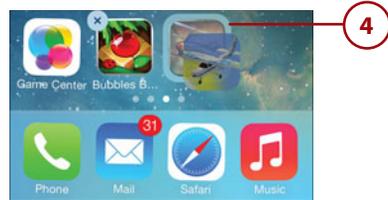
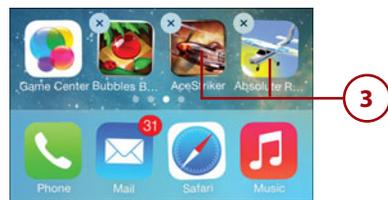
8. Drag the icon to the left edge of the screen to move it to a previous page or to the right edge of the screen to move it to a later page. As you reach the edge of the screen, you move to the previous or next page.
9. Drag the icon around on the new screen until it is in the location where you want to place it.
10. Lift your finger up. The icon is set in its new place.
11. Continue moving icons until you've placed them in the locations you want; then press the Touch ID/Home button. The icons are locked in their current positions, they stop jiggling, and the Delete buttons disappear.



Creating Folders to Organize Apps on Your Home Screens

You can place icons into folders to keep them organized and to make more icons available on the same page. To create a folder, do the following:

1. Move to the Home screen containing two icons you want to place in a folder.
2. Tap and hold an icon until they start jiggling; the Delete buttons appear.
3. Drag one icon on top of another one that you want to be in the new folder together.
4. When the first icon is on top of the second and a border appears around the second icon, lift your finger. The two icons are placed into a new folder, which is named based on the type of icons you place within it. The folder opens and you see its default name.
5. To edit the name, tap in the name field.



6. Edit the folder's name.
7. Tap Done.
8. Tap outside the folder to close it.
9. If you're done organizing the Home screen, press the Touch ID/Home button. The icons stop jiggling.

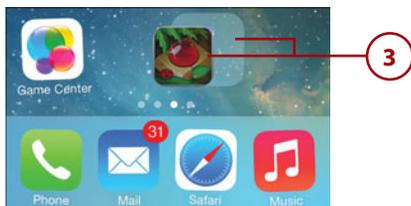
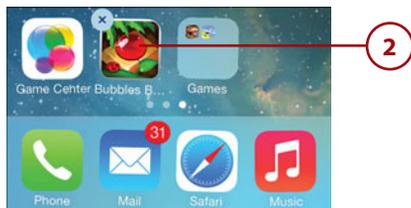
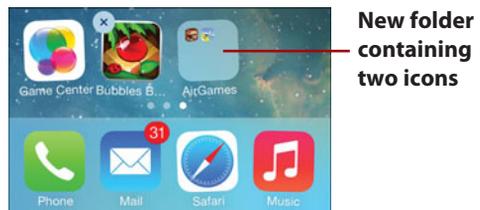
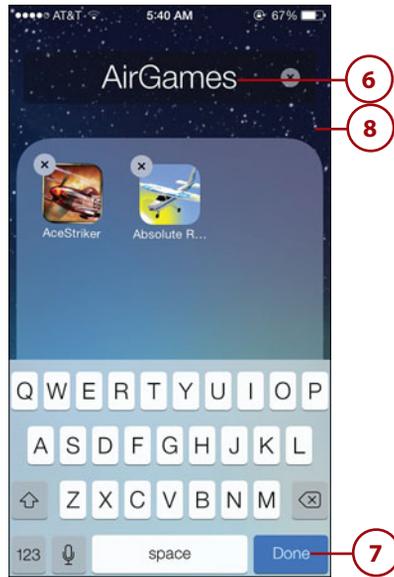
Locating Folders

You can move a folder to a new location in the same way you can move any icon. Tap and hold an icon until the icons start jiggling. Drag the folder icon to where you want it to be.

Placing Icons in Existing Folders

You can add icons to an existing folder like so:

1. Move to the Home screen containing an icon you want to place in a folder.
2. Tap and hold an icon until the icons start jiggling and the Delete buttons appear.
3. Drag the icon you want to place into a folder on top of the folder's icon so that the folder's icon enlarges. (The icon doesn't have to be on the same Home screen page; you can drag an icon from one page and drop it on a folder on a different page.)

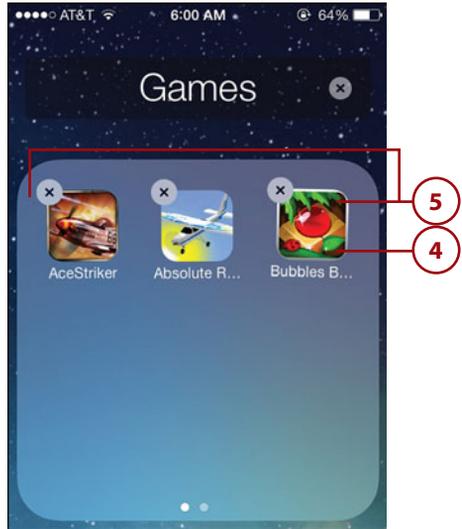


- When the folder opens, lift up your finger. The icon is placed within the folder and you see its current location within the folder. (If you don't want to change the icon's location when you place it in the folder, lift up your finger as soon as the folder's icon enlarges; this places the icon in the folder but doesn't cause the folder to open. This is more efficient when you want to place multiple icons within a folder during the same time period.)
- Drag the new icon to its location within the folder.

Removing Icons from Folders

To remove an icon from a folder, tap the folder from which you want to remove the icon to open it. Tap and hold the icon you want to remove until it starts jiggling. Drag the icon you want to remove from inside the folder to outside the folder. When you cross the border of the folder, the folder closes and you can place the icon on a Home screen.

- Tap outside the folder. The folder closes.
- When you're done adding icons to folders, press the Touch ID/Home button.



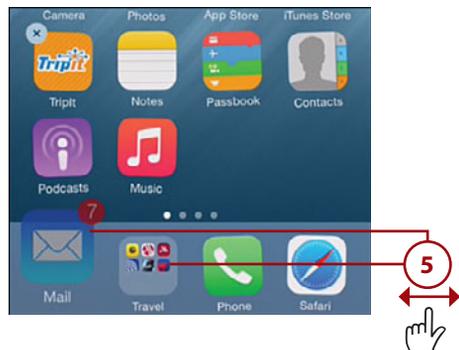
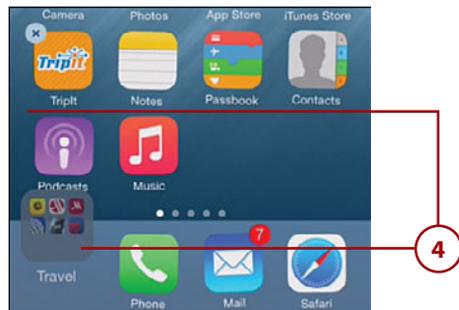
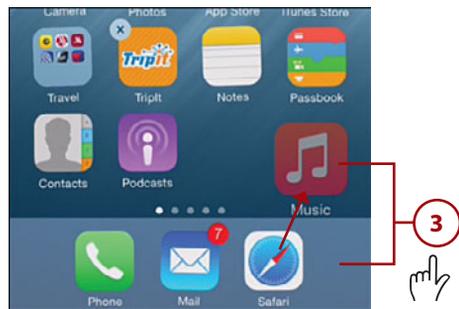
Folders and Badges

When you place an icon that has a badge (the red circle with a number in it that indicates the number of new items in an app) in a folder, the badge transfers to the folder so that you see it on the folder's icon. You still see the number of new items, but you can't really tell which of the apps in the folder is generating the badge. When you place more than one app with a badge in the same folder, the badge on the folder becomes the total number of new items for all the apps in the folder. You need to open a folder to see the badges for individual apps it contains.

Configuring the Home Screen Toolbar

The toolbar on the bottom of the Home screen appears on every page. You can place any icons on the toolbar that you want, including folder icons.

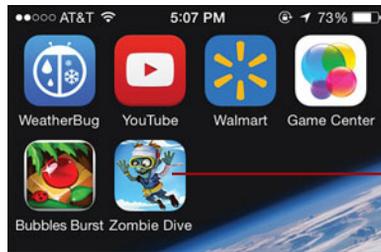
1. Move to the Home screen containing an icon you want to place on the toolbar.
2. Tap and hold an icon until the icons start jiggling and the Delete buttons appear.
3. Drag an icon that is currently on the toolbar from the toolbar onto the Home screen. This creates an empty space on the toolbar.
4. Drag an icon or folder containing icons from the Home screen onto the toolbar.
5. Drag the icons on the toolbar around so they are in the order you want them to be.
6. Press the Touch ID/ Home button to set the icons in their current places.



Deleting Icons

You can delete icons from a Home screen to remove them from your iPhone. When you delete an app's icon, its data is also deleted and you won't be able to use the app anymore (of course, you can download it again if you change your mind). When you delete a web page's icon (see Chapter 13, "Surfing the Web," for information on creating web page icons), the bookmark to that web page is deleted.

1. Move to the Home screen containing an icon you want to delete.
2. Tap and hold an icon until the icons start jiggling and the Delete buttons appear.
3. Tap the icon's Delete button.
4. Tap Delete. If the icon was for an app, it and any associated data on your iPhone are deleted. If the icon was for a bookmark, the bookmark is deleted.



MORE ON ORGANIZING HOME SCREENS

Organizing your Home screens can make the use of your iPhone more efficient and make it more what you want it to be. Here are a few more things to keep in mind:

- You can place many icons in the same folder. When you add more than nine, any additional icons are placed on new pages within the folder. As you keep adding icons, pages keep being added to the folder so that it opens. You can swipe to the left or right within a folder to move among its pages, just as you can to move among your Home screen.
- To change a folder's name, move to a screen showing the folder. Tap and hold an icon until the icons jiggle. Tap the folder so that it opens, and then tap the current name. Type the new name, tap Done, and tap outside the folder to close it. Press the Touch ID/Home button to complete the process.
- To delete a folder, remove all the icons from it. The folder is deleted as soon as you remove the last icon from within it.
- You can delete only icons for things you've added to your iPhone, which are either apps you've installed or bookmarks to web pages you've added. You can't delete any of the default apps, which is why their icons don't have Delete buttons when you press and hold the Touch ID/Home button to move into Edit mode. If you don't use some of these default icons, move them to pages of your Home screen that you don't use very often so they don't get in your way, or create a folder for unused icons and store them there, out of your way.
- To return your Home screens to how they were when you first started using your iPhone, open the Settings app (covered in the next section), tap General, Reset, Reset Home Screen Layout, and Reset Home Screen. The Home screens return to their default configurations. Icons you've added are moved onto the later pages.
- You can also organize your iPhone's Home screens using iTunes on a computer. Move to the Sync screen in iTunes and click Apps. You see thumbnails for each of your Home page screens. Using techniques similar to those you've learned in this section, you can move icons around, create folders, place icons in folders, and so on. When you sync the iPhone, the Home screens change accordingly. Refer to Chapter 5, "Working with iTunes on Your Computer," for information about using iTunes on a computer.

Working with the Settings App

If you've read previous chapters, you've already used the Settings app a couple of times. Aptly named, the Settings app is where you configure the many settings that change how your iPhone looks, sounds, and works. Most of the tasks in this chapter involve the Settings app. Rather than repeat the first couple of steps within each task, it is more efficient to show you how the app works so you can easily access the controls you need for each task.

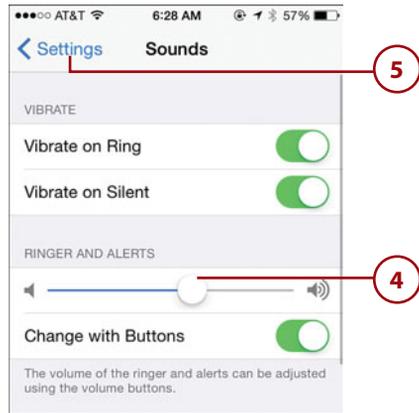
Using the Settings App on Any iPhone

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

1. On the Home screen, tap Settings. The Settings app opens. The app is organized in sections starting at the top with controls you use to enable, disable, or configure key functions of your iPhone including Airplane mode, Wi-Fi, and so on. The next set of tools configures notifications, the Control Center, and the Do No Disturb function. The third group includes General, Display & Brightness, Wallpaper, Sounds, Touch ID & Passcode, and Privacy. Beneath those is a section with iCloud and iTunes & App Store settings. The remainder of the sections are the settings you use to configure how specific apps work, such as Notes, Reminders, and so on.
2. Swipe up or down the screen to get to the settings area you want to use.
3. Tap the area you want to configure, such as Sounds.

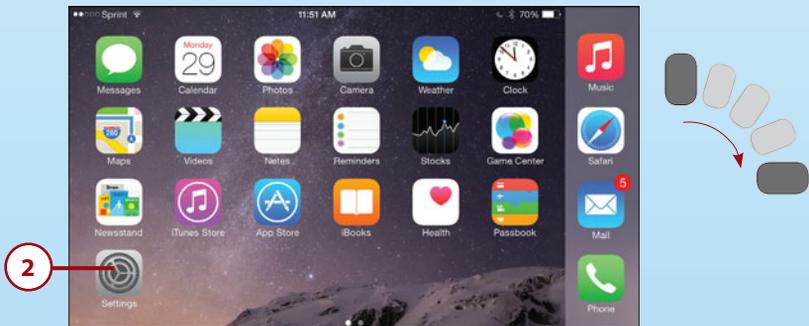


- Use the resulting controls to configure that area. The changes you make take effect immediately.
- When you're done, you can leave the Settings app where it is or tap the back button, which is always located in the upper-left corner of the screen, until you get back to the main Settings screen to go into other Settings areas.

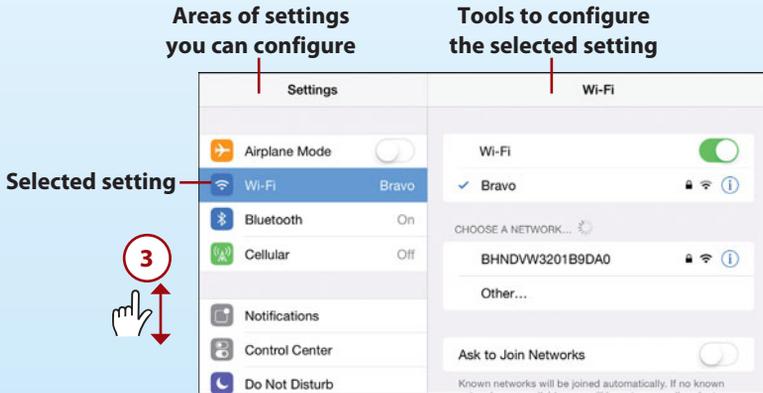


Using the Settings App on an iPhone 6 Plus

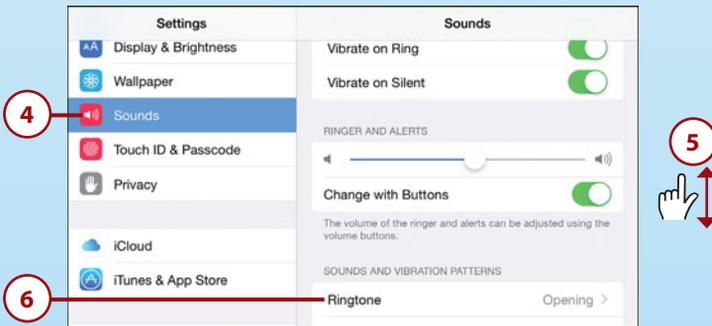
When you hold an iPhone 6 Plus in the horizontal orientation and use the Settings app, you can take advantages of the iPhone 6 Plus' split-screen feature as follows:



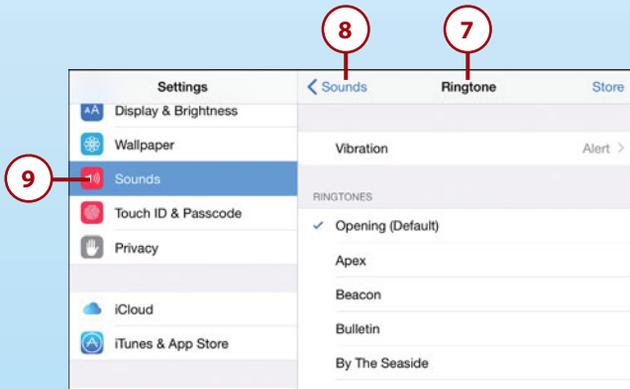
- Hold the iPhone 6 Plus so it is horizontal.
- Tap the Settings app to open it. In the left pane, you see the areas of the Settings app that you can configure. In the right pane, you see tools you can use to configure the selected function. The two panes are independent, making navigation easier than with other iPhones.



3. Swipe up or down on the left pane until you see the function, feature, or app you want to configure.



4. Tap the function, feature, or app you want to configure, such as Sounds. Its controls appear in the right pane.
5. Swipe up or down on the right pane until you see the specific setting you want to change.
6. Tap the setting you want to configure, such as Ringtone. It's controls appear in the right pane.



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

Chapter Shorthand

For almost all the tasks you read about in this chapter, you use the Settings app. The first step in these tasks is always to open the related settings area; you use steps 1–3 in the previous task to do this. These three steps are not repeated in the following tasks. Instead, the tasks start with you selecting the settings area you need. So, when you see something like “Tap Display & Brightness,” it means you should move into the Settings app, swipe up or down until you see the area you need (Display & Brightness for example), and then tap it. If you were previously using a different area in the Settings app, you need to tap the back button (step 5 in the previous task) to return to the main Settings screen and then find and tap the area you want to use.

Setting the Screens Brightness, View, Text Size, and Wallpaper

Because you continually look at your iPhone’s screen, it should be the right brightness level for your eyes. However, the screen is also a large user of battery power, so the dimmer an iPhone’s screen is, the longer its battery lasts. You have to find a good balance between viewing comfort and battery life.

Fortunately, your iPhone has an Auto-Brightness feature that automatically adjusts for current lighting conditions.

The iPhone 6 and iPhone 6 Plus offer two views. The Standard view maximizes screen space and the Zoomed view makes things on the screen larger, making them easier to see but less content fits on the screen.

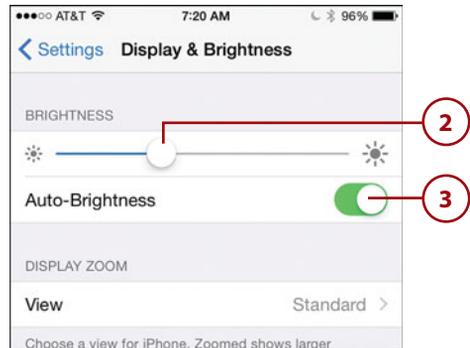
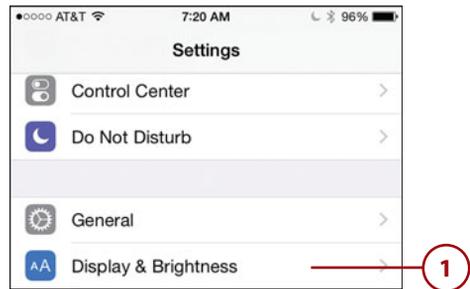
As you use your iPhone, you'll be constantly working with text so it's also important to configure your text to meet your preferences.

Although it doesn't affect productivity or usability of the iPhone, choosing your own wallpaper to see in the background of the Home and Lock screens makes your iPhone more personal to you and is just plain fun.

Setting the Screen Brightness, View, and Text Size

To set the screen brightness perform the following steps:

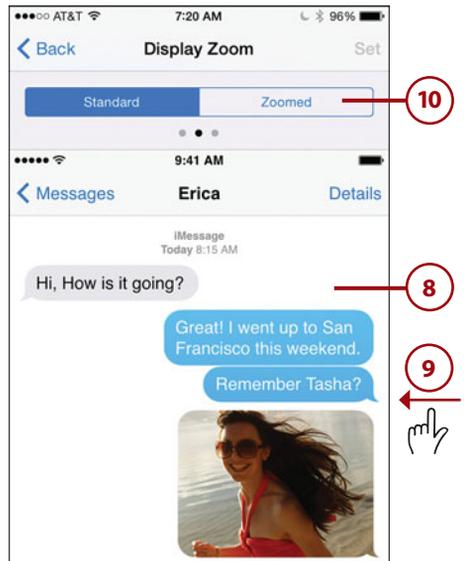
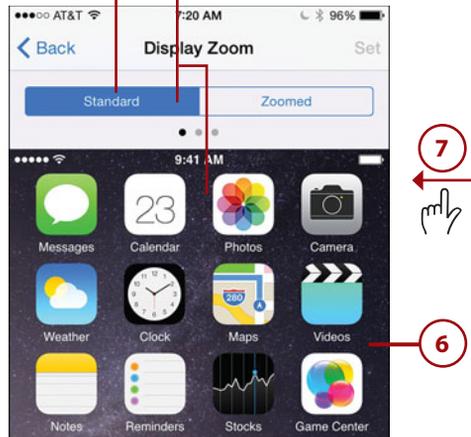
1. In the Settings app, tap Display & Brightness.
2. Drag the slider to the right to raise the base brightness or to the left to lower it. A brighter screen uses more power but is easier to see.
3. If you don't want to use the Auto-Brightness feature, slide the switch to off (white) to disable this feature. The Auto-Brightness feature adjusts the screen brightness based on the lighting conditions in which you are using the iPhone. You'll get more battery life with Auto-Brightness on, but you might not be comfortable with the screen when you use the iPhone where there isn't a lot of ambient light. Try using your iPhone with this feature enabled to see whether the automatic adjustment bothers you. You can always set the brightness level manually, as described in step 2, if it does.



4. Tap View; if you don't see this option, your model doesn't support it and you can skip to step 16. The View settings enables you to set the zoom level you want to use.
5. Tap Standard.
6. Look at the sample screen.
7. Swipe to the right to see examples of what other screens look like in the Standard view.
8. Look at the sample screen.
9. Swipe to the right to see examples of what other screens look like in the Standard view.
10. Tap Zoomed. The sample screens change to reflect the Zoomed view.

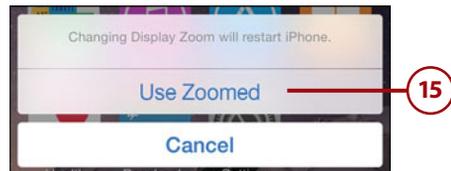
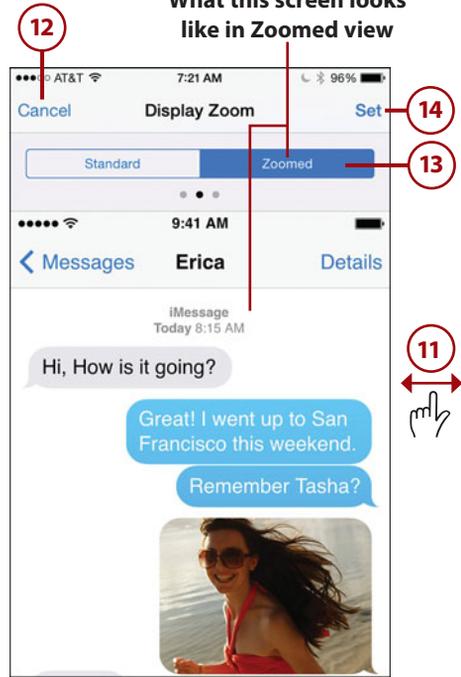


5 What this screen looks like in Standard view



11. Swipe to the left and right to preview the other sample screens in the Zoomed view.
12. If you want to keep the current view, tap Cancel and skip to step 16.
13. To change the view, tap the view you want.
14. Tap Set (if Set is grayed out, the view you selected is already set and you can skip to step 16).
15. Tap Use Zoomed (this is Use Standard if you are already using the Zoomed view). Your iPhone restarts and uses the new view.
16. Move back into the Settings app and tap Display & Brightness.
17. Tap Text Size. This control changes the size of text in all the apps that support the iPhone's Dynamic Type feature.

What this screen looks like in Zoomed view

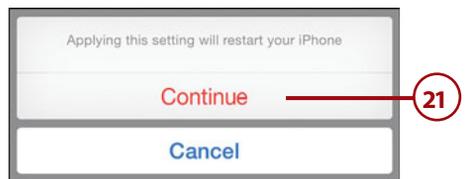
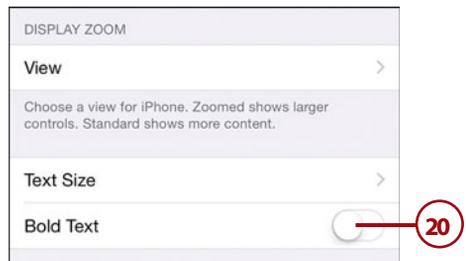
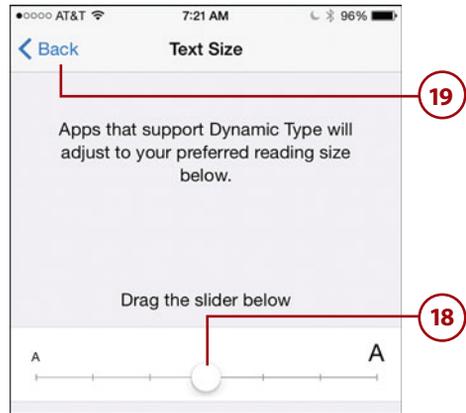


18. Drag the slider to the right to increase the size of text or to the left to decrease it. As you move the slider, the text at the top of the screen resizes so you can see the impact of the change you are making.
19. When you are happy with the size of the text, tap Back.
20. If you want to make all of the text on your iPhone bold, set the Bold Text switch to on (green) and move to step 21. If you don't want to bold the text, skip the next step.
21. Tap Continue. Your iPhone restarts. All the text is in bold, making it easier to read.

Setting the Wallpaper on the Home and Lock Screens

Wallpaper is the image you see “behind” the icons on your Home screens. Because you see this image so often, you might as well have an image that you want to see or that you believe makes using the Home screens easier and faster. You can use the iPhone’s default wallpaper images, or you can use any photo available on your iPhone. You can also set the wallpaper you see on the iPhone’s Lock screen (you can use the same image as on the Home screens or a different one). To configure your wallpaper, perform the following steps:

1. In the Settings app, tap Wallpaper. You see the current wallpaper set for the Lock and Home screens.

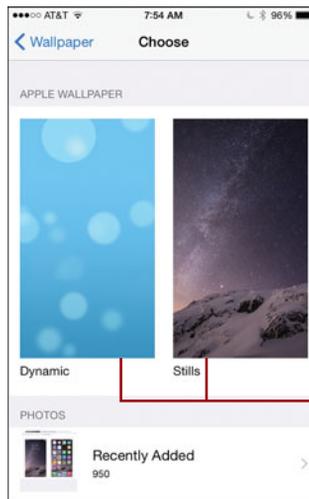


2. Tap Choose a New Wallpaper. The Choose screen has two sections. The APPLE WALLPAPER section enables you to choose one of the default wallpaper images while the PHOTOS section shows you the photos available on your iPhone. If you don't have any photos stored on your iPhone, you can only choose from the default images. To choose a default image, continue with step 3; to use one of your photos as wallpaper, skip to step 8.
3. Tap Dynamic if you want to use dynamic wallpaper or Stills if you want to use a static image. Dynamic wallpaper has motion (kind of like a screen saver on a computer). Stills are static images. These steps show selecting a still image, but using a dynamic one is similar.



**Current wallpaper
on your Lock
screen**

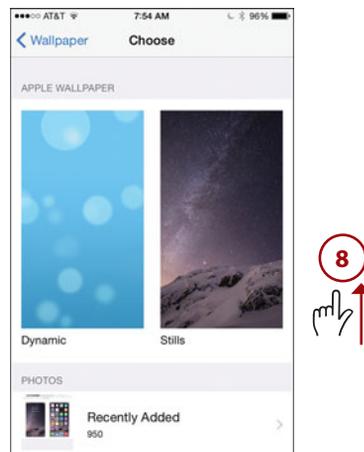
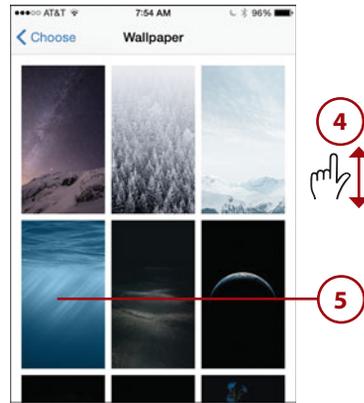
**Current wallpaper
on your Home
screens**



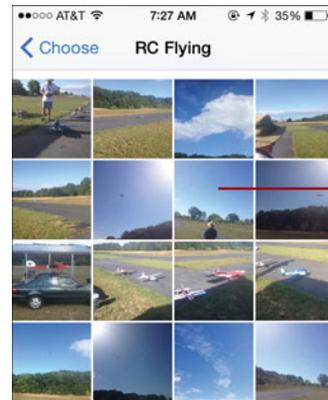
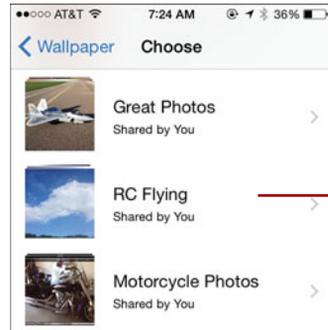
4. Swipe up and down the screen to browse the images available to you.
5. Tap the image you want to use as wallpaper.
6. Tap Perspective Zoom to turn it off or on; the current setting is indicated by On or Off. When you tap Perspective Zoom, it toggles between these states. (See the sidebar “Perspective Zoom” at the end of this task for an explanation of this feature.)
7. Tap Set and skip to step 14.
8. To use a photo as wallpaper, swipe up the screen to browse the sources of photos available to you; these include Recently Added, albums, and so on.

Working with Photos

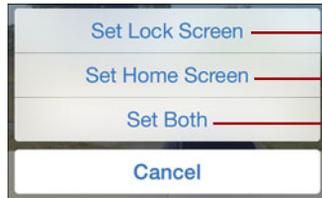
To learn how to work with the photos on your iPhone, see Chapter 15, “Working with Photos and Video You Take with Your iPhone.”



9. Tap the source containing the photo you want to use.
10. Swipe up and down the selected source to browse its photos.
11. Tap the photo you want to use. The photo appears on the Move and Scale screen, which you can use to resize and move the image around.
12. Use your fingers to unpinch to zoom in or pinch to zoom out, and hold down and drag the photo around the screen until it appears how you want the wallpaper to look.
13. Tap Perspective Zoom to turn it off or on; the current setting is indicated by On or Off. When you tap Perspective Zoom, it toggles between these states. (See the sidebar “Perspective Zoom” at the end of this task for an explanation of this feature.)
14. Tap Set.



15. Tap Set Lock Screen or Set Home Screen to apply the wallpaper to only one of those screens; tap Set Both to apply the same wallpaper in both locations. The next time you move to the screen you selected, you see the wallpaper you chose.
16. If you set the wallpaper in only one location, tap Choose to move back to the Choose screen and repeat steps 3–15 to set the wallpaper for the other screen.



**New
wallpaper
on the
Lock
screen**



**New
wallpaper
on the
Home
screen**

Perspective Zoom

The Perspective Zoom feature can be a bit difficult to describe because it is subtle. This feature magnifies the wallpaper image when you tilt your iPhone. It is sometimes noticeable and sometimes not, depending on the image you are using for wallpaper. The best thing to do is to enable it to see if you notice any difference or disable it if you prefer not to use it for the specific images you use as wallpaper. You can enable or disable it anytime for your wallpaper on the Lock and Home screens. To change this setting without changing the wallpaper, move to the Wallpaper screen and tap the wallpaper (tap Lock or Home screen) setting you want to change. Tap Perspective Zoom at the bottom of the screen; it toggles the setting between off and on. When on, Perspective Zoom is highlighted and displays as On; when you turn it off, it dims and displays Off. To save the new setting, tap Set or to leave it as it is, tap Cancel.

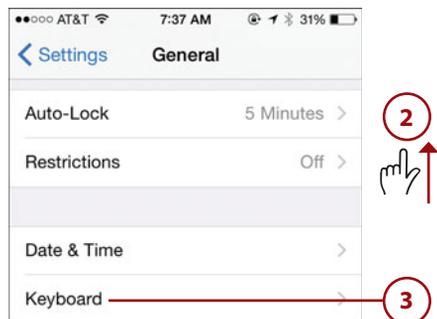
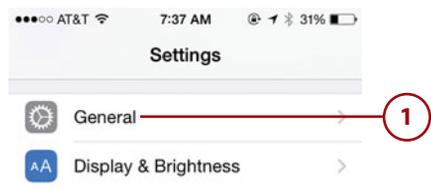
Setting Keyboard, Language, and Format Options

You'll be working with text in many apps on your iPhone. You can customize a number of keyboard- and format-related options so text appears and behaves the way you want it to. You can also choose the language your iPhone uses to communicate to you.

Setting Keyboard Preferences

You use the iPhone's keyboard to input text in many apps, including Mail, Messages, and so on. A number of settings determine how the keyboard works.

1. On the Settings screen, tap General.
2. Swipe up the screen.
3. Tap Keyboard.

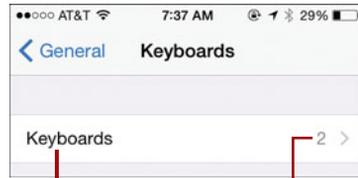


4. Tap Keyboards. This enables you to activate more keyboards so that you can choose a specific language's keyboard when you are entering text. At the top of the screen, you see the keyboards that are available to you.
5. Tap Add New Keyboard.

Fun in Text

The Emoji keyboard allows you to include a huge variety of smiley faces, symbols, and other icons whenever you type. The Emoji keyboard is active by default; however, if you don't see it on the list of active keyboards, you can use these steps to activate it.

6. Swipe up and down the screen to browse the available keyboards.
7. Tap the keyboard you want to add.
8. Tap the keyboard you added in step 7.



4

Number of active keyboards

Keyboards available when you type



5



6

7



8

9. Tap the keyboard layout you want to use.
10. Tap Keyboards.
11. Repeat steps 5–10 to add and configure additional keyboards.
12. Tap Keyboards. (Note that the Shortcuts option is explained in the next task.)

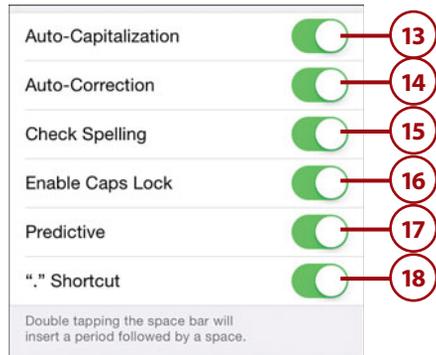


Go Further

THIRD-PARTY KEYBOARDS

You can install and use keyboards that third-parties provide (meaning not Apple) on your iPhone. To do this, open the App Store app and search for “keyboards for iPhone” or you can search for a specific keyboard by name if you know of one you want to try. (See Chapter 6, “Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone,” for help using the App Store app.) After you have downloaded the keyboard you want to use, use steps 1 through 5 to move back to the Keyboards Settings screen. When you open the Add New Keyboard screen, you see a section called THIRD-PARTY KEYBOARDS in which you see the additional keyboards you have installed. Tap a keyboard in this section to activate it as you do with the default keyboards. When you move back to the Keyboards screen, you see the keyboard you just activated. Tap it to configure its additional options. Then you can use the new keyboard just like the others you have activated. Make sure you check out the documentation for any keyboards you download so you take advantage of all of their features.

13. To prevent your iPhone from automatically capitalizing as you type, set Auto-Capitalization to off (white). The iPhone no longer changes the case of letters as you type them.
14. To disable the automatic spell checking/correction, set Auto-Correction to off (white). Your iPhone no longer automatically suggests corrections to what you type.
15. To disable the iPhone's Spell Checker, set the Check Spelling switch to off (white). You'll be on your own spelling-wise.
16. To disable the Caps Lock function, set the Enable Caps Lock to off (white). The Caps Lock function won't be available to you when you tap the Shift key twice.
17. To disable the iPhone's Predictive Text feature (see Chapter 1), set the Predictive switch to off (white). You won't be able to use the predictive text bar to enter text.
18. To disable the shortcut that types a period followed by a space when you tap the spacebar twice, set the "." Shortcut switch to off (white). You must tap a period and the spacebar to type these characters when you end a sentence.



Changing Keyboards

To delete a keyboard, move to the Keyboards Settings screen and swipe to the left on the keyboard you want to remove. Tap Delete. The keyboard is removed from the list of activated keyboards and is no longer available to you when you type. (You can always activate it again later.) To change the order in which keyboards appear, move to the Keyboards screen, tap Edit, and drag the keyboards up and down the screen. When you've finished, tap Done.

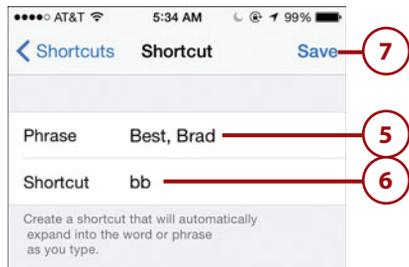
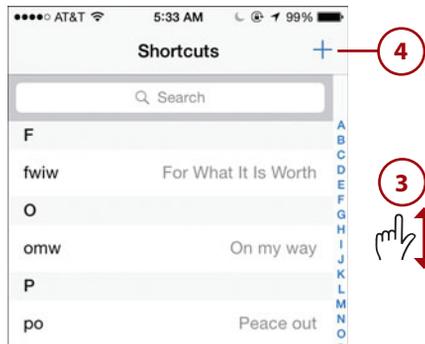
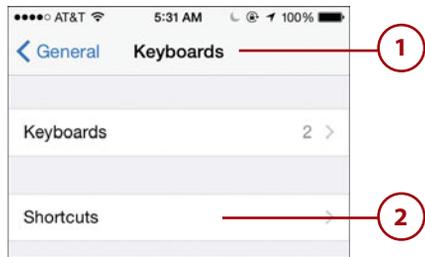
Lots More to the Settings App

There's a lot more you can do with the Settings app than is explained in this chapter; here, you learn about most of the "general" iPhone customization/configuration for which you can use the Settings app. You also learn how to use the Settings app to configure app- or function-specific settings throughout this book. For example, you learn how to use Settings to configure Internet access in Chapter 2, "Connecting Your iPhone to the Internet, Bluetooth Devices, and iPhones/iPods/iPads," and to configure email preferences in Chapter 9, "Sending, Receiving, and Managing Email."

Creating and Working with Text Shortcuts

Text shortcuts are useful because you can use just a few letters to type a series of words. You type the shortcut, and it is replaced by the phrase with which it is associated. To configure your text shortcuts, do the following:

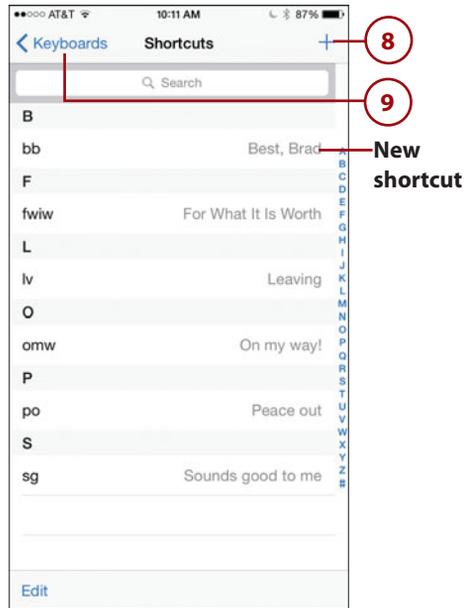
1. Move to the Keyboards screen as described in steps 1–3 in the previous task.
2. Tap Shortcuts.
3. Review the current shortcuts.
4. To add a shortcut, tap Add (+).
5. Type the phrase for which you want to create a shortcut.
6. Type the shortcut you want to be replaced by the phrase you created in step 5.
7. Tap Save. If the shortcut doesn't contain any disallowed characters, it is created and you move back to the Shortcuts section where you see your new shortcut. If there is an error, you see an explanation of the error; you must correct it before you can create the shortcut.



8. Repeat steps 4–7 to create other text shortcuts.
9. When you've created all the shortcuts you want, tap Keyboards.

Shortcuts to Shortcuts

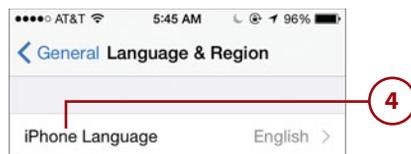
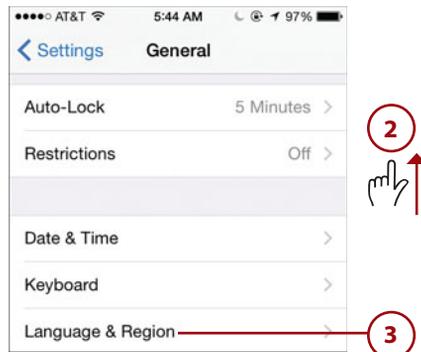
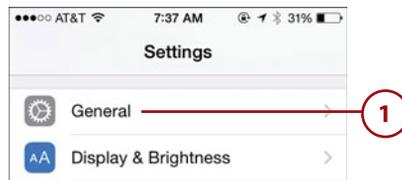
To change a shortcut, tap it. Use the resulting screen to change the phrase or shortcut, and tap Save to update the shortcut. To remove a shortcut, swipe to the left on it and tap Delete. To search for a shortcut, tap in the Search bar at the top of the screen and type the shortcut you want to see; you can also use the index along the right side of the screen to find shortcuts. You can also tap Edit on the Shortcuts screen to change your shortcuts. And, yes, you can create a phrase without a shortcut, but I don't really see much use for that!



Setting Language and Region Preferences

There are a number of formatting preferences you can set that determine how information is formatted in various apps. For example, you can choose how addresses are formatted by default by choosing the region whose format you want to follow.

1. On the Settings screen, tap General.
2. Swipe up the screen.
3. Tap Language & Region.
4. Tap iPhone Language.



5. Swipe up and down the screen to view the languages with which your iPhone can work or tap in the Search bar and type a language you want to use to find it. The current language is marked with a check mark.
6. Tap the language you want to use.
7. Tap Done. Your iPhone starts using the language you selected.
8. Tap Other Languages.
9. Using steps 5 through 7, find and tap a secondary language. This language is used when your primary language can't be, such as on websites that don't support your primary language.
10. Tap Done.
11. Tap the language you want to be primary to confirm it. The language you selected is configured and you move back to the Home screens.

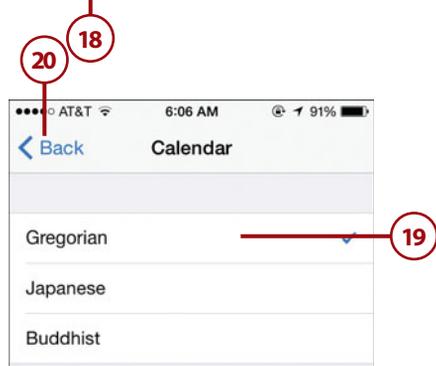
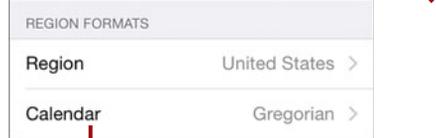
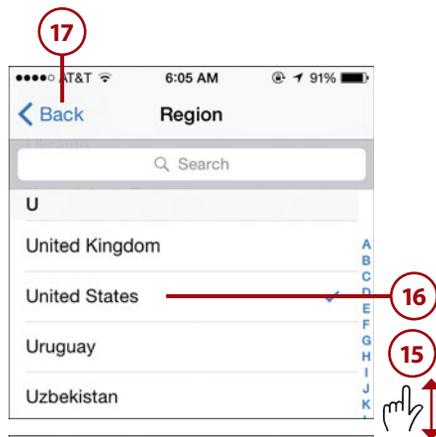
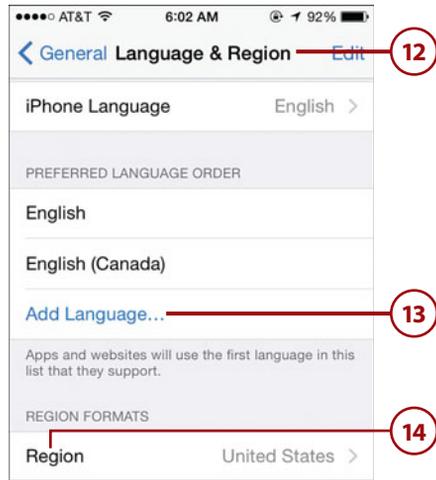


12. Use steps 1 through 3 to return to the Language & Region screen. You see the languages and order of preference below the iPhone Language section.
13. To add more languages, tap Add Language and follow steps 9 through 12 to add more languages.

Order, Order!

To change the order of preference for the languages you have configured, tap Edit, drag the languages up or down the screen to set their order, and tap Done to save your changes.

14. Tap Region.
15. Swipe up and down the regions available to you. The current region is marked with a check mark.
16. Tap the region whose formatting you want to use; if there are options within a region, you move to an additional screen and can tap the specific option you want to use.
17. Tap Back. Your iPhone starts using the formatting associated with the region you selected.
18. Tap Calendar.
19. Tap the calendar you want your iPhone to use.
20. Tap Back. You move back to the Language & Region screen. At the bottom of the screen are examples of the format options you have selected, such as the time and date format.



>>>Go Further

ADVANCED FORMATTING

Tapping Advanced on the Language & Region screen enables you to override the format for the language you selected in step 6. On the Advanced screen, set the Automatic switch to off (white). Tap Language and then select the language whose format you want to use. Tap Advanced. At the bottom of the Advanced screen, you see examples of the format associated with the language you have selected and those formats are used. To return to the formats associated with the iPhone's primary language, set the Automatic switch to on (green).

>>>Go Further

THE ACCESSIBLE iPhone

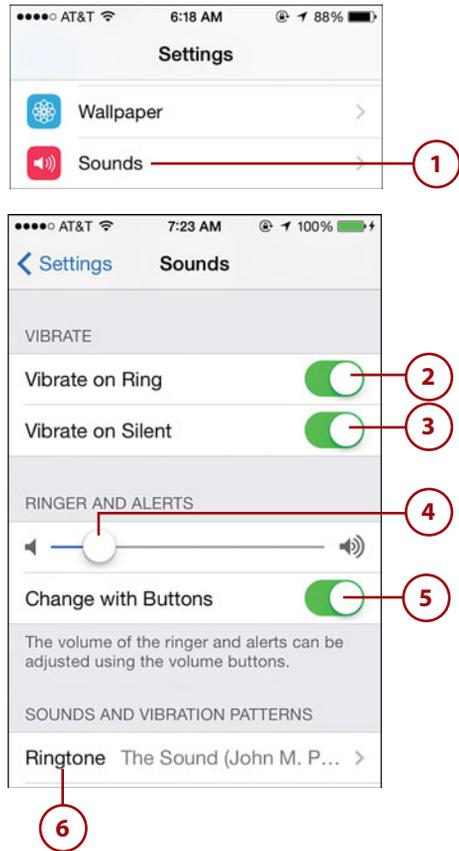
If you tap the Accessibility option on the General Settings screen, a large number of options you can configure to make your iPhone more accessible appear. For example, you can enable VoiceOver to have the iPhone guide you through screens by speaking their contents. Zoom magnifies the entire screen. Invert Colors changes the screen from dark characters on a light background to light characters on a dark background. Under the Speech option, Speak Selection has the iPhone speak text you have selected, and Speak Auto-text has the iPhone speak corrections it suggests to you, such as auto-capitalizations. There are other options you can configure; explore this screen to find settings of interest to you. If your iPhone starts looking or behaving quite differently, move back to this screen to make sure an Accessibility option hasn't been enabled accidentally. There are many options here, and sometimes one or more of them is turned on accidentally, and it can be confusing if you aren't expecting it.

Choosing the Sounds Your iPhone Makes

Sound is one important way your iPhone uses to communicate with you. You can configure the sounds the phone uses in two ways. One is by choosing the general sounds your iPhone makes, which is covered in this section. You can also configure sounds specific apps use to notify you about certain events; this is covered in the next section.

To configure your iPhone's general sounds, do the following:

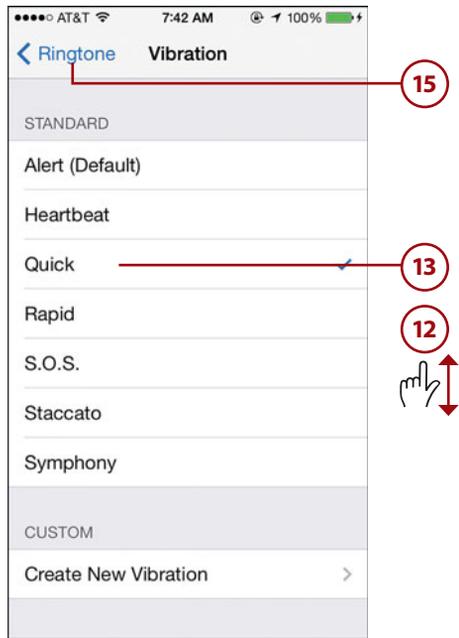
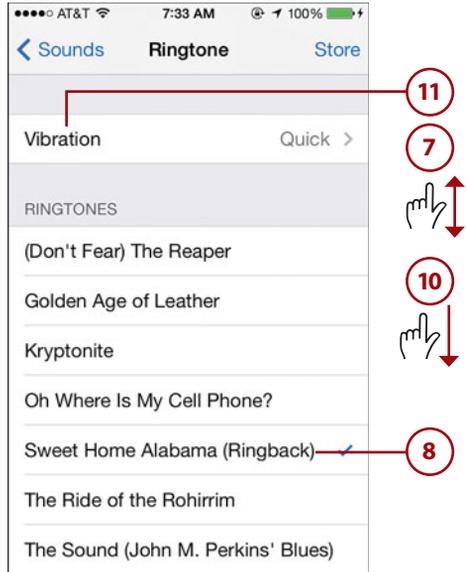
1. On the Settings screen, tap Sounds.
2. If you want your iPhone to also vibrate when it rings, set the Vibrate on Ring switch to on (green).
3. If you want your iPhone to vibrate when you have it muted, set the Vibrate on Silent switch to on (green).
4. Set the volume of the ringer and alert tones by dragging the slider to the left or right.
5. If you want to also be able to change this volume using the volume buttons on the side of the phone, set the Change with Buttons switch to on (green).
6. Tap Ringtone. On the resulting screen, you can set the sound and vibration your iPhone uses when a call comes in.



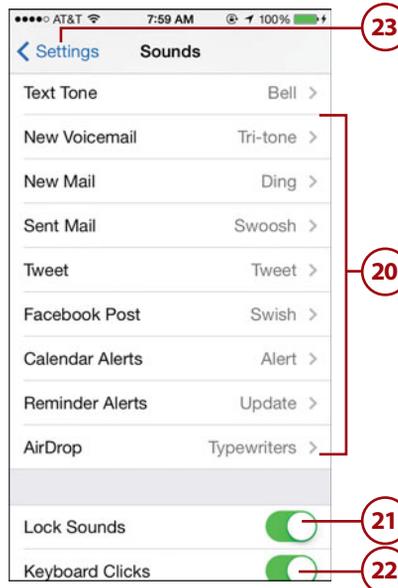
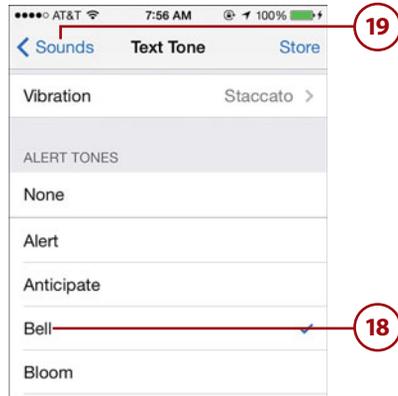
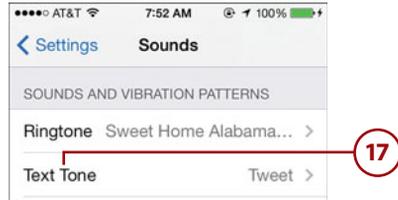
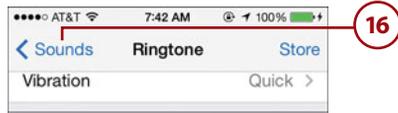
Individual Ringtones and Vibrations

The ringtone and vibration you set in steps 6–14 are the default or general settings. These are used for all callers except for people in your Contacts app for whom you've set specific ringtones or vibrations. In that case, the contact's specific ringtone and vibration are used instead of the defaults. See Chapter 7, "Managing Contacts," to learn how to configure ringtones and vibrations for contacts.

7. Swipe up and down the screen to see all the ringtones available to you. There are two sections of sounds on this screen: RINGTONES and ALERT TONES. These work in the same way; alert tones tend to be shorter sounds. At the top of the RINGTONES section, you see any custom ringtones you have configured on your phone; a dark line separates those from the default ringtones that are below the custom ones.
8. Tap a sound, and it plays.
9. Repeat steps 7 and 8 until you have selected the sound you want to have as your general ringtone.
10. If necessary, swipe down the screen so you see the Vibration section at the top.
11. Tap Vibration. A list of Standard and Custom vibrations available is displayed.
12. Swipe up and down the screen to see all the vibrations available. The STANDARD section contains the default vibrations while the CUSTOM section shows vibrations you have created.
13. Tap a vibration. It “plays” so you can feel it.
14. Repeat steps 12 and 13 until you’ve selected the general vibration you want to use; you can tap None at the bottom of the Vibration screen below the CUSTOM section if you don’t want to have a general vibration.
15. Tap Ringtone.



16. Tap Sounds. The ringtone you selected is shown on the Sounds screen next to the Ringtone label.
17. Tap Text Tone.
18. Use steps 7–16 to set the sound and vibration used when you receive a new text. The process works the same as for ringtones, though the screens look a bit different. For example, the ALERT TONES section is at the top of the screen because you are more likely to want a short sound for new texts.
19. When you're done setting the Text tone, tap Sounds.
20. Using the same pattern as you did for ringtones and text tones, set the sound and vibrations for the rest of the events you see.
21. If you don't want your iPhone to make a sound when you lock it, slide the Lock Sounds switch to off (white).
22. If you don't like the audible feedback when you tap keys on the iPhone's virtual keyboard, slide the Keyboard Clicks switch to off (white).
23. Tap Settings. Your iPhone uses the sounds and vibrations you selected to notify you of events you want to be aware of.



SOUNDING OFF

Following are some other sound- and vibration-related pointers:

- You can tap the Store button on the Ringtone, Text Tone, and other screens to move to the iTunes Store, where you can download ringtones to your iPhone. See Chapter 6, “Downloading Apps, Music, Movies, TV Shows, and More onto Your iPhone,” for more information about downloading content from the iTunes Store.
- You can also create your own ringtones using an audio app on a computer, such as GarageBand. GarageBand enables you to move ringtones you create directly into iTunes. If you use a different app, you need to export the sound from that app and then add it to your iTunes Library. In either case, you can then sync the tones onto your iPhone. See Chapter 5 for information about syncing.
- You can create custom vibration patterns, too. On the Vibration screen, tap Create New Vibration. Tap the vibration pattern you want to create; when you’re done tapping, tap Stop. Tap Record to start over if you don’t like the one you created. When you’re done, tap Save. Name the pattern and tap Save. The patterns you create are available in the CUSTOM section on the Vibration screen, so you can use them just like the iPhone’s default vibration patterns. To remove a custom pattern, swipe to the left on it and tap Delete.

Setting Up Notifications and the Notification Center

Many apps use notifications to communicate information to you, such as to inform you about new information, provide status updates, new email messages, new text messages, and so on. You can use the Notifications settings to enable or disable notifications and to configure them for specific apps. Configuring notifications is one of the most important ways to customize your iPhone so that it keeps you informed as much as you want it to without overwhelming you with too many notifications.

Understanding Notifications and the Notification Center

There are several types of notifications, which include badges, banners, alerts, vibrations, and sounds.



Number of new items in the app

Badges are the counters that appear on an app's or folder's icon to let you know how many new of something you have, such as email messages, texts, event invitations, and so on. You can enable or disable the badge for an app's icon. (Remember that when a badge appears on a folder's icon, it counts all the events for all the apps it contains.)

Banner notification for a new email message

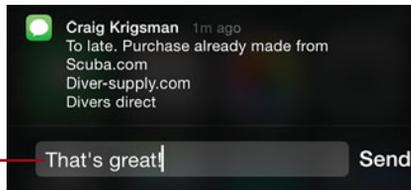


Tap to open the object in the associated app (Mail in this case)

Swipe up to close the notification

Swipe down to reply (some apps)

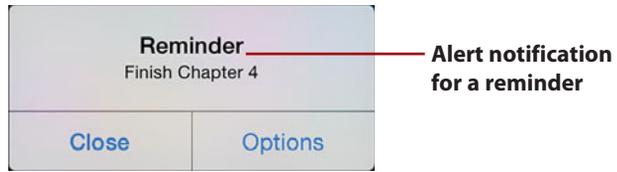
Type your reply



Tap Send to send it

Banners are small messages that appear at the top of the screen when something happens, such as when you receive an email message. Banners contain the icon of the app from which they come, and they can show a preview (if you enable the preview setting). Banners are nice because they don't interfere with what you are doing. If you ignore a banner, after a few seconds, it disappears. If you tap a banner, you move into the app producing the banner and can work with whatever the banner is for, such as a new email message. You can swipe up on a banner to close it. You can swipe down on a banner to reply (for some apps, such as Messages). When you receive a new banner when one is visible on the screen, the first one rotates out of the way so the newest one is

displayed. If you receive a lot of notifications at the same time, you see a summary of how many you have received.



Alerts are another means that apps can use to communicate with you. There are alerts for many types of objects, such as texts, emails, reminders, missed call notifications, and so on. The differences between a banner and an alert are that alerts appear in the center of the screen and you must do something to make the alert go away, such as listen to or ignore a voice message. Some alerts have an Options button; tap this button to see and do actions related to the notification. Tap Close to close it without taking any action.

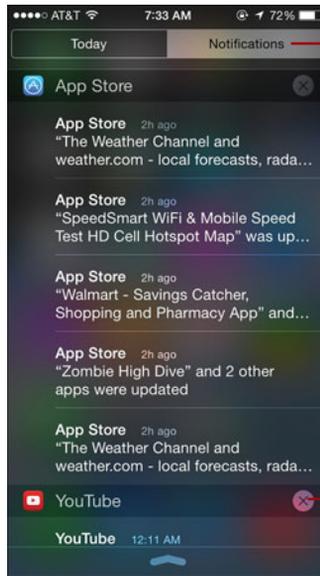
Cellular Emergency Notifications

Depending on where you live and which provider you use, you might receive emergency notifications from government agencies for such things as weather emergencies, Amber Alerts (in the United States, these are issued when a child is abducted), and so on. These alerts appear on your iPhone when they are issued to keep you informed of such events. You can enable or disable certain of these notifications.

You should use alerts when you want to be sure to take action on the occurrence about which a reminder is being sent. For example, you might want to use alerts for calendar events so you have to respond to the notice that the event is coming up, such as the start of a meeting. Banners are better for those notifications that you want to be aware of but that you don't want to interrupt what you are doing, such as email messages. (If an alert appeared each time you received an email message, they could be very disruptive.)

Sounds are audible indicators that something has happened. For example, when something happens in the Game Center, you can be notified via a sound. Earlier in this chapter, you learned how to configure your iPhone's general sounds. You also can configure the sounds used for a specific app's notifications.

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



The Notifications tab of the Notification Center provides an overview of notifications from multiple apps

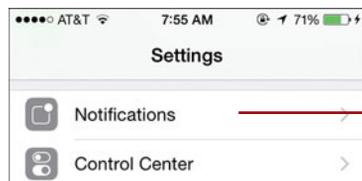
Tap to clear notifications for an app

The Notification Center enables you to access all your notifications on one screen. As you learned in Chapter 1, “Getting Started with Your iPhone,” swipe down from the top of the screen to reveal the Notification Center. You can configure a number of settings related to the Notification Center. Tap the Notifications tab, and you see your current notifications grouped by the associated app. Swipe up and down the screen to review them. Tap the delete (x) button and tap Clear to clear all of the notifications for an app. You can configure which apps provide notifications here and how many are allowed.

Setting Global Notification Preferences

Use the following steps to configure general notification settings:

1. On the Settings screen, tap Notifications.

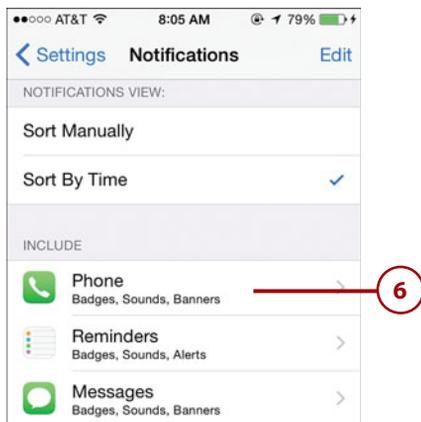
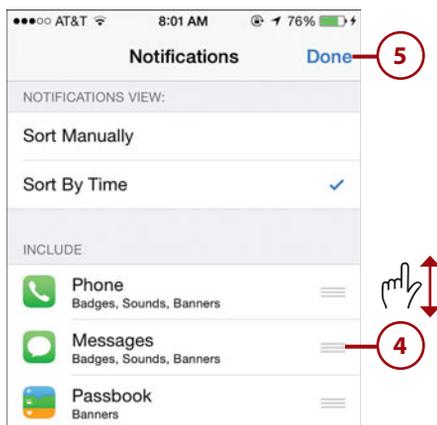
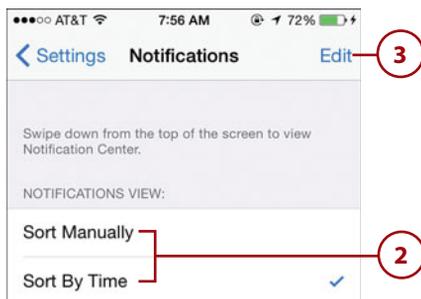


- In the NOTIFICATIONS VIEW section, tap Sort By Time if you want the notifications shown in the Notification Center to be organized based on the most recent information being toward the top of the screen and skip to step 6; tap Sort Manually if you want to set the order (from top to bottom) of how apps appear in the Notification Center.
- Tap Edit to continue with the manual sorting or skip to step 6 if you don't want to set the order manually.

Maintaining Order

You can set the order of the apps when either Manually or By Time is selected. The order you set persists when you switch between the two options, so you can change back and forth whenever you want without having to manually reset the order in which the apps are listed.

- Drag items by their order button up and down to change the order in which they appear in the Notification Center. If many apps are listed in the INCLUDE section, you need to swipe up the screen to see all of them.
- When you are done manually sorting the order, tap Done.
- Configure each app's notification settings; the details of this are explained in the next task.

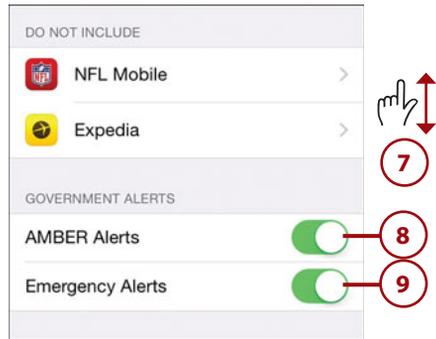


7. Swipe up the screen until you see the GOVERNMENT ALERTS section.

More Alerts

Depending on where you live, you might see a different set of alert options in the GOVERNMENT ALERTS section. You can enable or disable any of the alerts you see in this section as explained in steps 8 and 9.

8. If you don't want to receive AMBER alert notifications, set the AMBER Alerts switch to off (white).
9. If you don't want to receive other types of emergency alerts, set the Emergency Alerts switch to off (white).

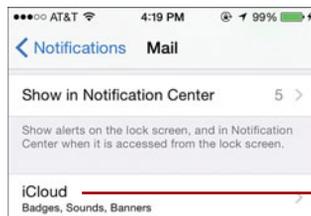
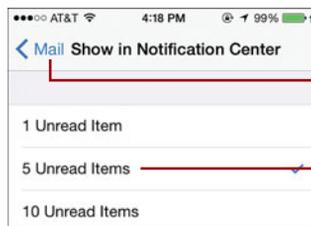
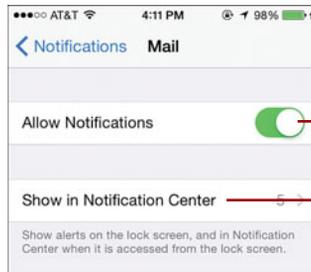


Configuring Notifications for Specific Apps

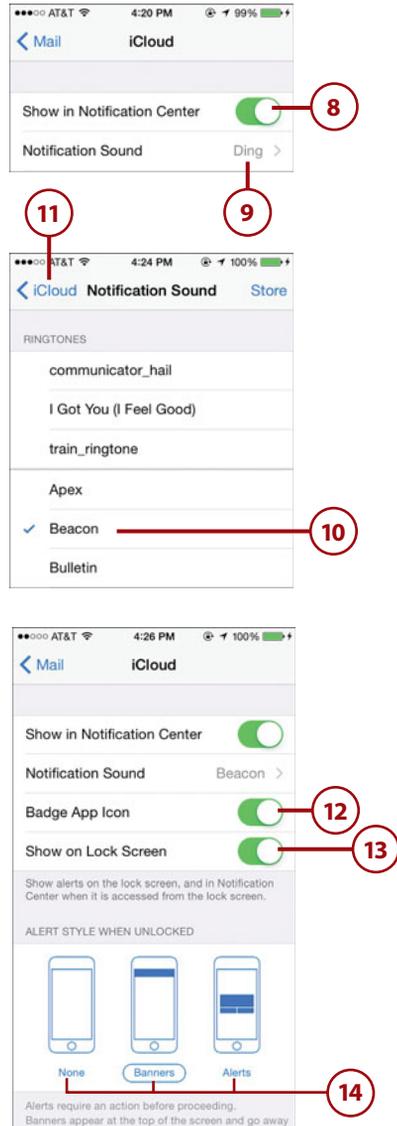
You can configure which apps can provide notifications and, if you allow notifications, which type. You can also configure other aspects of notifications, such as whether an app displays in the Notification Center, whether its notifications appear on the Lock screen, and so on. Apps support different notification options, and not all apps support all options. Some apps, such as Mail, support notification configuration by account (for example, you can set a different alert sound for new mail in each account). However, you can follow the same general steps to configure notifications for each app; you should explore all the options for the apps you use most often to ensure they work the best for you.

The following steps show how to configure Mail's notifications, which is a good example because it supports a lot of notification features; other apps might have fewer features or might be organized slightly differently. But, configuring the notifications for any app follows a similar pattern.

- Continuing in the Notification Center screen from the previous task, swipe up to see the INCLUDE section. Here, you see each app on your iPhone that supports notifications. The INCLUDE section shows apps whose notifications are currently shown in the Notification Center, while those for which the Notification Center is disabled are shown in the DO NOT INCLUDE section.
- Tap the app whose notifications you want to configure.
- If you want the app to provide notifications, set the Allow Notifications switch to on (green) and move to step 4. If you don't want notifications from the app, set the Allow Notifications switch to off (white) and skip the rest of these steps.
- Tap Show in Notification Center.
- Tap the number of individual notifications you want to be shown in the Notification Center.
- Tap the back button, which is labeled with the name of the app you are configuring (Mail, in this example). If an app supports multiple accounts, you can configure the notifications for each account. If not, you see the Notifications screen showing all the options for that app and you can skip to step 8.
- Tap the account for which you want to configure notifications.



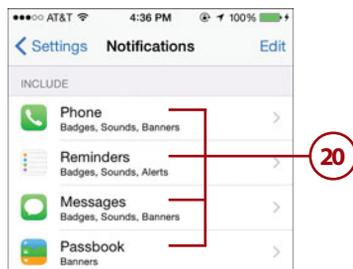
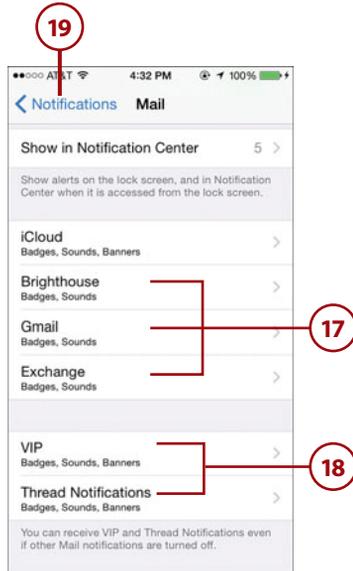
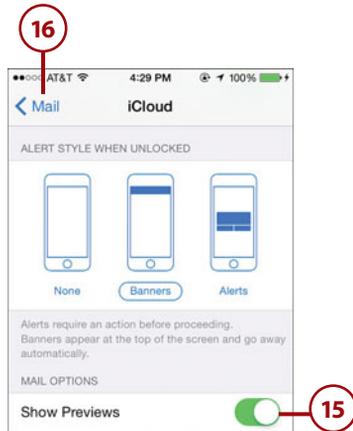
8. If you want notifications from the account you selected in step 7 to appear in the Notification Center, set the Show in Notification Center switch to on (green); set the switch to off (white) if you don't want notifications for the account to appear in the Notification Center.
9. Tap Notification Sound.
10. Use the resulting Notification Sound screen to choose the alert sound and vibration for new email messages to the account (refer to the section on setting general sound preferences earlier in this chapter for details).
11. Tap the back button located in the upper-left corner of the screen (it will be labeled with the account's name).
12. To display the app's badge, set the Badge App Icon switch to on (green); if you set it to off (white), the badge is not displayed when new email arrives.
13. If you want the app's notifications for the account to appear on the Lock screen, slide the Show on Lock Screen switch to on (green); if you set it to off (white), you won't see notifications from the app for the account when your iPhone is locked.
14. Choose the type of notification you want the app for the account to provide by tapping None, Banners, or Alerts. The selected alert type is the one whose name is enclosed in an oblong.



Installed App Not Shown?

You must have opened an app at least once for it to appear on the Notification screen.

15. If you don't want a preview to appear in the app's notifications, slide the Show Previews switch to off (white). For example, you might want to keep some types of messages private; to do so, disable the Show Preview option for that account.
16. Tap the back button, which is located in the upper-left corner of the window and is labeled with the app you are configuring (Mail, in this example).
17. Configure notifications for the other accounts used in the app.
18. Configure notifications for VIP email and threads.
19. Tap Notifications.
20. Repeat these steps for each app shown on the Notification Center screen. Certain apps might not have all the options shown in these steps, but the process to configure their notifications is similar.



VIPs Are Special

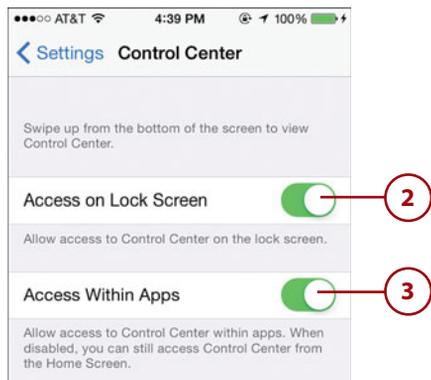
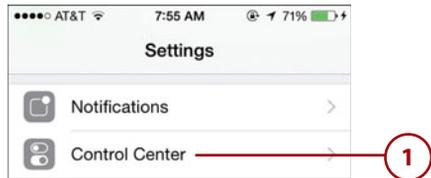
Mail supports VIPs, which are people from whom email messages are treated specially, such as having a dedicated mailbox in the Mail app. You can apply specific notification settings to VIP messages using the VIP option. These override the notification settings for the email account to which messages from VIPs are sent.

Configuring the Control Center

As you learned in Chapter 1, the Control Center provides quick access to various settings, app controls, and even apps.

There are a couple of Control Center preferences you can set:

1. On the Settings screen, tap Control Center.
2. To be able to access the Control Center from the Lock screen, set the Access on Lock Screen switch to on (green).
3. To be able to access it when you are using an app, set the Access Within Apps switch to on (green).

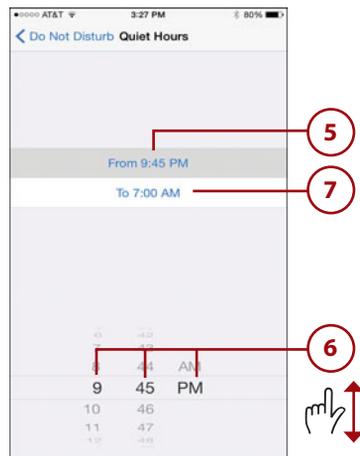
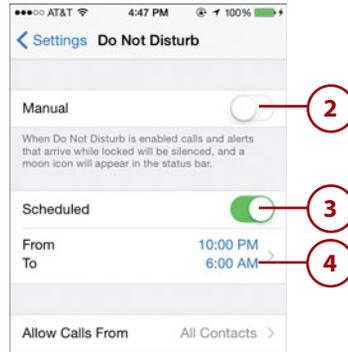
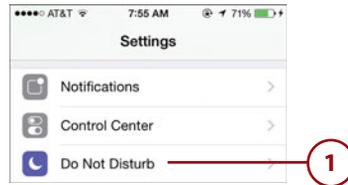


Setting Do Not Disturb Preferences

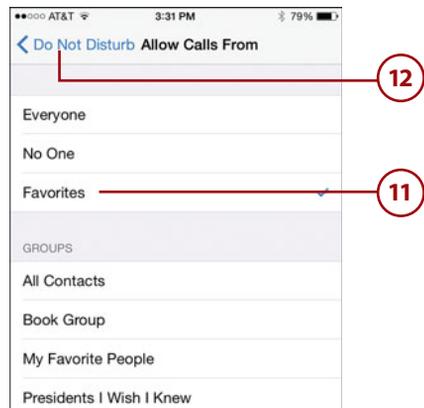
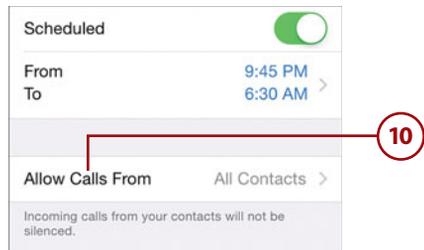
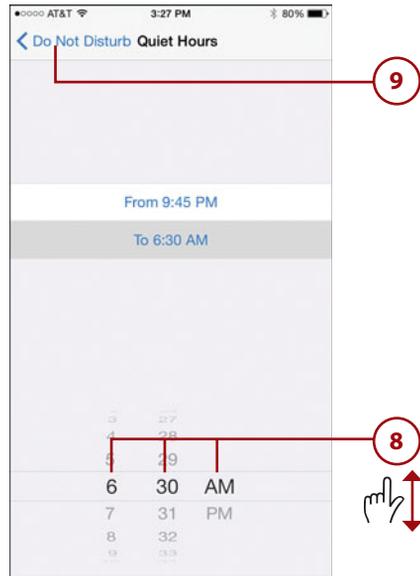
As you learned in Chapter 1, the Do Not Disturb feature enables you to temporarily silence notifications; you can also configure quiet times during which notifications are automatically silenced.

You can set an automatic Do Not Disturb schedule by performing the following steps:

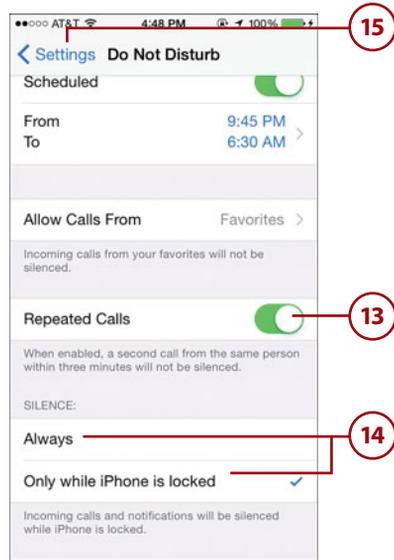
1. On the Settings screen, tap Do Not Disturb.
2. To activate Do Not Disturb manually, set the Manual switch to on (green). (This is the same as activating it from the Control Center.)
3. To configure Do Not Disturb to activate automatically on a schedule, slide the Scheduled switch to on (green).
4. Tap the From and To box.
5. Tap From.
6. Swipe on the time selection wheels to select the hour and minute (AM or PM) when you want the Do Not Disturb period to start.
7. Tap To.



8. Swipe on the time selection wheels to set the hour and minute (AM or PM) when you want the Do Not Disturb period to end.
9. Tap Do Not Disturb.
10. Tap Allow Calls From.
11. Tap the option for whose calls should be allowed during the Do Not Disturb period. The options are Everyone, which doesn't prevent any calls; No One, which sends all calls to voicemail; Favorites, which allows calls from people on your Favorites lists to come through but all others go to voicemail; or one of your contact groups, which allows calls from anyone in the selected group to come through while all others go to voicemail.
12. Tap Do Not Disturb.



13. Set the Repeated Calls switch to on (green) if you want a second call from the same person within three minutes to be allowed through. This feature is based on the assumption that if a call is really important, someone will try again immediately.
14. If you want notifications to be silenced only when your phone is locked, tap Only while iPhone is locked during the Do Not Disturb period. Tap Always if you want notifications to be silenced regardless of the Lock status.
15. Tap Settings. During the Do Not Disturb period, your iPhone is silent, except for any exceptions you configured. When the period ends, your iPhone resumes its normal notification activity.



App Settings

Many apps (default and those you install) include settings you can use to configure how the apps work or look. On the Settings screen, tap the app whose settings you want to configure and use the resulting screen to configure its options. You'll be learning how to use many of the app settings in detail throughout this book.

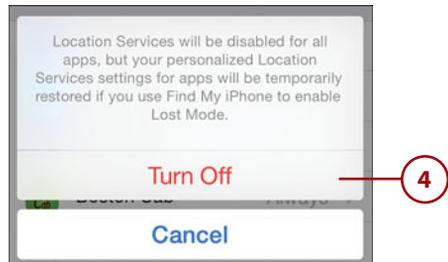
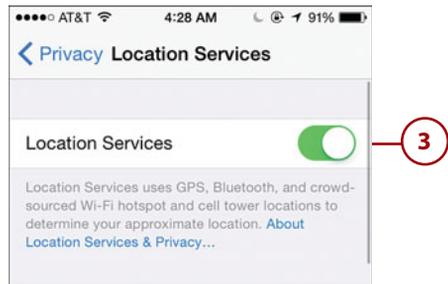
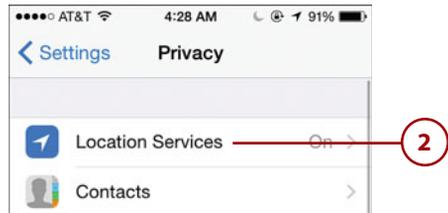
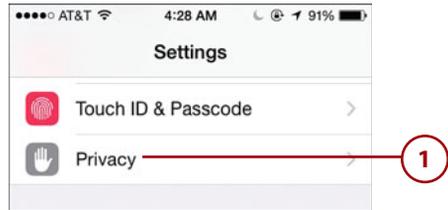
Setting Privacy and Location Services Preferences

Using its GPS or network connection, your iPhone's Location Services feature can determine where the phone is. This is useful in many situations, such as in the Maps app when you want to generate directions. Lots of other apps use this capability, too, such as apps that provide you location-specific information (the Urban Spoon app uses it to determine the restaurants near you, for example). You can configure certain aspects of how these services work. And, if you don't want specific apps to be able to access your iPhone's current location, you can disable this feature for those apps. Of course, if you do, apps that rely on this capability won't work properly (they prompt you to allow access to this service as you try to use them).

You can also determine which apps can access certain kinds of information, such as the apps that are able to access your contact information in the Contacts app.

To configure privacy settings, do the following:

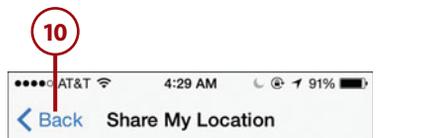
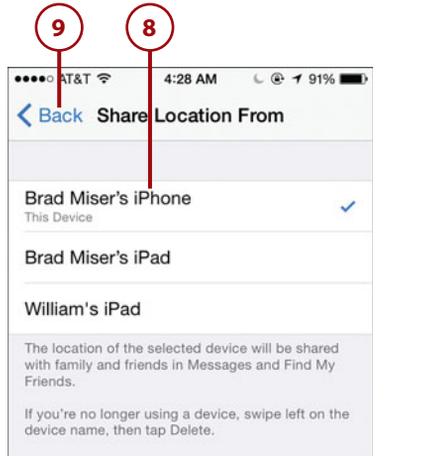
1. Move to the Settings screen and tap Privacy.
2. Tap Location Services.
3. To disable Location Services for all apps, set the Location Services switch to off (white); to leave it enabled, skip to step 6.
4. Tap Turn Off at the prompt. No apps are able to identify your location; skip the rest of these steps because they don't apply when Location Services is disabled.



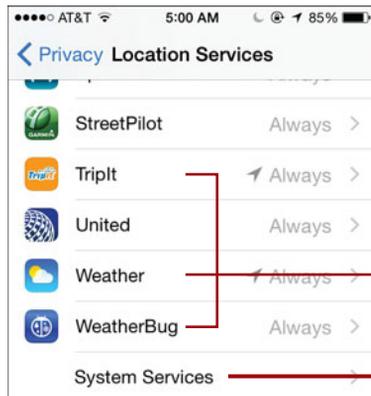
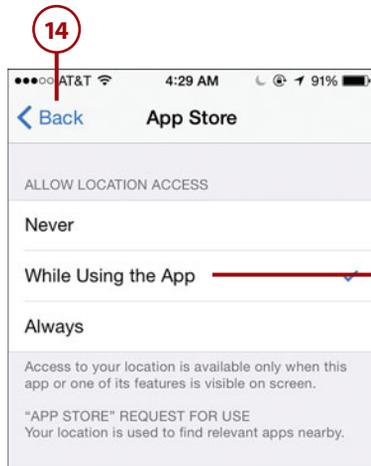
5. If you have enabled Family Sharing (see Chapter 6 for details), tap Share My Location; if you have not enabled Family Sharing, skip to step 11.
6. To prevent your location from being shared with people configured under your Family Sharing, set the Share My Location switch to off (white) and skip to step 9. If you leave this switch on (green), move to the next step.
7. Tap From.
8. Tap the device that should be used to identify your location (this only applies if you have multiple devices configured with your Apple ID and Family Sharing).
9. Tap Back.
10. Tap Back again to move back to the Location Services screen.

A Back Button By Another Other Name Still Works

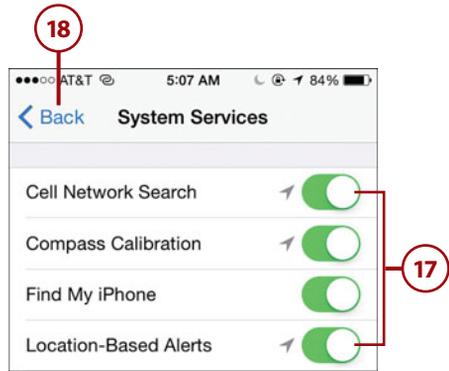
The iPhone 6 Plus has a larger screen, so it supports more text. On the Privacy screens, the Back button is labeled with the prior screen's name instead of Back. For example, in step 9 on an iPhone 6 Plus, the Back button is called Share My Location, because that is where the button takes you. On other models it is the Back button as shown here. The important point is that the button in the upper-left corner takes you back to where you came from, regardless of its name.



11. Swipe up and down the list of apps on the Location Services screen. These are all the apps that have requested access to your iPhone's location. Along the right side of the screen, you see the current status of Location Sharing for the app. Always means that the app can always access your location. While Using means the app can only access your location information while you are using it. Never means that using location information for the app has been disabled (some apps won't be able to work properly when set to this status). Apps marked with a purple arrow have recently accessed your location; those that have done so within the past 24 hours are marked with a gray arrow. An outline purple arrow indicates that the app is using a geofence, which is a perimeter around a location that defines an area that is used to trigger some event, such as a reminder.
12. To configure an app's access to Location Services, tap it.
13. Tap the status in which you want to place the app's access to your location. Some apps only have the Always or Never options while others also have the While Using the App option.
14. Tap Back.
15. Repeat steps 12 through 14 for each app whose access to your location you want to configure.
16. Tap System Services.



17. Enable or disable Location Services for the System Services you see. As with apps, if you disable location services for a system function, it might not work properly.
18. Tap Back.



Go Further

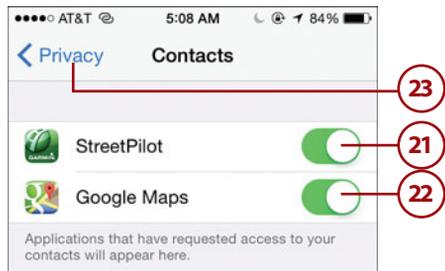
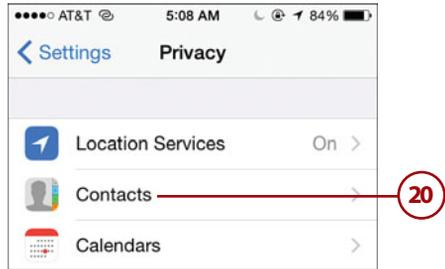
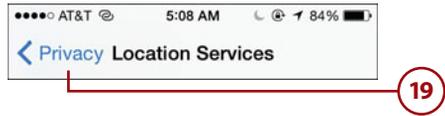
MORE ON SYSTEM SERVICES

One of the System Services is Frequent Locations. This service tracks places you visit. This information is used to improve the performance of some apps. If you want to prevent this, tap Frequent Locations and then set the Frequent Locations switch to off (white). In the HISTORY section, you see the various locations this service is tracking. Tap a location to see it on a map. Tap Clear History and then tap Clear at the prompt to remove locations from the HISTORY list.

You can use the switches in the PRODUCT IMPROVEMENT section to enable or disable various types of information from being collected, such as what is popular near you.

Use the Status Bar Icon switch to enable or disable the Location Services arrow at the top of the screen when a system service is accessing location information. (This arrow always appears when apps use location information.)

19. Tap Privacy. Next, allow or prevent apps from accessing data stored on your iPhone.
20. Tap the first app on the list; this example shows Contacts. A list of apps that have requested to use the app's data (in this example, contact information) is displayed. If the requesting app is able to use the app's data, its switch is on (green).
21. Prevent a requesting app from accessing the app's data by setting its switch to off (white). That app is no longer able to use the data it requested (which can inhibit some of its functionality).
22. Repeat step 21 for each app you see that you want to prevent from accessing the data.
23. Tap Privacy.
24. Repeat steps 20-23 for each app on the list (if you want to, of course; most of time, you can just leave the permissions the way they are unless you want to block a specific app from using a certain kind of data).



MORE ON PRIVACY

Under the list of apps, you see the social accounts section that includes Facebook, Twitter, and other such social media apps. You can control which apps access your social media information similar to how you control which apps can use other types of information (such as your contact information).

Under this is the Diagnostics & Usage section. Using these controls, you can determine if information about performance of apps and your device is communicated back to Apple. You can also determine if information about the performance of apps is shared with app developers.

At the bottom of the Privacy screen, you see the Advertising option. If you tap this, you can limit the tracking of ads you view by setting the Limit Ad Tracking switch to on (green). Typically, this tracking is used by advertisers to present ads that are related to ads you have viewed (the point being to make the ads more effective). You can reset the identifier used to identify you by tapping Reset Advertising Identifier and then tapping Reset.

Setting Passcode, Touch ID, and Auto-Lock Preferences

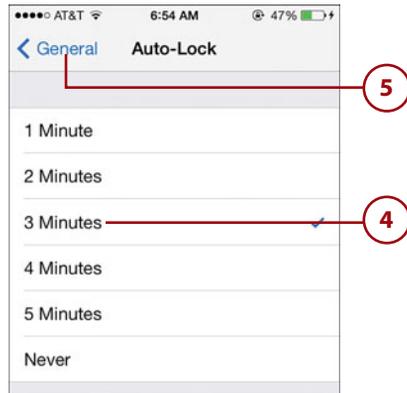
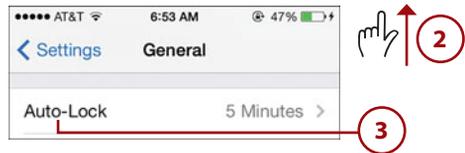
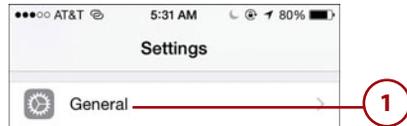
Your iPhone contains data you probably don't want others to access. You can require a passcode so your iPhone can't be unlocked without the proper passcode being entered. This gives you a measure of protection should you lose control of your phone. If you have an iPhone 5s or later, you can to record your fingerprints so that you can unlock your phone (by automatically entering the passcode) and enter your Apple ID password by touching the Touch ID/Home button. The capability can also be used in other apps and services that require confirmation, such as Apple Pay.

The Auto-Lock feature automatically locks your phone after a specific period of time. This is useful because your iPhone automatically locks and, assuming you require a passcode, the passcode must be provided to be able to unlock your phone.

Securing Your iPhone with Auto-Lock

To configure your phone so it locks automatically, perform the following steps.

1. On the Settings screen, tap General.
2. Swipe up the screen until you see Auto-Lock.
3. Tap Auto-Lock.
4. Tap the amount of idle time you want to pass before the iPhone automatically locks and goes to sleep. You can choose from 1 to 5 minutes; choose Never if you only want to manually lock your iPhone. I recommend that you keep Auto-Lock set to a relatively small value to conserve your iPhone's battery and to make it more secure. Of course, the shorter you set this time to be, the more frequently you have to unlock it.
5. Tap General. You're ready to configure your passcode and fingerprints (iPhone 5s and later).



Configuring Your Passcode and Fingerprints (iPhone 5s and later)

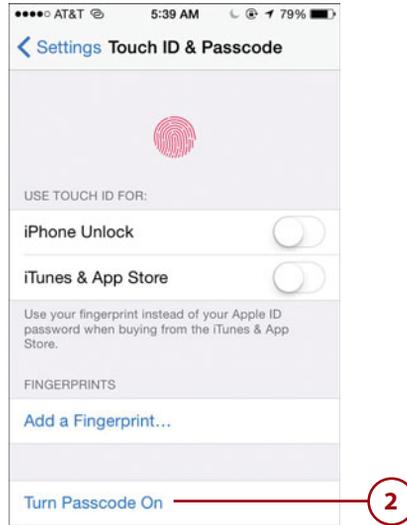
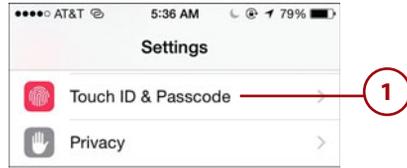
To configure the passcode you have to enter to unlock your iPhone, perform the following steps (note these steps show an iPhone that has Touch ID; if your model doesn't have this, the steps will be slightly different as you will only be configuring a passcode):

1. On the Settings screen, tap Touch ID & Passcode.

Already Have a Passcode?

If your iPhone already has a passcode set, when you perform step 1, you're prompted to enter your current passcode. When you enter it correctly, you move to the Touch ID & Passcode (iPhone 5s and later) or Passcode (other models) screen and you can make changes to the current passcode, add new fingerprints, and so on. In this case, you can skip directly to step 5. If you want to change your current passcode, tap Change Passcode and follow steps 3 and 4 to change it. Then continue with step 5.

2. Tap Turn Passcode On.
3. Enter a four-digit passcode.
4. Reenter the passcode. If the two passcodes match, the passcode is set.

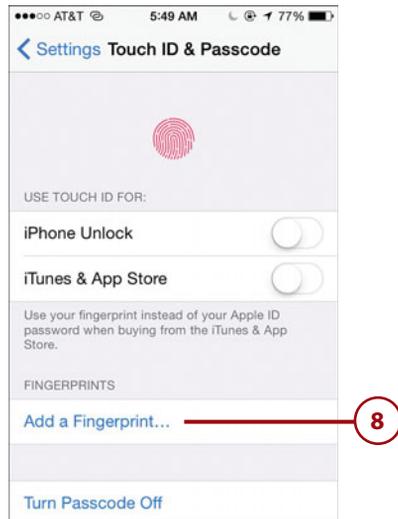
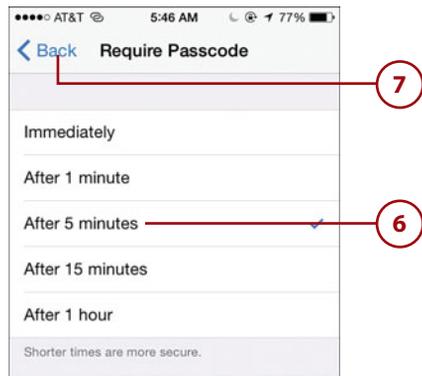
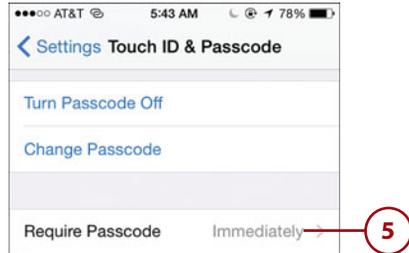


5. Tap **Require Passcode**. (When you use **Touch ID** for accessing the **iTunes** and **App Stores**, you don't have an option for when the passcode is required and can skip to step 8.)
6. Tap the amount of time the iPhone is locked before the passcode takes effect. The shorter this time is, the more secure your iPhone is, but also the more times you'll have to enter the passcode if your iPhone locks frequently.
7. Tap **Back**.

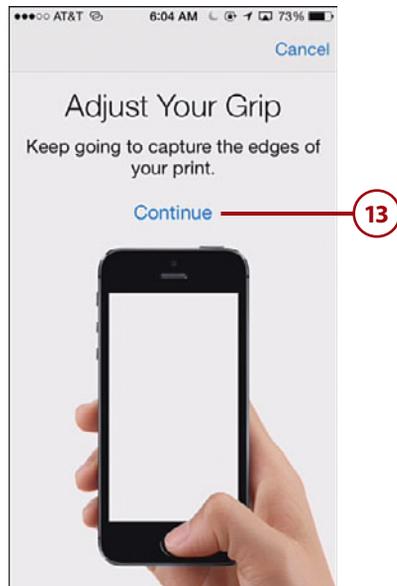
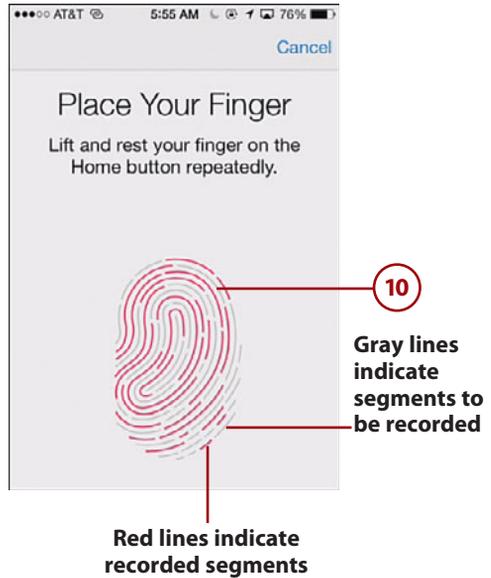
Are You Complex?

By default, your passcode is a simple four-digit number. If you want to have a more complex (and more secure) passcode, set the **Simple Passcode** switch to off (white). You are prompted to create a new, complex passcode. The passcode field becomes more flexible, and you can enter text and numbers. This is more secure, especially if you use a code that is eight characters or longer that includes both letters and numbers. The steps to set a complex password are similar; the difference is that you use the keyboard to configure the passcode instead of just the numeric keypad.

8. If you have an iPhone 5s or later, tap **Add a Fingerprint** and continue to step 9; if you have a model that doesn't support **Touch ID**, skip to step 17.



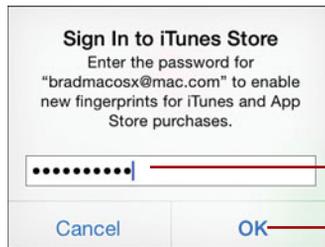
9. Touch the finger you want to be able to use to unlock your phone and enter your Apple ID password to the Touch ID/Home button, but don't press it. An image of a fingerprint appears.
10. Leave your finger on the Touch ID/Home button until you feel the phone vibrate, which indicates part of your fingerprint has been recorded and you see some segments turn red. The parts of your fingerprint that are recorded are indicated by the red segments, gray segments are not recorded yet.
11. Take your finger off the Touch ID/Home button and touch the button again, adjusting your finger on the button to record other parts that currently show gray lines instead of red ones. Other segments of your fingerprint are recorded.
12. Repeat step 11 until all the segments are red. You are prompted to change your grip so you can record more of your fingerprint.
13. Tap Continue.



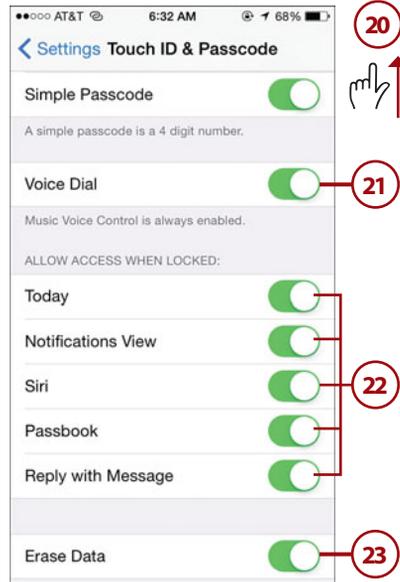
14. Repeat step 11, again placing other areas of your finger to fill in more gray lines with red ones. When the entire fingerprint is covered in red lines, you see the Complete screen.
15. Tap Continue. The fingerprint is recorded and you move back to the Touch ID & Passcode screen. You see the fingerprint that has been recorded.



16. Repeat steps 8 through 15 to record up to five fingerprints. These can be yours or someone else's if you want to allow another person to access your iPhone.
17. If you don't want to be able to use Touch ID to unlock your iPhone, set the iPhone Unlock switch to off (white).
18. If you want to also be able to enter your Apple ID password by touching your finger to the Touch ID/Home button, set the iTunes & App Store switch to on (green).
19. Enter your Apple ID password and tap OK.



20. Swipe up the screen until you see the Voice Dial switch.
21. To prevent Voice Dial from working when your phone is locked, set the Voice Dial switch to off (white). (Voice Dial enables you to make calls by speaking even if you don't use Siri.)
22. Use the switches in the ALLOW ACCESS WHEN LOCKED: section to enable or disable the related functions when your iPhone is locked. The options are Today (the Today tab on the Notifications Center), Notifications View (the Notifications tab of the Notifications Center), Siri, Passbook, and Reply with Message. If you set a switch to off (white), you won't be able to access the corresponding function when your iPhone is locked.
23. If you don't want the iPhone to automatically erase all your data after an incorrect passcode has been entered 10 times, set the Erase Data switch to off (white).



Automatic Erase

When you have enabled the Erase Data function and you enter an incorrect passcode when unlocking your iPhone, you see a counter showing the number of unsuccessful attempts. When this reaches 10, all the data on your iPhone will be erased on the next unsuccessful attempt.

Making Changes

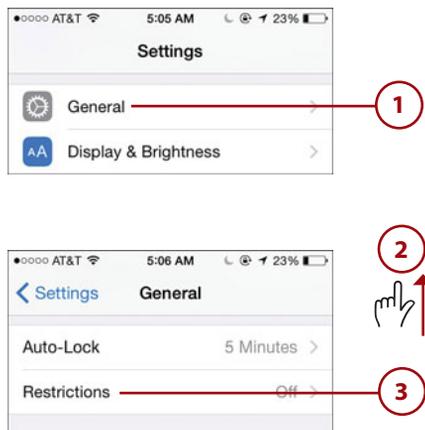
Any time you want to make changes to your passcode and fingerprint (iPhone 5s or later) settings, move back to the Touch ID & Passcode (iPhone 5s or later) or Passcode (other models) screen. Before you can move back to this screen, you must enter your current passcode at the prompt. After you enter your current passcode, you move to the Touch ID & Passcode (iPhone 5s or later) or Passcode (other models) screen. To disable the passcode, tap Turn Passcode Off, tap Turn Off, and enter the passcode. To change your passcode, tap Change Passcode. You then enter your current passcode and enter your new passcode twice. You return to the Passcode Lock screen, and the new passcode takes effect. You can change the other settings similar to how you set them initially as described in these steps. For example, you can add new fingerprints. To remove a fingerprint, move to the Fingerprints screen, swipe to the left on the fingerprint you want to remove, and tap Delete. You can rename a fingerprint by tapping it, editing its name on the resulting screen, and tapping Done (you might want to name the fingerprints so you recognize them, such as Right Thumb).

Setting Restrictions for Content and Apps

You can restrict the access to specific content and apps on your phone. Suppose you let other people borrow your iPhone but don't want them to use certain apps or to see data you'd rather keep to yourself. You can enable a restriction to prevent someone from accessing these areas without entering the restriction code. You can also restrict the use of apps, movies, music, and other content based on the age rating that the app or other content has.

To restrict access to content or apps, perform the following steps:

1. On the Settings screen, tap General.
2. Swipe up the screen until you see Restrictions.
3. Tap Restrictions.

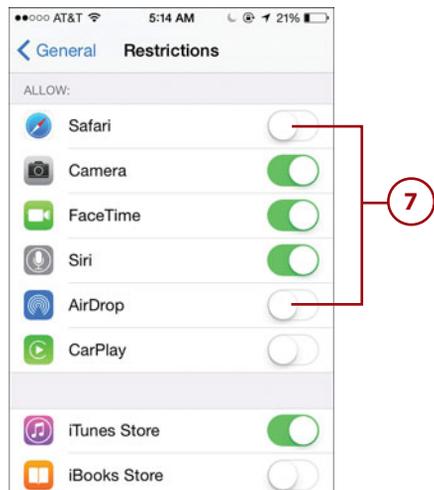
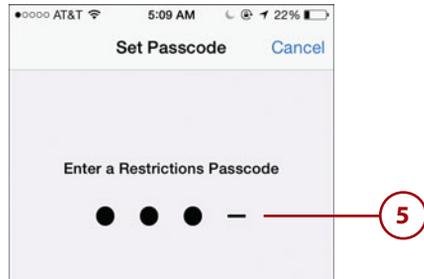
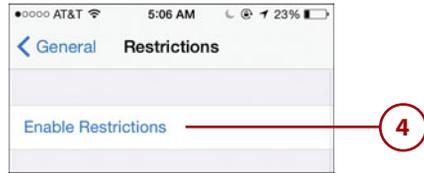


4. Tap Enable Restrictions.
5. Create a Restrictions Passcode. You have to enter this passcode to change the content restrictions or to be able to access restricted content.
6. Reenter your Restrictions Passcode. You return to the Restrictions screen, and the ALLOW switches are enabled.

Dueling Passcodes

There are two passcodes: the Lock passcode and the Restrictions passcode. Each controls access to its respective functions. Limiting access to content and apps likely means you will be letting someone else use your phone, so the person who will be using your iPhone needs to have the Lock passcode or you have to have set a fingerprint to allow access to your phone. You should use different Unlock and Restrictions passcodes because if they are the same, anyone who can use your iPhone has the Lock passcode and can also change the restrictions, which defeats the purpose of having a Restrictions passcode.

7. In the ALLOW section, set the switch next to each function you want to disable to off (white). For example, to prevent web browsing, set the Safari switch to off (white); the Safari icon is removed from the Home screen and can't be used. With the other controls, you can prevent access to the Camera, FaceTime, iTunes Store, and so on.



In-app Purchases

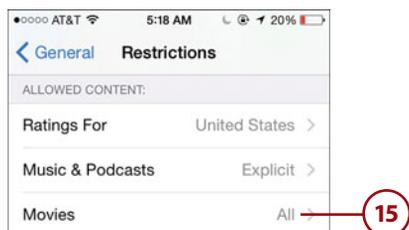
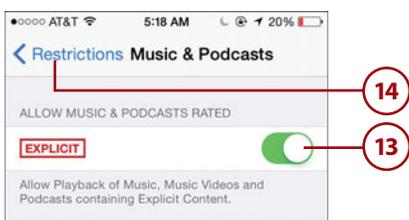
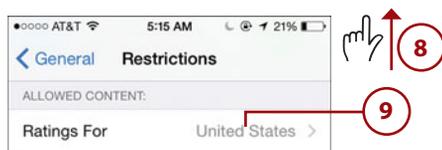
Some apps, especially games, allow you to make purchases while you are using the app. For example, you can buy additional levels for a game. To prevent in-app purchases, set the In-App Purchases switch to off (white). This is especially important if you let your phone be used by children or others who might inadvertently make purchases you don't want made.

8. Swipe up to see the ALLOWED CONTENT section.
9. Tap Ratings For.
10. Tap the country whose rating system you want to use for content on your iPhone.

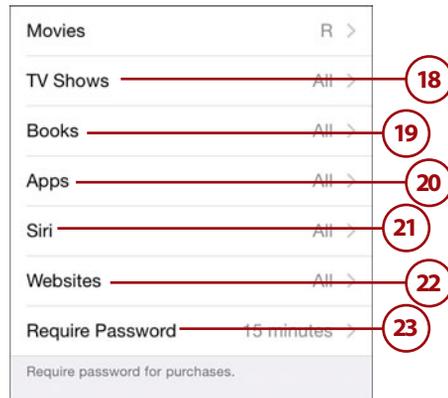
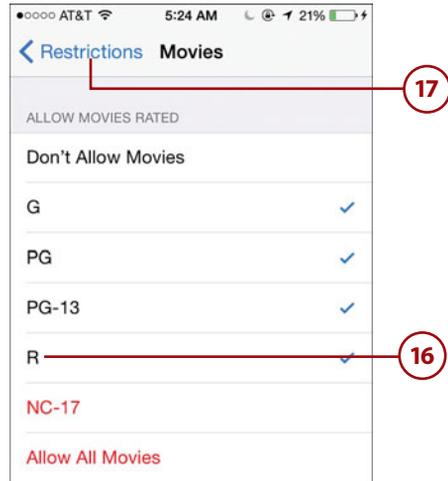
Whose Ratings?

The country you select in step 10 determines the options you see in the remaining steps because the restrictions available depend on the location you select. These steps show the United States rating systems; if you select a different country, you see rating options for that country instead.

11. Tap Restrictions.
12. Tap Music & Podcasts.
13. To prevent content tagged as explicit in the iTunes Store from being played, set the EXPLICIT switch to off (white). Explicit content will not be available in the Music or Podcasts app.
14. Tap Restrictions.
15. Tap Movies.



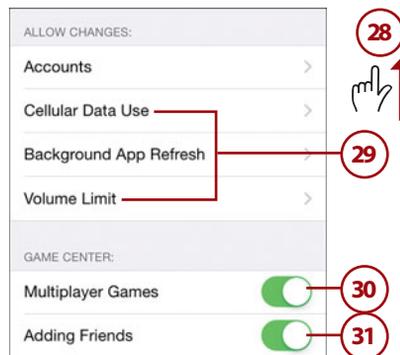
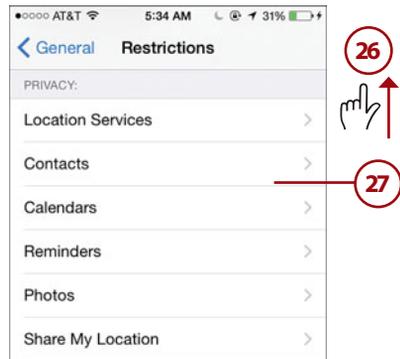
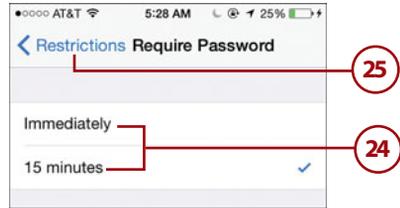
16. Tap the highest rating of movies that you want to be playable (for example, tap PG-13 to prevent R and NC-17 movies from playing); tap Allow All Movies to allow any movie to be played; or tap Don't Allow Movies to prevent any movie content from playing. Prevented movie ratings are highlighted in red.
17. Tap Restrictions.
18. Tap TV Shows and use the resulting screen to set the highest rating of TV shows that you want to be playable (for example, tap TV-14 to prevent TV-MA shows from playing); tap Allow All TV Shows to allow any show to be played; or tap Don't Allow TV Shows to prevent any TV content from playing. Prevented ratings are highlighted in red. Tap Restrictions to return to the Restrictions screen.
19. Use the Books option to enable or disable access to sexually explicit books.
20. Tap Apps and set the highest rating of app that you want to be available (for example, tap 12+ to prevent 17+ applications from working); tap Allow All Apps to allow any application to be used; or tap Don't Allow Apps to prevent all applications. Tap Restrictions to return to the Restrictions screen.
21. Use the Siri option to restrict explicit language for searching the Web.
22. Use the Websites option to control the websites that can be accessed. The options are to limit sites with adult content or to allow only specific websites to be visited. When you select this option, you can create a list of sites and only those sites can be visited.
23. Tap Require Password.



Where's My Good Stuff?

When you change content restriction settings, such as allowing explicit content after it was prevented, you might have to resync your iPhone for those changes to take effect. For example, if you prevent R-rated movies from playing and then allow them to play again, you might need to resync your movie content for those movies to appear on the iPhone.

24. Tap Immediately if you want a password to be required for every purchase, or 15 minutes if you don't want a password to be required for each purchase within a 15-minute window.
25. Tap Restrictions.
26. Swipe up the screen until you see the PRIVACY section.
27. Use the settings in the PRIVACY section to determine whether apps can access information stored in each area and whether they should be locked in their current states. For example, you can prevent apps from accessing your calendars or photos. Configuring these is similar to the Privacy settings you read about earlier.
28. Swipe up the screen until you see the ALLOW CHANGES section.
29. Tap areas that you want to restrict, such as Cellular Data Use and then tap Don't Allow Changes to prevent changes to that area.
30. To prevent multiplayer games in the Game Center, set the Multiplayer Games switch to off (white).
31. To prevent new friends from being added in the Game Center, set the Adding Friends switch to off (white). Players will be restricted to the friends already allowed.



Removing Restrictions

To remove all restrictions, move to the Restrictions screen (your passcode is required) and tap Disable Restrictions. Enter your passcode, and the restrictions are removed.

Index

Symbols

12-hour clock, 396
24-hour clock, 396

A

- accepting event invitations, 415-418
access restrictions, configuring, 167-171
Accessibility options, 137
accessing contact information, 258-263. *See also* downloading
accounts. *See* email; iCloud; iTunes; online accounts
Accounts section (Mailboxes screen), 318
acronyms (text messaging), 387
activating
 Lost Mode, 645, 648-649
 Siri, 437, 444
ad tracking, 159
adding
 apps to Wish List, 217
 audio to conversations, 380-381
 caller information to Favorites, 291
 content to wish lists (iTunes Store), 186
 events to calendars, 406-418
 to existing contacts, 251
 fields to contacts, 257
 icons to folders, 112-113
 images and video to conversations, 377-380
 locations to conversations, 383
 music to Music app, 499-500
 pages in folders, 116
 people to Family Sharing (iTunes Store), 237-238
 photos
 to albums, 585
 to shared stream, 596-597
 video to conversations, 382
addresses
 email
 managing in FaceTime, 301
 removing, 327
 formats for contacts, 257
 removing from iMessage, 350
 verifying for iMessage, 349
advanced configuration
 Exchange accounts, 91-93
 Facebook accounts, 101
 Google accounts, 95
 iCloud accounts, 84-88
advanced language formatting, 137
Advanced option (Safari), 465
AirDrop, 18, 63-67
Airplane mode, 40-41

- AirPlay
 - playing music, 524-525
 - viewing photos, 591-593
 - watching videos, 591-593
- AirPrint, 42-43
- Alarm mode (Clock app), 431
- alarms, Siri, 451
- albums
 - adding photos to, 585
 - completing, 518
 - creating, 583-584
 - managing, 585
 - photos, 560
 - returning to, 517
- Albums option (More screen), 511
- alerts, 19, 143
 - banner alerts, replying from, 370
 - government alerts, 146
 - setting for events, 411
- aliases (email), 88
- answering calls, 286-289
- app data usage, monitoring, 57
- Apple ID, 208
 - for children, 239
 - iMessages, 348
 - looking up names by, 77
 - obtaining, 179-180
 - signing in, 39
- Apple Pay, 637
- Apple Stores, Genius bar at, 667
- Apple support website, 667
- Apple TV, viewing photos/videos on, 591-593
- Apple Watch, 637
- applying filters to photos, 547-548, 577
- App Store
 - adding apps to Wish List, 217
 - browsing, 212-213
 - deleting apps from Wish List, 217
 - downloading and installing apps, 216
 - downloading previously purchased apps, 232-233
 - evaluating apps, 214-215
 - managing Wish List, 217
 - options, 208-209
 - reviewing apps, 215
 - searching, 210-211
 - suggestions, 210
 - tips for using, 218-219
 - Trending Searches, 212
- App Switcher, 11-12
 - dialing calls, 279-280
 - FaceTime calls, 304
- apps, 9-12. *See also* App Store; names of specific apps
 - accessing contact information from, 262-263
 - App Switcher screen, 11-12
 - configuring, 153, 626
 - contextual menus, 31
 - creating contacts from, 251
 - finding missing, 661-662
 - folders on Home screens
 - adding icons, 112-113
 - creating, 111-112
 - icons on Home screens
 - deleting, 115
 - moving, 108-110
 - in-app purchases, preventing, 169
 - installs, preventing, 169
 - launching, 9-10
 - monitoring data usage, 55
 - multitasking, 10
 - notifications preferences, setting, 146-149
 - quitting, 12
 - restarting, 655
 - restrictions, configuring, 167-171
 - social media access, 159
 - toolbars, 17
 - updating, 641-642
 - using during calls, 286
- archived email, 312
- artists, finding music, 508-509
- asleep/locked condition, 36-38
- associating photos with contacts, 254
- attachments
 - to conversations, browsing, 384-385
 - email
 - downloading, 321
 - opening in apps, 325
 - PDFs, 325
 - photos, 325
 - embedded images versus, 381
 - saving, 341
- audio. *See also* music; sounds
 - adding to conversations, 380
 - adding to iPhone via iTunes, 173-174
 - converting audio CDs, 174-177
 - with iTunes Match, 198-203
 - purchasing content, 178-179, 182-186
 - synchronizing computer and iPhone, 187-197
 - adding to Music app, 499-500
 - configuring settings, 500-502
 - iTunes Radio, 528-529
 - creating stations, 530-531
 - featured stations, 529
 - listening to stations, 533
 - playing music, 533-535
 - iTunes Store. *See* iTunes Store
 - listening in conversations, 366-367
 - in Messages app, 354
 - podcasts. *See* podcasts

audio controls, 18

audiobooks, browsing in iTunes Store, 224

Audiobooks option (More screen), 511

author contact information, 667

Auto-Brightness feature, 121

autocorrect, 26

Auto flash setting, 544

auto-lock, configuring, 159-167

AutoFill, 493

automatic downloads of iCloud photos, 593-594

from iTunes Store, configuring, 206-208

automatic erase feature, 166

automatic prompting disabling, 51

Wi-Fi networks, 46

automatic replies, configuring Exchange accounts, 93

automatic sign in (websites), 494

B

Back button, browsing photos, 563

background, opening web pages in, 476

backing up, 643

to computer, 644

to iCloud accounts, 80, 643-644

iPhone data, 192

restoring from, 660

badges, 19, 113, 142

banners, 142

replying from, 370

battery

charging, 652-653

maintenance, 652-654

usage in high-speed networks, 57

BIU button, 30

blocking

calls, 273, 664

contacts, 354-355

FaceTime, 302

pop-ups, 462

Bluetooth, 59

forgetting devices, 61

pairing devices, 59-61

streaming music, 524

Bold key, 25

bookmarks

browsing the Web, 466-468

creating, 481-483, 487-488

deleting, 487

editing, 485

as Favorites, 469-470

organizing, 483-486

syncing, 466, 483

books

adding to iPhone via iTunes, 173-174

purchasing content, 178-179, 182-186

synchronizing computer and iPhone, 187-197

reading with iBooks app, 627-631

brightness, setting, 120-124

Brightness slider, 18

browsing. *See also* web browsing

for apps in App Store, 212-213

artists, 508-509

attachments to conversations, 384-385

fast browsing, 509

iTunes Store, 182, 223-224

photos, 557-563

Burst mode (Camera app)

taking photos, 551

with timer, 552

uploading to iCloud, 571

working with photos, 570-571

buying. *See* purchasing

C

Calculator app, 18

Calendar app, 389. *See also* calendars

adding events

accepting invitations, 415-418

manually, 406-413

configuring settings, 390-394

Siri actions, 448-451

calendars

configuring, 400-402

events

adding by accepting invitations, 415-418

adding manually, 406-413

managing, 420-422

multiple, 399

navigating, 403

publishing, 422

searching, 414-415

sharing, 418-420

viewing, 399, 404-406

Call Failed screen, 277

Call Waiting, 272

calls, 269. *See also* FaceTime; visual voicemail

adding information to Favorites, 291

answering, 286-289

blocking, 664

clearing recent calls, 290

configuring phone settings, 270-274

dialing, 274

App Switcher, 279-280

Contacts, 276

Favorites, 277

keypad, 275

Recents list, 278-279

headset, 292

- in-process calls, 280-281
 - conference calls*, 283-285
 - entering numbers during*, 282
 - using apps during*, 286
- on Macs or iOS devices, 636
- missed calls, 297
- roaming charges, 275
- Siri, 442
- transforming to FaceTime, 304
- camera, 4
 - HDR (High Dynamic Range) feature, 542
 - locking exposure and focus location, 546
 - Quick Access feature, 556
 - Record button, 553
 - sensitivity, 547
- Camera app, 18, 537
 - applying filters, 547-548
 - Burst mode, 551
 - configuring settings, 538-541
 - panoramic photos, 548-550
 - photos
 - Burst mode photos*, 570-571
 - taking*, 542-546
 - taking from Control Center*, 557
 - taking from Lock screen*, 556
 - timer, 552
 - video, 553-555
- Capacity gauge, 195
- capital characters, 27
- Caps Lock key, 27
- capturing screenshots, 551
- Categories button (App Store), 209
- CDs, importing to iTunes Library, 174-177
- cell phone functionality. *See* calls
- cell phone providers
 - cellular data networks, 53-58
 - data usage, monitoring, 56
 - roaming charges, 275
 - Wi-Fi networks, 53
- Change Voicemail Password command, 274
- changing
 - keyboards, 24
 - mailboxes, 341
 - passcode, 167
 - text shortcuts, 134
 - Wi-Fi networks, 48
- charging battery, 652-653
- children, Apple IDs, 239
- Clear History and Data option (Safari), 465
- clearing
 - History, 473
 - iTunes Store searches, 222
 - recent calls, 290
 - searches, 513
- Clock app, 18, 451
- closed Wi-Fi networks, connecting iPhone to Internet, 50
- cloud-based accounts. *See* iCloud
- collections of podcast episodes, 623
- commands, contextual, 28, 31
- commenting on shared photos, 597-599
- Compilations option (More screen), 512
- completing albums, 518
- Composers option (More screen), 512
- composing email with Siri, 443
- computer, manual backups to, 644
- conditions, monitoring, 35
- conference calls, 283-285
- configuring. *See also* editing; Settings app
 - access restrictions, 167-171
 - Accessibility options, 137
 - advanced configuration options on iCloud, 84-88
 - apps, 153, 626
 - auto-lock/Touch ID/passcodes, 159-167
 - automatic downloads from iTunes Store, 206-207
 - backups on iCloud, 80
 - calendars, 390-394, 400-402
 - Camera settings, 538-541
 - cellular data network usage, 56
 - contacts display, 246-249, 253
 - Control Center, 150
 - Do Not Disturb feature, 151-153
 - document storage on iCloud, 77
 - email
 - on iCloud*, 85-87
 - settings*, 310-316
 - Exchange accounts, 89-93
 - Facebook accounts, 100-101
 - FaceTime settings, 299-301
 - Family Sharing (iTunes Store), 235-237
 - Find My iPhone feature, 83
 - Google accounts, 94-95
 - Handoff feature, 634-636
 - Home screens, 108
 - adding icons to folders*, 112-113
 - configuring toolbar*, 114
 - creating folders*, 111-112
 - deleting icons*, 115
 - moving icons*, 108-110

- tips for*, 116
- toolbar*, 114
- iCloud accounts, 70-71
- iMessage and text settings, 348-353, 356-357
- iTunes Match
 - on computer*, 200-201
 - on phone*, 201-203
- keyboard, 129-134
- keychain syncing on iCloud, 81-82
- language and format preferences, 134-137
- location services, 153-159
- music settings, 500-502
- Music toolbar, 512
- notifications, 141-144, 398
 - app preferences*, 146-149
 - Do Not Disturb feature*, 151-153
 - global preferences*, 144-146
- online accounts
 - with iTunes syncing*, 95-96
 - manually*, 96-97
 - updates*, 101-103
- phone settings, 270-274
- Photo settings, 538-541
- photo storage on iCloud, 78-79
- Podcasts app, 606-610
- privacy settings, 153-159
- reminders, 397-398
- Safari
 - general settings*, 459-462
 - privacy & security settings*, 463-465
 - search settings*, 458-459
- Siri, 434-436
- sounds, 137-141
- summary sync settings, 190-191
- third-party keyboards, 131
- time and date settings, 395-397
- Twitter accounts, 98-99
- connections, 45
 - AirDrop, 63-67
 - Bluetooth, 59-61
 - iPhone to Internet
 - cell phone provider*
 - Wi-Fi networks*, 53
 - cellular data networks*, 53-58
 - changing networks*, 48
 - closed Wi-Fi networks*, 50
 - disabling automatic prompting*, 51
 - forgetting Wi-Fi networks*, 52
 - open Wi-Fi networks*, 46-48
 - public Wi-Fi networks*, 49-50
 - peer-to-peer connectivity, 62
- contacts
 - accessing information, 258-263
 - adding to existing, 251
 - associating photos with, 254
 - blocking, 354-355
 - creating, 249, 257
 - from apps*, 251
 - from email*, 249-250
 - manual entry*, 251-256
 - deleting, 266
 - dialing calls, 276
 - inviting to events, 411
 - linking, 267
 - photos on Call screen, 281
 - sharing, 380
 - syncing, 257, 263
 - unblocking, 355-356
 - updating, 264-265
- Contacts app, 245. *See also* contacts
 - configuring display, 246-249, 253
 - sending email, 326
- content
 - backing up, 192
 - moving to iPhone, 173-174
 - converting audio CDs*, 174-177
 - converting DVDs*, 178
 - via iTunes Match*, 198-203
 - purchasing content*, 178-179, 182-186
 - synchronizing computer and iPhone*, 187-197
 - restrictions, configuring, 167-171
- contextual commands, 28, 31
- Control Center, 17-18
 - configuring, 150
 - playing music, 519
 - taking photos/video, 557
- conversations (Messages app), 371-372
 - adding
 - audio*, 380
 - images/video*, 377-380
 - locations*, 383
 - video*, 382
 - browsing attachments, 384-385
 - deleting, 385-387
 - forwarding messages, 386
 - listening to audio, 366-367
 - managing, 373-375
 - images/video*, 365-366
 - watching video, 367-368
- converting
 - audio CDs for iPhone, 174-177
 - DVDs for iPhone, 178
- cookies, 464
- copying photos, 581
- Copy key, 25
- Cover Browser, 502-505
- created albums, 560

credit card information
 deleting, 461
 editing, 463
 Passbook app, 637
 saving, 461

Crop tool (Photos app),
 572-573, 576

cropping photos, 573, 576

customizing. *See* configuring

Cut key, 25

D

data retrieval
 configuring, 101-103
 disabling, 105

data roaming charges, 55

data usage
 FaceTime calls, 302
 monitoring, 55-57

date
 associating with text
 messages, 374
 configuring settings,
 395-397

declining calls, 288, 305

deferring downloads from
 iTunes Store, 228

deleted email messages,
 moving out of Trash, 334

deleted voicemails, listening
 to, 297-298

deleting
 addresses from iMessage,
 350
 apps from Wish List, 217
 bookmarks, 487
 contact information, 266
 credit card information,
 461
 email addresses, 327
 email messages, 334
 fields from contacts, 257
 folders, 116
 Genius playlists, 523
 icons, 116
 from folders, 113
 on Home screens, 115
 keyboards, 132

messages and conversa-
 tions, 385-387
 photos, 586
 Reading List pages, 497
 red-eye from photos, 578
 reminders, 430
 restrictions, 171
 text shortcuts, 134
 videos, 588
 voicemails, 297

designating VIPs in email,
 343

devices, opening web pages
 from, 478-479

Dial Assist feature, 273

dialing numbers
 App Switcher, 279-280
 contacts, 276
 Favorites, 277
 keypad, 275
 Recents, 278-279

dictating text, 455
 with Microphone key,
 31-32
 Siri, 32-34

directions with Siri, 454

disabling
 AirDrop, 64
 automatic prompting, 51
 data retrieval, 105
 notifications for conver-
 sations, 385

display of contacts, config-
 uring, 246-249, 253

docking port, 4

document storage (iCloud
 accounts), 77

Do Not Disturb feature, 22,
 151-153

Do Not Track switch (Safari),
 463

downloaded content, sync-
 ing, 178

downloading
 apps from App Store, 216
 automatic downloads
 from iTunes Store,
 206-208
 email attachments, 321

iCloud photos
 automatically, 593-594
 manually, 603

iTunes, 174
 content from iTunes
 Store, 178-179,
 182-186, 227-228
 previously purchased
 content, 233-235
 updates, 198

music
 via AirPlay, 525
 iTunes Match. See
 iTunes Match

podcasts, 619
 previously purchased
 apps from App Store,
 232-233

shared content from
 Family Sharing (iTunes
 Store), 242-243

draft email, saving, 329

dragging items, 7

driving directions
 Maps app, 623-626
 with Siri, 454

duplicate CDs, avoiding, 177

DVDs, importing to iTunes
 Library, 178

E

EarPods
 activating Siri, 444
 controlling music, 521
 headset, 292

ebooks, reading with iBooks
 app, 627-631

editing. *See also* configuring
 bookmarks, 485
 credit card information,
 463
 passwords, 463
 photos, 572
 Crop tool, 573, 576
 Enhance tool, 572
 Filters tool, 577
 red-eye removal, 578
 Rotate tool, 573, 576

- Smart Adjustment tools (Photos app), 579-580*
 - Straighten tool, 573, 576*
 - stations (iTunes Radio), 535
 - text, 27
 - videos, 589-590
 - email, 309. *See also* Mail app
 - addresses
 - managing in FaceTime, 301*
 - removing, 327*
 - removing from iMessage, 350*
 - verifying for iMessage, 349*
 - aliases, 88
 - attachments
 - downloading, 321*
 - opening in apps, 325*
 - PDFs, 325*
 - photos, 325*
 - checking for messages, 332-333
 - composing with Siri, 443
 - configuring, 310-314
 - on iCloud, 85-87*
 - Exchange accounts, 89-93*
 - Google accounts, 94-95*
 - creating contacts from, 249-250
 - deleting, 334
 - gestures, 320, 335-336
 - flagging, 334
 - forwarding, 331-332
 - inserting photos/videos, 329
 - large messages, 325
 - looking up names by, 77
 - mailboxes
 - changing, 341*
 - creating, 338*
 - viewing messages in, 340*
 - managing multiple messages, 337
 - moving out of Trash, 334
 - notifications, 316
 - organizing, 338-339
 - printing, 330
 - push updates, 104
 - receiving/reading, 317-325
 - replying to, 329, 444
 - saving drafts, 329
 - searching, 341
 - sending, 326-330
 - signatures, 315
 - text size, 310
 - threads, 317-319, 325, 339
 - web page links, 489
 - embedded images, attachments versus, 381
 - emergency notifications, 143
 - Emoji key, 24
 - Emoji keyboard, 24-25
 - enabling AirDrop, 64
 - encoding. *See* converting
 - Enhance tool (Photos app), 572
 - enhancing photos, 572
 - episodes (podcasts), collections of, 623
 - Erase Data feature, 166
 - erasing phone, 646, 650
 - evaluating apps in App Store, 214-215
 - events
 - adding
 - accepting invitations, 415-418*
 - manually, 406-413*
 - creating with Siri, 448-449
 - invitations, sending with Siri, 449
 - managing, 420-422
 - searching calendars for, 414-415
 - Exchange accounts, configuring, 89-93
 - Explore button (App Store), 209
 - exposure location, locking, 546
 - external features, 3-5
- ## F
- Facebook accounts, configuring, 100-101
 - FaceTime, 299
 - blocking, 302, 664
 - configuring settings, 299-301
 - making calls, 302-304
 - managing addresses, 301
 - managing calls, 306-307
 - receiving calls, 304-305
 - Siri, 304, 443
 - tracking calls, 305
 - transforming a regular call to, 304
 - Family Sharing (iTunes Store)
 - adding people to, 237-238
 - configuring, 235-237
 - downloading shared content, 242-243
 - managing, 240-241
 - fast browsing, 509
 - Favorites, 11
 - adding caller information to, 291
 - browsing the Web, 469-470
 - dialing calls, 277
 - folders, 468
 - marking photos as, 584
 - setting in Safari, 462
 - featured stations (iTunes Radio), 529
 - Featured tab (App Store), 209
 - fetch updates, 101
 - fields (contacts), 257
 - filters, applying to photos, 547-548, 577
 - Filters tool (Photos app), 572, 577

Find My iPhone feature, 645-646
 configuring, 83
 erasing phone, 646, 650
 finding phone, 646-647
 Lost Mode, 645, 648-649
 playing sound with, 645, 648
 tips for using, 651

finding
 iPhone with Find My iPhone feature, 646-647
 missing apps, 661-662
 music
by artist, 508-510
with Cover Browser, 502-505
on More screen, 511-512
by playlist, 506-507
by searching, 513
 photos
by browsing, 557-563
by searching, 564
 videos, 587-588
 voicemails, 296-297

fingerprints, recording, 159-167

flagging email messages, 334

flash, Auto setting, 544

Flashlight app, 18

focus location, locking, 546

folders
 adding icons on Home screens, 112-113
 badges, 113
 creating on Home screens, 111-112
 deleting, 116
 email messages, viewing, 340
 navigating, 10
 pages, adding, 116
 renaming, 116

forgetting
 Bluetooth devices, 61
 Wi-Fi networks, 52

format preferences
 addresses for contacts, 257
 BIU button, 30
 setting, 134-137

formatting text, 30

forms. *See* web forms

forwarding
 email, 331-332
 messages and conversations, 386

free content in iTunes Store, 228

Frequent Locations, 157

G

general settings (Safari), configuring, 459-462

Genius bar at Apple Stores, 667

Genius playlists, 521-523

Genres option (More screen), 512

gestures in email, 320, 335-336

global email settings, configuring, 310-316

global notifications preferences, setting, 144-146

Globe key, 24

Google accounts, configuring, 94-95

government alerts, 146

greetings (voicemail), 293-294

Group Messaging, 351, 361

groups (contacts), 260-261

headset, 292

Health app, 631-634

help, resources for, 667

Hide All Calendars button, 402

High Dynamic Range (HDR) feature, 542

high-speed networks, battery usage, 57

History
 clearing, 473
 iTunes Store, 229-230
 iTunes Radio, 535
 tracking websites visited, 472

Home button, 5

Home screens, 6, 12-13
 creating bookmarks, 487-488
 customizing, 108
adding icons to folders, 112-113
configuring toolbar, 114
creating folders, 111-112
deleting icons, 115
moving icons, 108-110
setting wallpaper, 124-128
tips for, 116
 resetting, 116
 Spotlight Search tool, 15-16

hotspots, 58

I

iBooks app, 325, 627-631

iCloud
 advanced configuration options, 84-88
 backups, 80
restoring from, 660
manual backups, 643-644
 configuring, 70-71
 document storage, 77

H

Handoff feature, 634-636

handyPrint for Mac, 43

HDR (High Dynamic Range) feature, 542

headphone jack, 4

- Find My iPhone feature, 83
- keychain syncing, 81-82
- obtaining, 71-73
- photos, 538, 593
 - automatic downloads*, 593-594
 - commenting on shared photos*, 597-599
 - inviting people to shared photo stream*, 599-600
 - managing shared photo streams*, 600-602
 - manual downloads*, 603
 - sharing*, 594-597
 - storage*, 78-79
 - unsubscribing from shared photo streams*, 602
 - uploading Burst mode photos*, 571
- signing in, 73-74
- syncing, 75-76, 478-479
- iCloud Drive, configuring, 77
- icons
 - adding to folders, 112-113
 - creating folders, 111-112
 - deleting, 115-116
 - moving, 108-110
 - in Status bar, 35
- images. *See also* photos
 - adding to conversations, 377-380
 - attached to email messages, saving, 341
 - managing in conversations, 365-366
 - wallpaper, setting on Home and Lock screens, 124-128
- iMessages, 347. *See also* Messages app; text messaging
 - switching to text messages, 369
 - text messages versus, 357
- iMovie app, editing videos, 590
- importing
 - audio CDs, 174-177
 - DVDs, 178
 - iCloud photos
 - automatically*, 593-594
 - manually*, 603
- in-app purchases, preventing, 169
- Inbox
 - gestures, 335-336
 - organizing email messages, 339
- Inboxes section (Mailboxes screen), 317
- individually viewing photos, 565-567
- informational text messages, 373
- in-process calls, 280-281
 - conference calls, 283-285
 - entering numbers during, 282
 - using apps during, 286
- inserting photos/videos in email, 329
- installing
 - apps
 - from App Store*, 216
 - preventing installs*, 169
 - iTunes, 174
 - iTunes updates, 198
- interface. *See* multi-touch interface; software
- Internet, 466. *See also* Safari; web browsing
 - connections, 45
 - cell phone provider Wi-Fi networks*, 53
 - cellular data networks*, 53-58
 - changing networks*, 48
 - closed Wi-Fi networks*, 50
 - disabling automatic prompting*, 51
 - forgetting Wi-Fi networks*, 52
 - open Wi-Fi networks*, 46-48
 - public Wi-Fi networks*, 49-50
- invitations
 - to events
 - accepting*, 415-418
 - for contacts*, 411
 - sending with Siri*, 449
 - managing, 420-422
 - to shared photo stream, 599-600
- iOS devices
 - taking phone calls, 636
 - working seamlessly between, 634-636
- iOS operating system, 5. *See also* software
- iPads
 - AirDrop, 63-67
 - peer-to-peer connectivity, 62
 - taking phone calls, 636
- iPhone 6 Plus
 - receiving/reading
 - email*, 323-324
 - text messages*, 376-377
 - Settings app, 118-120
 - split-screen feature, 14
- iPods
 - AirDrop, 63-67
 - peer-to-peer connectivity, 62
- iTunes
 - customizing Home screens with, 116
 - downloading/installing, 174
 - moving content to iPhone, 173-174
 - converting audio CDs*, 174-177
 - converting DVDs*, 178
 - via iTunes Match*, 198-203
 - purchasing content*, 178-179, 182-186
 - synchronizing computer and iPhone*, 187-197

obtaining accounts, 179-180
 signing into accounts, 181
 syncing, configuring online accounts with, 95-96
 updating, 198
 updating iOS software, 641

iTunes app, shopping with, 183

iTunes Library
 importing audio CDs, 174-177
 importing DVDs, 178
 moving audio/video from, 187-197

iTunes Match, 198-203, 525-528

iTunes Radio, 528-529
 creating stations, 530-532
 featured stations, 529
 listening to stations, 533
 playing music, 533-535

iTunes Store, 219-220
 automatic downloads, configuring, 206-208
 browsing, 223-224
 downloading content, 227-228
previously purchased content, 233-235

Family Sharing
adding people to, 237-238
configuring, 235-237
downloading shared content, 242-243
managing, 240-241

History List, 229-230

iTunes Match, 528
 previewing content, 225-226
 purchasing content, 178-179, 182-186
 searching, 220-222
 syncing content from, 195
 tips for using, 230-231

J-K

junk mail, 344-345

keyboards
 changing, 24
 customizing, 129-134
 deleting, 132
 iPhone 6 Plus keys, 25
 multiple keyboards, 24
 orientation, 24-26
 text, 22-31
 third-party keyboards, 131

keychain syncing, iCloud accounts, 81-82

keypad, dialing calls, 275

kids, Apple IDs, 239

known networks, 49

L

landscape orientation, 663

language, setting, 134-137

large email messages, handling, 325, 332

launching apps, 9-10

Library (iTunes)
 audio CDs, importing, 174-177
 DVDs, importing, 178
 moving audio/video from, 187-197

limitations
 Siri, 440
 on text messages, 361

link options, 474

linking contact information, 267

listening to
 audio in conversations, 366-367
 deleted voicemails, 297-298
 iTunes Radio stations, 533
 music with Cover Browser, 504. *See also* playing, music

podcasts, 616-619
 voicemail, 295

lists, organizing reminders, 428-429

Location Services
 configuring, 153-159
 creating calendar events, 407
 with Reminders app, 426

locations
 adding to conversations, 383
 Maps app, 623-626
 tagging in photos, 542

Lock passcodes, 168

Lock screen
 notifications, 20
 playing music, 519-520
 taking photos/video from, 556
 wallpaper, setting, 124-128

locked/asleep condition, 36-38

locking exposure and focus location, 546

logging in. *See* signing in

Look Me Up By Email section, 77

Lost Mode, activating, 645, 648-649

LTE (Long Term Evolution)
 cellular networks, 54

lyrics, viewing, 518

M

Macs
 taking phone calls, 636
 working seamlessly with iOS devices, 636

Mail app, 309, 316. *See also* email
 determining status of messages, 333
 emailing photos, 582-583
 gestures, 335-336
 junk mail, 344-345

- multiple email accounts, 317
- notifications, configuring, 147-149
- saving attached images, 341
- setting preferences, 310-316
- Siri actions, 445
- threads, 325
- VIP features, 150, 343-344
- mailboxes
 - changing, 341
 - creating, 338
 - viewing messages in, 340
- Mailboxes screen (Mail app), 317
- maintenance
 - backups, 643
 - to computer, 644
 - to iCloud, 643-644
 - restoring from, 660
 - power management, 652-654
 - updates, 640-642
- managing
 - calendars, 420-422
 - Contacts app, 245
 - accessing information, 258-260
 - configuring display, 246-249, 253
 - conversations, 373-375
 - FaceTime calls, 306-307
 - Family Sharing (iTunes Store), 240-241
 - images and video in conversations, 365-366
 - in-process calls, 280-281
 - conference calls, 283-285
 - entering numbers during, 282
 - using apps during, 286
 - junk mail, 344-345
 - multiple email messages, 337
 - online accounts, 105
 - photo albums, 585
 - podcasts, 619-622
 - reminders, 429-430
 - shared photo streams, 600-602
 - voicemail, 295
 - Wish List, 217
- manual backups, 643-644
- manual configuration of online accounts, 96-97
- manual downloads of iCloud photos, 603
- manual entry
 - calendar events, 406-413
 - completing web forms, 491-492
 - contacts, 251-256
 - deleting contact information, 266
 - linking contact information, 267
 - in playlists, 508
 - reminders, 424-426
 - time setting, 396
 - updating contact information, 264-265
- manual updates, 102
- Maps app, 623-626
- marking photos as Favorites, 584
- medical information (Health app), 631-634
- merging calls, 284
- Message screen (Mail app)
 - managing email, 334
 - organizing email messages, 338
- Messages app, 347. *See also* iMessages; text messaging
 - audio/video messages, 354
 - blocking contacts, 354-355
 - configuring, 348-353, 356-357
 - sharing contacts, 380
 - Siri, 446-448
 - text messages versus iMessages, 357
 - text shorthand, 387
 - unblocking contacts, 355-356
- Microphone key, 32
- missed calls, 297
- missing apps, finding, 661-662
- MMS (Multimedia Messaging Service), 351, 356, 378
- mobile versions of web pages, 468
- monitoring
 - data usage, 55-57
 - iPhone conditions, 35
- More screen, finding music, 511-512
- movement of camera, sensitivity to, 547
- movies. *See* video
- moving
 - content to iPhone via iTunes, 173-174
 - converting audio CDs, 174-177
 - converting DVDs, 178
 - purchasing content, 178-179, 182-186
 - synchronizing computer and iPhone, 187-197
 - via iTunes Match, 198-203
 - email messages
 - among accounts, 338
 - out of Trash, 334
 - folders on Home screens, 112
 - icons on Home screens, 108-110
- multiple calendars, 399
- multiple email accounts (Mail app), 317
- multiple email messages, managing, 337
- multiple iCloud accounts, 73
- multiple keyboards, 24
- multiple online accounts, 97

multiple web pages, opening in tabs, 475-478

multitasking apps, 10

multi-touch interface, 6

apps, 9-12

Home screen, 6

types of touch, 7

music. *See also* audio; Music app

adding to iPhone via iTunes

with *iTunes Match*, 198-203

synchronizing computer and iPhone, 187-197

auto-mute during calls, 289

configuring settings, 500-502

finding

by artist, 508-510

with *Cover Browser*, 502-504

on *More screen*, 511-512

by playlist, 506-507

by searching, 513

iTunes Radio, 528-529

creating stations, 530-532

featured stations, 529

listening to stations, 533

playing music, 533-535

playing

AirPlay, 524-525

Control Center, 519

with *Cover Browser*, 504-505

EarPod controls, 521

Genius playlists, 521-523

iTunes Match, 525-527

iTunes Radio, 533-534

from *Lock screen*, 519

Now Playing screen, 514-518

shuffling, 520

with *Siri*, 453

Music app. *See also* music

adding music to, 499-500

artists, 508-510

configuring settings, 500-501

Cover Browser, 502-504

Genius playlists, 521-523

iTunes Match, 525-528

More screen, 511-512

Now Playing screen, 514-518

playlists, 506-507

searching in, 513

Music toolbar, configuring, 512

mute switch, 4

muted phone, troubleshooting, 665

muting

music during calls, 289

phone, 288-289

My Stations table, 623

N

navigating

calendars, 403

folders, 10

networks. *See* cell phone providers; Wi-Fi networks

new email messages, checking for, 332-333

new pages, opening web pages as, 476-478

Notification Center, 21, 144

notifications, 18-21

for conversations, disabling, 385

customizing, 141-144, 398

app preferences, 146-149

Do Not Disturb feature, 151-153

global preferences, 144-146

Do Not Disturb mode, 22

email, 316

for events, 421

for invitations, 415

Lock screen, 20

Notification Center, 21

Now Playing screen, 510, 514-517

O

obtaining

iCloud accounts, 71-73

iTunes account, 179-180

online accounts

configuring

Exchange accounts, 89-93

Facebook accounts, 100-101

Google accounts, 94-95

with *iTunes syncing*, 95-96

manually, 96-97

Twitter accounts, 98-99

updates, 101-103

disabling data retrieval, 105

iCloud. *See* iCloud management tips, 105

opening

email attachments, 325

Settings app, 117-118

web pages, 475-479

open Wi-Fi networks, 46-48

optional characters on keyboard, 27

order of contacts display, 253

organizing. *See also* configuring

app icons, 111-113

bookmarks, 483-486

email messages, 338-339

iTunes content, 187

photos, 583-585

reminders with lists, 428-429

orientation

keyboard, 24-26

photos, 565

screen, 26

orientation lock, 18, 663
 original photo, reverting to, 577
 out-of-office replies, configuring for Exchange, 93

P

pages

folders, adding, 116
 of Home screens, 13

pairing Bluetooth devices, 59-61

panoramic photos, taking in Camera app, 548-550

Passbook app, 637

passcodes, 460, 645

changing, 167
 configuring, 159-167
 Quick Access feature, 556
 types of, 168

passkeys (Bluetooth devices), 59

passwords

creating with Safari, 495
 editing, 463
 Exchange, resetting, 91
 typing, 48
 voicemail, resetting, 294, 298

Paste key, 25

pausing downloads from iTunes Store, 228

payment with Apple Pay, 637

PDFs as email attachments, 325

peer-to-peer connectivity, 62

personalizing. *See* configuring

Perspective Zoom feature, 129

phone calls. *See* calls

phone settings, configuring, 270-274

photo albums, 560

adding photos to, 585
 creating, 583-584
 managing, 585

Photo Stream, 79, 540

photos. *See also* Photos app

adding to albums, 585
 applying filters, 577
 associating with contacts, 254

browsing, 557-563

Camera app

applying filters,
 547-548

Burst mode, 551,
 570-571

panoramic photos,
 548-550

taking photos,
 542-546, 556-557
timer, 552

contact photos on Call screen, 281

copying, 581

deleting, 586

editing, 572
 email attachments, 325,
 582-583

enhancing, 572

iCloud, 538, 593

automatic downloads,
 593-594

commenting on shared photos, 597-599

inviting people to shared photo stream,
 599-600

managing shared photo streams,
 600-602

manual downloads,
 603

sharing photos,
 594-597

storage, 78-79

unsubscribing from shared photo streams, 602

uploading Burst mode photos, 571

inserting in email, 329

marking as Favorites, 584

organizing in albums, 583-584

orientation, 565

red-eye removal, 578

reverting to original, 577

searching, 564

straightening/rotating/cropping photos, 573, 576

tagging locations, 542

viewing

via AirPlay, 591-593

individually, 565-567

in slideshows, 567-569

Photos app, 537, 557. *See also* photos; video

configuring settings, 538-541

deleting videos, 588

editing videos, 589-590

managing albums, 585

photo actions, 581

sharing videos, 590

Smart Adjustment tools, 579-580

watching slow-motion videos, 588-589

watching time-lapse videos, 589

watching videos, 587-588

physical controls, 3-5

PIN for Bluetooth devices, 59

pinching screen, 7

playing

music

AirPlay, 524-525

Control Center, 519

with Cover Browser,
 504

creating stations (iTunes Radio), 530-531

EarPod controls, 521

featured stations (iTunes Radio), 529

Genius playlists, 521-523

iTunes Match, 525-527

on iTunes Radio, 533-

534

- listening to stations (iTunes Radio)*, 533
 - from Lock screen*, 519
 - Now Playing screen*, 514-518
 - shuffling*, 520-521
 - with Siri*, 453
 - sound with Find My iPhone feature, 645, 648
 - playlists
 - creating new, 508
 - finding music, 506-507
 - Genius playlists, 521-523
 - organizing iTunes content, 187
 - podcasts. *See also* Podcasts app
 - defined, 606
 - downloading, 619
 - listening to, 616-619
 - managing, 619-622
 - My Stations table, 623
 - searching, 613
 - selecting, 614-616
 - subscribing to, 610-612
 - unsubscribing, 613
 - Podcasts app, 606. *See also* podcasts
 - configuring, 606-610
 - My Stations table, 623
 - tips for, 613
 - pop-up blocking, 462
 - portrait orientation, 663
 - power management, 652-654
 - Predictive Text, 23, 26
 - previewing iTunes Store content, 183, 225-226
 - previously purchased apps, downloading, 232-233
 - previously purchased iTunes content, downloading, 233-235
 - printing
 - AirPrint, 42-43
 - email, 330
 - web pages, 491
 - priority rating for reminders, 427
 - privacy
 - AirDrop, 63
 - configuring settings, 153-159
 - keychain syncing, 82
 - Safari settings, 463-465
 - Private mode browsing, 479
 - problem-solving. *See* troubleshooting
 - prompts (public Wi-Fi networks), 50
 - public Wi-Fi networks, 49-50
 - publishing calendars, 422
 - punctuation, 27
 - purchasing
 - complete albums, 518
 - content from iTunes Store, 178-179, 182-186, 227-228
 - Push functionality, 55
 - push updates, 101, 104
- ## Q-R
- Quick Access feature (camera), 556
 - Quick Website Search feature (Safari), 480
 - quiet phone, troubleshooting, 665-666
 - quitting apps, 12
 - radio. *See* iTunes Radio
 - rating songs, 517-518, 534
 - rating systems, 169
 - Reader View (Safari), 495
 - reading
 - books with iBooks app, 627-631
 - email, 317-325
 - text messages, 363-364
 - on iPhone 6 Plus*, 376-377
 - with Siri*, 446
 - Reading List (Safari), 495-497
 - receiving
 - calls, 286-289
 - email, 317-325
 - FaceTime calls, 304-305
 - text messages, 362-363
 - on iPhone 6 Plus*, 376-377
 - recent calls, clearing, 290
 - Recently Added album, 551, 560
 - Recents list, 11, 278-279
 - recommended content, browsing in iTunes Store, 224
 - Record button (camera), 553
 - recording
 - fingerprints, 159-167
 - voicemail greeting, 293-294
 - video, 553-554
 - from Control Center*, 557
 - from Lock screen*, 556
 - time-lapse video*, 554-555
 - red-eye removal, 578
 - related searches (App Store), 211
 - reminders, 422-423
 - creating, 424-427
 - deleting, 430
 - managing, 429-430
 - organizing with lists, 428-429
 - Reminders app, 389, 422-423. *See also* reminders
 - configuring settings, 397-398
 - Siri actions, 450-451
 - Remove red-eye tool (Photos app), 572
 - removing. *See* deleting
 - renaming folders, 116
 - rented movies, 178
 - repeating events, creating, 408
 - repeating songs, 516

- replying
 - from banner alerts, 370
 - to email, 329-330
 - configuring automatic, 93
 - with Siri, 444
 - to text messages, 369
 - with Siri, 447
 - resetting
 - Exchange passwords, 91
 - Home screens, 116
 - iPhone, 656-657
 - statistics, 58
 - voicemail password, 294, 298
 - resources for help, 667
 - restarting
 - apps, 655
 - iPhone, 36, 656
 - restoring iPhone, 658-660
 - restrictions, configuring, 167-171
 - Restrictions passcodes, 168
 - reverting to original photo, 577
 - reviewing apps in App Store, 215
 - ringtones
 - browsing in iTunes Store, 224
 - customizing, 137-141
 - ripping. *See* converting
 - roaming charges, 55, 275
 - Rotate tool (Photos app), 572-573, 576
 - rotating
 - orientation lock, 663
 - phone, 7
 - photos, 573, 576
- S**
- Safari, 457, 466. *See also* Internet; web browsing
 - automatic sign in, 494
 - bookmarks, 466-468
 - creating, 481-483
 - creating on Home screen, 487-488
 - deleting, 487
 - organizing, 483-486
 - syncing, 483
 - clearing History, 473
 - configuring
 - general settings, 459-462
 - privacy & security settings, 463-465
 - search settings, 458-459
 - Favorites, 468-470
 - passwords, creating, 495
 - Private mode browsing, 479
 - Reader View, 495
 - Reading List, 495-497
 - tracking visited sites, 472
 - saving
 - bookmarks, 481-483
 - credit card information, 461
 - email drafts, 329
 - images attached to email messages, 341
 - screen
 - orientation, 26
 - brightness, setting, 120-124
 - wallpaper, setting, 124-128
 - screen capture utility, 551
 - scrolling in iTunes, 194
 - Search button (App Store), 209
 - searching
 - for apps in App Store, 210-211
 - calendars, 414-415
 - configuring Safari settings, 458-459
 - email messages, 341-342
 - Internet, 479-481
 - iTunes Store, 183-184, 220-222
 - music, 513
 - photos, 564
 - podcasts, 613
 - with Siri, 452
 - Spotlight Search tool, 15-16
 - Secure/Multipurpose Internet Mail Extensions (S/MIME), 88
 - security. *See also* Find My iPhone feature; passcodes; passwords
 - AirDrop, 63
 - auto-lock/Touch ID /passcodes, 159-167
 - configuring Safari settings, 463-465
 - keychain syncing, 82
 - selecting
 - podcasts, 614-616
 - text, 28-29
 - web form data, 492
 - sending
 - email, 326-330
 - photos via email, 582-583
 - text messages, 358-361
 - with Siri, 447
 - sensitive information, keychain syncing, 82
 - sensitivity of camera, 547
 - Settings app, 42. *See also* configuring
 - access restrictions, 167-171
 - app settings, 153
 - auto-lock/Touch ID/passcodes, 159-167
 - Control Center, 150
 - Do Not Disturb feature, 151-153
 - on iPhone 6 Plus, 118-120
 - keyboard
 - customizing, 129-132
 - text shortcuts, 133-134
 - third-party keyboards, 131
 - language and format preferences, 134-137
 - notifications, 141-144
 - app preferences, 146-149
 - global preferences, 144-146
 - opening, 117-118

- privacy and location services, 153-159
- screen brightness and text size, 120-124
- sounds, 137-141
- updating iOS software, 640
- wallpaper on Home and Lock screens, 124-128
- Shake to Shuffle setting, 521
- Shared option (More screen), 512
- sharing
 - via AirDrop, 63-67
 - calendars, 418-420
 - contacts, 380
 - iTunes content. *See* Family Sharing (iTunes Store)
 - photos
 - commenting on*, 597-599
 - via email*, 582-583
 - via iCloud*, 594-597
 - inviting people to shared photo stream*, 599-600
 - managing shared photo streams*, 600-602
 - unsubscribing from shared photo streams*, 602
 - videos, 590
- shooting video (Camera app), 553-555
- shopping with iTunes app, 183
- shortcuts, text, 27, 133-134
- shorthand, text messaging, 387
- Show All Calendars button, 402
- Show Character Count setting, 361
- shuffling music, 505, 510, 517, 520-521
- shutting down iPhone, 36
- signatures, email, 315
- signing in
 - Apple ID, 39
 - iCloud accounts, 73-74
 - iTunes account, 179-180
 - websites, automatic sign in, 494
- silencing ringer, 288-289
- SIM cards, 274
- Siri, 32-34, 434
 - activating, 437, 444
 - configuring, 434-436
 - contacts, 261
 - driving directions, 454
 - events, creating, 413, 448-449
 - FaceTime calls, 304
 - how to use, 436-442
 - limitations, 440
 - Mail app, 443-445
 - making calls, 442
 - playing music, 453
 - reminders, creating, 427, 450
 - searching for information, 452
 - text messages, 446-448
 - time management, 451
 - troubleshooting, 454
- sleep mode, 36-38
- slideshows, viewing photos, 567-569
- slow-motion video, 554, 588-589
- Smart Adjustment tools (Photos app), 572, 579-580
- S/MIME (Secure/Multipurpose Internet Mail Extensions), 88
- SMS (Short Message Service), 356
- SMTP server, configuring on iCloud, 88
- social media, app access to, 159. *See also* Facebook accounts; Twitter accounts
- software, 5
 - Control Center, 17-18
 - Home screen, 6, 12-13
 - multi-touch interface, 6
 - apps*, 9-12
 - types of touch*, 7
 - Spotlight Search tool, 15-16
 - updating, 640
- solving problems. *See* troubleshooting
- songs
 - rating, 517-518, 534
 - viewing lyrics, 518
- Songs option (More screen), 511
- sounds. *See also* music
 - playing with Find My iPhone feature, 645, 648
 - customizing, 137-141
 - as notifications, 143
- spam mail, 344-345
- speaking
 - activating Siri, 444
 - text, 455
 - with Microphone key*, 31-32
 - to Siri*, 32-34
- speed of cellular networks, 54
- spell-checking feature, 30
- split-screen feature (iPhone 6 Plus), 14
 - Mail app, 323-324
 - Settings app, 118-120
- Spotlight Search tool, 15-16
- stations (iTunes Radio)
 - creating, 530-531
 - editing, 535
 - listening to, 533
 - playing music, 533-534
- statistics, resetting, 58
- Status bar icons, 35
- status of email messages, determining, 333
- Stopwatch mode (Clock app), 431
- storage, Capacity gauge, 195
- Store. *See* App Store; iTunes Store
- straightening photos, 573, 576

- Straighten tool (Photos app), 572-573, 576
 - streaming music
 - AirPlay, 524-525
 - Bluetooth, 524
 - iTunes Match, 203, 525-528
 - iTunes Radio, 528-535
 - subscribing
 - to iTunes Match, 199
 - to podcasts, 610-612
 - Suggestion option, 29
 - suggestions (App Store), 210
 - summary sync settings, configuring, 190-191
 - surfing the Internet. *See* web browsing
 - swiping screen, 7. *See also* gestures in email
 - switching message types, 369
 - symbols, 27
 - synchronized albums, 560
 - syncing
 - bookmarks, 466, 483
 - contacts, 257, 263
 - content, 187-197
 - downloaded content*, 178
 - restrictions*, 171
 - iBooks, 628
 - iCloud accounts, 75-76
 - keychain syncing*, 81-82
 - opening web pages via*, 478-479
 - iTunes, configuring
 - online accounts with, 95-96
 - iTunes Match, 199
 - System Services, 157
- T**
-
- tabs, opening web pages in, 475-478
 - tagging photo locations, 542
 - taking photos (Camera app), 542-546
 - Burst mode, 551
 - from Control Center, 557
 - from Lock screen, 556
 - panoramic photos, 548-550
 - timer, 552
 - tapping screen, 7. *See also* gestures in email
 - technical support resources, 667
 - telephone calls. *See* calls
 - tethering, 58
 - text
 - dictating, 31-32
 - editing, 27
 - formatting, 30
 - keyboard, 22-31
 - Predictive Text, 23, 26
 - selecting, 28-29
 - shortcuts, 27, 133-134
 - size
 - in email*, 310
 - setting*, 120-124
 - typing, 23. *See also* keyboards
 - text messaging. *See also* iMessages; Messages app
 - blocking messages, 664
 - conversations, 371-372
 - adding audio*, 380
 - adding images/video*, 377-380
 - adding locations*, 383
 - adding video*, 382
 - browsing attachments*, 384-385
 - deleting*, 385-387
 - forwarding messages*, 386
 - listening to audio in*, 366-367
 - managing*, 373-375
 - managing images/video in*, 365-366
 - watching video in*, 367-368
 - iMessages versus, 357
 - reading texts, 363-364
 - on iPhone 6 Plus*, 376-377
 - receiving texts, 362-363
 - on iPhone 6 Plus*, 376-377
 - replying to texts, 369
 - sending
 - texts*, 358-361
 - web pages*, 490
 - shorthand, 387
 - Siri, 446-448
 - switching to iMessages, 369
 - third-party keyboards, 131
 - threads, email, 317-319, 325, 339
 - time
 - associating with text messages, 374
 - checking, 38
 - Clock app, 431
 - configuring settings, 395-397
 - management with Siri, 451
 - viewing, 422
 - Time Zone Override feature, 394-395
 - time-lapse videos
 - shooting, 554-555
 - watching, 589
 - timer
 - Siri, 451
 - taking photos in Camera app, 552
 - Timer mode (Clock app), 431
 - toolbars
 - apps, 17
 - Home screen, configuring, 114
 - Music, configuring, 512
 - tools (Photos app), 572
 - Top Charts (App Store), 209
 - Touch ID sensor, 5, 37
 - configuring, 159-167
 - signing into Apple ID, 39
 - touch screen, types of touch, 7

touring iPhone, 3
 Airplane mode, 40-41
 AirPrint, 42-43
 Control Center, 17-18
 external features, 3-5
 Home screens, 6, 12-13
 iOS operating system, 5
 keyboard, 22-31
 monitoring conditions, 35
 multi-touch interface, 6
 apps, 9-12
 types of touch, 7
 notifications, 18-22
 Settings app, 42
 signing into Apple ID, 39
 Siri, 32-34
 Spotlight Search tool, 15-16
 text dictation, 31-32
 volume control, 40
 Wake/Sleep button, 36-38

tracking
 ads, 159
 FaceTime calls, 305
 websites visited, 472

Trash, moving email messages from, 334

travel time, adding to events, 409

Trending Searches (App Store), 212

trimming videos, 589-590

troubleshooting
 battery life, 653-654
 blocking calls, 664
 downloading podcasts, 619
 FaceTime, 303
 finding missing apps, 661-662
 orientation lock, 663
 quiet phone, 665-666
 resetting iPhone, 656-657
 resources for help, 667
 restarting
 apps, 655
 iPhone, 656

restoring iPhone, 658-660
 Siri, 454
 undeliverable text messages, 380

trusted computers, 188

TTY devices, 274

turn-by-turn directions (Maps app), 623-626

turning off iPhone, 36

Twitter accounts, configuring, 98-99

typing
 text, 23. *See also* keyboard
 passwords, 48

U

UI (user interface). *See* multi-touch interface; software

unblocking contacts, 355-356

undeliverable text messages, 380

undoing photo edits, 576-577

Undo key, 25

unlinking contacts, 267

unlocked/wake condition, 36-38

unsubscribing
 from podcasts, 613
 from shared photo streams, 602

Updates (App Store), 209

updating
 apps, 641-642
 contact information, 264-265
 disabling updates, 105
 iOS software, 640
 iTunes, 198
 online accounts, 101-103

uploading Burst mode photos to iCloud, 571

URLs
 browsing the Web, 470-471
 viewing, 473

USB ports, 656

Use Cellular Data switch (Safari), 465

V

verifying addresses for iMessage, 349

versions of web pages, 468

vibrations, 19-20, 143
 customizing, 137-141

video
 adding to conversations, 377-382
 adding to iPhone via iTunes, 173-174
 converting DVDs, 178
 purchasing content, 178-179, 182-186
 synchronizing computer and iPhone, 187-197
 calls. *See* FaceTime
 deleting, 588
 editing, 589-590
 inserting in email, 329
 iTunes Store
 adding people to Family Sharing, 237-238
 browsing, 223-224
 configuring Family Sharing, 235-237
 downloading content, 227
 downloading previously purchased content, 233-235
 downloading shared content, 242-243
 History List, 229
 managing Family Sharing, 240-241
 previewing content, 225-226
 searching, 220-221
 tips for using, 230-231

managing in conversations, 365-366
 marking as Favorites, 584
 in Messages app, 354
 recording, 553-554
 from Control Center, 557
 from Lock screen, 556
 time-lapse video, 554-555
 rented movies, 178
 sharing, 590
 in slideshows, 569
 slow-motion, 554
 watching, 587-588
 via AirPlay, 591-593
 in conversations, 367-368
 slow-motion videos, 588-589
 time-lapse videos, 589
 Videos album, 560
 View settings, zoom level, 122-123
 viewing
 attachments to conversations, 384-385
 calendars, 399, 404-406
 email messages in mailboxes, 340
 lyrics, 518
 photos
 via AirPlay, 591-593
 individually, 565-567
 in slideshows, 567-569
 time, 422
 URLs, 473
 videos, 587-588
 via AirPlay, 591-593
 in conversations, 367-368
 slow-motion videos, 588-589
 time-lapse videos, 589
 VIP email messages, 343
 websites, 473-474

VIPs (email), 150, 343-344
 virtual keyboard, 22-31
 visual notifications, 18-19
 visual voicemail, 292
 deleting voicemails, 297
 finding voicemails, 296-297
 listening/managing voicemails, 295
 listening to deleted voicemails, 297-298
 recording greeting, 293-294
 resetting password, 294, 298
 voice calls. *See* calls
 voice recognition. *See* Siri
 voicemail. *See* visual voicemail
 volume, 4, 40
 for music, adjusting, 504
 troubleshooting, 665

W-Z

Wake/Sleep button, 4, 36-38
 wake/unlocked condition, 36-38
 wallpaper, setting, 124-128
 watches, Apple Watch, 637
 watching. *See* viewing
 web browsing, 466. *See also* Internet; Safari
 completing web forms, 491-493
 emailing a link to a web page, 489
 opening pages, 475-479
 printing web pages, 491
 searches, 479-481
 text messaging web pages, 490

URLs, 470-471
 viewing websites, 473-474
 web forms, completing, 491
 AutoFill, 493
 manually, 491-492
 web pages
 automatic sign in, 494
 emailing links, 489
 mobile versions, 468
 Reader View, 495
 Reading List, 495-497
 text messaging, 490
 viewing, 473-474
 Wi-Fi networks, 53
 Airplane mode, 41
 cell phone provider Wi-Fi networks, 53
 changing networks, 48
 closed Wi-Fi networks, 50
 disabling automatic prompting, 51
 forgetting Wi-Fi networks, 52
 open Wi-Fi networks, 46-48
 public Wi-Fi networks, 49-50
 Wi-Fi syncing, 197
 Wish List (App Store), 217
 wish lists (iTunes Store), adding content to, 186
 World Clock mode (Clock app), 431
 zooming
 setting, 122-123
 viewing photos, 566