

# iPhone Tips and Secrets

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Topics are either:

Basics (san serif font) or tips from Jake's iPhone Tips (serif font).

## General

Tip #72 - 1/13/2013

### 44 functions your iPhone can do right out of the box

Phone (speakerphone, conferencing)

Video phone

Contact list

Calendar

Alarm clock

Countdown timer

Stopwatch

World clock

Games platform

Camera

Panoramic camera

Video camera

Photo and video viewer

Slide show viewer

Compass

Ebook reader & store (free iBooks app)

Audio book player

Newsstand & reader

University courses (free iTunes U app)

Notebook

Lists with reminders

Voice recorder

Email application

Consider the iPhone as the Swiss Army knife of personal digital assistants. I made a list of all the functions or products it can replace as it comes right out-of-the-box without adding any apps (with a few free Apple app exceptions). So if somebody asked you what an iPhone can do...

Messaging application

Web browser (full HTML)

Wi-Fi hotspot detector

MP3 music player & store

Weather reporter & forecaster

GPS maps, locator & navigator

Traffic reporter

Calculator

Coupon wallet

Stock market tracker

Text editor

Dictionary

File back up

Amber & emergency alerts

WolframAlpha knowledge base (via Siri)

Movie, sports & restaurant databases

Voice-to-text translator

Application store and database

Social network engine

Doc, xls and pdf reader

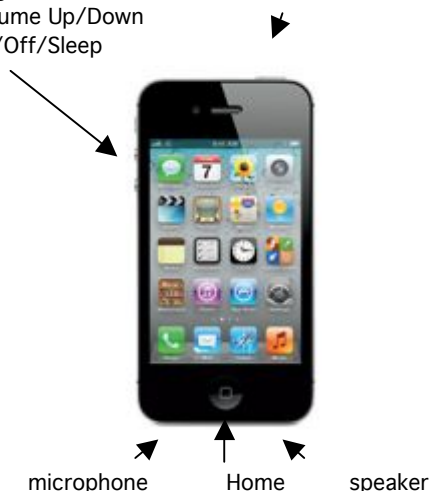
Basics

### Button basics

Ring/Silent

Volume Up/Down

On/Off/Sleep



To turn off or restart iPhone, press and hold the On/Off button for a few seconds, then drag the slider to confirm.

To turn off the screen but still receive calls, press On/Off once.

Press the Home button at any time to return to the Home screen. Press Home again to return to your primary Home screen. Again: Spotlight Search.

To quickly switch between recently used apps, double-click the Home button and tap an app icon (multitasking bar).

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

### Settings



*Settings* is where all the iPhone housekeeping data is kept, all in one handy place.

Tap the *Settings* icon on your home screen.

The first setting is the *Airplane Mode*. It turns on/off your phone capabilities, cellular data, Wi-Fi and Bluetooth all at once.

Some apps have their settings stored here, others are set from within the app.



If you want your phone and cellular data off but your Wi-Fi on (such as when at home, to preserve battery, or in a foreign country), tap the *Wi-Fi* icon and turn it back on.

*Sounds* is where you can set the vibrate mode, ringtones, and various alert tones, lock sound, and keyboard clicks.

Other settings: *Do Not Disturb*; *Brightness & Wallpaper*; *Privacy* -> *Location Services*; *General* (explore them); *Auto-Lock*, *Passcode Lock*.

Basics

## Create folders. Organize apps



Touch and hold any app icon until it starts to jiggle. Then drag one app onto another to create a folder.

Folders are automatically named by category, or you can rename them.

You can customize your Home screen by dragging apps and folders to different positions and screens. When you're done, press the Home button.

Tip #23 - 7/22/2012

## Customize Your Four Dock Apps



And it's not surprising, but it's good to know that you can in fact place folders—each containing up to 12 apps—into the dock.

You can **choose the four icons** "docked" on the bottom row of your home screen. You are not stuck with the four default programs that Apple placed there: *Phone*, *Mail*, *Music*, and *Safari*. First, remove the app that you want to replace from the dock: just press and hold that icon, then drag it away from the dock while it is jiggling. Press the home button when you're done.

Now you can put any app icon on your bottom row "dock." Press and hold the icon of the app do you want to put in the dock until it jiggles, then drag it down into the dock, then press the home key.

Regardless of which home page you are on, the four apps in the dock will remain in place. Put the four apps that you use the most—and want to get to quickly—into the dock. I put my *HanDBase* database app there—instead of *Music*—because I use that app so often.

Tip #40 - 9/19/2012

## How to Upgrade to the Latest Software iOS 6

iOS 6 is compatible with the iPhone 3GS, iPhone 4, iPhone 4S, iPad 2, new iPad "3" and iPod Touch 4th generation.

Apple released a new operating system software update for the iPhone, iOS 6.

To install the latest software, do the following:

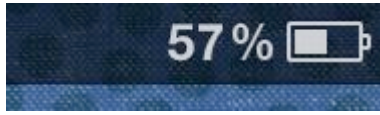
- Back up your iPhone on iTunes before proceeding.
- It is best to be at a Wi-Fi hotspot, preferably in your home, and have your iPhone plugged into the charger.
- Go to Settings -> General -> Software Update. Follow the directions on the screen.

Tip #18 - 7/4/2012

## A Better Battery Charge Display

Display the **percentage of remaining battery life** next to the battery icon on the upper right corner of the iPhone screen (e.g., 57%).

To do this, tap *Settings* -> *General* -> *Usage* -> *Battery 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 #22 - 7/18/2012

### Home Screen Date Display

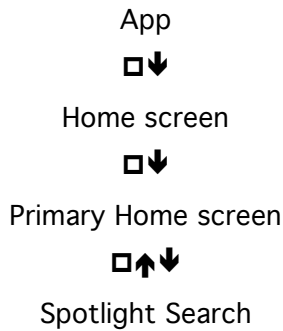


Did you notice that the little icon for the built-in *Calendar* app shows the **day of the week** and **today's date**? Just take a look.

Tip #9 - 5/27/2012

### Shortcut to Search

#### Home Button Escape Sequence



Swiping to the right, or tapping the home button, from your primary home screen pulls up the *Spotlight Search* window, where you can search in *Contacts*, apps, e-mails, *Calendar* entries and media that match the word you enter.

But the *Spotlight Search* screen is also a shortcut to your *Safari* search default and Wikipedia. The last two search items for any search result are always "Search Web" and "Search Wikipedia," saving you the time it takes to open browsers or apps.

Select which built-in apps are searched in *Settings* -> *General* -> *Spotlight Search*. You can also edit the order they are displayed.

Find an app on your iPhone by name, in case you forgot where you placed it (shows the folder, too).

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.

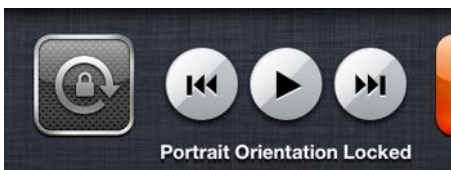
Tip #31 - 8/19/2012

### Quick Access to the Main Home Screen

To **quickly return to the primary home screen**, even if you're at the 11th home screen page (or any other), there is no need to swipe through all the other home screen pages to get to the primary one. Press the home button to be brought back to the primary home screen page.

Tip #36 - 9/5/2012

### Lock the Screen Orientation

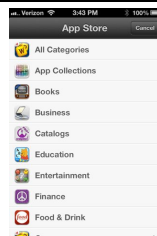


Locking the screen in portrait orientation is great when reading in the prone position. Simply double-click the home button, swipe *left to right* on the multitasking bar and the Music controls will show up.

Then tap the orientation icon (the one with the circular arrow inside) to lock or unlock the orientation. Here it is shown in the locked position:

Basics

### App Store



Tap the *App Store* icon to browse hundreds of thousands of apps in categories like games, business, travel, social networking, and more.

Browse by *Featured*, *Categories*, or *Top 25* or search by name.

To purchase and download an app directly to your iPhone, tap *Free* or the price, then tap *Buy App*. Many apps are free.

Tip #37 - 9/9/2012

### Summary of All Your Notifications

The *Notification Center* lets you know about missed messages, email, phone calls, *Calendar* events, weather, and more. New

## with one Finger Swipe

In *Settings* -> *Notifications* you can also change the order in which the notifications appear. To do this 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*.

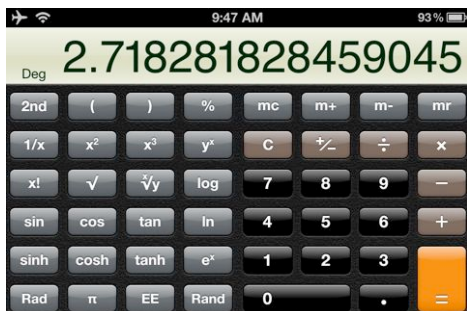
Tip #48 - 10/17/2012

## Tips for Improving iPhone Battery Life

There are six system services that use location services (i.e., power hungry GPS). But unless you **turn ON the status bar icon** for these services, you'll never know when the system is using the location services and hence consuming more power. To turn on the status bar icon, scroll all the way to the bottom of the *Privacy* -> *Location Services* screen. Tap *System Services*, scroll to the bottom and turn *Status Bar Icon* -> *ON*.

Tip #19 - 7/8/2012

## Scientific Calculator



Tip #41 - 9/19/2012 & Basics

## New Apple Maps

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* -> *Notifications*, select each app and turn *ON* or *OFF* whether you want the app to be in the *Notification Center* or not.

Here are some tips that could help in improving your iPhone's daily battery life.

- Disable **Bluetooth** when you're not going to be using it for some time (*Settings* -> *General* -> *Bluetooth* -> *OFF*).
- Turn off specific or all app **Notifications** in the *Notification Center* (*Settings* -> *Notifications* -> *OFF*) for any unneeded apps.
- Disable **Fetch New Data in email**, and other applications that constantly ping a server to push real-time notifications to your iPhone (*Settings* -> *Mail, Contacts and Calendars* -> *Fetch New Data* -> *OFF* {*Push* -> *OFF* and *Fetch* -> *Manually*}). If you do this, you'll be notified of email **only** when you open the Email app.
- Disable **Time Zone Adjustment** (*Settings* -> {*Privacy*} -> *Location Services* -> *System Services* -> *Setting Time Zone* to *OFF*).
- Disable **iCloud** (*Settings* -> *iCloud* -> *OFF*) for any unneeded features).
- Disable **Location Services** (*Settings* -> {*Privacy*} -> *Location Services* -> *OFF*) for any unneeded features or apps.
- Disable **Diagnostic and Usage Reports** (*Settings* -> *General* -> *About* -> *Diagnostic & Usage* -> *Don't Send*).

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

You can go back and forth 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, you can 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.

**Maps.** Find location. To see where you are on a map, tap the Location button. A blue dot appears at your current position.

In *Contacts*, tap on an address to go to the *Maps* app.



To see which way you're facing, tap the Location button again to turn on compass view.

Find places around you by typing words like "Starbucks" or "pizza" in the search.

Double-tap to zoom in. Tap once with two fingers to zoom out.

Apple's version of Maps now provides **spoken directions** and **turn-by-turn navigation** with alternative route offers based on faster ETA. Siri integration finds spots along your route. Flyover (3D buildings).

But, they no longer provide transit routes and Street View that were so popular in Google Maps. And there have been many customer complaints of inaccurate and incomplete maps. So....

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Tip #65 12/16/2012

## New Google Maps App

iOS 6 replaced the terrific built-in Google Maps with the not-ready-for-prime-time Apple Maps. Finally, three months later, Google has published the replacement app that you can now download for free from the Apple store.

Here is what David Pogue has to say in the NY Times about the new Google Maps app:

"The must-have features are all here: spoken driving directions, color-coded real-time traffic conditions, vector-based maps (smooth at any size). But the new app also offers some incredibly powerful, useful features that Apple's app lacks.

"Street View, of course, lets you see a photograph of a place, and even "walk" down the street in any direction. Great for checking out a neighborhood before you go, scoping out the parking situation or playing "you are there" when you read a news article.

"Along with driving directions, Google Maps gives equal emphasis to walking directions and public transportation options.

"This feature is brilliantly done. Google Maps displays a clean, step-by-step timeline of your entire public transportation adventure. If you ask for a route from Westport, Conn., to the Empire State Building, the timeline says: "4:27 pm, Board New Haven train toward Grand Central Terminal." Then it shows you the names of the actual train stops you'll pass. Then, "5:47 pm, Grand Central. Get off and walk 2 min." Then, "5:57 pm, 33rd St: Board the #6 Lexington Avenue Local towards Brooklyn Bridge." And so on.

"Even if public transportation were all it did, Google Maps would be one of the best apps ever. (Apple kicks you over to other companies' apps for this information.)"

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Tip #71 - 1/9/2013

## Find an airport on Maps

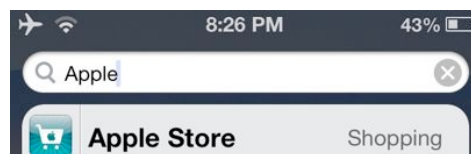
For some obscure general aviation airports, you may have to put the word "airport" after the three letter identifier.

Typing in the three letter airport code while in Maps will bring the airport up on the map. So if you are trying to view a map of say Renton, WA. Typing SEA (or sea) will bring up the Seattle airport. It is relatively quick to zoom out, re-center over Renton, and zoom in again. It seems to recognize all primary and secondary US airports.

This tip works with both Google Maps and the now infamous Apple Maps apps.

Tip #41 - 9/19/2012

## Folders in Spotlight Search



In **Spotlight Search**, You can now see in **which folder** each found app is located (you can see here my Apple Store app is in my Shopping folder)

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Tip #41 - 9/19/2012

## Apple ID to Upgrade....NOT

You no longer have to enter your **Apple ID** password when updating an app.

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Basics

### iCloud



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.

Tap the *Settings* icon and choose iCloud to turn on Photo Stream and select other iCloud features.

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Tip #76 1/27/2013

## Running out of 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.) Clicking on an app name will 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.

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.

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Tip #77 1/30/2013

## Cheap and dirty backup

If you use a text program such as *Elements* or the built in *Notes* app and you want to backup something really important, then simply tap the "send to" button (the little rectangle with the arrow coming out of it) and email it to yourself as an attachment or in-line text.

So if you accidentally erase or make a mess of the file you can always revert to the backup you last e-mailed to yourself. In my *Jake's iPhone Tips* I send myself a backup of the complete file sometimes two or three times a week. There is nothing more useless than the backup you didn't make!

For those minor screw ups, don't forget the "shake and undo" feature, Tip #6.

# Phone

Basics and Tip #29 - 8/12/2012

## Phone

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



Make a call: tap a phone number in *Favorites*, *Recents*, *Contacts*, an email, a text message, web page—, or almost anywhere in iPhone—to make a call.

Or open the Phone app and tap the Keypad button to dial manually. You can also listen to voice mail in the Phone app.

To **silence an incoming** call, press the On/Off button once (phone continues to ring for the caller).

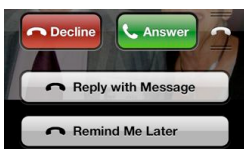
To send a call **directly to voicemail**, press On/Off **twice**.

Slide the little phone icon up and **send a message** or **set a reminder**.

You can Open other apps when on a call: press Home and the app's icon.

Tip #41 - 9/19/2012

## Text Reply to Incoming Calls



You can **reply to incoming calls** with a preset or custom text message or you can create a reminder. When you an incoming call is ringing, slide up the little phone icon in the lower right corner and choose your option.

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 on the lower left 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*, you can 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. You can put in multiple waits for access codes, or whatever.

You can also 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.

Select someone from your *Contacts* and tap the *FaceTime* button to start a **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 a video call.

FaceTime is now available over cellular, not just Wi-Fi, and is available currently only between any two of the following: iPhone 4, iPhone 4S, iPhone 5 and the new iPad and iPad Mini.

Tip #53 - 11/4/2012

## See Your Data Usage

If you are concerned about how much data time you're using on your iPhone, then you can find out how many messages you have sent and how much data you've used. My Verizon bill rounds the data usage to 1 GB increments so you don't have finer resolution

Text Message Usage: Est as of 11/05 1:43PM: Other Texts Sent:1 Domestic. Other Texts Received:3 Domestic.  
Picture-Video Message Usage: Est as of 11/05 1:43PM: Other Picture-Video Messages Received:4.  
Data Usage: Est as of 11/05 9:22PM: 0.102GB. Usage reset date: 11/08.  
Thank you for using Verizon Wireless.

of your data usage. But by using this tip you will get the exact amount in 1 MB resolution.

Here's what you do: if you have Verizon (see below for other carriers) simply call #DATA. Once a voice starts talking, just hang up. You will immediately receive a free text message that will summarize your data usage.

Even though in this example I've used only 0.102 GB, the Verizon bill would show it as 1 GB (that's not the way I was taught to round up in high school math!).

If you use...

- Verizon call #DATA
- AT&T call \*DATA#
- T-Mobile call #WEB#
- Sprint call \*4 on your phone, hit 4 again to hear the extended menu, and you should then have the option to get all your usage read to you, rather than receiving a text message.

If you don't use any of these or you find the one I listed doesn't seem to work, check with your carrier to see how to receive the same information.

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Tip #55 - 11/11/2012

## Fix a Poor Phone or Wi-Fi Signal

Have you ever been in an area where you are positive that there is signal, but you are getting nothing?

Go to *Settings*. Turn *Airplane Mode ON* to disable your cellular data. Once it's *ON*, turn it *OFF* again. This will restart it and will many times find your cellular signal again.

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

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## Keyboard and Editing

Basics and Tip #70 - 1/6/2013, Tip #26 - 8/1/2012

### Intelligent keyboard



You can select a word by double-tapping it, and select more or less text by dragging the grab points. Quadruple click to select a paragraph (You have to tap **four times rather quickly** on the same spot). Then tap cut, copy or paste.

To copy text from web pages, email, or text messages, touch and hold to select the text, then tap Copy.

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 tap the "x" or near it, to ignore the suggestion.

The keyboard automatically inserts apostrophes in contractions.

If you tap the space bar twice, it adds a period.

Touch and hold 123 then slide your finger to a digit or symbol. When you let go, the alpha keyboard will return.

Double-tap a word to look it up in the dictionary.

**Cut, copy, paste and undo.** Tap the text you want to edit, or touch and hold to bring up the magnifying glass. To fine-tune the placement of the cursor exactly where you want, simply rock or roll—don't slide—your finger left or right until the cursor is exactly where you want it to be.



### Some Keyboard Shortcuts

- Double-tap the space bar, and iPhone adds a period and capitalizes the next word.
- Caps lock: double-tap the caps key (up arrow) and it will turn blue, indicating caps lock is on. Tap again to turn off.
- To enter a digit or symbol quickly, touch and hold the *123* key, then **slide** your finger to the key you want. Lifting your finger inserts the character into the text and returns you to the alphabetic keyboard.
- 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 àáâäæã or hold \$ to see and select from ¥€\$ç£ or hold the hyphen and select from - — •

### A few other hidden keyboard symbols

Hopefully know by now that if you hold your finger on some of the keys on the iPhone keyboard, other symbol options present themselves. You can explore the keyboard yourself but in case you haven't, here are some of the more useful symbols that you can insert in your text.

- ° hold the zero "0" key
- § hold the ampersand "&" key
- ... hold the period "." key
- « » „ “ ” hold the quotes " key
- — — • hold the hyphen "-" key

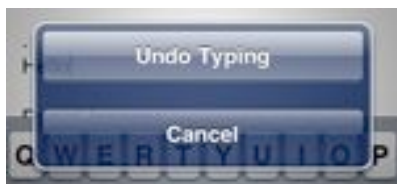
Quiz. Figure out where these are hiding:

¿ ¡ ` ‘ Œ

### 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.

### Where is the Undo Key?



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

- Hold the iPhone firmly in one hand and Shake it (no, I'm not joking).
- Tap the *Undo* button.

You can have multiple levels of Undo and Redo, both with dictation and keyboard typing. It is quite a comprehensive system.

### 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.

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Tip #14 - 6/17/2012

## Scrolling Through a List

Scroll through the *Contacts* 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.

**If you hold your finger on the alphabet bar and then slide or roll up or down**, you can quickly find the starting letter. You will advance one letter at a time with each finger movement.

Then you'll be able to scroll through your *Contacts* using the finger flick. This also works with most other apps that have alphabetical lists, such as *Music* and third-party apps.

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Tip #12 - 6/5/2012

## Personal Keyboard Shortcuts

**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.

For example

- when I type *ty* I get *Thank you very much* or
- when I type *bc* I get *because* or
- when I type *yg* I get my email address *JakeAir99@gmail.com*.

You can 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.

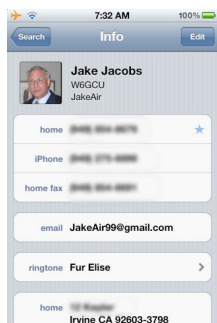
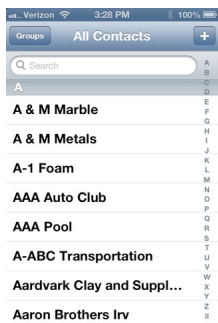
If you typed an incorrectly spelled word, dismiss the correction; the word will be underlined in red. If you tap the underlined word, and then tap *Suggest*, you'll get a list of suggested words. Tap the correct word if it appears in the list.

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# Contacts

Basics

## Contacts



*Contacts* is where all your addresses, phone numbers, email addresses are stored for use by the phone, email, messaging and FaceTime.

- In the list view, you can search. Scroll through the list by sliding your finger on alphabet on the right.
- Tap on a phone number, you to call it.
- Tap on an email address to go to a new blank email message ready to fill out.
- Tap on an address to display the location on a map. Tap on the car icon for directions.
- Touch and hold a field to select an option to Copy that field.

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

- Tap *Send Message* and you will be given a choice of phone



number and addresses to use.

- Tap *Share* and you can 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 *FaceTime* to make a free video call to another iPhone or iOS device.
- Tap *Add to Favorites* to add to your Phone's favorites.

Tip #38 - 9/12/2012

## Picture Your Contact



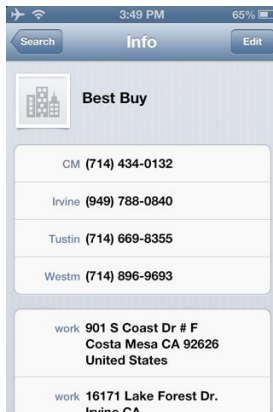
**For each entry in your *Contacts* you can attach a photo.** Then any time you receive an email or a phone call from that person, their picture will show up on the email or on your screen when the phone is ringing.

To attach a picture to a contact, select the contact and tap *Edit*. Then tap the *Add Photo* square at the upper left. Now select *Take Photo* or *Choose Photo*. If you're near the person, you can 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



In *Contacts* you can **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 contract, not merely Best Buy.

To create a custom label in a Contact, tap *Edit*, then tap on the label field. Then scroll to the bottom of the list where it says *Add Custom Label*.

You can create labels such as

- Son
- Daughter
- His (as in *His Mobile Phone*)
- Hers
- Service
- Emergency
- Summer Home

Well, you get the idea.

Tip #60 - 11/28/2012

## How many Contacts do I have?

You can 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*.

## 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.

If you create a number of Groups in your *Contacts*, then you can **assign each contact to one or more groups**. For example, you could have a contact who

- is a friend, and
- is in your bridge club, and
- is also a doctor.

So you could have

- a "Friends" group,
- a "Bridge" group, and
- a "Doctors" group,

and you could assign your bridge playing doctor friend into **all three groups**.

Note: in the iPhone you can 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: 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.

**You have to do these operations from within your PC** Contact program such as *Outlook* or in *iCloud*. In *Outlook*, you can move or copy any contact into any other group or groups, by selecting and dragging. If you delete a contact from any group—other than the *All Contacts* group—you will delete only from that group; the contact will remain in all the other groups. If you delete from the *All Contacts* group it will delete all occurrences.

## Contacts Searches All Fields

You can **search all fields in *Contacts***. If you want to see all contacts that have a reference to "Seattle," just search for it.

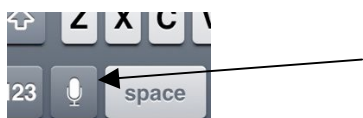
## Contact Groups

You can select which combination of Contact groups to display in your Contacts list. For example, you could display Hotels and Entertainment groups only.

# Siri and Dictation

Basics

## Dictation



Any time the keyboard pops up and you are connected to the internet, you can 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. You can speak just about anything that you can enter 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.

For more examples of how she can help you, ask Siri "What can you do?" or tap the circle i icon for a list.

Tip #20 - 7/11/2012

## Tell Siri Who You Are and Your Relationships

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

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

First, create an entry in your *Contacts* list for yourself. You need this because this is where all of your relationships are going to be stored.

Once you've entered yourself as a contact, you can 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, you can tell Siri, for example,

"Beverly Jacobs is my wife"

"Randy Smith is my brother-in-law"

Or you can enter this information manually in your own Contact entry.

Tip #50 - 10/24/2012

## Capitalizing Words when Dictating

And don't forget you can say words like *"comma," "period," "colon," "semicolon," "question mark," "new line"* to add punctuation.

When using dictation on iPhone 4S or 5, here is what to say to capitalize words:

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

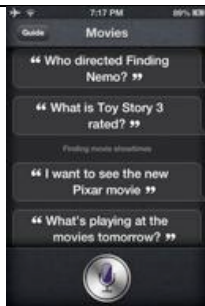
"**All caps**" MAKES the next word uppercase.

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

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

Tip #41 - 9/19/2012

## Ask Siri ....



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 i on the right, Siri will list all the apps she can help you with. And if you tap on any one of them you will get a list of examples.

## Calendar

## Calendar



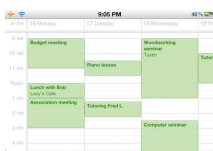
You can keep one or more calendars on your iPhone. View your calendar by the **day**, by the **month**, or as a **list**. Rotate your iPhone to landscape and you'll see (almost) an entire **week**.

Tap + to add an entry to your *Calendar*. Select **start** date and time, **end** date and time, **Repeat**, and **Alert**.

If you tap on a date in an email or website, you can automatically add the event to your calendar.

Tip #19 - 7/8/2012

## Calendar Week View



When using the *Calendar* you can see your upcoming appointments in a handy "**week**" view. Simply rotate the iPhone to landscape orientation. With iPhone 5 you can see an entire week, whereas in the older iPhones, you see about 3½ days.

Tip #21 - 7/14/2012

## How to Manage Birthdays in Your Calendar

 all-day **John Green's Birthday**

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 field*
- scroll down to *Birthday* and enter the date. If you don't know or want to enter the year just turn the year dial to the four dashes.

If you are sharing your *Calendar* with your partner on another iPhone (see Tip #5 5/10/2012), the birthdays will **not** show up to clutter the *Calendar* on the other iPhone.

From now on, every year this birthday will show up automatically in your *Calendar*, next to a little gift-wrapped box icon.

Tip #24 - 7/25/2012

## How Do You Quickly Go to a Particular Date or Year in the Calendar?

I wanted to enter a reminder before my birthday in **2017** to renew my driver license. So how to get to 2017 quickly?

Here is what I did: I went to the *Calendar*, Month view and I held my finger on the little triangle to the right of the current month; the **months scroll by very quickly**. Stop on the month that you're interested in select the day within that month. (it took about 10 seconds to scroll from today to 2017; that is a scroll rate of about two seconds per year!)

Tip #25 - 7/29/2012

## How Do I Set a Calendar Event for the Third Tuesday in Every Month?

How do I set a *Calendar* event for the **third Tuesday in every month**? Or say, daylight savings time once a year (second Sunday in March)? Well, you can't. At least not with the standard iPhone Calendar.

*Week Calendar* has a direct *Go to a date* function that will solve the problem in Tip #24.

So for this tip I am recommending an app called *Week Calendar* by a company called UtiliTap (\$1.99 in the App Store, and no, I don't get a kickback!). You can find other apps that will do similar things.

*Week Calendar* lets you see a week view of your calendar, color code different kinds of events depending on keywords in the event title, create complex occurrence rules for events such as the second Friday in every month, and many other features. The beauty of this app is that it doesn't create a separate calendar database, but rather uses the existing *Calendar* data. So any events you enter in one calendar will show up in the other, including complex events. And it will display shared calendars as described in Tip #5.

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Tip #5 - 5/10/2012

## Share Your Partner's Calendar



Be sure to select *Settings* -> *Mail, Contacts, Calendars* -> *Calendars* -> *Default Calendar* -> your calendar in *iCloud*, not in *On My Phone*.

If your partner also has an iPhone and you sync your *Calendar* on iCloud, you can **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*.

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#src.mod\\_rel](http://www.macworld.com/article/1163189/syncing_icloud_with_windows_and_outlook.html#src.mod_rel)

To set up calendar sharing: <http://support.apple.com/kb/PH2690>

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## Email and Texting

Basics

### Email

In *Settings* under *Mail, Contacts, Calendars*, you can add an account using the built in apps for *iCloud, Microsoft Exchange, Gmail, Yahoo, AOL, Microsoft Hotmail*, and *MobileMe*. Or add an account manually. Set up more than one email account.

**Start a new email:** start typing the message first, 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 garbage can icon at the bottom of the email.

## Drag and Drop email Addresses

When creating, replying to or forwarding an email, you can drag **email addresses between various fields** in the address portion of the email.

Just hold your finger on one of the addresses until it turns into a little blue address bubble and then drag. For example, drag from the *To* field to the *CC* field.

## Deleting Emails in List View

You can delete unwanted emails *en masse* rather than deleting one at a time. In your Inbox, simply tap the *Edit* button and check off the emails you want to delete and then tap *Delete*. You can also *Move* or *Mark* multiple emails this way.

## Create stuff 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 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 the *Create New Contact* button. Or you can *Add to Existing Contact*.

To create a **Calendar** event from email:

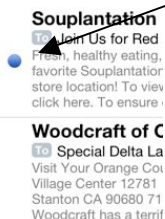
Open the email with the event information, look for the date and time—which should be “hyperlinked” in blue automatically by your iPhone—and tap it.

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; you can copy from the email and paste into the *Calendar*), then tap the *Done* button. You're just created a new event in your *Calendar*!

You could instead 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.

## 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, and you want it **marked as unread**, you can do that.

While viewing a message, tap the little flag in the lower left corner, which reveals two options. Tap *Mark as Unread*. The next time you view your Inbox, the message will revert to display the unread indicator dot.

## Batch email Lists

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, ...

For my Jake's iPhone Tips email list I created one Contact called "iPhone email List" (you would use whatever name you want to



assign to each batch email list). I then copied and pasted the string of email addresses—similar to the example above—into the *notes* field of the Contact. **I use the *notes* field because you can't type commas in the email address field, and it is much easier to edit in the notes field.** Then I select the entire list from the notes field and paste it into the blank email address field. Every time I need to edit or add anything to my batch email list, I edit it in the *notes* field first, and then copy and paste it into the email address field.

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

---

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. An international data plan can be expensive and texts can cause fees to skyrocket. But for iOS 6 users, iMessage can help avoid unnecessary charges. If you're the one 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*.

- **Forwarding** selected portions of a message: you can select various message *bubbles* from a message thread, but they will all be placed into one single message so the recipient won't know what is from whom. In the message thread, tap *Edit* and then select the message bubbles that you want to forward. Then tap the *Forward* button at the bottom. When the New Message screen pops up, type in the recipient.

- **Deleting** some of the message thread: use a similar method to the forwarding described above but tap *Delete* after you select the messages.

---

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 magically open a list of saved Drafts so you can continue composing unfinished or unsent emails.

---

Tip #58 - 11/21/2012

### Quote a fragment within a reply in email

You can reply with only a selected subset of a received email instead of the entire original message. To achieve this, select the portion of text you want to quote. Then just tap the reply button and the selected fragment will be appended at the end of the email

(under your signature).

---

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, you can 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, only then fill out the recipient fields and tap *Send*.

---

Tip #46 - 10/10/2012

### Some New Email Features in iOS 6

- If you have more than one email account, you can **assign a different sound alert for each email account**.

*Settings -> Notifications -> Mail -> select the email account -> New Mail Sound.*

- You can **reorder your email accounts** in Mailboxes: select *Edit*, Then slide the little handles on the right up-or-down to put your most used email account at the top.

- 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.

You can disable the archive feature in *Settings -> Mail, Contacts, Calendars -> Gmail -> Archive Messages -> OFF*.

This tip was blatantly paraphrased from the app *Tips and Tricks, iPhone Secrets*.

- 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 #51 - 10/21/2012

### Custom Email Signatures for Each Account

In Jake's iPhone Tips #46 I showed how you can have a custom sound for each email account. You can also **customize the signature** for each email account:

*Settings -> Mail, Contacts, Calendars -> scroll down to Signature -> Per Account.*

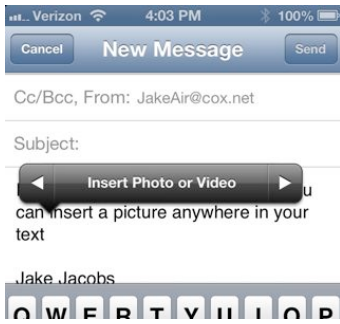
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Tip #41 - 9/19/2012

### Insert Pictures and Videos into Email

You can **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:

Select   Select All   Paste   ►



Tap the little triangle on the right and you'll see Insert Photo or Video.

---

Tip #59 - 11/25/2012

## Unblock your view of the message screen

When reading SMS or iMessages, it can be hard to view the conversation when the keyboard blocks half the screen. Hide the keyboard by sliding your finger down from above the text-entry box.

If you have Siri, you can ask her to "Read my new messages." Siri will speak the messages so you don't have to read them.

---

## Safari

Basics

### Safari Internet Browser



*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.

Tip #15 - 6/20/2012

## Easy Read Web Pages

Before....

and after....



Often web pages are not easy to read on the iPhone because the font is too small and the page is cluttered with links and sidebars. Here is where the **Reader button** in *Safari* is very useful. Notice that sometimes in the URL entry field at the top of the web page



there is a gray *Reader* 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.

See the little gray *Reader* button just below the time 7:10 AM?

Tapping it will turn this screen into the screen shown here. After you tap the *Reader* button you'll see the screen above. *Now isn't that easier to read?*

Tip #16 - 6/24/2012

## Quick Access to a Favorite Website



In this screen capture, the Alaska Air 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.

You can 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 #49 - 10/21/2012

## Search for a Word or Phrase within a Web Page in Safari

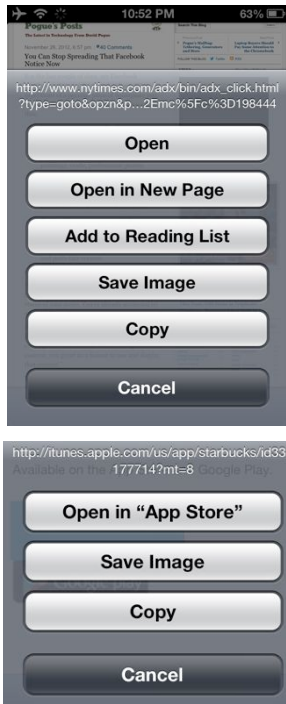
Start typing the word or phrase in the search field and then **scroll down** to the bottom of the list to *On This Page*. (Do **not** tap the *Search* button at the bottom right corner of the keyboard; that will take you to a Google search.)

Then tap *Find* [Your word or phrase]. The word or phrase will be highlighted in bright yellow. Then tap the next or previous arrow button to locate the occurrence of the word or phrase that you want to find.

Tip #61 - 12/2/2012

## Tap and Hold Links for URL and Options

While browsing through Safari, 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.

Tip #68 - 12/30/2012

## Limit Ad Tracking

"iOS 6 introduces the Advertising Identifier, a non-permanent, non-personal, device identifier, that apps will use to give you more control over advertisers' ability to use tracking methods. If you choose to limit ad tracking, apps are not permitted to use the Advertising Identifier to serve you targeted ads. In the future all apps will be required to use the Advertising Identifier. However, until then you may still receive targeted ads."

Everyone's trying to track you on the web, and your iPhone is no different. If you'd rather advertisers not track your activity and serve up targeted ads, iOS 6 lets you turn off tracking with a simple switch.

Just head to *Settings -> General -> About -> Advertising -> Limit Ad Tracking* and flip the switch to On. It may take a little while for you to stop seeing targeted ads, but soon enough your activity should be much more private.

←Here is the explanation accompanying the Limit Ad Tracking page.

## iBooks

Tip #34 - 8/29/2012

### Find Word Definitions Easily

You can **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, you can go to the built in *Notes* app and type in the word. Then double tap to get the definition.

Tip #30 - 8/15/2012

### Save PDFs in iBooks

The iPhone offers handy "Quick Look" functionality for viewing **PDF attachments** in an email, but what's even cooler 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.

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Tip #32 - 8/22/2012

## Manual? What Manual?

You can also read the *iPhone User Guide* in *Safari* by going to the bookmark icon at the bottom and tapping on *iPhone User Guide*. But you will have to be on-line to access it.

The iPhone comes with a very complete **users guide**. In fact if you read it, you probably wouldn't need this handout!

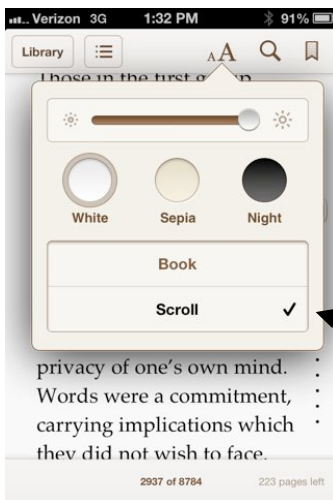
Tap the bookmarks icon at the bottom of the *Safari* screen and select the *iPhone User Guide*.

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.

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Tip #52 - 10/21/2012

## New features in iBooks 3: Scroll and Copy



The new Apple iBooks version 3 has a number of improvements, two of which I have described below. If you don't already have iBooks installed, then go to the *App Store* and install it.

Otherwise you should be notified of an update. It is free and allows you to download and read books. Many books are free from the Apple iBook store. You can also read pdfs you *Open in iBooks* from an email or website.

- **Scroll** - You can now 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** - You can now 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. Where you paste it is up to you!

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Tip #54 - 11//2012

## Invert Screen Colors for an Instant "Night Mode."

Eliminating blinding white backgrounds should help ease eye strain late at night.

Staring at a bright screen before bed can wreak havoc on our sleep patterns, but sometimes we don't have a choice. Luckily, iOS makes it easy to invert screen colors for an instant "night mode."

Go to *Settings* -> *General* -> *Accessibility*, then set your *Triple-click Home* option at the bottom to *Invert Colors*. Now, you can **triple tap the Home button** at any point to invert your screen's colors. This feature always works with any app.

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Basics

## Newsstand



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

# Camera

Basics

## Camera Basics

**Adjust focus and exposure** by tapping anyone or anything on the screen.

To take a picture, tap the **camera icon** or press **either volume button**. Pictures are placed into your *Camera Roll* in the *Photos* app.

To record HD video, set the switch to Video, then tap the record button. Tap it again to stop recording.

Tip #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.

Tip #3 - 5/3/2012

## Remote Control Camera Shutter Release



You can 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: Wow! A **remote control camera shutter release**. And it comes with the iPhone. Free!

You probably knew that the volume-up button or the volume-down button on the side of the phone will function as a shutter release button. In other words, you have an alternative to the screen shutter button icon. Any of these buttons can jostle the camera, creating a blurry image. (Note: the shutter activates when you release the button. So compose your picture with your finger on the button then release it when you want to snap the picture.)

**But did you know that you can 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

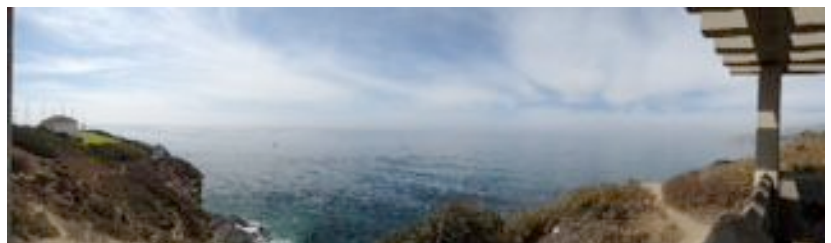
The screenshot feature allows you to take a snapshot of anything on the iPhone screen and save the screen image to your photo *Camera Roll*.

When your screen has something you want to preserve, simply tap the home button **and** the On/Off (Sleep) switch at the **same time**. You can then treat it like any other picture, to edit, crop, email, or download to your computer.

Tip #41 - 9/19/2012



**Panoramic picture mode in Camera** (*Camera -> Options -> Panorama*) lets you pan left-to-right and the iPhone will automatically and magically create a panoramic picture for you. Here's an example of a 180° panorama from San Pedro.



Tip #62 - 6/10/2012

## Macro photography



(Taken by my daughter, Rachel Jacobson, with her iPad 3 at her home in Aderet, Israel))

This tip was copied from the iMore.com website.

This iPhone tip is macro! Macro simply means close-up photography—not zoomed, but the lens being physically close to the subject. The keys to good macro photography, even on an iPhone, are nailing the focus, light, composition, and making your subject stand out.

**Don't get too close.** Somewhere around 4 inches is the minimum focus distance of the iPhone's lens. So if you're struggling with locking a focus, back up.

**Use AE/AF lock.** Take advantage of the somewhat hidden AE/AF lock feature is so helpful with macro photography.

When enabled, AE/AF lock preserves the focus and exposure on the lens so that you can recompose your shot without either of these settings being changed. To enable it, just **hold your finger on the screen at the spot you want to be in focus until the blue square pulsates**. When you release, "AE/AF Lock" will appear at the bottom of the screen. Then fine tune your composition and trigger the shutter!

**Don't block your light source.** Light is the most important element to good photography, but since macro photography means you're getting close to your subject, it's very easy to accidentally block your light source. Be aware of this and make it a priority to allow as much light as possible to fall on your subject. Sometimes this means positioning yourself in a very awkward way.

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## Security

Tip #17 - 6/28/2012

### Emergency Info on Your Lock-screen



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, on your lock screen wallpaper image, add text that contains your emergency information. So 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.

You will have to use a picture editing program on the PC, or most any photo editing app on the iPhone, to add the text to your wallpaper picture. See the next tip to learn one way to do this.

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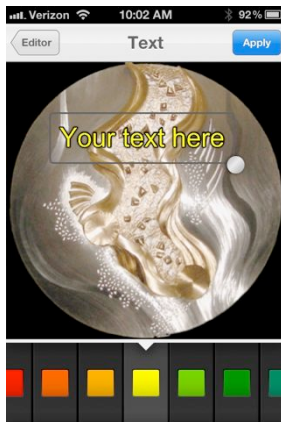
Tip #17 - 6/29/2012

### How Do I Add Text to an Image?

Here are the step-by-step instructions, how to implement the previous tip: You can use a program like this directly on the iPhone. This is the one I used for the example in my iPhone Tip.

*Photo Editor ∞*, YummyApps Inc. Category: Photo & Video





1. Go to the *App Store* and download the free *Photo Editor* by Yummy Apps, Inc.
2. Open the *Photo Editor* app and tap the *Choose Photo* button and then select a photo either from the Camera Roll or from one of your other photos.
3. After you've selected a picture, scroll the toolbar on the bottom of the screen to the left until you see the *Abc Text* tool. Tap it and enter your text onto the picture. Drag the text to where you want it on the picture.
4. You can change the color of the text so it contrasts well with the picture.
5. When you have the text where you want it, to tap the *Apply* button at the upper right-hand corner.
6. Using the same text tool you may enter a number of lines of text and place them on the picture.
7. When you have all the text entered and placed on the screen, tap the *Done* button and the picture and text will be saved in your Camera Roll.
8. To make this picture your lock screen wallpaper image, go to *Settings* -> *Brightness & Wallpaper* and select the little icon on the left—the lock screen icon. Then select *Camera Roll* and select the new picture you just created. That's it. You're done.

Tip #28 - 8/11/2012

## Help Finding a Lost iPhone



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

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

## Music

Basics

### iTunes Store, Music, iTunesU



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*).

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

Basics

### Song and video controls

While playing music or watching a movie, tap anywhere on the screen to bring up the controls. Tap again to hide them.

From the Lock screen, double-click the Home button to quickly access



your audio controls.

You can use other features of the iPhone (except have a phone conversation) while the music plays in the background. You can put the iPhone to sleep.

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Tip #56 - 11/14/2012

### Three Magic Buttons on your iPhone Earphone Cable



When listening to music on iPhone ear buds,

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

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

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

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

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Tip #73, 73b - 1/16/2013

### Speaker "amplifier" in your palm



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!!!)

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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, you can 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, you can 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.

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Tip #45 - 10/7/2012

### Adjustable Song Scrubbing Speed

By the way with iOS 6 they added a cute, but totally useless little feature. Notice the two little sliders for scrubbing and volume simulate polished aluminum and in fact if

You can scroll through a song at various speeds (Apple calls it *scrubbing*). Note: This does **not change the playback speed**, but merely the positioning of the slider; the finer the scrubbing, the more control you have of the positioning of the slider.

you tilt the phone the "reflection" off the sliders will change just as if they were polished metal. (For some reason this was only implemented in the *Music* app, and not on the volume slider, accessible from the multitasking bar.)

Put your finger on the scrubbing slider and the immediate vicinity will start glowing. Now, if you drag your finger left or right, you will scroll through the song at *Hi-Speed*, and if you do this movement **while dragging your finger down the screen**, the speed decreases to *Half-Speed*, *Quarter-Speed*, or *Fine Scrubbing*.

Tip #74 - 1/20/2013

## Cover Flow

(Note: much of my music comes not from the iTunes store but from files on my PC ripped from CDs. In those cases, there will not be any cover art to show in the Cover Flow.)

When using the Music app and viewing the Now Playing information, turn your iPhone sideways to activate Cover Flow.

This shows the cover artwork for all your purchased music. Swipe left or right to view your library. Touching the artwork opens the song list. From here you can select a track and start playing it.

# Photos

Basics

## Photos



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

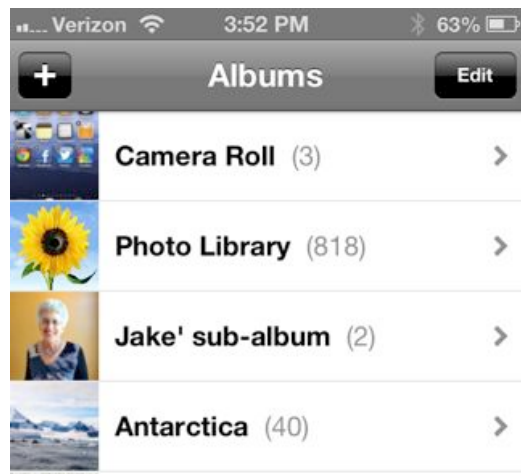
Flick right or left to move between images.

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.

Tip #64 - 12/12/2012

## Two faces of the built-in Photos app



(This tip may seem confusing. But if you read it a few times and examine the summary at the end, it should become clear.)

The built-in Photos app displays two totally different collections of pictures:

(1) Camera Roll, and (2) Photo Library.

The Photo Library pictures can only be downloaded from your computer during an iTunes sync. You cannot add, delete, modify or move any pictures in your Photo Library using the iPhone. If you want to arrange your Photo Library into "sub-albums" you must do that on your computer: In iTunes, designate a source folder on your computer. During the next sync the contents of that folder—and the next level subfolders within it—will be downloaded to your Photo Library on the iPhone.

To summarize:

Camera Roll —upload→ computer

(using the computer's upload software or in the file system as an external disk drive)

Photo Library ←download—computer

(during iTunes sync)

Any picture on iPhone —edit→ Camera Roll only

iPhone-created albums can be created,

On the other hand ...

The Camera Roll is where all your pictures go when you use the built in iPhone camera, save a picture from an email, message, website, or screenshot. You can add, delete or modify the pictures in the Camera Roll. When you connect your iPhone to your computer, the computer should ask you if you want to upload the pictures from the iPhone as if it were an ordinary digital camera or via the file system as an external disk drive. iTunes is not involved in this upload.

You can create albums on your iPhone (I call them "iPhone-created albums") and place any pictures that are in the Photos app

renamed, modified or deleted on the iPhone. But they do not sync back to your computer.

iPhone-created albums can contain pictures from the Camera Roll or Photo Library.

The Photo Library contains only Photo Library albums. Neither albums nor pictures can be created, renamed, modified or deleted on the iPhone.

into these albums. These are not the same albums as the downloaded Photos Library sub-albums.

If you delete a picture from an iPhone-created album, it will not delete the original from either the Camera Roll or the Photo Library.

You can edit any picture in the iPhone using the Photos Edit feature. However when you save the modified picture, it can only be saved to the Camera Roll.

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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.



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.

The previous tip was on the built-in Photos app. Now we expand on that with the Photo Stream feature.

For the remainder of today's tip, I am plagiarizing directly from the iPhone User Guide For iOS 6:

"With Photo Stream, a feature of iCloud (see 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 > 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 Edit.

- Save photos to iPhone: Select the photos, then tap Save.
- Share, print, copy, or save photos to your Camera Roll album: Select the photos, then tap Share.
- Delete photos: Select the photos, then tap Delete.

See [support.apple.com/kb/HT4486](http://support.apple.com/kb/HT4486)." Check out this book on the iBookstore: <https://itunes.apple.com/us/book/iphone-user-guide-for-ios-6/id563272542?mt=11>

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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

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

picture attachments.

to print. Select your printer and press Print.

Tip #75 - 1/23/2013

## Show your iPhone screen on your TV



Imagine if you could share your videos and show them on the big screen. AirPlay will let you do that. This is what I use when I teach my iPhone Tips and Secrets workshops. Whatever is on my iPhone screen is also shown on the big, flat screen TV. The iPhone's audio is also directed to the TV's speakers.

You will need an Apple TV, a small box that you can buy at an Apple Store for \$100. The Apple TV box will let you stream Netflix and other video sources to your TV via the Internet.

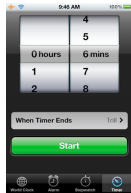
Your iPhone will detect the presence of the Apple TV box and, using the Apple TV's remote control, link phone and TV together.

Press the AirPlay button that appears on the iPhone and turn on Mirroring. This mirrors whatever is on your iPhone screen onto the TV. You can show videos, pictures, YouTube—anything on your iPhone will appear on the big screen TV.

## Other Built-in Apps

Basics

### Clock



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

- World Clock, multiple time zones
- Alarm, multiple
- Stopwatch
- Timer

Basics

### Compass



The built in compass shows directions based on either magnetic north or true north. Also shows your location in latitude/longitude.

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. You can search for a word or string.

Basics

### Notes

Type in random notes. Most recent on top; cannot sort. You can search for a word or string.

Basics

### Weather



Forecasts for locations of your choice.

I prefer the free app *TWC (The Weather Channel)*, shown here.

Basics

### Voice Memos



Record a memo, thought, conversation or other audio event.

Then share the voice memo by email or message.

You can even edit out stuff you don't want in the voice memo.

Basics

### Stocks

Follow all of your stocks and mutual funds at any time.

Customize the list to only those securities you want to follow.



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#78 last tip