

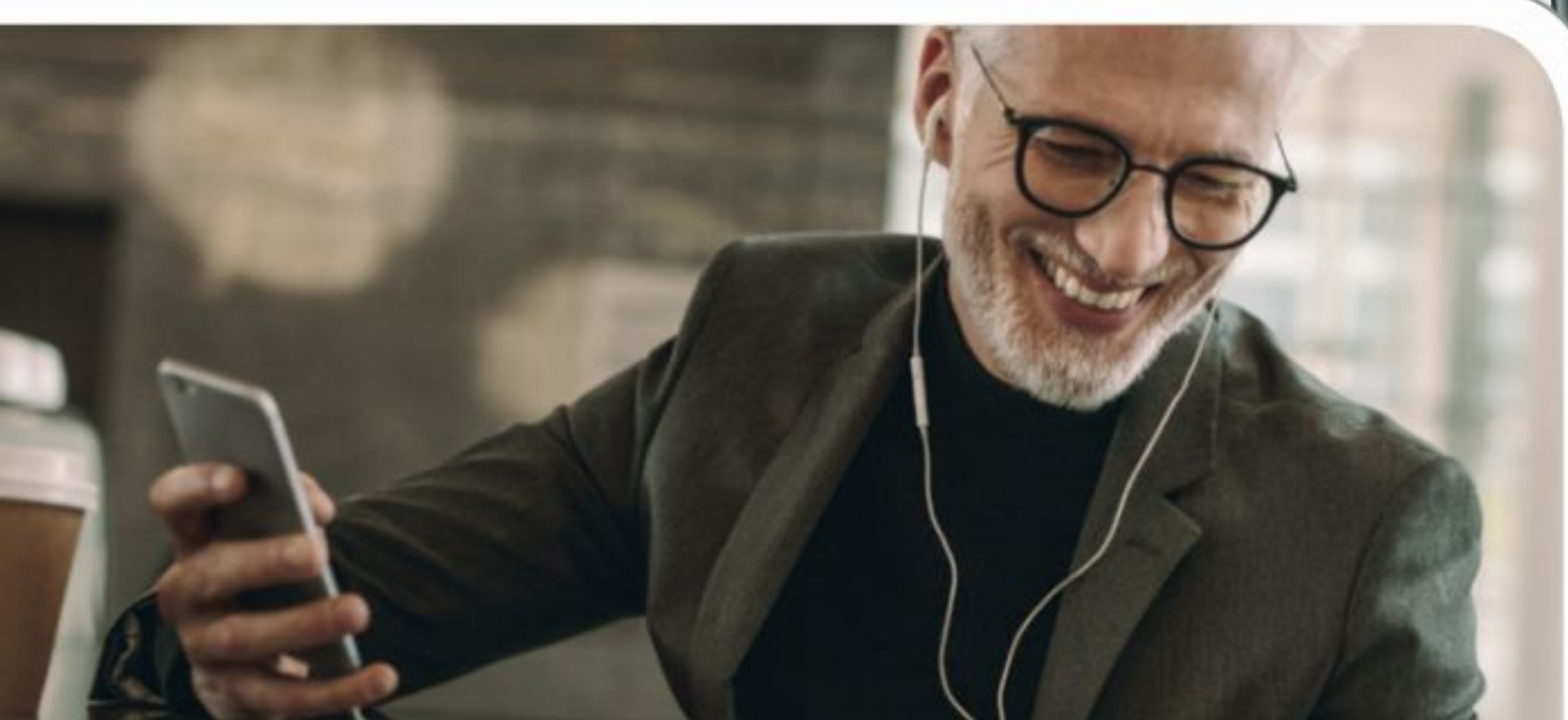
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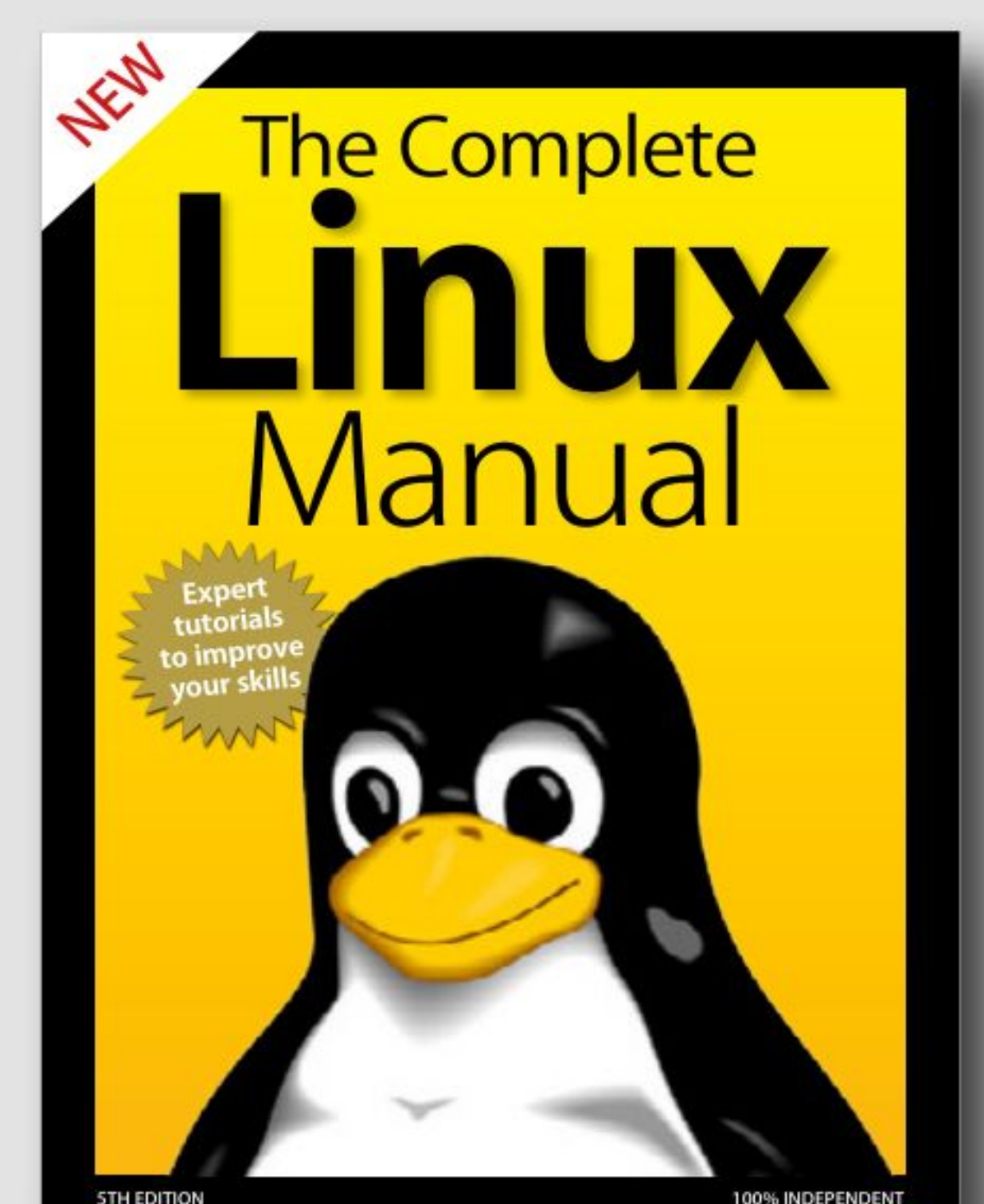
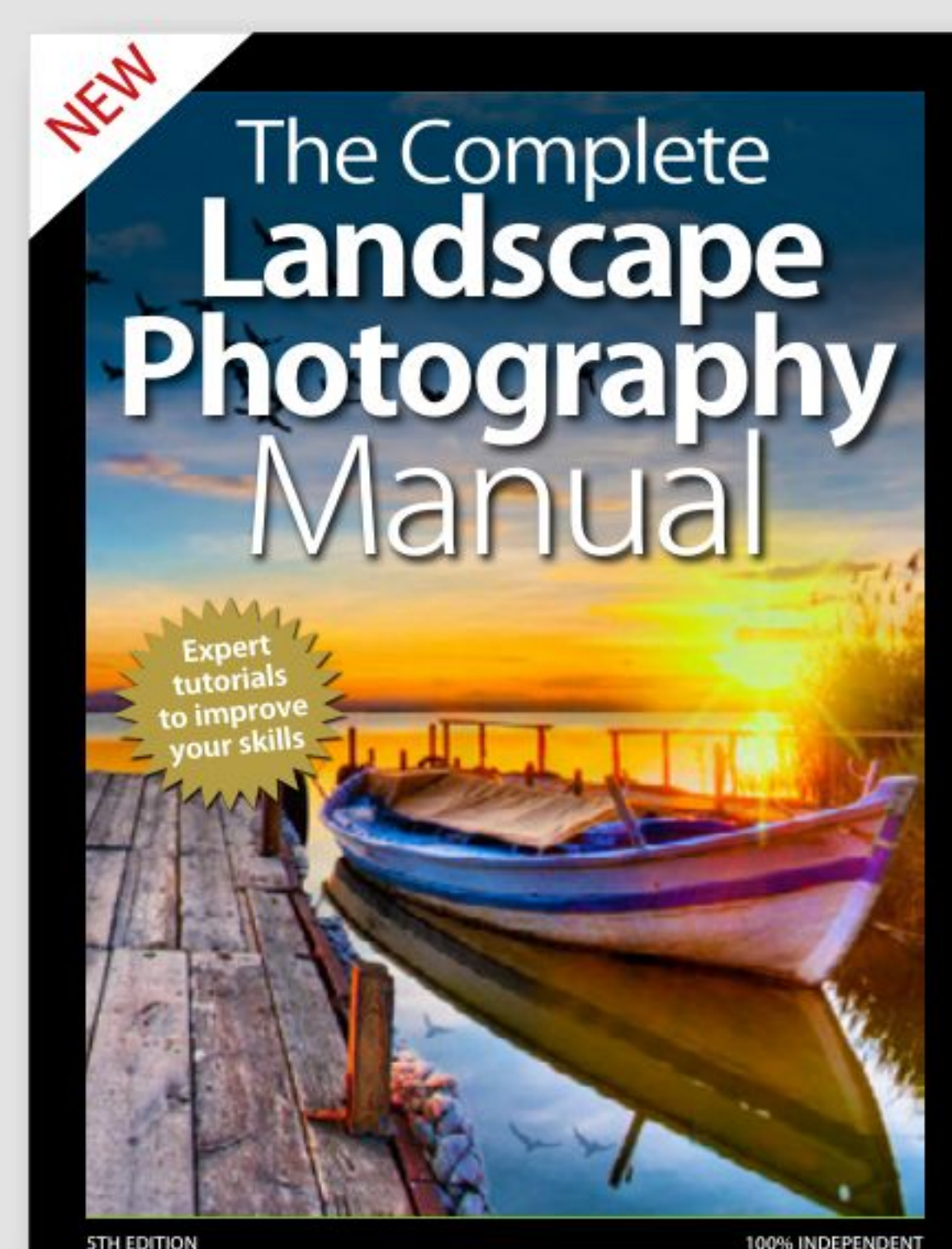
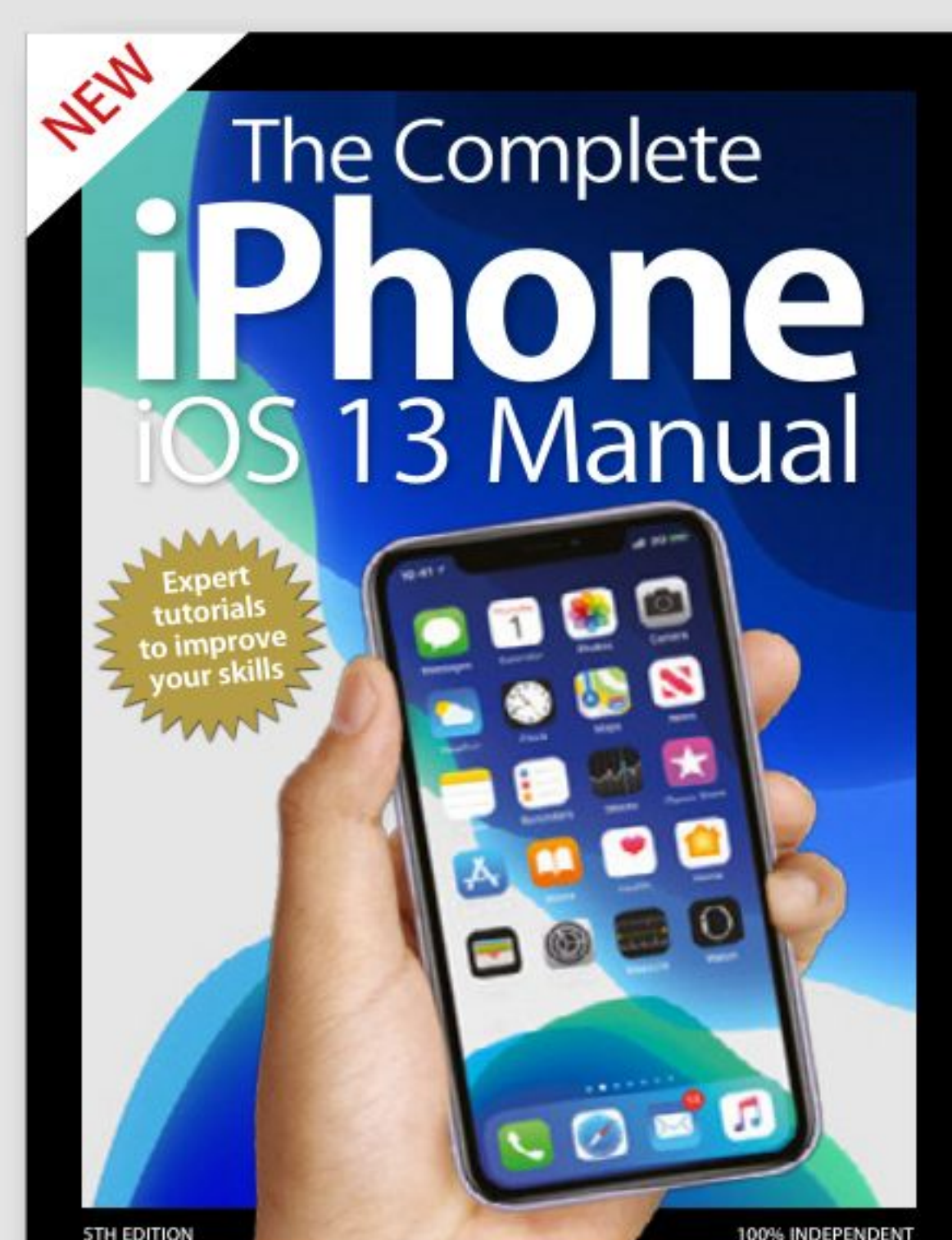
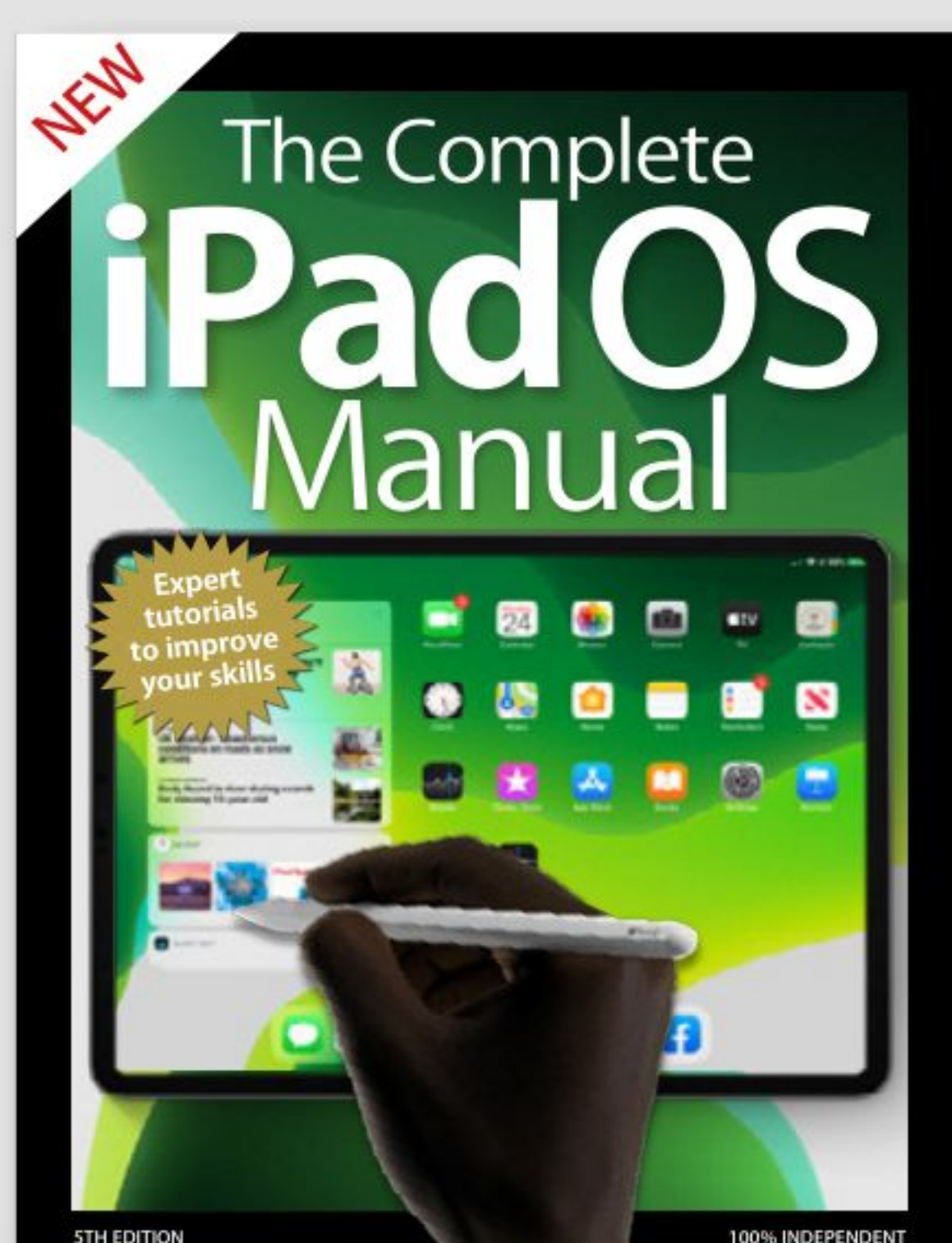
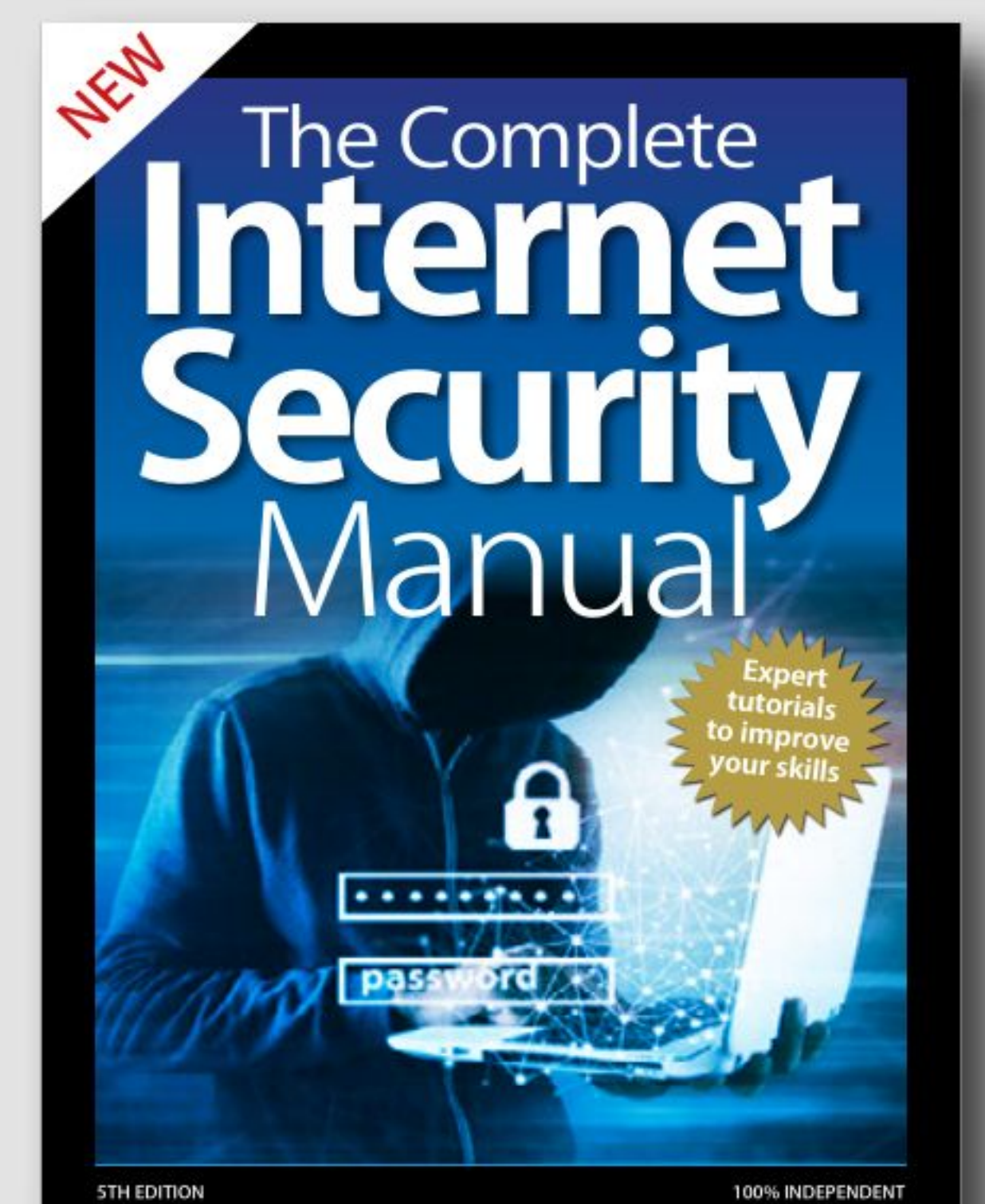
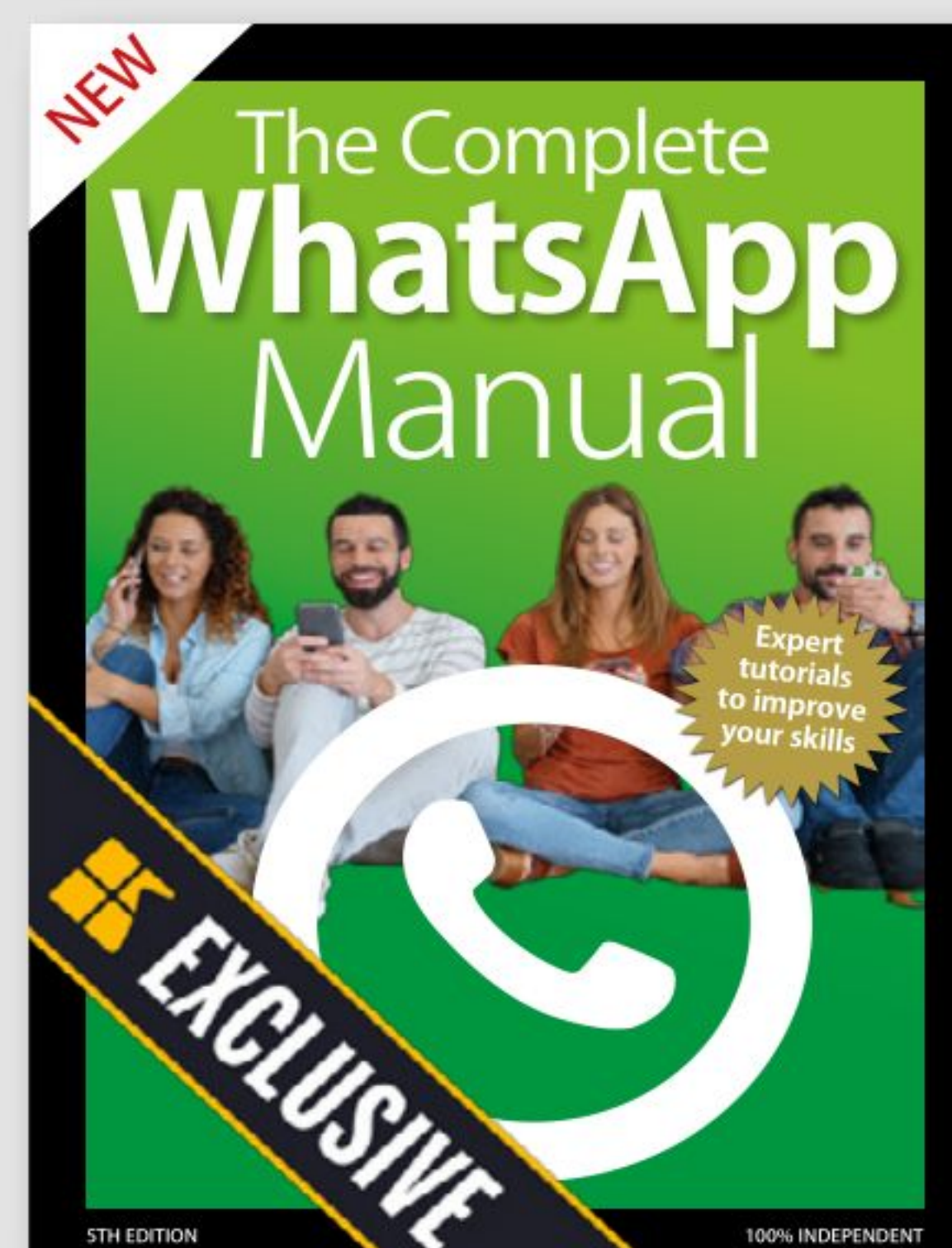
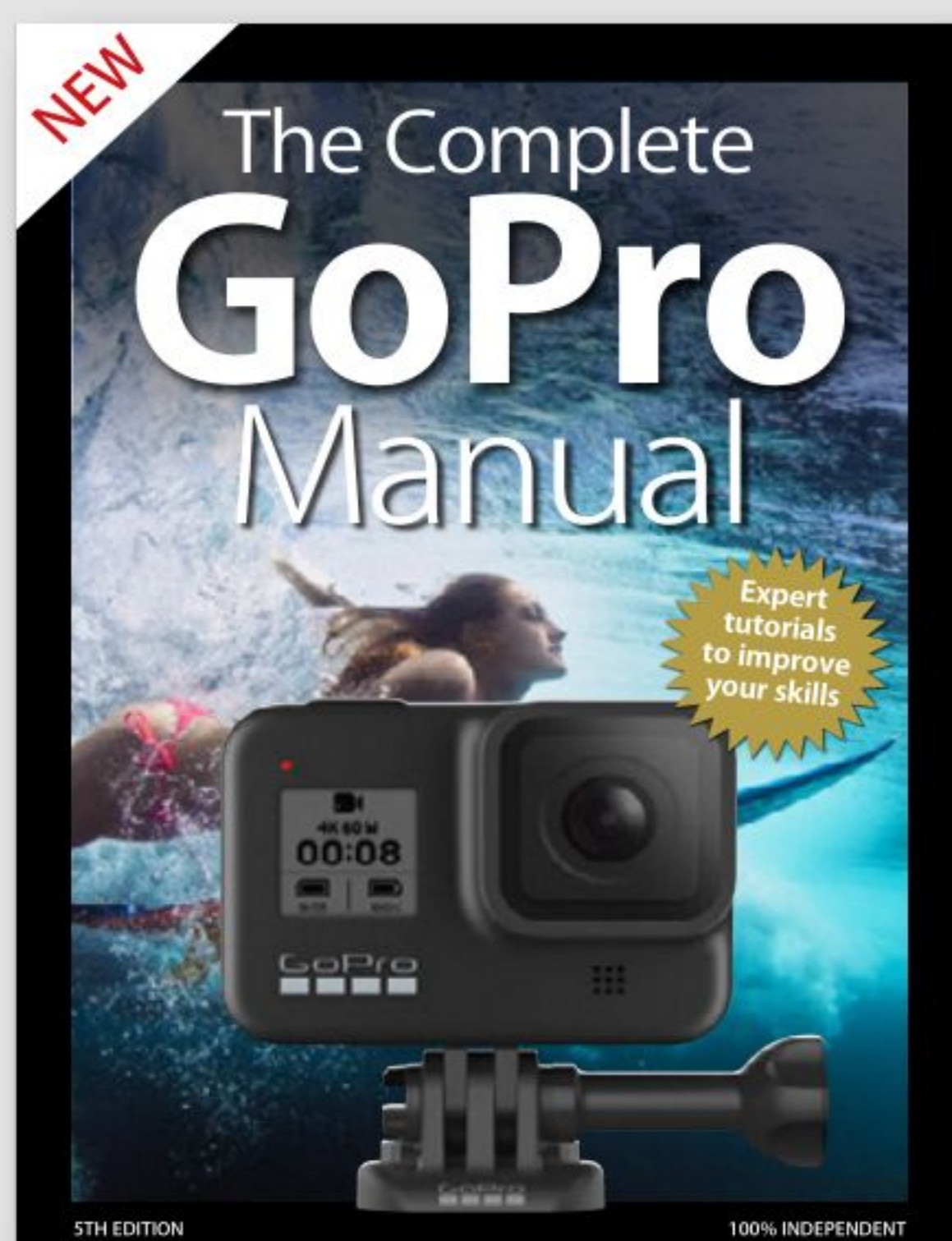
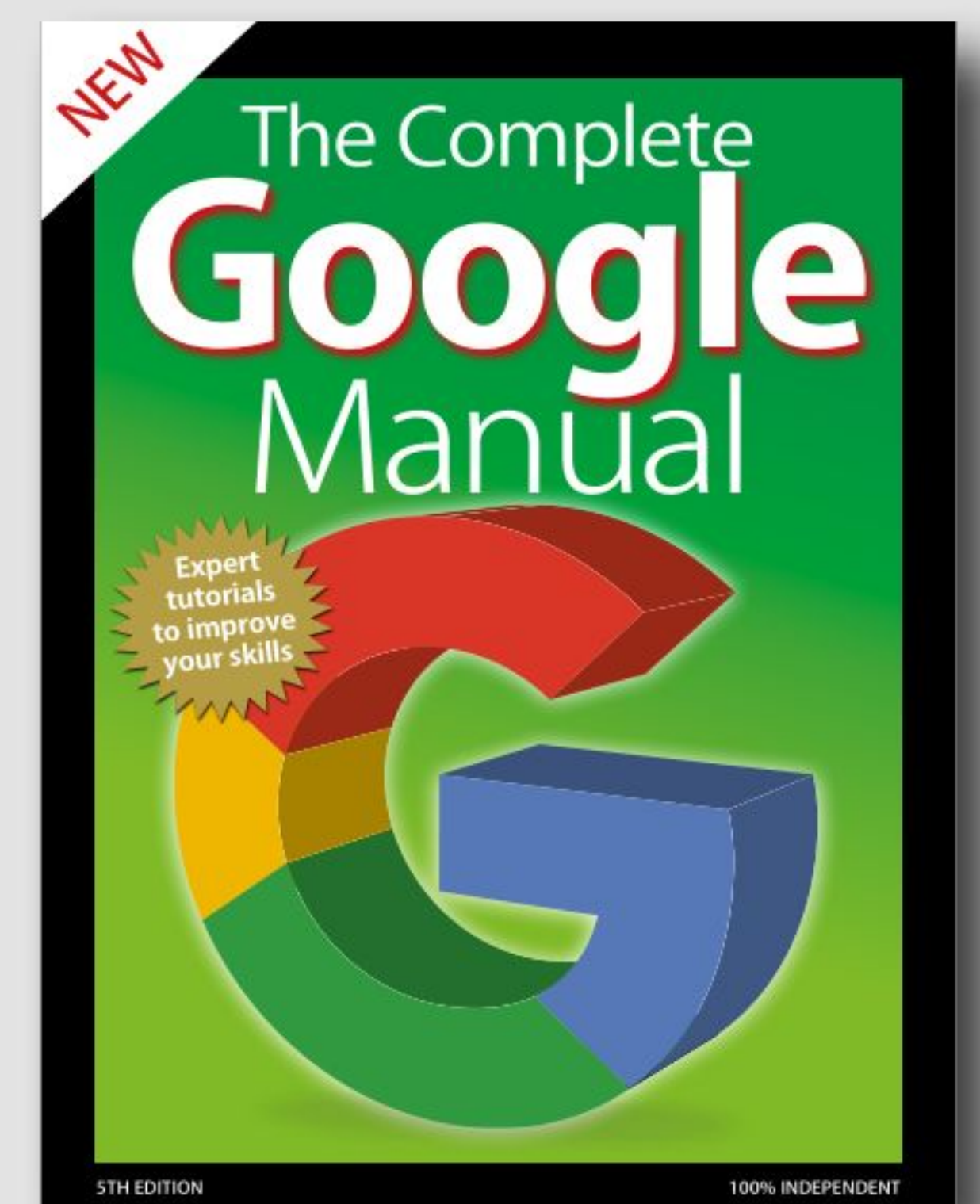
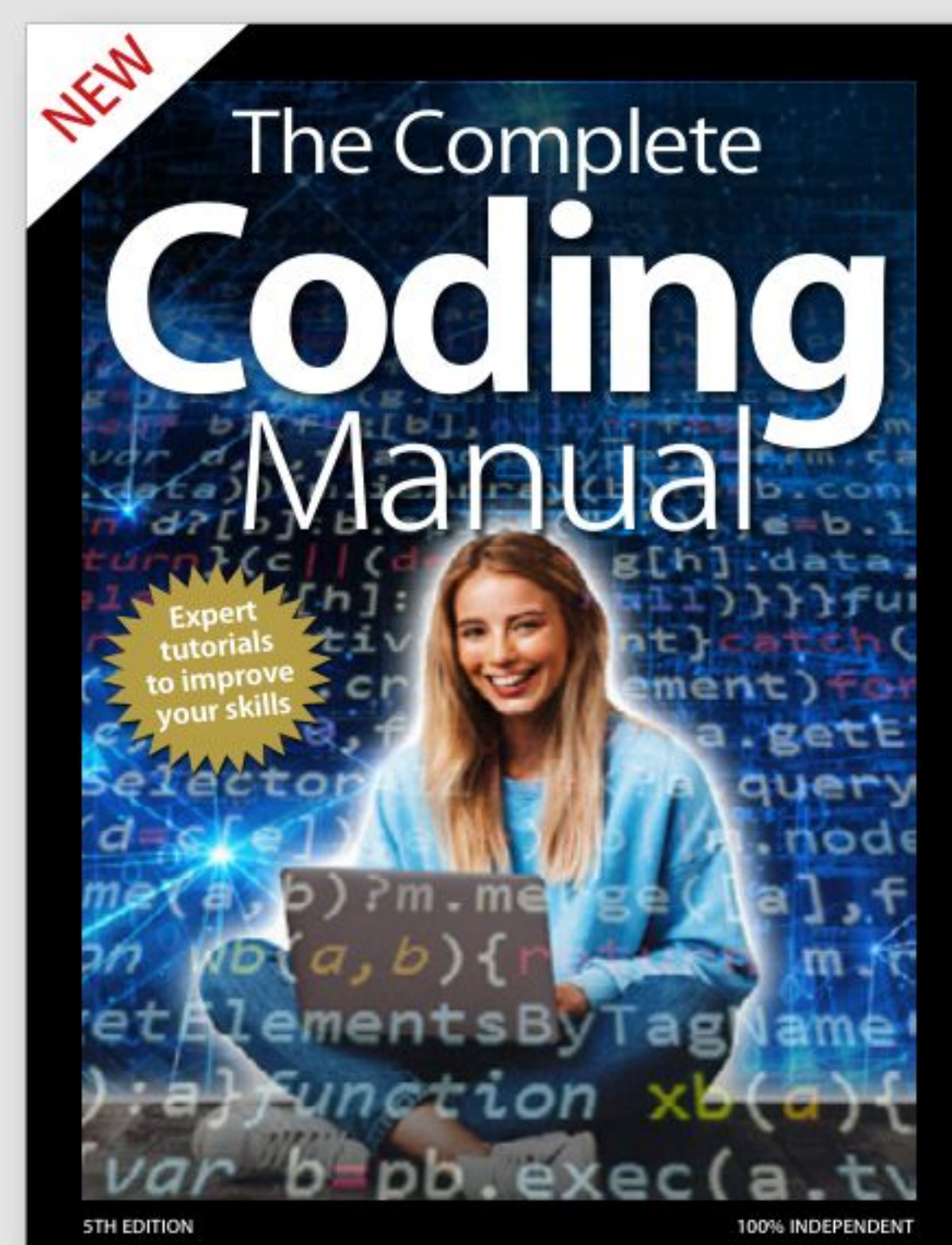
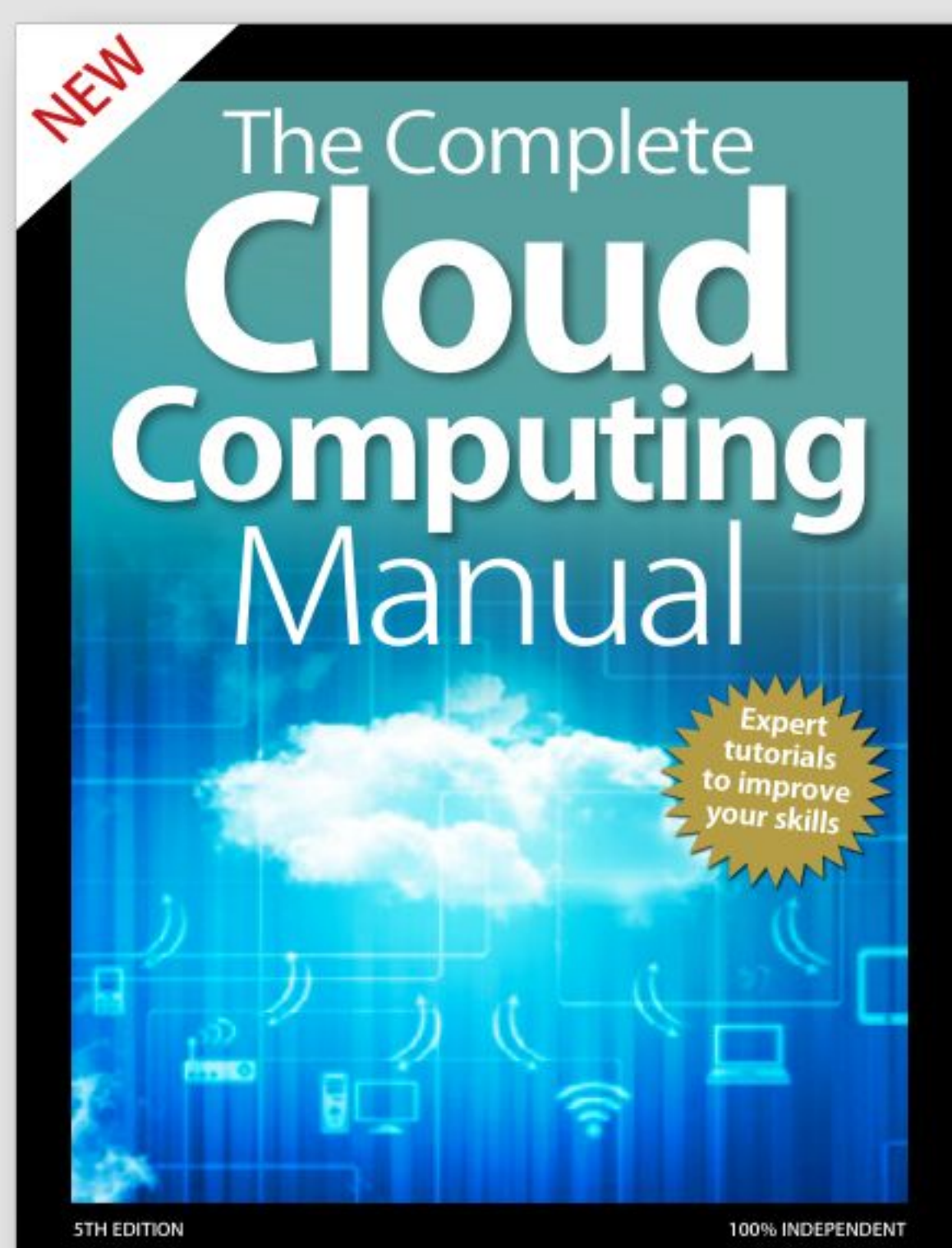
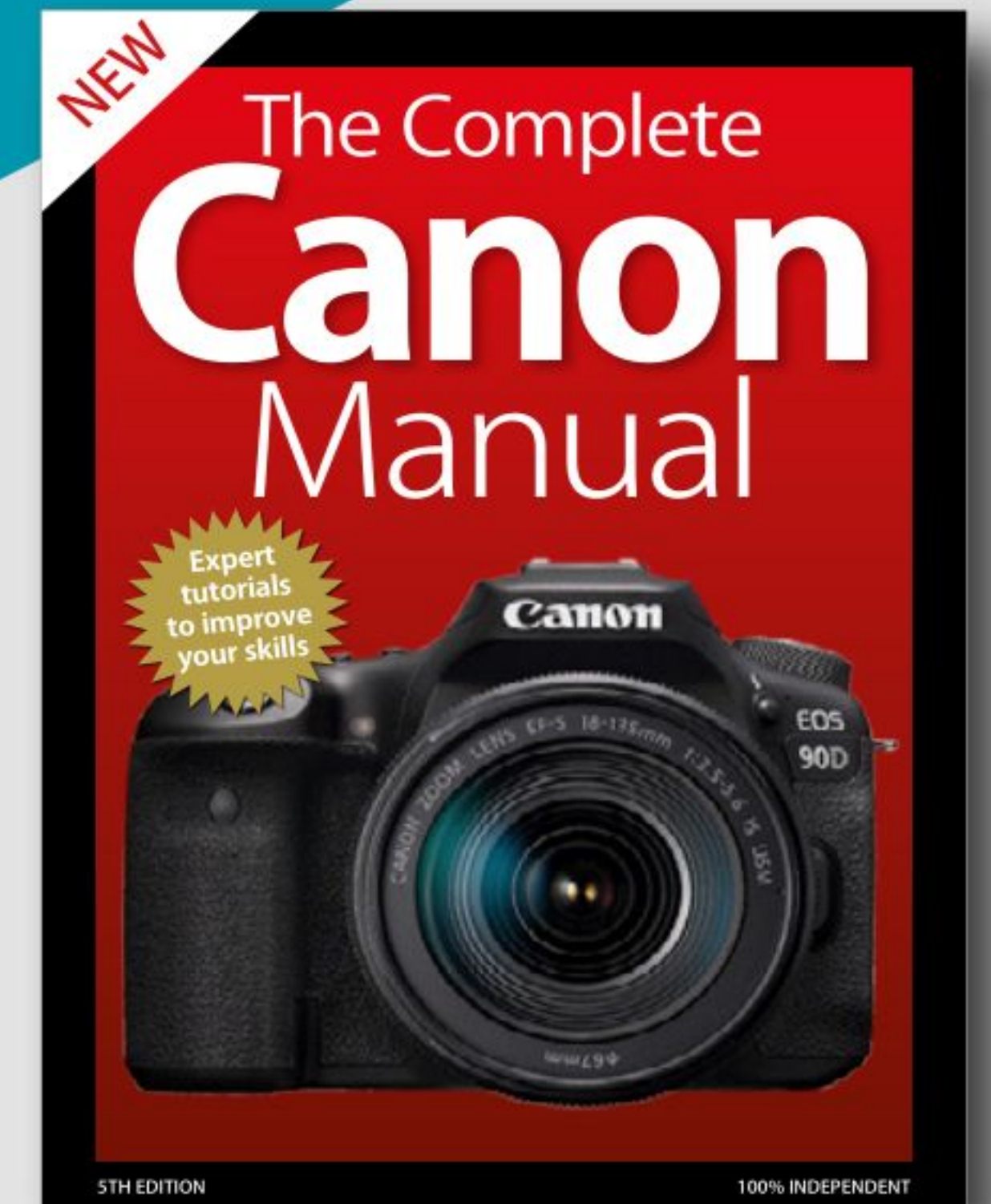
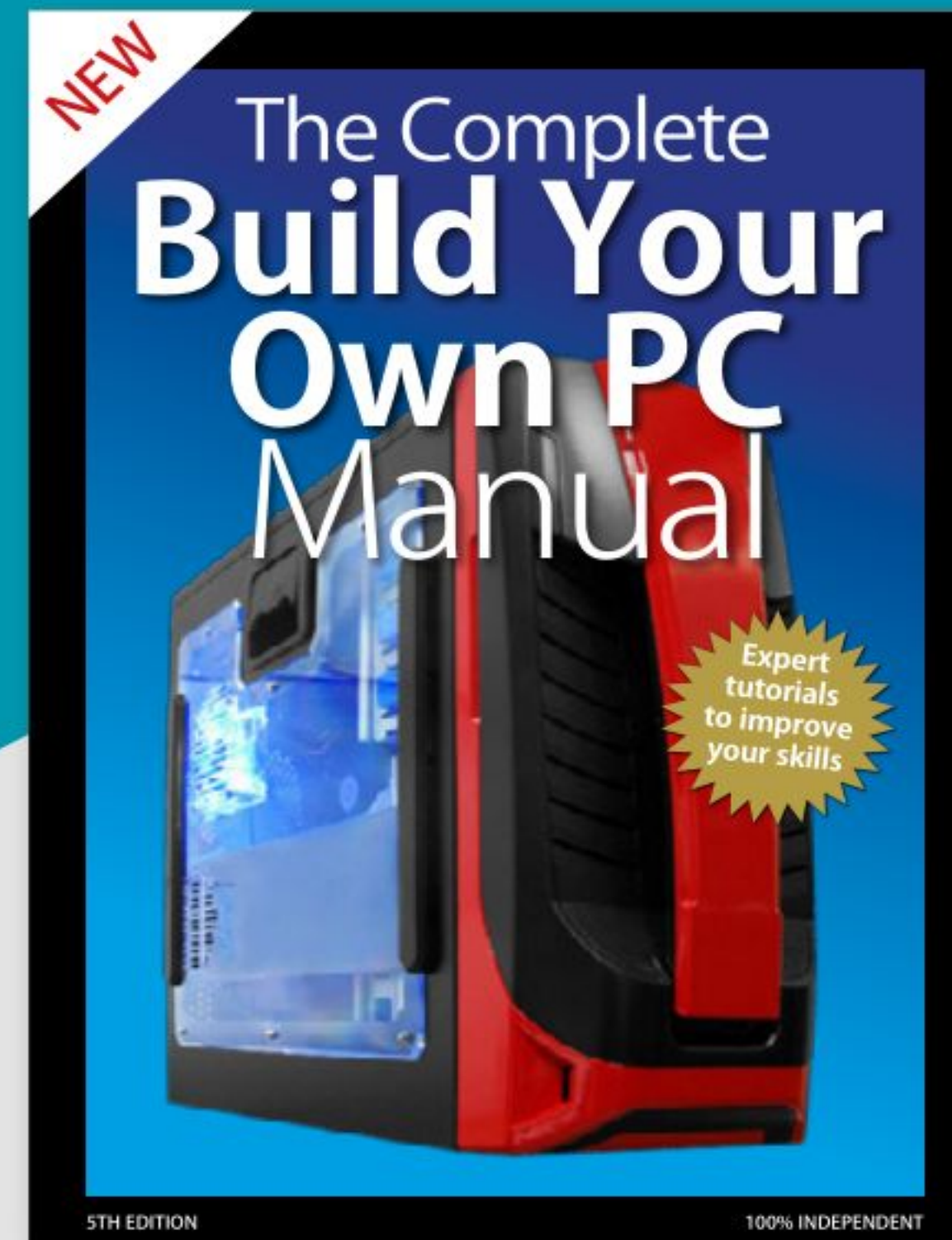
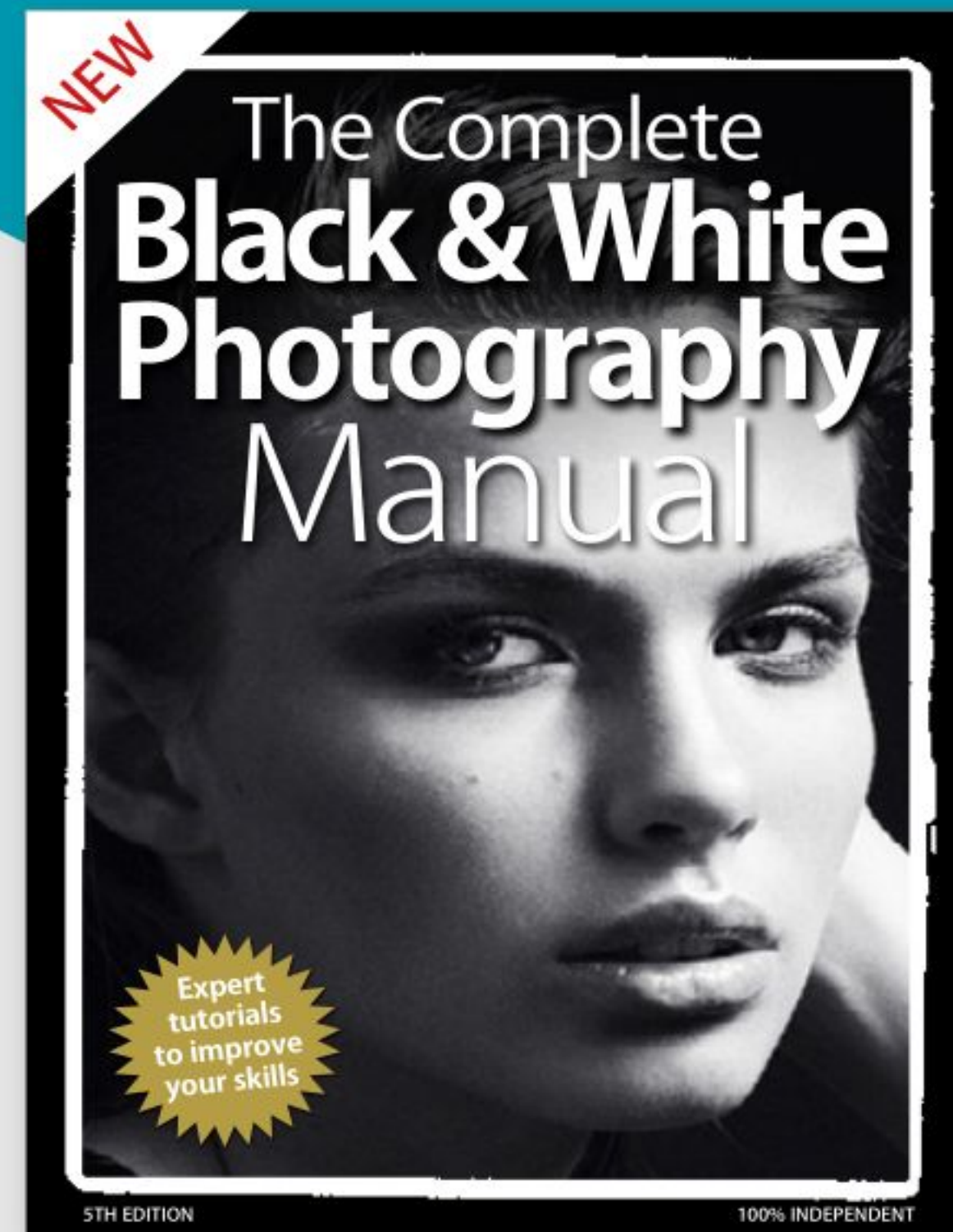
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The iPhone Seniors Manual

Modern technology can be daunting. All that power, all those apps; so many things you can do, but where do you start? That's where The iPhone Seniors Manual comes in. Over the next 160 pages, we bring you plain English guides and fully illustrated tutorials for all the iPhone's key apps and features. Whatever your level of experience, we have everything you need!



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What's Where on Your iPhone?

This section puts your iPhone into perspective. We show you what's where on your Apple smartphone, with an explanation of the various functions of the buttons and sockets. We also take you on a tour of the new iPhones released in the autumn of 2019. Do you want to splash out on an iPhone 11, an iPhone 11 Pro, or an iPhone 11 Pro Max? What would you be getting for your money? We break down the new iPhones' statistics and get inside the new hardware.

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What's Where?

What's where on your iPhone? Here we show you the physical layout of the range of iPhones currently on sale. Whether you have a brand new iPhone 11, or an older iPhone with a Home button, this guide shows you what's where.

iPhones with a top-to-bottom screen

Apple's newest iPhones are very similar to earlier generations, but the Home button has been removed to allow for a larger screen area. This means some new gestures are needed, but they're easy with practice.

This part of the iPhone contains much of Apple's new technologies. An infrared camera, flood illuminator, Proximity sensor, Ambient light sensor and Dot projector are all present alongside a speaker, microphone and front camera. The latter is utilised by the Face ID feature.

Despite many amazing changes, there are still some familiar sights on the latest iPhones. Look to the left of the display and there are the Volume buttons and a Ring/Silent switch.

The screen is a high-resolution display measuring 5.8" on the smaller iPhone, 6.1" on the mid-sized iPhones and 6.5" on the Max models. They all offer True Tone and a wide colour display, with a great range of colours available. Viewing angles are great too, so even if you're looking at it off-centre, the colours don't shift.



The single, dual, or triple cameras are found to the rear of the devices. The dual- and triple-camera models boast wide-angle and telephoto capabilities, with ultra-wide available on three-lens iPhones, and all of them have optical stabilisation for better pictures.

To the right of the display is the Side button. This multi-functional button has seen off the old Home button and can summon Siri, launch Face ID, access Apple Pay and more.

To the base of the latest iPhones range you will find the Lightning Connector/audio EarPods connection port, built-in microphone and built-in stereo speakers.



iPhones with a Home button at the bottom

The iPhone 8 and older traditional iPhones have a bezel surrounding the screen, a border at the top and bottom and a Home button to unlock the phone. They usually come in two sizes, the regular and Plus models.

The front facing FaceTime camera features Retina Flash, wide colour capture and an excellent image quality.

Screen: The 4.7-inch and 5.5-inch Retina HD displays on the iPhone 8 and iPhone 8 Plus offer superb colour reproduction and depth. With a resolution of 1334 x 750 at 326ppi for the iPhone 8 and 1920 x 1080 with 401ppi on the iPhone 8 Plus, there's plenty to see.

To the left of the display there are the Volume buttons and a Ring/Silent switch; these feature on both large and small models.

The familiar Home button and Touch ID sensor is situated at the bottom middle of the device, something that is missing on the flagship latest iPhone models.

On the right-hand side of the iPhone (or the top on the iPhone SE) is a button. Press and hold it to turn off your iPhone, or press it to lock the screen.



The Dual 12MP cameras are found to the rear of the Plus models. These improved cameras offer unparalleled features such as dual optical stabilisation and fast lenses, depth sensing and facial mapping, a new colour filter and powerful telephoto lens utilising state of the art seven-magnet technology.

To the bottom of the iPhone you will find the Lightning Connector, built-in microphone and built-in stereo speakers.



The Lightning Connector.

Current iPhones use a Lightning connector for charging, syncing, and (on the latest iPhones) for connecting cabled earbuds using an adapter.



Plus/Max Sizes.

Some iPhone models come in two sizes: a large version, known as the Plus or the Max, and a regular version that lacks this suffix. The larger-sized iPhones, known as 'phablets', are halfway between a phone and a tablet.





iPhone 11

The iPhone 11 has lots to say. It comes in a range of fashionable colours, has a great two-lens camera system and is considerably cheaper than the Pro iPhones. Let's take a look at its amazing technical specifications.



iPhone 11 – Specifications

Release date: September 2019

Original iOS: iOS 13

Available capacities: 64GB, 128GB, 256GB

Display size (diagonal): 6.1 inches, Liquid Retina HD display

Pixel resolution: 1792 x 828

Pixel density: 326 ppi

Contrast ratio: 1400:1

Maximum brightness: 625 nits

Other screen features: True Tone display, Wide colour display (P3), Haptic Touch

Casing: Glass and aluminium design

Near-field communication: Yes, NFC with reader mode

Front camera: TrueDepth 12MP camera with 4k video recording up to 60 fps

Rear camera: Dual 12MP Ultra Wide and Wide cameras with Night mode

Video recording: 4K at 24 fps, 30 fps, or 60 fps, 1080p HD at 30 fps or 60 fps

Optical zoom: 2x optical zoom out; digital zoom up to 3x

Slo-mo support: 1080p at 120 fps or 240 fps, time-lapse video with stabilisation

Secure authentication: Face ID, enabled by TrueDepth camera for facial recognition

CPU: A13 Bionic chip with third-generation Neural Engine

Processor speed: 2.65 GHz

Wi-Fi: 802.11ax Wi-Fi 6 with MIMO, Wi-Fi calling

Bluetooth: Bluetooth 5.0, Ultra Wideband chip

Water Resistance: Water resistant to a depth of 2 meters for up to 30 minutes

Weight & Dimensions: 6.84 ounces, 5.94 H x 2.98 x 0.33 D inches

Battery size: 3,110 mAh, lasts up to 1 hour longer than iPhone XR

Sensors: Three-axis gyro, Accelerometer, Proximity sensor, Ambient light sensor, Barometer

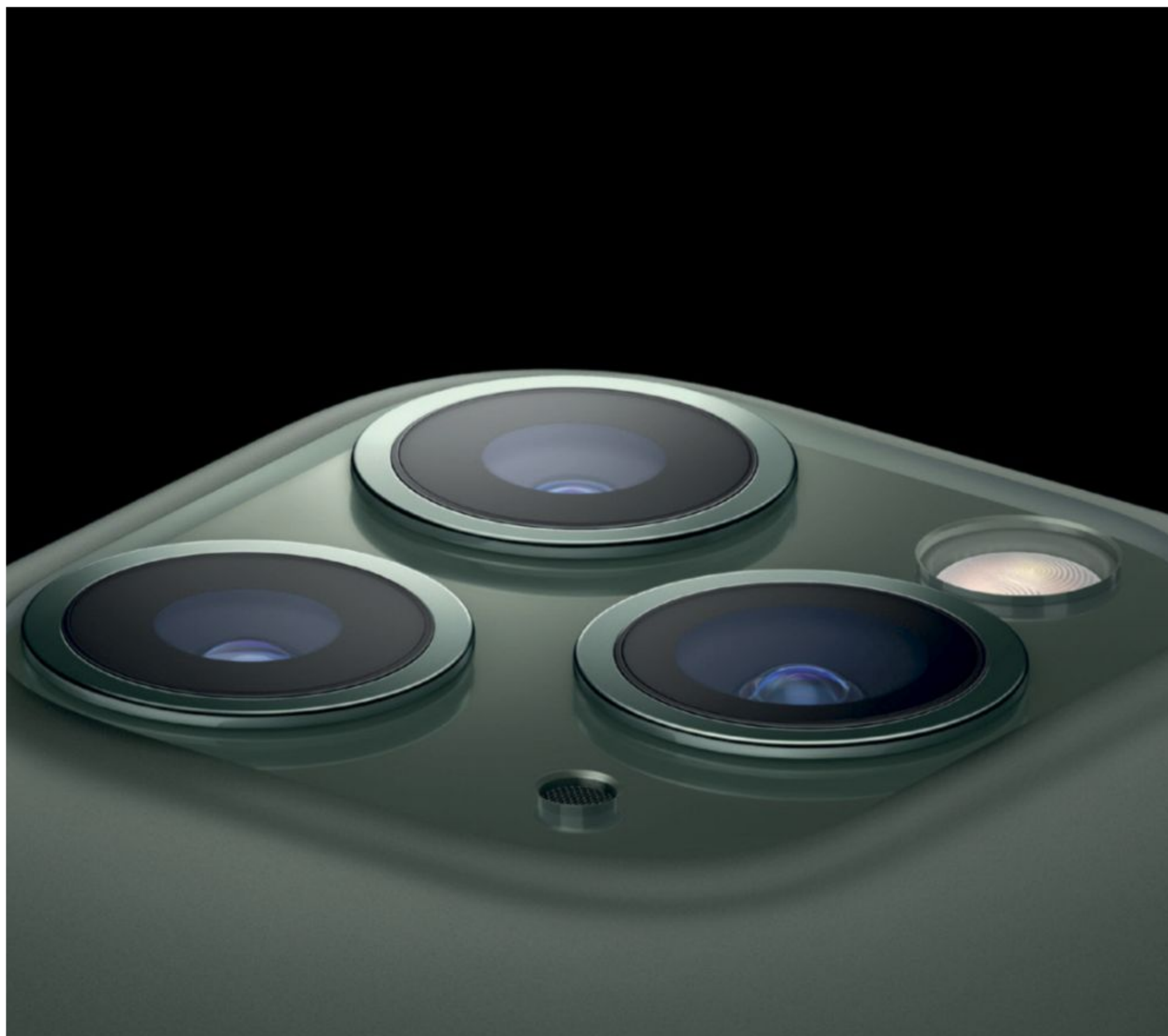
SIM cards: Dual SIM (nano-SIM and eSIM), not compatible with existing micro-SIM cards

Connector: Lightning, for data and charging



iPhone 11 Pro

The iPhone 11 Pro adds midnight green and gold models to the regular space grey and silver designs. It also adds a third camera, giving ultra-wide angles as well as wide and telephoto lenses. It's the most powerful iPhone yet.





iPhone 11 Pro – Specifications

Release date: September 2019

Original iOS: iOS 13

Available capacities: 64GB, 256GB, 512GB

Display size (diagonal): 5.8 inches, Super Retina XDR display

Pixel resolution: 2436 x 1125

Pixel density: 458 ppi

Contrast ratio: 2,000,000:1

Maximum brightness: 800 nits

Other screen features: True Tone display, Wide colour display (P3), Haptic Touch

Casing: Textured matte glass and stainless steel design

Near-field communication: Yes, NFC with reader mode

Front camera: TrueDepth 12MP camera with 4k video recording up to 60 fps

Rear camera: Triple 12MP Ultra Wide, Wide, and Telephoto cameras with Night mode

Video recording: 4K at 24 fps, 30 fps, or 60 fps, 1080p HD at 30 fps or 60 fps

Optical zoom: 2x optical zoom in, 2x optical zoom out; digital zoom up to 6x

Slo-mo support: 1080p at 120 fps or 240 fps, time-lapse video with stabilisation

Secure authentication: Face ID, enabled by TrueDepth camera for facial recognition

CPU: A13 Bionic chip with third-generation Neural Engine

Processor speed: 2.65 GHz

Wi-Fi: 802.11ax Wi-Fi 6 with MIMO, Wi-Fi calling

Bluetooth: Bluetooth 5.0, Ultra Wideband chip

Water Resistance: Water resistant to a depth of 4 meters for up to 30 minutes

Weight & Dimensions: 6.63 ounces, 5.67 H x 2.81 W x 0.32 D inches

Battery size: 3190 mAh, lasts up to 4 hours longer than iPhone Xs

Sensors: Three-axis gyro, Accelerometer, Proximity sensor, Ambient light sensor, Barometer

SIM cards: Dual SIM (nano-SIM and eSIM), not compatible with existing micro-SIM cards

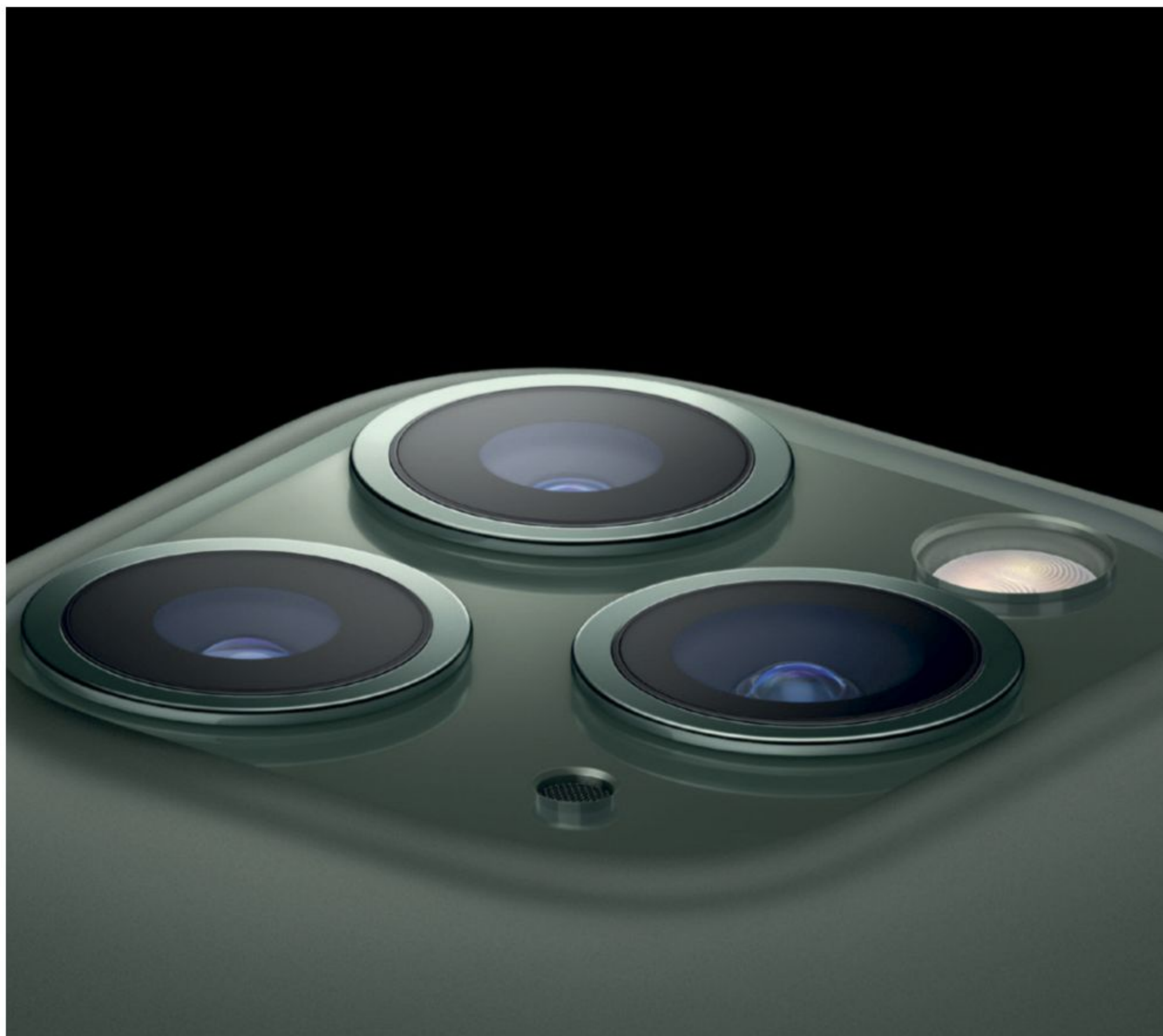
Connector: Lightning, for data and charging





iPhone 11 Pro Max

If you prefer a larger screen, the iPhone 11 Pro Max is for you. Its 6.5-inch display has a 2688 x 1242 pixel resolution, so it's crystal clear and great for viewing photographs and watching movies; an amazingly capable iPhone.





iPhone 11 Pro Max – Specifications

Release date: September 2019

Original iOS: iOS 13

Available capacities: 64GB, 256GB, 512GB

Display size (diagonal): 6.5 inches, Super Retina XDR display

Pixel resolution: 2688 x 1242

Pixel density: 458 ppi

Contrast ratio: 2,000,000:1

Maximum brightness: 800 nits

Other screen features: True Tone display, Wide colour display (P3), Haptic Touch

Casing: Textured matte glass and stainless steel design

Near-field communication: Yes, NFC with reader mode

Front camera: TrueDepth 12MP camera with 4k video recording up to 60 fps

Rear camera: Triple 12MP Ultra Wide, Wide, and Telephoto cameras with Night mode

Video recording: 4K at 24 fps, 30 fps, or 60 fps, 1080p HD at 30 fps or 60 fps

Optical zoom: 2x optical zoom in, 2x optical zoom out; digital zoom up to 6x

Slo-mo support: 1080p at 120 fps or 240 fps, time-lapse video with stabilisation

Secure authentication: Face ID, enabled by TrueDepth camera for facial recognition

CPU: A13 Bionic chip with third-generation Neural Engine

Processor speed: 2.65 GHz

Wi-Fi: 802.11ax Wi-Fi 6 with MIMO, Wi-Fi calling

Bluetooth: Bluetooth 5.0, Ultra Wideband chip

Water Resistance: Water resistant to a depth of 4 meters for up to 30 minutes

Weight & Dimensions: 7.97 ounces, 6.22 H x 3.06 W x 0.32 D inches

Battery size: 3500 mAh, lasts up to 5 hours longer than iPhone Xs Max

Sensors: Three-axis gyro, Accelerometer, Proximity sensor, Ambient light sensor, Barometer

SIM cards: Dual SIM (nano-SIM and eSIM), not compatible with existing micro-SIM cards

Connector: Lightning, for data and charging







Using Your iPhone

In this section, we show you how to set up your iPhone from scratch, wipe it clean, if you got it second hand and want to start again, and how to update to the latest version of the iPhone's operating system. We also give you guides to the iPhone's basic features such as the touchscreen, the keyboard, Control Centre, making and receiving calls and, of course, getting onto the Internet with your iPhone. With our help, you're soon up and running.

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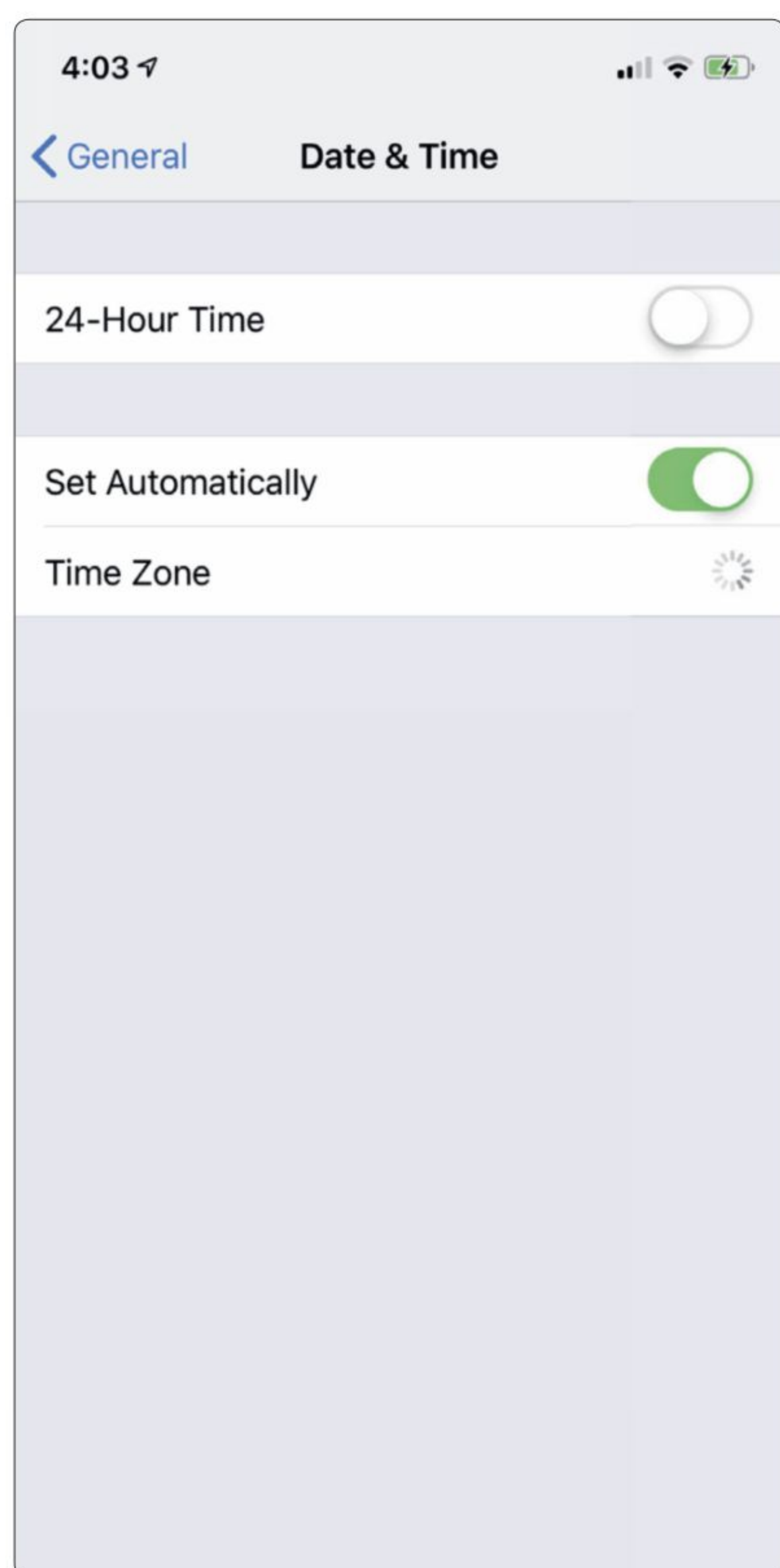




New to iPhone?

If you've never used an iPhone before, read these tips first. We show you how to use this guide, including following links and how to understand our annotations that show you what's where on the iPhone's screen. We also take you through basic, elementary things like switching your Apple smartphone on and off, waking it from Sleep Mode, swiping through home pages and more.

A guide to the guide: how to use this book



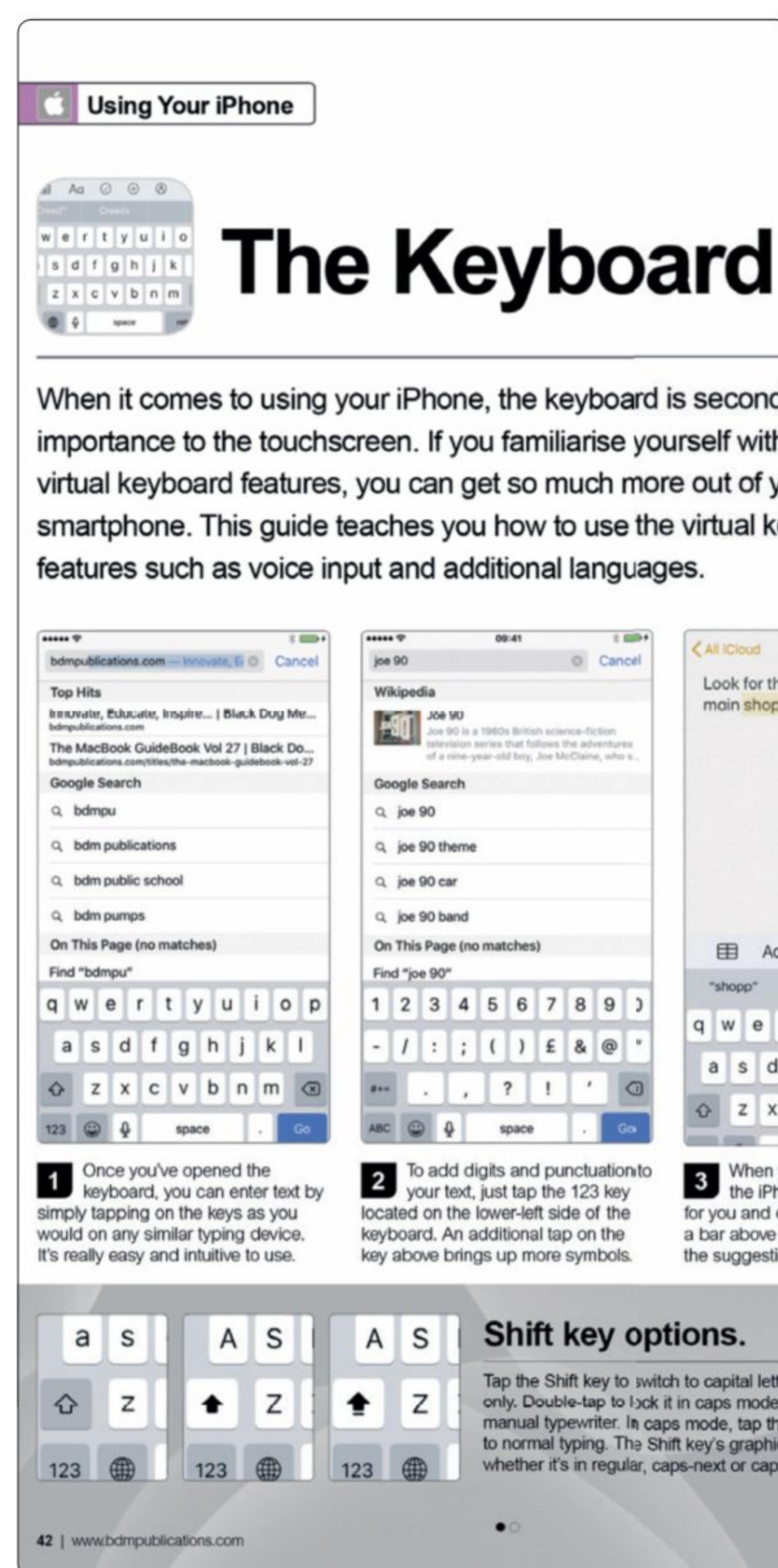
Following links

In this guide, we sometimes ask you to follow a chain of links separated by chevrons (>). For example, to get to the page shown here, you open the Settings app, tap the General link then tap the Date & Time link. This might be expressed in the guide as Settings > General > Date & Time.



Annotations explained

We often start an app tutorial with an annotation, that is, a screen of the app in question with a guide to the various buttons, icons and links you find on the app. If you find something unfamiliar when using an app, it's worth checking our annotation, as its function could well be explained therein.



Steps and boxouts

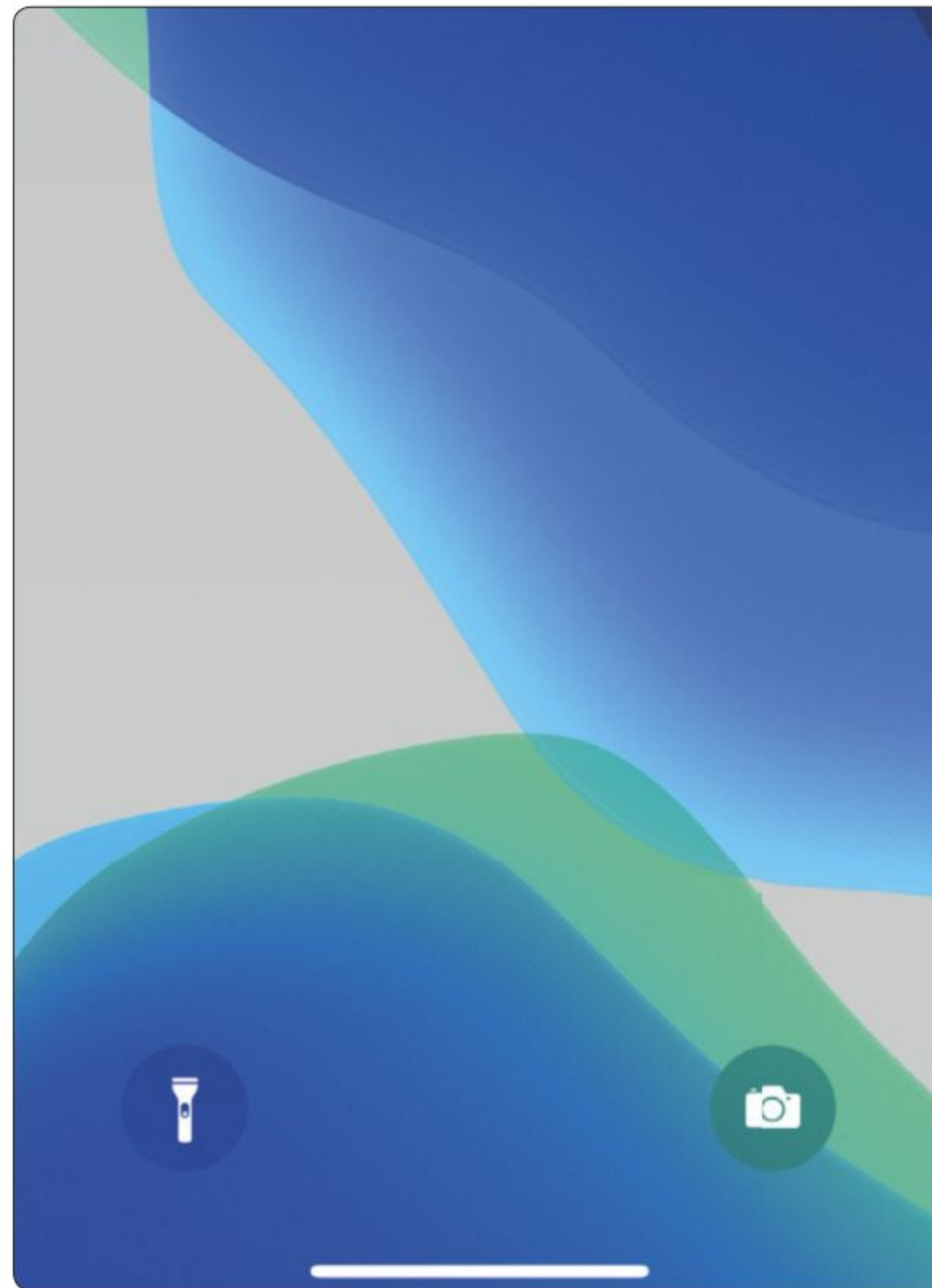
Our tutorials are usually divided into self-contained sections showing different things about the app or feature in question. When they're divided into numbered steps, they should be followed sequentially. Our boxed tips highlight a specific function of an app and can be read in any order.

Your first iPhone explained



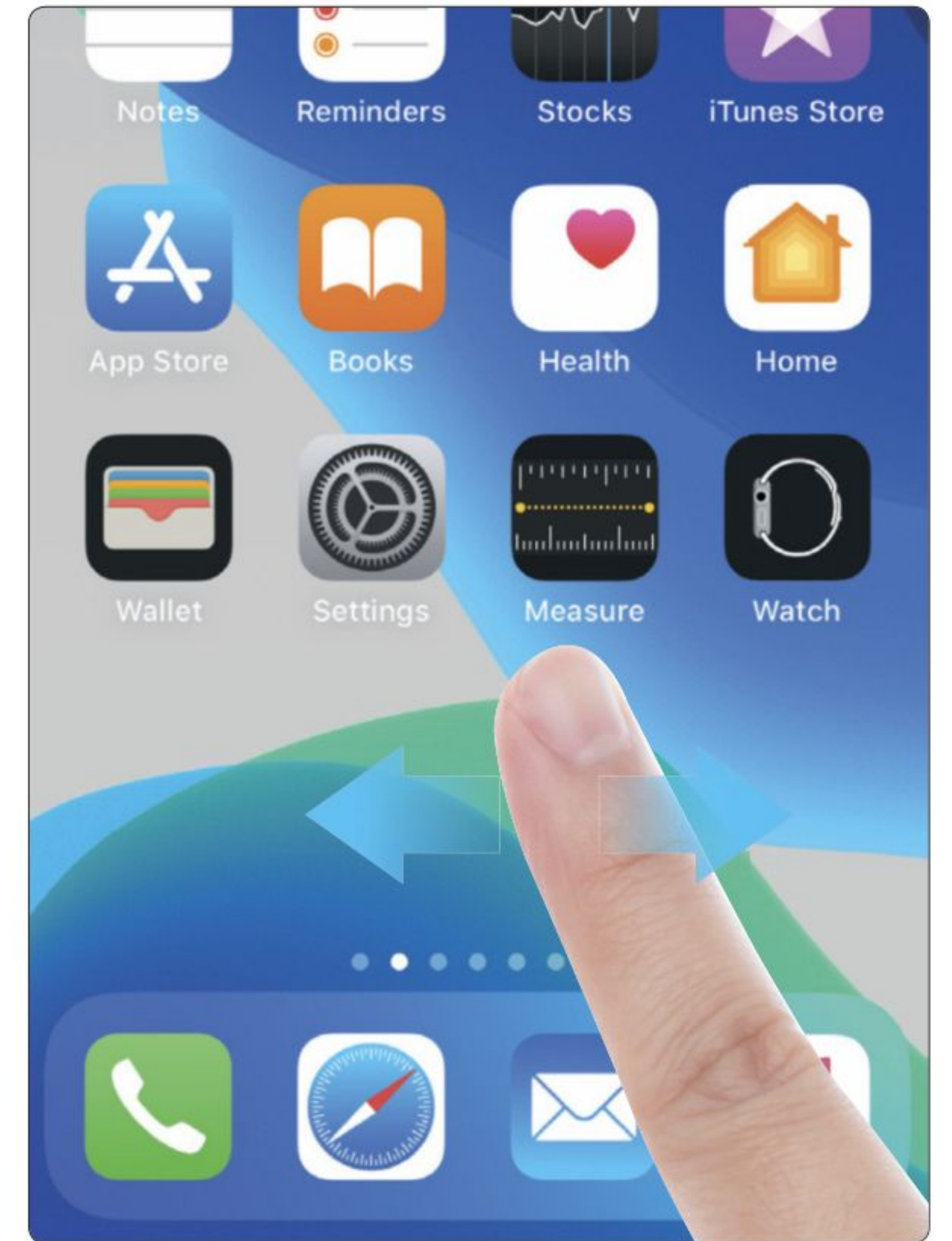
Switch the iPhone on

Press and hold the button on the right or on the top (older iPhones) until the Apple logo appears. The phone then boots up. Enter your iPhone's passcode when asked to do so. You must always use your passcode after a restart, even if you've registered a fingerprint with Touch ID or your face with Face ID.



Wake your iPhone from sleep

If your iPhone is left idle for a while, it goes into Sleep Mode. Tap your screen or pick up your iPhone, then enter the passcode you previously chose during your iPhone initial setup; alternatively you can also use Face ID to unlock the device. After a restart, you have to use your passcode to unlock your phone.



Swipe through Home pages

When you've lots of apps, they might cover more than one page on your Home screen. To move forwards and backwards through these pages, simply swipe left and right with one finger. The dots found at the foot of the Home screen show you how many pages you have in total and which one you're currently looking at.



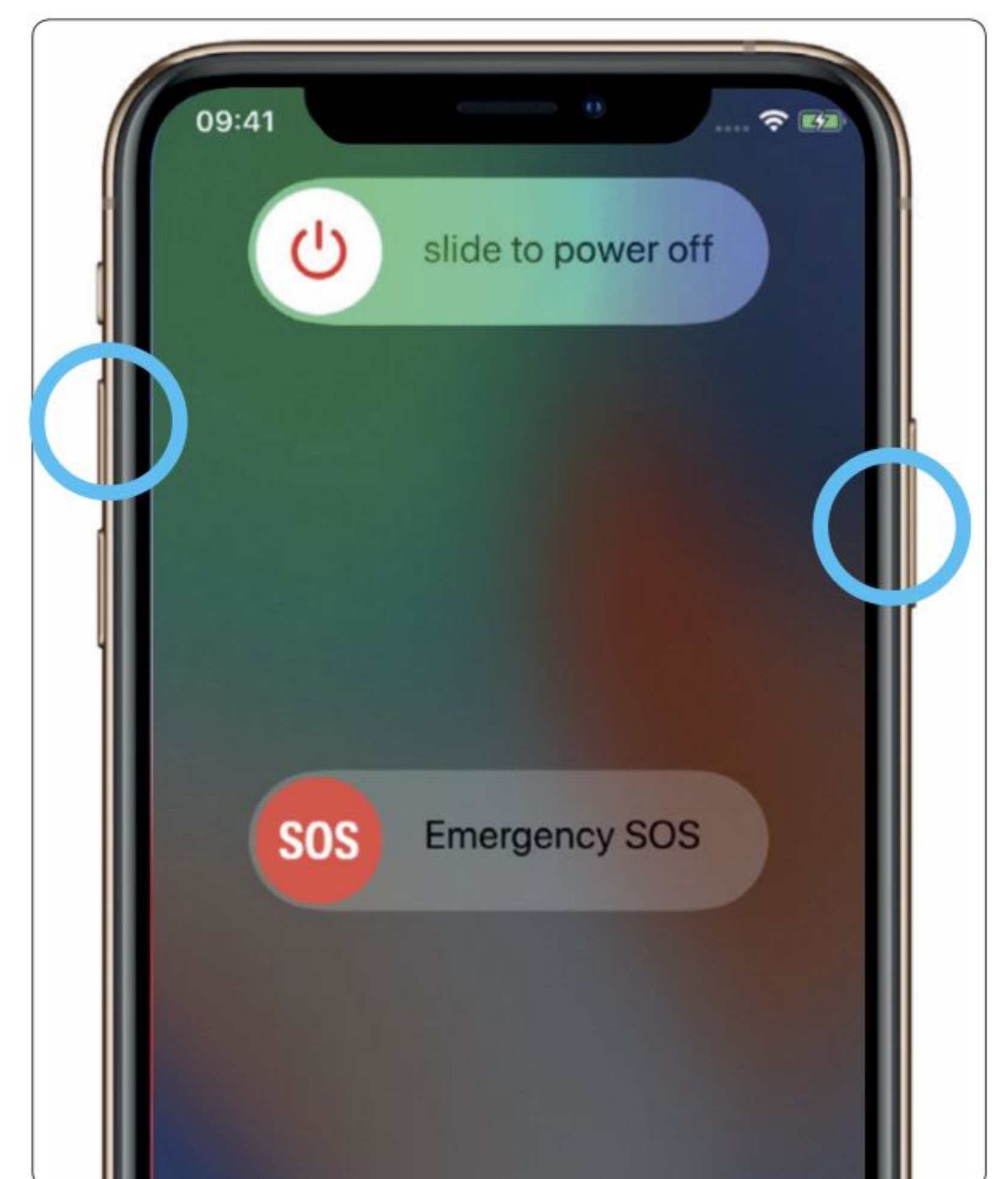
Launching an app

To launch an app, tap its icon on the Home screen. The app then opens. To go back to the Home screen, press the Home button. This doesn't actually close the app you were using, as it's still running in the background; when you tap its icon again, it still shows the same information as when you left it.



Scroll a page

Sometimes, something you're viewing on your iPhone needs more space than the screen allows. Maybe a web page, an email, a note in the Notes app and others. To scroll up and down through the page, place your finger on the screen and drag it up or down. The page moves along with your finger.



Switch the iPhone off

To turn your iPhone off again, press and hold the left side, top Volume button and the right side button once more (or the top button alone on some iPhones), until you see the screen with the slider at the top of the screen. Swipe this slider right to switch off your iPhone. You very rarely need to do this.



Setting Up

If you're setting up your new iPhone straight out of the box, follow this guide as we take you through the extremely important first time setup. Learn how to set up all the core functions of your iPhone, from switching it on for the first time to making your first phone call. Whichever model of iPhone you own, with our help you'll soon be up and running.

Inserting your Nano-SIM card



1 To activate your iPhone, you must first insert the Nano-SIM card provided by your mobile phone network provider. An eSIM card is non-removable as detailed below.



2 Use a SIM eject tool like the one pictured here, or maybe a straightened paper clip, and insert it into the small hole next to the SIM slot. The tray then pops out as shown.



3 Place the SIM card in the tray (there's only one way it can go in) and slide the tray back in the slot. Push it in firmly so it snaps into place. Your iPhone should recognise it.

eSIM Explained.

The dual SIM functionality of the new iPhone models enables users to access two SIM cards in one iPhone. Unlike the standard SIM card, the eSIM card is built into the phone itself and is accessed via software, with your coverage purchased via mobile networks. By using dual SIM's you can now access two mobile networks and numbers in one device.

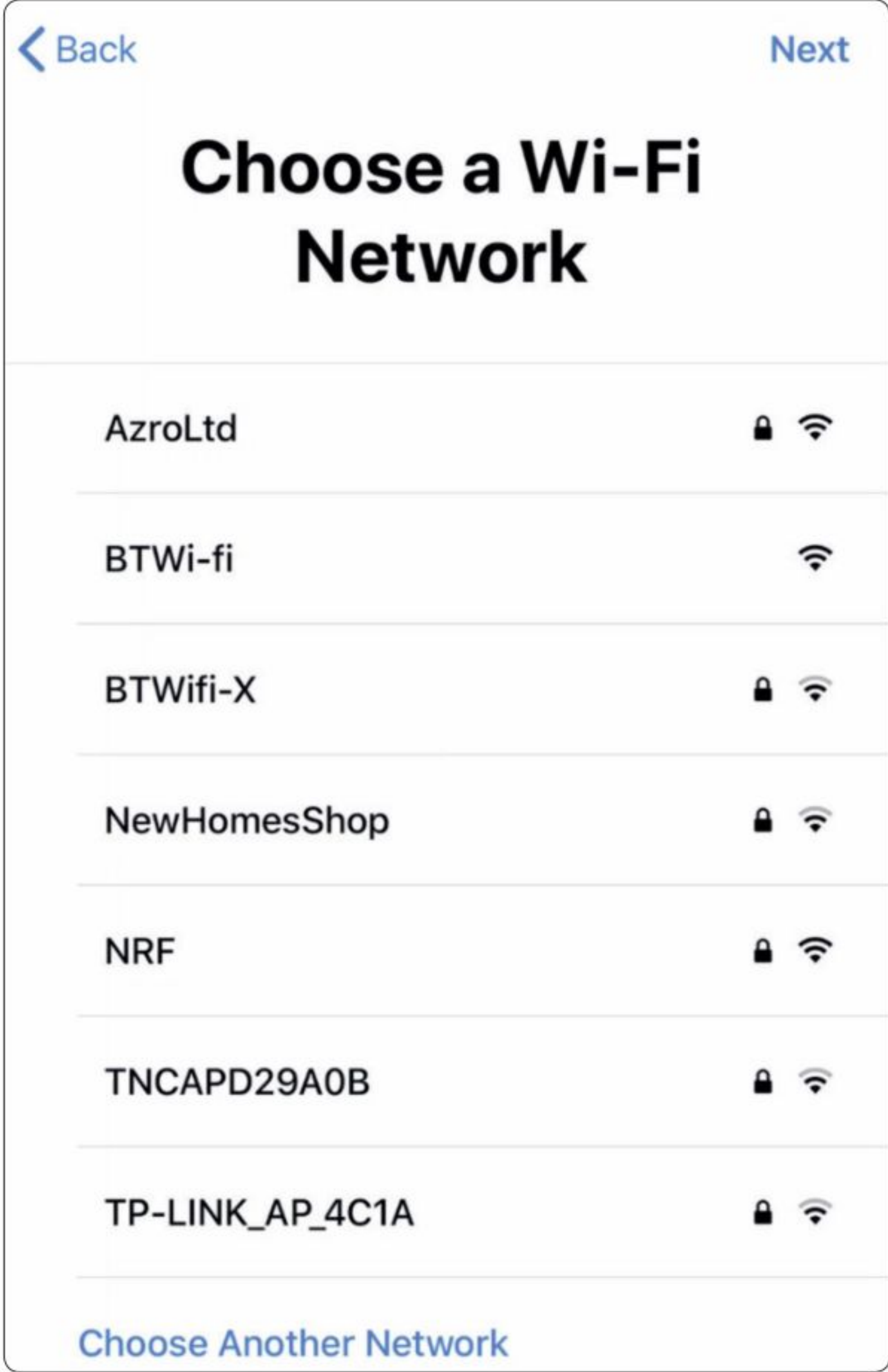
The initial setup of your iPhone



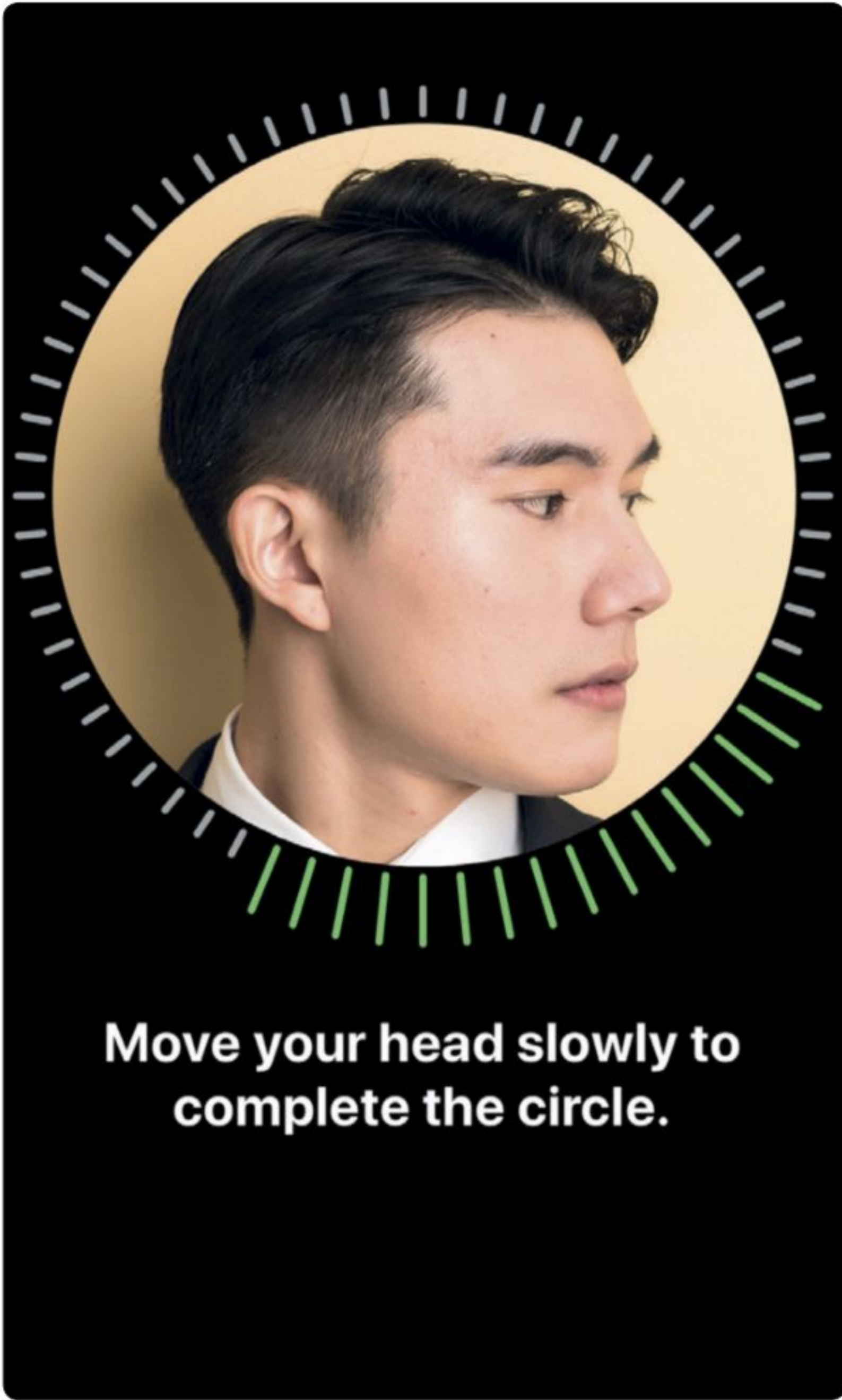
1 The opening screen shows 'Hello' in different languages. Press the Home button or flick the screen up. Select your language, followed by the country, or region, in which you're to use the phone.



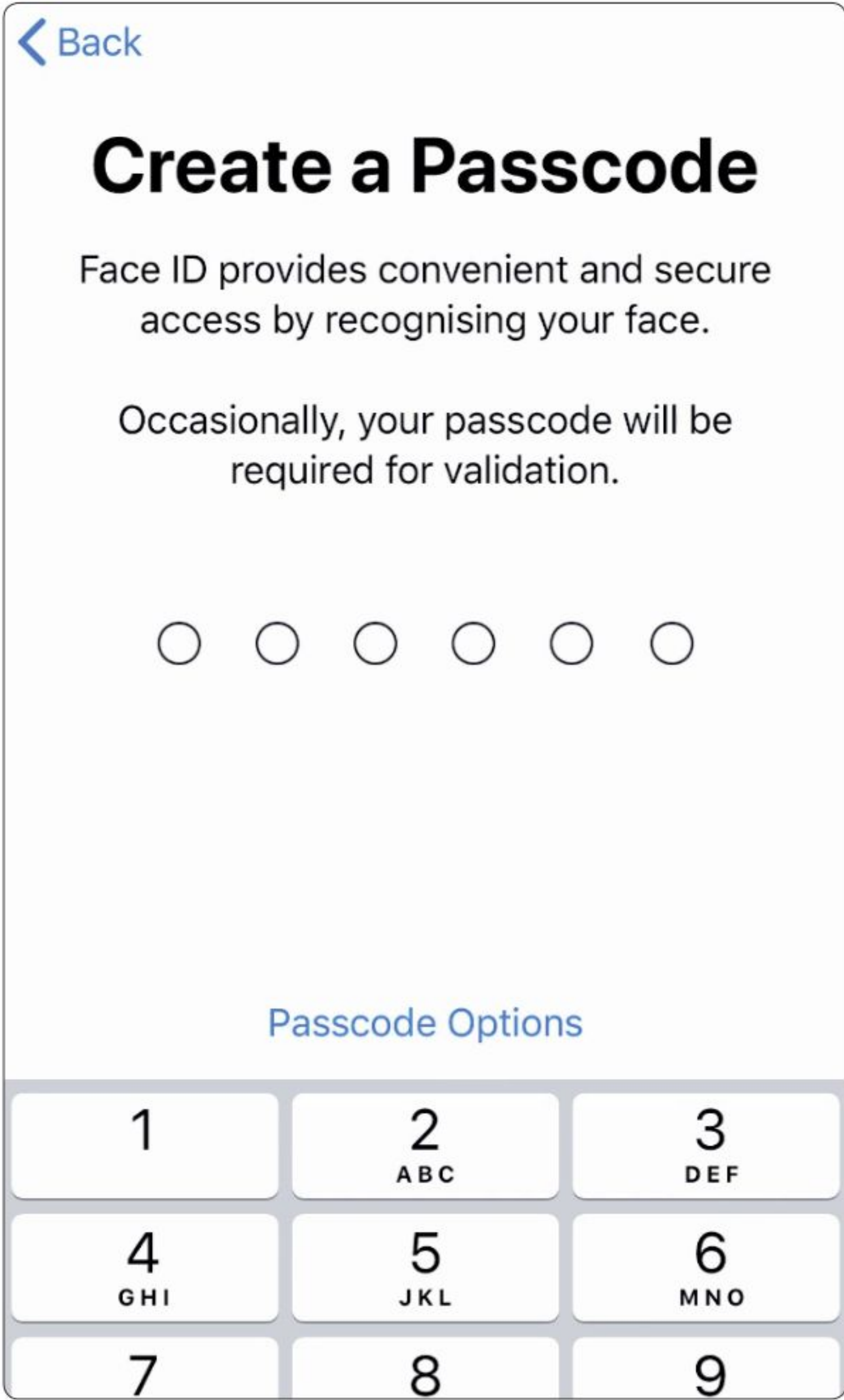
2 If you already have an iPhone or an iPad running iOS 11 or later handy, you can set up your new iPhone by bringing them together as shown to sign in automatically. If not, tap Set Up Manually.



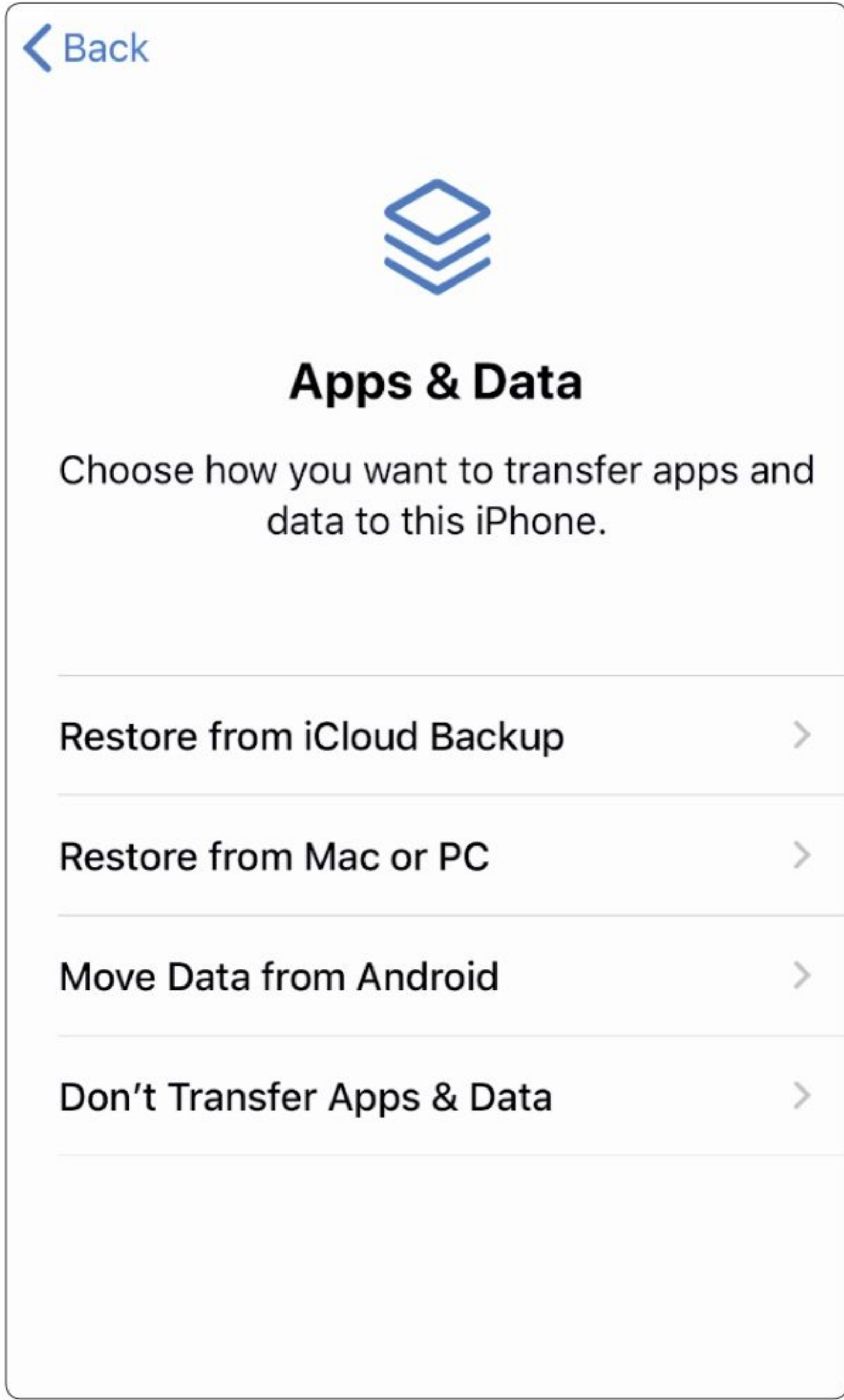
3 Choose your network from the list, then enter the password supplied with (or printed on) your router. Tap Next, then on the next screen, tap Continue after reading about Data & Privacy.



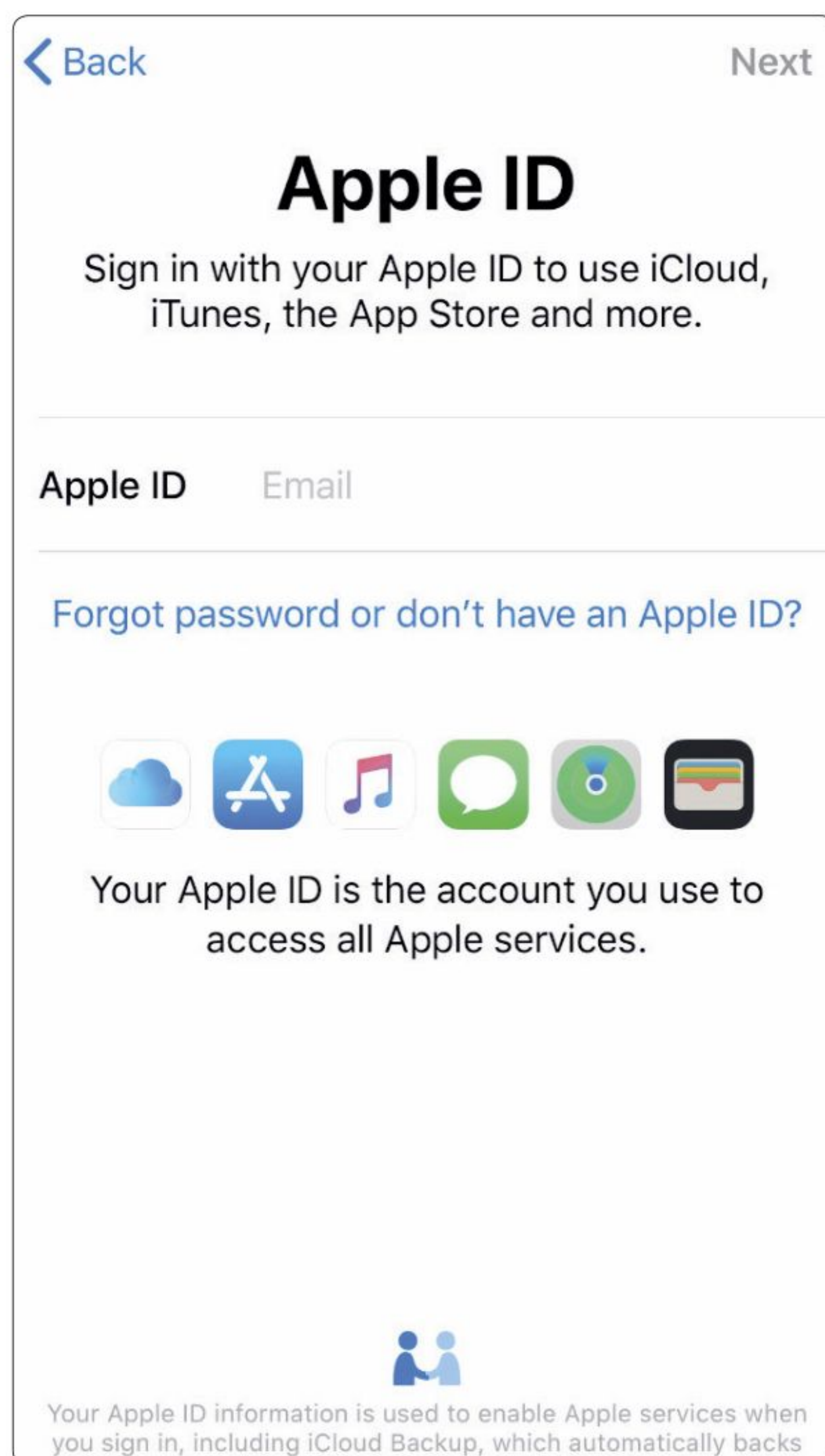
4 The next step is setting up your Face ID (or on older iPhones, Touch ID). If you wish to do this now, see the tutorials later in this book for the relevant step-by-step guides.



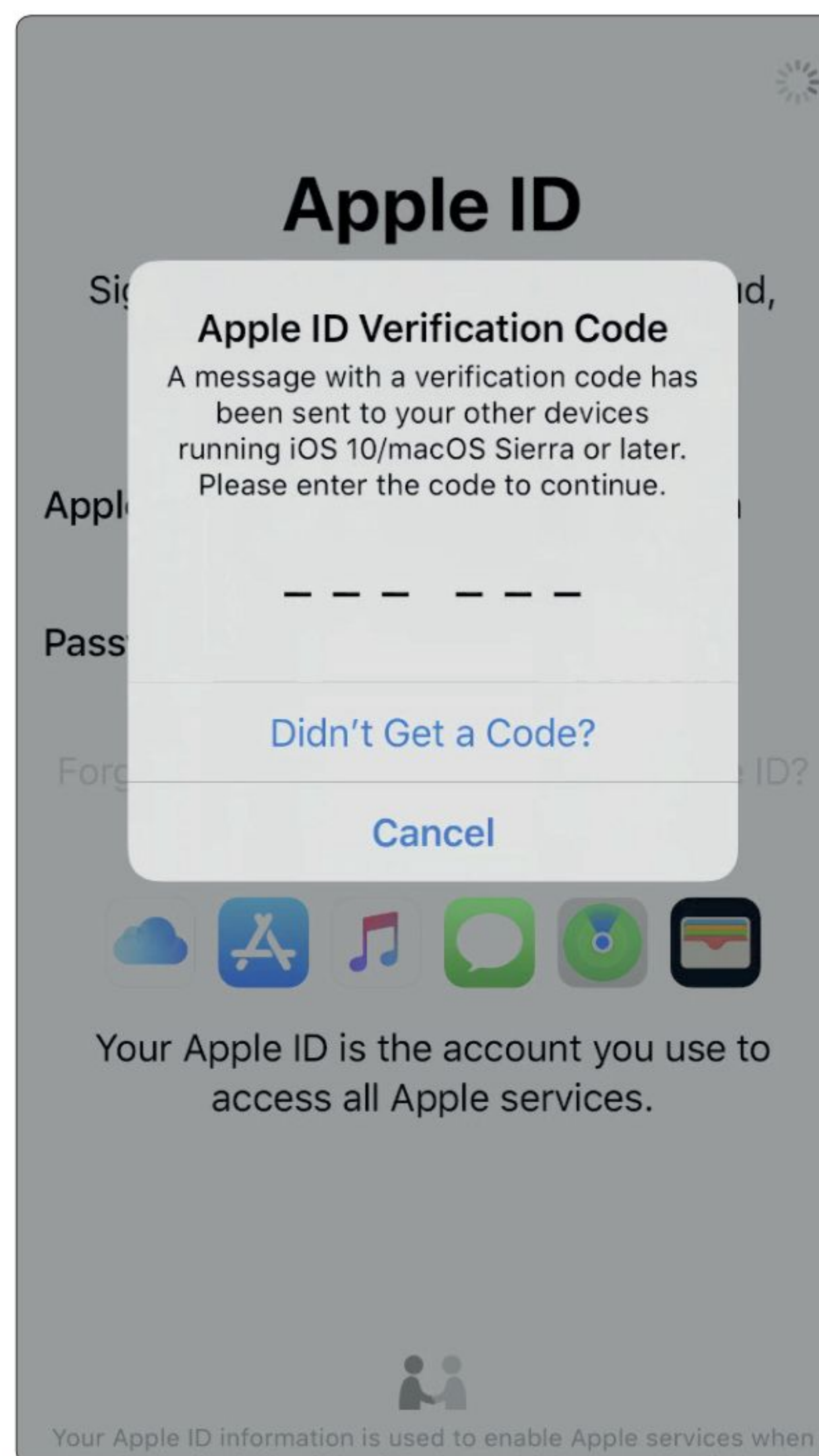
5 Choose a six-figure passcode used to unlock your iPhone. Alternatively, tap Passcode Options to add a different type of code; or skip it altogether (not recommended).



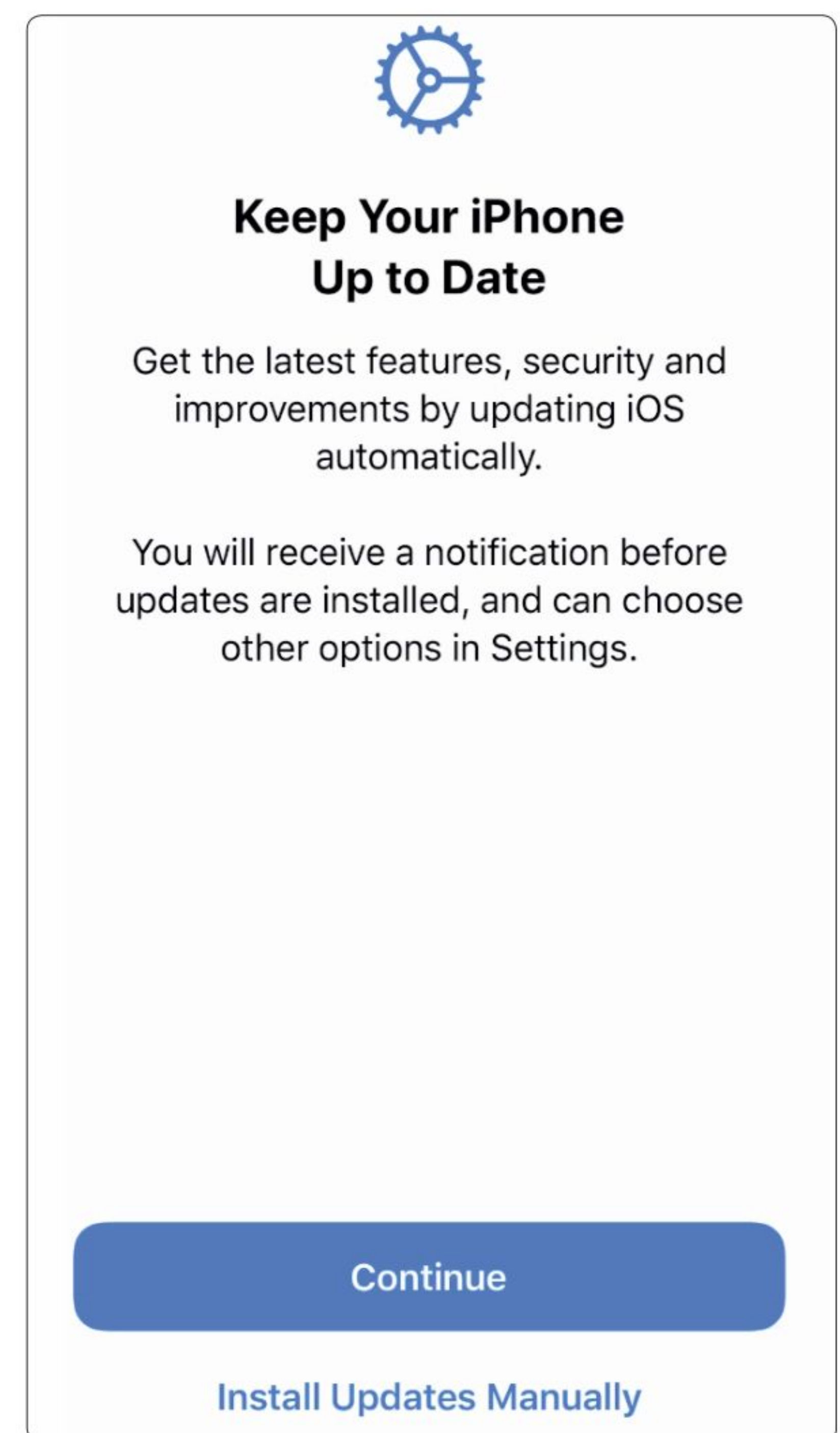
6 After a few setup screens, you're told to transfer data from your other phone. Keep them close and connected to power while the transfer takes place.



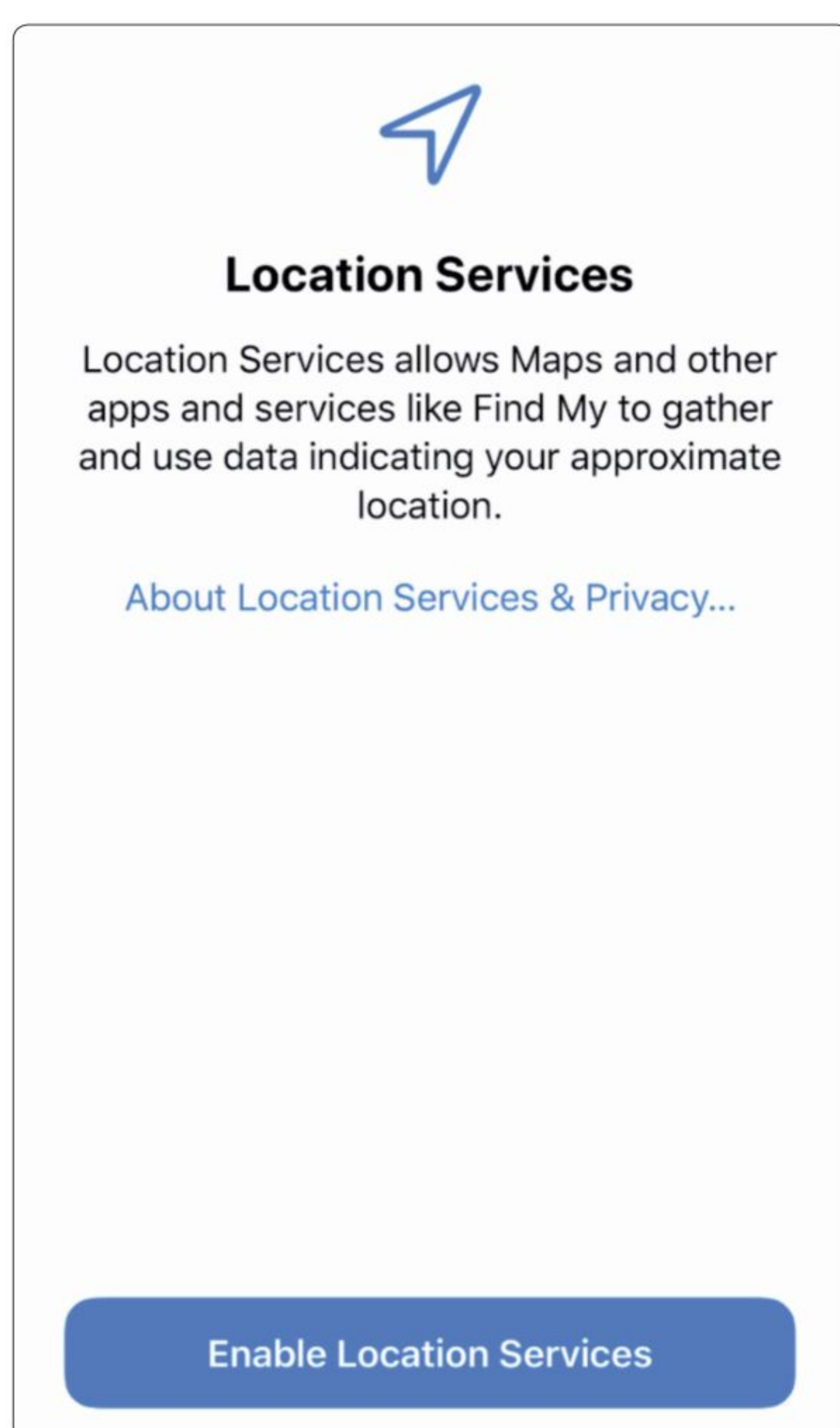
7 Enter your Apple ID. This is your email address and password. If you don't have one, tap the link below the Password field and follow the tutorial on setting up a new Apple ID.



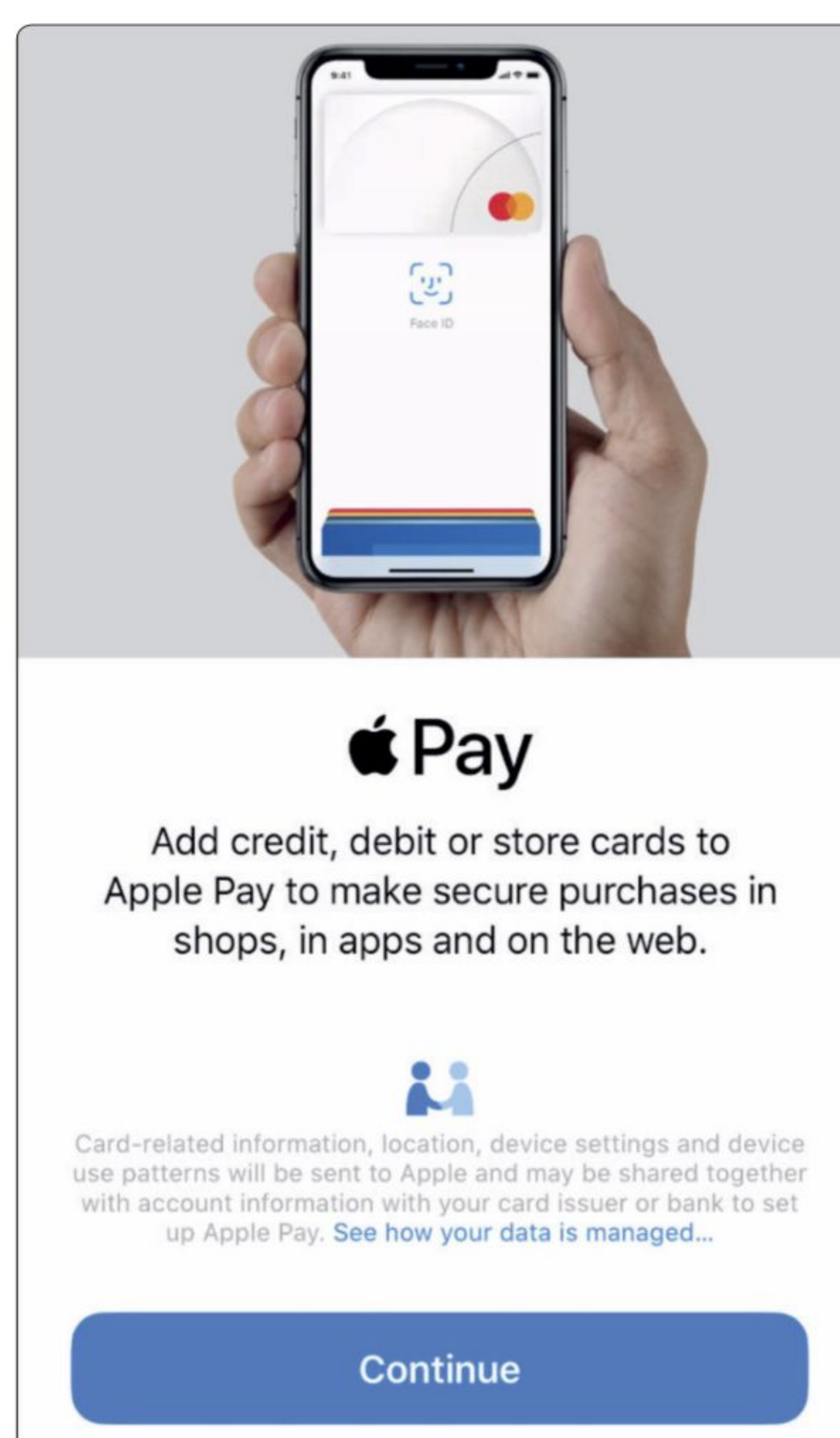
8 If you have other recent Apple devices signed into the same Apple ID you just used, you're sent a verification code. Read it off your other Apple device and type it here.



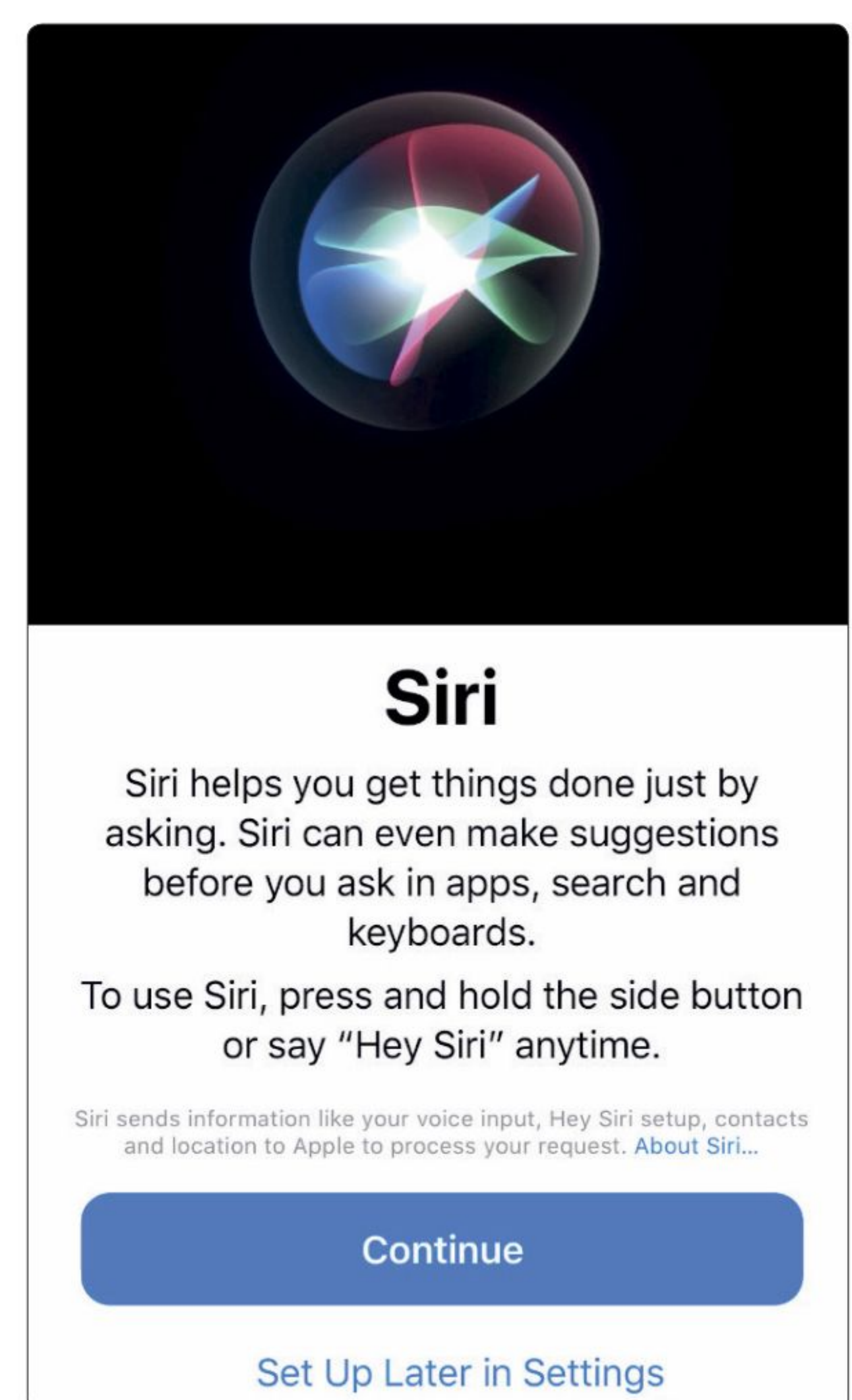
9 You can opt to have your iPhone install updates automatically or, if you'd rather do it yourself, to install them manually. Tap your preferred option and proceed to the next step.



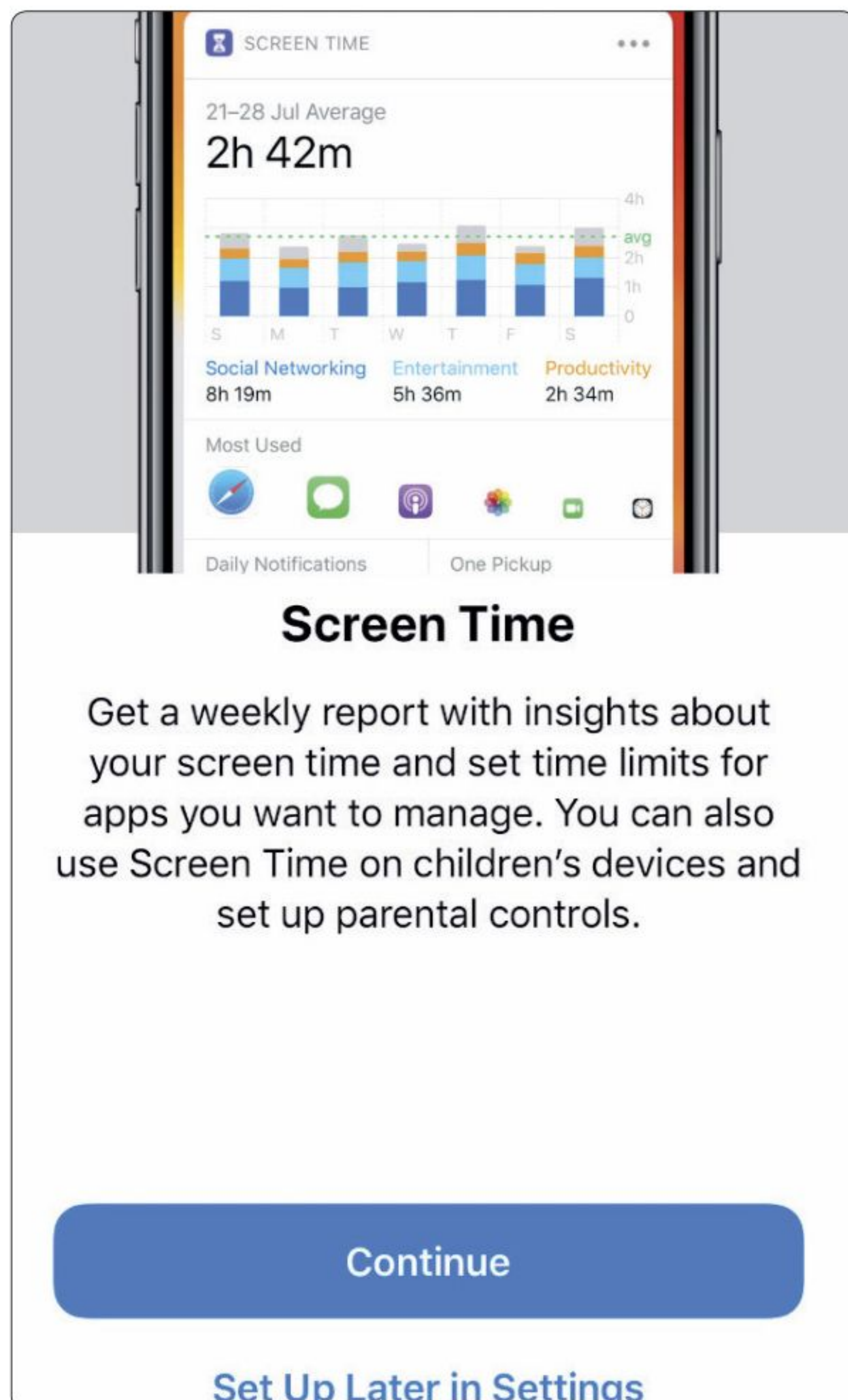
10 Do you wish to enable Location Services; we suggest you should because, whilst this enables your iPhone to gather data about where you are, it is essential for apps like Find My and Maps.



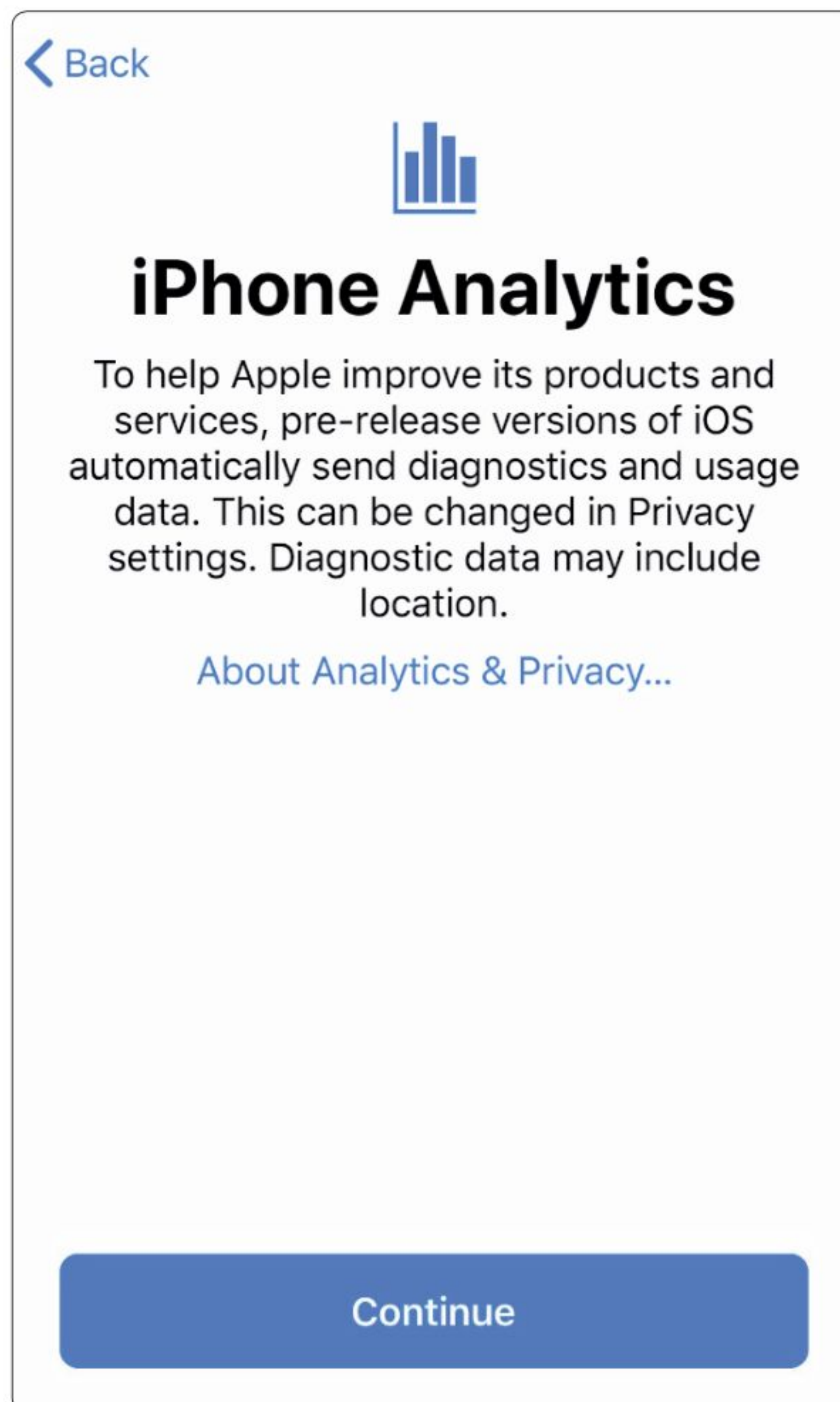
11 Do you set up Apple Pay now, or later in the Wallet app? If you decide to do it now, follow the on-screen instructions. Naturally, if you don't want to use it at all, you can ignore this feature.



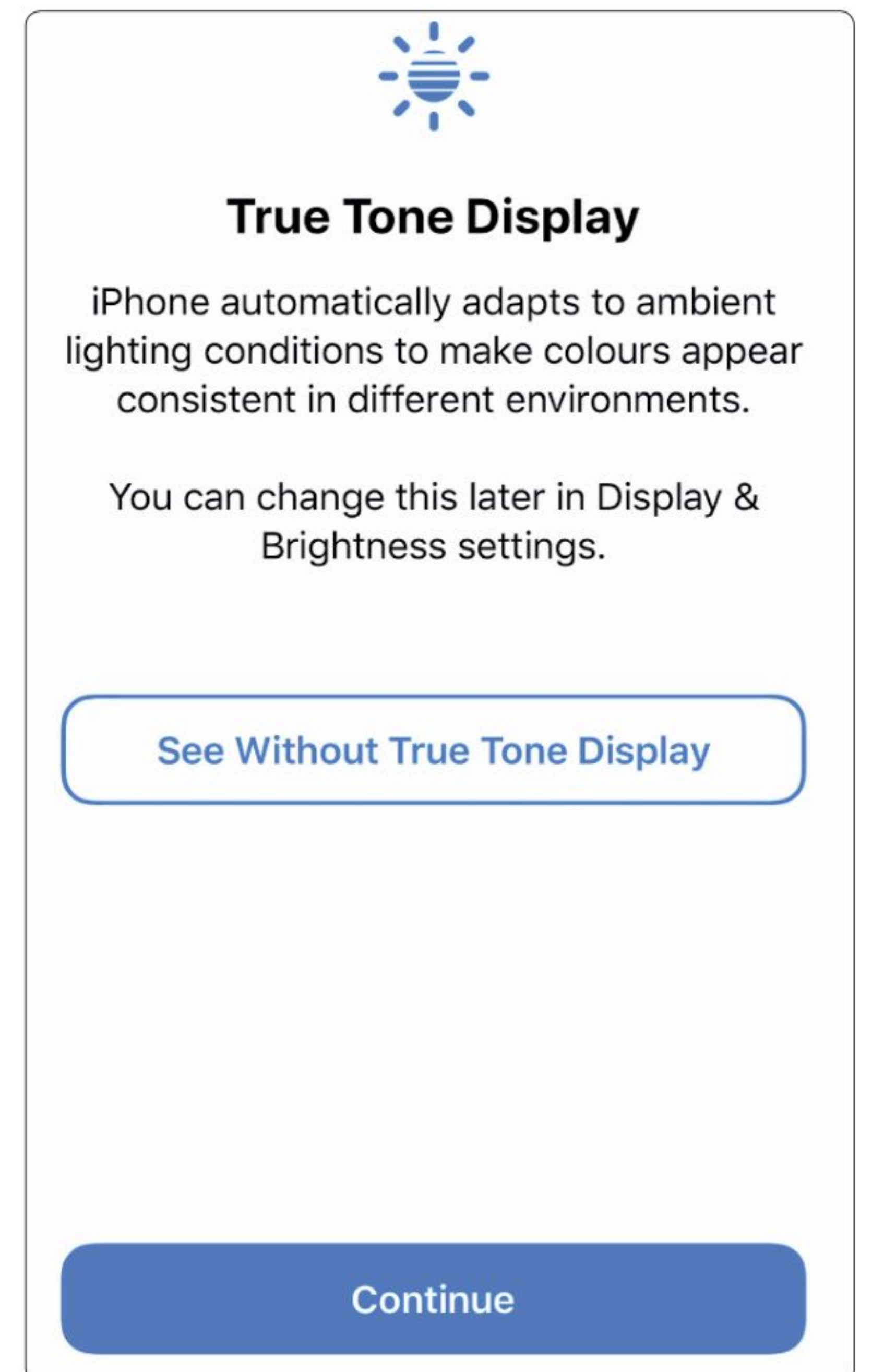
12 You can now train Siri to recognise your voice. Again, if you want to do it now, follow the on-screen instructions. If not, tap Set Up Later in Settings; you can do it any time you like.



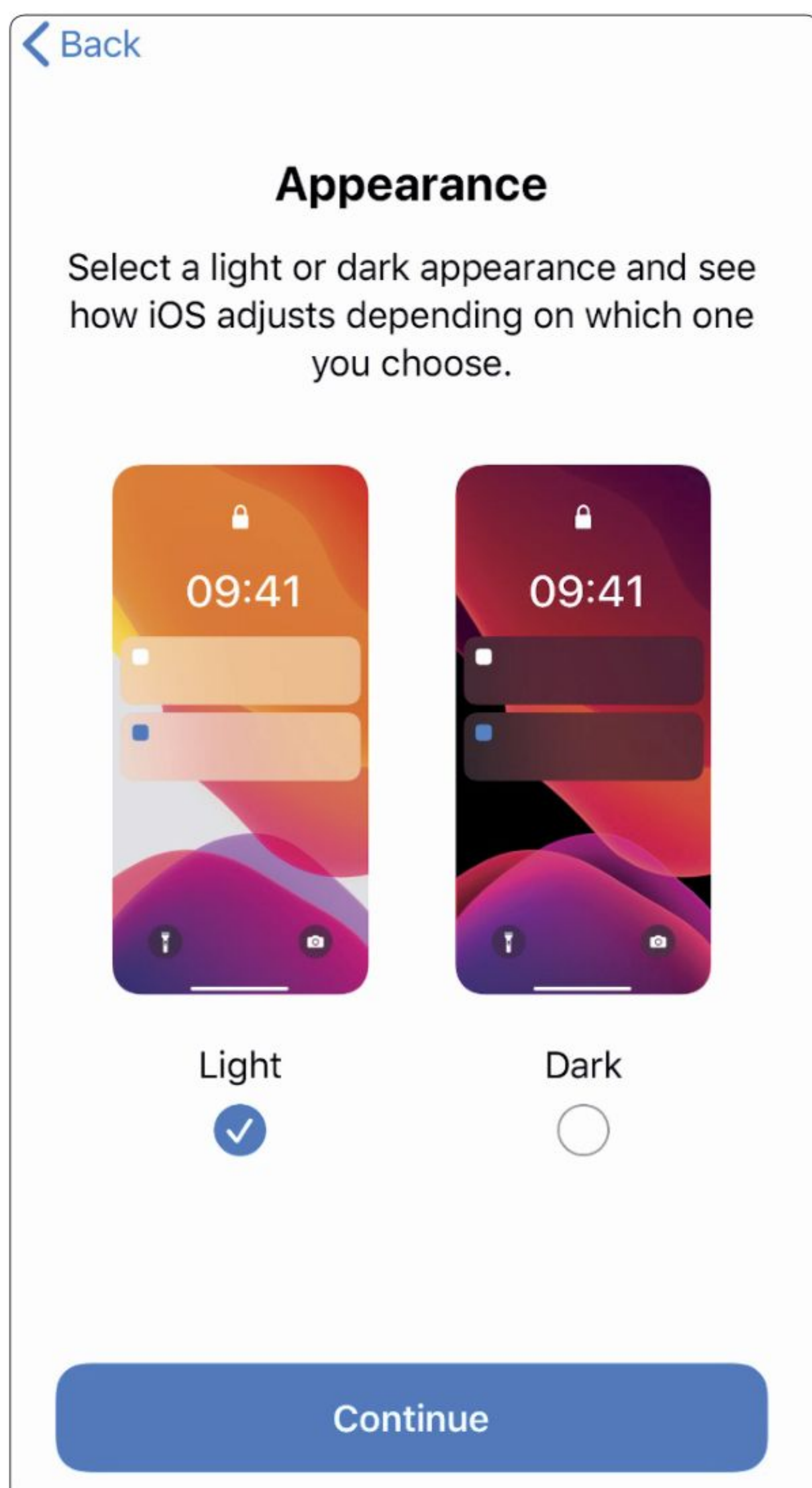
13 You can now set up Screen Time, a feature that gives you a weekly report on how you use your iPhone. There's a full tutorial on it later in this book. Set it up now or later.



14 The next two screens ask if you want to share iPhone Analytics and iCloud Analytics with Apple and its developers. It's up to you, and you can change your mind in Settings later.



15 Do you wish to use the iPhone's True Tone Display feature? If you do, the screen brightness adapts to ambient light conditions. Again, you can turn this option on or off in Settings later.



16 Decide whether to use Light Mode or Dark Mode (another option you can change later). You're then shown a series of screens giving tips, after which you're welcomed to the iPhone.

Wiping an iPhone.

If you need to erase all previously used settings and data from your iPhone, you need to reset it to factory conditions then set it up using this tutorial.

From the home screen, go to Settings > General. Tap the Reset link at the bottom. Now tap Erase All Content and Settings. Back up when asked, if you haven't already, or just erase.

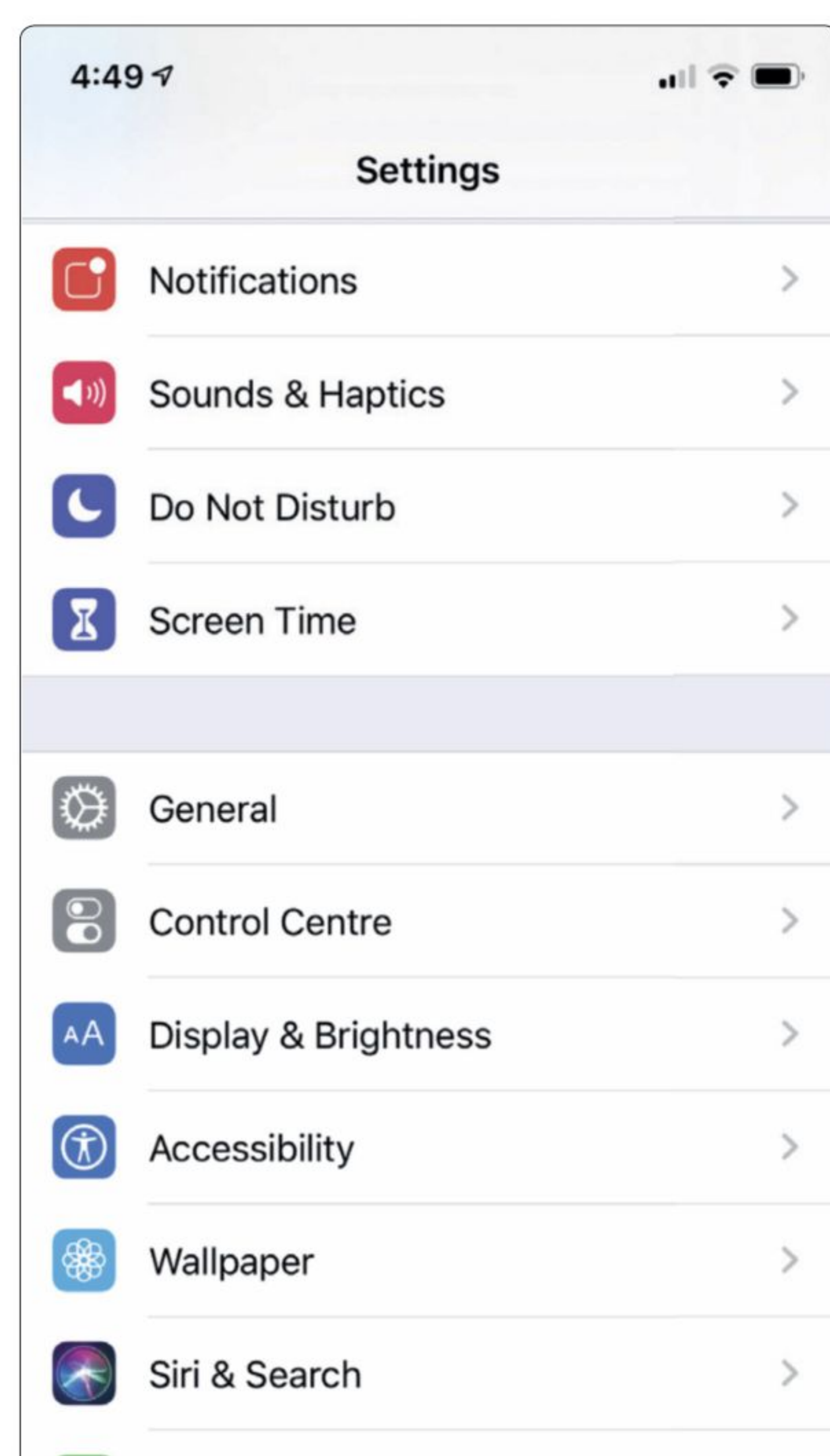
Enter the passcode, tap Erase iPhone, then again to confirm, and then enter the Apple ID. You might need to get these from the phone's previous owner. Your iPhone is then wiped.



Update iOS

If you want to upgrade your iPhone to the free iOS 13 operating system, follow this guide. It's always a good idea to keep iOS and your apps up to date, to take advantage of new features. Upgrading your iPhone's operating system is as easy as following these simple steps, which work whenever Apple releases a new version of iOS for your iPhone.

Downloading and updating iOS



1 To check for a new version of iOS, first of all open the Settings app from the Home screen. It's the silver-coloured icon showing a series of cogs. From the next screen, scroll up until you see the General link and then tap it.



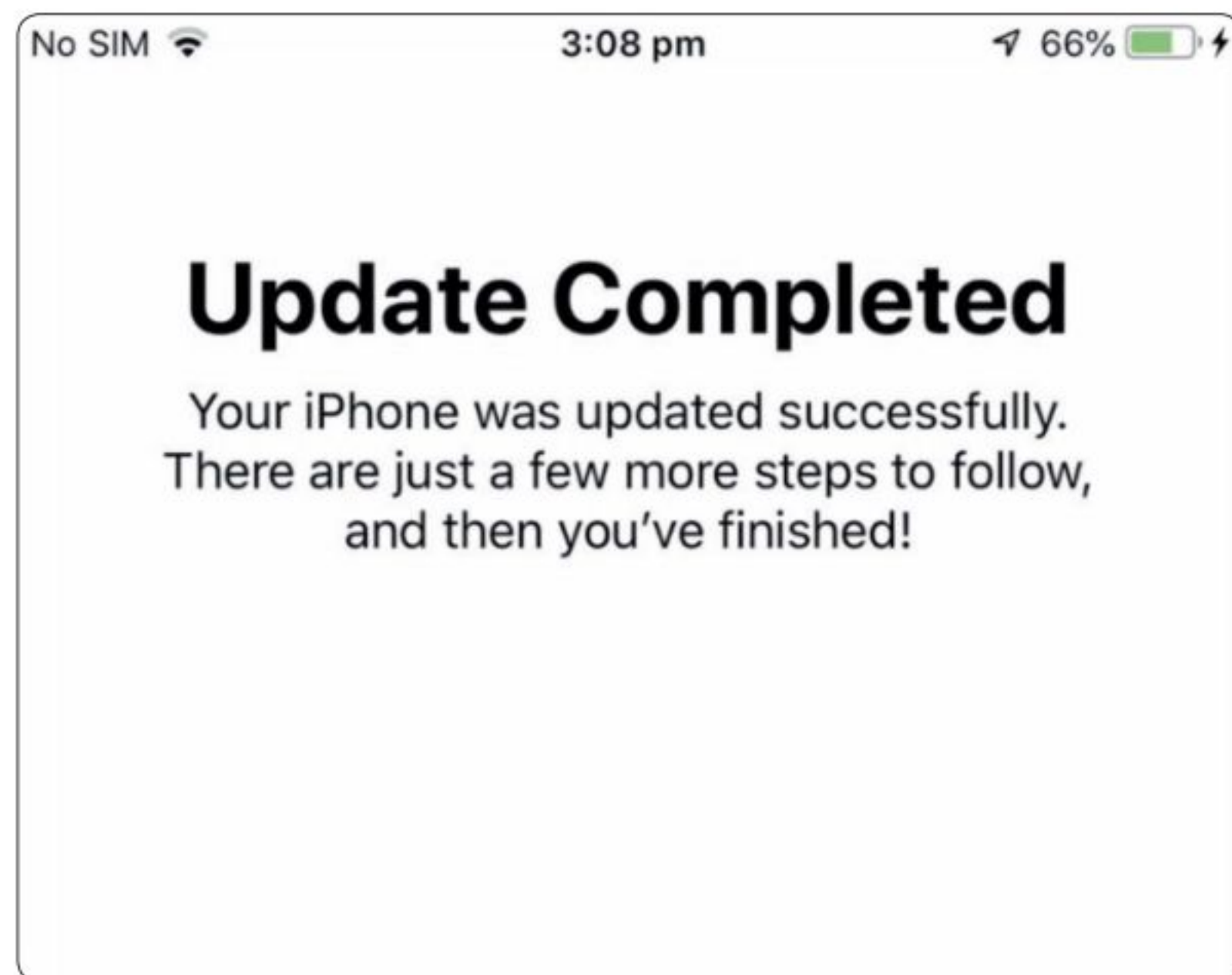
2 In General, tap Software Update. Your iPhone checks with Apple to see if there is a newer version than the one you're running. If there isn't, you're told you're up to date, but if there is, you can install it now.



3 If an update's available, tap the Download and Install link. You may need to plug your iPhone into a mains power supply if the battery's low. After entering your passcode, the update downloads to your iPhone.



The iPhone's iOS operating system is regularly updated, as are the apps that run on it. New updates can bring new features, and also fix bugs that might have caused problems with the older version of the app or iOS, so it's always worth keeping your iPhone up-to-date. It's best to do this at home on your Wi-Fi network, so you don't use up your mobile data downloading new versions of apps.

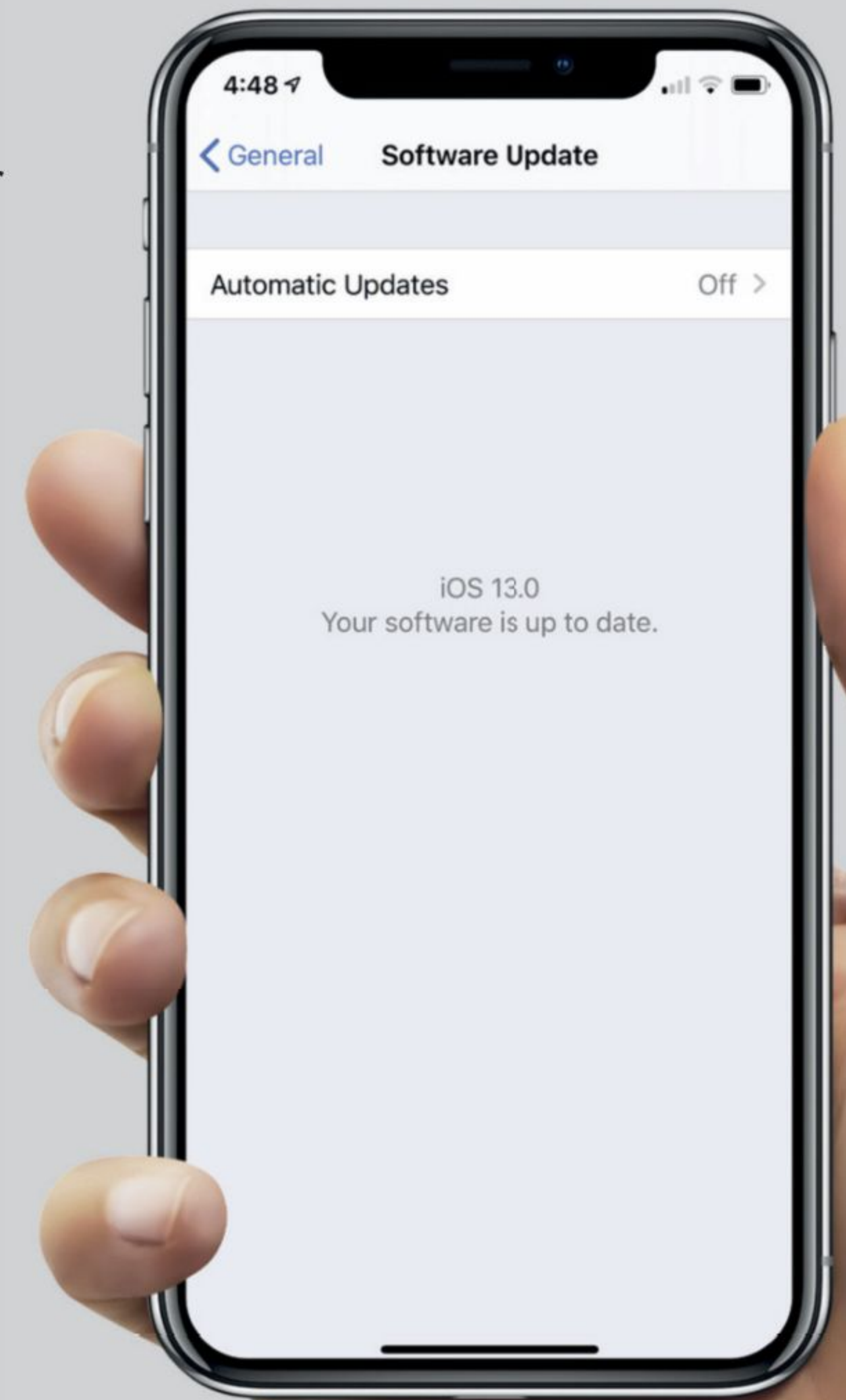


4 When it's finished tap Install Now to begin the installation process. The update installs and your phone restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode when prompted and agree to Terms and Conditions. Then you're ready to enjoy your new version of iOS.

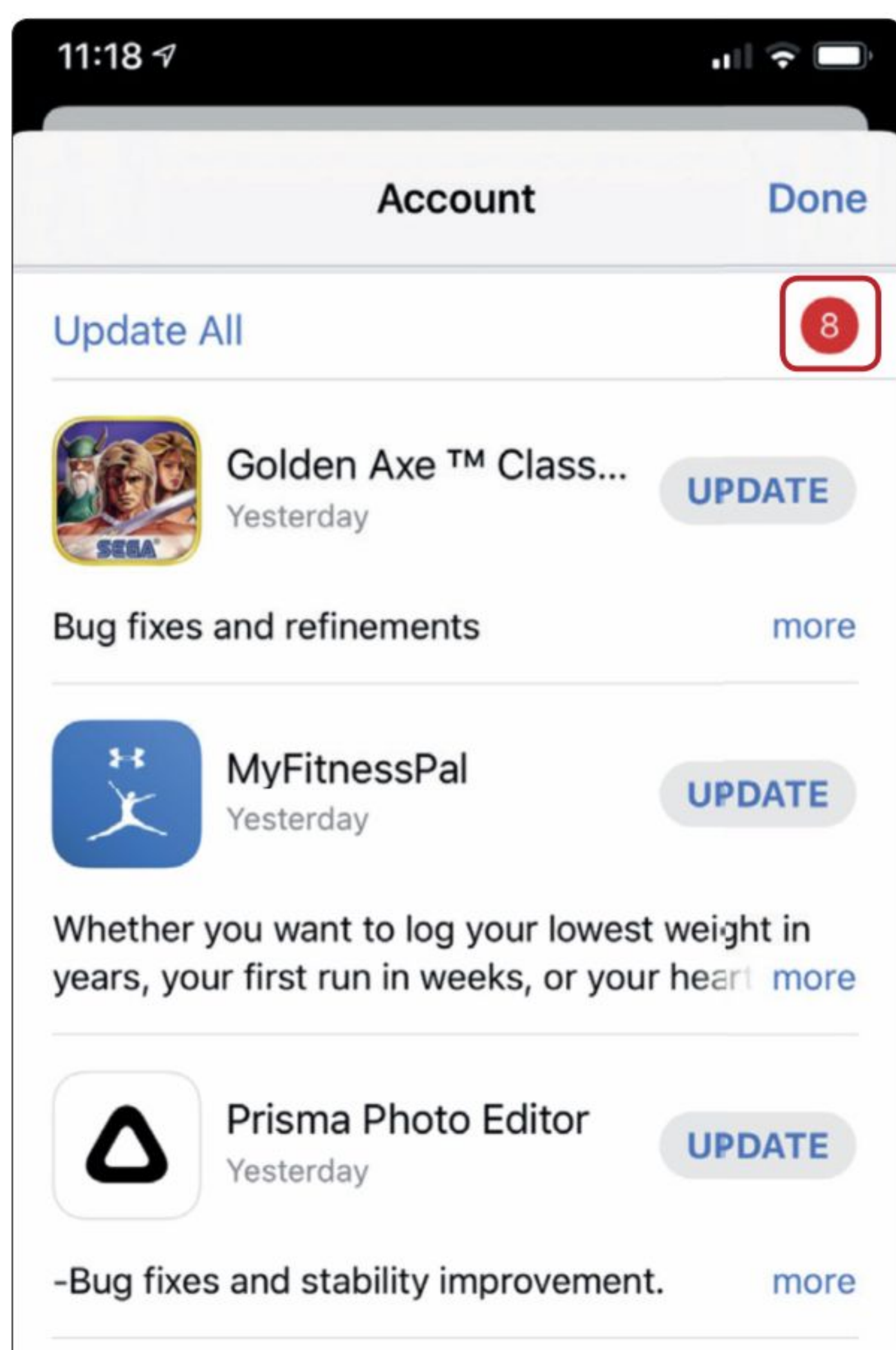
System requirements.

Not every iPhone can run the new iOS 13. Older phones aren't capable of doing so. If you want to run iOS 13 on your Apple smartphone, it must be one of the following models.

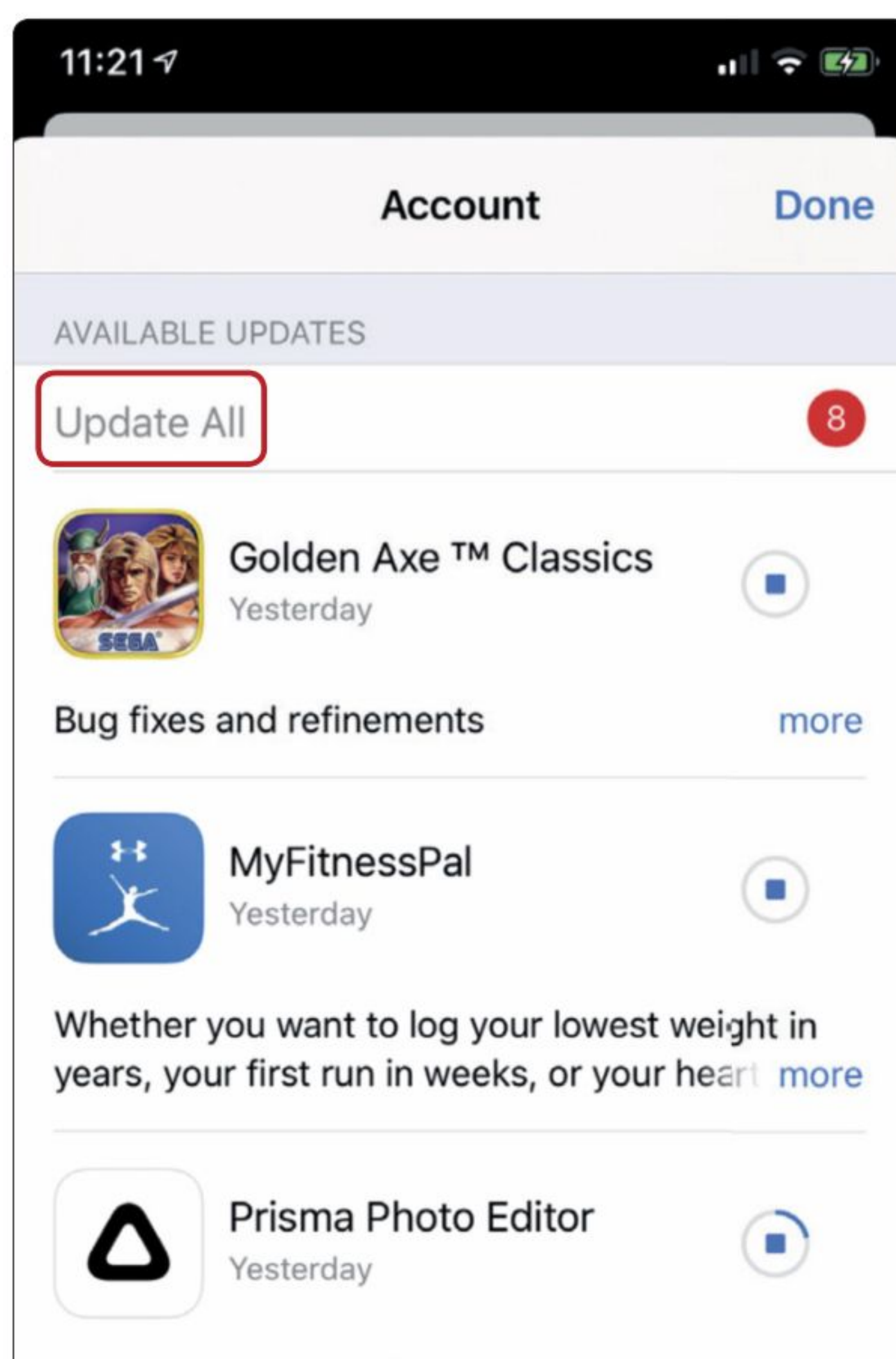
iPhone 6s
 iPhone 6s Plus
 iPhone SE
 iPhone 7
 iPhone 7 Plus
 iPhone 8
 iPhone 8 Plus
 iPhone X
 iPhone Xs
 iPhone Xs Max
 iPhone XR
 iPhone 11
 iPhone 11 Pro
 iPhone 11 Pro Max
 iPod touch (7th Gen)



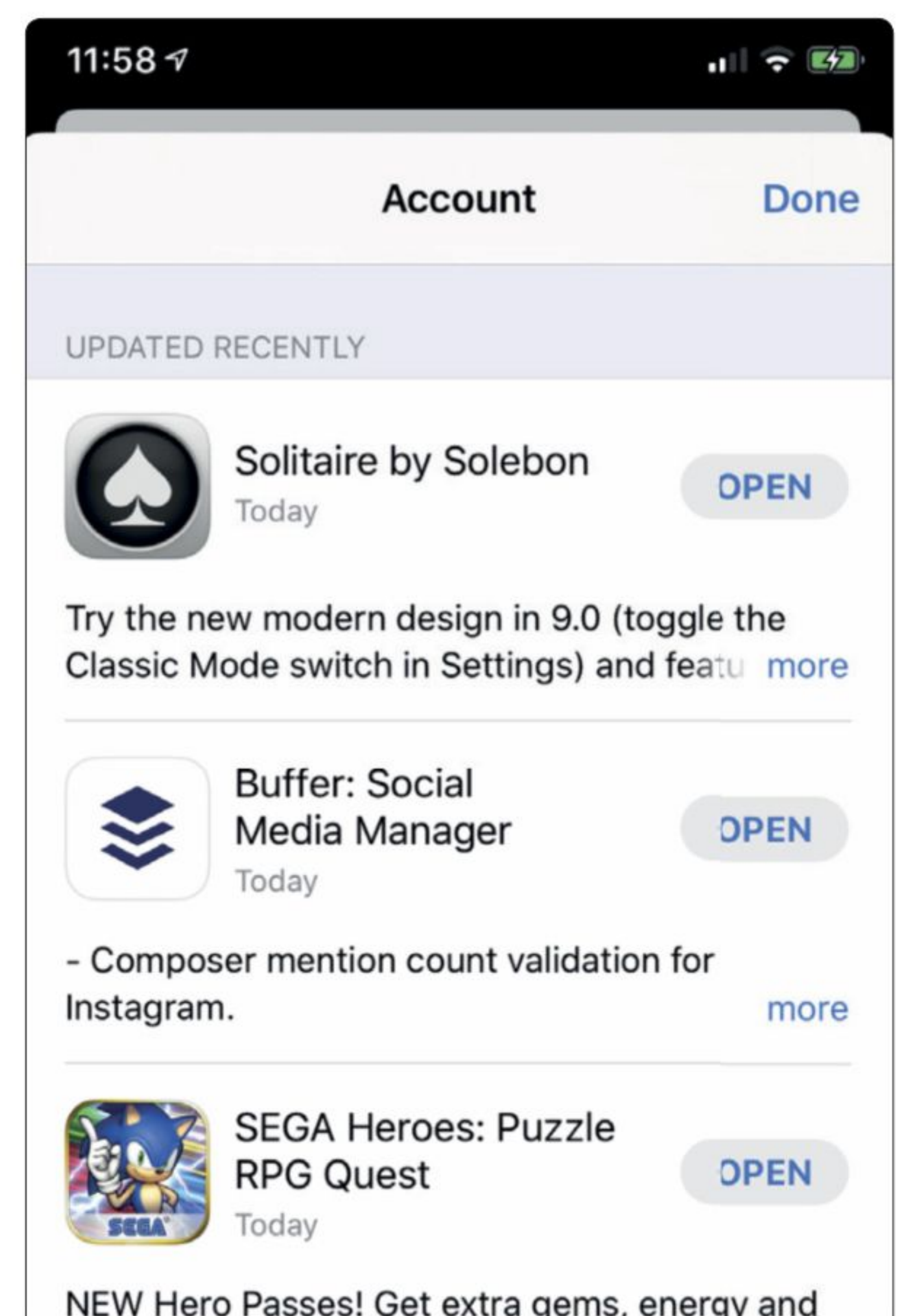
Downloading and updating apps



1 Open the App Store app. If your Account icon in the top right is badged with a number, there are updates available. Tap this icon, and scroll up to see a list of apps that have been updated.



2 Tap an app to read about what's new. Update an app by tapping its Update button, or tap the Update All link to update all apps at once. Progress is shown in a circle; tap it to pause or continue an update.

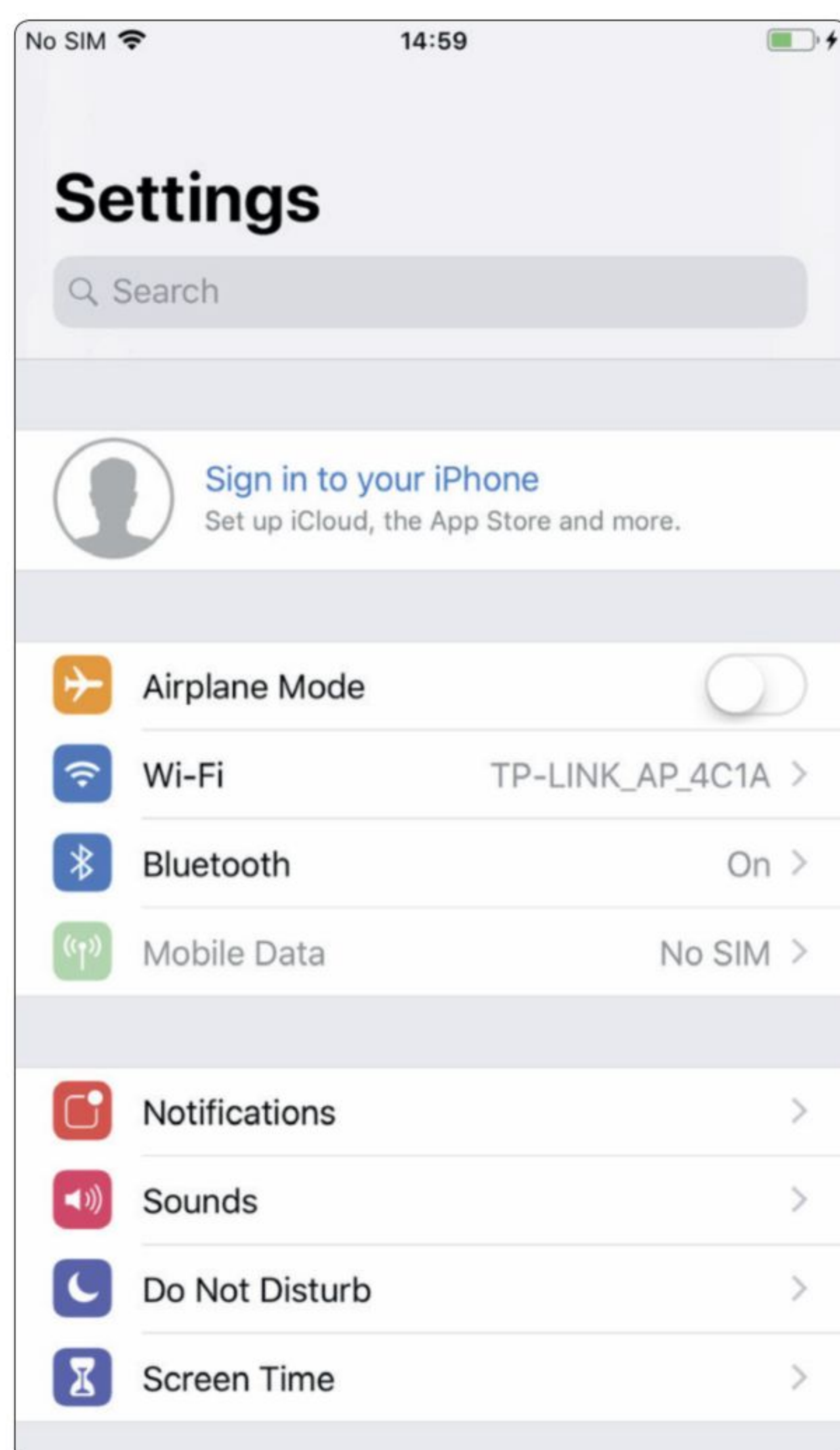


3 When your apps have finished updating, you can tap the Open button, that has replaced the Update link, to launch that app directly from the Updates screen and check out what has changed.



Apple ID

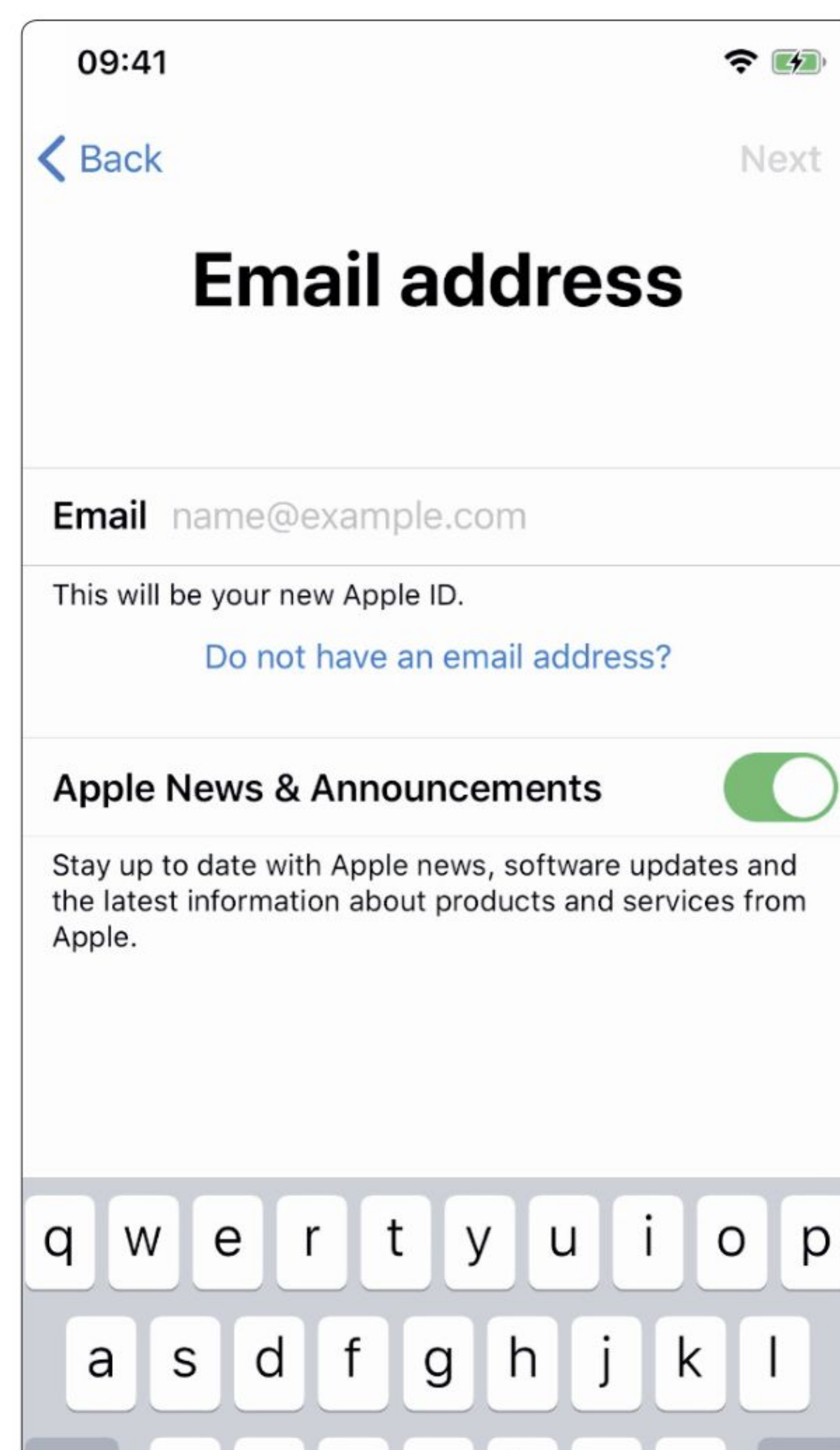
If you don't already have a working Apple ID, you need to set one up before you can download applications from the App Store, use FaceTime, buy music and movies from iTunes and use many of the iPhone's features and services. Without an Apple ID, you won't come close to getting the most from your Apple smartphone, so if you don't have one, follow these steps.



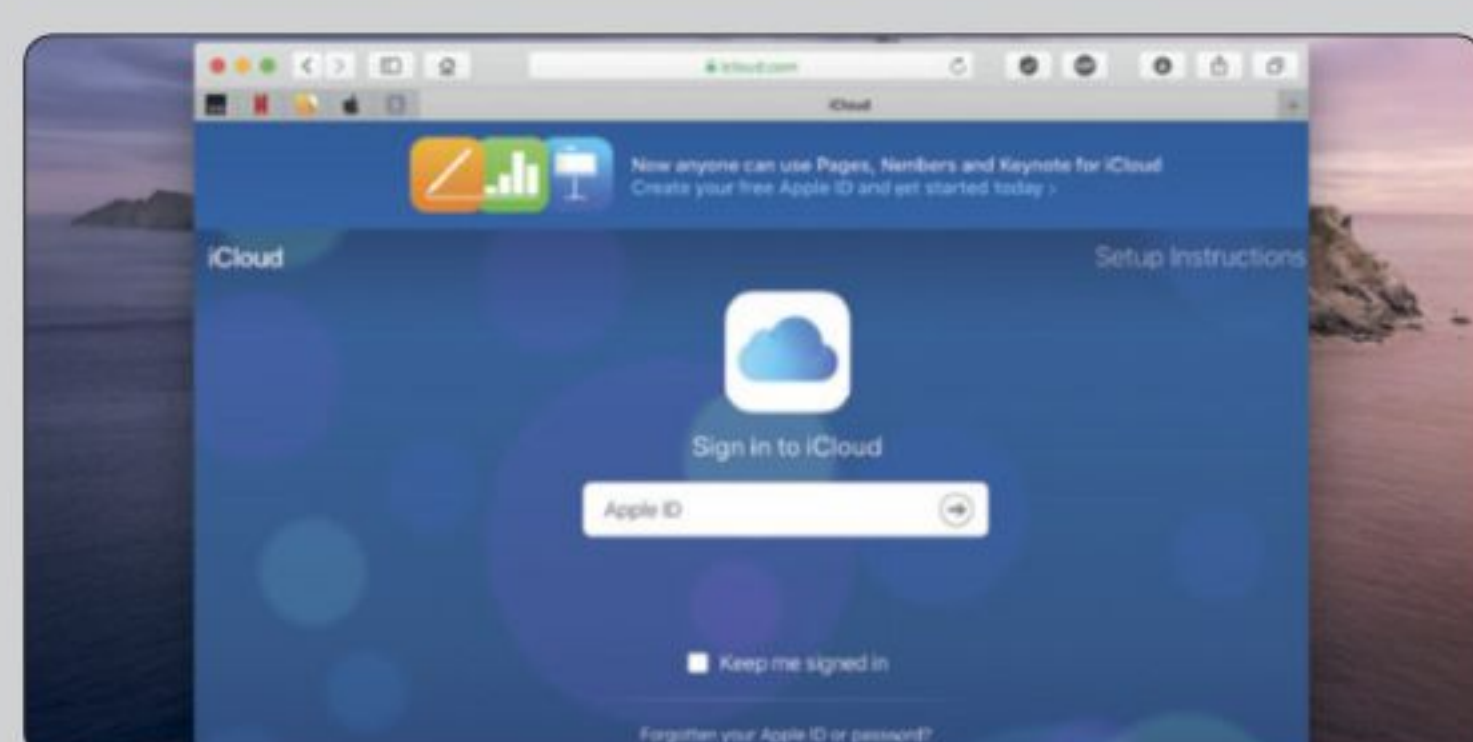
1 Open the Settings application from your iPhone's Home screen and scroll to the top of the screen. Tap the Sign in to your iPhone option right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'.



2 Tap Create Apple ID in the next window and enter your name in the fields provided when asked to do so by the on-screen instructions. Tap the Date of birth field, set your date with the wheels, and then tap Next.



3 Then, you're asked whether you want to use your current email address (if you have one) for your Apple ID. Tap Do not have an email address? if you want to use the free iCloud address that comes with your Apple ID.

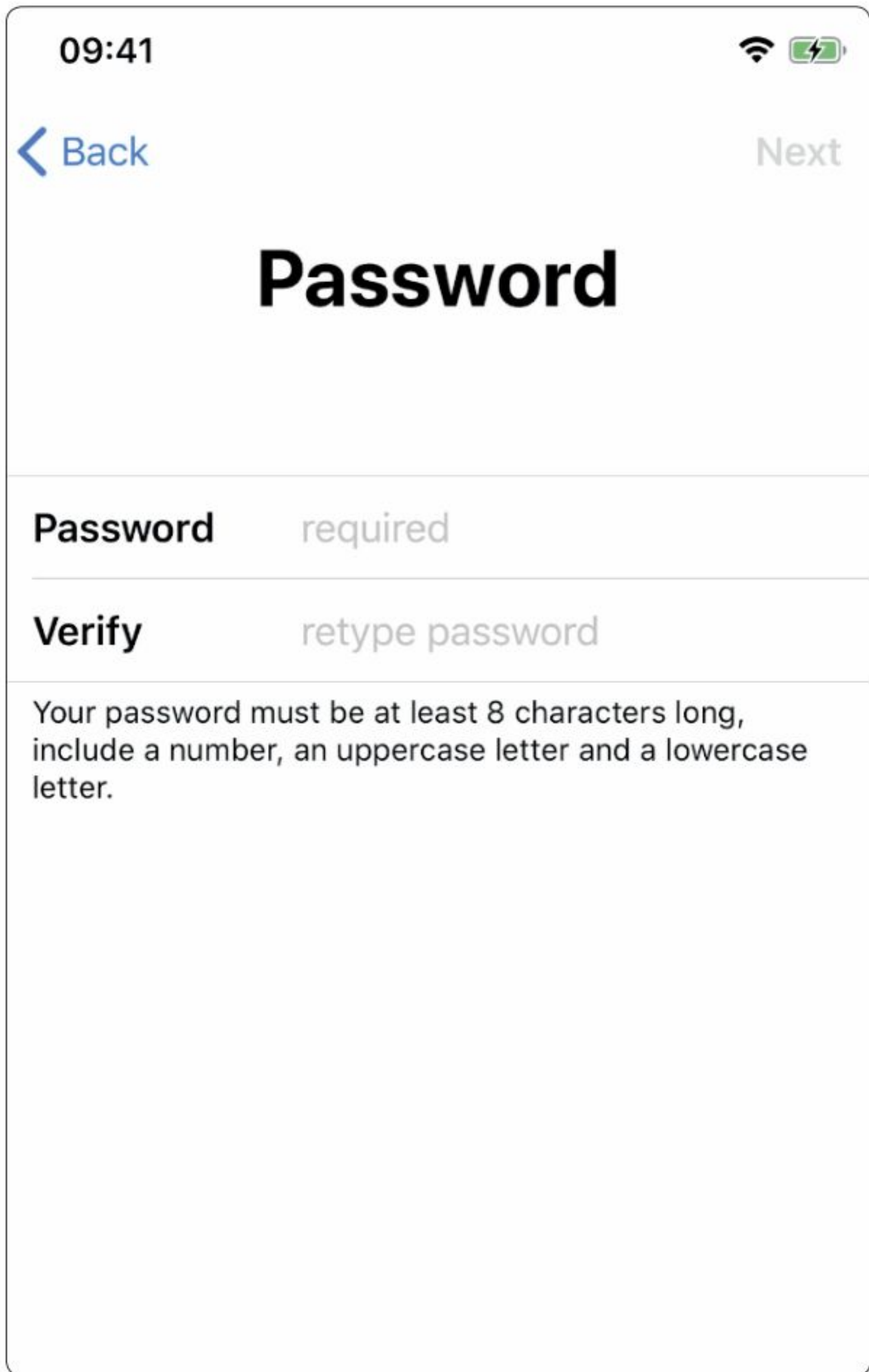


iCloud email.

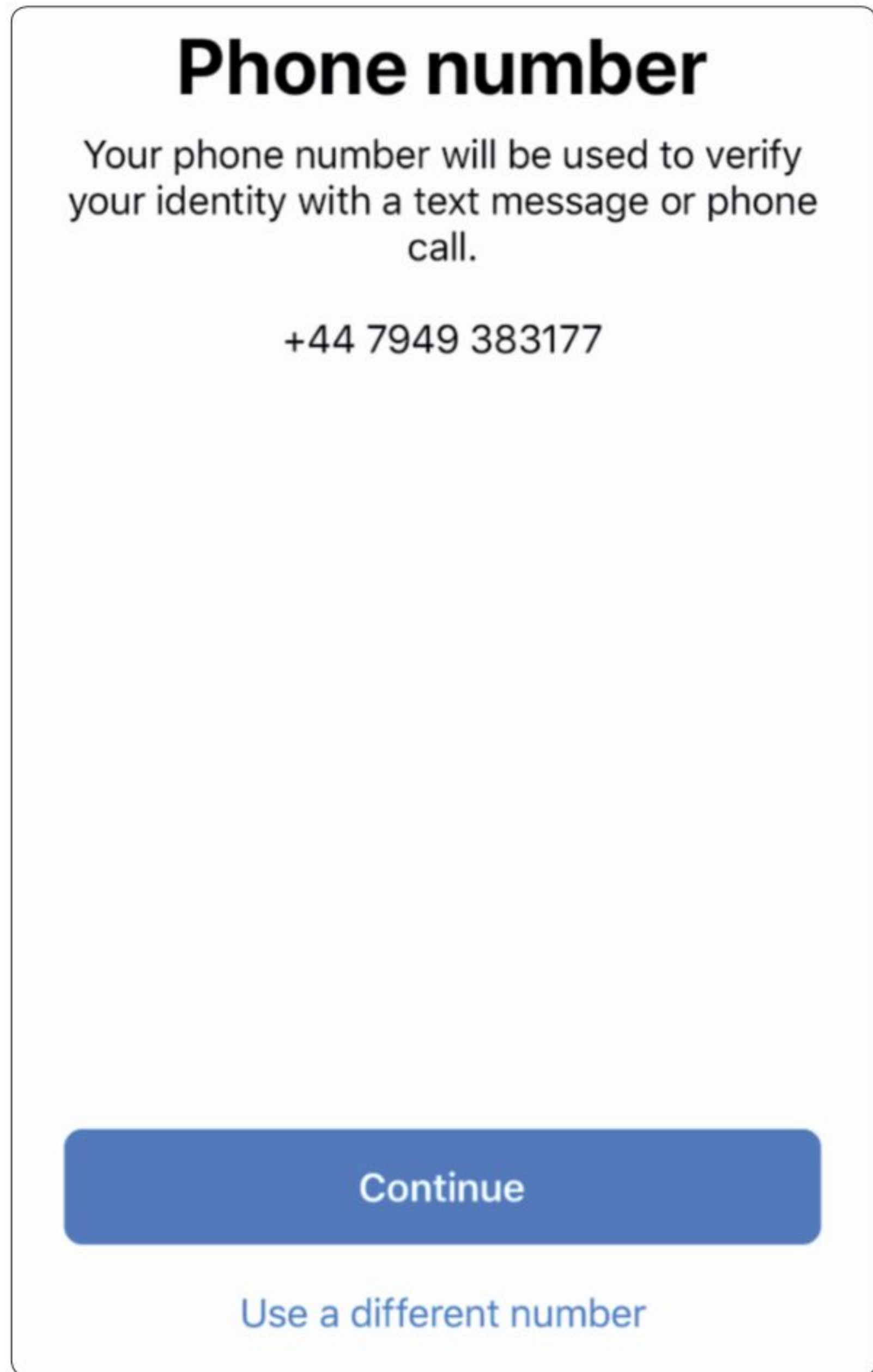
Your Apple ID gives you a free iCloud email address. You can use this email address on your iPhone and also on any other Internet devices you have, such as Macs, PCs or tablets, and through a browser at www.icloud.com. Best of all, you keep your iCloud address even if you change your Internet provider.



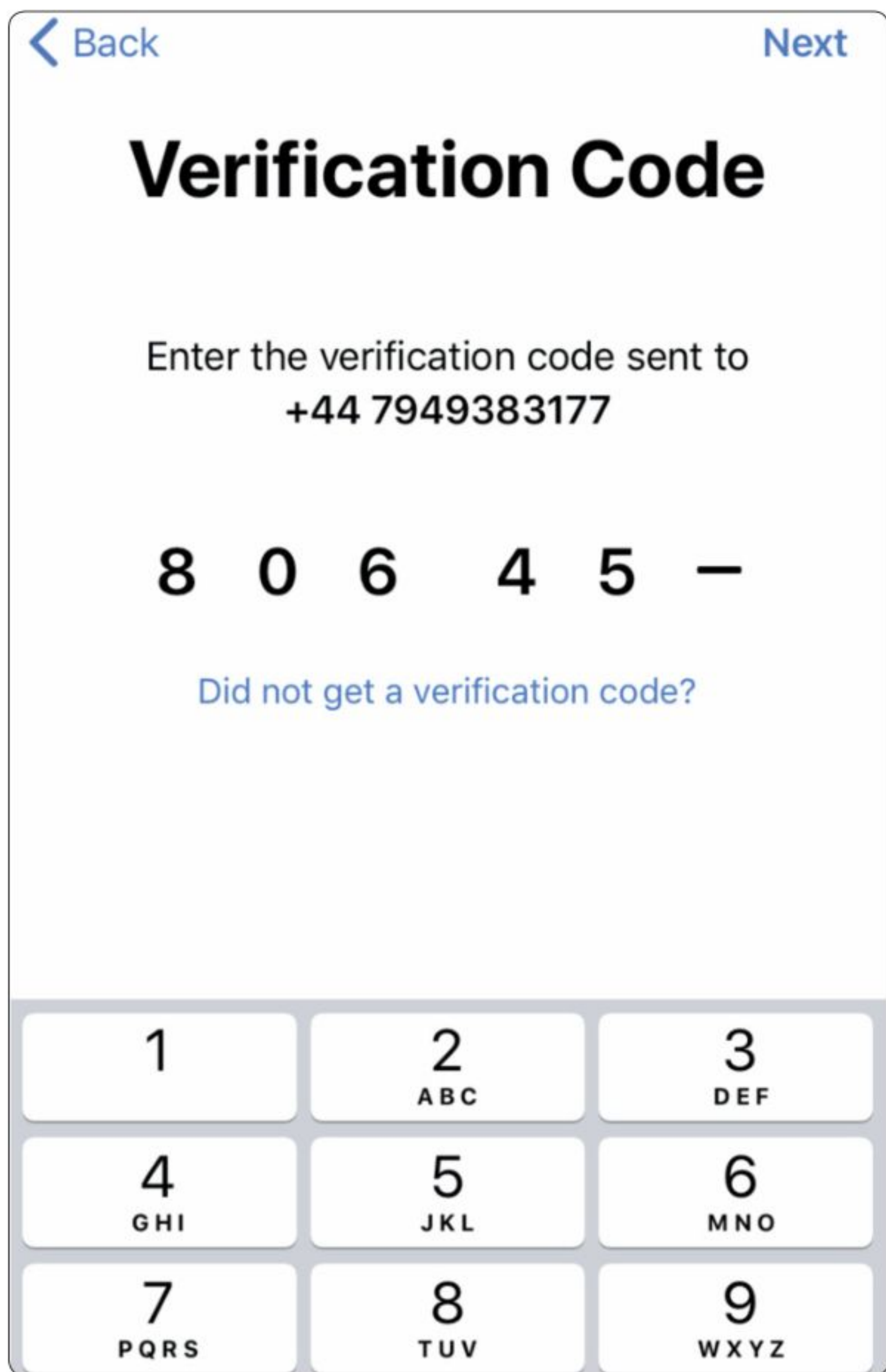
4 If you choose to use your new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken but when you do, accept it by tapping the Continue link and move on.



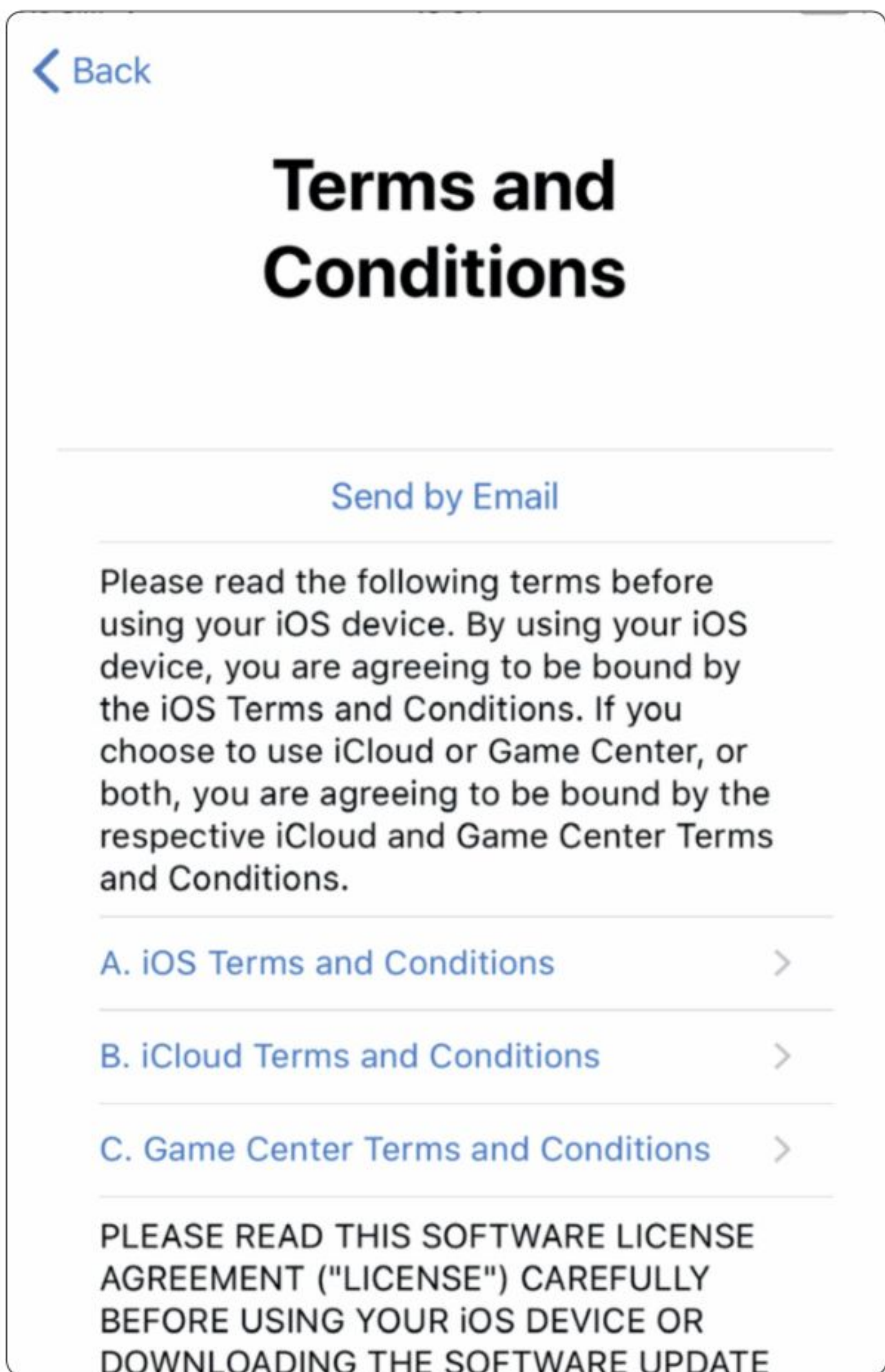
5 Now you must choose your password. As stated on the screen, it must be at least eight characters long and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



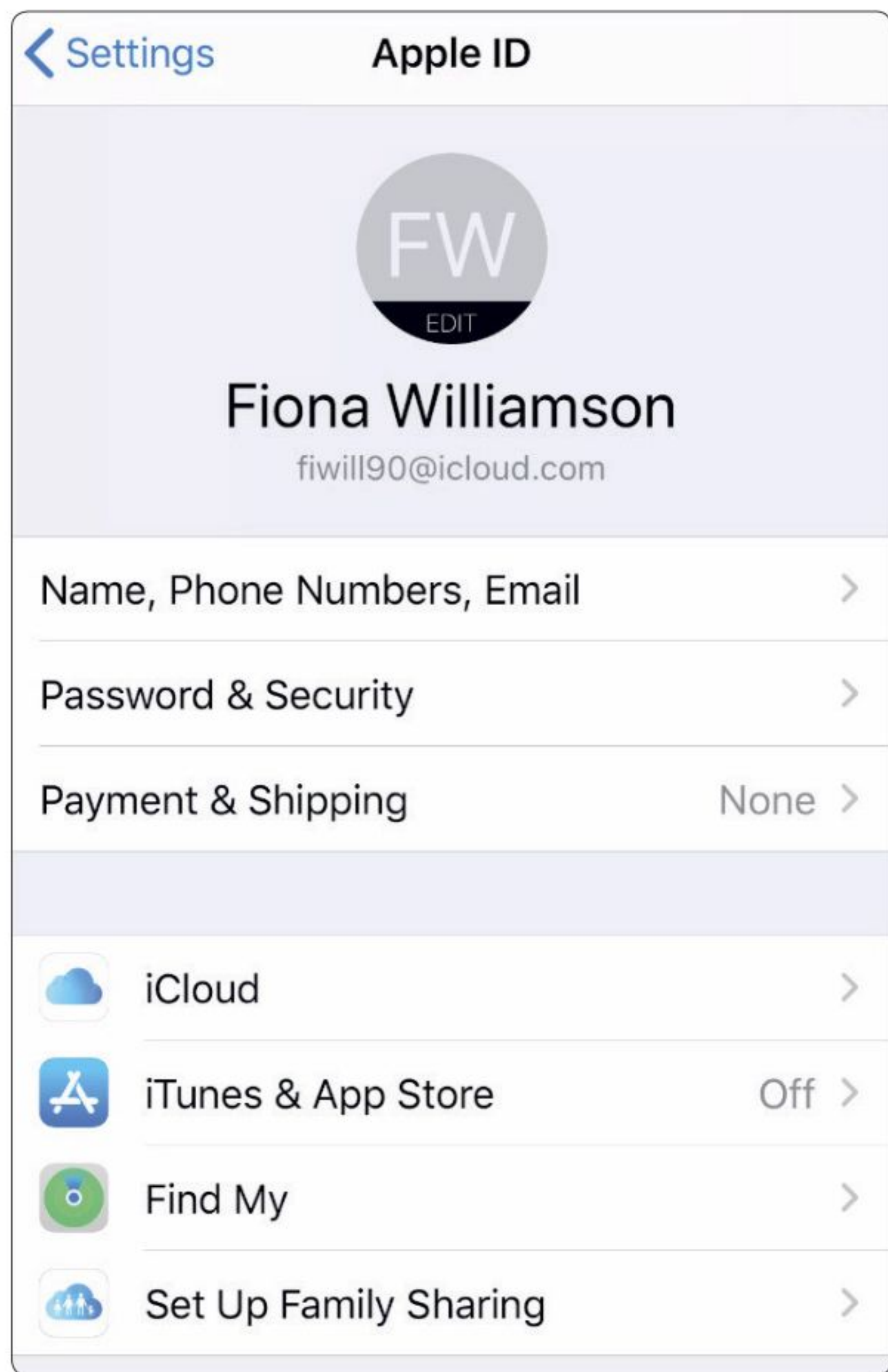
6 Apple needs your phone number so you can be contacted, via a call or text message, to confirm your identity. Use the number taken from your SIM card, or tap Use a different number, to choose another number for them to phone or message. Tap Continue.



7 After tapping Next, you should enter the six-figure verification code that's just been sent to your device (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step. Tap 'Did not get a verification code?' if you missed it.



8 Agree to the terms and conditions and your iPhone signs into iCloud with your newly created Apple ID. When it's done, you must enter your iPhone's passcode, the one you use to unlock it on the lock screen, to complete the sign-in process.



9 When the sign-in process is completed, you're shown your Apple ID screen. From here, you can tap the initials at the top of the screen to add a photo, tap iTunes & App Store, to set up media and purchases, and set up services like Family Sharing and iCloud.



Face ID

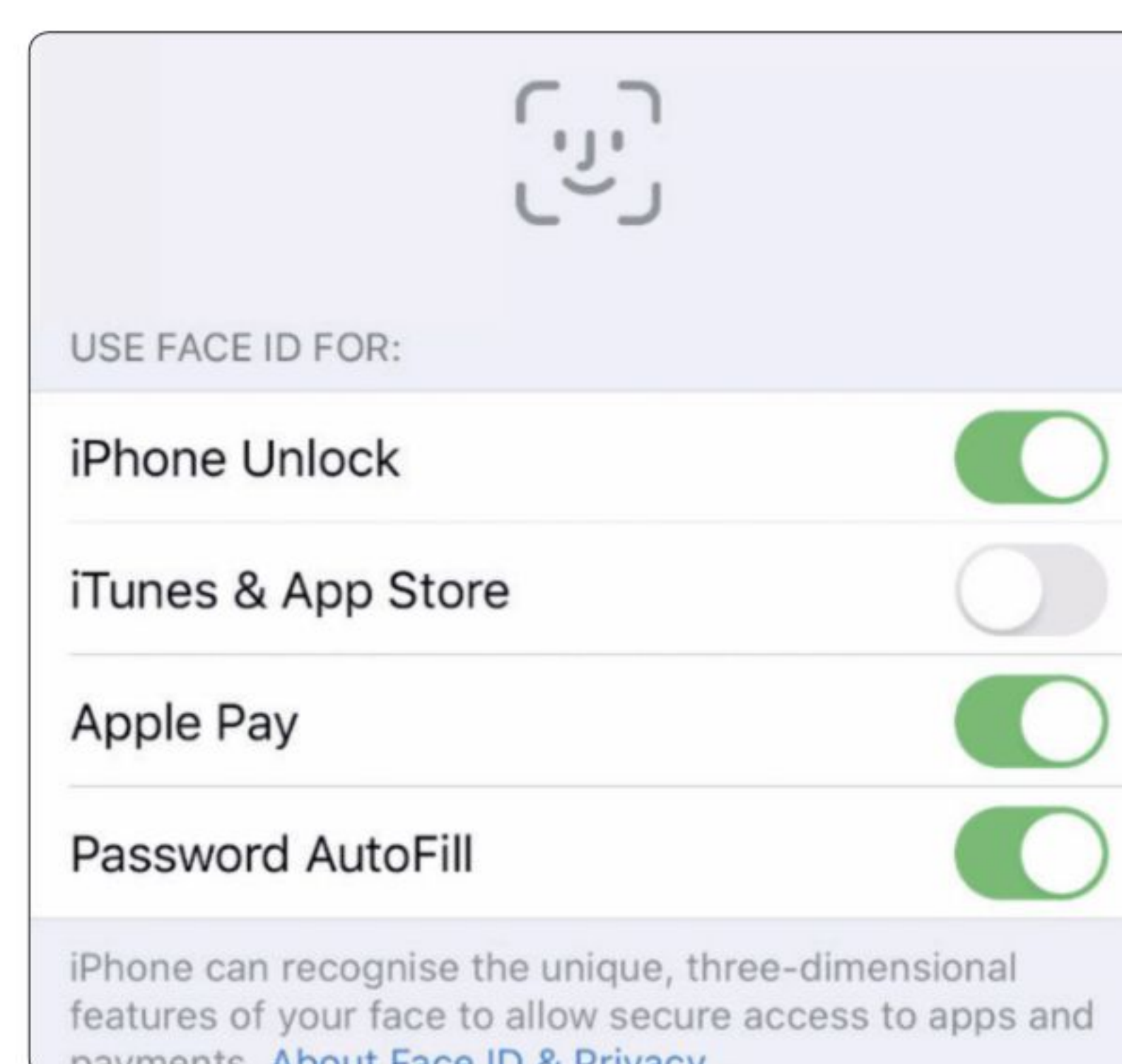
You probably set up Face ID during the initial setup, but you can add a second face if you wish, or reset it and start again. If your iPhone has a physical Home button, it unfortunately cannot use Face ID.



1 Go to Settings > Face ID and Passcode and enter your iPhone's passcode to continue. Tap Set Up Face ID or Set Up Alternative Appearance, or tap Reset Face ID to start afresh.

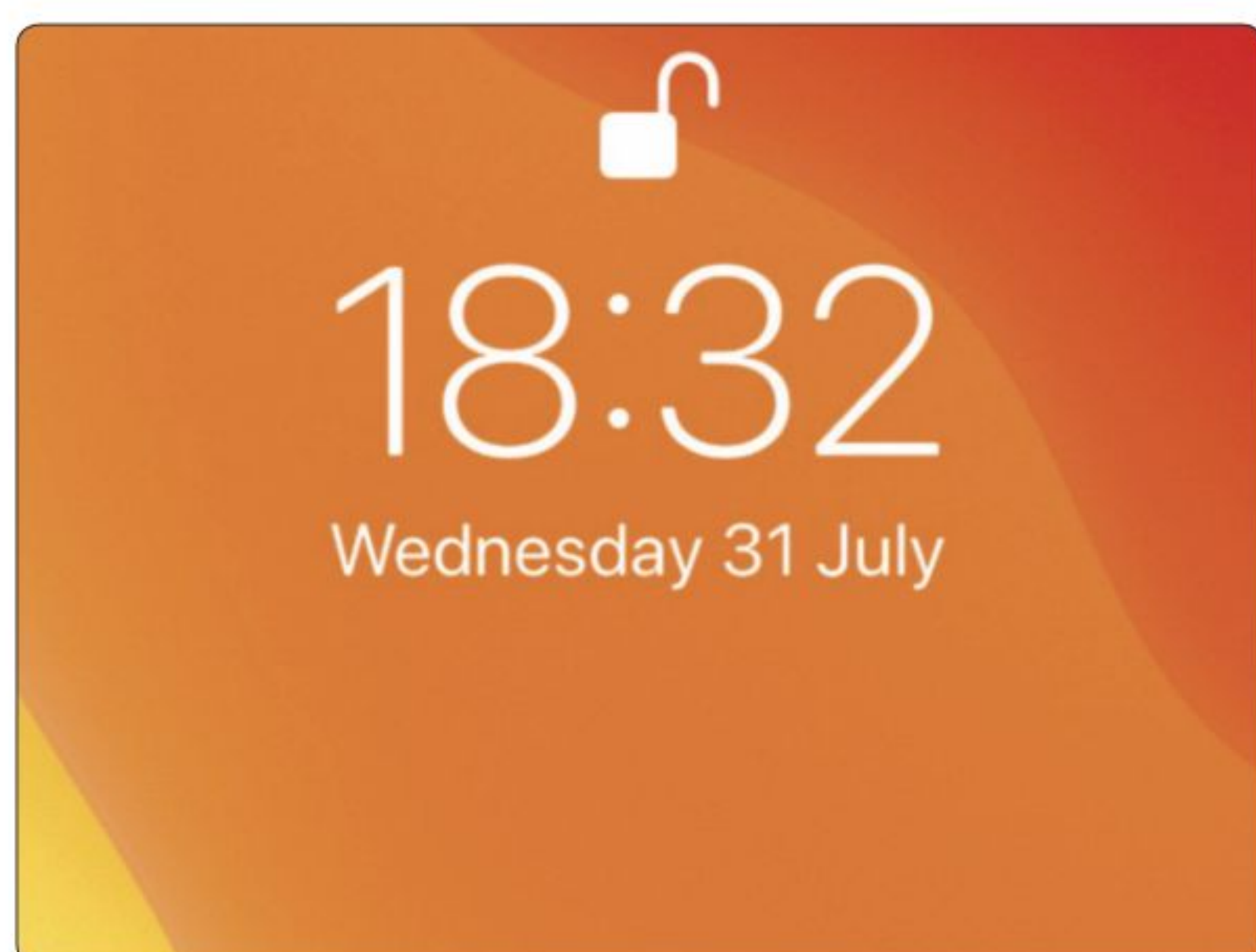


2 Position your face within the frame as instructed, then move your head in a circle until the small lines around your face are all green. Tap continue, then repeat for a second scan.



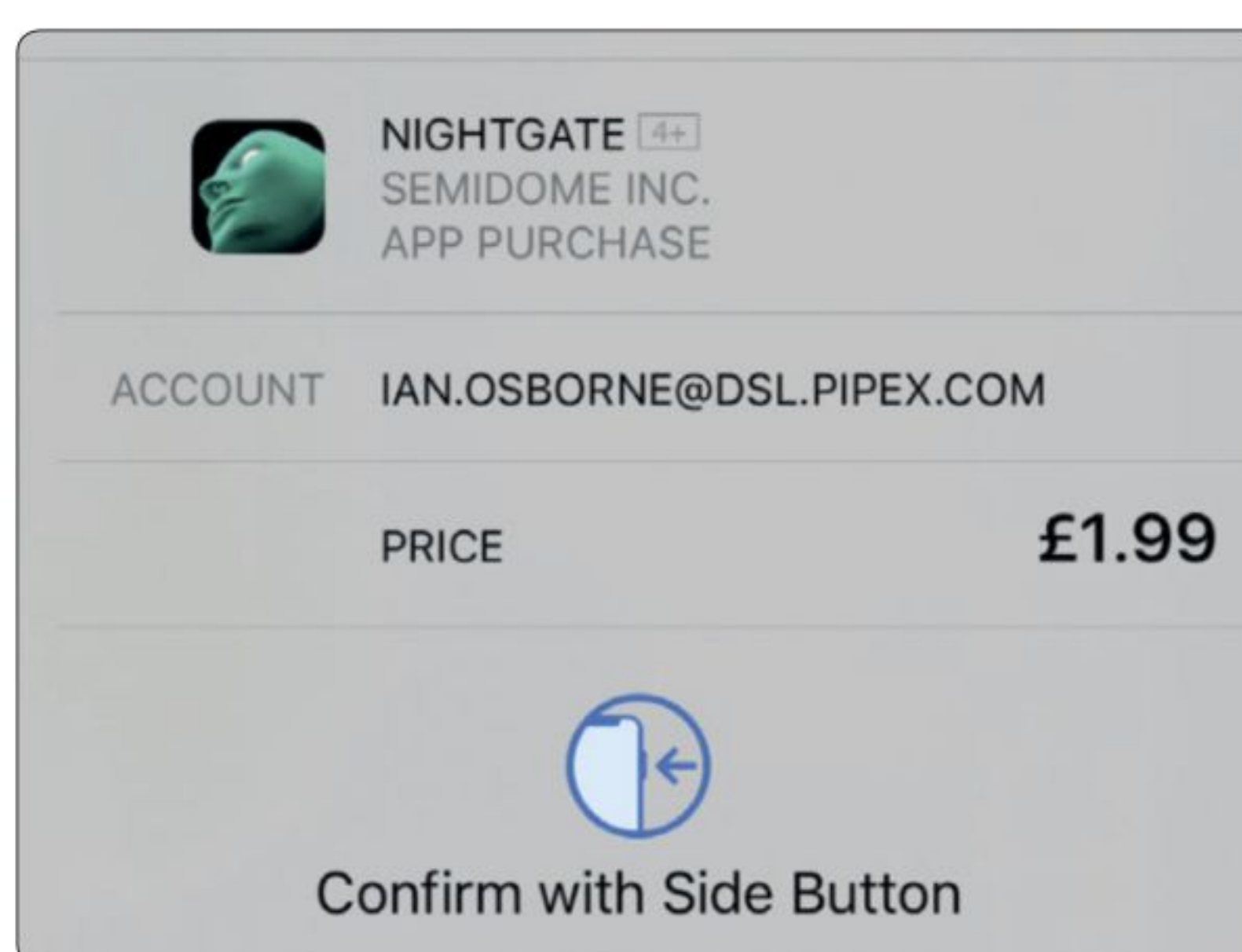
3 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure your iPhone's Face ID feature to your own personal requirements.

Using Face ID



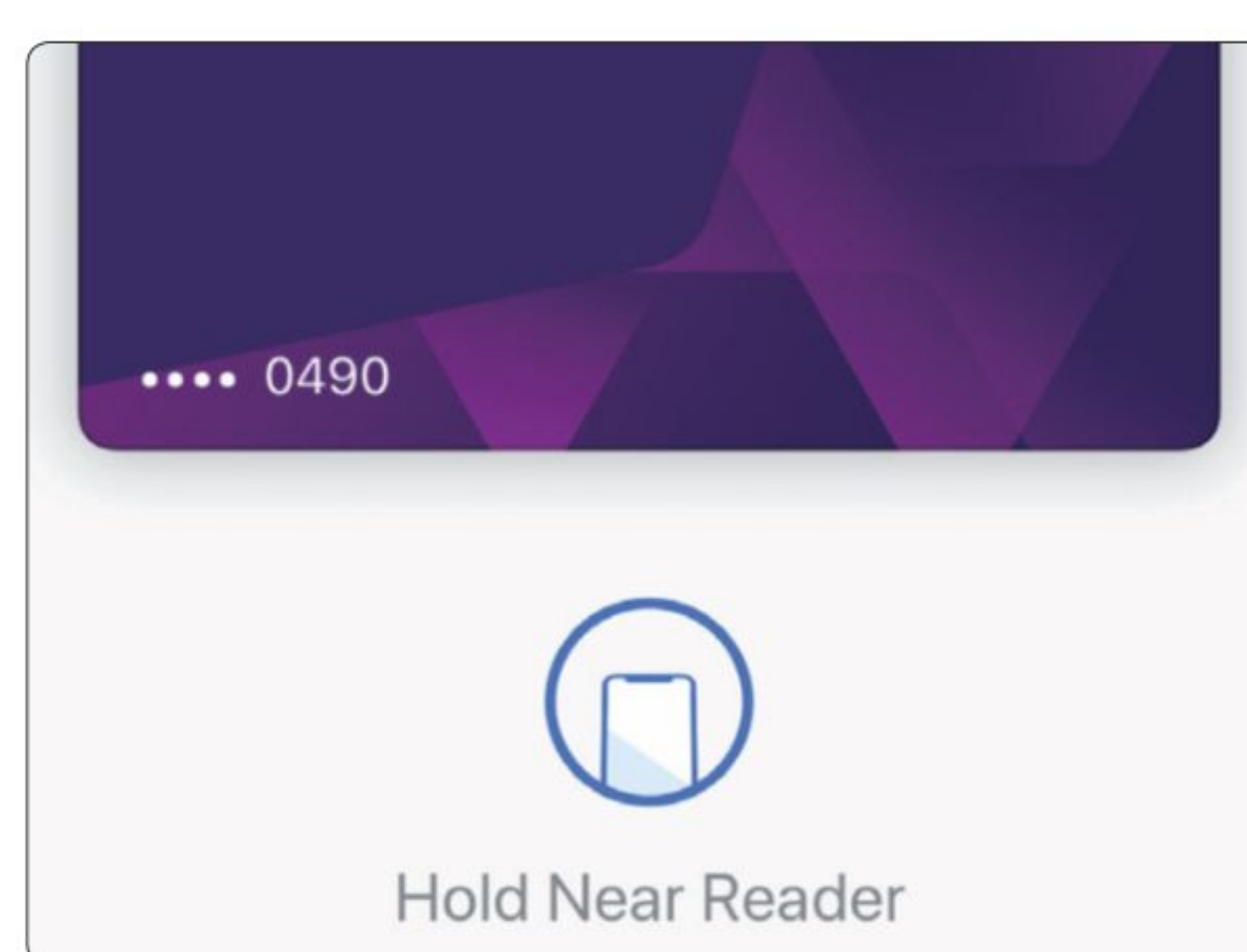
Unlocking your iPhone with the Face ID feature

Unlocking the iPhone using your Face ID is simplicity itself. You simply look at it and the lock springs open, as you can see here. You can do it in any lighting conditions, even total darkness. It's extremely straightforward and natural; you'll soon forget you're doing it at all.



Buying from App Store, iTunes Store, or Books Store

Open the iTunes Store, App Store or Books Store and choose something you wish to purchase. When you're asked to pay, double-click the Side button and look at your iPhone. The purchase is made and a checkmark is displayed to show payment has been verified.



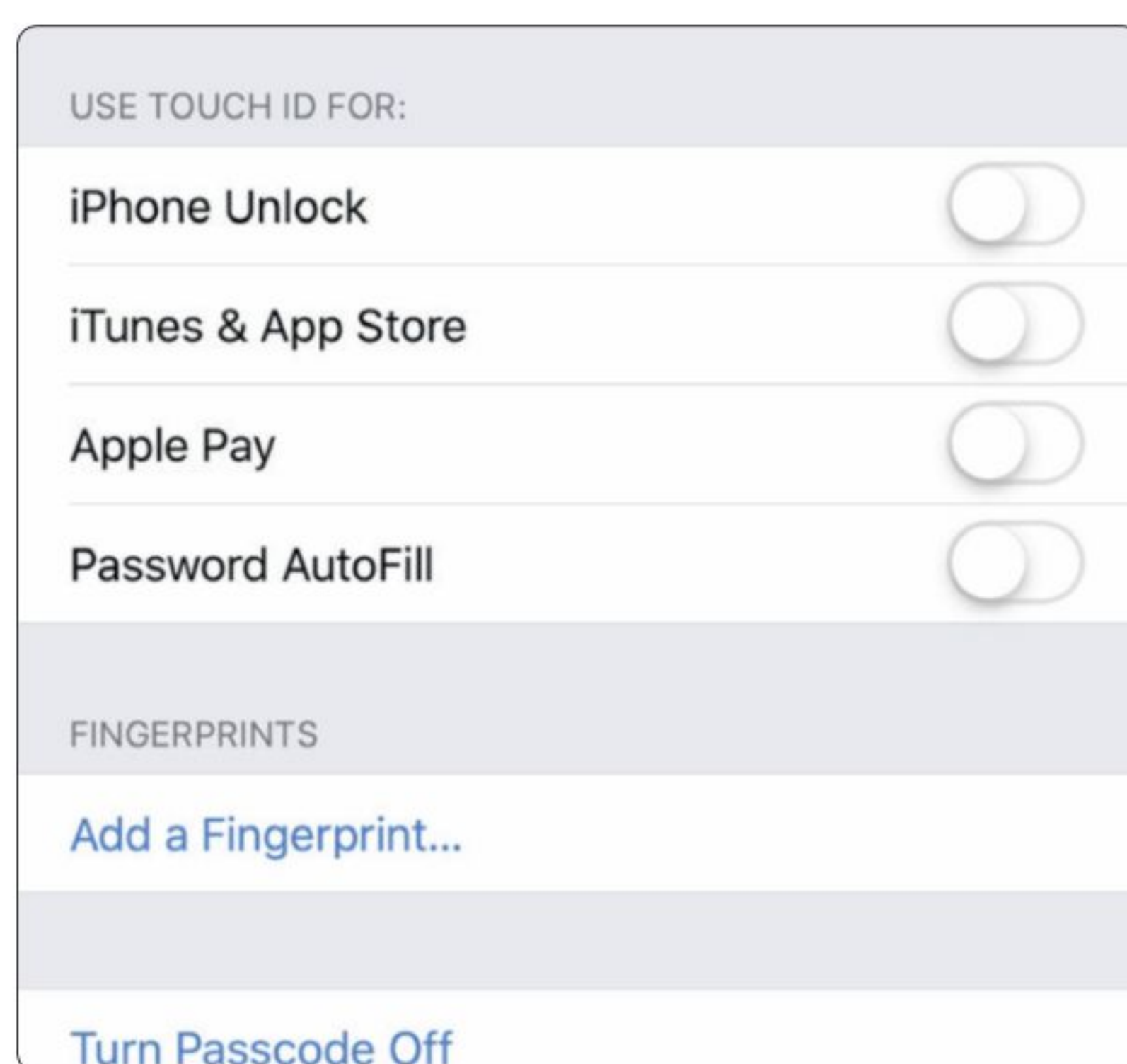
Using Apple Pay with your iPhone's Face ID

Make sure Apple Pay is turned on in Settings > Face ID & Passcode and that you've set up Apple Pay as explained elsewhere. To make a purchase, double click the Side button. Tap your card and choose another if you wish. Look at your phone and hold it near the reader.



Touch ID

This tutorial is only for iPhones that include the Touch ID feature. You probably registered a fingerprint with Touch ID when you first set up your iPhone, if you didn't or you want to register additional fingerprints, follow these instructions.



1 Go to Settings > Touch ID & Passcode and enter your iPhone's passcode when instructed. Tap the Add a Fingerprint link to start registering one of your fingerprints with Touch ID.

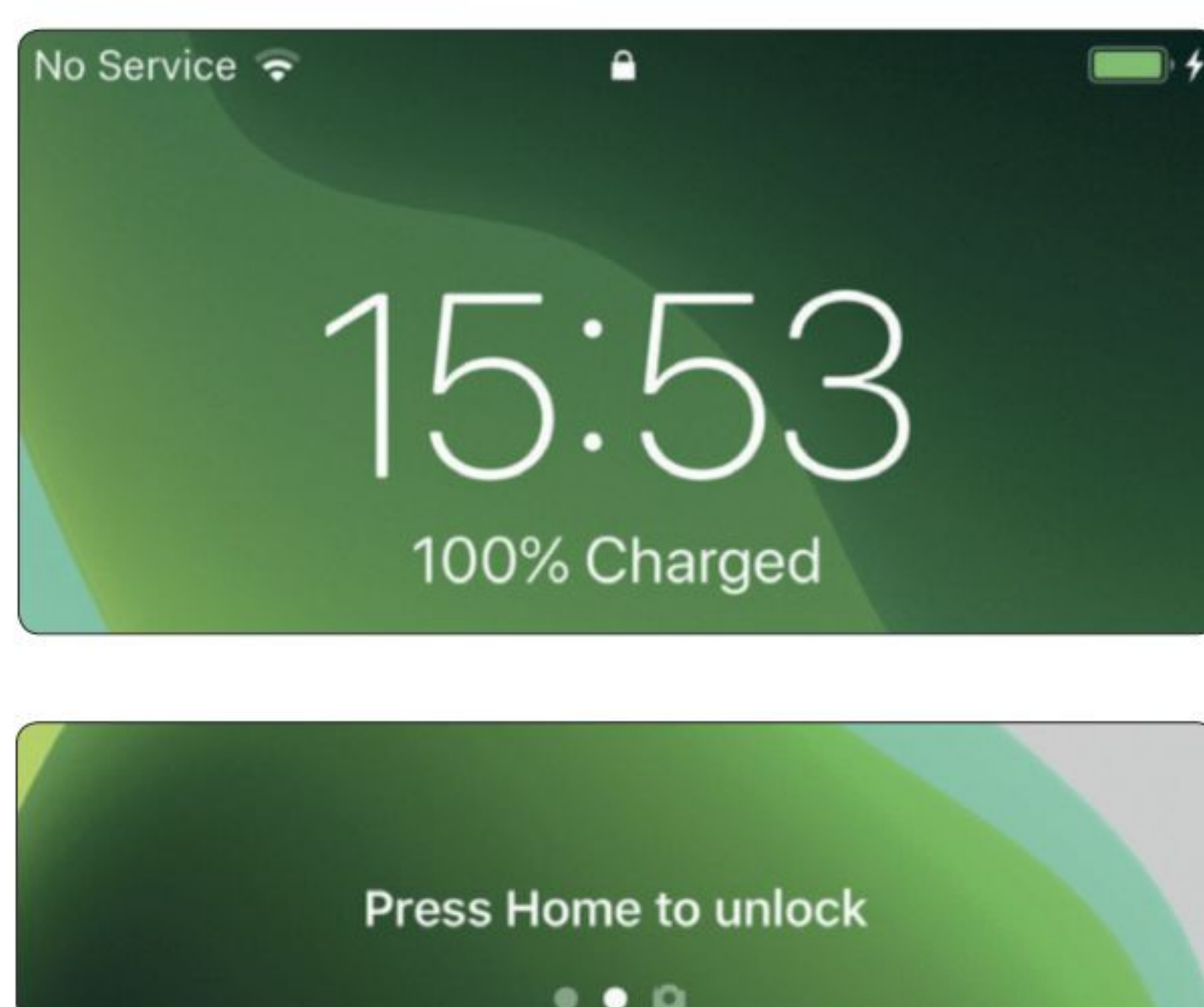


2 Place a finger on the Home button and follow the instructions, lifting and replacing your finger until the fingerprint is filled. Then do the same again with the edges of your fingertip.



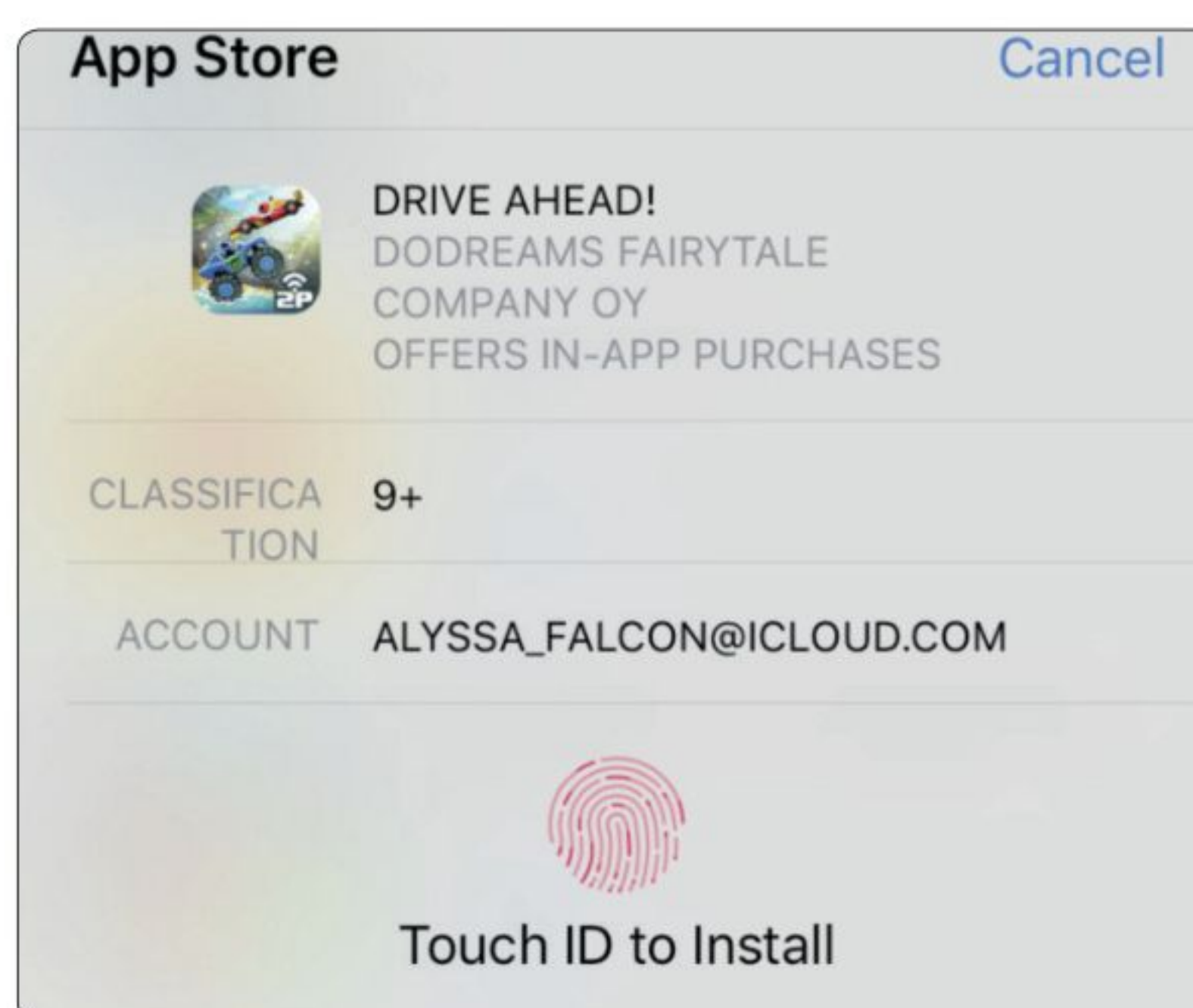
3 When done, you return to the first screen, from where you can add another fingerprint if you wish. You can also choose which iPhone features can be activated using your Touch ID.

Using Touch ID



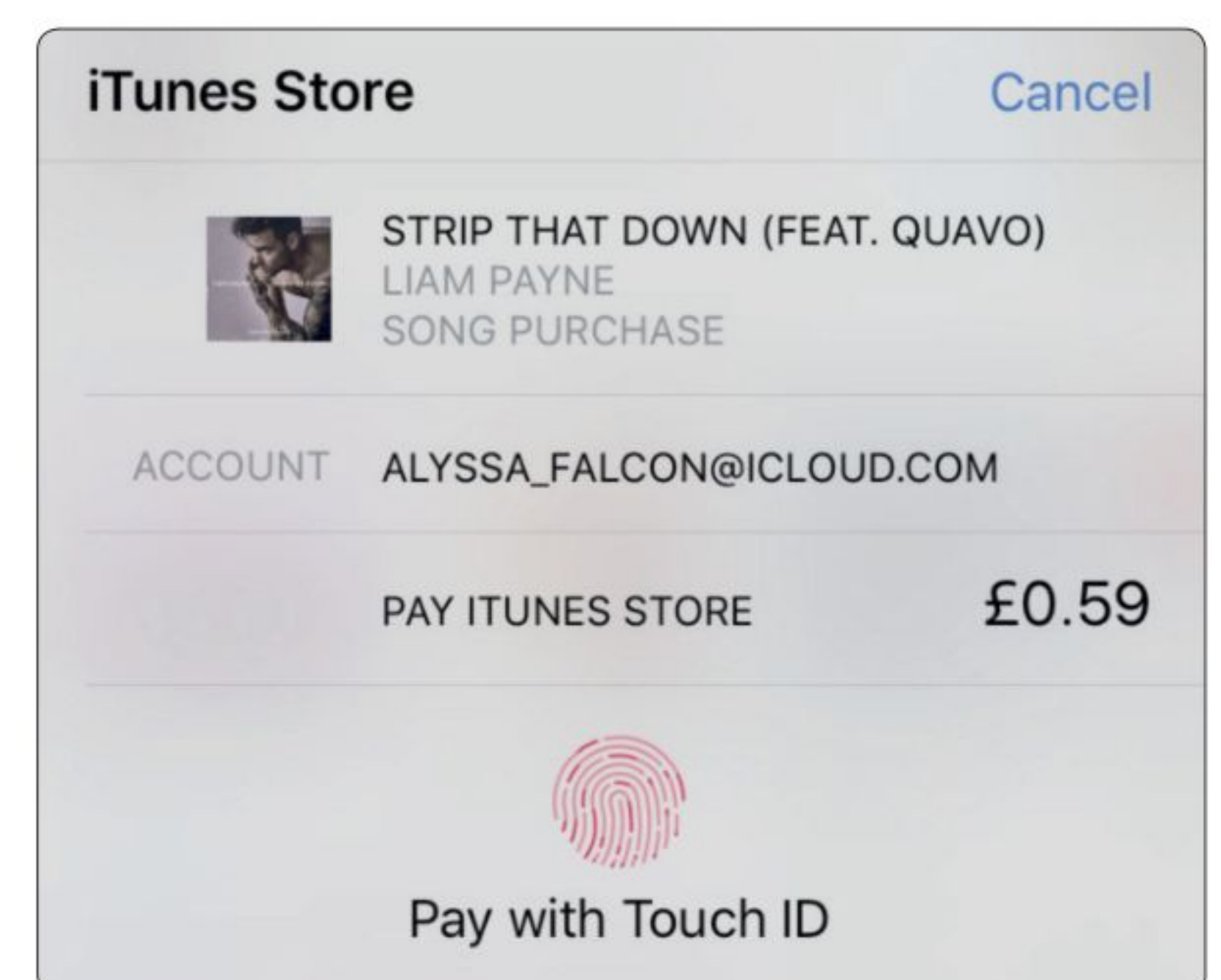
Unlocking your iPhone

If you have Touch ID, you can unlock your phone by pressing the Home button. Touch the Home button with a finger registered for Touch ID and it's unlocked straight away; you can go back into Settings > Touch ID & Passcode and register more fingerprints too.



Making Purchases

In the App Store, tap a Buy button to make a purchase. You must enter your Apple ID username and password the first time you do this (unless you already did it in the iTunes Store). Future purchases can be accessed, confirmed and downloaded with Touch ID, by placing your finger on the Home button.



Downloading from iTunes

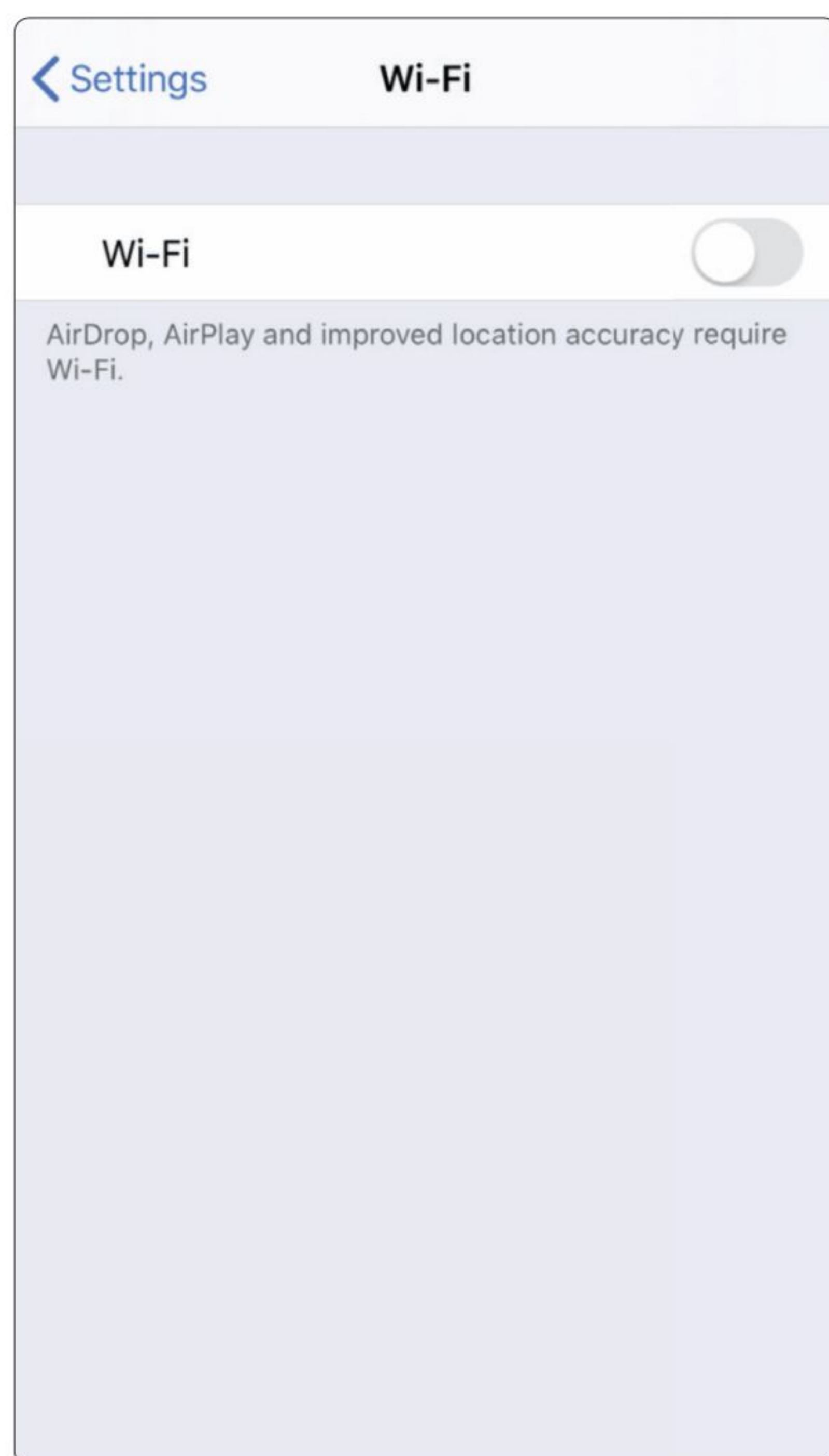
Open the iTunes app. When you want to buy something, tap the Buy button. The first time you do this, you must enter your Apple ID, unless you already did this step in the App Store. After that, further purchases can be accessed, confirmed and downloaded with Touch ID, just like in the App Store.



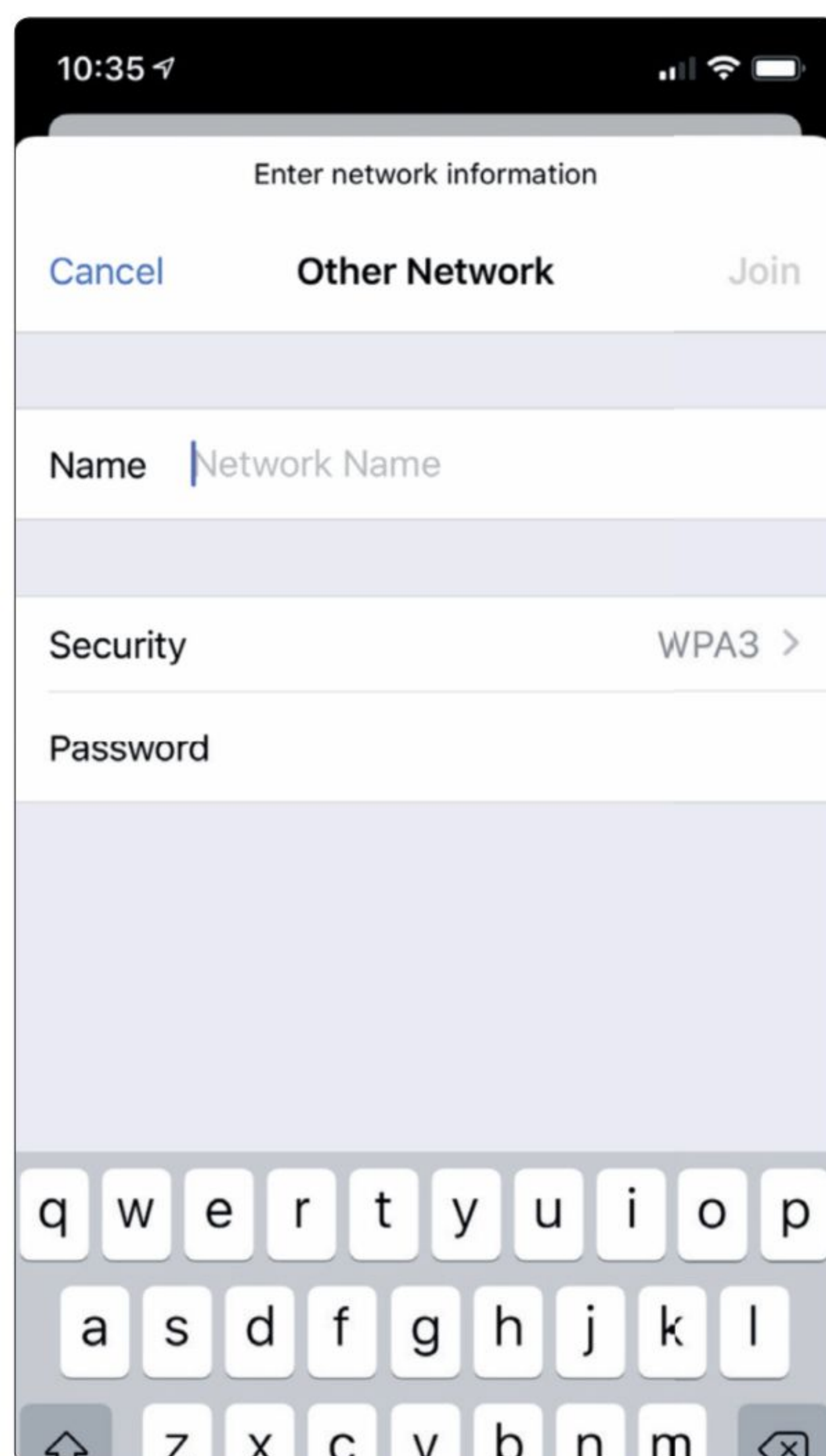
Internet

The iPhone connects to the Internet automatically whenever you use the App Store, Mail, iTunes Store, Safari, YouTube or any other app that requires it. There are two ways of taking your iPhone online: via a Wi-Fi connection or a 3G/4G mobile network. In this guide, we show you how to set up both, and also how to check your Wi-Fi signal strength.

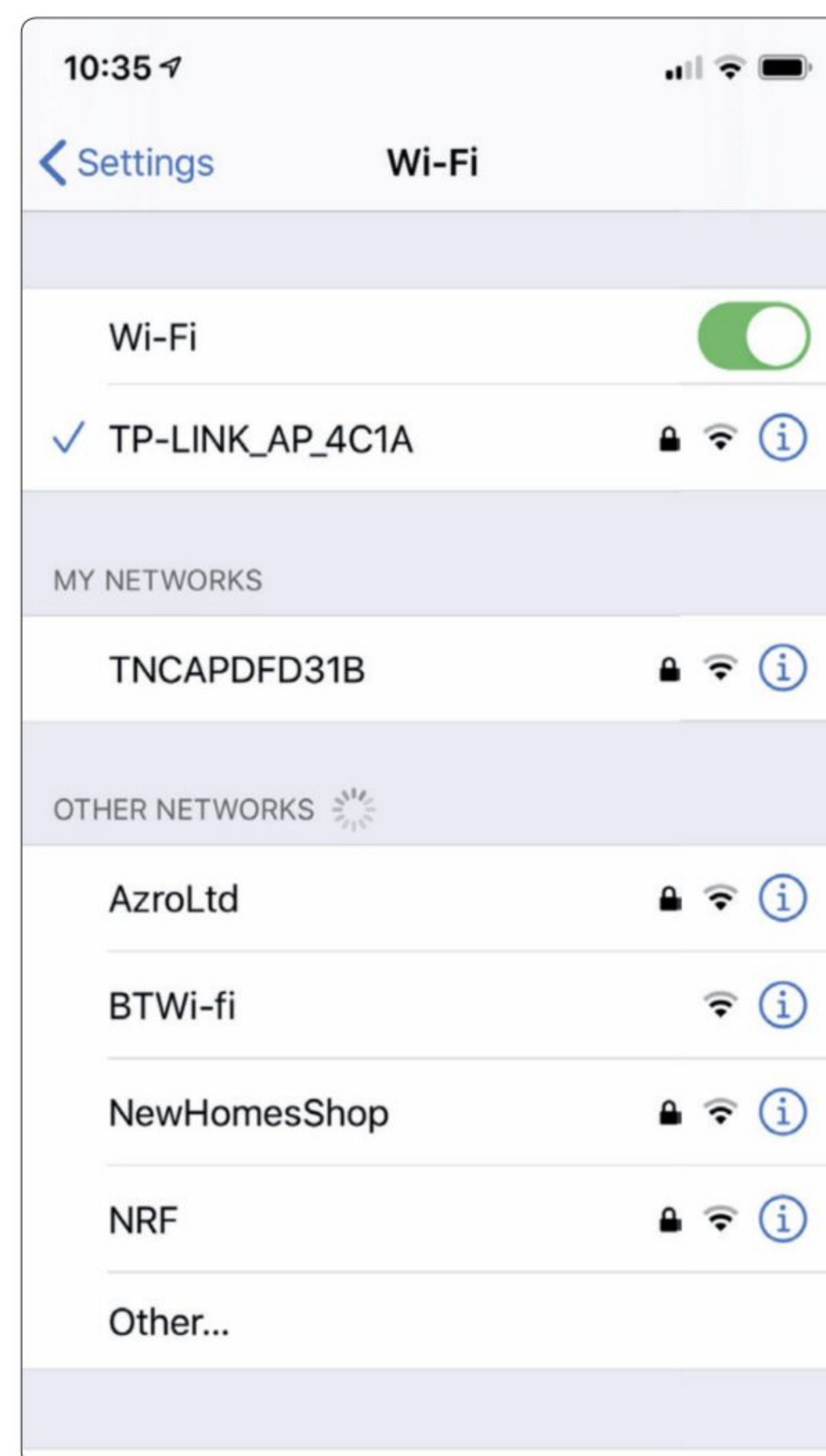
Joining a Wi-Fi network



1 To activate Wi-Fi go to Settings > Wi-Fi and turn it on. The iPhone searches for all networks in range. If at home, pick your home network and enter the security details, the password should be supplied with your router.



2 If you're at a public hotspot that has no security, you can just connect. If it's password protected, which is far more likely, you need to get the network name and the passcode from whoever is providing the Wi-Fi service.



3 From now on, whenever you're in range of this Wi-Fi service the iPhone automatically connects without any prompting. If more than one previously used network is in range, the iPhone will access the most recently joined.

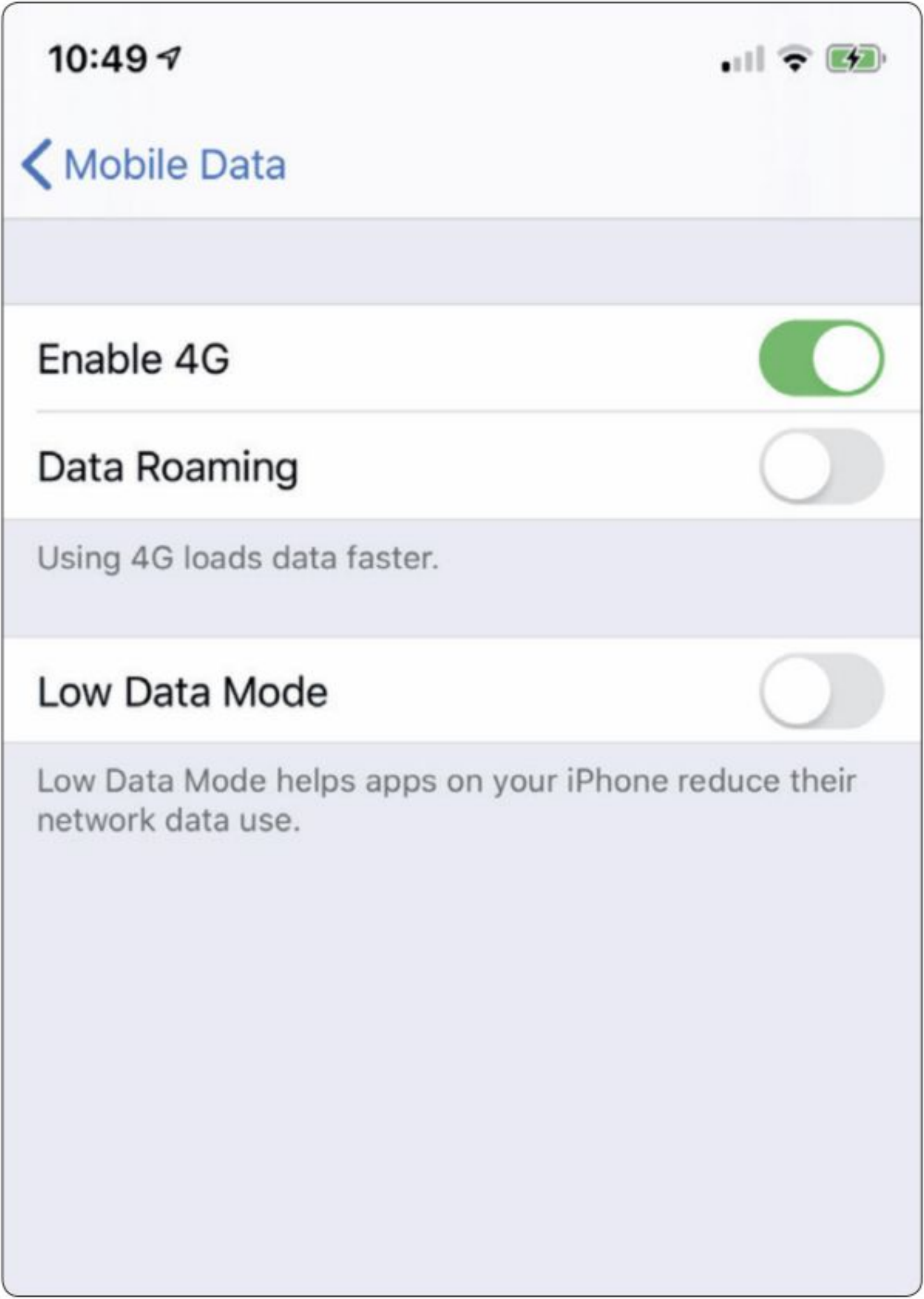


You can follow these tips for joining a public Wi-Fi service as well as for your home network. Ask the service provider for the Wi-Fi network's details, such as its name and password. You log on automatically next time you use this network but if the password has changed, you must enter the new one.

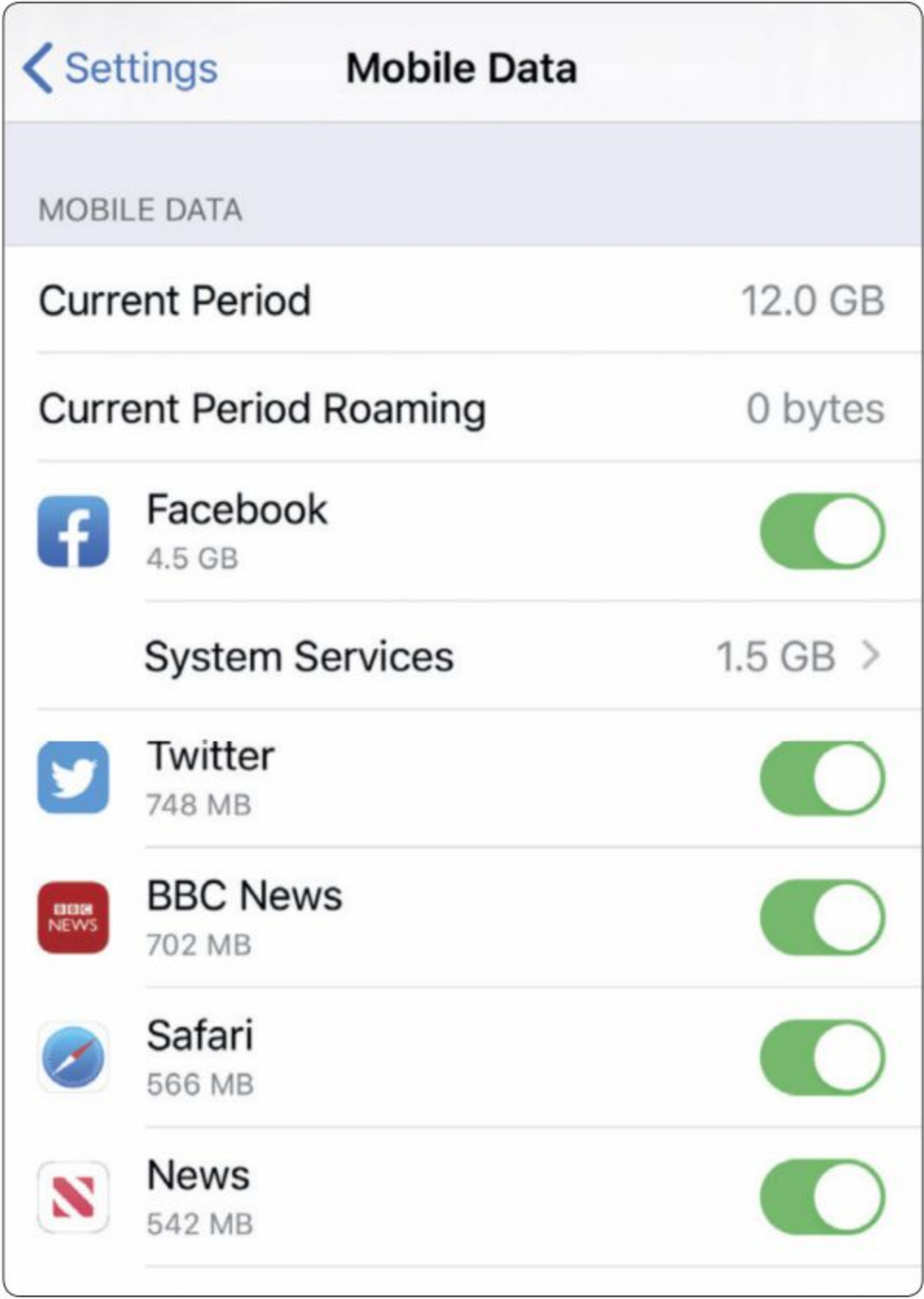
Joining a mobile 4G or 3G network



1 When the iPhone connects to the Internet using the mobile data network, you will see the 3G, 4G, EDGE or GPRS icon in the status bar at the top of the screen, on the right-hand side.

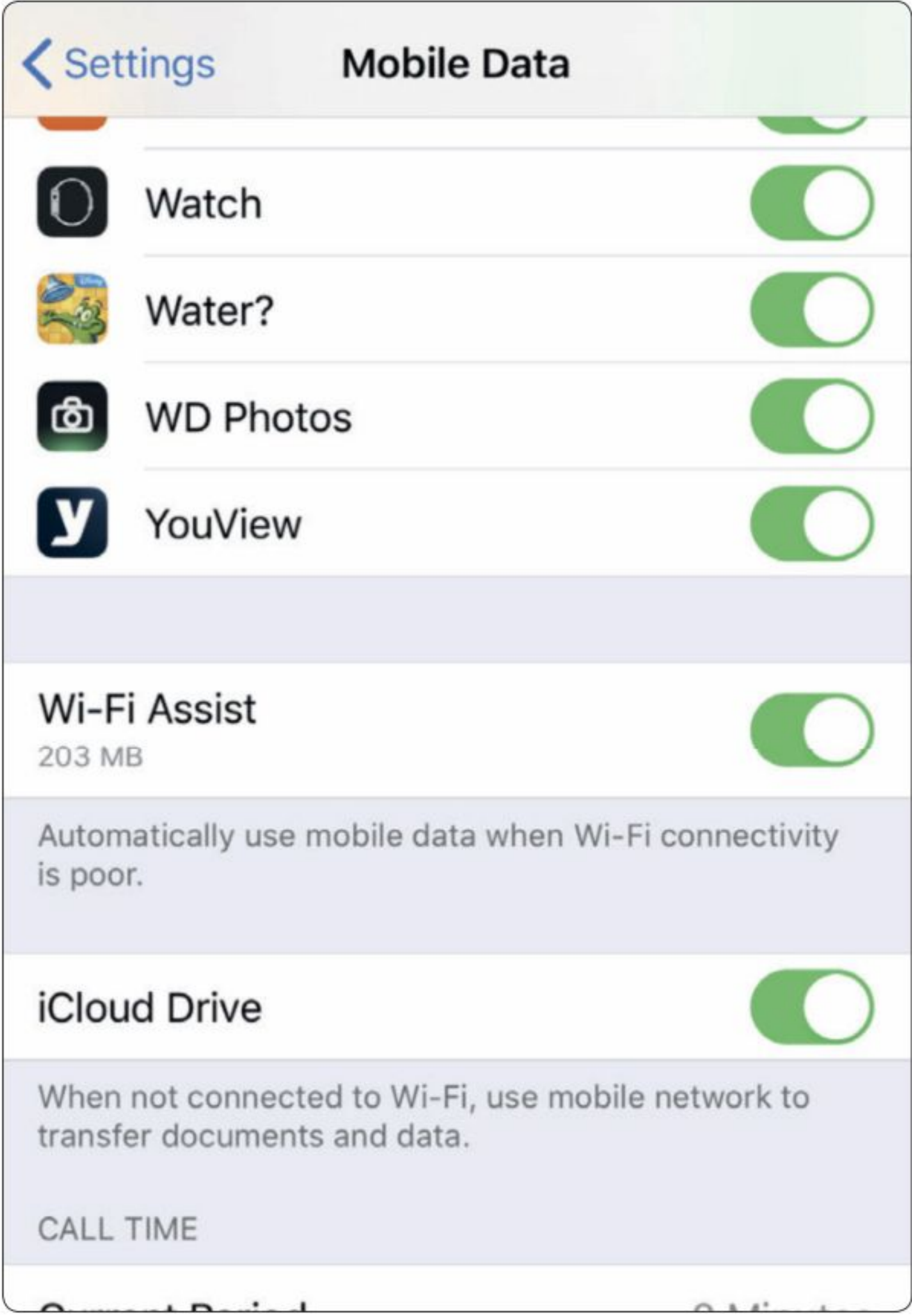


2 If you travel outside your usual mobile network coverage, you can still use 3G or 4G. To do this, turn Data Roaming on: Settings > Mobile Data > Mobile Data Options. Charges may apply.



3 You can monitor your mobile network data usage by going to Settings > Mobile Data and then scrolling down to Mobile Data. The data settings that you see here may vary depending on your carrier.

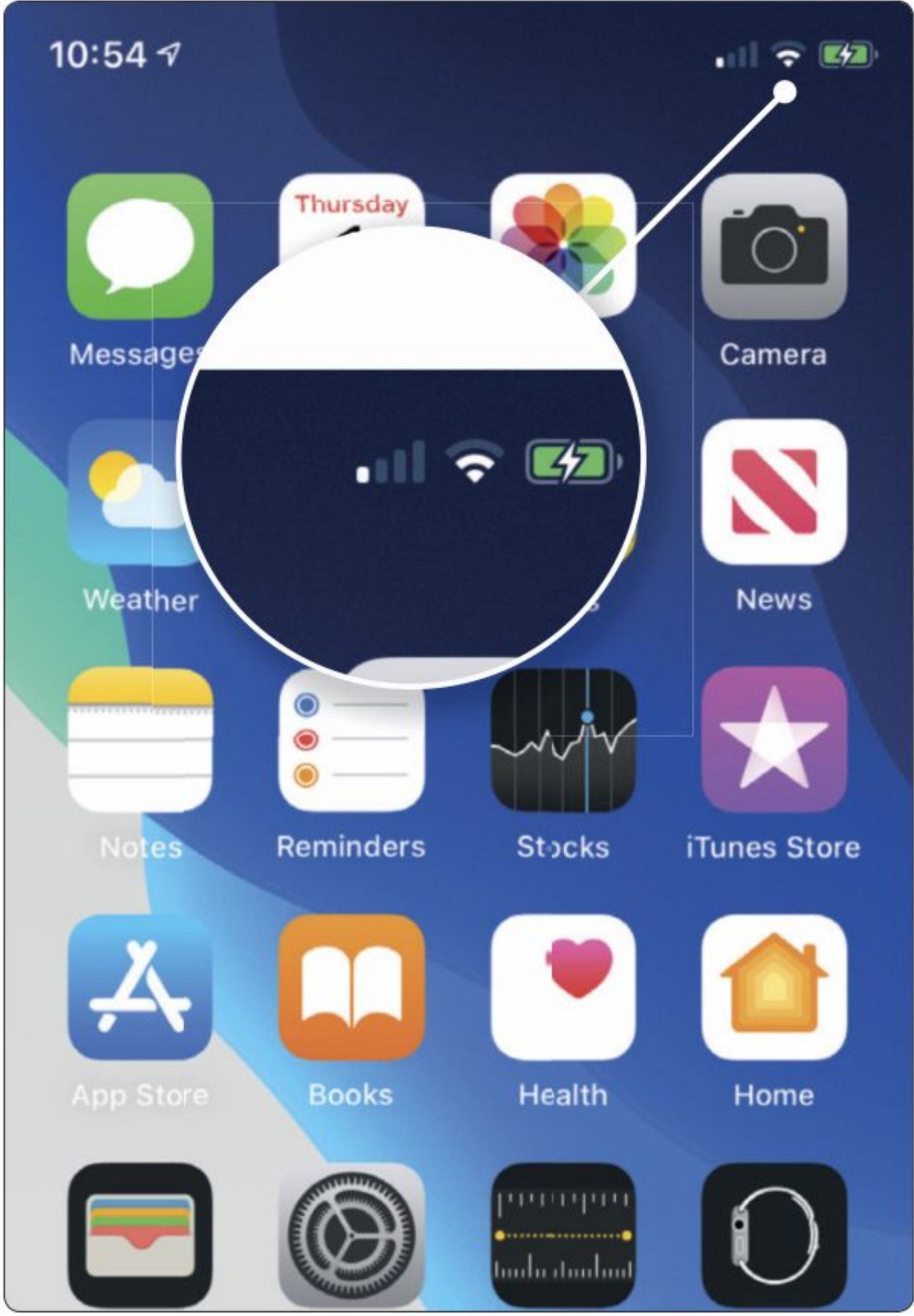
Using Wi-Fi Assist on your iPhone



1 To switch the iPhone's Wi-Fi Assist feature on and off on your iPhone, go to Settings > Mobile Data and scroll all the way to the bottom of the screen. It's on by default but can be turned off if you wish to preserve your data allowance.



2 To avoid huge data bills, Wi-Fi Assist won't switch to mobile data if you're data roaming. It only works with apps that are currently being used and not in the background, and it won't work with some apps that stream video.



3 To check the strength of your current Wi-Fi connection, look at the Wi-Fi icon found in the top right corner of the screen. The more bars that are solid, as opposed to being greyed out, the stronger the iPhone's Wi-Fi connection.



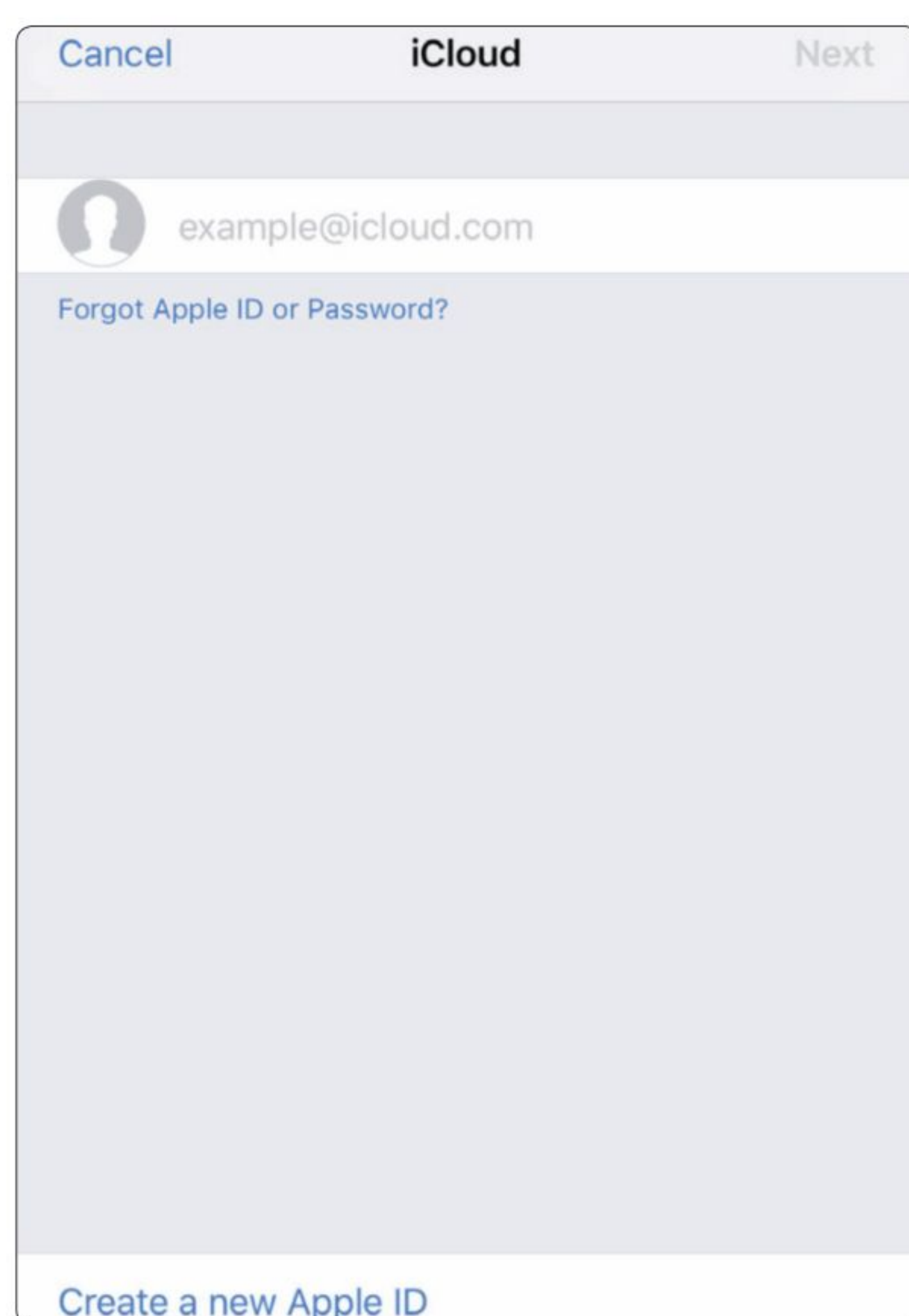
Set Up Email

Your iPhone's Mail app can send and receive emails from all of your email accounts. It's easy to set up and use with an iCloud, Gmail, Yahoo, AOL or Outlook email address. If you want to add your Internet Service Provider's own email account, it is a little more complicated. Here we take you through setting up each type of email account on your Apple smartphone.

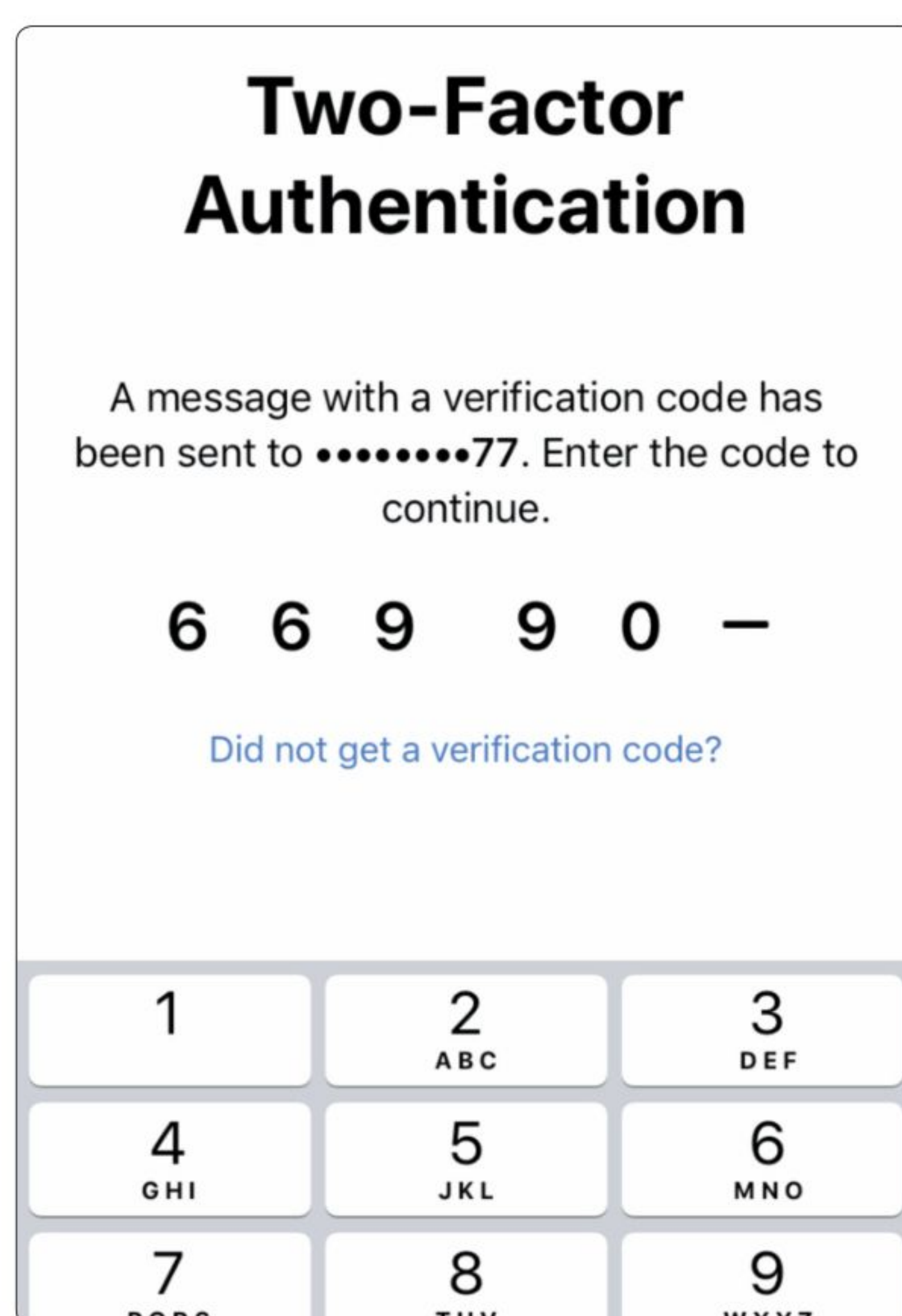
Setting up accounts.

For most of the popular web-based email services such as Gmail and Yahoo, the iPhone automatically enters most of the settings needed for you to access your account. We've put together these steps that cover each of the Internet's key email providers. Just follow this guide and you'll soon be emailing from your iPhone.

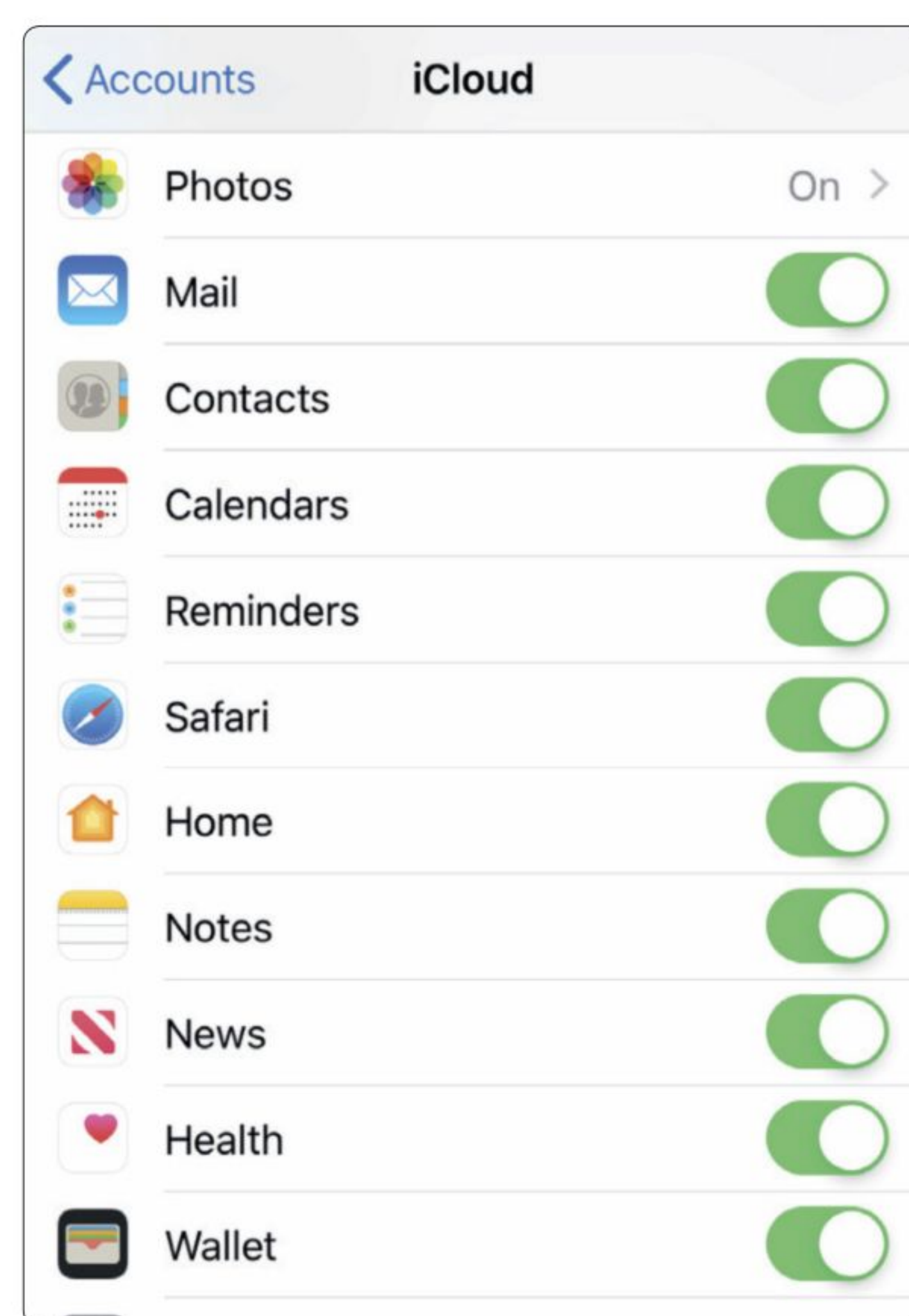
Setting up an iCloud email account



1 Tap the Settings icon and scroll down. Tap Passwords & Accounts. From here tap Add Account, then on the iCloud link and enter your Apple ID and Password. If you don't have an Apple ID, tap Create a New Apple ID instead and follow the instructions. Tap Next to automatically verify your details.



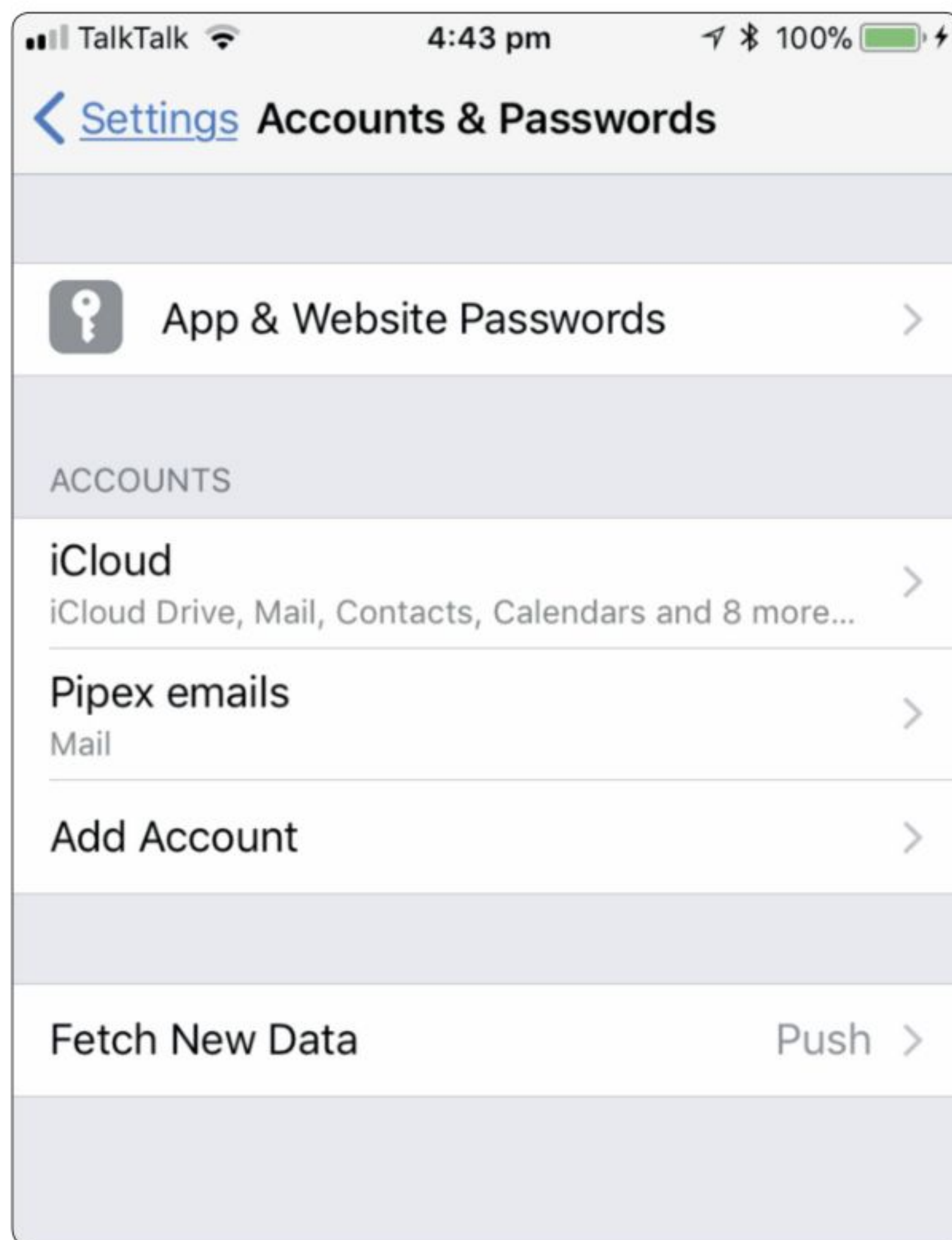
2 If you have Two-Factor Authentication on, you must authenticate now. Enter the verification code or tap the link and follow the instructions if you didn't get one. If you're asked whether you want to allow iCloud to access your location and use Find My iPhone, we suggest you agree.



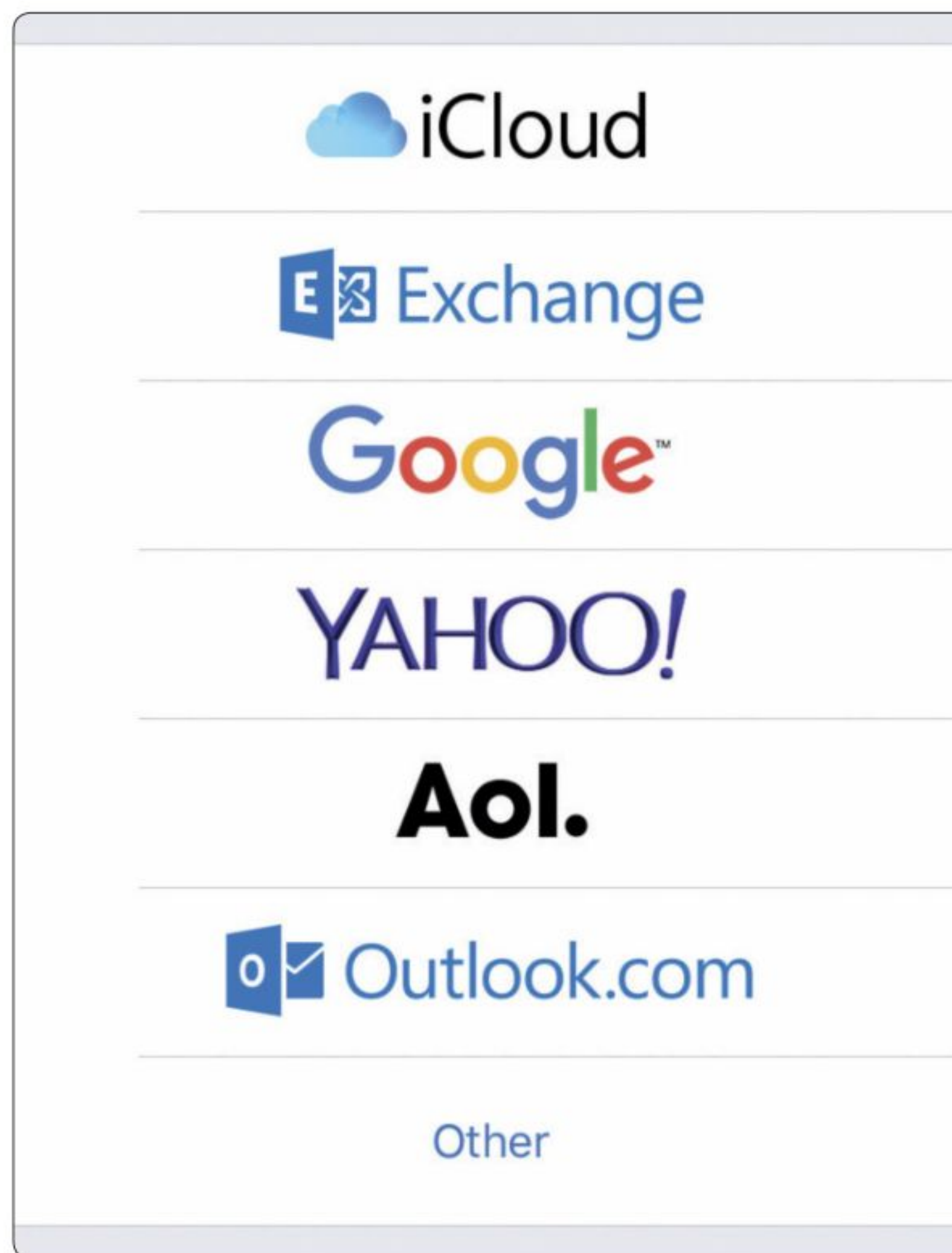
3 You're then taken to this screen, where you can select which of your iPhone's apps use the iCloud. Slide the Mail link to the On position. Deactivate any applications you don't want to sync with iCloud (you can always reactivate them later), and then tap Save in the top right corner to complete the setup.



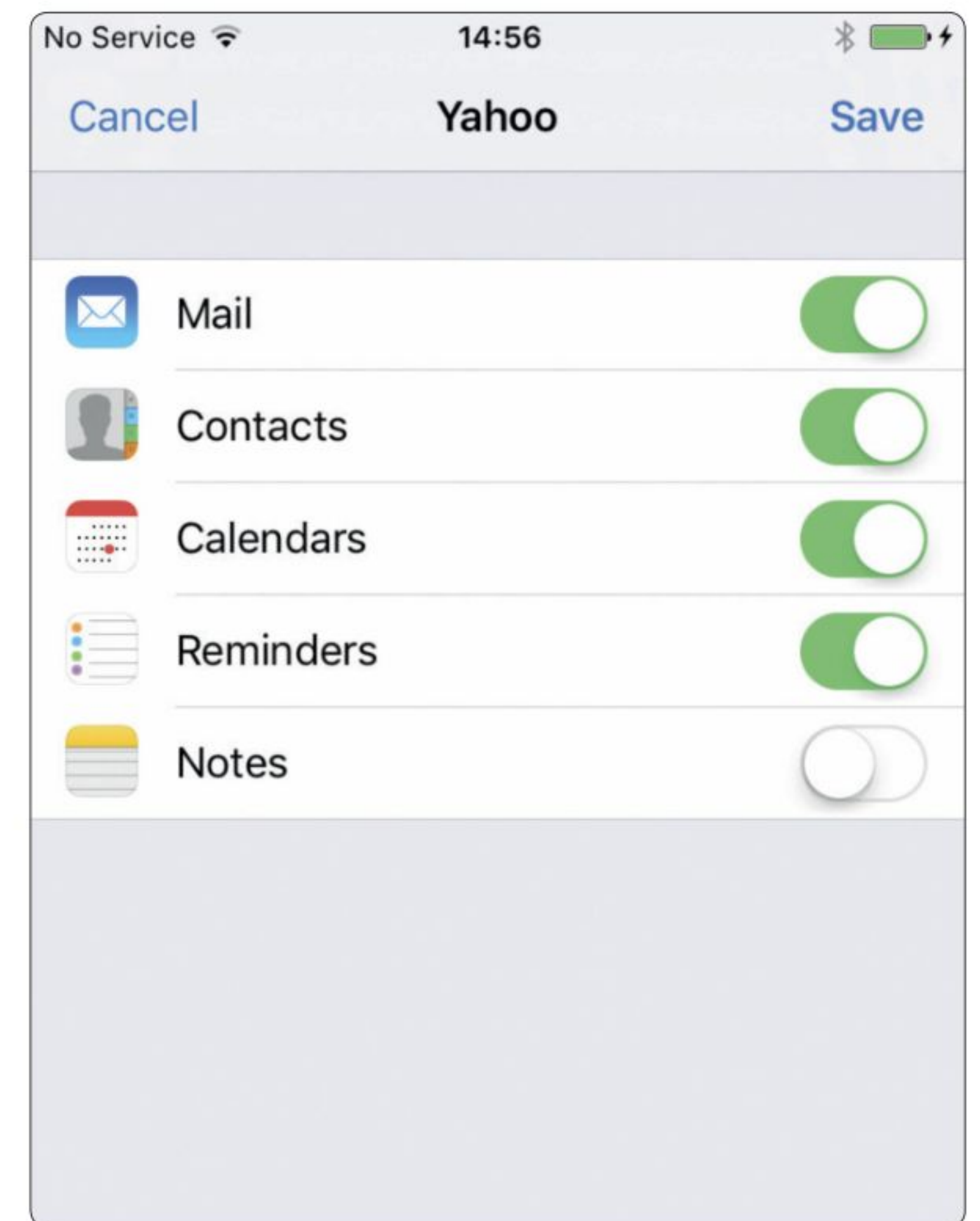
Setting up Gmail, Yahoo, AOL and Hotmail accounts



1 Tap the Settings icon on your iPhone's Home screen. Scroll down and click on Passwords & Accounts, then and Add Account. This takes you to the list of email accounts that you can configure on your iPhone, such as iCloud or Google accounts.

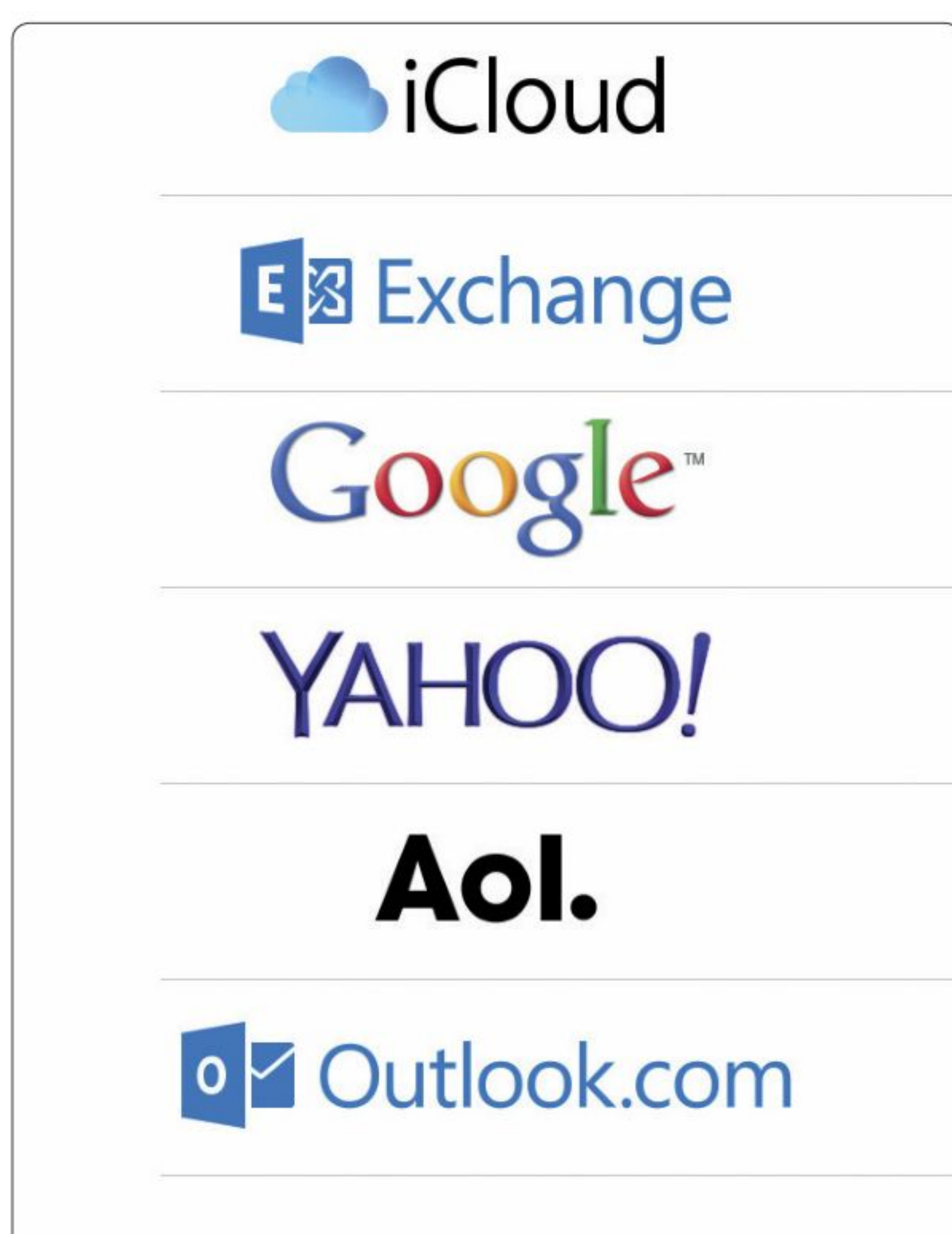


2 From this screen, tap on either the Gmail, Yahoo, AOL or Microsoft Hotmail link (the process is the same). On this screen you need to enter your name, email address and your password for this account. Finally enter a description of the account. Click the Next link to continue.

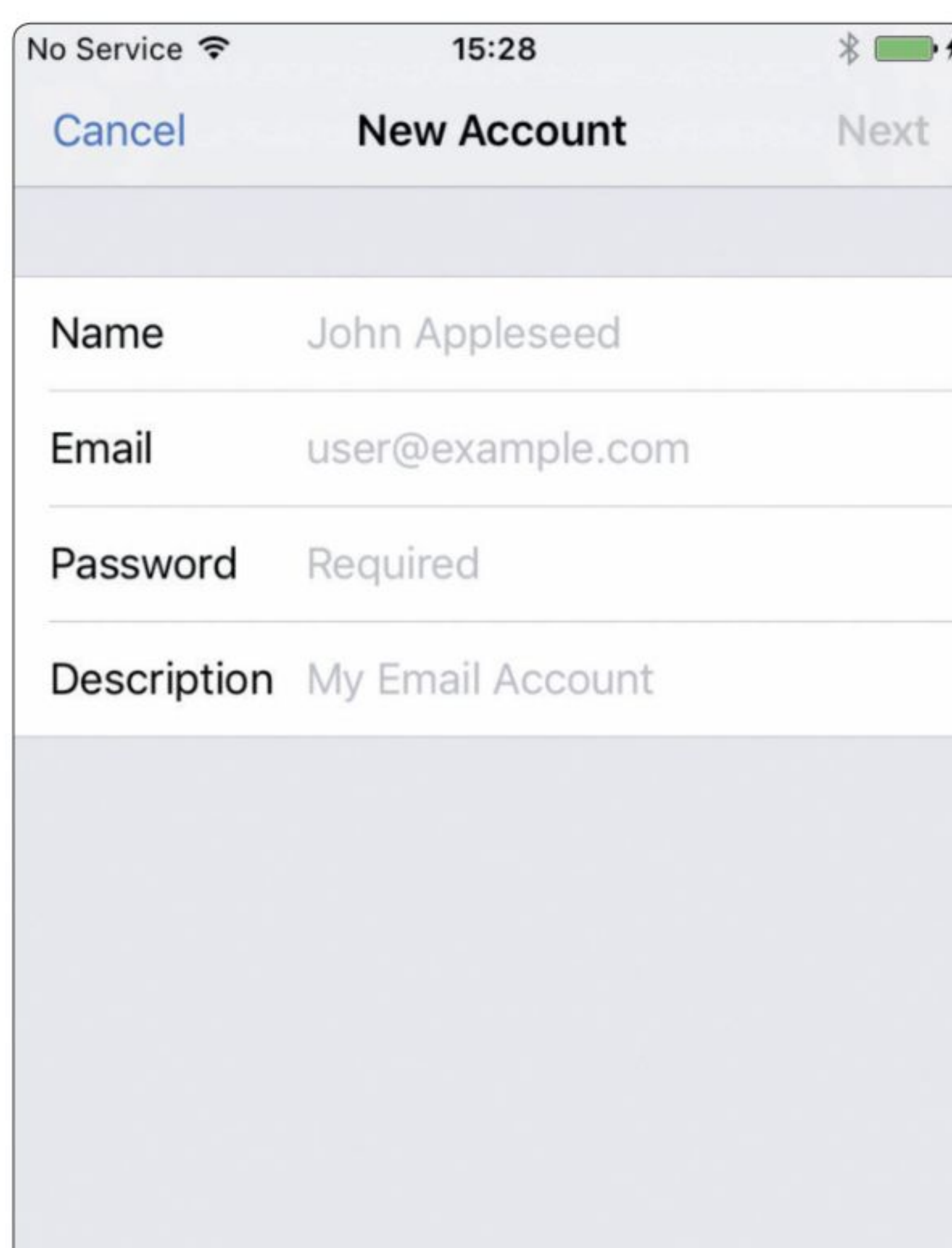


3 From this screen, you can select which features of your email account you also wish to sync with your iPhone. When you have made your selections, and are happy to continue, all you have to do to complete the process is tap the Save link and you are ready to go.

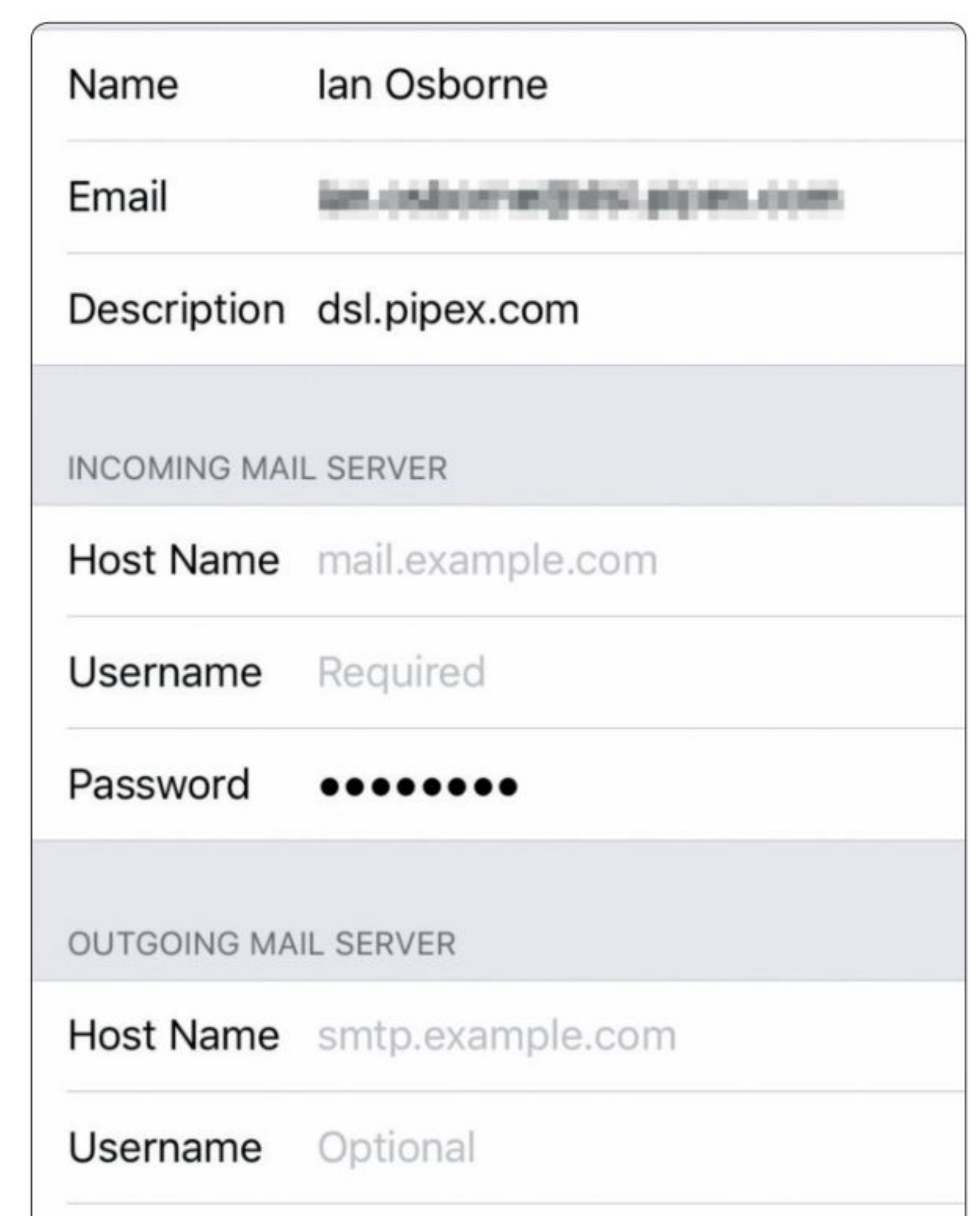
Setting up other types of email account



1 Go to Settings > Passwords & Accounts > Add Account once more. If you wish to add a Microsoft Exchange account, tap the Exchange option on the screen shown above. If it's a service provided by your ISP (Internet Service Provider), tap Other at the bottom.



2 You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPhone. As these details are all different for each provider, we can, alas, only send you in their direction for help.



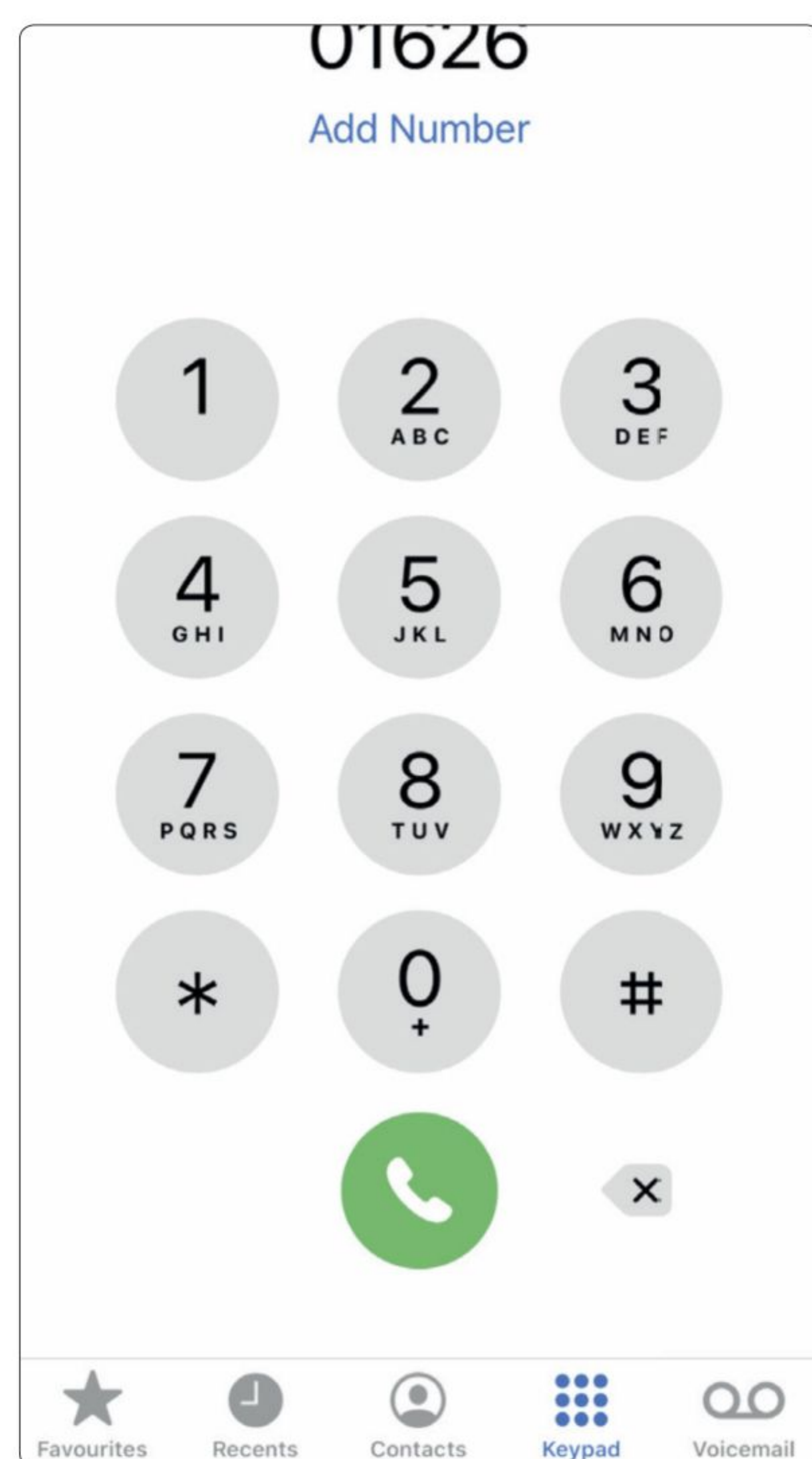
3 Once you have obtained all the required information from your email provider, you must then enter these details as requested. When complete, you are ready to go; your iPhone contacts the email server in question and downloads any emails you have for this account.



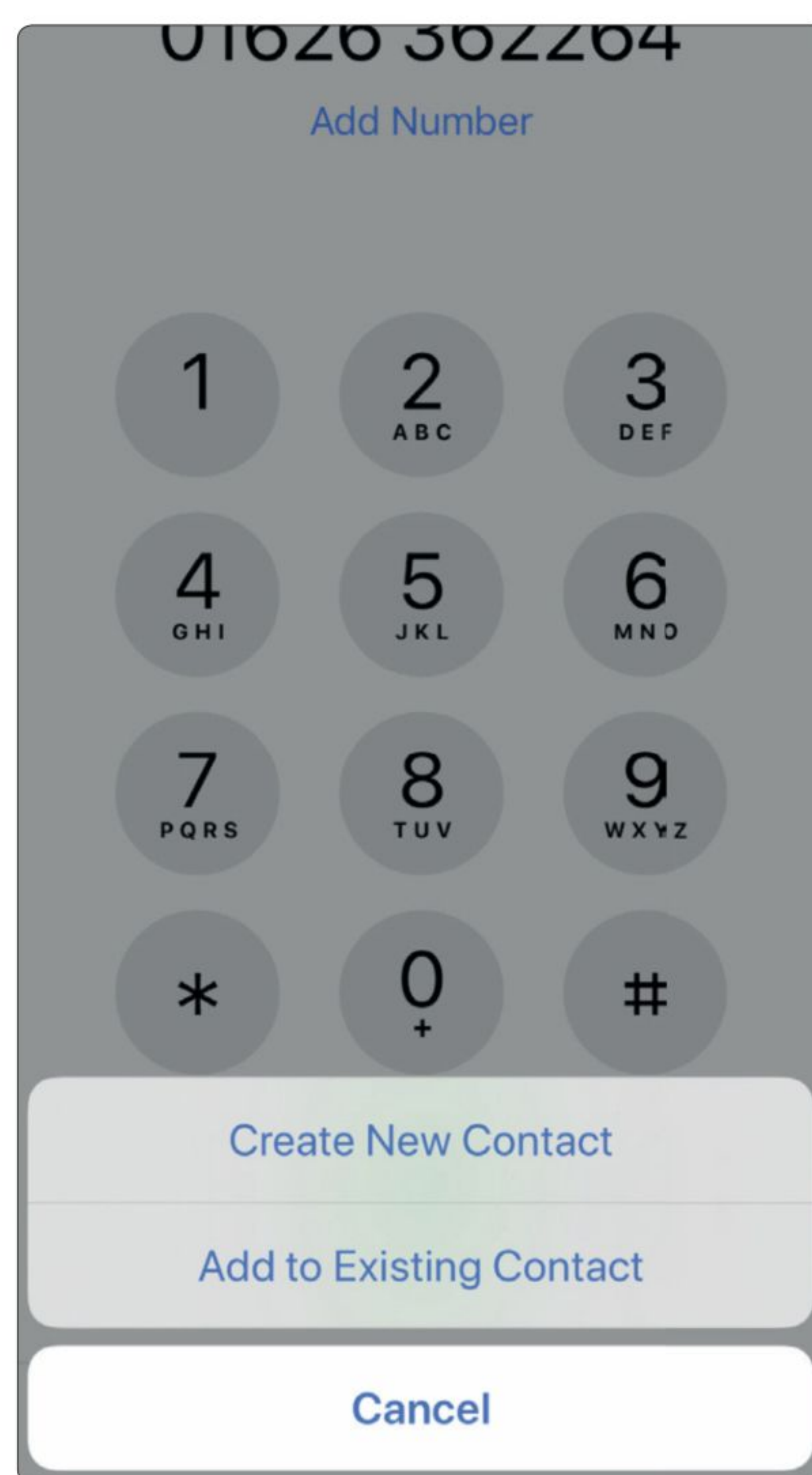
Phone Calls

With all the games, apps, videos, Internet browsing, email and photography available on your iPhone, one might be excused for forgetting it can also make and receive telephone calls. In this next section we take you through making and answering calls, and show you a few of the iPhone's clever phone-related features such as placing calls on hold and using voicemail.

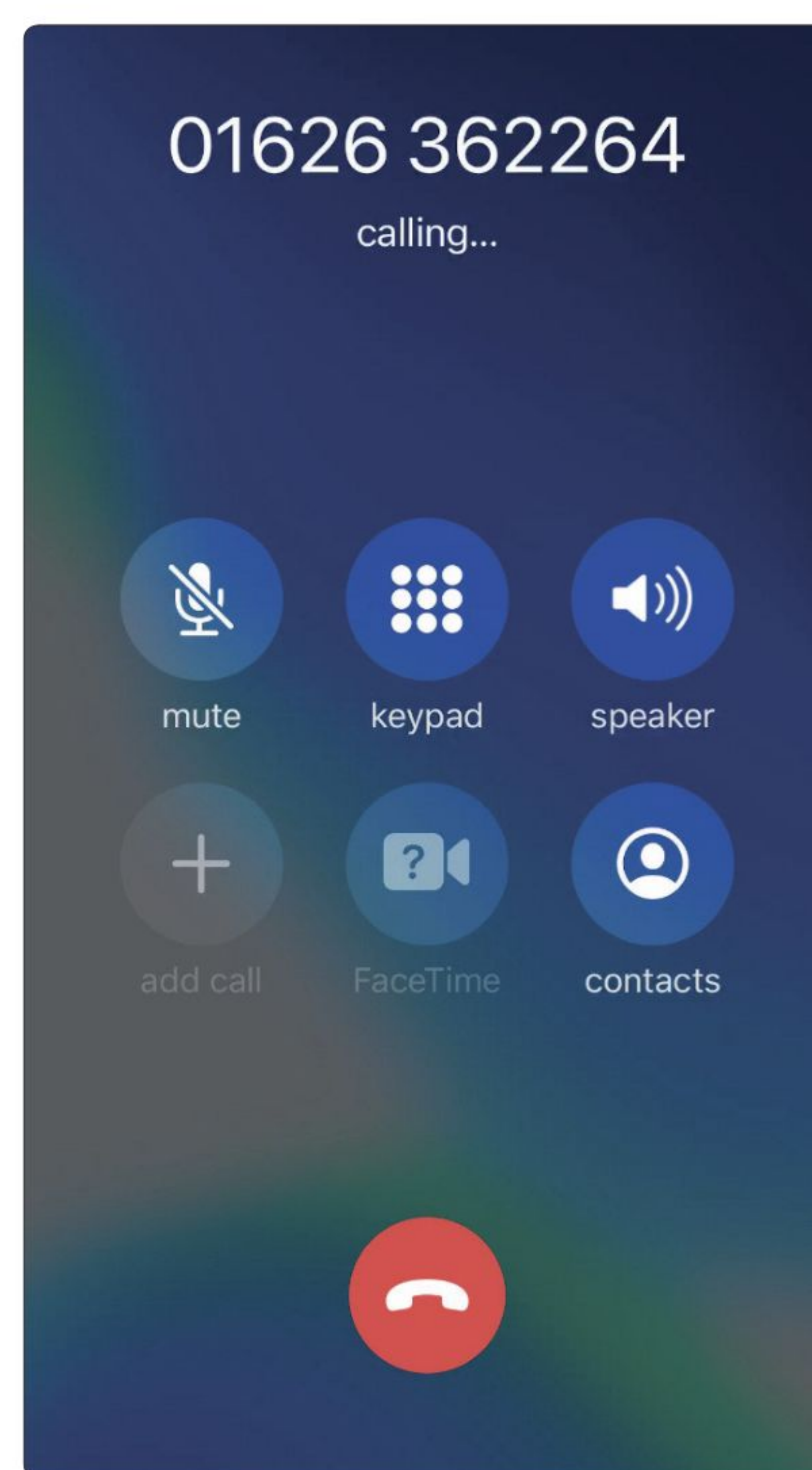
Dialling a number from the keypad



1 Tap the Phone app icon and then select the keypad link from the five options at the bottom of the screen. Enter the phone number by tapping the on-screen digits; the number is shown as you enter it.



2 If this number is important and is likely to be used often, tap the Add Number link found under the phone number at the top of the screen to add it to your contacts list. If not, tap the green button to make the call.

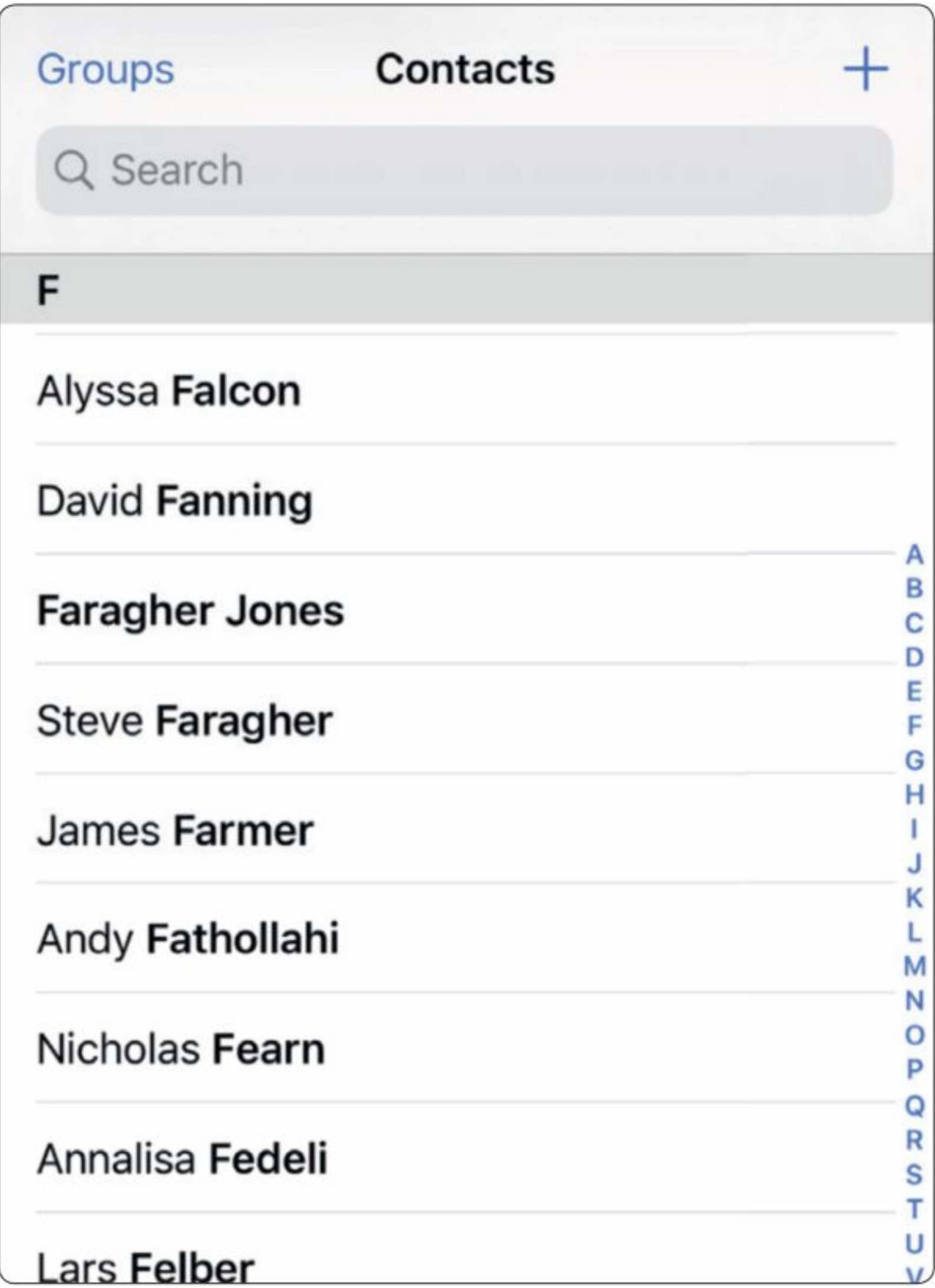


3 The call automatically connects when your contact answers the phone at their end. To end the call, tap the End Call button, the red one; you're returned to the keypad screen and the call is terminated.

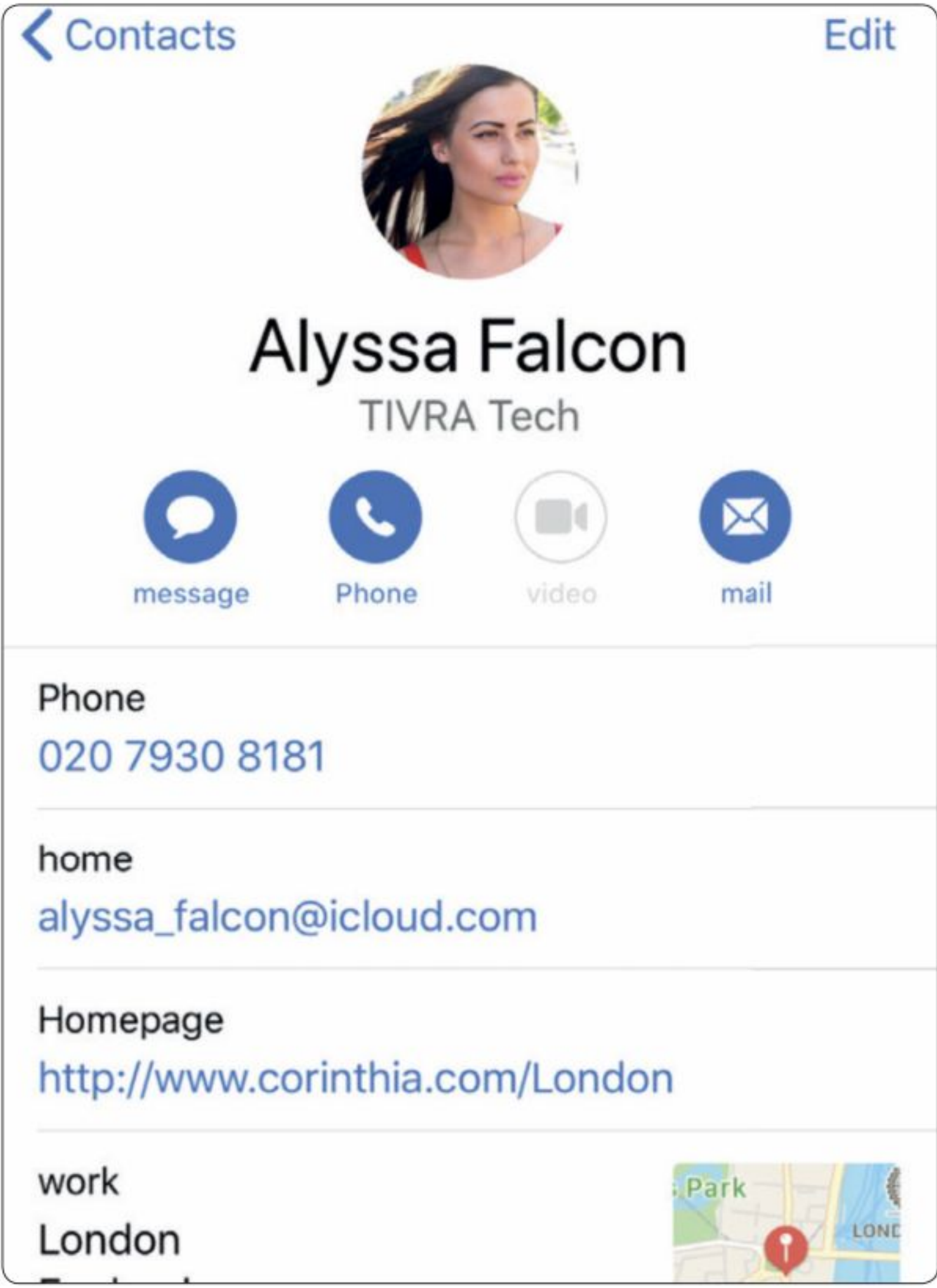


If you're ringing another Apple device, you can use the FaceTime app's audio mode to make a call over the Internet using Wi-Fi or 3G/4G. There are no call costs, though mobile Internet costs might apply. See our tutorial on the FaceTime app later on for more information on making FaceTime Audio and Video calls.

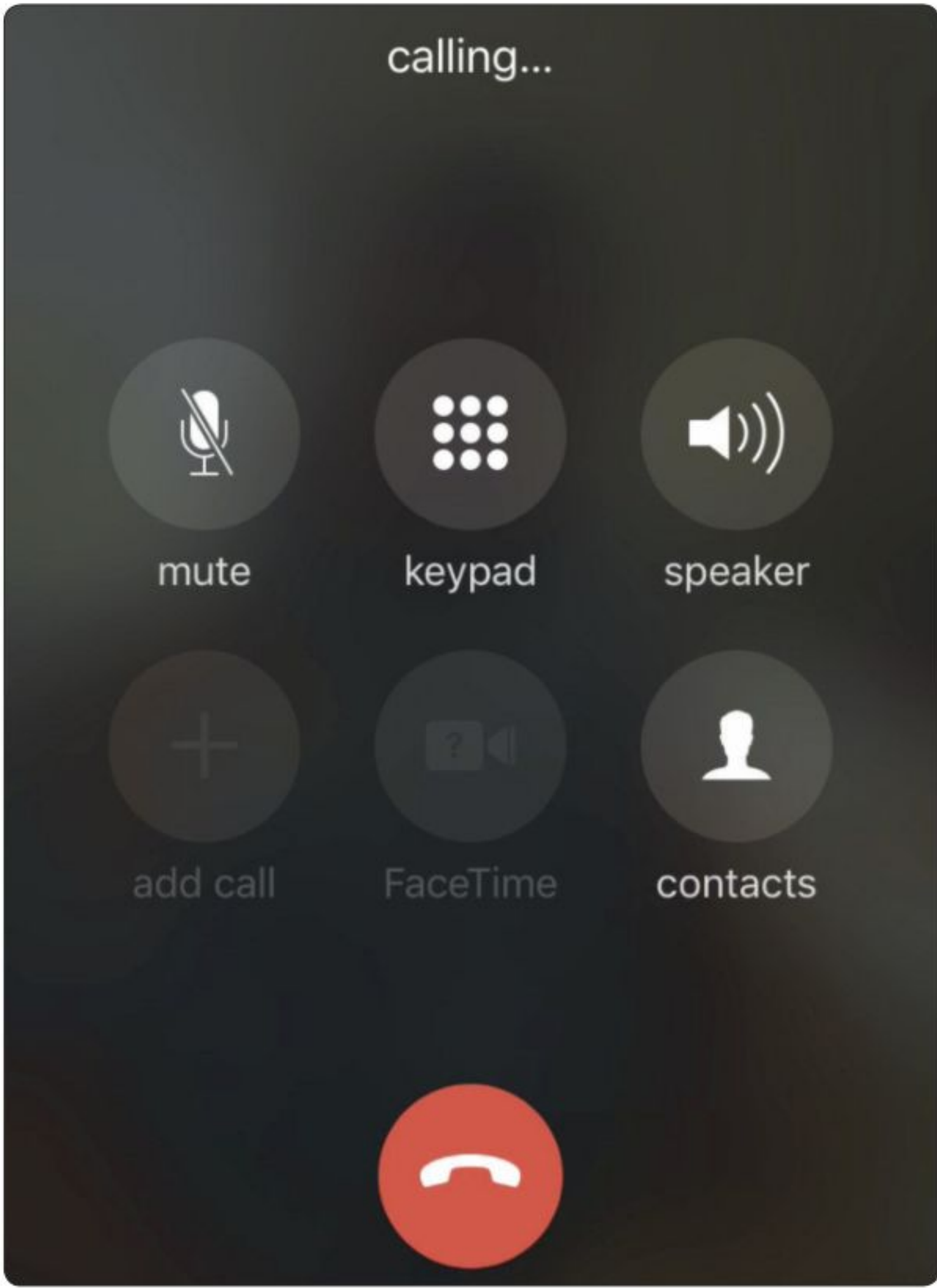
Making a call from your contacts list



1 Tap the Phone icon and select Contacts. Scroll up and down until you find the number you wish to dial. Alternatively, enter the name of your contact into the Search bar.

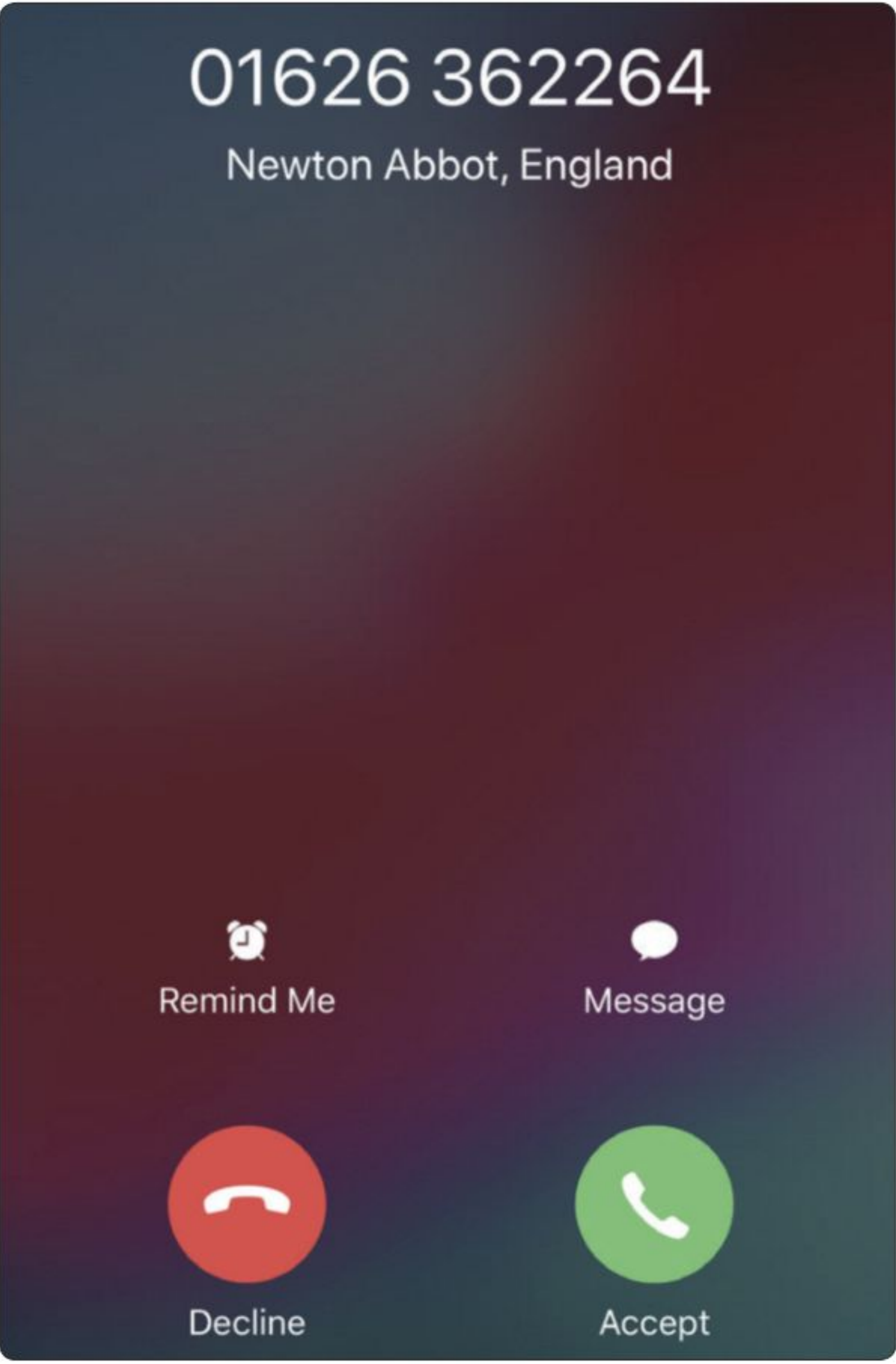


2 Once you've found the contact you wish to call, simply tap their name to be taken to their contact page. To dial them up, tap their phone number to place your call.



3 When you've finished your conversation, tap the End Call button, the red one showing the telephone receiver, to hang up; or wait for your contact to do the same.

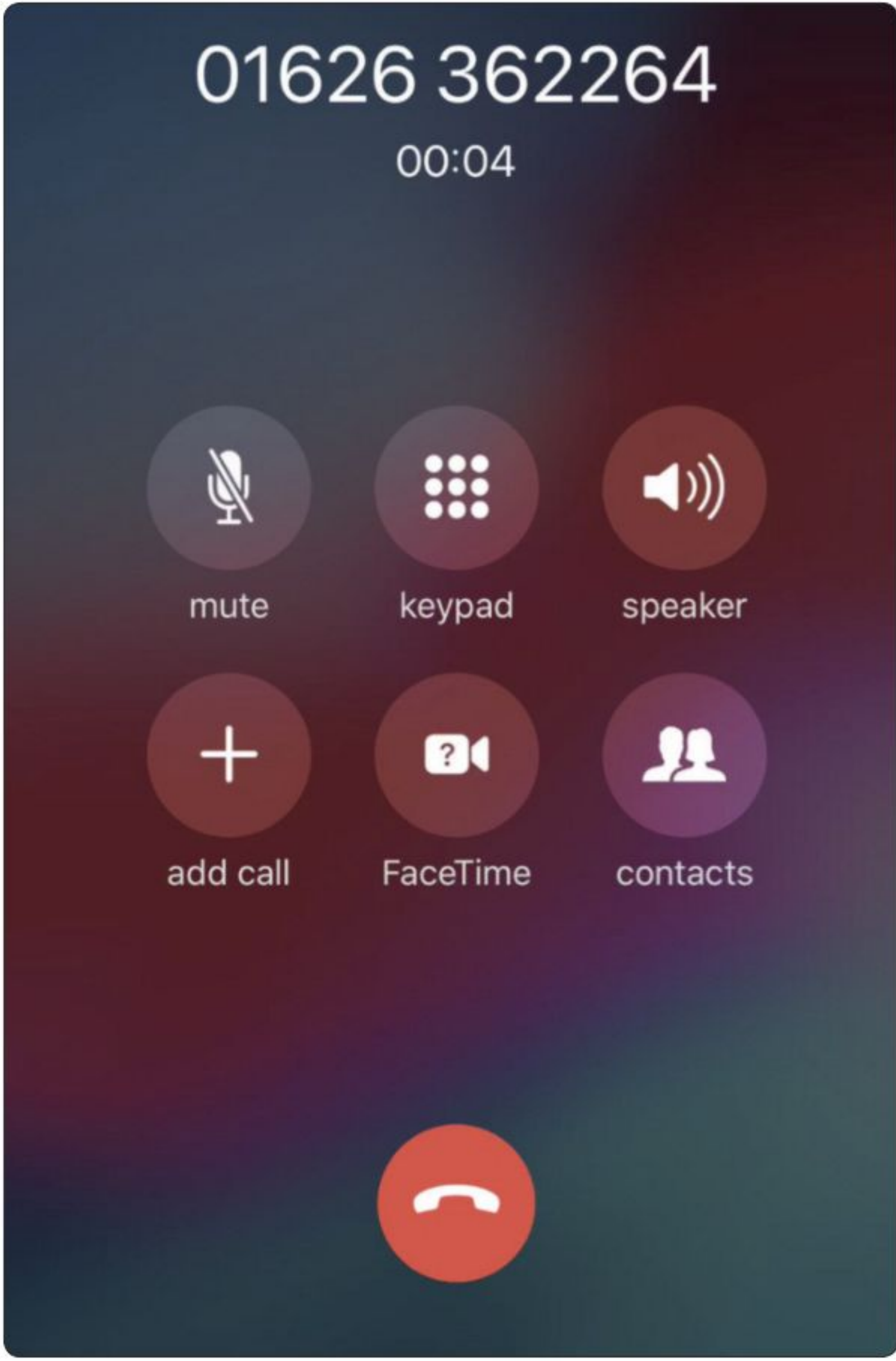
Answering a call



1 Receiving a call overrides any other activity and continues to do so until the call has ended. When you get a call you either see the name of the contact or the number displayed. If the number is withheld, the word "Blocked" appears.



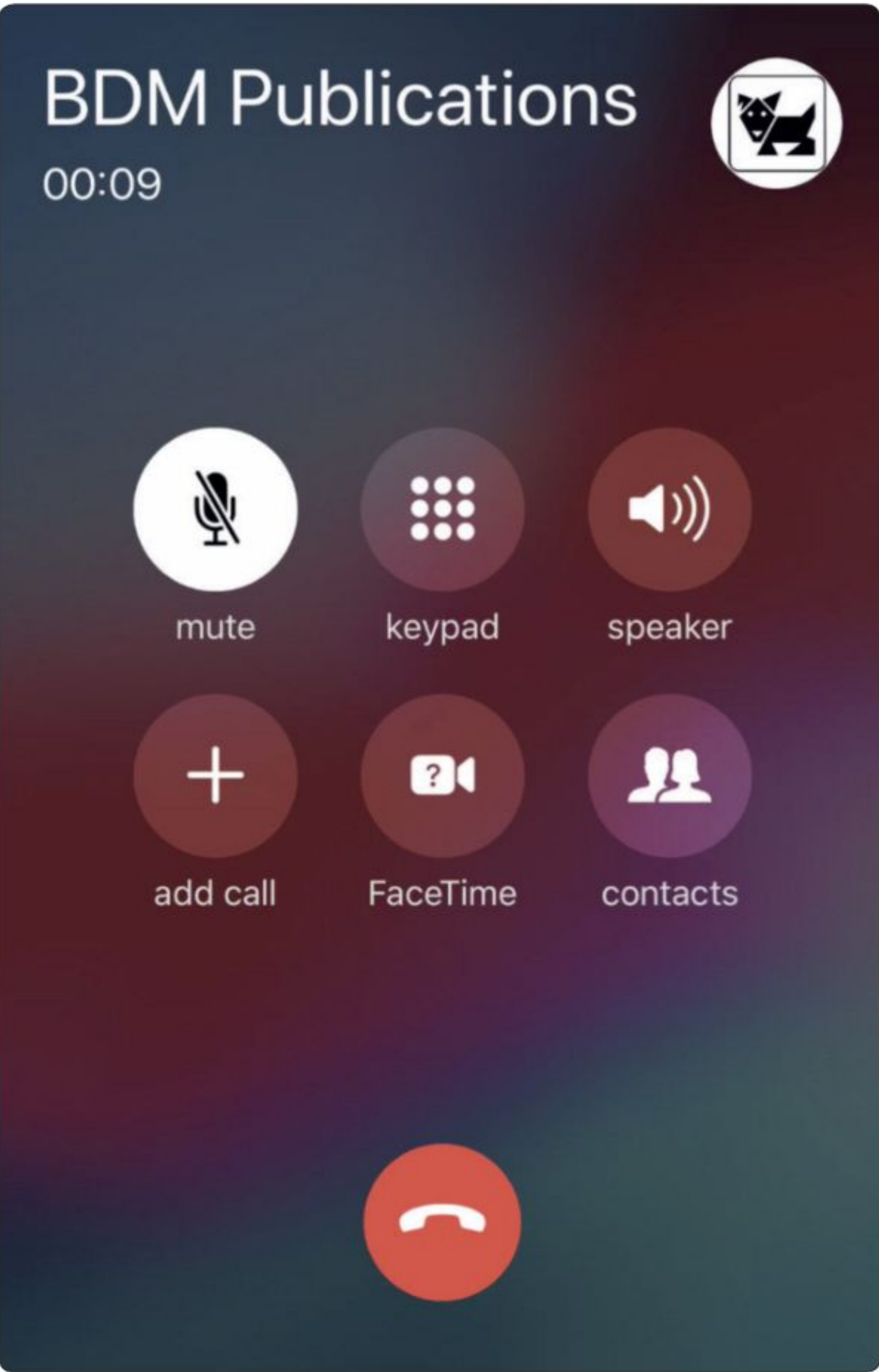
2 To answer the call, if your iPhone is in sleep mode, move the slider to the far right to accept the call. If you receive a call when you are using your iPhone, you can decline it by pressing the red button or accept via the green one.



3 To go hands-free for the duration of this call, simply press the Speaker button on the upper right. This switches the outgoing sound to the main speakers, allowing you to talk without holding the phone.



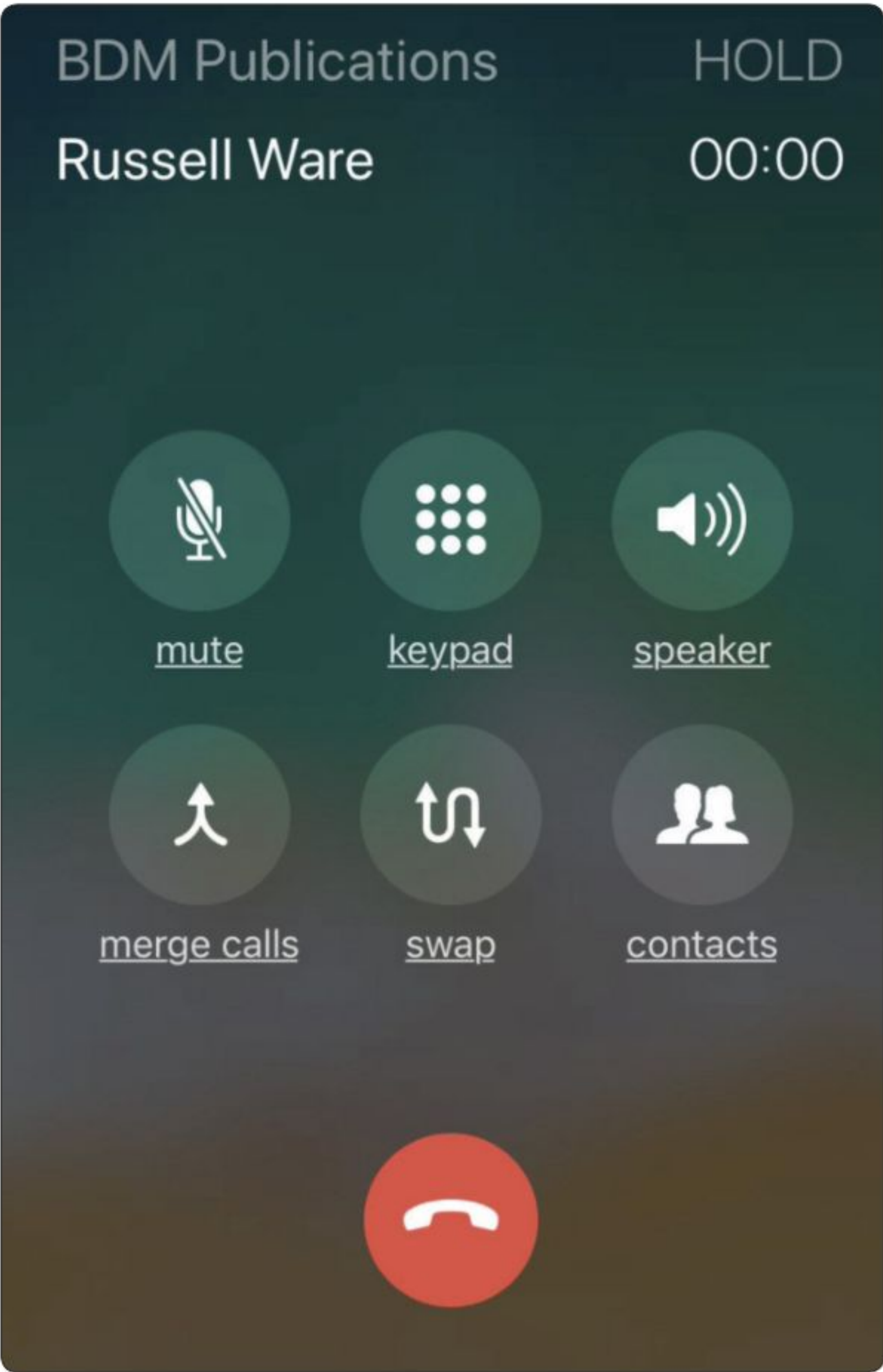
Placing a call on hold



1 During a call, you can place the caller on hold by pressing Mute, pausing the conversation without actually hanging up the phone. To return to the call, tap Mute again.

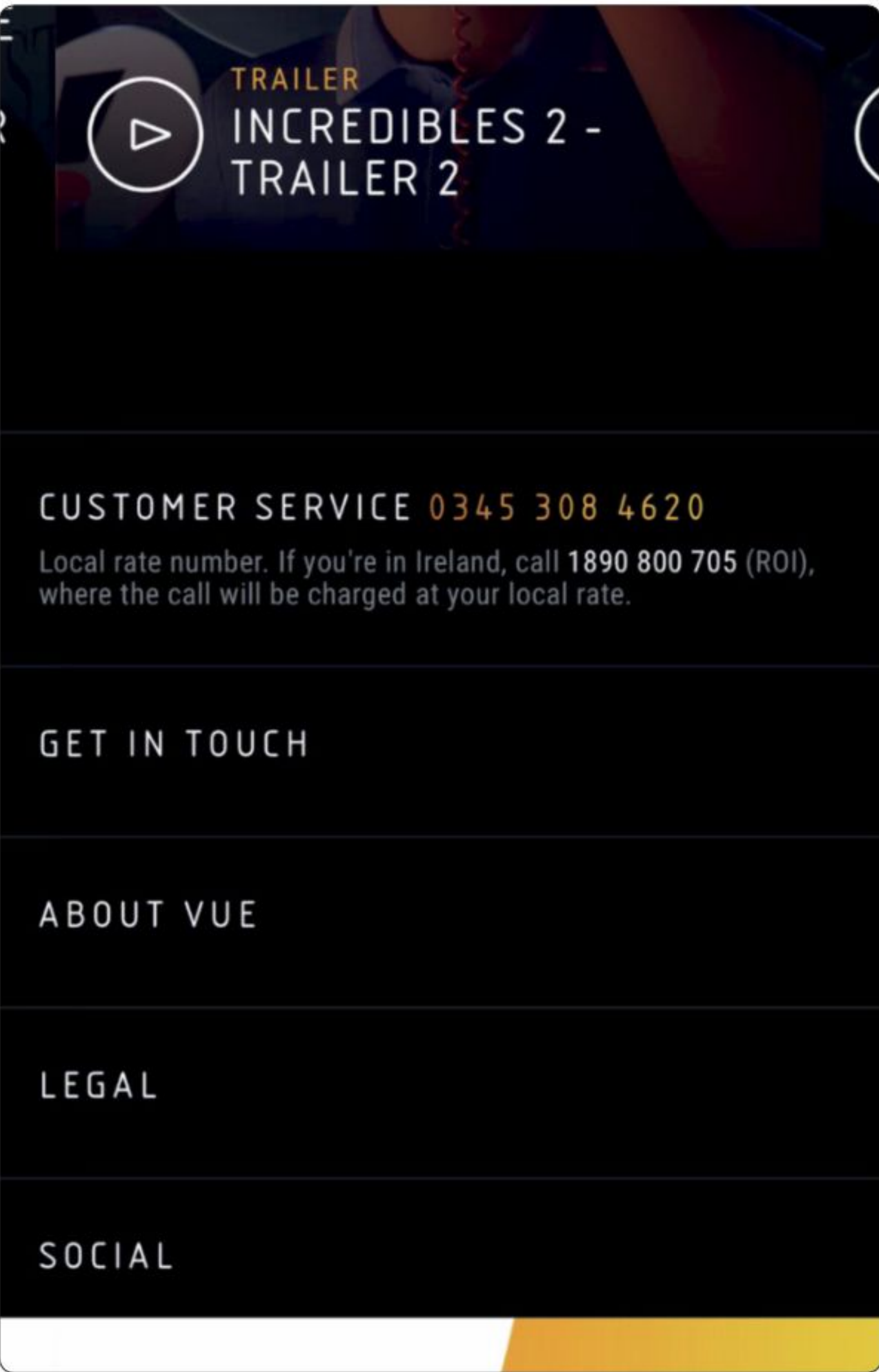


2 Should a second caller ring when you're on a call, you have an option called Send to Voicemail, which cuts off the second caller but lets them leave a voice message.

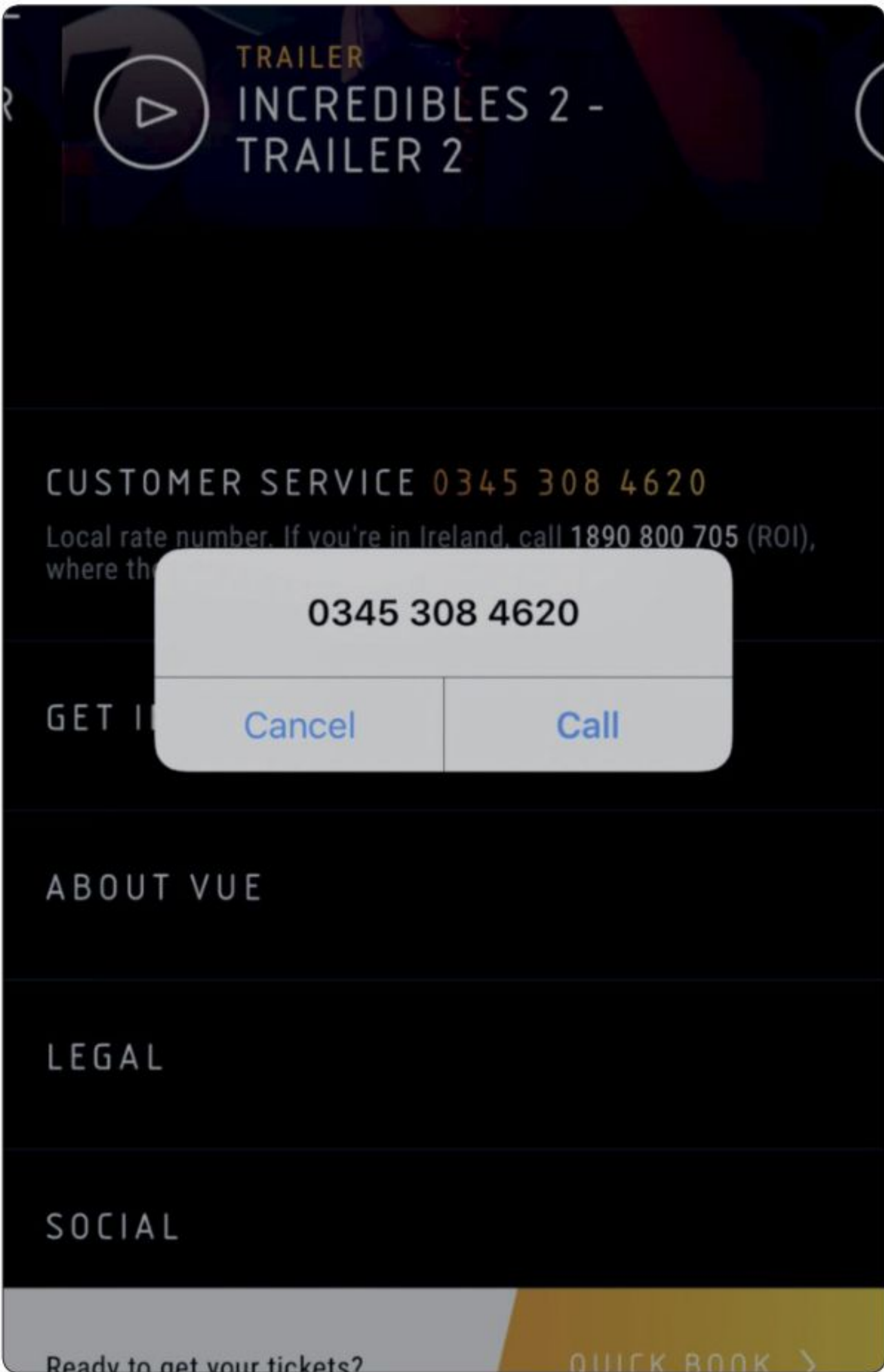


3 By selecting the Hold & Accept option, you place the original caller on hold, allowing you to answer the second call before returning to the first one.

Numbers from secondary sources

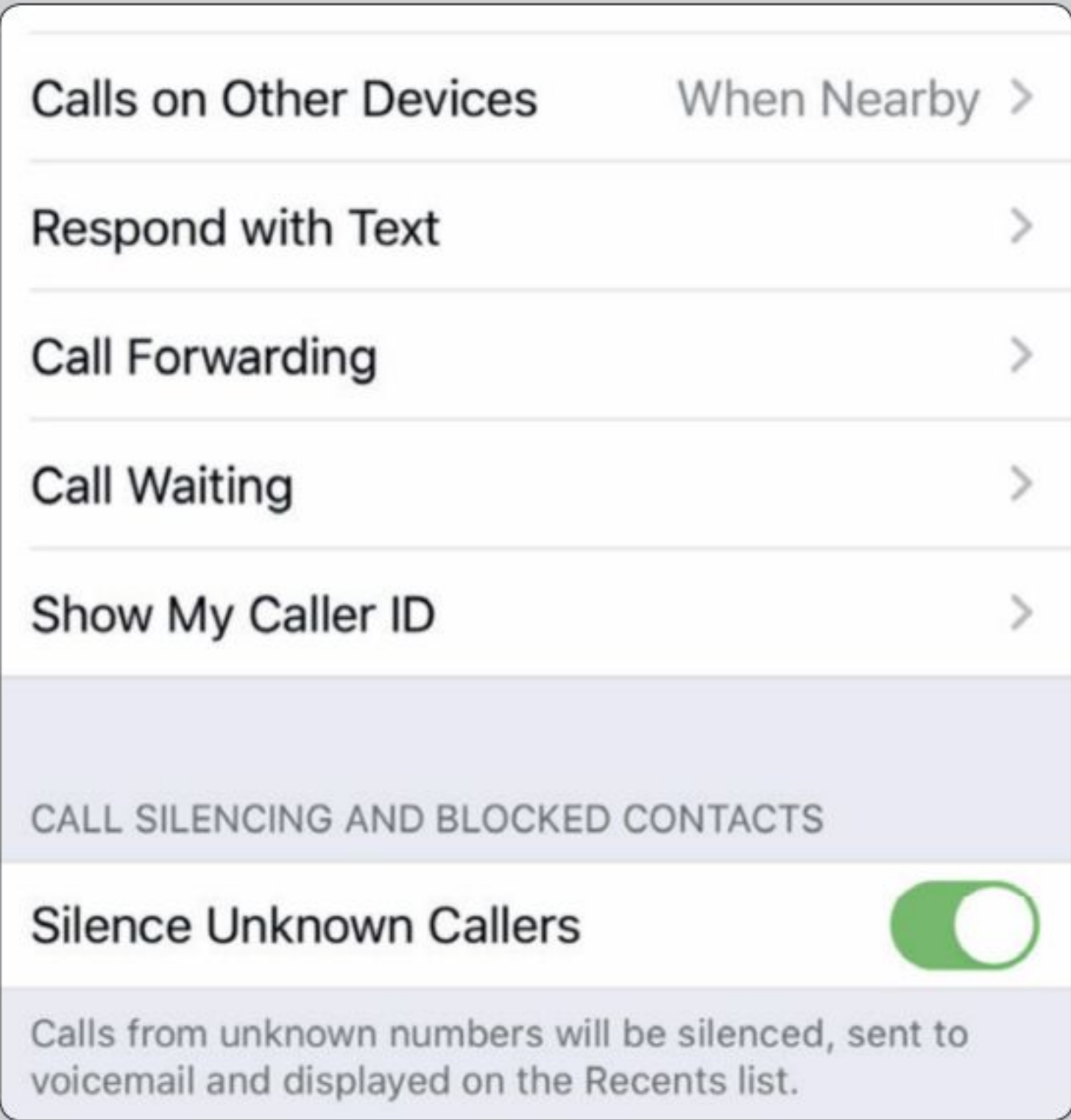


1 If you find a telephone number on a web page in Safari, the number is in a button. Tap on it to place the call.



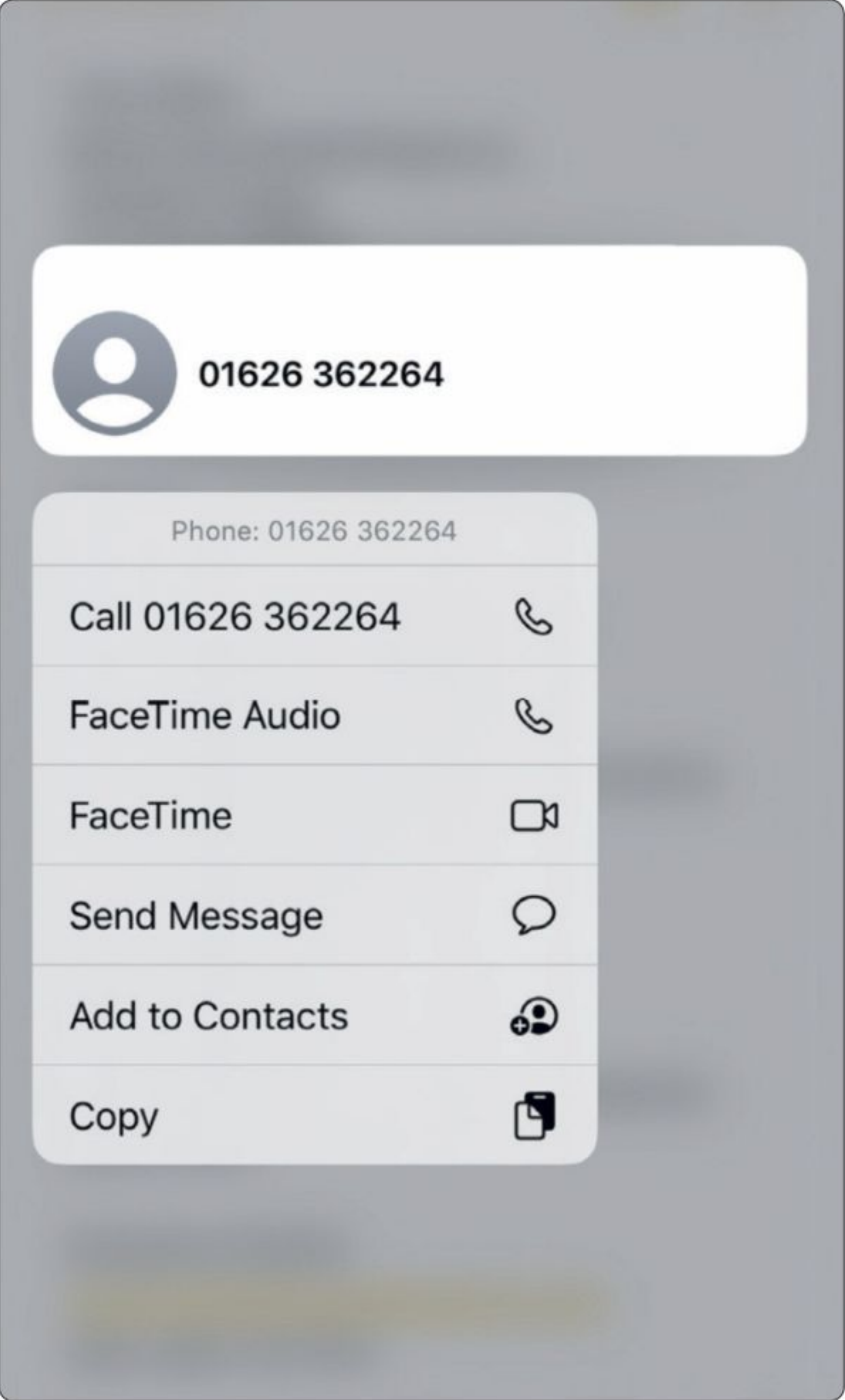
2 You'll see a confirmation request. Tap Call to ring the desired number without having to use the number pad.

Silence unknown callers.

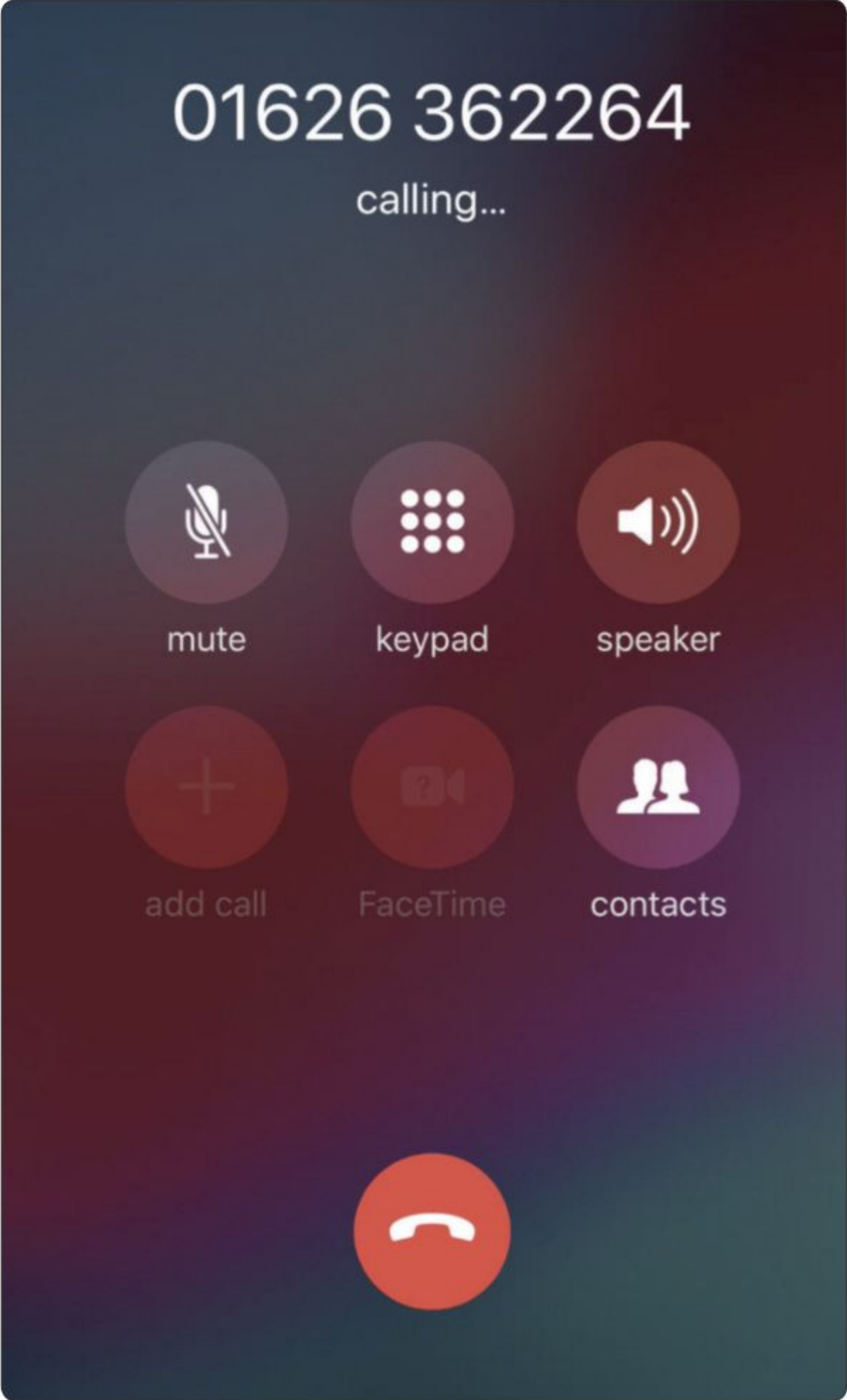


With Silence Unknown Callers activated incoming calls, whose number isn't found in your Contacts, Mail, or Messages, go straight to voice mail. To activate this feature, go to Settings > Phone and scroll the screen up. Switch it on.

Placing calls from a message or note

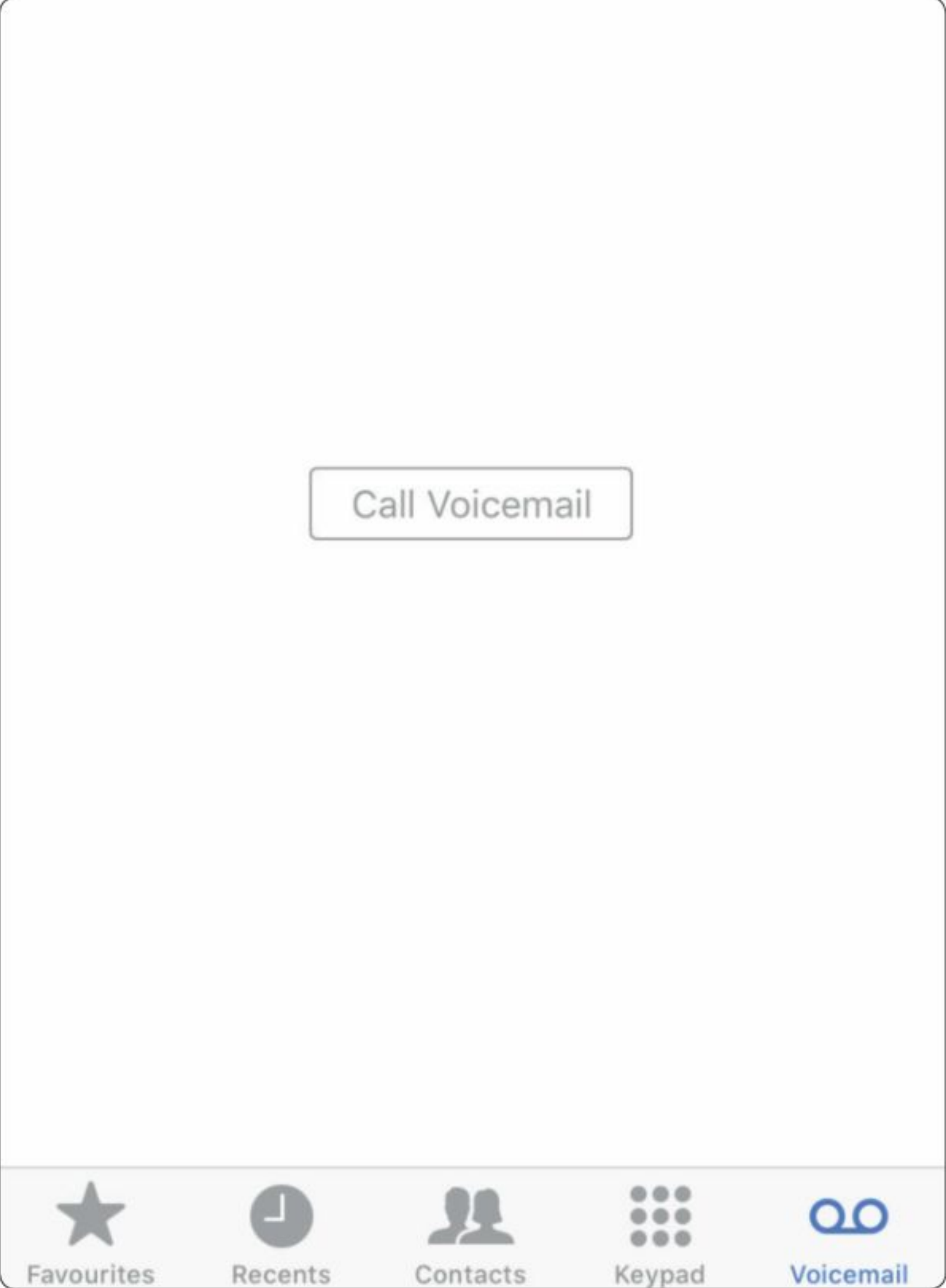


1 If you have a message, email, note, or document containing a phone number, you can place a call to it by tapping the highlighted, underlined number then tapping Call.

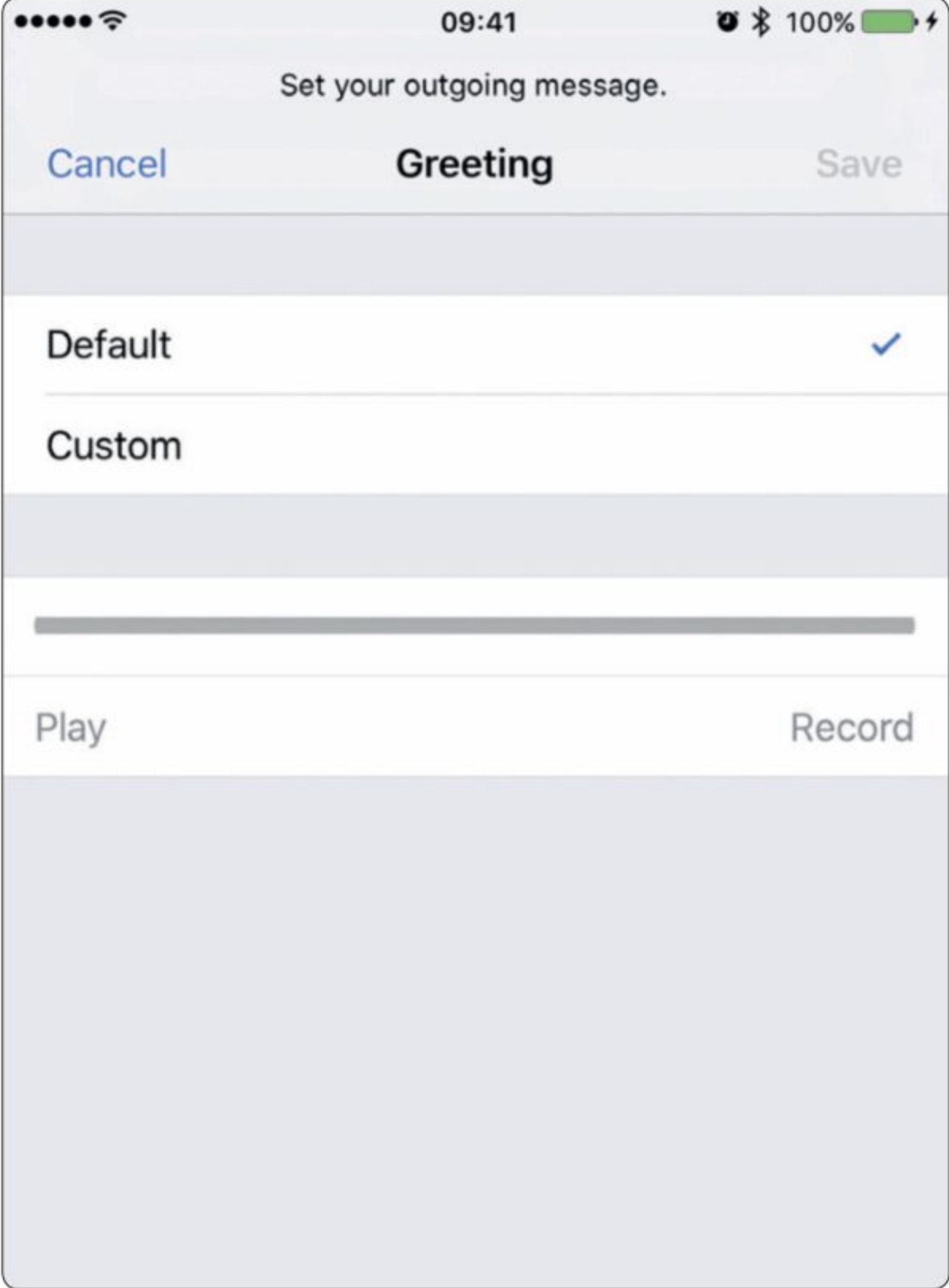


2 You will now place the call in the same manner as you have done previously. Please note that you receive no confirmation warning when you're using this method of calling.

Setting up and using your voicemail

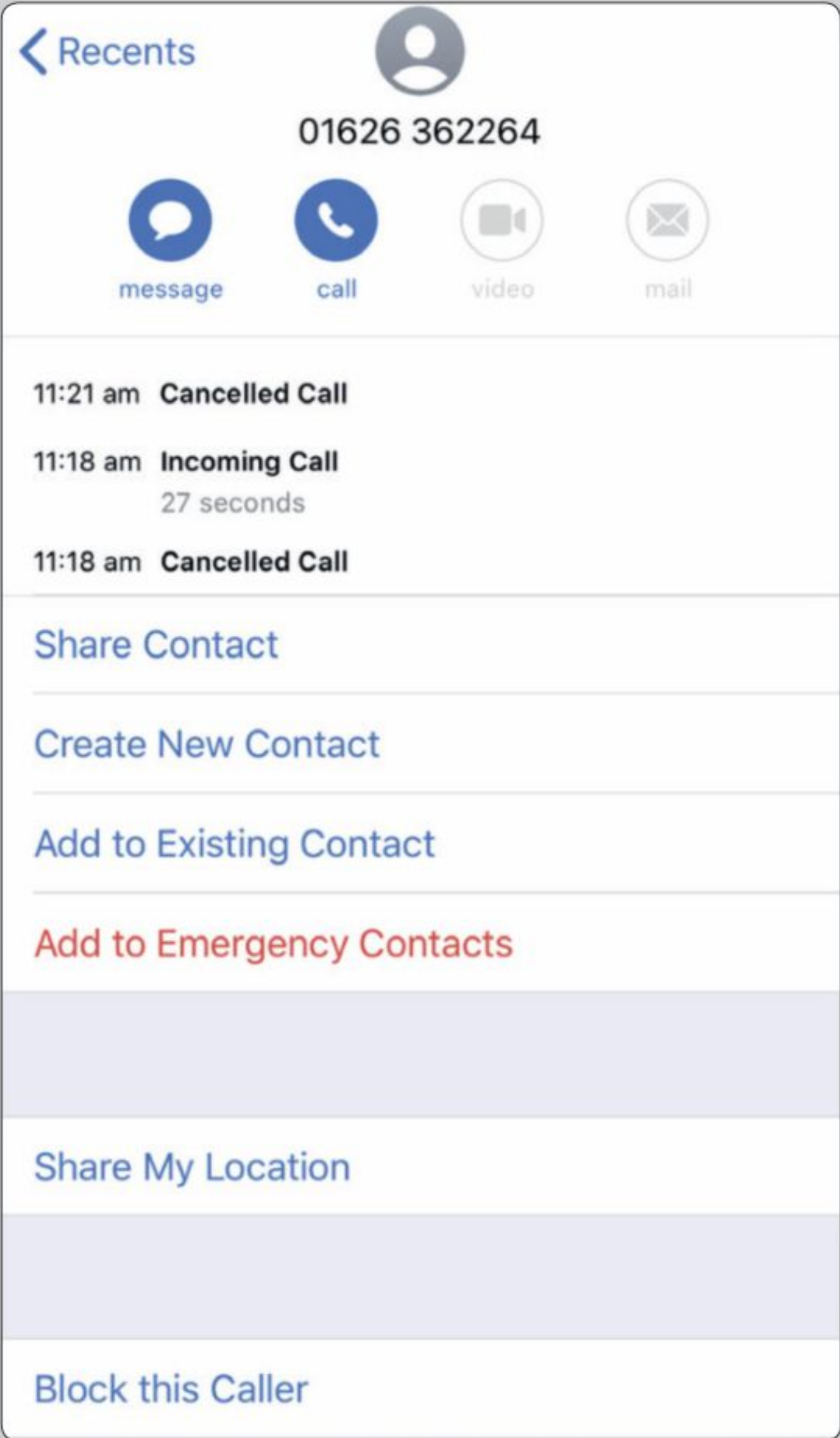


1 To listen to your Voicemail messages, tap the Phone app and click Voicemail at the bottom of the screen, then tap Call Voicemail. A call is made to your voicemail service.



2 To customise your message, tap the Voicemail button. If there's a Greeting link on the next screen, follow it. If not, listen to your voice mails and follow the recorded instructions.

Blocking callers.



To block a number that's called your iPhone, in the Phone app, tap Recents and then tap the 'i' next to the caller you wish to block. Now tap Block this Caller, at the bottom of the screen.



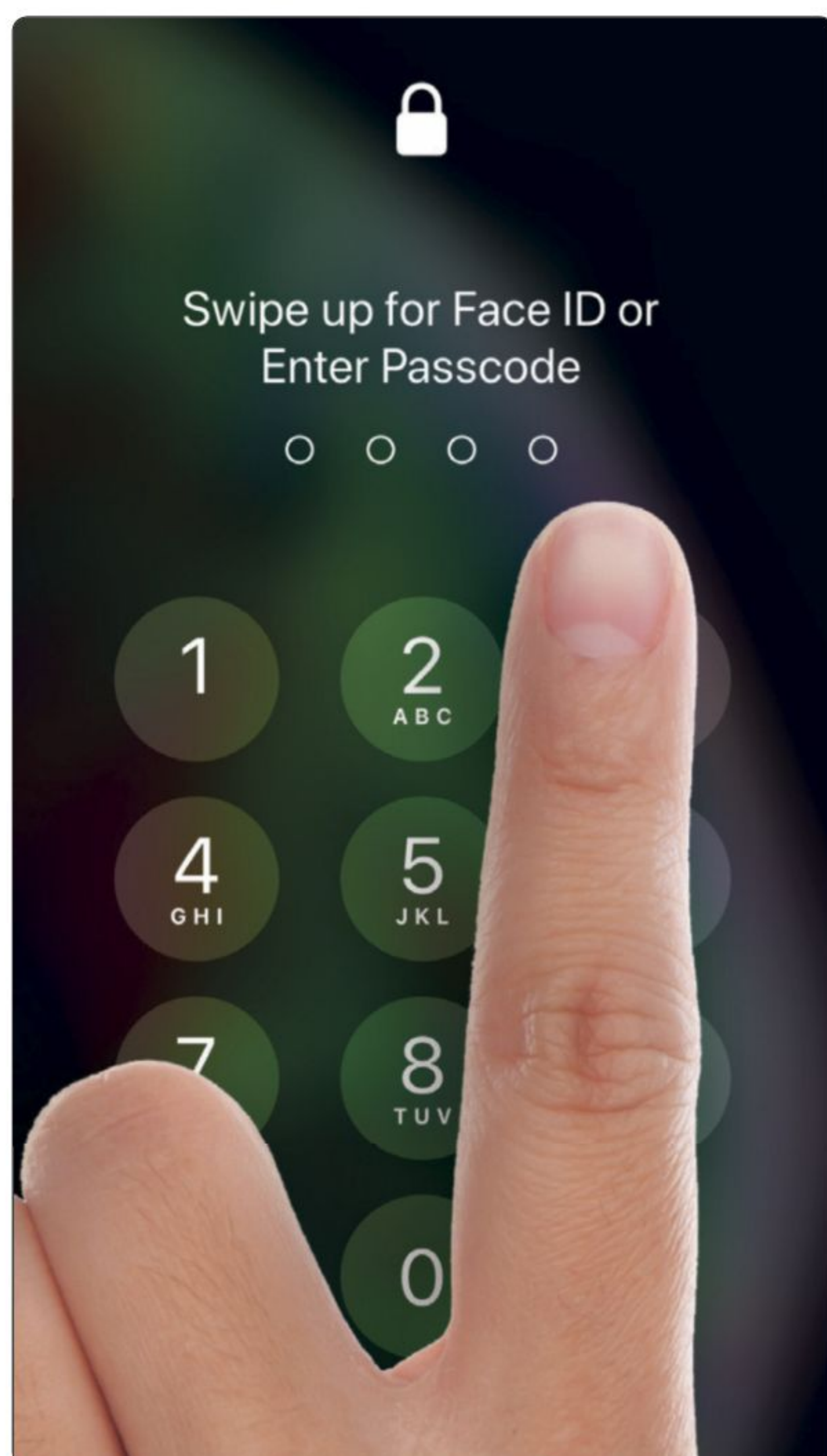
Unknown callers, who aren't in your Contacts and with which you haven't previously interacted, can be sent straight to Voicemail. Go to Settings > Phone and turn on Silence Unknown Callers.



Touchscreen

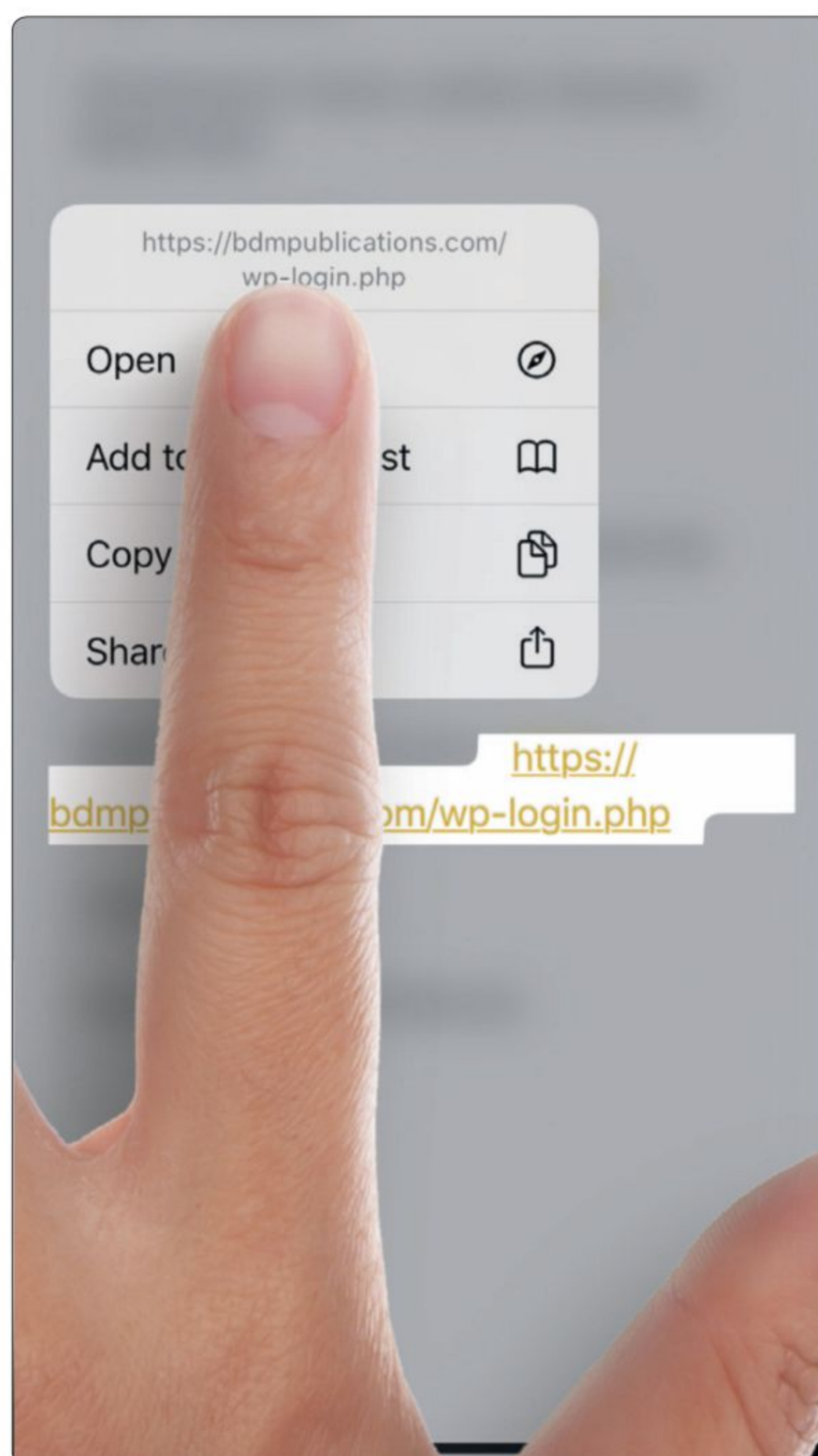
The touchscreen is at the heart of the way you use your iPhone and there is more to its capacitive, multi-touch screen than you might at first think. It certainly isn't just about tapping and dragging, it is also about gestures. If you have one of the latest iPhones, there's a 'press' gesture called 3D Touch that helps you get even more out of your iPhone and iOS 13.

Touchscreen actions



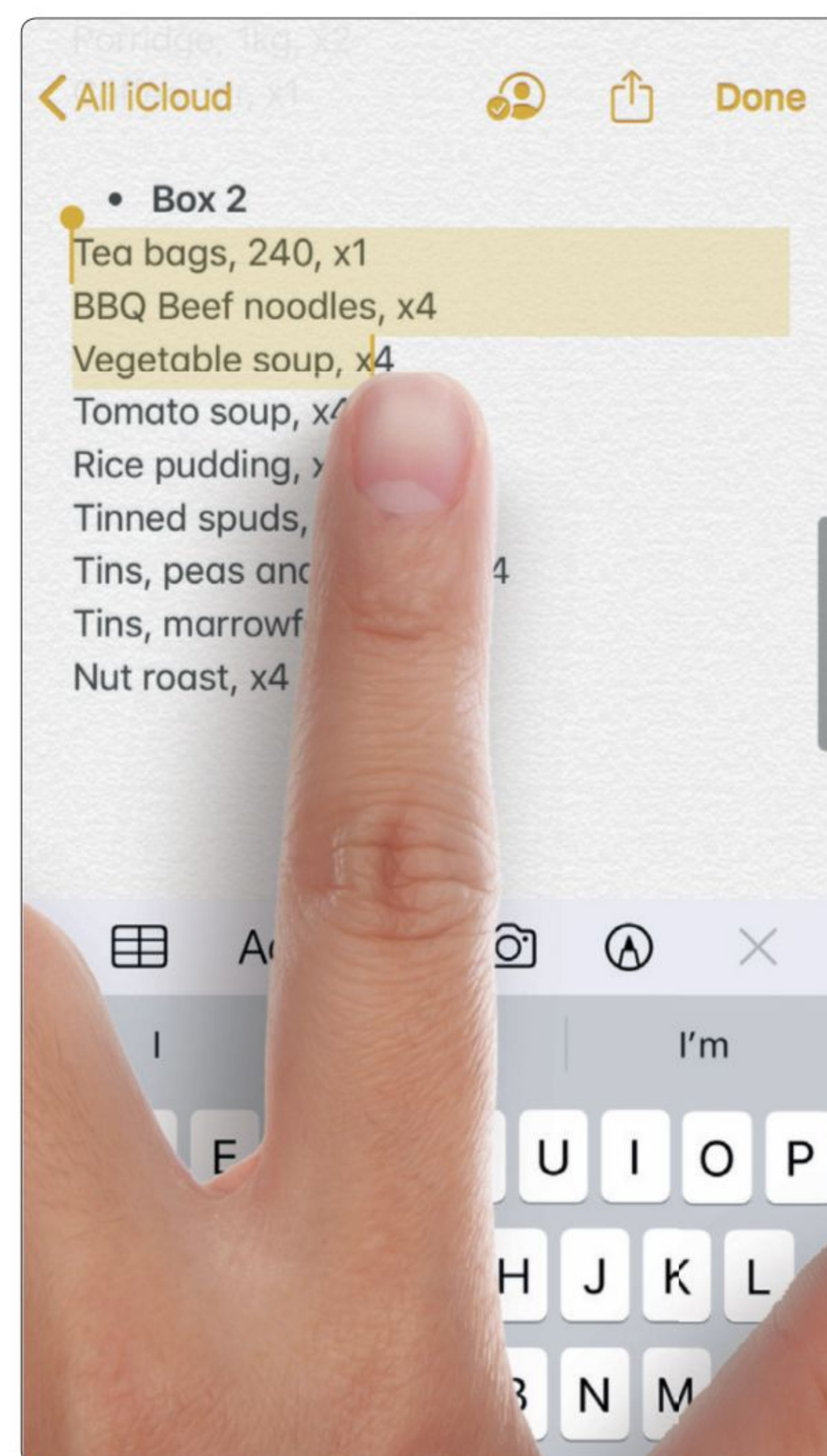
Touch

The iPhone has a capacitive touchscreen, which means it's sensitive to the tiny electrical charges in our bodies. With this type of screen, you only have to tap it, not press down hard with your finger. To activate items on the screen such as applications and settings icons, type letters and symbols using the on-screen keyboard or to press on-screen buttons, you simply (gently) touch them with your finger.



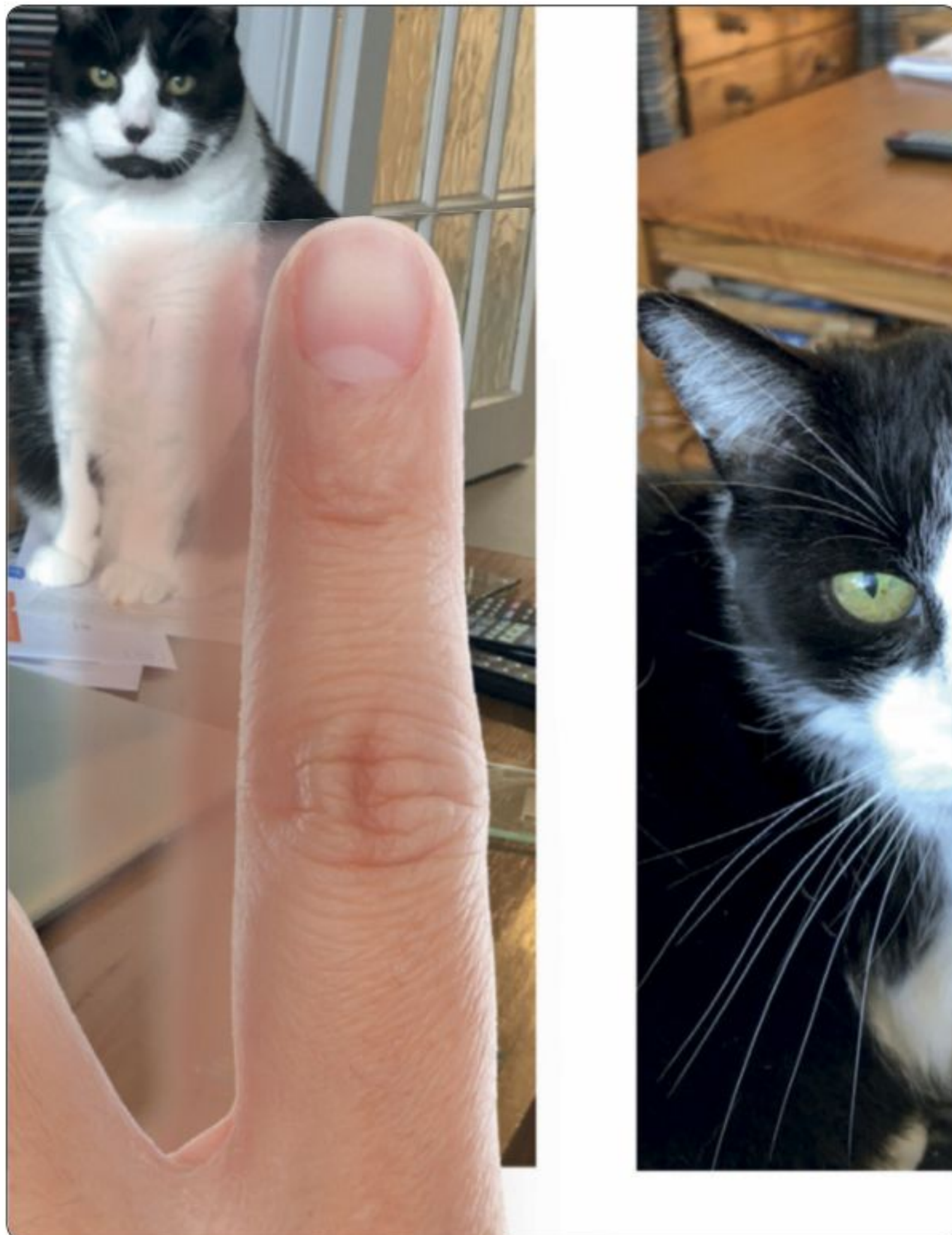
Touch and hold

Touch and hold is useful in a number of different situations. You touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. The action in question depends on where you're using the gesture. For example, if you touch and hold a web link, you're presented with a menu giving you the chance to open it in Safari, add it to your Reading List, copy it or share it.



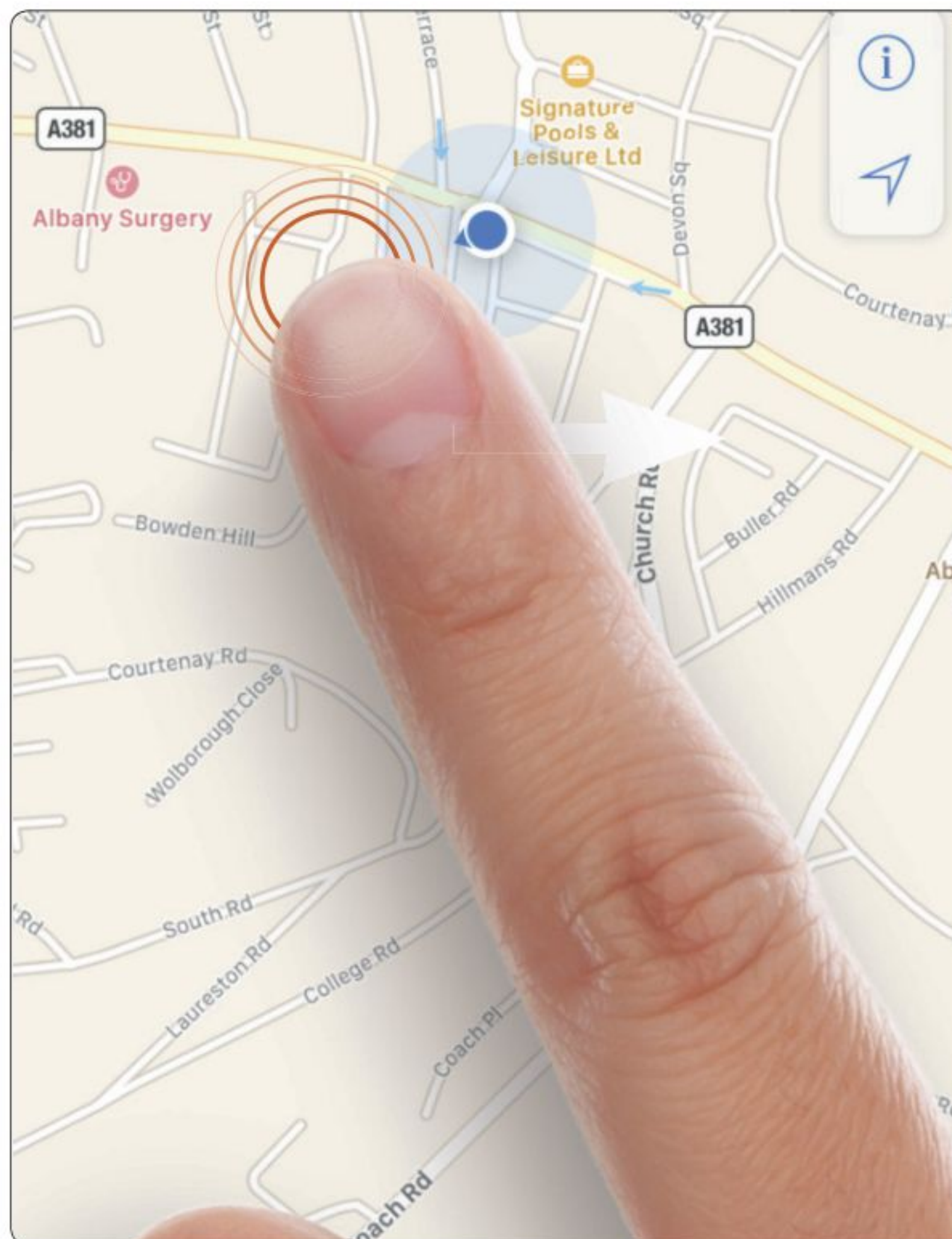
Drag

You can customise your iPhone's Home screen. To drag items around the screen and reorder them, hold an icon, and in the pop-up menu, tap Rearrange Apps. You can then put your finger on an app icon and, without lifting your finger, slide it across the screen until you reach the required position. Lift your finger off the screen and the item drops into that location (if it's free), moving the other icons out of the way.



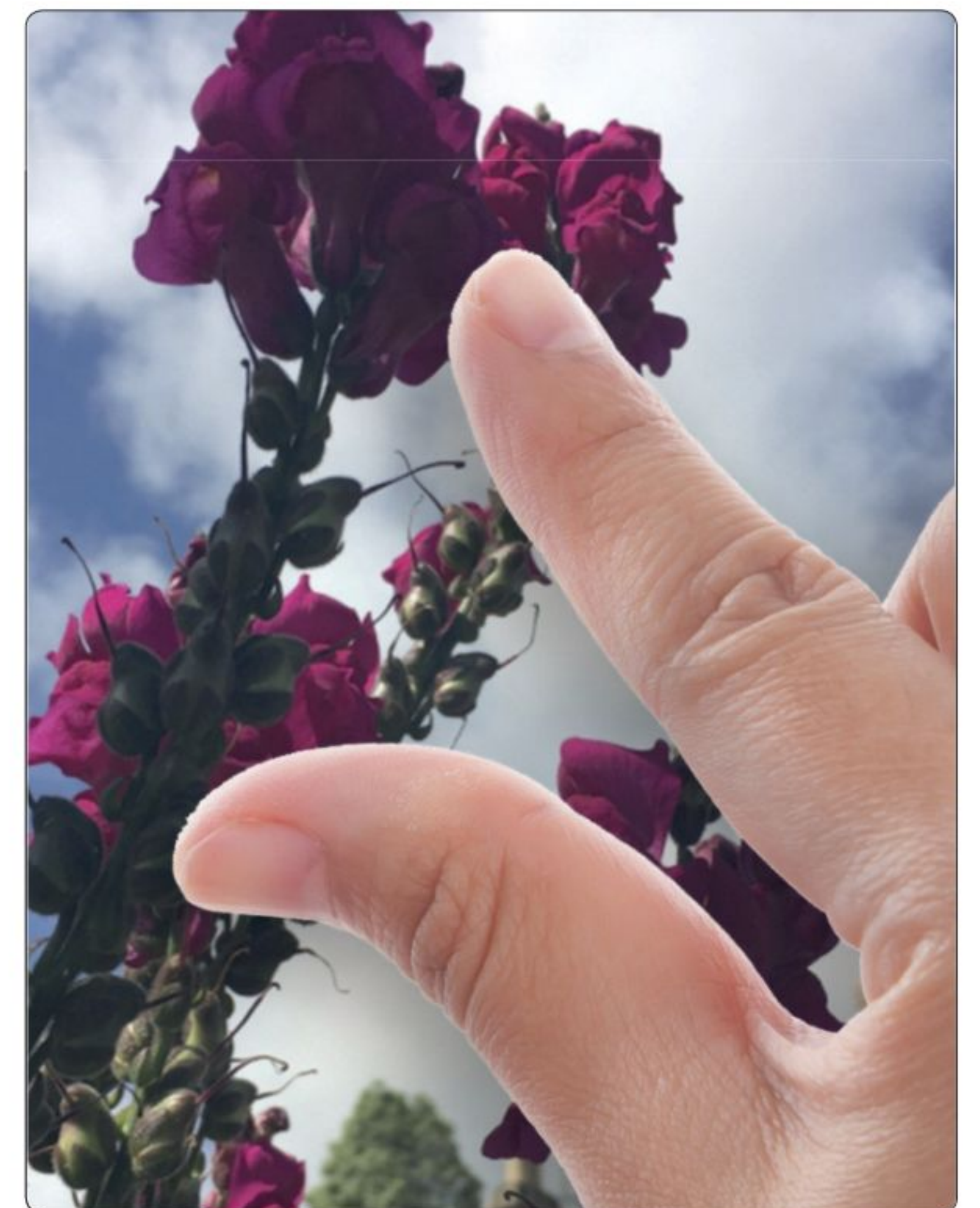
Swipe or scroll

Many of the menus or web pages that you can access on the iPhone require you to scroll. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it. For example, the main Photos app lets you slide the screen left to right to scroll through your pics, and in some Calendar views you can swipe quickly across the screen to change the range of time visible.



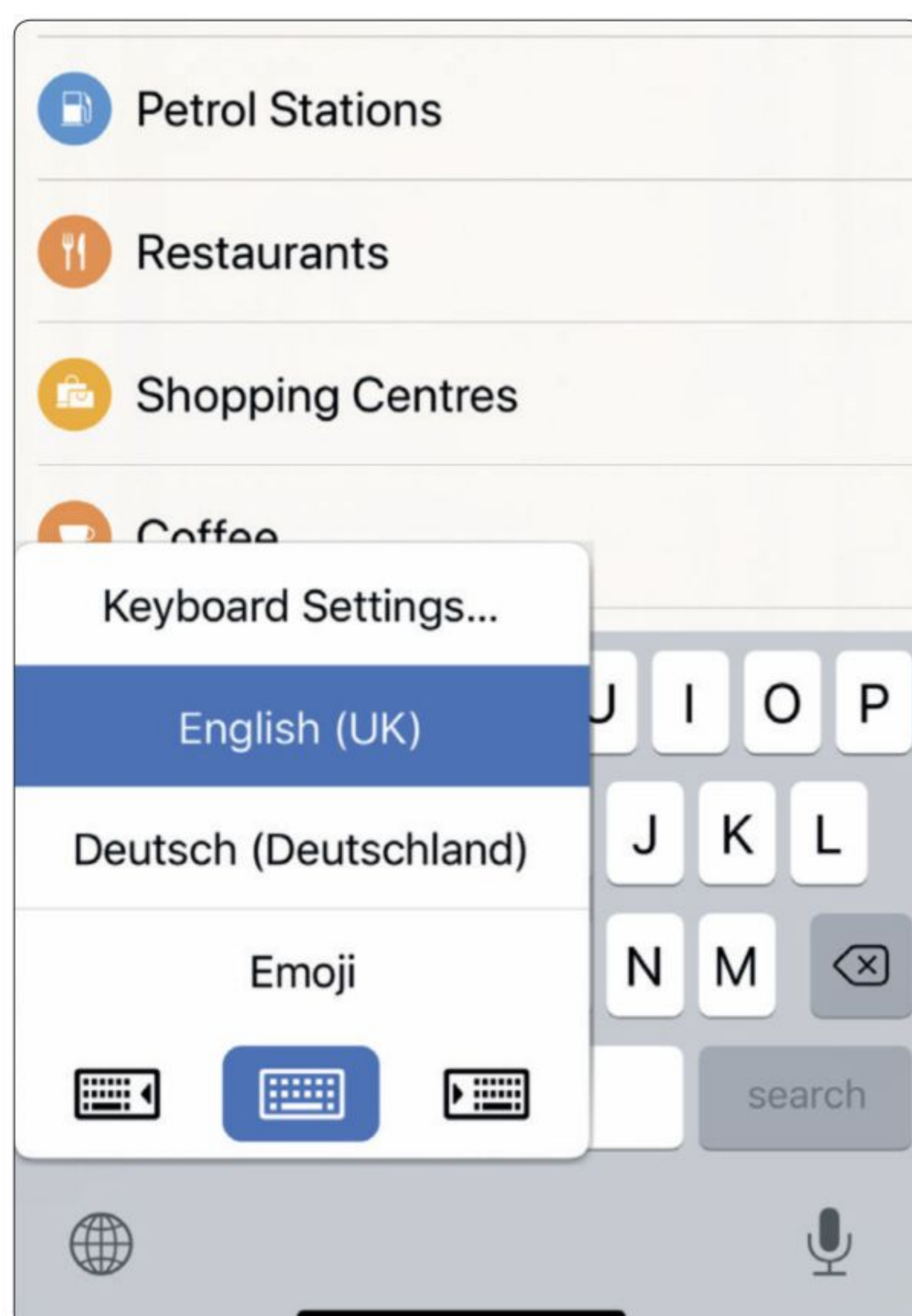
Double-tap

There are several places where a double-tap is used. Tap twice quickly on a web page, map or other screen to zoom in. You can double-tap a section of a web page in the browser to zoom it to fit the width of the screen. Double-tapping after pinching to zoom in some applications, such as the browser, refocuses a column of text to fit the width of the screen.



Pinch to zoom

In some applications (such as Maps, Safari, and Photos), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in). This also works to zoom in and out in the Camera app. Just use the gesture in the viewing area when you're ready to take a photo to give an optical zoom effect.



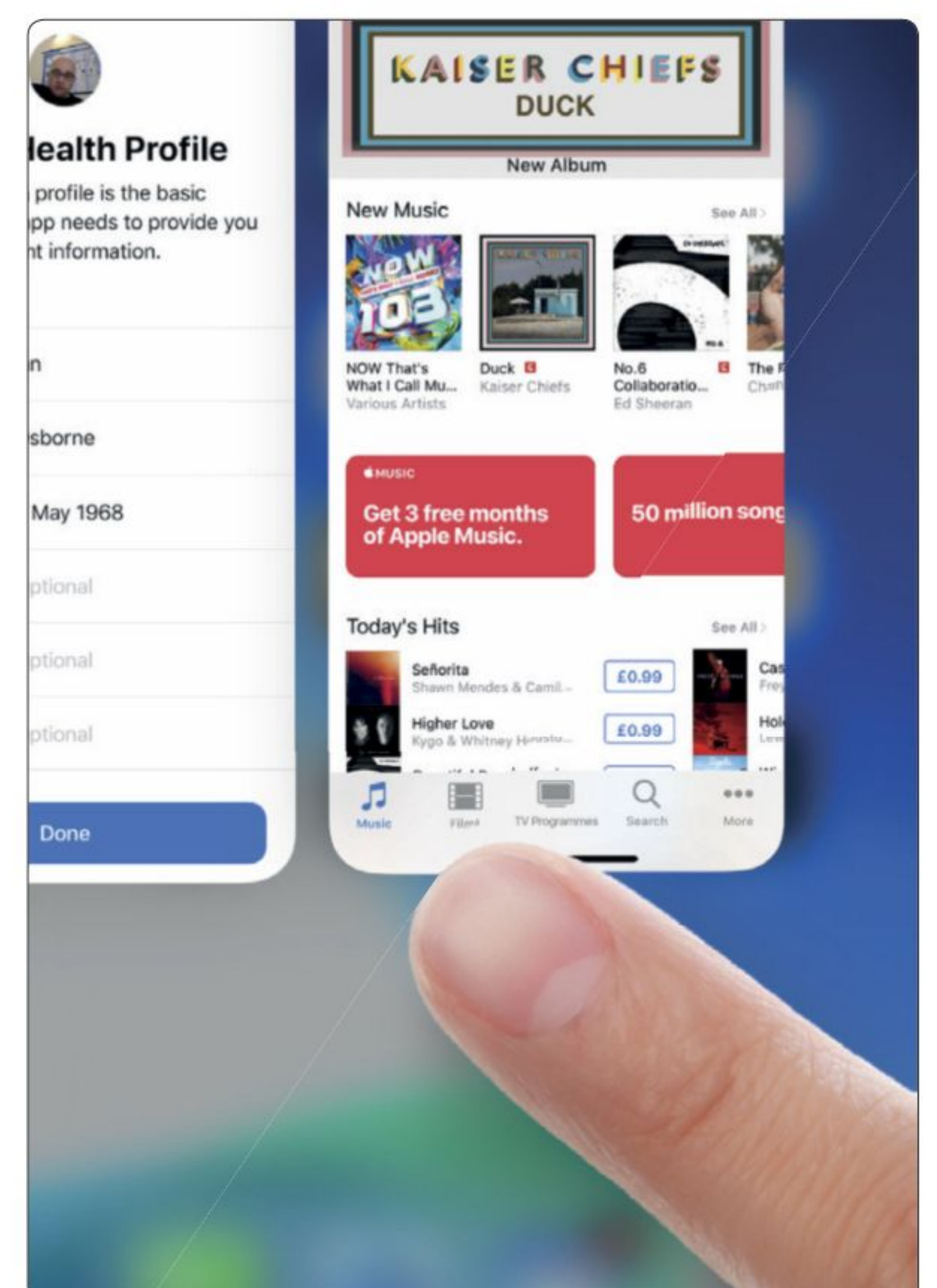
Switch keyboards

When the keyboard is active, you can switch to alternative keyboards by tapping and holding the globe in the lower left. From the pop-up window, switch to a foreign, or third-party keyboard from the App Store, use emojis and more.



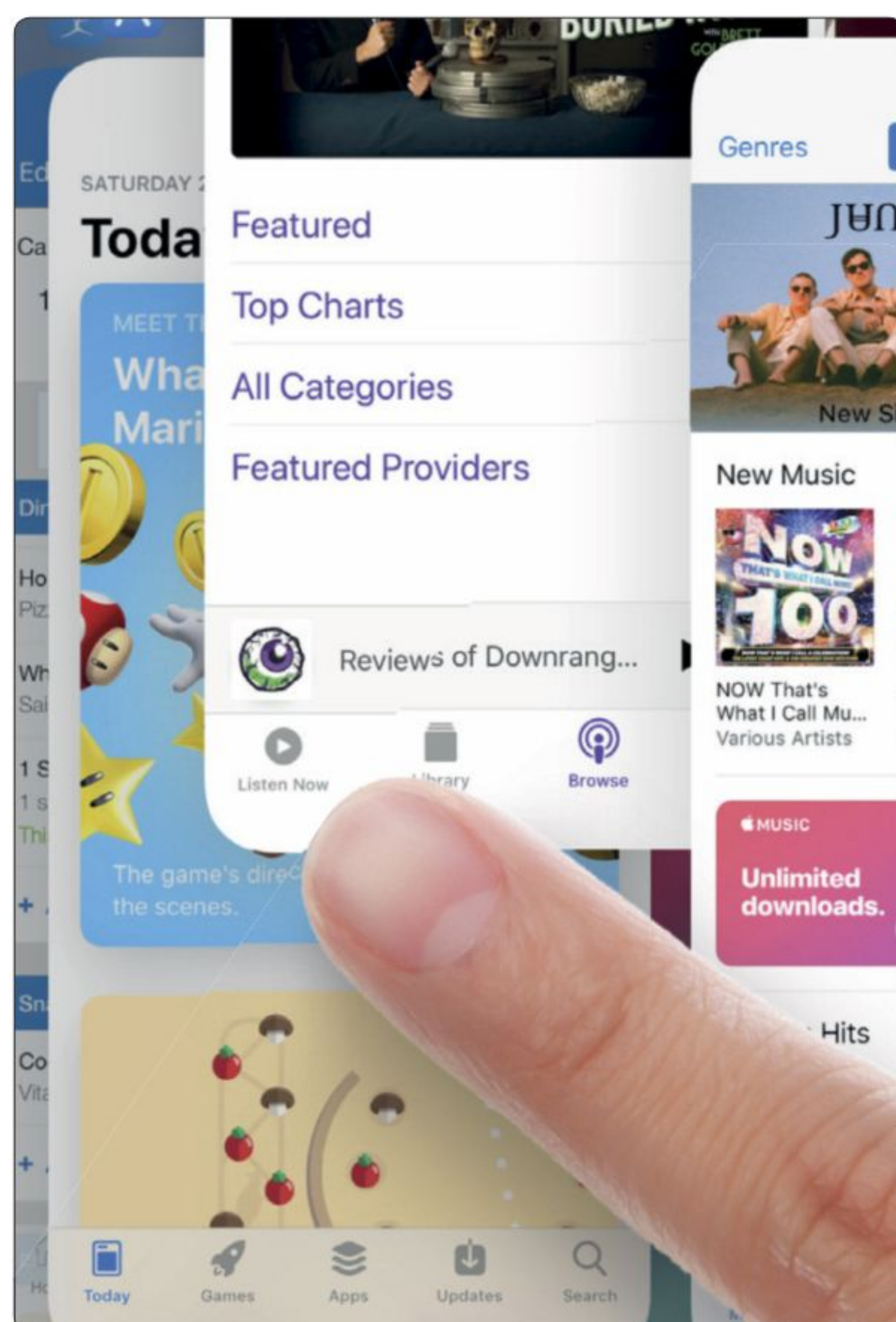
Swipe up for Home screen

On previous iPhones, you could get to the Home screen by pressing the Home button. As newer iPhones don't have a Home button, a new gesture is required. Simply swipe all the way up from the bottom of the screen and the Home page is revealed.



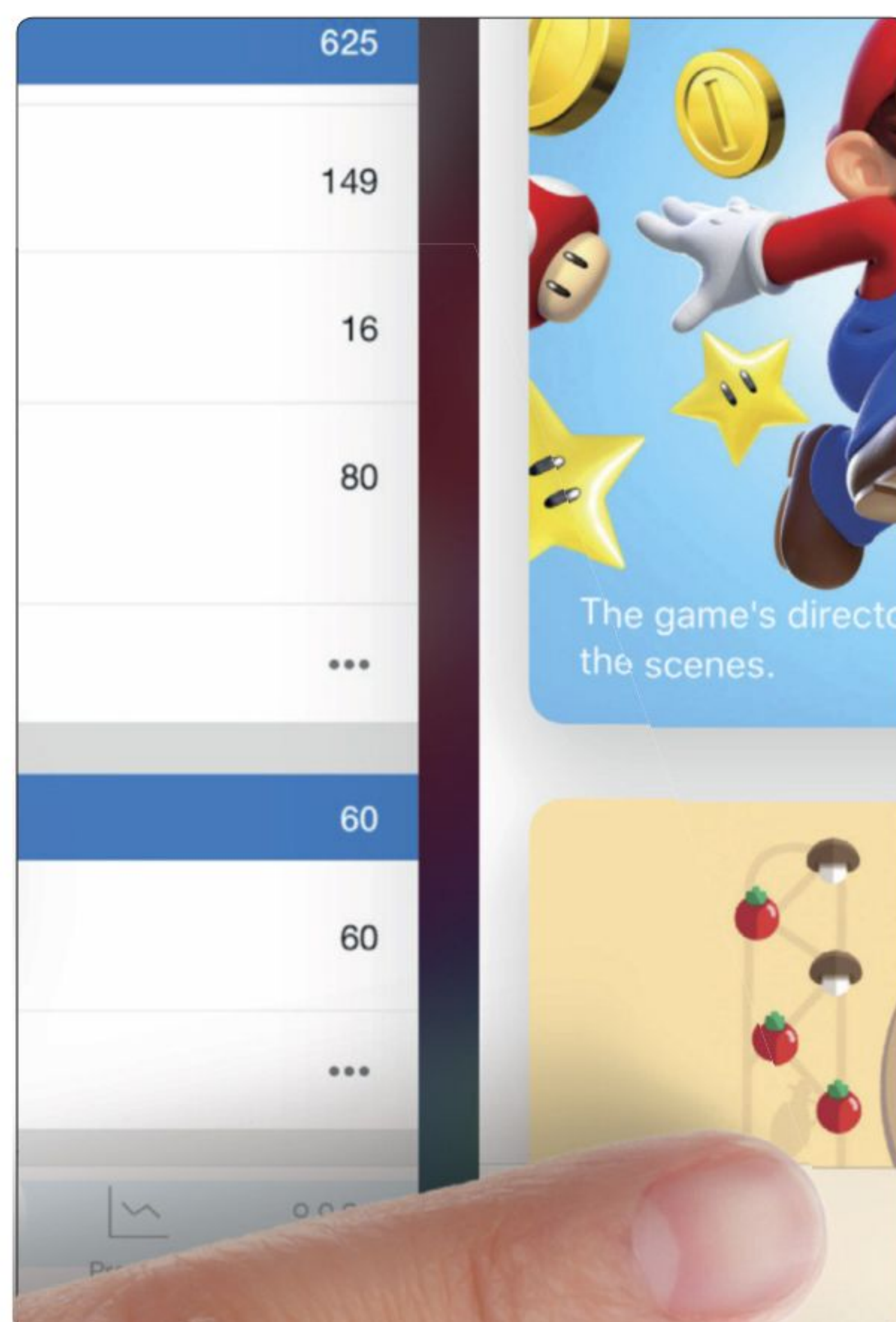
Swipe for the App Switcher

Previously achieved with a double-tap on the Home button, to get to the App Switcher, swipe up from the bottom of the screen and when your finger is halfway up, hold it steady until the other apps arrive, as seen here. You can then lift your finger.



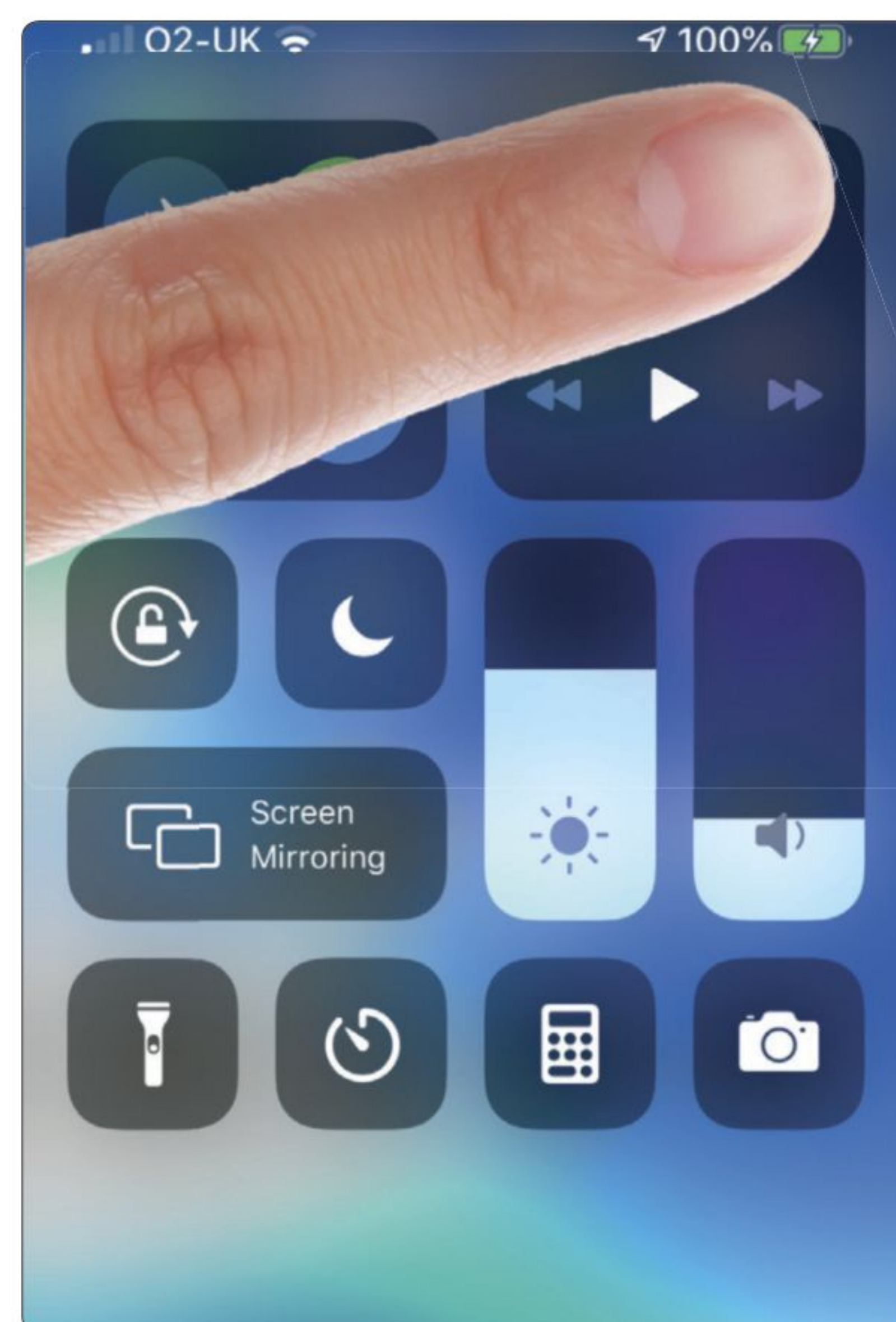
Quitting apps

Whichever iPhone you own, to quit an app from the App Switcher screen, drag its preview window off the top of the screen. To dismiss the App Switcher, tap a preview to go to that app, or anywhere other than the preview screens to go to the Home screen.



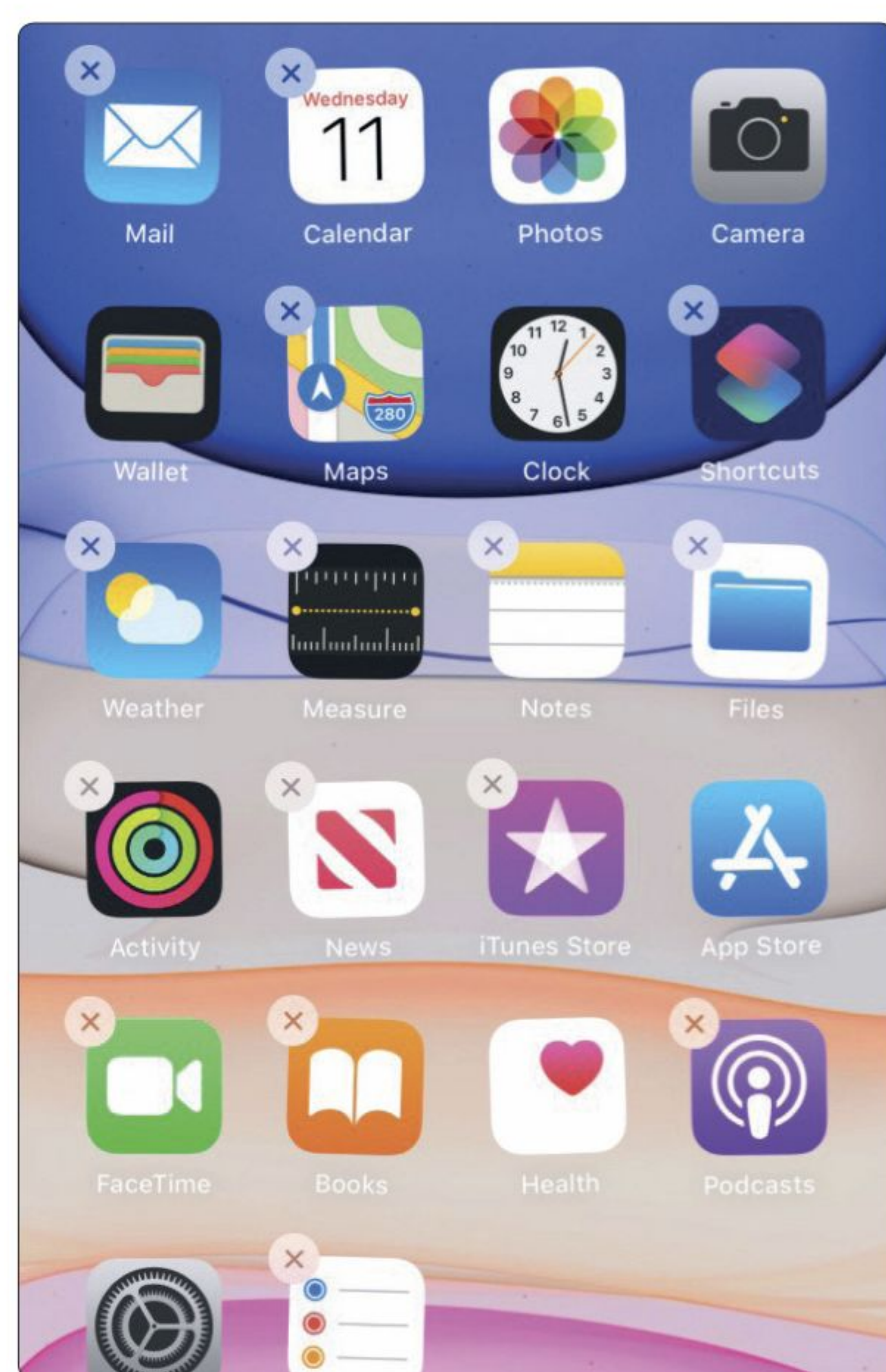
Switch between apps

A neat trick on the iPhone is switching between open apps without going to the App Switcher. Swipe your finger right or left along the foot of the screen to cycle through your apps, arranged in the order they were launched.



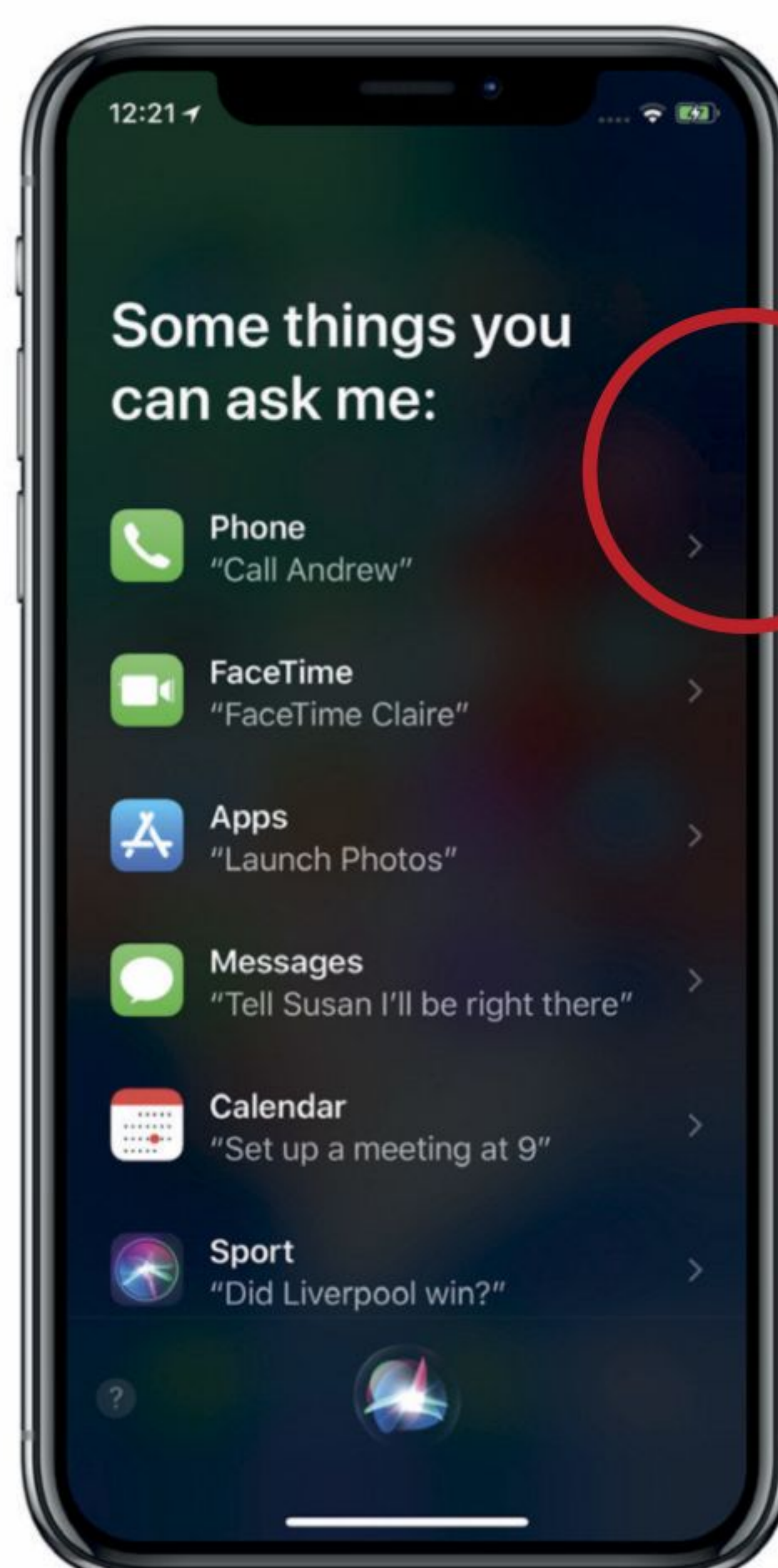
Control Centre

With a Home button, open Control Centre by swiping up from foot of the screen, and close it by tapping the chevron at the top. With no Home button, swipe in from top right corner, and dismiss by tapping anywhere other than on Control Centre.



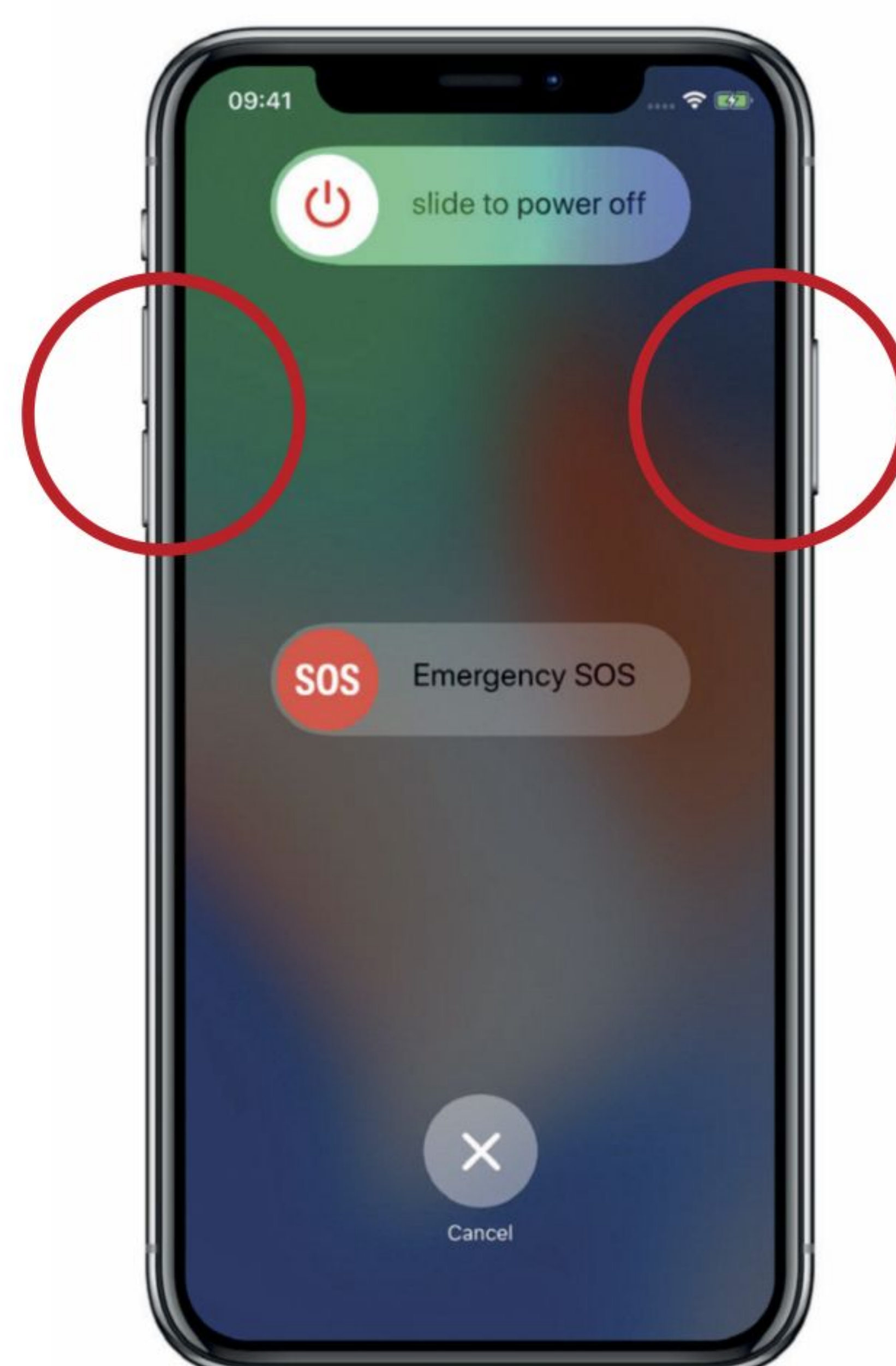
Stop apps from wiggling

Like before, you tap and hold an app on the Home screen to start them wiggling, at which point they can be moved or deleted; but instead of pressing the Home button to return to regular use, you now tap the Done link in the top right corner.



Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the iPhone. Press and hold the Side button until Siri appears. When you're done, tap the Side button again to close the feature.



Restart your iPhone

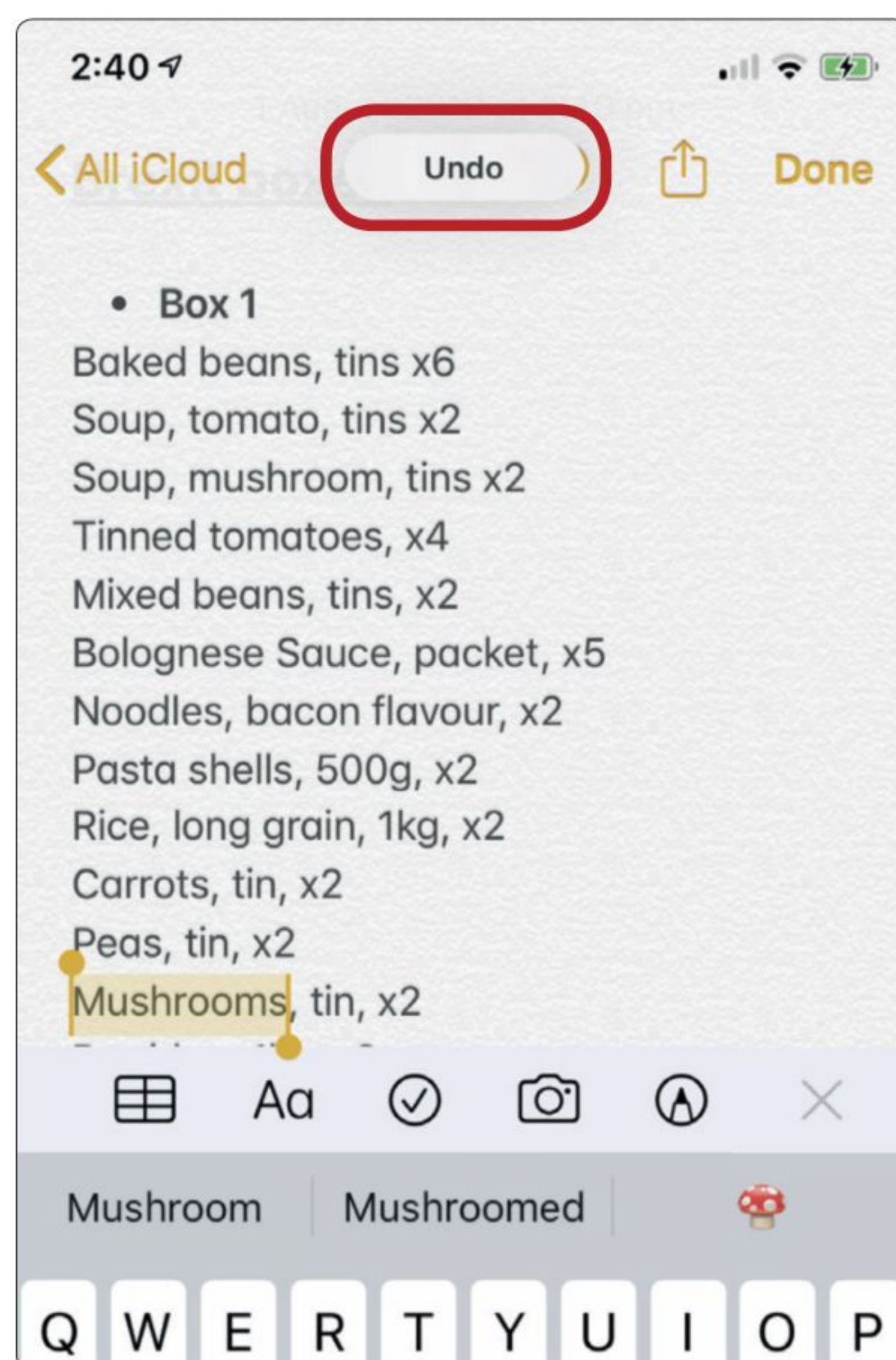
To restart a newer iPhone with no Home button, press and hold both the Side button on the right and the Volume button on the left. On older iPhones, press and hold the side or top button. Shut down your iPhone with the slider.

New Gestures for iOS 13



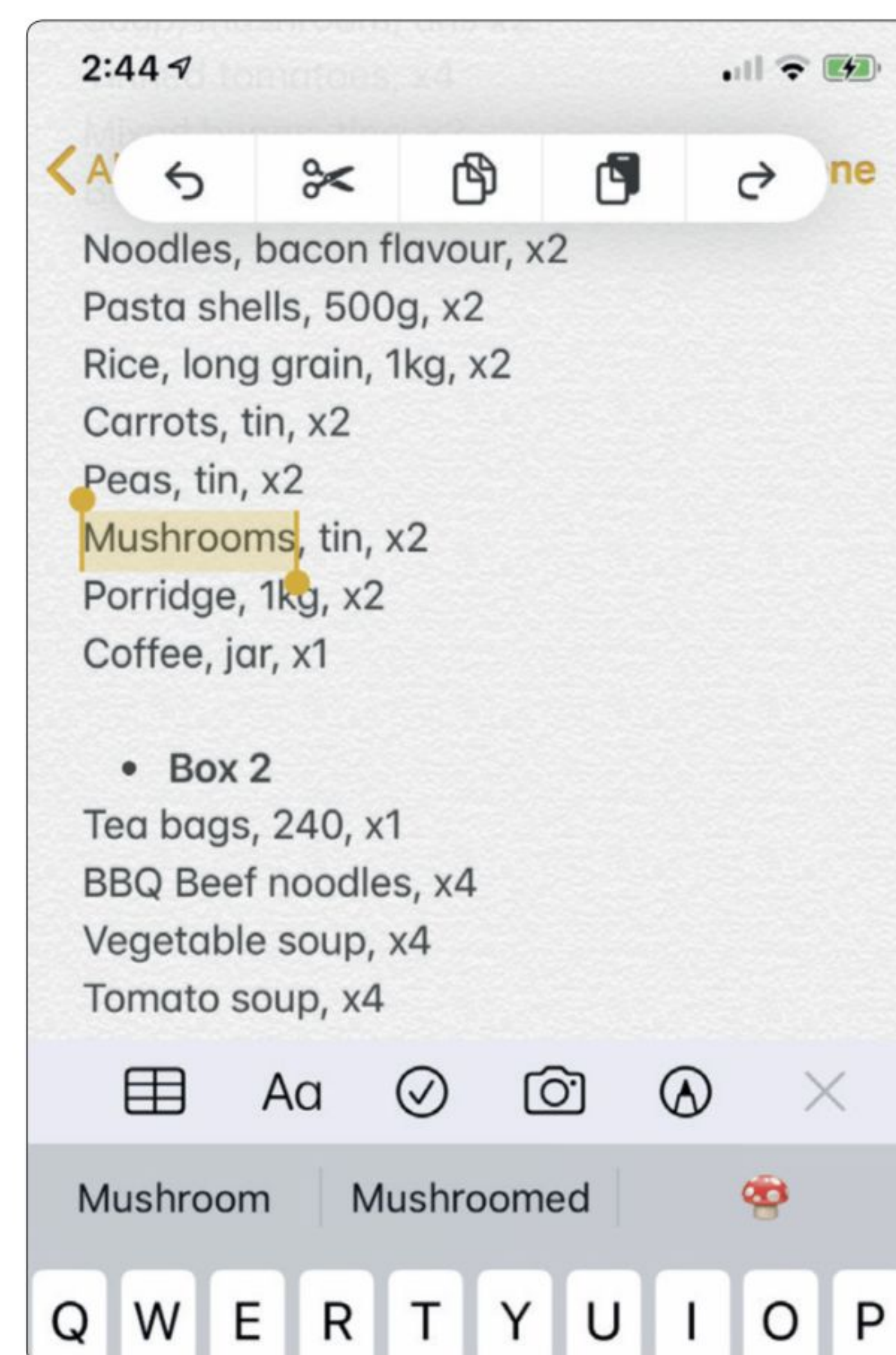
Cut, Copy and Paste

There are three new editing gestures, which use three fingers. After using one, a small window appears telling you what you've done. The gestures are: Copy – three-finger pinch, Cut – three-finger double pinch, Paste – three-finger spread.



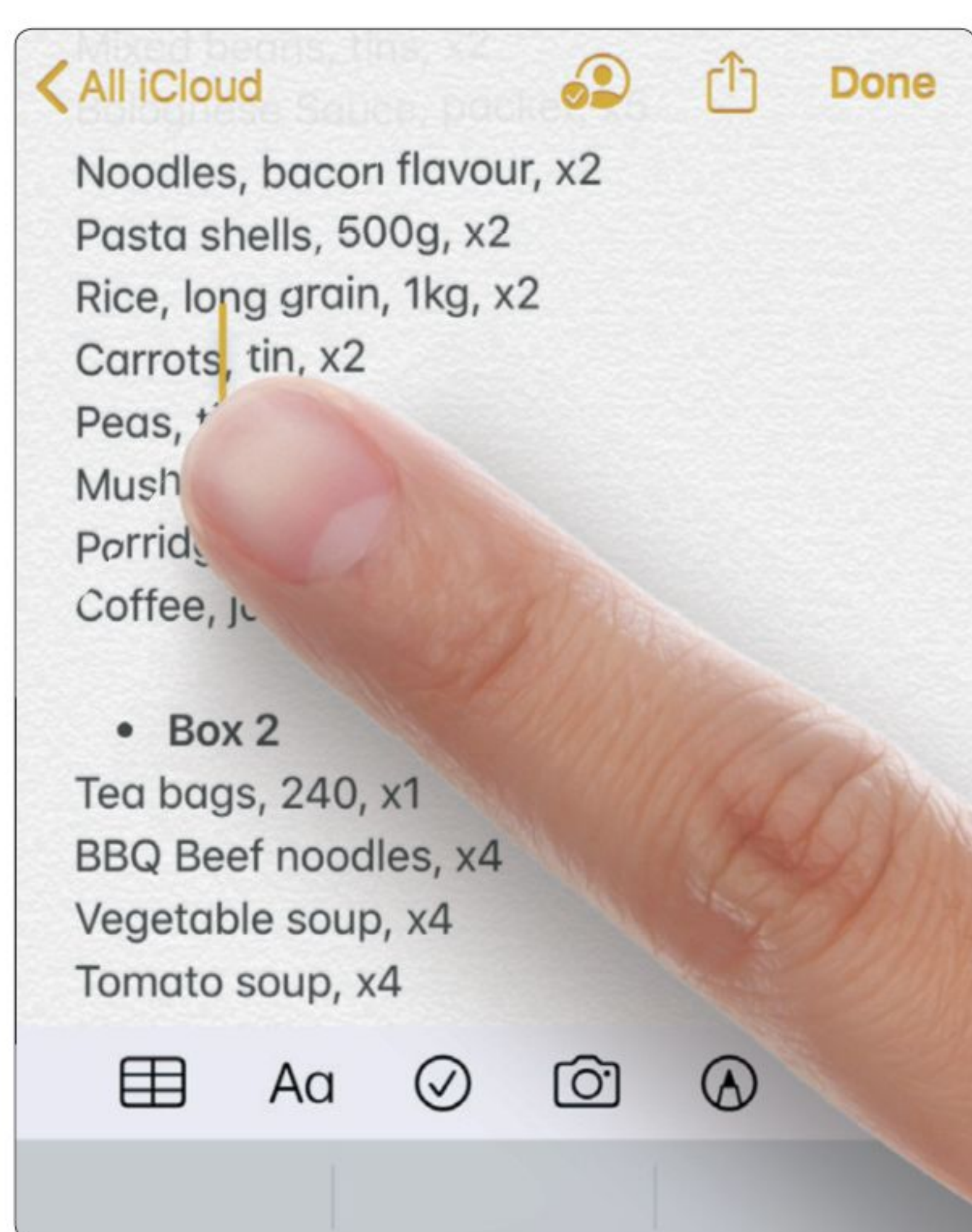
Undo and Redo

To undo the last thing you edited, swipe the screen left with three fingers. Alternatively, you can tap the screen with three fingers to perform the same task. If you decide you've made a mistake with your undo, simply swipe right with three fingers to redo the edit.



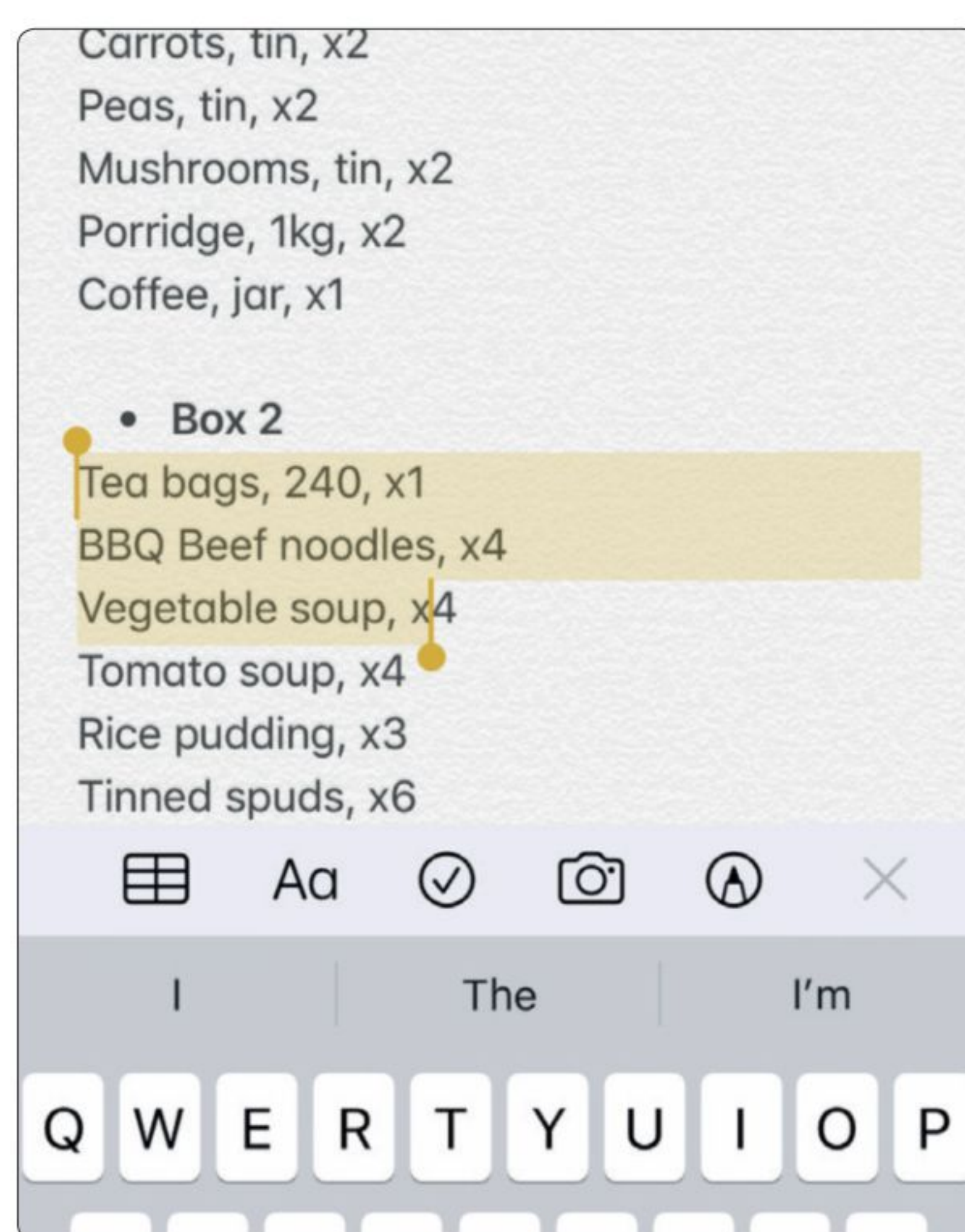
Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPhone's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.



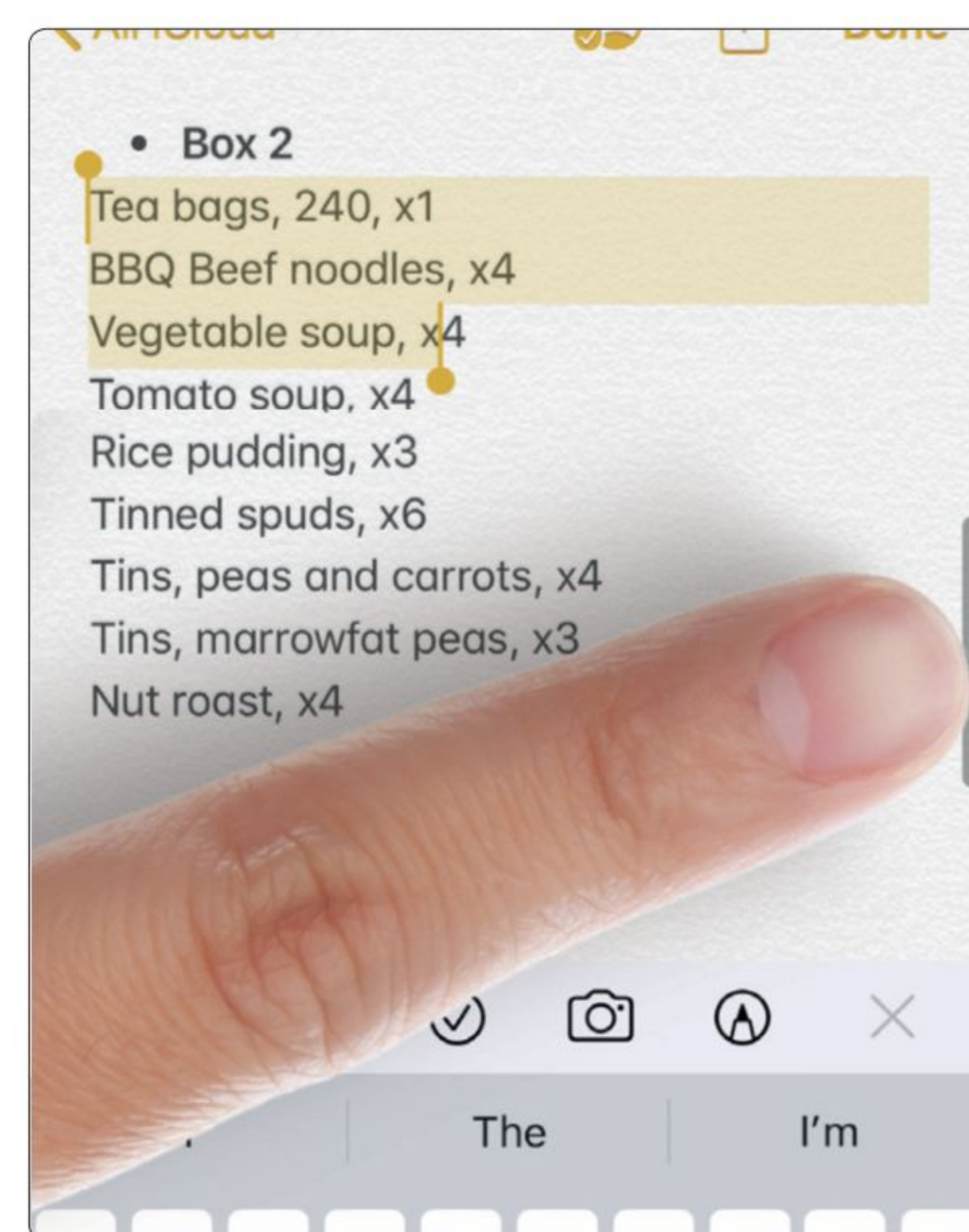
Move the Cursor

If you want to move the cursor around the screen, simply tap and hold it, in its current position, to pick it up, then drag it to where you want it to go and then lift your finger to place it. Double-tap and hold to select text between the cursor's old position and its new one.



Select a block of text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you wish to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.



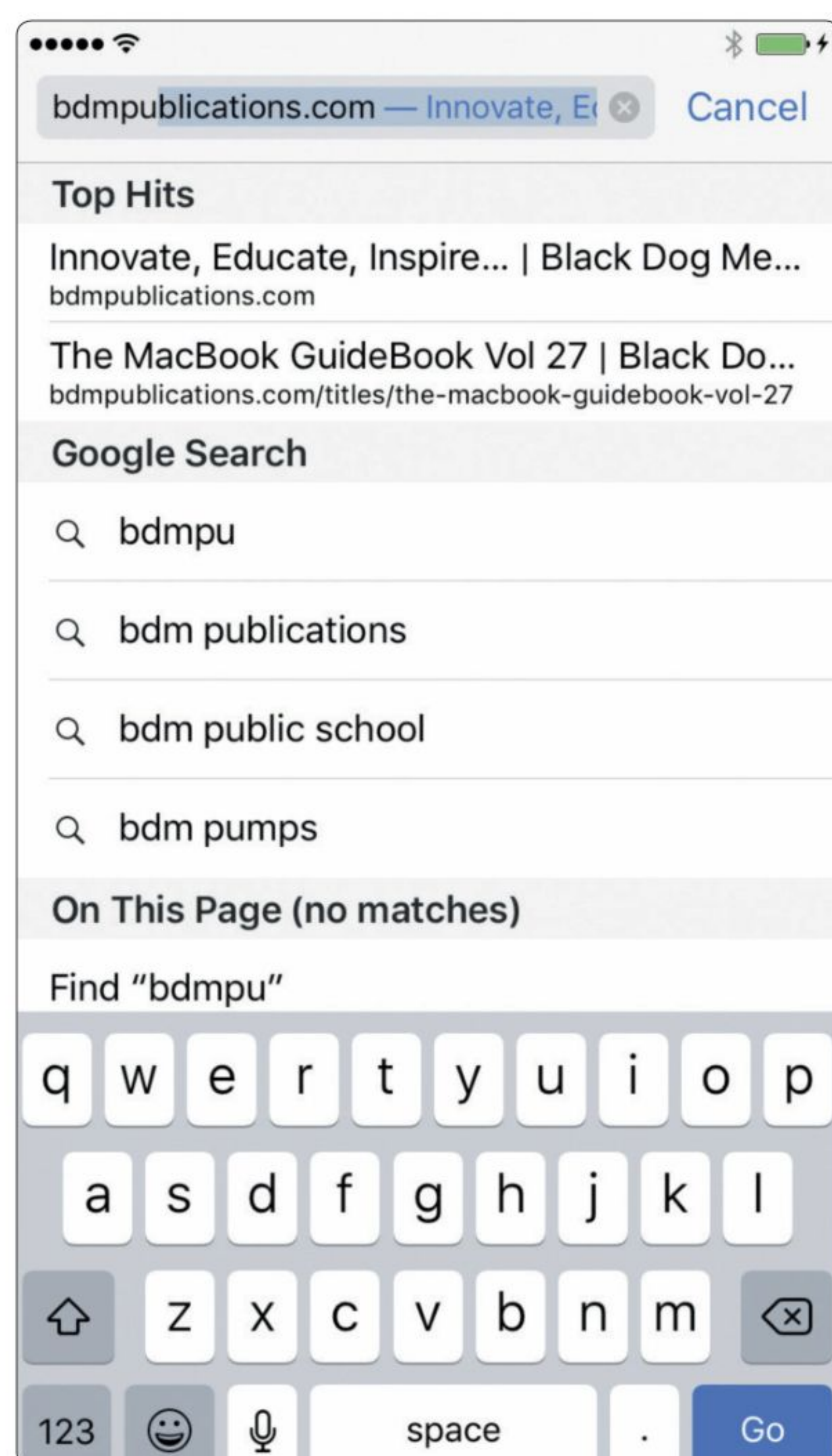
Drag scrollbar

Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. Lift your finger and place it on the scrollbar, and you can drag it up and down for more efficient screen scrolling.

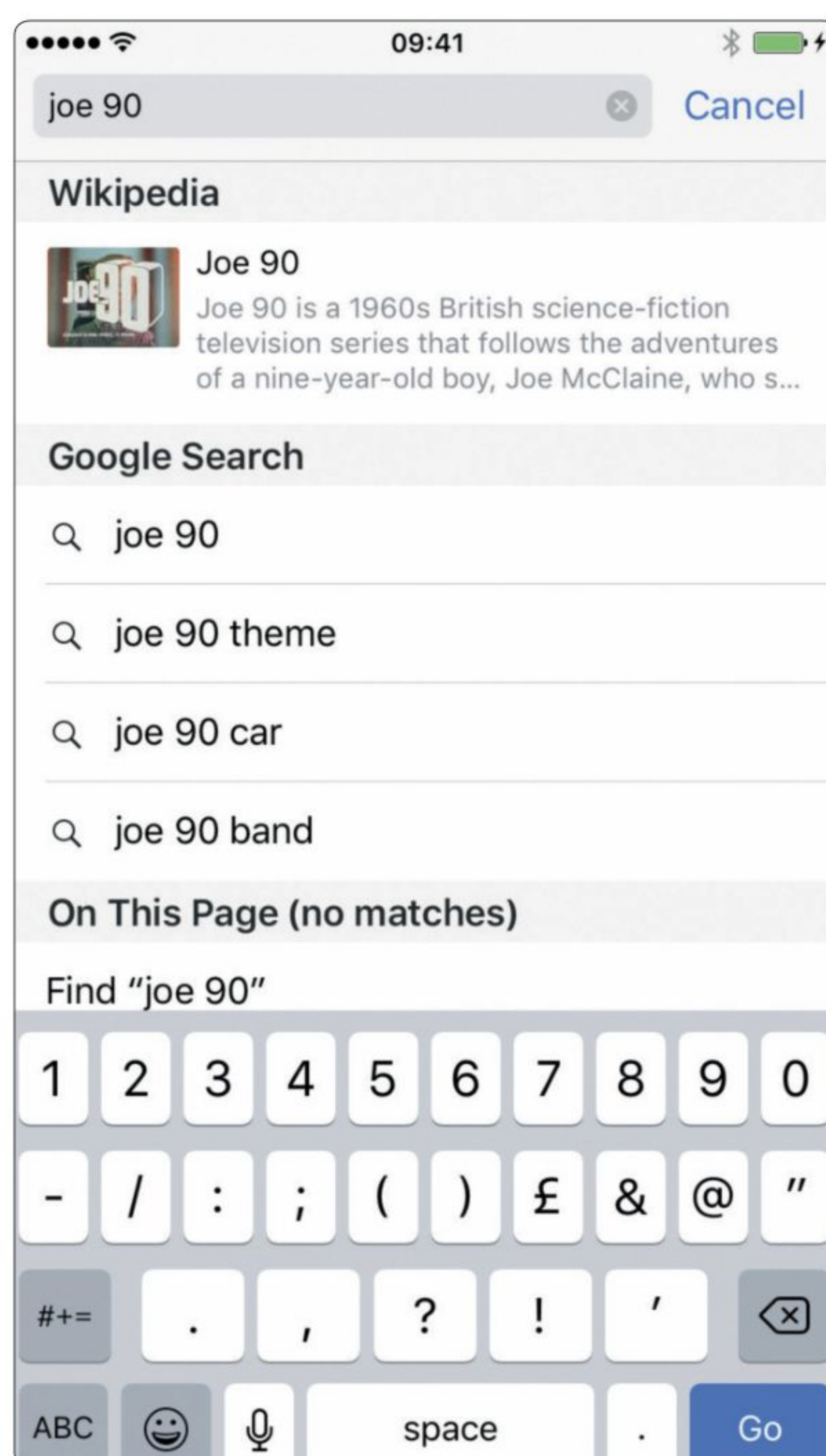


The Keyboard

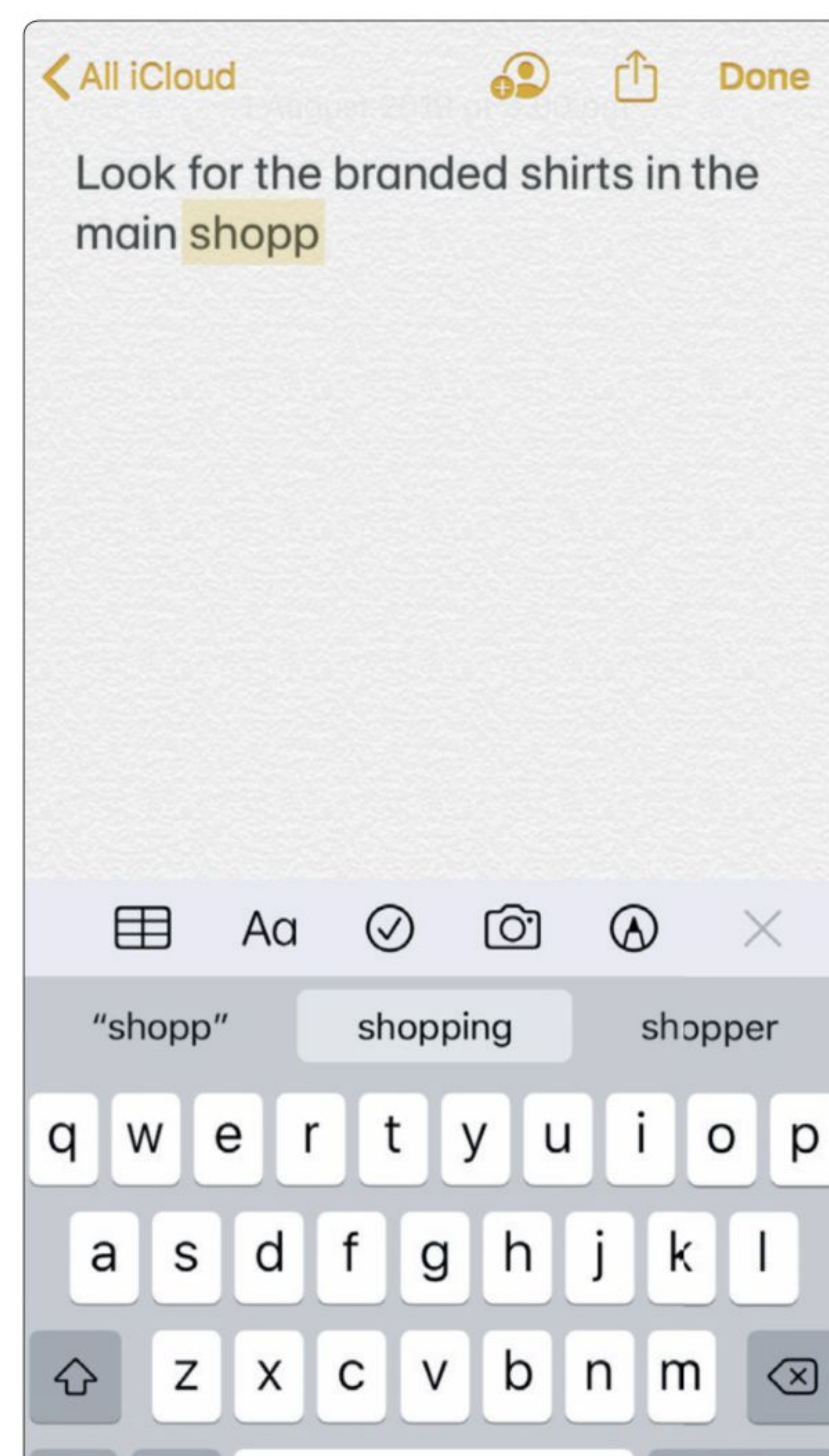
When it comes to using your iPhone, the keyboard is second only in importance to the touchscreen. If you familiarise yourself with the iPhone's virtual keyboard features, you can get so much more out of your Apple smartphone. This guide teaches you how to use the virtual keyboard, and its features such as voice input and additional languages.



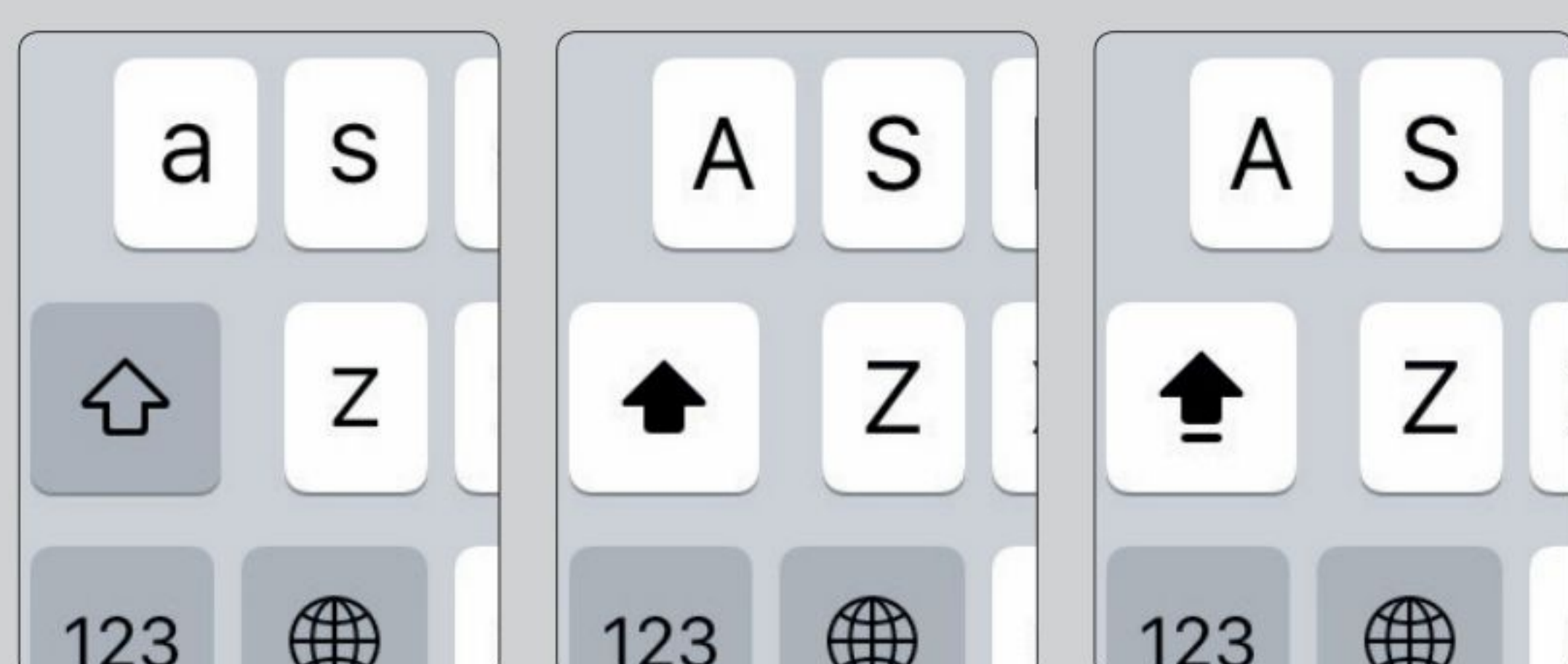
1 Once you've opened the keyboard, you can enter text by simply tapping on the keys as you would on any similar typing device. It's really easy and intuitive to use.



2 To add digits and punctuation to your text, just tap the 123 key located on the lower-left side of the keyboard. An additional tap on the key above brings up more symbols.

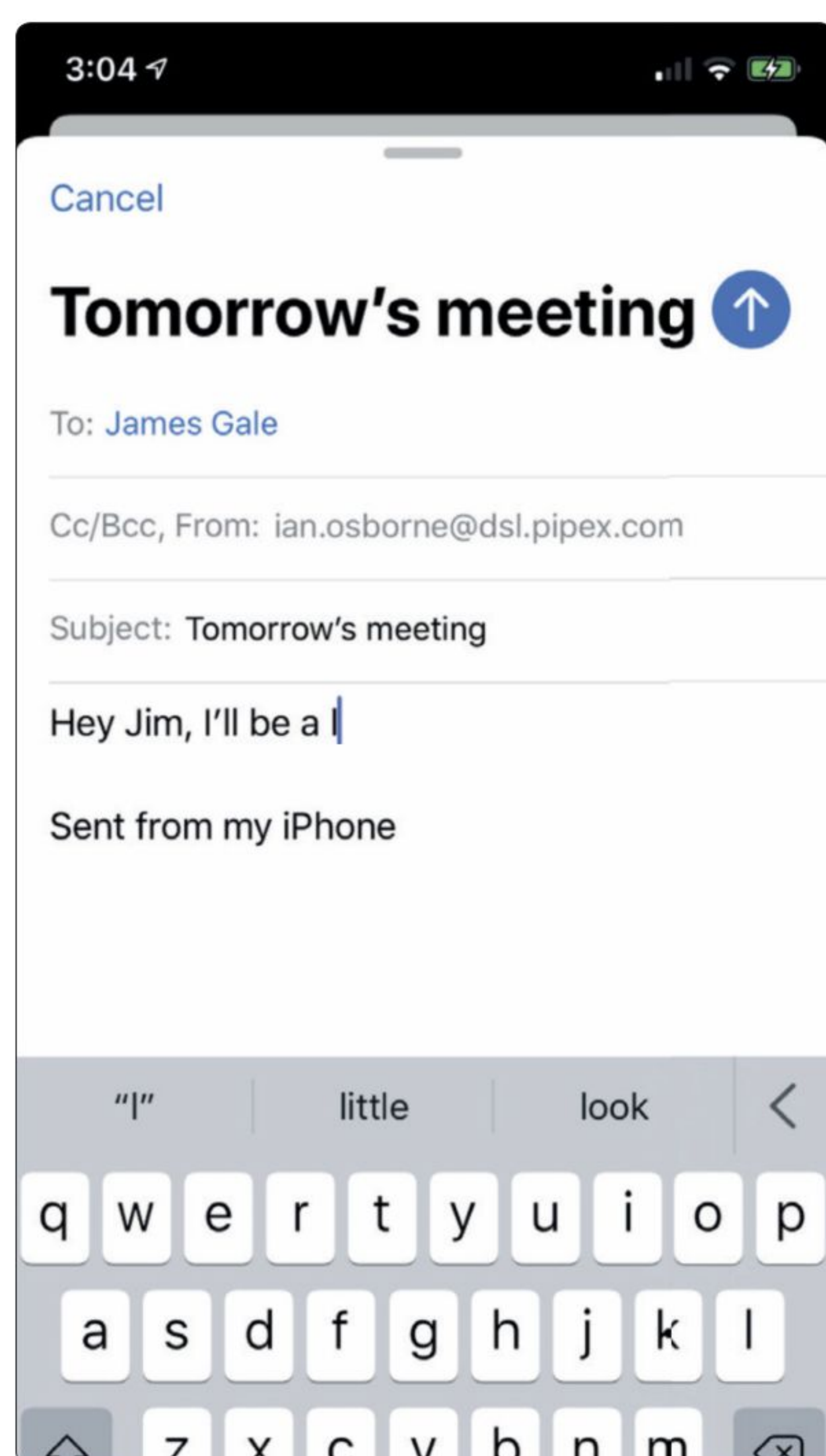


3 When you start to type a word, the iPhone tries to complete it for you and displays its predictions in a bar above the keyboard. Tap one of the suggestions to finish the word.

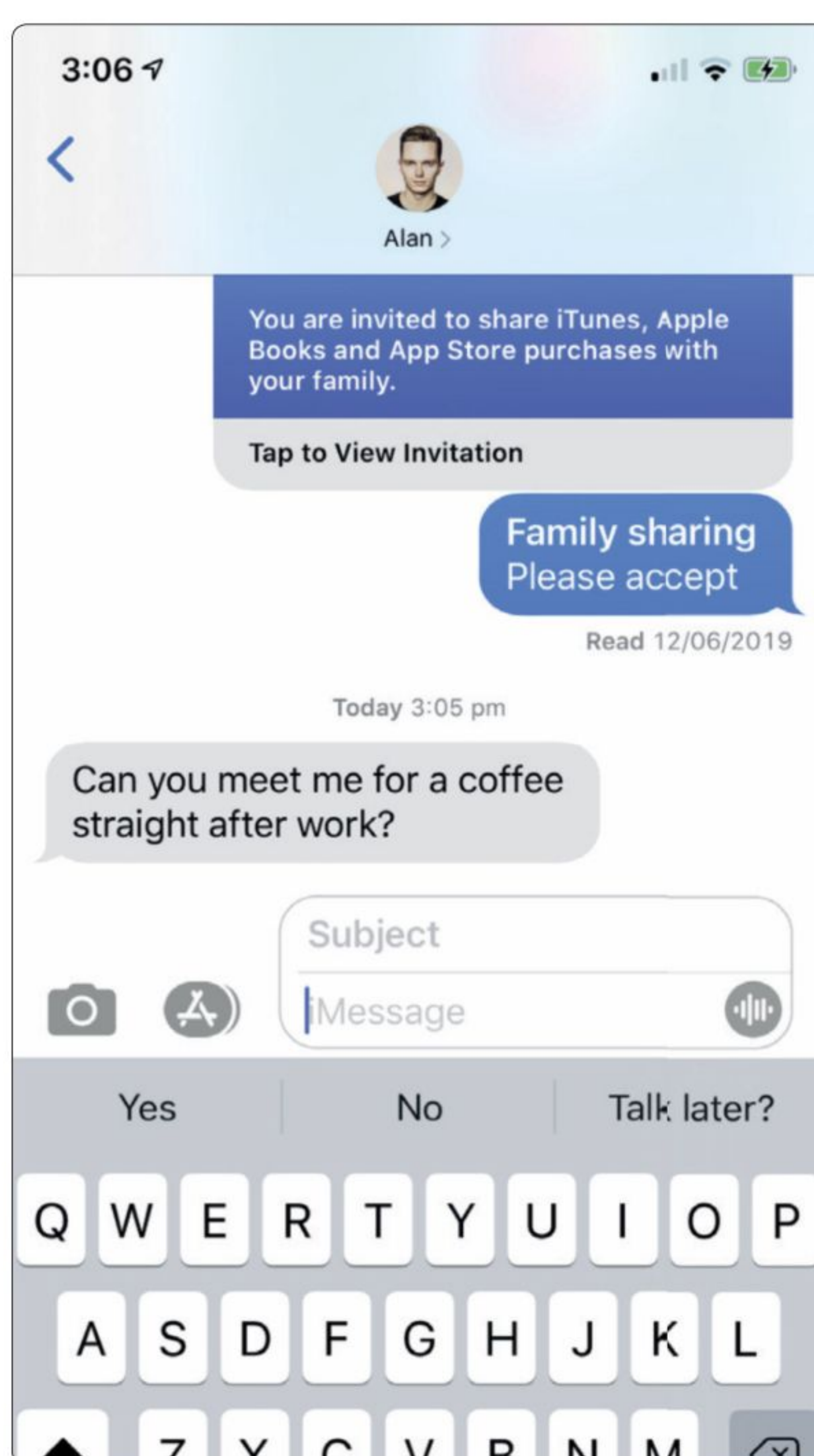


Shift key options.

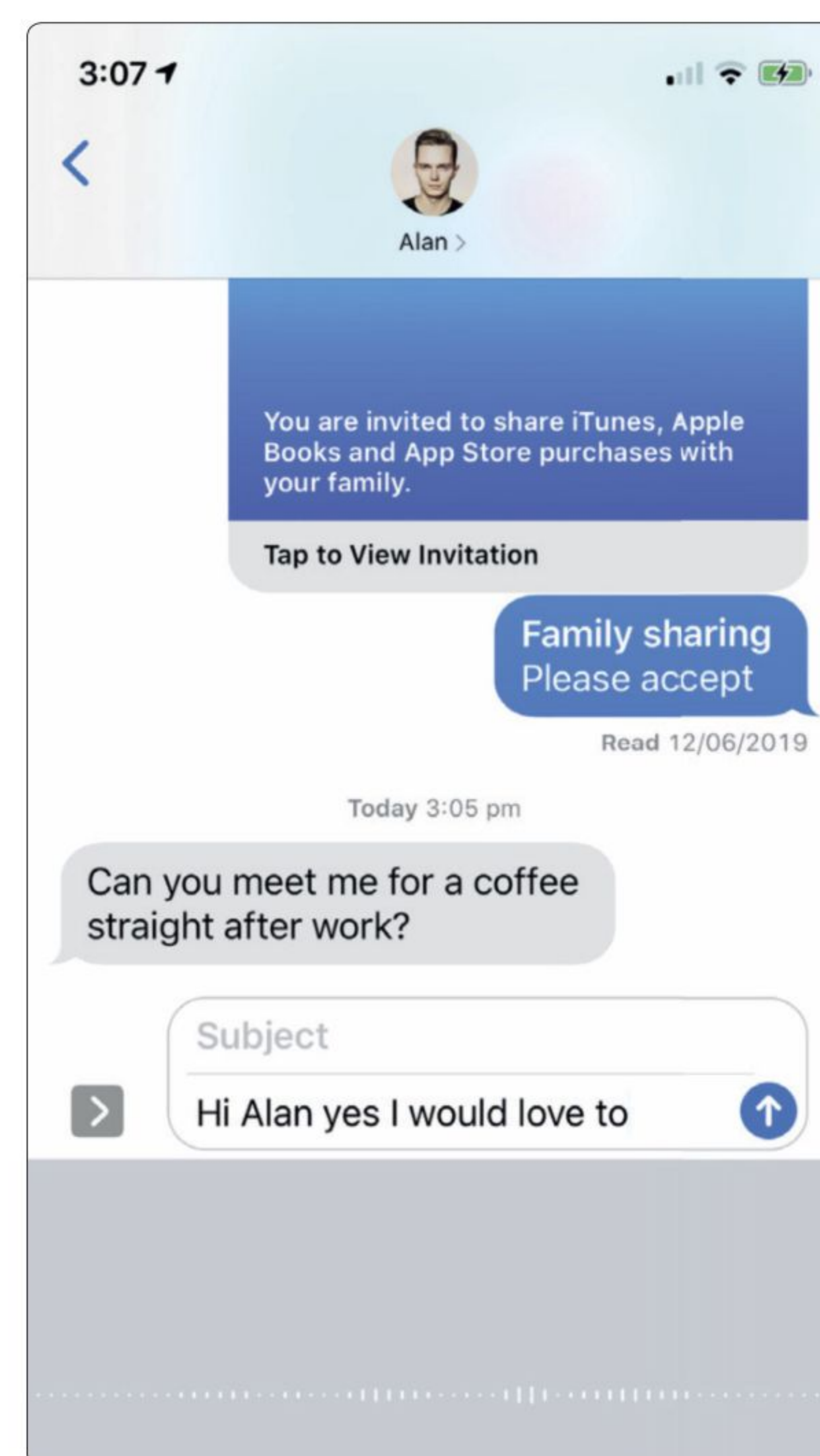
Tap the Shift key to switch to capital letters for the next key press only. Double-tap to lock it in caps mode, like a caps lock on a manual typewriter. In caps mode, tap the Shift key once to return to normal typing. The Shift key's graphic changes depending on whether it's in regular, caps-next or caps-lock mode.



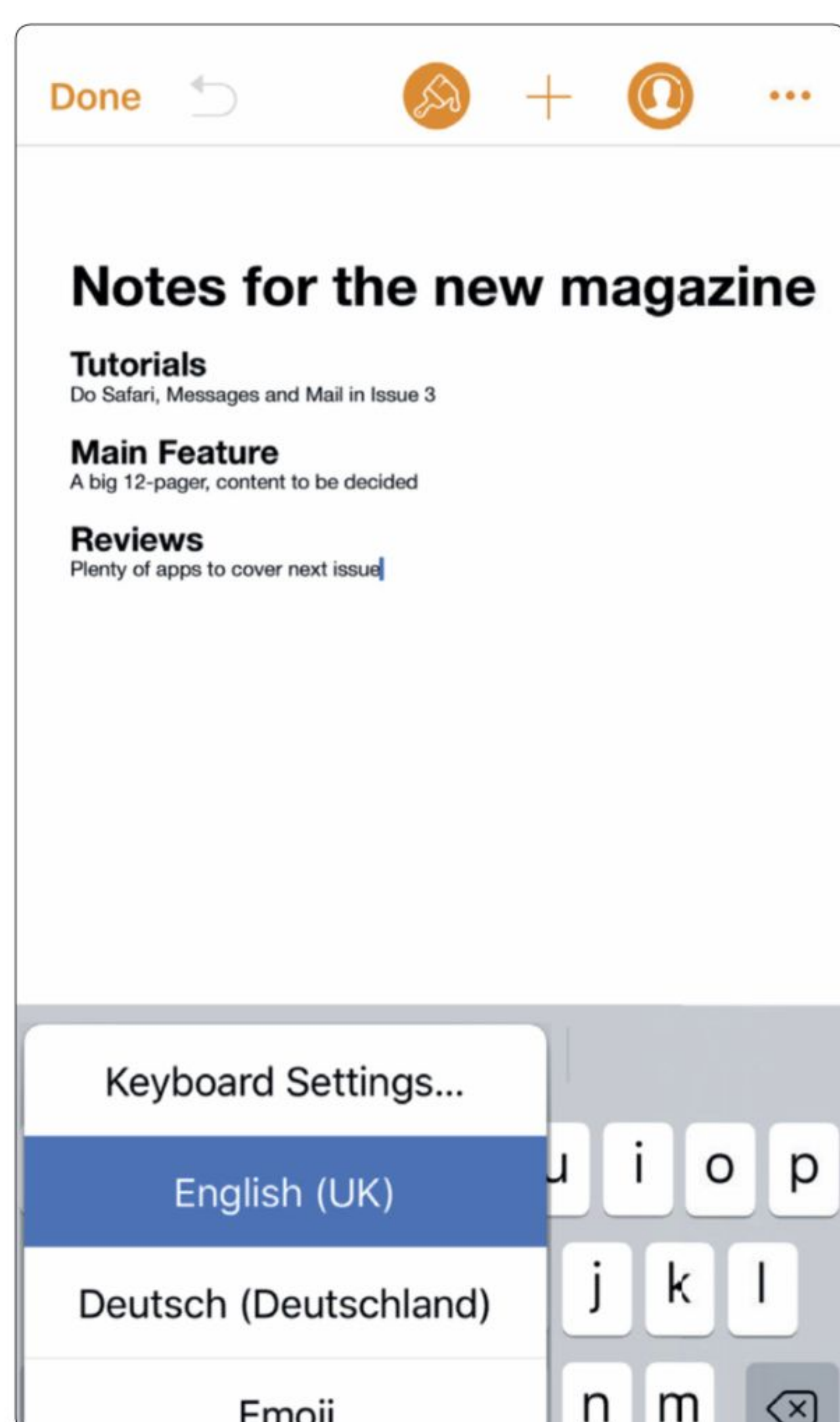
4 When sending messages or emails, predictive text learns your choice of language and suggests the correct word for the tone of what it is you're writing.



5 This predictive text feature also recognises if you are replying to a question that can be answered "Yes" or "No". As before, simply tap to select the answer that suits your reply.



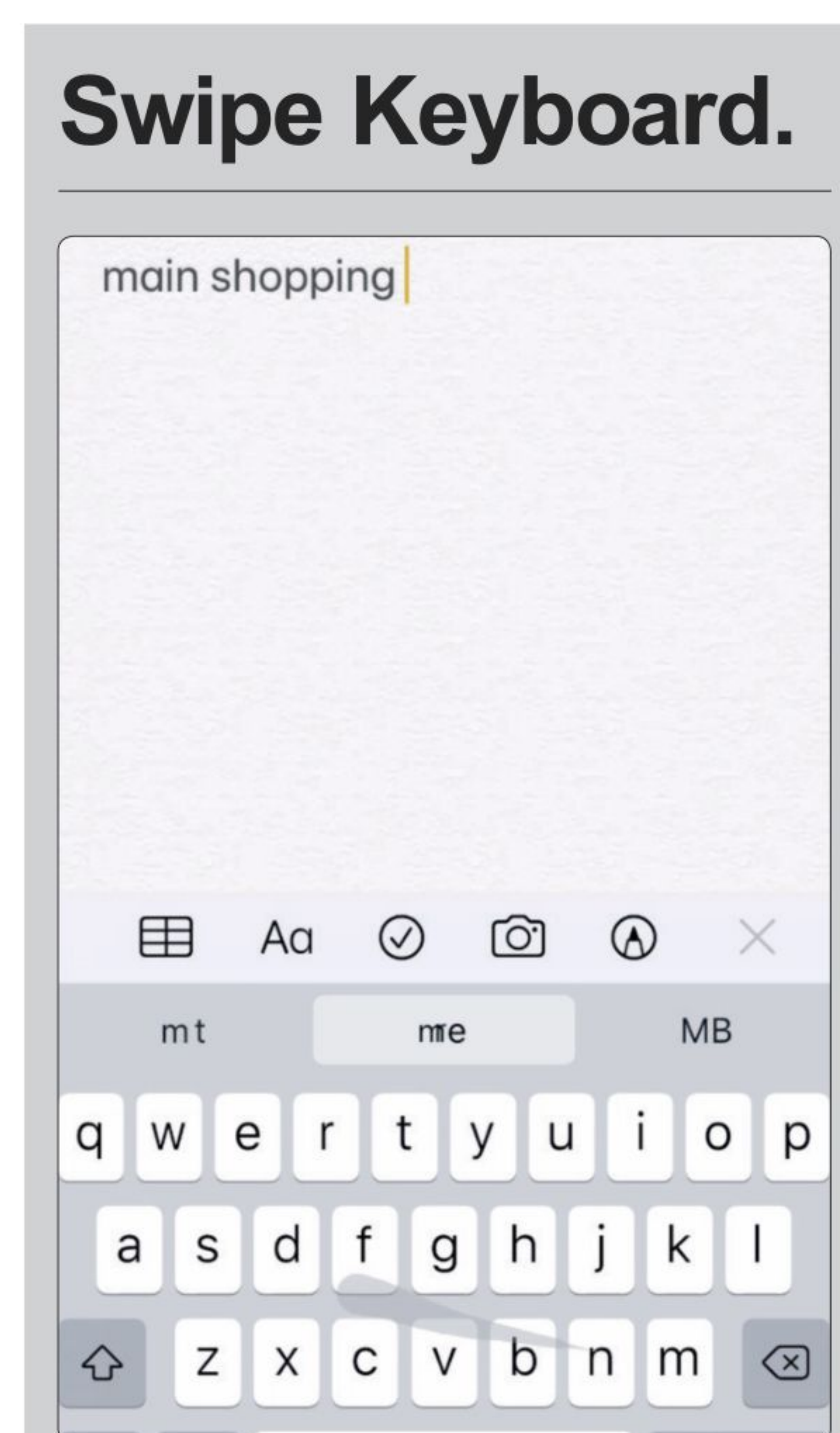
6 Notice the Microphone icon to the left of the space bar. This is the Voice Dictation key. Tap this and simply speak the text you wish to enter; it appears on-screen in real-time.



7 Additional keyboards can be accessed by tapping and holding the Emoticon/Globe icon and selecting an option. You can (de)activate predictive text from the Keyboard Settings link.



8 To add third-party keyboards, download the keyboard app from the App Store. From Settings, go to: General > Keyboard > Keyboards > Add New Keyboard and select the app.



A new feature is the Swipe keyboard. Instead of tapping each key individually, you can drag your finger from letter to letter, without lifting it, until you get to the end of a word.



Control Centre

To access the Control Centre, swipe down from the top right corner, or if you have an older iPhone model, swipe up from the bottom of the screen. The iOS 13 Control Centre has some great features, which we look at here.

Control Centre in Focus

1 In this box, you can turn on and off (clockwise, from top left) Airplane Mode, Mobile Data, Bluetooth and Wi-Fi. If you have 3D Touch, deep press the main box for more options.

2 This box shows you what you are currently listening to. In this case, we're not playing anything, so we just see the default controls. Deep press for more options, including volume control and the means to play through external speakers.

3 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPhone. Tap it again to switch off the screen orientation lock.

4 Tap here to activate and deactivate the Do Not Disturb mode, which silences many iPhone functions.

5 This is the brightness control. Run your finger up and down it to raise or lower the brightness, or deep press for a bigger version of the slider and instant access to Night Shift Mode.



6 Your iPhone's volume control. Run your finger up and down the slider to adjust the sound. Do a deep press to open a bigger version of the volume control slider.

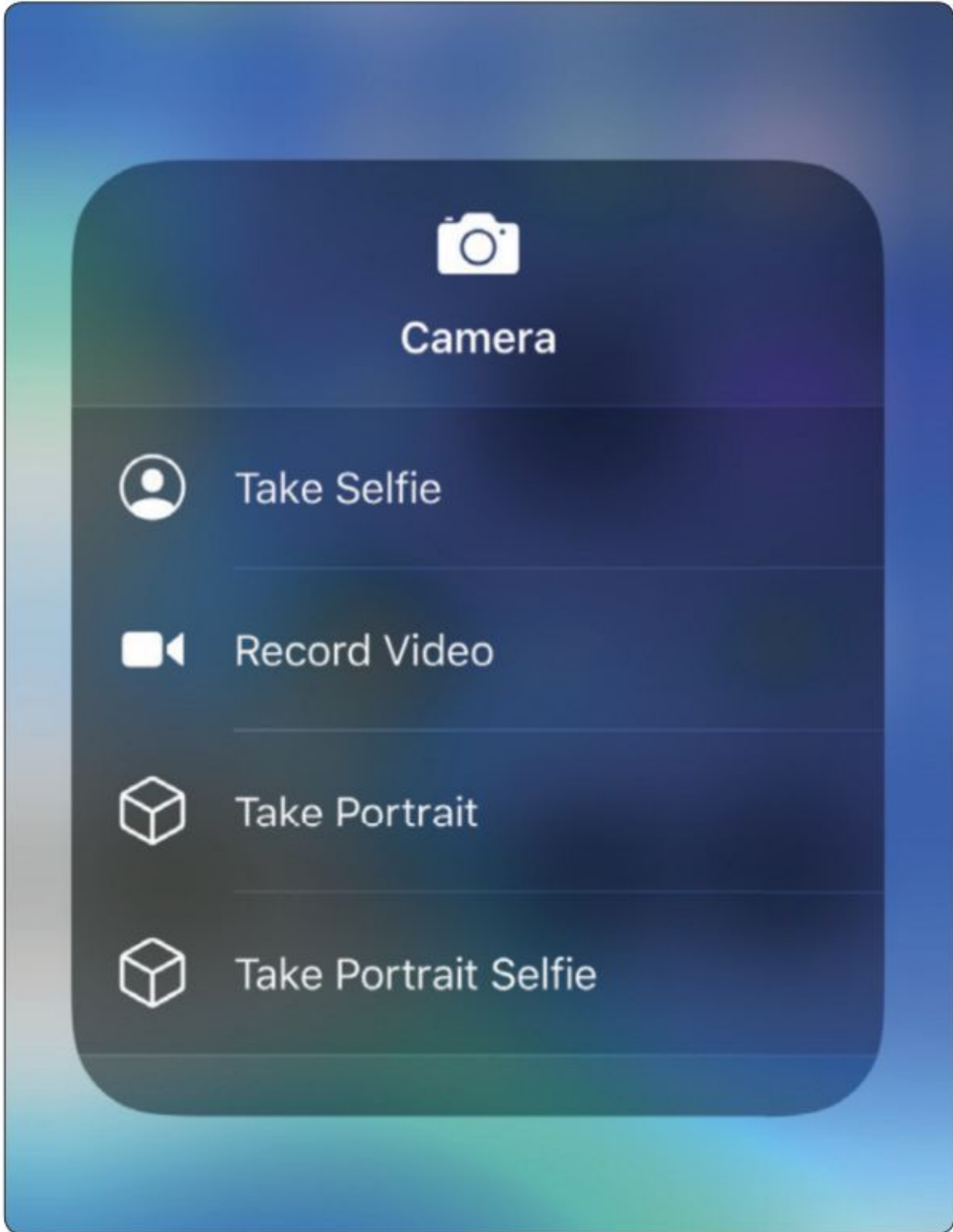
7 To mirror your screen, maybe to your Apple TV, tap here and select the target from the window.

8 Tap here to use the LED on the back of your iPhone as a torch. Deep press for a slider that lets you adjust the light's brightness.

9 Tap here to open the Clock app and go straight to its Timer feature. Deep press for access to an instant timer.

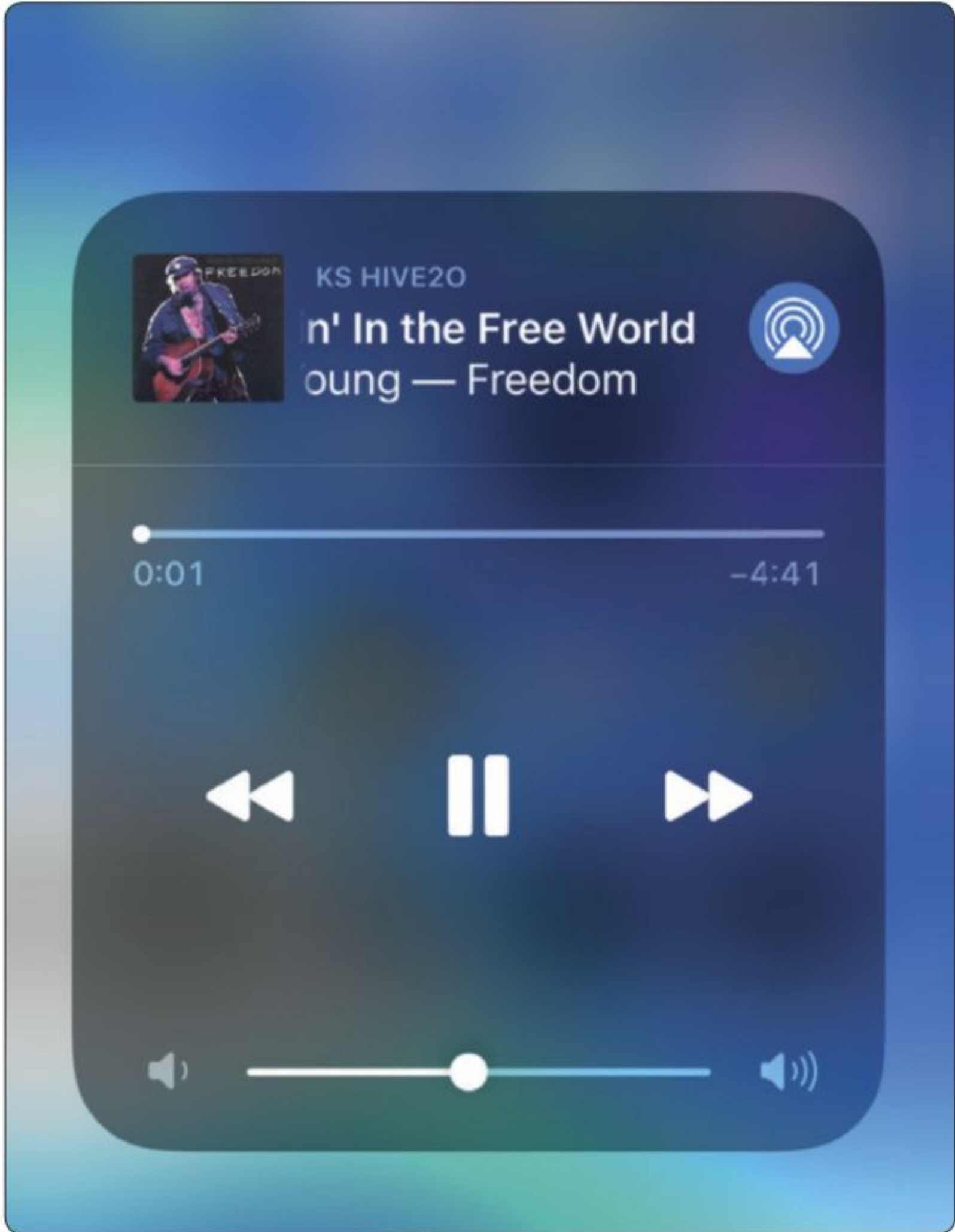
10 This icon gives you instant access to the Calculator app. Deep press for the option to copy the last figure from the calculator onto your iPhone's clipboard.

11 Tap this to access the Camera app. Deep press it to access photography options within the Camera app, such as selfies, video recording and the Slo-mo function.



Deep press icons

If you tap and hold a Control Centre icon, it usually gives access to further functions. For example, the Camera icon provides the window shown here, and gives you instant access to selfies, video recording, and portrait photography.

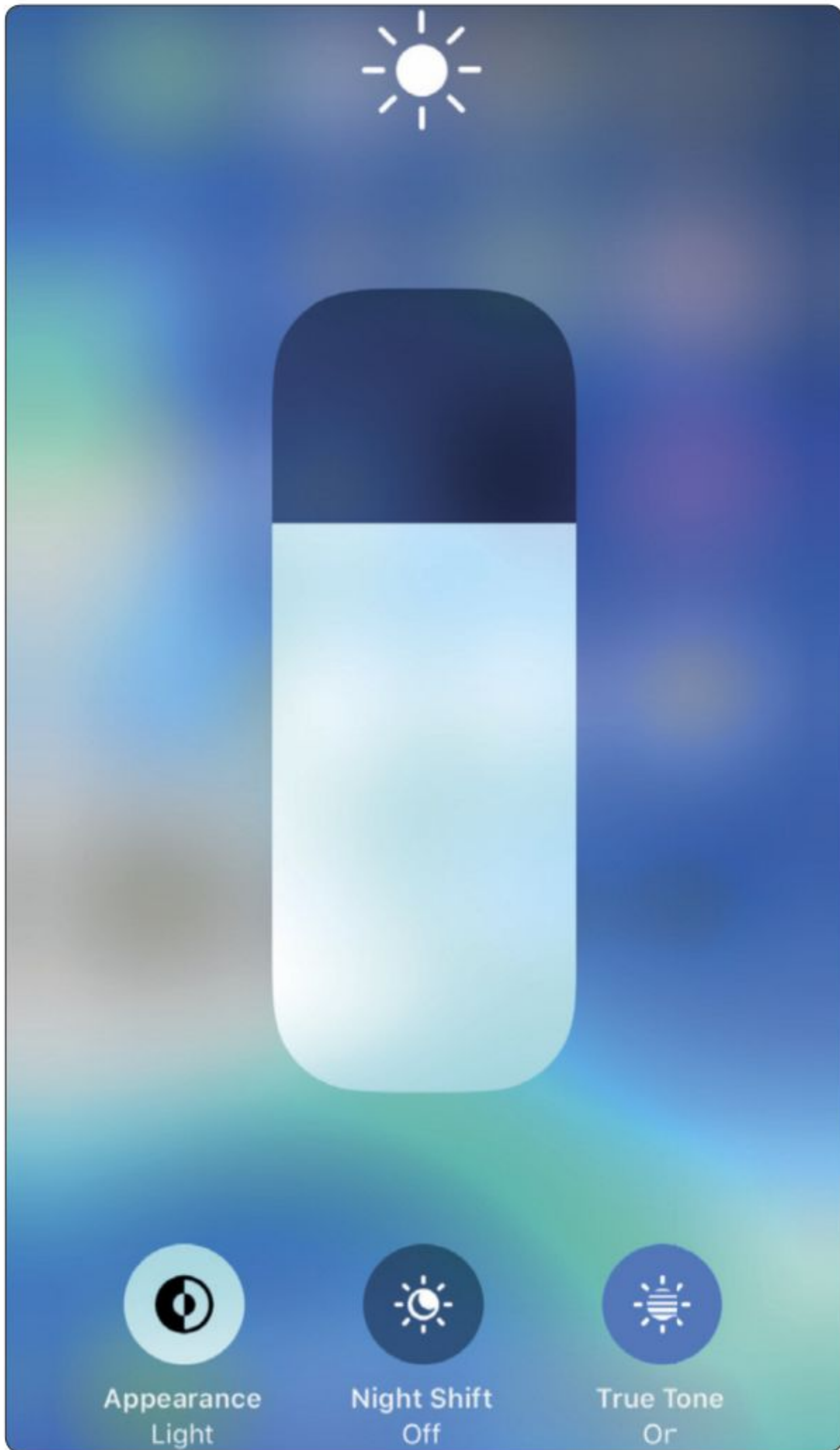


The music controls

Just like before, the Music controls show you the currently playing song, including album art. You can skip forwards and backwards or play/pause from the Control Centre icon but a long press gives access to more comprehensive controls.

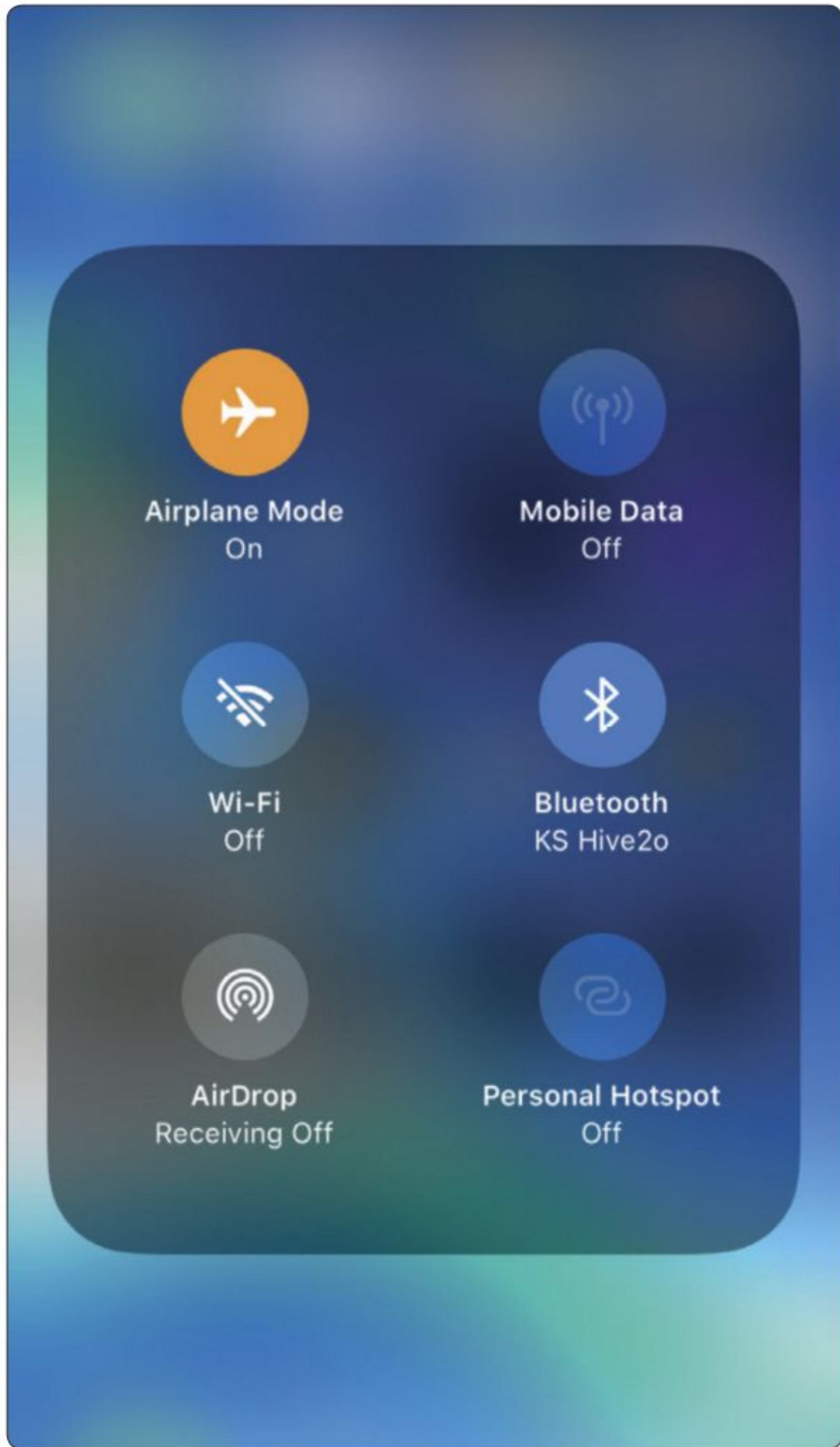
Access Bluetooth & Wi-Fi Options.

In Control Centre, tap and hold the top left box to open the larger window, then tap and hold the Wi-Fi or Bluetooth icon to switch between networks or BT devices. You can also access their Settings screens from these windows.



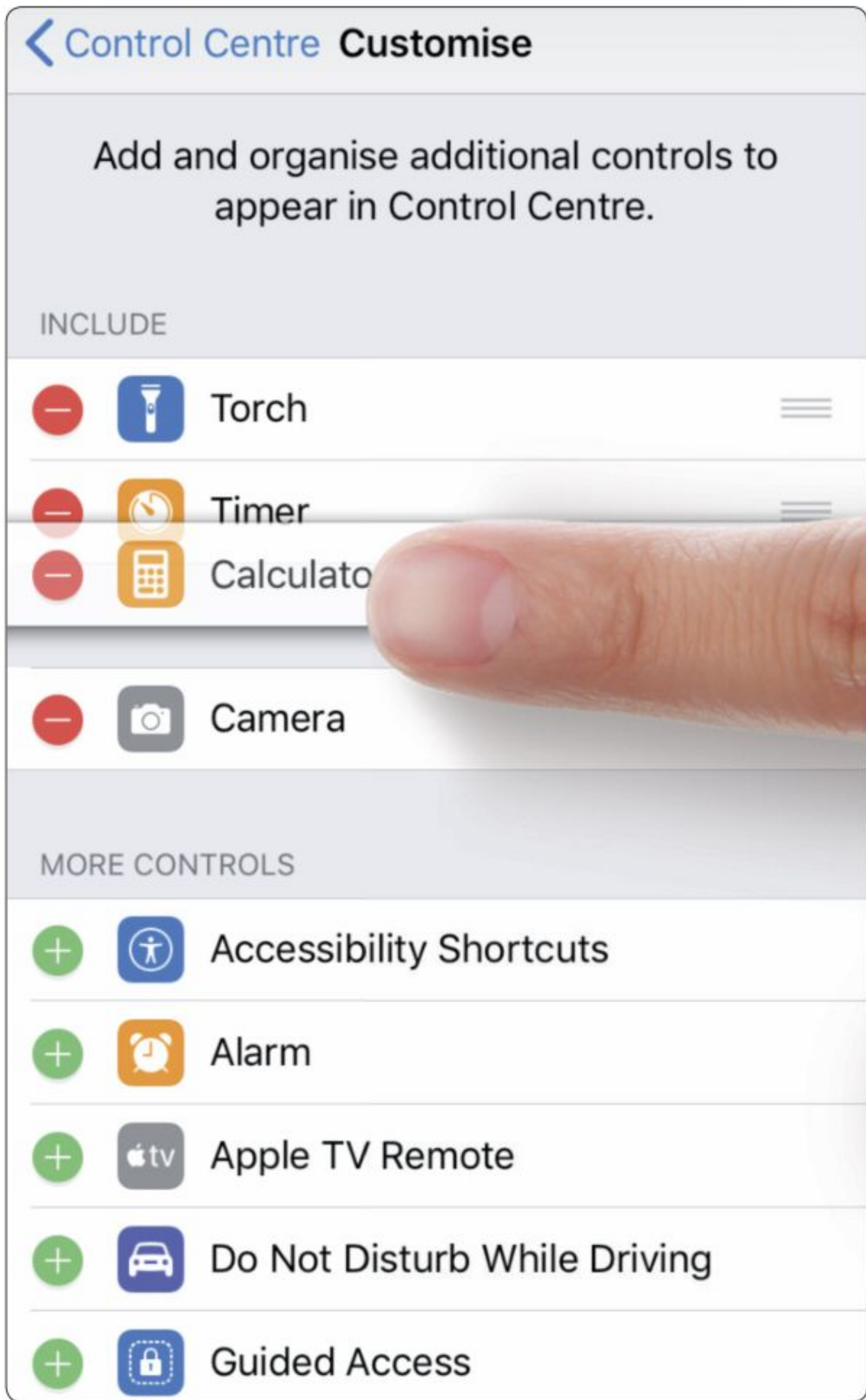
Night Shift mode

Tap and hold the brightness slider to access a larger version, and also three icons underneath. These are: (left to right) toggle between Light and Dark Mode, Night Shift (to reduce blue light) and toggle True Tone screen.



Airplane mode

The iPhone's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines. It's also useful even if you're not flying: for example, if your battery is low and you're reading an iBook, Airplane Mode can save power.



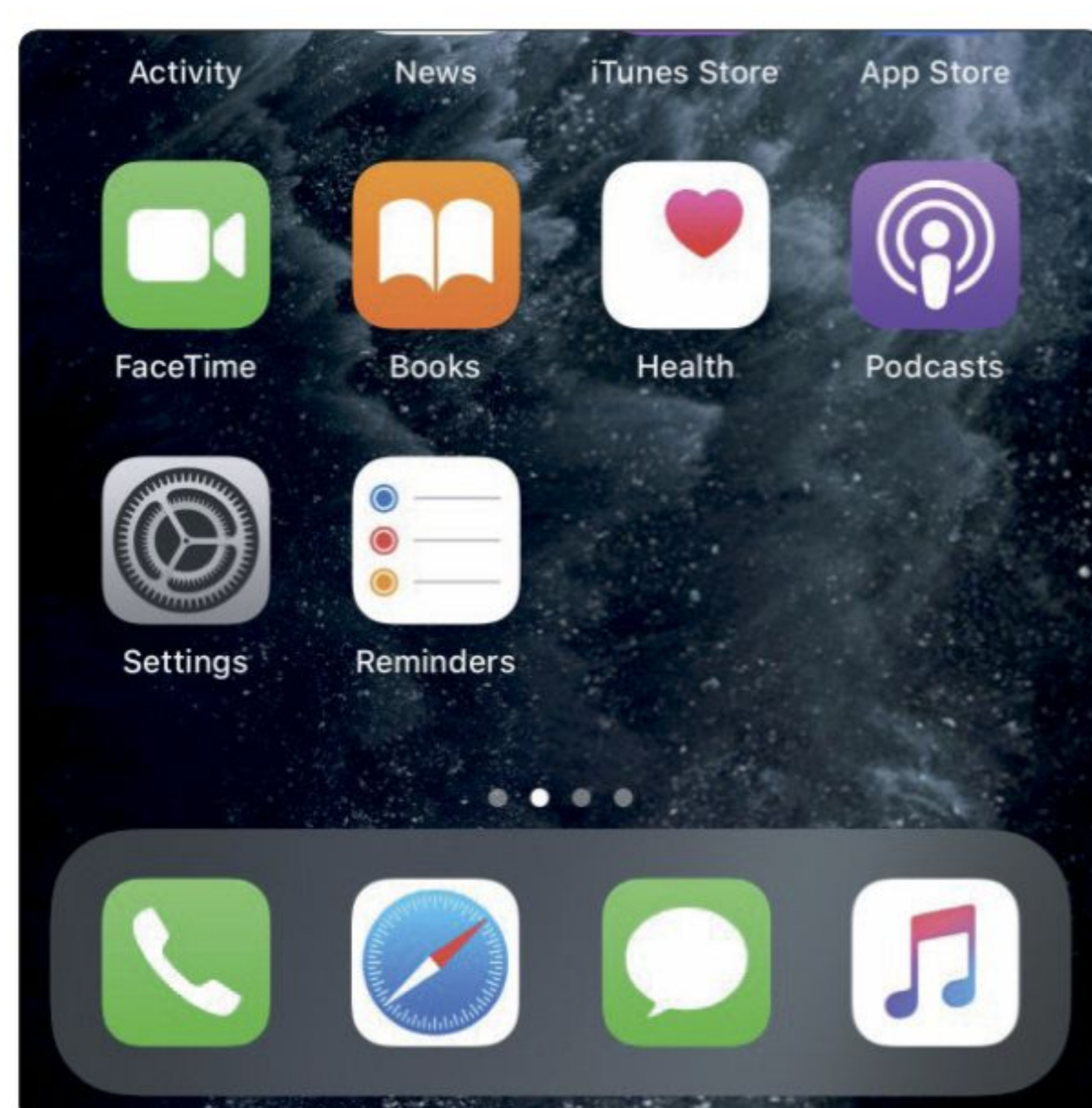
Customisation

Go to Settings > Control Centre > Customise Controls and you can delete icons you never use and add others, if you wish, using the '+' and '-' icons. You can also reorder the controls by tapping and holding their three-line icons and dragging.

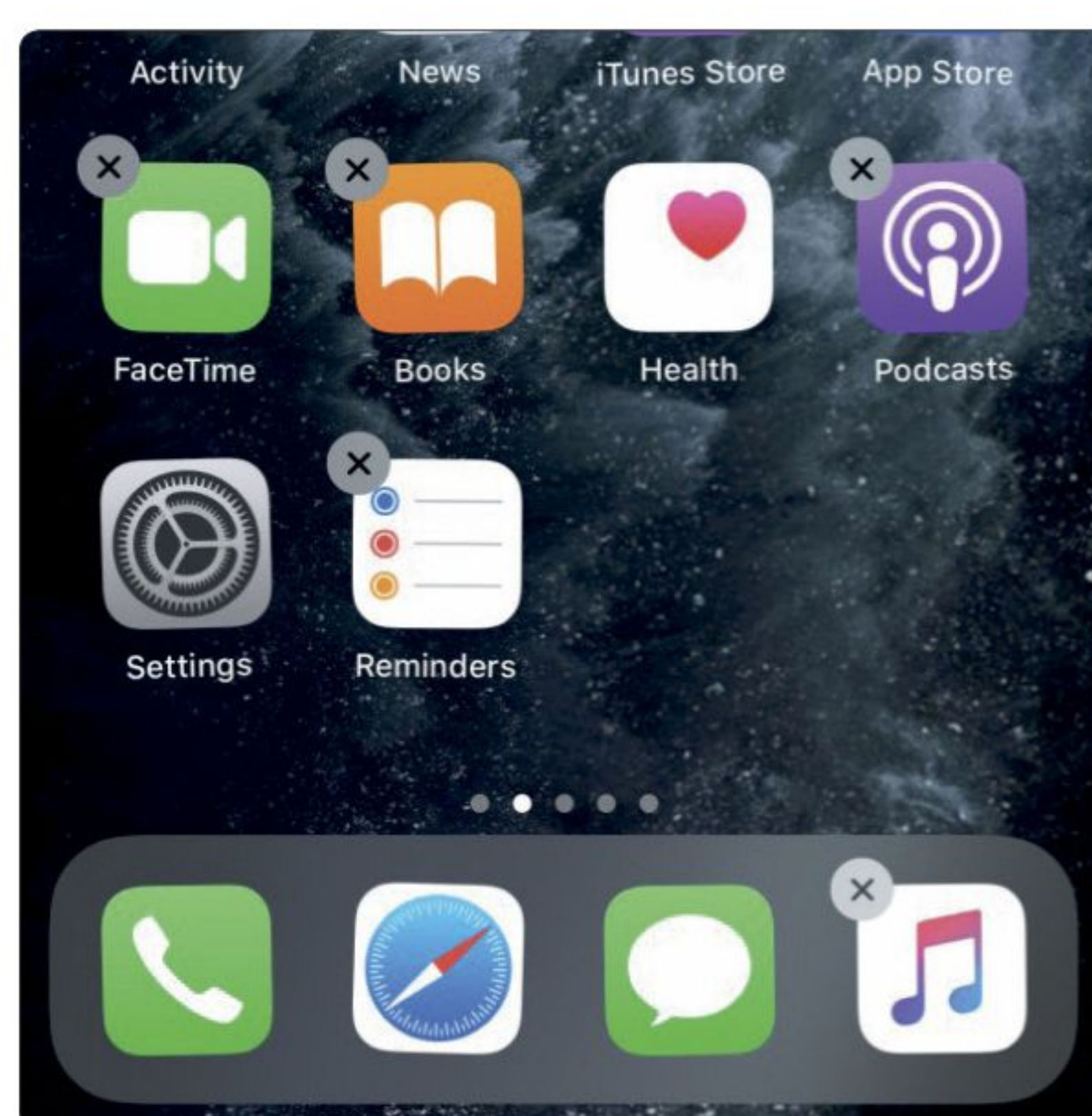


Using Folders

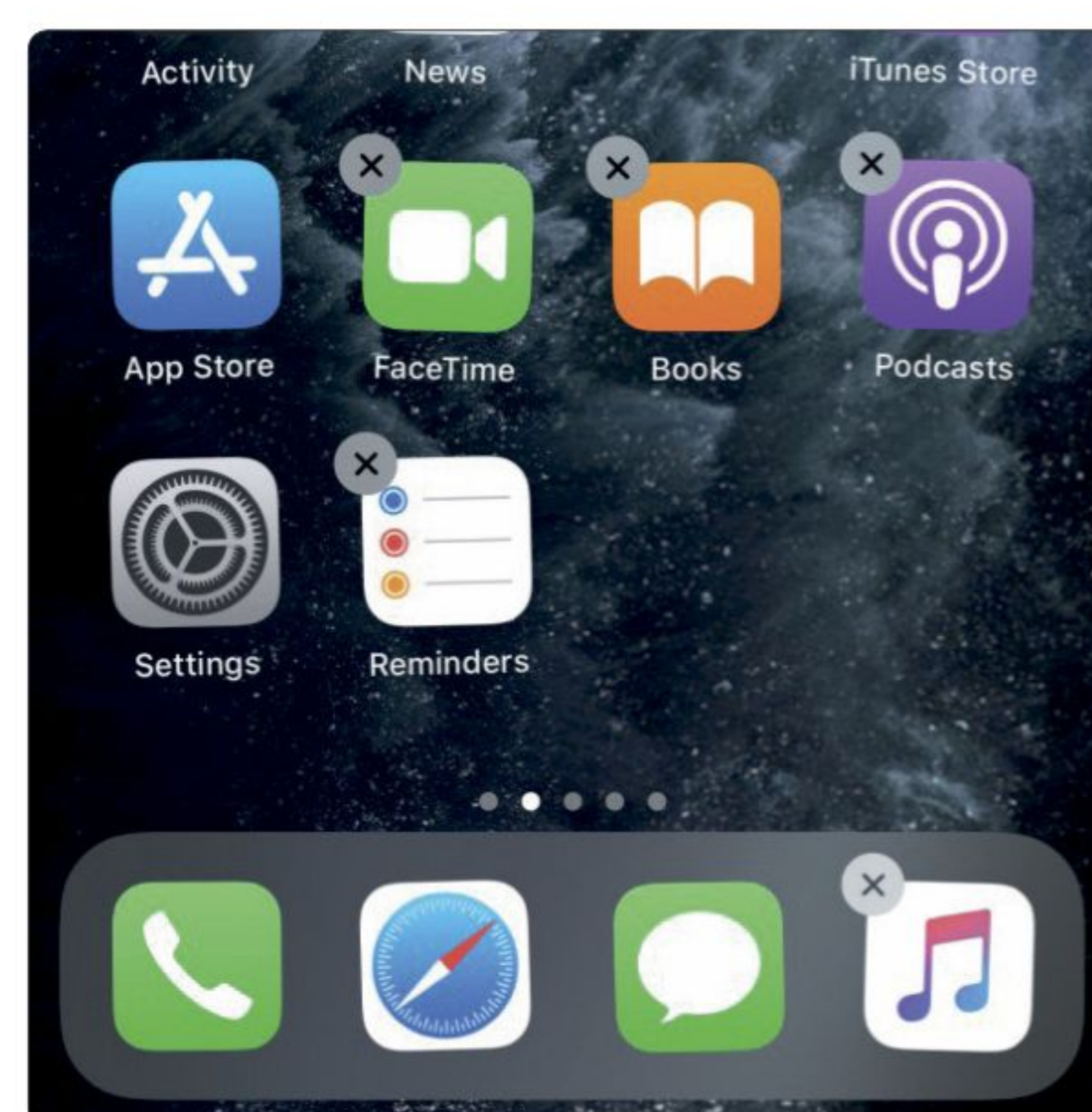
You can save space on your Home screen by arranging apps in folders. Maybe put all your games apps in a single folder and set up another for all your social networking apps, to make your Home screen more manageable.



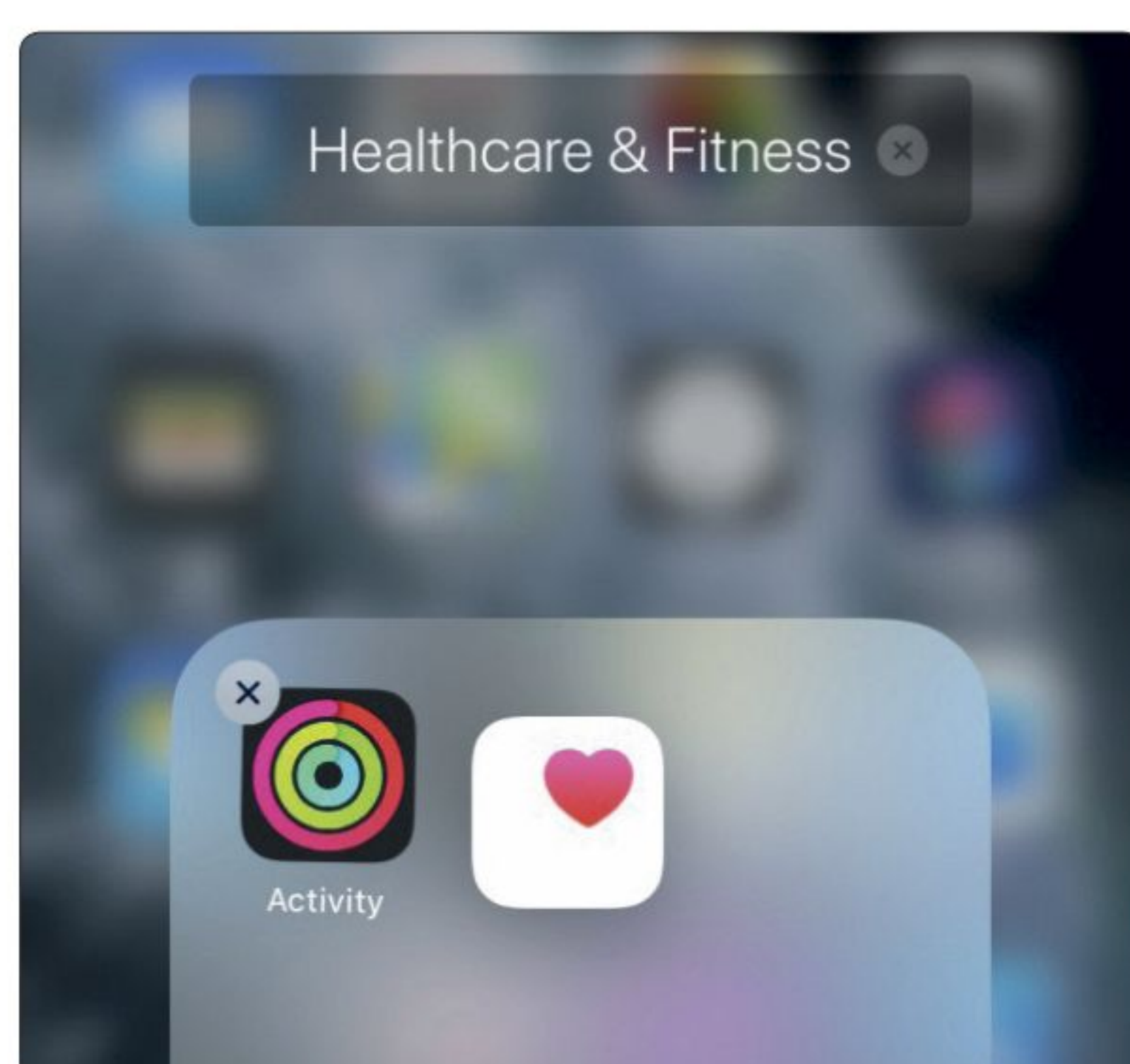
1 On this page, we have the iWork and iLife apps and also iTunes U. Let's bring them together into a single folder, greatly reducing the amount of space they take up on the Home screen.



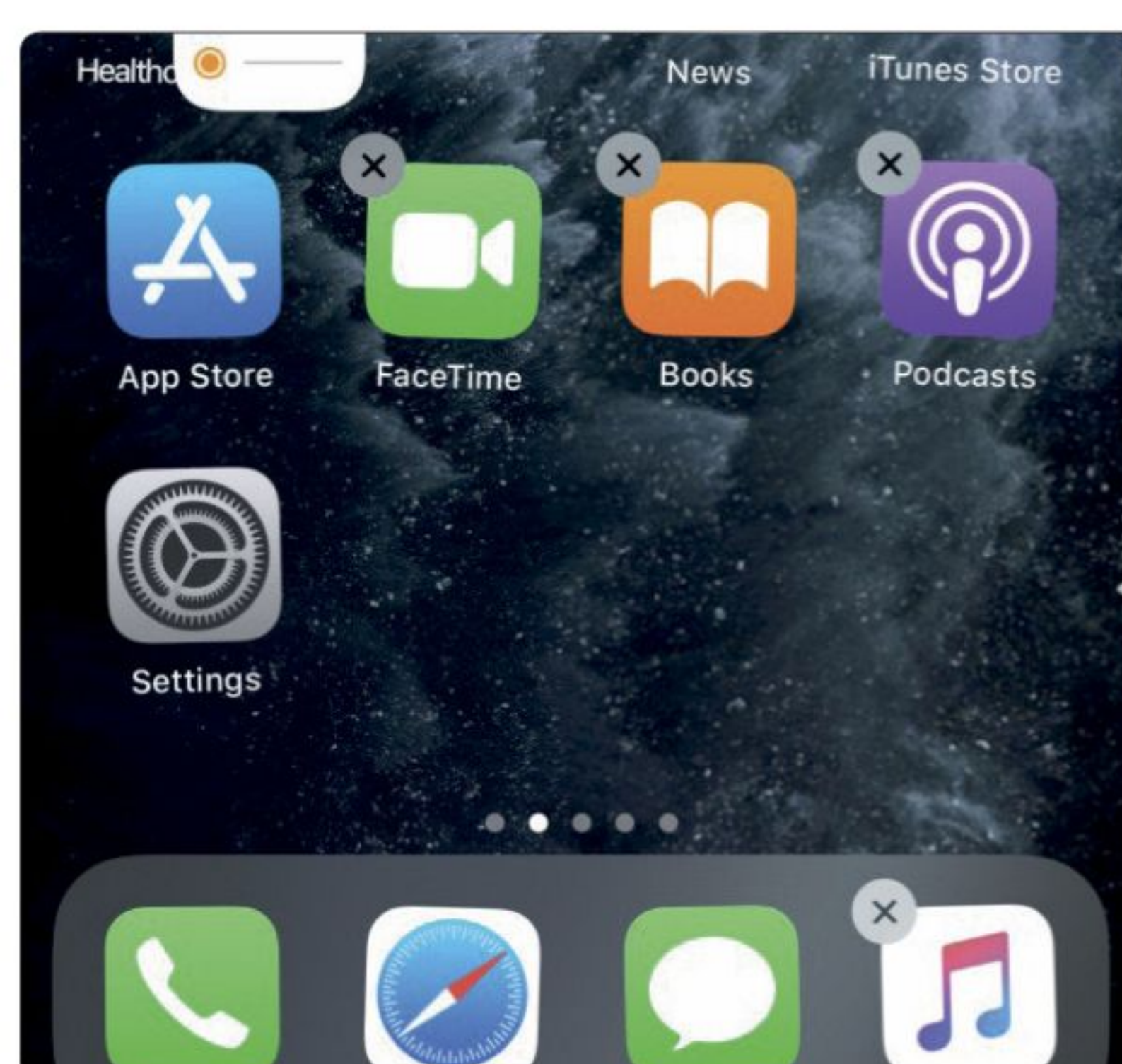
2 Tap and hold any app icon, then select Rearrange apps from the menu that pops up. You return to the Home screen, but now the apps wobble and display an X in the top left corner.



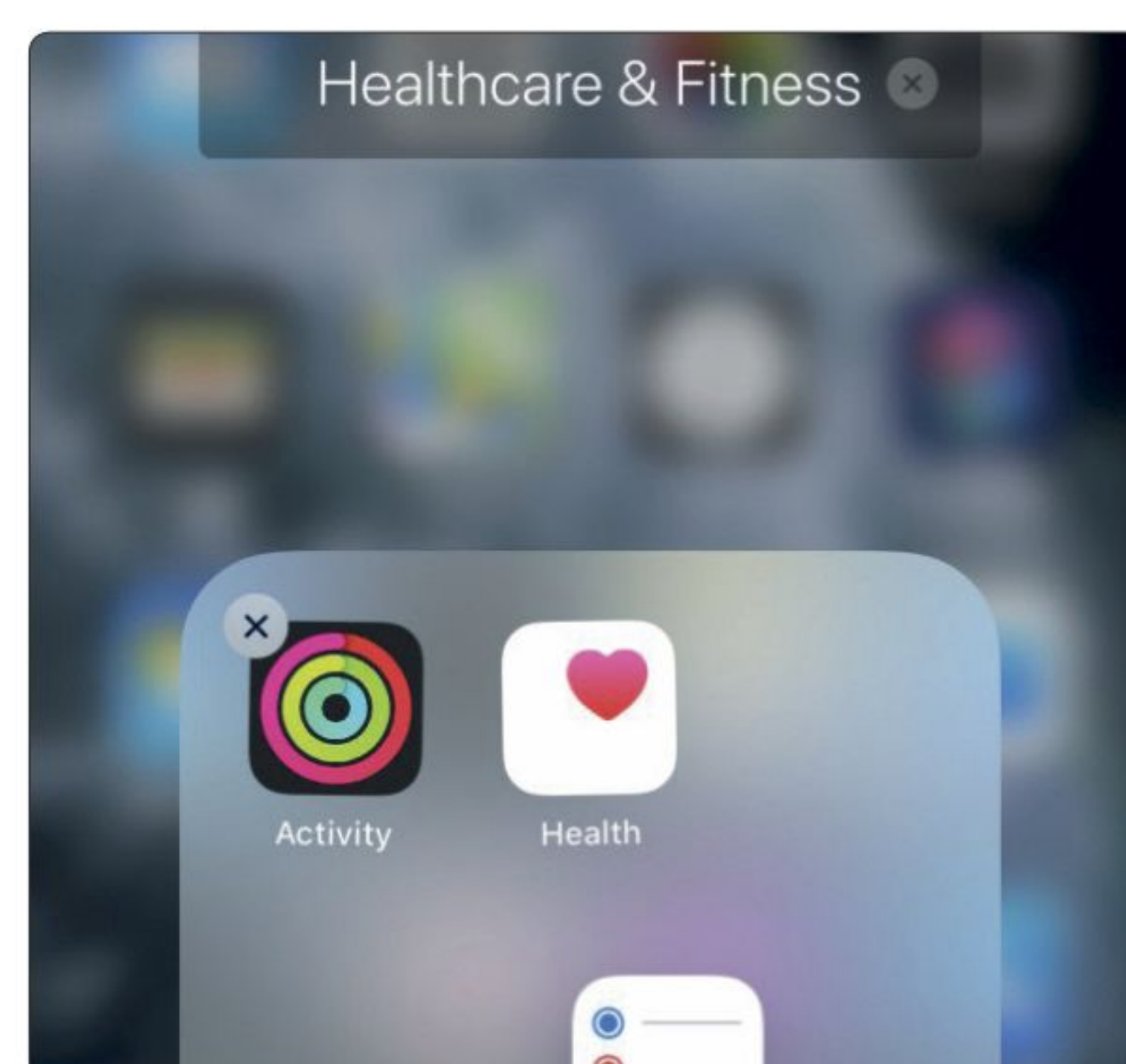
3 Drag one of the app icons you want to put in the new folder onto another app you intend to keep in the folder. When a border appears around them, let go. A new folder is then formed.



4 Tap the new folder with the two apps inside to open it. It's automatically given a name but you can tap this and edit it if you want to call your folder something different. If you wish, you can tap the 'X' icon to the right of the name (which here is 'Productivity') to clear the title field and then start from scratch.



5 Tap the screen outside the folder to get back to the Home screen, from where you can drag more apps into the folder. If it contains more than can be displayed, they're arranged in pages, like your Home screen. Look for the dots at the foot of the folder and swipe right and left to navigate through folder pages.



6 To remove an app from a folder, open the folder from the Home screen, tap and hold the app, choose Rearrange Apps then drag it out of the folder. When the last app is removed, the folder disappears. Press the Home button, or tap the Done icon (top right) to stop the app icons wobbling.



Bluetooth

With Bluetooth you can pair and connect your iPhone with wireless devices such as speakers, headphones, and keyboards. You can also use AirDrop for sharing files wirelessly with Bluetooth. Here's how to use these features.

Pairing and Unpairing with Bluetooth

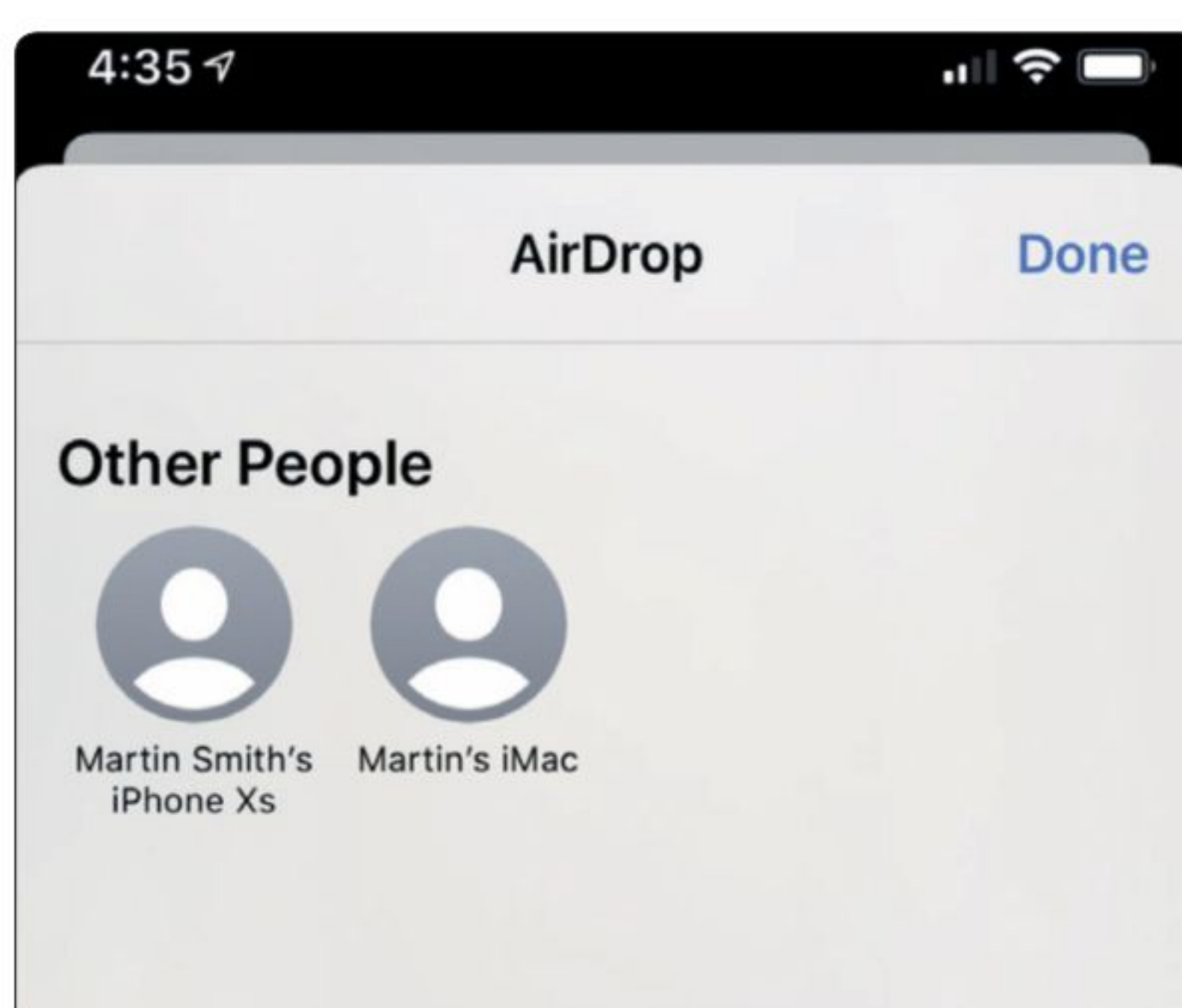


1 Bluetooth can wirelessly connect your iPhone with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions.

2 Go to Settings > Bluetooth, and the device you're pairing should be listed. Tap it and the two devices pair. Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it.

3 To unpair a device, in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

Using AirDrop for file transfer



1 Send files to other Apple devices using AirDrop. Switch on Wi-Fi and Bluetooth, then go to Settings > General > AirDrop and decide whether receiving via AirDrop is on or off, share only with Contacts, or share with everyone.

2 Select a file, photo, or video you want to send by AirDrop, and open it. Tap the Sharing icon (the page with the up-pointing arrow), and then tap AirDrop in the pop-up window. Tap the person to which you want to send the file, and it's sent.

3 If you accept AirDrops from everyone, when you're sent an AirDrop file, you have to accept it first. AirDropped files are accessible from their host apps: Safari links open via Safari, photos via the Photos app, etc. You're sometimes asked which app to use.

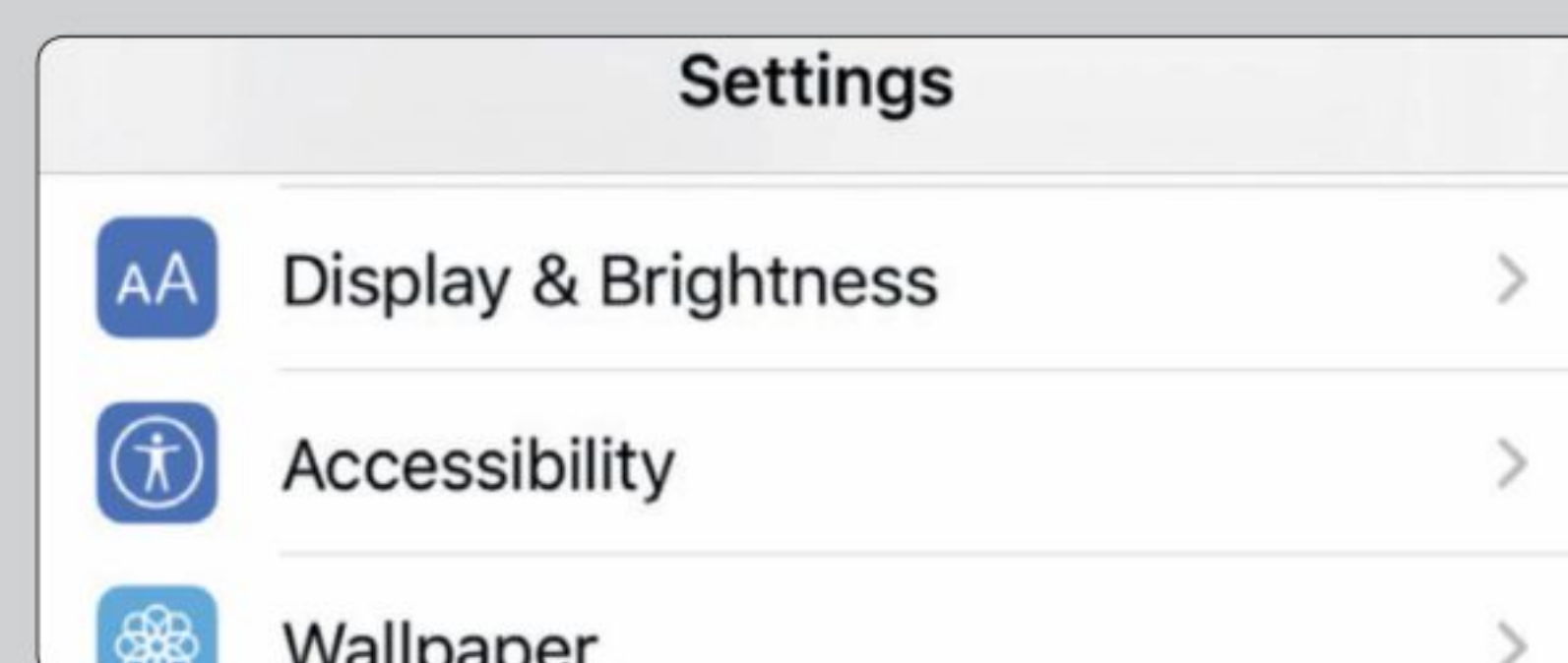


Accessibility

The iPhone's Accessibility features make it easier for those with impairments to use their Apple smartphone. Setting up and using Accessibility features is entirely optional but if you're hard of hearing, have difficulty seeing or would simply prefer to reduce the motion blur caused by the iPhone's animations, follow this guide and customise your iPhone to suit.

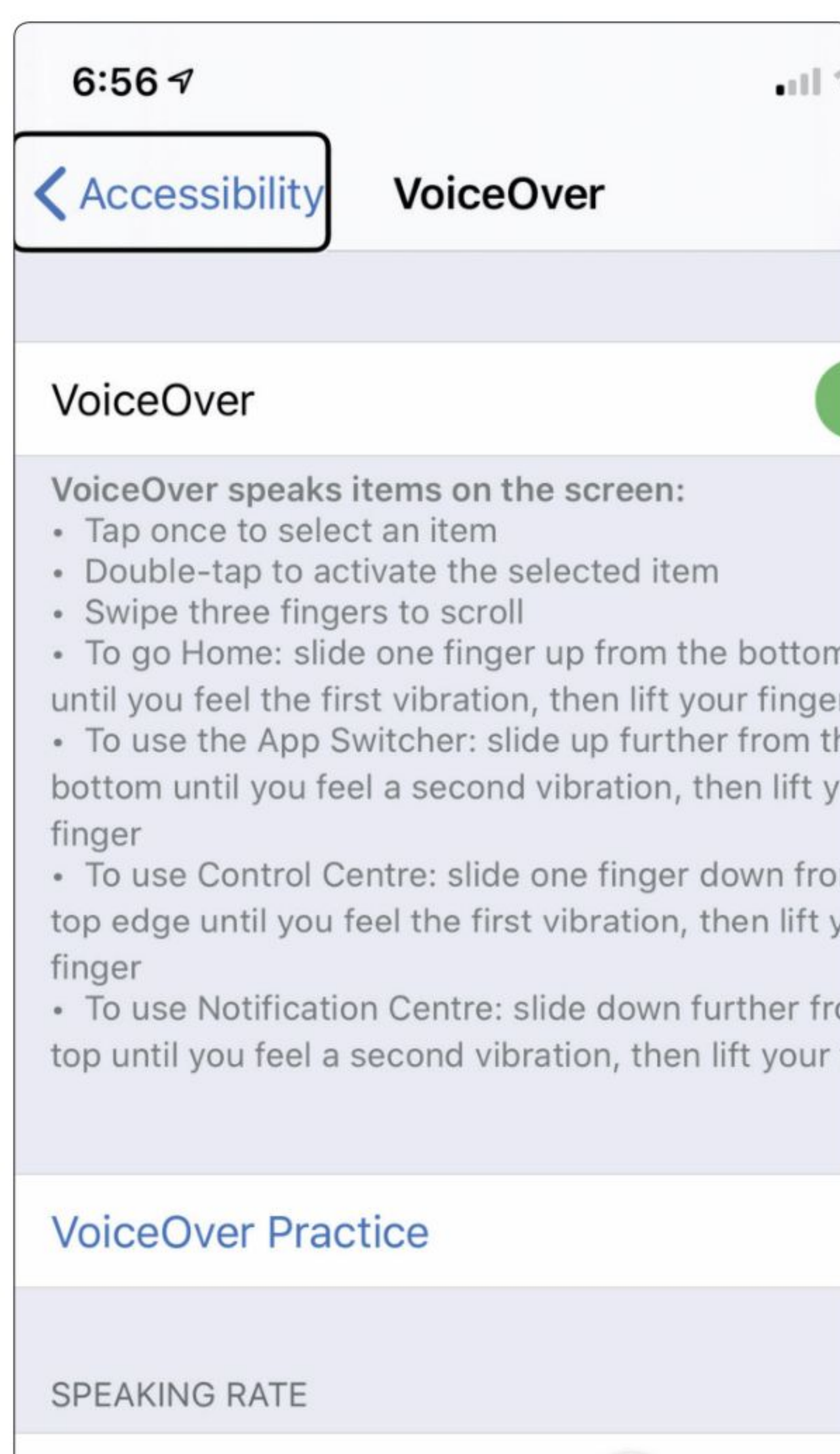
Accessing Accessibility.

To access your Accessibility options, open the Settings app and tap Accessibility from the third group of options. From here, you can see the various Accessibility options on offer for your iPhone.



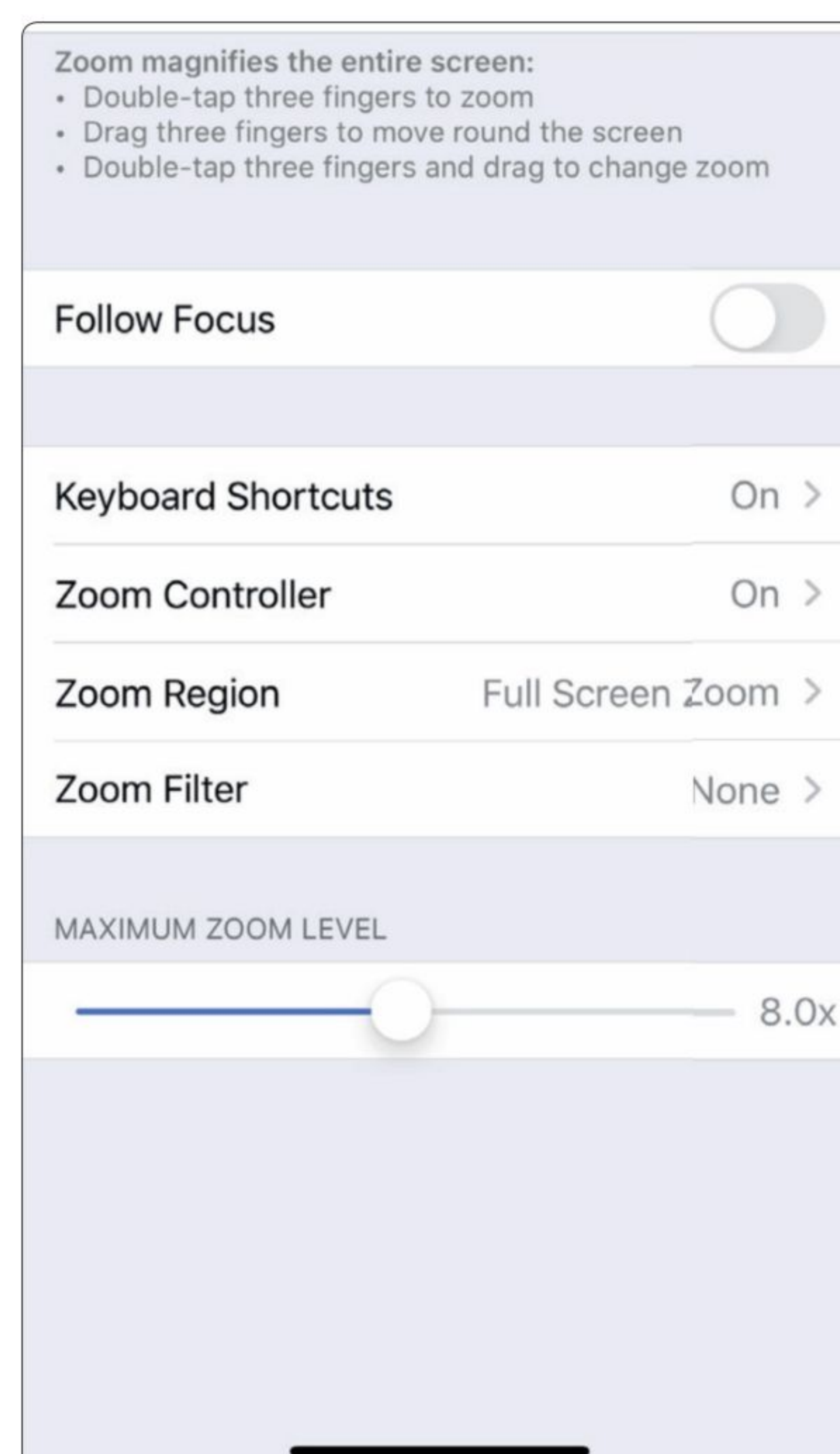
The Accessibility Options

Accessibility options are listed under the headings 'Vision', for those with visual problems, 'Physical & Motor', if you find the touchscreen and buttons tricky to use, 'Hearing', for the hard of hearing and 'General'.



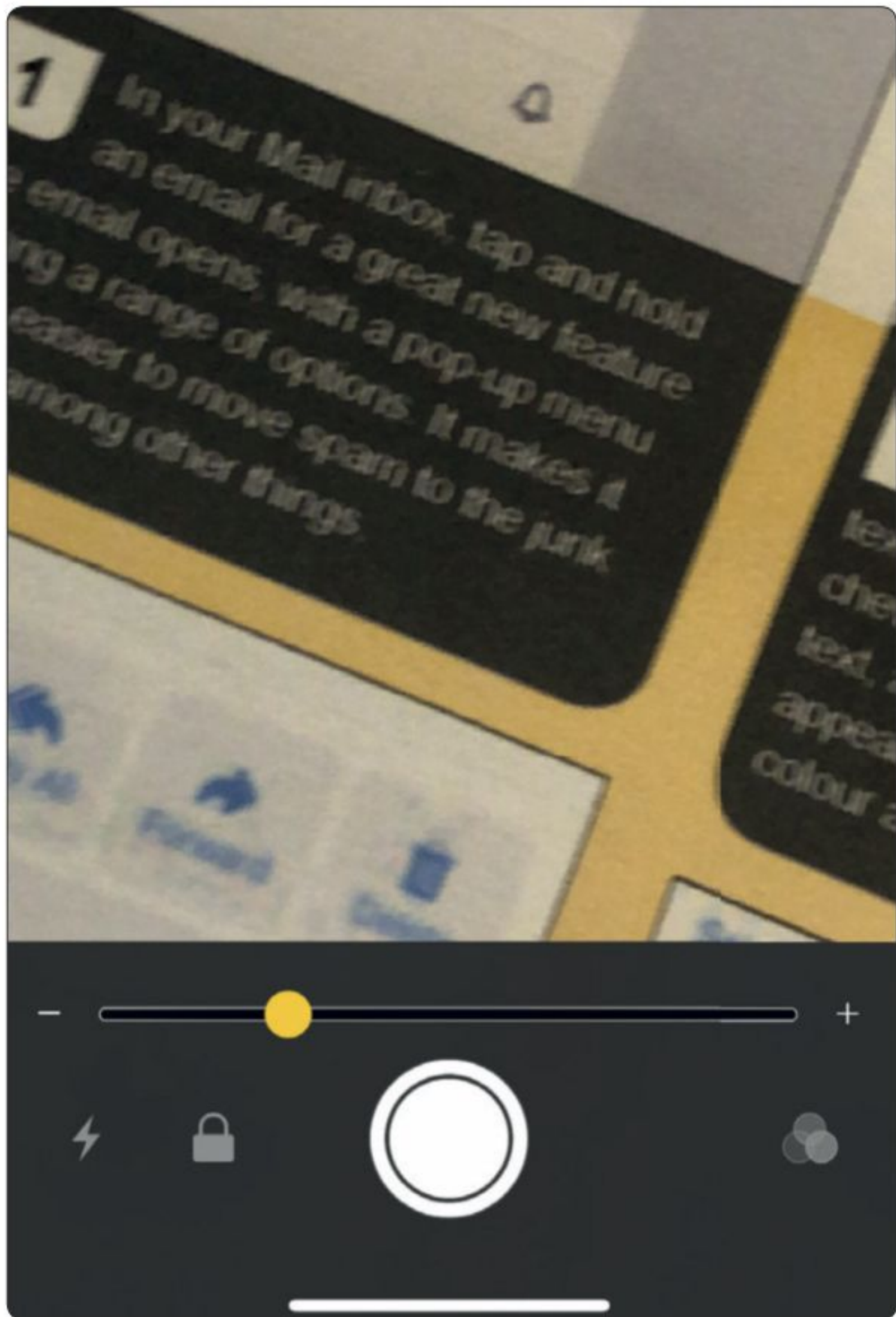
VoiceOver

Turn on the VoiceOver options and, when you single-tap on-screen text or objects, the iPhone tells you what it is. A double-tap then activates the selected item. You can customise VoiceOver options on this screen too.



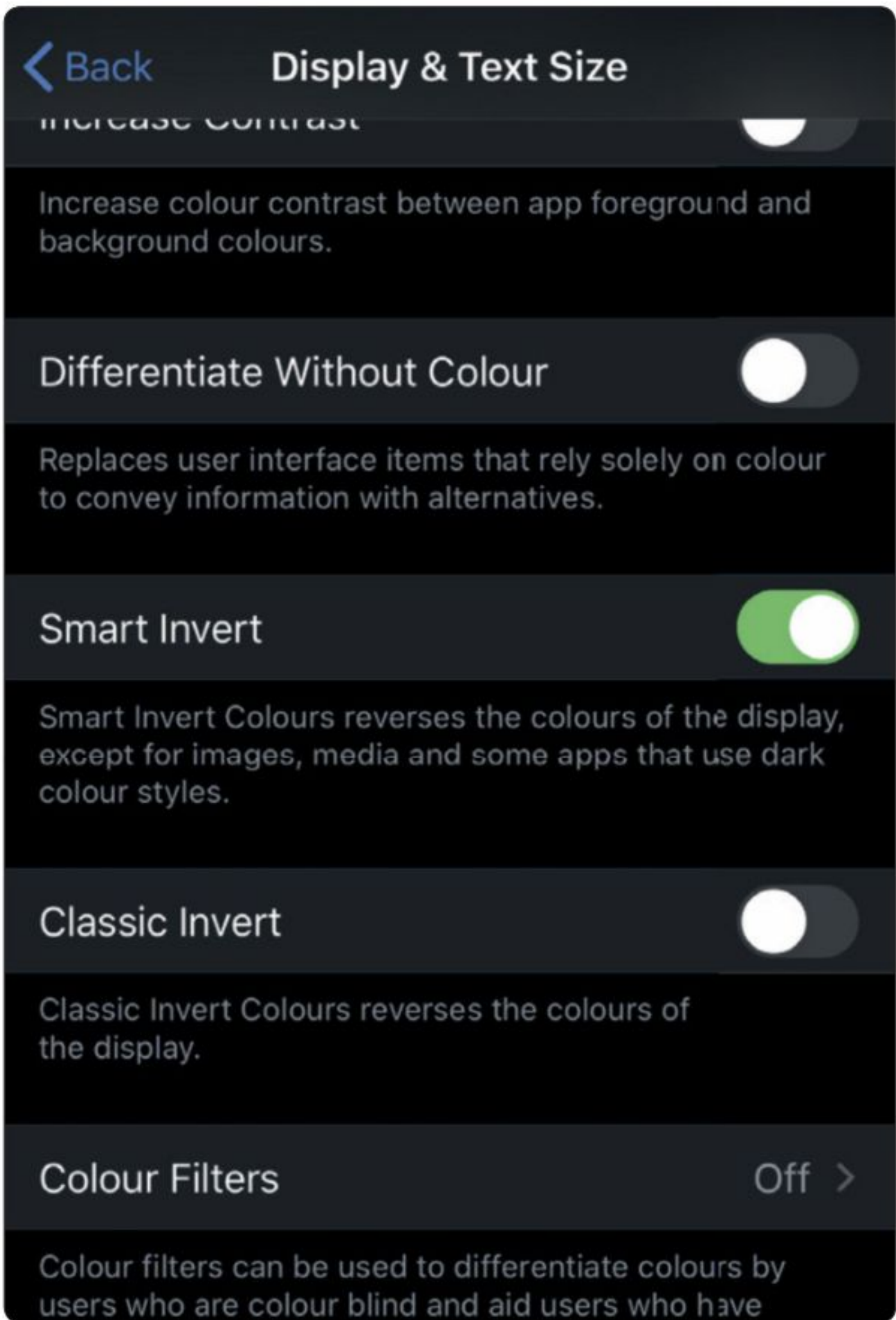
Zoom

Turn on Zoom and the screen is magnified. Tap and drag the circular icon to scroll the visible area around the screen. Double-tap with three fingers and move up or down to change the level of magnification.



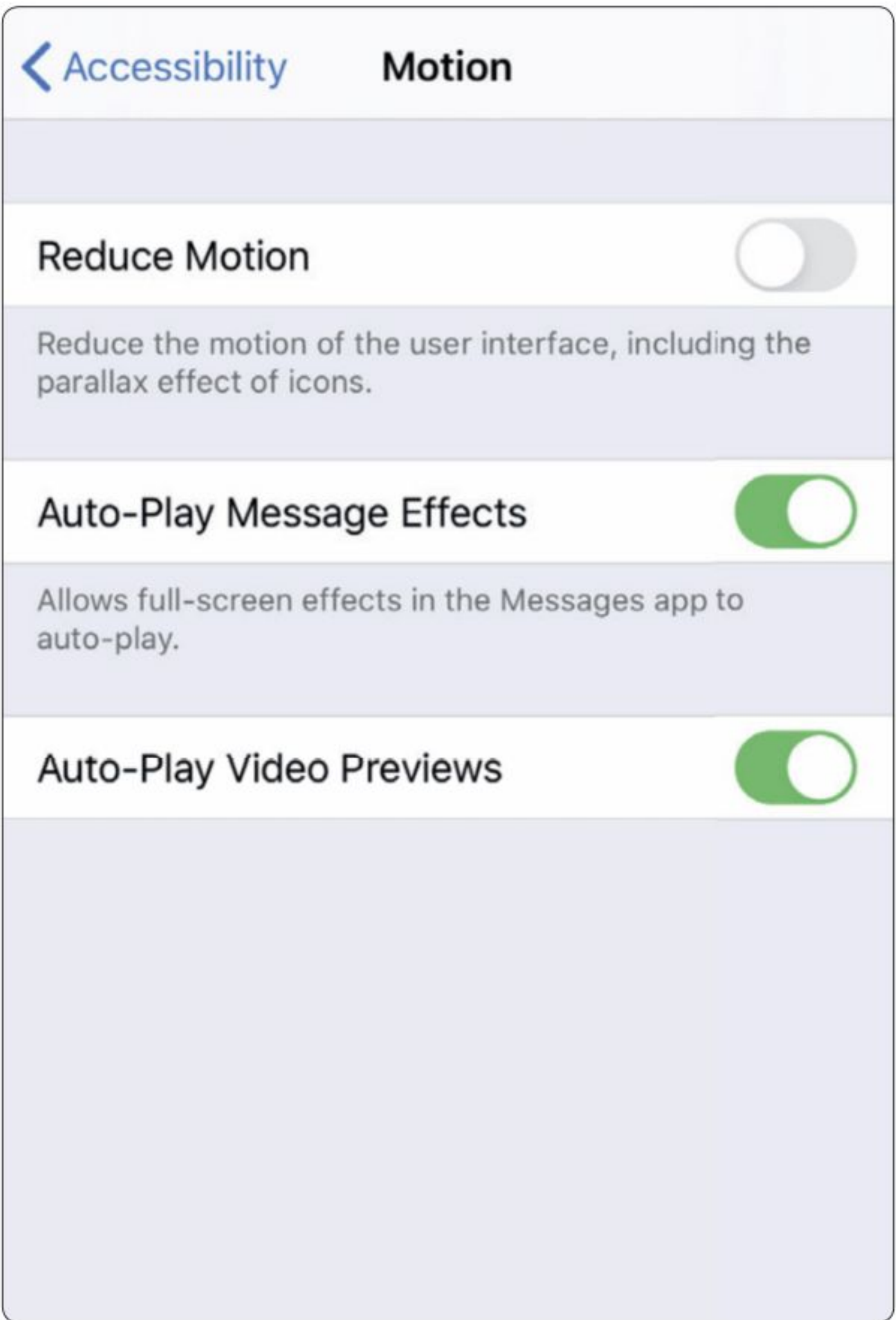
Magnifier

Turn on Magnifier and triple-click the Home or Side button to turn your iPhone into a magnifying glass. Adjust the magnification with the slider. Tap the lock to fix the focus. The Three-circles icon gives access to useful filters.



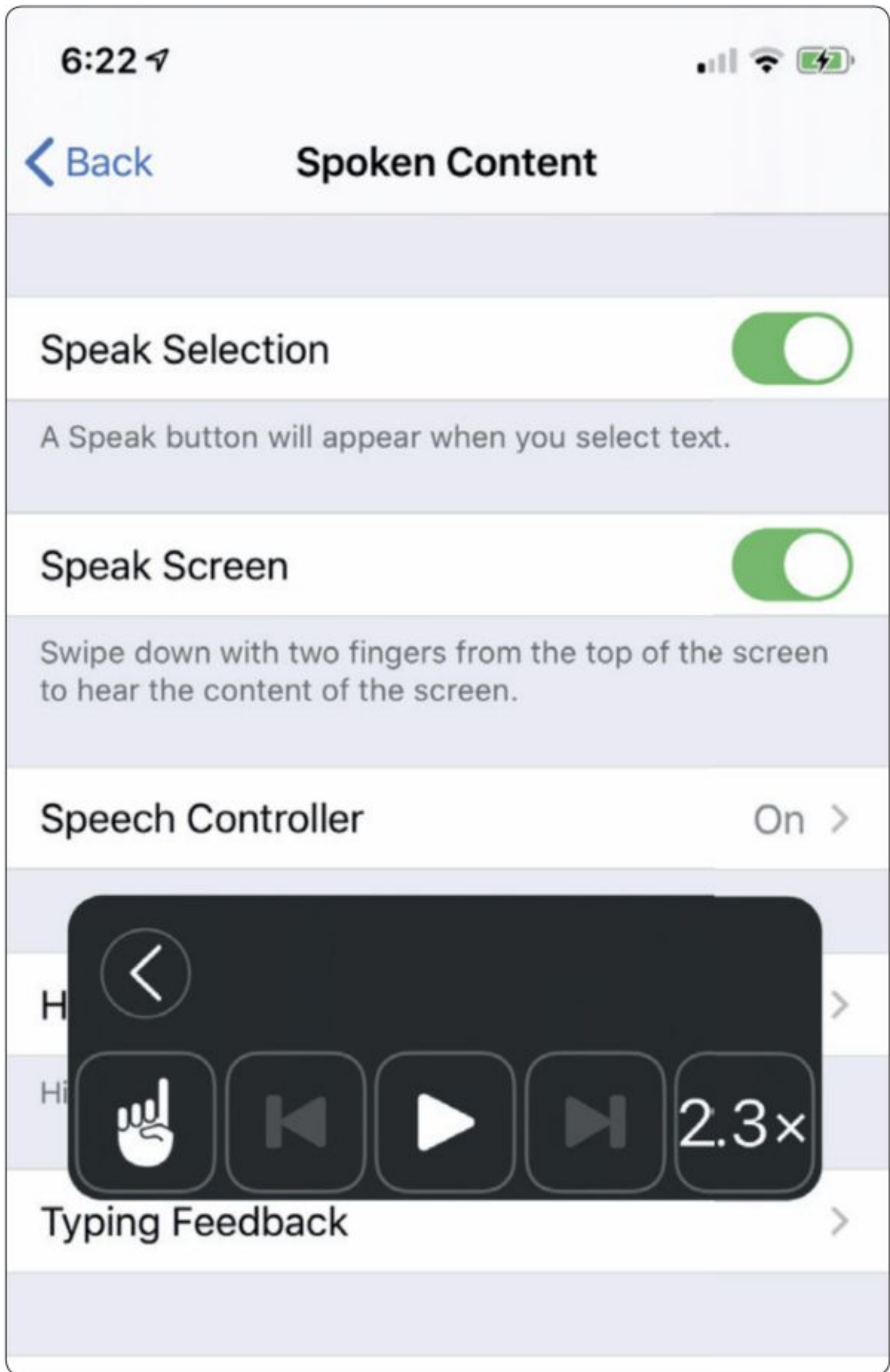
Display & Text Sizes

If you find the iPhone's screen difficult to use, you can invert the colours, making the text white on black instead of vice versa. Colour filters are available for the colour blind and you can change the size of the text too.



Motion

iOS includes various motion effects that can make some people feel ill after prolonged use. If this applies to you, switch on the Reduce Motion option to remove the effects, making for a cleaner, steadier, less nauseating iPhone experience.



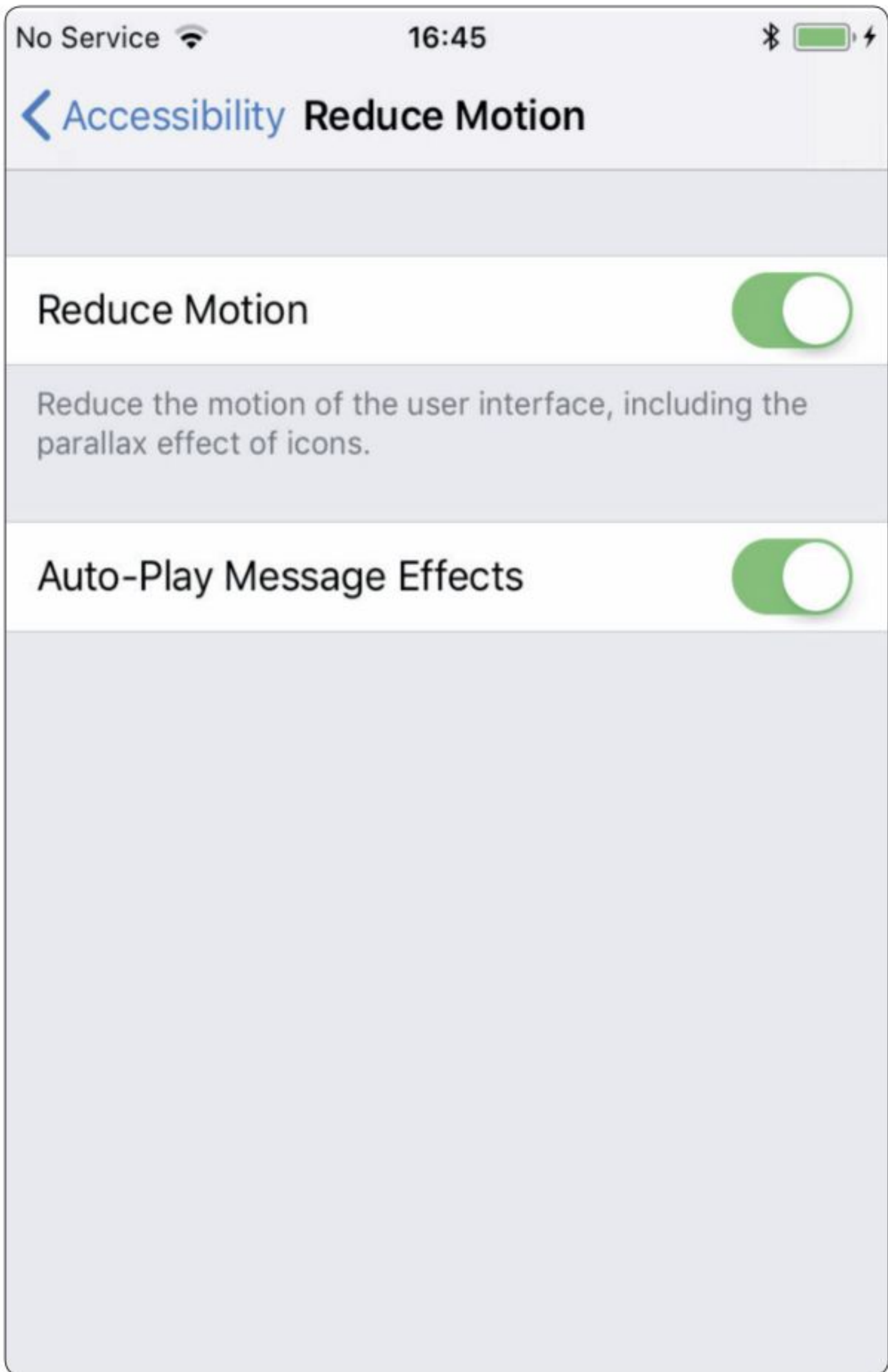
Spoken Content

Spoken Content gives you a speech button when you select text. With Speak Screen you can have your iPhone read the contents of the screen by swiping down with two fingers. You can have your typing spoken as you write too.



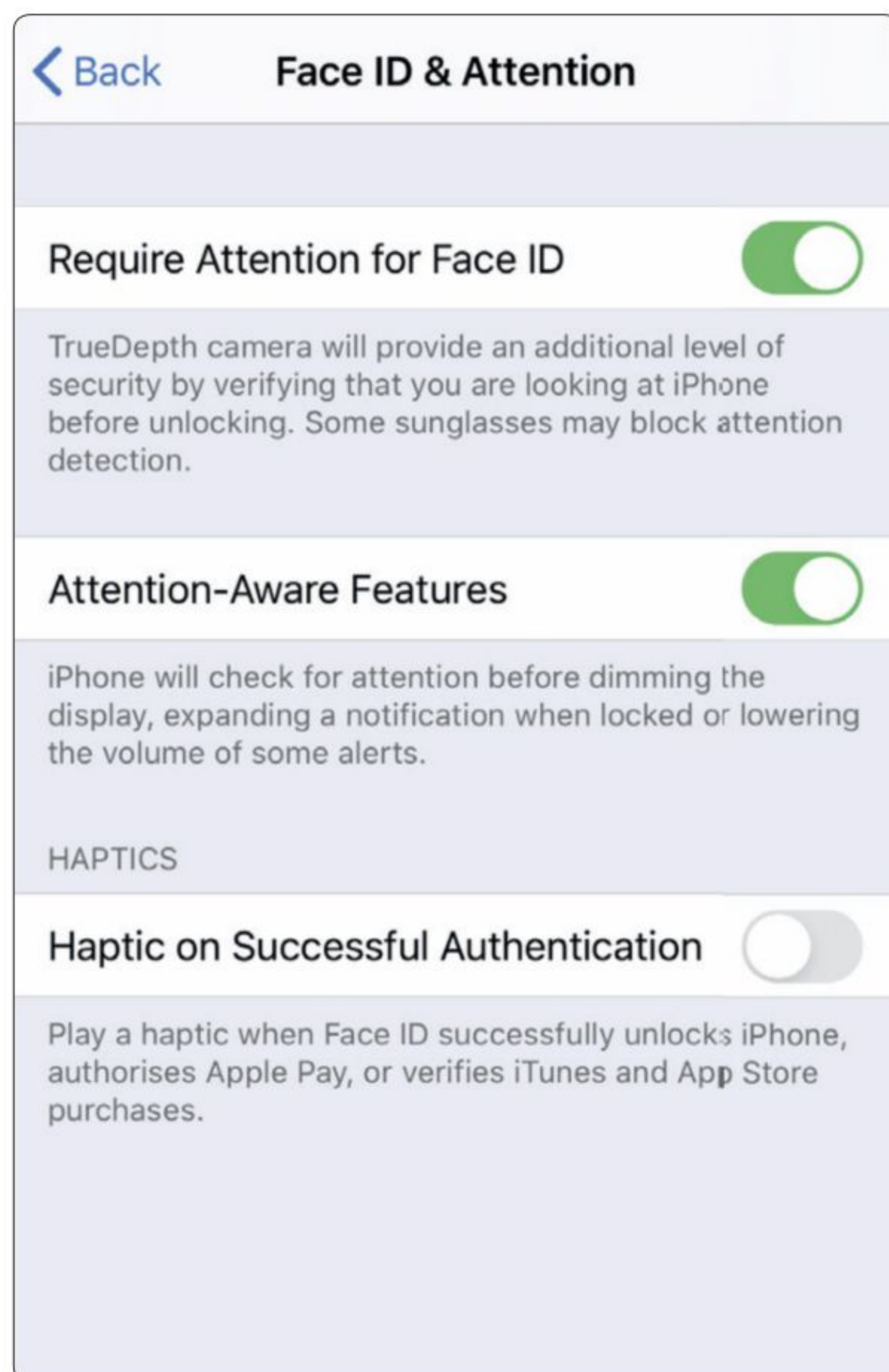
Audio Descriptions

Switch this option on and, where they're available, audio descriptions are automatically played. Audio descriptions are incorporated into some, but not all, movies, TV shows, or music videos on the TV app.



Touch

If some controls or gestures are beyond you, turn on the AssistiveTouch option. Then you can bring up a panel that replaces some of the iPhone's buttons or gestures just by triple-clicking the Home button.



Face ID & Attention

If you're having trouble using Face ID, you could turn off Require Attention for Face ID, making it easier to unlock your phone. You can also turn off Attention-Aware Features, or turn on Haptics for Face ID.



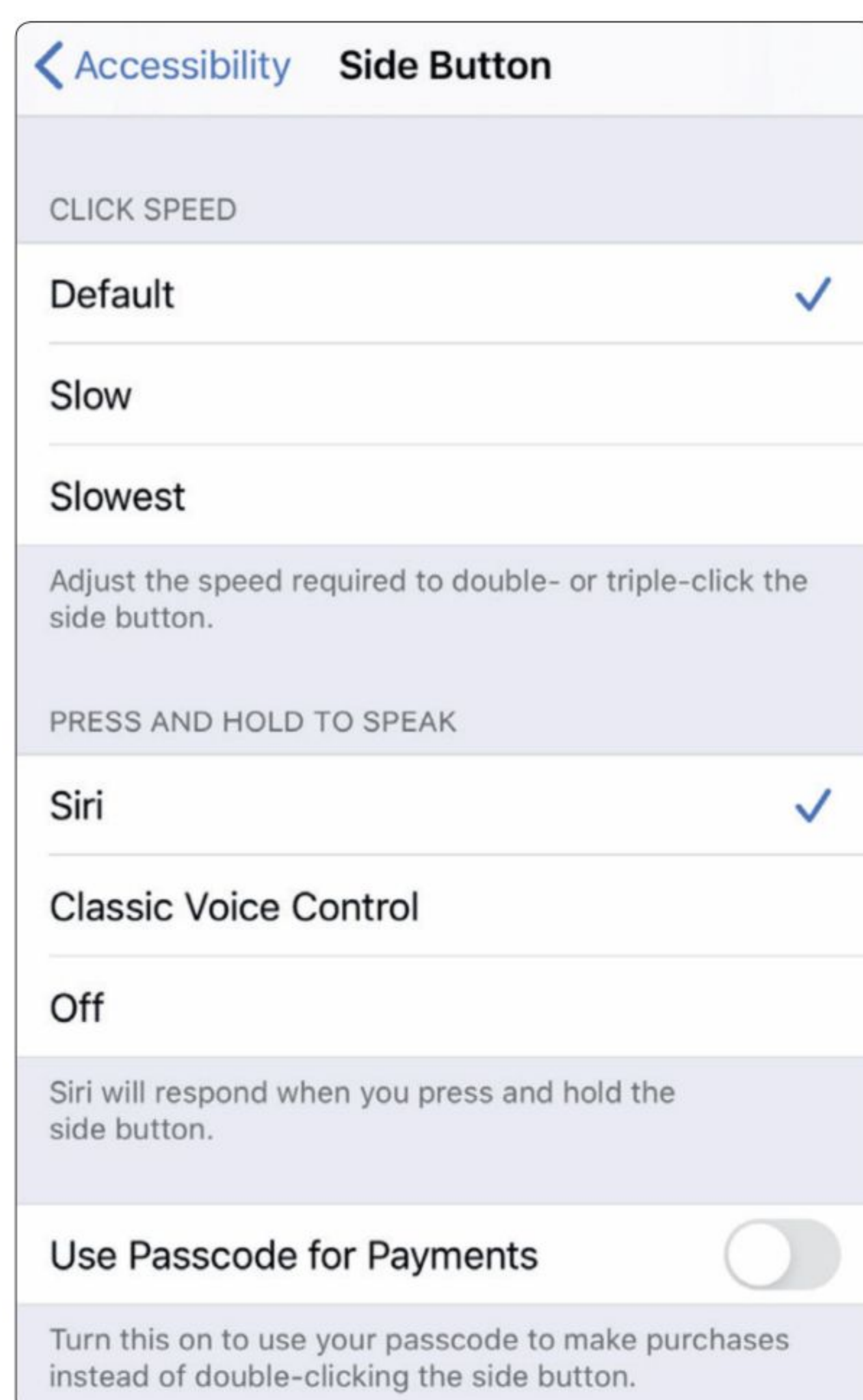
Switch Control

Switch Control allows you to use your iPhone with a single gesture. Each on-screen option is highlighted in turn and when the one you want to activate is reached, you make your pre-configured gesture to activate it.



Voice Control

Activate and deactivate your iPhone's Voice Control options. This lets you control your iPhone using your voice; it's great for people with motor difficulties. Configure Voice Control from here too.



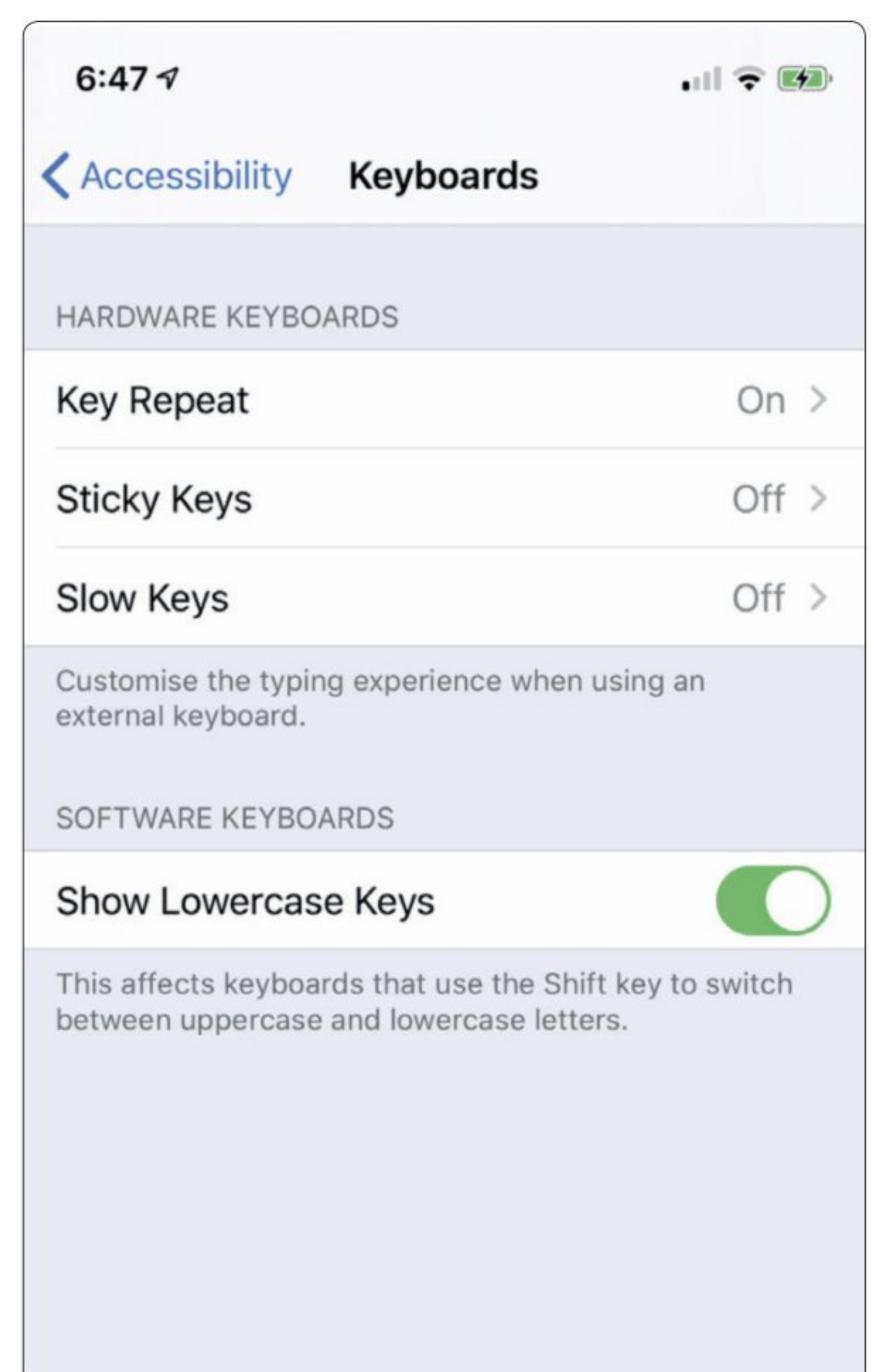
Side Button

Configure the Side button. You can slow down the speed needed when double- or triple-clicking, set what pressing and holding does, and choose to use your passcode for purchases instead of double-clicking.



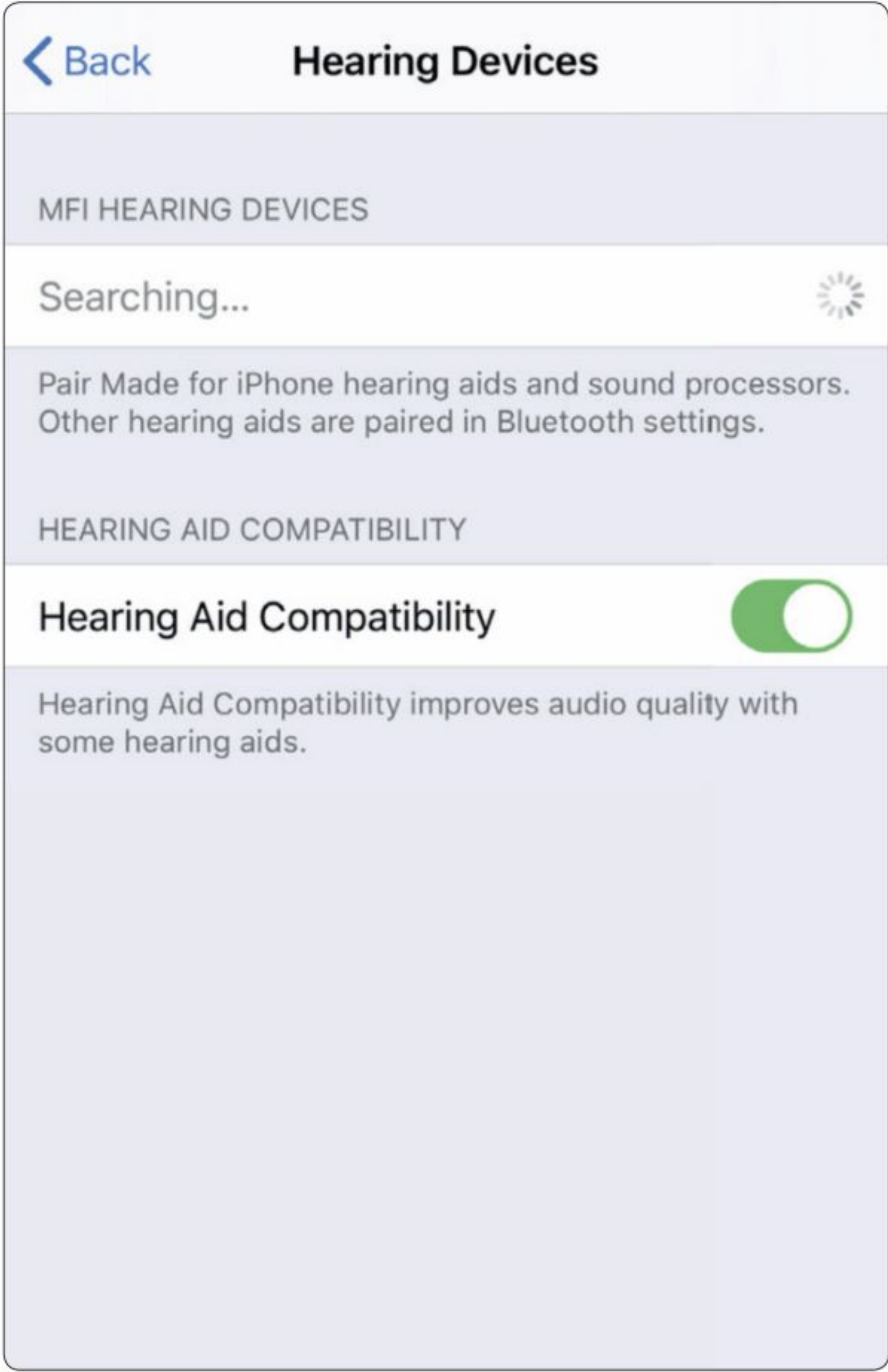
Apple TV Remote

If you use the Apple TV Remote app on the iPhone, from here you can opt to use buttons to control your viewing instead of swipe gestures. This is great if you find the gestures awkward to use.



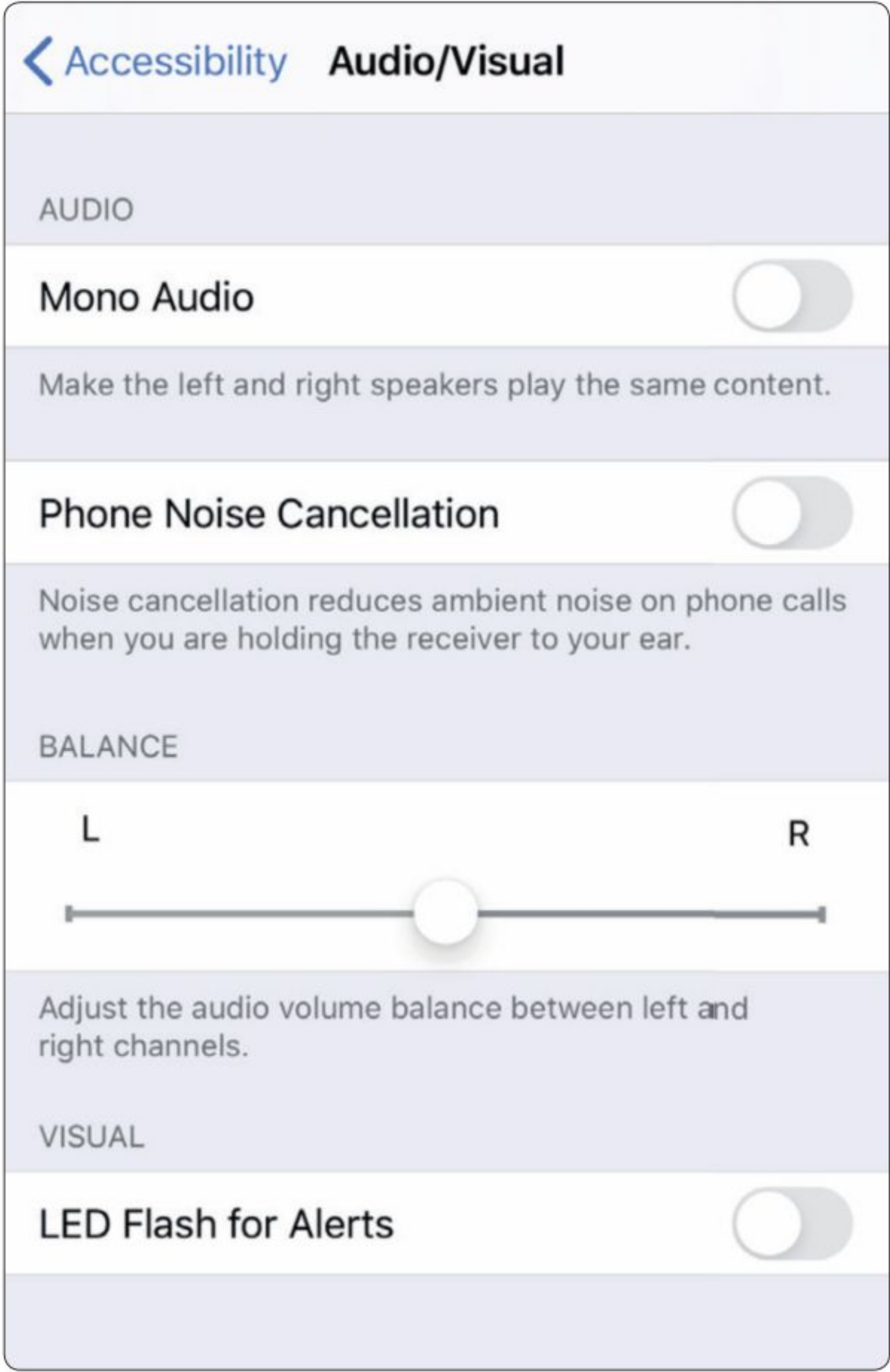
Keyboards

You can set how long it takes for keys to repeat when you hold them, or shut off this feature altogether. There are other ways to customise how the keys work, and you can turn off showing lower-case keys too.



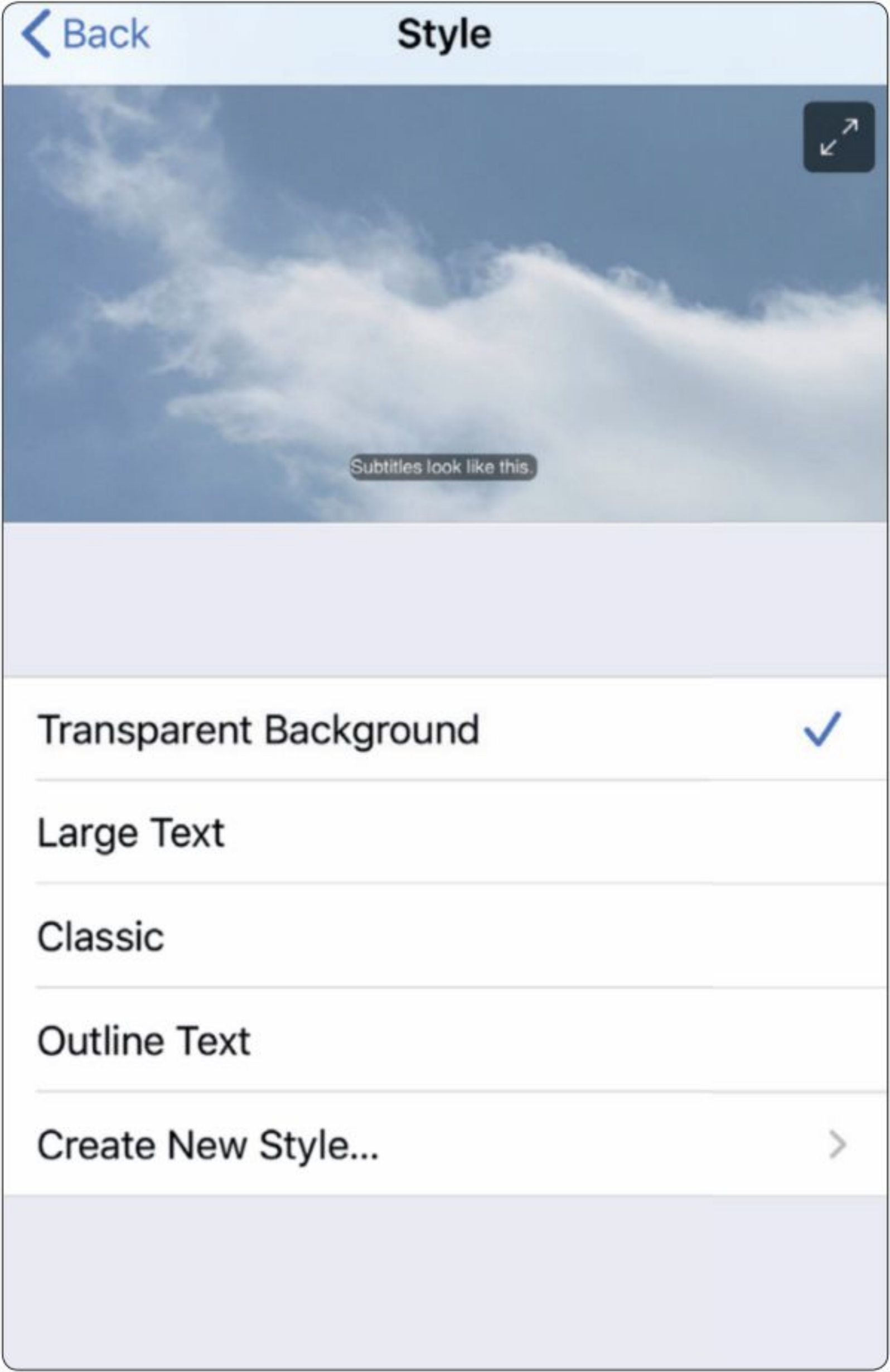
Hearing Devices

The MFI Hearing Devices option is for connection to Made for iPhone Bluetooth hearing aids, if you have one. The Hearing Aid Compatibility option improves the sound quality in some hearing aids.



Audio/Visual

This is a series of options. Mono Audio makes both speakers play the same content, Phone Noise Cancellation reduces the background noise when making a call and Balance lets you make one speaker louder than the other.



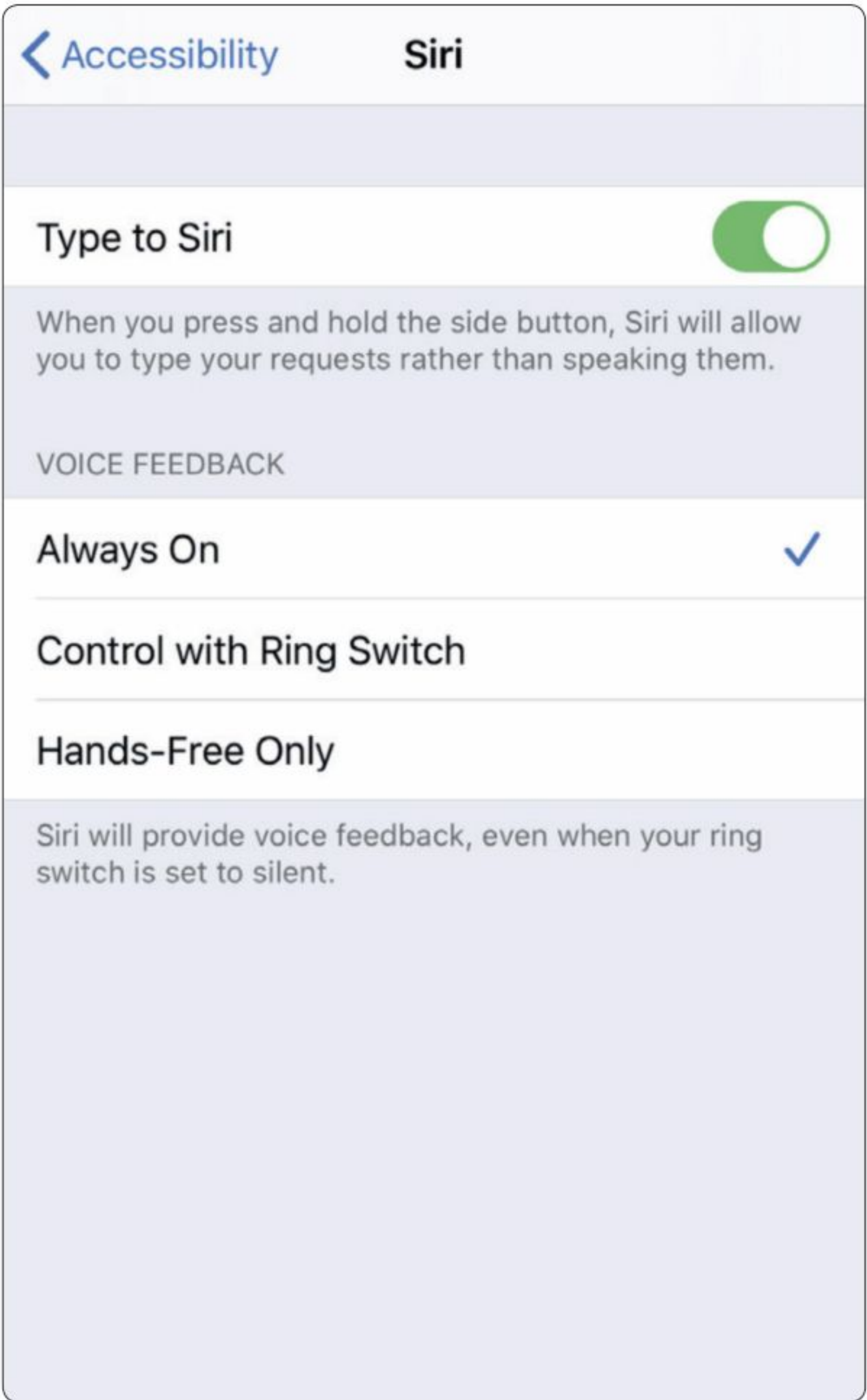
Subtitles & Captioning

Switch on closed caption subtitles, where they're available, making them on by default. Tap the Style option and you can change the transparency of the caption background and the size of the subtitle text.



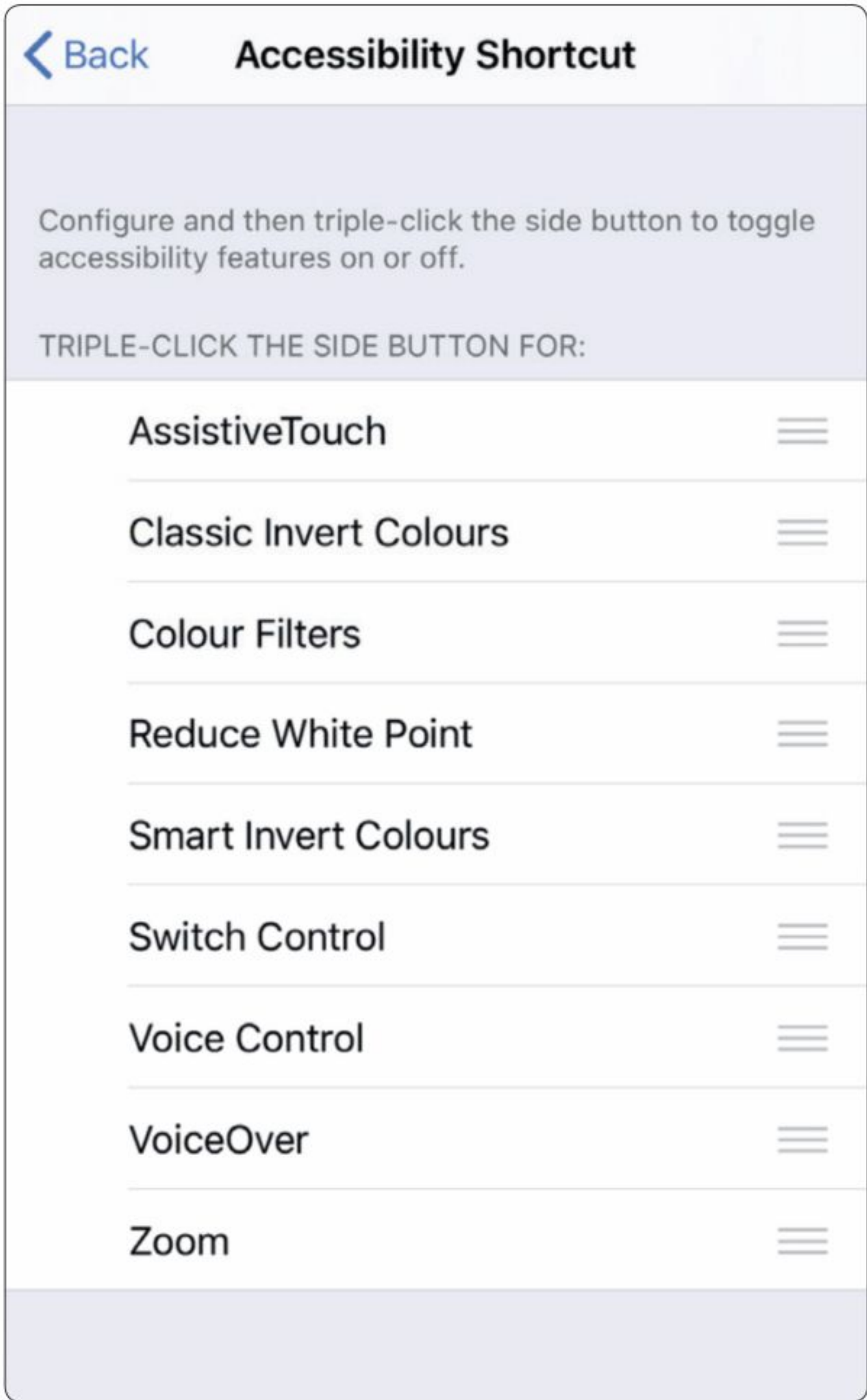
Guided Access

This locks your iPhone to one specific app, stopping you closing it down or opening something else. It's great if you keep swapping apps accidentally. There are various options on offer to configure the feature.



Siri

Activate Type to Siri and you can type your instructions into the Siri feature instead of speaking them. There are also options involving Voice Feedback, when Siri offers it. 'Always On' is the default option.



Accessibility Shortcut

This lets you configure Accessibility by triple clicking the Side, or Home, button toggles on and off. Configure the feature you wish to use and then tap it in this list, to give it a tick. It's then activated with the Side button.

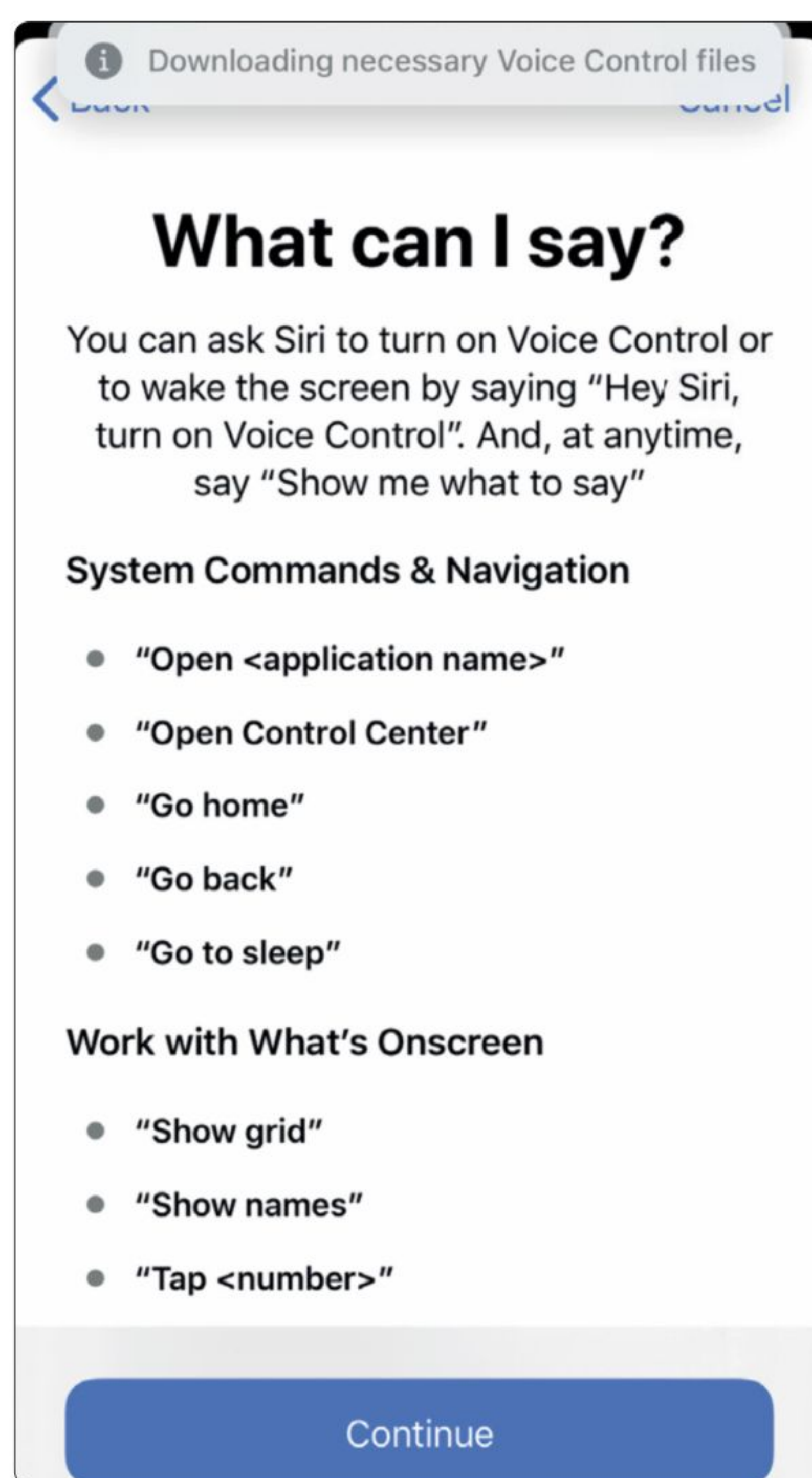


Voice Control

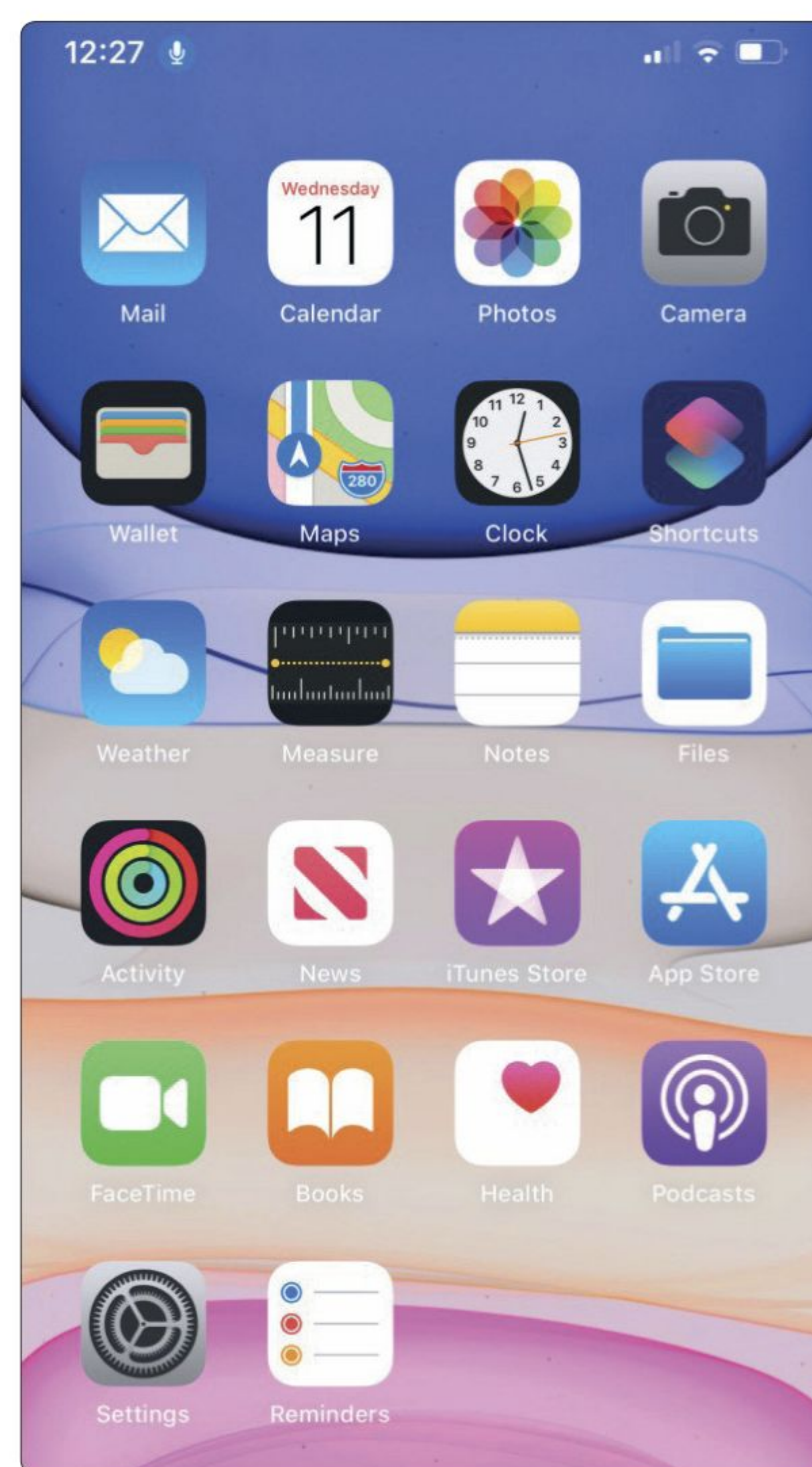
Apple has always been keen to make its products more accessible to those with disabilities. This laudable goal gets a boost in iOS 13, with Voice Control, an exciting new feature that lets you control Apple devices such as the iPhone by speaking to it. You can navigate your iPhone, enter text, and make use of rich editing features, all without touching the screen.



1 First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature, but first, we must set it up using the link at the top; tap it to continue.



2 The iPhone downloads the filters needed for Voice Control, and then shows you a list of usable commands. It's worthwhile taking a moment to read through these commands, to familiarise yourself with what the feature does.

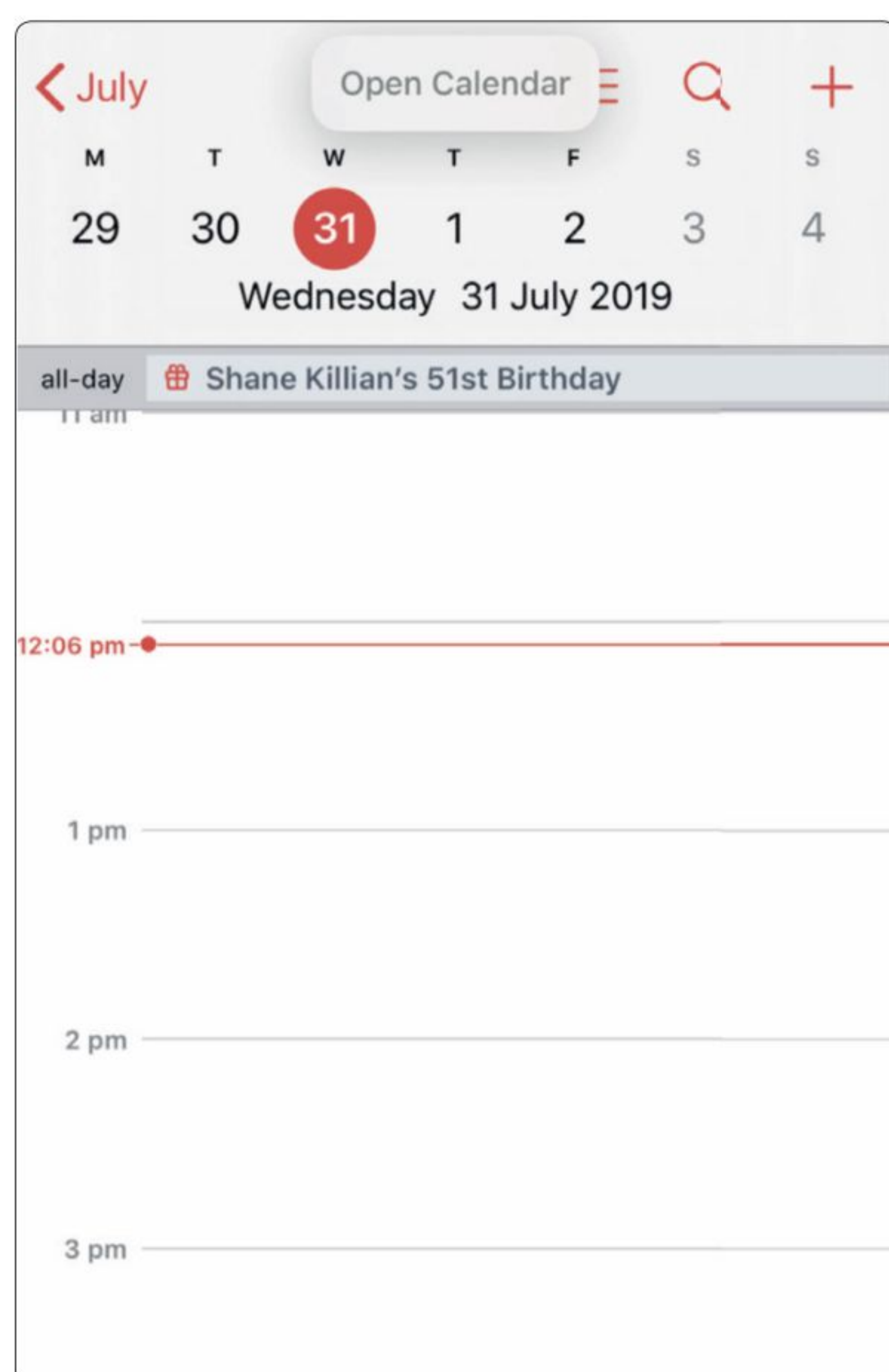


3 When it's done, Voice Control is switched on; look for the blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.

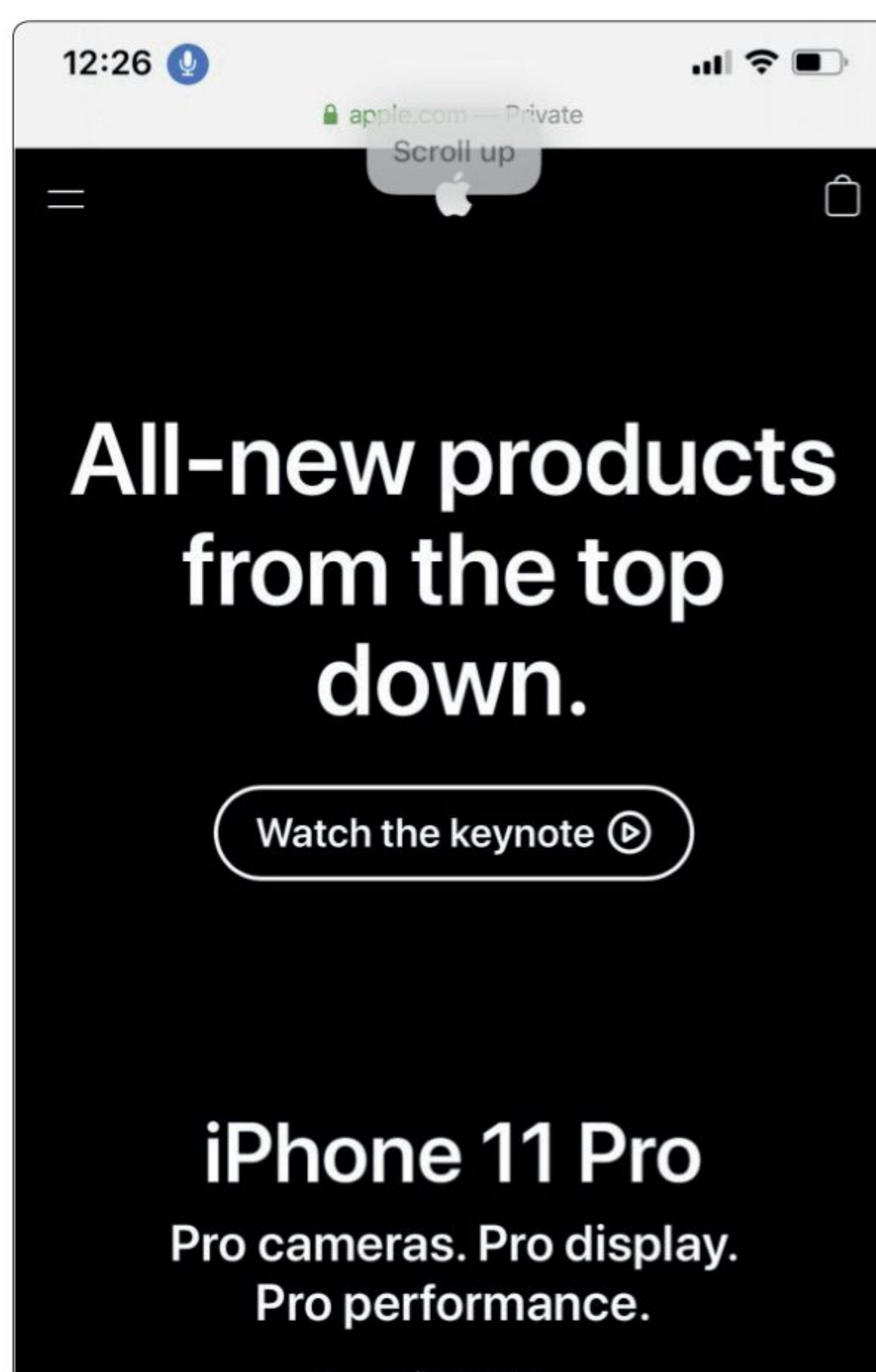


Mac Voice Control.

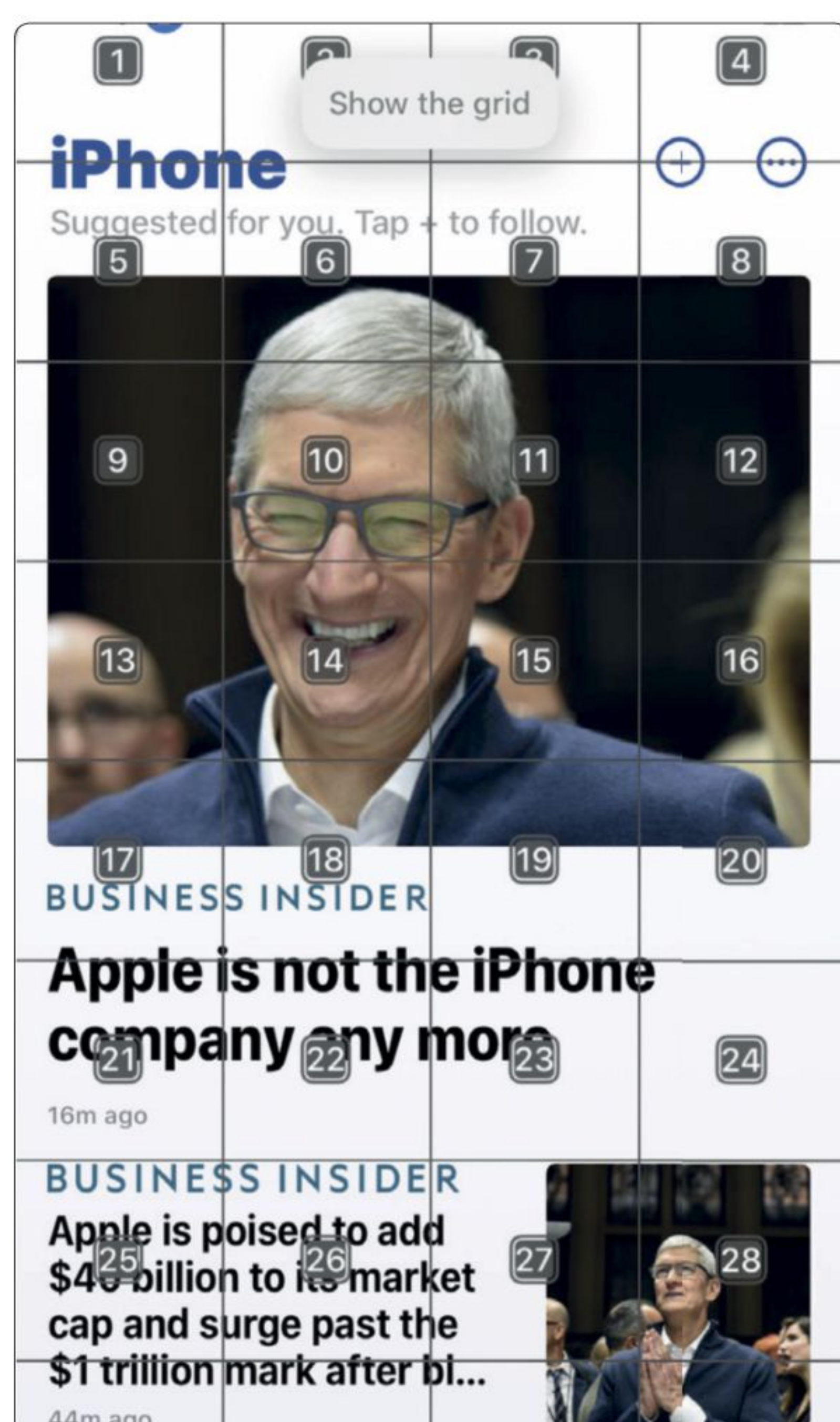
Voice Control is being released across Apple devices, with the feature being built into iOS 13, iPadOS and macOS Catalina. Apple has released a video of a wheelchair user making the most of his Mac using Voice Control. You can see it at <https://bit.ly/2GAq1IC>.



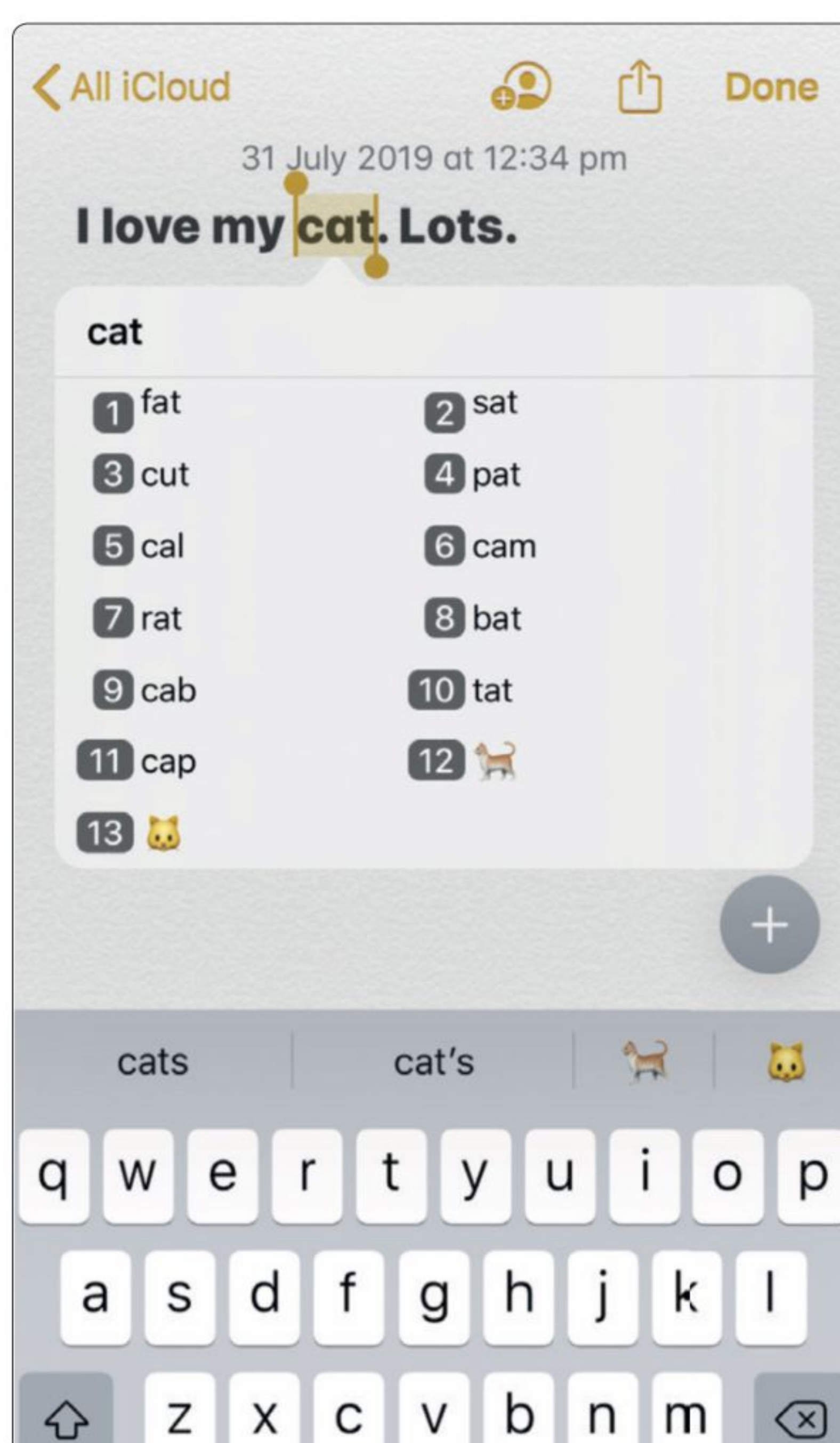
4 To open an application, say, “Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say “Go Home”. To return to the previous screen, say “Go Back”.



5 Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, “Scroll up/down”, and navigate your Safari browsing history with “Tap forward/back”.



6 Say “Show/hide grid” to make the grid appear and vanish, and say a number from the grid to overlay a smaller, more detailed grid there. When there’s only one button or link in a square, say “Tap [number]” to tap it, just like you would with your finger.



7 When dictating text, if you make a mistake, say “Correct [word/phrase]” and it’s highlighted. You’re offered a list of corrections. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.

Voice Control commands.

To open Voice Control, say, “Hey Siri, turn on Voice Control”. If you get stuck, try, “Show me what to say”. It takes time to get familiar with using Voice Control, but with practice, it’s immensely powerful.

System Commands & Navigation

Open [application name]
Open Control Centre
Go home
Go back
Go to sleep

Working with the Touchscreen

Show grid
Show names
Tap [number]
Tap [item name]
Long press [item name]
Swipe left/right
Swipe up/down

Dictation and Editing

Select [phrase]
Move up/down
Move to end/beginning
Delete that
Correct [word/phrase]
Uppercase that
Copy that

Interact with Device

Turn up volume
Lock screen
Take screenshot
Turn on Smart Invert Colours

Odds & Ends

Dial [number]
Call [person]
Play songs by [artist]
Next song
Previous song
FaceTime [person]



The iPhone's Apps Explained

One of the best things about the iPhone is the huge number of software applications, or ‘apps’, that come with it. There’s Safari for using the Internet, Mail for sending and receiving emails, Maps for finding your way around, Calendar, Reminders and Notes for organising your life, Camera for taking snaps and Photos for editing and organising them. Here we show you their basic functions and their advanced features.

Contents

56	Mail	90	Camera	124	FaceTime
63	Home	96	Photos	126	iTunes Store
64	Safari	102	Maps	128	Find My
70	Reminders	108	Health	132	App Store
72	Messages	110	Wallet	134	Facebook
78	Memoji	112	Music	136	eBay
80	Notes	116	Apple TV	138	Netflix
84	Calendar	118	Books	140	YouTube
86	Contacts	120	Podcasts		
89	Activity	122	News		



Mail

Email on the go has revolutionised communication. The iPhone has a versatile email app that can handle multiple email addresses spread over multiple accounts and services, and keep track of all your contacts as well.

Mail in Focus

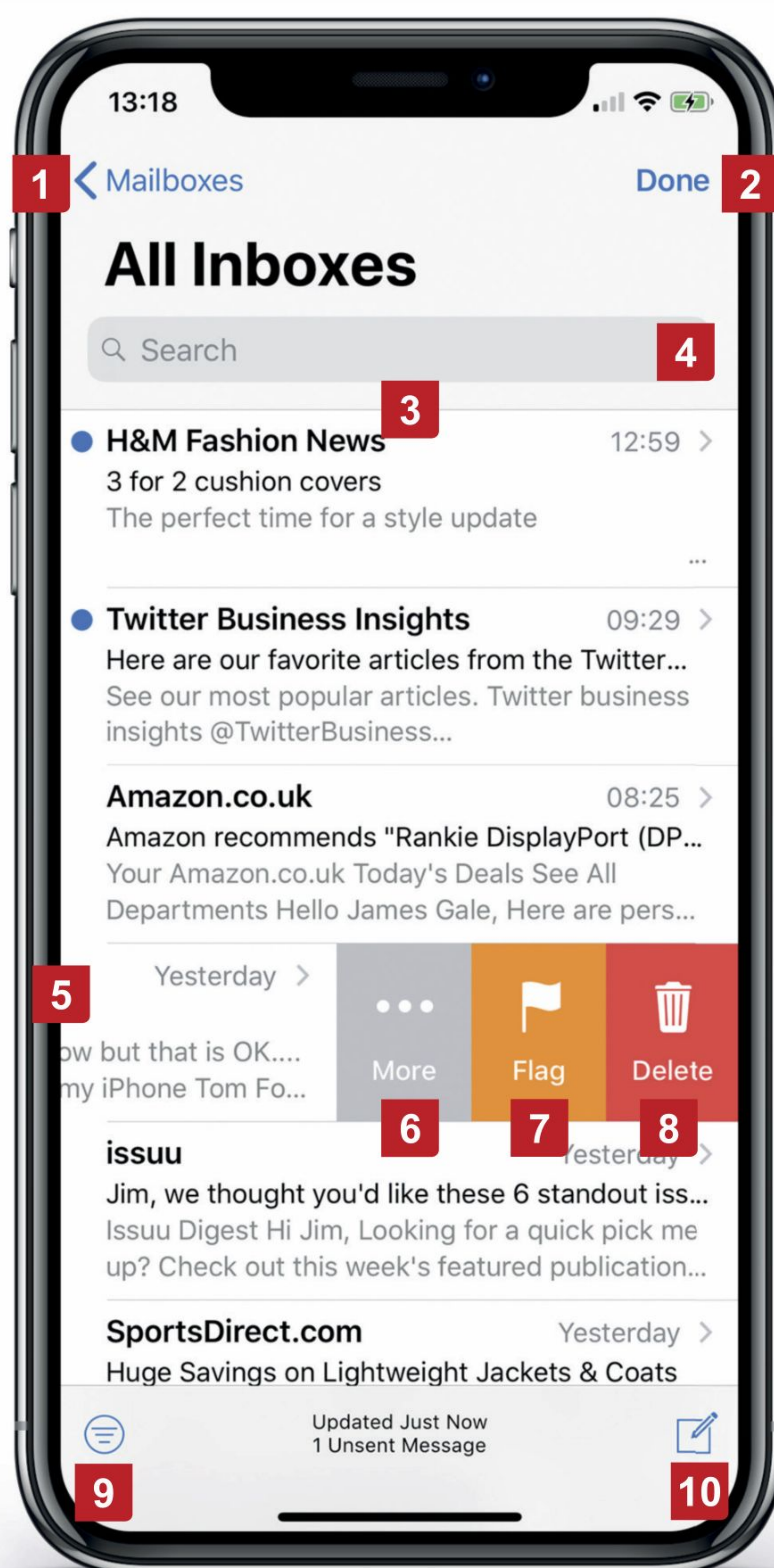
1 This screen, in Mail, shows your Inbox. Tap the Mailboxes link to go back and choose another mailbox, such as Drafts, Sent, Junk or VIP emails.

2 The Edit link puts an empty circle to the left of each email. You can tap these circles to add a tick, and then action multiple emails at once.

3 These are your emails, listed in the order they arrived. Tap on one to open and read it. Emails with blue dots to their left have not yet been opened and read. Pull down on the screen to get new mail.

4 Tap here to search your emails. You can type a name, a subject or something from the body of an email, and suggestions are offered as you type.

5 Drag an email to the left and you can tap one of the revealed icons labelled More, Flag or Delete. Drag it further to delete it immediately. Drag it right instead and you can mark the email as Read or Unread.



6 Tap More here for a pop-up window giving options to Reply to the email; Forward it; Mark it as read, unread, flagged or junk; get a notification when receiving replies to this email; and Move it to another mailbox.

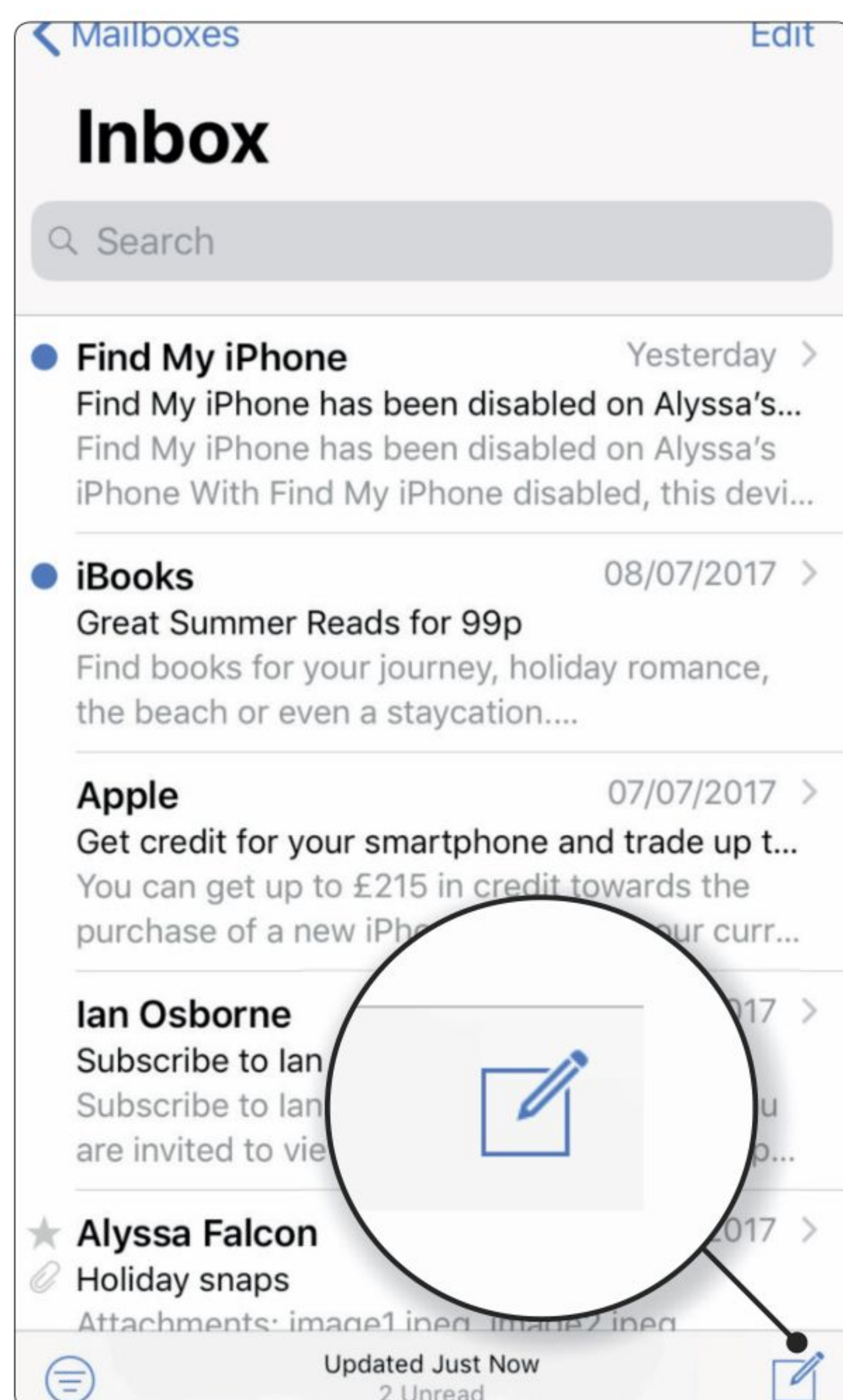
7 Tap here to flag your email, that is, mark it for later reference. If you swipe left on an email that's already been flagged, this icon then reads 'Unflag'.

8 Tap here to delete an email, moving it to your Bin mailbox. If you do so by accident and want it back, tap the Mailboxes link, then Bin. Drag the email to the left again, then tap More and then in the pop-up window, tap Move so you can move it back to your inbox.

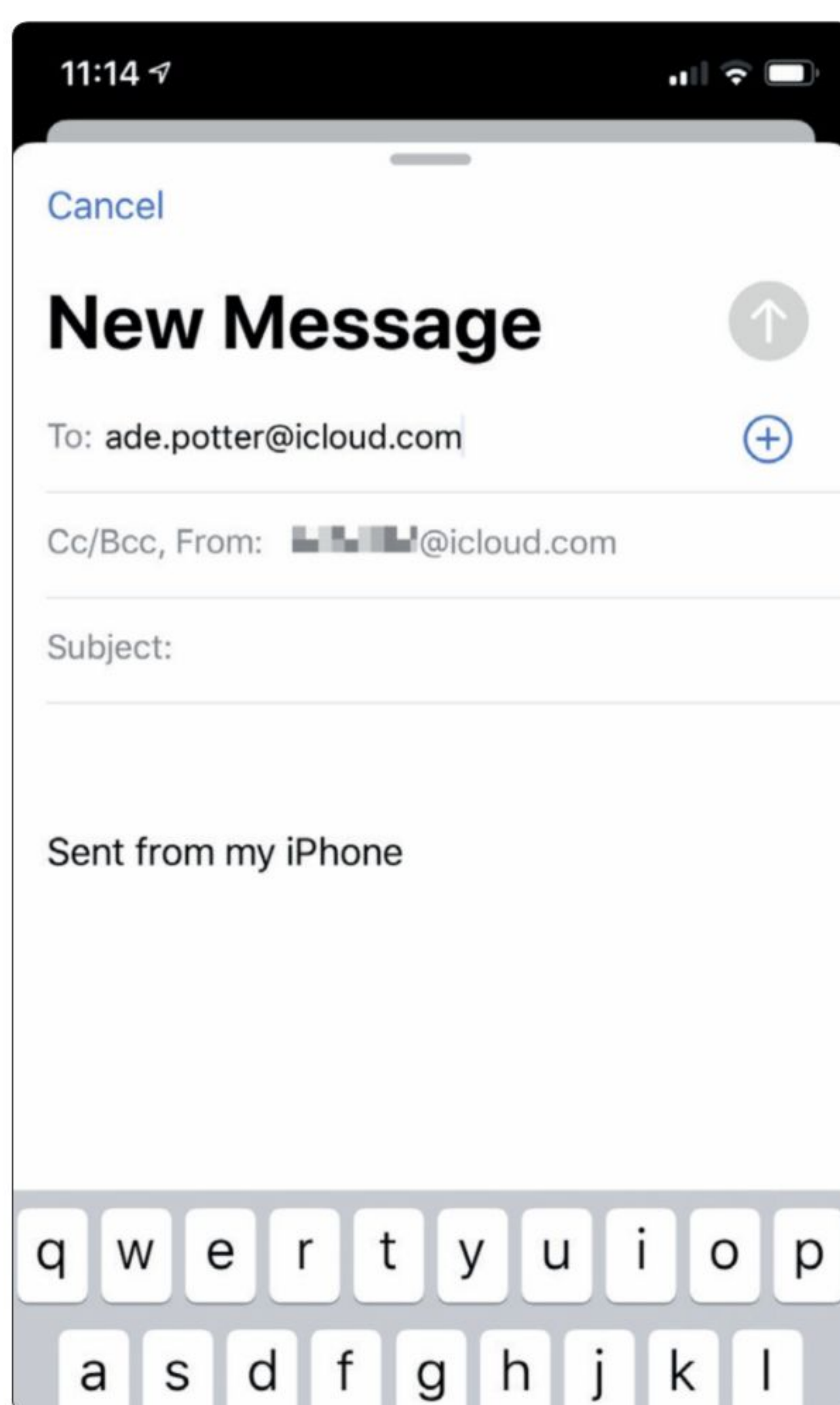
9 Tap this icon to show only unread emails and again to return to showing all emails, read and unread.

10 Tap this icon to open a new blank email for you to fill in and send. Tap and hold it for a list of draft emails, which you've started to type then saved for later.

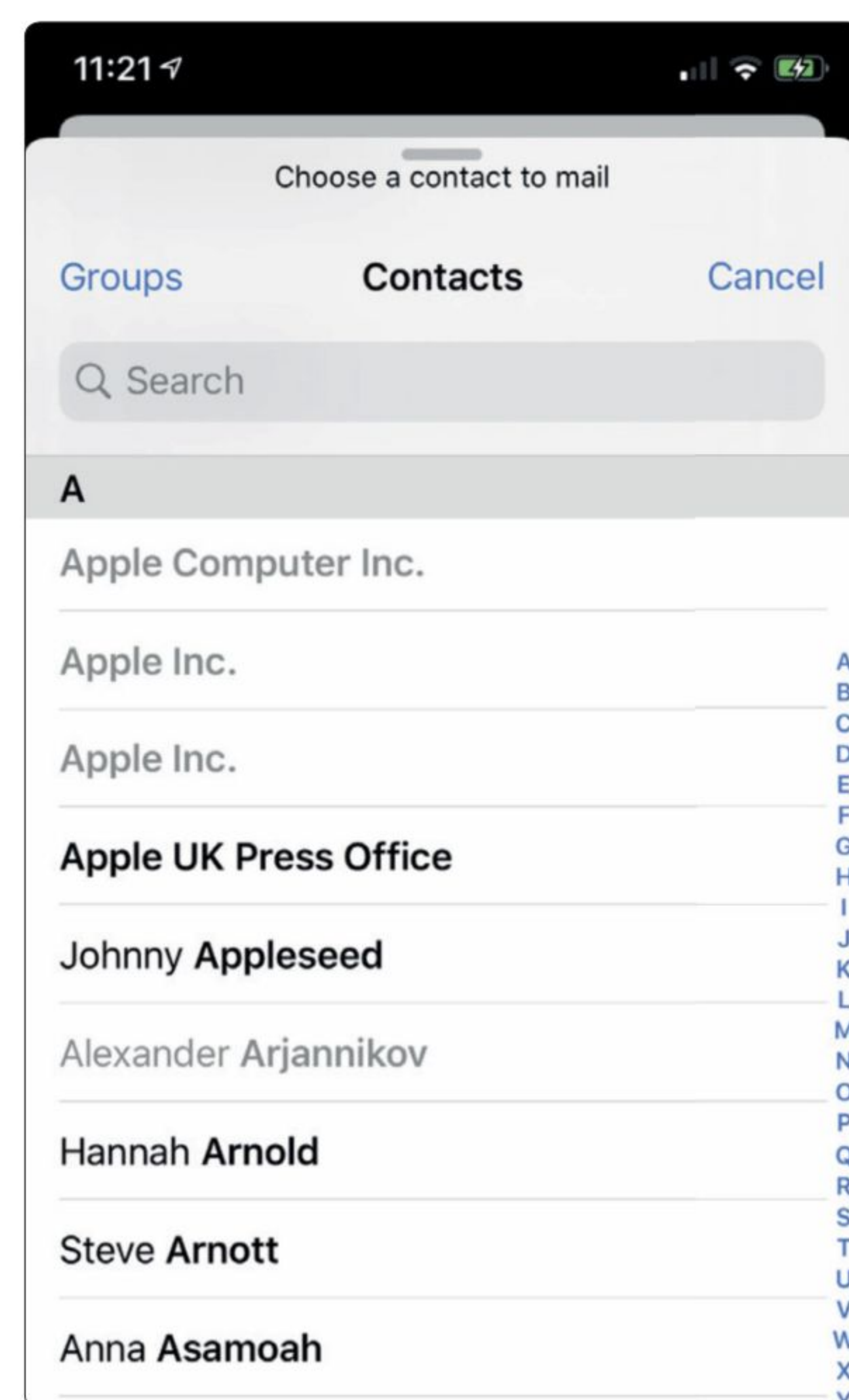
Sending an email using the iPhone's Mail app



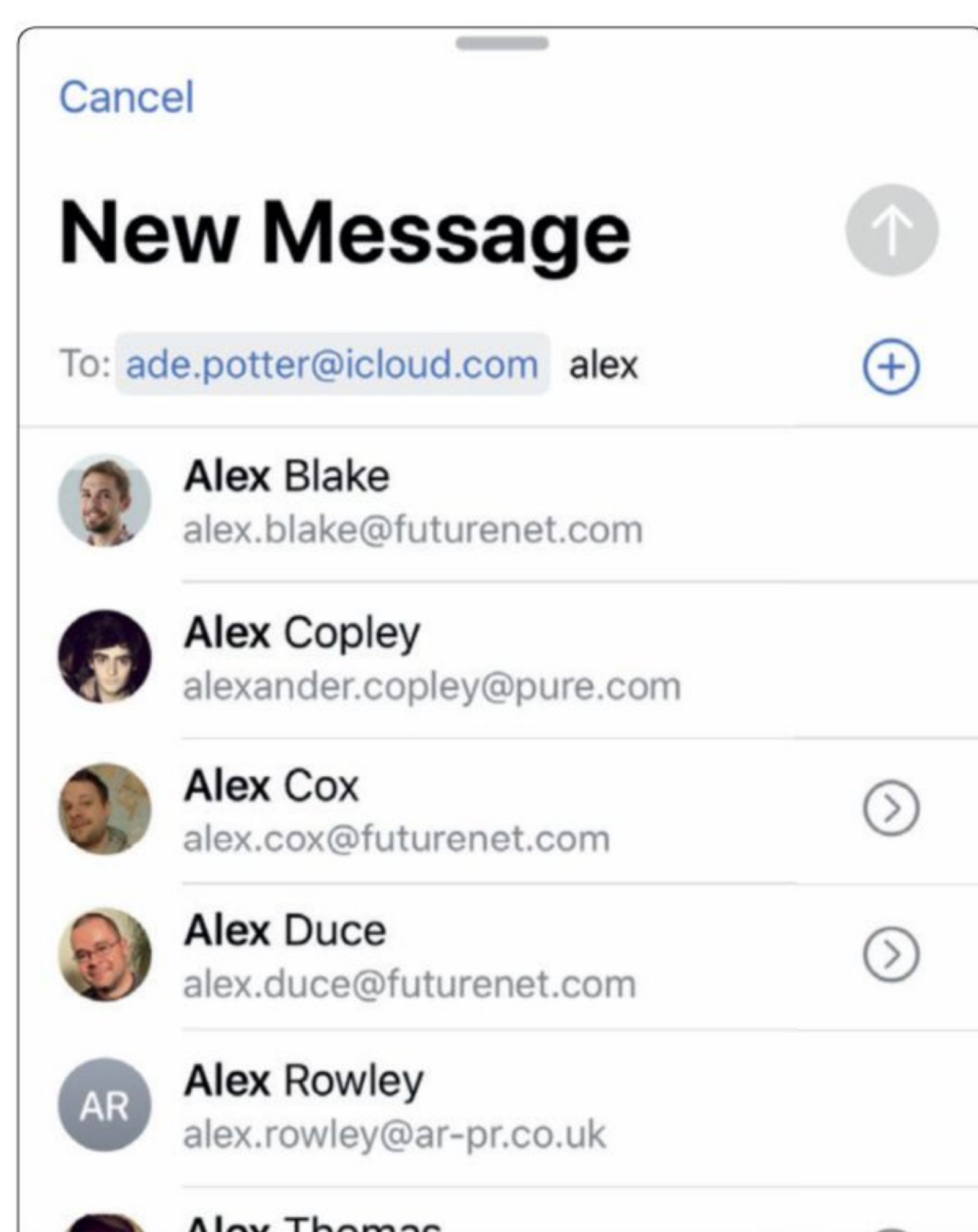
1 Open the Mail app. To send an email, you must first tap the Pen-and-paper icon in the bottom right corner. This opens a new, blank email message, ready for you to type the recipient's address, the subject and your message.



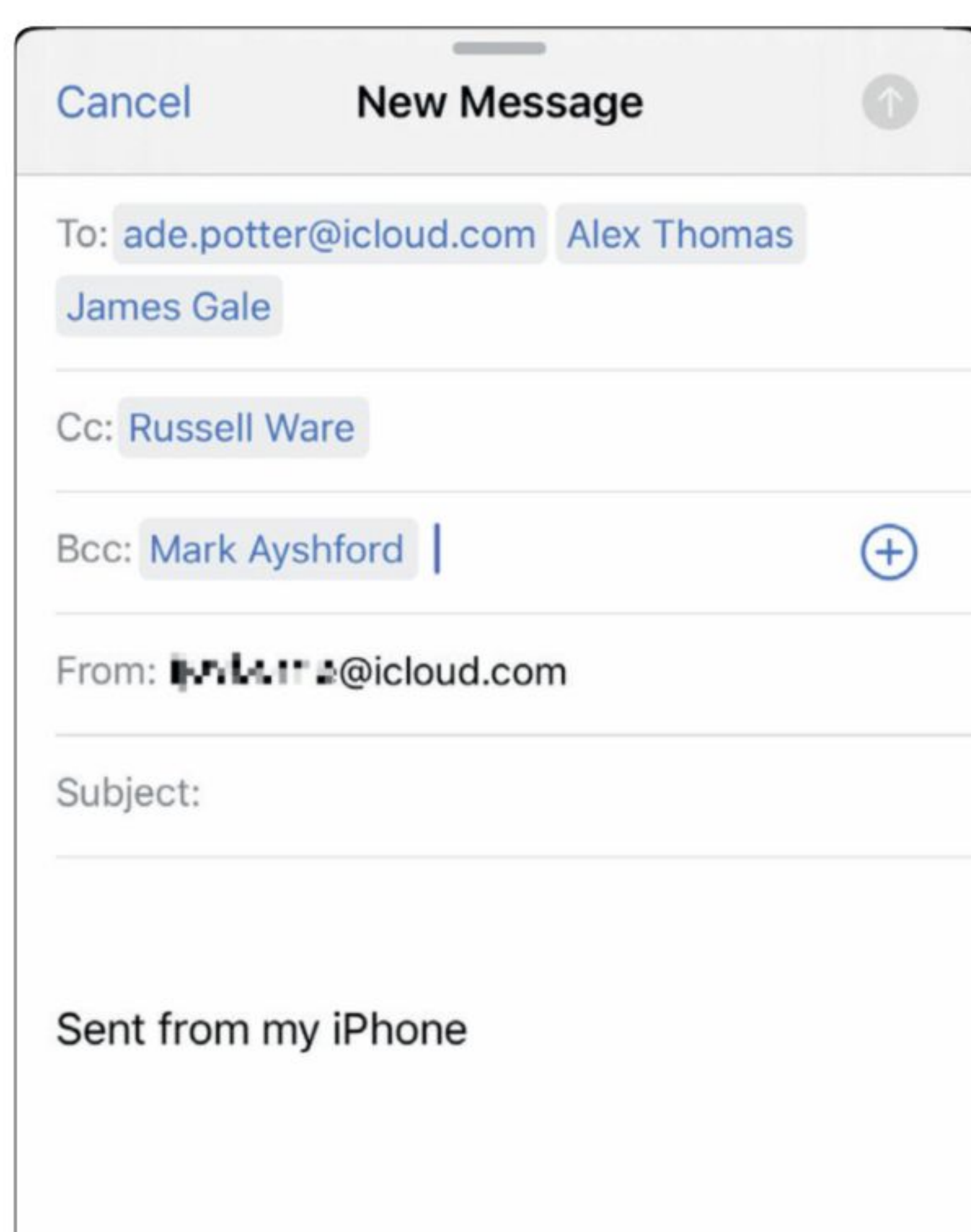
2 Type the recipient's email address in the To field. If you've previously corresponded with them or they're in your contacts, you can type their name instead and their details are automatically found. Tap it when it appears as a completion suggestion.



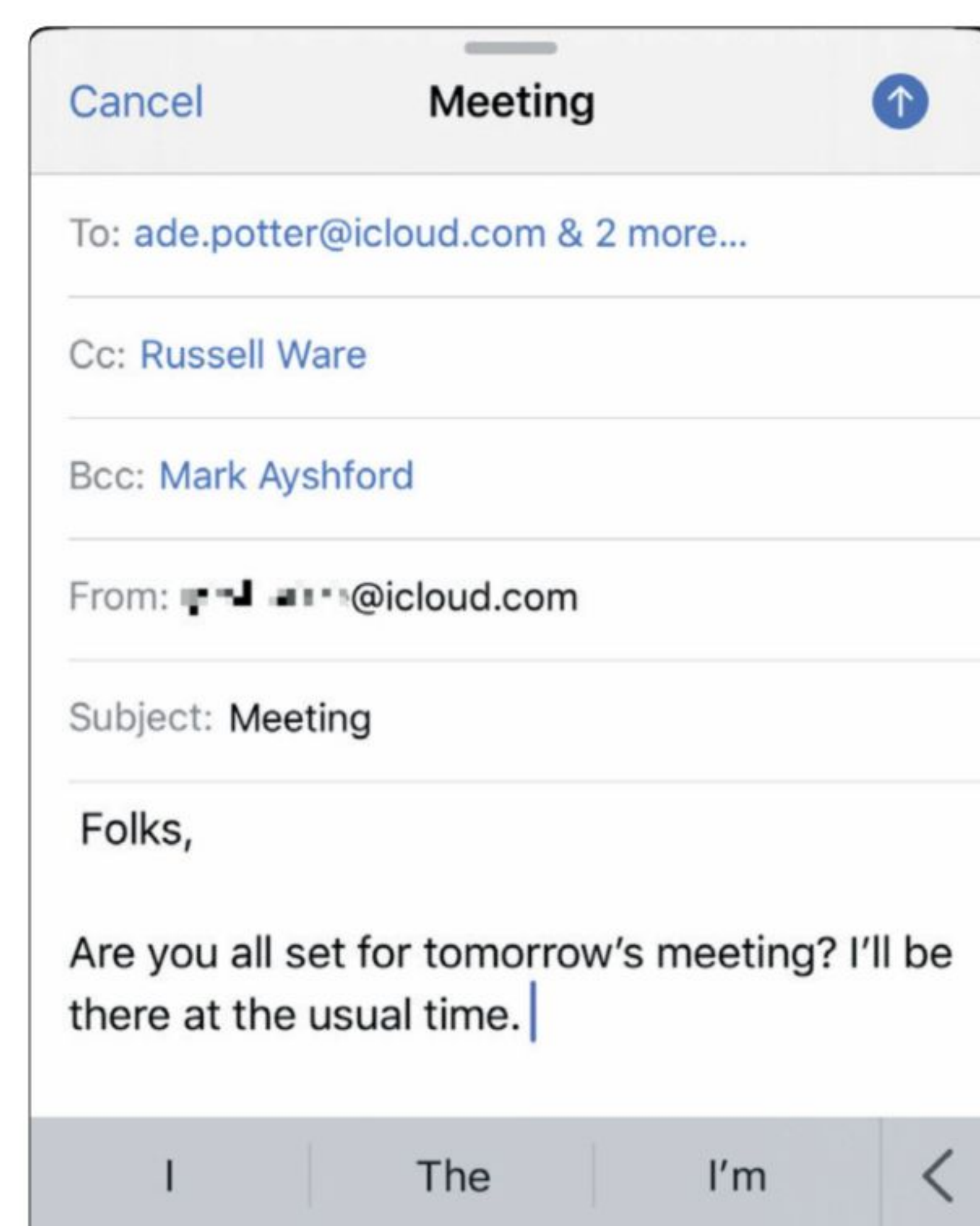
3 Alternatively, tap the Plus on the right of the To field to choose someone from your Contacts app. Scroll to, or search for, the person you want, then tap his or her name. Tap Groups to filter the addresses according to groups set up in your Contacts app.



4 You can add more than one recipient, by entering multiple email addresses in the To field. The email is sent to all of them. The app offers auto-complete suggestions as you type, and if a person has more than one email address, you can tap a chevron next to the name to choose.



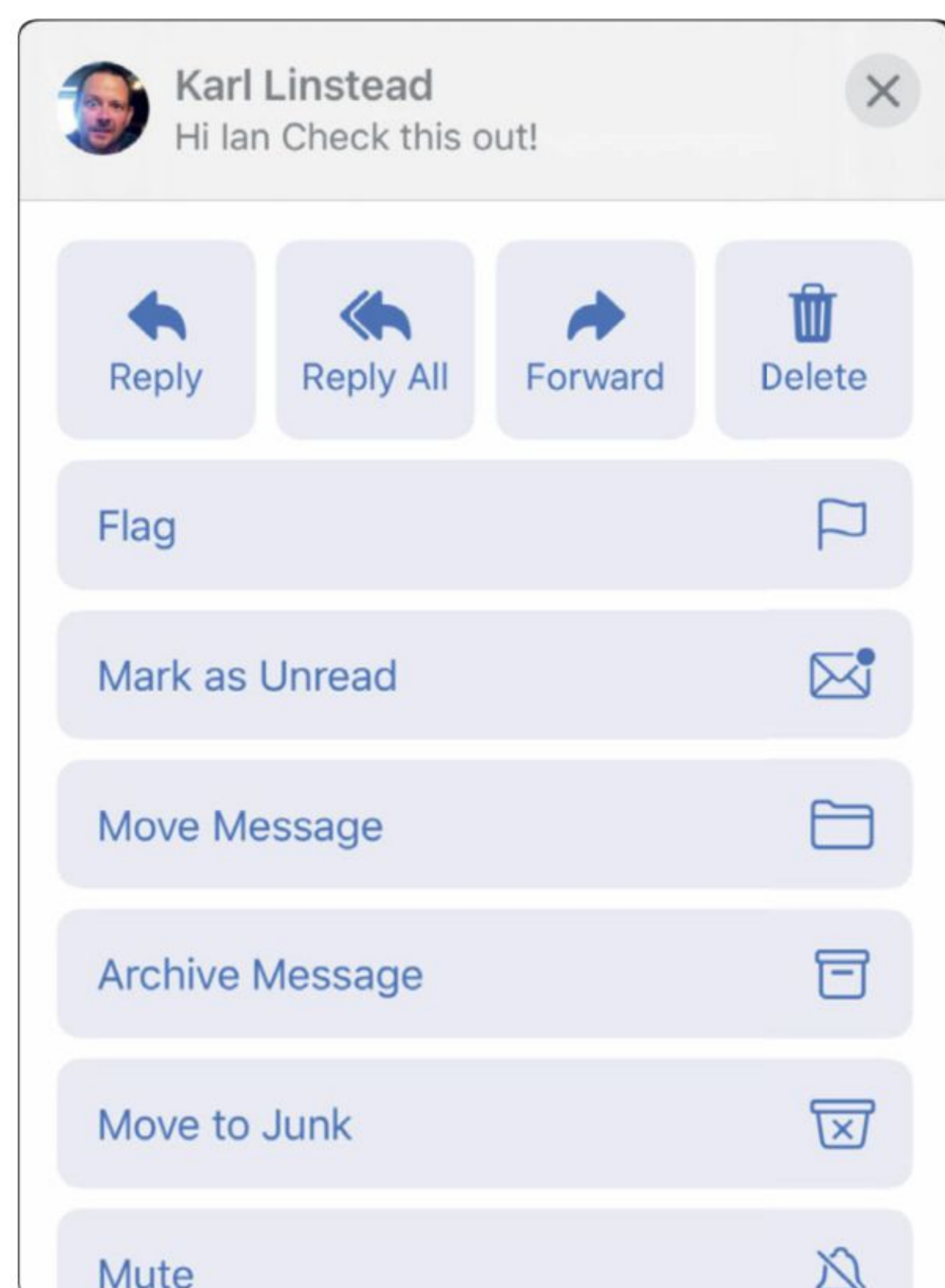
5 Tap the Cc/Bcc field and you can copy even more people in. Addresses in the To and Cc (carbon copy) field are visible to all recipients of the email but those in the Bcc (blind carbon copy) field are withheld, so only you know they were included.



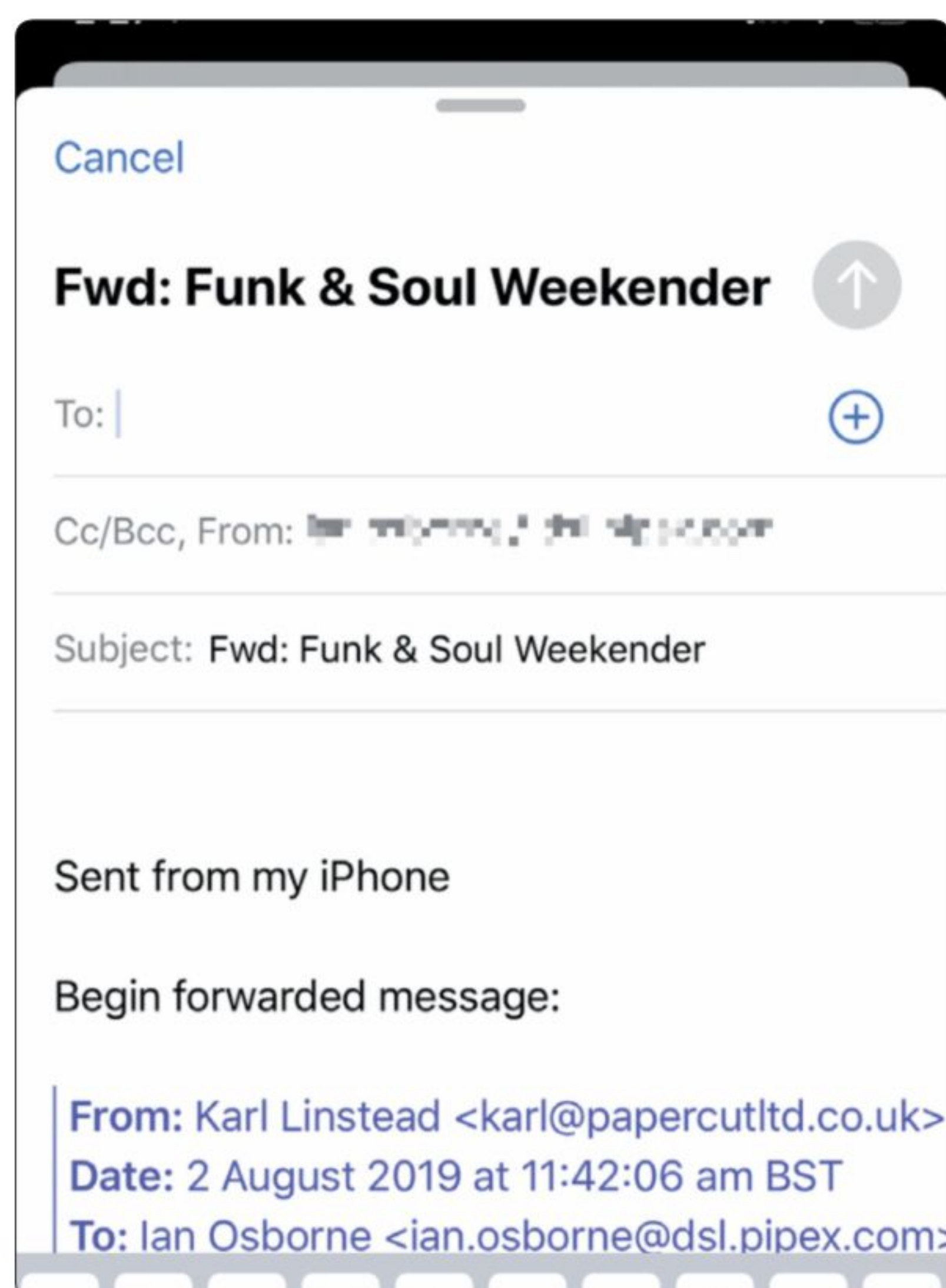
6 Type the email's subject and the content of the message and you're done. Tap the up-pointing Arrow icon to send it. A progress bar at the foot of the screen shows it's on its way and when it's gone, you get a sound effect. You can see the sent email in the Sent folder.



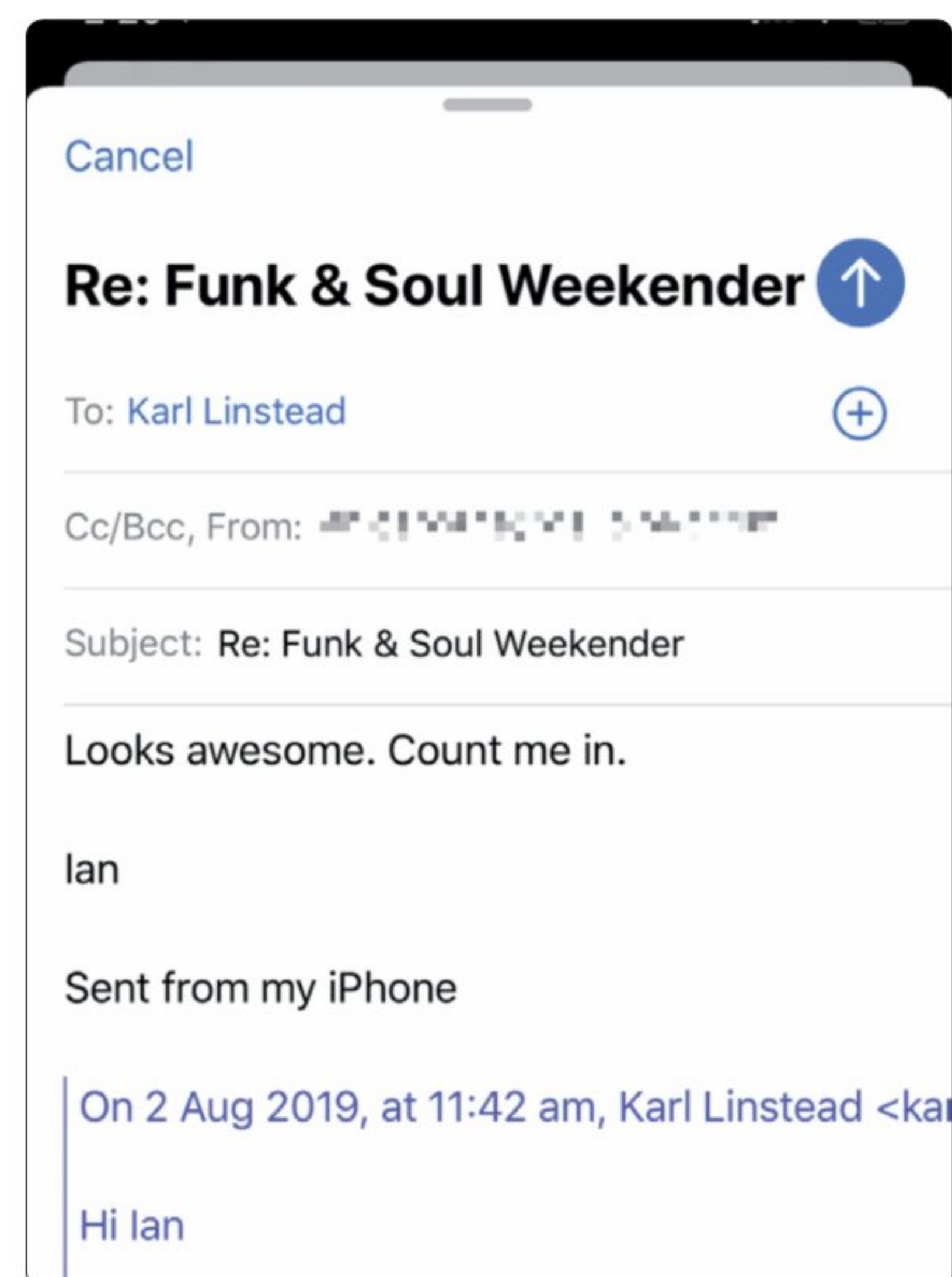
Replying to or forwarding an email



1 Open the email to which you want to reply. Click the Arrow icon at the bottom of the screen. A pop-up window appears, with a range of options; pull it up to see the full window. Options include reply to sender only, and reply to everyone who received the original email.

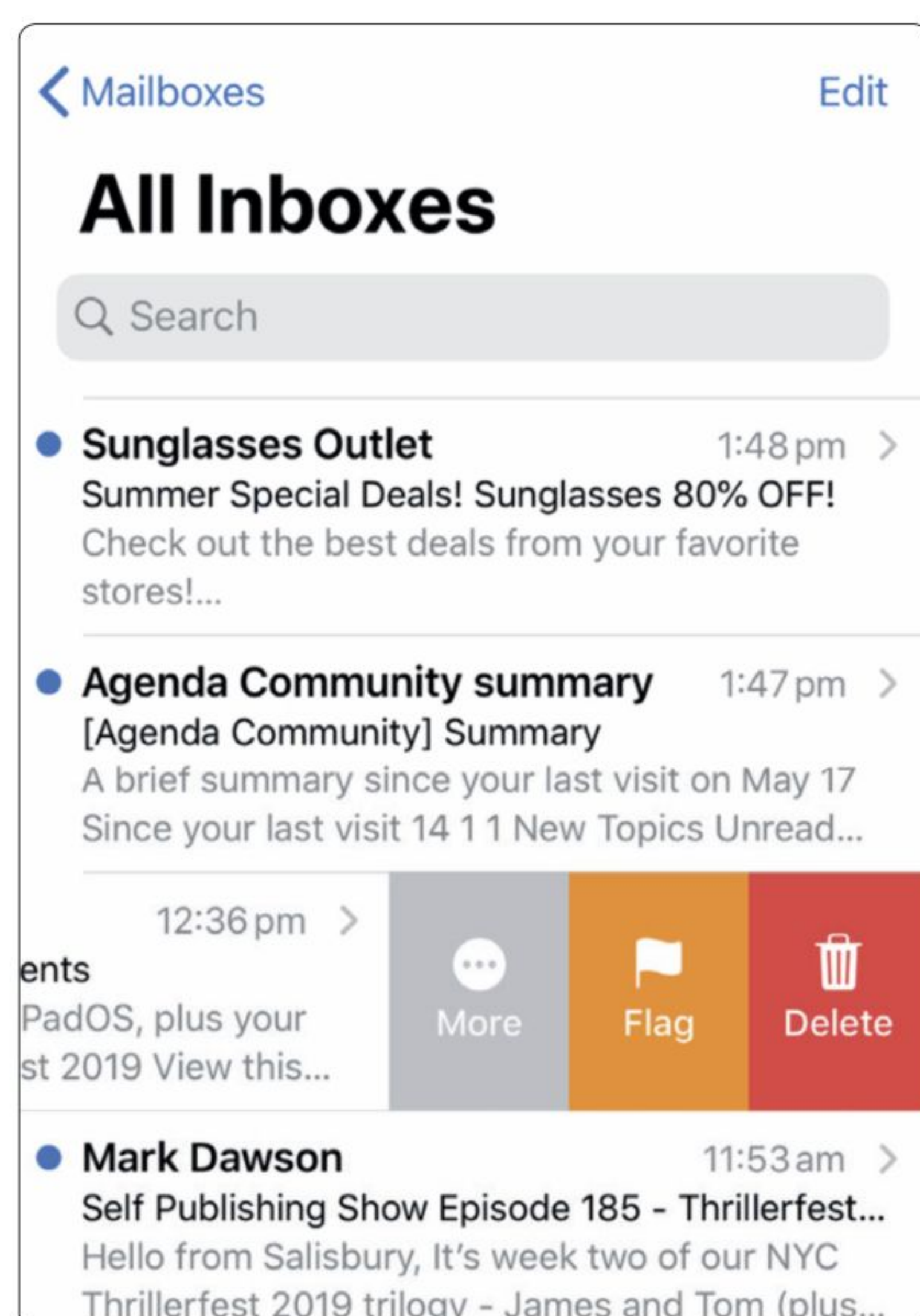


2 Forwarding an email allows you to resend the email to another person who didn't receive the original email. You have to add a name to the To field. If you're replying, the recipient's address or addresses are already in place, as they're taken from the email you were sent.

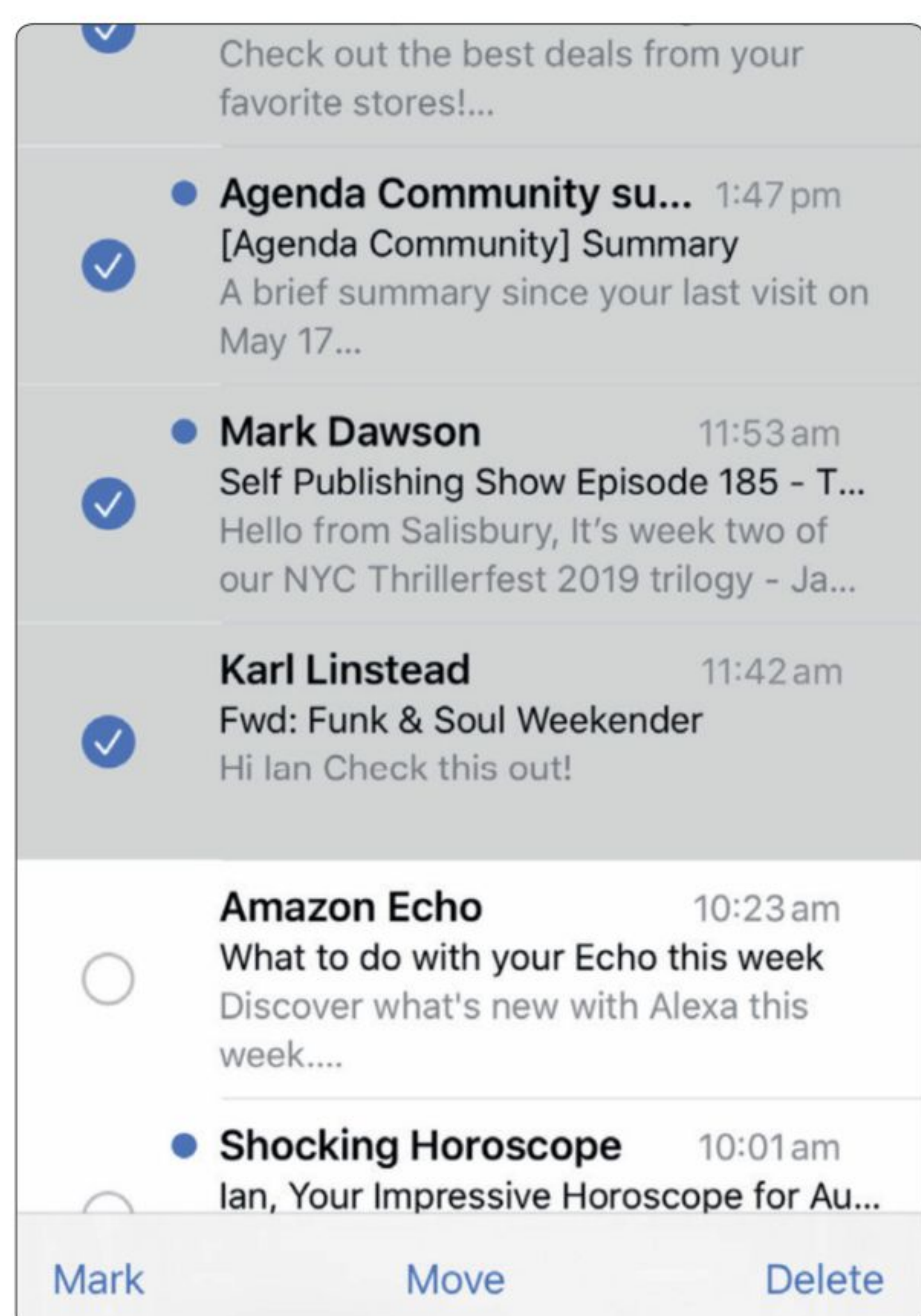


3 Whichever you opt for, you can now type your own message in the body of the email. You can delete or edit the original subject and message if you want, or just leave it as it is, as shown here. We swiped the keyboard down for a better view. When you're ready tap Send.

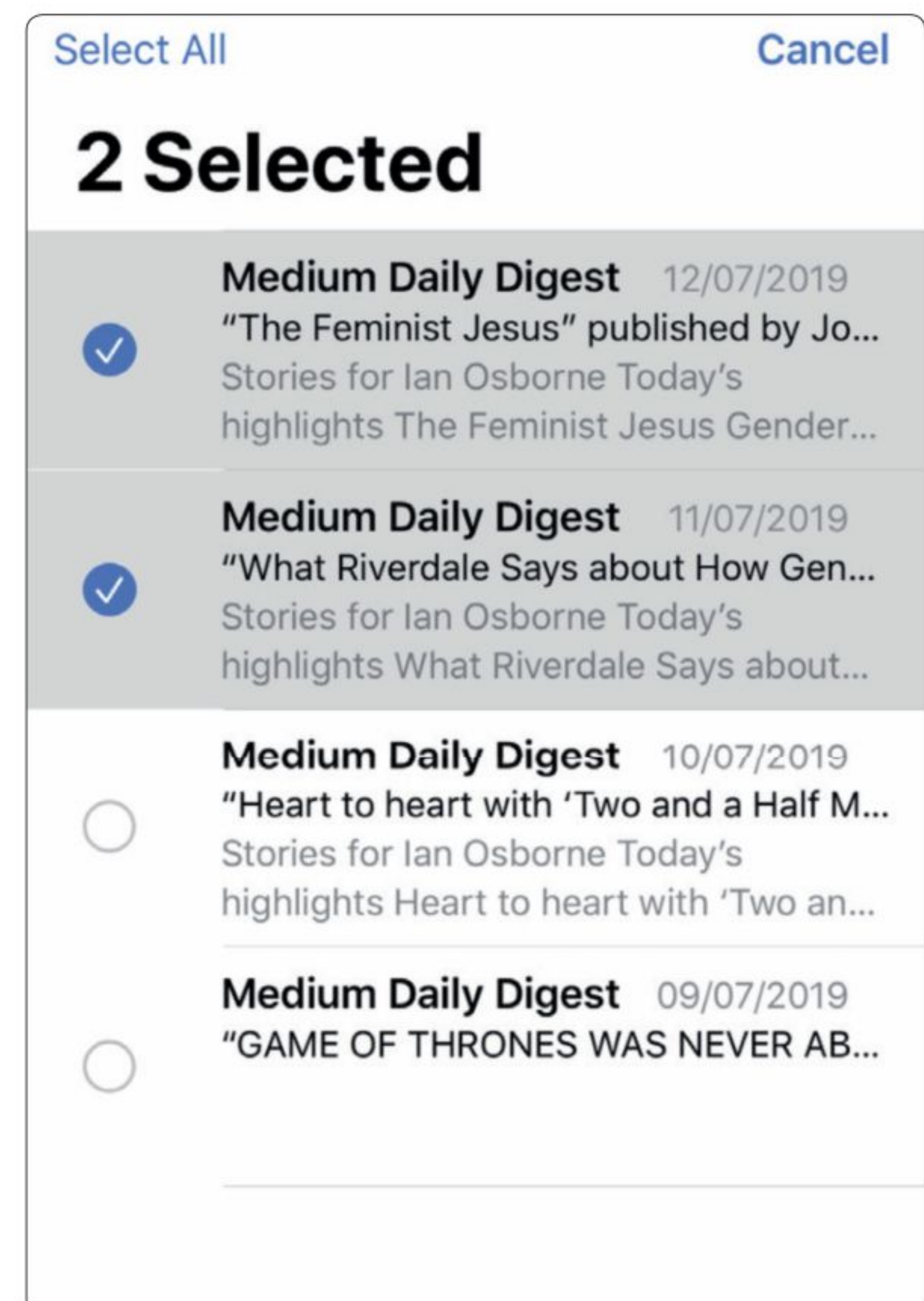
Deleting emails in the Mail app



1 You can quickly delete emails by swiping the message left and tapping the red Delete button as shown. Alternatively, swipe it further to the left and delete it in one stroke.

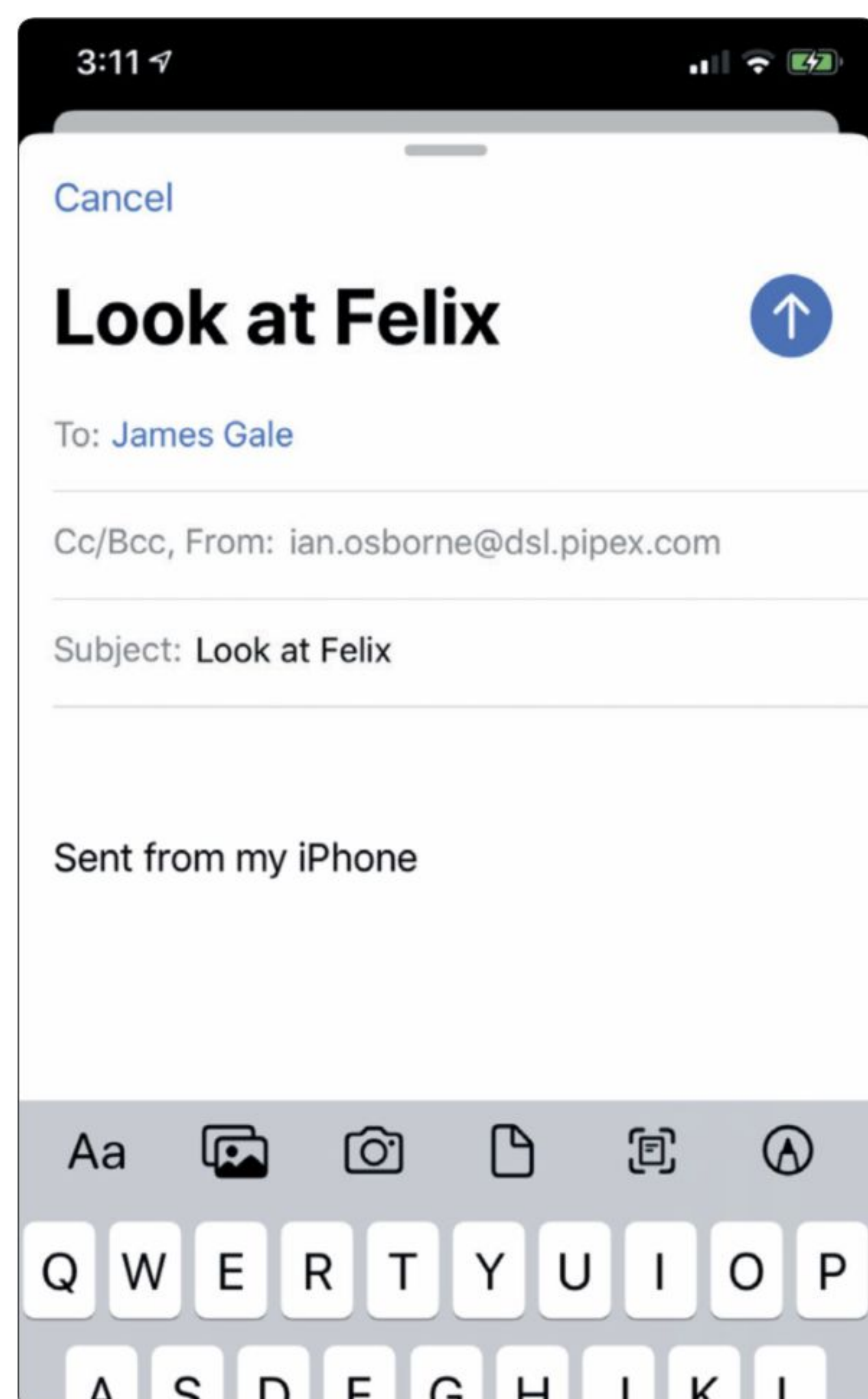


2 The Edit link (top right). Empty circles appear next to emails. Tap those you want to delete, or drag your finger along them to select multiple emails at once. Tap Delete (bottom right).

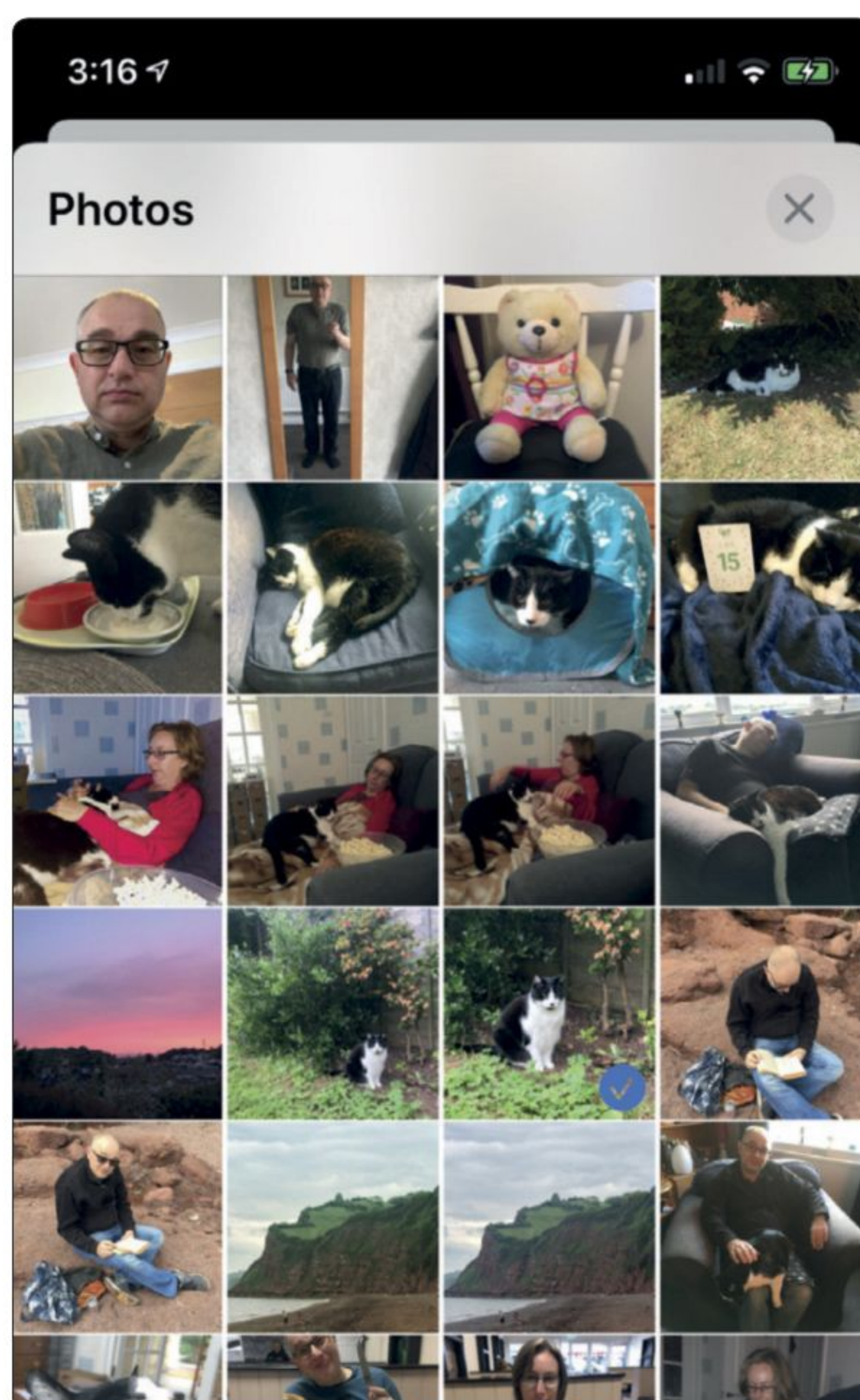


3 Tap Mailboxes (top left), then tap the Bin icon to see emails you threw away. Tap Edit (top right) select and delete those you want to get rid of. Note the Select All link in the top left.

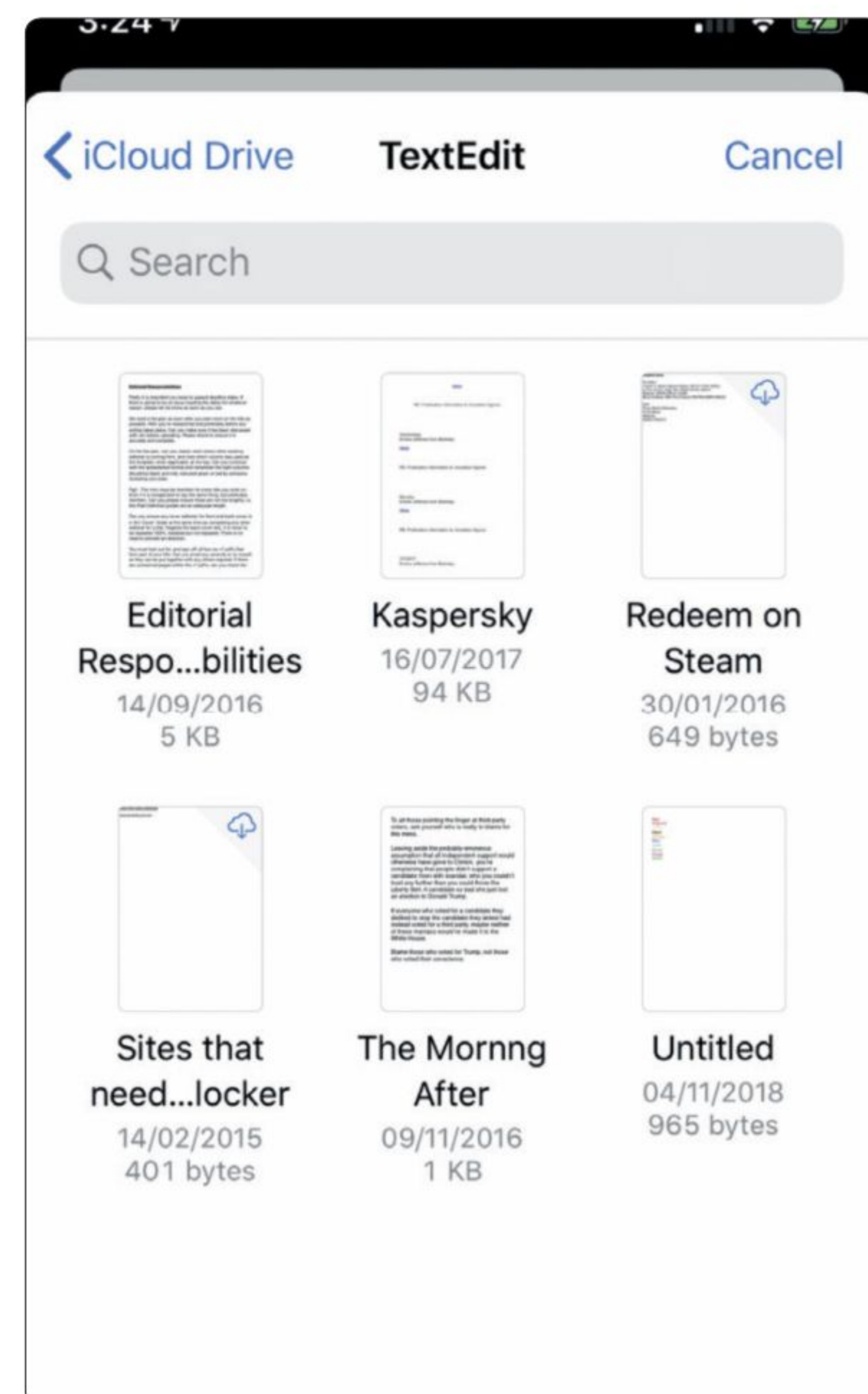
Sending attachments



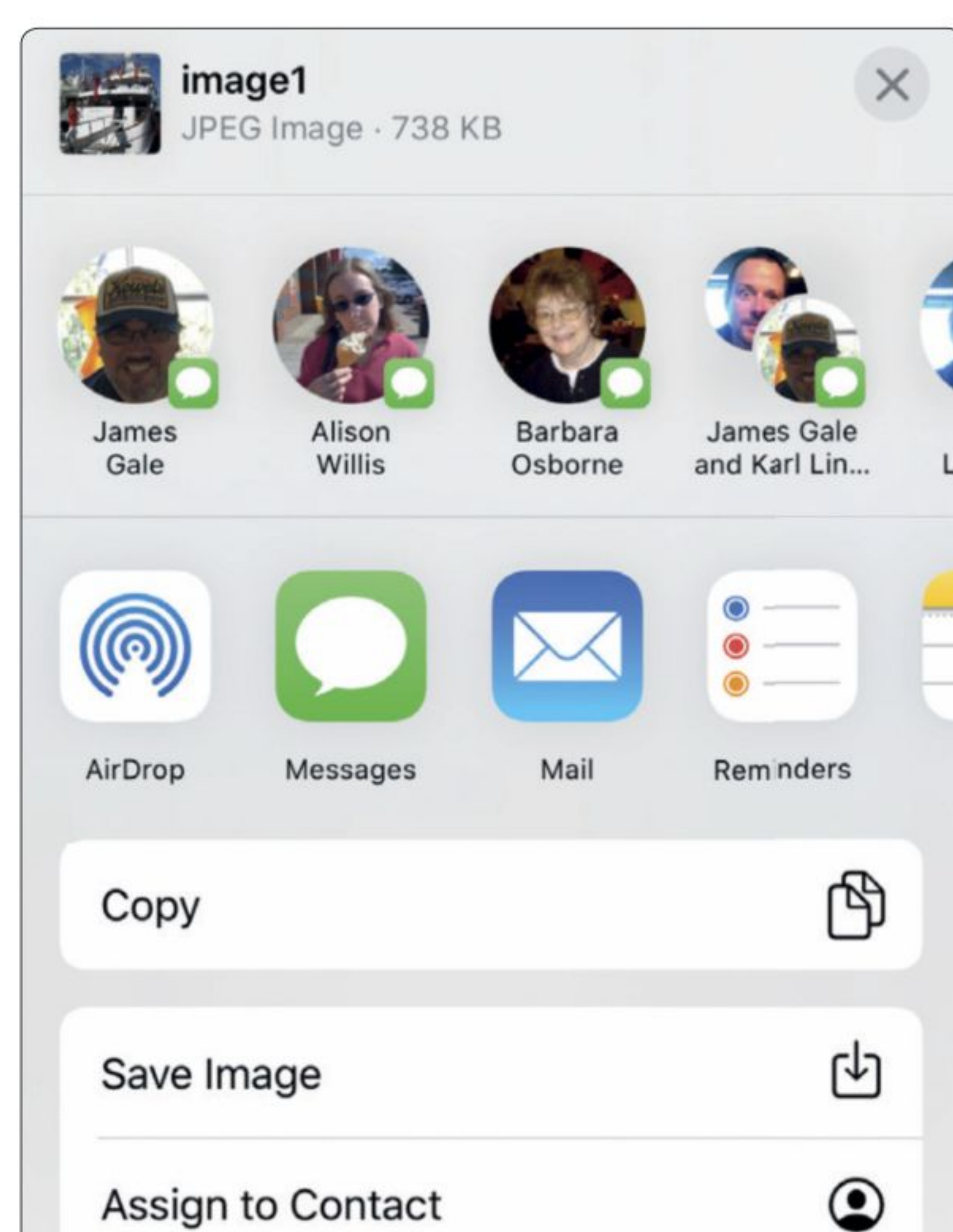
1 Tap in the body of an email. Tap the cursor in the top right of the keyboard to bring up these controls. They are, in turn, Formatting, Attach Photo, Take and Attach Photo, Attach Document, Scan Document, Markup. Tap the one you wish to use.



2 If you're sending photos, a window pops up showing available photos and videos (which can also be attached). To select them tap each one you wish to send (you can send more than one at a time if you wish). When you're finished, tap the 'X' to go back to the email.

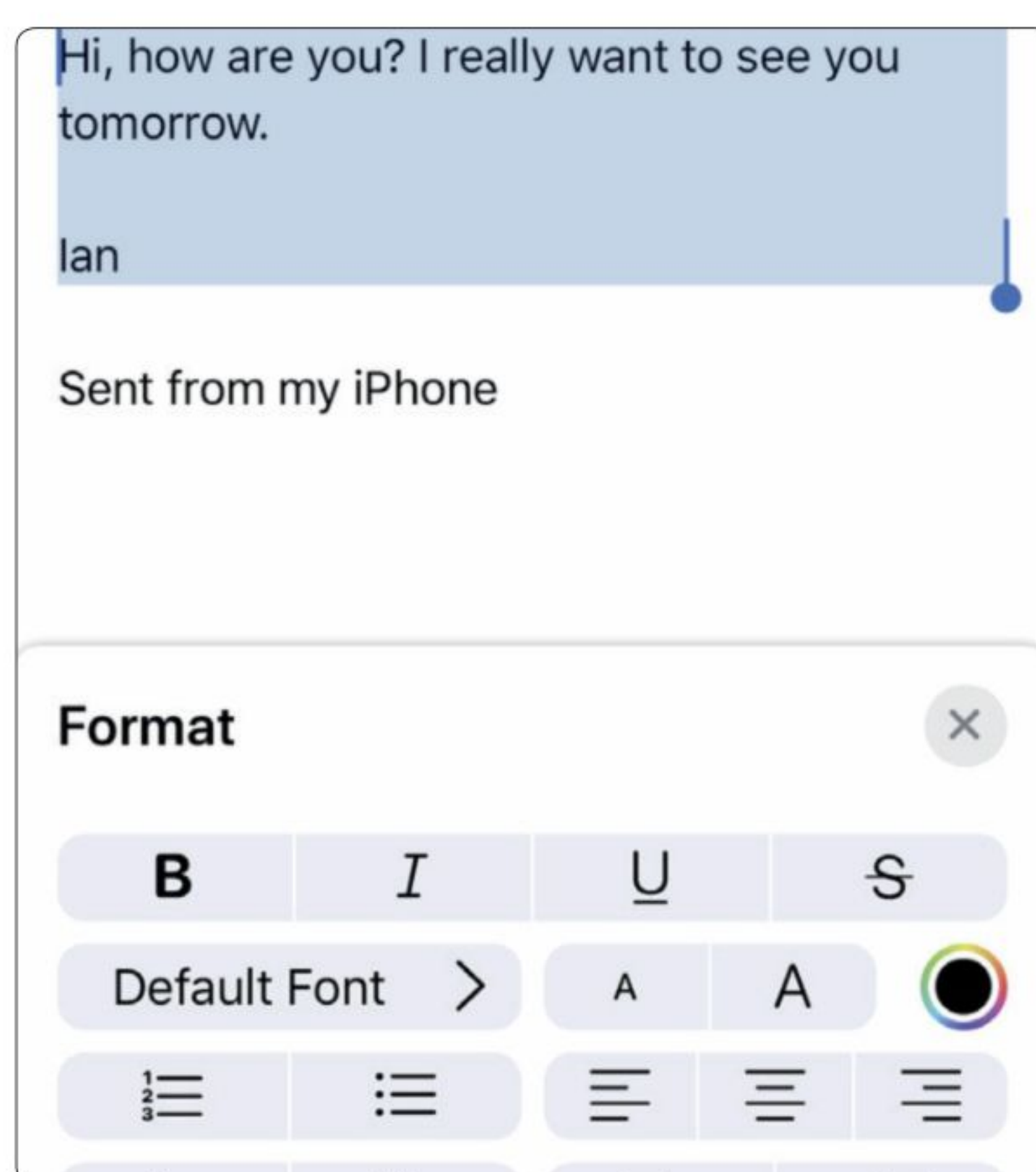


3 If you're sending documents, you're taken to the Files app. Navigate to the document you want to send, and tap it. You're taken back to the email, with the file attached. To attach more than one document, repeat this procedure as many times as you like.

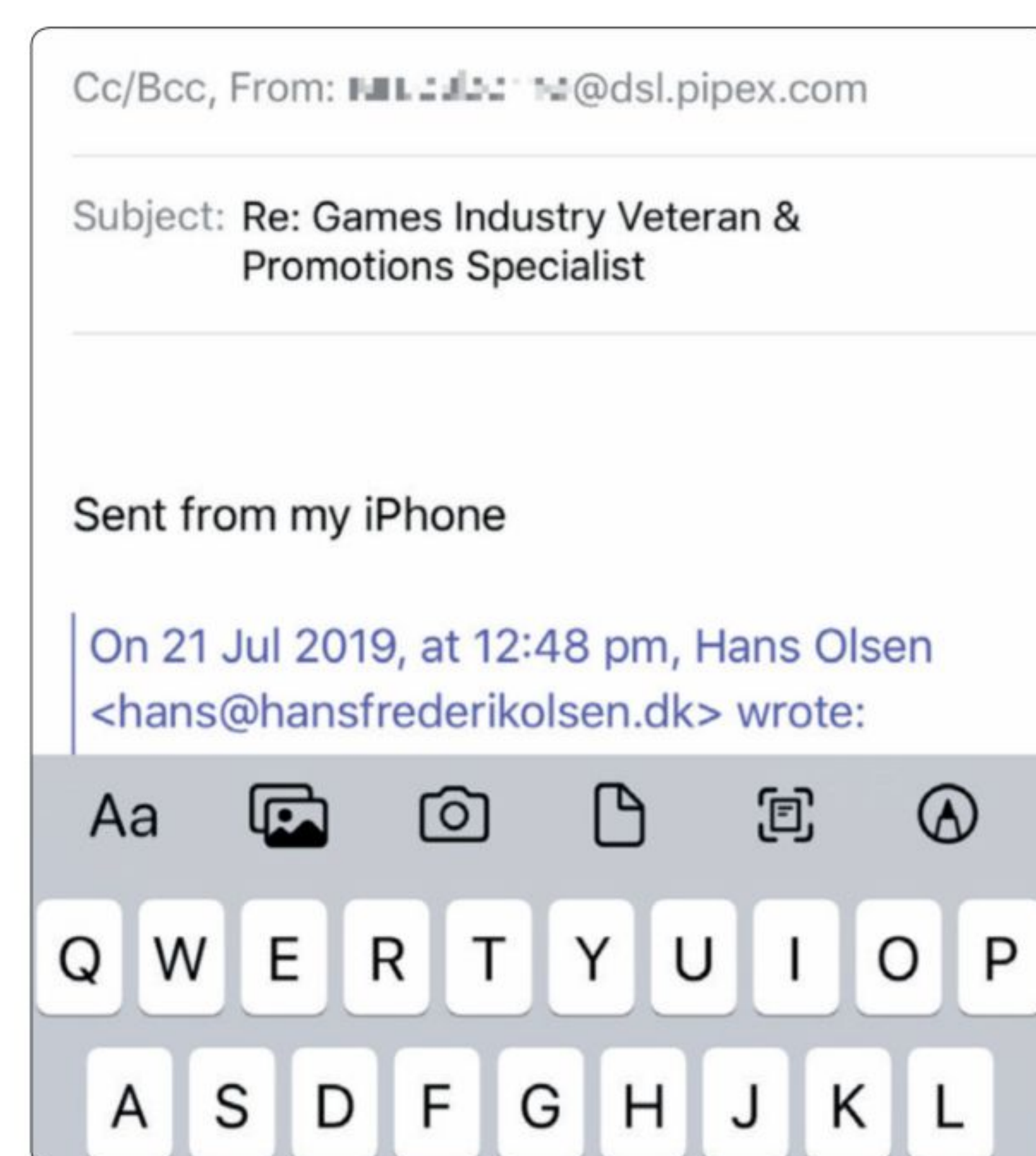


4 You can delete attachments you've added to an email before sending it, and add your message above or below the attachment too. If someone sends you an email with an attachment in it, you can tap it to open it and then tap Share for a range of options.

Formatting controls



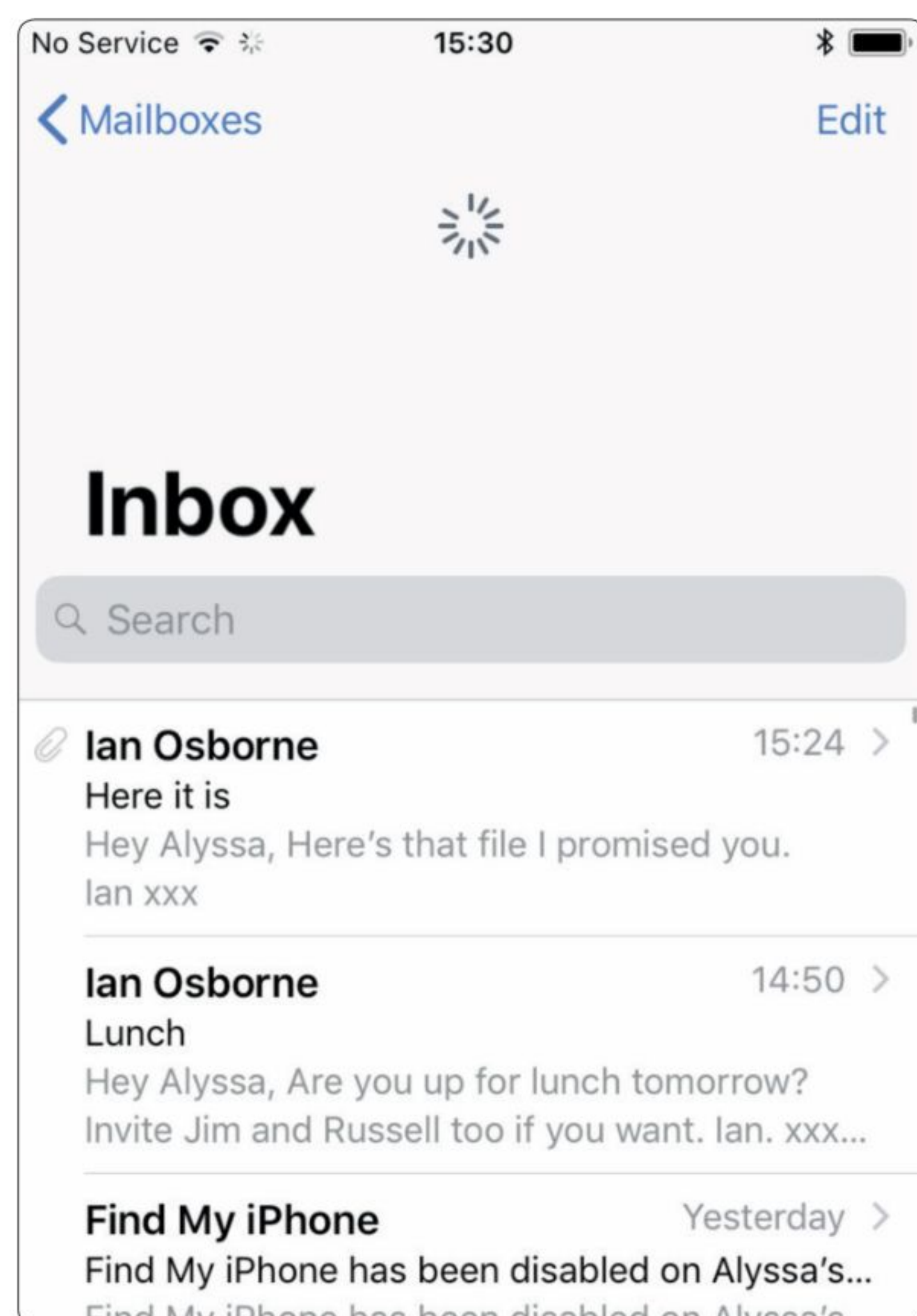
1 You have far more control over formatting in emails. Select the text you want to format, or tap the chevron to the right of the predictive text, and press the 'Aa' icon that appears for formatting options.



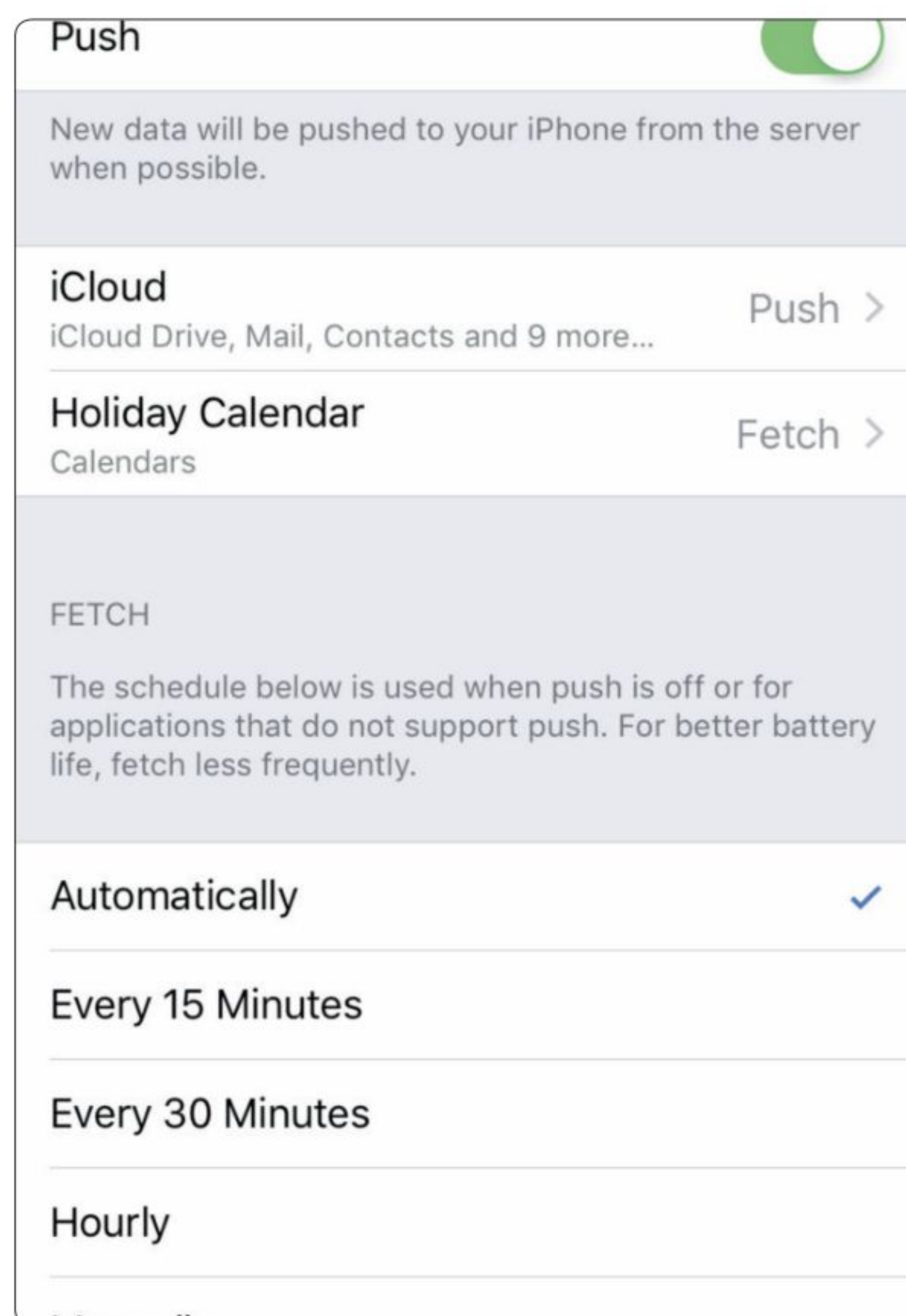
2 The other icons you see in Step 2 do the following (left to right): Attach a picture from Photos, take a new photo and attach it, attach a document from Files, take and attach a document scan and use Mail Markup.



Downloading new emails

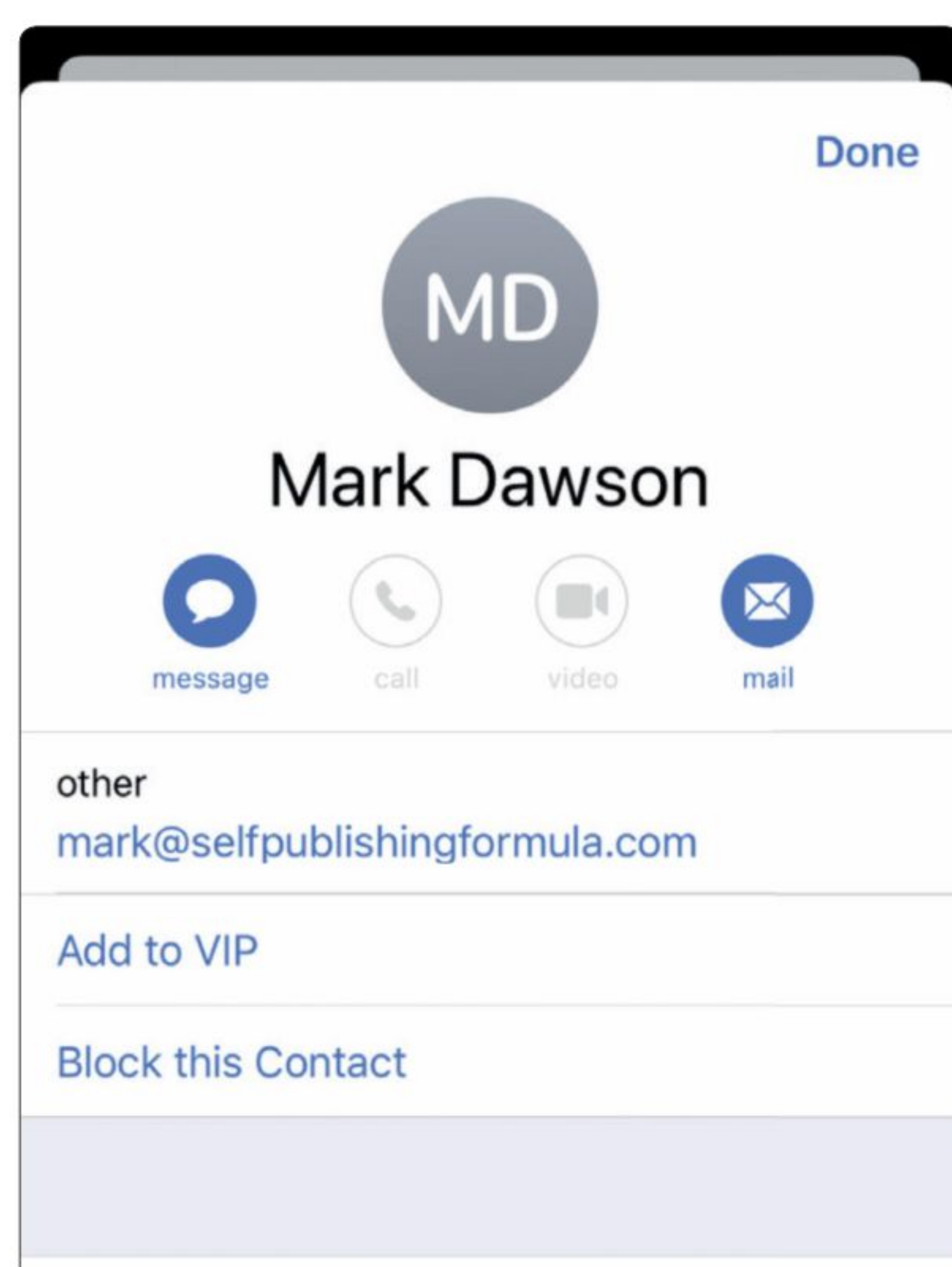


1 To manually refresh your inbox, pull the screen down until you see the swirl (seen here at the top). This shows the app is checking for emails. When it stops, the check is complete with all your new emails downloaded.

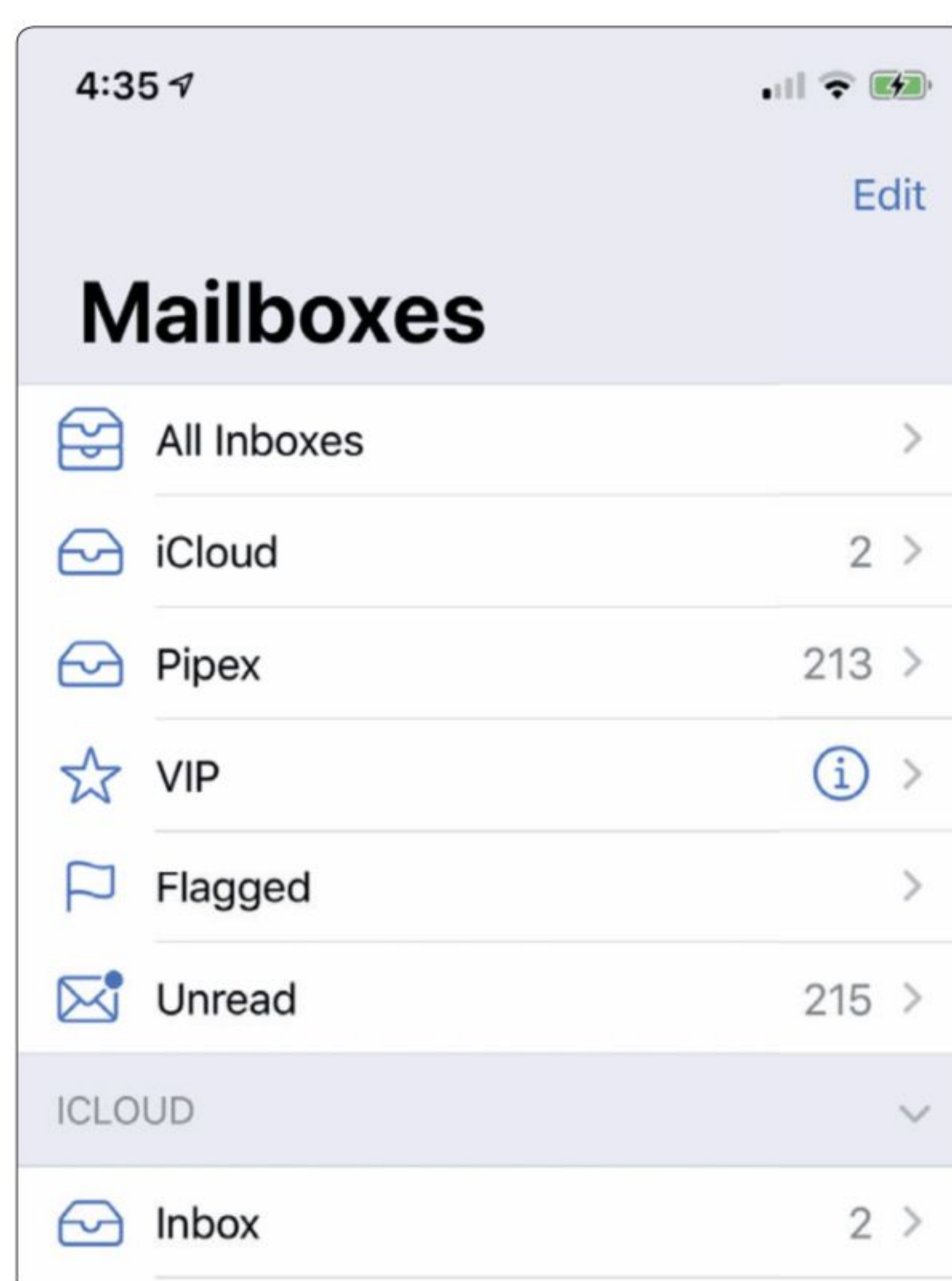


2 You can set Mail to check for new emails automatically. Go to Settings > Passwords & Accounts > Fetch New Data. Set mail accounts to Push to have new emails sent straight to your phone, or Fetch to have Mail check at a set interval.

Adding VIP senders to Mail

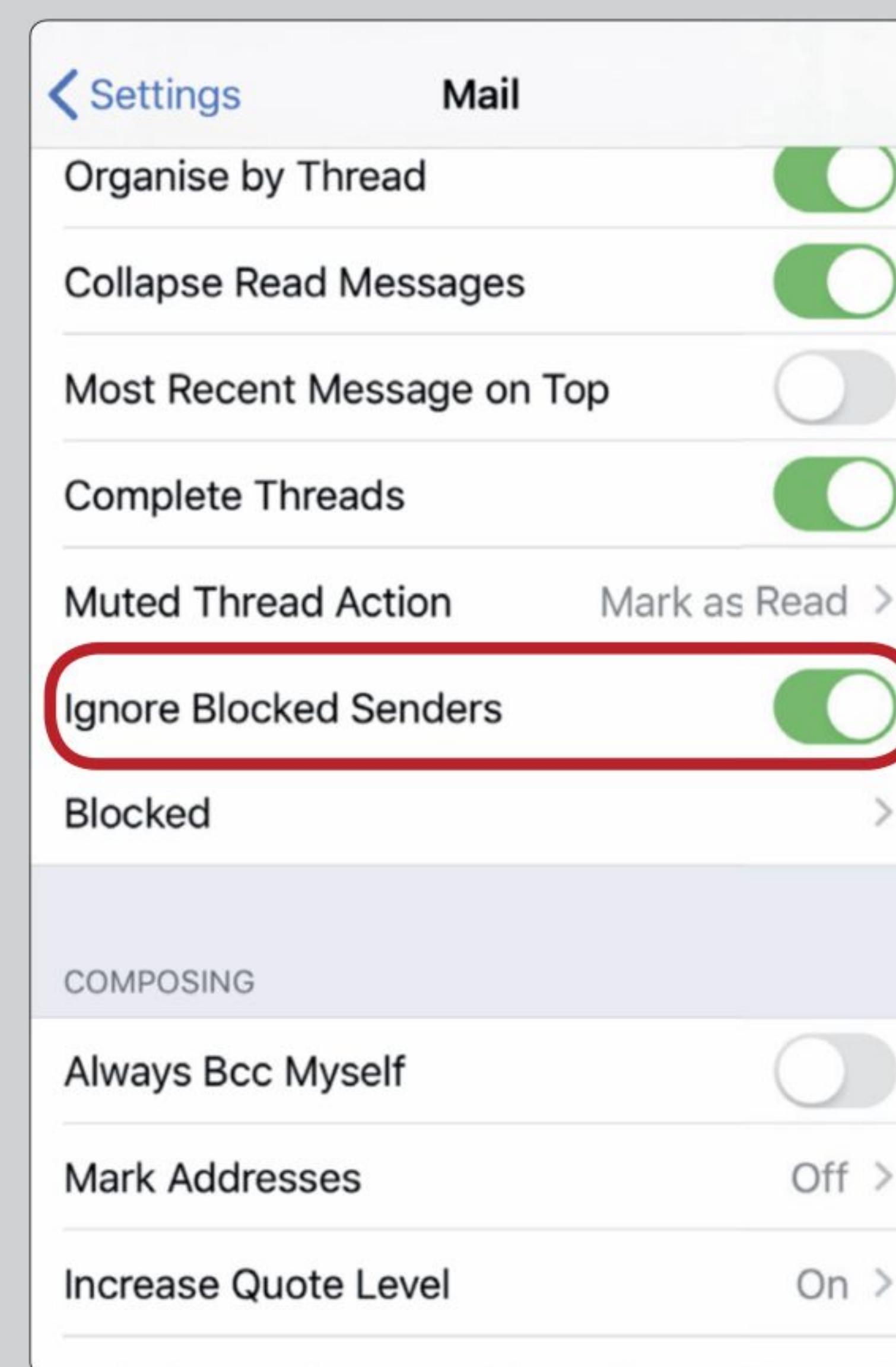


1 Find an email from the person you want to add to your VIP list, and open it. Tap the name of the person who sent it to open a list of options. Tap Add to VIP to add the person to your VIP list. Emails from VIP contacts are starred for easy spotting.

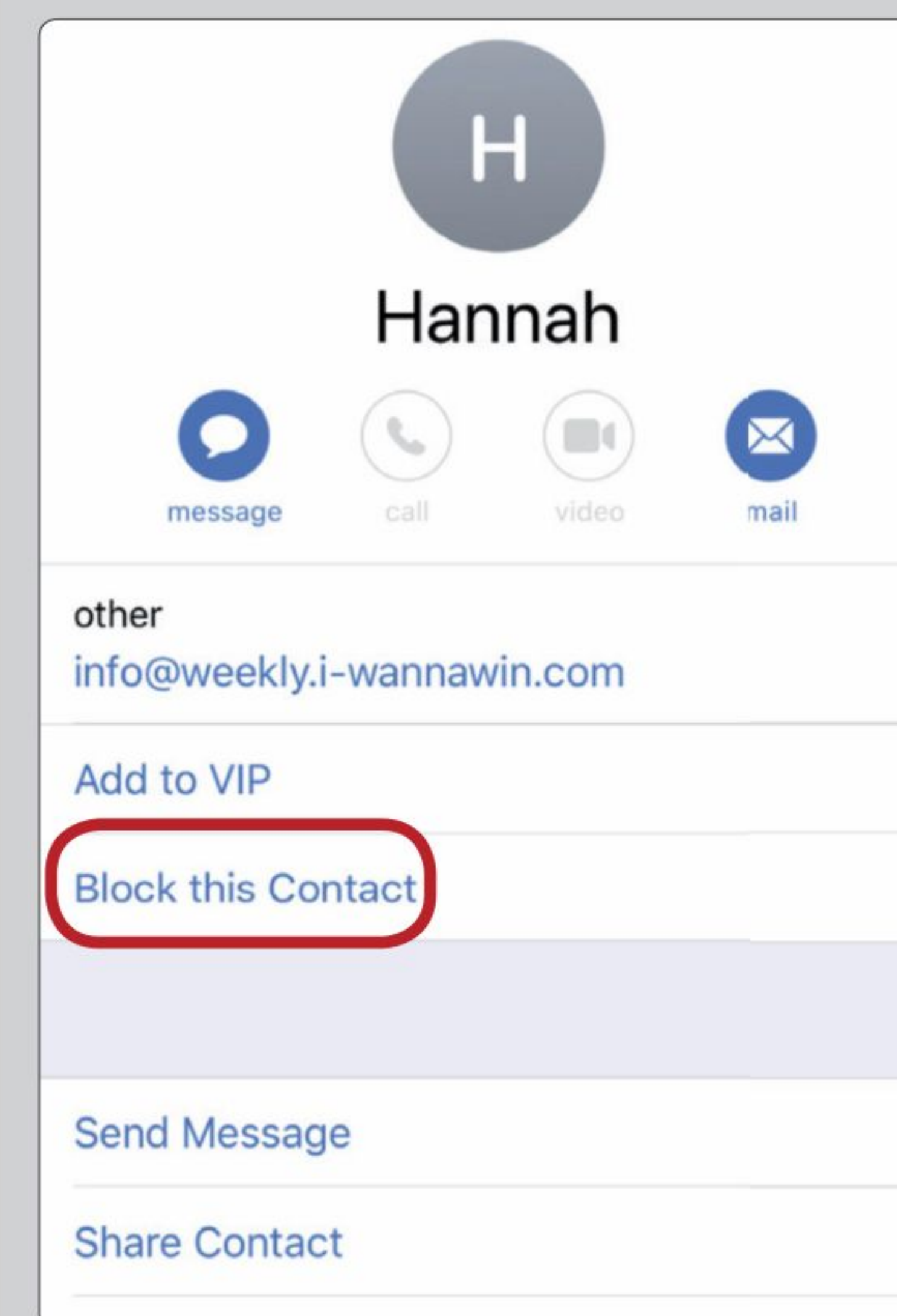


2 In the Mailboxes screen, VIP is listed as a separate mailbox; tap it to see emails from everyone on your VIP list. They appear in your inbox too, but this is a quick way to access mails from your most important correspondents.

Block sender.

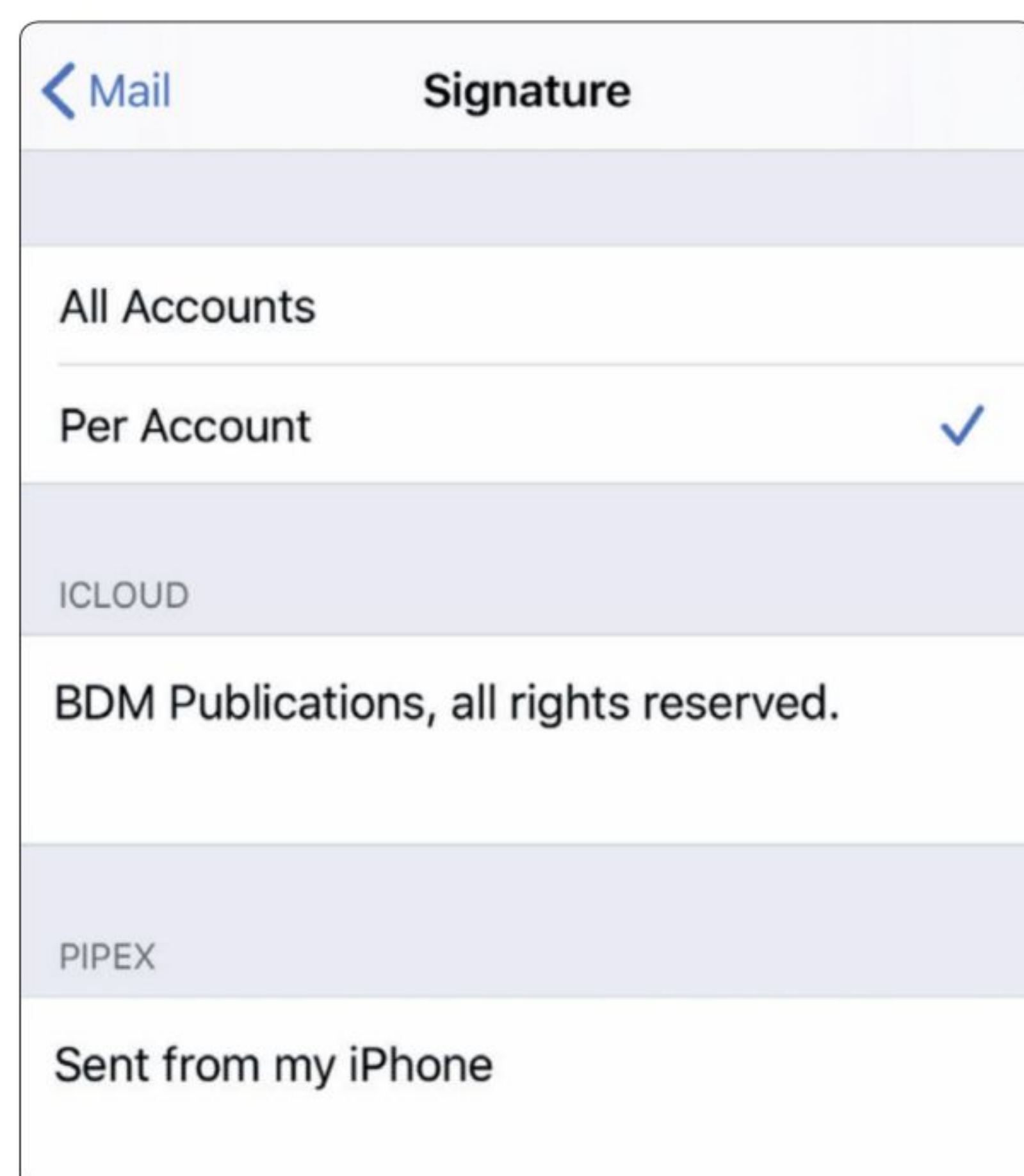


Go to Settings > Mail and switch on Ignore Blocked Senders. This means an email address you've blocked cannot reach you. Tap the Blocked option underneath it for a list of currently blocked numbers and email addresses, which you can unblock by swiping them left.

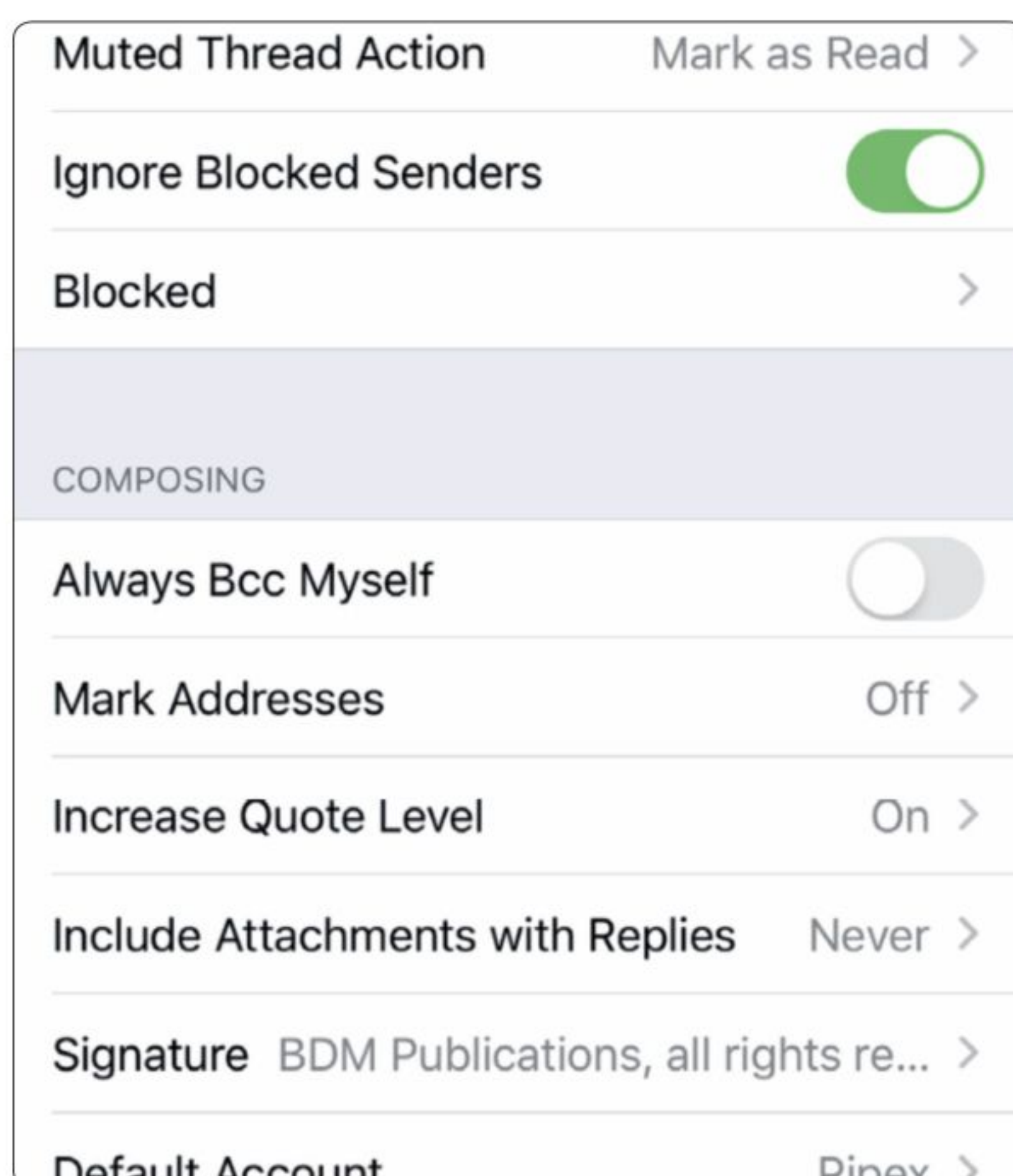


When you get an email from someone you want to block, tap their name at the top of the email and from the screen that pops up, tap Block this Contact. Their email address is added to your blocked list, which applies across all your Apple devices.

Using signatures

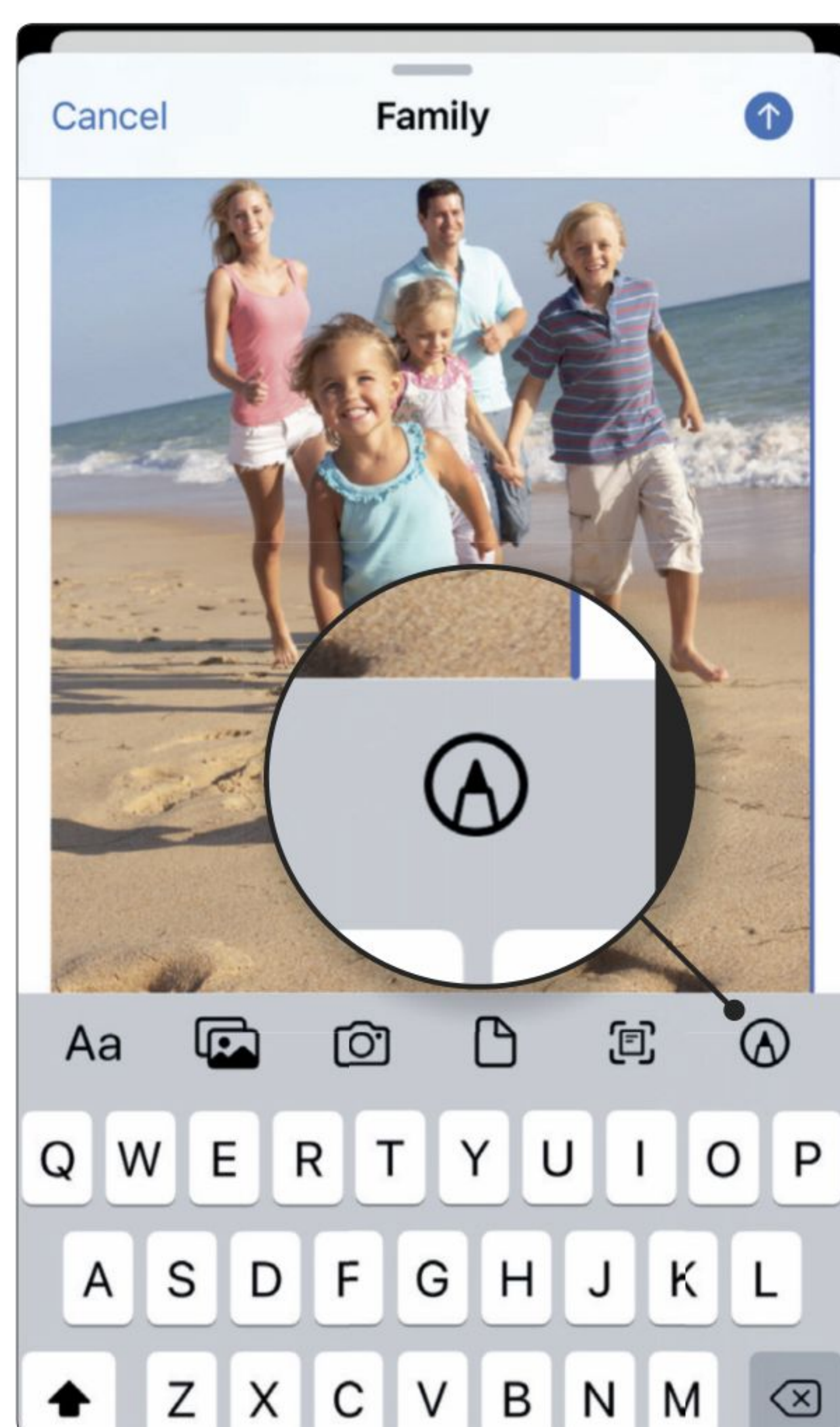


1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPhone'. Tap it and you can edit it to read whatever you like. If you have more than one email account, you can set separate signatures for each.



2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature. Next time you write an email, your new signature is used in outgoing emails instead of the default email signature.

Mail markup

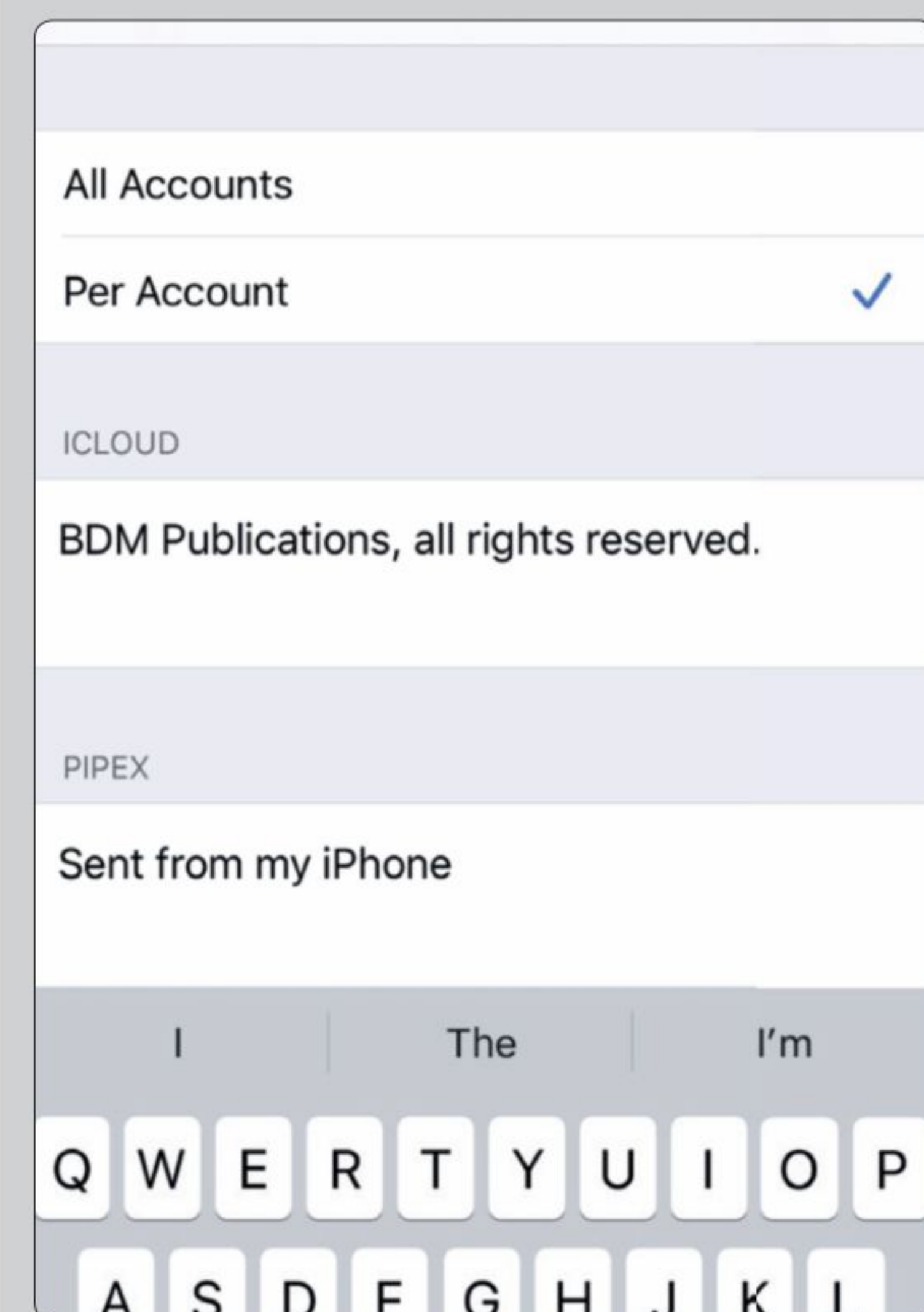


1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the body of the email, then the chevron in the top right to bring up the tools. Tap Markup at the end of the row.



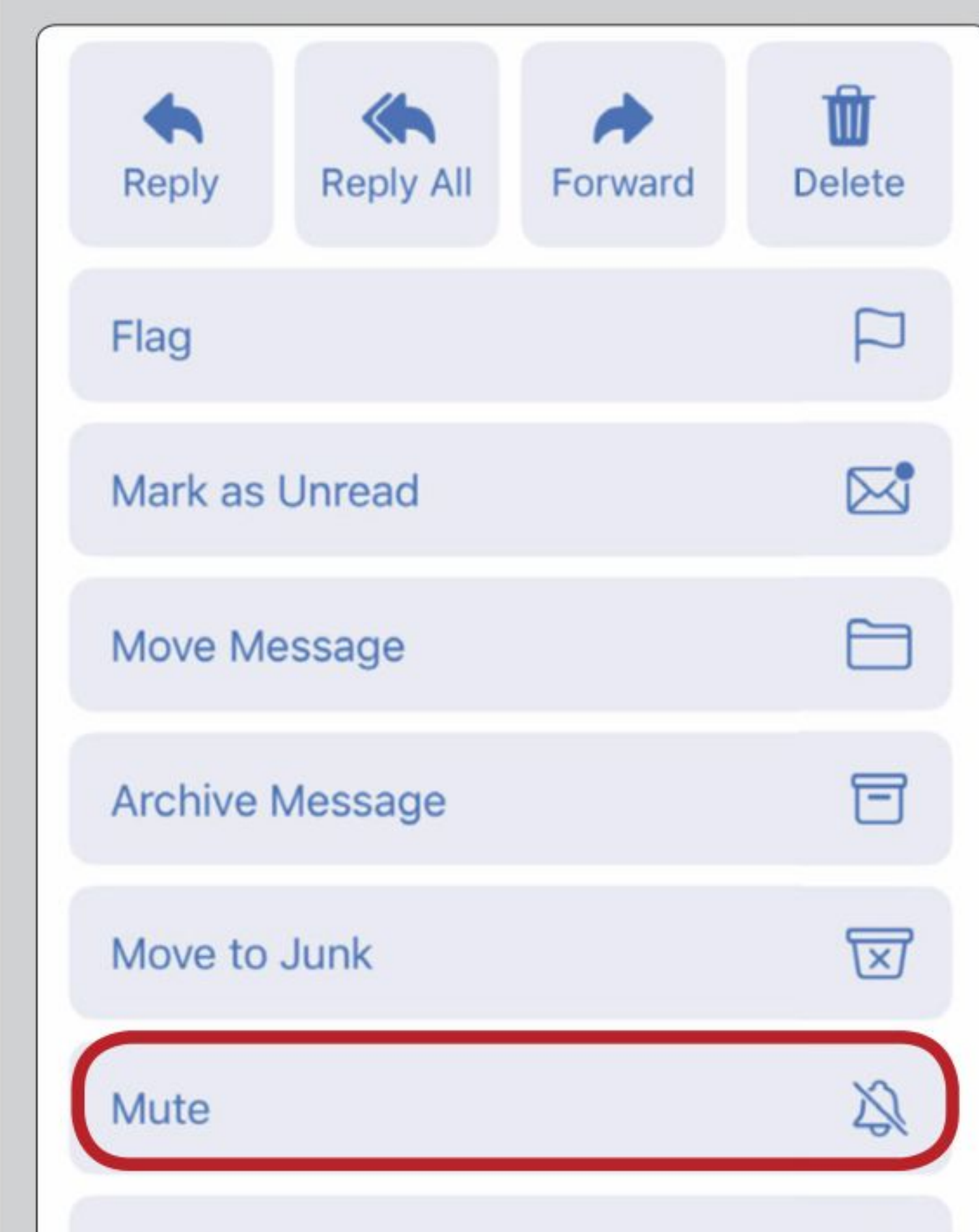
2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours and tap the arrows in the top left for undo-redo. The + icon gives more tools.

Multicoloured flags.



With iOS 13, you can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the Reply button (bottom right), tap Flag, and choose a colour.

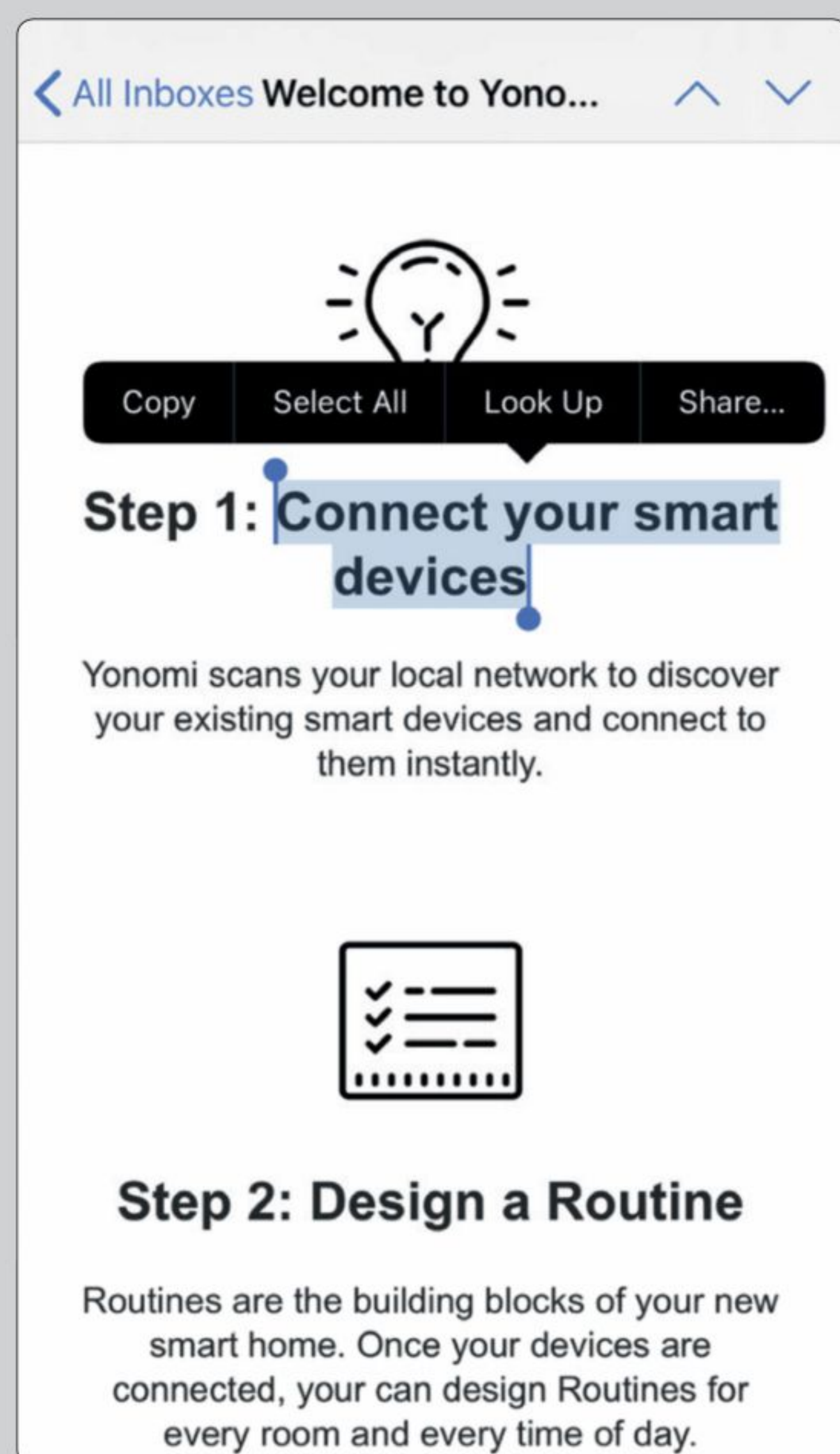
Mute thread.



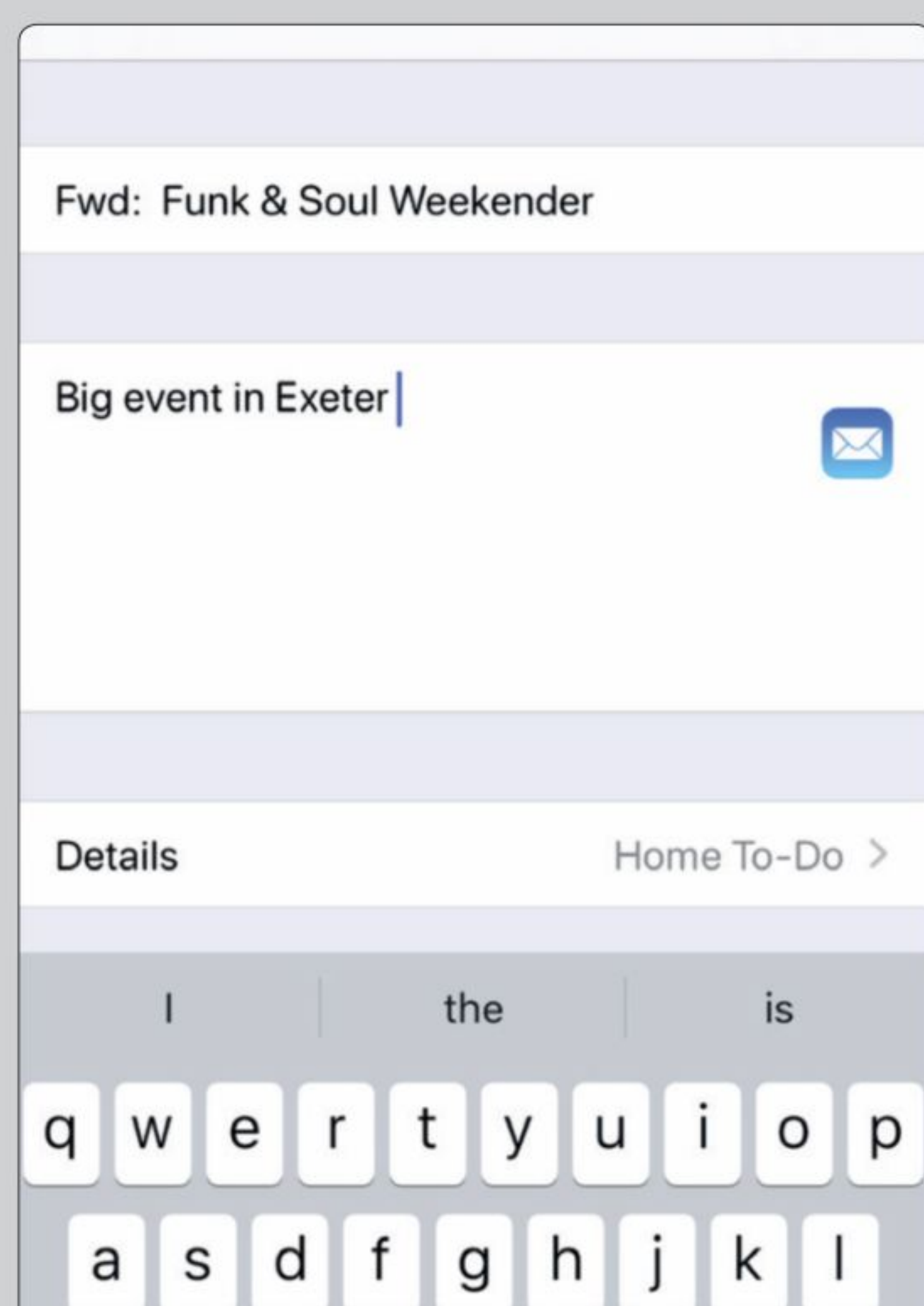
You can mute an email thread by opening the Reply menu, and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.



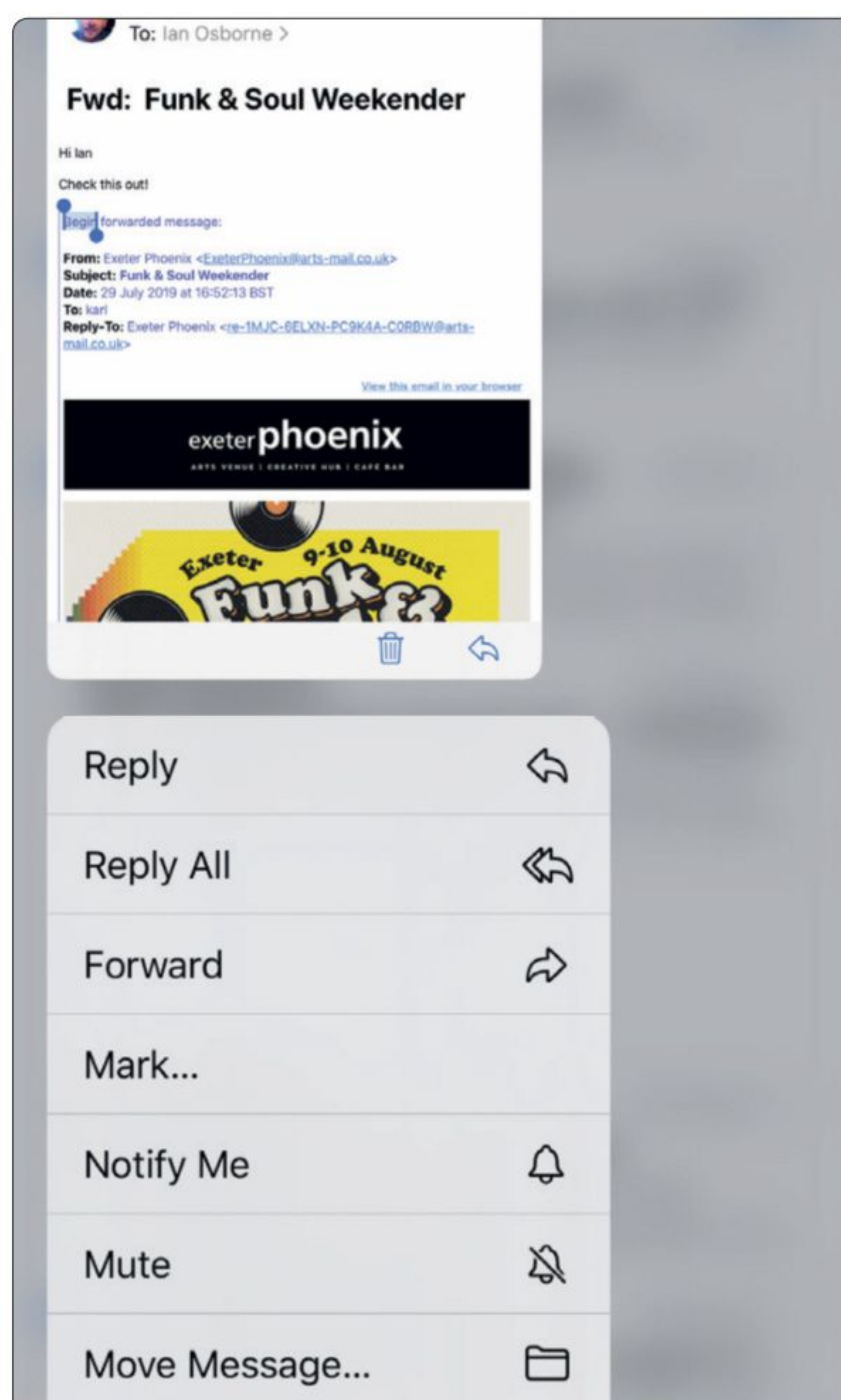
Create Reminders.



Another new feature for iOS 13, you can now create reminders directly from the Mail app. First of all, tap and hold the body of the email until the pop-up bubble appears. Tap Share in this pop-up bubble.

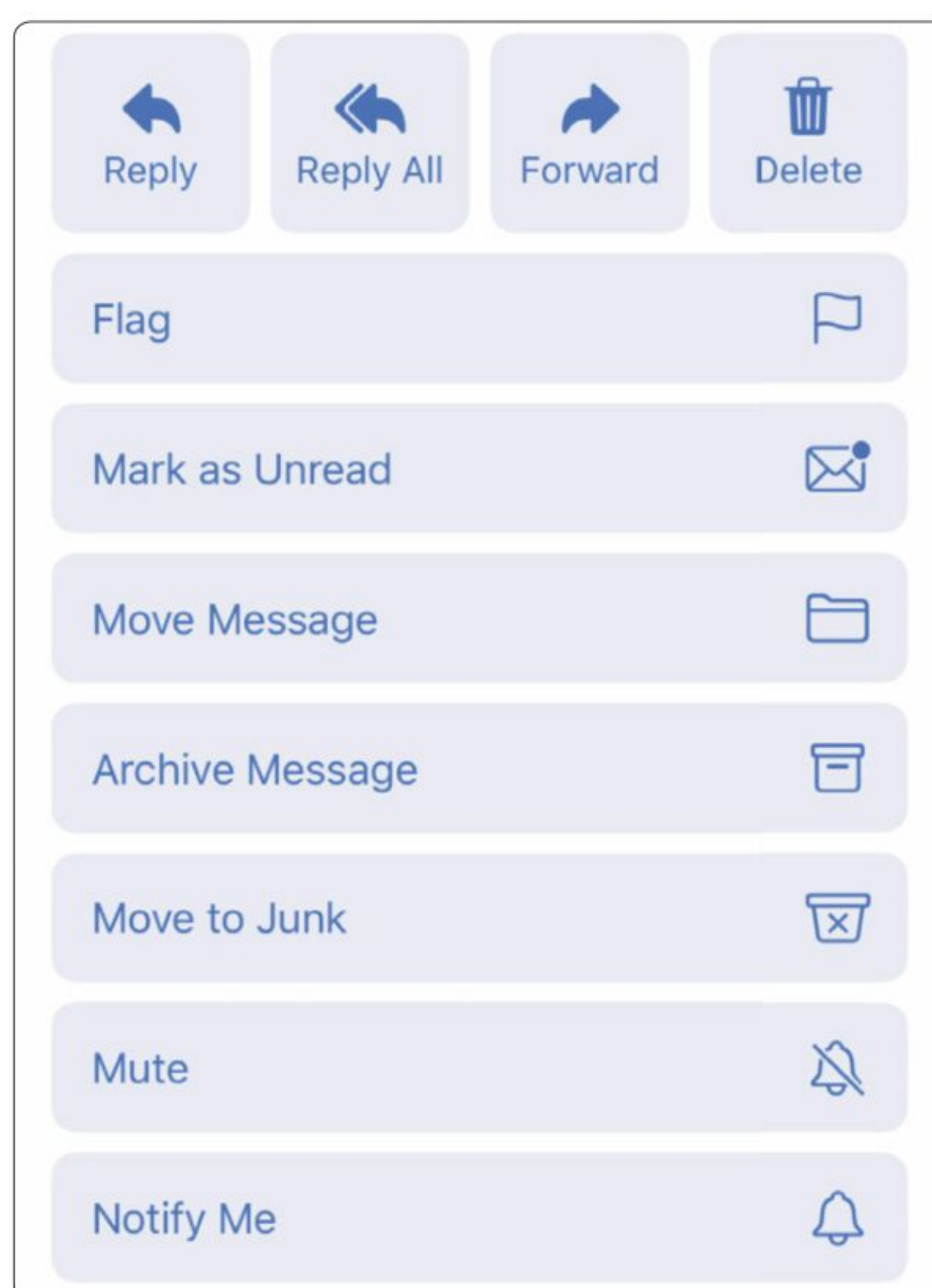


From the Share menu, tap Reminders. From here, you can edit the title, add notes and choose to which Reminders list it will go. Tap Add when you're done, and the reminder is added to your Reminders app.



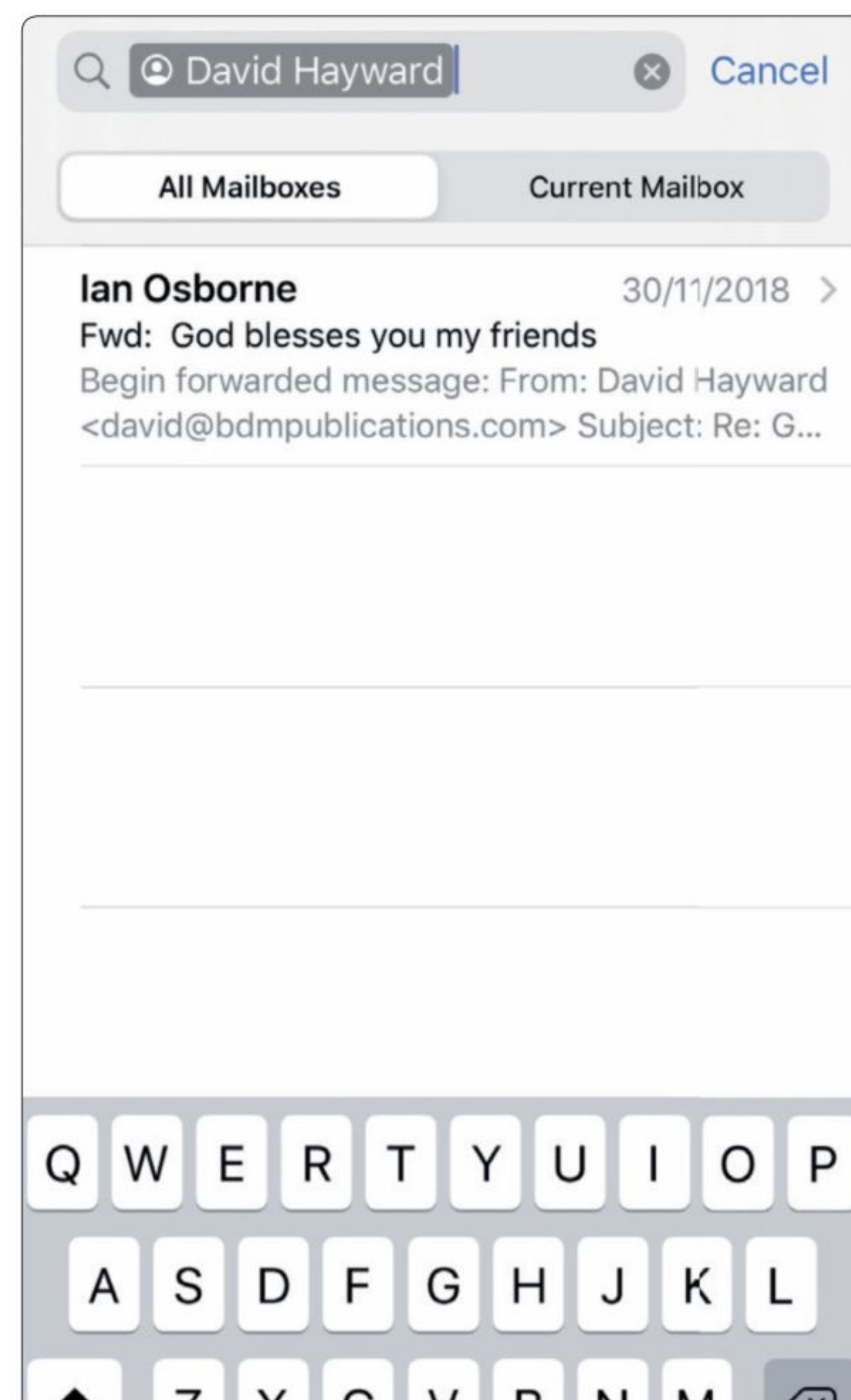
Long press on email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which includes reply, forward, notify, mute, move, or delete it altogether. Tap Mark.. and you can flag it, mark it as read/unread, or move it to junk.



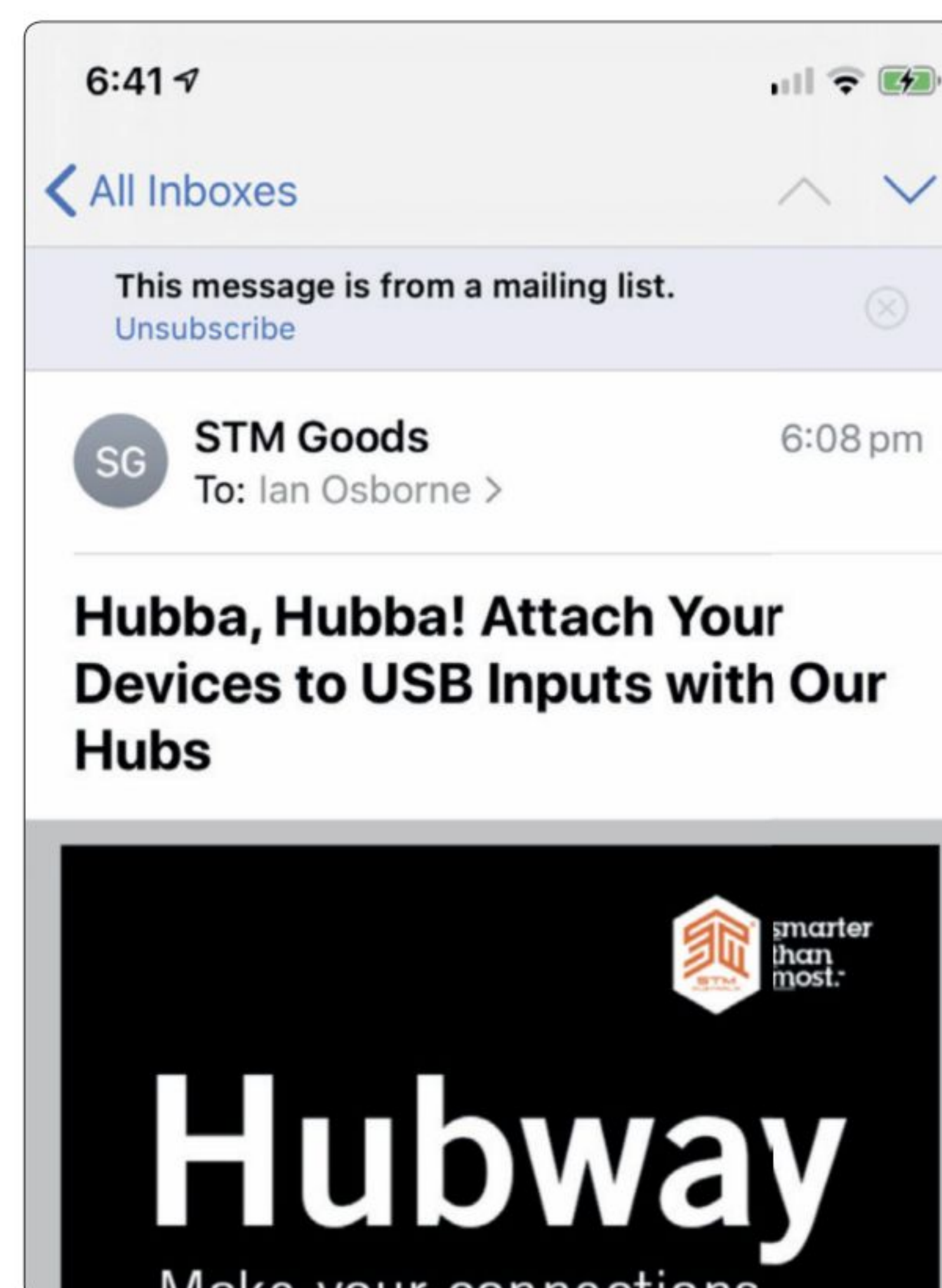
Email notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its Reply button and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



Searching emails

Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in iOS 13 Mail's search.



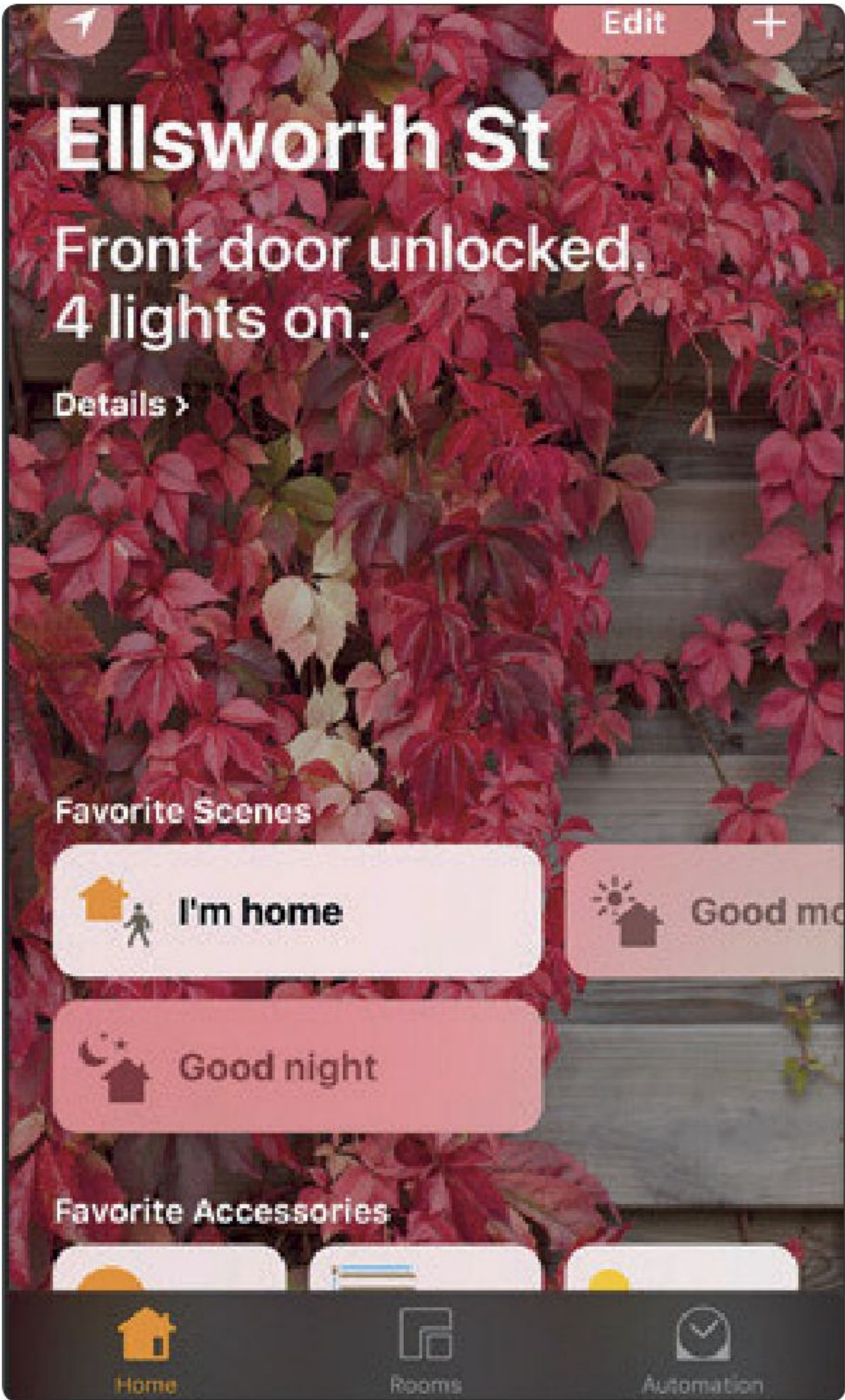
Email unsubscribe

These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.

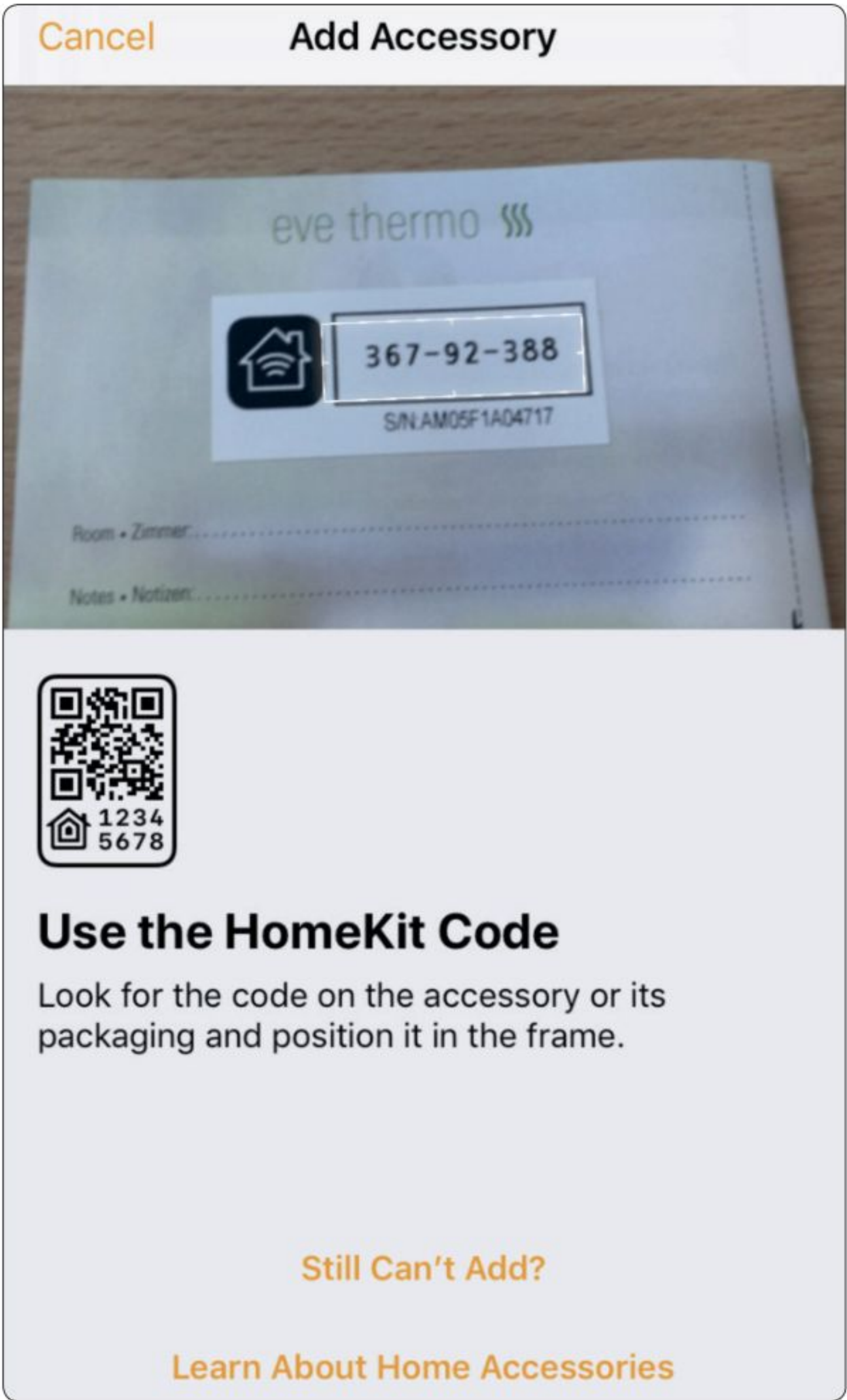


Home

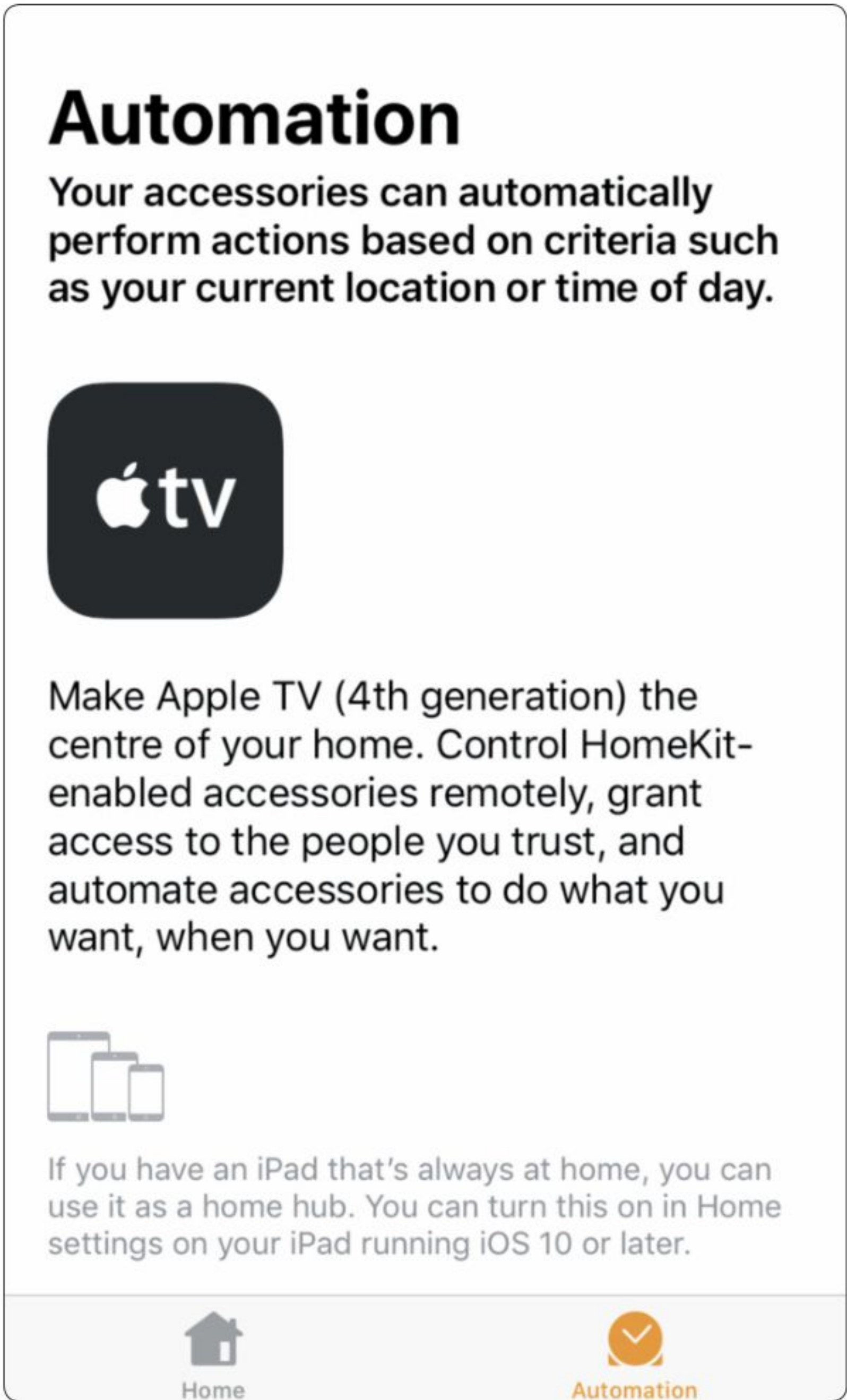
The Internet of Things (IoT) is going to be big over the next few years. In a nutshell, it involves controlling your household appliances and electronic gadgets remotely, over the Internet. Apple’s HomeKit gives developers the means to include iPhone controls in their products, and now the Home app brings those controls under one application. Here’s how to get started.



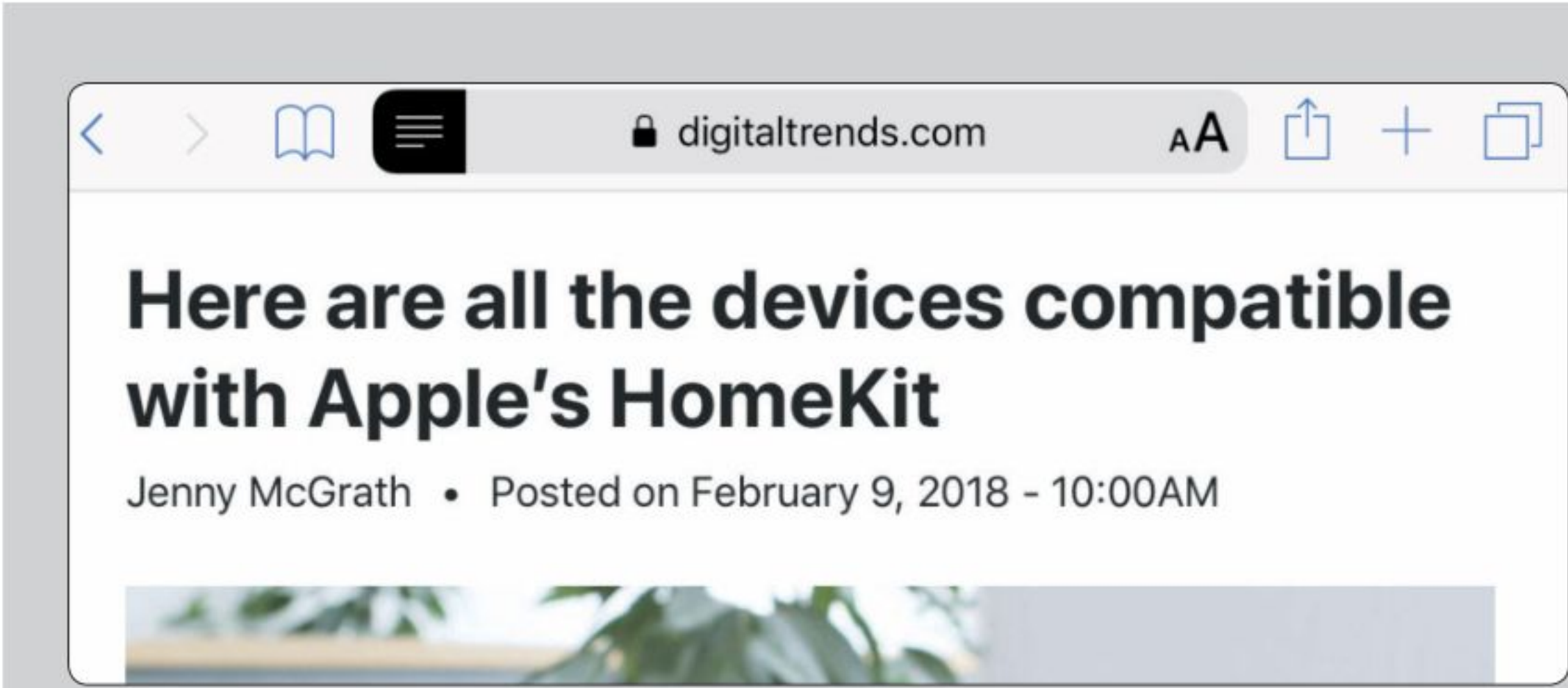
1 Tap the bottom left icon (Home) to add and edit compatible accessories. These include devices that activate and regulate your heating system, control your lights, move security cameras and more.



2 Adding a device to Home is easy. After tapping the Add Accessory button, use the iPhone’s camera to scan the HomeKit Code that comes with the device; then follow the on-screen instructions to add it to your Home app.



3 The bottom right icon (Automation) lets you set timers, actions and more. What these timers and actions do depends on what kit you’ve incorporated into your Home app. You need to read their instructions for details.



Internet of Things.

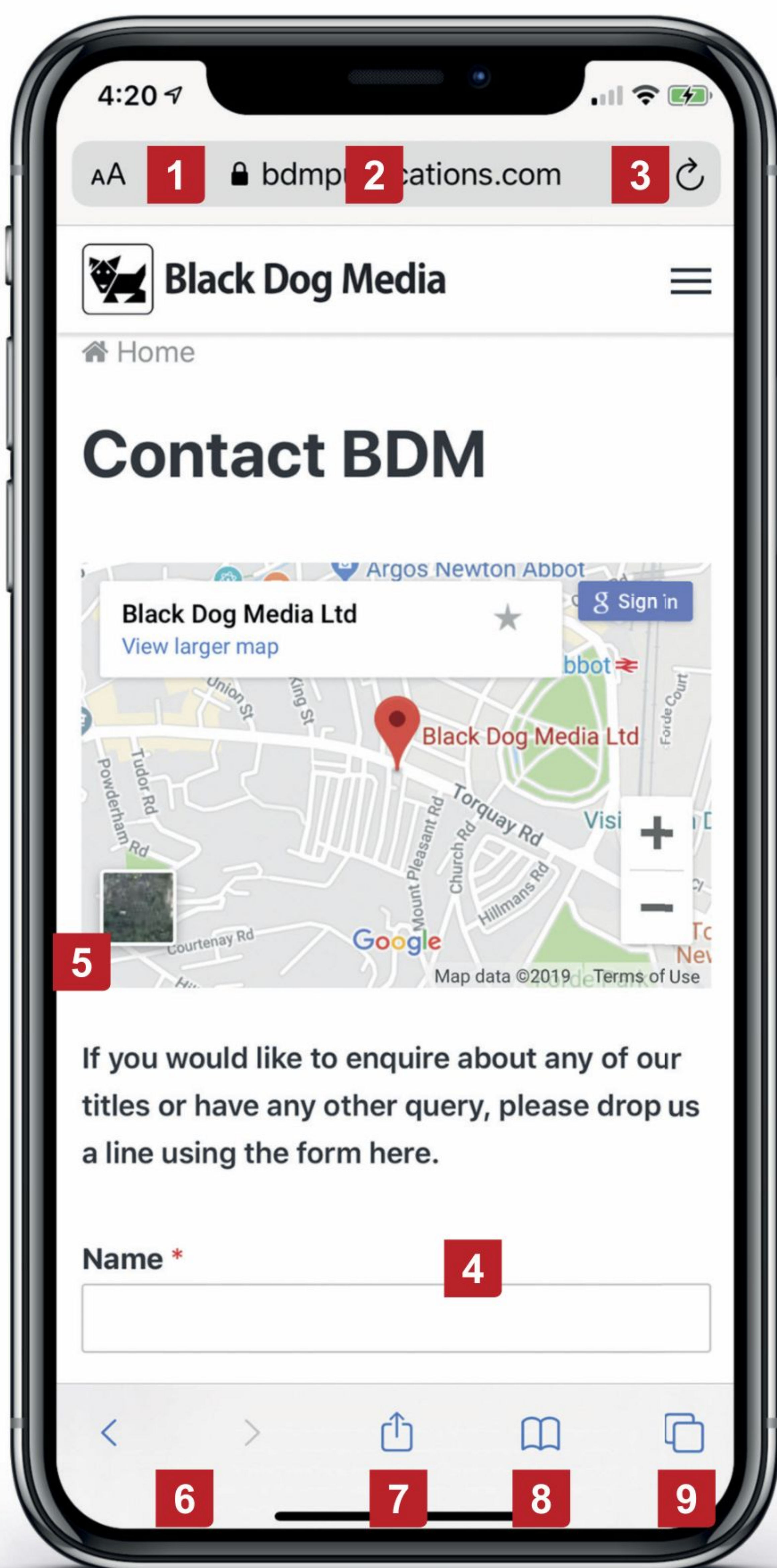
To make sure your Internet of Things devices are HomeKit-compatible, there’s a regularly updated list on the Internet, found at www.bit.ly/2wLpcmh. It’s very useful for checking compatibility before you buy. Naturally, you can buy compatible gear directly from high street Apple stores and on the Apple website.



Safari

Safari is the iPhone's bundled web browser. With it, you can surf the worldwide web, save your favourite pages as bookmarks, do your Internet shopping and more. We show you how to get the most from it.

Safari in Focus



1 This new icon gives access to the Website View Menu. It offers a range of options for viewing the website you're currently browsing, including increasing and reducing text size, switching to Reader View or Desktop version, hiding the toolbar, and turning off content blockers.

2 This is your URL and search field. In here, type a web address to go to its page, or type a search term to explore the worldwide web for pages on that subject. Here it's showing the URL for the currently viewed page. If you try to open a page that's already open in another tab, Safari now switches to this tab instead of opening the page again.

3 Tapping the curly arrow here reloads the page you're currently looking at. It's useful if it hasn't loaded correctly or if it needs updating, such as a news page.

4 This is a text field. When you tap this field (or anywhere on the screen where text can be entered), the iPhone's virtual keyboard appears at the foot of the screen allowing you to type. This particular text field lets you search the web page on which it's found.

5 A web page can contain words, pictures, videos and more. Tap a link on a web page, such as the pictures here, to go to a new page. You can also scroll the screen up and down by dragging it with one finger.

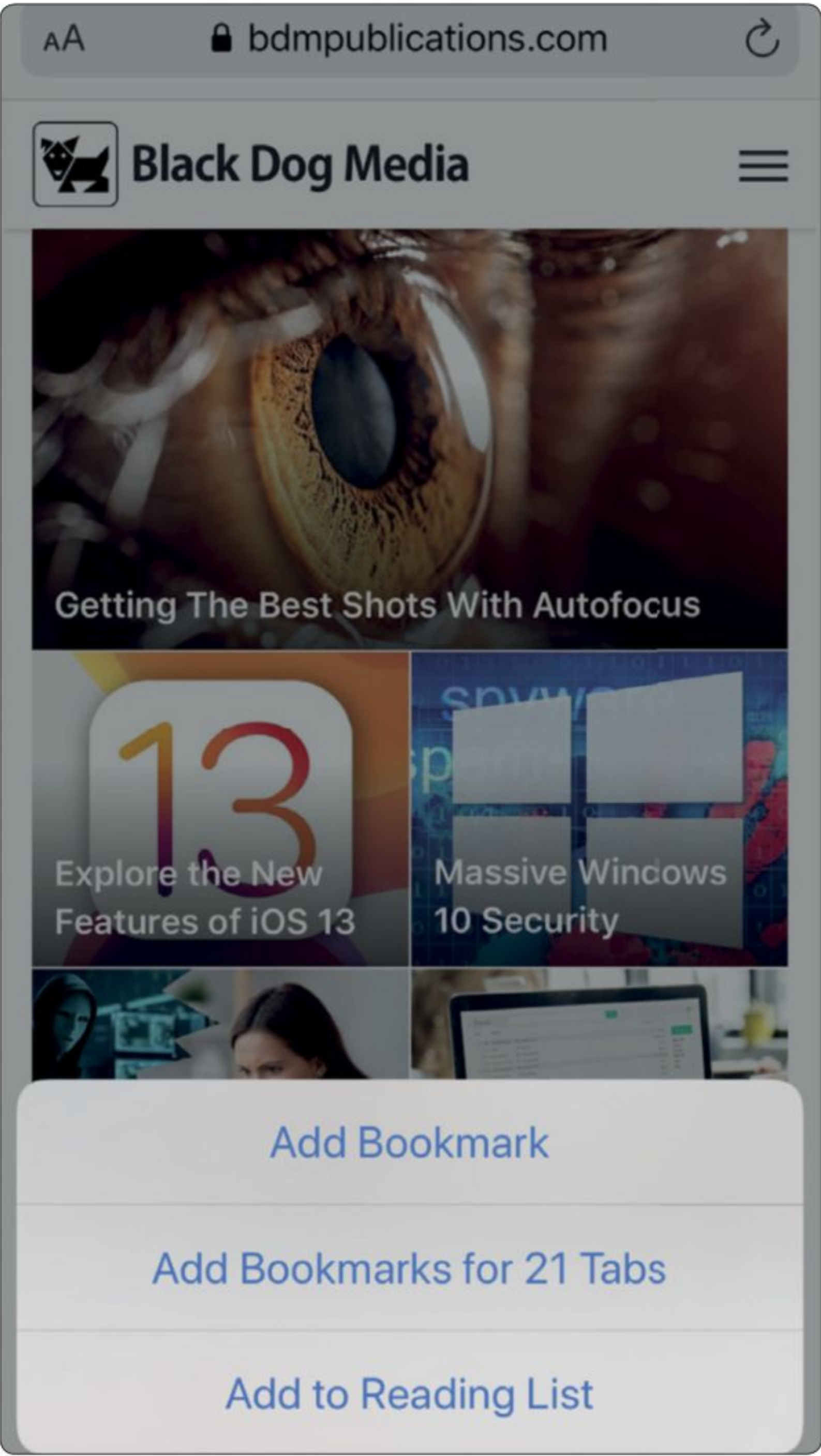
6 These chevrons let you move forwards and backwards through your browsing history; use the left chevron to go back to the previous page, and the right one to go forward again.

7 The Sharing icon. Tap here for a range of options including AirDropping the page to a nearby device, sending it by Mail or Message, printing it, saving it as a PDF and more.

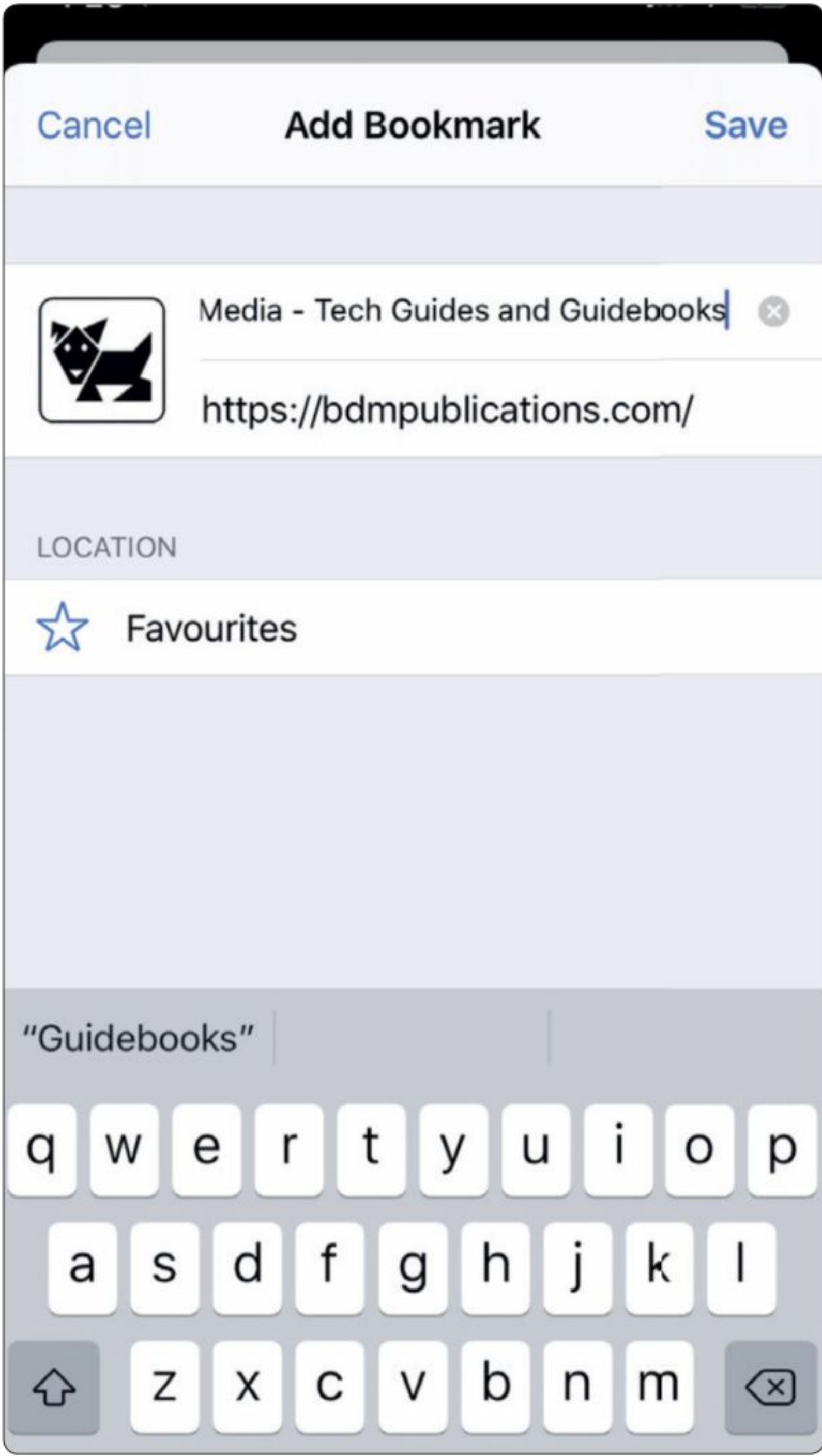
8 Tap this to open your Bookmarks, from where you can open a bookmarked page or one you've added to your reading list. You can also access a list of sites you've recently viewed.

9 If you have more than one browser window open, tap this icon to see them all as thumbnails. Tap the tab you want to view and it opens on the screen. You also tap this icon to switch to Private Browsing, and to close tabs you no longer want open on your iPhone.

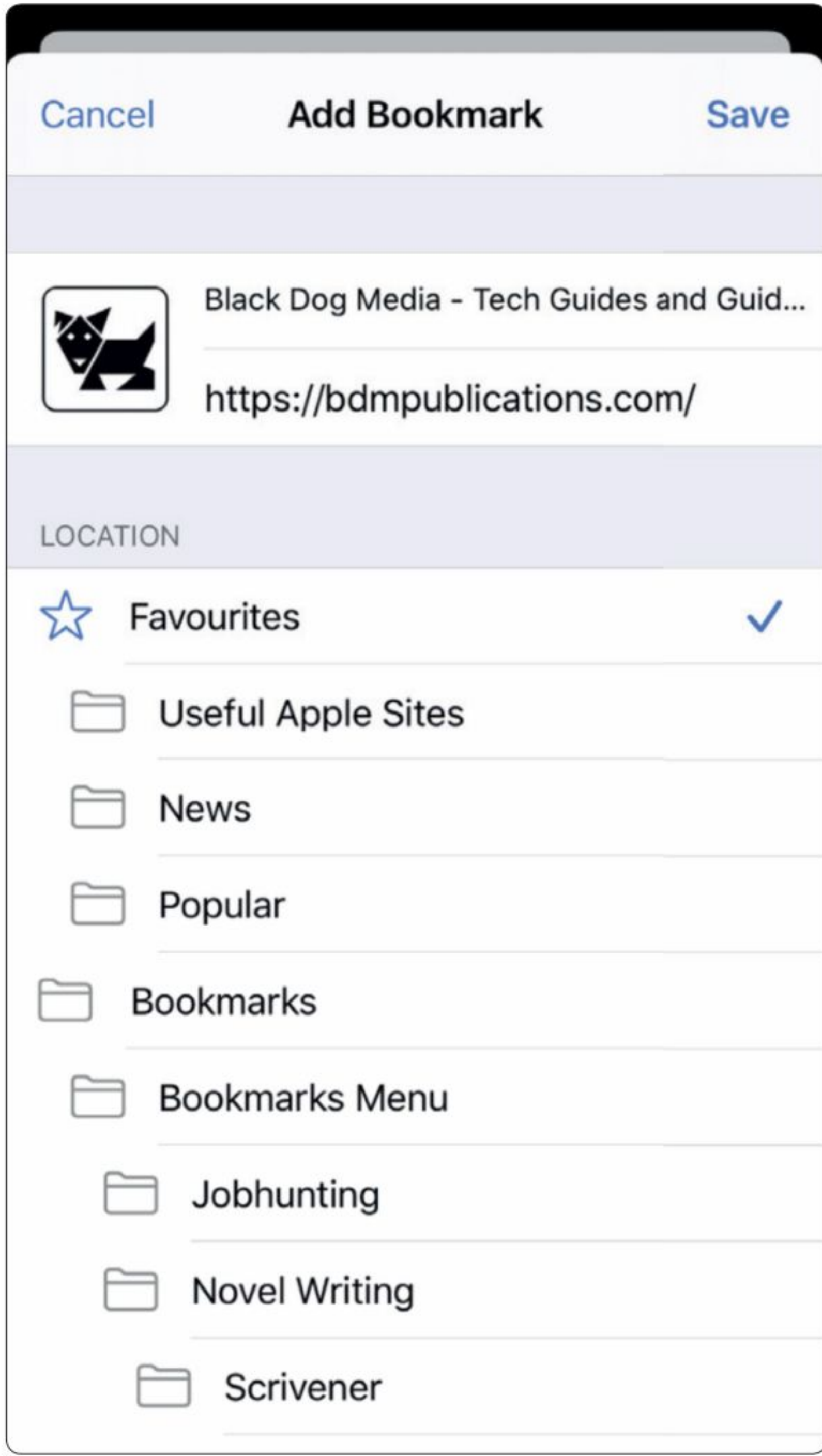
Bookmarking pages and organising bookmarks in Safari



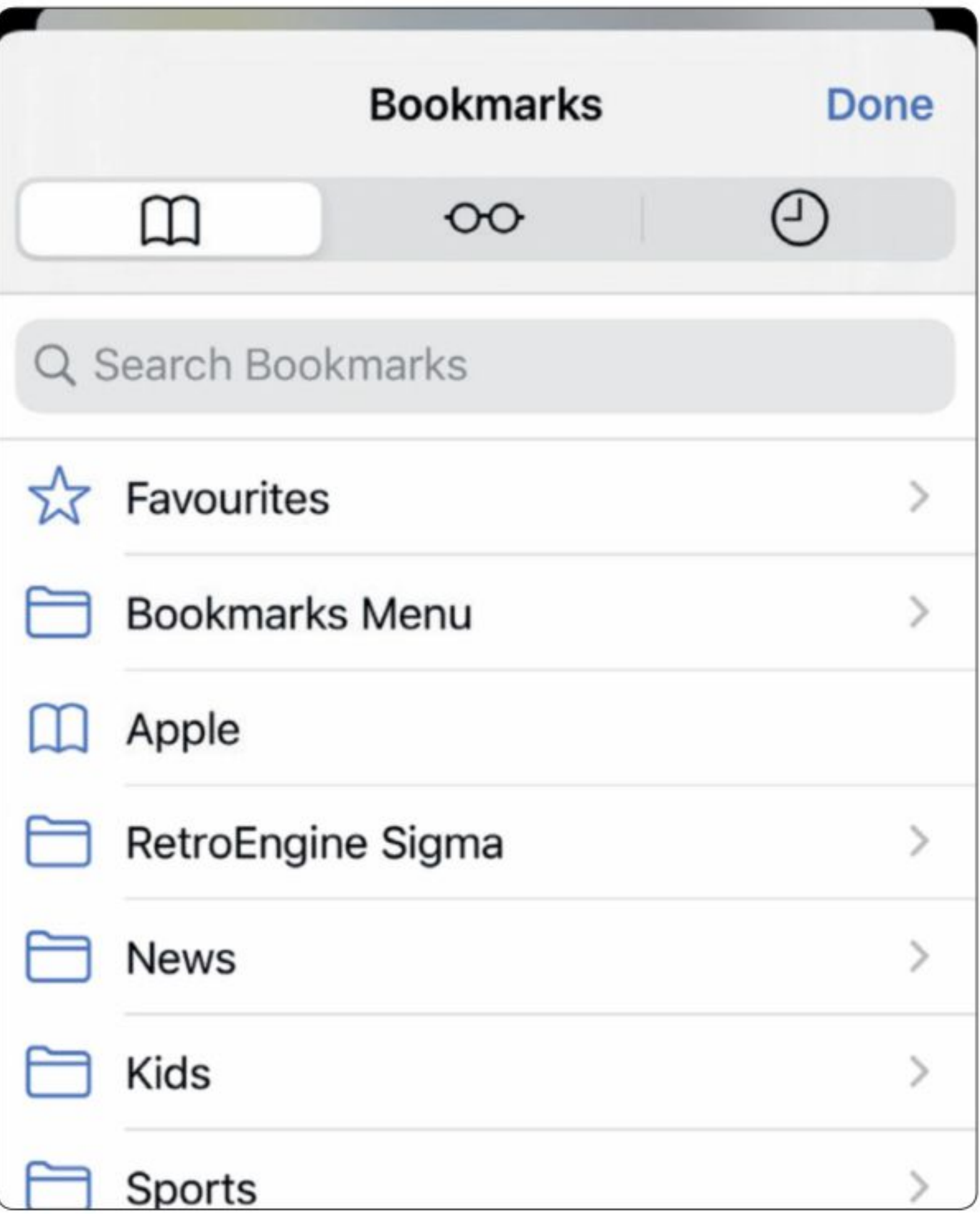
1 To bookmark a page, tap and hold the Book icon at the foot of the screen until a menu appears. From here, you can bookmark the page, add it to your Reading List or add bookmarks for all of the tabs you currently have open in your Safari web browser.



2 Tap Add Bookmark and a new window appears. You can edit the name of the website as it appears in your bookmarks; just delete the text indicated here and type whatever it is you want to call it. This is very useful if the site has a long, awkward name.



3 You can also change the location where you save it. Tap the location offered and select a new one if you wish. This lets you organise your bookmarks into folders. Sites in the Favourites section appear on the panel found by tapping the URL bar.



4 Tap the Book icon to open your bookmark list and tap one to open that site. Tap Edit to add folders and organise your bookmarks. You can delete bookmarks by tapping its minus sign, or reorder by dragging the icon to its right.

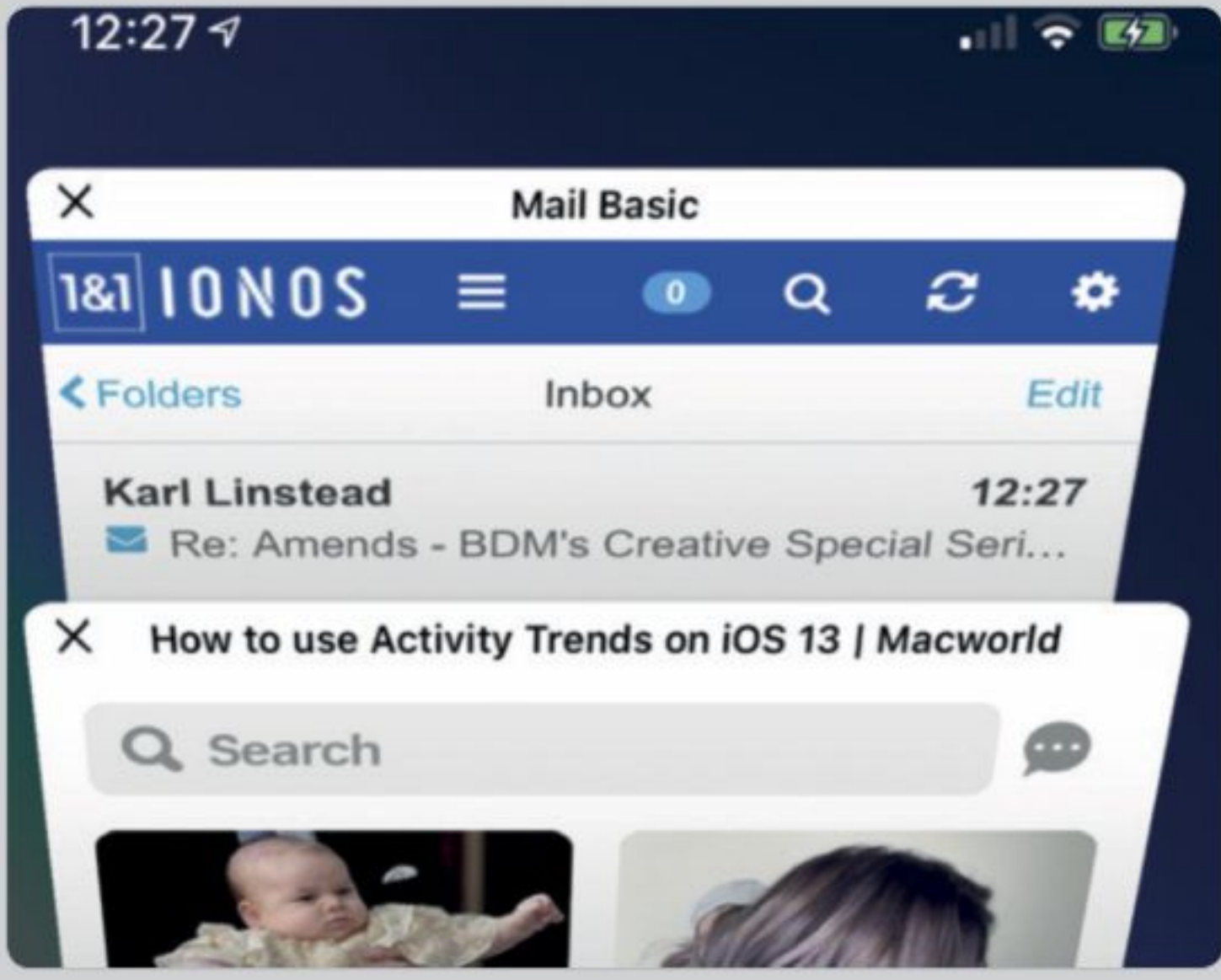
Rotate screen.



Pages can be oriented landscape or portrait by rotating the iPhone. Most of the time, you'll probably use the regular portrait view, but if the website is very text heavy, it might be more comfortable to read it in landscape.

Organising tabs.

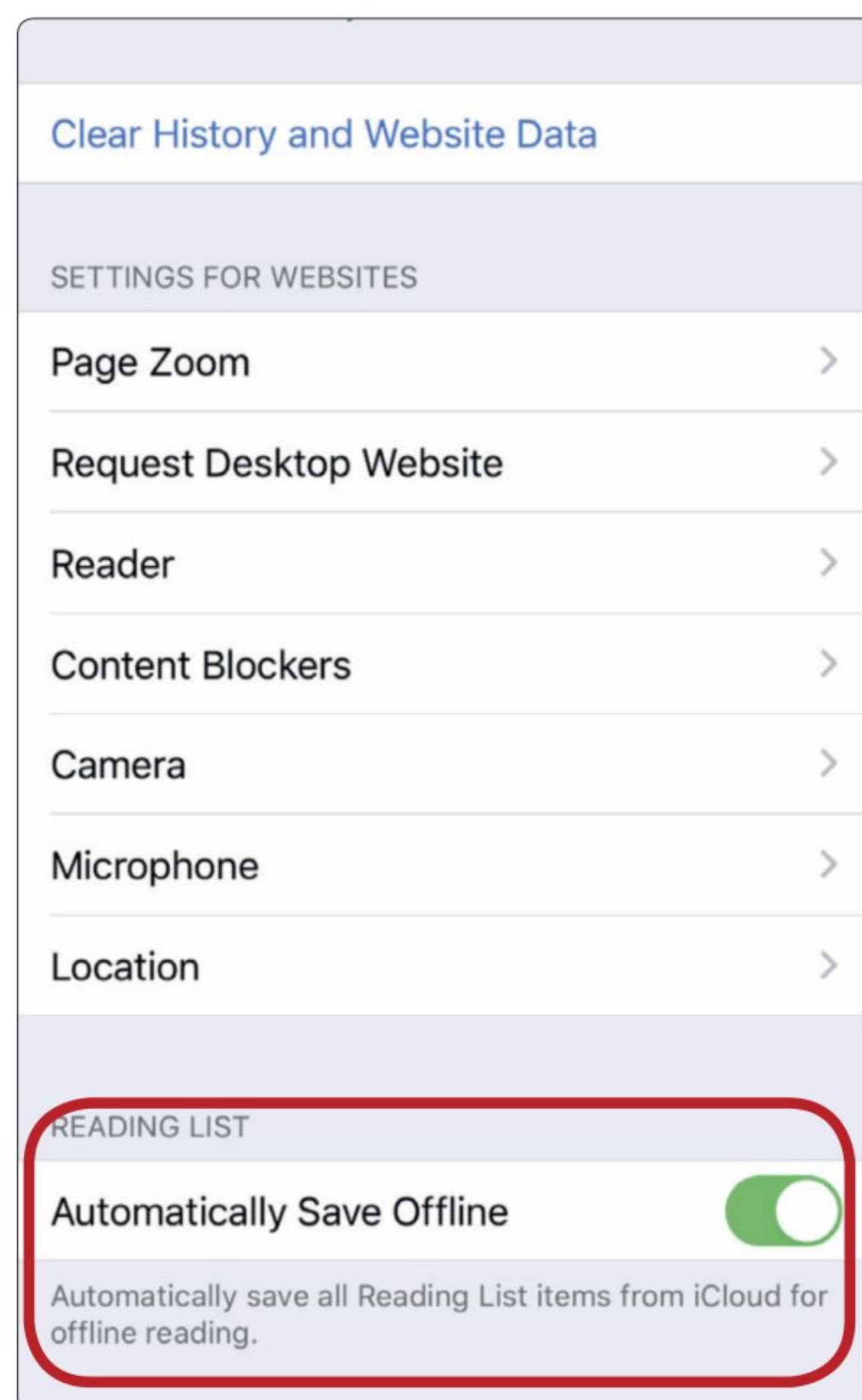
Tap the Tabs icon (bottom right) to see open tabs. To open a new tab, tap '+'. Tap a tab to open it. Close it by tapping the 'X' in its top left. In landscape view, you see the tabs as thumbnails, which can be reordered by dragging. In Settings > Safari > Close Tabs, you can set them to close automatically after a set period of time.



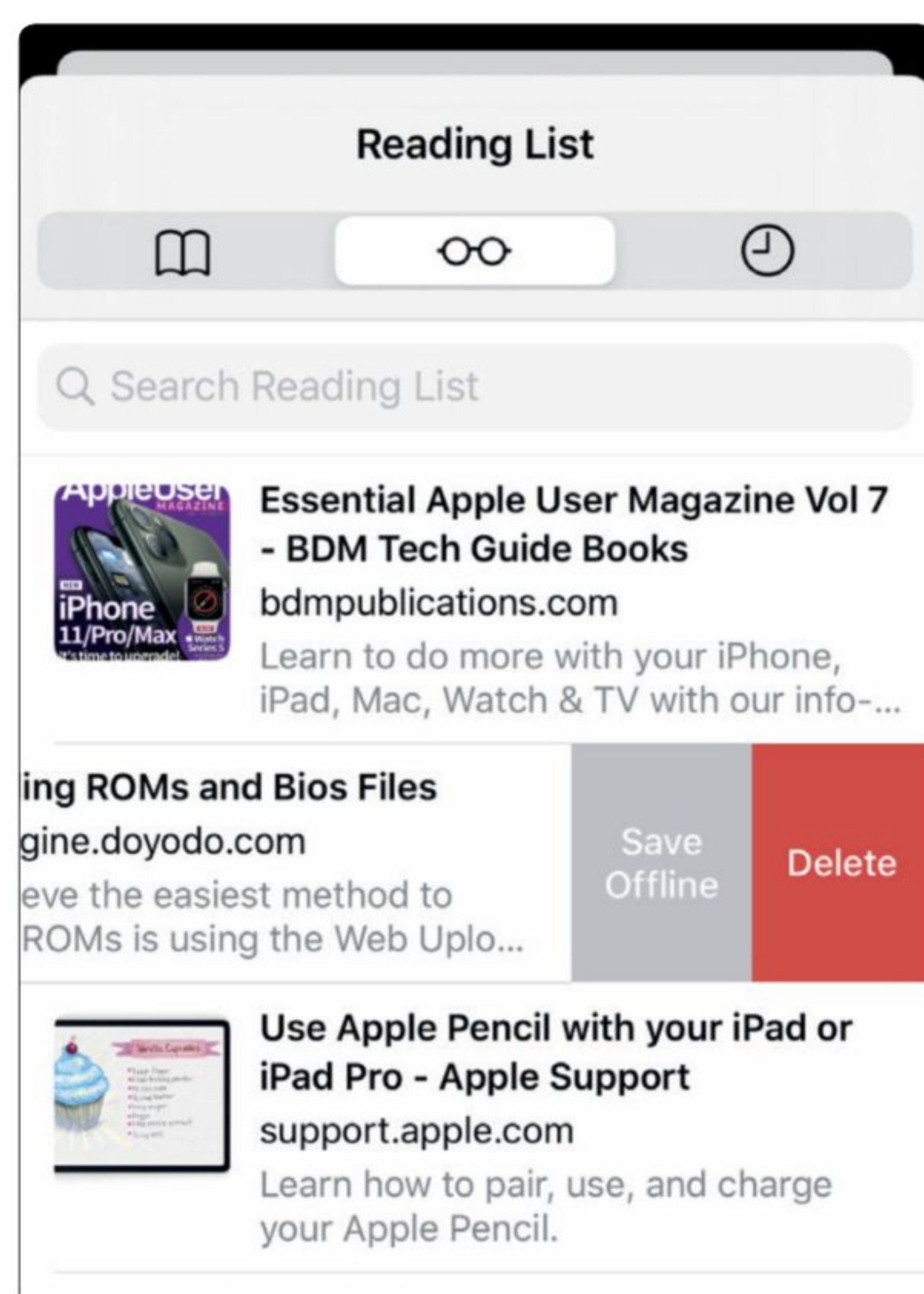
History and reading list



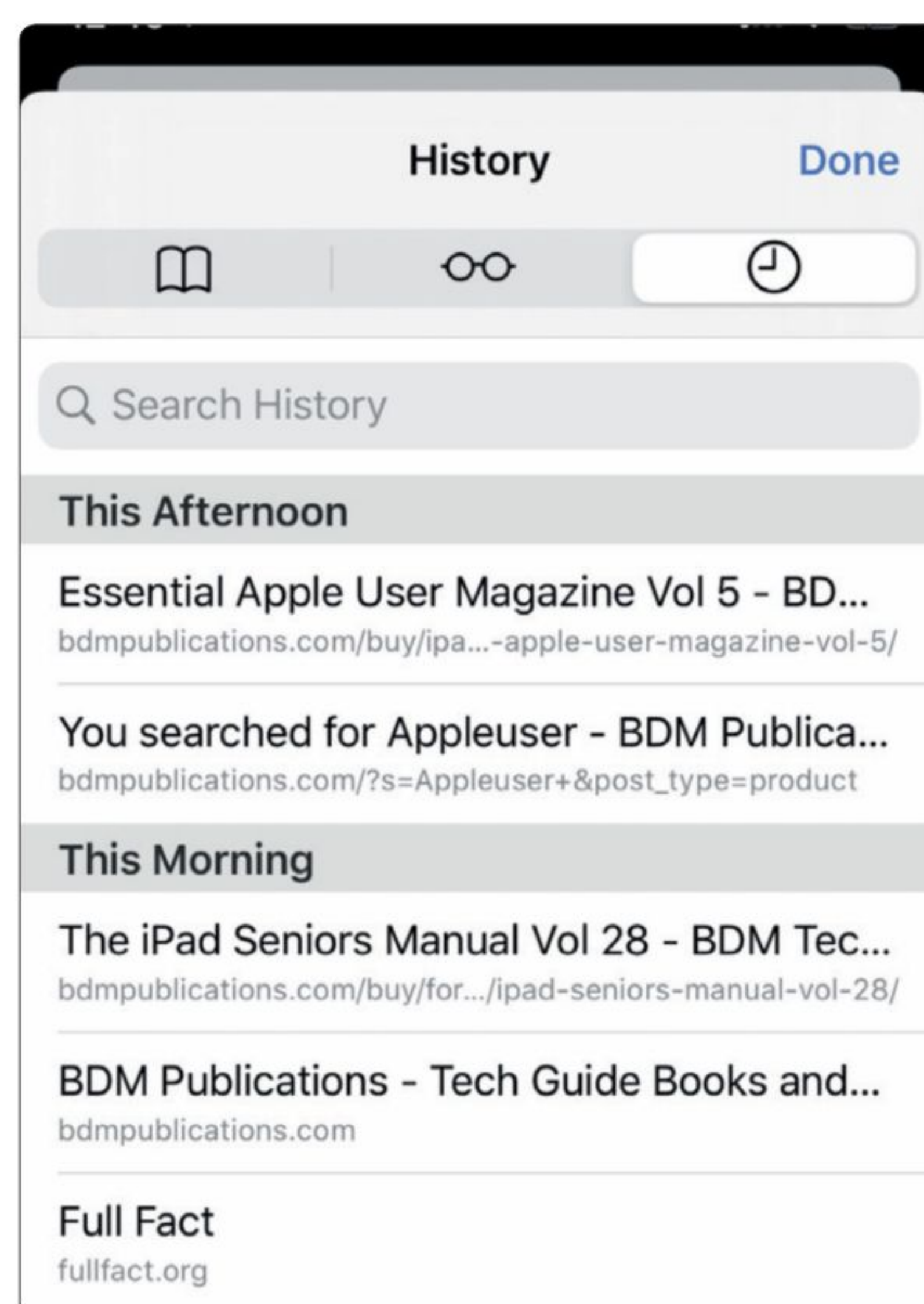
1 If you find something of interest on the web but you haven't time to read it and don't want to bookmark it, add it to your reading list instead. Long tap the Bookmark icon, and in the pop-up, tap the Add to Reading List icon.



2 In Settings > Safari, you can opt to automatically save your reading list items for reading when you've no Internet connection. To access your reading list, tap the Bookmark icon, then tap the Glasses icon at the top.

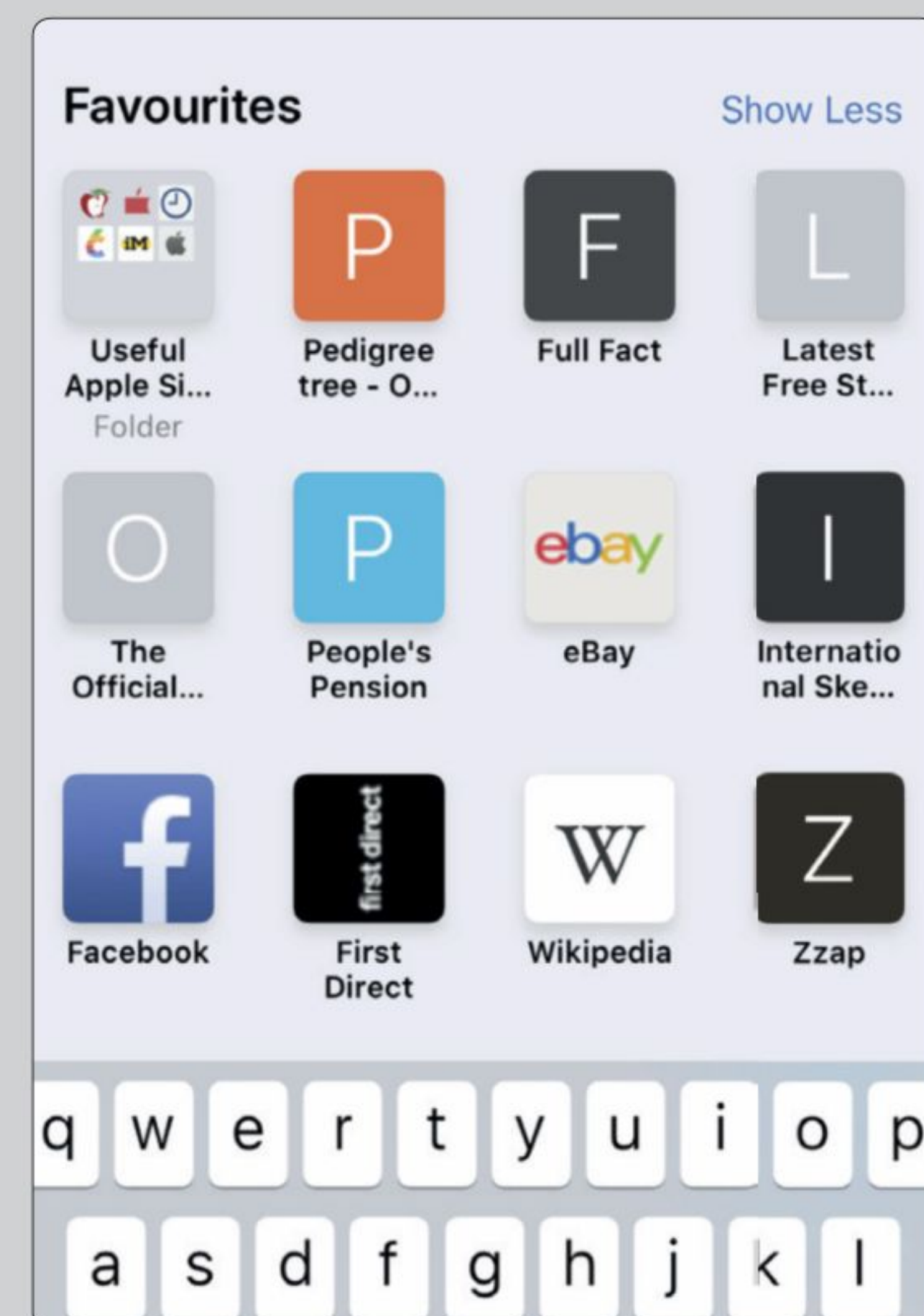


3 Tap an item in the list to open it. Swipe it right to mark it read or unread. Swipe left to delete or save it. Tap Edit (bottom right) and tap the circles to delete, or save offline, multiple items at once. Tap Done to close.



4 The third tab on your Bookmarks page, showing a clock, is your browsing history. Tap this to see what pages you've looked at previously. You can tap a page to open it, swipe to delete it or tap Clear to empty the list completely.

Start page revamped.

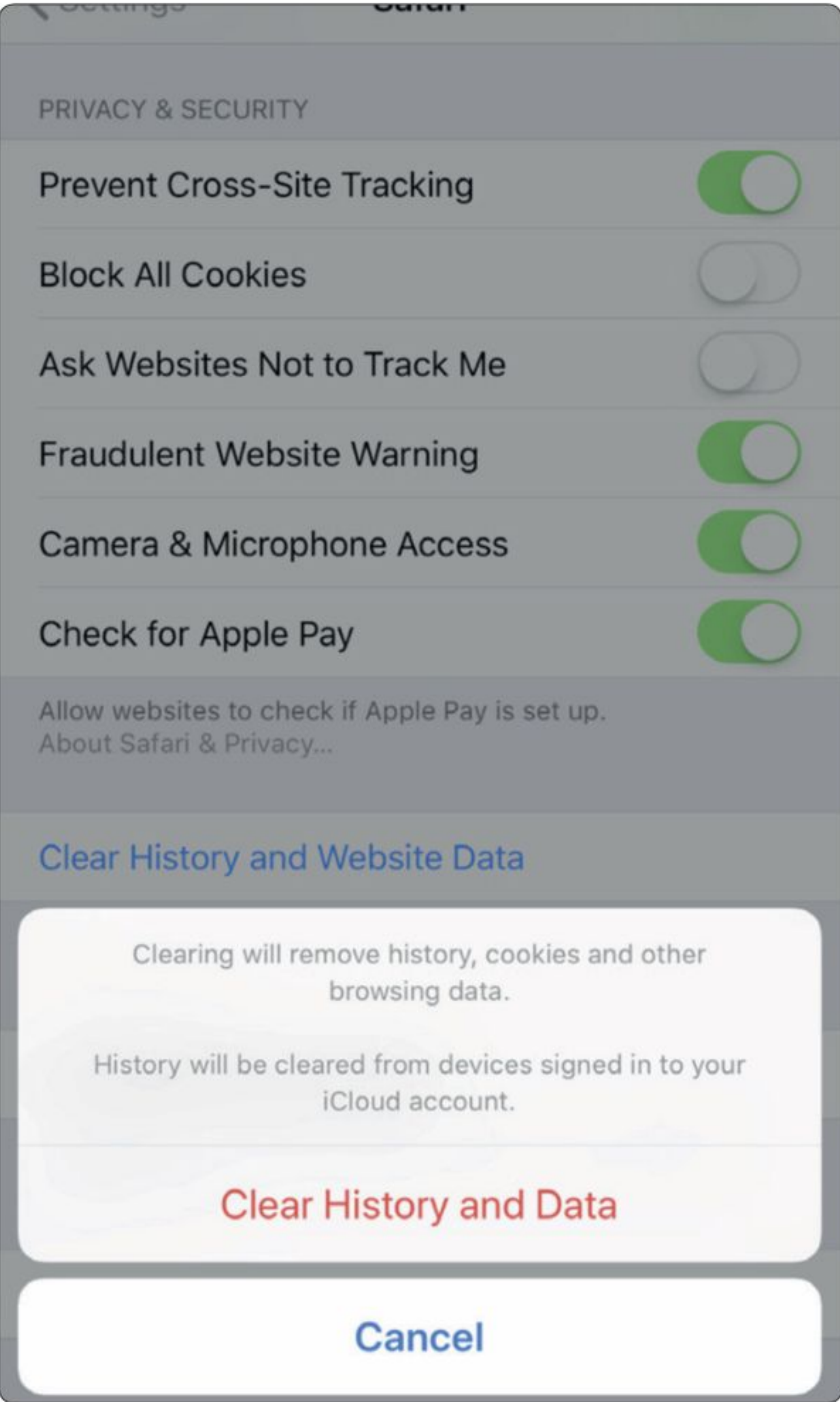


Open a new Safari page or tap the URL bar for this start page. It contains thumbnails of sites stored in your Favourites folder (see bookmarking, previous page). Scroll up to be shown other often-used sites and Siri suggestions.



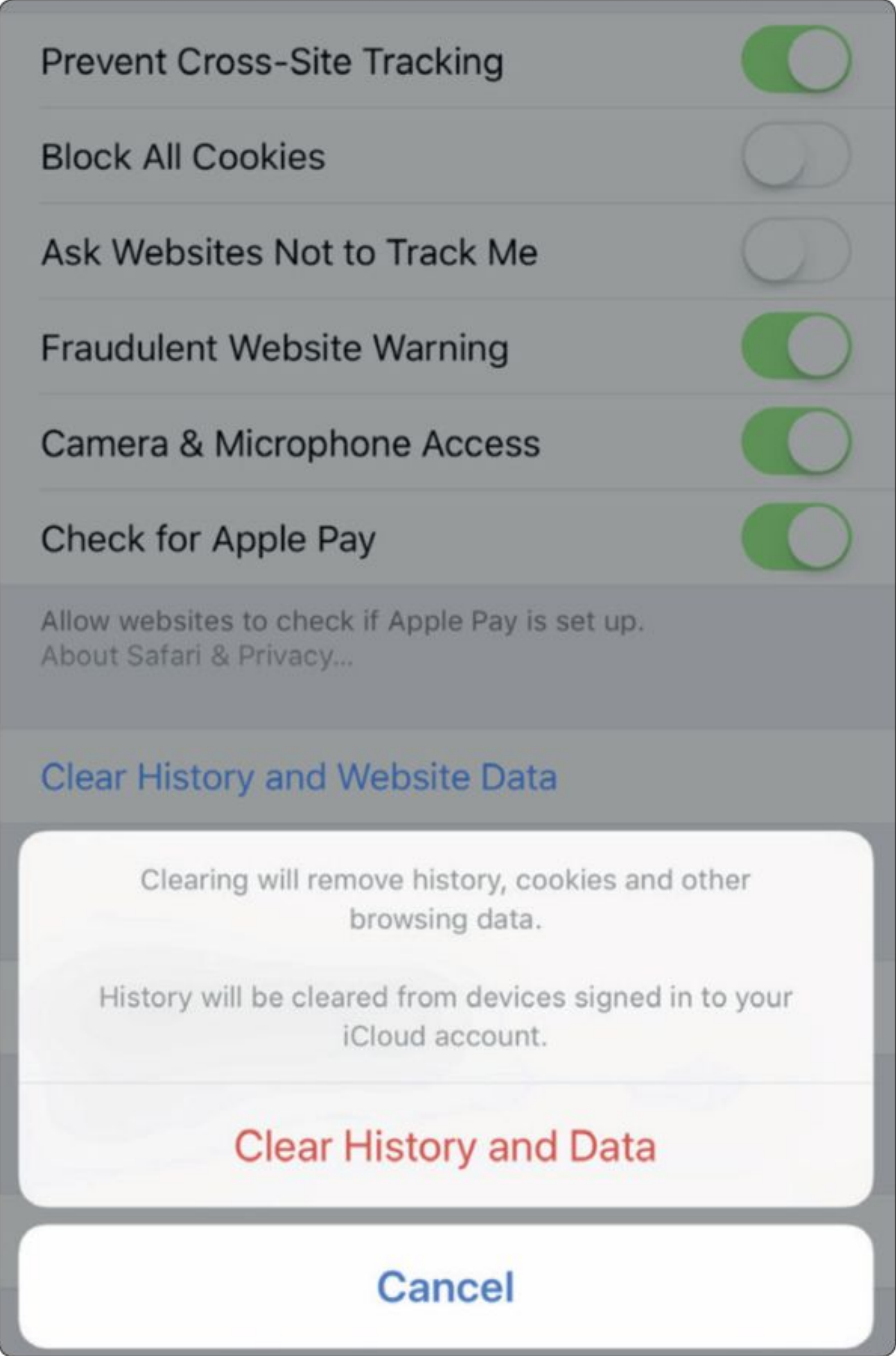
Tap a thumbnail to open the site. Long press one of the thumbnails for a preview of the site, and also a menu to copy the page, open it in a new tab, edit the bookmark's name, URL and location, or delete it altogether.

Clear cache



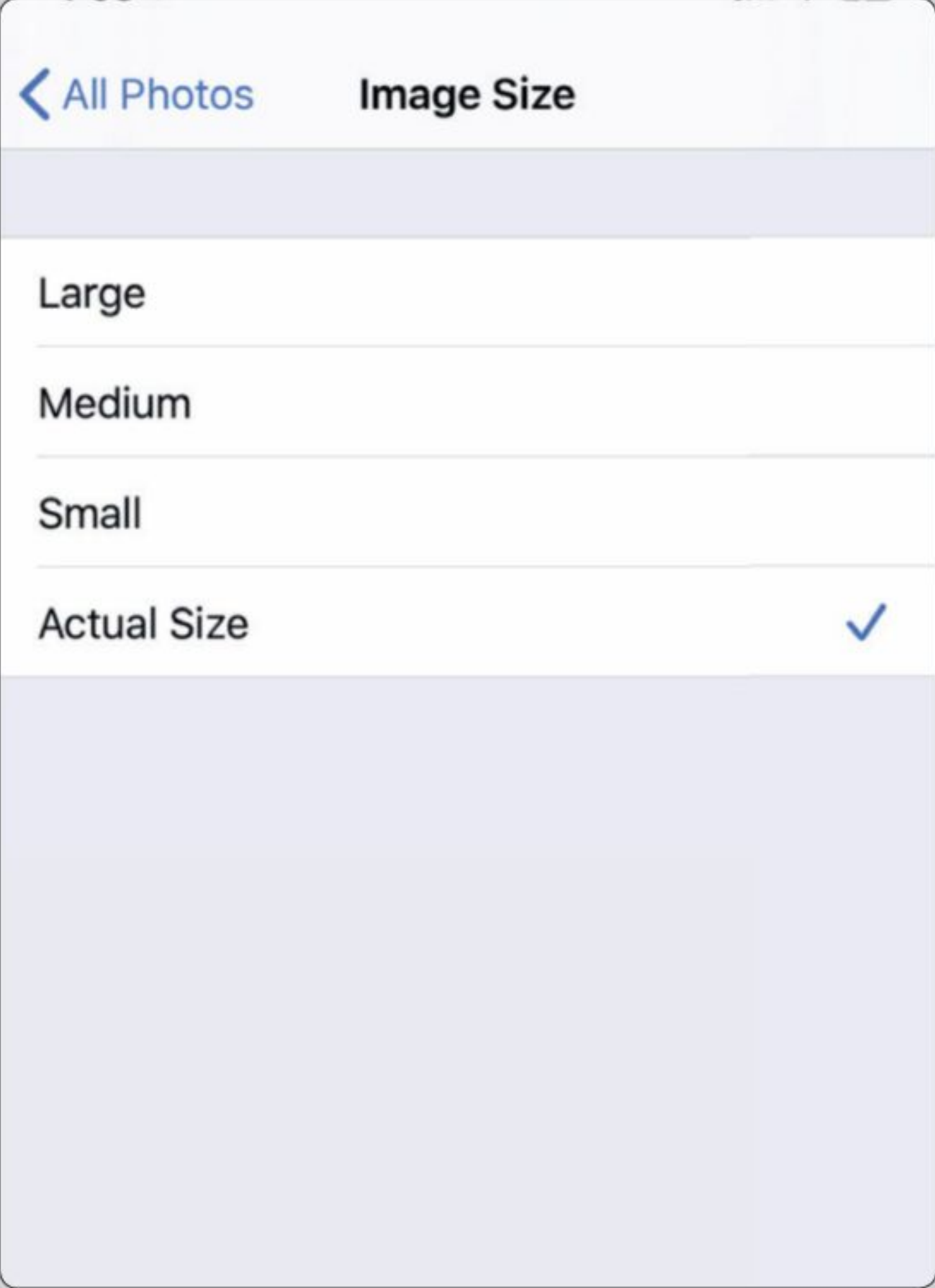
Go to Settings > Safari for an option to Clear History and Website Data. Tap it for a pop-up window. Reading list and bookmarks are unaffected by clearing, but history and caches are cleared from all devices signed into your iCloud.

Download Manager



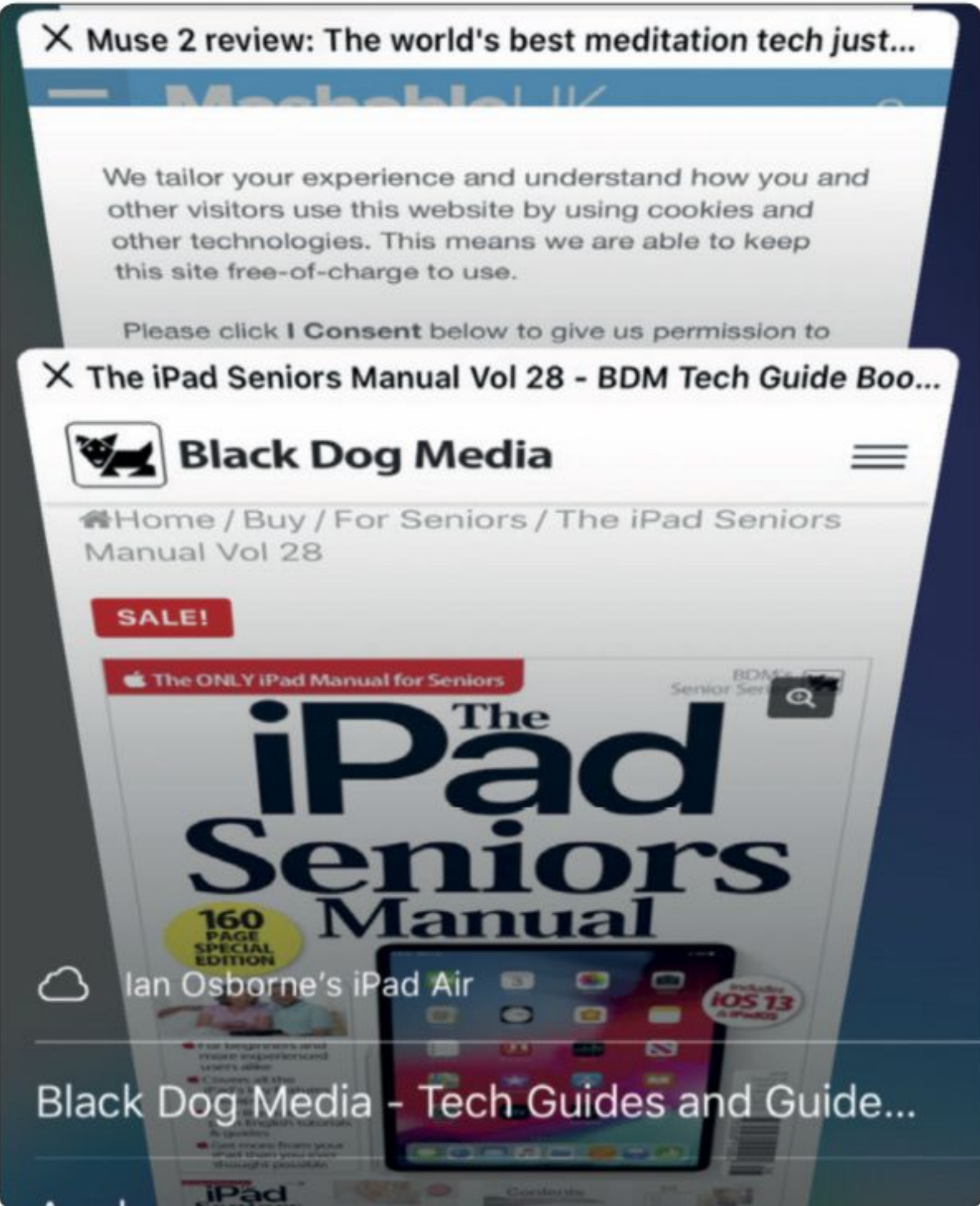
Safari now has a download manager, similar to the one found in Safari on the Mac. If you choose to download something on your iPhone, an icon appears in the top right. Tap it to see recent and current downloads.

Photo upload and resizing.



If you choose to upload a photo to a website, such as Facebook or an online forum, you can set the size at which the photo will be uploaded. Just choose the photo, and at the bottom of the screen, tap Choose Image Size for a pop-up.

Private browsing



1 Open Safari and tap the two squares icon (Tabs) in the bottom right corner. Now tap the Private link, in the bottom left corner, to switch to Private Browsing. Tap Done to return to Safari and continue using the web.



2 A new browsing window opens; note the dark toolbar at the top. Using this window your online activities remain private. To leave private browsing, simply repeat Step 1. The toolbar is white again and private browsing is off.

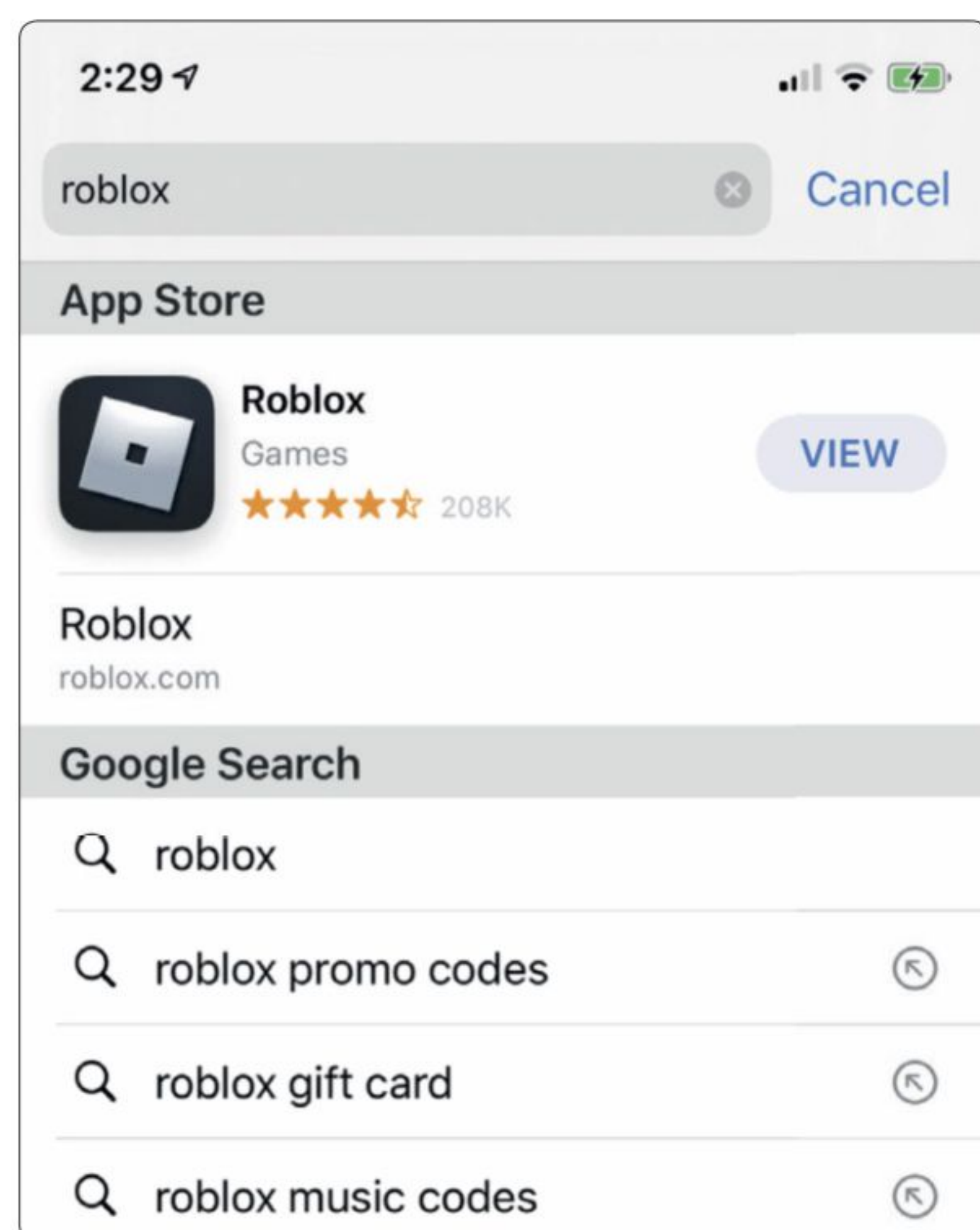
Reader view.



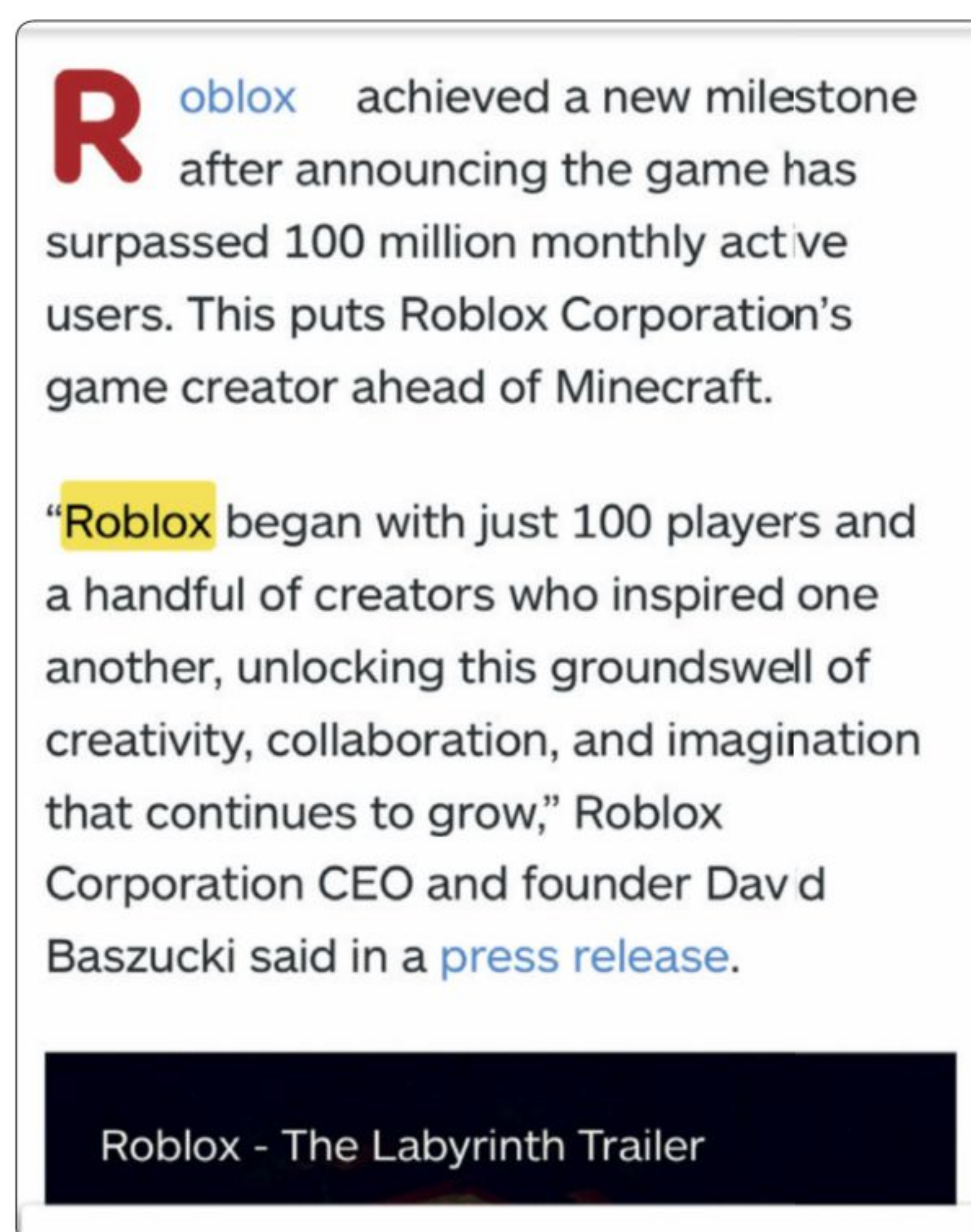
On some web pages, you can switch to a reader view, which simplifies the layout, making it easier to read or print. Tap the Website View Menu (The 'Aa' icon, left side of URL bar) and select Show Reader View. Repeat to switch back to regular browsing.



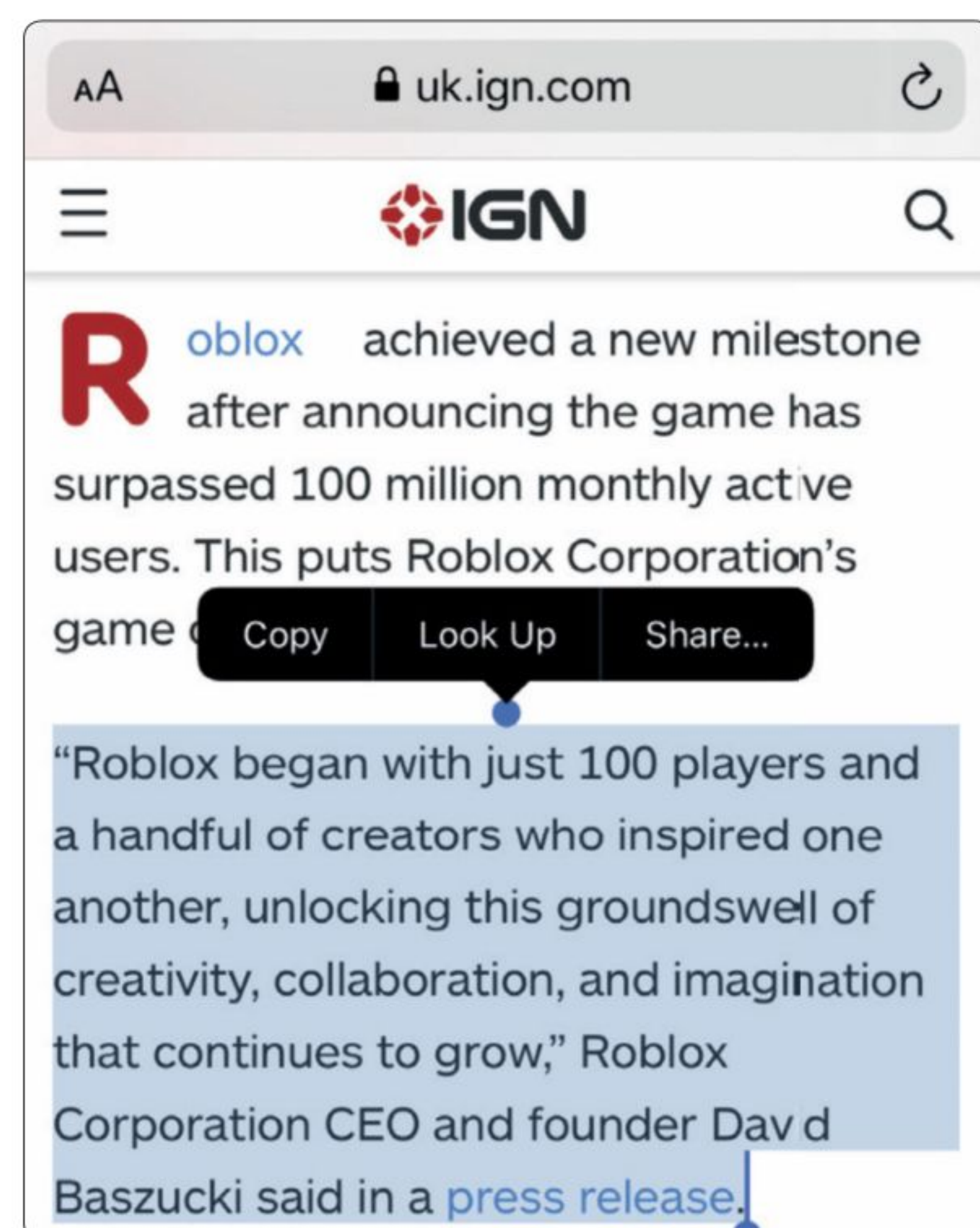
Searching for and copying text



1 You can search a web page for text, just like you would any other type of document. Tap the URL bar of the Safari window and enter your search parameters using the keyboard but don't tap Enter when you're done.



2 Possible results appear as you type. Tap this results window and at the bottom, you see an entry titled 'On This Page'. Tap this and you're shown instances of the text on the web page, which you can cycle through using the chevrons at the bottom.

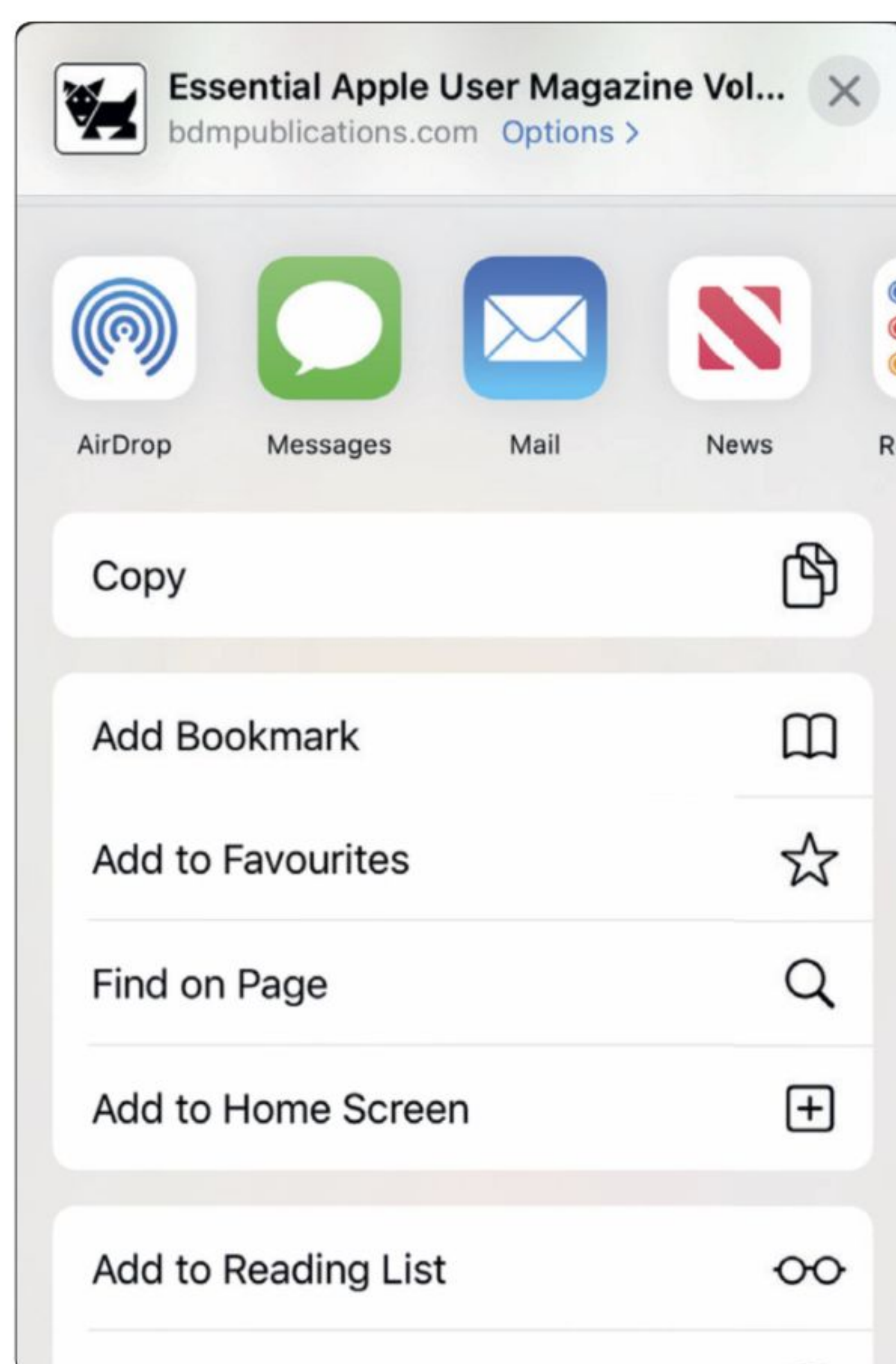


3 You can also highlight and then copy text. Tap and hold a word to highlight it, drag the handles to cover the text you wish to copy, then from the pop-up menu, tap Copy. You can then paste it into another app.

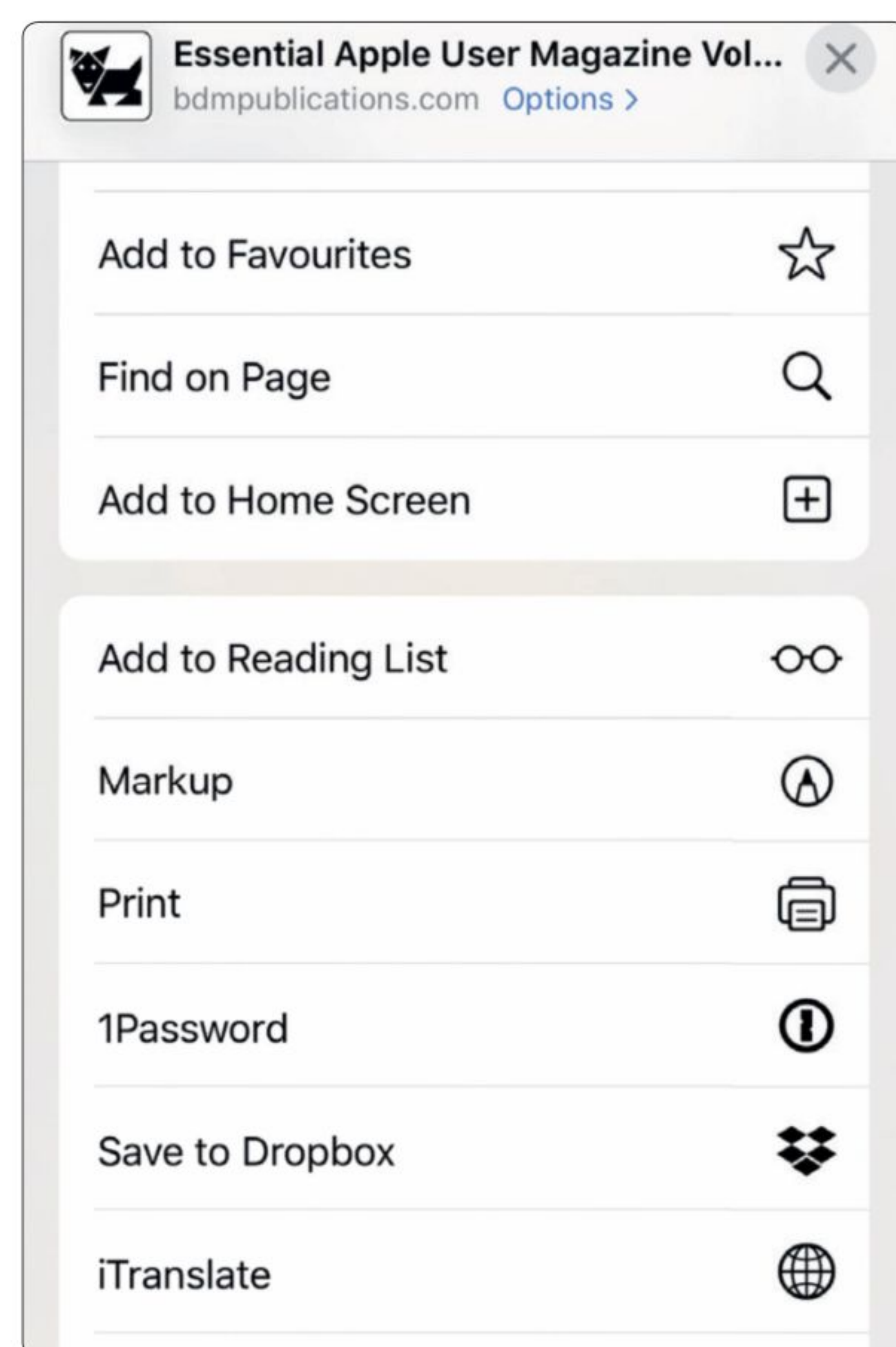
The new Sharing sheet



1 Tap the Share icon (the page with the up-pointing arrow) for the new look sharing sheet. People with whom you regularly share are shown, with an icon to illustrate how the item will be shared if you tap that person, e.g. in the Messages or Mail apps.

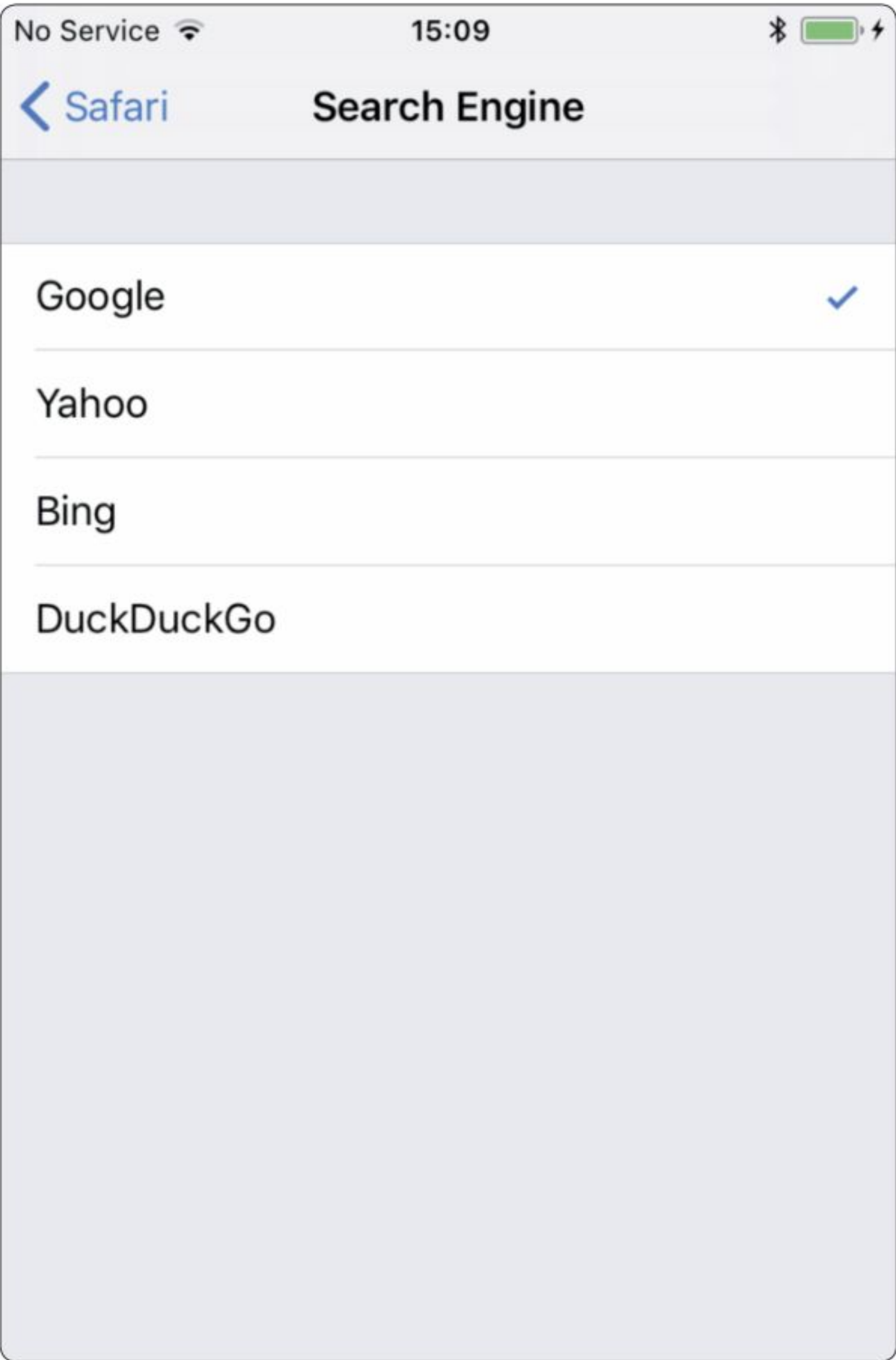


2 Pull the sharing sheet up for a more complete list of things you can do. The app/feature icons can be scrolled left and right, and let you share a link via AirDrop, Messages or Mail, add it to Reminders or Notes, publish it on Twitter or Facebook and more.

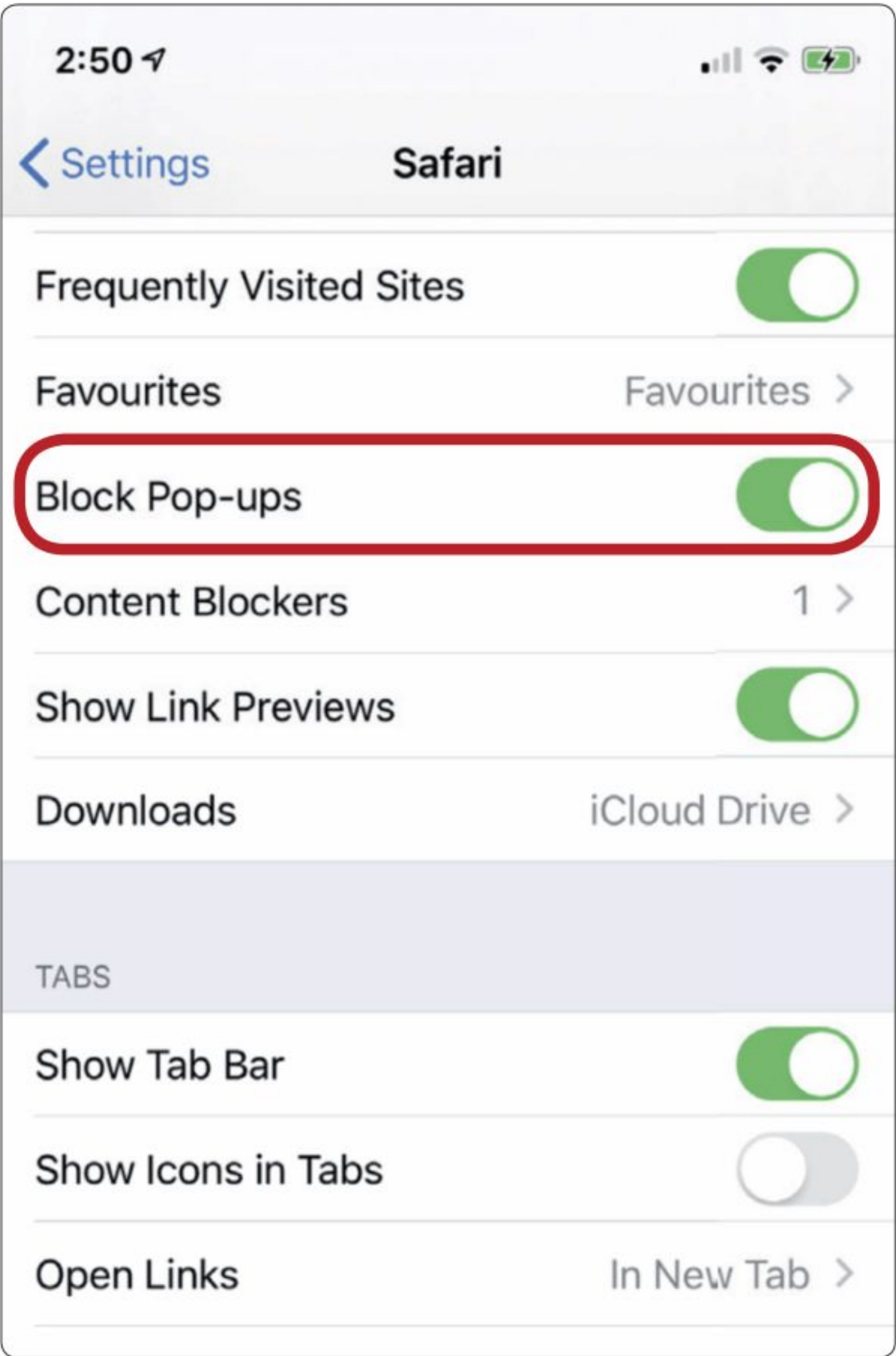


3 Towards the bottom of the sharing sheet are options that let you add the page to favourites or the reading list, bookmark it, print it, or open it in various apps you might have on your iPhone. To close the sharing sheet, tap the cross in its top right corner.

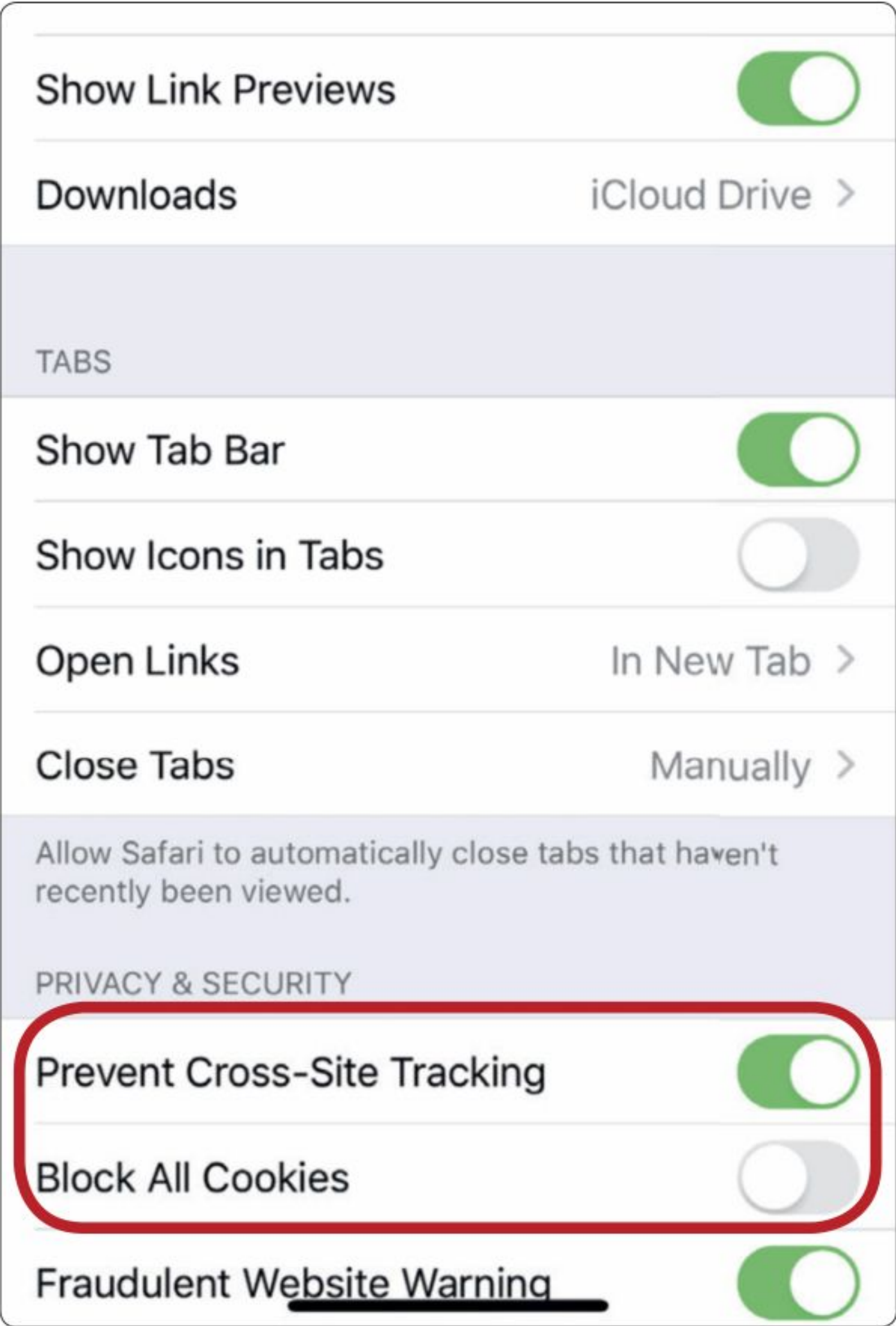
Useful Safari settings



1 By default, Safari uses the Google search engine when you type a search term into the URL field atop the screen but you can change this by going to Settings > Safari > Search Engine, and choosing one of the other options.



2 Pop-ups, those irritating ads that appear on the top of what you're trying to read, can be a real annoyance when using the web. Thankfully, you can turn them off. Just find the Block Pop-Ups setting and tap the switch.



3 Two more options that are off by default are to Block All Cookies and Ask Websites Not To Track Me. They stop sites leaving information on your iPhone so adverts can be targeted. They don't reduce the number of ads you see.

Other Safari settings.

Here are some other things you can change in Settings > Safari.

Page Zoom: Set your browser to be zoomed in or out of a website by default.

Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, not the mobile one

Reader: Switch it on to automatically use the Reader View on websites.

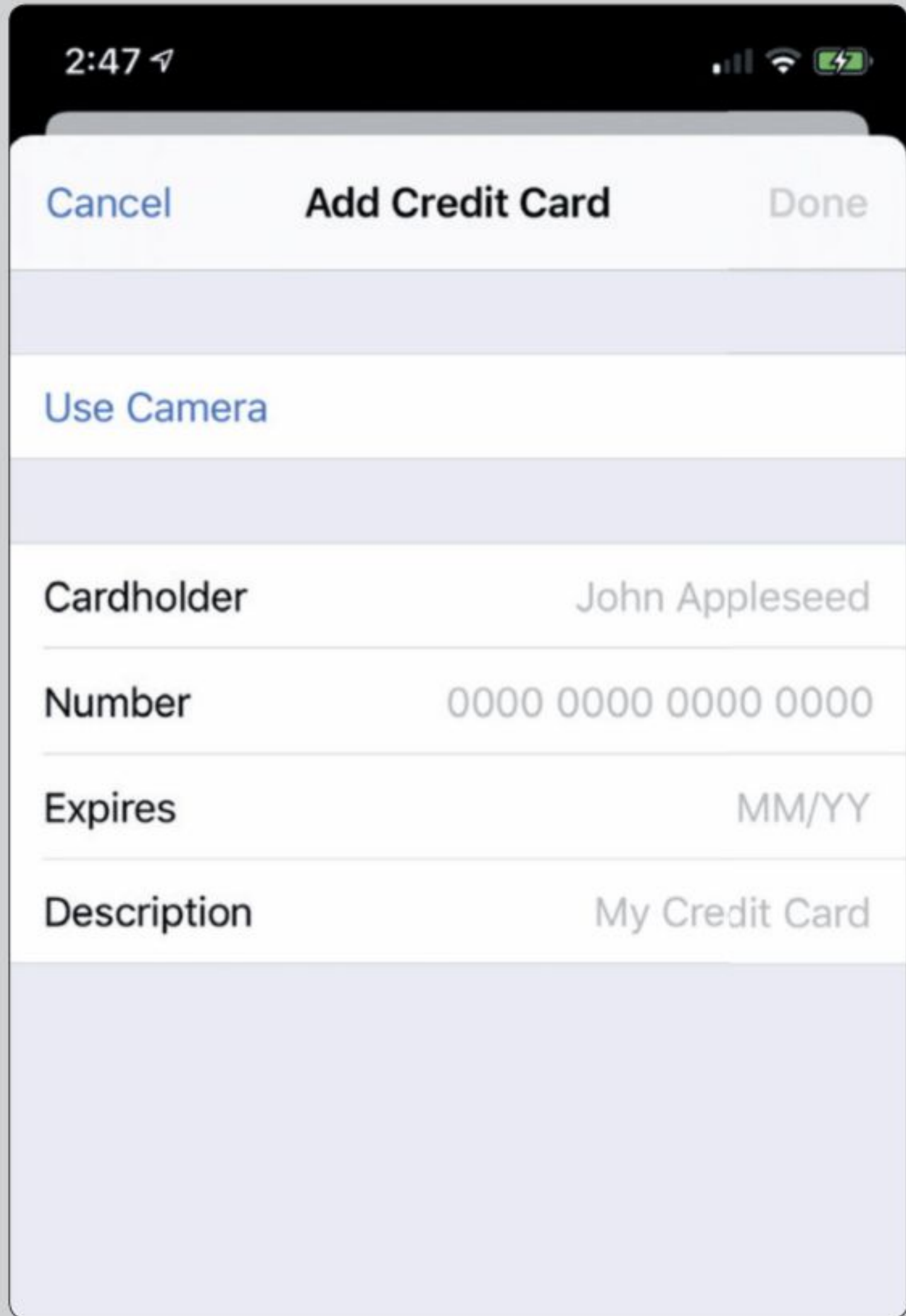
Camera/Microphone/Location: Do you want websites to have access to these things? By default they have to ask, but you can change this to Deny or Allow

Language: You can switch to another language for Safari if you wish

Downloads: Set where documents and data downloaded in Safari is saved. By default, it's your Downloads folder in the Files app.

The AutoFill feature.

AutoFill can save you lots of time when filling in online forms.



To set up AutoFill, go to Settings > Safari > AutoFill. From there, you can decide whether you want to use information stored on your contact card for the feature, whether AutoFill should include user names, passwords and credit cards.



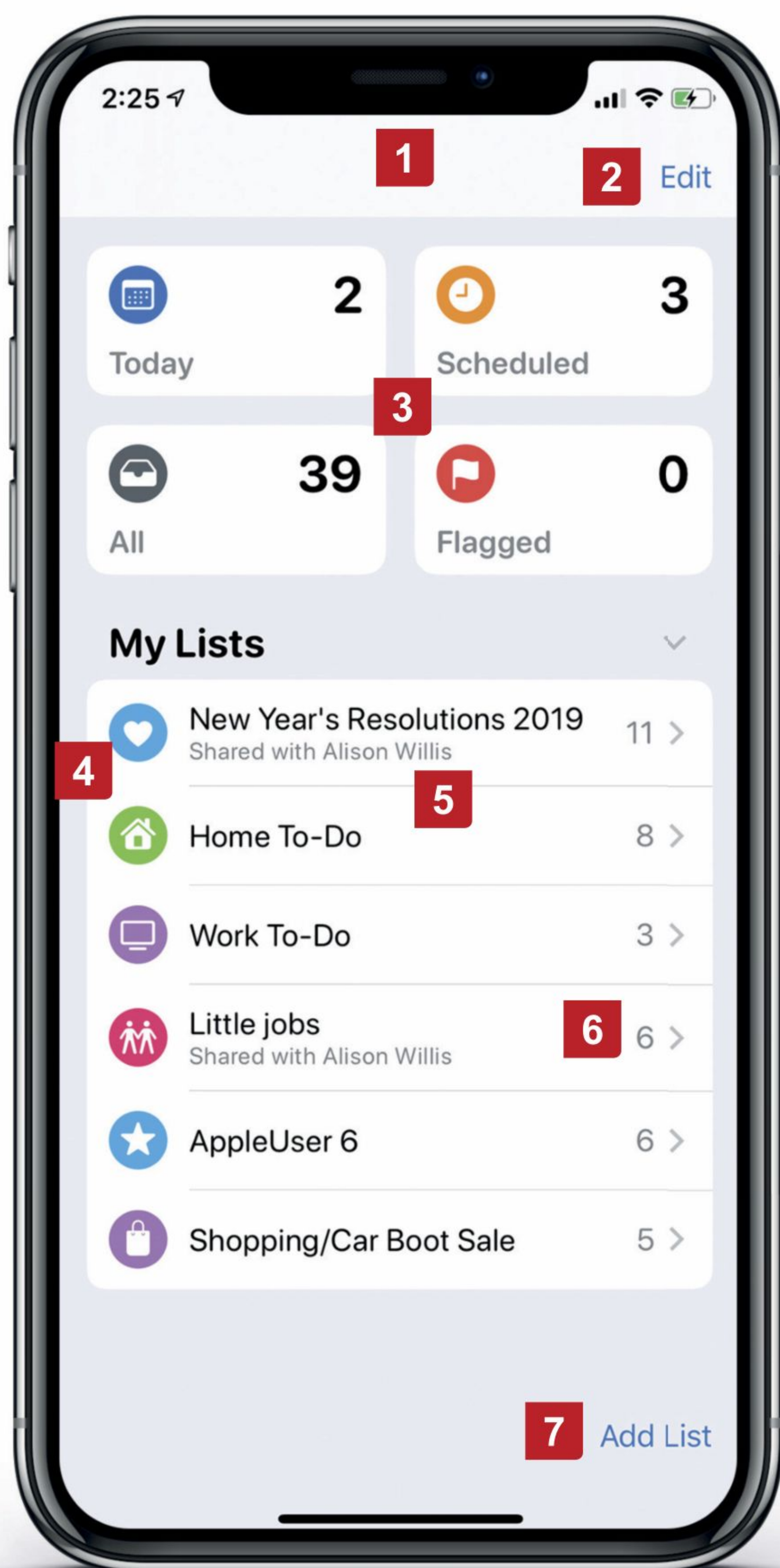
Set up the AutoFill as you see fit. Note, if you add a credit card, the security number on the back isn't saved. When done, and you need to fill in a web form, just tap a text field and then tap AutoFill Contact to fill it in.



Reminders

In iOS 13, the Reminders app was completely revamped, with an exciting range of new features. There's a new Home screen with smart lists, the option to organise your reminders into more flexible groups, and more.

Reminders in Focus



1 This is the new Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders, you've set up, and can be called anything you like.

2 Tap this link and you can edit your lists using new controls that appear; delete them with the minus sign, reorder by dragging the Three-line icon up and down and tap the 'i' icon to rename a list, change its colour and choose a new icon.

3 These are your smart lists. 'Today' is all your reminders scheduled for that day, 'Scheduled' shows reminders that are scheduled for any day, 'All' lists all of your reminders, and 'Flagged' shows reminders to which you've added a flag.

4 These are your lists. They can be called anything you like. Tap one to open it and see the individual reminders you've added, mark reminders you've done as complete, and add new ones.

5 You can share a Reminders list with someone else, as long as they have a Mac or iOS device. The list then appears in their own Reminders app, and any edits you make are also made on their list, and vice versa.

6 These numbers on the right of each list represent the number of outstanding reminders that are contained in it. When you mark one as done, it's removed.

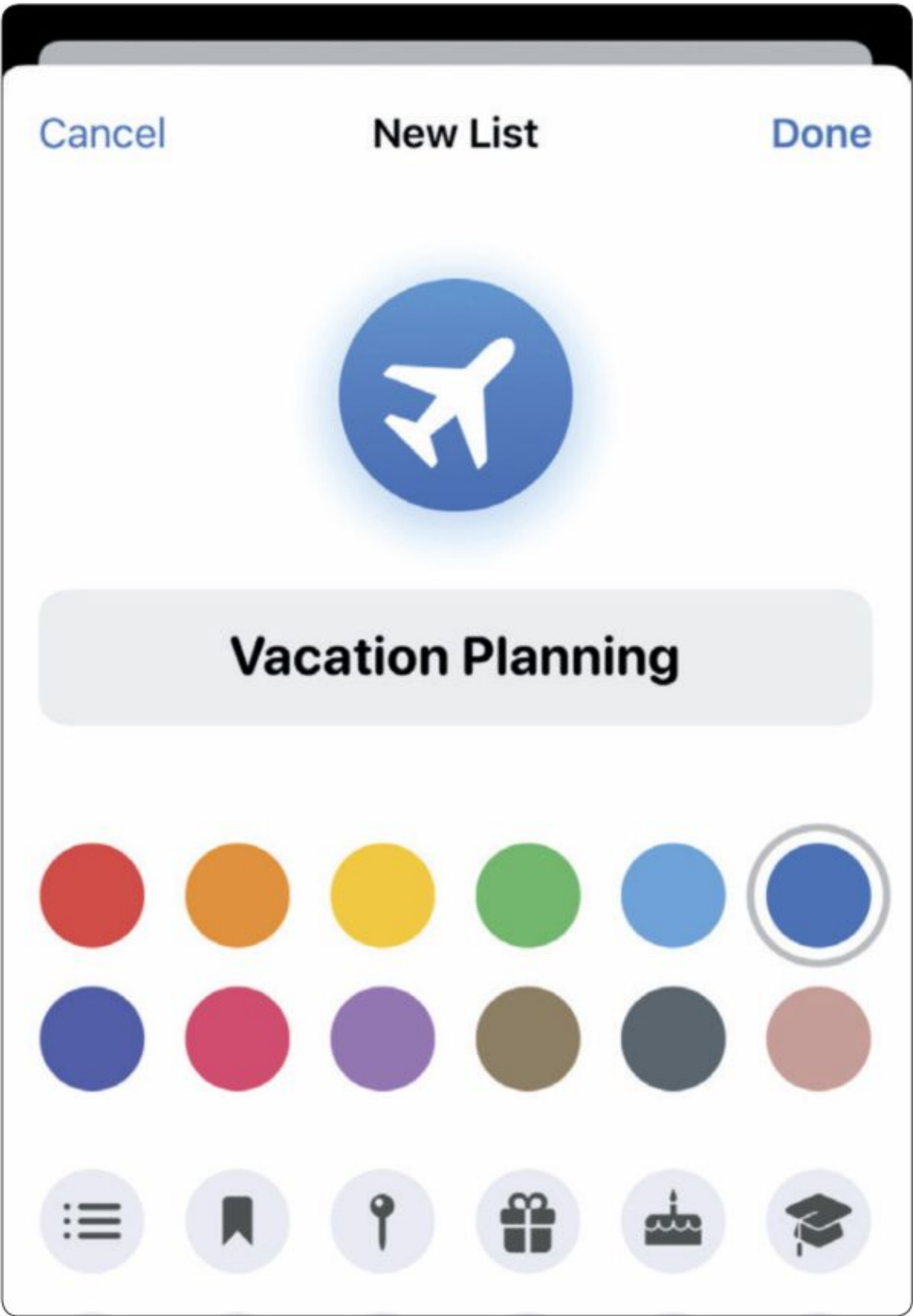
7 Tap here to create a new list, which appears in the My Lists section of the Reminders home page.

Reminders on the web.

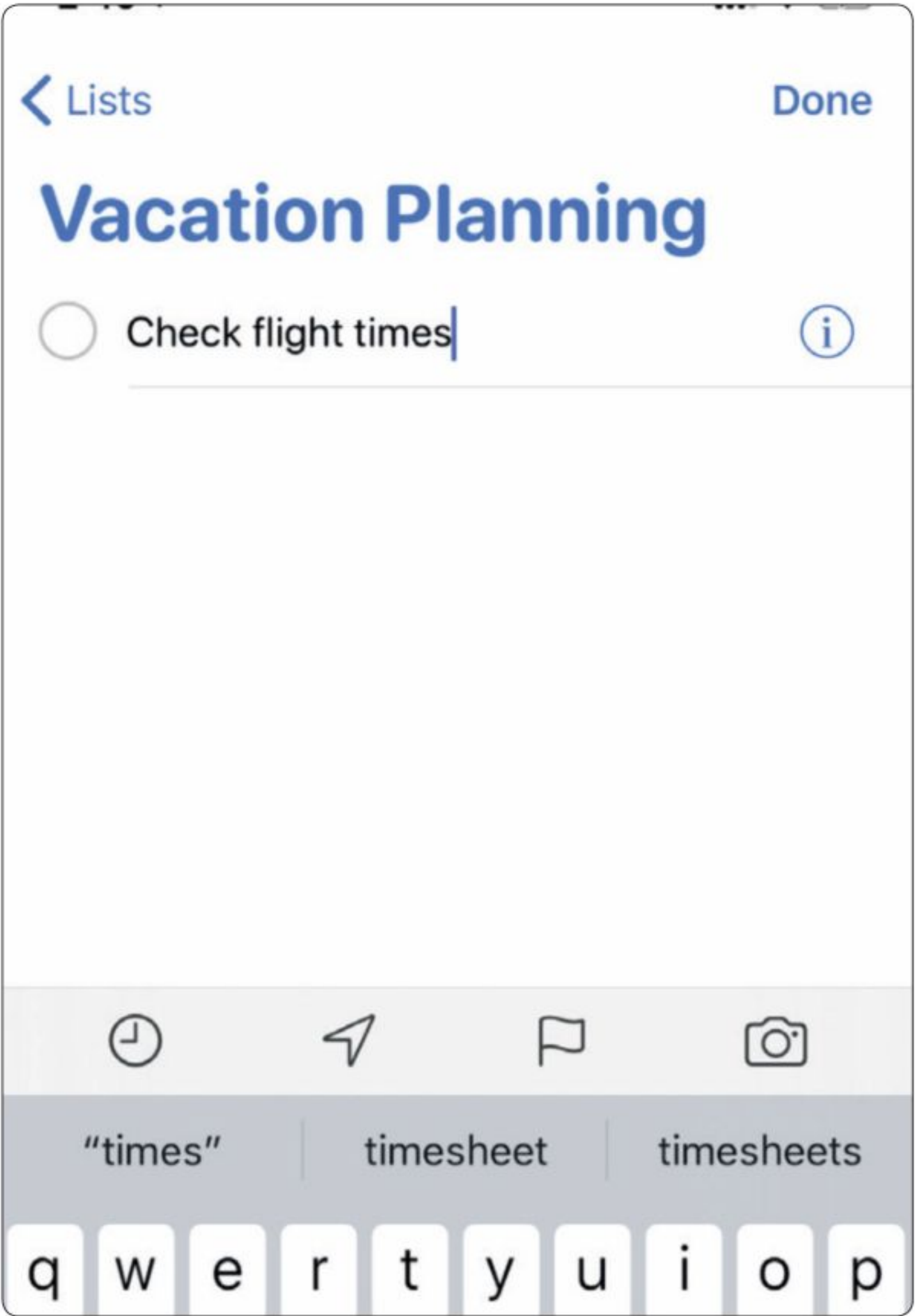


If you sync your Reminders with iCloud, you can look at them from any computer with a web browser. Just go to www.icloud.com and enter your Apple ID, and tap the Reminders icon to get to them.

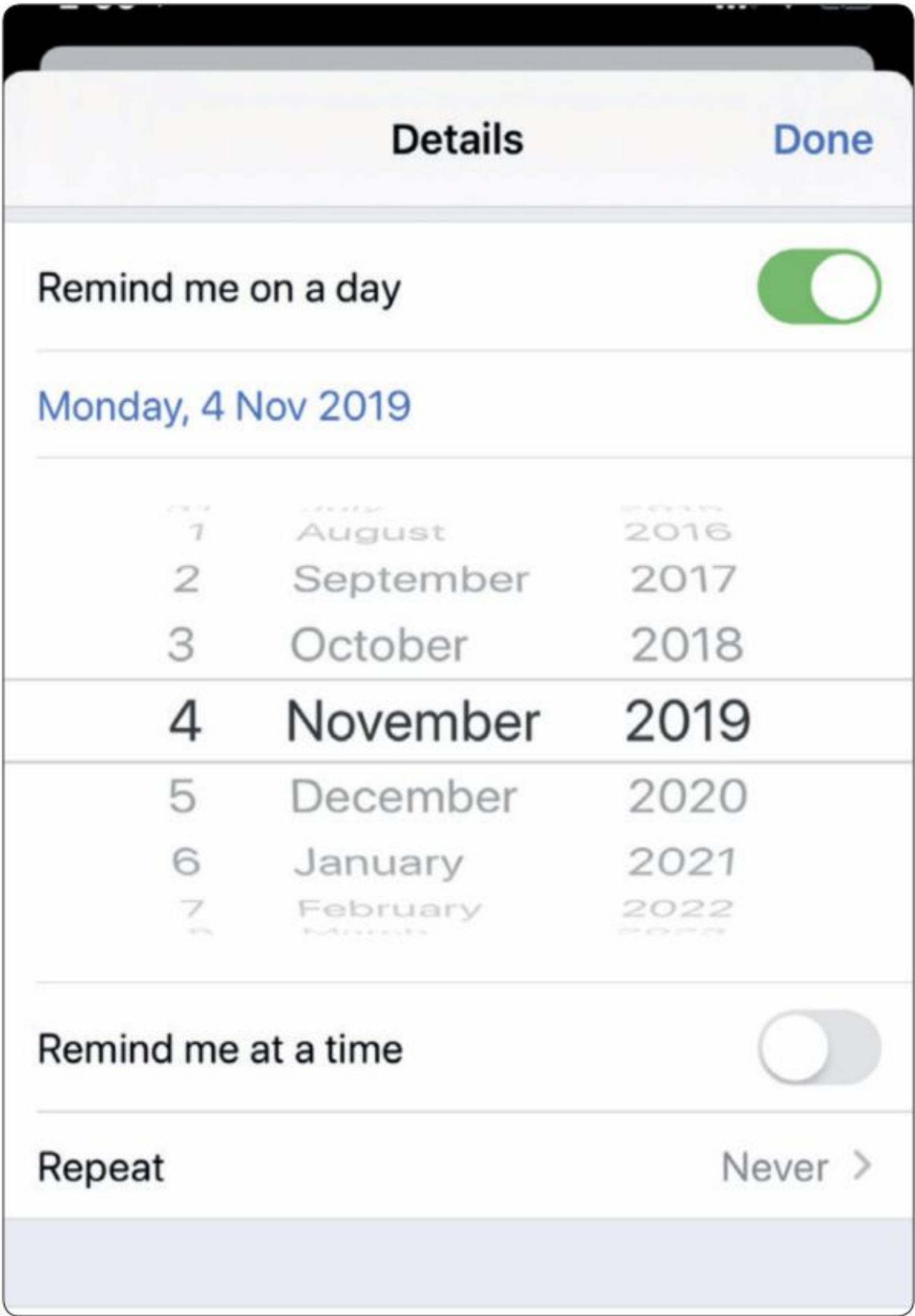
Creating and using Reminders



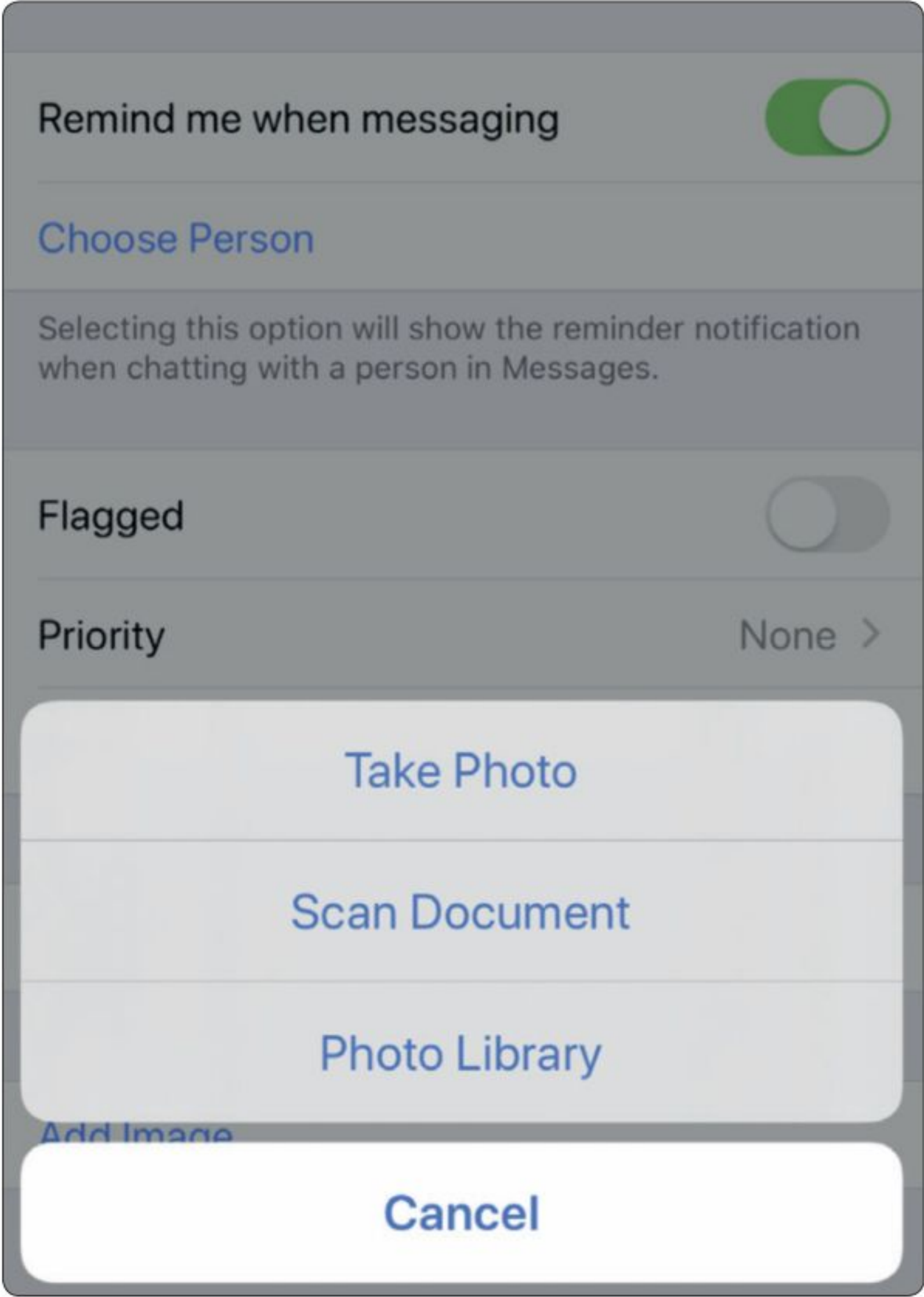
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list (anything you like), and tap one of the coloured circles to give it a colour. Scroll up and pick an icon for the list too. Tap Done when you've finished.



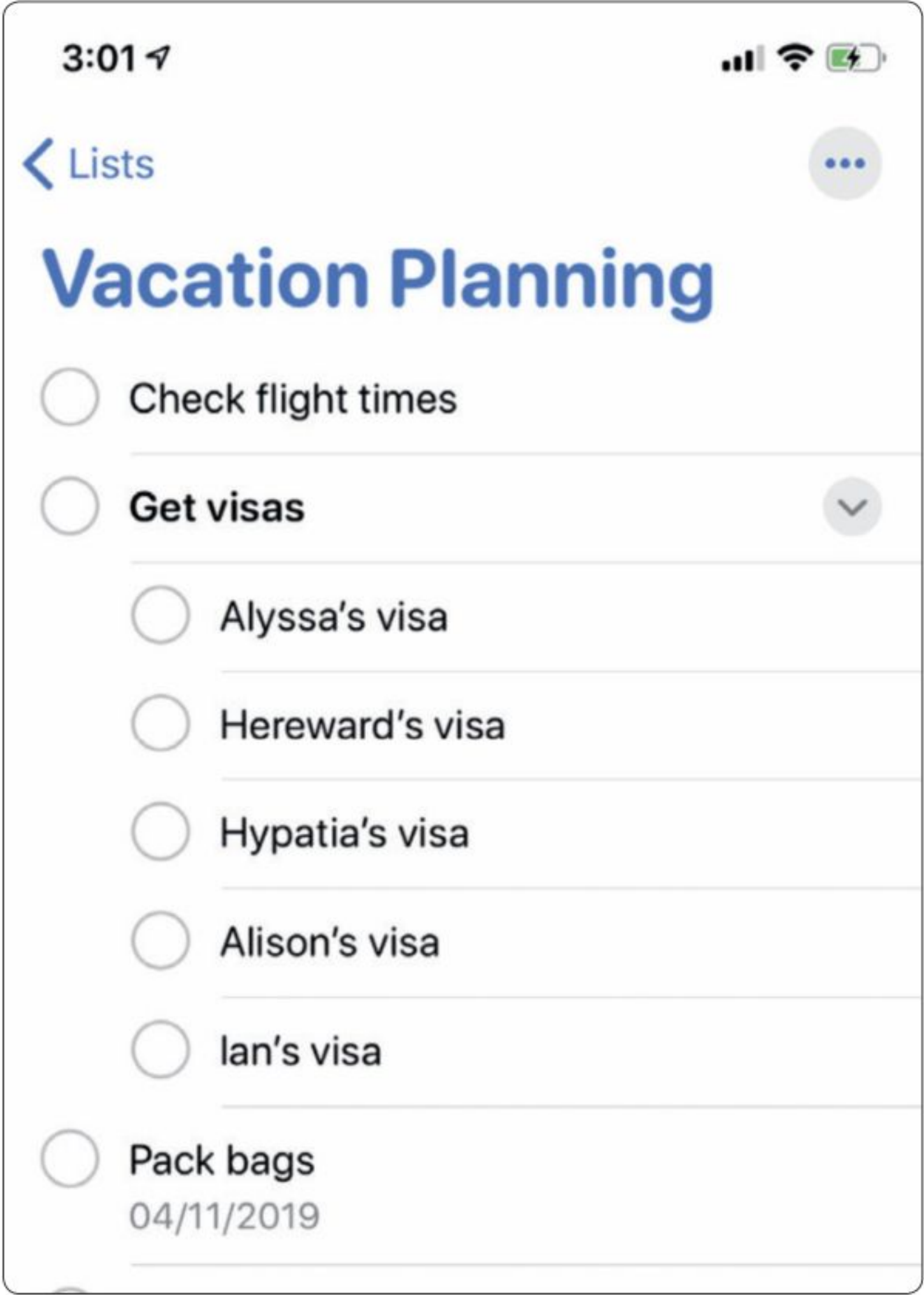
2 To add a reminder to a list, tap the list and tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to add notes, a URL, or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



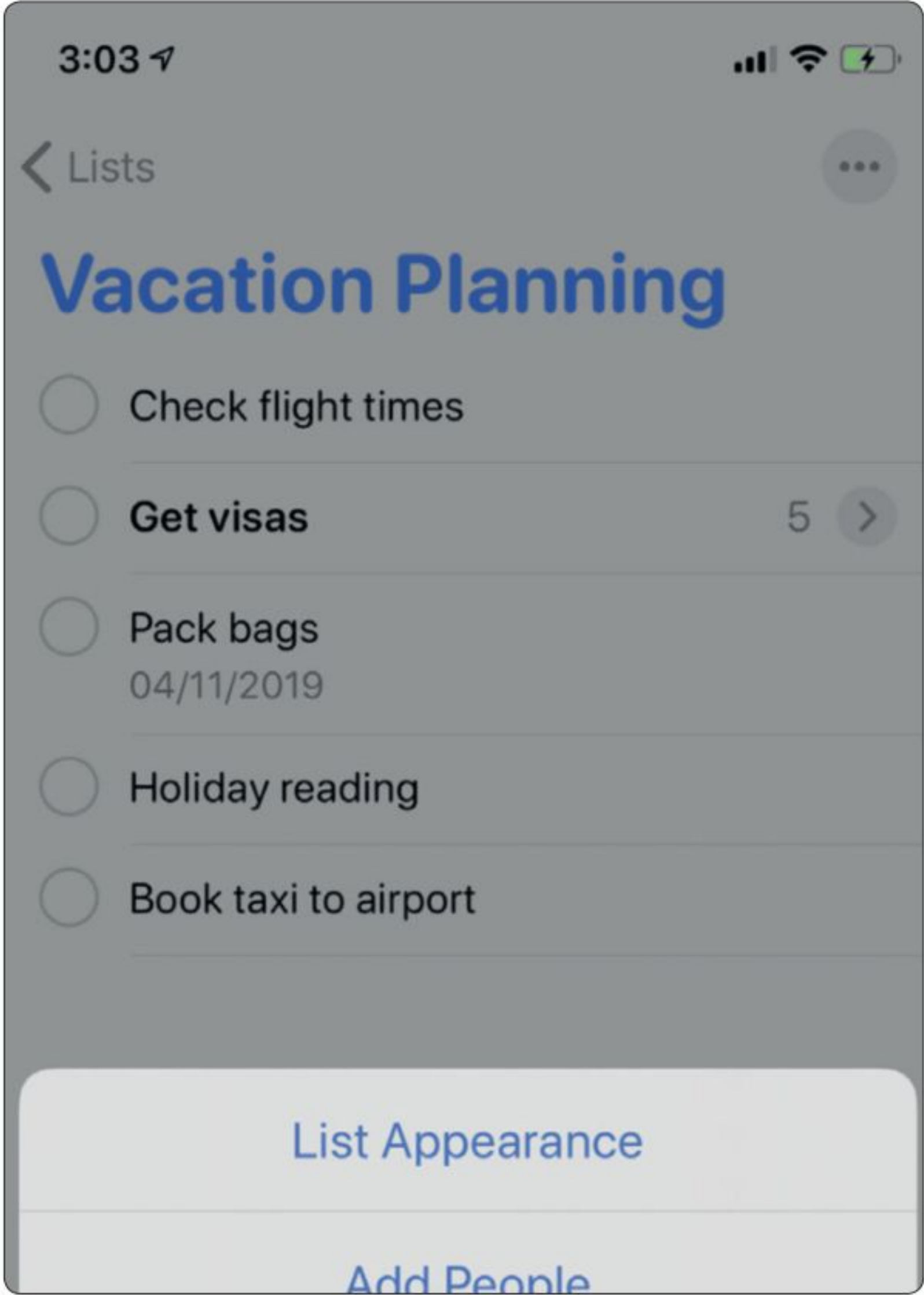
3 To schedule a reminder, tap it, tap the 'i' icon that appears and switch on 'Remind me on a day'. You can add an alarm, set a date and time, and then set it to repeat if necessary. You can also be reminded when you reach or leave a location, or when messaging a certain person.



4 Tap the Add Image link near the bottom of the Details screen and you can add a photo from your Photos app, take a new one, or scan a document. This picture appears in your list, associated with that particular reminder. Tap to enlarge it.



5 From the Details screen you can add Subtasks to a reminder, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question, and can also be marked completed.



6 To share a list with another Mac or iOS user, open the list and tap the Three-dots icon (top right). In the menu, tap Add People, then choose how you want to share. Reminders created in iOS 13 and macOS Catalina aren't compatible with earlier OS versions.



Messages

Messages is one of the most popular apps on your iPhone. You can use it to send regular text messages, or free iMessages to others with an Apple device; and also to send pictures, videos and audio messages.

Messages in Focus

1 Tap here to take you back to the list of message conversations. Tap one of them to open that conversation, such as the chat you see here.

2 This is the person you're chatting to. The picture is drawn from your Contacts app and is replaced by an initial if it's not available. Tap this pic to open the three icons below (3).

3 Tap the first two icons here to initiate a phone call or video chat respectively. Tap the 'i' icon for a window showing various details about the person you're talking to, including images and attachments sent by them.

4 Your outgoing messages are on the right, incoming ones on the left. Received messages are grey. Sent messages are blue if sent to another Apple device using the free iMessage service, and green if they're sent to non-Apple devices as regular SMS messages.

5 Messages can contain attachments such as photos, videos or small pictures called emojis, such as smiley faces or the coffee cup picture seen here.



6 When an outgoing message has reached its intended reader, it's labelled as 'Delivered'. After it has been opened, this is replaced by the date or, if more recent, the time at which it was read. Only the last message you sent in a conversation is labelled this way.

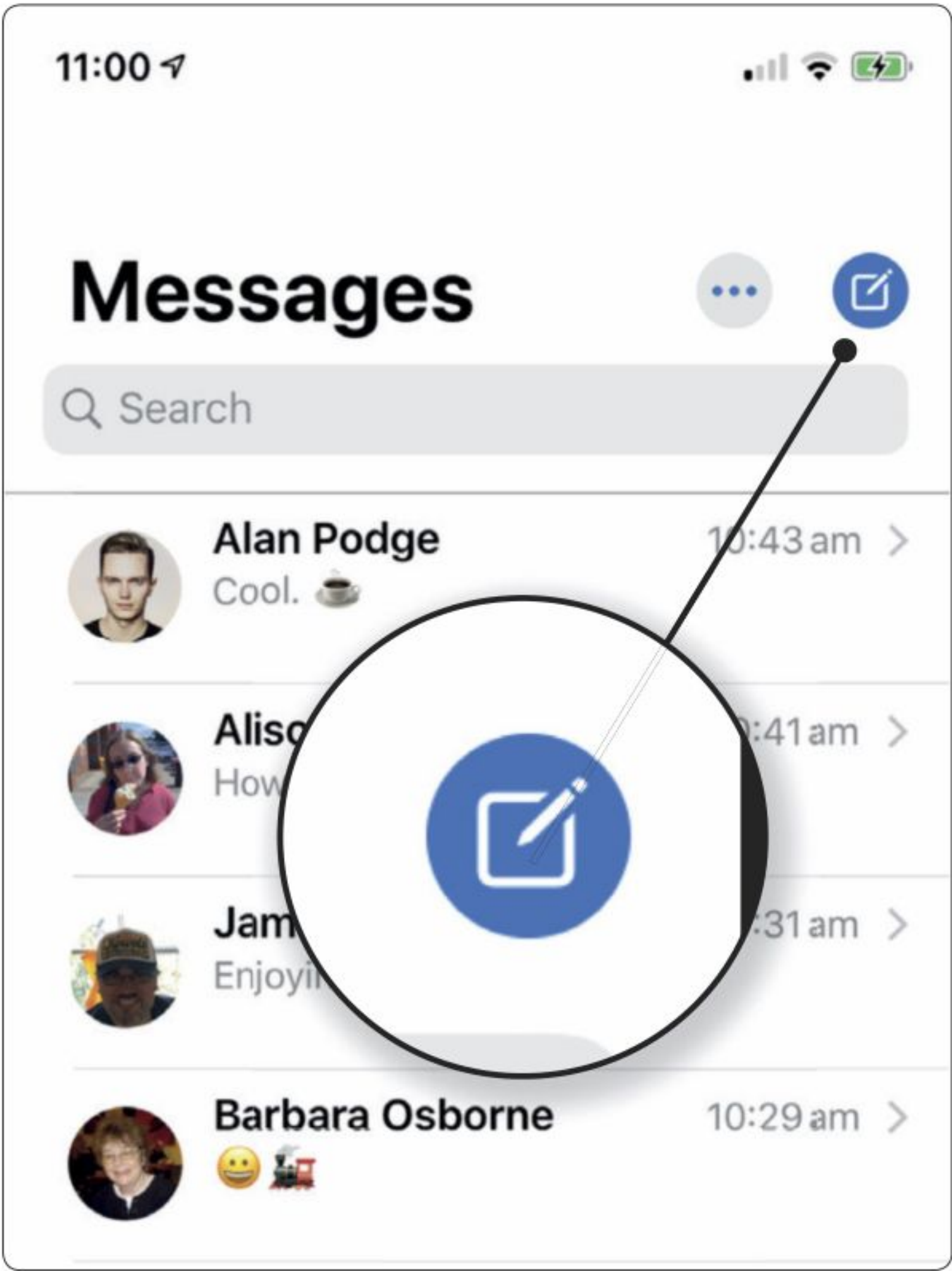
7 Tap the Camera icon found here to open the Camera app, so you can take a new picture and add it to your message.

8 This icon toggles between the App Drawer, which is seen below, and the predictive text bar found over the keyboard in a number of apps.

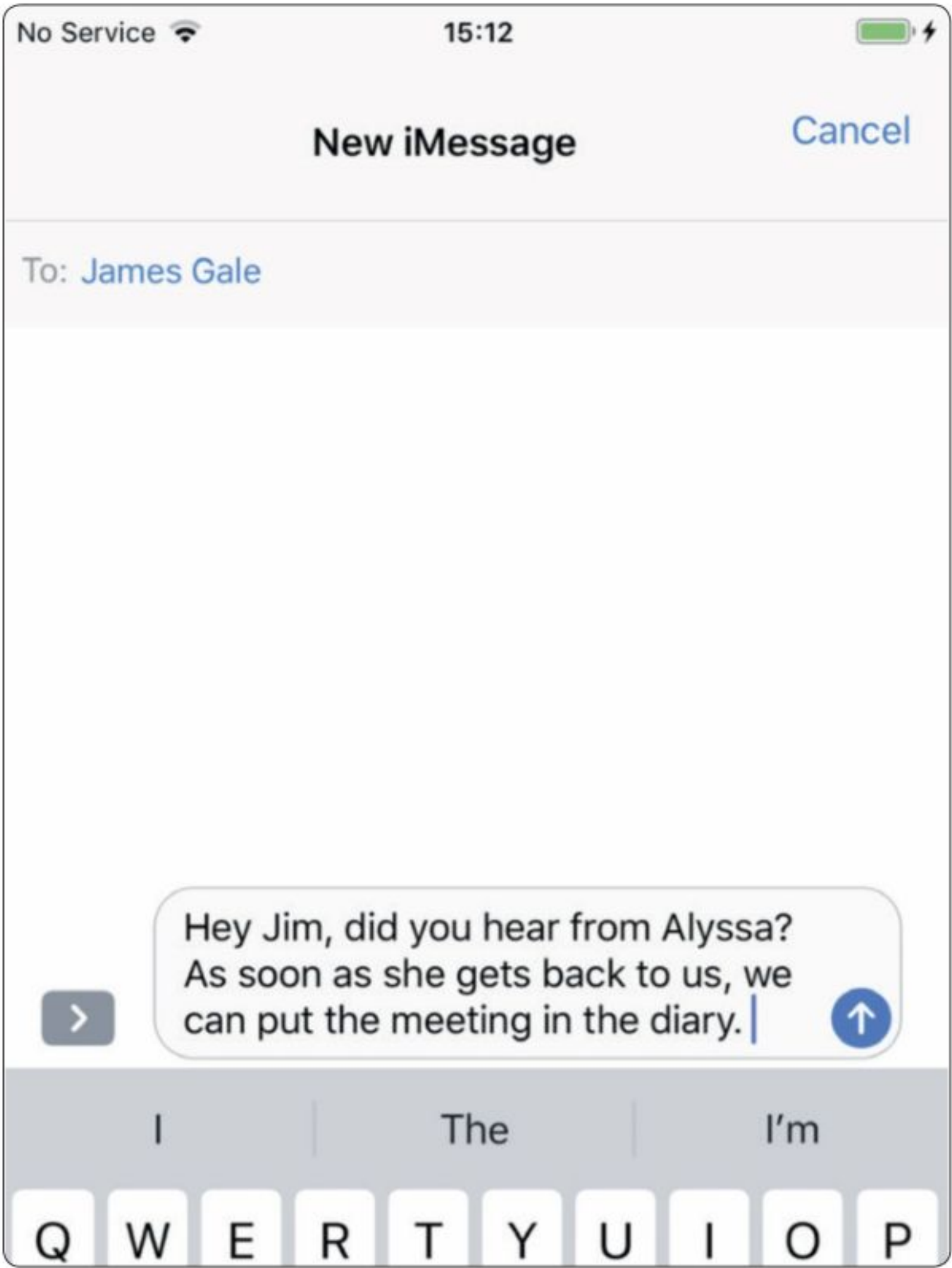
9 Type the message you wish to send in this text field. When you're ready to send, tap the blue arrow that appears at the right-hand side of the text field when you've typed something in here.

10 If you want to send an emoji, such as a smiling face or an animal like the dog seen above, tap and hold this key and then choose the emoji keyboard from the pop-up. See the Virtual Keyboard guide for more information.

Sending a new message



1 Tap the Pen and paper icon in the top right corner to open a new message. In the To field, type the mobile number or email address of the person you want to message. If that person is in your Contacts app, type their name instead, or use the + icon on the left.



2 If the To field turns blue, it can be sent through iMessage (free). If it turns green, it's sent as a regular text message. If it turns red, the device you entered can't receive a message. When the other person is typing a reply, three dots in a speech bubble appear.

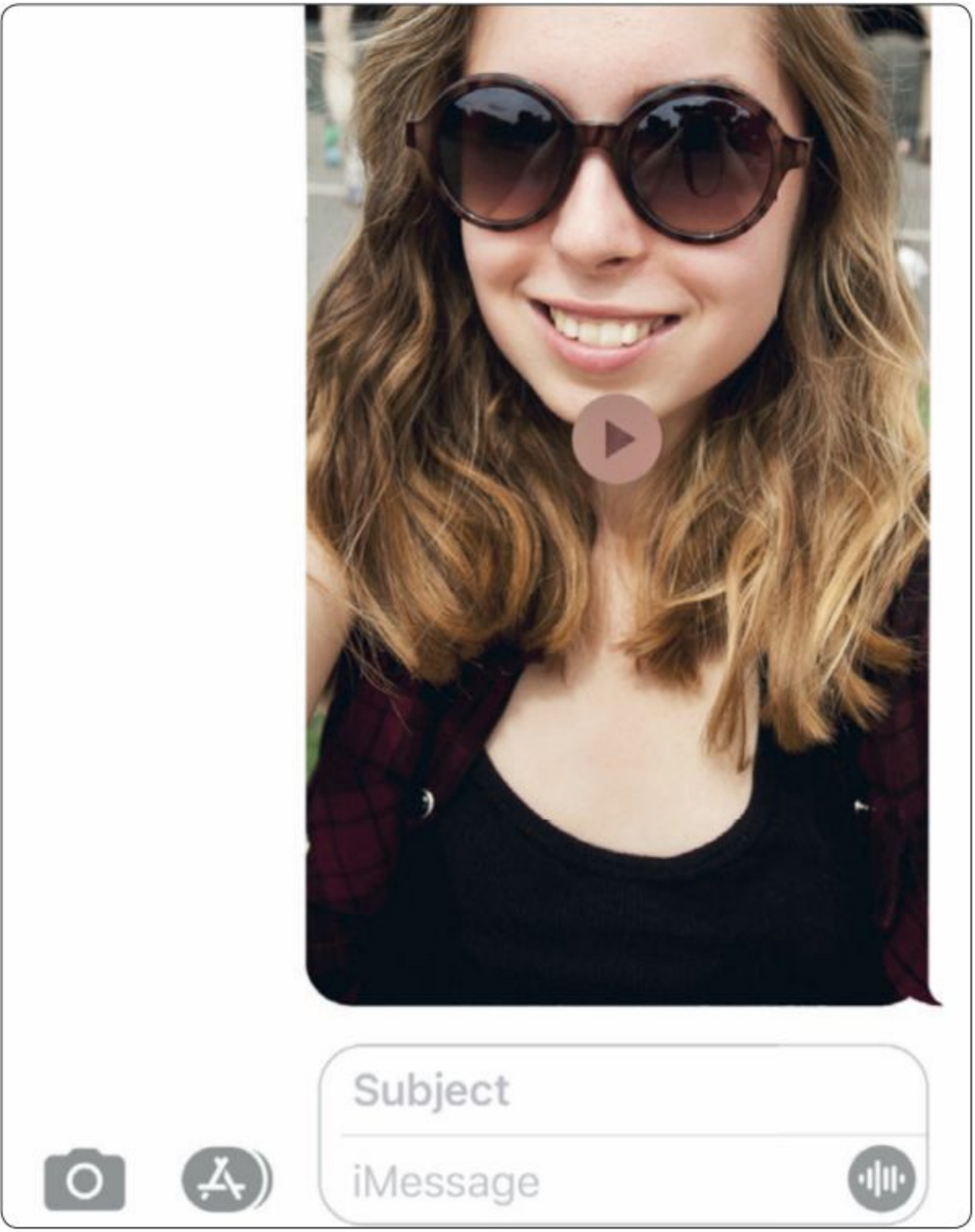


3 You can add photos or videos too. Tap the Camera icon to take a new photo and then tap the up-pointing arrow to attach it to your message. Tap the Photos icon in the app bar at the foot of the screen to add one from the Photos app.

Voice and video messages

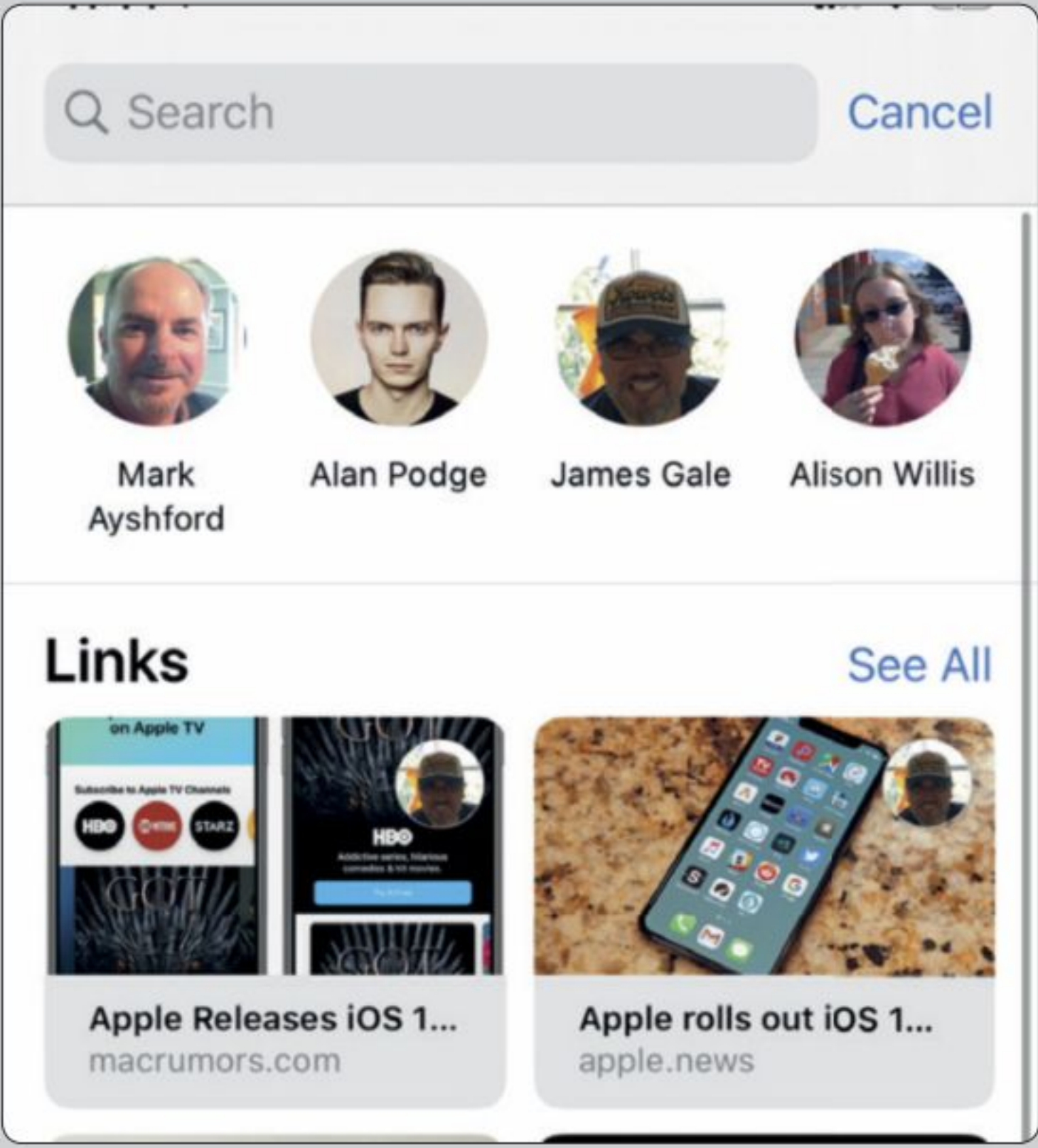


1 To send a voice message, tap and hold the Waveform icon to the right of the text field. Speak your message and release when you're done. You can review your message by tapping the Play icon, and then send it by tapping the up-pointing arrow. If you're not happy with it, delete it using the X icon.



2 To send video messages, tap the Camera icon to open the camera app, from where you can select Video and record your movie in the usual way. When you're finished, either tap the blue arrow to send, Done to add text before sending, Play to review it, or Retake to try again.

New Search features.

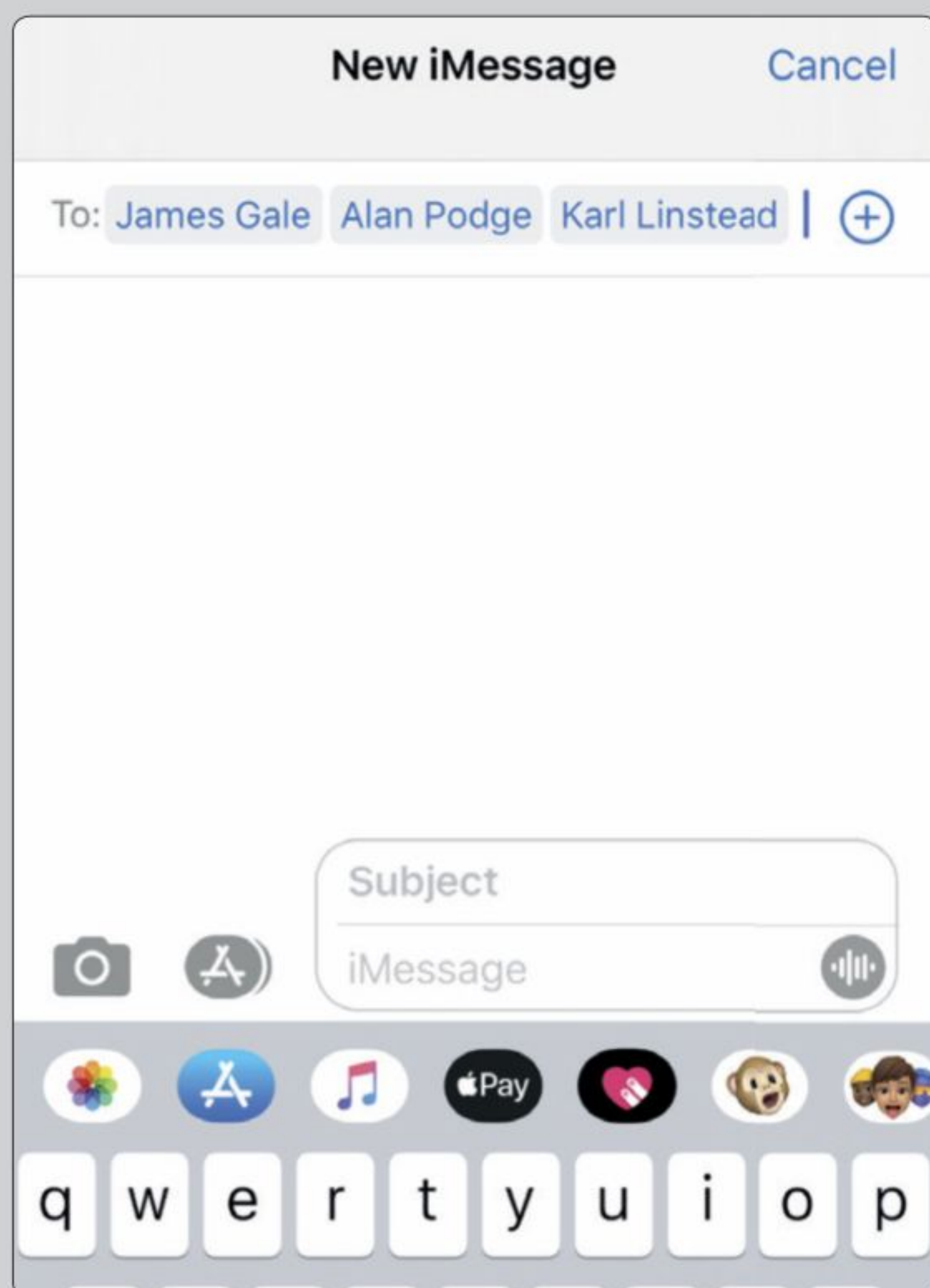


The Messages app's search feature has been revamped. Pull down the Messages screen to see the search field. Tap it, and you're offered recent people, links, photos, and locations. Start to type, and these suggestions are streamlined, and conversations are added.

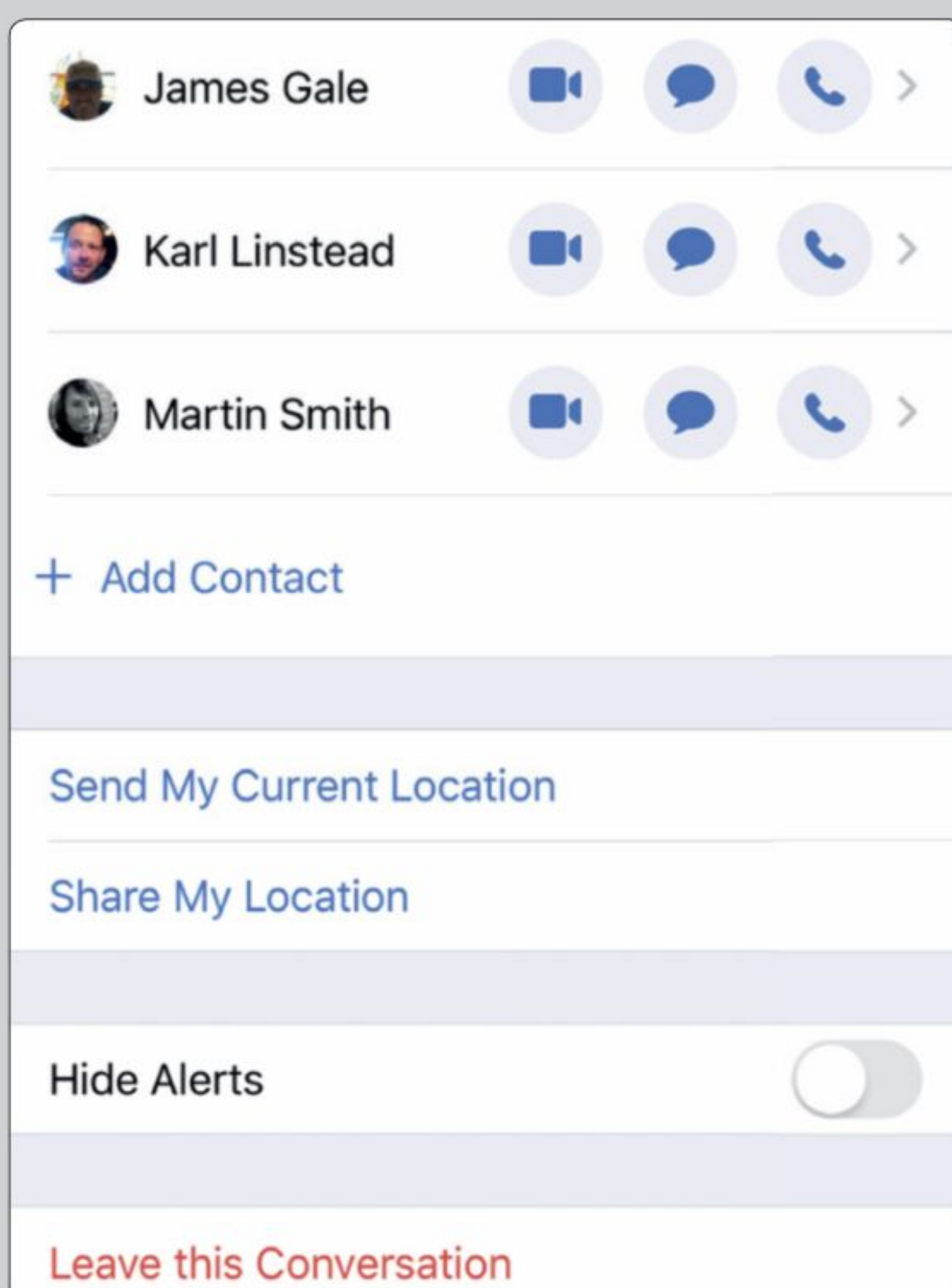


Group messages.

Group messages lets you talk to more than one person at a time.

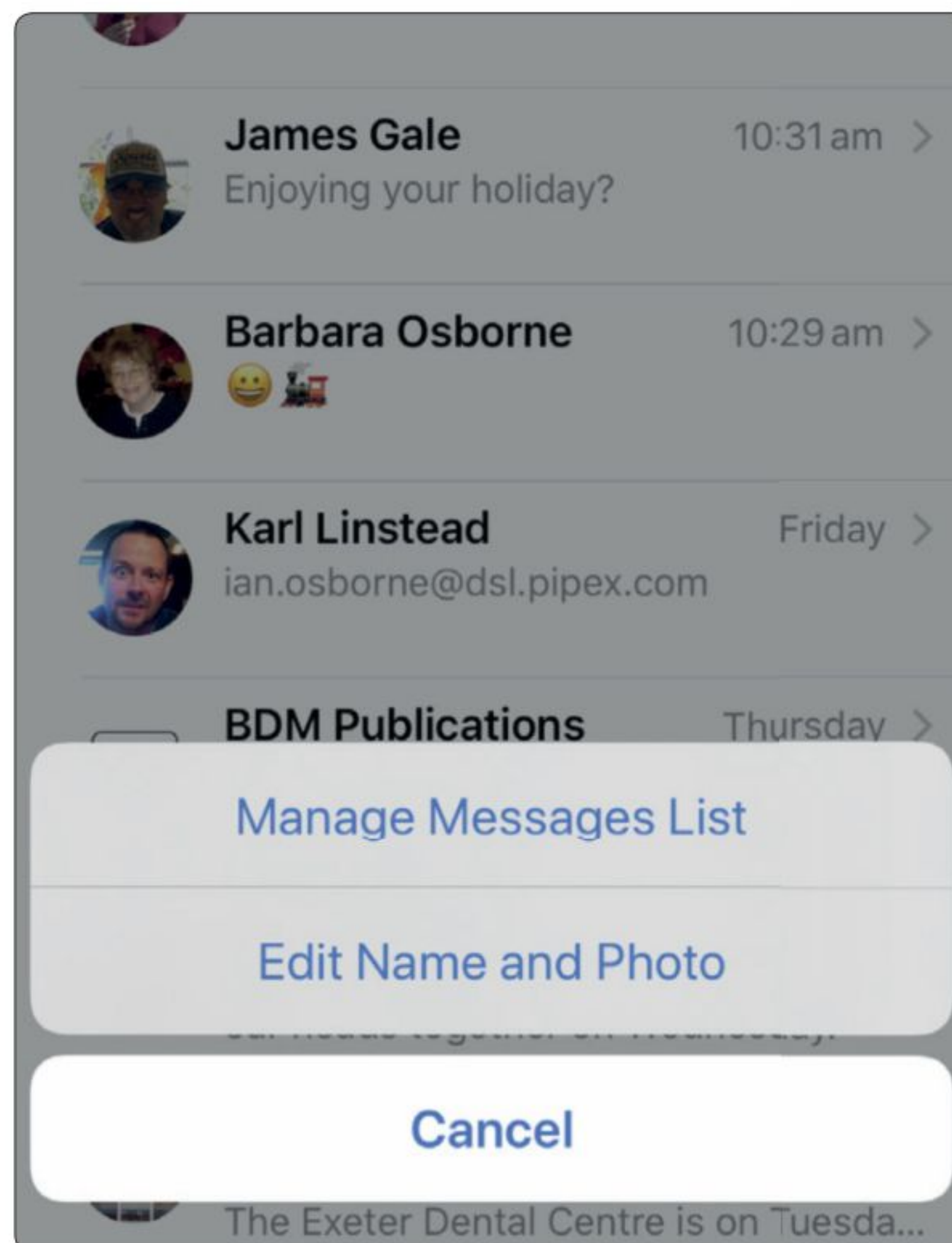


You can add multiple recipients to start a group conversation, just by typing more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.

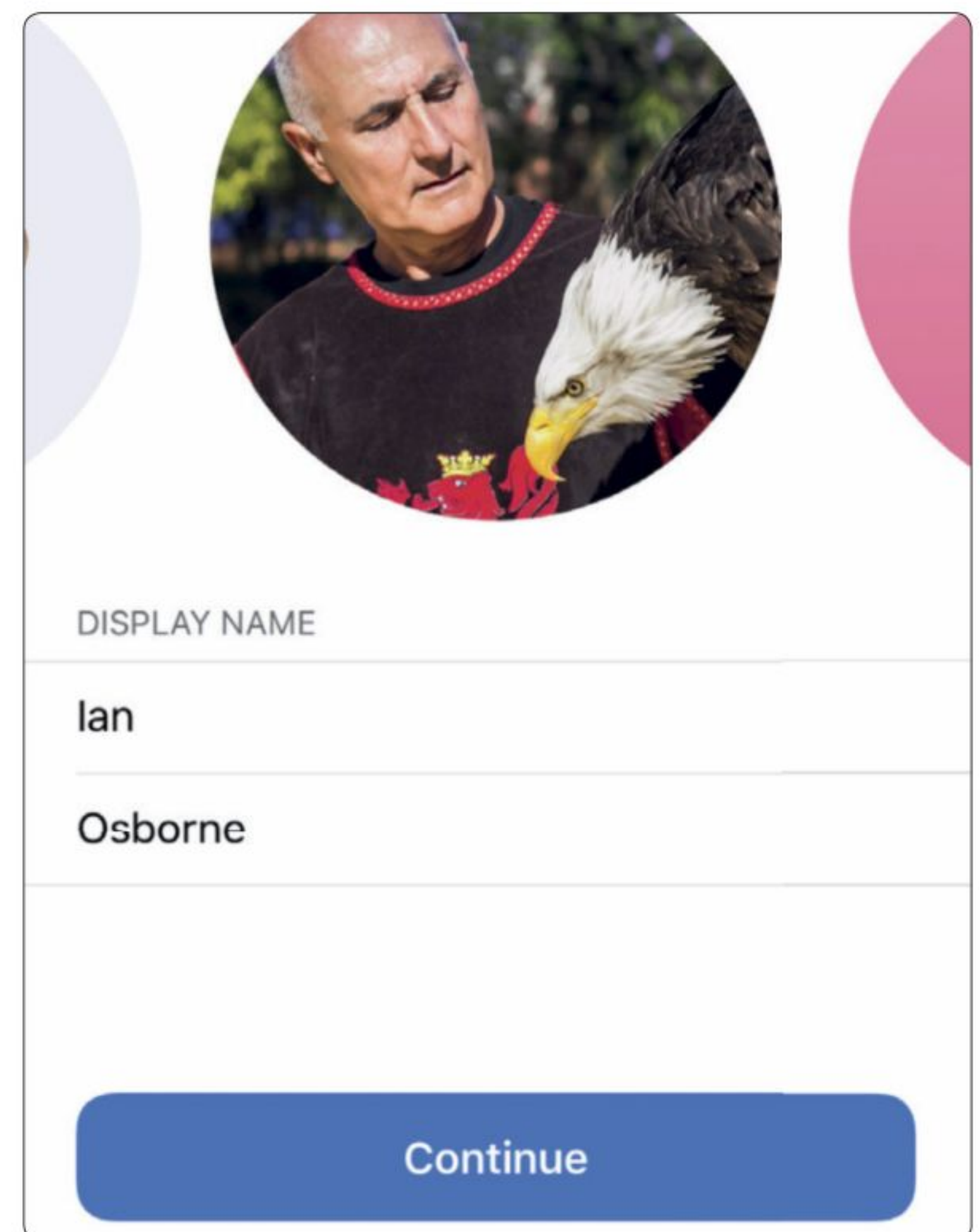


In a group conversation, you can access unique controls by tapping the People icons at the top of the screen, then tapping 'i'. Add a name for the group, add contacts, and turn on Do Not Disturb to mute notifications. At the bottom of the screen is an option to leave the group.

Messages Profiles

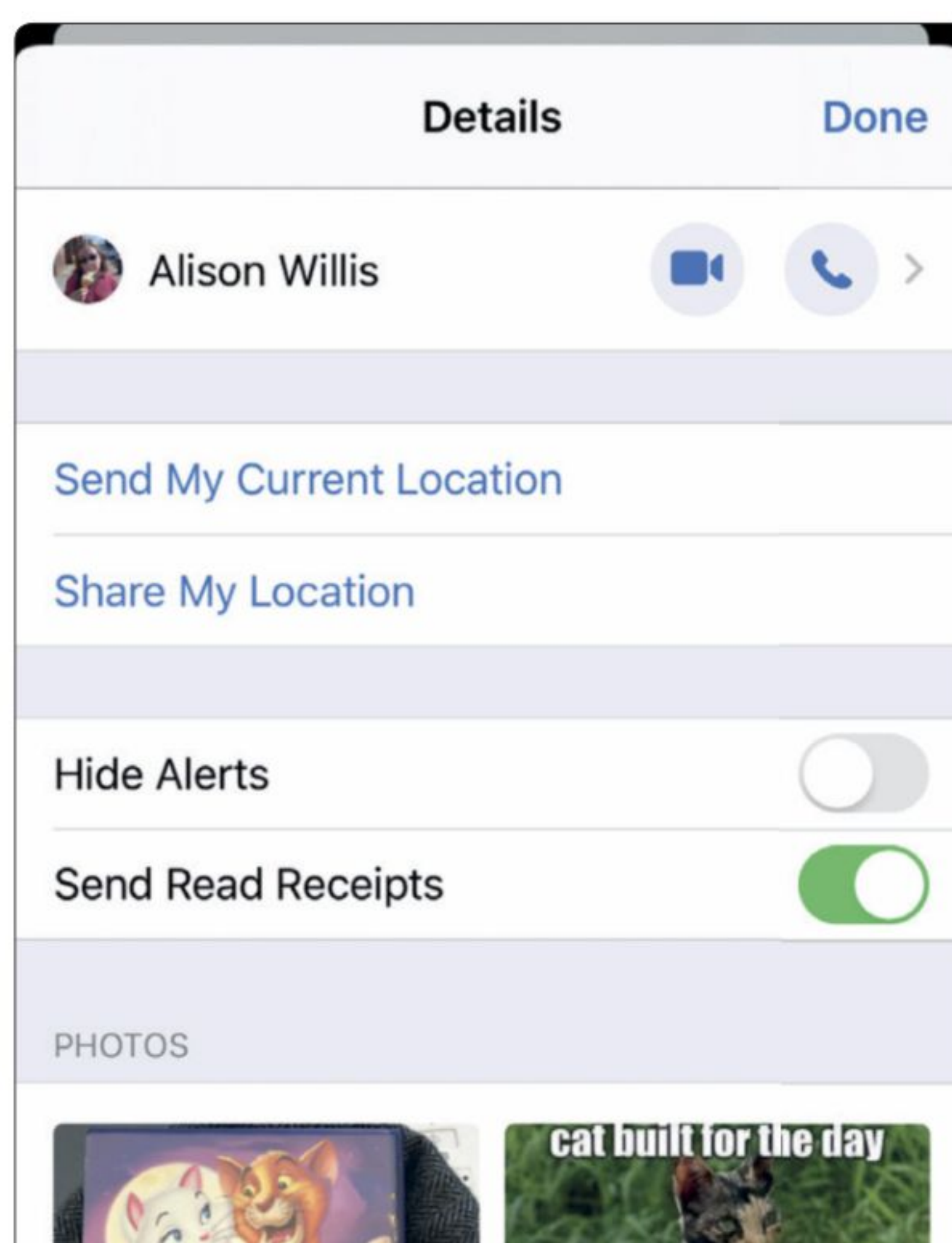


1 On the Messages screen, tap the Three-dots icon at the top for a pop-up. The options offered are Manage Messages List, which allows you to delete unwanted messages several at a time, and Edit Name and Photo, where you can set up a profile. Tap this option.

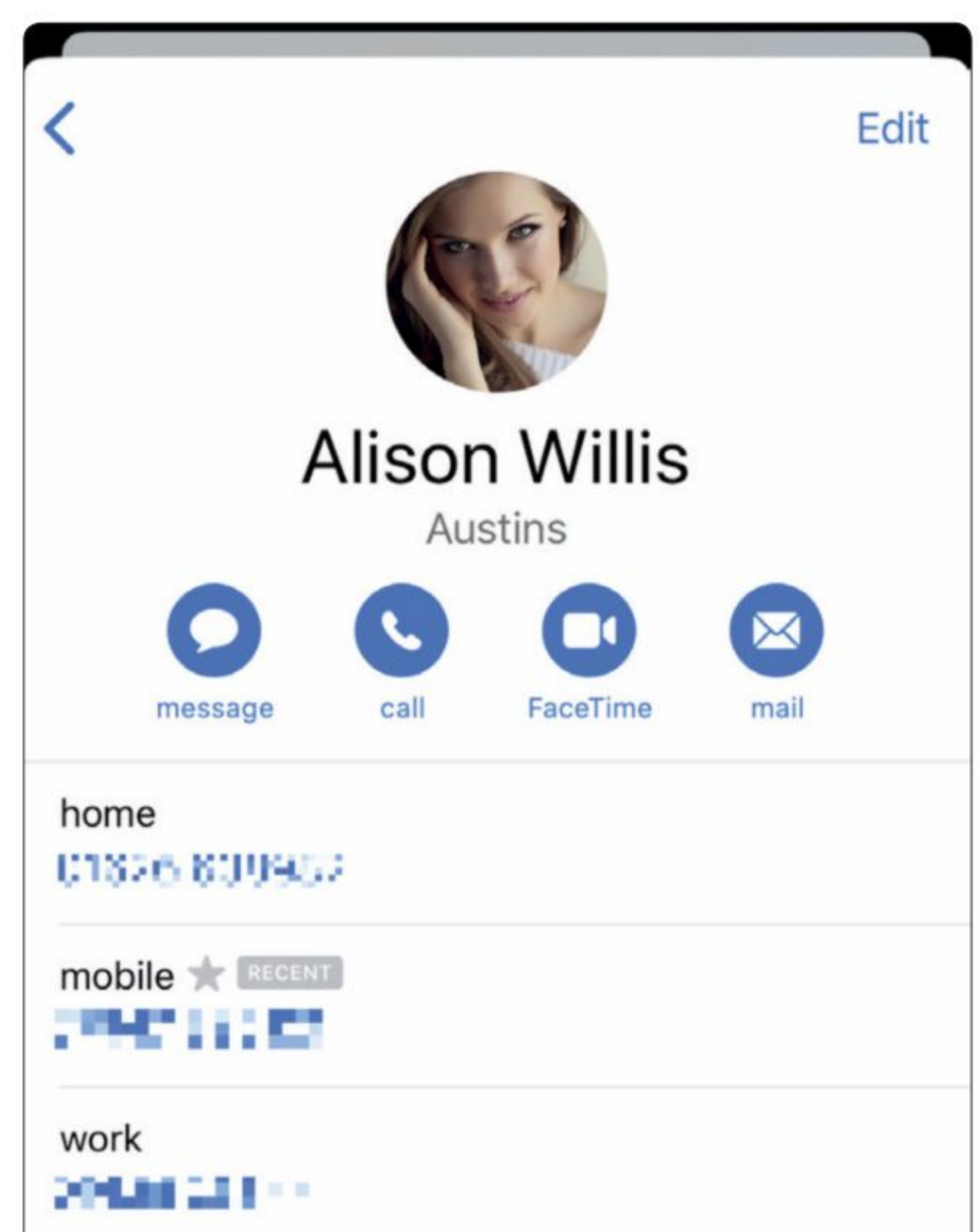


2 On the next screen, choose a picture for yourself, this can be a photo, a memoji, or simply your initials. You also get to set your display name. After setting a couple more options, this pic and name are used for the messages you send out from your iPhone.

The Details window

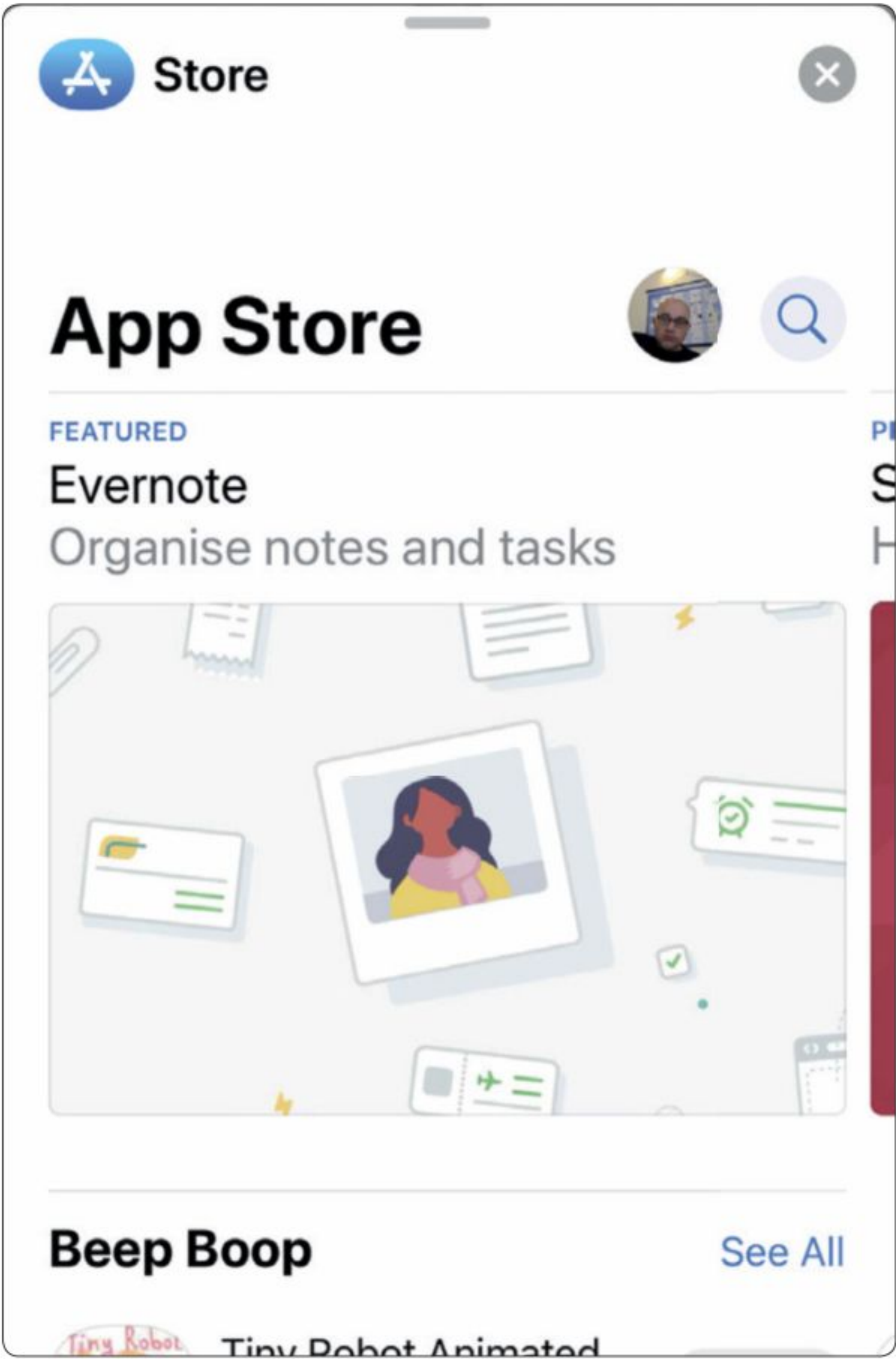


1 Open a message, tap the icon pic at the top, and then tap 'i' to the details screen. You're shown the person's name, some location options and also images and attachments recently sent to you by that person. You can turn alerts and receipts on or off here too.



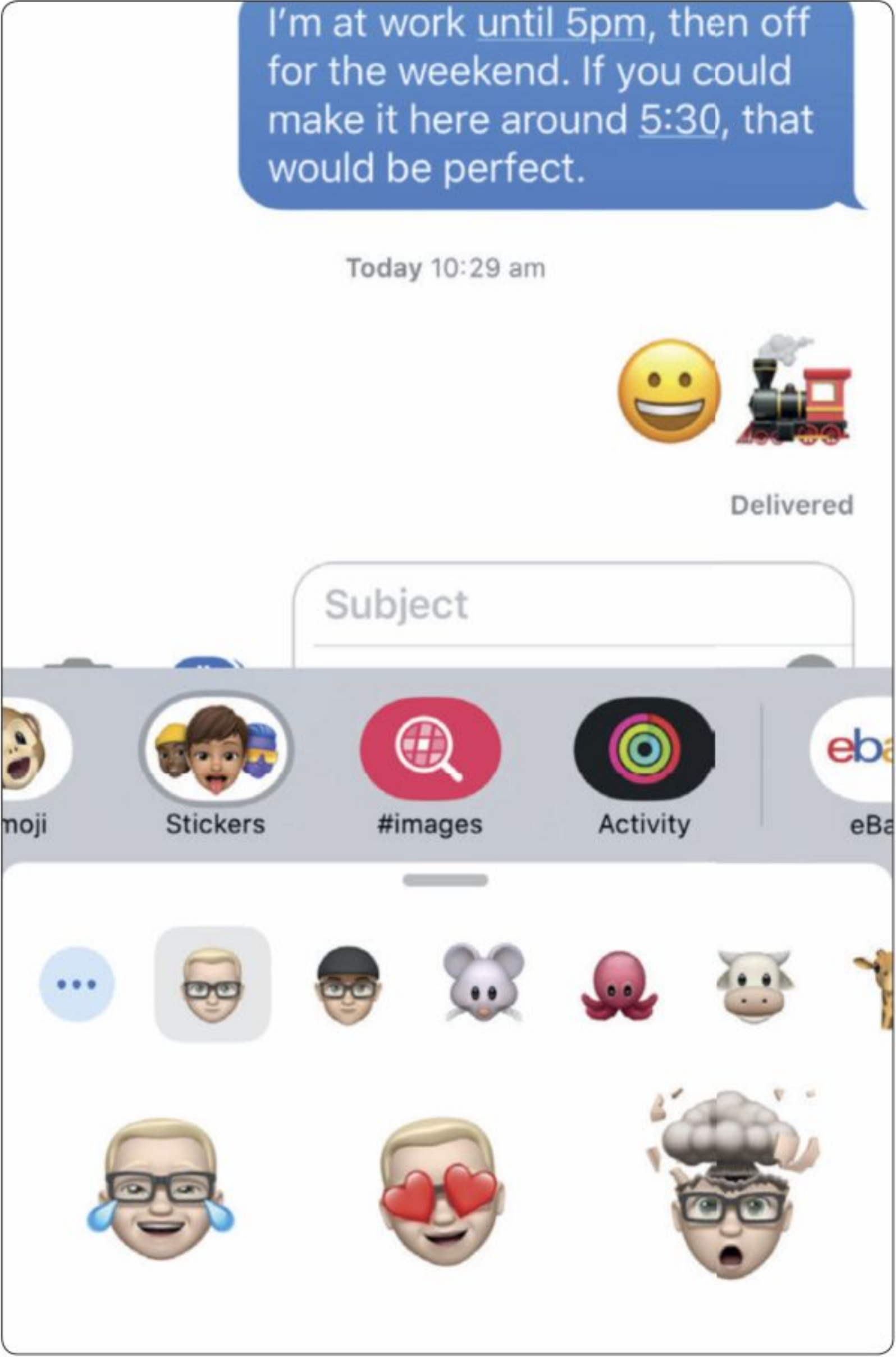
2 Tap the person's name for their contact details; you can start a phone or FaceTime call from here. Tap Send My Current Location to show them where you are by sending a link to your whereabouts on the Maps app, or Share My Location to send it for a specified time.

The App Drawer



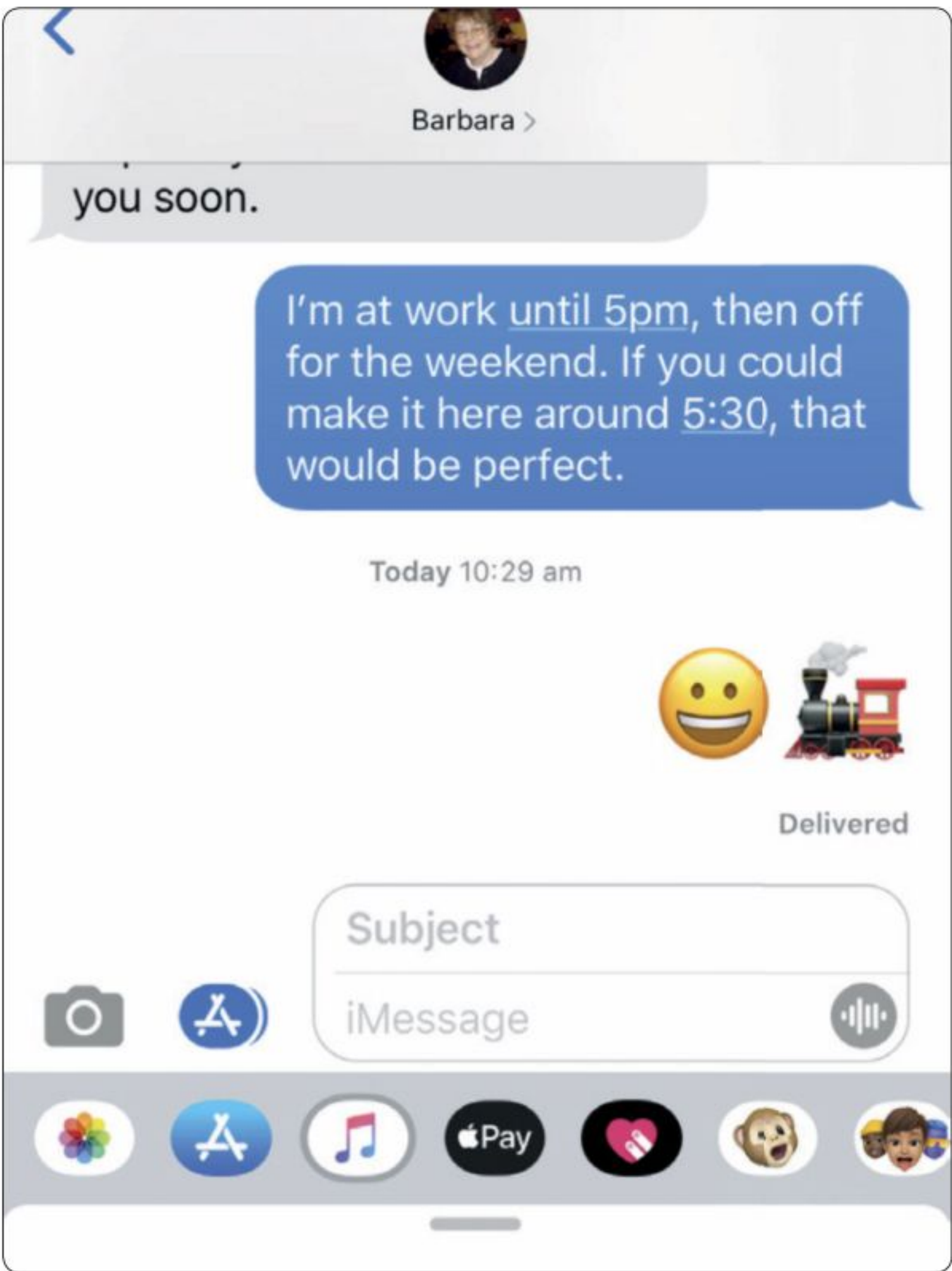
Basics

Tap the App icon next to the text field to open the App Drawer. Tap on the blue app icon on the left to go to the App Store where you can get stickers, games and apps to use in your messages. Some are free too.



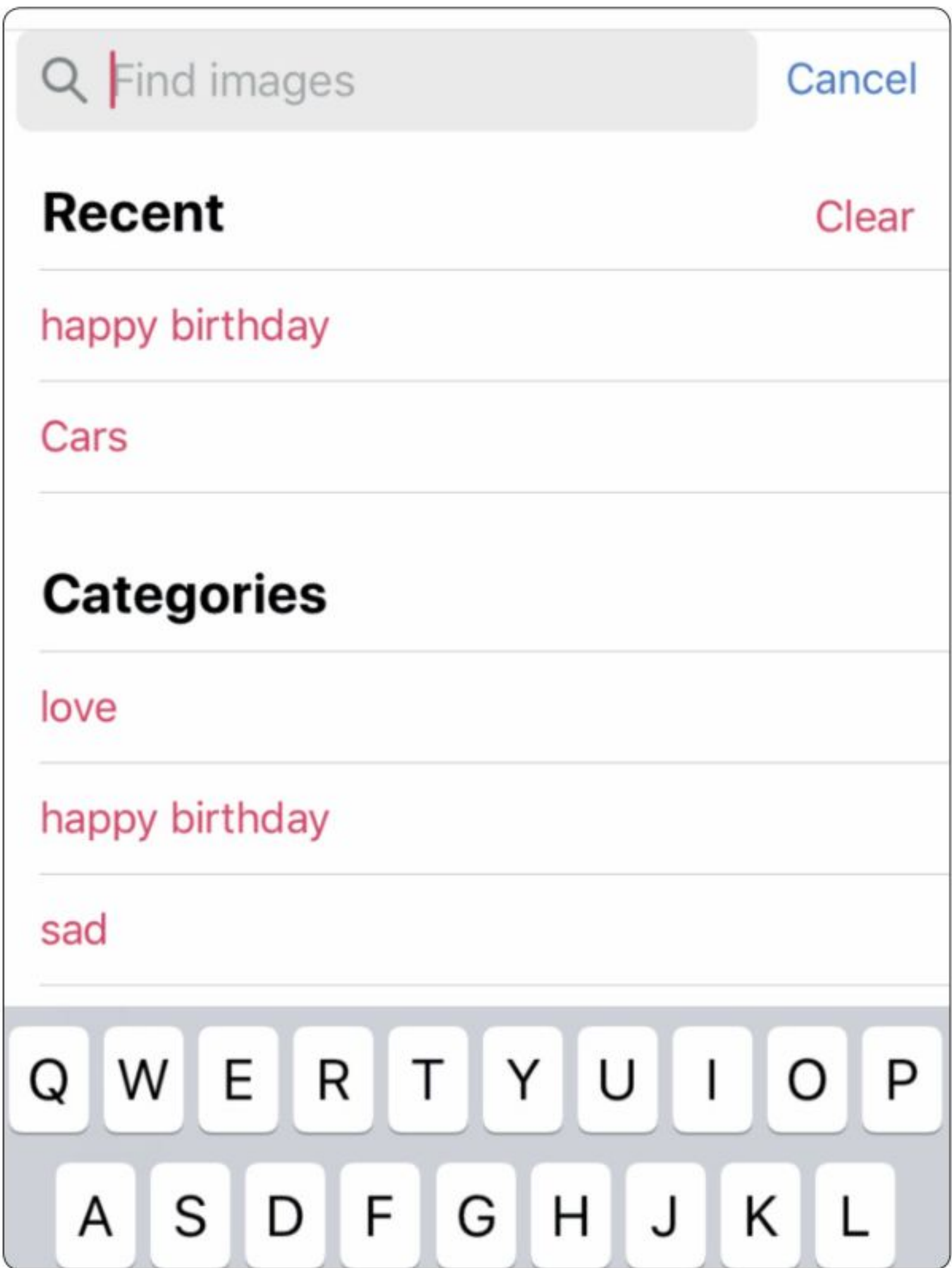
Stickers

Tap the Stickers icon (showing three faces) to access your stickers. Scroll the top row right or left to choose from memoji, animoji and sticker packs you've installed yourself. Scroll the bottom two rows up and down to choose a sticker.



Music

To share something you listened to on Apple's Music streaming service, tap the Music icon and then tap the album or song you want to share to send a link. This can only be played if the recipient is an Apple Music subscriber too.



Images

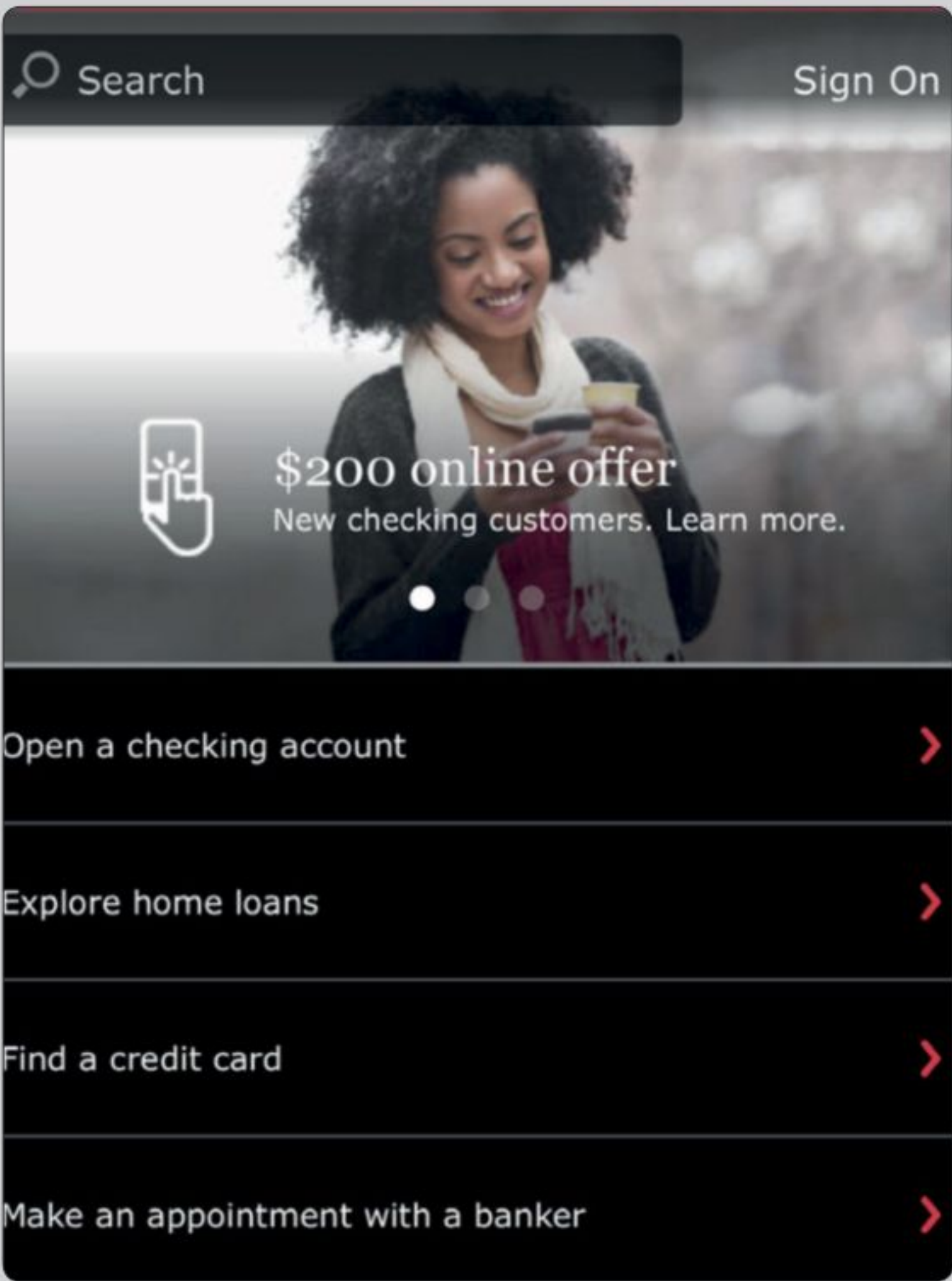
Tap the Magnifying glass icon for a selection of images for your messages. There are all sorts of animated pictures on offer; scroll up for more. You can also use the search bar at the top of the images to find exactly what you want.

Business Chat.

Business Chat is a new feature that lets companies keep in touch with their customers directly from the Messages app. Here's how it works.



Business Chat lets businesses connect with customers using Messages. You can chat to a salesperson or customer services, schedule an appointment or make purchases using Apple Pay, all from the Messages app.



You can start a Business Chat conversation from Safari, Maps, Spotlight and Siri. Businesses that support Business Chat include Discover, Hilton, Lowe's and Wells Fargo. More will be added soon.

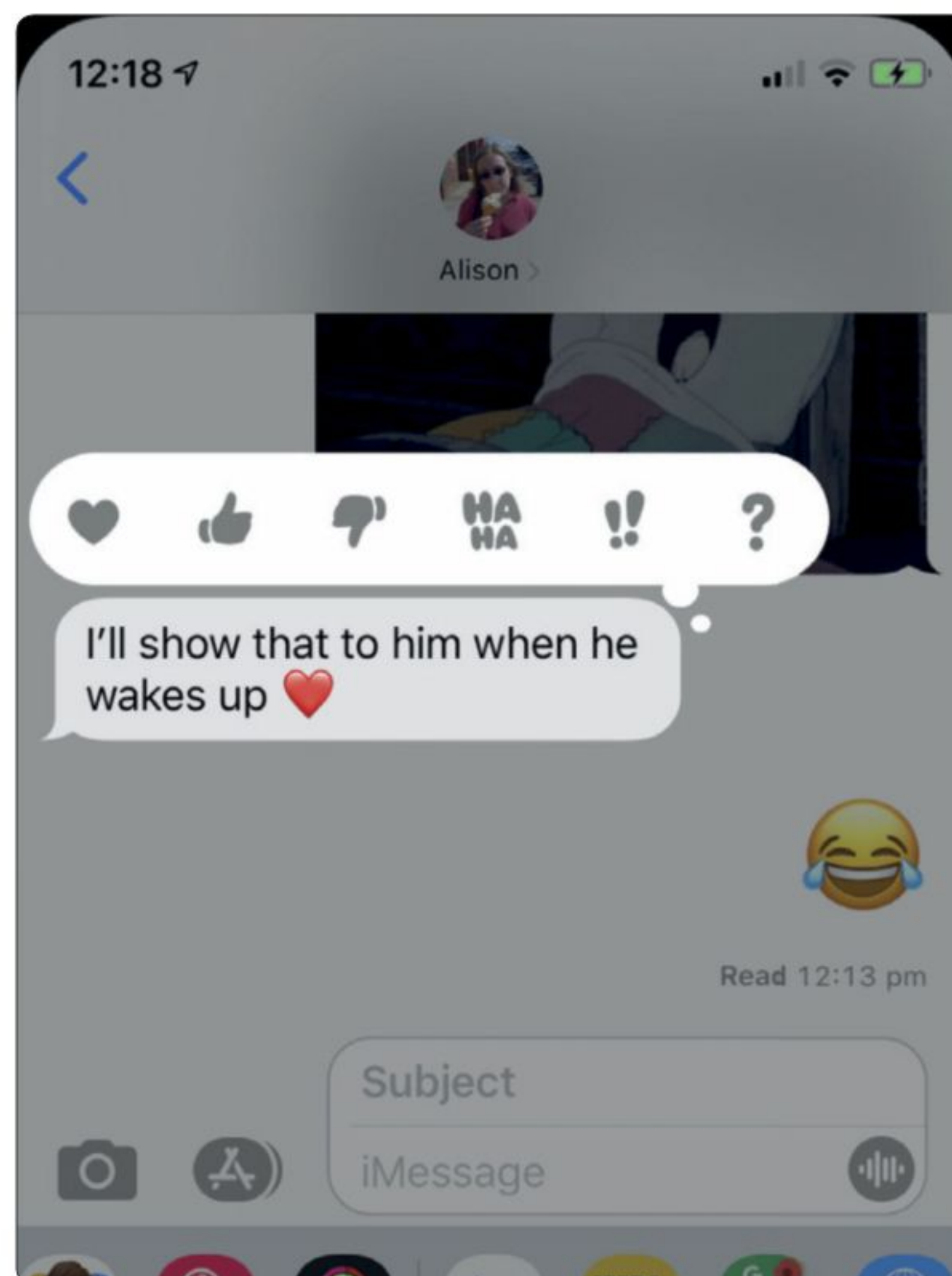


More great Messages features



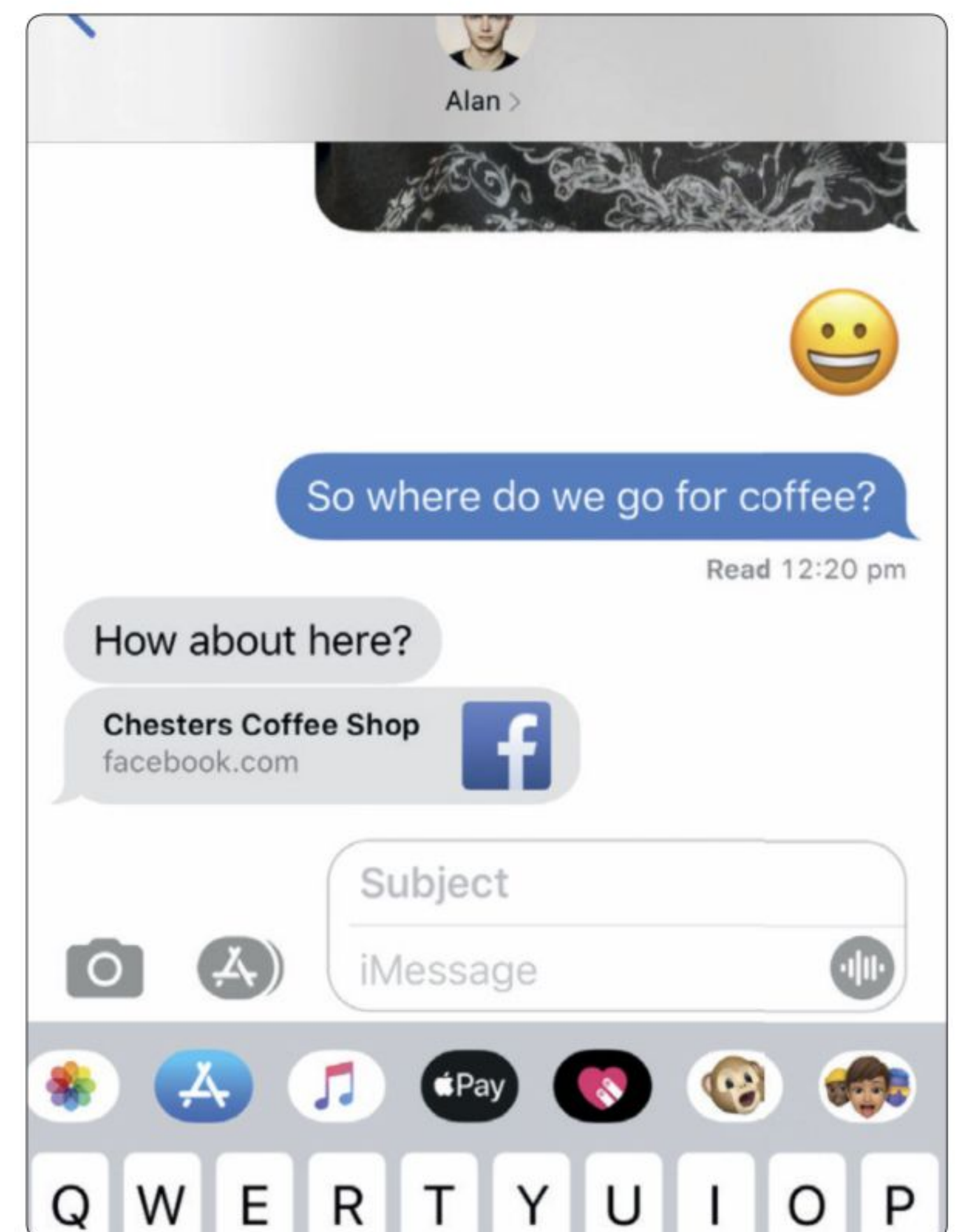
Using emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.



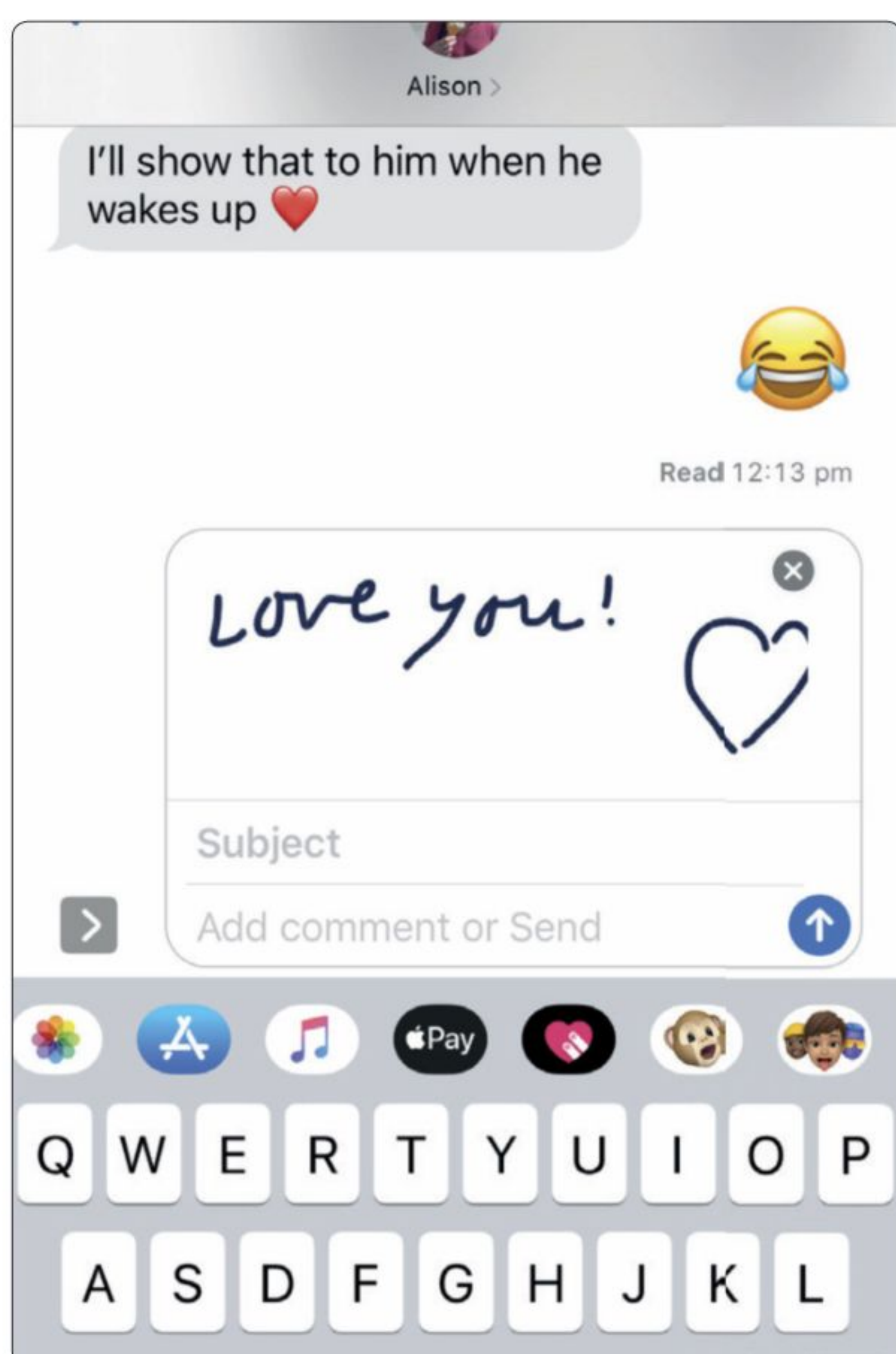
The hold bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a Thumb icon, send a heart, a laugh or question mark and more.



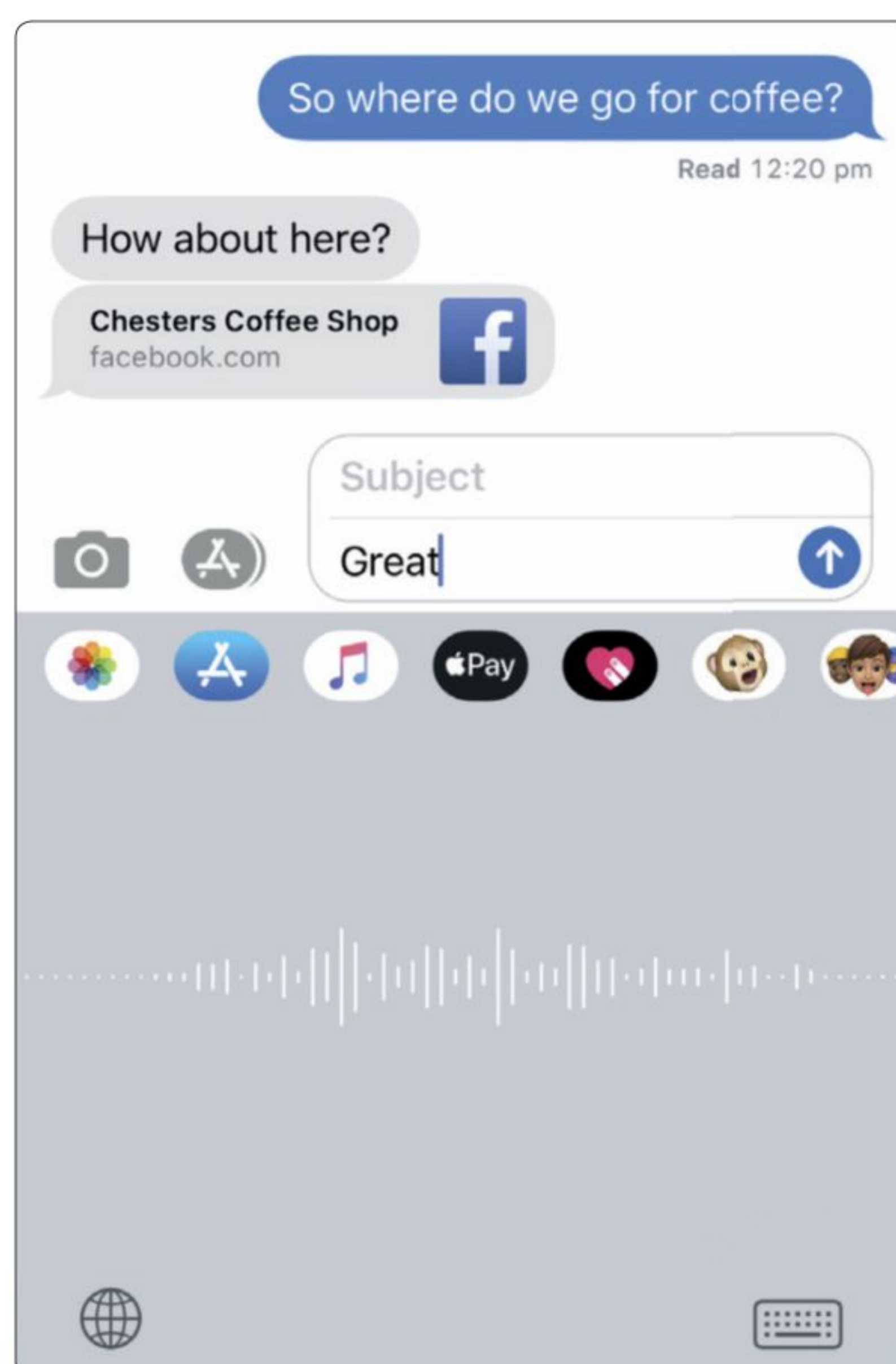
Rich links

When someone sends you a web link in a Messages conversation, you get a preview of the website, right there in the message. All you have to do is tap the link to go straight to the linked site in Safari.



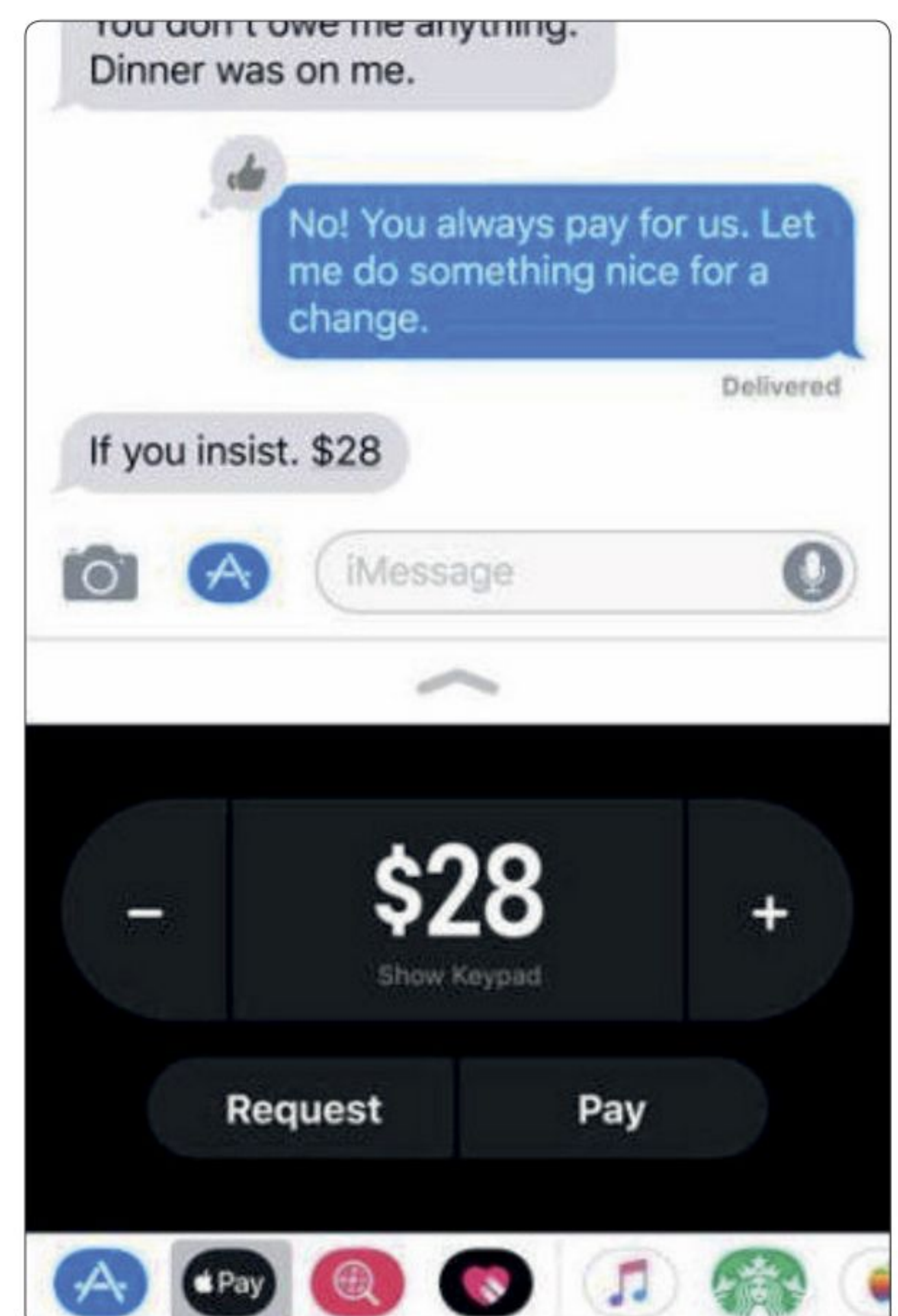
Scribble and draw

Turn the iPhone into landscape orientation and on the virtual keyboard, tap the 'squiggle' key in the bottom right. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message.



Dictation

If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the more accurate the text-to-speech function gets.



Apple Pay

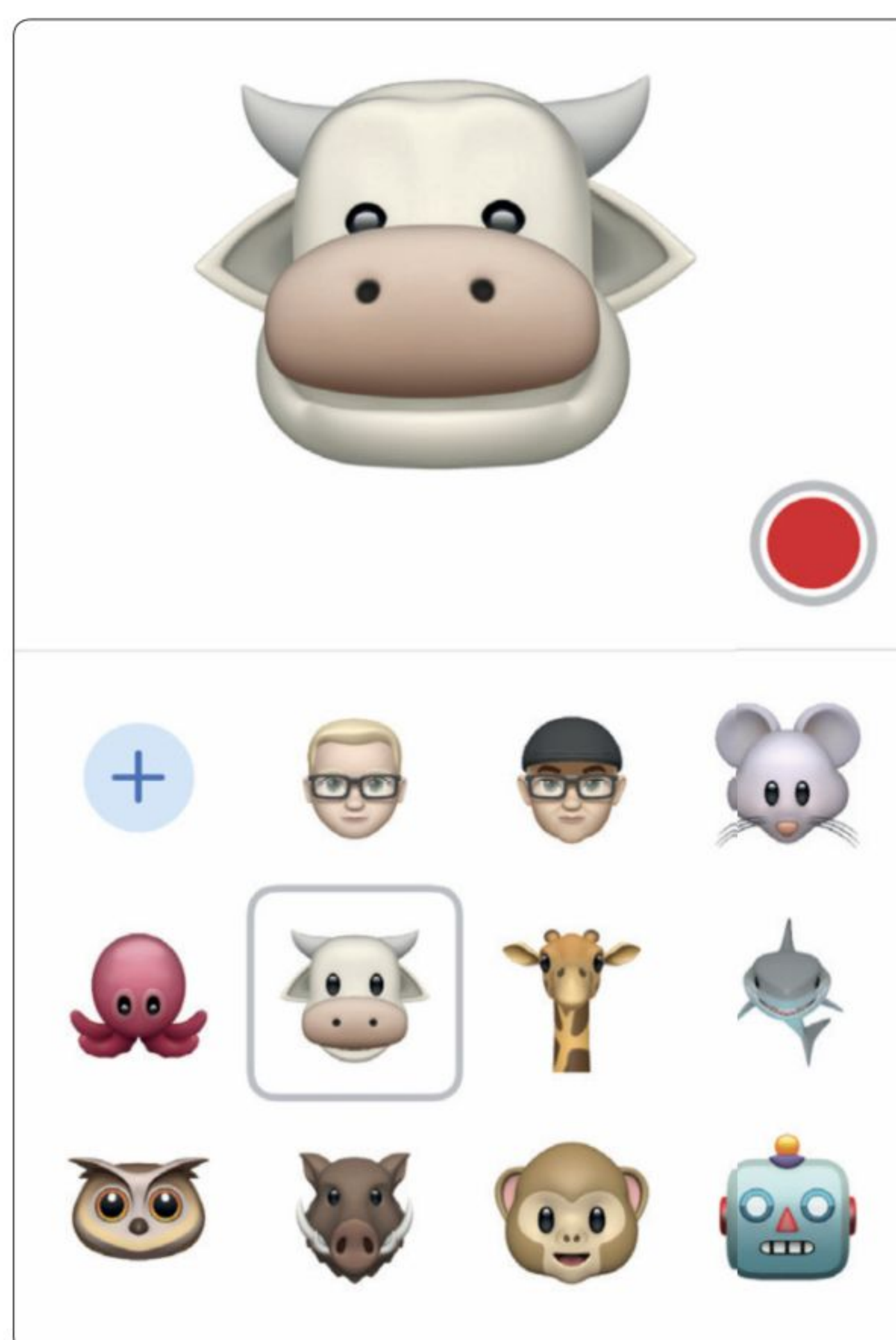
You can send money through Apple Pay in Messages, assuming your iPhone is capable of using this feature. Tap the Apple Pay icon and follow the instructions to send money. This feature is not yet available in every territory.



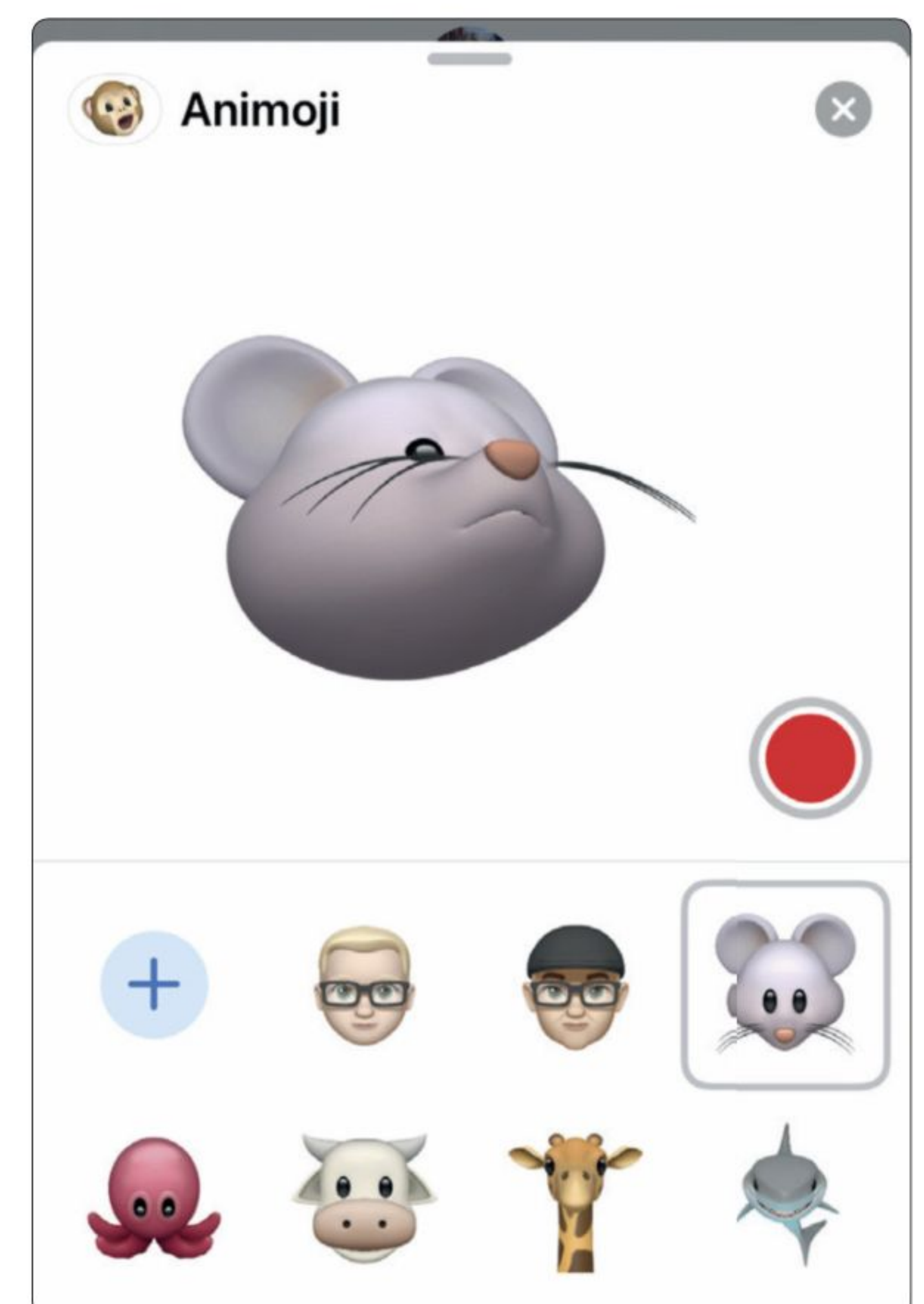
Animojis: exclusive to iPhones with Face ID



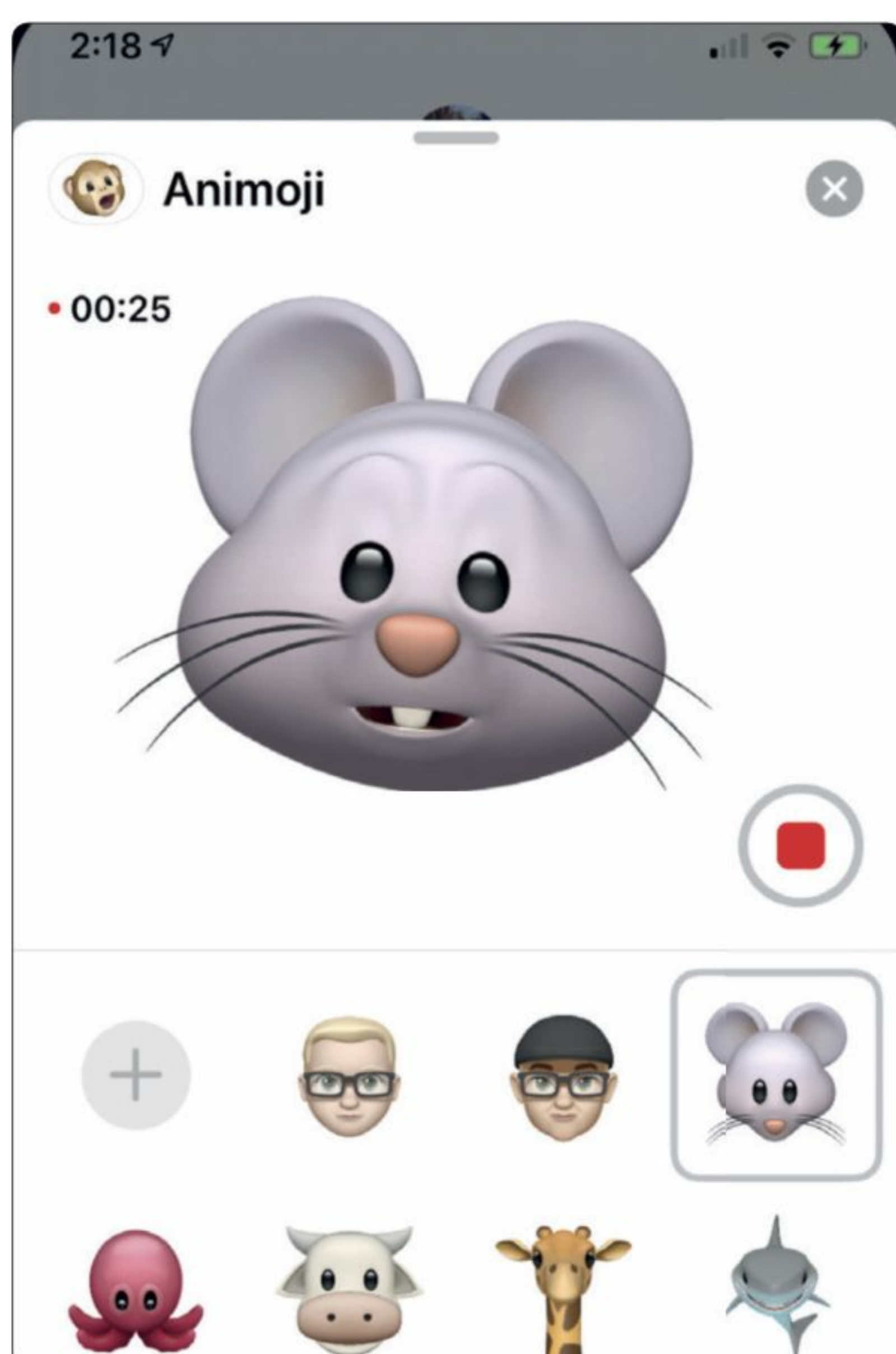
1 With the iPhone's new animated emoji, or Animoji feature, you can become one of over 20 characters. In Messages, open the App Drawer with the 'A' icon as shown and tap the monkey face at the bottom of the screen.



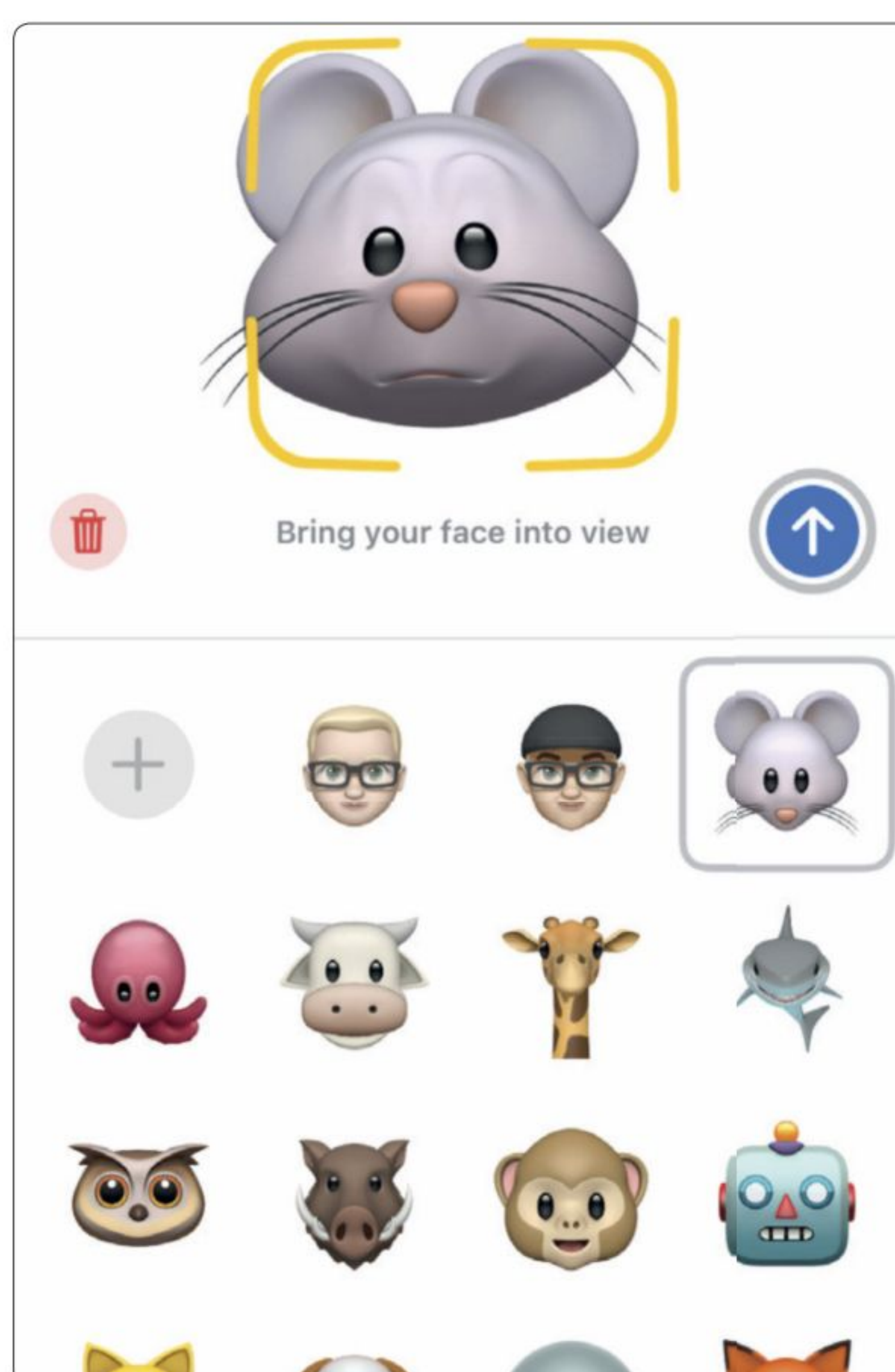
2 Choose your Animoji from the range in the sidebar shown in the previous step's screen, or to get a better look at them, swipe up from the chevron shown above the currently selected Animoji to view the full range, as seen here.



3 Hold the phone in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.



4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPhone in front of your face. To stop the recording, tap the button (now a square) again.



5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it with the curly arrow above it or bin it by tapping the red trash can above the curly arrow.



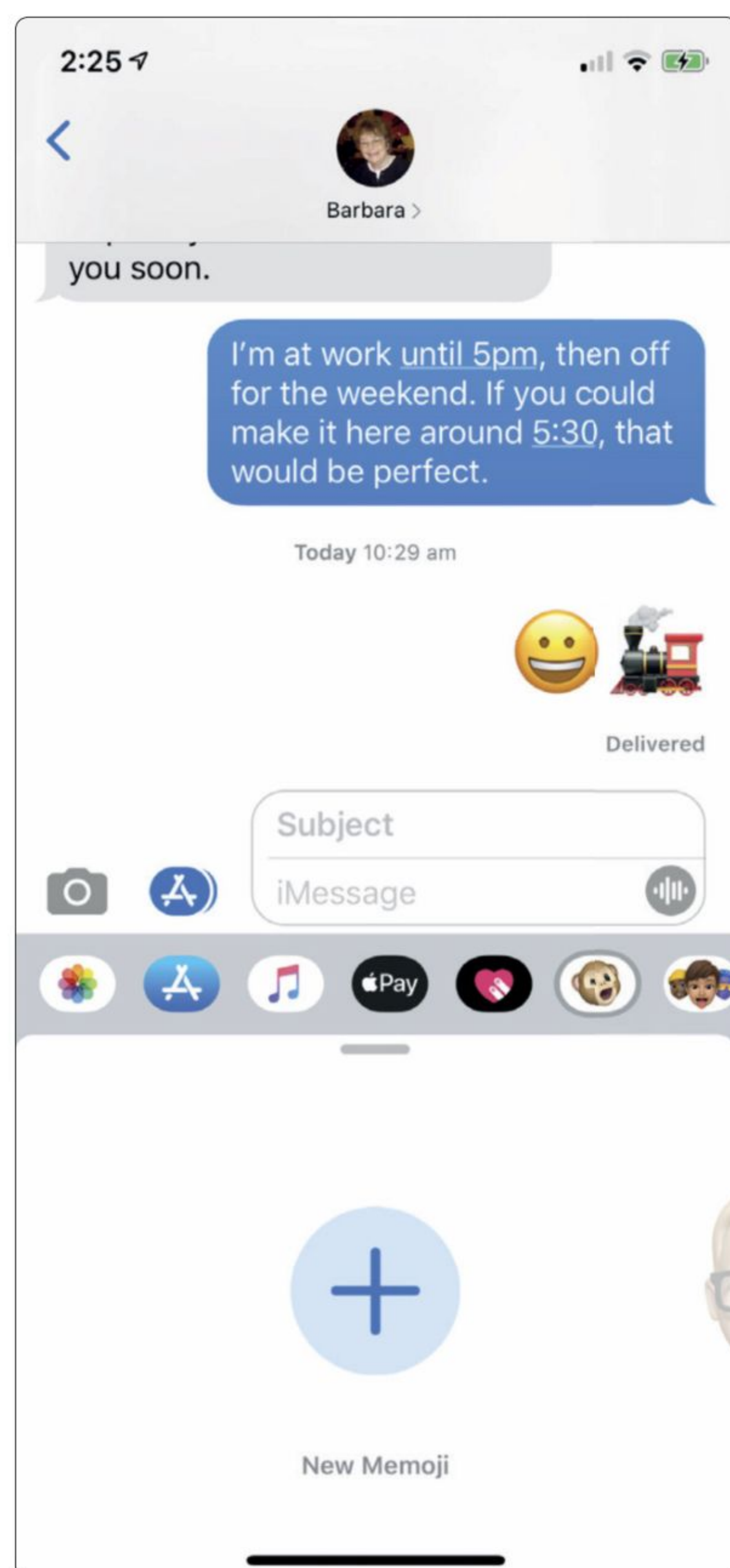
6 This is what an animoji looks like when you receive it. Recording and sending them is exclusive to iPhones with Face ID, but you can receive and play them on other Apple gear. You can even watch them on your Mac's Messages app.



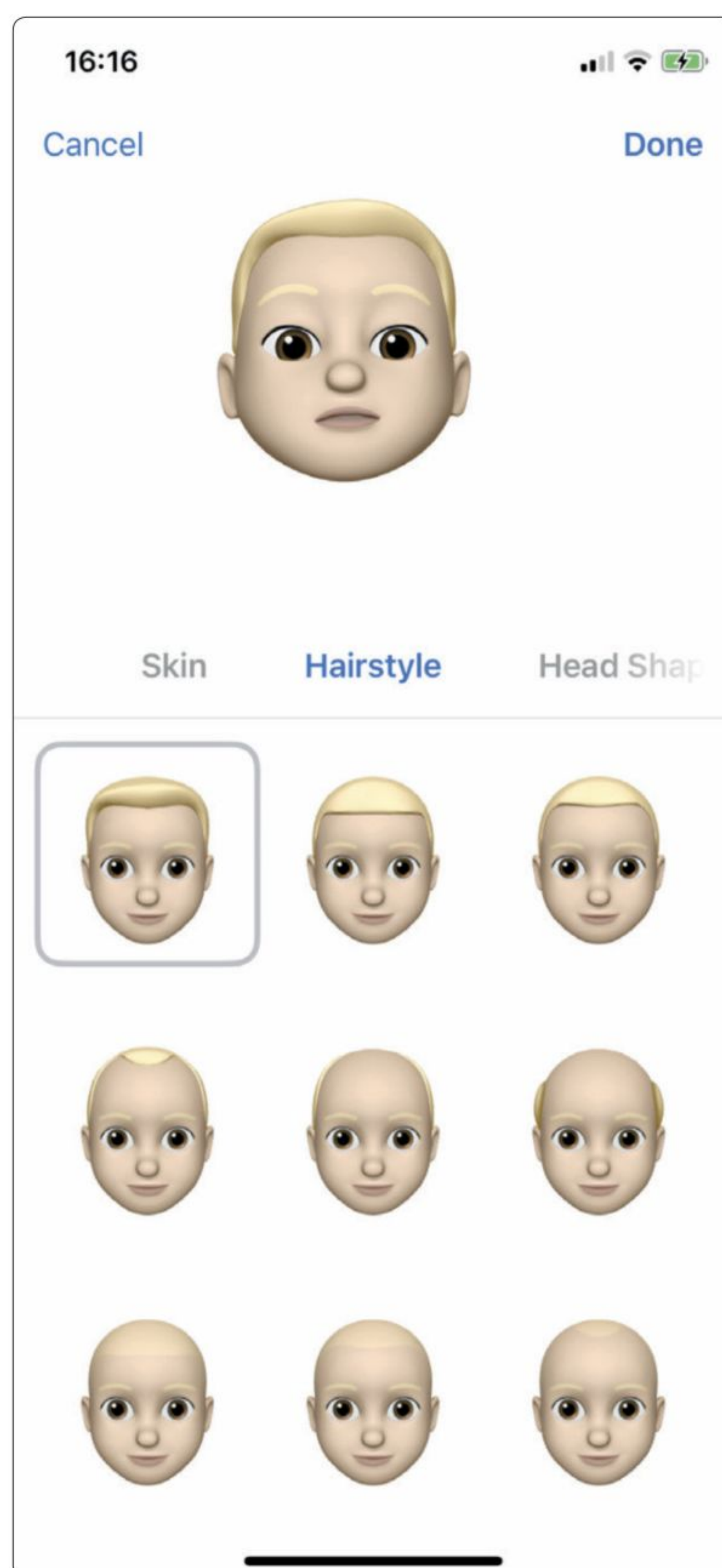
Memoji

Rather than an animation of animals and fantasy creatures, a Memoji is a representation of you. You can design them to look like you and use them as both stickers and animoji. With iOS 13 there are new features such as eye shadow, lipstick, piercings, teeth, earrings and even AirPods, but as Memojis need a TrueDepth camera, only iPhones with Face ID can use them.

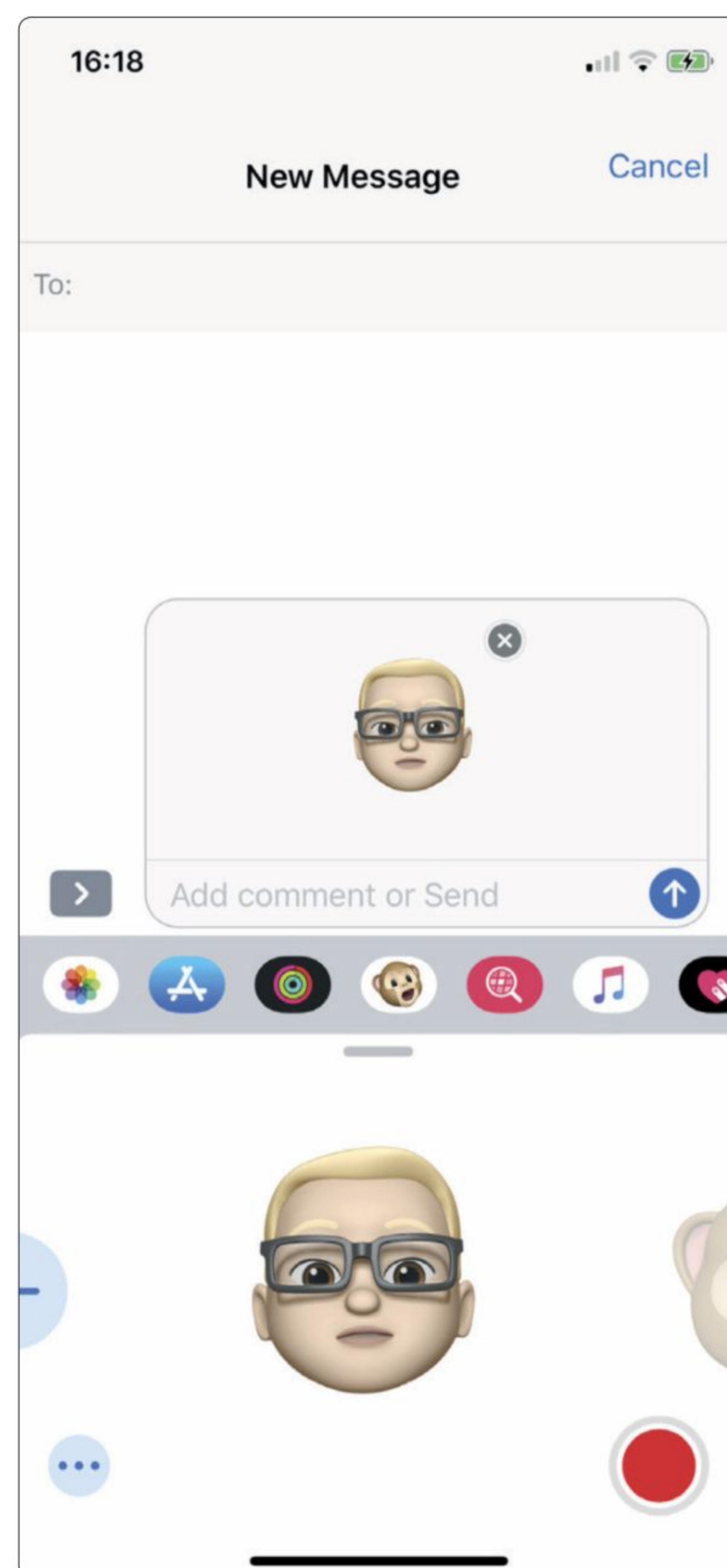
Making a Memoji



1 Open the Messages app. Tap the monkey in the app drawer for the Animojis and scroll them all the way to the right until you see the Plus icon. Tap it to start your Memoji. Note: if the monkey isn't there, your iPhone is likely too old to use Memojis.

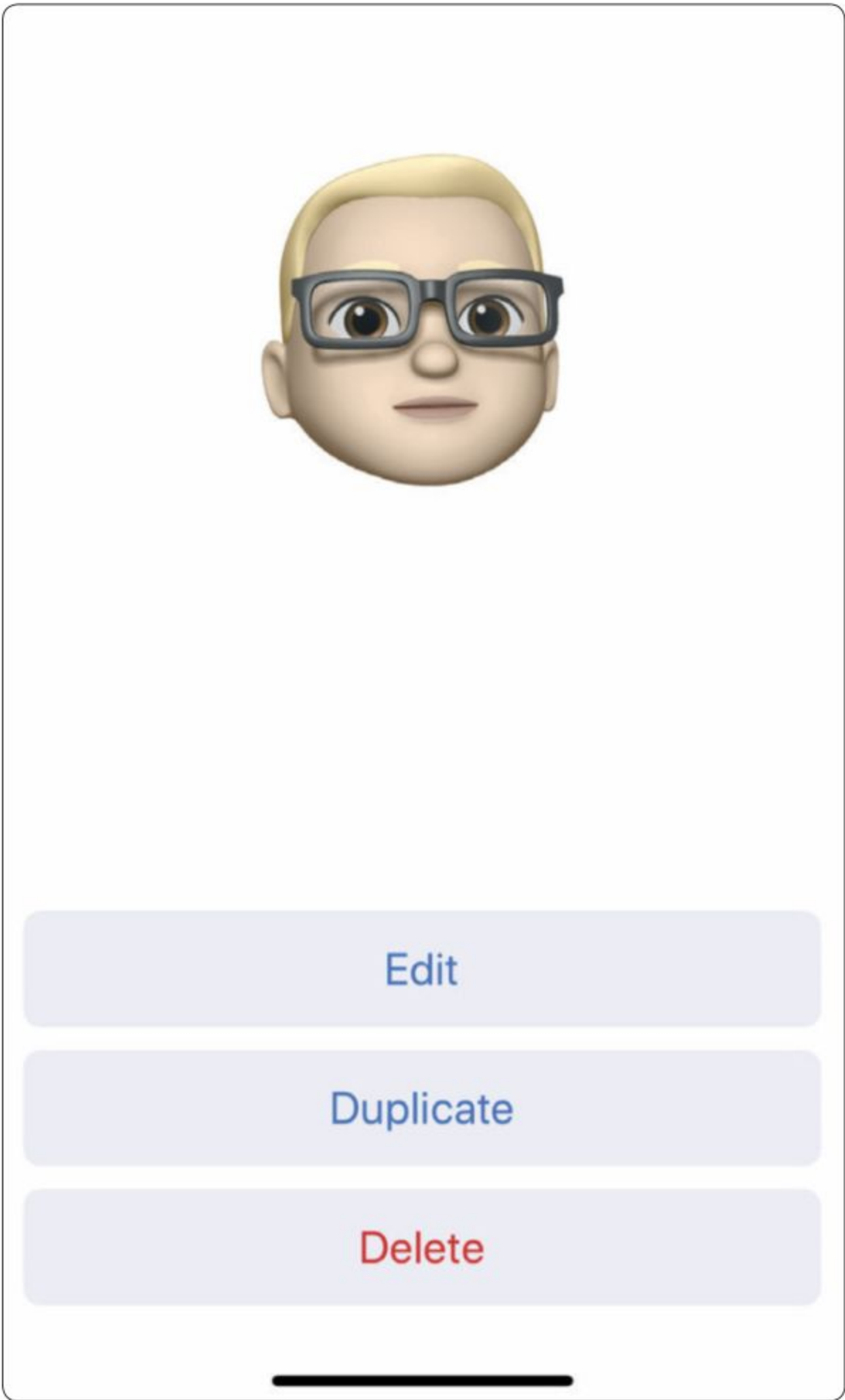


2 Under a blank face you see a slider. Using this slider, the colour options and diagrams, build your Memoji any way you wish. Choose a hairstyle and colour, add glasses if you wear them, and more. You can make as many Memojis as you like.

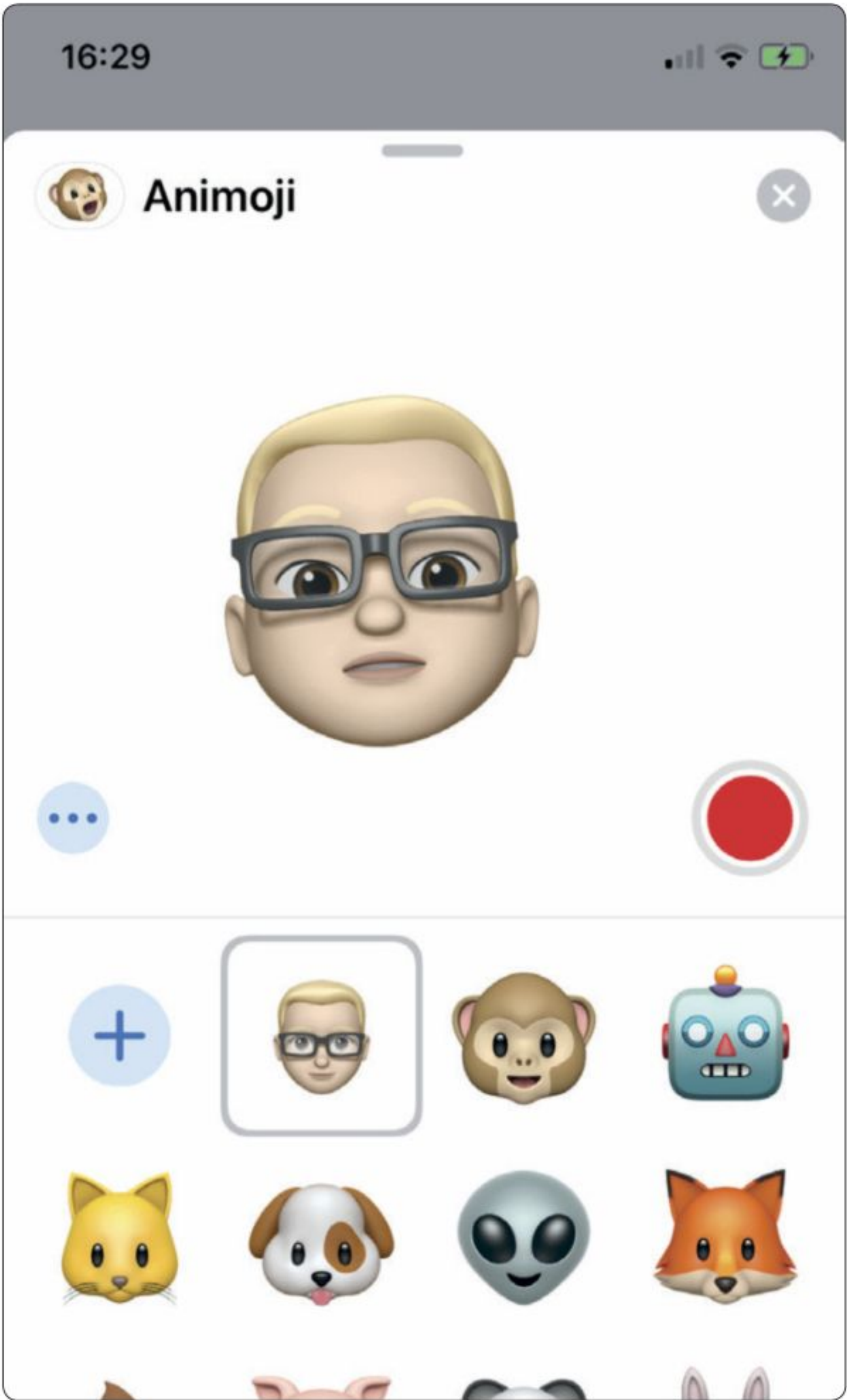


3 When you're finished, tap Done. Your Memoji is added to your Animoji collection, from where it can be used in the usual way, just as if it was a regular Animoji. You can use it as a sticker, an animated emoji or in the FaceTime app for video chat.

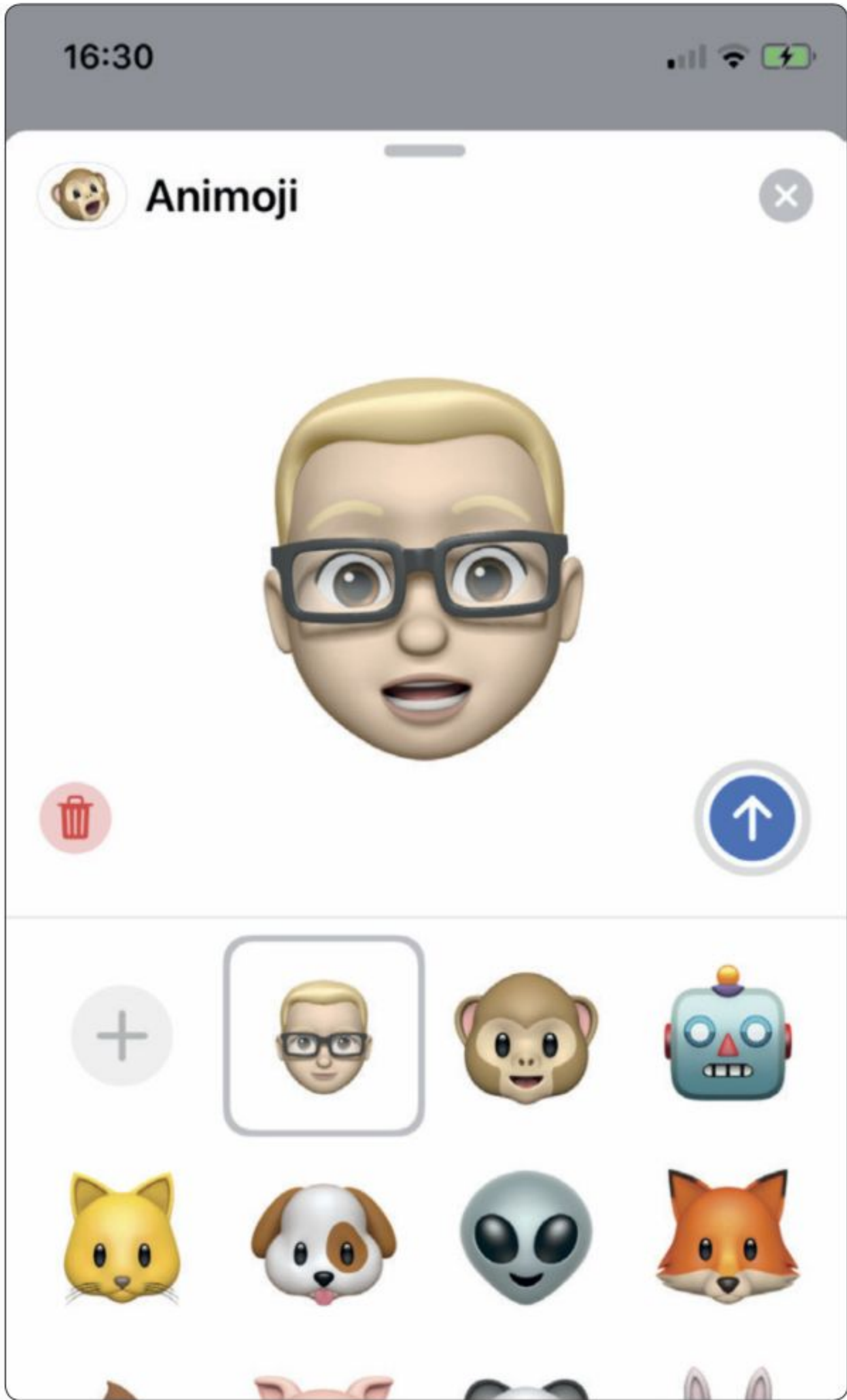
Using Memoji



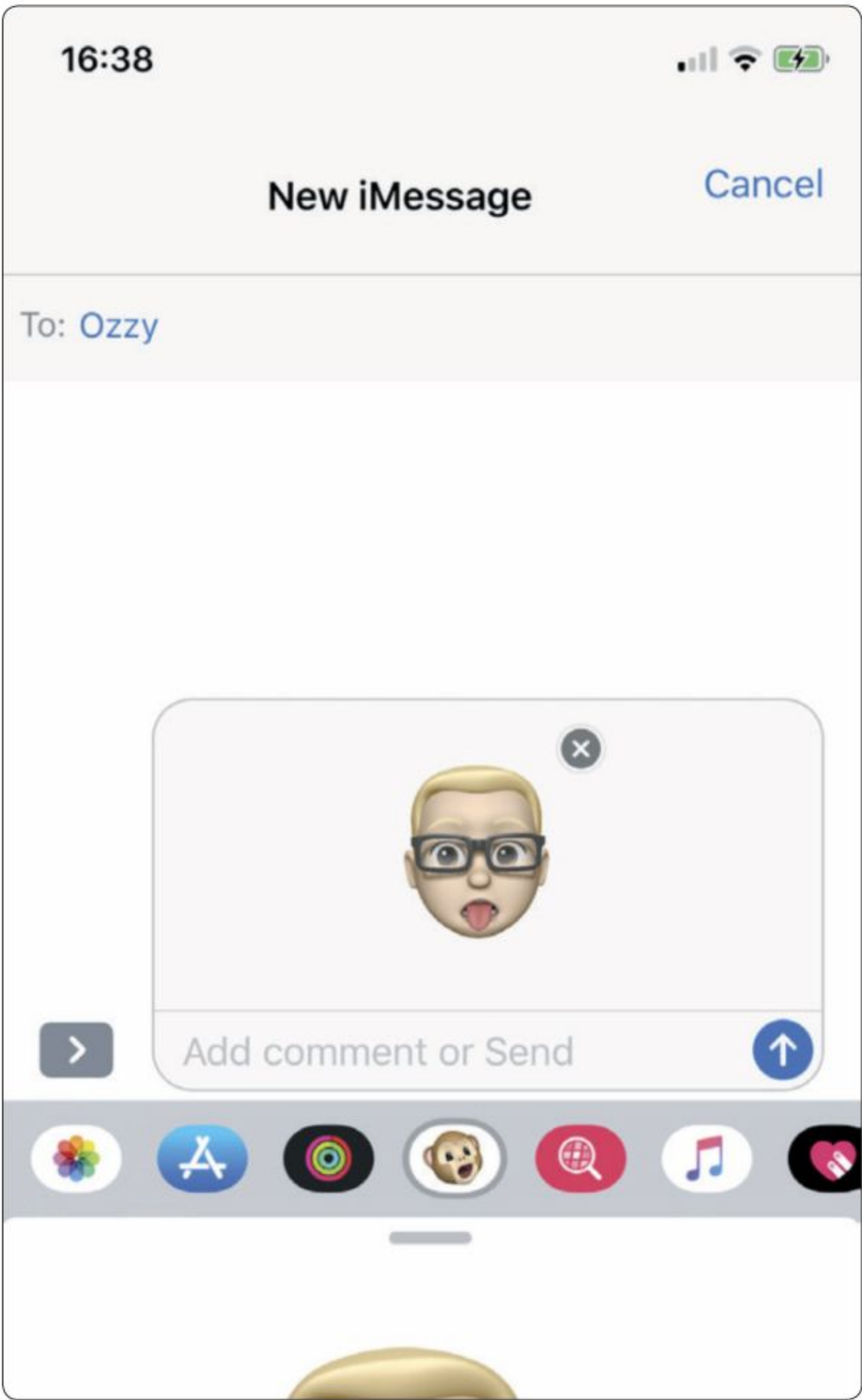
1 Next to the Memoji, on the left, is an icon showing three dots. Tap it and you can edit your Memoji, duplicate it so you can edit it while keeping the original or delete it.



2 You record with a Memoji in exactly the same way as you do with an Animoji. First of all, select your Memoji and tap the red record button to the bottom right of the Memoji.



3 Record up to 30 seconds of speech, with the Memoji following your expressions. When you're done, tap the blue arrow to use the message or the bin to delete it.



4 You can use a Memoji (or indeed an Animoji) as a sticker too. Just navigate to your Memoji, pull the required face and then tap it to add it to your regular text message.



5 Alternatively, tap and hold your Memoji and drag it onto your message. While it's stuck to your finger, you can resize and rotate it before attaching it to your message.



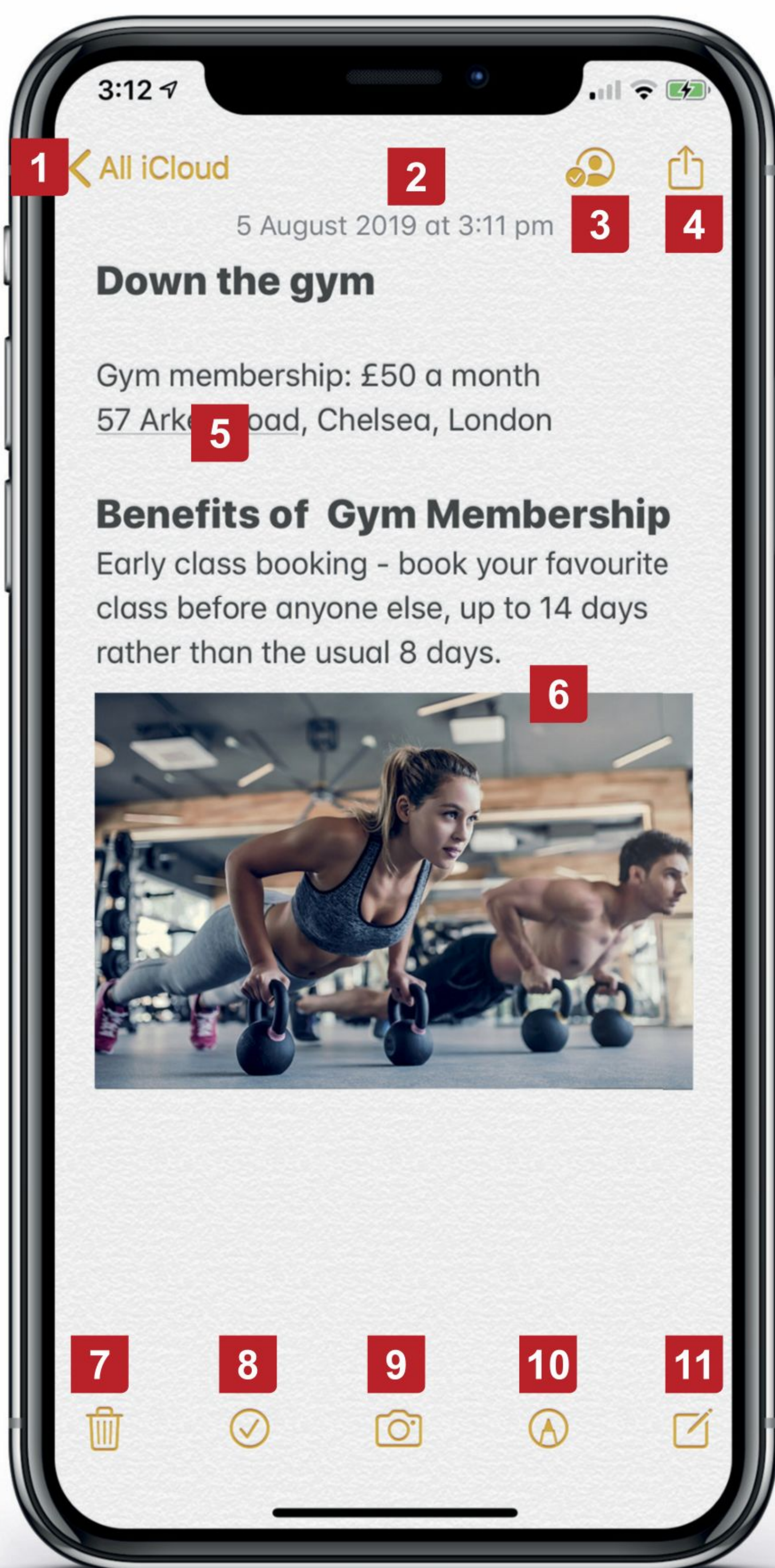
6 Both the FaceTime app and the Messages camera feature have a star-shaped icon (bottom left) that lets you add effects, including your Memojis, to your pics and videos.



Notes

Notes is great. Not only can you store your scribblings, you can also create checklists and tables, add videos and pics, share notes with others and even collaborate on a note. You can password-protect a note for privacy too.

Notes in Focus

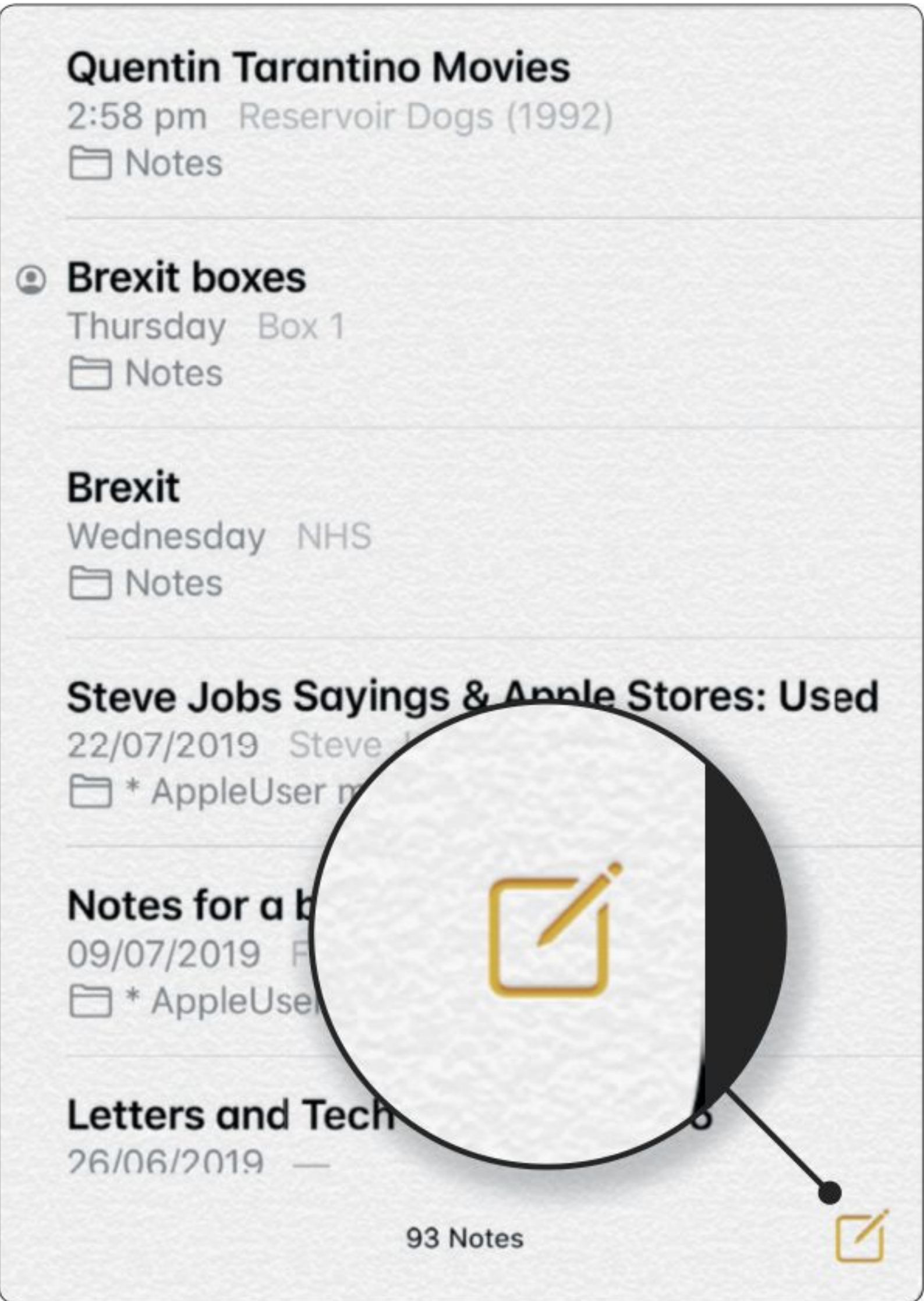


- 1 Tap this chevron to go back to the folder containing the currently open note. As you can see, that's the iCloud folder, which is synced across your Apple devices, including your iPhone.
- 2 At the top of a note, you can see the date and time when the note in question was last edited.
- 3 Tap here to invite a person or people to collaborate on a note. The tick means the current note is already shared with at least one person.
- 4 The ubiquitous iOS Sharing icon. Tap it for a pop-up offering various sharing options, including sending the note to another person with AirDrop, Mail or Messages, posting it to social media, printing it out and more.
- 5 Various typographic options are available. You can underline, bold and italicise text, turn it into a title or heading, justify it right, left or centre, make a list using numbers or bullet points, and more.
- 6 A note can contain both text and attachments such as the photo seen here. A video attachment can also be used and you can save a location from the Maps app to a note. Tapping a location attachment opens it in the Maps app.
- 7 Delete the open note. A note you've deleted goes into a folder called Recently Deleted, where they're kept for 30 days before disappearing.
- 8 Highlight a list of items in your note and then tap this icon here to turn it into a handy checklist.
- 9 This icon gives you access to a range of attachment-related options, namely Scan Documents, Take Photo or Video, Photo Library and Add Sketch.
- 10 The Markup icon. Tap it to open an art toolbar that lets you make simple sketches and drawings on a note or its attachments.
- 11 Tap here to open a new, blank note for you to fill in and save.

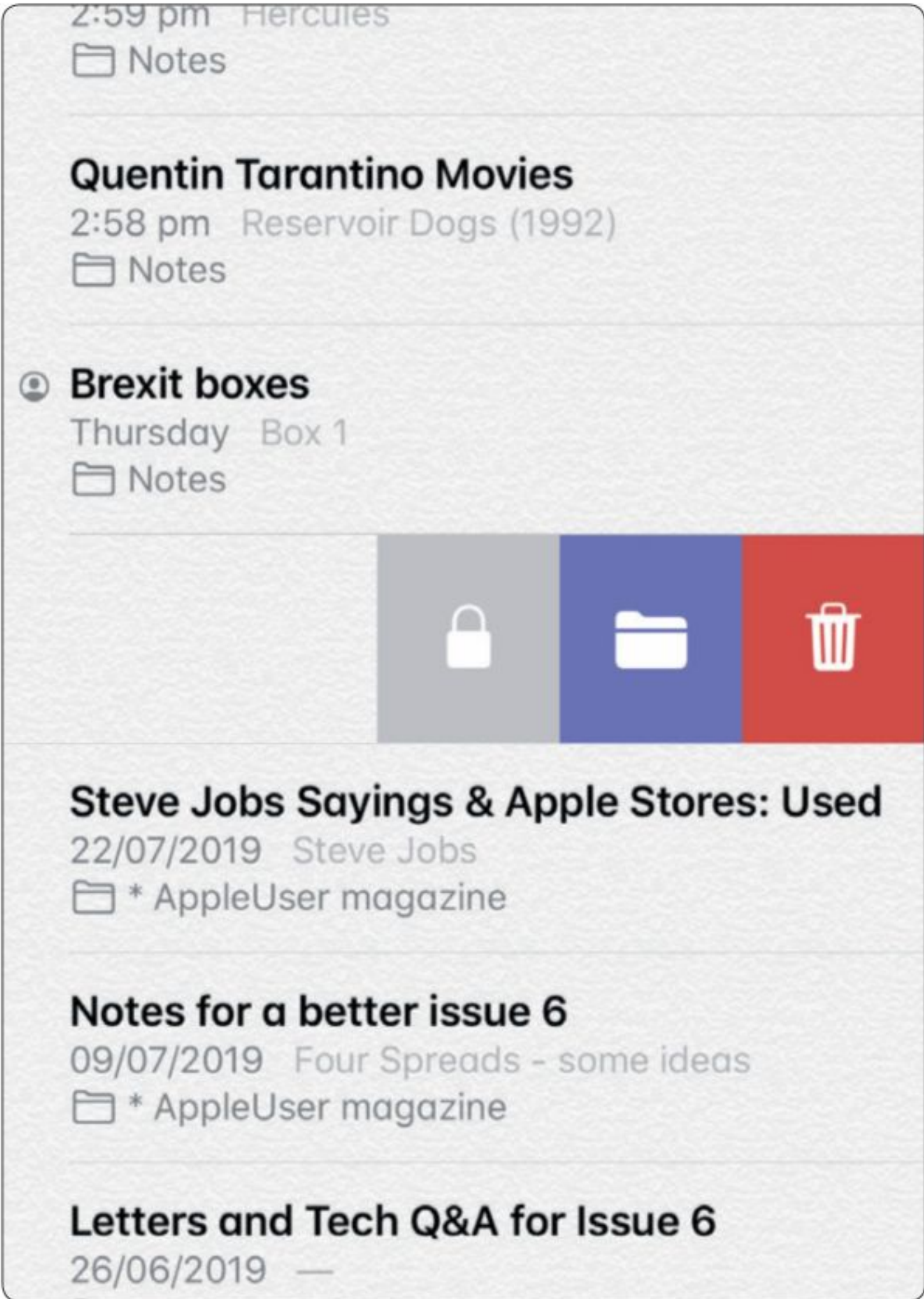
Pinned notes.

To pin a note to the top of the list, swipe it right and tap the Pin icon. Repeat this process to unpin it too.

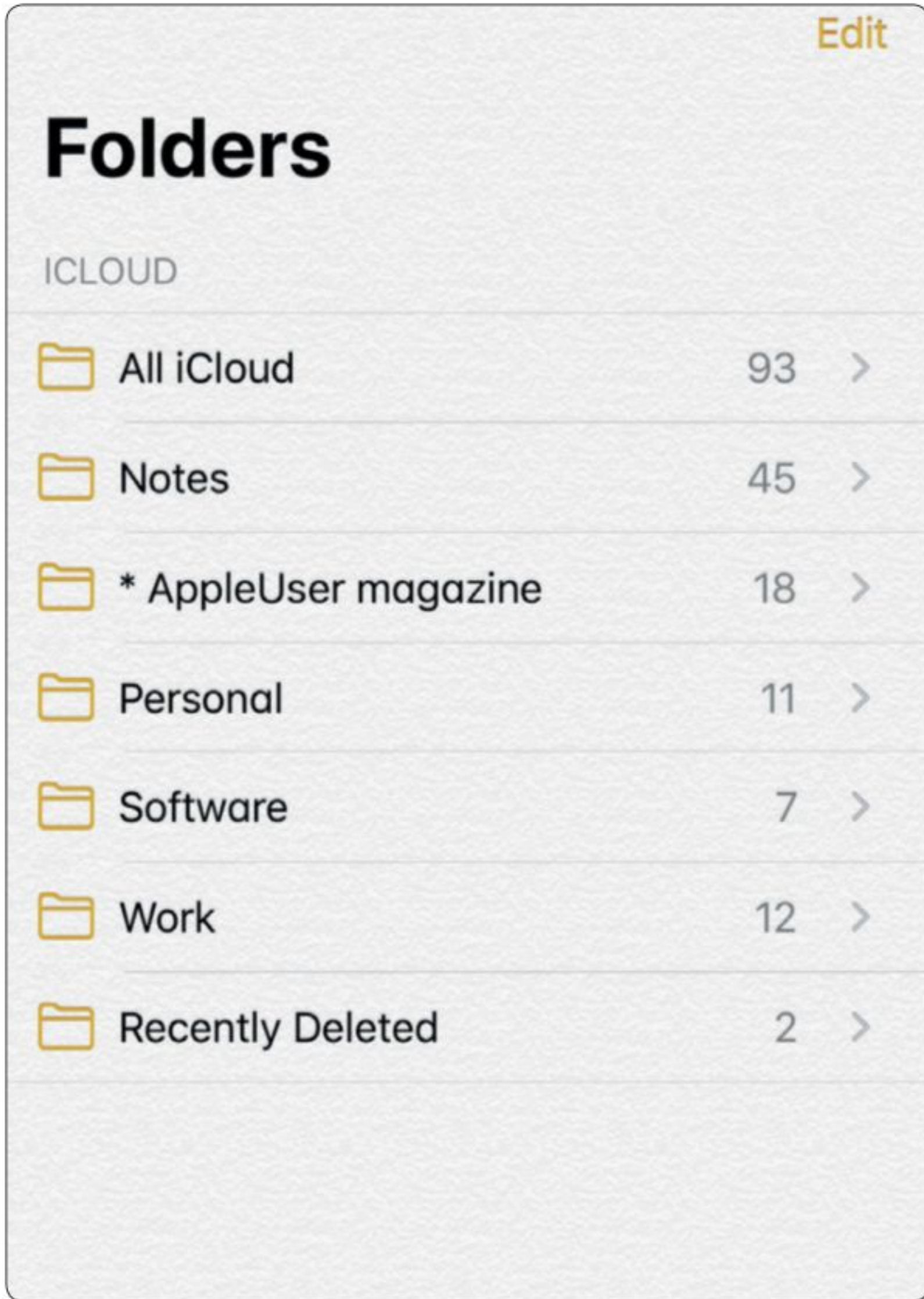
Getting started with the Notes app



1 When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the Pen-and-paper icon in the bottom right corner.

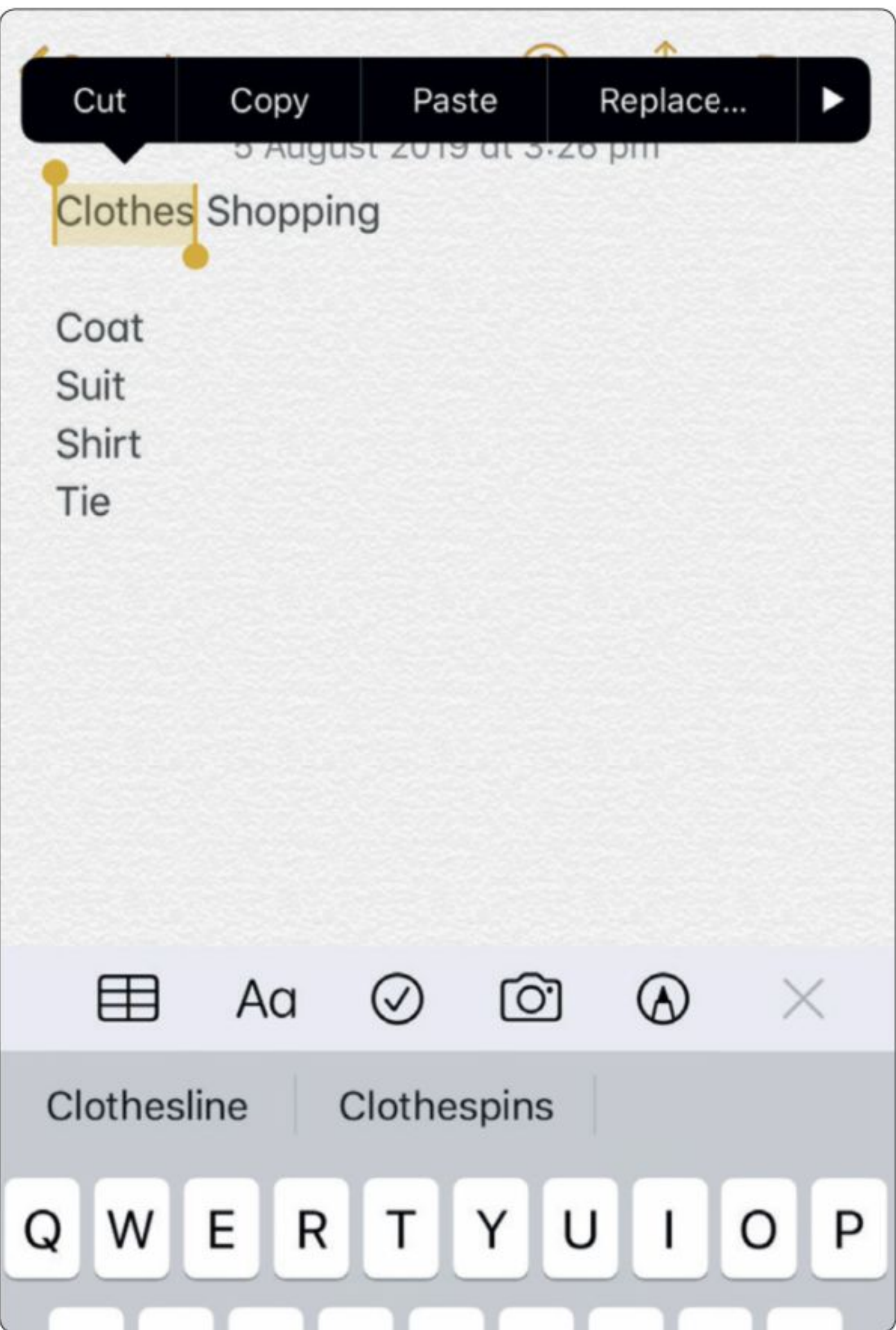


2 To delete a note, swipe it left and tap the Delete icon shown as a dustbin. To delete an open note, tap the dustbin at the bottom of the screen, which is visible when the keyboard is not in view, then tap the Delete Note link.

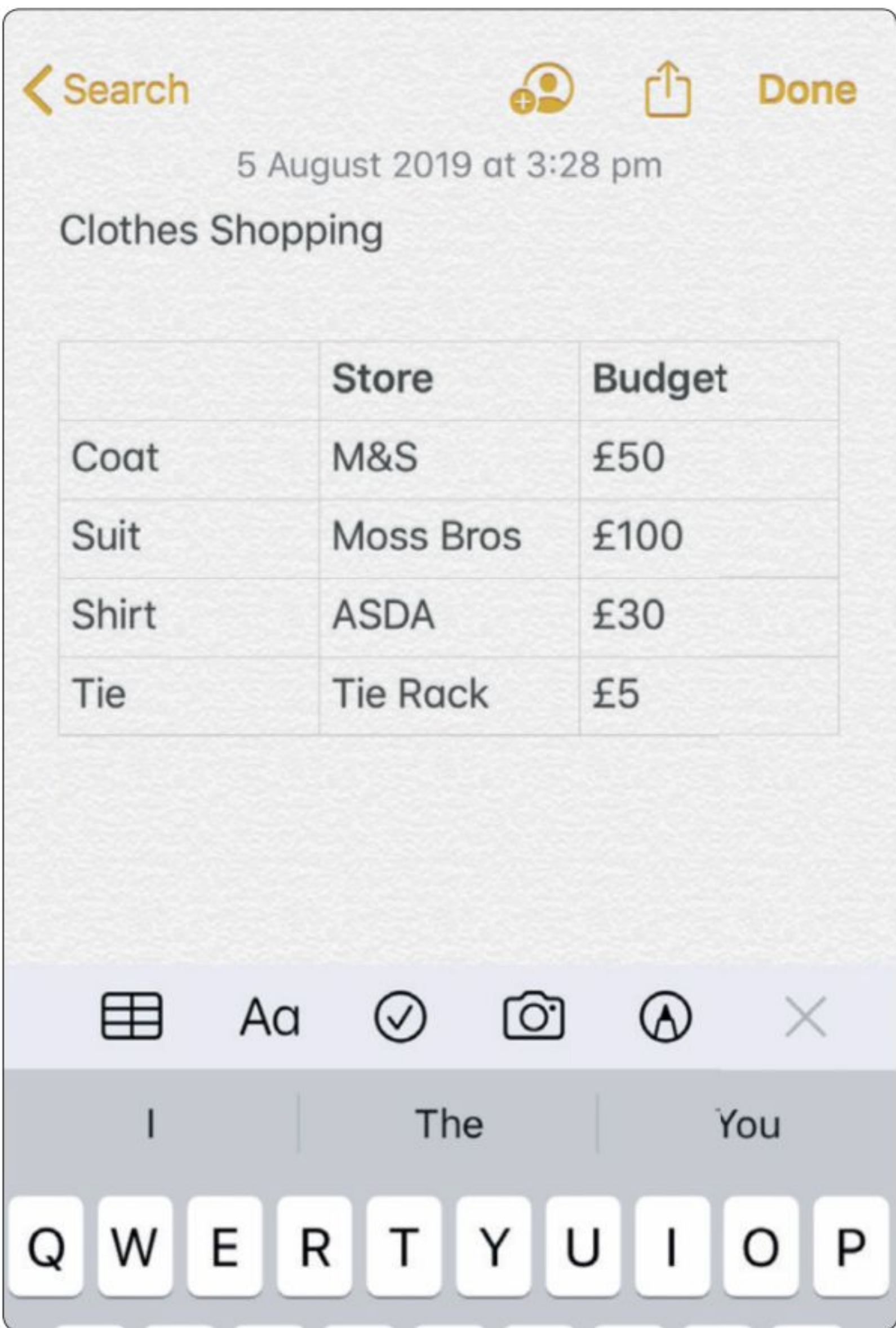


3 Tap the chevron in the top left corner for a list of the folders in which your notes are stored. If you want to sync notes via iCloud, they have to be in the iCloud section. To move a note, swipe it left and tap the Folder icon.

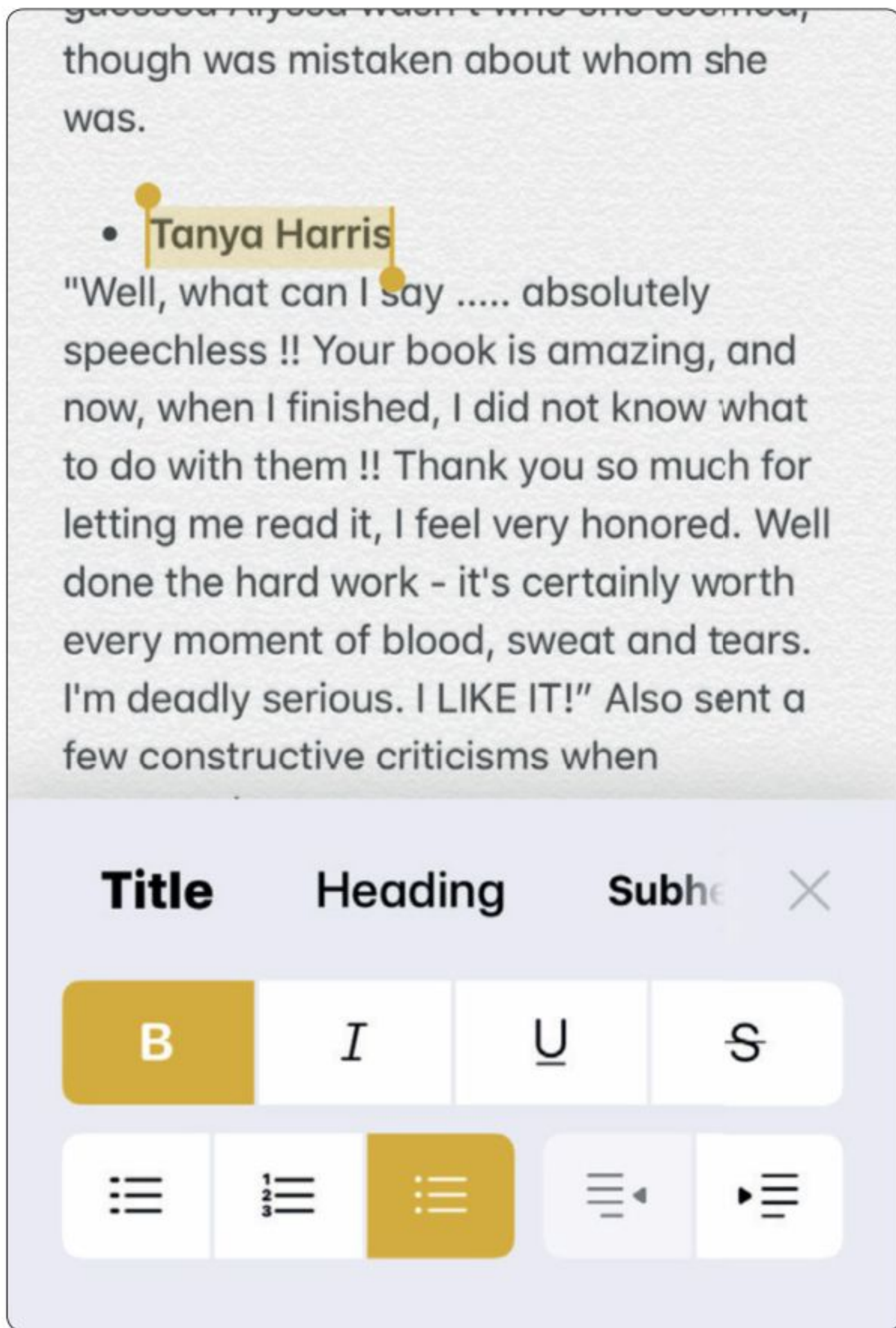
More features of the Notes app



1 Double-tap a word to highlight it and drag the handles to highlight a piece of text. A pop-up menu showing various options appears. The +/x icon just above the keyboard shows and hides the tools shown here.



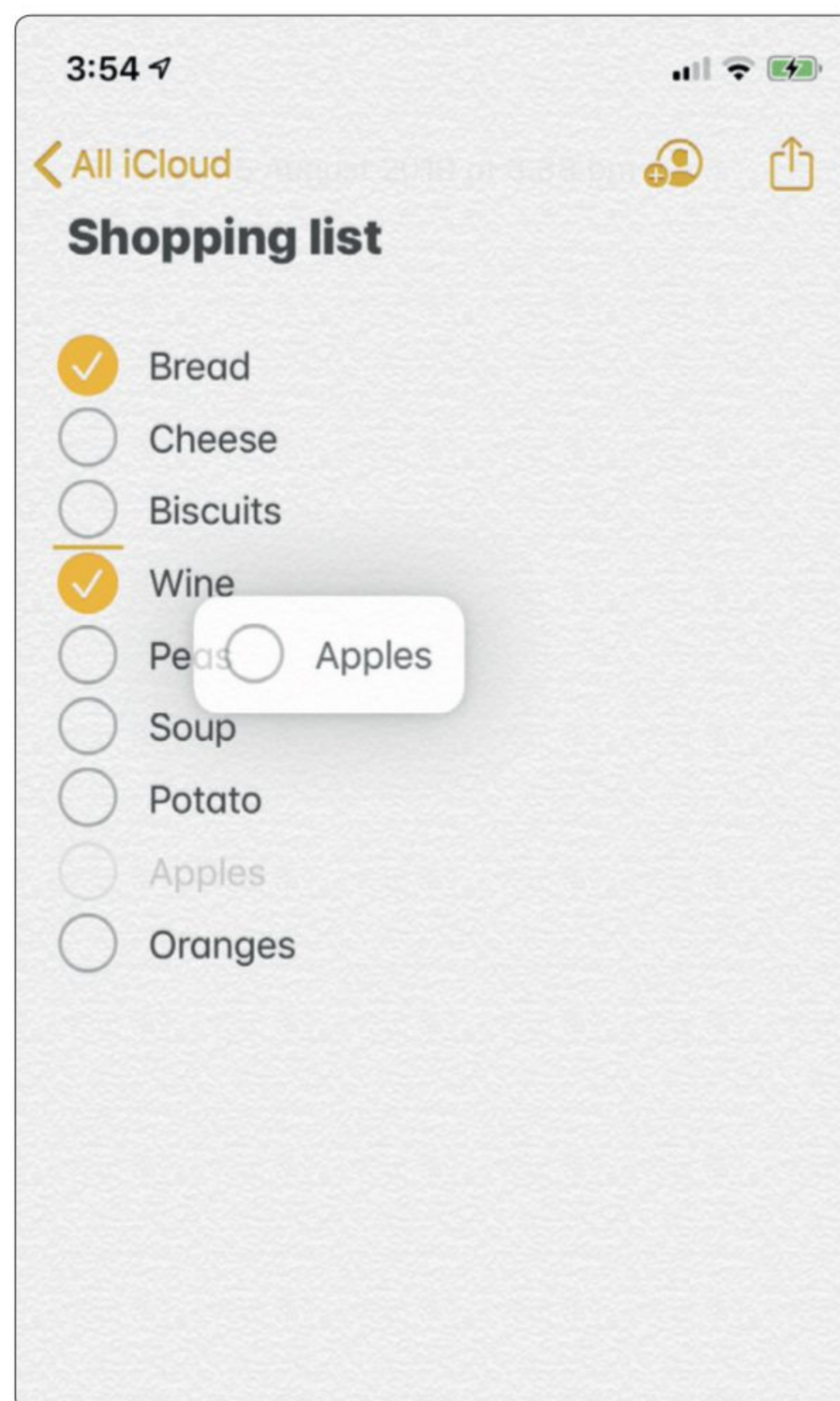
2 The first icon in the tools above the keyboard sets up a table. You can type in every cell and tap the three-dot icons for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



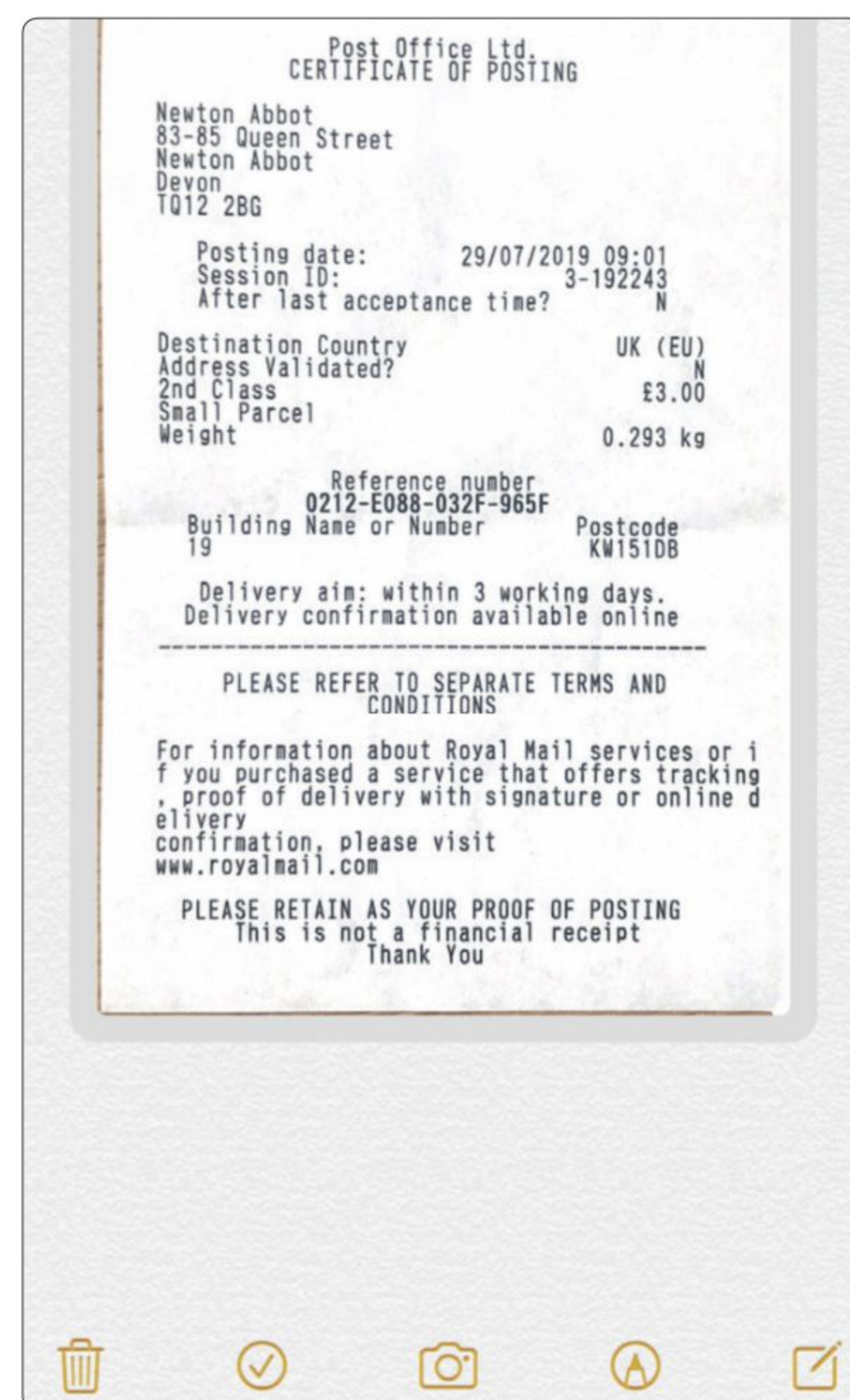
3 Highlight some text then tap the 'Aa' icon for the formatting options. You can justify it right, left or centred, turn it into a title or a heading, make it bold, italicised, underlined or crossed out and more. Tap 'x' to go back to the note.



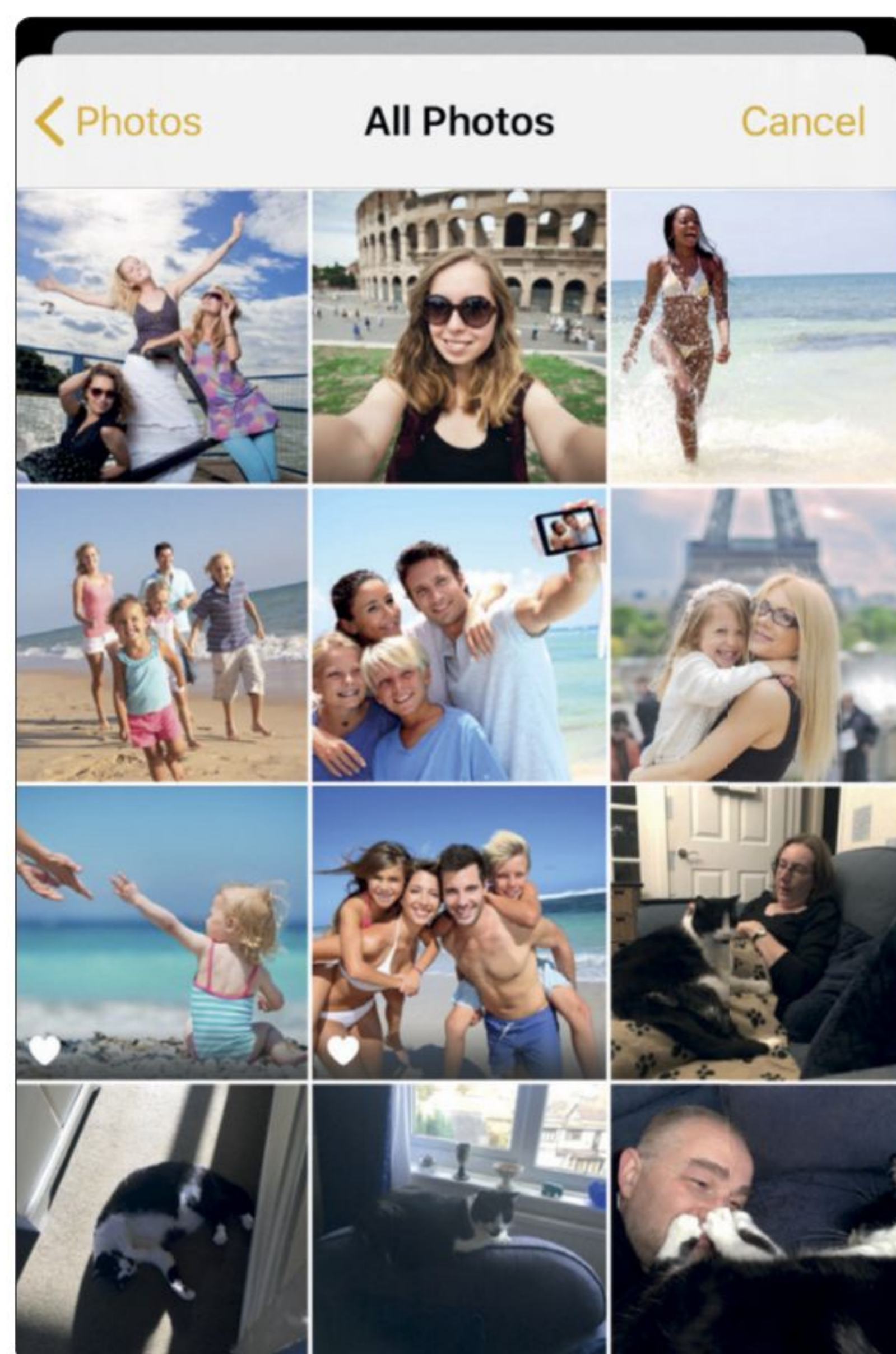
4 Highlight text and tap the Tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. Tap this circle to put a tick in it. This way, you can check off items on the list as you do them. You can, of course, tap a ticked circle to remove the tick again.



5 You can tap and hold a checklist's circle and drag it up and down the list. Also, by going to Settings > Notes > Sort Ticked Items, you can either set the app to sort checklists manually, or to automatically move checked items to the foot of a list.



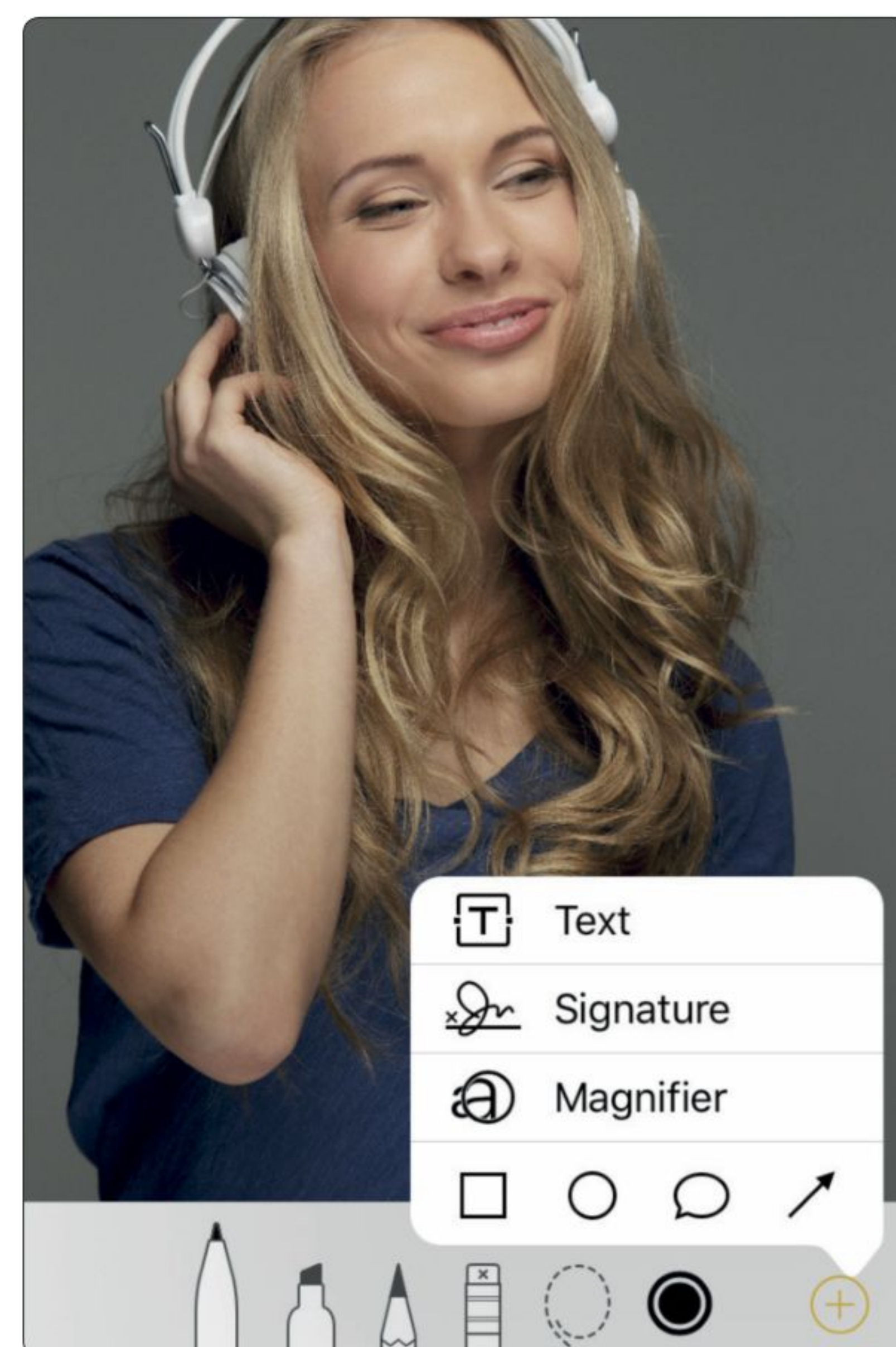
6 The Camera icon in a circle found in the middle of the bottom toolbar brings up the attachments menu. The first item on this menu lets you scan a document using your iPhone's camera and add it to the note as an attachment, as we've done here.



7 The attachments menu's Take Photo or Video option lets you take a photo or video with the Camera app, alternatively, with the Photo Library option you can choose one from your Photos library and add them to your note.



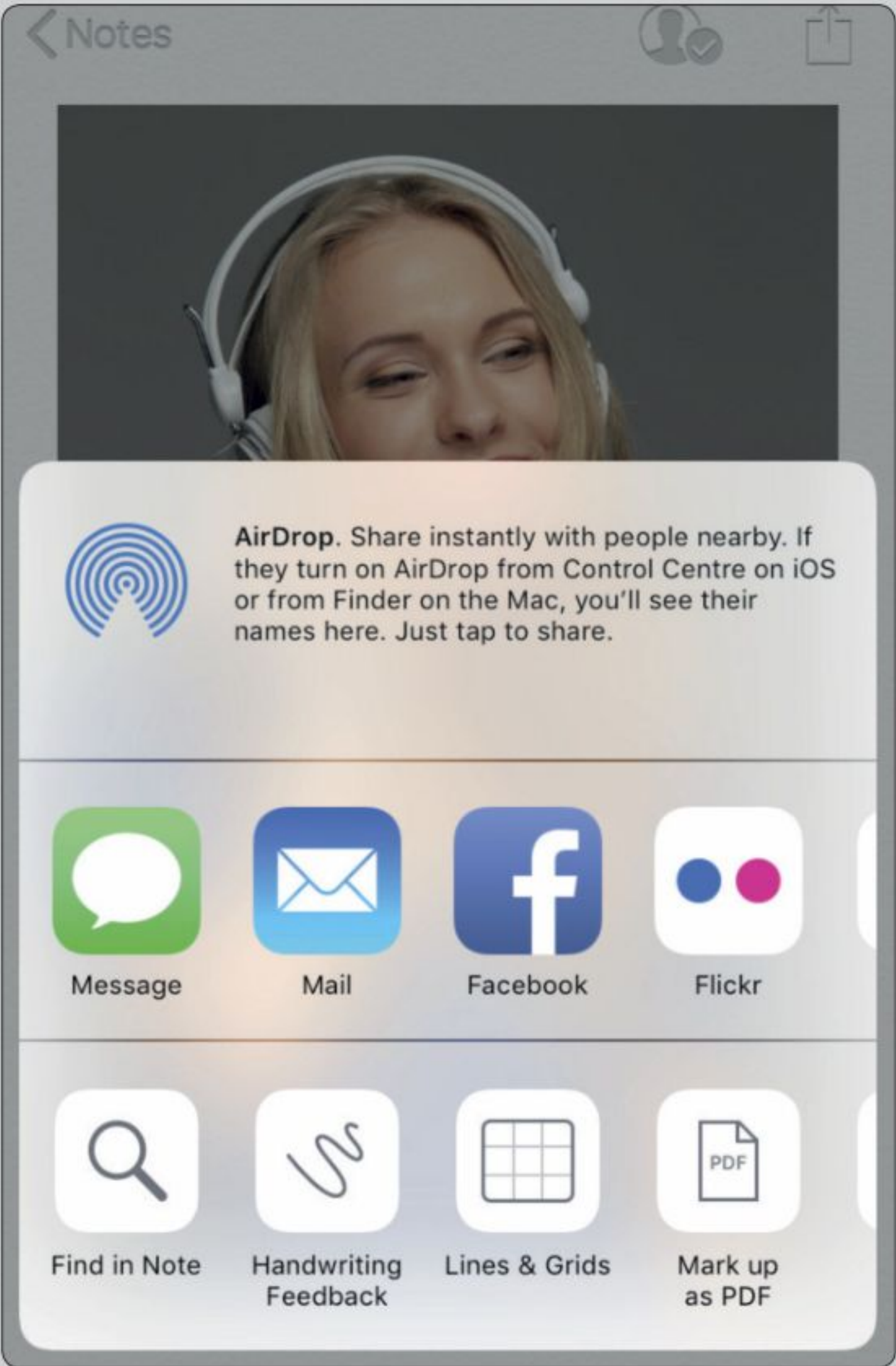
8 The final option in the attachments menu is Add Sketch. It brings up drawing tools, which you use to draw on your note. Tap the circle on the right to change pen colour. Note the Undo and Redo tools above the sketch.



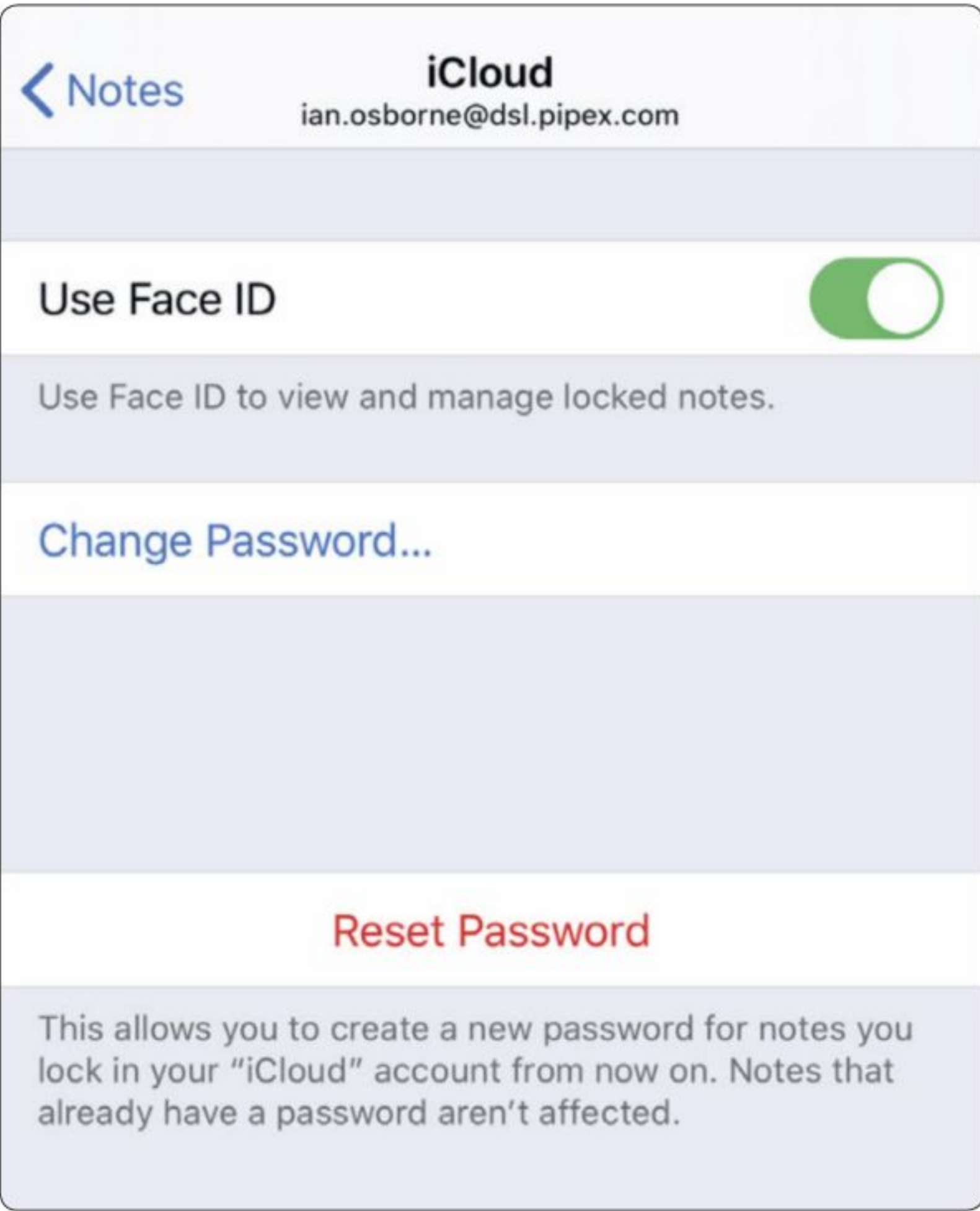
9 The Pen icon lets you draw and type on an attachment stored in a note. Tap the attachment for a full-screen view. You can then tap the pen in the top right for the markup tools and tap the Plus sign for the extra tools and options shown here.

Sharing notes.

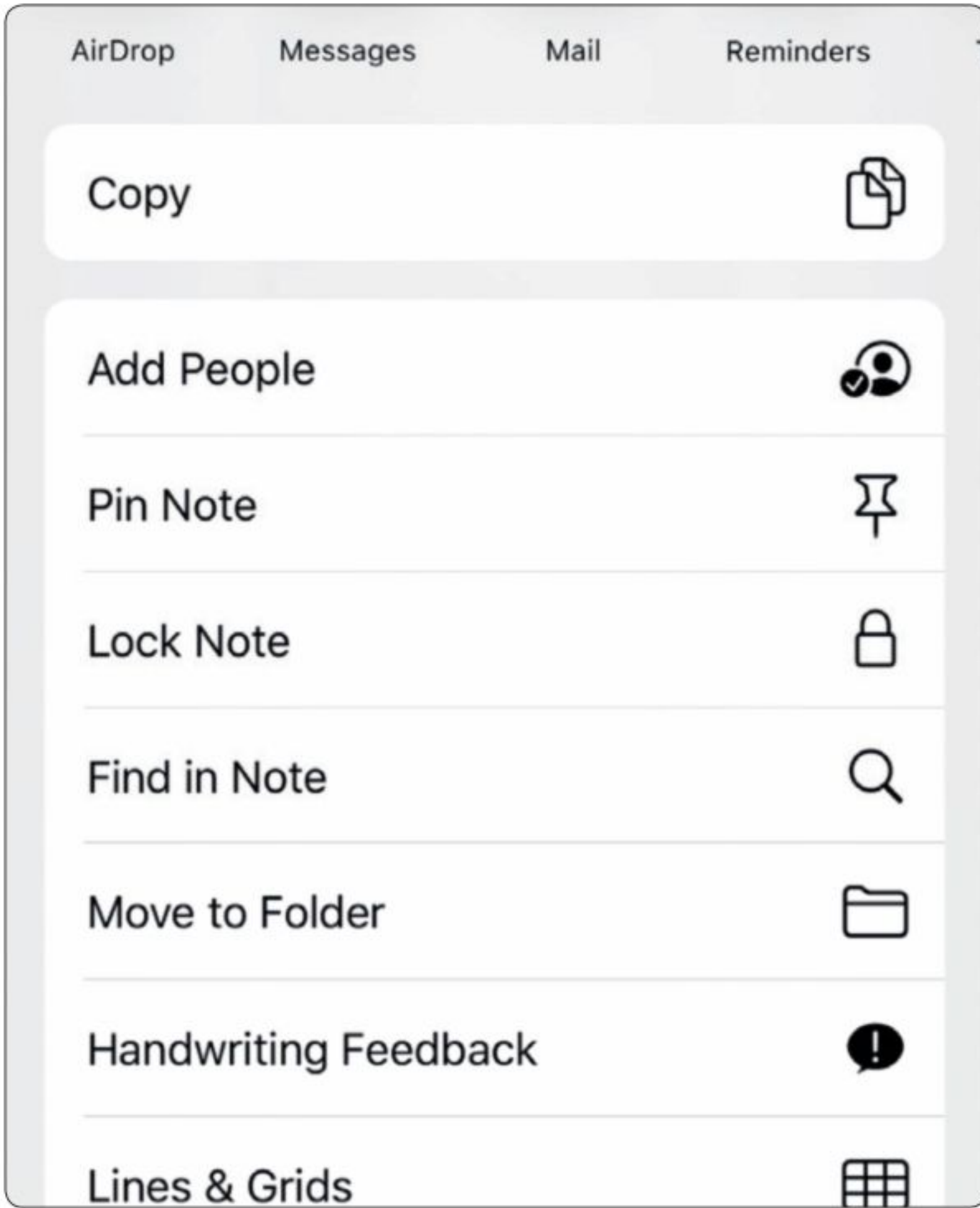
Tap the Share icon and you can share a note using the usual options. You can also share pictures, URLs and more to Notes from other apps using the app in question's Share icon.



Password-protecting notes



1 To set up password protection, go to Settings > Notes > Password and set up a password. Flick the switch to enable Touch ID or Face ID for an extra option. You can also set a hint to remind you if you forget your password or reset your password completely: tap the link and then enter your Apple ID when instructed to do so.



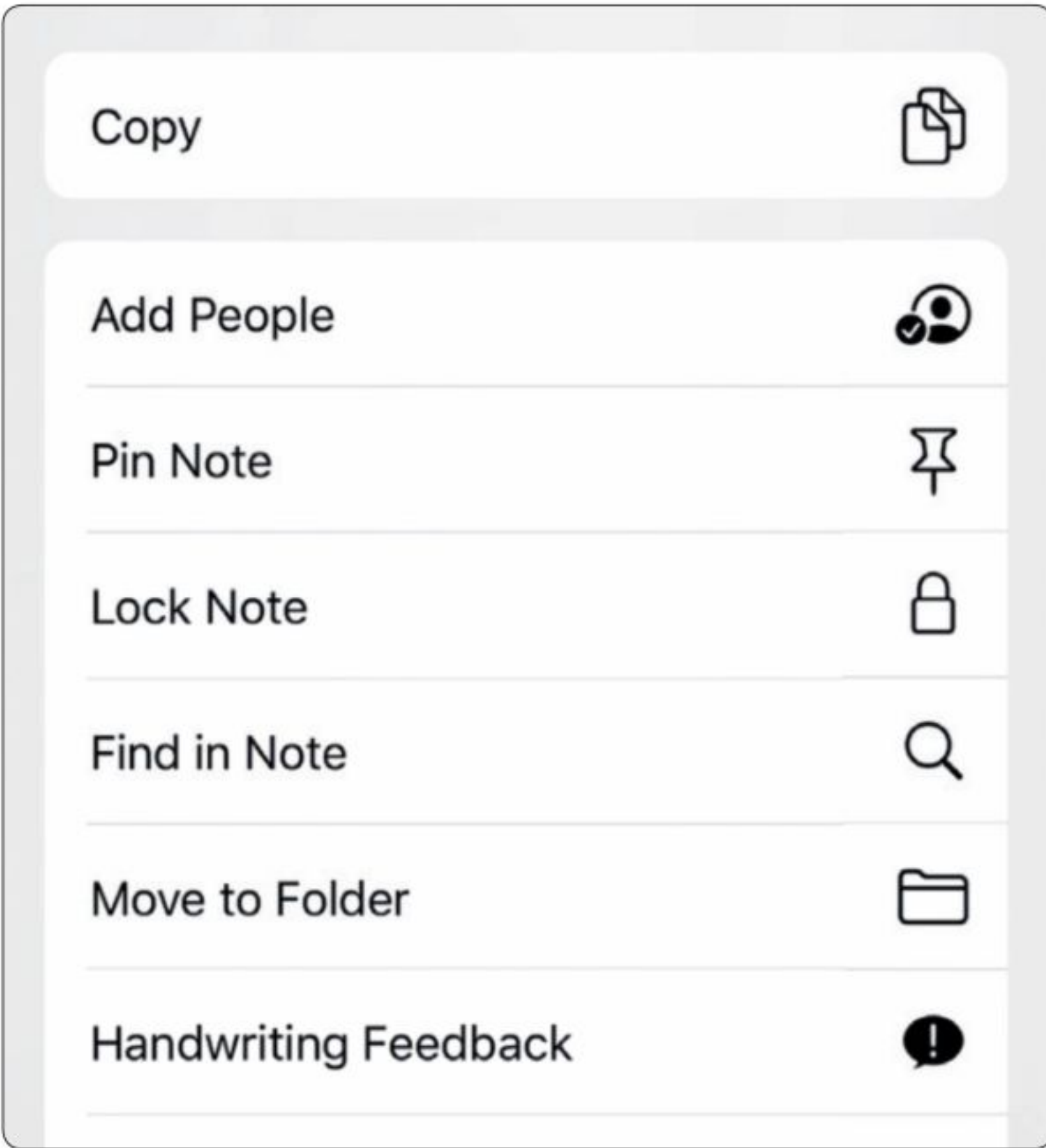
2 To password-protect a note, open it and tap the Share icon. Tap Lock Note and use the password, touch ID, or Face ID to lock it. You can now only open it with the password/Touch ID/Face ID. Alternatively, in your Notes list, drag a note to the left and tap the lock. To remove a lock, repeat one of these two methods and tap Remove Lock.

Collaboration



You can share both folders and individual notes with other Apple users. To share a folder, open it, tap the Three-dots icon, and choose Add People. To share a note, open it and tap the Silhouette icon at the top. Items shared in this way are collaborative, that is, can be edited by any party; with the changes synced for everyone.

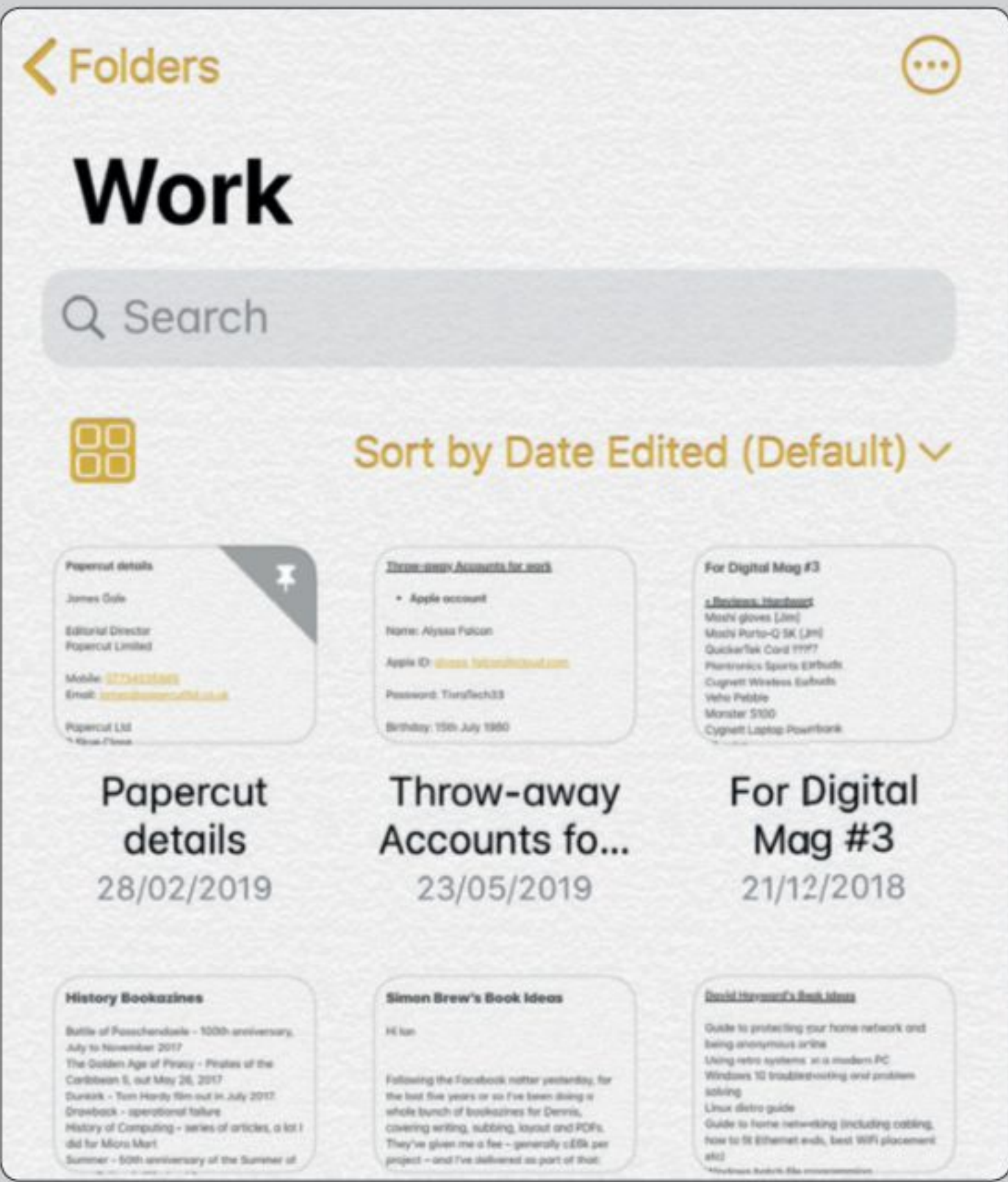
Share sheet options



If you open a note and tap the Share icon, the page with the up-pointing arrow, you can scroll up to see a range of options both old and new. You can copy the note, pin and unpin it to the top of the list, lock or search it, share it with others as a collaborative note, move it to another folder and more. You can print it, or save to files too.

Gallery view.

This one is brand new in iOS 13. If you open a folder and then pull down your list of notes, you see a new icon made up of four squares underneath the search field. Tap it to switch to a gallery view, with your notes shown as thumbnails. Tap it again to return to using the regular list view.

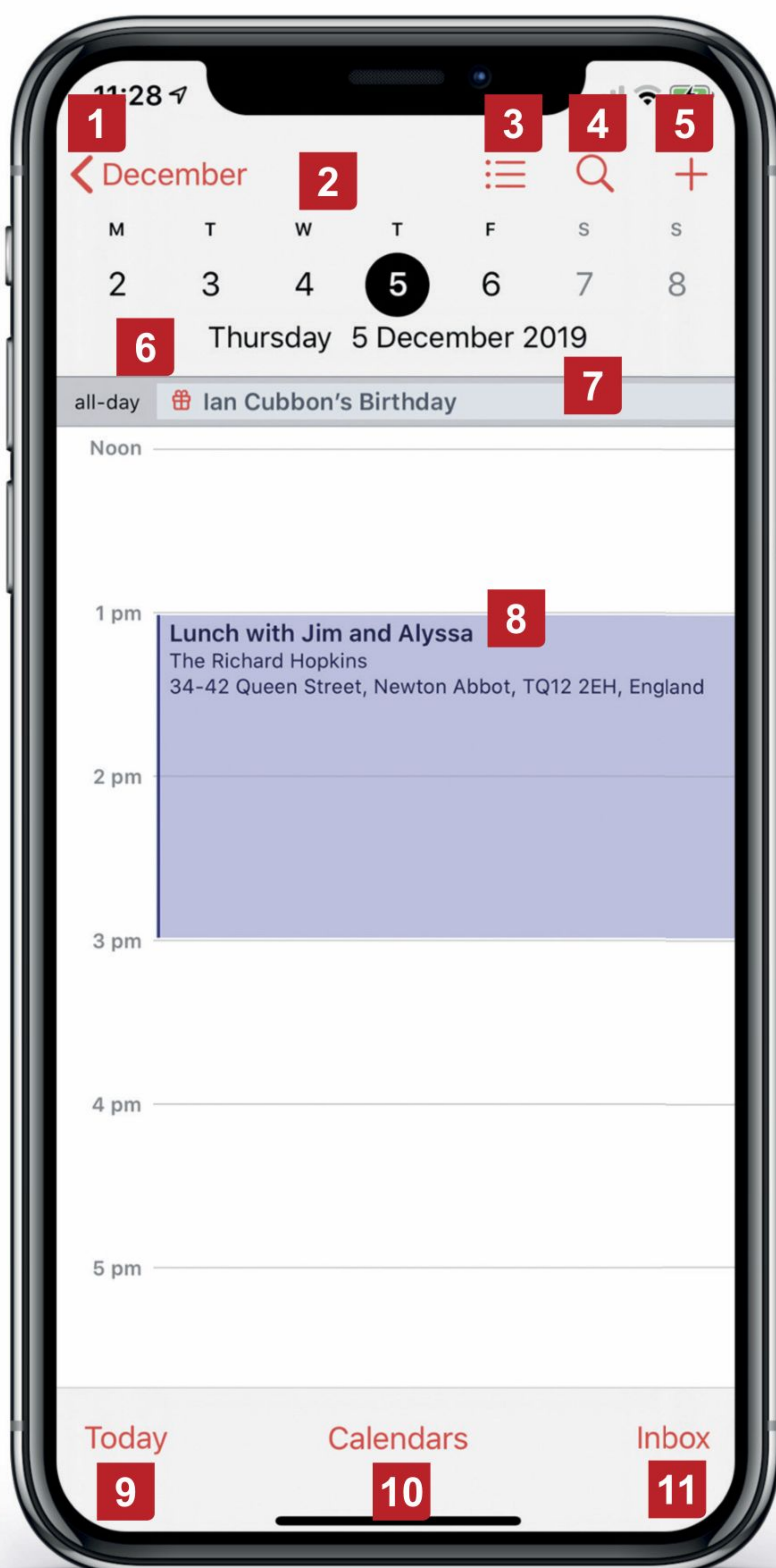


12

Calendar

Calendar is great for organising your life. You can add events and appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It can remind you about upcoming events too.

Calendar in Focus



- 1 Tap this link to go back to the month view, showing the whole of the month.

2 Here you see the days of the month, with the currently displayed day highlighted. So here we're looking at 7th May.

3 This icon gives you a list of upcoming events, displayed according to their date and time.

4 Tap here to search the Calendar app, looking at titles and content in your calendar entries.

5 Tap here to create a new calendar event, setting the date, time and title, as well as whether it repeats (for example, with birthdays and anniversaries), which calendar it's in, when it starts and ends and more.

6 The day, date, month and year currently open are shown here for easy reference.

7 All-day events such as public holidays and birthdays are listed at the top of a day's list of calendar events. You can tap this all-day entry for more information.

8 This event is to take place between 1pm and 3pm on the date in question. Tap the event for more details and options.

9 Wherever you are in the Calendar app, tapping the Today link takes you back to the current day's entries, as seen here.

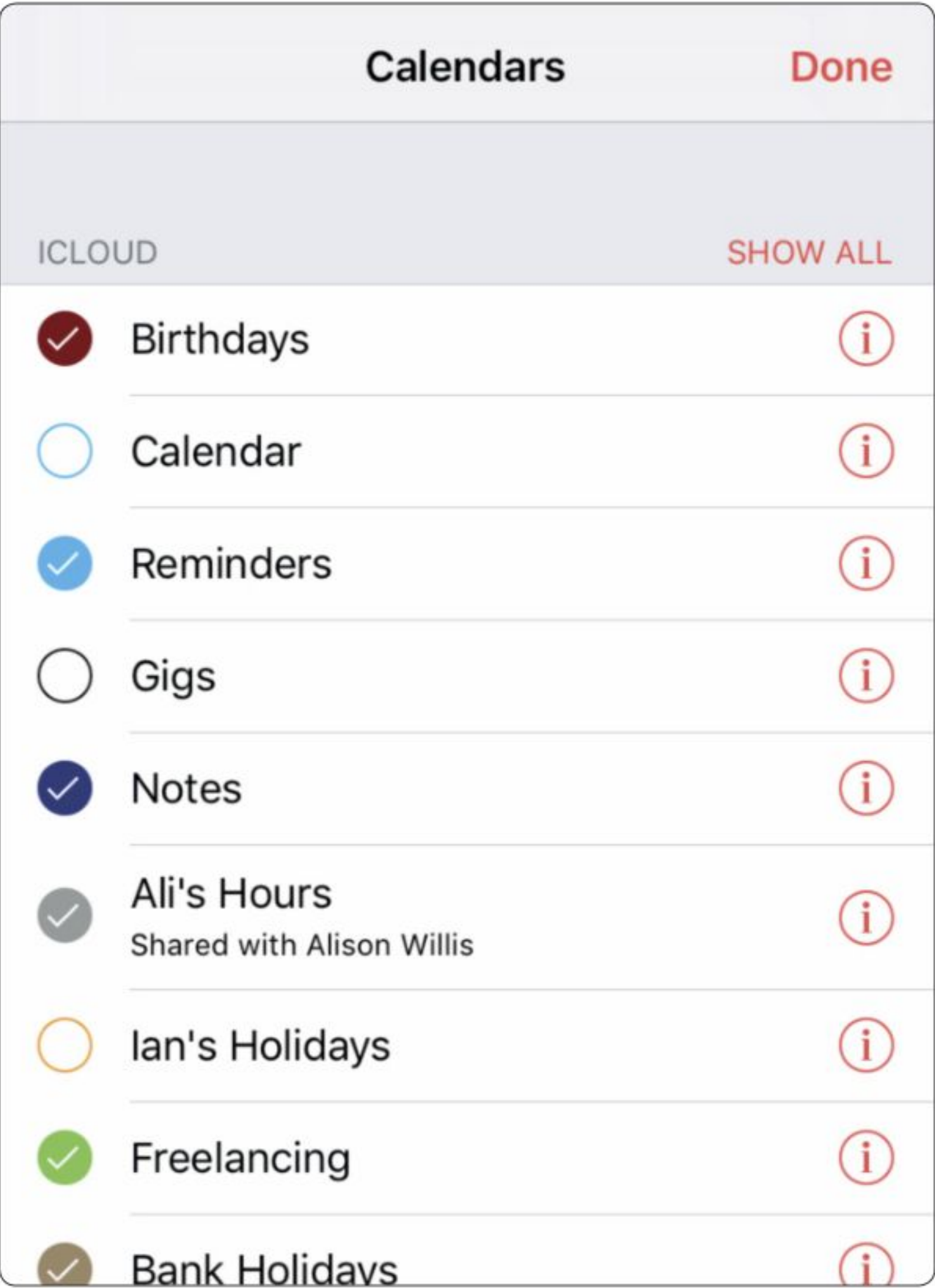
10 You can set up more than one calendar, so your events can be sorted into categories such as work, home and whatever else you choose. Tap here for a list of your calendars.

11 Invitations to join shared calendars arrive in your inbox, which you can reach by tapping the link found in the bottom right corner here.

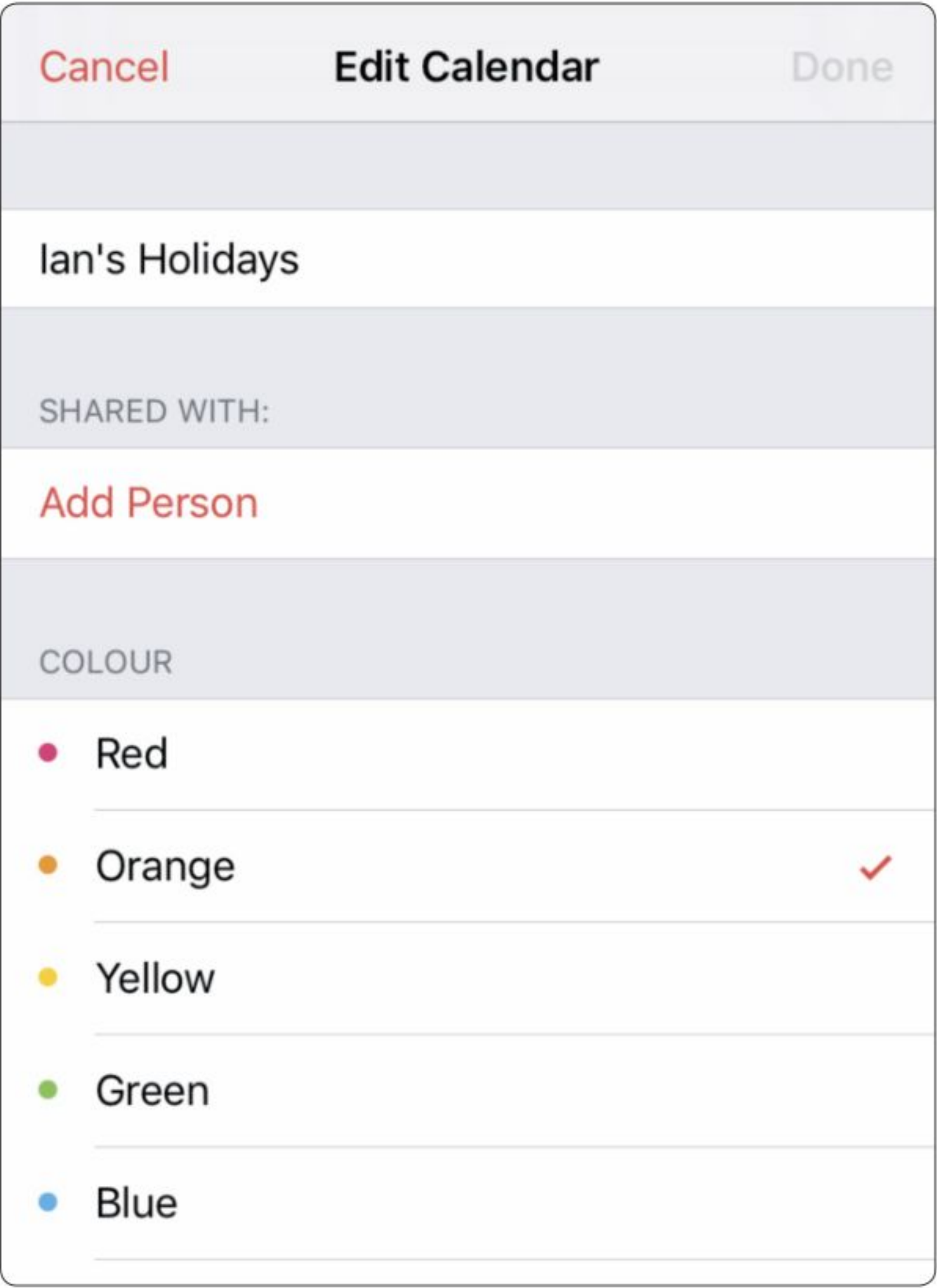
Emailing events.

To send an event from a Mac, drag it off your Calendar app onto your desktop (this doesn't delete the event from the Calendar app), where it appears as a .ics file, then send it by email.

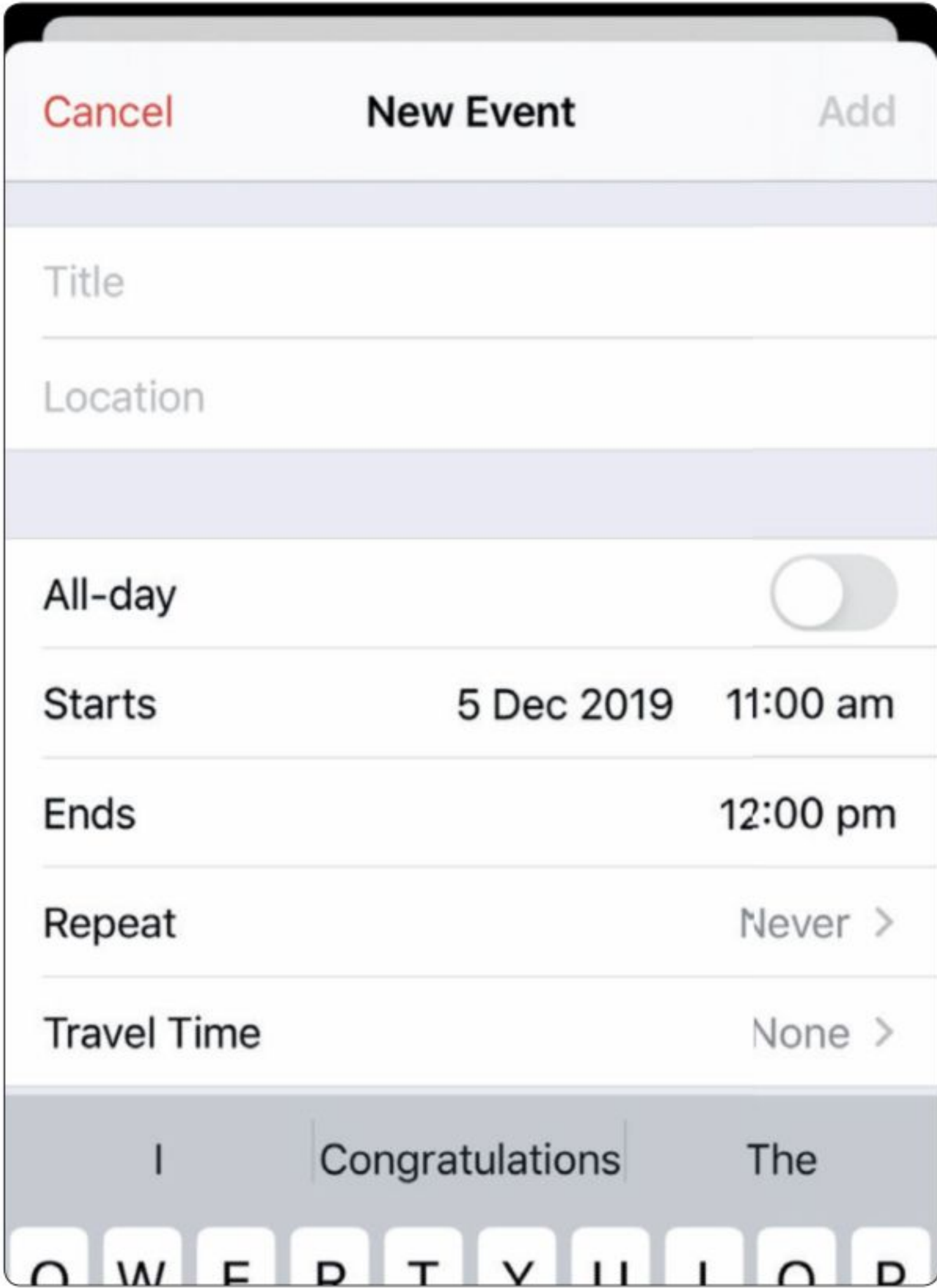
Exploring the Calendar app



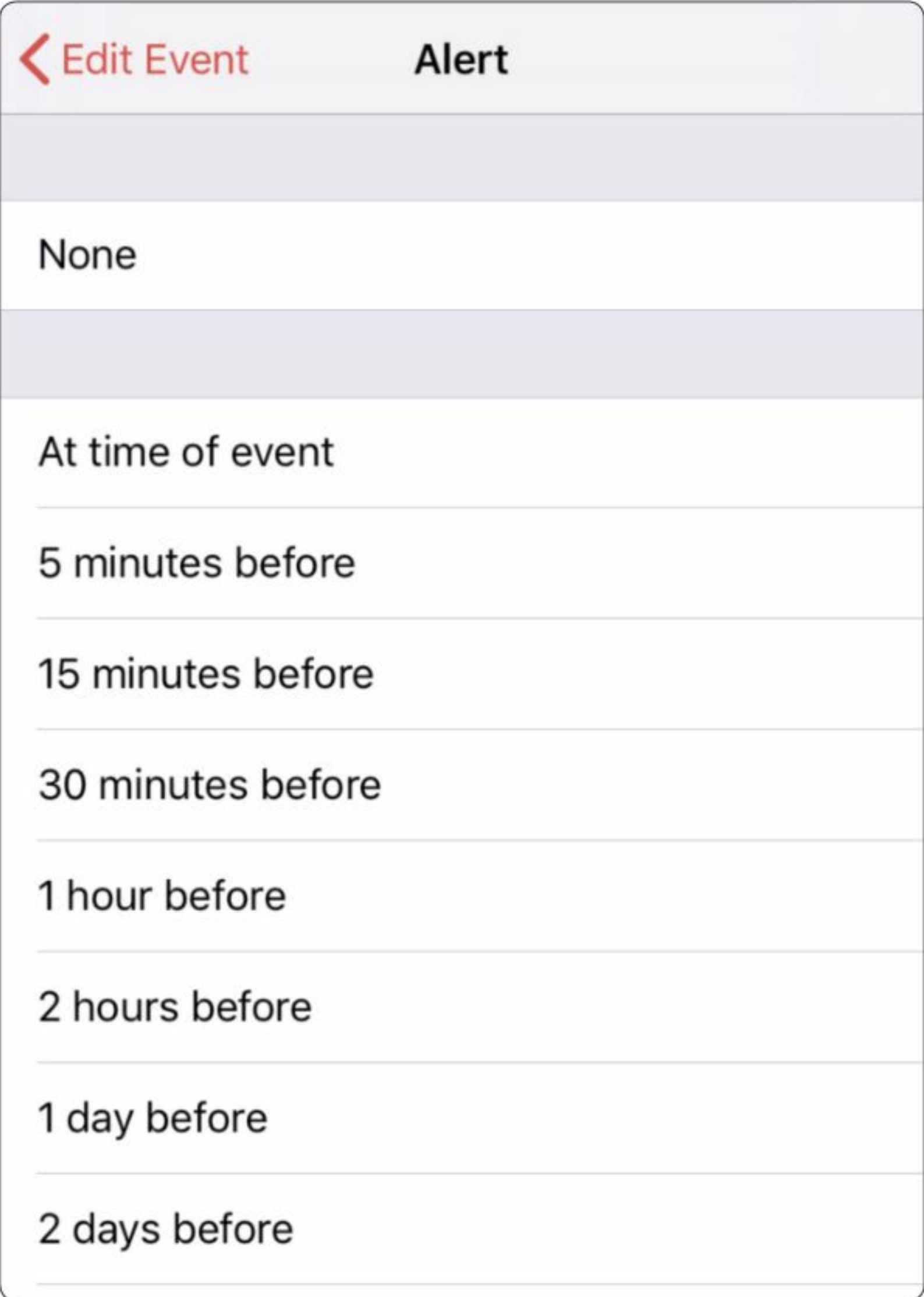
1 Tap the Calendar link at the bottom of the screen to see a list of all your calendars set up on your iPhone. Each has a circle next to it. Tap this circle to turn a calendar on and off, showing and hiding their entries on the main screen. This is useful if your Calendar app is getting crowded and difficult to navigate.



2 Tap the "i" to the right of a calendar for this screen, where you can edit the calendar's name, change its colour, choose whether it produces alerts and whether it should be made public. Tap the Add Person link to share it with someone, after which you can add and edit events on that particular calendar.



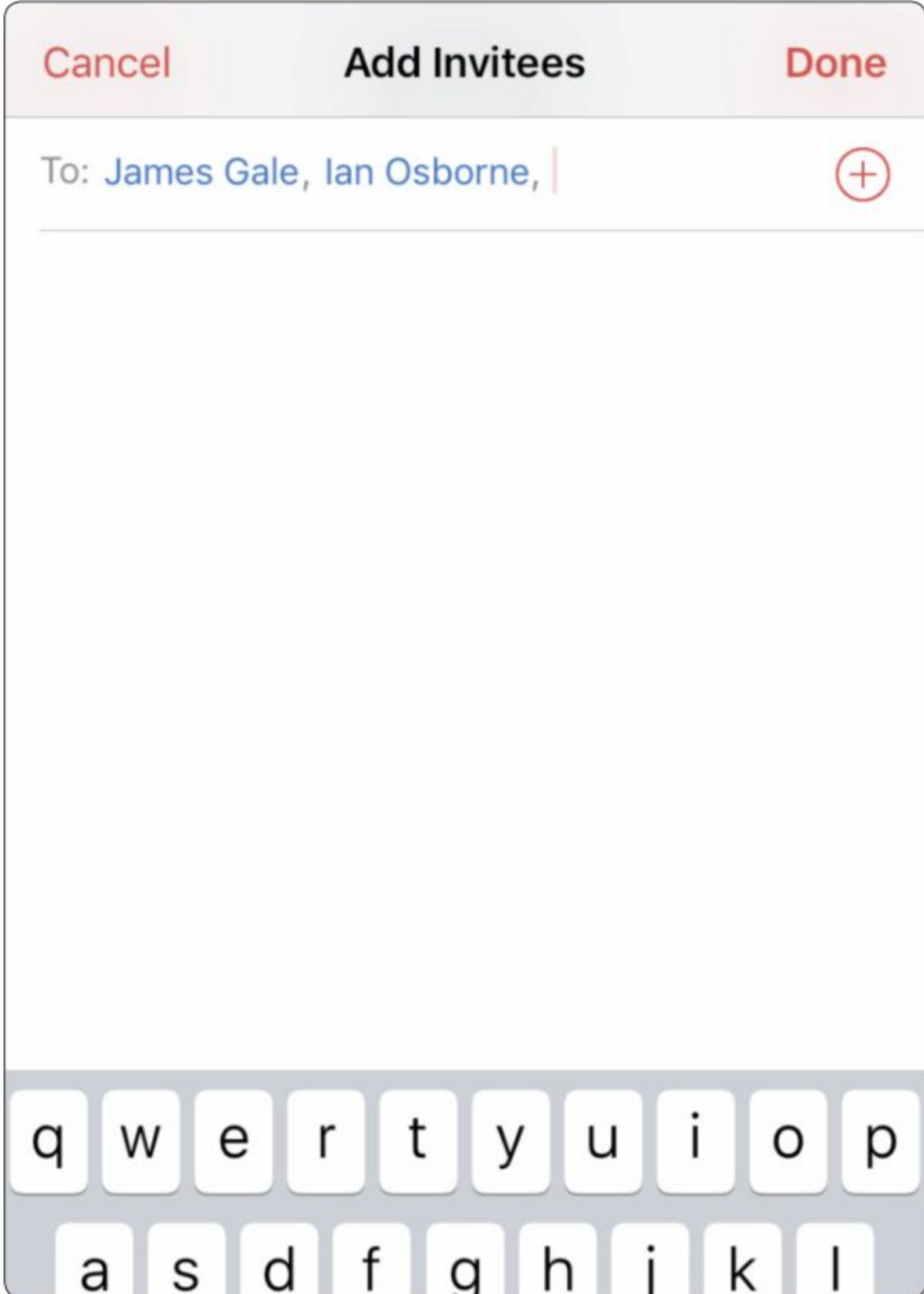
3 To add an event, tap the plus symbol to the top right of the screen. Enter a title and location for the event in the field provided, choose a start and end date and time, set whether the event is to repeat either daily, weekly, every two weeks, monthly or yearly and decide whether you want an alert.



4 If you choose to receive an alert, you can set when you want it to trigger. You can also enter notes or details in the bottom field, which is useful as the Calendar app's search facility can find text in these notes. When all details have been confirmed, tap Done to finish.



5 To edit an event, tap the event and then tap the Edit button that appears at the top right of the screen. From here you can tap on any of the fields to change the details. To delete an event, tap it, tap the Edit button then the red Delete Event button at the bottom of the screen.



6 To invite other people to this event, tap Edit, then Add Invitees. Tap the + icon and navigate your contacts, or just type in their details in the To field. Enter as many as you like, then tap Done and they're all contacted. If they accept, the event is added to their own calendar.



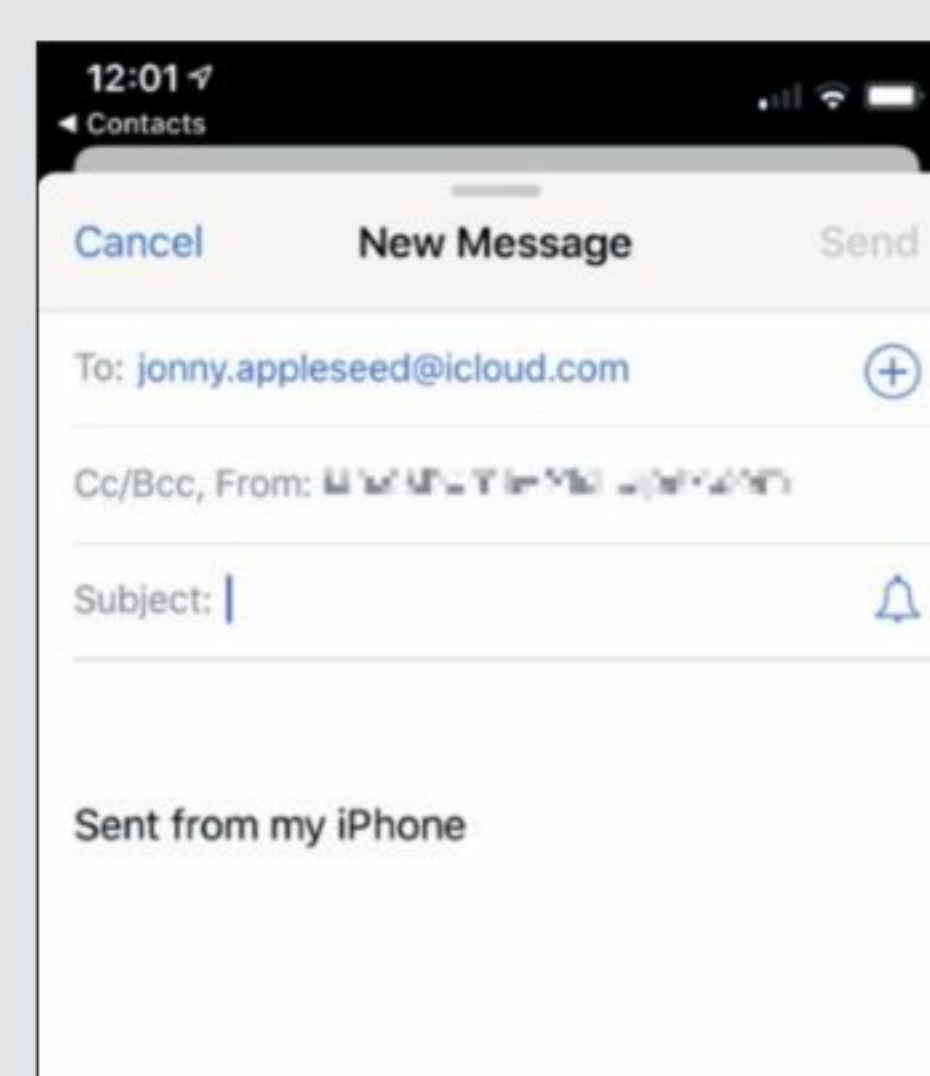
Contacts

The Contacts app is your iPhone's versatile digital address book. You can use it to store all your family, personal and professional contacts; and with iCloud, so their details are synced between all of your Apple devices.

Contacts in Focus



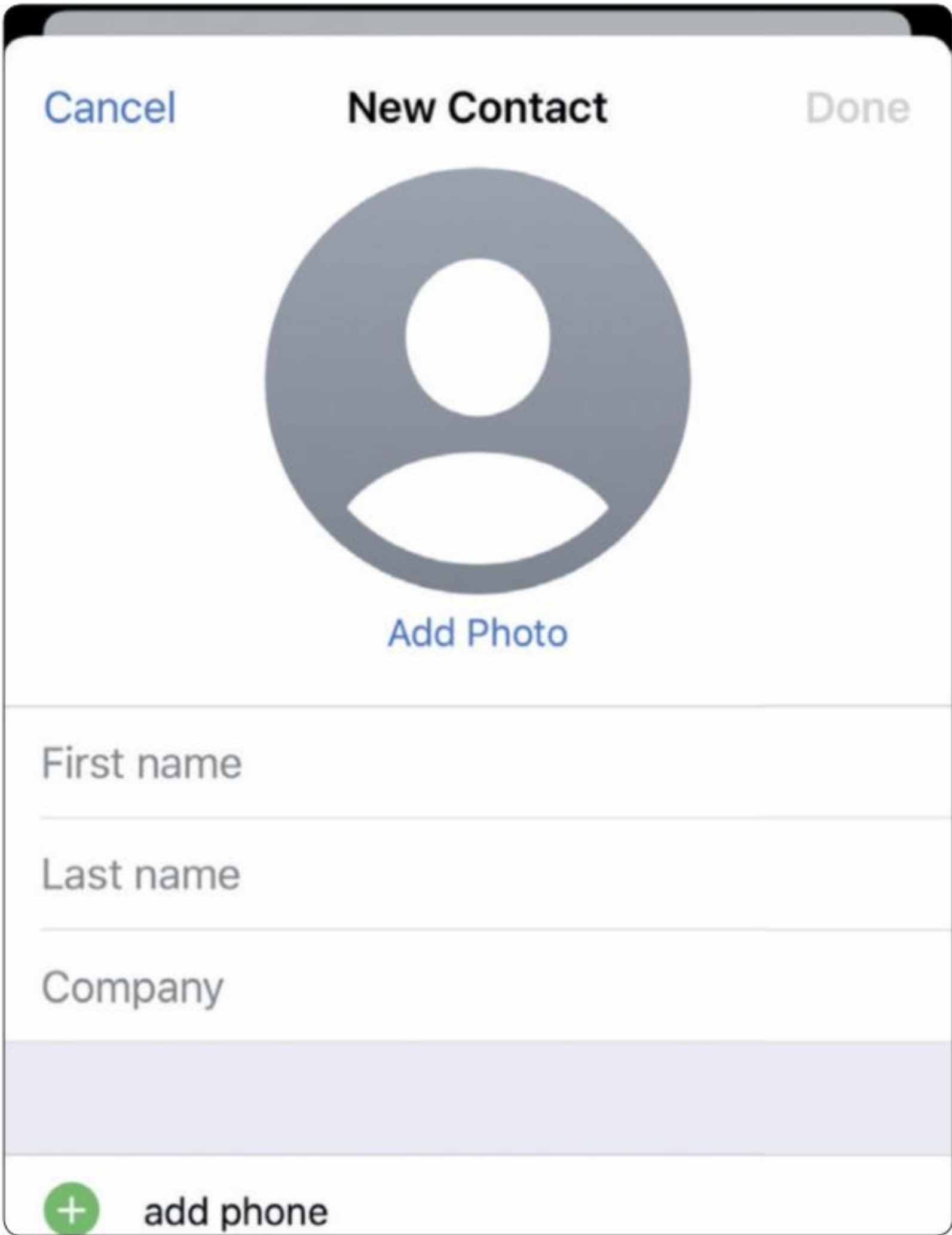
- 1 Tap this link to go back to your list of contacts, arranged in alphabetical order.
- 2 Tap Edit to add, remove or change information on the contact card. You can add things like birthdays and social media addresses, as well as further information such as phone numbers, street addresses and more.
- 3 The name and picture of your currently open contact. If you don't yet have a picture here, the person's initials on a grey background are shown.
- 4 These icons let you communicate with your contact directly from the Contacts app. Tap an icon to send a message, make a call, make a video call or send an email. If the icon is greyed, this means that feature is currently unavailable.
- 5 Add phone numbers for the contact. You can add numbers for home, work, mobile and more. Tap a number to make a call to it.
- 6 These are the FaceTime options for your contact. Tap the Video icon for a video call or the Phone receiver icon for an audio call, using Apple's free, Internet-based FaceTime service.
- 7 You can add as many email addresses as you need to a contact (for home, work and more). You can also tap an email address to open a blank email, with that address already in the To field.
- 8 If you enter an address into a contact card, a preview from the Maps app is shown. Tap it to open Maps at the location of that address. You can add addresses for home, work and more.



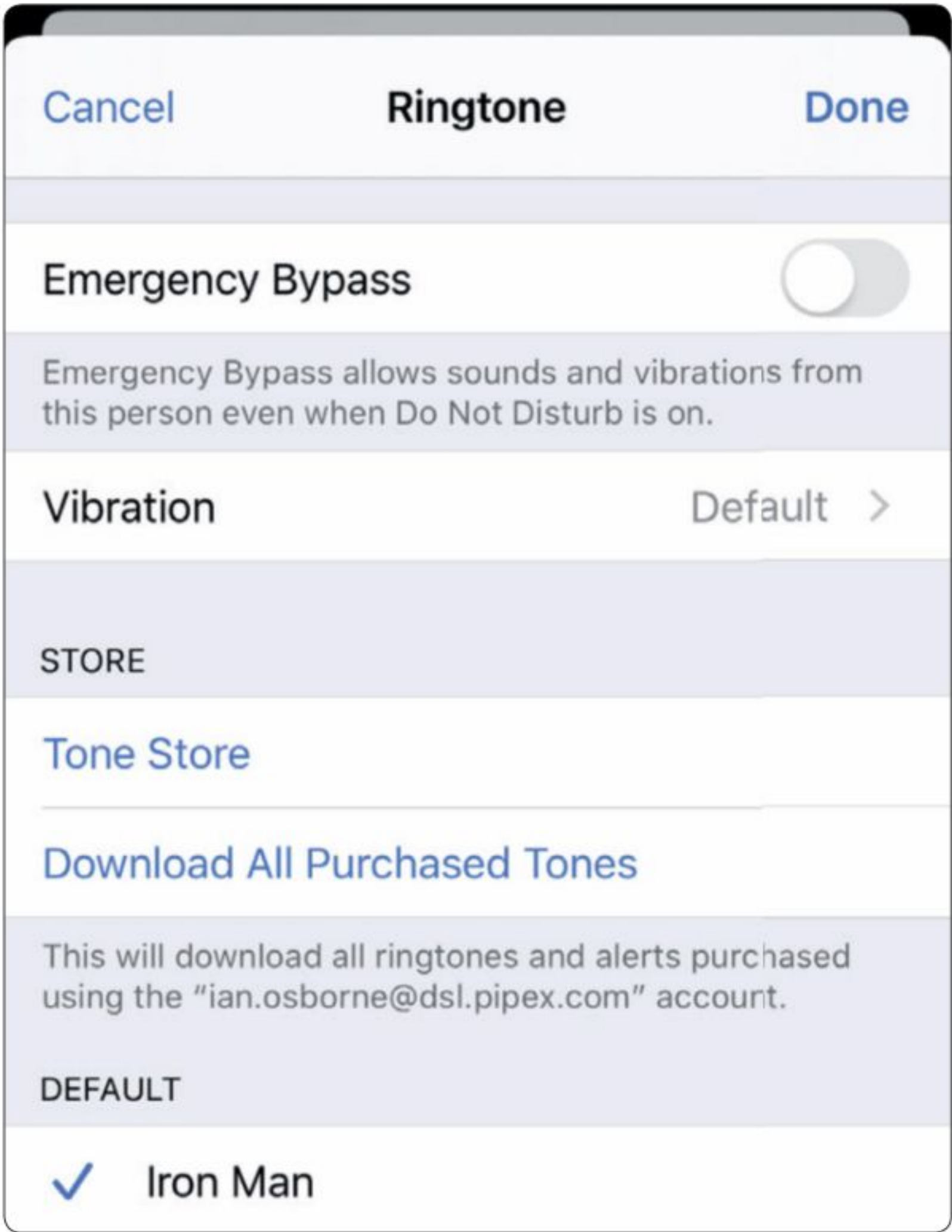
Active contacts.

The Contacts app does more than display contact details. You can use these details directly from the app. Tap an email address to send an email, or a Message icon to send a message.

Adding new contacts

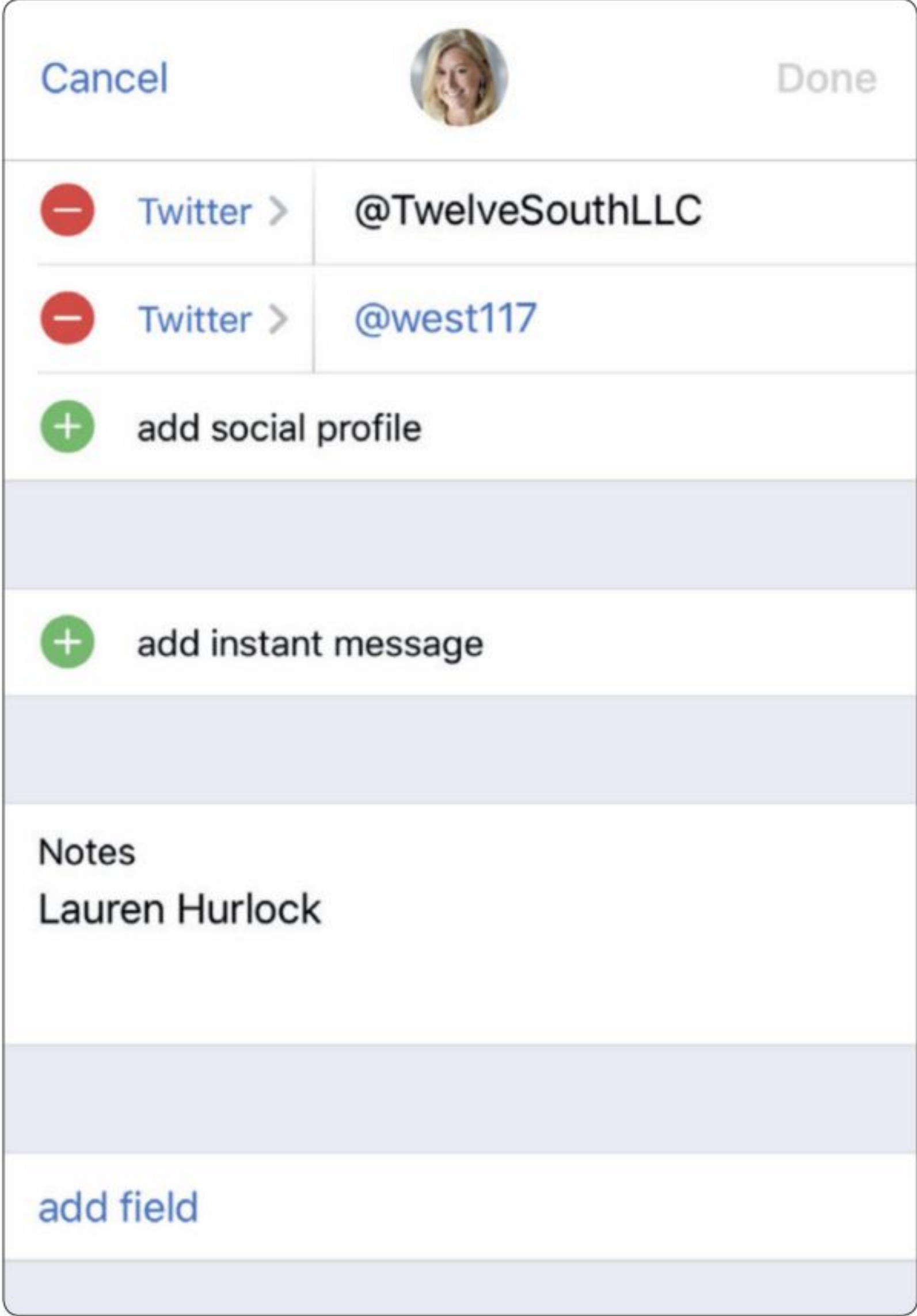


1 To add a new contact, press the Plus icon in the top right corner. Enter details such as the name, phone number and address by tapping the green plus links in the contact card. Tap the silhouette to add a photo, or emoji if you prefer. If you want to enter something that isn't on the card, scroll to the bottom and tap Add Field.

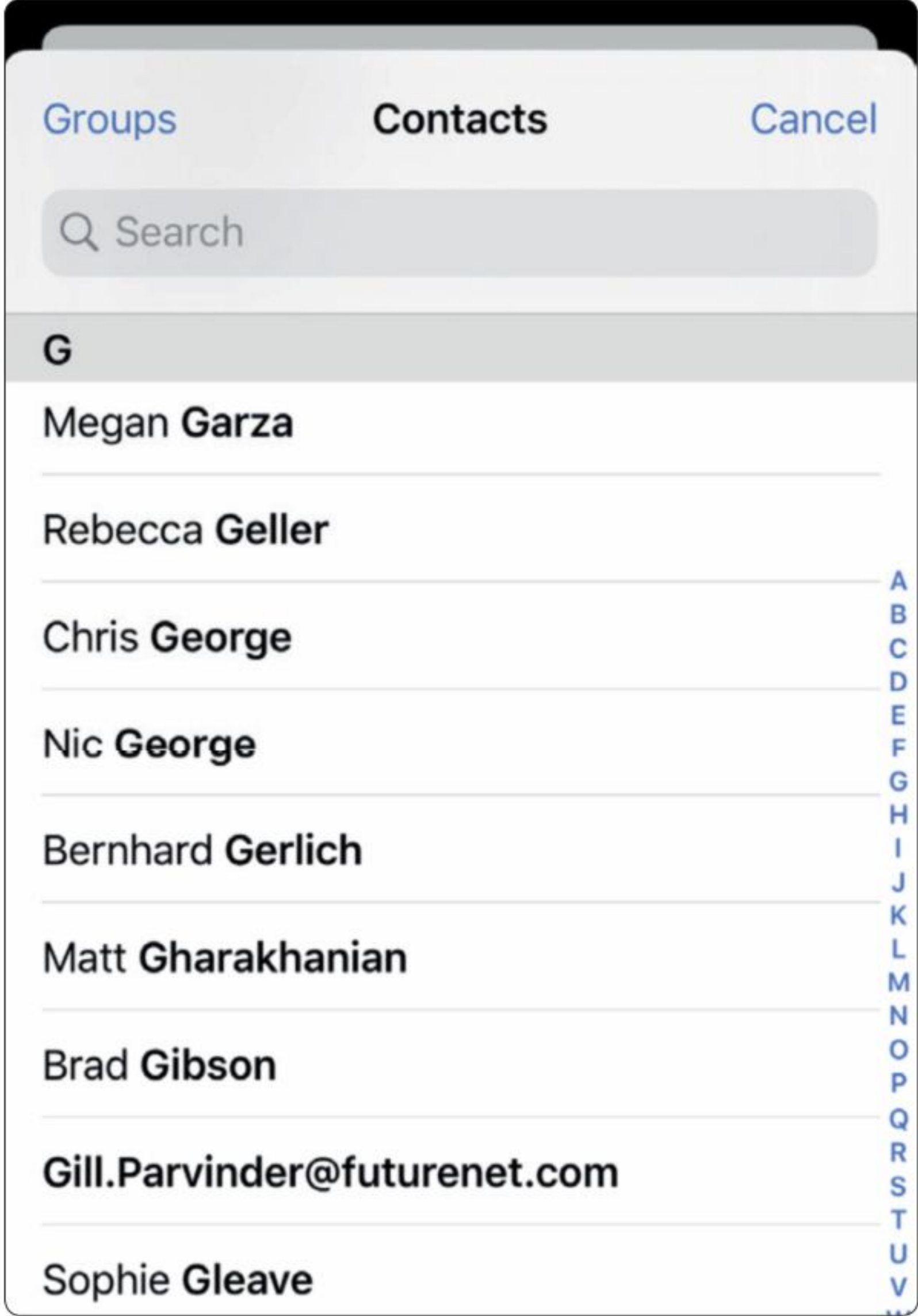


2 You can also assign individual ringtones and text tones, by tapping these fields and choosing one. When you're finished, tap Done and your new contact is added to your list. Pull this list down for a search field you can use to look for contacts by name, address, phone number or just about anything else entered on the card.

Merging duplicates

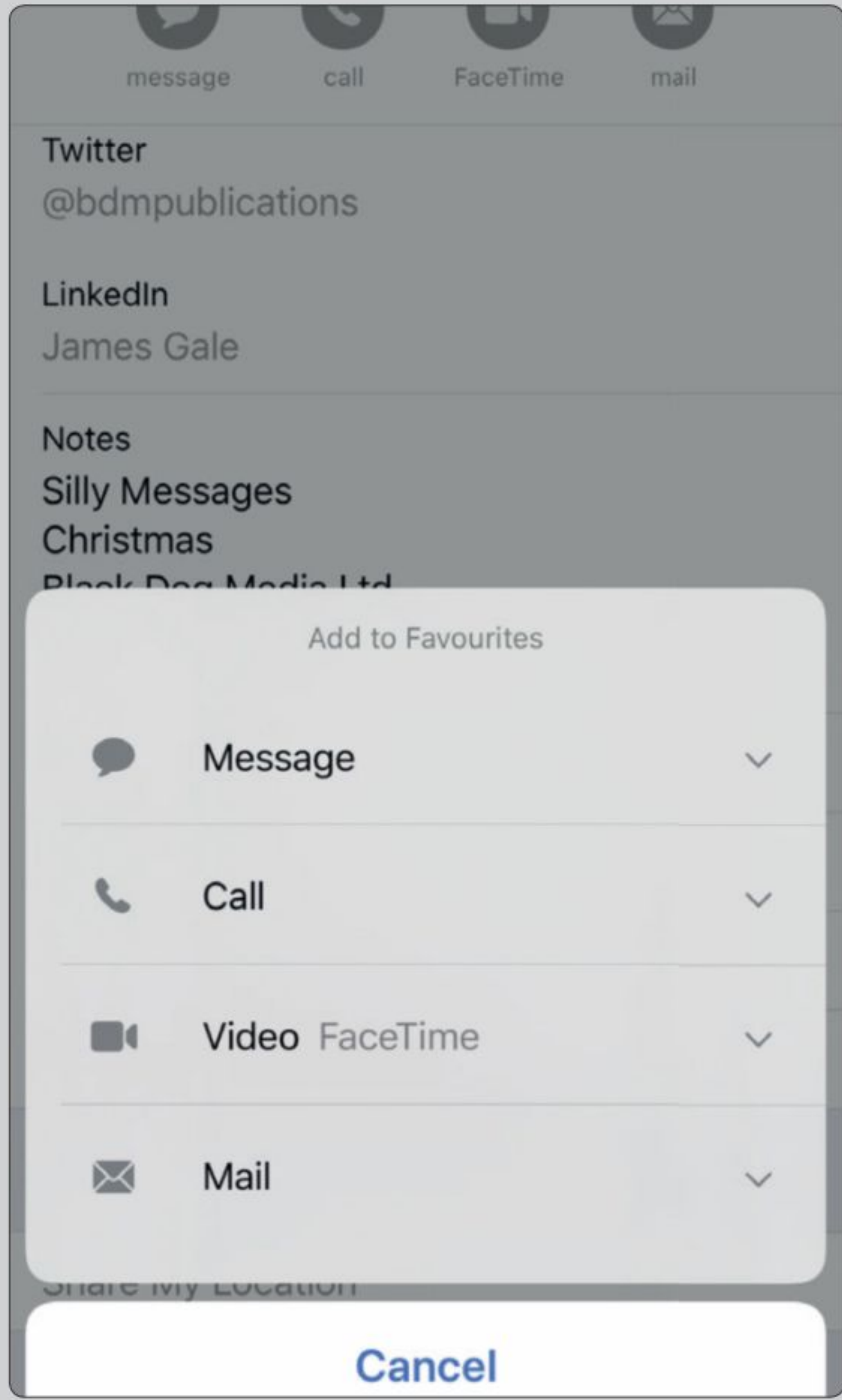


1 Open one of the accounts that you want to merge, and then tap Edit in the top right. Now scroll to the bottom of the contact card and tap the Link Contacts option.

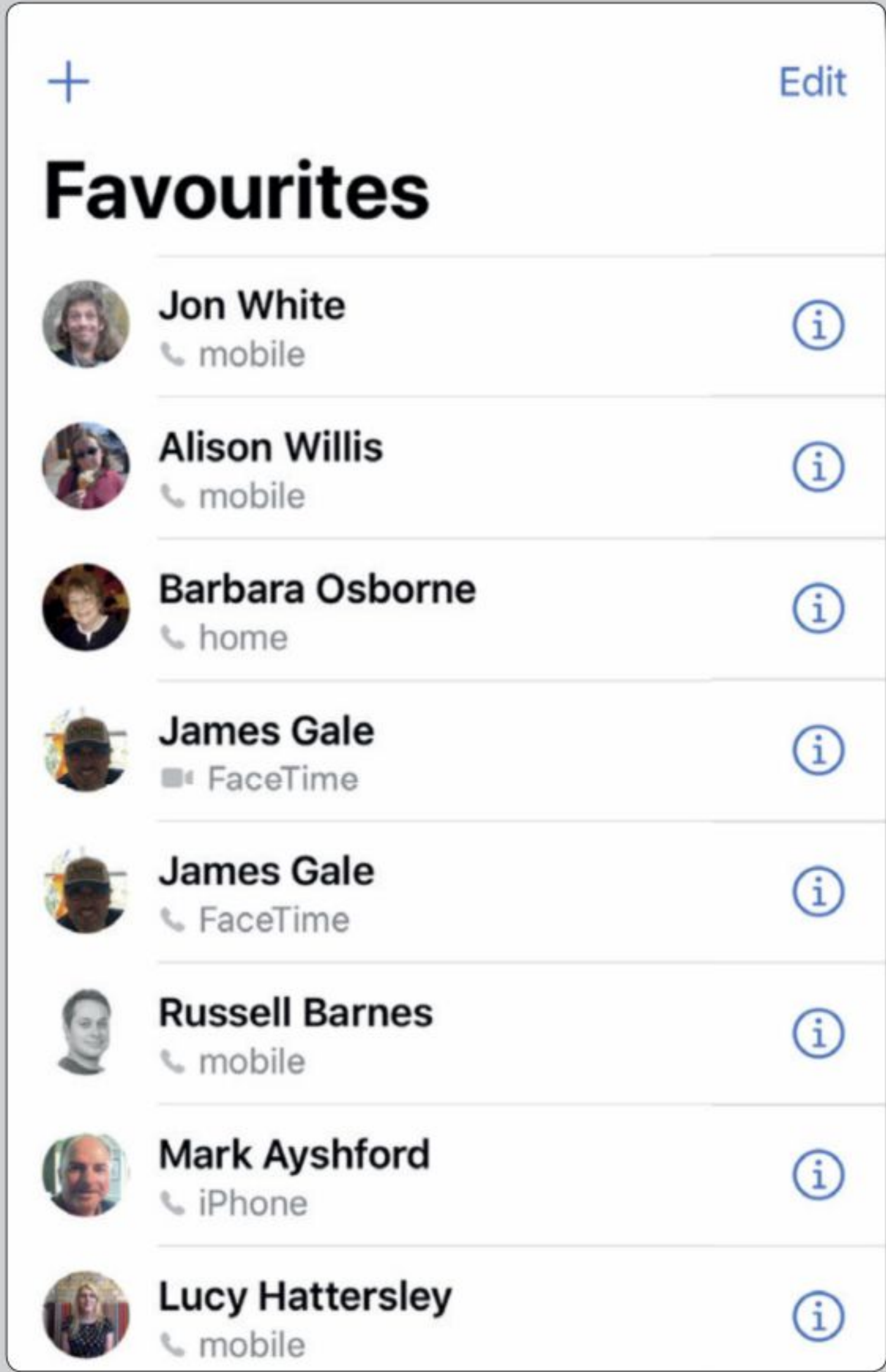


2 Choose the contact you wish to link it with and tap it. Repeat this process for all the person's profiles, and all their details then appear in a single entry in your Contacts app.

Making a favourites list.



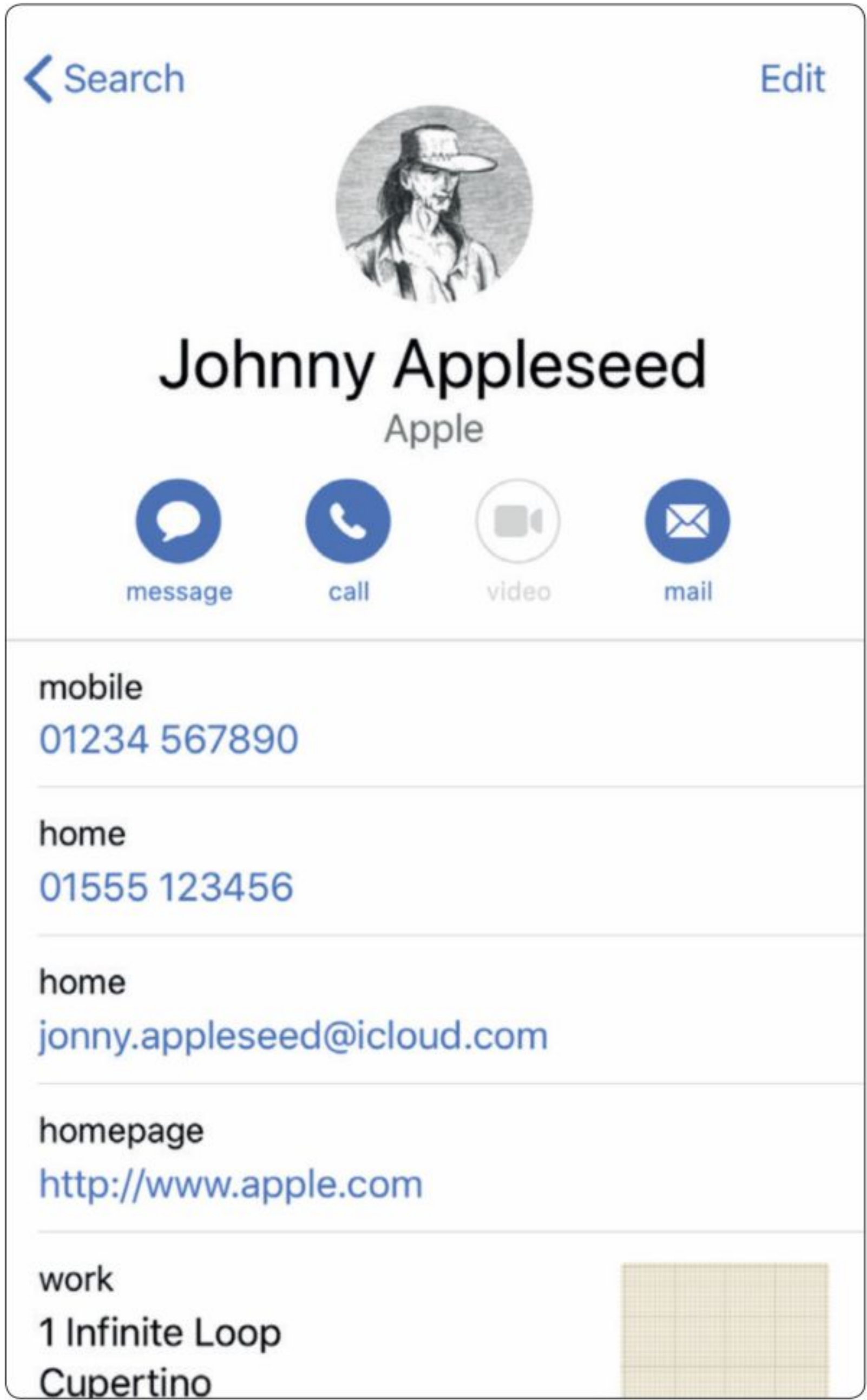
First, open their contact details and tap the Add to Favourites link. Tap the chevrons next to the category you wish to add and then tap the card detail you wish to make a favourite.



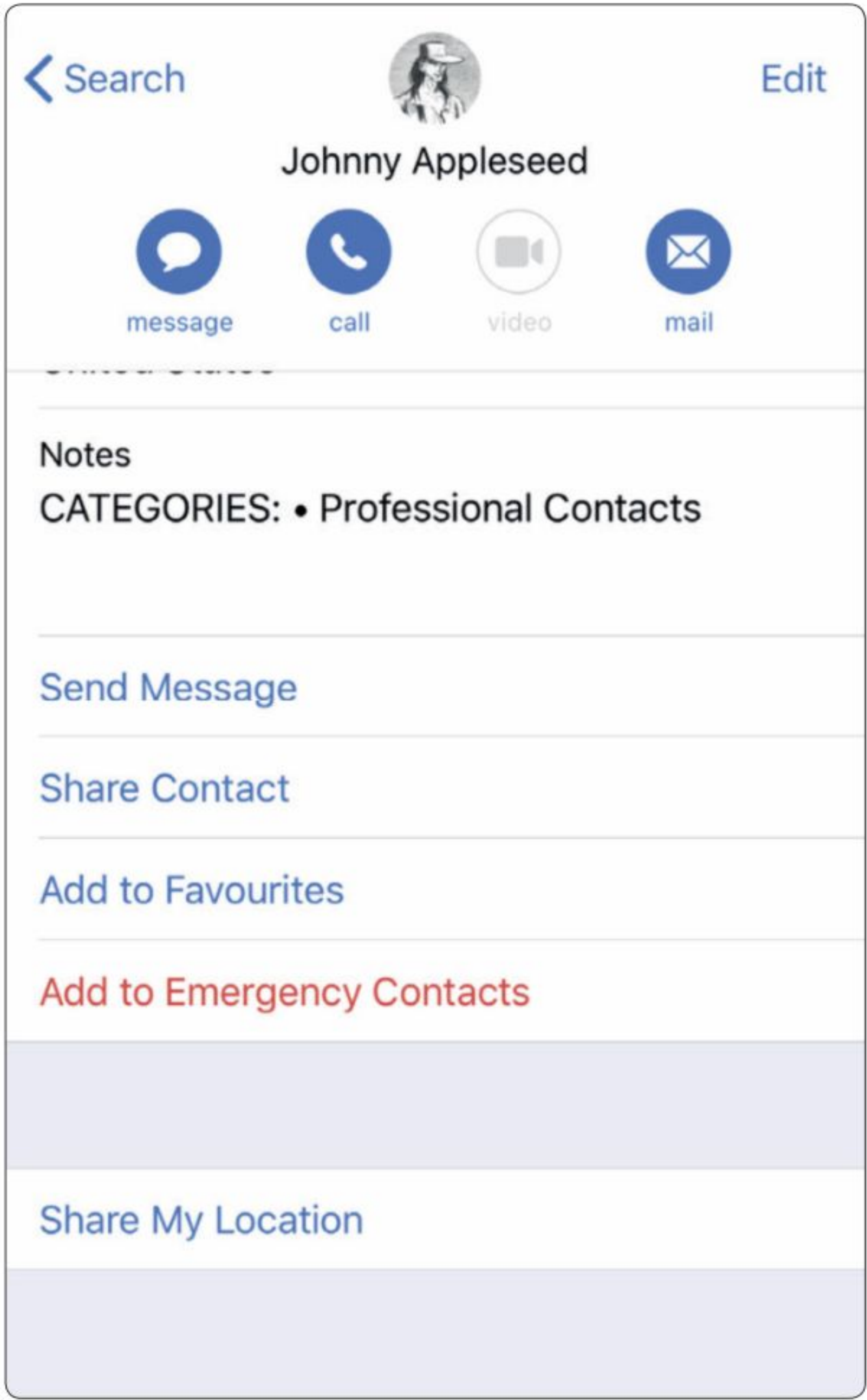
You can add as many card details to your list of favourites as you wish. Now, tap the Phone icon and then the Favourites icon (bottom left) to access your favourites.



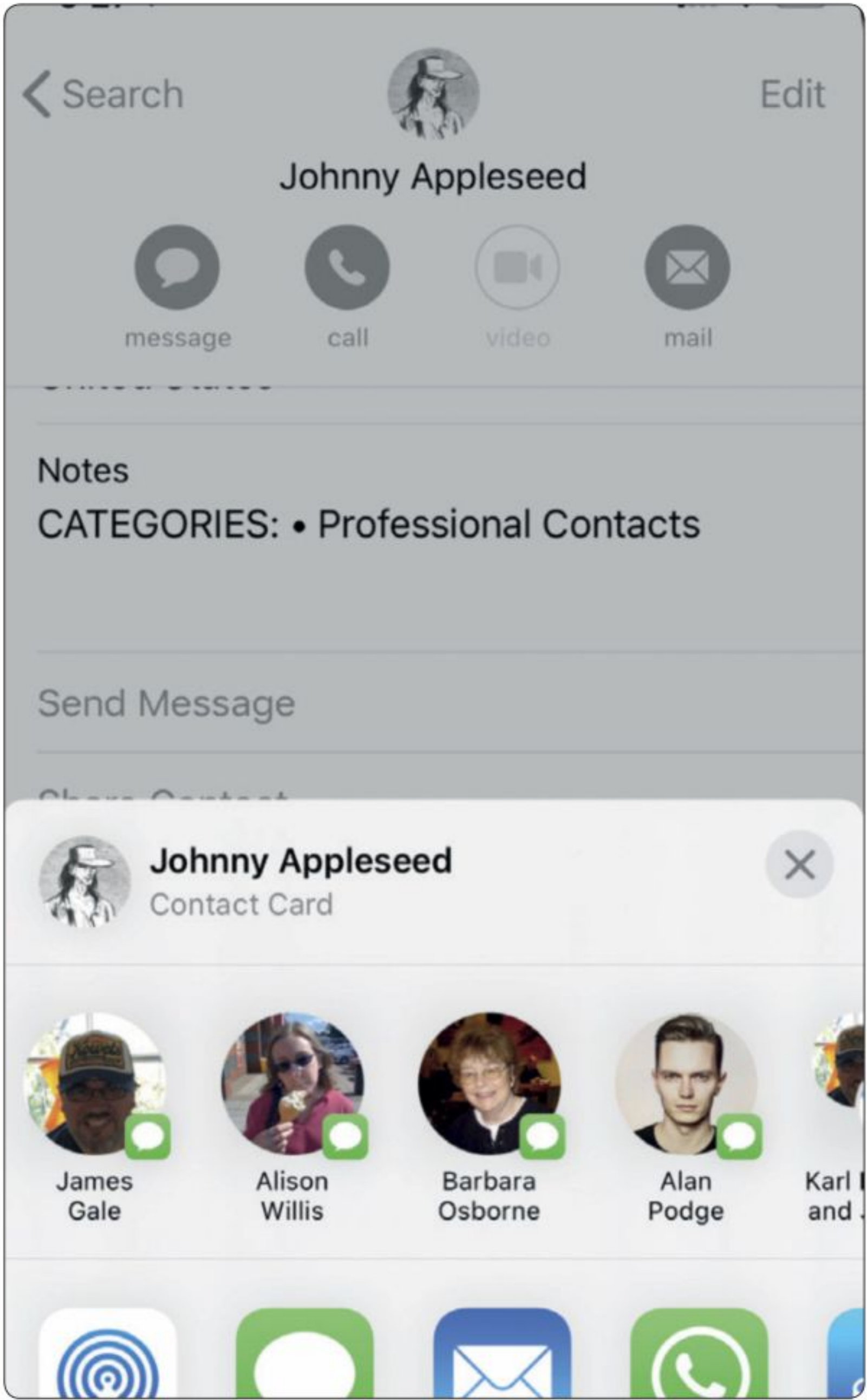
Sharing contacts with others



1 Open the Contacts app and then open the entry for the individual contact you wish to share.

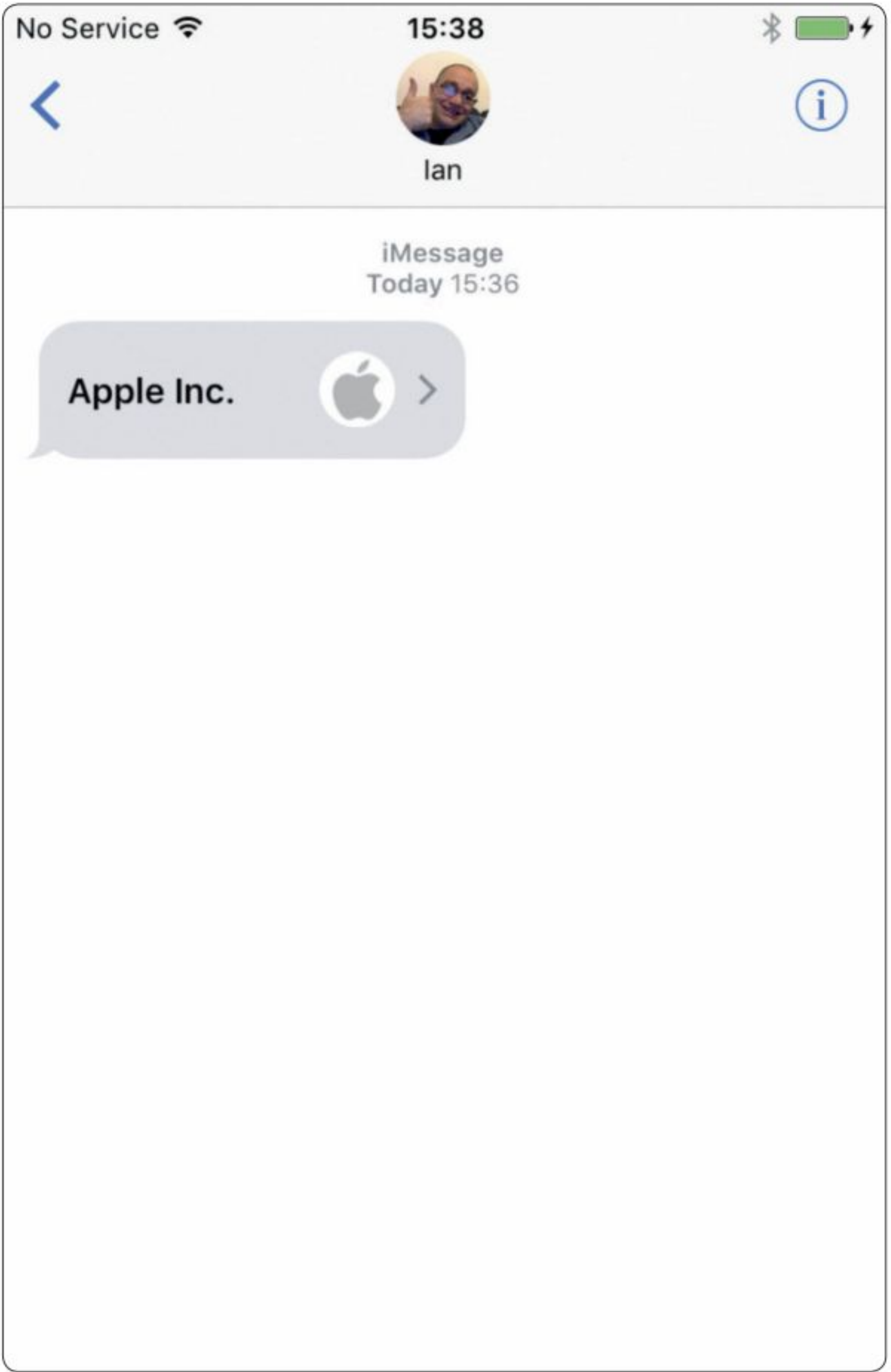


2 Scroll all the way down and tap the Share Contact link at the bottom of your contact's details.

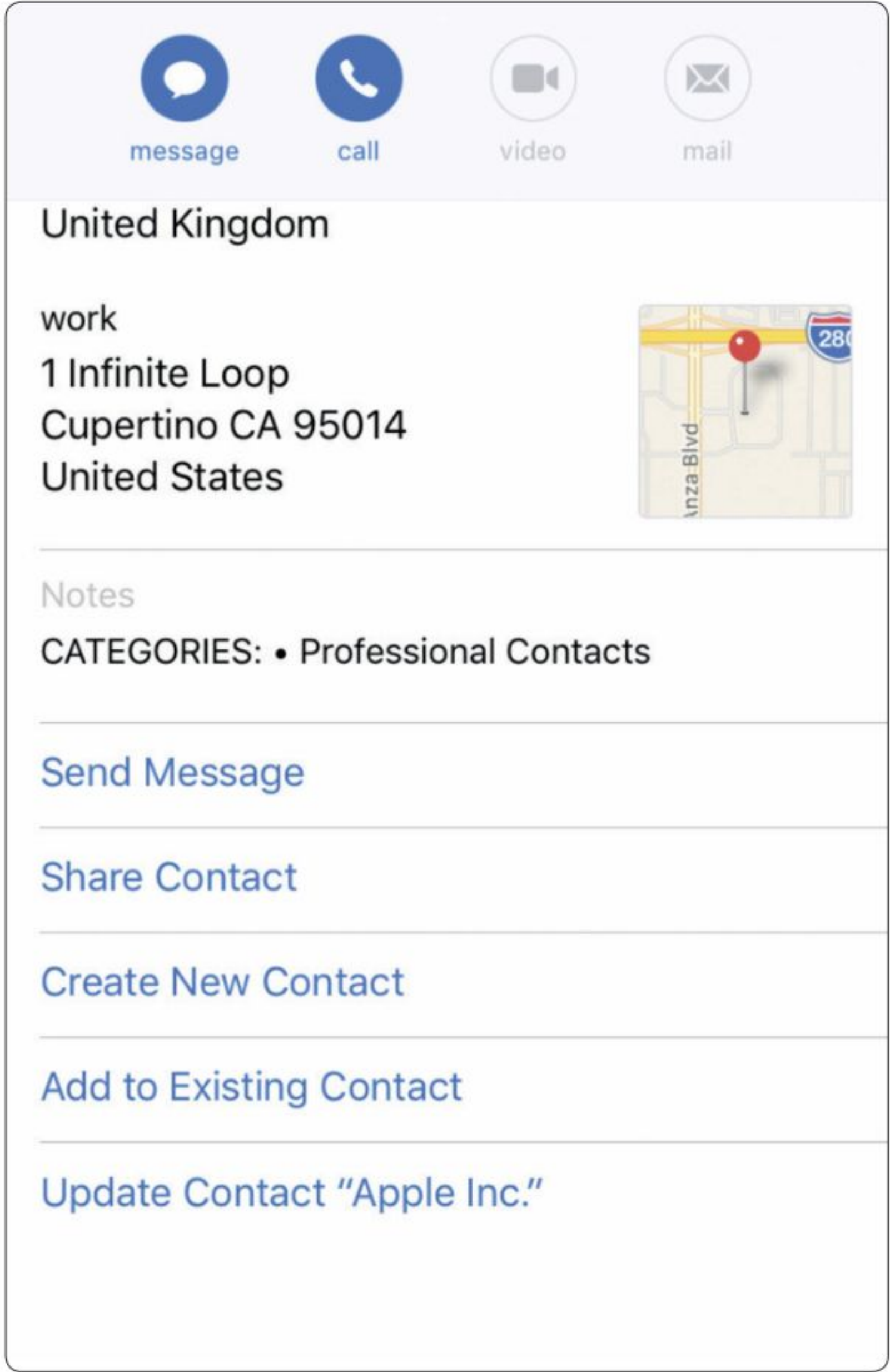


3 Choose an option from the pop-up window to send the contact by Mail, Messages, AirDrop and more.

Opening shared contact details



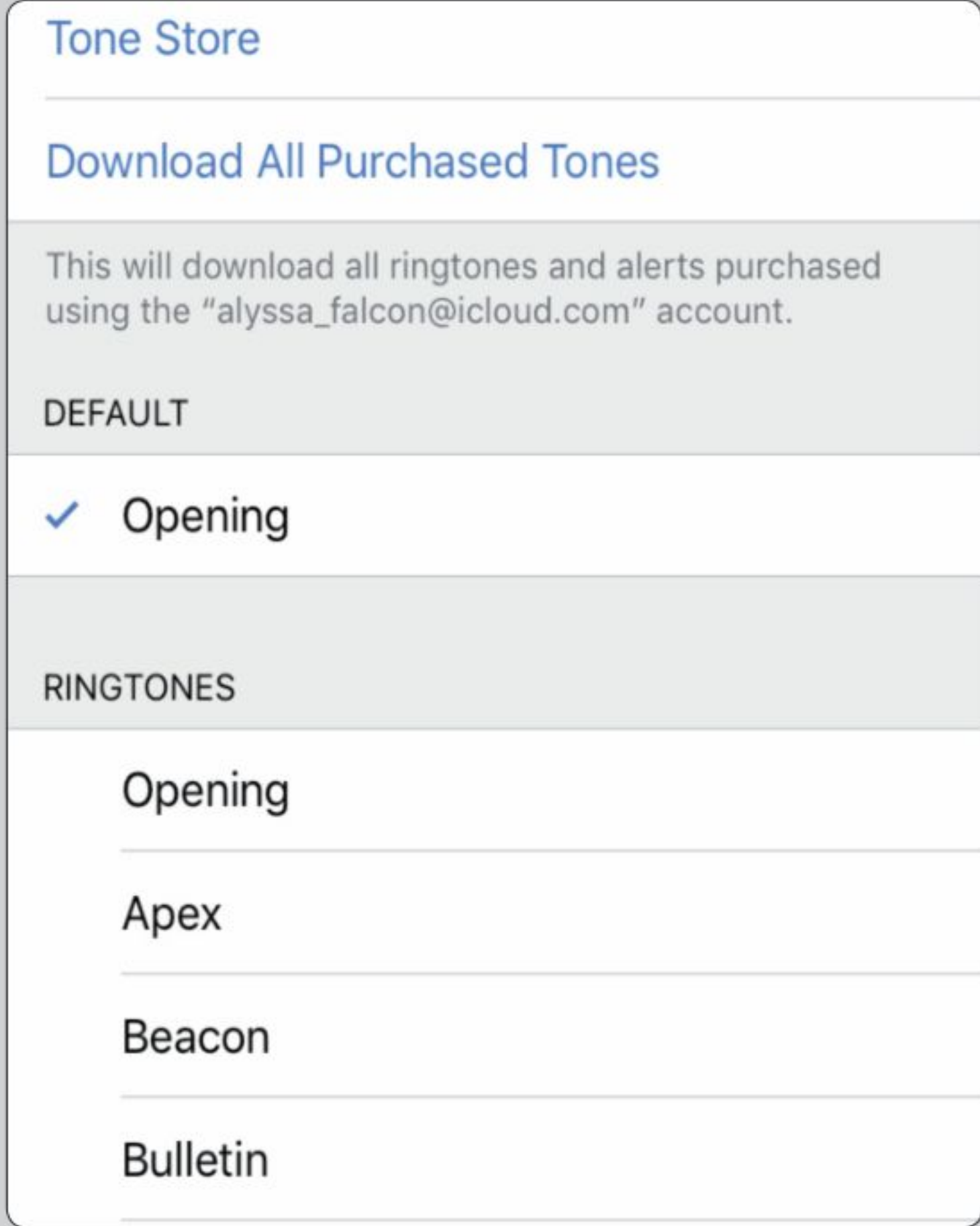
1 If you are accessing these contacts via a text message and/or email simply tap either the Contact icon, located above the text message or the VCF file.



2 As you can see, you have now opened the contact details. You can add these details as a new contact or add to an existing contact using the links shown here.

Assign a ringtone.

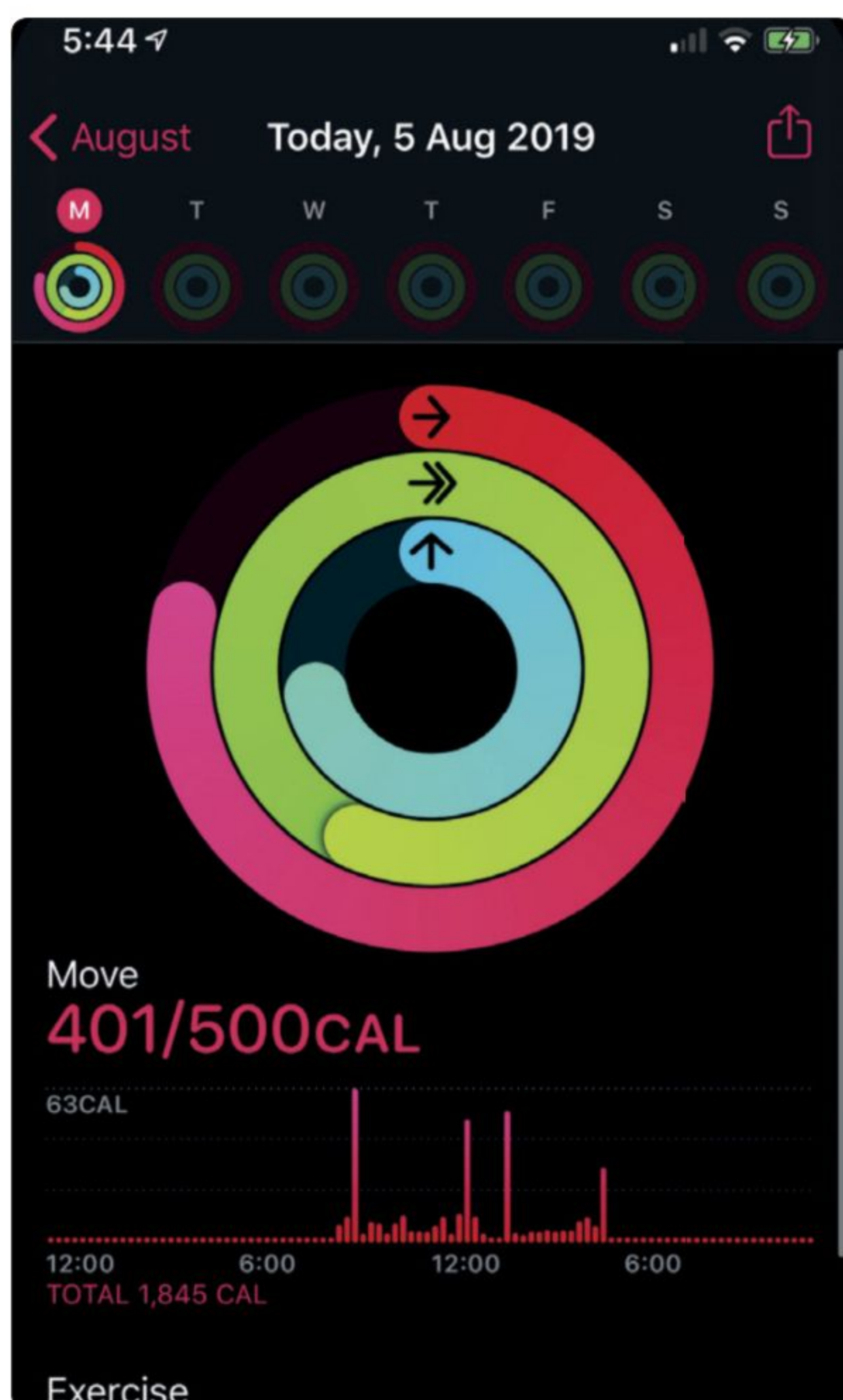
You can assign an individual ringtone or text alert to a specific contact. Open their contact card, tap Edit (top right) and scroll to Ringtone and Text Tone. Tap the one you want to change and select a new one to assign it.



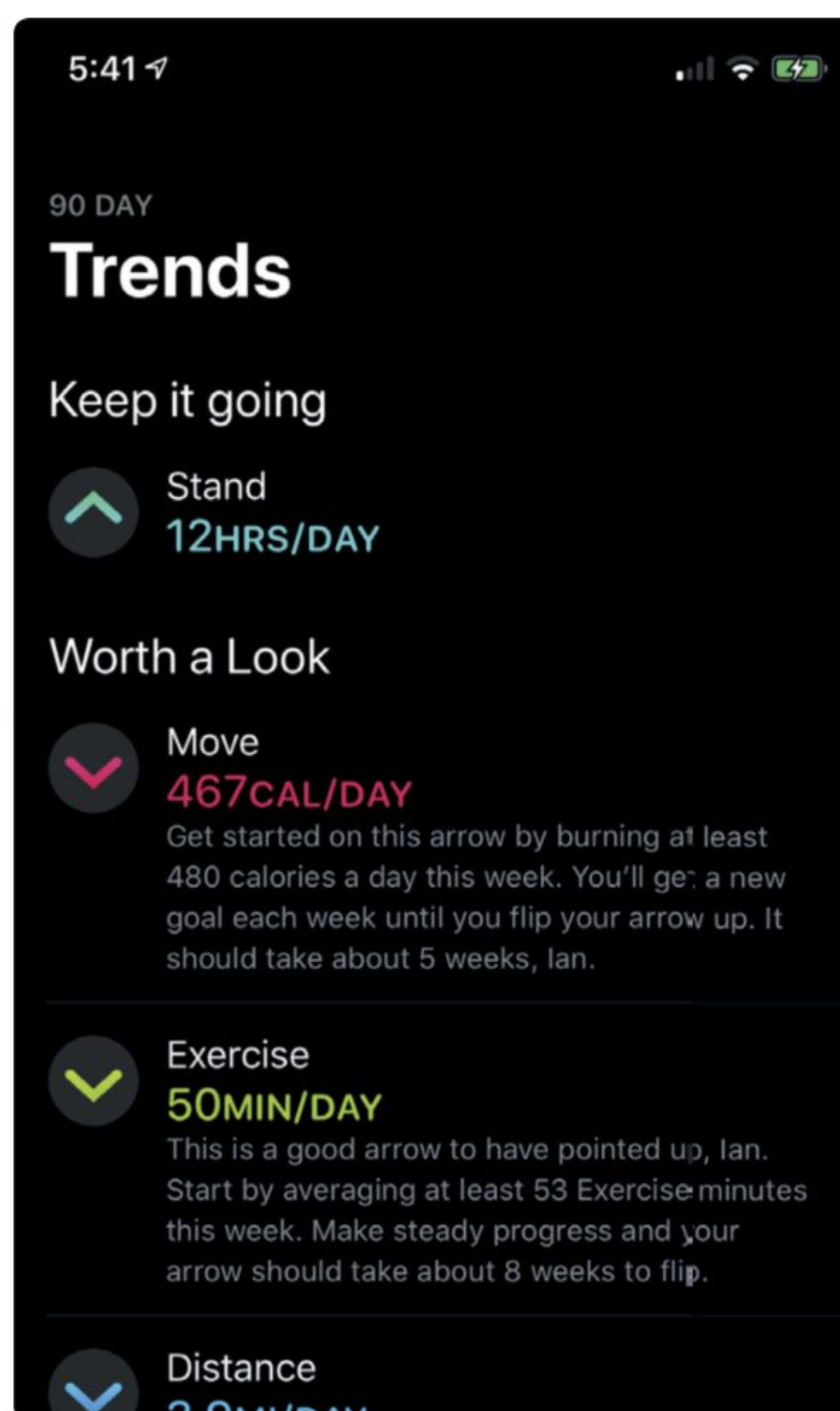


Activity

The Apple Watch is an amazing fitness tracker, and you can use it with your iPhone to keep track of your exercise regime. As always, the Activity app on the watch and the iPhone keeps track of how many calories you've lost through moving around, whether you've taken your daily dose of exercise or if you've got up and moved around at least once an hour.



1 Open the Activity app and you can see how much exercise you've done for the day. Your Move, Exercise, and Stand goals are represented by rings, which close as you go through the day. Scroll up for more info.



2 A new feature for iOS 13 lets you see whether your exercise rates are going up or down over the last 90 days. You can see whether you're maintaining or improving your active life, or falling behind previous stats.



3 Tap the Awards tab at the foot of the screen and you can see various awards and medals, which you can earn as you exercise. It's a great way of setting a goal for you to aim at as you pursue your active life.

Needs More Data



Flights
-/-FLT/DAY

Represents the flights of stairs you take each day.

Needs More Data.

Tap the Trends tab, then scroll up and you might see categories that aren't recording information. This might be because you haven't carried out enough workouts in the category in question, or your Apple Watch is too old. For example, Flights (how many flights of stairs you've climbed) needs an Apple Watch Series 3 or later.

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Camera

Here we show you how to make the most of the iPhone's cameras. With the Camera app, you can take amazing still pictures, record regular and slow-motion videos, make panoramic shots, take live photos and more.

Camera in Focus

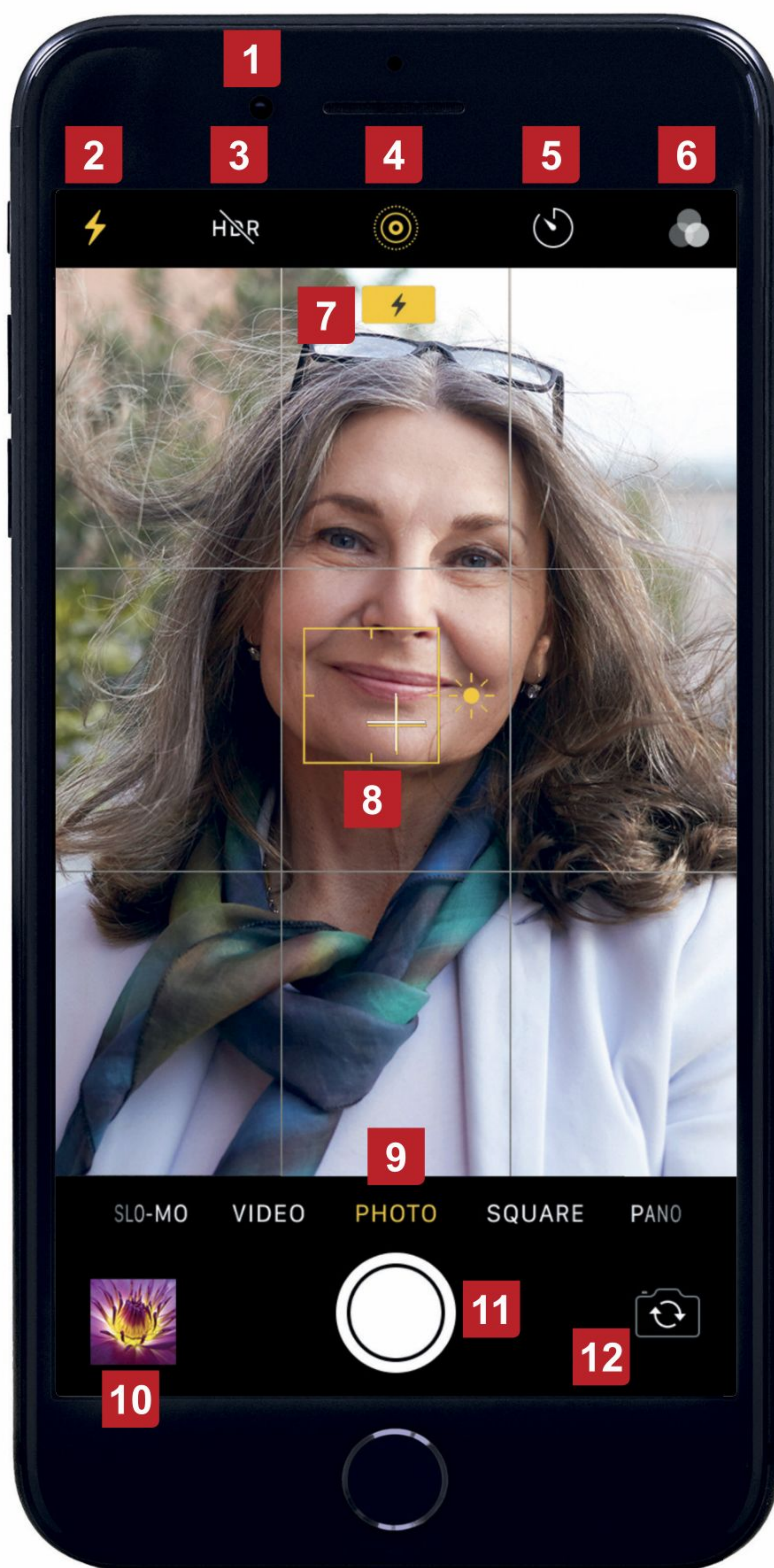
1 The FaceTime (front) and iSight (rear) cameras. The FaceTime camera is good for selfies and FaceTime chats and the iSight camera for general photography.

2 Tap the Flash icon and you can set the flash to activate automatically when light is low, switch it on so it always flashes or switch it off so it doesn't flash at all.

3 HDR stands for High Dynamic Range. It works by taking several photos at different exposures in a short burst and then combining them into a single image. Tap this icon to set the HDR feature to auto, on or off, as you do for the flash.

4 A live photo adds a few seconds of video to the still picture, giving it a mildly animated feel. Tap this icon to toggle the Live Photo feature on and off.

5 This is the self-timer. Tap it, then choose a delay of three or ten seconds between tapping the button and the photo actually taking, giving you time to run around and join the picture.



6 This filters option lets you apply effects to your pictures using a slider. You can make them warmer, cooler, monotone and more.

7 This icon means the flash is active. Obviously, it doesn't appear on your photo.

8 Tap the screen to set a focal point. The camera focuses on whatever's in this part of the picture. Move your finger up and down the screen to adjust the brightness slider found to its right.

9 Use this slider to switch between the various settings offered by the Camera app. These settings include video and still photography options.

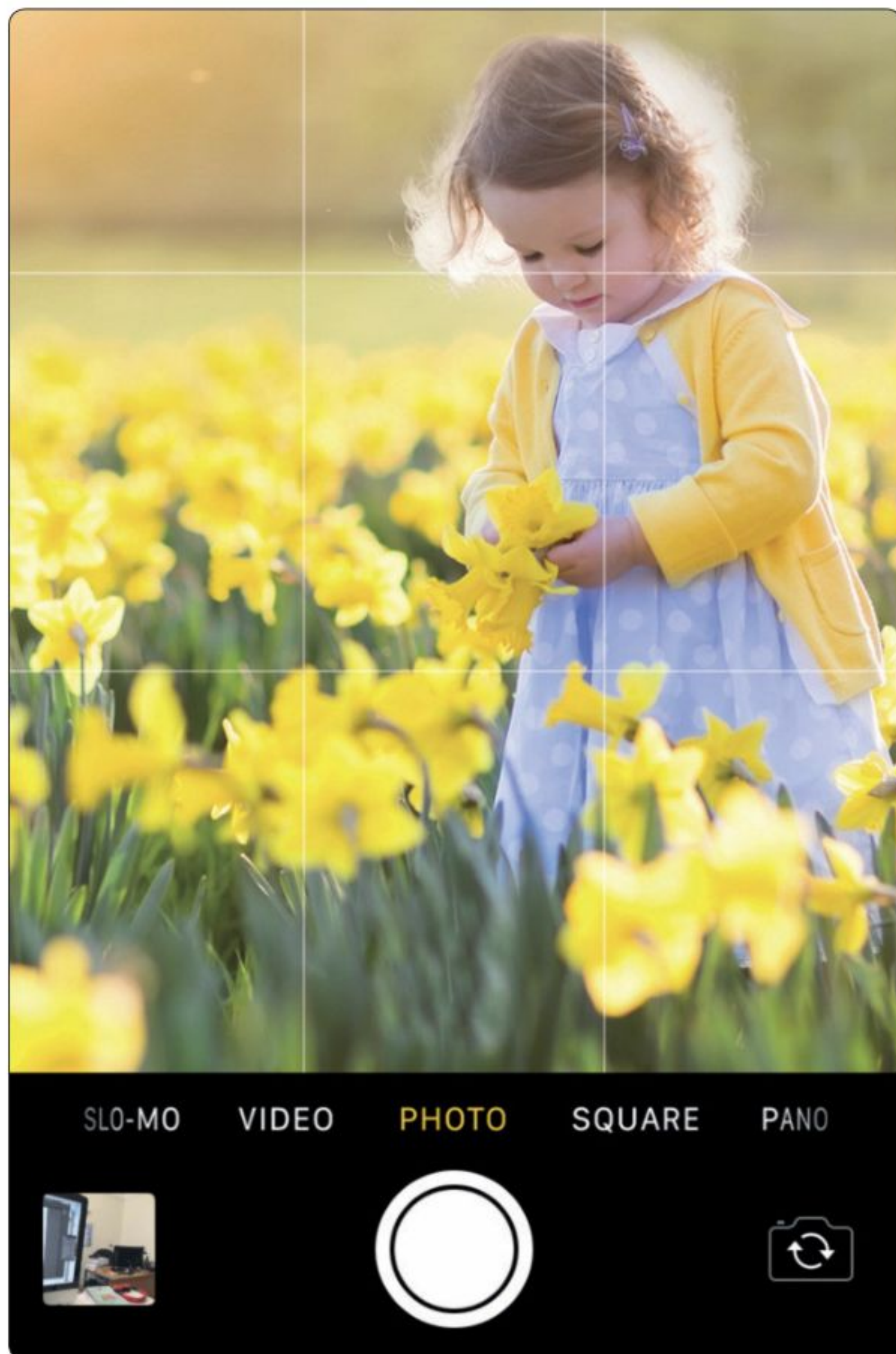
10 Tap here to open the last photo or video you took. You can delete it straight away if it wasn't what you want.

11 Tap here to take a photo or to start a video recording. You can use the Volume buttons instead too.

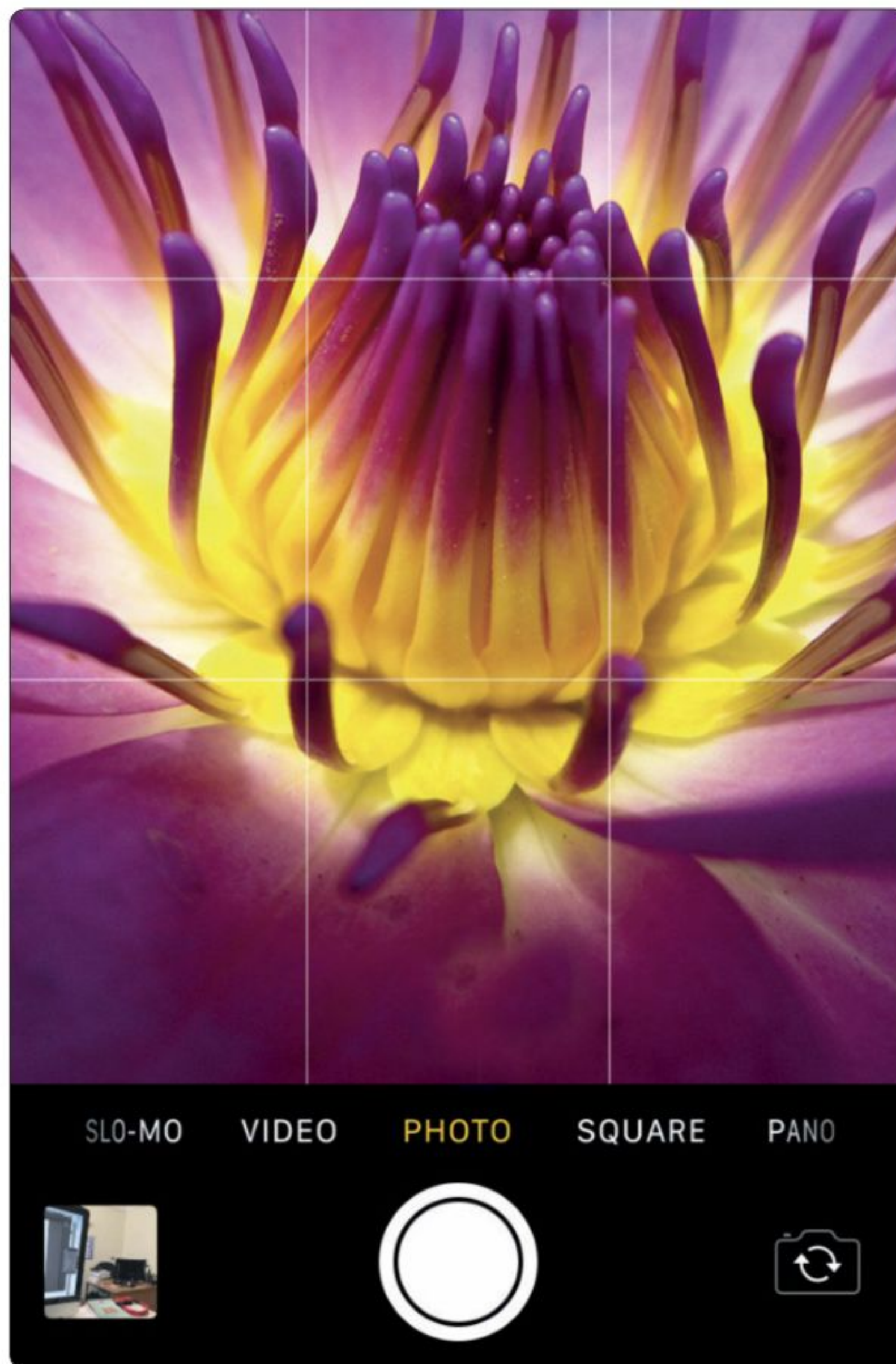
12 This icon switches between using the front and rear cameras.



Capturing still photographs and video explained



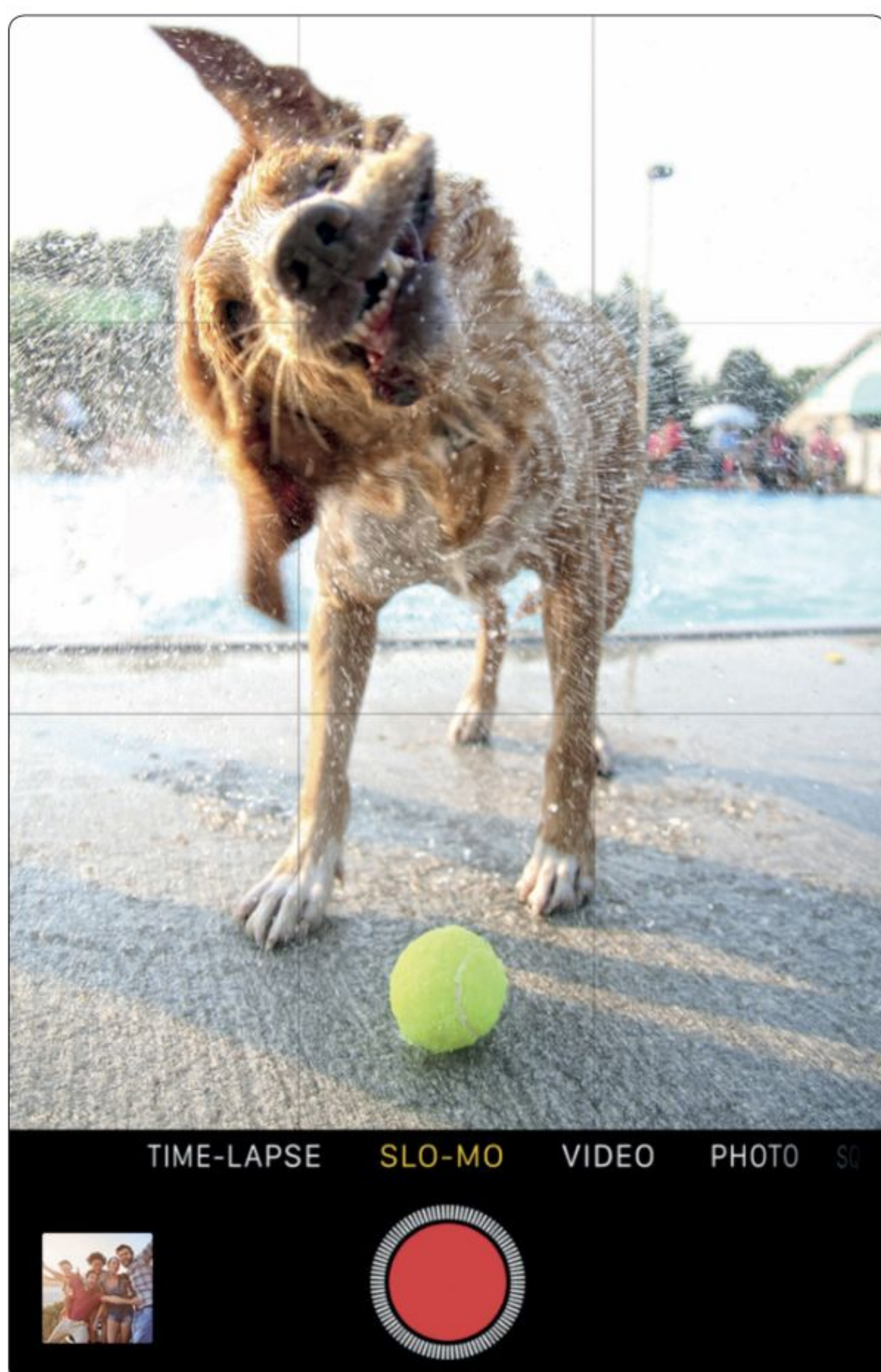
1 Open the Camera app. To flip between the front and back cameras, tap the Camera icon (bottom right). To switch between video and stills, use the slider under the image; moving between Time-lapse, Slo-mo, Video, Photo, Square and Pano.



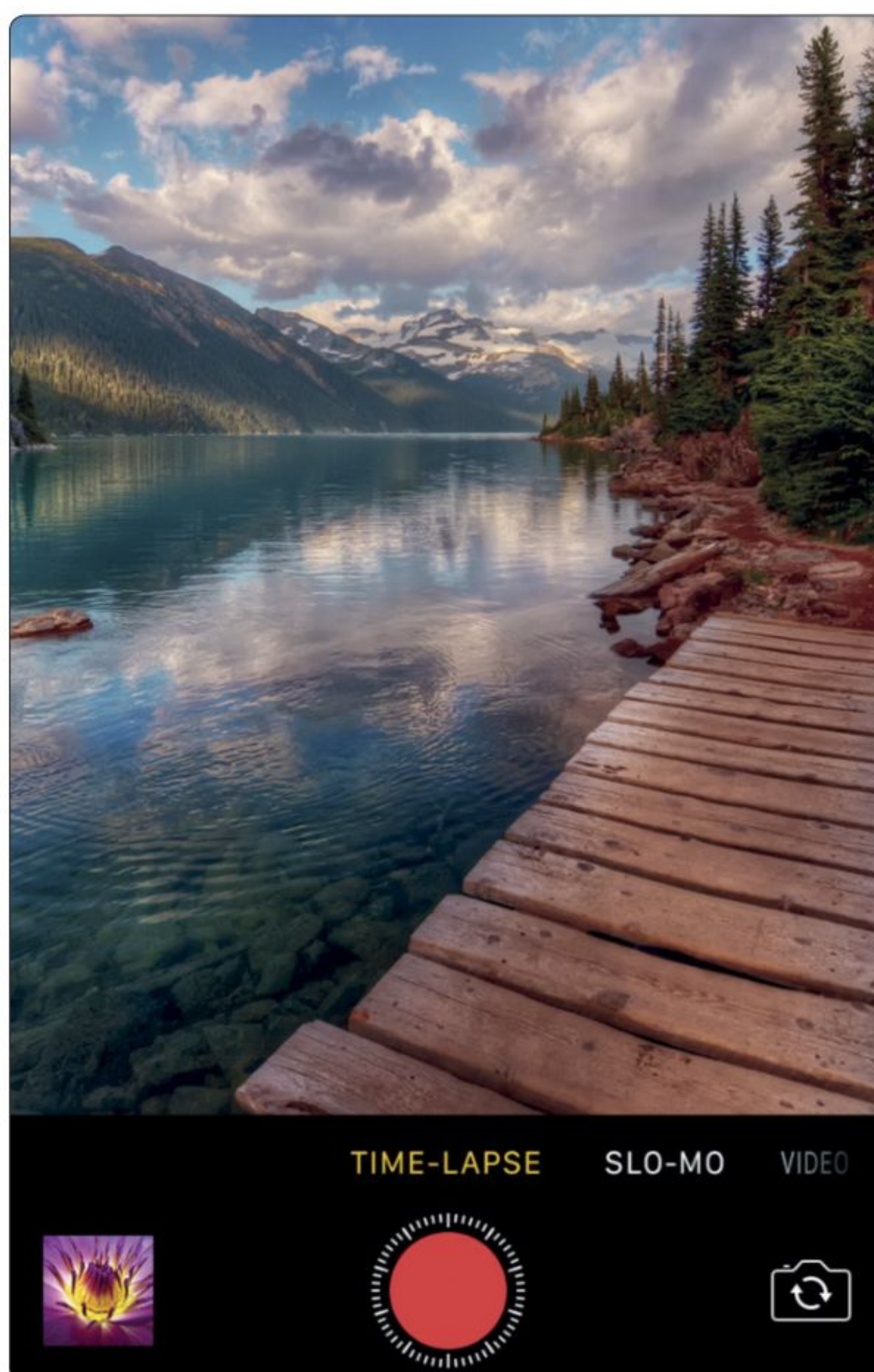
2 With the regular camera, you can zoom in and out using two fingers. To take a photo, tap the big white button at the foot of the screen, or one of the iPhone's Volume buttons. Press and hold either to use Burst Mode, taking multiple images at once.



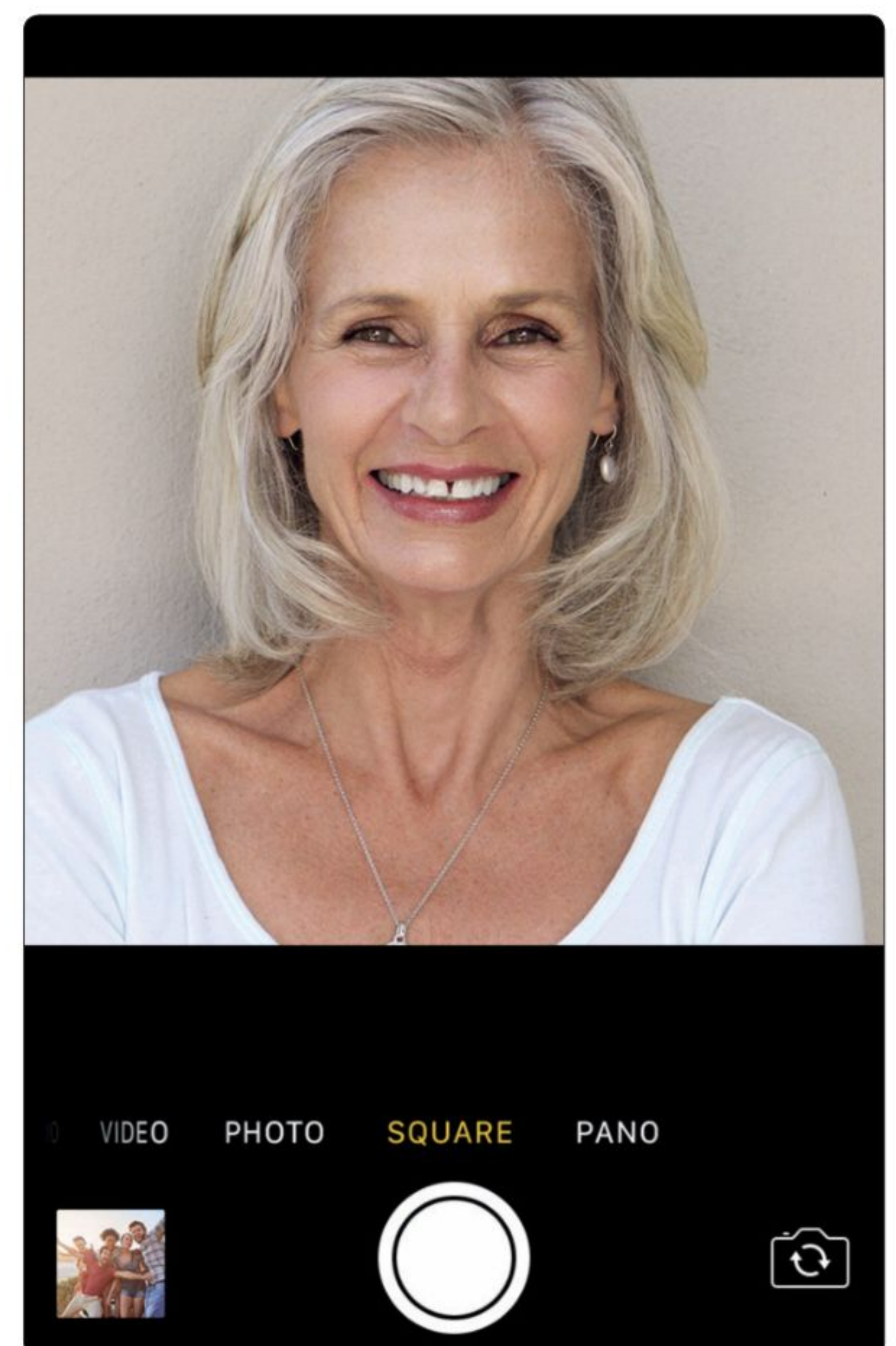
3 To record a video, set the slider to the Video option. Tap the red on-screen button to start recording. While recording, tap the white button (bottom left) to take a still photo. Tap the red button, which has now become a square, to stop recording.



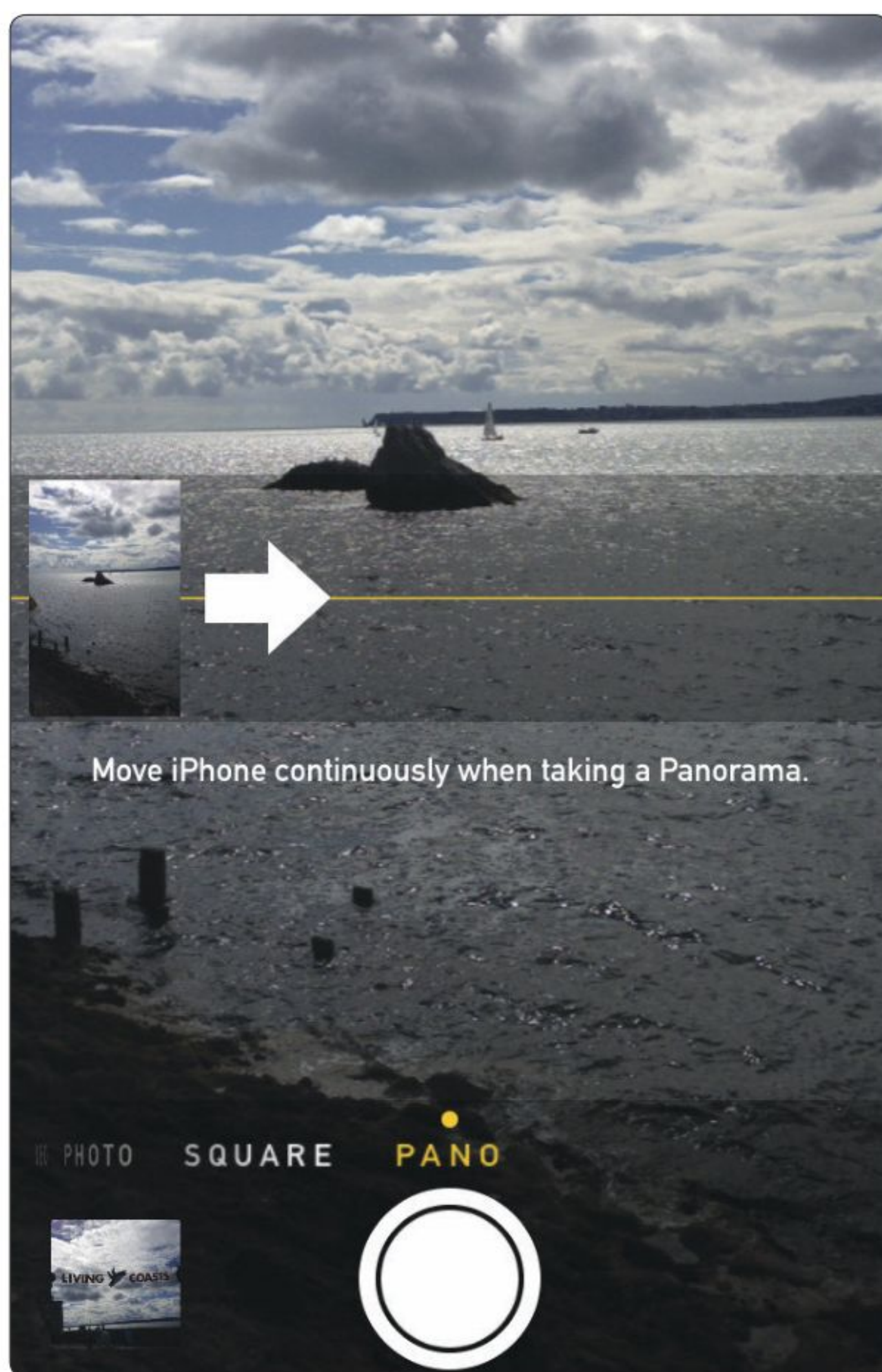
4 You can also shoot video footage in Slo-mo (slow motion). It's shot in exactly the same way as regular video, as explained in Step 3, but with the Slo-mo option chosen using the slider, as shown here.



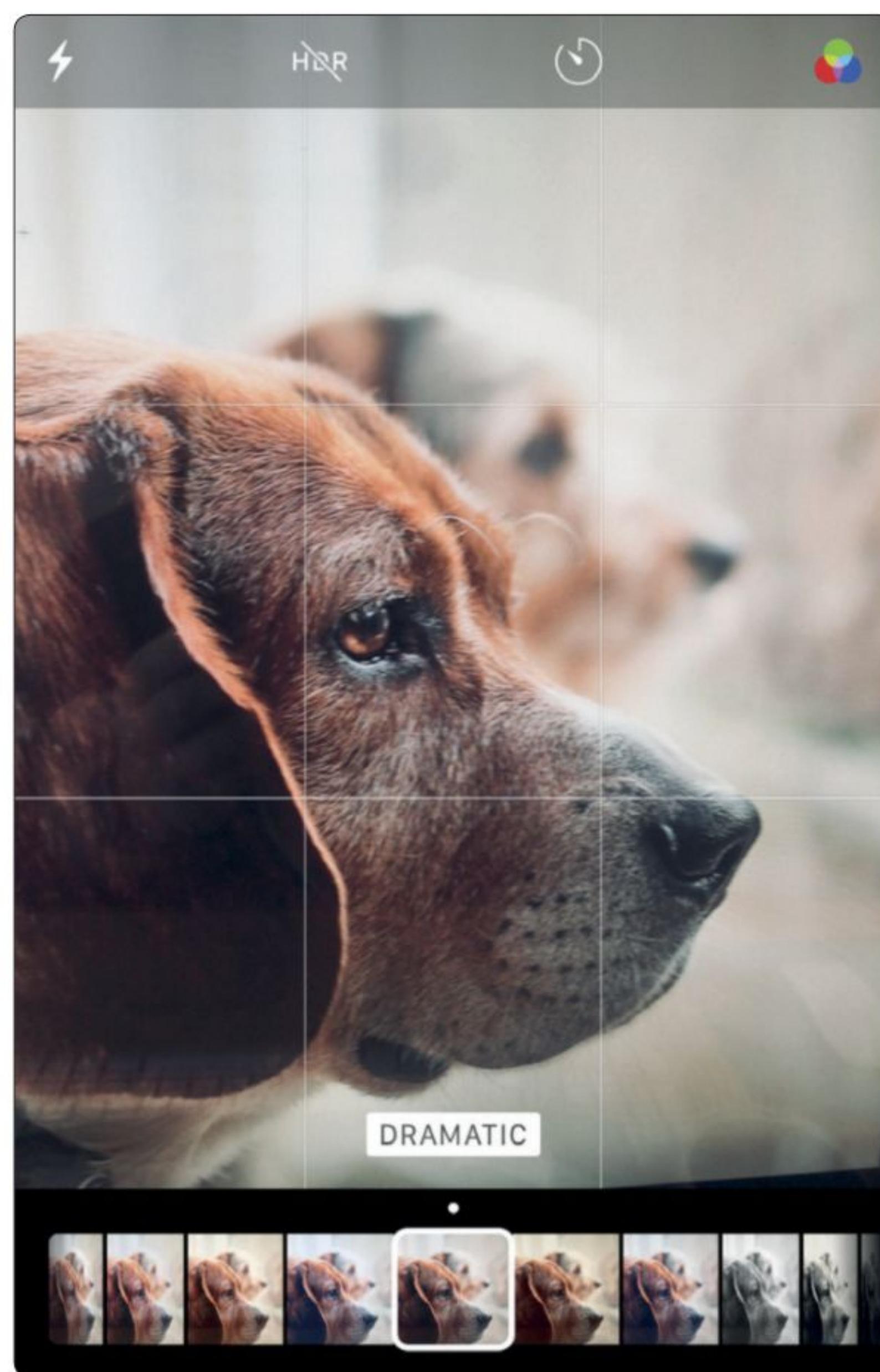
5 The final option available on the slider is the Time-lapse feature. Tap the shutter and you can now take frame-long videos at set time intervals, showing the passing of time. It's great fun to use.



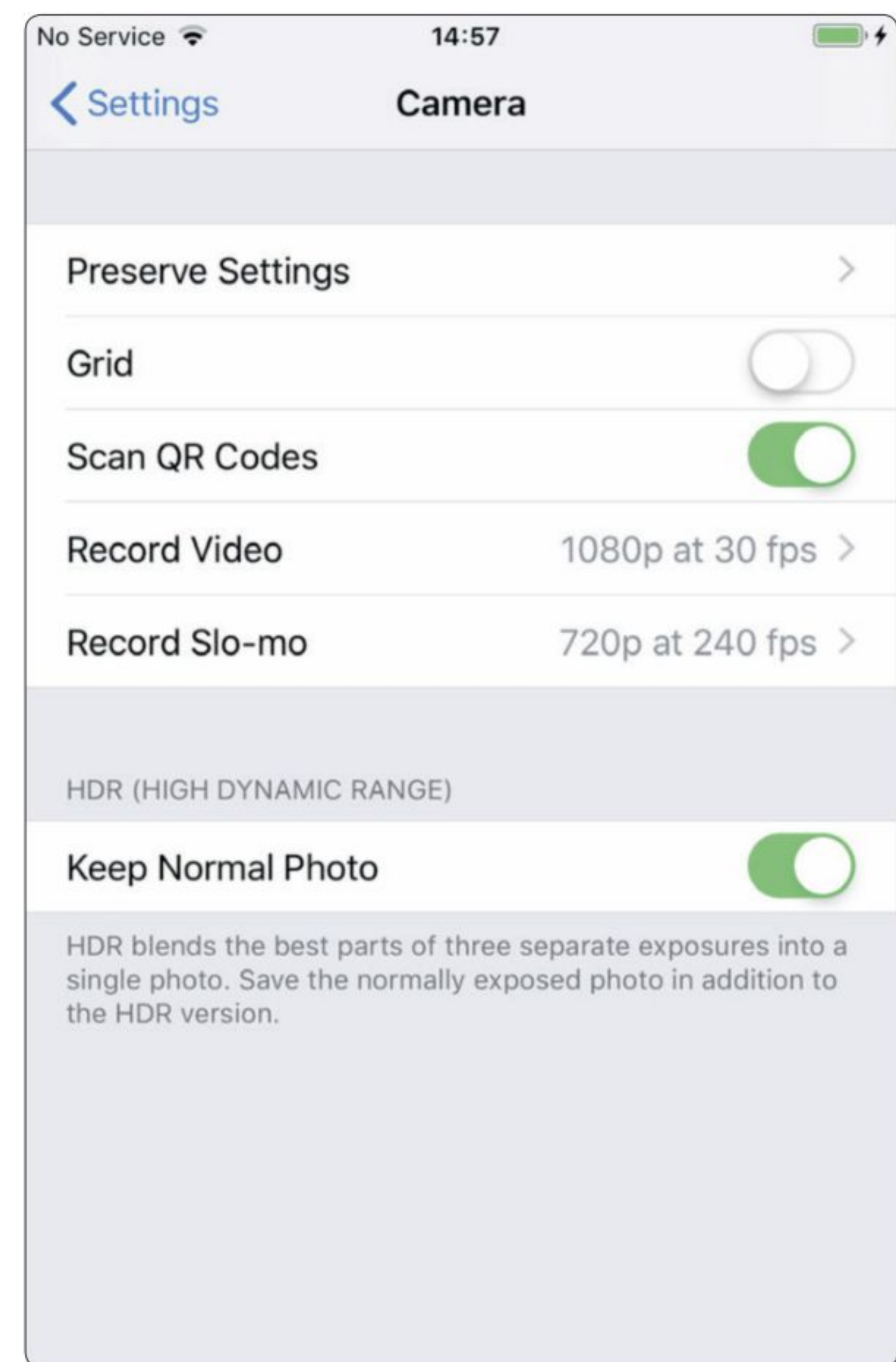
6 Move the slider to the Square option and you can take a square-shaped photo. It's ideally suited for taking a single image that will be used as an ID photo for a passport, driving licence or an avatar for use on the web.



7 The Pano option is for the panoramic camera feature. Tap the shutter and move the iPhone along the on-screen marker, you can take a continuous horizontal image. Tap the arrow to reverse its direction.

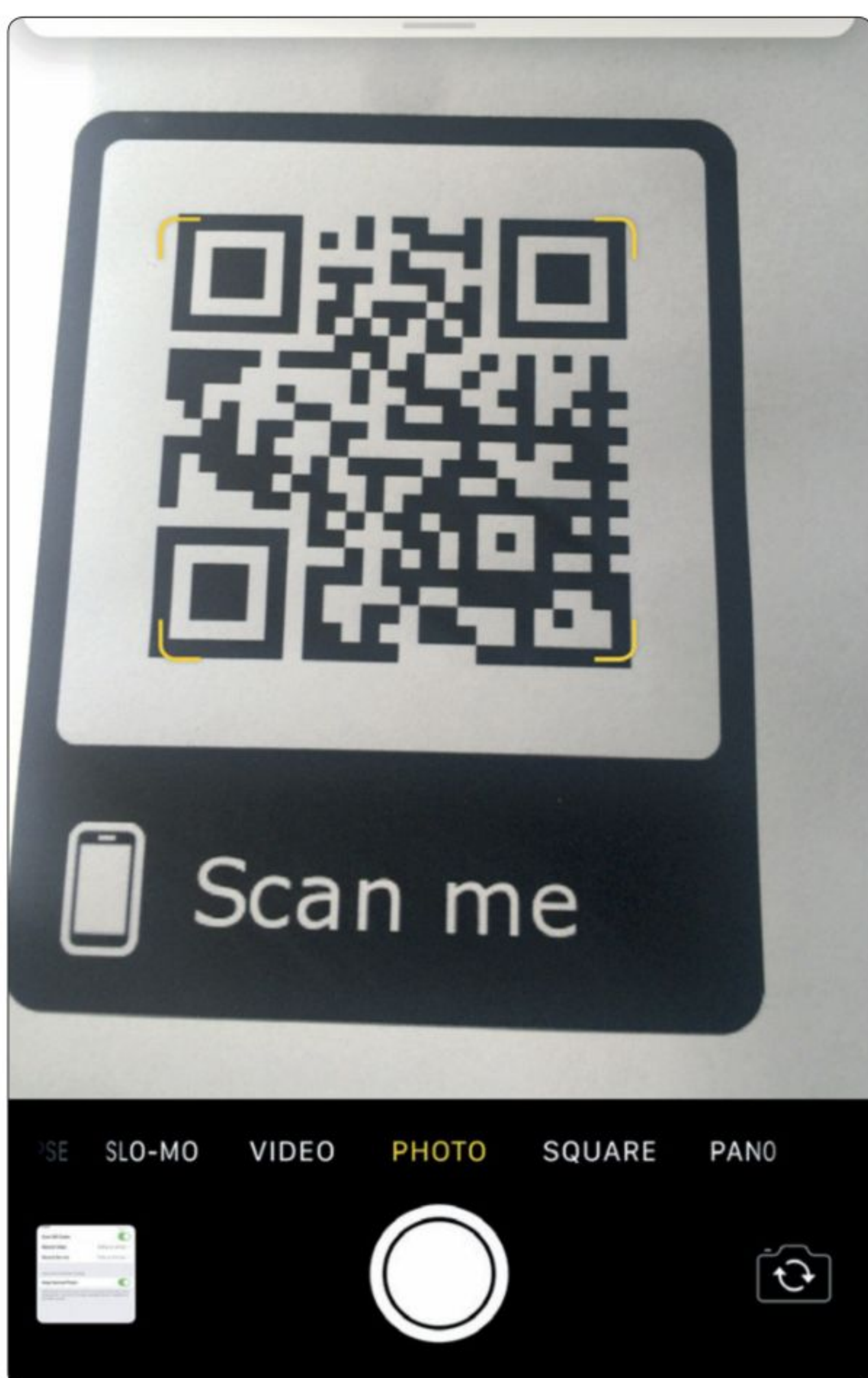


8 You can access real-time filters for your photos and videos, giving them various effects. Tap the icon (top right corner) and select a filter. Used correctly, these filters can really add to your digital photography.

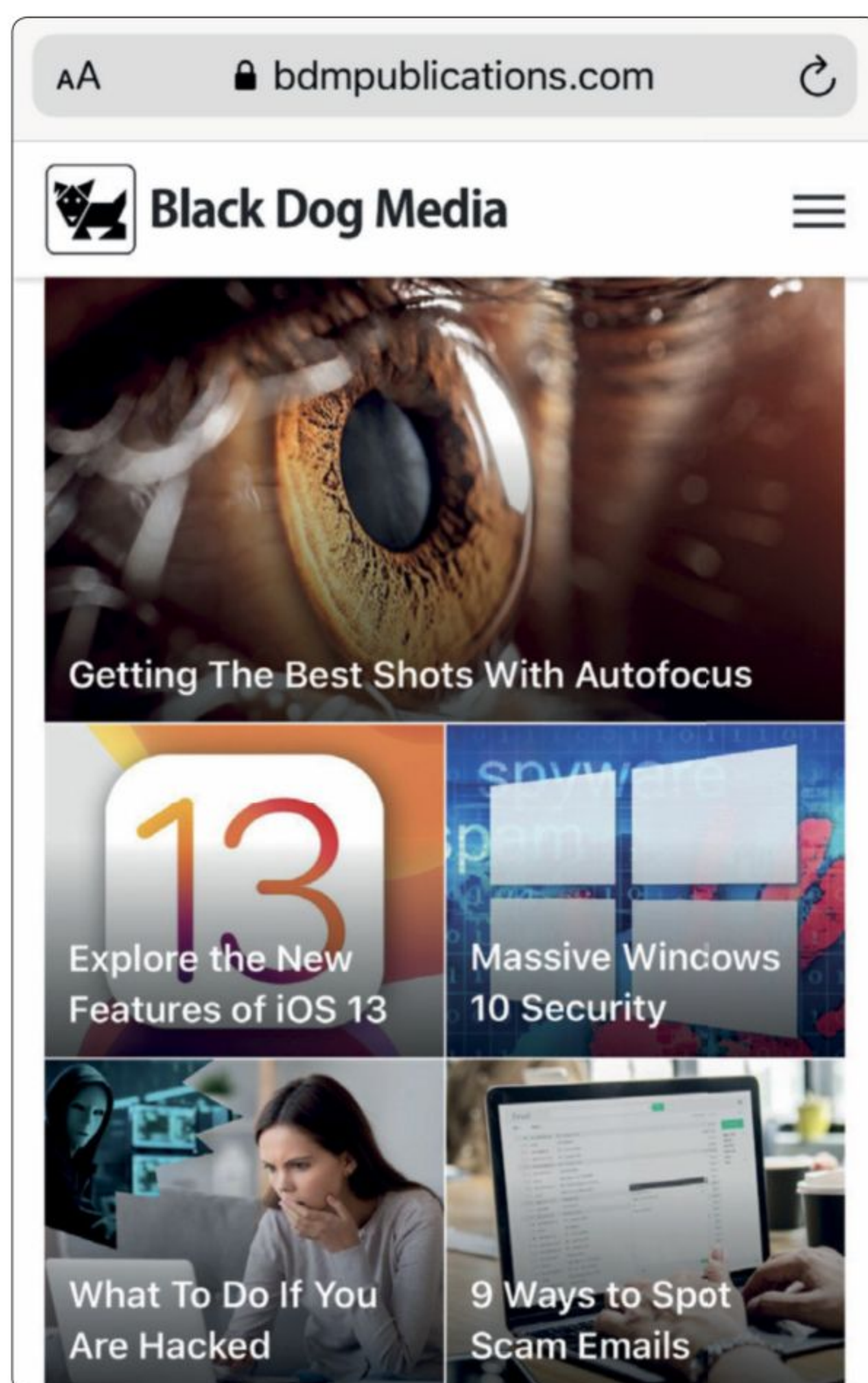


9 For additional features, return to the Settings app. From this link select Photos & Camera. You can then access facilities that greatly assist you in your composition, such as an overlay grid and video settings.

Reading QR codes

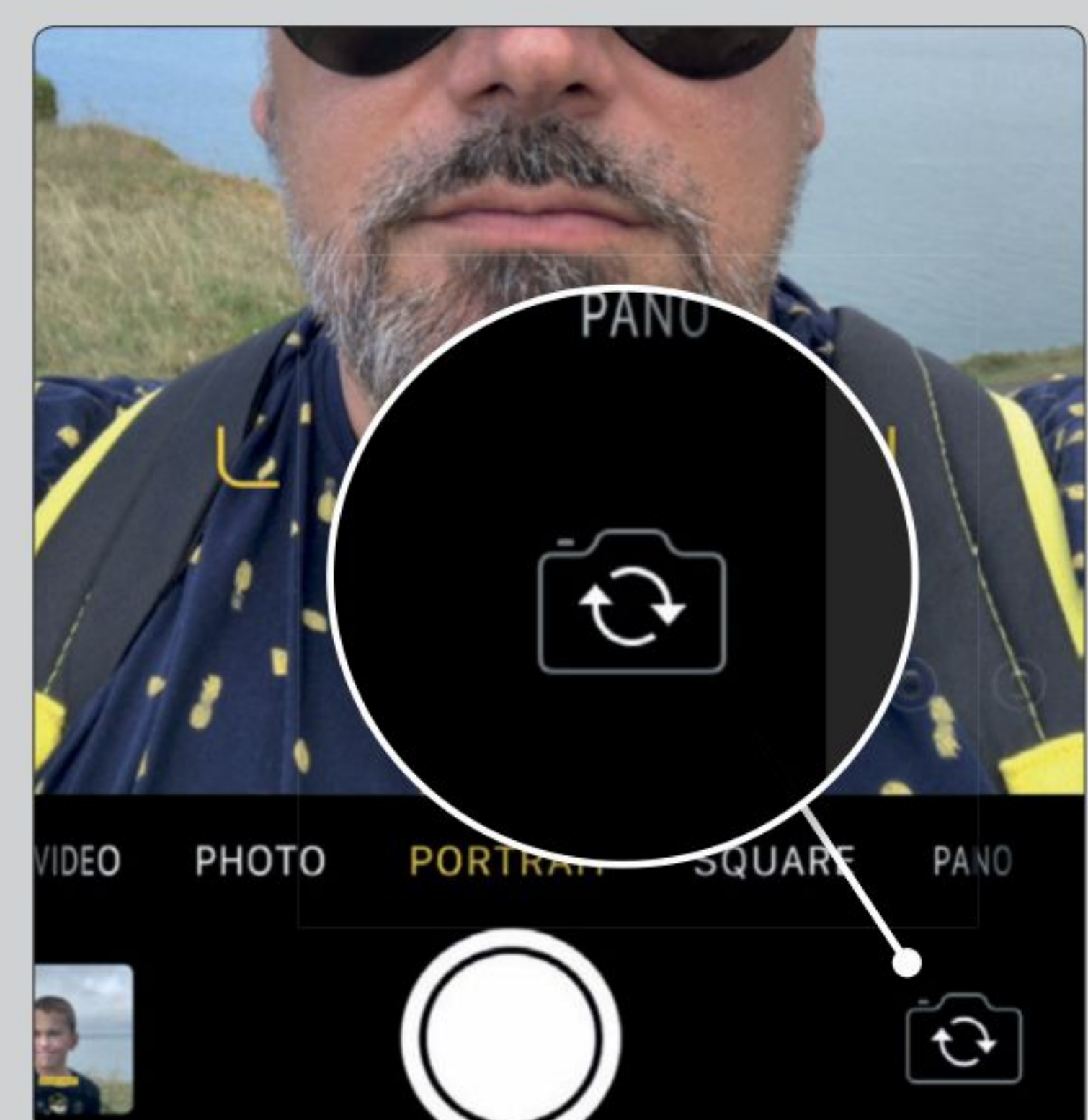


1 You can read a QR code with the Camera app. A QR code is a machine-readable pattern made up of black and white squares that typically opens a URL. To scan one, hover the camera over the code.



2 There's no need to press the Shutter button. In the latest Camera app, Apple has added a frame around the code, making it easier to scan. When you get a notification, tap it to activate the QR code.

Switch between cameras.



You can take photos with the Camera app using the front-facing camera or the twin rear cameras. Simply tap the Camera icon in the bottom right corner of the screen, as shown, to switch between the front and rear cameras.

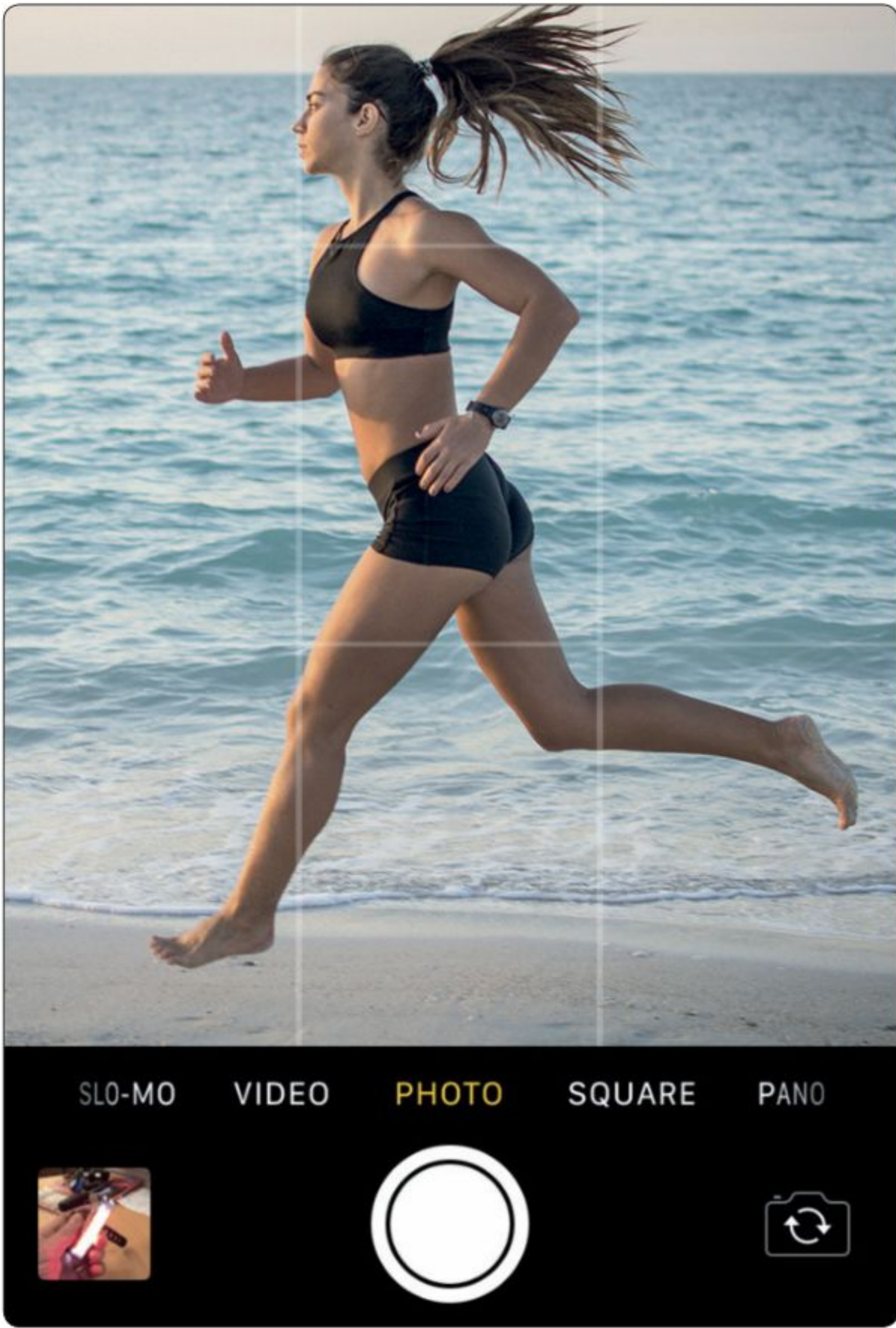
The Live Photos feature



1 In addition to the regular still photo, the Live Photos feature, which is only available on the iPhone SE, 6s/6s Plus or later, captures a few seconds of video and sound, from before and after the still is taken, for an animated photo.

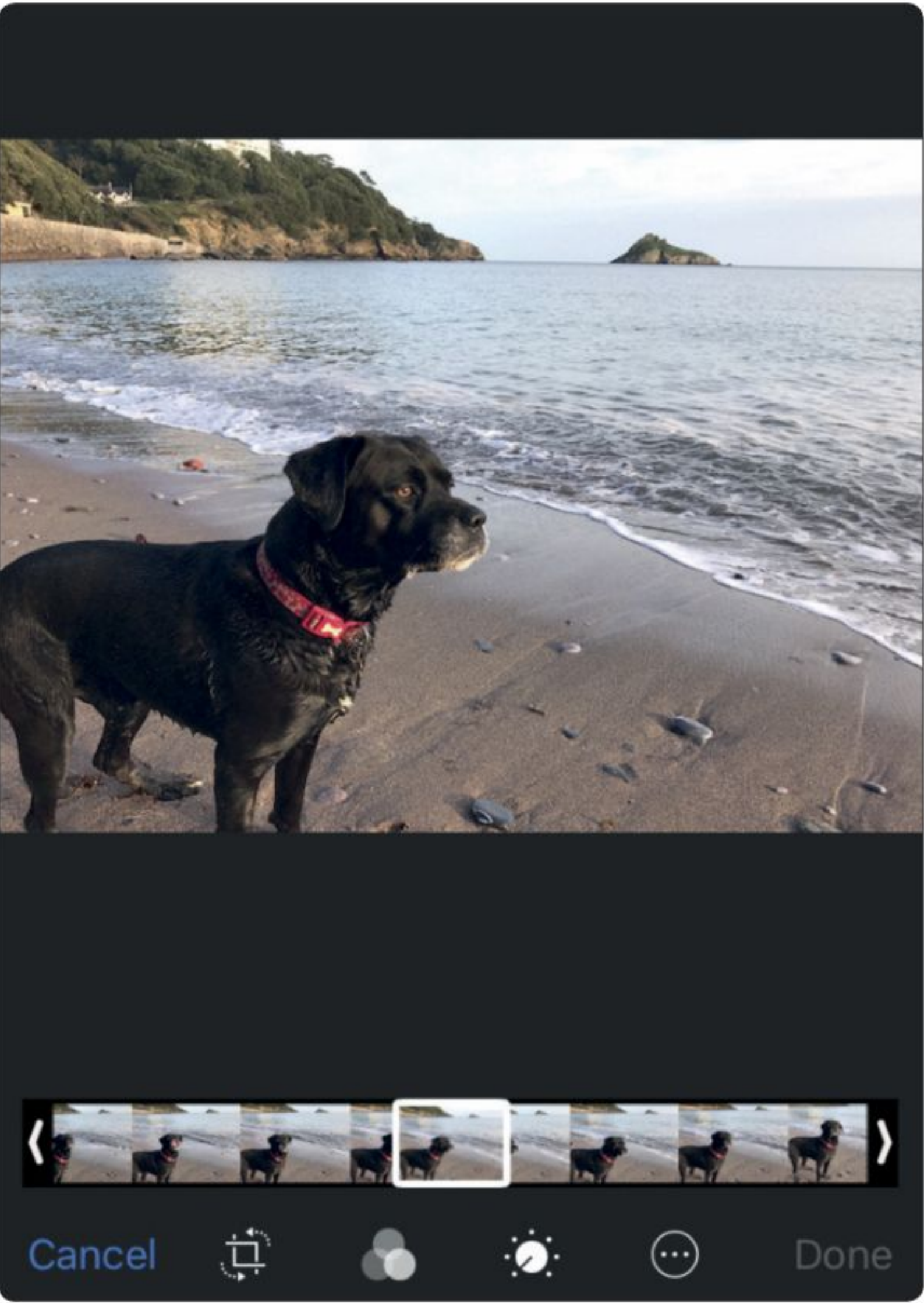


2 To use Live Photos, turn the slider below the image to Photo, then tap the circles icon in the centre of the top bar. Tap the Shutter button as usual to take a photo. Tapping the Live Photos icon again turns it off.

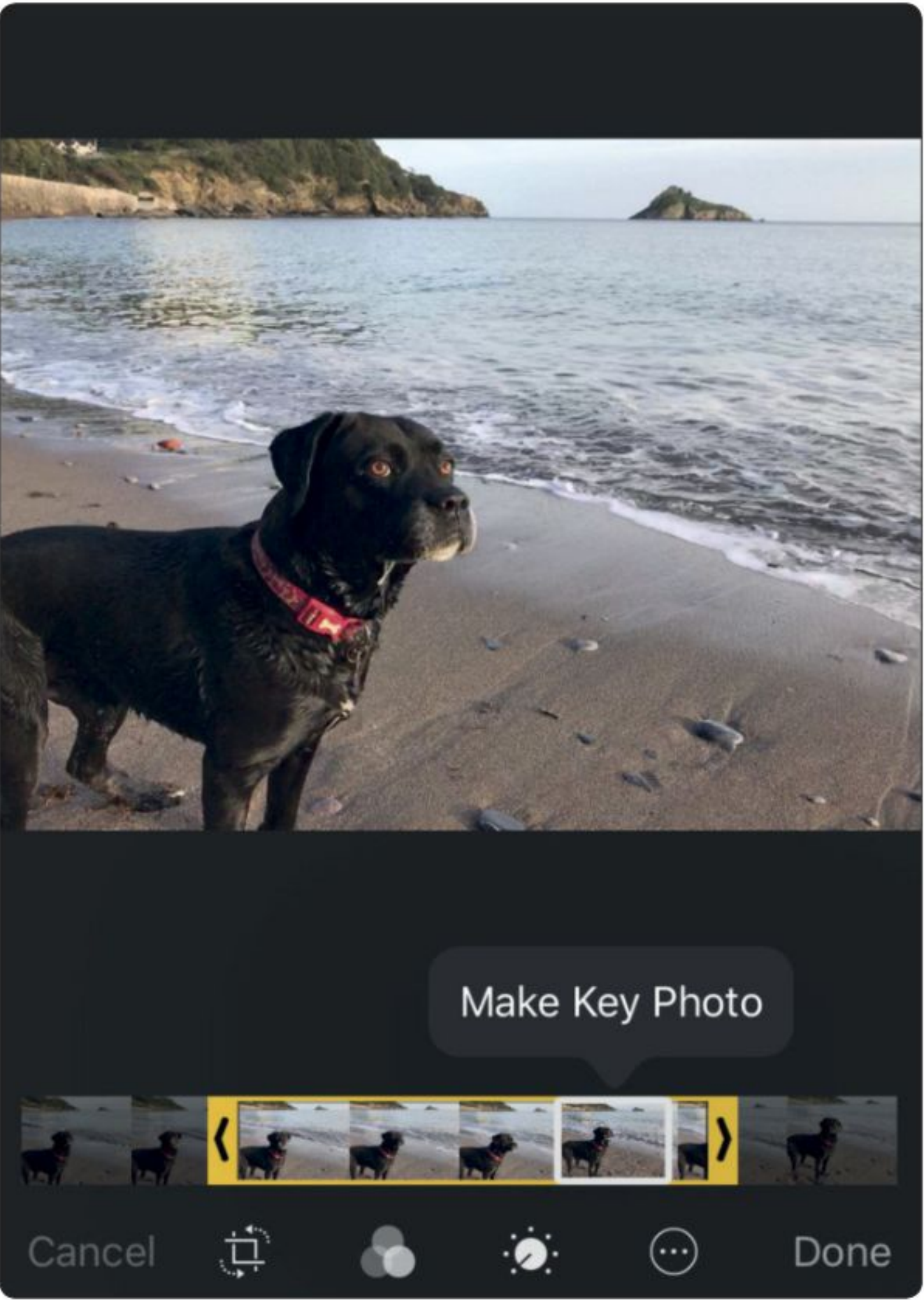


3 You can touch any part of a Live Photo and it comes alive, showing you the few seconds of video captured either side of the still image. It works like this if you use your Live Photo as a Lock screen picture too.

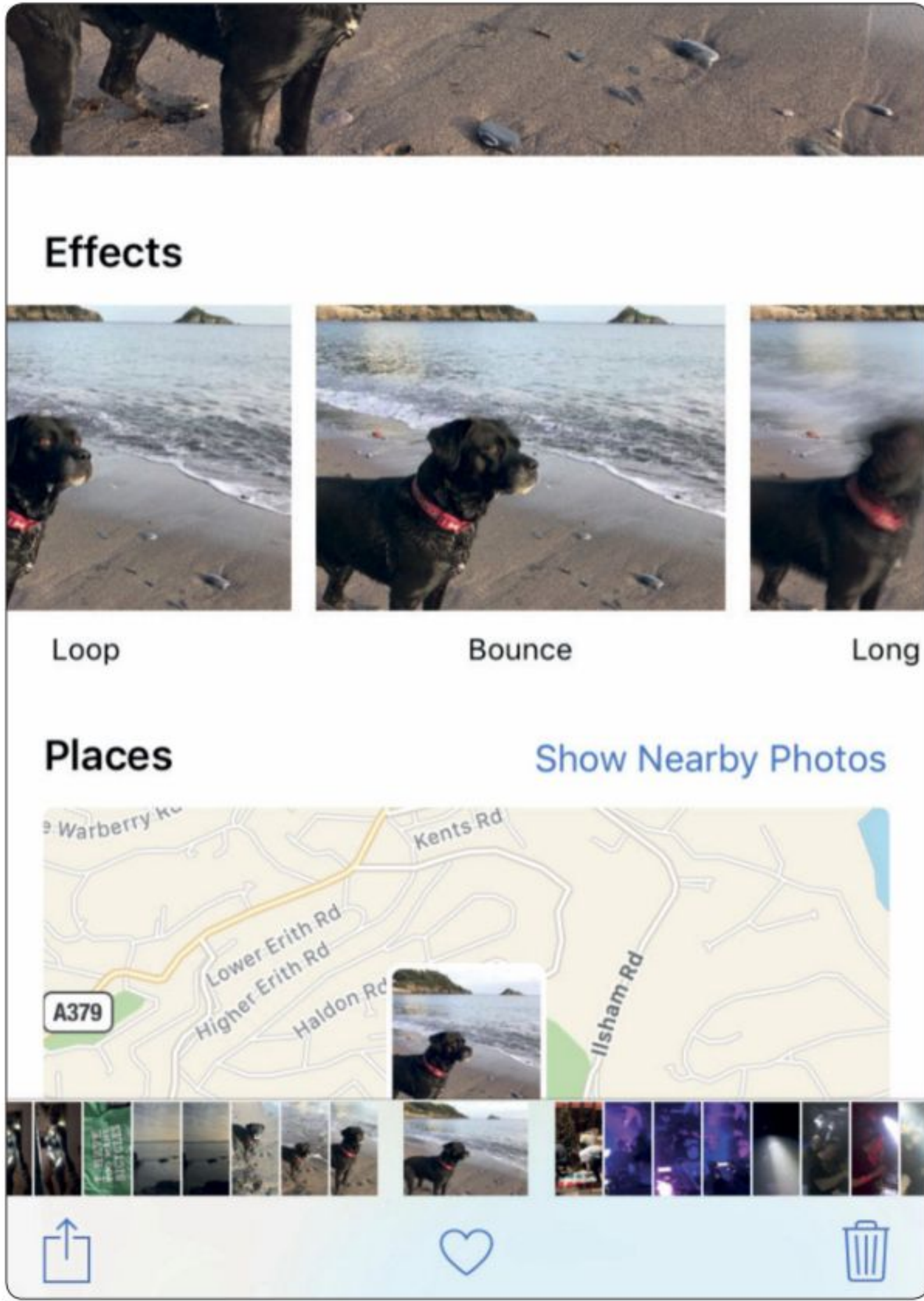
Editing Live Photos



1 Recent releases of iOS have made substantial improvements to the Live Photos feature. You can now edit a Live Photo. When you've taken it, open the photo and tap Edit.



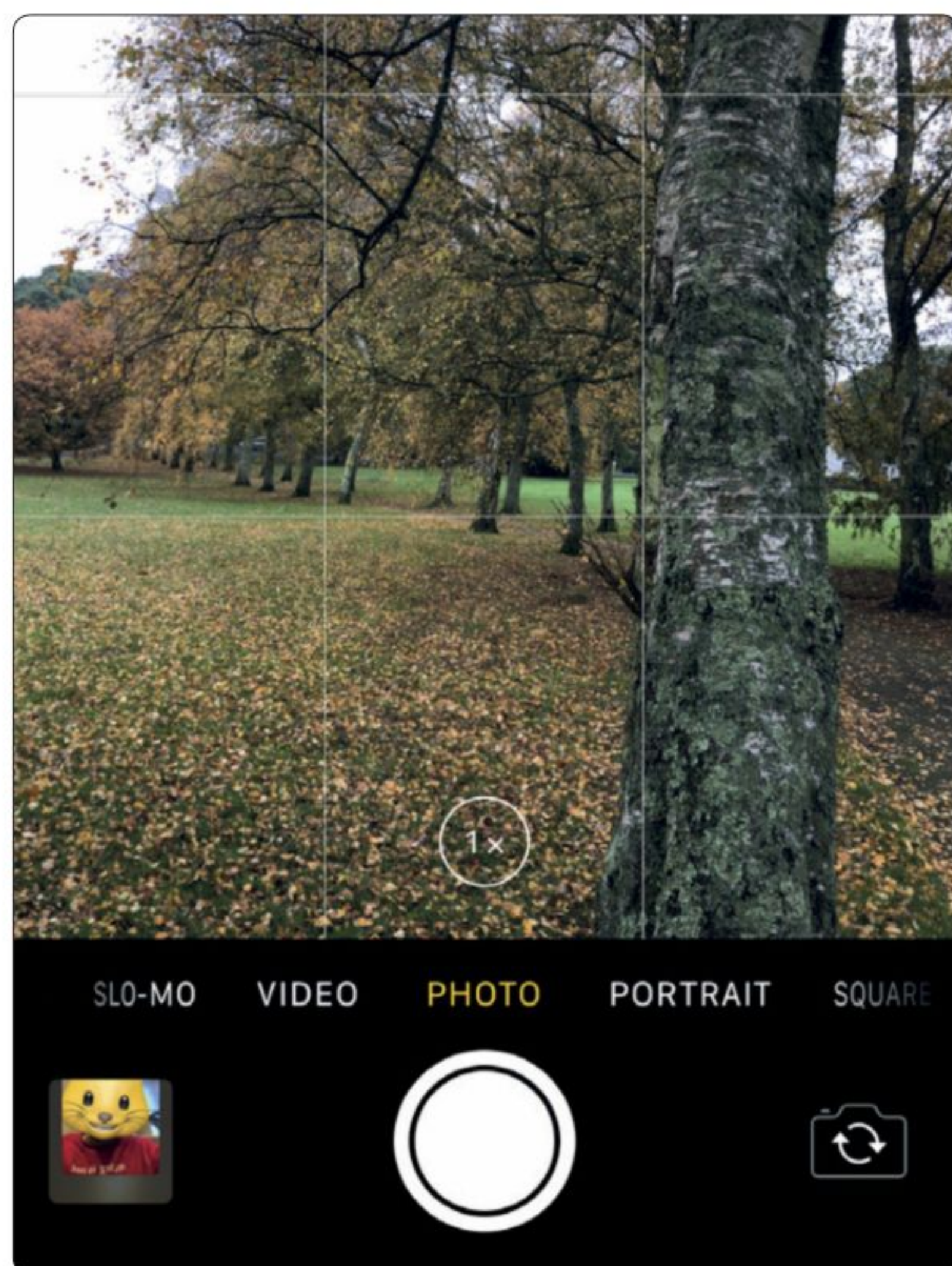
2 As you can see, there's a slider along the bottom. Tap it and you can drag in the ends, cutting off superfluous frames. You can also tap a frame and set it as the key image.



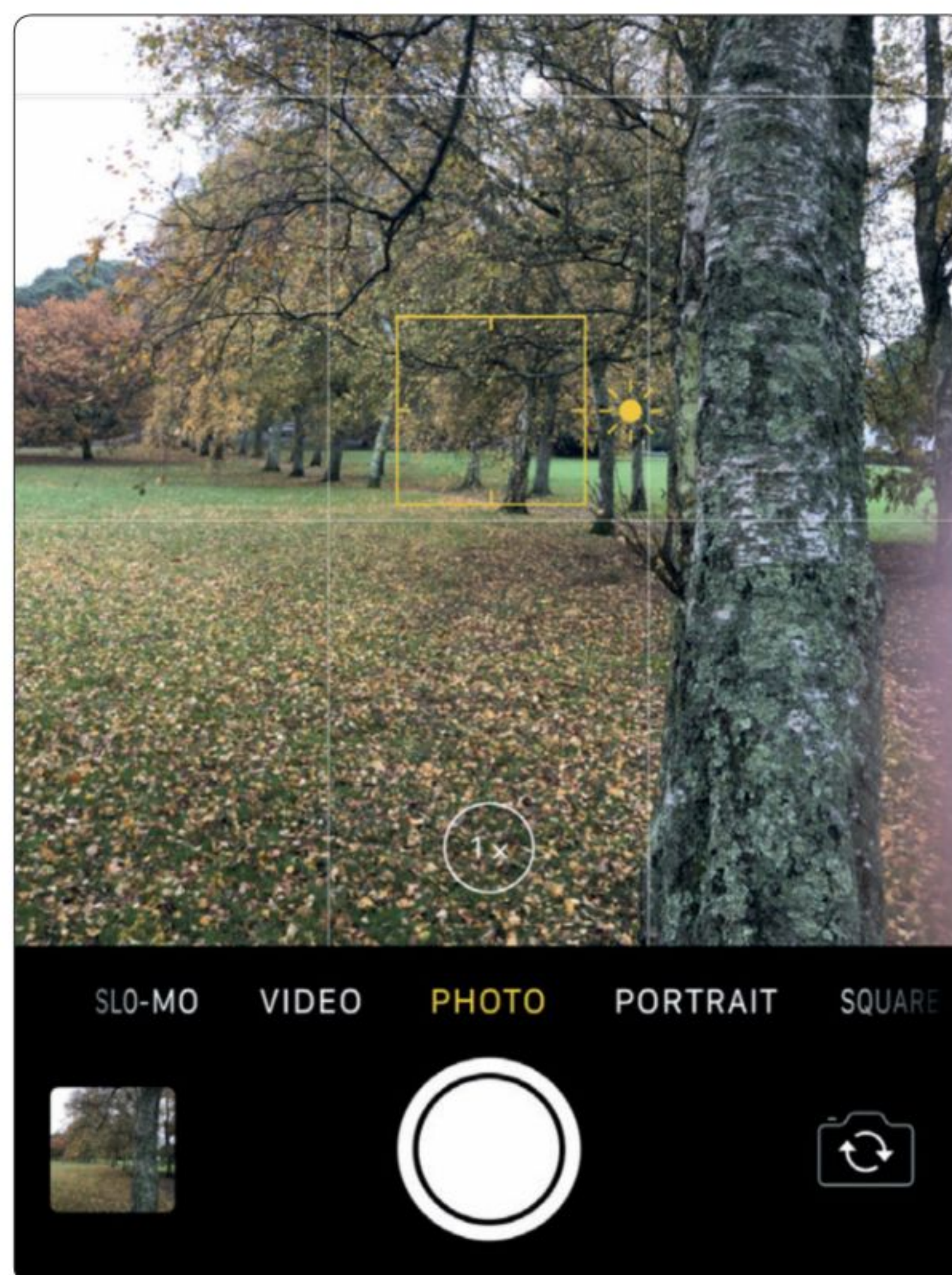
3 Swipe upwards for some effects. Loop makes the live photo continually move, Bounce does the same but forwards and backwards and Long Exposure adds a blur effect.



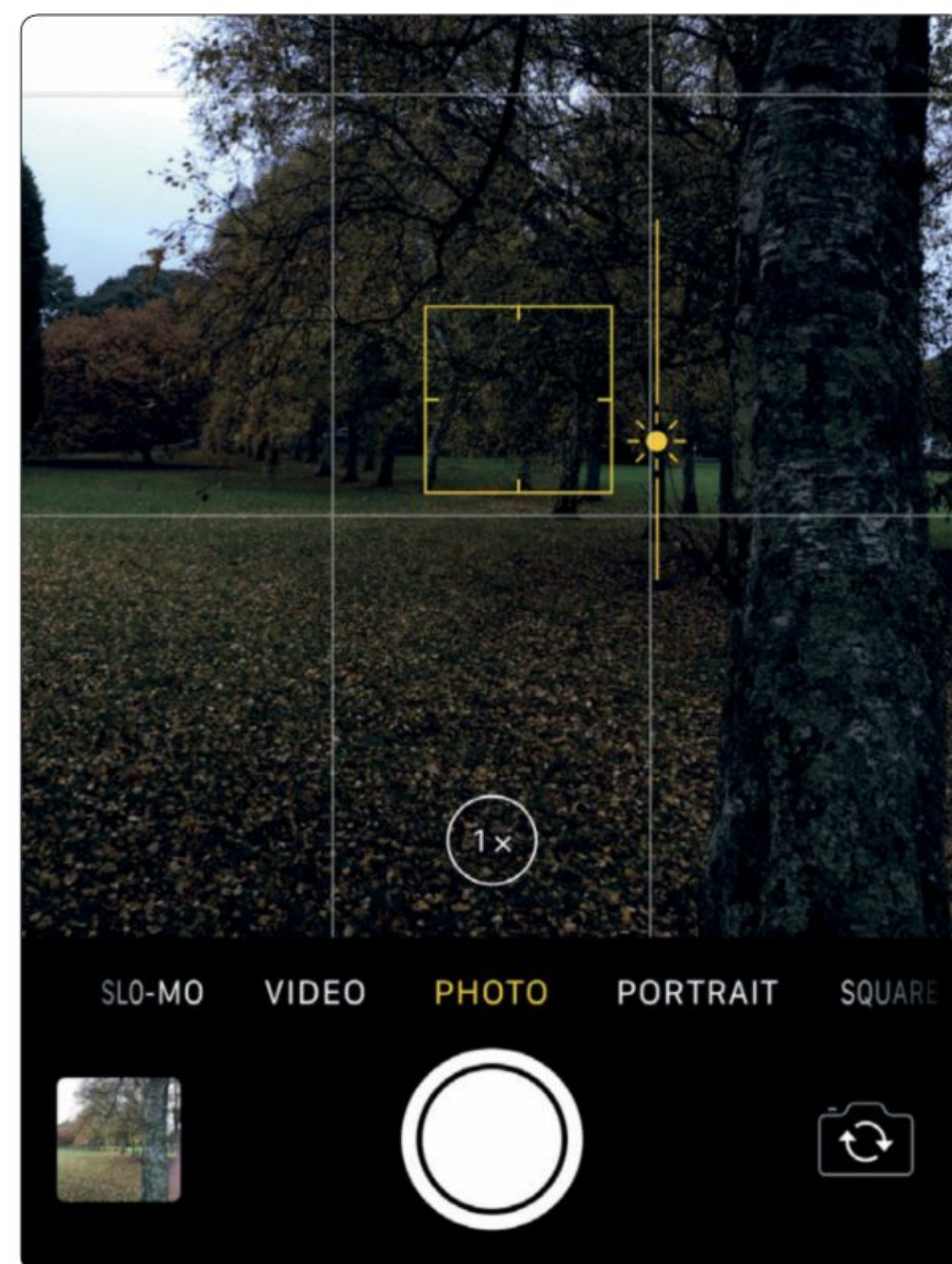
Manual focus



1 While taking a photo, tap the screen. The yellow box that appears is the focal point of the picture and it's here that the iPhone will focus when you press the Shutter button.

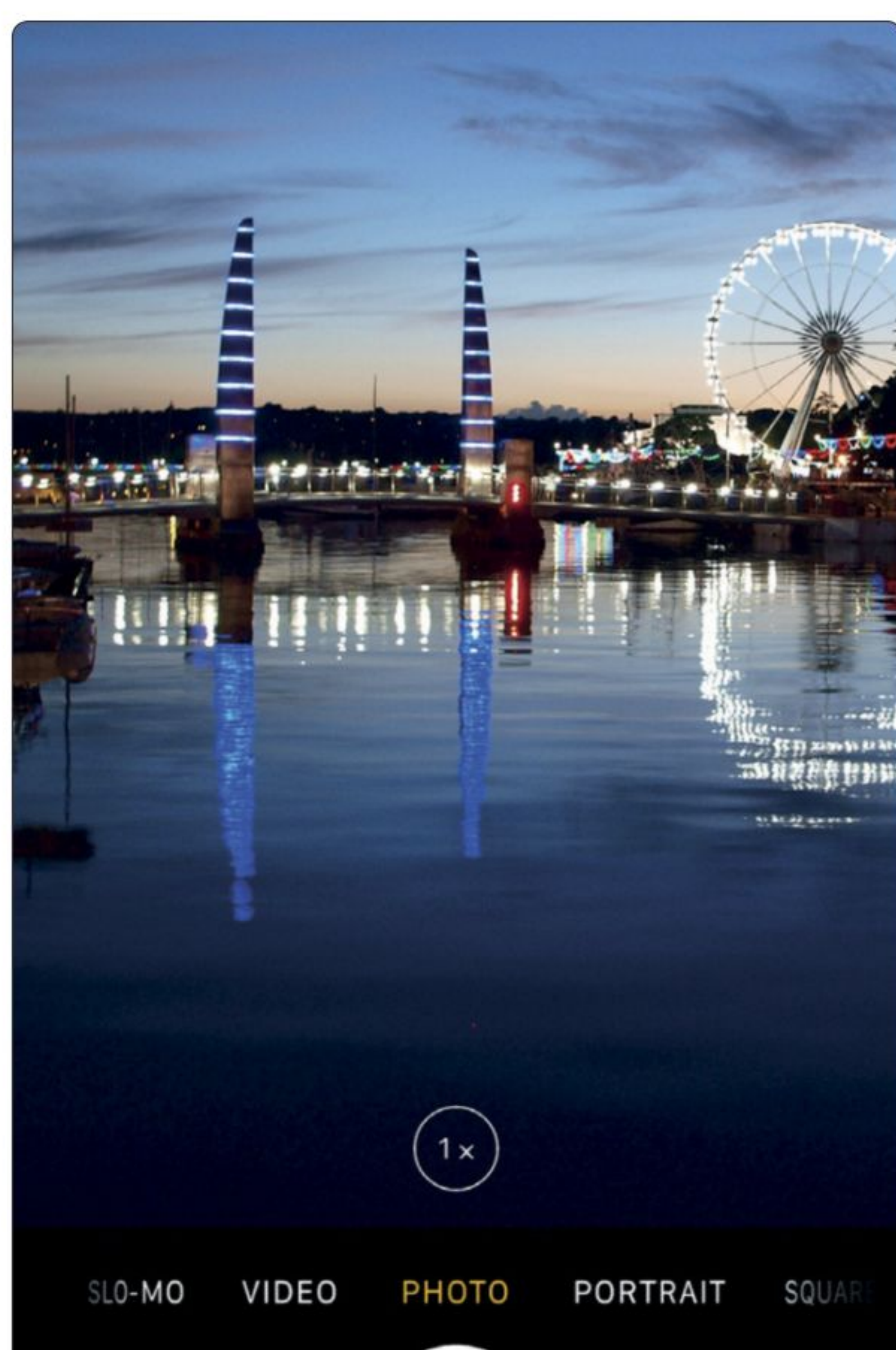


2 If you want to move the yellow box and focus on another part of the photo, simply tap that area of the screen. The box moves to this section, making it the new focal point.

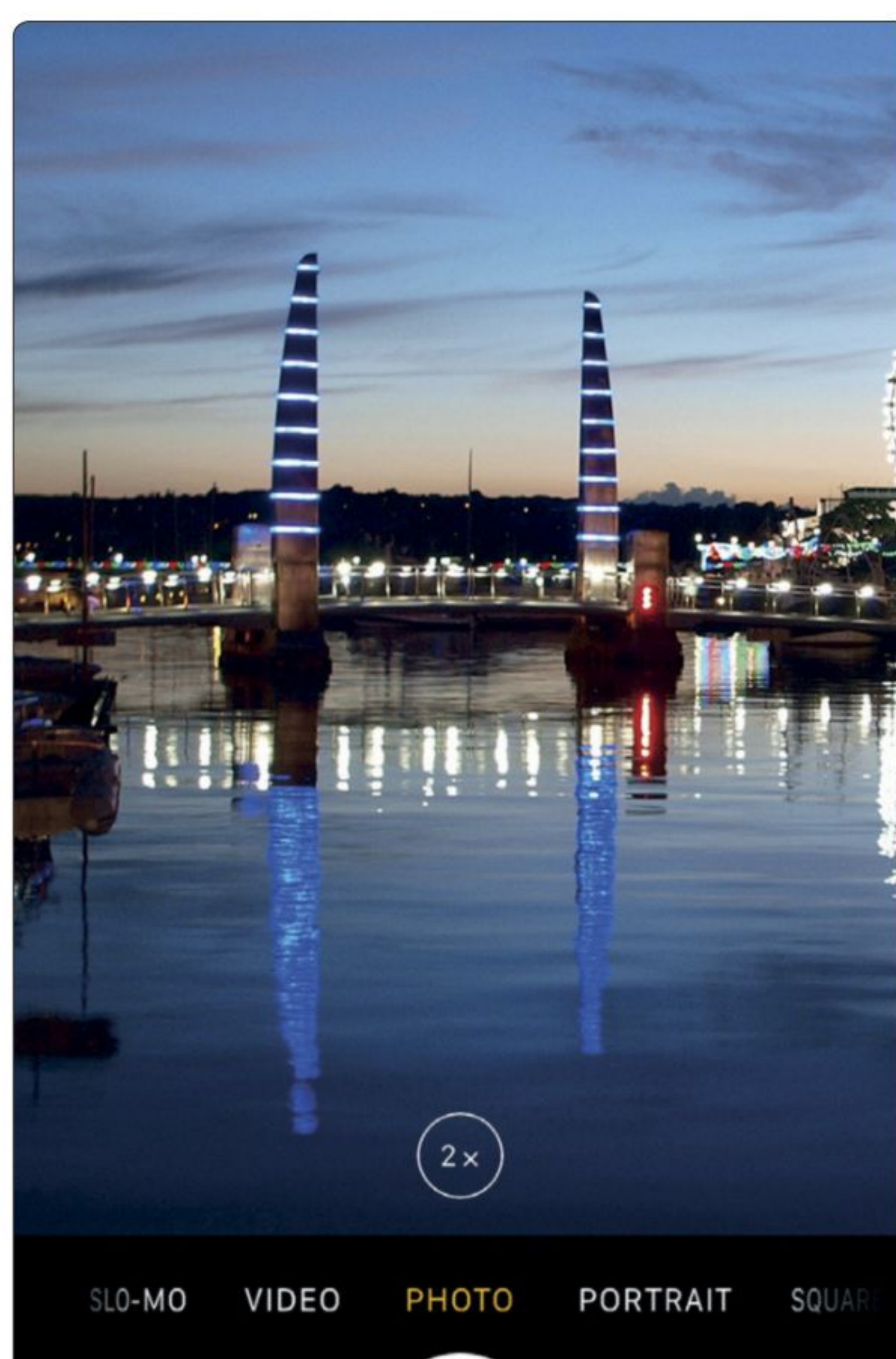


3 With the focus box on the screen, you can also alter the brightness of the photo by dragging a finger up to increase the exposure or down to decrease it.

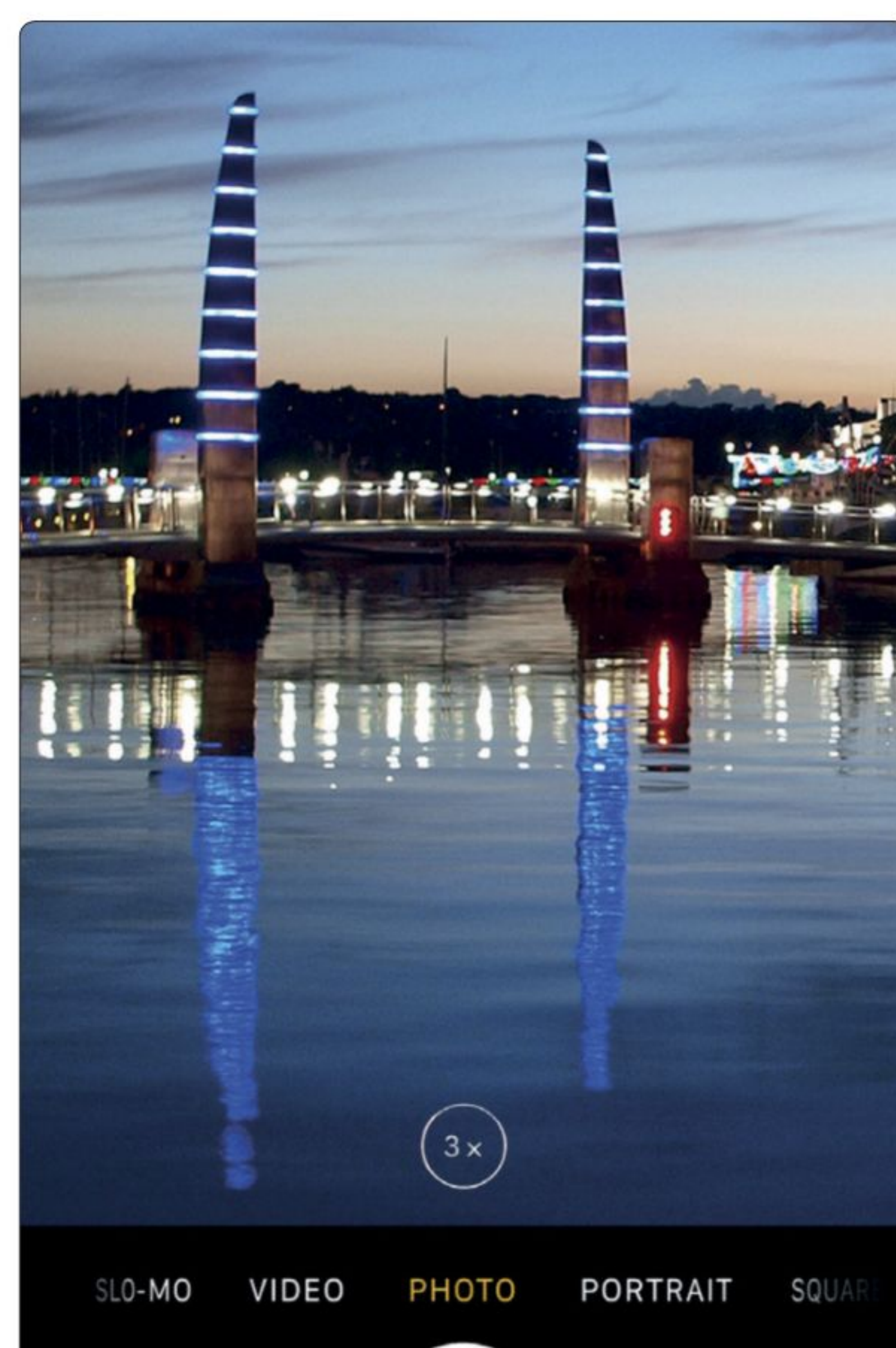
Optical zoom



1 The optical zoom works on any iPhone with twin cameras on the rear. The optical zoom feature works with all photography options except for Portrait. When lining up your photo, you should see that there's an icon at the foot of the viewer entitled 'x1'.



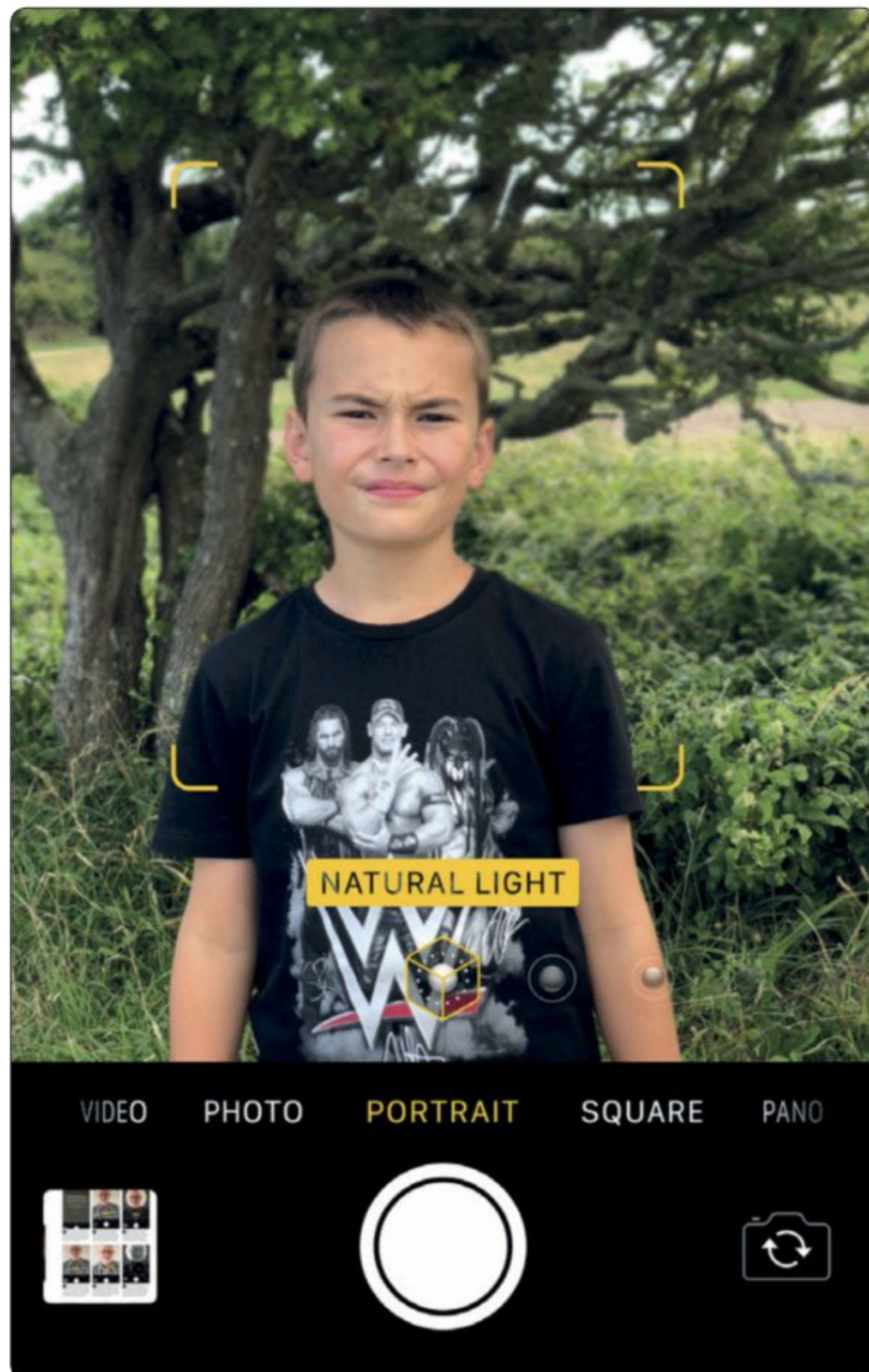
2 The 'x1' icon means the photo is to be taken at actual size, without being zoomed in at all. Tap this icon and it changes to 'x2', showing the subject is now twice as close in the photograph; as it's an optical zoom, your pictures suffer no loss of quality.



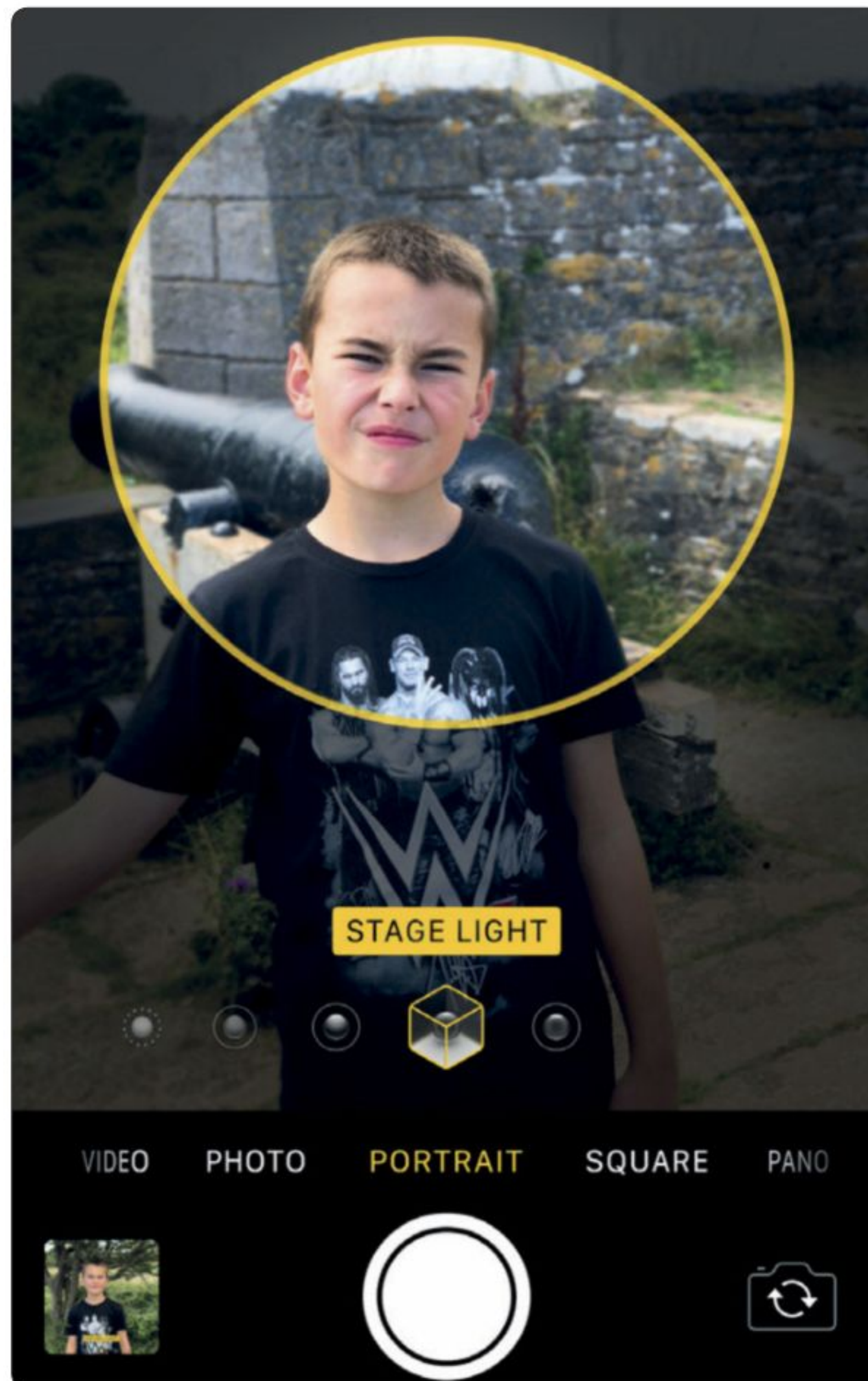
3 Tap and hold this icon and you can set an optical zoom, for a subject that's up to ten times closer (or use the pinch/spread gestures). This is a digital zoom, so the photograph is simply blown up, inevitably, your pictures suffer some loss of quality.



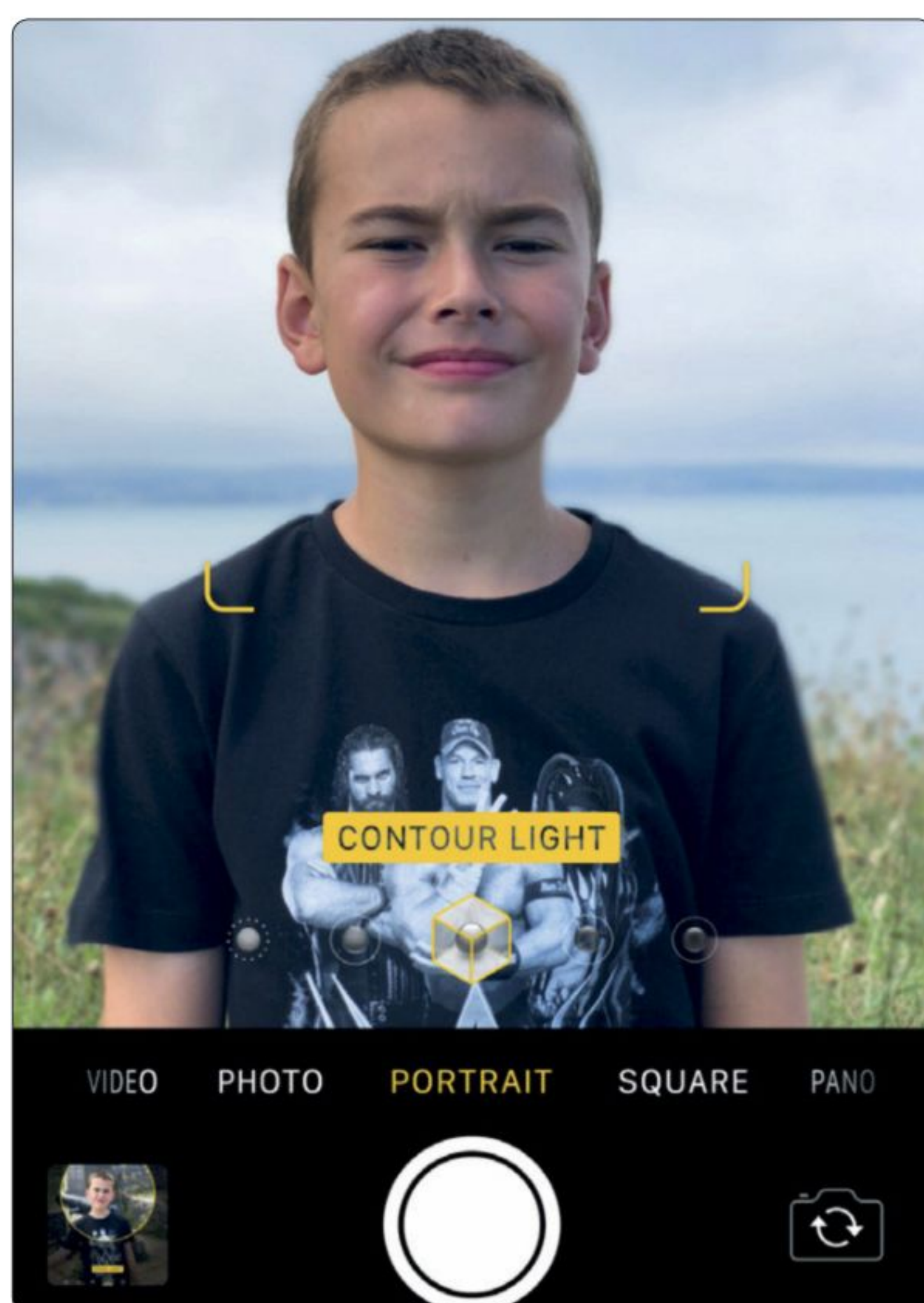
Portrait Lighting



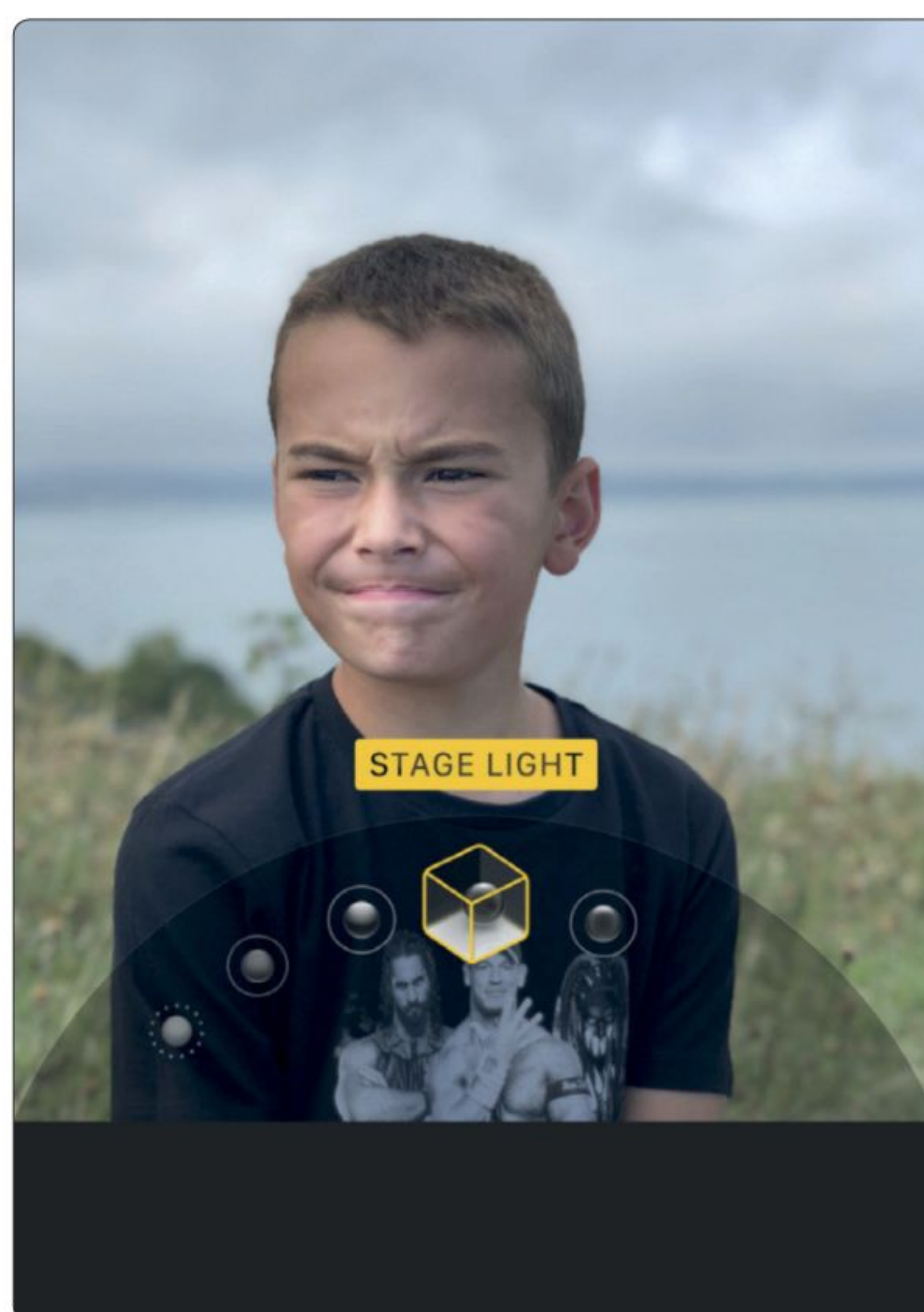
1 Line up your shot in the usual way and then select your lighting type from the choices offered in the wheel shown here. Your options are Natural Light, Studio Light, Contour Light, Stage Light or Stage Light Mono, turn the wheel to choose one.



2 When you turn the wheel, the lighting is applied in real-time, so you can see immediately what affect the changes have on your portrait. Find one you like or if you don't want to apply Portrait Lighting yet, choose Natural Light.

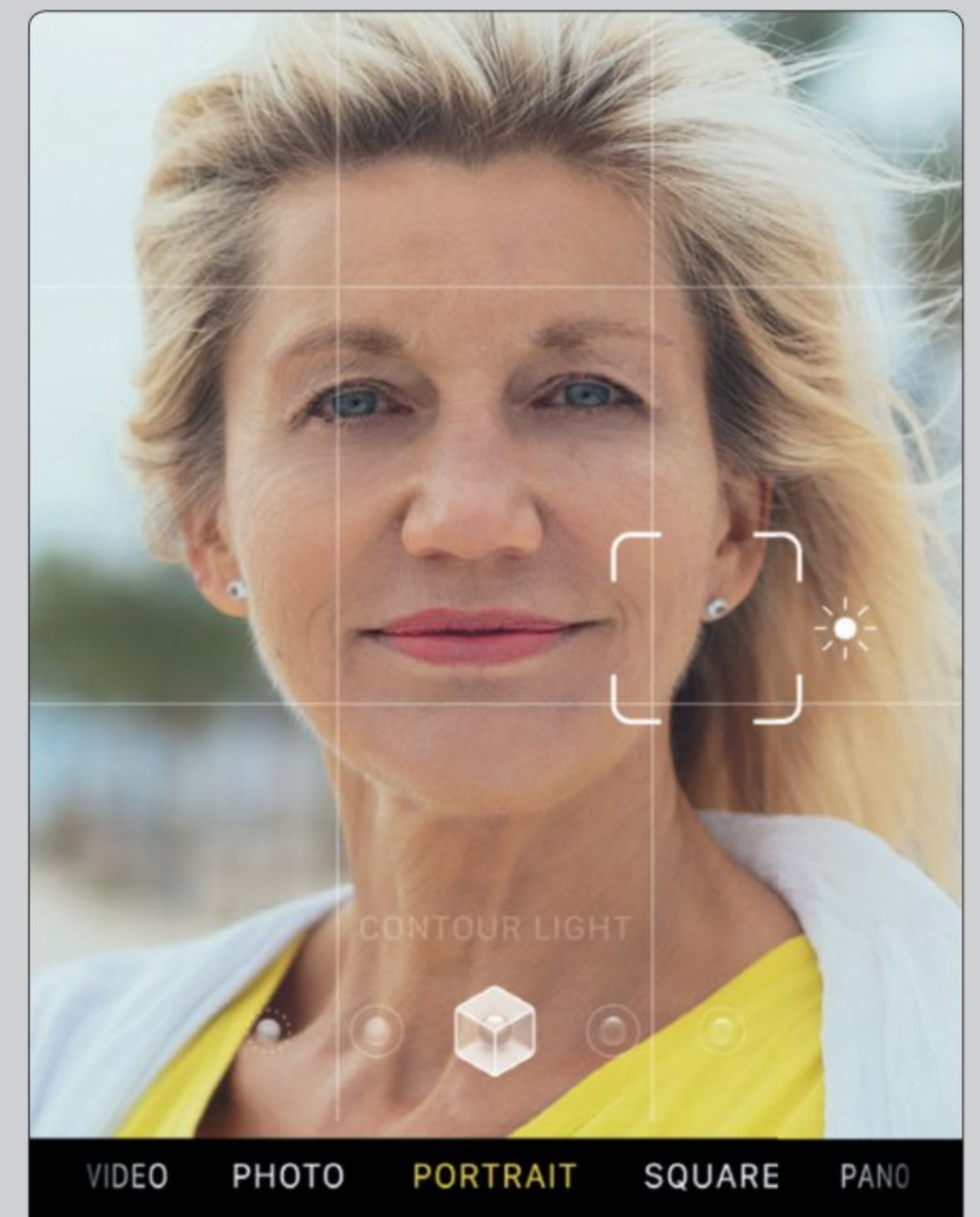


3 Now shoot the picture in the usual way, that is, with the white button at the foot of the screen or the Volume button on the left of your iPhone. You can't hold the button for multiple pics in Burst Mode whilst taking a Portrait Lighting shot.

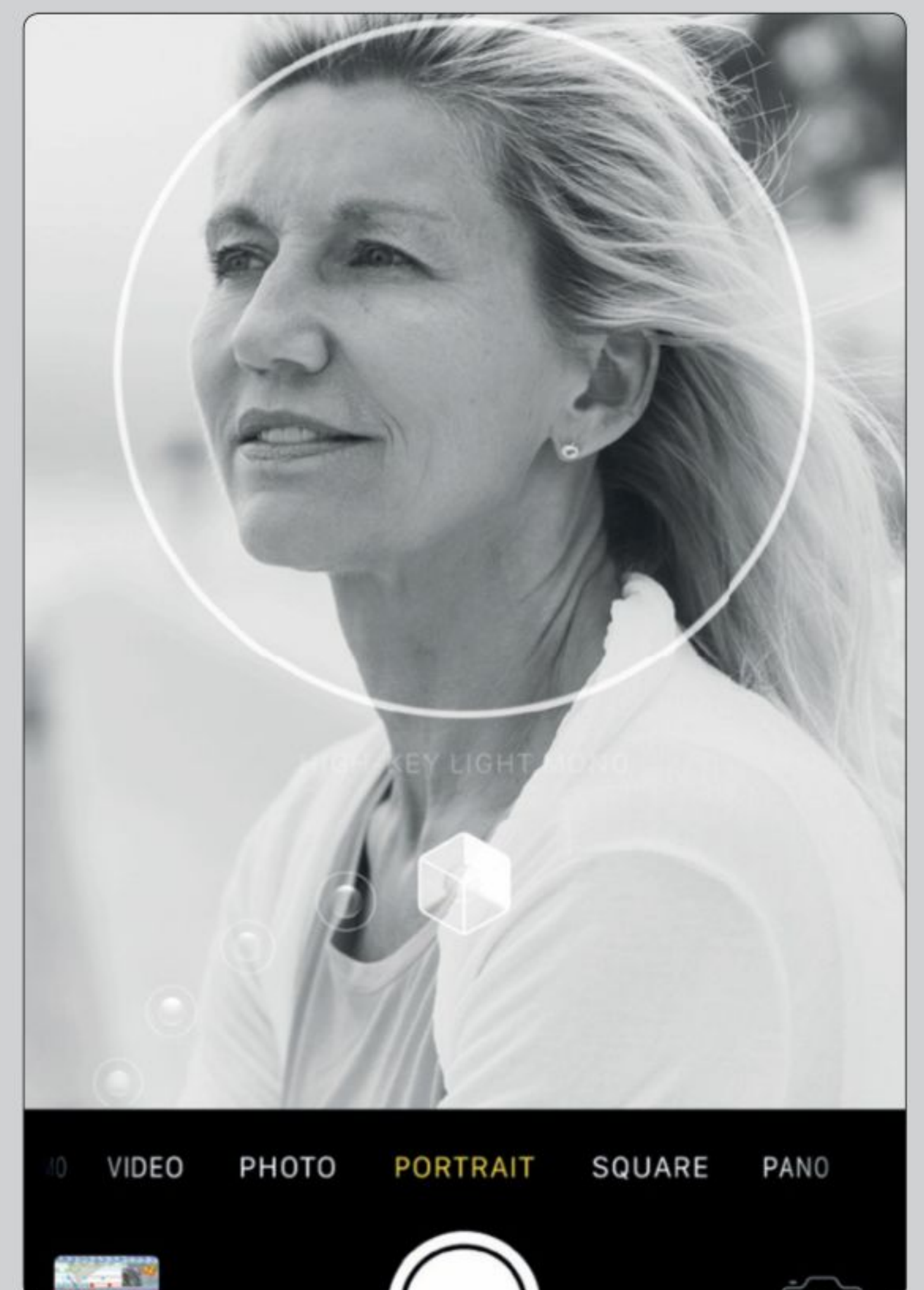


4 You can apply lighting effects to your picture after it's been taken, as long as it was taken in the Portrait option. Open the picture in Photos and tap Edit. Tap the icon at the foot of the photo and choose an option from the lighting wheel.

New iOS 13 features.



The Portrait Lighting modes now allow you to adjust the intensity of this lighting effect. Choose a Portrait mode and drag your finger up and down the screen. High intensity shots smooth out the skin and sharpen the details, while low intensities are subtler.



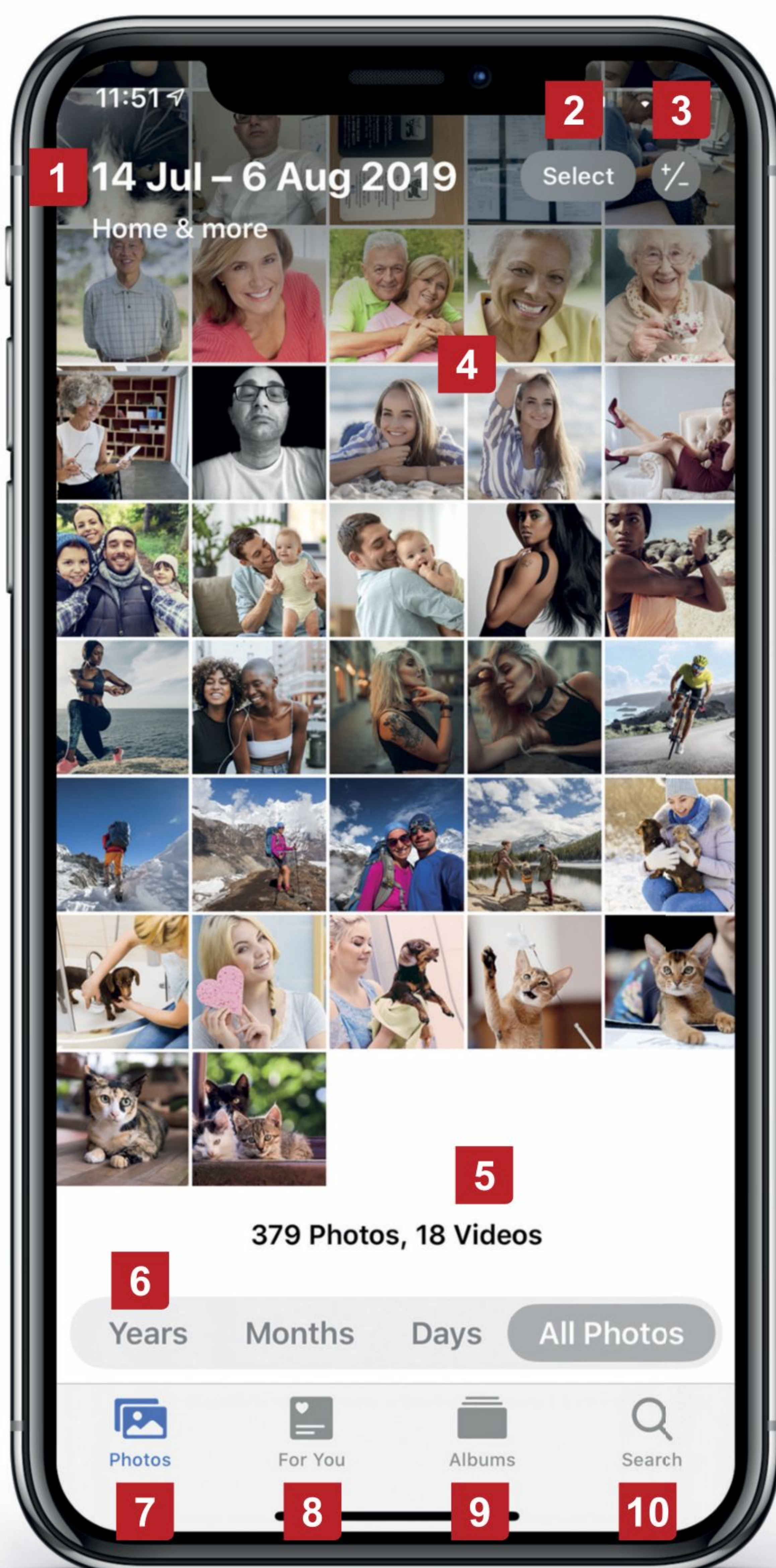
Another new feature in iOS 13 is High-Key Mono, a new Portrait Lighting effect found on the far right of the effects wheel. This gives a very striking black and white image, overlaid on a plain white background. The look is sophisticated; just the thing for arty photos.



Photos

The Photos app is more than just a photo manager. It's also a very powerful image editor, where you can colour correct, enhance, crop and generally improve your snaps. Here we take you through its various tools.

Photos in Focus



1 This is the name of the Photos album you have open (or in this case, where the pics were taken, as we're looking at all the photos and not a single album), and the dates between which the photos contained in that album were all taken.

2 Tap here to select photos. You can pick out as many as you like, and dragging your finger will select multiple photos more easily.

3 This icon lets you zoom in and out of the thumbnail sheet, making the thumbnails larger or smaller. Tap it and + and - icons appear.

4 These are your pictures. Tap the Select link, then tap a picture to select it. A tick appears in the corner. Tap a ticked pic to unselect it. To open a picture, tap it without tapping Select first.

5 The total number of photos and videos you have in your Photos app.

6 View your photos according to the year, month, or day they were taken, or look at all your photos.

7 Tap the Photos icon in the bar at the foot of the screen for the page shown here, which displays all the pictures and videos in your Photos app as thumbnails.

8 The For You icon takes you to a screen offering a selection of pics as Featured Photos, a summary of pictures you've shared (Shared Album Activity), and suggestions on photos you should share.

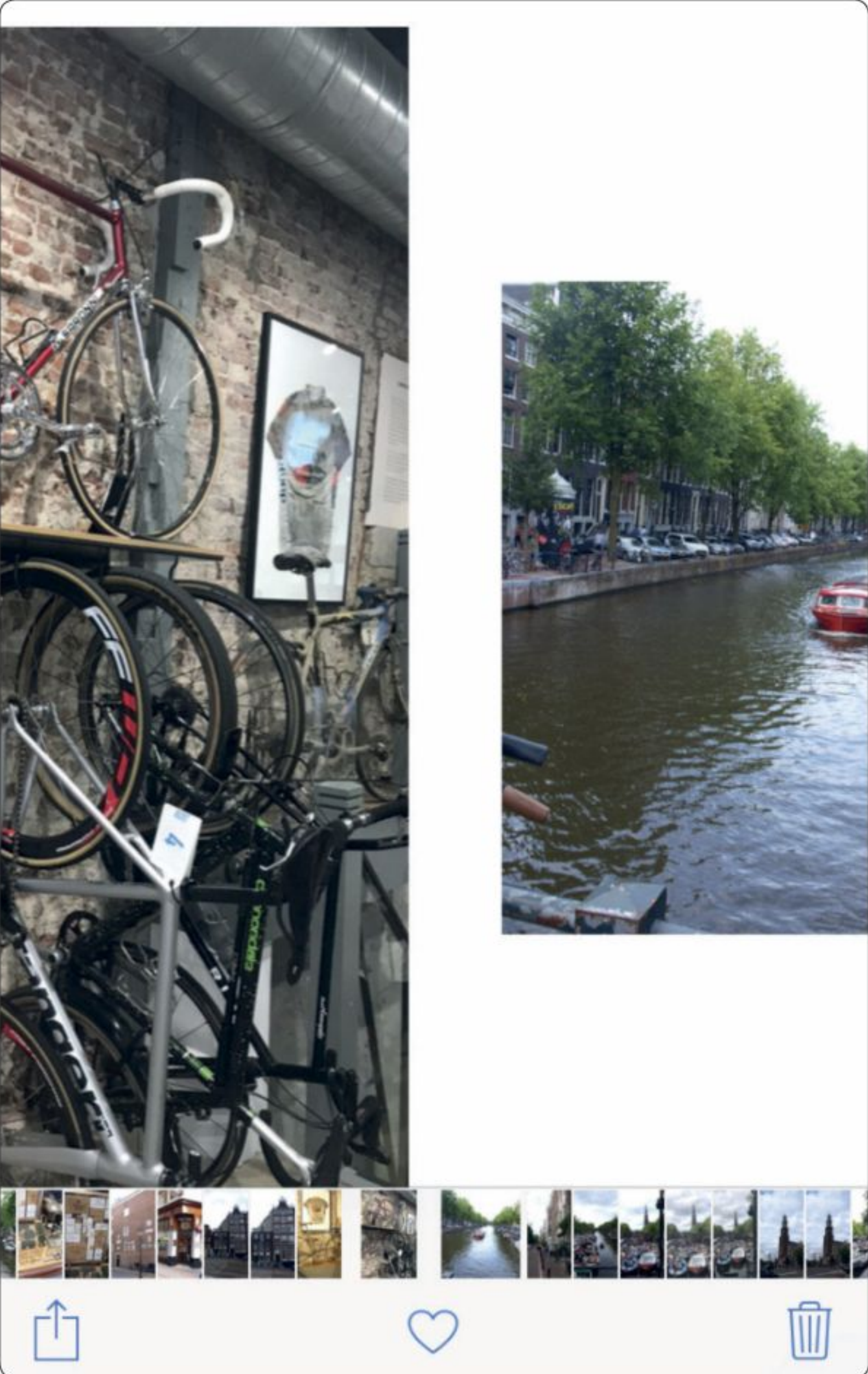
9 This gives access to your photo albums, including ones you've created yourself and standard albums, such as People, which groups photos according to the folks in them and Places, showing where the pics were taken. Scroll to the foot of the screen for smart albums showing media according to type, Imports, Hidden photos, Recently Deleted and more.

10 Searching has been greatly improved in the newer releases of Photos, with multiple search terms catered for. You can search for items and themes such as 'Christmas' and 'cat' and find photos containing those objects or items.

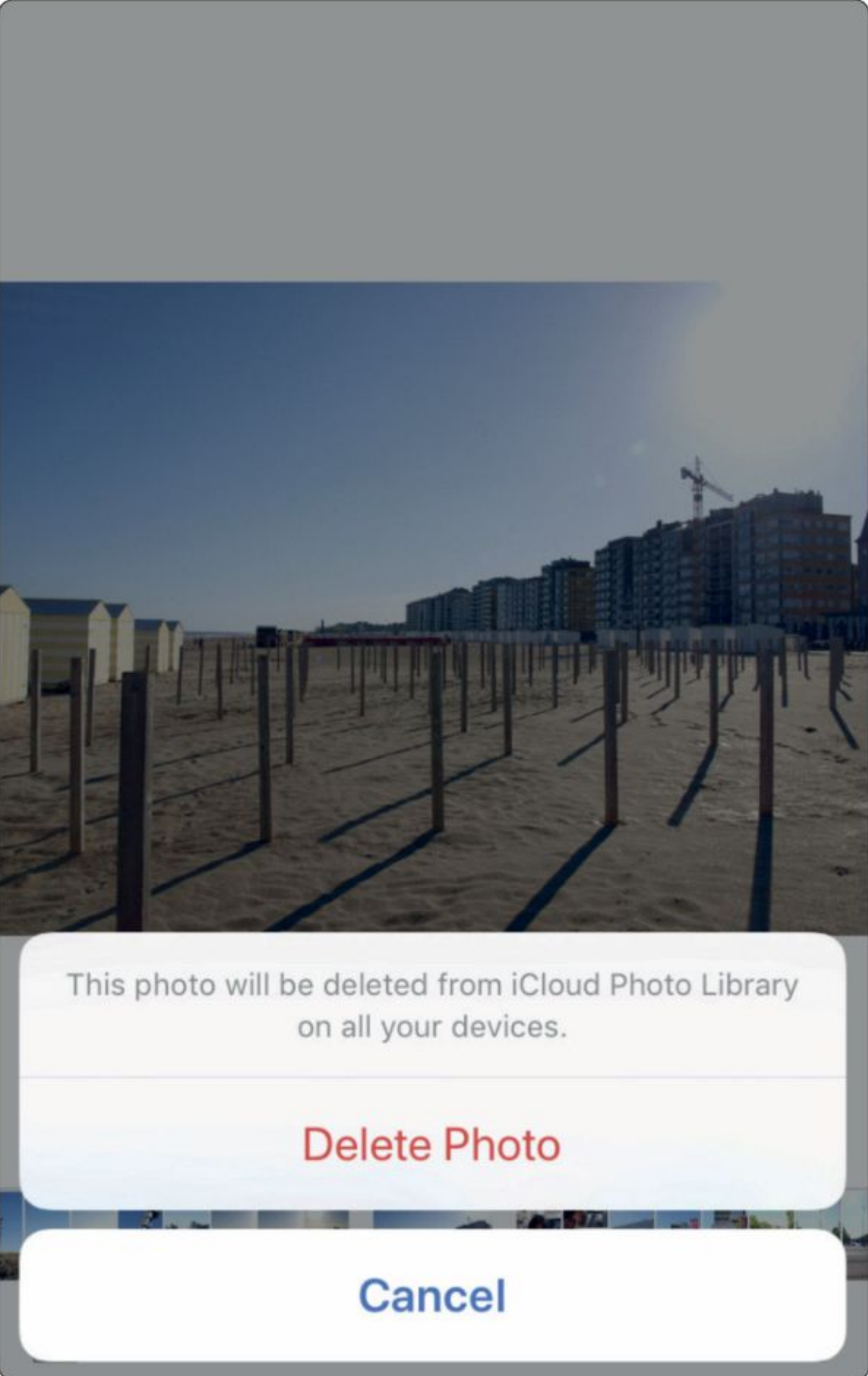
General tips for using the Photos app



1 Tap Photos to open the app, then tap a photo or video to view it. To zoom in on a picture, put your finger and thumb on the screen and slide them apart. When zoomed in you can move it around by dragging with your finger.

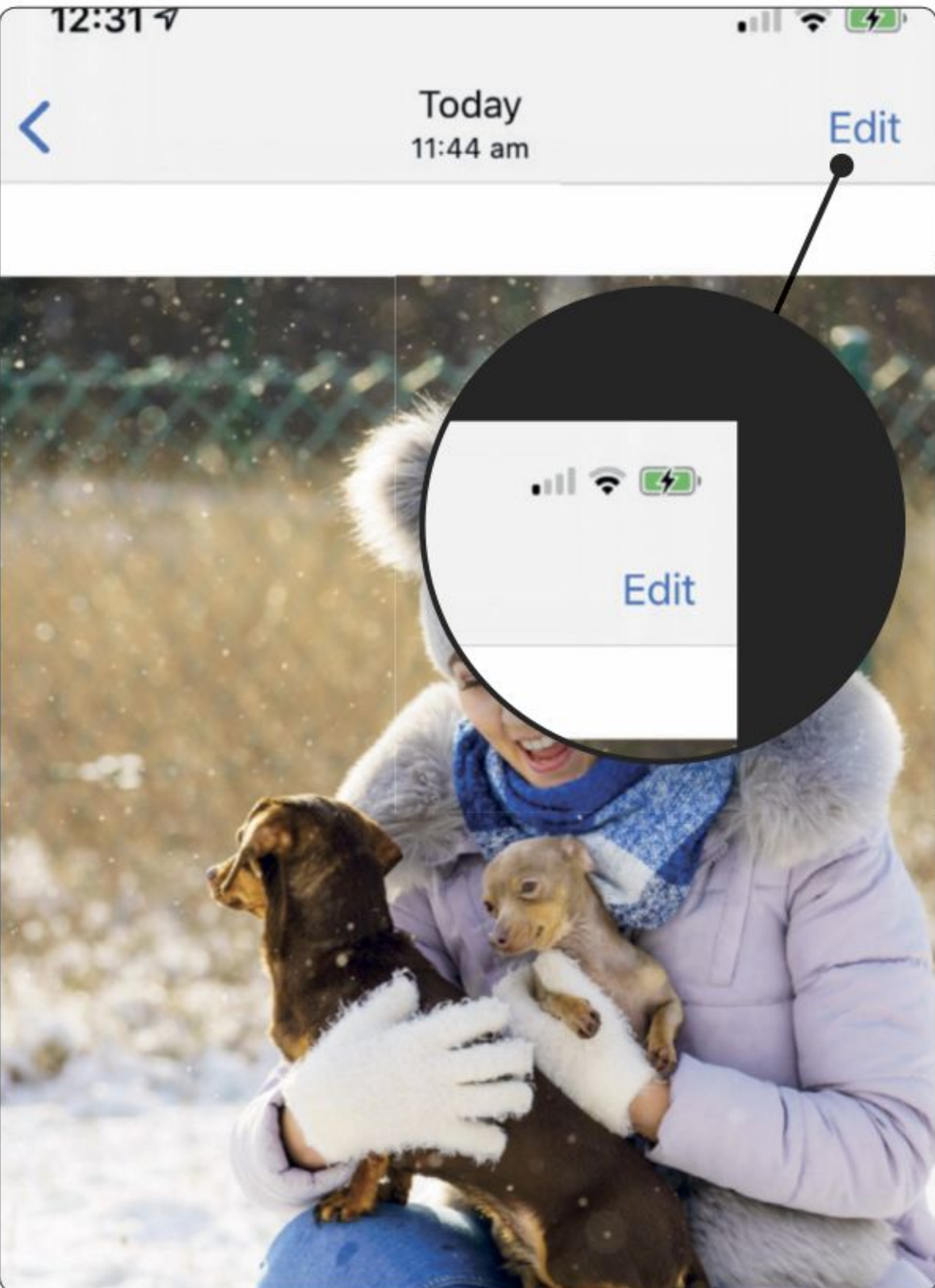


2 Swipe through your photos by dragging the open image left or right to move to the next one. You can also scroll them using the photo bar found at the foot of the screen. The open image can also be dragged left and right.

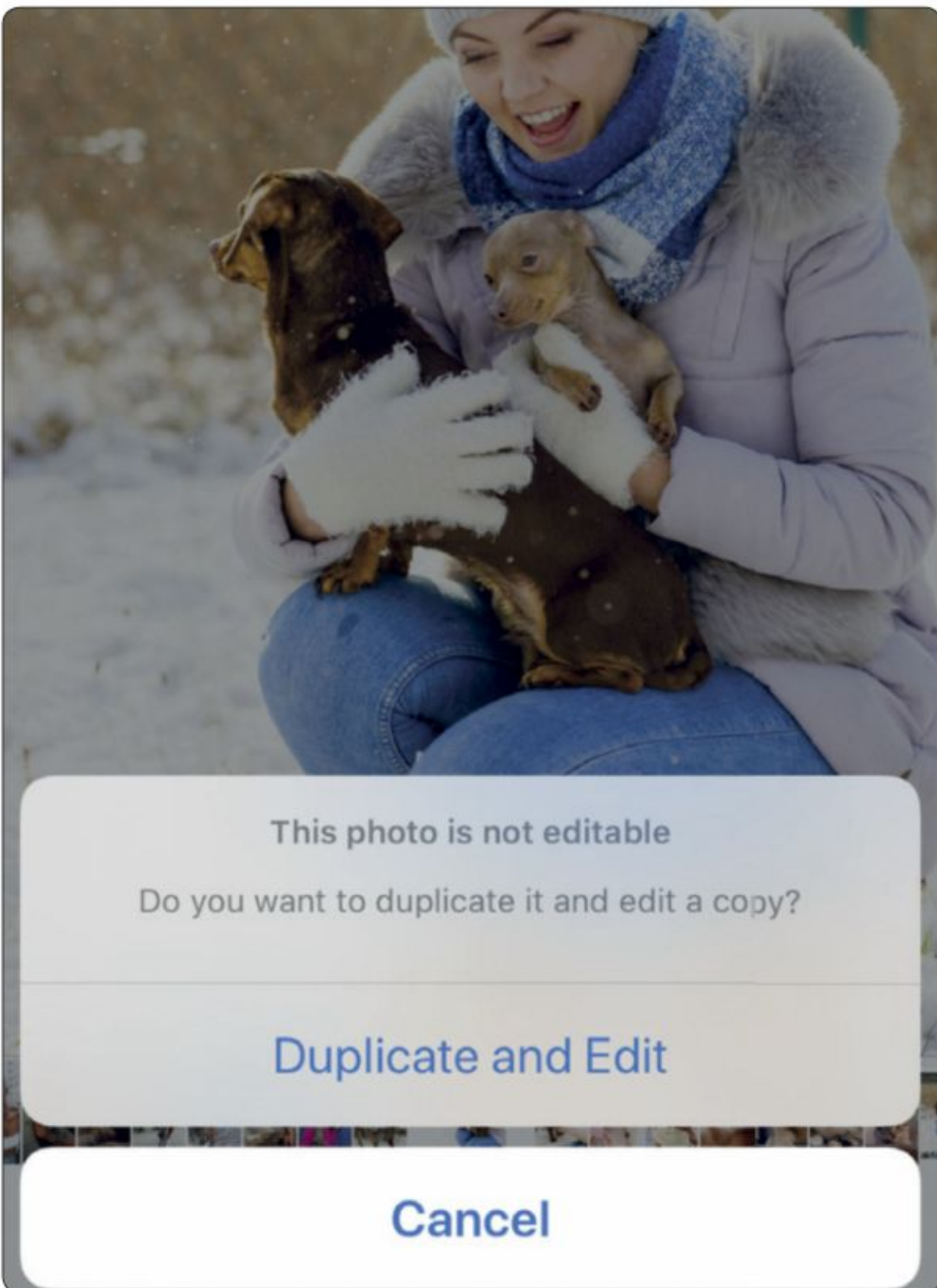


3 To delete a single photo or video, open it and tap the Trash icon; if it's not there, the photo was added to your iPhone through syncing and cannot be deleted in this way. Tap the arrow-in-a-box icon for sharing options.

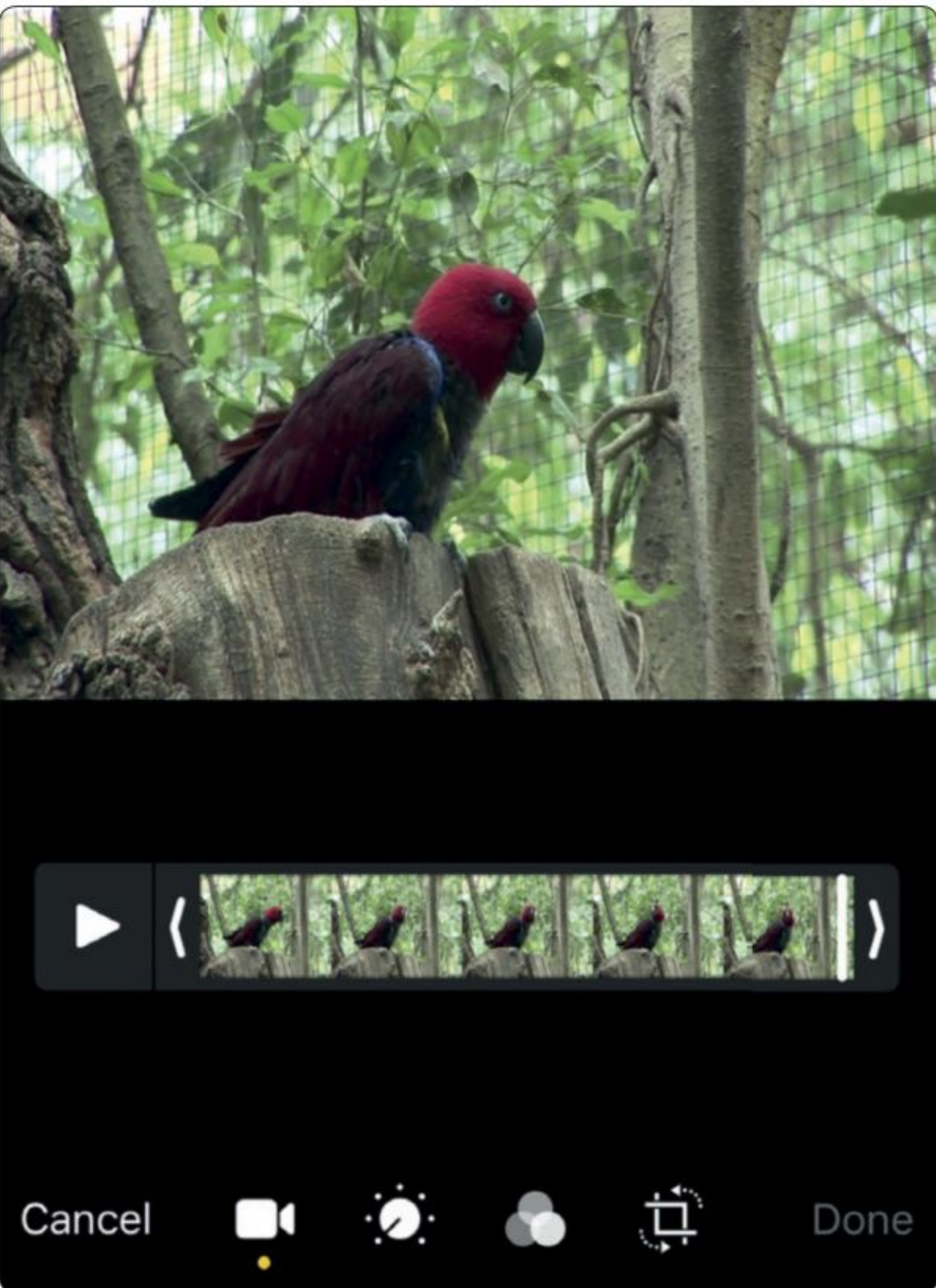
Editing techniques made easy



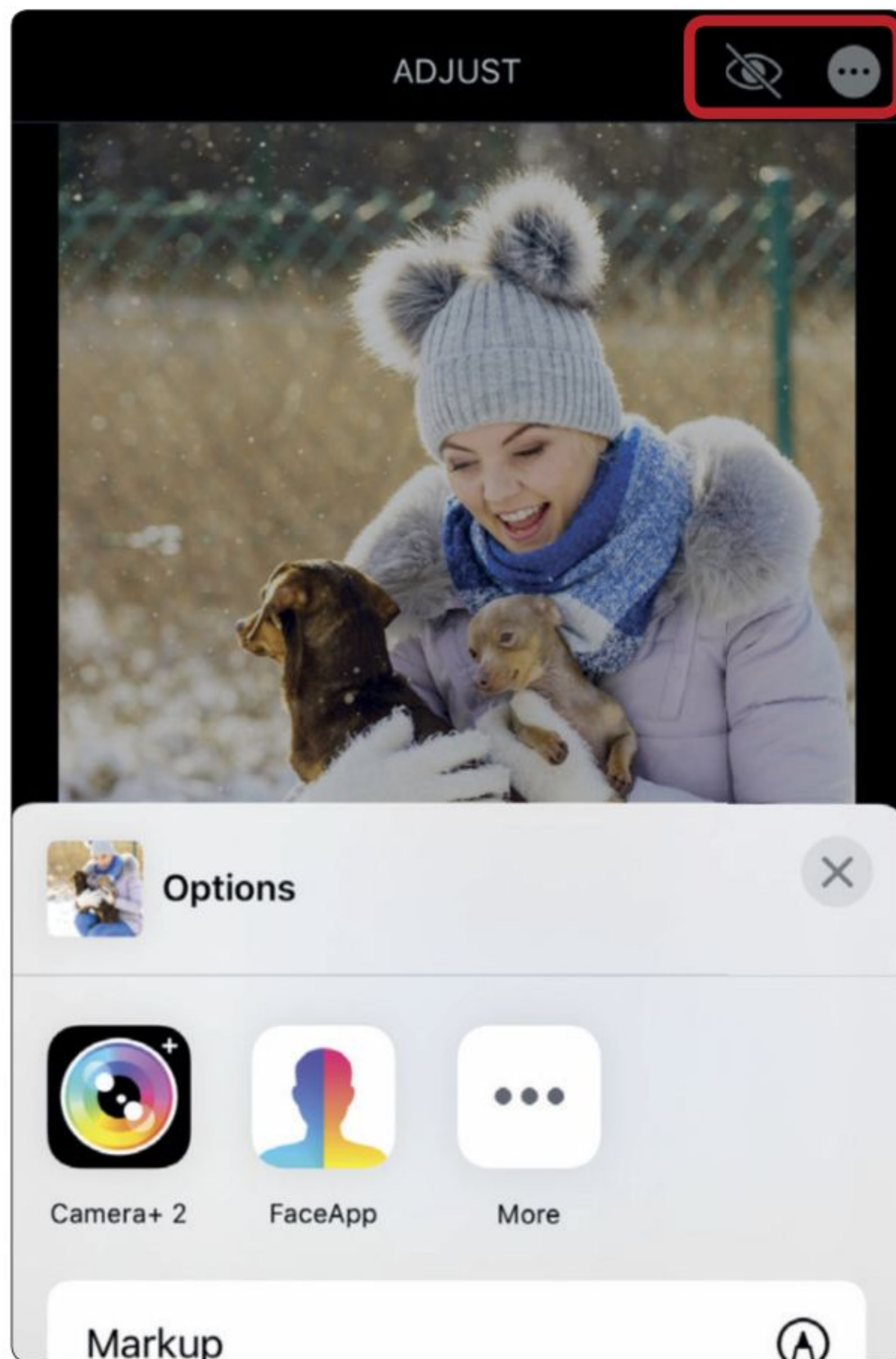
1 Open the Photos App and select the image you wish to edit from the Camera Roll. To bring up the key editing tools, press the Edit link in the top right corner.



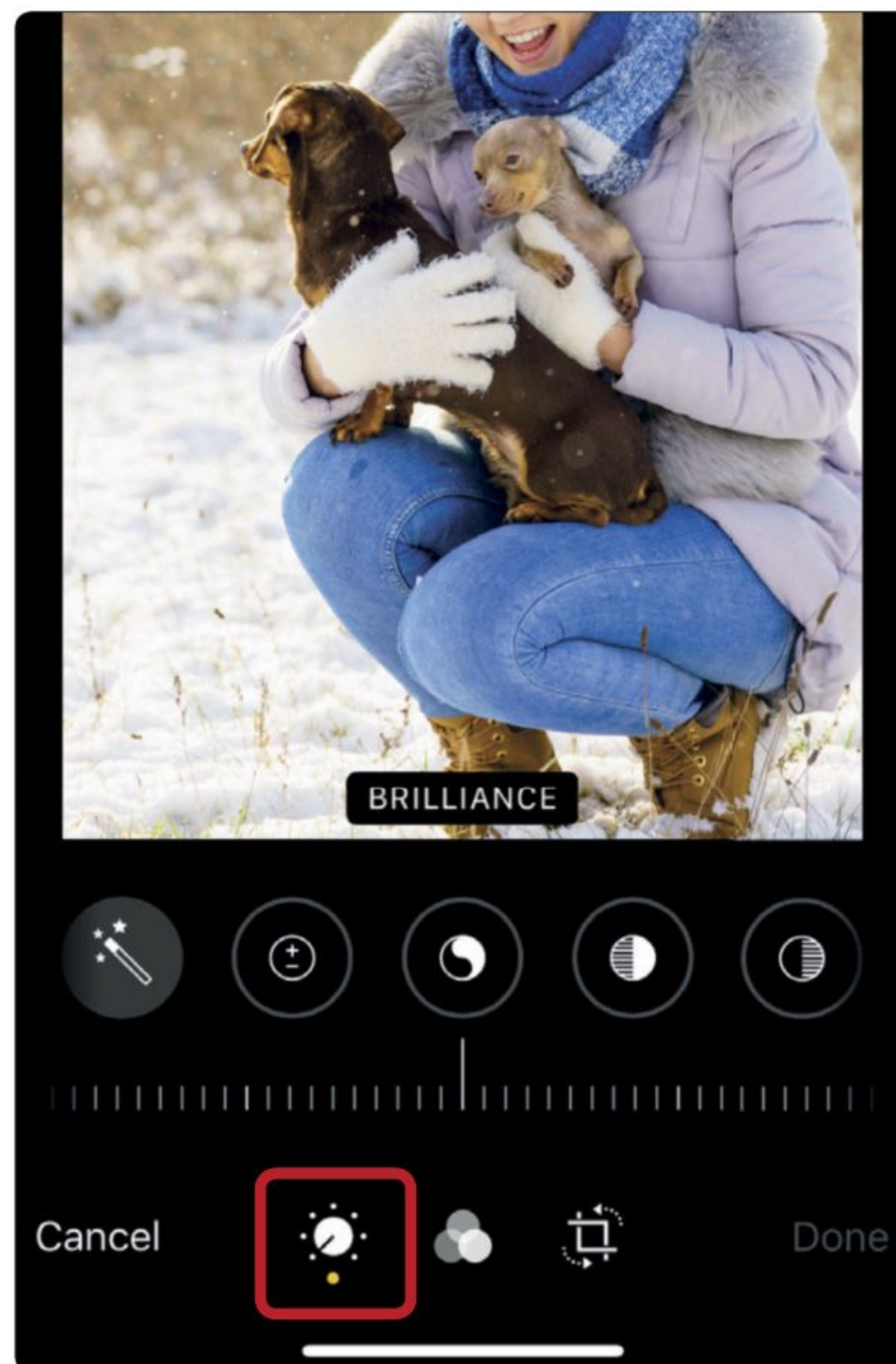
2 If the image can't be edited for any reason, you're given the chance to duplicate it and edit the copy, as shown here. Simply tap the 'Duplicate and Edit' link to proceed.



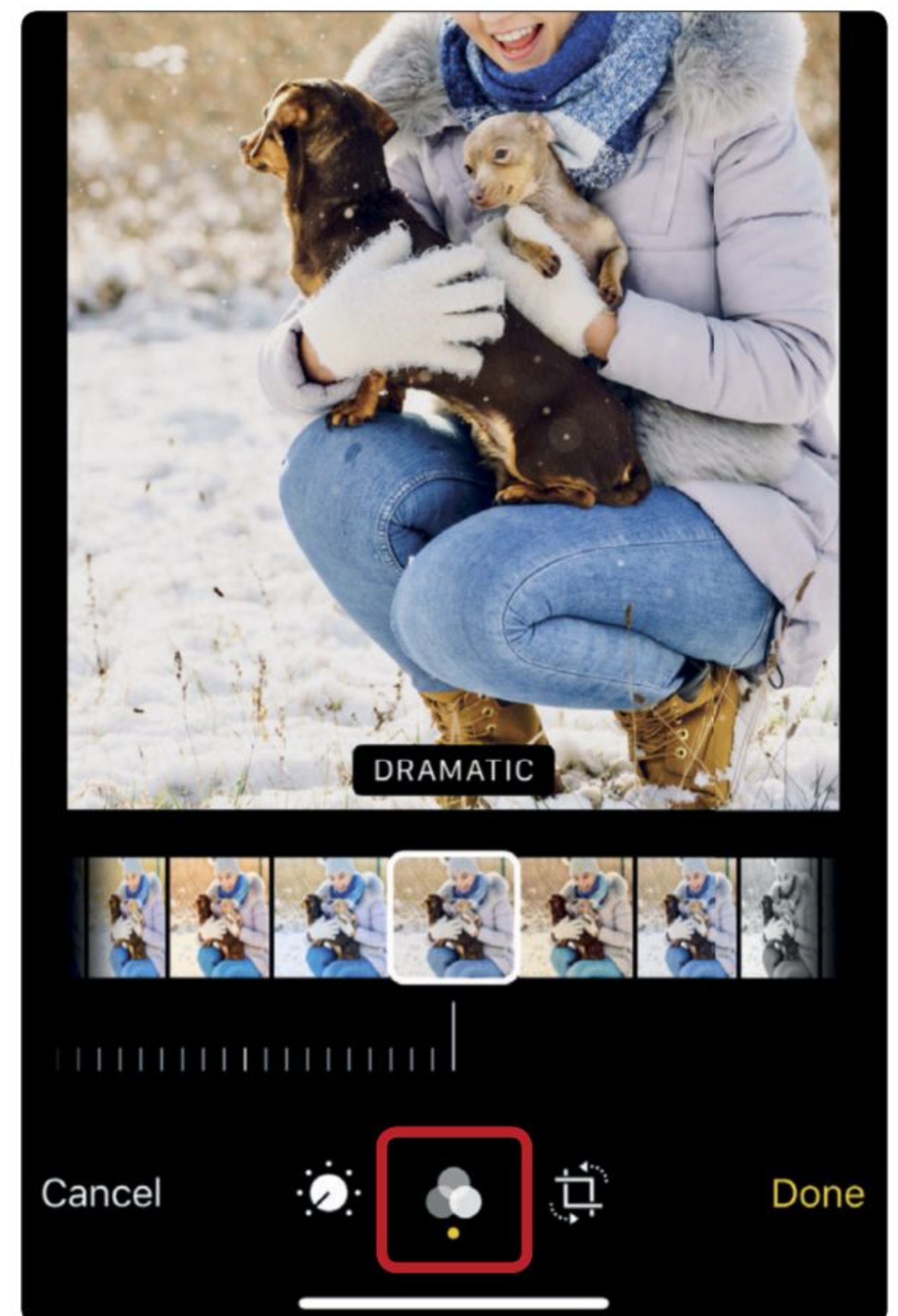
3 For the first time, the app now lets you use its editing tools on videos taken on your iPhone, as well as photos. You can also trim the start and end of the footage.



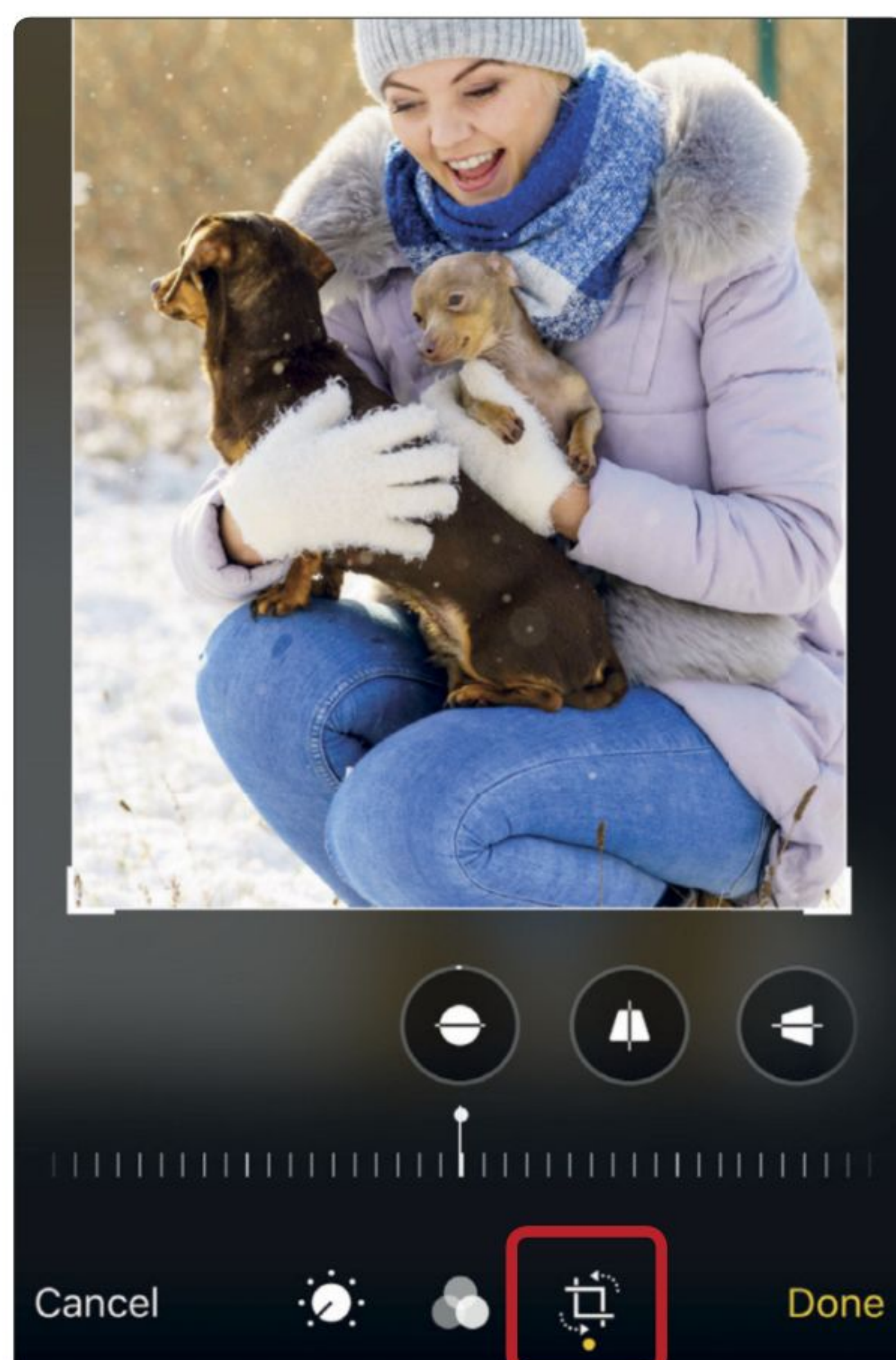
4 There are two icons in the top right. Tap the Eye to get rid of red-eye on your photo. As instructed on-screen, zoom in and tap the red pupils on the photo to correct them. Tap the Three dots for options including opening it in another app, or using Markup to annotate or draw on the picture.



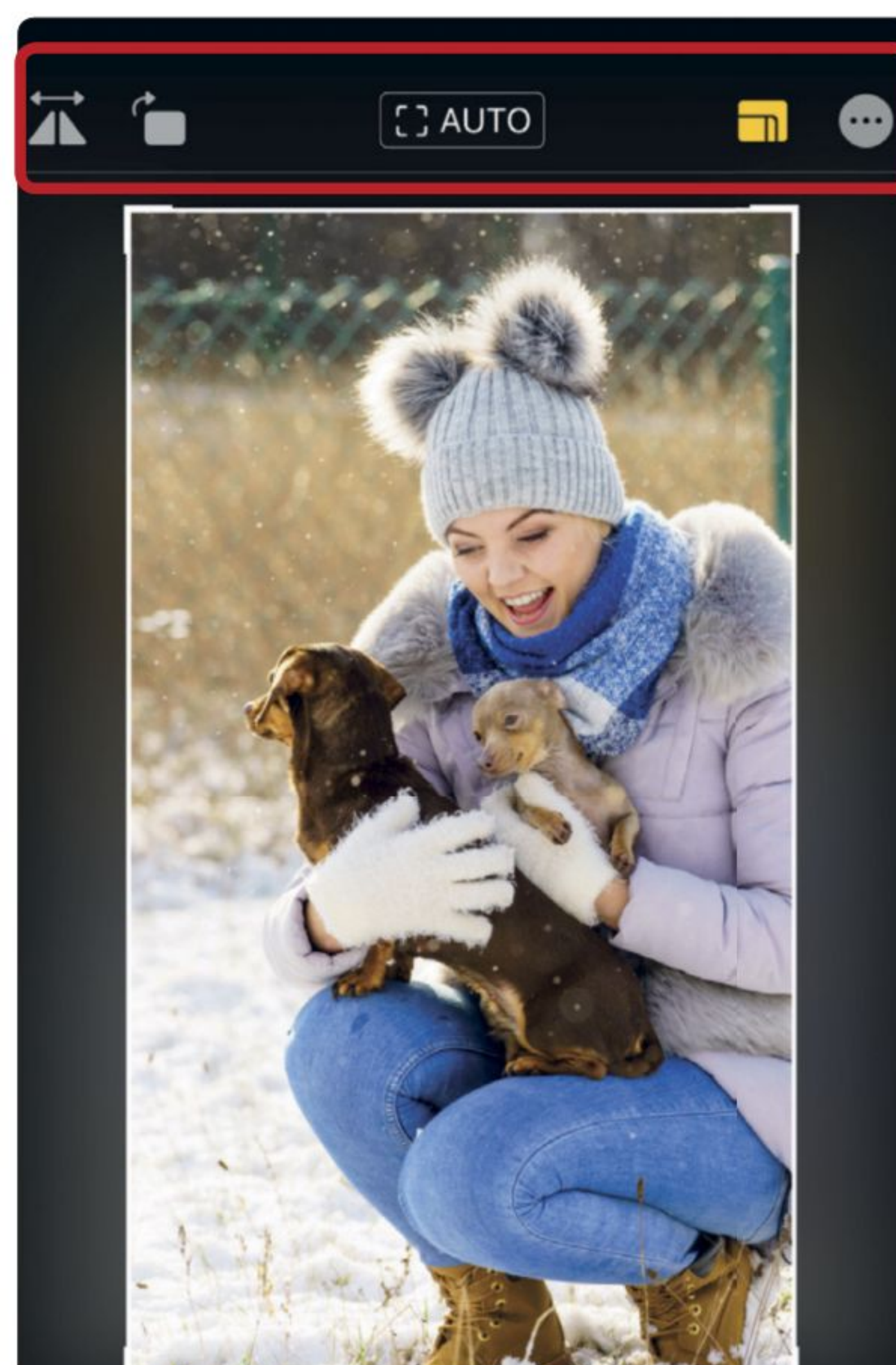
5 The first of the three tools at the bottom of the screen is Adjust. Drag the row of circles under the picture to access adjustment tools. The first, the magic wand, is an auto-adjust, which does everything for you. The others include tools for highlights, shadows, contrast, brightness, temperature and more.



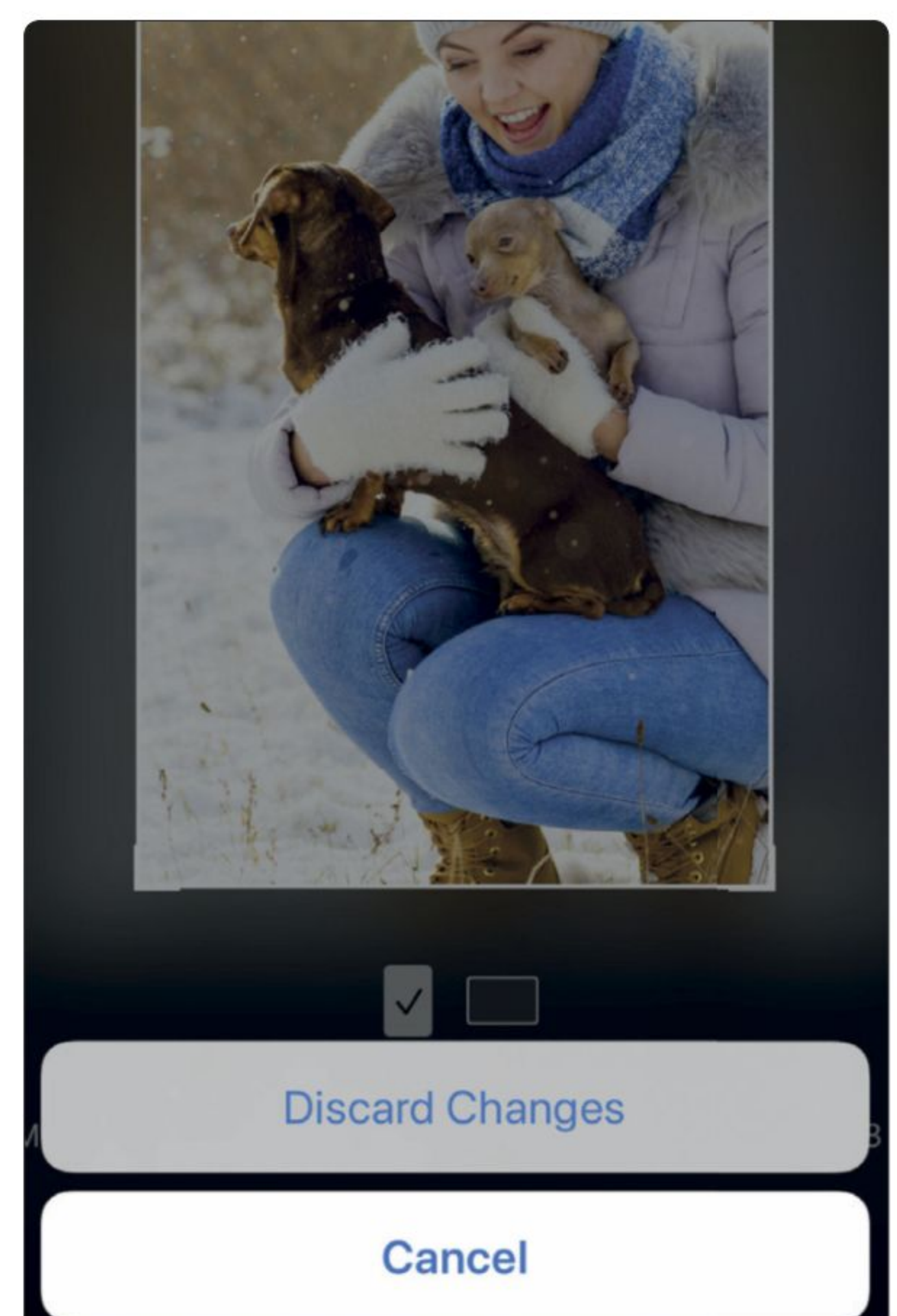
6 The next tool, the three interlocking circles, gives you filter options. Slide the row of thumbnails under the picture to apply a filter in real time. The first filter found on the scroller is Original, which leaves the picture as it is, while others offer enhancements like Vivid Warm and Cool, Mono and Silvertone.



7 Tap the Crop tool and you can drag the picture's corners into the photo to crop it. The three circles under the photograph (left to right) straighten the picture, skew it vertically, and skew it horizontally. Drag the bars underneath to increase and reduce these effects.

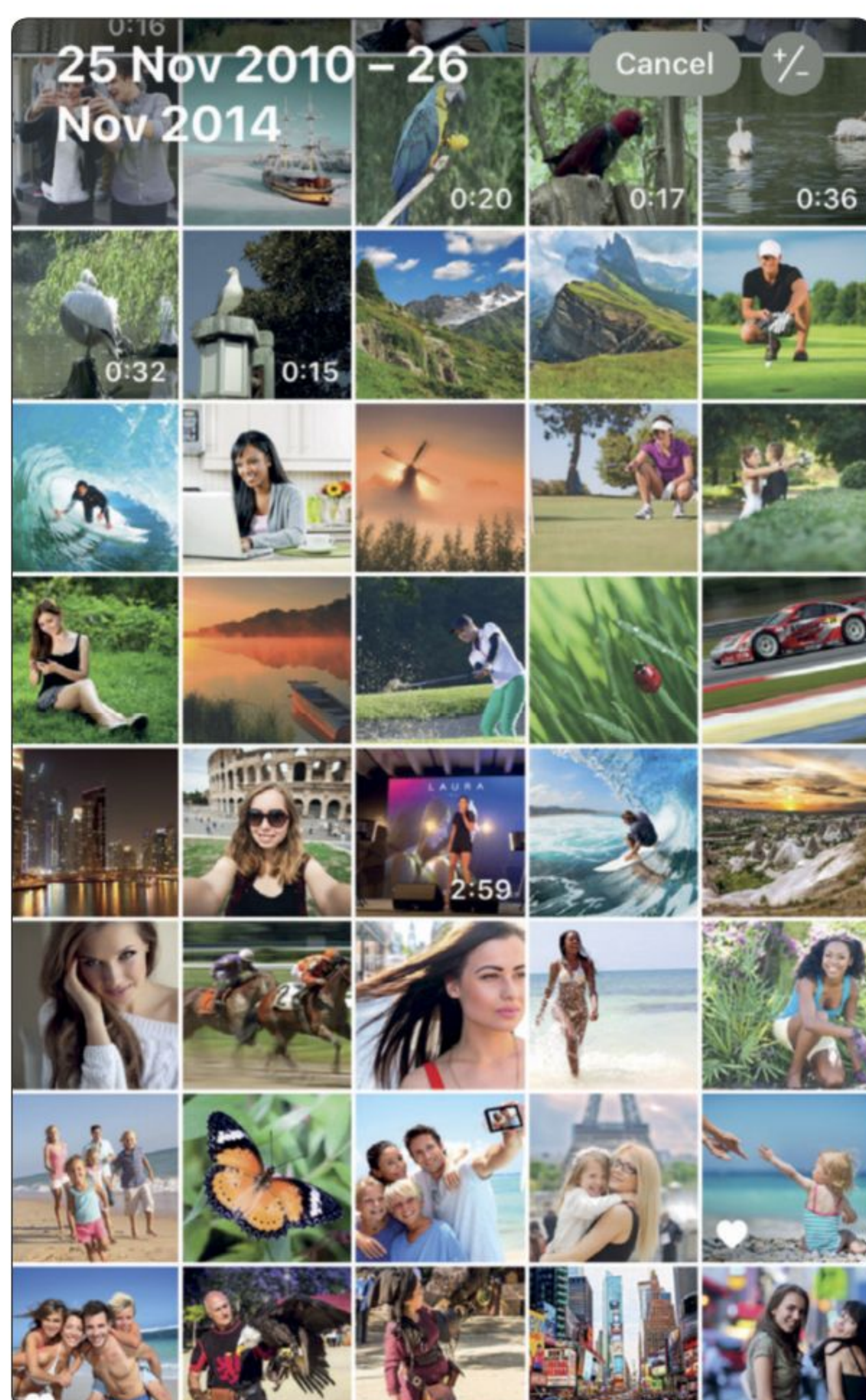


8 Select Crop and there are extra tools at the top. These are (left to right) flip horizontally, rotate in 90° increments, auto-crop, change aspect ratio, access Markup and more options. The Aspect ratio tool selected lets you choose from various sizes using the slider.

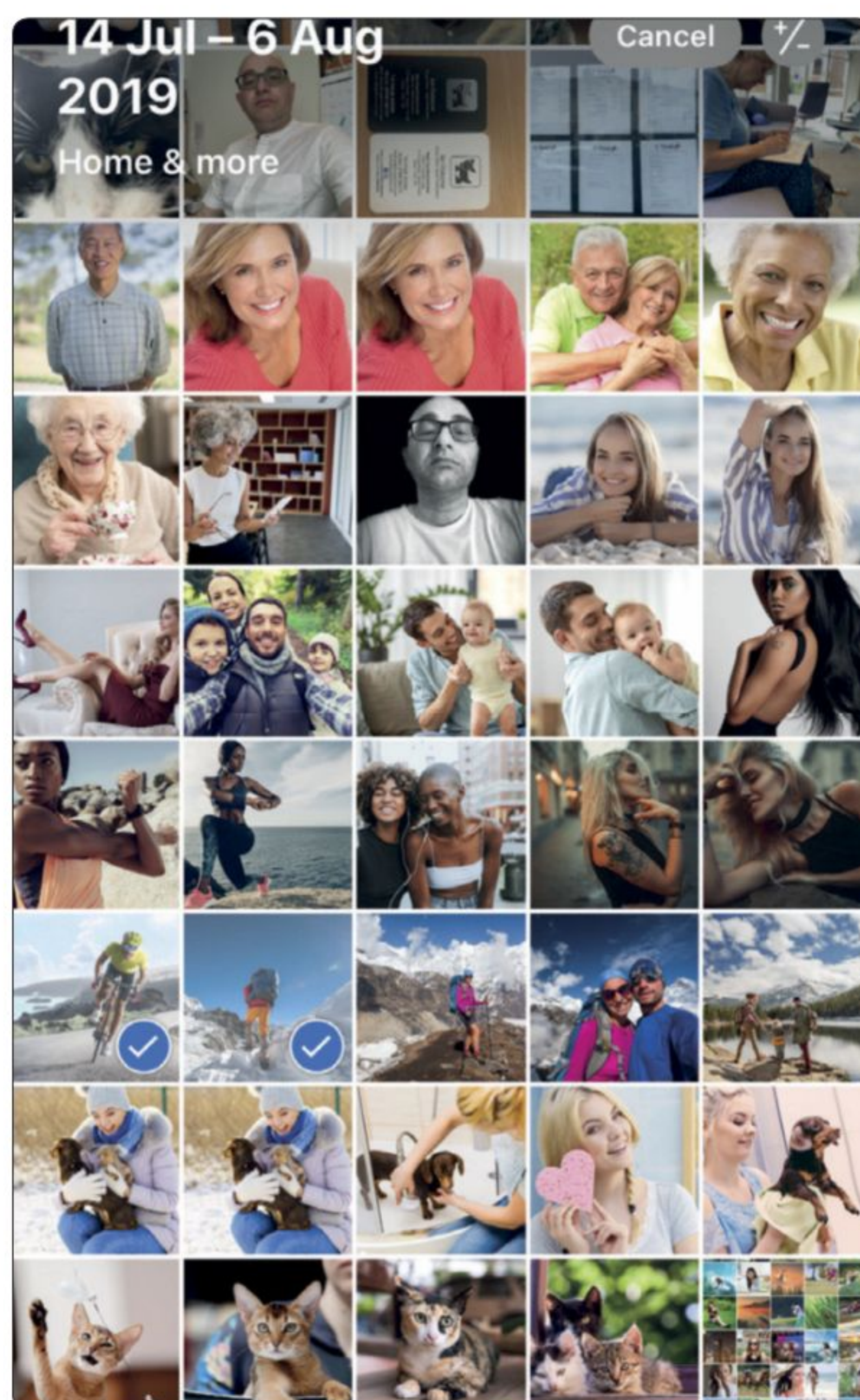


9 All the changes you make to a photo can be undone. The image can be returned to its original form by tapping the Cancel link, which is located in the bottom left corner. Once you are sure you wish to undo your adjustments, confirm via the pop-up option.

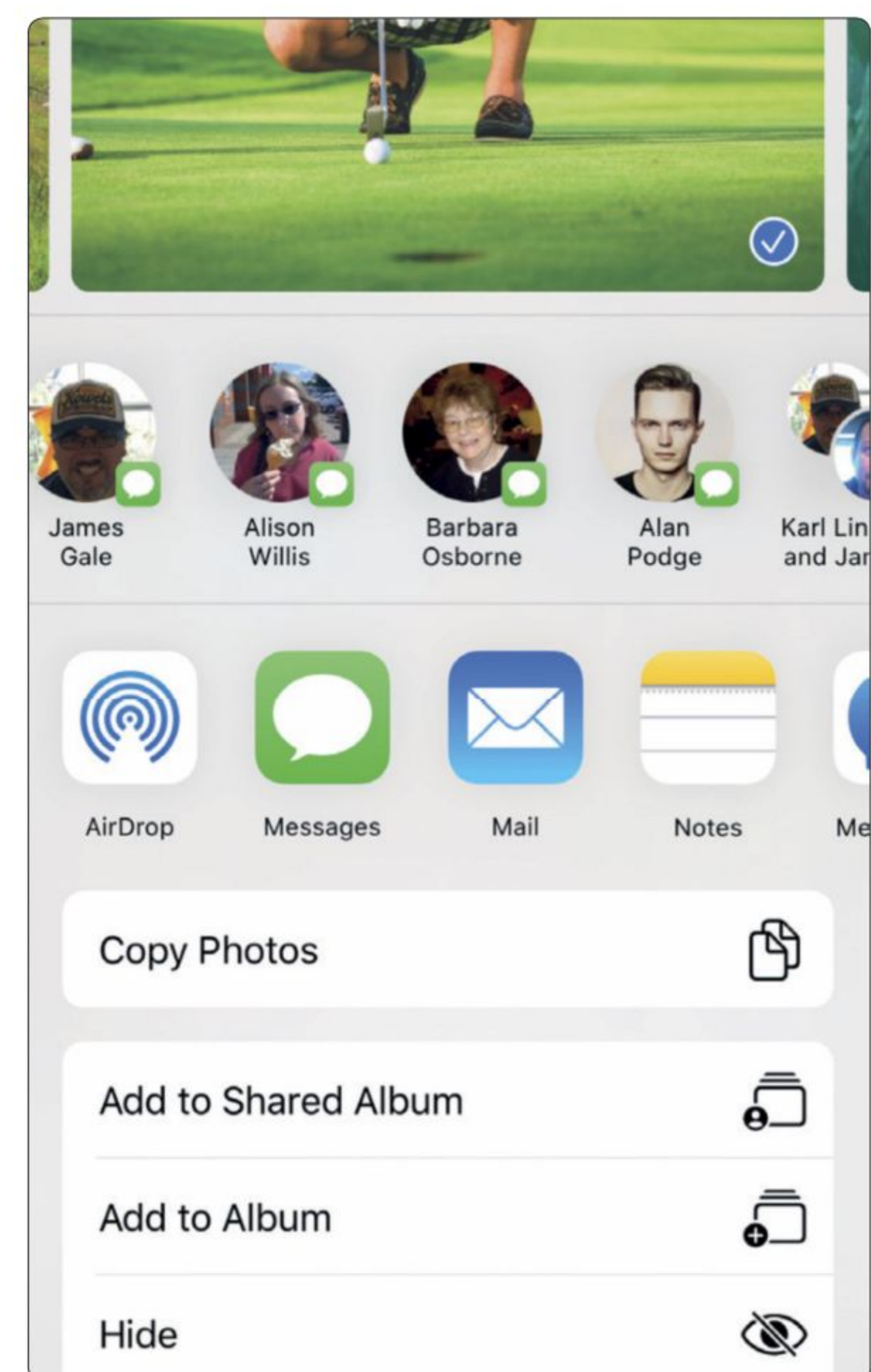
Creating new albums in Photos



1 To create a new photo album, on the main Photos page (see icon in the bottom left corner), tap Select in the top right corner.

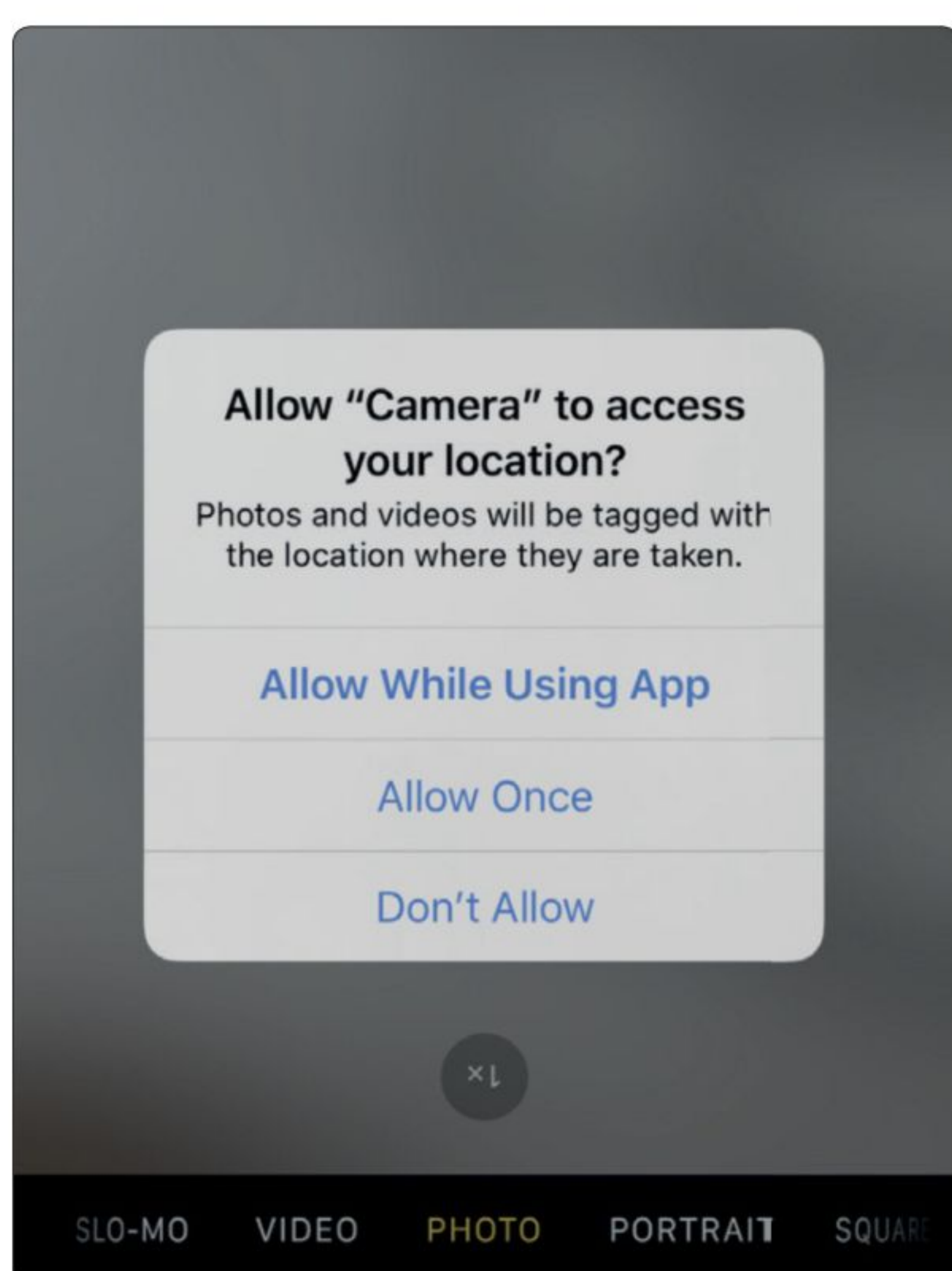


2 Now select all the images you want to add to the new album. Tap a pic to select it or drag your finger over several to select them all.



3 Tap the Share icon, then select Add to Album or Add to Shared Album. You can then add them to an existing album or make a new one.

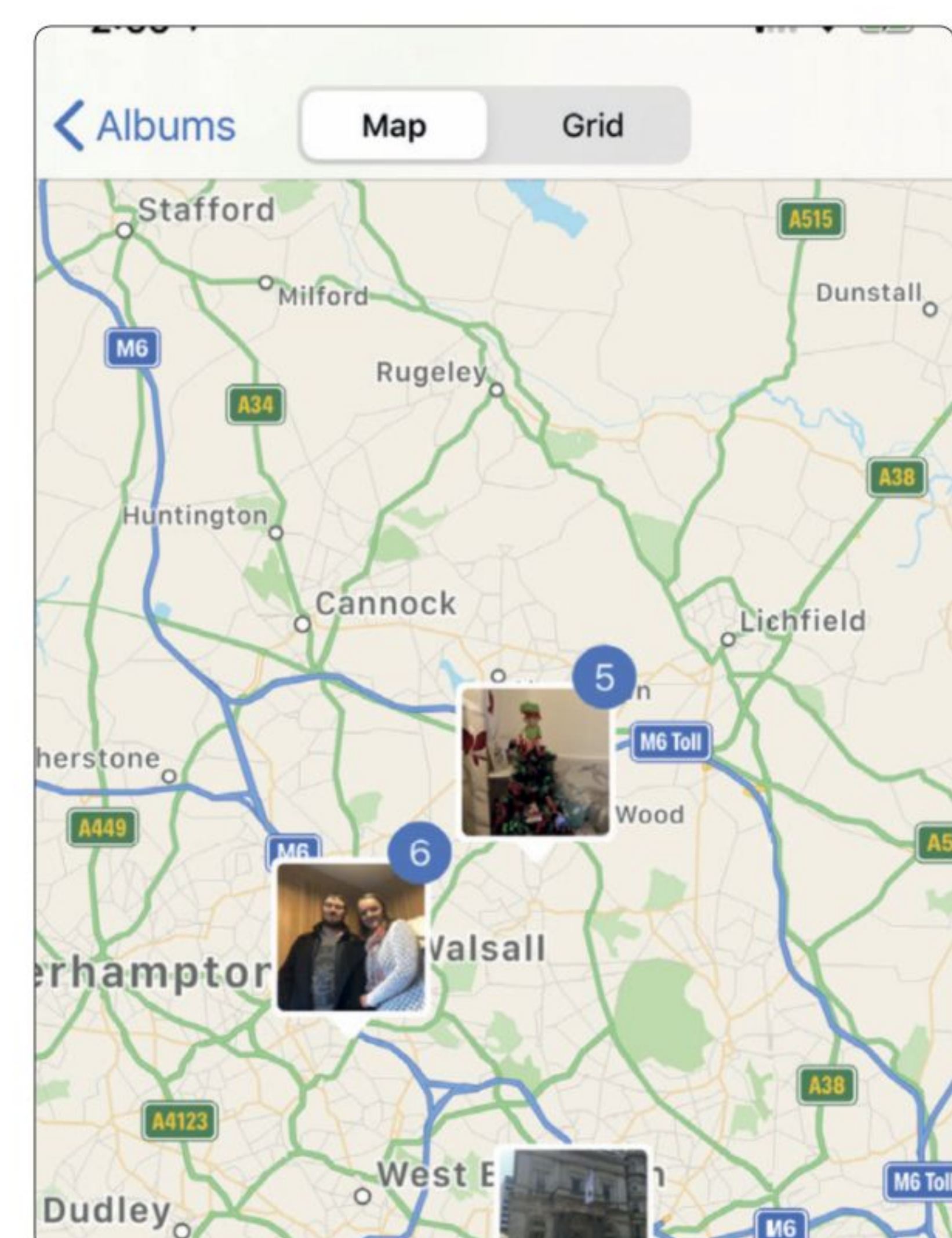
Record your location in a photograph



1 In the Settings app, go to Privacy > Location Services and make sure Location Services are on. Take a picture using the Camera app and you're asked whether you wish to allow it to use your location. Tap Allow.



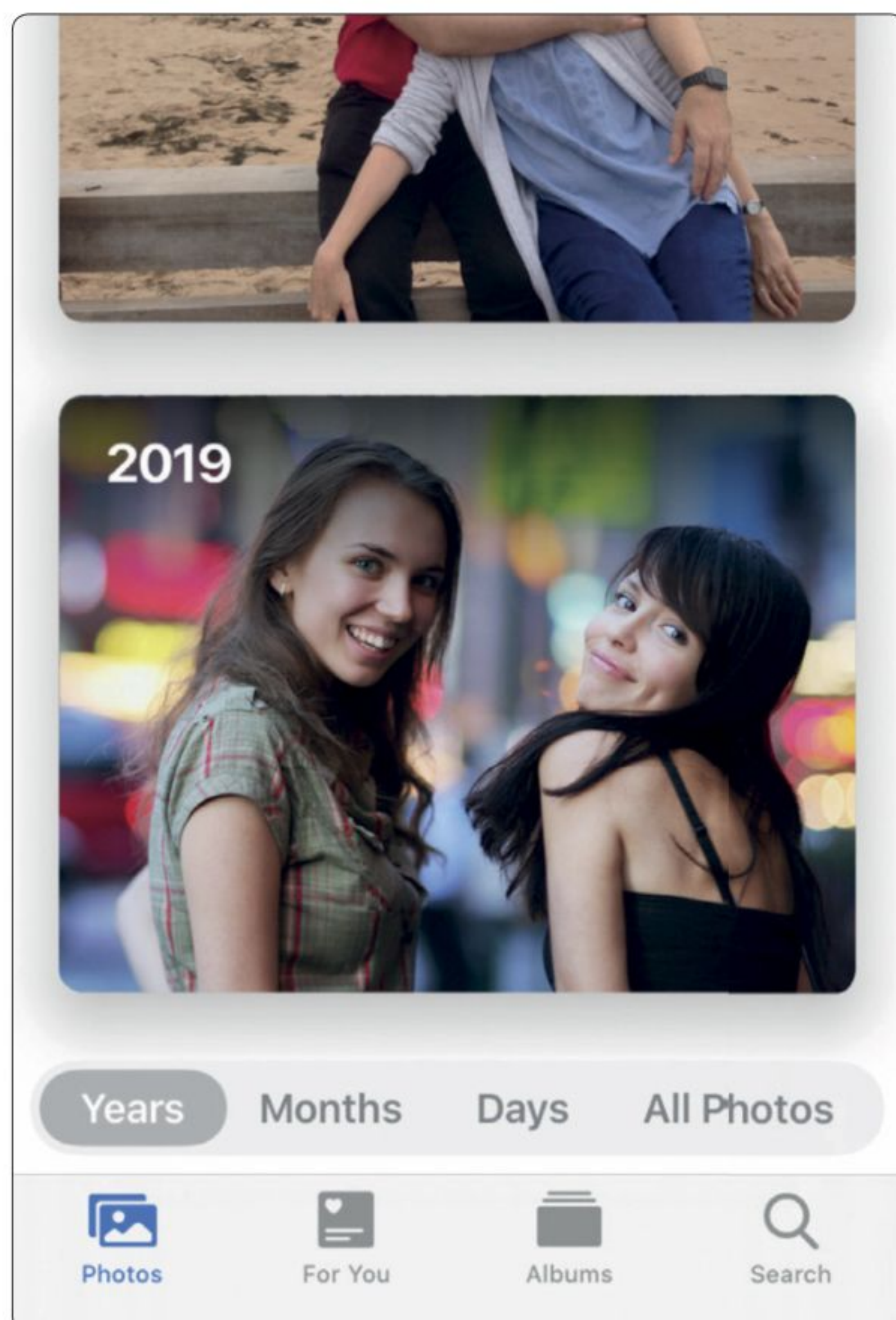
2 Every time you take a photograph, your location is now recorded by the iPhone and embedded in the picture's details or 'metadata' to use the correct term. To test it and make sure it worked, take a quick photograph.



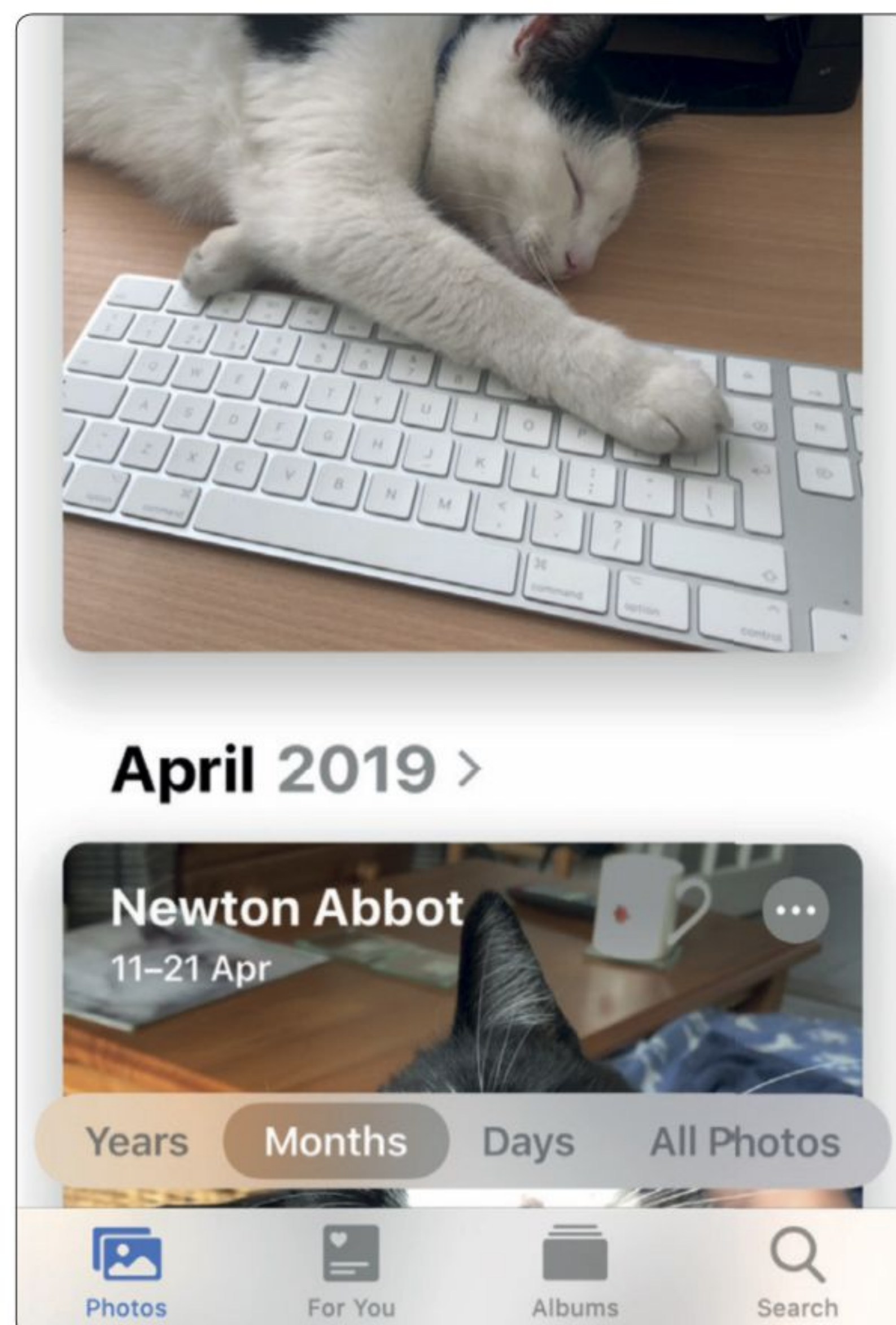
3 Close the Camera app, open the Photos app, Albums at the bottom of the screen and then tap Places. You're shown all the locations where you have taken photos. Tap each location to see the images you have taken there.



Navigating the Photos app



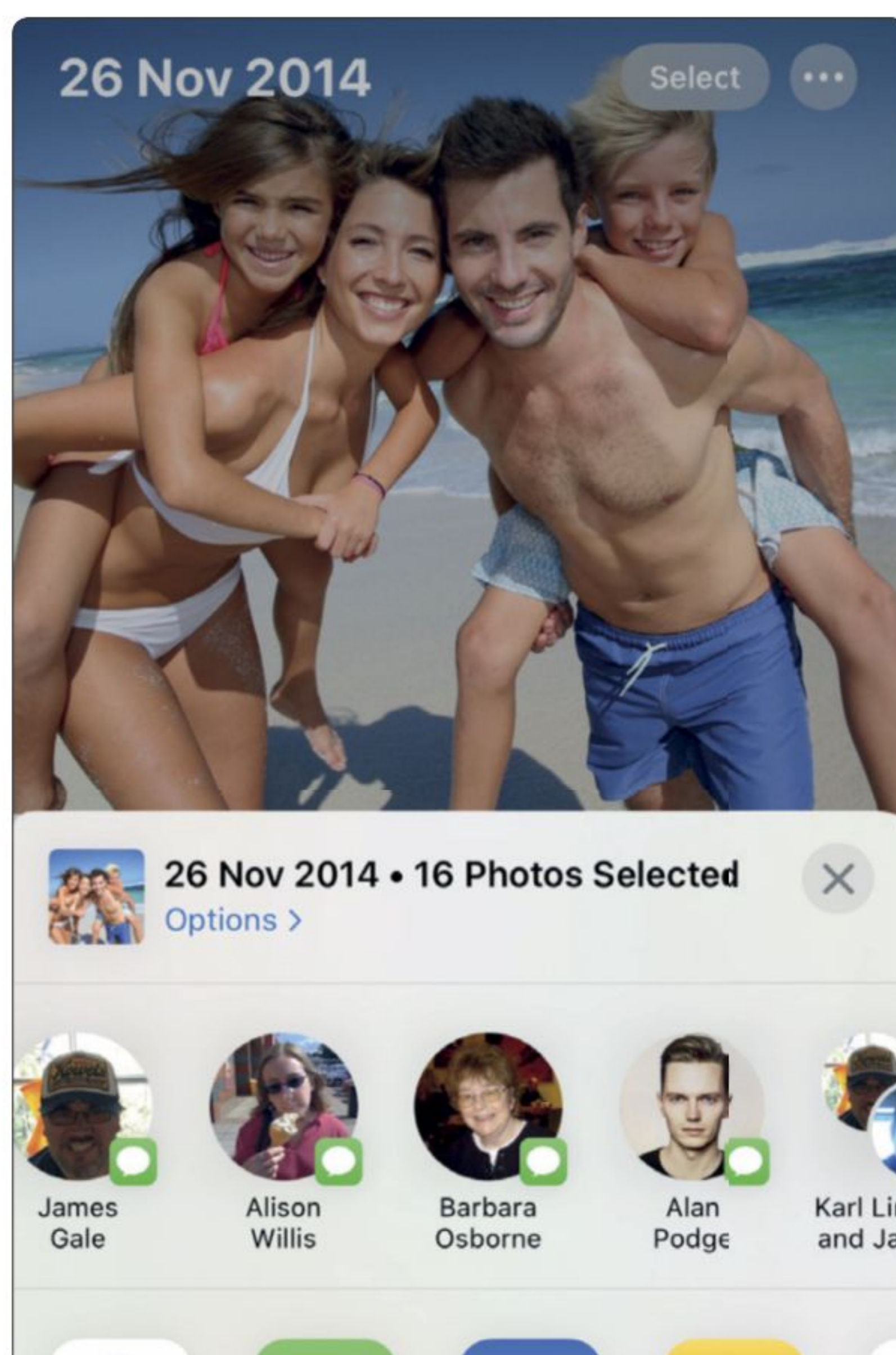
1 With the Photos icon selected in the bottom right corner, select Years in the options near the foot of the screen. Your photographs are arranged according to the year in which they were taken. Scroll up and down to cycle through the years.



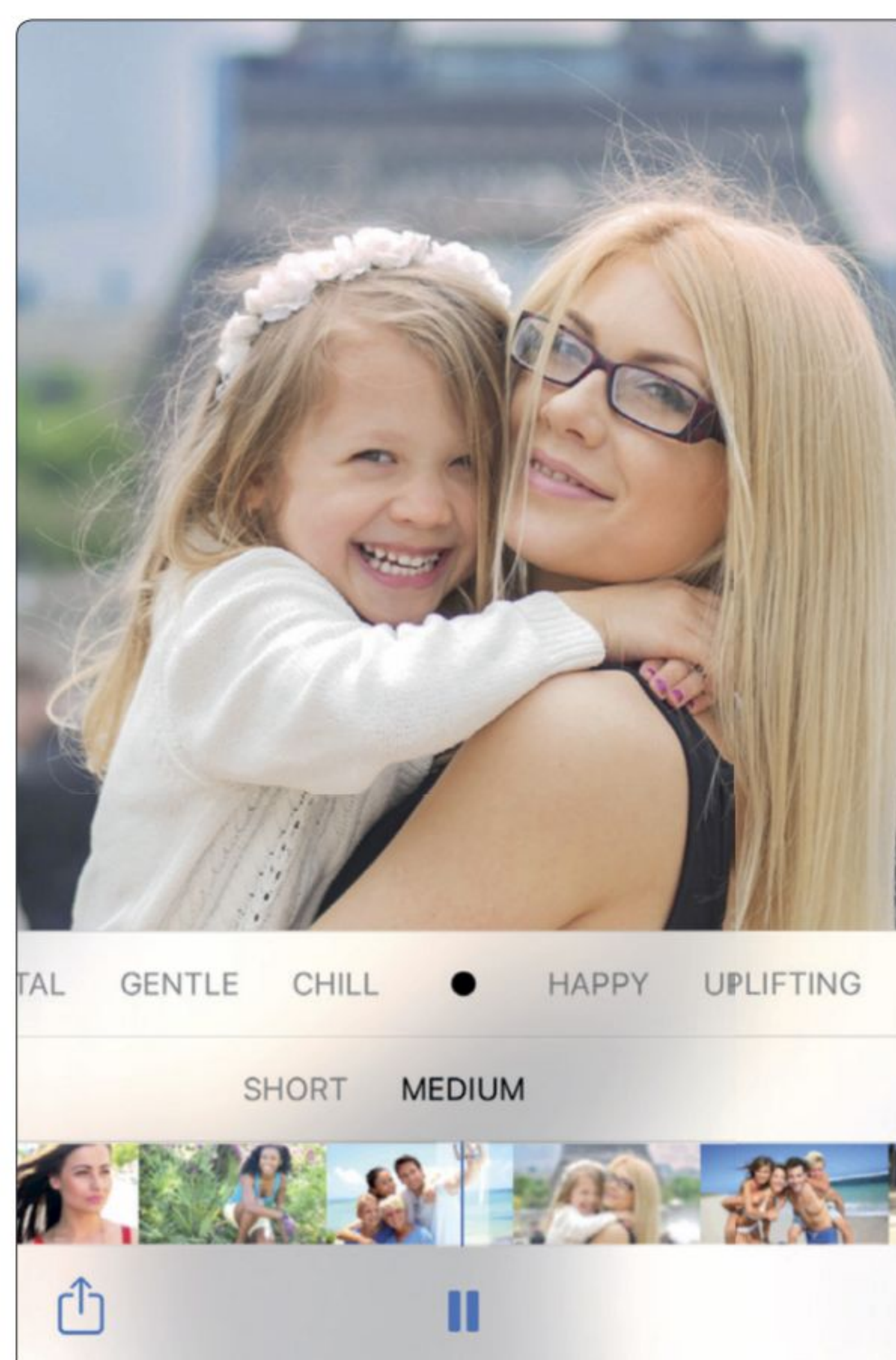
2 Tap a photo and you're taken to the Months view, which shows all the pictures taken that year arranged into months. Tap one again and you move to Days, with that month's photos now arranged into the dates they were taken.



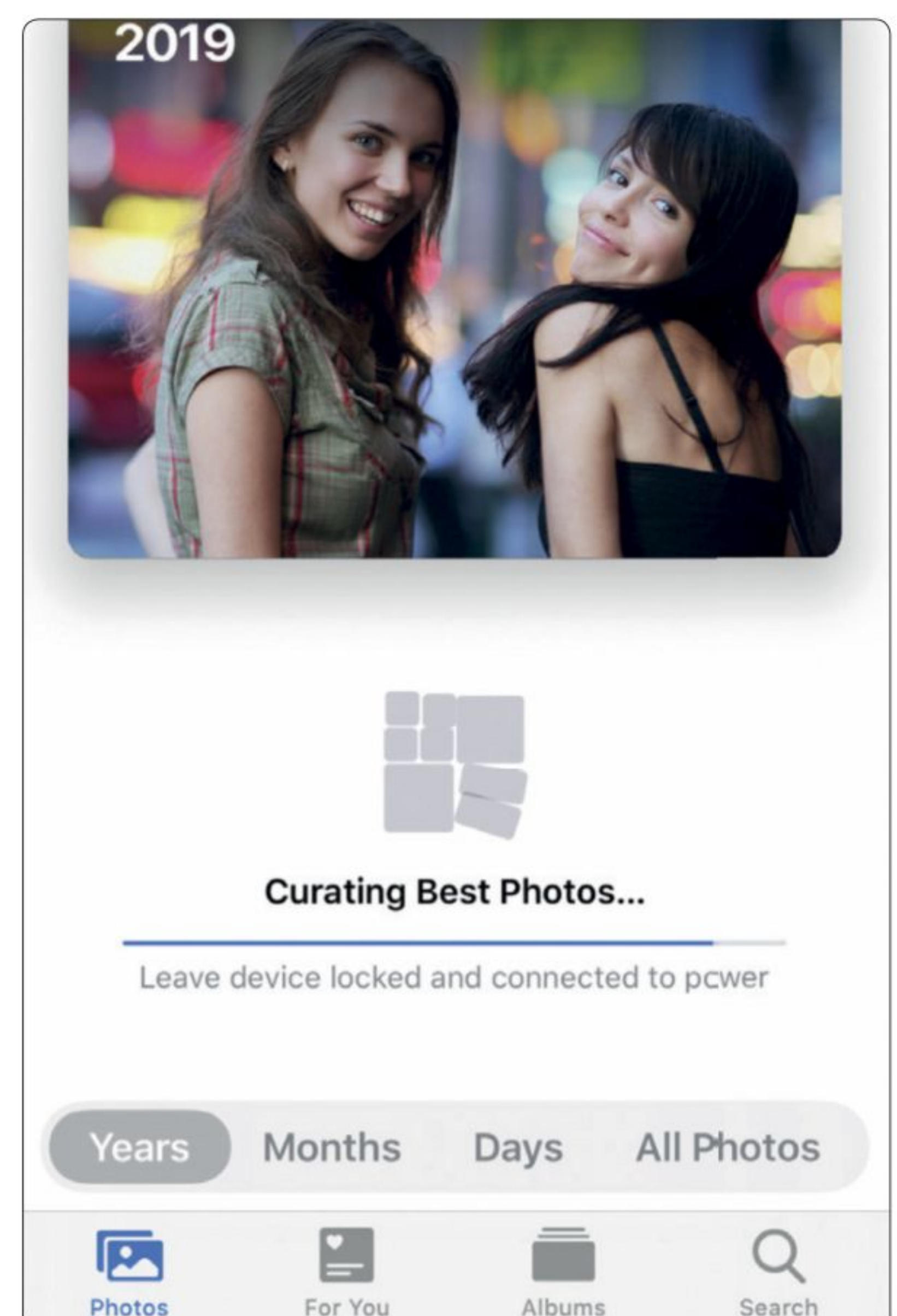
3 In the Days view, the pictures are arranged in a scrapbook style, a little like the Memories view offered in older versions of Photos. As always, you can tap a photo to open it. Tap the Three-dots icon in the top right for a range of options.



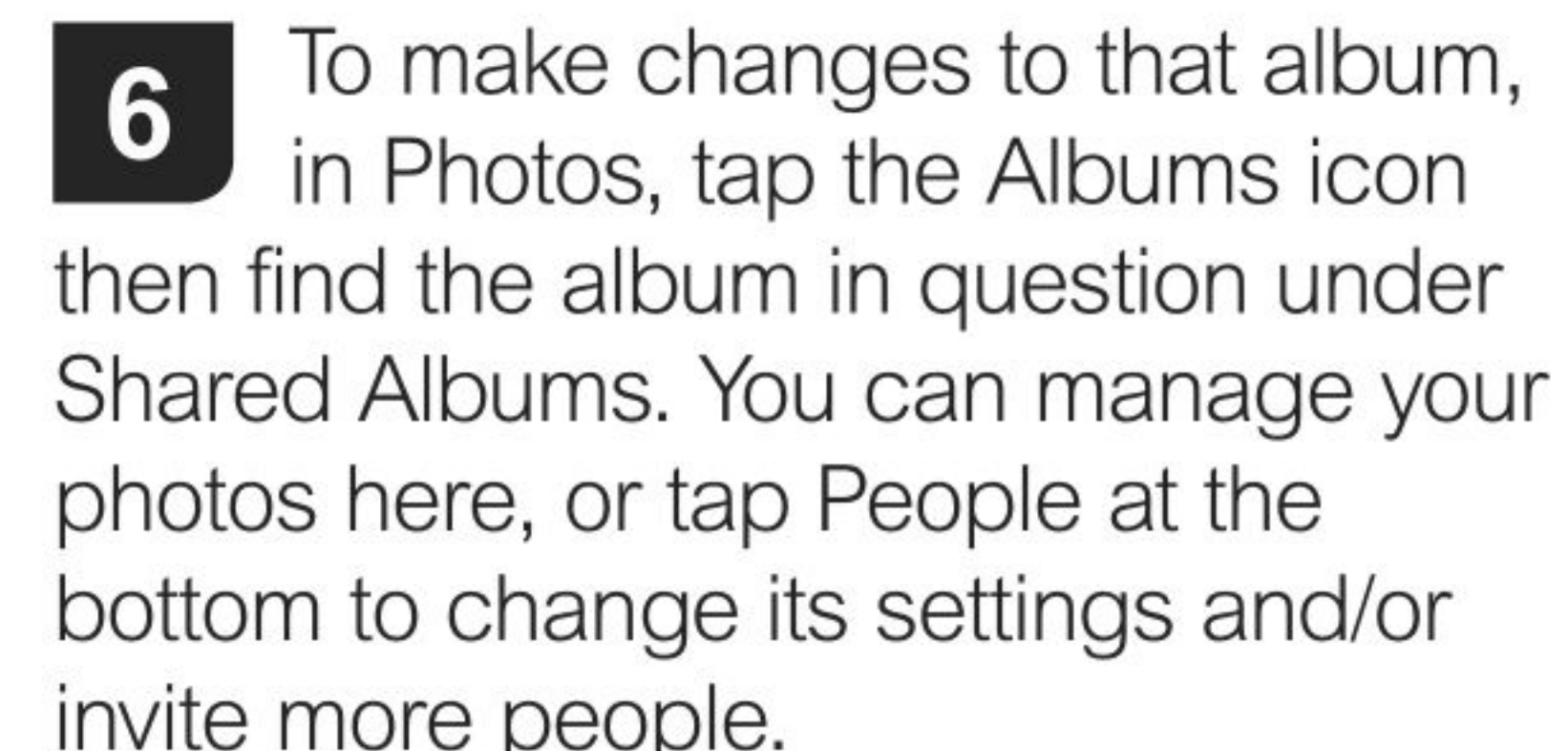
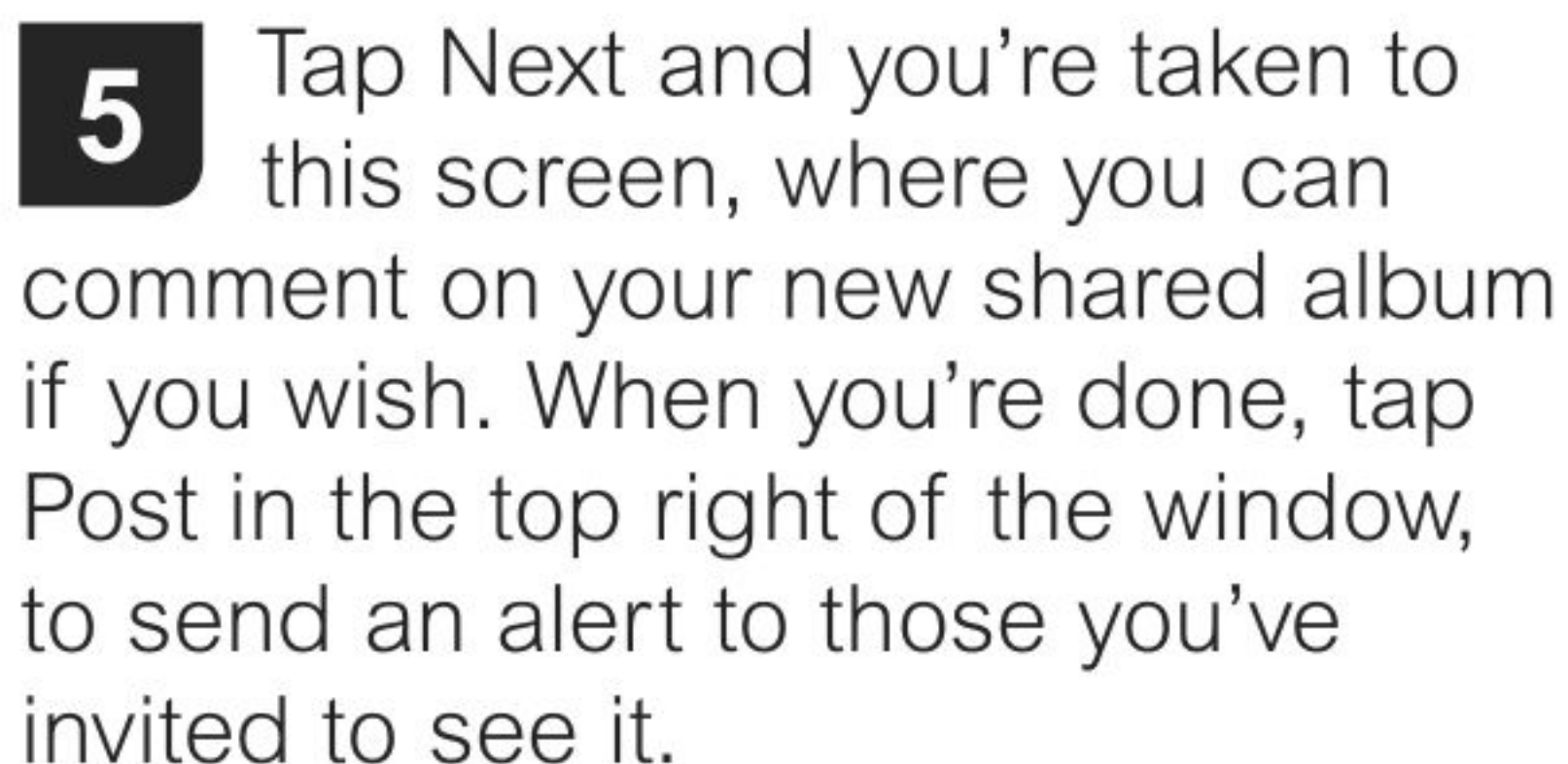
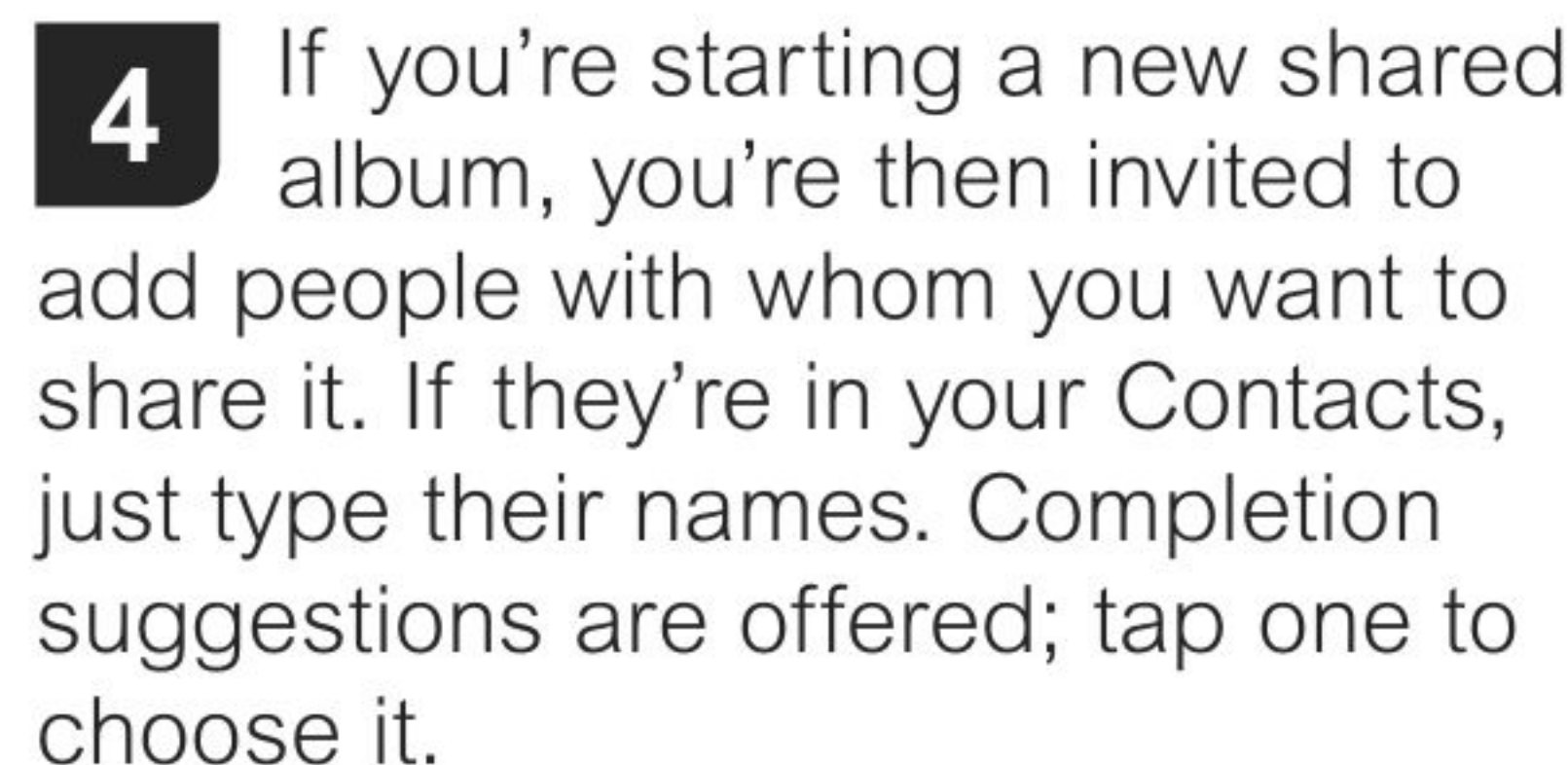
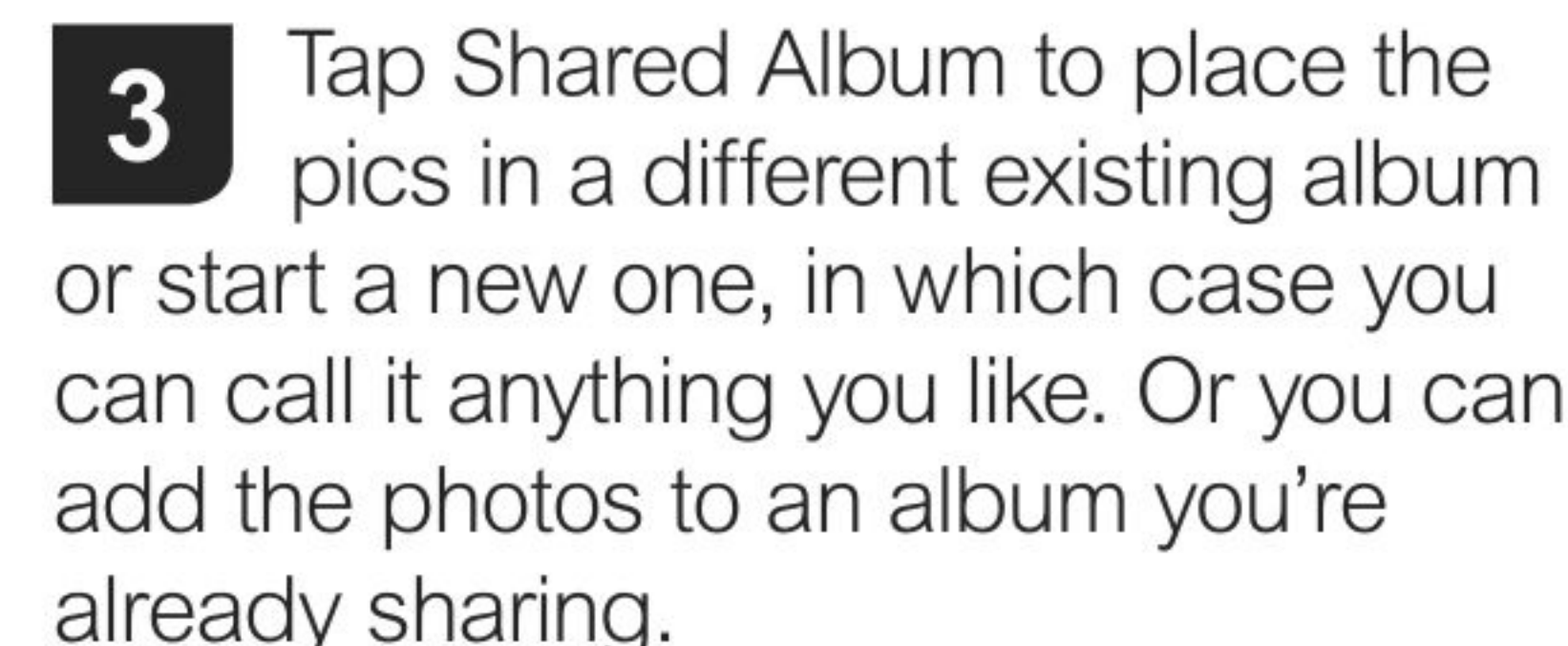
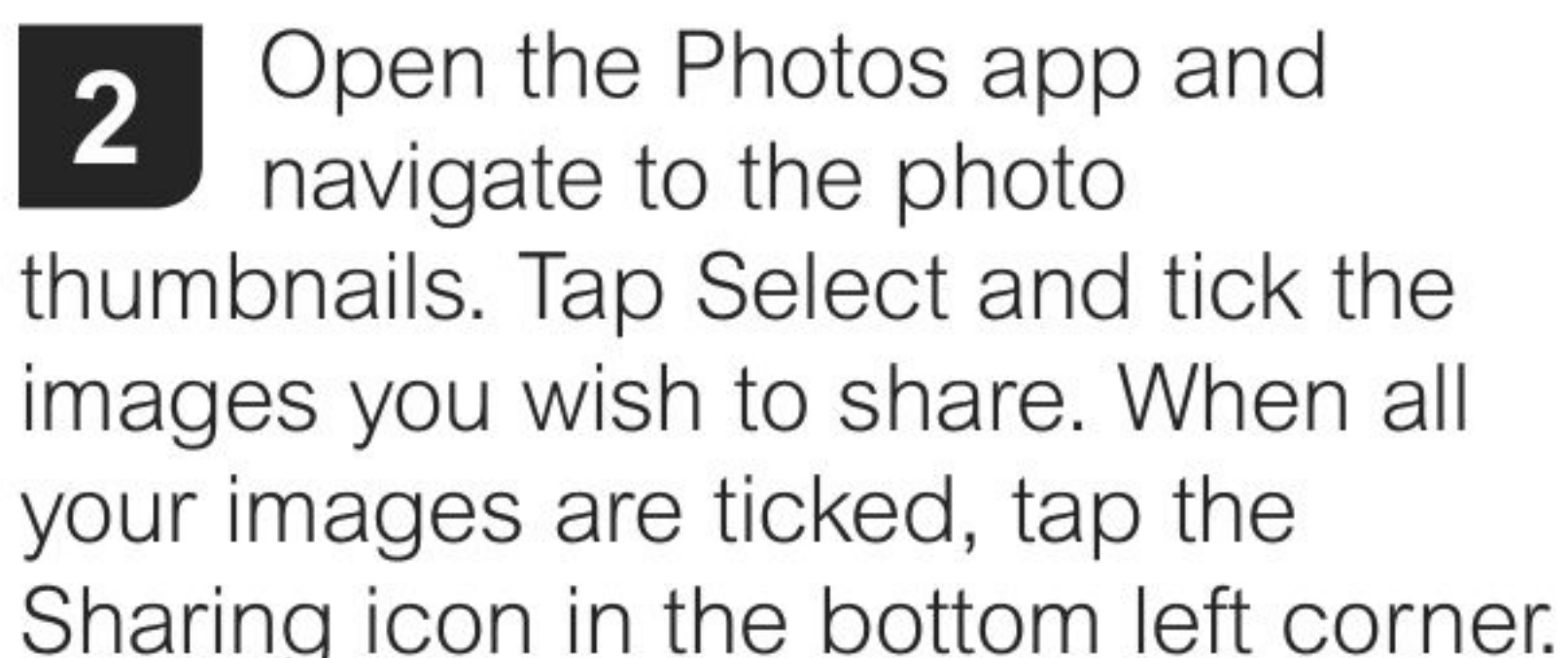
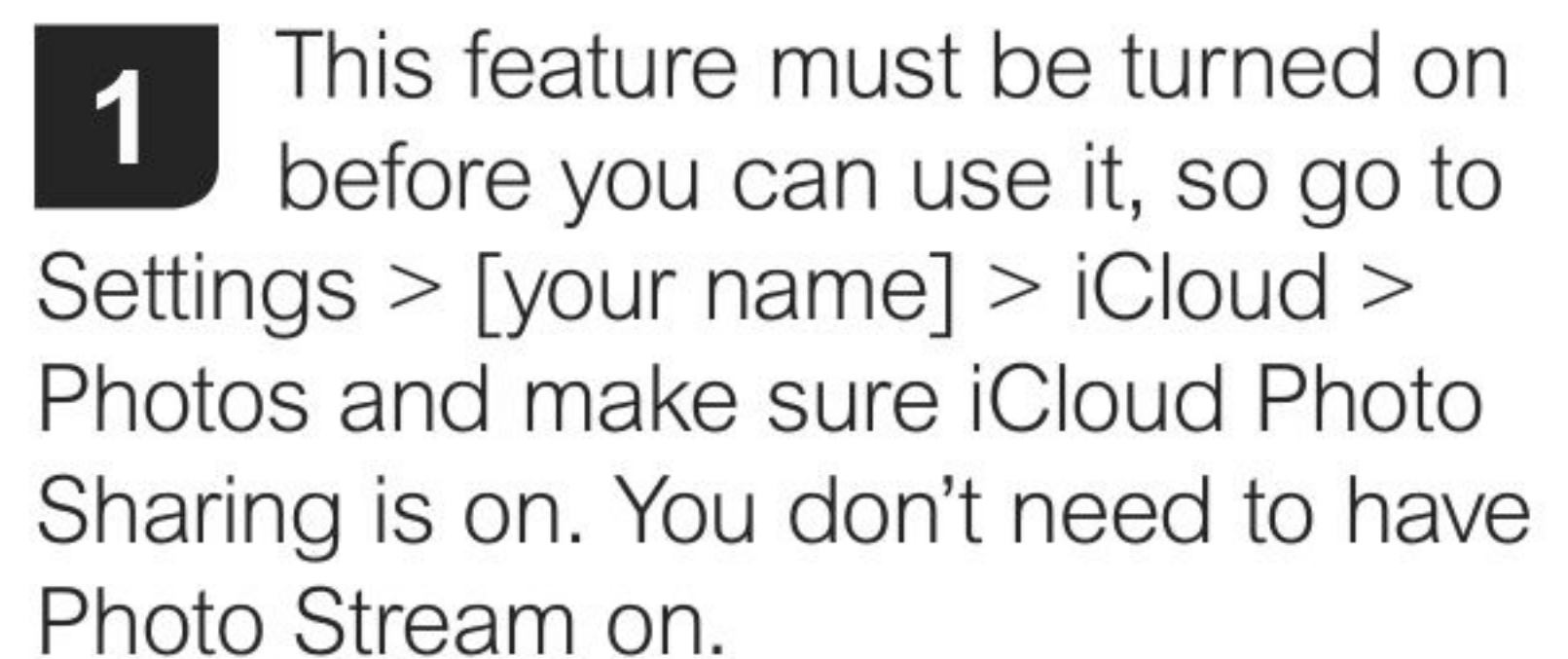
4 The Three-dots icon gives access to (among other things) the Share icon. Tap this and you can share the photos you're looking at in a variety of ways. You can also tap Play Movie for a slideshow, featuring those pics, set to music.



5 Tap the screen during a slideshow for these controls. You can change the music using the slider under the picture, change the duration of the show, pause and unpaue it and, using the Share icon, share or save the slideshow.



6 While the iPhone is locked and connected to a power supply, it curates your photo collection, analysing the images for subjects, faces and more. This information is used by the search facility, so it's a good idea to do it often.

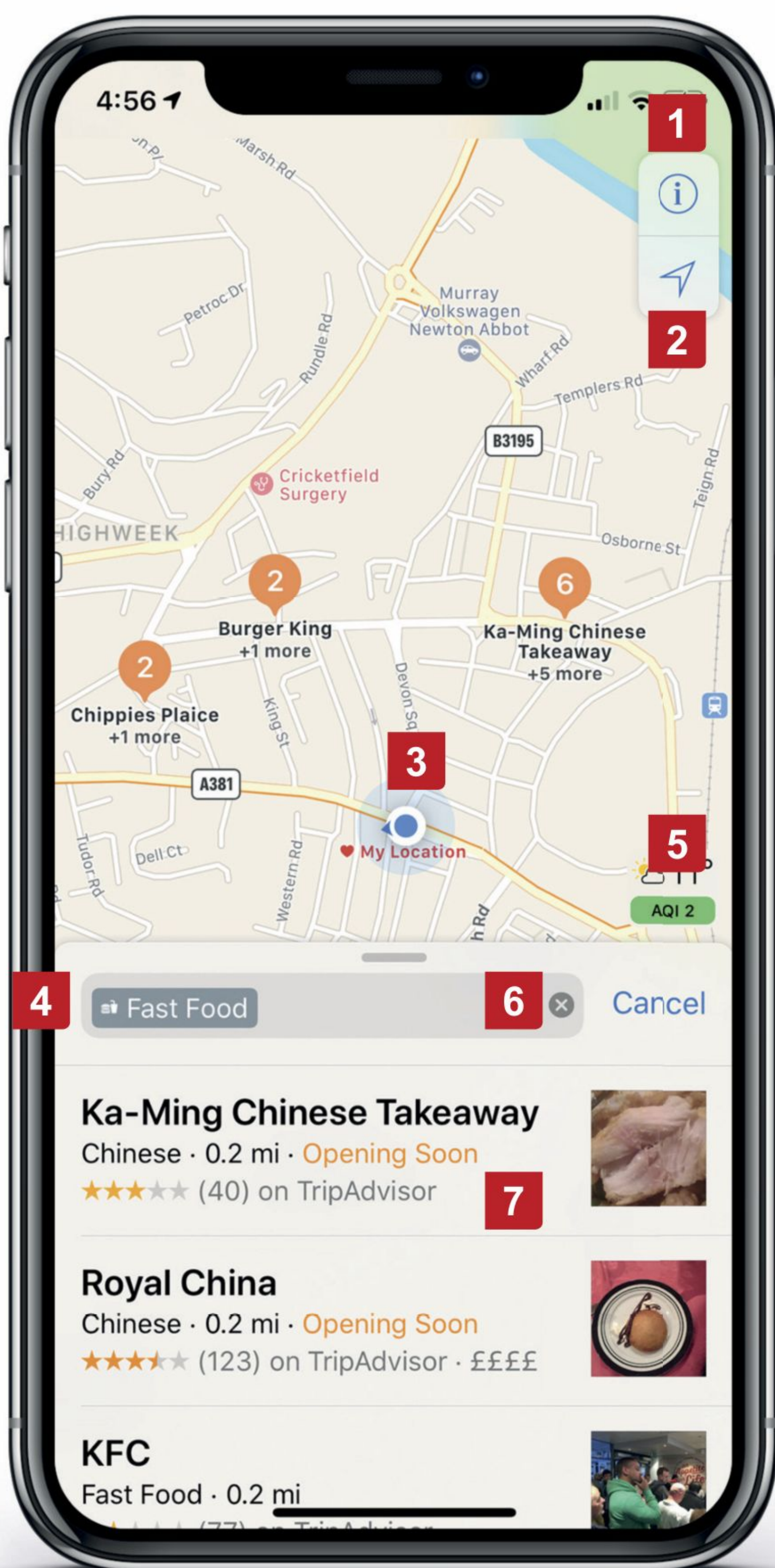




Maps

Maps is a superb navigational tool. Making great use of the iPhone's location awareness, it gives an accurate map of your location, shows directions to where you want to go and helps you find local amenities.

Maps in Focus



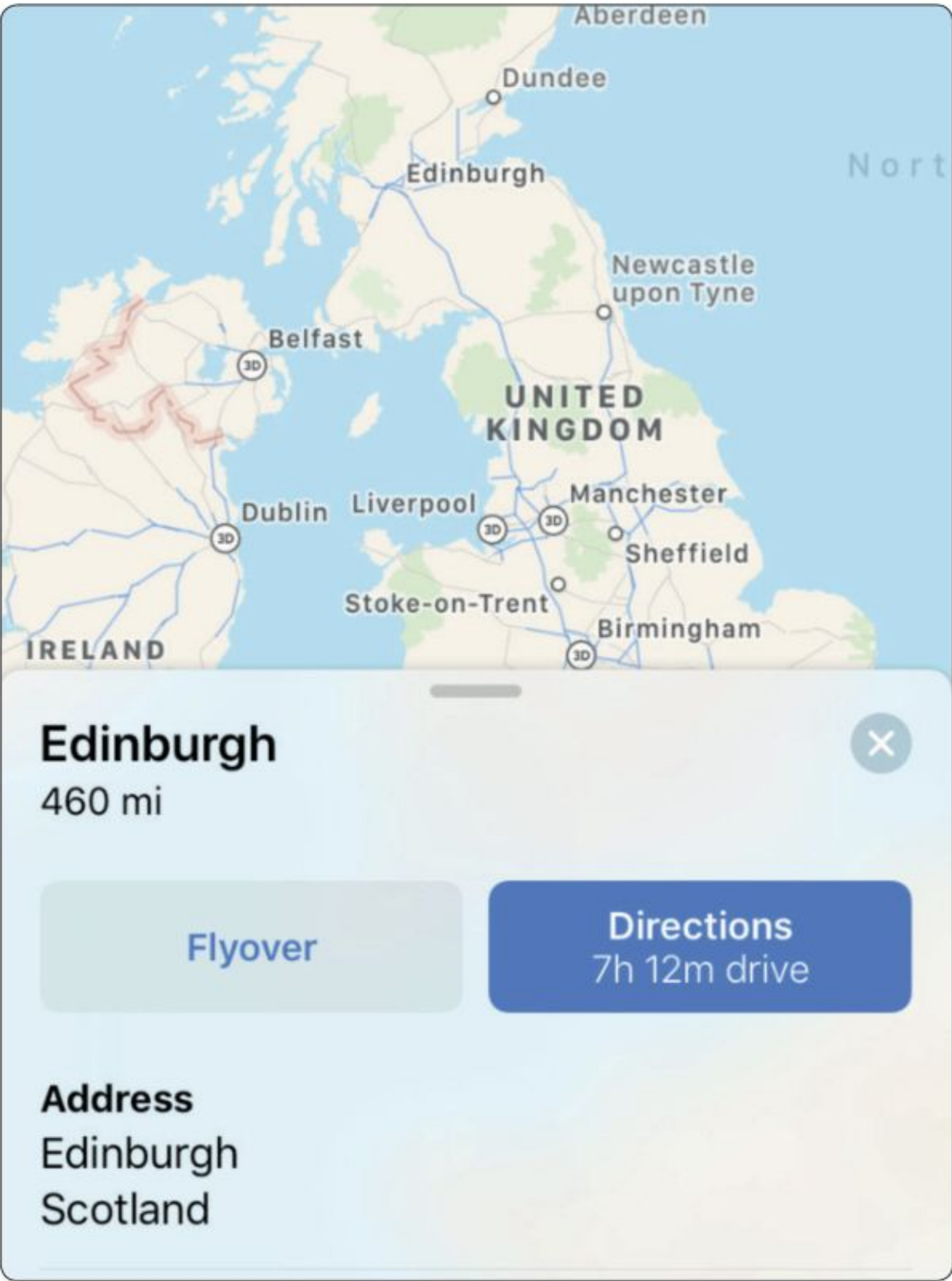
- 1 Tap the 'i' for the Maps Settings pop-up window, where you can switch between a normal, Transport or Satellite view, mark your location, add a feature or report an issue.
- 2 Tap this Arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction you're travelling is always 'up'.
- 3 The blue dot is your current location. The smaller the blue circle around it, the more accurate this location placement is.
- 4 Tap here, and type a search term to look for a location or nearby feature. Tap the Search field, without typing anything, and you're offered a list of recent searches (tap to repeat) and popular search options such as Petrol Stations, Restaurants, Shopping Centres, and Bars.
- 5 Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index and this is then shown here too. Deep press on this data for a window showing more weather information, drawn from the Weather app.
- 6 The X icon collapses the bottom window panel, giving you a better look at the main map screen; or you can swipe it down using the icon above the search field.
- 7 Items you've searched for are shown on the map and also in this list. We're looking for fast food, so nearby burger and pizza places are shown. The list offers specific information on the establishments shown on the map. Tap one, on the panel here or on the map above, for more details such as directions, opening hours, a phone number and more.



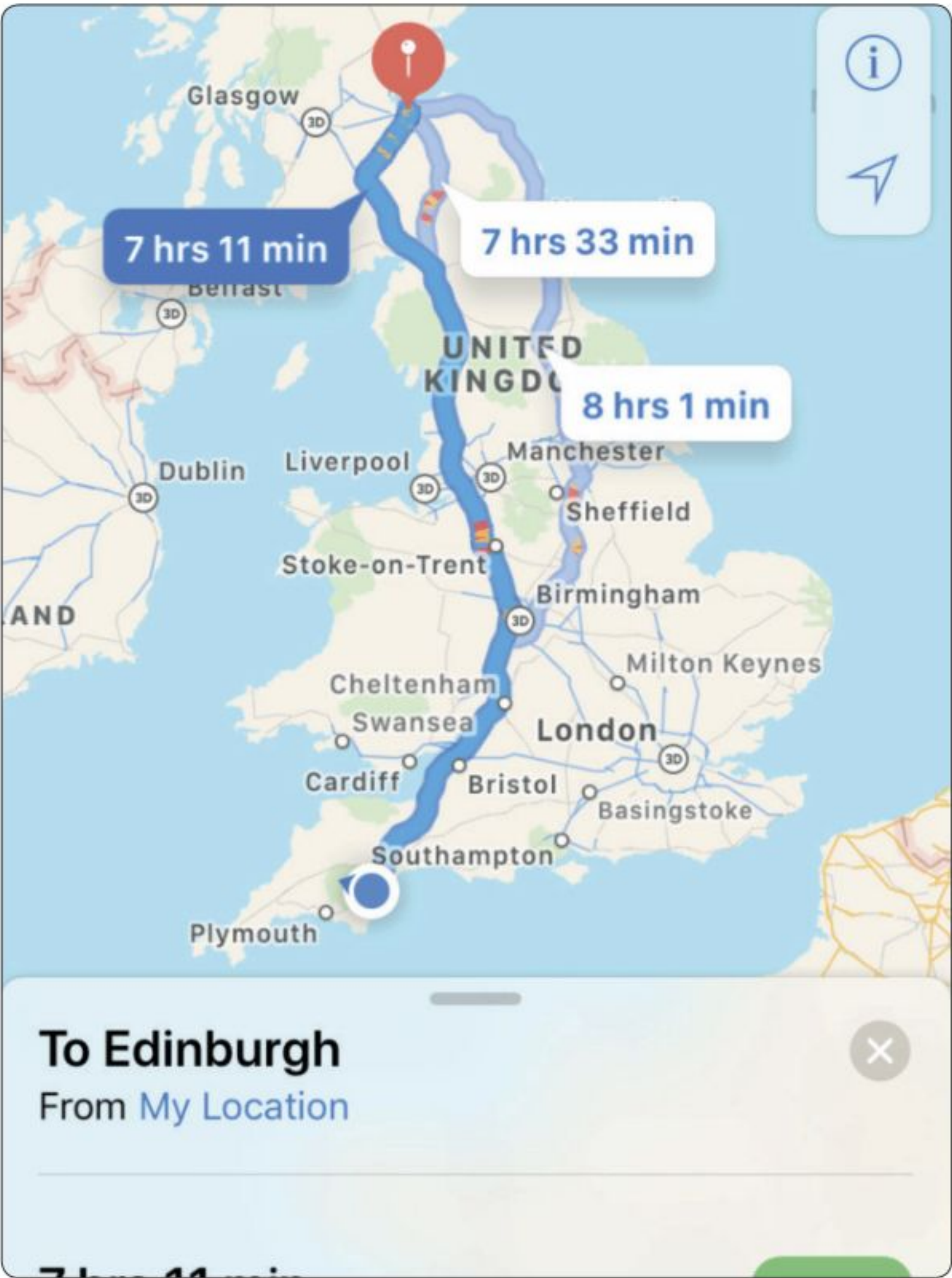
A word of warning.

Like any sat-nav, Maps is not infallible. It's up to you to make sure you follow road signs and the road laws. By all means follow the Maps app but don't neglect your basic road skills.

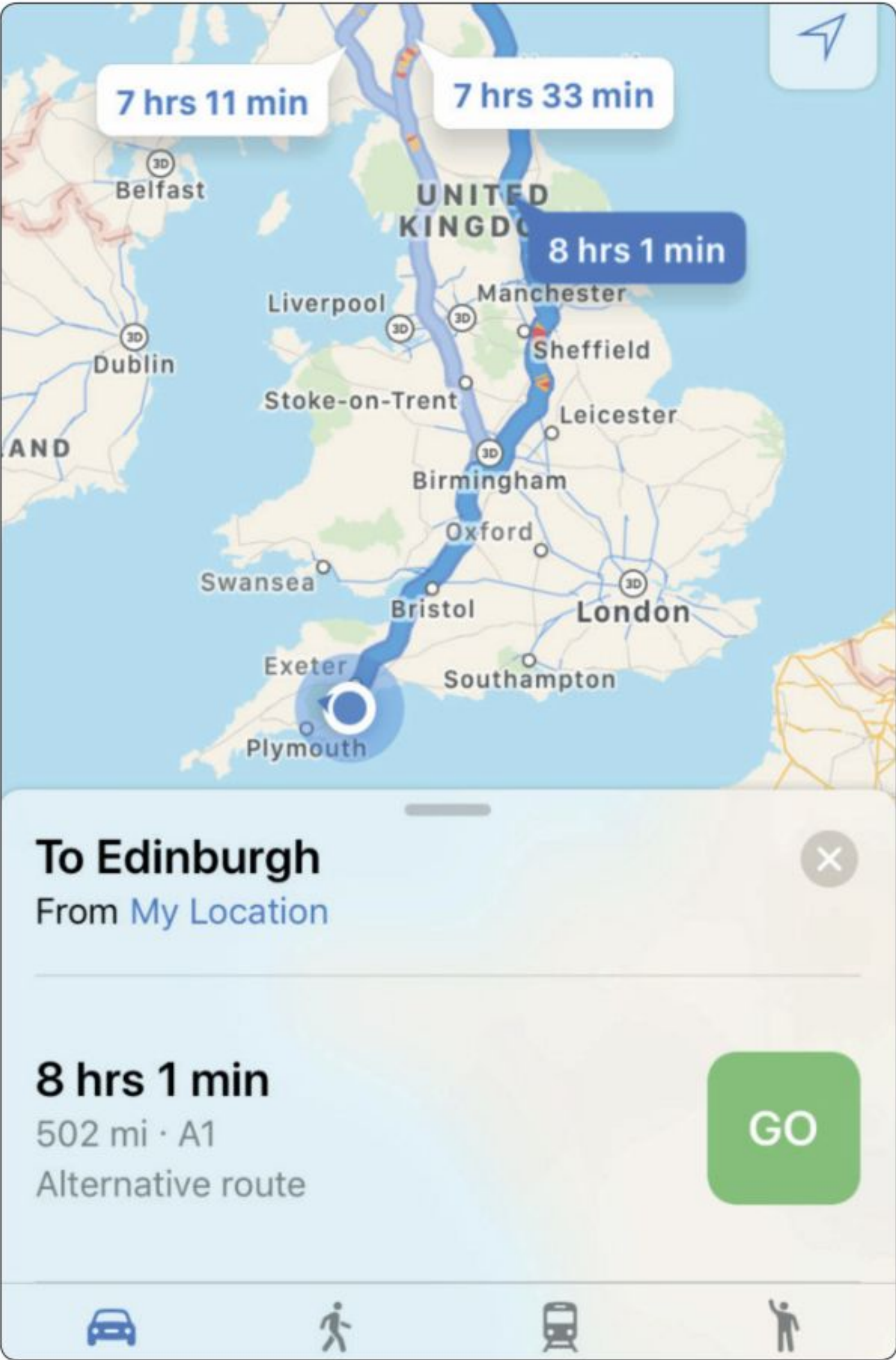
Using route planning and navigation



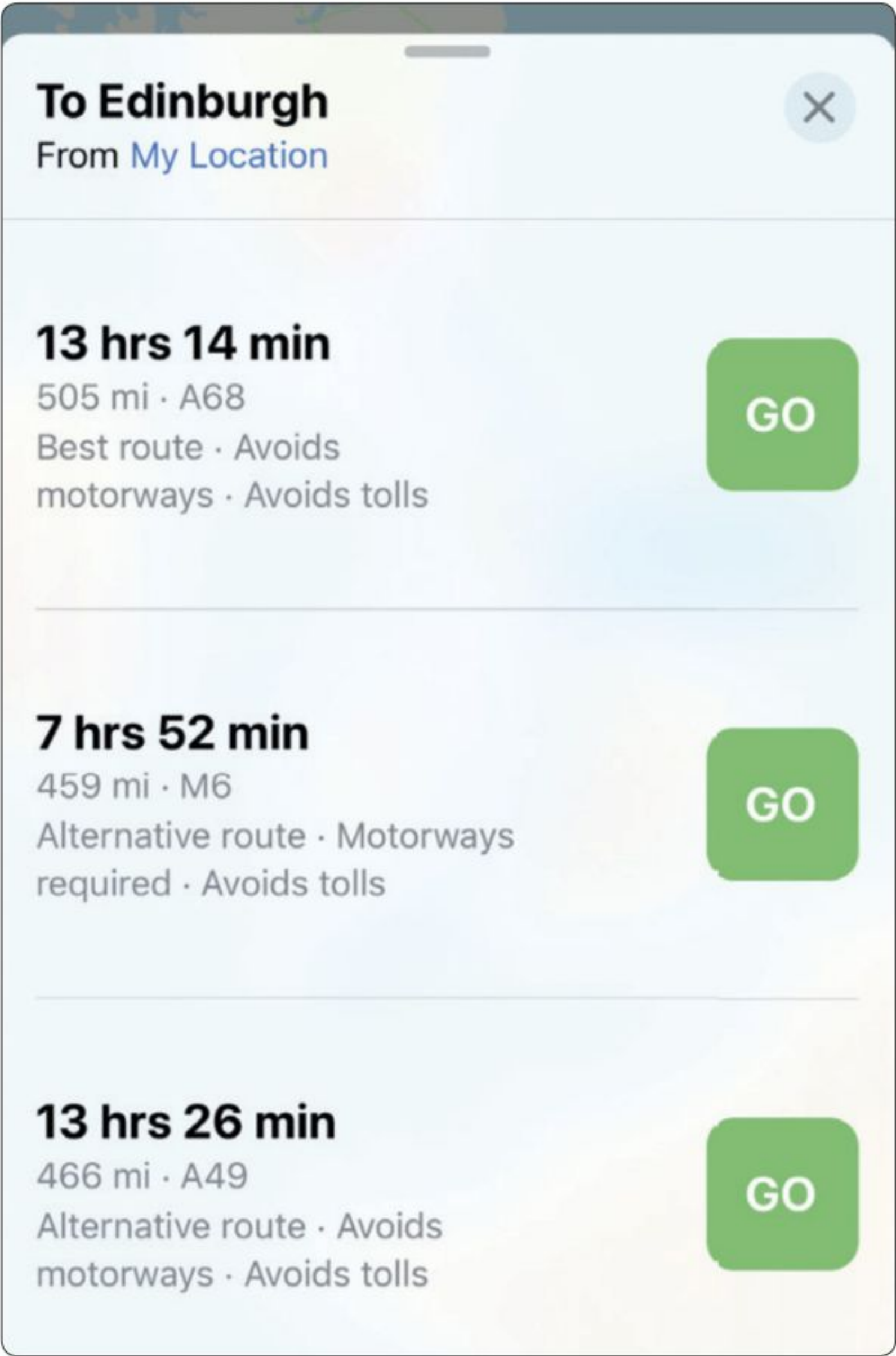
1 Enter the name of the place you want to go in the Search field and, in the bottom panel, tap Directions. If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it. You can change your intended mode of transport using the icons at the foot of the screen.



2 Maps quickly calculates the best route for your journey, based on the mode of transport you choose using the icons found at the bottom of the screen, and displays it on the map marked as a blue line. The total distance and estimated travel time are displayed on the map and also in the panel at the foot of the screen.

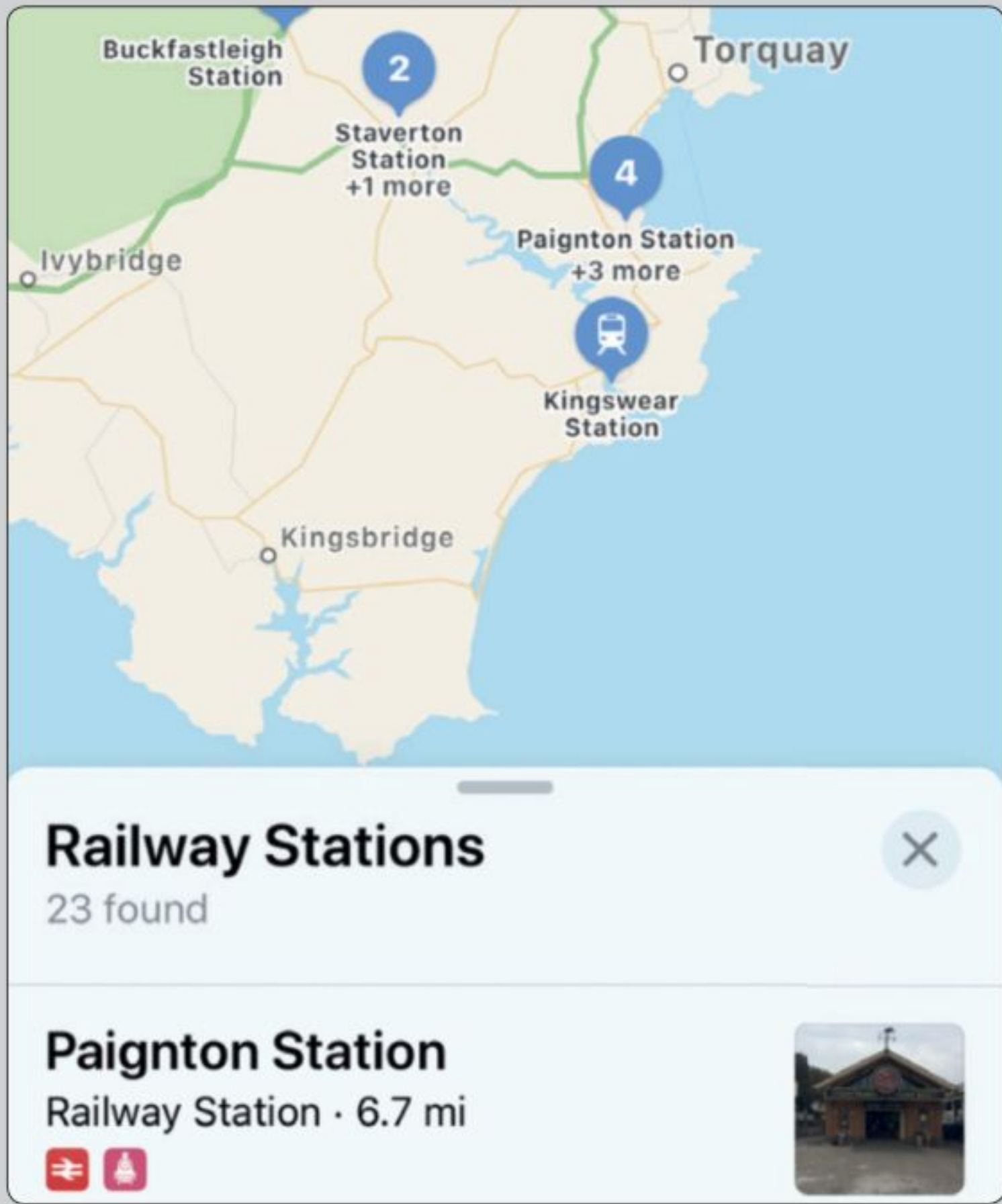


3 Swipe the window up and tap Driving Options to switch on motorways and tolls, if you're happy to use routes involving these. Alternative routes are displayed on the map as lighter blue lines: switch between routes by tapping them.

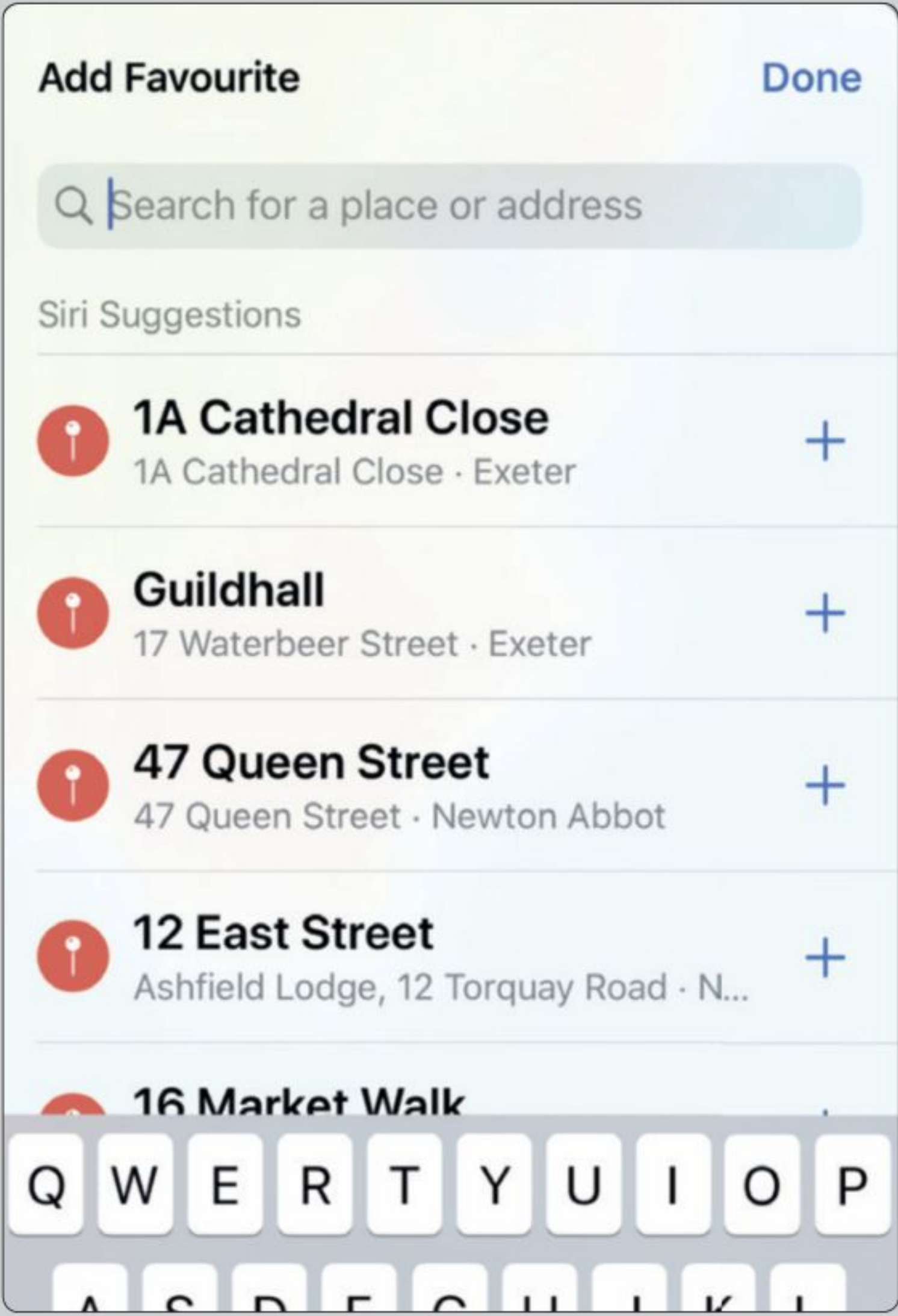


4 Scroll the bottom panel all the way up for a link to options for the transport mode you've chosen. For example, Driving Options lets you plan your journey avoiding toll roads or motorways. When you're ready to start your trip, tap a green Go button.

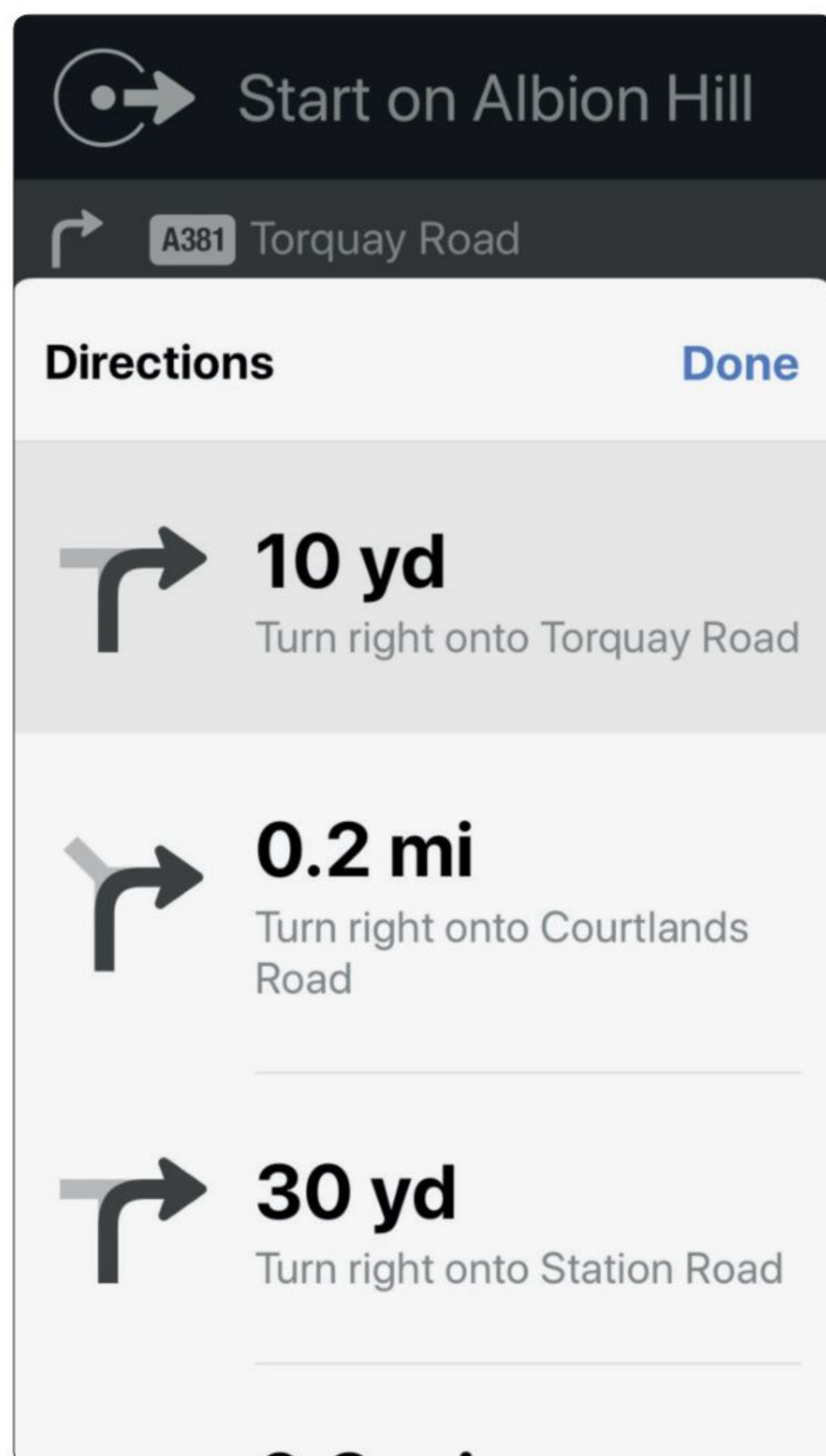
Features and Favourites.



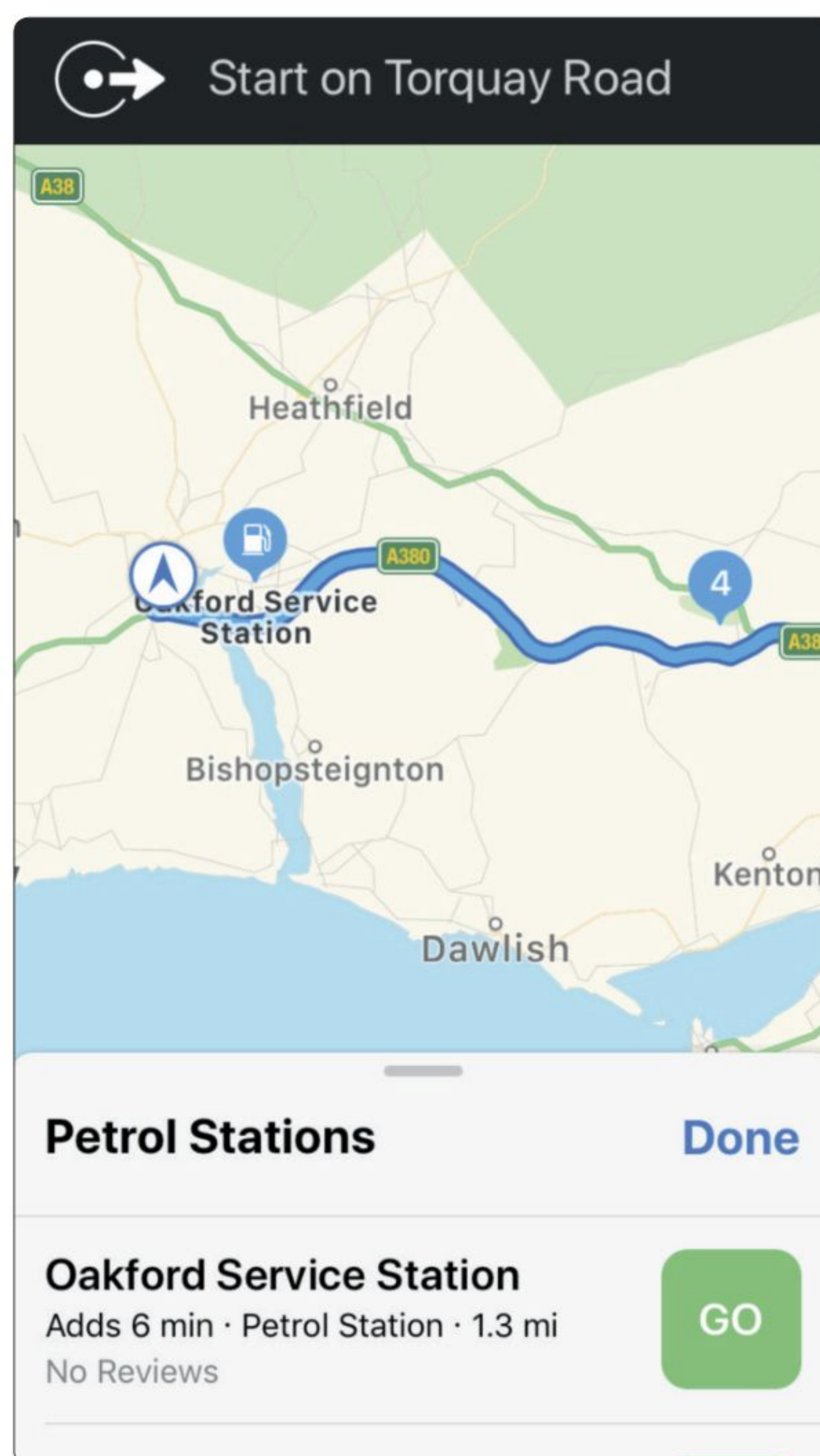
Type a location in the search field to find it. This can be a town or city to which you wish to travel, an address or postcode you're looking for, or a local service or facility like a train station or a museum. When looking for the latter, a list of nearby establishments is given and they're located on the map.



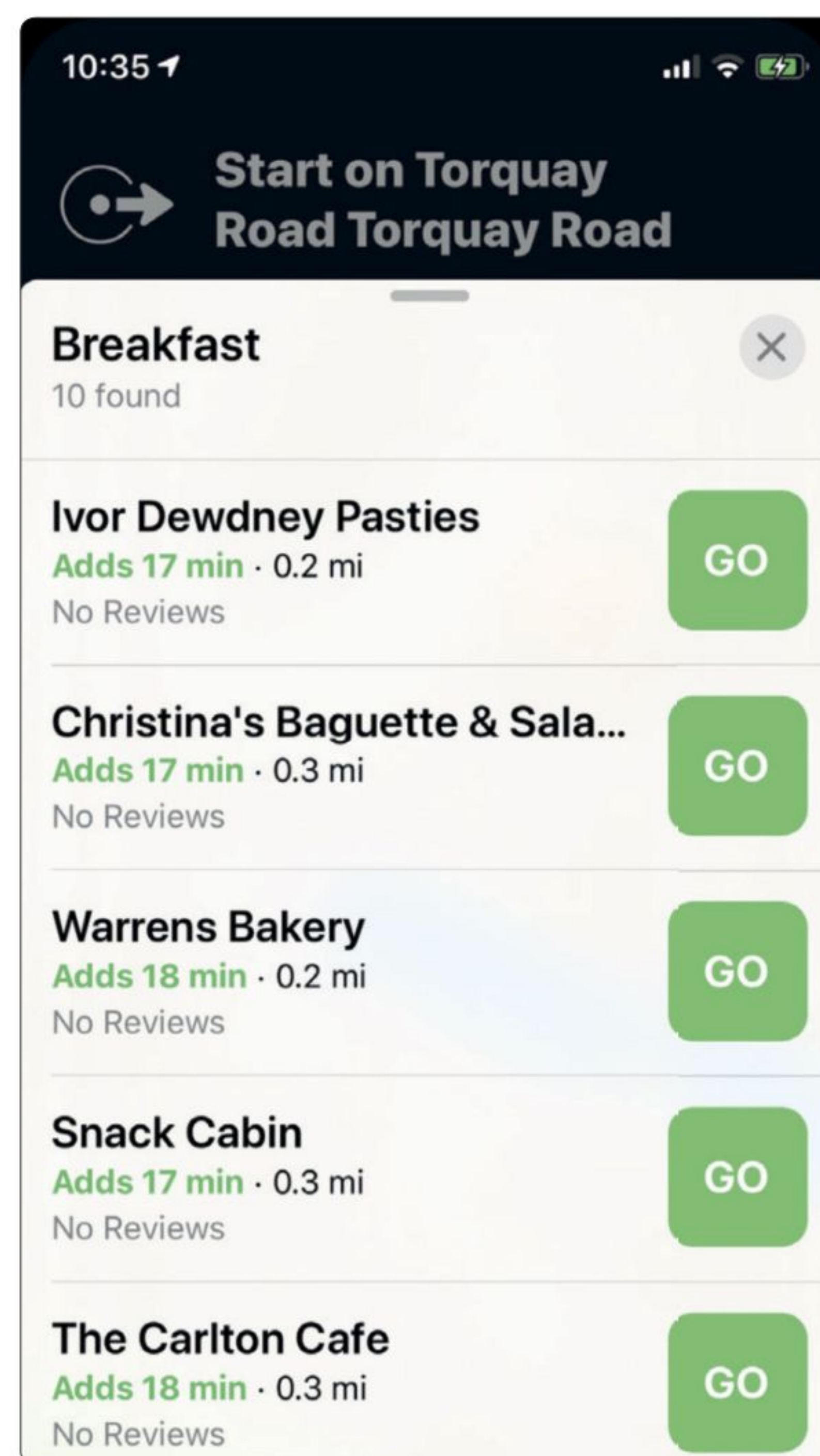
Favourite locations are listed under the search field. If you've identified your home address in Contacts, that's already there, and you can add your work too. Tap Add to add more locations to your favourites, where they're always to hand and easily selected when using the Maps app.



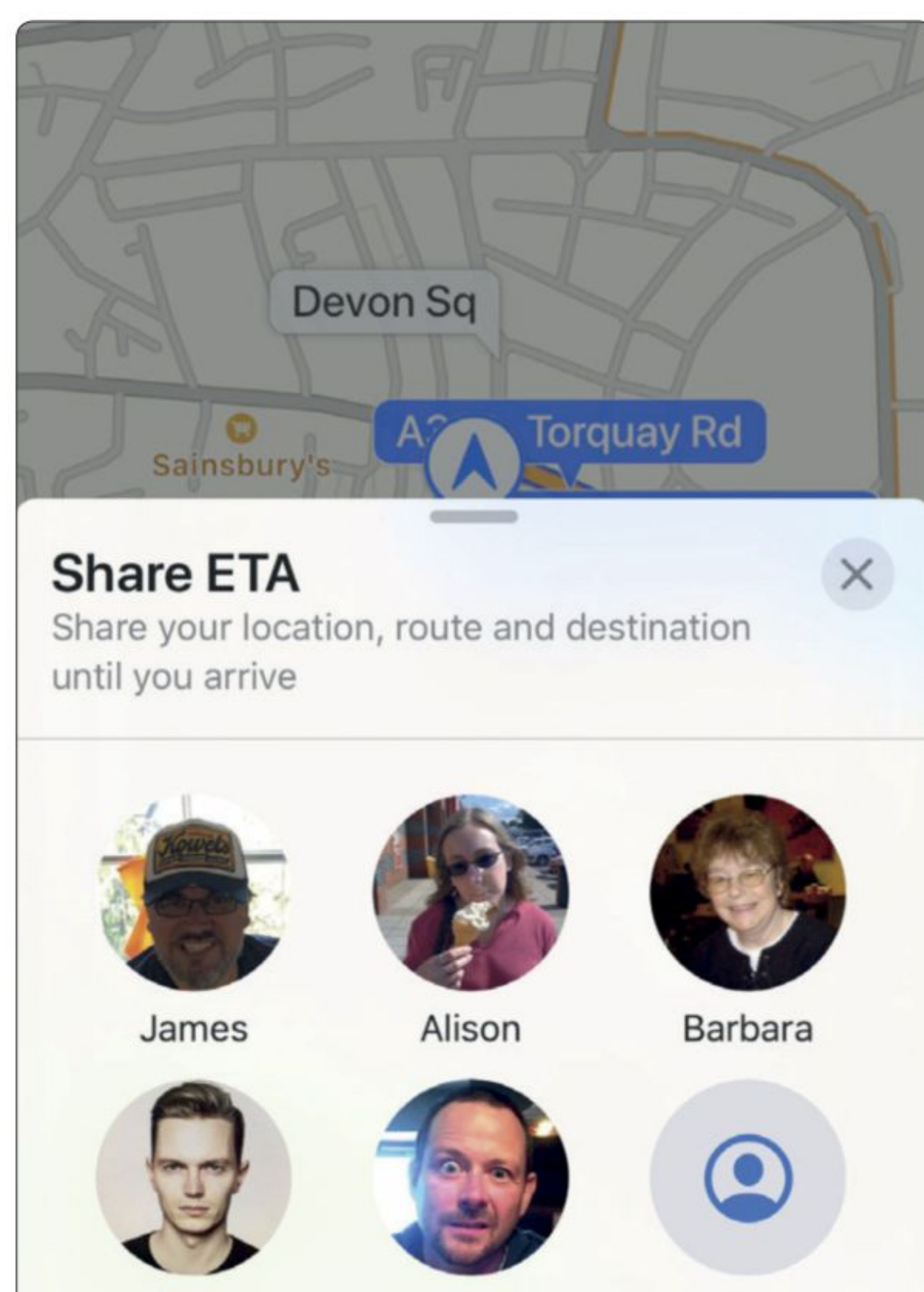
5 You can view a step-by-step breakdown of the route by dragging up the bottom panel and tapping Details in the second row. Scroll up and down to review every turn and roundabout on your trip. Tap Done to return to directions.



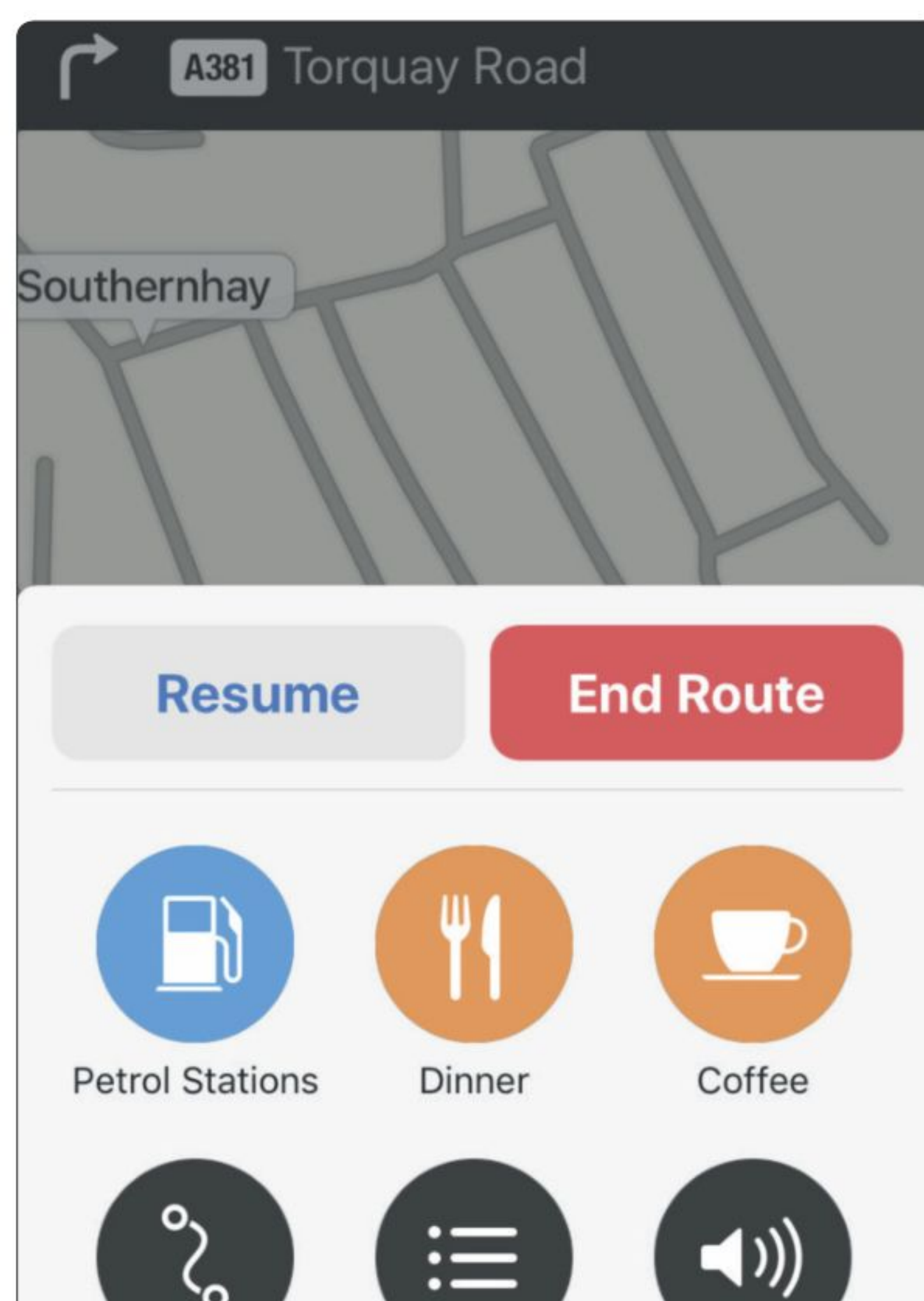
6 If you find yourself short of fuel during your journey, lift up the bottom panel and tap the Petrol icon. Petrol stations found close to your current location are shown. Tap the Go button on the bottom panel for directions to your selected station.



7 If you want to stop for dinner or for a coffee, pull up the bottom panel and tap one of these icons instead. You can find your way to the nearest cafe, then resume your route to your ultimate destination by tapping the blue bar atop the screen.



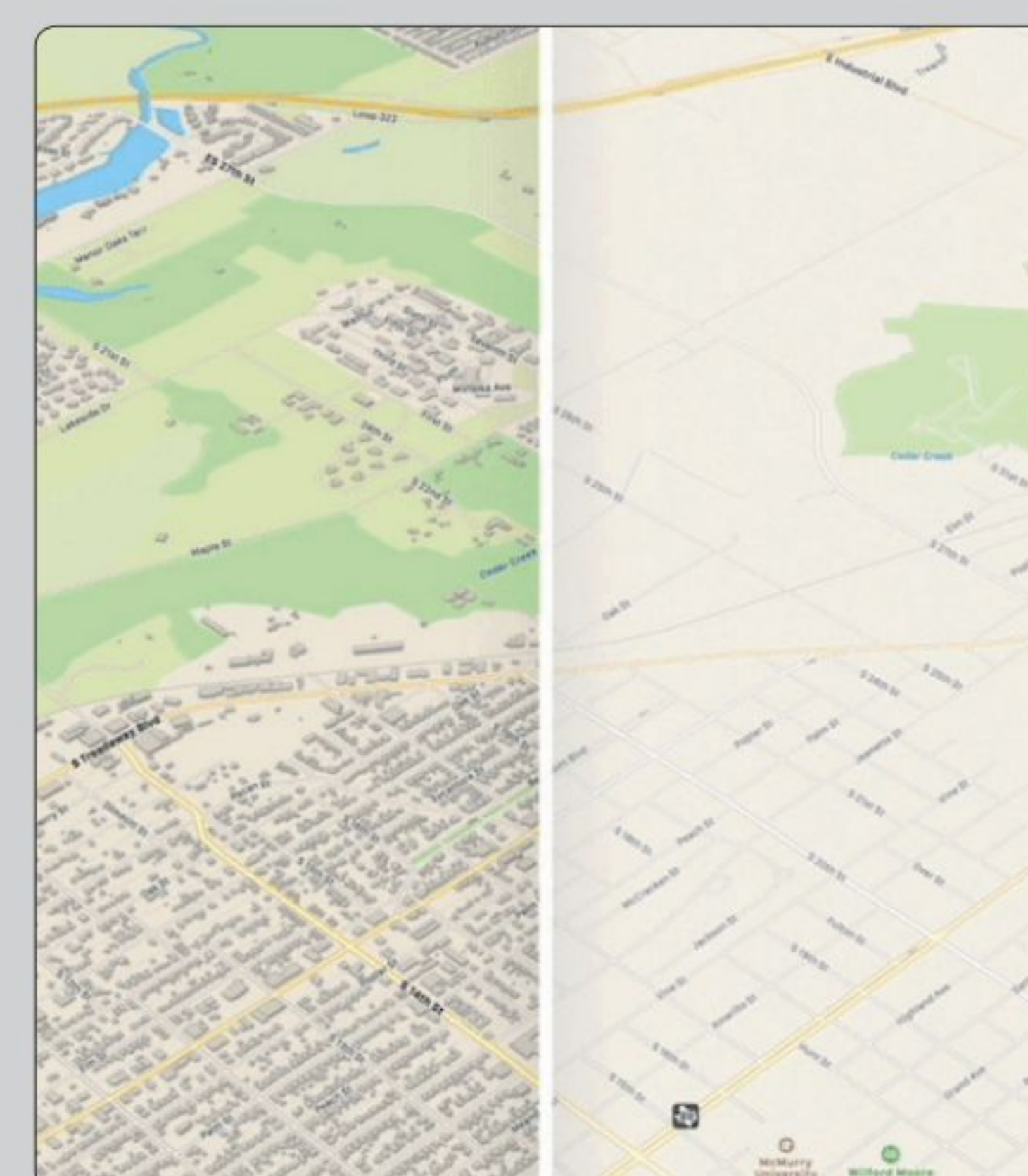
8 Another option available on the bottom panel is Share ETA. Tap it and you can share your expected time of arrival, as calculated by Maps, with friends and contacts. Tap the Audio icon and you can change sound settings such as the volume of the voice.



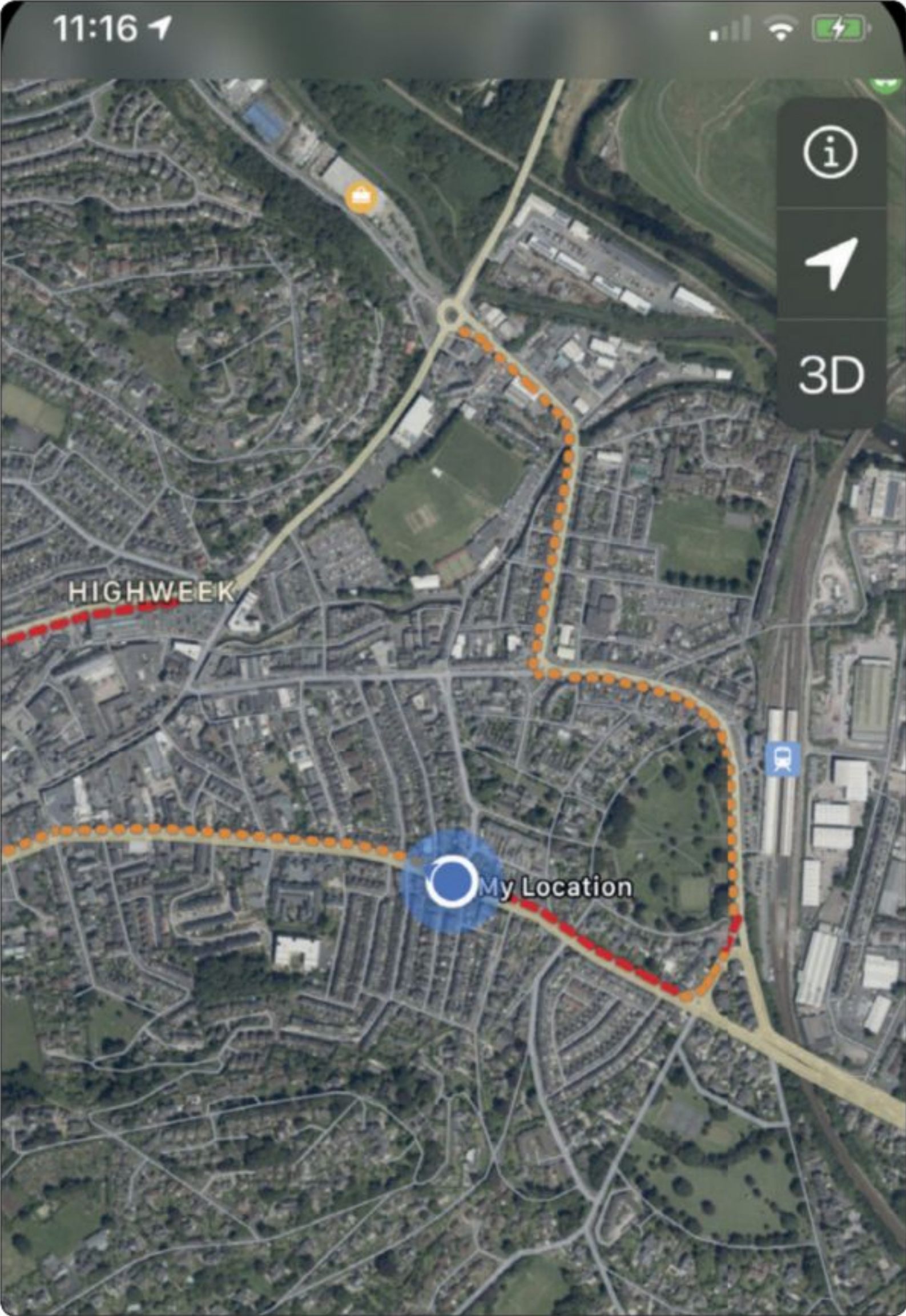
9 If there's a problem and you need to change your route on the fly, tap End in the window in the bottom left, then End Route. You can then tap Directions to your destination again on the next screen and choose an alternative route when Maps recalculates your journey.

More detail.

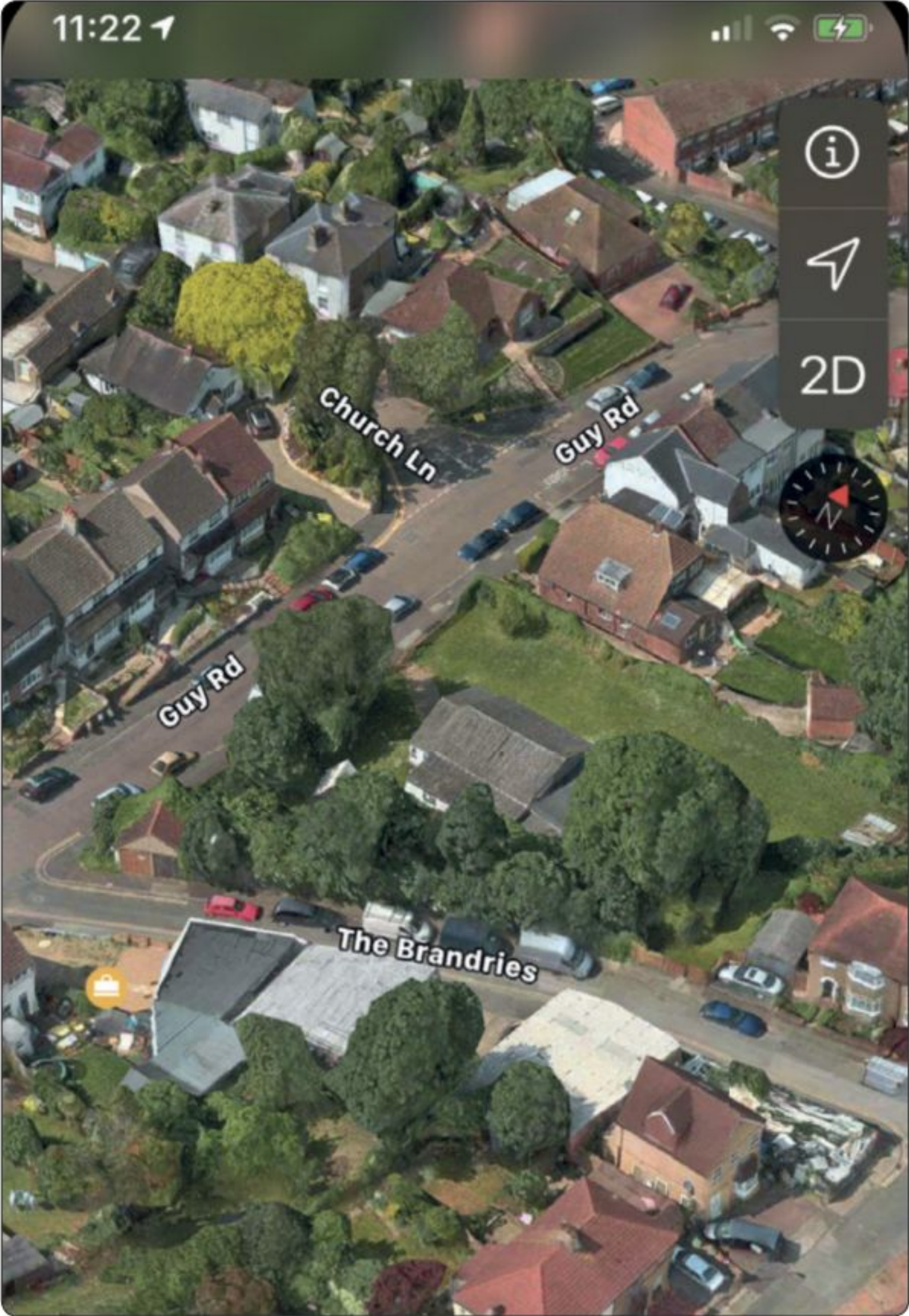
Maps is getting better. Indoor areas of hundreds of airports and shopping centres around the world are mapped, and with iOS 13, Apple is adding more detail to towns and cities, though not every location benefits from this yet.



Viewing locations in 3D

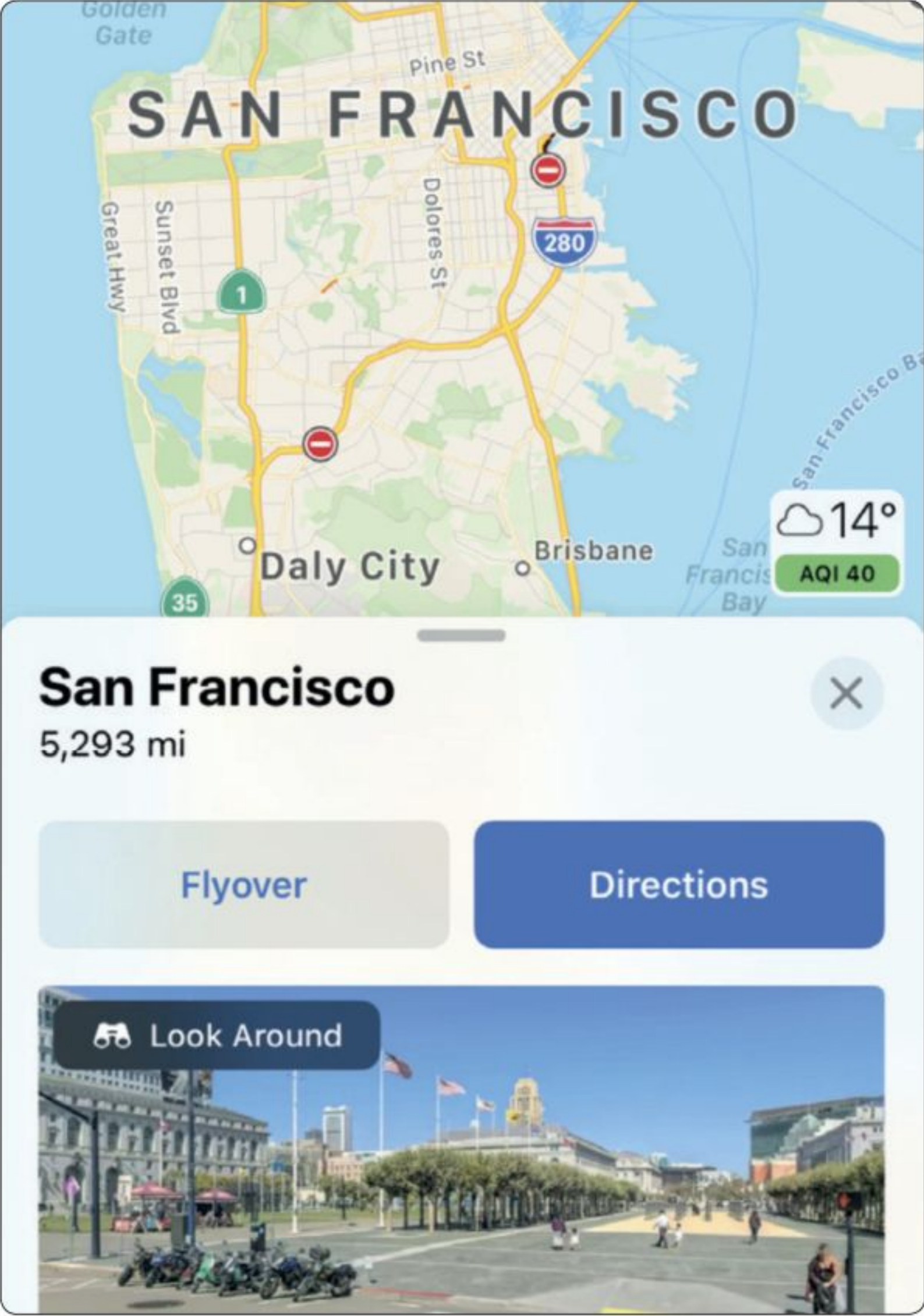


1 Switch to the Satellite view; tap the ‘i’ icon for settings, then the Satellite tab. To see street names, turn Labels on. Close the settings window and switch to 3D view by tapping the 3D option in the top right. The camera angle shifts.



2 Zoom in and you see contours, hills, and valleys. When viewing a city with rendered 3D buildings, change the camera angle to view them better. Hold one finger still on the screen and drag a second finger around to change the perspective.

Look around

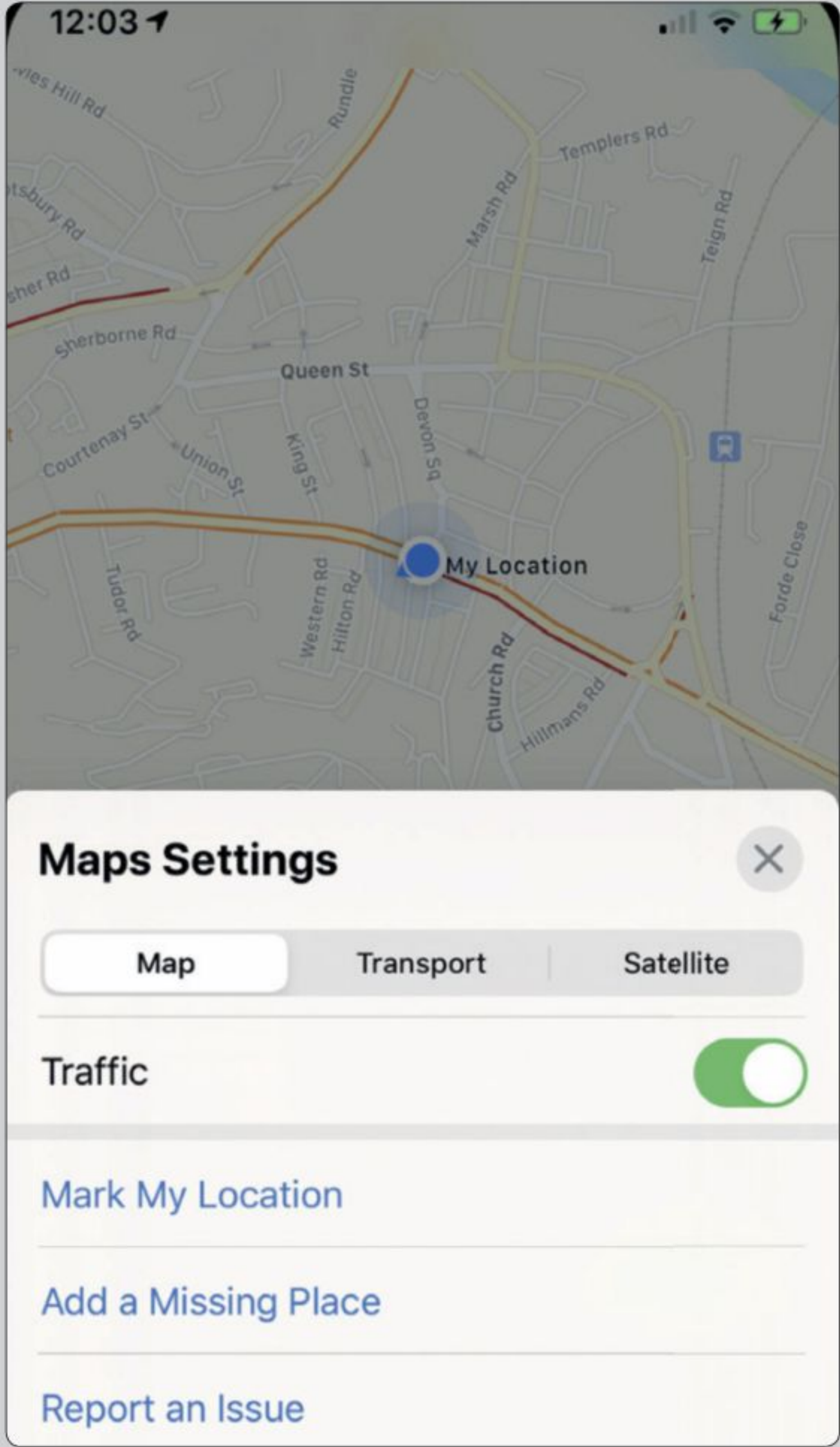


1 Look Around is Apple Maps’ answer to Google’s Street View. If you search for a city that has Look Around enabled, the option appears in the information window, as you can see here. Tap Look Around to access it.

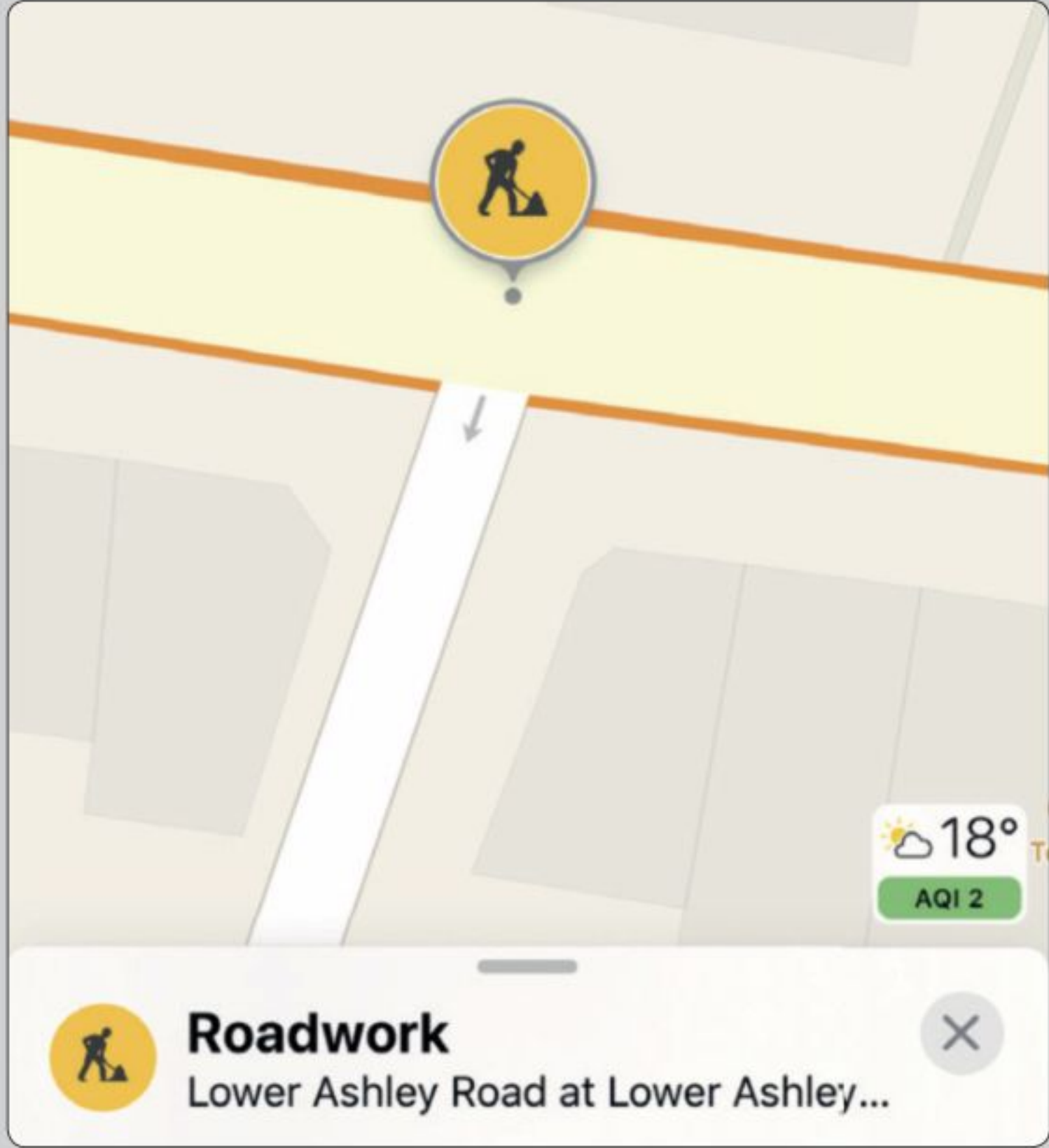


2 Drag your finger around the screen for a 360° view. To move the viewpoint forward, tap a road or path a little way in front of your current position. When you’ve finished with Look Around, tap Done in the top right corner.

Traffic information.



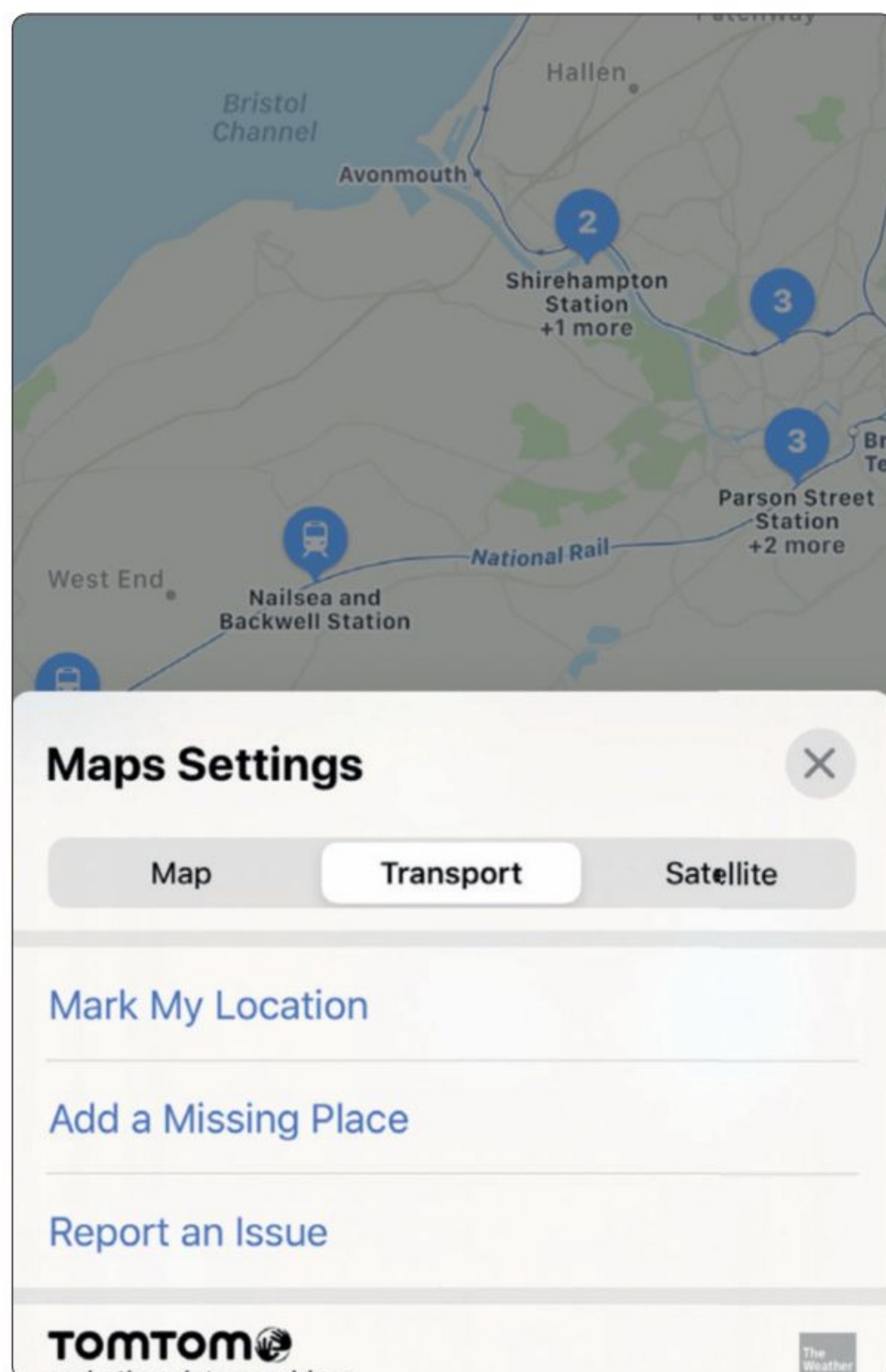
You can get traffic information at any time by tapping the Information icon, an ‘i’ inside a circle, in the top right corner. Turn the Traffic switch on and current conditions are displayed on main roads. Red means the road is busy and green means traffic is flowing smoothly.



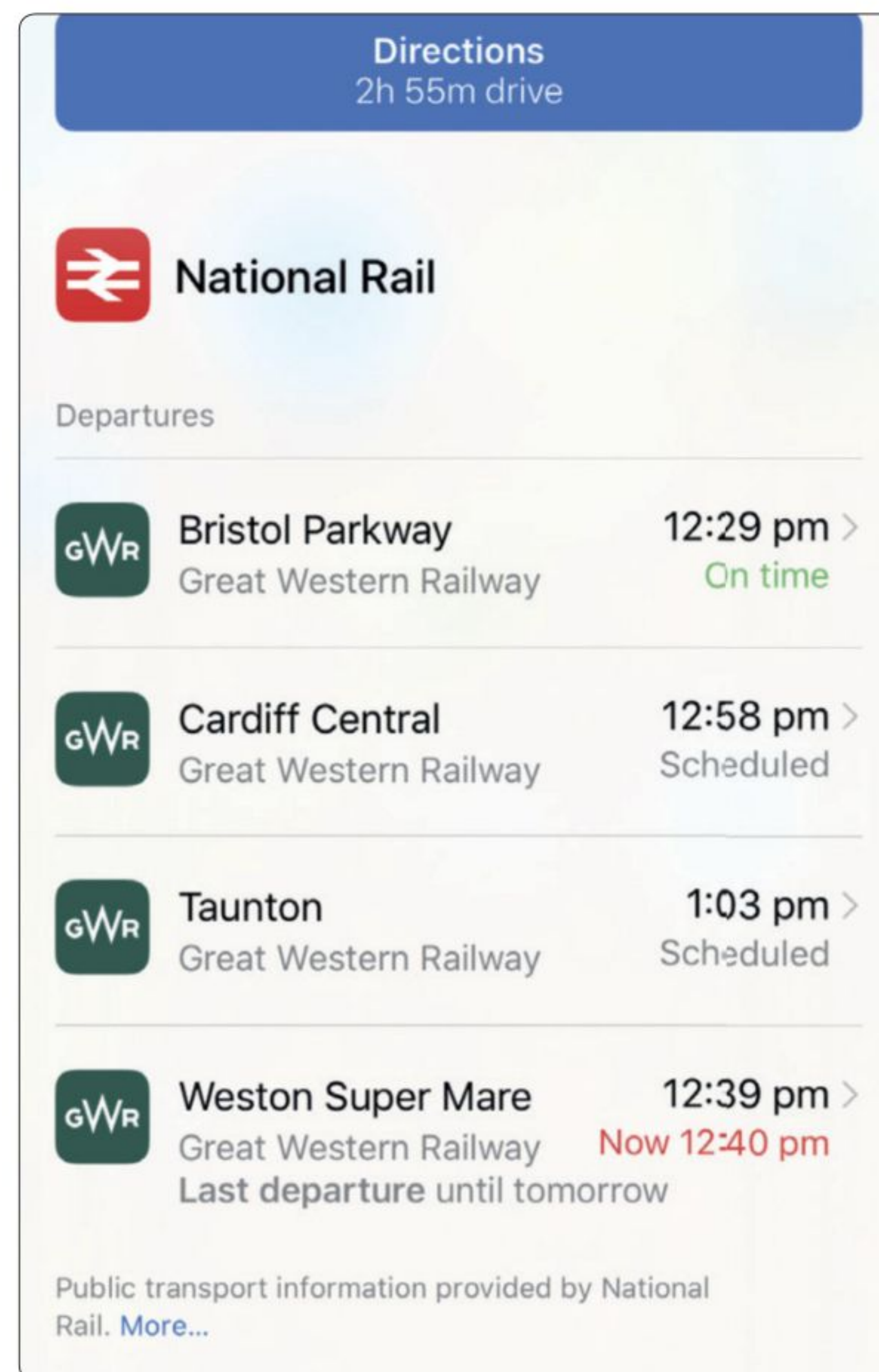
When traffic information is turned on, you also see small workman signs at various places. This means that there are scheduled roadworks happening in those locations. Tap any of the workman icons and then tap the Information icon to get more details, including possible length of delays and how long the works continue.



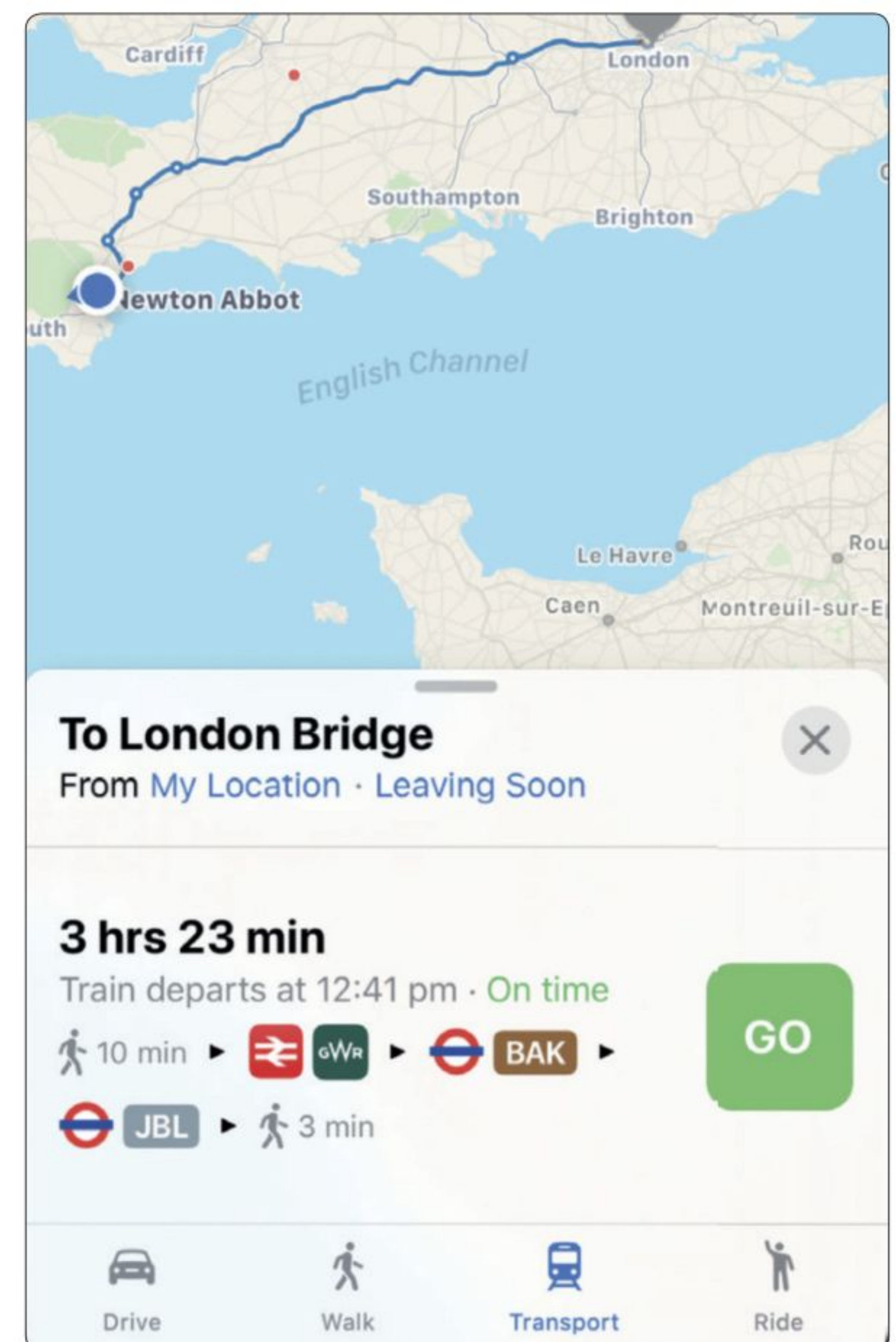
The Public Transport feature



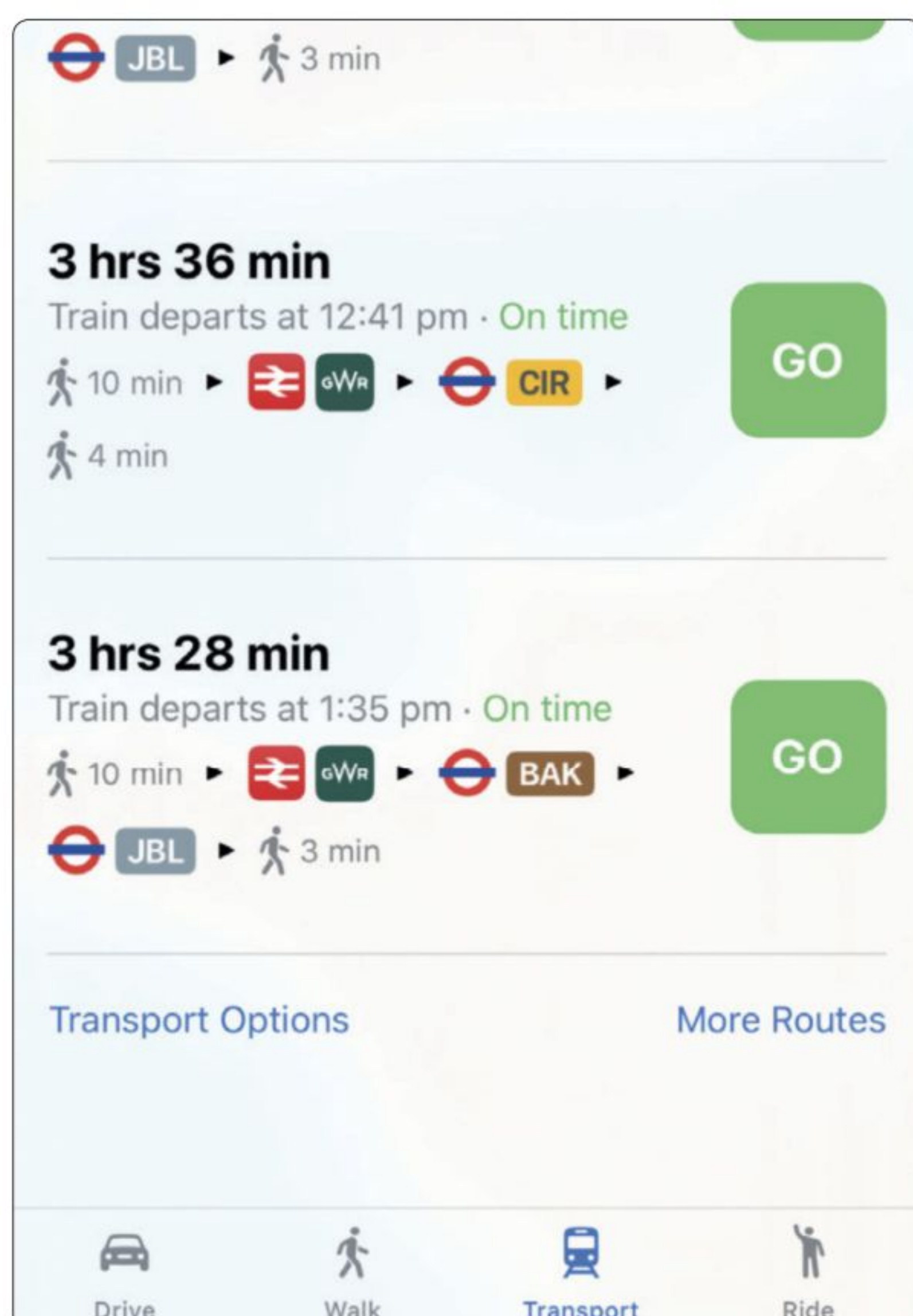
1 To access the public transport map, tap the 'i' icon in the top right corner to get the pop-up window as shown. Tap the Transport button tab in the pop-up and public transport options and routes are displayed on-screen.



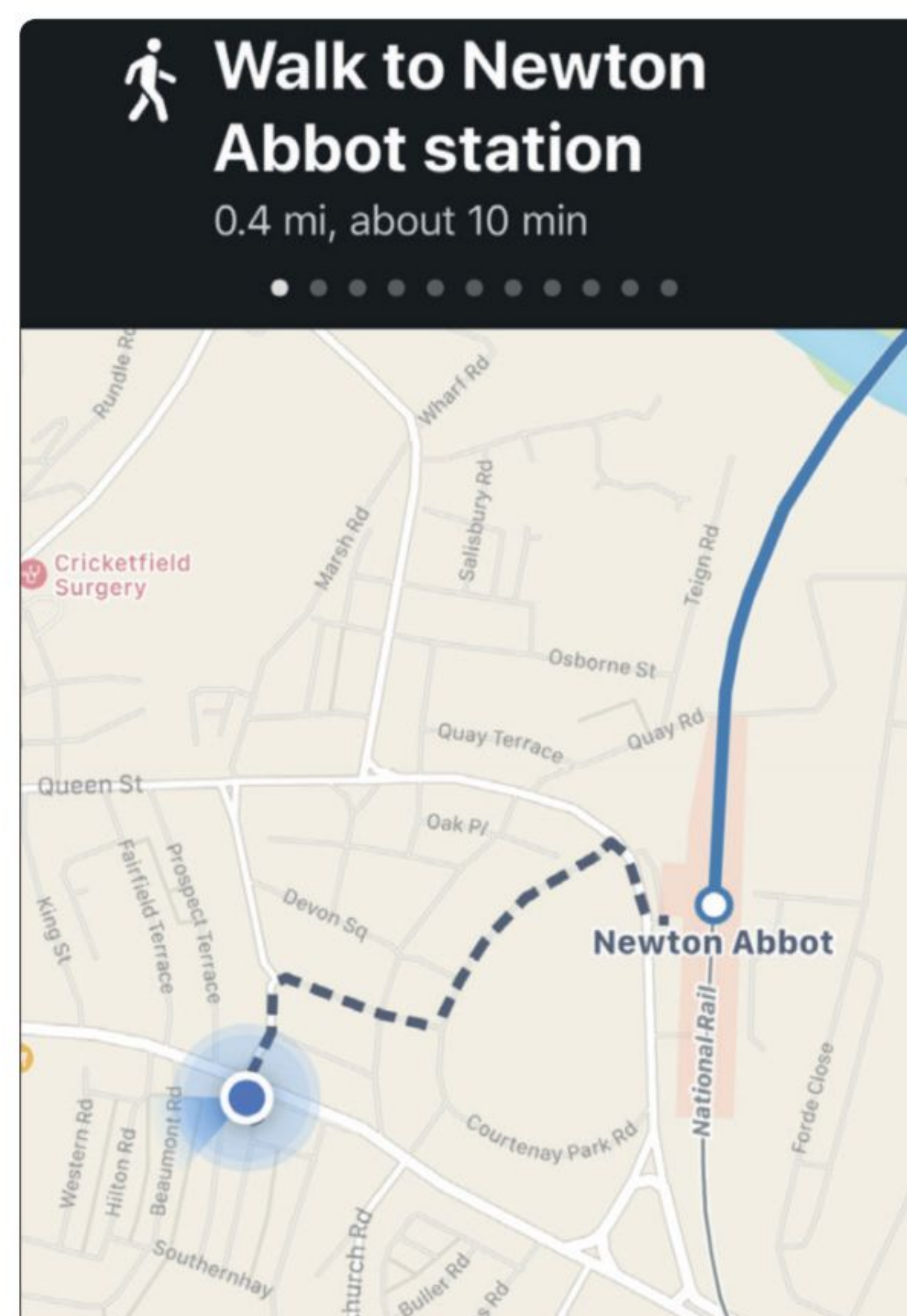
2 Tap on a train or subway station for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often.



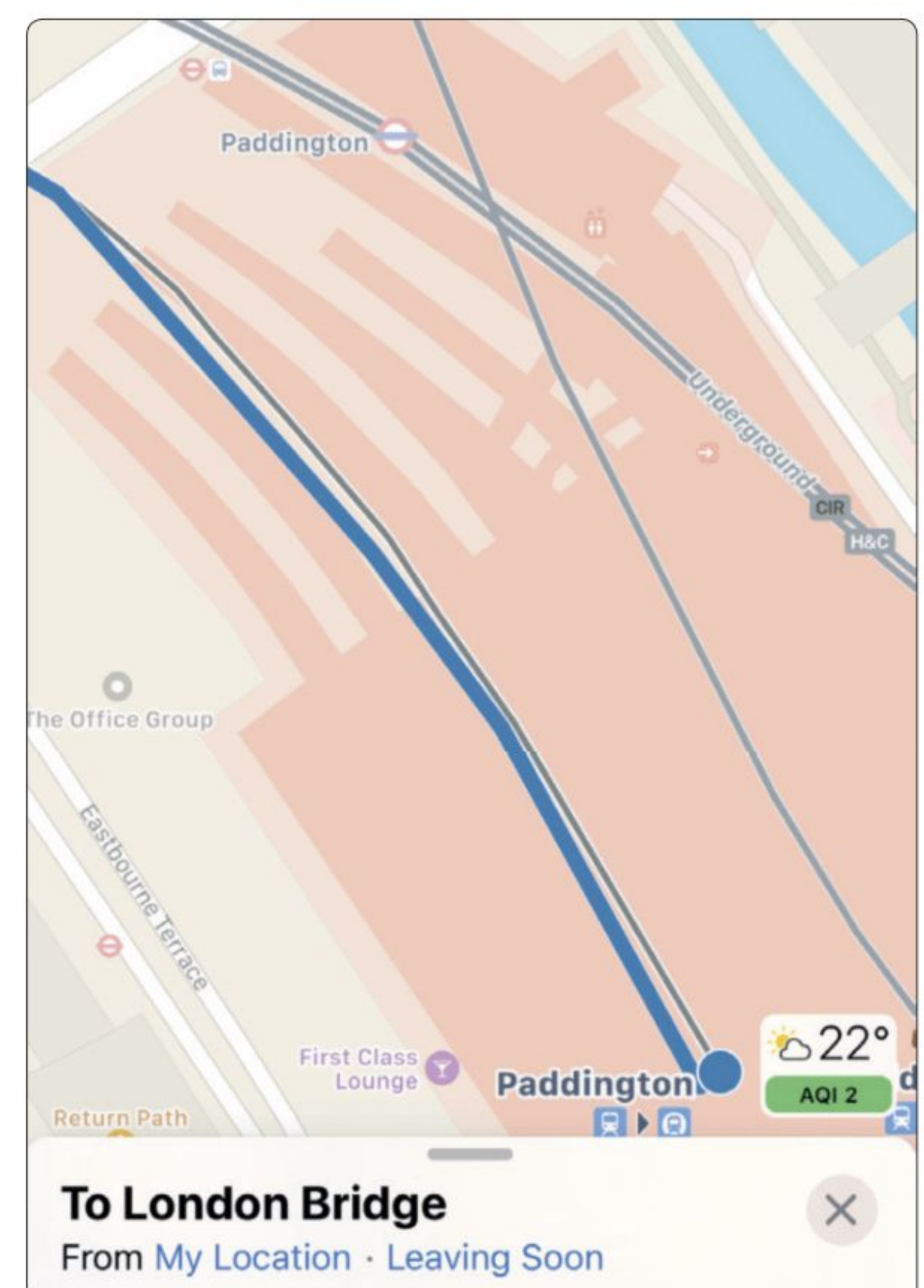
3 You can use Maps' new Transport mode to plan a journey using more than one method of public transport, including buses, trains, short walks between stops and even ferries. First find your route to your destination.



4 Having selected your destination, you're presented with several options to take you on your trip. Swipe up to reveal all available options. Each one is broken down into modes of public transport and projected time.

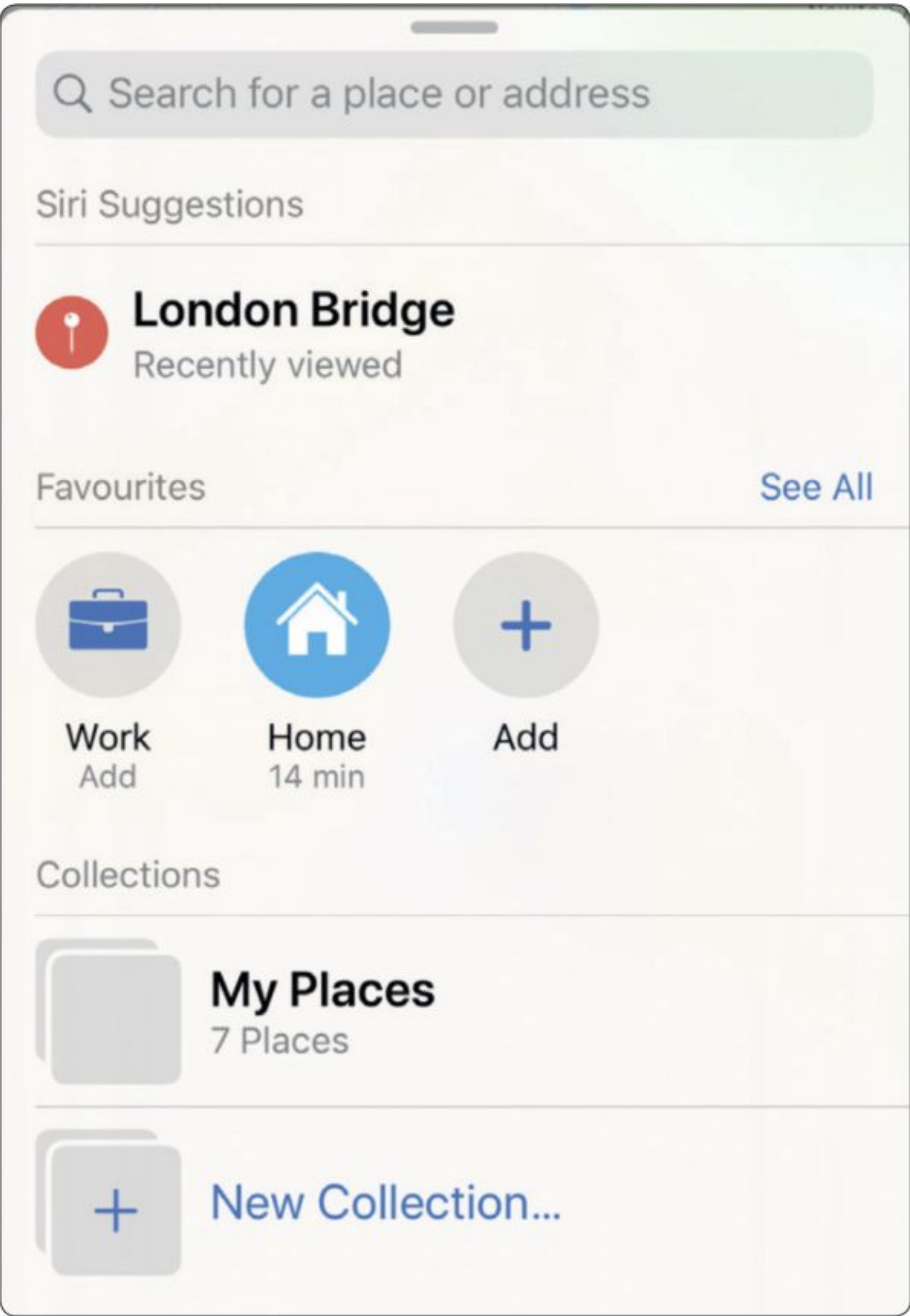


5 You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.

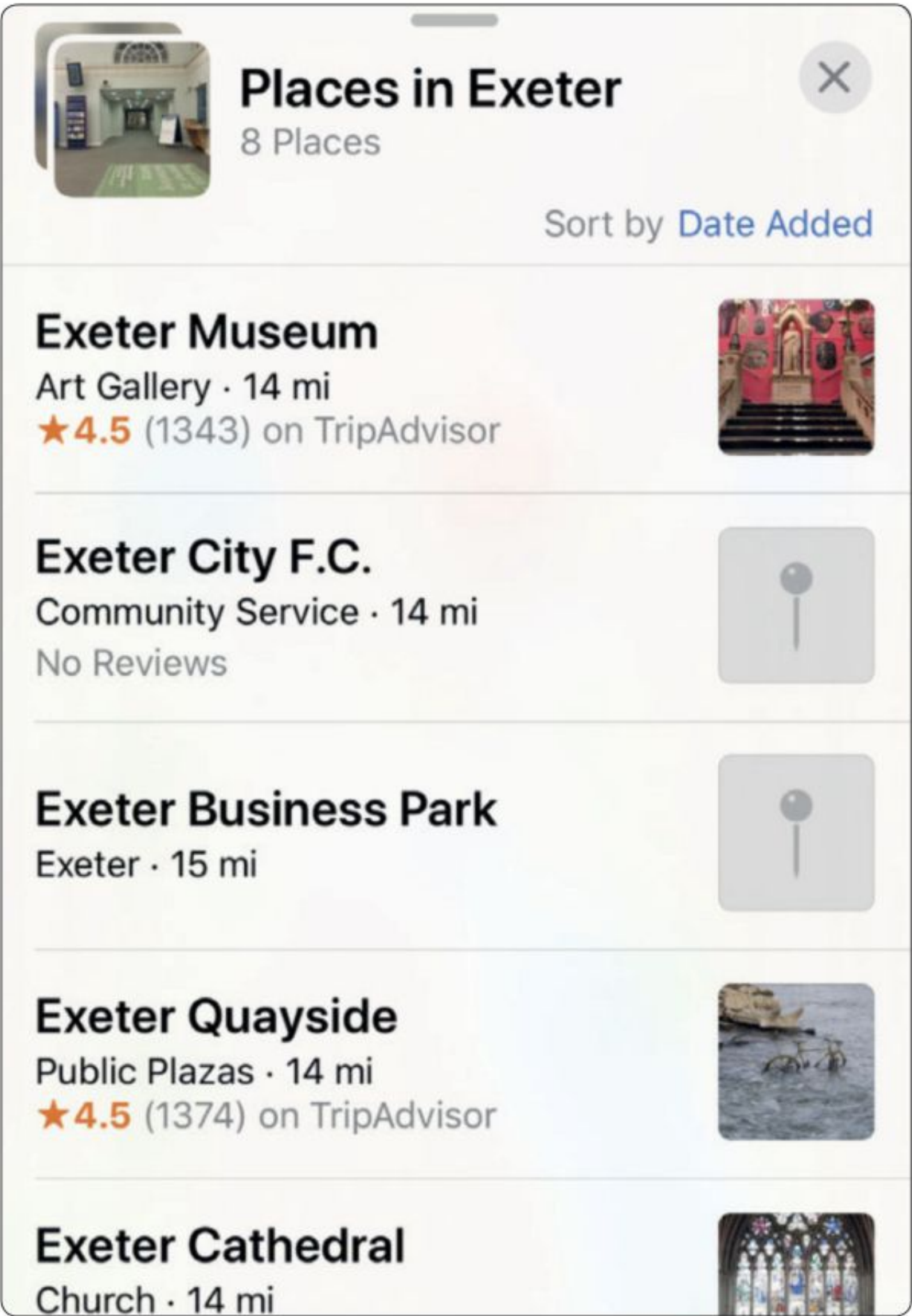


6 Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. It can even show maps of their indoor areas and features as well.

Using Collections

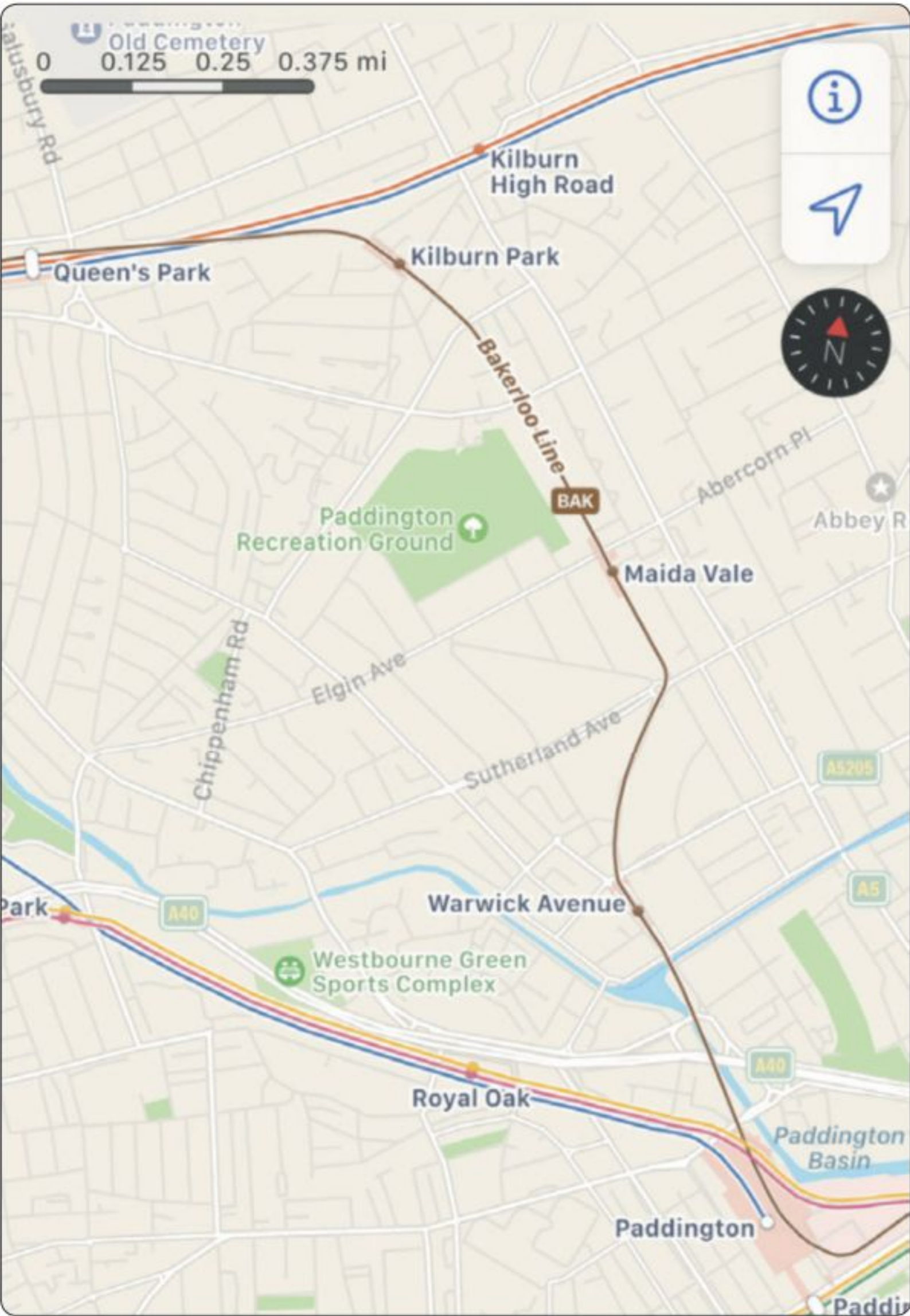


1 Swipe up the information panel as shown to see your Collections - groups of favourite places you've saved for later use. By default, you have a Collection called My Places, but you can tap New Collection to start a new one.

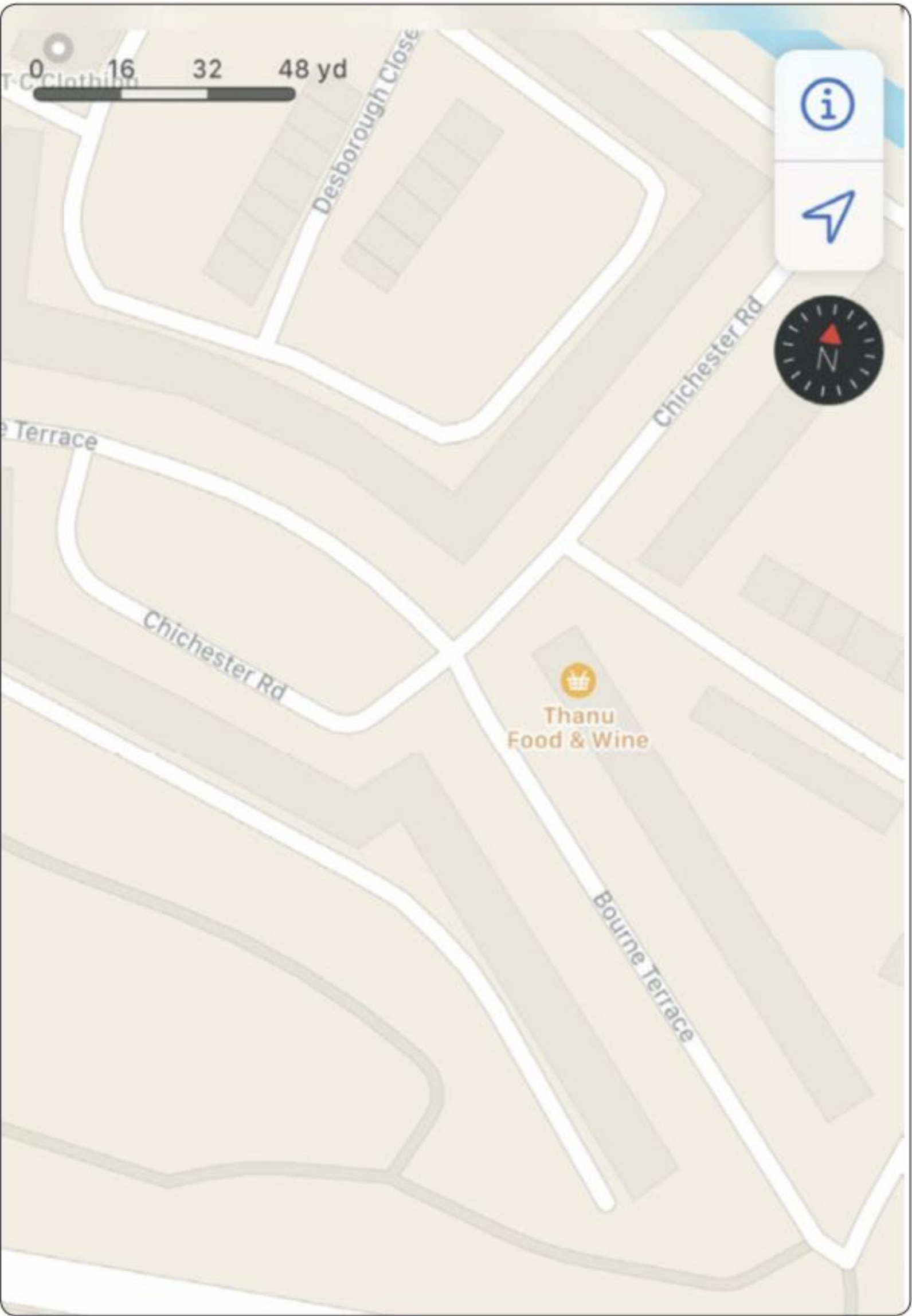


2 Type a name for your Collection, then tap Create. You can then search for, and add, as many locations as you like to that Collection. Tap the Share icon and you can share the entire Collection with someone else too.

One-handed zoom

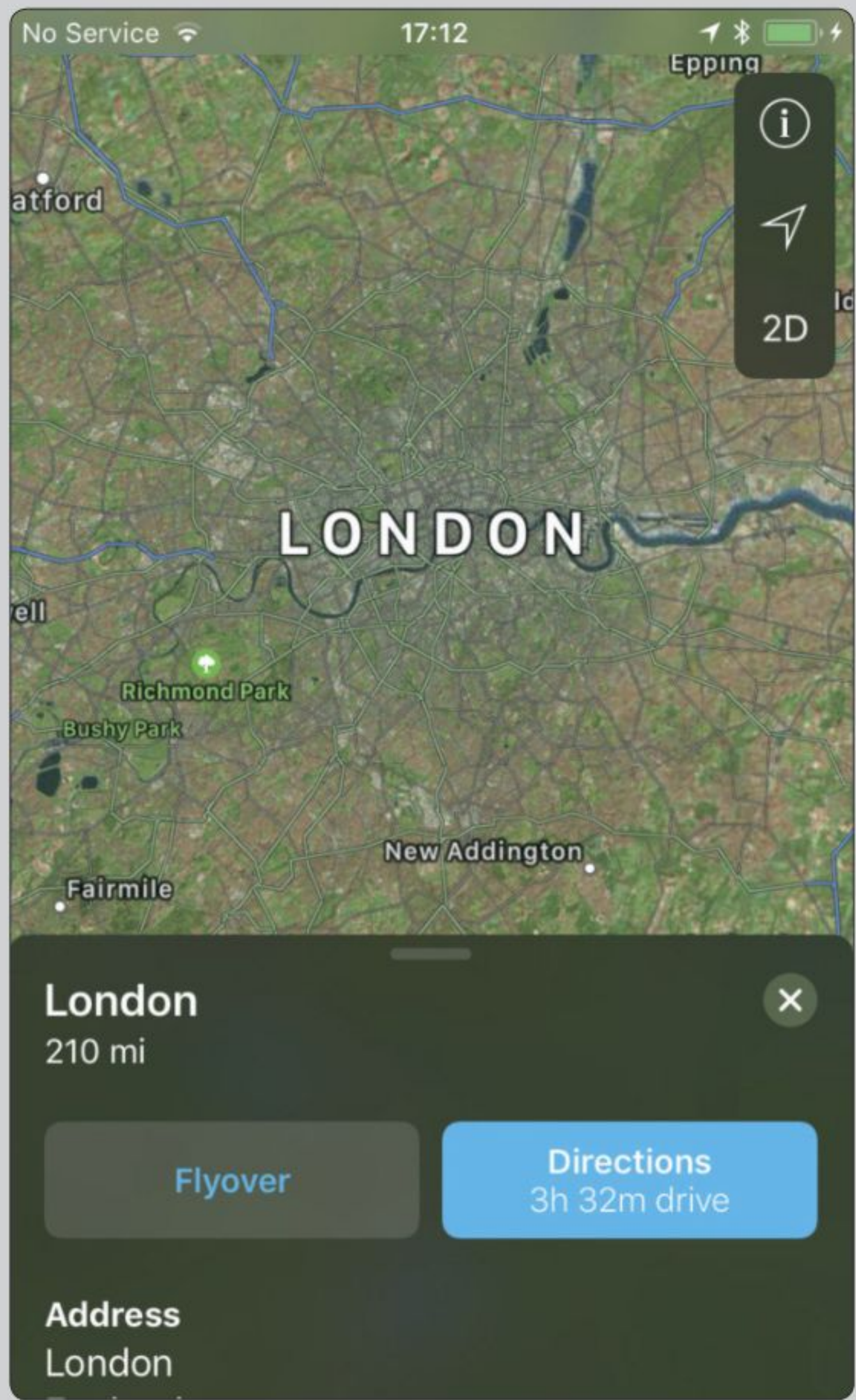


1 When using Maps, double-tap on the main part of the maps screen and as your finger touches the screen for the second time, hold it there.



2 Now move your finger up and down to zoom into and out of the map respectively. It's a great tip for using Maps when you only have one hand free.

3D flyover tours.



Some of the world's major cities offer flyover tours in the Maps app. Just type the name of the city in the search field and, under Directions, in the sidebar that appears, is a Flyover button. If it's not there, that city is not available for a flyover tour. Tap the Flyover button and you're treated to an aerial showcase of the city in glorious 3D, showcasing its most famous and interesting features.

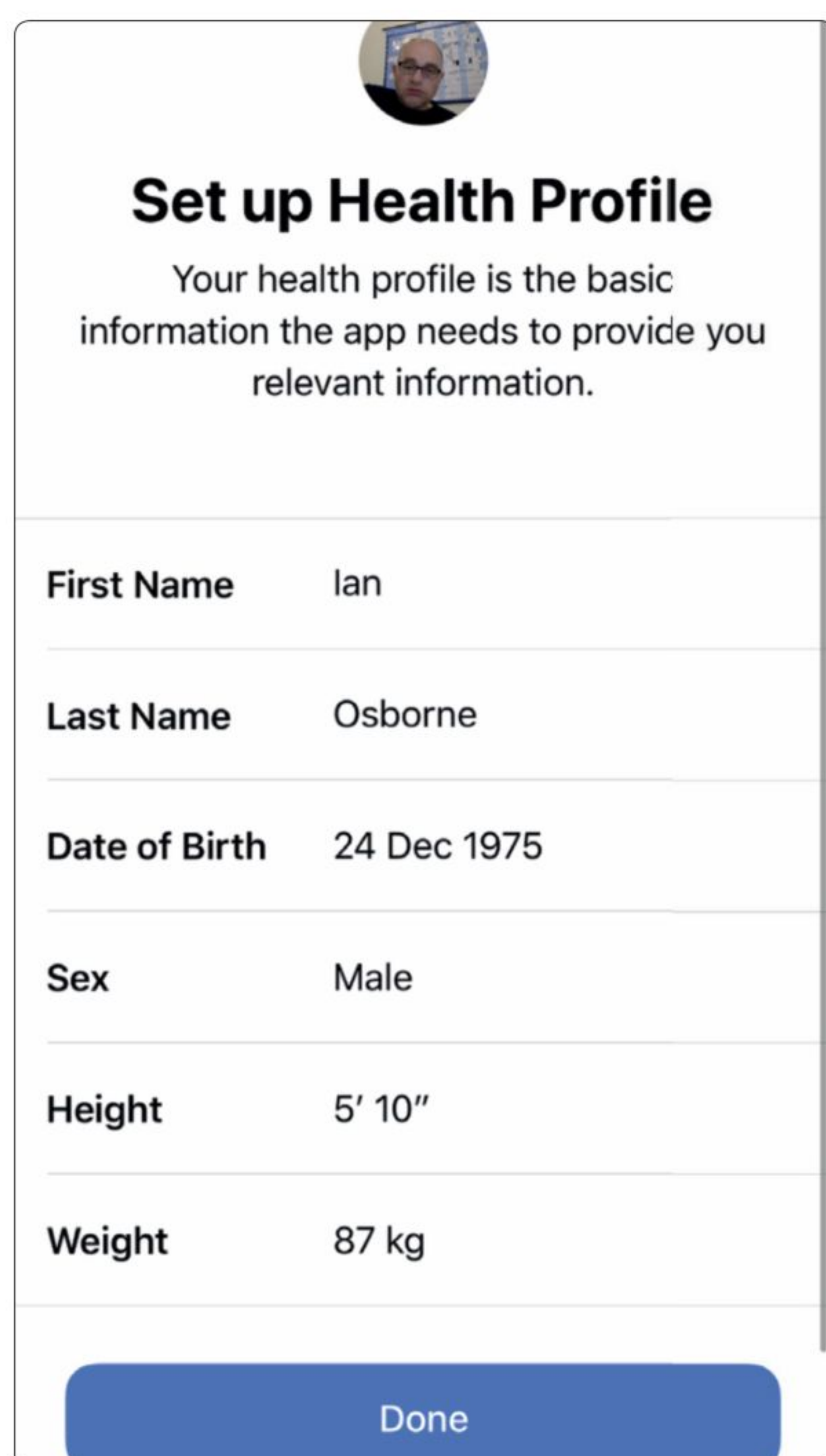


For a list of all the cities in the world that offer 3D Flyover Tours, see www.flyovercities.com.

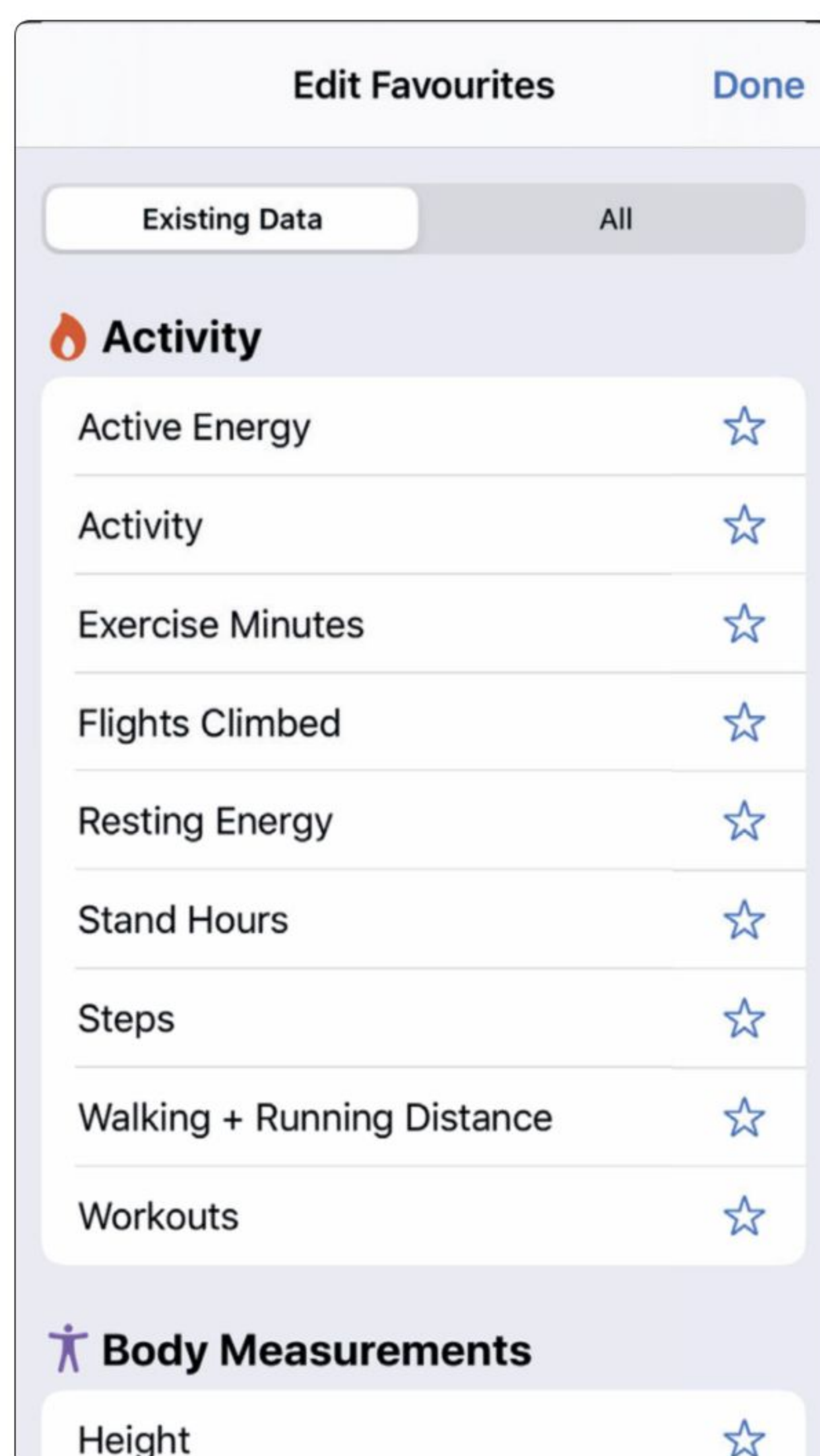


Health

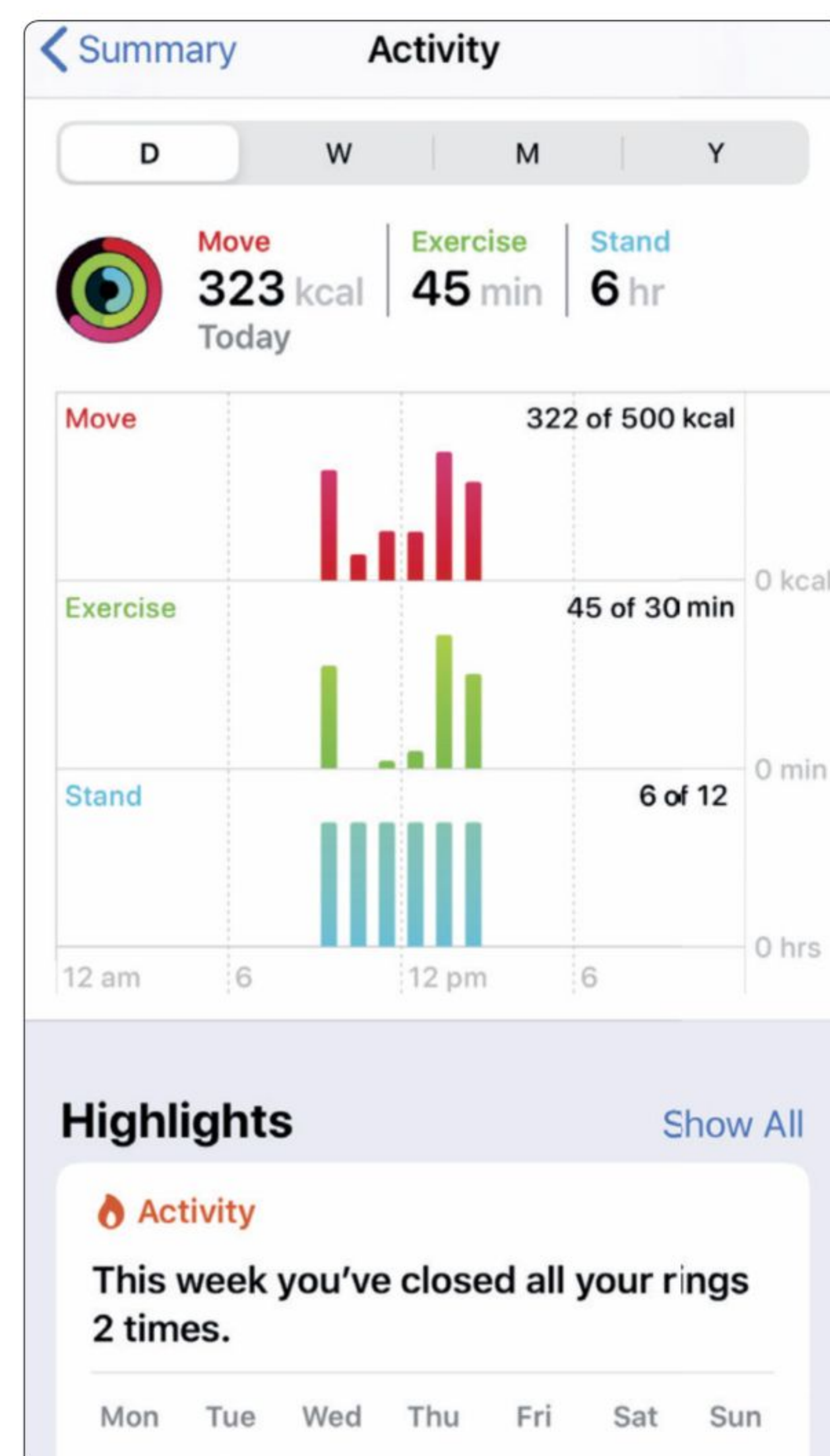
The Health app has had a major update for iOS 13. Where previously it was clunky and not particularly intuitive, the new Health app is streamlined, focussed, and very configurable. If you have an Apple Watch, the Health app really comes into its own with fitness tracking in Activity, but it has plenty to offer even if you don't use Apple's amazing smartwatch.



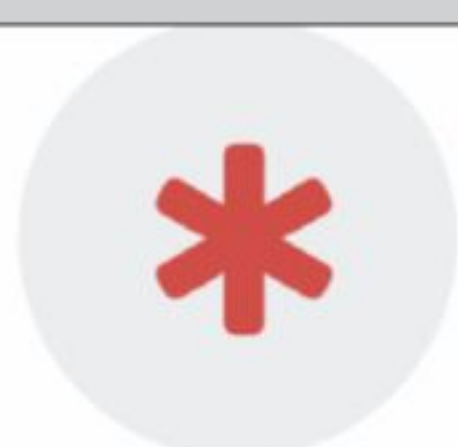
1 First of all, set up your Health Profile. It should appear automatically the first time you open the app, but if it doesn't, tap the icon in the top right corner of the Summary screen and add your information and details.



2 The main Summary screen, accessed by tapping the Summary icon at the bottom, starts with your Favourites. To configure, tap the Edit link and choose the items you want to use. Note the Existing and All tabs.



3 Scroll up the Summary screen for the Activity data, which is taken from your Apple Watch. It shows how you're getting on filling your rings today, and how your activity level compares over the last week, month and year.

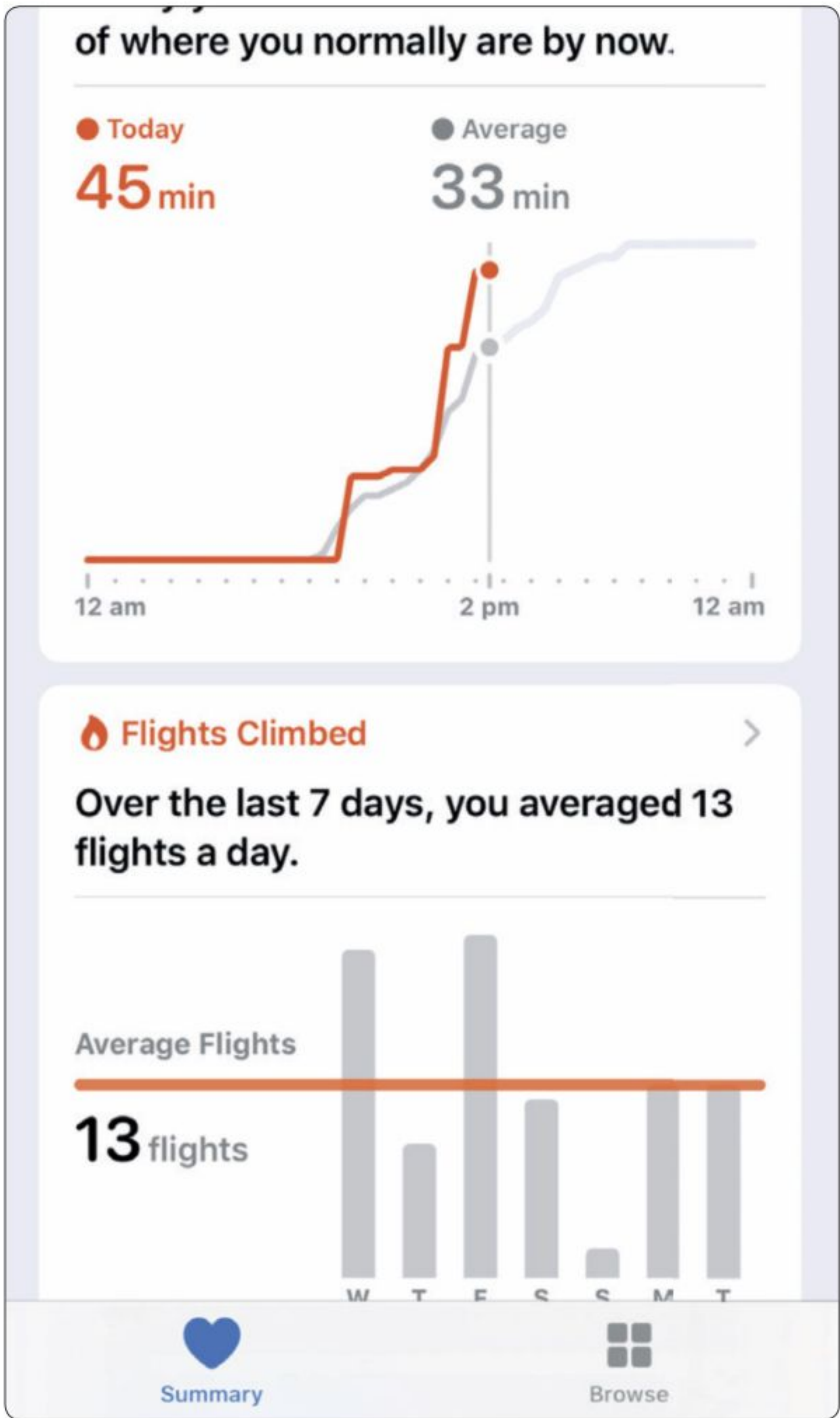


Set Up Your Medical ID

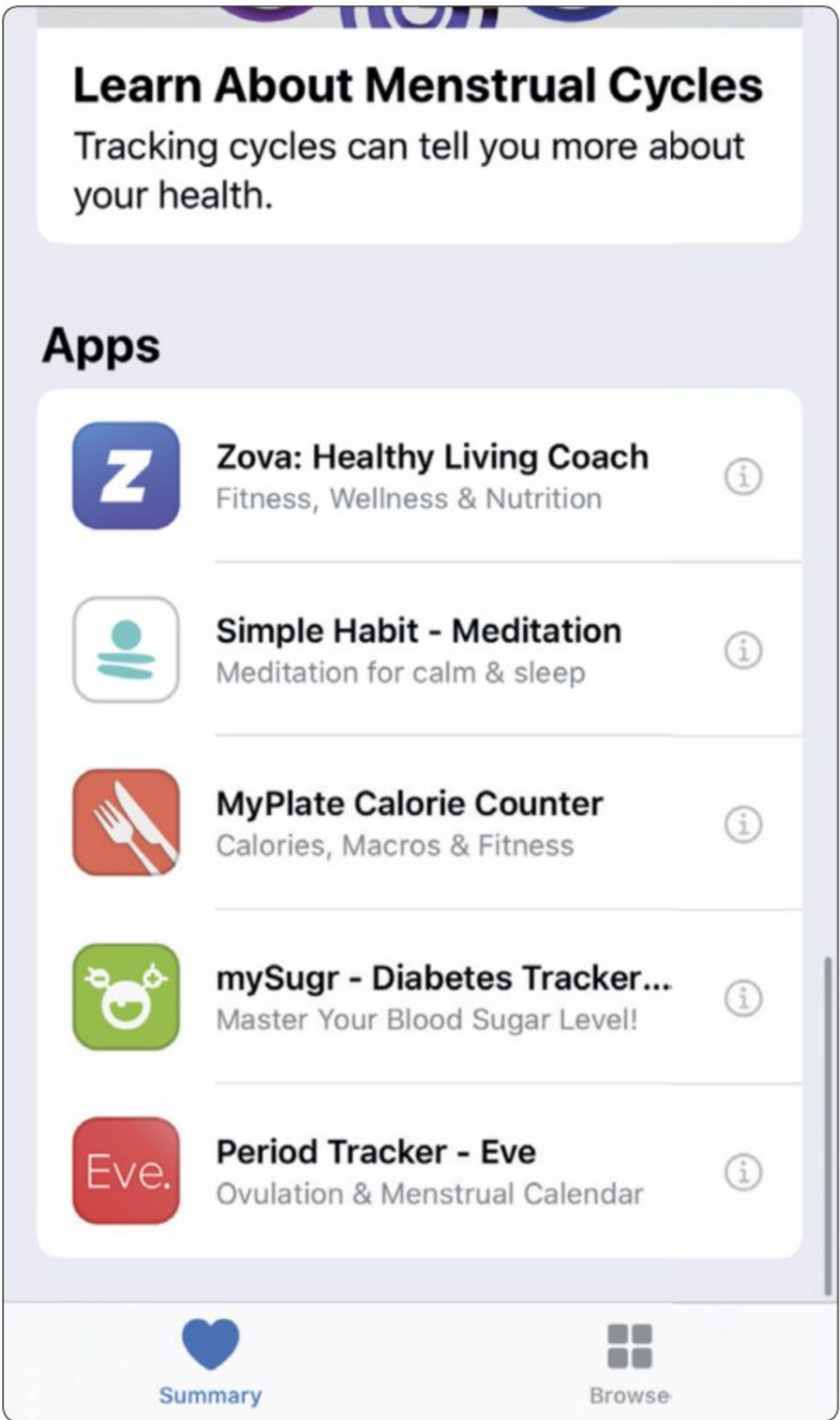
In an emergency, first responders can look at your Medical ID to get life-saving

Medical ID.

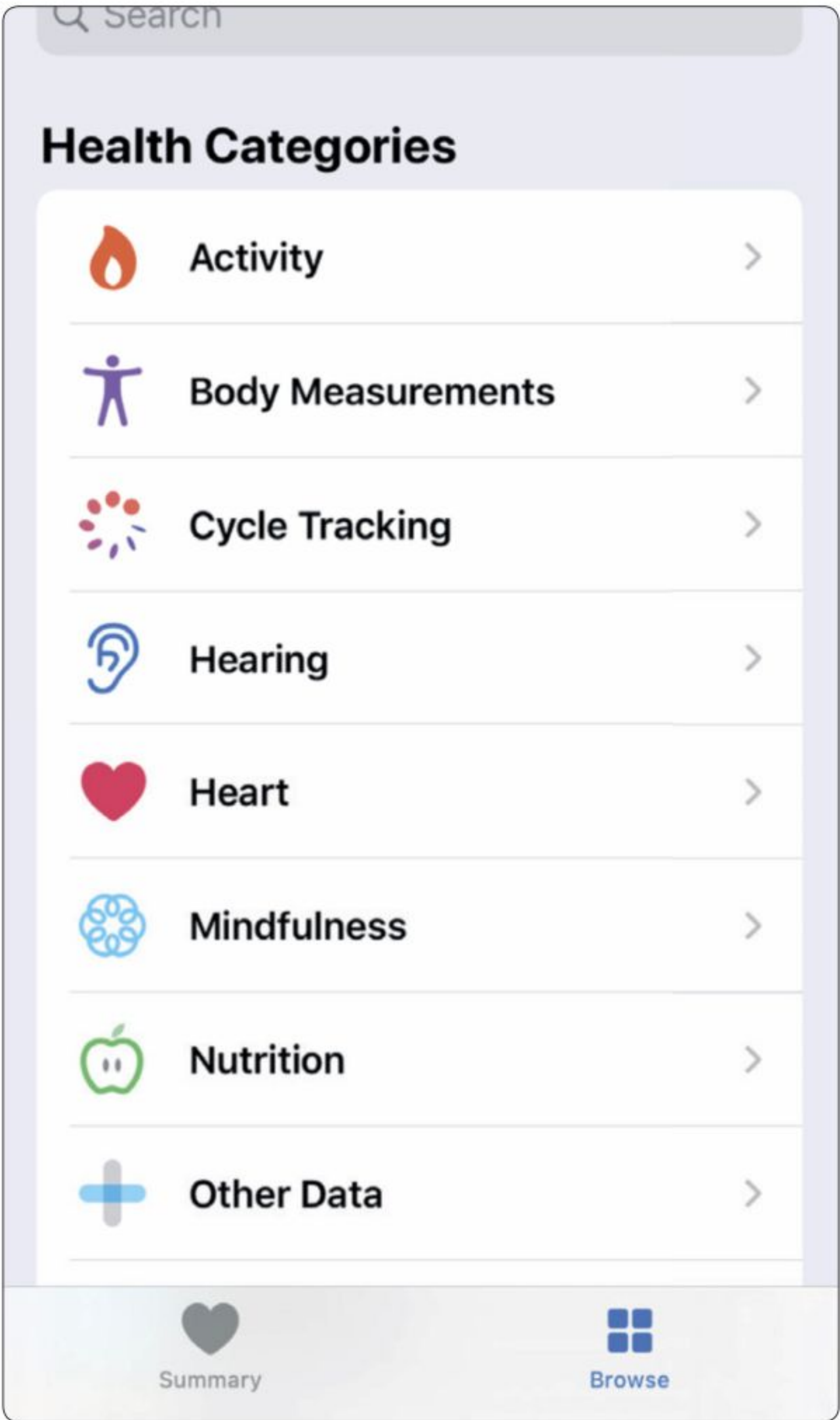
The Medical ID option, found by scrolling down the main Summary screen, is a great way of storing useful private medical information about you that might be used in an emergency. It can be accessed from the iPhone's emergency dialler when the phone is locked, so a doctor or an ambulance crew can retrieve it even if you're not in a position to unlock your phone yourself.



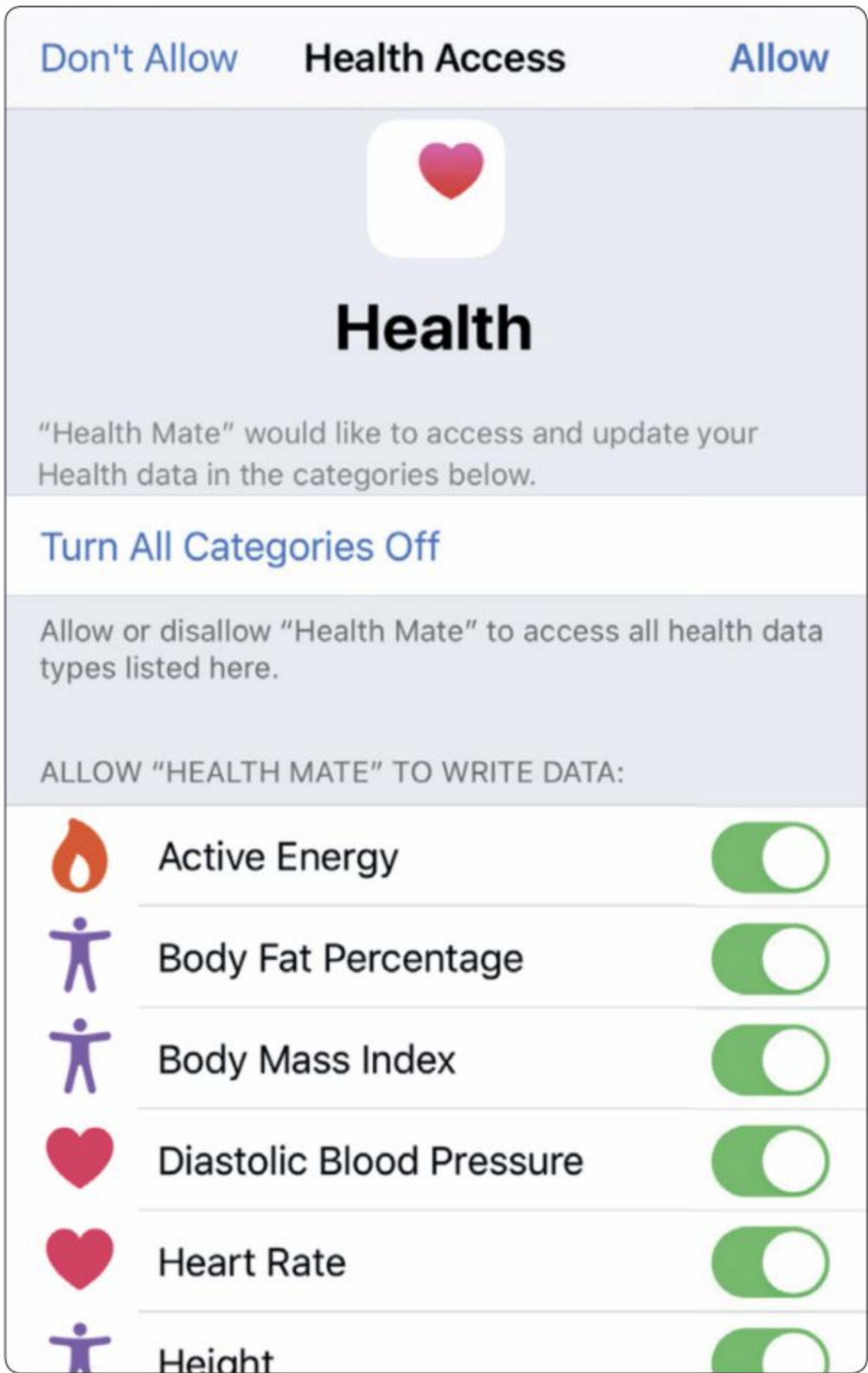
4 Further down, more highlights are offered, such as how many minutes you’ve been exercising, and how many flights of stairs you’ve climbed. Tap one for a more detailed analysis, and tap Show All Highlights for more info.



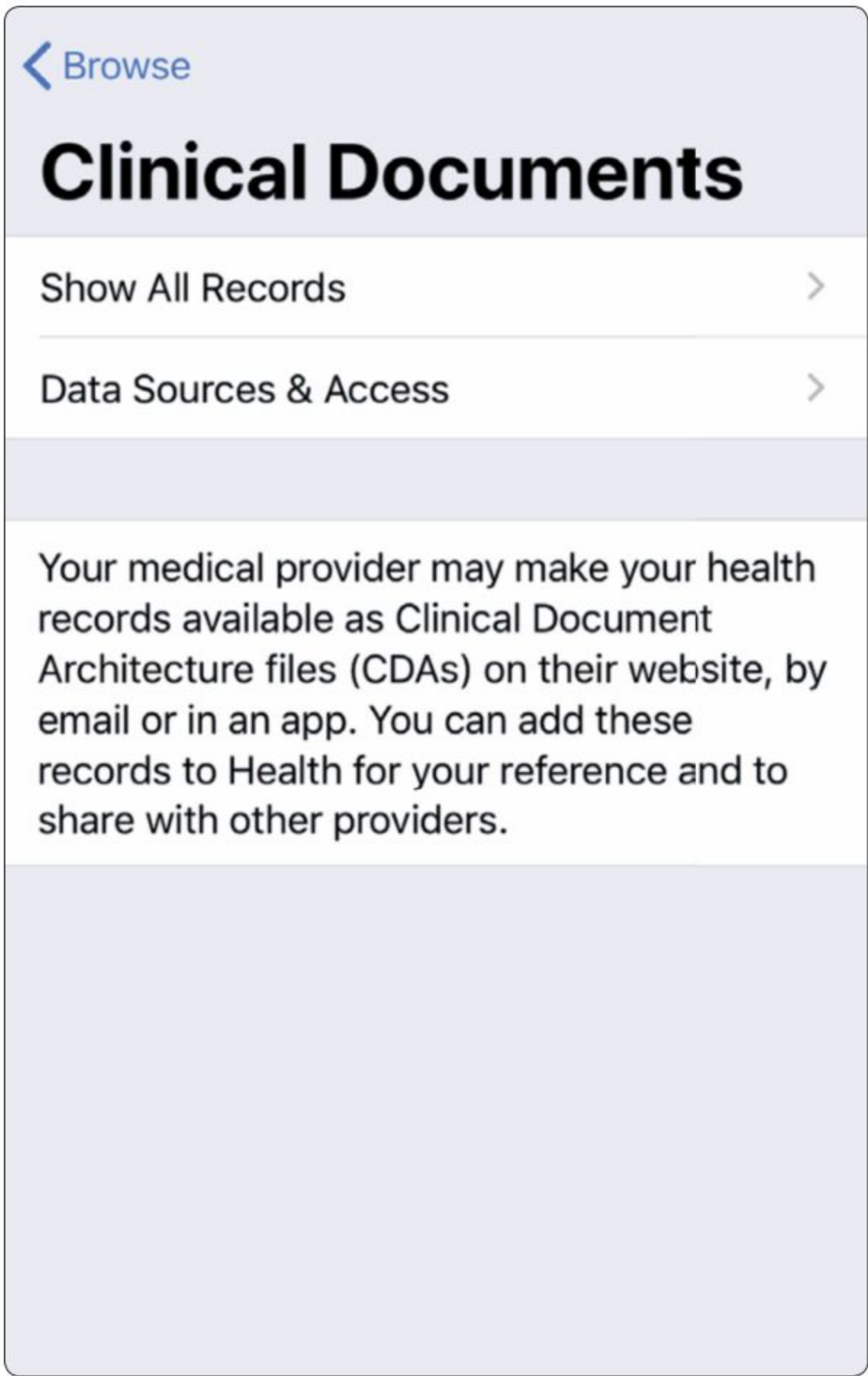
5 At the foot of the Summary screen is a list of apps that have relevance to, and can interact with, the Health app. Tap one to be taken to its page on the App Store, from where you can download it to your iPhone.



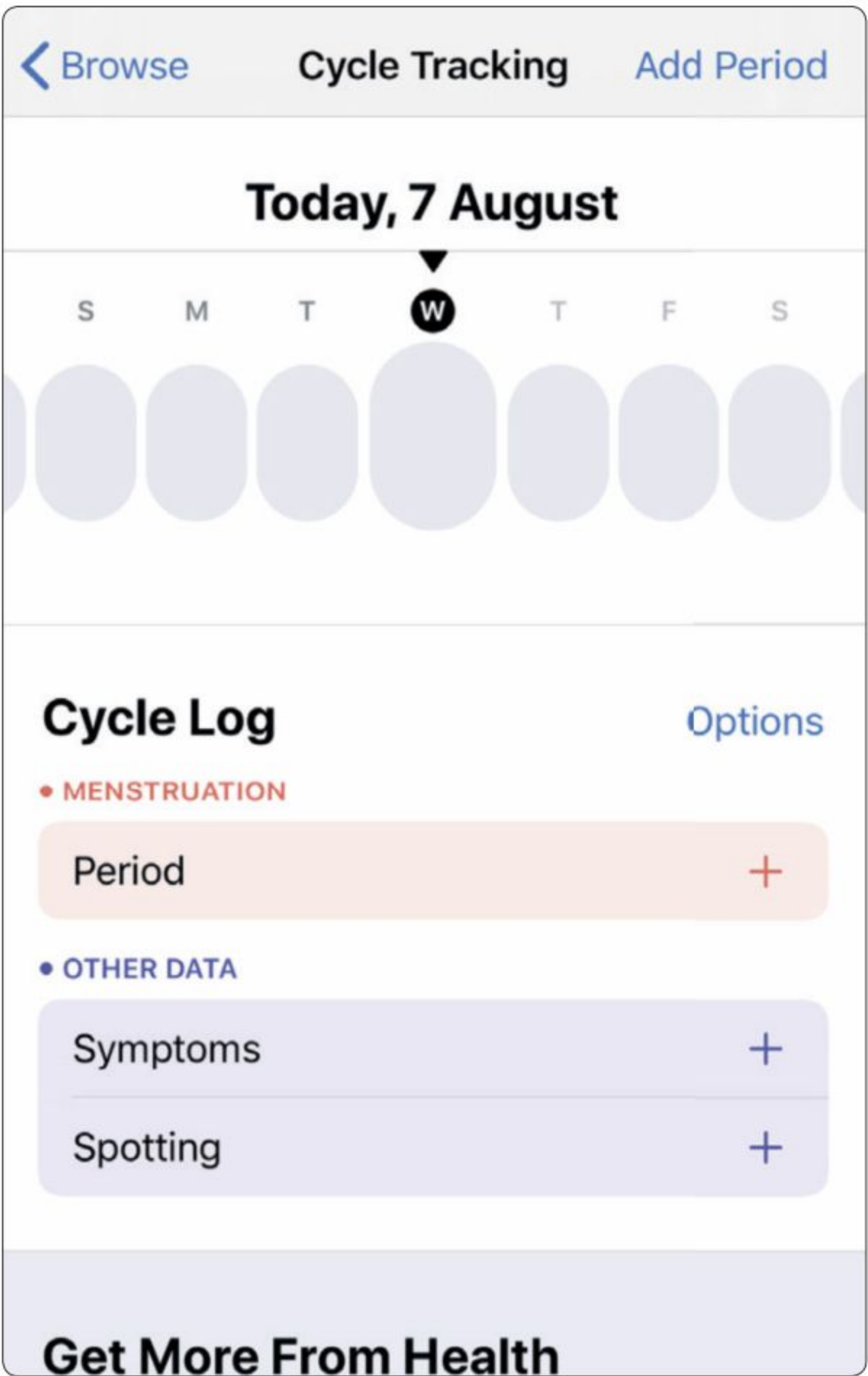
6 Tap the Browse icon at the foot of the screen for more health information and data. As you can see, they’re arranged into categories, so you can easily find what you’re looking for. There’s also a search field available too.



7 If you have health peripherals such as smart scales, they might be compatible with the Health app. Open the device’s own app, and see if Health is listed. If it is, configure what information the apps can share.



8 At the foot of the Browse window is a category called Clinical Documents. If your healthcare provider makes such data available as Clinical Document Architecture (CDA) files, you can add them to the Health app here.



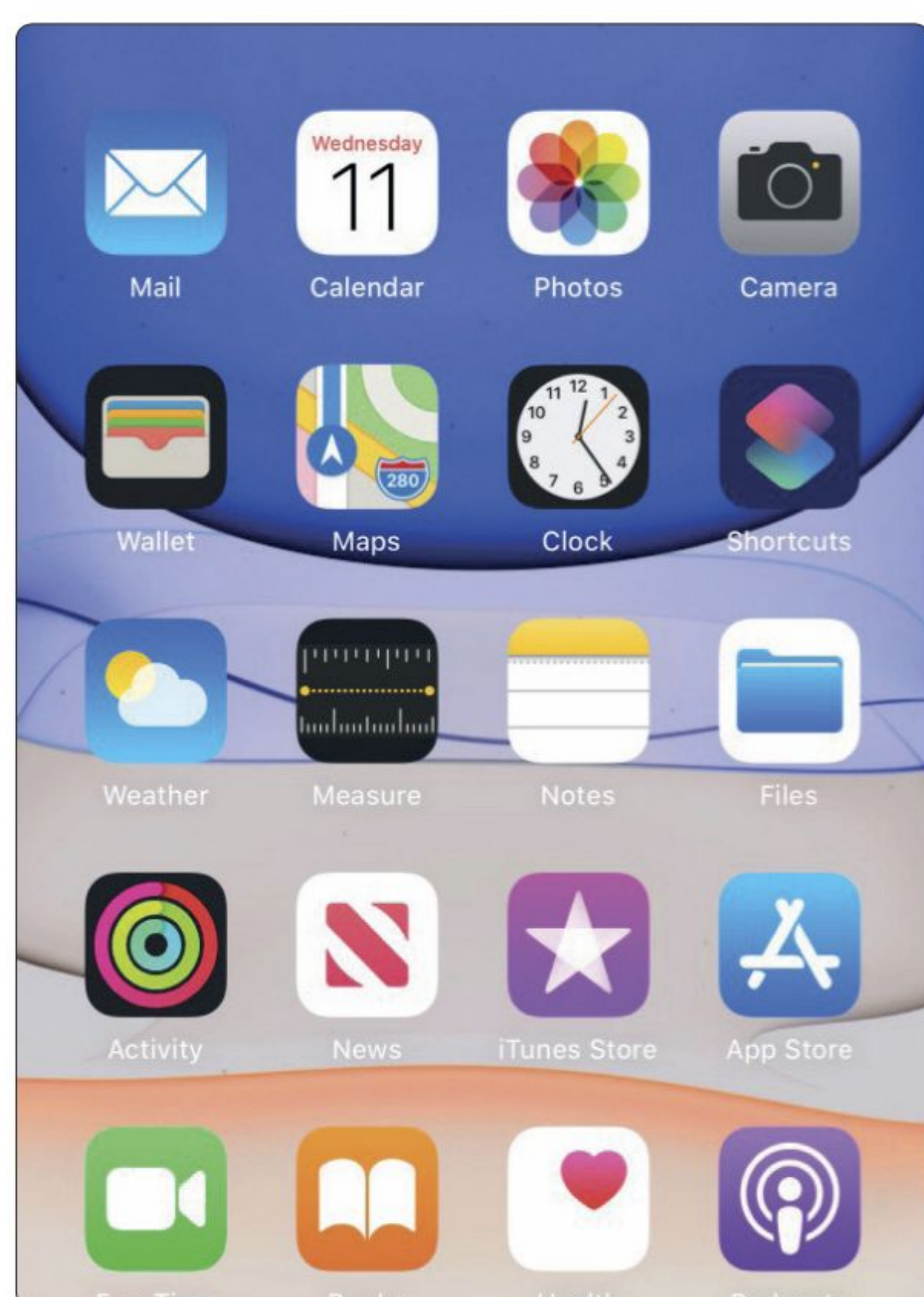
9 Another new feature for iOS 13 is a Cycle Tracker, for women to use to analyse their menstrual health and predict the date of their next period. The app can send notifications, and also predict fertile times too.



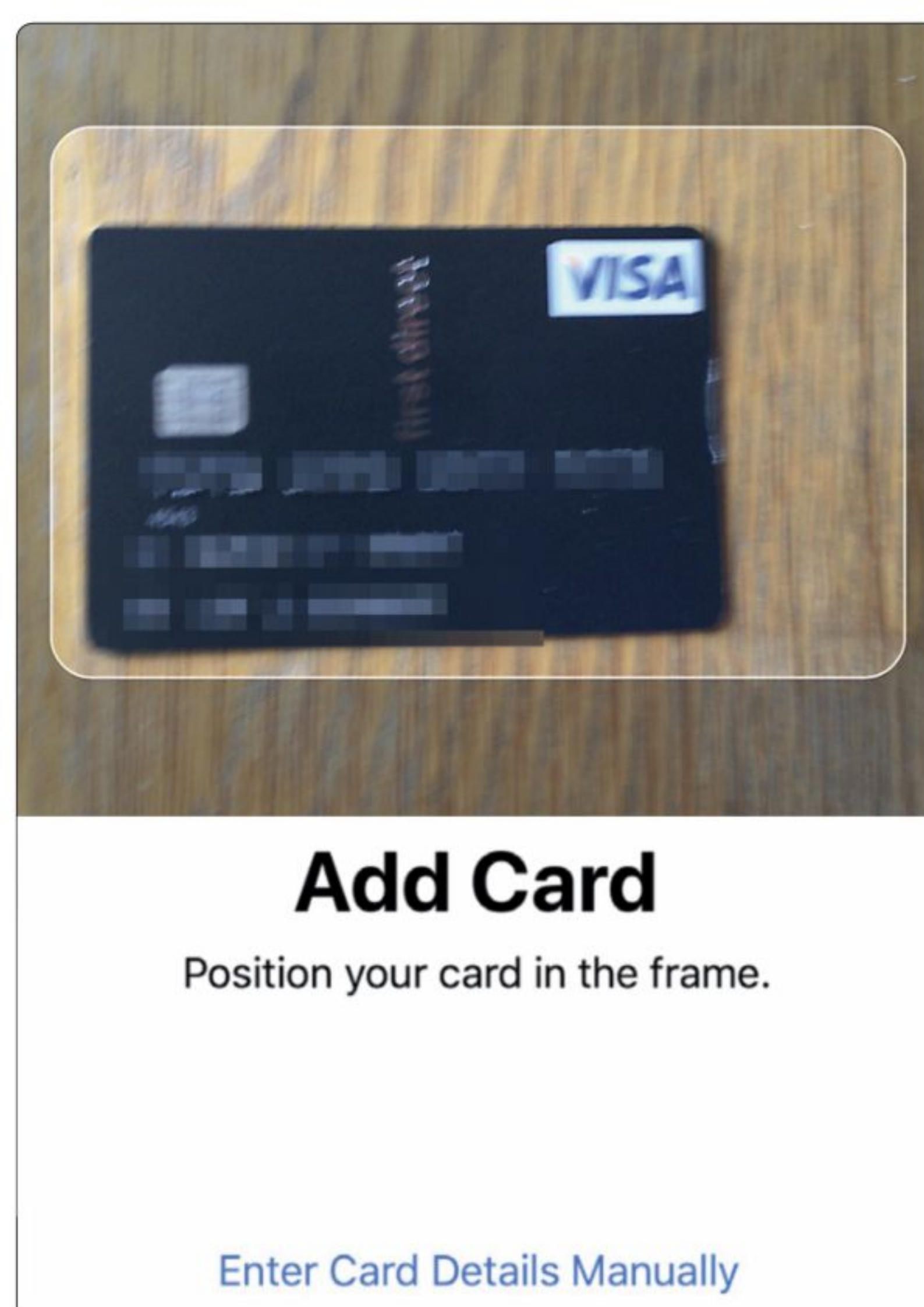
Wallet

With Apple Pay, you can leave your wallet at home and shop with your iPhone! Instead of picking through your purse or wallet trying to find the correct credit card, you can store your payment cards on your iPhone 6 or later versions and use them to make payments at the tills. Here's how to set up and use this exciting new Apple easy payment service.

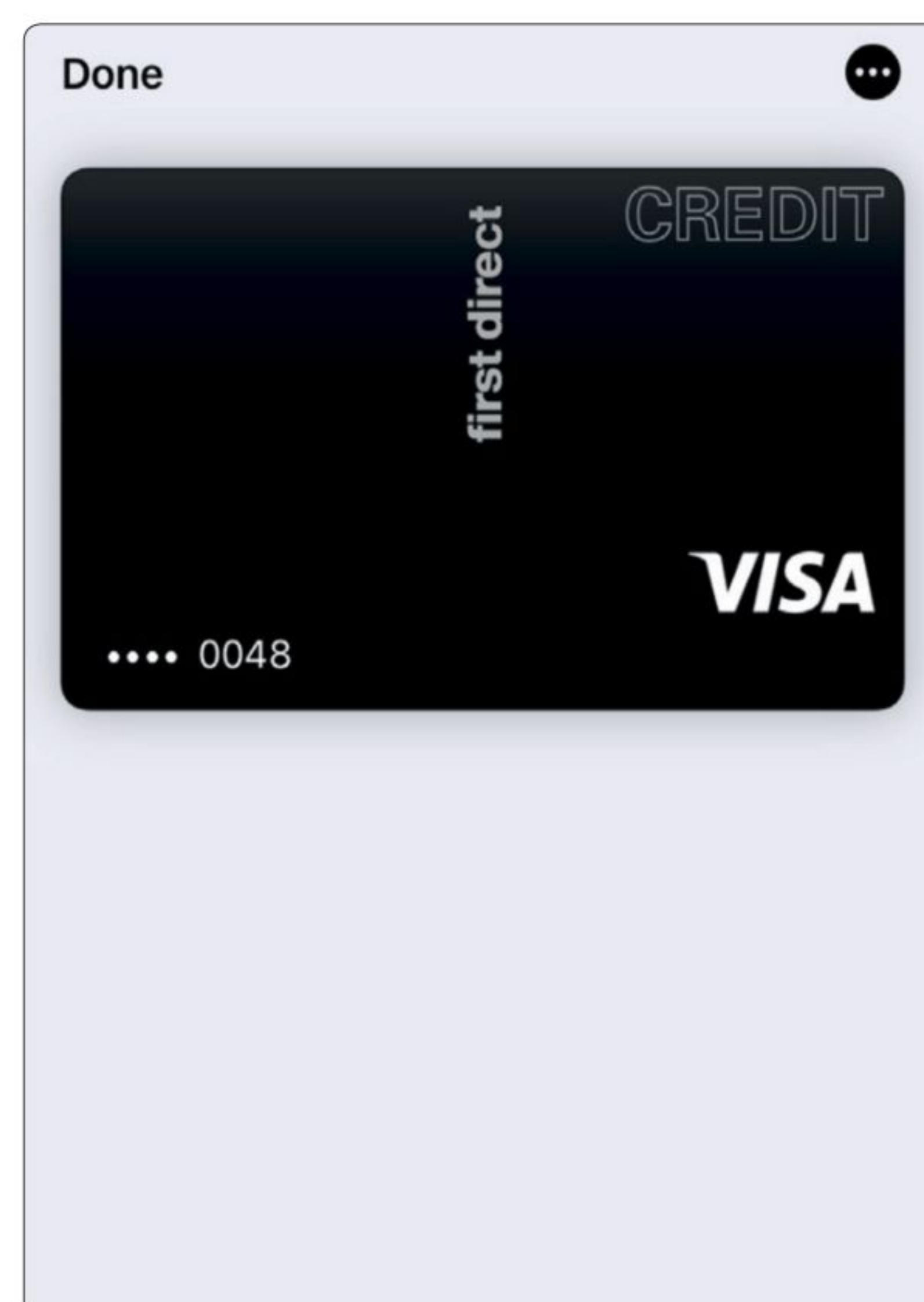
How to store credit and debit card information



1 To use Apple Pay, you need at least an iPhone 6, 6 Plus or SE; or an Apple Watch connected to a compatible iOS device. Apple Watches are compatible with the iPhone 5 or later, including the iPhone SE and require at least iOS 8. You can make Apple Pay payments online with an iPad Pro, iPad Air 2 or an iPad Mini 3.



2 Credit or debit cards are added to Apple Pay through the Wallet app. To add a new card, use your iSight camera to take a photograph of the card in question. Just keep it in the frame as advised on screen, and the card is photographed and its information stored. Or type the information in manually.



3 Your credit and debit cards are then stored in Wallet, ready to use with Apple Pay. You can add the credit or debit card from your iTunes account simply by typing in the card's security code. The first card you enter becomes the default payment card, but you can change this in Settings if you wish.



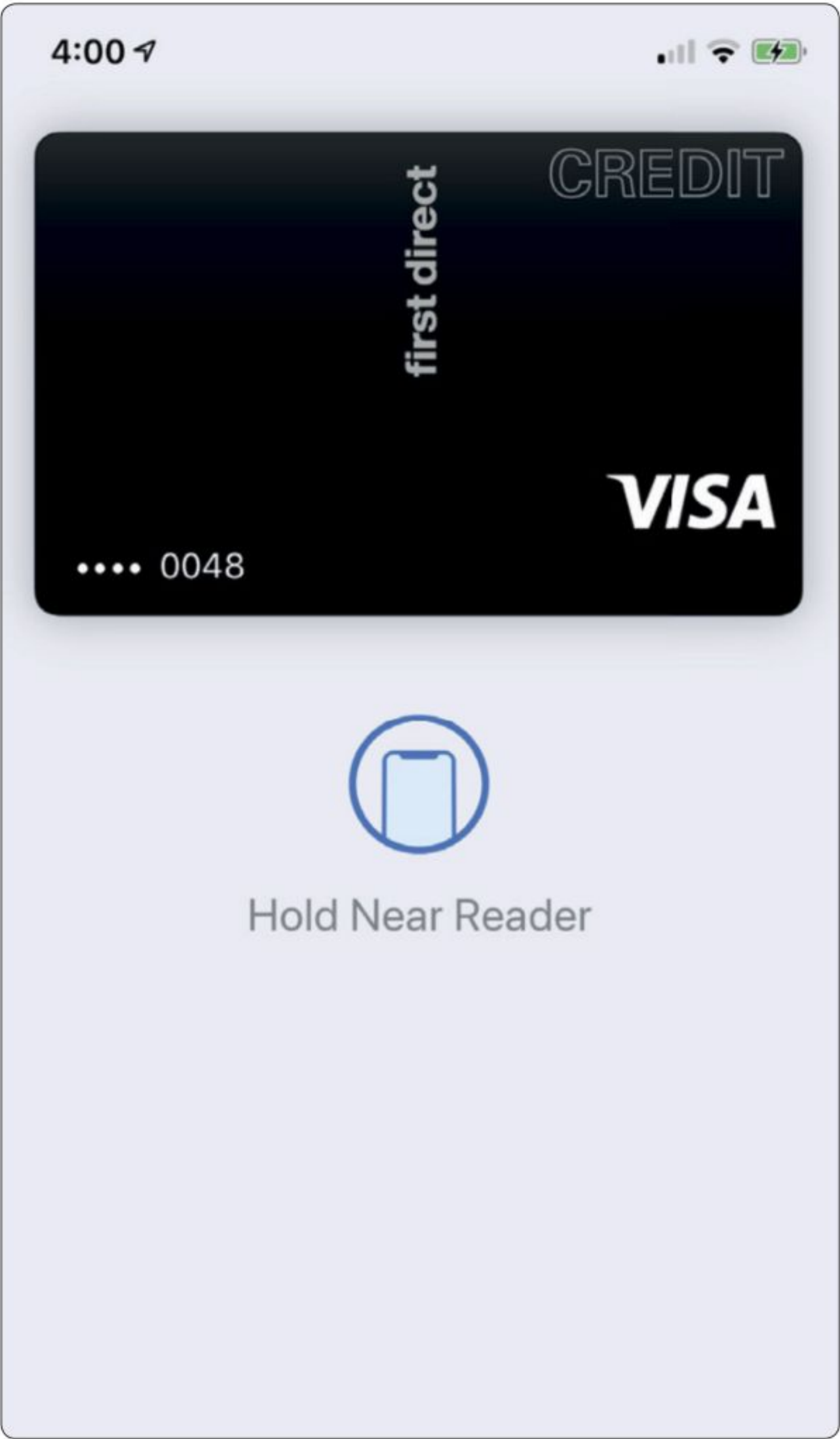
e-Tickets.

Some places, like airlines and movie theatres, offer e-tickets. Order your tickets online and they can be emailed directly to you and stored in the Wallet app. When you arrive, you simply open the app and your e-ticket can be scanned, just like a paper ticket.

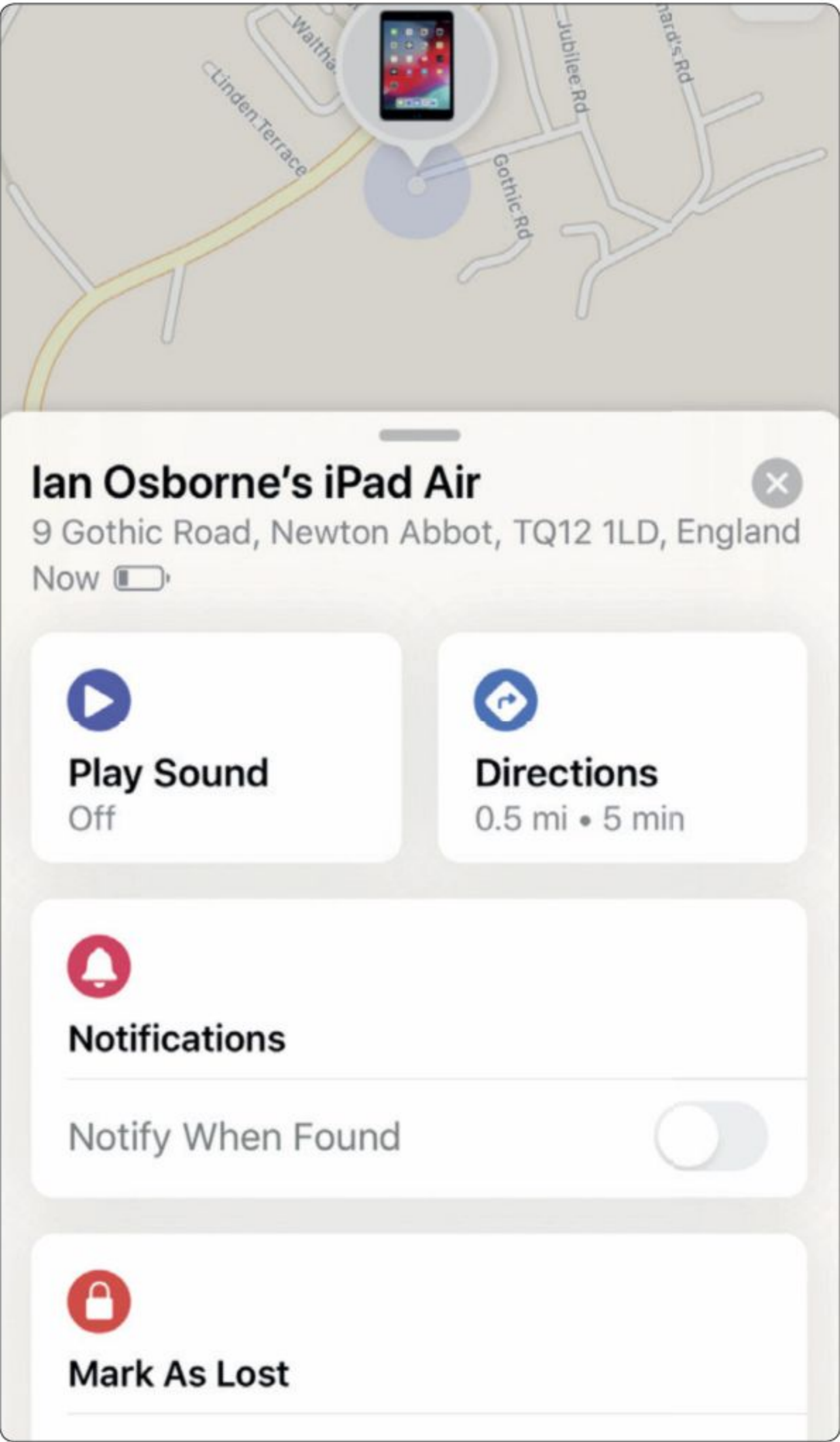
Using Apple Pay on the iPhone



1 After you’ve registered your payment cards, to use Apple Pay, wave your iPhone over the contactless payments reader. On an X-series iPhone, use Face ID to confirm your identity, but with earlier iPhones, hold your finger on the Home button so your identity can be confirmed using the fingerprint scanner.

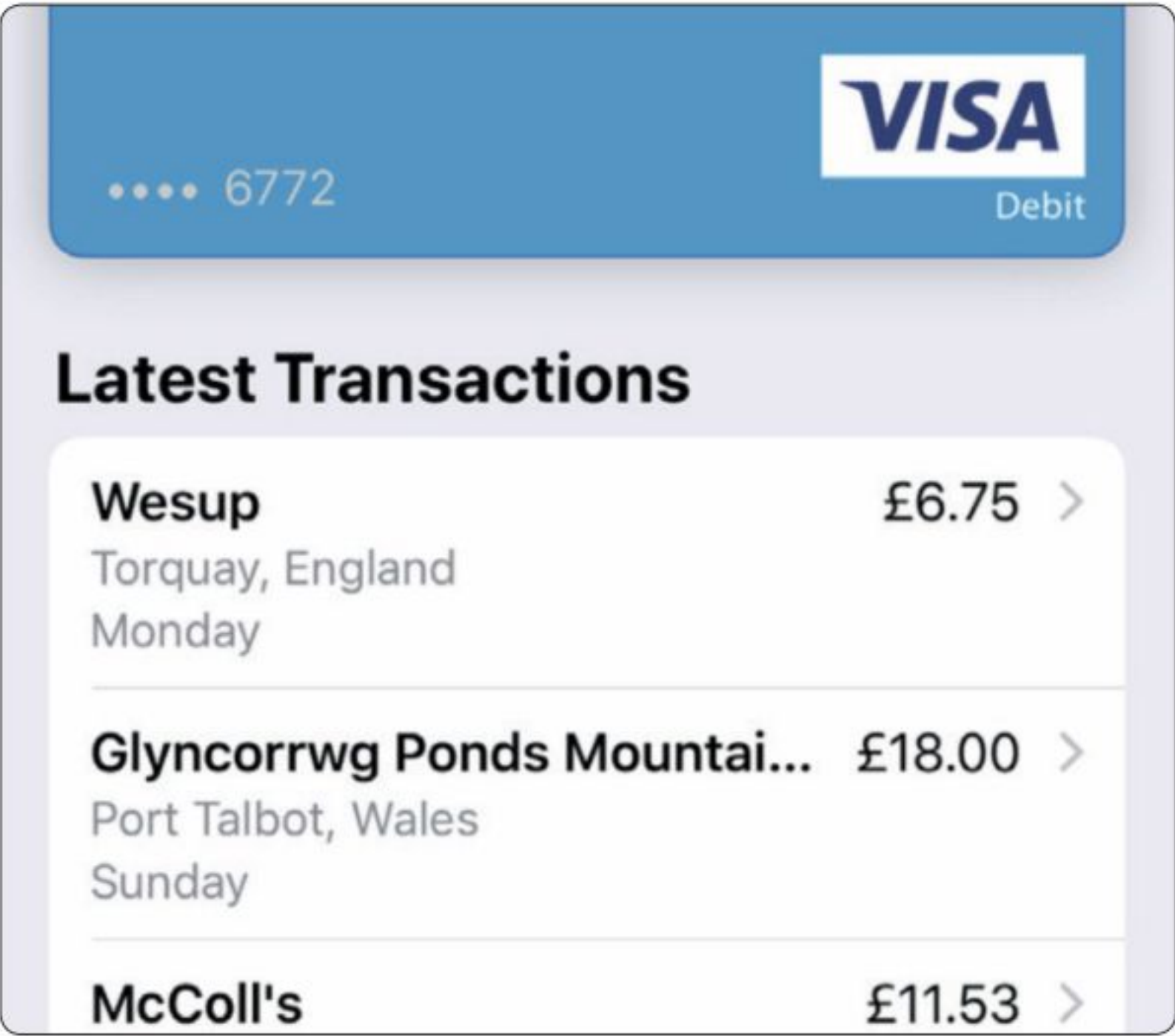


2 There’s no need to open the Wallet app to use Apple Pay. You don’t even have to unlock your iPhone; the service works even if it’s in sleep mode and the display is blank. You do not have to look at your screen to know the payment has been accepted either. It’s confirmed with a vibration and a beep.



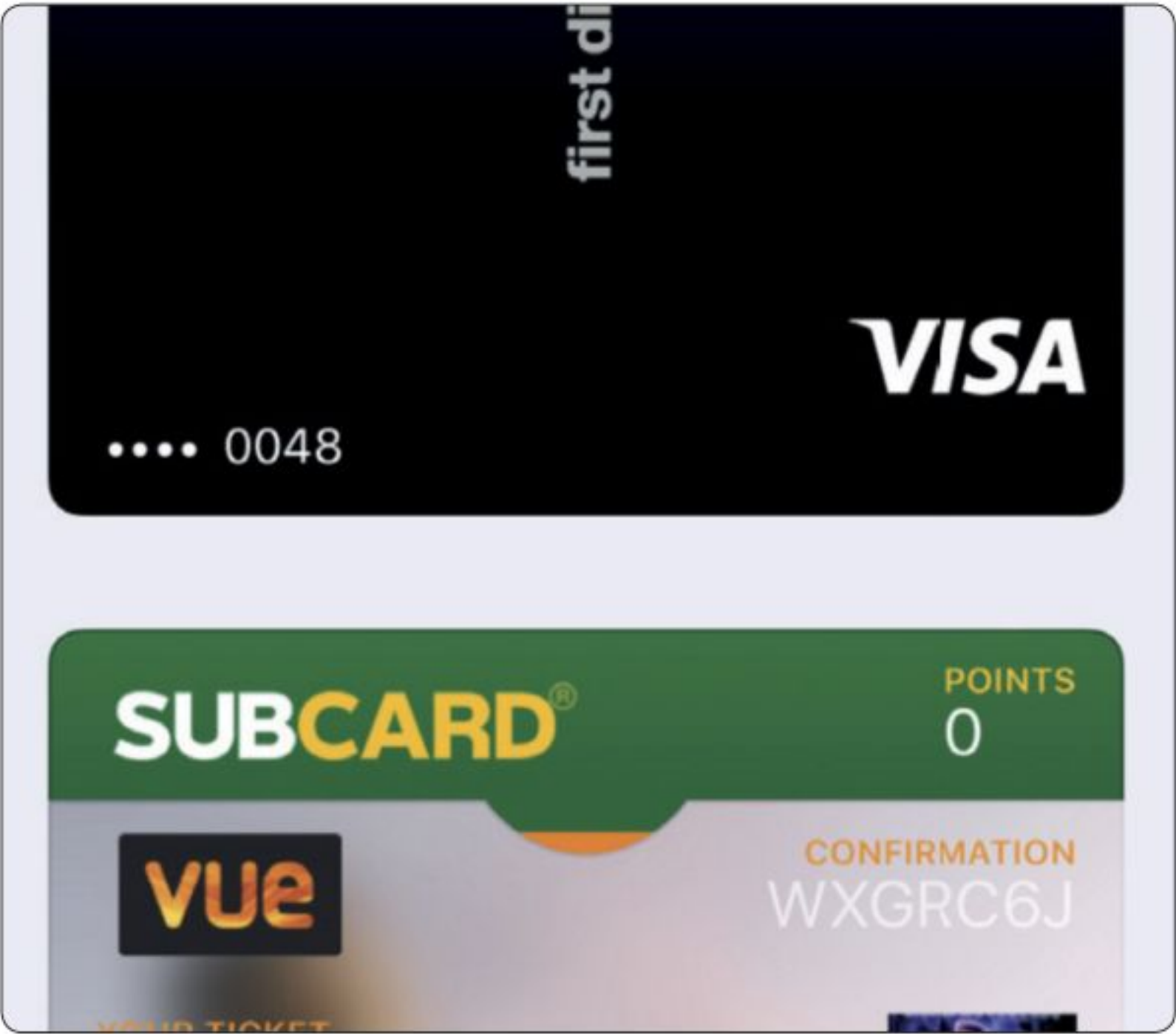
3 Apple Pay is private and secure. Apple doesn’t store details of your transactions, and recent purchases are available for you to review in your Wallet app. If you lose your iPhone, you can suspend Apple Pay using the Find My app on a compatible device. Simply tap Mark as Lost.

More Wallet features



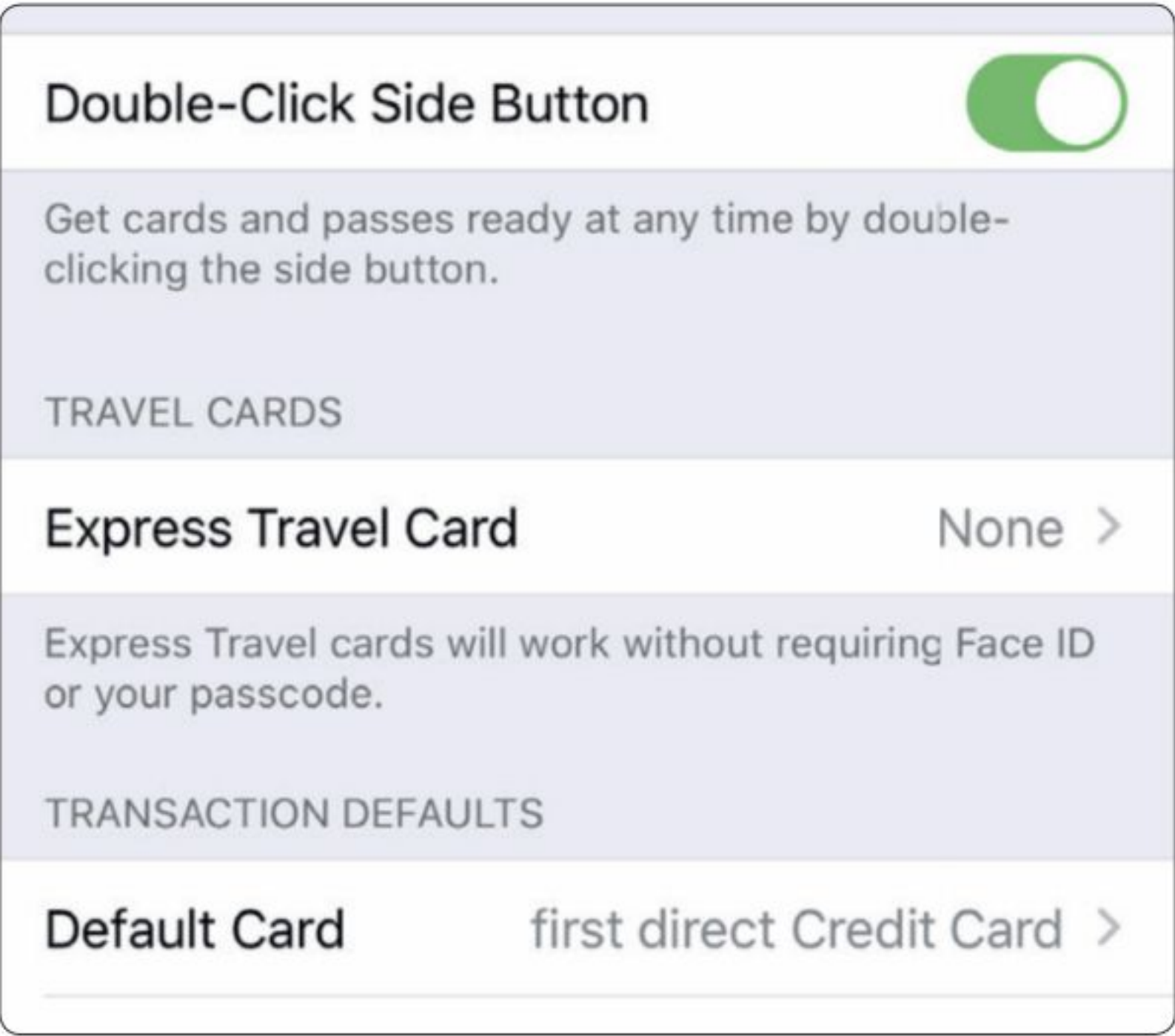
Transactions

Tap a card, and transactions you’ve made with that card are listed underneath. Not every bank issues this information, but if yours does, you can see both what you’ve spent and where, using the Apple Pay service.



Multiple cards

If you have more than one card stored in Wallet, the app pays with the default card. To pay with a different card, open the app and tap the card you want before presenting your iPhone to the Apple Pay reader.



Settings

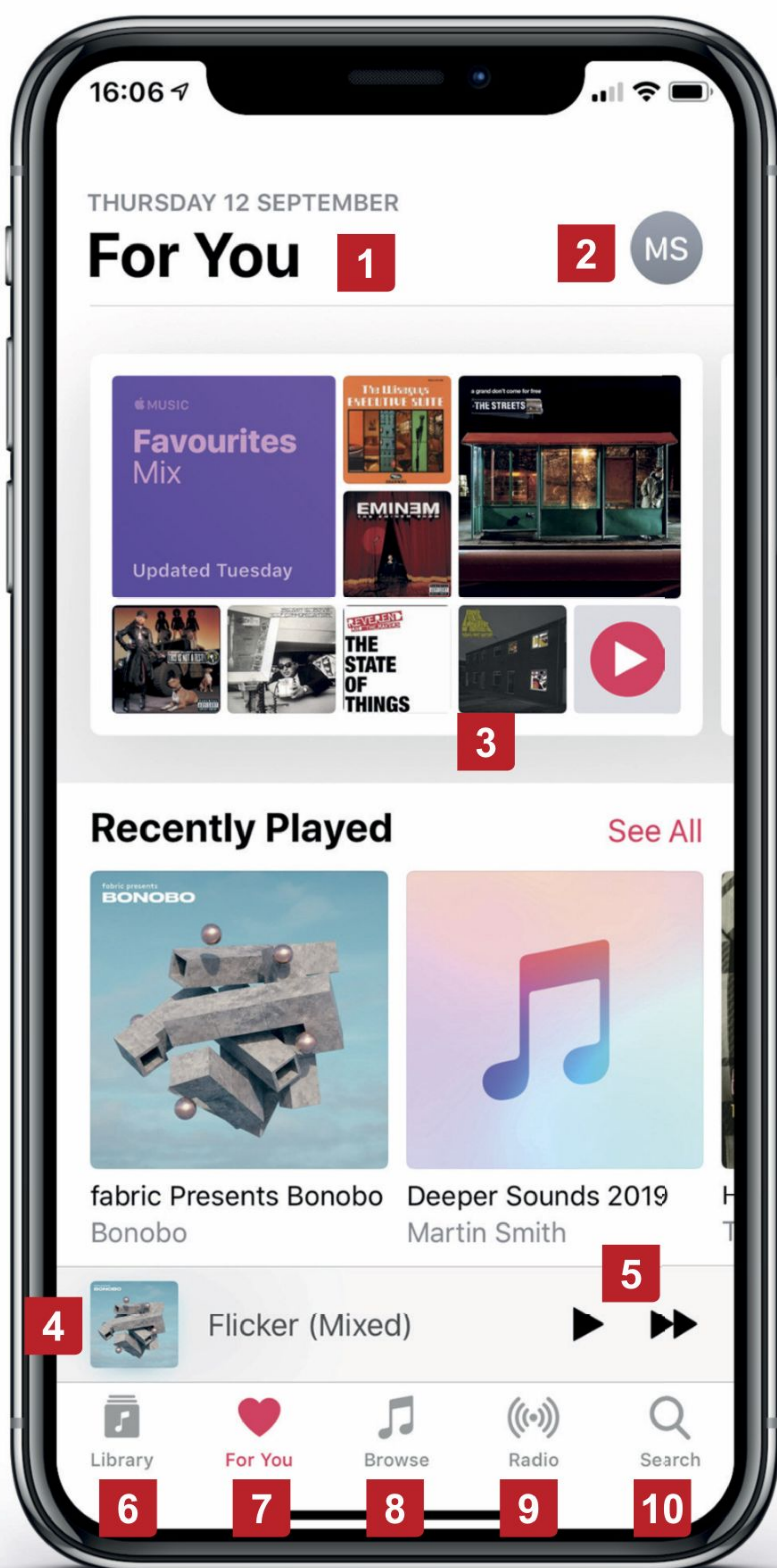
In Settings > Wallet & Apple Pay, you can configure the feature to suit your needs. Set up an Express Travel Card for travel terminals, choose your default card, change your shipping address and more.



Music

With the Music app and a subscription to Apple Music, you can stream tunes over the Internet to your iPhone. Choose from an amazing library of over 50 million songs, with no limit to how many you listen to.

Music in Focus



1 This is the main page of the Apple Music streaming service, where albums, artists and playlists tailored to your tastes are suggested for your listening.

2 Tap here to see your account details. You can change your username to a specific Music app nickname, choose more of your favourite artists, replace the silhouette with a photo and add some personal details.

3 A playlist built around songs Apple Music thinks you might like. Tap it to play. You can scroll the page to see more playlists, suggested artists, recently played music and more.

4 The mini-player shows the track you're currently playing. You can tap it to expand it to full-screen size, with all the usual audio controls available to use.

5 You can use the skip track and pause/play controls here without having to open the mini-player first.

6 Your own music library. Music you've bought from iTunes, ripped from your CD collection or downloaded using the Apple music streaming service is found here.

7 The For You page is accessed here. This is your gateway to the Apple Music streaming service. It's this page we're looking at in this annotation, which is why it's coloured red.

8 Tap this icon to get to Apple Music's New Music page, where you can check out the songs and albums that have recently been added to the Apple Music service.

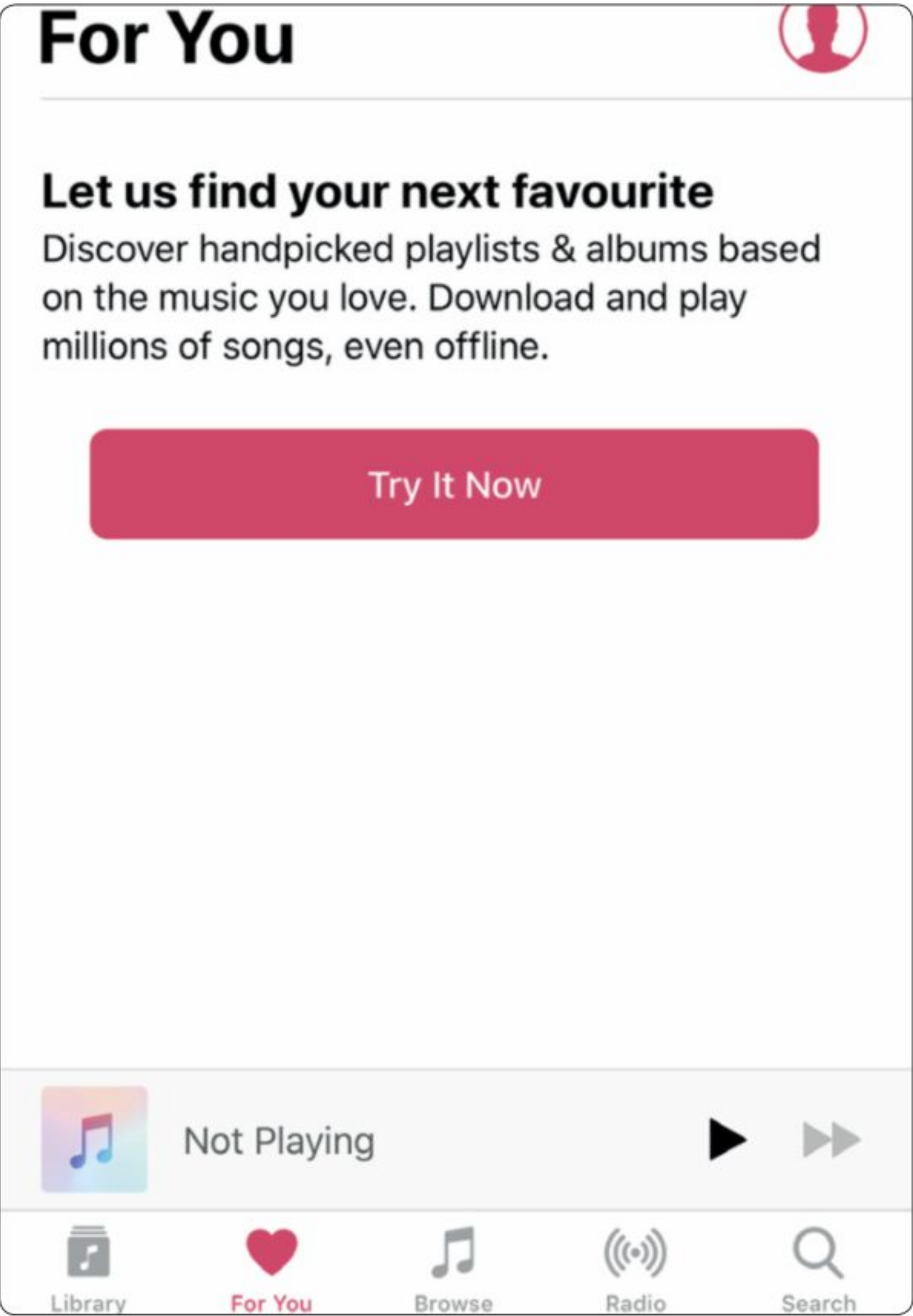
9 Tap here to access Apple Music's radio stations, including Apple's exclusive Beats 1 station. Radio programmes are streamed over the Internet.

10 The useful search facility. Look for artists, albums and songs. It searches both your own music library and the Apple Music service.

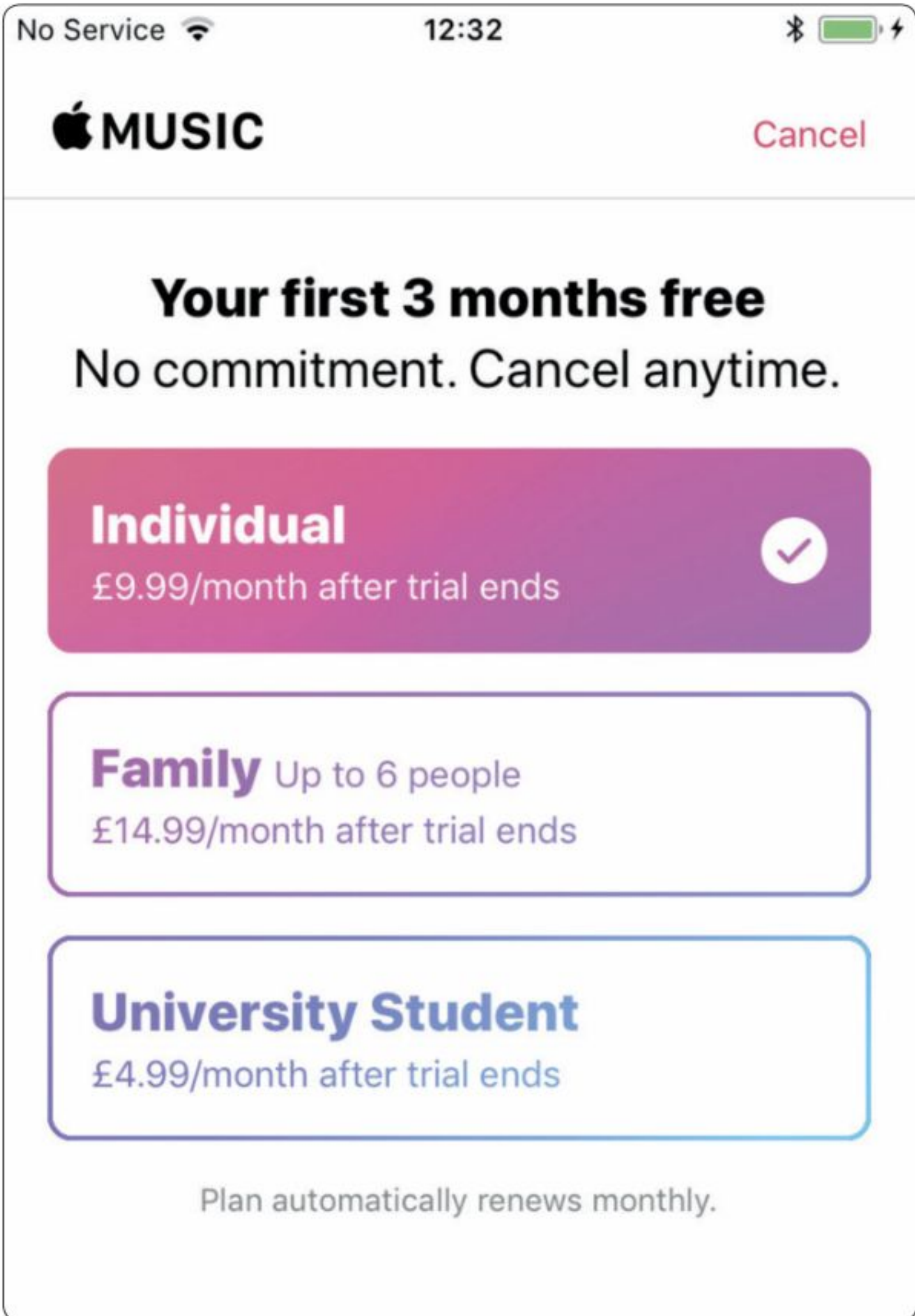
Turn on Apple Music.

If the Apple Music icons aren't in your Music app, go to Settings > Music and tap the switch marked 'Show Apple Music'.

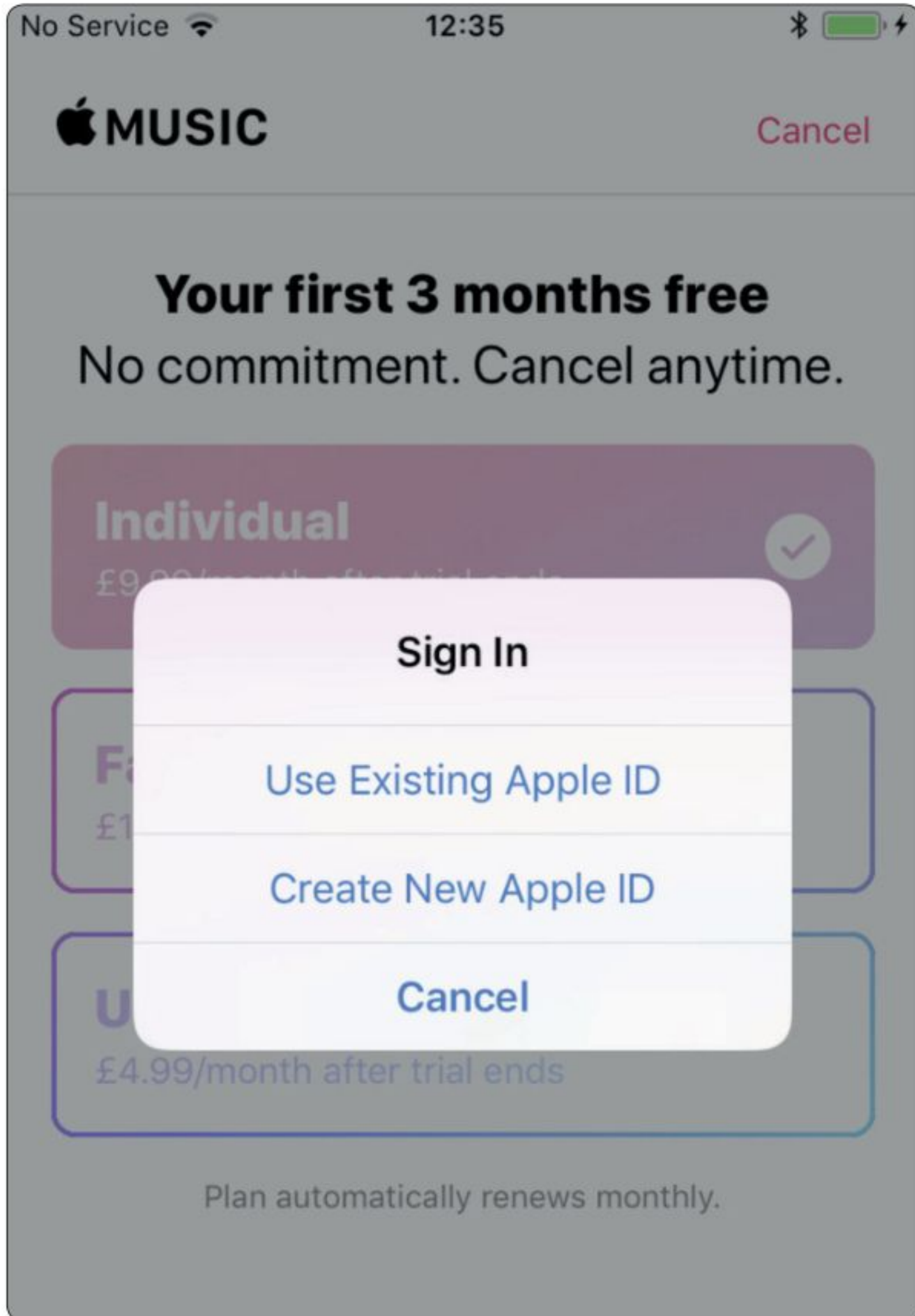
Getting started with Apple Music



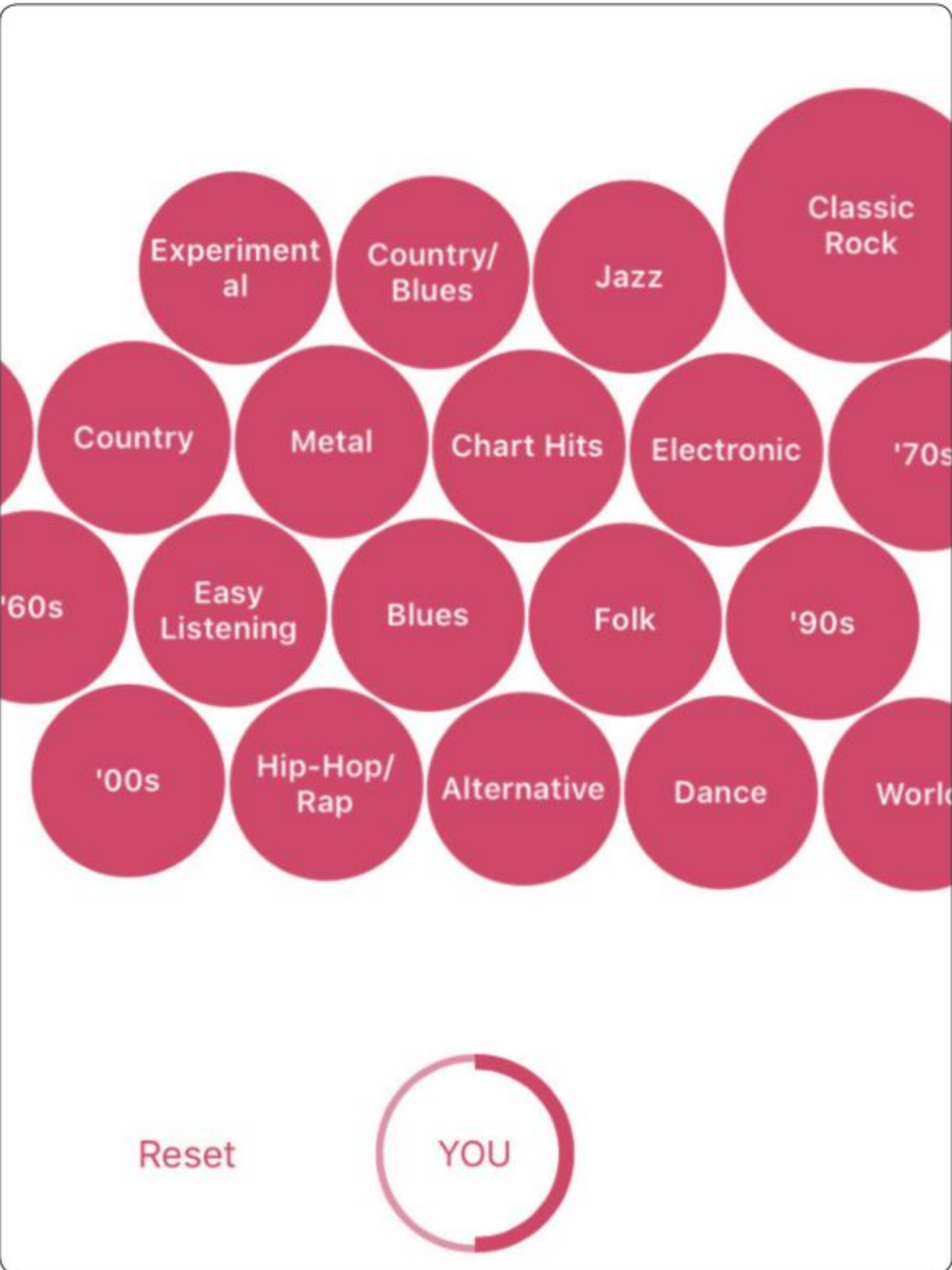
1 Tap the For You icon found at the bottom of the screen and tap the Try it Now option to begin the sign-up process for the Apple Music service. You get your first three months of Apple Music for free but if you decide to remain a member after this initial trial period, you're charged a set monthly fee.



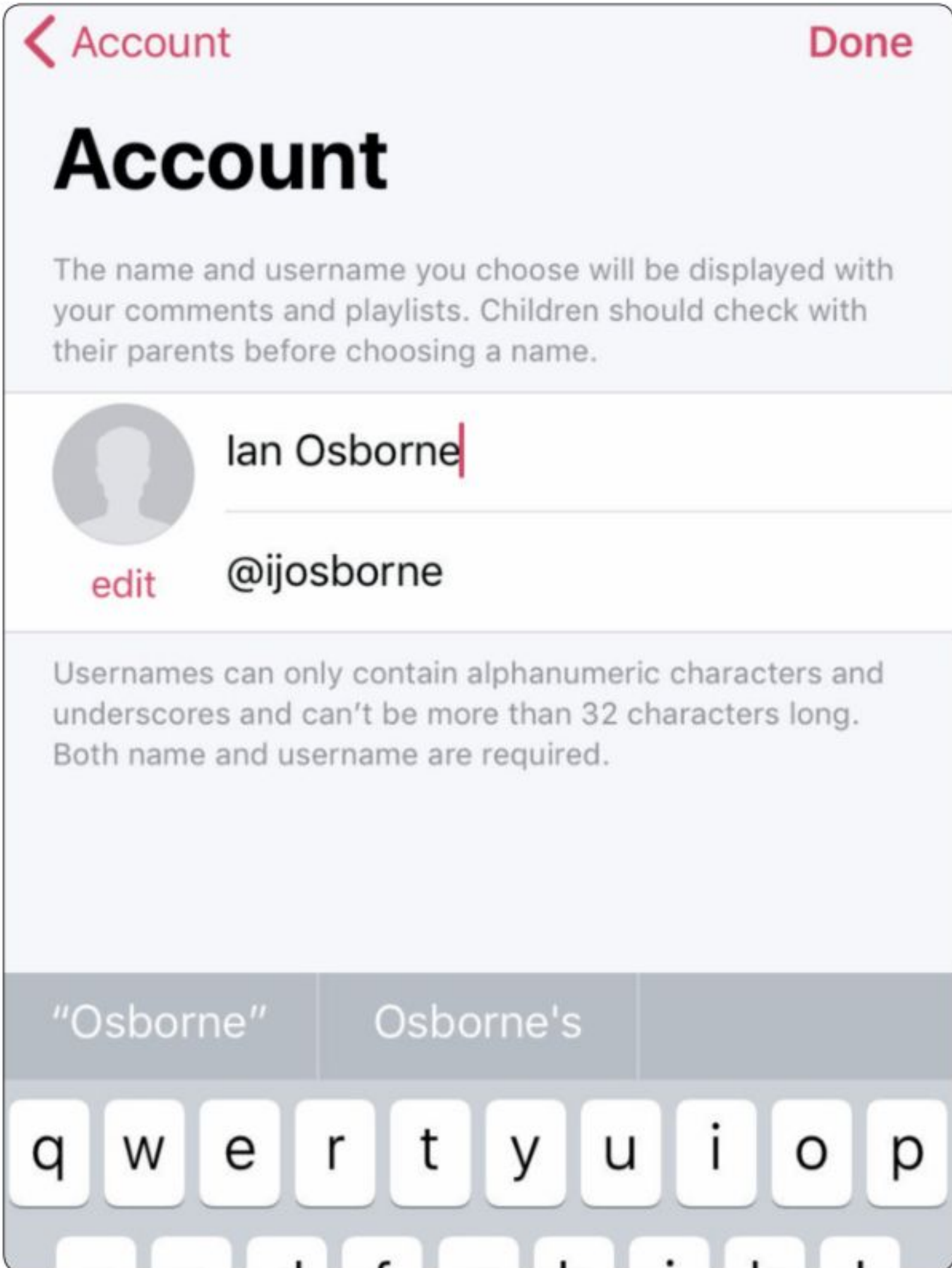
2 You must then choose a plan. You can take out an individual membership for £9.99/\$9.99/9.99 €, a Family membership for up to six members of your household for £14.99/\$14.99/14.99 € or a student account for £4.99/\$4.99/4.99. Family memberships use Apple's Family Sharing feature.



3 If you're not already signed in with your Apple ID, you must do so now. Type your details as instructed, then tap the OK link. You must then verify your payment details. Again, follow the on-screen instructions and do so, then when requested, confirm your purchase of an Apple Music subscription.



4 You see this screen, where you can identify musical genres that you like. Tap on the dots representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next and repeat the process for bands and artists as offered. Tap Done.



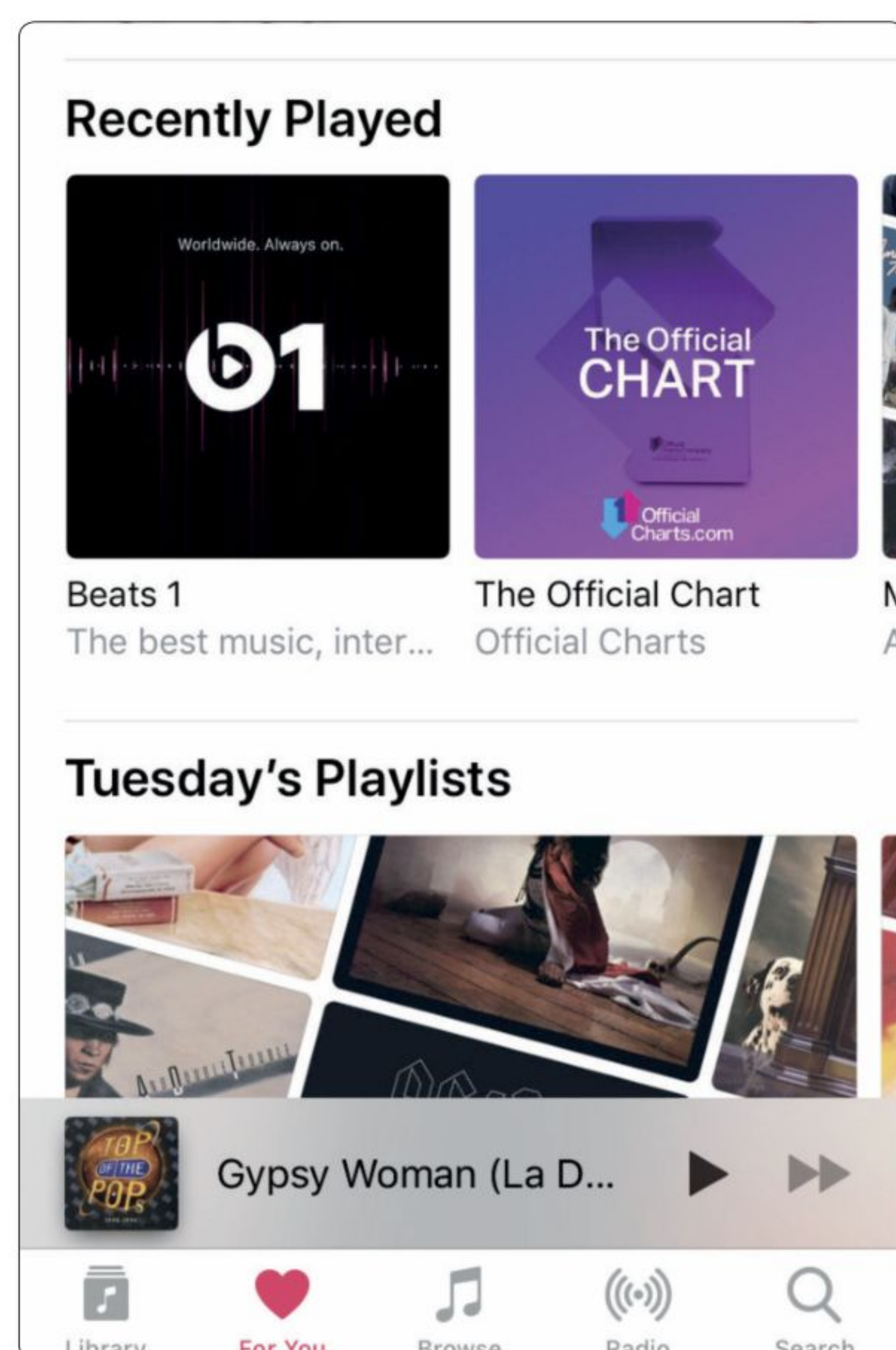
5 If you want to register a unique Apple Music nickname, first tap the Silhouette icon in the top right to get to your account. Tap on your own name at the top of this screen and on the next one, tap Edit and enter the nickname of your choice. When finished, tap Done in the top right.



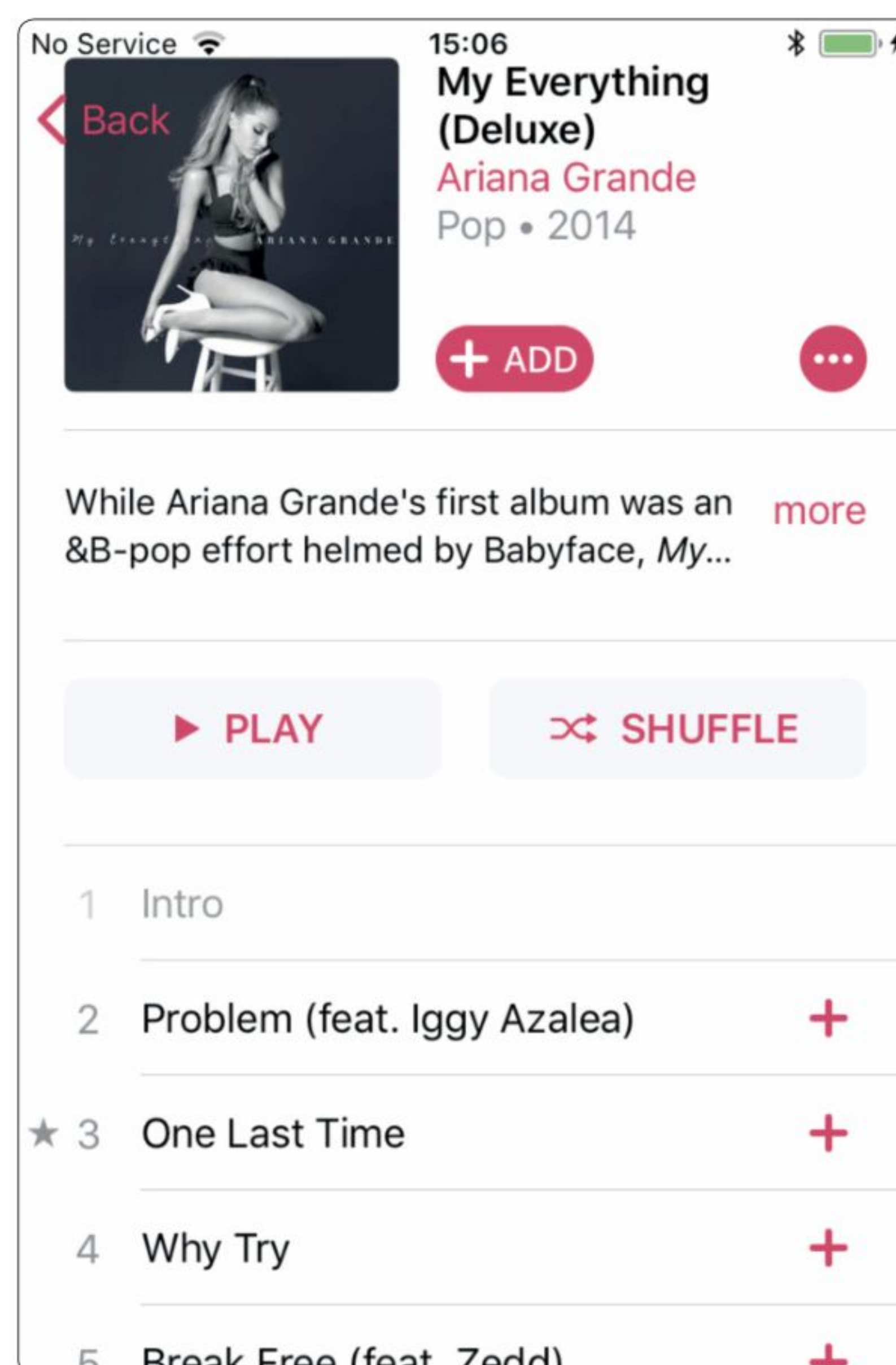
6 If you wish to cancel, during or after the end of your three-month trial, open Apple Music, and tap the Silhouette icon (top right) for your account details. Tap View Apple ID, tap Subscriptions and then the Cancel Trial link. Cancel before your trial expires and you pay nothing.



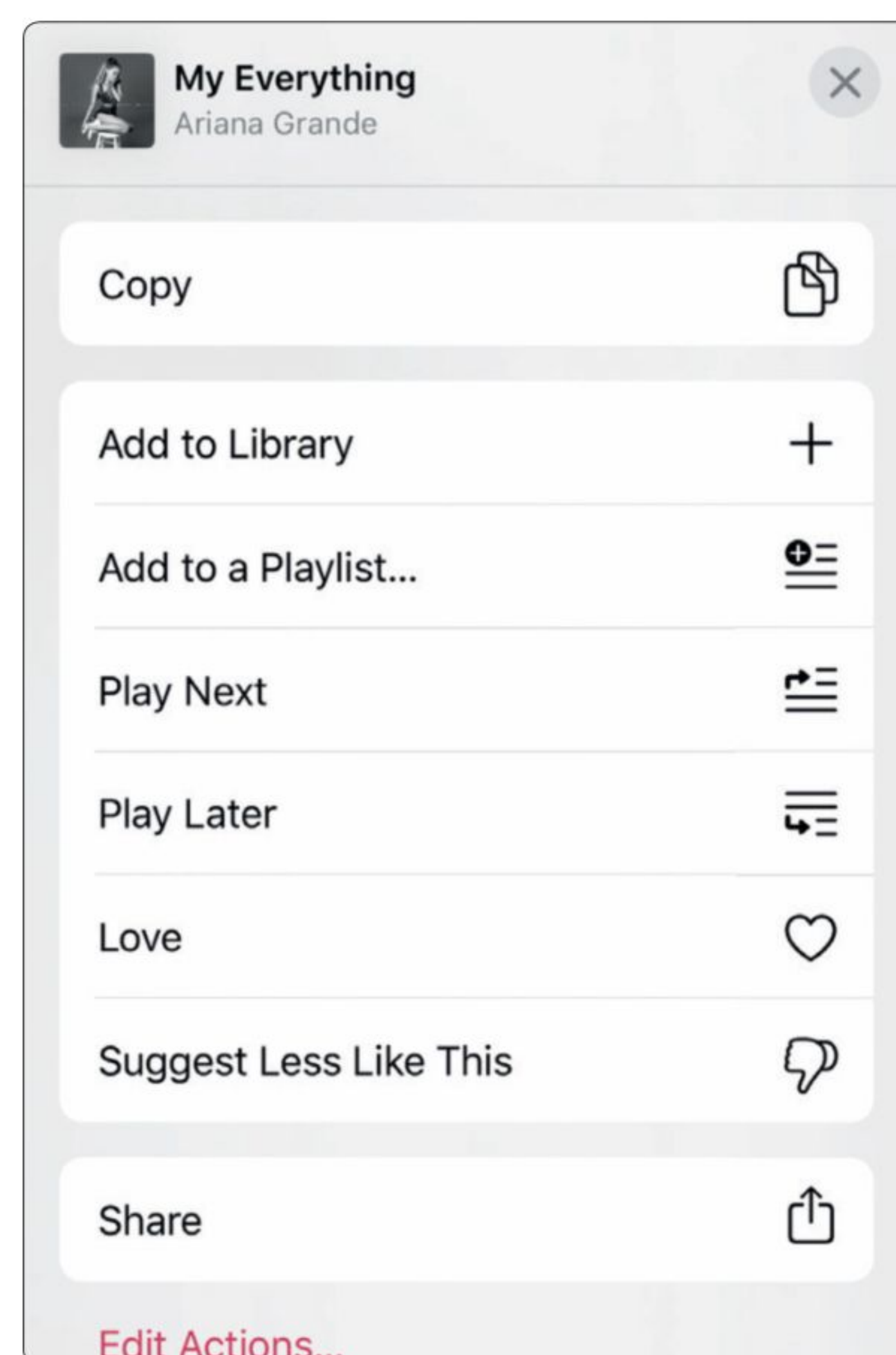
Using Apple Music and the Music app



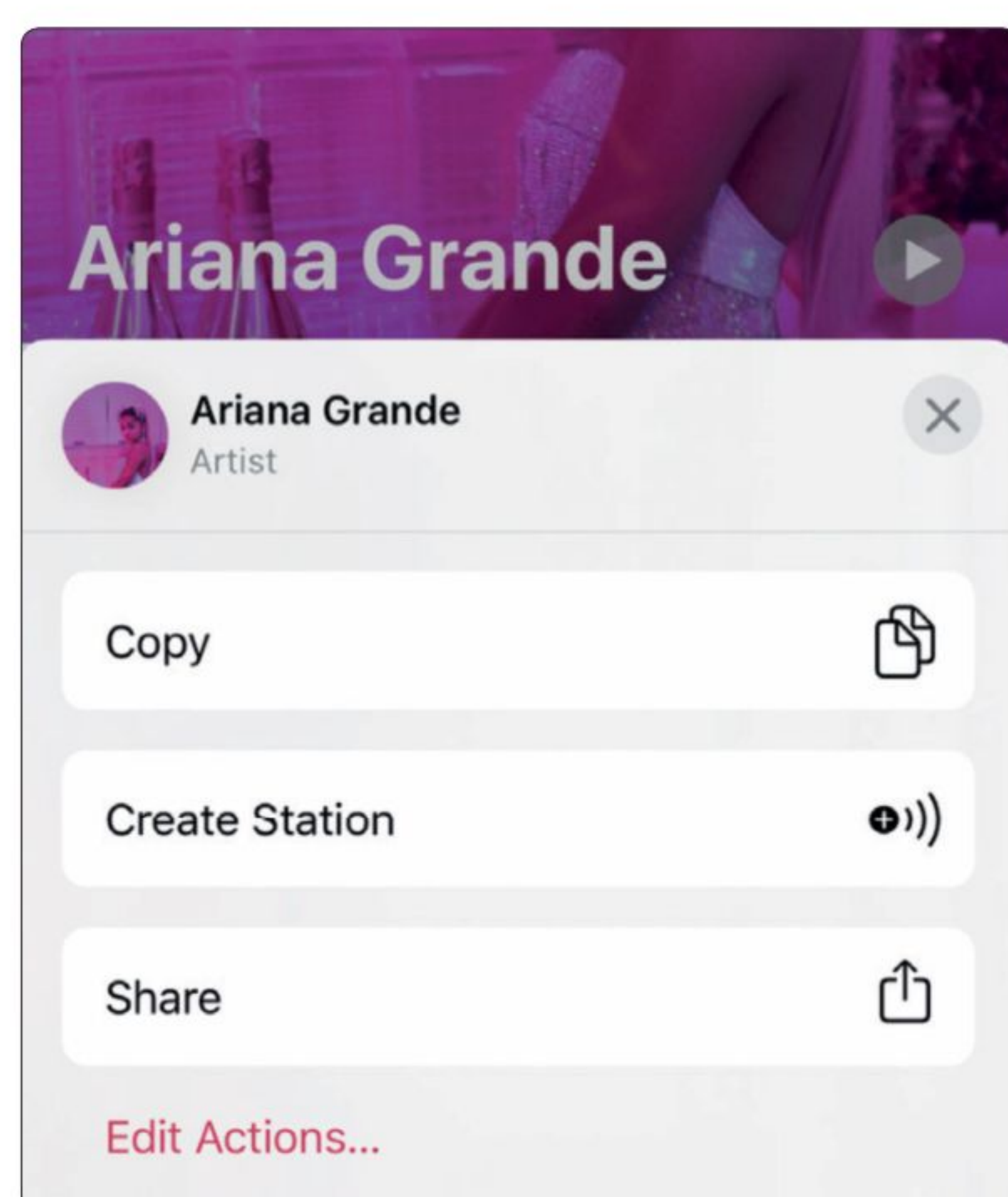
1 Tap the For You icon, illustrated with a heart, to get to a screen offering suggestions of bands and albums based on the choices you made whilst setting up Apple Music. These suggestions are playlists and albums. Tap one, then choose a track or an album to play. The music is then streamed to your iPhone.



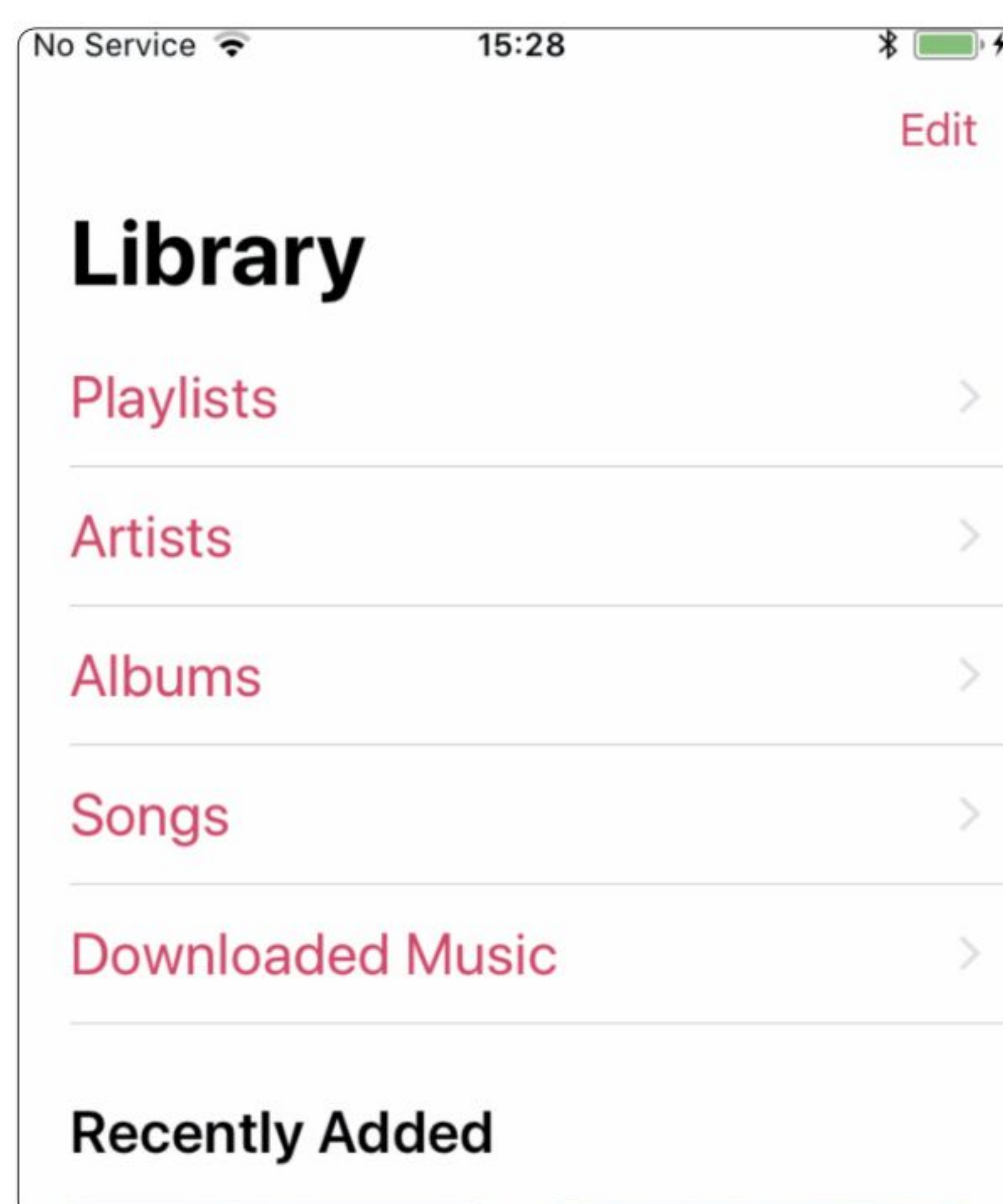
2 Having chosen an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle to play them in a random order. Tap the Three-dots icon and then the Heart icon to identify it as one of your favourites. This improves the Music app's later suggestions.



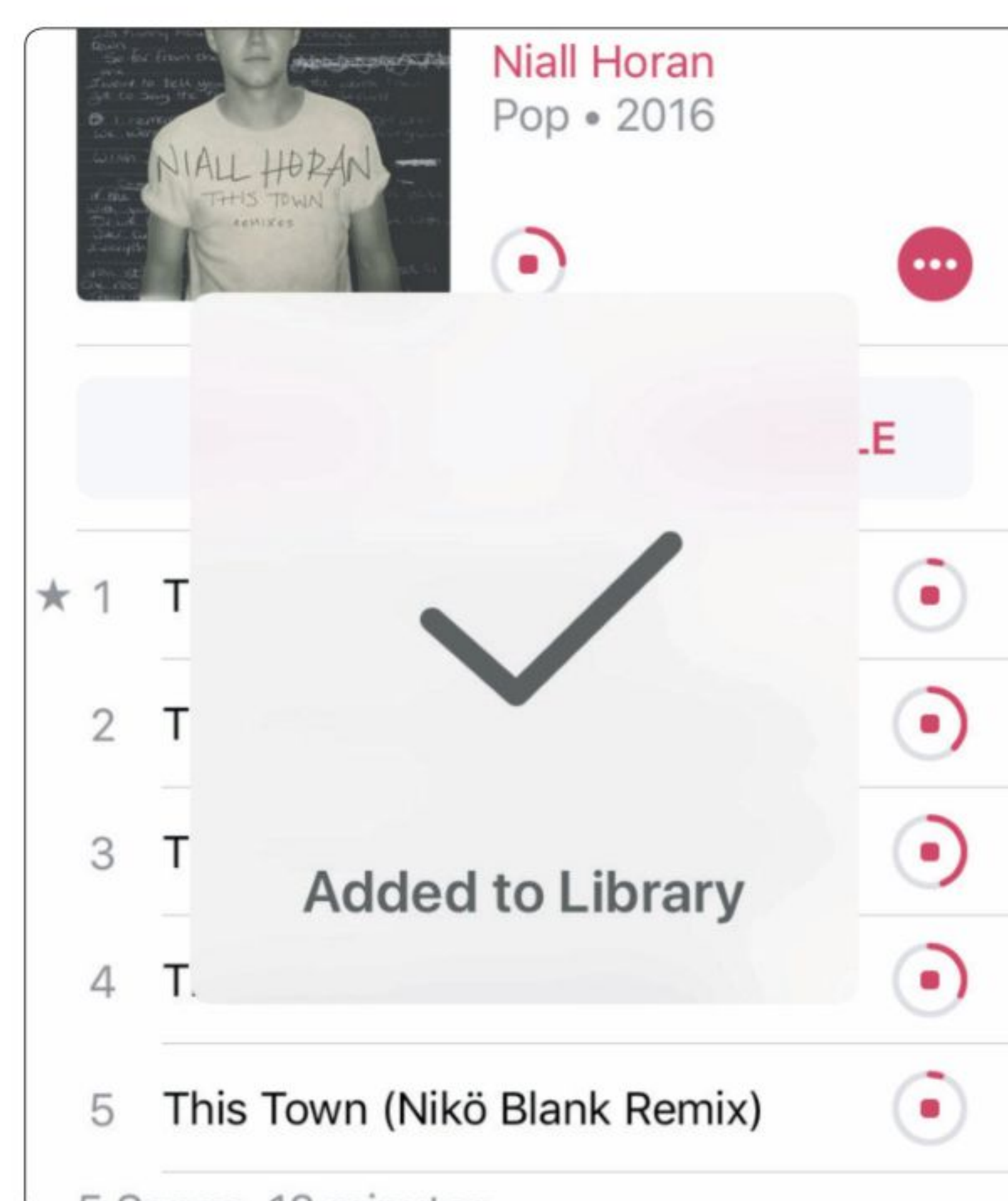
3 The ubiquitous Share button is also found by tapping the Three-dots icon. Use it and you're given the opportunity to share a link by AirDrop, Message, Twitter, Facebook, Mail and more. You can tap the track currently playing and then the Three-dots icon to share an individual song too.



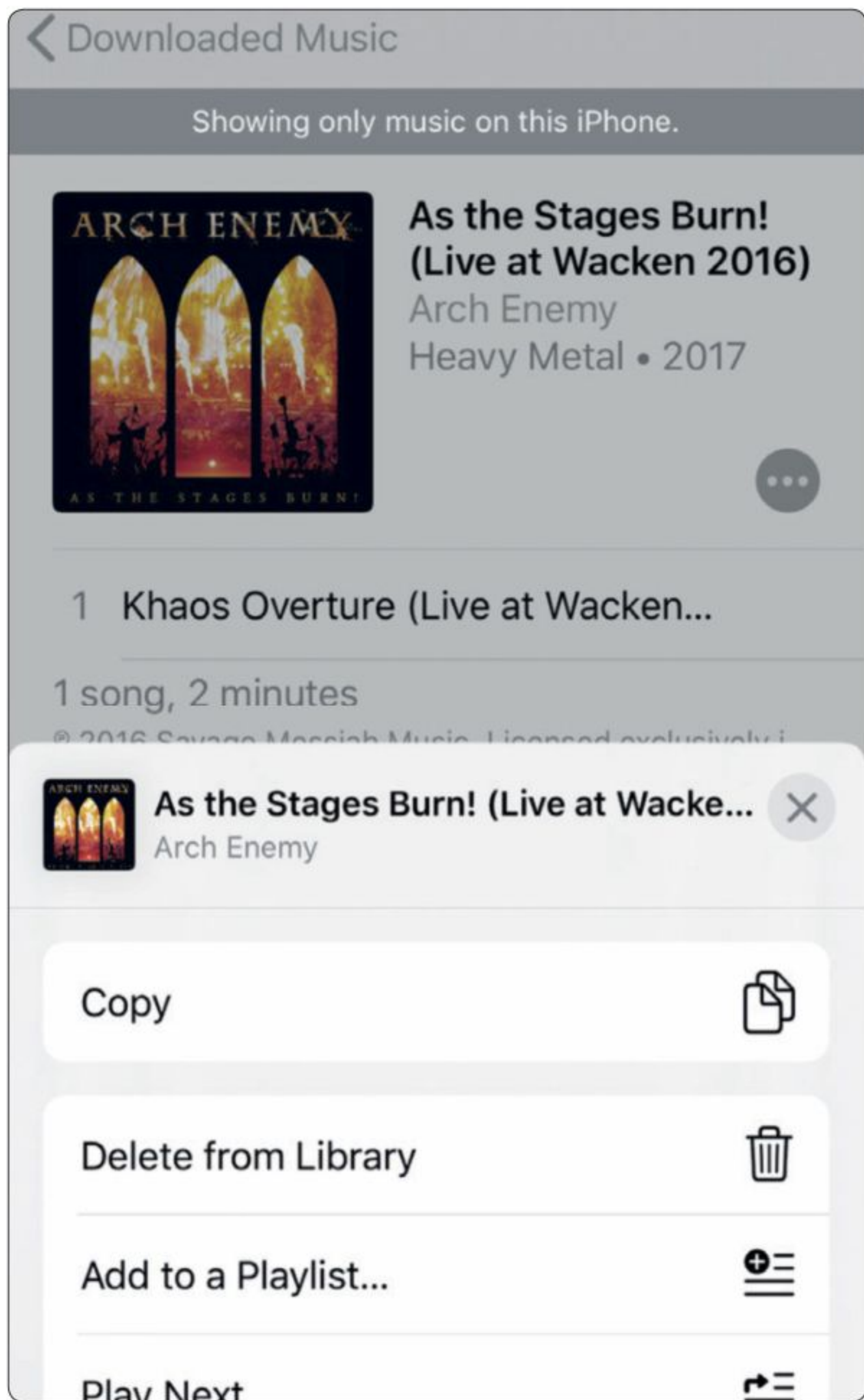
4 Tap on the name of an artist to get to their home page, which offers more information. Use the Three-dots icon on this page to get to this pop-up window. From here, you can copy the link to the artist's Apple Music page, create a station based on their music, and share that artist using the usual options.



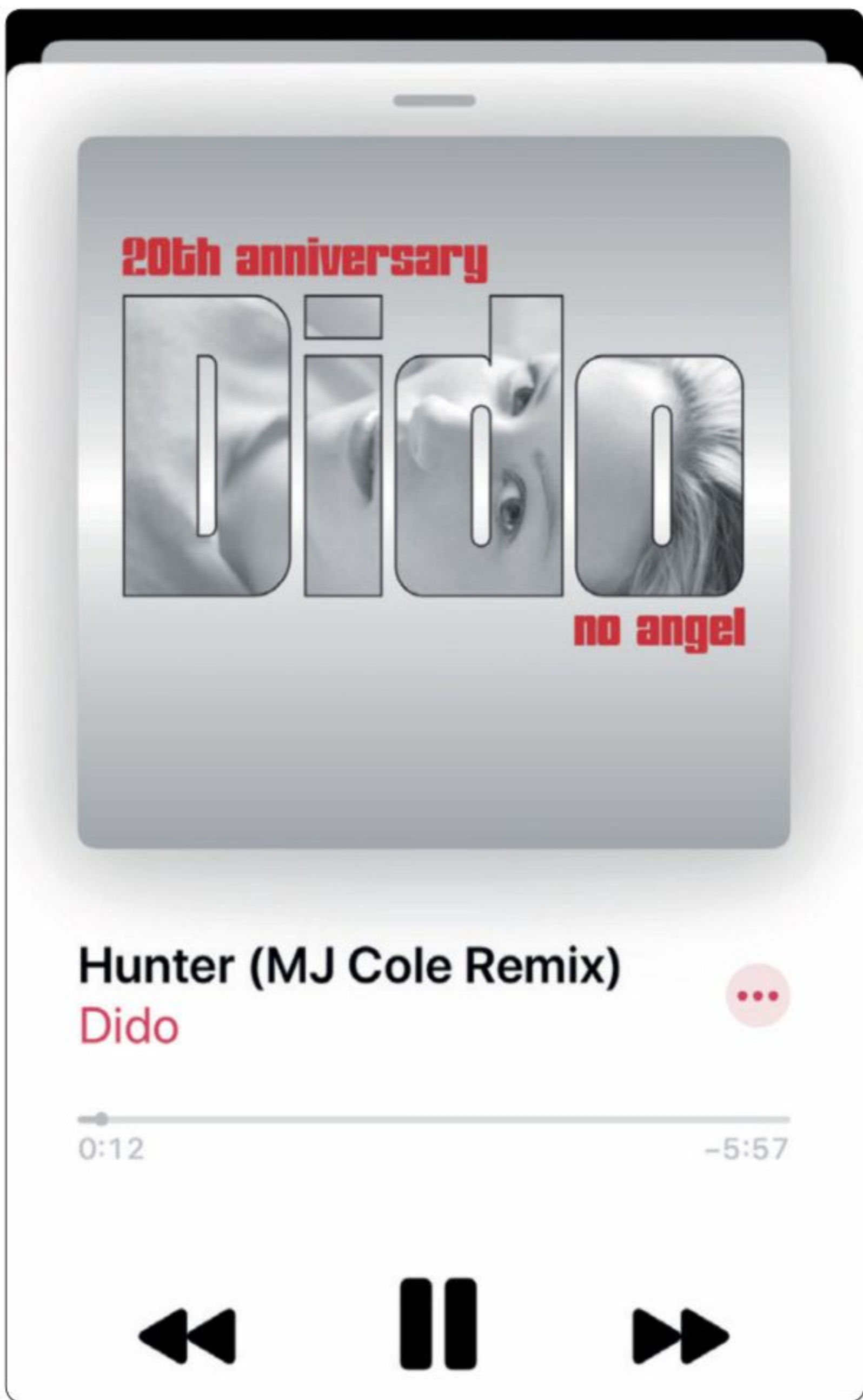
5 All your own music, whether ripped from your CD collection, bought from iTunes or downloaded through Apple Music, is found in the Library section. Tap the Library icon to access it. You can have your music collection ordered according to artists, albums, songs and more. Just follow the links.



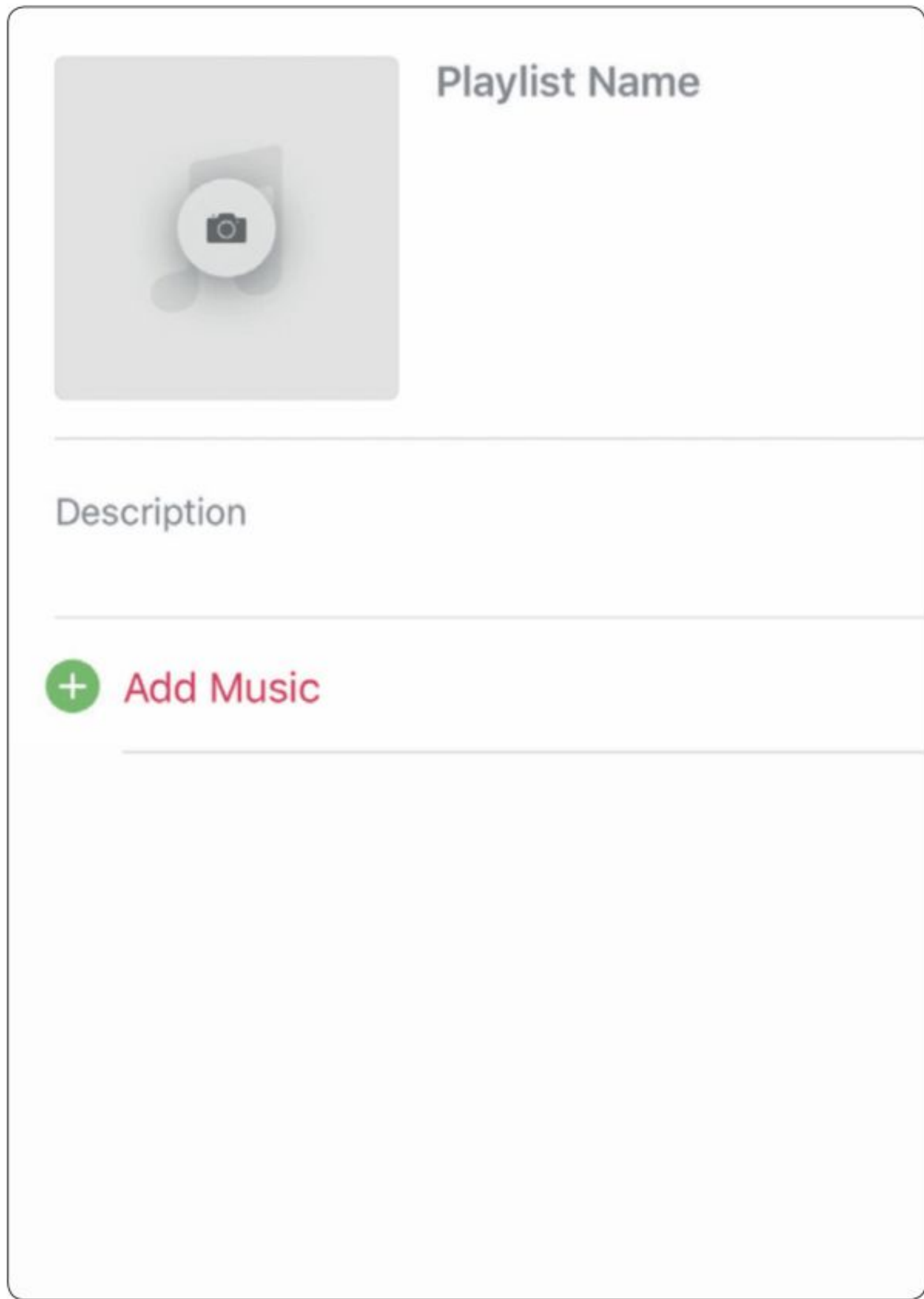
6 You can download music for offline listening. To add an album, tap the Three-dots icon, then Add to Library. The album is downloaded to your iPhone. To play it tap Library, then Downloaded Music. If you cancel your Apple Music subscription, this music is lost and can no longer be played.



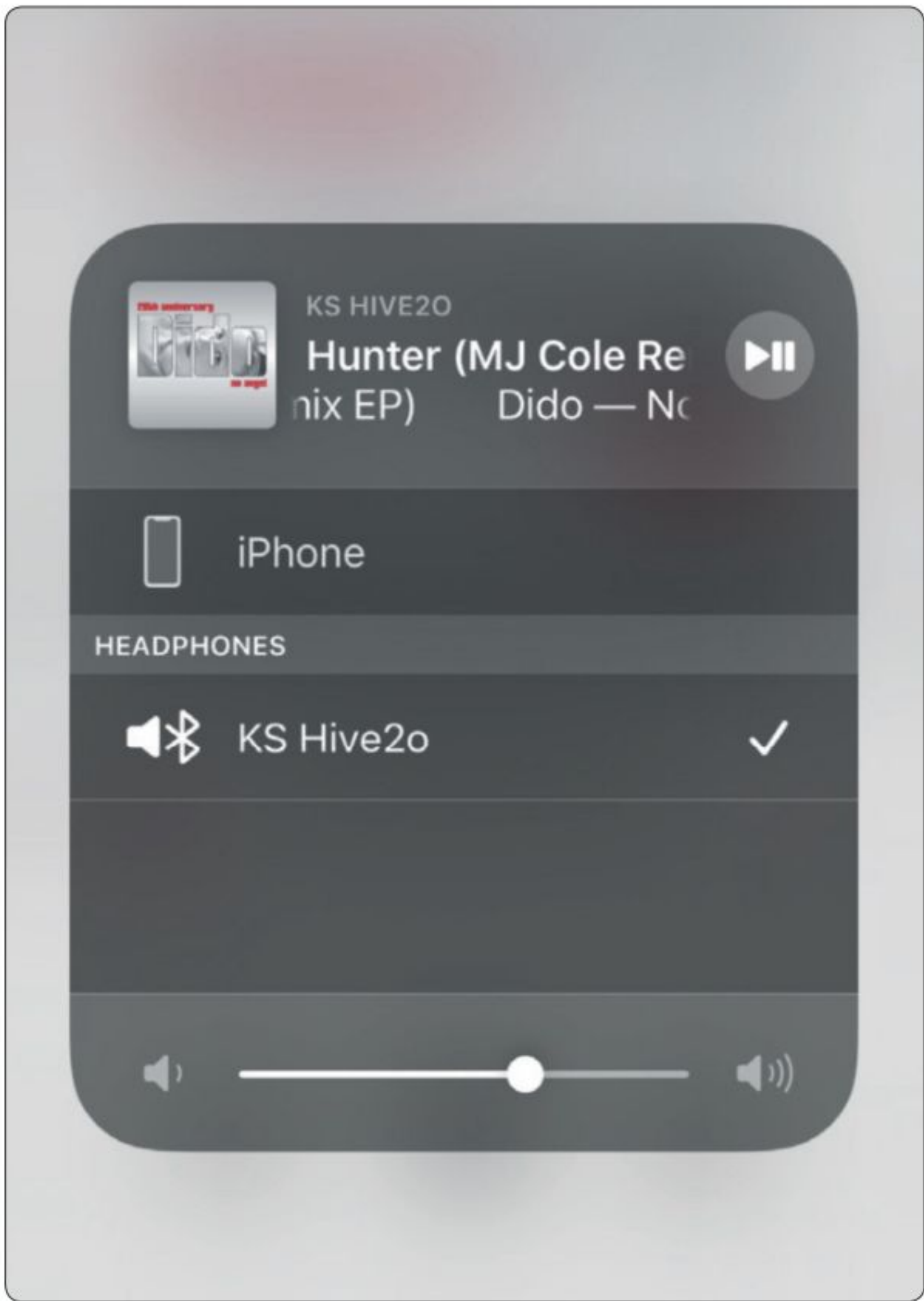
7 The tracks are downloaded to your iPhone as shown. To remove them, go to Library > Downloaded Music and open the album or track in question, then tap the Three-dots icon. At the top of the pop-up window is the Delete from Library link. Tap it and the songs go.



8 Throughout the app, the mini-player sits above the icons at the foot of the screen. Tap it to open this full-sized play screen. The three icons at the bottom are for the song's lyrics, changing the output source and a list of what songs are playing next.

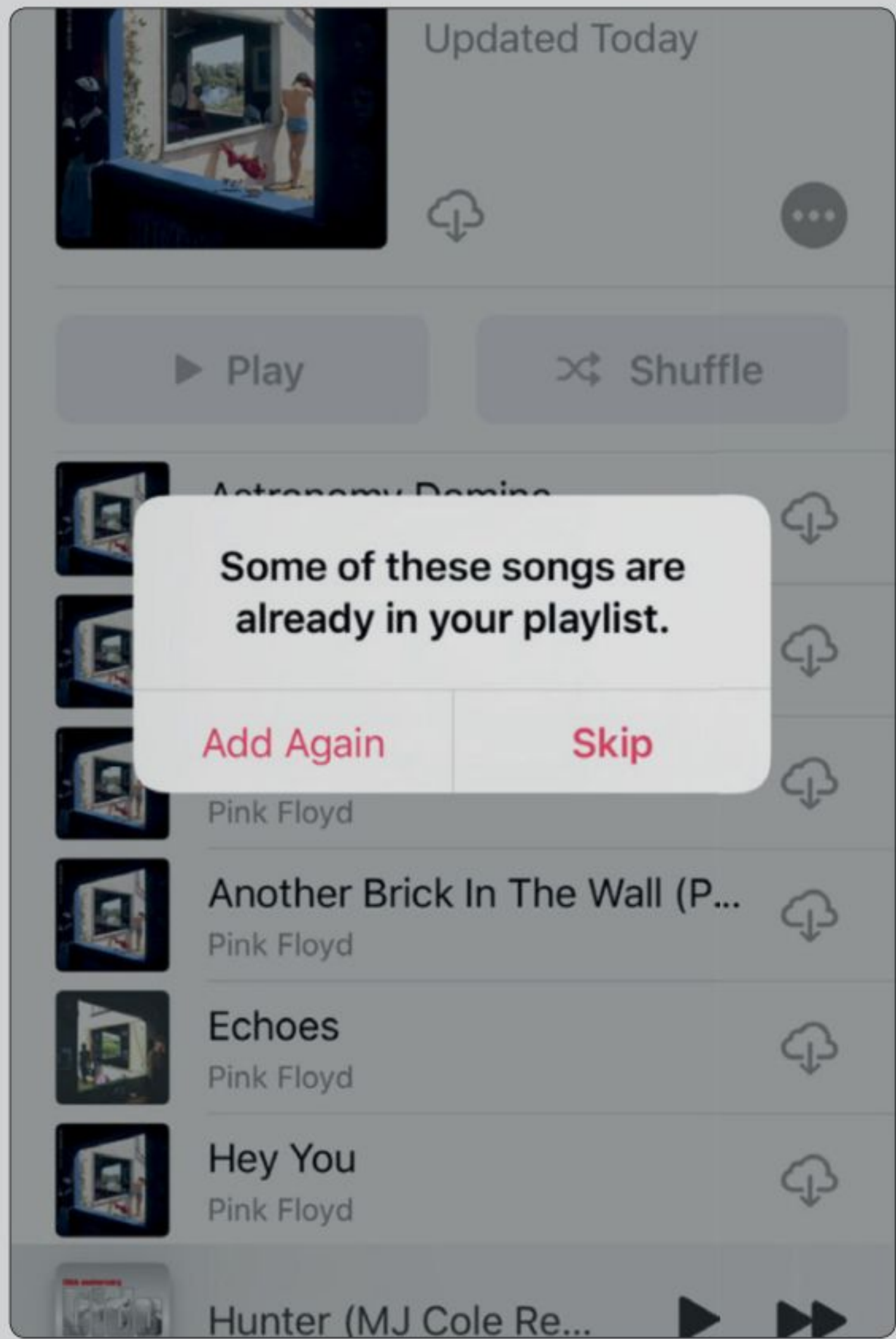


9 To create a playlist, go to Library and tap Playlists at the top of the screen. Tap New Playlist, then add a title and description; if you wish, add a picture by tapping the Camera icon. You can then add songs from your library by tapping the Add Songs link. Then use the plus sign next to tracks you want to add.



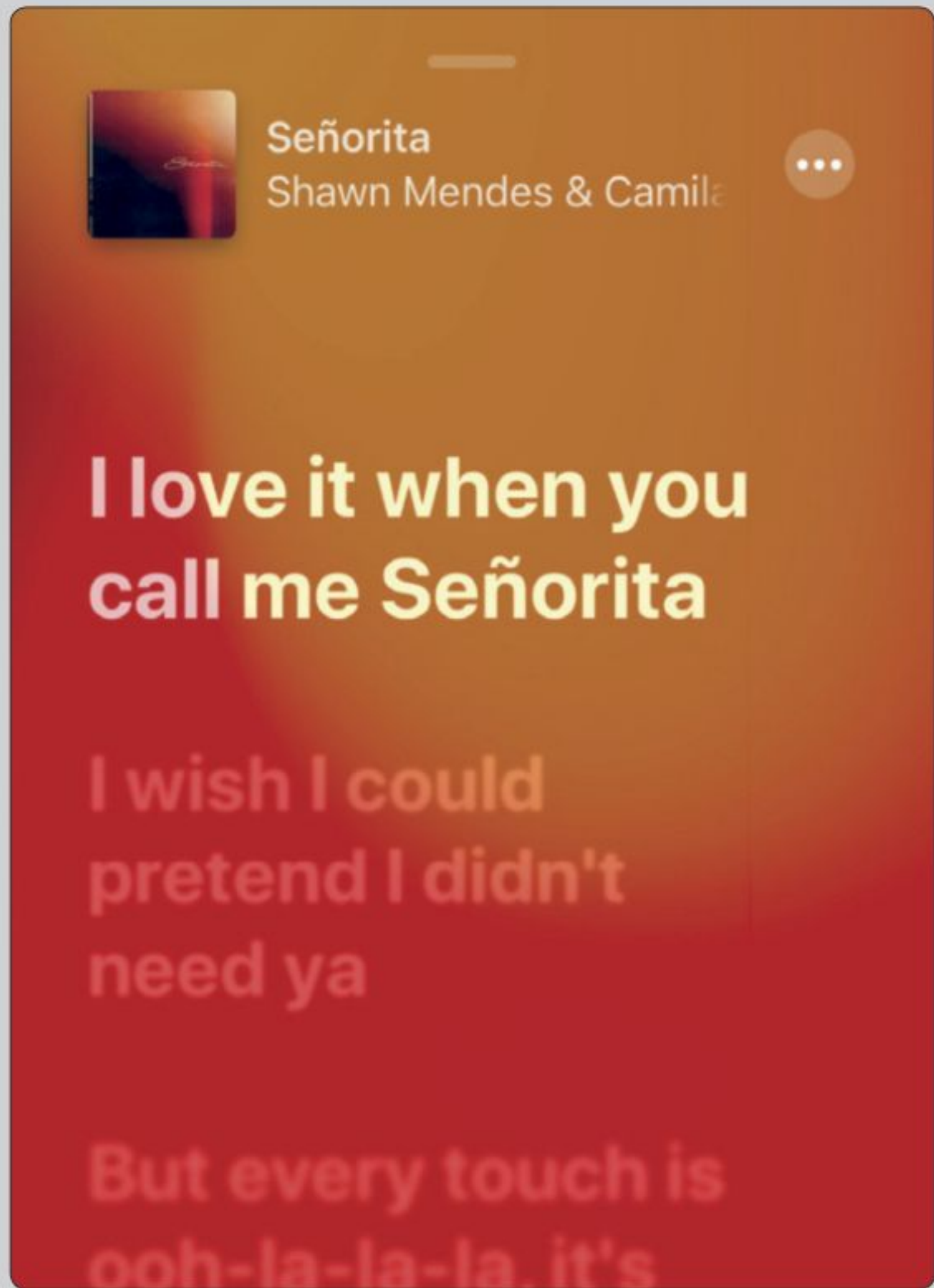
10 To change the output source for your music (that is, what you're listening to it through), open the Control Centre and tap and hold the audio controls. Tap the icon in the top right of the next window. You can choose between your iPhone's speakers and connected headphones or speakers.

New in iOS 13.



Duplicate song warning

If you attempt to add a song to a playlist when the song in question is already there, you now get a warning. You can add them again if you really want to, there's no need to do so by accident now.



Time-synced lyrics

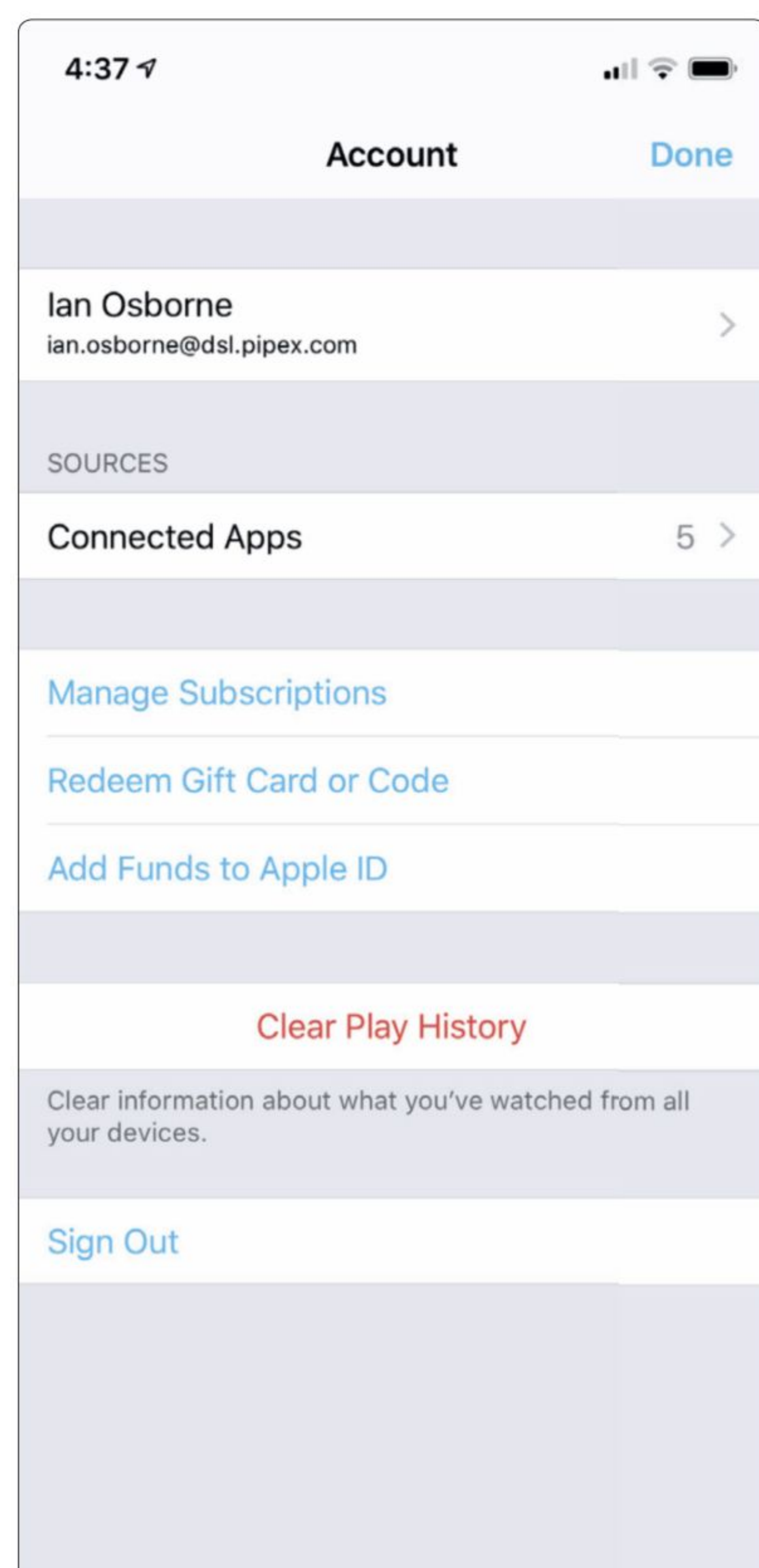
When listening to a song, tap the mini-player to get the full-screen player, and then tap the bottom left icon, the quote marks in a speech bubble. You get the lyrics, synced with the song. This feature isn't available on every track, but it's great fun for those that have it.



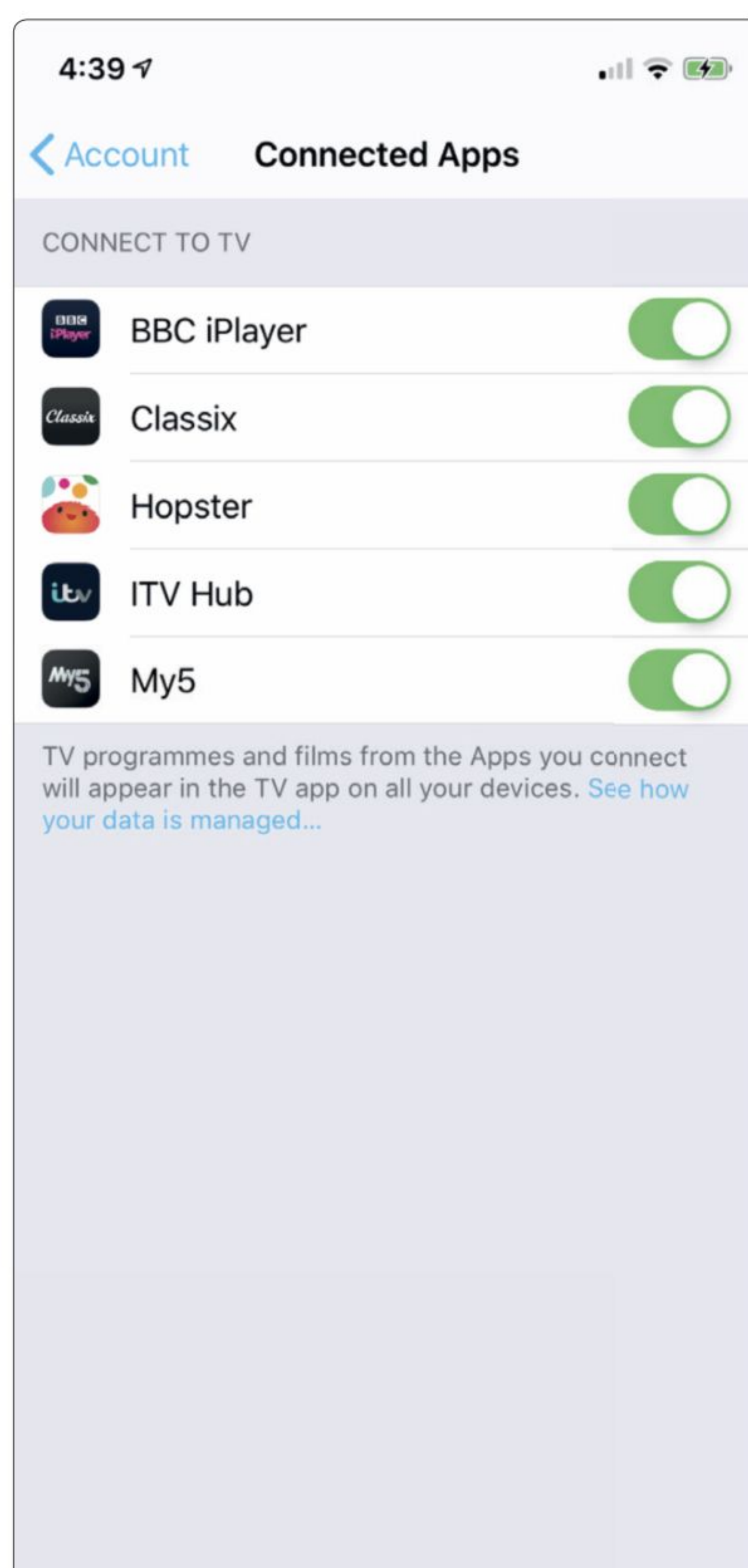
Apple TV

The TV app brings your viewing into one app, making it easier and more convenient to subscribe to third-party TV channels, and enjoy all your movies and TV shows under a single app. It also gives access to Apple's brand new TV+ service which, launched in November 2019. Here we take a look at the new app, and how to use it to watch shows on your iPhone.

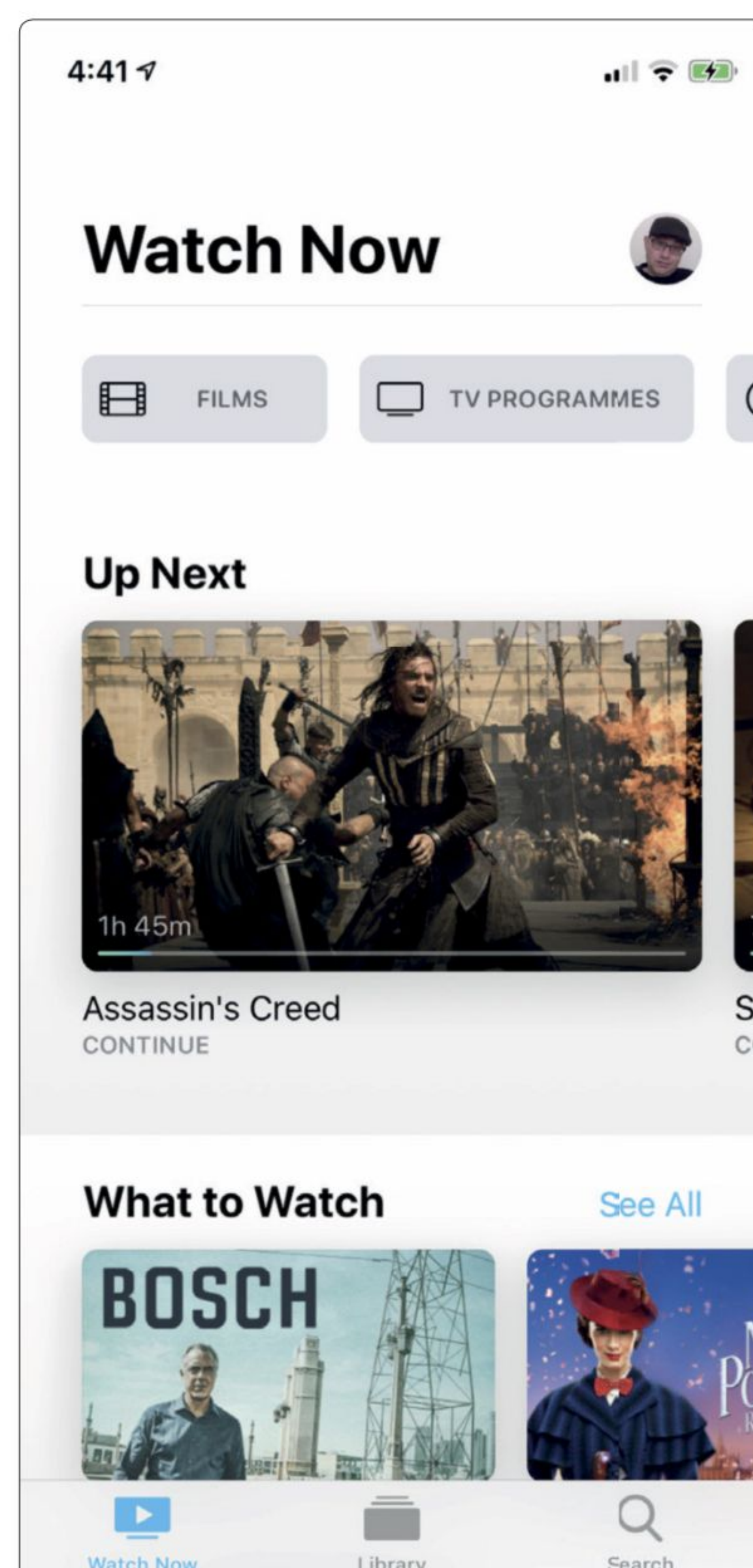
Finding and viewing TV shows



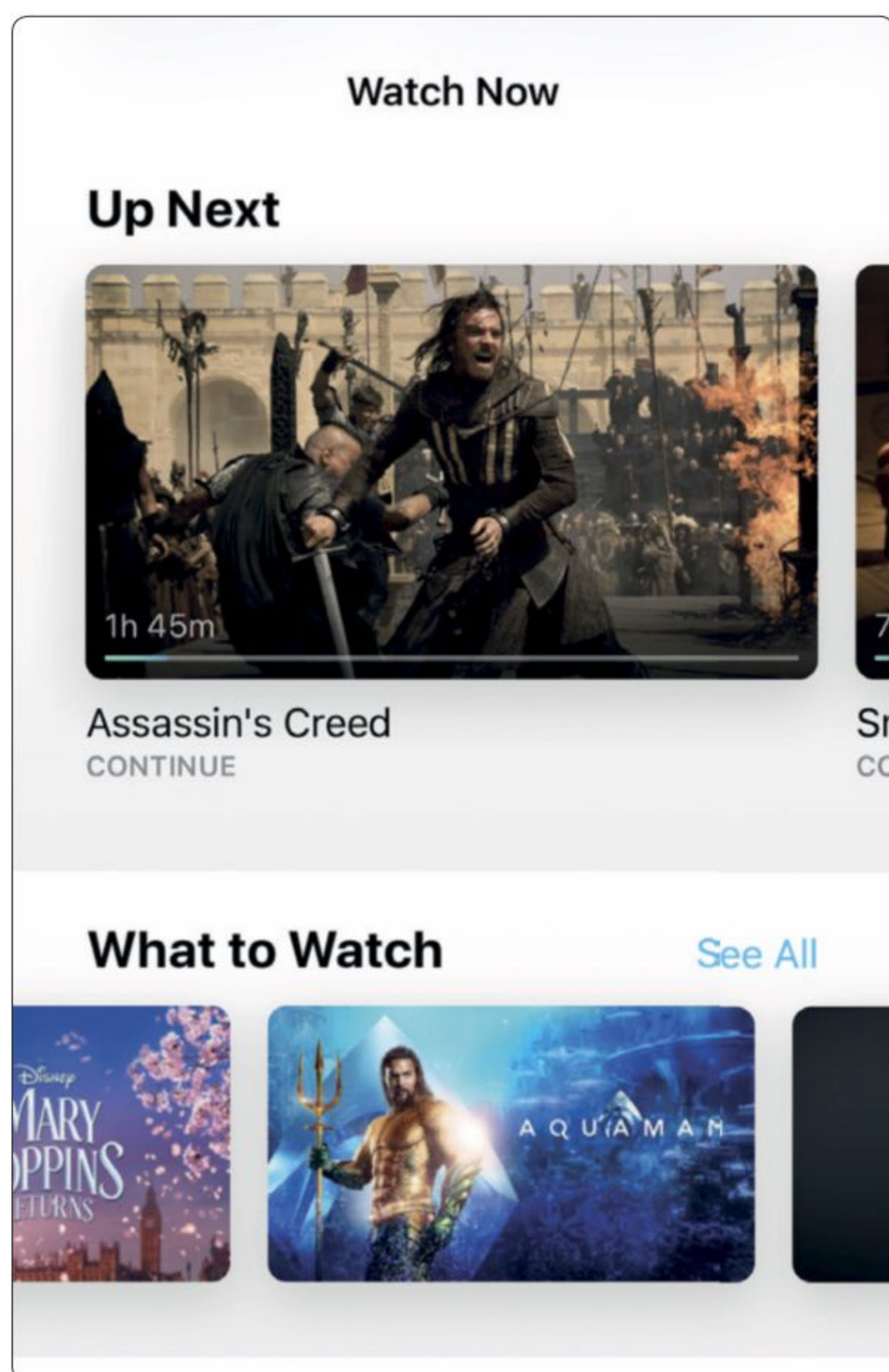
1 From the main screen, tap the top right icon for this window, from where you can manage your account (tap your name), manage services to which you've subscribed, or add funds or gift cards to your Apple account, to spend on apps and media.



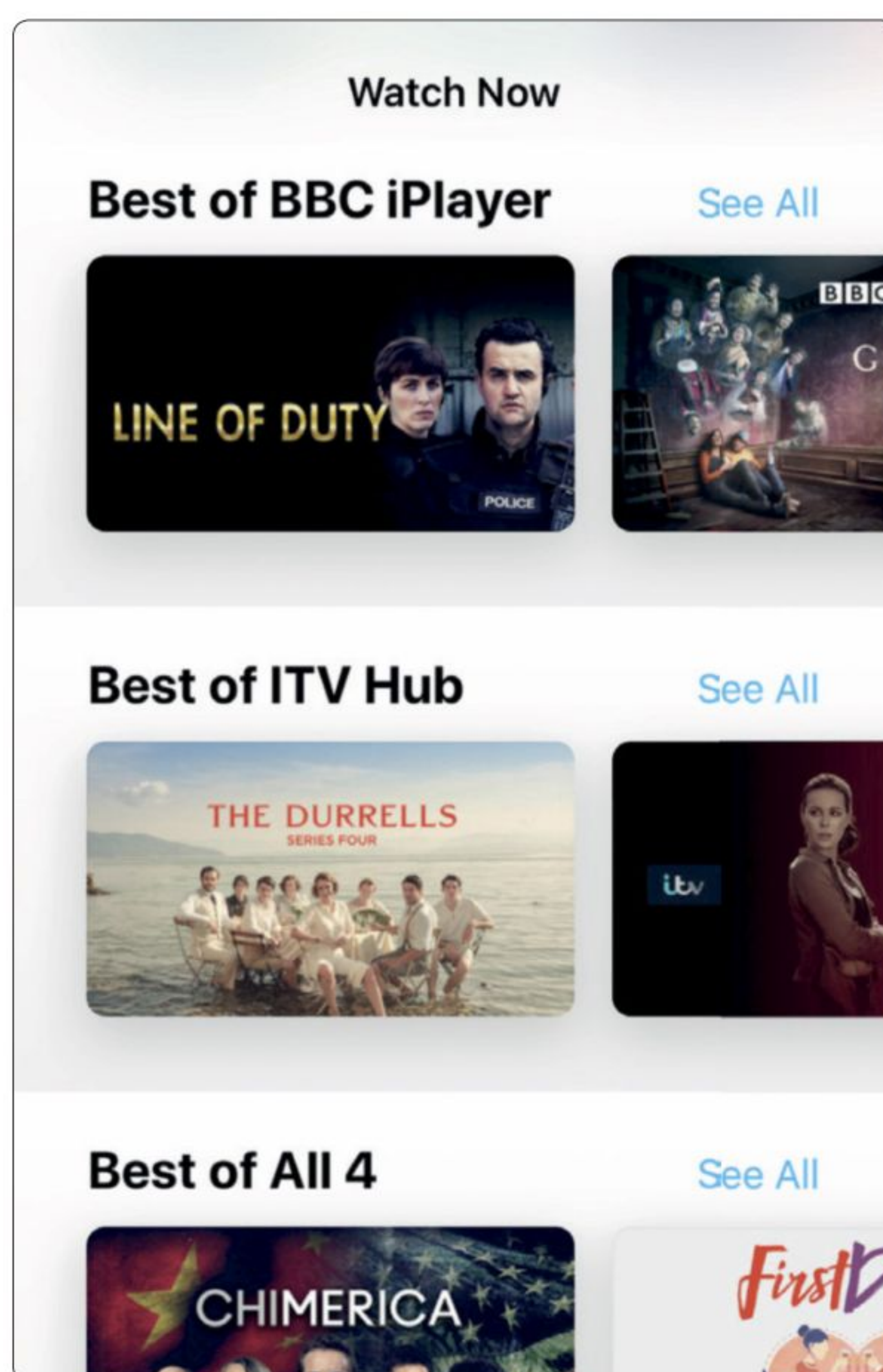
2 Tapping Connected Apps shows the TV and Catch Up apps you downloaded from the App Store, and that are linked to your TV app. Tap the switch to unlink an app and stop its content appearing in your TV app. If you don't have any, download some now.



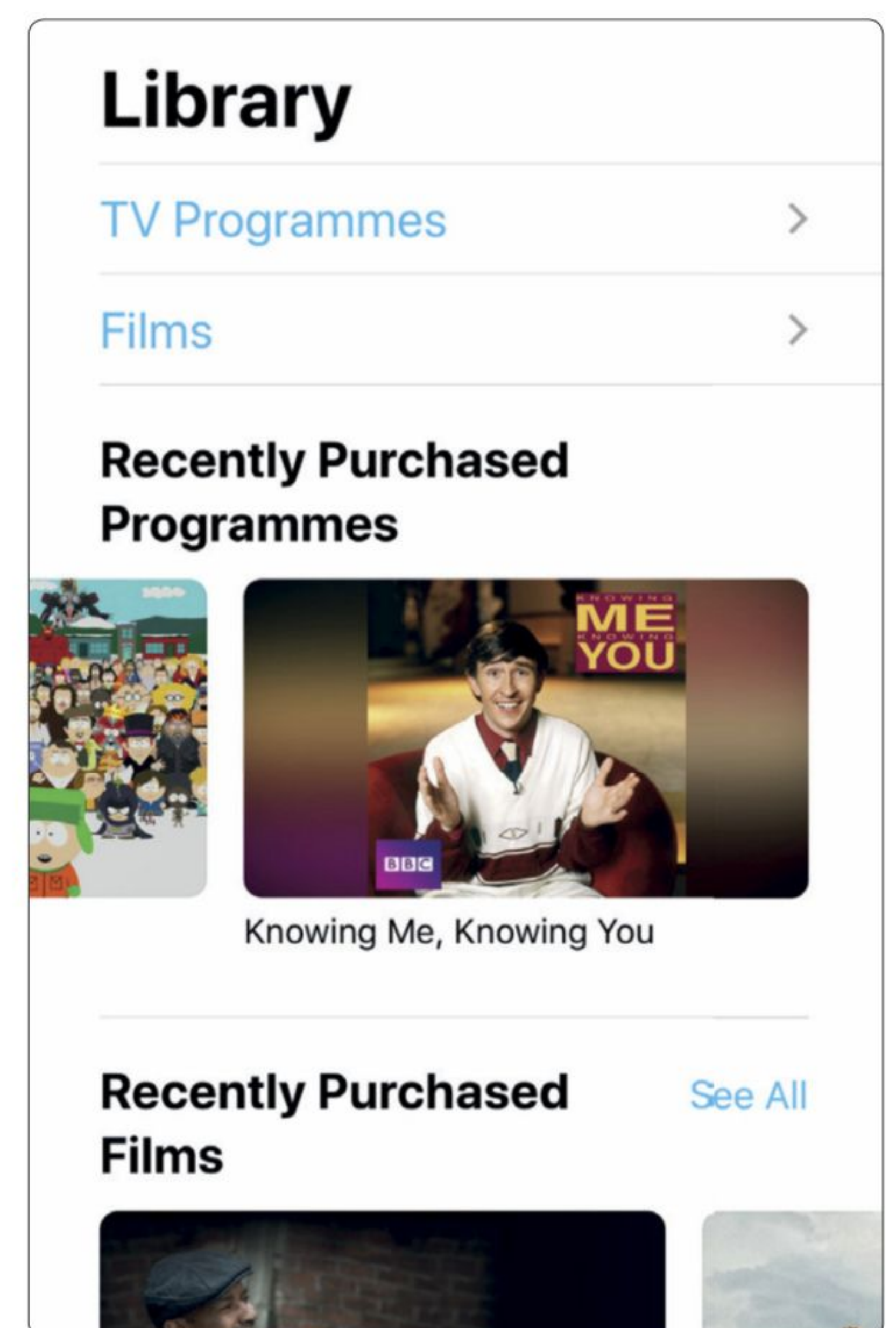
3 Tap Accounts in the top left corner to go back to the previous window. Then tap Done, in the top right corner, to get to here. This is Watch Now, the TV app's main page. Use the tabs at the top if you wish to focus solely on Films, TV, or Kids shows.



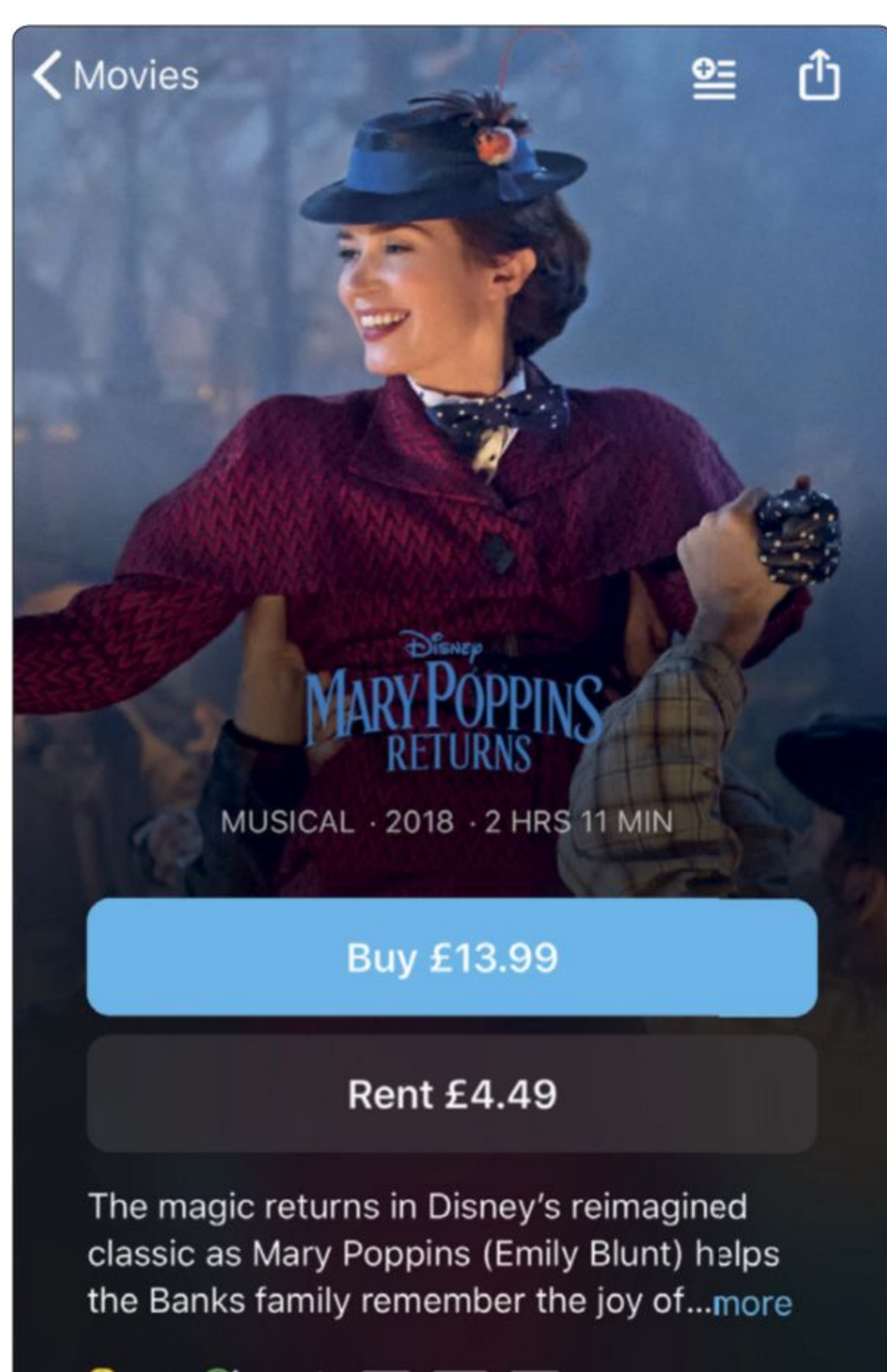
4 On the Watch Now screen, shows are arranged in rows. Scroll them left and right for more. Up Next, offers programmes and series you're part way through watching and content you've recently bought. What to Watch, is suggestions based on past viewings.



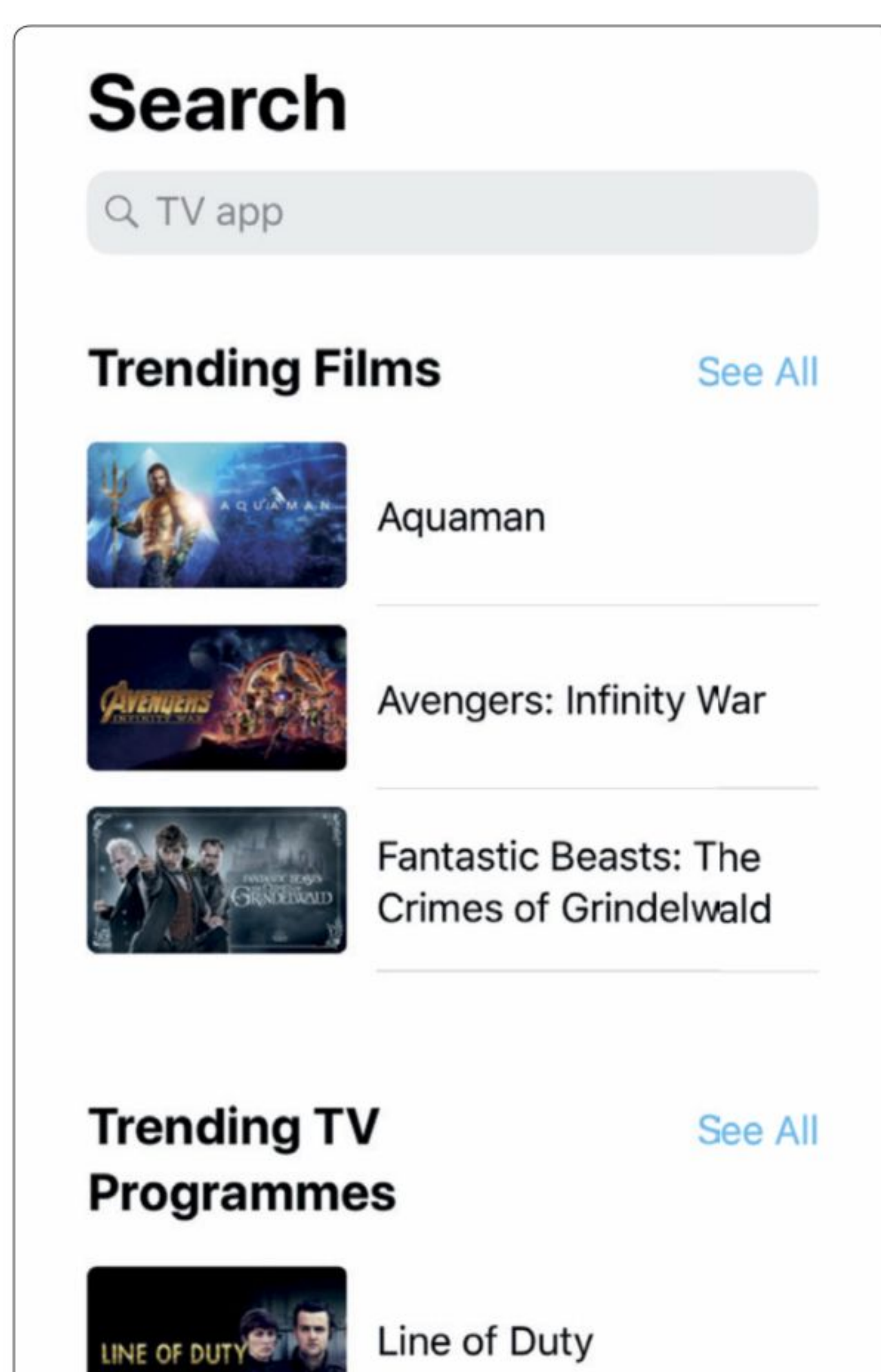
5 Scroll the Watch Now page further up for content deemed the best of the apps you have linked to your TV app. You can watch them here instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



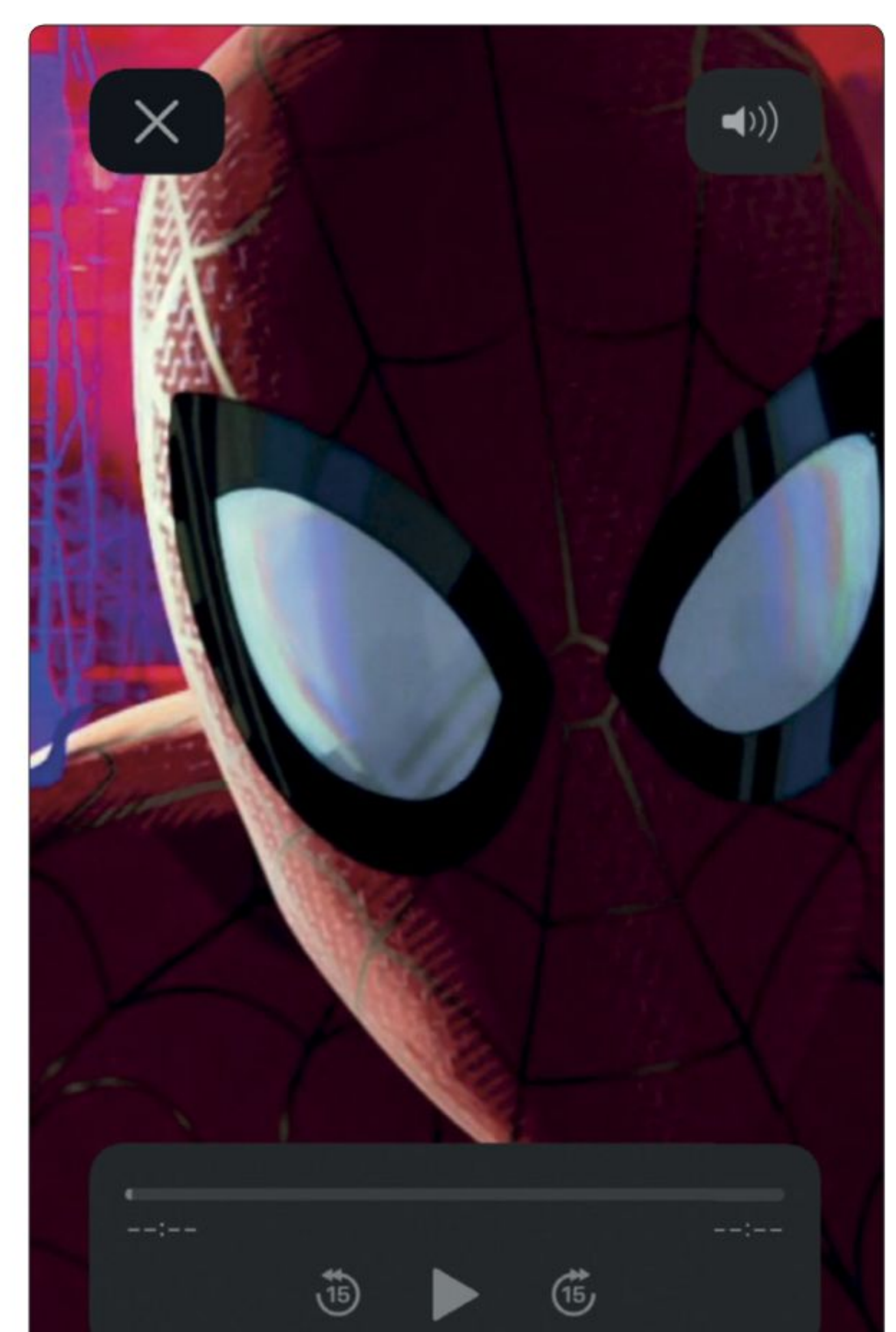
6 Tap Library at the foot of the screen to see shows you've bought and/or downloaded. You can restrict this page to display content according to its genre, when it was bought, or just TV shows or films. Tap a show or movie to watch it on your iPhone.



7 You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent it, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



8 Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you should soon find what you're looking for.



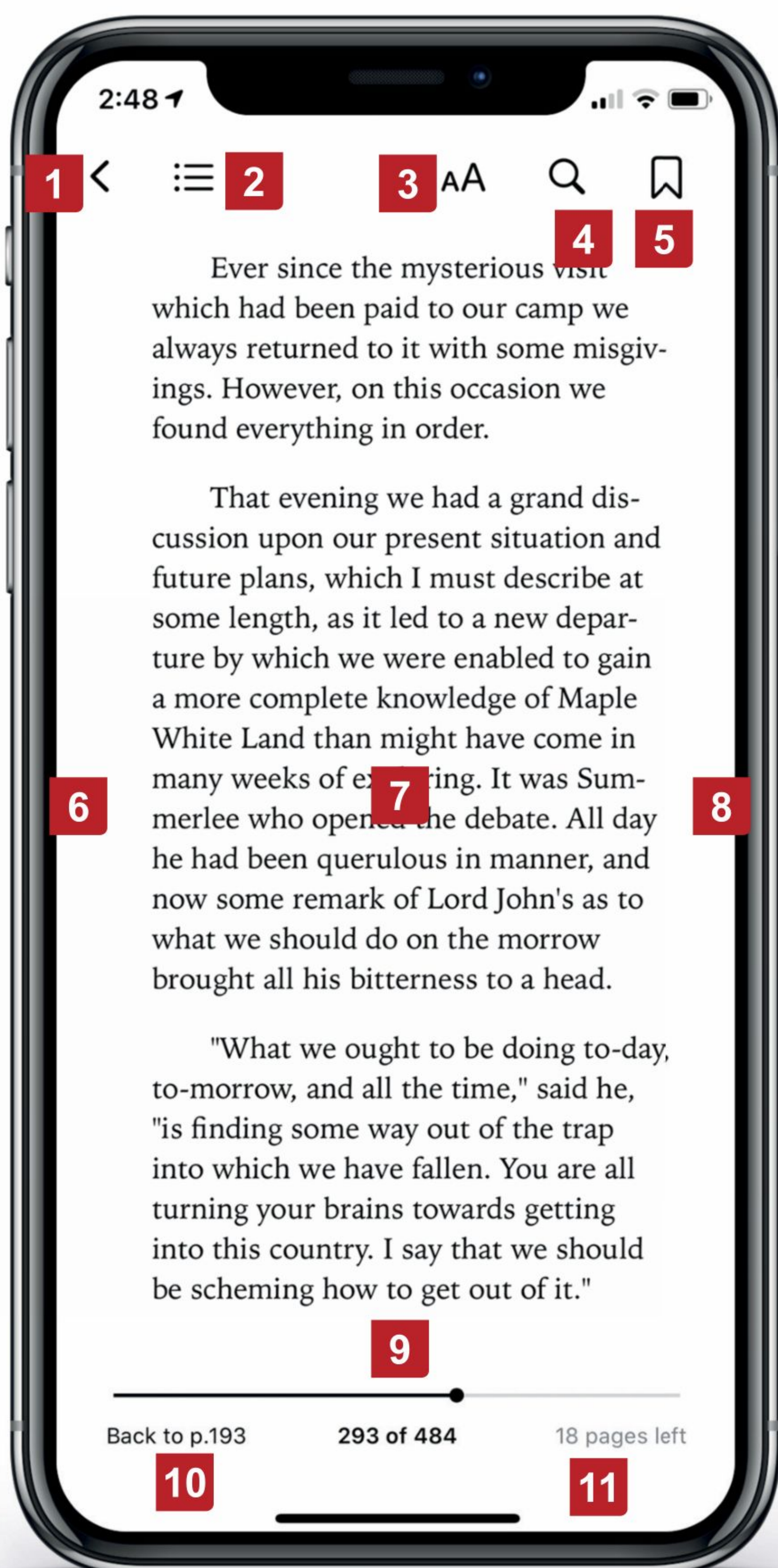
9 When you are watching a show or movie, tap the screen to bring up the controls. The X button in the top left corner closes the video; top right lets you set the volume. At the bottom are controls for play/pause and to skip 15 seconds forward or backward.



Books

The Books app turns your iPhone into a fully featured eBook reader. You can buy new eBooks directly from the Books app, read them on your iPhone, bookmark pages, make notes and even add PDF documents.

Books in Focus



1 Tap the chevron to close the a book and go back to your eBooks library. When you open the book again, it's on the last page you viewed.

2 This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.

3 Tap here for a pop-up window that lets you change the font and font size, adjust the brightness, change the page colour, set the text to scroll up and down rather than turn pages like a physical book, and toggle the automatic Night Theme option.

4 Tap here to search for a word, phrase or page number in the book you currently have open.

5 Tap here to place or remove a bookmark. The book stays open at the last page you read when you close the app, so there's no need to bookmark for this purpose.

6 Tap on the left side of the iPhone's screen to go back to the previous page in the book you're currently reading.

7 Tap the middle part of the screen to show or hide the on-screen controls.

8 Tap the right side of the screen to go forward to the next page.

9 This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter. With picture books, this scroll bar gives previews of the pages too.

10 After scrolling through the pages using the slider, this link takes you back to the last open page you looked at beforehand.

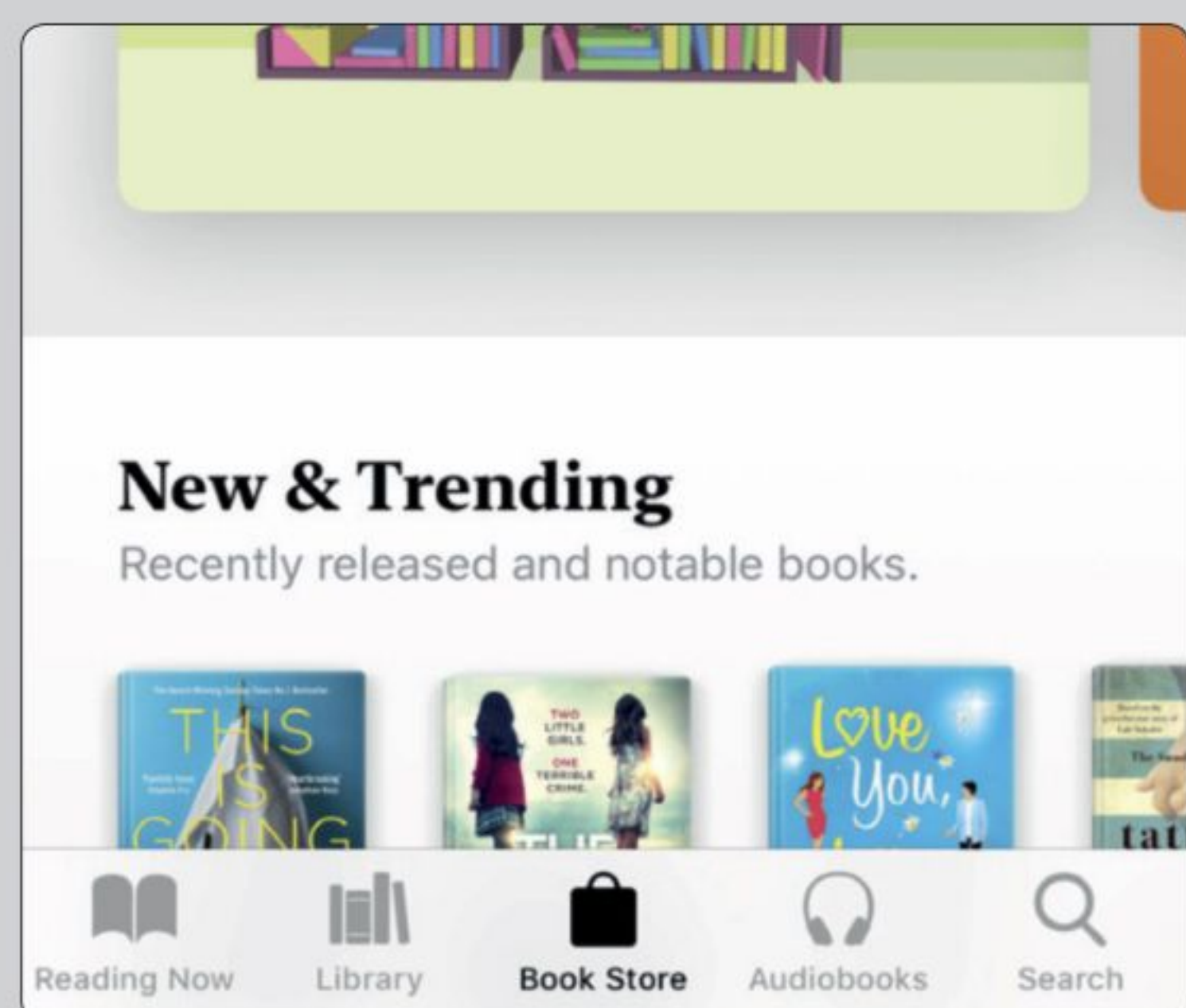
11 This is the number of pages remaining in the current chapter.

Adding PDFs.

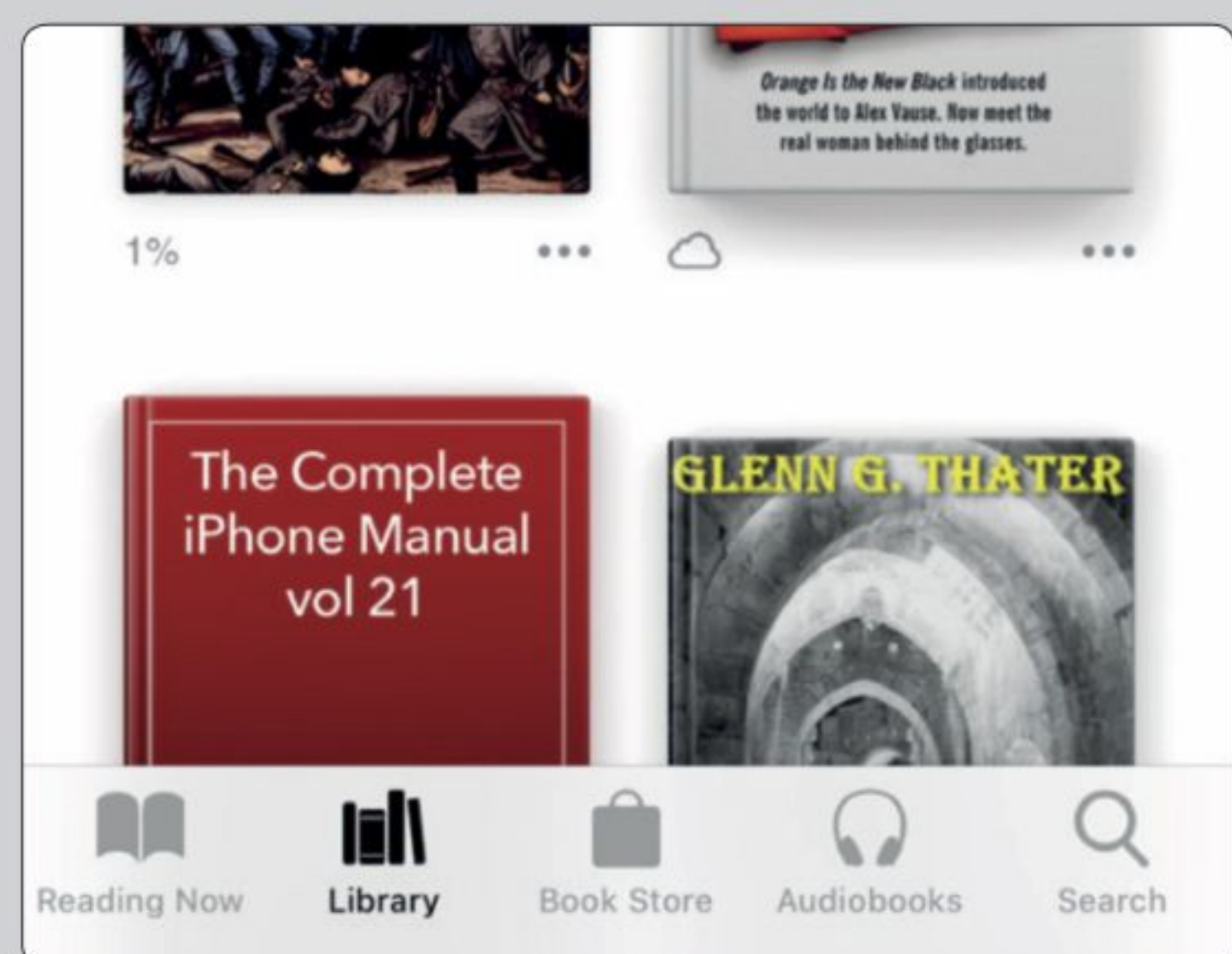
You can add PDFs to the Books app. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon then tap Copy to Books.

Buying books.

You can buy your digital books directly through the Books app and download them to your iPhone. When they are there, you can browse your library, read your books and delete those you’ve finished to save space.

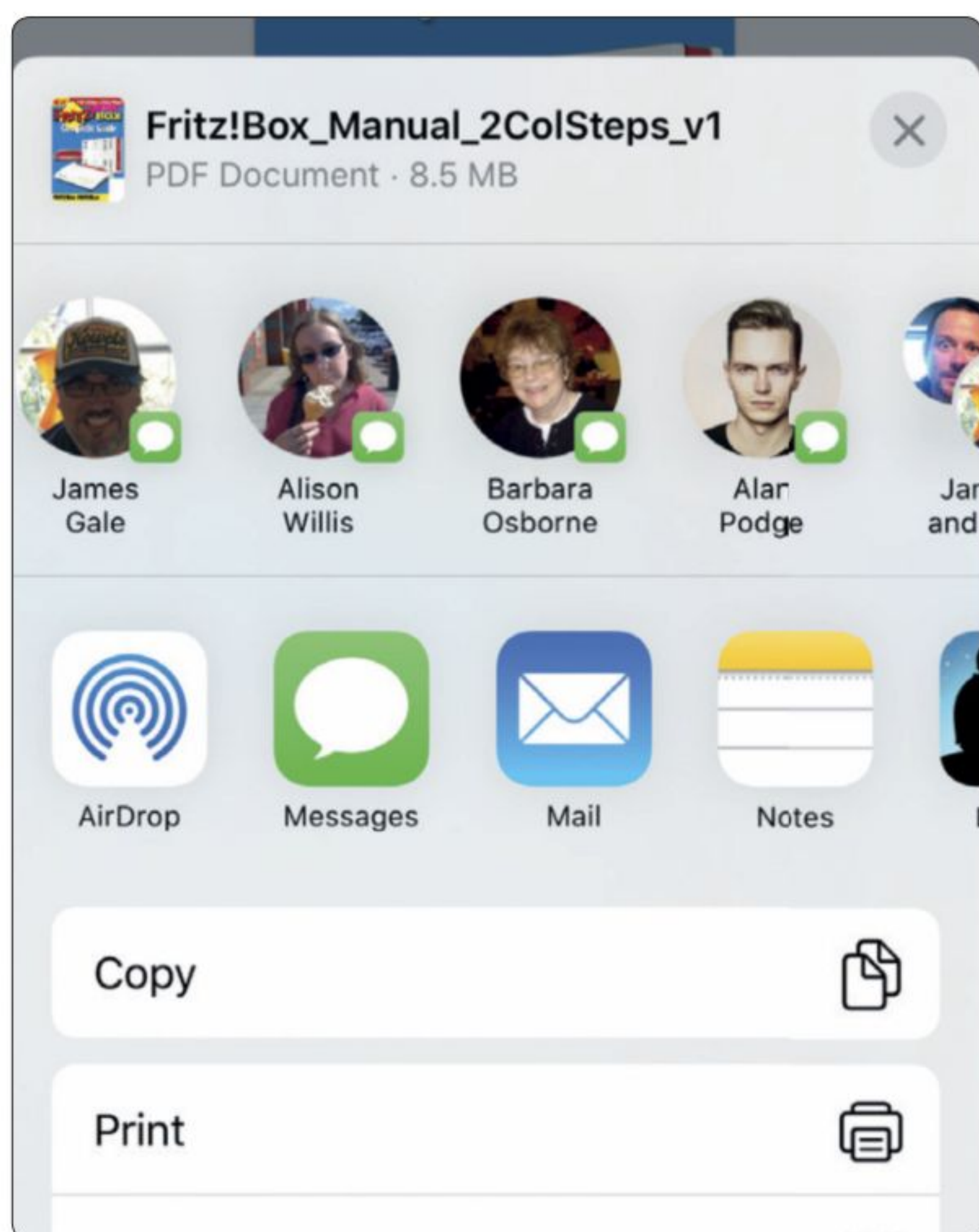


To buy digital books, open the Books app and tap Book Store at the foot of the screen to see titles listed under categories such as Staff Picks, recommendations For You, New & Trending and more. Tap the Browse icon (top right) for a new screen which lets you look at specific genres. Search for authors and titles using the search field. To buy a book, tap on it, then the price, then Buy Book. Tap Sample for a free taster. Sign into iTunes if requested.



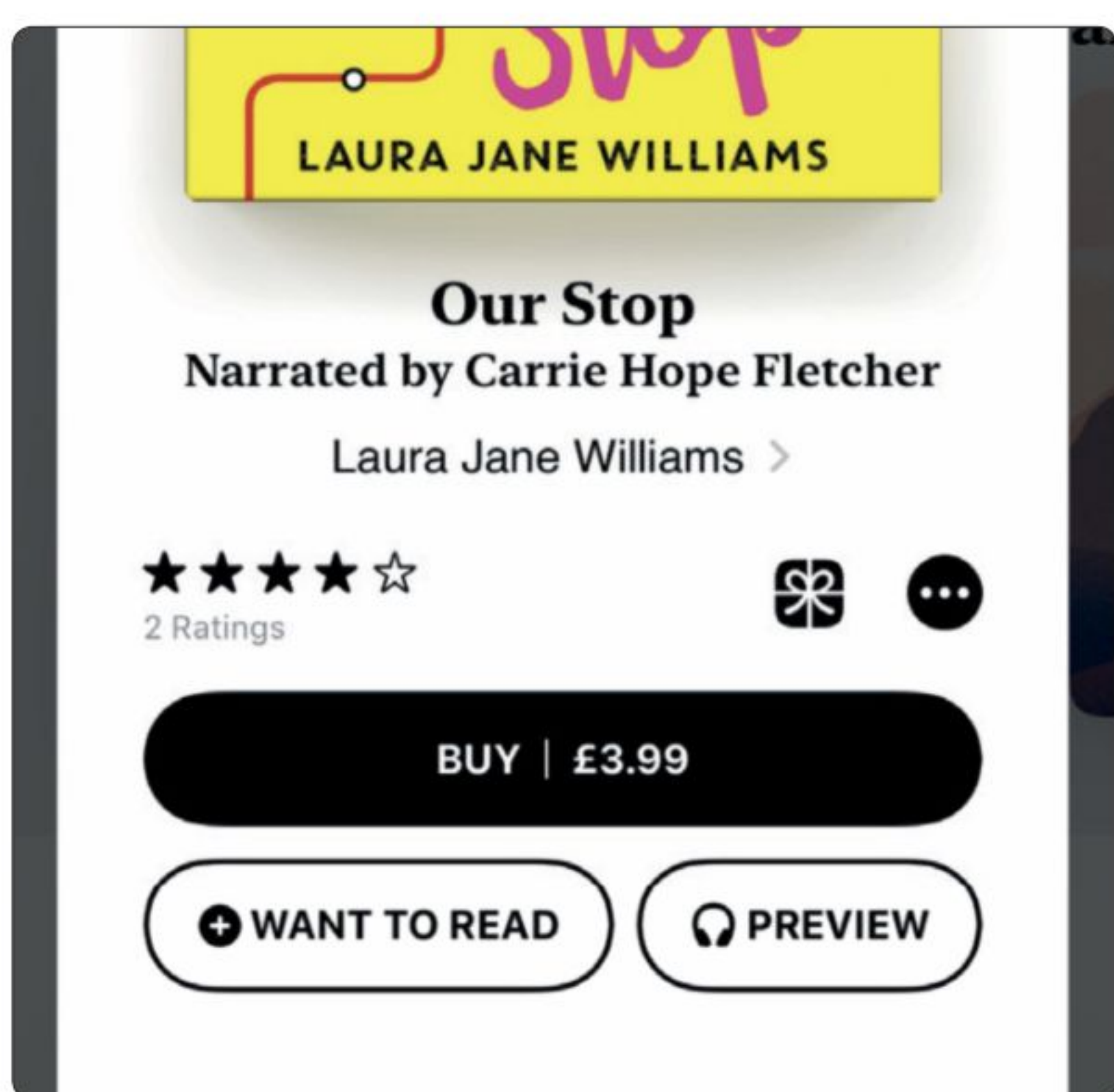
Tap Library at the foot of the screen to go to your library. Open a book by tapping on it. Tap on Collections at the top for a new page that lets you filter your library. Tap the icon on the right above the books to switch between list and cover view. To remove books, tap Edit (top right), tap a book or books, then tap the Dustbin icon. Books you bought but don’t have on your iPhone are marked by a cloud. Tap it to download again; you won’t pay twice.

More Books features



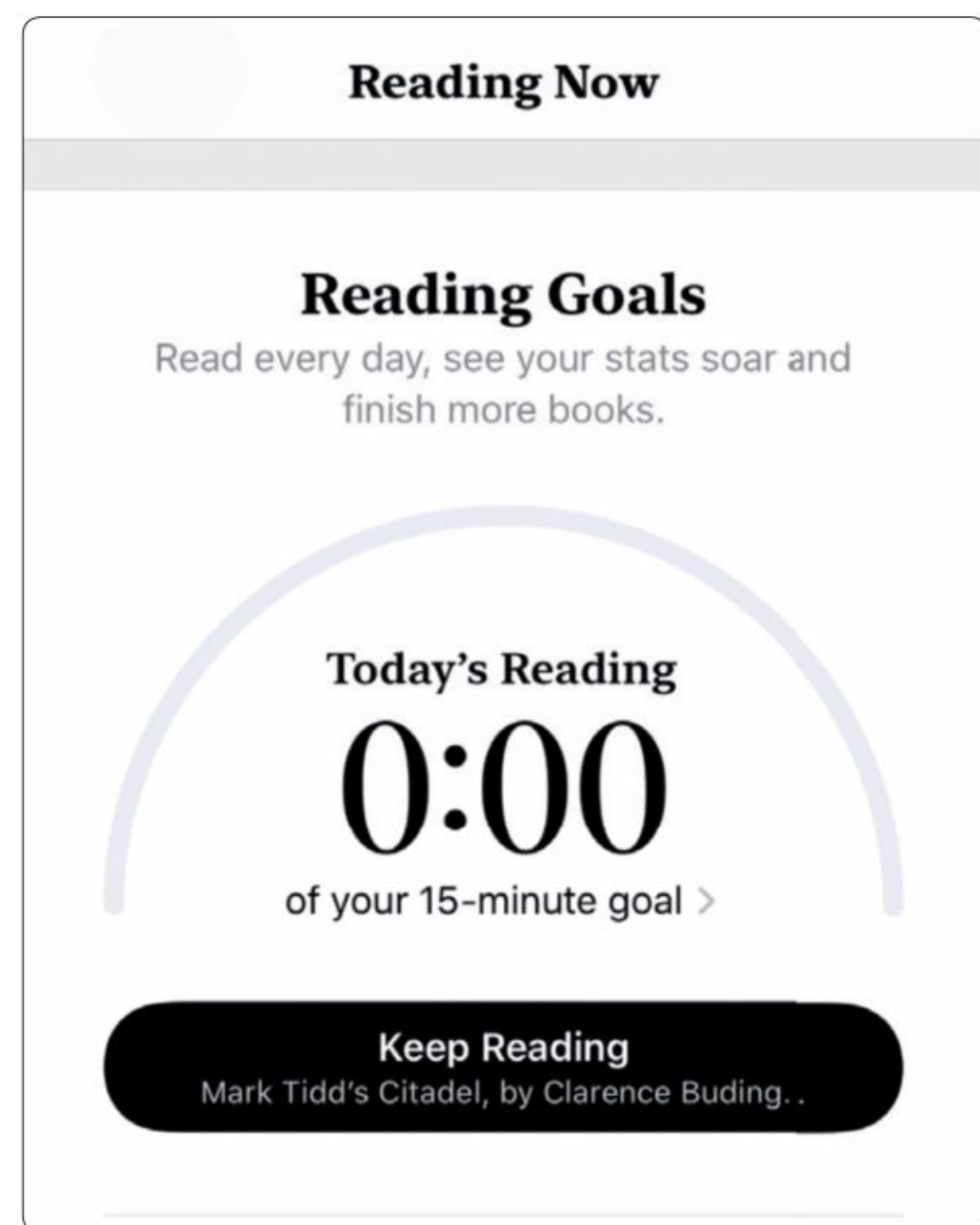
Adding PDFs

You can add PDFs to your iPhone, and read them in the Books app. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner, and in the Share window, tap Copy to Books. On a Mac, you can add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.



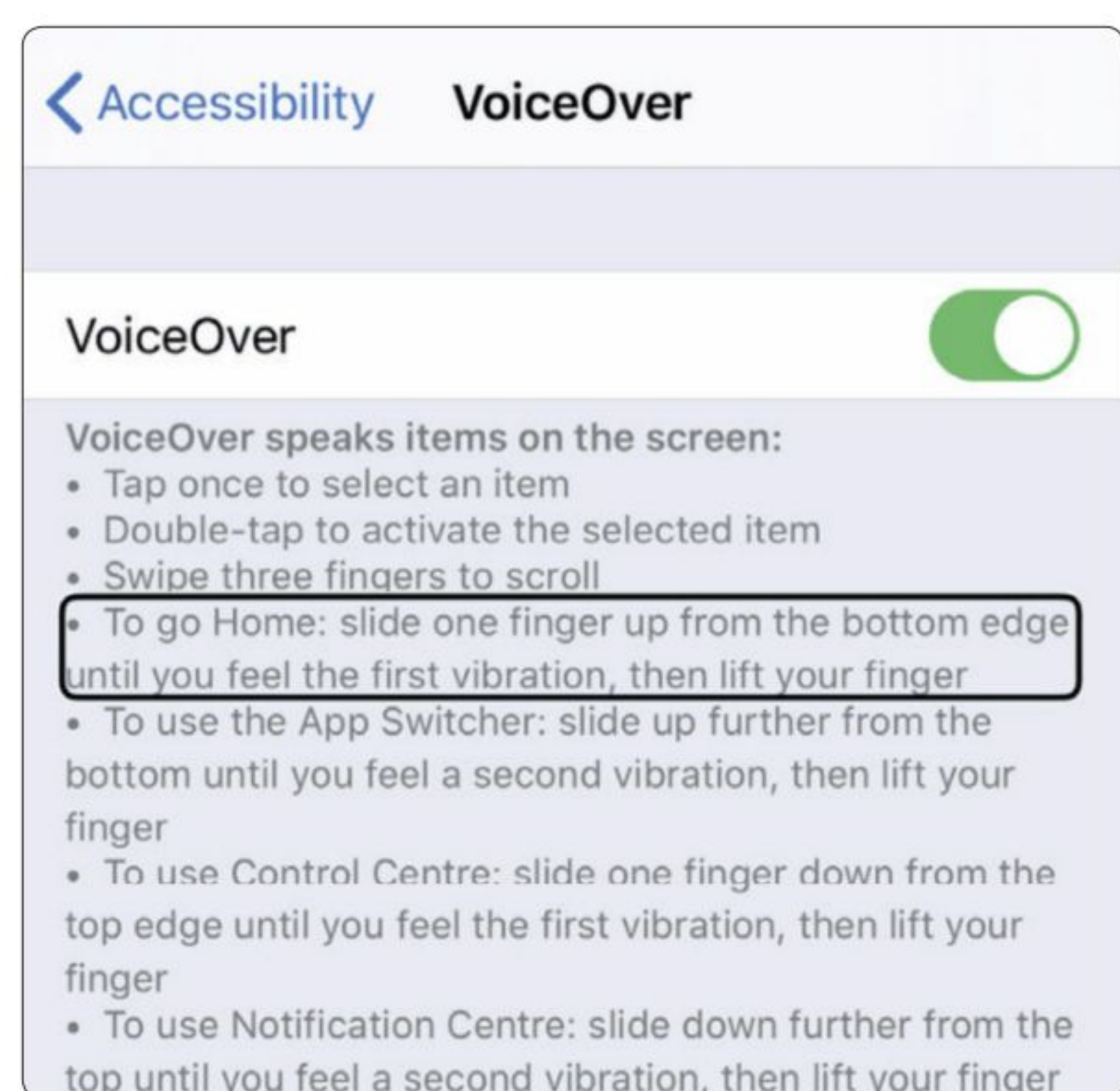
Audiobooks

The Books app has its own Audiobooks tab. On the main Books screen, tap it to be taken to the Audiobooks store. Tap the icon in the top right corner to be taken to a new screen, from where you can browse audiobooks according to genre, charts, bestsellers and more. Tap on an audiobook for an in-depth description, the opportunity to buy it or add it to your wish list, or listen to a free sample of the book.



Reading goals

In the Reading Now tab, tap Today’s Reading at the top. Tap it, and you’re taken to a new screen where you can see how much reading you’ve done today, plus how many books you’ve read this year. Tap the timer, and then tap Adjust Goal so you can set a longer or shorter daily goal. Tap the Share button to share your reading goals with others. Only books read in the Books app count towards your goals.



Having a Book Read to You

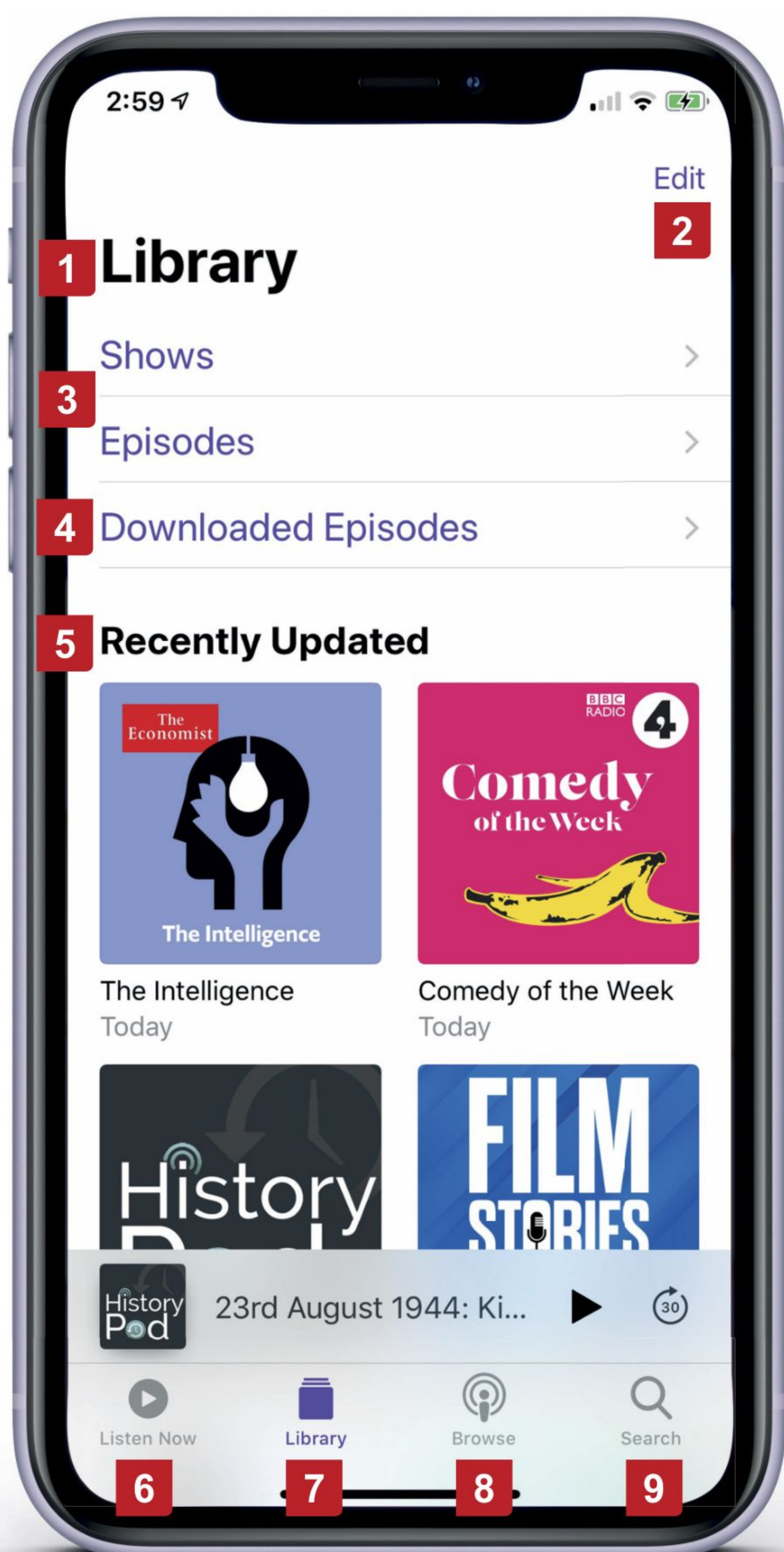
Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap scroll with three fingers to find Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.



Podcasts

The Podcasts app makes finding, listening to, watching and downloading podcasts easier than ever. There's a wealth of interesting podcasts to choose from too. Here's how to find and enjoy them on your iPhone.

Podcasts in Focus



1 This is your Library which is the collection of podcasts to which you're currently subscribed. Tap one of the links under this title to see shows you're subscribed to, a show's individual episodes and more.

2 Tap the Edit link and you can customise your main Library screen, dragging categories into a position of your choosing and hiding ones you don't need to use any more.

3 Tap one of these two links and your podcasts are listed according to individual episodes or by release date, rather than by the series they're from.

4 Tap this link for a list of podcast episodes that are downloaded, and are ready to be listened to in the Podcasts app.

5 These are the podcasts that have recently been updated, that is, a new episode has been released. Tap on a show to open it.

6 Tap here for a list of the podcasts to which you're currently subscribed. Tap one of them to see individual shows in that podcast.

7 This icon takes you to the Library screen, the one shown here.

8 Browse available podcasts, with popular and featured podcasts shown prominently. Find one you like and then listen in, or you can subscribe to it.

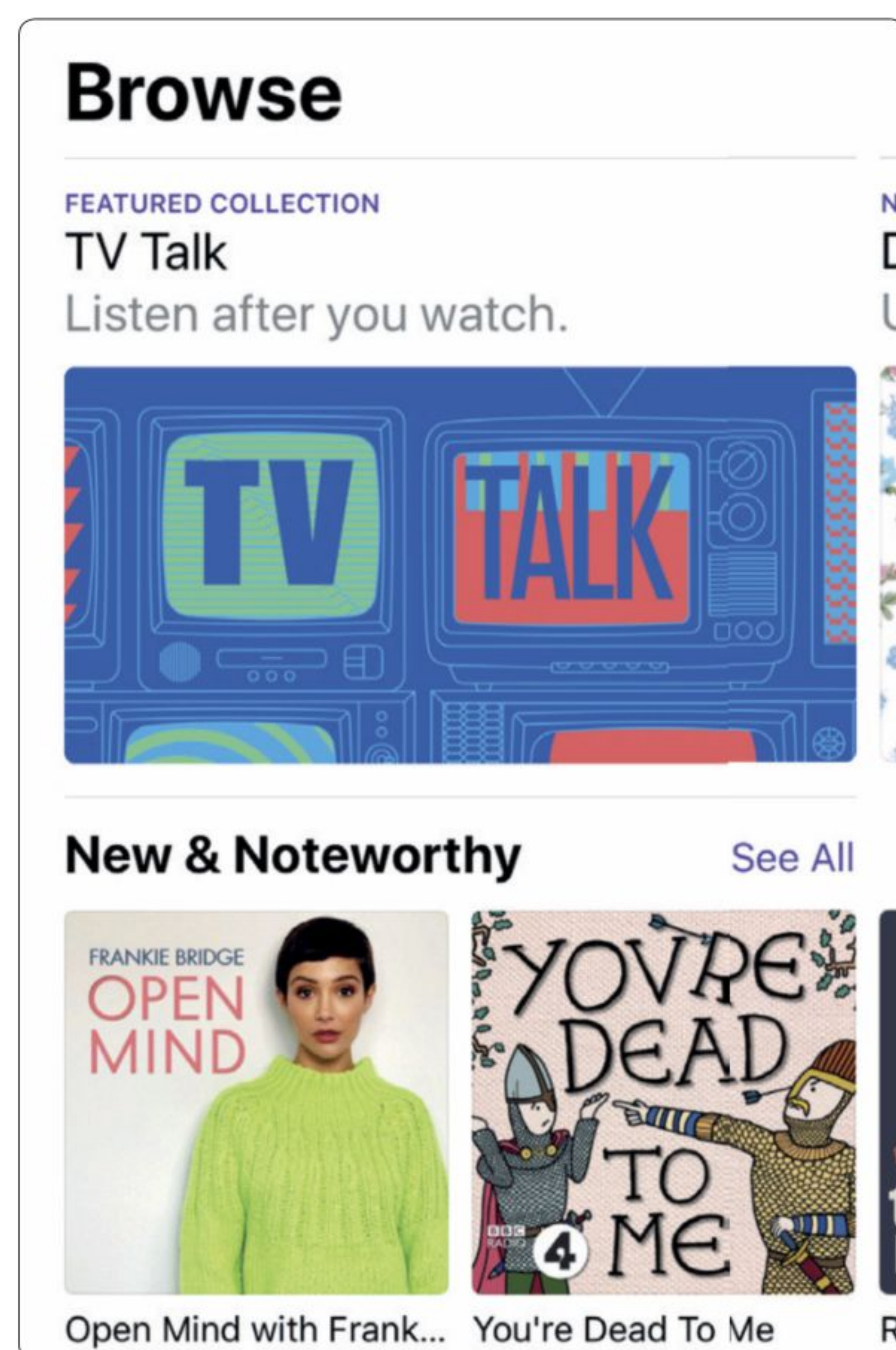
9 Search available podcasts here. Maybe search for a subject that interests you or a person who makes a good show. Most podcasts are free.

iTunes U has moved.

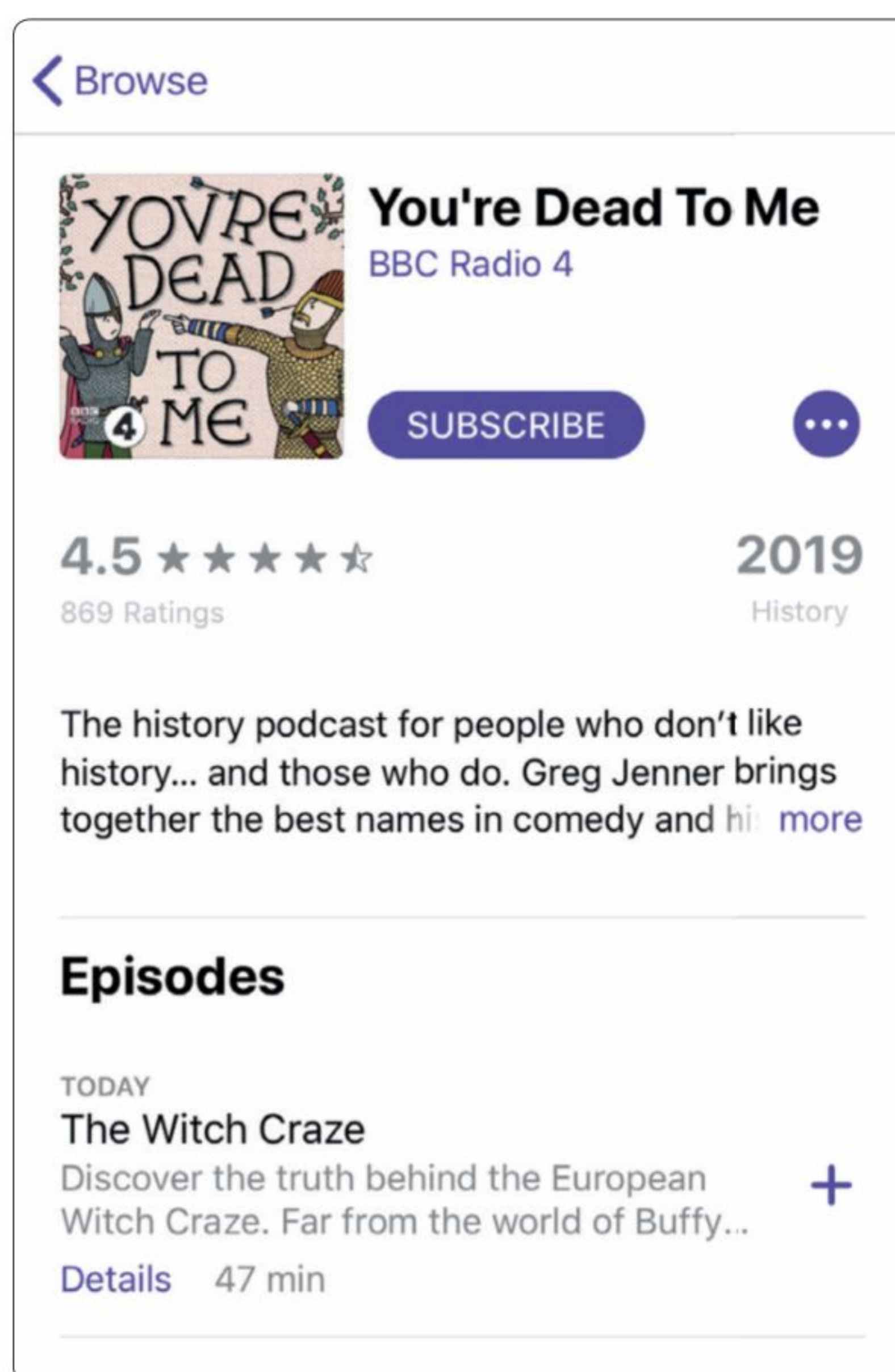
Apple's educational iTunes U programmes have moved to the Podcasts app. This gives you even more reason to familiarise yourself with its features and make use of the great range of podcasts on offer.



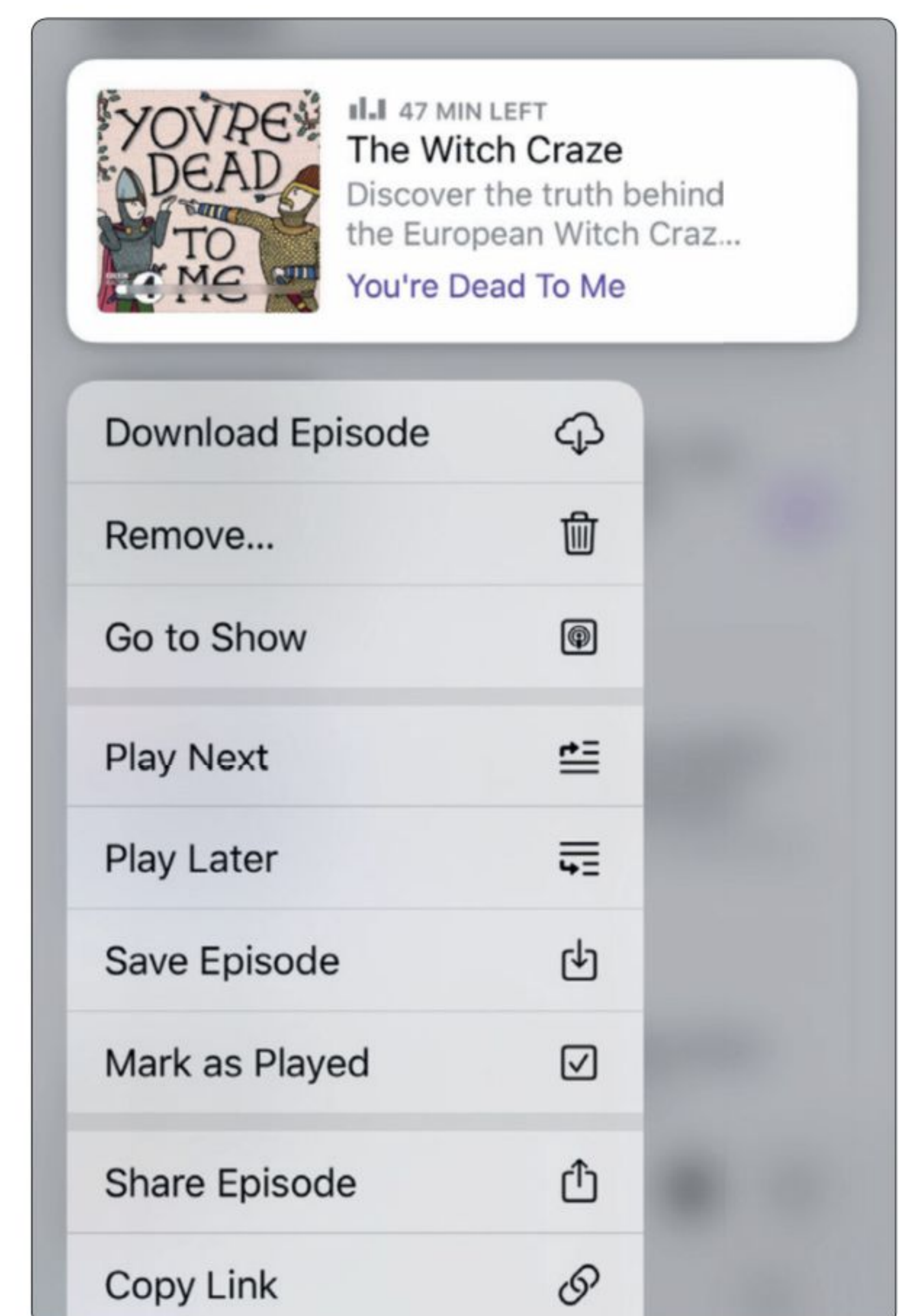
Inside the Podcasts app



1 To find a podcast that interests you, first tap Browse at the foot of the screen. Podcasts are divided into categories to make it easier to find your favourite subjects. The search feature is there for when you want to be more specific.



2 Tap a podcast to open its episode list. You don't have to subscribe to enjoy its individual episodes. Just find one you like the look of, tap the '+' icon to add it to your library then the Cloud icon that replaces it if you want to download it.



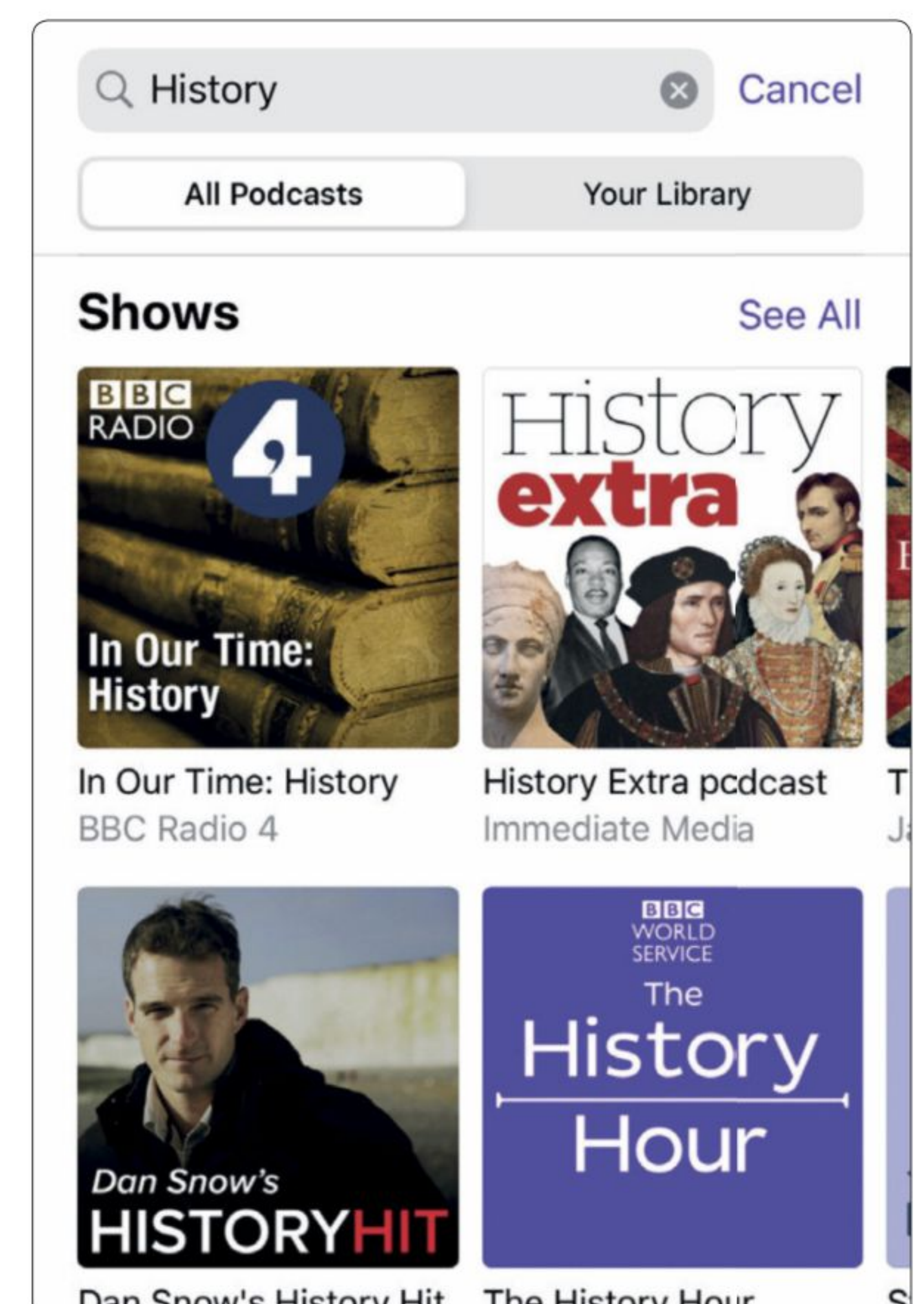
3 To subscribe to a podcast, tap its Subscribe button. In the Listen Now section you see your chosen podcast with the rest. Tap on a subscribed podcast to navigate its available episodes. Tap and hold or deep tap for these options.



4 Tap the Three-dots icon in an open Podcast, as shown, and a pop-up window lets you unsubscribe, delete the podcast, share it or change the settings, which affects things like whether you get notifications for new episodes and more.



5 To share with a friend, open the podcast from your library. Tap the Three-dots icon, then the Share button at the bottom of the options window. Choose how you'd like to share it from the options available in the window.



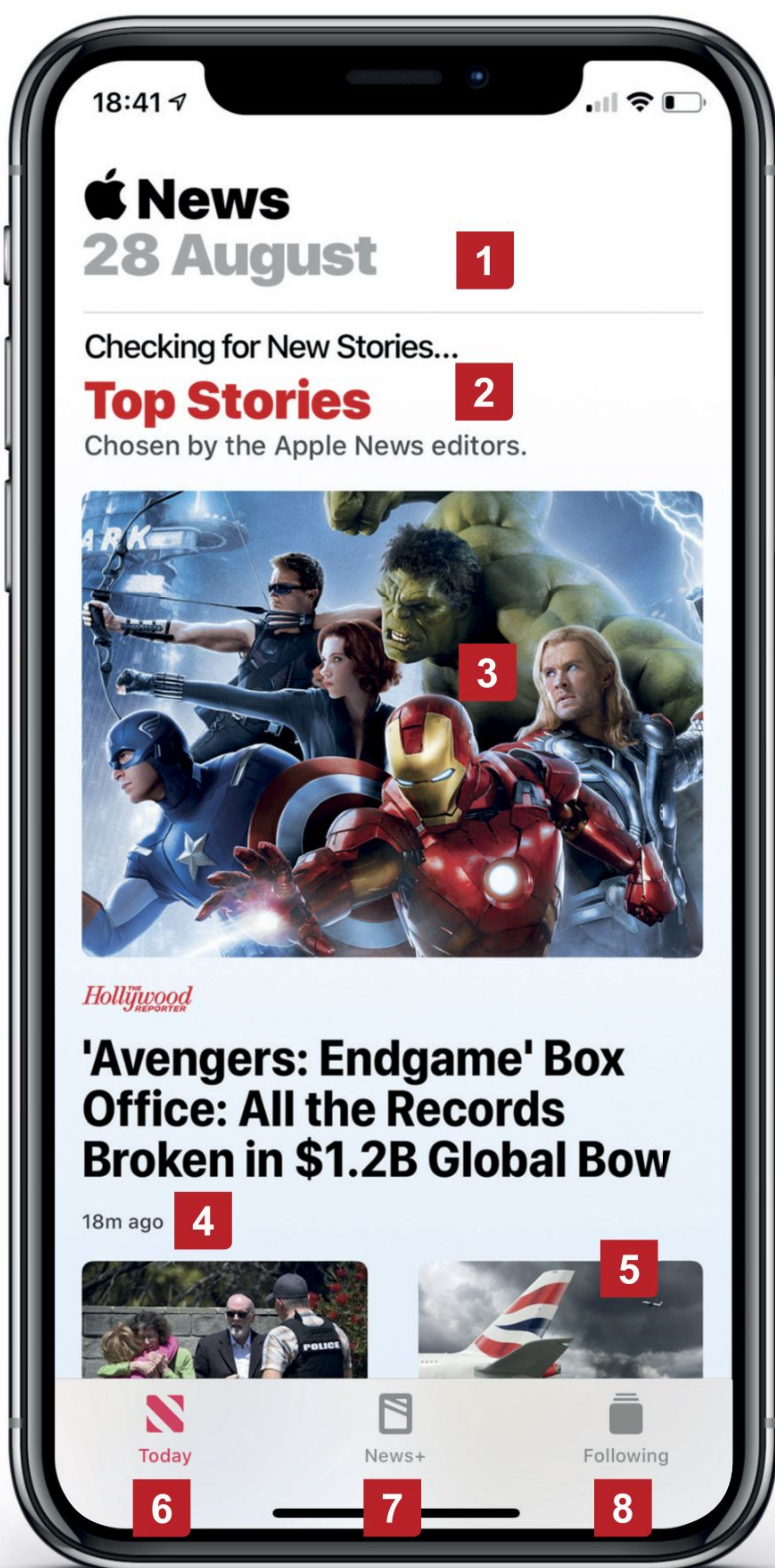
6 The search facility (tap the icon in the bottom right corner) is a great way of looking for podcasts in subjects that interest you. The tabs under the search field let you search all available podcasts, and those in your own library respectively.



News

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place for quick and easy reading.

News in Focus



1 Today's date, which is always important on a digital news app.

2 This is Today, the News app's main page. Scroll for top stories, trending stories and more.

3 You can watch videos directly from the News app. Just tap the Play button and the video plays, right there in the story.

4 Stories in the News app are tagged with how long ago they were uploaded to the Internet, so you know how recent your stories are.

5 Front-page news stories are usually illustrated with photos, videos or other such graphics. If you scroll the page, you get to see a range of news stories, trending stories, top videos and articles selected especially for you.

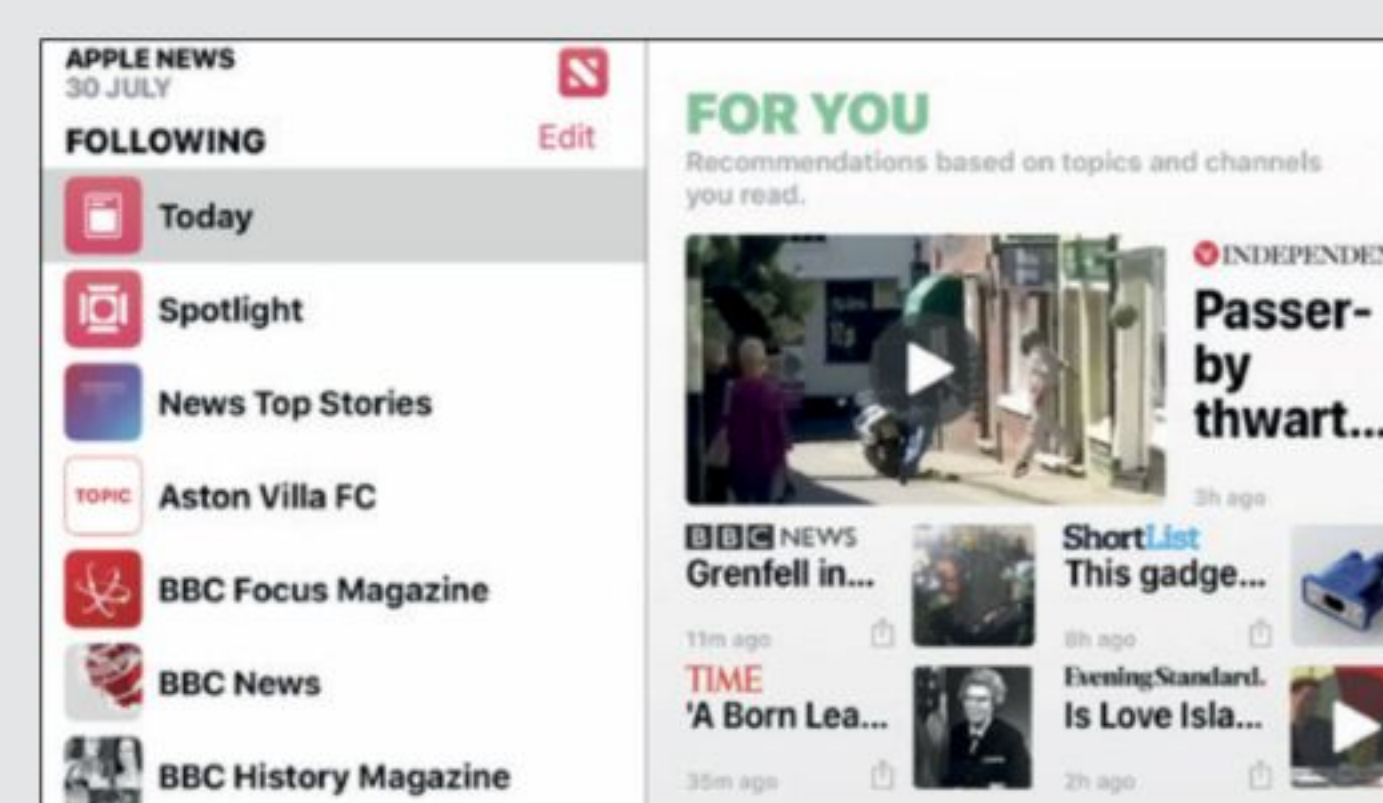
6 This is the Today icon. It takes you back to the screen shown here, which is your main news screen. It collates important news items from the major sources of national and world news in your locality.

7 This icon reads Spotlight most of the time or Weekend during the weekend. Tap on it for a summary of stories from a wide range of sources, specially chosen by Apple's team of editors.

8 Tap the Following icon for a list of news sources and subjects you currently follow. From there, you can add new sources and subjects, delete those you're no longer interested in, search the News app, review your saved stories and manage the channels and topics you've blocked.

Plus-sized iPhones.

When you turn the News app into landscape mode you get a sidebar showing the channels you're following and more.

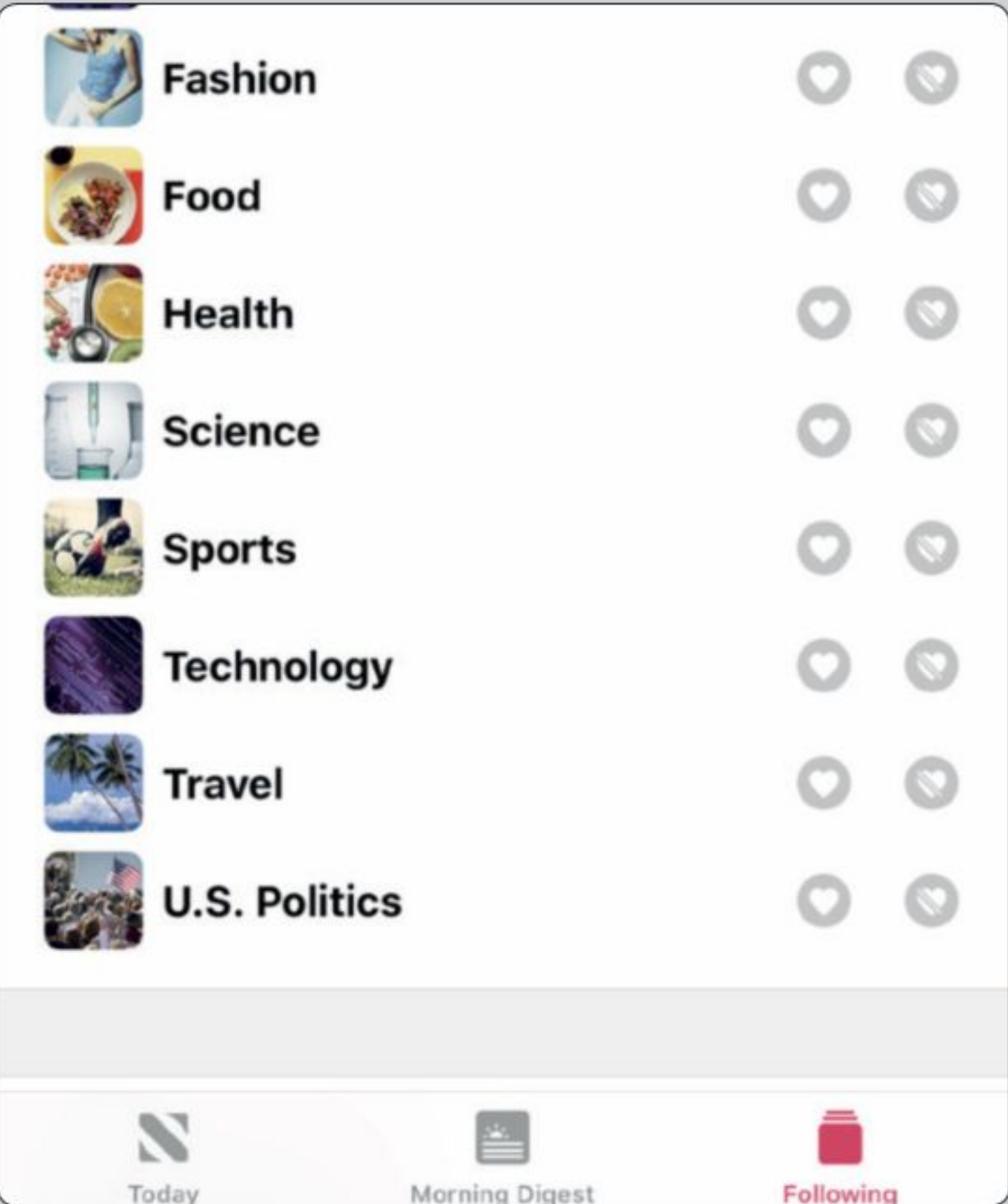


Getting started with News.

To get the most from News, first set it up to your specific requirements.

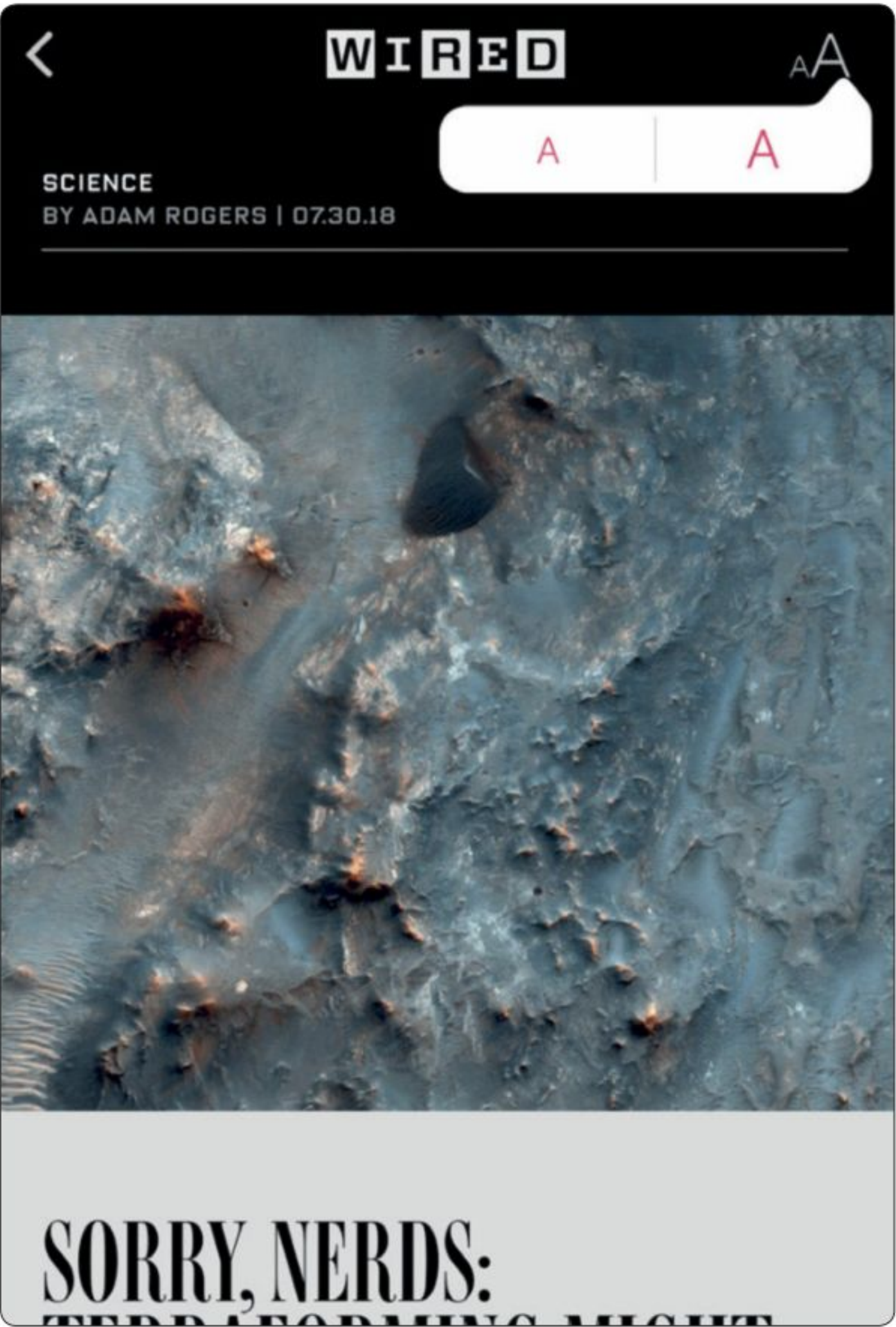


Tap Continue to open the News app. It's on the Today page. Tap Channels (bottom right) to see Siri's suggestions. Tap the Heart icon next to topics you like and the crossed heart next to ones you dislike. Slide an option left to remove or ignore it. Pull down to search.

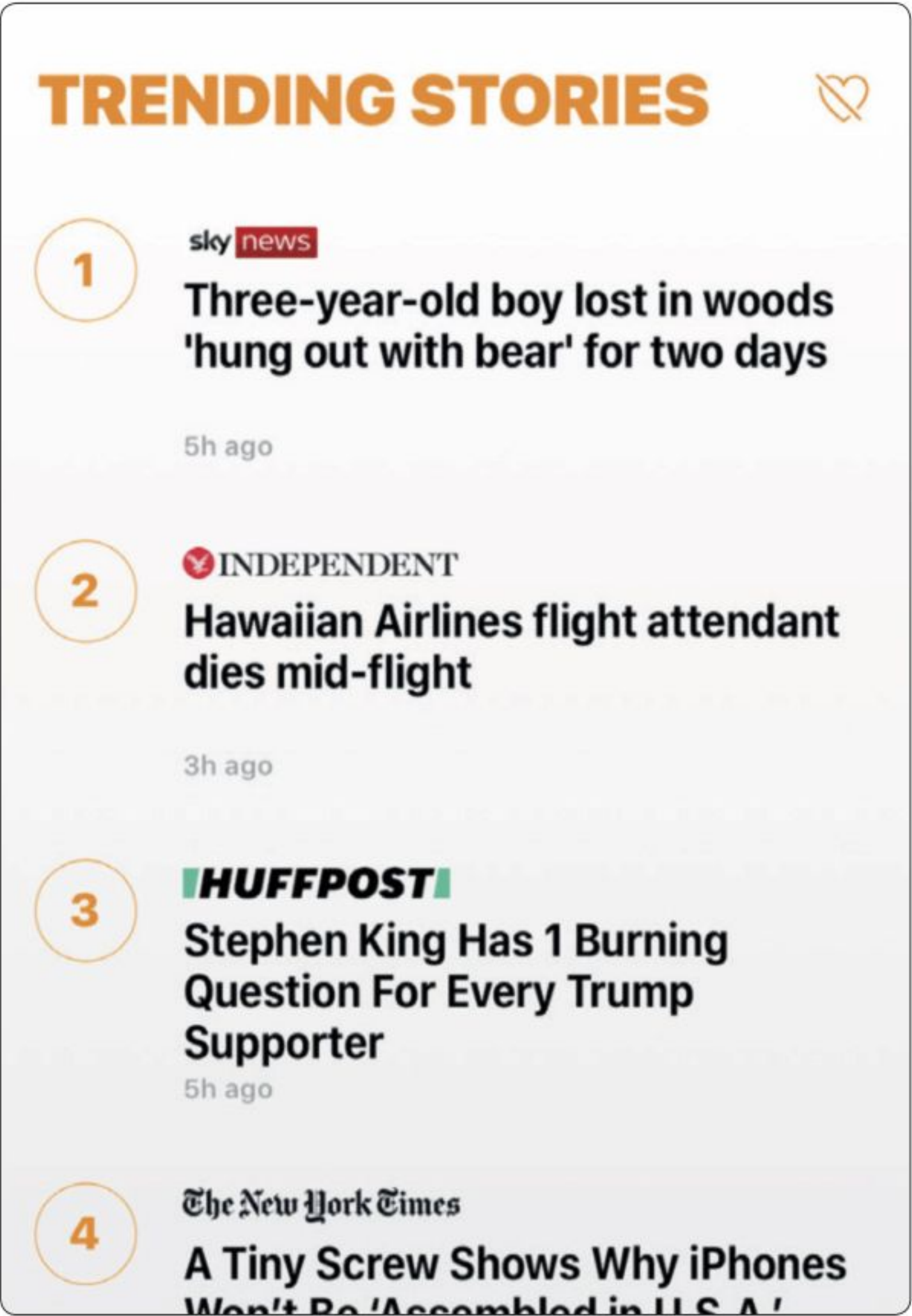


Under Suggestions, tap See All. You're shown a list of subjects Siri thinks you might like, based on your Safari browsing history and what you've done in other apps. Tap the heart for subjects that interest you, and the crossed out heart for those you don't want to see.

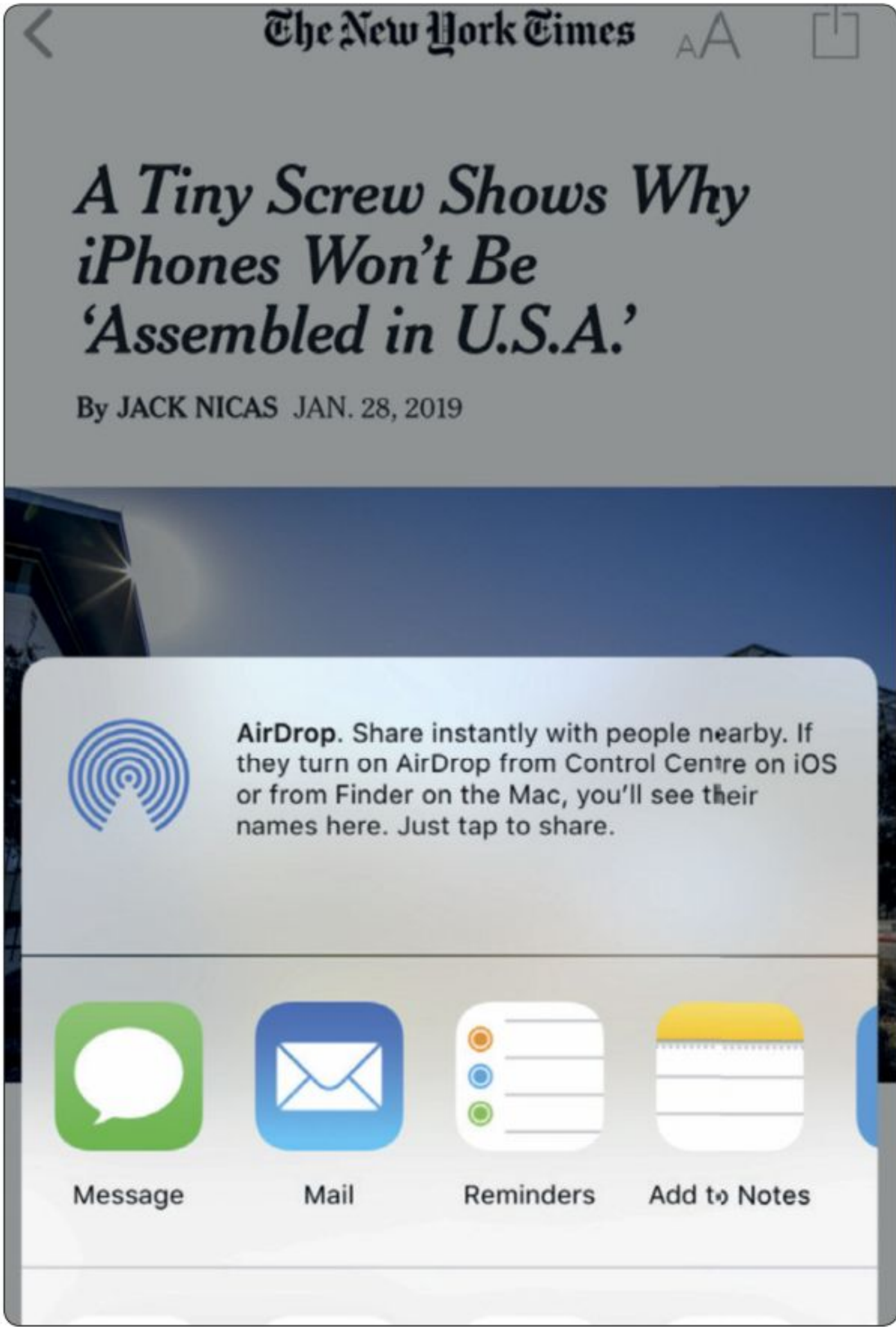
Today and Spotlight/Weekend icons



1 On the Today screen, tap a news story to open it on your iPhone, so you can read it in its entirety. With the news story open, you can also change the font size (top right icon showing two 'A's). Tap the chevron, top left, to go back to the Today screen.



3 Scroll down the Today screen for more categories. Top Stories are today's most important news items. For You is news and features tailored to your tastes. Trending Stories are tales doing the rounds on social media. Videos are collected on the Today screen too.



2 At the top of an open news story is the Share icon. Tap it and use the heart-shaped icons for liking and disliking a story. This helps Siri tailor stories and suggestions to your tastes. You can also copy and save a story, alongside many more options.

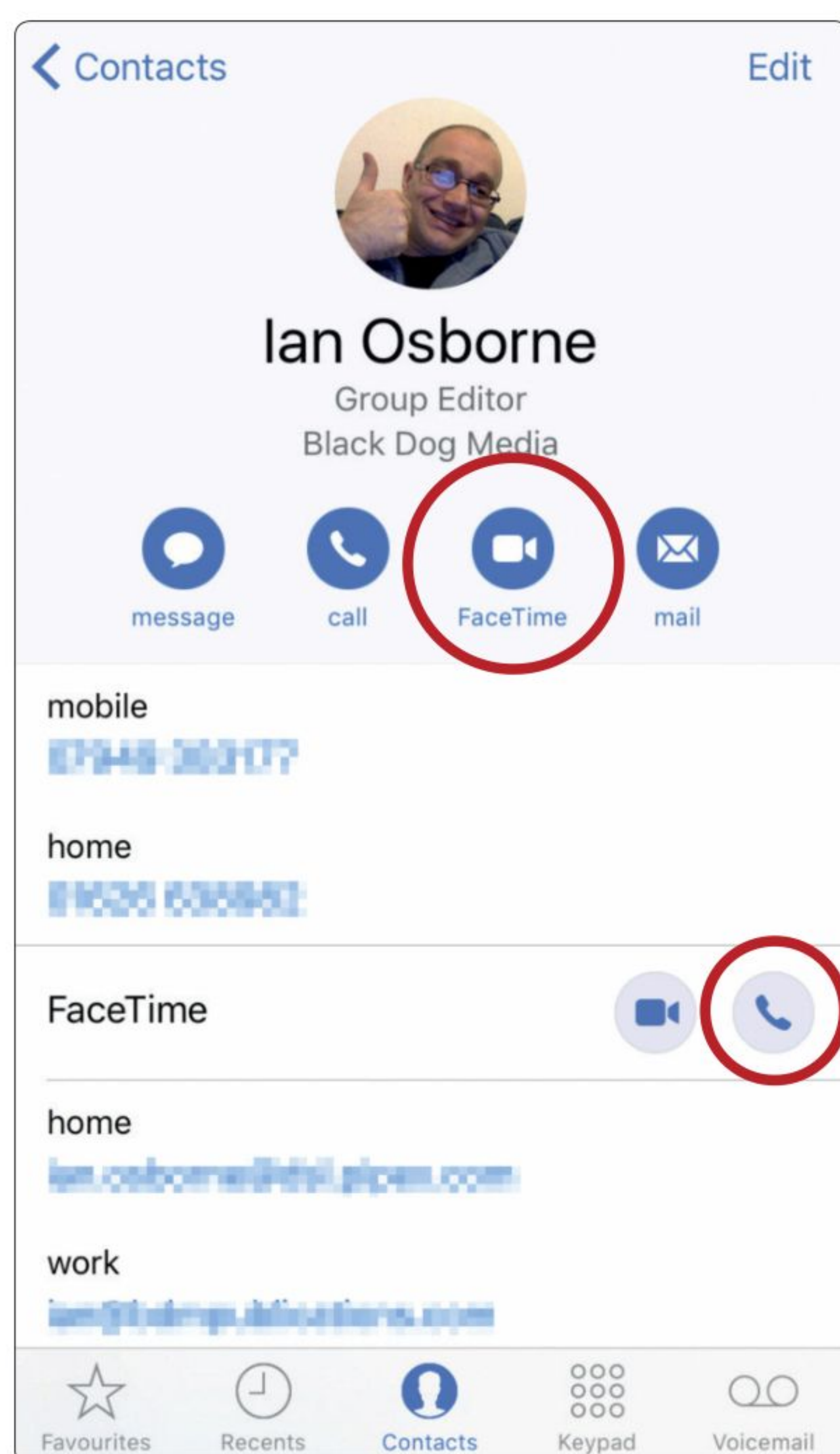


4 The News app's Spotlight/Weekend icon is a similar collection of stories and features but instead of being today's news or geared towards your interests, they're chosen by Apple's editors every day. It's a great way to get another take on today's news.

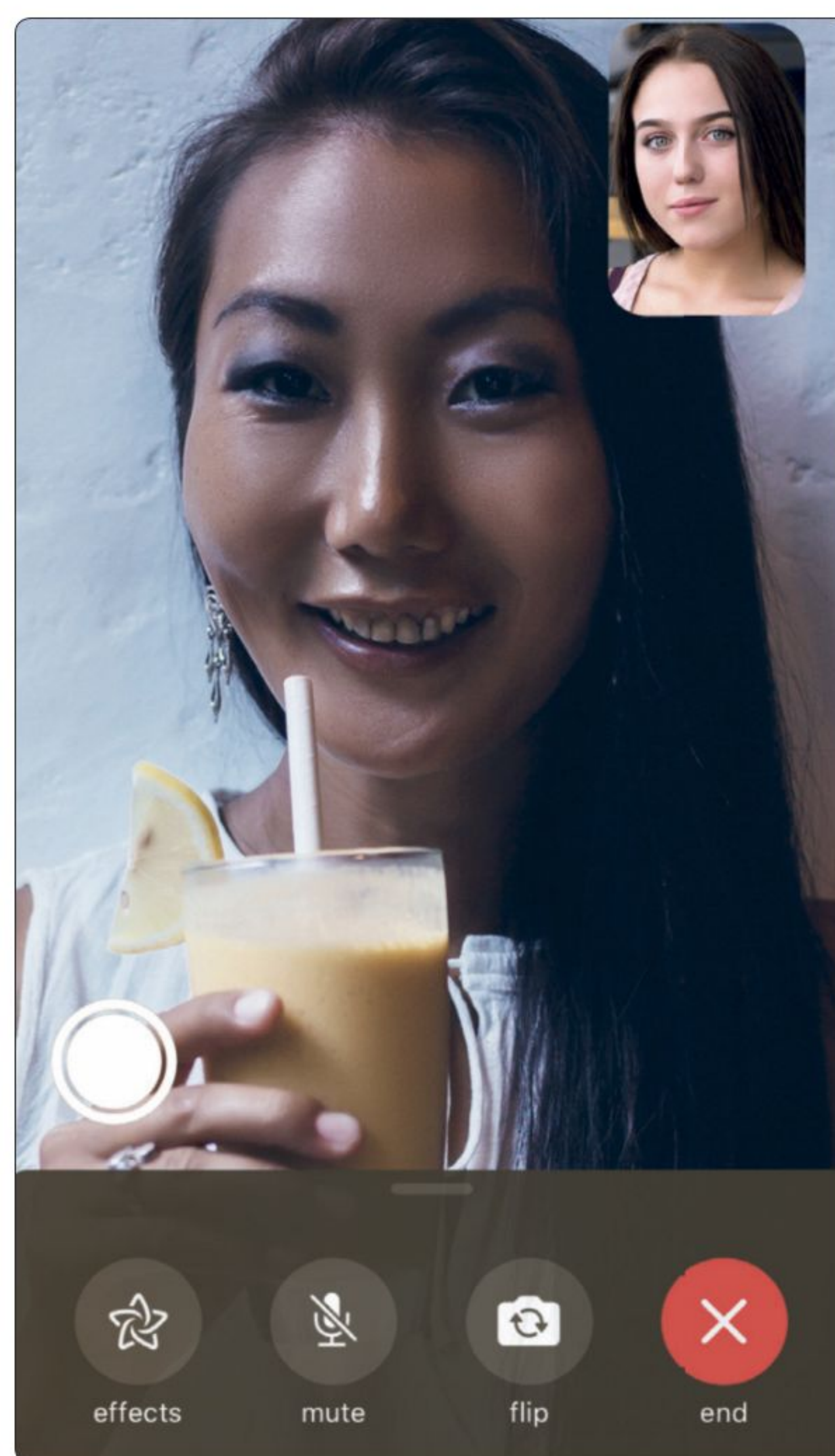


FaceTime

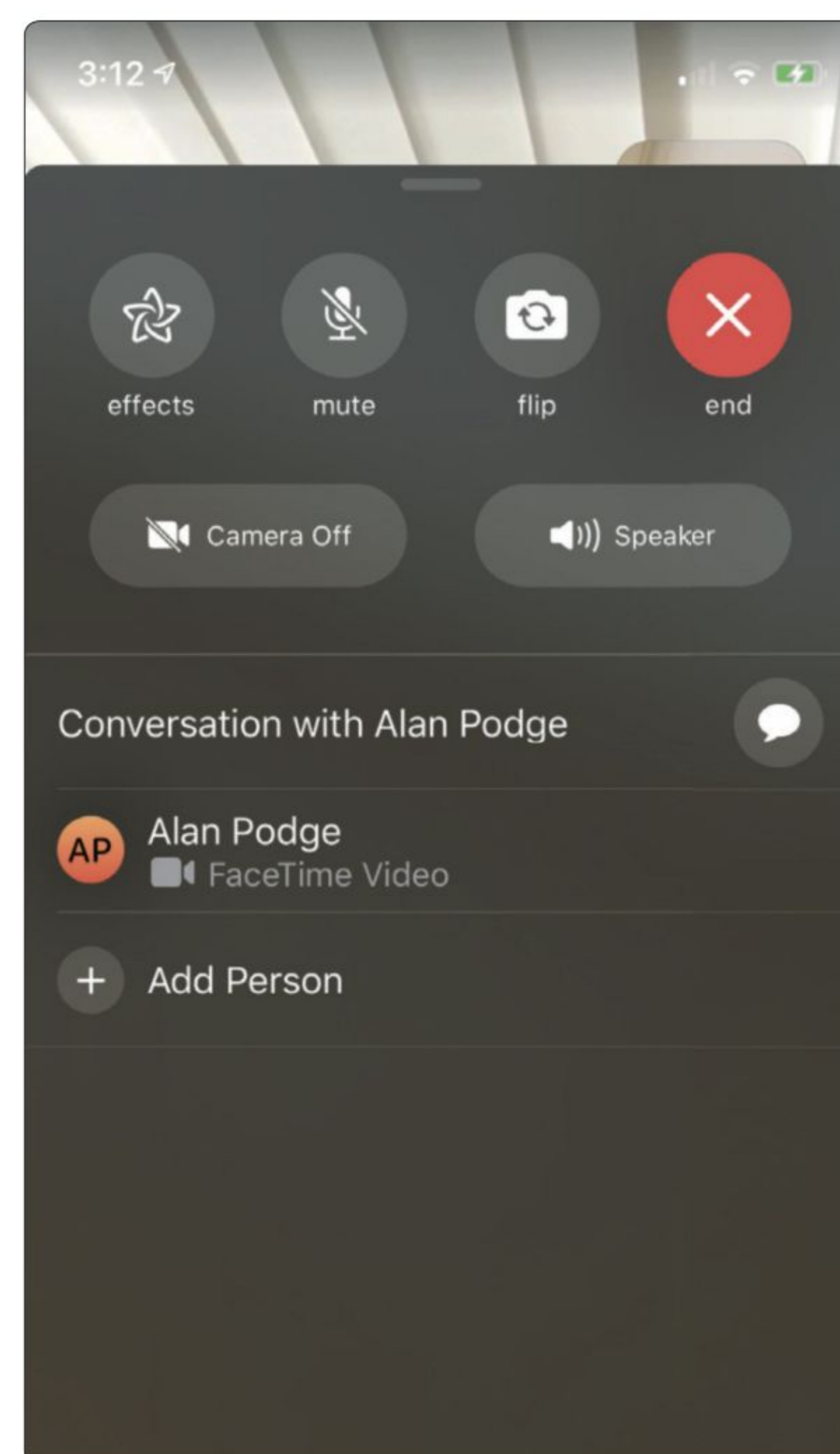
Your iPhone's FaceTime app can make audio and video calls, as long as they're to another Apple device. This can be an iPhone, iPad, iPod touch, Mac or even Apple Watch (audio only); as FaceTime calls are made over the Internet, they're free. You can even make group calls, with several people appearing on screen at once for a party chat.



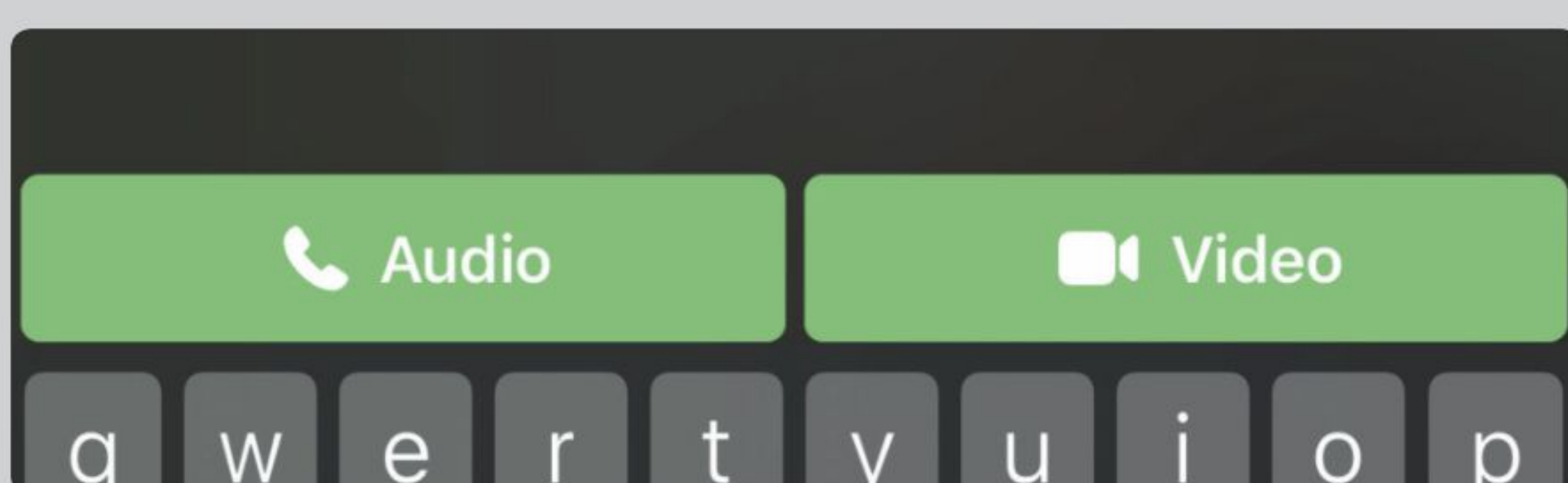
1 Press the FaceTime camera at the top of a contact card to for a video call, or select the FaceTime phone icon further down for an audio only FaceTime call. In the FaceTime app, previous calls are listed; tap one to repeat the call.



2 In video chats, you're in the small window, while your contact is in the main screen. Tap the screen to get the controls. To switch between the front and rear cameras, tap the Camera icon. Tap the big red button to end the video call.



3 Tap the screen to show the controls, and swipe it up, using the handle at the top, to see the full range of options. You can mute the mic, turn off the camera, send a message, switch between the front and rear camera, and more.



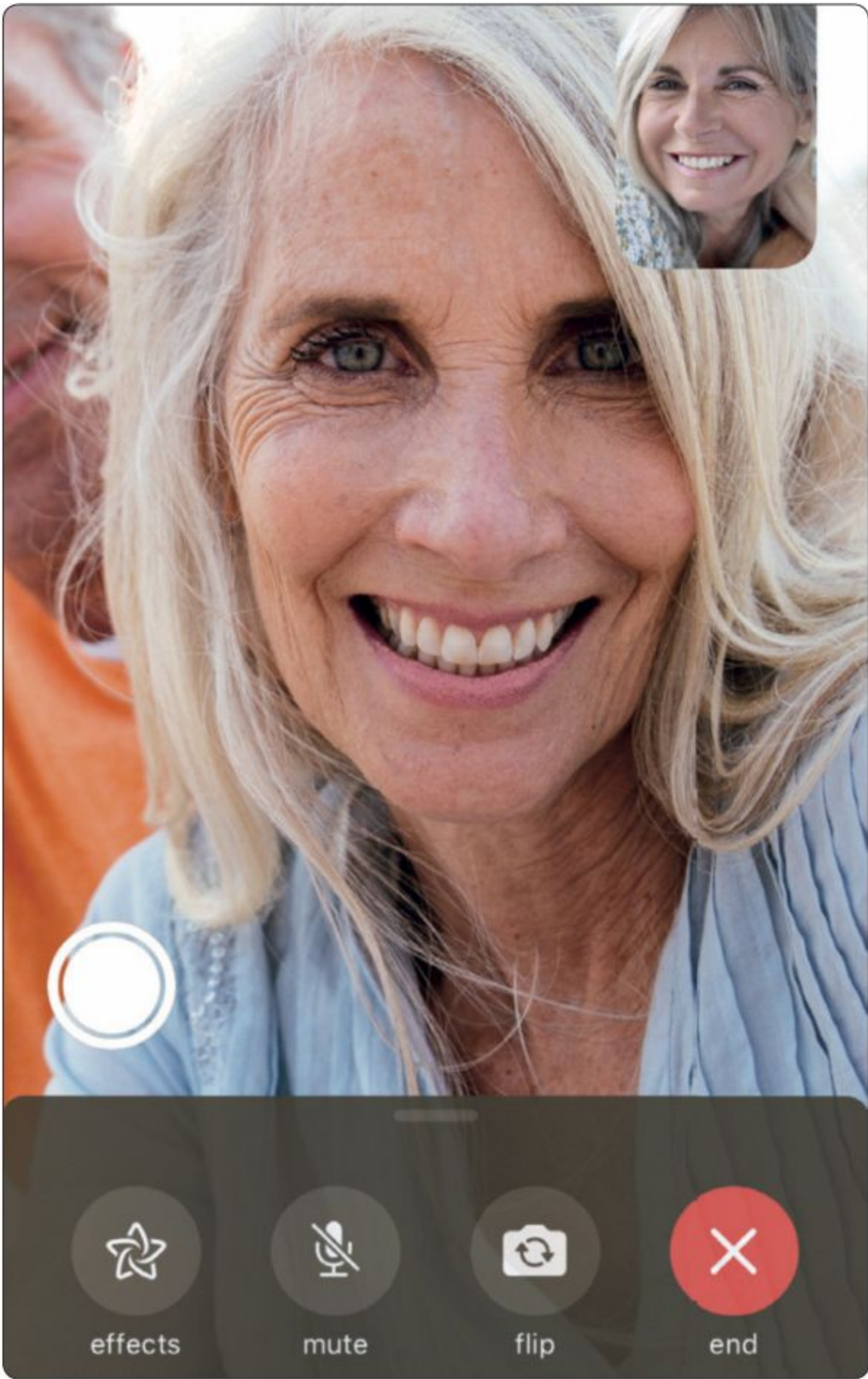
Sound or vision.

When you start a new FaceTime call by tapping the + icon and typing a number or email address instead of tapping a previous call, you can choose between video or audio chat. Tap a green button, Audio or Video, to place the call.

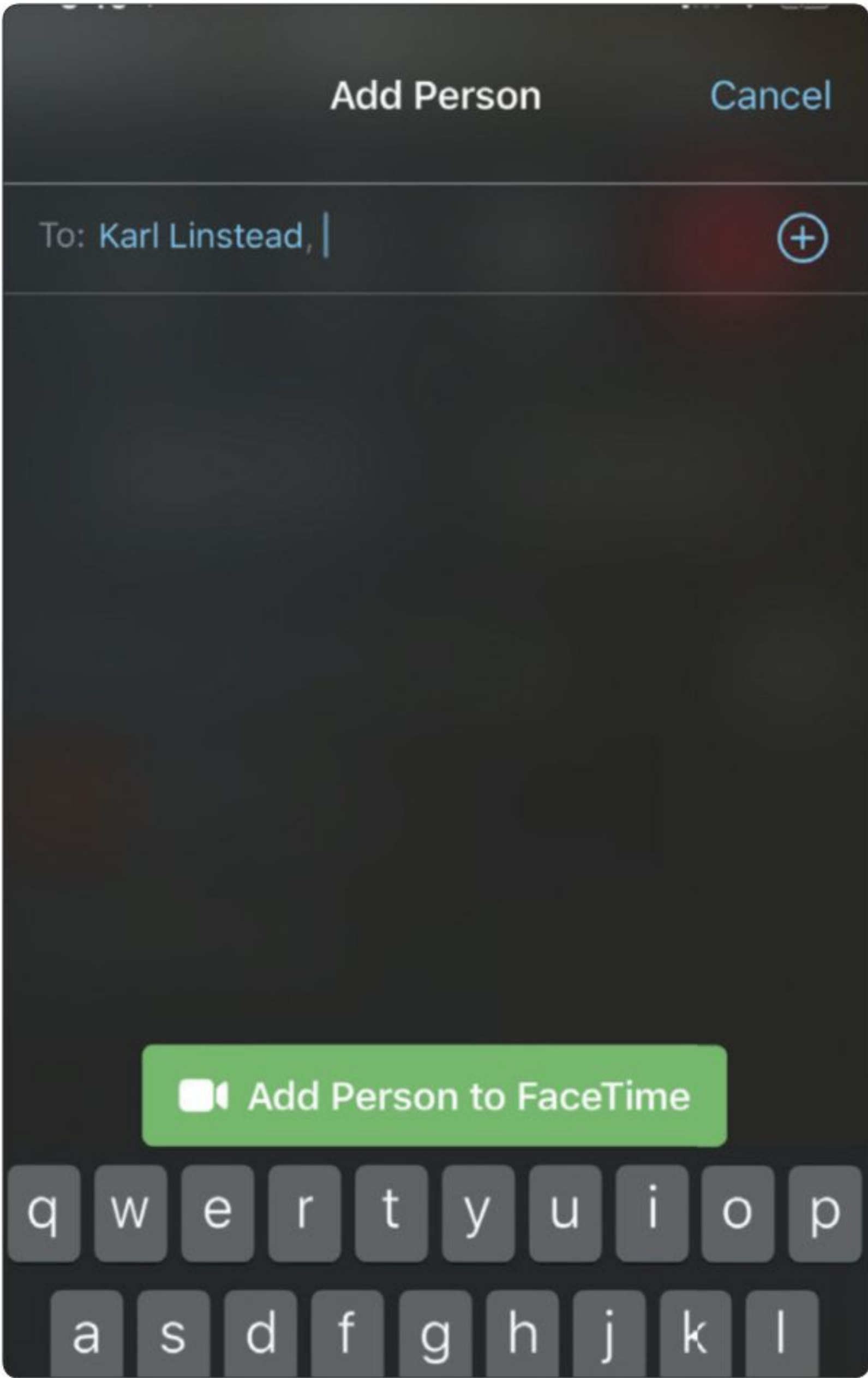
Group FaceTime calls



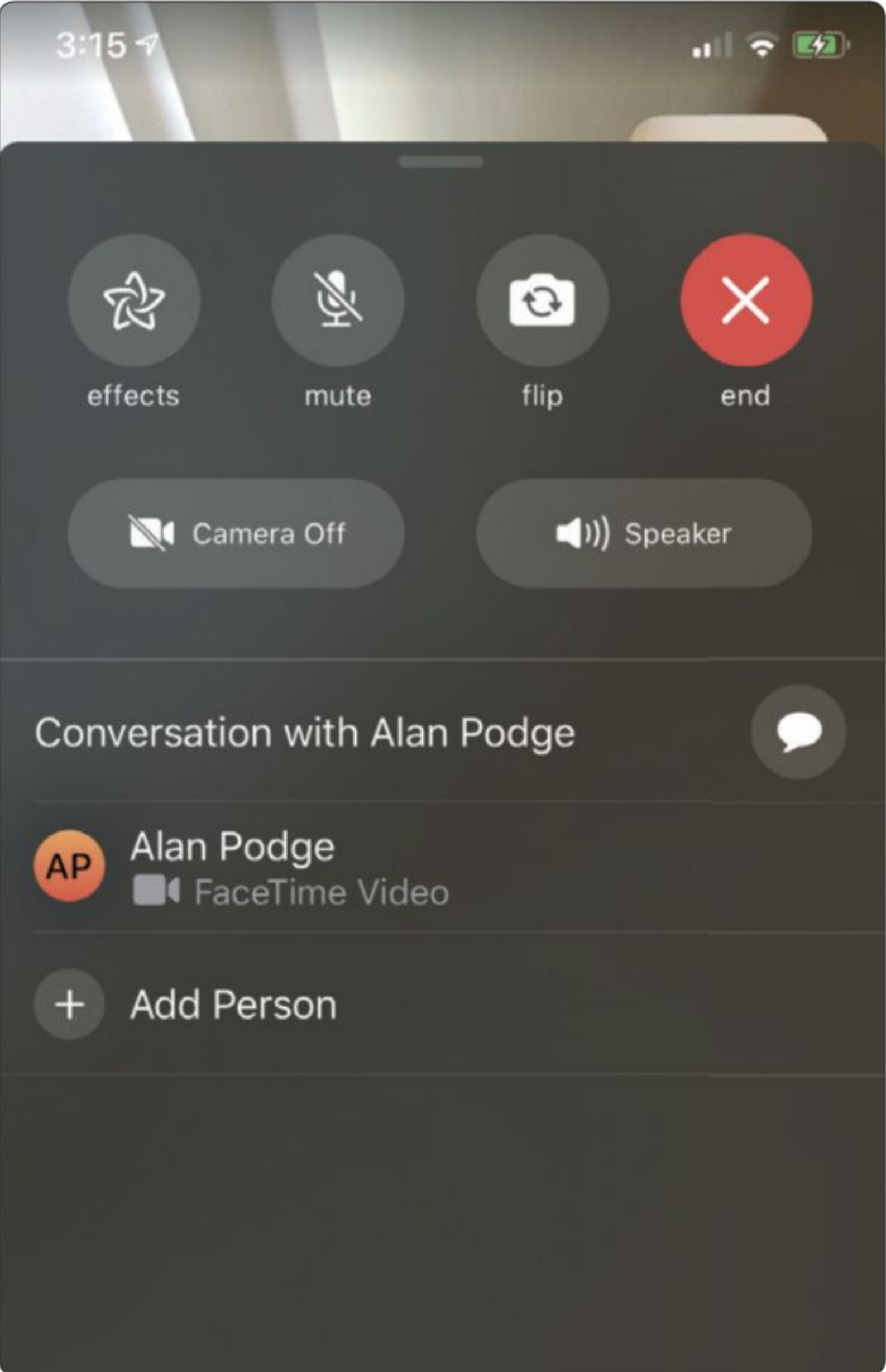
1 Group FaceTime calls were introduced with the iOS 12.1 update and to Mac’s Mojave with macOS 10.14.1. Obviously, you can also use it in iOS 13, iPadOS and macOS Catalina.



2 Start a FaceTime call and tap the screen for controls. Lift it up using the handle at the top of the window. (Incidentally, the white camera button takes a live photo during a video call.)



3 To add another person to your FaceTime chat, tap Add Person and then enter their details. Tap their name as soon as it appears, then tap the green Add Person to FaceTime button.



4 Up to 32 people can join a Group FaceTime chat. To leave, tap the screen to raise the icons as before and then tap the red button to end the call. The rest of the group is unaffected.



5 As long as you’ve updated to the operating systems covered in Step 1, you can mix Macs, iPhones, iPads and iPod touches in Group FaceTime chats. They will all work fine.



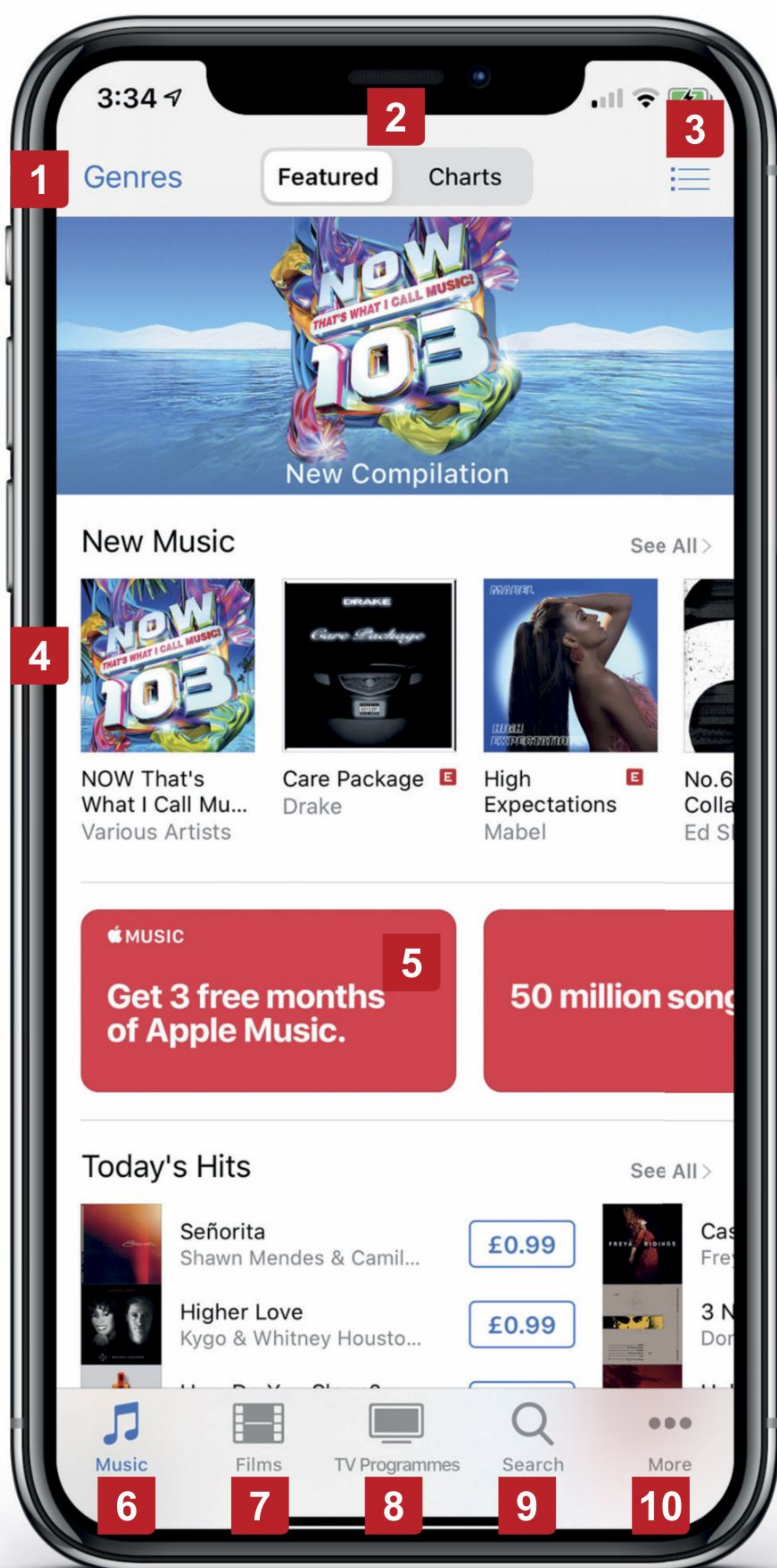
6 You can even Group FaceTime from an Apple Watch or a HomePod speaker, but because these devices don’t have built-in cameras, you are limited to audio chat only.



iTunes Store

You can buy and download media for your iPhone at the iTunes Store. You can also buy or rent movies and TV shows and sample short snippets of songs before buying them. It's your one-stop shop for digital entertainment.

iTunes in Focus



- 1** Tap here for a pop-up window that lets you filter music according to its genre. Available genres include Blues, Classical, Country, jazz, metal, rock, greatest hits and more. Choose the Tones option to view ringtones.
- 2** Tap the Featured tab to see what's hot and what's new. The Charts tab gives you the best selling songs, albums and music videos on the iTunes Store.
- 3** Tap here for your wish list, songs you've identified using Siri (see the Siri guide for more details) and tracks you listened to as previews.
- 4** Scroll this line of albums left and right for more options, or tap See All to open the New Music page.
- 5** The iTunes Store's shop window. Tap a price to buy a song or album or tap the cover or name of the item for more details. On the information screen, you can also play a sample of the song by tapping its name.
- 6** This icon opens the iTunes Store's Music page. This is where you can buy new music to listen to on your iPhone.
- 7** Tap here if you're interested in buying or renting movies. This part of the iTunes Store adds a rental option for renting movies instead of buying.
- 8** This icon takes you to the TV Programmes section, where you can buy individual shows or an entire season of a programme you like.
- 9** The Search option. It searches throughout the iTunes Store, so search results can potentially show music, movies, TV shows, books and more, regardless of where you were in the store when you did the search.
- 10** This icon gives access to the ringtones section of the store, the Genius option for suggestions of new music, movies and TV, a list of purchased items and a view of your current downloads from the App Store.

iTunes Store Gift cards.

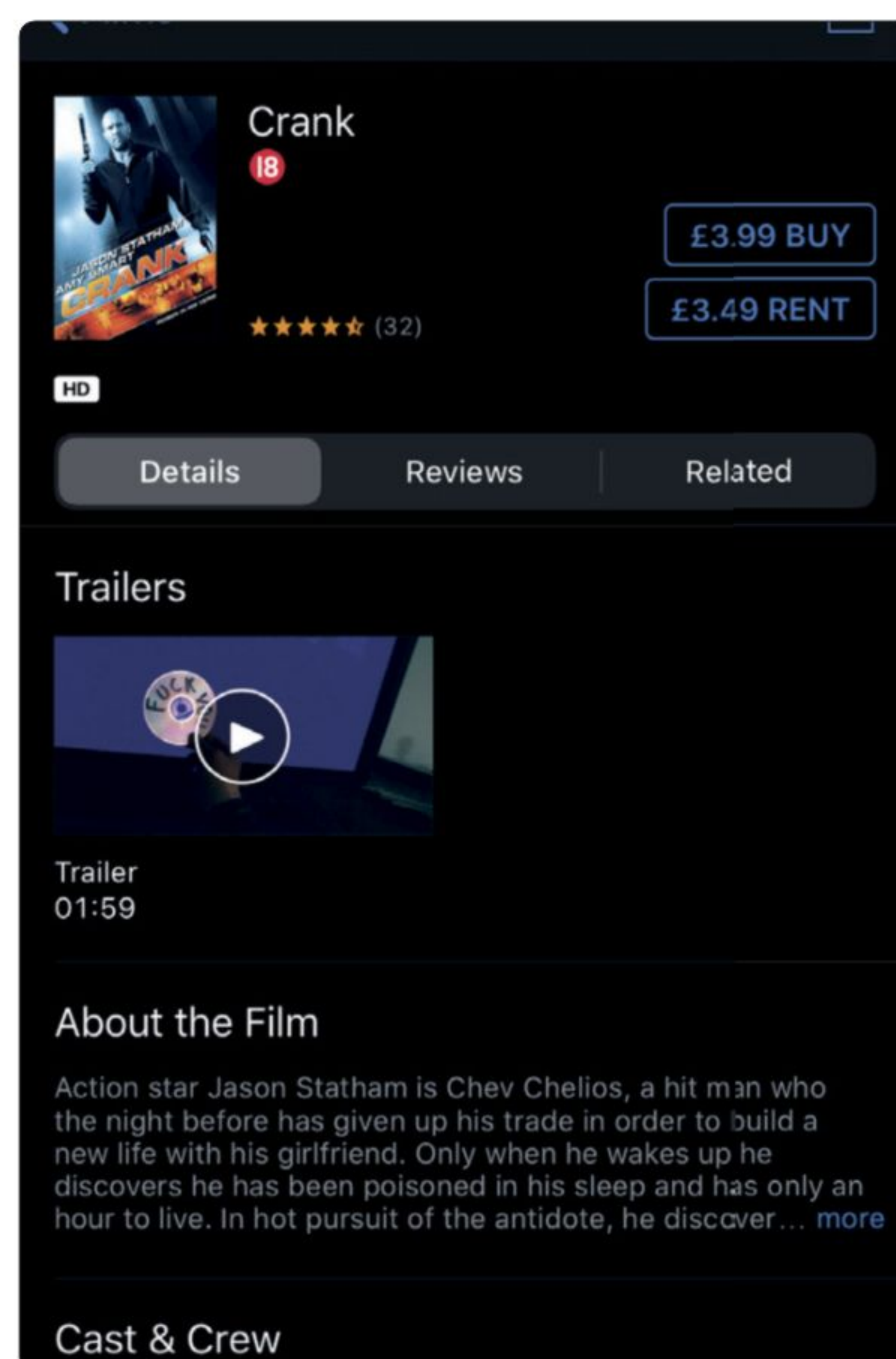
You can redeem an iTunes Store Gift Card by scrolling up and tapping Redeem at the foot of the screen.



	Songs	Reviews	Related
1	Dog Days Are Over	04:12	£0.99
2	Rabbit Heart (Raise It Up)	03:52	£0.99
3	I'm Not Calling You a Liar	03:05	£0.99
4	Howl	03:34	£0.99
5	Kiss with a Fist	02:04	£0.99
6	Girl with One Eye	03:38	£0.99
7	Drumming Song	03:43	£0.99
8	Between Two Lungs	04:09	£0.99
9	Cosmic Love	04:15	£0.99
10	My Boy Builds Coffins	02:56	£0.99
11	Hurricane Drunk	03:13	£0.99

Previewing music

You can preview a track simply by tapping its name on the purchase screen. A short excerpt from that song is played, shown by the gradually filling circle with a square in it to its left. Tap that square to stop the preview. If the track name isn't a blue link, it can't be previewed.



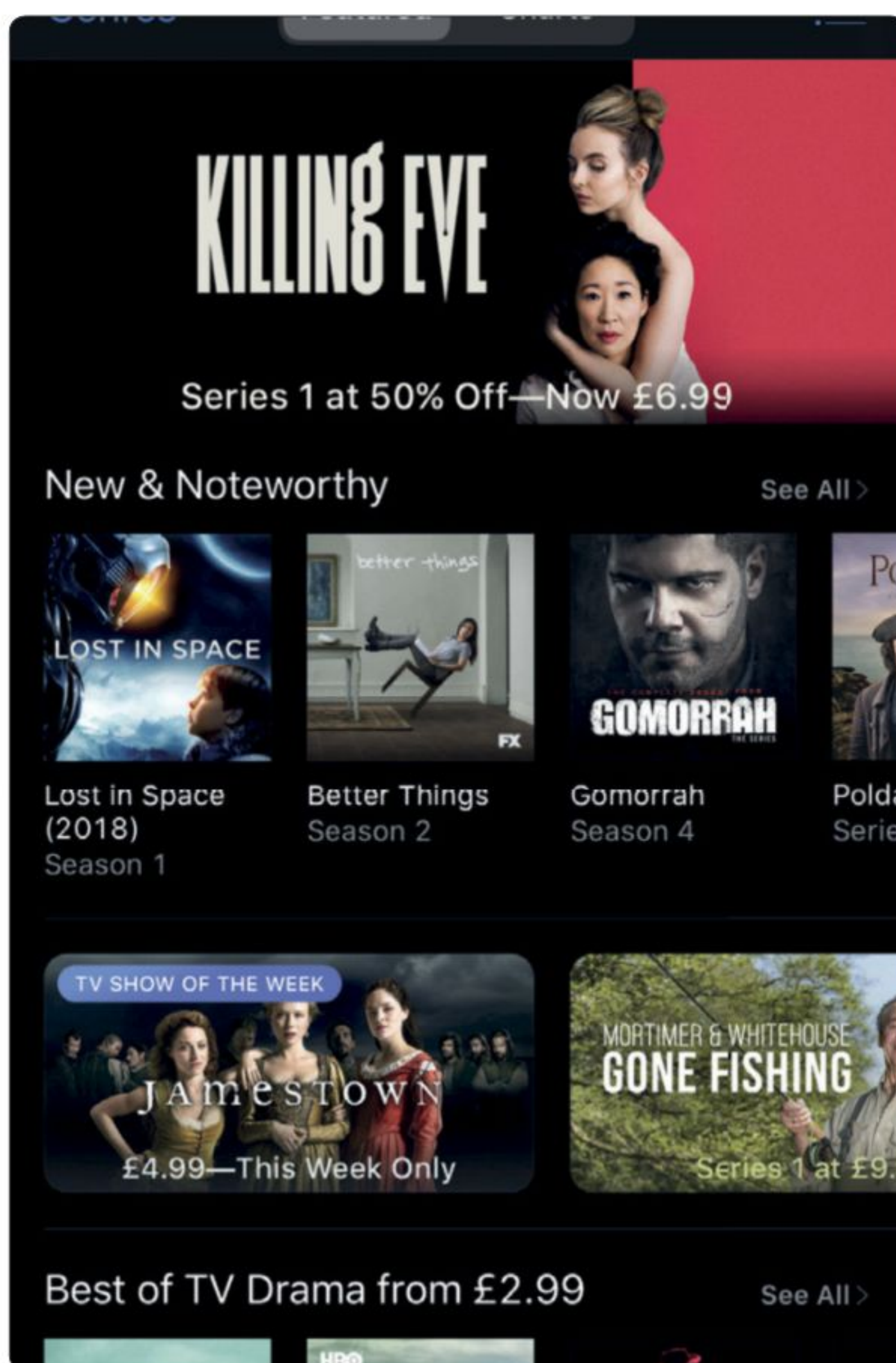
Buying movies

Tap Films at the foot of the screen and find one you want. You can choose between HD and SD versions, watch a trailer and buy or rent it. Rented movies delete 30 days after renting or 48 hours after you start to watch it, whichever is sooner.

Apple MUSIC			
Listen to Motörhead and 50 million more songs. LISTEN			
Ace of Spades NEW Motörhead >			
Metal 15 Songs Released 8 Nov 1980 ★★★★★ (3)			
£6.99			
	Songs	Reviews	Related
1	Ace of Spades Motörhead	02:47	£0.99
2	Love Me Like a Reptile Motörhead	03:20	£0.99
3	Shoot You in the Back Motörhead	02:37	£0.99
4	Live to Win Motörhead	03:34	£0.99
5	Fast and Loose Motörhead	03:20	£0.99
6	(We Are) The Roadcrew Motörhead	03:09	£0.99

Complete album/season

If you've already bought a few songs from an album or episodes from a TV show season and decide you want the rest when you buy the album or season, the price is adjusted accordingly; based on what you've already spent on individual tracks from that album or season.

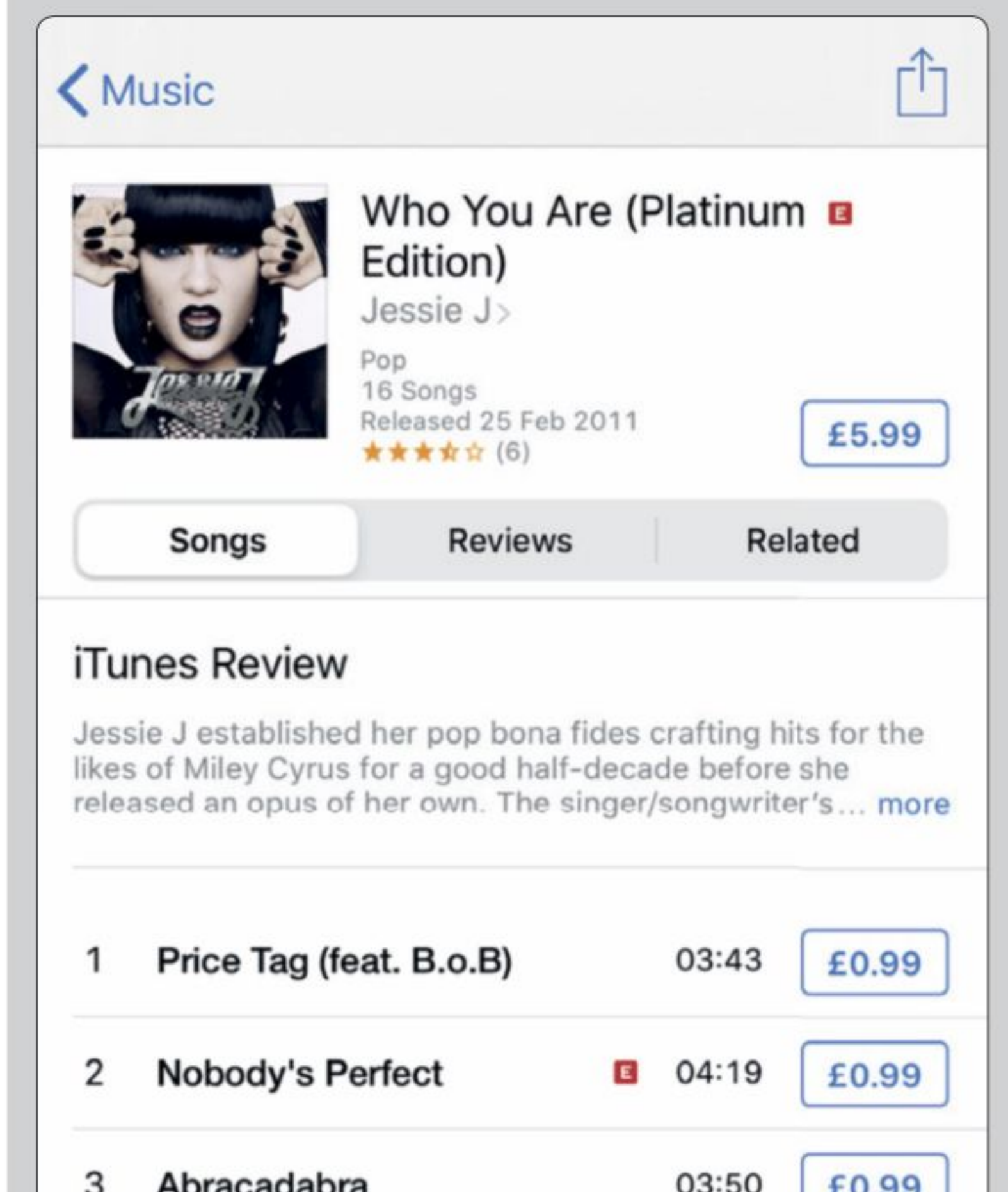


Buying TV shows

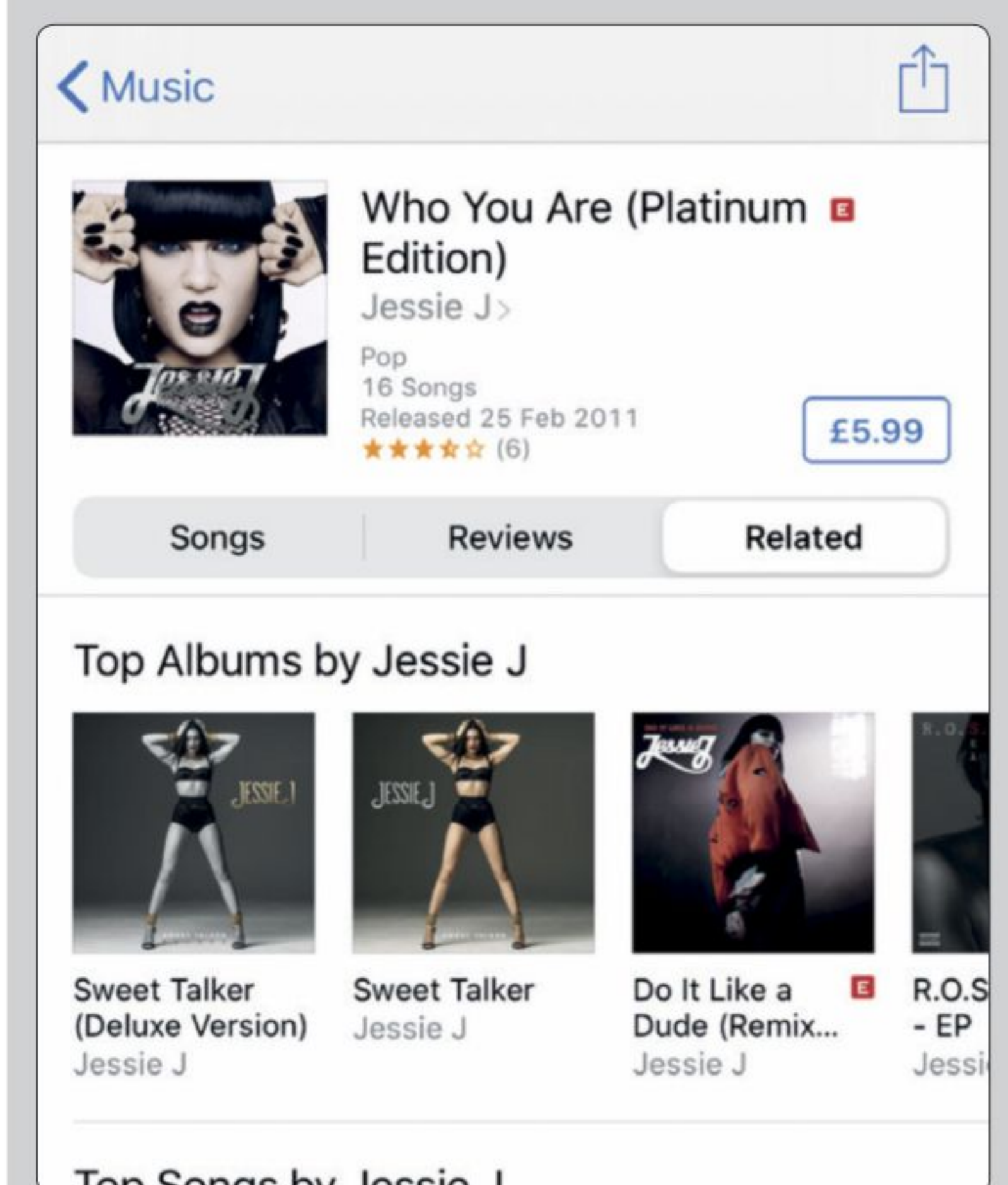
Buying TV shows is similar to buying music, in that you can buy an individual show or an entire season, it's up to you. You can choose between HD (high definition) and the usually-cheaper SD (standard definition) if both are available.

Buying music from iTunes.

You can buy albums or tracks and play them on your iPhone.



Find the album or song you want and tap on it. You can see a review if available. When looking at a complete album, a track list is also shown. From here, you can tap the price at the top, for the whole album or an individual track's price to buy a song.



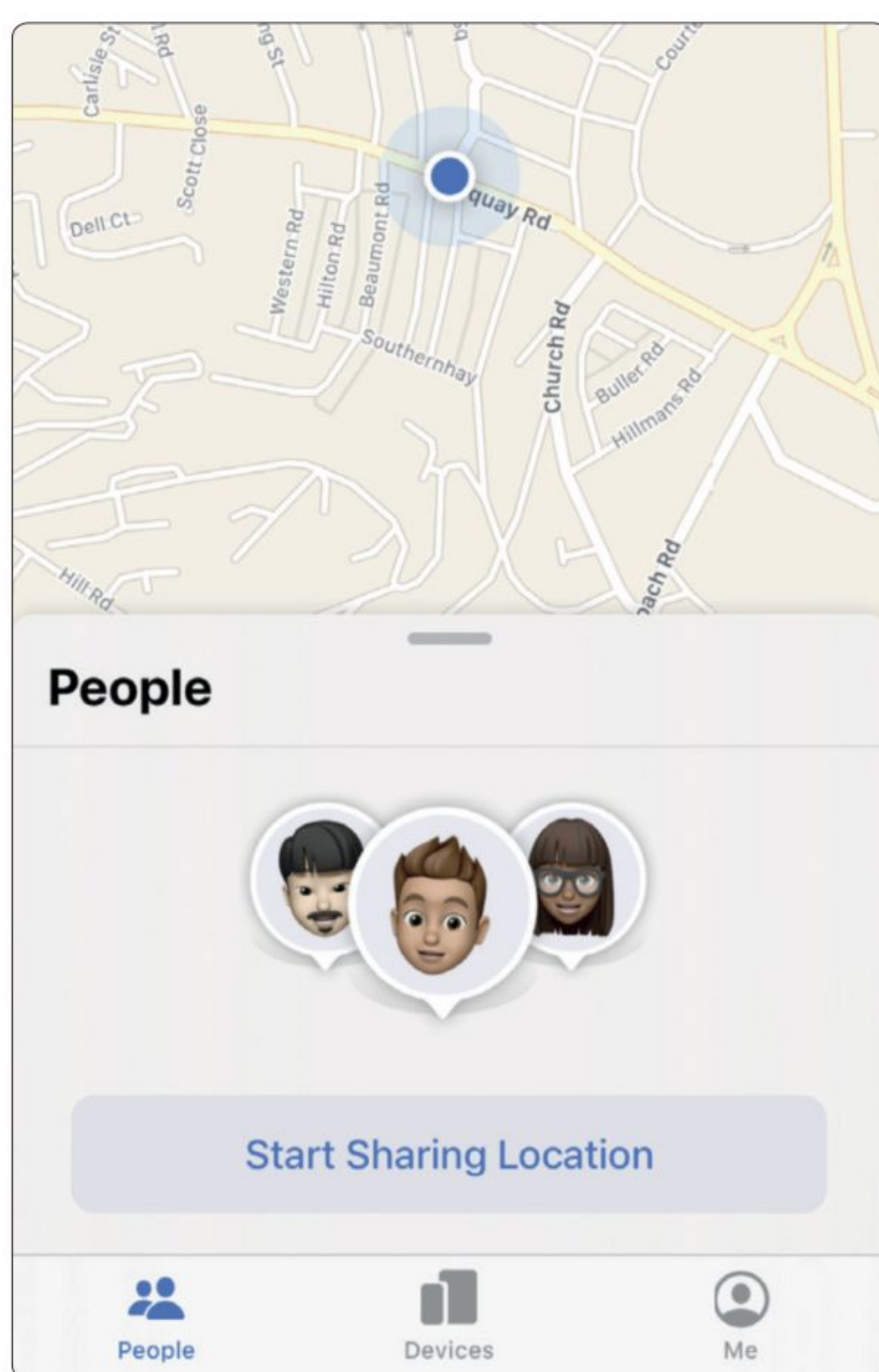
If asked to sign in with your Apple ID, do so. The album or track is then downloaded to your Music app, from where you can play it on your iPhone. For more reviews of that album, tap the Reviews tab. For more by that artist or similar music, tap the Related tab, as shown here.



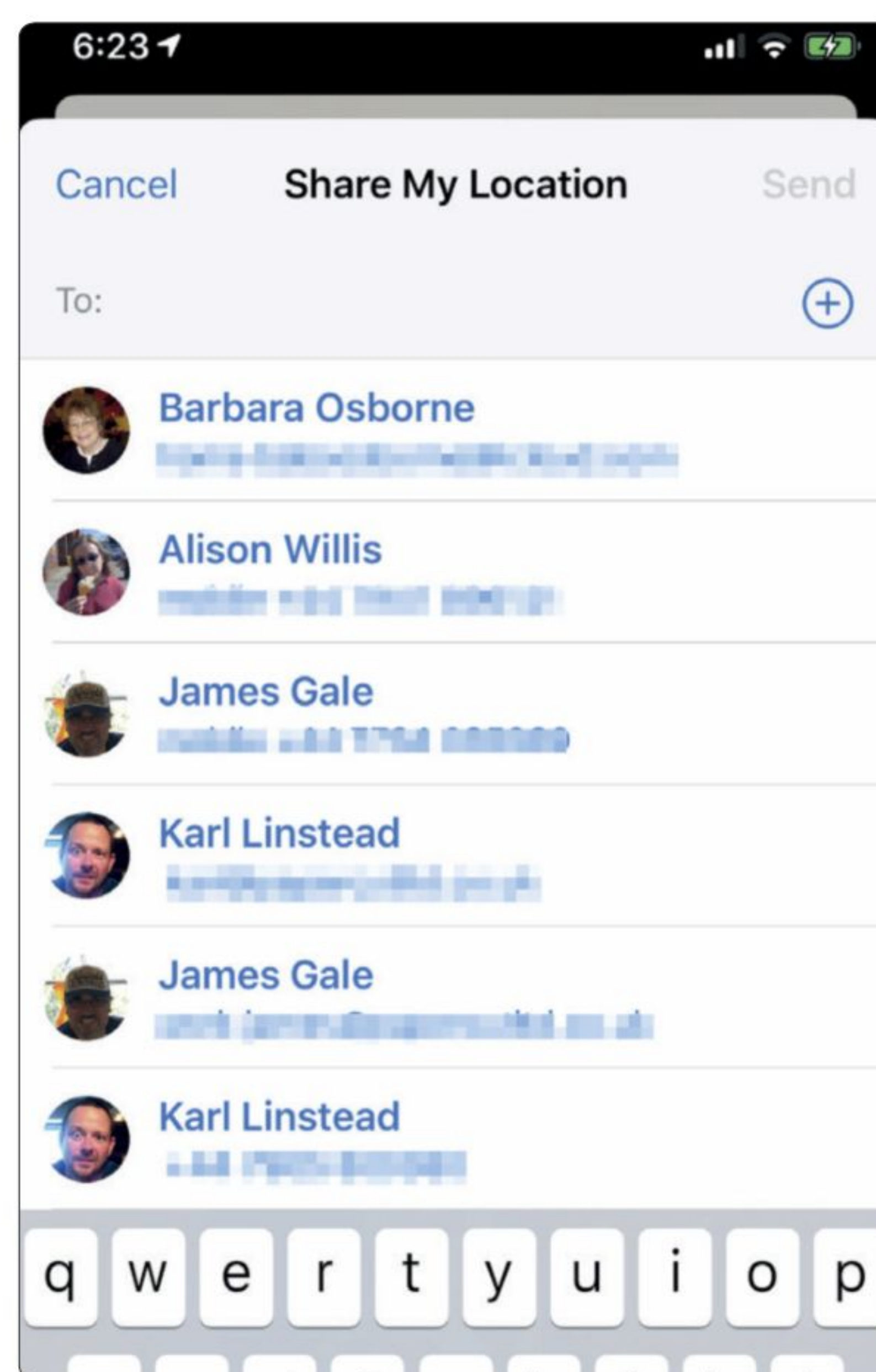
Find My

With the introduction of iOS 13, Find My Friends and Find My iPhone are merged into a single app, called simply 'Find My'. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs, and also locate your friends or family members on the map; just the thing if you're all on a day out and at risk of losing each other.

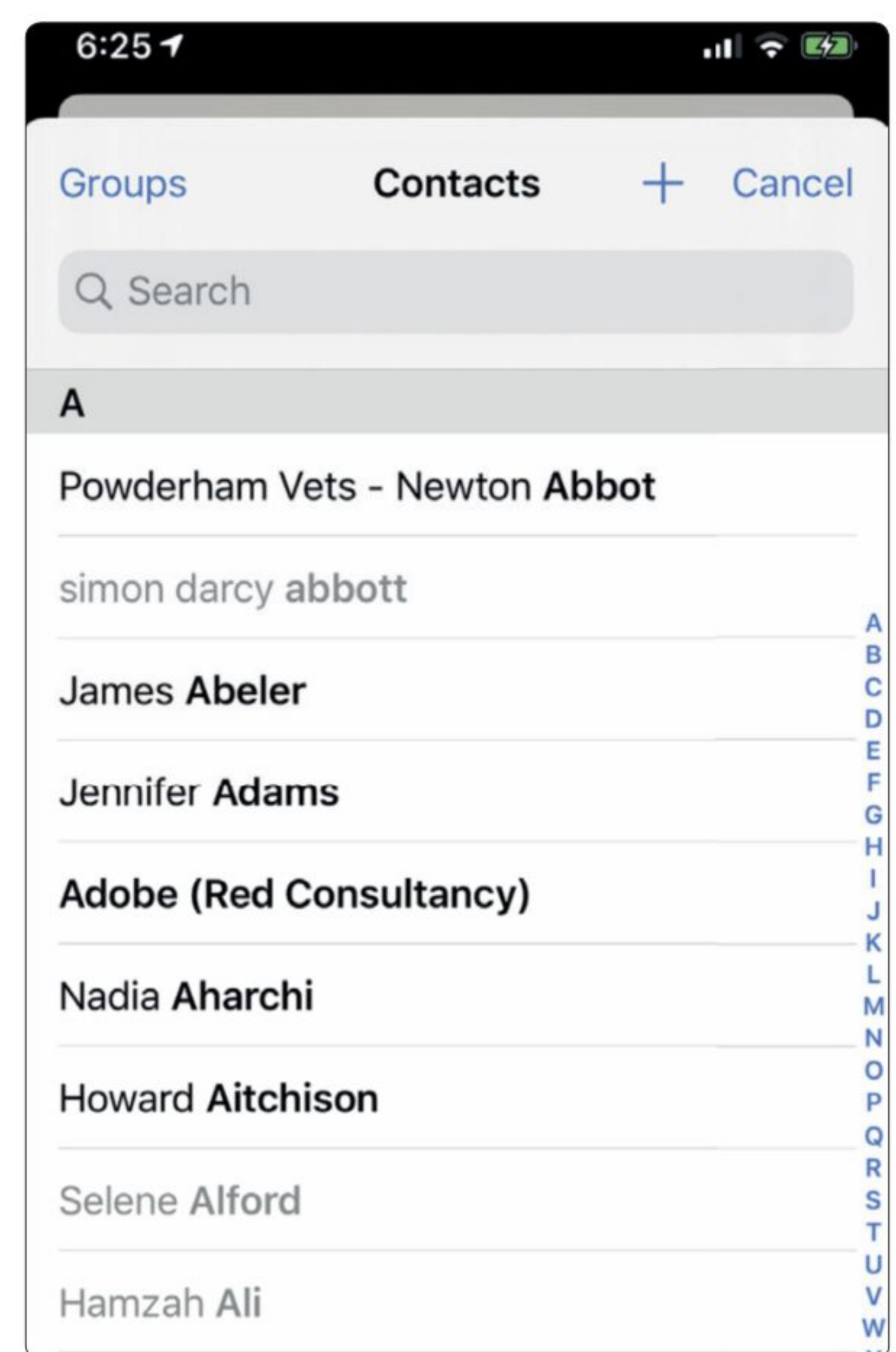
The People tab



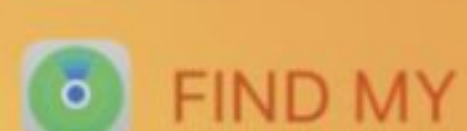
1 The Find My app is divided into three sections, represented by icons at the foot of the screen; People, Devices, and Me. Unsurprisingly, the People tab is for finding your friends. If it isn't already selected, tap it.



2 To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.



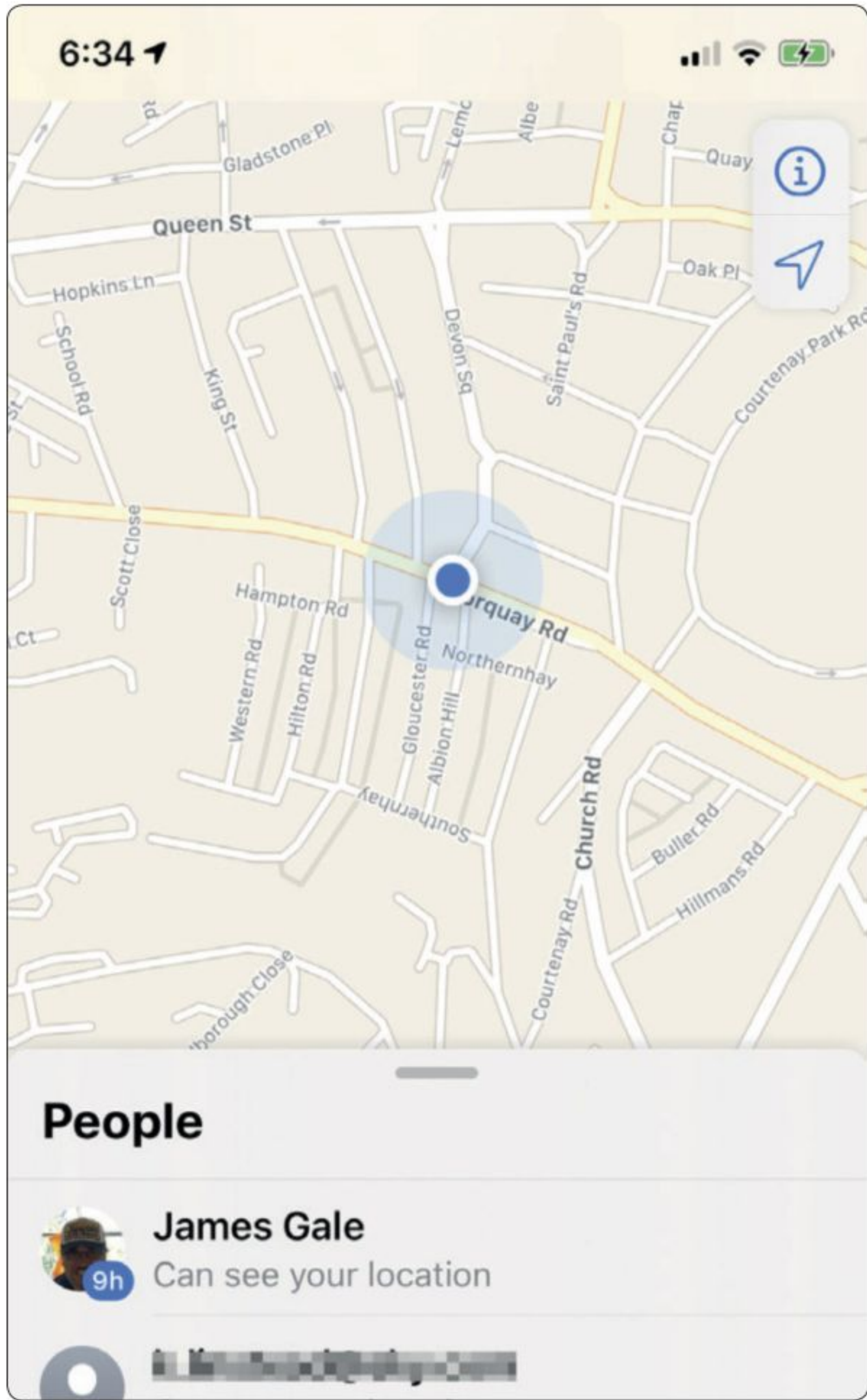
3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.



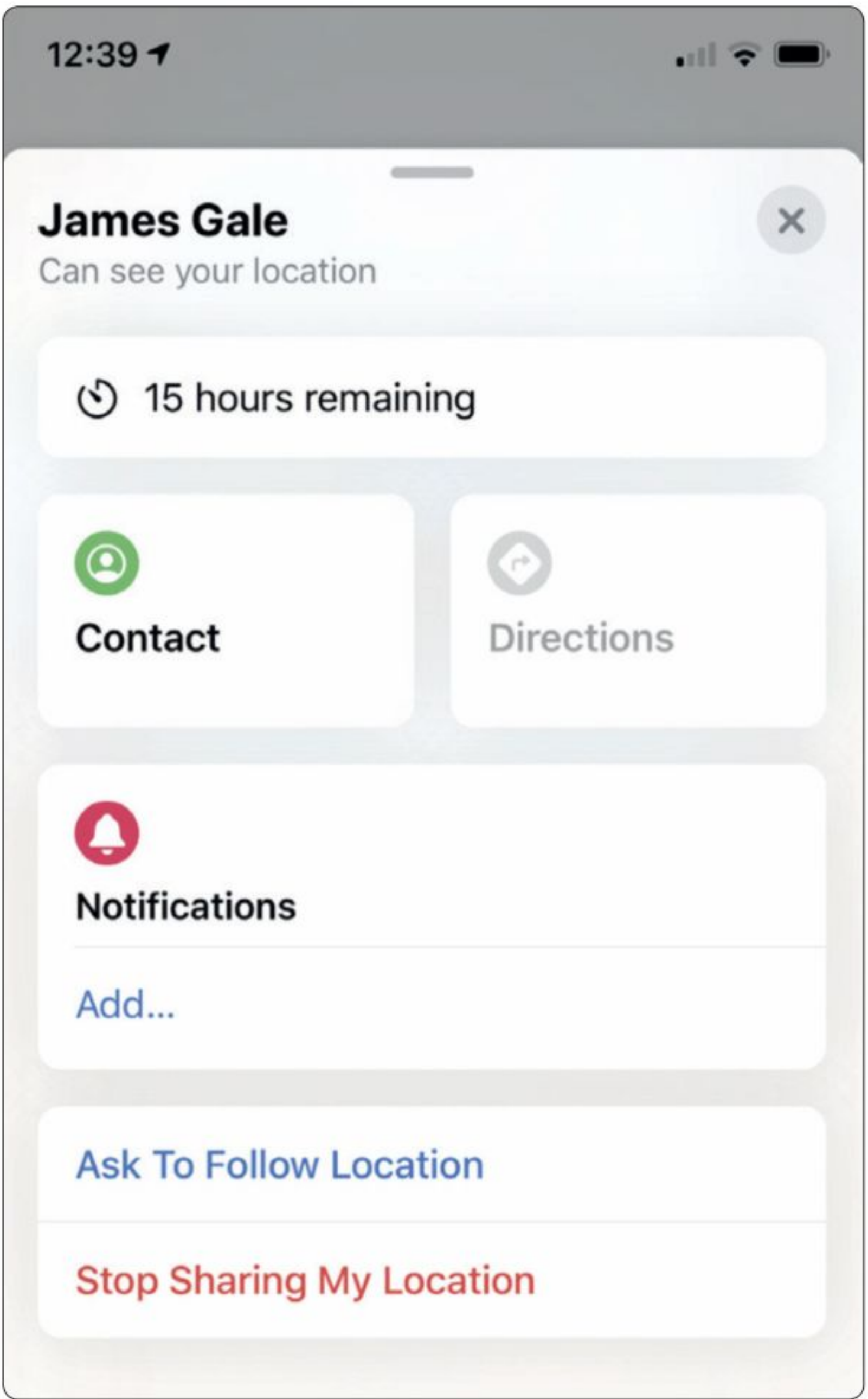
now
Ian Osborne started sharing location with you. Do you want to share yours?

Returning the favour.

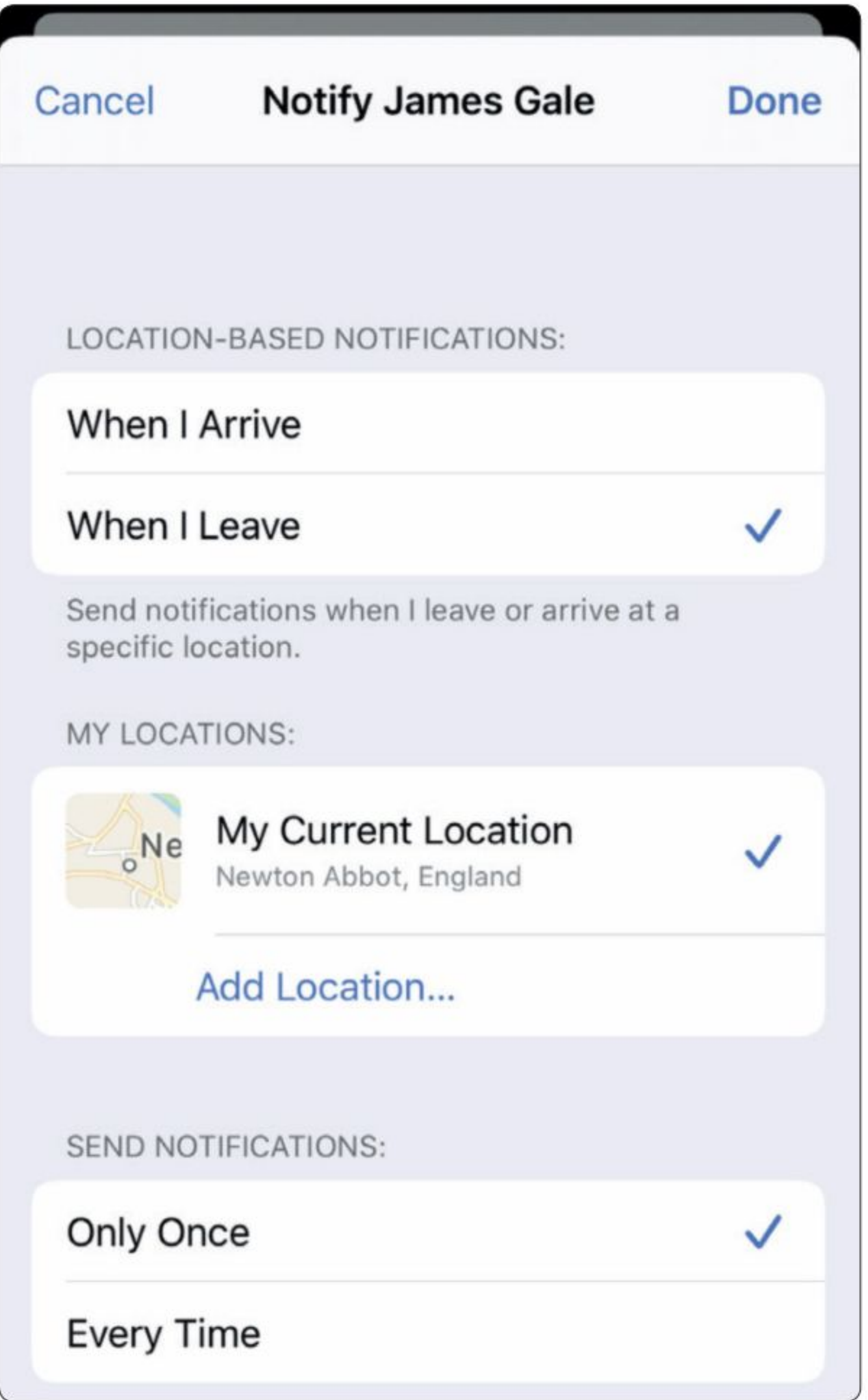
When someone shares their location with you, you're given a notification. Tap this and you can quickly and easily choose to return the favour, and share your location with them.



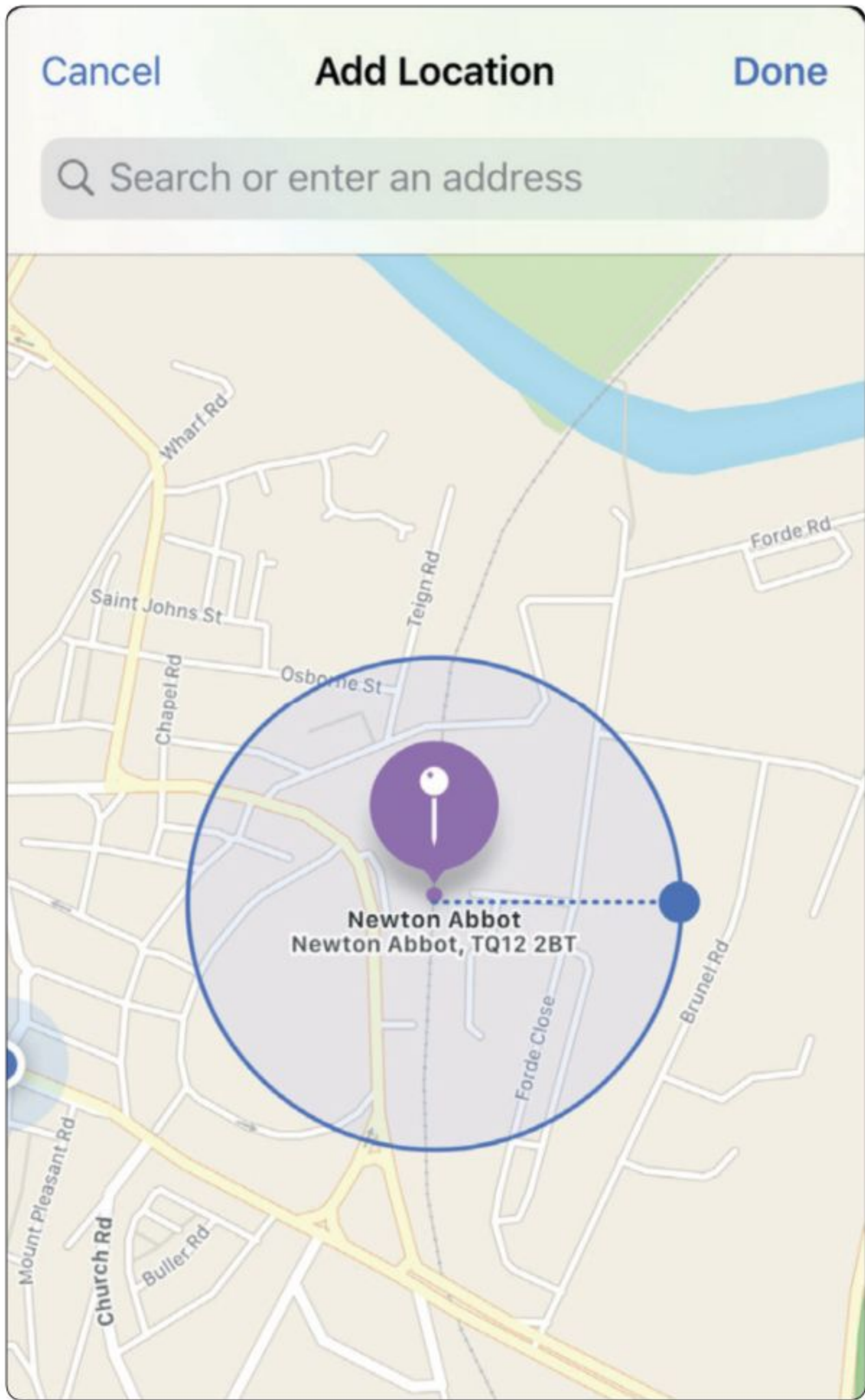
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



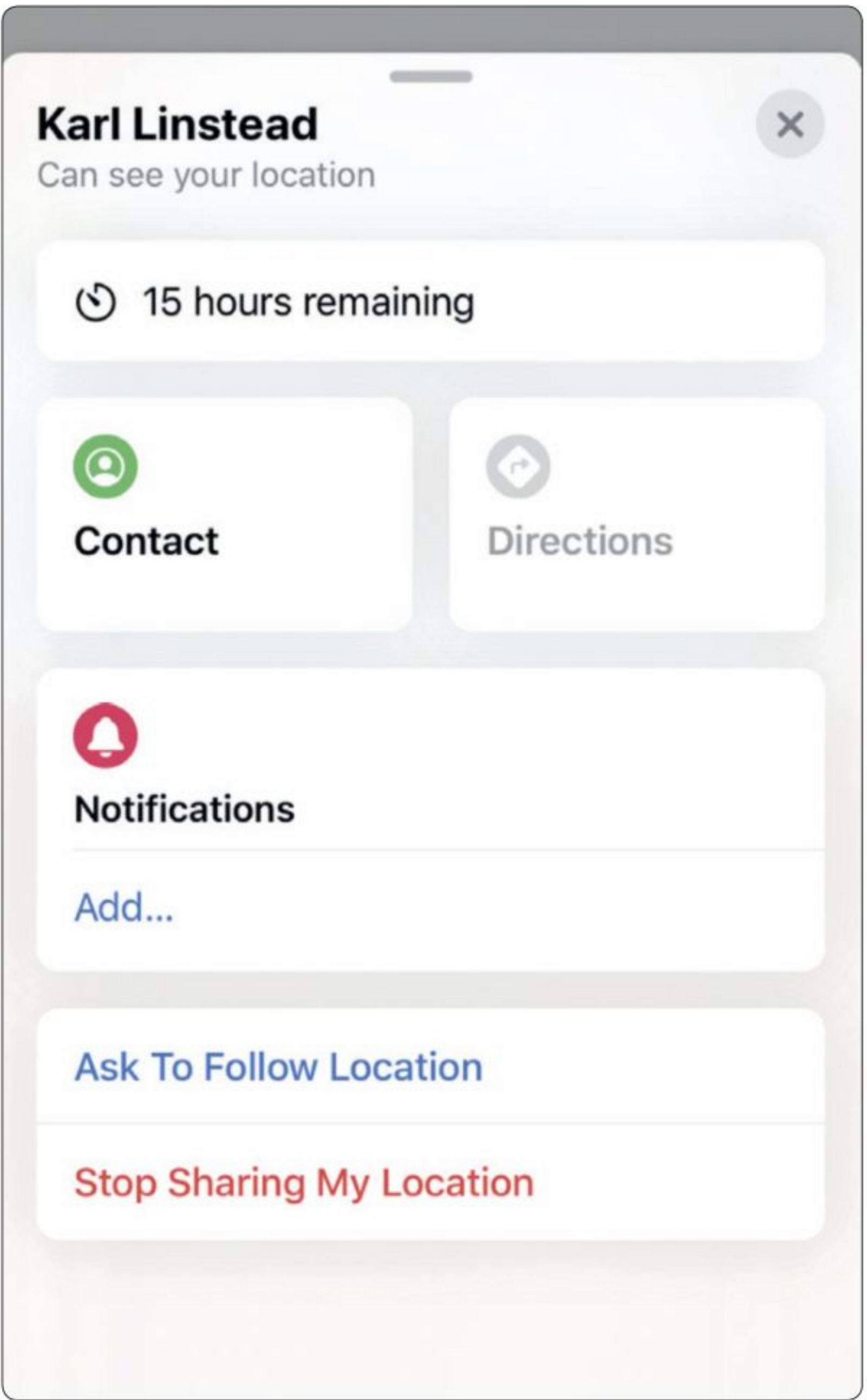
5 To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.



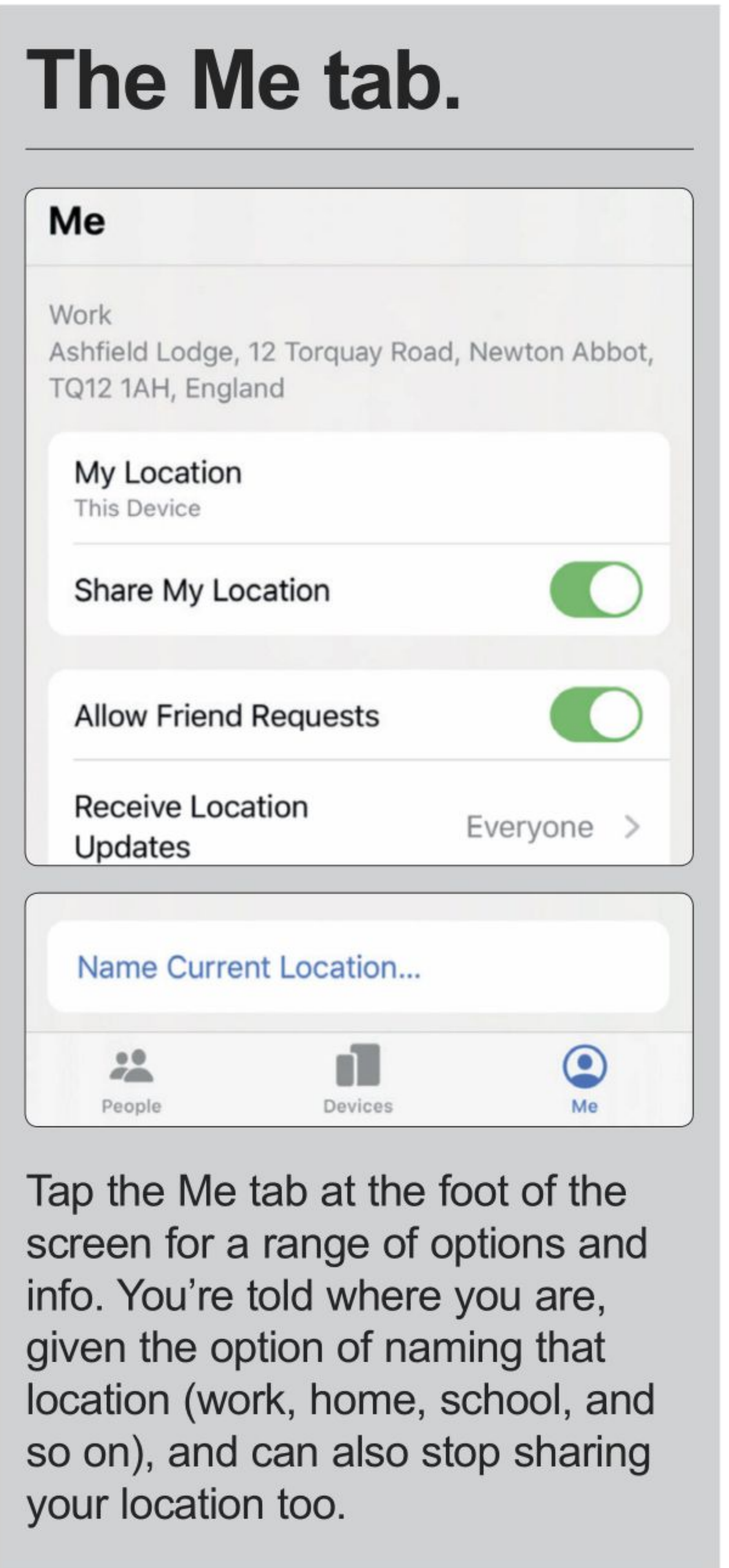
6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.



7 To add a location to your list, tap Add Location and then find it on the map or search for it. You can then opt to send a notification when you arrive there. Tap the Done tab in the top right when you've finished.



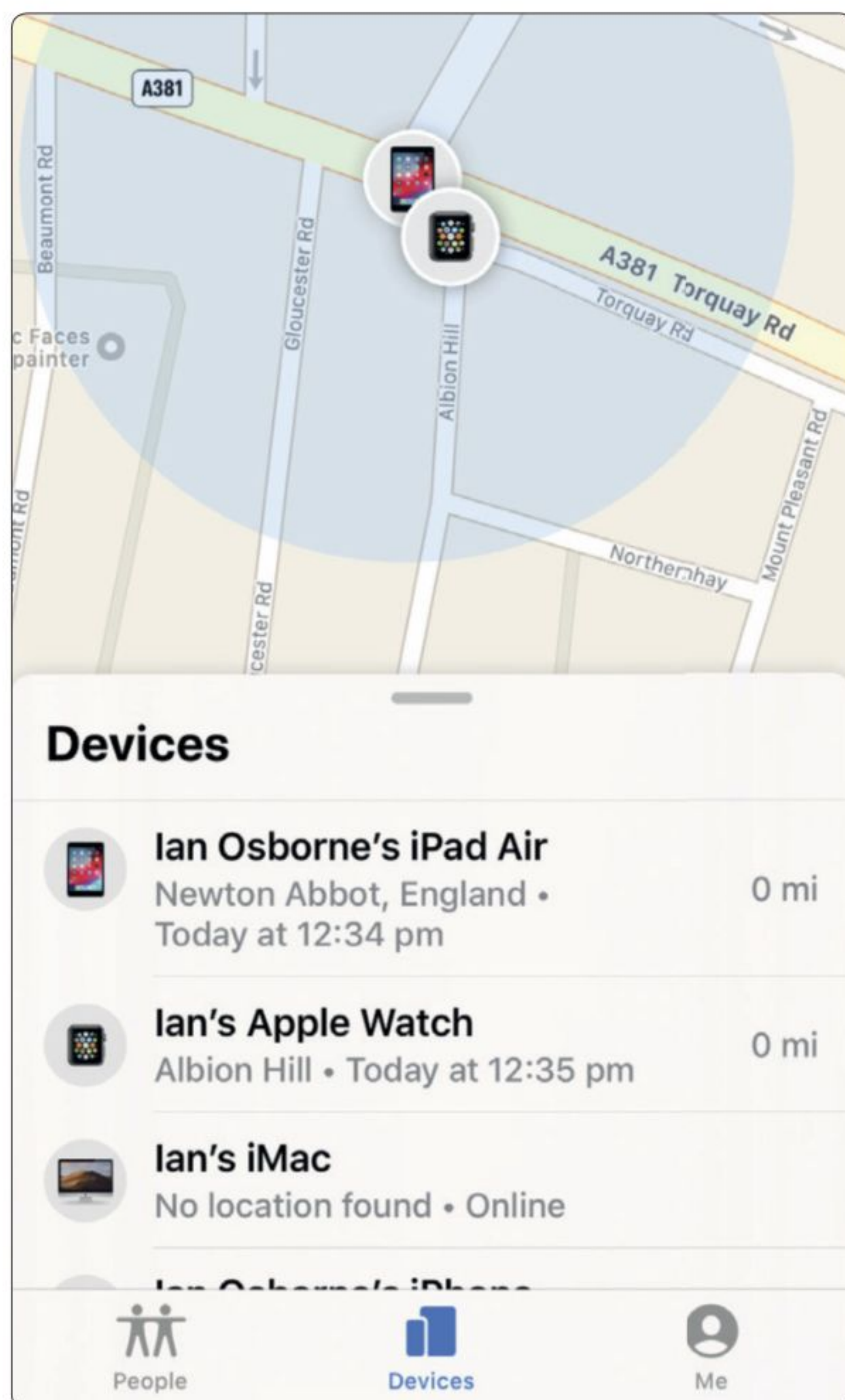
8 Tap a friend's name, that isn't currently sharing their own location with you, and then tap Ask To Follow Location to request they do so. If they comply, they also appear on the map, along with yourself and others who are sharing.



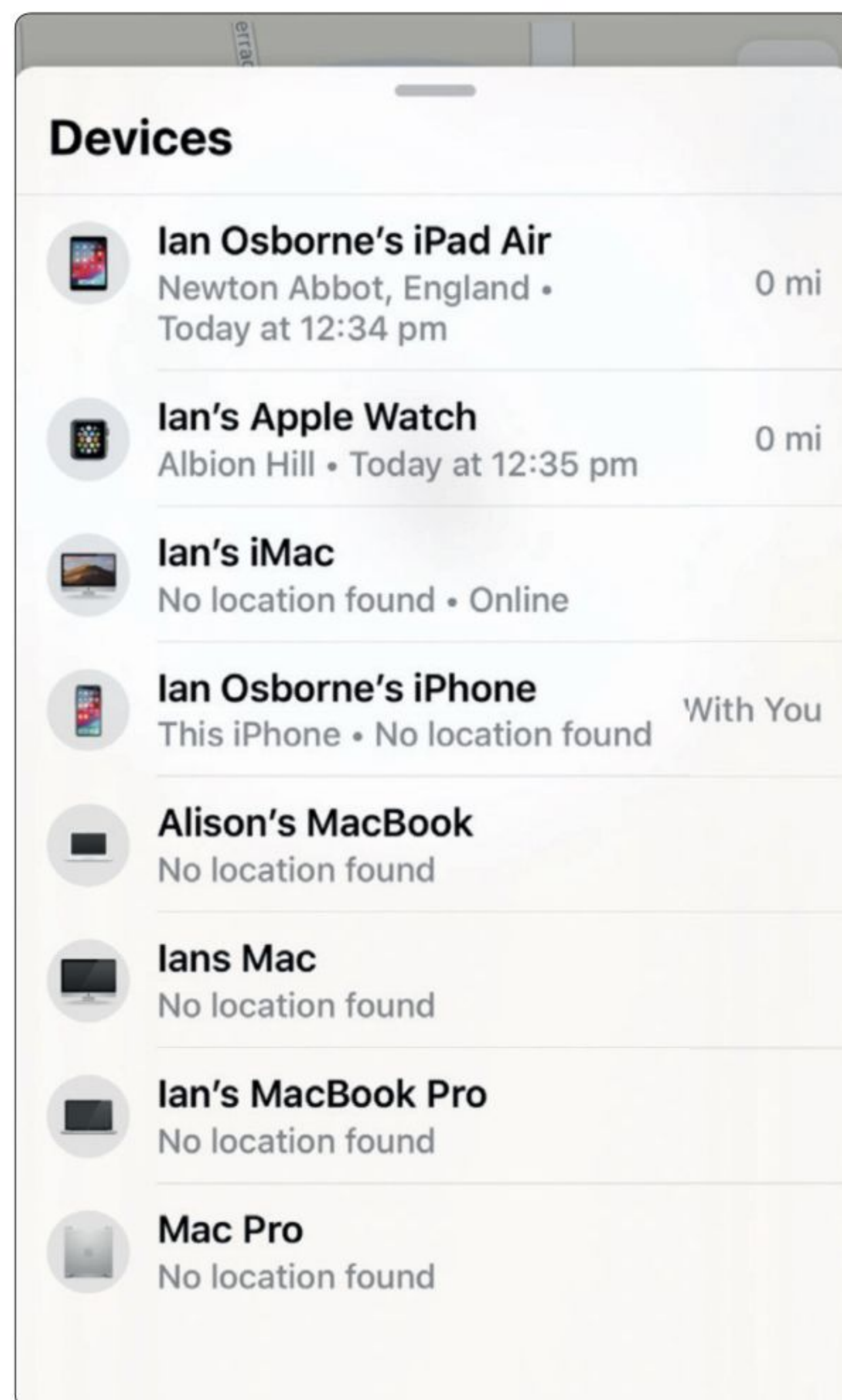
Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.



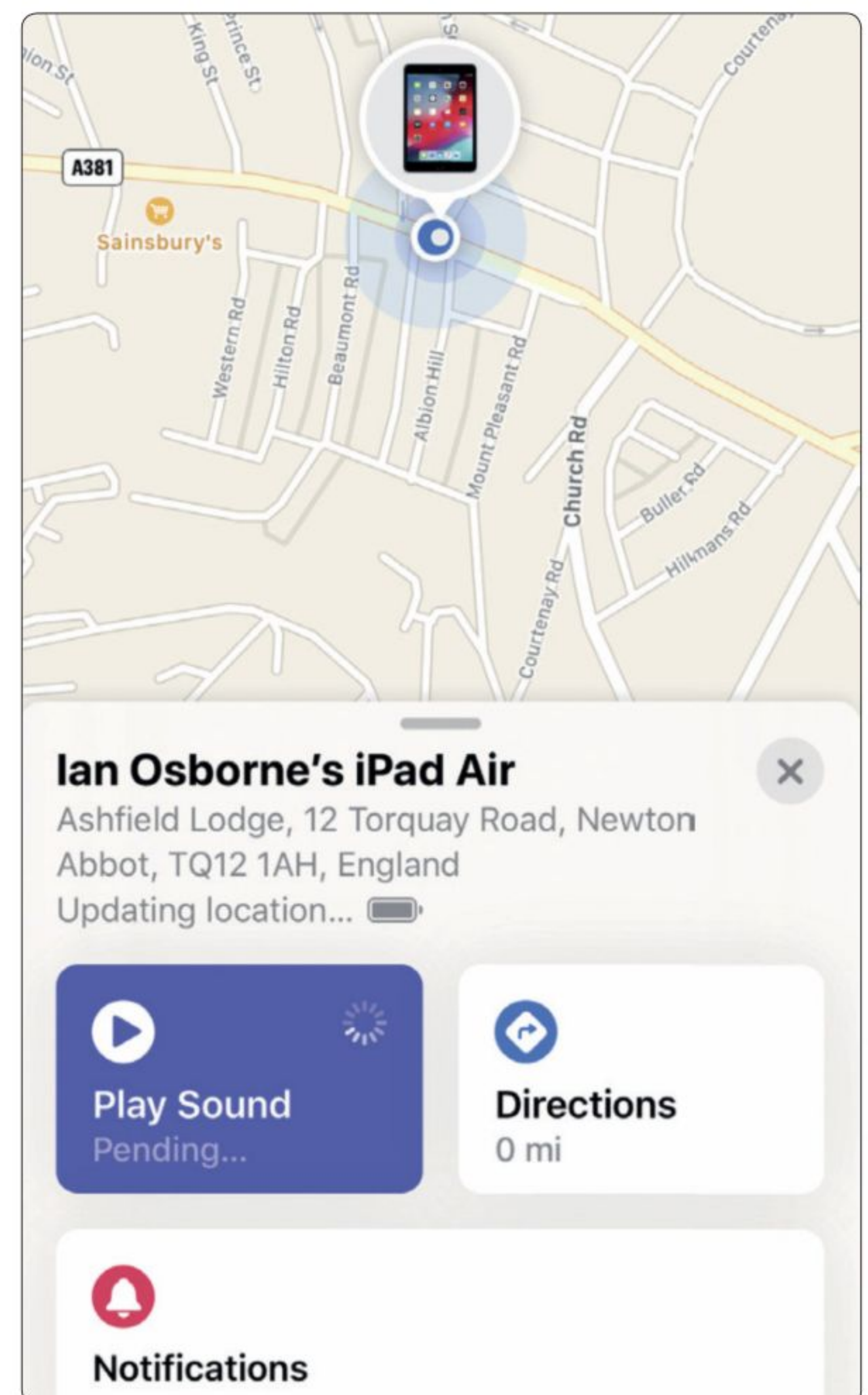
The Devices tab



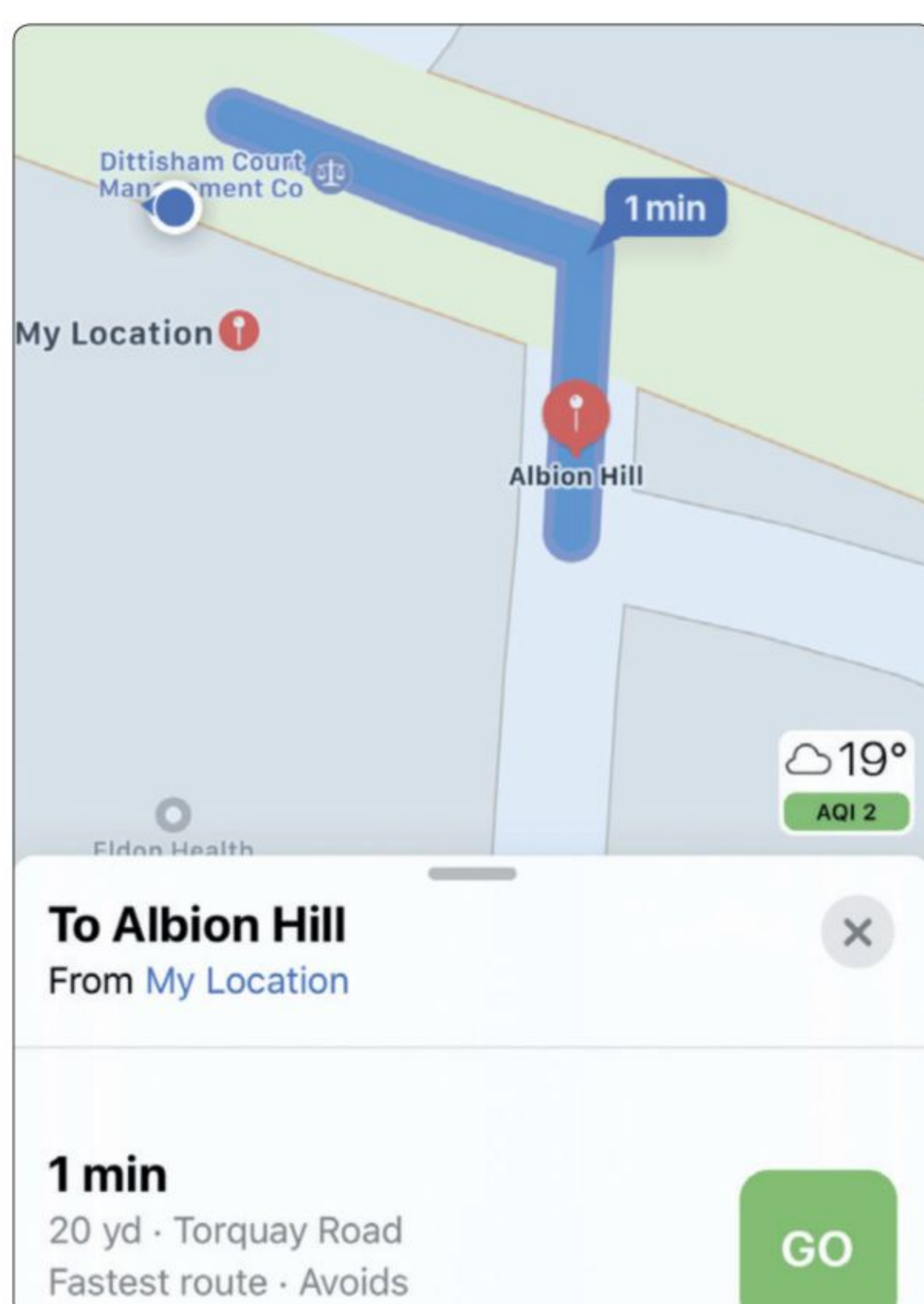
1 The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and any Apple gear you own, that's logged into the same Apple ID as your iPhone, is shown on the map.



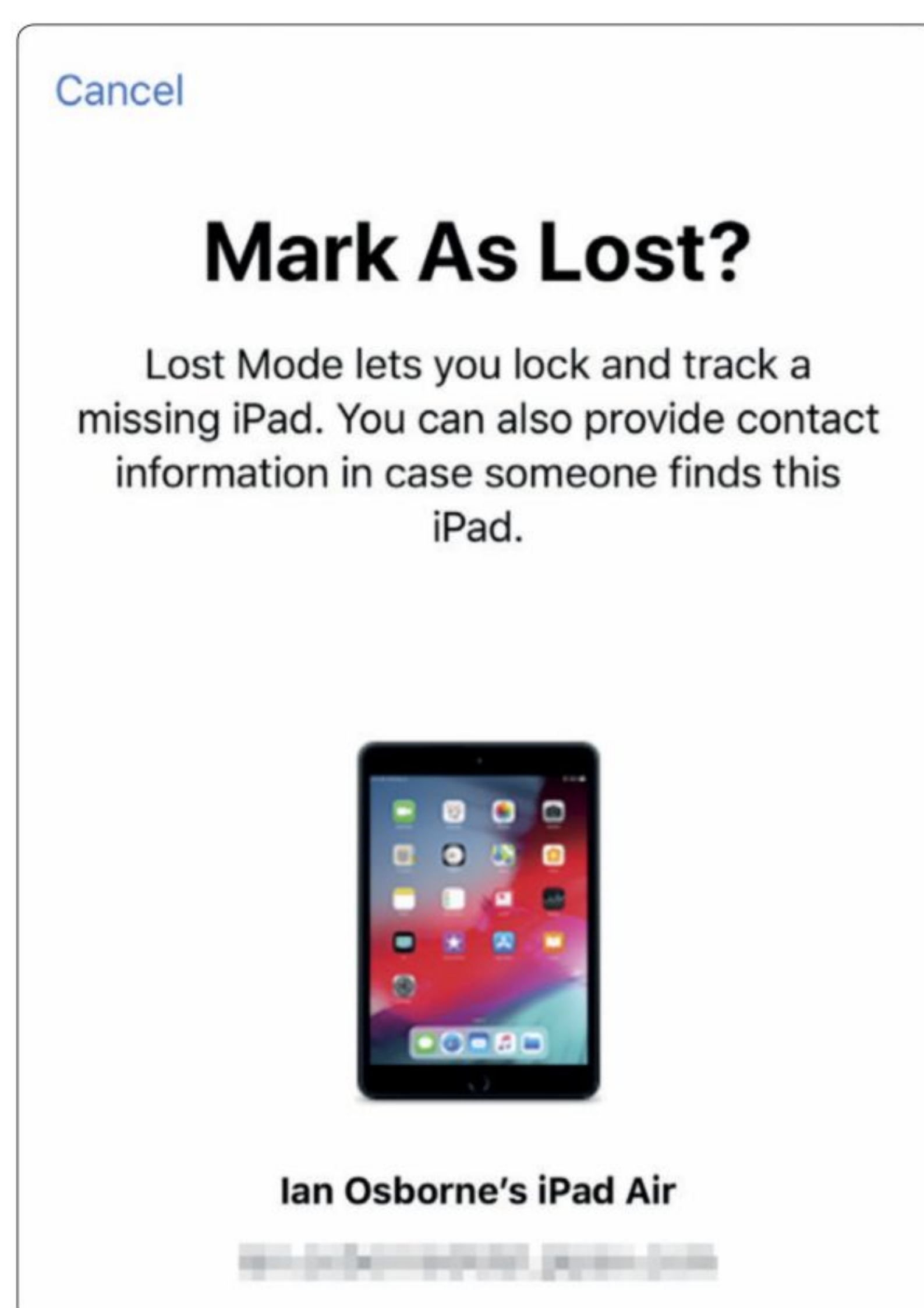
2 Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



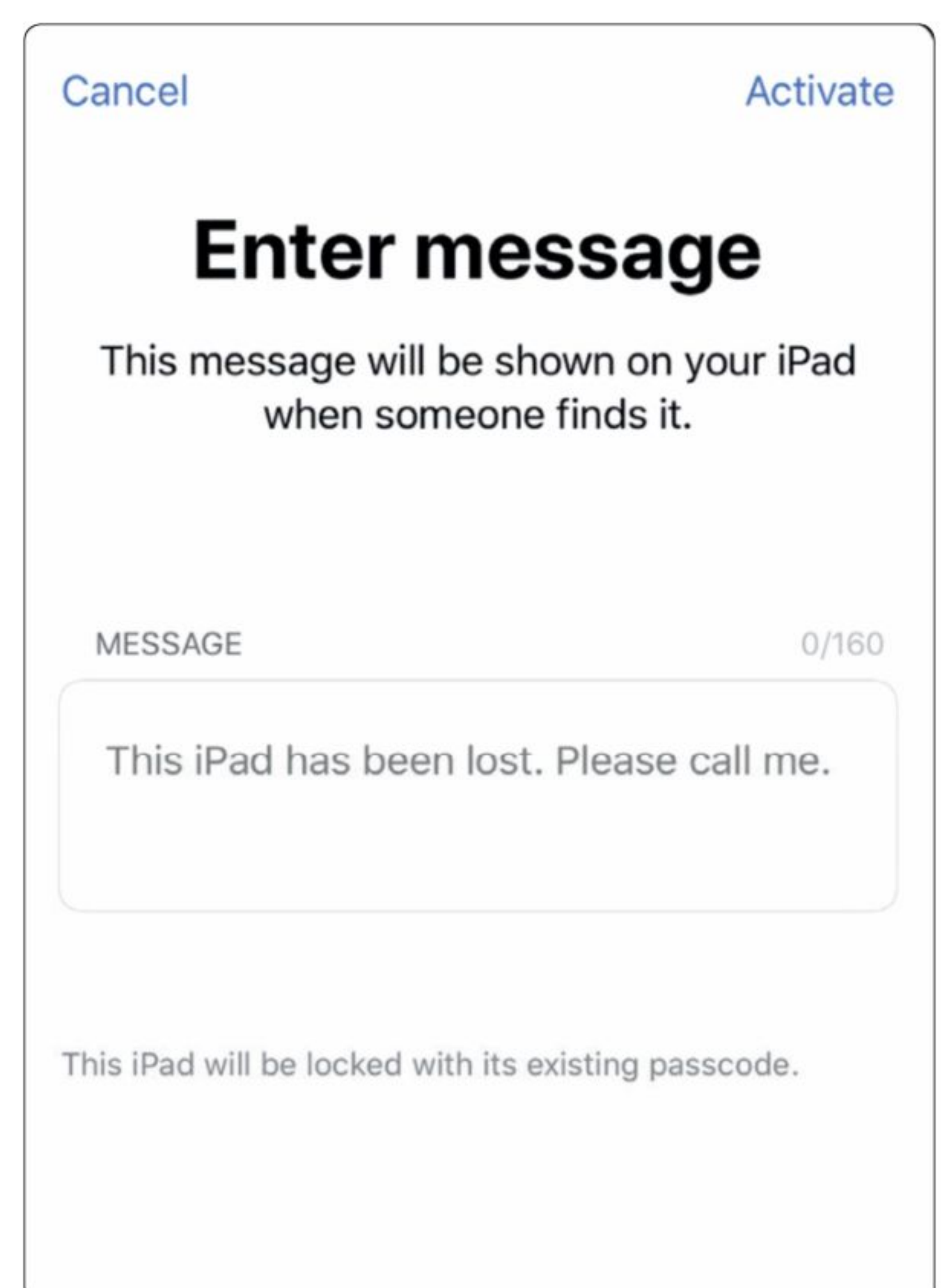
3 Tap a device on the map or list for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



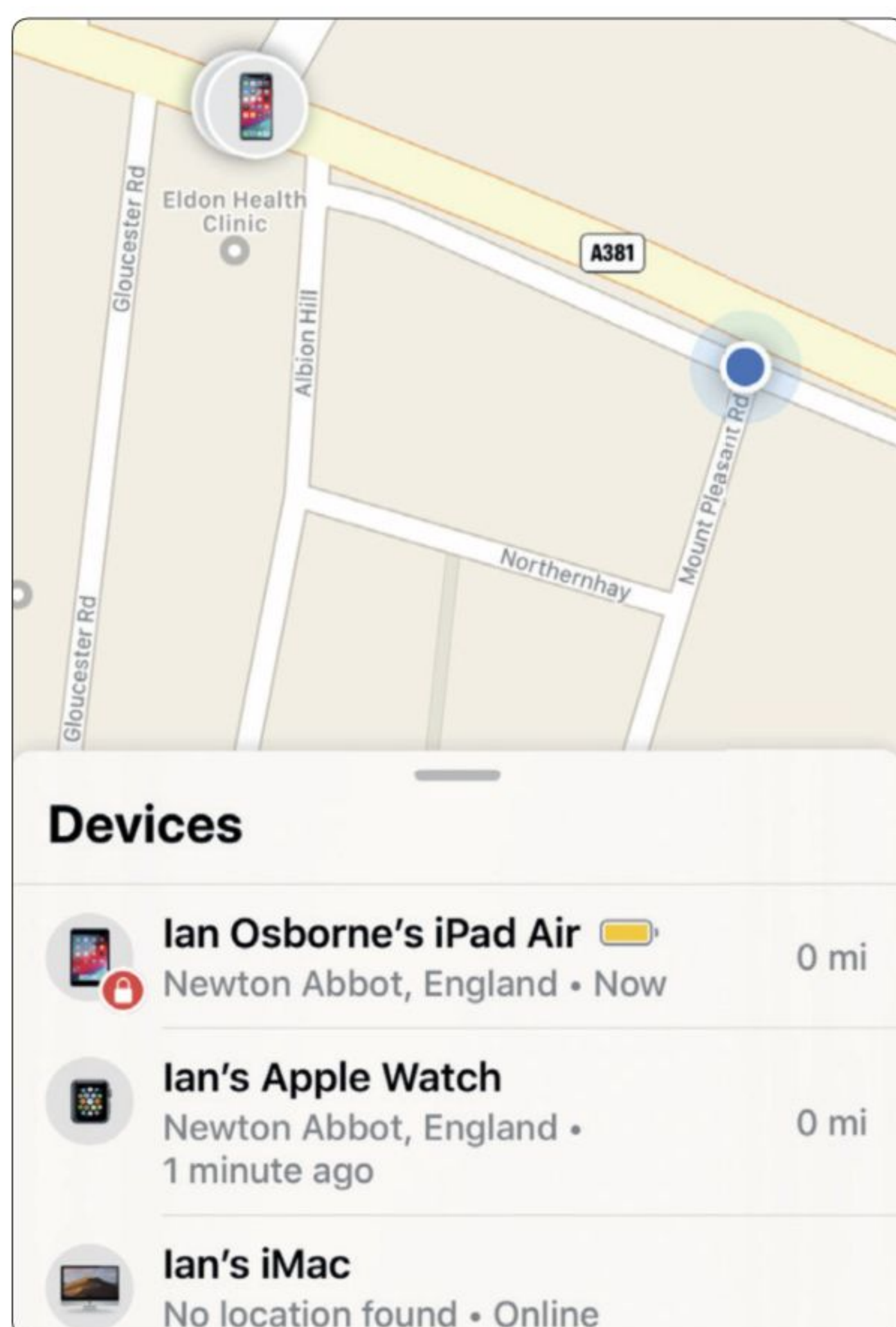
4 Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?



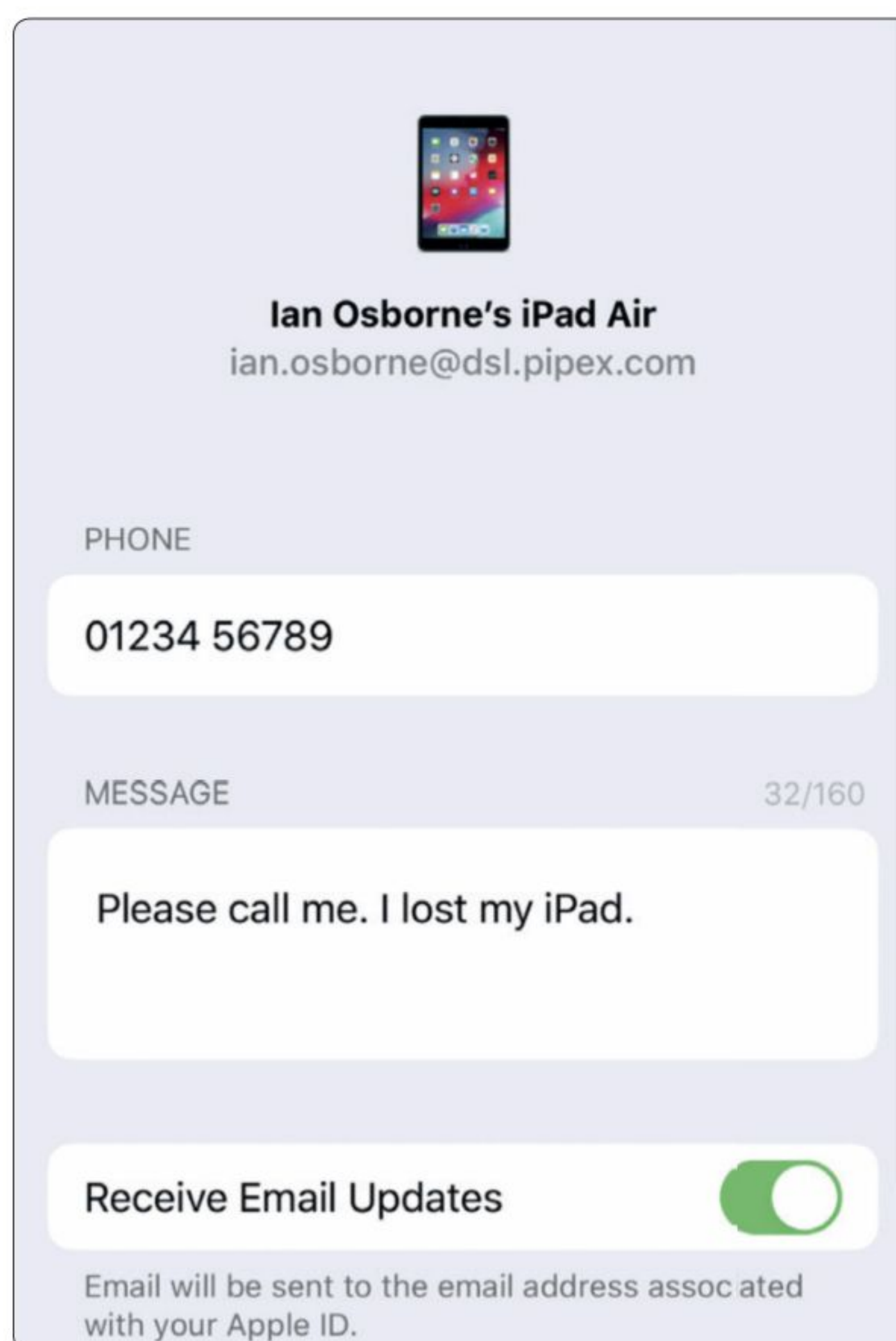
5 If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Mark as Lost to lock and track it. This prevents thieves or finders getting at your precious personal data.



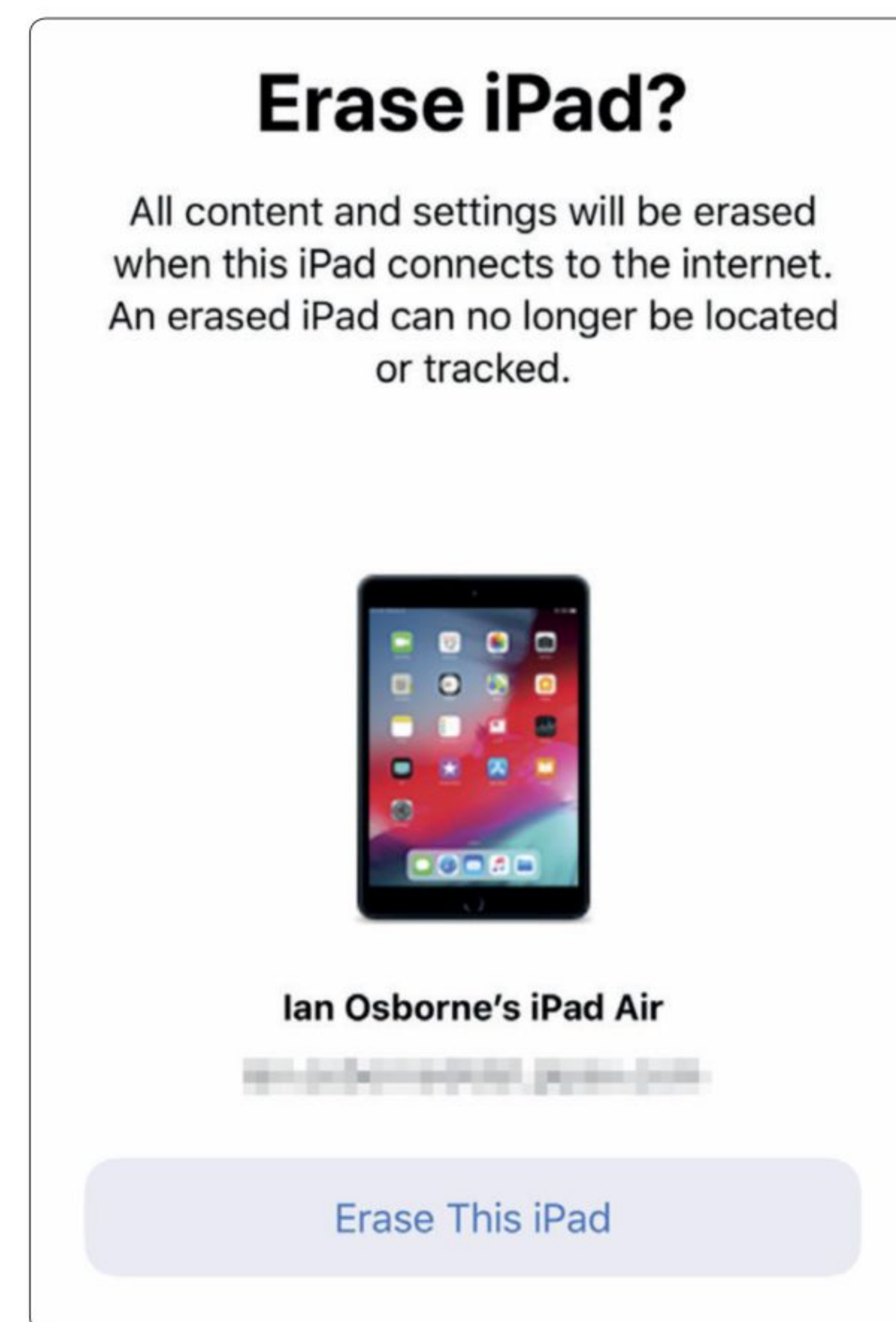
6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.



7 In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.

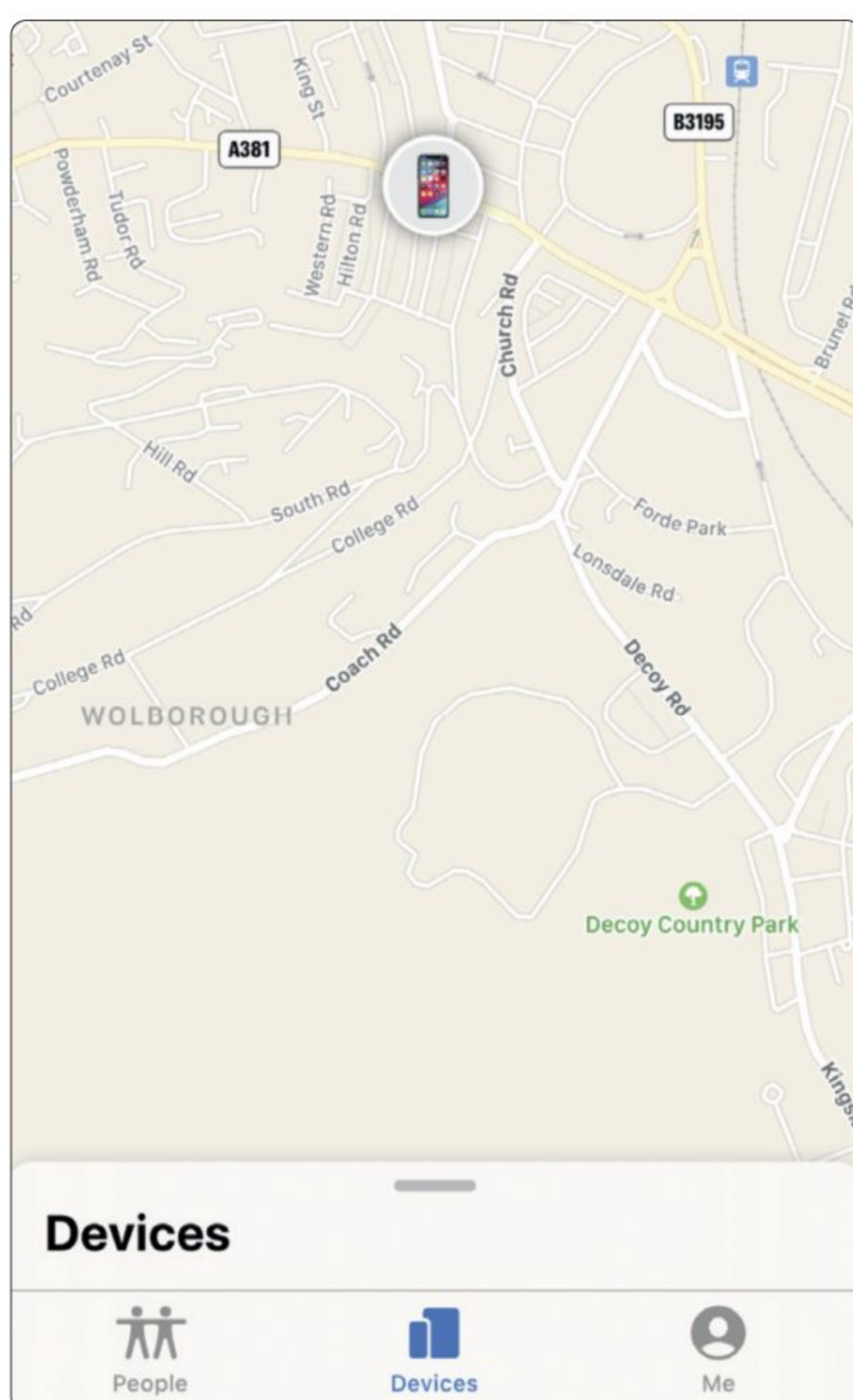


8 Tap the device in the Find My list, then tap Mark as Lost and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.

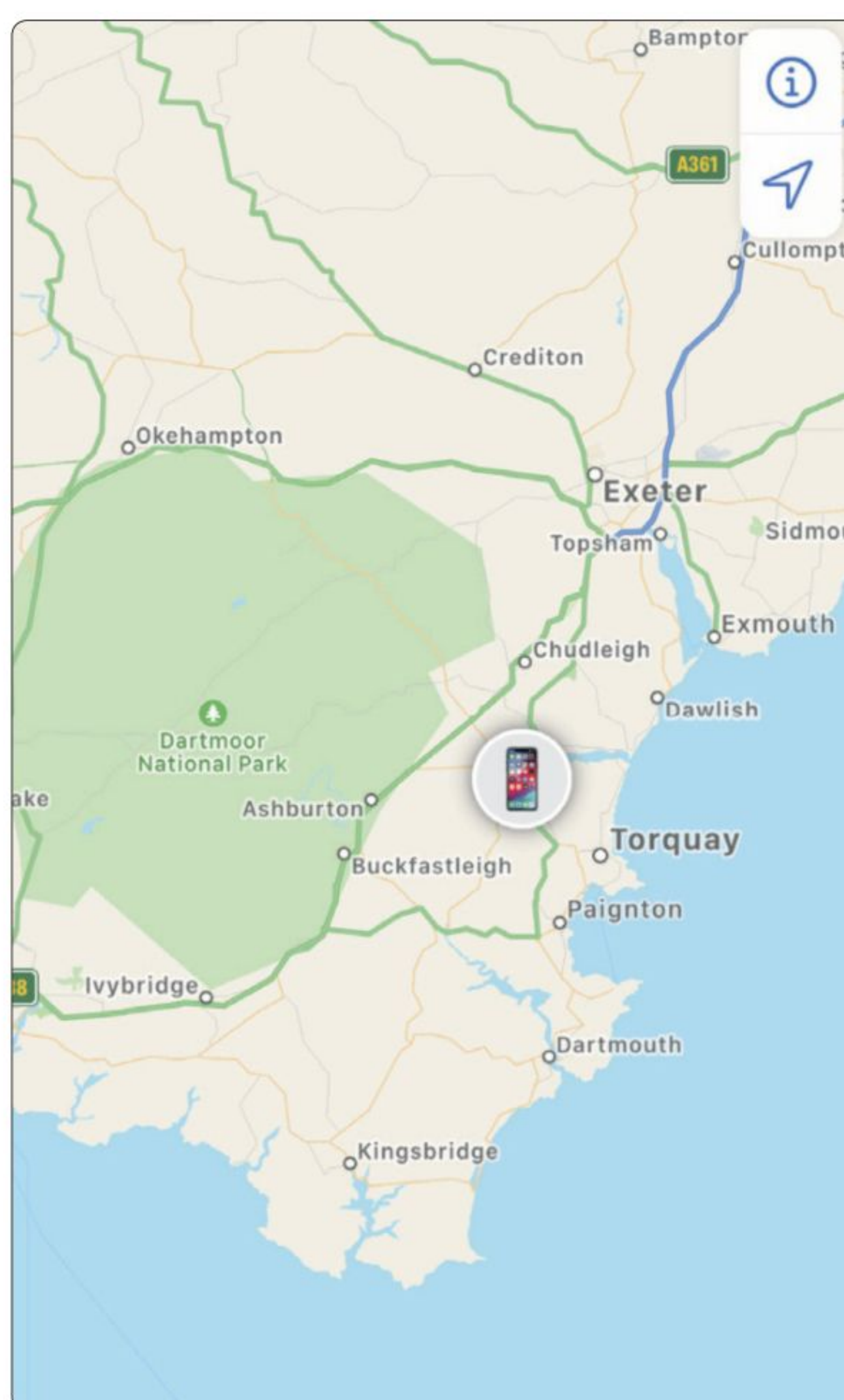


9 As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.

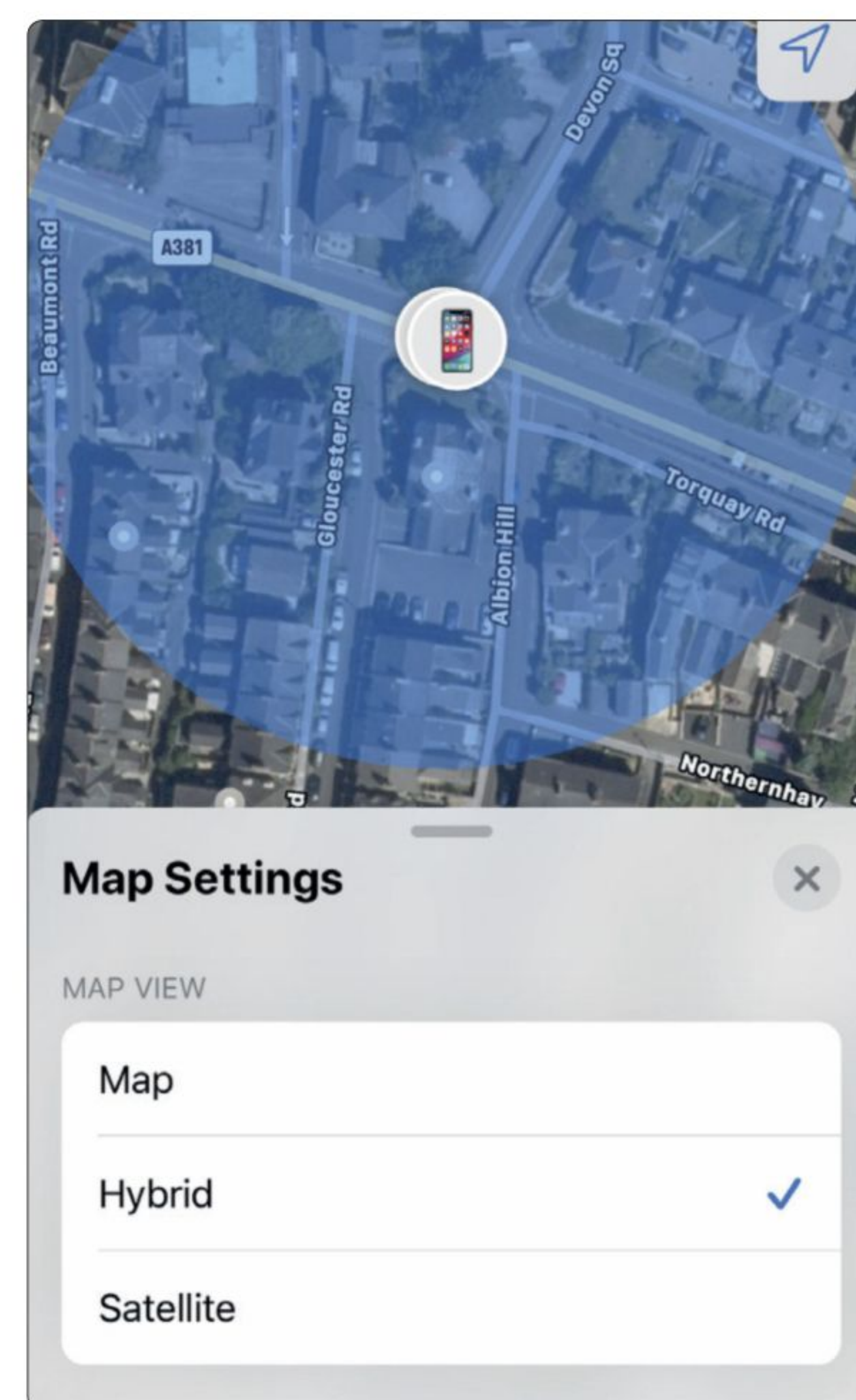
Map functions



1 Find My draws its maps from the Maps app, so shares some of its functionality too. Like in Maps, you can tap the blue arrow in the top right to home in on your current location. Tap again to have the map rotate around you.



2 Like in Maps, you can pinch and spread on the screen to zoom into or out of the map. You can also tap and hold with one finger, to drag the map around the screen and tap the compass to rotate it so North is up.



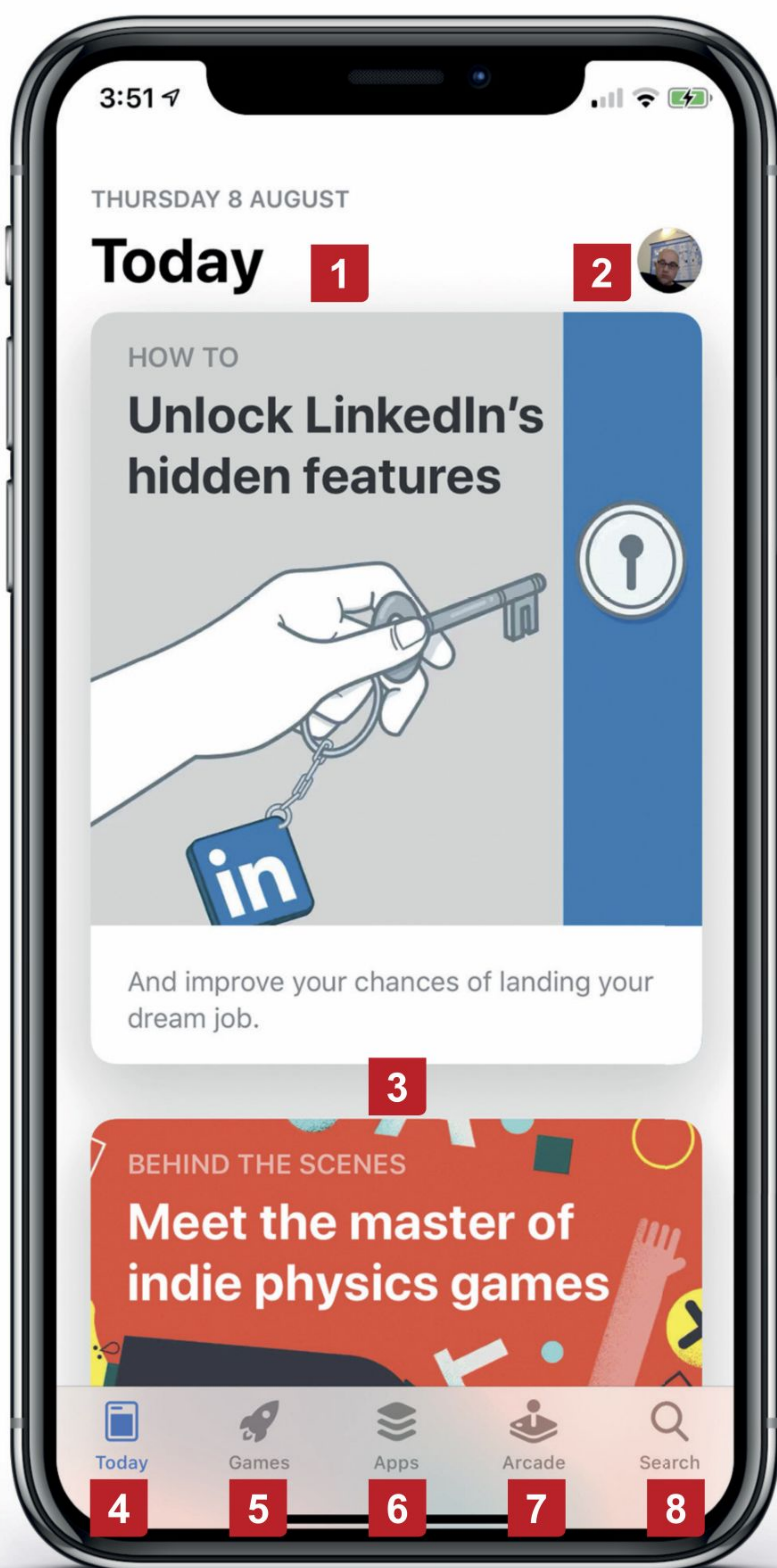
3 Tap the 'i' icon in the top right corner, and you can switch between a drawn map, a satellite view and a hybrid, that is, a satellite map with street names overlaid. You can also switch between miles and kilometres.



App Store

The App Store is where you download and install new apps for your iPhone. You can get games, productivity software, entertainment applications and more. Many App Store apps are free too.

App Store in Focus



1 The App Store's new Today screen gives you the pick of the best of the new releases, chosen every day by Apple's editors. Scroll up for the apps that were chosen on previous days.

2 Tap here to get to your account details, redeem a card, send an app as a gift, update apps, and check on the apps you've previously purchased, or sign out of the App Store.

3 These are the apps, and a feature highlighting a range of apps, that have been chosen by Apple's editors as the choice of the day. Tap one for information on that particular app, and the opportunity to get it.

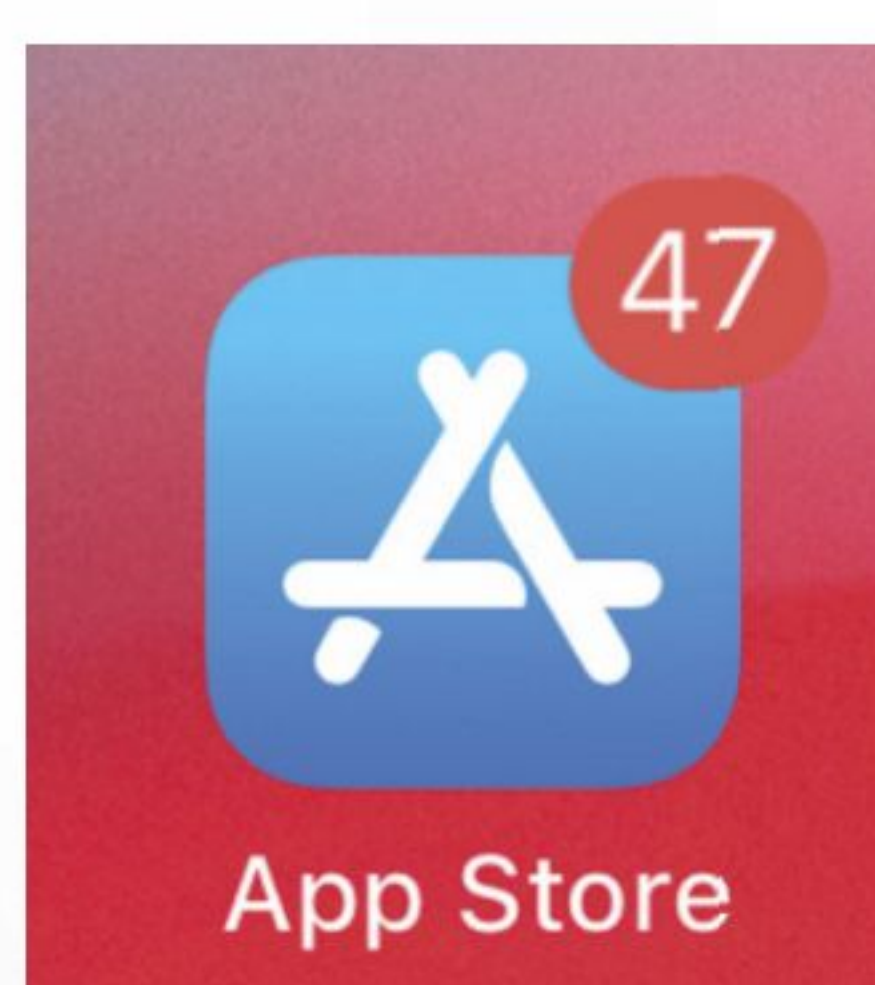
4 Tap here to get to the Today screen, as seen here. The Today screen is a great way of finding out what's new and exciting on the App Store, so you will probably want to visit it often.

5 Gaming apps now have their own category, which you reach by tapping this icon.

6 Tapping the Apps icon takes you to the apps page, where you find non-gaming apps. Scroll up and down and browse by category if you wish. Scroll this page all the way to the bottom to redeem iTunes gift cards.

7 This icon takes you to the Apple Arcade subscription service. For a set monthly fee of £4.99/\$4.99/4,99 €, you can play ad-free games on Macs, iOS devices and Apple TV. You can play as many or as few as you want. It's a little like Apple Music, but for great gaming experiences.

8 You can search for an app or a game using the search field. You can search for an app by name, by what it does (e.g. word processor), by the developer and more.

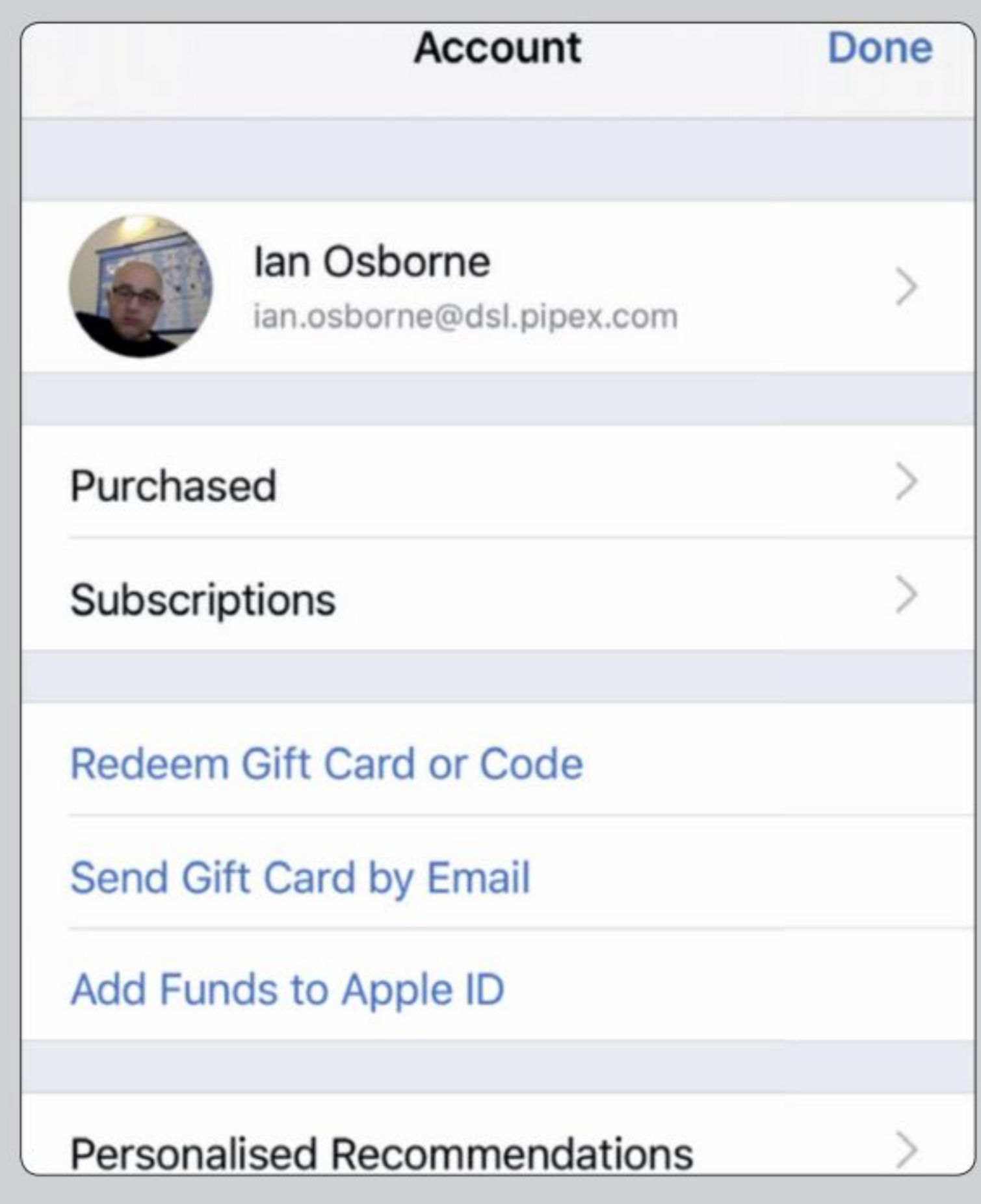


Updates available.

If you're not using automatic updates, when app updates are available, a badge appears on the App Store home page icon and also next to item 2.

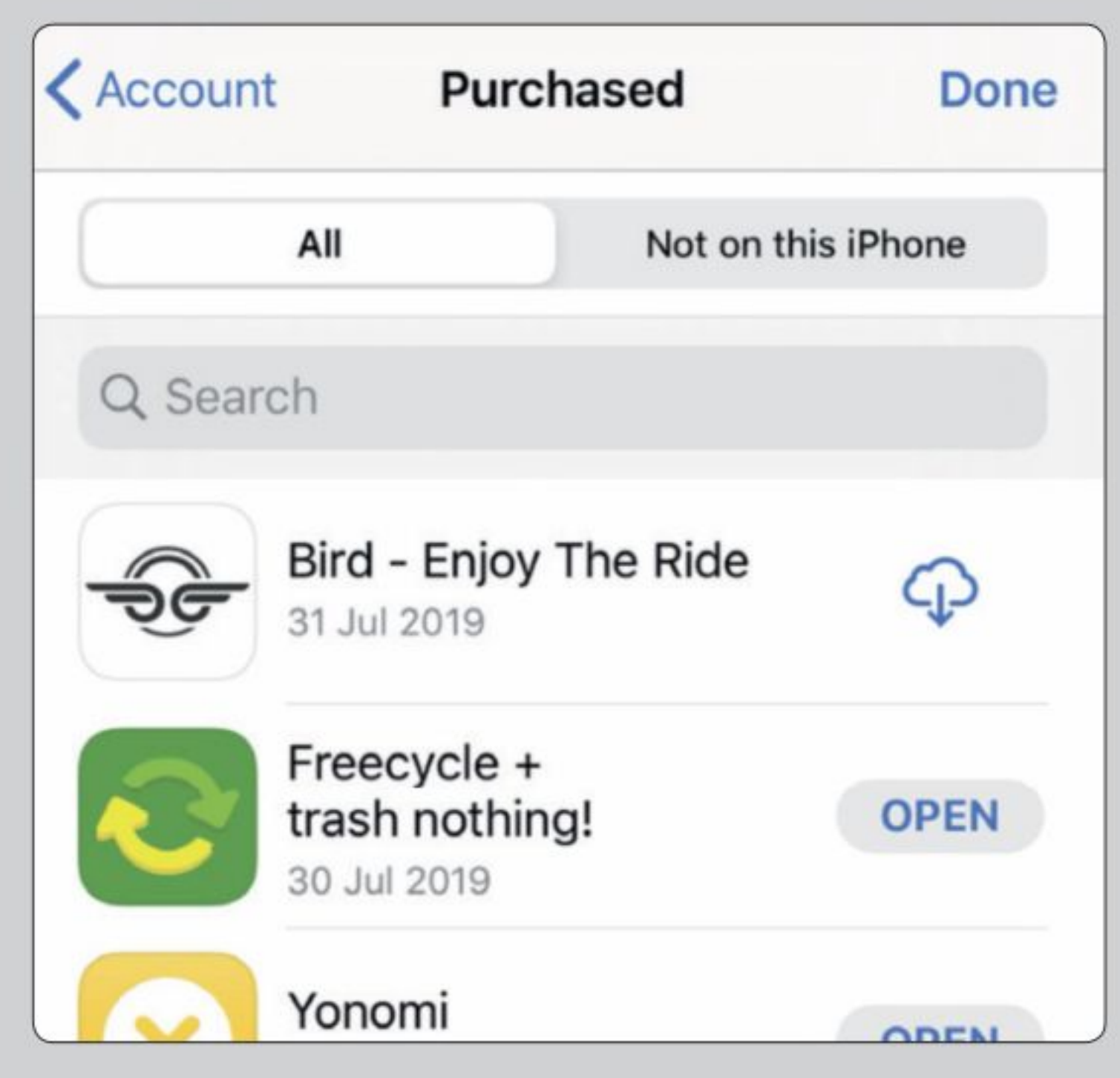
Updating apps.

If you have apps on your iPhone for which updates are available, the App Store app, and the icon in its top right corner, are badged with the number of apps that can be updated. Tap it, then update individual apps by tapping their Update button; or do them all together by tapping the Update All link.

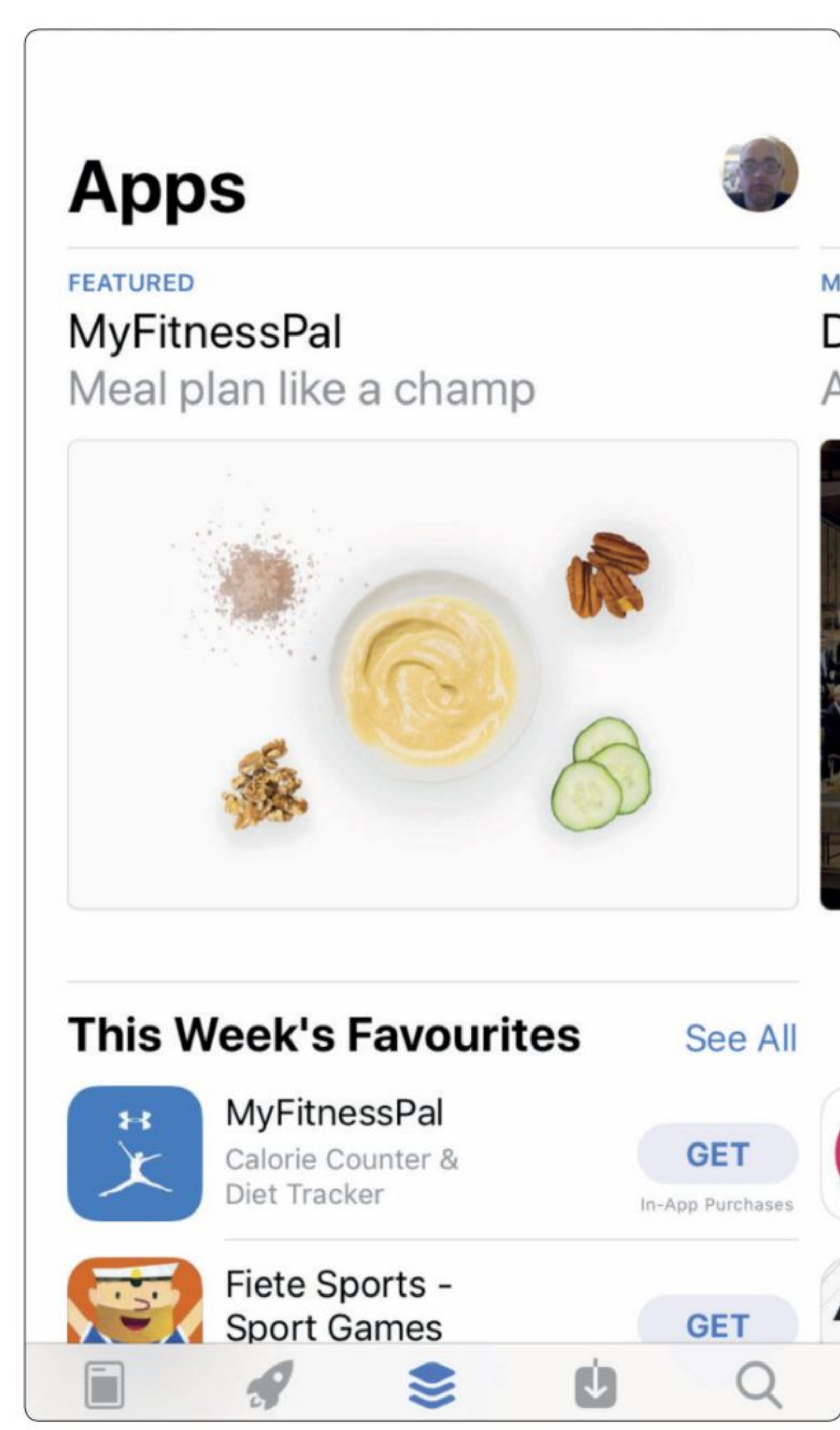


Downloading purchased apps.

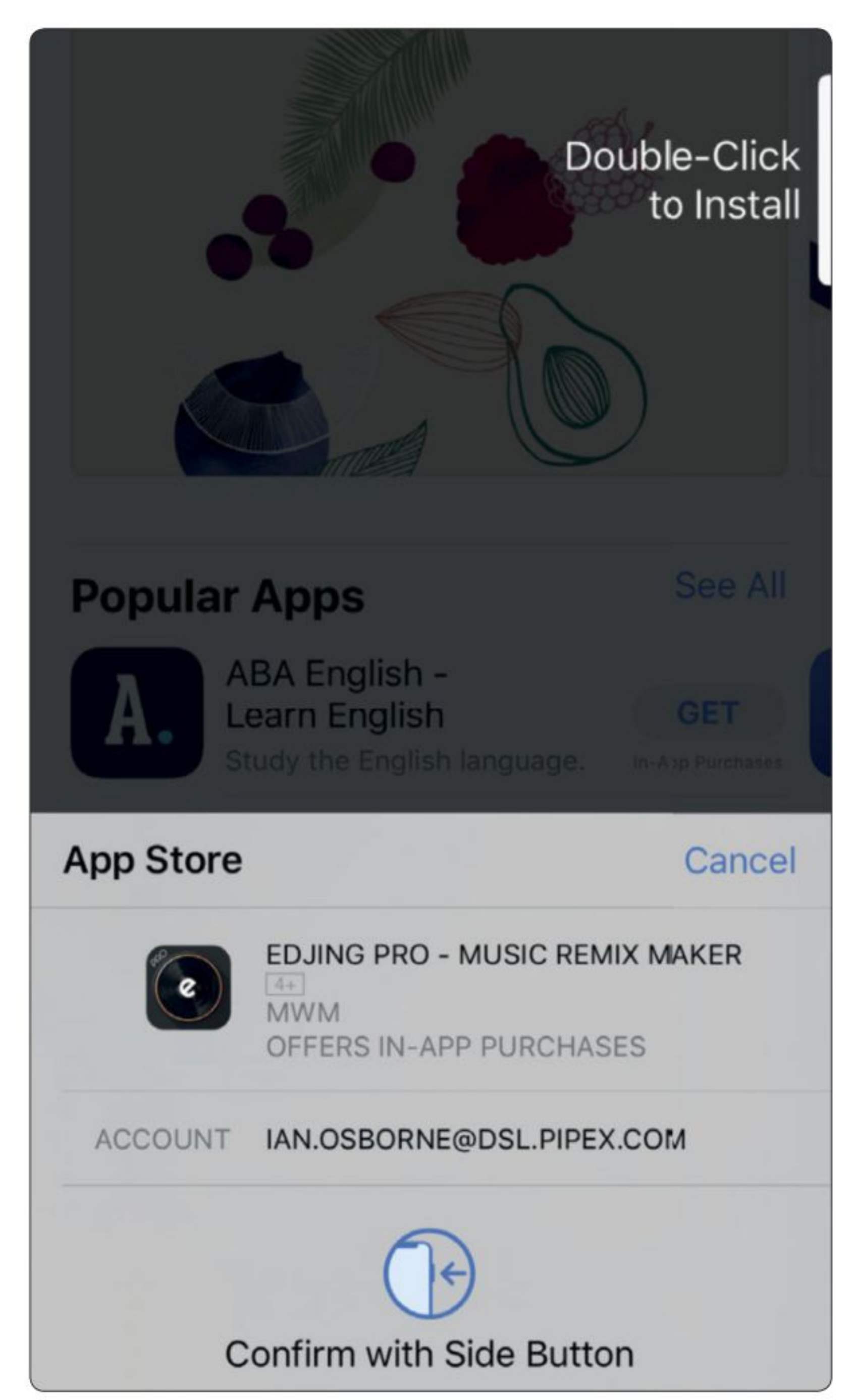
Apps you have previously purchased but aren't currently on your iPhone can be downloaded for free. Tap on your account icon in the top right, then on the Purchased link, and you're shown your apps. You can view all your apps or only those Not on This iPhone. Tap its icon showing a cloud with a down-pointing arrow to download an app to your iPhone.



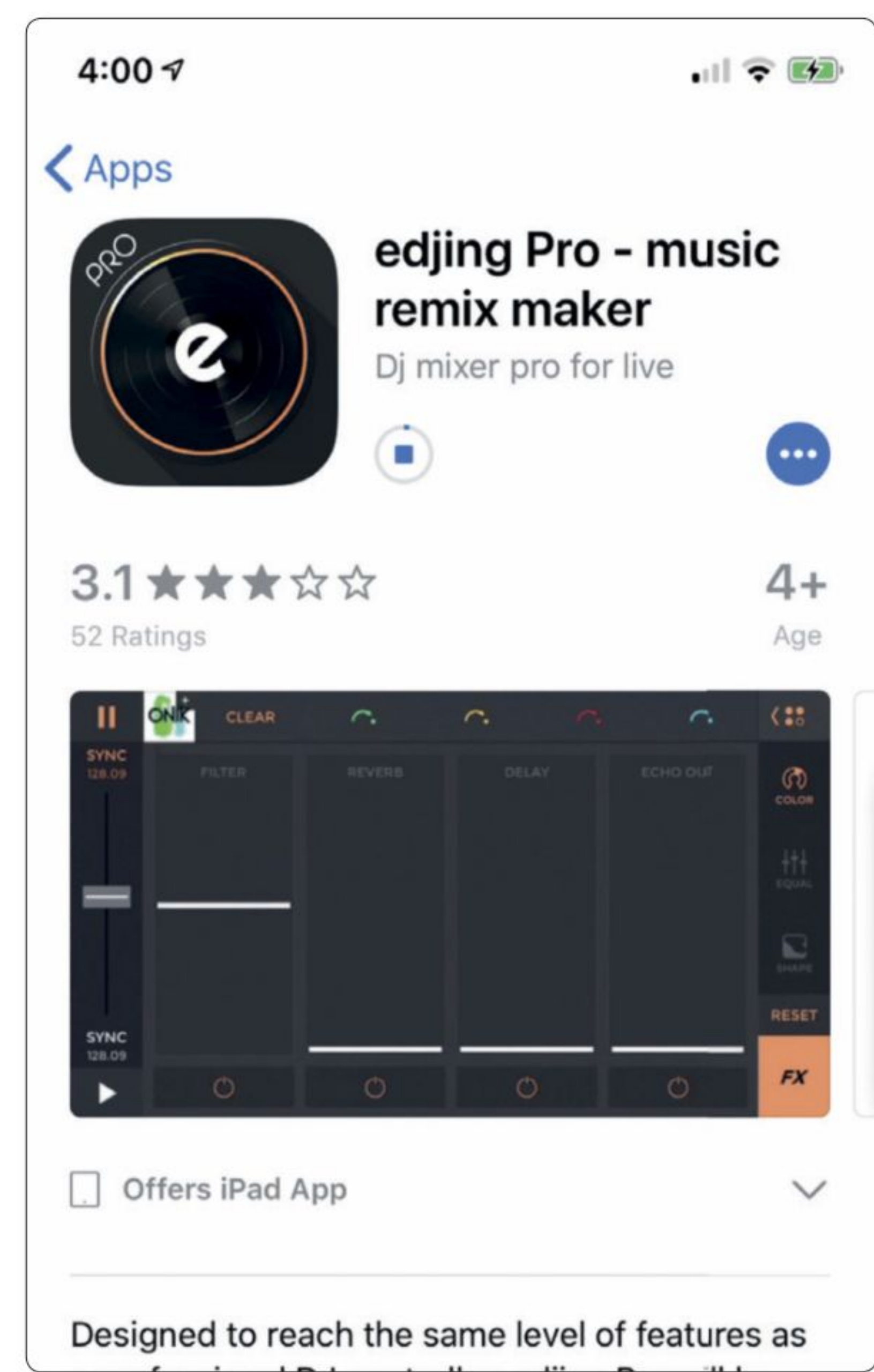
Buying apps on the App Store



1 Open the App Store app. Find the app you want to buy, either by browsing the Today, Games or Apps section, or using the search facility if you know what you want.



2 You can tap the app for more information. To download the app, tap its Buy (or for free apps, 'Get') button. Sign in with Touch ID or Face ID using the Side button if asked to do so.



3 The app downloads. The Buy/Get button turns into a circle forming around a square to show its progress, and then turns into an Open button. Tap it to open the app.



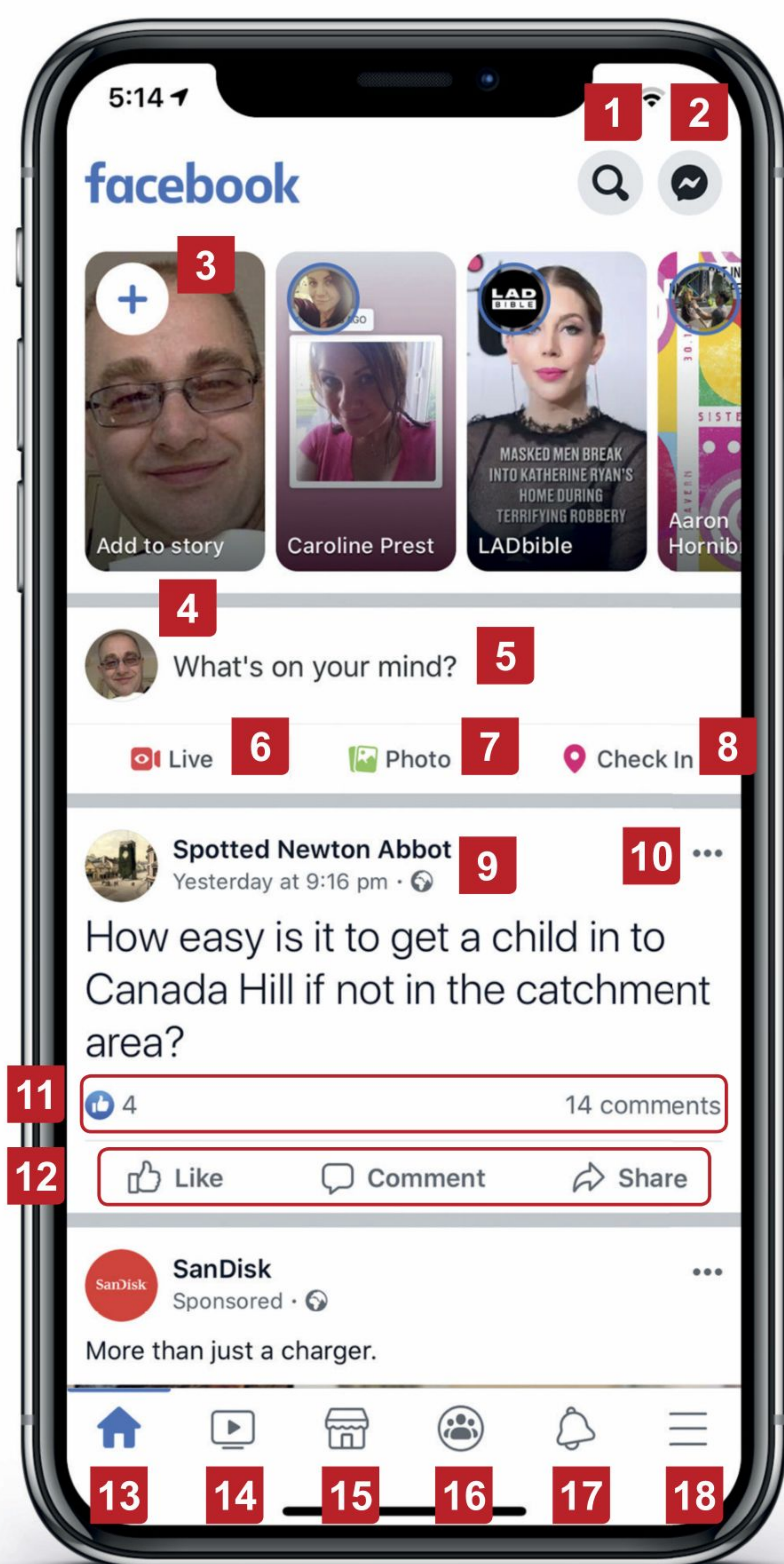
4 Tap the chevron (top left) to go back to the App Store, or press Home (on an X-series iPhone, Swipe up) to go to the Home screen, where your new app is now found.



Facebook

The Facebook app makes it easier to use Facebook on your iPhone. You can post pictures, update your status and more. It's not on your iPhone out of the box but it can be downloaded for free using the App Store app.

Facebook in Focus



1 Tap here to search Facebook for people, subjects, places and more.

2 Tap here to switch to Facebook Messenger, a separate app that is also free on the App Store.

3 Stories are short photo and video compilations that disappear after 24 hours.

4 Tap here for your account details, where you can edit your bio, add or change your profile photo and more.

5 This is where you update your Facebook status, add a photo, video or sticker, change the colour of your status, tag friends and more.

6 The Live option allows you to broadcast a live video feed.

7 If you want to add a photo or video from your camera roll, tap here.

8 Check In lets your friends know where you are.

9 Posts made by your Facebook friends, groups and liked pages appear here.

10 Tap here for options such as save a post for later, temporarily mute posts from

this person, or stop following their posts.

11 To the left, we see the number of likes this post has received; to the right, the number of comments made on it. Tap the Comments link to read them.

12 Here you can, in turn, comment on a post, share it with others or like it.

13 Tap here to go to your News Feed, the page you see here.

14 Tap this icon to see some of the most popular videos shared on Facebook.

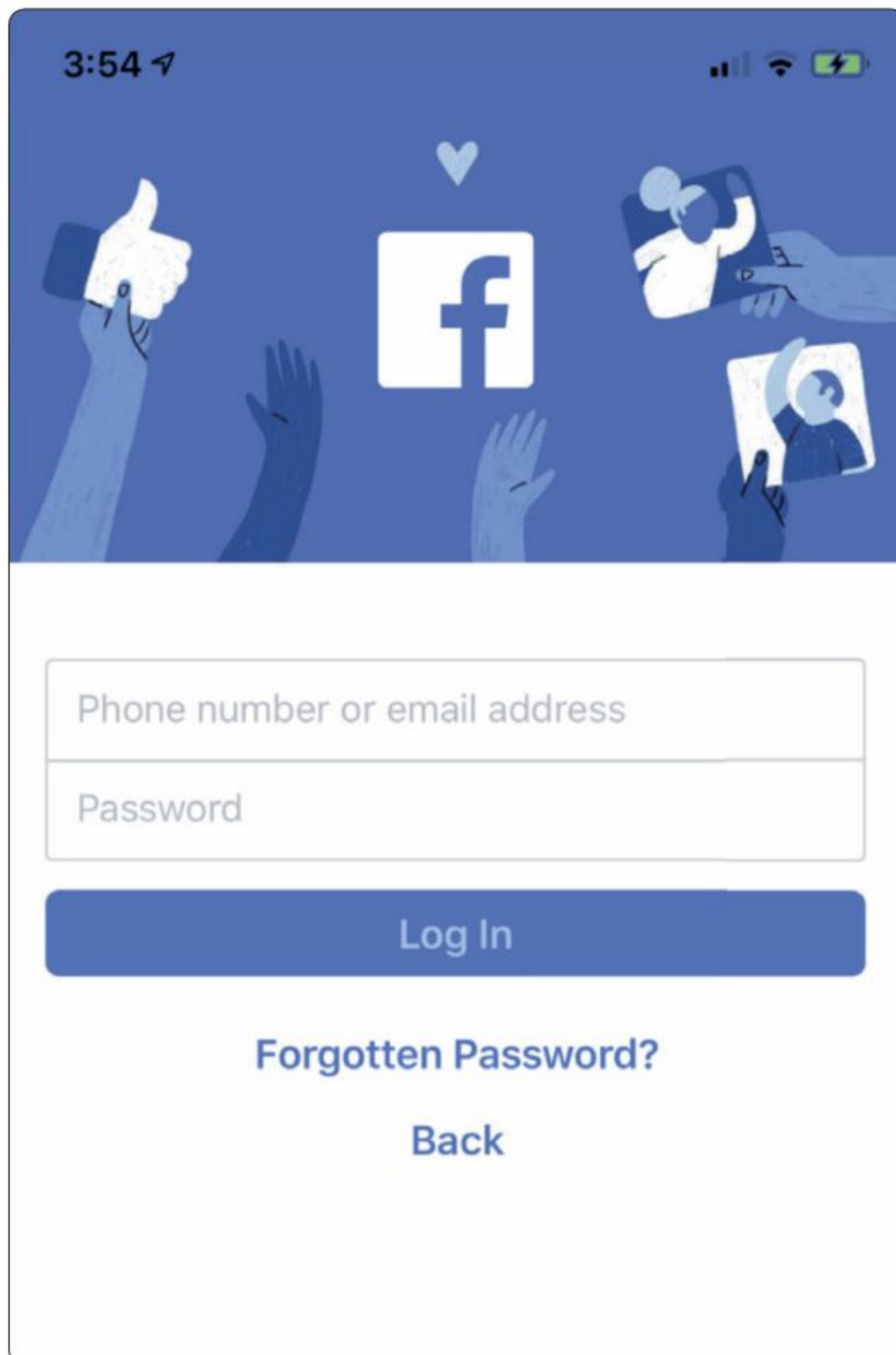
15 Tap here for Facebook Marketplace, to buy and sell locally.

16 Tap here for a quick way to get to your Facebook groups. You can go directly to a group of which you're a member, or create your own.

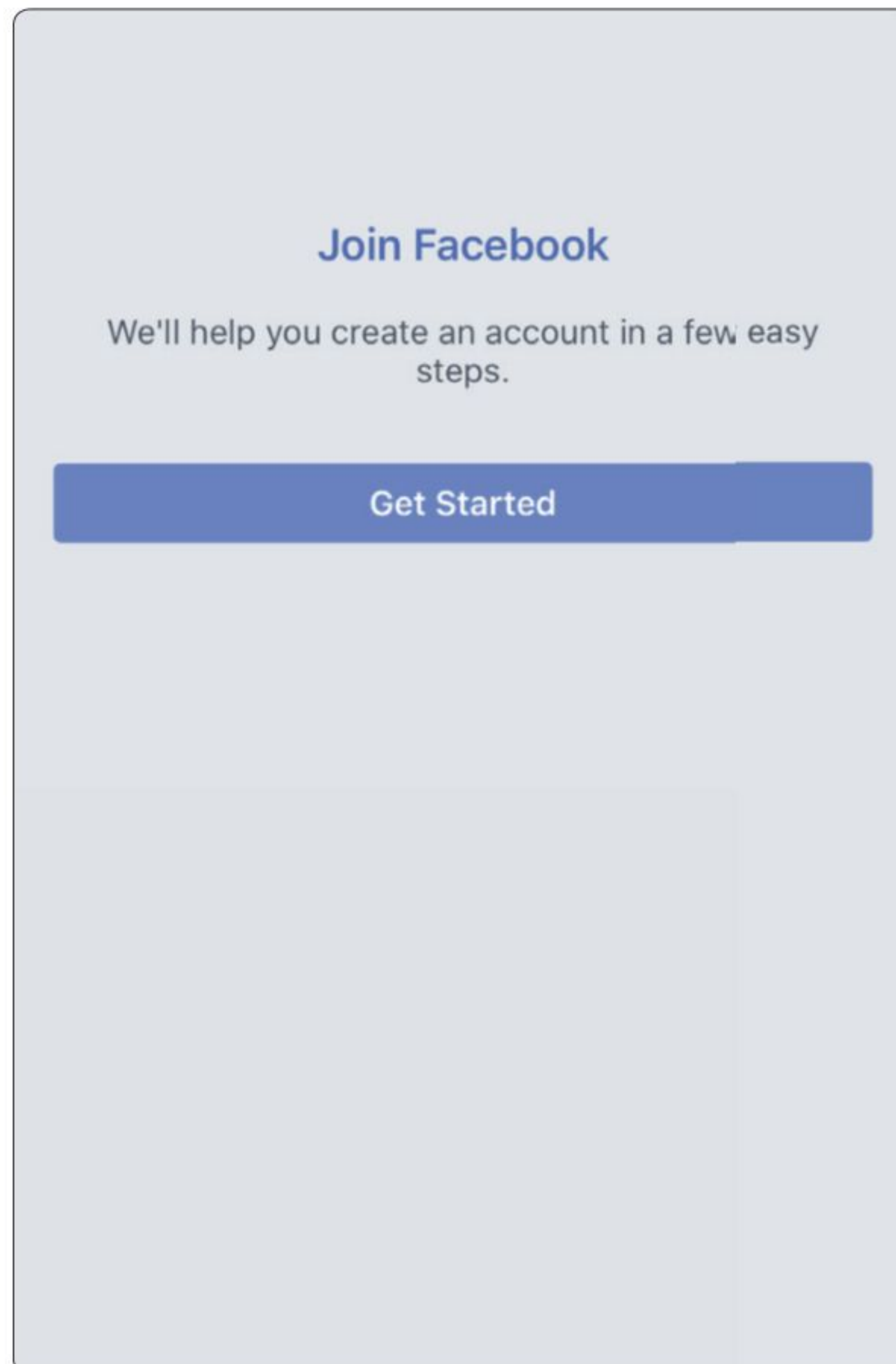
17 Notifications are here, such as when someone likes or comments on your status or tags you in a pic.

18 This gives access to a range of options: review your Facebook friends, Events and Groups, change account settings and more.

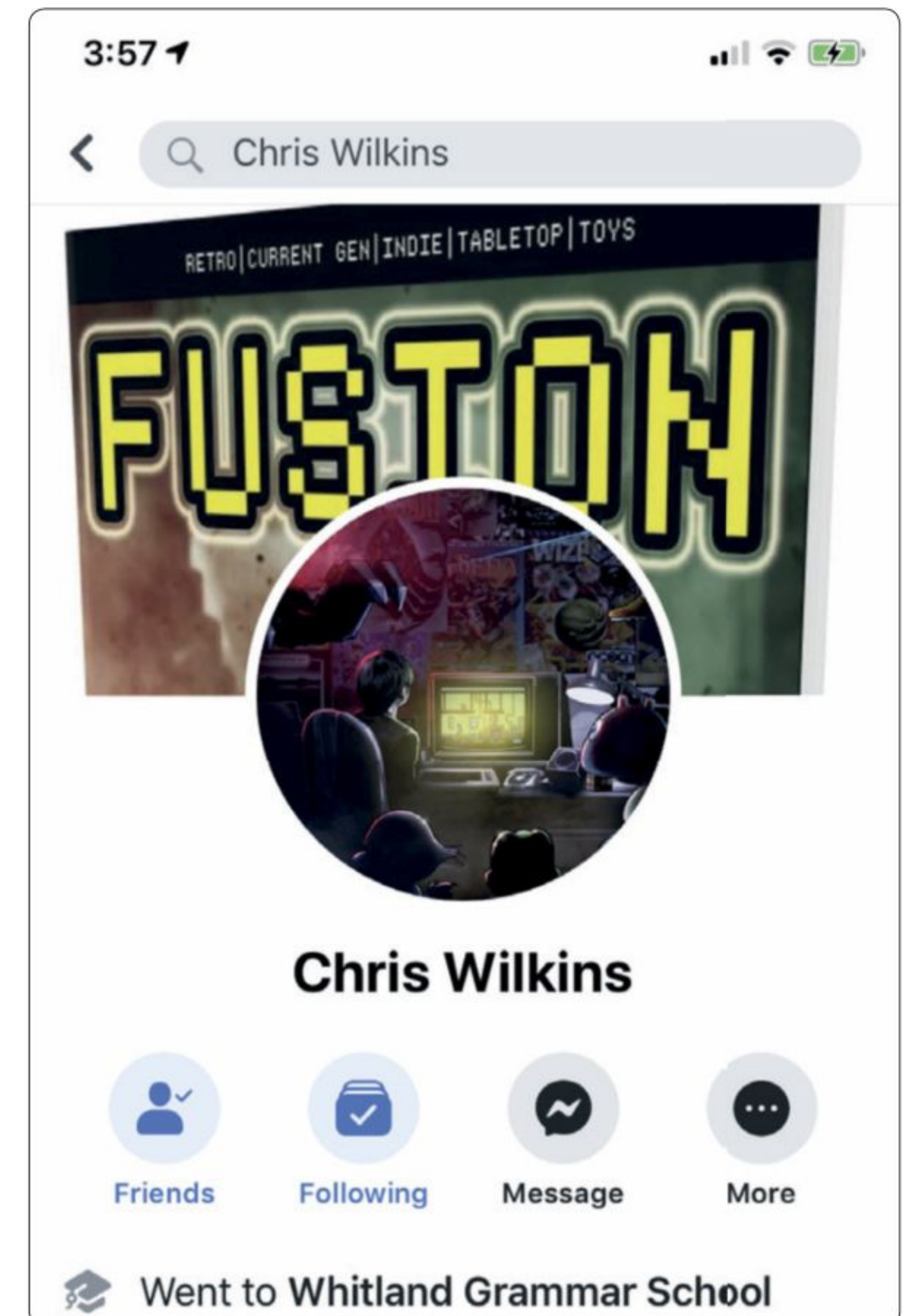
Facebook's key features



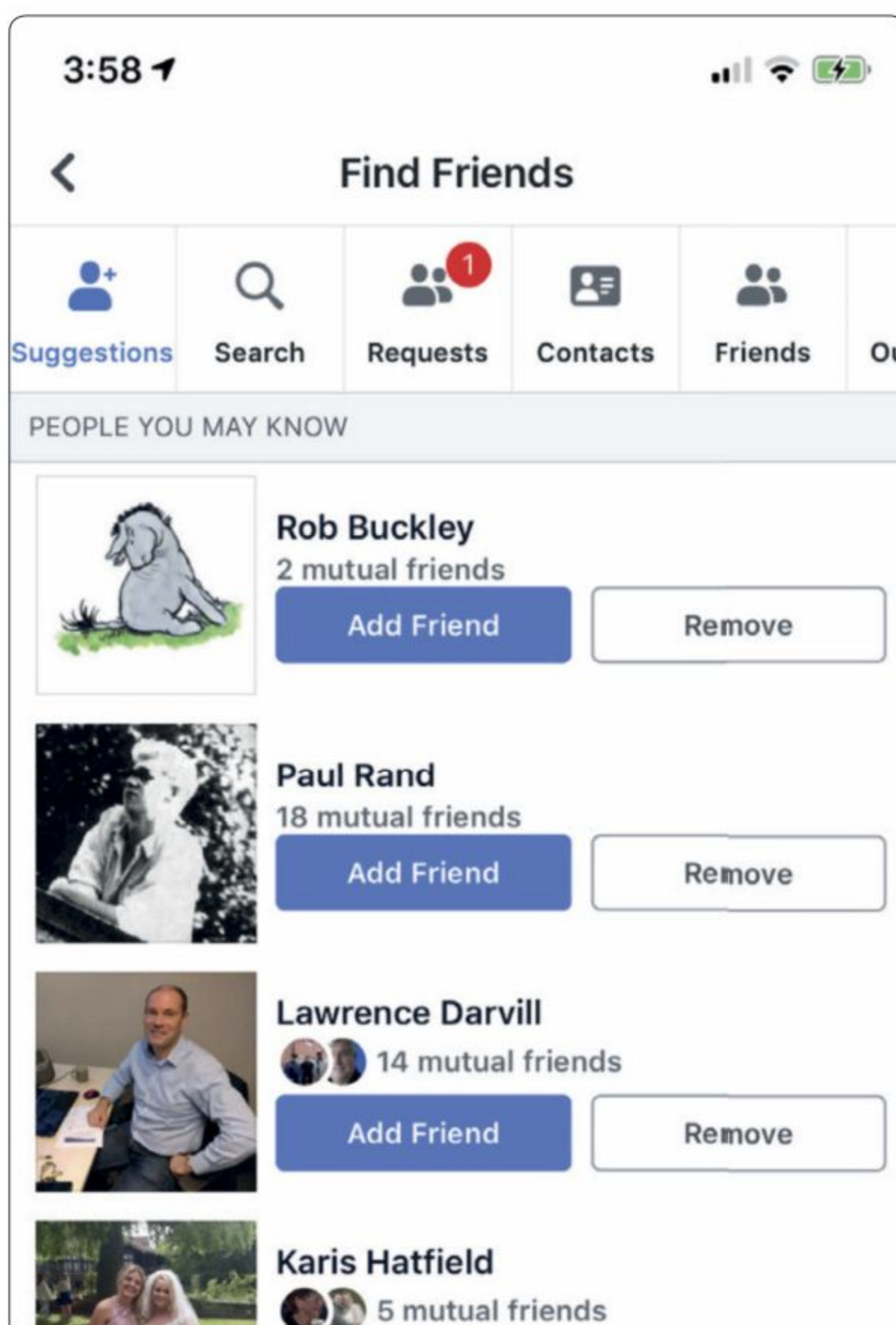
1 When you first open your Facebook app, which must be downloaded from the App Store to your iPhone (it's free), this is what you see. If you already have a Facebook account, enter your details and tap the Log In button.



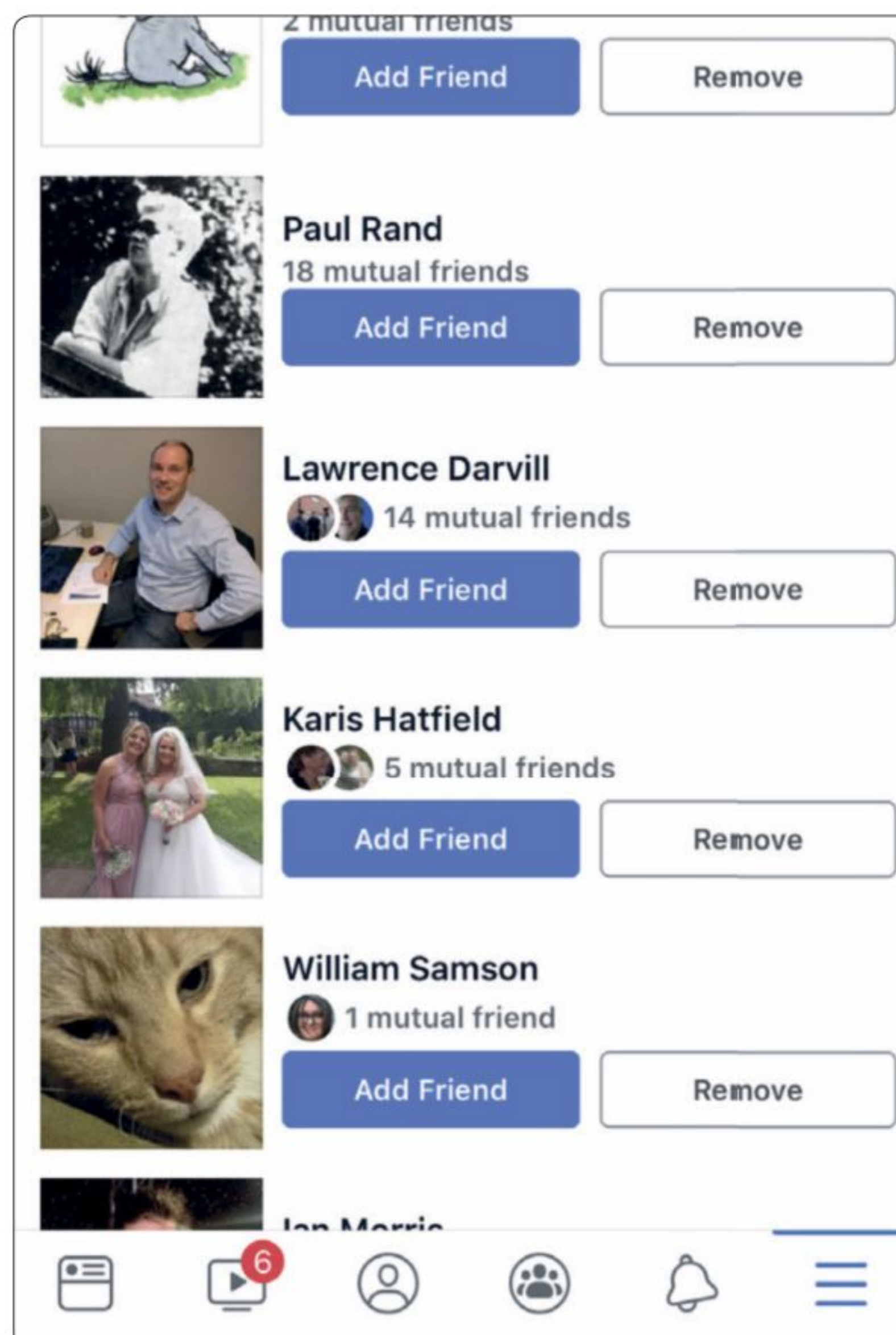
2 If you don't yet have a Facebook account, tap Create New Account and follow the on-screen instructions. If you have an account but have forgotten your password, tap Forgotten Password? to retrieve it.



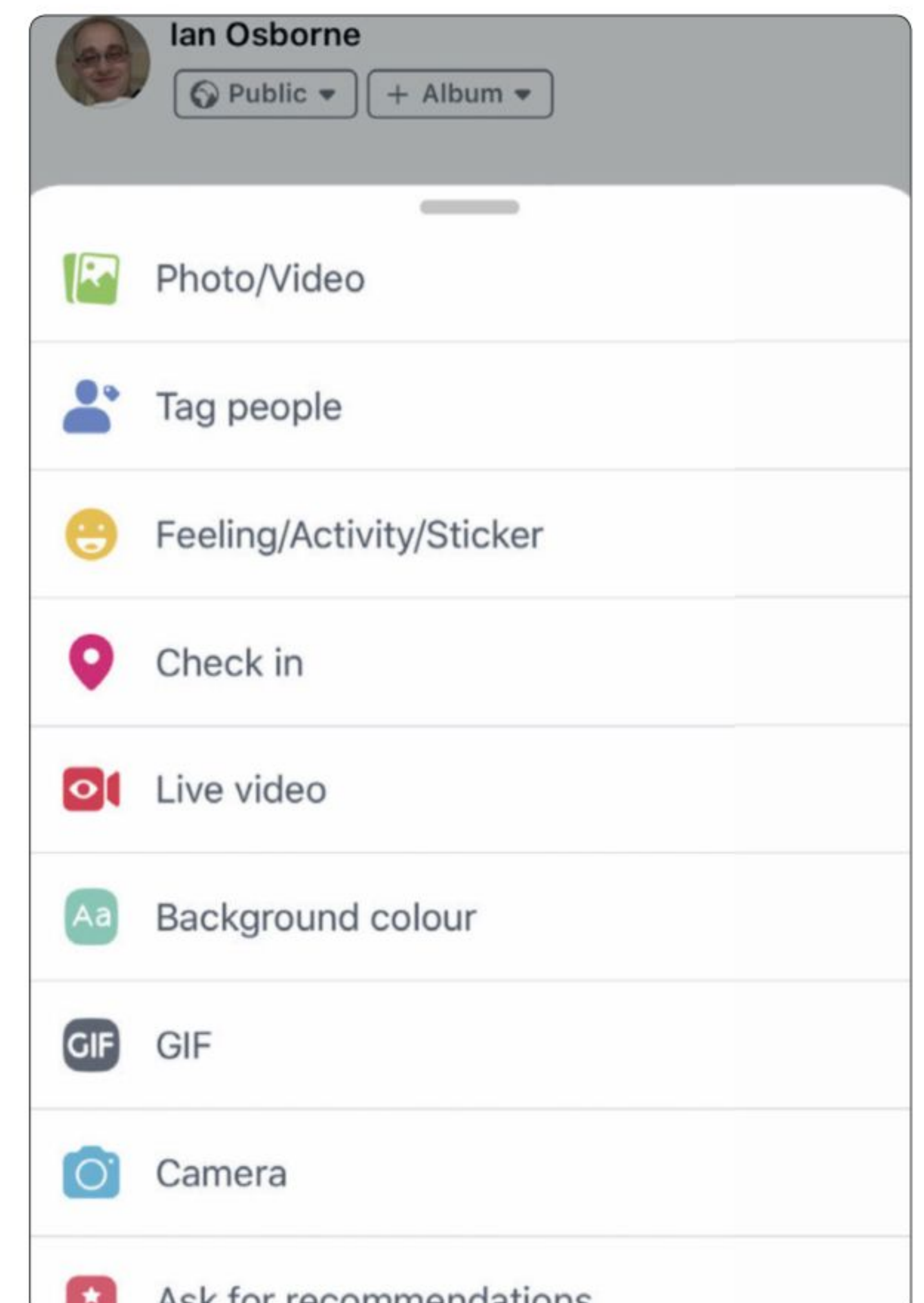
3 There are several ways to find a friend. You can search for them by name using the search field atop the screen. If you see a name of someone you'd like to friend, maybe in a comment, tap it and tap Add Friend to send a request.



4 Tap the Three-lines icon, followed by the Friends button, to see friend requests, which you can accept or delete, along with a list of people you may like to friend. When you send a friend request, the other person must accept it before you become Facebook friends.



5 If someone's post has a Share icon, you can tap it for this pop-up window. From here you can share the post to your own timeline, adding a comment of your own if you wish, send it to someone in Messenger or copy its link.



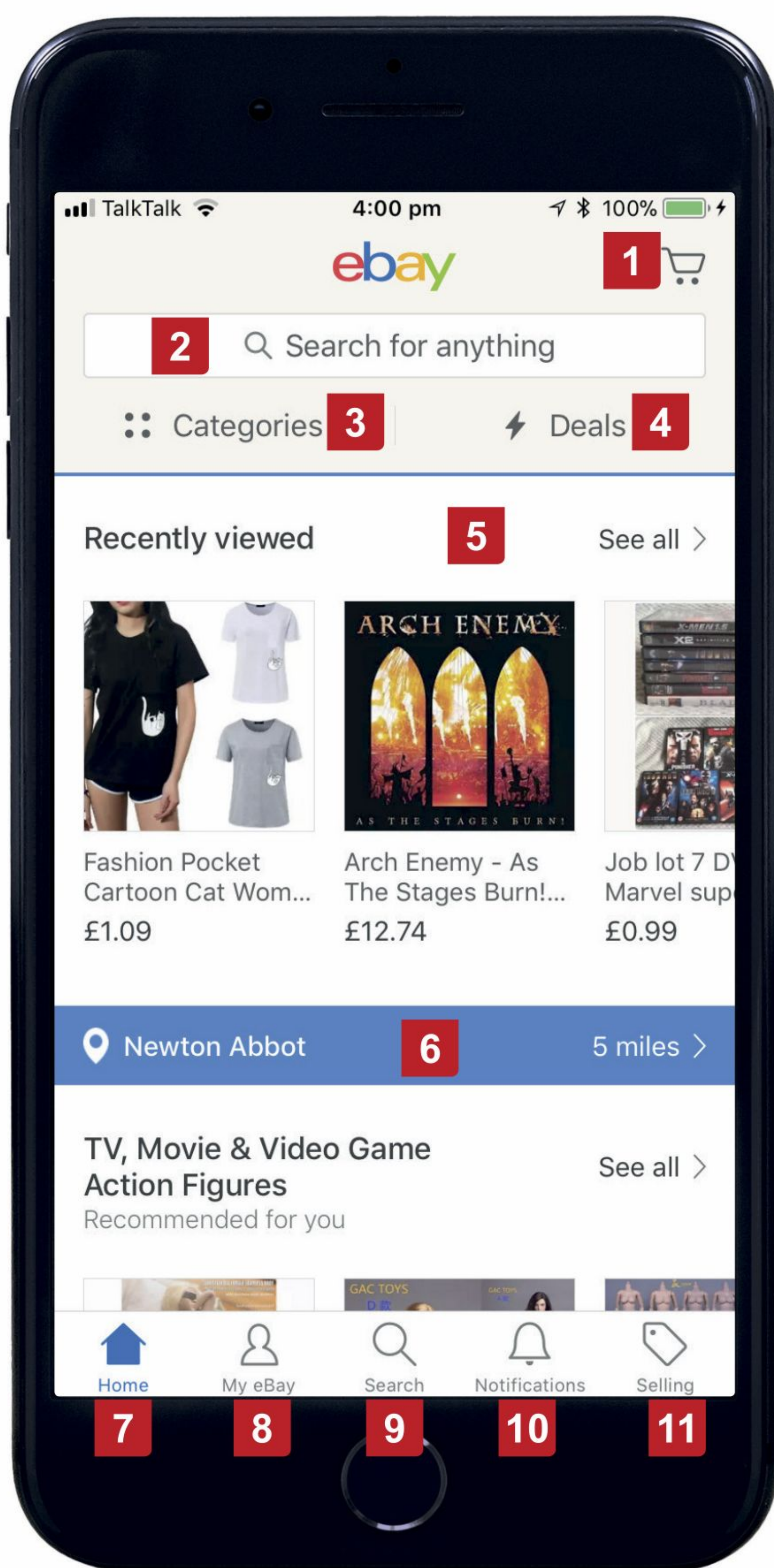
6 When posting a status update to Facebook, you can add photos or videos, tag people in the post, add a background colour and more. Just tap Add to Your Post at the foot of the update screen, for this window full of interesting options.



eBay

eBay is the world's biggest online auction site and it has its own iPhone app. Download the official eBay app from the App Store for free and then you can control your auctions directly from your iPhone. Here's how to do it.

eBay in Focus



1 Your shopping cart. If you're buying several things, you can leave them in your cart until you've finished shopping and then purchase them all together. Tap the icon to see what's currently in your cart.

2 The Search field. If you're looking for something specific, type it here and search the eBay site for it.

3 The Categories link lets you browse eBay according to categories and sub-categories of product.

4 Tap this link for special deals and money savers, chosen by eBay.

5 Items you have recently viewed are listed in this row, which can be scrolled left and right. Tap 'See All' for a more comprehensive round-up of your recent viewings.

6 Your current location. Tap it to find goods sold locally, which is useful if you want to buy and collect, instead of having it posted.

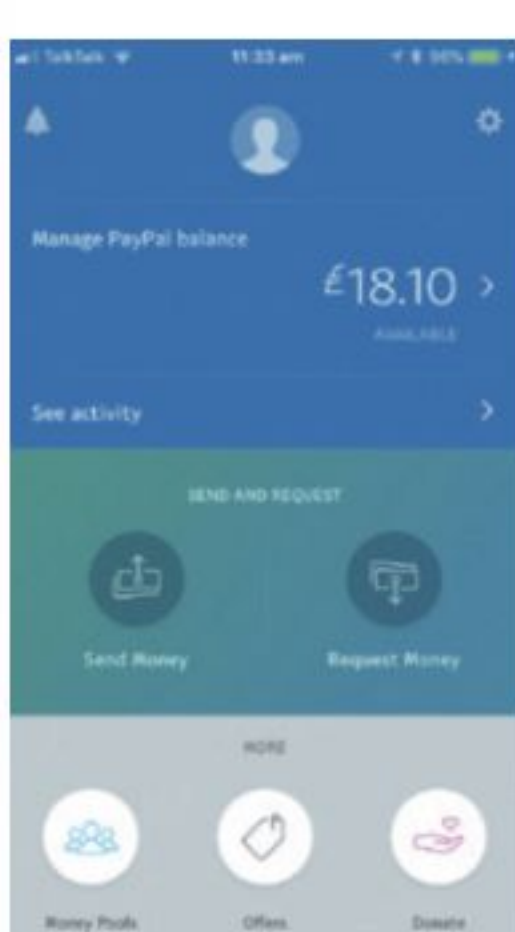
7 Tap this icon to go to the Home page, which is the one we're looking at here.

8 My eBay takes you to your personal eBay page, showing purchases, active bids, items you're currently selling and more.

9 The search page. You get a search field and a list of things for which you recently searched.

10 Notifications are listed here and can include bids on your auctions, information on your purchases or incoming messages.

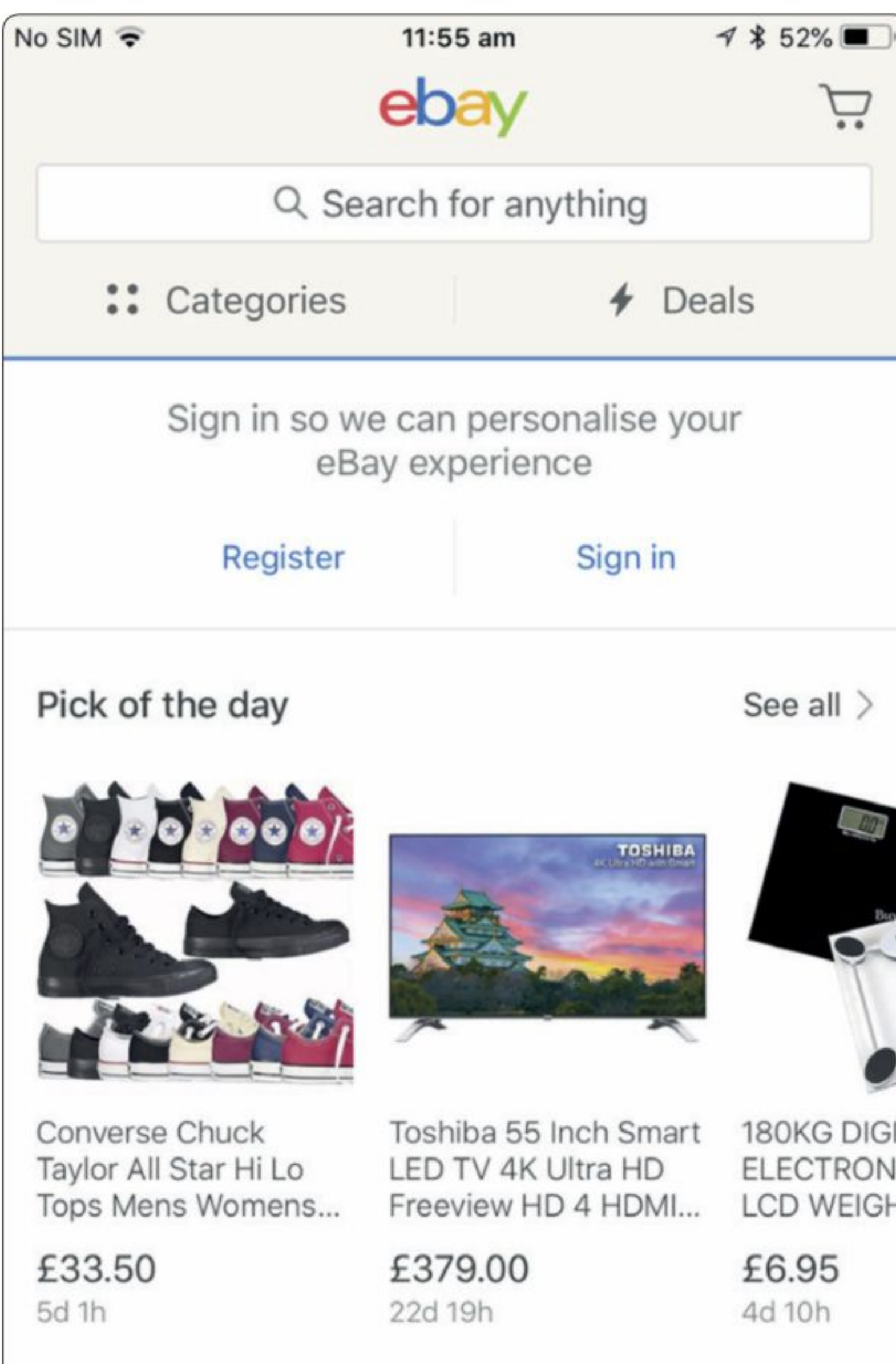
11 If you sell items on eBay, tap this link to review your current and finished auctions.



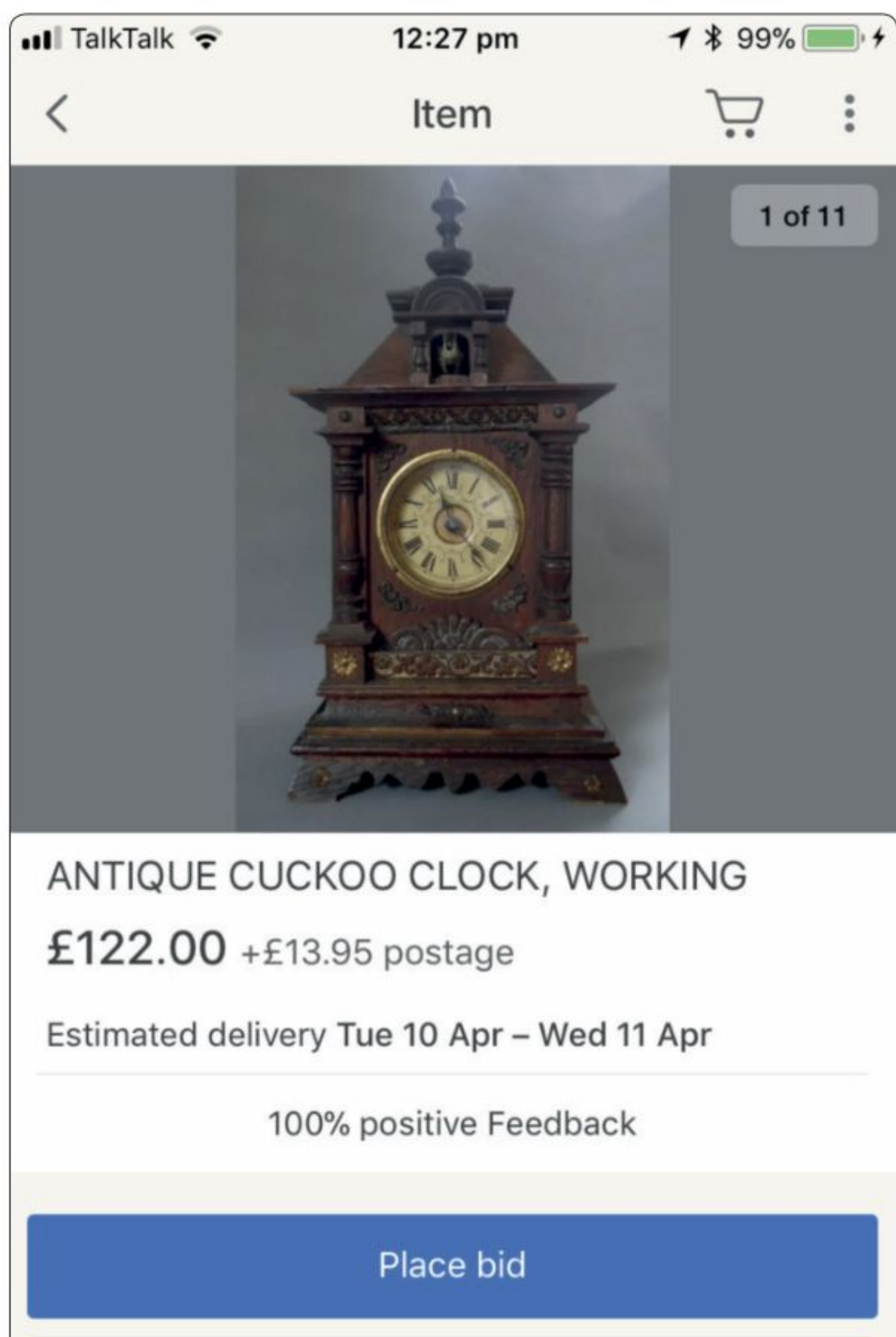
Safer Payments.

PayPal is a very convenient way to pay for items bought from eBay and there's an iPhone app for it too. Install the PayPal app from the App Store and set up an account.

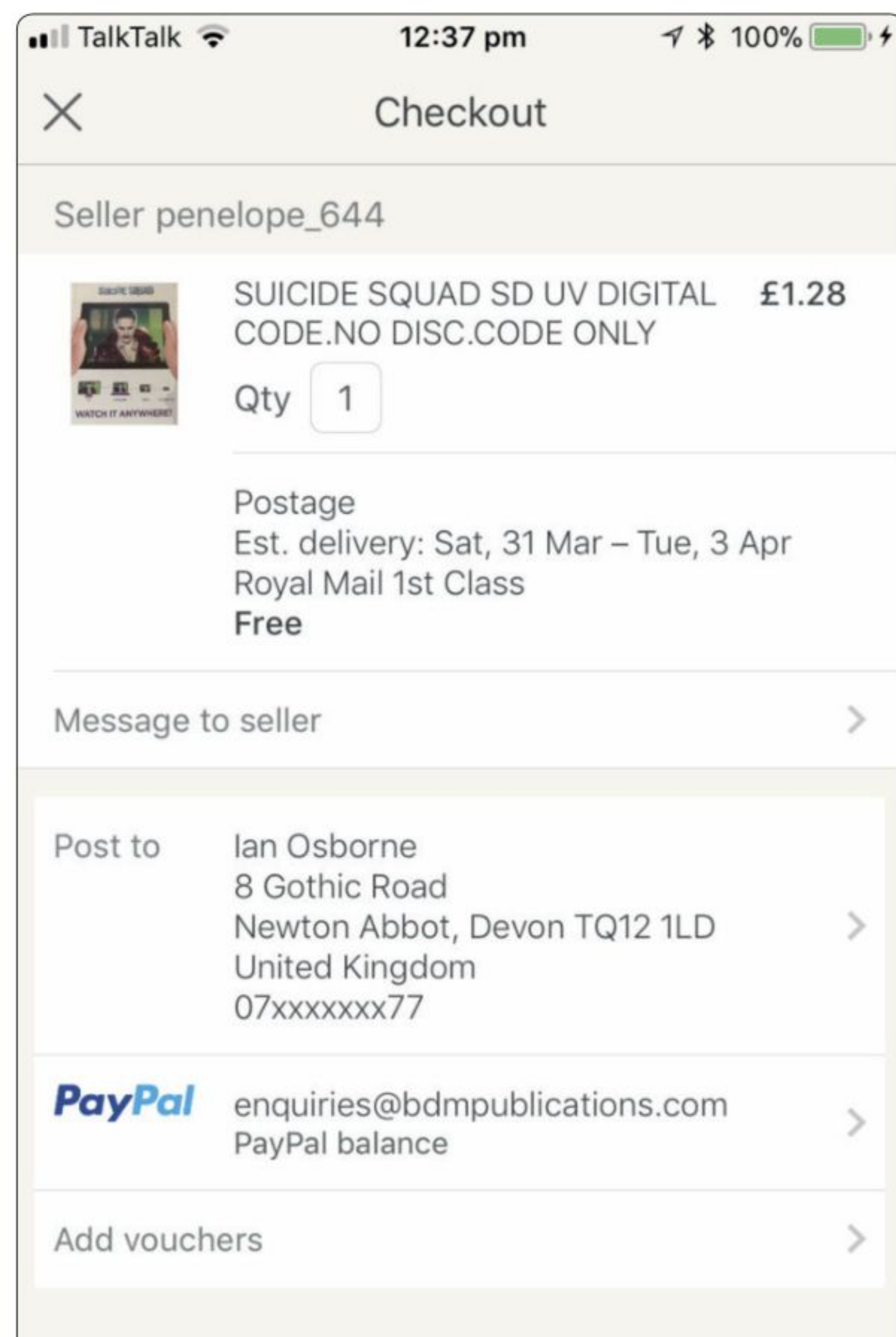
Exploring the eBay app



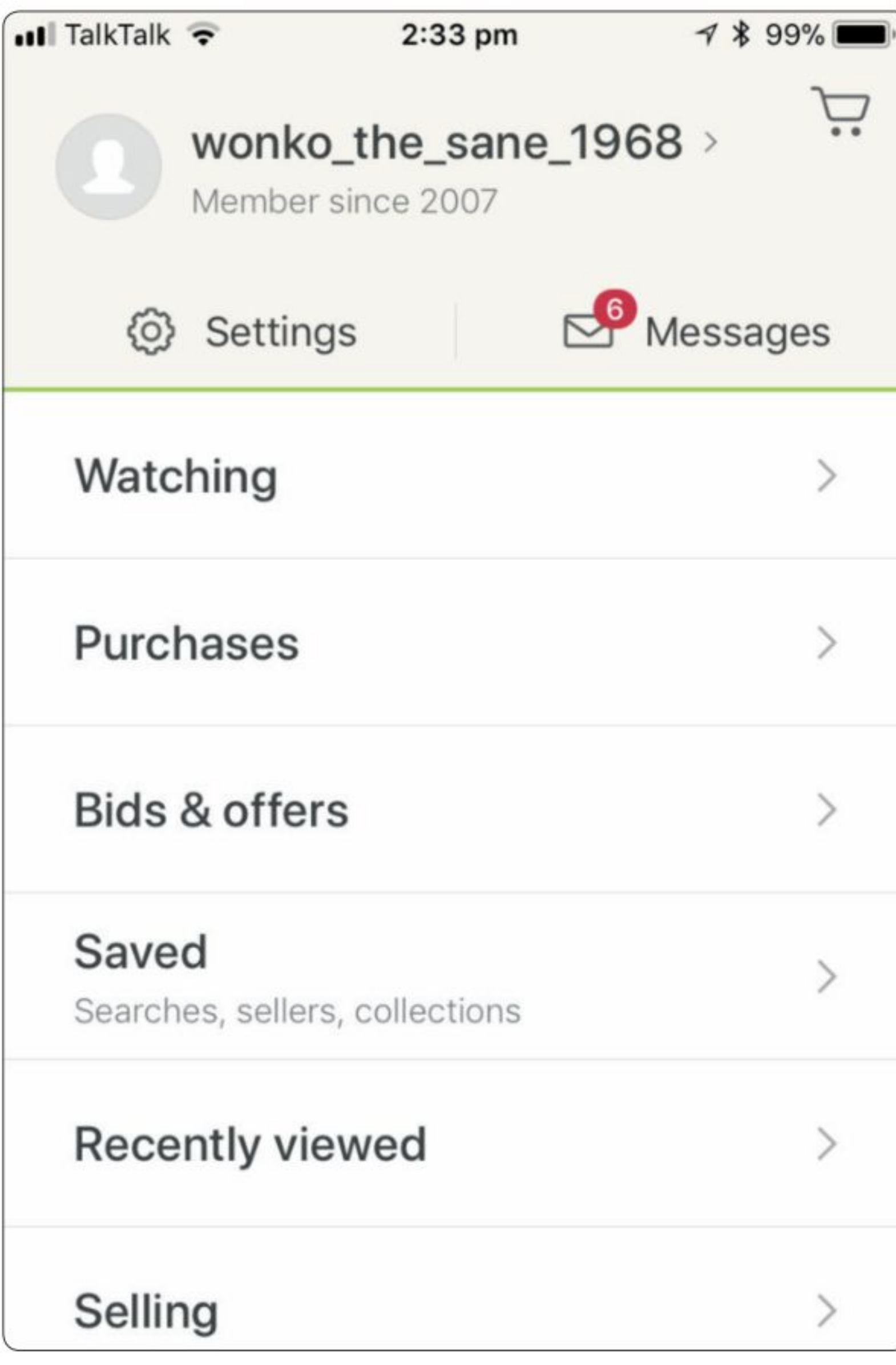
1 When you first open the eBay app, you're greeted with this screen. Unless you only want to browse, you need to tap the Sign in link and sign into your eBay account. If you don't have one, tap Register and follow the instructions to set up an account.



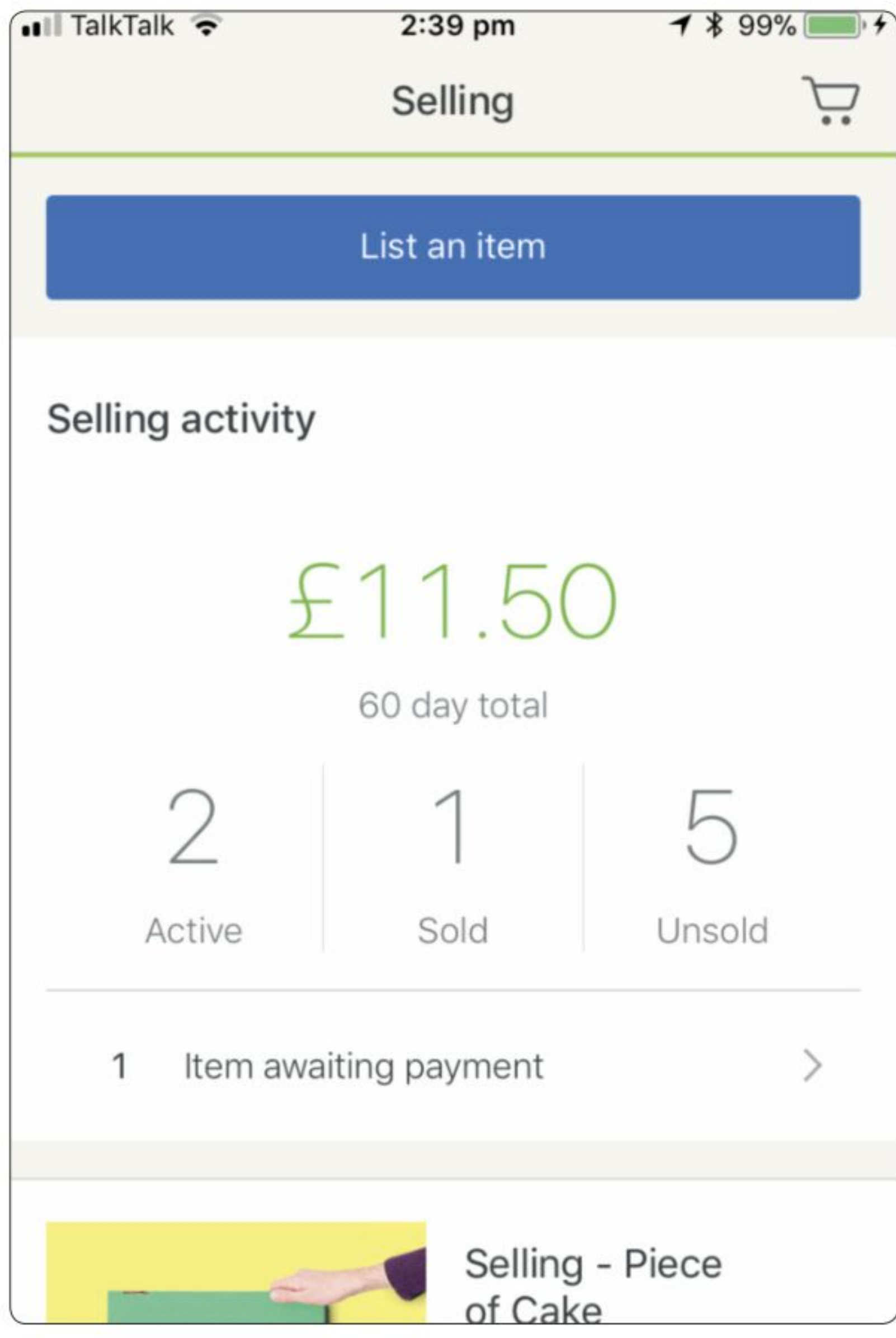
2 Peruse the eBay app for something you'd like to buy. If it has a Buy Now price, that's what you pay. If it's being auctioned, bid as much as you're prepared to spend. If you're outbid, you get a notification, so you can increase your bid if you wish.



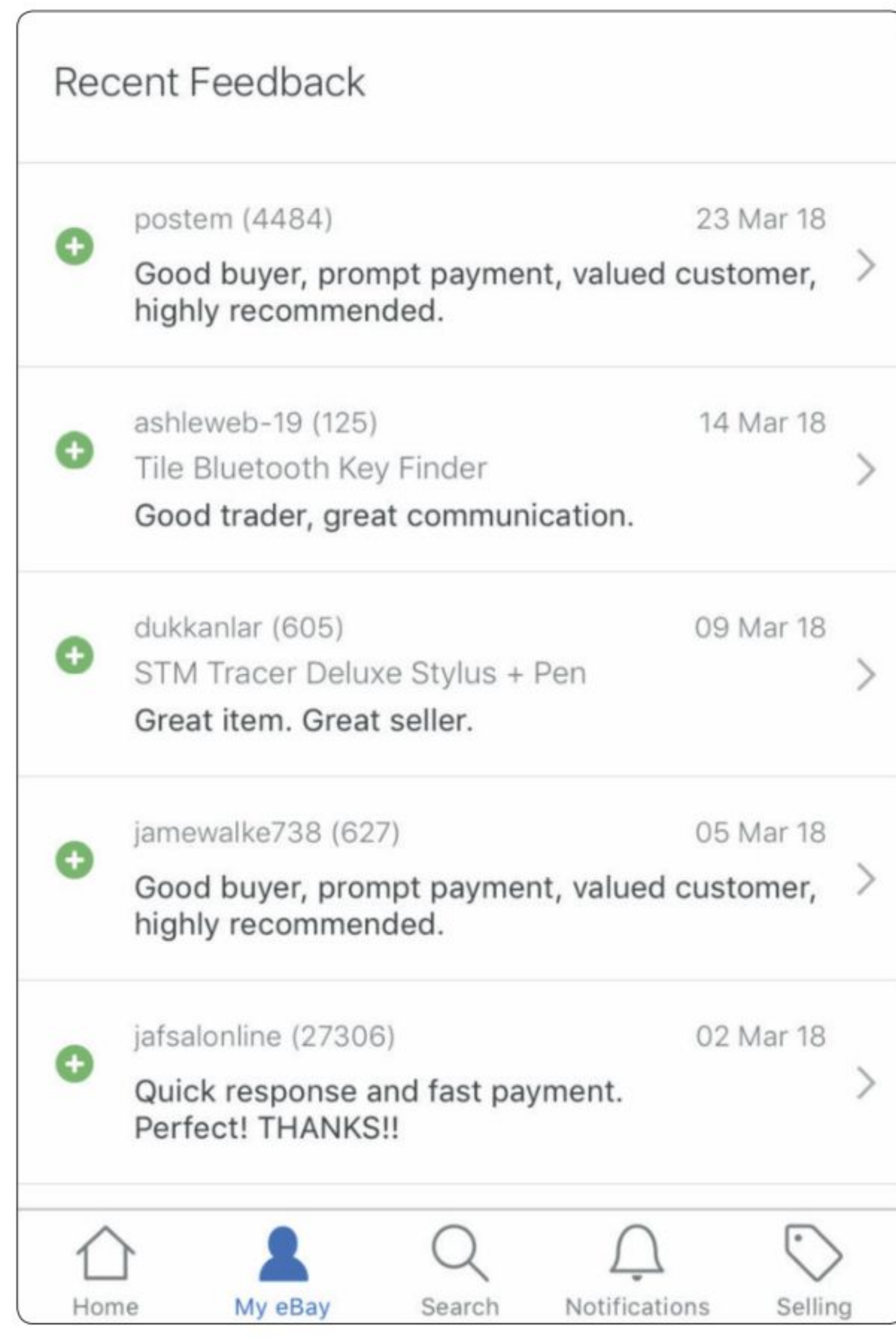
3 When you've decided to make a purchase, or won an auction, you need to pay. If you're doing a lot of shopping, you can save the item to your basket and pay all in one go. If not, just tap 'Confirm and pay' to make your purchase.



4 Tap the My eBay icon for a range of options. You can view your profile details by tapping your username, change your settings, review your messages from other eBay users and more. It's a useful page, so familiarise yourself with it.



5 You can also sell your own unwanted items through eBay. Tap the Selling icon at the foot of the page, then 'List an item'. Follow the instructions to start an auction or buy-it-now sale. You can manage your auctions from the Selling page too.



6 You can leave feedback for those you buy from or sell to and they can do the same for you too. Go to My eBay > Purchases or Selling > Sold and tap the 'Leave feedback' link. Good feedback is a sign that an eBay user can be trusted.



Netflix

Netflix is a very popular video streaming service. For a monthly fee, you can watch as many Netflix movies and TV shows as you wish and by downloading the app from the App Store, you can also watch Netflix on your iPhone.

Netflix in Focus



1 Tap the Netflix logo anywhere in the app to return to this, the home screen.

2 To find any currently available TV series, tap this link. You can browse by genre by tapping the link on the next screen.

3 Tap here for movies. Again, you can browse by genre on the next screen.

4 Tap My List to see the shows you've identified as being of interest to you. If you haven't added anything to your list, this page is blank.

5 This is a preview offered by Netflix. Under its title, you see a list of its themes, tap on this preview for more.

6 If the previewed show is of interest to you, tap My List to save it for later.

7 Tap this button to play the show in question.

8 Tap this icon for more information (see '5').

9 These are further previews; scroll right and left for more. Tap one to watch a trailer. When watching a trailer, tap 'X' in the top right to close it.

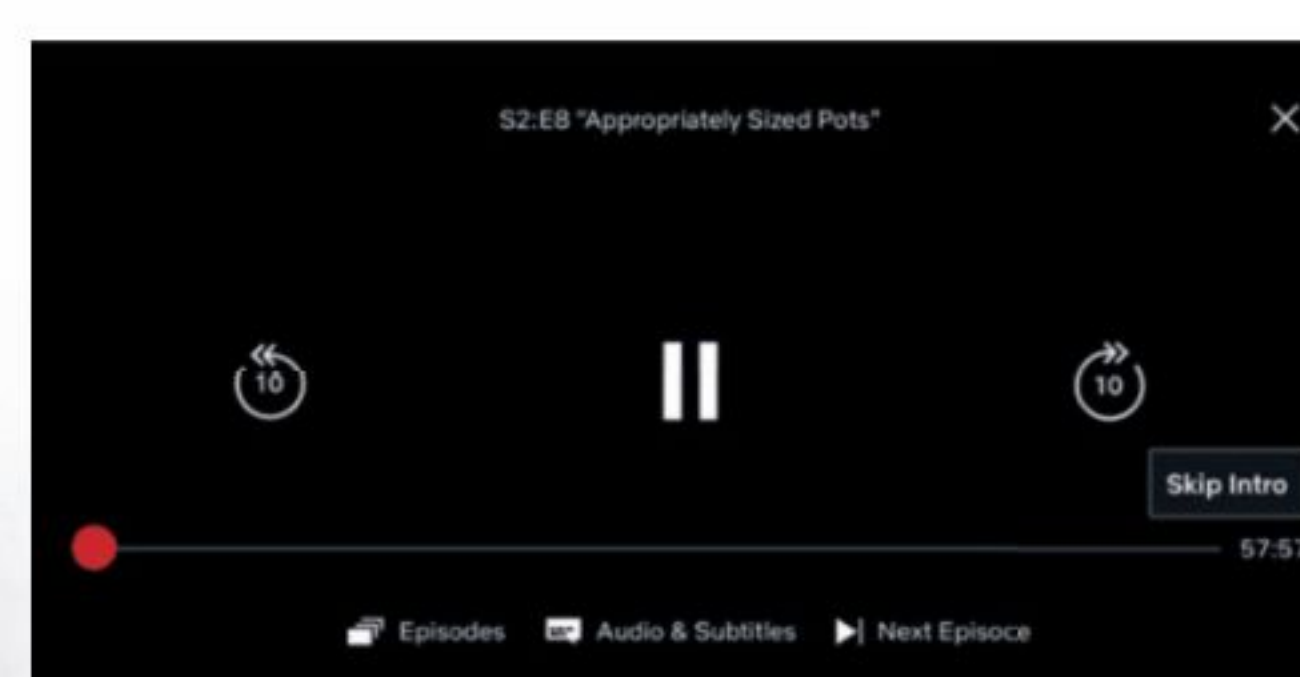
10 Scroll this screen up for more shows, arranged in groups such as: My List, Witty TV Comedies, Trending Now, Netflix Originals and more.

11 The Home icon; tap here to return to the Home screen, that is, the one you see here.

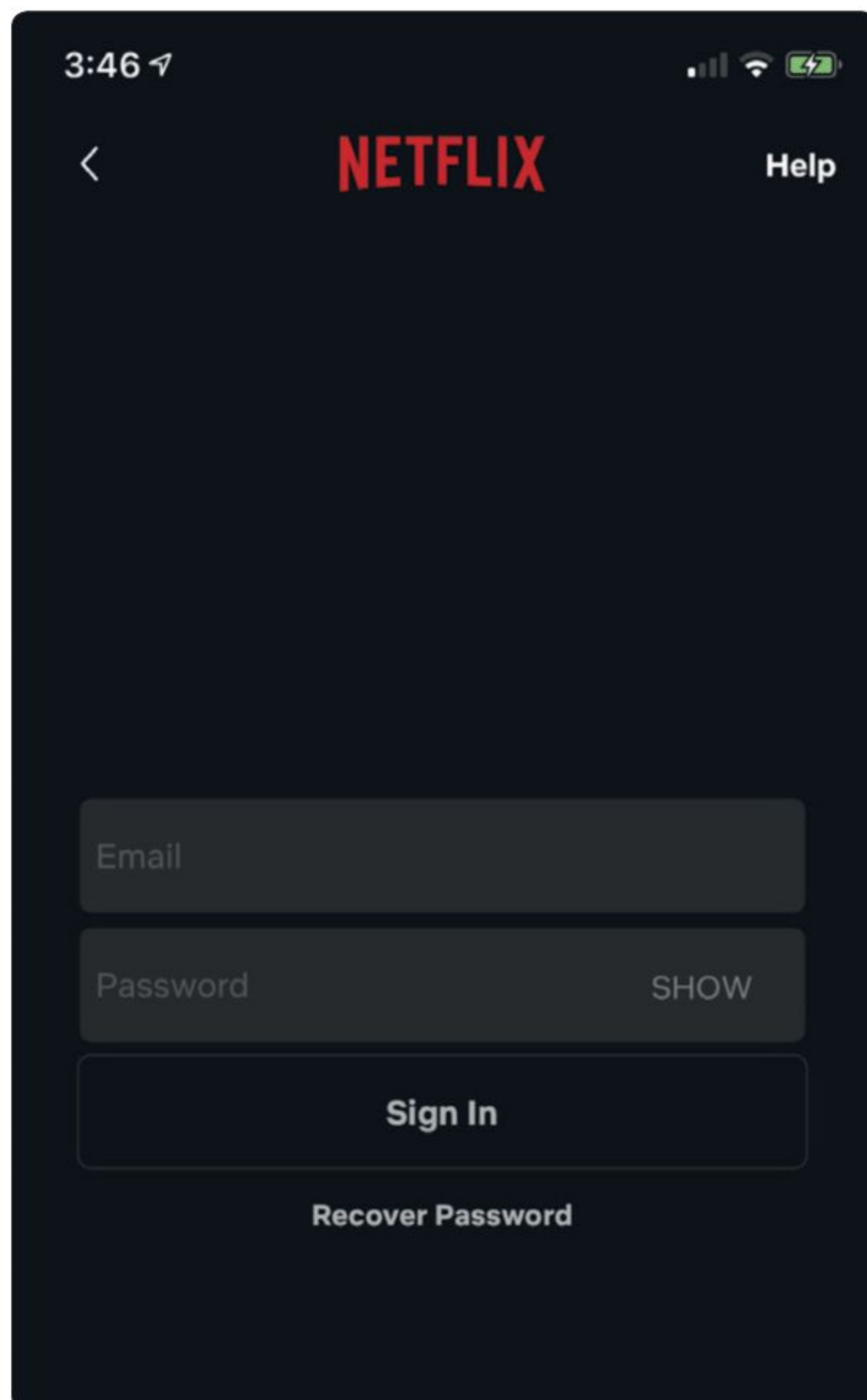
12 The Search function; tap here to search for a show, actor, genre and more.

13 You can download Netflix shows to watch offline if you wish; just the thing for that long flight or train journey. Tap here to access your downloaded movies and programmes.

14 Tap here for more options, such as switching and adding profiles, app settings, signing out and more.



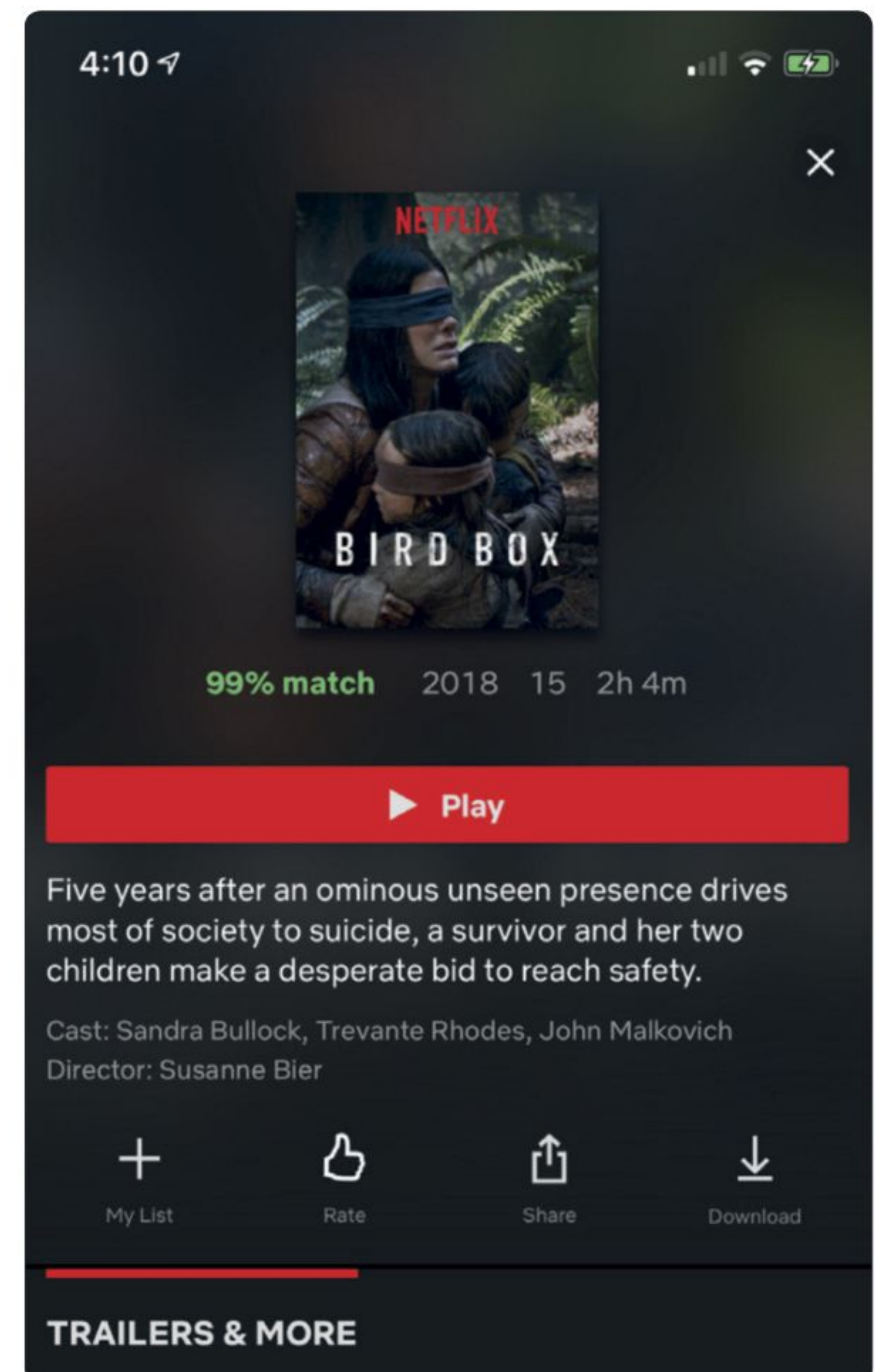
For controls while a video is playing, tap the screen. Skip a show's introduction sequence by tapping the Skip Intro button.



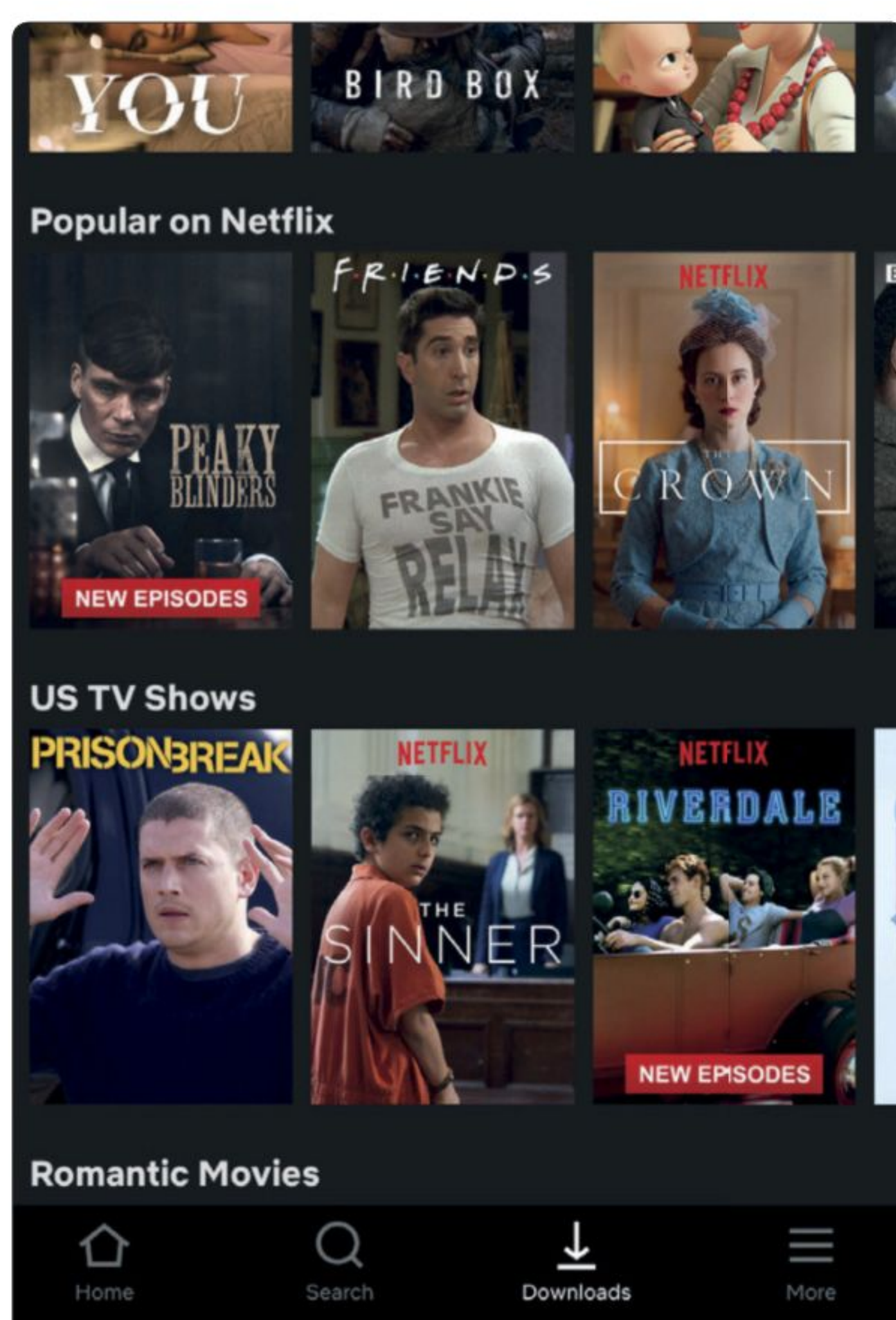
1 If you don't yet have a Netflix account, sign up at www.netflix.com. Now download the app from the App Store (it's free) and sign in using the email address and password you set up on the Netflix website. Your details are saved to iCloud, for use on all your Apple devices.



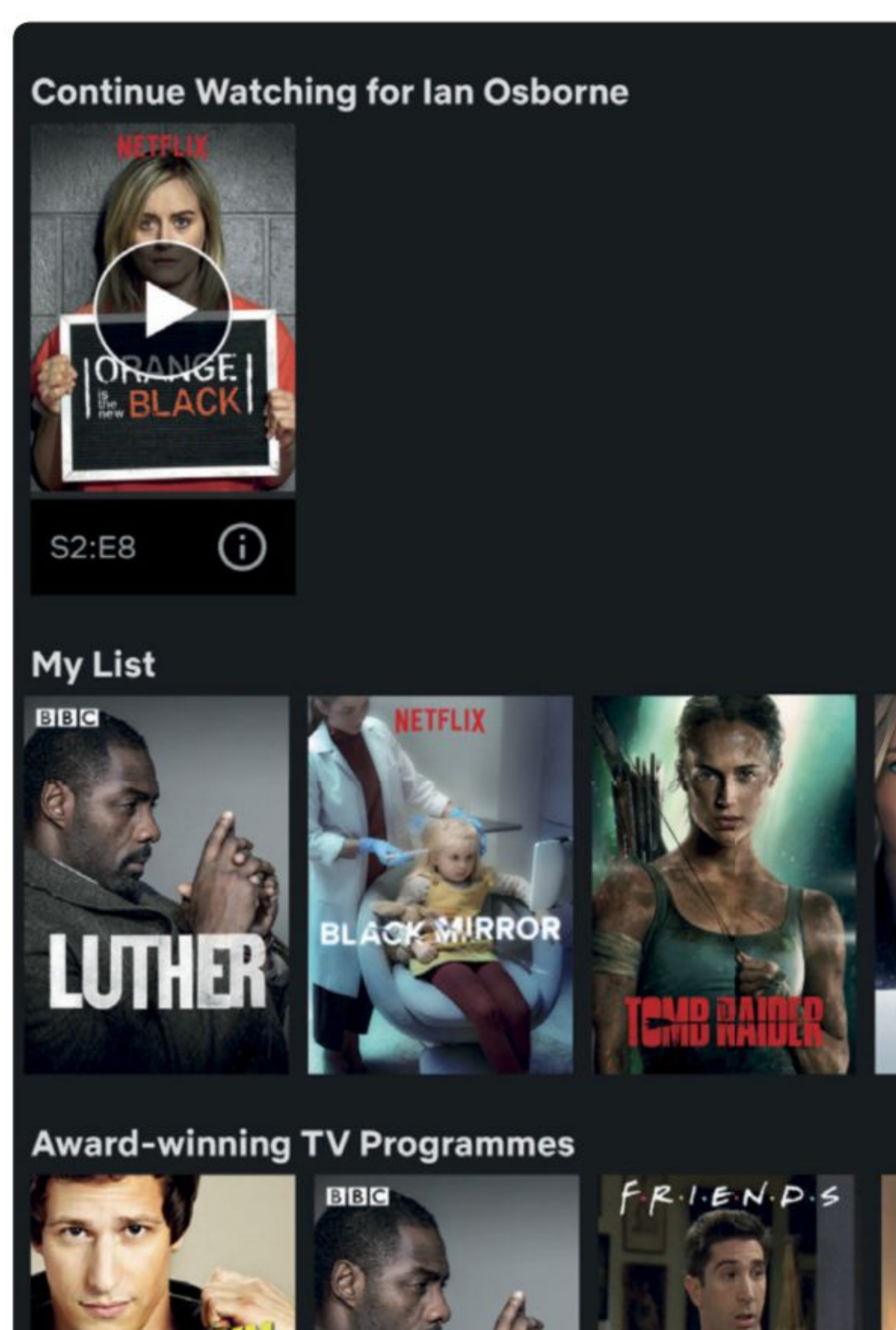
2 You can now add profiles for everyone who uses your Netflix account. This is usually preferable to sharing the same profile, as over time suggestions are moulded to your individual tastes. Tap Edit in the top right corner to change profile names or delete profiles.



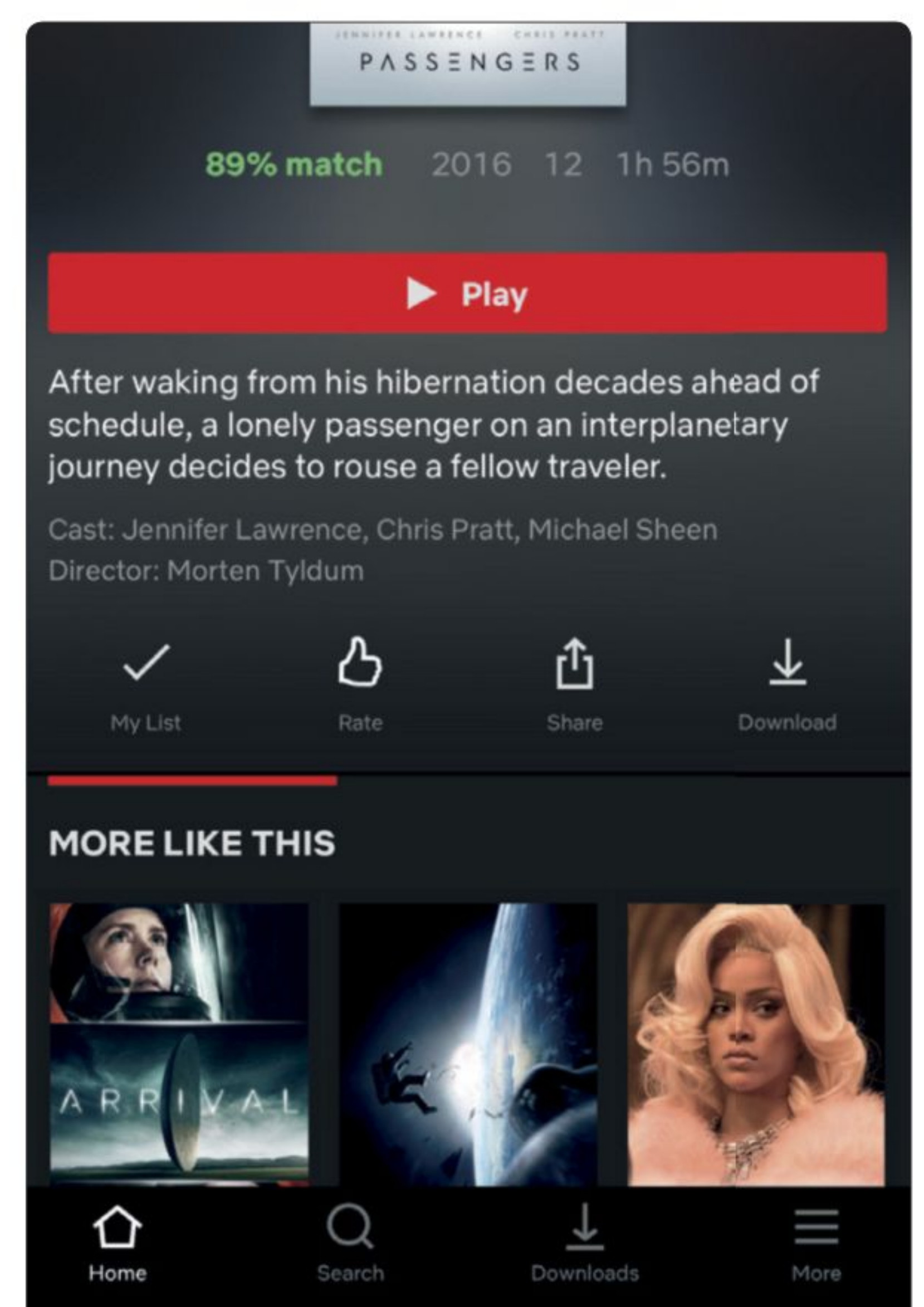
3 When you find a show that interests you, simply press the Play button. Tap the Plus sign to add it to your list for later viewing, tap the Thumb icon to rate it and the Share icon to share it with a friend or relative (as long as they also have a Netflix subscription).



4 To download a show for later viewing, tap Downloads, and then choose something to download. Not every show can be downloaded, but those that can have a Download icon as seen in Step 3, or next to each episode of a series. If the icons aren't there, it can't be downloaded.



5 If you're currently watching a series, or have stopped halfway through a movie or show, they're grouped near the top of the Home screen under 'Continue Watching for [Profile Name]'. Tap one to carry on from where you left off last time you watched.



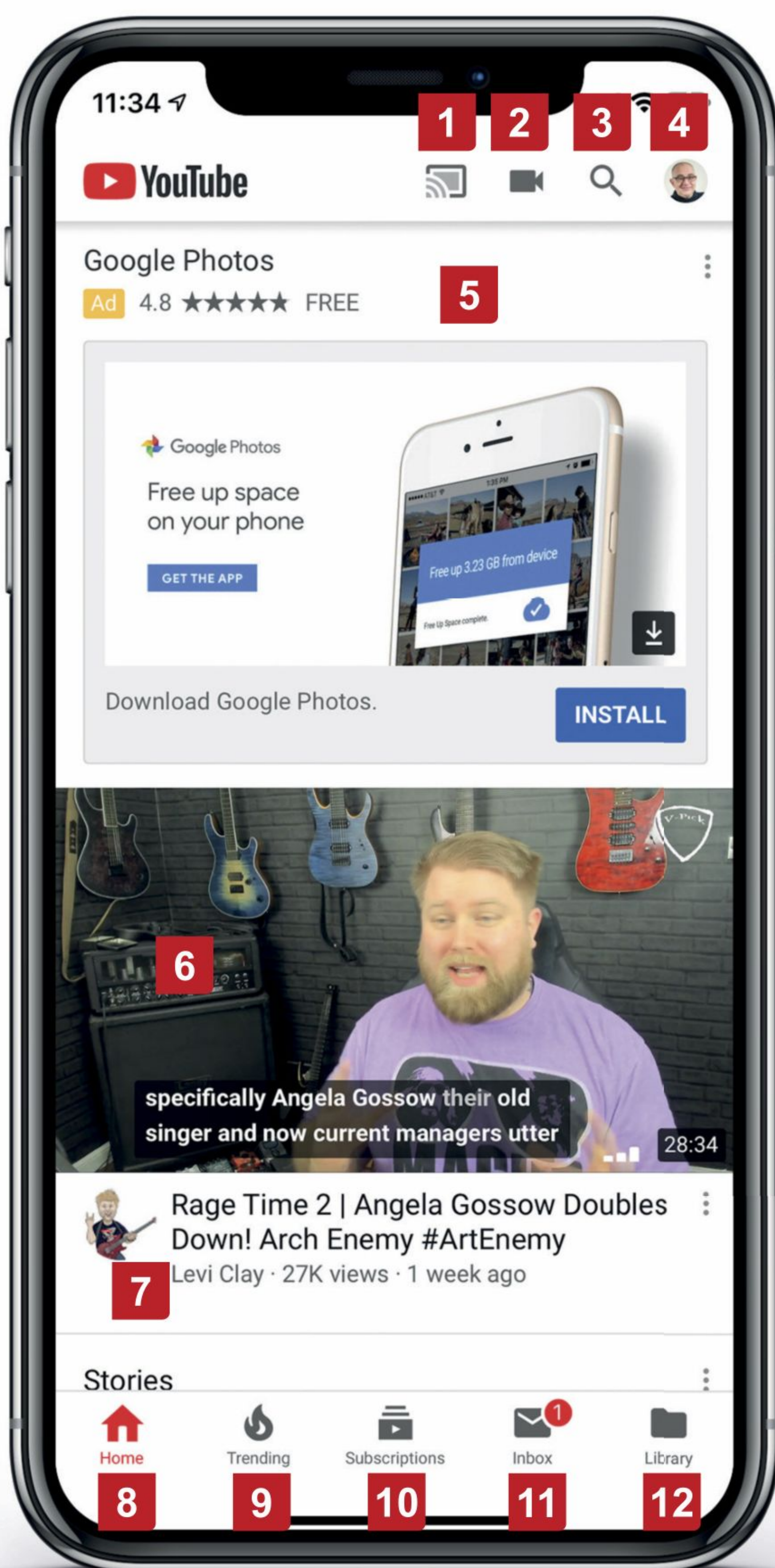
6 To remove a show from My List, tap on it to get to the information screen. The icon over My List is a tick, instead of a plus button. Tap this tick to remove it from your listed shows. You can add it again later if you wish and you can have as many items in your list as you like.



YouTube

The YouTube app, which you can download free from the App Store, is your gateway to great videos and shows on all sorts of subjects. Follow this guide and enjoy them on your iPhone, wherever you are.

YouTube in Focus



1 Tap this icon to stream YouTube from your phone to a TV, using Chromecast or Airplay.

2 If you want to make your own video and share it on YouTube, you can do so from here.

3 Search for subjects, bands, shows and more using the Search icon.

4 Tap here for your account details, or to register for an account if you don't have one.

5 This is an advert. Tap on it for more information, tap the Install button to download the advertised app or if you don't want to see ads like this, tap the Three-dot icon to block it.

6 This is a YouTube video, promoted to the Home page as something you might be interested in. Tap it to watch the video. Its length, in minutes and seconds, is shown in the bottom right corner.

7 Information on the video is shown here. You're given the title, who uploaded it, how many people have watched it (views) and how long ago it was uploaded.

8 This icon takes you to the YouTube app's Home page, which is the one we're looking at now.

9 Tap here for videos that are 'trending', meaning they are currently popular with YouTube viewers.

10 If you subscribe to YouTube channels, their latest videos can be accessed here.

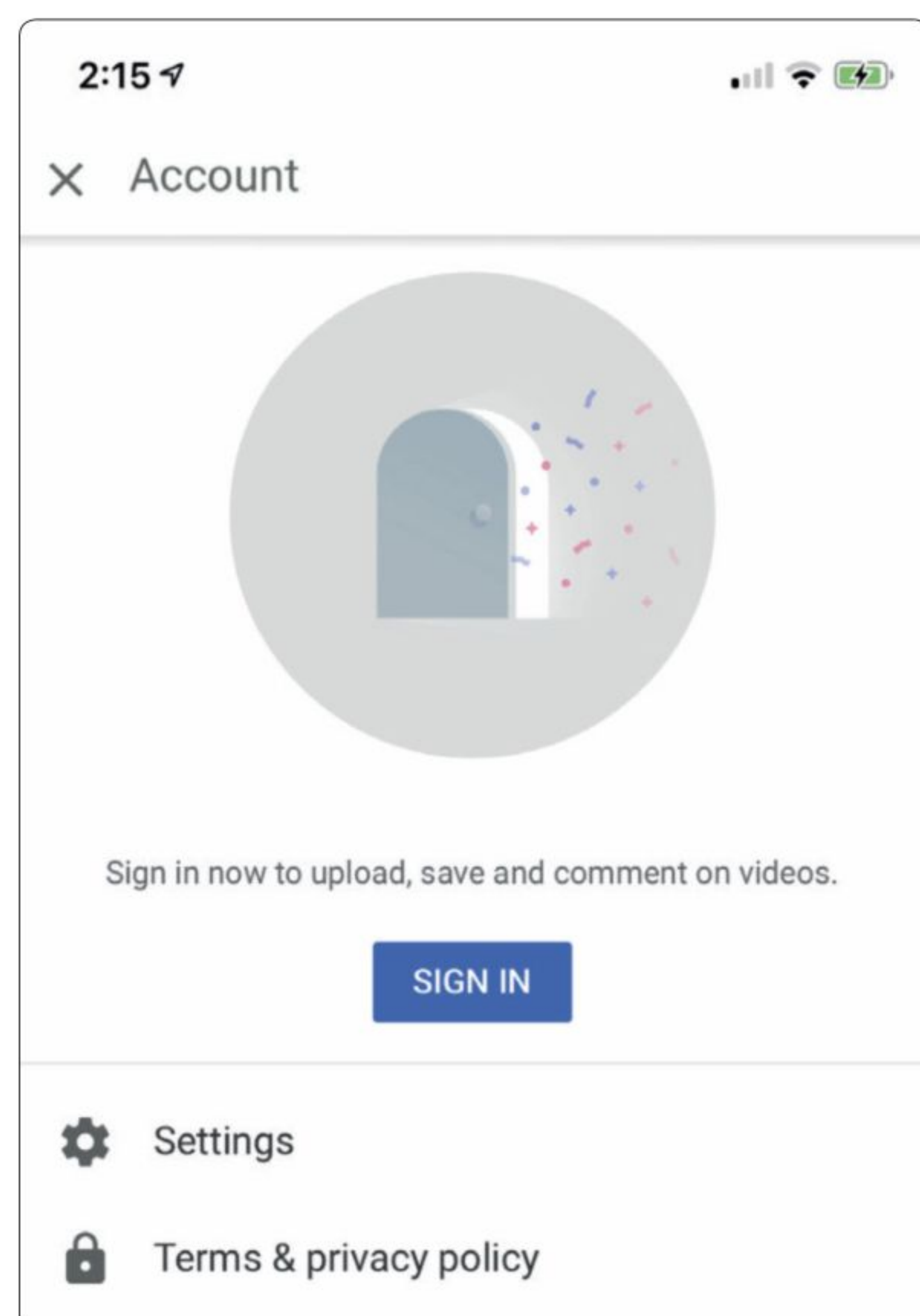
11 Tap here to read messages and notifications sent to you by YouTube and other users.

12 Tap here for a list of videos you've recently watched, shows you've saved for later viewing, videos you've uploaded yourself and more.

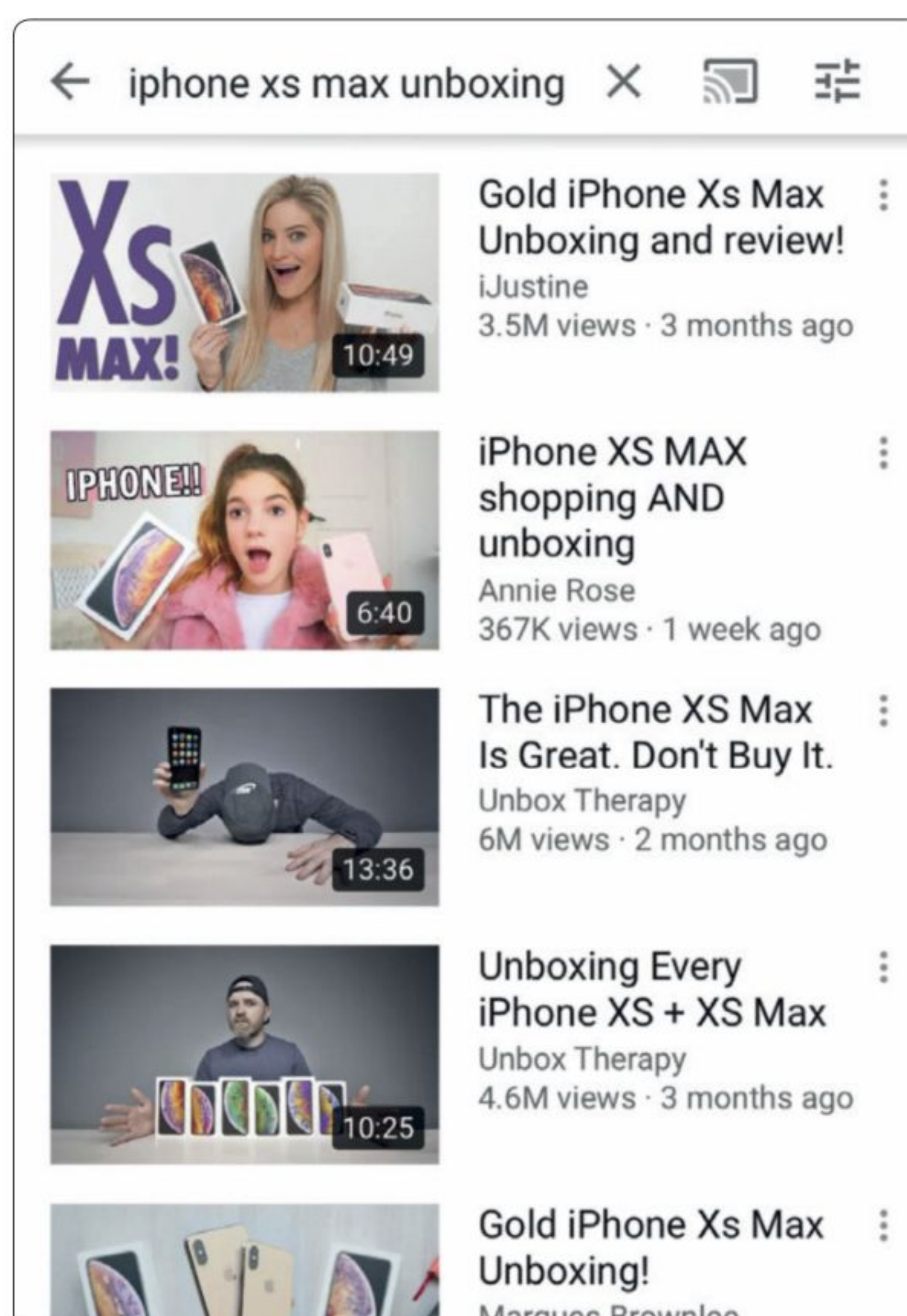
To watch your YouTube videos in full screen, simply turn the phone sideways while it's playing. You can still tap the video to hide or show the controls.



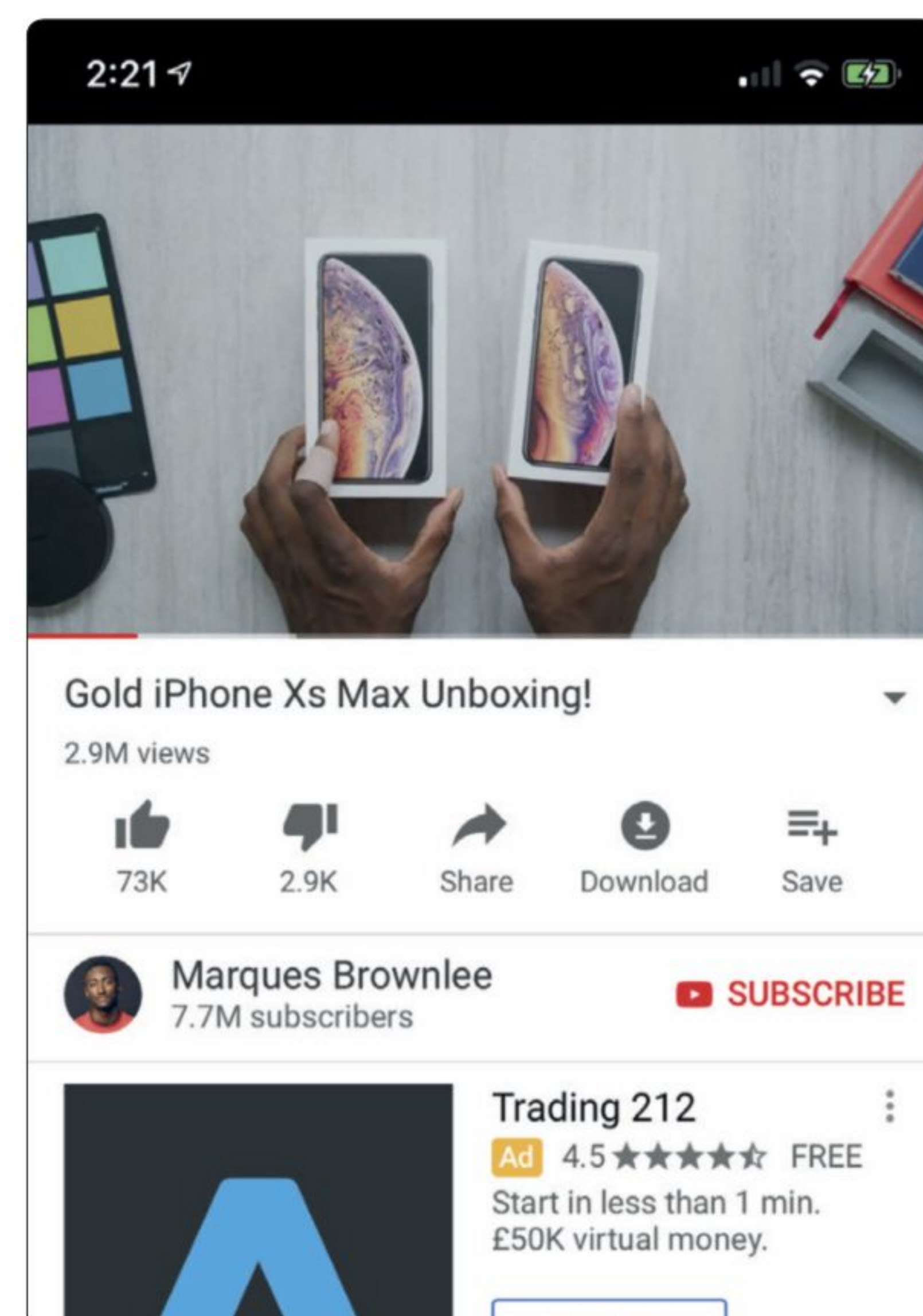
Exploring the YouTube app



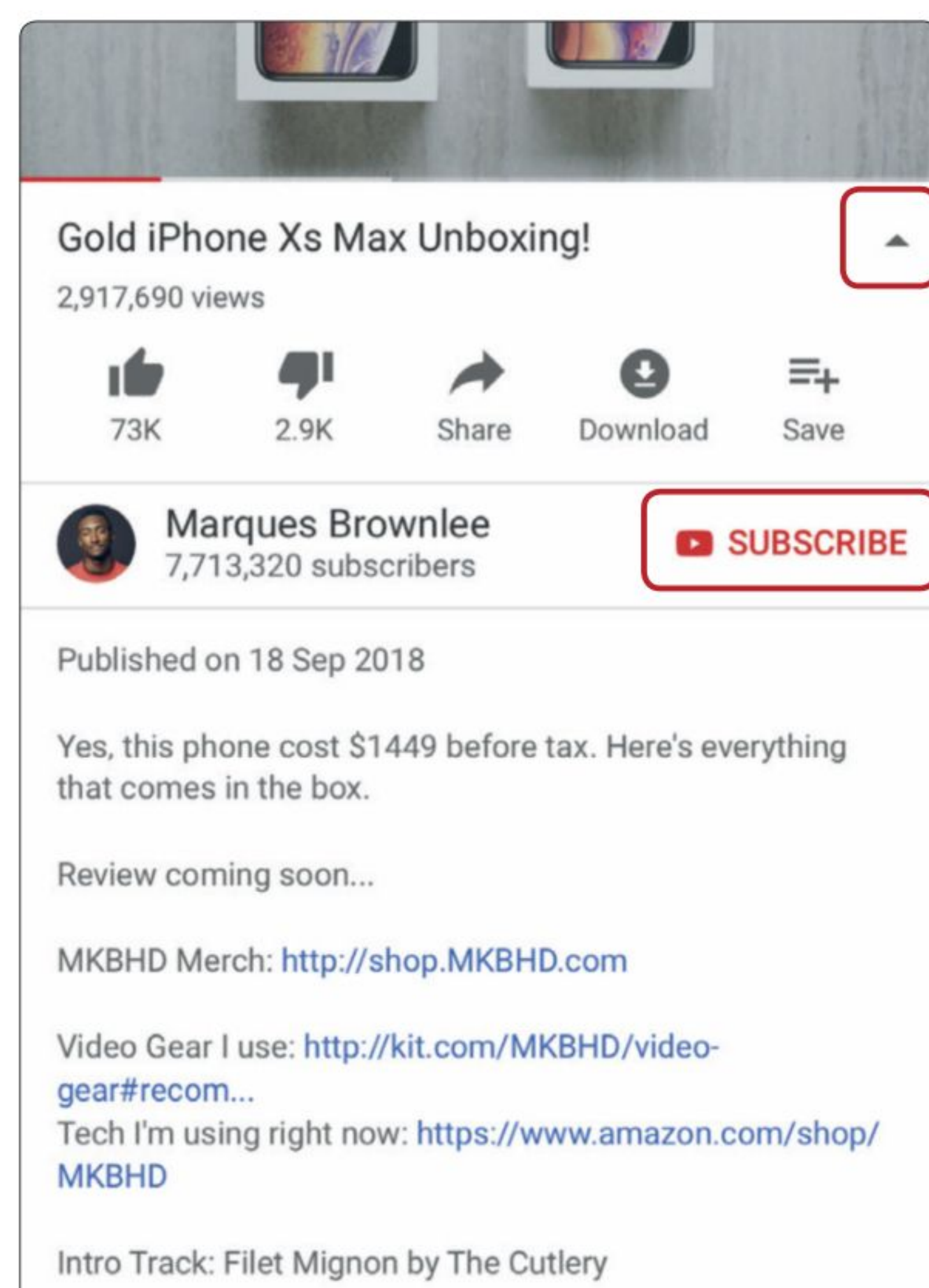
1 If you have a Google account, log in by tapping the Silhouette icon (top right corner). If you don't, you can set one up (tap Sign In then Add Account). It's a good idea to use YouTube while logged in, as this allows videos you might like to be offered as viewing suggestions.



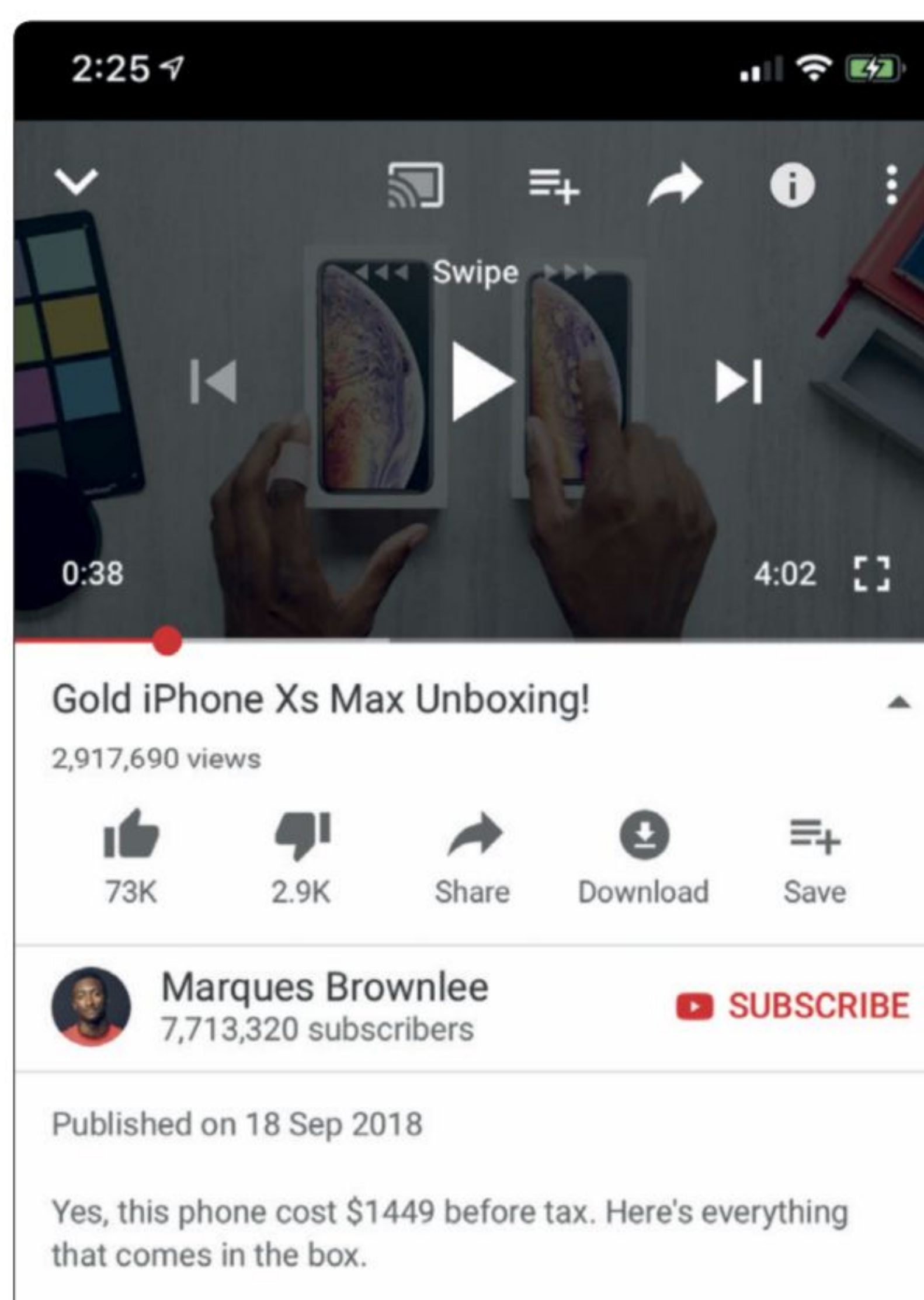
2 You can search for a subject or channel using the Magnifying glass icon. You're then presented with a list of relevant videos, showing how many views they've had, how old they are and who uploaded them. Their length, in minutes, is shown in the screenshot.



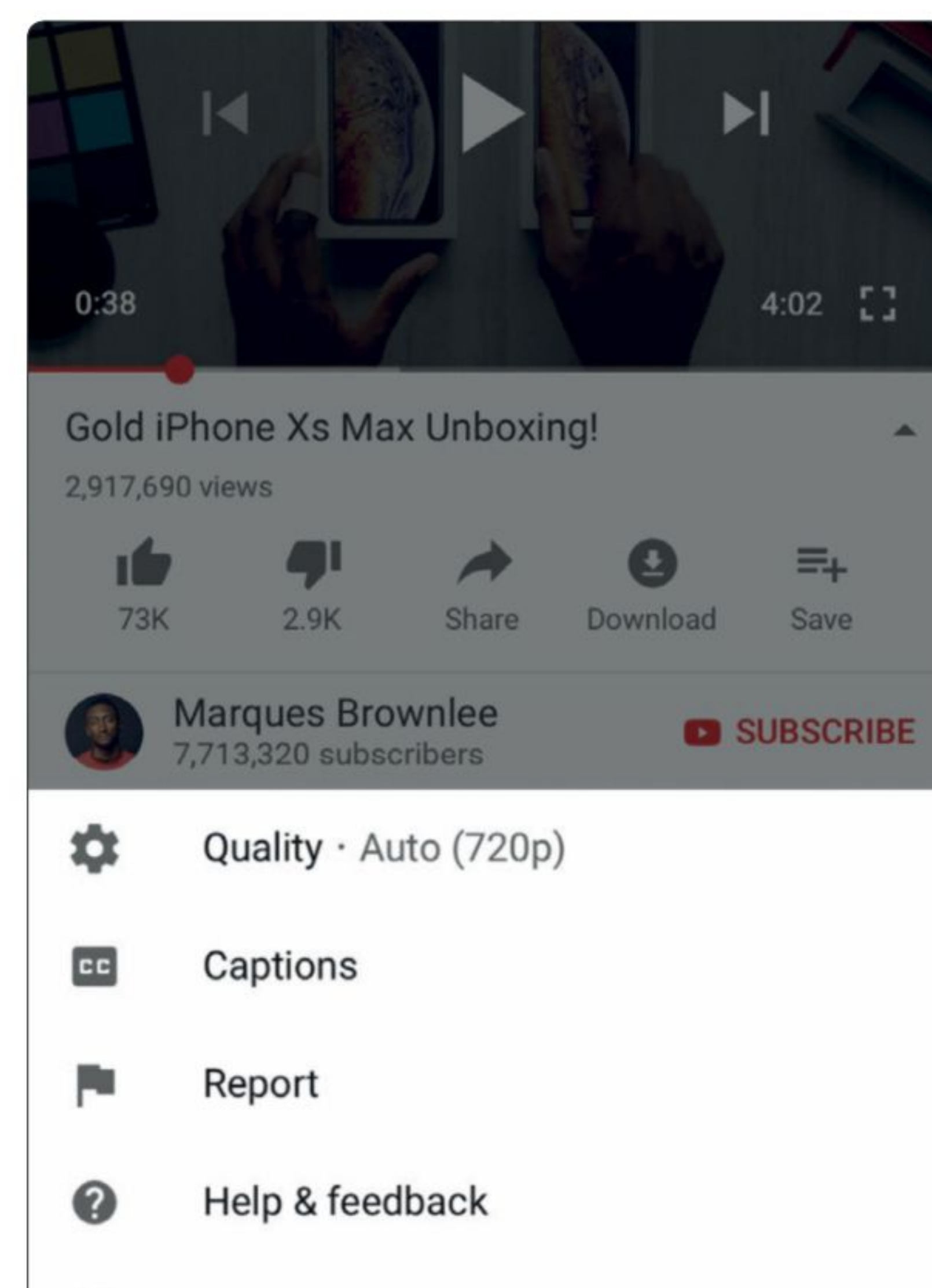
3 Tap on a video to open it. You might have to watch a short advert first. While watching you can use the Thumbs icon to like or dislike it, the Share icon to share it with others or you can download and save it for later viewing. Similar videos are listed below it.



4 Two more controls are worth a mention. The small triangle below the right corner of the video can be tapped to reveal or conceal further information and links while you can tap the Subscribe button to be informed whenever the YouTuber posts a new video.



5 Tap the video as it plays to obtain these controls. In the centre, there's the Pause/Play icon and either side of it are buttons that skip to the next video or the start of this one. You can scrub through the video using the red dot; drag it left and right to move forward and back.



6 The Three-dots icon in the top right corner of the video gives access to further options, such as: reporting the video, adding captions, or changing the resolution. To hide the controls and go back to viewing, tap the video at the top of the screen anywhere there's no icon.





Going Further with Your iPhone

There's more to the iPhone than the basics and the apps. It also has some great advanced features that help you get more from your Apple smartphone. iCloud and iCloud Drive let you sync data and documents across your Apple devices, and even access them online from any web browser. Do Not Disturb lets you schedule quiet times, the Siri assistant is great for hands-free control of your iPhone, while Notification Centre lets you know what's going on. We show you all this and more.

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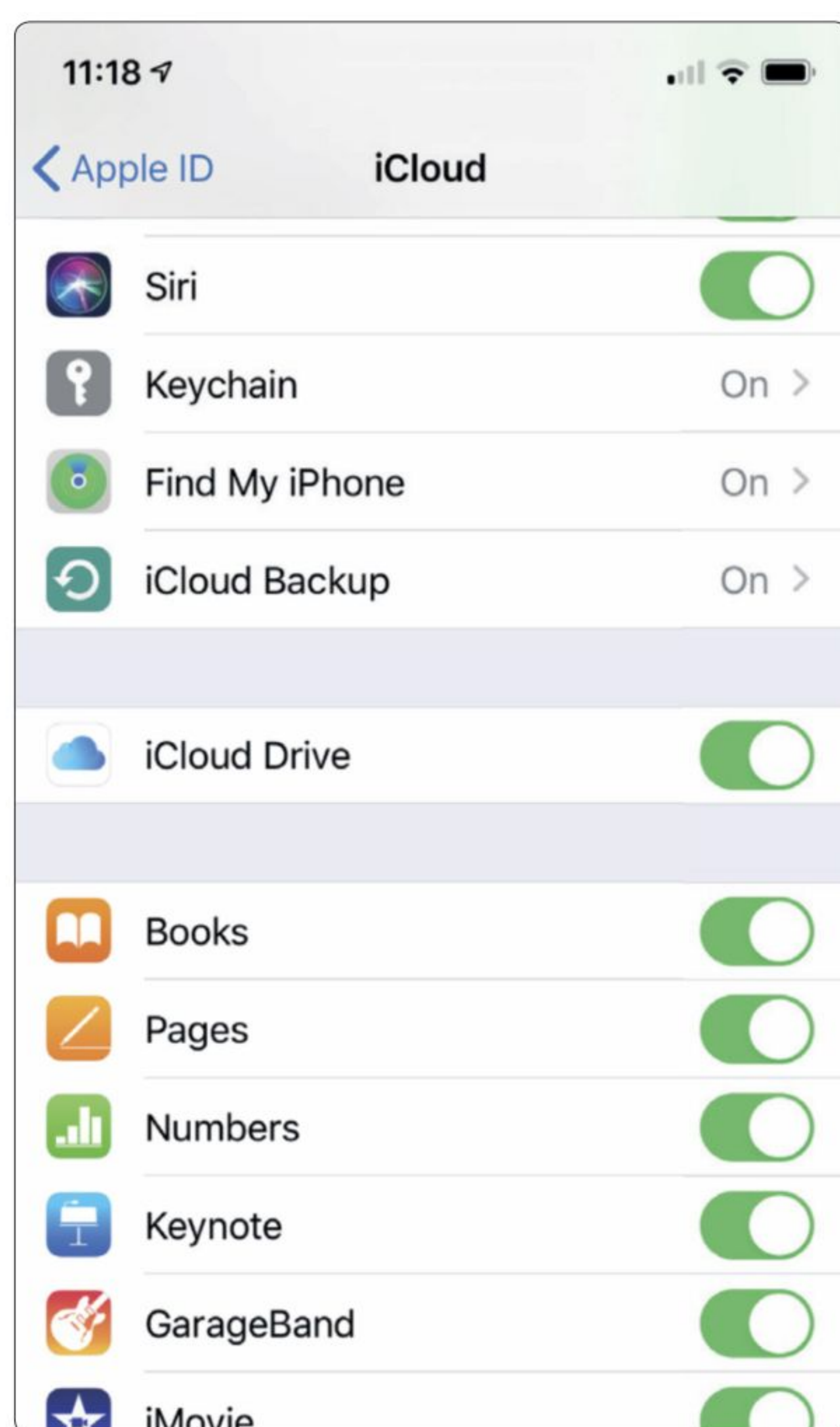




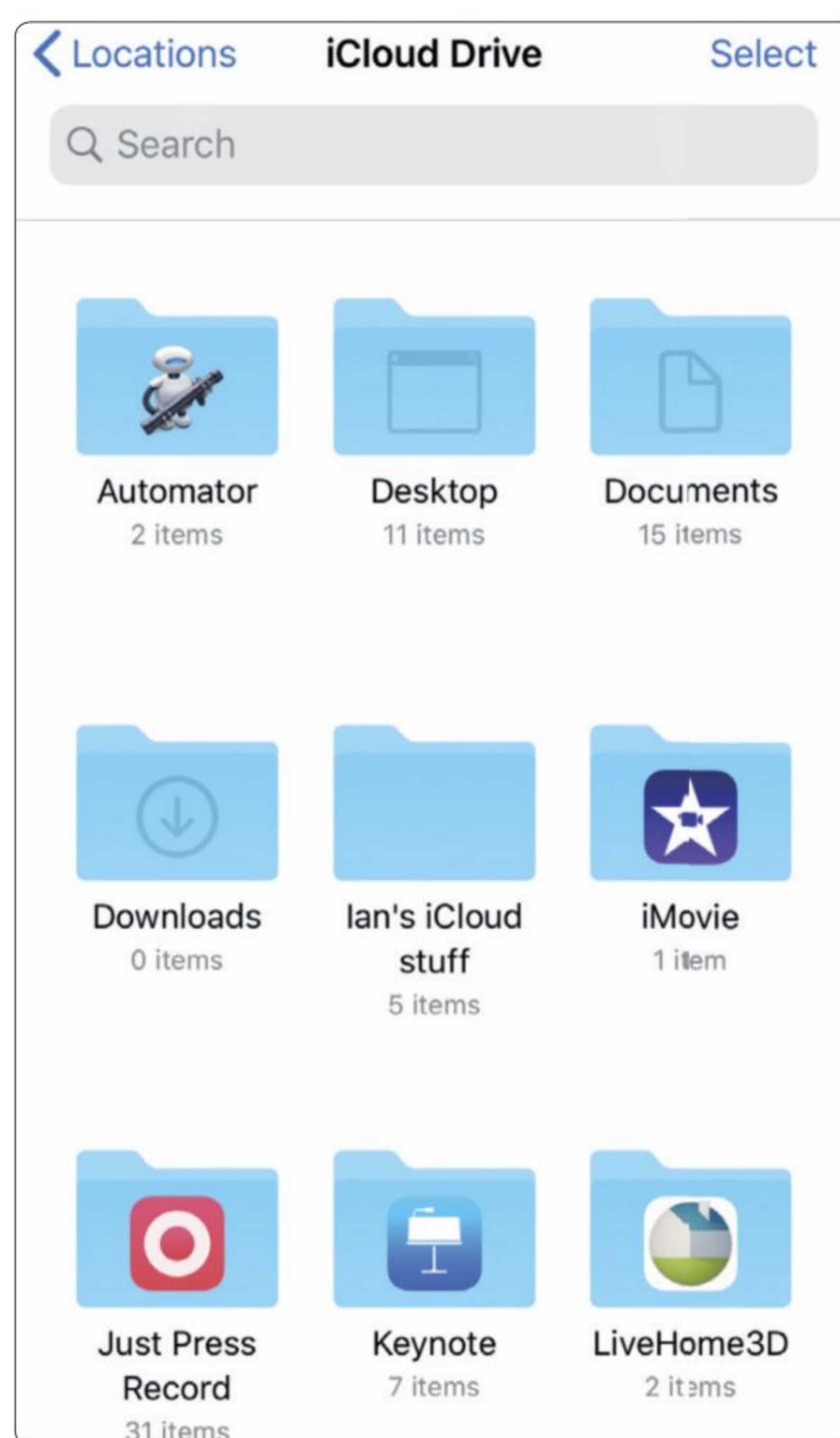
iCloud Drive

iCloud Drive is Apple's own cloud computing service and it comes free with the iPhone. With iCloud Drive, you can sync your documents across all of your Apple devices and even access them through a web browser; they're all found on your iPhone in the Files application. If your free space isn't enough, you can buy more for a set monthly fee.

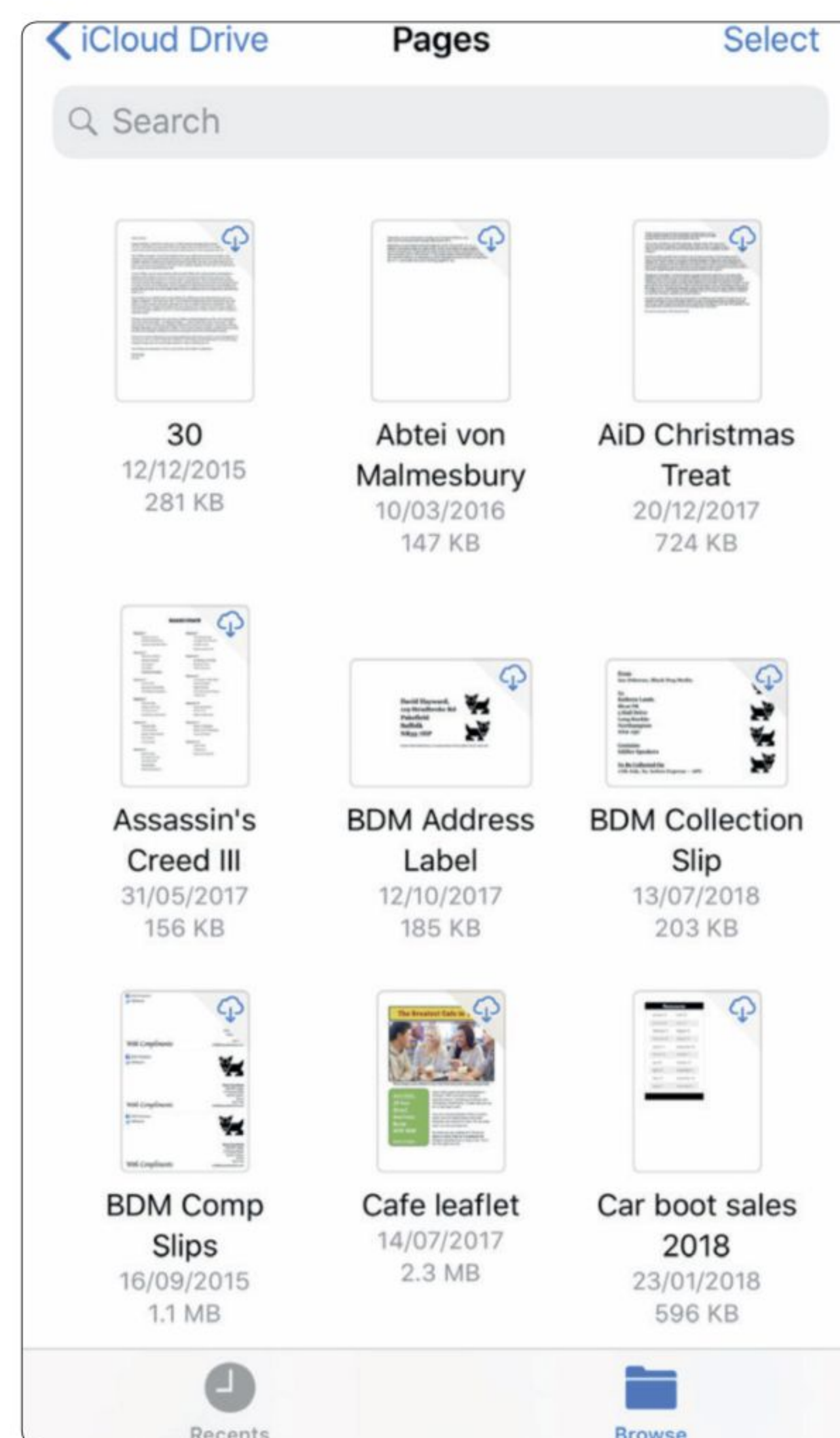
An introduction to iCloud Drive and the Files app



1 In the Settings app, tap your name at the top of the screen, tap iCloud and scroll down to iCloud Drive. If it isn't on already, turn it on. You can now save your files in the cloud and access them from any Internet device.



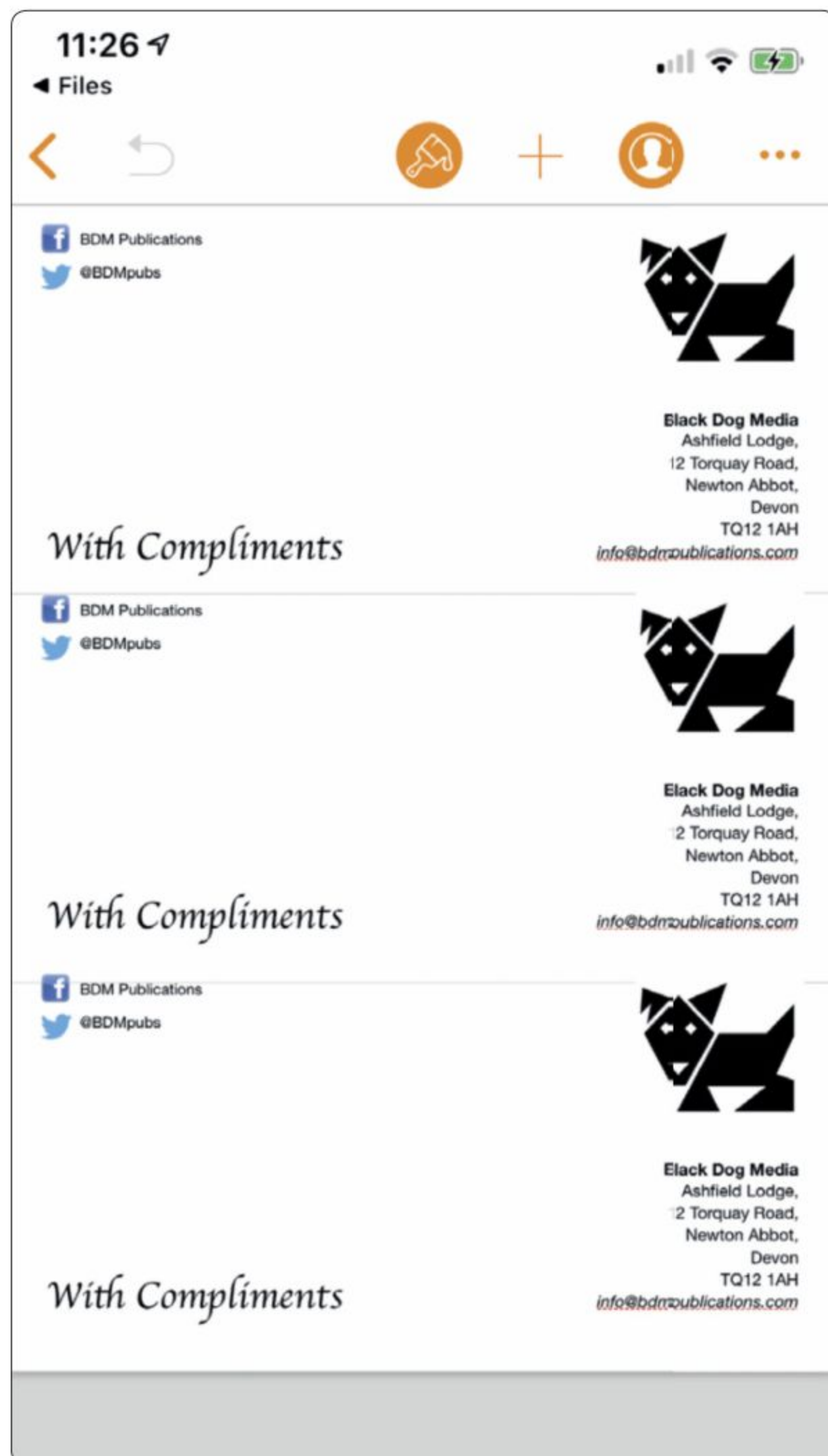
2 Open the Files app and under Locations, tap iCloud Drive. Here you see the files stored on your iCloud Drive, arranged by their apps. iCloud Drive is also accessible through other Apple devices, and www.icloud.com.



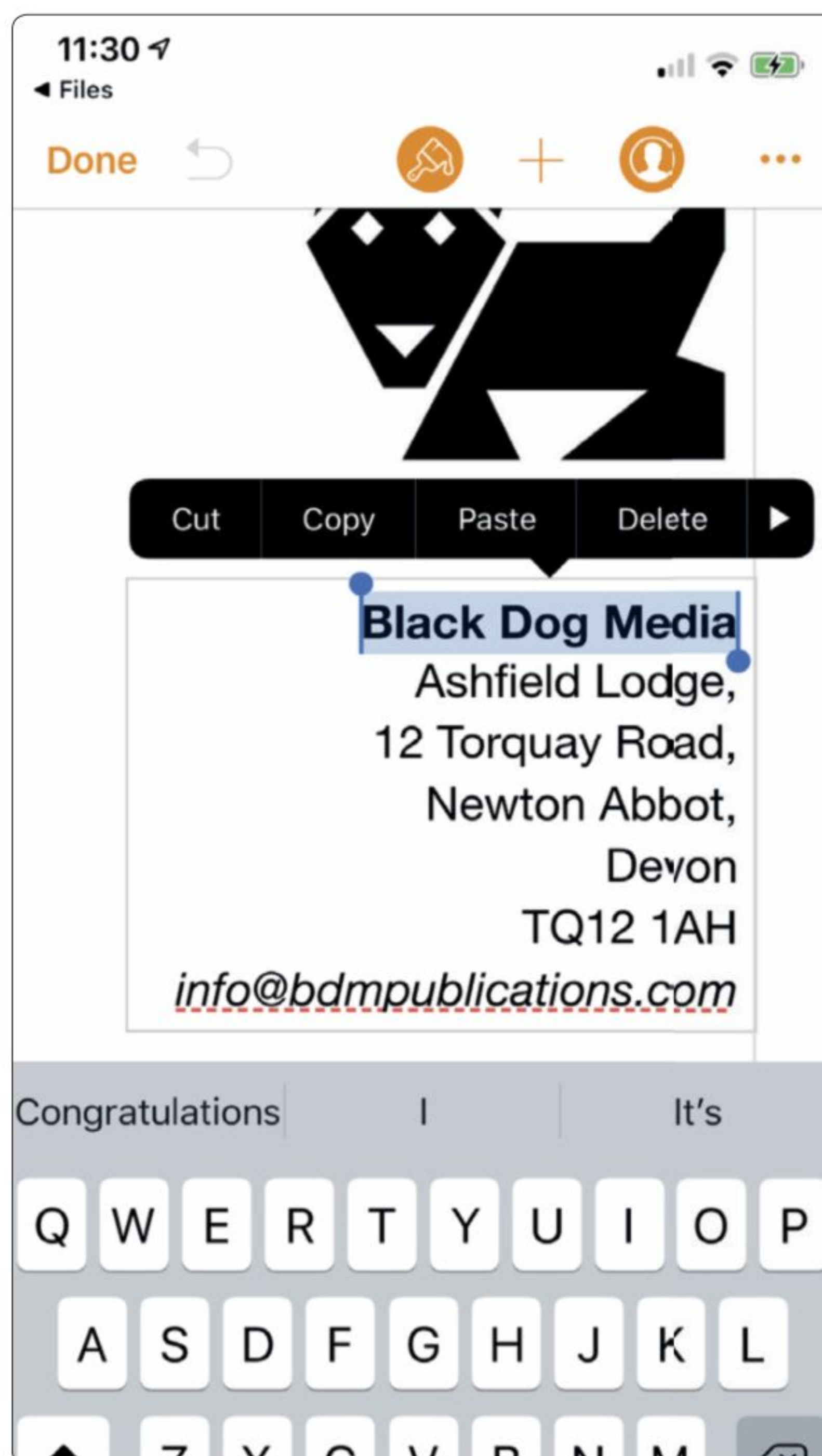
3 You can open an iCloud document on your iPhone, if you have the iPhone version of the app that created it. Just open the folder for the app in question (here we're looking at Pages) and tap a document to open it.



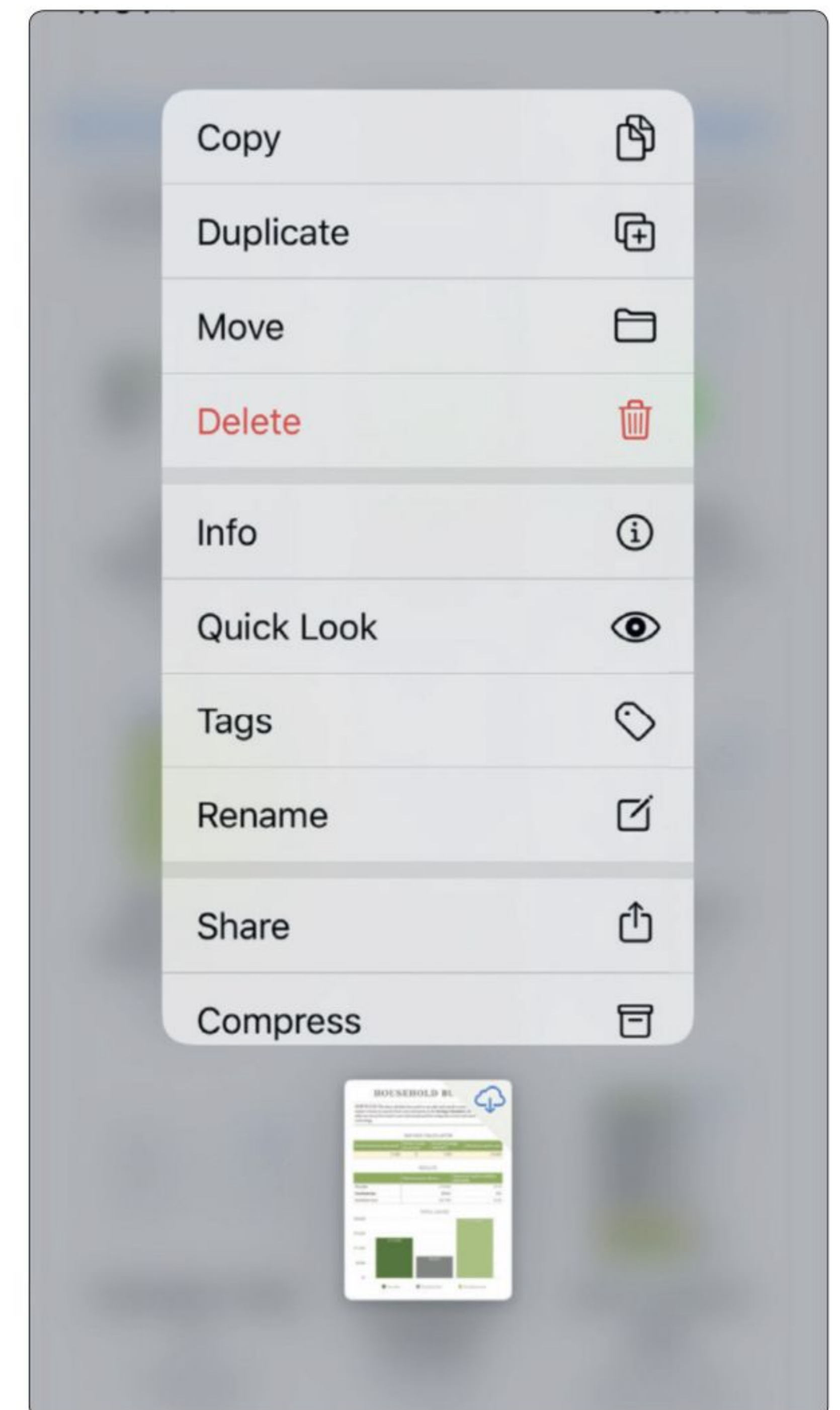
Documents contained in your iCloud Drive are kept in sync across your devices. If you make a change on one device, when you open that particular document on another, that change is already there. So, for example, you can work on a document on your Mac at home, then edit it on your iPhone on the bus.



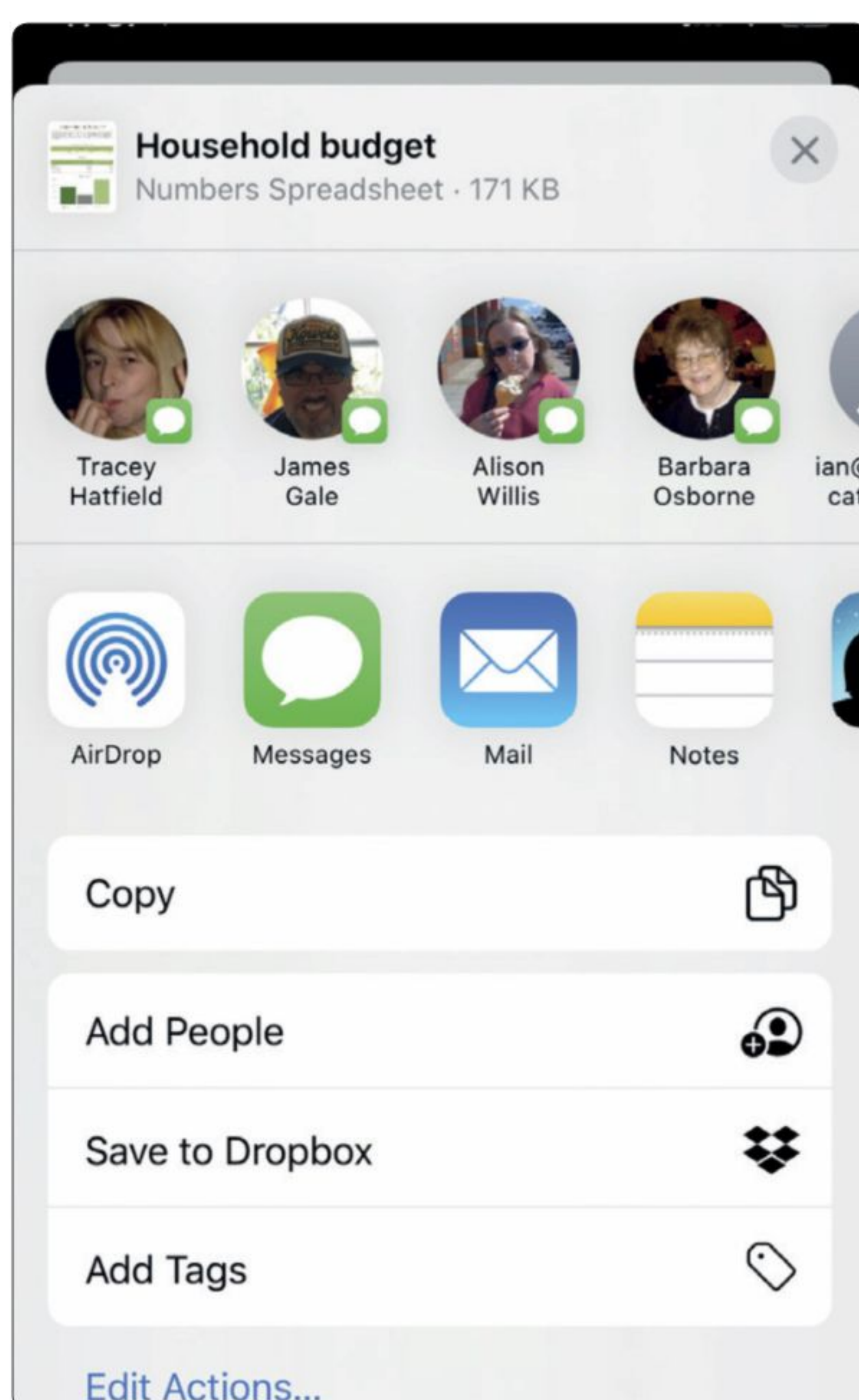
4 When you open an iCloud document on your iPhone, it's downloaded to your smartphone. It then opens in the usual way, so you can edit, modify and generally work on the document on your iPhone.



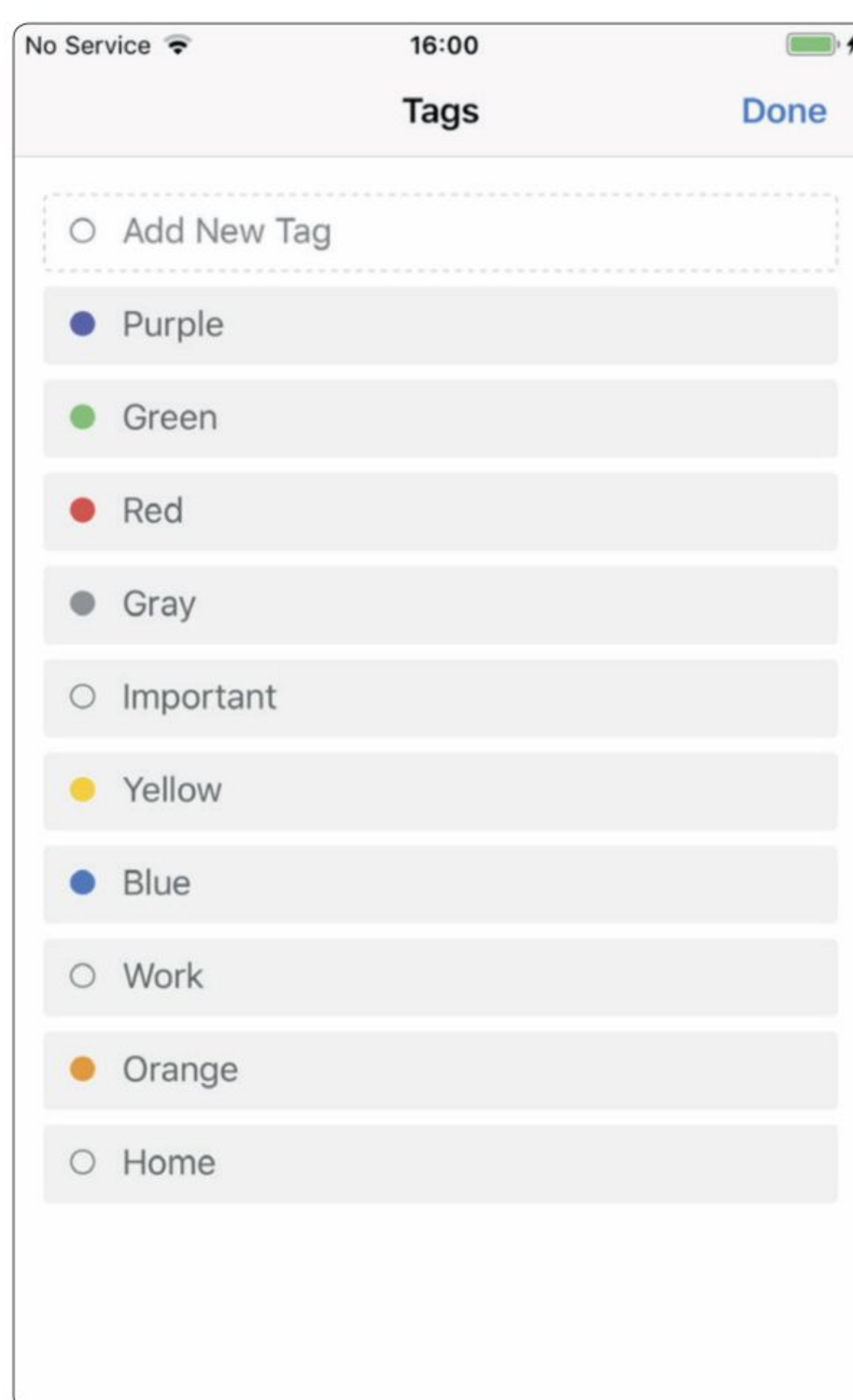
5 Edits and changes you make on the iPhone are also made on the cloud copy of the document. This means if you edit it on the go on your phone, then open it on your Mac at home, the changes are there.



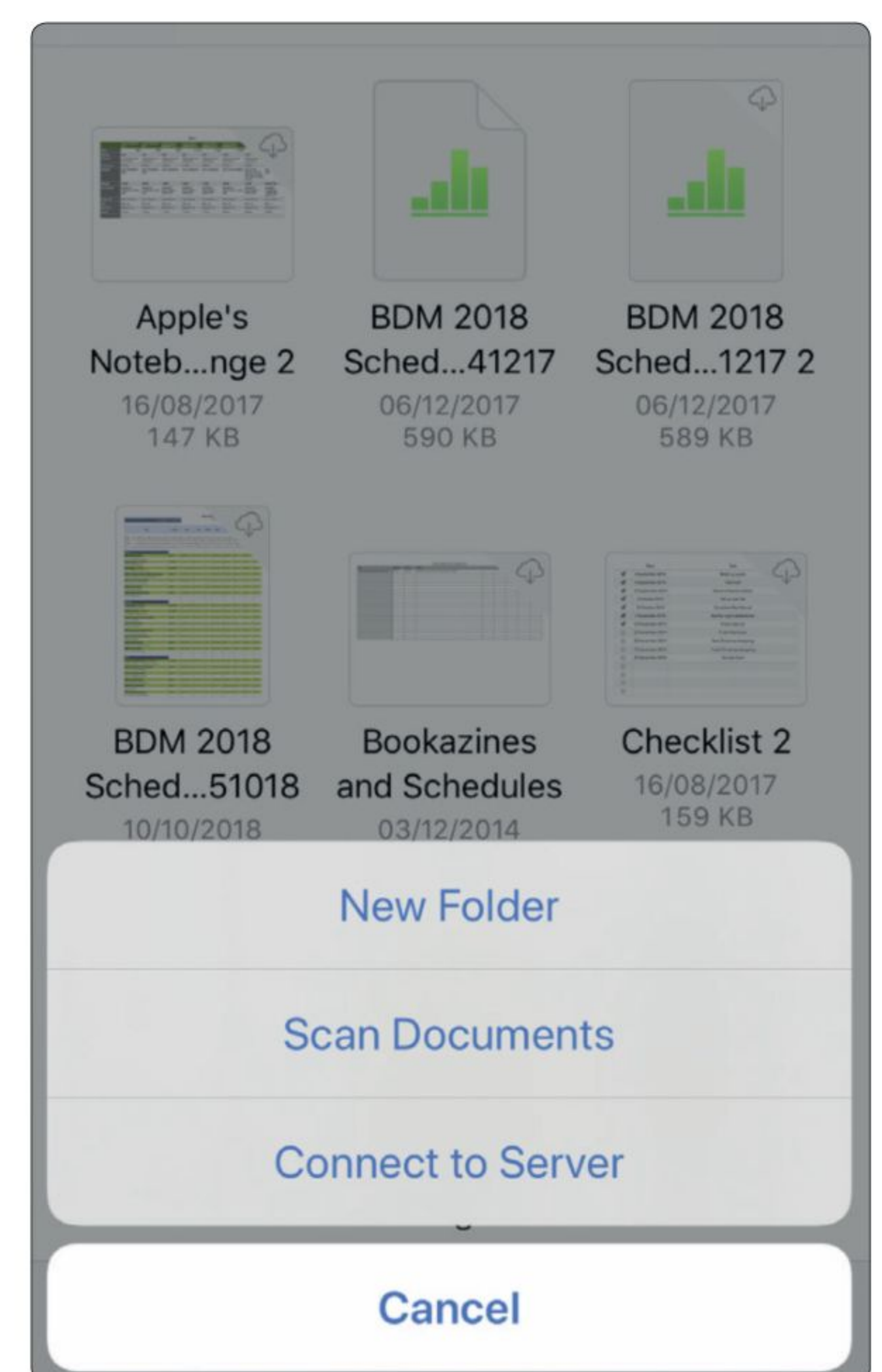
6 Tap and hold a document until you get a pop-up menu. From here, you can copy the document, duplicate it, delete it, rename it, share it, and more. The menu scrolls up and down to show more options.



7 This pop-up menu also lets you share a document, right from your Files app. You can email it, add it to Notes, send it to another Apple device with AirDrop and let others collaborate on it using Add People.



8 The menu that pops up when you tap and hold iCloud docs also lets you tag a document with a coloured icon. Tagged documents can be found by tapping their colour in the Tags section in the Browse window.



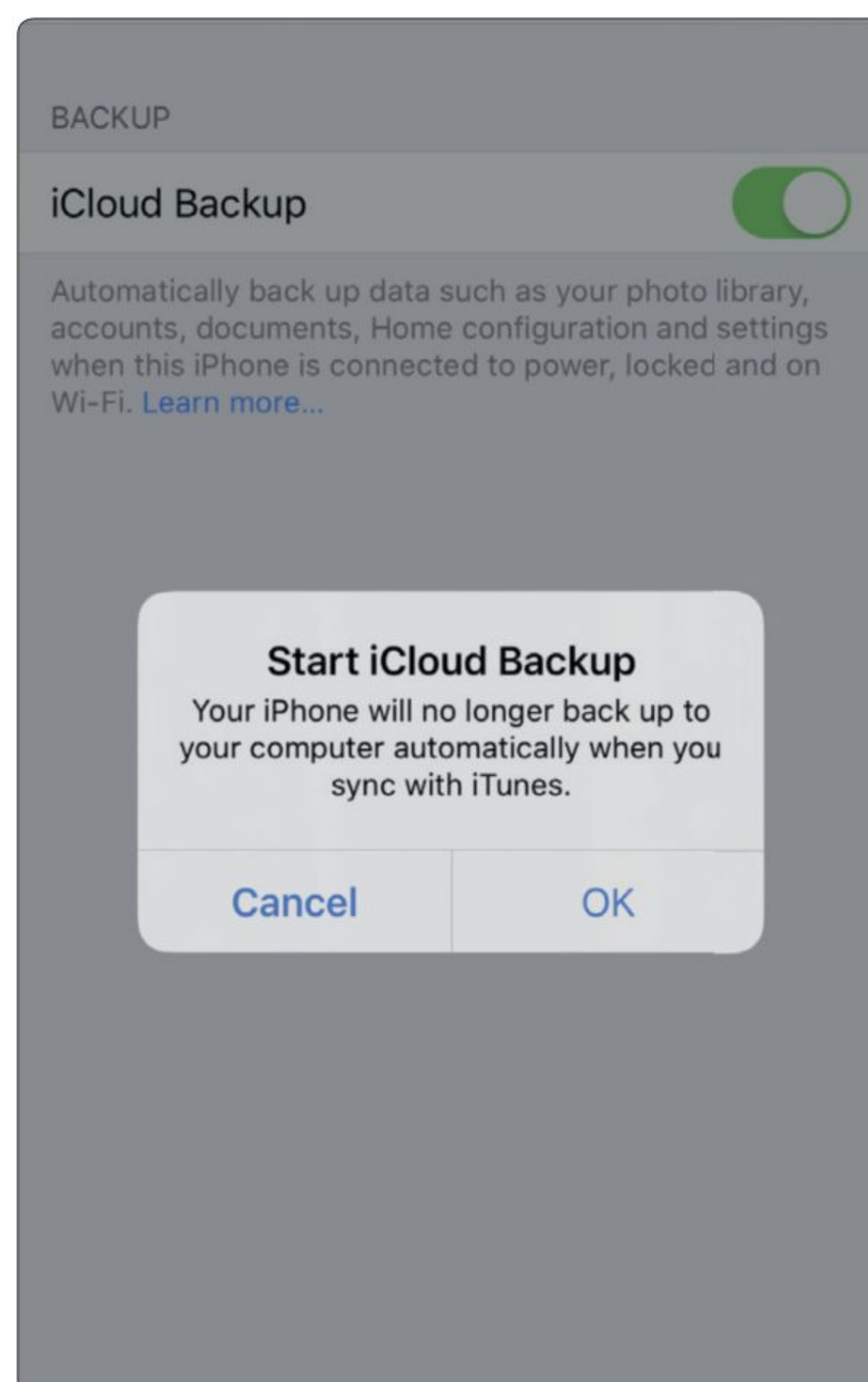
9 Open an iCloud Drive folder and pull down the screen for more options. The Three-dots icon opens the folder at the foot of the screen, from where you can create a folder, scan a document, or connect to a server.



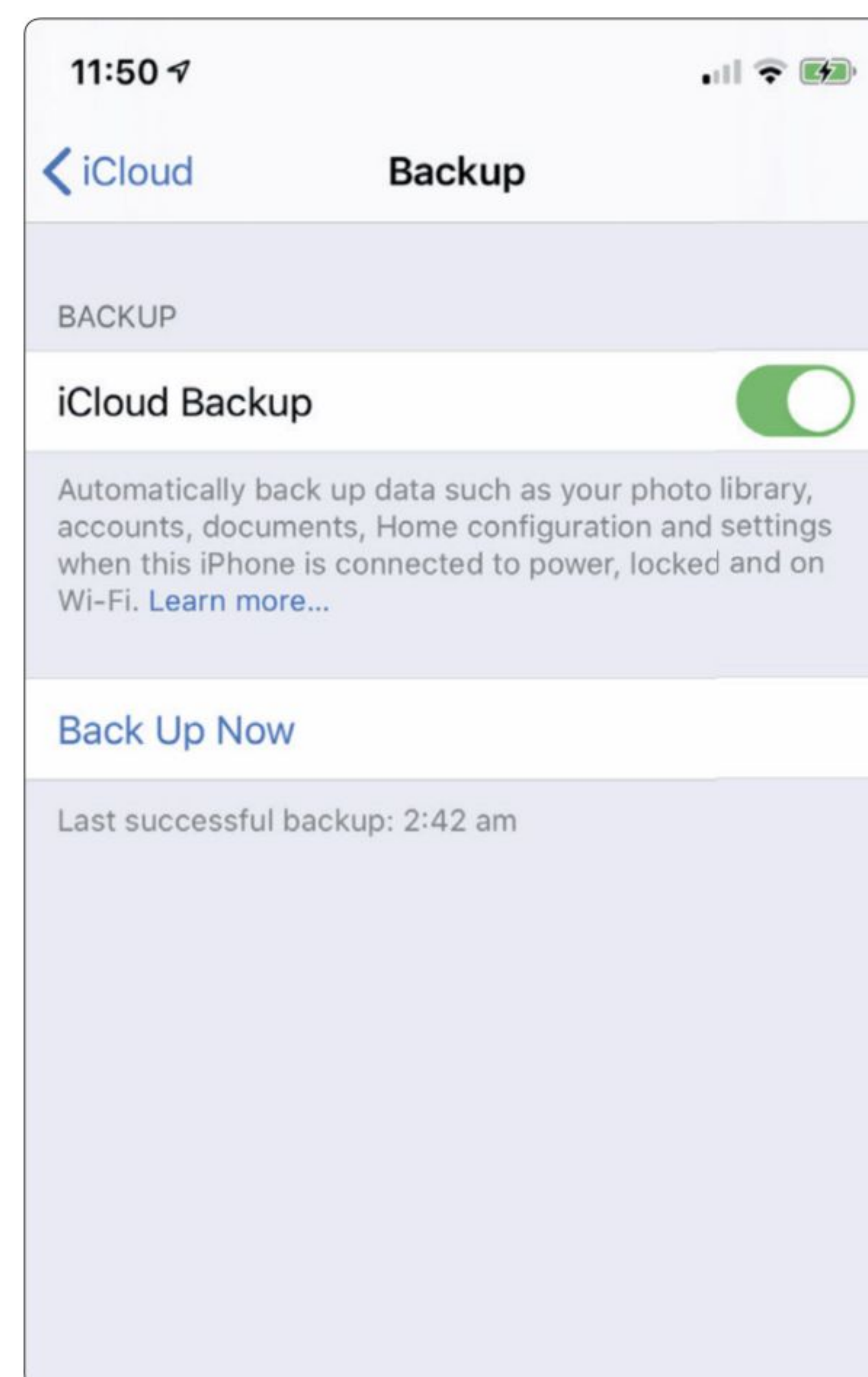
iCloud backups



1 Open the Settings app from your Home screen and tap your name at the top. Tap iCloud, then scroll all the way down until you see an option called 'iCloud Backup', found just above the iCloud Drive link.



2 Switch on iCloud Backup. This means your computer no longer backs up your iPhone when you sync with iTunes. Tap OK in the pop-up window to confirm you want to use iCloud backups now instead.

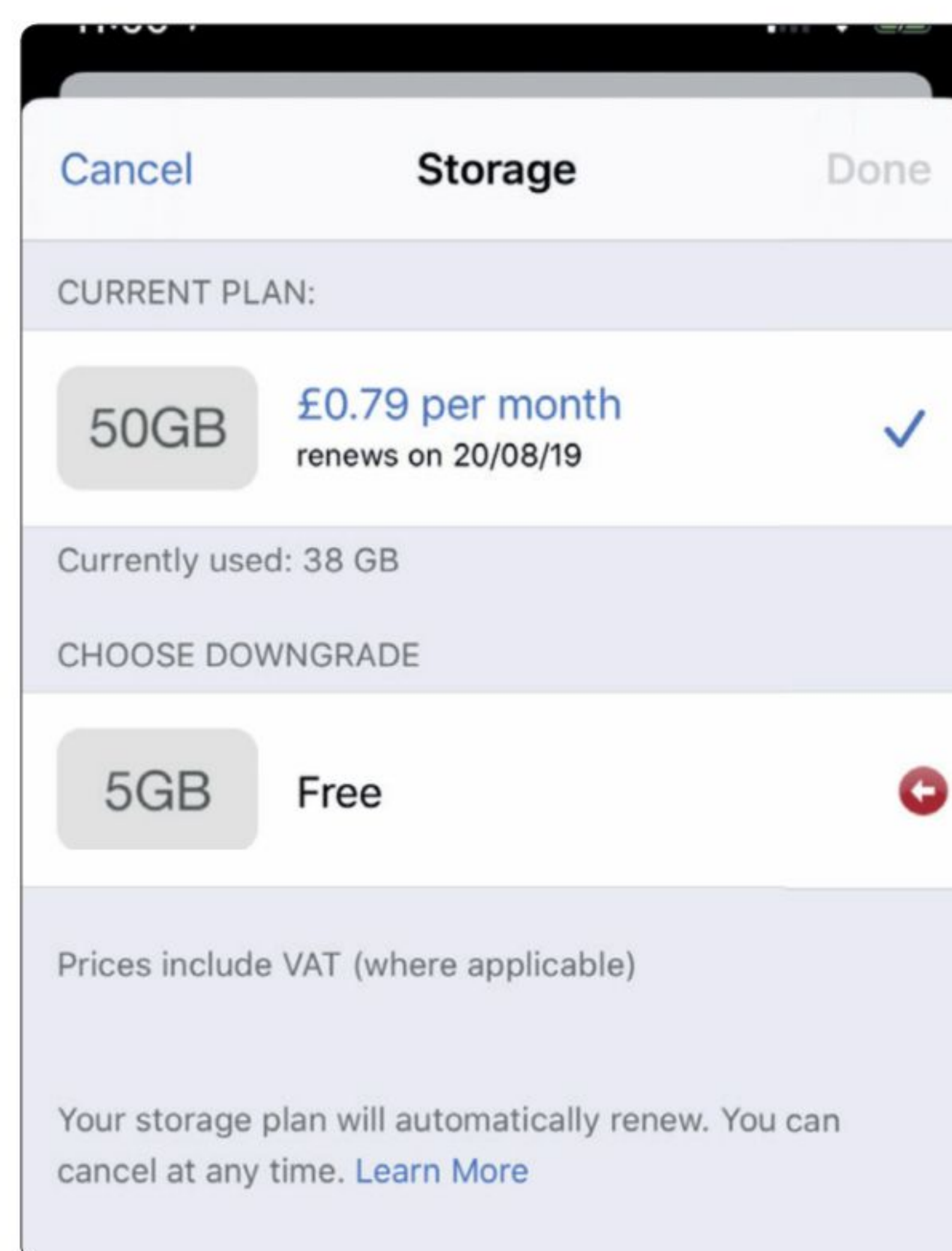


3 Your iPhone now automatically backs up to iCloud when connected to a power source and on a Wi-Fi network. There's also a link to Back Up Now. Tap it whenever you want to do an immediate backup.

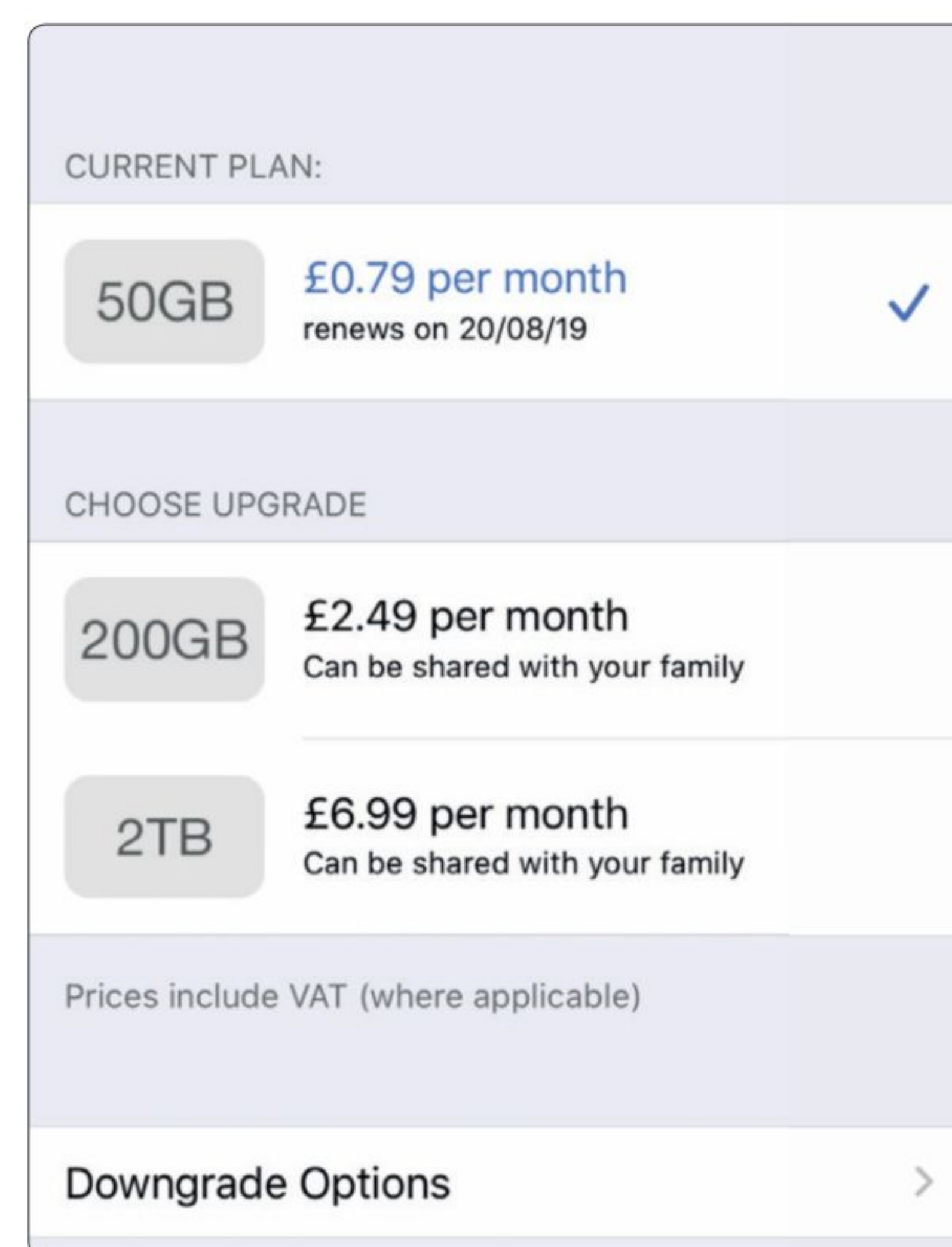
Upgrading your subscription



1 Open the Settings app, tap your name at the top of the screen, then tap iCloud. Tap Manage Storage. You're told what iCloud storage plan you're on. If you want to change your plan, tap the Change link.



2 A window shows your current plan and other available options. You get 5GB free of charge, but if you want more, there are plenty of paid-for plans that increase your total storage space for a set monthly fee.

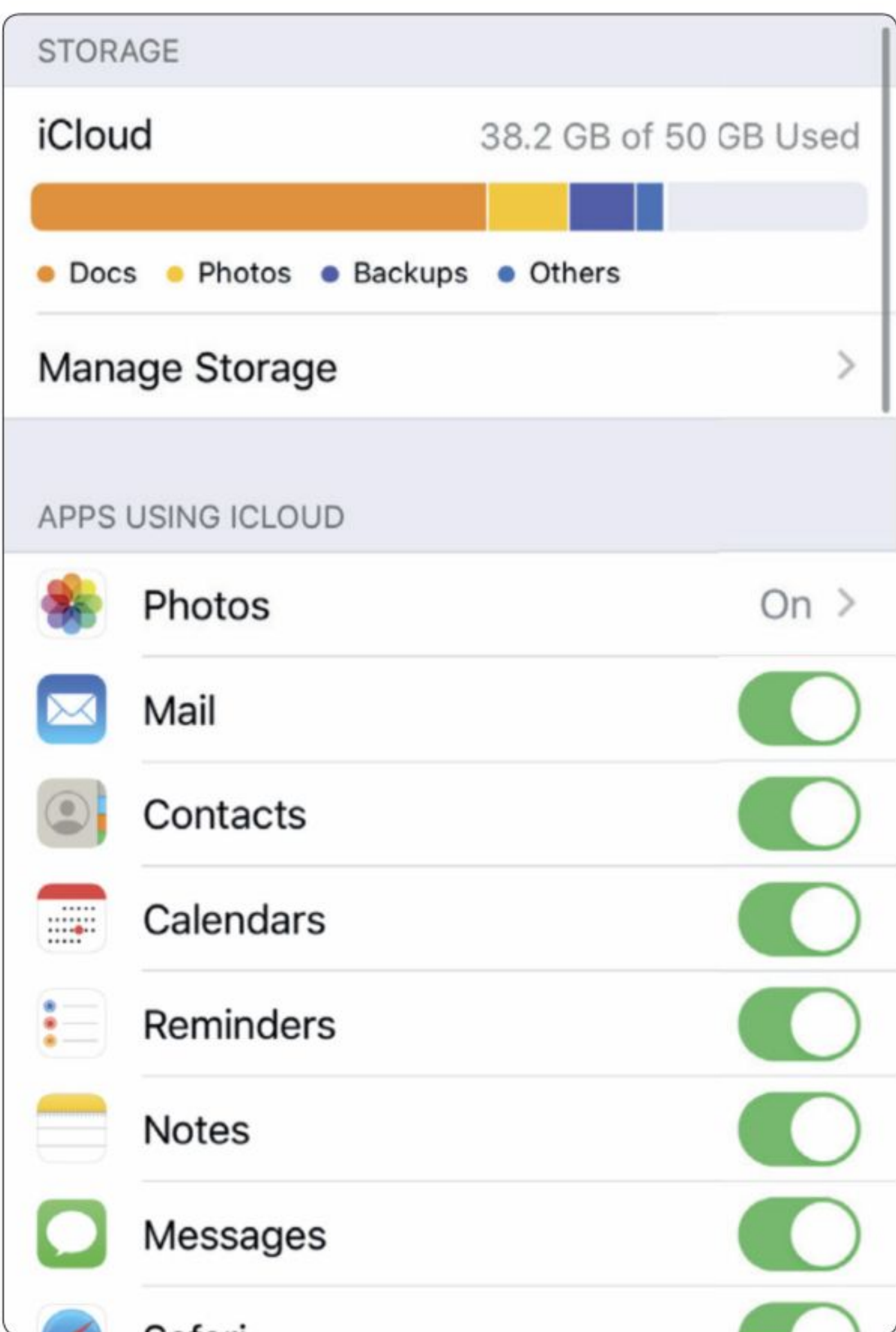


3 If you find you have more storage than you need, you can downgrade by tapping Downgrade Options at the foot of the pop-up window. Either way, choose your new plan then tap Buy/Done (top right).

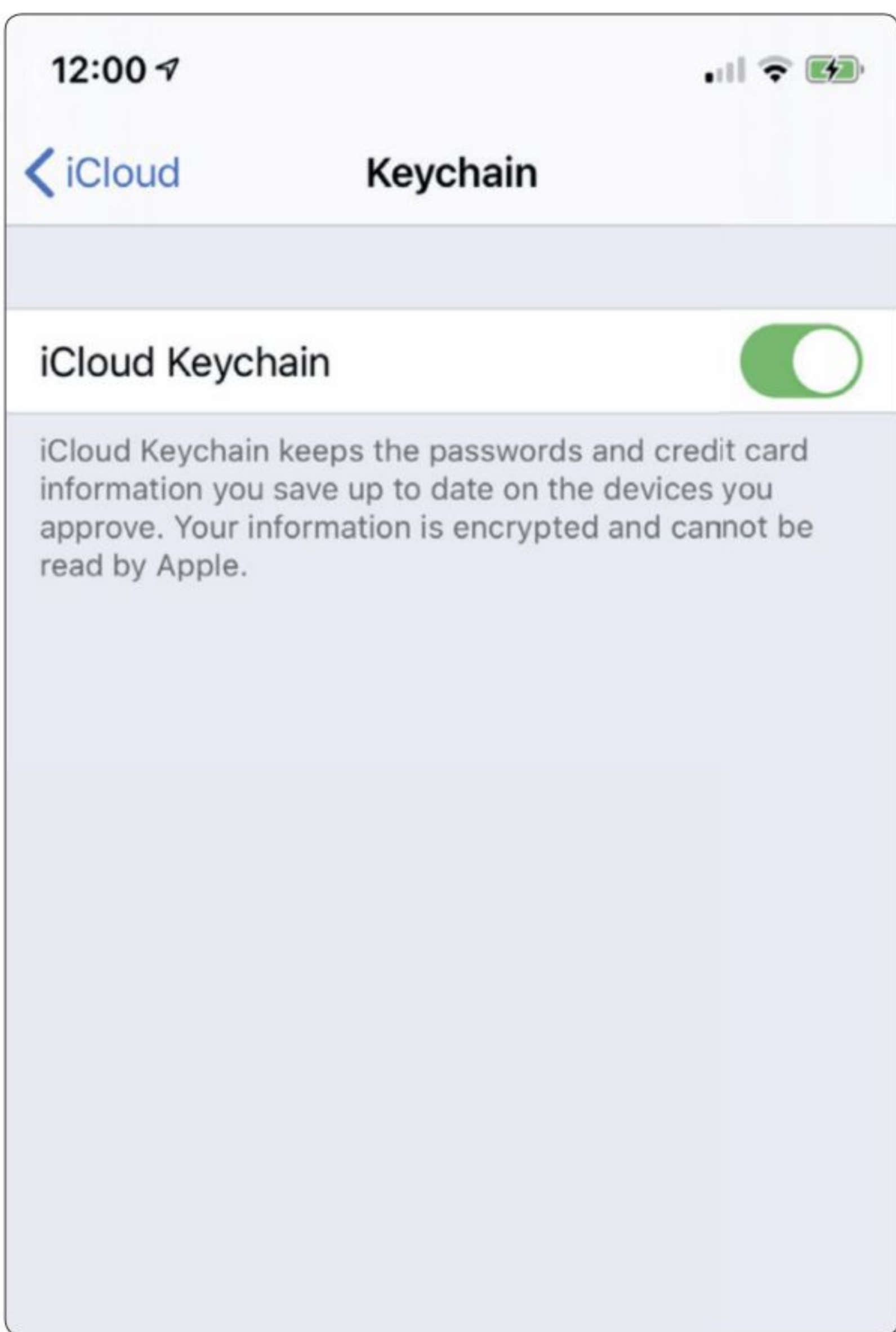
Configuring iCloud



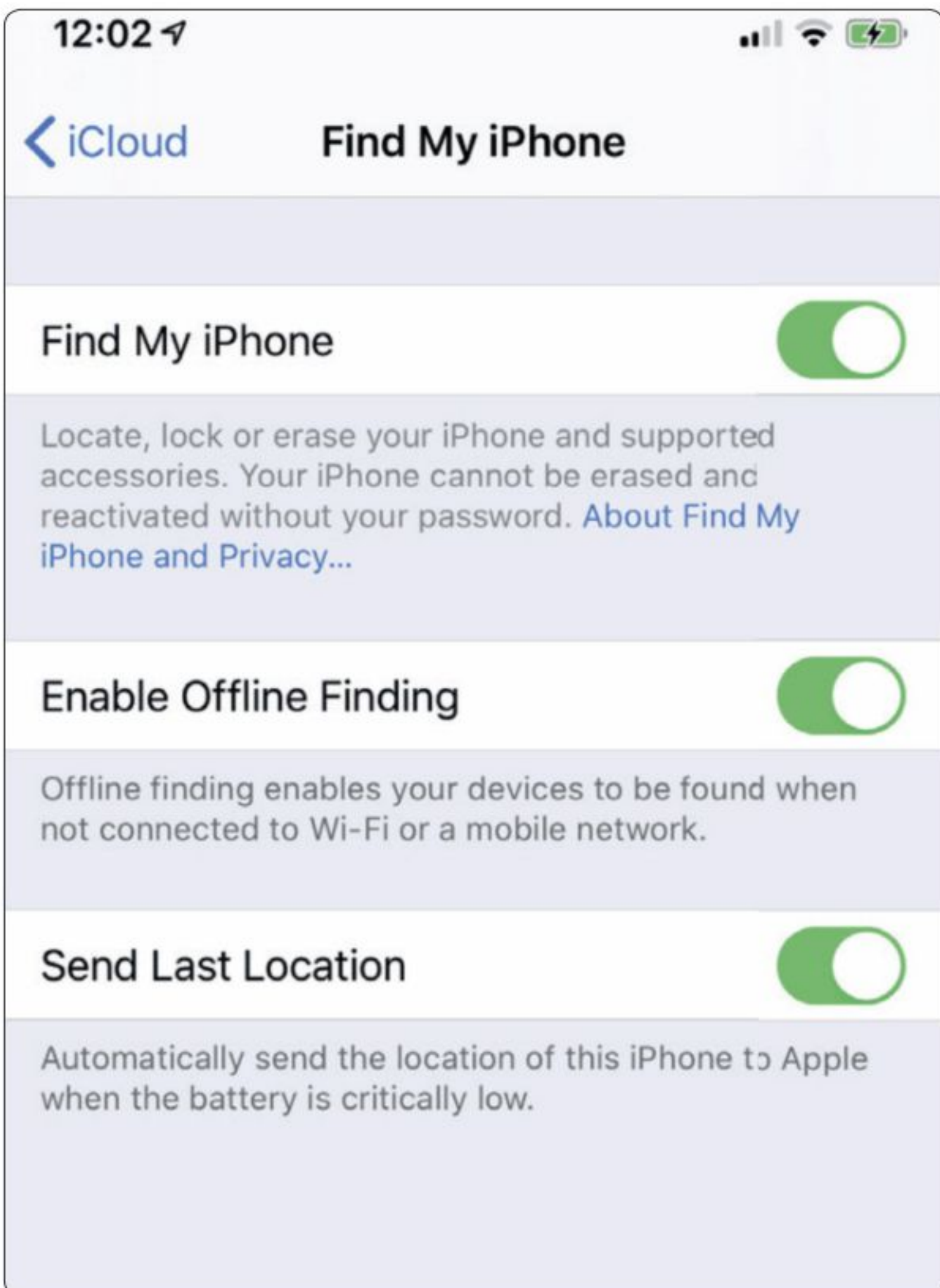
1 To use a photo with your iCloud account, go to Settings > [your name] and tap the grey circle at the top. Take a photo or add one from your Photos library. If you don't have one yet, just leave it; you can come back and take or add one whenever you choose.



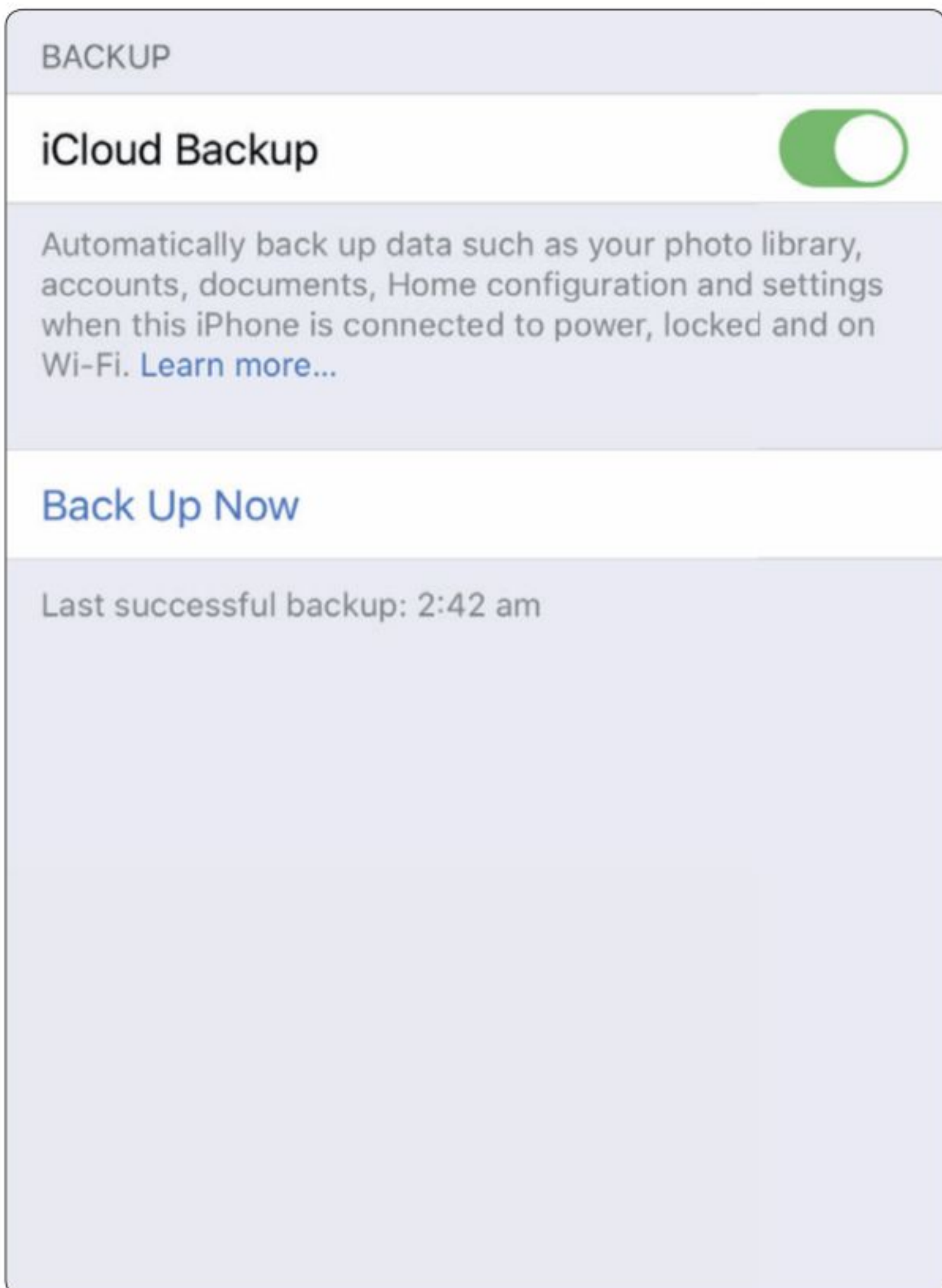
2 In Settings > [your name], tap the iCloud link for a list of apps that can be kept in sync with iCloud. If an app is switched on in this list, it means changes you make on one Apple device are also made on all your other Apple devices signed into the same iCloud ID.



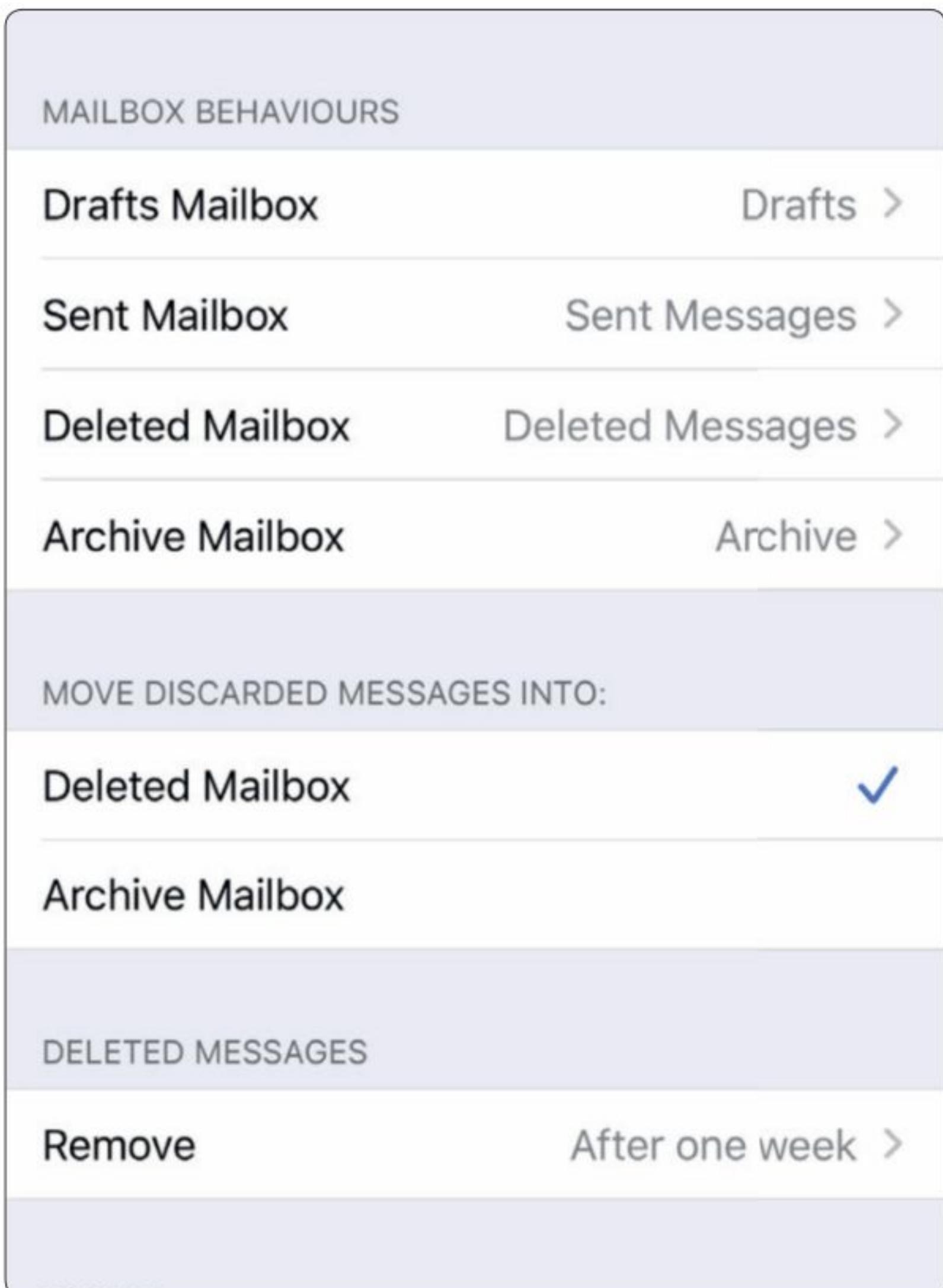
3 Tap the Keychain link and you can turn on the iCloud Keychain service here. This stores things like passwords, usernames and credit card information; for example, when you log on to an online forum, you won't need to keep typing your details every time.



4 Turn on Find My iPhone. If it's lost or stolen, you can track it down from another Apple device or at www.icloud.com. Switch on Send Last Location too, so if your iPhone runs out of power whilst lost, at least you have its whereabouts when the battery ran out.



5 The Backup option lets you automatically back up your iPhone whenever it's switched on, plugged to a charger and connected to the Internet over Wi-Fi. Under Share My Location, you can show family and friends where you are in Messages and the Find My Friends app.



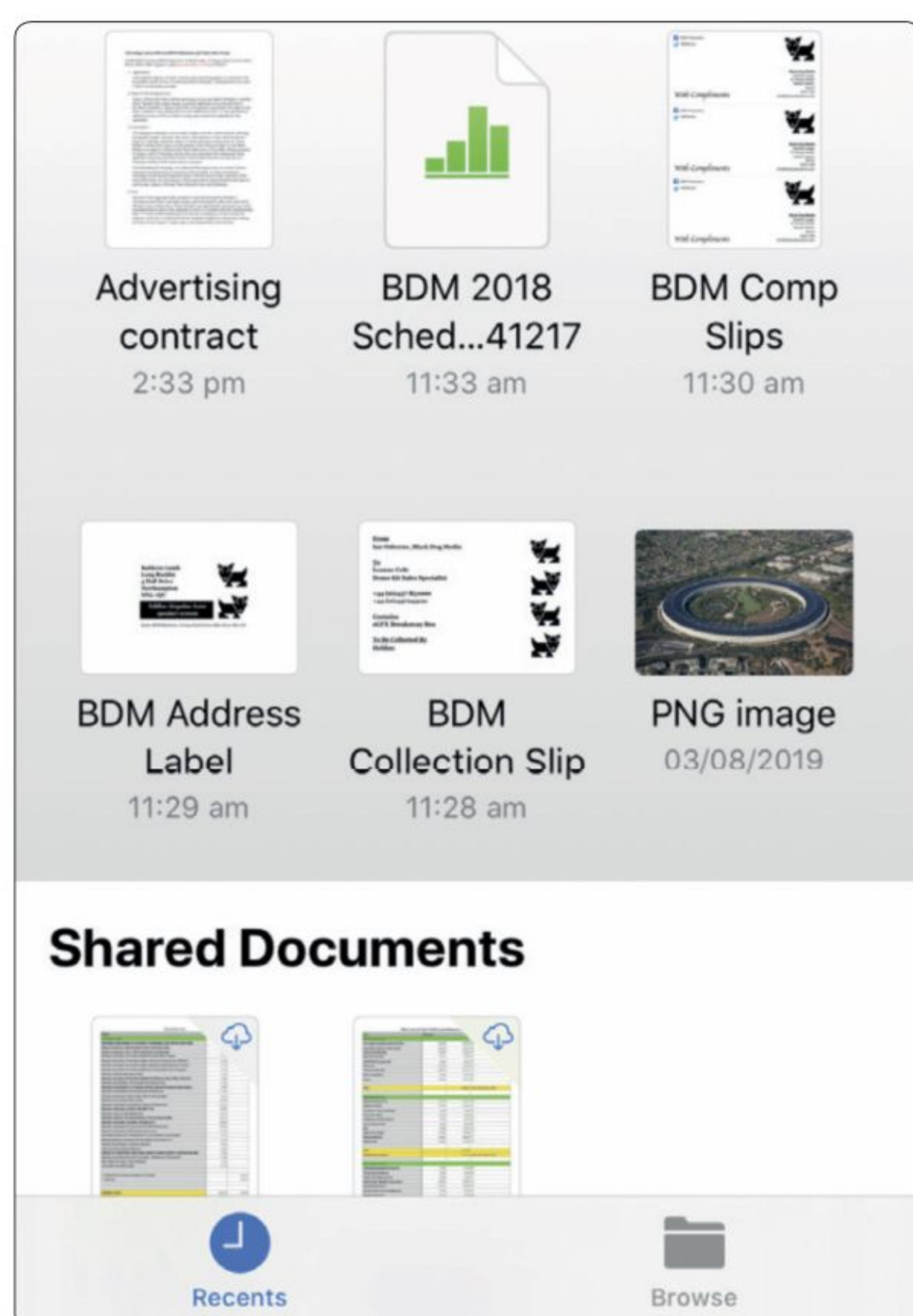
6 The Mail option towards the bottom of the screen shows the details used for your iCloud email account; this is automatically configured in the Mail app. You can change some of the advanced settings relating to the mailbox behaviours; take a look and explore.



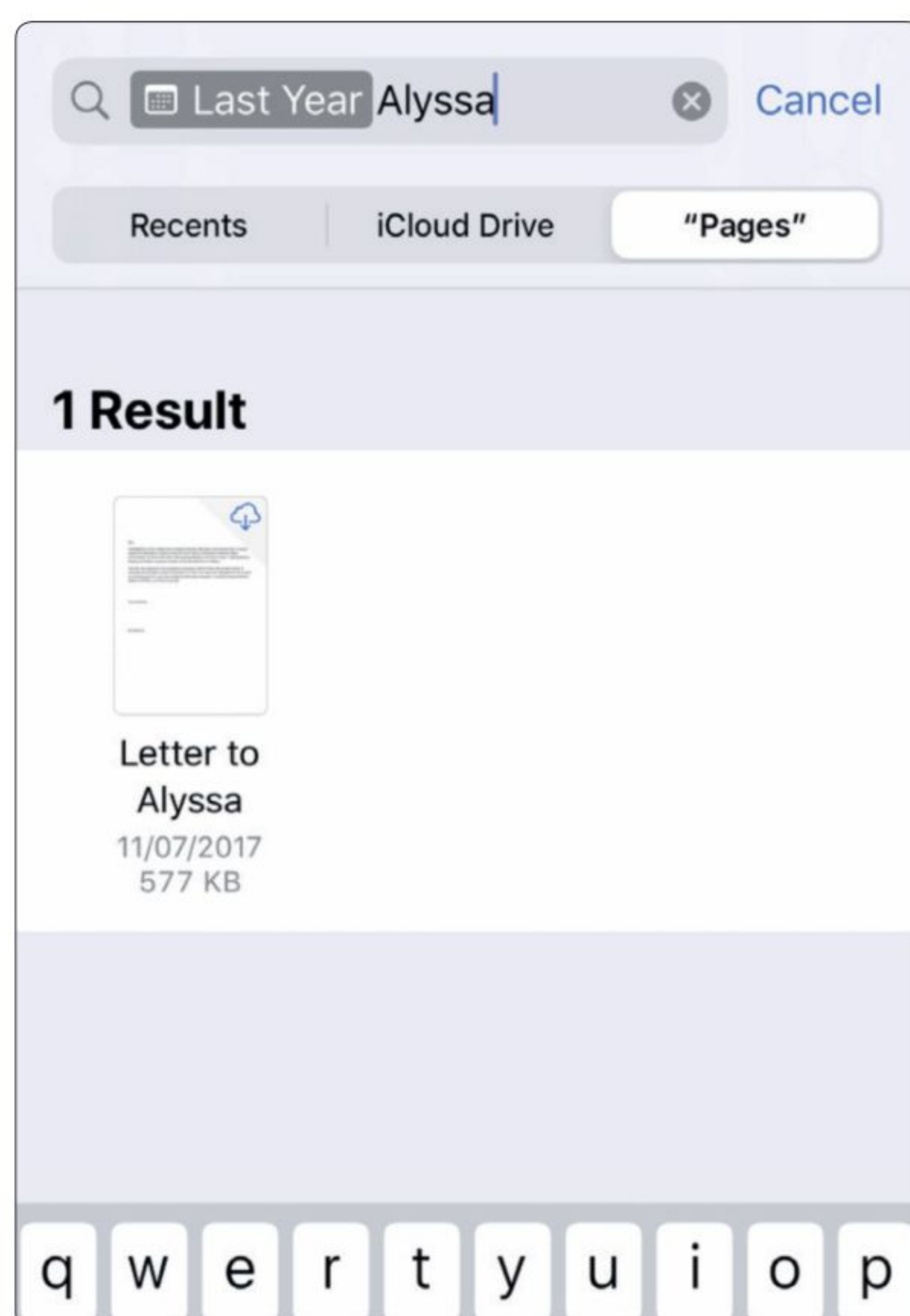
Files

We've already dipped into what the Files app can do in our iCloud tutorial, but now it's time to take a deeper look at its features and capabilities. The Files app has had a major overhaul for iOS 13, with several new enhancements, including better Mac-like searches, the ability to read external drives, and zipping and unzipping files, which is great for sending them by email.

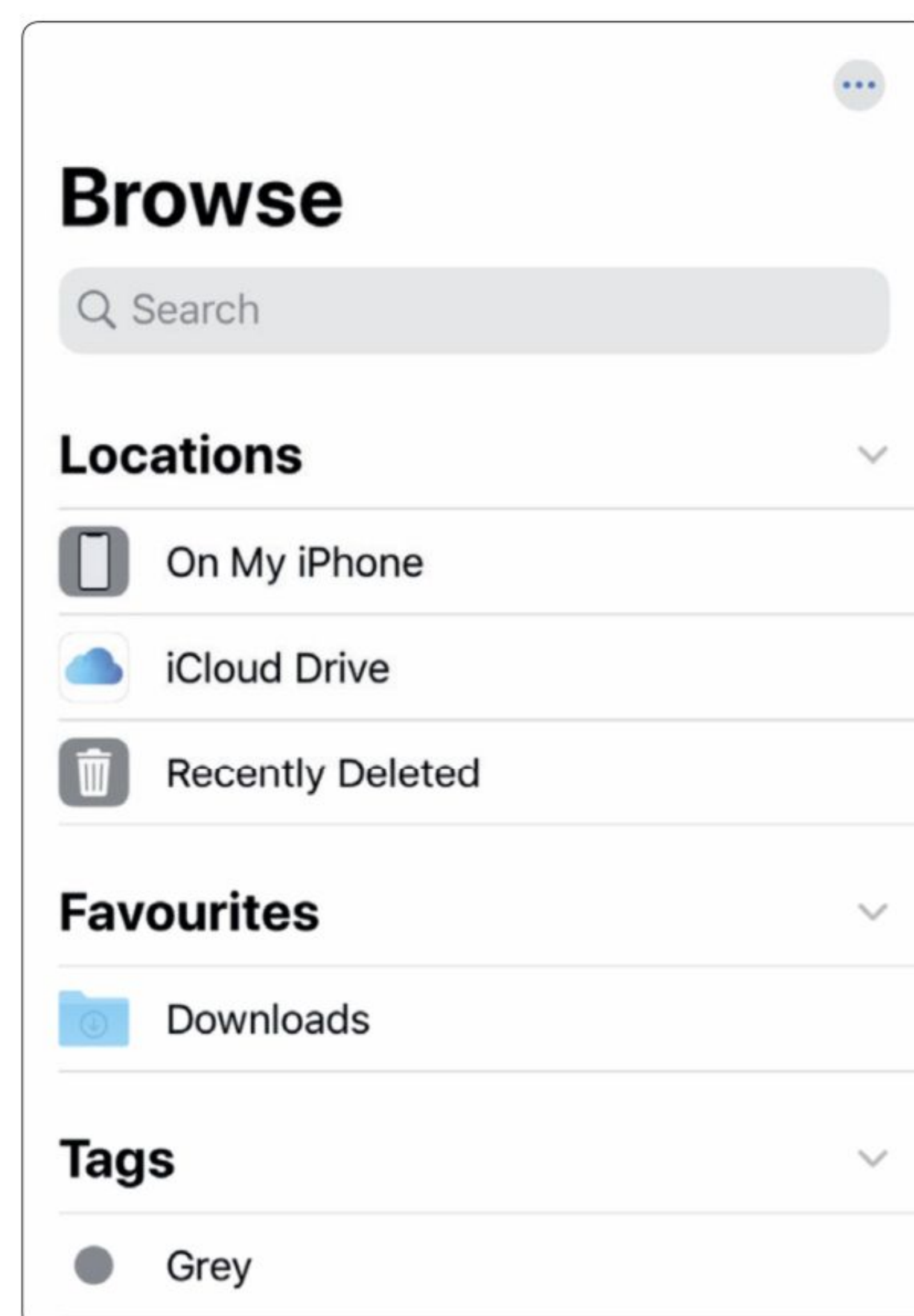
Features of the Files app



1 When you first open the Files app, you see two icons at the foot of the screen. The Recents icon shows you documents you've recently opened, and also gives access to those you've shared and tagged with a colour. The Browse icon lets you look through your files.



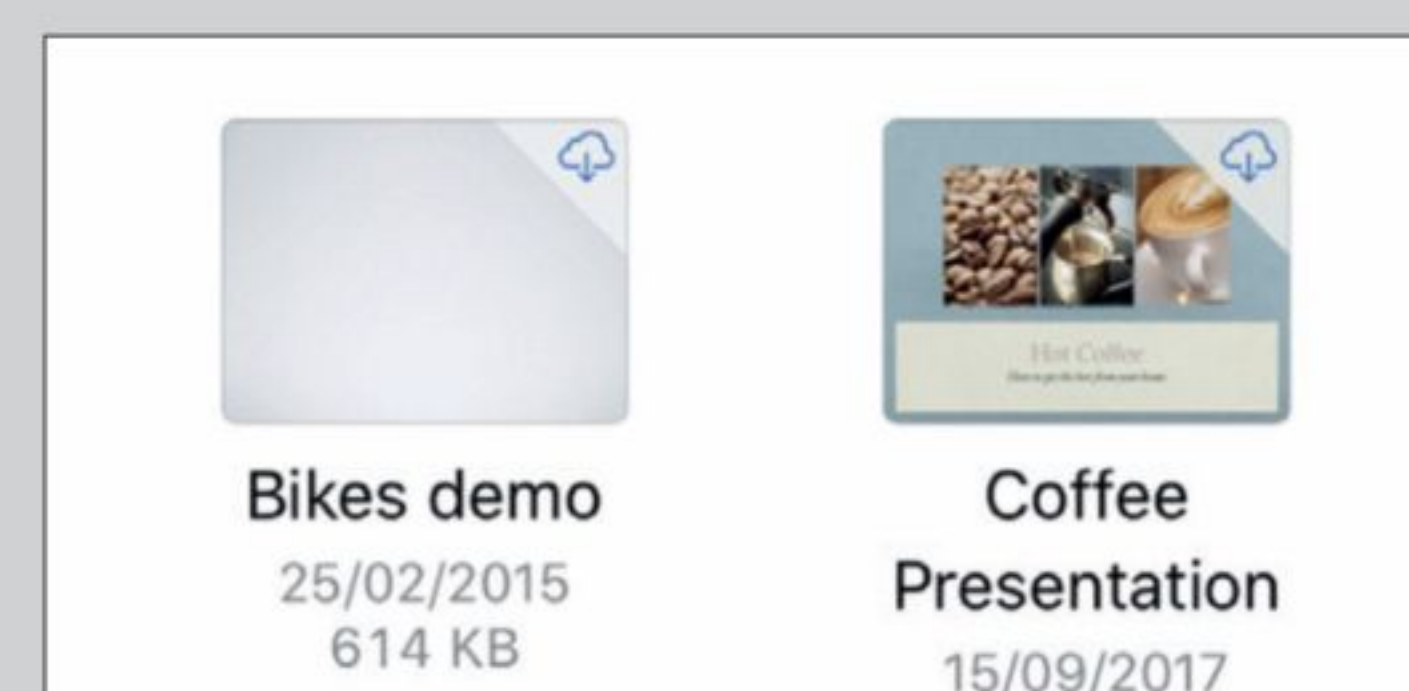
2 The Files app has an improved search facility. You can restrict your search to recents, files on iCloud Drive, or the specific app whose folder you've opened, and can also add 'tokens' to restrict the search to (for example) specific file types or production dates (e.g. 'last week')

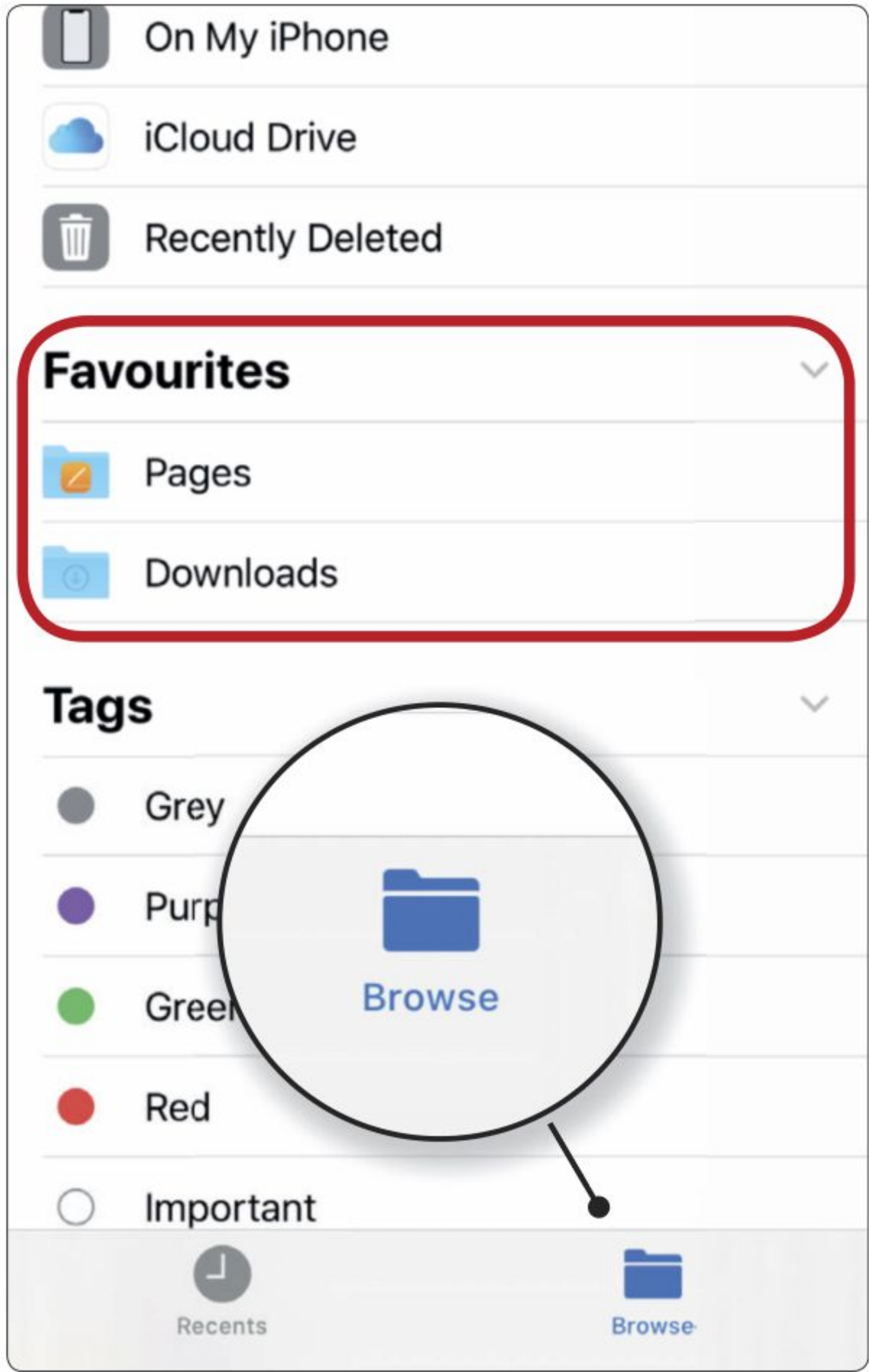


3 The first three options on the Browse screen are On My iPhone, which shows documents you've stored locally, iCloud Drive, which leads to documents stored on your iCloud service and Recently Deleted, which lets you recover things you've deleted in error.

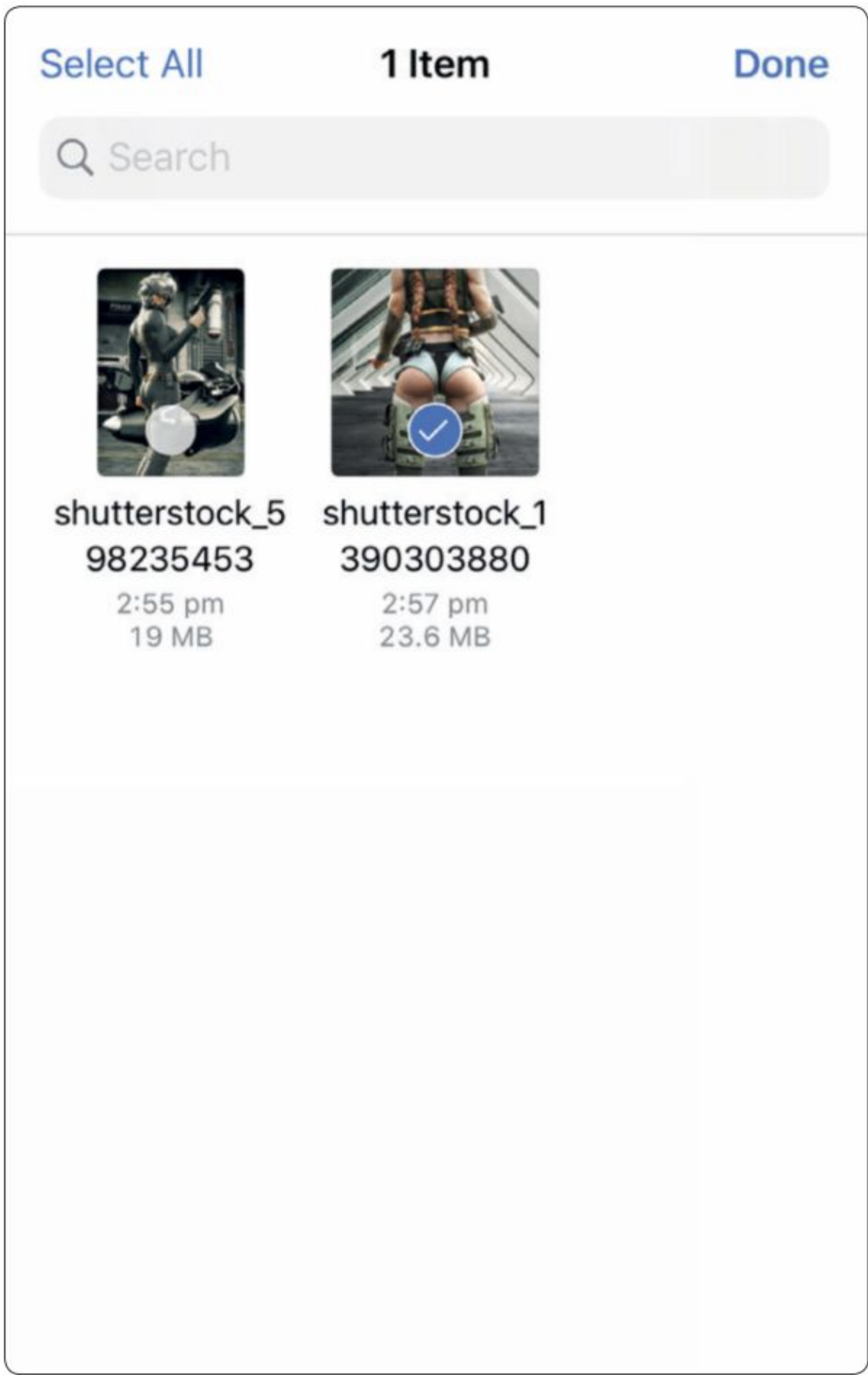
The Cloud icon.

If a document is stored on your iCloud but not on your iPhone, there's a Cloud icon in the top right corner of its thumbnail. Tap the thumbnail to download the document to your iPhone, and then open it so you can edit and modify it on your phone, with your changes synced to iCloud.

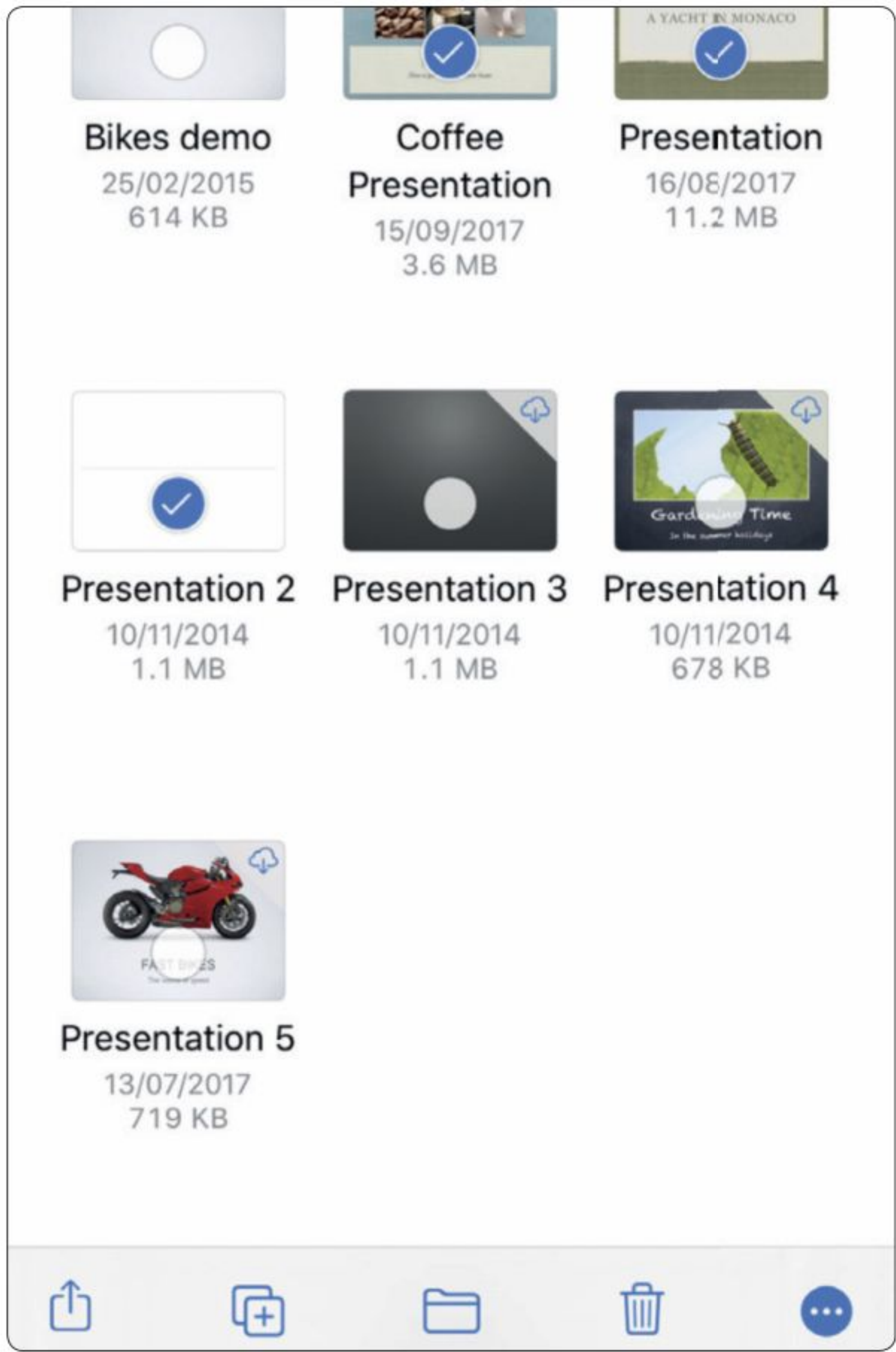




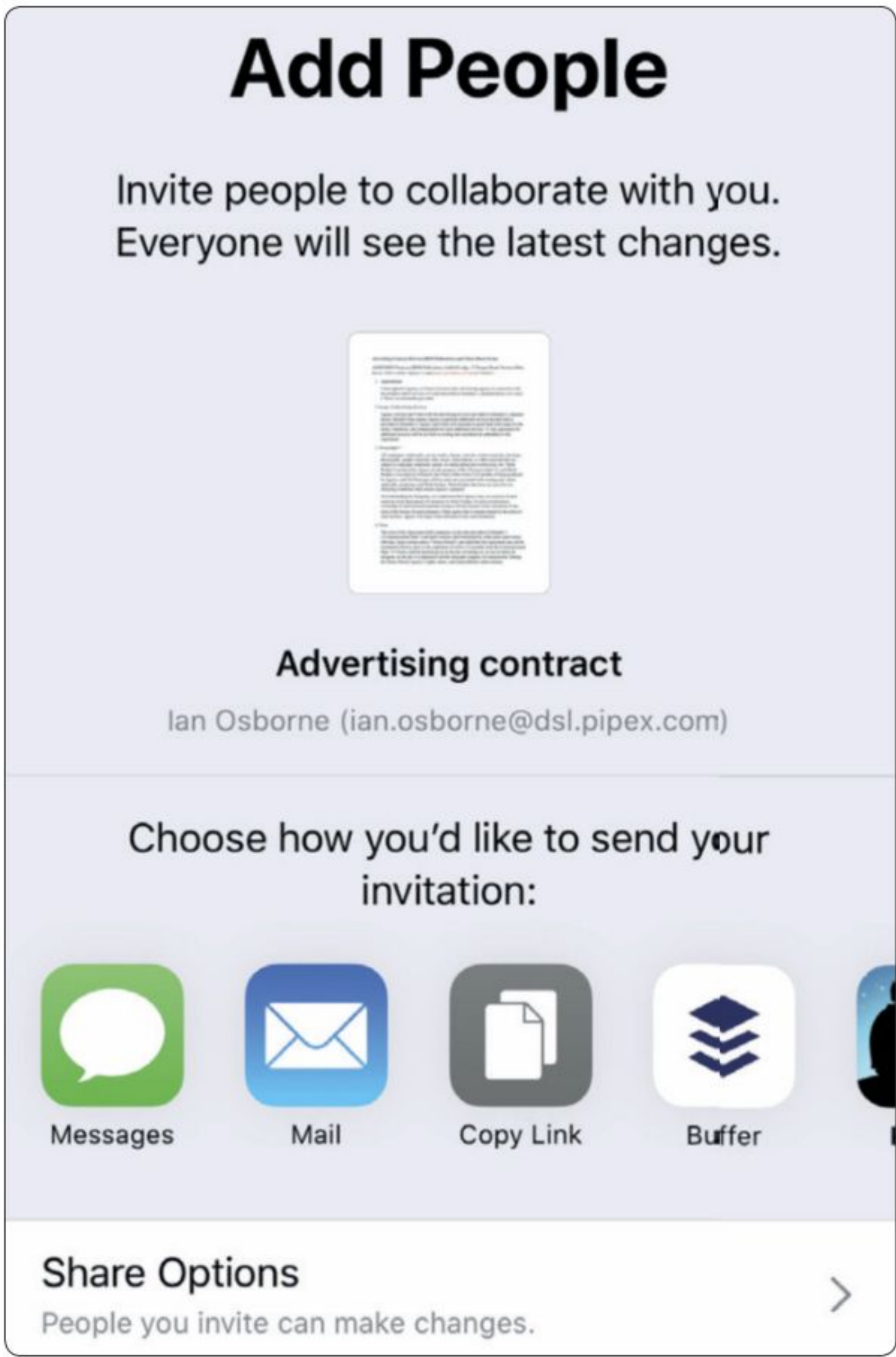
4 Tap and hold a folder in the Files app for a pop-up menu. Tap Favourites to add the folder to your Favourites. These appear on the first page of the Browse page, for easy access. To remove the item from Favourites, tap and hold the folder in iCloud Drive and then tap Unfavourite.



5 The Downloads folder, which is in iCloud Drive, and also your Favourites by default, shows items you've downloaded on your iPhone, from Safari for example. These items are, of course, synced with your Mac and other iOS devices, where they're also found in Downloads.

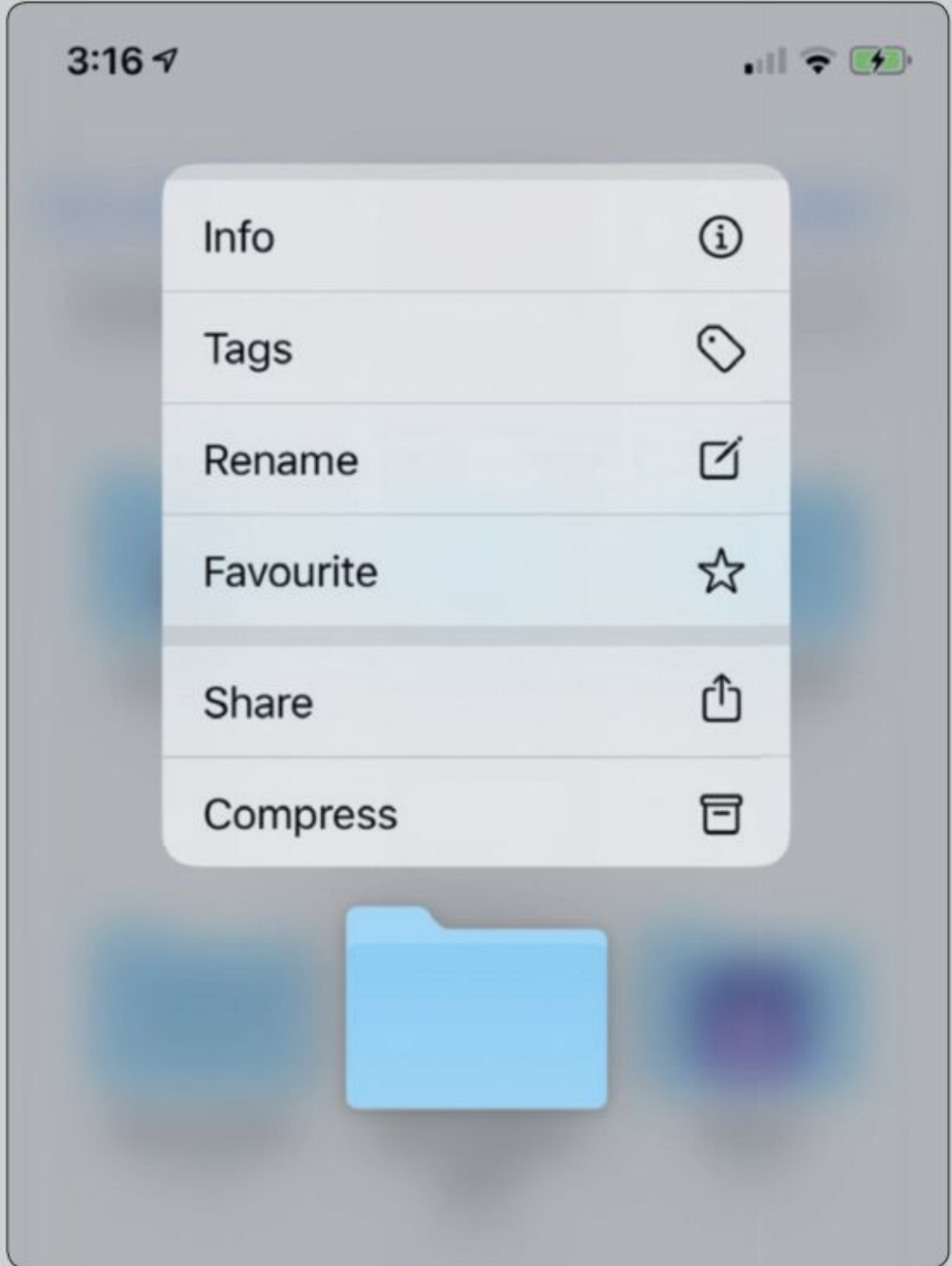


6 Tap Select (top right corner) and then tap one or more items, or folders, and a group of icons appear at on the foot of the screen. These let you share, duplicate, move, or delete them. The blue Three-dots icon brings up a menu; its options depend on what you've selected.

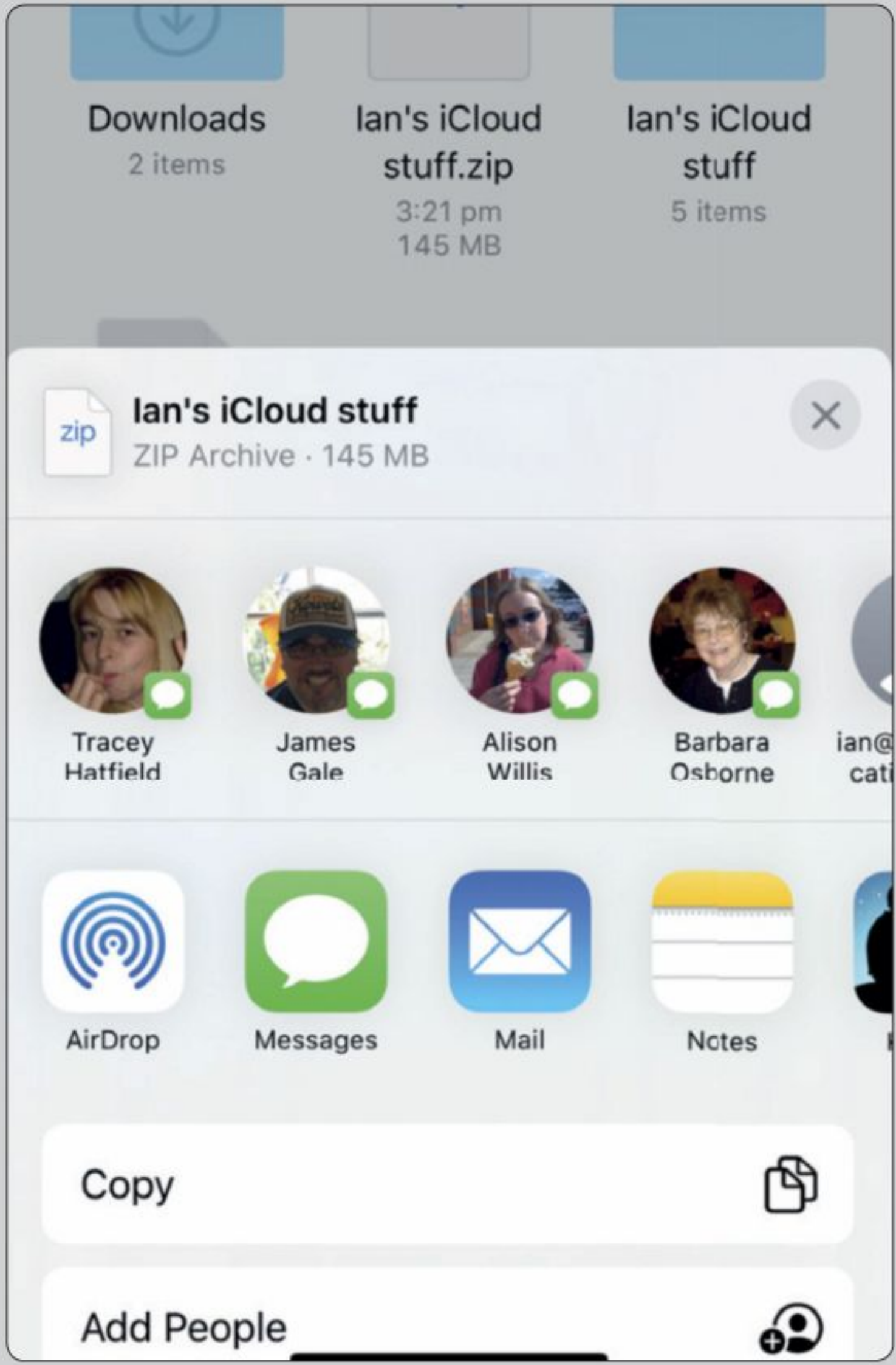


7 To collaborate on a document that's stored on your iCloud, tap and hold it, then tap Share in the pop-up. Tap Add People, and choose how to share your document. Send it to the people with whom you want to collaborate, and all changes made are shared with the group.

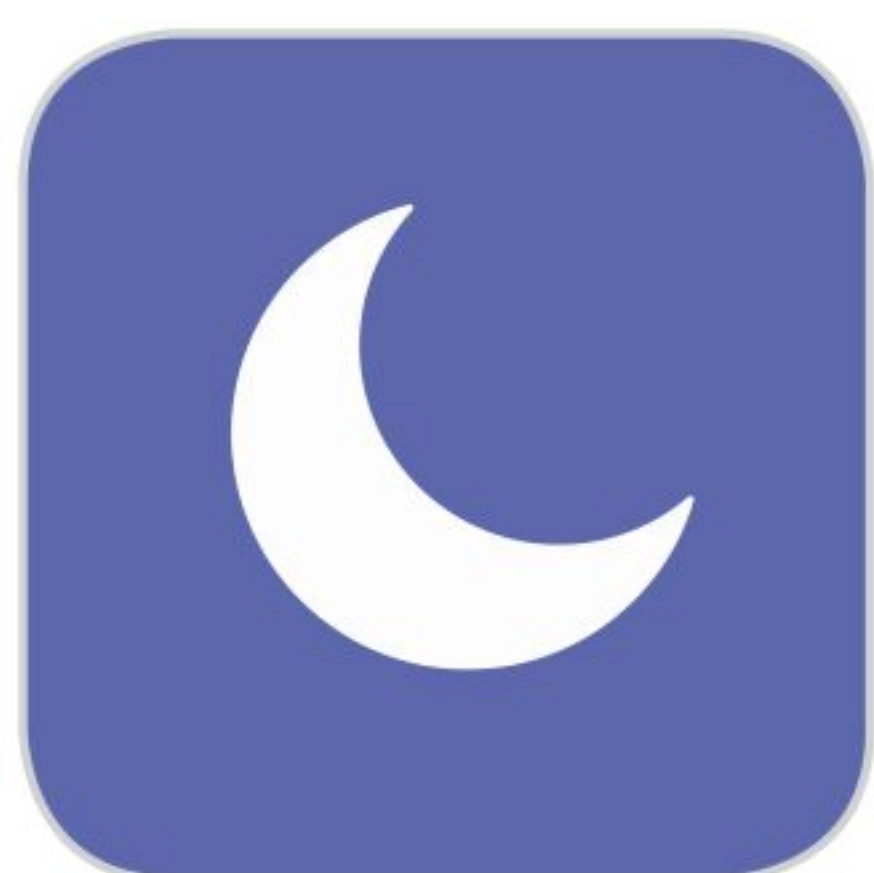
Compressing files.



You can compress a folder by tapping and holding it and then selecting Compress from the pop-up menu. You can compress a group of files by selecting them, tapping the Three-dots icon in the bottom right corner, and then selecting the Compress option.



A compressed archive is shown as a Zip file. Tap to uncompress it, or tap and hold it for the pop-up menu, which again lets you carry out a range of tasks. Zipping files and then tapping the pop-up's Share option is great for sending a group of files by Messages, email or more.



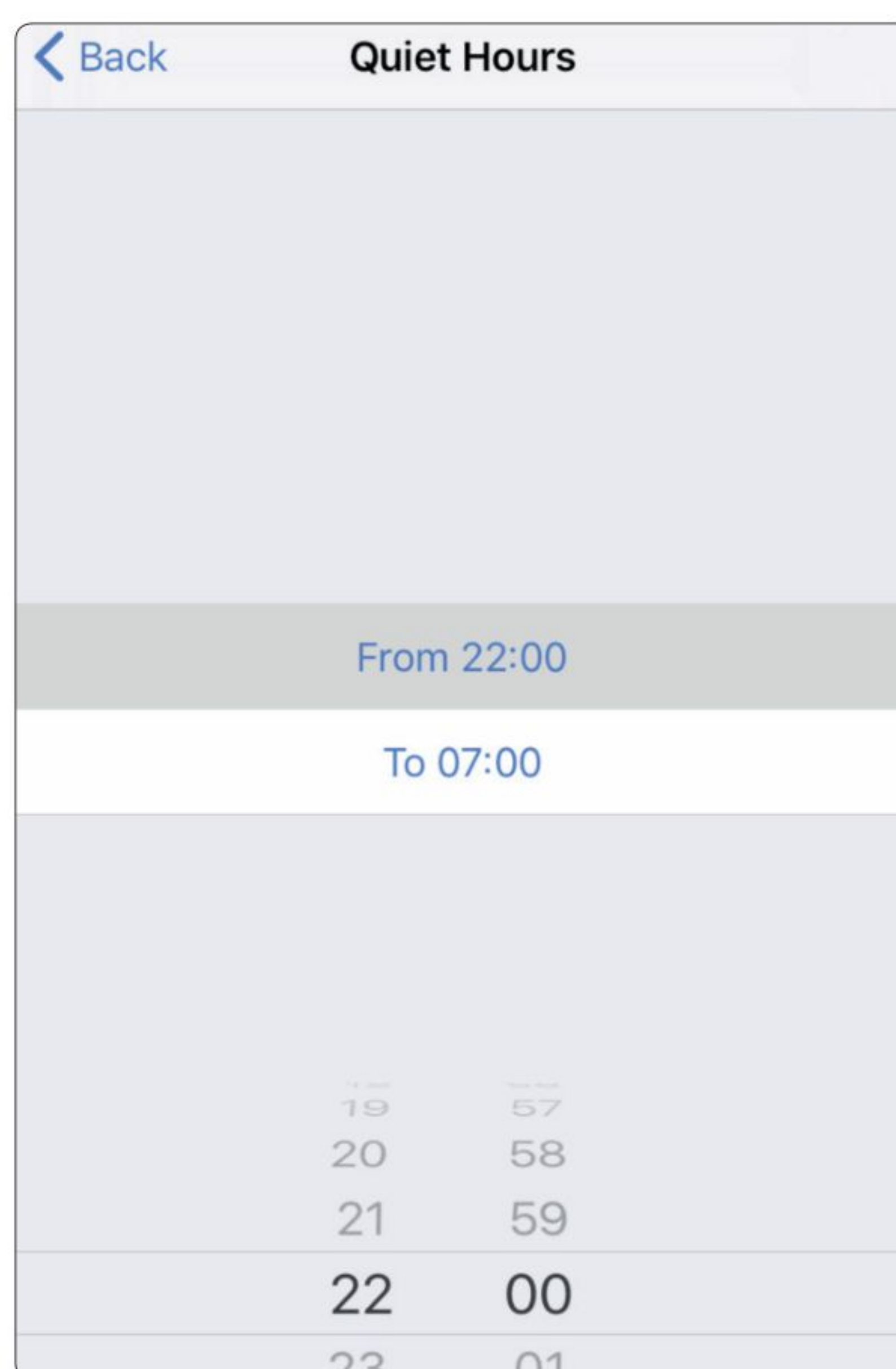
Do Not Disturb

It's easy to switch the Do Not Disturb feature on and off using the main Settings screen or in the Control Centre, but to make the most of this feature, you need to dig deeper. You can block all incoming notifications to stop calls, texts and other intrusions and have it automatically activate when you're driving. Plus there's a new Bedtime mode for peace and quiet at night.

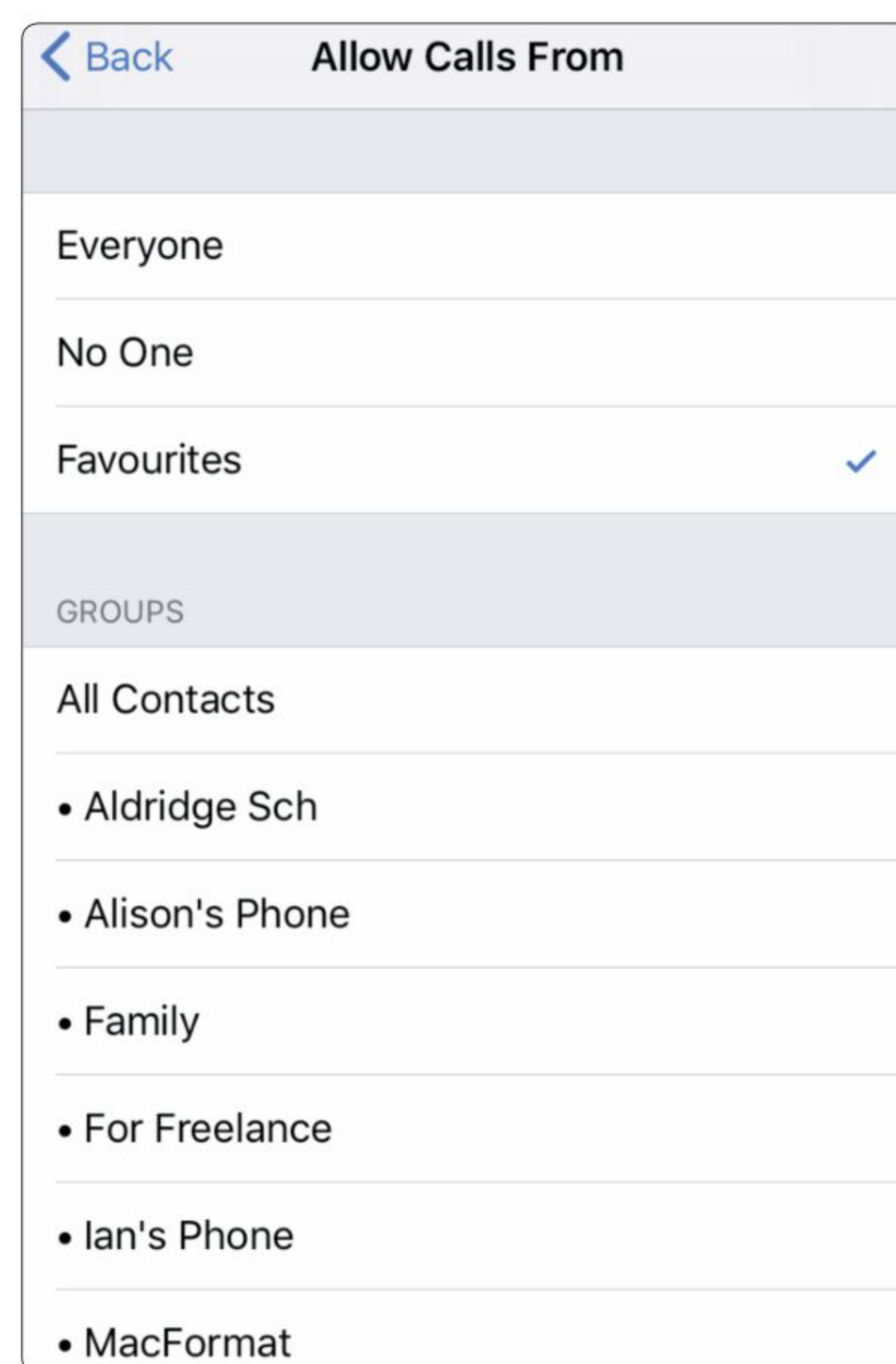
Setting up Do Not Disturb



1 Open Settings and tap on Do Not Disturb. From here, you can switch Do Not Disturb on manually or set it to automatically turn on and off according to a preset schedule that you can set up for your requirements. Switch on the Scheduled option if you wish to do this.



2 To change the times, after turning on the Scheduled button, use the from/to time link that appears underneath it. Then tap From and use the dials to set the time it switches on, and then To, and set the time it ends. When finished tap to go back to the main app settings.



3 Tap Allow Calls From and you can choose to allow calls from certain groups in your Contacts app to get through, even when your phone is on Do Not Disturb. Turn on Repeated Calls and if someone rings again within three minutes of their last call, they will get through.

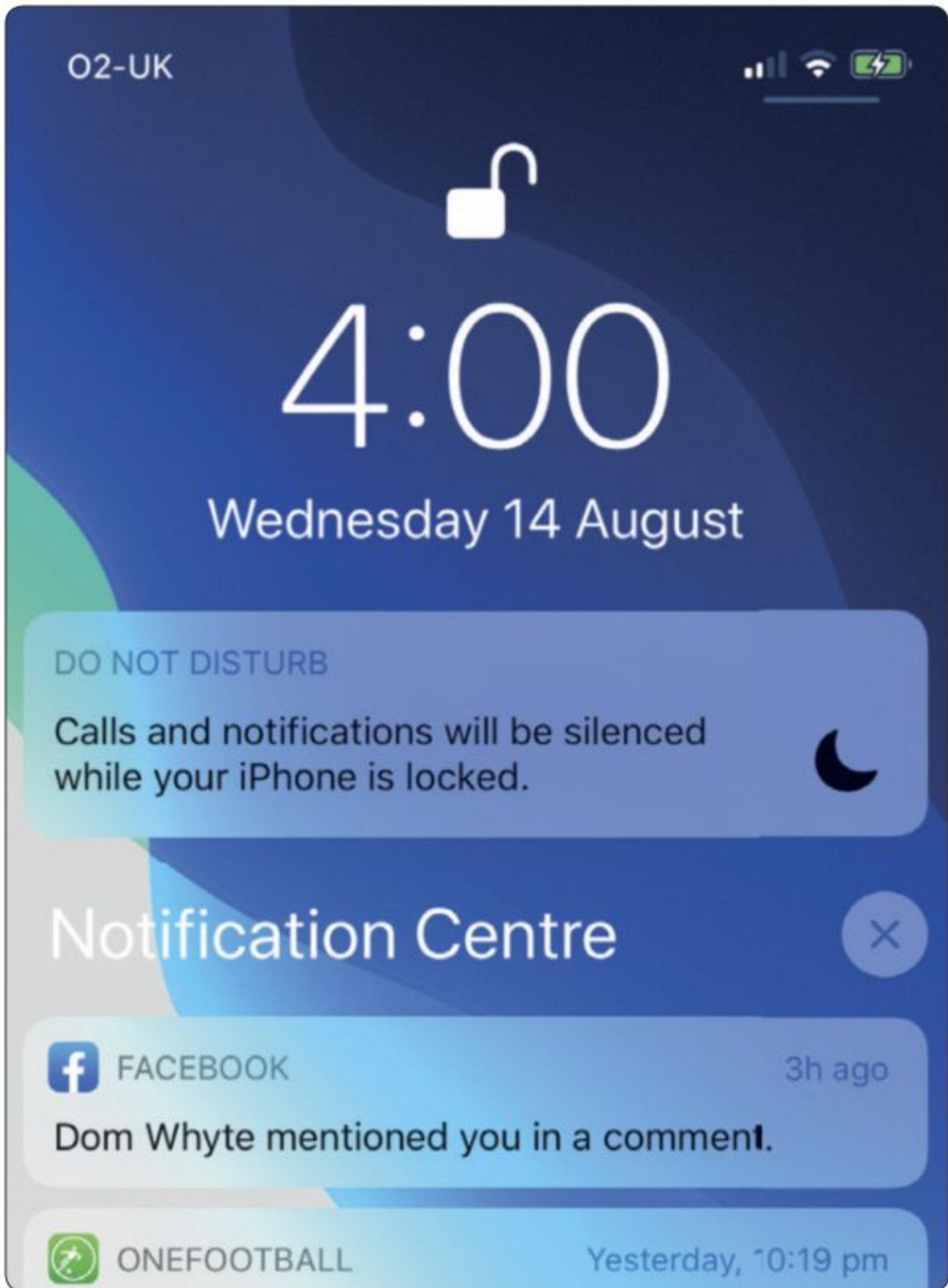
Do Not Disturb on your Apple Watch.

If you have an Apple Watch, you can activate Do Not Disturb directly from your wrist. Just swipe up from the bottom of the watch face to get the control panel, and tap the Do Not Disturb icon as shown. This activates Do Not Disturb on both your watch and your phone.





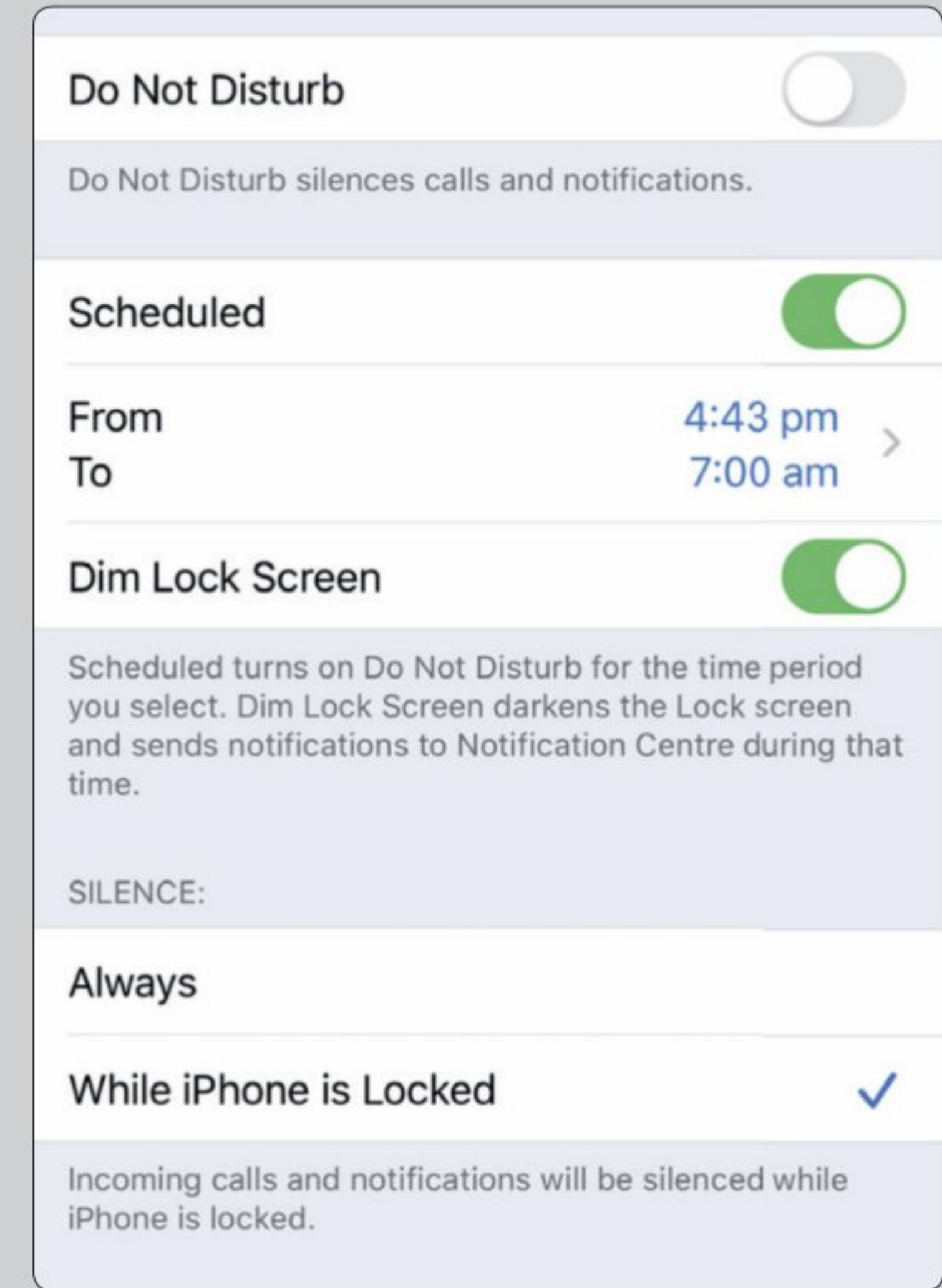
4 When Do Not Disturb is on, a Moon icon appears in the status bar, near the top right corner of the screen. This might not be the case for X-series iPhones due to the indent for the camera, but it is highlighted on the lock screen. When you turn Do Not Disturb off, the moon disappears.



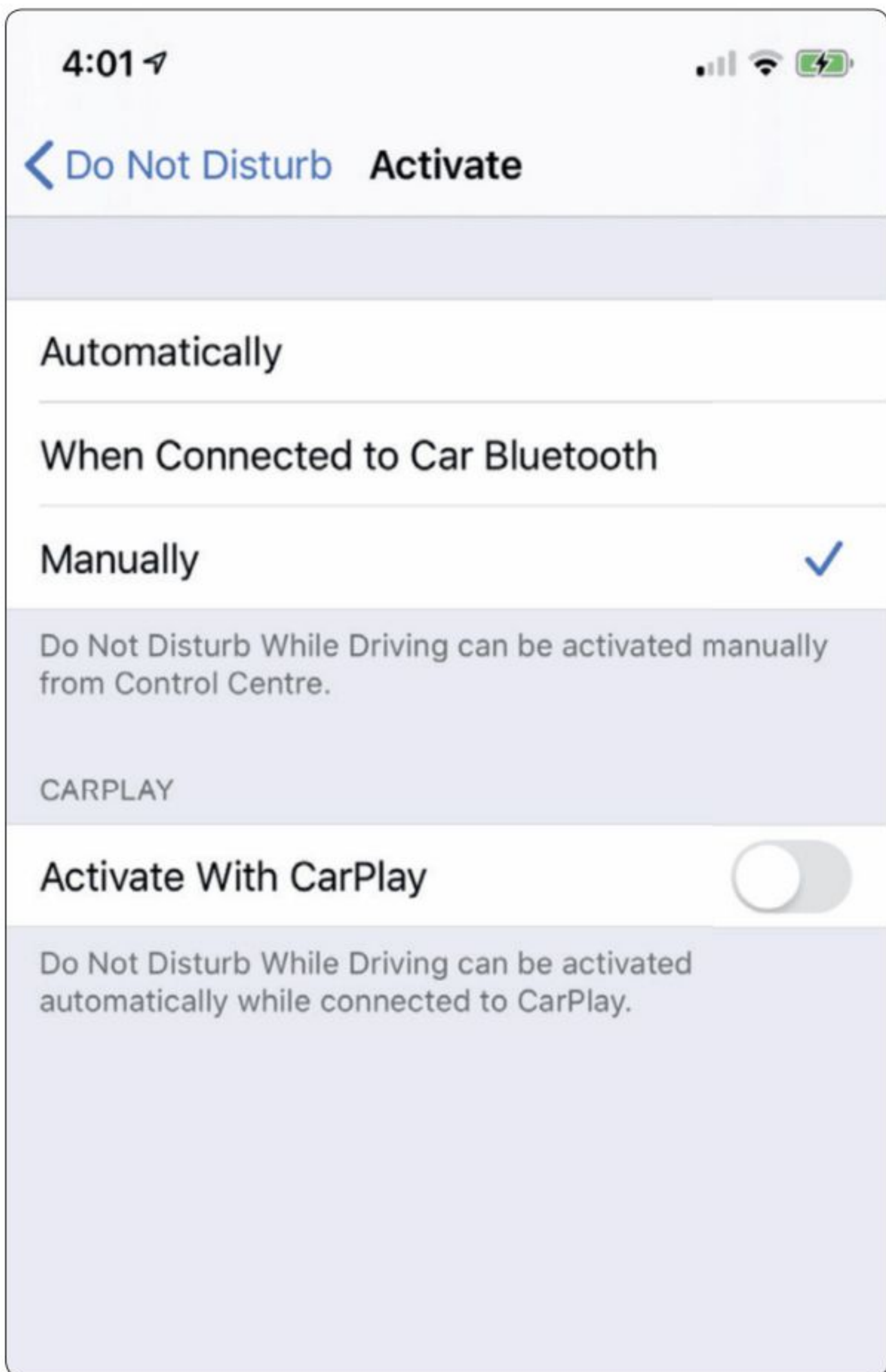
5 In Do Not Disturb mode, your iPhone doesn't light up, ring or vibrate while on the Lock screen. Alarms still sound, so if you have set one using the Clock or other such application, it still goes off at the appropriate time. Notifications still arrive, but silently.

Dim Lock Screen.

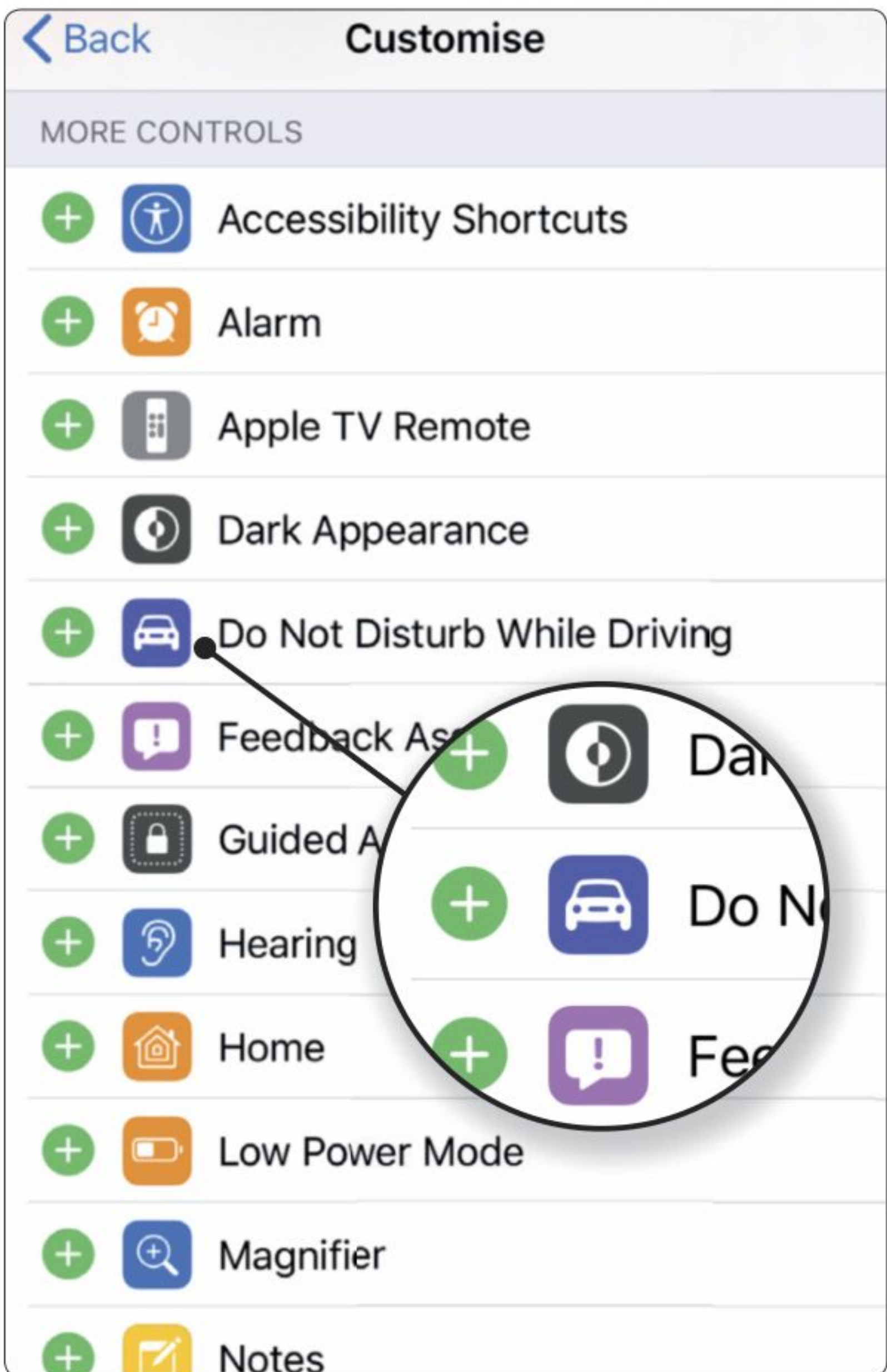
In Settings > Do Not Disturb, turn on Scheduled and then Dim Lock Screen. This dims the Lock Screen, blocks calls, and silences notifications until the scheduled time ends.



Do Not Disturb while driving



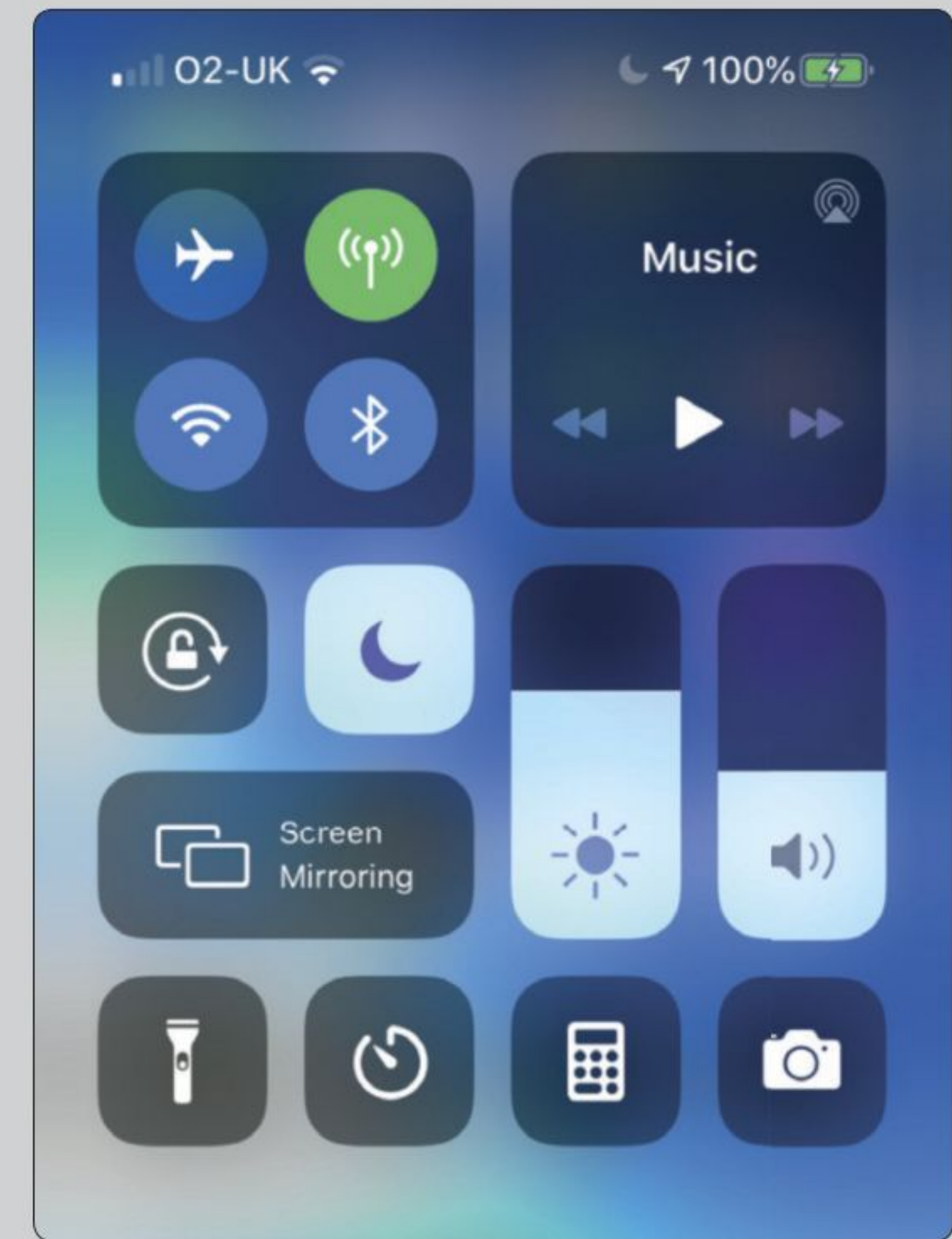
1 Do Not Disturb While Driving was new for iOS 11. You can have this activate manually only; when your phone is connected to in-car Bluetooth devices; or automatically, so the phone detects when it's in a car based on movement.



2 You can add an extra option for Do Not Disturb While Driving to Control Centre. This is ideal for if it automatically activates when you're a passenger in a car, and want to use your phone. See our Control Centre tutorial for details.

Using the Control Centre.

You can activate Do Not Disturb from Control Centre. Swipe up from the bottom of the screen, or down from the top right corner on an iPhone, to reveal the Control Centre and tap the Do Not Disturb icon (the moon) to turn the feature on and off.

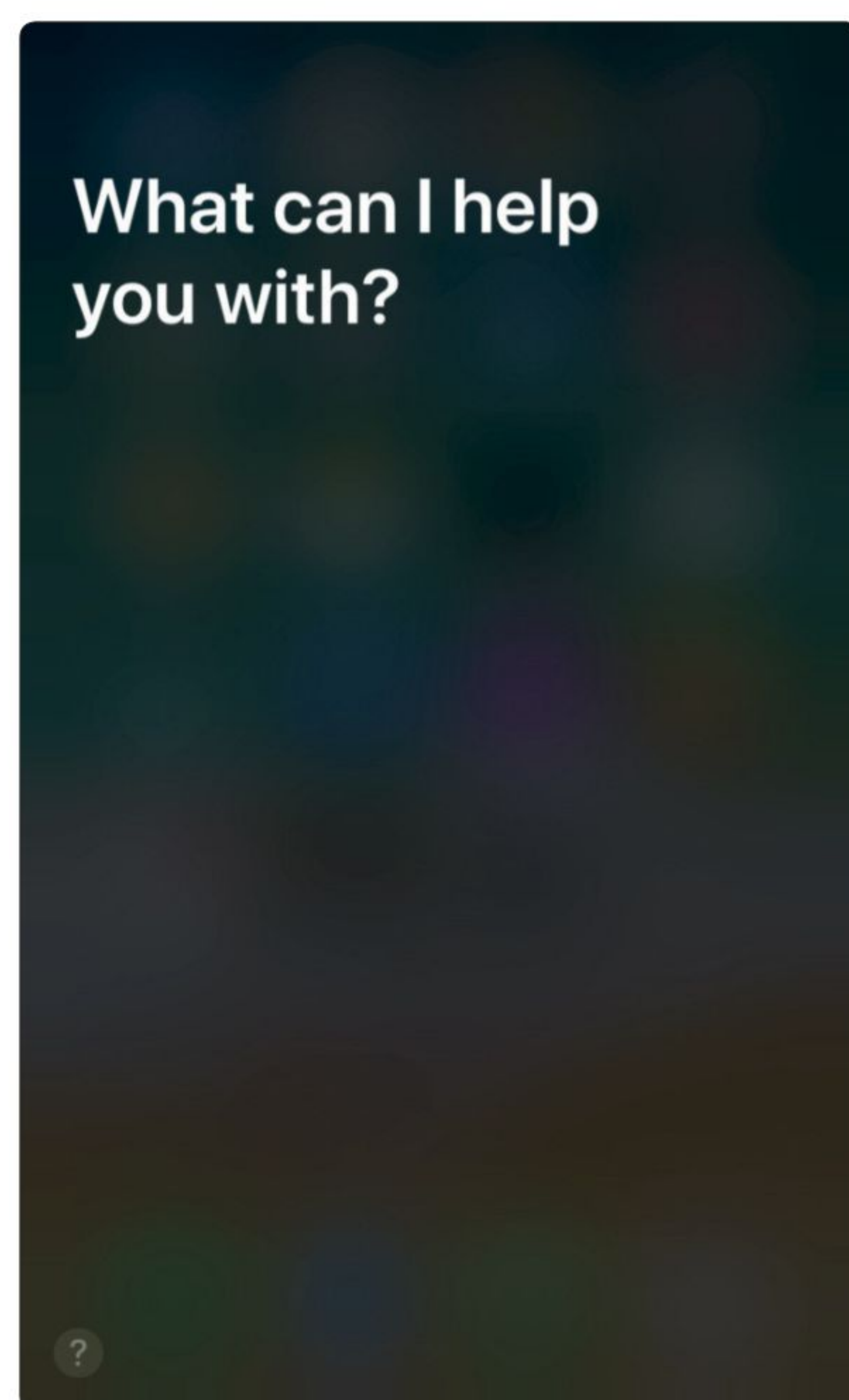




Siri

Siri is a fantastic feature of the iPhone and turns your smartphone into your very own personal assistant, and it's getting better all the time. What follows is a short guide that takes you through the task of activating and using Siri and using some of its more advanced features like setting alarms, checking appointments, looking things up and identifying a song.

How to activate and speak to Siri



1 To open Siri, hold down the Home button, or the Side button on Face ID iPhones. You hear two beeps and this screen appears.



2 Begin speaking and the coloured icon morphs into a line to let you know that Siri can hear you. If it doesn't, tap it to talk to Siri again.



3 As long as your device is in earshot, you can access Siri by simply and clearly saying "Hey Siri", and then speaking your request.

Siri learning.

The more you use Siri, the more it learns about you, your voice and the sort of words you use. The digital assistant gets used to your accent and also your way of speaking. Over time, Siri has become better at understanding natural language and expressions, making it easier to use and far more useful to you.



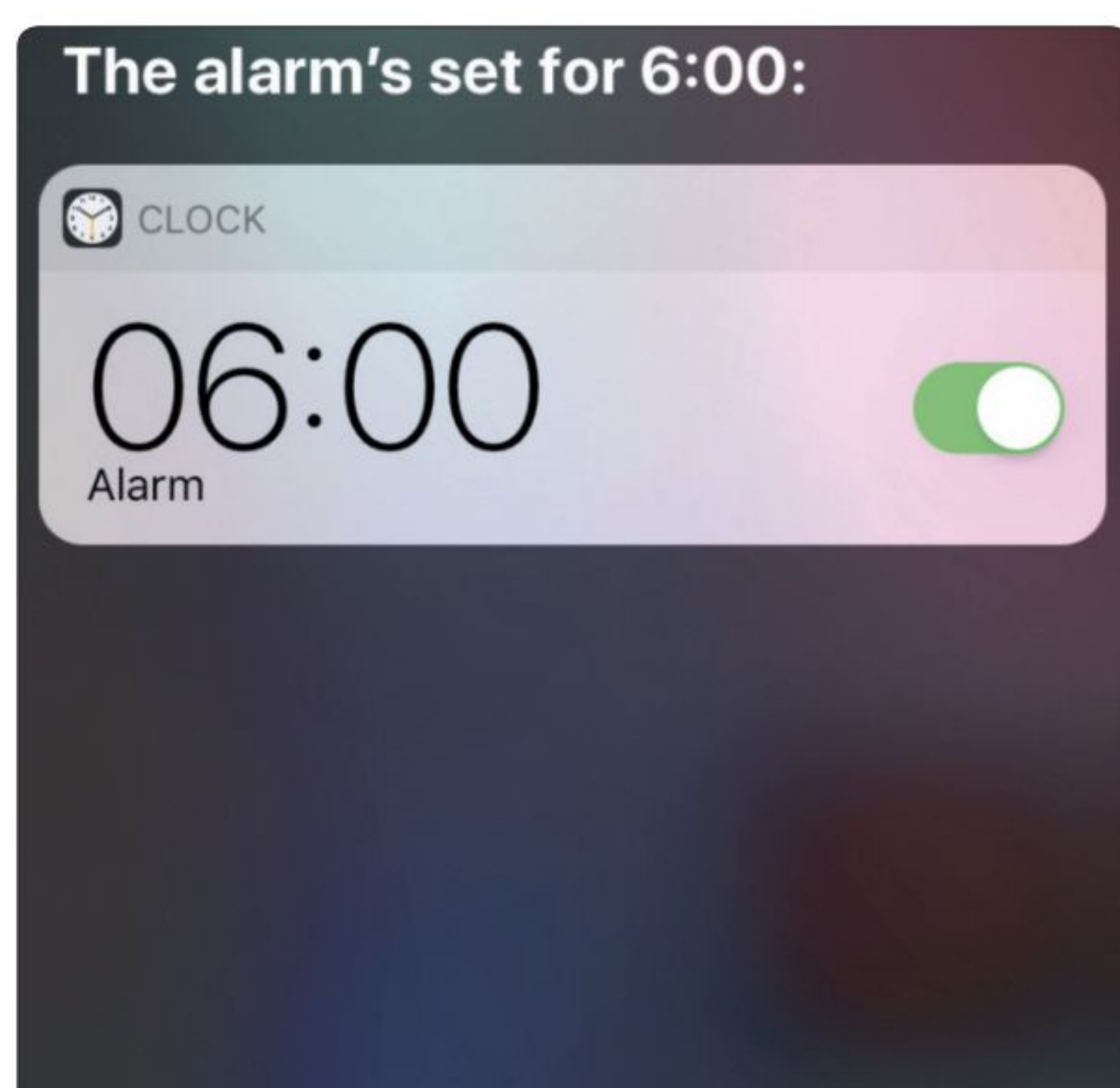


What Siri can do for you



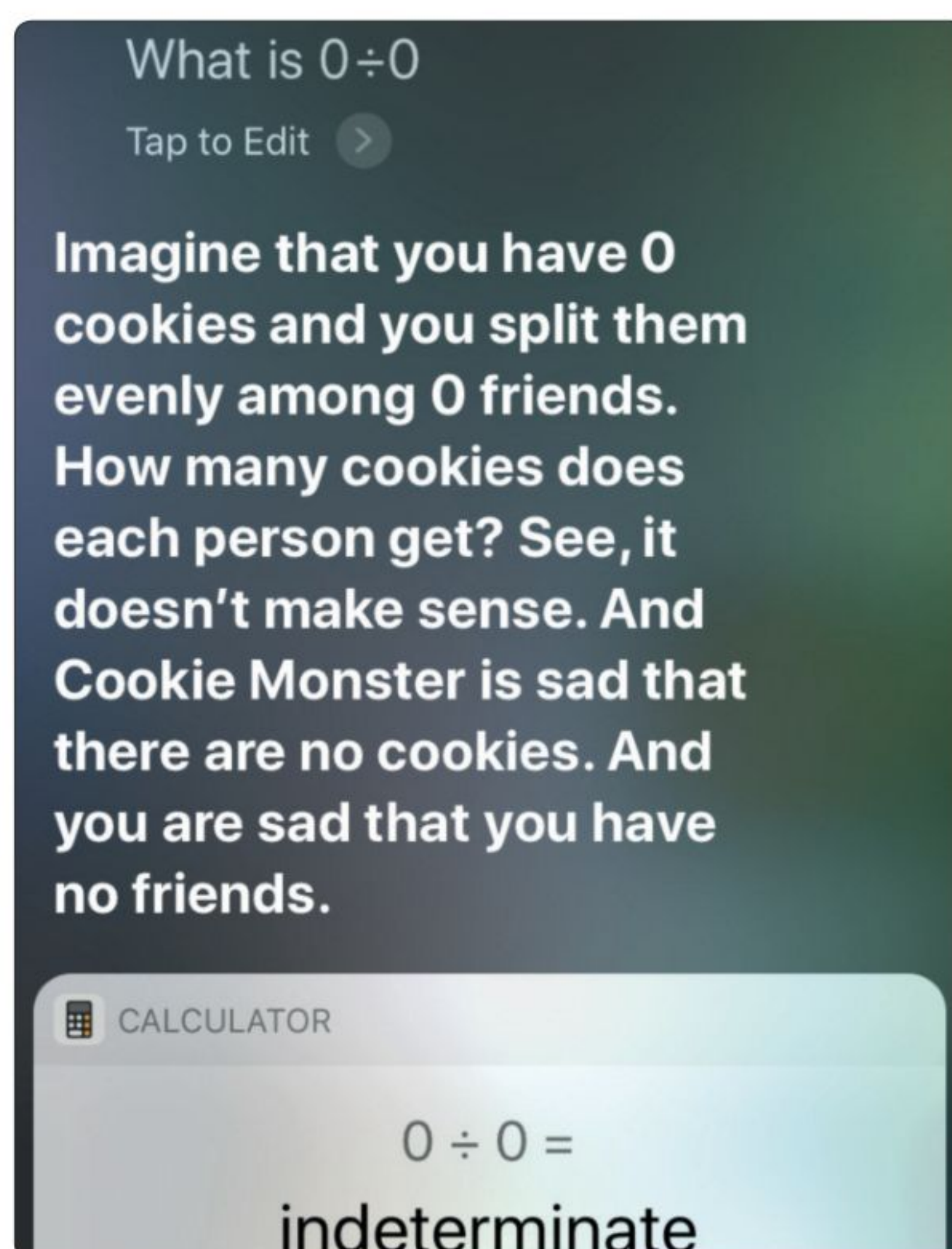
Check appointments

Siri can tell you if you have any appointments on any particular date, or even within a time frame. Say to Siri something like “What’s my schedule for April?” and it tells you how many appointments you have in that month and lists them on screen. If you want to be more specific, say “What are my appointments today?” or “What’s my schedule for June 19th?” and you’re shown appointments for that day.



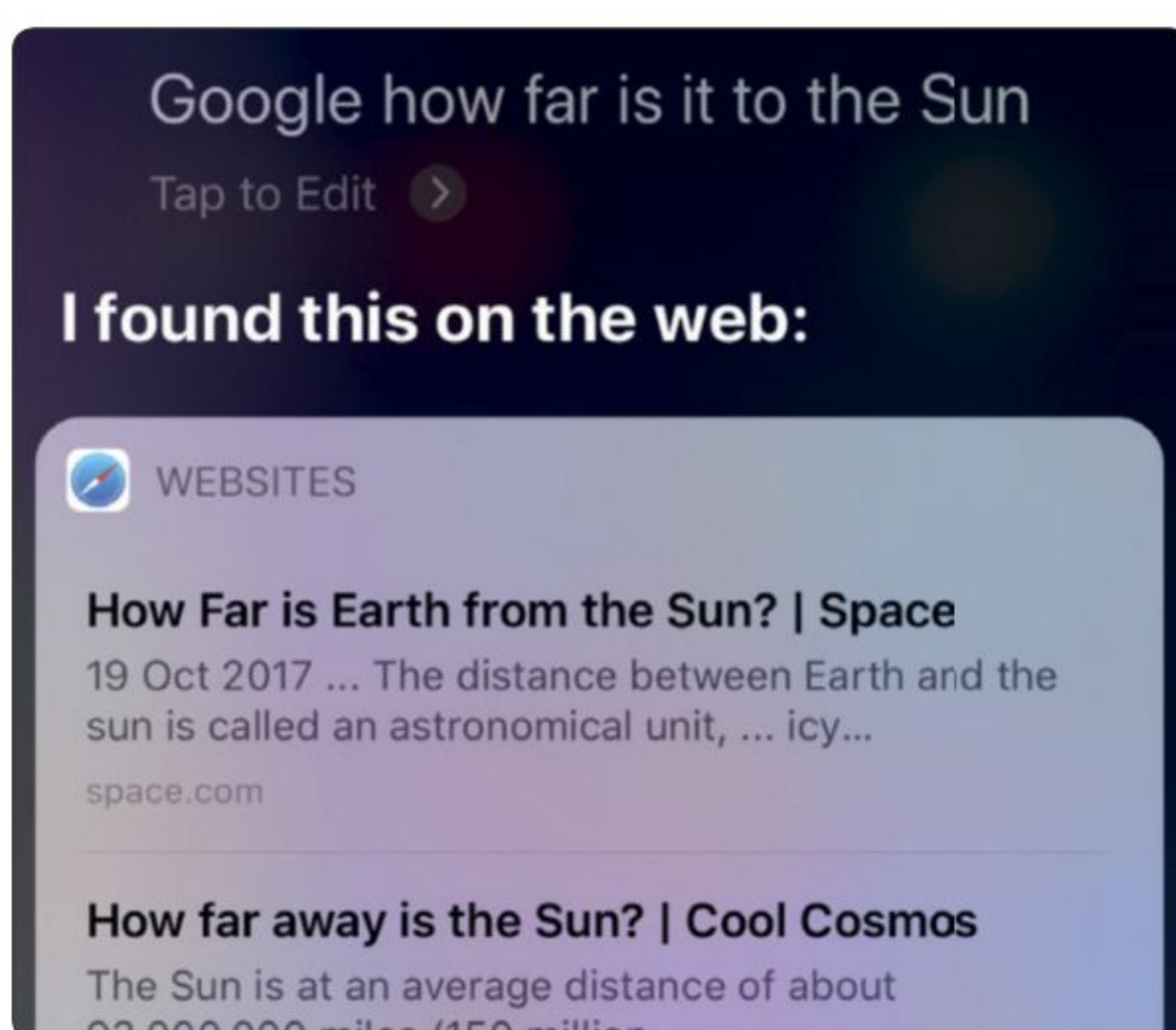
Turn alarms on or off

Siri makes common tasks easier but don’t forget there are many other things that your personal assistant can help you with. Rather than fumbling about late at night to turn your morning alarm on or off, simply raise the phone to your ear, wait for the beeps and say “Turn on (or off) my alarm”. Siri confirms it.



Add things up

Siri is particularly good at maths questions, from general things like “What is six multiplied by nine?” to more real-world problems such as splitting a restaurant bill, “What is 96 divided by five?” If that isn’t impressive enough for you, try something harder like “What is the square root of 45,051?” Just for a laugh, ask “What is zero divided by zero?” Maths has never been more fun.



Look things up

To look things up using Siri, speak to Siri as you would if you were asking a human being. For example, ‘Which planet is the largest?’ ‘Why does snow fall?’ or ‘What movies has Clint Eastwood starred in?’ Siri uses the source it thinks best able to answer the question. If you want to use a particular search engine, simply say the name before the question: “Google, how far is it to the Sun?”

Siri dictation commands.

Siri also understands dictation as well as words, so if you are dictating an email, for instance, this useful list of dictation commands that Siri recognises will prove very useful.

New line - Move to the next line

New paragraph - Start a new paragraph

All caps - Make the next word all uppercase

All caps on ... all caps off - Make part of what you say uppercase

No caps - Make the next word lowercase

No caps on ... no caps off - Make sure part of what you say is all lowercase

Space bar - Prevent a hyphen from appearing in a normally hyphenated word

Period - .

Comma - ,

Apostrophe - ‘

Exclamation mark - !

Question mark - ?

Ampersand - &

Asterisk - *

Open parenthesis - (

Close parenthesis -)

Open bracket - [

Close bracket -]

Open brace - {

Close brace - }

Dash: -

Hyphen -

Em dash —

Percent sign - %

Copyright sign - ©

Registered sign - ®

Section sign - §

Dollar sign - \$

Cent sign - ¢

Pound Sterling sign - £

Degree sign - °

Caret - ^

At sign - @

Pound sign - #

Greater than sign - >

Less than sign - <

Forward slash - /

Back slash - \

Vertical bar - |

Smiley - :-)

Frowny face) - :-(

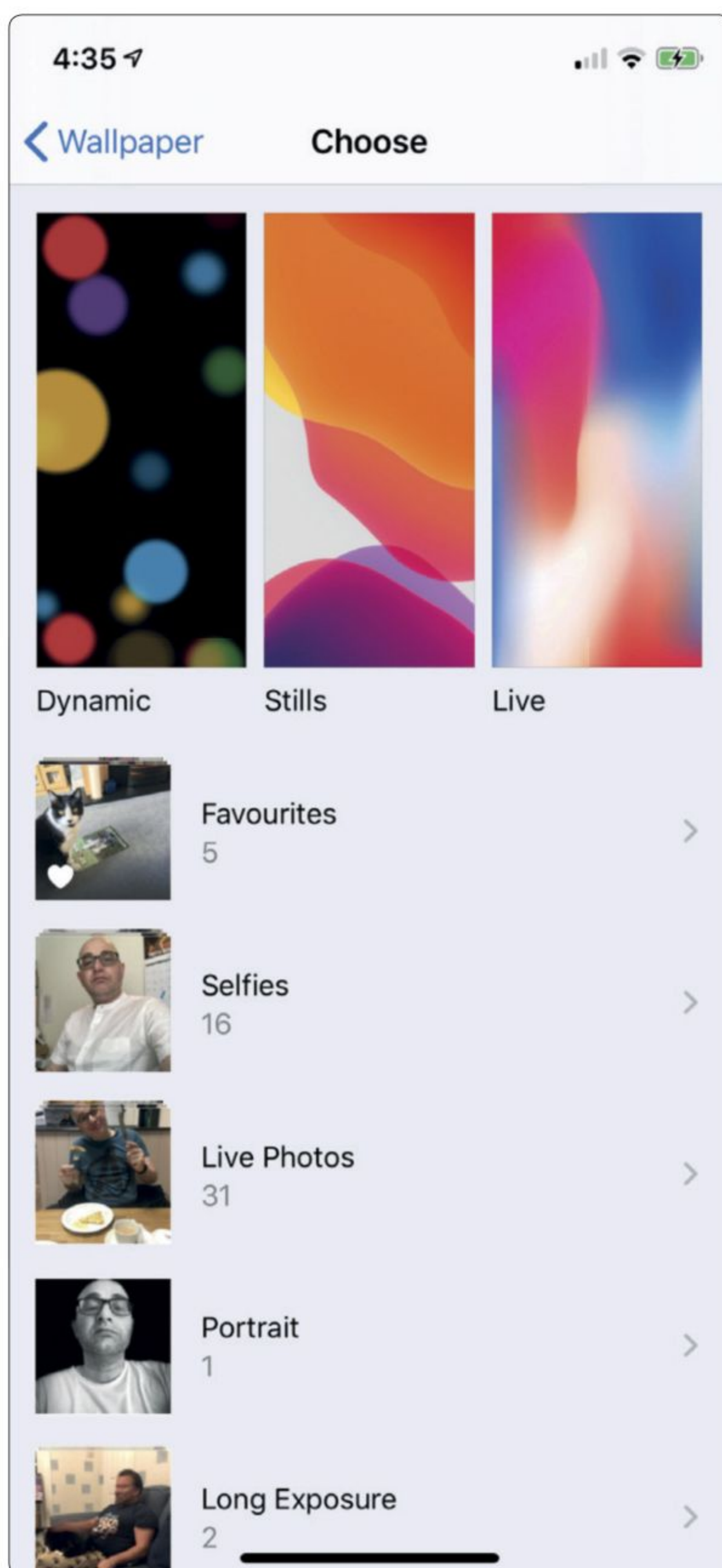
Wink - ;-)



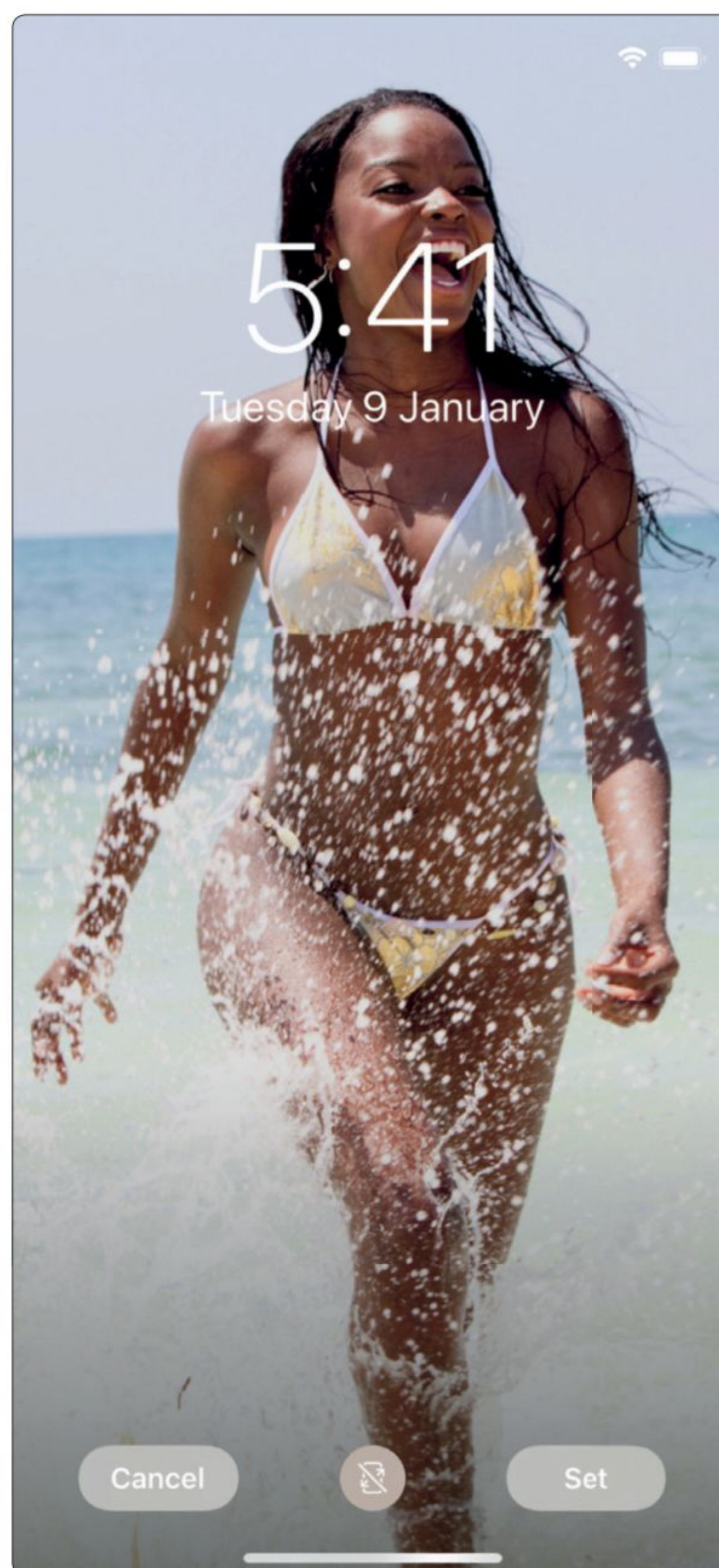
Customising

If you want to change the look and feel of your iPhone, you can customise it to suit your requirements. Changing the wallpaper gives you a new background both behind the Home screen icons and on the Lock screen. You can also change the ringtones and even assign a specific tone to a contact, so you always know when that person is calling. Here's how to do it.

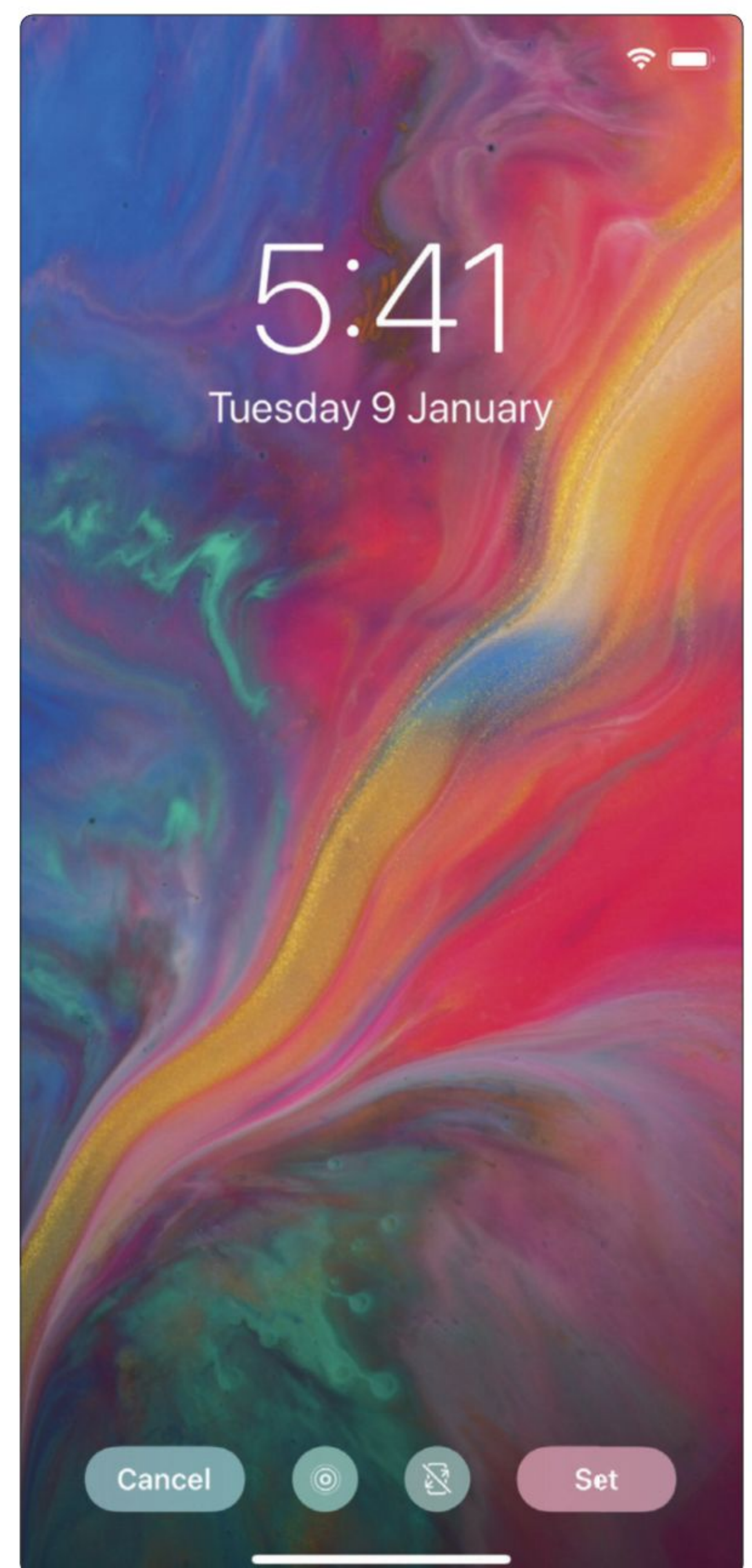
Changing your Wallpaper



1 Go to Settings > Wallpaper and tap Choose a New Wallpaper. Choose from Dynamic, Stills, Live, or a pic from the Photos app. Dynamic wallpapers are lightly animated, Stills are static and Live wallpapers give more movement.

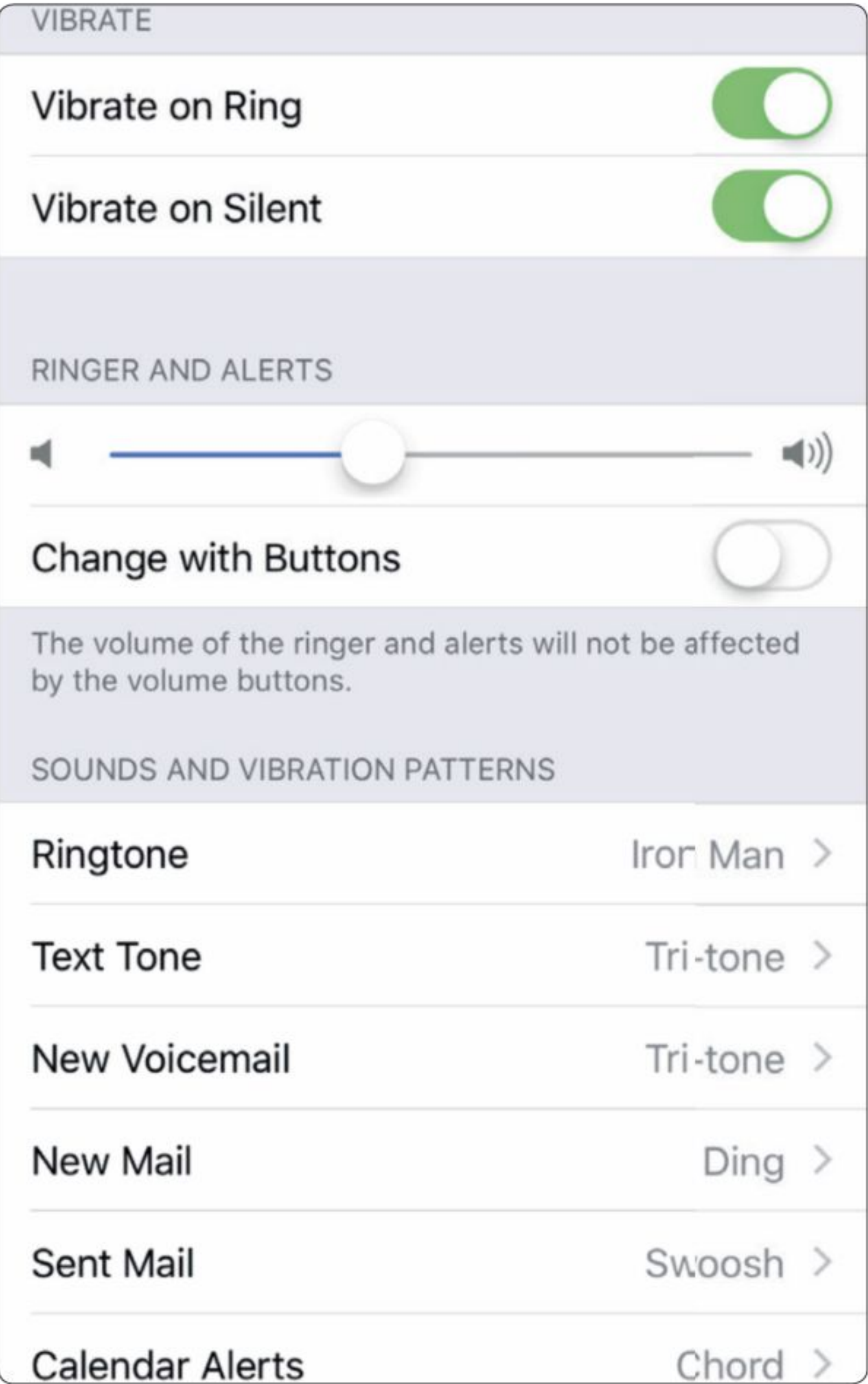


2 Tap the pictures found under the Dynamic, Stills and Live options to navigate your way through your Photos app's images. Choose a photograph by tapping on it, then drag and pinch to move and scale it to fit your screen.

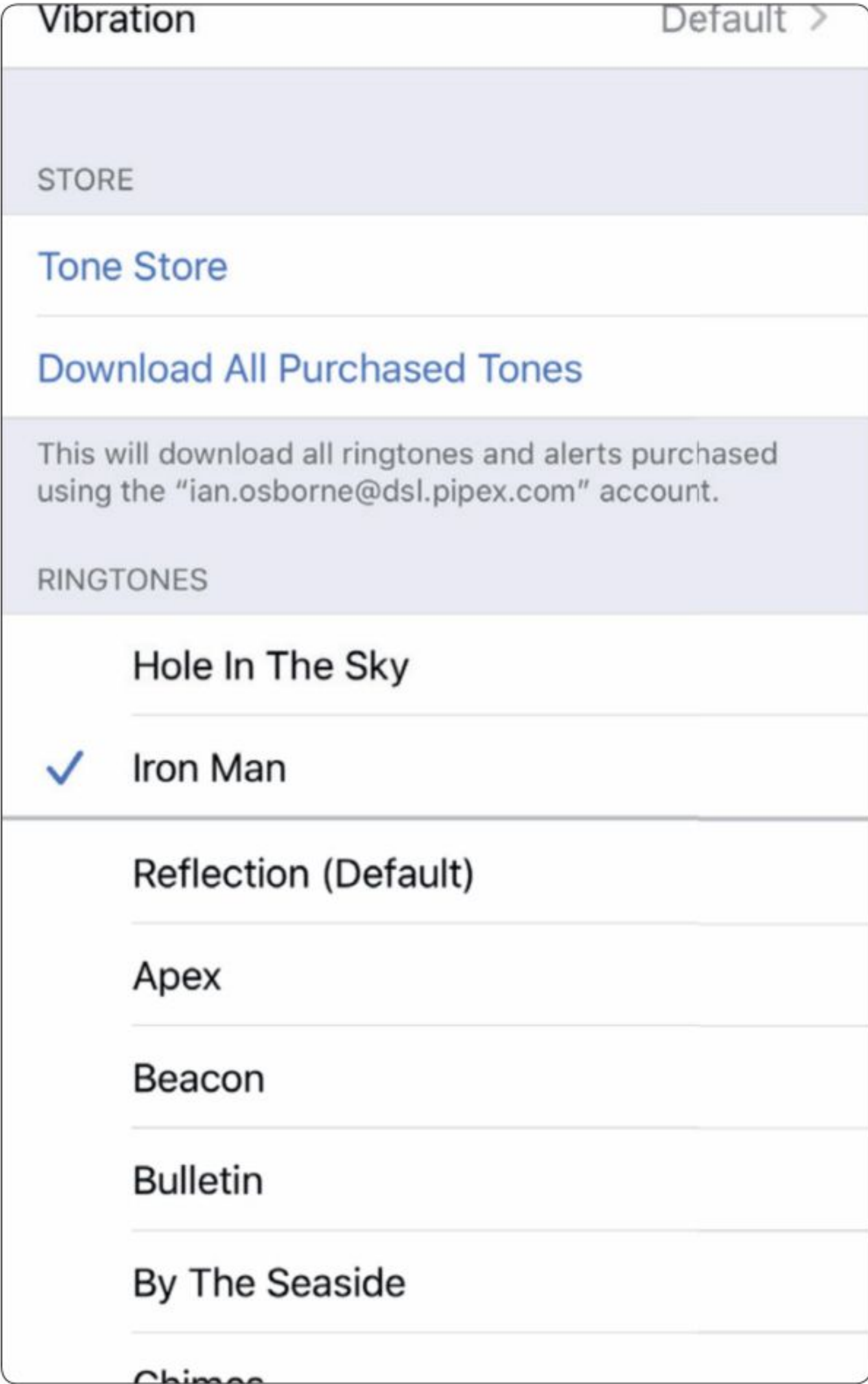


3 The icon next to the Set button resizes the photo to fit the screen. If the wallpaper is animated, the icon next to Cancel switches the animation off. Tap Set, and choose to use the new wallpaper on the Home screen, Lock screen, or both.

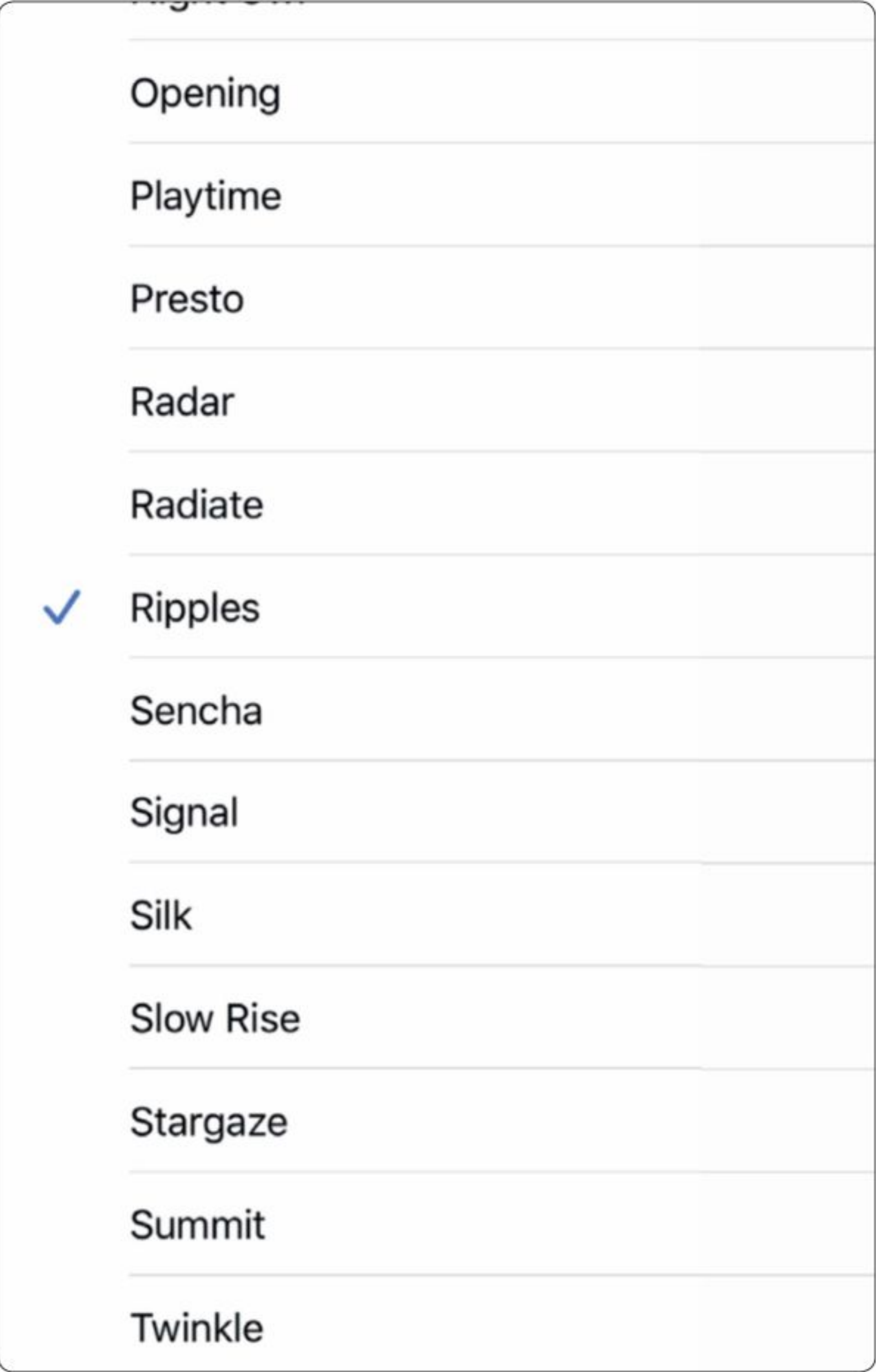
Changing your Ringtones



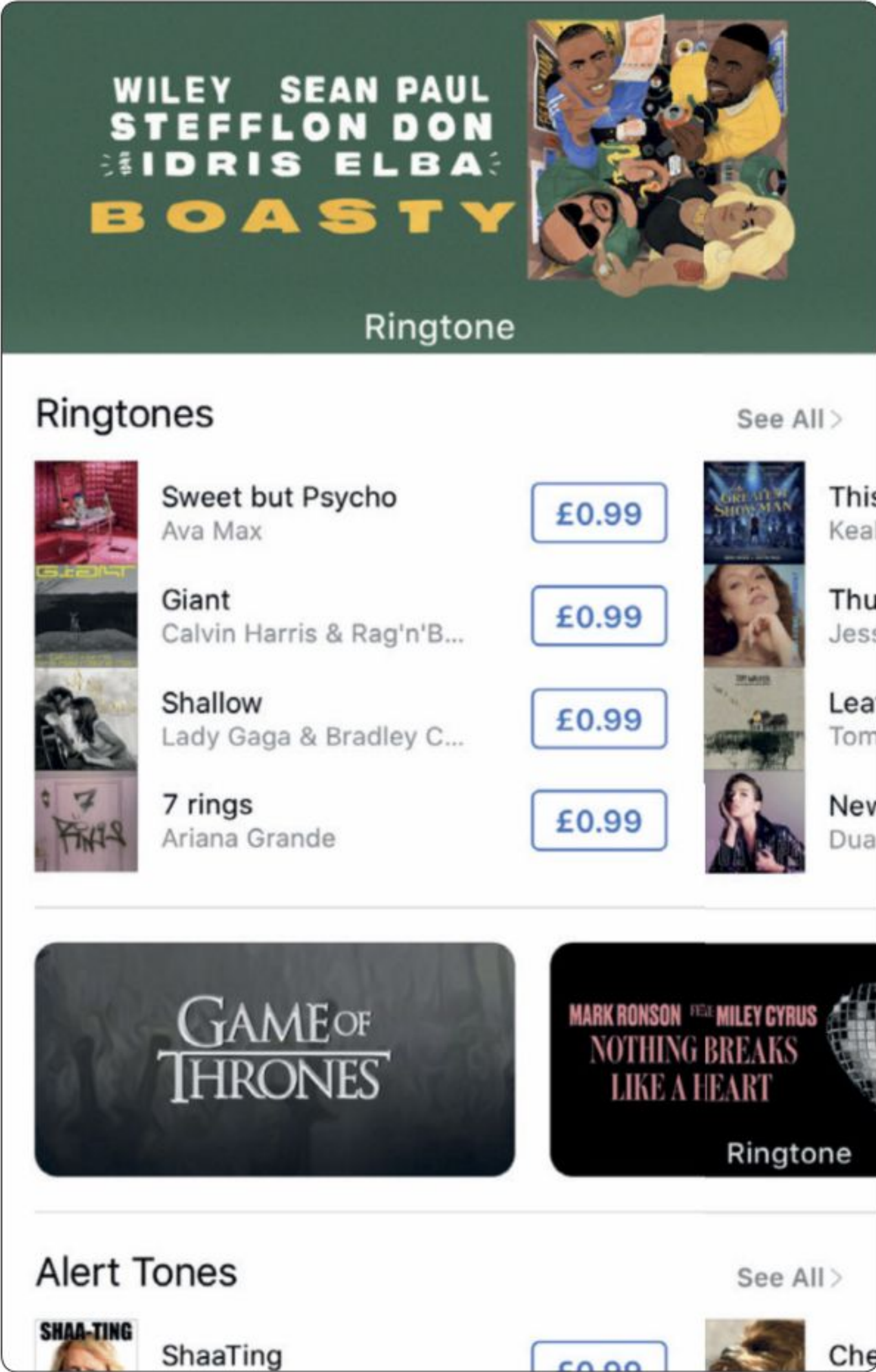
1 In the Settings app, tap Sounds & Haptics. From this list here, you can change the sound effects for all your key app alerts, such as the ringtone for incoming calls and text tones, as well as customising when it vibrates.



2 To change a ringtone or alert sound, find the sound in question from the list and tap it. You're shown a new screen, from where you can change the vibration pattern, go to the Tones Store, or change the tone.



3 To sample a new tone, tap it on the list; It's ticked and a sample is played, ringtones are in a list below Alert Tones and can also be sampled, when you've ticked the sounds you want, just close Settings.

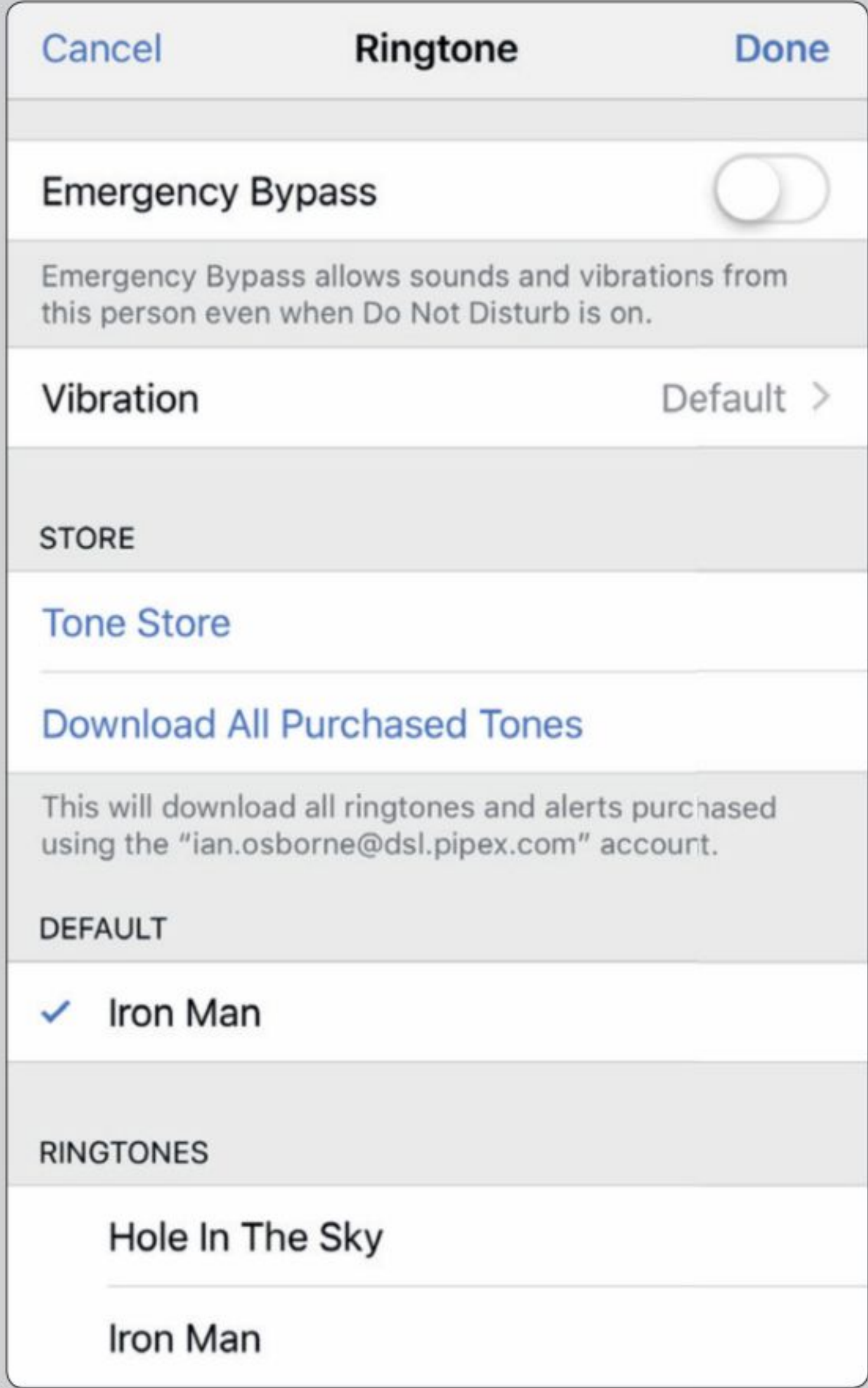


4 You can buy new ringtones directly from your iPhone. Go to Settings > Sound & Haptics and tap the Ringtone option, now tap Tone Store for options. Tap Tones to see a range of ringtones that are available to purchase.

Assigning a Ringtone to a Contact.



You can assign a specific ringtone to a contact, so when that person calls, the chosen ringtone is played instead of the standard one you've set for your iPhone. First, open the person's details in the Contacts app.



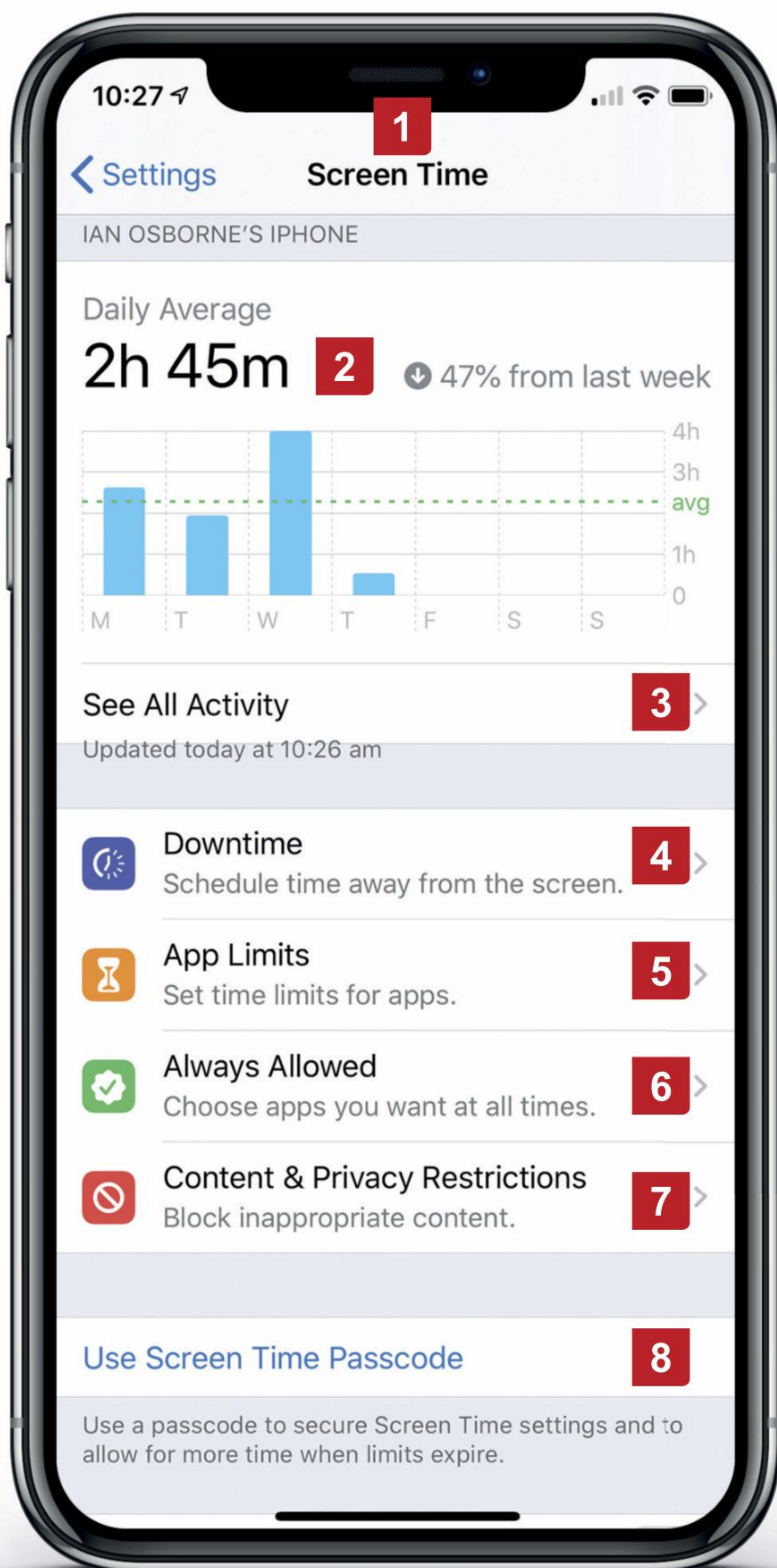
Tap Edit in the top right corner of the contact details. Find the Ringtone option, which is currently set to Default and tap it. You can now choose a new ringtone; this change only applies to this contact.



Screen Time

With Screen Time, you can check what you've been doing on your iPhone and for how long, plus set limits for your own, or your children's iPhone usage. If you're worried about spending too long on social media, this feature is for you.

Screen Time in Focus



1 To open Screen Time, go to Settings > Screen Time. You can also get to the Widgets screen by swiping right from the Lock screen, or the Home screen, and tapping the Screen Time widget near the bottom.

2 Here, you see a summary of how you've been using your iPhone on each day of the week. Tap a bar to see how much you used it on that day. You're also shown your daily average time, and whether this is up or down compared to the previous week.

3 This link takes you to a more detailed breakdown of what you've been doing with your phone, and when, arranged according to either weekly or daily summaries.

4 Tap here to schedule downtime for your iPhone. During this time, only apps you choose to exclude

can be used. It's great if you think you're spending too much time on your iPhone.

5 Tap here to limit the time you spend on certain apps or categories of apps. At last, you can break that Facebook habit.

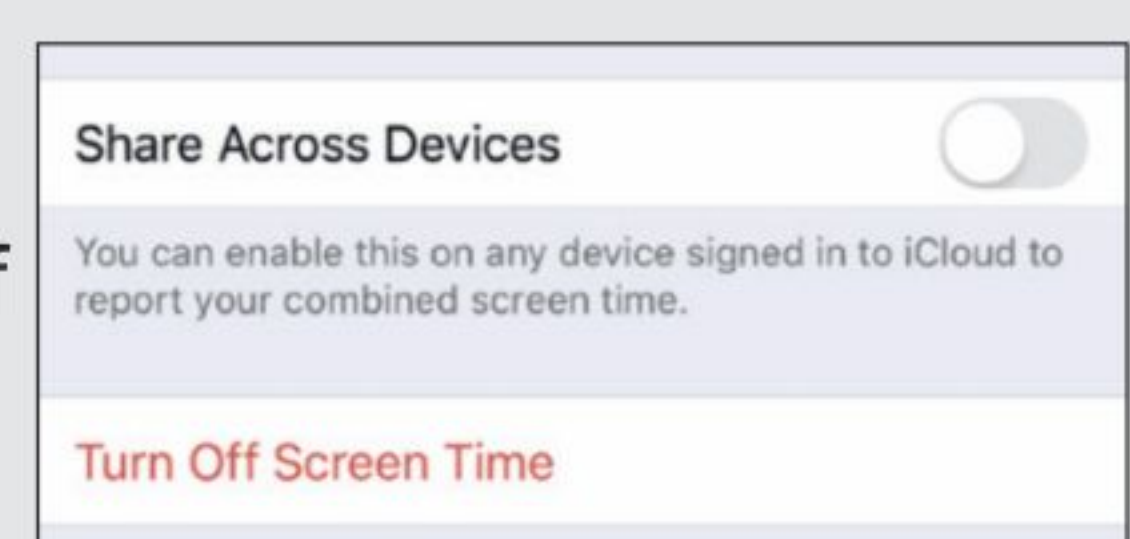
6 Tap here to identify apps you wish to exclude from downtime, or time limits. Phone, Messages, FaceTime, and Maps are always allowed by default, but you can edit this list.

7 Tap here for passcode-protected restrictions that can be used to block inappropriate content.

8 Set up a Screen Time passcode to stop people changing your Screen Time settings. Just the thing if you use Screen Time to stop your children playing games until after they've done their homework.

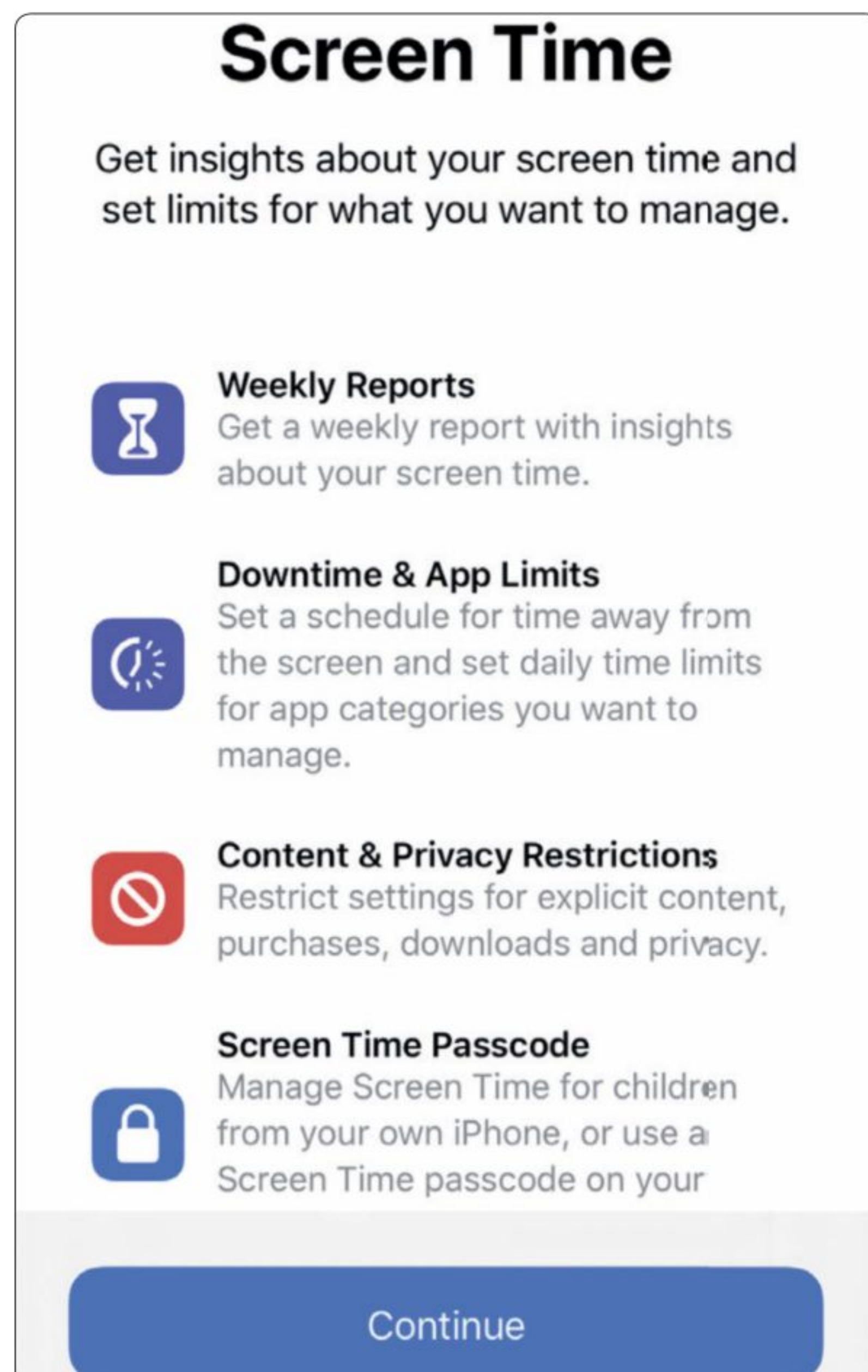
More options.

Scroll the Screen Time page up for two more useful options. Share Across Devices combines Screen Time settings for all your Apple gear that's signed into the same Apple ID, and Turn Off Screen Time switches the feature off completely.

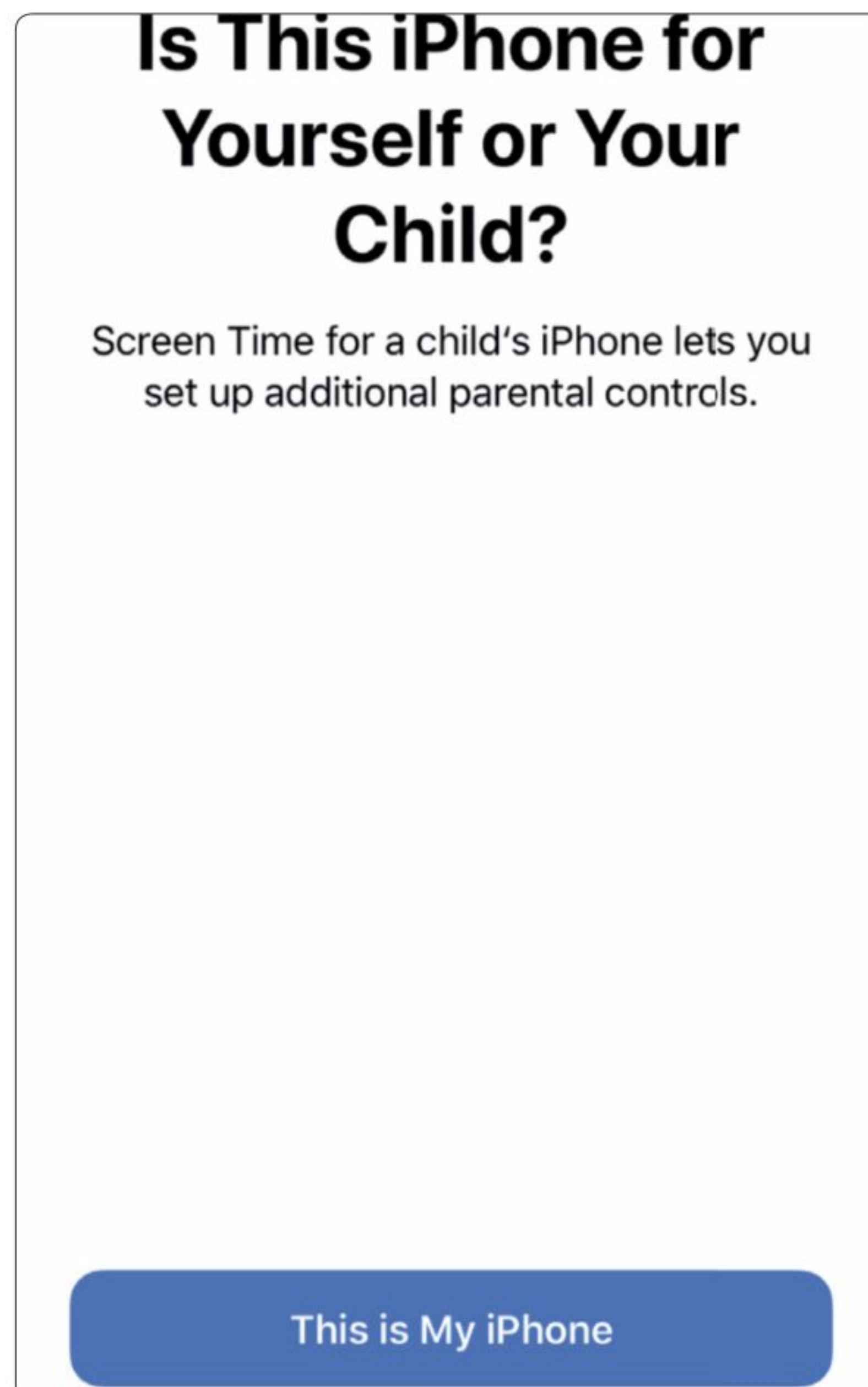




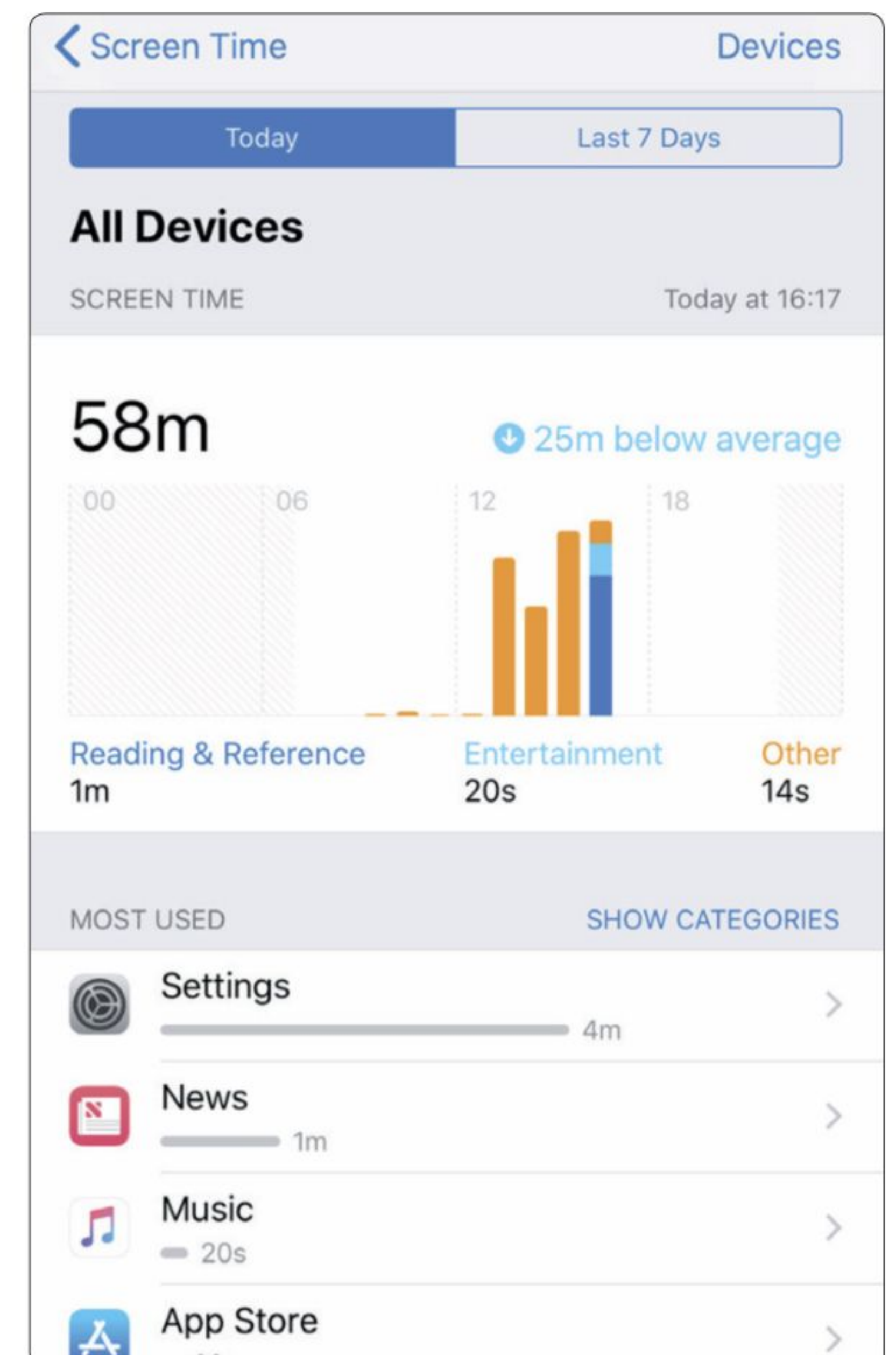
Setting up and using Screen Time



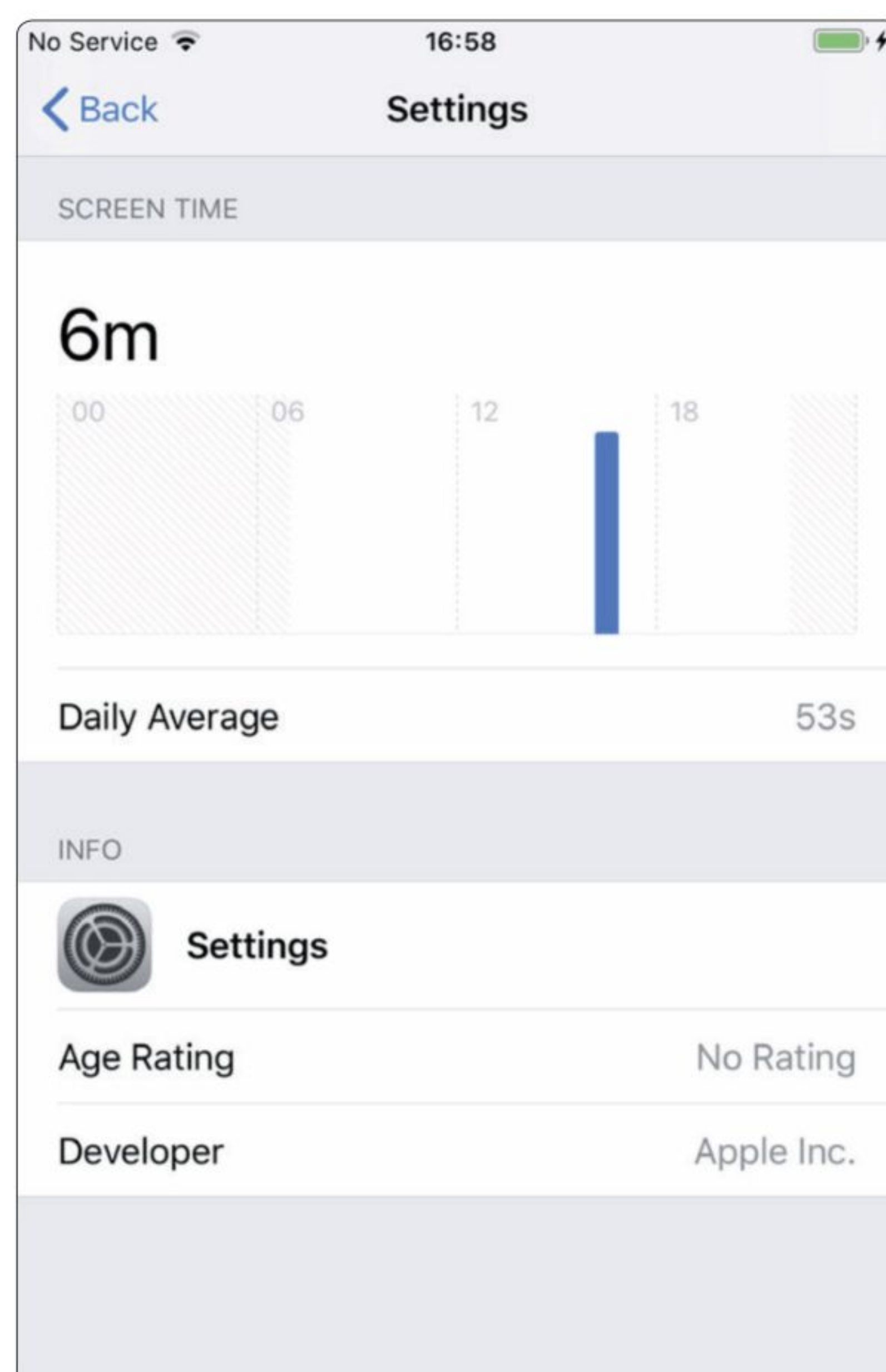
1 First of all, go to Settings > Screen Time. The first time you open this setting, you get a window telling you what this new iPhone feature can do. Have a read, then tap Continue to go to the next screen.



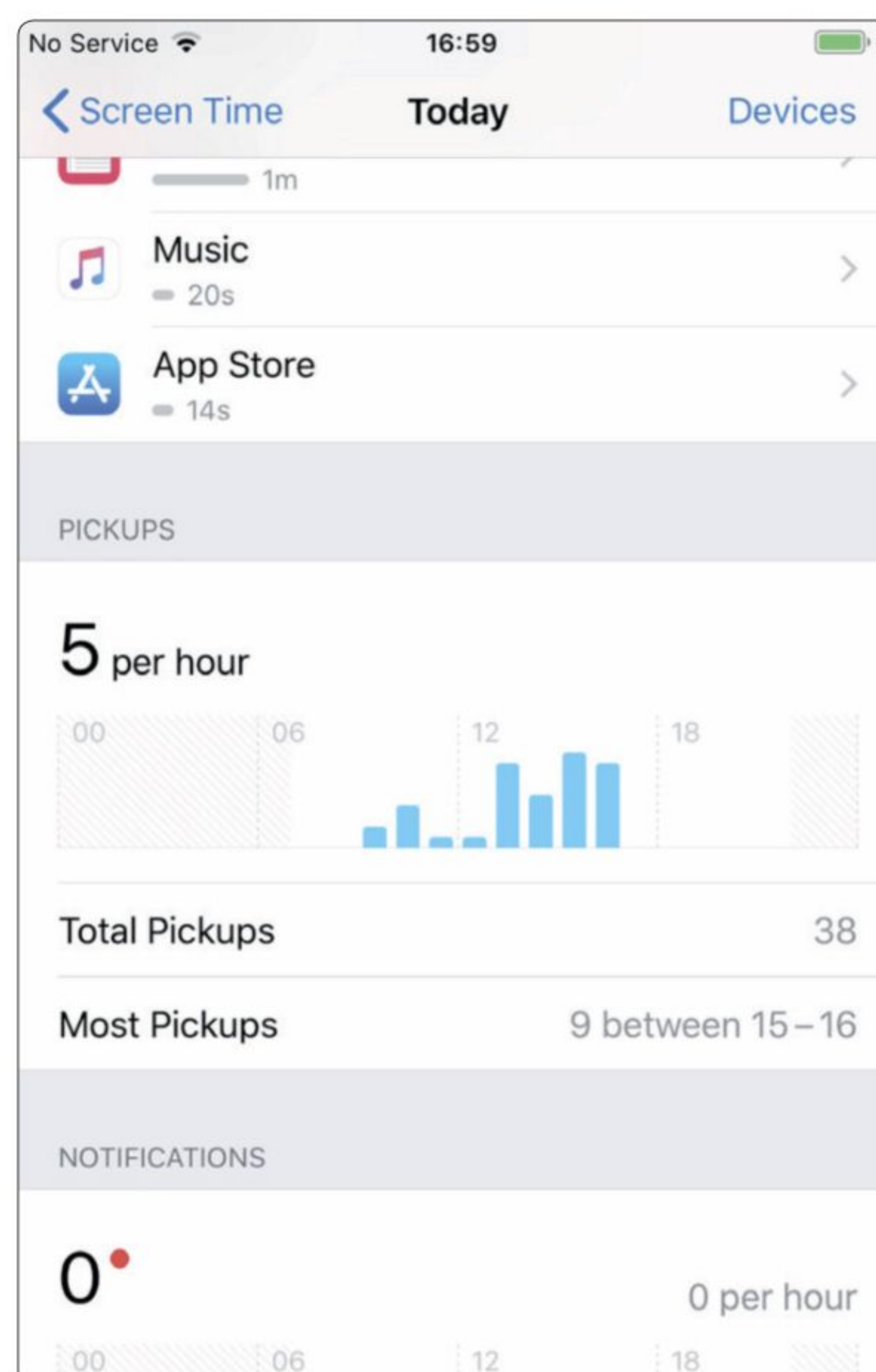
2 Screen Time lets you monitor and regulate your child's iPhone use as well as review your own. If this is your child's iPhone, you can tap this option and set up various parental controls. If it isn't, tap This Is My iPhone.



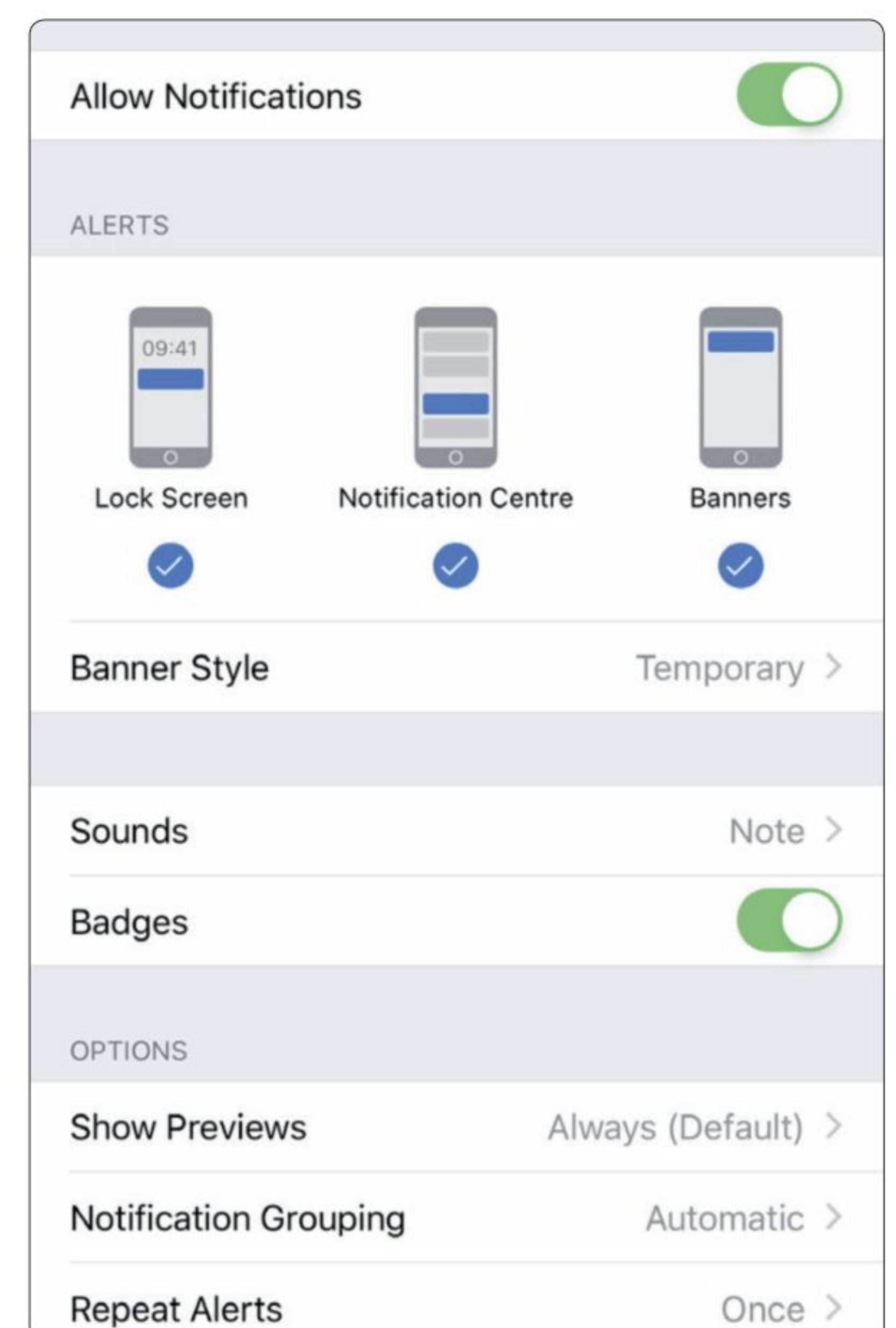
3 Tap the graph for a better breakdown of your activities. Tap the tabs at the top to switch between stats for today and for the last seven days. If you have more than one Apple device, tap Devices (top right) to choose one.



4 Tap on an app in this overview to see how long you've been using it recently, broken down by time on the Today view and by days on the Last 7 Days page. Tap Add Limits to limit the time you can spend on this app.



5 Scroll up on the summary page and you can see how many times you've picked up your iPhone during the last day or the last seven days and also how many notifications you've received on your iPhone in that time.



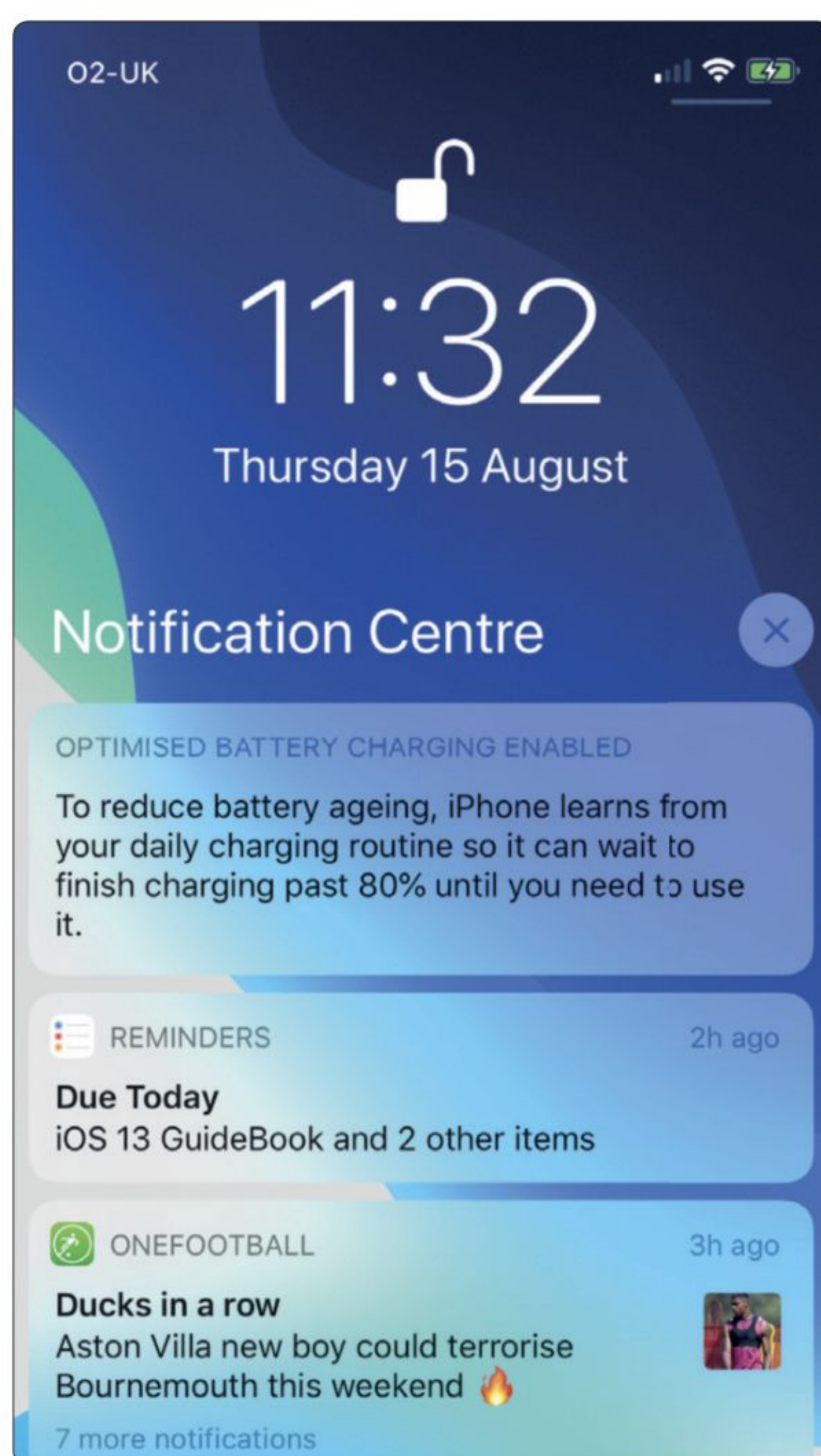
6 Tap an app listed under 'Notifications' and you can change your notifications settings for that app. For example, you can choose what sort of notifications you want and whether they make a sound on arrival.



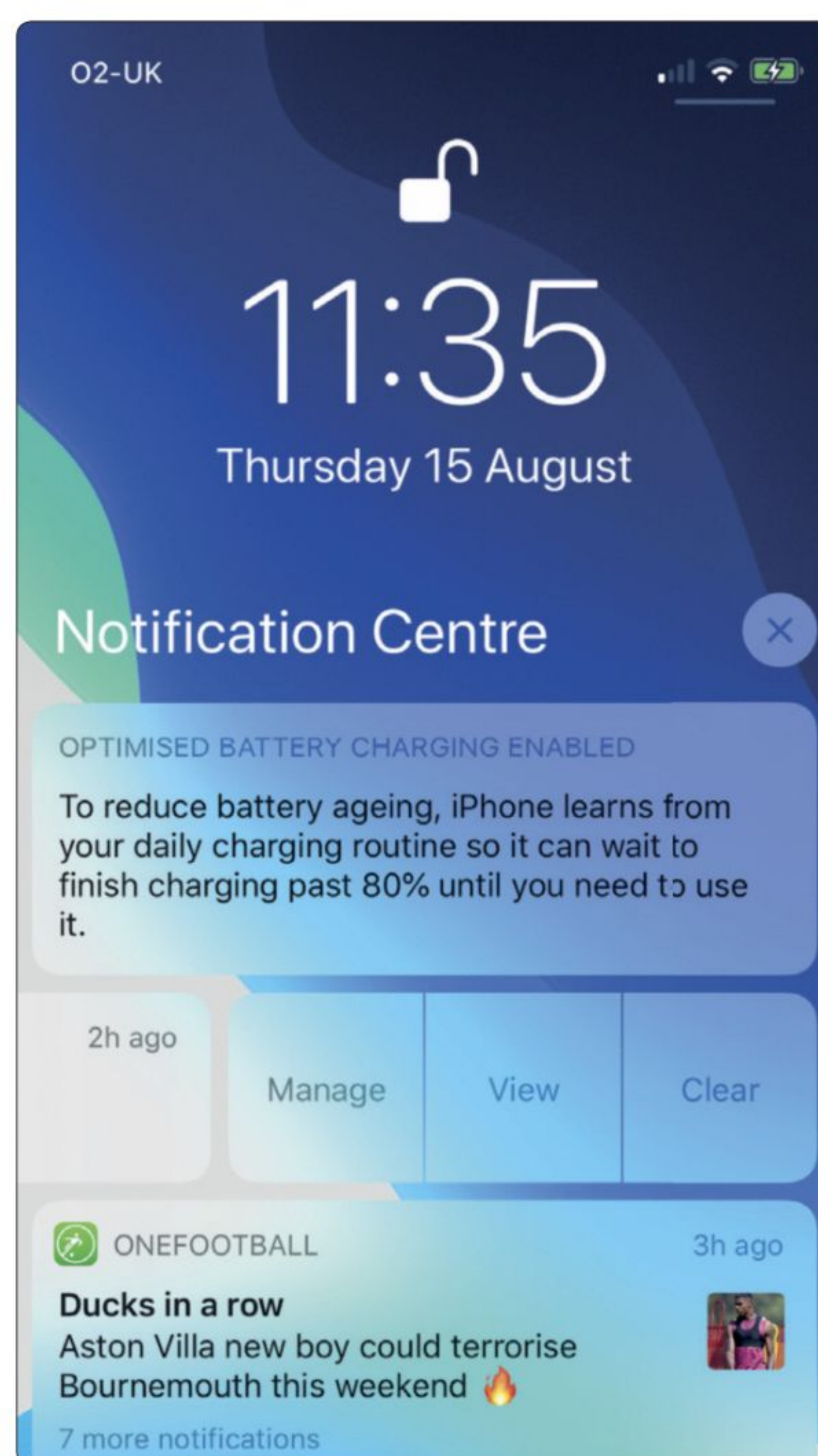
Notifications

The iOS notification system makes it simple to keep track of new notifications and act on them, whether it's immediately or at a later point. Every notification is stored in one place and can be accessed at any time with a single swipe of the finger. In this section we are going to take you through a comprehensive step-by-step guide of the entire process.

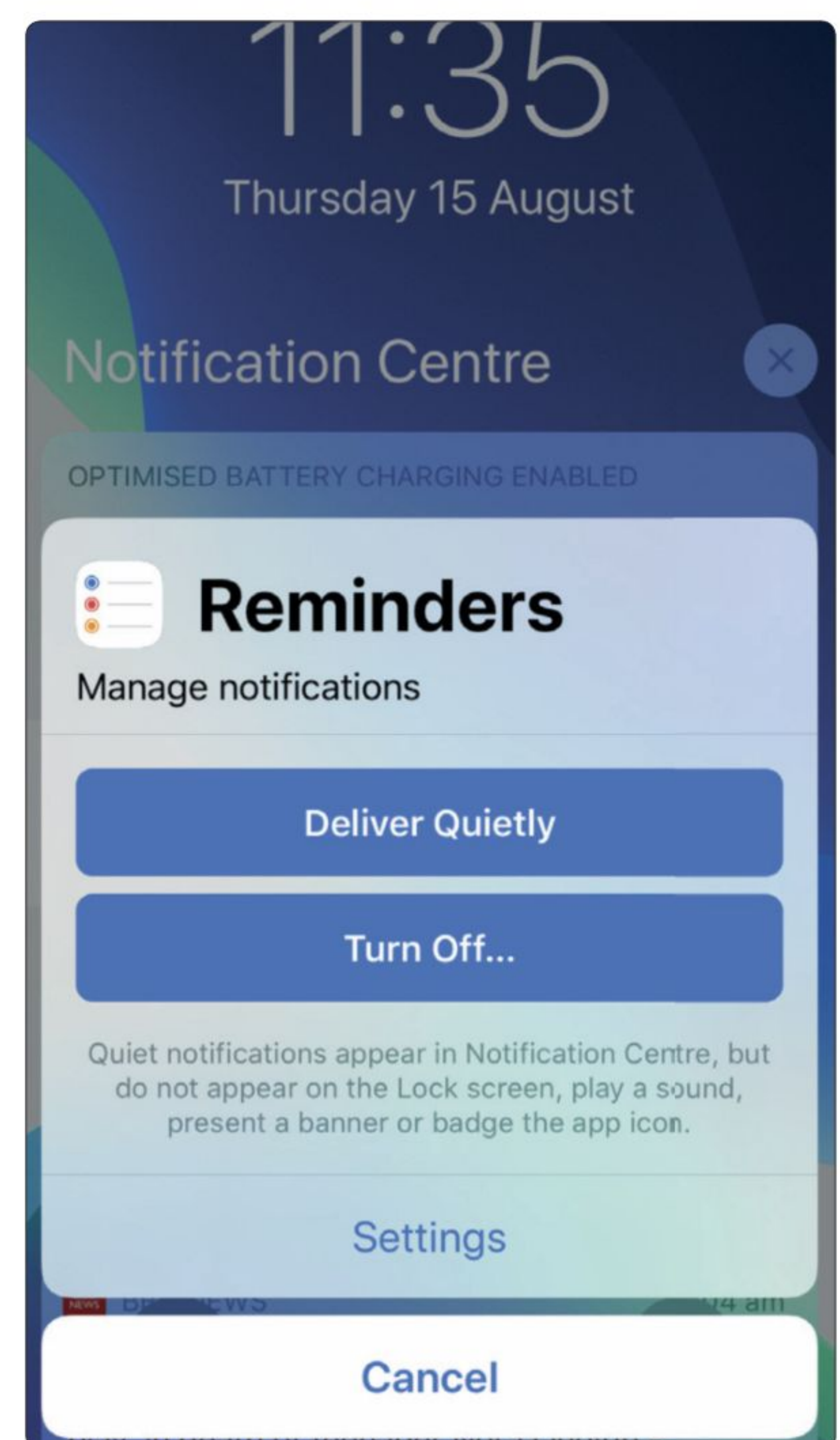
Using the Notification Centre



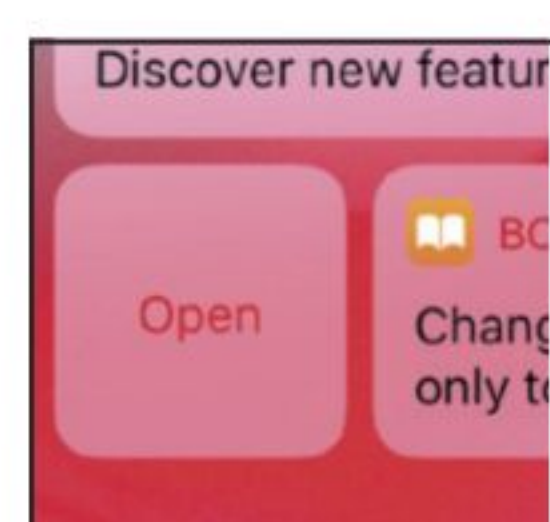
1 To access the Notification Centre, swipe your finger down from the top of the screen. Notifications are arranged in stacks according to the app that sent them. Tap one of these stacks to open it and see its notifications.



2 To clear a single notification, swipe it left and tap the Clear button. To delete all notifications received on a given day, tap the X next to the day and then the Clear button that replaces it. All that day's notifications go.

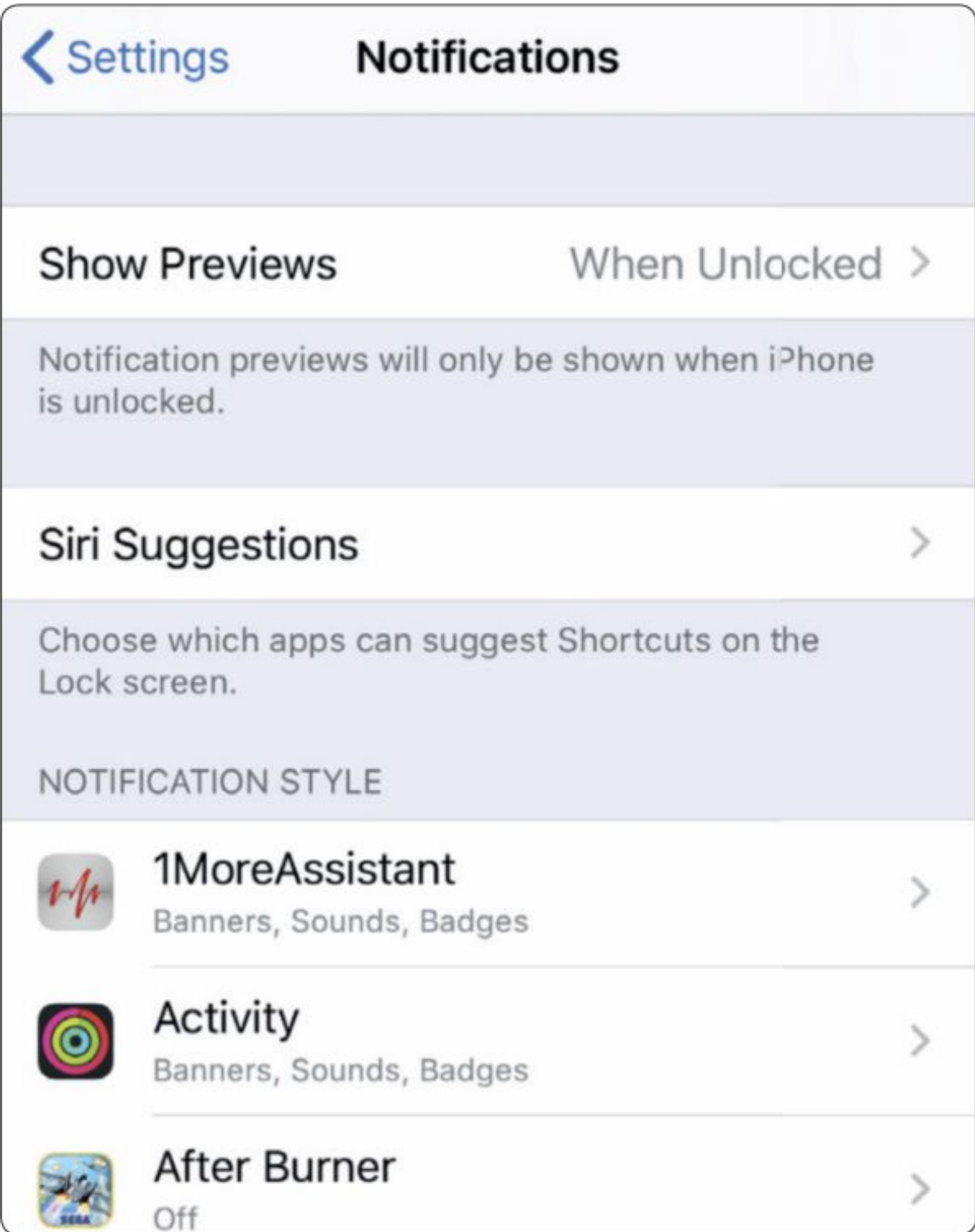


3 Swipe left and tap Manage to customise your notifications without opening Settings. From the pop-up window, you can have notifications from that app arrive quietly, without making a sound, or switch them off altogether.

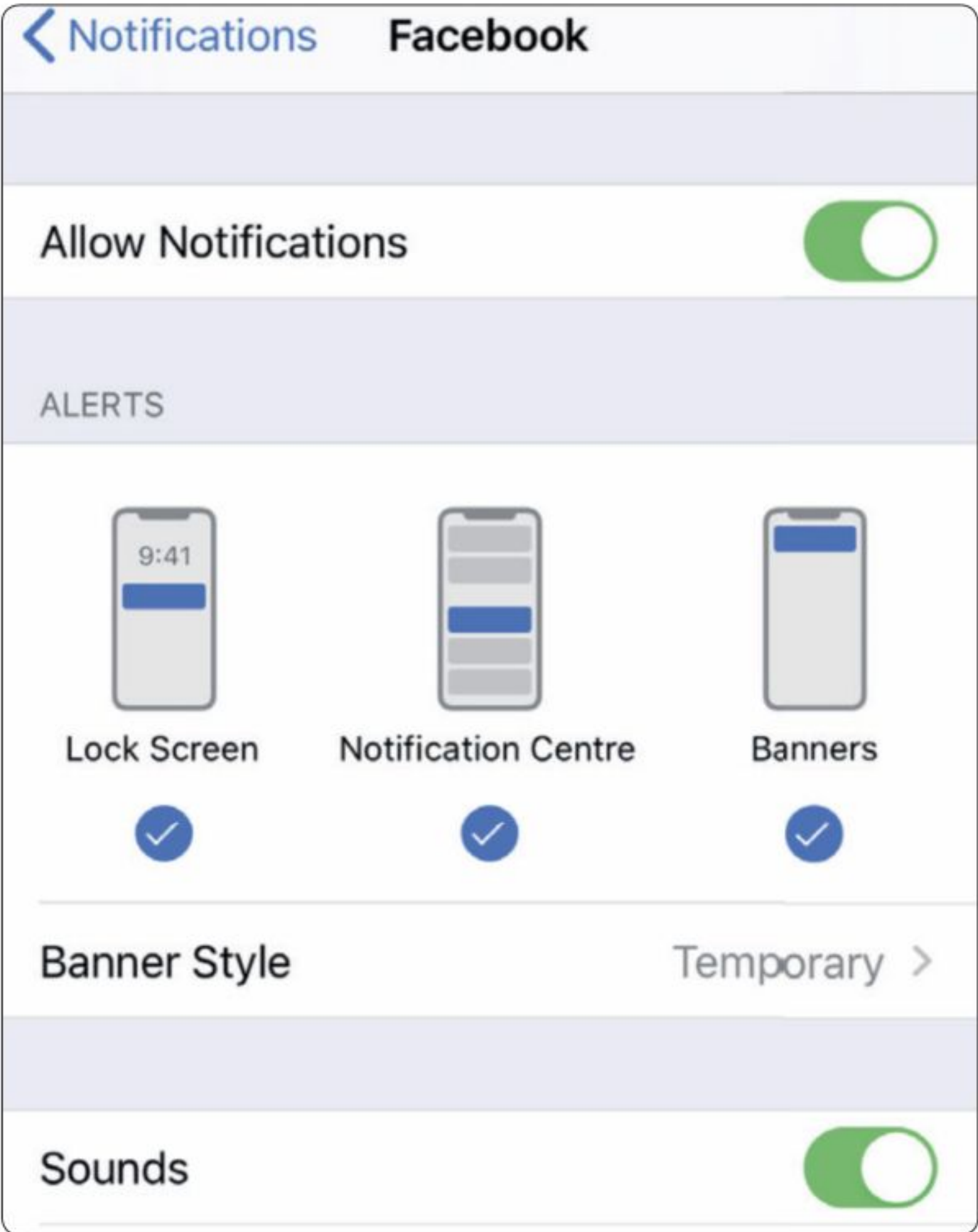


Swipe a notification to the right and you see a button marked 'Open'. Tap this button to open the notification in the app that created it. A notification about an email, for example, opens the email in question. If the notification was from a news app, it opens the story.

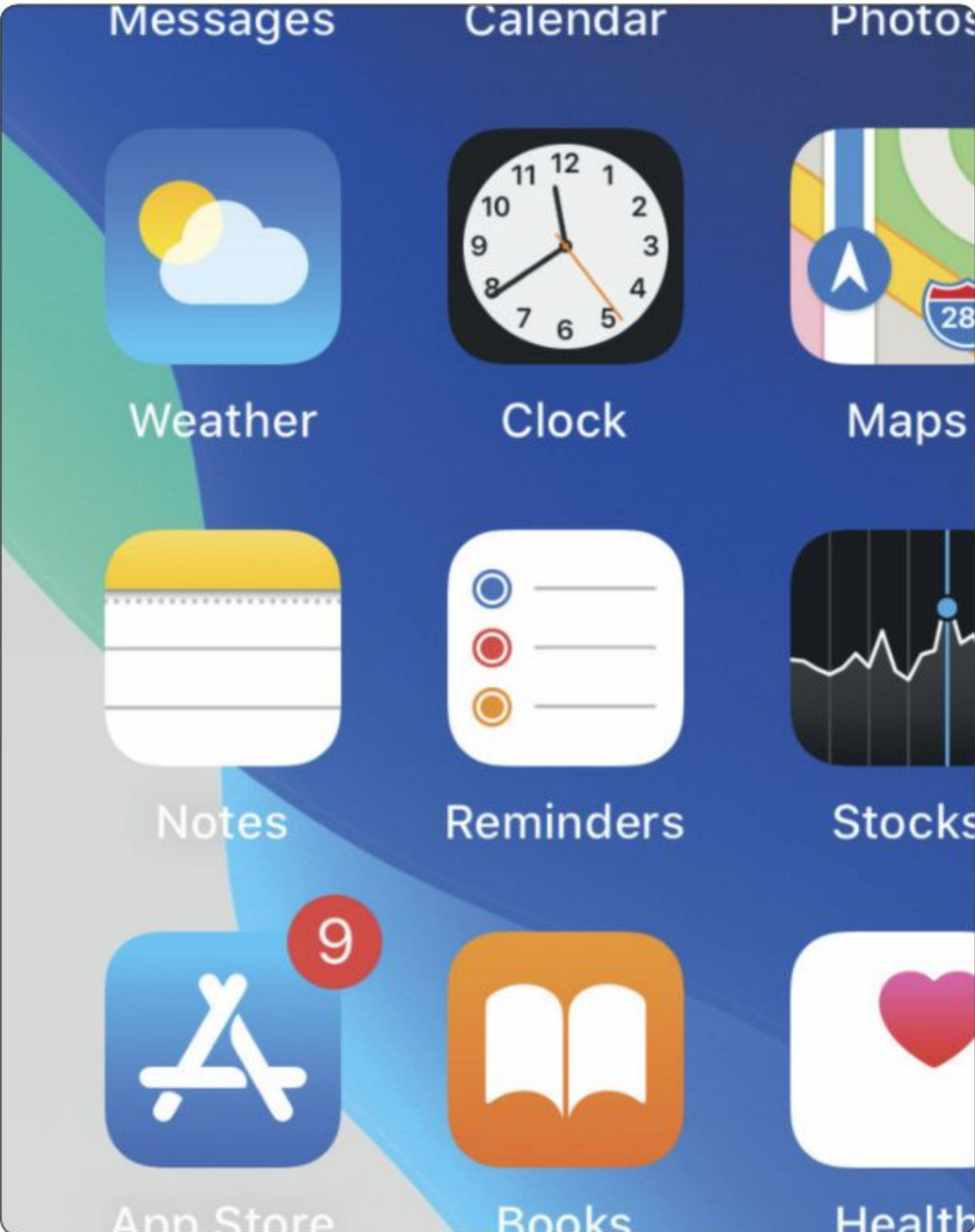
Organising your notifications



1 Open Settings and tap Notifications. Here you see a list of apps that can produce notifications, whether it's an Apple app that came with your phone or one you have bought and downloaded through the App Store. Tap on one of the apps.



2 You can now edit the way that app sends notifications. These changes are fairly self-explanatory. The changes can be implemented on an app-by-app basis, so you can switch off notifications on one app but retain them for the others.

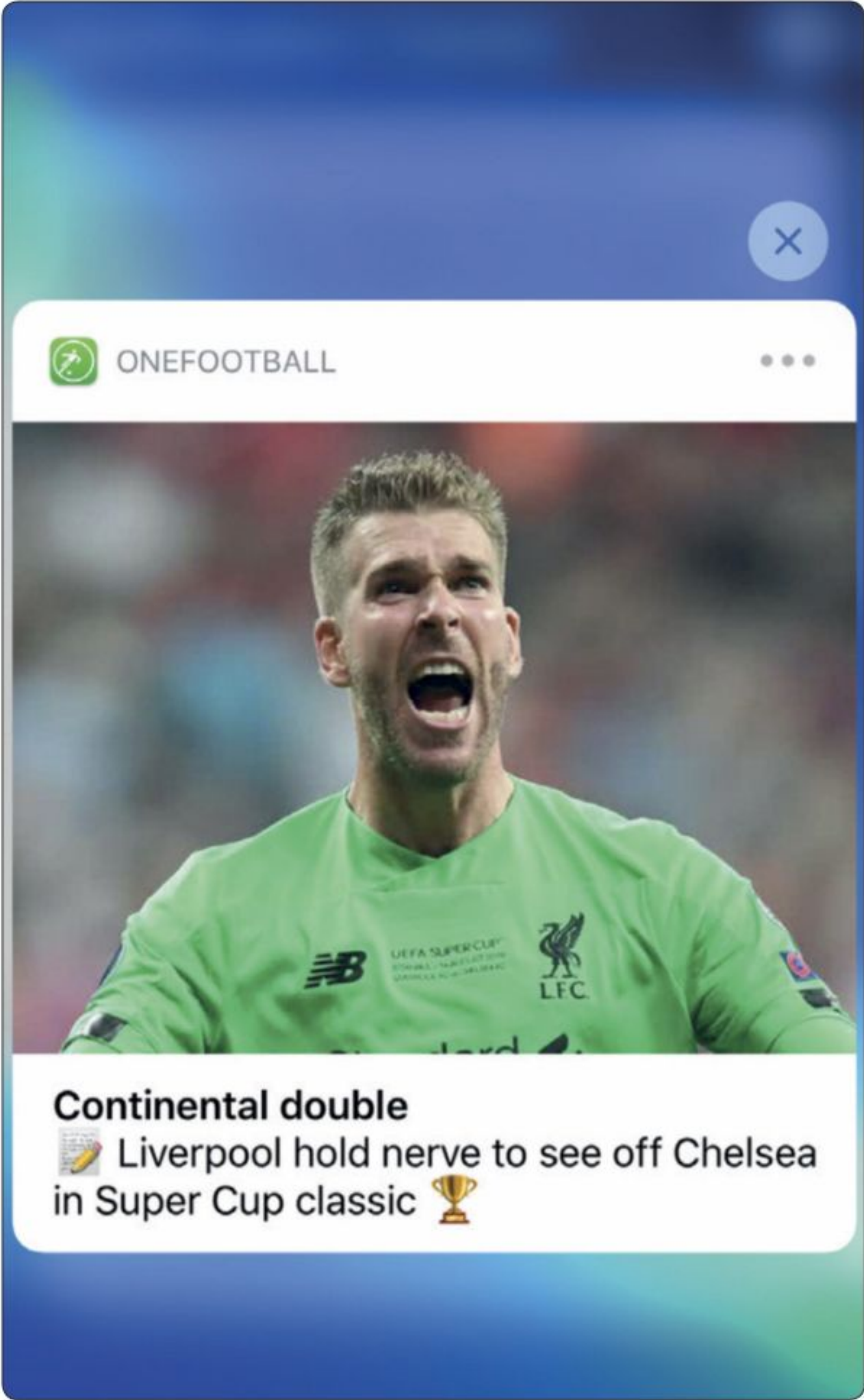


3 Turning Badges on puts a red circle on the app's Home screen icon, showing how many notifications it currently has. Show as Banners puts an incoming notification on the screen as a temporary or persistent bar (your choice).

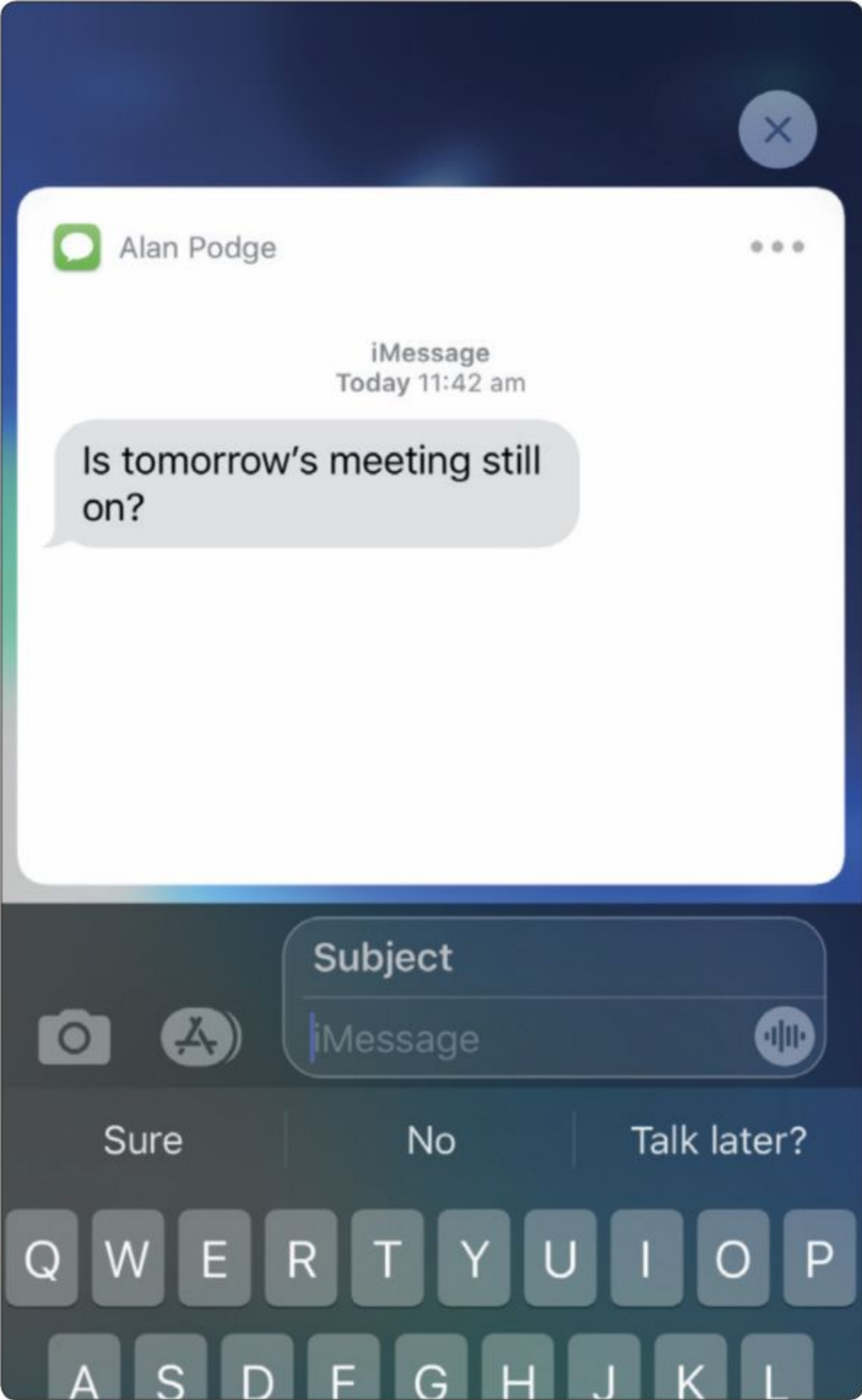
Previewing notifications



1 Do a long press (tap and hold) on a notification to get a preview of the notification in question. The available options depend on which app sent you the notification.



2 Here, we did a long touch on a notification from the OneFootball app, giving us a preview along with a picture of the article to which it refers. Tap it to read the article in the app.



3 Preview a Message or Mail notification and you can reply from within the notification, instead of having to access the app itself. It's a very convenient way of sending a quick reply.



Accessing Notifications when in-app



1 Many iPhone applications send notifications can be accessed while using another application. These apps include Mail, Messages, Calendar, Reminders and more.

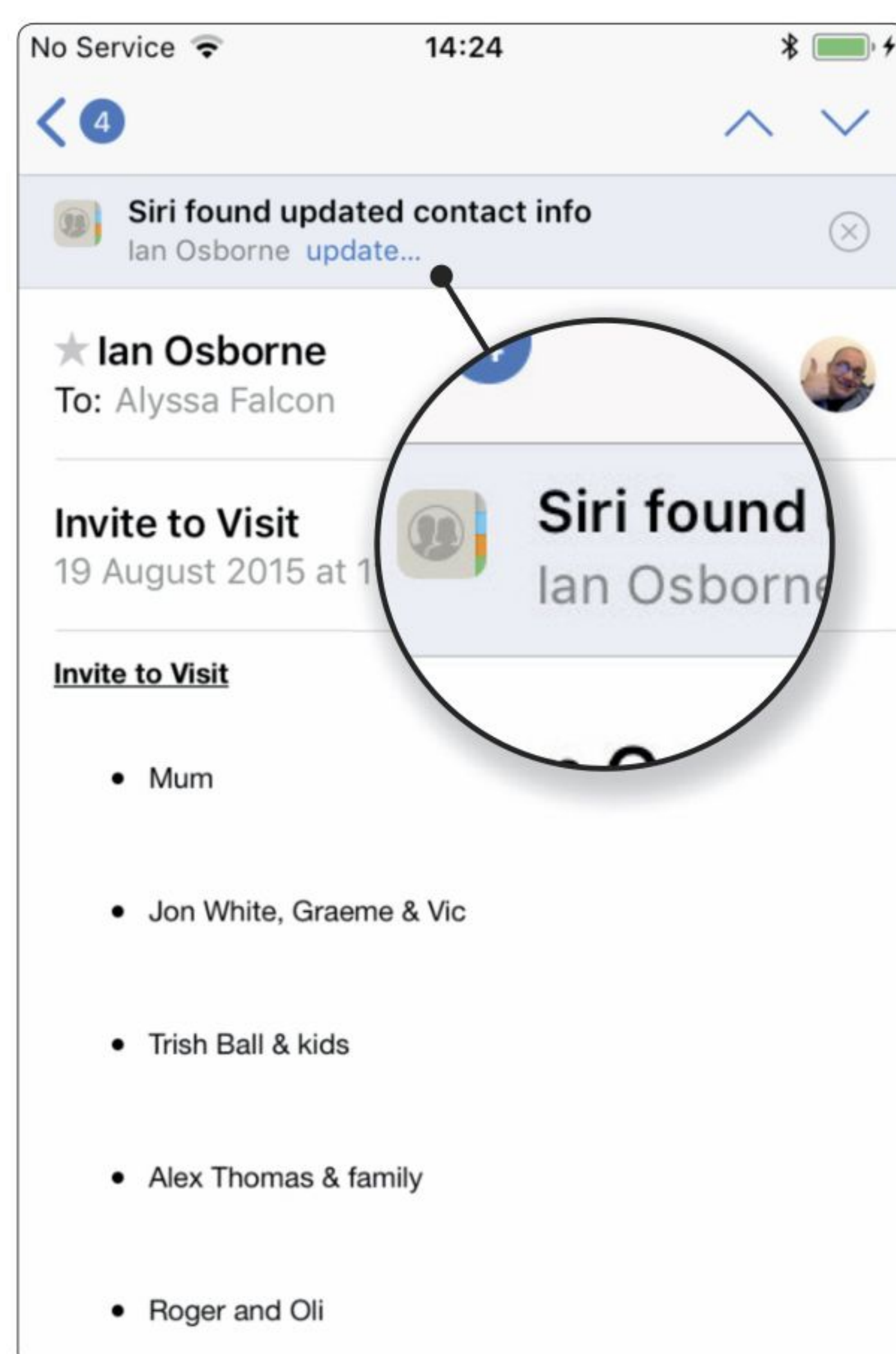


2 When you receive your notification you can quickly access it by placing your finger on the notification and swiping down to reveal your available options.

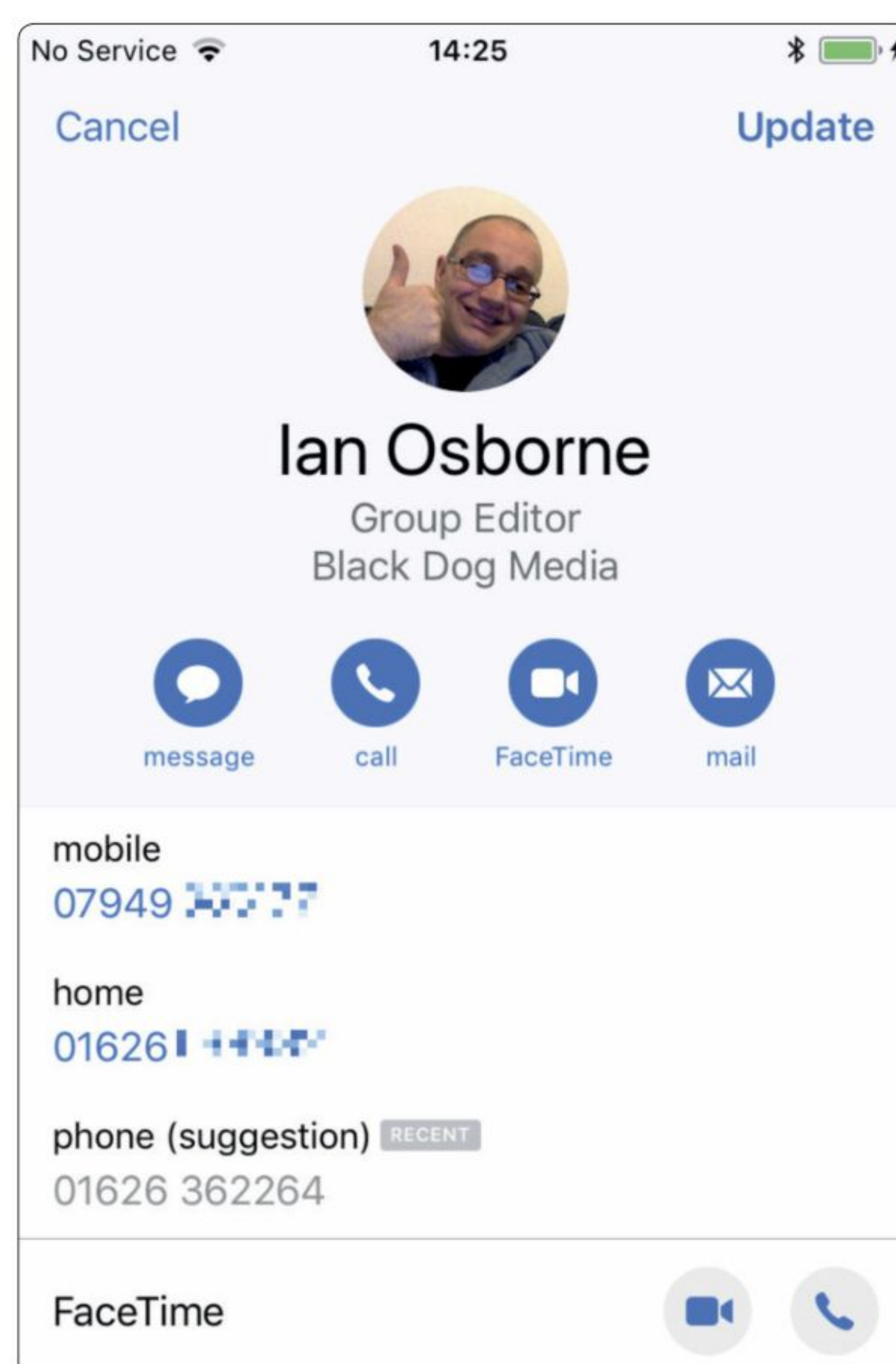


3 Tap the notification to be taken straight to the app. Here, swiping down the notification lets you reply to a message, whilst tapping it takes you to the Messages app.

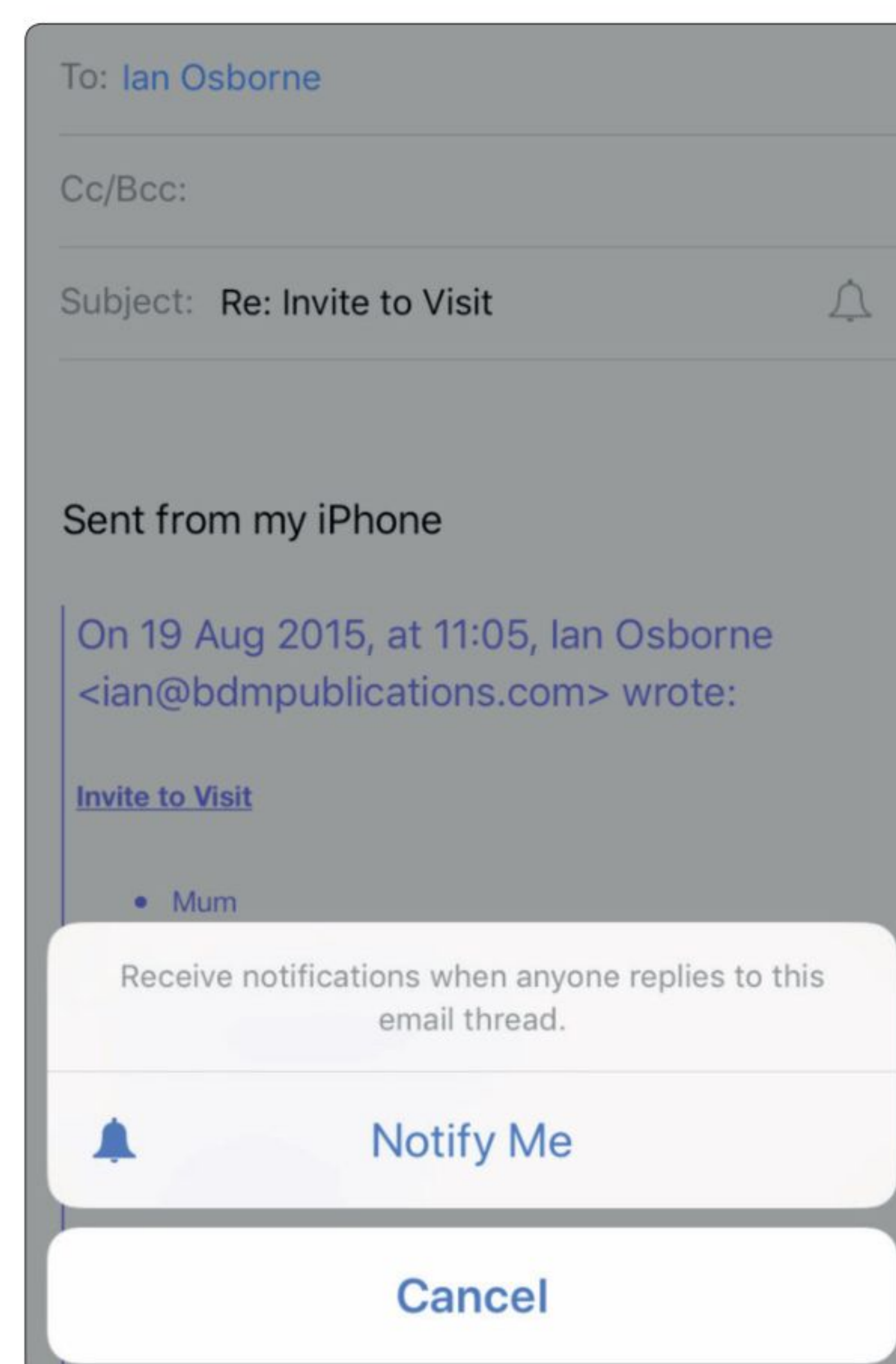
Using application-based notifications



1 Open the Mail app and check through your mail. When a mail contains additional contact details that you don't already have in your Contacts app, you receive a notification like the one shown here.



2 If you tap the notification, you're shown the contact card for the person in question, with the new information gleaned from the email shown as a suggestion. If you accept the change, tap Update (top right).



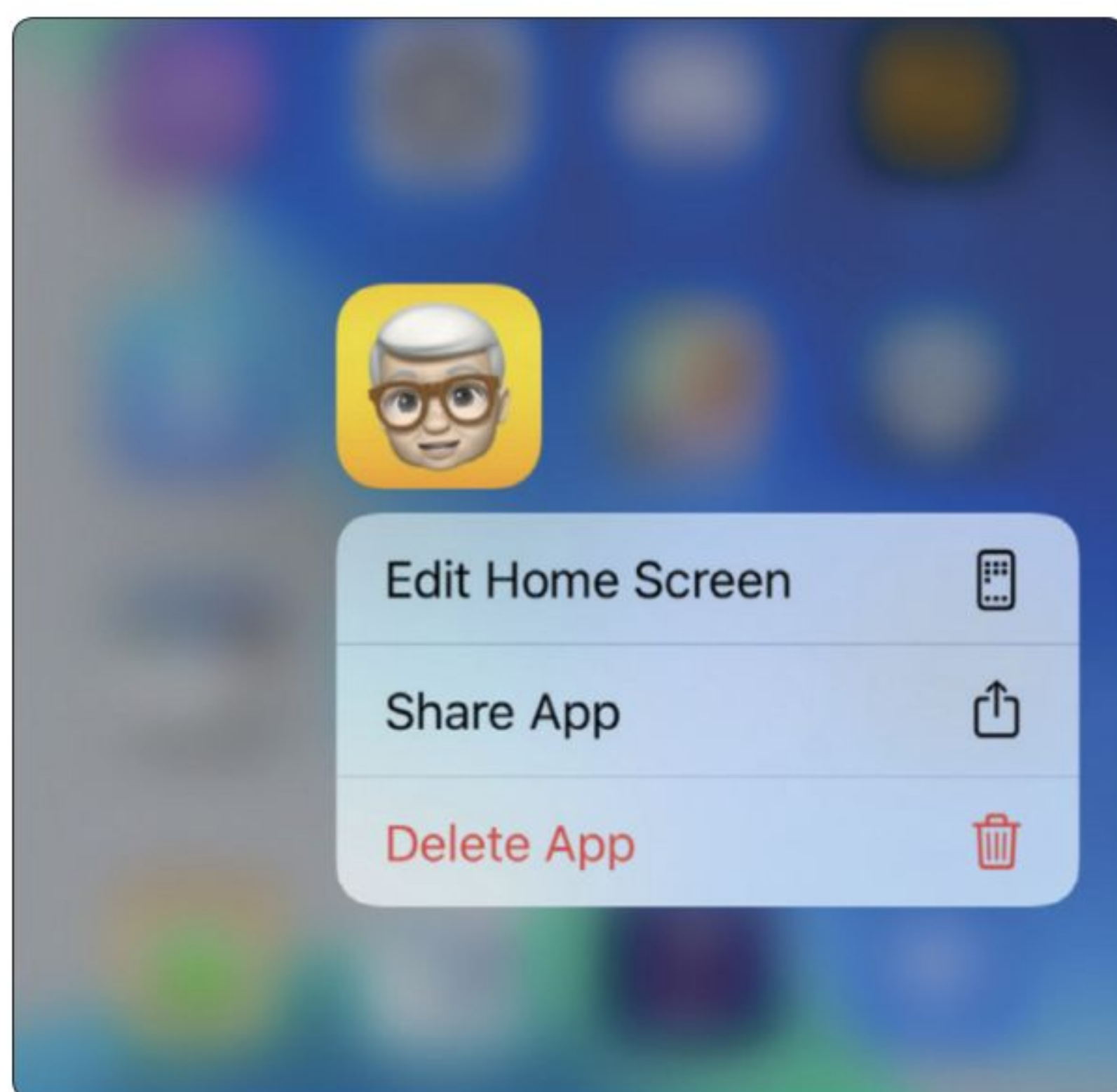
3 You can also request to receive a notification when the recipient replies to your email. Tap the blue bell icon in the right-hand side of the subject bar. It turns to a solid blue bell, instead of an outline.



Organise Apps

The way you arrange apps has been changed for iOS 13. Here we show you how to move app icons around the screen, along with how to delete apps you no longer need and offload an app to keep its data after deleting.

Arranging apps

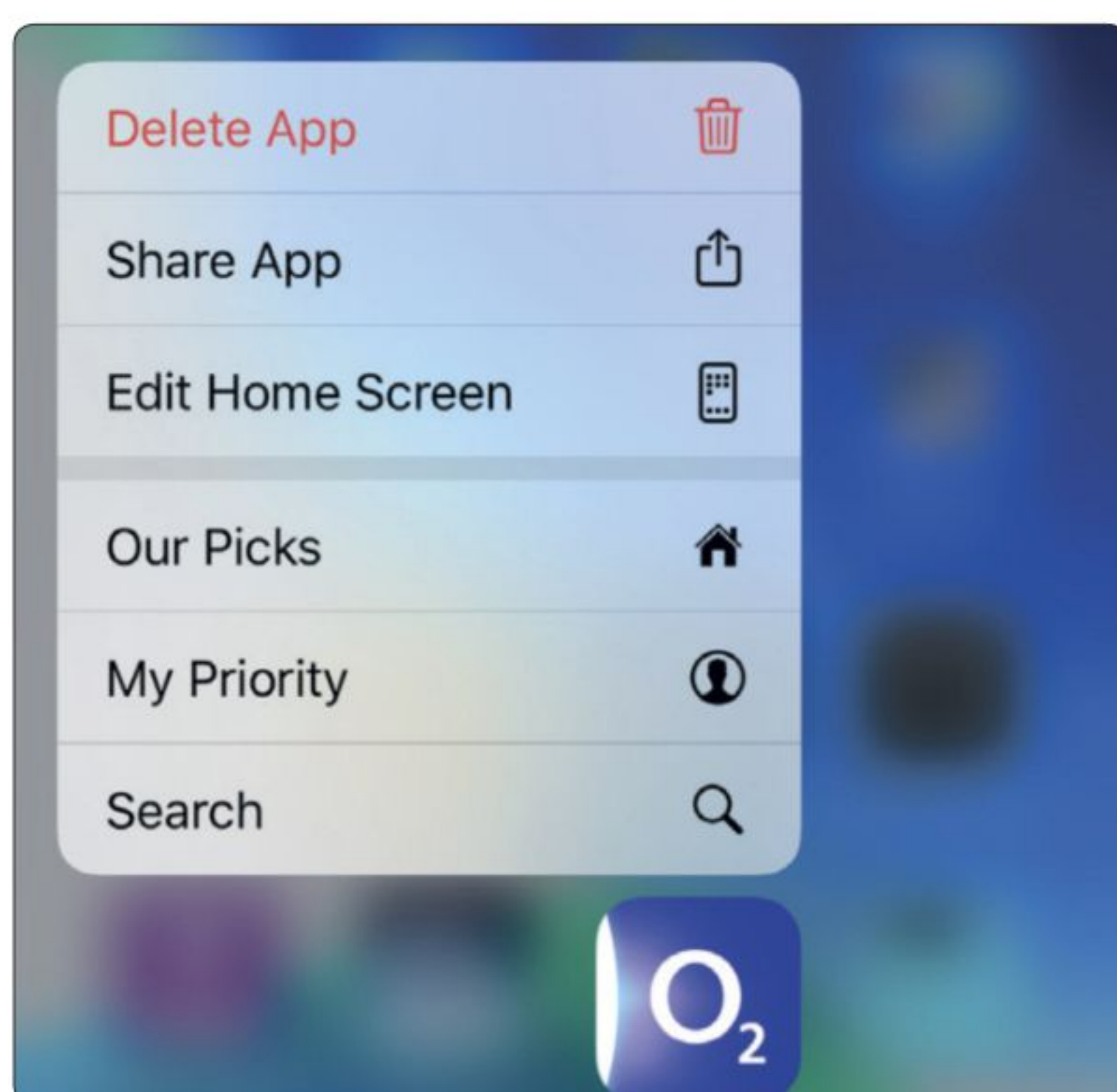


1 To change the order of the app icons on your home screen, first of all, tap and hold on an individual app. A pop-up window appears.



2 Tap Edit Home Screen. The app icons wobble and show an X in the corner. You can drag them to rearrange. Tap Done when you've finished.

Deleting apps

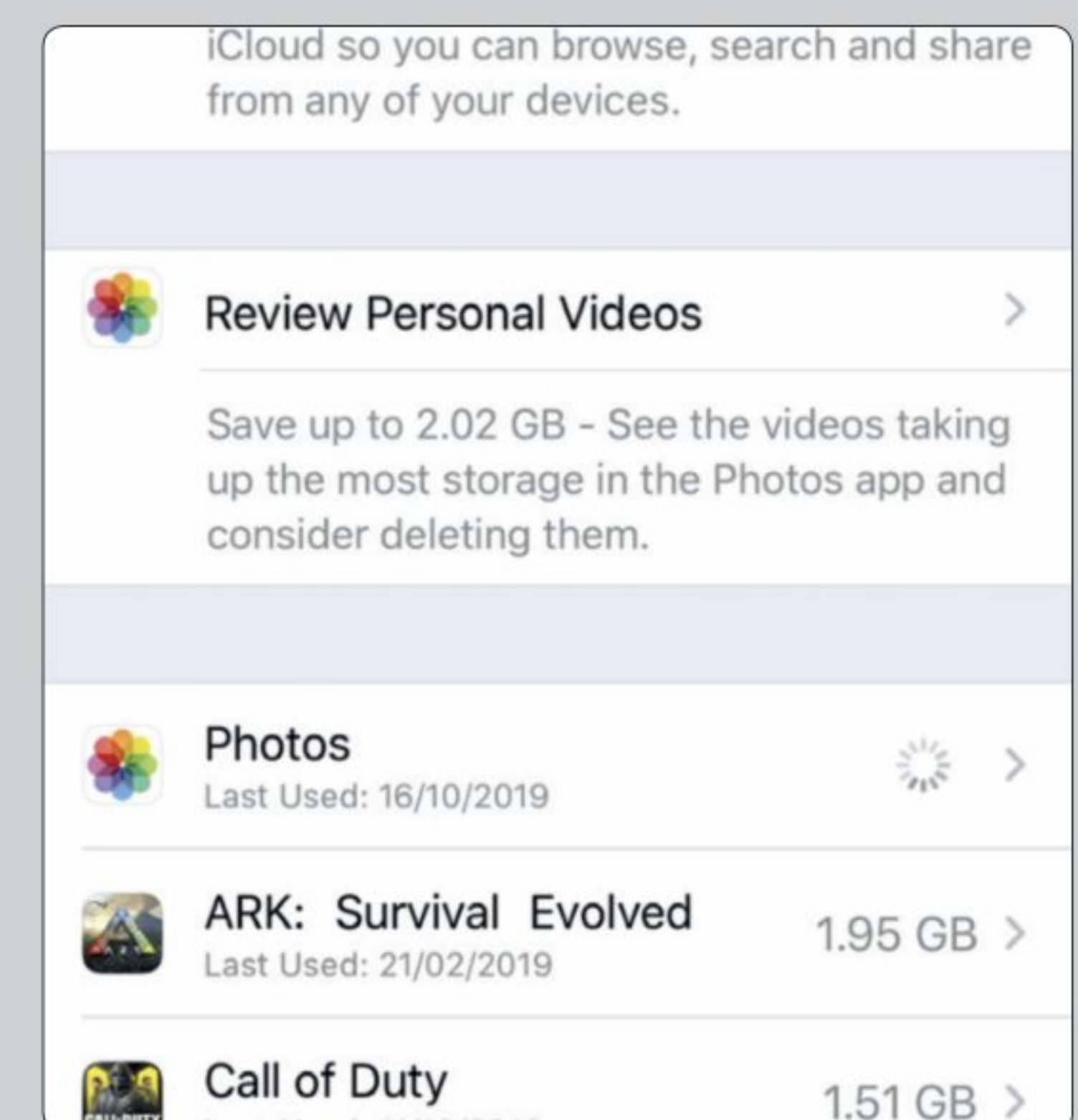


1 The simplest way to delete an app is to tap and hold its icon and, from the pop-up menu, select the Delete App option. It disappears.

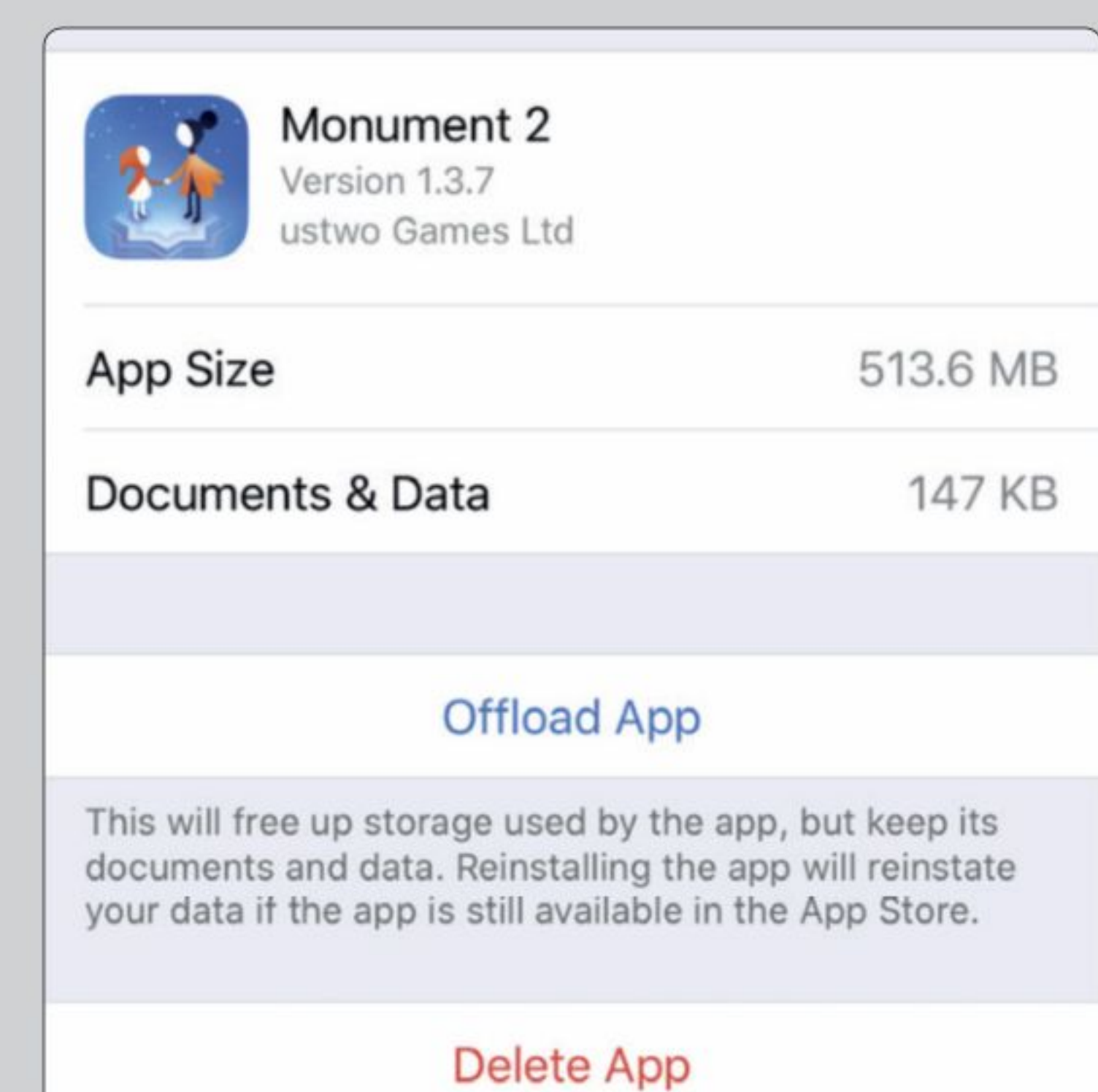


2 If you have several to delete, tap Edit Home Screen instead. Tap the X on every app you want to delete, then tap Done (top right).

Offloading apps.



If you need to delete an app without losing its data, go to Settings > General > iPhone Storage. Scroll down and tap the app you want to offload.



Tap Offload App and the app itself is removed, but data such as settings or saved games are not. When you download the app again, it's all there for you.



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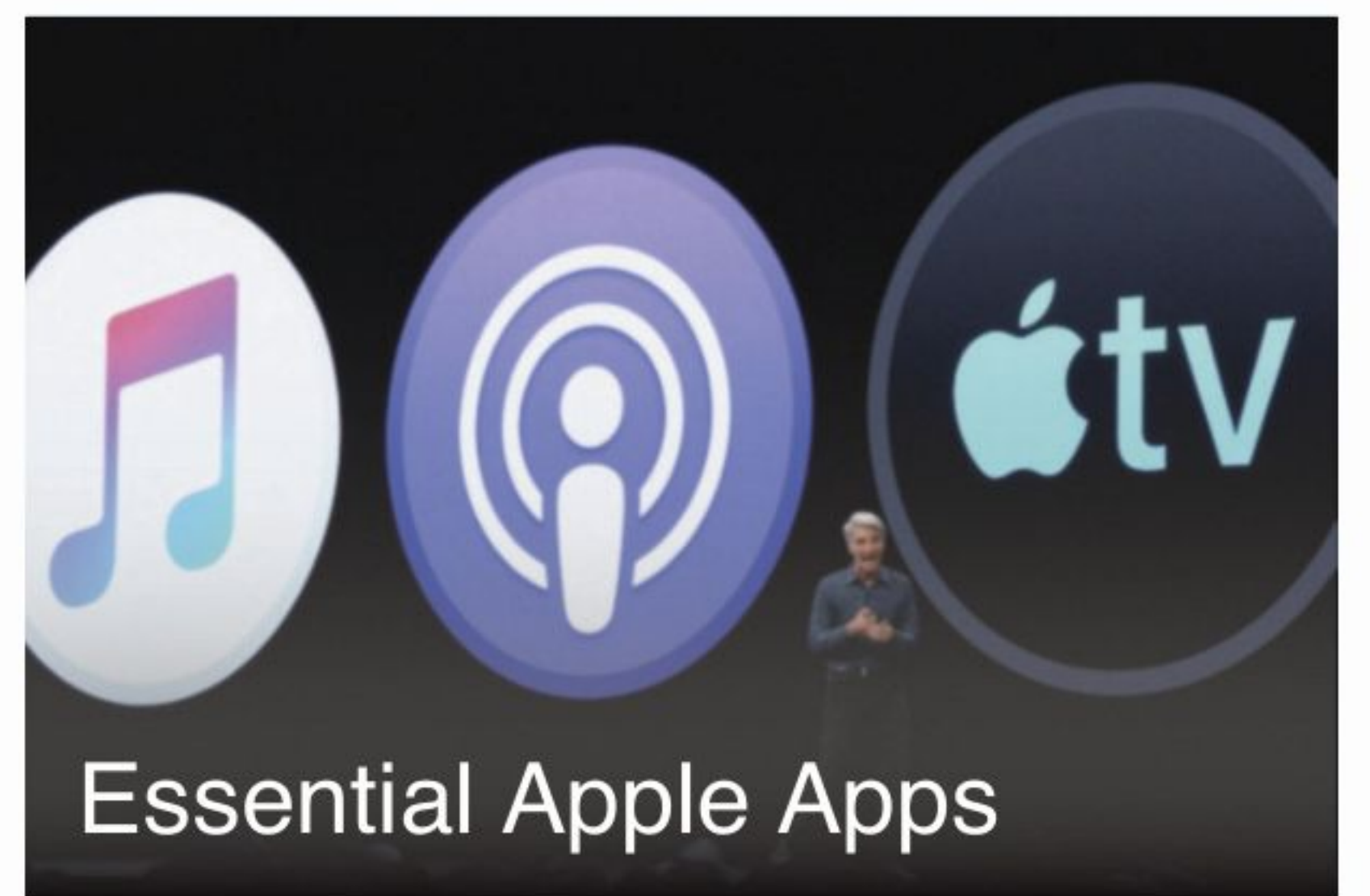
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