

iPhone Tips and Secrets Workshop Handout

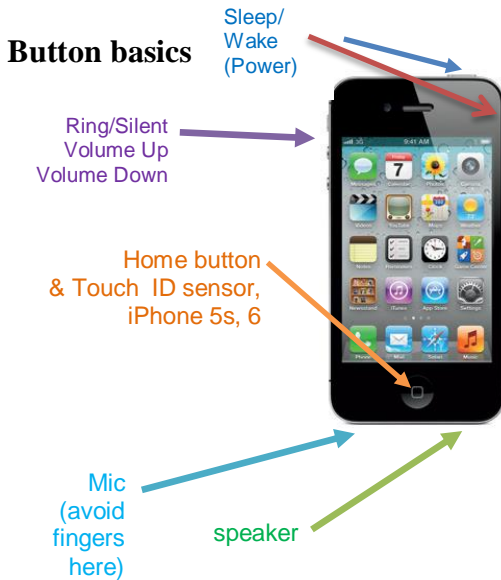
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Assumes iPhone 5s or newer and iOS 8

Essentials – Part 1



To turn off or restart iPhone, press and hold the **Sleep/Wake (aka Power) button**, on top, right, (button is on the right side on the iPhone 6) for a few seconds (drag the slider right to turn the iPhone **completely off**). To turn off the screen (sleep mode) but still receive calls or play music, press **Sleep/Wake** once.

Volume Up/Down buttons on the left side to control ringer, music and phone audio volume, depending on what the iPhone is currently doing. Functions as a shutter release for *Camera*.

The **Ring/Silent switch** turns off the ringer and most sounds from the speaker, but the iPhone will still vibrate. It will silence Calendar alerts but **does not silence alarms or the timer**.

Press the **Home button** once or more to return to the home screen. iPhone 5S and 6: use Touch ID to unlock the phone, and to validate iTunes and App Store purchases.

Control Center and Settings



Control Center avoids having to dig through the *Settings* menus.

Swipe up from below the bottom of the screen in most apps and access all of these settings: Airplane Mode, Wi-Fi, Bluetooth, Do Not Disturb, rotation lock, brightness, Music controls, AirDrop, Airplay, Flashlight, Timer (and Clock functions), Calculator and Camera.

Shows actual brightness as you adjust slider.

When listening to iTunes Radio, open *Control Center*, tap the **BUY** button to purchase the song that is playing.

Although you can access the Control Center in the lock screen, it is better to turn this access off for security reasons: *Settings* → *Control Center* → *Access on Lock Screen* → *Off*.

Keyboard and Editing

Notes



Type in random notes. Most recently modified notes are placed at the top of the list. You cannot sort the list. You can search for a word or string. Rich Text Formatting is supported (**B** *I* U) and you can insert images.

Tap *New* in the upper right corner to start a new note.

Personal Keyboard Shortcuts

For example when I type...

- *ty* → Thank you very much
- *bc* → because
- *addr* → 100 Main Street, Irvine, CA 92612
- *oc* → Orange County
- *eml* → JakeAir99@gmail.com
- *jp* → 949 275-6899
- *cdm* → Corona del Mar
- *plm* → please let me know
- *piccam* → 📷 (your favorite emoji)

Create your own personal shortcuts for often used words or phrases. Your keyboard not only autocorrects, but knows exactly what you want to say as you type. In *Settings* → *General* → *Keyboard* → *Shortcuts*. Tap the + button or *Add more shortcuts* button, then add a new phrase and assign a shortcut to it.

Create shortcuts for any words, names, numbers or phrases you use regularly.

When the keyboard displays a suggested word or phrase, to **accept** it into the text, merely **tap the spacebar**. Or to **reject** it, tap the suggested word popup box or anywhere on the screen.

If you typed an incorrectly spelled word, dismiss the correction; the word will be underlined in red. If you tap the underlined word, and then tap *Suggest*, you'll get a list of suggested words. Tap the correct word if it appears in the list.

Intelligent keyboard

The keyboard is used for email, text messaging, Contacts, Calendar, Notes, Reminders, Search, Safari, and any app requiring text entry.

- *Cut*, *Copy*, and *Paste* are the same operations as on your PC or Mac.
- Selected text can be formatted in some apps such as *mail* and *Notes*. Tap the **B/U** button to **bold**, **italicize**, or **underline**.



There are cursor left/right < >, comma, period and undo keys on the landscape keyboard on iPhone 6.

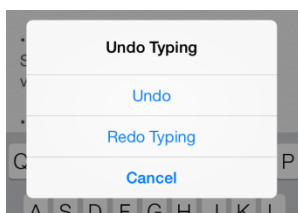
- Tap the **space bar twice** at the end of a word, to place a period. The keyboard automatically inserts apostrophes in contractions.

- **Tap and hold** the *123* key, then slide your finger to enter a digit or symbol. When you let go, the alpha keyboard will return.

Selecting text for editing:

- place cursor| at the end of a word → **tap the word**.
- place cur|sor within a word → **hold a word** [Select, Select All, Paste].
- position c|ursor → **rock or roll**—don't slide—your finger left, right, up or down until the cursor is exactly where you want it to be.
- select a **word** → **double tap word** [Cut, Copy, Paste, Replace, **B/U**, Define, Insert Photo].
- **select a line or paragraph** → **two-finger tap**.
- select a **block of text within or across** paragraphs → **two-finger tap and hold from start to end**.
- custom selection → **drag** the selection handles.
- *Predictive Typing*—personalized to your writing style—automatically suggests words as you type. Tap one of three boxes to insert the word into the text. Swipe down on the boxes to hide them. Third party keyboard support is now available.

Where is the Undo Key?



Have you ever made a mistake typing, deleting, cutting, or pasting and wondered **how to undo it**? Here's what you do:

- Hold the iPhone firmly in one hand and **shake it**.
- Tap the blue **Undo** or **Redo** button.

There can be multiple levels of *Undo* and *Redo*, both with dictation and keyboard typing.

Scrolling Through a List

Scroll through the *Contacts* or other list on your iPhone by either...

- flicking your finger up or down on the list, or
- tapping on one of the letters on the alphabet bar running down the right side of the screen to jump to contacts beginning with that letter. **Hold your finger on the alphabet bar and then roll your finger up or down;** quickly find the starting letter. You will advance one letter at a time with each finger movement.

Warp Speed Access to Top of List

There is an easy way to **scroll up to the top** of a long list: **tap the time display at the top of the screen.** It will scroll you to the beginning at Mach speed. The trick works for *Music*, *Contacts*, *email*, *Safari*, and many other apps.

Some Keyboard “Hidden” Characters

° degrees	hold the zero 0
§ section	hold the ampersand &
... ellipses	hold the period .
« » „ “ ”	hold the quotes “
- - - •	hold the hyphen -

Caps lock: double-tap the caps key and it will underline the arrow, indicating caps lock is on. Tap again to turn it off.

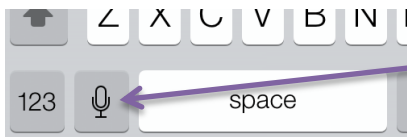
Touch and hold a letter or other character to reveal a list of special characters.

For example hold the letter “a” to see and select from a à á â ã ä å or hold \$ to see and select from ¥ € \$ ¢ £.

Slide your finger to the desired character.

See if you can find other “hidden” characters.

Dictation



Any time the keyboard pops up and you are connected to the Internet, you may **dictate** instead of type.

Tap on the microphone icon to the left of the spacebar and dictate an email, message, *Note*, *Contact* or *Calendar* entry. Speak just about anything that you would have entered by typing.

Phone

Phone basics

To answer a call while using an iPhone earphone, press the **earphone center button** once. Press it again to end your call.



Make a call: tap a phone number in the *Phone* app in *Favorites*, *Recents*, *Contacts*, or *Keypad*, or in an email, a text message, a web page—or almost anywhere in iPhone where a phone number is shown.

Answer a call when the iPhone is asleep: tap the **slide to answer button**.

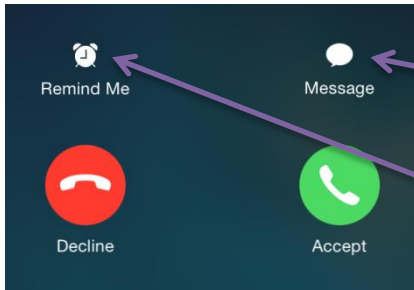
To **silence an incoming call**, press the **Sleep/Wake button once** (phone continues to “ring” silently).

To send a call **directly to voicemail**, press **Sleep/Wake button twice**.

To **open other apps** when on a call: press Home and then open another app.

To **listen to a voicemail** message in the *Phone* app, tap *Voicemail*.

Text Reply to Incoming Calls



When an incoming call is ringing and the iPhone is awake, choose an option. Tap *Accept* to answer the call (or slider if asleep).

Tap *Decline* or double-tap the Sleep/Wake button to decline the call and send it to voicemail.

Tap *Message* to reply with a preset or custom text message. (Create up to three custom messages in *Settings* → *Phone* → *Respond with Text*.)

Tap *Remind Me* to create a reminder in one hour.

Block known unwanted callers from phoning, FaceTime or texting you. *Settings* → *Phone* → *Blocked*.

FaceTime

During a video call, tap the Camera icon to switch to the rear camera and share your surroundings.

FaceTime is available over cellular data or Wi-Fi, currently only between any two of the following: iPhone 4 or later, and the new iPad, iPad Air, new iPad Mini or iPad Mini Retina or later.

FaceTime is a free video call between Apple devices.

Tap the *FaceTime* icon. Or Select *FaceTime* from your *Favorites*, *Recents* or *Contacts*.

In *Contacts*, select someone and tap the FaceTime telephone or camera icon to start an audio or video call with another iPhone, iPad, iPod touch, or Mac user. Or while you're on a voice call, tap FaceTime to begin an audio or video call.

FaceTime now has call waiting.

General

Quick Camera Access

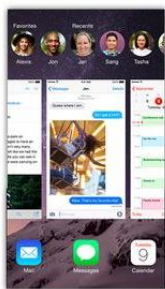


If you need to take a picture quickly without stopping to enter your password or even swiping the *slide to unlock* button, do this: when the lock screen is displayed,

slide up the camera icon at the bottom right side of the screen. It takes you directly to the camera.

Access the *Camera* in the *Control Center* from most any app.

Switch to a recent Contact or app



Here is a quick way to reach someone—call, text, FaceTime—rather than use the *Contacts* or *Phone* app. **Tap the home key quickly twice** and you'll see the App Switcher screen with headshots (or initials) of people you've listed as your Favorites and the people you've communicated with most recently. Tap the headshot to expand it into icons for *Phone*, *Message*, or *FaceTime*. To disable either Favorites or Recents or both from displaying in the App Switcher, go to *Settings* → *Mail, Contacts, Calendars* → *CONTACTS*, *Show in App Switcher* → *Phone Favorites* and/or *Recents* → *On/Off*

To terminate a misbehaving app, swipe the screen image up. This does not delete the app from the iPhone, it merely terminates the app.

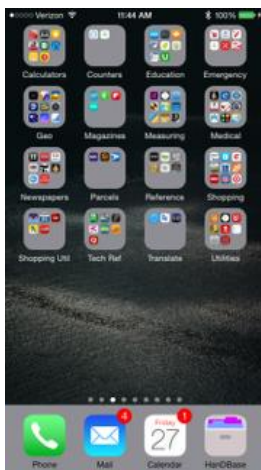
You don't need to terminate apps unless they are malfunctioning.

The most recently used app icons are on the bottom along with the screen image for each app. Scroll horizontally and tap the app screen to **switch to a recently used app**.


Organize your apps



If the dock or a page is full, you must create a vacancy by moving an app icon out before inserting a new one.



Put as many apps in a folder as you want. You are not limited to nine. Nine will fit in the first folder page, another nine in the second, and so on. Dots help you navigate.

Delete an app by tapping the circle  on the app icon in “jiggle mode.” Tap home button to stop the jiggle.

Shortcut to Search

In Spotlight Search, If you enter into the search field **Bob Anaheim** then search will find all the records with both Bob and Anaheim somewhere in the record.

Select which apps are searched and what order they’re displayed: go to *Settings* → *General* → *Spotlight Search*. Tap each app in the list to toggle it on or off. Use the slider to the right of each app to move it up or down the list.

A new search does not require you to clear the search field for new query.

When you start accumulating many apps on your iPhone, after a while you need to organize them. Here is a basic strategy:

1. Fill up the slots in your **primary home screen** with all the apps that you use very frequently. On the left you see the ones that I have chosen.
2. Choose the **four apps** that you use the most and want to get to most often. Place those four app icons into your **dock area** at the bottom of your home screen. The dock area is always present no matter what home screen you are located on. I have chosen *Phone*, *Mail*, *Calendar*, and *HandBase* as my four most used apps.

In my **second home screen** (not shown) I have placed the apps that I use the next most frequently.

3. In my **third home screen**, on the left, I have placed many apps into various folders. I have labeled each folder with a description of the type of apps to be found therein.

In subsequent pages I have mixtures of folders and app icons.

Remember, if you forget where you placed an app but you remember its name, use *Spotlight Search*. When you find the app, open it directly in *Spotlight Search*. You will also see in which folder the app is residing.

Arrange folders and icons: hold your finger on any icon until they all start to jiggle. To **create a folder**, drag one icon on top of another. Tap the new folder and rename it. To **relocate** icons on your home screen, drag the icon to a different location or page or into a folder or drag an icon out of the folder. To **delete** a folder, drag all the icons out of it.

Tap the home button to stop the jiggling and return to normal.

Create a *Not Used* folder and place it in the last home page. Place there the built-in apps that you don’t use, tucked out of the way.

Display everything in grayscale *Settings* → *General* → *Accessibility* → *Grayscale* → *On/Off*

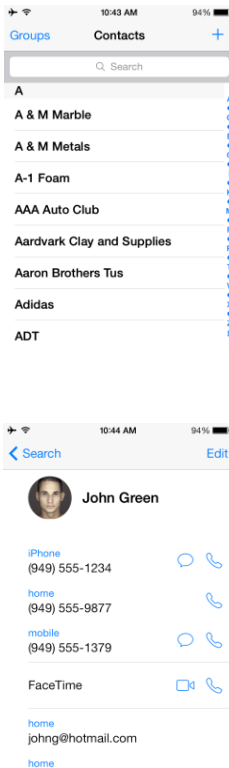
Swiping down from within any home screen displays the *Spotlight Search* window, where you can search your iPhone’s *Contacts*, emails, messages, *Calendar* entries and media that match the word or words you enter.

Find an app on your iPhone by name, in case you forgot where you placed it. *Spotlight Search* also shows which folder each found app is located.

Spotlight Search also searches Wikipedia, Safari, news, nearby places, iTunes store, App store, iBook store, suggested websites, and movie show times.

Contacts



Contacts



Contacts contains all your contact information. Addresses, phone numbers, email addresses, URLs, notes, are stored for use by the phone, email, messaging, FaceTime, and Twitter apps, and by you.

In the list view, use the Search feature, or scroll through the list by sliding or rolling your finger on alphabet on the right.

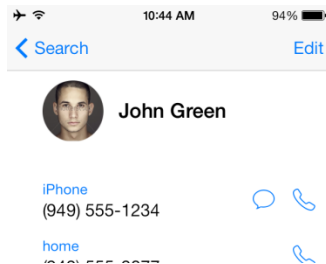
In the contact view:

- Tap on a phone number to call it.
- Tap on an email address to go to a new blank email message ready to fill out.
- Tap the   icon to make a free video or audio call to another iPhone or iOS device.
- Tap on an address to display the location on a map. In the Map app, tap on the car icon for directions.
- Touch and hold a field to copy that field to the clipboard for pasting elsewhere.

If you scroll to the bottom of the contact you have further choices:

- Tap *Send Message* and you will be given a choice of phone number and addresses to use.
- Tap *Share Contact* and send an email or message containing a.vcf file with the contact data attached. The recipient can tap the .vcf file icon to create a new contact or add to an existing one.
- Tap *Add to Favorites* to add to your iPhone's favorites list.

Picture Your Contact

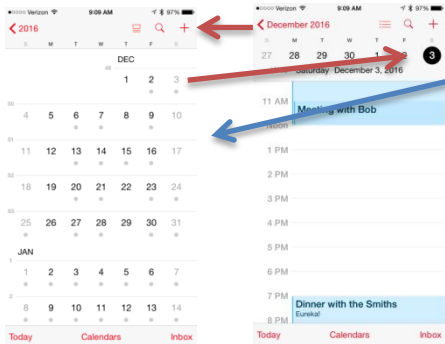


Attach a photo to any entry in your *Contacts*. Then any time you receive a phone call from that person, their picture will show up on your screen when the phone is ringing.

To attach a picture to a contact, select the contact and tap *Edit*. Then tap the *add photo* circle at the upper left. Now select *Take Photo* or *Choose Photo*. If you're near the person, take their picture. Or you might already have their picture in your *Photos* app—or perhaps you took their picture at an earlier date, or they emailed or texted you a picture, or you copied their picture from a webpage or Facebook.

Calendar

Calendar



Day View: See the week's dates on the top row, and the day view below. Today's date is in a red circle, others in a black circle. Tap the month to go to the ...

Month View: Tap the date to get to the the day view. Tap on the year (e.g., < 2015) on the top, left, to go to the ...

Year View: Scroll years up or down in the year view. Scroll to the desired year and tap the little month calendar to go to the month view.

Week View: From any view, rotate the iPhone to landscape orientation.

Search: by tapping the magnifying glass icon (but not in week view).

Add an event: In day view, tap + then enter the event Title, Location, start date and time (or *All-day*), end date and time, **Repeat**, and **Alert**

Edit an event: tap the event, then tap *Edit*.

Delete an event: tap *Delete Event* at the bottom.

Today: In all views (except week view), get back to the present by tapping the *Today* button.

In the month view, tap on the ☰ icon to toggle between *month list view* and ☶ *month and day list view*.

In the day view (☰ icon not highlighted), see the week's dates on the top row, and the day view below. Today's date is in a red circle, others in a black circle.

In the list view (☶ icon highlighted) today's date is in red font. Scroll forwards for future day; backwards to see prior days.

To set an event that spans many contiguous days, set the end date of a single event to the last day, rather than setting a daily repeat.

In the day or week view, **change an event's time, date or duration** by holding the event until the color intensifies. Then drag the event to a new time, new day, or drag a handle on the top or bottom to change the duration.

How to Manage Birthdays in Your Calendar

🎁 all-day **John Green's Birthday**

If you are sharing your *Calendar* with your partner on another iPhone the birthdays will **not** show up to clutter the *Calendar* on the other iPhone.

Enter a person's birthday in your *Contacts* (rather than setting up a repeating event in your *Calendar*). This automatically will put it into your *Calendar* every year next to a little gift-wrapped box icon.

In the person's Contact entry, tap on the *Edit* button in the upper right-hand corner. Scroll down and tap on *Add birthday* and enter the date. If you don't know or don't want to enter the year just scroll the year selector to the four dashes.

Siri

Siri

- If and when you dictate something that Siri doesn't understand, scroll back up and find the text you dictated.
- Tap on the chat bubble and **edit** what Siri heard. Make your corrections accordingly.
- Tap the blue *Done* button.

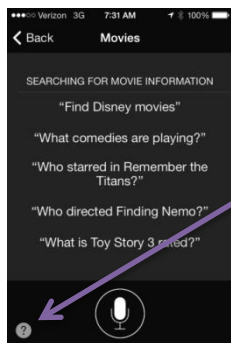
Ask Siri to make a call, respond to text messages, get directions, schedule reminders and meetings, and much more.

With the screen on, press and hold the Home button during your query. If you're using a headset, press and hold the center button. After the tone, speak naturally. Siri will listen and then answer.

Siri can also be invoked by holding the button on your Bluetooth headset.

Ask Siri

Scroll up the page to see your previous Siri conversations.



Ask Siri about sports, restaurants, movies, making reservations, or launch an app. Ask Siri what song is playing. Purchase from iTunes Store.

On the Siri screen, tap the little circle (?) on the lower left, Siri will list all the apps she can help you with; tap on app to see a list of examples, such as “Show me email from Joe Smith.”

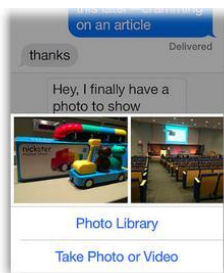
Ask Siri to change some settings such as turn the brightness up or down, change Wi-Fi, airplane mode and some apps settings.

Streaming voice recognition: see the translation appear as you speak.

Texting and Email

iMessage

Attach pictures from the most recent images (tap the camera icon; thumbnails are shown). Attach videos, voice messages, or tap *Details* to send your location or **share** your location for *One Hour*, *Until End of Day*, or *Indefinitely*.



Tap and hold on the picture and then tap on the *Save* button that pops up. It will save the image in your Camera Roll.

Free iPhone-to-iPhone text messaging using iMessage isn't only free within the US—it's **free** across continents. If you're abroad, make sure that you are connected to Wi-Fi.

If the **blue Send button** suddenly **turns green**, that means your phone is starting to send an SMS message (think **green = \$\$\$**). This can be avoided by going into *Settings* → *Messages* → *Send As SMS* → *OFF*.

Drag message bubble to the left to see the **time stamp** of each message. To **delete a message**, tap and hold the message bubble or attachment. Tap more if desired, then tap the trash can icon.

Sending messages to **multiple recipients**: when creating a message, you can have more than one recipient receive the message.

Name a group or exit the conversation at any time, **add or remove a contact from the group**. Tap *Details* to **name the group**, or to **send your location**. *Set Do Not Disturb* for this group.

Email



Compose a new email: Tap the compose icon in the lower right corner and start typing the **message first**, then Subject, finally recipients. **Reply** icon for *Reply*, *Reply All*, *Forward*, or *Save Images*.

Delete an email by swiping **completely from right-to-left** on the email list, or **partially swipe** to do more or flag an email, or tap the trash can icon at the bottom of the email text. This can be customized *Settings* → *Mail, Contacts, Calendars* → *Swipe Options*

There are two new inbox filter options: *Today* and *Thread Notifications* (*Mailboxes* → *Edit*).

Dismiss the keyboard by swiping down from above the keyboard.

Delete unwanted emails in list view *en masse* rather than deleting one at a time. In any mailbox, tap the *Edit* button and check off the emails you want to delete and then tap *Mark*, *Move*, or *Trash*.

Draft emails

Tap and hold



While composing an email, **swipe down** to temporarily remove it from screen so that you can see your inbox and other emails. **Tap the bar** at the bottom to resume editing the email.

To **save a draft** of an email in progress, tap *Cancel* then tap *Save Draft*.

To **quickly access a saved email Draft**: **tap and hold** on the Compose button in the lower right corner (the little square with the pencil inside). It will open a list of saved Drafts; resume composing unfinished or unsent emails.

Insert Pictures and Videos into Email



Insert pictures and videos in line in text as you compose an email, rather than having to copy them beforehand and then pasting them. Hold your finger anywhere in the text. You'll see the pop-up: Tap the little triangle on the right and you'll see *Insert Photo or Video*.

Safari


Safari Internet Browser



Navigate between pages by tapping a < > button or swiping the screen from left-to-right or right-to-left.

Enter the name of the website and tap Go on the keyboard. To see the web up close, double-tap any element on a web page—picture or text—to zoom in. Double-tap again to zoom back out. Pinch or spread to zoom, also.

Touch and hold an image to Save Image or Copy. Rotate the iPhone horizontally to see the web in widescreen.

Tap the Multi-window button  to flick between multiple web windows or open a new one (tap +). Swipe left to delete a window.

Safari removes the navigation bars for maximum viewing area. To get them back, swipe down.

Quick Access to a Favorite Website



In this screen capture, the AlaskaAir icon on the left is the app. The AlaskaAir icon on the right is a link to their website.

Add a **shortcut icon to a website** on any home screen page. It will look just like any app icon.

In *Safari*, tap the Go To button (the little rectangle at the bottom with the arrow coming out of it) and then tap *Add to Home Screen*. Accept the default label text or enter your own text.

To move the icon to another page, hold any icon until they all jiggle, and drag any icon to any home screen page, just like you would for any other app icon.

Tap on the icon to be taken directly to the website in *Safari*.

Search for a Word or Phrase on the Internet or within a Web Page in *Safari*

There is no separate field for searching in *Safari*. Type your search string in the URL field at the top of the screen and tap *Go*. You will see a list of matches. Scroll to the **bottom of the list** for “On This Page (# matches).” Tap *Find* “your search string.” Select *Safari*'s default search engine as either Yahoo, Google, or Bing in *Settings* → *Safari* → *Search Engine*.

Tap and Hold Links for URL and Options



If you've got misgivings about opening a questionable link on a web page in *Safari*, when you tap and hold that link, the top of the pop-up will also show you the URL hiding there.

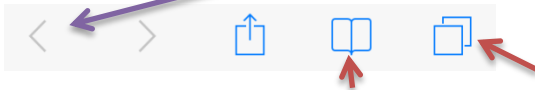
While browsing through *Safari* or email, you are often faced with links you would like to click and investigate further. However, you don't want to lose the page you are currently on.

When you are faced with this situation, instead of simply clicking through the link, **hold your finger down on the link**. When you do this, you are presented with four or five options: *Open*, *Open in New Page*, *Add to Reading List*, *Save Image* (only if it's an image link) and *Copy*.

Click on *Open in New Tab* and the page will be opened in a separate window allowing you to continue where you left off.

This feature is so smart that if you tap on a link to an app in the *App Store* it will present you with yet a different set of options: *Open in "App Store," Save Image* and *Copy*.

Access your browsing history with just one tap



Tap and hold bookmarks button to add a bookmark, add to reading list or share.

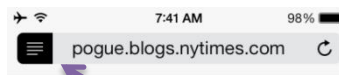
To view your browsing history in *Safari*, **hold the back arrow** < at the bottom of the screen and your browsing history list will be displayed on the screen. Furthermore you have the option to return directly to any one of the listed webpages by merely tapping on it.

Each of your *Safari* windows will have its own browsing history.

Easy Read Web Pages



Often web pages are not easy to read on the iPhone because the font is too small and the page is cluttered with links and sidebars. Here is where the "reader" button in *Safari* is very useful. *Safari* now shows the text: "Reader View Available" temporarily in the address bar. Then notice that to the left of the URL entry field at



Yes, There's a New iPhone. But That's Not the Big News.



the top of the web page there is a small button ☰. If you tap this "reader" button, the body text of the web page will be opened in a new, uncluttered, easy to read, large text window.

Tap ☰ again to return to normal.

The new look of iOS 7 is sparse, almost plain in spots, without fake leather, fake woodgrain, fake green felt and fake yellow note paper.

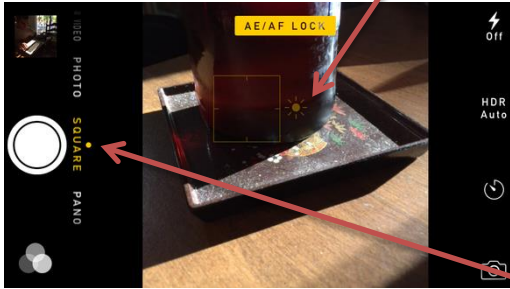
Now isn't this easier to read?

Updated to clarify how to access the Spotlight search screen.



Camera

Camera Basics



Separately **adjust focus and exposure** by tapping any subject on the screen. The camera will identify what appear to be faces. Slide the sun icon up or down to adjust the exposure.

To take a picture, tap the on screen **shutter button** or press **either volume button**. Pictures are placed into the *Photos* app *Camera Roll*.

Hold down the shutter release or a volume button to take a **burst** of pictures.

Turn on or off or automate the **flash** for the rear camera.

Tap the **HDR** icon to turn on or off **High Dynamic Range**, which takes three quick shots at long, normal and short exposures and blends them into a single photo.

Set the 3 or 10 second **self-timer**.

Slide the selector above the shutter to select ...

TIME-LAPSE the camera automatically selects the best frame rate.

SLO-MO the newer iPhones have faster burst rate, and a high frame rate mode, select 120 or 240 FPS.

VIDEO to record HD video, then tap the record button or a volume button. Tap again to stop recording.

PHOTO rectangular format pictures.

SQUARE format pictures.

Slide up the camera icon at the bottom right side of the screen. It takes you directly to the camera.



Access the *Camera* in the *Control Center* from most any app.



Panoramic picture mode in Camera

As you pan left-to-right, keep the arrow centered on the horizontal line. If you pan too fast, the prompt will tell you to slow down.

Pano is available on iPad.



PANO Slide the selector above the shutter to PANO. Tap the shutter release or a volume button and pan left-to-right. The iPhone will automatically and magically create a panoramic picture for you.



Here is an example of a 180° panorama at the LACMA rock.

Tap the arrow to reverse pan direction to right-to-left.

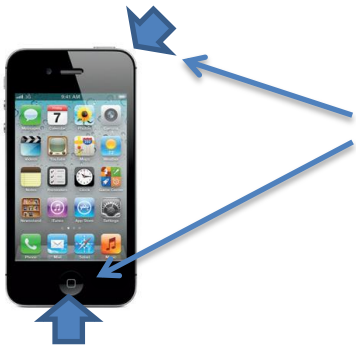
Remote Control Camera Shutter Release



Use the **headphone cable volume-up or volume-down button as a shutter release**. Great for taking “selfies” or any time you want to set the camera down and stand away from it.

Photos

Take a Snapshot of Your iPhone Screen

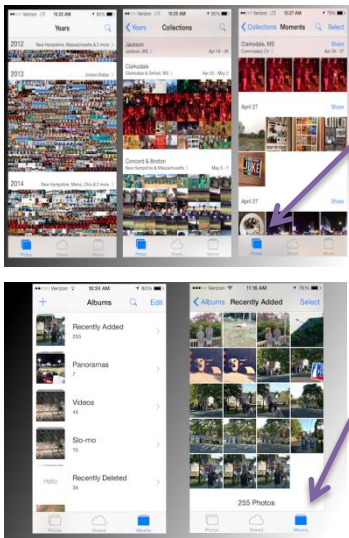


The screenshot feature allows you to take a snapshot of anything on the iPhone screen and save the screen image to your photo *Recently Added*.

When your screen has something you want to preserve, simply tap the **home** button **and** the **Sleep/Wake (power)** switch at the **same time**. Treat it like any other picture: edit, crop, email, or upload to your computer.

Some example uses of the **screenshot** feature: Capture a YouTube screen image; text an image of an error message to somebody to help you diagnose it; capture a coupon.

Photos built in app



Screenshots by Matt Elliott/CNET

Tap *Photos* icon on the lower left to see groups of your photos by year or by location and date ranges. It will also take you to Apple Maps to show you where pictures were taken, wherein you see only those pictures: **Albums** (as before), **Year** 2011, 2012, 2013, **Collections** by dates, locations, **Moments**.

Smart albums for Slo-mo videos, Bursts, Panoramas, and Time-Lapse

Search by date, location or album name or use smart suggestions.

While editing, tap and hold on an image to see the original.

Tap and hold on a photo and see an option to hide it from your Camera Roll (but not any associated albums).

Tap the Photos icon on the Home screen to see your pictures.

Tap *Albums* to see your *Recently Added* or *Camera Roll*, *Photo Stream*, *Panoramas*, and other albums you have created from your *Recently Added* or downloaded from your PC to your iPhone.


Tap an album and see the picture tiles contained inside.

Tap a picture tile to see that picture. Flick right or left to move between pictures. Double-tap or pinch to zoom.

Tap once to see or hide the onscreen controls. Tap *Edit* to modify a photo:

- Auto enhance (magic wand icon) automatically adjusts contrast, brightness and saturation and auto red eye removal.
- Crop and rotate through any angle; optional: tap multi-rectangle icon at bottom to select Square, 3x2, 3x5, 4x3...16x9 and more.
- Apply filters (three circles icon) Mono, Tonal, Noir, Fade, Chrome, Process, Transfer and Instant.
- Light, Color, B&W (dial knob icon)
 - Light: Exposure, Highlights, Shadows, Brightness, Contrast and Black Point.
 - Color: Saturation, Contrast, Cast.
 - B&W: Intensity, Neutrals, Tone, Grain.

In the picture tiles view, tap *Select* to select multiple pictures. Tap *Add To* to add pictures to albums.

Tap the share  button to share, copy, print, assign a picture to a contact, use it as wallpaper, AirDrop it, and more. Rearrange the order of the share icon: hold, drag.

Tap the trash can to delete a picture. Recover deleted photo in the *Recently Deleted* folder.

Music

iTunes Store, Music, iTunesU

Download the free Apple app iTunesU and then get many free and purchased complete college level courses.

See *Create an Apple ID* at the **More Tips** section of this handout.

When you are playing music, the music controls are available on the Lock Screen and in *Control Center*.

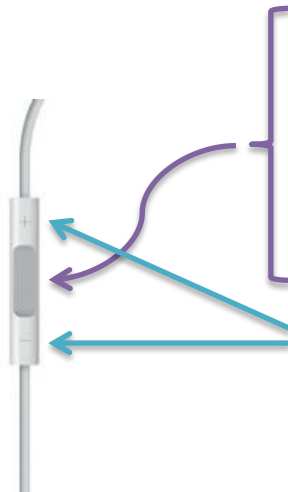
Access the iTunes Store by tapping the *iTunes* icon. Search the store for music, movies, TV shows, music videos, and more.

Browse, purchase, and download from the store directly to your iPhone. Tap any item to hear or see a preview.

Play your songs with the built in *Music* app.

iTunes Radio lets you create custom radios station that play just the kind of music you like. It is free, but there are short audio ads. Subscribe for \$25 a year for ad-free listening.

Three Magic Buttons on your iPhone Earphone Cable



When listening to music on iPhone ear buds,

- **single tap** the middle button of the control pod cable from the right-ear **starts** or **stops** music.
- **double tap** the middle button to skip to the **next song**.
- **triple tap** to listen to the **previous song**.

If the phone rings while you're listening to music, the **middle button** will mute the music and **answer the phone**. Then later, it will hang up the phone and resume playing the music.

The **upper** and **lower** buttons surrounding the middle button control the **volume**.

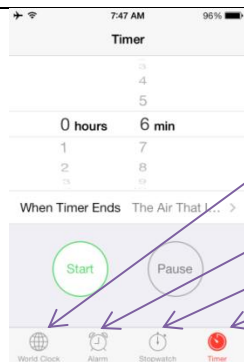
And keep in mind, the **cable pod has a built-in microphone**. So you don't have to hold the phone up to your mouth while you're talking on the phone using your earphones.

Built-in Apps

Clock

Clock is available via the *Timer* icon in *Control Center*

The Clock icon displays the time. I placed the Clock icon in my Unused folder because I can access it from *Control Center*.

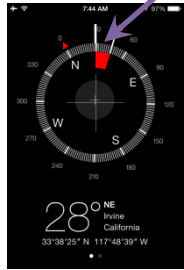


The built-in *Clock* is four apps in one:

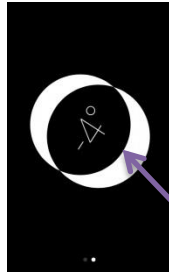
- World Clock, multiple time zones, toggle analog clocks to digital by tapping any clock
- Alarm, multiple
- Stopwatch
- Timer (shown and available directly from *Control Center*)

The count-down timer is displayed on the lock-screen, beneath clock.

Compass



Heading selector



The built in compass shows directions based on either magnetic north or true north. It also shows your location and latitude/longitude. (True north is where the axis of rotation pierces the pole. Magnetic north is where the magnetic pole is located, near the 75° parallel above Canada.)

The *Compass* has a heading selector. Tap anywhere on the compass to colorfully enable the display of your deviation from the selected heading.

The *Compass* has a built-in bubble level. Slide right-to-left on the compass to see the level function. Level a flat table or an edge. On a known flat surface, tap the screen once to zero the level.

Maps

Flyover city tours. Open *Maps* and enter the name of city in Search. At the top of the screen is a button marked 3D Flyover Tour of New York. Tap Start to begin a 3D tour of the city.

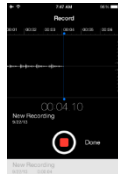



Maps is a comprehensive, turn-by-turn GPS navigation aid. Receive driving or walking directions, or public transportation. Hear and view the directions, see the route on the map and on a list.

From *Maps* link go to *Google Maps* or *Waze*. Tap the \rightarrow on the top left of the screen and then choose *Apps*. Next to the app of your choice, tap *Route*.

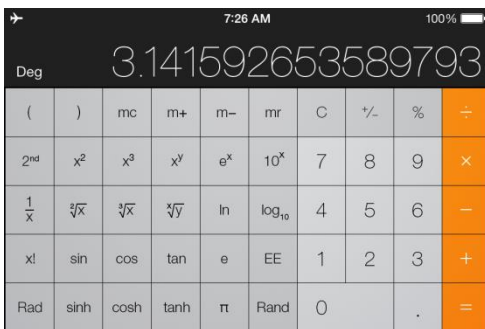
Be sure to turn off navigation when you arrive, or the GPS will quickly drain your battery.

Voice Memos



Record a memo, thought, conversation or other audio event. Then share the voice memo by email or message. You can edit out segments you don't want in the voice memo. Tap the share  button to attach the voice memo to an email or message.

Scientific Calculator



When using the built-in *Calculator* app, to access **scientific functions**, rotate the iPhone to landscape orientation.

Switch between the basic calculator and the scientific calculator without reentering the intermediate value shown on the display. So if you normally use the basic Calculator but occasionally need a scientific function, switch to scientific, execute the function, and then return to the basic calculator to complete your calculations. The 2nd button changes some buttons to other functions, inverses.

Copy the result of a calculation to paste it into another app.

Paste a number into the calculator to do a calculation on it.

Access the *Calculator* from Control Center.

Tips app

Open the *Tips* app to read a set of tips, which Apple will periodically update, that let you know about great iOS 8 features.

iPhone Tips and Secrets Workshop Handout

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JakeAir.weebly.com

Assumes iPhone 5s or newer and iOS 8

Beyond Essentials – Part 2

“Smart” Phone Numbers

To enter a [semicolon](#) in a phone number in *Contacts*, on the telephone pad press the +*# button and then select *wait*.

For example if the local phone number for an international phone card is 800 555-1234 and the international number is 011 123 456-7890 then the phone number in the Contact phone number field would be

714 555-1234;0111234567890

In *Contacts*, put an international phone card number into a phone number field followed by a semi-colon followed by the international phone number to be called.

When you call this number, the iPhone will dial the local phone number for your international phone card and **stop and wait**. When the phone card service answers and you hear the prompt for the number to be called, tap the dial button and the iPhone will continue to tone dial the international number. For example, put in multiple waits for access codes.

Use this technique for entering log-on codes and passwords. But be mindful of security if you sync on the iCloud.

Battery Usage and % Charge

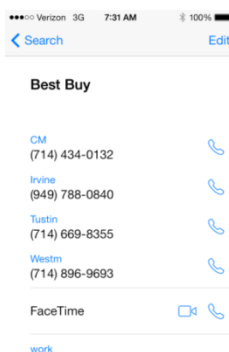


Display the **percentage of remaining battery life** next to the battery icon on the upper right corner of the iPhone screen (e.g., 45%). Tap *Settings* → *General* → *Usage* → *Battery Percentage* → *On*. A numerical percentage helps you check the battery condition more accurately, as opposed to suddenly being surprised by a red battery icon (20 % or less).

Display which apps are power hogs: *Settings* → *General* → *Usage* → *Battery Usage*.

Contacts

Custom Contact Labels



In *Contacts* **create custom labels** for phone numbers, email addresses and some other fields. And once you create these custom labels, they're available to use for *all* your contacts.

Here is a sample of custom labels I created for Best Buy. I created labels for local cities. I can use these labels for any contact, not merely the first one you assigned it to.

To create a custom label in a Contact, tap *Edit*, and then tap on the **label field**. Then scroll to the section of the list where it says *Add Custom Label*. The label list cannot be sorted, however.

Create labels such as His, Hers, (as in *His Mobile Phone*), Brother-in-law, Mother, iPhone, Service, Emergency, Summer Home, etc.

Assign Contacts to Multiple Groups

There is only one copy of each contact in the iPhone, and each is stored in the "All Contact" group. When you select a group you are filtering the All Contacts group to show you only the contacts in that group.

WARNING: in the iPhone if you delete ANY occurrence of a contact it will delete *all* occurrences of that contact.

The *Groups* app:

The *Groups* app gives you the flexibility that you only had on your computer when dealing with contact groups.

<https://itunes.apple.com/us/app/groups/id407855546?mt=8>

If you create a number of Groups in your *Contacts* on your computer, then **assign each contact to one or more groups**. For example, you could have a contact who is a friend, and is in your movie club, and is also a doctor. Use the *iCloud Contacts* app to assign contacts to one or more groups, or use whatever app on your computer you use to manage your contacts.

Create a "Friends" group, a "Movie Club" group, and a "Doctors" group, and assign your movie group-doctor-friend into **all three groups**.

Note: in the iPhone insert a new contact in a particular group by selecting only that group before you create the new contact.

But there are other things you cannot do from the iPhone (unless you have the Groups app, shown in the sidebar to the left): you cannot add new groups, place a contact into multiple groups, move a contact from one group to another, or assign a contact from an email attachment, such as a .vcf file into a particular group.

How many Contacts do I have?

Find out how many entries are in your *Contacts*. In your *Contacts* list, tap the Z or the # in the lower right corner of the alphabetic scrollbar and swipe to the very last entry. There you'll see a count of how many entries are in your *Contacts*.

Works with *Music* app too, to see how many songs you have.

Wake Up and or Sleep to Music

Wake up to your favorite song

Apple updated the *Clock* app to give the alarm functionality a boost. No longer do you have to wake up to one of your ringtones. Instead, pick any song in your library.

In the *Clock* app, tap *Alarm* → *Edit* → [+] → *Sound* → *Pick a song*.

Sleep timer for your music

If you listen to music on your iPhone before going to sleep, set the *Music* app to stop playing after a desired period of time.

To set the sleep timer, launch the built-in *Timer* app from within *Control Center*. Set the amount of time you'd like to listen to your music before the music stops: tap on the *When Timer Ends* button and you'll be brought to a page where you're able to select a particular alarm that is played when the timer ends. Scroll down and tap on *Stop Playing*. Tap *Set* and then tap *Start* to begin timing. Start your music and sweet dreams.

Turn the screen off to conserve the battery when listening to music

If you listen to music on your iPhone, you don't need the screen. The iPhone screen backlight discharges your battery quite rapidly. So tap on the sleep/wake (power) button on the top right to turn off the screen. **The music will continue to play.**

Email

Add an email account

In *Settings* → *Mail, Contacts, Calendars*, add an account using the built in apps for iCloud, Exchange, Gmail, Yahoo, AOL, or Outlook.com. Or add an account manually. You may set up multiple email accounts.

Drag and Drop email Addresses

Drag **email addresses between various fields** in the address portion of the email when creating, replying to or forwarding an email: hold your finger on one of the addresses until it turns into a blue bubble, and then drag to another field. For example, drag from the *To:* field to the *Cc:* or *Bcc:* field.

Email Accounts

- On a Gmail or similar account, if you tap the little file box icon at the middle bottom of the screen, it will **archive the email rather than delete it**. To delete the email, hold the file box icon and choose Delete Message.

Disable the archive feature in *Settings* → *Mail, Contacts, Calendars* → *Gmail* → *Archive Messages* → *OFF*.

- When you begin entering a recipient's email address, recently used addresses appear in a list to save you time. Some of these can be wrong or annoying. To remove them from the recents list, tap the little blue circle (i) and select *Remove From Recents*.
 - Reorder your email accounts and folder list: in Mailboxes: select *Edit*, and then slide the little handles on the right up-or-down to put your most used email account and folders towards the top.
 - The Mail app will consolidate multiple accounts into single lists like *All Inboxes*, *All Trash*, *All Sent*, *All Drafts*, Mail with attachments, and so on.
 - Select the default account for new emails: *Settings* → *Mail, Contacts, Calendars* → *Default Account*.
-

Show Related Messages

In the email list view, swipe left on an email, then tap on the *More* button and you'll find a new option to *Show Related Messages*. It will collect every relevant **dialogue** email in a list.

Custom “Signatures” for each email Account

Create a **customize the signature** for each email account: *Settings* → *Mail, Contacts, Calendars* → *Signature* → *Per Account*.

Create a Contact or Event from an email

Emails from someone not in your *Contacts* will automatically identify addresses or event dates and present you with an *Add to Contacts* or *Add to Calendar* button.

To create a *Contact* from an email:

Go to the top of the email, tap the name you'd like to save from within the *From:*, *Cc:* or *To:* field. You'll see a new *Contact* form appear with the name and email fields completed. Edit or add more details if you have them, then tap *Create New Contact* or *Add to Existing Contact*.

Or hold an address in the email text, and then tap *Add to Contacts*.

To create a *Calendar* event from email:

Open the email with the event information, look for the date and time—which should be highlighted in blue automatically by your iPhone—and tap it.

Tap *Show in Calendar* to see if you're free during that time slot, or *Copy* to copy the date and time to the iPhone's clipboard.

Tap the *Create Event* button from the pop-up window that appears. Next, you'll see a calendar event with the salient details from the email filled in. Edit the event or add more information, such as the location or a reminder, then tap the *Done* button. You're just created a new event in your *Calendar*!

Batch email Lists

Caveats:

Important: When you send the email you will see a popup warning that says "Invalid Address." **Just ignore it and tap *Send*.**

Some email servers, such as Gmail, limit the number of recipients for each email, so you may have to break up your batch list into several smaller ones (Gmail's limit is 99).

If someone's email address changes, you have to manually change it in both their personal contact AND in the batch email.


I use the *notes* field because there is no way to type commas in the email address field, and it is much easier to edit in the notes field.

iPhone's email does not support batch email lists. But you can get around this by creating a contact with a single email "address" that has all the recipients in your "Batch email list" listed in one, long text string. Separate each email address with a comma, with **no** spaces in between. For example:

name1@gmail.com,name2@cox.net,name3@me.com, ...

Create a Contact called "Batch email list" (use whatever name you want to assign to each batch email list). Then copy and paste the string of email addresses—similar to the example above—into the *notes* field of the Contact. Then select the entire list from the notes field and paste it into the blank email address field. Every time you need to edit or add anything to your batch email list, edit it in the *notes* field first, and then copy and paste it into the email address field.

Individual Mail Notifications

Mail notifications can be a nuisance, so you may have turned them off. But there might be an important email thread or response you're waiting for. You can turn on notifications for individual messages. Tap on the **flag icon at the lower left** of an email you are reading, or tap on the **Subject field** of the email you are about to send and tap on the bell icon . Tap *Notify Me* and you will be notified when a reply comes in.

Mark Addresses in Mail

To: bob@mycompany.com,
ed@othercompany.com

This feature highlights all addresses in the *Mail* app that are not to a specified domain (typically this will be your company address). If you work in a company where you sometimes send sensitive information by email, but wouldn't want to send it to an external recipient or company, this can be a good way to alert you when you are having internal versus external conversations. Tap *Settings* → *Mail, Contacts, Calendars* → *Mark Addresses*. Now enter the name of the safe email address (just the part after the @ – i.e. mycompany.com). Now people you enter in the *To:* field with emails that end in mycompany.com will appear normal, but any other names and email addresses are highlighted in red.

iBooks

iBooks and *Podcasts* apps are built into iOS 8.

Manual? What Manual?

See *Create an Apple ID* at the Bonus Tips section of this handout.


The iPhone comes with a very complete **users guide**. Tap the bookmarks icon at the bottom of the *Safari* screen and select the *iPhone User Guide for iOS 8*. Or go to *iBooks* → *Store* → *Search*, and type "iPhone user guide." Download it and it will be placed into your *iBooks* library for you to reference; you won't require Internet access to read it.

Find Word Definitions Easily

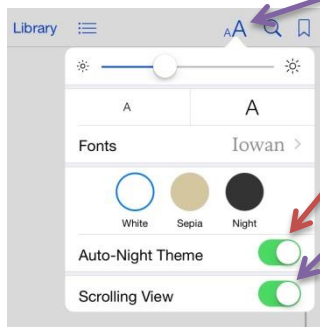
Access the **built-in dictionary** in most apps that let you select a word. Simply **double tap** a word—in an email, web page, iBooks, and so on—and you'll find a pop-up option for *Define*.

Save PDFs in iBooks

Auto-save PDF attachments into iBooks and then access and view them from iBooks, even with no Internet access.

Simply tap and hold on the share  button and you'll see the option to *Open in iBooks*. Tap this, and the PDF will be imported into, and be available to view in, *iBooks* from then on.

iBooks Scroll and Copy



To select the screen options, click on the AA icon at the top of the screen, then select *Scrolling View*.

- *Auto-Night Theme* changes the display that is appropriate for dark-room reading.
- **Scroll** - choose between the old page turning (flick left or right) like a normal book or scrolling smoothly up-and-down.
- **Copy** - select and copy text to be pasted into your term paper, an email or a note. Copy works like copy anywhere on the iPhone: double tap to select a word, two-finger tap to select a paragraph, or slide the selection handles. Then tap the *Copy* button.

Built-in apps

Notifications & Notification Center

Summary of all your notifications with one finger swipe.

Today view gives you an overview of your day, including a Today Summary, Calendar Day View, Reminders, Stocks, and Tomorrow Summary. Notifications dismissed on one device dismisses across all your devices.

Widgets are live views of information from participating apps that can be displayed in the *Today View* in *Notification Center*. In *Today View*, scroll to the bottom and tap *Edit* to select which of your iPhone's apps that have widgets you wish to add to the Notification Center. Then drag to change the display order.

The *Notification Center* lets you know about missed messages, email, phone calls, *Calendar* events, and more. **Swipe down from the top of the screen** to see a summary of recent notifications. Swipe up from the bottom up to dismiss the *Notification Center*.

Customize what apps appear in the *Notification Center*. Go to *Settings* → *Notifications*, scroll down to **INCLUDE**, select each app and turn *ON* or *OFF* whether you want the app to be in the *Notification Center* or not. Disable notifications for any app here by setting *Allow Notifications* to *Off*.

In *Settings* → *Notifications*, change the order in which the notifications appear: tap the *Edit* button and then slide the little sliders on the right of each notification item up-and-down to change the order. Then tap *Done*.

Turn off all notifications **for each app** with a single On/Off switch. *Settings* → *Notifications* → [select app] and turn off *Allow Notifications*. That's all. One switch and you're done.

Weather



Current weather and forecasts for locations of your choice.

Apple uses *The Weather Channel*, rather than the previously used Yahoo! Weather.

Newsstand

See *Create an Apple ID* at the Bonus Tips section of this handout.



Organize your magazine and newspaper app subscriptions. *Newsstand* apps appear on the shelf and as new issues become available.

Newsstand can be placed in a folder.

Health

At this point you will see graphs of all the steps taken and stairs flights climbed data you have accumulated since you installed iOS 8 or since you bought your iPhone with iOS 8.

The *Health* app automatically tracks how many steps you take (iPhone 5s and 6) and how many flights of stairs you climb (iPhone 6 only). To display these measurements in the *Health* app dashboard, do the following:

- At the bottom of the screen in the *Health* app tap on *Health Data* → *Fitness* → *Steps and Flights Climbed* → *Show on Dashboard* → *On*

Passbook & Apple Pay

Passbook lets you store retail store discount cards, credit cards and boarding passes.

You'll just need to open the *Passbook* app and enter your credit card information only once. Use camera to enter credit card info in *Settings* → *Passbook & Apple Pay*.

Apple Pay is a chip-powered system that lets you pay for items in stores by holding your iPhone 6 near a special receiver at the cash register. When you approach the checkout counter of one of the initial participating stores, the contactless reader that will automatically identify the presence of your device. The summary of the transaction will then appear on your iPhone screen, and you will need to confirm that everything's okay by scanning your fingerprint on the home button. When the phone vibrates and beeps, you will know the transaction went through.

Stocks



Follow all of your stocks and mutual funds at any time. Customize the list to only those securities you want to follow.

Reminders

Can set a reminder for a date and time, or when you **reach** or **leave** a **location**, such as home, work, Bob's house.

Siri

Hands-free Siri – “Hey, Siri”

Invoke Siri without having to hold down the home button. Just say “**Hey, Siri**” to get her attention—and then speak your command. The **feature works only when your phone is plugged in to power**, though. To enable this feature, go to *Settings* → *General* → *Siri* → *Hey Siri* → *On*.

Change Siri's Pronunciation

If Siri mispronounces a name in your Contacts, say “that is not how you pronounce Greselda.” Siri will ask you to pronounce it. You speak it, and then Siri gives you three choices of Siri's pronunciation. Select the one that is best. If you want to get a jump on Siri before she (or he) butchers a name, say “Contact information for Greselda Smith,”

Change Siri's Voice

Change Siri from a **she** to a **he** (no surgery required). *Settings* → *General* → *Siri* → *Voice Gender*.

See a history list of all the songs Siri has identified

Open the *iTunes* app on your iPhone and click on the ☰ button on the top right. A new screen will appear.

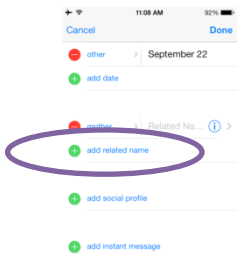
Tap on the *Siri* tab in one of the boxes at the top.

You can clear the entire list by tapping the *Clear* button on the top-left.

See a list of all the songs you've asked Siri to identify, with a button next to each song to quickly buy it from iTunes or play it if you have previously purchased it.

Tell Siri Who You Are and Your Relationships

Here is the payoff: When you ask Siri to *call my wife's cell* or *call my brother-in-law at work*, she will carry out your request with no questions asked. (Of course if you have two brothers-in-law, Siri will ask you which one you want to call. In that case just use his name, *call Randy Smith*.)



If you want to ask Siri to *call my wife* or *call my brother-in-law* then you must tell Siri **who you are** and how people in your *Contacts* **are related to you**.

First, create an entry in your *Contacts* list for yourself. You need this because this is where all of your relationships are going to be stored. You could call it “My Relations,” entered into the *Company* field.

Once you've entered yourself as a contact, **tell Siri who you are.** Go to: *Settings* → *Mail, Contacts, Calendars* → *Contacts* → *My Info* and then select your new “My Relations” entry in *Contacts*. From now on, Siri will know who you are when you use the pronoun *my*, as in *call my wife* or *call my brother-in-law*.

Then, to associate various contacts with yourself, **tell Siri**, for example, “Beverly Jacobs is my wife” or “Randy Smith is my brother-in-law.”

”Or enter this information **manually** in your “My Relations” *Contact* entry: tap *Edit* and then tap *add related name*. Tap the label shown and select a new label from the list, and the name from your *Contacts*.

More Tips

Fix a Poor Phone or Wi-Fi Signal

Invoke *Control Center*. Turn *Airplane Mode ON* and *OFF* again. Many times this will find a cellular signal again.

Turning *OFF* and *ON* Wi-Fi can often fix a poor Wi-Fi connection issue.

Request Desktop Site in Safari

Some Websites detect a mobile device and display the mobile version of the Website. If you want the full desktop site, tap on the URL, and pull the subsequent menu down slightly. You will see the *Request Desktop Site* button.

Capitalizing words when dictating

When using dictation here is what to say to capitalize words:

"**Cap**" Makes the next word capitalized.

"**All caps**" MAKES the next word uppercase.

"**Caps on ... Caps off**" Makes the Next Words Title Case.

"**All caps on ... All caps off**" MAKES THE NEXT WORDS ALL UPPERCASE.

Personal Wi-Fi hotspot

Only once will you have to set up your iPhone as a personal hotspot: go to *Settings* → *Personal Hotspot* → *Personal Hotspot* → *On*. Replace the suggested password with one that you will remember. Then follow the simple instructions shown.

Cautions: depending on your wireless provider's data plan, configuring a personal Wi-Fi hotspot may cost you additional monthly fees. My Verizon family sharing plan lets us configure our iPhones as personal hotspots without incurring extra fees. Check with your provider to avoid a billing surprise. Remember that regardless of a monthly fee or not, you still will be using your available shared data, and if you exceed your plan's limit, you will be charged accordingly. Also, the iPhone battery may be depleted more quickly when operating as a personal hotspot.

Here's the situation: you're stuck in a location with no Wi-Fi and you need to access the Internet on your Wi-Fi-only iPad. What can you do?

You set your iPhone be your Wi-Fi provider, your personal Wi-Fi hotspot, using your iPhone's cellular data access to the Internet.

To use your new personal hotspot, on your iPad go to *Settings* → *Wi-Fi* → *CHOOSE A NETWORK*, and simply select your iPhone from the list of available Wi-Fi networks. In the upper left corner of the iPad screen you will see a "chain link" icon in place of the usual Wi-Fi "fan" icon. Now your iPad has Internet access.

To conserve your battery, turn off your iPhone personal hotspot when you're not using it.

New Calendar features

There are three options for alternate Calendars: **Chinese**, **Hebrew**, and **Islamic**. When enabled, the alternate calendar's dates will appear underneath the Gregorian calendar dates in day, week, and month views. Go to *Settings* → *Mail, Contacts, Calendars* → *Calendars* → *Alternate Calendars* → [*Off, Chinese, Hebrew, Islamic*]. In month view, the first day of the alternate calendar's month is highlighted.

Double tap the time selector to select 5 minute steps (...25 30 35 ...) or 1 minute steps (...29 30 31 ...). Enter exact flight times.

- Show more or fewer hours in day view by pinching in or out.
- Create custom repeats such as **third Tuesday**, or **last weekday** of the month, etc.
- If you include an address or place in the *Location* field, a map will be added to the event detail view.
- Take into account travel time (can be location based or selected) for event alerts.
- Show week numbers *Settings* → *Mail, Contacts, Calendars* → *Calendars* → *Week Numbers* → *On*.

Automatic Updates in App Store

To get a quick snapshot of recently updated apps on your iPhone, open up the *App Store* and tap the *Updates* tab. Tap *Purchased* to see your purchase history, too.

Tell the *App Store* to automatically update your apps without opening the *App Store*. Go to *Settings* → *iTunes & App Store* and switch the *Updates* option to *On* (green) under the *Automatic Downloads* section.

Create an Apple ID

On your iPhone, go to *Settings* → *iTunes & App Store* → *Create New Apple ID*.

To use *iCloud*, *iCloud Drive*, *App Store*, *iTunes Store*, or *iBooks Store*, you will need an Apple ID. On your computer, go to


<https://appleid.apple.com/account>

iCloud Drive

iCloud Drive lets us always have access to the latest version of all your documents from any device. For example, you can start creating a presentation on your Mac at home, then make final edits and present it in class using your iPad. The changes you make along the way appear automatically on all your devices.

Go to *Settings* → *iCloud* → *iCloud Drive* to set this up.

Sharing Calendars

Set up personal calendars in each iPhone and iPad in the *Calendar* app by tapping *Calendars* at the bottom of the screen. Tap *Edit* to add your own personal calendar and then tap *Add Calendar...* to create a new one. Then tap the little red circle  Under *SHARED WITH* tap *Add Person...*, then select a person in the family. Once that person is sharing your calendar, you can decide whether they can edit the entry or not.

Enabling Family Sharing in all iPhones and iPads in the family creates a new **Family** calendar in everybody's *Calendar* app. Each member of the family can **see, create, edit, and delete** the events in the Family Calendar. (*Settings* → *iCloud* → *Family*)

Each family member may still have their own personal calendar for events that pertain only to themselves. These can be shared with other family members and set to **allow only the owner to create, edit, and delete** the events. See column on the left to set this up.

Family Sharing



Family Sharing makes it easy for up to six people in your family to share each other's iTunes, iBooks, and App Store purchases without sharing accounts. Pay for family purchases with the same credit card and approve kids' spending right from a parent's device. And share photos, a family calendar, and more to help keep everyone connected.

Go to *Settings* → *iCloud* → *Set Up Family Sharing* to get started and learn more.

<https://www.apple.com/icloud/family-sharing/>

Want larger text?

Text in *Messages*, *Mail*, *Contacts*, *Calendar* and *Notes* appears in the selected text size or bold.

Here's how to enlarge text size throughout iOS on iPhone: *Settings* → *General* → *Text Size*. Choose the text size you'd like. Note: if the text is too large, full fields may be cut off from view.

Or just select *Settings* → *General* → *Accessibility* → *Bold Text*, to see if that makes it more readable.

iCloud and iCloud backup

(shown here on my PC screen)



iCloud stores your music, photos, apps, *Calendars*, *Contacts*, documents, and more. It's seamlessly integrated into your apps and wirelessly pushes your content to all your devices.

Manage your iPhone built-in apps on all of your devices: PC, iPhone, and iPad. Any changes you make in one device will be updated in the other(s).

Download and install the iCloud program onto your PC.

Then on the iPhone, tap the *Settings* icon and choose *iCloud* to turn on the apps that you want to share with your PC and other devices on iCloud: *Mail*, *Calendars*, *Contacts*, *Reminders*, *Safari*, *Notes*, *Passbook*, *Photo Stream*, *Documents & Data*, and *Find My iPhone*.

Download iCloud Control Center

<http://support.apple.com/kb/DL1455>

iCloud backup: Turn on iCloud backup: *Settings* → *iCloud* → *Backup*.

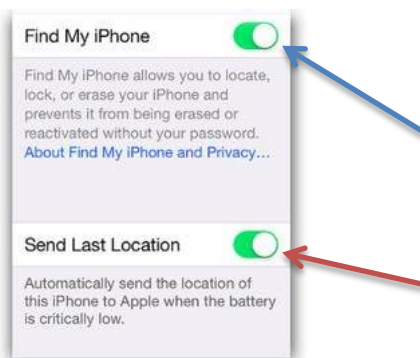
When you sign up for iCloud, you automatically get 5 GB of free storage. Your iCloud storage is used for iCloud Backup, app data and documents stored in iCloud, and iCloud Mail (your @icloud.com email account).

You have important information on your iPhone, iPad, and iPod touch. iCloud automatically backs up your device over Wi-Fi every day while it's turned on, locked, and connected to a power source. With your device information backed up in iCloud, you can easily set up a new device or restore information on one you already have.

Here's what iCloud backs up:

- Purchased history for music, movies, TV shows, apps, and books
- Photos and videos in your Recently Added folder
- Device settings
- App data
- Home screen and app organization
- iMessage, text (SMS), and MMS messages
- Ringtones
- Visual Voicemail
- Safari Bookmarks and Reading List.

Help Finding a Lost iPhone



Losing your iPhone can be a traumatic experience. But circumstances needn't be so dire with the help of iCloud and the iPhone's built-in GPS—if you've made the proper preparations.

After you've set up iCloud, go to *Settings* → *iCloud* and enable *Find My iPhone*. Once signed up, track your iPhone (on another device) on a map. From there, remotely force the phone to play a loud sound, lock down the phone, have it display an alert message, or even wipe its memory.

Turn on *Send Last Location* to automatically send the last location of your iPhone to Apple when the battery is low. *Settings* → *iCloud* → *Find My iPhone* → *Send Last Location*.

Apple has made it unlikely for a casual thief to reset the iPhone without your Apple ID. Hopefully that will make them less attractive to thieves. That is why it is a good idea to passcode lock your iPhone: *Settings* → *Touch ID & Passcode* → *Passcode*.

What is AirDrop?

AirDrop is a method of sending information between iPhones located near each other, say within 30 feet. When you select *AirDrop*, you will be able to instantly see who in your immediate vicinity has *AirDrop* enabled on their iPhones, ready to communicate.

You need to turn on Wi-Fi and Bluetooth. If you want to share with your contacts, sign in to your iCloud account.


The other user will receive an alert with a preview of the content you want to share, and can either accept or decline. If the other user accepts, they'll get the content in the app you sent it from. For example, photos will appear in the Photos app and websites will open in Safari.

Use *Control Center* to turn *AirDrop* on or off and control with whom you can share content.

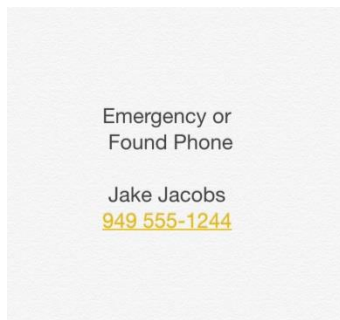
Turn on AirDrop

Swipe up from the bottom of your screen to show *Control Center*. Tap *AirDrop*. Choose one of these options: *Off*: Turns off *AirDrop*; *Contacts Only*: Only your contacts can see your device; *Everyone*: All nearby iOS devices using *AirDrop* can see your device.

Share content


You can share content from apps such as *Photos*, *Safari*, *Contacts*, and more. Tap the content you want to share. Tap *Share* or . Depending on the app, you might be able to select other items you want to share. Tap the name of a nearby *AirDrop* user or the Apple device. If you're sharing *Contacts Only* and can't find a nearby user, check that both of you are signed in to an iCloud account. If you still can't find a nearby user, consider setting *AirDrop* to *Everyone*.

Emergency and Lost iPhone Info on Your Lock-screen



Also, you may add a *Medical ID* with information about allergies, medical conditions, and more with the option to make accessible from the lock screen. *Health* → *Medical ID* → *Edit*.

Change your lock screen wallpaper to show your emergency contact information. Here are the steps:

1. In the *Notes* app, create your emergency text, centered horizontally and vertically by adding spaces and lines. Dismiss the keyboard by tapping *Done* in the upper right corner.
2. Tap sleep/wake (power) and home buttons simultaneously to capture an image of the screen.
3. Go to *Photos* app, your *Camera Roll*, and find the image you just captured.
4. Tap *Edit* (upper right corner) and then tap crop ( lower left).
5. Drag the corners to create a square image, removing the top and bottom clutter. Leave the image full width; **don't tighten the right and left margins**.
6. Tap *Done* (lower right corner).
7. Go to *Settings* → *Wallpaper* → *Choose a New Wallpaper* → *Camera Roll* and select the newly edited image.
8. Tap *Set* (lower right).

Running out of memory?

If a particular app is using lots of memory and you find you are not using that app, then delete it or delete some of the data—pictures, videos, music, books—to free up memory.

If you fear your iPhone is approaching the limits of its storage capacity, head on over to *Settings* → *General* → *Usage* → *STORAGE* → *Manage Storage*, and start surveying your worst offenders. Tapping on an app name may provide a bit more detail—specifically, the footprint of the document and data files associated with the app. You'll also see a button to delete the app entirely.

Do Not Disturb

Schedule—on a daily basis—when *Do Not Disturb* is enabled and when it is disabled. I have mine set to enable at 11 PM and disable at 7 AM. I can set it manually before 11 PM and it will turn off DND at 7 AM automatically.

For the curious: Ring/Silent switch and Do Not Disturb really do perform different functions (however **neither one silences alarms or the timer**). Consider the names (Ring/Silent and DND) to comprehend the differences.

With the switch in the **silent** position, the iPhone won't generate incoming call or message or email alerts which would disturb **others**. It **will** vibrate. (Think: quieting a fidgeting child in a movie theatre.)

Do Not Disturb makes sure the phone doesn't disturb **you from external sources**. An incoming call or message will **not ring, vibrate or light** the screen. (Think: putting out a do not disturb sign on a hotel room door. That wake-up *Alarm* **will** sound, but not a *Calendar* alert.)

Use *Control Center* to turn on and off *DND*. When *Do Not Disturb* is on, a "crescent moon" icon will appear in the status bar.

Use the *Do Not Disturb (DND)* setting to silence **external** calls, alerts, and notifications, when the iPhone is locked. You **will not** be disturbed by vibrate or the screen backlight either. The *Do Not Disturb* function sends calls immediately to voicemail. You **will** hear alarms and the timer, but not *Calendar* alerts.

To make changes to your *Do Not Disturb* settings, tap *Settings* → *Do Not Disturb*. These are the options:


- *Scheduled*: Automatically enable *Do Not Disturb* daily between the hours you specify. (I schedule 11 pm to 7 am.)
- *Allow Calls From*: Allow calls from *Everyone*, *No One*, *your Favorites*, or specific *Contact Groups* stored on your device or your iCloud account. Create a special group (perhaps call it "DND Exceptions") in your *Contacts* and place only those people that you want to allow bypassing *Do Not Disturb*.
- *Repeated Calls*: If enabled, when someone calls you twice within three minutes, the call will not be silenced.
- *SILENCE*: *Always* or *Only while iPhone is locked*. Select whether *DND* is always silent or silent only while the phone is locked.

Print from your iPhone

Google "airprint printers" to find a printer or see if your printer is AirPrint compatible.

Your iPhone can print from print-enabled apps, photos, websites and emails via your own local Wi-Fi using *AirPrint*.

You require an *AirPrint* enabled printer and many companies make such printers. Then, on the iPhone, open an application like *Safari*, *Mail* or *Photos* that support *AirPrint*. Select the

content that you want to print, tap the send-to icon , and choose the option to print. Select your printer and press *Print*.

Some Essential Apps

IPassword	Flixster	PowerPoint)	Starbucks
AAA, Roadside	Google Maps	MyRadar	TED
Adobe Color	Google Translate	Netflix	Tide Graph
Apple Store	Heart Rate	Office Lens	Twitter
Aviary	IMDB	Over 40	USPS Mobile
Cardstar	iMore	PayPal	WebMD
Dropbox	insTuner	Price Check	Word Lens
Epocrates	Pages, Numbers, Keynote	QR Reader	Yelp
Facebook	Kindle	Shazam	YouTube
Find Friends	Lose It!	Shopping List	
Find iPhone	MS Office (Word, Excel,	Skype	