

iPhone Most Useful Secrets Class Handbook

Hidden Features Every User Should Know

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Assumes iPhone 6s or newer, software updated to iOS 13.2 or newest.
iPhone X, XR, XS, 11 differences noted as [iP X]

Button basics

The diagram shows two iPhones side-by-side. The left one is a Face ID iPhone, and the right one is a Touch ID iPhone. Labels with arrows point to various features: 'Ring Silent' (purple arrow to the top left), 'Volume up/down & Camera shutter release' (purple arrow to the left side), 'Microphone (avoid placing fingers)' (blue arrow to the bottom left), 'Side button (AKA sleep/wake, power)' (red arrow to the top edge), 'Home button & Touch ID sensor' (orange arrow to the bottom center), 'iPhone X Home indicator bar' (orange arrow to the bottom edge), and 'Speaker' (green arrow to the bottom right).

- **Turn on** the iPhone when completely off: hold the **side button** for a few seconds until you see the Apple logo.
- **Wake up** the iPhone: press the **side button**, or press the **Home** button, raise to wake, or [iP X] tap the screen.
- **Turn off the screen** (sleep mode) but still receive calls or play music: momentarily press the **side button**.
- **Completely turn off** the iPhone: **hold** the **side button** [iP X: **hold** the **side button** and either **volume button**] for a few seconds, and swipe the on-screen *slide to power off* slider right.
- **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**.
- **Volume Up/Down buttons** - on left side control ringer, music and phone audio volume, depending on the app currently in use.

Notes – introduction

When editing a note, the *Done* button merely dismisses the keyboard; doesn't close the note.

Select sort method in notes list under the *Search* field: tap *Sort by* → *Date Edited*, *Date Created*, or *Title*.



- **Create Folders** to organize notes: in a folders list, tap <Folders to get to the **Folders** page → *New Folder* → *iCloud* → [Name]. In a folder's list, tap ⋮ to see the choices *Add People*, *Move This Folder*, *Rename*, *Select Notes*, and *View Attachments*.
- **Move** a note: tap ⋮ → *Select Notes...* → [select the note(s)] → *Move To ...* → select the destination folder from the list. **Select multiple notes** by swiping up or down with two fingers.
- **Create** a new note: tap the ✍️ compose icon.
- **View or edit** a note: in a list of folders, tap the note's title.
- **Search** for a word or phrase in all notes: swipe down on the list of notes and type in the *Search* field at the top. Change the sort order for this folder. (See page 5 for more on *Notes*.)

Keyboard and Editing

QuickPath keyboard

The backspace key deletes the entire word. This can be changed back to deleting one letter at a time: *Settings* → *General* → *Keyboard* → *Delete Slide-to-Type by Word* → *Off*



When you start typing a word, **swipe your finger over each different letter without lifting your finger**. If you were typing "This" for instance, start with your finger on the *T* and then swipe over to *h* → *i* → *s*. Then **lift your finger to leave a space**. Then type the next word. No need to tap the space bar between words. To start the next word, repeat the process. Swipe or tap to type interchangeably, thereby choosing what's most convenient even if you're mid-sentence.

Intelligent keyboard

The keyboard is used for *Mail, Messages, Contacts, Calendar, Notes, Reminders, Search, Safari*, and any app requiring text entry.

Edit menu pops up after 2, 3 or 4 taps:



Swipe left or tap  for more options:



- Key labels show current UPPER and lower case shift. Disable in *Settings* if desired.
- Caps lock: double-tap the caps key and it will underline the up arrow, indicating caps lock is on. Tap again to turn it off.
- Hold the backspace key to rapidly delete text. Hold longer to delete faster.
- Custom fonts: install and manage the fonts you've installed in *Settings*. Fonts will be available from the *App Store*.

Dictation



To dictate punctuation, say: *period, comma, question mark, exclamation mark, quote, end quote, new paragraph, new line*.

Place and move the cursor:

- tap • a word to place the cursor
- hold onto and drag the cursor to the exact spot desired. Or
- hold the spacebar; the keyboard will turn into a trackpad. Drag your finger around the blank keyboard.

Select block of text — hold on a word, then drag the selection handles to expand or contract the selection.

Tap gestures (1, 2, 3, 4) to select text:

1. **Place the cursor** at the end of a word — tap • a word
2. **Select a word** — double tap • • a word (or hold on a word, then drag to expand selection)
3. **Select a sentence** — triple-tap • • •
4. **Select a paragraph** — quadruple-tap • • • •

3-finger gestures OOO



- Formatting edit menu — use the formatting shortcuts bar. Tap and hold with three fingers OOO and formatting edit menu appears at the top. Or use these 3-finger gestures
- Undo — three-finger swipe left  OOO or three-finger double tap • • • • • (the old way still works: hold the iPhone firmly in one hand and shake it once; tap the Undo button).
- Redo — three-finger swipe right  OOO (there can be multiple levels of Undo and Redo).

Scroll in a document — start swiping vertically, see the scrollbar at the right edge of the screen. While it's visible, tap and hold it. The scrollbar will become thicker. Now you can swipe up or down to quickly scroll through the entire document.

Scroll up to the top of any long list: tap the time or top row of the screen.

End a sentence — tap the **space bar twice** at the end of a word, to place a period.

Enter a digit or symbol: hold the *123* key and slide your finger to enter a digit or symbol. Lift the finger and the *ABC* keyboard will return.

QuickPath bar — Tap one of three boxes in the prediction bar to insert the word into the text. Enable Predictive: *Settings* → *General* → *Keyboard* → *Predictive* → *On*.

Any time the keyboard appears, optionally you may **dictate** rather than type.

Tap (don't hold) the **microphone** icon. After the “ding” prompt, speak anything you can enter by typing. Tap the gray area at the bottom to stop the dictation. Then if necessary, edit the text using the keyboard. Switch between dictation and typing at any time.

Some keyboard “hidden” characters

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

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 æ ã** or hold **\$** to see and select from **₹ ¥ € \$ ¢ £ ₩**. Slide your finger to the desired character.

Text Replacement



For example when I type...

- tyv → thank you very much
- addr → 100 Main Street, Irvine, CA 92612
- eml → JakeAir99@gmail.com
- jp → 949 555-1212
- cdm → Corona del Mar
- plm → please let me know
- tjs → 🛒 Do you want anything from Trader Joe's?

Create personal text replacements for often used words or phrases. Hold your finger on the keyboard selection icon located between the 123 and microphone icons → *Keyboard Settings ...* → *Text Replacement* → + button and add a new phrase and assign a short abbreviation to it (or *Settings* → *General* → *Keyboard* → *Text Replacement* → +). Create text replacements for any words, names, numbers, or phrases used often. Tap *Save* when finished. Unfortunately, a shortcut cannot have multiple lines or paragraphs.

When the keyboard displays a suggested word or phrase, to **accept** it tap the spacebar or tap the predictive typing box. To **reject** it and keep what you typed verbatim, tap your typed text which is shown in the left-most predictive text box in quotes.

Share



If you don't want to share the photo's location data, in the share sheet, before sharing, tap the **Options >** button at the top and turn off the *Location* switch.

Share icon  or **Send to** or **Do something with this**. Share photos, documents, emails, notes, voice memos with people you have most recent shared with via *Messages*, *Mail* or *AirDrop*. The share sheet will differ, depending on the app you are sharing from.

Customize the Apps icon bar: tap *More*  → *Edit*.

Customize the Favorites list by scrolling down to **Edit Actions...**

AirDrop, another way to share

AirDrop is a method of sending information between iPhones located within about 30 feet of each other.

The receiving user can *Accept* or *Decline*. If the receiving user accepts, the sent content will be placed into the corresponding app from which it was sent.

Note: Internet access is not required for *AirDrop*. Data is sent peer-to-peer, not through the Internet.

Before using *AirDrop*, give your iPhone a meaningful user name: *Settings* → *General* → *About* → *Name*. Tap on the current name and edit it as necessary, e.g., *Jake's iPhone 7*. This allows others to identify you and select your iPhone to *AirDrop* to.

Turn on AirDrop: Enable both Wi-Fi and Bluetooth. Open the Control Center and hold anywhere on the communications quad (see page 6) to access *AirDrop*. Choose one of these options: *Receiving Off*, *Contacts Only*, or *Everyone*.

 → *AirDrop*. Your iPhone senses which iOS devices in the vicinity have *AirDrop* enabled. To send, tap desired recipient.

Compass

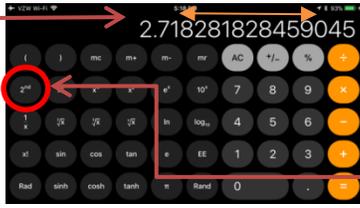
* To see latitude, longitude, location, and elevation, *Compass* must access location: *Settings* → *Privacy* → *Location Services* → *On*. Scroll down to *Compass* → *While Using*.



The built in *Compass* shows directions based on either magnetic north or true north (change in *Settings* → *Compass* → *Use True North* → *On/Off*). It also shows the iPhone's latitude/longitude location, and elevation.* The *Compass* has a red course **deviation indicator**. Tap anywhere on the compass rose to enable the display of deviation arc from the selected heading as a red colored segment. Tap again to cancel.

Calculator scientific mode

Swipe ← or → across the number display at the top to delete last digit entered.



In the built-in *Calculator* app access the **scientific functions** by rotating the iPhone to **landscape orientation**.

When using the basic *Calculator* app, you may occasional need a scientific function. Switch between the scientific and basic calculator at any time. All data will be preserved. In scientific orientation the **2nd button** changes some buttons to similar functions or inverses. Hold the display to *Copy* the result of a calculation to paste it into another app. Hold the display to *Paste* a number into the calculator to do a calculation on it.

Phone

Phone basics, incoming calls



Answer a call while using iPhone EarPods: press the EarPod **center button** once. Press it again to end the call.



Answer a call: swipe (locked) or tap green button (unlocked).

Press the side button **once to silence an incoming** call ringer. Press the side button **twice** to decline a call and send it **directly to voicemail**.

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

Tap the *Remind Me* button to create a reminder one hour from now from the *Reminders* app. If the *Remind Me* or *Message* button is not displayed, the caller's phone is not providing caller ID.

Automatically silence calls from callers who are not in your *Contacts* app, *Messages* app or *Mail* app. *Settings* → *Phone* → *Silence Unknown Callers* → *On*. The calls will automatically go to Voicemail. Also block text messages, *Settings* → *Messages* → *Filter Unknown Senders* → *On*.

Phone basics, outgoing calls

Tap green call button on keypad to **redial** last call.

Open other apps when on a call: press Home and open another app.

Make an outgoing call: Tap an icon in *Favorites*, *Recents*, or enter a number on the *Keypad*, or in *Mail*, *Messages*, *Notes*, or a Web page, tap number underlined in color: [949 555-1212](tel:9495551212).



In *Contacts* tap the round **call** button or tap a phone number.

Voicemail

Tap  to send voicemail messages to *Messages*, *Mail*, *Notes*, *Dropbox*, *Files*, and *Voice Memos*.

Listen to a voicemail message in the *Phone* app: tap *Voicemail*. **Read messages rather than listen:** *Voicemail* will automatically transcribe voicemail messages into text for you to read.

Books

Find word definitions easily

Disable everything but definitions: *Settings* → *Siri & Search* → *Suggestions in Look Up* → *Off*.

Access the built-in dictionary and thesaurus: double tap a word — in an email, Web page, or *Books*—and see a popup option for *Look Up* (you may have to swipe left or tap ) Also, type a word into Spotlight Search (see page 24) to invoke the dictionary.

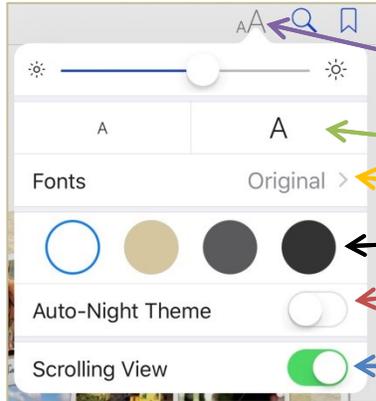
iPhone User Guide for iOS 13.3



The *iPhone User Guide for iOS 13.3*, a complete operating manual for your iPhone, is available as a free download into the *Books* app. Aim the *Camera* at the QR code and tap the popup. (Or go to *Books*, tap *Search* at the bottom, and type "iPhone user guide" in the *Search* field.)

Tap *Get* to download and it will be placed into your *Books* library. Review *What's new in iOS 13* in the introduction.

Books – Viewing Options



Copy - select and copy text to be pasted into other apps.

Tap in the book text to see the option menu and scroll bar.

Select the screen options: click on the **AA** icon at the top of the screen.

• Select **font size** by tapping the **A** or **A**.

• Select **font type**.

• Select background and foreground **colors**.

• **Auto-Night Theme** enables the display appropriate for dark-room reading.

• **Scrolling View** - *Off*: turn pages by swiping left or right or *On*: continuous scrolling up-and-down.

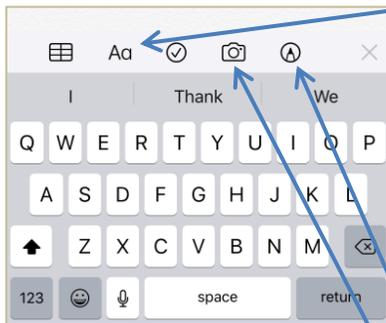
General features

Notes: Format, sketch, share

Apples	6
peaches	4

Table Insert a table. *Add Row* or *Delete Row*: tap a cell in a table and a tap a selection handle (•••), use popup menu to edit table. Convert a table to text: tap a cell in the table → **Table** → *Convert to Text* (and other options).

If it's not already visible, tap **+** above the keyboard to see the **Format bar**



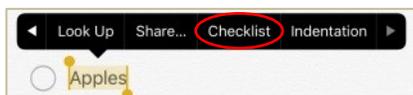
Aa formatting: *Title, Heading, Body, Monospaced, Strikethrough*. Lists: *Bulleted, - Dashed, 1. Numbered*. Change indent for paragraphs in **Aa** menu or **swipe** checklist items.

Check Boxes. Sort checked boxes (select *Manually* or *Automatically* in *Settings*; have items automatically move to the bottom of the list once you check them off.). Uncheck or check all items, delete checked boxes (tap the list for edit menu → **Checklist**). Sort manually by dragging circle **O** up or down.

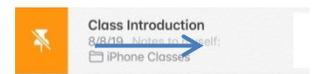
Add Sketch. Pen, Marker, Pencil, Ruler, Eraser, Color. Two-finger left or right swipe gesture switches between sketches.

Insert images: *Scan Documents*, crop, *Take Photo or Video*, *Photo Library*.

Swipe to indent or unindent items. Move checked items to the bottom. *Settings* → *Notes* → *Sort Checked Items* → *Manually/Automatically*. Tap checklist items to invoke popup menu → *Checklist* → *Check All/Uncheck All/Delete Checked*.



In the *Notes* list: swipe right, tap pin icon, to **move (pin) the note to the top** of the *Notes* list.



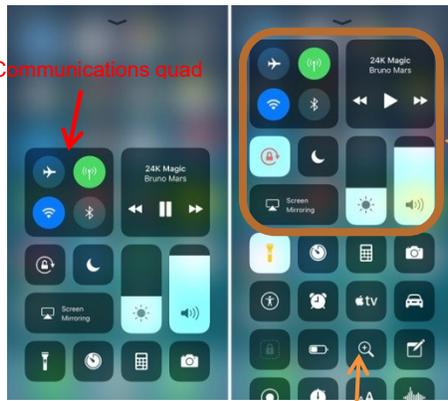
Swipe left, tap the icon, to **lock or unlock, move, or delete** a note.



In the *Notes* list, tap on the gallery view icon to see notes depicted as icons.



Control Center



Customizable Control Center. The following controls can be added or hidden, and organized in *Settings*:

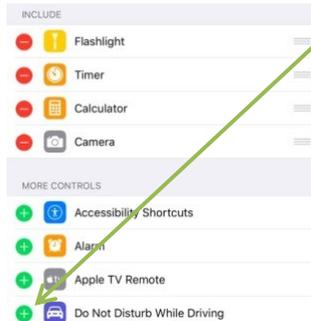
- Accessibility Shortcuts
- Alarm
- Apple TV Remote
- Calculator
- Camera
- Dark Mode
- DND While Driving
- Flashlight
- Guided Access
- Hearing
- Home (HomeKit)
- Low Power Mode
- Magnifier
- Notes
- QR Code Reader
- Screen Recording
- Stopwatch
- Text Size
- Timer
- Voice Memos
- Wallet

Control Center provides the most useful controls in one place.

Swipe **up from below any screen** to access these controls [iP X swipe **down from upper right corner**]. See more options by holding on a control, such as Flashlight for adjusting intensity.

These controls are defaults and cannot be hidden or customized.

Customize in *Settings* → *Control Center* → *Customize Controls* → ⊖ to remove a control; tap ⊕ to add a control; slide ≡ up and down to reorder the controls.



Hold in **communications quad** then hold **Wi-Fi icon** to select from available networks or hold **Bluetooth icon** to select from available devices.



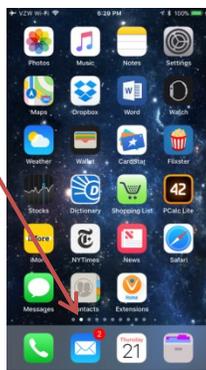
Here are additional controls for *AirDrop* (see page 3) and *Personal Hotspot* (see page 24).



Hold some icons to access larger sliders or other options: brightness (and *Night Shift*, page 23), volume, Timer, Flashlight, Camera.

Organize your apps in Home Screen

A tiny, white dot indicates which home page is currently displayed. Today View Widgets is the first dot (see page 24)



Fill the **first Home screen** with all your frequently used apps. Place the most used apps towards the bottom. In the **second and third Home screens** place the next most frequently used apps.

The **dock area** should have the **four apps** used most. Those four app icons will be placed at the bottom of every Home screen.

Haptic touch* any app icon (tap and briefly hold) **to arrange folders and icons**.

From the popup menu you can:

- **Delete App** button or tap the **X** on a jiggling app icon.
- **Share App** to send an App Store link to a friend.
- **Edit Home Screen**; when all the icons jiggle, you can:
 - **Relocate** icons by dragging the icon to a different location or dragging an icon into or out of a folder. Hold the icon with one finger and swipe left or right with another finger to select the page.
 - **Create a folder**: drag one app icon on top of another.
 - **Rename a folder**: tap in the name field, type the new name.
 - **Delete a folder**: drag all the icons out of it.
- **Stop the jiggling**: tap the Home button [iP X tap *Done* in upper right corner or swipe up from bottom of the screen], or wait 30 seconds.

If the dock or a page is full, create a vacancy by moving an app icon out before inserting a new one. Dock icons are not labeled.

Tap and briefly hold an app icon and a popup menu appears; tap **Edit Home Screen**

The section of the popup menu is customized for each app (e.g., *Shazam* app in this example)



* Haptic touch – feel a tap when you tap and briefly hold an icon (not available on the iPhone SE or 6s).

Lock your iPhone lock screen →

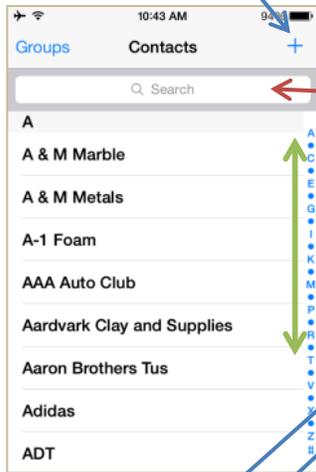
For better security is it recommended to **disable Siri from the lock screen**:
Settings → *Siri & Search* → *Allow Siri When Locked* → *Off*.



Passcode-lock your iPhone! If someone steals your locked iPhone, they won't be able to use it or change any of your settings. *Settings* → *Touch ID [iP X Face ID] & Passcode* → *Turn Passcode On*. **Disable Control Center** (see page 6) **access** in the lock screen: *Settings* → *Touch ID [iP X Face ID] & Passcode* → [Enter your passcode] → *Control Center* → *Off*.

Contacts

Contacts Add a new contact →



The *Contacts* app contains address book information: addresses, phone numbers, email addresses, URLs, and notes, are used by the phone for *Mail*, *Messages*, *FaceTime*, and *Twitter* apps.

In the list view, use the **Search** feature, or scroll through the list by **tapping or sliding your finger** on the alphabet index on the right edge.

Select a *Contact* entry ...

- Tap on **message** icon to send a text message.
- Tap on **call** icon or a **phone number** [949 555-1212](tel:949-555-1212) to call it.
- Tap the **FaceTime** or  icon to make a free video or audio call to another iPhone or iOS device. Group FaceTime up to 32 people simultaneously.
- Tap on the **mail** icon or an **email address** to go to a new blank email form ready to fill out.
- Tap **pay** to send money through Apple Pay (see page 19).
- Tap on an **address** to display the location in *Maps* (page 17) tap on the *Directions* button for turn-by-turn navigation.
- Hold on any field to **Copy** it to the clipboard for pasting elsewhere.



Enter into the *Search* field **Roberts Plumber** and search will find all the records with both Roberts and Plumber somewhere in the entry.

Tap **+** to add a new contact.

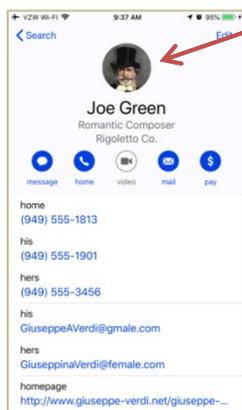
Tap **Edit** to modify an existing, including **Delete Contact** at the bottom of the form.

(See page 19 for another *Contacts* tip: Custom Contact Labels)

Scroll to the bottom of the contact for additional choices:

- *Send Message* - send a text message to the contact.
- *Share Contact* - send a contact to someone, in a VCF file. Recipient can save it in their *Contacts* app. The *Notes* field is not shared.
- *Add to Favorites* - adds to your *Phone* app *Favorites* list.

Picture a contact



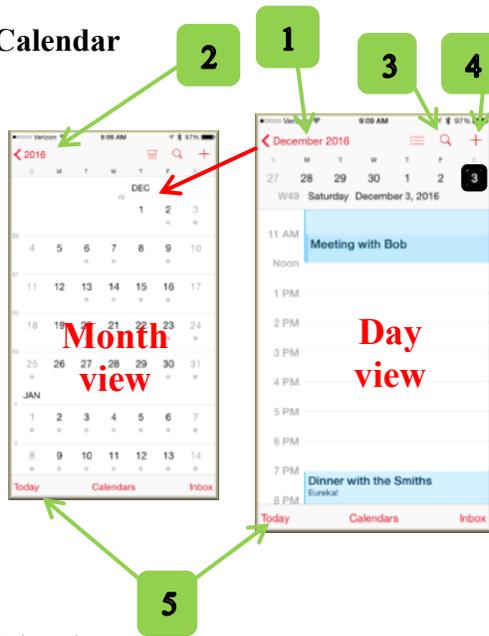
Attach a photo to any entry in *Contacts*. Thereafter, any time a call is received from that contact, their picture will show up on the screen when the iPhone is ringing, in the *Messages* list, in the share sheet, and in the *Phone*, *Favorites* list.

Here is how to attach a picture to a contact:

- Select the contact and tap *Edit* in the upper right corner.
- Tap the *add photo* circle at the upper left.
- Or tap the *edit* button under an existing photo to modify.
- Select *Take Photo* using the *Camera* or
- *Choose Photo* from the *Photos* app, taken either with the iPhone *Camera* app, an email, text message, Webpage, or Facebook page captured from a screenshot (see page 13).

Calendar

Calendar



Other views:

Day view ⇌ List view



Month view ⇌ Months & day's events.



Add a *Calendar*, tap *Calendars* (at bottom of the screen) → *Add Calendar* → [enter new calendar name], choose color → *Done*.

Day view ⇌ (shown here in right panel): See the week's dates on the scrollable week ribbon. Today's date is in a red rectangle **21**, otherwise in a black rectangle **21**. The day view is below the ribbon.

1. Month view (shown here in left panel): in day view, tap the **< Month** in the upper left corner to go to the month view. Scroll to desired month. Tap a date to get back to the day view for that date.

2. Year view (not shown here): in month view, tap the **< year**. Scroll to the desired year and tap a little month calendar to see it in the month view.

3. Search for keywords by tapping the magnifying glass icon.

Week view (not shown here): from any view, rotate ↻ the iPhone to landscape orientation (turn off scroll lock in *Control Center*).

4. Add an event: in any view, tap **+** (or in the day view, hold your finger at the approximate time of the new event and drag it to the exact time). Enter the event *Title*, *Starts* date, time, (or *All-day*), *Ends* date, time. Optional: *Location*, time zone, *Repeat*, *Travel Time*, and *Alert*. Add attachments to events in event edit mode.

5. Today: return to the present day by tapping the **Today** button.

View an event (not shown): tap an event in day view. Select different calendar, add an alert, tap map to get directions in *Maps*.

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

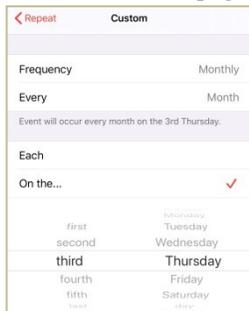
Edit an event: tap the event → **Edit**, at the upper right corner.

Set an event spanning many contiguous days: set *All-day* → *On* or 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. Drag the event to a new time, new day, or drag a handles on the top and bottom to change the duration.

More Calendar features

(For still more *Calendar* features, see page 21)



- Show more or fewer hours in day view by pinching in or out.
- Start and End times can be set to different time zones, such as for an airline flight across time zones.
- Create custom repeats such as third Tuesday, or last weekday of the month, etc. *Edit* → *Repeat* → *Custom* → *Frequency* → *Monthly* → *On the ...* → [select repeat criteria].
- Sharing calendars: tap *Calendars* (at the bottom of the screen) → **i** to the right of a calendar → SHARED WITH → *Add Person...* and decide whether to *Allow Editing* → *On/Off*. Enable this feature in *Settings* → *Apple ID* → *Family Sharing* → *Add Family Member...*

Manage birthdays in the *Calendar*



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

Selectively turn on or off displaying birthdays, tap *Calendars* → *Birthdays*.

Mail (more Mail tips on page 22)

Delete an email by **swiping completely from right-to-left** on the email list, or trash can icon at the bottom of the email text. Or **partially swipe right-to-left** to do more: *Flag* an email, *Mute* thread, *Trash*. Customize these options in *Settings* → *Mail* → *Swipe Options*.

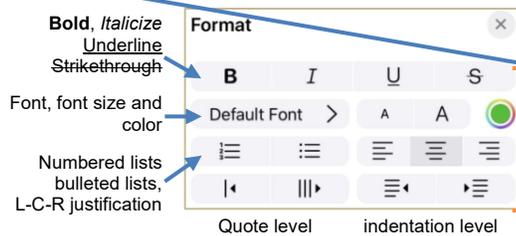


← **Compose a new email:** Tap the compose icon in the lower right.

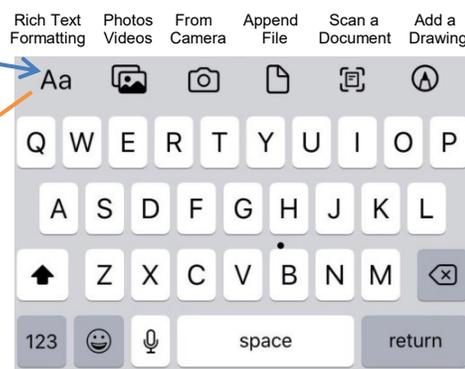
Reply to an open email: tap the Reply button for Icons: *Reply*, *Reply All*, *Forward*, *Trash*, *List*: *Flag* (choose from seven flag colors), *Mark as Unread*, *Move Message*, *Archive Message*, *Move to Junk*, *Mute* (a thread), *Notify Me*, *Print*.

Dismiss the keyboard by swiping down from above the keyboard.

Tap the **Aa** icon to open the Format toolbox:



Tap **<** or swipe left in the Predictive text bar to see the formatting toolbar:



Select multiple emails, messages, or message bubbles by swiping up or down with two fingers.

Draft emails

Quickly access a saved email Draft: **hold the Compose** button in the lower right corner. It will open a list of saved Drafts; resume composing unfinished or unsent emails.



• **Save a draft** of an email in progress: tap *Cancel* → *Save Draft*.

• **Temporarily remove** an email from screen while composing it to see your inbox and other emails: **swipe down** on the subject header bar tab at the top. **Tap the subject bar** at the bottom to resume editing the email.

Siri (See page 24 for more Siri tips)

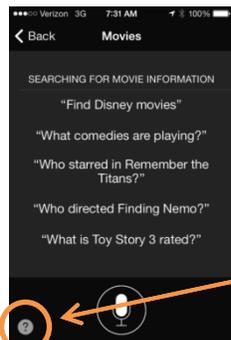
Ask Siri

Scroll up the page to see previous Siri conversations.

• If and when dictating something Siri doesn't understand, scroll up and find the dictated text.

• Tap on the chat bubble and **edit** what Siri heard. Make corrections accordingly.

• Tap the keyboard *done* button.



Hold the Home button while asking Siri [iP X hold side button]. Or say "Hey Siri." Ask Siri about sports, restaurants, movies, making reservations, or launch an app. Ask Siri "What song is playing?" Ask Siri to "Play [name your favorite radio station]." Type or dictate your request, rather than speak. Enable in *Settings* → *Accessibility* → *Siri* → *Type to Siri* → *On*.

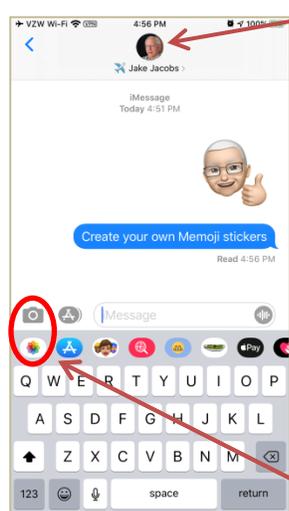
On the Siri screen, tap the little circle on the lower left, Siri will list all the apps for which she can offer help. Or ask Siri, "What can I ask you?" Tap on a topic to see a list of examples, such as "Show me photos from Yosemite last June." Composing an email and decide to phone instead? Say "Call her." Ask Siri to change some settings such as turn the brightness up or down.

Messages

Blue Send button iMessage.

Green Send button SMS message.

Hold on a received picture and tap *Save* to put it into *Recents* or *All Photos*.



Type *I'm at* with a space after, and tap *Current Location* to send a map of where you are.

Search: even before you type a character, you can see recent messages, people, photos, links, and locations, with senders' face icons.

- Tap the message header circle for an *audio*, or video *FaceTime* call, or tap the **i** *Info* button to *Send* or *Share* your location, or see all past pictures that person has sent you.
- **Copy a message bubble**: hold on the message bubble, and tap *Copy* in the popup at the bottom.
- **Delete a message bubble**: hold on the message bubble or attachment. Tap *More...*, select the message bubbles to be deleted, and tap the trash can icon. You cannot undo this.
- **Delete a message thread**: in Messages list, slide the message label to the left and tap *Delete*. You cannot undo this.
- **Search** for key words, photos, links, or contacts at the top of the *Messages* list.
- **Attach pictures**: tap the *Camera* icon to take a picture now, or the *Photos* icon for recently captured pictures.
- Security codes sent via Messages can now autofill in Safari.
- Add a name and a photo to be shared with another person when you start a conversation or when the other person responds in a message. You can choose to share your profile photo with everyone, your contacts, or not at all. Profile photos can be an image, a monogram, or an Animoji character, or Memoji sticker.

iMessage fun



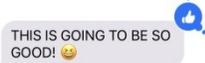
- **Recent Photos**
- **Open the Sticker toolbar**
- **Open Camera**
- **App Sticker Store**



Drag a sticker up to a message bubble

- **Sketch**  tap *Digital Touch* (heart with fingers touching it) and draw a sketch in the canvas provided. Recipient will see the drawing sketched in time.

Handwritten message - rotate to landscape mode. Tap a previously sent message or write out a new one. Tap *Done*. Add any text if desired.



- See a **time stamp**: drag left on a message bubble to see the arrival times of all messages.
- **Emoji** - enter up to three emoji, and they'll be 3 times larger.
- **Send a Tap** - tap *Digital Touch*. Tap pattern on screen.
- **Emojify a message** - type a message. Tap emoji button on the keyboard. Tap on each **orange** highlighted word to replace it with its corresponding emoji.
- **Animations** - send *Bubble* and full *Screen* animations. Type a message, then **hold** the send button . Choose from *Bubble*: effects: *SLAM*, *LOUD*, *GENTLE*, or *INVISIBLE INK*. Or tap *Screen* and swipe to select *ECHO*, *SPOTLIGHT*, *SEND WITH BALLOONS*, *CONFETTI*, *LOVE*, *LASERS*, *FIREWORKS*, *SHOOTING STAR*, or *CELEBRATION*.
- **Audio message** - tap the microphone icon in *Message* field.
- **Apple Pay** (see page 19) - Send payments directly to your friends. Enter the amount using the - and + buttons and tap the *Pay* button.
- **Memoji Stickers** - Create your own custom personal Memoji Sticker. Tap  → *New Memoji* then build your own.
- **Stickers** - tap the blue  icon on the ribbon, to add stickers. Swipe the ribbon to find animations in the magnifying glass icon.
- **Send a message to a group** - tap the compose button in the upper right corner and enter multiple recipients.
- **Respond with emoji Tapback icon** - hold a received iMessage bubble. Tap the desired Tapback icon to send it from the popup.

Camera

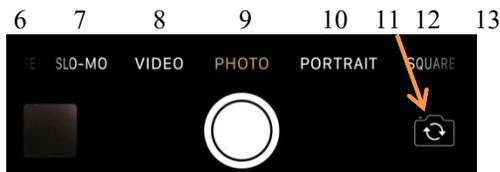
Camera controls

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

Lock the exposure and focus by holding your finger on the screen until **AE/AF LOCK** is on.

Tap the preview image to the left of the shutter button to see the newly captured photos. Swipe down on image to return to Camera.

(Numbers in diagrams below refer to numbers in text)



Dual and triple lens iPhones now provide some mix of optical wide, ultra-wide angle, and 2x telephoto.

Taking photo straight down, with iPhone screen parallel to the floor, invokes spirit level crosshairs.



Slofie (Slo-Mo Selfie) available on iPhone 11.

Panoramic photos

Pan left-to-right, keeping the arrow centered on the horizontal line. If panning too fast, the prompt will warn to slow down.



Take a picture: tap the on-screen shutter button or press either iPhone or EarPod volume buttons. Pictures are placed into the *Photos* app *Recents* (or into *All Photos* album, if *iCloud Photo Library* is on in *Settings*).



Bursts: Hold down the shutter release or a volume button.

1. **Flash:** *Auto*, *On* or *Off*. When should the iPhone's flash be used? Answer: almost never! Only for close-up fill.
2. **HDR:** tap to turn on or off **High Dynamic Range**, which takes three quick shots at high, normal and low exposures and blends them into a single, optimal photo. (iPhone 8, X, 11 have Auto HDR. Turn off in *Settings* to see HDR icon.)
3. **Live Photos:** *On* or *Off*. A snippet of animation is captured in each photo. To keep it off: *Settings* → *Camera* → *Preserve Settings* → *Live Photo* → *On*.
4. **Self-timer:** set 3 or 10 seconds. Takes a short burst.
5. **Filters** (can be removed or changed in the *Photos* app).

Tap or slide the labels above the shutter to select ...

6. **TIME-LAPSE** - the camera automatically selects the best frame rate.
7. **SLO-MO** - select 120 or 240 fps in *Settings*.
8. **VIDEO** - record HD video, tap the record button or a volume button. Tap again to stop recording. Turn the "flash fill light" on and off any time during the capturing of a video.
9. **PHOTO** - rectangular format pictures.
10. **PORTRAIT** - bokeh blur effect, multi-lens and XR, 11 iPhones only. Lighting effects, adjust intensity and position, *High-Key Mono* (iPhone 8 plus, X, 11).
11. Toggle between **rear** and **front** (selfie) cameras.
12. **SQUARE** - format pictures (e.g., for social media).
13. **PANO** - Hold the iPhone in the **vertical orientation**. Tap the shutter release or a volume button and pan left-to-right. The iPhone will automatically create a panoramic picture.



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

Tap the arrow ⇨ to **change the pan direction** ⇩ right-to-left.

Quick Camera access

- **Swipe right-to-left** ← on the lock screen;
- Open the *Camera* in **Control Center** from within any app;
- Say, "Hey Siri, open the camera;"
- Spotlight Search, type "camera" → *Camera* icon;
- tap the *Camera* icon on the Home screen.

Photos

Edit a Photo



(Portrait lighting, not described here)

Edit a **burst** by tapping *Select...* → tap on each image you want to keep → *Done* → *Keep Everything* or *Keep Only n Favorites*.

Edit Slo-Mo to select full speed and slo-mo segments of the video [full-slo-full].

Edit Videos: Nearly everything you can do with a photo you can do with a video. Video edits are nondestructive; you can remove an effect like a filter or undo a trim to return to your original video.

View **Live Photo** motion by holding the screen. Edit a Live Photo: trim it, shorten it, or mute its audio. Change the Live Photo effect by swiping up on the photo and selecting *Loop*, *Bounce*, or *Long Exposure*. *Loop* repeats the sequence over and over as if you put a loop of film in a projector. *Bounce* goes back and forth as if you continuously toggled the projector from forward to reverse. *Long Exposure* blurs a moving object such as a babbling brook or airplane moving across the sky. Extract a **single frame from a Live Photo** by tapping the Share button → *Duplicate* → *Duplicate as Still Photo*.

Make a video from a set of Live Photos: select multiple Live Photos → → *Save as Video*.

Tap to view a photo, then tap the *Edit* button. Pinch to zoom while editing to see a specific area of your photo. While editing, tap on an image to see the original for two seconds. As you apply an edit, each adjustment displays its intensity.



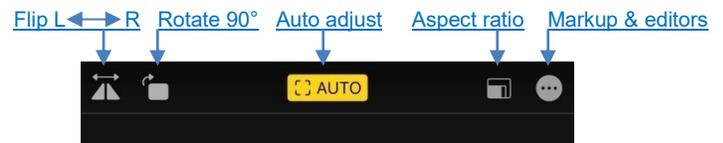
Adjustment for *Auto*, *Exposure*, *Brilliance*, *Highlights*, *Shadows*, *Contrast*, *Brightness*, *Black Point*, *Saturation*, *Vibrance*, *Warmth*, *Tint*, *Sharpness*, *Definition*, *Noise Reduction*, *Vignette* (*white* or *black*). Tap each circle to see before and after.



Apply filters *Original*, *Vivid*, *Vivid Warm*, *Vivid Cool*, *Dramatic*, *Dramatic Warm*, *Dramatic Cool*, *Mono*, *Silvertone*, *Noir*. Adjust the intensity slider of any filter to fine-tune the look.



Crop and rotate to any size and angle. Top of screen tools:



Aspect ratios: *Original*, *Freeform*, *Square*, *16:9*, *10:8*, *7:5*, *4:3*, *5:3*, *3:2*

Rotate -45° to +45° Vertical Perspective Horizontal Perspective



Photos Tab

Zoom in for a closer look, or zoom out to quickly scan through your library and see all your shots at once.

Pinch zoom while watching a video.



Tap **Photos** tab on the lower left to see groups of your photos by *Years*, *Months*, *Days*, or *All Photos*. Duplicate photos, screenshots, whiteboard photos, documents, and receipts are identified and hidden; you see only your best shots.

Highlights photos of peoples on their birthdays.

Extends Live Photos when taken within 1.5 seconds of each other.

Years shows you photos taken on or around today's date in past years as previews. If you have birthdays assigned to people in your *People* folder in *Albums* tab, the *Photos* tab will highlight your photos of them on their birthday.

Months presents your photos by events. Rediscover important moments from the past.

Days shows you the day by day photos once you find the year and month of interest.

All Photos shows your library. Time-zoom out and in with the +/- button in the upper right corner, or pinch/spread two fingers.

For You Tab

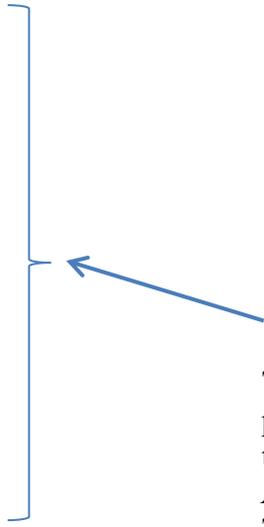
Edit a Memory: Select the memory and play it. Pause it (bottom button) and tap *Edit* at the top right. If asked to *Add to Memories* tap *OK*. Change the title, title image, music selection, duration, add or remove photos.

Tap an image in *Memories*. The iPhone will have automatically generated slideshows from collections.

Create a memory: tap the *Photos* tab and in the *Months* or *Days* view select an image with a  in the upper right corner. If you see a Play  icon, tap it and your iPhone will create and play a memory slideshow from all the photos in the date range. It takes only a few seconds. To save it as a memory, tap *Edit* at the top right. If asked to *Add to Memories* → *OK*.

Albums Tab

- **Media Types:**
 - *Videos*
 - *Selfies*
 - *Live Photos*
 - *Portrait*
 - *Long Exposure*
 - *Panoramas*
 - *Time-Lapse*
 - *Slo-Mo*
 - *Bursts*
 - *Screenshots*
 - *Animated*
- **Other Albums:**
 - *Imports*
 - *Hidden*
 - *Recently Deleted*



Tap Albums tab at the bottom of the screen to see *Albums ...*

- **My Albums** for folders containing your *Recents* or *All Photos* and any other albums you have created on the iPhone.
- **Shared Albums** from others who have shared their photos.
- **People & Places**, photos organized by *People* in the image, or by *Places* where the picture was captured. iPhone scans your photos, determines this person is in, say, 67 photos and puts them in a folder together. You can manually name the album.
- **From My Mac** photos on a PC synced through iTunes from the PC to the iPhone.
- **Media Types** and **Other Albums**.

Tap *Select*, top right. Then select multiple pictures by tapping pictures individually or dragging your finger to the right or left, then down across other images to include them. Tap  → *Add to Album* to add pictures to My Albums.

Tap  to email up to 15 images, *Save PDF to Books*, *Message*, *Copy*, *Print*, *Duplicate*, *Assign to Contact*, *Use as Wallpaper*, *AirDrop* (see page 3), *Hide*, and more. Tap trashcan to delete.

Search Photos

lower right



Photos has object and face recognition. Tap Search icon, type *beach*, *mountains*, *water...*

Search by date, location or name or use smart suggestions. Ask Siri to “show me my photos taken in 2007 in Iceland.” Combine multiple search terms — like “beach” and “selfies.”

Take a screenshot of your iPhone screen

Face ID iPhone

Touch ID iPhone



The screenshot feature allows taking a snapshot of anything on the iPhone screen and saving the screen image to the *Recents* or *All Photos*.

Simultaneously tap and release either the

- Face ID iPhone: **side** and **volume up** buttons
- Touch ID iPhone: **side** and **Home** buttons

Treat the screenshot like any other image: edit or share. Tap preview, lower left corner of the screen to immediately view and edit.

Capturing a screenshot in *Safari* offers the option of saving the *Screen* to the *Photos* app or saving the *Full Page* to a file as a PDF; choose file destination from iCloud Drive, On My iPhone (choose app), or others such as OneDrive and Dropbox.

Markup Editor within Edit

Make a copy of the image to avoid modifying the original: tap  → Duplicate.

In *Edit* mode you have the option to **Revert** the photo to the original.



Large color pallet.

Tap a drawing tool to select stroke thickness and opacity options.

Add text, a signature, a callout magnifier, and shapes, onto any photo using *Markup* in the *Photos* app. Tap a photo → *Edit* (top right) →  → *Markup*.

- Select a drawing tool (pen, marker, pencil, eraser, and draw freehand strokes on the image. Tap the color circle to change the color. Tap again on a tool to change its characteristics. Use the lasso tool to combine strokes to move them as a group. Use the ruler tool to draw straight lines. Use two fingers rotate the ruler.
- Tap the + in the lower right corner to see more markup tools:
 - **Text:** tap the [T] Text icon → the pop-up text box → *Edit*. Type the desired text. To change font, size, and justification, tap the AA icon, at lower left.
 - **Signature:** tap the *Signature* icon → *Add or Remove a Signature* → sign with your finger or tap an existing signature. Drag and resize on the image.
 - **Magnifier:** tap the *Magnifier* button. Drag it to highlight a feature in the image.
 - Adjust the **size of the circle** by dragging the blue dot in and out from the center of the circle.
 - Adjust the **magnification** by dragging the green dot along the circle between 12 and 3 o'clock.
 - Adjust the **color** of the circle by tapping a color.
 - Tap the blue circle-over-square icon, lower left, to select the circle **outline thickness**.
 - **Shapes:** select rectangle, oval, callout or arrow to insert a shape into an image. Drag the adjustment handles to reshape; drag the shape to reposition it. Tap the square-over-circle icon, lower, left to modify the line thickness, fill, and arrow type.



Tap *Done* in the upper right corner when finished with markup.

Tap the *Done* button lower right corner when finished with all editing and to save your modified image.

Import Photos iPhone → PC



Connect your iPhone to PC using USB-Lightning connector. Open *Photos* app on **PC** → *Import* on upper right corner → *From a USB device* → *Apple iPhone* → [Unselect or Select items you want to import] → *Import Selected*.

Images will be placed in your PC under the *Pictures* folder into a subfolder named by date (year-month), e.g., 2020-04.

Similarly for the Mac, use the Mac *Photos* app.

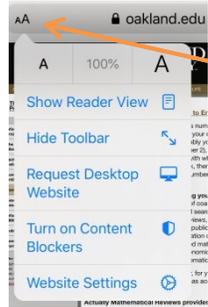
Safari

Safari Internet web browser

Pinch and spread to zoom in and out on a website's text.

When typing the address of a website already open, Safari provides a *Switch to Tab* list, and others.

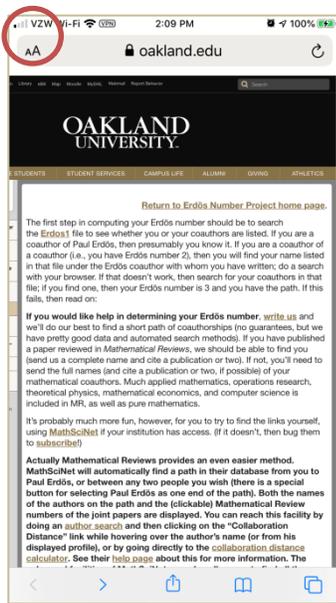
Tap on an image →  → *Print, Copy, Find on Page, Save Images* or. Share web pages as a *PDF*.



Enter or paste the name of a Website and tap the **go** key on the keyboard. Navigate between web pages by tapping **<** or **>** or swiping the screen right or left. Tap book icon to see bookmarks.

Tap the **AA** to the left of the URL entry field at the top of the Web page → View menu provides quick access to text size controls, *Show Reader View*, *Hide Toolbar*, *Request Desktop Website*, *Turn off/on Content Blockers*, and *Website Settings* (exclusively for this website): *Request Desktop Website*, *Use Reader Automatically*, *Use Content Blockers*; enable access to *Camera*, *Microphone*, and *Location*.

Reader View - Easy read Web pages



Compare The legibility of these two views



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.



Some, but not all, Websites will support Reader View.

Tap the **AA** to the left of the URL entry field at the top of the Web page. The menu may have a *Show Reader View* icon enabled (blue, not gray). If it does, tap that icon, and the body text of the **Web page will be transformed into an easy to read, large text view.** (Or hold the **AA** to toggle if Reader View is available.)

The **AA** will become highlighted. Tap the **AA** for more options: **Hide Reader View**, specify background color, font size, and typeface.

Access your browsing session history

View your browsing history:



Hold the **back symbol** **<** at the bottom, left of the screen and see the browsing history list for that tab. Return directly to any one of the listed Webpages by tapping it. Or swipe left-to-right on the screen to return to the previous page.

Hold on bookmarks button to add a bookmark or add to reading list.

 Email or text a web page from the share sheet: tap the **Options** **>** button at the top to select the *Send As* format of the web page.



Tabs: scroll between multiple open tabs (i.e., sessions) or open a new tab (tap **+**) in the start page.

- Swipe left to delete a tab, or tap **x** in the tab's upper left corner.
- Hold **+** to see recently closed tabs.
- Each *Safari* tab will have its own **browsing history**. The number of open tabs is unlimited.



Bookmarks: see your *Bookmarks*, *Reading List*, *History*.

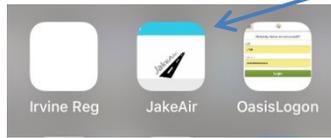
To close all of the open *Safari* tabs in one step, **hold** the tabs icon in the lower-right corner of the screen. You will get a prompt with an option for **Close All n Tabs**, **Close This Tab**, **New Private Tab**, **New Tab**, or **Cancel**. In the tab list view close all tabs by holding **Done** → **Close All n Tabs**

Set how long tabs are kept: *Settings* → *Safari* → *Close Tabs* → **Manually**, **After One Day**, **After One Week**, **After One Month**.

Search within a Web page

📄 → *Find on Page*. (Or enter search string in *Search* or enter website name and scroll down to the bottom and tap *On This Page*.) Tap ^ or v to find previous or next occurrence.

Quick access to a favorite Website



Add a **shortcut icon to a Website** on any Home screen page. It will look like any app icon. Tap on the icon to be taken directly to the Website in *Safari*.

In the Website in *Safari* → 📄 → *Add to Home Screen*. Accept the default label text, but when it is too long, edit it.

Music and iTunes Store

Apple Music service allows subscribing to unlimited music streaming and downloads for \$9.99/month. But if you terminate your subscription, the downloads will all disappear from your iPhone.



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

Add music you have ripped from your CDs using iTunes on your PC or Mac and then sync the songs to your iPhone.

Access iTunes on your iPhone by opening the *iTunes Store* app. 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.

When playing music, the music controls are available in the *Music* app, on the Lock Screen, in the Notification Center, and in the Control Center. In the Music app, tap the list ≡ icon to see the *Up Next* list, and the shuffle and repeat controls.

In Library display music by *Playlists*, *Songs*, *Albums*, *Artists*, *Composers*, or *Downloaded Music*. Tap *Edit* to customize the list. Create playlists and manually sort your songs in any order. Songs can be placed in more than one playlist.

Three useful EarPod buttons

Microphone
volume up
volume down

The **middle button** will mute the music and **answer the phone**. Later, it will hang up and resume playing the music.

When listening to music on iPhone EarPods,

- **single tap** the **middle button** of the control pod cable hanging from the right earpiece **pauses or plays** the music.
- **double-tap** the middle button to skip to the **next song**.
- **triple-tap** to listen to the **previous song**.
- **triple-tap and hold** to **rewind** to the beginning of the currently playing song.

Notification Center

For each app, customize how you are notified. *Settings* → *Notifications* → [select an app] → *Allow Notifications*



Select any combination of:

- ✓ Lock Screen
- ✓ Notification Center
- ✓ Banner (Banner Style *Temporary* or *Persistent*)

The **Notification Center** displays a list of messages, email, phone calls, *Calendar* events, and more. Swipe down ↓ **from above the top of any screen** [iP X: swipe down ↓ **from notch area**] to see a list of notifications. If music is playing, it is shown at the top of the Notification Center.

To quickly respond to a notification, tap on the stack to see the individual notifications. Tap on a notification to view it. Swipe right-to-left ← to *Manage*, *View* or *Clear* it. Clear an entire stack by tapping the (X). Hold to view and respond to it. Tap it or swipe left-to-right → to *Open* it.

Swipe up from below the screen to dismiss the Notification Center.

Maps

While navigating, swipe up to view: nearby *Gas Station*, *Breakfast*, *Restaurants*, *Coffee* stops (tap one to add it to your route), *Share ETA*, *Details* turn-by-turn list, *Audio* voice volume.

Share ETA tab: start *Drive* navigation and tap *Share ETA* button. Select a person from recent texts shown or *Contacts* to whom to share your ETA with.

Lower right corner of the map shows the temperature at the displayed area.

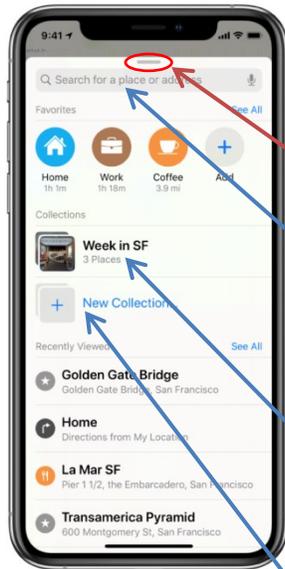
Scroll around the map with one finger.

Zoom: double-tap and hold on the map with one finger; up zooms in, down zooms out.

Look Around: where available tap the binoculars icon in the upper right-hand corner; an image will pop up. Tap *Done* to exit or tap the two arrows in the upper-left to see the full screen mode. Try it on the Las Vegas Strip.

View 3D Maps: Drag up with two fingers.

Mark your Location: tap and hold the Maps icon on the Home screen → *Mark My Location* on the popup. This will open the Maps app and mark your current location.



Maps features turn-by-turn GPS navigation. Receive *Drive*, *Walk*, *Real Time Transit* directions, (including locations of stops and exits) or *Ride* to open Uber and immediately display prices and waiting times. See traffic delays.

Swipe up on the Search bar tab — to see *Favorites*, *Collections*, and *Recently Viewed*. Tap *Add* + to add a new Favorite.

Tapping in the Search field reveals *Recent Searches* and *Search Nearby* suggestion options such as *Restaurants*, *Fast Food*, *Gas Stations*, *Coffee Shop*, *Groceries*, *Hotels*, *Bars*, *Shopping Centers*. Tap *Cancel* to return to *Favorites*, *Collections*, and *Recently Viewed*.

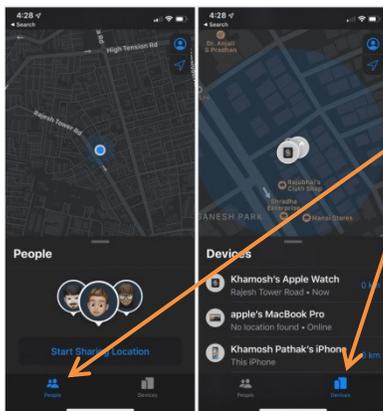
Add a location to a collection. Tap a collection → + at the bottom right and search for or select a location to add it to the current collection. Any related group of locations are good candidates for a collection.

To create a new collection, scroll down to the *Collections* section and tap *New Collection...* Give your collection a name, then tap *Create* in the upper right corner. Your collection will be in your list, but empty. Tap it → *Add a Place* to open a search window. Find the location you want to add and tap the (+) button to add it. There is a maximum of three collections.

Maps can automatically remember where you parked your Bluetooth equipped car. Look below the *Search* field, choose *Parked Car* from the suggestions list. Or type “parked car.” For this to work properly, turn on:

- *Settings* → *Maps* → *Show Parked Location* → *On*
- *Settings* → *Privacy* → *Location Services* → *On*. Set *Maps* → *While Using*
- *Settings* → *Privacy* → *Location Services* → *System Services* → *Significant Locations* → *On*.

Find My



Turn on *Send Last Location* in *Settings* → *[your identifier] Apple ID*, *iCloud*, *iTunes & App Store* → *iCloud* → *Find My iPhone* → *Send Last Location* → *On*. Also set *Enable Offline Finding* → *On*

Find My is two apps in one: **Find People** and **Find Devices**, now combined into a single app to help you locate the people and devices important to you. Tap

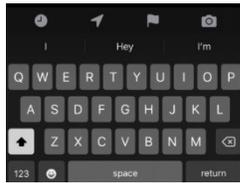
- *People* or
- *Devices*

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 preparations have been made:

After setting up *iCloud*: *Settings* → *[your identifier] Apple ID*, *iCloud*, *iTunes & App Store* → *Find My* → *Find My iPhone* → set *Find My iPhone*, *Enable Offline Finding*, and *Send Last Location* → *On*. Once enabled, track your iPhone (from another device) on a map, remotely force the phone to play a loud sound, lock down the phone, have it display an alert message, or even wipe its memory.

Reminders

Associate a reminder with a specific contact and you will see the reminder the next time you contact them in the Messages app.



If you have a lot of separate reminders lists, you can **group** them together in under a single heading. If you have a grocery list, a drugstore list, and a list for your favorite clothing store, you can aggregate them all into a *Shopping* group, offering better organization in the *My Lists* section of the app. To **add a group**, tap on the *Edit* button and then choose the *Add Group* option at the bottom left. Name the new group, and tap *Include* and choose which lists to add to the group. You can also use drag and drop gestures to arrange your lists.

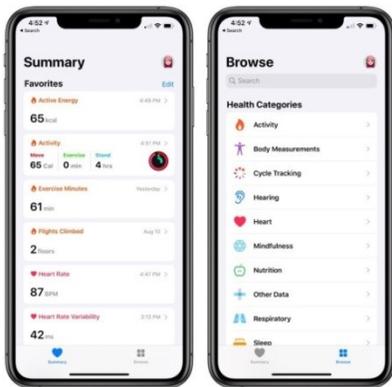
The *Reminders* home screen organizes reminders into lists, such as *Today*, *Scheduled*, *Flagged*, and *All*. Create lists of reminders. Tap the *Add List* icon near the bottom of the screen to get started. Further organize lists into groups.

Reminders supports the ability to add photos, web links, and documents. Scroll to the bottom of the screen when creating a new reminder or editing a current one and tap *Add Image* or *URL*. Tap a reminder → ⓘ → *URL* or *Add Image*.

Quick toolbar appears above the keyboard to augment a reminder:

- *clock* icon for scheduling a reminder for a specific day
- *arrow* icon for pegging a reminder to a selected location.
- *flag* icon marks a reminder as important,
- *camera* icon gives the option to add a photo or document to a reminder.

Health



New health features in iOS 13:

- *Menstrual Cycle Tracking*
- *Noise Monitoring* (requires an Apple Watch 4 or 5, or wearing EarPods)
- *Tooth brushing Time*

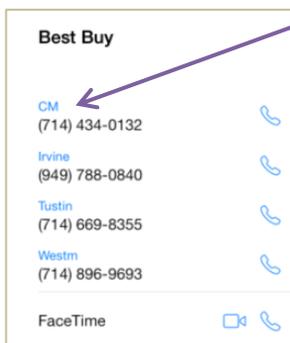
The *Health* main screen features two tabs: *Summary* and *Browse*.

Summary is an overview of all of your different health metrics. Edit what's in the *Summary* tab: tap *Edit* → the stars next to the categories you want to be able to see. The *Summary* tab can display average workout minutes, heart rate, steps walked per day, environmental sound levels, and more. *Highlights* shows graphs of Exercise Minutes, Workouts, Heart Rate, and more.

The *Browse* tab contains a breakdown of all of the available *Health Categories* to make it easier to find different health information and your *Health Records* if your doctor's office makes records available on the iPhone.

Information like *Medical ID* and *Apps* that source data to the Health app is in a new *Profile* section available by tapping on your profile picture at the top of the Health app.

Custom Contact labels

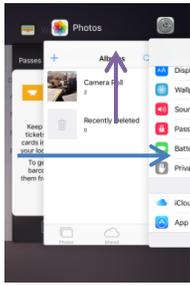


In *Contacts* **create custom labels** for phone numbers, email addresses and some other fields. Once created, these custom labels are available to use for *any* other contacts.

Here is a sample of custom labels created for Best Buy. I created labels for local cities.

Here is how to create a custom label in a contact: tap *Edit* → blue **label field**. Scroll to the section of the list where it says *Add Custom Label*. The label list cannot be sorted. Create labels such as *His*, *Hers*, *Brother-in-law*, *Mother*, *iPhone*, *Service*, *Emergency*, *Summer Home*, etc.

Switch to a recently used app



Don't quit apps unless they are malfunctioning or to insure the GPS is turned off. Apple's *iPhone User Guide for iOS 13.2* says "Typically there is no reason to quit an app; quitting it doesn't save battery power, for example."

Return to the previously used app: After jumping into one app by tapping a notification or a link, jump back into the first app by tapping the [app name] icon in the upper left corner.

To open the App Switcher screen press the Home button twice. [iP X swipe up from the bottom of screen and pause about half way up. Or from any open app, swipe left or right along bottom of the screen to switch apps.] The most recently used apps are on the top of the stack. Scroll horizontally and tap an app image to **switch to that recently used app**.

Quit a malfunctioning app: **swipe up the app's screen image**. Then open it again from the Home screen. Quitting **does not delete** the app from the iPhone, it merely terminates it.

Don't quit apps unless they are malfunctioning.

Touch ID — Face ID



Enabling Touch ID [iP X Face ID] is required when using Apple Pay (see page 19).

Touch ID [iP X Face ID] allows using a finger or thumb [iP X your face] to unlock your iPhone, rather than typing in a passcode (passcode is seldom required, except periodically for security, and each time you power up your iPhone from completely off).

Settings → *Touch ID [iP X Face ID] & Passcode* → *USE TOUCH ID [iP X FACE ID] FOR* (your choices On/Off): *iPhone Unlock*, *iTunes and App Store purchases*, *Apple Pay*, *Password Autofill*

Register up to five fingers [iP X two faces]. Register your most used finger more than once to improve Touch ID's accuracy and speed. You may register a family member's finger or face.

Label which finger and person has been registered in each of the five available fingerprint "slots" in case it is necessary to reregister a particular finger. To verify which finger each slot is assigned to, place a registered finger on the Home button and see the label background change color from white to **gray**.

Wallet & Apple Pay



Wallet can store retail store discount cards, credit cards and boarding passes.

Open the built-in *Wallet* app and enter your credit card information only once. Use the camera to enter credit card info in *Settings* → *Wallet & Apple Pay* → *Add Credit or Debit Card*. Also choose a Default Card in *Settings*.

You may select a different card as the default card in the *Wallet* app by holding that card and sliding it to the top of the stack.

Electronic college student ID cards at participating colleges can be stored in the *Wallet* app for dorm and dining hall access, and for entry into campus events.

Look for the **Apple Pay** or **NFC*** symbol. Apple Pay lets you pay for items in stores by holding your iPhone near the NFC terminal at the cash register of a participating store. When at the checkout counter, the NFC terminal will identify the presence of the iPhone. Confirm your identity by placing (not pressing) your finger on the Home button [iP X double-press side button and glance at the screen]. The iPhone haptic taps **when** the transaction completes. To use *Apple Pay*, Touch ID [iP X Face ID] must be enabled in *Settings* → *Touch ID [iP X Face ID] & Passcode* → *Apple Pay* → *On*.

Use Apple Pay to send money to friends from within the *Messages* app (see page 10).

Use Apple Pay to breeze through the gate for public transit without button pushing (*Settings* → *Wallet & Apple Pay* → *Express Transit Card* → [choose your preferred card]).

*NFC: Near Field Communication between devices separated by <4cm.

Do Not Disturb

Use Control Center to turn on *Do Not Disturb*. A "crescent moon" icon will appear in the status bar.

With the Ring/Silent 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.

Hold DND in Control Center to turn on DND for *1 hour*, *Until tomorrow morning*, or *Until I leave this location*. Also *Schedule*.

Use the *Do Not Disturb* setting to silence **external** calls, alerts, and notifications, when the iPhone is locked. It will not ring, vibrate, nor light the screen. The *Do Not Disturb* function sends calls immediately to voicemail. **Alarms and the Timer will not be silenced**, but *Calendar* alerts will.

Customize *Do Not Disturb*: *Settings* → *Do Not Disturb* → These are the available options:

- *Scheduled*: Automatically enable *Do Not Disturb* daily between the hours you specify. (I set 11 pm to 8 am.)
- *SILENCE* → *Always* or *Only while iPhone is locked*. Select whether DND is always silent or silent only while the phone is locked.
- *PHONE* → *Allow calls from* → *Everyone, No One, Favorites*, or a specific *Contact* group stored on your device.
- *Repeated Calls*: If enabled, when someone calls twice within three minutes, the call will not be silenced.

Dark Mode



Dark Mode inverts the black and white color scheme, giving a black background and white text. Not only is it easier on the eyes, but it also improves battery life on Super Retina iPhones (X, Xs, 11 Pro). It preserves the true colors in photos and other images. *Control Center* → Dark Mode toggle if you installed it in *Control Center*. Otherwise *Control Center* → hold *Brightness* → *Dark Mode On/Off*. Custom schedule Dark Mode to turn on and off at a preset times or based on sunset and sunrise: *Settings* → *Display & Brightness* → *APPEARANCE* → *Automatic* → *On*. In *Options* select *Sunset to Sunrise* or *Custom*.

iCloud.com

(iCloud.com shown here on my PC screen)



Enter and view iPhone app data on your PC. iCloud wirelessly pushes your content to all your devices. Any changes made in one device will be updated in the other(s).

Download and install the iCloud Control Center onto your PC.

On the iPhone *Settings* → *[your identifier]* → *iCloud* → turn *On* those apps you want to share data with your PC and other devices on iCloud, choosing from: *Mail, Contacts, Calendars, Reminders, Notes, Safari, News, Home, Wallet, Game Center, Keychain, Find My, iCloud Backup, Files, etc.*

<https://support.apple.com/en-us/HT204283>

Appendix: 91 extra and useful tips not covered in this class

Refer to the *iPhone User Guide for iOS 13.2*, or **Google, Bing, or YouTube** to find out more information about these tips and features.

1. <i>Accessibility</i>	Check out <i>Settings</i> → <i>Accessibility</i> → for many features for vision, motion, hearing, and learning impaired iPhone users.
2. <i>Accessibility Shortcut</i>	Triple-click Home button [iP X triple-click side button] to get to up to 9 functions.
3. <i>Airplay</i>	Wirelessly mirror you iPhone screen, music, videos to your Apple TV.
4. <i>AirPrint from your iPhone or save as file</i>	Requires an <i>AirPrint</i> enabled printer. From an app select text, tap  → Print.
5. <i>App Store</i>	Select from over 2 million apps in the App Store app. Many are free, and others cost only \$0.99, some higher. Cancel auto subscriptions: <i>Settings</i> → [your name at the top] <i>Apple ID, iCloud, iTunes & App Store</i> → <i>iTunes & App Store</i> → <i>Apple ID</i> [your Apple ID email] → [your iPhone password or use touch ID] → <i>View Apple ID</i> → <i>Subscriptions (or Purchase History if you have no Subscriptions)</i> → choose Subscription you wish to cancel.
6. <i>Backup, iCloud</i>	<i>Settings</i> → [your identifier] → <i>iCloud</i> → <i>iCloud Backup</i> → <i>On</i> .
7. <i>Battery Usage and Charge</i>	Display the percentage of remaining battery life next to the battery icon. <i>Settings</i> → <i>Battery</i> → <i>Battery Percentage</i> → <i>On</i> . See battery health: <i>Settings</i> → <i>Battery</i> → <i>Battery Health</i> . See the <i>Last 24 Hours</i> or <i>Last 10 Days</i> of battery usage.
8. <i>Bluetooth, disable by app</i>	Some apps use Bluetooth to track your location. Not all apps need Bluetooth access; block Bluetooth access for any app when you first launch an app (this has nothing to do with Bluetooth playback). Go to <i>Settings</i> → <i>Privacy</i> → <i>Bluetooth</i> to see all apps asking for Bluetooth permissions and toggle the access On or Off.
9. <i>Calendar: alternate Calendars: Chinese, Hebrew, and Islamic</i>	<i>Settings</i> → <i>Calendars</i> → <i>CALENDARS</i> → <i>Alternate Calendars</i> → [Off, Chinese, Hebrew, Islamic].
10. <i>Calendar: attach a file, Word or pdf document</i>	When editing a Calendar event, tap <i>Add Attachment...</i>
11. <i>Calendar: create a Calendar event from email</i>	Tap on date and time → <i>Create Event</i> .
12. <i>Calendar time increments: 1 or 5 minutes</i>	Double tap the time selector to select 5 minute steps (...20 25 30 35 40...) or 1 minute steps (...28 29 30 31 32...).
13. <i>Calendar: travel time</i>	Take into account travel time for event alerts. In <i>Edit</i> → <i>Travel Time</i> . Combine with <i>Alert</i> times to create additional reminder times (e.g., 5 <i>Travel</i> + 15 <i>Alert</i> = 20 minutes).
14. <i>Calendar: show week numbers</i>	Week numbers: <i>Settings</i> → <i>Calendars</i> → <i>CALENDARS</i> → <i>Week Numbers</i> → <i>On</i> .
15. <i>Camera: preserve your Camera settings</i>	Each time you open the Camera, some settings can be preserved from the previous camera use. <i>Settings</i> → <i>Camera</i> → <i>Preserve Settings</i> → toggle the switches to preserve the following settings: <i>Camera Mode, Filter, Live Photo</i> .
16. <i>Charging, quietly</i>	When you attach the Lightning cable, your iPhone makes a chime noise. Turning on the silent switch causes your iPhone to vibrate which also may make a sound. This can be prevented. Activate the Camera, THEN plug in the Lightning cable.
17. <i>Clock app</i>	Clock app is accessed via the Alarm, Timer, or Stopwatch icon in Control Center or Clock icon on Home screen. Four apps in one: World Clock, multiple time zones; Alarm, multiple; Bedtime, sleep time, wake up alarms; Stopwatch; Timer can be set to seconds.
18. <i>Color blindness filters</i>	<i>Settings</i> → <i>Accessibility</i> → <i>Display Accommodations</i> → <i>Color Filters</i> → <i>On</i> , and select the kind of color-blindness you have (e.g., Protanopia, red/green).
19. <i>Contacts: assign Contacts to multiple groups</i>	Create a number of Groups in <i>Contacts</i> using iCloud.com, or other contacts app on your computer, then assign each contact to one or more groups. Or use <i>Groups</i> app.
20. <i>Contacts: create a new contact from an email</i>	Hold an address in the email text, and tap <i>Add to Contacts</i> .
21. <i>Data management, cellular</i>	<i>Settings</i> → <i>Cellular</i> and disable cellular data usage for any installed apps you are willing to use only when you have Wi-Fi Internet access.
22. <i>Do Not Disturb, emergency bypass contacts</i>	DND Emergency bypass for particular important contacts: To set it, open <i>Contacts</i> ; find the important person's entry; tap <i>Edit</i> → <i>Ringtone</i> → <i>Emergency Bypass</i> → <i>On</i> . <i>Edit</i> → <i>Text Tone</i> → <i>Emergency Bypass</i> → <i>On</i>

23. <i>Do Not Disturb while driving option</i>	Prevents receiving or sending texts or email while driving. Turn on or off in <i>Control Center</i> . Settings → <i>Do Not Disturb</i> → <i>DO NOT DISTURB WHILE DRIVING</i> → <i>Activate</i> → <i>Automatically, Car Bluetooth, Manually</i> .
24. <i>Emergency Auto Call</i>	Calls 911 when you press the side button quickly 5 times. Enable in <i>Settings</i> → <i>Emergency SOS</i> → <i>Auto Call</i> → <i>On</i> . When pressed 5 times disables Touch or Face ID.
25. <i>Family Sharing</i>	Enable <i>Family Sharing</i> in all iPhones in the family share purchases and calendars.
26. <i>Files app</i>	<i>Files</i> app has drag and drop capabilities: <i>Settings</i> → [your Apple ID] → <i>iCloud</i> → <i>iCloud Drive</i> → <i>On</i> . Access Zipped files, Access files on a USB drive, SD card, or hard drive. Document Scanner: create a digital copy of physical documents and put them directly in the location where you want to store them. Share entire folders with other iCloud Drive users from the <i>Files</i> app. Tap and hold on a folder, select <i>Share</i> → <i>Add People</i> and choose how you want to invite people to share the folder.
27. <i>Guided Access runs only a single app.</i>	<i>Settings</i> → <i>Accessibility</i> → <i>Guided Access</i> → <i>On</i> → <i>Passcode Settings</i> → <i>Set Guided Access Passcode</i> and enter a passcode you will remember.
28. <i>Haptic Touch replaces 3D Touch</i>	All iPhones are now able to access features like the Home screen app quick actions. What previously occurred when you would 3D Touch an icon, now appears with a tap and hold (with haptic feedback). Disable 3D Touch: <i>Settings</i> → <i>Accessibility</i> → <i>Touch</i> → <i>3D & Haptic Touch</i> → <i>3D Touch</i> → <i>Off</i> .
29. <i>HomeKit app built into iPhone</i>	Control lights, thermostats, shades, garage doors, fans, locks, sensors in your home.
30. <i>Keyboard: Disable Character Preview</i>	When you tap a key on the keyboard, a large flag pops up showing the character typed. <i>Settings</i> → <i>General</i> → <i>Keyboards</i> → <i>Character Preview</i> → <i>On/Off</i> .
31. <i>Keyboard: One-handed</i>	Move the keyboard closer to one side, for easier one-handed typing: hold emoji key.
32. <i>Location Services</i>	Control the location data you pass to apps. Can grant an app access to your location once or anytime you use it. Receive a notification when an app is using your location in the background. Control whether you share your location when you share a photo on social media. <i>Settings</i> → <i>Privacy</i> → <i>Location Services</i> → [select an app] → <i>Never/Ask Next Time/While Using the App/Always</i> .
33. <i>Lock, set time before iPhone locks</i>	<i>Settings</i> → <i>Display & Brightness</i> → <i>Auto-Lock</i> → [30 Seconds ... 5 Minutes, Never]
34. <i>Mail: Add a Mail account</i>	<i>Settings</i> → <i>Passwords & Accounts</i> → <i>Add Account</i> .
35. <i>Mail: Add a New Mailbox</i>	In <i>Mail</i> app, <i>Mailboxes</i> → <i>Edit</i> → <i>New Mailbox</i> → [enter name of new mailbox and MAILBOX LOCATION] → <i>Save</i> .
36. <i>Mail: Block Sender</i>	Have all email from a specified sender blocked and move the messages directly to the trash. <i>Settings</i> → <i>Mail</i> → <i>Blocked</i> → <i>Add New</i> .
37. <i>Mail: Custom “signatures” for each account</i>	<i>Settings</i> → <i>Mail</i> → <i>Signature</i> → <i>Per Account</i> . Create custom text signature (which appears at the end of each of your email messages) for each account.
38. <i>Mail: Drag and drop email addresses</i>	Hold your finger on one of the addresses until it turns into a blue bubble, and drag to another field. For example, drag from the <i>To:</i> field to the <i>Cc:</i> or <i>Bcc:</i> field.
39. <i>Mail: Filter mailbox list</i>	 <p>On the email preview list, at the bottom left corner is the filter button. The default is set to <i>Unread</i>. Customize to include <i>Flagged</i>, <i>Only Mail with Attachments</i>, and others.</p>
40. <i>Mail: group or batch email</i>	In <i>Contacts</i> create a group in iCloud.com. Enter the group name into the <i>To:</i> field.
41. <i>Mail: load remote images</i>	Turn this off to conserve cellular airtime. <i>Settings</i> → <i>Mail, Contacts, Calendars</i> → <i>Calendars</i> → <i>MAIL</i> → <i>Load Remote Images</i> → <i>Off</i> .
42. <i>Mail: mark addresses in Mail going outside your company’s server, shown in red:</i>	<i>Settings</i> → <i>Mail</i> → <i>Mark Addresses</i> . Enter the name of the safe email address (only the part after the @ – i.e. mycompany.com). To: bob@mycompany.com , ed@otherfirm.com
43. <i>Mail: preview</i>	Preview email messages, web links, and more simply by pressing and holding to see a hint of the content.
44. <i>Mail: show a Mailbox in the Mailboxes list.</i>	In <i>Mail</i> app, <i>Mailboxes</i> → <i>Edit</i> → <i>Add Mailbox</i> .
45. <i>Mail: show Related messages in Mail</i>	Swipe left on an email, tap ●● <i>More</i> → <i>Show Related Messages</i> .
46. <i>Measure</i>	Calculates sizes of objects such a picture frame. Level for leveling pictures, tables.

47. <i>Memory: running out of memory?</i>	<i>Settings</i> → <i>General</i> → <i>iPhone Storage</i> → <i>Offload Unused Apps</i> → <i>Enable</i> , <i>Optimize Photos</i> , <i>Review Large Attachments</i> . Also shows when apps were last used, to help you select those to delete.
48. <i>Messages: enabling SMS text messaging on a non-cellular iPad on same Wi-Fi</i>	<i>Settings</i> → <i>Messages</i> → <i>Text Message Forwarding</i> → <i>On</i> .
49. <i>Messages: canned response</i>	In <i>Messages</i> list, hold on a recipient; canned message list appears; select one to send.
50. <i>Messages, profile, Animoji</i>	Create a custom iMessage profile with a separate name and a photo and choose who to share it with. Go to <i>Settings</i> → <i>Messages</i> → <i>Share Name and Photo</i> . Select if you want to share with <i>Contacts Only</i> , <i>Anyone</i> , or <i>Always Ask</i> . Once you create a Memoji avatar, Apple will automatically create a sticker pack for you. This will be available in the new iMessage app called Animoji Stickers. They can be accessed from anywhere in the iPhone using the Emoji keyboard.
51. <i>Music: sleep timer for music</i>	Set the <i>Music</i> app to stop playing after a desired period of time. In <i>Clock</i> → <i>Timer</i> → <i>When Timer Ends</i> → scroll down to and tap <i>Stop Playing</i> .
52. <i>Music: wake up to your favorite song</i>	Wake up to any song in your music library. <i>Clock</i> → <i>Alarms</i> → <i>Edit</i> → [select an alarm] → <i>Sound</i> → <i>SONGS</i> → <i>Pick a Song</i> → [select song from your Music app].
53. <i>News</i>	<i>News</i> app consolidates all the stories you want to read, from top news sources, based on topics you're most interested in. <i>Today</i> , <i>News+</i> subscription, <i>Following</i> .
54. <i>Night Shift</i>	Display-based setting "warms up" an iPhone or iPad's screen at night to cut down on blue light exposure. <i>Settings</i> → <i>Display & Brightness</i> → <i>Night Shift</i> → <i>Scheduled</i> → <i>On</i> , <i>From To</i> → <i>Custom Schedule</i> to set the times <i>Night Shift</i> will turn on and off.
55. <i>Password Manager</i>	<i>Settings</i> → <i>Accounts & Passwords</i> → <i>App & Website Passwords</i> . Stores the passwords of all accounts used on your device.
56. <i>Password, Require</i>	<i>Settings</i> → <i>Touch [iP X Face] ID & Passcode</i> → <i>Require Passcode</i> → [select time]. <i>Immediately</i> is the only option with Touch ID or Apply Pay enabled.
57. <i>Phone: block known unwanted callers from phoning, FaceTime or texting you.</i>	<i>Settings</i> → <i>Phone</i> → <i>Call Blocking & Identification</i> → <i>BLOCKED CONTACTS</i> . Or in <i>Messages</i> or <i>Phone</i> app tap (i) → phone number or email address → <i>Block this caller</i> .
58. <i>Phone: fix a poor cellular or Wi-Fi signal</i>	Turn <i>Airplane Mode ON</i> and <i>OFF</i> again. If that doesn't work, turn the iPhone completely off and then on.
59. <i>Phone: Low Data Mode</i>	Limit data-intensive apps from using too much cellular data: <i>Settings</i> → <i>Cellular</i> → <i>Cellular Data Options</i> → <i>Low Data Mode</i> → <i>On</i>
60. <i>Phone: smart phone numbers</i>	In <i>Contacts</i> , combine a phone number and the local extension: 714 555-1234;222. Tap the <i>Dial "222"</i> label and the iPhone will tone dial the local extension number. To enter a semicolon → + * # button → wait.
61. <i>Photos: convert portrait to normal</i>	Portrait: tap <i>Edit</i> → PORTRAIT button to switch the image between portrait and normal. Tap <i>Done</i> to save.
62. <i>Podcasts</i>	Download many available, often free, podcasts off-line while you walk or drive.
63. <i>Raise to wake</i>	<i>Settings</i> → <i>Display & Brightness</i> → <i>Raise to Wake</i> → <i>On</i> .
64. <i>Reachability brings the top of the screen into reach</i>	Double-tap (don't press) the Home button [iP X swipe down on the Home indicator] to bring the top of the screen into reach. <i>Settings</i> → <i>Accessibility</i> → <i>Reachability</i> → <i>On</i> . Tap tab on top to dismiss.
65. <i>Refresh, Background App</i>	Save power: <i>Settings</i> → <i>General</i> → <i>Background App Refresh</i> → <i>Off</i>
66. <i>Restart, forced</i>	iPhone 6s: hold Home and side buttons simultaneously. iPhone 7 and 8: hold volume down and side buttons. [iP X press and release volume up, volume down; then hold side button.]
67. <i>Restrictions</i>	Restrict explicit music, disallow changes to certain settings, prevent the use of certain apps, the installation of new apps, or changes to accounts or the volume limit. <i>Settings</i> → <i>General</i> → <i>Restrictions</i> → <i>Enable Restrictions</i> .
68. <i>Ringtones, Custom</i>	<i>Settings</i> → <i>Sounds & Haptics</i> → <i>SOUNDS AND VIBRATION PATTERNS</i> → [select app] → [select or purchase new tone]
69. <i>Safari: save Websites or PDFs in Books</i>	Tap the top of the PDF page in Safari or tap the share button, and see the option to <i>Copy to Books</i> or <i>Save PDF to Books</i> .

70. <i>Screen Time</i>	New setting shows how much time you spend on the phone, on each app, and the number of times you wake the phone. Also set <i>Downtime</i> periods and <i>App Limits</i> .
71. <i>Settings: Search Settings</i>	Searching within Settings is available at the top of the main Settings page.
72. <i>Settings: access an App's Settings Using Siri</i>	In any app, invoke Siri and say, "settings." You will be taken directly to the app's settings page.
73. <i>Sign in with Apple</i>	When a participating app or website asks you to set up an account or to sign in for the first time, tap <i>Sign in with Apple</i> and follow the onscreen instructions. If they ask for your name and email address to set up an account, <i>Sign in with Apple</i> displays your name and the personal email address from your Apple ID account for you to review. Edit your name if desired. To specify an email address, either tap <i>Share My Email</i> or hide your email address by tapping <i>Hide My Email</i> . Apple creates a unique, anonymized address for you that forwards email from the app to your personal address. This allows you to receive email from the app without sharing it the app or Website.
74. <i>SIM, dual</i>	The iPhones XS and XR have dual SIM cards with a built in eSIM: to separate numbers, and carriers, for one iPhone.
75. <i>Siri will control third party apps</i>	For example, "Hey Siri, send Joe Smith a message in WhatsApp."
76. <i>Siri: change Siri's voice</i>	Change Siri from a she to a he. <i>Settings</i> → <i>Siri & Search</i> → <i>Siri Voice</i> → <i>Male/Female</i> . Also, select a different pronunciation dialect from the listening dialect.
77. <i>Siri: correct how Siri pronounces a name</i>	"That's not how you say Greselda."
78. <i>Siri: "Hey, Siri"</i>	Say "Hey, Siri" to get her attention—and say a command. Enable Hey, Siri: <i>Settings</i> → <i>Siri & Search</i> → <i>Allow "Hey Siri"</i> → <i>On</i> . Disable on lock screen for security: <i>Settings</i> → <i>Siri</i> → <i>Access When Locked</i> → <i>Off</i> .
79. <i>Siri: see a history list of all the songs Siri has identified</i>	Open the <i>iTunes</i> app on your iPhone and click on the  button on the top right. Tap on the <i>Siri</i> tab in one of the boxes at the top.
80. <i>Speak Screen</i>	Swipe down with two fingers from the top of the screen to hear the content of the screen. <i>Settings</i> → <i>Accessibility</i> → <i>Speech</i> → <i>Speak Screen</i> → <i>On</i> .
81. <i>Spotlight Search</i>	Swipe down from within the center of any Home screen, or from the <i>Today View Widgets</i> , tap in the <i>Search</i> window. Search for <i>Applications</i> (and the folder it's in), <i>Files</i> , <i>Contacts</i> , <i>Mail</i> , <i>Messages</i> , <i>News</i> , <i>Notes</i> , <i>Books</i> , <i>Reminders</i> , <i>Music</i> , <i>Apple Store</i> , <i>Calendar</i> , <i>Settings</i> , <i>Safari</i> , <i>Dictionary</i> , <i>Search Web</i> , <i>App Store</i> , <i>Maps</i> , and <i>Ask Siri</i> .
82. <i>Stocks</i>	Follow all of your stocks, bonds, indexes, and mutual funds at any time. Tap the + button to add securities.
83. <i>Text: want larger text? Bold text?</i>	<i>Settings</i> → <i>Display & Brightness</i> → <i>Text Size</i> or <i>Bold Text</i> (Bold invokes a reset).
84. <i>Tips app</i>	Open the Tips app to read a set of tips telling about great iPhone features.
85. <i>Today Widgets</i>	See the <i>Today Widgets</i> by swiping left-to-right → in the primary Home screen, and see an overview of your day. Scroll to the bottom of the <i>Today Widgets</i> , tap <i>Edit</i> to add, remove, or reorder your <i>Today Widgets</i> .
86. <i>Unused apps, offload</i>	Automatically remove unused apps, but keep their documents and data. Reinstalling the app will restore your data, if the app is still available from the App Store. Disabled by default, enable in <i>Settings</i> → <i>iTunes & App Stores</i> → <i>Offload Unused Apps</i> → <i>On</i> .
87. <i>Vibrate</i>	<i>Settings</i> → <i>Sounds & Haptics</i> → <i>VIBRATE</i> → <i>Vibrate on Ring</i> → <i>On/Off</i> . <i>Settings</i> → <i>Sounds & Haptics</i> → <i>VIBRATE</i> → <i>Vibrate on Silent</i> → <i>On/Off</i> .
88. <i>Voice Memos app</i>	Record audio in digital format, much like a tape recorder. After recording you can tap ... to <i>Edit</i> , <i>Duplicate</i> or <i>Share</i> . Uses about 300 MB per hour. Edit your recordings with more precision with pinch to zoom on the waveform.
89. <i>Wi-Fi Calling</i>	Make calls through Wi-Fi instead of cellular, available from most cellular providers. <i>Settings</i> → <i>Cellular</i> → <i>Wi-Fi Calling</i> → <i>On</i> .
90. <i>Wi-Fi: Personal Hotspot</i>	Use the iPhone's cellular data Internet access ability to create a personal Wi-Fi hotspot for an iPad or other phone. <i>Settings</i> → <i>Personal Hotspot</i> → <i>Personal Hotspot</i> → <i>On</i> . Automatically connect to your nearby iPhone personal hotspot when no other internet connection is available.
91. <i>Wi-Fi: send password</i>	When asked for a Wi-Fi password, bring your iPhone near any iPhone, iPad, or Mac which has connected to the network, and has you in their <i>Contacts</i> .