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iPhone® For Seniors

6th edition

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iPhone® For Seniors For Dummies®, 6th Edition

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Introduction

If you bought this book (or are even thinking about buying it), you've probably already made the decision to buy an iPhone. The iPhone is designed to be easy to use, but you can still spend hours exploring the preinstalled apps, finding out how to change settings, and figuring out how to sync the device to your computer or through iCloud. I've invested those hours so that you don't have to — and I've added advice and tips for getting the most out of your iPhone.

This book helps you get going with the iPhone quickly and painlessly so that you can move directly to the fun part.

About This Book

This book is specifically written for mature people like you, folks who may be relatively new to using a smartphone and want to discover the basics of buying an iPhone 7 or 7 Plus, making and receiving phone calls, working with its preinstalled apps, and getting on the Internet. In writing this book, I've tried to consider the types of activities that might interest someone who is 50 years old or older and picking up an iPhone for the first time.

Foolish Assumptions

This book is organized by sets of tasks. These tasks start from the beginning, assuming that you've never laid your hands on an iPhone, and guide you through basic steps using nontechnical language.

This book covers going online using either a Wi-Fi or 3G/4G connection. I'm also assuming that you'll want to use the iBooks e-reader app, so I cover its features in Chapter 16. I also assume that you might be interested in the Health app, so I give you an overview of it in Chapter 22. Not to mention covering other great things you

can do with your iPhone, such as taking and sharing your photos and videos (Chapters 18 and 19, respectively), checking the news (Chapter 26), and much more!

Icons Used in This Book

Icons are tiny pictures in the margin of pages that call your attention to special advice or information, such as:

These brief pieces of advice help you to take a skill further or provide alternate ways of getting things done.

Heads up! This may be difficult or expensive to undo.

This is information that's so useful, it's worth keeping in your head, not just on your bookshelf.

Maybe this isn't essential information, but it's neat to know.

Beyond the Book

To get the Cheat Sheet, go to `www.dummies.com` and type iPhone For Seniors For Dummies, 6th Edition cheat sheet in the search box.

Topics include commands to use when talking to Siri, some News, Weather, and other apps you might want to check out, and a rundown of Apple Music.

Where to Go from Here

You can work through this book from beginning to end or simply open a chapter to solve a problem or acquire a specific new skill whenever you need it. The steps in every task quickly get you to where you want to go, without a lot of technical explanation.

At the time I wrote this book, all the information it contained was accurate for the iPhone 5, 5s, and 5c, SE, 6 and 6 Plus, 6s and 6s Plus, 7 and 7 Plus, and version 10 of macOS (the operating system used by the iPhone), and version 12.5 of iTunes. Apple is likely to introduce new iPhone models and new versions of iOS and iTunes between book editions. If you've bought a new iPhone and found that its hardware, user interface, or the version of iTunes on your computer looks a little different, be sure to check out what Apple has to say at `www.apple.com/iphone`. You'll no doubt find updates there on the company's latest releases.

1 Getting to Know Your iPhone

IN THIS PART . . .

Starting your new iPhone

Navigating the home screen

Customizing your settings

Activating special features

IN THIS CHAPTER

- Discover what's new in iPhone 7, iPhone 7 Plus, and iOS 10
- Choose the right iPhone for you
- Decide how much storage is enough
- Understand what you need to use Your iPhone
- Know where to buy your iPhone
- Explore what's in the box
- Take a first look at the gadget

Chapter 1

Buying Your iPhone

You've read about it. You've seen on the news the lines at Apple Stores on the day a new version of the iPhone is released. You're so intrigued that you've decided to get your own iPhone to have a smartphone that offers much more than the ability to make and receive calls. iPhone also offers lots of fun apps, such as games and exercise trackers; allows you to explore the online world; lets you read e-books, magazines, and other periodicals; allows you to take and organize photos; plays music and videos, and a lot more.

Trust me: You've made a good decision, because the iPhone redefines the mobile phone experience in an exciting way. It's also an absolutely perfect fit for many seniors.

In this chapter, you learn about the advantages of the iPhone, as well as where to buy this little gem and associated data plans from providers. After you have one in your hands, I help you explore what's in the box and get an overview of the little buttons and slots you'll encounter — luckily, the iPhone has very few of them.

Discover the Newest iPhones and iOS 10

Apple's iPhone gets its features from a combination of hardware and its software operating system (called iOS; the term is short for iPhone operating system. The most current operating system is iOS 10. It's helpful to understand which new features the iPhone 7 and 7 Plus phones and iOS 10 bring to the table (all of which are covered in more detail in this book).

New features in iPhone 7 and 7 Plus include

- **Water-resistance**: iPhone 7 has been redesigned so that it's the first iPhone to be water-resistant.

  WARNING

  iPhone 7's warranty doesn't cover water damage. *Water-resistant doesn't mean waterproof.*

  Now, you don't want to take your iPhone 7 deep-sea diving, but it's likely to survive submersion in about a meter of water for up to 30 minutes. Mind you, this number has been tested in a lab, and isn't based on real-world conditions. In other words, if your iPhone 7 gets wet it's much more likely to survive the ordeal than previous iPhone iterations, but it still isn't something you'd like to see happen to your expensive investment.
- **An A10 Fusion chip**: The processing speed of this chip is twice as fast as the A9 processors found in the iPhone 6, and its graphics speed is up to three times faster. Its four-core design allows it to also use more power when you need it, and to consume less power when you aren't using your iPhone, so you should enjoy longer battery life and not have to charge up your device as often.

- **A 12MP rear-facing camera**: The camera in iPhone 7 and 7 Plus offers such features as a larger lens aperture (which allows for more light and better nighttime photos) and optical image stabilization (providing sharper images with longer exposure than previous iPhone versions).
- **A 7MP front-facing camera**: The front-facing camera now supports a higher resolution and wide color capture, making FaceTime calls and selfies much sharper and more vibrant.
- **New Home button**: The redesigned solid-state Home button is both durable and pressure-sensitive.
- **Stereo speakers and no headphone jack**: Audio gets an upgrade with the iPhone 7 and 7 Plus, as now you can listen to audio in stereo, with speakers on both ends of the enclosure. This also allows the volume to be much louder from the external speakers than before. The new iPhones also no longer come with headphone jacks; rather, you connect your Earpods (included with your iPhone 7 and 7 Plus) via the Lightning connector.

  TIP

  Don't worry if you have a set of headphones you prefer that use the old 3.5mm headphone jacks. Both the iPhone 7 and 7 Plus ship with an adapter for connecting 3.5mm headphone jacks to the Lightning connector.
- **The Retina HD display**: The new displays in the iPhone 7 and 7 Plus are the brightest ever in an iPhone — up to 25 percent brighter than previous versions. The color gamut of the display is also wider, providing richer colors than ever before.

Any iPhone device from the iPhone 5 forward can use most features of iOS 10 if you update the operating system (discussed in detail in Chapter 2); this book is based on version 10 of iOS. This update to the operating system adds many new features, including

- **Much-improved Messages app**: Messages is the default messaging app in iOS 10, and it's received more attention from Apple than ever before. You can now send handwritten messages, send stickers (illustrated icons), customize with personal touches

(such as sending kisses), invisible ink (text or photos that remain hidden until you swipe them), and more.

- **Siri integration**: Siri is able to be integrated into third-party apps, so now you can use Siri to gain even more functionality.
- **Improvements to the Maps app**: With iOS 10, Maps can integrate with other services, such as Uber and OpenTable. You can also search for gasoline stations, places to grab coffee and snacks, rest areas and more along your route, and even find out how much more time the stop will extend your trip. Maps will also help you remember where you parked your car.
- **Home app**: Apple is on the fore of the smart home revolution, and the Home app is evidence of that. This app will allow you to control all of your Apple HomeKit-enabled smart home devices from a single app, providing more convenience and enhanced compatibility.
- **Improvements to the Music app**: The Music app has been completely redesigned to make it more intuitive to use. You can even follow along with your songs by reading the lyrics from within the Music app.
- **Ability to remove built-in apps**: iOS 10 is the first version of iOS that allows you to remove apps that are built-in to the release. For example, if you have no use for the Stocks app you can remove it in iOS 10; in previous iOS versions you had to move it to an out-of-the-way spot on one of your Home pages. Go to `https://support.apple.com/en-us/HT204221` to find a full list of the built-in apps that you can remove.

TIP

When you remove a built-in app from your Home screen, you aren't deleting it – you're hiding it. The main reason for this is for security reasons that are beyond the scope of this book. However, the built-in apps take up very little of your iPhone's storage space, and they can easily be added back to your Home screen by searching for them in the App Store and tapping the Get button.

These are but a very few of the improvements made to the latest version of iOS. I suggest visiting `www.apple.com/ios/ios-10` to find out more.

Choose the Right iPhone for You

The size of each iPhone varies:

- iPhone 7 measures 2.64″ by 5.44″ (4.7″ diagonally) and 7.1 mm thick.
- iPhone 7 Plus measures 3.07″ by 6.23″ (5.5″ diagonally) and 7.3mm thick (see Figure 1-1).

Image courtesy of Apple, Inc.

FIGURE 1-1

You can get iPhone 7 or 7 Plus in gold, silver, rose gold, black, and jet black.

Other differences between iPhone models come primarily from the current operating system, macOS 10.

iPhone 7 and 7 Plus models have a few variations:

- 3G talk time of up to 21 hours on 7 Plus and 14 hours on 7.
- iPhone 7 Plus has two rear-facing cameras, providing amazing optical zoom and other features, while 7 has a single rear-facing camera.
- Screen resolution (the higher the resolution, the crisper and brighter the phone display). The iPhone 7 provides 1334 x 750 resolution (more than 1 million pixels) and 7 Plus provides 1920 x 1080 (more than 2 million pixels).

Table 1-1 gives you a quick comparison of iPhone SE, 6s, 6s Plus, and 7 and 7 Plus. All costs are as of the time this book was written. (Some carriers may introduce non-contract terms.)

TABLE 1-1 **iPhone Model Comparison**

Model	Storage	Cost (may vary by carrier)	Carriers
SE	16 and 64GB	from $399	AT&T, Verizon, Sprint, T-Mobile
6s	32 and 128GB	from $549	AT&T, Verizon, Sprint, T-Mobile
6s Plus	32 and 128GB	from $649	AT&T, Verizon, Sprint, T-Mobile
7	32, 128, and 256GB	from $649	AT&T, Verizon, Sprint, T-Mobile
7 Plus	32, 128, and 256GB	from $769	AT&T, Verizon, Sprint, T-Mobile

TIP

One exciting pricing option is the iPhone Upgrade Program. You choose your carrier, get an unlocked phone so you can change carriers, and receive Apple Care + to cover you in case your phone has problems, all starting at a cost of $32 a month. Data usage from your carrier will come on top of that.

Decide How Much Storage Is Enough

Storage is a measure of how much information — for example, movies, photos, and software applications (apps) — you can store on a computing device. Storage can also affect your iPhone's performance when handling such tasks as streaming favorite TV shows from the World Wide Web or downloading music.

TIP

Streaming refers to playing video or music content from the web (or from other devices) rather than playing a file stored on your iPhone. You can enjoy a lot of material online without ever downloading its full content to your phone — and given that the most storage endowed iPhone model has a relatively small amount of storage, that isn't a bad idea. See Chapters 17 and 19 for more about getting your music and movies online.

Your storage options with an iPhone 7 and 7 Plus are 32, 128, or 256 gigabytes (GB). You must choose the right amount of storage because you can't open the unit and add as you usually can with a desktop computer. However, Apple has thoughtfully provided iCloud, a service you can use to back up content to the Internet (you can read more about that in Chapter 4).

How much storage is enough for your iPhone? Here's a guideline:

- If you like lots of media, such as movies or TV shows, you might need 256GB.
- For most people who manage a reasonable number of photos, download some music, and watch heavy-duty media such as movies online, 128GB is probably sufficient.
- If you simply want to check email, browse the web, and write short notes to yourself, 32GB likely is plenty.

TECHNICAL STUFF

Do you have a clue how big a *gigabyte* (GB) is? Consider this: Just about any computer you buy today comes with a minimum of 500GB of storage. Computers have to tackle larger tasks than iPhones, so that number makes sense. The iPhone, which uses

a technology called *flash storage* for data storage, is meant (to a great extent) to help you experience online media and email; it doesn't have to store much it pulls lots of content from online. In the world of storage, 32GB for any kind of storage is puny if you keep lots of content and graphics on the device.

What's the price for larger storage? For the iPhone 7, a 32GB unit costs $649; 128GB jumps the price to $749; and 256GB adds another $100, setting you back a pricey $849. iPhone 7 Plus tops out at $969 for a 256GB model. Note that prices may vary by carrier and by where you buy your phone.

Understand What You Need to Use Your iPhone

Before you head off to buy your iPhone, you should know what other connections and accounts you'll need to work with it optimally.

At a bare minimum, to make standard cellular phone calls, you need to have a service plan with a cellular carrier (such as AT&T), as well as a data plan that supports iPhone. The data plan allows you to exchange data over the Internet (such as emails and text messages) and download content. Try to verify the strength of coverage in your area, as well as how much data your plan provides each month, before you sign up.

You also need to be able to update the iPhone operating system and share media (such as music) among Apple devices. Though these functions can be utilized without a phone carrier service plan, you have to plug your phone into your computer to update the iOS or update wirelessly over a network. You need to use a local Wi-Fi network to go online and make calls using an Internet service, such as Skype.

TIP

Given the cost and high-tech nature of the iPhone, having to jury-rig these basic functions doesn't make much sense. Trust me: Get an account and data plan with your phone service provider.

You should open a free iCloud account, Apple's online storage and syncing service, to store and share content online among your Apple devices. You can also use a computer to download photos, music, or applications from non-Apple online sources (such as stores or sharing sites like your local library) and transfer them to your iPhone through a process called syncing.

Apple has set up its iTunes software and the iCloud service to give you two ways to manage content for your iPhone — including apps, music, or photos you've downloaded — and specify how to sync your calendar and contact information.

There are a lot of tech terms to absorb here (iCloud, iTunes, syncing, and so on). Don't worry. Chapters 3 and 4 covers those settings in more detail.

Know Where to Buy Your iPhone

You can't buy an iPhone (shown in a variety of colors in Figure 1-2) from every major retail store. You can buy an iPhone at the brick-and-mortar or online Apple Store and from the mobile phone providers AT&T, Sprint, T-Mobile, and Verizon. You can also find an iPhone at major retailers, such as Best Buy and Walmart, through which you have to buy a service contract for the phone carrier of your choice. You can also find iPhones at several online retailers (such as Amazon.com and Newegg.com) and through smaller, local service providers, which you can find by visiting `https://support.apple.com/en-us/HT204039`.

Image courtesy of Apple, Inc.

FIGURE 1-2

TIP

Apple offers unlocked iPhones. Essentially, these phones aren't tied into a particular provider, so you can use them with any of the four iPhone cellular service providers. Though you save a lot by avoiding a service commitment, these phones without accompanying phone plans can be pricey. But there's a trend for providers offering cheaper plans and installment payments on the hardware.

See What's in the Box

When you fork over your hard-earned money for your iPhone, you'll be left holding one box about the size of a deck of tarot cards.

Here's what you'll find when you take off the shrinkwrap and open the box:

- **iPhone**: Your iPhone is covered in a thick, plastic-sleeve thingy. Take it off and toss it back in the box.

  Save all the packaging until you're certain you won't return the phone. Apple's standard return period is 14 days.

TIP

- **Apple EarPods with Lightning connector**: Plug the EarPods into your iPhone 7 or 7 Plus for a free headset experience.
- **Documentation (and I use the term loosely)**: This typically includes a small pamphlet, a sheet of Apple logo stickers, and a few more bits of information.
- **Lightning to USB Cable**: Use this cable to connect the iPhone to your computer, or use it with the last item in the box, the USB power adapter. If you own an iPhone 4s or earlier, you have the Dock Connector to USB Cable, a larger, bulkier, 30-pin connector.
- **Apple USB power adapter**: The power adapter attaches to the Lightning to USB Cable so that you can plug it into the wall and charge the battery.
- **Lightning to 3.5mm headphone jack adapter**: This adapter will allow you to connect your headphones with 3.5mm jacks to your iPhone 7 or 7 Plus.

That's all there is in the box. It's kind of a study in Zen-like simplicity.

TIP

Search for iPhone accessories online. You'll find iPhone cases (from leather to silicone), car chargers, and screen guards to protect your phone's screen.

Take a First Look at the Gadget

In this section, I give you a bit more information about the buttons and other physical features of the iPhone 7 and 7 Plus. Figure 1-3 shows you where each of these items is located.

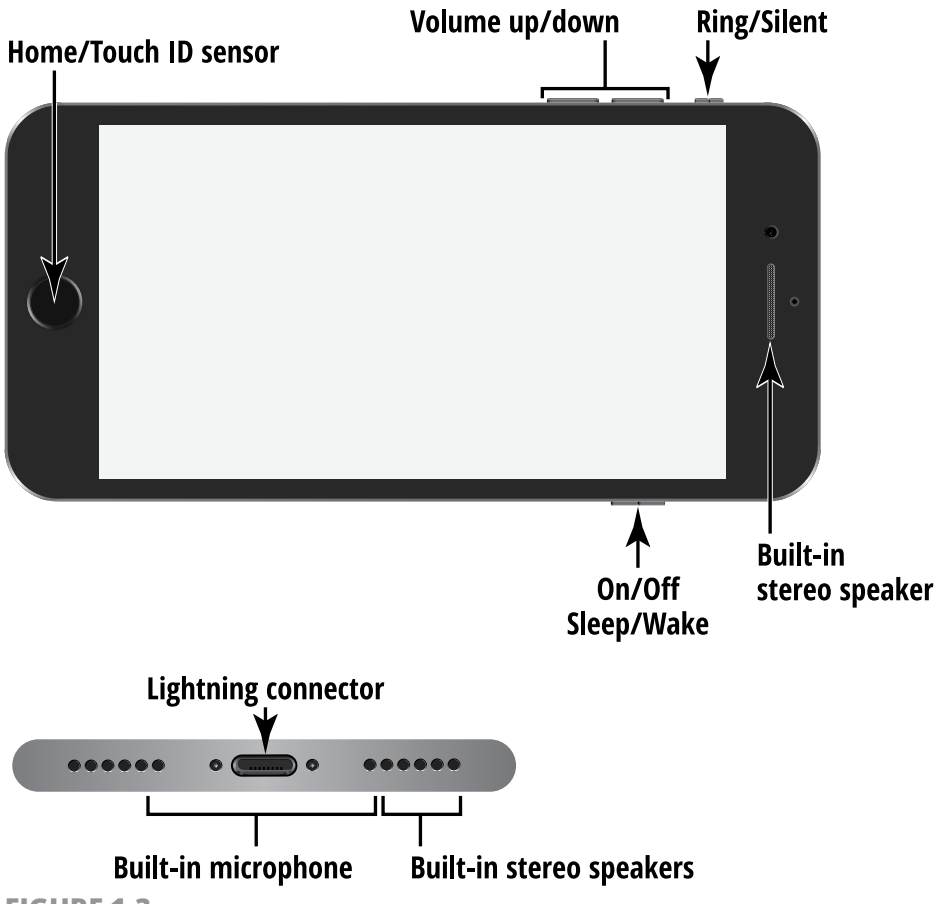

FIGURE 1-3

Here's the rundown on what the various hardware features are and what they do:

» **(The all-important) Home/Touch ID button/sensor**: On the iPhone, you can press this button to go back to the Home screen to find just about anything:

- The Home screen(s) displays all your installed and preinstalled apps and gives you access to your iPhone settings. No matter where you are or what you're doing, press the Home button and you're back at home base.

- You can also press the Home button twice to pull up a scrolling list of apps so that you can quickly move from one to another (Apple refers to this capability as multitasking).
- If you press and hold the Home button, you open Siri, the iPhone voice assistant.
- With iPhone 5s and later, the Home button contains a fingerprint reader used with the Touch ID feature.

» **On/Off/Sleep/Wake button**: You can use this button (whose functionality I cover in more detail in Chapter 3) to power up your iPhone, put it in Sleep mode, wake it up, or power it down.

» **Lightning connector**: Plug in the Lightning connector at one end of the Lightning to USB Cable that came with your iPhone to charge your battery, listen to audio with your EarPods, or sync your iPhone with your computer (which you find out more about in Chapter 4).

» **Ring/Silent switch**: Slide this little switch to mute or unmute the sound on your iPhone.

» **Built-in stereo speakers**: One nice surprise when I got my first iPhone was hearing what a nice little sound system it has and how much sound can come from the tiny speakers. The speakers in iPhone 7 and 7 Plus provide rich stereo sound, and are located on the bottom edge of the phone and at the top part near the earpiece.

» **Volume up/down buttons**: Tap the volume up button for more volume and the volume down button for less.

TIP

You can use the volume up button as a camera shutter button when the camera is activated.

» **Built-in microphones**: Built-in microphones make it possible to speak into your iPhone to deliver commands or content. This feature allows you to do such things as

- Make phone calls using the Internet
- Use video calling services, such as Skype
- Work with other apps that accept audio input, such as the Siri built-in assistant.

IN THIS CHAPTER

- » See what you need to use iPhone
- » Turn on iPhone for the first time
- » Meet the multi-touch screen
- » Say hello to tap and swipe
- » Display and use the onscreen keyboard
- » Flick to search

Chapter 2

Exploring the Home Screen

I won't kid you: You have a slight learning curve ahead of you if you're coming from a more basic cellphone (but if you own another smartphone, you've got a head start). For example, your previous phone might not have had a Multi-Touch screen and onscreen keyboard.

The good news is that getting anything done on the iPhone is simple, when you know the ropes. In fact, using your fingers to do things is a very intuitive way to communicate with your computing device, which is just what iPhone is.

In this chapter, you turn on your iPhone, register it, and then take your first look at the Home screen. You also practice using the onscreen keyboard, see how to interact with the touchscreen in various ways, get pointers on working with cameras, and get an overview of built-in applications (apps).

TIP

Although the iPhone's screen has been treated to repel oils, you're about to deposit a ton of fingerprints on your iPhone — one downside of a touchscreen device. A soft cloth, like the one you might use to clean your eyeglasses, is usually all you'll need to clean things up, though.

See What You Need to Use iPhone

You need to be able, at a minimum, to connect to the Internet to take advantage of most iPhone features, which you can do using a Wi-Fi network (a network that you set up in your own home or access in a public place such as a library) or a 3G/4G connection from your cellular provider. You might want to have a computer so that you can connect your iPhone to it to download photos, videos, music, or applications and transfer them to or from your iPhone through a process called *syncing* (see Chapter 4 for more about syncing). An Apple service called iCloud syncs content from all your Apple iOS devices (such as the iPhone or iPad), so anything you buy on your iPad that can be run on an iPhone, for example, will automatically be pushed to your iPhone. In addition, you can sync without connecting a cable to a computer using a wireless Wi-Fi connection to your computer.

Your iPhone will probably arrive registered and activated, or if you buy it in a store, the person helping you can handle that procedure.

For an iPhone 7 or 7 Plus, Apple recommends that you have

- A Mac or PC with a USB 2.0 or 3.0 port and one of these operating systems:
  - macOS version 10.9 (Mavericks) or later
  - Windows 7 or newer
- iTunes 12.5 or later, available at `www.apple.com/itunes/download`
- An Apple ID
- Internet access

Turn On iPhone for the First Time

The first time you turn on your iPhone, it will probably have been activated and registered by your phone carrier or Apple, depending on whom you've bought it from. Follow these steps:

1. Press and hold the Sleep/Wake button a little bit below the top of the upper-right side of your iPhone until the Apple logo appears. In another moment, a series of screens appears, asking you to enter a password if you have an Apple ID.
2. Enter your Apple ID. If you don't have an Apple ID, you can follow the instructions to create one.
3. Follow the series of prompts to set up initial options for your iPhone. You can make choices about your language and location, using iCloud (Apple's online sharing service), whether to use a passcode, connecting with a network, and so on.

TIP

You can choose to have personal items transferred to your iPhone from your computer when you sync the two devices using iTunes, including music, videos, downloaded apps, audiobooks, e-books, podcasts, and browser bookmarks. Contacts and Calendars are downloaded via iCloud, or (if you're moving to iPhone from an Android phone) you can download an app from the Google Play Store called Move to iOS (developed by Apple) to copy your current Android settings to your iPhone. You can also transfer to your computer any content you download directly to your iPhone by using iTunes, the App Store, or non-Apple stores. See Chapters 13 and 15 for more about these features.

Meet the Multi-Touch Screen

When the iPhone Home screen appears (see Figure 2-1), you see a pretty background and two sets of icons.

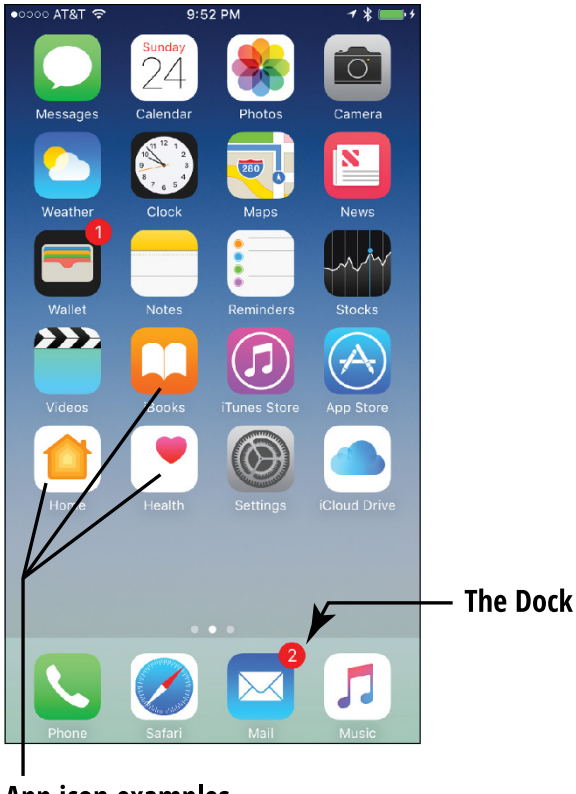

FIGURE 2-1

One set of icons appears in the Dock, along the bottom of the screen. The *Dock* contains the Phone, Safari, Mail, and Music app icons by default, though you can swap out one app for another. You can add new apps to populate as many as 10 additional Home screens for a total of 11 Home screens. The Dock appears on every Home screen.

Other icons appear above the Dock and are closer to the top of the screen. (I cover all these icons in the "Take Inventory of Preinstalled Apps" task, in Chapter 3.) Different icons appear in this area on each Home screen. You can also nest apps in folders, which almost gives you the possibility of storing limitless apps on your iPhone. You are, in fact, limited — but only by your phone's memory.

TIP

Treat the iPhone screen carefully. It's made of glass and it will break if an unreasonable amount of force is applied.

The iPhone uses *touchscreen technology:* When you swipe your finger across the screen or tap it, you're providing input to the device just as you do to a computer using a mouse or keyboard. You hear more about the touchscreen in the next task, but for now, go ahead and play with it for a few minutes — really, you can't hurt anything. Use the pads of your fingertips (not your fingernails) and try these tasks:

» **Tap the Settings icon.** The various settings (which you read more about throughout this book) appear, as shown in Figure 2-2.

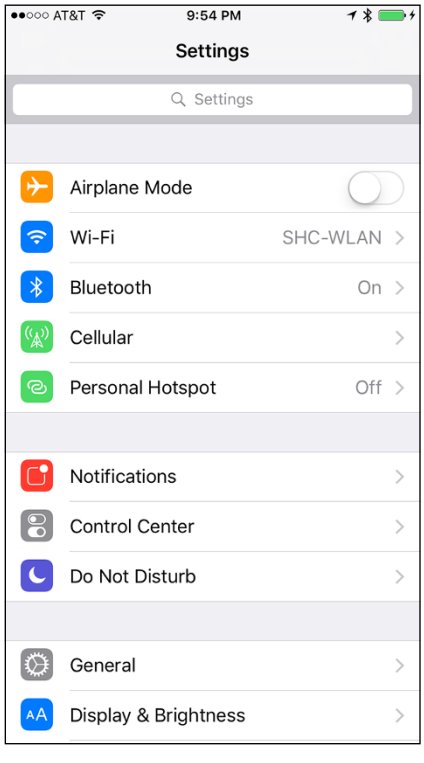

FIGURE 2-2

REMEMBER

TIP

To return to the Home screen, press the Home button.

- **Swipe a finger from right to left on the Home screen.** This action moves you to the next Home screen.

  The little white dots at the bottom of the screen, above the Dock icons, indicate which Home screen is displayed.

- **To experience the screen rotation feature, hold the iPhone firmly while turning it sideways.** The screen flips to the horizontal orientation, if the app you're in supports it.

  To flip the screen back, just turn the device so that it's oriented like a pad of paper again. (Some apps force iPhone to stay in one orientation or the other.)

- **Drag your finger down from the very top edge of the screen to reveal the Notification Center items, such as reminders and calendar entries.** (Notification Center is covered in Chapter 24). Drag up from the very bottom edge of the Home screen to hide Notification Center, and then drag up to display Control Center (containing commonly used controls and tools and discussed later in this chapter).

DISCOVER 3D TOUCH AND QUICK ACTIONS

3D Touch allows you to get different results depending on the amount of pressure you apply to the screen, and get feedback on your actions with taps from the screen. For example, if you open the Photos app, you can tap lightly to select a photo, press a bit harder to see a preview of that photo, and press even harder to open the photo full screen. The ability to preview such items as emails, websites, maps, and photos before opening them can save you time. The medium press is called a Peek and the hard press is called a Pop.

Quick Actions involve pressing an icon on the screen to see items you're likely to want to select. For example, if you press on the Phone icon, you'll get a shortcut list of commonly called contacts. If you press on the Maps app, you see a list of places you often go, such as your home, to quickly display a map of that location. Quick Actions provide a shortcut menu to your most frequently used items, saving you time and effort.

TIP

You can customize the Home screen by changing its *wallpaper* (background picture) and brightness. You can read about making these changes in Chapter 9.

Say Hello to Tap and Swipe

You can use several methods for getting around and getting things done in iPhone using its Multi-Touch screen, including

- **Tap once.** To open an application on the Home screen, choose a field, such as a search box, choose an item in a list, use an arrow to move back or forward one screen, or follow an online link, tap the item once with your finger.
- **Tap twice.** Use this method to enlarge or reduce the display of a web page (see Chapter 11 for more about using the *Safari* web browser) or to zoom in or out in the Maps app.
- **Pinch.** As an alternative to the tap-twice method, you can pinch your fingers together or move them apart on the screen (see Figure 2-3) when you're looking at photos, maps, web pages, or email messages to quickly reduce or enlarge them, respectively. This method allows you to grow or contract the screen to a variety of sizes rather than a fixed size, as with the double-tap method.

TIP

You can use the three-finger tap to zoom your screen to be even larger or use multitasking gestures to swipe with four or five fingers (see the "Learn Multitasking Basics" task, in Chapter 3). This method is handy if you have vision challenges. Go to Chapter 9 to discover how to turn on this feature using Accessibility settings.

- **Drag to scroll (known as *swiping*).** When you touch your finger to the screen and drag to the right or left, the screen moves (see Figure 2-4). Swiping to the left on the Home screen, for example, moves you to the next Home screen. Swiping down while reading an online newspaper moves you down the page; swiping up moves you back up the page.

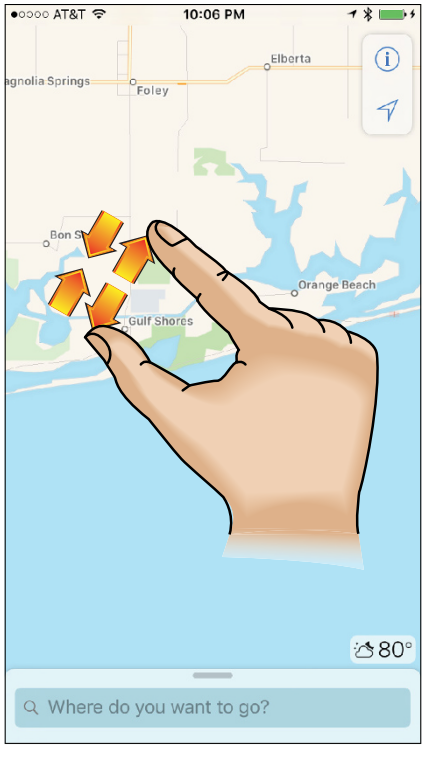

FIGURE 2-3

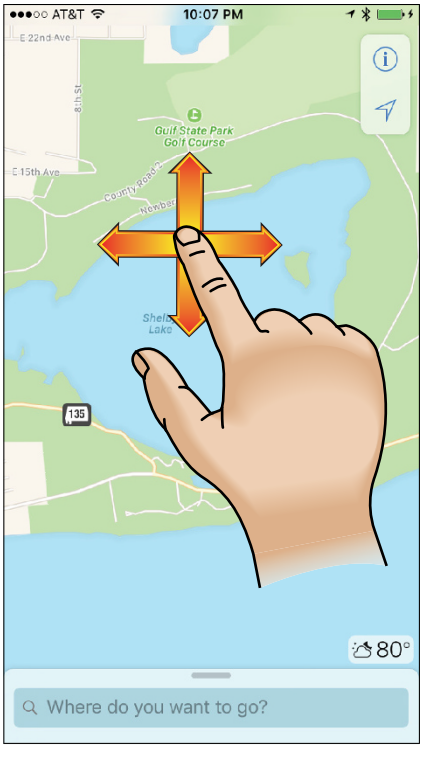

FIGURE 2-4

- **Flick.** To scroll more quickly on a page, quickly flick your finger on the screen in the direction you want to move.
- **Tap the Status bar.** To move quickly to the top of a list, web page, or email message, tap the Status bar at the top of the iPhone screen. (For some sites, you have to tap twice to get this to work.)
- **Press and hold.** If you're using Notes or Mail or any other application that lets you select text, or if you're on a web page, pressing and holding text selects a word and displays editing tools that you can use to select, cut, or copy and paste the text.

When you rock your phone backward or forward, the background moves as well (a feature called *parallax*). You can disable this feature if it makes you seasick. From the Home screen, tap Settings➪General➪Accessibility and then tap and turn on the

Reduce Motion setting by tapping the toggle switch until it turns green.

Your iPhone offers the ability to perform bezel gestures, which involves sliding from the very outer edge of the phone left to right on the glass to go backward and sliding right to left to go forward in certain apps.

TIP

You can try these methods now:

- Tap the Safari button in the Dock at the bottom of any iPhone Home screen to display the web browser.
- Tap a link to move to another page.
- Double-tap the page to enlarge it; then pinch your fingers together on the screen to reduce its size.
- Drag one finger around the page to scroll.
- Flick your finger quickly on the page to scroll more quickly.
- Press and hold your finger on a word that isn't a link (links take you to another location on the web).

  The word is selected, and the Copy/Look Up/Speak/Share/Spell tool is displayed, as shown in Figure 2-5. (You can use this tool to either get a definition of a word or copy it.)
- Press and hold your finger on a link or an image.

  A menu appears (shown in Figure 2-6) with commands that you select to open the link or picture, open it in a new tab, add it to your Reading List (see Chapter 11), or copy it. If you press and hold an image, the menu also offers the Save Image command.

  Tap Cancel to close the menu without making a selection.
- Position your fingers slightly apart on the screen and then pinch your fingers together to reduce the page; with your fingers already pinched together on the screen, move them apart to enlarge the page.
- Press the Home button to go back to the Home screen.

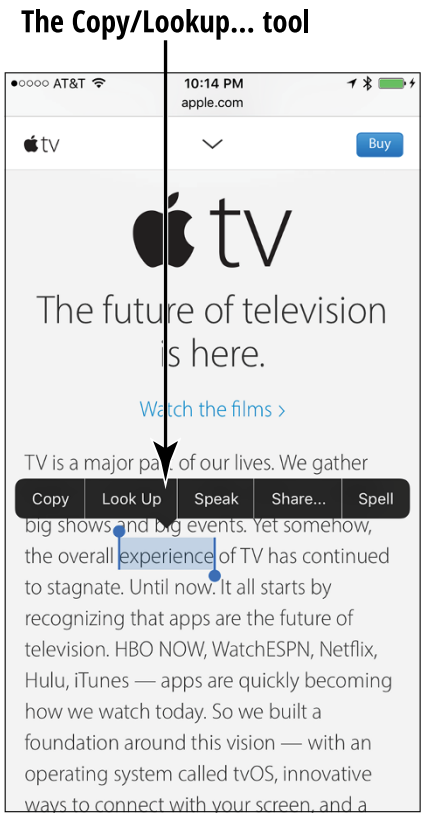

FIGURE 2-5

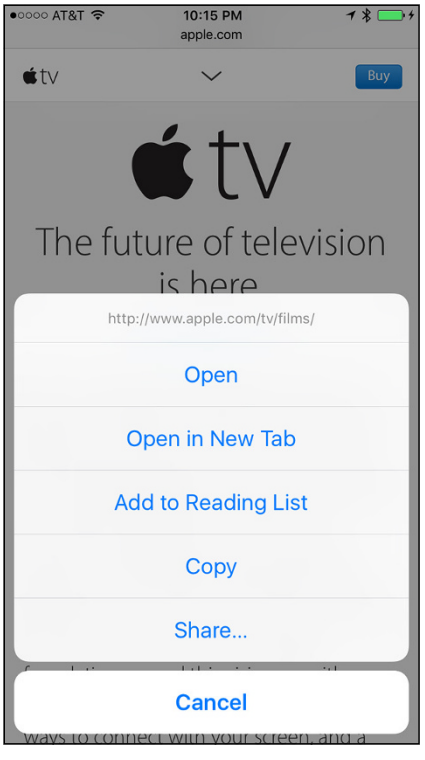

FIGURE 2-6

Display and Use the Onscreen Keyboard

The built-in iPhone keyboard appears whenever you're in a text-entry location, such as a search field or an email message form. Follow these steps to display and use the keyboard:

1. Tap the Notes icon on the Home screen to open the Notes app.
2. Open a note to work in:
   - Tap the note page.
   - If you've already created some notes, tap one to display the page, then tap anywhere on the note.
3. Type a few words using the keyboard, as shown in Figure 2-7.

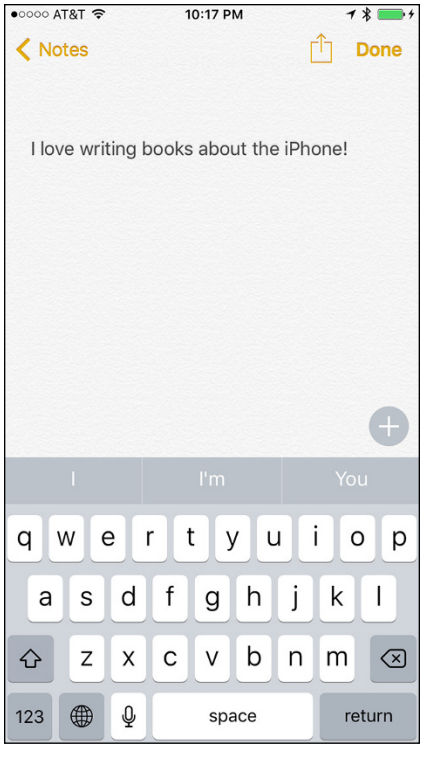

FIGURE 2-7

TIP

To make the keyboard display as wide as possible, rotate your iPhone to landscape (horizontal) orientation. (If you've locked the screen orientation in Control Center, you have to unlock the screen to do this.)

TIP

QuickType provides suggestions above the keyboard as you type. You can turn this feature off or on by tapping and holding either the Emoji (the smiley face) or International icon (looks like a globe) on the keyboard to display a menu. Tap the Predictive toggle switch on this menu to turn the feature Off or On (green).

After you open the keyboard, you're ready to use it for editing text.

You'll find a number of shortcuts for editing text:

- If you make a mistake while using the keyboard — and you will, especially when you first use it — tap the Delete key (it's near the bottom corner, with the little *x* on it) to delete text to the left of the insertion point.

TIP

To type a period and space, just double-tap the spacebar.

- To create a new paragraph, tap the Return button (just like a computer keyboard).
- To type numbers and symbols, tap the number key (labeled 123) on the left side of the spacebar (refer to Figure 2-7). The characters on the keyboard change (see Figure 2-8).

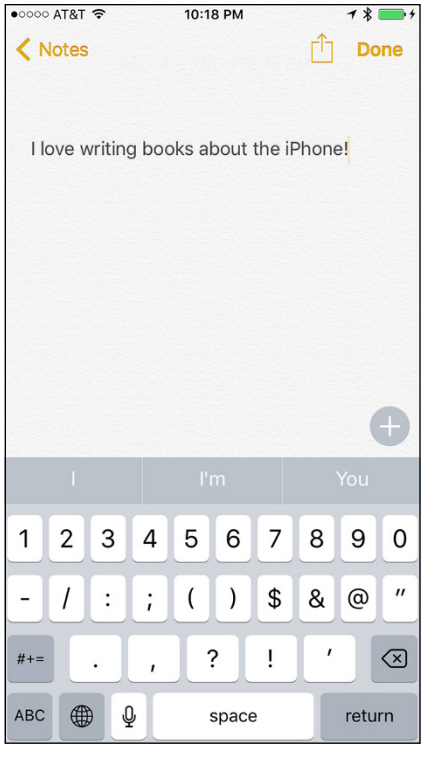

FIGURE 2-8

If you type a number and then tap the spacebar, the keyboard returns to the letter keyboard automatically. To return to the letter keyboard at any time, simply tap the key labeled ABC on the left side of the spacebar.

- Use the Shift button (it's a wide, upward-facing arrow in the lower-left corner of the keyboard) to type capital letters: