

# Apple Watch Most Useful Tips Class Handbook

## Features Every User Should Know

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Apple Watch Handbook 013f..docx, Revised 12/28/2019 — Assumes Apple Watch Series 1 or newer and Watch OS 6 or later, and iOS 13 or later.

### Download the manual

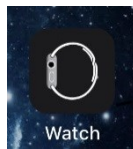


Download the *Apple Watch User Guide watchOS 6* by Apple Inc. in *Books* on your iPhone. This is the complete Apple Watch owner's manual.

← Aim your iPhone camera at this QR code and tap on the banner at the top of the iPhone viewfinder screen. Tap *Get* to download.

Or go to iPhone *Watch* app in *My Watch* (lower left corner of the screen) → *General* → *About* → *View the Apple Watch User Guide*.

### Watch app on iPhone



The iPhone *Watch* app is the best place to set up and configure your Apple Watch. We will be referring to this app many times, even though some settings can be accessed directly on the Apple Watch *Settings* as indicated in this handbook for various settings.

### Watch face gestures



Force Touch (firmly press)

**Tap** ↖ the screen – Wake the display or to make a selection.

**Double tap** ↖ ↖ the screen to hear the time aloud on any watch face.

**Swipe** ↕ from the bottom edge – open the *Control Center* (see page 6)

**Swipe** ↕ from the top edge – view *Notifications* screen (see page 6)

**Swipe** ↔ – Select one of your watch faces

**Force Touch** ↖ firmly press the screen – Customize watch faces

**Hold your palm** 🖐 over the screen – Mute the speaker or turn off screen

**Raise your wrist** to wake the display

### Side Button, Digital Crown

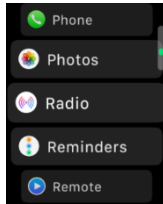





Infograph watch face on Series 4 or newer

- **Pressing the Digital Crown** ○ (similar to the iPhone Home button)
  - Tap once ○ ↶ to wake the display, go to the Home screen, or return to watch face
  - Tap twice ○ ↶↶ to alternate between previous two apps
  - Hold ○ ⇐ Siri. Rest finger ○ for ECG on Series 4 or newer
- **Rotating the Digital Crown** ○ to (depending on the context)
  - gradually wake the display, most useful in Theater Mode
  - scroll through a list (or swipe screen ↑ or ↓)
  - select an option or adjust a setting (or swipe screen ↑ or ↓)
  - zoom in or out of *Photos*, *Maps*, apps in the Home screen grid
  - adjust the *Phone* or *Music* volume
  - clear water from the speaker using the *Water Lock* function
- **Pressing the Side button** 0 (similar to the iPhone side button)
  - Tap once 0 ↶ open the Dock (see page 7)
  - Tap twice 0 ↶↶ Apple Pay (see page 5)
  - Hold 0 ⇐ Power off, Medical ID, Emergency SOS. Avoid an accidental 911 call: iPhone *Watch* app → *Emergency SOS* → *Hold Side Button* → *Off*. (International Emergency SOS calls are available on Series 5 or newer cellular models.)

## Open an app

Home screen list view →



On a watch face, tap  ← and rotate the Digital Crown  in the **List** view and tap the icon on the screen to select the app. (In **Grid** view, Digital Crown  zooms; swipe on the screen to navigate around the grid, tap to select app.)

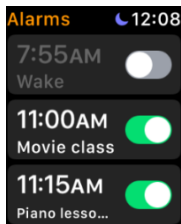
Also, open apps by tapping app complications (icons) on a watch face.

Alternate between two apps by double tapping the Digital Crown ←←.

Select to display Home screen *List* or *Grid*: Force Touch → *List View* or *Grid View*.

## Built-in apps

\* These apps don't require the paired iPhone, but some may require Wi-Fi



- **Activity\*** – keeps track of your movement throughout the day. See *Move*, *Exercise*, and *Stand* completion rings (sit less; move more). Stand Reminders. Get a *Weekly Summary* and Change Move Goal → Force Touch the activity rings → tap *Weekly Summary* or *Change Move Goal* (see page 6).

- **Alarms\*** – *Change Time*, *Repeat*, *Label*, *Snooze*, *Delete*. Set as many alarms as you want. Single alarms do not repeat and reset to off after occurring. Repeating alarms remain enabled indefinitely. Alarms set on the iPhone will alert you on the Apple Watch, but Apple Watch alarms will not notify you on the iPhone.

- **App Store** – easily install third-party apps, search for apps using Siri, dictation or Scribble and view app product pages designed for the watch screen, right from the wrist. Look for Apple Watch-only apps, created to work independently on Apple Watch without an corresponding iOS app. Remove built-in apps from the Home screen.

- **Audio-Books** – listen to your audio-books on your wrist without the need to start an audio-book on your iPhone. Audio-books you have added to your iPhone library will show up on the Apple Watch. If you have a Cellular Watch, you can stream Audio-books from anywhere. Bluetooth earpieces are required for listening.

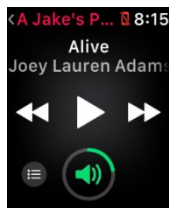
- **Breathe\*** – breathing exercises, set from 1 to 5 minute duration. Get custom breathe reminders, set breathing rate. Add the Breathe watch face, or the complication to other watch faces.



- **Calculator\*** – dedicated version of Apple's Calculator app on the Apple Watch has a specific feature for calculating tips in restaurants, and for splitting bills.

- **Calendar\*** – scroll through a week of your events. Tap an event to see details, such as location, notes, repeat settings, invitee status. Force Touch to select *Day* or *List* view. Tap upper left corner for month view. Tap month to return. *Up Next* shows upcoming events one at a time. No month view option in *Up Next*. Tap *Today* → today's events.

- **Camera** – opens the *Camera* on your iPhone and see the iPhone viewfinder on the watch screen. Tap shutter, tap 3s to start 3 second shutter delay. Force Touch to set → *HDR*, *Flash*, *Live Photo*, or *Flip*.



- **Compass\*** – Shows magnetic directions on a compass rose, elevation, latitude and longitude, and inclination. Can be set to magnetic or true north (Series 5 or newer) in Apple Watch *Settings*.
- **Cycle Tracking** – gives women the ability to log important information related to their menstrual cycles and see predicted timing for their next period and fertile window, all on the Apple Watch. The daily log function enables the quick addition of information related to the menstrual cycle, including current period, flow, symptoms, results from ovulation prediction kits and other elements of fertility tracking. Cycle Tracking is also available in the *Health* app on iPhone.
- **ECG\*** – measures, displays, and records 30 second ECGs. Take an ECG by holding a finger on the Digital Crown. Displays normal sinus rhythm or abnormal atrial fibrillation. Results are available in iPhone *Health* app. Apple Watch Does not detect heart attacks.
- **Find People** – mirrors iPhone *Find My* app, *People* tab.
- **Heart Rate\*** – see your instantaneous heart rate. Notification when your heart rate is higher than it should be. Set notification thresholds in the iPhone *Watch* app → *Heart* → *High Heart Rate* → choose between *100 – 150 bpm*; *Watch* app → *Low Heart Rate* → choose between *40 - 50 bpm* (see page 6).
- **Home\*** – control lights, thermostats, door locks, fans, garage door, etc.
- **Mail** – read and reply to email (see page 5).
- **Maps** – *Search* for directions or see *Location*. Use dictation, scribble, or Contacts, or select from recent, or nearby. Haptic taps when to turn: ..... turn right, •• •• •• turn left, — upon arrival. In Map view, Force Touch → *Transit/Public Transport* or *Search Here*.
- **Messages\*** – read and reply to text messages (see page 5).
- **Music\*** – to play music stored on the **Apple Watch**, you must first pair it with Bluetooth earpieces or speakers. To sync music with your Apple Watch (when it is on the charger): iPhone *Watch* app → *Music* → *PLAYLISTS & ALBUMS* → + *Add Music* → choose music. Tap ≡ to *Shuffle*, *Repeat*, or select another song. Stream Music to an AirPlay Device: *Now Playing* → Force Touch → *AirPlay*. Rotate Digital Crown ∪○ to adjust the music volume. Also control music playing on the **iPhone** Music app.
- **News\*** – shows the five top stories from your iPhone *News* app.
- **Noise** – measure the noise level of the environment you're in, sends a notification if the sound is loud enough to result in damage to your hearing, whenever the decibel level reaches 90 decibels.
- **Now Playing** – manage playback of local Bluetooth speakers and earphones and AirPlay connected devices, such as HomePod.



- **Phone\*** – answer a call, send a message, or answer on iPhone. Make a call from *Favorites, Recents, Contacts, or Keypad*. Or ask Siri.
- **Photos\*** – store a *Photos* album of your choice, up to 500 photos.
- **Podcasts\*** – syncs with iPhone episodes for off-line playback. Bluetooth earpieces are required for listening.
- **Radio** – listen to various radio stations and genres through Bluetooth earpieces or speaker (Apple Watch Series 3 or newer only).
- **Reminders\*** – mirrors iPhone *Reminders*. Create one-time or recurring to do lists, check lists on iPhone, and view them and check off completion in the Apple Watch.

*Settings* → **General** → *About, Software Update, Orientation, Background App Refresh, Wake Screen, Nightstand Mode, Handoff, Website Data, Dictation, Screenshots, Profiles, Regulatory, Usage, Reset*

- **Remote** – control your iTunes Library on Mac or PC, or Apple TV.
- **Settings\*** – *General* (see panel insert on the left), *Do Not Disturb, Airplane Mode, Wi-Fi, Bluetooth, Display & Brightness, Accessibility, Siri, Sounds & Haptics, Passcode, SOS, Privacy, App Store, Clock, Health, Noise, Stocks, Weather, Workout*.

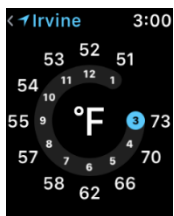


- **Stocks\*** – mirrors the *Stocks* app on your iPhone. Add, delete stocks. View the today's price fluctuations chart.

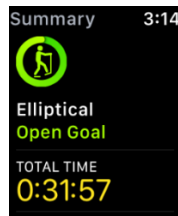


- **Stopwatch\*** – Force Touch to select *Analog, Digital, Graph, or Hybrid* view.
- **Timer\*** – choose from *1, 3, 5, 10, 15, 30 mins, 1 or 2 hrs, Recents, or Custom*. Tap the *Repeat* button to start the same timer interval.
- **Voice Memos** – record voice-based notes. Record your thoughts with a quick press on the watch face complication.
- **Walkie-Talkie** – chat between Apple Watches. Scroll and select a Contact on the Apple Watch. They will hear a one-time beep to verify the chat. Hold the *TALK* button to speak, release to listen. Turn *Available* → *Off* in Control Center to mute all conversations. Yellow icon flashing at the top of any watch face shows there are active conversations. Works through the Apple Watch speaker.

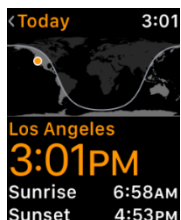
- **Wallet\*** – mirrors iPhone: credit cards, boarding passes, student IDs. Displays bar and QR codes for scanning in stores or airports.



- **Weather** – tap to show forecasts of *Temperature, Condition, or % Rain*. Scroll screen for Air Quality, UV index, Wind, 10-day forecast.



- **Workout\*** – tracks workout, heart rate, cool down. Auto-workout detection, rolling mile, pace, cadence. Tap to set workout goals such as Time, Distance, or Calories. Raise wrist to see workout stats (Always On display on series 5 or newer). Swipe → on the workout screen to tap the *Pause* button or the *End* button to end your workout. Swipe ← to view the *Now Playing* screen to select music.



- **World Clock\*** – mirrors iPhone *World Clock*. Edit cities on watch. Turn the Digital Crown to select a city. See Sunrise, Sunset.

## Chimes

## Speak Time

## Taptic Time

**Chimes** on the hour. Apple Watch *Settings* or iPhone *Watch* app → *Clock* → *Chimes* → *On*; *Sounds* → select *Bells* or *Birds*.

**Speak Time**: hold two fingers on any watch face, hear the time spoken out loud. (Series 3 or newer.) Apple Watch *Settings* or iPhone *Watch* app → *Clock* → *Speak Time* → *On*, select *Control With Silent Mode* or *Always Speak*.

**Taptic Time** taps out the hour on your wrist. Apple Watch *Settings* or iPhone *Watch* app → *Clock* → *Taptic Time* → *On*, select *Digits*, *Terse*, or *Morse Code*.

## Mail

Answer an email message with Smart Replies, Scribble (see below), dictate, or send emoji. To customize the Smart Replies, go to the iPhone *Watch* app → *Mail* → *Default Replies* → [choose and *Edit* a reply]. Compose a new email: mail list → Force Touch → *New Message*. Force Touch in an open email message for *Reply*, *Flag*, *Unread*, or *Trash*.

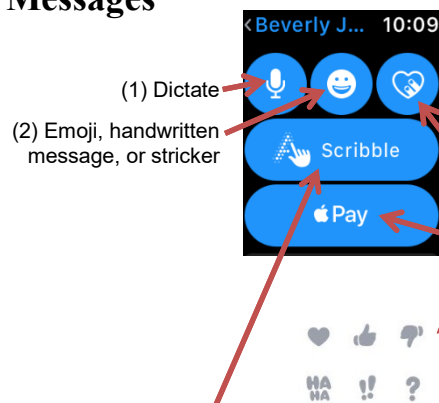
## Mail preview size

Change Mail message preview size: To select the one you prefer, go to the iPhone *Watch* app → *Mail* → *Message Preview* → *None*, *1 Line*, or *2 Lines*.

## Mail accounts & mailboxes

Choose specific accounts and mailboxes to appear on the watch from the iPhone *Watch* app → *Mail* → *Include Mail* and select mailboxes to display.

## Messages



Compose a **New Message**: messages list → Force Touch → *New Message*.

**Delete**: in message list swipe ← (messages must be deleted separately on the iPhone).

**Reply** to a message: (1) Dictate\* choose between text transcript, audio clip, or select before sending, (2) Emoji, handwritten message or sticker, (3) Digital touch, Scribble, send cash with (4) Apple Pay, or scroll down for Smart Replies list. (5) Tapback by double tapping in a message.

Force Touch in a message to see buttons for *Reply*, *Details*, *Send Location*, or *Change Language*.

To customize the Smart Replies, go to the iPhone *Watch* app → *Messages* → *Default Replies* → [choose and *Edit* a reply].

\*To customize dictation replies, go to the iPhone *Watch* app → *Messages* → *Dictated Messages* → *Transcript*, *Audio*, or *Transcript or Audio*.

## Scribble



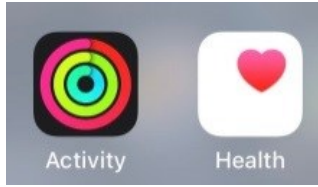
In *Messages* and *Mail*, scribble one or more characters and then rotate the Digital Crown ⌚ to see a list of suggested words. Pause on the word you'd like to use and the Apple Watch will insert it and add a space after the word.

## Apple Pay



To pay, double tap the side button **0** ←← and hold your watch near the point-of-sale terminal. You don't need your iPhone with you. Swipe ←→ to change credit cards. Enable Apple Pay for your Apple Watch: iPhone *Watch* app → *Wallet & Apple Pay* → *Add Credit or Debit Card*.

## Activity, Health apps on the iPhone



Review all your activity and workouts on the *Activity* app on the iPhone.

In the *Health* app on the iPhone:

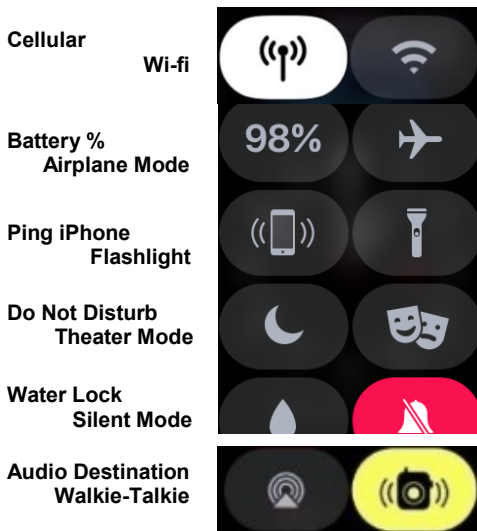
- Tap the **Health Data** icon at the bottom of the screen → *Vitals* → *Heart Rate* → *Show All Data* → list of all your heart rate data.
- Tap the **Health Data** icon → *Heart* → **Heart Rate Variability** plot.

## Fall detection

(Series 4 or newer)

Detects a hard fall → haptic tap, sounds alarm, and displays an alert. Choose to contact emergency services or dismiss the alert by pressing the Digital Crown, tapping *Close* in the upper-left corner, or tapping *I'm OK* and choosing an option on the screen. If you don't respond, an emergency call will be made automatically. Enable in iPhone *Watch* app → *My Watch* → *Emergency SOS* → *Fall Detection* → *On*.

## Control Center



Customize the locations of icons within Control Center: swipe ↑ then tap *Edit*. Hold and drag to place each icon. Swipe ↑ and tap *Done*.

Shown below is my own personal rearrangement. I have moved the *Ping iPhone* to the bottom of the icon stack to avoid inadvertently triggering it and making noise.

Swipe ↑ From a watch face or in an app, tap and hold the bottom of the screen, then Swipe ↑

- **Cellular** on/off (cellular watches only).
- **Wi-Fi** – to disconnect or connect. Choose a network (see page 8).
- **Battery %** – Tap icon to turn on *Power Reserve* low power mode.
- **Airplane Mode** – disables cellular, Wi-Fi, and Bluetooth. Select Airplane Mode in iPhone and Apple Watch independently: iPhone *Watch* app → *General* → *Airplane Mode* → *Mirror iPhone* → *Off*.
- **Ping iPhone** – iPhone will ping once loudly. Hold for Camera flash. On your iPhone ask Siri, “ping my Apple Watch” to find it.
- **Flashlight** – lights up the entire Apple Watch screen. Swipe ←→ for white, white flashing, or red. Light becomes brighter when turned away from your face. Turn off flashlight: swipe down on screen ↓, tap either button (○ or 0) or hold your palm 5 over the screen. Normally defaults to white; defaults to red in Theater mode.
- **Do Not Disturb** – Apple Watch & iPhone DND mode (*On*, *Hour*, etc.)
- **Theater Mode** – turns on Silent Mode and prevents display from turning on and annoying others when you raise your wrist in the dark. Turns off the Always On screen on Series 5.
- **Water Lock** – deactivates touch screen. Rotate the Digital Crown ∪○ to clear water from speaker, reactivate screen (Series 2 or newer).
- **Silent Mode** Apple Watch (c.f., Ring/Silent switch on iPhone).
- **Audio Destination** – choose Bluetooth headphones, speakers, Airplay.
- **Walkie-Talkie** – enable or disable if you are Available.



## Notifications

Notifications will go to your Apple Watch (if iPhone is locked or asleep) or to your iPhone (if iPhone is awake), but not both.

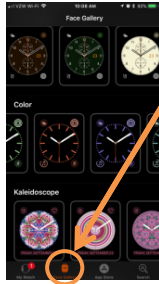
Tap and hold at the top of the screen, then Swipe down ↓

Choose which notifications show up on your Apple Watch: iPhone *Watch* app → *Notifications*. Scroll down to turn on or off each app's notification access depending on your preference. To clear all notifications, Force Touch → *Clear All*. Red notifications dot • on watch face: iPhone *Watch* app → *Notifications* → *Clock* → *Notifications Indicator* → *On*.

## Screenshot

Snap a screenshot of whatever is on the Apple Watch screen at any given moment: simultaneously tap both the Digital Crown  and the side button . The image will be automatically saved to your *Photos* album on your iPhone. (Many images in this handbook were captured as screenshots.)

## Face Gallery



**Face Gallery** in the iPhone *Watch* app lets you select from the available watch faces, customize your selection with styles, images, colors, time position, complications\*, and monograms (depending on the chosen watch face). When you have completed designing your new custom watch face, tap **ADD**.

\* A watch **complication** is any function that exists in addition to telling time on a timepiece. This is an historic watchmaking term, not a definition Apple created.

## Customize watch faces






Add complications:  
iPhone *Watch* app → *Complications* → **Edit**  
to add complications of third-party apps from the list.

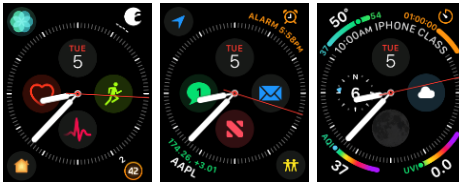
Apple Watch 4 Infograph can have Favorite Contacts as complications.


**My Watch** in iPhone *Watch* app (lower left corner of the screen) tap a face in MY FACES, select options and complications. Tap **Edit** to reorder faces on the watch.

Choose which watch faces you want to keep, and remove the others:  
iPhone *Watch* app → *MY FACES* → [select a face to remove] → scroll to the bottom and tap **Remove Watch Face**.

On the watch, Force Touch the watch face, swipe  to select face, tap **Customize** button, swipe  to select feature, rotate the Digital Crown  to change feature or complication. In *Photos* → select a photo → Force Touch → **Create Watch Face** → *Photos Face* or *Kaleidoscope Face*.

## Reuse same watch face







If you want to have more than five complications on a watch face (up to eight on Infograph) use the same watch face to create multiple versions, but each with different complications. Then merely swipe  to pick the watch face that has the complication you want to use.

Rather than invoking the Dock or the Home screen, use watch face complications as an app launcher.


← Here are the same three Infograph watch faces, each having seven different complications; the date is the only one in common to all three.

## Dock apps

To select one of your Dock apps, tap the side button . Rotate the Digital Crown  (or swipe up  or down ) to find an app. Then tap the screen to open the app. Select which apps appear, and in what order, in the Dock from the iPhone *Watch* app → *Dock* → **Edit**. Choose between *Recents* and *Favorites*. You may have a maximum of ten apps in the Dock. The most recently used app appears at the top of *Favorites*.

## View watch face without disturbing others

Hide Sensitive Complications with the Always On display on the Series 5 or newer.

In a dark room to see the time but not disturb others with a bright screen, rotate **upward** the Digital Crown . The display will begin dim and become brighter as you rotate the crown (Series 2 or newer).

→ Hide *Calendar* events, messages, heart rate, and more: in iPhone *Watch* app → *Display & Brightness* → **Hide Sensitive Complications** → **On**.

## Wi-Fi

Choose a 2.4 GHz Wi-Fi network in *Watch Settings* → *Wi-Fi* (5 GHz Wi-Fi is not supported). Enable Wi-Fi in the *Control Center*.

You can do the following (away from the iPhone): Send and receive messages via **iMessage**, make and receive **phone calls**, listen to **music** stored on Apple Watch, check **weather** conditions, track your **stocks**, control your **home**, some **third-party apps**.

## Swap watch bands




Press each band release button on the rear of the watch to slide the band out. Swap bands to match every outfit or mood!



## Change right or left wrist, buttons

Reconfigure the watch for your right wrist. You can also choose which side of the watch the Digital Crown is (you may have to swap the upper and lower straps, as explained above). *Apple Watch Settings* or *iPhone Watch app* → *General* → *Watch Orientation* and choose *Left Wrist* or *Right Wrist* and *Digital Crown on Left Side* or *Right Side*.

## Siri

Press and hold the Digital Crown  ↵, or raise your wrist (series 3 or newer) to your mouth and say something like “Set the timer for 8 minutes.” No “Hey Siri” required. *Apple Watch Settings* → *General* → *Siri* → *Raise to Speak* → *On*.

## Select time or last app used

Show the last app used when the watch wakes up, rather than the time. *Apple Watch Settings* or *iPhone Watch app* → *General* → *Wake Screen* → *ON SCREEN WAKE SHOW LAST APP* → [*While in Session, 2 Minutes, 1 Hour, or Always*]. Requires *Wake Screen on Wrist Raise* → *On*.




## Text size, brightness

Change the display brightness, and size and boldness of the text: *iPhone Watch app* or *Apple Watch Settings* → *Brightness & Text Size*, and adjust to your liking. (Turning *Bold Text* on or off restarts the Apple Watch.)



## Increase screen display time

Tapping the screen normally keeps the display on for 15 seconds. This can be extended to 70 seconds. Go to *Apple Watch Settings* or *iPhone Watch app* → *General* → *Wake Screen* → *ON TAP* → *Wake for 70 Seconds*.


## Force close apps

To force quit the active app if it malfunctions **press and hold** the side button  ↵ until the shutdown screen appears (**don't slide anything**) → release the side button  → **press and hold** the Digital Crown  ↵

## Force reset Apple Watch

Force reset only if your watch is acting strangely or is completely unresponsive: simultaneously hold down the side button  ↵ and the Digital Crown  ↵ for at least 10 seconds until the Apple logo appears.

## Unpair and pair

**Unpair:** *iPhone Watch app* → [*Watch name*] →  → *Unpair Apple Watch*. Unpairing first backs up your Apple Watch to your iPhone.

**Pair:** *iPhone Watch app* → [*Watch name*] → *Pair New Watch*.