**iPhone Tips and Secrets Workshop Handout**

Includes **iOS 7** (some illustrations are from previous iOS versions)

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| **General** | Topics are either:  Basics (san serif font) or tips from Jake’s iPhone Tips (serif font). |
| Basics  Sleep/  Wake  **Button basics**    Ring/Silent Volume Up Volume Down  mic  Home button (& fingerprint sensor, iPhone 5S only)  speaker | To turn off or restart iPhone, press and hold the Sleep/Wake button for a few seconds, then drag the slider to confirm.  To turn off the screen but still receive calls, press Sleep/Wake once.  Press the Home button to return to the home screen. iPhone 5S: unlock the phone with your fingerprint.  To quickly switch between recently used apps, double-click the Home button and tap an app icon or image. Swipe right-to-left to see previously running apps.  Volume Up/Down buttons on the left side control ringer, music and phone audio volume.  The Ring/Silent switch turns off the ringer and other sounds from the speaker.  The microphone and speaker are on the bottom of the phone, so try to avoid placing fingers there. |
| Basics  **Control Center and Settings**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1488.PNG | New in iOS 7: *Control Center* replaces having to slog through the *Settings* app or double-tapping the Home button and swiping right to change rotation lock or control the music.  Instead, **swipe up from the bottom of the screen** in most apps and access all of these settings and more, such as *Airplane Mode*, Wi-Fi, Bluetooth, Do Not Disturb, rotation lock, brightness, *Music* controls, *AirDrop, Flashlight* (new feature), *Timer, Calculator* or *Camera*.  *Settings* is where all the iPhone housekeeping data is kept, all in one handy place. Some apps have their settings stored here; others are set from within the app.  Tap the *Settings* icon on your home screen.  *Sounds* is where to set the vibrate mode, ringtones, and various alert tones, lock sound, and keyboard clicks.  New in iOS 7: many more ringtones and alert sounds. The old ones are still available under the Classic listing.  Other settings: *Wallpaper & Brightness; Privacy -> Location Services; General* (explore them); *Auto-Lock, Passcode Lock*. |
| Tip #18 - 7/4/2012  **A Better Battery Charge Display**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1488.PNG | Display the **percentage of remaining battery life** next to the battery icon on the upper right corner of the iPhone screen (e.g., 100%).  To do this, tap *Settings* -> *General* -> *Usage* -> *Battery Percentage* -> *On*. A numerical percentage helps you check the battery condition more accurately, as opposed to suddenly being surprised by a red battery icon (20 percent). |
| Tip #88 - 3/10/2013  **Organize your apps**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1547.PNG  If the dock or a page is full, you must create a vacancy by moving an app icon out before inserting a new one.  IMG_1021  New in iOS 7: put as many apps in a folder as you want. You are not limited to 12. Nine will fit in the first page, another nine in the second, and so on. | When you start accumulating many apps on your iPhone, after a while you need to start organizing them. Here is a basic strategy:  1. Choose the **four apps** that you use the most and want to get to most often. Place those four app icons into your **dock area** at the bottom of your home screen. The dock area is always present no matter what home screen you are located on. I have chosen *Phone, Mail, Calendar,* and *HanDBase* as my four most used apps.  2. Fill up the slots in your **primary home screen** with all the apps that you use very frequently. On the left you see the ones that I have chosen.  In my **second home screen** (not shown) I have placed the apps and some folders that I use the next most frequently.  3. In my **third home screen**, on the left, I have placed many apps into various folders. I have labeled each folder with a description of the type of apps to be found therein.  In subsequent pages I have mixtures of folders and app icons.  Remember, if you forget where you placed an app but you remember its name, use *Search*. When you find the app, open it directly in *Spotlight Search*. It will also show you what folder it's in.  Here's **how to relocate app icons** on your home screen. Hold your finger on any app icon until they all start to jiggle. Then drag the icon to a different page or into a folder or drag an icon out of the folder. Tap the home button to stop the jiggling and return to normal.  Create a *Not Used* folder and place it in the last home page. Place there the built-in apps that you don’t use, tucked out of the way. |
| Tip #89 3/13/2013  **Multi-tasking screen:**  **switch to a recent app**  **C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1533.PNGunstick a stuck app** | Tap the home key quickly twice and you'll see app icons on the bottom and the screen image for each app Scroll horizontally and tap the app screen to **switch to a recently used app** image or icon.  If your *Mail* or *Safari* app (or any other app, for that matter) stops working or seems unresponsive or slow, first try turning *On* and *Off Airplane Mode*.  But if that doesn't fix the problem, then try **stopping the app**: in the multi-tasking screen, identify the app you want to terminate and **flick up** the screen image. This will stop the app in its tracks. Tap the home button to return to normal.  Then open the app again and verify the app now functions properly.  Note: **this will not delete** the app; it merely resets it. |
| C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1547.PNGTip #22 - 7/18/2012  **Home Screen Date Display** | The little icon for the built-in *Calendar* app shows the **day of the week** and **today's date**. |
| Tip #37 - 9/9/2012  **Summary of All Your Notifications with one Finger Swipe**  In *Settings* -> *Notification Center,* change the order in which the notifications appear: tap the *Edit* button and then slide the little sliders on the right of each notification item up-and-down to change the order. Then tap *Done*.  If weather doesn't appear in *Notification Center*, turn on Location Services for *Weather*. | The ***Notification Center*** lets you know about missed messages, email, phone calls, *Calendar* events, and more. New notifications appear on top of the screen. **Swipe down from the top of the screen** to see a summary of recent notifications. Swipe from the bottom up to dismiss the *Notification Center*.  Customize what apps appear in the *Notification Center*. Go to *Settings* -> *Notification Center*, select each app and turn *ON* or *OFF* whether you want the app to be in the *Notification Center* or not.  New in iOS 7: *Today* view gives you an overview of your day, including weather, calendar, and stocks. Notifications dismissed on one device now dismisses across all your devices. |
| Tip #9 - 5/27/2012  **Shortcut to Search**  Let's say you're looking for somebody named Bob who lives in Anaheim. If you enter into the search field  **Bob Anaheim**  then it will find all the records with both Bob and Anaheim somewhere in the record.  I was looking for a Bach minuet in my music library, so I typed  **bach minuet**  but  **minuet bach**  also works.  Search also searches *Wikipedia* and *Safari*. | **Swiping down from any home screen** displays the *Spotlight Search* window, where you can search your iPhone’s *Contacts*, emails, messages, *Calendar* entries and media that match the word or words you enter.  Find an app on your iPhone by name, in case you forgot where you placed it. *Spotlight Search* also shows which folder each found app is located.  In *Spotlight Search,* select which apps are searched and what order they're displayed: go to *Settings -> General -> Spotlight Search*. Tap each app in the list to toggle it on or off. Use the slider to the right of each app to move it up or down the list.  When using the Search field in *Contacts* or *Spotlight Search*, if you put multiple words separated by spaces, it will search for the occurrence of all of them anywhere in the record. This is a great way to narrow down a search (see panel on the left). |
| Tip #19 - 7/8/2012  **Scientific Calculator**  **C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1532.PNG** | When using the built-in *Calculator* app, to access **scientific functions**, rotate the iPhone to landscape orientation.  Switch between the basic calculator and the scientific calculator without reentering the intermediate value shown on the display. So if you normally use the basic Calculator but occasionally need a scientific function, switch to scientific, execute the function, and then return to the basic calculator to complete your calculations.  *Copy* the result of a calculation to paste it into another app.  *Paste* a number into the calculator to do a calculation on it.  New in iOS 7: access the *Calculator* from Control Center. |
| **Phone** |  |
| Basics and Tip #29 - 8/12/2012  **Phone basics**  To answer a call while using an iPhone earphone, press the earphone center button once. Press it again to end your call. | **Make a call: tap the *Phone* icon and tap the *Keypad* button, enter the phone number and tap *Call*. Answer a call: tap the *Slide to Answer* button.**  Or **tap a phone number** in *Favorites, Recents, Contacts*, an email, a text message, a web page—or almost anywhere in iPhone—to make a call. Listen to a voice mail message in the *Phone* app.  To **silence an incoming** call, press the Sleep/Wake button **once** (phone continues to “ring” silently).  To send a call **directly to voicemail**, press Sleep/Wake **twice**.  Open other apps when on a call: press Home and then open another app. |
| Tip #41 - 9/19/2012  **Text Reply to Incoming Calls**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1534.PNG | When you an incoming call is ringing, choose an option. Tap *Message* to reply with a preset or custom text message. Tap *Remind Me* to create a reminder. If the iPhone was awake when the call arrived, tap *Decline* to send the call to voicemail. If the phone was asleep, Double-tap the Sleep/Wake button to decline.  Block known unwanted callers from phoning, FaceTime or texting you. Settings -> Phone -> Blocked. |
| Tip #33 - 8/26/2012  **"Smart" Phone Numbers**  To enter a semicolon in a phone number in *Contacts*, on the telephone pad press the *+\*#* button and then select *wait*.  For example if the local phone number for an international phone card is 800 555-1234 and the international number is 011 123 456-7890 then the phone number in the Contact phone number field would be  714 555-1234**;**0111234567890 | In *Contacts*, put an international phone card number into a phone number field followed by a semi-colon followed by the international phone number to be called.  When you call this number, the iPhone will dial the local phone number for your international phone card and *stop and wait*. When the phone card service answers and you hear the prompt for the number to be called, tap the dial button and the iPhone will to continue to tone dial the international number. For example, put in multiple waits for access codes.  Use this technique for entering log-on codes and passwords. But be mindful of security if you sync on the iCloud. |
| Tip #41 - 9/19/2012, Tip #63 12/9/2012 & Basics  **FaceTime**  During a video call, tap the Camera icon to switch to the rear camera and share your surroundings. | New in iOS 7: *FaceTime* now has its **own icon** on the home screen and now there are *FaceTime* **audio calls**. Select to *FaceTime* from your *Favorites, Recents* or *Contacts*.  Or in *Contacts*, Select someone and tap the *FaceTime* telephone or camera button to start an **audio** or **video call** with another iPhone user or an iPad, iPod touch, or Mac user. Or while you’re on a voice call, tap *FaceTime* to begin an audio or video call.  *FaceTime* is now available over cellular, not just Wi-Fi, currently only between any two of the following: iPhone 4 and 5 models, and the new iPad and iPad Mini. |
| Tip #55 - 11/11/2012  **Fix a Poor Phone or Wi-Fi Signal?**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1488.PNG | Invoke *Control Center*. Turn *Airplane Mode ON* and *OFF* again. Many times this will find a cellular signal again.  Turning *OFF* and *ON* Wi-Fi can often fix a poor Wi-Fi connection issue. |
| **Keyboard and Editing** |  |
| Basics and Tip #70 - 1/6/2013, Tip #26 - 8/1/2012  **Intelligent keyboard**    Copy text from web pages, email, text messages, iBooks, or other text sources. | iPhone automatically corrects and suggests words as you type. So if you tap a wrong letter, just keep typing. To **accept** the suggested word, tap the space bar. Or to *ignore* the suggestion, tap the “X” or near it.  The keyboard automatically inserts apostrophes in contractions. Tap the **space bar twice** at the end of a word, to place a period.  **Tap and hold** the *123* key, then slide your finger to enter a digit or symbol. When you let go, the alpha keyboard will return.  **Double-tap** a word to select it. Tap *Cut, Copy, or Paste***.** Drag the handles to expand the selection. **Tap and hold** in text to invoke the editing magnifying glass and place the cursor. **Rock or roll**—don't slide—your finger left or right until the cursor is exactly where you want it to be. |
| Tip #67 - 12/26/2012  **Quickly delete text** | Holding down the keyboard delete key starts deleting text to the left quickly after a second and then starts deleting (multiple) words at a time after another few seconds. |
| Tip #4 - 5/6/2012, Tip #78 - 2/3/2013  **Some Keyboard Shortcuts**  ° hold the zero **0**  § hold the ampersand **&**  … hold the period **.**  « » „ “ ” hold the quotes **"**  - ‒ — • hold the hyphen – | Caps lock: double-tap the caps key (up arrow) and it will turn white in gray, indicating caps lock is on. Tap again to turn off.  Touch and hold a letter or other character to reveal a list of special characters. For example hold the letter "a" to see and select from **aàáäæã** or hold $ to see and select from **¥€$¢£**  Here are some of the more useful symbols that are available to insert in your text. |
| Tip #6 - 5/14/2012  **Where is the Undo Key?**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1535.PNG | Have you ever made a mistake typing, deleting, cutting, or pasting and wondered **how to undo it**? Here’s what you do:  • Hold the iPhone firmly in one hand and **shake it**.  • Tap the *Undo* button.  There can be multiple levels of Undo and Redo, both with dictation and keyboard typing. |
| Tip #11 - 5/31/2012  **Warp Speed Access to Top of List** | There is an easy way to **scroll up to the top** of a long list: **tap the time display at the top of the screen**. It will scroll you to the beginning at Mach speed. The trick works for *Music*, *Contacts*, *email*, websites, and many other apps. |
| Tip #14 - 6/17/2012  **Scrolling Through a List** | Scroll through the *Contacts* or other list on your iPhone by either…  • flicking your finger up or down on the list, or  • tapping on one of the letters on the alphabet bar running down the right side of the screen to jump to contacts beginning with that letter. But sometimes it is hard to tap on the exact letter that you want.  H**old your finger on the alphabet bar and then slide or roll up or down**; quickly find the starting letter. You will advance one letter at a time with each finger movement. |
| Tip #12 - 6/5/2012  **Personal Keyboard Shortcuts**  For example  • when I type *ty* I get *Thank you very much* or  • when I type *bc* I get *because* or  • when I type *jg* I get my email address [JakeAir99@gmail.com](mailto:JakeAir99@gmail.com) or  • when I type *bcc* I get *Be kind. Please remove my email address. Use BCC when forwarding. Say no to spammers and computer viruses.* | **Create your own personal dictionary**, including shortcuts for each word. So your keyboard not only autocorrects, but knows exactly what you want to say as you type. In Settings, tap *General* -> *Keyboard* -> *Shortcuts*. Tap the + key, then add a new phrase and assign an optional shortcut to it.  Create shortcuts for any words, names, numbers or phrases you use regularly.  When the keyboard displays a suggested word or phrase, to **accept** it into the text, merely **tap the spacebar**. Or to **reject** it, tap the suggested word popup box or anywhere on the screen to close the suggestion box thereby retain the word the way you typed it.  If you typed an incorrectly spelled word, dismiss the correction; the word will be underlined in red. If you tap the underlined word, and then tap *Suggest*, you'll get a list of suggested words. Tap the correct word if it appears in the list. |
| **Contacts** |  |
| Basics  **Contacts**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1548.PNG      C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1549.PNG | *Contacts* contains all your contact information. Addresses, phone numbers, email addresses, URLs, notes, are stored for use by the phone, email, messaging, FaceTime, and Twitter apps, and by you.  In the **list view**, use the Search feature, or scroll through the list by sliding or rolling your finger on alphabet on the right.  In the **contact view**:   * Tap on a phone number to call it. * Tap on an email address to go to a new blank email message ready to fill out. * Tap theC:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1536.PNG icon to make a free video or audio call to another iPhone or iOS device. * Tap on an address to display the location on a map. Tap on the car icon for directions. * Touch and hold a field to copy that field.   If you scroll to the bottom of the contact you have further choices:   * Tap *Send* *Message* and you will be given a choice of phone number and addresses to use. * Tap *Share Contact* and send an email or message containing a file (e.g., Jake Jacobs.vcf) with the contact data attached. The recipient can tap it to create a new contact or add to an existing one. * Tap *Add to Favorites* to add to your Phone’s favorites. |
| Tip #38 - 9/12/2012  **Picture Your Contact**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1549.PNG | **Attach a photo to any entry in your *Contacts***. Then any time you receive an email or a phone call from that person, their picture will show up on the email or on your screen when the phone is ringing.  To attach a picture to a contact, select the contact and tap *Edit*. Then tap the *Add Photo* circle at the upper left. Now select *Take Photo* or *Choose Photo*. If you're near the person, take their picture. Or you might already have their picture in your *Photos* app—perhaps  (1) you took their picture at an earlier date or  (2) they emailed you a picture or  (3) they texted you a picture or  (4) you captured their picture from a webpage or Facebook. |
| Tip #2 - 4/28/2012  **Custom Contact Labels**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1536.PNG | In *Contacts* **create custom labels** for phone numbers, email addresses and some other fields. And once you create these custom labels, they're available to use for *all* your contacts.  Here is a sample of custom labels I created for Best Buy. I created labels for local cities. I can use these labels for any contact, not merely the first one you assigned it to.  To create a custom label in a Contact, tap *Edit*, and then tap on the label field. Then scroll to the bottom of the list where it says *Add Custom Label*.  Create labels such as  His , Hers, (as in *His Mobile Phone*), Son, iPhone, Service, Emergency, Summer Home, etc. |
| Tip #60 - 11/28/2012  **How many Contacts do I have?** | Find out how many entries are in your *Contacts*. In your *Contacts* list, tap the Z or the # in the lower right corner of the alphabetic scrollbar and swipe to the very last entry. There you'll see a count of how many entries are in your *Contacts*. |
| Tip #7 - 5/18/2012  **Assign Contacts to Multiple Groups**  There is only one copy of each contact in the iPhone, and each is stored in the "All Contact" group. When you select a group you are filtering the All Contacts group to show you only the contacts in that group.  WARNING: in the iPhone if you delete ANY occurrence of a contact it will delete *all* occurrences of that contact.  The *Groups* app:  The *Groups* app gives you the flexibility that you only had on your computer when dealing with contact groups.  <https://itunes.apple.com/us/app/groups/id407855546?mt=8> | If you create a number of Groups in your *Contacts*, then **assign each contact to one or more groups**. For example, you could have a contact who  • is a friend, and • is in your movie club, and • is also a doctor.  So you could have  • a “Friends” group, • a “Movie Club” group, and • a “Doctors” group,  and you could assign your movie group-doctor-friend into **all three groups**.  Note: in the iPhone insert a new contact in a particular group by selecting only that group before you create the new contact.  But there are other things you cannot do from the iPhone (unless you have the *Groups* app, shown in the sidebar to the left): you **cannot** …  • add new groups • place a contact into multiple groups • move a contact from one group to another • assign a contact from an email attachment, such as a .vcf file into a particular group. |
| **Siri and Dictation** |  |
| Basics, Tip #101 - 4/24/2013  **Dictation**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1551.PNG  • If and when you dictate something that Siri doesn't understand, scroll back up and find the text you dictated.  • Tap on the chat bubble and **edit** what Siri heard. Make your corrections accordingly.  • Tap the blue *Done* button and Siri will rethink what you have corrected and output what will hopefully be a correct or more accurate result. | Any time the keyboard pops up and you are connected to the internet, dictate instead of type.  Just tap on the microphone icon to the left of the spacebar and dictate an email, message, note, *Contact* or *Calendar* entry. Speak just about anything that you would have entered by typing.  **Siri**. Ask Siri to make a call, respond to text messages, get directions, schedule reminders and meetings, and much more.  With the screen on, press and hold the Home button. If you’re using a headset, press and hold the center button. After the tone, speak naturally. Siri will listen and then answer.  Siri can also be invoked by holding the button on your Bluetooth headset. |
| **Change Siri’s Voice** | New in iOS 7: change Siri from a **she** to a **he** (no surgery required). *Settings -> General -> Siri -> Voice Gender.* |
| **Change Siri’s Pronunciation** | New in iOS 7: If Siri mispronounces a name in your Contacts, say “that is not how you pronounce Greselda.” Siri will ask you to pronounce it. You speak it, and then Siri gives you three choices of Siri’s pronunciation. Select the one that is best. If you want to get a jump on Siri before she (or now he) butchers a name, say “Contact information for Greselda Smith,” |
| Tip #41 - 9/19/2012  **Ask Siri ….**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1537.PNG | Ask Siri about sports, restaurants, movies, making reservations, or launch an app.  Remember, when you hold the Home button to bring up Siri, if you tap the little circle ? on the lower left, Siri will list all the apps she can help you with. And if you tap on any one of them you will see a list of examples, such as “Show me email from Joe Smith.”  New in iOS 7: ask Siri to change some settings such as turn the brightness up or down, Wi-Fi, airplane mode and some apps settings and things like that. |
| Tip #20 - 7/11/2012, Tip #81 2/13/2013,  **Tell Siri Who You Are and Your Relationships**  Here is the payoff: When you ask Siri to *call my wife's cell* or *call my brother-in-law at work*, she will carry out your request with no questions asked. (Of course if you have two brothers-in-law, Siri will ask you which one you want to call. in that case just use his name, *call Randy Smith*.)  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1550.PNG | If you want to ask Siri to *call my wife* or *call my brother-in-law* then you must tell Siri **who you are** and how people in your *Contacts* **are related to you**.  First, create an entry in your *Contacts* list for yourself. You need this because this is where all of your relationships are going to be stored.  Once you've entered yourself as a contact, tell Siri who you are. Go to: *Settings -> Mail, Contacts, Calendars -> Contacts -> My Info* and then select your own entry in *Contacts*. From now on, Siri will know who you are when you use the pronoun *my*, as in *call my wife* or call *my brother-in-law*.  Then, to associate various contacts with yourself, tell Siri, for example,  “Beverly Jacobs is my wife”  “Randy Smith is my brother-in-law”  Or enter this information manually in your own *Contact* entry: tap *Edit* and then tap *add related name*. Tap the label shown and select a new label from the list, and the name from your *Contacts*. |
| Tip #50 - 10/24/2012  **Capitalizing Words when Dictating**  Say words like *“comma,” “period,” “colon,” “semicolon,” “question mark, “new line,”* *“n dash,”* and *“m dash”* to add punctuation. Also say *“smiley, frowny* or *winky*” to insert  :-) or :-( or ;-) | When using dictation on iPhone 4S or 5, here is what to say to capitalize words:  "**Cap**" Makes the next word capitalized.  "**All caps**" MAKES the next word uppercase.  "**Caps on ... Caps off**" Makes the Next Words Title Case.  "**All caps on ... All caps off**" MAKES ALL UPPERCASE.  “**No space on … No space off**” makesallthewordsrunon. |
| Tip #84 - 2/24/2013  **Have your iPhone read selected text to you**  **C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1538.PNG**  **IMG_0983** | Select text in an email or website or book and have it read to you, out loud.  To enable this feature on your iPhone go to *Settings -> General -> Accessibility -> Speak Selection -> ON*. Select the dialect (*Voices*)*, Speaking Rate* and, if you prefer, the words to be highlighted as they are spoken.  Then open any text-based app (like Mail, Notes or a web page) and select any amount of text. When you do, you will notice that the contextual menu that usually offers you the *Copy* and *Paste* options, now also provides you with a new *Speak* option.  Tap on it and your iPhone will start reading the selected text to you, even highlighting every word as it is spoken (if you enabled that option in Settings).  The one downside is once it starts speaking the text, it is tricky to stop it. So if you accidentally hit this button instead of the *Cut, Copy* or *Paste* button, for example, you may find yourself in an embarrassing situation where your phone is reading the selection out loud for the entire room to hear. Stop it by selecting at least one word and then tapping on *Pause* in the contextual menu.  Or, better yet, turn the iPhone to standby and wake it up again. |
| **Calendar** |  |
| Basics  **Calendar**  http://images.techhive.com/images/article/2013/09/05-day-by-day-100054428-large.png  If you tap on a date in an email or website, you can choose to have the event added to your calendar. | Keep one or more calendars on your iPhone. View your calendar by the **day**, by the **month**, or as a **list**.  New in iOS 7: Calendar has a new look and feel. In the month view, tap on the year (e.g., <2014) on the top, left, to see the entire year. Q**uickly scroll years up and down** in the year view. Scroll to the desired year and tap the little month calendar, then the date: see the week’s dates on the top row, and the day view below.  **Where is the list view**? Tap the search magnifying glass icon at the top, right. But you can no longer enter new events in list view.  In all calendars views (except horizontal week-view) get back to the present using the *Today* button, which scrolls quicker in iOS 7 than in previous iOS.  Tap + to add an entry to your *Calendar*. Enter event Title, Location, Select **start** date and time, **end** date and time, ***Repeat***, and ***Alert***.  New in iOS 7: When entering the **time** in *Calendar*, **double tap** the minutes drum to alternate between five minute increments (…30 35 40 45 50…) in one minute increments (…29 30 31 32 33 34…). This lets you scroll quickly and then fine-tune the time to the exact minute. |
| Tip #19 - 7/8/2012  **Calendar Week View**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1556.JPG | When using the *Calendar,* see your upcoming appointments in a handy **week view**. Simply rotate the iPhone to landscape orientation. With larger screen iPhone 5 models, see an entire week, whereas in the older iPhones, you see about 3½ days.  There is no *Today* button in week view. |
| Tip #21 - 7/14/2012  **How to Manage Birthdays in Your Calendar**    If you are sharing your *Calendar* with your partner on another iPhone the birthdays will **not** show up to clutter the *Calendar* on the other iPhone. | Here is a way to have someone's **birthday appear in your *Calendar*** every year. And if you have Siri, how to quickly look up somebody's birthday.  Enter a person's birthday in your *Contacts* (rather than setting up a repeating event in your *Calendar*). This automatically will put it into your *Calendar* every year.  Here is how you add a birthday to any contact. In *Contacts*:  • go to the person's Contact entry • tap on the *Edit* button in the upper right-hand corner • go down to the bottom and tap on *Add birthday* and enter the date. If you don't know or want to enter the year just turn the year drum to the four dashes.  From now on, every year this birthday will show up automatically in your *Calendar*, next to a little gift-wrapped box icon. |
| Tip #5 - 5/10/2012  **Share Your Partner’s Calendar**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1539.PNG  Be sure to select *Settings -> Mail, Contacts, Calendars -> Calendars -> Default Calendar* -> your calendar in *iCloud*, not in *On My Phone*.  If you use Outlook, in iTunes set *Calendar* to *Sync with Outlook*. See: http://www.macworld.com/article/1163189/syncing\_icloud\_ with\_windows\_and\_outlook.html#lsrc.mod\_rel  To set up calendar sharing: <http://support.apple.com/kb/PH2690> | If your partner also has an iPhone and you sync your *Calendar* on iCloud, **view each other's calendars** on your iPhones. You can set this up so that each partner can read the other's calendar, but cannot modify it.  In your iPhone *Calendar*, you will see both calendars simultaneously on one window in all views. You easily can turn either calendar on or off so that you will see only yours, or only your partner's. Any change you make to your *Calendar* will show up in your partner's iPhone *Calendar*, as soon as you have internet access.  Here you see in actual example from my *Calendar*. My entries are shown in blue and my wife’s entries are in red.  To implement shared calendars, you must set up two separate iCloud accounts and sync your respective calendars to the iCloud. (You will want to share one iCloud account for the *App Store* so that you can share apps without having to buy them twice. But for syncing *Calendars*, *Contacts* and other built-in apps that you will want to keep separate, use different Apple IDs.)  To set up iCloud on a PC: http://www.apple.com/icloud/setup/pc.html  After you do this, go to *Settings* -> *iCloud* -> *Calendar* -> *ON*. |
| **Email and Texting** |  |
| Basics, Tip #57 - 10/18/2012  **Email**  In *Settings* under *Mail, Contacts, Calendars*, add an account using the built in apps for *iCloud, Microsoft Exchange, Gmail, Yahoo, Aol,* or *Outlook.com*. Or add an account manually. You may set up multiple email accounts. | **Compose a new email**: Tap theC:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1578.PNG icon in the lower right corner and start typing the **message first** (why? See next tip), then Subject, finally recipients. **Reply** icon for *Reply, Reply All, Forward,* or *Save Images*.  To **save a draft** of an email in progress, tap *Cancel* then tap *Save Draft*.  Delete an email by swiping on the email list, or tap the trash can icon at the bottom of the email.  Delete unwanted emails in list view *en masse* rather than deleting one at a time. In your Inbox, tap the *Edit* button and check off the emails you want to delete and then tap *Mark,* *Move,* or *Trash.* |
| Tip #43 - 9/30/2012  **Avoid "Premature email Release"**  Alternatively, if you are editing a Reply All email, and you don't want to have to reenter all of the recipients, blank out the *Subject* line. The iPhone will not Send this email out without prompting you for a Subject line, so you have a chance to *Cancel* rather than *Send* prematurely. | Have you ever sent a partially composed email to someone because you accidentally hit the *Send* button? It's a logistic headache to straighten this out: you have to find the sent email, copy the body text, paste it into a new email, write an apology, finish composing the email, etc.  Here is how to avoid all that: blank out all recipient fields (*To:, Cc:,* and *Bcc*: all empty) before composing the email. That way the *Send* button will be grayed out and hence non-responsive.  When you are ready to send, enter the recipient and tap *Send*. |
| Tip #46 - 10/10/2012  **Email Accounts**  • On a Gmail account, if you tap the little file box icon at the middle bottom of the screen, it will **archive the email rather than delete it**. To delete the email, hold the file box icon and choose Delete Message.  Disable the archive feature in *Settings -> Mail, Contacts, Calendars -> Gmail -> Archive Messages -> OFF*. | • If you have more than one email account, **assign a different sound alert for each email account**.  *Settings -> Notifications -> Mail ->* select the email account *-> New Mail Sound*.  • Reorder your email accounts in Mailboxes: select *Edit*, and then slide the little handles on the right up-or-down to put your most used email account at the top.  • New in iOS 7: The Mail app will now consolidate multiple accounts into single lists like *All Trash, All Sent, All Drafts*, Mail with attachments, and so on.  • When you begin entering a recipient's email address, recently used addresses appear in a list to save you time. Some of these can be wrong or annoying. To remove them from the recents list, tap the little blue right-arrow and select Remove From Recents. |
| Tip #1 - 4/24/2012  **Drag and Drop email Addresses** | Drag **email addresses between various fields** in the address portion of the email when creating, replying to or forwarding an email: hold your finger on one of the addresses until it turns into a blue bubble, and then drag to another field. For example, drag from the *To* field to the *CC* field. |
| Tip #80 – 2/10/2013  **Lock screen tattle tale** | Put an end to those awkward revelations that occur when you leave your iPhone on the table, and someone reads the first few sentences of one of your text messages or emails on the lock screen. Go to *Settings -> Notification Center* and turn **Off** *Show in Lock Screen* and *Show Preview* for both *Messages* and *Mail*. If you have more than one email account, then you will have to set these in each email account separately. |
| Tip #39 - 9/16/2012  **Mark Previously-opened emails as Unread** | In the list view of your emails there is a little blue dot on the left margin that shows that you haven't read that email yet. If you open an email but decide not to read it now, or you open it accidentally, you can revert it tounread: while viewing the message, tap the little flag in the lower left corner, which reveals three options. Tap *Mark as Unread*. The entry will revert to display the unread indicator dot. |
| Tip #35 - 9/2/2012  **Create a Contact or Event from an email**  To **create a *Contact* from an email**:  Go to the top of the email, tap the name you’d like to save from within the *From*:, *Cc*: or *To*: field.  You’ll see a new *Contact* form appear with the name and email fields completed. Edit or add more details if you have them, then tap *Create New Contact* or *Add to Existing Contact*. | To **create a *Calendar* event from email**:  Open the email with the event information, look for the date and time—which should be “hyperlinked” in blue automatically by your iPhone—and tap it.  Tap the *Create Event* button from the pop-up window that appears.  Next, you’ll see a calendar event with the salient details from the email filled in. Edit the event or add more information (such as the location or a reminder; copy from the email and paste into the *Calendar*), then tap the *Done* button. You’re just created a new event in your *Calendar*!  Tap *Show in Calendar* to see if you’re free during that time slot, or *Copy* to copy the date and time to the iPhone’s clipboard. |
| Tip #87 - 3/6/2013  **Change email quote level**  Even if you only select a word or two, the level for the entire paragraph (not the entire quote level) will be changed. | The email “quote level” are those vertical lines to the left of the text. Sometimes when you're forwarding email, those lines can be annoying and you would like to get rid of them before forwarding the email. Or perhaps you would like to add one or more quote levels for emphasis (as I have here).  To change the quote level, select somewhere in the paragraph. Tap the right arrow from the pop-up options until you see the words *Quote Level*. Tap on it and choose either *Increasing* or *Decreasing* to change the quote level of your selected text. |
| Tip #8 - 5/23/2012  **Batch email Lists**  **Important**: When you send the email you will see a popup warning that says "Invalid Address." **Just ignore it and tap *Send*.** | iPhone's email does not support batch email lists. But you can get around this by creating a contact with a single email "address" that has all the recipients in your "Batch email list" listed in one, long text string. Separate each email address with a comma, with **no** spaces in between. For example:  name1@gmail.com,name2@cox.net,name3@me.com, …  Create a Contact called "Batch email list" (use whatever name you want to assign to each batch email list). Then copy and paste the string of email addresses—similar to the example above—into the ***notes*** field of the Contact. **I use the *notes* field because one cannot type commas in the email address field, and it is much easier to edit in the notes field**. Then select the entire list from the notes field and paste it into the blank email address field. Every time you need to edit or add anything to your batch email list, edit it in the *notes* field first, and then copy and paste it into the email address field. |
| Tip #42 - 9/26/2012  **Resume Draft emails** | An email you are composing can be saved in the Drafts folder by tapping on the red *Cancel* button, then tapping on the *Save Draft* option when prompted. Here’s how to **quickly access a saved email Draft** on your iPhone:  **Tap and hold** on the Compose button (the little square with the pencil inside). It will open a list of saved Drafts; resume composing unfinished or unsent emails. |
| Tip #51 - 10/21/2012  **Custom Email Signatures for Each Account** | Not only can have a custom **sound** for each email account, but also **customize the signature** for each email account:  *Settings -> Mail, Contacts, Calendars* -> *Signature -> Per Account.* |
| Tip #27 - 8/5/2012  **Free iPhone-to-iPhone**  **Text Messaging**  **Using iMessage**  Sending messages to **multiple recipients**: when creating a message, you can have more than one recipient receive the message. But be aware that all subsequent messages in this thread between these recipients will go to every party. | **iMessage** isn’t only free within the US—**it’s free** across continents. If you're abroad, make sure that you are connected to Wi-Fi. (Also remember that Wi-Fi is not necessarily free. There may be fees attached on that end.)  If those blue text bubbles suddenly turn green, that means your phone is starting to send an SMS message (think green = $$$). This can be avoided by going into *Settings -> General -> Messages*, and turning *OFF* *Send As SMS.*  New is iOS 7: Drag message bubble to the left to see the time stamp of each message.  To delete a message, tap and hold the message bubble or attachment. Tap more if desired, then tap the trash can icon. |
| Tip #41 - 9/19/2012  **Insert Pictures and Videos into Email**  ?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0 | C:\Users\Jake\Pictures\photo.JPG**Insert pictures and videos** in line in text as you compose an email, rather than having to copy them beforehand and then pasting them. Hold your finger anywhere in the text. You'll see the pop-up:  Tap the little triangle on the right and you'll see Insert Photo or Video. |
| **Safari** |  |
| Basics, Tip #96 – 4/7/2013  **Safari Internet Browser**  [http://t3n.de/news/wp-content/uploads/2013/06/ios-7-safari.jpg](http://t3n.de/news/ios-7-offiziell-neu-wwdc-2013-472145/) | *Safari* is the iPhone’s full HTML web browser. Enter the name of the website and tap *Go* on the keyboard. Or ask Siri a question. If she can’t answer it, she will take you to a website for the answer.  To see the web up close**.** In Safari, double-tap any element on a web page—picture or text—to **zoom** in. Double-tap again to zoom back out. Pinch or spread to zoom, also.  Touch and hold an image to ***Copy*** or ***Save Image***.  Rotate iPhone to see the web in **widescreen**.  Tap the Multi-page button to flick between multiple web pages or open a new one.  New in iOS 7: Safari removes the navigation bars at the top and bottom when you're looking at a website for, maximum viewing area. But to get them back, just swipe down. The *.com* keyboard key is no longer available in Safari. It has been replaced by the period button wherein domain extensions are available after tapping and holding the period button. |
| Tip #49 - 10/21/2012  **Search for a Word or Phrase on the Internet or within a Web Page in Safari** | New in iOS 7: There is no longer a separate field for searching in Safari. Type your search string in the URL field at the top of the screen and tap *Go*. You will see a list of matches. Scroll to the bottom of the list for “On This Page (# matches).” Tap *Find* “your search string.” Select Safari's default search engine as either Yahoo, Google, or Bing in *Settings*. |
| Tip #85 - 2/27/2013  **Access your browsing history with just one tap**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1541.PNG | To view your browsing history when in Safari on your iPhone, **hold** the **back arrow** at the bottom of the screen and your browsing history list will be displayed on the screen. Furthermore you have the option to return directly to any one of the listed webpages by merely tapping on it.  Each of your (up to) 24 Safari windows will have its own browsing history. |
| Tip #15 - 6/20/2012  **Easy Read Web Pages**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1541.PNG | Often web pages are not easy to read on the iPhone because the font is too small and the page is cluttered with links and sidebars. Here is where the readerbutton in *Safari* is very useful. Notice that sometimes to the left of the URL entry field at the top of the web page there is a small button. If you tap this reader button, the body text of the web page will be opened in a new, uncluttered, easy to read, large text window.  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1542.PNG  *Now isn't this easier to read?* |
| Tip #16 - 6/24/2012  **Quick Access to a Favorite Website**  ?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0  In this screen capture, the AlaskaAir icon on the left is the app. The Alaska Air icon on the right is a link to their website, created using the method described above. If the linked webpage has an associated icon, it will automatically be displayed on the icon button, as shown here. | Add a **shortcut icon to a website** on any home screen page. It will look just like any app icon.  In *Safari*, tap the Go To button (the little rectangle at the bottom with the arrow coming out of it) and then tap *Add to Home Screen*.  If you want to move the icon to another page, hold any icon until they all jiggle, and drag any icon to any home screen page, just like you would for any other app icon.  When you tap on the icon you'll be taken directly to the website in *Safari.* |
| Tip #61 - 12/2/2012  **Tap and Hold Links for URL and Options**  **photo 1**  **photo 2** | While browsing through Safari or email, you are often faced with links you would like to click and investigate further. However, you don't want to lose the page you are currently on.  When you are faced with this situation, instead of simply clicking through the link, **hold your finger down on the link**.  When you do this, you are presented with four or five options: *Open, Open in New Page, Add to Reading List, Save Image* (only if it's an image link) and *Copy*.  Click on *Open in New Page* and the page will be opened in a separate window allowing you to continue where you left off! Pretty handy!  This feature is so smart that if you tap on a link to an app in the App Store it will present you with yet a different set of options: *Open in "App Store*,"  *Save Image* and *Copy*.  And If you've got misgivings about opening a questionable link on a web page in Safari, when you tap and hold that link, the top of the pop-up will also show you the URL hiding there. |
| **iBooks** |  |
| Tip #34 - 8/29/2012  **Find Word Definitions Easily** | **Access the built-in dictionary** in most apps that let you select a word. Simply **double tap** a word—in an email, web page, iBooks, and so on—and you'll find a pop-up option for *Define*.  If you want to look up a word that isn't already displayed on your iPhone, go to the built in *Notes* app and type in the word. Then double tap to get the definition. |
| Tip #32 - 8/22/2012  **Manual? What Manual?** | The iPhone comes with a very complete **users guide**. Tap the bookmarks icon at the bottom of the *Safari* screen and select the *iPhone User Guide for iOS 7*.  Or go to *iBooks -> Store -> Search*, and type "iPhone user guide." Download it and it will be placed into your iBooks library for you to reference anytime you want; you don't have to be online once you download it. |
| Tip #52 - 10/21/2012  **iBooks Scroll and Copy**  ?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0 | • **Scroll** - choose between the old page turning (flick left or right) like a normal book or scrolling smoothly up-and-down.  To select the scroll option, click on the small and large *AA* icon at the top of the screen, tap *Themes* and then select *Scroll*.  • **Copy** - select and copy text to be pasted into your term paper, an email or a note. Copy works like copy anywhere on the iPhone: double tap to select a word, quadruple tap to select a paragraph, or slide the selection handles. Then tap the *Copy* button. |
| Tip #30 - 8/15/2012  **Save PDFs in iBooks** | The iPhone offers handy “Quick Look” functionality for viewing **PDF attachments** in an email, but better yet is that you can **auto-save them into iBooks** and then access and view them from iBooks, even off-line.  Simply tap and hold on the PDF icon and you’ll see the option to *Open in iBooks*. Tap this, and the PDF will be imported into, and be available to view in, iBooks from then on. |
| **Camera** |  |
| Basics, Tip #98 – 4/14/2013  **Camera Basics**  http://media.idownloadblog.com/wp-content/uploads/2013/06/iOS-7-Camera.png | **Adjust focus and exposure** by tapping anyone or anything on the screen.  To take a picture, tap the on screen **shutter button** or press **either volume button**. Pictures are placed into your *Camera Roll* in the *Photos* app.  To record **HD video**, swipe to select Video, then tap the record button or a volume button. Tap again to stop recording.  Tap the **HDR** icon to turn on or off **High Dynamic Range**, which takes three quick shots at long, normal and short exposures and blends them into a single photo.  New in iOS 7: Slide the selector above the shutter to select the square format for a picture and **apply filters** before (or after) you take a picture. The filter choices are displayed when you tap the three primary color circles at the bottom right.  New in iOS 7: hold down the shutter release or a volume button to take a **burst** of pictures at about 2 per second. iPhone 5S has a faster burst rate and a **Slo-Mo** high frame rate mode. |
| http://img.1mobile.com/market/screenshot/da/com.appershopper.ios7lockscreen/2.pngTip #10 - 5/31/2012  **Quick Camera Access** | If you need to take a picture quickly without stopping to enter your password or even swiping the *slide to unlock* button, do this: when the lock screen is displayed, **slide up** the camera icon at the bottom right side of the screen. It takes you directly to the camera.  Also, access the *Camera* in the *Control Center* from most any app. Put the *Camera* icon into your *Not Used* folder. |
| Tip #3 - 5/3/2012  **Remote Control Camera Shutter Release**  Earphone Control  It is best to place the iPhone on a solid surface, stand or bean bag and when you're ready to take the picture, press and release either volume button on the headphone cable, so it won't jostle the iPhone or disturb the subject of a close-up. | Attention photographers: a **remote control camera shutter release**. And it comes with the iPhone. Free!  Any of the physical buttons can jostle the camera, creating a blurry image.  **Even better, use the headphone cable volume-up or volume-down button as a shutter release.** |
| Tip #13 - 6/10/2012  **Take a Snapshot of Your iPhone Screen** | The screenshot feature allows you to take a snapshot of anything on the iPhone screen and save the screen image to your photo *Camera Roll*.  When your screen has something you want to preserve, simply tap the **home** button **and** the **Sleep/Wake** switch at the **same time**. Treat it like any other picture, to edit, crop, email, or download to your computer.  Some example uses of the **screenshot** feature:  • If you get an error message on your phone and you want to show it to somebody to help you diagnose it, take a screenshot.  • If a company emails you a coupon that you want to be able to find readily, take a screenshot and you'll know that it's in your camera roll. |
| ?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0Tip #41 - 9/19/2012  **Panoramic picture mode in Camera** | Slide the selector above the shutter to *Pano.* Tap the shutter release or a volume button and pan left-to-right. The iPhone will automatically and magically create a panoramic picture for you.  Here's an example of a 180° panorama from San Pedro.  ?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0 |
| **Security** |  |
| Tip #17 - 6/28/2012  **Emergency Info on Your Lock-screen**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1559.JPG | Many of us had created—on our older mobile phones—an *ICE* (*In Case of Emergency*) contact, as recommended by emergency responders. But with password security on the iPhone, the first responders will not be able to gain access to your ICE contacts because **they cannot unlock your phone**.  To solve this, create text that contains your emergency information. Anyone turning on the phone will be able to see your ICE information.  This can also provide information to a good Samaritan who finds your lost phone, and may expedite its return to you.  Type this information into Notes, take a screen shot (hold Sleep/Awake and Home simultaneously. Crop to fit. Then go to Settings -> Wallpapers & Brightness -> CHOOSE WALLPAPER -> PHOTOS -> Camera Roll. Choose the screenshot you just created and select it for your lock screen. |
| Tip #28 - 8/11/2012  **Help Finding a Lost iPhone**  AppleIDsharing1 | Losing your iPhone can be a traumatic experience. But circumstances needn't be so dire with the help of iCloud and the iPhone's built-in GPS—if you've made the proper preparations.  After you've set up iCloud, go to *Settings -> iCloud* and enable *Find My iPhone*. Once signed up, track your iPhone (on another device) on a map. From there, remotely force the phone to play a loud sound, lock down the phone, have it display an alert message, or even wipe its memory.  New in iOS 7: Apple has made it impossible for a thief to reset the iPhone without your Apple ID. Hopefully that will make them less attractive to thieves. |
| **Music** |  |
| Basics  **iTunes Store, Music, iTunesU**  Download the free Apple app iTunesU and then get many free and purchased complete college level courses. | Access the iTunes Store by tapping the *iTunes* icon.  Search the store for music, movies, TV shows, music videos, and more.  Browse, purchase, and download from the store directly to your iPhone. Tap any item to hear or see a preview.  Play your songs with the built in *Music* app (formerly called *iPod*).  New in iOS 7: *iTunes Radio* lets you create custom radios station that play just the kind of music you like. It is free, but there are short audio ads. Subscribe for $25 a year for ad-free listening.  New in iOS 7: When you are playing music, the music controls are now available on the Lock Screen.  New in iOS 7: Scan­—using the camera—to redeem Apple gift cards. |
| Tip #56 - 11/14/2012  **Three Magic Buttons on your iPhone Earphone Cable**  Earphone Control | When listening to music on iPhone ear buds,  • **single tap**the middle button of the control pod cable from the right-ear **starts** or **stops** music.  • **double tap** the middle button to skip to the **next song**.  • **triple tap** to listen to the **previous song**.  If the phone rings while you're listening to music, the **middle button** will mute the music and **answer the phone**. Then later, it will hang up the phone and resume playing the music.  The **upper** and **lower** buttons surrounding the middle button control the **volume**.  And keep in mind, the **cable pod has a built-in microphone**. So you don't have to hold the phone up to your mouth while you're talking on the phone using your earphones. |
| Tip #44 - 10/3/2012  **Wake Up and Go to Sleep with Your Favorite Music**  **Wake up to your favorite song**  Apple updated the *Clock* app to give the alarm functionality a boost. No longer do you have to wake up to one of your ringtones. Instead, pick any song in your library.  In the *Clock* app, tap *Alarm -> Edit -> [+] -> Sound -> Pick a song*. | **Sleep timer for your music**  If you listen to music on your iPhone before going to sleep, set the *Music* app to stop playing after a desired period of time.  To set the sleep timer, launch the built-in *Clock* app. Select the *Timer* function. Set the amount of time you'd like to listen to your music before the music stops: tap on the *When Timer Ends* button and you'll be brought to a page where you're able to select a particular alarm that is played when the timer ends. Scroll down and tap on *Stop Playing*. Tap *Set* and then tap *Start* to begin timing. Start your music and sweet dreams. |
| Tip #73, 73b - 1/16/2013  **Speaker "amplifier" in your palm**  IMG_0873 | The iPhone's speaker is at the bottom, to the right of where the charger cable plugs in. If you're listening to a video or music without ear buds, it is sometimes hard to hear the speaker. So if you cradle the phone in your palm as shown this photo, then the sound will be reflected off of your palm and directed towards you.  For further amplification simply put your iPhone in a cup, glass, or bowl (make sure there is no soup or water in it!!!) |
| Tip #93 - 3/27/2013  **Turn the screen off to conserve the battery when listening to music** | If you listen to music on your iPhone, you don't need the screen. The iPhone screen backlight discharges your battery quite rapidly. So tap on the sleep/wake button on the top right to turn off the screen. **The music will continue to play**.  This is also the case if you are using a navigation program such as *Maps* or *Google Maps*. If you don't need to constantly look at the map, put the phone in standby. The voice commands will continue to be generated, giving you verbal guidance. |
| **Photos** |  |
| Basics  **Photos**  http://cdn.gottabemobile.com/wp-content/uploads/2013/06/New-iOS-7-Photos-App.jpg | Tap the *Photos* icon on the Home screen to see your pictures.  Flick right or left to move between images.  Double-tap or pinch to zoom.  Tap once to bring up the onscreen controls. Tap *Edit* to modify a photo (rotate, enhance, remove red eye, or crop), share it, copy it, print it, assign it to a contact, and more.  New in iOS 7: See groups of your photos by year or by location and date ranges. It will also take you to Apple Maps to show you where pictures were taken, wherein you see only those pictures: **Albums** (as before), **Year** 2011, 2012, 2013, **Collections** by dates, locations, **Moments**. |
| Tip #66 - 12/19/2012  **Photo Stream**  About Photo Stream  When Photo Stream is turned on, photos you take on iPhone (as well as any other photos added to your Camera Roll) appear in your photo stream after you leave the Camera app and iPhone is connected to the Internet via Wi-Fi. These photos appear in the My Photo Stream album on iPhone and on your other devices set up with Photo Stream.  Tip 65  Note:  Although deleted photos are removed from photo streams on your devices, the original photos remain in the Camera Roll album on the device they originated from. Photos saved to a device or computer from a photo stream are also not deleted. To delete photos from Photo Stream, you need iOS 5.1 or later on iPhone and your other iOS devices.  Excerpt From: Inc, Apple. “iPhone User Guide For iOS 6.” Apple Inc., 2012. iBooks. This material may be protected by copyright. | With Photo Stream, a feature of iCloud, photos you take on iPhone automatically appear on your other devices set up with Photo Stream, including your Mac or PC. Photo Stream also lets you share select photos with friends and family, directly to their devices or on the web.  Turn on Photo Stream:  *Go to Settings -> iCloud -> Photos -> My Photo Stream*.  Photos added to your photo stream from your other iCloud devices also appear in My Photo Stream. iPhone and other iOS devices can keep up to 1000 of your most recent photos in My Photo Stream. Your computers can keep all your Photo Stream photos permanently.  Note:  Photo Stream photos don’t count against your iCloud storage.  Manage photo stream contents: In a photo stream album, tap *Select*.  • Share, *Copy*, *Save to Camera Roll,* *Print*, save to *iCloud, Facebook or Flickr*: Select the photos, tap the Send To button. Tap the desired destination icon button.  • Delete photos: Select the photos, and then tap the trash can.  Download iCloud Control Center at http://support.apple.com/kb/DL1455 |
| Tip #86 - 3/3/2013  **Sharing photos using Photo Stream**  IMG_0977 | With *Shared Streams*, share just the photos you want with just the people you choose. Select photos directly from the iPhone *Photos* app. Enter email addresses of the people you’d like to share with (or add new photos to a *Shared Stream* you’ve already created). The recipients will receive an email with a link that allows them to view your Shared Stream album.  In *Settings -> iCloud -> Photos* -> *My Photo Stream* and *Photo Sharing* to *On*.  In the *Photos* app, tap *Shared* at the bottom of the screen.  **Create** a shared photo stream:  tap +. In New Stream, type the stream name. Tap *Next*. To invite users to subscribe, enter their email addresses.  **Add photos** to a shared photo stream: tap its name. Tap +. Select photos or groups of photos. Tap *Done*. Annotate each photo and tap *Post*.  **Delete photos** from a shared photo stream: Tap the shared photo stream, tap *Select*, select the photos, then tap the trash can icon.  **Edit** a shared stream name or **delete** the shared stream: tap *Edit* and or rename or delete (tap small red circle).  **Edit** contents or subscribers: tap the Shared Stream name you wish to edit. Tap Photos or People to edit. Add or remove photos or subscribers.  Turn *Subscribers Can Post* to *On* or *Off*, your choice. |
| Tip #69 - 1/2/2013  **Print from your iPhone**  And on a different but related topic, some HP printers, including my HP Officejet Pro 8600 Plus, also support eprint which lets you print from anywhere in the world by emailing to your printer. It will print any email you send to the printer including picture attachments. | Your iPhone can print from print-enabled apps, photos, websites and emails via your own local Wi-Fi using AirPrint.  First you will need an AirPrint enabled printer. I use an HP Officejet Pro 8600 Plus, but many companies make AirPrint enabled printers. Then, on the iPhone, open an application like Safari, Mail or Photos that support AirPrint. Select the content that you want to print, tap the send-to icon, and choose the option to print. Select your printer and press Print. |
| **Other things** |  |
| Tip #99 - 4/17/2013  **Do Not Disturb**  For the curious:  Ring/Silent switch and Do Not Disturb really do perform different functions. Closely examine the names to comprehend the difference.  With the switch in the **silent** position, the phone won't generate any sound which would disturb **others**. It will vibrate. (It is like quieting a fidgeting child in a movie theatre.)  **Do Not Disturb** makes sure the phone doesn't disturb **you**. An incoming call or message will not ring, vibrate or light the screen. (It is like putting out a do not disturb sign on a hotel room door. But that wake-up alarm **will** sound.)  Select whether DND is always silent or silent only while the phone is locked. See right, below. | Use the *Do Not Disturb* setting to silence calls, alerts, and notifications, when the iPhone is locked. You will not be disturbed by vibrate or the screen glare either. The *Do Not Disturb* function sends calls immediately to voicemail. You will hear alarms and the timer, but not Calendar alarms.  Use *Control Center* to turn on and off *DND*. When *Do Not Disturb* is on, a "moon" icon will appear in the status bar.  But what if you enabled *Do Not Disturb* and forgot to disable it in the morning? That's easily remedied: schedule—on a daily basis—when *Do Not Disturb* is enabled and when it is disabled. I have mine set to enable at 11 PM and disable at 7 AM.  To make changes to your Do Not Disturb settings, tap *Settings -> Notifications -> Do Not Disturb*. These are the options:   * *Scheduled*: Automatically enable Do Not Disturb daily between the hours you specify. * *Allow Calls From: Allow calls from Everyone, No One, your Favorites,* or specific *Contact* Groups stored on your device or your iCloud account. Create a special group (perhaps call it "DND Exceptions") in your *Contacts* and place only those people that you want to allow bypassing *Do Not Disturb*. (Remember, you may only create and edit groups on your computer, not on the iPhone. And Contact entries can be placed in more than one group.) * *Repeated Calls:* If enabled, when someone calls you twice within three minutes, the call will not be silenced. * New in iOS 7: *Silence* *Always* or *Only while iPhone is locked*. |
| **Automatic Updates**  New in IOS 7 | New in IOS 7: You formerly had to update apps by noticing the little red dot on the *App Store* app.  Now tell the *App Store* to automatically update your apps without opening the *App Store*. Go to *Settings -> iTunes & App Store* and switch the *Updates* option to On (green) under the *Automatic Downloads* section.  To get a quick snapshot of recently updated apps on your iPhone, open up the *App Store* and tap the *Updates* tab. See your purchase history, too. |
| Tip #100 - 4/21/2013  **Want larger text?** | Here's how to enlarge text size throughout iOS on iPhone:  *Settings -> General -> Accessibility -> Large Text*. Choose the text size you'd like.  Or just select *Bold Text*, to see if that makes it more readable.  You'll now notice that the text in apps such as *Messages, Mail, Contacts, Calendar*and*Notes* operate in the selected text size or bold (or both). |
| Tip #76 1/27/2013  **Running out of memory?**  If a particular app is using lots of memory and you find you are not using that app, then delete it or delete some of the data—pictures, videos, music, books—to free up memory. | If you fear your iPhone is approaching the limits of its storage capacity, head on over to *Settings -> General -> Usage*, and start surveying your worst offenders. (Be patient. It may take a few seconds to download the storage data.) Tapping on an app name may provide a bit more detail — specifically, the footprint of the document and data files associated with the app. You’ll also see a button to delete the app entirely. |
| **Built-in apps** |  |
| **AirDrop**  http://www.applegazette.com/wp-content/uploads/2013/07/ios7-airdrop2.jpg?_cfgetx=img.rx:250; | New in iPhone 5 or later: *AirDrop* lets you share your photos, videos, interesting websites, locations, and other items wirelessly with other nearby devices that support *AirDrop*. *AirDrop* requires an iCloud account, and transfers info using Wi-Fi and Bluetooth. You must be on the same Wi-Fi network, or within approximately 30 feet (10 meters) of the other device. Transfers are encrypted for security.  To share an item, tap *Share*, tap *AirDrop,* tap the name of a nearby user. To receive, open *Control Center*, tap *AirDrop*, then choose from *Contacts only* or *Everyone*. Either *Accept* or *Decline*. |
| C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1563.PNG  **Maps** | *Maps* is a comprehensive, turn-by-turn GPS navigation aid. Receive driving or walking directions, or public transportation (links to *Google Maps* or *Waze*). Hear and view the directions, see the route on the map and on a list. |
| **Apple Keychain**  Set up iCloud Keychain. Go to *Settings -> iCloud -> Keychain*. Turn on *iCloud Keychain* and follow the onscreen instructions. If you’ve set up *iCloud Keychain* on other devices, you need to approve use of *iCloud Keychain* from one of those devices, or use your iCloud Security Code.” | *iCloud Keychain* keeps your website user names and passwords, and credit card information that you set up with Safari, up to date on iPhone and your other designated iOS devices and Macs running OS X Mavericks.  *iCloud Keychain* works with *Safari Password Generator* and *AutoFill*. When you’re setting up a new account, *Safari Password Generator* suggests unique, hard-to-guess passwords. You can use *AutoFill* to have iPhone enter your user name and password info, making login easy. Note:  Some websites do not support *AutoFill*.  *iCloud Keychain* works on all your approved iOS 7 devices and Macs running OS X Mavericks. *iCloud Keychain* is secured with 256-bit AES encryption during storage and transmission, and cannot be read by Apple. Excerpt From: Inc, Apple. “iPhone User Guide For iOS 7.” Apple Inc., 2013. |
| Tip #162 – 11/24/2103  Heading selector  **Compass**  C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1544.PNG http://wpuploads.appadvice.com/wp-content/uploads/2013/06/Featured1-627x1024.jpeg | The built in compass shows directions based on either magnetic north or true north. Also shows your location and latitude/longitude. (True north is where the axis of rotation pierces the pole. Magnetic north is where the magnetic pole is located, near the 75° parallel above Canada.)  New in iOS 7: Compass has a heading selector. Tap anywhere on the compass to colorfully enable the display of your deviation from the selected heading. There is also a bubble level crosshair circle on compass card so you can hold the compass level.  The Compass now has a built-in bubble level. Slide right to left on the compass to get the level function. Level a flat table or an edge. |
| Basics  **Clock**C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1545.PNG | The built-in *Clock* is four apps in one:   * World Clock, multiple time zones * Alarm, multiple * Stopwatch * Timer (shown and available directly from *Control Center*)   New in iOS 7: the count-down timer is displayed on the lock-screen, beneath clock. |
| Tip #163 - 11/27/2013  **iCloud and iCloud backup**  (shown here on my PC screen)  **iCloud** stores your music, photos, apps, *Calendars*, *Contacts*, documents, and more. It’s seamlessly integrated into your apps and wirelessly pushes your content to all your devices.  Manage your iPhone built-in apps on all of your devices: PC, iPhone, and iPad. Any changes you make in one device will be updated in the other(s).  Download and install the iCloud program onto your PC.  Then on the iPhone, tap the *Settings* icon and choose *iCloud* to turn on the apps that you want to share with your PC and other devices on iCloud: *Mail, Calendars, Contacts, Reminders, Safari, Notes, Passbook, Photo Stream, Documents & Data, and Find My iPhone.* | **iCloud backup:** Turn on iCloud backup: Settings -> iCloud -> Storage & Backup -> BACKUP -> iCloud Backup -> On.  When you sign up for iCloud, you automatically get 5 GB of free storage. Your iCloud storage is used for iCloud Backup, app data and documents stored in iCloud, and iCloud Mail (your @[icloud.com](http://icloud.com/) email account).  You have important information on your iPhone, iPad, and iPod touch. iCloud automatically backs up your device over Wi-Fi every day while it’s turned on, locked, and connected to a power source. With your device information backed up in iCloud, you can easily set up a new device or restore information on one you already have.  Here’s what iCloud backs up:  • Purchased history for music, movies, TV shows, apps, and books • Your iCloud backup includes information about the content you have purchased, but not the purchased content itself. When you restore from an iCloud backup, your purchased content is automatically downloaded from the iTunes Store, App Store, or iBooks Store.  • Photos and videos in your Camera Roll • Device settings • App data • Home screen and app organization • iMessage, text (SMS), and MMS messages • Ringtones • Visual Voicemail  Your iOS device backup only includes data and settings stored on your device. It doesn't include data already stored in iCloud, for example contacts, calendars, bookmarks, mail messages, notes, shared photo streams, My Photo Stream, and documents you save in iCloud using iOS apps and Mac apps. |
| Basics  **Reminders** | Can set a reminder for a date and time, or when you **reach** or **leave** a **location**, such as home, work, Bob’s house. |
| Basics  **Notes** | Type in random notes. Most recent on top. You cannot sort. You can search for a word or string. |
| Basics  **Weather**  https://mail-attachment.googleusercontent.com/attachment/?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0.5&disp=emb&view=att&th=1397e1f0c6100701 | Forecasts for locations of your choice.  I prefer the free app *TWC (The Weather Channel)*, shown here. It has 36 hour and 10 day forecasts. Also Yahoo consider *Weather!* |
| C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1546.PNGBasics  **Voice Memos** | Record a memo, thought, conversation or other audio event. Then share the voice memo by email or message. You can edit out stuff you don’t want in the voice memo. |
| Basics  **Stocks**  https://mail-attachment.googleusercontent.com/attachment/?saduie=AG9B_P-Dd9p8XIx1drrdXyTZPvb4&attid=0.1&disp=emb&view=att&th=13982b7e8f4e6e5e | Follow all of your stocks and mutual funds at any time. Customize the list to only those securities you want to follow. |
| C:\Users\Jake\Pictures\Photo Stream\My Photo Stream\IMG_1574.PNGBasics  **Newsstand** | Organize your magazine and newspaper app subscriptions. *Newsstand* apps appear on the shelf and as new issues become available.  New in OS 7: Newsstand can now be placed in a folder. |
|  | Last revision: November 30, 2013 |