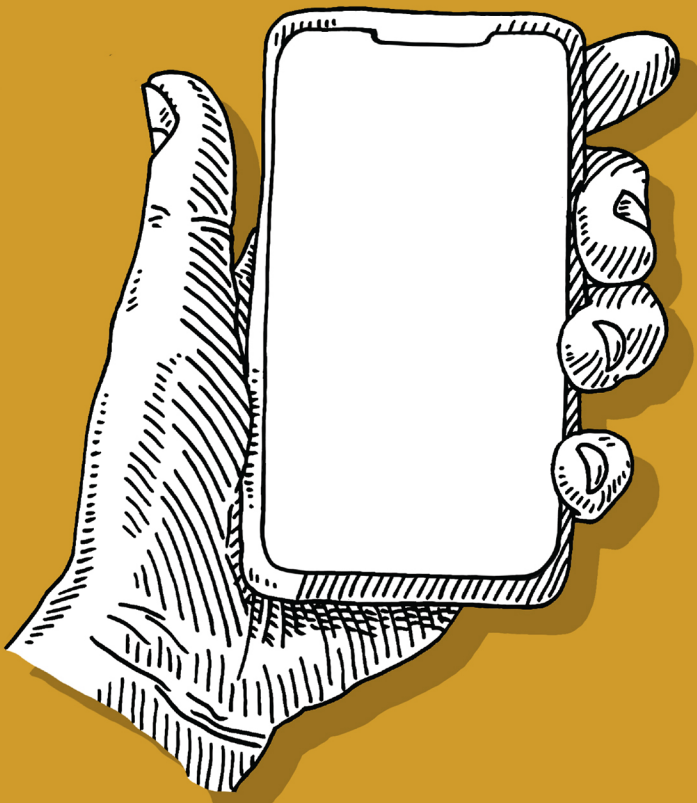

iPHONE®

PORTABLE GENIUS

SIXTH EDITION

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PORTABLE GENIUS

SIXTH EDITION

Paul McFedries

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This book is dedicated to my beautiful wife, Karen,
who is wise, funny, and smart, even in texts.

About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and has nearly 100 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Windows Portable Genius*; *iPad Portable Genius,* Fourth Edition; *Teach Yourself VISUALLY Windows 10,* Third Edition; and *G Suite for Dummies*. You can visit Paul on the web at www.mcfedries.com or on Twitter at www.twitter.com/paulmcf.

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Introduction

The iPhone is a success not because more than 2 billion of them have been sold (or, I should say, not *only* because over 2 billion of them have been sold; that's a *lot* of phones!), but because the iPhone has reached the status of a cultural icon. Even people who don't care much for gadgets in general and cell phones in particular know about the iPhone. For those of us who do care about gadgets, the iPhone elicits a kind of technological longing that can be satisfied in only one way: by buying one.

Part of the iconic status of the iPhone comes from its gorgeous design and remarkable interface, which makes all the standard tasks — surfing, emailing, texting, scheduling, and playing — easy and intuitive. But just as an attractive face or an easygoing manner can hide a personality of complexity and depth, so too does the iPhone hide many of its most useful and interesting features.

When you want to get beyond the basics of iPhone and solve some of its riddles, you might know some iPhone geniuses in person or online. Ideally, you'll get good advice on how to get your iPhone to do what you want it to do. Asking a genius is a great thing, but it isn't always a convenient thing because geniuses often have better things to do with their time.

What you really need is a "genius" of your own that's easier to access, more convenient, and doesn't require pleading emails or bribery. What you really need is a portable genius that enables you to be more productive and solve problems — wherever you and your iPhone happen to be.

Welcome, therefore, to *iPhone Portable Genius,* Sixth Edition. This book is kind of a genius all wrapped up in an easy-to-use, easy-to-access, and eminently portable format. In this book, you learn how to get more out of your iPhone by accessing all the powerful and timesaving features that aren't obvious at a casual glance. In this book, you learn about all

the amazing new features found in the latest iPhones and the latest version of iOS. In this book, you learn how to prevent iPhone problems from occurring and (just in case your preventative measures are for naught) how to fix many common problems.

This book is for iPhone users who know the basics but want to take their iPhone education to a higher level. It's a book for people who want to be more productive, more efficient, more creative, and more self-sufficient (at least as far as the iPhone goes). It's a book for people who use their iPhone every day but would like to incorporate it into more of their day-to-day activities. It's a book I had a blast writing, so I think it's a book you'll enjoy reading.

How Do I Start Using My iPhone?

When you first look at your iPhone, you notice its sleek, curvaceous design, and then you notice what might be its most remarkable feature: It's nearly button-free! Unlike your garden-variety smartphone bristling with keys and switches and ports, your iPhone has very few physical buttons. This makes for a stylish, possibly even sexy, design, but it also leads to an obvious problem out of the box: How do you work the darn thing? This chapter solves that problem by giving you the grand tour of your iPhone. You learn about the few physical buttons on the phone, and then I show you the real heart of the iPhone, the remarkable touchscreen.

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Working with the Side Button

If your iPhone is on but you're not using it, the phone automatically goes into standby mode after one minute. This is called Auto-Lock, and it's a handy feature because it saves battery power when your iPhone is just sitting there. However, you can also put your iPhone into standby mode at any time by using the Side button (also called the Sleep/Wake button). As pointed out in Figure 1.1, you find this button on the right side of your phone, assuming you're holding the phone as shown in Figure 1.1 (this is called *portrait* orientation). (On older iPhones, the Side button is on the top of your phone.)

1.1 On all recent iPhone models, the Side button appears on the right side.

As I describe in the following sections, the Side button has four main functions: sleeping and waking, powering on and off, handling incoming calls, and authorizing purchases.

Sleeping and waking the iPhone

If you're currently using your iPhone, you put the phone in standby mode by pressing the Side button once. You can still receive incoming calls and texts, but the screen powers down, which drops the power consumption considerably. Tap the Side button again to wake your iPhone (or just tap the screen). You're prompted with the Swipe Up to Open message shown in Figure 1.1, and you slide your finger up from the bottom of the screen to unlock the phone (or enter your passcode).

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Press the Side button to put your phone in standby whenever you're not using the screen. This not only conserves battery power but also prevents accidental screen taps. If you have a program such as the Music app running, it continues to run even while the phone is in standby.

Powering the iPhone on and off

You can also use the Side button to turn off your iPhone so that it uses no power. This is a good idea if your battery is getting low and you don't think you'll be able to charge it any time soon. You can still periodically check your messages or make an outgoing call when needed, but as long as you turn off the phone when you're done, you minimize the chance that your battery will drain completely. You might also want to turn off your iPhone if you won't be using it for a few days.

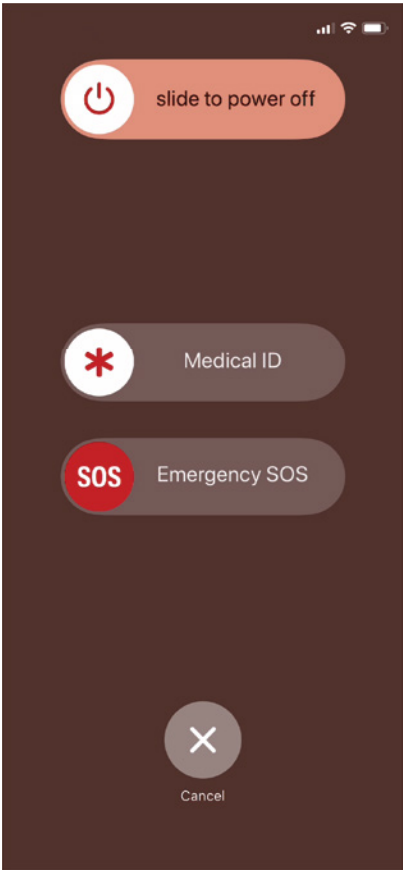
Follow these steps to turn off your iPhone:

1. **Press and hold both the Side button and either the Volume Up or Volume Down button (pointed out in Figure 1.1) for a couple of seconds.** The Slide to Power Off slider appears on the screen, as shown in Figure 1.2. For the record, note that this screen also comes with three other features of note:

   - **Medical ID.** Drag this slider all the way to the right to open the Medical ID page, which shows your name, your date of birth, and your medical conditions, allergies, medications, blood type, and more. To configure your Medical ID page, open Settings, tap Health, and then tap Medical ID.
   - **Emergency SOS.** Drag this slider all the way to the right to place a call to your local emergency service (such as 911) and, once the call ends, to optionally send an emergency text to each person listed in the Health app's Emergency Contacts list. To configure Emergency SOS, open Settings and tap Emergency SOS.

- **Cancel.** Tap this button if you change your mind and decide to leave your iPhone on.

2. **Use your finger to drag Slide to Power Off all the way to the right.** The iPhone shuts down after a few seconds.



1.2 Press and hold the Side button and a Volume button to display this screen.

When you're ready to resume your iPhone chores, press and hold the Side button until you see the Apple icon. The iPhone powers up and then a few seconds later displays the unlock screen.

Silencing or declining a call

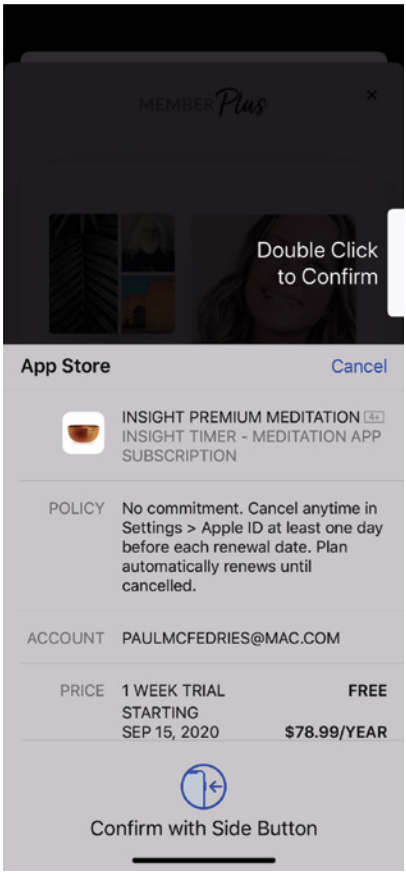
The Side button has another couple of tricks up its electronic sleeve, and these features give you quick ways to handle incoming calls:

- **Silence an incoming call.** Press the Side button once. This temporarily turns off the ringer, which is great in situations where you don't want to disturb the folks around you. You still have the standard four rings to answer, should you decide to. If you don't answer, your iPhone sends the call to your voicemail.
- **Decline an incoming call.** Press the Side button twice. This sends the call directly to voicemail, which is useful in situations where you don't want the ringing to disturb your neighbors and you don't want to answer the call. Note that, in this case, you don't have the option of answering the call.

Making a purchase

If your iPhone has Face ID, you also use the Side button to make purchases:

- **Use Apple Pay in a store.** Double-click the Side button to use your default Apple Pay card. For more about Face ID and setting up Apple Pay, see Chapter 2.
- **Confirm an app or in-app purchase.** Wait until you see the Double Click to Confirm prompt shown in Figure 1.3; then double-click the Side button to authorize the purchase.



1.3 Double-click the Side button to authorize an app or in-app purchase.

Working with the Ring/Silent Switch

When a call comes in and you press the Side button once, your iPhone silences the ringer. That's great if you're in a meeting or a movie, but the only problem is that it may take you one or two rings before you can tap the Side button, and by that time the folks nearby are already glaring at you.

To prevent this phone faux pas, you can switch your iPhone into Silent Mode, which means it doesn't ring, and it doesn't play any alerts or sound effects. When the sound is turned off, only alarms that you've set using the Clock application will sound. The phone will still vibrate unless you turn this feature off as well.

You switch the iPhone between Ring Mode and Silent Mode using the Ring/Silent switch, which is located on the left side of the iPhone, near the top (assuming you're holding the phone in portrait orientation), as shown earlier in Figure 1.1.

Use the following techniques to switch between Silent Mode and Ring Mode:

- **Put the phone in Silent Mode.** Flick the Ring/Silent switch toward the back of the phone. You see an orange stripe on the switch, the iPhone vibrates briefly, and you see a brief notification telling you that Silent Mode is on.
- **Return to Ring Mode.** Flick the Ring/Silent switch toward the front of the phone. You no longer see the orange stripe on the switch, and the iPhone displays the current ringer volume setting.

Operating the Volume Controls

The volume controls are on the left side of the iPhone (again, when you're holding the phone in portrait orientation), right below the Ring/Silent switch (see Figure 1.1). The button closer to the top of the iPhone is Volume Up, and you press it to increase the volume; the button closer to the bottom of the iPhone is Volume Down, and you press it to decrease the volume. As you adjust the volume, a slider appears on-screen representing the volume level.

You use these buttons to control the volume throughout your iPhone:

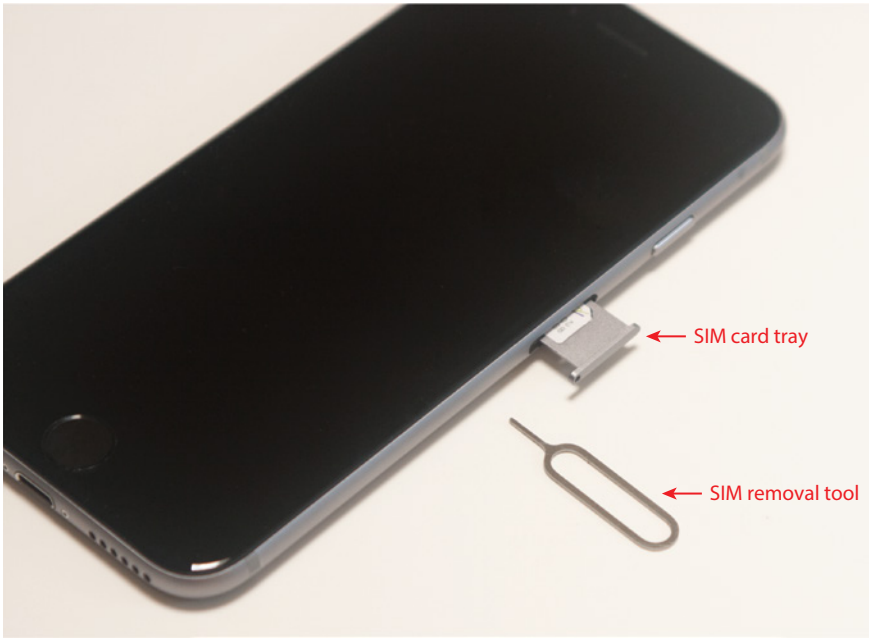
- If you're on a call, the volume controls adjust your speaker volume.
- If you're using the Music app, the volume controls adjust the music volume.
- In all other situations, the volume controls adjust the output of sounds such as alerts and effects.

Inserting a SIM Card

Before you can use your iPhone to make and receive calls over the cellular network, you need to insert a SIM (subscriber identity module) card, which your cellular provider includes with your phone (or which you can purchase separately as a prepaid card).

With your SIM card at hand, follow these steps to insert it into your iPhone:

1. **Locate the SIM removal tool that came with your phone.** Figure 1.4 points out this tool. If you can't find the SIM removal tool, you can use any object with a similarly narrow end, such as a small paperclip or a safety pin.



1.4 Push a SIM removal tool or pin into the hole to eject the tray.

2. **Push the SIM removal tool into the hole that appears on the SIM card tray.** This tray appears just below the Side button, as shown in Figure 1.4. Insert the tool until the tray ejects.

3. **Carefully lay the SIM card into the SIM card tray.** To ensure you insert the card correctly, match the notch in one corner of the SIM card with the corresponding notch in the tray.
4. **Reinsert the SIM card tray until you feel a soft click as the tray slides into its correct position.** Your SIM card is ready to use.

Operating the Touchscreen

The most distinctive feature of the iPhone is its versatile touchscreen. You can zoom in and out, scroll through lists, drag items here and there, and even type messages. Amazingly, the touchscreen requires no external hardware to do all this. You don't need a stylus or digital pen, and you don't need to attach anything to the iPhone. Instead, the touchscreen requires just your finger (or, for some operations, a couple of fingers).

Navigating the touchscreen

There are a few maneuvers that you need to be familiar with to successfully use the touchscreen in all its glory. Take some time to try these now. I'll refer to these gestures throughout the rest of the book, so play around and make sure you understand them:

- **Tap.** This means you use your finger to quickly press and release the screen where desired. This gesture is what you use to initiate just about any action on the iPhone. This opens applications, activates options, enters text boxes, and much more.
- **Press.** This means you apply pressure to the screen to activate the 3D Touch feature available on some iPhones. A light press on a screen object (such as a Home screen icon) activates that object's Peek feature, which either gives you a sneak peek of the object or displays commands that you can run on the object. If you then release the screen, iOS takes you back to where you were. Otherwise, a slightly harder press on the screen object activates the object's Pop feature, which takes you into the object's app.

Note

3D Touch is available on iPhone models 6s, 6s Plus, 7, 7 Plus, 8, 8 Plus, X, XS, and XS Max. iPhone models XR, SE (2nd edition), 11, 11 Pro, 11 Pro Max, 12, 12 mini, 12 Pro, and 12 Pro Max all replace 3D Touch with Haptic Touch, which recognizes a long press (that is, a press that lasts a few seconds) instead of actual screen pressure.

- **Double-tap.** This is what it sounds like: two quick taps with your finger. In applications such as Photos or Safari, it zooms in on images or chunked parts of web pages. A second double-tap zooms back out.
- **Swipe and flick.** To swipe means to drag your finger across the screen. You use this technique to scroll through lists, drag items to different spots, and unlock the iPhone. Flicking is just an exaggerated swipe. This rapidly scrolls through lists. Flick your finger up and down (or sometimes left and right) on the screen and the iPhone rapidly scrolls through the list. The faster the flick, the faster the scroll. Touch the screen to stop the scrolling process.
- **Spread and pinch.** You use these techniques to zoom in on or out of the screen. To spread means to move two fingers apart, and you use it to zoom in; to pinch means to move two fingers closer together, and you use it to zoom out. This is especially useful when viewing web pages because the text is often too small to read. Spread to zoom in on the text, making it readable, and pinch to return to the full screen for easy scrolling and navigation.

Searching your iPhone

Parkinson's Law of Data pithily encapsulates an inescapable fact of digital life: "Data expands to fill the space available for storage." With each new iteration of the iPhone, the space available for storage keeps getting larger: from 4GB in the original phone to 512GB in a top-of-the-line iPhone 12. So, following Parkinson's Law, we keep adding more data to our iPhones: music, photos, videos, email messages, Safari bookmarks, and on and on.

That's cool because it means you can bring more of your digital world with you wherever you go, but there's another law that quickly comes into play; call it The Law of Digital Needles in Electronic Haystacks: "The more data you have, the harder it is to find what you need." Fortunately, iOS rides to the rescue by adding welcome search features to the iPhone.

If you use a Mac, then you probably know how indispensable the Spotlight search feature is. It's just a humble text box, but Spotlight enables you to find *anything* on your Mac in just a blink or two of an eye. It's an essential tool in this era of massive hard drives. (Windows users get much the same functionality with taskbar searches.)

The size of your iPhone storage might pale in comparison to your desktop's drive, but you can still pack an amazing amount of stuff into that tiny package, so you really need a way to search your entire iPhone, including email, contacts, calendars, bookmarks, apps, and much more. And, best of all, Spotlight on the iPhone is just as easy to use as Spotlight on the Mac:

1. **Return to any Home screen.**

2. **Swipe right to navigate the Home screens until you can't go any farther.** You should now see a screen that includes a Search box at the top.

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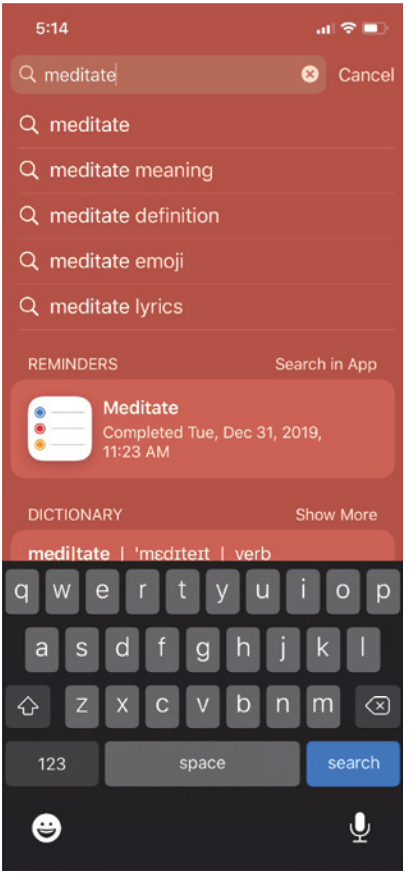
An often-quicker way to get to the Search box is to swipe down from the top-left corner to display the Notification Center and then swipe right.

3. **Tap in the Search box and then enter your search text.** Your iPhone immediately begins displaying items that match your text as you type, as shown in Figure 1.5.



1.5 Flick down on the Home screen and then type your search text.

4. **Tap Search to see the complete results.** If you see the item you're looking for, tap it to open it.

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Spotlight looks for a wide variety of items not only on your iPhone, but also on the Internet, iTunes, the App Store, and more. If you find you're getting too many results, you can configure Spotlight to not show results from certain apps. Tap Settings and then tap Siri & Search. In the Siri & Search screen, tap an app you want to remove from Search. Then tap the Show App in Search switch to Off and the Show Content in Search switch to Off.

Switching between running apps

Your iPhone is capable of *multitasking*, which enables you to run multiple apps at the same time. This is useful if, say, you're playing a game and an email message comes in. You can switch to the message, read it, respond to it, and then resume your game right where you left off.

So how do you switch from one app to another? It depends on your iPhone model:

- If your iPhone has a notch at the top of the screen (pointed out later in Figure 1.11), slide a finger up from the bottom edge of the screen and then pause about halfway up the screen.
- For all other iPhone models, double-press the Home button (that is, press the Home button twice in succession).

Either way, you end up at the multitasking screen, which displays thumbnail versions of your running apps. Flick left or right to bring the app thumbnail into view and then tap the app to switch to it.

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To help you navigate the list of running apps, shut down any apps you won't be using for a while. Display the multitasking screen and then drag any app you want to shut down to the top of the screen.

Typing on the keyboard

You can type on your iPhone, although don't expect to pound out the prose as easily as you can on your computer. The on-screen keyboard (see Figure 1.6) is a bit too small for rapid and accurate typing, but once you get used to it (which doesn't take all that long), you'll be able to tap text fast enough to get the job done.