

Teach Yourself **VISUALLY**TM

iPhone 16

Guy Hart-Davis

Introducing
Apple
Intelligence



Visual
A Wiley Brand



iPhone 16

by Guy Hart-Davis

Teach Yourself VISUALLY™ iPhone 16

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Guy Hart-Davis is the author of more than 175 computer books, including *Teach Yourself VISUALLY MacBook Pro and MacBook Air*; *iPhone For Dummies, 2025 Edition*; *macOS Sequoia For Dummies*; *Teach Yourself VISUALLY Google Workspace*; *Teach Yourself VISUALLY Chromebook*; *Teach Yourself VISUALLY Word 2019*; and *Teach Yourself VISUALLY iPad*.

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How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

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10

Enjoying Music, Videos, and Books

Play Music and Videos Using AirPlay

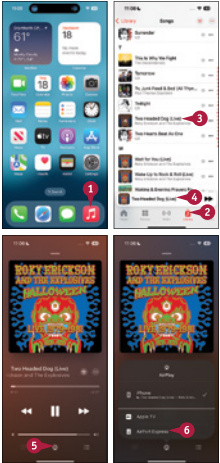
Using the AirPlay feature, you can play music from your iPhone on remote speakers connected to an AirPlay-compatible device such as an AirPort Express or Apple TV. Similarly, you can play video from your iPhone on a TV or monitor connected to an Apple TV. Even better, you can use the iOS feature called **Screen Mirroring** to display an iPhone app on a TV or monitor. For example, you can display a web page in Safari on your TV screen.

Play Music and Videos Using AirPlay

Play Music on External Speakers or an Apple TV

- On the Home screen, tap **Music** (🎵).
The Music app opens.
- Navigate to the song you want to play. For example, tap **Library** (📖), and then tap **Songs** (📁).
- Tap the song.
The song starts playing.
The song's details appear on the Now Playing button.
- Tap **Now Playing**, the button that shows the current song's name.
The Now Playing screen appears.
- Tap **AirPlay** (📶).
The AirPlay dialog opens.
- Tap the AirPlay device on which you want the music to play.
Your iPhone starts playing music on the device via AirPlay.

Note: When you want to stop using AirPlay, tap **AirPlay** (📶), and then tap **iPhone** (📱).



Play Video or an App on an Apple TV

- Open the app you want to use. This example uses **Notes** (📝; not shown).
- Swipe down from the upper-right corner of the screen.
Control Center opens.
- Tap **Screen Mirroring** (📺).
- Tap the Apple TV you want to use.
The iPhone's screen appears on the screen connected to the Apple TV.
- The **Stop Mirroring** button appears.
- Tap outside the Screen Mirroring panel.
The Screen Mirroring panel closes.
- Tap in the app above or below Control Center.
Control Center closes, and the app appears full screen.

Note: When you are ready to stop screen mirroring, open Control Center, tap **Screen Mirroring** (📺), and then tap **Stop Mirroring** (🛑).

TIPS

Can AirPlay play music through multiple sets of speakers at the same time?
Yes. In the AirPlay dialog, select the first set of speakers, and then select each other set. After establishing the connections, AirPlay displays a single entry with the names of both devices, such as Mac mini + AirPort Express. Tap this entry when you want to display the full list.

How else can I play audio through speakers without a cable?
You can play audio through Bluetooth speakers. Pair and then connect the speakers, as explained in the section "Using Bluetooth Devices with Your iPhone" in Chapter 6. Tap **AirPlay** (📶) in Music or another app, and then tap the speakers in the Speakers & TVs section of the AirPlay dialog.



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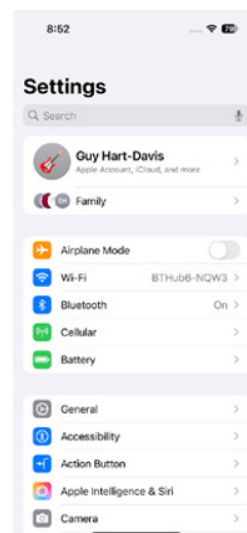
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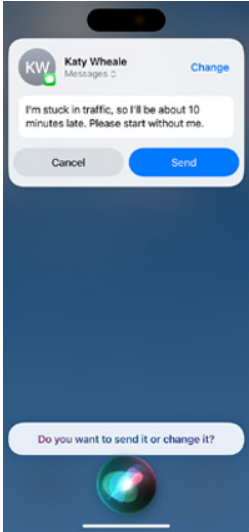
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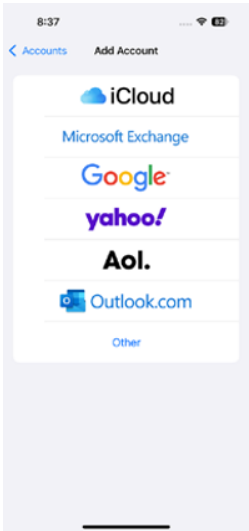
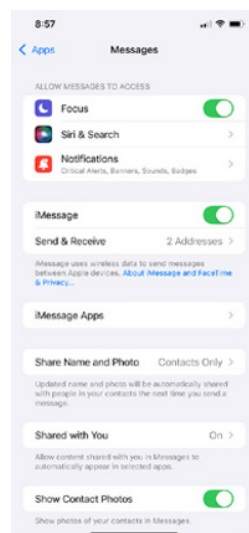


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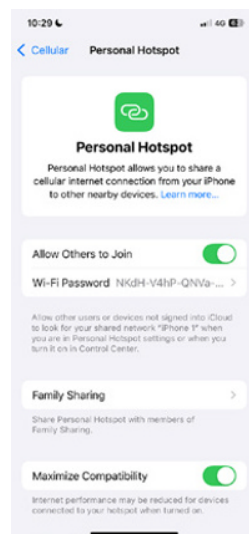
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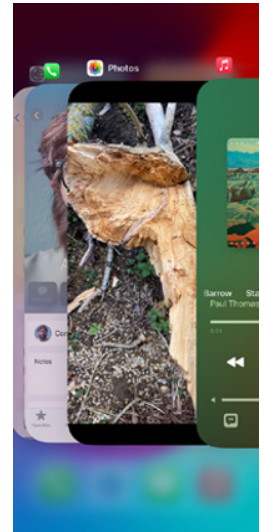
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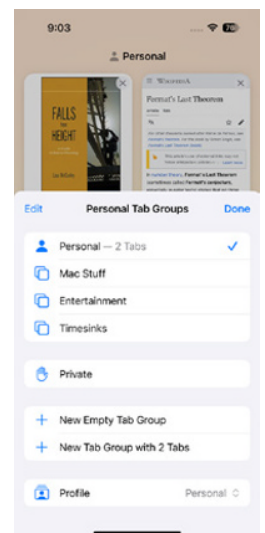


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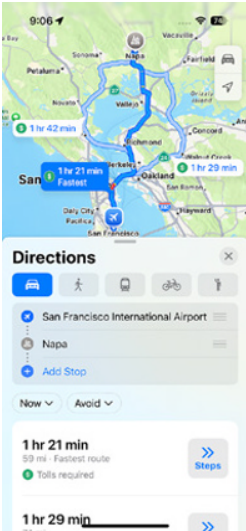
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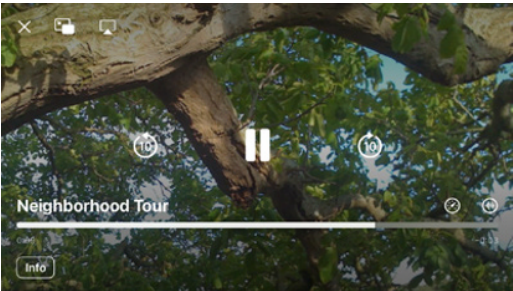
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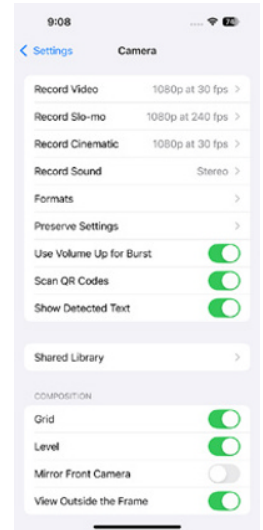
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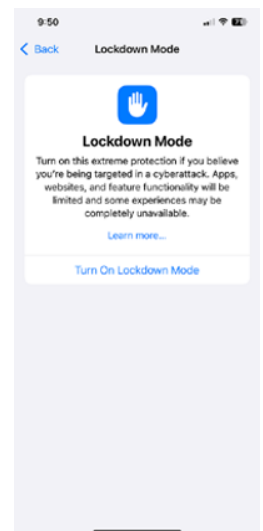
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CHAPTER 1

Getting Started with Your iPhone

In this chapter, you set up your iPhone to work with your computer or iCloud. You choose items to sync and learn to use the iPhone's interface.



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Using Your iPhone's Controls

On every iPhone, you take most actions via the touchscreen, the main hardware control. Each iPhone has several other hardware controls, such as the Side button in the middle of the right side and the Volume Up button and Volume Down button on the left side. The iPhone 16 models have a dedicated Camera Control on the right side.

Most iPhone models, including all iPhone 16 models, use face recognition called Face ID to authenticate the user. But Apple also sells the iPhone SE, a smaller model that uses Touch ID fingerprint recognition for authentication instead. This iPhone has a physical Home button below the screen for Touch ID and for navigation.

Identify the Hardware Controls

Near the top of the right side of each iPhone is a button called the Side button. The Side button has multiple functions on its own and in combination with the Volume Up button and the Volume Down button. Toward the bottom of the right side, the iPhone 16 models have the Camera Control, a dedicated control for activating the Camera app, taking photos and videos, and adjusting camera settings.

The left side of the iPhone has three controls:

- The Ringer On/Off switch turns the ringer on and off. On the iPhone 15 Pro and iPhone 16 models, the customizable Action button replaces the Ringer On/Off switch.
- The Volume Up button and Volume Down button enable you to control the volume quickly without having to use the touchscreen. These buttons also work in combination with the Side button for other actions.

The iPhone SE also includes the Home button, a round button on a wide bezel below the screen. The Home button performs a variety of functions, including navigation and Touch ID fingerprint recognition.

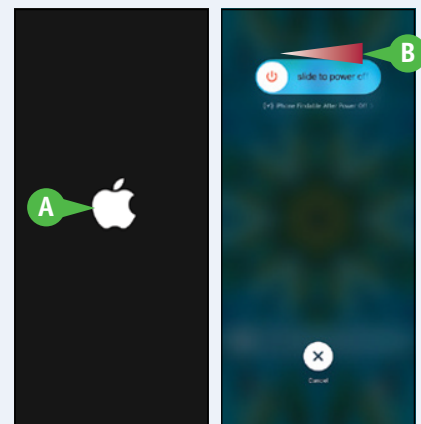


Turn Your iPhone On and Off

To turn on your iPhone when it is powered off, press and hold **Side** until the Apple logo (A) appears on-screen; then release the Side button. Your iPhone continues to start, and then the lock screen appears.

To turn off your Face ID iPhone, press **Volume Up** once, press **Volume Down** once, and then press and hold **Side** until the Power Off screen appears; then swipe **slide to power off** (B, ) to the right.

To turn off your Touch ID iPhone, press and hold **Side** until the Power Off screen appears; then swipe **slide to power off** (B, ) to the right.



Unlock and Lock Your iPhone

To unlock your iPhone via Face ID, hold the iPhone so the front cameras can scan your face. The iPhone unlocks (C, changes to D), and the *Swipe up to open* prompt (E) appears at the bottom of the screen. Swipe up from the bottom of the screen (F). The iPhone unlocks, and you can start using it.

To unlock your iPhone via Touch ID, hold your registered finger against the Home button. When the *Press Home to unlock* prompt appears, press the Home button.

To lock your iPhone and put it to sleep, press **Side** once. Depending on how the iPhone is configured, the iPhone may also go to sleep automatically after a period of inactivity.



Using Sleep and Wake, Siri, App Store, and Apple Pay

When the iPhone is awake, press **Side** once to put it to sleep. When the iPhone is asleep, press **Side** once to wake it.

On a Face ID iPhone, press and hold **Side** at any time to activate Siri, the virtual assistant. The iPhone plays a tone and, depending on its model, either displays a lighting effect around the screen's edges (G) or displays the Siri icon (H) near the bottom of the screen.

On a Touch ID iPhone, press and hold **Home** at any time to activate Siri.

When making a purchase or installing an app from the App Store on a Face ID iPhone, double-click **Side** to authenticate yourself via Face ID and confirm the purchase or continue installing the app. On a Touch ID iPhone, hold your registered finger against the Home button to scan your fingerprint for authentication.



Force the iPhone to Restart

If the iPhone becomes unresponsive for several minutes, you will need to restart it. On either a Face ID iPhone or a Touch ID iPhone, press **Volume Down** once, press **Volume Up** once, and then press and hold **Side** for 10–15 seconds. When the screen turns off, release **Side**. The iPhone then restarts, and the Apple logo appears on-screen.

Set Up and Activate Your iPhone

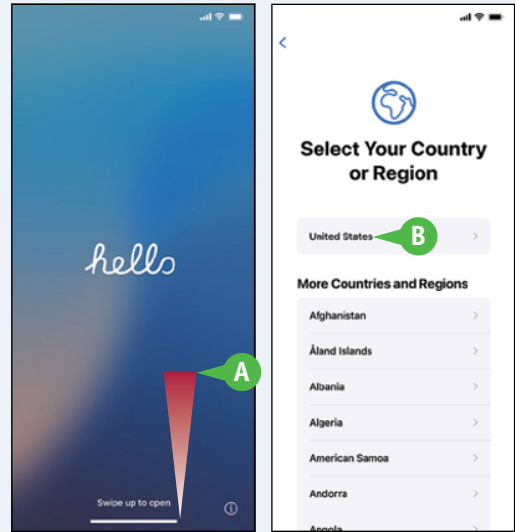
Before you can use your iPhone, you must set it up and activate it. First, you choose your language and specify your country or region. You can then either use the Quick Start feature, if you have an iPhone running iOS 11 or an iPad running iPadOS 13 or a later version, or continue setup manually. Assuming you continue manually, you connect the iPhone to the Internet through either a Wi-Fi network or the cellular network, choose whether to use Face ID unlocking or Touch ID fingerprint unlocking, and choose a passcode.

Power On Your iPhone

First, power on your iPhone by pressing and holding **Side** — the button on the right side of the iPhone — until the Apple logo appears on-screen. The Hello screen then appears.

On a Face ID iPhone, swipe up from the bottom of the screen (A) to start setup; on a Touch ID iPhone, press **Home**. The Language screen appears. Tap the language you want to use, such as **English**.

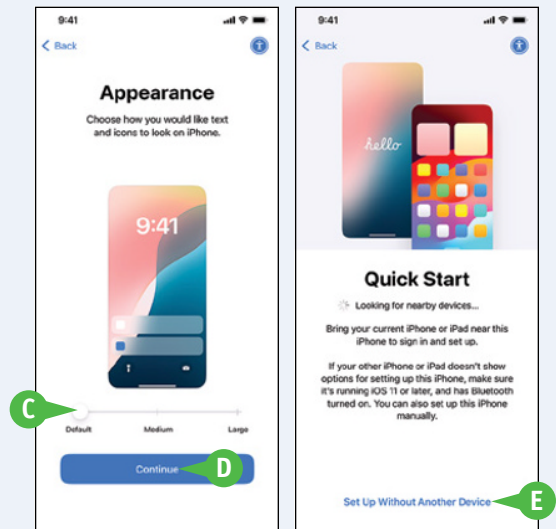
On the Select Your Country or Region screen that appears, tap your country or region (B).



Select Appearance and Choose Between Quick Start and Manual Setup

On the Appearance screen, drag the slider along the Default–Medium–Large axis (C) to set the size of text and icons, and then tap **Continue** (D).

The Quick Start feature lets you set up your iPhone more quickly by sharing settings from an existing iPhone running iOS 11 or a later version or an existing iPad running iPadOS 13 or a later version. If you have such a device, bring it close to the new iPhone and follow the prompts. If not, tap **Set Up Without Another Device** (E) and continue working your way through this section.



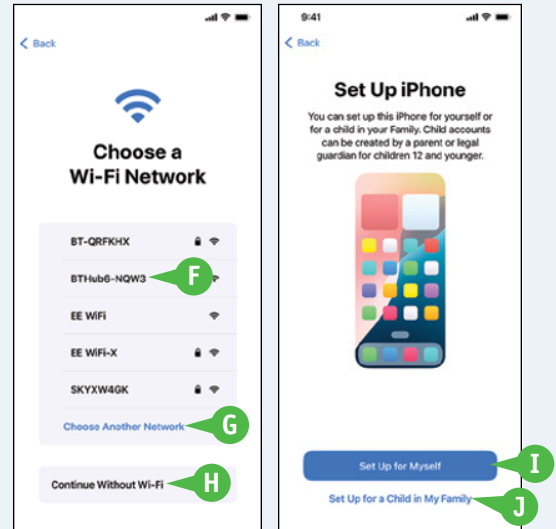
Connect to Wi-Fi, Specify the iPhone's User, and Set Up Face ID

On the Choose a Wi-Fi Network screen, tap the wireless network (F) you want to use; if the Wi-Fi network's name does not appear because the network does not broadcast its name, tap **Choose Another Network** (G), and then type the network's name. Enter the network password when prompted, and then tap **Join**. To set up your iPhone via the cellular network rather than via Wi-Fi, tap **Continue Without Wi-Fi** (H).

On the Set Up iPhone screen, tap **Set Up for Myself** (I) or **Set Up for a Child in My Family** (J), as appropriate. This example uses **Set Up for Myself**.

On the Face ID screen, tap **Continue** if you want to set up Face ID now, which is usually the most convenient unlock method; if not, tap **Set Up Later**. Assuming you proceed, Face ID then walks you through the process of scanning your face twice, either by rotating your head or by moving the iPhone around. If you have difficulty completing Face ID, you can tap **Accessibility Options** at the bottom of the screen and then tap **Use Partial Circle**.

When Face ID is set up, tap **Continue**.

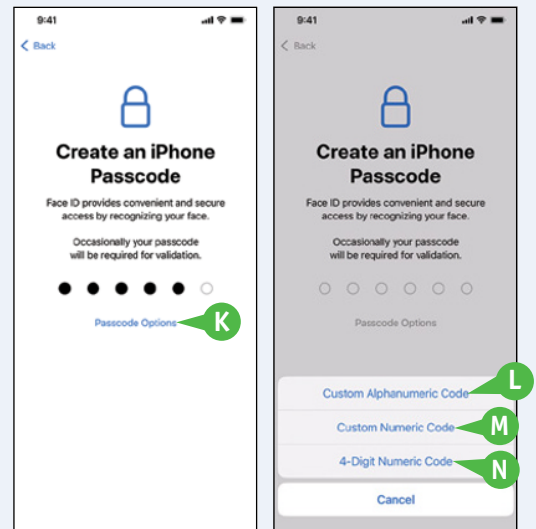


Create a Passcode

After setting up Face ID, you create a passcode for unlocking your iPhone when Face ID does not work or when iOS requires extra security, such as when the iPhone has restarted. On the Create a Passcode screen, tap the keypad to enter a six-digit numeric passcode, and then reenter the same passcode when prompted.

If you want to create a different type of passcode, tap **Passcode Options** (K). In the Passcode Options dialog, tap **Custom Alphanumeric Code** (L), **Custom Numeric Code** (M), or **4-Digit Numeric Code** (N), as needed. A long custom alphanumeric code is most secure, a long custom numeric code can be highly secure, and a four-digit numeric code is inadvisable.

If you enter an easily guessed passcode, such as 111111 or abcdef, iOS warns you and suggests you enter a stronger passcode. Tap **Use Anyway** or **Change Passcode**, as needed.



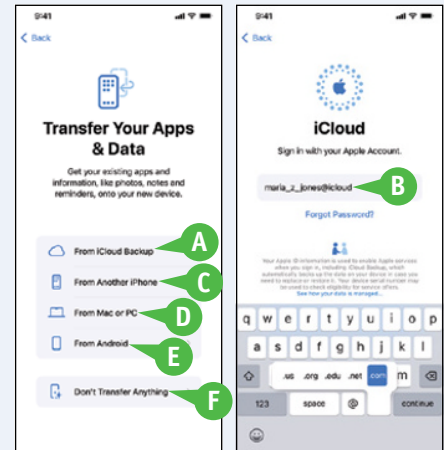
Set Up and Activate Your iPhone (continued)

After setting up Face ID and choosing a passcode, you choose how to complete setting up the iPhone. If you have not used an iOS device before, you can set up the iPhone as a new iPhone. If you have used an iOS device, you can restore an iCloud backup or an iTunes backup of that device to the iPhone. If you have been using an Android device, you can use the Move to iOS app to move data to the iPhone.

Choose How to Set Up Your iPhone

On the Transfer Your Apps & Data screen, you can choose between five ways of setting up your iPhone:

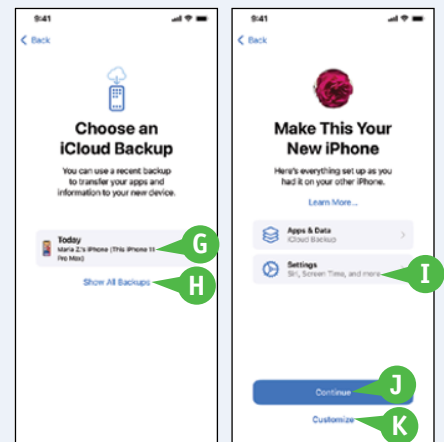
- Tap **From iCloud Backup** (A) if you have a backup of your previous iPhone or an iPad stored in iCloud. Sign in (B) on the iCloud screen that appears, and then continue with the instructions in the next subsection on this page.
- Tap **From Another iPhone** (C) if you are upgrading iPhones and have your old iPhone at hand. The Quick Start screen appears, and you can connect the iPhones wirelessly by bringing them close together.
- Tap **From Mac or PC** (D) if you have a backup of your previous iPhone or other iOS device on your computer. See the next section, “Set Up Your iPhone Using Finder or iTunes,” for further details.
- Tap **From Android** (E) if you are switching from an Android phone or tablet to the iPhone and you want to transfer data from your old device. You will need to install the Move to iOS app on your Android device. You then run the app, connect the iPhone and Android device by using a pairing code, and choose which data to transfer.
- Tap **Don’t Transfer Anything** (F) if you want to set up your iPhone from scratch. Follow the prompts to set up the iPhone manually; see the later subsection, “Set Up Your iPhone Manually,” for highlights.



Set Up Your iPhone from an iCloud Backup

Follow the prompts to sign in to iCloud; if you have two-factor authentication enabled, iCloud sends a verification code to your registered device to enable you to authenticate yourself to your new iPhone. On the Terms and Conditions screen, tap **Agree** if you want to proceed.

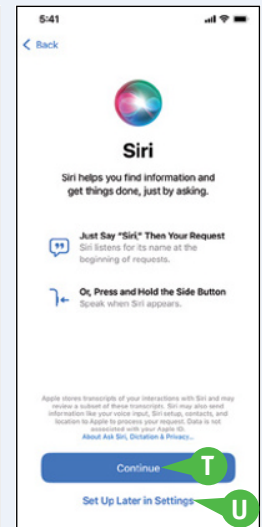
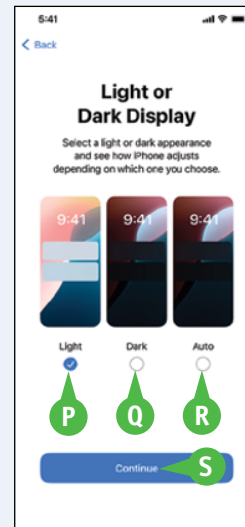
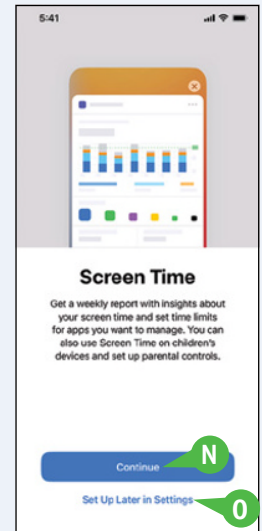
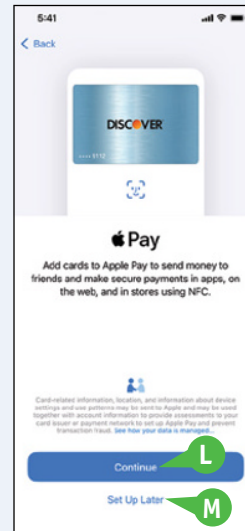
On the Choose an iCloud Backup screen, tap the backup (G) you want to use. Usually, you want the latest backup, but you can tap **Show All Backups** (H) to display all backups available. Then, on the Make This Your New iPhone screen, tap **Settings** (I) and review the settings that you can restore or customize. Then tap **Continue** (J) or **Customize** (K), as appropriate.



Set Up Your iPhone Manually

When you choose to set up your iPhone manually, iOS walks you through a long sequence of configuration screens that enable you to customize how the operating system looks and behaves. The following list explains the key items you configure:

- **Apple Pay.** You can set up Apple's payment system on your iPhone, enabling you to make electronic transactions easily, including sending payments to your contacts via the Messages app. Tap **Continue** (L) to set up Apple Pay now; to set it up later, or not at all, tap **Set Up Later** (M).
- **Screen Time.** iOS's Screen Time iPhone can track your activities or your children's activities on the iPhone. On the Screen Time screen, tap **Continue** (N) if you want to set up Screen Time; if not, or not now, tap **Set Up Later in Settings** (O).
- **Light or Dark Display.** iOS gives you the choice between a Light display and a Dark display. The display you choose controls the way much of the iOS interface appears. Tap **Light** (P, ○ changes to ✓) or **Dark** (Q, ○ changes to ✓) to see which you prefer, or tap **Auto** (R, ○ changes to ✓) to have iOS change from Dark to Light at dawn and from Light to Dark at dusk. Then tap **Continue** (S). You can subsequently change the appearance by tapping **Settings** (ⓘ) on the Home screen, tapping **Display & Brightness** (AA), and then working on the Display & Brightness screen. Here, you can also set a custom schedule for switching between Light and Dark automatically.
- **Siri.** You can set up Apple's voice-driven virtual assistant on your iPhone. Siri enables you to give various commands, such as sending an e-mail message or a text message and asking for a wide variety of information — for example, getting directions in the Maps app or looking up information online. Tap **Continue** (T) to set up Siri now, or tap **Set Up Later in Settings** (U) to set up Siri later or not at all.



Set Up Your iPhone Using Finder or iTunes

You can manage your iPhone from your Mac using Finder on recent versions of macOS. For macOS Mojave and earlier versions, and for Windows PCs, you use iTunes. You can either restore a backup to the device or set up the iPhone from scratch using Finder or iTunes. This example shows macOS Sequoia.

When setting up your iPhone for the first time, you can restore it from a backup of another iPhone — for example, your previous iPhone. If you have already set up this iPhone and have backed it up, you can restore it from its own backup.

Set Up Your iPhone Using Finder or iTunes

- 1 Begin setup as explained in the previous section, “Set Up and Activate Your iPhone” (not shown).

Note: This book displays “(not shown)” to indicate when a numbered step has no corresponding callout on the illustrations, as in steps 1, 3, and 7 in this section.

- 2 On the Transfer Your Apps & Data screen, tap **From Mac or PC**.

The Connect to Mac or to a PC That Has the Apple Devices App screen appears.

- 3 Connect your iPhone to your computer via the USB cable (not shown).

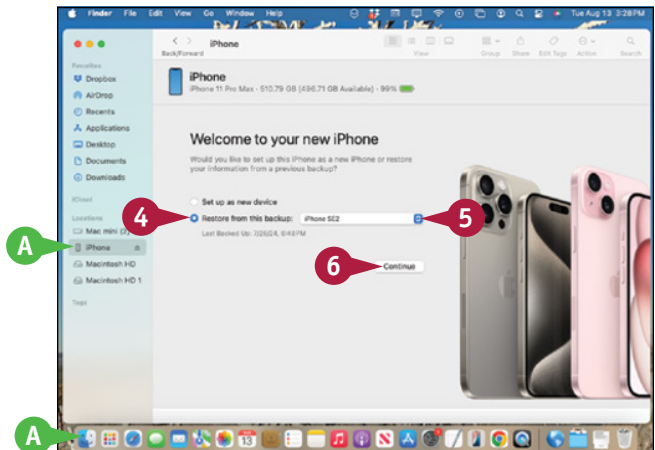
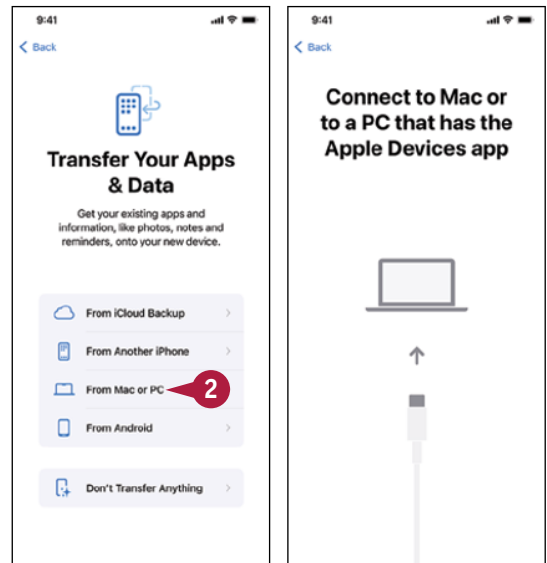
The Connected to Computer screen appears on your iPhone.

- A On macOS, click **Finder** (🔍) on the Dock to open a Finder window if one does not open automatically showing the iPhone’s management screens, and then click the iPhone.

On your computer, a Finder window opens or iTunes opens or becomes active.

The Welcome to Your New iPhone screen appears.

- 4 Make sure the **Restore from this backup** radio button is selected (●).
- 5 Click the pop-up menu button (▾) and select the appropriate iPhone from the menu.
- 6 Click **Continue**.

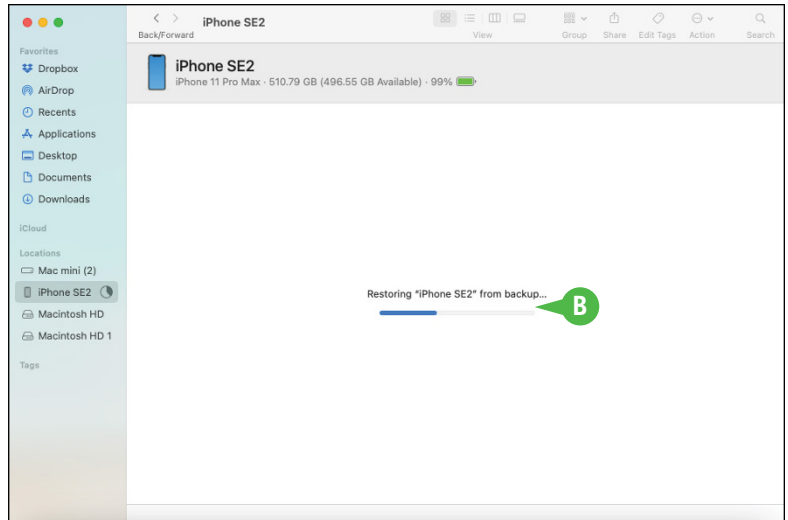


- B** iTunes restores your iPhone from the backup.

When the restore is complete, your iPhone restarts.

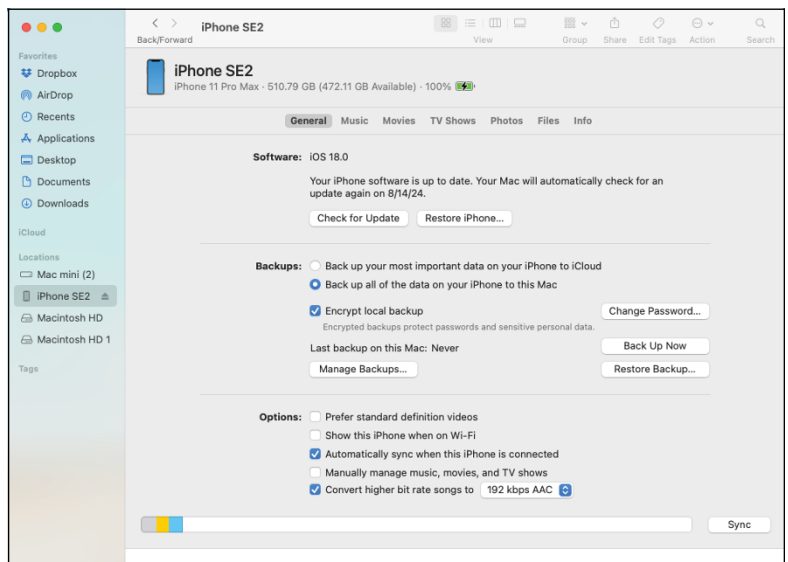
The Restore Completed screen appears on the iPhone.

- 7** Tap **Continue** (not shown).



Your iPhone's control screens appear in the Finder window or iTunes window.

You can now choose sync settings for the iPhone as explained in the next section, "Choose Which Items to Sync from Your Computer."



TIP

How do I set up my iPhone from scratch using Finder or iTunes?

On the Transfer Your Apps & Data screen, tap **From Mac or PC**, and then connect your iPhone to your computer via the USB cable. When the Welcome to Your New iPhone screen appears in Finder or iTunes on your computer, click **Set up as new device** (○ changes to ●). Click **Continue**. On the Sync screen that appears, click **Get Started**. The iPhone's management screens appear, and you can set up synchronization as described in the next section, "Choose Which Items to Sync from Your Computer."

Choose Which Items to Sync from Your Computer

After specifying that you will use Finder or iTunes to sync your iPhone, as explained in the previous section, “Set Up Your iPhone Using Finder or iTunes,” you use the iPhone’s control screens in Finder or iTunes to choose which items to sync. On the General tab in Finder or the Summary tab in iTunes, you can change your iPhone’s name, specify the backup location, and set general options for controlling syncing.

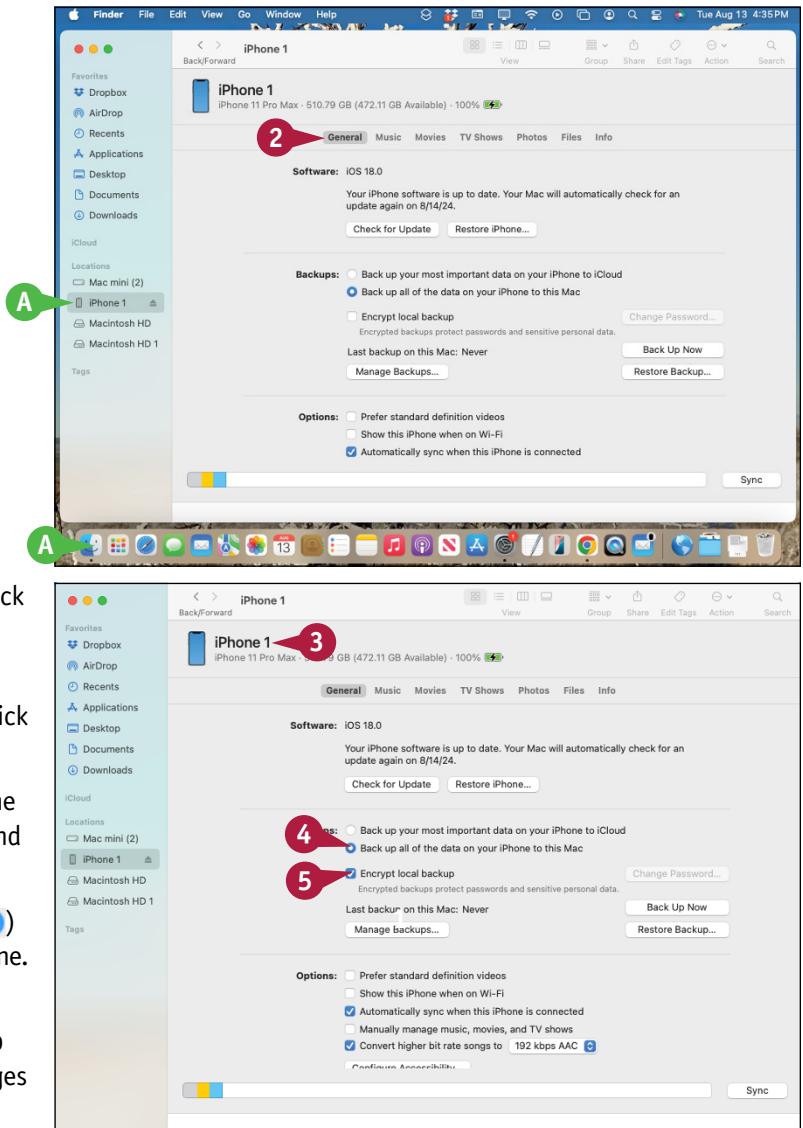
Choose Which Items to Sync from Your Computer

Connect Your iPhone and Choose Options on the General Tab or Summary Tab

- 1 Connect your iPhone to your computer via the USB cable (not shown).
 - A On macOS, click **Finder** (🔍) on the Dock to open a Finder window if one does not open automatically showing the iPhone’s management screens, and then click the iPhone.
- On macOS Mojave or older versions or on Windows, the iTunes window appears.

Note: If your iPhone’s control screens do not automatically appear in iTunes, click **iPhone** (📱) on the navigation bar at the top of the screen.

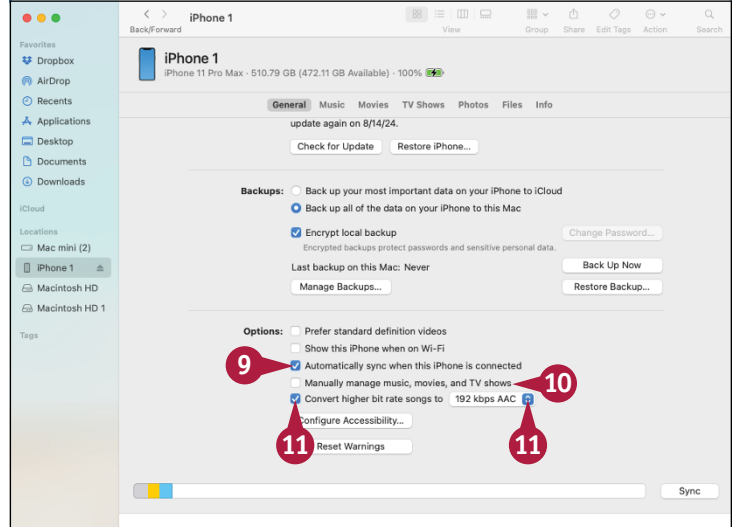
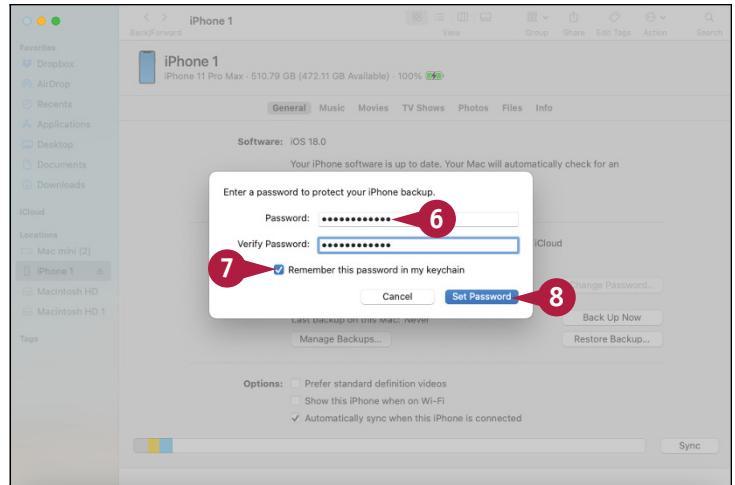
- 2 In Finder, click **General**; in iTunes, click **Summary** in the sidebar on the left.
- 3 To change the iPhone’s name, click the existing name, type the new name, and press **Return** or **Enter**.
- 4 Click a radio button (○ changes to ●) to specify where to back up your iPhone.
- 5 If you choose to back up to this computer, click **Encrypt local backup** or **Encrypt iPhone backup** (□ changes to ☑).



Getting Started with Your iPhone

A dialog opens for setting a password.

- 6 Type a password in the Password box and again in the Verify Password box.
- 7 On a Mac, click **Remember this password in my keychain** (☐ changes to ☒) if you want to save the password in your keychain.
- 8 Click **Set Password** to close the dialog.
- 9 Click **Automatically sync when this iPhone is connected** (☐ changes to ☒) if you want to sync your iPhone automatically when you connect it.
- 10 Click **Manually manage music, movies, and TV shows** (☐ changes to ☒) if you want to load these items on your iPhone manually rather than using the automated features in Finder or iTunes.
- 11 Click **Convert higher bit rate songs to** (☐ changes to ☒) if you want to compress larger songs to fit more on your iPhone. Click the pop-up menu button (⌵) and select the bit rate and encoding type, such as **192 kbps AAC**.



TIP

Should I back up my iPhone to my computer or to iCloud?

If you plan to use your iPhone mostly with your computer, back up the iPhone to the computer. Doing so makes iTunes store a full backup of the iPhone on the computer, so you can restore all the data to your iPhone or to a replacement iPhone, if necessary. You can also encrypt the backup; doing so enables you to store and restore your passwords. To keep your data safe, you must back up your computer as well. For example, you can use Time Machine to back up a Mac.

Backing up your iPhone to iCloud enables you to access the backups from anywhere via the Internet and to take advantage of Apple's reliable storage, but make sure your iCloud account has enough storage to contain the backups. An iCloud backup stores less information than a Finder or iTunes backup.

continued ►

Choose Which Items to Sync from Your Computer (continued)

Backing up your iPhone to your computer is convenient but takes up disk space. You may want to delete old backups manually to reclaim space.

You can easily choose which items to sync to your iPhone. By selecting the iPhone in the sidebar in Finder on recent versions of macOS and clicking the appropriate tab or by selecting the iPhone on the navigation bar in iTunes and then clicking the appropriate item in the Settings area of the Source list, you can specify which music, movies, books, and other items to sync from your computer.

Choose Which Items to Sync from Your Computer (continued)

Manage Your iPhone Backups

1 In Finder, click **General**; in iTunes, click **Summary**.

2 Click **Manage Backups**.

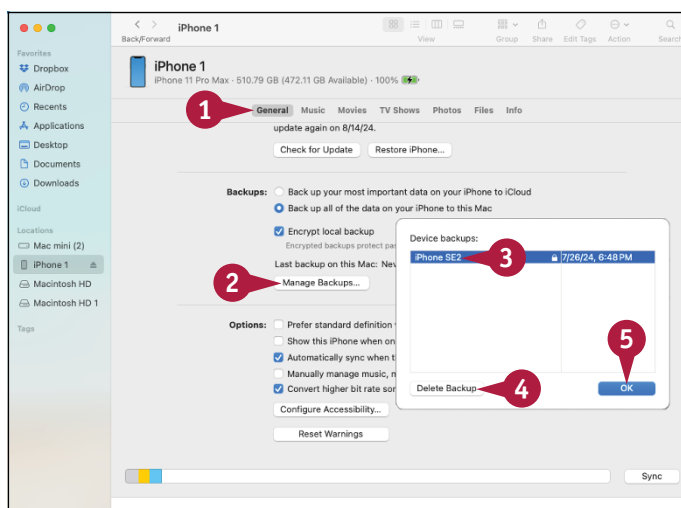
A dialog opens, showing a list of backups.

3 Click the backup you want to delete.

4 Click **Delete Backup**.

5 Click **OK**.

The dialog closes.



Choose Which Content to Sync

Note: This section uses the Music category to illustrate choosing content to sync. The controls in most of the other categories — such as Movies, TV Shows, and Podcasts — work in the same way, although the specific controls vary.

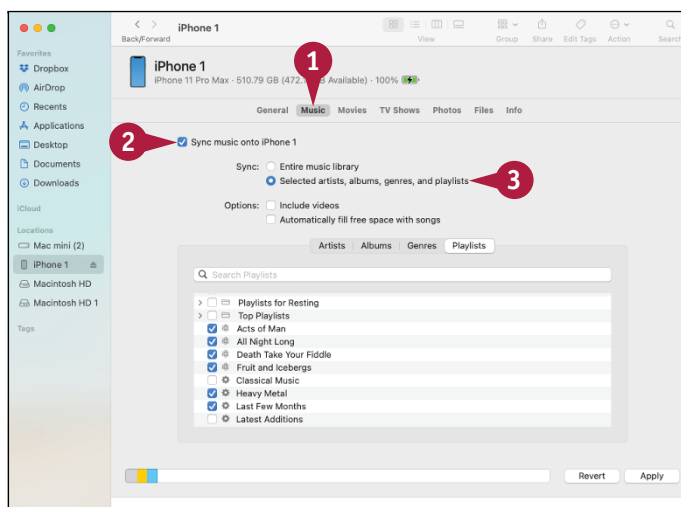
1 Click the category or tab, such as **Music**.

The contents of the category or tab appear.

2 Click **Sync music onto iPhone** (☐ changes to ☒).

The remaining controls become enabled.

3 To load a selection of music, click **Selected artists, albums, genres, and playlists** (☐ changes to ☒) instead of **Entire music library**.

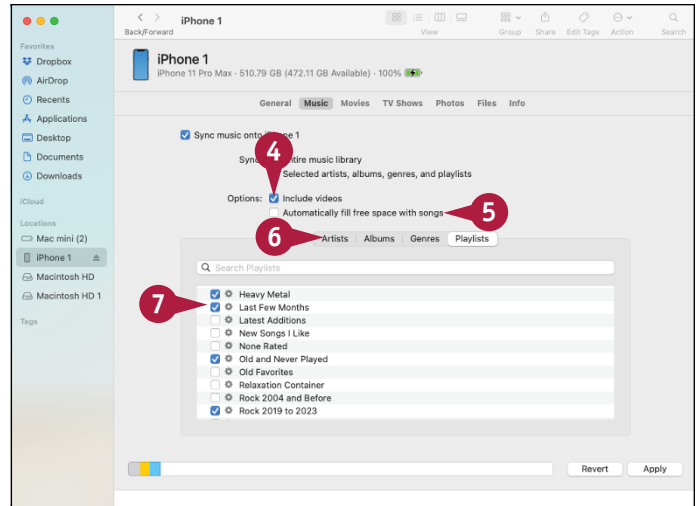


Getting Started with Your iPhone

- 4 Click **Include videos** (☐ changes to ☒) if you want to include music videos.
- 5 Click **Automatically fill free space with songs** (☐ changes to ☒) only if you want to put as much music as possible on your iPhone.

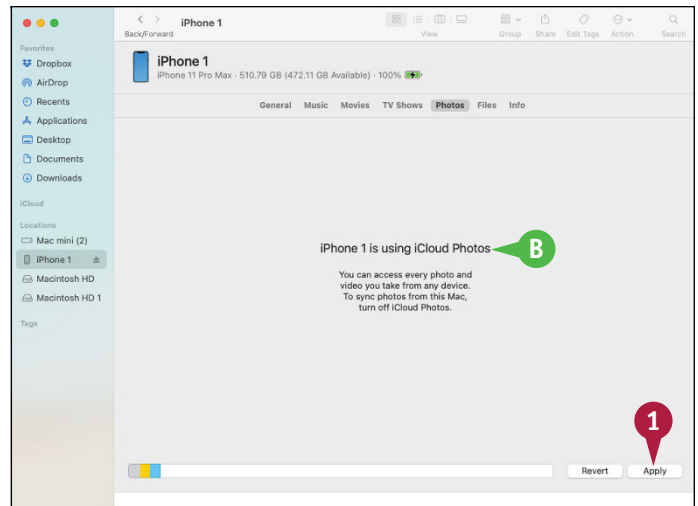
Note: Filling free space with songs may limit your ability to shoot photos or videos.

- 6 Click **Artists, Albums, Genres, or Playlists**. That type of content appears.
- 7 Click the check box (☐ changes to ☒) for each artist, album, genre, or playlist to include.



Apply Your Changes and Sync

- B If a content category is being synced via iCloud, you cannot sync it via Finder or iTunes. To turn off iCloud sync, tap **Settings** (⚙️) on the iPhone's Home screen; tap **Apple Account**, the button bearing your name; tap **iCloud** (☁️); and then use the controls in the Saved to iCloud list. You may need to tap **See All** to display the Saved to iCloud screen.
- 1 Click **Apply** or **Sync**, depending on which button appears. iTunes syncs the items to your iPhone.
- 2 When the sync finishes, disconnect your iPhone (not shown).



TIP

How can I fit more content on my iPhone?

You cannot install a memory card to increase your iPhone's storage capacity, but you can use the iPhone Storage feature to remove items you do not need.

Tap **Settings** (⚙️) on the Home screen to display the Settings screen, and then tap **General** (⚙️). On the General screen, tap **iPhone Storage** to display the iPhone Storage screen. You can then follow suggestions in the Recommendations box, such as tapping **Enable** for Optimize Photos, Optimize Storage, or for Offload Unused Apps; or you can tap buttons in the lower section to see which apps and files are consuming the most space.

Explore the Interface and Launch Apps

After you set up your iPhone with iCloud or iTunes, you are ready to start using the device. When you wake the iPhone from sleep, it displays the lock screen. You then unlock the iPhone to reach the Home screen, which contains icons for running the apps installed on the iPhone.

You can quickly launch an app by tapping its icon on the Home screen. From the app, you can return to the Home screen by swiping up from the bottom of the screen. You can then launch another app as needed.

Explore the Interface and Launch Apps

- 1 Tap the screen.

Note: You can also press **Side** to wake the iPhone.

The iPhone's screen lights up.

The lock screen appears.

- 2 Raise the iPhone, pointing the screen at your face (not shown).

Face ID scans your face and attempts to match it to the stored data. If it succeeds, the iPhone unlocks; if it fails, the iPhone prompts you to enter your passcode.

Note: If the iPhone prompts you to enter your passcode, do so.

The iPhone unlocks.

- 3 Swipe up from the bottom of the screen with one finger.

The Home screen appears.

The iPhone has two or more Home screen pages. When you swipe between Home screen pages, the Search field changes to an indicator (•••••) showing how many Home screen pages there are. The white dot indicates the current Home screen page.

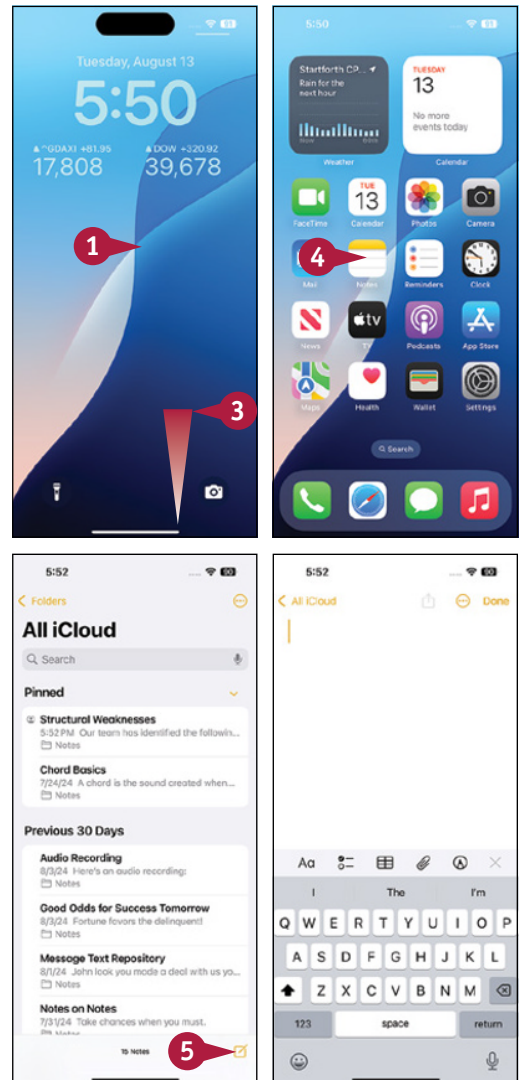
- 4 Tap **Notes** (📝).

The Notes app opens.

Note: If you chose to sync notes with your iPhone, the synced notes appear in the Notes app. Otherwise, the list is empty until you create a note.

- 5 Tap **New** (📝).

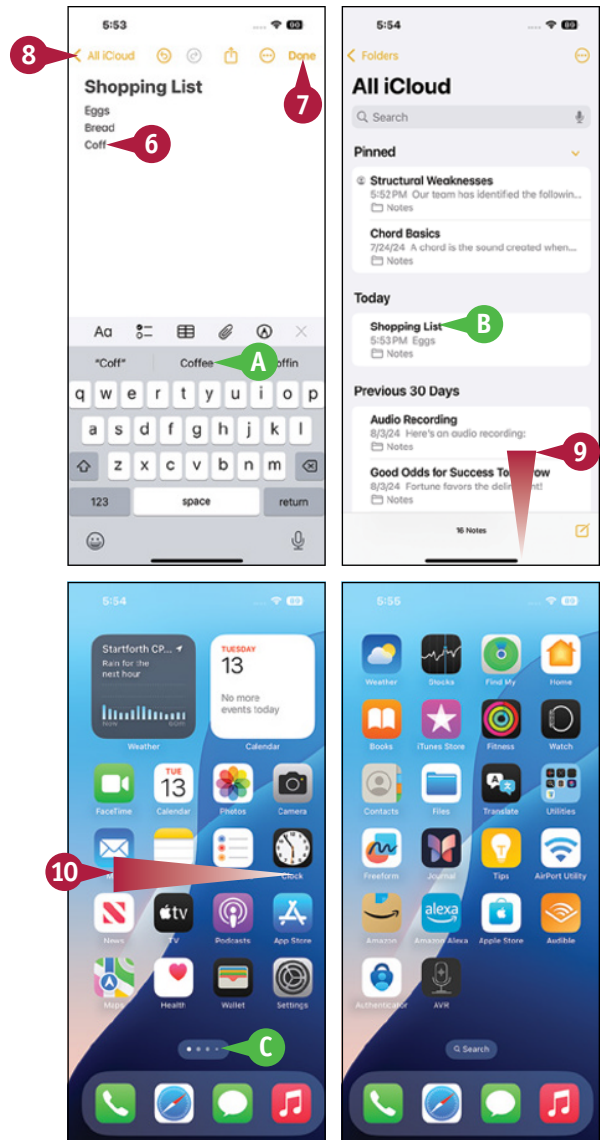
A new note opens, and the on-screen keyboard appears.



- 6 Type a short note by tapping the keys.
- A If the middle button in the suggestion bar shows the word you want, tap **Spacebar** to accept it. If one of the other buttons shows the right word, tap that button.
- 7 Tap **Done**.
The on-screen keyboard closes.
- 8 Tap . This button shows the name of the folder, such as All iCloud.
- B The Notes list appears, with your note in it.
- 9 Swipe up from the bottom of the screen.

The Home screen appears again.

- 10 Swipe left.
C When you start swiping, the Home screen pages indicator () appears, showing you which Home screen page is currently displayed.
The second Home screen page appears.
You can now launch another app by tapping its icon.
- 11 Press **Side** (not shown).
Your iPhone goes to sleep.



TIP

Where do I get more apps to perform other tasks?

You can find an amazingly wide selection of apps on Apple's App Store. Some apps are completely free, whereas other free-to-download apps have "in-app purchases" that make you pay for premium features. Other apps are ones you must pay for, either as a single payment or as a subscription payment. See Chapter 7 for instructions on finding and downloading the apps you need.

Using Cover Sheet and Today View

Your iPhone handles many different types of alerts, such as missed phone calls, text messages, and invitations to events such as meetings. Your iPhone integrates these alerts into Cover Sheet so that you can review them easily.

The iPhone's Today View enables you to view snippets of important and helpful information, such as weather, calendar appointments, and stock updates. You can access Today View either via Cover Sheet or directly from the Home screen.

Using Cover Sheet and Today View

Open Cover Sheet and Deal with Notifications

- 1 Swipe down on the left side of the screen from the top.
Cover Sheet appears.

Note: See the section “Choose Which Apps Can Give Notifications” in Chapter 2 for instructions on customizing the notifications that appear on Cover Sheet.

- A You can tap **Clear** (✕) to clear all notifications in a category such as Notification Center.
 - 2 To remove a single notification, swipe it left.
Action buttons for the notification appear.
 - B You can tap **Options** to view other actions available for the notification.
 - 3 Tap **Clear**.
The notification disappears from Cover Sheet.
 - 4 Tap and hold a notification.
The pop-up panel opens, together with action buttons.
 - 5 Tap the action you want to take. For example, for an e-mail message, tap **Mark as Read** to mark the message as read.
- Note:** To go to the app that raised a notification, tap the notification.
- 6 When you finish working on Cover Sheet, swipe up from the bottom of the screen.

The Home screen appears.

