

# iPhone Tips

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## Security

- Secure the content on your iPhone with a **passcode**
  - Go to **Settings, General**, and then **Passcode Lock**
  - Tap **Turn Passcode On** (this feature can be turned off at any time)
  - Enter a four-digit passcode (you'll be asked to enter it again)
  - If the two passcodes match, you see the Passcode Lock screen
  - To set the amount of time the iPhone is locked before a passcode is required to unlock it, tap **Require Passcode**
  - Tap the amount of time the iPhone is locked before the passcode takes effect (the shorter the time is better but will require you to enter passcode more often)
  - Tap **Passcode Lock** to finish
  - **DO NOT forget your passcode** – your choices for recovery are very limited
- Voice Dialing when locked – unless you tell it not to, **your iPhone will allow Voice Dialing even when it is locked with a passcode** (this means that if it is stolen someone could still use it and run up your bill)
  - To turn Voice Dial off
    - Go to **Settings, General**, and then **Passcode Lock**
    - Slide the **Siri** switch to the **OFF** position
    - You would also need to **Require Passcode Immediately** or **After 1 minute** for extra protection

## iCloud

- **IMPORTANT** – if you have never done an iCloud backup – **DO IT NOW**
  - Tap **Settings**, tap **iCloud**, tap **Storage & Backup**, tap **Back Up Now**
- Turn on Find My iPhone
  - Tap **Settings**, tap **iCloud**, tap **Find My iPhone** to turn it **ON**
- Locate your iPhone using iCloud
  - On your computer go to [www.icloud.com](http://www.icloud.com)
  - Enter your **username** and **password**, press **Enter**
  - **Click Find My iPhone** (if you have multiple devices (such as an iPad, click the Devices button first and then click on your iPhone)
  - A box appears with three options you can choose from
    - **Play Sound** – your iPhone will play a sound at full volume for two minutes so you can find it

- **Lost Mode** – putting your iPhone into lost mode will lock it with a passcode, lost mode also sends a message displaying a contact number, your iPhone tracks and reports its location to the Find My iPhone service
- **Notify Me When Found** – you can tap this check box if you want to receive a notification when your device is found (will give you a notification if you have another iDevice such as an iPad)
- **Erase iPhone** – this option will erase all information and media on your iPhone, erase iPhone restores your iPhone to the original factory settings

## Contacts

- Attach your contact info in iPhone settings
  - Tap **Settings**, tap **Mail, Contacts, Calendars**
  - Scroll to the Contacts section
    - **Attach the My Info field to your Contact info** – this is what Siri uses to help you with everything you do or request
      - Tap **My Info**, tap **your contact** card (should include **all** info about you)
  - Specify the My Info card for Siri by going to **Settings, General, Siri**, tap **My Info**, then select your contact again
- Quick dial and open – if you have a lot of contacts, locating and opening them can be much quicker using **Spotlight**
  - On a Home screen **swipe all the way to the right** (Spotlight screen)
  - Type a few letters of the contact's name
  - From the list that appears, tap the person's name to open their contact
- Send Contact Information by Email or Text – sometimes you are asked for a friend's phone number, email address, etc. (your iPhone can share this info as a **vCard** – virtual business card – that can be read by most phones and email services)
  - Tap **Phone**, tap **Contacts**, tap the person whose info you want to share
  - Tap **Share Contact** at the bottom of the screen
  - On the screen that pops up, tap **Mail** or **Messages**
  - A new email or text opens with contact info already there, enter the additional info needed, then tap **Send**
- Process a vCard you receive in an Email or Text Message
  - Tap the **button for the vCard file**
  - On the vCard screen that opens, scroll down and then tap **Create New Contact**
  - If the vCard contains extra information about an existing contact, tap **Add to Existing Contact**, tap the contact
- Create contacts for all important people in your life – your iPhone will use this info a lot, examples:
  - Your boss – so Siri can call

- Your kids – so you can identify them as son or daughter so Siri can use this info
- Favorite restaurants
- Work address – You can create a reminder to do something when you leave work
- The examples are endless

## Keyboarding

- Shortcut for the period – at the end of a sentence, **tap the space bar twice**
  - You get a period, a space, and a capitalized letter at the beginning of the next word
- Auto apostrophes – when you type a contraction leave out the apostrophe and your iPhone will automatically add it (there are a few exceptions but not many)
- On the New Email Message keyboard, press and **hold the period button** to get options for **.net, .edu, .org, .us, and .com** – to use one of these, slide up and press the key you want
- Add the Emoji keyboard (smiley faces)
  - Tap **Settings**, tap **General**
  - Tap **Keyboard**, then tap **Keyboard** again
  - Tap **Add New Keyboard**
  - Scroll down the list to find **Emoji** and then tap it
  - Once you've turned on other keyboards, a tiny globe icon appears next to the space bar in any writing area in any program – when you tap the **Globe icon**, you get a choice of different keyboards (number of keyboards depends on phone version)
- Accented characters – **pressing and holding certain keys** will pop up additional options for that letter (for example: check out the letter e) – to use one of these choices, slide up and press the key you want

## Phone Calls

- If you can't take a phone call right now, but don't want the phone to continue ringing, then just press the **Sleep/Wake button twice** on top of iPhone – this stops the ringing and sends the call into your voicemail
- To silence a call but still answer the call –press the **Sleep/Wake button once** and then press the **Answer** button
- Reply to an incoming call with a text message
  - Updated feature of iOS 6, gives you the ability to reply to an incoming call without sending it to voicemail – when the call comes in, swipe your finger upward from the bottom on the phone icon

- Select **Reply with Message**, the call will be automatically declined and you will be shown 3 different preset messages to choose from, if one of them suits you, tap it and it is sent to the caller – Can't talk right now...
      - I'll call you later
      - I'm on my way
      - What's up
    - If none of the responses work for you, you can tap the **Custom button** to quickly type your own message on the fly
    - You can also customize the preset responses by going to Settings, **Phone, Reply with Message**, tap the text box and replace the text
  - Redial last number called (from the Keypad)
    - Tap **Call** and the last number you dialed will appear at the top
    - Tap **Call** again and the number will dial
  - Multitask while on phone call
    - Put call on **Speaker** (tap Speaker button) so you can still hear the conversation
    - Press the **Home** button, **tap the app** you want to open (such as Mail, Messages, Safari)
    - To return to your call screen, **tap once at the very top of your screen** (where it says **Touch to Return to Call**)
    - Doesn't work on all networks

## Mail

- The Secret .com button in Mail – if you want to end an email address with **.com, .net, .edu, .org, .us or .com** just tap-and-hold on the period key until the choices pop up – slide your finger up and over to your choice
- Add the Email Sender to your Contacts
  - Tap the blue, oval-shaped email address (next to From)
  - In the screen that opens you're offered two buttons: **Create New Contact** and **Add to Existing Contact**
- Create a VIP list – a new feature in mail (iOS 6) – this is a way to create a list of most important senders (such as family members, boss, anyone else you want to know immediately has sent you an email)
  - When any of these senders sends you an email, you'll be notified of it through the **Notifications** feature
  - To set this up
    - In your **Inbox**, tap the button in the top-left corner of your screen – this should show you all your **Mailboxes**
    - Tap the arrow to the right of **VIP**

- Tap **Add VIP** – your Contacts list appears, tap a contact to add that person to the VIP list
- Add other contacts by repeating the steps above
- Press the **Home** button and then tap **Settings**
- Tap **Notifications** and then tap **Mail** – in the settings that appear, tap **VIP**
- Make sure the Notification Center ON/OFF button is set to **ON**
- You can add an alert style and choose whether a badge icon, sound, or preview should occur; you can also choose to have the notification displayed on your Lock Screen
- Press **Home** to close Settings – New mail from your VIPs should now appear in Notifications
- Rearrange addresses in an email – if you made a mistake and put an address in the wrong field (for example, you should have put the address in the CC field instead of the TO field), the Mail app lets you change where recipient’s addresses are entered
  - Touch and hold the recipient’s name and it will lift off the page slightly
  - Now simply slide the name into the correct address field
- Save a draft of an email – if you are interrupted or need to stop working on an email before it’s finished
  - Tap the **Cancel** button – you’ll get an option to **Save Draft**
- Retrieve email drafts
  - In your Inbox, tap and hold the **Compose Message button** (bottom right)
  - This will take you directly to your Previous Drafts
  - Another way is to tap the button in top-left corner of Inbox
  - On the **Mailboxes** screen, scroll down to **Accounts** and tap your account name – this takes you to your folders, tap **Drafts**
- Street address in an email – Mail can do a number of useful things with this
  - Tapping the address opens the **Maps** app to a map of the address
  - If you **tap-and-hold** the address, a screen appears with 3 options: **Open in Maps**, **Add to Contacts**, and **Copy**
- Quote only part of an email in a Reply – select the portion you want to quote by double-tapping near that part and drag the handles around it
  - Tap the arrow pointing to the left at the bottom of the screen, and then tap the Reply button (that portion is added to the body of a new email)

## Messages

- If the Lock screen is on and a message comes in
  - Slide the **Messages icon** to unlock and you’ll be taken to the message

- When a new text message comes in – your text message will appear momentarily at the top of the screen, if you want to reply immediately, tap the message (option for this needs to be set in Notifications)
- The **Send button** normally appears **green**. Your messages appear in green bubbles, replies will appear in **gray** bubbles.
- If your text is sent as an iMessage, 2 things happen
  - You'll see the word iMessage with a horizontal line appear right above your text conversation (will also appear in the text box)
  - Your text message will now appear in a **blue** talk bubble with a **blue Send button**
- Group Messaging – when you send a message to several people, group messaging keeps all the replies of each individual together in the same conversation
- Character Count – shows how many characters you've typed in a message
  - There is a 160-character limit for a single SMS text, if you go over the 160-character limit, your text is automatically split into 2 or more text messages and sent separately
  - A little character counter automatically appears next to the top-right corner of the message field, showing how many characters you've typed
  - iPhone to iPhone has no character count limit

## Working with Apps

- Back to the first Home screen – if you have lots of Home Screen pages, the quickest way to get back to the first screen is to press the **Home** button
- Quick dial and open – if you have a lot of apps, locating and opening them can be much quicker using **Spotlight**
  - On a Home screen **swipe all the way to the right** (Spotlight screen)
  - Type a few letters of the app
  - From the list, tap the app to open it
- Getting back to the previous screen – if you see a button in the upper-left corner of the screen, it acts like a Back button in a Web browser – pressing it will take you back to the previous screen you were on
- Orientation Lock – lock the screen in Portrait or Landscape view (have screen set before you do this)
  - **Double-tap** the **Home button** to bring up the multi task bar at bottom
  - **Swipe** your finger to the **right** as far as it will go
  - **Tab the button with the circle in it** ( a lock will appear inside the circle)
- To unlock orientation – repeat the process, tap to make the lock disappear)
- Close all open apps
  - **Double-tap** the **Home** button
  - Hold your finger on any app on the multi-tasking bar until they jiggle

- A **minus sign** appears on each app
- Tap the minus sign on each app you want to close
- Force quit an app – if an app is acting up or seems to be frozen (2 ways)
  - Double-tap the Home button, hold your finger on the app until it starts to jiggle – tap the Delete icon (minus sign) that appears in the top corner to close the app
  - Press-and-hold the **sleep button** until you see the slide to **power off screen**, then **press the Home button** until you return to the home screen
- You can place a folder of apps on the dock – with the apps jiggling, move one of the apps up off the dock, move folder down onto dock
- Remove an app from the iPhone
  - Tap and hold the app until the icons start to jiggle
  - Tap the **X** on the icon, tap **Delete**
- Reinstall an app – once you have an app, you can always get it back
  - In the **App Store**, tap **Updates**
  - Tap **Purchased** – shows list of all apps you’ve ever purchased for any iPhone, tap “Not on this iPhone” to see apps you’ve purchased but that are not installed on this iPhone
  - Find the app in the list and then tap the button or iCloud button to the right of its name to get it back

## Photos & Camera

- Open Camera from Lock Screen – if you need to take a quick shot, you no longer need to unlock your iPhone first
  - On the lock screen, swipe up on the camera icon to open the camera
- Turn on Location Services – this will allow you to see where you took all your camera pictures
  - Tap **Settings**, tap **Privacy**, tap **Location Services**, turn **Camera** to **ON**
- Take a panorama photo (iPhone 4S or later) – take a landscape or group picture where all people don’t fit on original screen
  - This must be done in **Portrait** view
  - In your **Camera** app – tap **Options**, then tap **Panorama**
  - Point iPhone where you want to start, then tap the **Camera icon**. Pan slowly in the direction of the arrow, holding iPhone steady. Try to keep the arrow directly on top of the horizontal line
  - When you finish, tap **Done**
- Slideshow settings
  - Tap **Settings**, tap **Photos & Camera**, you can set **Play Each Slide For**, **Repeat**, and **Shuffle**
  - Tap **Photos** app, tap the **album** you want to create a slide show for

- Tap the **first picture**
- Tap the **Play button**
- **Set the transition** (try a couple to see which one you like)
- **Turn Play Music On**
- **Pick your music**
- **Tap Start Slideshow**
- Play slide shows of your photos – feature is limited to using existing groups of photos, but you can shuffle the photos into a different order
  - Tap **Photos**, tap the **group**, tap the **picture** want to start with, tap **play**, tap **Start Slideshow**
- If your slideshow is too long for one song, you can start playing an **album** and then start your slideshow (first **turn off the music in the slideshow settings**) – you will need to **stop the music** app after the slideshow is completed
- Front facing camera – touch the camera rotation button at upper-right side
  - Used for **FaceTime** calls
  - Can also use to **take picture of yourself**
  - Can also use it as a **mirror**
- Browse by Places – works only if you allow the Camera app to access location information on your iPhone, the Camera app automatically tags each photo with the GPS information for where you took it
  - When you tap **Places** (bottom of Photos app), zoom out to see locations where pictures were taken, the more you **zoom out** the more locations are generalized (the map will start showing you city names and streets)
  - Tap the **red dot** to see number of photos taken at that location
    - Tap the **blue circle** to see the photos
    - Tap **Places** in top-left corner to return to map, tap **Albums** at bottom to return to the photo albums

## Calendar

- Birthday Alarm – Calendar app can give you an early warning when a person’s birthdate info is entered into your contact list
  - Open the **Calendar** app and touch the **Calendars button** in upper-left
  - Select **Birthdays** at the lowermost section
  - Open each contact that you want a birthday added to, tap **Edit**
    - Tap on the **plus mark** near **Add Field** at lowermost part of contact
    - Tap **Birthday**
    - Enter date and tap **Done**

## Maps

- Turn on Location Services – when turned on, your iPhone detects your current location and uses this info for various apps (must be turned on for the Maps app to work)
  - Tap **Settings**, tap **Privacy**, tap **Location Services**, tap **Location Services** to turn **ON**, tap Maps to set to **ON**
- Timesaving map tools – tap the **Bookmark icon** next to text box, these tools save you from having to type the same locations over and over (located at the bottom of the Bookmarks screen)
  - **Bookmarks** – save the locations you want to keep using here
  - **Recents** – Maps app remembers every location you've searched for, tap to use one of these; to clear the list, tap the Clear button in top-left of screen
  - **Contacts** – if you tap Contacts, you see your master address book, tap a name and Maps drops a red push pin onto the map to identify that address
- Steps for finding a location
  - On the **Maps** app, tap the **arrow in top-left of screen**
  - The default is set for **Current** Location – leave this or type the address you want to start from
  - Tap the **End** box and type in address you want to go to
    - If the address is in your Contacts app, the address will pop up for you to select (start typing contact name)
  - Tap **Route** – a screen showing driving directions on the map appears, green pin marks the start and the red pin marks the end
    - If multiple routes are available, tap the route number on map to see a different route
  - Tap the **three-line button** in bottom-left corner to see written directions for route chosen, tap **Done** when finished with that screen
  - Tap **Start** to see first screen of directions
    - If **Siri** is turned **ON**, Siri will give you vocal directions step-by-step turns
  - Once the push pin has dropped you can tap the blue arrow and then tap **Directions To Here** or **Directions From Here**
- Switch start and end points
  - On the screen that shows **Start** and **End locations**, there is an icon to the left that looks like the letter S on its side
  - Tap the S and the start and end points are reversed
- Search – use the text box at top of screen, below are just a few possible ideas
  - You can search for **address**, **zip code**, **name of business**, **intersection** (Main & First), **area** (Times Square), **landmark** (Washington Monument), and **type of business** (bookstore, pizza)

- Search for an airport – if you know the airport’s code name just type it in the Maps search box (for example, **LAX** or **JFK**) or you can just type airport and Maps will locate any airports near your location
  - Then tap on the **location arrow**
  - Next screen gives you additional info plus **driving directions to or from** (Siri will give you turn-by-turn directions)
- Street view of a location – you can see how a location looks before you get there
  - **Type the address** including street, city & state
  - Tap **Search** on keyboard – the location is displayed on a map with crossing streets and landmarks
- Explore what’s near your location
  - Type in a city & state – map shows you that city
  - Type in an intersection (main and market, Chicago)
  - Type hospitals in St. Louis
  - Type pharmacy 61701 (zip code)
  - Type in something you’re looking for (for example: movies, pizza, court house) and tap Search
  - Pins drop for all those locations near you
  - Tap on one of these locations and another screen appears with phone number, address, distance, etc.
  - Tapping the page-curl button gives you a **List Results** option when you have several dropped pins
- Things that you should bookmark
  - **Your home and work addresses** – you use them a lot so it saves you time
  - **Create zip code bookmarks for your home, work, and other locations you frequently visit** (then you can choose the zip code bookmark and type what you are looking for; for example, 61701 pizza, 67161 gas station, or 61705 Starbucks)
- Find a Contact on the Map – can do 2 ways
  - Open the contact, tap the address for the contact, Maps will locate the address on the map
  - In the Maps app, start typing the contact’s name in the search field and then select the name in the search results; Maps will find the address on the map for you
- Create a contact from Maps – once you have your location pin marked on the map (for example, restaurant you might want to use again)
  - Tap the location arrow
  - On the info screen that appears, tap **Add to Contacts**
- Share a location using Mail and Messages – you can share your current location, a location you have bookmarked or created a contact for, or a location on which you drop a pin

- Open **Maps** and find the location you want to share
- Tap the **location** if it doesn't already have a pin dropped on it,
- Tap the **arrow** at the end of the location name
- Tap **Share Location** on screen that appears, tap **Mail** or **Message** button
- A new email or text message opens with location already added,
- Finish and **Send**
- Open a location shared with you via text message or email
  - Tap the button in the message that gives the location
  - A screen opens with several options
    - You can **Create New Contact, Add to Existing Contact**, etc.
    - You can also **tap on the address** and it opens in the Maps app
      - From here you can get driving directions from your current location, both vocal and written
      - You can also **drop a pin** and **Add to Bookmarks**, etc.

## Clock

- Wake up with your favorite music
  - Open **Clock** app, tap **Alarm** at bottom, **tap +** (plus sign) at top
  - Set the spin wheels to wake up time
  - Tap **arrow** next to Sound – tap **Pick a Song** (opens your Music app)
  - Find and tap the song you want to use, tap **Back**, tap **Save**
- Set a music timer
  - Open **Clock**, tap **Timer**
  - Set the number of hours and minutes you want to count down
  - Tap **When Timer Ends**, tap **Stop Playing**, tap **Set**, tap **Start**
  - **Start your music playing**

## Safari

- Safari Keyboard – works the same as other keyboards with a couple of exceptions
  - No spaces are allowed in Internet addresses; therefore, in the spot usually reserved for the space bar, this keyboard has 3 keys for things that do appear often in web addresses: **period, slash and “.com”**
  - In Safari when you type a new web address in the address bar, you can press and hold the **.com button** to get options for **.net, .edu, .org, .us, and .com** – to use one of these, slide up and press the key you want
- Open multiple web pages at a time – you can have **8 web pages open** at once
  - Tap the **Pages** button on bottom-right corner of toolbar
  - Tap the **New Page** button and type web address
  - The number inside the Pages icon lets you know how many pages are open

- Tap the **white x** in the red circle on the Pages screen to **close** a page
- Create a Bookmark in Safari – pages you want to access again are saved as bookmarks
  - Navigate to the web page that you want to bookmark
  - Tap the **Share** button (middle icon at bottom of screen)
  - Tap **Bookmark** and then **edit the name** if necessary – you can choose a folder to put bookmark in if you tap the Bookmarks button
  - Tap **Save**
- Bookmarks – icon looks like an open book
  - Tap icon to see your saved bookmarks (favorites in Internet Explorer)
  - Also includes your **History** (pages recently visited) – tap Bookmarks at top-left of screen to return to main Bookmarks page
- Create Web Clips (appear as icons) – if you check the same websites every day, create clips that let you access them on Home screens with a single tap
  - **Open web page**, tap **Action button** (square with arrow in middle of bottom screen)
  - Tap **Add to Home Screen**
  - Name the page, tap Add in top-right corner
- Choose a Home Page for Safari – normally opens the last page you visited
  - **Create a web clip** (above) and instead of tapping the Safari icon to open the Internet, use the web clip
  - You can even put the icon for the web clip on the dock at the bottom of the screen

## Siri

- Siri can now open apps with your voice – hold down the Home button to get Siri and say something like “Open Flashlight”
- Use Siri to tell you the time from any screen – just hold down the Home button until Siri opens, say “What time is it?”
- Use Siri to research a wide variety of info online – below are some examples:
  - “Siri, who’s the star of The Amazing Spider Man?”
  - “Siri, what movies are playing at The Galaxy at 5 p.m. on Friday?”
  - “Where’s the best Chinese food in Chicago?”
  - “Search the web for cold medicines”
  - “What is the stock price for Apple?”
  - “How do I get home from here?”
  - “Where’s the nearest gas station?”
  - “How do I get to the airport?”
  - “Where is the closest pizza restaurant?”

- Other things you can have Siri do or answer for you
  - “Play all ‘artist’ songs”
  - “What is 9 x 9?”
  - “Show me all my Notes”
  - “Remind me to take my lunch to work on Friday”
  - “What’s Jim Smith’s address?”
- Tell Siri who’s who in your life – to help Siri figure out what you want, tell Siri the names of your family members, boss, and other contacts
  - “My husband is John”
  - “My daughter is Sally”
  - “My boss is Jerry Brown”
  - Siri confirms each relationship before noting it – then you can say things like
    - “Call my boss”
    - “Text my daughter”
- To see Siri’s guide of types of questions
  - Hold the Home button to make Siri appear, then tap the “i” button next to “What can I help you with?” – tap the arrow beside each one to see more possible questions
  - You can trigger Siri and say one of the following to get same cheat sheet
    - “What can I say?”
    - “Help me?”

## Cellular & Wi-Fi

- Turn Cellular and Wi-Fi access on and off
  - Tap **Settings**, tap **Airplane Mode** switch to move it to **ON** or **OFF**
    - When you do not need or do not want to use the cellular network, Airplane Mode cuts off all connections (can’t make or receive calls, send or receive messages, or use any apps that require a Wi-Fi or data network connection)
    - Can still use your iPhone to listen to music, watch a movie, use iBooks, play games
    - Some airlines let you turn on your Wi-Fi to connect to the network while you’re in the air (airplane mode is still off, you just turn the Wi-Fi setting back on)
    - An airplane icon appears in the status bar
  - Tap **Settings**, tap **Wi-Fi** to access features to turn this **ON** or **OFF**
    - Use your computer’s wireless connection at home
    - When Wi-Fi is turned on a list of available networks appears – for example, a public network like Starbucks
    - Join a Network – the iPhone constantly looks for a network to access email or the Web

- If you are not in a Wi-Fi area, you should turn it **OFF** to save on your battery
- Finding a wireless network – your web and email connections will be faster if you can use a wireless network away from home
  - Open your **Maps** app, type in something like “wifi Bloomington” or “wifi 61701” – pushpins on the map show you the closest Wi-Fi hotspots
  - There’s also a website called **JiWire Wi-Fi Finder** <http://iphone.jiwire.com>) which looks and acts like an iPhone app, and can search for local free spots plus open Wi-Fi networks (has a link to download the actual iPhone app for free)
- Log in to Wi-Fi hotspots (coffee shops, restaurants, hotels, etc.)
  - Tap **Settings**, tap **Wi-Fi** (a list of available networks should appear)
  - Tap the **Wi-Fi hotspot you want to join**
    - Enter username and password if prompted to do so
    - If Safari opens and displays a login page, type the username and password in provided text boxes, then tap button for logging in
    - The iPhone memorizes your password – the next time you use this hotspot, you won’t have to enter it again
    - Only log in to reputable establishments
- Wi-Fi Security – if you leave your Wi-Fi connection on at all times, you should set your phone so that it will not connect to unknown networks when you are away from home
  - Tap **Settings** and then tap **Wi-Fi**
  - Turn on **Ask to Join Networks** – now your phone will ask you if you want to join another network

## General Facts & Tips

- To get to the top of most screens quickly – tap the Status bar at the top
- Notification Center
  - **Tap, hold, and swipe downward from the status bar at the very top of the screen**
  - Tap an item to move into the associated app
  - To clear all the current notifications for an app, tap the **X** button located on the right side of the app, then tap **Clear**
  - Swipe the three gray lines upward to hide it again
  - Some apps (like Weather and Stocks) can show more info – swipe to the left or right on these notifications to see more info
  - Tap **Settings**, tap **Notifications** to add or remove apps from the Notification Center
  - Notifications are covered throughout this manual so refer to a specific topic for more help

- Notifications/Don't Notify Me – if you are getting tired of apps, games and services sending notifications, you can turn them off individually in Settings
  - Tap **Settings**, tap **Notifications**
  - You will see a list of all the apps that use notifications
  - Tap the slider next to each app you want to stop bugging you with updates
  - Tap ON to change to OFF
- Apps that should be allowed to use your location include: **Apple Store, Camera, Compass, Maps, Reminders, Safari, Siri, Weather, and Find My iPhone**
- Do Not Disturb – sets the iPhone to prevent calls and notifications from waking you at night, but still allow special callers
  - Tap **Settings**, tap **Do Not Disturb** to turn **ON**
  - Next, tap **Notifications**, tap arrow next to Do Not Disturb
  - Tap **Allow Calls From**, you have a choice of Everyone, No One, Favorites, and All Contacts (Favorites is best choice)
  - Leave **Repeated Calls turned ON** (could be an emergency)
  - Turn **Scheduled ON** and select times
  - **Do Not Disturb** is on if you see a **small crescent moon** symbol on the status bar
- Take iPhone screenshots – your iPhone includes a screen capture utility you can use to take a picture of whatever is on iPhone's screen at any point in time
  - **Press and hold** the **Sleep/Wake button**, then **press** the **Home button**
  - You will hear a camera shutter sound and the screen will flash white
  - The resulting image is **stored** in your **Camera Roll** album
- Fetch to Save battery – by default, your iPhone is set to receive Push updates – this will happen throughout the day and causes battery to drain faster, for better battery life, fetch less frequently
  - Switch from Push to Fetch – you control when you receive data (such as email), constant streaming of emails really drains your battery
    - Tap **Settings**, tap **Mail, Contacts, Calendars**
    - Tap **Fetch New Data**, tap **Manually**, turn **Push Off**

## Troubleshooting

- Updating iOS software – Apple periodically releases new versions of the iPhone's software to fix problems, improve performance, and add new features
  - It is important that you **keep this up-to-date**, updates can be done on the iPhone or through iTunes
  - Update on the iPhone
    - Update using a wireless network – you can use your cellular network, but because iPhone software updates may involve transferring hundreds of megabytes of data, it is faster and less expensive to use the wireless network

- Tap **Settings**, tap **General**, tap **Software Update** to check to see if you have the latest updated software
- Recalibrate Home button – after a lot of use, the iPhone Home button starts to lag a bit, to fix this
  - Hold the **Sleep/Wake button** down until the **red power slider** appears on screen (takes about 3 seconds)
  - As soon as the slider appears on screen, release the Sleep/Wake button and press and hold the **Home** button
  - Keep it held down until the device returns to the home screen