

LEARNING MADE EASY



In Full Color

7th Edition

iPhone®

FOR SENIORS

for
dummies®
A Wiley Brand



Set up your iPhone® and
Use accessibility features

Make phone calls, send e-mail,
Use FaceTime®, and share photos

Get organized with apps, play
games, and watch videos

Dwight Spivey

Author of *iPad For Seniors
For Dummies*, 10th Edition



iPhone® for Seniors

7th Edition

by Dwight Spivey

**for
dummies®**
A Wiley Brand

iPhone® for Seniors For Dummies®, 7th Edition

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, www.wiley.com

Copyright © 2018 by John Wiley & Sons, Inc., Hoboken, New Jersey

Media and software compilation copyright © 2018 by John Wiley & Sons, Inc. All rights reserved.

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. iPhone is a registered trademark of Apple Inc. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit <https://hub.wiley.com/community/support/dummies>.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2017955654

ISBN 978-1-119-41716-3 (pbk); 978-1-119-41703-3 (epub); 978-1-119-41721-7 (epdf)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Contents at a Glance

Introduction	1
Part 1: Getting to Know Your iPhone	5
CHAPTER 1: Buying Your iPhone	7
CHAPTER 2: Exploring the Home Screen	23
CHAPTER 3: Getting Going	39
CHAPTER 4: Beyond the Basics	57
Part 2: Beginning to Use Your iPhone	71
CHAPTER 5: Making and Receiving Calls	73
CHAPTER 6: Managing Contacts	89
CHAPTER 7: Communicating with FaceTime and Messages.....	109
CHAPTER 8: Using Handy Utilities	131
CHAPTER 9: Making Your iPhone More Accessible	143
CHAPTER 10: Conversing with Siri	165
Part 3: Exploring the Internet	185
CHAPTER 11: Browsing with Safari	187
CHAPTER 12: Working with Email in Mail	211
CHAPTER 13: Expanding Your iPhone Horizons with Apps.....	231
CHAPTER 14: Socializing with Facebook and Twitter	247
Part 4: Enjoying Media	255
CHAPTER 15: Shopping the iTunes Store	257
CHAPTER 16: Reading Books	273
CHAPTER 17: Enjoying Music and Podcasts.....	293
CHAPTER 18: Taking and Sharing Photos.....	309
CHAPTER 19: Creating and Watching Videos.....	331
CHAPTER 20: Playing Games	341
CHAPTER 21: Navigating with Maps	347

Part 5: Living with Your iPhone363

CHAPTER 22: Keeping On Schedule with Calendar and Clock365

CHAPTER 23: Working with Reminders and Notifications.....385

CHAPTER 24: Troubleshooting and Maintaining Your iPhone401

INDEX415

Table of Contents

INTRODUCTION	1
About This Book	1
Foolish Assumptions	1
Icons Used in This Book	2
Beyond the Book	2
Where to Go from Here	2
 PART 1: GETTING TO KNOW YOUR iPhone	 5
CHAPTER 1: Buying Your iPhone	7
Discover the Newest iPhones and iOS 11	8
Choose the Right iPhone for You	11
Decide How Much Storage Is Enough	14
Understand What You Need to Use Your iPhone	16
Know Where to Buy Your iPhone	17
See What's in the Box	18
Take a First Look at the Gadget	19
 CHAPTER 2: Exploring the Home Screen	 23
See What You Need to Use iPhone	24
Turn On iPhone for the First Time	25
Meet the Multi-Touch Screen	26
Say Hello to Tap and Swipe	29
Display and Use the Onscreen Keyboard	33
Flick to Search	37
 CHAPTER 3: Getting Going	 39
Update the Operating System to iOS 11	39
Learn Multitasking Basics	41
Examine the iPhone Cameras	42
Discover Control Center	43
Lock Screen Rotation	47
Explore the Status Bar	47
Take Inventory of Preinstalled Apps	49
Lock iPhone, Turn It Off, or Unlock It	54

CHAPTER 4: Beyond the Basics	57
Charge the Battery	58
Sign into an iTunes Account for Music, Movies, and More	59
Sync Wirelessly	61
Understand iCloud	64
Turn on iCloud Drive	65
Make iCloud Sync Settings	66
Browse Your iPhones Files	68
 PART 2: BEGINNING TO USE YOUR IPHONE	 71
CHAPTER 5: Making and Receiving Calls	73
Use the Keypad to Place a Call	73
End a Call	76
Place a Call Using Contacts	76
Return a Recent Call	78
Use Favorites	79
Receive a Call	81
Use Tools during a Call	82
Turn On Do Not Disturb	84
Set Up Exceptions for Do Not Disturb	85
Reply to a Call via Text or Set a Reminder to Call Back	86
Change Your Ringtone	86
 CHAPTER 6: Managing Contacts	 89
Add a Contact	90
Sync Contacts with iCloud	92
Assign a Photo to a Contact	94
Add Social Media Information	96
Designate Related People	97
Set Individual Ringtones and Text Tones	99
Search for a Contact	100
Go to a Contact's Website	101
Address Email Using Contacts	103
Share a Contact	104
View a Contact's Location in Maps	105
Delete a Contact	106

CHAPTER 7:	Communicating with FaceTime and Messages	109
	Understand Who Can Use FaceTime	110
	Get an Overview of FaceTime	110
	Make a FaceTime Call with Wi-Fi or 3G/4G (LTE)	111
	Accept and End a FaceTime Call	113
	Switch Views	114
	Set Up an iMessage Account	115
	Use Messages to Address, Create, and Send Messages	117
	Read Messages	118
	Clear a Conversation	119
	Send Emojis in Place of Text	120
	Utilizing the App Drawer	121
	Send and Receive Audio	124
	Send a Photo or Video	125
	Send a Map of Your Location	127
	Understand Group Messaging	128
	Activate the Hide Alerts Feature	129
CHAPTER 8:	Using Handy Utilities	131
	Use the Calculator	131
	Find Your Way with Compass	133
	Record Voice Memos	136
	Trim a Voice Memo	138
	Rename a Voice Memo	140
	Share a Voice Memo	141
CHAPTER 9:	Making Your iPhone More Accessible	143
	Set Brightness	144
	Change the Wallpaper	145
	Set Up VoiceOver	147
	Use VoiceOver	150
	Use iPhone with Hearing Aids	153
	Adjust the Volume	154
	Set Up Subtitles and Captioning	156
	Manage Other Hearing Settings	157
	Turn On and Work with AssistiveTouch	158
	Turn On Additional Physical and Motor Settings	160
	Focus Learning with Guided Access	161
	One-Handed Keyboard	163

CHAPTER 10: Conversing with Siri	165
Activate Siri	166
Understand All That Siri Can Do	169
Get Suggestions	171
Call Contacts	171
Create Reminders and Alerts	172
Add Tasks to Your Calendar	173
Play Music	174
Get Directions	176
Ask for Facts	177
Search the Web	178
Send Email, Messages, or Tweets	179
Use Dictation	179
Translate Words and Phrases	180
Type Your Commands or Questions	182
Get Helpful Tips	183
 PART 3: EXPLORING THE INTERNET	 185
CHAPTER 11: Browsing with Safari	187
Connect to the Internet	188
Explore Safari	189
Navigate among Web Pages	191
Use Tabbed Browsing	193
View Browsing History	194
Search the Web	196
Add and Use Bookmarks	197
Save Links and Web Pages to Safari Reading List	199
Enjoy Reading More with Safari Reader	201
Add Web Clips to the Home Screen	202
Save an Image to Your Photo Library	203
Send a Link	205
Make Privacy Settings	206
Print a Web Page	208
Understand iCloud Tabs	209

CHAPTER 12: Working with Email in Mail	211
Add an Email Account	212
Manually Set Up an Email Account	214
Open Mail and Read Messages	215
Reply To or Forward Email	217
Create and Send a New Message	219
Format Email	220
Search Email	222
Mark Email as Unread or Flag for Follow-Up	223
Create an Event from Email Contents	225
Delete Email	226
Organize Email	227
Create a VIP List	228
CHAPTER 13: Expanding Your iPhone Horizons with Apps	231
Explore Senior-Recommended Apps	232
Search the App Store	234
Get Applications from the App Store	236
Organize Your Applications on Home Screens	237
Organize Apps in Folders	239
Delete Apps You No Longer Need	241
Offload Apps to Keep Data	242
Update Apps	244
Customize Individual App Settings	245
CHAPTER 14: Socializing with Facebook and Twitter	247
Finding and Installing Facebook and Twitter	248
Creating a Facebook Account	249
Customize Facebook Settings for Your iPhone	251
Creating a Twitter Account	252
Customize Twitter Settings for Your iPhone	253
PART 4: ENJOYING MEDIA	255
CHAPTER 15: Shopping the iTunes Store	257
Explore the iTunes Store	258
Find a Selection	260
Preview Music, a Video, or an Audiobook	262
Buy a Selection	264

Rent Movies.	266
Shop Anywhere Else	268
Use Apple Pay and Wallet	268
Enable Auto-Downloads of Purchases from Other Devices.	269
Set Up Family Sharing	270
CHAPTER 16: Reading Books	273
Discover E-Reading	274
Find Books with iBooks	274
Explore Other E-Book Sources	277
Buy Books	278
Navigate a Book	280
Adjust Brightness in iBooks	281
Change the Font Size and Type	282
Search in Your Book.	283
Use Bookmarks and Highlights	285
Check Words in the Dictionary.	288
Organize Books in Collections	289
CHAPTER 17: Enjoying Music and Podcasts	293
View the Library Contents.	294
Create Playlists	296
Search for Music.	298
Play Music	299
Shuffle Music	301
Use AirPlay	302
Play Music with Radio	303
Find and Subscribe to Podcasts	304
Play Podcasts	307
CHAPTER 18: Taking and Sharing Photos	309
Take Pictures with the iPhone Cameras	310
Save Photos from the Web	314
View an Album	315
View Individual Photos	316
Edit Photos	318
Organize Photos.	319
View Photos by Years and Location.	320
Share Photos with Mail, Twitter, or Facebook	322

Share a Photo Using AirDrop	323
Share Photos Using iCloud Photo Sharing	325
Work in iCloud Photo Library	326
Print Photos	327
Run a Slideshow	328
Delete Photos	329
Create Time-Lapse Videos from Photos	330
CHAPTER 19: Creating and Watching Videos	331
Capture Your Own Videos with the Built-In Cameras	332
Play Movies or TV Shows with TV	333
Turn On Closed-Captioning	338
Delete a Video from the iPhone	339
CHAPTER 20: Playing Games	341
Purchase and Download Games	341
Master iPhone Game-Playing Basics	343
Play against Yourself	345
Challenge Friends in Game Center	345
CHAPTER 21: Navigating with Maps	347
Go to Your Current Location	348
Change Views	349
Zoom In and Out	350
Go to Another Location or a Favorite	352
Drop a Marker (or Pin)	353
Find Directions	355
Get Turn-by-Turn Navigation Help	356
View and Share Information about a Location	359
Add a Location to a Contact	360
Find Local Places with Nearby	361
PART 5: LIVING WITH YOUR iPhone	363
CHAPTER 22: Keeping On Schedule with Calendar and Clock	365
View Your Calendar	366
Add Calendar Events	369
Create Repeating Events	370
Add Alerts	371

Create a Calendar Account	373
Use a Family Calendar	376
Delete an Event	377
Display Clock	378
Delete a Clock	379
Set an Alarm	380
Set Bedtime and Waking Alerts	381
Use Stopwatch and Timer	383
CHAPTER 23: Working with Reminders and Notifications	385
Create a Reminder	386
Edit Reminder Details	387
Schedule a Reminder by Time or Location	388
Create a List	390
Sync with Other Devices and Calendars	391
Mark as Complete or Delete a Reminder	392
Set Notification Types	394
View Cover Sheet	395
Work with Notifications in Cover Sheet	397
Get Some Rest with Do Not Disturb	398
CHAPTER 24: Troubleshooting and Maintaining Your iPhone	401
Keep the iPhone Screen Clean	402
Protect Your Gadget with a Case	403
Extend Your iPhone's Battery Life	404
Find Out What to Do with a Nonresponsive iPhone	405
Update the iOS Software	406
Restore the Sound	407
Get Support	409
Find a Missing iPhone	409
Back Up to iCloud	412
INDEX	415

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, 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, browsing the web (Chapter 11), and checking email (Chapter 12). I'm also assuming that you'll want to use the iBooks e-reader app, so I cover its features in Chapter 16. 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), 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:



TIP

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



WARNING

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



REMEMBER

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



TECHNICAL
STUFF

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

Beyond the Book

There's even more iPhone information on www.dummies.com. This book's Cheat Sheet offers a list of General settings, Mail, Contacts, and Calendar settings to be aware of, and the settings you can control for browsing in Safari. To get to the cheat sheet, go to www.dummies.com, then type *iPhone for Seniors For Dummies Cheat Sheet* in the Search box. This is also where you'll find any significant updates or changes that occur between editions of this book.

Also, there are online chapters that show you a wide range of iPhone apps to make your phone more useful and fun. Go to www.dummies.com/go/iphonefsfd7e.

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 5s, SE, 6 and 6 Plus, 6s and 6s Plus, 7 and 7 Plus, the iPhone 8, 8 Plus, and iPhone X, version 11 of iOS (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

- » Discover what's new in iPhones and iOS 11
- » Choose the right iPhone for you and find where to buy it
- » Understand what you need to use your iPhone
- » Explore what's in the box
- » Take a 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 and videos; plays music and movies, 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 11

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 version of the operating system is iOS 11. It's helpful to understand which new features the iPhone 8, 8 Plus, and X (pronounced "ten") models and iOS 11 bring to the table (all of which are covered in more detail in this book).

New features in iPhone 8 and 8 Plus include



WARNING

» **Splash, water, and dust resistance:** Your new iPhone is resistant to damage caused by water splashing onto it or from dust collecting within it.

iPhone 7's warranty doesn't cover water or dust damage. *Water and dust resistant doesn't mean water and dust proof.*

Now, you don't want to take your iPhone 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 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 A11 Bionic chip:** No, owning a new iPhone won't make you the Six-Million Dollar Man or the Bionic Woman, but it will provide you with one really nice power boost over previous iterations. This chip has been tested and demonstrated by third parties to perform as well as some Mac laptop chips (and completely blows top-of-the-line Android devices out of the water). Your iPhone will be able to handle pretty much any task you can throw at it with ease.

» **Glass bodies and wireless charging:** iPhone 8 and 8 Plus both boast all-glass bodies, which not only look great, but also allow you the option of wireless charging. Wireless charging gives you the ability to simply lay your iPhone onto a wireless charger pad to give it an energy boost.



This wireless charging thing is no joke. Imagine being able to charge your iPhone by simply laying it on a table in a coffee shop, or an airport, or in your car, or any other place a wireless charging pad can be incorporated. You'll never need to worry again if you've forgotten your charger cable! While wireless charging isn't new to the smartphone market, Apple's adoption of it is. Therefore, you're about to see wireless charging stations in almost every conceivable place. And you'll love it — guaranteed.

- » **A 12MP rear-facing camera:** The camera in iPhone 8 and 8 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.
- » **Stereo speakers and no headphone jack:** You can listen to audio in stereo and with deeper bass, with speakers on both ends of the enclosure. This also allows the volume to be much louder from the external speakers than before. You can also connect your Earpods (included with your iPhone 8 and 8 Plus) via the Lightning connector.



Don't worry if you have a set of headphones you prefer that use the old 3.5mm headphone jacks. Both the iPhone 8 and 8 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 8 and 8 Plus support True Tone to help match the display color to the ambient lighting, affording a more natural experience. The color gamut of the display is also wider, providing richer colors than ever before.

Apple claims to have taken the smartphone into the future with its newest premium iPhone model, the iPhone X. The X is premium in every way, including price, but for some users the cost may be small compared to the return. New features introduced with iPhone X include



- » **An A11 Bionic chip:** The iPhone X also includes the new A11 Bionic chip, and that's a good thing. The truly innovative tech in X demands a processor that can handle some heavy lifting, while still being able to answer calls and retrieve email.
- » **Glass body and wireless charging:** Like iPhone 8 and 8 Plus, iPhone X is comprised of an all-glass body (with a tiny sliver of stainless steel around the edges to hold it all together), allowing a beautiful appearance and wireless charging. The glass is also the most durable of that used in any smartphone ever, according to Apple.
Don't read that as unbreakable. Cases are still a good idea.
- » **Edge-to-Edge display:** iPhone X is Apple's first edge-to-edge display, meaning there's nothing else on the front of your iPhone but screen. Which brings me to my next point.
- » **No Home button:** That's right, the method you've used for a decade now to return to the Home screen is now a thing of the past with this iPhone model. You simply swipe up from the bottom of the screen to provide the same effect as pressing the Home button. This also means that Touch ID is a thing of the past. Therefore, there's a new recognition tool.
- » **Facial Recognition:** Touch ID is being replaced on iPhone X with Face ID. Using Face ID and the front-facing camera, your iPhone X unlocks when it recognizes your face.

Any iPhone device from the iPhone 5s forward can use most features of iOS 11 if you update the operating system (discussed in detail in Chapter 3); this book is based on version 11 of iOS. This update to the operating system adds many features, including

- » **Much-improved Control Center:** Control Center allows you to quickly access many of your iPhone's features by simply swiping up on your screen. Control Center has been streamlined and the new interface is simpler to navigate. You can also customize Control Center to contain only items that you use often.
- » **Siri improvements:** Siri now sounds like a more natural voice, and translates into several languages.

- » **Improvements to the Notes app:** With iOS 11, Notes takes another giant leap forward. Tables are easy to add, handwriting is supported, and drag-and-drop is a great new tool. You can also use Notes to scan paper documents!
- » **Files app:** Finally, Apple has delivered a great app called Files that allows you to browse the files stored on your iPhone. You can also use it to browse and work with files you've stored on other cloud services, such as Google Drive and Dropbox.
- » **Improvements to Maps:** Maps has always been great for getting around on the road, but now Maps shines when helping you navigate interiors. New built-in maps help guide you in unfamiliar public buildings, such as airports.
- » **Store many more photos and videos than ever before:** iOS 11 is the first version of iOS that uses a new compression format for photos and videos. High-quality photos and videos take up much less storage on your iPhone.



TIP

Don't need or use all the built-in apps? You can remove them from your Home screen. When you remove a built-in app from your Home screen, you aren't deleting it — you're hiding it. This is due to 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-11 to find out more.

Choose the Right iPhone for You

The sizes of the iPhone 8 models vary:

- » iPhone 8 measures 2.65" by 5.45" (4.7" diagonally) and 7.3 mm thick.
- » iPhone 8 Plus measures 3.07" by 6.24" (5.5" diagonally) and 7.5 mm thick (see **Figure 1-1**).



Image courtesy of Apple, Inc.

FIGURE 1-1

You can get iPhone 8 or 8 Plus in gold, silver, or space gray.

Other differences between iPhone 8 models come primarily from the current operating system, iOS 11.

iPhone 8 and 8 Plus models have a few variations:

- » 3G talk time of up to 21 hours on 8 Plus and 14 hours on 8.
- » iPhone 8 Plus has two rear-facing cameras, providing amazing optical zoom, Portrait mode, and other features, while 8 has a single rear-facing camera.

» Screen resolution: The higher the resolution, the crisper and brighter the phone display. The iPhone 8 provides 1334 x 750 resolution (more than 1 million pixels) and 8 Plus provides 1920 x 1080 (more than 2 million pixels).

iPhone X (**Figure 1-2**) comes in either space gray or silver and its dimensions are 2.79" by 5.65" (5.8" diagonally) and 7.7 mm thick. It also sports a Super Retina HD display with 2436 x 1125 resolution.



Image courtesy of Apple, Inc.

FIGURE 1-2

Table 1-1 gives you a quick comparison of iPhone SE, 6s, 6s Plus, 7, 7 Plus, 8, 8 Plus, and X (models currently sold by Apple). 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	32 and 128GB	from \$349	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
6s	32 and 128GB	from \$449	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
6s Plus	32 and 128GB	from \$549	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile

(continued)

TABLE 1-1 *(continued)*

Model	Storage	Cost (may vary by carrier)	Carriers
7	32 and 128GB	from \$549	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
7 Plus	32 and 128GB	from \$669	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
8	64 and 256GB	from \$699	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
8 Plus	64 and 256GB	from \$799	AT&T, Verizon, Sprint, T-Mobile, Virgin Mobile
X	64 and 256GB	from \$999	AT&T, Verizon, Sprint, T-Mobile, Virgin 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 \$34.50 a month (depending on the iPhone model you select). 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 8, 8 Plus, and X are 64 or 256 gigabytes (GB). You must choose the right amount of storage because you can't open the unit and add more 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, 64GB may be sufficient. But if there's any possibility you may take things up a notch in the future regarding media consumption and creation (such as the newest grandchild being on the way soon), you should probably seriously consider 256GB.
- » If you simply want to check email, browse the web, and write short notes to yourself, 64GB likely is plenty.



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 since 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 (such as audio, video, and photos) on the device.

What's the price for larger storage? For the iPhone 8, a 64GB unit costs \$699 and 256GB adds another \$150, setting you back \$849. iPhone 8 Plus with 64GB is \$799 and the model tops out at \$949 for 256GB. Not to be outdone, iPhone X is the priciest iPhone yet, ranging from \$999 for 64GB to \$1,149 for 256GB. 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 or Verizon), 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 (such as movies and music). 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 (iOS) 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 operating system or you may also 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 1-3**) from just any retail store. You can buy an iPhone at the brick-and-mortar or online Apple Store and from mobile phone providers, such as AT&T, Sprint, T-Mobile, Verizon, and Virgin Mobile (in store only). 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 1-3



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:



TIP

- » **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.
- » **Apple EarPods with Lightning connector:** Plug the EarPods into your iPhone 8, 8 Plus, or X 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 8, 8 Plus, or X.

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 newest iPhone models. **Figure 1-4** shows you where each of these items is located on the iPhone 8 and 8 Plus.

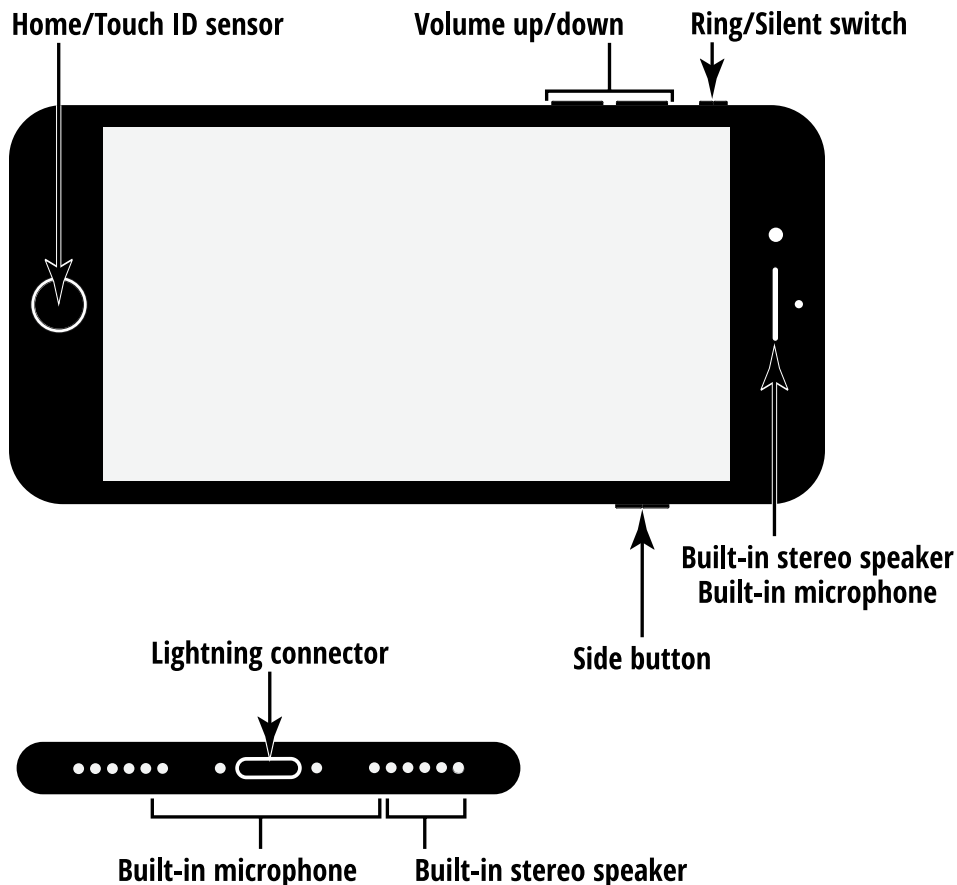


FIGURE 1-4

Figure 1-5 shows the lay of the land regarding iPhone X.

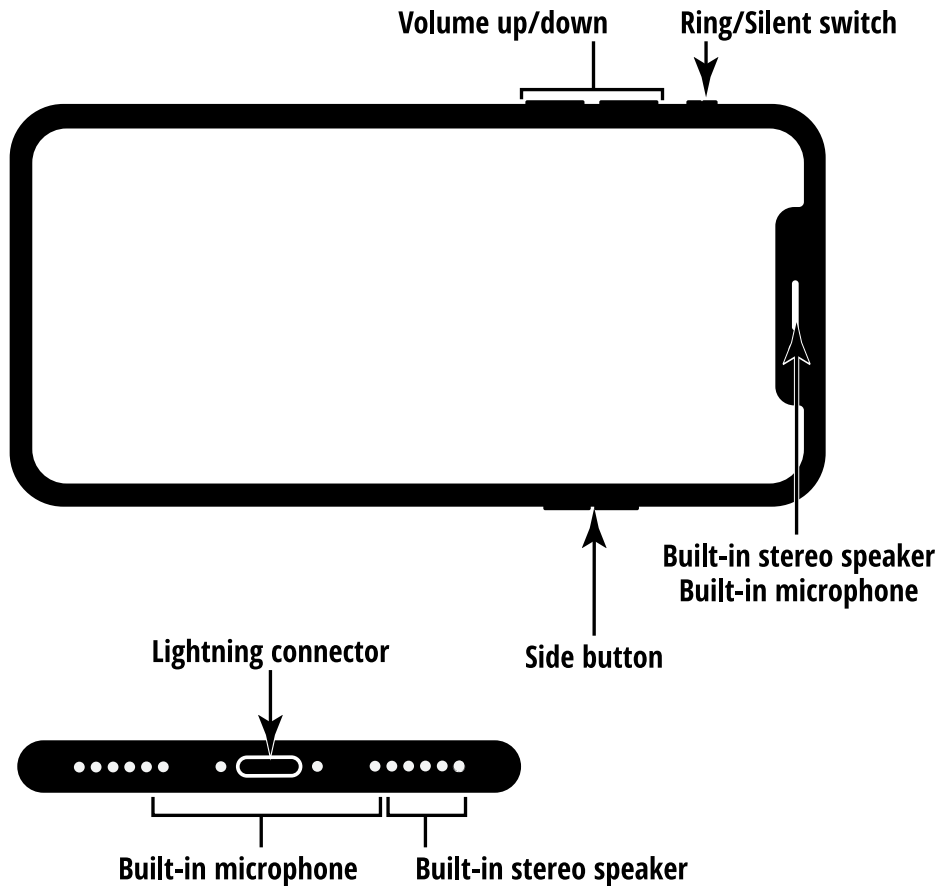


FIGURE 1-5

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

» **Home/Touch ID button/sensor (found on all iPhone models except iPhone X):** On most iPhone models, you can press this button to go back to the Home screen to find just about anything:



TIP

- 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.

If you're a fortunate iPhone X user, you can return to the Home screen by simply swiping up from the very bottom of the screen.

- » **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 8 and 8 Plus provide rich stereo sound and deeper bass than previous models, 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.

- » 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 (more commonly referred to as “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. So you'll need to clean the screen:

- » A soft cloth, like the one you might use to clean your eyeglasses, is usually all you'll need to clean things up.
- » If the soft cloth doesn't work, you can try third-party cleaners and screen protectors.



WARNING

Make sure that any third-party cleaners or screen protectors you purchase are compatible with your particular iPhone model. The materials used in the screens of each iPhone model may vary.

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 (LTE) 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 8, 8 Plus, or X, 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 10.9.5 (Mavericks) or newer
 - Windows 7 or newer
- » iTunes 12.7 or newer, available at <http://www.itunes.com/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 Side button (found 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 your Apple ID username and password.
- 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.



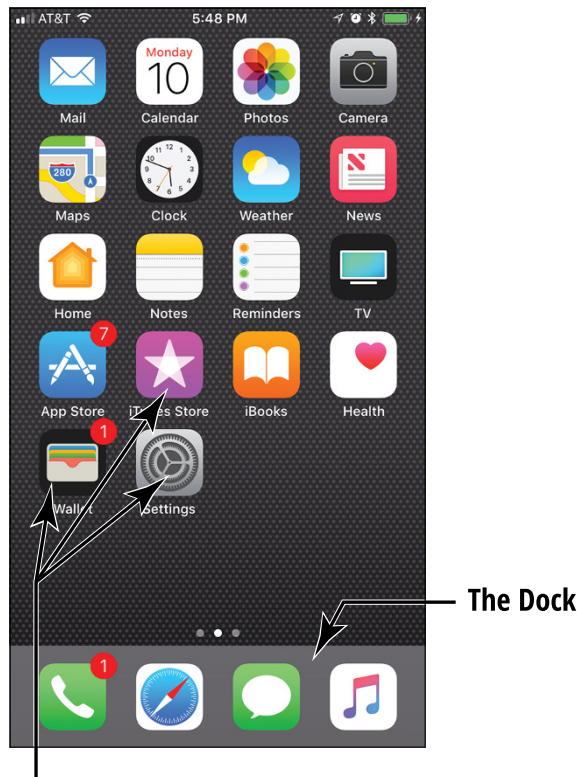
TIP

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 (Apple provides more information about migrating from

Android to iOS at <https://support.apple.com/en-us/HT201196>). 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.



App icon examples

FIGURE 2-1

One set of icons appears in the Dock, along the bottom of the screen. The Dock contains the Phone, Safari, Messages, 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**.



REMEMBER

To return to the Home screen, press the Home button for most iPhone models. If you have an iPhone X, swipe up from the very bottom edge of your screen.

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



TIP

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.)

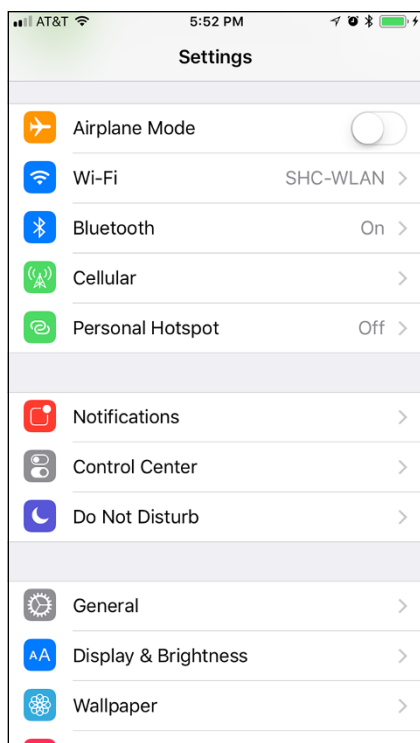


FIGURE 2-2

» **Drag your finger down from the very top edge of the screen to reveal such items as notifications, reminders, and calendar entries.** Drag up from the very bottom edge of the Home screen to hide these items, and then drag up on all iPhone models except the X to display Control Center (containing commonly used controls and tools and discussed later in this chapter). With the X, swipe from the right corner of the screen towards the center to open Control Center.



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

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 the Phone icon, you'll get a shortcut list of commonly called contacts. If you press 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.

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.

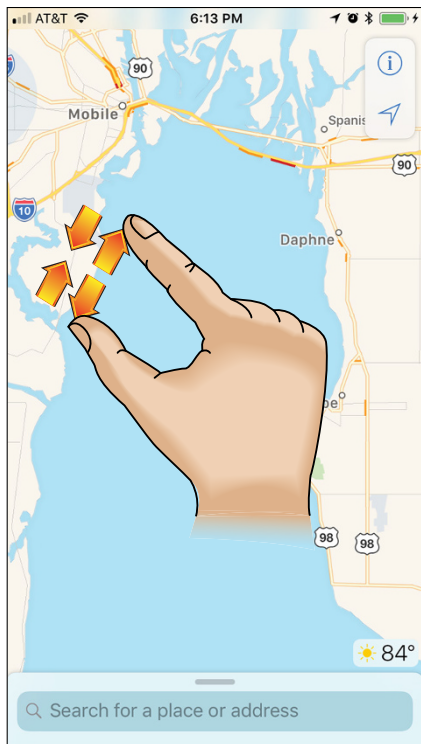


FIGURE 2-3



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.
- » **Flick.** To scroll more quickly on a page, quickly flick your finger on the screen in the direction you want to move.

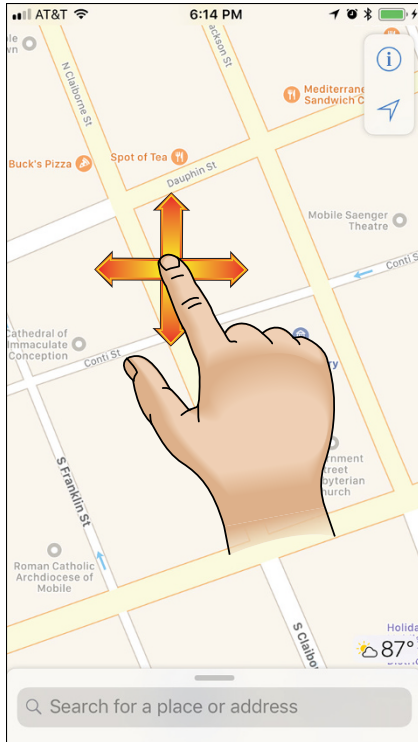


FIGURE 2-4

» **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.



TIP

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 (it turns green when the option is enabled).