iPad® and iPhone® Tips and Tricks

FIFTH EDITION

Jason R. Rich

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Tips and Tricks

FIFTH EDITION

Jason R. Rich

800 East 96th Street,
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IPAD® AND IPHONE® TIPS AND TRICKS, FIFTH EDITION

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Please follow Jason on Twitter and Instagram (@JasonRich7).

DEDICATION

I am honored to dedicate this book to Steve Jobs (1955–2011), a true visionary, entrepreneur, and pioneer who forever changed the world, and to Tim Cook, who is now expertly reigning over the Apple empire. This book is also dedicated to my wonderful niece, Natalie, and my nephew Parker Graham Riley Skehan.

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Finally, thanks to you, the reader. I hope this book helps you fully utilize your iOS mobile device in every aspect of your life and take full advantage of the power and functionality your iPhone and/or iPad offers.

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Introduction

Late 2015 and 2016 is an exciting time for Apple mobile device users! Not only does iOS 9 provide some really useful new features, functions, and bundled apps, as well as improved integration with iCloud, but from a technological standpoint, the newest iPhone and iPad models are extraordinary in terms of their capabilities.

This all-new, fifth edition of *iPad and iPhone Tips and Tricks* quickly gets you up to speed on using iOS 9, as you discover all that this operating system has to offer, while at the same time acclimating you to the newest functions of your iPhone 6s, iPhone 6s Plus, iPad mini 4, iPad Air 2, or iPad Pro.

However, if you haven't yet upgraded to one of these new devices, you can still take full advantage of what iOS 9 has to offer, as long as you're using a compatible iPhone or iPad model released within the past few years.

NOTE The iOS 9 operating system is compatible with the iPhone 4s, iPhone 5, iPhone 5c, iPhone 5s, iPhone 6, iPhone 6 Plus, iPhone 6s, iPhone 6s Plus, as well as the iPad 2, iPad 3rd Generation, iPad 4th Generation, iPad Air, iPad Air 2, iPad Pro, iPad mini, iPad mini 2, iPad mini 3, and iPad mini 4, plus the iPod touch (5th and 6th generations).

Keep in mind that although iOS 9 runs on these devices, not all of the new features and functions are compatible with all iPhone and iPad models.

TIP If you purchased a new iPhone, iPad, or iPod touch after September 2015, iOS 9 came preinstalled on your mobile device, but you might still need to upgrade to a more recent version of iOS 9 (such as iOS 9.1 or later).

For those who are new to using an iPhone or iPad and have recently migrated from another smartphone or tablet (such as an Android device), this edition of *iPad and iPhone Tips and Tricks* teaches you what you need to know to become proficient using iOS 9 on your new iPhone or iPad. One example is Apple's new Move to iOS app for Android, which helps you easily transfer all your important data from your old Android smartphone or tablet to your new iOS mobile device.

Once again, with the introduction of iOS 9, Apple has implemented hundreds of new features and functions. For example, if you're an iPad user, the new Slide Over, Split View, and Picture in Picture features enable you to simultaneously display two apps and do two things at once on your compatible tablet, such as the iPad Air 2, iPad mini 4, or iPad Pro.

Meanwhile, among many other things, iOS 9 provides iPhones and iPads with better multitasking and an improved Spotlight Search feature. Plus, for iPhone 6s and iPhone 6s Plus users, there's 3D Touch—a touchscreen technology that introduces the new Peek and Pop gestures—offering more efficient ways to interact with your smartphone or tablet.

Not only has iOS 9 introduced awesome improvements to the operating system itself, but many of the core apps that come preinstalled with iOS 9—like Contacts, Calendar, Reminders, Notes, Safari, Mail, Messages, Maps, and so on—have some impressive and useful new features. Plus, you'll discover how to use the new apps that come bundled with iOS 9, like News, Wallet (iPhone), and iCloud Drive.

Of course, features introduced last year with iOS 8 continue to be improved upon. For example, using the Continuity and Handoff features, you can begin using one application on your iPhone and then pick up exactly where you left off on your iPad or Mac (or vice versa). In addition, it's possible to answer incoming calls made to your iPhone from your iPad, Apple Watch, or Mac, as long as your smartphone is nearby and wirelessly linked with your other computers and devices.

NOTE Throughout this book, an "iOS mobile device" refers to any Apple iPhone, iPad, or Apple mobile device that's running the iOS 9 operating system. If you plan to continue using iOS 8 with your iOS mobile device, pick up a copy of *iPad and iPhone Tips and Tricks*, Fourth Edition, which focuses on the older version of Apple's mobile device operating system.

If you're a veteran iPhone or iPad user, when you upgrade from iOS 8 to iOS 9, you'll discover that the graphical interface is pretty similar to what you're already accustomed to, although improvements have been made.

As for you first-time iPhone or iPad users, congratulations! Now is the perfect time to introduce yourself to these mobile devices, or switch from another smartphone or tablet to what Apple has to offer. Not only can you expect an exciting experience as you begin using your new iPhone or iPad hardware that's running the iOS 9 operating system, but you have the opportunity to access the App Store to utilize any of the more than 1.5 million third-party apps that can greatly expand the capabilities of these mobile devices.

iOS 9 WHAT'S NEW Thanks to the new Wallet app for the iPhone, it's even easier, faster, and more secure to utilize Apple Pay to pay for purchases at participating retail stores and restaurants, as well as online from within apps.

This past year, not only have hundreds of new banks and credit unions begun supporting Apple Pay, but thousands of additional merchants now accept it. In fact, you probably have seen the Apple Pay logo displayed near the checkout counter at many of your favorite retail stores, and these sightings will become even more frequent in 2016 and beyond.

To view a list of Apple Pay participating banks in the United States and United Kingdom, visit https://support.apple.com/en-us/HT204916.

In addition, Apple Pay now supports the Discover credit card, as well as store credit cards from participating merchants, and the new Wallet app can also be used to manage retail store reward cards, so when you adopt the Wallet app into your life, you can dramatically slim down your traditional wallet.

In a nutshell, iOS 9 is now really good at combining the technological capabilities of the iPhone or iPad with apps and the Internet to put a vast amount of personalized information at your fingertips, exactly when and where you need it. This includes content such as breaking news stories, your personal schedule, important emails, incoming text/instant messages, as well as your personal financial information from your bank(s) and credit card issuers.

Plus, these mobile devices make it more efficient to stay in contact with people via phone calls, video calls, emails, text/instant messages, and/or social media.

HOW TO UPGRADE FROM iOS 8 TO iOS 9

Anyone who purchased an iPhone, iPad, or iPod touch before September 16, 2015, needs to upgrade to iOS 9. The easiest way to do this is to use your mobile device to access any Wi-Fi hotspot or wireless home network to establish a high-speed Internet connection. Then, from the device's Home screen, launch Settings.

> **TIP** Before upgrading your iOS mobile device from iOS 7 or iOS 8 to iOS 9, be sure to create a backup of your iPhone or iPad using the iTunes Sync Backup feature or the iCloud Backup feature. After you install the iOS 9 operating system, all your apps, data, and personalized device settings will automatically be fully restored.

Next, tap on the General option from the main Settings menu, and then tap on the Software Update option (shown in Figure I.1). If your device is running iOS 8, for example, a message appears indicating that an operating system upgrade is available (shown in Figure I.2). Follow the onscreen prompts to download and install iOS 9 (or later) for free.

The upgrade process takes between 20 and 30 minutes, depending on which iPhone or iPad model you're using, its internal storage capacity, the Internet connection speed, and how much information is currently stored on your device.

> **TIP** Every few months, Apple updates the iOS to add new features to your iPhone or iPad. When a free iOS update is available, a message appears on your device's screen, and a Badge icon appears in the Settings app icon on your Home screen. iOS updates typically add new features and functions, fix bugs, and improve device performance. Thus, it's a good strategy to ensure your devices are running the most current version of iOS, and if you use both an iPhone and iPad, that they both have the same version of iOS installed.

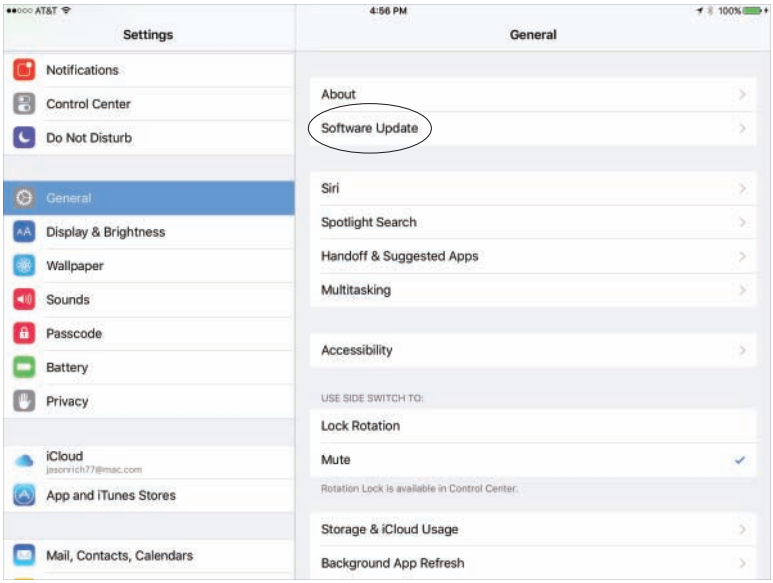

Figure I.1

The easiest way to upgrade your iPhone or iPad from iOS 8 to iOS 9 is to use Wi-Fi and access the Software Update option from within Settings.

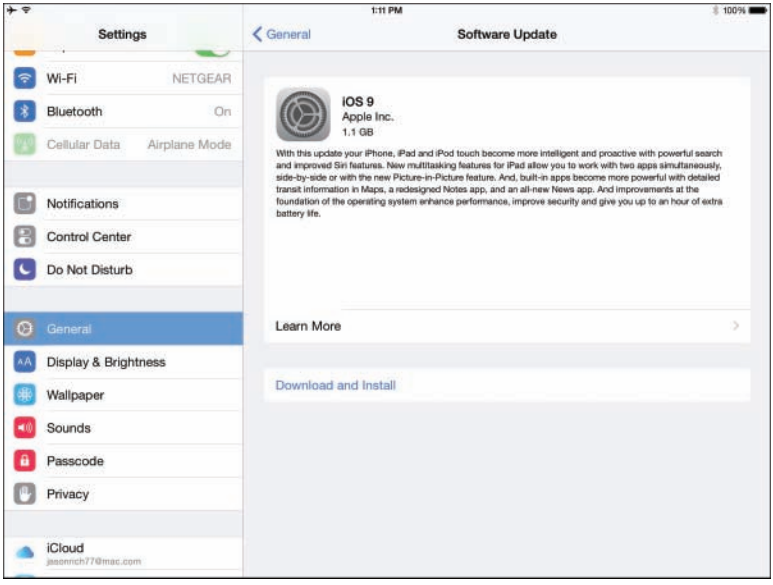

Figure I.2

If an operating system update is available, a message like this one is displayed.

INTERACTING WITH YOUR iPHONE OR iPAD

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

WHAT'S NEW In addition to interacting with your iOS mobile device using the touchscreen, the capabilities of Siri have been improved with iOS 9, allowing you to better control your iPhone or iPad, and your favorite apps, using voice commands.

Plus, as you'll soon discover, the Spotlight Search feature built in to iOS 9 has been dramatically improved, so it's now faster and easier to find information stored in your mobile device and simultaneously retrieve information from the Internet, when applicable.

When not using the virtual keyboard, much of your interaction with the iPhone or iPad is done using a series of taps, swipes, and other finger gestures on the Multi-Touch display. iPhone 6s, iPhone 6s Plus, as well as iPad Air 2, iPad mini 4, and iPad Pro users need to learn a few new gestures to take advantage of new features, such as 3D Touch (iPhone) and Split-Screen (iPad), which are explained shortly.

WHAT'S NEW iPad Pro users have the opportunity to interact with their tablet using an optional pen-shaped stylus device, called Apple Pencil, which enables users to write or draw directly on the tablet's screen with extreme accuracy.

TOUCHSCREEN TECHNIQUES YOU'LL NEED TO MASTER

To navigate your way around iOS 9 on your iPhone or iPad, you need to learn a series of basic taps and finger gestures.

WHAT'S NEW The iPhone 6s and iPhone 6s Plus offer the new 3D Touch feature, which introduces two new touchscreen gestures called Peek and Pop.

When using certain apps, if you press and hold your finger firmly on an item, you can get a quick glimpse of what tapping or holding down your finger would reveal. Then, if you want to access that content, press a bit harder on the screen to "pop" into it.

For example, if you're using the Mail app and looking at your Inbox, which displays a listing of incoming messages, you can gently hold your finger on a message to preview it ("peek"), and then if you want to open the message and work with it, press your finger down a bit harder to "pop" it open.

This also works on the Home screen. Many apps offer quick access to the most common features of the app by pressing firmly on its icon. For example, if you hold your finger on the Camera app icon, a menu that enables you to quickly take a selfie, record a video, record a slow-mo video, or take a photo (shown in Figure I.3) is displayed.

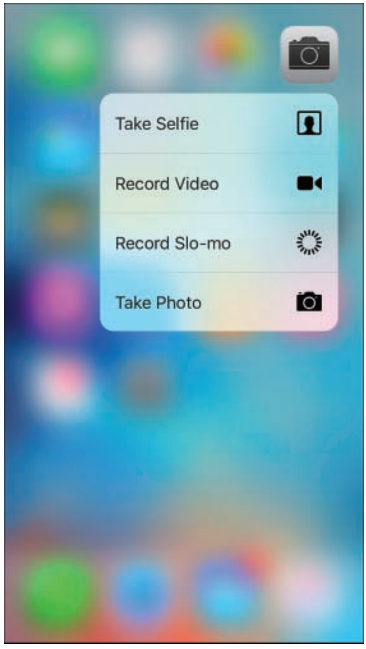

Figure I.3

The new Peek feature on the iPhone 6s. This new menu appears when you press and hold your finger on the Home screen's Camera app icon.

As you learn more about iOS 9's new features throughout this book, you'll also discover how to best utilize them by executing the necessary taps, swipes, pinches, and other finger gestures.

As in previous editions of the iOS, when you turn on the device or wake it up from Sleep mode, virtually all of your interaction with the smartphone or tablet is done though the following finger movements and taps on the device's highly sensitive multitouch display:

- **Tap**—Tapping an icon, button, or link that's displayed on your device's screen serves the same purpose as clicking the mouse when you use your main computer.
- **Hold**—Instead of a quick tap, in some cases it is necessary to press and hold your finger on an icon or onscreen command option. When a hold action is required, place your finger on the appropriate icon or command option, and hold it there with a slight pressure. There's never a need to press down hard on the smartphone or tablet's screen. (Hold works with all iOS mobile devices running iOS 9, and is different from the Peek and Pop gestures that are exclusive to the iPhone 6s and iPhone 6s Plus.)
- **Swipe**—A swipe refers to quickly moving your finger along the screen from right to left, left to right, top to bottom, or bottom to top, in order to scroll left, right, up, or down, depending on which app you're using.
- **Pinch**—Using your thumb and index finger, perform a pinch motion on the touchscreen to zoom out when using certain apps. Or "unpinch" (by moving your fingers apart quickly) to zoom in on what you're viewing on screen when using many apps.

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

- **Pull-down**—Using your finger, swipe it from the very top of the iPhone or iPad's screen quickly in a downward direction. This causes the Notification Center window to appear. You can hold the device in portrait or landscape mode for this to work. As you'll discover in Chapter 1, "Tips and Tricks for Customizing Settings," the functionality of Notification Center and the information you can access from it has been enhanced in iOS 9 and is more customizable than before.

TIP The pull-down gesture is also used to access iOS 9's enhanced Spotlight Search feature. Use a pull-down gesture that starts in the *middle* of the iPhone or iPad's Home screen to access the improved Spotlight Search feature.

One use of Spotlight Search is to quickly find any information that's stored in your mobile device, such as a Contacts entry, Calendar event, or content in an email message. Enter a keyword or search phrase into the Search field that appears, tap on the Search key on the virtual keyword, and then tap on one of the search result listings to access the related data or content by automatically launching whichever app it relates to.

On the iPhone, the Spotlight Search screen also showcases icons representing the last few apps you've used, or apps it thinks you might want to use next.

When your iPhone or iPad has Internet access, Spotlight Search utilizes online-based resources automatically to give you access to additional information, including relevant suggested websites, movie show times, local restaurants, and other content based on what you're searching for (shown in Figure I.4).

To view a more detailed Spotlight Search screen, from the Home screen, swipe your finger horizontally from left to right. Doing this displays the Search field, plus icons representing the last few people you've communicated with; icons representing the last few apps you've used; icons that allow you to seek out nearby businesses, restaurants, and services; as well as a listing of breaking news headlines. Any of these icons or listings are interactive, so you can tap them.

- **Swipe up**—From the bottom of the iPhone or iPad's screen at any time, swipe your finger in an upward direction to make the Control Center appear. From here, you can access a handful of functions, such as Airplane Mode, Wi-Fi, Bluetooth, the Do Not Disturb feature, and the Screen Rotation Lock, as well as screen brightness controls and Music app controls. You can also utilize AirDrop and AirPlay/Bluetooth functions, and access commonly used core apps, such as Clock, Calculator, and Camera. On the iPhone, you can quickly turn on/off the Flashlight function. How to use Control Center is also covered in Chapter 2, "Using Siri, Dictation, and CarPlay to Interact with Your Mobile Device."
- **Five-finger pinch (iPad only)**—To exit out of any app and return to the Home screen, place all five fingers of one hand on the screen so that they're spread out, and then draw your fingers together, as if you're grabbing something. Be sure, however, that the Multitasking Gestures are turned on in the Settings app (found under the General heading).

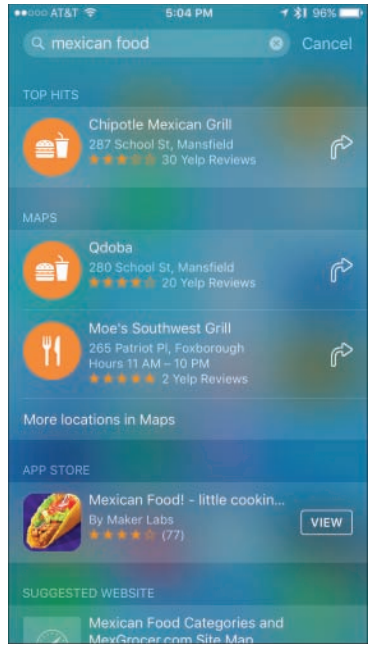

Figure I.4

From Spotlight Search, you can look up local dining options. Here, "Mexican Food" was entered into the Search field.

What's New For iPad users, iOS 9 introduces a new two-finger gesture. It allows you to more accurately move the cursor around on the screen (in some apps), which is useful when editing text or highlighting text to select, copy, cut, and then paste, for example.

To move the cursor on the screen, place two fingers next to each other over the cursor or text you want to highlight, and drag your fingers slowly around on the screen. The onscreen cursor follows your movement.

TIP Return to the Home screen anytime by pressing the Home button once, regardless of which app is being used. The Home button is the circular button located on the front (bottom center) of the device (below the screen) on the iPhone or iPad.

- **Multi-finger horizontal swipe (iPad only)**—When multiple apps are simultaneously running, swipe several fingers from left to right or from right to left on the screen to switch between the active app and the other apps that are currently running in the background (using the app switcher). Alternatively, iPad and iPhone users alike can access the app switcher to quickly switch between apps by quickly pressing the Home button twice.

TIP Apple continues to make navigating around your favorite apps with taps, finger gestures, and swipes easy. For example, on any screen where you're scrolling downward, such as when you're surfing the Web with Safari, you can simply tap on the time that's displayed at the top center of the screen to quickly return to the top of the page or screen.

Meanwhile, if you're in the process of typing something on your iPhone and don't like what you typed, instead of pressing and holding the Delete key to delete your text, simply shake the smartphone in your hand for a second or two to "undo" your typing. Be sure to turn on this Shake to Undo feature by launching Settings and tapping Accessibility.

TIP You can also easily interact with the iPhone using just one hand.

When using the iPhone 6/6s/6 Plus/6s Plus, double touch (use a gentle tap, as opposed to pressing) the Home button, and everything that's displayed on the screen shifts downward, so you can more easily reach it with your thumb. Plus, as you're reading emails, you can use your thumb (on the hand you're holding the iPhone with) to swipe left or right across an Inbox message listing to manage that incoming message.

HOME BUTTON QUICK TIPS

Here's how to use some of the Home button's main functions when using iOS 9:

- **Activate Siri**—Press down and hold the Home button for 2 seconds from the Home screen or when using any app.
- **Access the app switcher**—From any app (or from the Home screen), quickly press the Home button twice. Press the Home button again (or select an app) to exit the app switcher.
- **Exit an app and return to the Home screen**—When using any app, press the Home button once to exit it and return to the Home screen. Keep in mind, in most cases this does not shut down the app; it will continue running in the background.

- **Reboot the device (without deleting any of your apps or data)**—Press and hold the Home button simultaneously with the Sleep/Wake button for about 5 seconds, until the Apple logo appears on the screen. The Sleep/Wake button is located on the right side (near the top) of newer iPhones, and on the top-right corner of older iPhones and all iPads.
- **Return to the main Home screen**—When viewing any of the Home screens on your mobile device, press the Home button once to return to the main Home screen.
- **Wake up the device from Sleep mode**—Press the Home button once when your iPhone or iPad is in Sleep mode. If the device is powered down, press and hold the Sleep/Wake button for several seconds instead.

  Use the Touch ID that's built in to the Home button (available in the more recently released iOS mobile devices) to unlock the device or confirm a payment using Apple Pay, or when making a content purchase from the App Store, iTunes Store, iBook Store, or within a participating app. Touch ID can also be used to grant you access to certain apps that otherwise require a password, such as a banking or credit card app.

HOW TO MAKE THE BEST USE OF THE VIRTUAL KEYBOARD

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

For example, when you access the Spotlight Search screen (refer to Figure I.4), you will notice the large Search key on the right side of the keyboard. However, when you use the Microsoft Word app, the Search key becomes the Return key. When you surf the Web using Safari, the Search key becomes the Go key in certain situations, and other keys along the bottom row of the virtual keyboard change as well.

When you're using an app that involves numeric data entry, such as Numbers or Excel, the layout and design of the virtual keyboard can change dramatically.

VIRTUAL KEYBOARD QUICK TIPS

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

- **Divide the virtual keyboard in half (iPad, iPad Pro, and iPad mini only)**—Make it easier to type on the virtual keyboard with your two thumbs while holding the device. To split the keyboard, hold down the Hide Keyboard key, located in the lower-right corner of the virtual keyboard, and select the Split

option. Alternatively, use the index fingers on your right and left hand simultaneously, place them in the center of the virtual keyboard when it's visible, and then move them apart.

- **Unlock and move the virtual keyboard upward (iPad, iPad Pro, and iPad mini only)**—Hold down the Hide Keyboard key (displayed in the lower-right corner of the keyboard). You'll be given the opportunity to split or merge the keyboard, as well as unlock the keyboard.
- **Turn on/off the keyboard's key click sound**—Launch Settings, tap on the Sounds option, and then from the Sounds menu, scroll down and turn on or off the virtual switch associated with Keyboard Clicks.
- **Adjust auto-capitalization, autocorrection, check spelling, enable caps lock, predictive, split keyboard (iPad only), and the keyboard shortcuts options**—Launch Settings, tap on the General option, and then tap on the Keyboard option to access the Keyboard menu. Turn on or off the virtual switch associated with each option.
- **Access alternative keys within the virtual keyboard**—When you press and hold down certain keys, it's possible to access alternative letters, characters or symbols. For example, this works when you press and hold down the A, C, E, I, N, O, U, S, Y, or Z keys. When using Safari, press and hold down the period (".") for a second or two to access the .us, .org, .edu, .net, and .com extensions.

TIP When using the virtual keyboard, to turn on Caps Lock, quickly double tap the Shift key (it displays an upward-pointing arrow). Tap the key again to turn off Caps Lock as you're typing or doing data entry.

- **Make the virtual keyboard disappear**—You can often tap anywhere on the screen except on the virtual keyboard itself, or you can tap on the Hide Keyboard key (iPad, iPad Pro, and iPad mini only), which is always located in the lower-right corner of the keyboard.
- **Make the virtual keyboard appear**—If you need to enter data into your iPhone or iPad but the virtual keyboard doesn't appear automatically, simply tap on an empty data field. An appropriately formatted virtual keyboard will appear.
- **Make the keys on the virtual keyboard larger**—For some people, this makes it easier to type. Simply rotate the iPhone or iPad from portrait to landscape mode. Keep in mind that not all apps enable you to rotate the screen.

- **Access Emoji/Symbols Keyboards**—Tap on the smiley face key, located between the 123 and microphone key, to access alternative virtual keyboards that enable you to incorporate hundreds of different graphical emojis into your messages and documents.
- **Create keyboard shortcuts**—If there's a sentence, paragraph, or phrase you need to enter repeatedly when using an app, it's possible to enter that text just once and save it as a keyboard shortcut. Then, instead of typing a whole sentence, you can simply type a three-letter code that you assign to that shortcut, and the virtual keyboard will insert the complete sentence. To create your own keyboard shortcuts, follow these steps:
  1. Launch Settings and tap the General option followed by the Keyboard option.
  2. From the Keyboard menu, tap the Shortcuts option. (On iPhones, tap Text Replacement.)
  3. When the Shortcut window appears, press the "+" icon to add a new shortcut.
  4. Fill in the Phrase field with the complete sentence (or any text) you want to include, such as, "I am in a meeting and will call you back later."
  5. In the Shortcut field, enter a three-letter combination to use as the keyboard shortcut, such as "IAM" (representing In A Meeting).
  6. Now, anytime the virtual keyboard is displayed (when using any app), simply type IAM to input the sentence, "I am in a meeting and will call you back later."

TAKE ADVANTAGE OF THE iPAD'S NEW DISPLAY OPTIONS

When you're using one of the newer iPad models (such as the iPad Air 2, iPad mini 4, or iPad Pro), you can view multiple items at once on the screen. This is done using the Slide Over, Split View, and Picture in Picture features.

- **Slide Over**—On many iPad models (including the iPad Air, iPad Air 2, iPad mini 2/3/4, and iPad Pro), when using any app, place your finger on the extreme right side of the tablet's screen and drag to the left. This activates the Slide Over feature. You can now launch and access a second app within the right margin of the screen (shown in Figure I.5). To view a menu of compatible apps, swipe down on the bar icon displayed in the top center of the right margin window if a second app is already running. This feature enables you to do two things at once or quickly copy and paste (or in some cases, drag and drop) content between apps.

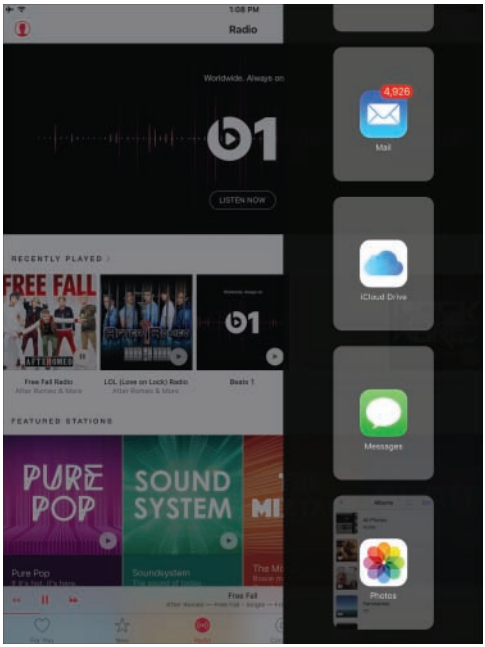

Figure I.5

Use the Slide Over option to access a second app while still using the first.

- **Split View**—When using the iPad Air 2, iPad mini 4, or iPad Pro, after you've opened a second app using the Slide Over option, place your finger on the horizontal app divider bar and drag it to the left to launch Split View mode. This enables both apps to run in equal-sized windows on the tablet's screen. Split View works better if you hold your iPad sideways in landscape mode (shown in Figure I.6). By swiping the app divider bar left or right, it's possible to readjust the size of the two app windows.
- **Picture in Picture**—When using compatible apps on your iPad that enable you to watch video, it's possible to display a small video window on your screen, while using the majority of the screen to work with another app altogether (shown in Figure I.7). This feature is currently supported by the iPad Air, iPad Air 2, iPad mini 2/3/4, and iPad Pro.

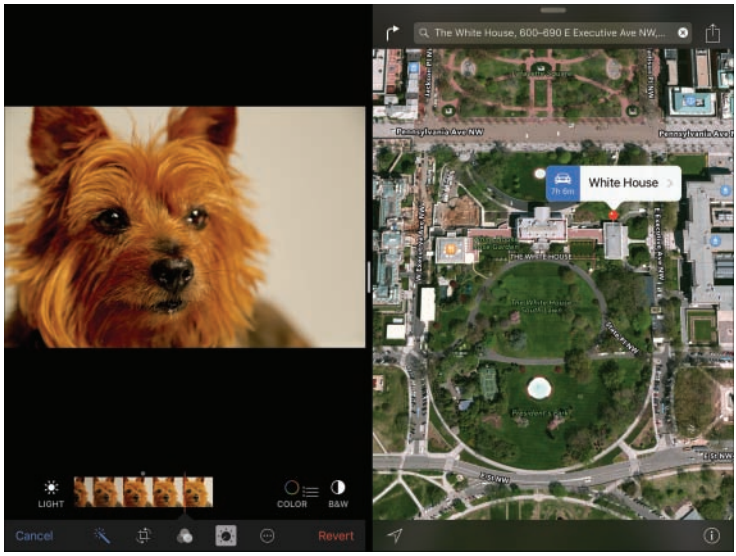

Figure I.6

Run two apps at once, in equal-sized windows, on your iPad using the Split View mode. Here, the Photos app (left) and Maps app (right) are running simultaneously on an iPad Air 2.

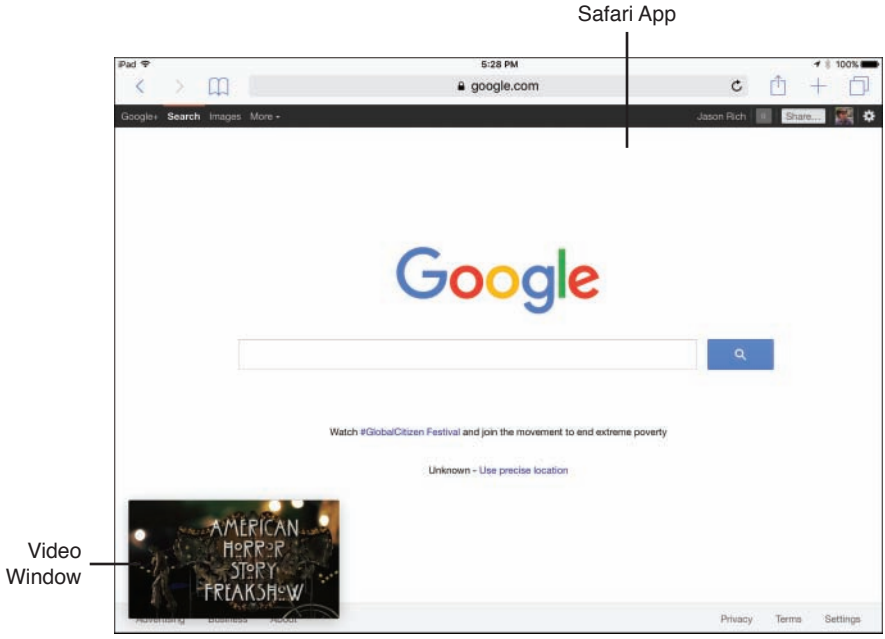

Figure I.7

Watch a video or participate in a FaceTime call while working with another app (such as Safari) on your iPad's screen using the Picture in Picture feature.

TIP Initially, the Picture in Picture feature worked with the Videos and FaceTime app preinstalled with iOS 9; however, it's now compatible with a growing lineup of third-party apps used to display video.

To use this feature, start watching your video on a compatible app using the Slide Over or Split View feature. Tap on the video window, and then tap on the Picture in Picture icon displayed in the lower-left corner of the video window.

When the tiny video window appears on your screen, place and hold your finger on the window to drag it around the screen and place it where you want. Tap on the video window again to make menu icons appear that allow you close the video window, or pause the playback of the video.

SOMETIMES AN OPTIONAL EXTERNAL KEYBOARD OR STYLUS WORKS BETTER

If you expect to do a lot of data entry or word processing on your iOS mobile device, instead of using the virtual keyboard, you can purchase an optional external keyboard that connects to the smartphone or tablet using a wireless Bluetooth connection or the device's Lightning port.

What's New Apple's optional Smart Keyboard ($169) is available exclusively for the iPad Pro. It connects to the tablet using a proprietary Smart Connector that's built in to the new iPad Pro and its keyboard accessory. When not in use, this keyboard serves as a cover for the tablet.

The Apple Pencil stylus for the iPad Pro ($99.00) enables you to handwrite or draw directly on the tablet's screen with extreme accuracy when using compatible apps, like Notes or Adobe Photoshop Sketch.

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

TIP The Siri and Dictation features in iOS 9 have also been enhanced. Discover tips and strategies that focus on how to "communicate" with your iPhone or iPad using your voice in Chapter 2.

HOW TO TURN THE iPHONE OR iPAD ON OR OFF, VERSUS PLACING IT INTO SLEEP MODE

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

- **Turned on**—When your phone or tablet is turned on, it can run apps and perform all the tasks it was designed to do. The touchscreen is active, as is its capability to communicate. To turn on the iPhone or iPad when it is powered off, press and hold the Sleep/Wake button for about 5 seconds, until the Apple logo appears on the screen. Release the Sleep/Wake button, and then wait a few additional seconds while the device boots up. When the Lock screen appears, you're ready to begin using the iPhone or iPad.
- **Turned off**—When your iPhone or iPad is turned off and powered down, it is not capable of any form of communication, and all apps that were running are shut down. The device is dormant. To turn off your phone or tablet, press down and hold the Sleep/Wake button for about 5 seconds, until the Slide To Power Off banner appears on the screen. Swipe your finger along this red-and-white banner from left to right. The device will shut down.
- **Sleep mode**—To place your iPhone or iPad into Sleep mode, press and release the Sleep/Wake button once. To wake up the device, press the Sleep/Wake button or the Home button. In Sleep mode, your device's screen is turned off but the phone or tablet can still connect to the Internet, receive incoming calls (iPhone) or text messages, retrieve emails, and run apps in the background. Notification Center also remains fully operational, so you can be alerted of preset alarms, for example. Sleep mode offers a way to conserve battery life when you're not actively using your phone or tablet.

NOTE By default, your iPhone or iPad will go into Sleep mode and Auto-Lock after 5 minutes. To adjust this time interval or turn off the Auto-Lock feature, launch Settings, tap on the General option, and then tap on the Auto-Lock feature. Options then include activating Auto-Lock after 2, 5, 10, or 15 minutes, or never.

TIP Another way to place an iPad into Sleep mode is to place an Apple Smart Cover (or compatible cover) over the screen, assuming the iPad Cover Lock/Unlock option is turned on from the General menu within Settings. When in Sleep mode, an iPad will "wake up" for an incoming call (when used with iOS 9's Continuity feature), a FaceTime call, or an incoming text message.

- **Airplane mode**—This mode enables your device to remain fully functional, except it can't communicate in any way using a cellular (3G/4G/LTE) connection. The iPhone cannot make or receive calls, and neither the iPhone nor iPad can send or receive text/instant messages via a cellular network. Apps that do not require Internet access continue to function normally. So, if you're aboard an airplane, you can switch to Airplane mode and continue reading an eBook, playing a game, word processing, watching a movie that you've downloaded from the iTunes Store, or working with a wide range of other apps. After switching into Airplane mode, it is possible to turn Wi-Fi Internet access back on, yet keep the cellular connection turned off. This is useful if you're traveling abroad, for example, and don't want to incur international cellular roaming charges, or if you're aboard an airplane that offers Wi-Fi service.

TIP To turn on/off Airplane mode, launch Settings, and from the main Settings menu, tap on the virtual switch that's associated with Airplane mode. Alternatively, launch Control Center (by placing your finger at the bottom of the screen and swiping upward), and then tap on the Airplane mode icon.

Once in Airplane mode, keep in mind that from Control Center, it's possible to quickly reenable Wi-Fi, if needed, by tapping on the Wi-Fi icon.

It's also possible to place an iPhone or iPad into Do Not Disturb mode. This automatically routes incoming calls directly to voice mail. As you'll discover, you can customize the Do Not Disturb feature to allow certain people that you preselect to reach you, when you otherwise want to be left alone.

TIP To activate and customize the Do Not Disturb feature, launch Settings and tap on the Do Not Disturb option. From the Do Not Disturb menu, turn on the Manual or Scheduled virtual switch, based on how you have this feature set up.

To later turn on or off the feature, access the Control Center and tap on the crescent moon-shaped icon.

When turned on, a moon icon is displayed on the iPhone or iPad's Status Bar, and all calls and alerts are silenced. This feature can be turned on or off at anytime, or you can preschedule specific times you want Do Not Disturb to be activated, such as between 11:00 p.m. and 7:00 a.m. on weekdays. From the Do Not Disturb menu within Settings, you can also determine whether certain callers are allowed to reach you when the phone is in Do Not Disturb mode.

If you set the Alarm Clock feature in your iPhone or iPad via the Clock app or using Siri, this feature continues to work, even with Do Not Disturb turned on.

Keep in mind that when your iPhone is turned off, all incoming calls are forwarded directly to voicemail, and it is not possible to initiate an outgoing call. Likewise, incoming text messages, FaceTime calls, and other communications from the outside world cannot be accepted when an iPhone or iPad is turned off. Instead, when you turn on the device, notifications for these missed messages are displayed in Notification Center, within their respective apps, and potentially on the Lock screen, depending on how you set up Notification Center.

DISCOVER WHAT'S NEW IN iOS 9

Let's take a quick look at some of the major new features and enhancements made to iOS 9. You'll learn strategies for best utilizing the majority of these features later in the book. But first, here's a rundown of what's new and noteworthy about iOS 9:

- **Camera**—When used on an iPhone 6s or iPhone 6s Plus, there are a handful of useful new features built in to this app. For example, the new Selfie shooting mode allows you to use the front-facing, 5 megapixel resolution camera to take a photo of yourself and use the screen as a flash to help ensure ideal lighting when needed. Using the Peek and Pop gestures, this new mode can be launched from the Home screen as well as from within the Camera app itself. Plus, the new Live Photos shooting mode transforms still photos into several-second animated images that can be viewed on any Apple mobile device or computer. Chapter 8, "Shoot, Edit, and Share Photos and Videos," focuses on using the Camera app to take awesome photos.
- **News**—Get the latest news and read articles that specifically cater to your areas of interest using this new app that comes preinstalled with iOS 9. Apple has teamed up with hundreds of newspapers, magazines, and other content providers to provide up-to-the-minute news and highly customized content directly to your smartphone or tablet's screen in an interactive format that's easier to read than a typical newspaper or magazine.

- **Notes**—This app (shown in Figure I.8) has been redesigned, giving it a plethora of new note-taking and information gathering features that make it easy to create lists, type text into the app, add photos, and gather content in one place that you collect from the Internet or other apps. Tap on the new Draw icon that appears in the top-right corner of the virtual keyboard, and a brand new set of onscreen writing and drawing tools becomes available, allowing you to handwrite, draw, or sketch content on your iPhone or iPad's screen using your finger or a stylus. You can also use these tools to annotate typed text. As always, all your Notes sync with your other iOS mobile devices and Macs via iCloud, and when you tap the Share icon, it's possible to share specific notes with other people via text message, email, or certain social networks if you have the apps for them installed.

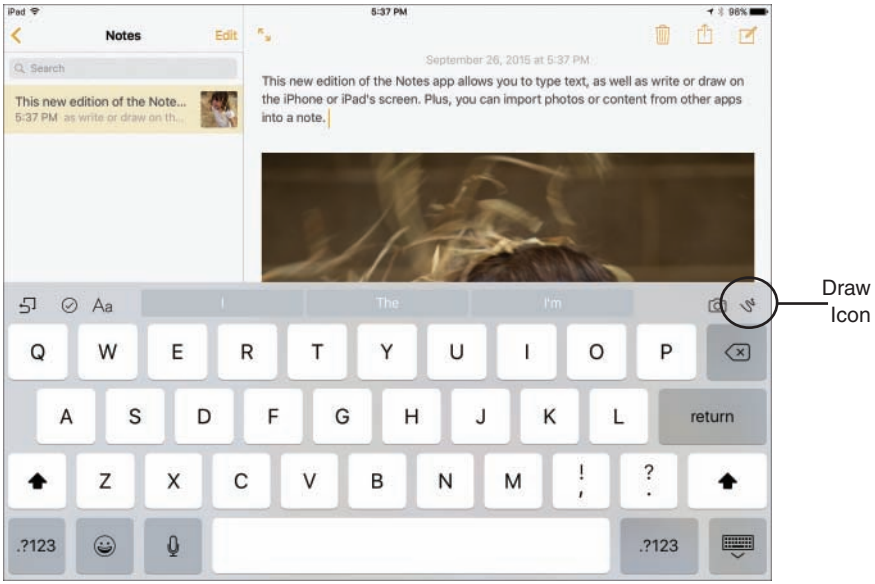

Figure I.8

The redesigned Notes app is now a full-featured note-taking tool that enables you to type content, import photos, and/or handwrite/draw on your mobile device's screen.

- **Maps**—In addition to being more accurate than ever before, the newly enhanced Maps app now includes public transit information for many major U.S. cities, as well as cities abroad. The new Nearby feature enables you to quickly locate businesses and points of interest simply by tapping on a category icon, such as Food, Drinks, Shopping, Travel, Services, Fun, Health, or Transport. As always, you can also enter a business name (or point of interest) directly into the app's Search field.

- **Wallet**—Manage your credit and debit cards, participating store credit cards, and reward cards digitally and securely within your iPhone, and then use Apple Pay to make in-store or in-app purchases with ease by tapping on the Touch ID sensor built in to the compatible iPhone's Home button.
- **iCloud Drive**—Using your iPhone or iPad's Internet connectivity, you can now directly access files and data stored online within the iCloud Drive portion of your iCloud account. Preview documents and files from the iCloud Drive app, and then launch the appropriate app to work with that content on your mobile device.
- **"Hey Siri"**—Veteran iPhone and iPad users know that Siri is a powerful and continuously evolving tool that allows people to interact with their mobile device using their voice. Thanks to iOS 9, Siri is now "smarter" than ever and can provide information or respond to a broader range of requests. But when the "Hey Siri" feature is active, you no longer need to press and hold down the Home button to activate Siri. You simply need to be in close proximity to your mobile device and say "Hey Siri," followed by your question or command. Much more on how to use Siri and the "Hey Siri" feature can be found in Chapter 2.
- **Spotlight Search**—Like so many other features built in to iOS 9, your ability to quickly locate information stored in your iPhone or iPad has been greatly enhanced thanks to the improved Spotlight Search feature. Based on your recent activity and with whom you've been in contact, the Spotlight Search screen offers icons representing people you've recently communicated with as well as apps you've recently used and allows you to quickly find nearby places and access news headlines. Plus, with the actual Search field, it's possible to find content stored on your device or accessible via the Internet.
- **Enhanced Notification Center**—Notification Center offers a centralized place where your iPhone or iPad keeps track of alerts, alarms, and notifications related to the apps you're running and device's functions you're using. Thanks to iOS 9, additional information, such as the current weather forecast and/or local traffic conditions, can now be displayed as part of Notification Center's Today screen. Plus, app-specific widgets can be used, allowing you to quickly access content or utilize specific app features without actually having to launch the app. In Chapter 1, you discover strategies for managing Notification Center and learn how to customize the information it tracks and displays.

TIP To access the Notification Center window, regardless of which app you're working with or what you're doing on your iOS mobile device, simply swipe your finger from the top of the screen in a downward direction. To begin customizing how Notification Center functions on your device, launch Settings, and then tap on the Notifications option listed in the main Settings menu.

Additional customization options can be accessed by launching Notification Center, tapping on the Today tab, and then scrolling down to the bottom of the screen. Tap on the Edit button to determine what information should appear within this screen and rearrange the order in which information is displayed.

- **Enhanced multitasking**—Your iPhone or iPad has the capability to run multiple apps simultaneously, although on the iPhone screen, you can be working with only one app at a time. The rest continue running in the background. To quickly switch between apps that are running, or shut down one or more apps, enter the improved and redesigned app switcher on your device. To do this, press the Home button twice quickly.

  The app switcher displays icons for all the apps currently running on your device along the top of the screen, and in the main area of the screen are images representing the apps that are currently running.

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

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

  While using any app, if you open the app switcher to change apps, the last app you used (not the current one) is centered with the app switcher's listing. After switching to a new app, the original app continues running in the background. To switch back to it, you'll find a new "Back to…" option displayed in the top-left corner of the screen. This is also a new iOS 9 feature.

NOTE After you launch most apps, they continue running in the background if you simply press the Home button to exit out of them to return to the Home screen. You can shut down an app from the app switcher. If an app was running before you turned off your device, however, it automatically reopens in the background when you restart the device.

WHAT'S NEW When using most iPad models, you can run two apps at once using the Slide Over feature. However, if you're using the iPad Air 2, iPad mini 4, or iPad Pro, it's possible to utilize the Split View mode and run two apps side by side. Now, you can be word processing and managing email at the same time, for example, and quickly copy and paste content between apps, should the issue arise.

- **QuickType Keyboards**—With iOS 8, Apple introduced QuickType keyboards, which included a handful of new features for faster and more accurate typing. Added to iOS 9 is the virtual keyboard's Shortcut Bar. This makes it easier to select, copy, and paste text. Another new iPad-only feature allows you to reposition the cursor anywhere on the screen by placing two fingers on the screen simultaneously and dragging them around on the screen to move the cursor.
- **New Music App and Apple Music**—A few months before iOS 9's release, Apple released a revamped version of the Music app (shown in Figure I.9) and at the same time launched the Apple Music service and the Beats One global Internet-based radio station. Now, between the Music app and this fee-based service, more than 43 million songs from well-known and up-and-coming artists are readily available without having to purchase the music.

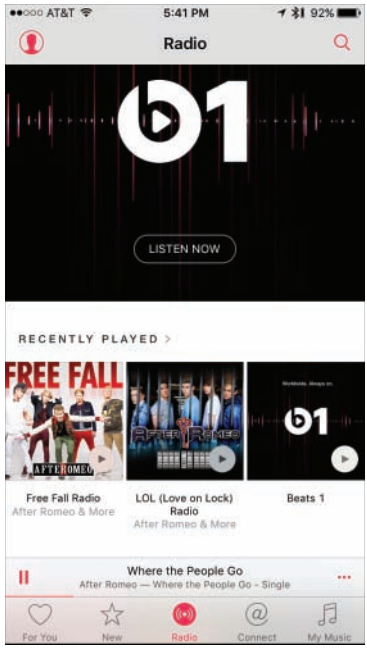

Figure I.9

The new Music app allows you to manage your own digital music library, access the Apple Music services, and stream music in ways never before possible.

> **NOTE** As you'll learn in Chapter 14, "Get Acquainted with the Music, Videos, and iTunes Store Apps," the Apple Music service requires a monthly subscription fee of $9.99 for a personal account or $14.99 for a family account, but a free, three-month trial subscription is offered to everyone. This is an online-based service, so your mobile device requires cellular or Wi-Fi Internet access to use it.

- **Better integration with iCloud**—In addition to serving as an online-based file sharing and data backup service, iCloud works seamlessly with many core iPhone and iPad functions built in to iOS 9, as well as many of the apps that come bundled with the operating system. You'll also discover more third-party apps now sync data with iCloud, allowing you to share information more seamlessly between your Macs and iOS devices.

> **NOTE** Some iCloud-related functions can be utilized from your iPhone or iPad using a 3G or 4G (LTE) cellular data connection. However, to use some of iCloud's other features, such as iCloud Backup, a Wi-Fi connection is required.

- **More Powerful Third-Party Apps**—Simply having a powerful and feature-packed smartphone and/or tablet isn't enough. To really get the most use out of your mobile device, you'll want to use third-party apps. Many of the latest versions of these apps are more powerful than ever.

APPLE PAY OFFERS A NEW WAY TO PAY FOR THINGS

Built in to iOS 9, Apple Pay is available when using the iPhone 6, iPhone 6 Plus, iPhone 6s, iPhone 6s Plus, and Apple Watch. Introduced with iOS 8, Apple Pay is a more secure way to pay for purchases in retail stores throughout the United States, as well as when shopping online via enabled apps.

With Apple Pay (shown in Figure I.10), your iPhone is used to scan each of your credit or debit cards just once. This information is then securely stored in a special chip built in to your smartphone.

When you're visiting a participating retail store, simply hold your iPhone up to a special scanner connected to a cash register, place your thumb or finger on the Touch ID sensor built in to the iPhone, and within seconds, your credit or debit card purchase is initiated, in a secure fashion.

The merchant doesn't actually gain access to your credit card number or your name, and Apple does not collect any personal details related to the purchase transaction.

During 2015, thousands of new merchants throughout the United States and the United Kingdom began accepting Apple Pay, and hundreds of banks and financial institutions, including American Express and Discover, now support this payment service.

Figure I.10

Using Apple Pay, initiate a debit card, credit card, or store credit card purchase without having to physically present or swipe your credit card.

Note If your iOS mobile device gets lost or stolen, simply use the Find My iPhone feature to lock down the device. Your stored credit/debit card details can't be used by an iPhone thief, because their fingerprint will not be recognized by the Touch ID sensor, and because Apple Pay does not retain your actual credit/debit card numbers, there's no need to contact your bank to cancel the cards and have them reissued.

Apple Pay works with the Wallet app that comes preinstalled on the iPhone with iOS 9 and makes shopping and paying for purchases at your favorite retail stores, supermarkets, and other businesses a fast and secure process.

SECURING YOUR iOS MOBILE DEVICE WITH A PASSCODE

If you're worried about other people being able to pick up your iPhone or iPad and access your confidential information or use it to access your favorite websites by signing in using your username, it continues to be possible to password protect your iOS mobile device. When the Passcode Lock feature is turned on, you must manually enter a four- or six-digit passcode (or a longer password) that you preselect to get past the device's Lock screen.

NOTE Older iOS mobile devices still use a four-digit passcode, but newer iPhones and iPads require users to create a six-digit passcode. If you're using an older device and want to utilize a six-digit passcode, or you're using a newer device and want to utilize a four-digit passcode, this setting can be adjusted in the Touch ID & Passcode submenu within Settings. Tap on the Change Passcode option, enter your current passcode, and then tap on the Passcode Options option prior to entering a new passcode.

To turn on the Passcode Lock feature, launch Settings and tap on the Touch ID & Passcode option. From the expanded Touch ID & Passcode submenu, adjust the various virtual switches to turn on/off the passcode and/or Touch ID feature related to locking/unlocking the iPhone or iPad itself, as well as utilizing Apple Pay and/or App and iTunes Store purchases.

When you activate the Passcode Lock or Touch ID feature, you are promoted to create and enter a passcode.

CAUTION When creating a passcode, do not use something obvious, like 123456, 654321, 111111, or your birthdate.

Also from the Touch ID & Passcode menu screen, it's possible to customize Passcode Lock functionality. For example, you can restrict certain iPhone/iPad features from being accessible from the Lock screen. Plus, by turning on the Erase Data option, you can set up the device to automatically delete its contents if someone enters the wrong passcode 10 times in a row.

Note The following devices currently have a Touch ID sensor built in to the Home button: iPhone 5s, iPhone 6, iPhone 6 Plus, iPhone 6s, iPhone 6s Plus, iPad Air 2, iPad mini 3, iPad mini 4, and iPad Pro. This sensor enables the device to be unlocked using a fingerprint scan, as opposed to a passcode. This same Touch ID can be used to authorize purchases.

FIND YOUR LOST OR STOLEN DEVICE USING THE FIND MY iPHONE/iPAD FEATURE

The Find My iPhone/iPad feature enables you to quickly pinpoint the exact location of your device if it gets lost or stolen, and then offers tools to help you lock down, erase, or retrieve your device. At the same time, if the device does get stolen, you can render the device absolutely useless unless someone knows your Apple ID and password.

For the Find My iPhone/iPad feature to work, however, it must be turned on and activated once. Then, to pinpoint the location of your phone or tablet, it will need to be turned on, plus be able to connect to the Internet (that is, not be in Airplane mode).

To activate Find My iPhone/iPad, as soon as you install iOS 9, or anytime thereafter, access Settings and tap on the iCloud option from the main Settings menu. Then, from the iCloud menu, tap on the Find My iPhone/iPad option. When the Find My iPhone/iPad submenu screen is displayed, make sure the virtual switch associated with Find My iPhone/iPad feature is turned on.

WHAT'S NEW Be sure to turn on the virtual switch associated with the Send Last Location option. To access this option, launch Settings, tap on the iCloud option, select the Find My iPhone/iPad option, and then turn on the virtual switch associated with Send Last Location.

When you do this, anytime your smartphone or tablet's battery gets extremely low, the last thing it does before going dead is send the location of the device to Apple, so you can locate it via the iCloud.com website or the Find My iPhone app on another iOS mobile device or Mac.

Now, if you ever need to locate your iPhone or iPad, you have several options. Using a different iOS mobile device, you can use the free Find My iPhone app that's available from the App Store. Launch the app and sign in using your Apple ID and password. The location of your device will then be displayed on a detailed map.

Tap on the virtual pushpin on the map, or any of the command buttons displayed at the bottom of the app's screen, to then use online-based tools to help you locate, lock down, or erase your mobile device remotely.

Another way to locate your iOS mobile device is to use any computer's web browser and visit www.icloud.com/#find.

Sign in to the iCloud.com website using your Apple ID and password. The same tools for locating and protecting your iOS mobile device are then made available to you online—from anywhere. The Find My feature can also be set up to work with iCloud's Family Sharing function, so you can use a family member's Apple equipment to pinpoint the location of your iPhone or iPad.

TIP Be sure you turn on Find My iPhone/iPad on your mobile device immediately. If this feature is not active, you will not be able to use the tools Apple offers to locate, lock down, or remotely erase your device if it later gets lost or stolen.

Even if the device is not turned on or connected to the Internet when it's initially lost or stolen, the Find My iPhone/iPad feature can alert you the moment someone finds or tries to turn on your device.

MAINTAIN A BACKUP OF YOUR DEVICE

Using Apple's iCloud service, it is possible to set up your iPhone or iPad to automatically back itself up once per day, as long as you turn on the auto backup feature. For this feature to work, the device needs access to a Wi-Fi Internet connection. It also must be locked and plugged in to an external power source to auto-initiate the backup process.

To set up the iCloud Backup feature, which needs to be done only once, follow these steps:

1. Launch Settings and tap on the iCloud option.
2. Make sure Wi-Fi is turned on and your device can link to the wireless network in your home or office.
3. From the iCloud menu screen, tap on the Backup option.
4. From the Backup menu screen, turn on the virtual switch that's associated with the iCloud Backup option (shown in Figure I.11).

TIP At any time, you can initiate a manual backup of your device. Access the Backup menu screen within Settings, and then tap on the Back Up Now option. You'll notice that the time and date of the last successful backup is displayed on this screen.

Later, if you need to reset your iPhone or iPad and erase its contents, or you need to replace your phone or tablet, you can easily restore your data using the last successful iCloud backup. When using this backup method, the backup files associated with your mobile device are stored "in the cloud" within your iCloud account. These backup files utilize some of your allocated iCloud online storage space.

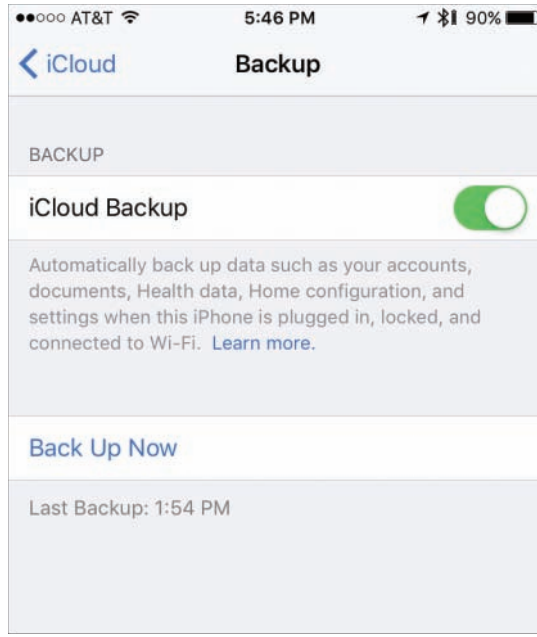

Figure I.11

After turning on the virtual switch associated with the iCloud Backup option in Settings, it's possible to manually initiate a backup by tapping on the Back Up Now option.

iTUNES SYNC IS ALSO A VIABLE BACKUP OPTION

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

Because iOS 9 is fully integrated with iCloud, maintaining a backup of your device and syncing app-specific data, as well as transferring data, files, photos and content between your Mac(s), PC(s), and other iOS mobile device(s), can now much more easily be done using iCloud.

When you use iCloud Backup, for example, your iPhone or iPad's backup files are stored online "in the cloud," and not on your primary computer's hard drive. Because this is the more popular way to back up and sync data, it's the approach we'll focus on in this book.

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

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

WHAT THIS BOOK OFFERS

This all-new fifth edition of *iPad and iPhone Tips and Tricks* will help you quickly discover all the important new features and functions of iOS 9 and show you how to begin fully utilizing this operating system and its bundled apps so that you can transform your iPhone, iPad, iPad mini, iPad Pro, or iPod touch into the most versatile, useful, and fun-to-use tool possible.

Each chapter of this book focuses on using various aspects of iOS 9 or the apps that come preinstalled with it. You'll also discover strategies for finding and installing optional third-party apps from the App Store, plus learn all about how to experience various other types of content—from music, TV shows, and movies, to eBooks and audiobooks, plus learn how to best organize, view, and share your own digital photos.

In terms of using your iPhone or iPad as a powerful communications tool, you'll discover strategies for efficiently making and receiving calls, sending and receiving text messages, participating in FaceTime calls (video calling), and participating on the online social networking services (like Facebook, Twitter, and Instagram), while simultaneously making full use of iOS 9's latest features. The book also explores how to take full control of and customize your phone or tablet using the tools and features available from Settings, Control Center, and Notification Center.

In *iPad and iPhone Tips and Tricks*, Fifth Edition, you'll also discover tricks for utilizing iCloud with your iOS mobile device, plus learn all about how to use the most popular apps that come bundled with the iOS 9 operating system (including Contacts, Calendar, Reminders, Notes, Mail, Messages, Safari, Camera, Photos, Maps, Music, Videos, Wallet, iCloud Drive, News, FaceTime, and iTunes Store), as well as popular apps released by Apple and third parties that enhance the capabilities of your device, including Find My iPhone, YouTube, Facebook, and Twitter.

You'll also read about how to manage your health using the iPhone's Health app. For this, see Chapter 10, "Improve Your Health and Manage Your Wealth Using Your iPhone."

NOTE Now that the iPhones and iPads come with a variety of different screen sizes, based on the model you choose, iOS 9 automatically adjusts all apps to best utilize available screen space. Thus, as you're looking at screenshots throughout this book, keep in mind that what you see on your device's screen may vary slightly if you're using a different model iPhone or iPad than what was used to create the screenshot.

ATTENTION, PLEASE…

Throughout the book, look for What's New, Tip, Note, Caution, and More Info boxes that convey useful tidbits of information relevant to the chapter you're reading. In some chapters, you'll also discover Quick Tips sections, which quickly outline how to perform a series of common tasks related to the iOS 9 features, functions, or app(s) that are being discussed.

The What's New boxes, for example, highlight new features or functionality introduced in iOS 9, while the More Info boxes provide website URLs or list additional resources that you can use to obtain more information about a particular topic.

IN THIS CHAPTER

- Get acquainted with the Calendar, Contacts, and Reminders apps
- Rediscover the newly enhanced Notes app
- Stay organized, on time, and productive with your iOS mobile device
- Sync your app data across all your devices and iCloud

13

TIPS FOR USING CALENDAR, CONTACTS, REMINDERS, AND NOTES

Veteran iPhone or iPad users will quickly discover that the Contacts, Calendar, and Reminders apps that come bundled with iOS 9 have the same core functionality as before. However, the Notes app is packed with new features and tools that are useful for note taking, gathering information from a variety of sources, and then organizing and sharing your digital notes.

The Calendar, Contacts, Reminders, and Notes apps continue to be fully compatible with iCloud, which makes synchronizing your app-related data a straightforward process. Plus, from any computer or mobile device that's connected to the Internet, it's possible to access the online versions of these apps, which are automatically populated with all of your most current app-specific data.

Plus, in Notification Center, the Calendar and Reminders apps can easily be set up so alerts, alarms, and notifications related to your schedule and lists are consistently displayed as part of the Today screen.

> **NOTE** The features and functions offered by the Calendar, Contacts, Reminders, and Notes apps are virtually identical on all iOS mobile devices, as well as on the Mac. However, due to varying screen sizes, the location of specific command icons, options, and menus often varies. After you get to know how each app works in general, you can easily switch between the iPhone, iPad, Mac, and/or the iCloud.com online-based versions of these apps without confusion.

SYNC APP-SPECIFIC DATA WITH ONLINE-BASED APPS

To sync your Calendar, Contacts, Reminders, and/or Notes data with Yahoo!, Google, or Microsoft Exchange–compatible software, launch Settings and tap on the Mail, Contacts, Calendars option. Under the Accounts heading, tap on Add Account. Choose which type of account you want to sync data with, such as iCloud, Microsoft Exchange, Google, Yahoo!, AOL, or Outlook.com. Tap on the Other option if you use alternate contact management and/or scheduling software that supports the industry-standard LDAP or CardDAV protocols.

When prompted, enter your name, email address, password, and an account description (as well as any other requested information). After your account is verified, a menu screen in Settings related to that account lists app-specific options, such as Mail, Contacts, Calendars, Reminders, and/or Notes. Turn on the virtual switch associated with any or all of these options. Your iPhone or iPad can automatically and continuously sync your app-specific data on your iOS device with your online-based account. So, if you turn on the virtual switch associated with Calendars, for example, your schedule data is continuously synchronized.

To sync scheduling and/or contact-related data with Facebook, launch Settings and tap on the Facebook option. When prompted, enter your Facebook username and password. Then, near the bottom of the Facebook menu screen in Settings, turn on the virtual switch that's associated with Calendars and/or Contacts.

Periodically tap on the Update All Contacts option as you add new online Facebook friends. Calendar and/or Contacts data is imported from Facebook and incorporated into your Calendar and/or Contacts apps. This includes profile pictures of your online friends who also have an entry in your Contacts database.

SYNC APP-SPECIFIC DATA WITH iCLOUD

The Calendar, Contacts, Reminders, and Notes apps work seamlessly when syncing data between your iOS mobile devices, Mac(s), and PC(s) that are linked to the same iCloud account. To set up this feature, launch Settings, tap on the iCloud option, and then turn on the virtual switches associated with Contacts, Calendars, Reminders, and/or Notes. This needs to be done only once, but it must be done separately on each device or computer that's linked to the same iCloud account.

NOTE By setting up app-specific data syncing for Contacts, Calendar, Notes, and Reminders via iCloud, your data automatically gets imported into the online version of these apps that are available via iCloud.com (www.iCloud.com). So, when you sign in to iCloud.com using your Apple ID and password, and then launch the online version of Contacts, Calendar, Notes, or Reminders, all of your current app-specific data is available to you. This can be done from any computer or mobile device that's connected to the Internet, even if that computer or device is not normally linked to your iCloud account.

GET ACQUAINTED WITH THE CALENDAR APP

With its multiple viewing options for keeping track of the scheduling information stored in it, the Calendar app is a highly customizable scheduling tool. In the Calendar app, any appointment, meeting, activity, or entry that you create and store within the app is referred to as an *event*.

Because the Calendar app can manage and display multiple color-coded calendars at once, when you create a new event, be sure to choose which calendar it gets stored in. For example, you can maintain separate calendars for Work, Personal, Family, Travel, and/or for whatever organization you volunteer for and allocate time to.

From within Calendar, you can also share some or all of your schedule information with colleagues and maintain several separate, color-coded calendars to keep personal and work-related responsibilities, as well as individual projects, listed separately, while still being able to view them on the same screen.

TIP When you turn on iCloud's Family Sharing feature, a separate color-coded calendar labeled Family is created in the Calendar app. This calendar can be accessed by up to five other family members. Thus, your teens can add details about their after-school activities, sports practices, or drama rehearsals, while weekend family events can be viewed for all to see. Plus, everyone can keep tabs on upcoming vacation dates.

While the Family calendar data is viewable by anyone with Family Sharing access, events stored within other calendars remain private, or viewable only by people you invite to see the information.

More information about setting up iCloud's Family Sharing feature can be found in Chapter 5, "Use iCloud and the iCloud Drive App from Your iPhone or iPad."

CONTROLLING THE CALENDAR VIEW

Launch Calendar from your iOS device's Home screen, and then choose in which viewing perspective you'd like to view your schedule data. Regardless of which view you're using, tap on the Today option to immediately jump to the current date on the calendar. The current date is always highlighted with a red dot.

iOS 9 **WHAT'S NEW** From the Home screen of the iPhone 6s or iPhone 6s Plus, press and hold your finger on the Calendar app icon to make an Add Event option appear (shown in Figure 13.1). Tap on this to quickly launch the Calendar app and access the New Event screen.

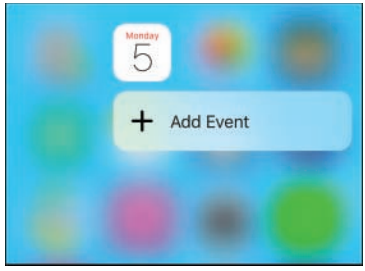

Figure 13.1

Quickly access the New Event screen within the Calendar app by pressing and holding down the Calendar app icon when viewing the Home screen of the iPhone 6s or iPhone 6s Plus.

iOS 9 **WHAT'S NEW** If event-related information is displayed in an incoming email, such as an upcoming airline flight reservation or restaurant reservation, the Mail app displays an Add Event banner near the top of the email. Tap on this banner (which includes a tiny Calendar app icon) to import the event details from the body of the incoming email directly into the Calendar app as a new event.

On the iPad, switching between Calendar views is as easy as tapping on the Day, Week, Month, or Year tab displayed at the top center of the Calendar app screen.

On the iPhone and iPad, the Calendar app opens on the last view option that you were using previously. However, on the iPhone, you also have access to a detailed Day, Week, Month, or Year view, as well as a Listing view, which works with the Month or Day view.

TIP When the Month calendar view is selected, tap on the Listing icon (which appears near the top-right corner of the screen) to display a list of events for the current day (or the day you select). This information is displayed below the month view of the calendar (shown in Figure 13.2).

When you select the Day view in the Calendar app, the Listing icon shows you all your appointments, hour-by-hour, in a scrollable format that enables you to quickly see your schedule for the previous or upcoming days in addition to the currently selected day.

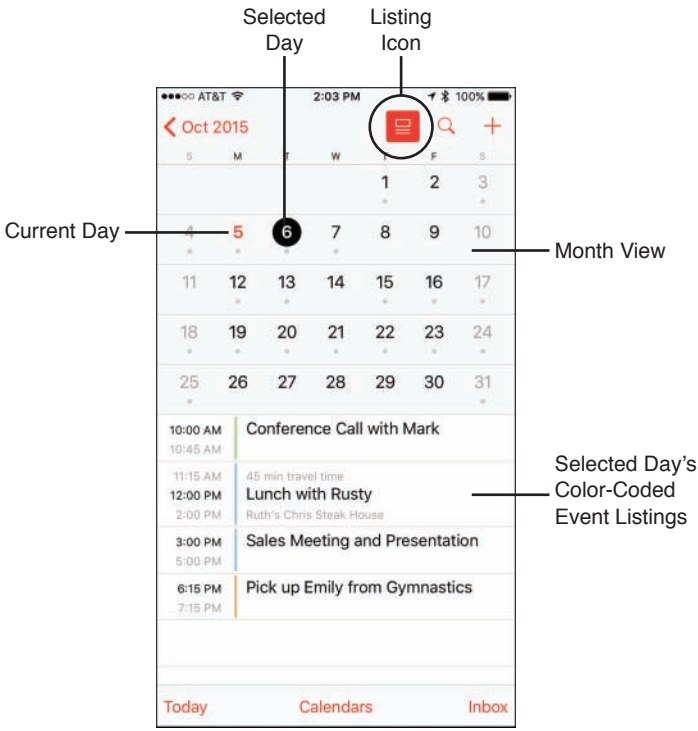

Figure 13.2

The Listing icon in the Calendar app provides an additional way to format and view your schedule on the iPhone's screen.

The Year view shows mini calendars for the entire year. To switch from the Year view to the Month view (shown in Figure 13.3), tap on any month in the Year view.

Figure 13.3

Shown here is the Calendar app's Month view on the iPhone.

From the Month view, switch to the Week view by rotating your iPhone from portrait to landscape mode. In other words, hold your smartphone sideways.

Also from the Month view, to switch to the Day view, tap on a day displayed in the calendar. From the Month view, any day that displays a gray dot in it has event details associated with it.

TIP On the iPhone, from the Month or Day view, tap on the Listing icon to view a more detailed and scrollable listing for the selected day's events.

The Year, Month, Week, and Day views in the iPhone version of the Calendar app are switchable in a hierarchical order. If you're in the Day view, for example, you can switch back to the Month view by tapping on the Back icon (a left-pointing arrow), which is displayed in the top-left corner of the screen.

Whether you're using the Calendar app on an iPhone or iPad, your Calendar view options include the following.

THE CALENDAR APP'S DAY VIEW

This view displays your events individually, based on the time each event is scheduled. When using the iPad version of the app, this information is displayed on a split screen. On the left is an hour-by-hour summary of your day, and on the right is a synopsis of the events for that day.

> **NOTE** On the iPhone, the Day view (shown in Figure 13.4) displays a week's worth of calendar dates near the top of the screen. Below that, the selected date is displayed, followed by an hour-by-hour rundown of your events.
>
> On the iPad, the Day display is split into two sections. The selected date, along with a week's worth of calendar dates, is displayed at the top of the screen, followed by a summary listing of appointments and/or events displayed on the left side of the screen. Details about one selected appointment or event are displayed on the right side of the screen by tapping on it.

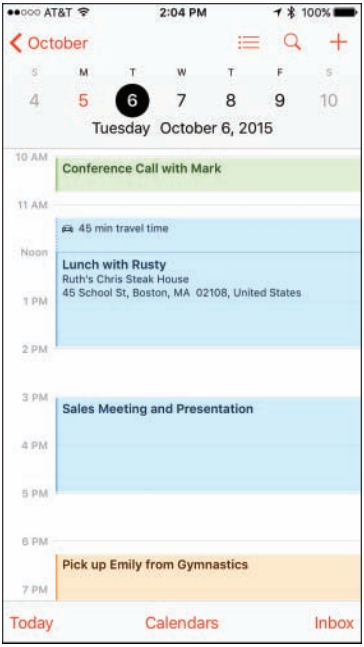

Figure 13.4

The Day view of the Calendar app lets you see your schedule broken down one day at a time in one-hour increments.

Use the Day view of the Calendar app to see a detailed outline of scheduled events for a single day. Swipe your finger to scroll up or down to see an hour-by-hour summary of that day's schedule.

Swipe right or left along the week's worth of calendar days to see upcoming or past dates, and to view another day's schedule. Tap on a specific day to switch to that date's Day view.

TIP To quickly find an event, tap on the Search icon, and then enter any relevant text to help you find the item you're looking for that's stored in the Calendar app. This can also be done using Spotlight Search, or a verbal request can be made using Siri. In the Search field, enter a date, time, name, business, meeting location, or other pertinent information. Tap on a search result to view that event listing in detail within the Calendar app.

THE CALENDAR APP'S WEEK VIEW

The view uses a grid format to display the days of the week along the top of the screen and time intervals along the left side of the screen (shown in Figure 13.5 on an iPhone). With it, you're given an overview of all events scheduled during a particular week (Sunday through Saturday).

Scroll along the dates displayed near the top of the screen to quickly view your schedule for past or future weeks.

TIP To fine-tune this or any other Calendar app view, tap on the Calendars option that's displayed near the bottom center of the screen. A listing of the separate color-coded calendars that the Calendar app is managing is displayed. Tap on a listing to add or remove it from the Calendar view you're looking at.

When you remove a calendar from the calendar view, this does not delete any data; it simply hides the events that are stored in that particular calendar from the display.

THE CALENDAR APP'S MONTH VIEW

This view enables you to see a month's worth of events at a time. On the iPhone, tap any single day to immediately switch to the Day view and review a detailed summary of events slated for that day. From the Month view, use your finger to scroll up or down to look at past or future months. On the iPad, use the Day, Week, Month, or Year tabs, located at the top of the screen, to switch Calendar views.

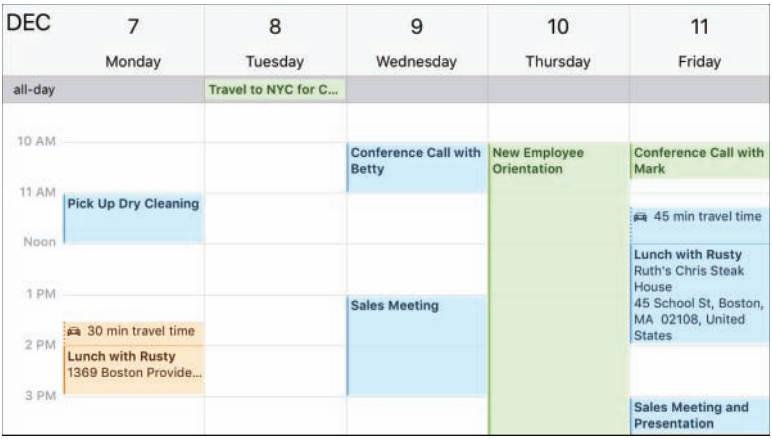

Figure 13.5

The Calendar app's Week view.

THE CALENDAR APP'S YEAR VIEW

The Year view enables you to look at 12 mini calendars (with minimal detail displayed).

> **TIP** Tap on the Inbox option, displayed near the bottom-right corner of the screen, to view invites for events from other people that you might want to import into one of your calendars.

HOW TO ENTER A NEW EVENT INTO THE CALENDAR APP

Regardless of which calendar view you're using, follow these steps to enter a new event:

1. Tap the New Event icon (which looks like a plus sign) in the upper-right corner of the screen. This causes a New Event window to be displayed (shown in Figure 13.6).

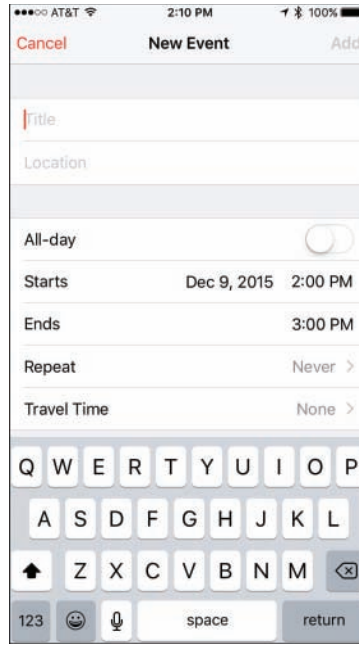

Figure 13.6

Add a new event to the Calendar app from the New Event screen.

2. The first field in the New Event window is labeled Title. Using the virtual keyboard, enter a title for the event.
3. If a location is associated with the event, tap the Location field located below the Title field and enter an address or location. Entering information into the Location field is optional. You can be as detailed as you want when entering information into this field.

TIP By entering a location, your iOS mobile device can calculate travel time to this event from your current location and give you ample warning related to when you need to leave. The Maps app can also use the location information to provide directions to that event.

If you ask Siri a question related to an event's location, such as "Where is my next meeting?" or "How do I get to my next appointment?," the event's location information is used.

NOTE Many of the fields within the New Event screen are optional. In other words, only fill in the fields that are relevant to the new event you're creating. However, the more information you include, the more useful Maps, Siri, and Spotlight Search will be later when you want to refer to event information.

4. If the event lasts for the entire day, turn on the All-Day virtual switch. Otherwise, to set the time and date the event begins and ends, first tap the Starts field. Use the scrolling Date, Hour, Minute, and AM/PM dials to select the start time for your event.
5. After entering the start time, scroll down and tap on the Ends option, and again use the scrolling Date, Hour, Minute, and AM/PM dials to select the end time for your event.

NOTE If the new event you're creating repeats every day, every week, every two weeks, every month, or every year, tap the Repeat option, and choose the appropriate time interval. The default for this option is Never, meaning that it is a nonrepeating, one-time-only event.

6. Turn on the virtual switch associated with the Travel Time option to add between 5 minutes and 2 hours of travel time to that event by tapping on one of the listed options. So, if this event turns out to be one hour away from your previous event scheduled on the same day, one hour's worth of travel time can be added to your schedule. However, if you have a specific location entered in the Location field, your iPhone or iPad can calculate the travel time from wherever you happen to be prior to that event.
7. If you're managing several calendars within the Calendar app, tap on the Calendar option to select in which calendar the new event will be placed. The default calendar is called Home, but you can change this from within Settings.
8. To invite other people to the event, tap on the Invitees option and, when prompted, fill in the To field with the invitees' names or email addresses. Use their name if they already have a contact entry in the Contacts app; otherwise, enter an email address for each person separated by a comma. The people you add as invitees are sent an email allowing them to respond to the invite. The Calendar app keeps track of RSVPs from event attendees and displays this information in the app.

9. To set an audible alarm for the event, tap the Alert option. The Event Alert window temporarily replaces the Add Event screen. In the Event Alert window, tap on the option for how much advance notice you want before the scheduled event. Your options include None, At Time of Event, 5 minutes, 15 minutes, 30 minutes, 1 hour, 2 hours, 1 day, 2 days, or 1 week before the event. Once you tap a selection, you are returned to the Add Event screen.

TIP A Second Alert option is also available from the Add Event screen. If you want to add a secondary alarm to this event, tap the Second Alert option and then set it.

10. Tap on the Show As option to classify how you want an event to appear within your calendar. The default option is Busy. This is information others can see if you opt to share specific calendars with other people.
11. Tap on the URL field to add a website address associated with the event.
12. Tap on the Notes field to add text-based notes you want to associate with the new event. It's also possible to paste content from other apps into the Notes field.
13. Tap the Add option to save the event. Tap the Cancel icon to exit without saving any new information.

NOTE As soon as you create a new event, that information syncs with your iCloud account and all other computers and/or mobile devices that you have linked to that account. If you have the Calendar app set up to sync with another scheduling app or online service, your new data syncs with that app.

This near instant data synchronization also applies if you delete an event.

USE SIRI TO ENTER NEW EVENTS INTO THE CALENDAR APP

Instead of manually entering event information into your iPhone or iPad using the virtual keyboard, or importing/syncing scheduling data from another computer or device, you always have the option to use Siri. Refer to Chapter 2, "Using Siri, Dictation, and CarPlay to Interact with Your Mobile Device," for more information.

TIP Using Siri, say something like, "When is my next appointment with [name]?" You can also say, "Show me my schedule for Wednesday," or ask, "What's on my calendar for July 7?" to quickly find an event. If you enter information into the Location field as you're creating events, you can later ask Siri, "Where is my next meeting?"

VIEWING INDIVIDUAL APPOINTMENT DETAILS

From any view in the Calendar app, tap an individual event to display the details related to it.

When you tap on a single event listing, a new screen opens (shown in Figure 13.7). Tap the Edit option in the upper-right corner to modify any aspect of the event listing, such as its title, location, start/end time, alert, invitees, or notes.

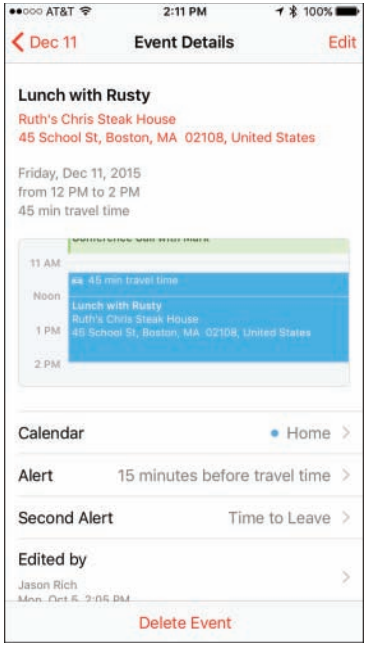

Figure 13.7

Detailed information about each event stored within the Calendar app can easily be viewed.

At the bottom of an event listing, a map showing the event's location is provided if the Location field has been filled in.

HOW TO DELETE AN EVENT FROM THE CALENDAR APP

To delete an event entry entirely, tap the red-and-white Delete Event option found at the bottom of the Edit window. Or when you're finished making changes to an event entry, tap on the Done option in the upper-right corner of the window.

TIP The Calendar app works with several other apps, including Contacts and Notification Center. For example, in Contacts, you can enter someone's birthday into an entry, and that information can automatically be displayed in the Calendar app.

To display birthday listings in Calendar, tap the Calendars button displayed near the bottom center of the screen in the Calendar app, and then tap on the Birthdays option to add a check mark to that selection. All recurring birthdays stored in Contacts appear in Calendar.

There are also two options related to the Facebook app that enable you to display all the birthdays for your online Facebook friends, and/or all Facebook Events related to your account in the Calendar app. This can be found under the Facebook heading of the Show Calendars screen/window.

QUICKLY FIND APPOINTMENT OR EVENT DETAILS

In addition to viewing the various calendar views offered within the Calendar app, use the in-app Search or Spotlight Search options to find individual events.

CUSTOMIZING THE CALENDAR APP

There are many ways to customize the Calendar app beyond choosing between the various calendar views. For example, you can set audible alerts and/or use onscreen alerts and banners to remind you of events. You can also display Calendar-related information in the Notification Center and/or on the Lock screen.

TIP To customize the audio alert generated by the Calendar app, launch Settings and then select the Sounds option. Tap on the Calendar Alerts option and choose a sound from the menu. Choose the None option from the Calendar Alerts menu to set up Calendar so it never plays audible alerts or alarms.

From the Mail, Contacts, Calendars submenu within Settings, under the Calendars heading, determine how far back in your schedule you want to sync appointment data between your primary computer and your iOS device(s). Your options include Events 2 Weeks Back, Events 1 Month Back, Events 3 Months Back, Events 6 Months Back, and All Events. All Events is the default option.

Tap on the Time Zone Override option and then turn on the virtual switch associated with this feature if you want the Calendar app to always show event dates and times in your home time zone, regardless of which alternate time zone you've traveled to. After you turn on the virtual switch associated with this feature, tap on the Time Zone option to select a home time zone.

USE THE CONTACTS APP TO KEEP TRACK OF PEOPLE YOU KNOW

Contact information related to the people in your life, as well as companies you do business with, can all be stored and easily managed using the Contacts app.

Your personal contacts database might include people you work with, customers, clients, family members, people from your community with whom you interact (doctors, hair stylist, barber, dry cleaners, and so on), your real-world friends, and your online friends from Facebook, for example.

iOS 9 **WHAT'S NEW** From the Home screen when using an iPhone 6s or iPhone 6 Plus, press and hold your finger on the Contacts app icon to view a pop-up menu that enables you to quickly create a new contact entry or view your own entry in the Contacts database, which is referred to as My Info (shown in Figure 13.8).

Be sure to create an entry for yourself in your Contacts database and populate it with as much information as possible, because many other apps will access this information in the future for a variety of reasons.

As you receive incoming emails, if the sender includes their details within their email, and this information is not stored within your Contacts app already, you'll have the ability to add it. This is also true if the sender updates their contact information, and it doesn't match what's stored within the Contacts app. Within the Mail app, as you're reading the email, you'll be given the opportunity to create a new contact or update the existing contact's entry within the Contacts app.

For this feature to work, launch Settings, tap on the Mail, Contacts, Calendar option, and then turn on the virtual switch associated with the Contacts Found in Mail option.

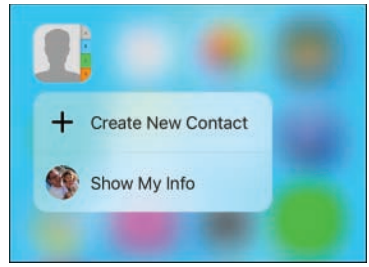

Figure 13.8

Use the new Peek function offered by iOS 9 when using the iPhone 6s or iPhone 6s Plus to access this Contacts-related menu directly from the Home screen.

NOTE Contacts is a powerful and customizable contact management database that works with several other apps that also came preinstalled on your iPhone or iPad, including Mail, Calendar, Safari, FaceTime, and Maps, as well as optional apps, like the official Facebook and Twitter apps. It's also fully compatible with Siri and Spotlight Search.

YOU DETERMINE WHAT INFORMATION YOU ADD TO EACH CONTACT ENTRY

Chances are, the same contacts database that you rely on at your office or on your personal computer at home can be synced with your iPhone or iPad and made available to you using the Contacts app.

Of course, Contacts can also be used as a standalone app, enabling you to enter new contact entries as you meet new people and need to keep track of details about them using your iOS mobile device(s).

The information you maintain in your Contacts database is highly customizable, which means you can keep track of only the information you want or need. For example, in each contact entry, it's possible to store a vast amount of information about a person or company, including multiple phone numbers, addresses, and email addresses. Each field is labeled for easy reference. For example, a Contact entry can include someone's home, work, and cell phone numbers.

NOTE To include some fields that aren't provided by default, tap on the Add Field option and select a field type from the submenu.

You can also customize your contacts database to include additional information, such as each contact's photo, as well as detailed and freeform notes related to a contact.

When you're using the Contacts app, your entire contacts database is instantly searchable using data from any field within the database, so even if you have a database containing thousands of entries, you can always find the person or company you're looking for in a matter of seconds, using a wide range of search criteria. This can be done using the Search field in the Contacts app, using the Spotlight Search feature, or with Siri.

THE CONTACTS APP WORKS SEAMLESSLY WITH OTHER APPS

After your contacts database has been populated with entries, Contacts works with many other apps on your iPhone and/or iPad. Here are just a few popular examples:

- When you compose a new email message in Mail, begin typing someone's full name or email address in the To field. If that person's contact information is already stored in Contacts, the relevant email address automatically displays in the email's To field.
- If you're planning a trip to visit a contact, pull up someone's address from your Contacts database and then quickly obtain driving directions to the person's home or work location from the Maps app.
- Activate Siri and request directions to any person or company with an entry stored in your Contacts database. For example, activate Siri and say, "How do I get to John Doe's house from here?"
- If you include each person's birthday in your Contacts database, that information can automatically be displayed in the Calendar app and be set up to remind you (in advance) to send a card or gift.
- As you're creating each Contacts entry, include a photo of that person—by activating the Camera app from the Contacts app to snap a photo, by using a photo stored in the Photos app that you link to the entry, or by acquiring profile photos from social media accounts. For example, to automatically insert profile photos of Facebook friends into the Contacts app, see the section "Add a Photo to a Contacts Entry" later in this chapter.
- When using FaceTime, create a Favorites list of people you often engage in video calls with, compiled from entries in your Contacts database.
- From the Messages app, access your Contacts database when filling in the To field as you compose new text messages to be sent via iMessage, text message, or instant message.

- If you're active on Facebook or Twitter, you have the option of adding each contact's Facebook and/or Twitter username to their Contacts entry. When you turn on the Facebook feature, the Contacts app automatically downloads each entry's Facebook profile picture and inserts it into your Contacts database.

When you first launch the Contacts app, its related database is empty. However, you can create and build your database in two ways:

1. Sync the Contacts app with your primary contact management application on your computer, network, or online (cloud)-based service, such as iCloud or Microsoft Outlook.
2. Manually enter contact information directly into the Contacts app.

NOTE The Contacts app that comes preinstalled with iOS 9 is 100 percent compatible with and extremely similar to the Contacts app that comes bundled with OS X Yosemite or OS X El Capitan on the Mac. Thus, be sure to set up each version of the app to sync with each other via iCloud, so you always have access to your entire Contacts database.

As you begin using this app and come to rely on it, it's possible to enter new contact information or edit entries either on your iOS mobile device or using your primary contact management application and keep all the information synchronized, regardless of where the entry was created or modified.

HOW TO VIEW YOUR CONTACTS

On the iPhone, the All Contacts screen displays an alphabetical listing of all entries in your Contacts database. Along the right side of the screen are alphabetic tabs, and a Search field is located near the top of the screen.

NOTE If you've used the Contacts app previously, and it has been running in the background, the last contact entry you viewed will be displayed when you relaunch the app.

On the iPad, in the middle of the screen are alphabetic tabs. The All Contacts heading is near the upper-left corner of the screen. Below it is a Search field. After you have added entries in your contacts database, they are listed alphabetically on the left side of the screen below the Search field.

TIP Tap on the Search field to quickly find a particular entry by entering any keyword associated with an entry, such as a first or last name, city, state, job title, or company name. Any content in your Contacts database is searchable from this Search field.

You can also tap a letter tab on the screen to see all entries "filed" under that letter by a contact's last name, first name, or company name, depending on how you set up the Contacts app using the Mail, Contacts, Calendars option in Settings.

On the iPhone, to see the complete listing for a particular entry, tap on its listing from the All Contacts screen. A new screen shows the specific contact's information (shown in Figure 13.9).

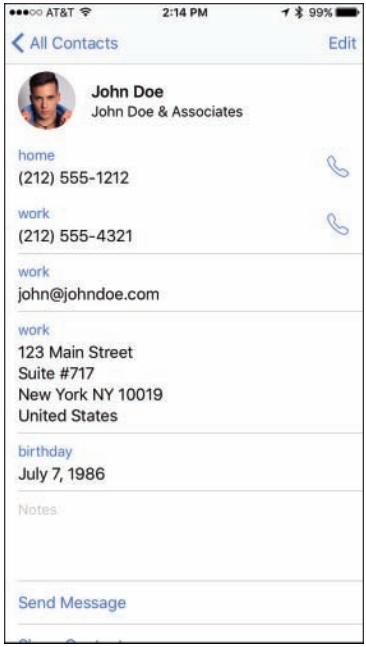

Figure 13.9

A sample contact entry from the Contacts app displayed on an iPhone.

On the iPad, to see the complete listing for a particular entry, tap on it from the All Contacts display on the left side of the screen. That entry's complete contents are then displayed on the right side of the screen.

To quickly find and display any contact in your Contacts database, activate Siri and say, "Find [name] within Contacts." The contact's information will be displayed as a Siri results screen, but the Contacts app will not automatically launch.

HOW TO CREATE A NEW CONTACTS ENTRY

To create a new Contacts entry, tap the New Contact icon (which looks like a plus sign). On the iPhone, it's displayed in the upper-right corner of the All Contacts screen. On the iPad, the New Contact icon can be found near the top center of the Contacts app's screen.

After tapping on the New Contact icon, the New Contact screen appears.

> **NOTE** As you're creating each Contacts entry, fill in whichever fields you want. You can always edit a contact entry later to include additional information. The more information you enter, however, the more data the Contacts app will later be able to share with Siri and other apps running on your mobile device.

In the New Contact screen are several empty fields related to the entry, starting with the First Name field (shown in Figure 13.10).

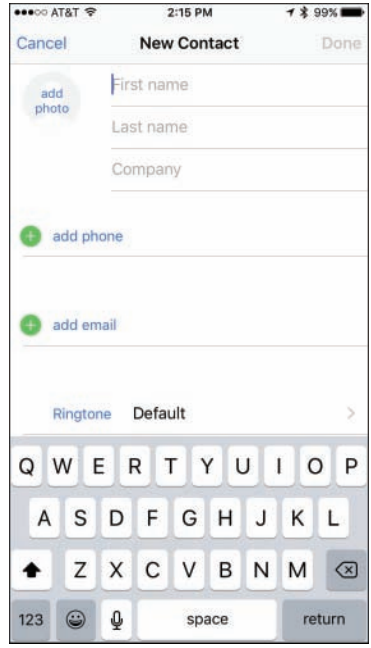

Figure 13.10

From this New Contact screen, create a new contact and include as much information pertaining to that person or company as you want.

Some fields, including Phone, Email, and Mailing Address, enable you to input multiple listings, one at a time. So you can include someone's home phone, work phone, and mobile phone (iPhone) numbers in the entry, for example. Likewise, you can include multiple email addresses, and/or a home address and work address for an individual.

TIP One of the available fields when creating a new Contact entry is labeled Add Related Name. Use this field to add the names of your contact's mother, father, parent, brother, sister, child, friend, spouse, partner, assistant, manager, or other. You can also add your own titles for the Related People field.

TIP It's possible to change the label associated with certain fields (which are displayed in blue) by tapping the field label itself. This reveals a Label menu, offering selectable options for that field. For example, the Label options for the Add Phone field include Home, Work, iPhone, Mobile, Main, Home Fax, Work Fax, Pager, and Other. At the bottom of this Label window, tap the Add Custom Label option to create your own label if none of the listed options applies.

Tap the label title of your choice. A check mark appears next to it, and you are returned to the New Contact screen.

At the bottom of the New Contact screen is the Add Field option. Tap it to reveal a menu containing a handful of additional fields you can add to individual Contacts entries as applicable, such as a middle name, job title, and/or nickname.

NOTE If there's a field displayed that you don't want to utilize or display, simply leave it blank as you're creating or editing a Contacts entry.

Each time you add a new mailing address to a contact's entry from within the New Contact screen, the Address field expands to include a Street, City, State, ZIP, and Country field.

After you have filled in all the fields for a particular entry, tap the Done option, which is displayed in the upper-right corner of the New Contact screen. Your new entry gets saved and added to your contacts database and is then synced with your other computers and/or mobile devices.

HOW TO ADD A PHOTO TO A CONTACTS ENTRY

To the immediate left of the First Name field is a circle that says Add Photo. When you tap this field, a submenu with two options—Take Photo and Choose Photo—is displayed. If the entry already has a photo associated with it, the Edit Photo and Delete Photo options are also displayed.

Tap Take Photo to launch the Camera app from within the Contacts app and snap a photo to be linked to the Contacts entry you're creating. Alternatively, tap on the Choose Photo option. In this case, the Photos app launches so that you can choose any digital image that's currently stored on your iOS mobile device. When you tap the photo of your choice, a Choose a Photo window displays on the Contacts screen, enabling you to move and scale the image.

TIP As you're previewing the image (shown in Figure 13.11), use a pinch or reverse-pinch finger motion to zoom in or out, and then hold your finger down on the image and reposition it within the frame.

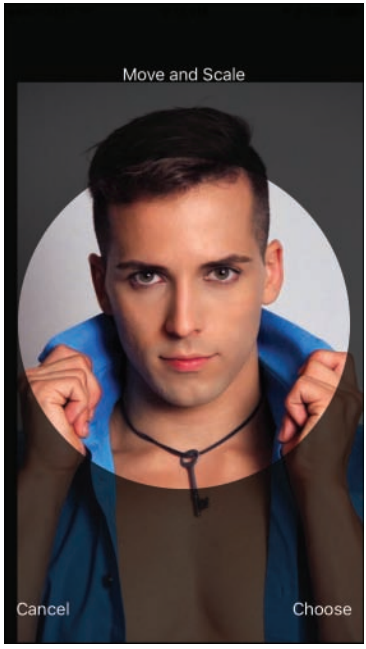

Figure 13.11

Linking a photo with someone's Contacts entry enables you to visually identify the person as you're reviewing your contacts.

After cropping or adjusting the selected photo, tap the Use icon displayed in the upper-right corner of the Choose Photo window to link the photo with that contact's entry.

The photo you link with an entry is displayed by other apps, like Mail, Messages, and FaceTime, that utilize the Contacts app data.

TIP If you use an iPhone, or FaceTime on your iPhone or iPad, from the Ringtone option in the New Contact screen, select the specific ringtone you will hear each time that particular contact calls you. Your iPhone or iPad has many preinstalled ringtones. From the iTunes Store, you can purchase and download thousands of additional ringtones, many of which are clips from popular songs, movies, or TV shows.

EDITING OR DELETING A CONTACT

To edit a contact, tap on its listing from the All Contacts screen to display the contact details, and then tap on the Edit option displayed in the upper-right corner of the screen. Tap any field to modify it. Delete a field by tapping on the red-and-white minus sign icon associated with it, and then tap the Delete button that appears to the right of the entry.

You can also add new fields in an entry by tapping any of the green-and-white plus sign icons and then choosing the type of field you want to add.

When you're finished editing a Contacts entry, again tap the Done option.

TIP To delete an entire entry from your Contacts database, as you're editing a contact entry and looking at the Contact screen for that entry, scroll down to the bottom of it, and tap the Delete Contact option that's displayed in red.

Keep in mind that if you have your Contacts database syncing with iCloud or another contacts database, the contact you delete is removed from all your computers and devices that are connected to the Internet within seconds. There is no "undo" option.

SHARING CONTACT ENTRIES

From the main All Contacts screen, tap on the contact listing you want to share. When the contact's entry is displayed, scroll down toward the bottom of the entry until you see the Share Contact option. Tap it. Then choose to share the contact's

details with someone else via AirDrop, text/instant message (via the Message app), or email (via the Mail app).

The entire Contacts entry you selected (stored in .vcf format) will already be embedded in the outgoing email or text/instant message. When you've filled in all the necessary fields, tap the blue-and-white Send icon. Upon doing this, you are returned to the Contacts app.

When the recipient receives your email or message and clicks on the attachment (the contact entry you sent), it automatically is imported into their contact management application as a new entry, such as in the Contacts app running on a Mac, iPhone, or iPad.

CONTACTS APP QUICK TIPS

- If someone shares a Contacts entry with you via email, when you're viewing the incoming email on your iPhone or iPad, tap the email's attachment. The Contacts entry that was emailed is displayed in a window. At the bottom of this window, as the recipient of the contact's information, tap the Create New Contact or Add to Existing Contact option to incorporate this information into your Contacts database.
- As you're creating or editing a contact entry, in the Notes field, enter as much information pertaining to that contact as you want using freeform text. It's also possible to paste content from another app into this field using the iOS's Select, Copy, and Paste commands, and using the app switcher to quickly switch between apps.
- When creating or editing contacts, it's important to associate the correct labels with phone numbers, email addresses, and address data. For each phone number you add to a contact's entry, for example, it can include a Home, Work, Mobile, iPhone, or Other label (among others). For many iOS 9 functions that utilize data from your Contacts database to work correctly (including Siri), it's important that you properly label content you add to each Contacts entry.

CREATE AND MANAGE LISTS WITH THE REMINDERS APP

Use the Reminders app to easily manage multiple lists simultaneously, and if necessary, add alarms and deadlines to individual list items. Plus, it's possible to be reminded of responsibilities, tasks, or objectives exactly when you need this information, based on your geographic location or a predetermined time and date.

The Reminders app works nicely with Siri, Notification Center, and iCloud, which makes synchronizing your app-related data a straightforward process.

WHAT'S NEW When using the iPhone 6s or iPhone 6s Plus, use iOS 9's Peek feature by pressing and holding your finger on the app icon for the Reminders app when viewing the Home screen. This reveals a pop-up menu that allows you to quickly add items to a specific list you've already created within the app or add items to the app's default list.

On its surface, Reminders is a straightforward list manager. However, it offers a plethora of interesting and useful features.

Using Reminders, create as many separate lists as you need to properly manage your personal and professional life, or various projects for which you're responsible.

TIP Reminders enables you to color-code lists. Tap on the Edit button displayed to the right of a list's title, and then tap on the Color option. Seven different colors are displayed. Tap on your selection. The list title is displayed in the selected color.

Because your iPhone has Location Services (GPS) capabilities, it always knows exactly where it is. Thus, it's possible to create items within your to-do lists and associate one or more of them with an alarm that alerts you when you arrive at or depart from a particular geographic location, such as your home, office, or a particular store.

For example, have your morning to-do list or call list automatically display on your iPhone's screen when you arrive at work, if you associate just one item on that list with a location-based alarm. Likewise, if you use Reminders to maintain a list of office supplies you need to purchase at Staples or OfficeMax, you can have it pop up on the screen when you arrive at your local office supply superstore.

In addition, you can have a reminder alarm set to warn you of an upcoming deadline. This can be displayed on your device's screen in the Notification Center or as separate alerts or banners, depending on how you have the Reminders app set up to work with the Notifications options offered by your iPhone or iPad (which is adjustable from within Settings).

As you're setting up an alarm, if you want it to repeat every day, every week, every two weeks, every month, or every year, tap on the Repeat option and make your selection. By default, the Never option is selected, meaning the alarm does not repeat.

TIP Just as you do for other apps, to set up Reminders to work with Notification Center and/or display onscreen alerts or banners, launch Settings, tap on the Notifications option, and then tap on the listing for the Reminders app. You can then customize the settings on the Reminders menu screen within Settings.

STAY UP TO DATE WITH REMINDERS

When you launch Reminders for the first time on the iPad, the control center for this app appears on the left side of the screen. On the right side of the screen is a simulated sheet of lined paper.

Tap on the Add List option in the bottom-left corner of the screen to create a new list from scratch. However, if you've already been using the Reminder app on another iOS mobile device or Mac that's linked to the same iCloud account, all of your lists synchronize with the iPhone or iPad you're currently using.

When you create a new list from scratch, it is displayed on the right side of the screen using the temporary heading New List. Enter a title for the new list and then associate a color with it. Tap on the Done option when you're ready to begin populating the list with items (as shown in Figure 13.12 on an iPad), or repeat this process to create another list.

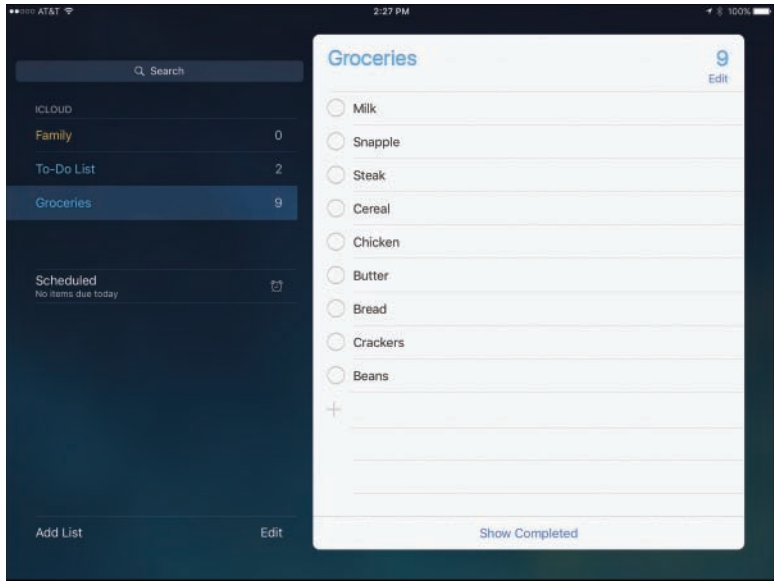

Figure 13.12

Using Reminders, it's possible to create and manage one or more lists. Each list can have as many separate items as you want.

On the iPhone, to create a new list from scratch as you're looking at a list, tap the list name to bring up a master list screen. The New List (+) icon is displayed at the top of this screen (shown in Figure 13.13). Tap on this icon, select the List option, and then type the name of the list and associate a color with it. Tap on the Done option. You can then begin populating the list with items or repeat this process to create another list.

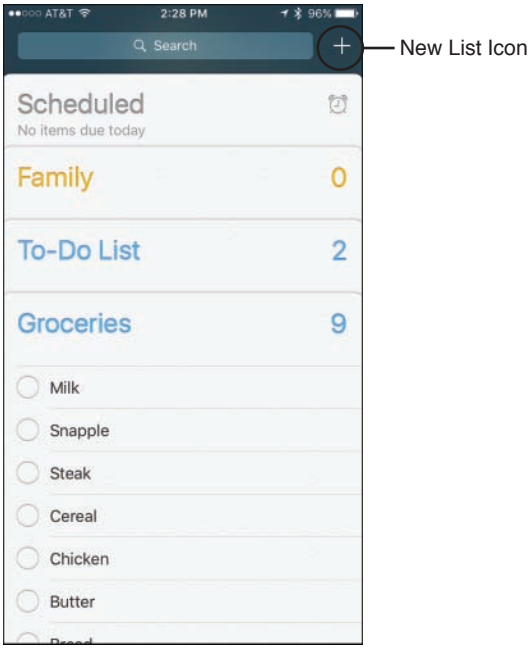

Figure 13.13

To create a new list, tap on the New List (+) option displayed near the top of the Reminders screen on the iPhone. Then name your list and start adding items, one at a time.

When viewing a list, tap on an empty line of the simulated sheet of paper to add an item. The virtual keyboard appears. Enter the item to be added to your to-do list. Next, tap on the Return key on the keyboard to enter another item, or tap on the Info icon (the blue *i* with a circle around it) to the right of the newly added item to associate an alarm, priority, and/or notes with it.

When you're finished adding new list items, tap on the Done option.

To set a date-specific alarm, turn the virtual switch associated with Remind Me On a Day to the on position and then tap on the date and time line that appears below it to set the date and time for the alert.

To set a location-based alarm for that item, enter the Info screen and then turn on the virtual switch associated with the Remind Me At A Location option. Select a location or enter an address and then decide whether you want to be alerted when you arrive or when you leave that destination by tapping on the When I Arrive… or When I Leave… tab.

TIP You have the option to set a priority with each list item. Your priority options include None, Low (!), Medium (!!), and High (!!!).

Although setting a priority for a list item displays that item with one, two, or three exclamation points to signify its importance, adjusting an item's priority does not automatically change its position within the list. You must manually rearrange the order of items on a list.

To do this, while looking at a list, tap on the Edit button. Then place your finger on the Move icon (three horizontal lines) that's associated with the list item you want to move, and drag it up or down to the desired location within the list. Tap the Done button to save your changes.

Different alarms can be associated with each item in each of your lists. You also have the option to create a list item but not associate any type of alert or alarm with it.

When an alarm is generated for a list item, a notification can automatically appear within Notification Center, assuming that you have this feature turned on.

TIP One additional feature of the Reminders app is that you can display a separate list associated with each day on the calendar. When you use the Remind Me On A Day option, a date becomes associated with that item. Then, to review upcoming items related to a particular day using an iPhone, access the Search field from the main menu of lists stored within the app. Displayed to the right is an Alarm Clock icon. Tap on this to display scheduled items for the current day.

On the iPad, tap on the Scheduled option on the left side of the screen.

TIP At the bottom of every to-do list on the iPad is a new Show Completed option. Tap this to display all items originally added to the list you're viewing that have since been moved to the Completed list.

To delete an item from a to-do list, swipe your finger from right to left across the item. A More button and a Delete button are displayed. Tap on Delete to confirm your selection, or tap on the More button to reveal the Info menu options related to that item.

Remember, as soon as you make changes to a list item, if you have iCloud functionality turned on for the Reminders app and have access to the Internet, your additions, edits, or deletions automatically sync with iCloud.

HOW TO DELETE AN ENTIRE TO-DO LIST

If you want to delete an entire list, enter the list and click on the Edit button, and then click on the Delete List option displayed at the bottom of the screen. A warning pops up asking you to confirm the deletion.

On the iPad, you can also locate the list you want to delete from the column on the left, and swipe your finger from right to left across it. When the Delete button appears, tap on it. You also have the option of tapping the Edit button, and then tapping on the negative sign icon that's associated with the list you want to erase. In Edit mode, it's possible to change the order of your lists by placing your finger on the Move icon (three horizontal lines) that's associated with a list and dragging it up or down.

To exit Edit mode, tap on the Done option.

TAKE NOTES OR GATHER INFORMATION USING THE NEWLY REDESIGNED NOTES APP

With the release of iOS 9, Apple has redesigned the Notes app, almost from scratch. It's now much more powerful. In addition to typed notes, it enables you to create, gather, and manage information, including photos, drawings, and handwritten content.

Use the Notes app to keep track of reminders to yourself, brainstorm ideas, take notes in meetings or classes, gather content from other apps that you want to store in one place, or for anything else that you'd use a traditional notebook and writing instrument to document.

WHAT'S NEW When using an iPhone 6s or iPhone 6s Plus, from the Home screen, place and hold your finger on the app icon for Notes to make a pop-up window appear that allows you to create a new note, take a photo and store it in a note, or handwrite/sketch content to be added to a note (shown in Figure 13.14).

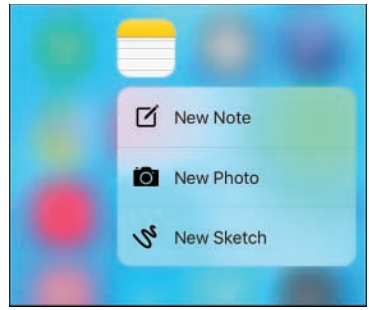

Figure 13.14

Use iOS 9's Peek feature to access this menu and quickly start creating specific types of content within Notes, without having to manually launch the Notes app.

iOS 9 **WHAT'S NEW** When using the Notes app, displayed directly above the virtual keyboard (used for typing note content) are several new command icons (shown in Figure 13.15). In the top-left corner of the keyboard tap on the Undo/Redo icon to reveal additional command icons that allow you to use the Undo, Redo, or Copy/Paste commands.

Tap on the check mark icon to begin creating and formatting an interactive checklist within your note (shown in Figure 13.16).

Tap on the Formatting option to quickly format text that you're typing into the Notes app.

In the top-right corner of the virtual keyboard are the Camera and Draw command icons. Tap on the Camera icon to import an image stored on your mobile device (from the Photo Library), or tap on the Take Photo or Video option to use the device's built-in camera to snap a photo or shoot a video to be imported into the note you're working with.

Tap on the Draw icon to access the Notes app's new drawing/sketch tools, which can also be used for handwriting on your phone or tablet's screen using your finger or a stylus. (If you're using the iPad Pro, this feature works nicely with the optional Apple Pencil stylus.)

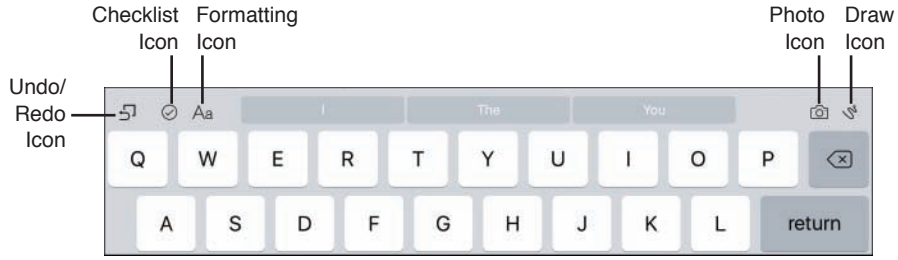

Figure 13.15

The Notes app displays special command icons directly above the virtual keyboard.

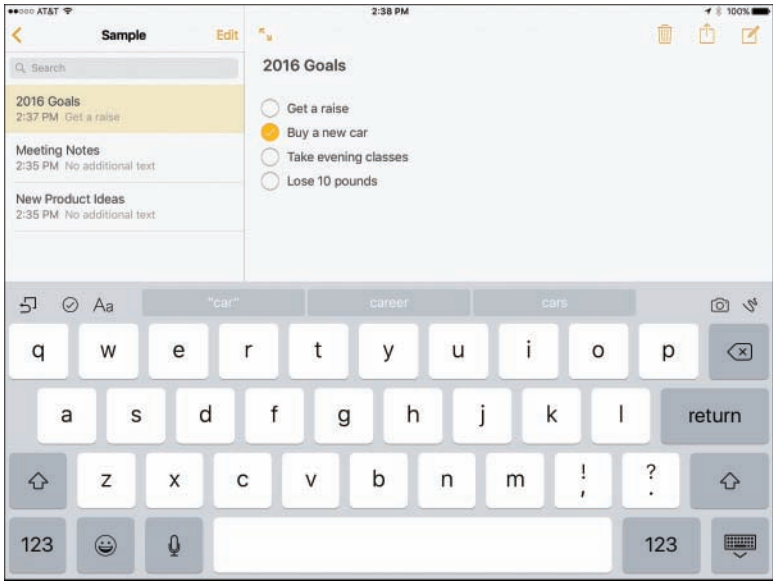

Figure 13.16

Within a note, it's now possible to create an interactive checklist.

CREATE AND MANAGE NOTES APP FOLDERS

Think of the Notes app as a digital notebook. Each note stored in the app is a separate page that can have its own title and content. Individual notes get stored in folders, which are basically virtual notebooks. Each folder can also be custom named.

Begin by creating one or more virtual notebooks (folders) within the Notes app. This is done from the Folders screen (shown in Figure 13.17) by tapping on the New Folder option, choosing where the content should be stored (in iCloud or only on your mobile device), and then typing a title for that folder.

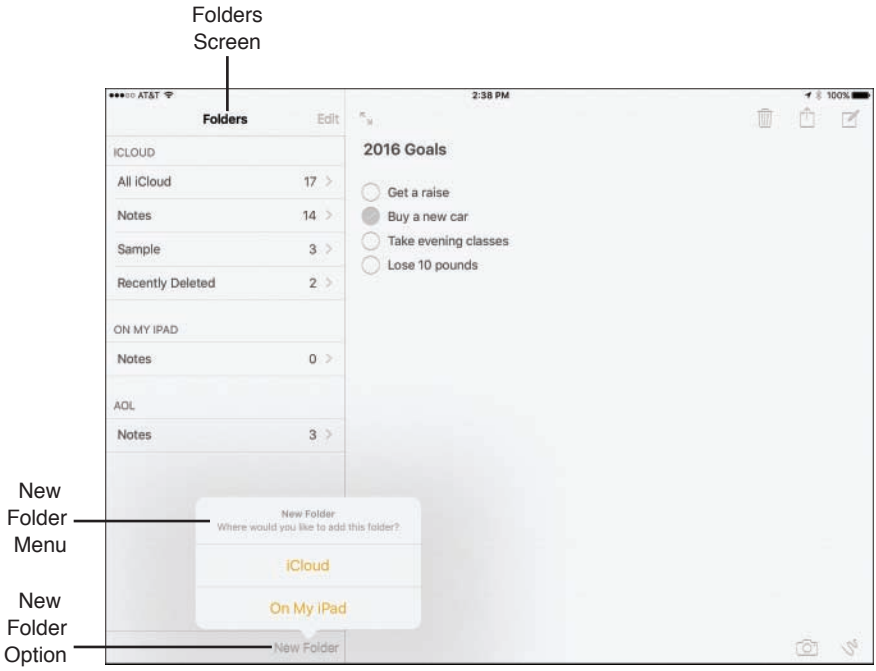

Figure 13.17

From the Folders screen, create one or more folders (virtual notebooks) within which you store your individual note pages.

To edit folders already created in the Notes app, access the Folders screen and then tap on the Edit option. You can then select and Delete entire folders created using the Notes app.

NOTE Notes created using other apps that were synced with or imported into the Notes app can't be deleted or managed from the Folders screen.

HOW TO CREATE INDIVIDUAL NOTES

From the Folders screen in the Notes app, tap on the folder (notebook) within which you want to create a new note. When the screen for that folder opens, a listing of individual notes stored in it is displayed (shown in Figure 13.18). If the folder is empty, only command icons are displayed on the screen.

Figure 13.18

From a specific Folder's screen, you can access any notes stored in that folder or create a new note from scratch.

To open and view, edit, or work with an existing note within a folder, access the Folder screen and tap on that note's title/listing.

TIP To view attachments in notes stored in the folder you're viewing, tap on the Attachments icon. The Attachments icon is located in the bottom-left corner of the screen.

To create a new note from scratch, tap on the Compose Note icon. On the iPhone, this icon is located in the bottom-right corner of the screen. On the iPad, it's located in the top-right corner of the screen.

The first line of text in a note becomes its title. Each time a new note is created, the time and date are automatically recorded and displayed.

After typing the Title for the note, tap on the Return key and start typing your note's content. You can type as much content as you want within each virtual note page (shown in Figure 13.19). The note page extends infinitely downward.

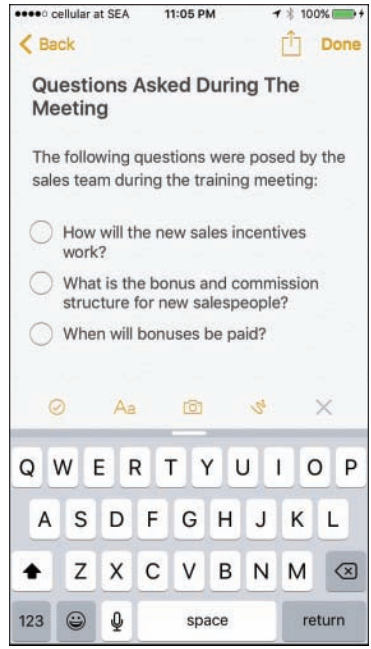

Figure 13.19

The note creation screen in the Notes app.

As you're typing content, use the command icons displayed at the top of the virtual keyboard to help you format the text or add checklists, for example.

Tap on the Emoji key on the virtual keyboard to add Emoji characters, or tap on the Dictation key to use iOS 9's Dictation feature to speak into the app and have what you say translated into text and then imported into the note.

If you opt to import a photo into a note, tap on the Camera icon, choose the Photo Library option, for example, and select the photo you want to add. The photo gets imported and embedded into the note.

TIP To delete the note you're currently working with, tap on the Trash icon. Keep in mind, the note will be deleted from the iPhone or iPad you're using, as well as from your iCloud account.

To retrieve an accidentally deleted note, visit the Folders menu screen and tap on the Recently Deleted option. It's then possible to select one or more accidentally deleted notes and move them into a different folder using the Move command that's displayed. Tap on the Move or Move All option, and then choose which folder the notes should be transferred to.

Keep in mind that using iOS 9's Select, Copy, and Paste commands, you can select content from other apps, copy it into the iPhone or iPad's virtual clipboard, and then paste that content into a note in the Notes app. This is easier if you're using an iPad and take advantage of the Split View feature to operate two apps at once on the tablet's screen.

MOVING NOTES BETWEEN FOLDERS

After notes are created and stored within particular folders, you can manually move them between folders. To do this, access the Folders screen and tap on the folder that contains the notes you want to move. Next, tap on the Edit option. Tap on the listing for each note you want to move to select it (shown in Figure 13.20).

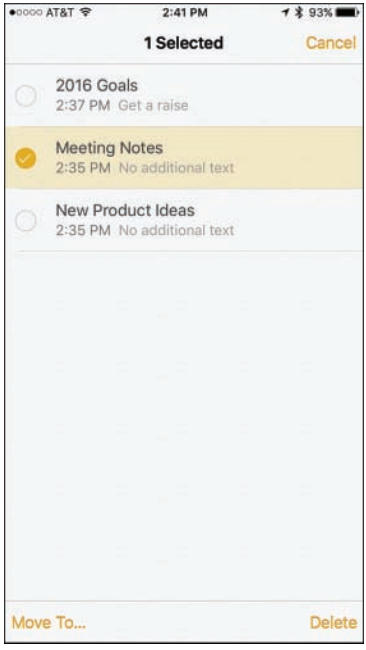

Figure 13.20

From the Folders screen, select the notes you want to move, and then tap on the Move To option.

Once one or more note listings have been selected, tap on the Move To option and select which folder you want to move the notes to.

At this point, the notes are removed from their current folder and moved into the newly selected folder. Instead of tapping on the Move To option, to delete the selected notes, tap on the Delete option.

CREATE INTERACTIVE CHECKLISTS WITHIN NOTES

Using the checklist tool built in to the Notes app, it's easy to add and format interactive checklists into a note. To do this, place the cursor where you want to insert the list and tap on the Checklist icon. The first empty check mark circle is displayed.

To the right of this icon, type your first list item and then tap the Return key. Now, add a second, third, and fourth item, and keep going until your list is complete (refer to Figure 13.16).

Later, when you tap on one of the check mark circles, a check mark is added to it, indicating that the item has been completed. In a note, add as many separate checklists as you want, and each list can have any number of items. The various lists can be surrounded by other types of content.

USING THE DRAWING TOOLS IN THE NOTES APP

One of the newly added sets of features built in to the iOS 9 edition of the Notes app is the capability to handwrite, draw, or sketch on your iPhone or iPad's screen and store that content in the Notes app.

To do this, tap on the Draw icon displayed in the top-right corner of the virtual keyboard. The Drawing screen is displayed. At the bottom of this screen are three virtual writing/drawing tools, including a pen, highlighter, and pencil.

Tap on the Ruler icon to make a virtual ruler appear on the screen (shown in Figure 13.21), which you can then drag around, reposition, or rotate.

TIP To drag the ruler, place and hold one finger on the ruler and move it around on the screen. To rotate the ruler, place two fingers (separated) on the ruler and rotate your fingers clockwise or counterclockwise.

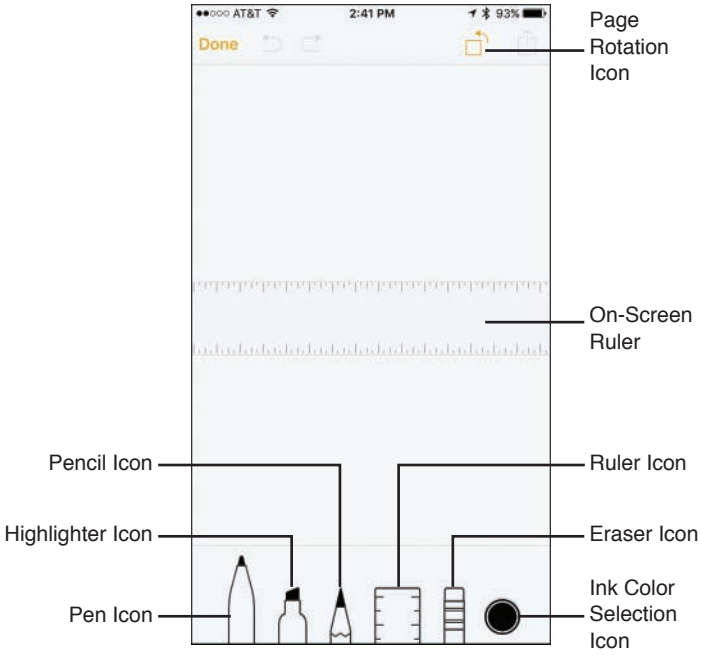

Figure 13.21

Use the Notes app's Drawing tools to draw, sketch, or handwrite content within a note. Use the Ruler tool for added precision.

To erase content that you've drawn on the screen, tap on the Eraser tool and then move your finger on the screen over the areas you want to erase. If you want to delete everything on the screen, however, tap on the Erase All option.

After choosing a virtual writing instrument by tapping on it, tap on an ink color. Swipe your finger across the ink colors to view all the available colors, and then tap on the desired color.

When you're ready, use your finger or an optional stylus to draw or handwrite on the iPhone or iPad's screen. You can switch ink colors or writing instruments as often as you choose (shown in Figure 13.22).

TIP To undo your last action, tap on the Undo icon, or to Redo that option you just undid, tap on the Redo icon.

If you want to rotate the entire virtual page you're drawing on, tap on the Rotation icon. To share just the drawn content, not the entire note, tap on the Share icon displayed on the Drawing screen.

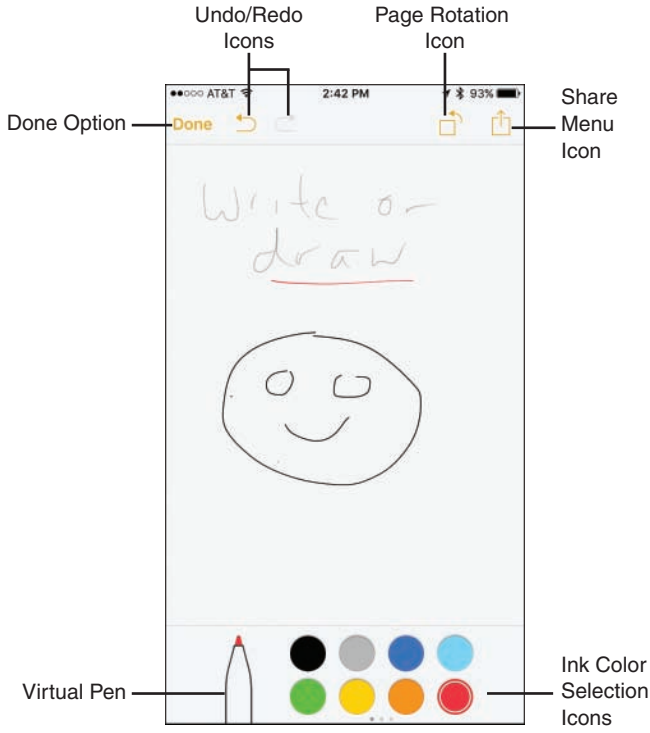

Figure 13.22

Draw, sketch, or handwrite on your phone or tablet's screen and incorporate that content into notes that get stored in the Notes app.

To save your work, tap on the Done option. The content you've drawn is incorporated onto the note page you were previously working on, which can also include typed text and/or photos, for example.

NOTE A single note can contain multiple drawn pages created separately. Tap on the Show Attachments icon to view each separate photo or drawing embedded within your various notes.

SHARING NOTES

As you're viewing a note, tap on the Share icon to access the Share menu (shown in Figure 13.23). From here, you can share the contents of the note via AirDrop, text message, email, Facebook, or Facebook Messenger, for example, or use any listed third-party app that's compatible with the Notes app.

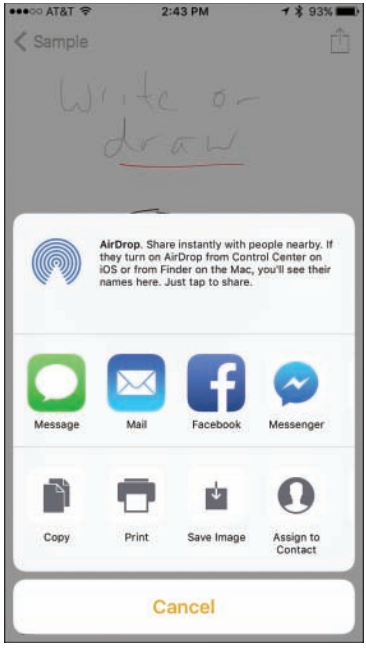

Figure 13.23

The Notes app offers an extensive Share menu.

From the Share menu, it's also possible to Copy content from a note to the device's virtual clipboard and then Paste it into another app. Tap on the Print icon to print the contents of the note using an AirPrint-compatible printer that's wirelessly connected to your iPhone or iPad.

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