

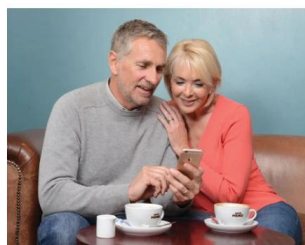
NEW

# Senior's iPhone

An independent guide to getting started with your Apple iPhone

300+  
tips & tricks  
inside

- Send your first text ☒
- Take & edit photos ☒
- Make & receive calls ☒
- Listen to music ☒
- Browse the web ☒
- Watch films & TV ☒
- 100% independent ☒



100% UNOFFICIAL

Digital  
Edition



ELEVENTH  
EDITION





# Welcome to **Senior's iPhone**

The iPhone has proven to be one of the most innovative and talked-about pieces of technology on the market right now. It is far from just a phone; it's an all-round media player, an e-reader, a camera, a text-processor, a game console, and a highly mobile portal to the internet that's always in your pocket! The best part, though, is that it's very easy to use, and you'll soon come to love its intuitive and friendly interface. No matter your age, you too can benefit from all that the iPhone has to offer. From the iCloud to its Health service, this updated edition of Senior's Edition: iPhone will open up your phone's potential.





*This bookazine is printed on recycled paper. It's important that we care about our planet and make a difference where we can, for us and every generation that follows.*

# Senior's iPhone

Future PLC Richmond House, 33 Richmond Hill,  
Bournemouth, Dorset, BH2 6EZ

## Editorial

Compiled by **April Madden & Abbi Castle**

Editorial Director **Jon White**

Senior Art Editor **Andy Downes**

## Photography

James Sheppard

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## Advertising

Media packs are available on request

Commercial Director **Clare Dove**

clare.dove@futurenet.com

## International

Head of Print Licensing **Rachel Shaw**

licensing@futurenet.com

## Circulation

Head of Newstrade **Tim Mathers**

## Production

Head of Production **Mark Constance**

Production Project Manager **Clare Scott**

Advertising Production Manager **Joanne Crosby**

Digital Editions Controller **Jason Hudson**

Production Managers **Keely Miller, Nola Cokely,**

**Vivienne Calvert, Fran Twentyman**

## Management

Chief Content Officer **Aaron Asadi**

Commercial Finance Director **Dan Jotcham**

Head of Art & Design **Greg Whitaker**

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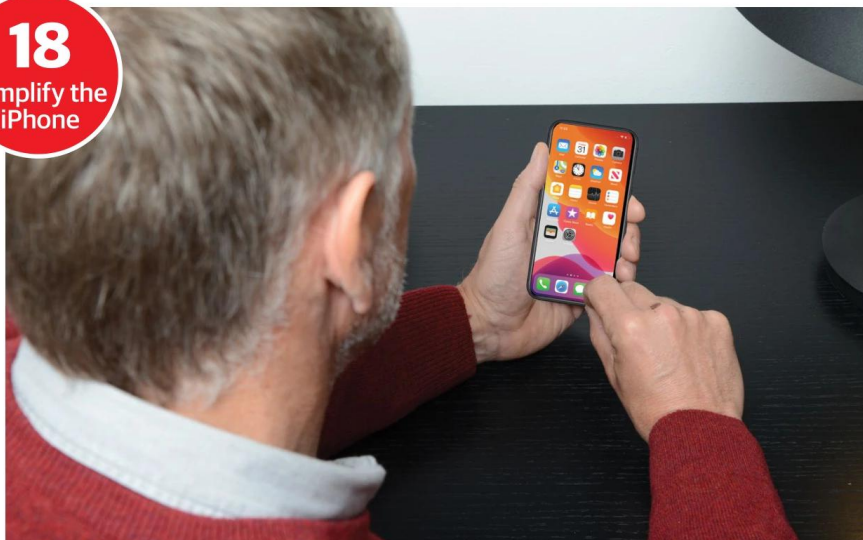
bookazine series





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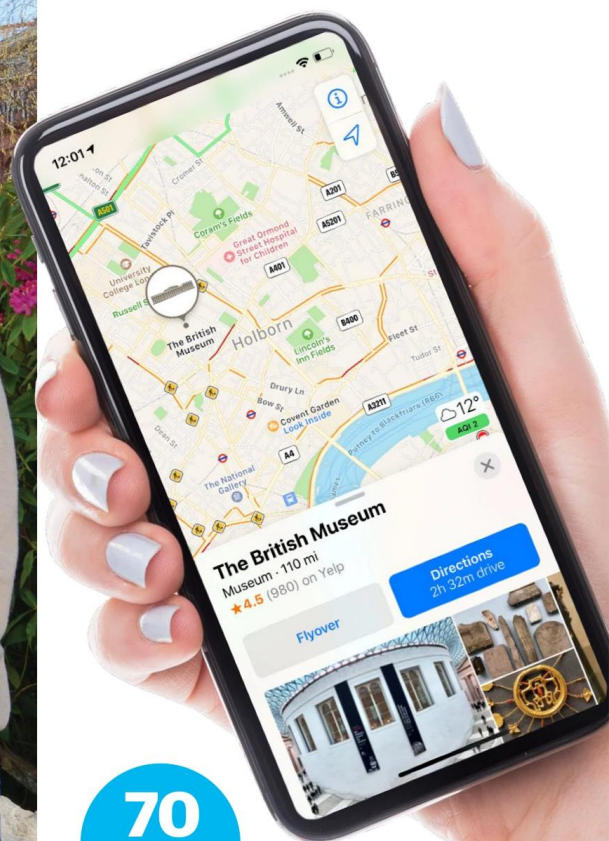
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"In truth,  
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# The essential guide to iPhone

Everything you need to navigate and use your phone like a pro

**N**ow that you finally have your hands on an iPhone, you'll no doubt be highly curious about how to use it. In truth though, it couldn't be simpler. The operating system (iOS) is intuitive to use and all of the key apps come pre-installed as app icons on your Home screen. Before you get to experience these, you will need to go through an initial set-up process when firing up your device for the first time. This takes the form of several steps that explain the features that need to be set-up and guide you through the process of activating them. The first step is creating an Apple ID (or signing in if you have an Apple ID already). This is linked to all aspects of your iPhone, from buying from the iTunes Store to utilising Apple's iCloud service and all you need is

an email address and a password.

A lot of the services and features on your iPhone that are set up during this process are optional and can be tweaked later. For such matters the Settings app is your best friend because all of the different facets of your iPhone are presented in a simple list – just tap on a category and begin exploring.

Once you are set up, take time to explore the many core apps that come pre-installed on your device, such as Safari (for web browsing), Mail (for checking emails), Calendar (a personal organiser) and Maps (for travel). Before too long you'll want to download other apps and games, in which case you need to launch the App Store app from your Home screen. This online store is brimming with apps of all descriptions, some of which

require payment (this is linked to your Apple ID), as well as free apps such as Facebook and Twitter. These are integrated in iOS, so you can update your status while in any of the core apps. Read on to find out more about your iPhone.



Fig: To get started, connect to a Wi-Fi network and start shopping for new apps and content



# Explore the iPhone's hardware

Learn how to find your way around your device

## Camera

Your iPhone comes with a front and rear-facing camera. Look here and say 'cheese' to your perfect selfie!

## Wi-Fi icon

If you are connected to a Wi-Fi network then the signal strength will be displayed by this icon

## Power button

This button on the side of your device can be tapped to put your device to sleep or a long-press will power your iPhone down completely

## Volume buttons

The volume buttons on the side of your device are used to control sound output and you can also assign functionality to the Camera app

## Battery icon

This icon shows the current battery level of your device. Go to Settings>General>Usage to view it as a percentage figure

## Apps

The main home screen displays most of the pre-installed apps in a grid system. Tap on an app to launch it

## Home button

Older iPhones will have a button here. Pressing it wakes your device up or closes apps to return to the main Home screen



## First steps

Take the time to learn the basics of your iPhone

### Turn on/off

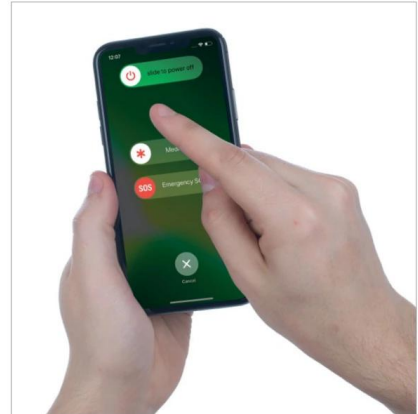
How to power-up your device or shut it down completely using the power button



**01** To turn on your iPhone, hold down the power button at the right until the logo is displayed. It will now power up!



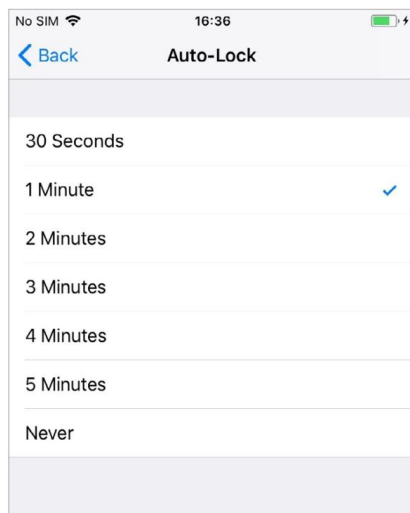
**02** If your iPhone is in sleep mode, tap the power button once to wake it up and then unlock it.



**03** To turn your iPhone off, hold the power and volume down buttons until the screen dims and move the slider.

### Sleep mode

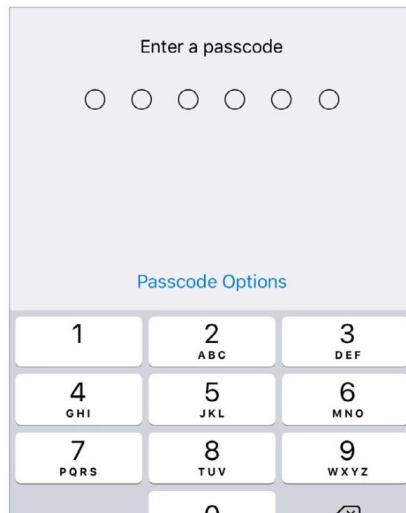
Conserve your iPhone's battery power when the device is not in use



Go to Settings>General and then tap Auto-Lock to set how soon your iPhone will automatically lock and go to sleep when you're not using it.

### Unlock

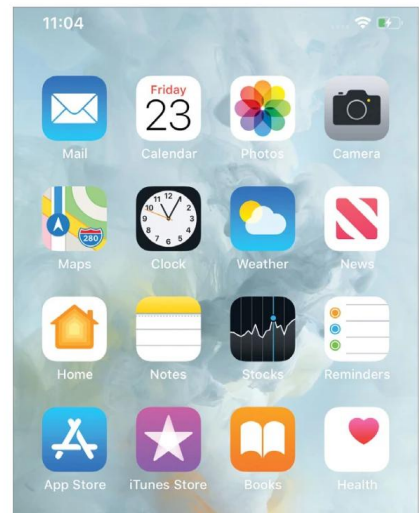
Determine how your iPhone is unlocked and ready for you to use



Just go to Settings>Passcode and turn Passcode on. Set a simple passcode or disable the 'Simple Passcode' feature to use something more complex.

### Charging

All you need to know about powering-up your iPhone's battery

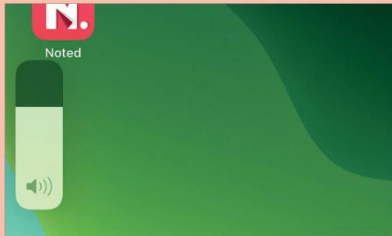


To charge your iPhone when the battery is low, use the lightning cable to connect to a plug socket or computer and it will be indicated by the icon next to the battery.



## Change volume

Discover how to adjust the sound output of your iPhone for all kinds of purposes



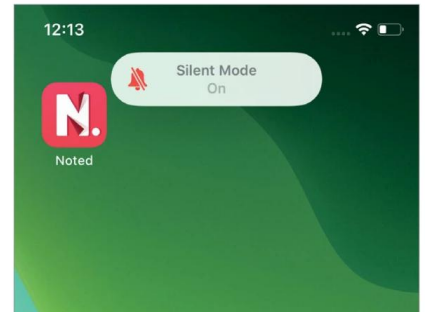
**01** On your home screen, use the volume buttons to adjust ringer volume. Do the same in apps to adjust volume.



**02** You can also swipe down from the top of the screen to open the Control Centre and find a volume option there.

## Mute

Learn how to cut all sound on your device instantly



To mute the ringer instantly, flick the small switch above the volume buttons on the side of your iPhone. Repeat to unmute.

## Rotation lock

Learn how to lock your iPhone's screen orientation to keep it in landscape or portrait mode when needed



**01** Position your device in the orientation you wish to lock it in and then swipe up from the bottom of the screen to access your Control Centre.

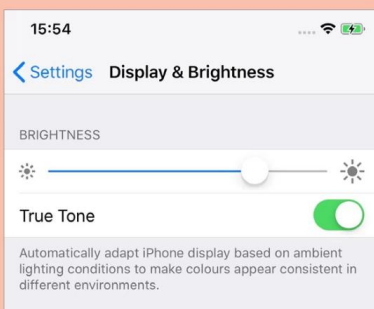


**02** Now tap the top-right icon (with the padlock on) to lock the current orientation. Repeat the process to unlock it again if and when you like.

## Brightness

Learn how to adjust the brightness of your screen to suit any conditions

You can adjust the brightness of your screen by going to Settings and tapping on Display & Brightness or swiping up to access Control Centre.



## Icons

How to organise your apps neatly on your Home screen without the fuss

Apps can be moved around in your Home Screen by pressing and holding on the icons until they all shake and then dragging them into new positions.



## Syncing

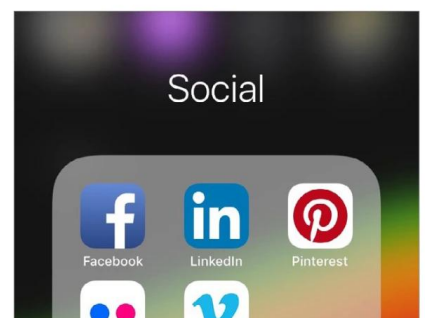
iCloud keeps info and files updated



Sign in using your Apple ID and then you can move the sliders to enable the service for various different apps.

## Folders

Folders help keep apps organised



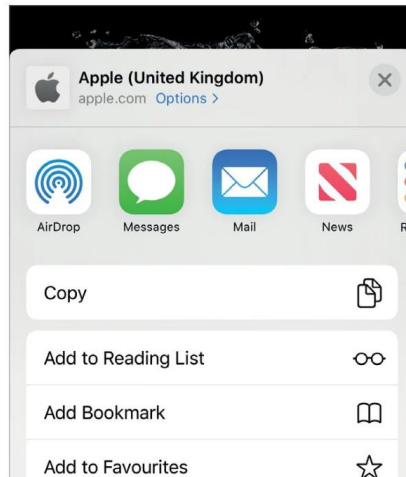
Press and hold on an app icon until they all shake and then drag an app's little square icon on top of another icon to create a folder.



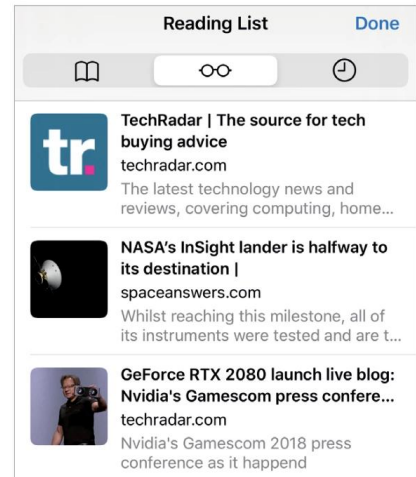


## Safari

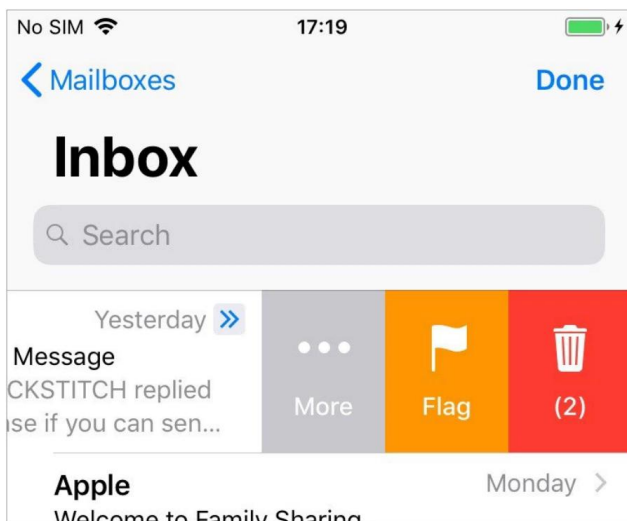
Safari is your iPhone's default web browsing app and it comes packed with features to make web trawling easier. The URL field at the top of the app doubles up as a search field – just type in keywords to perform searches. The icons at the bottom of the interface allow you to view your open tabs and share web content via social media or into your Notes. The book icon provides access to your bookmarks, items added to your Reading List and links that have been shared on Twitter. Using the tabs icon you can also view and close as many tabs as you like.



**01** Tapping the share icon while on a web page throws up numerous options to share content across multiple platforms. You can also add pages to your Reading List.



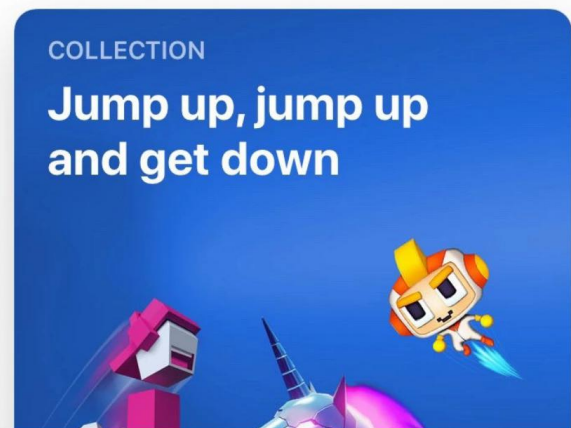
**02** The book icon lets you access your bookmarks, Reading List (which lets you read saved pages offline) and also view links that have been shared through Twitter.



## Mail

The Mail app is your iPhone's default email app. When launching the Mail app for the first time you'll need to go through an initial set-up process – entering a valid email address and password. Start emails by tapping on the pen and paper icon in the lower-right corner. Enter the recipient(s), subject and your body text. You can send media attachments by tapping the share icon while in other apps (such as Photos) and choosing the email option. While in your mailbox, swipe left on an email to see options to Flag, Archive and more.

## Today



## App Store

The App Store is where you purchase and download new apps. When you launch the app you'll land on the Featured page, which flags up the newest apps. There are icons at the bottom of the interface for Top Charts, Explore, Search and Updates. Top Charts lets you view the current best sellers. Tapping on 'Categories' in the lets you view apps by category. The Explore option lets you apps that are popular in your area and Search lets you enter keywords to find specific apps. Updates lists all possible updates for your apps that you own.



# Calendar

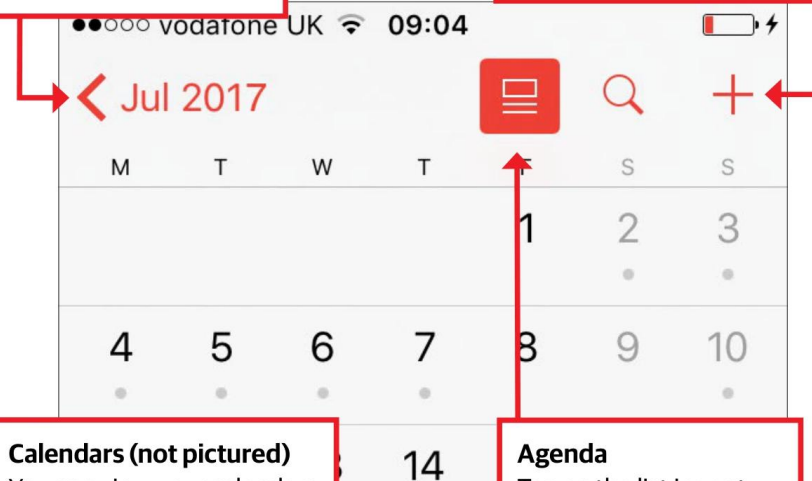
Keep yourself organised

## Views

You can change the calendar view by tapping in the top-left corner

## + (add event)

You can create new calendar events by tapping once on the '+' icon



## Calendars (not pictured)

You can view your calendars and enable/disable them from being displayed

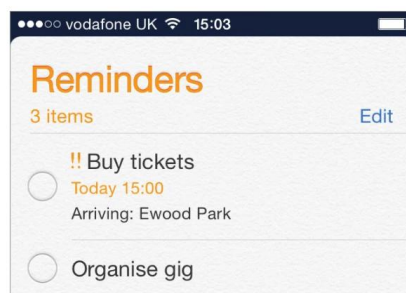
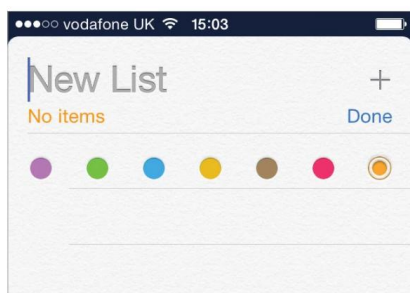
## Agenda

Tap on the list icon at the top of the interface to see your agenda



# Reminders

The app that never lets you forget...



**01** You can create a new list by tapping on the '+' icon. Give your new list a name to make it easy to track and then colour-code it for further easy reference. When you have finished, tap 'Done' to return to the lists screen.

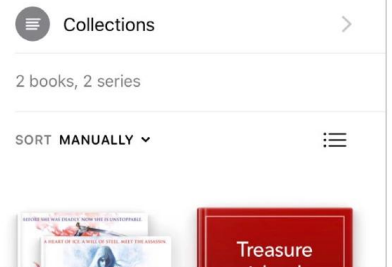
**02** Tap on a line in a list to add a new reminder item. Tap the small 'i' icon next to an entry to add more details, so as a time to be reminded and a location that triggers a reminder when you are in range.

## Read on your iPhone



## Books

### Library

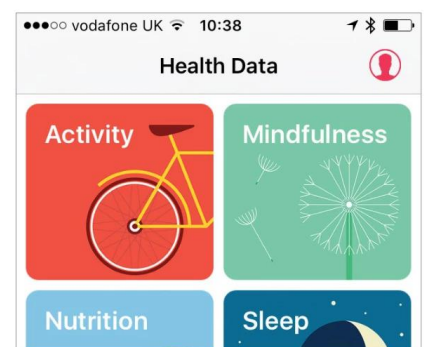


The Books app has recently received a facelift. The store is split into two main sections: Book Store and Audiobooks, each with their own New, Charts and Special Offers sections. There are plenty of free books to download and Audiobooks come with samples to listen to before you buy. While reading you can tweak the settings and tailor the experience to you.

## Monitor fitness levels



## Health



The Health app allows you to link all of your favourite fitness and diet apps and get all of the data streamed into one place to help you monitor your fitness levels. You can also create a personal medical ID card in the app.





## Maps

Explore the world with your iPhone's built-in navigation system

### Dropped pins

When you drop a pin in Maps you can tap on it to get information about the location, such as the address, pictures, user reviews and more. It's very insightful

### 'I' (options)

Tap this icon to change the style of the map displayed, display live traffic and drop a pin in your current location

### Get directions

Enter place names, addresses or post codes into the search field to find locations. You can then get directions to and from those locations across an array of different transportation methods

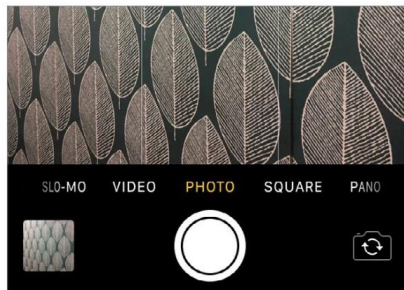
### Route information

Whenever you plot a route in the Maps app you will be able to see exactly how long it will take to reach your destination and whether any toll roads are included

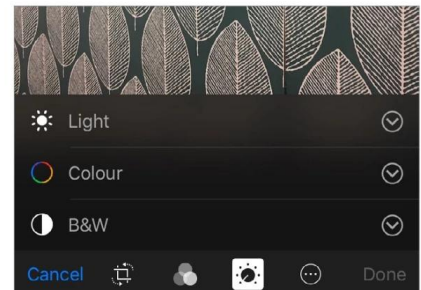


## Camera & Photos

The Camera and Photos apps are intrinsically linked to make capturing and editing images simple. The Camera has a set of shooting modes and live filters and Photos groups your images into time frames and places. You can perform a surprisingly versatile sequence of edits and share your photos. You can go straight to Photos from the Camera by tapping on the thumbnail of the last photo.



**01** In the Camera app, swipe through the modes above the shutter button. There's a range of filters and effects to choose from. You can also enable the flash, enable HDR mode and set a timer.

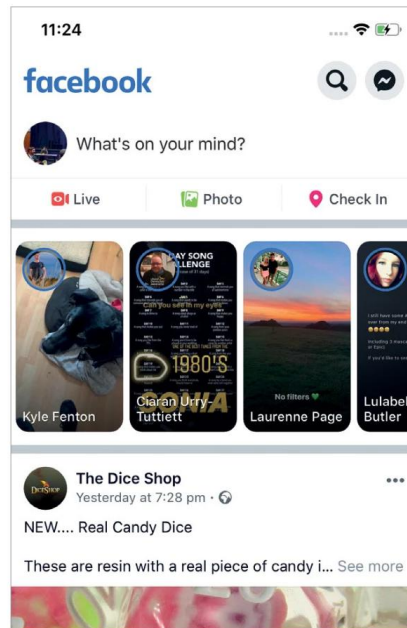


**02** The Photos app lets you view your captured images and edit them. Tapping on the Edit option provides options to crop your image, change the filter, adjust the colour levels and more.



## Facebook & Twitter

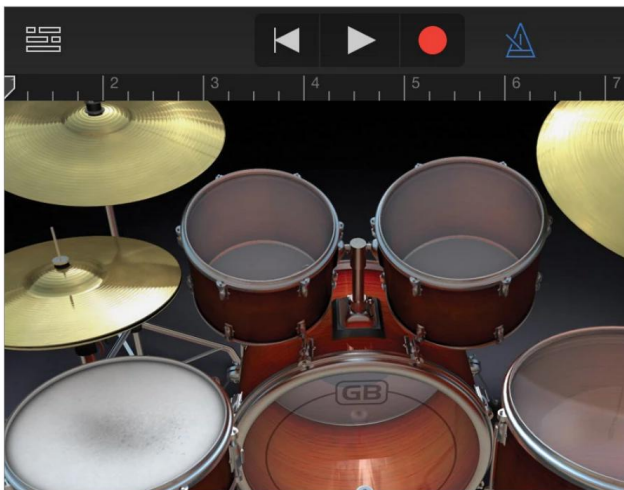
The Facebook and Twitter services have been integrated into your iPhone's operating system so that you can update your status and compose tweets from within all of Apple's other pre-installed apps. To get started you must download the apps from the App Store and then launch your Settings app. Tap on the Facebook and Twitter settings options respectively and then ensure that you are logged into your accounts. Once done, you'll be able to tap the share icon from within other apps such as Photos and Maps and then share content from your current app through the social networks. You can still launch the Facebook and Twitter apps from your Home screen and enjoy all of the features they provide.



**01** Facebook is integrated into the operating system to make it easier for you to share content. You can also stay up to date in your social loops and more.

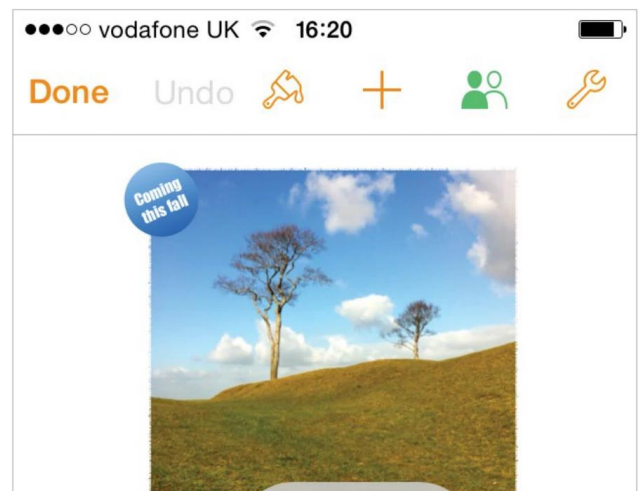


**02** Twitter's integration with your iPhone makes it easy to tweet from whatever app you're in. The app makes staying on top of your social life a breeze.



## iLife

iLife refers to a collection of apps designed to help you embrace life and the creative possibilities it presents. It includes iMovie and GarageBand - free to download from the App Store. To transform videos into professionally-edited blockbusters then iMovie provides all the right tools. GarageBand is an all-in-one music making and recording app.



## iWork

iWork is a collective term for a series of free to download apps. These apps include Pages, Numbers and Keynote. In Pages you can create documents, posters and leaflets, whereas Numbers lets you apply formulas to charts to make figures tally up. Everything you create can be presented through Keynote. iWork gives you access to Mac programmes on your iPhone.



## News

Get the latest news headlines delivered straight to your device

### Instant reaction

As you scroll through stories you can 'like' or 'dislike' an item or category with ease by tapping the share icon and then the appropriate option

Apple News  
31 January

### Top Stories

Chosen by the Apple News editors.



### Favourite sources

The news that is presented is taken from sources that you follow. This means that you are only getting the news that you want to read without having to wade through the stuff you don't

First two cases of coronavirus confirmed in UK

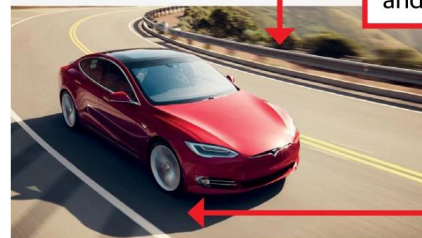


Today News+ Following

engadget

### Musk: 'It won't be long' until the Model S goes 400 miles on charge

Mariella Moon · 01/31/2020



"We're rapidly approaching a 400-mile range for Model S," Tesla chief Elon Musk has [revealed](#) during a conference call following the company's Q4 2019 financial results announcement. "So, it won't be long before Model S has a 400-mile range."



### Your personal edition

The News app brings all of the latest news from your favourite sources and delivers it all in a tidy, dated edition that you can scroll through and read at your leisure

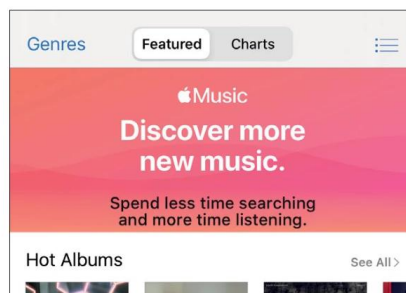
### News+

For £9.99/ \$9.99 a month you can access over 150 different print magazines and newspapers from around the world to read on your iPhone



## iTunes & Apple Music

The iTunes store, accessible from its own app on your iPhone's Home screen, is an online shop for music and visual entertainment. You can buy or rent movies or TV shows to view in your Videos app or shop and download tracks or albums to listen to in your Music app. Any music that you buy will be automatically downloaded to your Music app and here you will be able to create playlists.



**01** The iTunes app is where you go to shop for new music, movies and TV shows to download and enjoy on your iPhone (or any other iDevice you may own, such as an iPad).



**02** The music that you purchase and download through the iTunes app will be made playable through your iPhone's Music app. Tap to open up the Music app and view your music.



# Accessories

You can also connect other devices to your iPhone, such as keyboards and speakers. Here we explore some of the possibilities

## Fitness armband

Keep your iPhone secure and close at hand to monitor your fitness and supply motivational music during your workouts with this attractive armband from Belkin



## Headphones

The sound quality of the external speakers is limited, especially when playing music or games, so a decent set of headphones can really enhance your experience. It also protects other people from your sonic preferences!

## Apple Watch

Get more from your iPhone with the brand new Apple Watch. Accept calls, track your heartbeat and so much more with this brilliantly intuitive piece of kit



## Case

Why not help preserve the wellbeing of your treasured iPhone 7 by investing in a silicone case? These stylish covers from Apple come in a wide range of colours and offer plenty of spongy protection for your device



## Guitar interface

You can plug your electric guitar straight into your iPhone using devices such as the IK Multimedia iRig HD 2 Guitar Interface and apply a range of cool effects to your sounds







# Make your iPhone easier to use

An iPhone can be the perfect pocket computer for anyone who finds traditional devices out of reach

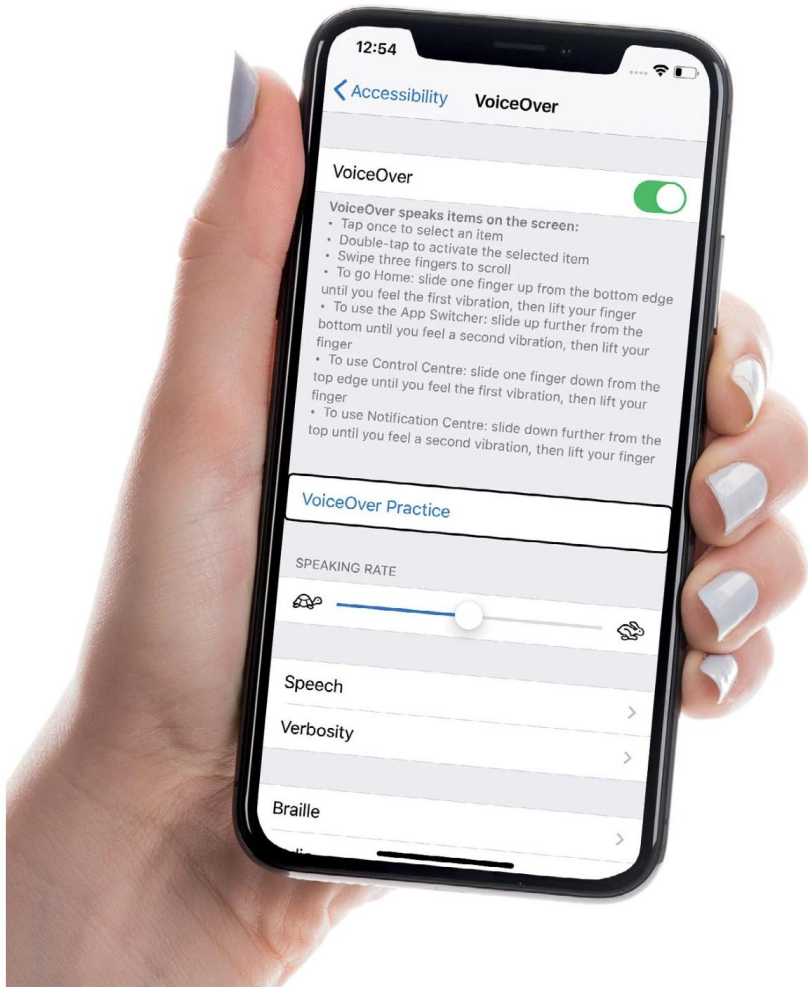
**A**ccessibility is a hallmark of all Apple products, but for those who do not need them they are hidden away, which can mean a lack of awareness. A quick look in the Accessibility settings, which are available in the Settings app under the General option, will offer most of the options

that can help you overcome physical restrictions to make the most of your iPhone. They are all turned off by default, but once the setup process is complete the experience changes.

The iPhone can speak back any action you undertake so that you always know where you are, the screen can be zoomed in to a hugely

magnified view and text can be set to the level which is perfect for your needs and wishes. Hardware buttons need never be touched thanks to AssistiveTouch and the sound can be sent to just one earphone speaker to lessen conflict with hearing aids. Whatever your requirements, the iPhone can help.





## Interact with ease



VoiceOver is an ingenious little built-in feature which is designed to

help those who have any form of vision impairment. It speaks as you interact with the iPhone and does a lot more than just read the text that is on screen. It will read text from web pages and documents when a paragraph is tapped and this alone can bring a world of information to anyone, but the main benefit lies in its ability to let you use the iPhone in exactly the same way as anyone else; tap a button on screen and it is described aloud, double-tap it and the action is completed. It can be activated from the Settings app by choosing 'General' followed by 'Accessibility'. Here you can also change the speed of the voice feedback and more.

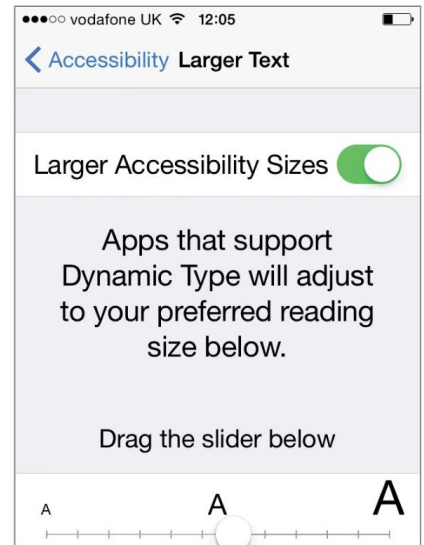
storm in China - but no one knows quite what it means.

The character "duang" is so new it does not even exist in the Chinese dictionary. But it has already spread like wildfire online in China, appearing more than 8 million times on China's

■ A paragraph of text that is tapped will be spoken immediately by the iPhone

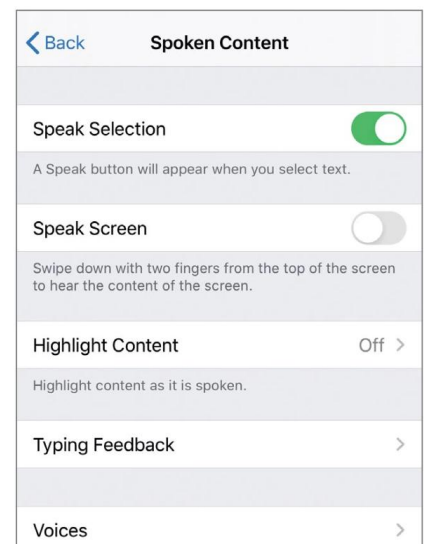


■ Select Braille devices are compatible with the iPhone and connect using Bluetooth



## Get larger text

■ The Large Text feature offers a variety of text sizes from 20 point all the way up to 56 point. Go to the Settings app, then General, Accessibility, and choose 'Large Text'. The text is displayed in scale to let you choose the most comfortable.



## Spoken Content

■ Speak Selection, available via Settings, General, and Accessibility, lets you set up the iPhone to offer a 'Speak' option when you select text. You can set the speed and also choose from a range of dialects.



## Simple keyboard shortcuts

### Type suggestions

**01** While typing, slide the bar above the keyboard upwards to see completed suggestions for the words you are typing. Tap on a suggestion to save yourself time typing out the word in its entirety.

### Accents

**02** To create an accent over a letter, simply hold your finger on the letter on the keyboard and then slide it to one of the accents that pops above it. Every accent that you will need for your language is included automatically.

### Caps lock

**03** Tapping a Shift key (the arrow) lets you insert a capital letter and the key will show a blue outline. If you double-tap a Shift key, it changes to a white arrow in a blue icon to signify that caps lock is enabled.

### Quick punctuation

**04** Punctuation symbols, are housed on the numbers keyboard. To access them quickly, press and hold the numbers key, slide your finger to the desired symbol and then release and the keyboard will snap back to letters.

### Extra punctuation

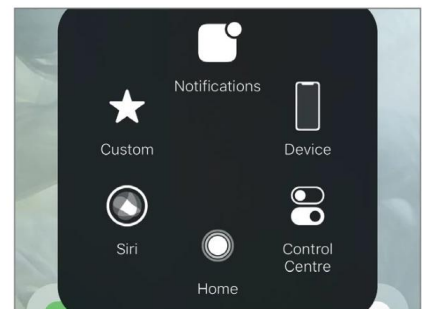
**05** You may need to type unusual punctuation. Tap the numbers key (bottom-left) and then hold your finger on any punctuation key. Under some you will find all of the obscure and rare punctuation that you need.



## Use simple gestures



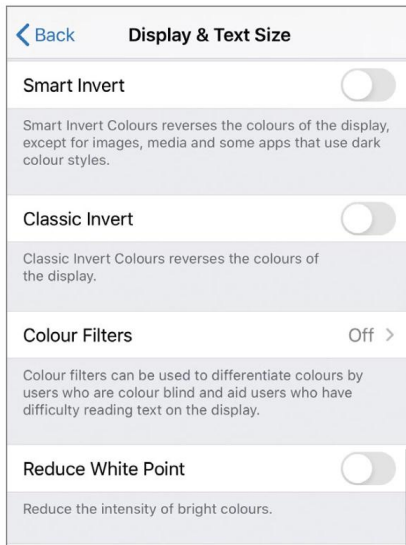
AssistiveTouch is designed to make complex manual interaction with an iPhone a thing of the past. Once enabled in the Accessibility options, you will see a small transparent dot on the screen at all times. It is unobtrusive and never gets in the way of what you are doing, but a simple tap gives you immediate access to every hardware function you need. It has options to mimic pressing the Home button and activating Siri, but it is the 'Device' and 'Custom' options that truly stand out. Custom lets you set up favourites for your most used but tricky to perform gestures and the Device icon includes tasks such



■ The most often used system functions are a couple of taps away with AssistiveTouch

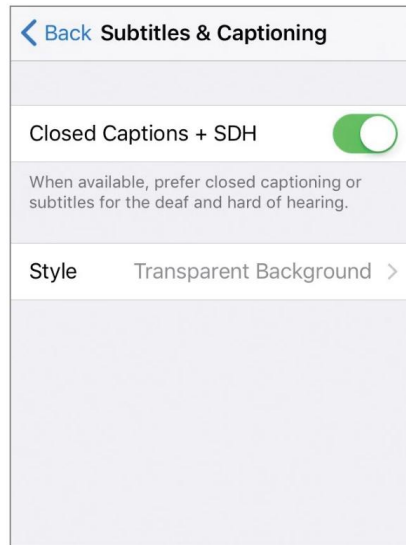
as changing the volume and rotating the screen. In effect it removes the need for hardware keys and brings them all together under a small window which only appears when you need it. You can even create your own gestures if you want.

“It makes complex manual interaction with an iPhone a thing of the past”



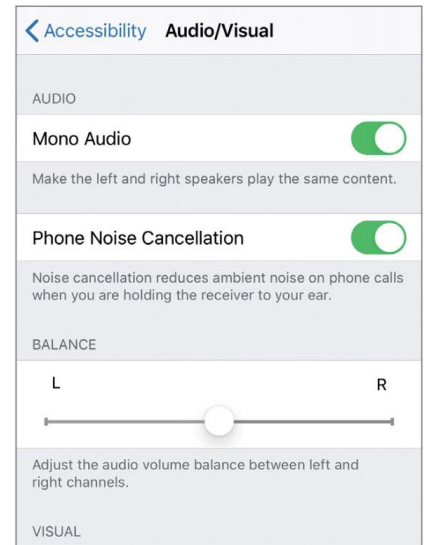
## Invert colours

■ The ability to invert the colours on screen and to make a negative photo effect can make reading much easier in some circumstances. In the 'Display & Text Size' page tap 'Smart Invert' or 'Classic Invert' to turn it on. Tap them again to turn them off.



## Read subtitles

■ In the Accessibility settings, tap on 'Subtitles & Captioning'. Now change Closed Captioning to 'On' and when you next watch a TV show or movie that supports the facility, you will see the subtitles on screen throughout. It's simple to set up.



## Get mono audio

■ In the Accessibility settings, you will see a 'Audio/Visual' section. Tap the icon to turn it on and now you can use the slider to decide which side you would like the mono audio to sound. This is particularly useful when hearing aids are being used.

## Zoom in



The Zoom feature in the Accessibility options of the Settings app, lets you increase the size of everything on screen. To zoom in, all you have to do is double-tap three fingers on screen and do the same to zoom out again.

You move around the screen using three fingers instead of one and can set the zoom to any level by double-tapping with three fingers and then sliding them until the appropriate level is reached. This means that you can choose how exactly the zoom is set for each app or task. The fact that it can be turned off easily is another bonus - for many partially sighted people it could prove to be the most useful accessibility feature of all.





# Setting up

**Your new iPhone is only moments away from opening up a whole new world**

- 24** Activate & register your new iPhone
- 28** Get to grips with Settings
- 30** Set up a Wi-Fi connection
- 31** Learn how to connect to 4G
- 32** Set up your iCloud account
- 34** Sync your apps with iCloud
- 36** Use iCloud to back up your iPhone
- 38** Understand 3D Touch
- 40** Change your wallpaper
- 42** Set a personal passcode lock
- 44** Control your privacy settings
- 46** Change your display settings
- 47** Set up Emergency SOS

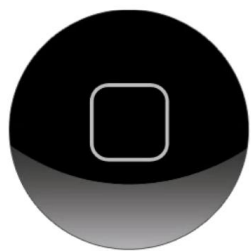
**"The entire setup can be carried out independently, making it a quick and easy process"**











# Activate & register a new iPhone

Just got an iPhone? We guide you through the process of setting up your device and registering it to your Apple ID

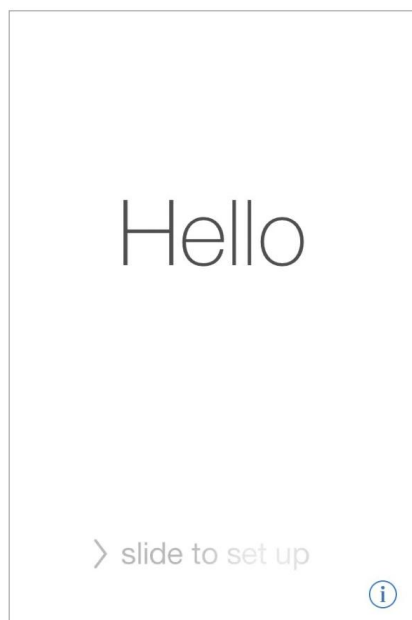
**W**ith trembling hands and a giddy sensation in your stomach, you unpack your brand new iPhone from its box and are ready to activate it and start using it to enhance your life. The entire setup can be carried out independently from your computer, which makes it a quick and easy process. All you have to do is connect your new device to

a power source and then press the Power button, which is situated on the top of the right-hand edge of your iPhone. It is on the top-right of the device if you have an older generation of iPhone. This will bring up a generic iPhone lock screen with a slider at the bottom. Tap and hold on the slider with your index finger and swipe it to unlock the device and the next series of

screens will guide you through the setup process.

In this tutorial, we will take you through each stage of the process to activate and register your iPhone and explain what each screen is asking you to do, whether it is setting up your Apple ID, if you don't already have one, from making purchases on iTunes, or connecting to your home's Wi-Fi.

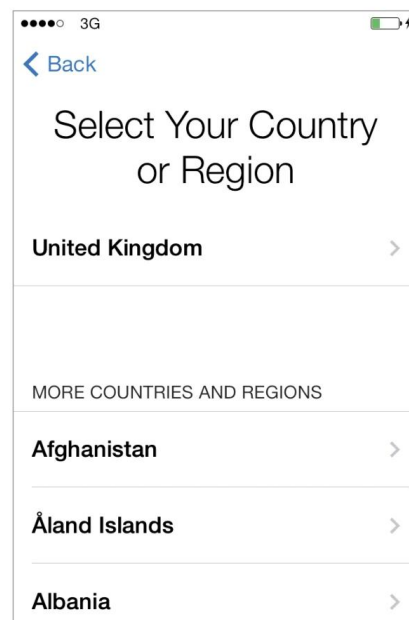
## Activation Prepare your iPhone



**01** When you first switch on your iPhone you will be presented with a plain-looking lock screen with a slider at the bottom. Tap and hold the slider and swipe it to the right to unlock the iPhone.



**02** You'll be presented with a list of different languages. The language you choose here will be the language that your device is set to and the language that all text will be presented in.



**03** Now select your Country or Region to determine the apps that are available in the App Store and the various media available from the iTunes app, as well as the correct currency.

# Activate & register a new iPhone

## Your Settings

Your first port of call once you leave the Dock should be the Settings app. Tap it to start modifying and customising aspects of your device

## Your apps

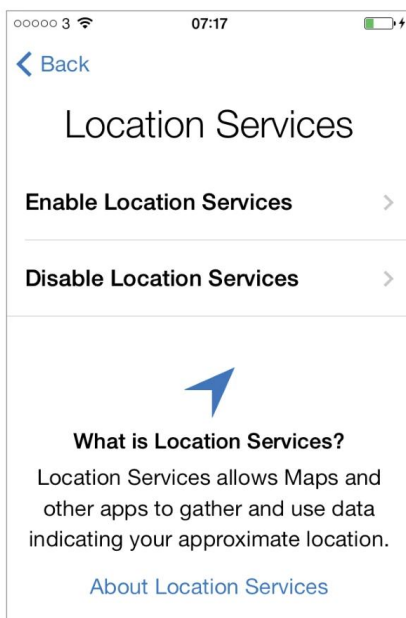
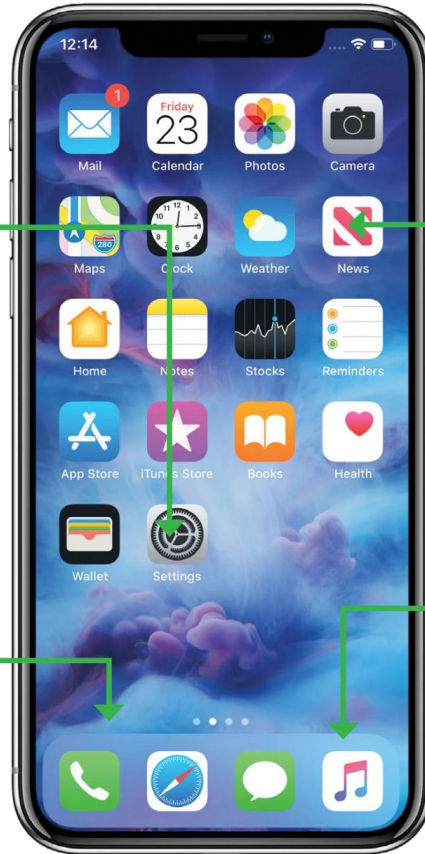
A selection of Apple apps are built into the operating system and will appear on your Home screen as standard. Tap on an icon to launch the app

## Your Dock

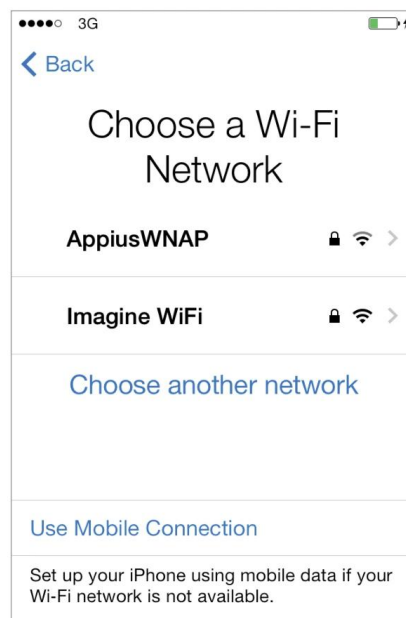
The Dock is a row of app icons in a strip at the bottom of the screen. This Dock is present no matter which of your screens you're on and should be used for your most-used apps

## Adding apps

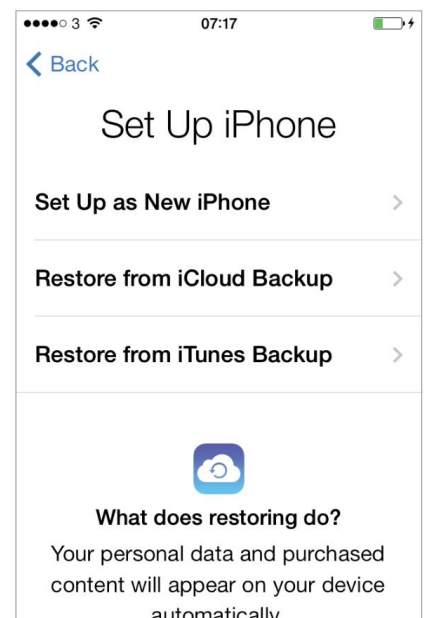
The Dock contains four apps as standard but you can have fewer or swap them out by tapping and holding on an icon until it starts to shake and then dragging it with your finger into the Dock



**04** The next part of the process is dedicated to your device's Location Services. This allows apps to use data indicating your location. This is useful if you lose your device.

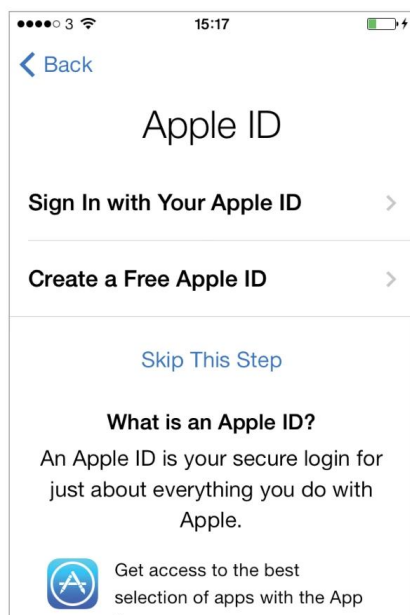


**05** Your iPhone relies on a Wi-Fi network to be able to connect to the internet and fuel a wealth of different services. If you are within range of a Wi-Fi network then it will be detected.

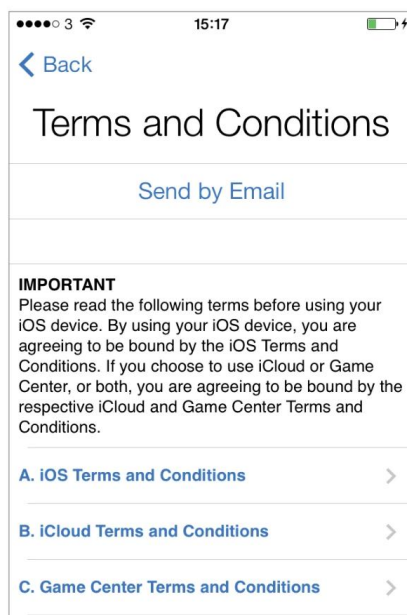


**06** You're given three options in the next step. You can set up the device as a new iPhone or restore it from previous settings backed up to either iCloud or iTunes.

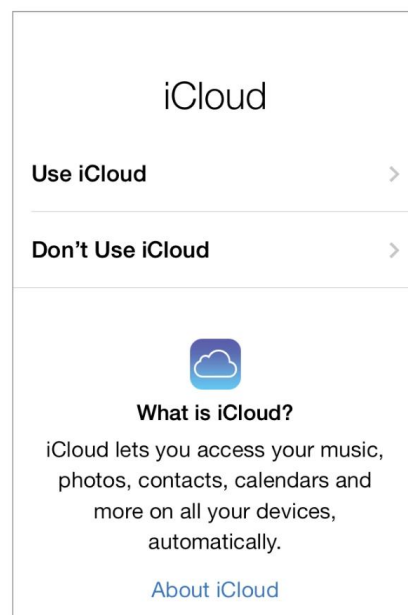




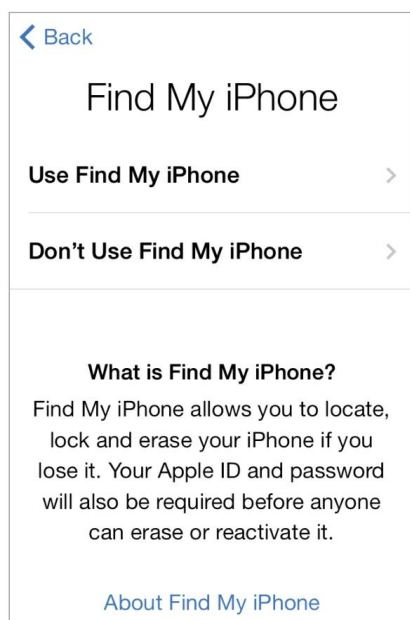
**07** You'll need to register for an Apple ID to enjoy the main features of your iPhone, such as downloading apps and backing up and syncing your information with your iCloud account.



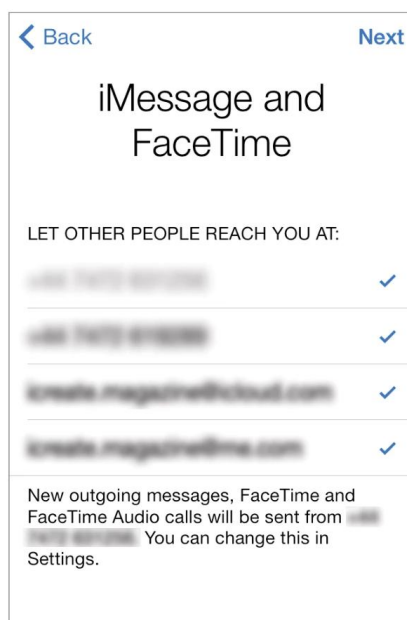
**08** After signing in, you will be presented with a screen of Terms and Conditions that relate to all aspects of your iPhone. It is important that you read through and accept.



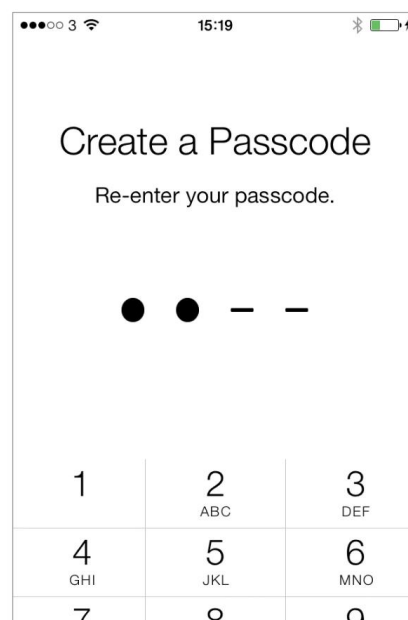
**09** Apple's iCloud first came with iOS 5 and it allows you to back up data from your iPhone to your own free cloud storage space. You will need an internet connection to use it.



**10** If you lose your iPhone, it can be quite worrying. Find My iPhone will help you to locate it. Activate this service to sync the location of your device with your iCloud.



**11** FaceTime lets people speak face-to-face via the camera, while iMessage provides free messaging between apple devices. Enter your email address or phone number to use them.



**12** Enter a four-digit passcode to secure your iPhone and prevent others using it. You'll need to enter the code every time you unlock your device, though newer iPhones can use your fingerprint.

# Activate & register a new iPhone

## Software Update

By tapping on the Software Update option in the General section your device will be able to find and update your iOS, without the need to connect your device to your computer

## All about your iPhone

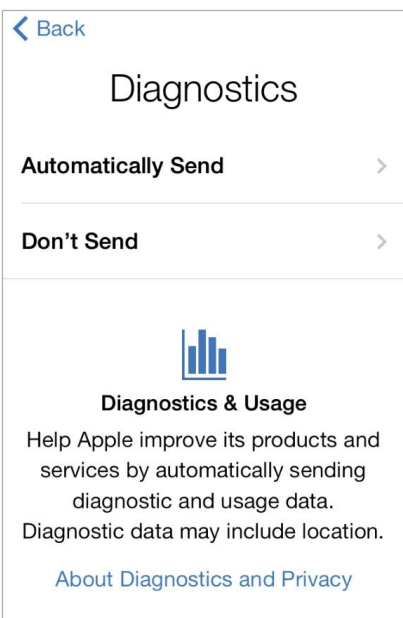
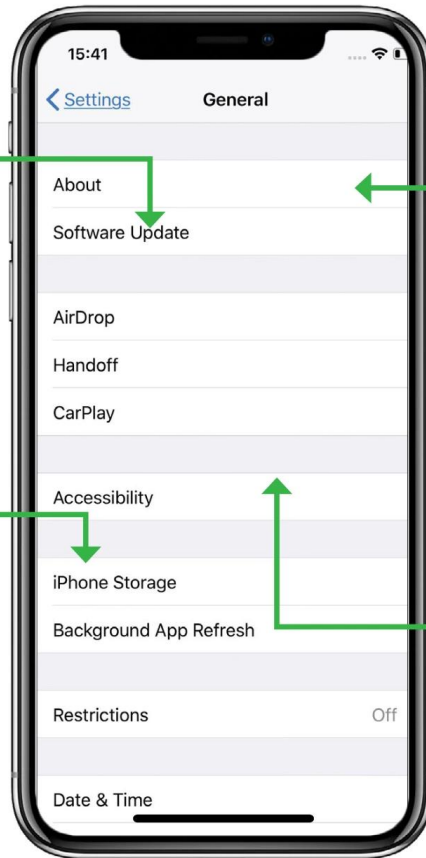
By tapping on the About option in the General section, you can get in-depth info on your device, such as the serial number, capacity and the amount of space that your various apps and media take up

## iPhone Storage

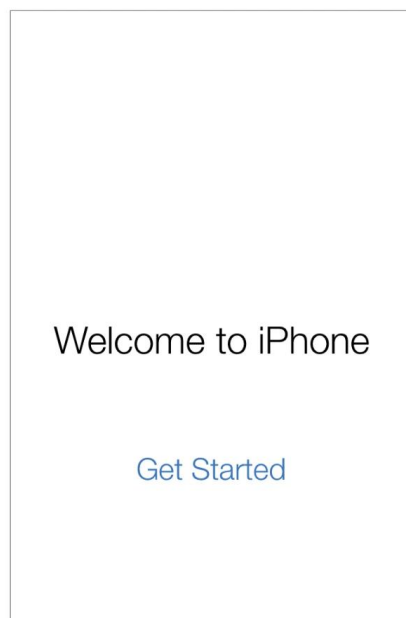
This area is where you can check to see how much storage you have left on your device. It's broken down by app and types of files, you can also see recommendations on how to save space

## The categories

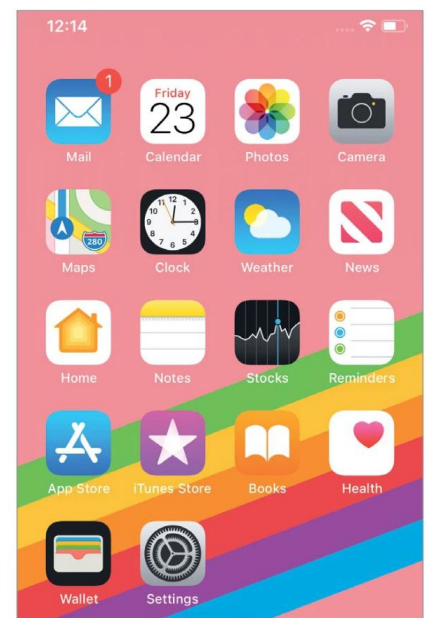
All of the categories to which the Settings apply will be presented in a list when you launch Settings. Tap an option to bring up its individual screen of settings



**13** Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple. You won't notice any of this, but it's still up to you.



**14** Congratulations! You have now worked your way through the entire set-up process. A screen will confirm the process is complete, and the capabilities of your iPhone are within reach!



**15** You'll be presented with your Home screen, so start tapping on icons to launch apps and find your way around. There's a whole lot to discover, so remember to take your time.





## Get to grips with Settings

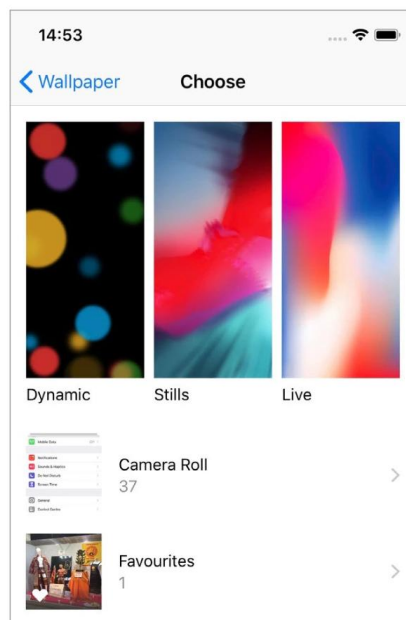
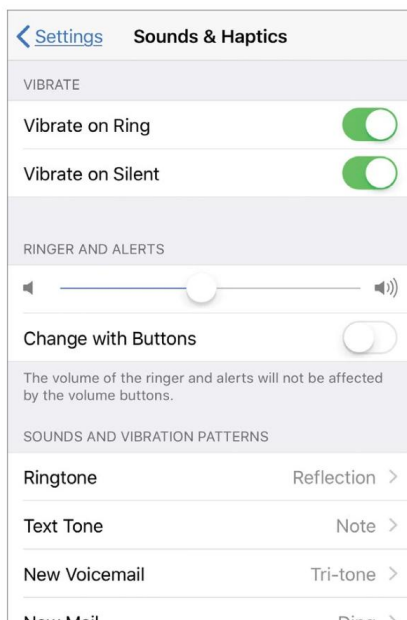
Understanding how to personalise your device can make all the difference. We show you how to make important choices

**Y**our iPhone's operating system is highly configurable, and we don't just mean that you can change your wallpaper! The default settings that it has when you first fire it up are pretty good for most people, but there will surely be some things that you would like it to do differently, whether

it's waiting a little longer before locking the screen, remembering your passwords in Safari or adding a signature to your outgoing Mail messages. More or less all of the iOS apps like Mail, Messages, Music, Photos and the Phone section of an iPhone can be tweaked and tuned to behave as you like.

You can't alter everything, and although some people claim that this is a bad thing, the opposite is true. On mobiles that let you endlessly play about with every part of the system, the result is usually an unusable mess. iOS 12 gives you just enough room to personalise your device while you don't end up making things worse.

## Settings The basics of the iPhone's Settings app



**01** Hit the Settings icon on your Home screen to go to the Settings section. The various options are grouped into categories that relate to the aspect of your iPhone that they apply to.

**02** Go into the Sounds & Haptics section in the Settings menu. Here you can set your ringtone tune and specify whether sounds should play when you get a new mail or voicemail.

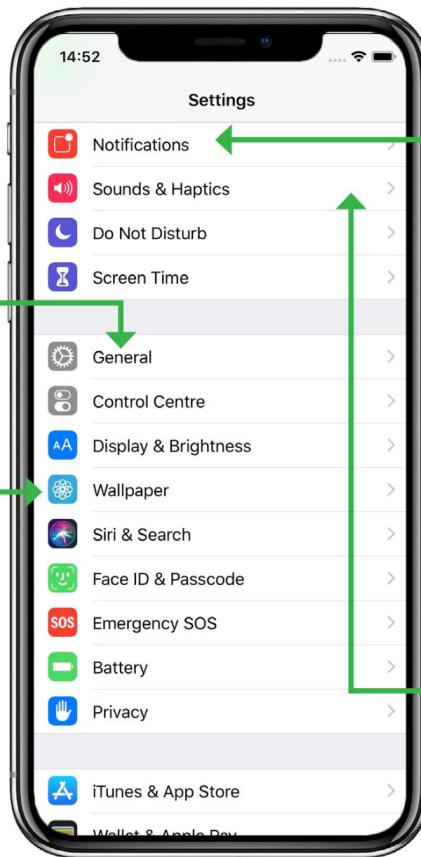
**03** In the Wallpaper area you can pick an image or use one from your gallery. You can also adjust the brightness of your phone and the text size by going to the Display & Brightness settings.

## General settings

All the stuff that doesn't fit elsewhere, including serial numbers, data usage, Bluetooth, auto lock, passcodes and more. This is a very important section to know about

## Wallpaper

Alter the wallpaper and choose from Apple's images or any picture from your image library. Choose separate wallpapers for the Home and Lock screens if you like



## Notifications

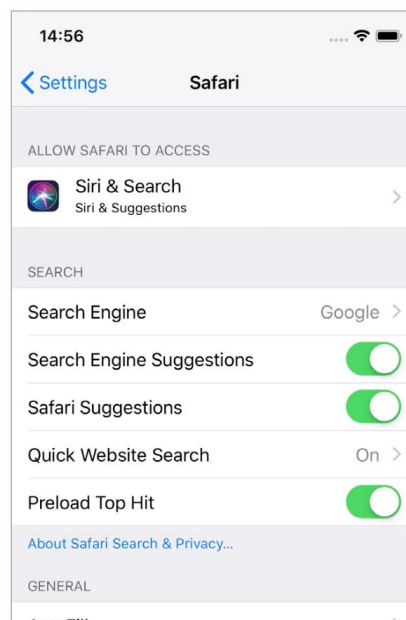
Your iOS can push notifications to you when certain things are updated, such as new travel information. This notifies you without you having to manually check for updates

## Sounds

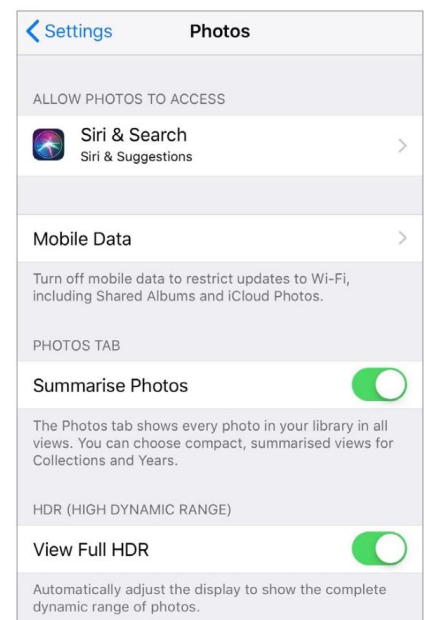
Choose from the bundled ringtones or add your own unique ones, synced from iTunes to your phone. Also manage vibration and text alert tones, key clicks and other system sounds



**04** This section displays your number and the ability to reply to a call with a pre-set or custom message. You can also activate a PIN code for your SIM card and assign SIM Applications.



**05** By default, Safari blocks pop-up windows, which is handy. In this section you can also get it to autofill forms and passwords, which are stored securely in your iPhone's keychain.



**06** In the Photos section you can enable iCloud Photo Sharing, and if it's updated using mobile data. You can also turn on Photo Stream and choose how slideshows behave.





## Set up a Wi-Fi connection

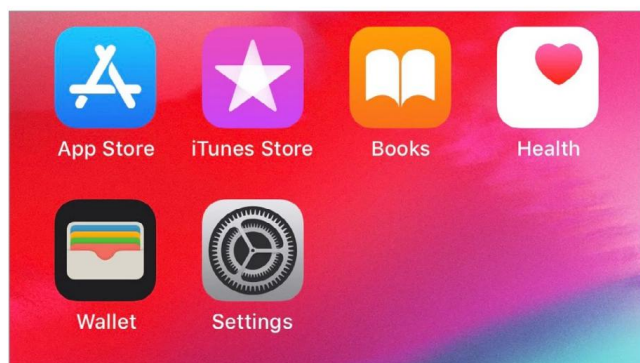
There are a host of services on the iPhone, but you'll need to get online to use them. We show you how to do just that

**I**nternet access turns your iPhone from an impressive piece of expensive kit into something that opens up worlds. This is due in part to the magnificence that is the App Store,

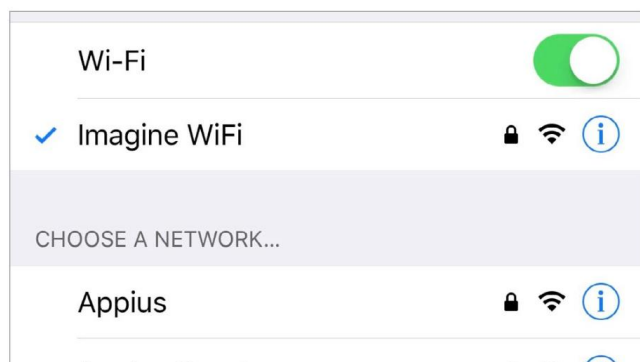
a virtual store that gives you access to literally thousands of different applications, ranging from popular games like Angry Birds and Real Racing to GPS devices, interactive encyclopaedias, word processing

apps and much, much more. Once you give your iPhone access to the internet your options become plentiful. Follow our simple instructions in this tutorial and unleash the potential of the iPhone.

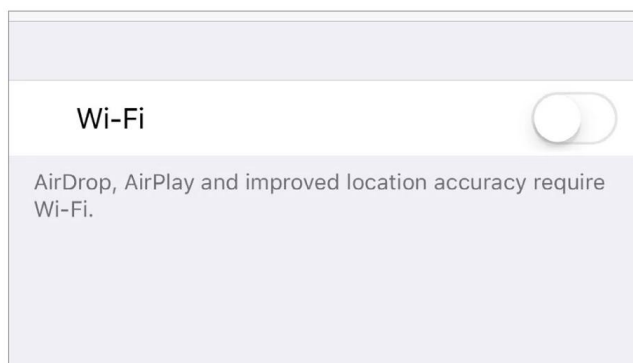
### Settings Switch on Wi-Fi on your iPhone



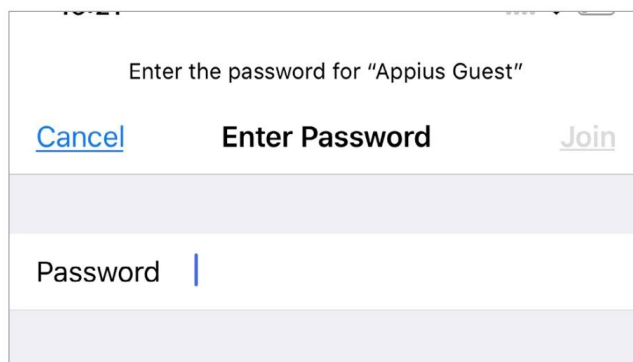
**01** Go to the very first page of your iPhone's Home screen and tap on the Settings icon to launch your Settings app.



**03** Your iPhone will look for available connection points. Ignore Ask to Join Networks at the bottom and simply tap on your connection.



**02** After entering Settings, the second option down is Wi-Fi. Tap on it and then turn Wi-Fi on by sliding the button.



**04** You are now ready to enter your Wi-Fi password. Fill in your details on the keyboard. Once filled in, select Join and you're done.



# Connect your iPhone to 4G

Make use of your mobile data network to access the internet while you're away from home

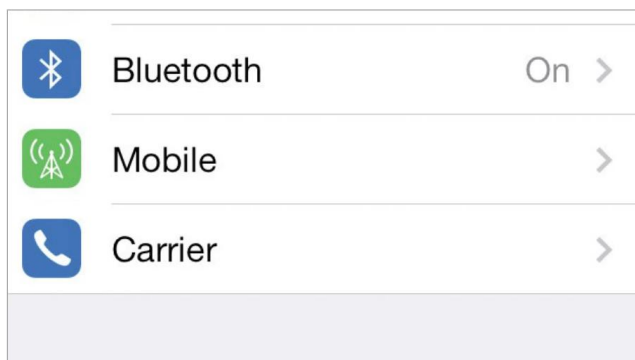
**Y**ou may have heard about 4G. This is a network service that lets you access the internet while you are away from a Wi-Fi signal. It's an amazingly useful service, due

to the fact that, online access is becoming more expensive.

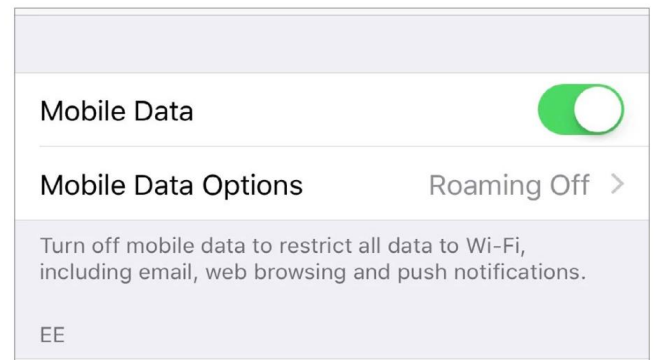
4G comes with all iPhones and is enabled by default, so you can access the internet wherever. However, if you're going abroad,

it's good to know how to tweak the settings, as sometimes you may want to avoid roaming charges. Follow these simple steps to set up your 4G, and manage how you access the internet on your iPhone.

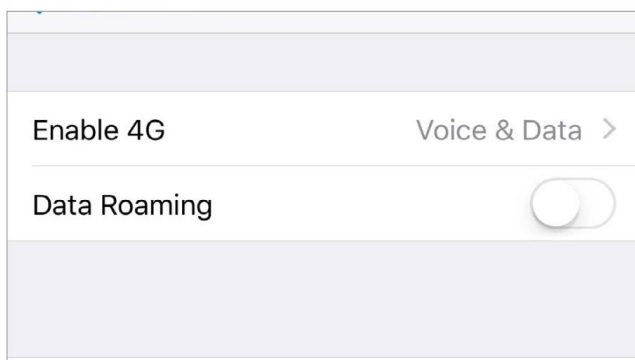
## Settings Change your iPhone's 4G settings



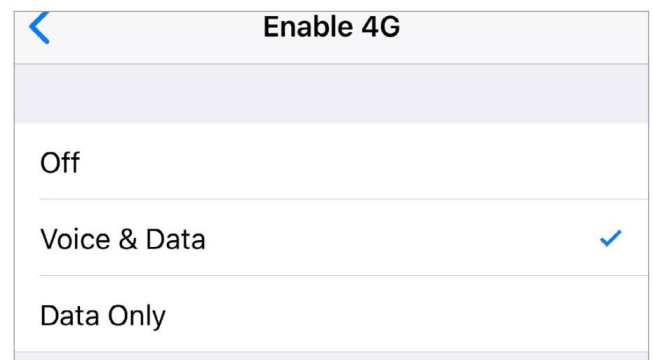
**01** In Settings, look to the first section of options right at the top. You'll see one called Mobile, second from the bottom; give it a tap.



**02** You can toggle Mobile Data on or off at the top of the screen. Your battery will last longer with it off, but your data connection will be slower.



**03** Using 4G while abroad can rack up massive charges, so the Data Roaming option is of interest to budget-conscious travellers.



**04** You can switch between Data only or Voice & Data. If you have Data only selected then you cannot use 4G to make calls.





## Set up your iCloud account

Use iCloud to move content wirelessly between all of your Apple devices without having to lift a finger

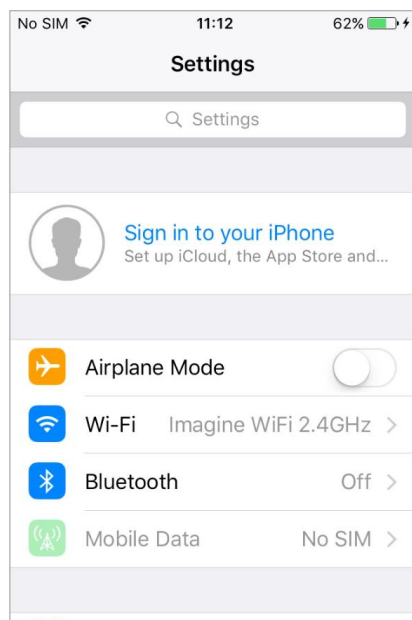
Originally introduced to iOS a while back, iCloud is the perfect, wireless solution for keeping all of your content up-to-date and synced between devices. Free to all users, iCloud automatically and securely stores your content (including music, apps, photos and documents) so that it's always available on your

iPhone, iPad, Mac – whatever device you're using.

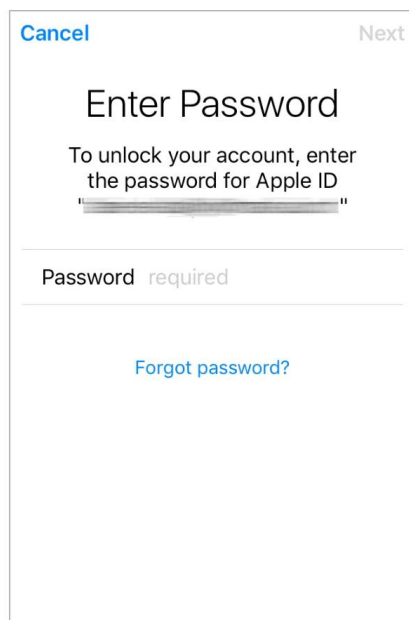
Now, you can upgrade your standard iCloud to become iCloud Drive, which is a lot more versatile than before in allowing you to keep all of your files and documents safely in the cloud and then have them easily available on whatever device you are using. Also, more

flexibility has been bestowed on the apps that you use to open documents created in other apps. You can also upload your entire Photo Library to iCloud Drive so that all of the photos you have ever taken on an iOS device will now be with you at all times. Read on to find out how to set up and use your iCloud Drive.

## Settings Set up your iCloud Drive



**01** There is very little tinkering to do to set up your iCloud. Start off by launching your Settings app (the grey cogs), and iCloud will be located at the top of the menu. Tap on this.



**02** To activate your iCloud account you need to log in with your Apple ID, which is the same email and password that you use for your other services, such as iTunes and the App Store.



**03** You will see an option for iCloud storage, tap on this to see how much cloud storage you've used. You get 5GB for free but you can also buy more storage space for a monthly fee.

# Set up your iCloud account

## Storage

You are provided with 5GB of storage space free with your iCloud account. If you find this to be insufficient, tap here to upgrade your capacity and see what other plans are available

## Your account

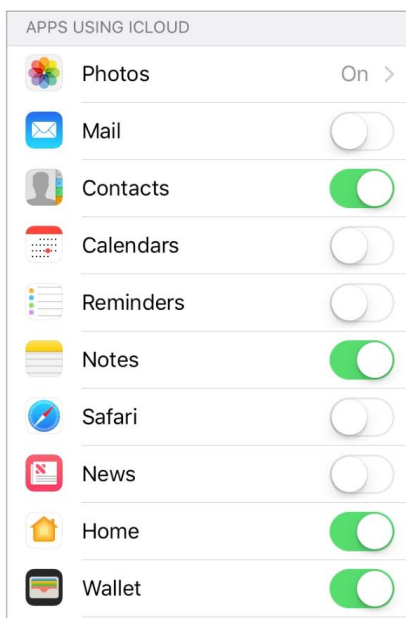
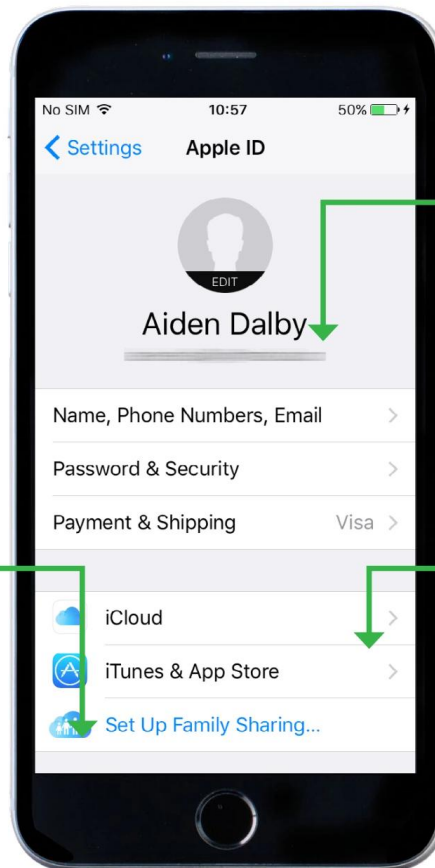
Your free iCloud is activated as soon as you enter your Apple ID. This is the same email address and password that you use for other Apple services, like iTunes

## Family Sharing

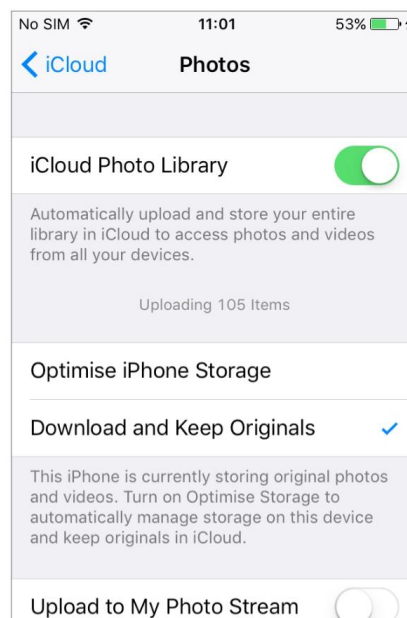
This feature from the iOS 8 update lets family members share apps and help you monitor the apps that young family members use and even set up one central payment system for authorising and buying them

## iTunes & App Store

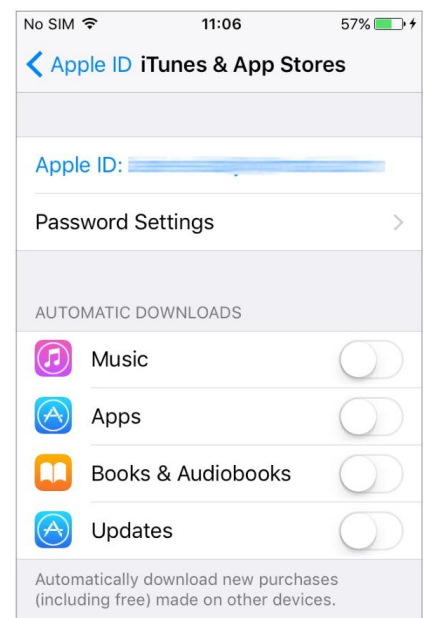
Here you can change settings so if you make a purchase on one device, it will be downloaded to your others if they are also connected to iCloud



**04** In the iCloud settings you'll see all of the apps installed on your device that use it. Move the sliders to 'On' to enable files for these apps to be stored in the cloud.



**05** If an app on the list doesn't have a switch you can tap on it for further details. For the Photos app you can choose to automatically upload photos and send them to all synced devices.



**06** To get the most out of iCloud, click on iTunes & App Store in Settings and turn on Automatic Downloads for Music, Apps and Books to download new purchases from other devices.





## Sync your apps with iCloud

Your iCloud can work wonders behind the scenes to wirelessly move your documents between devices

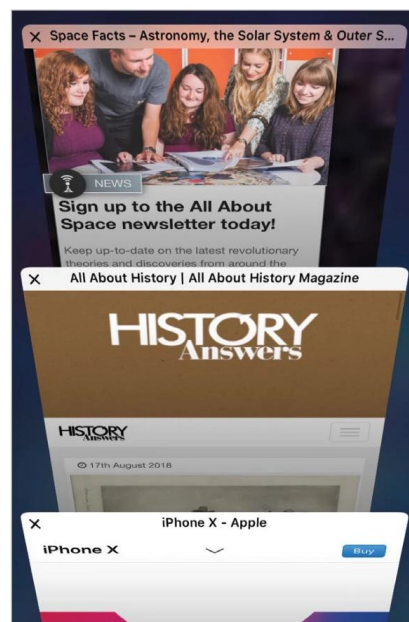
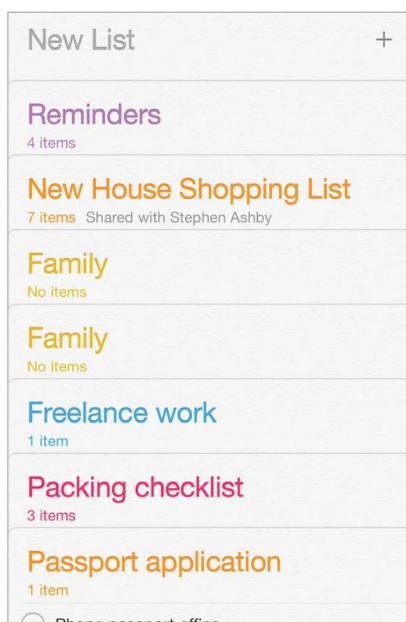
**N**ow that you've set up your iCloud account and turned on iCloud Drive, you'll have freedom to sync your documents and other data so you can access them in other apps or on other devices. Essentially, iCloud still works in the same way (you can enable the iCloud function with a range of apps in Settings)

in syncing files and making them accessible across all of your iOS/macOS devices, but iCloud Drive is a bulkier beast to which you can save your documents, spreadsheets or GarageBand tracks and make them available anywhere.

With apps such as Pages, Numbers and Keynote (as well

as a wide range of third-party apps) you can now enable iCloud when starting up the updated app, which means all of your files and documents will be uploaded to your iCloud Drive and made accessible, not only on your other devices, but in other apps too. Read on to learn more about syncing your data to iCloud.

## Settings which apps should you activate?



**01** If you lead a busy lifestyle and use multiple devices, then you should enable all three of these options so that calendar events, contacts and emails are synced and updated.

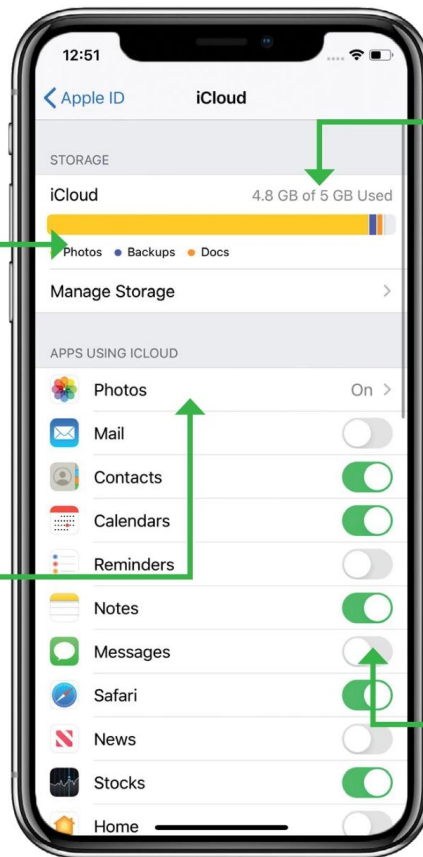
**02** Reminders is a simple app that lets you make 'to do' lists and set reminders. By activating it in iCloud all of your devices will remind you, not just the one you set the reminder on.

**03** Enabling Safari ensures all of your bookmarks, Reading List items and open tabs are synced across all of your iOS or macOS devices, read to access wherever you are.

# Sync your apps with iCloud

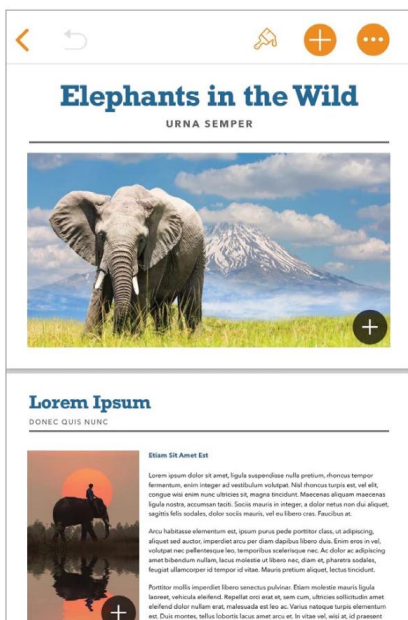
**Storage details**  
If you want to upgrade your cloud storage amount, click here and tap on 'Buy More Storage'. You can get up to 2TB of storage space

**Extra options**  
Some iCloud functions have extra screens that you can access by tapping the arrows. There are no additional options associated with them, just more detailed explanations

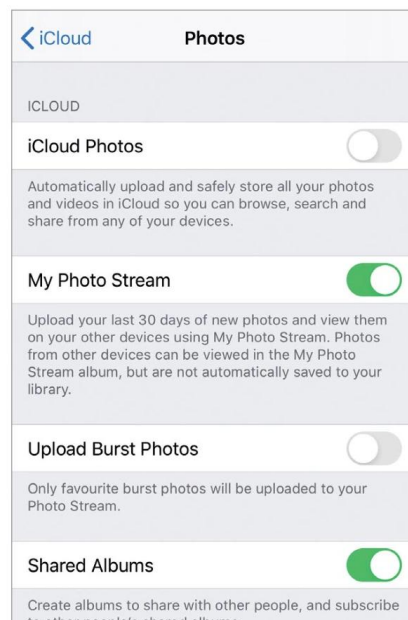


**Your account**  
You can view your iCloud account information by tapping on the Account section at the top of the iCloud Settings screen

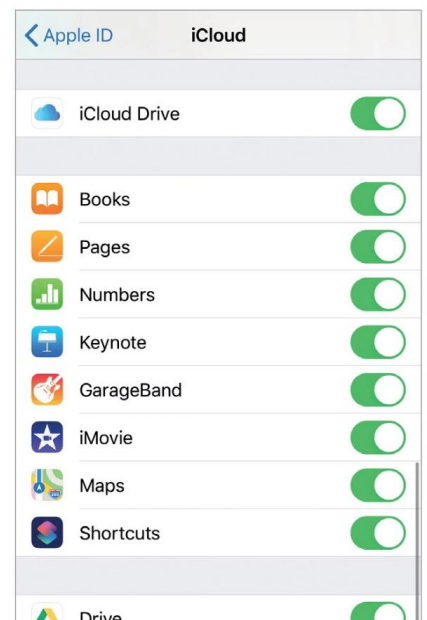
**Enabling apps**  
To utilise the iCloud features of your apps to sync info and data across devices, simply move the slider of each app to the On position



**04** Moving the Pages slider to the On position will ensure any notes you make through that app on one device will be synced and made available to read and edit on other devices.



**05** With Photo Stream enabled, any photo you take will be sent to all of your other iOS and macOS devices. Enabling Photo Library to store your collection in the cloud.



**06** With iCloud Drive, all your files from various apps are stored in the cloud and made available to other apps via a document picker. Just enable iCloud when starting a related app.





## Use iCloud to back up your iPhone

By using the iCloud service effectively, you can back up all of your important iPhone data to your own virtual hard drive

**Y**our iPhone is like a bank vault where all kinds of data is stored. So what happens if your iPhone gets lost or breaks? Nothing. Thanks to iCloud, all of your data is backed up automatically and kept safely in your cloud storage space. When your iPhone is connected to a power source and a Wi-Fi network,

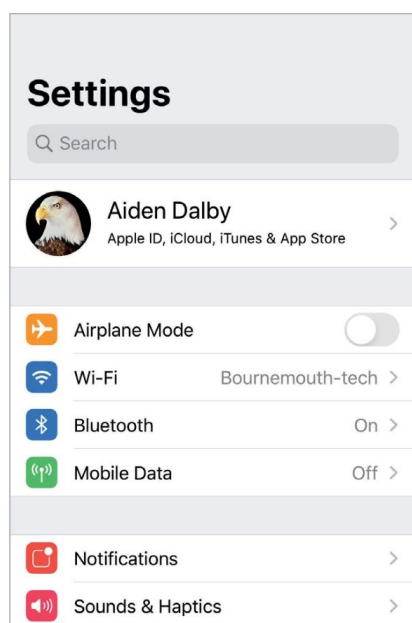
all of your media, settings, app data and messages are backed up.

When you set up a new iOS device or need to restore the information on the one you already have, iCloud Backup does all the heavy lifting. All you have to do is ensure that your device is connected to Wi-Fi, enter your Apple ID and all of your important

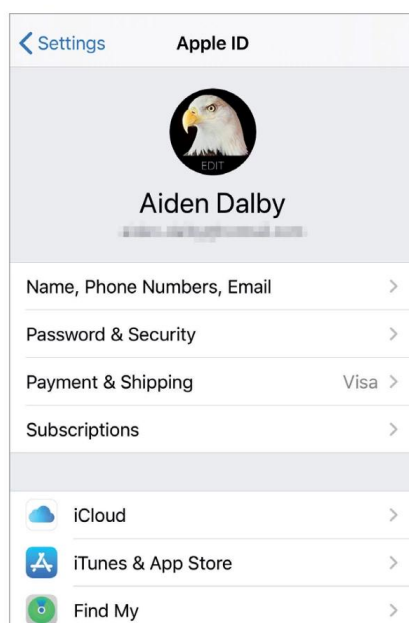
data will appear on your device.

The benefits of using iCloud are vast, and the way in which it goes about its business in the background without you having to worry about prompting it is just another prime example of how Apple is striving to make your life easier, and keep you connected with each device you own.

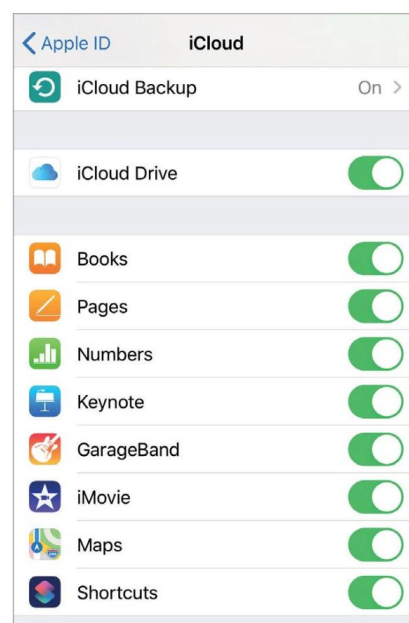
## Settings Activate iCloud and back up your data



**01** On your iPhone, launch your Settings app and you will see a section called iCloud at the top of the screen. Tap on that to reveal the extensive list of options associated with it.



**02** You need to sign into your iCloud using your Apple ID (email address and password), but once done you will be able to start tailoring the various iCloud options to suit your personal needs.



**03** Once your personal iCloud has been set up and you have selected which apps you would like to sync, tap on the iCloud Backup option near the bottom of the list.

# Use iCloud to back up your iPhone

## Instant backup

You will be able to back up all of your data by tapping the Back Up Now option. Do this if you change your settings or buy new media

## Progress bar

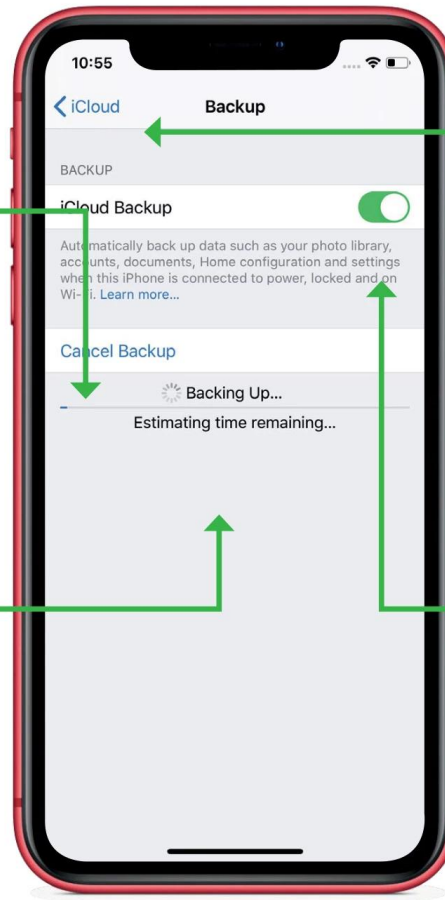
When your device is backing up, a progress bar will appear that shows how far along the process is. You can cancel the backup at any time

## Manage your space

You are able to see how your free 5GB allocation of cloud storage space is used by tapping Manage Storage in the main iCloud Settings screen. Tap here to go back

## Backup

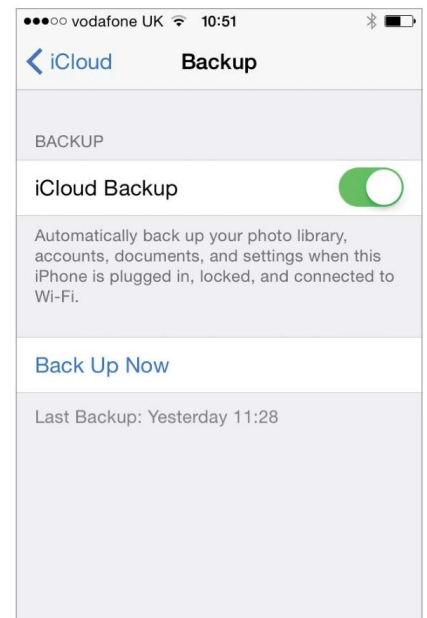
When the iCloud Backup option is turned on, all settings, documents, media and photos will be automatically backed up when your device is connected to a power supply and Wi-Fi



**04** On this screen you will be able to monitor and manage your iCloud storage space, but more importantly, you'll see an option called iCloud Backup. Ensure that the slider is on On.



**05** You'll see a message saying that your iPhone will no longer sync to iTunes when connected to your computer, so tap OK and wait for a minute while the Backup feature is activated.



**06** Your iPhone will now back up if connected to a power source and Wi-Fi network, but you can perform the backup whenever by accessing this screen and tapping Back Up Now.





## Understand 3D Touch

3D Touch changes everything. You may think it's a feature you can live without, but you'll soon realise just how good it really is

**A**t first 3D Touch may sound like a gimmicky feature for the latest iPhones and one which may occasionally prove useful, but it is only when you use it every day that you realise how transformative it is. It is the first major redesign of the iPhone interface since the original phone was released and is much like the

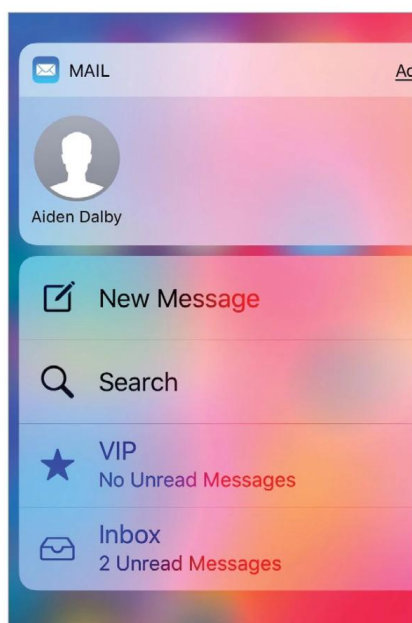
right-click mouse button. It works by sensing the degree to which you press the screen and feeds back results depending on the amount of pressure detected.

A firm, light touch lets you peek at emails and other content, and a harder touch will fully open the content. In some apps, new options appear when you touch hard

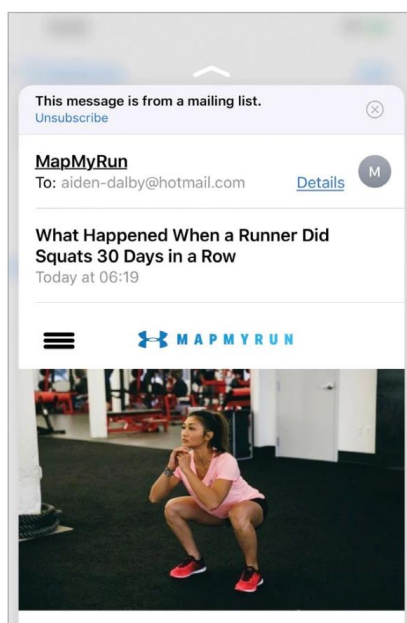
and from the home screen, you can push hard to see immediate controls such as Take Selfie in the Camera app.

We will guide you through how to use 3D Touch and explain where the feature is most useful. Plus, it is possible that many more uses will appear as third party developers take advantage of the system.

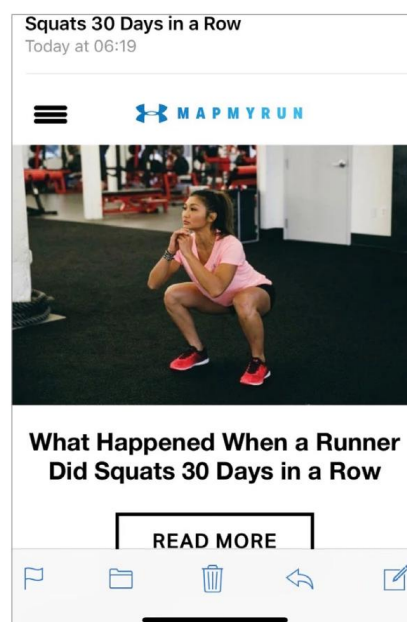
## 3D Touch Learn how to work 3D Touch



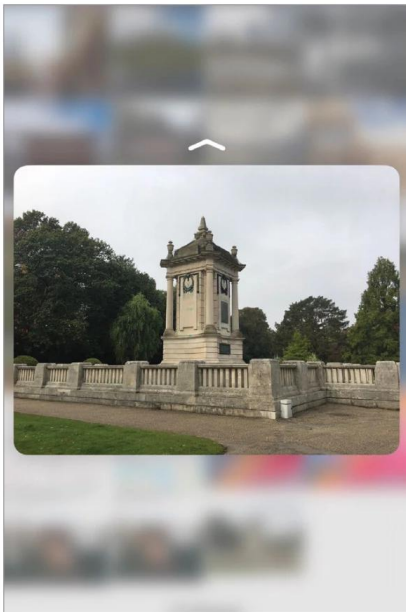
**01** Press on the Mail icon on the home screen and you'll see a small menu of options appear. Tap on the Inbox option at the top of the list to be taken straight to your latest emails.



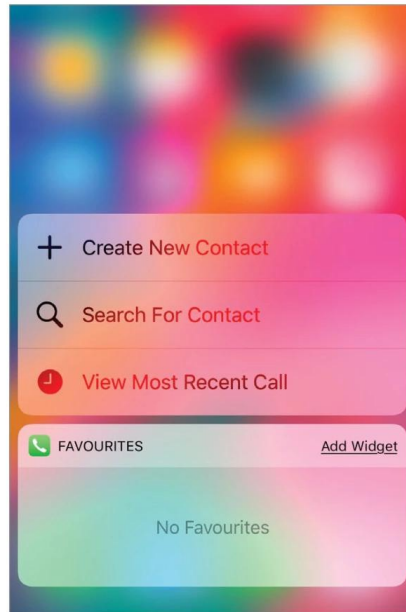
**02** Press any email in your inbox and you will see it displayed in a small window. You can now preview it and decide whether you want to read it fully or not.



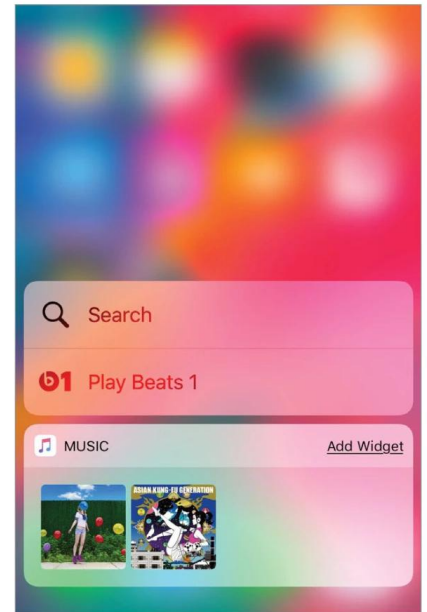
**03** If you then press harder in the same movement on the email it will fully open for you to read it as normal, in full. It's a very useful time saver for those busy inboxes.



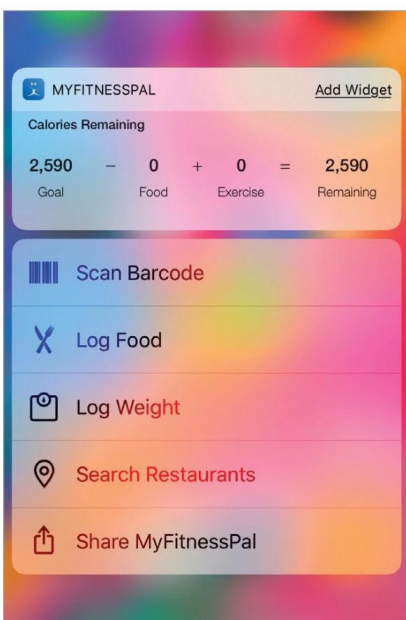
**04** When scrolling through a long list of your photos, you can use the same quick peek movement to quickly look at a photo and then move on to the next one.



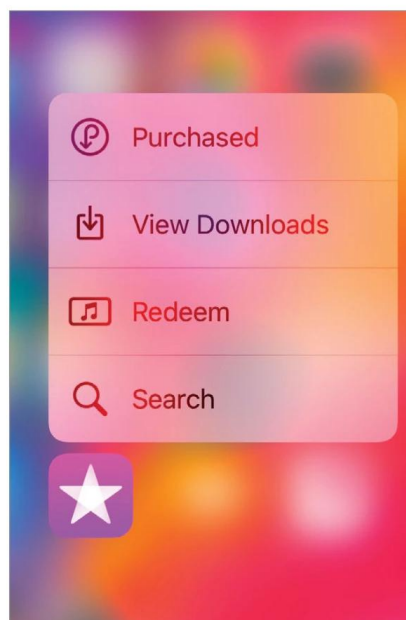
**05** Press on the Phone icon to see the people you call most often and then move to one to start a call. You can also add a new contact to the list by pressing the same icon.



**06** In some apps, such as Apple Music, you can press hard and then swipe up to see new options, including Add to My Music, Play and even an option for Shuffle mode.



**07** App developers now have the ability to include special commands that are specific to their own apps, and these can also save you a lot of time with every use.



**08** Some apps will be used more with 3D Touch than others and the News is the perfect example of this. Just one press and you can view news stories from your favourite sites.



**09** You can select a live photo to be used as your phone's lock screen image and then press on it to see it animate. It's a fun feature that adds a bit of personality to your iPhone.





# Change your iPhone's wallpaper

We show you how to quickly customise the background of your Home and Lock screens

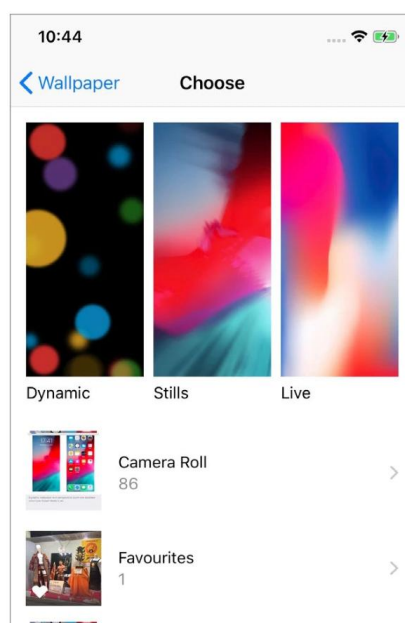
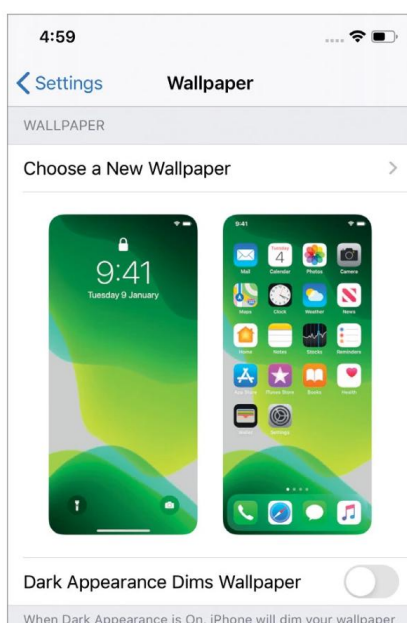
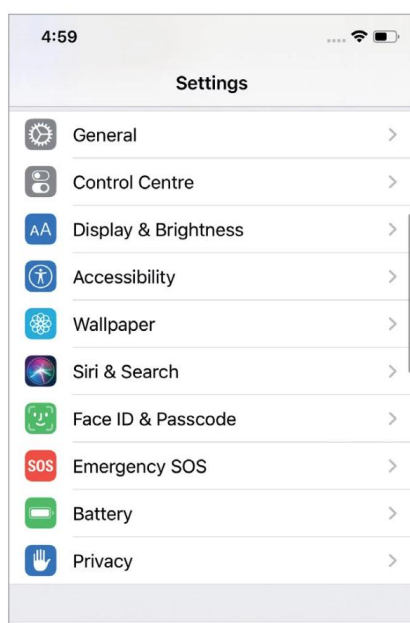
**W**ith the iPhone, Apple has allowed users the ability to change the background of both the Home and the Lock screen. This may seem like a trivial addition to the software set, but it's actually pretty neat. Apple successfully employs a closed system to prevent users from making the system look bad,

so we're glad that we get to add a little individuality, and we were also pretty pleased when we found that you can also have different images for the screens.

Making changes to the system is very simple, and proficiency at this simple task should give you the courage to explore the settings further in order to get even more

use from your iPhone and make improvements to the way it works for you. Whether it's an image from the iPhone's supplied wallpaper set or a photo from your album – even one that you've saved from the web – following this step-by-step tutorial will enable you to customise your iPhone and have it looking the way you want it to.

## Settings Change your iPhone's background image



**01** Load the Settings by tapping the Settings icon on the iPhone Home screen, which will take you to the screen shown above. Tap on Wallpaper in the middle of the second section.

**02** These are the backgrounds that you can change: Lock screen on the left and the Home screen on the right. Tap on Choose a New Wallpaper to take you to the selection screen.

**03** You now have several options from which to pick a picture. Choose the album that you wish to pick from, and then tap on that album to bring up the contents.

# Change your iPhone's wallpaper

## Live Photos

These are photos that move when you touch them. If you select a Live Photo as your wallpaper you can watch it move by lightly pressing on the screen.

## Cancel it

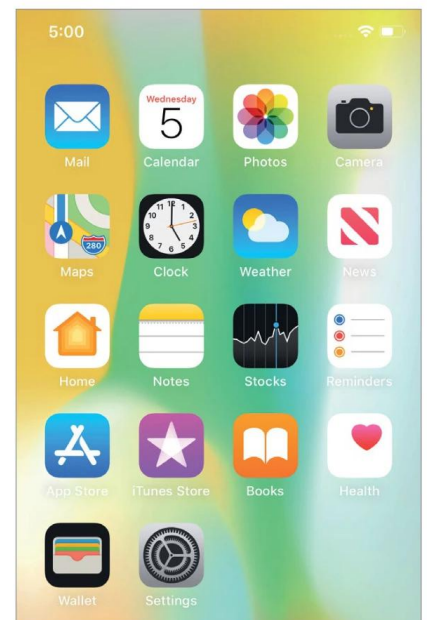
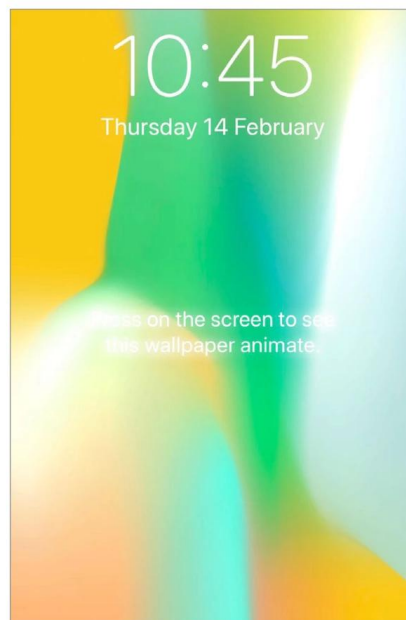
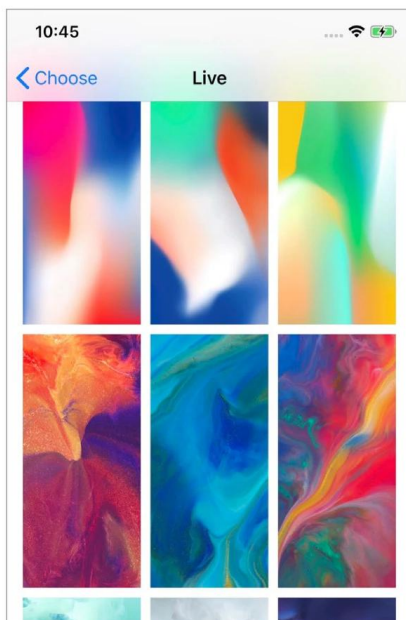
Apple makes it very easy for you to change your mind and go back to the last action. In this case, just hit the Cancel button

## Make your choice

Once you're happy with the image you want as your background, tap on the Set button, and the chosen picture will appear

## Great resolution

The iPhone has a fantastic Retina display screen, offering crystal-clear images. Because of this, you can use photos you've taken on your phone or synced to your device as a wallpaper and they'll still look fantastic



**04** Once in the album of your choice, make your final selection, and then simply tap on that picture. A zooming animation will automatically take you to a preview screen.

**05** Pinch, reverse pinch and swipe to position the image, and then tap Set. You'll be able to pick Set Lock Screen, Set Home Screen or Set Both in the pop-up prompt.

**06** Once you've chosen an option, you'll be taken to the wallpaper options screen, so just head back to the Home screen to see the change. Use the sleep button to view the Lock screen.





## Set a personal passcode lock

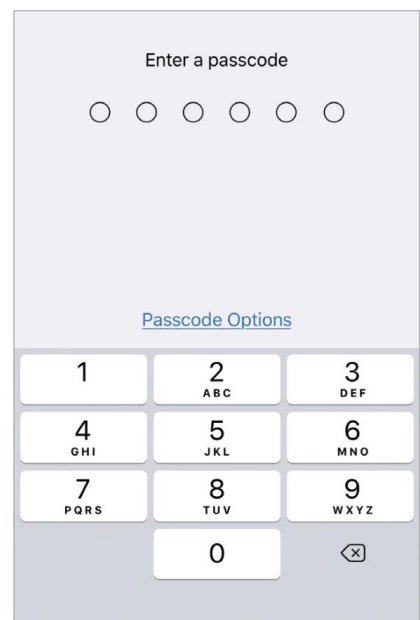
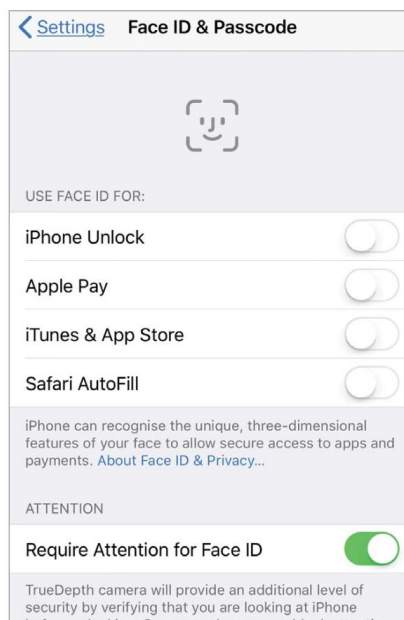
Protect your phone from prying eyes and set a passcode that will ensure that only you have access to everything on your iPhone

**T**hese days, people can store a lot of sensitive data on their smartphone – whether it's log-in details for online accounts, private text messages, or documents only you're meant to see. If someone gained access to your phone, there may be a lot there you don't want them to see. Of course, this extends to a more

basic level, too. You may have grandchildren who think it's funny to use your phone when you leave it unattended for a few minutes. By setting a passcode, you ensure that there is at least some level of protection for the contents of your phone. Just like a PIN, you can set a passcode only you know, and every time you turn your phone

on or unlock it, you'll have to enter this code. Choosing a memorable code is key, but there are a range of settings allowing you to personalise your security to the desired level. You can set the Phone to erase data upon a number of incorrect entries, you can also tailor how much time should pass after closing the phone before having to enter the code.

## Settings Turn on Passcode Lock



**01** From the Home screen, select the Settings icon, and then scroll down until you see the Touch ID & Passcode option. Tap on this to access the passcode lock menu.

**02** Within the settings, you'll see the display of options shown above. Currently, there is no passcode set on this iPhone. To change this, scroll down and tap the Turn Passcode On option.

**03** You'll be asked to enter a six-digit passcode. Make sure to choose something you'll remember, but nothing too obvious that people will guess. Re-enter the code to confirm when asked.

# Set a personal passcode lock

## Change passcode

Having a simple passcode can put your phone at risk of being broken into. If you want to change the code for any reason tap here, enter the existing code and enter a new one

## Voice Dial

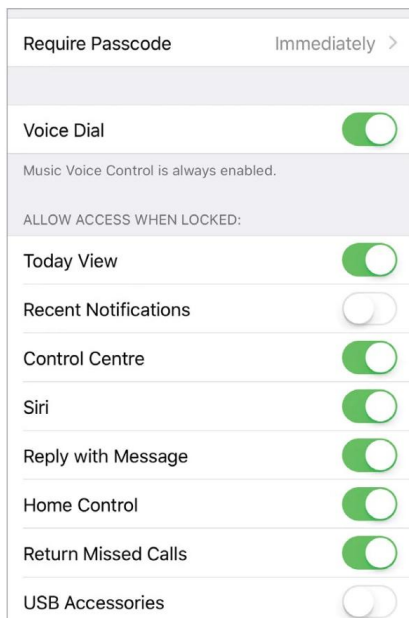
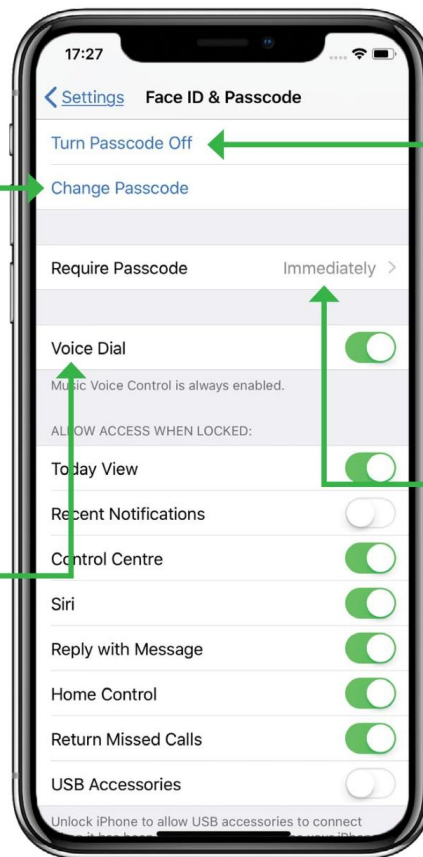
Flick this switch to select whether or not you want the Voice Dial function to work without entering a passcode

## Turn it off

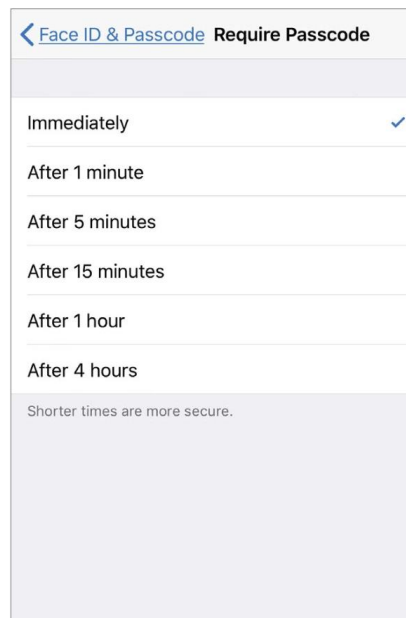
These let you control whether or not Siri, Passbook and the Phone app's Reply With Message work if your iPhone is locked

## Waiting time

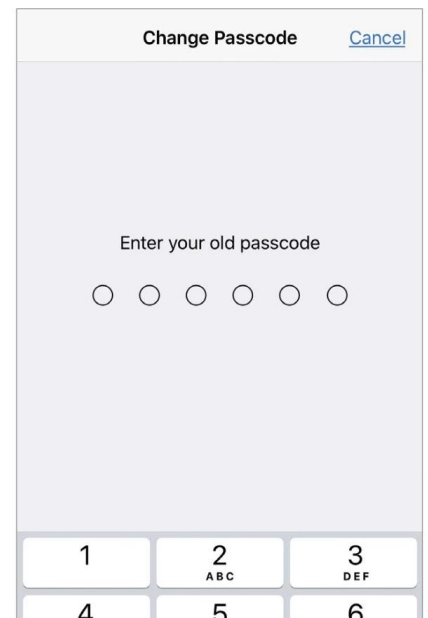
Tap this option to select how long you'll have to wait to enter your passcode after locking your phone - from immediately up to four hours



**04** Once you've set your passcode, you'll notice that a number of extra options are now available. You can turn the passcode off, or change the passcode if you so wish.



**05** By tapping on the Require Passcode option, you can determine how long after you lock your phone that you need to enter the passcode. Shorter periods of time are safer.



**06** If you're not happy with your six-digit code, tap on Change Passcode and create a new one. You must first enter your old code for security purposes before entering your new one.





## Control your privacy settings

Keep control of your privacy by monitoring what actions your phone's apps can and cannot perform

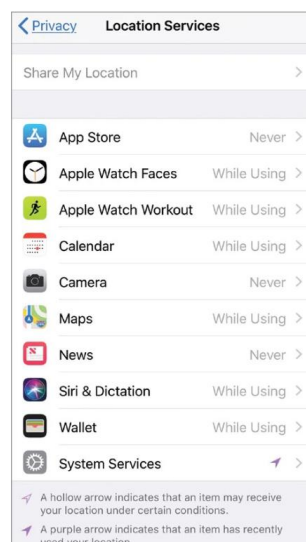
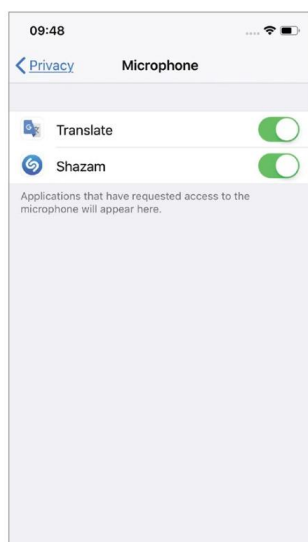
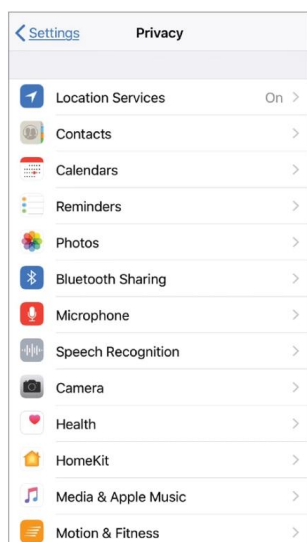
**I**n today's age of digital information, where personal details are moved around at a moment's notice and where critical information is bounced from one server to another at a flick of a switch, it is very important to keep control of data. Think about it. Your iPhone contains a gamut of personal information. Just how

many emails and texts do you send and receive during a typical week? What addresses do you have on your phone? Do you use your phone for personal banking?

In general terms, you should always make sure to set up Find My iPhone, which is supplied by Apple for free and knows what to do if your iPhone is lost or stolen.

Thanks to features introduced back in iOS 6, there are other ways to control data privacy. You may be aware of the conflagration involving LinkedIn and Path, which were uploading info from users' address books without notifying users. Apple now allows users to control what apps have access to what kind of data. Here's how.

## Settings Secure your iPhone's privacy



**01** The Privacy settings can be found in Settings. They include Location Services, Contacts, Calendars, Reminders, Photos, Bluetooth Sharing, Twitter and Facebook.

**02** Navigating to each section gives you a suitable list of apps that have requested access to various other apps on your iPhone. You can enable or disable access via the toggle.

**03** When you enter this area, you'll be told what apps requested your location. More than that, you will also be able to see which app has used Location Services recently.

**04** Scrolling down you'll see the explanations for each type of icon that may appear next to items that have (recently) used location services, to see if apps frequently use it.

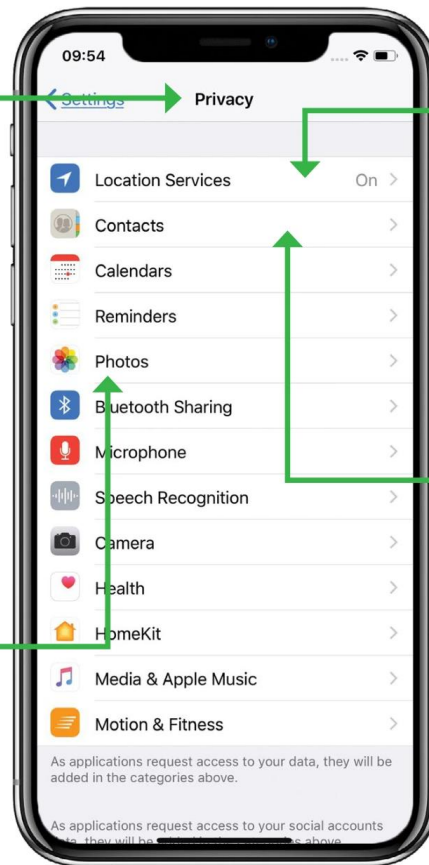
# Control your privacy settings

## Privacy section

Most of the issues relating to privacy on the iPhone are stored within this section. There are also other areas of note to be found within the Advertising section

## Photos

This option will display any apps that have asked to access the photos saved onto your iPhone. Your saved photos may contain information such as the location and time they were taken.

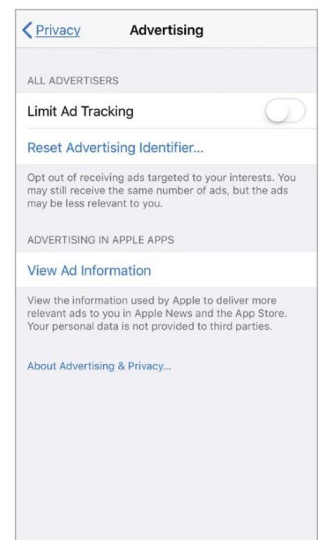
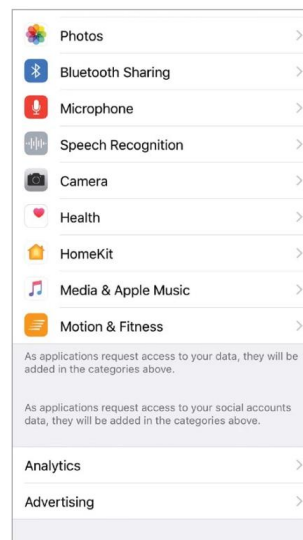
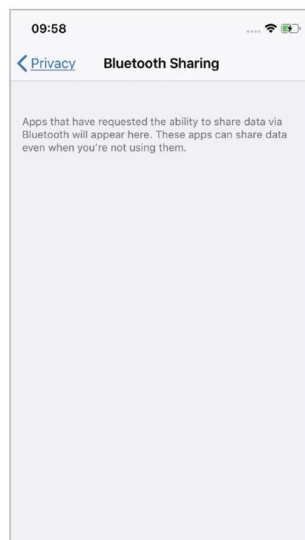
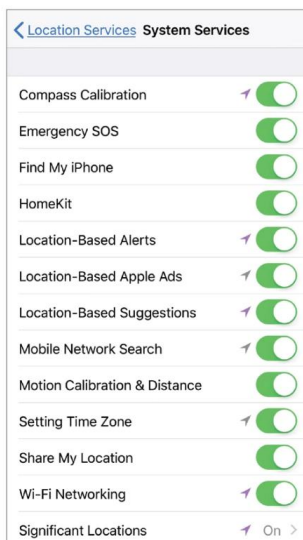


## Your location

The Location Services section is the first heading on this page and addresses all aspects of the phone. That includes apps but also systems that are part of the phone's operation

## Headings

All of the principle areas of app integration are listed here. So, for example, if an app utilises your Contacts section then, if you tap on the Contacts heading, you will see the related apps within



**05** In Location Services, you will find that you can enable or disable this function for System Services such as Cell Network Search, Compass Calibration and much more.

**06** Apps that want to share info via your Bluetooth will appear here. These apps can share data even when you're not using them, so be careful to monitor this section. via the toggle.

**07** Now scroll to the bottom of the Privacy screen to find Advertising. This area can be used to give you some more control over advertisers' ability to use tracking methods.

**08** To limit it, tap Advertising to see a new screen featuring just one single switch. Flick to On to prevent apps from using the new advertising identifier to serve you targeted ads.





## Change your Display settings

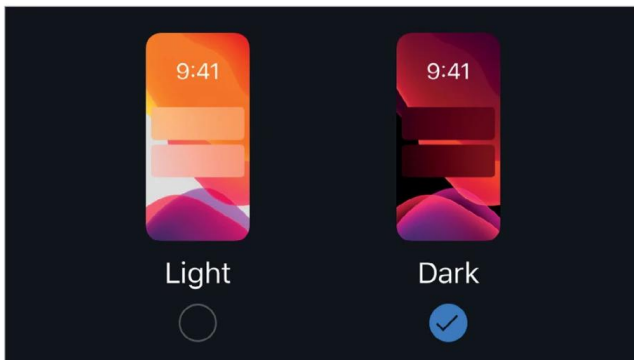
Here's some settings you can use to make the iPhone easier on your eyes

Looking at the screen on your iPhone for a long period of time can be harmful to your eyes and affect how well you sleep. So to help alleviate this Apple have added a few of options in the

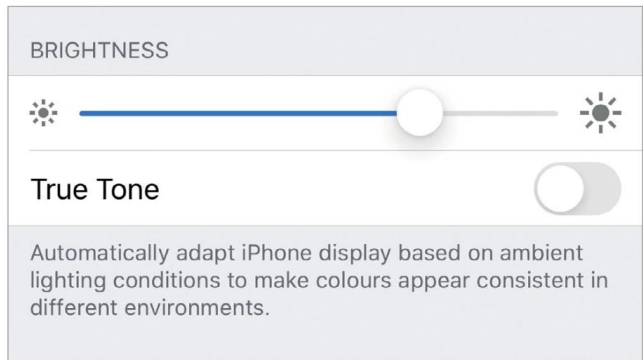
Settings app that can make looking at the screen less strenuous. Dark Mode can make viewing your iPhone easier especially in environments with low light or at night time. This mode as the name

suggests, darkens the display on the homescreen and turns all of the pre-installed app interfaces from white to black and dark-grey. We will show you how to turn this on as well as some other display features.

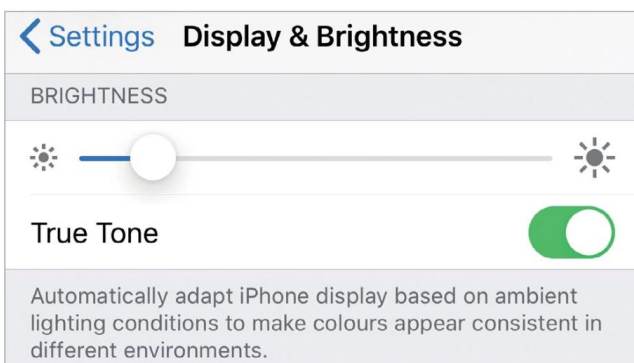
### Settings Change display settings



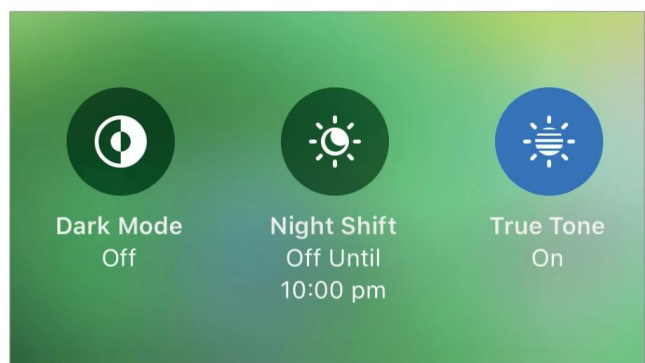
**01** You will find Dark Mode in the 'Display & Brightness' section of the Settings app. Tap the option and your iPhone will change to Dark Mode.



**02** If Dark Mode isn't for you, try adjusting the brightness level of your screen by using the slider under 'Brightness.'



**03** True Tone detects the light in the room and automatically adjusts the display's colours to fit this. Tap the slider to turn this feature on.



**04** You can also find these settings in the Control Centre by tapping and holding on the Brightness slider.



# Set up and use Emergency SOS

We explain how to call for help from emergency contacts if something goes wrong

**A**pple are always thinking of ways that your iPhone can be a helpful tool in any situation. Emergency SOS can be found by holding down the side button as well as either of the

volume buttons and should only be used if you have been in an accident or require the emergency services. When you use the Emergency SOS slider, your iPhone will call the nearest emergency

service and if you choose, it will also message your emergency contacts to inform them of what has happened. We'll show you how to set up and get the most from this feature.

## Settings How to use Emergency SOS

Press and keep holding the side button and either volume button to make an emergency call.

### Call with Side Button



Call Emergency SOS when you rapidly press the side button 5 times. Pressing and holding the side button along with the volume buttons will continue to work when this is on.

messages that say you have called the emergency services. These messages also include your current location. You can set up emergency contacts for Emergency SOS in your Medical ID in the Health app. [About Emergency SOS & Privacy](#)

### Countdown Sound



Play a warning sound while Emergency SOS is counting down to call emergency services.

**01** Open the Settings app, go to Emergency SOS and from this menu you can turn on features such as 'Call with Side Button.'

**02** We recommend keeping 'Countdown Sound' on as when the countdown reaches three, a loud alarm will emit to alert others nearby.

Call Emergency SOS when you rapidly press the side button 5 times. Pressing and holding the side button along with the volume buttons will continue to work when this is on.

### Auto Call



You may still need to specify an emergency service to dial when using Emergency SOS in certain regions. Auto Call requires a SIM card.

### EMERGENCY CONTACTS

[+ add emergency contact](#)

Your emergency contacts will receive a message saying that you have called emergency services when you use Emergency SOS. Your current location will be included in these messages.

[Delete Medical ID](#)

**03** Auto Call will begin the countdown to call emergency SOS if you tap the side button quickly five times.

**04** There is also a link to add an emergency contacts from the Health app. Tap the link, select the contact and they will be added to the list.



# Getting started

Master the basics of your iPhone and discover just how easy it is

"Smartphones allow us to always be online and connected to the world"



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- 100** Get to grips with the Twitter app
- 102** Set up and use Find My iPhone





## Add a person to your contacts

Create and update contacts on the iPhone so all your loved ones are in the same place and easily contacted

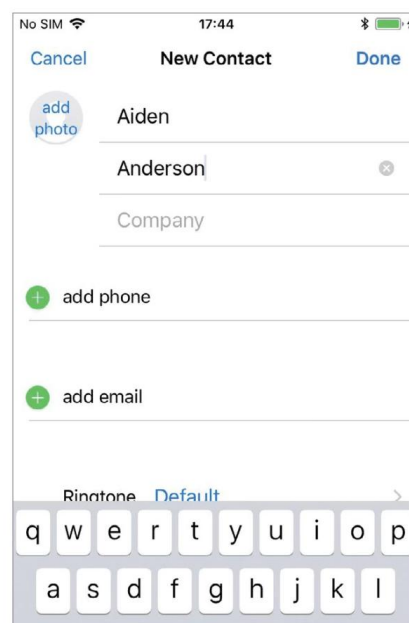
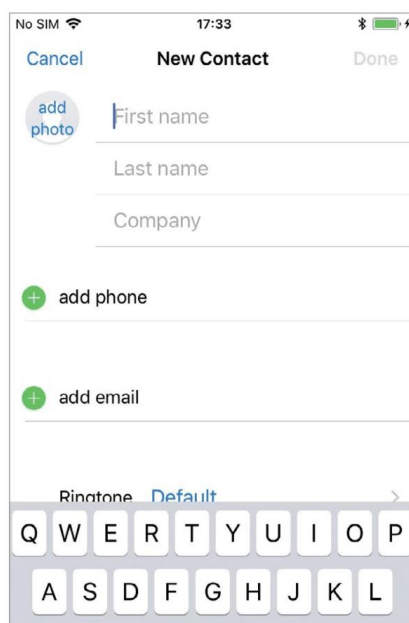
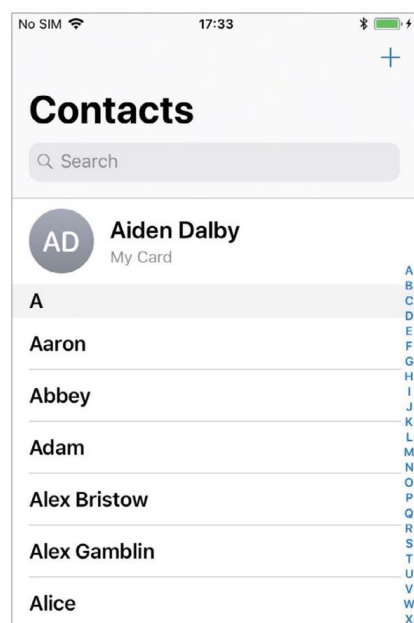
**N**ow that you've finally got your hands on a shiny new iPhone, one of the first things you're going to want to do is add a contact in the Contacts app. It has easy-to-navigate buttons and a natural feel. If you're new to the whole touchscreen concept, then this process will be a revelation in simplicity. Not only can you add

all the information you need, but there are cool little extras hidden in your iPhone that make the system intuitive and easy to use.

The Contacts app works when your iPhone is held vertically, and this will give you access to all the options you'll ever need. You can literally feel your way around all of the apps on your iPhone, and

the Contacts app is certainly no different. Remember that even if you make a mistake, you can go back and edit anything you like over and over again until you're happy with it. You can also sync contacts from your other iOS and macOS devices using iCloud – so you only ever need create a new contact on any device once.

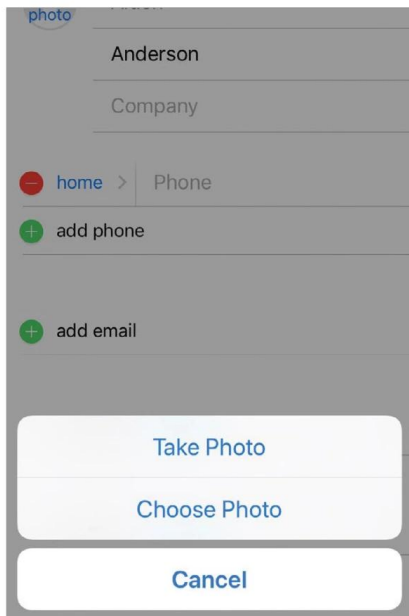
## Contacts Add people to your contacts



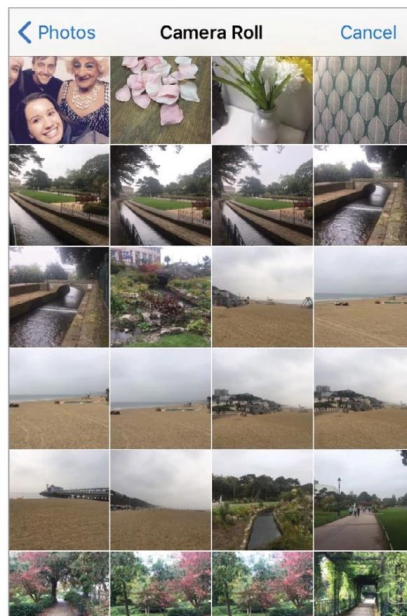
**01** To add a new contact, open the Contacts app from the Home screen of your iPhone, and then tap the '+' button, which can be found in the top right-hand corner of the screen.

**02** After doing this, you can start entering the necessary information. First, tap on the field that you wish to start with. A logical place to start is with the first name.

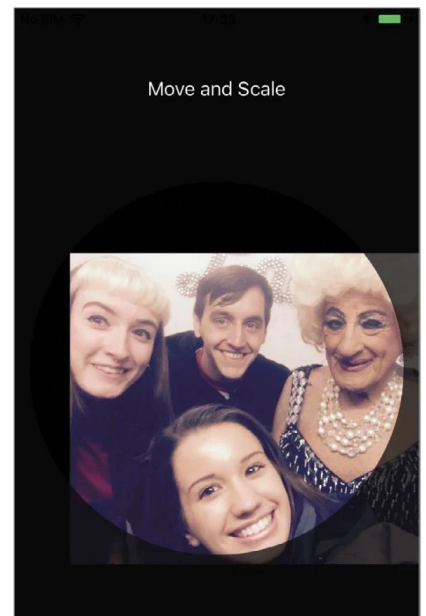
**03** As you get used to the keyboard, you may find yourself making mistakes. You can use the backspace button to delete characters, or remove everything using the 'x' button.



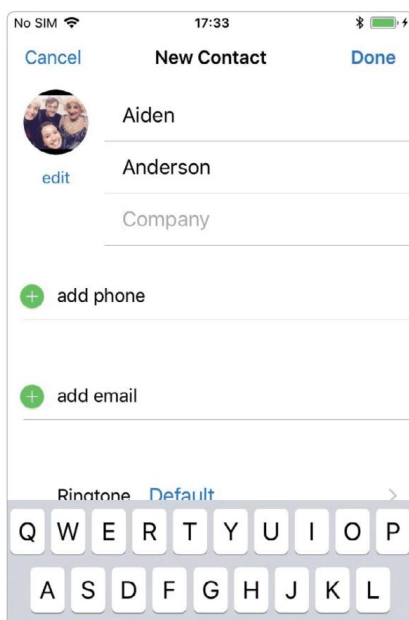
**04** To add a photo, just tap the add photo button. You can choose to either take a new photo, or add an existing one from your photo library if there's one you already like.



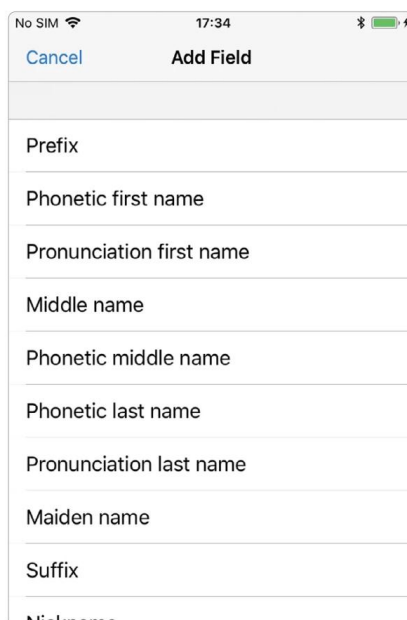
**05** You can now choose from the pictures that you have to hand. If there are more pictures than can fit in the window, then you can scroll up and down to view them all.



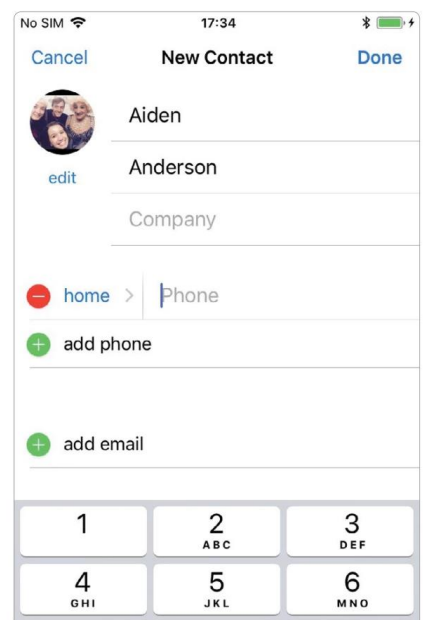
**06** You are now able to move and scale the picture that you have selected according to your preferences. Pinch or reverse pinch in order to zoom in and out of the picture.



**07** Once the picture has been arranged how you would like it, tap on the Choose button at the bottom of the window. The picture you have selected will then slide into place.



**08** Go through the rest of the form and add as much or as little information for your contact as you want. Just tap on a field to edit it, and the keyboard will spring up.



**09** Once you are completely finished, all you have to do is hit the Done button in the top-right corner of the screen in order to save the changes. Now, proceed to contact your contact!





## Call people from your contacts

Discover the surprisingly simple steps on how to locate contact details and then make a call from your iPhone

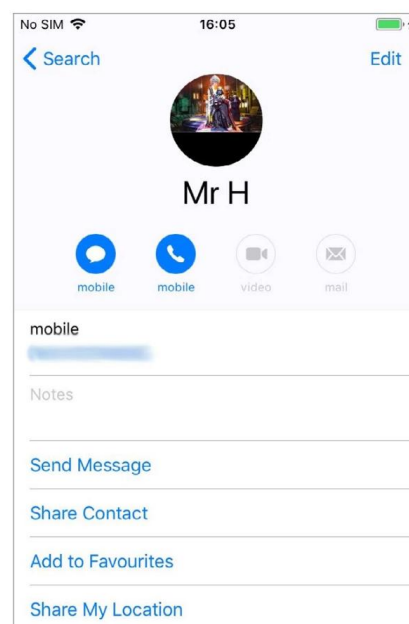
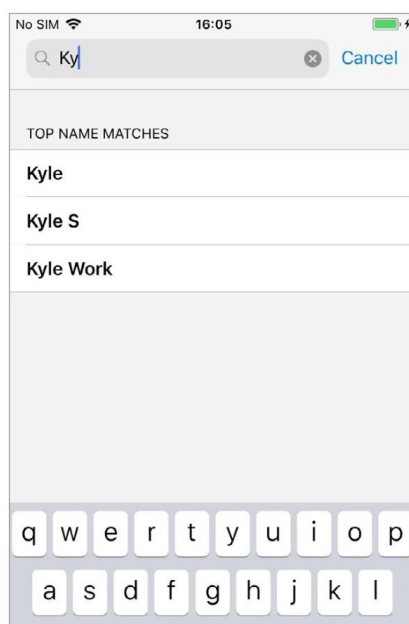
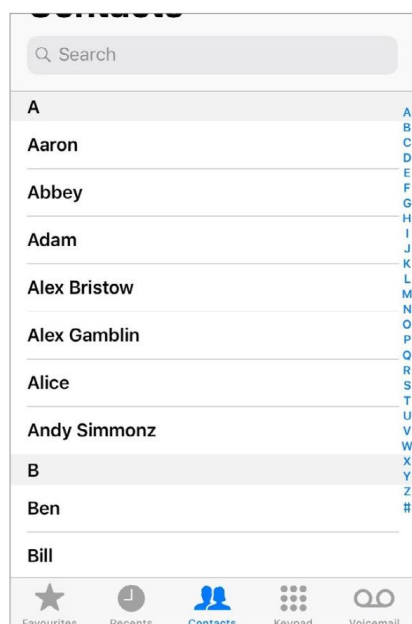
**C**alling a contact from your iPhone is simple, and takes advantage of one of the device's most commonly used tasks. Once you have added all of your contact details onto your iPhone, it will automatically store them in alphabetical order, making it easy to search for and call a specific person.

You can also use your iPhone's Voice Control feature to locate and call contacts (press and hold the Home button on your iPhone), or request Siri's assistance for completing the task.

Here are some simple steps on how to locate your contacts list and make a call directly. Be careful, when it's this simple, you may find it hard to stop ringing people at all hours of the day!

"Once you added your contacts your iPhone stores them in alphabetical order"

## Phone Search for and call a contact



**01** Select the Phone icon from the Home screen to go to the phone call out menu. Select the Contacts icon along the bottom bar to bring up all of your contacts in alphabetical order.

**02** Using the alphabet down the right-hand side of the screen, select the first letter of the last name you wish to select and call. Alternatively you can use the search bar at the top of the page.

**03** Once you have located your contact's name tap on it, this will take you onto their information page. Select their phone number (either mobile or home) to make the call.



# Make a call using the keypad

Use your iPhone's keypad to dial a phone number that you don't happen to have stored in your Contacts

Using your iPhone's keypad to dial phone numbers and make quick direct calls to people you don't have listed in your contacts is one of the iPhone's main features. This works in an almost universal way for all phones.

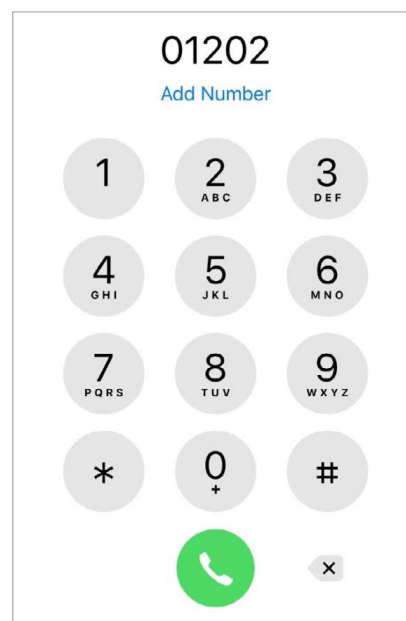
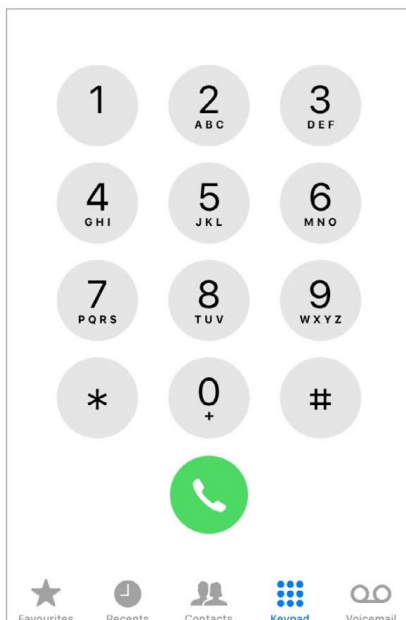
The feature is easy to use; once you have selected the Phone icon from the Home screen you can

enter in a number and even add it into your contacts if you wish. The iPhone's intuitive Voice Control feature can also be used to dial a call hands-free when on the go, for instance while driving.

Follow along with these simple steps to access your iPhone's keypad and dial out to make a call. The interface looks a bit different if you're running an old OS, but it still works in the same way as before.

"Once you selected the Phone you can enter a number and add it to contacts"

## Phone Dial a call using the keypad



**01** Begin by selecting the Phone icon from the Home screen. Your iPhone should open the keypad, however you can also select the keypad icon, if you need to, from the bottom bar menu.

**02** Once the keypad menu is open you can begin typing in the number. You can also add the number to your contacts by clicking the 'plus' icon to the left of the number you have typed in.

**03** Once you have typed in the required number, press the green Call button to begin dialling out. This will take you to the dial out screen. You can end the call by tapping the red button.





# Understand Do Not Disturb

Take a well-earned break from the pressures of work and life on your iPhone with the new Do Not Disturb option

**D**o you crave a few minutes away from the hustle and bustle of daily life? Smartphones enable us to always be online, and always connected to the wider world. The boundaries between our digital and real lives are becoming ever increasingly blurred, meaning that we get less opportunities to simply 'switch

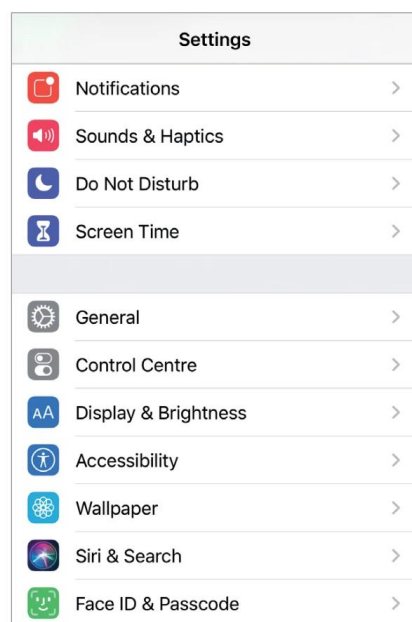
off' from the distractions that our phones bring.

Apple has come up with a nifty solution to this recurring problem in the form of Do Not Disturb – a feature which, when activated, silences all notifications, alerts, incoming phone calls and messages for a certain period of time or until it's deactivated.

Do Not Disturb is a saving grace for anyone who is fed up of being awoken in the middle of the night by their phone buzzing or lighting up like a disco ball.

Don't worry though; you won't miss a thing. Your iPhone collects all of the alerts, while your phone stays dark and silent. Neat, huh? Ready for some peace and quiet?

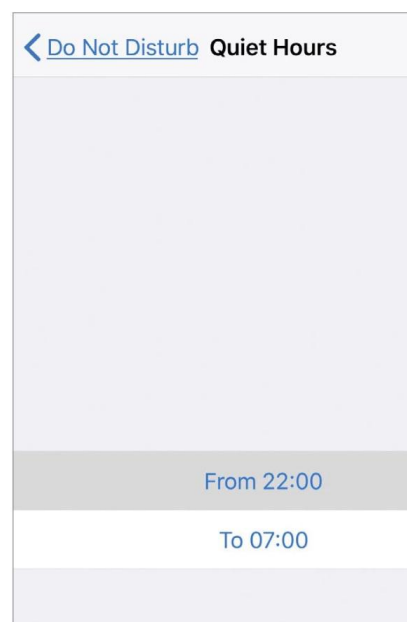
## Settings Sleep well with Do Not Disturb



**01** Launch the Settings app and then tap on the Do Not Disturb setting. To instantly enable this mode, move the Manual switch to the On position. Not the crescent icon on the top bar.



**02** To schedule a set time for Do Not Disturb to activate, move the Scheduled switch to the On position and then tap the From/To box that sits just underneath it.



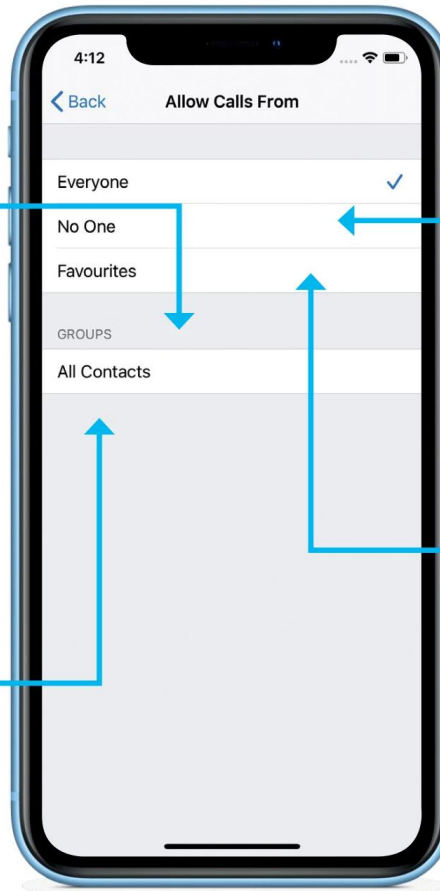
**03** A time wheel will appear. Tap the From box to set the time that you want Do Not Disturb to activate. Using your finger, swipe up and down the time wheel to set the correct time.

## Favourites

You can add frequently used Contacts to your Favourites list in Contacts for easy access. If you'd like these Contacts not to be silenced by Do Not Disturb, tap Favourites

## Contact Groups

If you would like a specific group of Contacts, such as Family or Work, to be able to contact you, whatever time of day, tap the name of the contact group

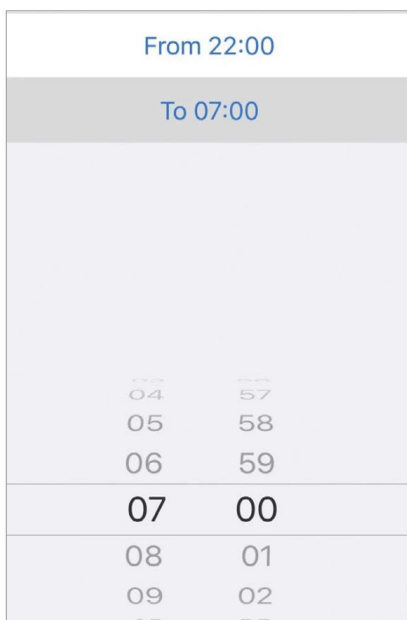


## Everyone

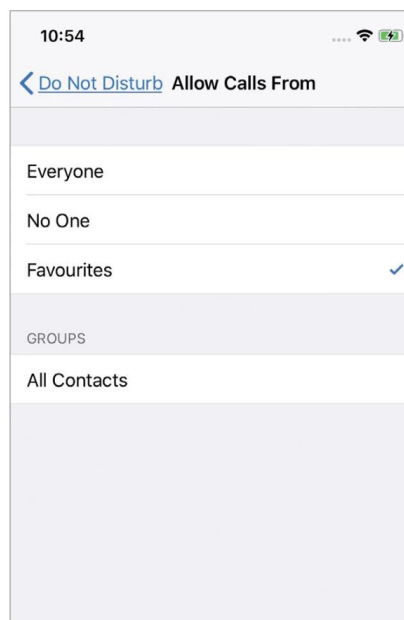
Just want to use Do Not Disturb to banish those pesky notifications, message alerts and app badges from disturbing your beauty sleep but still want to receive calls? Tap Everyone

## No One

If you really want five minutes peace and quiet with no interruptions - and with no exceptions to that rule - tap the No One option to silence all incoming calls



**04** Tap the To box to set the time that you want Do Not Disturb to return your iPhone to its usual flashing self! Swipe up and down the time wheel to set the desired time.



**05** Tap the Custom button on the incoming call screen to reject the call and send a custom text message. You'll be taken to the Message interface where you can write and send your message.



**06** Sometimes someone may need to get hold of you urgently. Set the Repeated Calls switch to On to let a second call through from the same person within three minutes of a first call.





## Chat to family with FaceTime

FaceTime can help you communicate in a way you may not have considered before. It's much more personal than voice...

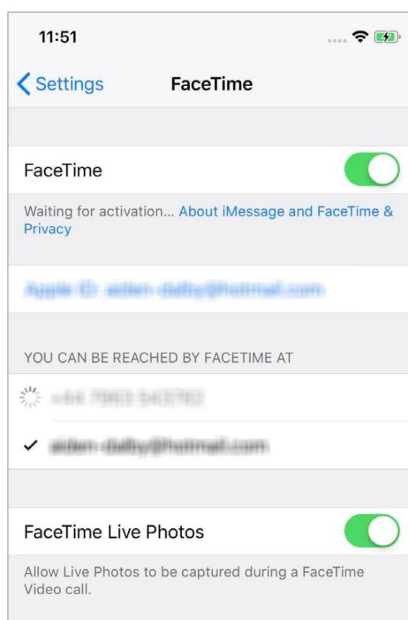
**F**aceTime is Apple's answer to Skype and it works in a similar way, but is maybe even easier. The feature set is kept to a minimum and video calling is the main feature, but it is the way it works that makes it so useful in day-to-day use. Whether you want to call home, speak to the grandkids, or just catch up with a

friend in a more personal way, the process to make and receive video calls is the same as making a voice call and only requires a few taps.

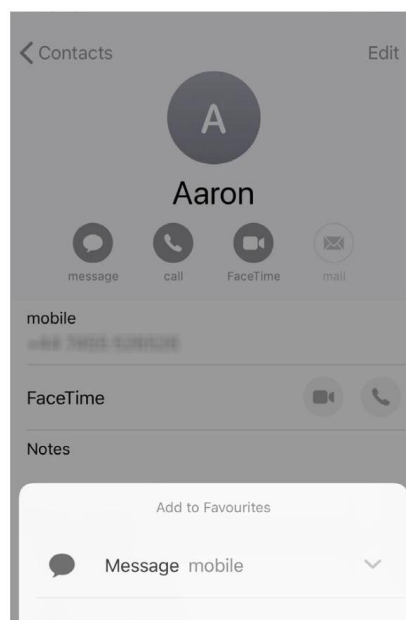
You don't need Wi-Fi for FaceTime, you can use it over 3G or 4G. Desktops, laptops, iPads and iPhones are supported and each call is free, although if you're calling using a cellular network,

you must keep an eye on your data plan. The use of two cameras on the iPhone means that you can show the world around you as you talk with one tap. This tutorial will help to get you started and, before you know it, FaceTime could become one of your main methods of communicating. It really is video calling built for the modern age.

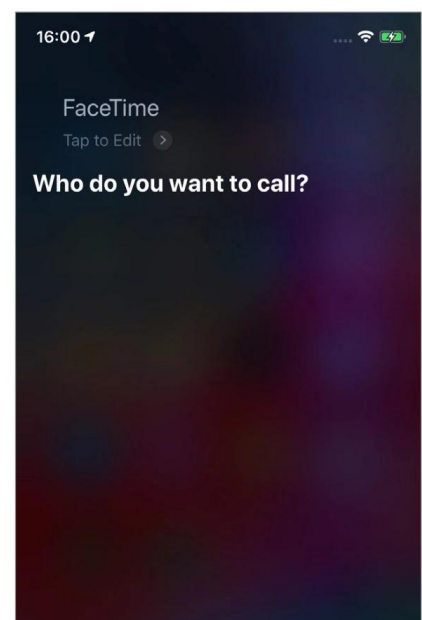
## FaceTime Get to know FaceTime



**01** Go to Settings>FaceTime and make sure that the service is set to 'on', as shown by the green button. You can also define the methods by which you can be contacted.



**02** Find a contact in your directory who you would like to video call, and look for the FaceTime button that is below the phone number. When you tap this, a call is initiated immediately.



**03** It's easier than ever to make video calls, as you can also use Siri to initiate a call. Simply say: "FaceTime" followed by the contact's name, and Siri will start the call for you.

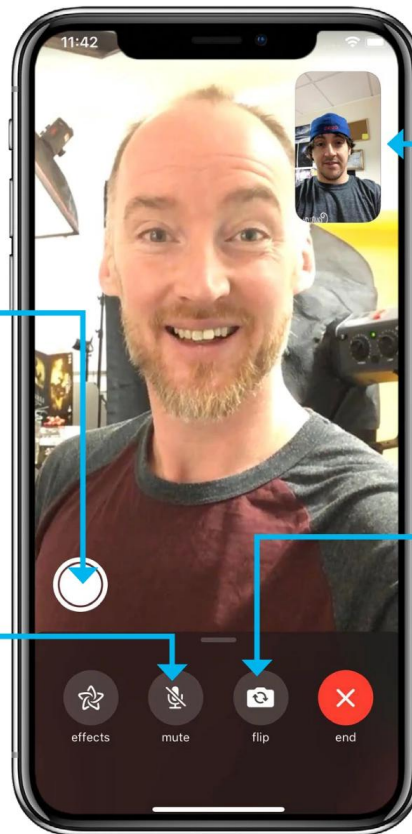
## Chat to family with FaceTime

### Take a picture

Tap this button during a call and your iPhone will grab an image of what the other person's camera is showing. It will be saved in the Photos app

### Mute call

Tap this button to mute your end of the conversation. Tap it again and it will un-mute you and make you audible to the person you're chatting with on the other end of the line

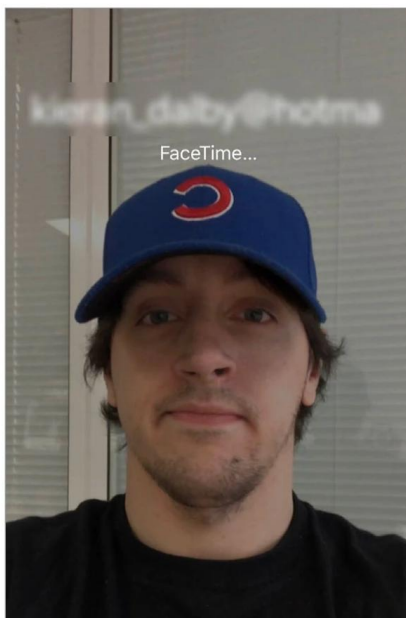


### A small window

Your camera output will be shown in a small window at the top right-hand side of the screen. This is useful to check that the other person can see you properly

### The reverse camera

If you want to show the other person your surroundings, just tap this button and the alternative camera will be used. This is a very useful feature for long-distance calls



**04** When the call is received by the other party, they will see a message showing the name of the caller (you) and a dialogue explaining that it is a FaceTime call.



**05** The face of the recipient will be displayed on the main screen. Your front camera will display your camera output in the small box positioned in the top-right corner.



**06** If you tap the icon that is in the bottom-right corner, the cameras will consequently reverse and you can use the back camera to show the person your surroundings.





## Manage your iPhone messages

Messages are a quick, simple and easy way to communicate. Here we run through the options to keep yours neat, tidy and current

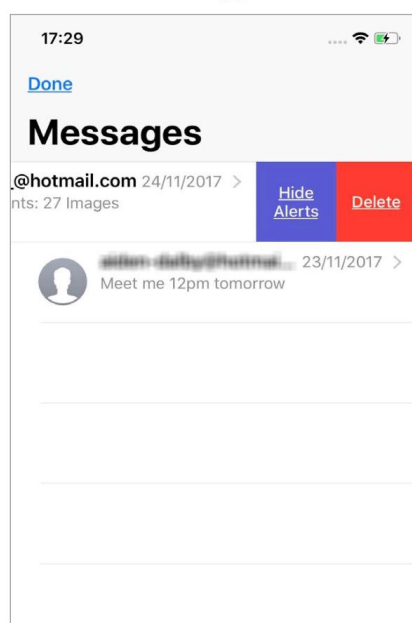
**M**essages and texts are a staple diet of any smartphone. The iPhone follows the Apple tradition and adds a little style and panache to the text messaging experience. The messages are stored in conversations, exactly as a user would talk to someone face-to-face. Being colour-coded, users can

quickly scan a conversation to see the messages received and sent. The integrated copy, paste and replace commands also mean that users can take even further control of a conversation.

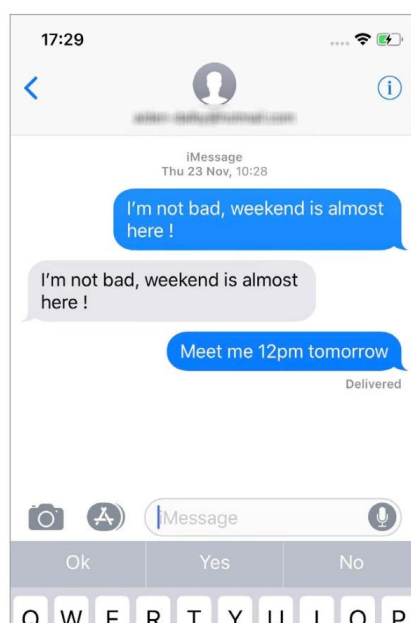
The iOS 10 update brought new features to the Messages app which were improved in iOS 11. These include animations, stickers,

emojis and effects, and each is designed to help you express yourself in new ways. Of course, you can send simple text messages without the bells and whistles and this tutorial will guide you through the standard functions of the Messages app to do just that. We will be covering the new features of the app in the coming pages.

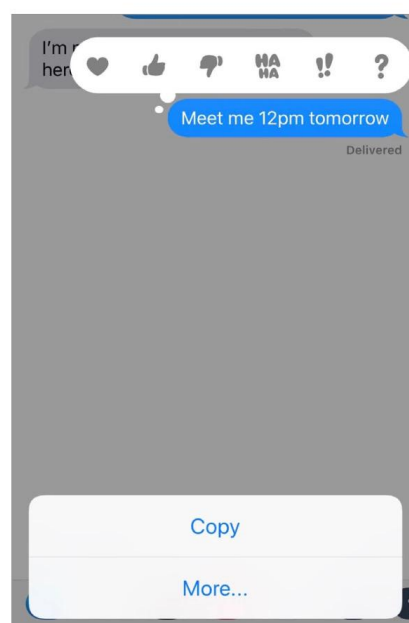
## Messages Manage and organise iPhone messages



**01** Tap Messages to view the list of sent messages. To remove a message first tap Edit, select the message and tap Delete. Alternatively, swipe to the left on a message and tap Delete.



**02** To view a message thread, tap the desired message in the list. To send a message, hit the box at the bottom, type in a message and then simply give the up arrow button a tap.



**03** If you need to copy text into a new message, tap and hold the appropriate speech bubble and tap Copy. Now tap the message box and hold and tap Paste to add.

# Manage your iPhone messages

## Call and contact

A conversation is related to a specific contact and there are several options for the contact. Tap on the contact image at the top of the screen and icons to Call or FaceTime will appear. You can also share locations and more

## Chat details

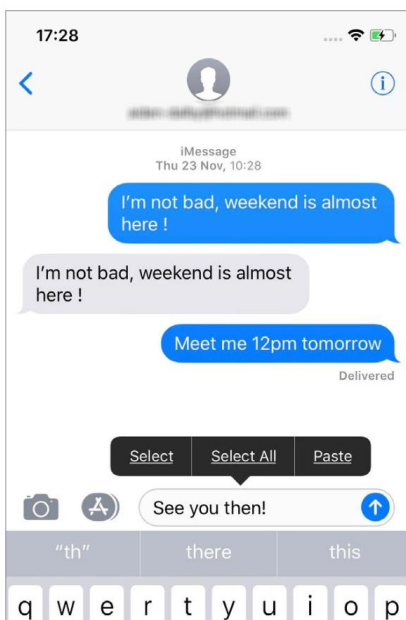
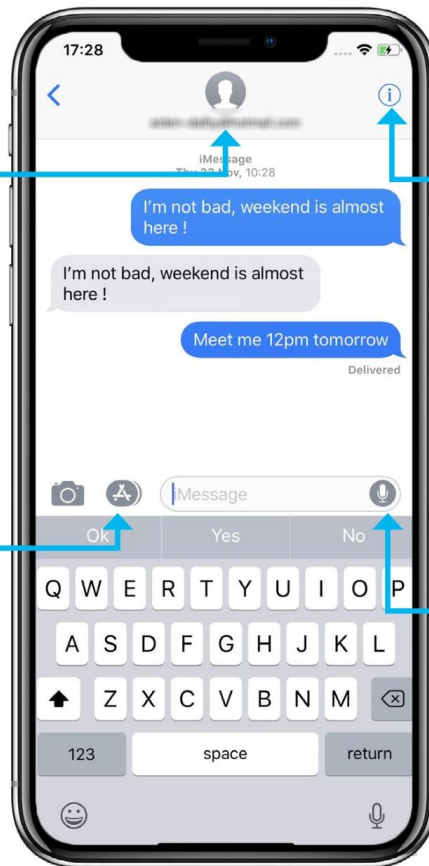
Tapping on the 'i' icon in the top corner brings up the Details screen. Here you can toggle various options, such as muting notifications for a specific chat, as well as viewing all the media that has been sent between chat members in one place

## New features

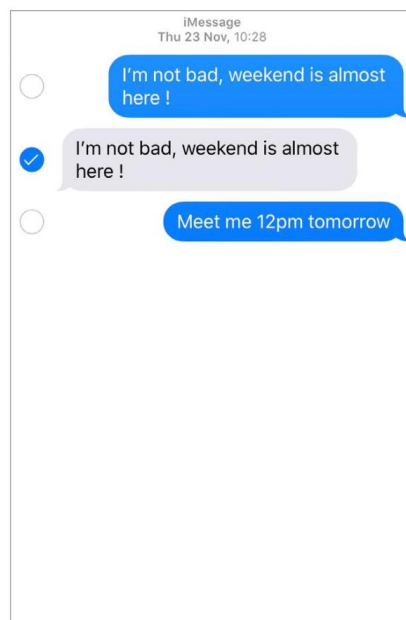
Tap this icon to find links to sharing music or playing games over Messenger. There is also an App Store link where you can download more stickers and games.

## Voice messages

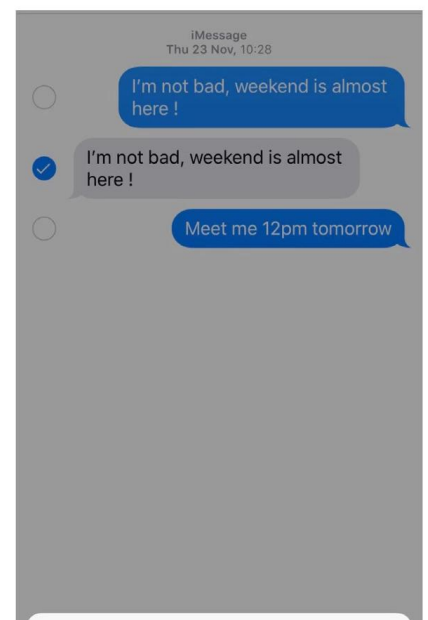
If you are sending an iMessage to another iOS user then you will also have the option to record and send an audio message by tapping the mic icon to the right of the text box



**04** After pasting in text there are options to Select, Select All or Paste, as shown in the shot above. Tap Select to choose a word, then hit Cut to remove, Copy or Paste.



**05** If a message needs to be removed from a conversation, first tap and hold on the message and then choose the More option. Doing so will place a circle next to each message.



**06** Selecting messages activates the Delete and Forward icons at the bottom of the screen. Tap Delete to get rid of selected messages, tap Forward to send messages to a new recipient.





## Understand new iMessage features

The Messages app was greatly enhanced in iOS 11. Check out some of the app's cool features

Out of all of your iPhone's bolt-on apps, it is perhaps the Messages app that has enjoyed the most tweaking within the past few years. Rather than just sending bland text messages, you are now able to send animations, a range of emojis, stickers, screen effects and more. The app has been slightly redesigned in places

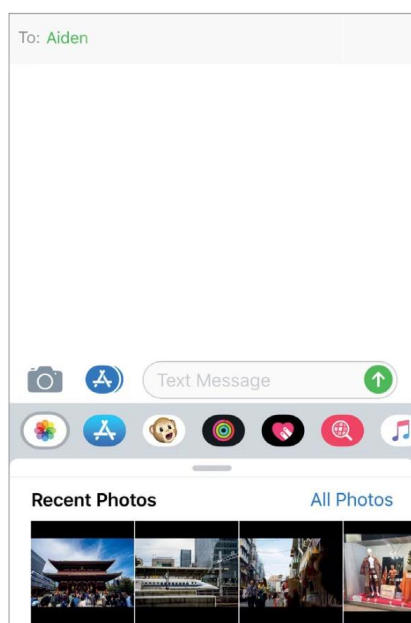
in order to accommodate all the changes and improvements, but finding out where everything is couldn't be simpler. And once you've got that mastered you can then really start to have fun with your messages.

In this tutorial we will introduce you to some of the numerous cool new features on offer in Messages,

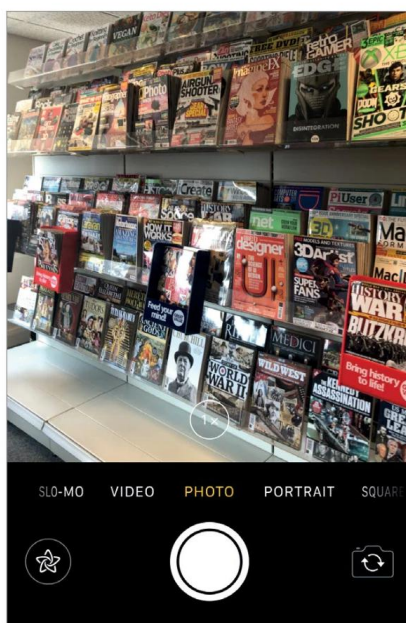
show you where to access them and demonstrate how to use them to really bring your messages to life.

Once mastered, you'll truly be able to express yourself in new imaginative ways and ensure that the messages that you send to family and friends really capture the imagination.

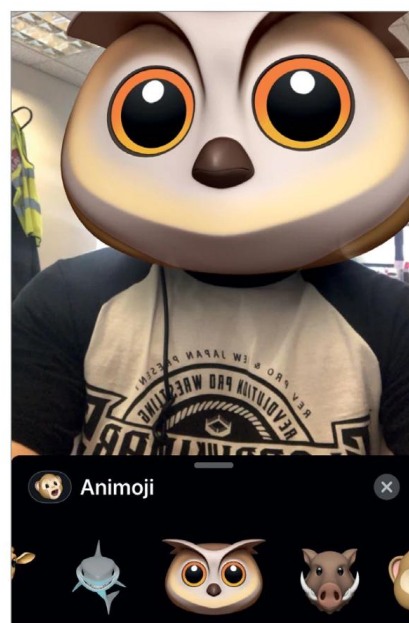
## Messages Master the cool messaging features



**01** When composing a message, tap on the App Store icon to the left of the text box, then tap the Photos icon and select a recent image from your library to send.

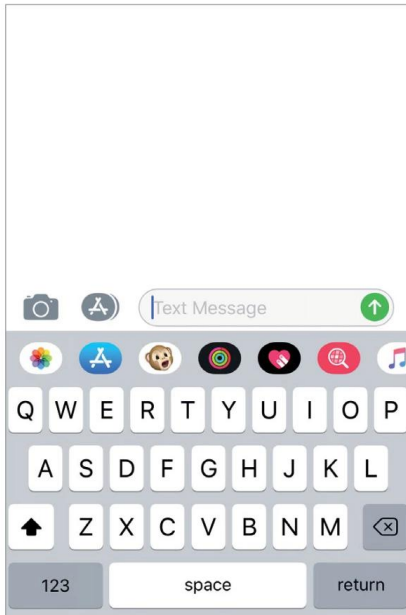


**02** Another option you have is to tap on the Camera app icon and take a picture using your iPhone's camera. The live viewer is the same as in the Camera app. See page 74 for more.

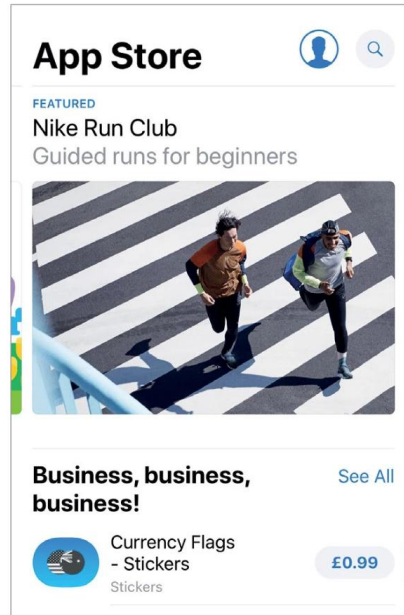


**03** Tap the icon in the bottom-left corner of the camera's live viewer to access special augmented reality (AR) features. Here you can add stickers to the image or use animojis.

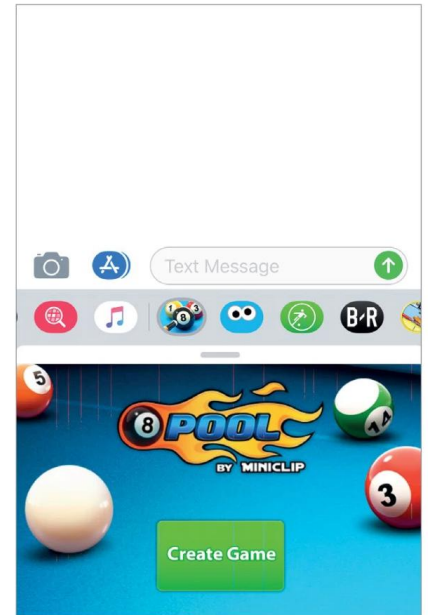
# Understand new iMessage features



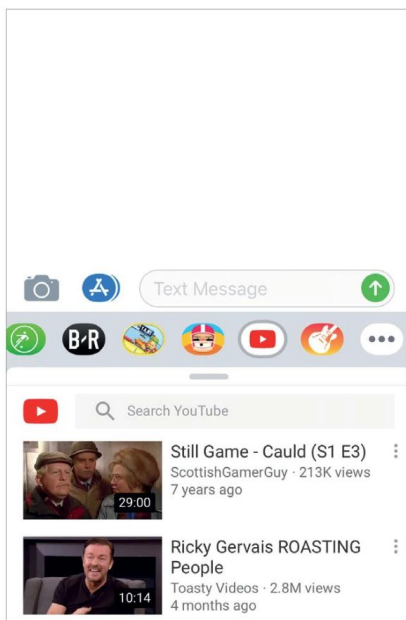
**04** Tap on the App Store icon again and you will see the option to visit the store. Here you can download stickers to share via Messages. There are tons to choose from, both paid and free.



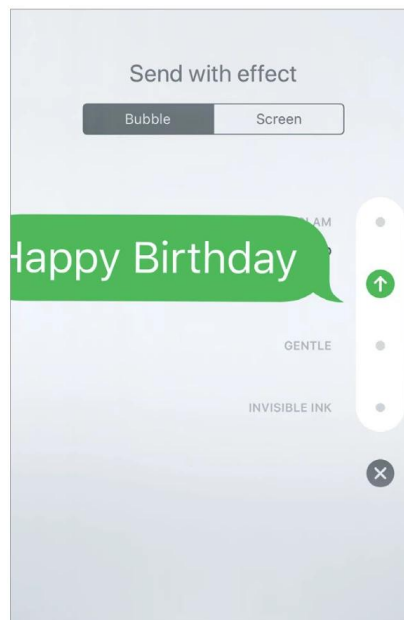
**05** As well as stickers, there are plenty of games to download that you can play with others over the Messages app. Tap on 'Get' then enter your Apple ID password to download the game.



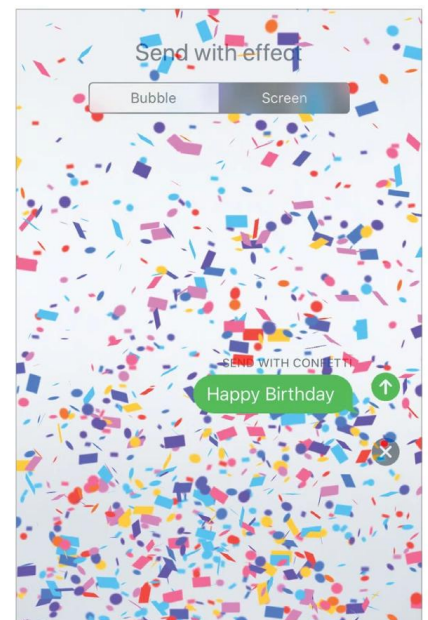
**06** Once you have downloaded stickers or a game, tap on the Store icon again and you will be able to scroll right through the various icons representing your new content.



**07** You can send links to YouTube videos you've watched. Tap the App Store icon, select YouTube and recommended videos will be shown or you can use the Search bar.



**08** When sending a message, once you have written your text, press and hold on the blue up arrow and you will be able to choose a bubble effect from the menu. Tap to choose one.



**09** You can also send screen effects by tapping on the 'Screen' tab at the top of the previous screen. There are several to choose from, so swipe left or right to cycle through them all.





## Access emails on your iPhone

Having your email with you wherever you go is invaluable. This handy tutorial will help you set up your own personal account

Using email is one of the most essential ways of being able to stay in touch with friends and family, as well as being a pretty vital tool in the business world. The ability to take your messages with you wherever you go on your iPhone makes it even more essential, and means you're not limited to responding whenever you happen to be able to log in to your main email account.

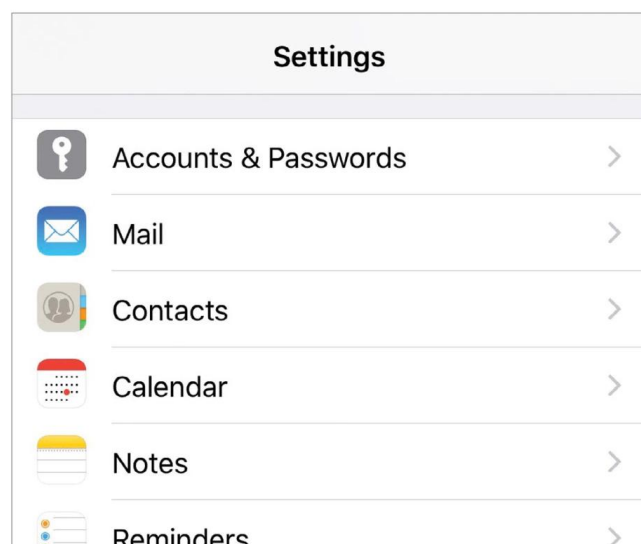
Important business can be taken care of as soon as it arrives, and you never need to worry about what could be waiting for you when you get back to your desktop.

This step-by-step tutorial will not only show you how to set up a new or existing email account, but will also take you through the fundamentals of reading and sending email. Once set up, you'll be able to use existing accounts

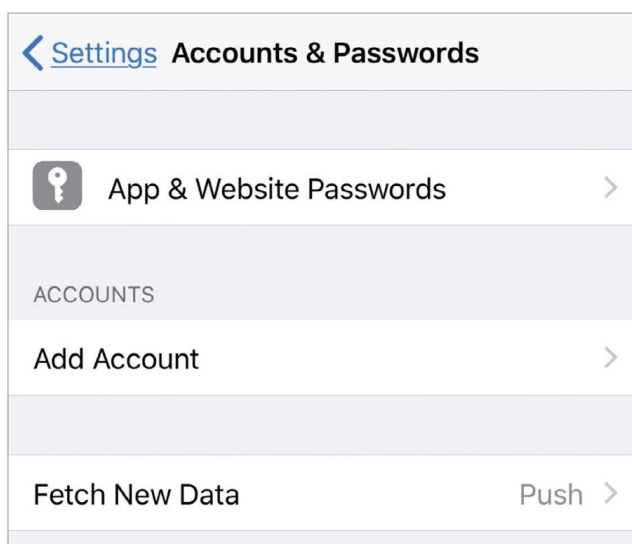
at will, whether your business or personal accounts.

You'll be able to reply to and forward mail you receive and, most importantly, ensure that you stay in touch with loved ones, no matter where they might be. Basically, you will never look at stodgy old email in the same way again, so read on to learn how to master email on the move and free yourself from your desk at work or home.

## Mail view your emails anywhere



**01** In order to set up access to one of your email accounts, you will need to first enter the Settings app on your iPhone. Look at the icons on your iPhone's Home screen until you find one with a large cog and two smaller cogs. Tap on it to continue to the Settings menu.



**02** Upon entering Settings, scroll down until you see a section called Accounts & Website Passwords and then tap on it. The next screen will list all of your current accounts. To add a new one, simply tap on the Add Account option that sits beneath the existing accounts (if any).

## Access emails on your iPhone

### Back to inbox

If you've read the email and want to go back to the inbox, tap here. You can create several types of inboxes for different types of email

### Move items

Want to organise your mail? Simply tap the folder icon located at the bottom of the screen. You can then send your mail to a variety of different folders

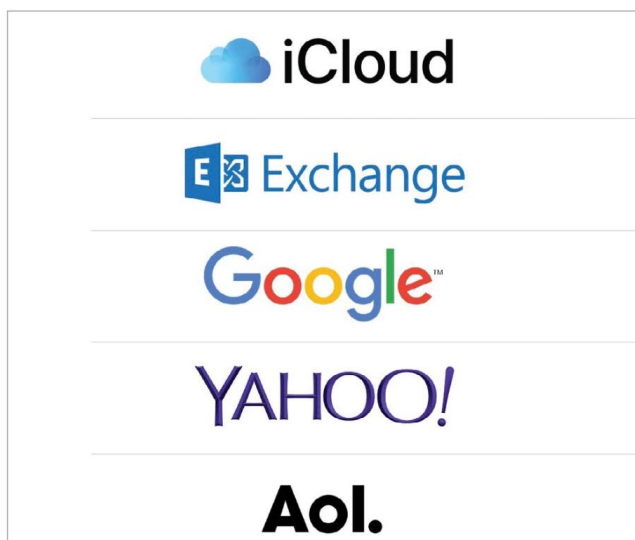


### Reply and forward

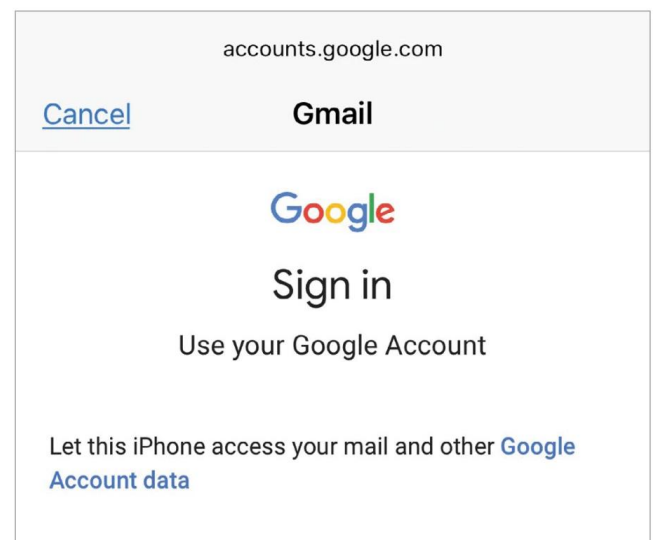
If you need to reply to an email hit the arrow icon near the bottom of the screen. You can then reply to the sender or forward the message on

### Send email

To send mail, simply tap on the button in the top right-hand corner of the interface to start composing. Fill out the address, add a subject and compose your mail. Simply hit Send when you are finished



**03** You'll now be presented with eight different account options for you to pick from. They are iCloud, Microsoft Exchange, Gmail, Yahoo!, AOL, Windows Live Hotmail, and Other. Whether you want to create a new account or add an existing one, the process is similar.



**04** After choosing your account you'll be presented with the login screen. This screen will vary depending on which email service you use. For this example we've chosen Gmail. Press the Home button and tap the Mail app. Congratulations, you've got mail!





## Manage accounts in Mail

Customise how you interact with your different email accounts, so that Mail suits the way you work

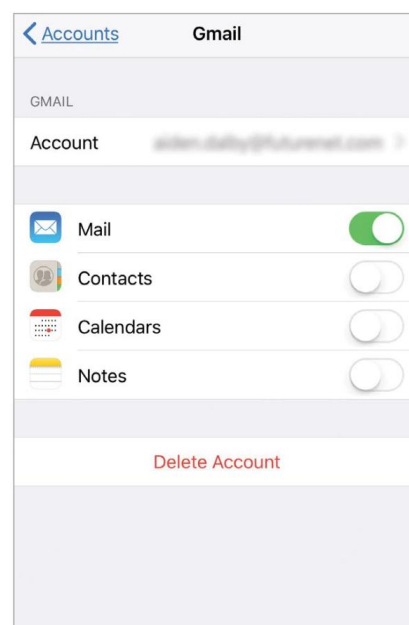
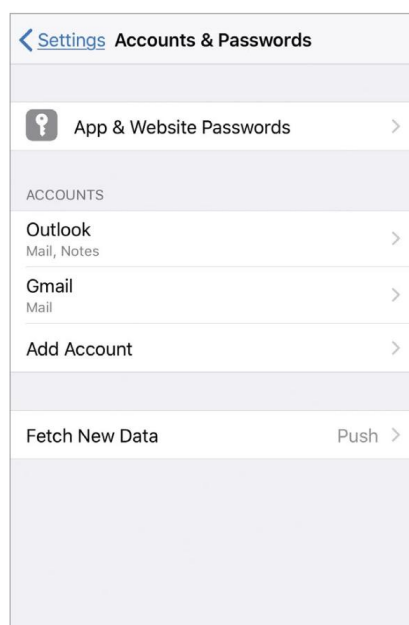
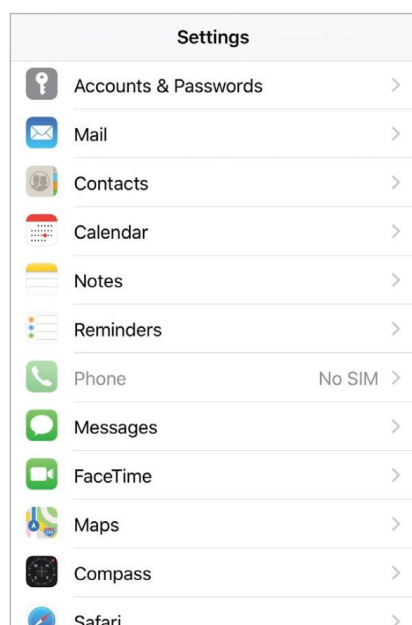
**M**ail on iOS serves as a way of staying at your desk even when you're not physically there, whether it be a work or personal account. The native Mail app makes it effortless to hook up your various email accounts, regardless of provider, so you never have to be without your correspondence, whether its

a work account or the account of your significant other.

Of course, there is a level of management that comes with having several accounts, but Mail has been designed to offer plenty of that. This tutorial will take you through some of the ways you can customise accounts and manage the different content that comes

through, including how it appears. It's your email after all; it should appear how you want it. You might want to prioritise which emails automatically come through, set up a professional signature for your work email account, or sync your contacts, calendars and reminders. With that in mind, let's take a look at how you can personalise things.

## Mail Take control of your email



**01** While the Mail app is the front line for your email, a lot of the key decisions are made from within your Settings. So go to the Settings app and then Accounts & Passwords.

**02** Towards the top of this section is the list of email accounts you have synced with your device. You can add a new one at any time by tapping Add Account and inputting the details.

**03** Tap on an account in that list and you can toggle the aspects that are synced to your device, so Gmail users can bring across their calendars and contacts, for example.

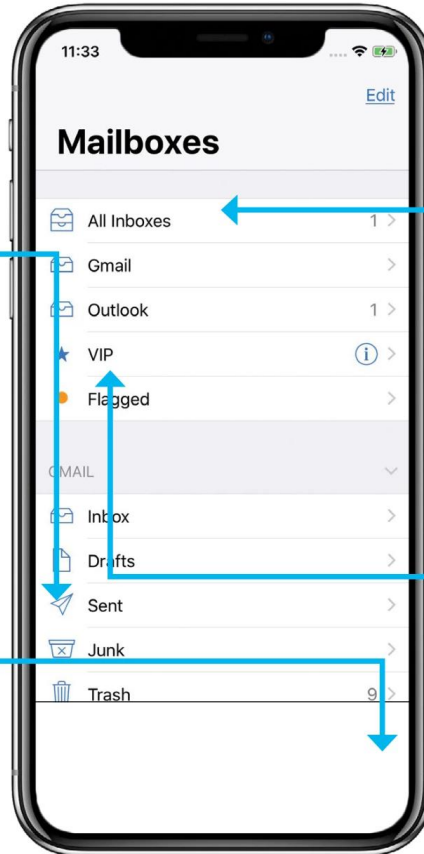
# Manage accounts in Mail

## Accounts

Though there are combined and individual inboxes above, all of your separate accounts can be accessed independently via this part of the app. You'll find all your folders and settings from desktop here too

## Compose

Should you need to quickly fire off an email, you can by tapping the Compose icon. If you have multiple accounts signed up for Mail, you can select which account to send the message from

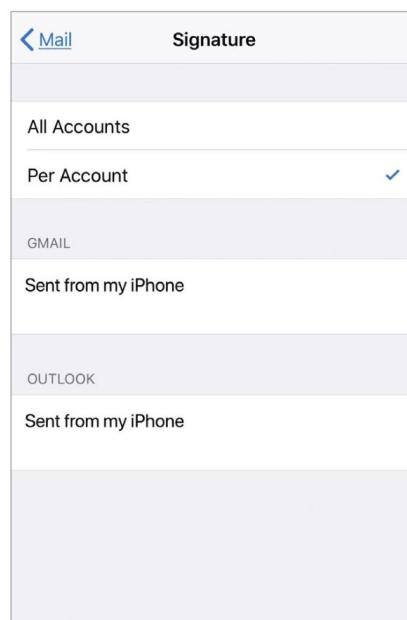


## Inboxes

To view just the inbox of an account, tap any of the names next to an inbox icon. Alternatively you can view all your inboxes in one place, as a single list of read and unread emails

## VIPs

All mail received from people marked as VIPs will be filtered into their own inbox, making them very hard to miss. Tap on a sender to mark them as a VIP



**04** Tap on the account address and then Advanced to reach a detailed menu on the behaviour of your inbox. Here you can select the folder an action sends an email to.

**05** A lot of us use mobile email for both personal and business reasons, and want our signatures to reflect that. Go to the Mail page, find Signature and tap Per Account to set sign-offs.

**06** Back on the Accounts & Passwords menu, you can select whether you want each account to push new messages to you if you want to collect them manually by refreshing the page.





## Get browsing with Safari

It was a tough adjustment moving your browsing experience from desktop to mobile interfaces, but Safari makes it effortless

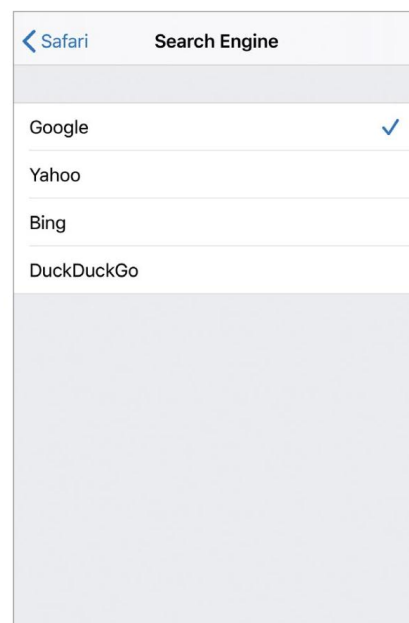
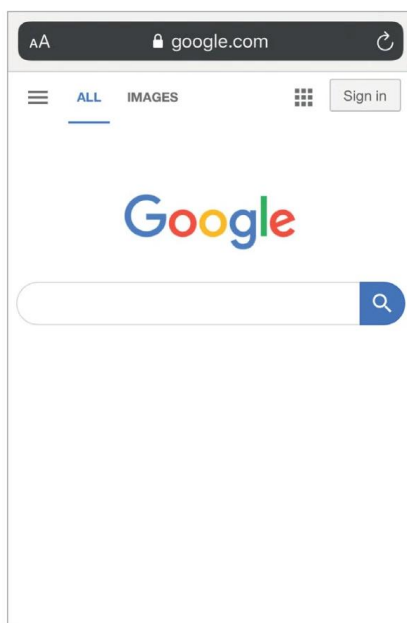
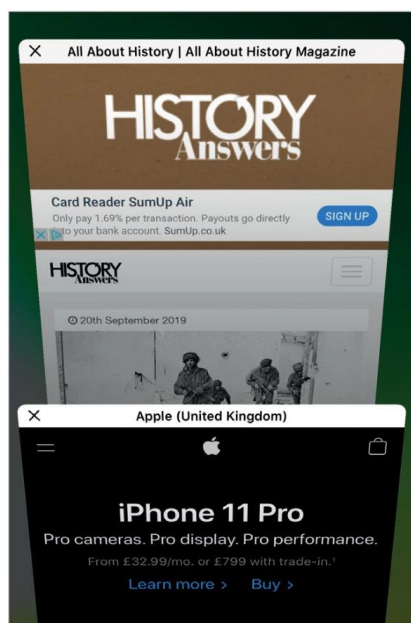
**B**rowsing the internet on your iPhone is a breeze, and the app has expanded and improved over the years, with options to block annoying ads that appear on web pages and save Safari content to your Notes app. Of course, the Safari app also has a whole host of other cool features that make it such a robust browser.

With Private Tabs, any websites you visit will not be saved in your history – handy if you're buying a secret birthday or Christmas present. All you have to do is tap on the Private button in the bottom-left corner of the screen when viewing your open tabs. Visiting websites works the same but private tabs have a dark border

along the top so you know what mode you're viewing them in.

The Reading List feature is also useful as Safari saves webpages – not just links – in your Reading List, so you can catch up on your reading even when you can't connect to the internet. It's ideal if you have to endure a long commute to work.

## Safari Access tabs, block ads, make notes and more



**01** While in Safari, tap on the page tabs icon, which is to the far-right of the row of icons that sit at the bottom of the interface. All of your open pages will be displayed here.

**02** Tap on Private to go into private browsing mode. In this mode, any websites you visit will not be saved in the search history. The tab along the top will be dark to indicate private mode.

**03** You can change the default search engine by going to Settings>Safari>Search Engine. Other options in the Settings app include blocking pop-ups and deleting browsing history.

## Social network integration

Safari is just one of many apps to feature integration with your favourite social networks. You can post content from Safari just by choosing your preferred service here

## Notes integration

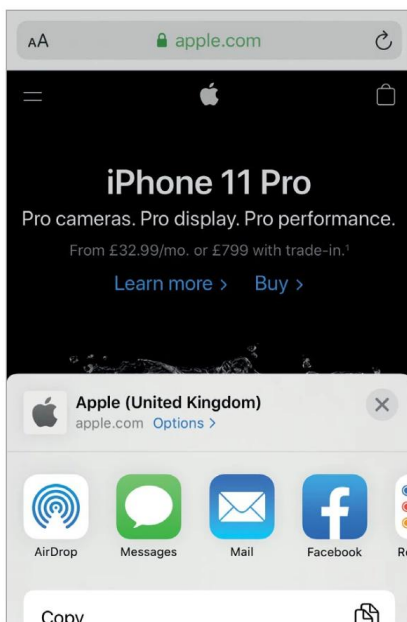
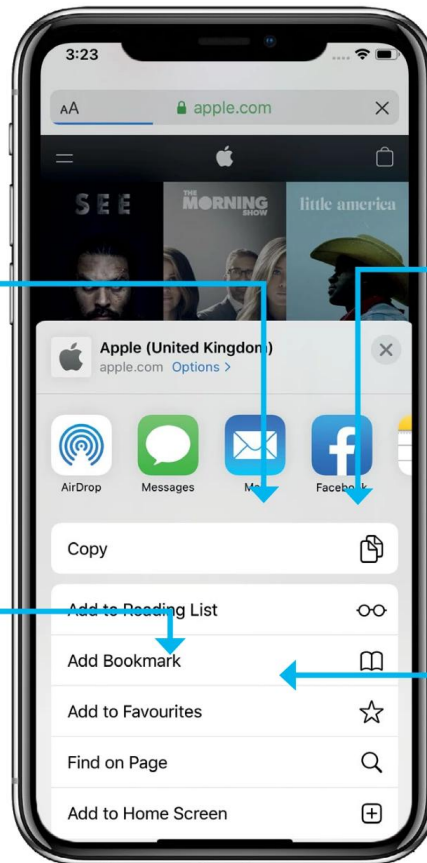
Create new pages in your Notes app based on Safari content. If you choose Notes from the share menu then the page you are currently on will form the content of a new note, which you can then save to your Notes app. This is very handy when researching

## Add to Reading List

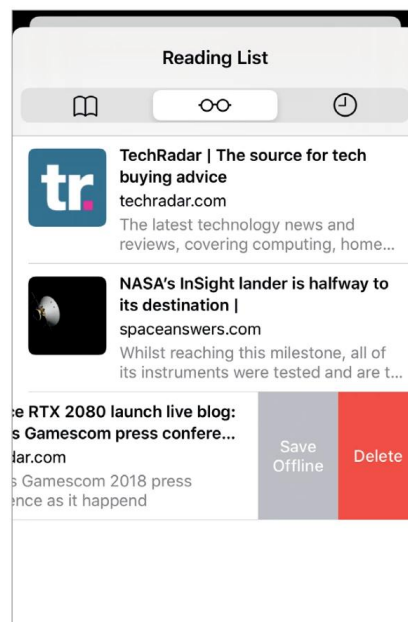
By opting to add the current page to your Reading List, Safari will download it, making it accessible via the Bookmarks button to read offline later

## Add to Home screen

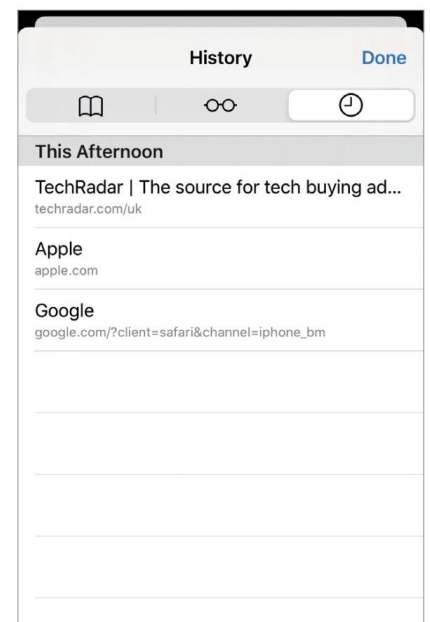
If you access a particular page frequently then choosing this option will save it to your Home screen like a regular app icon. You will then be able to tap on it to launch Safari and load the page simultaneously



**04** Any content you come across in Safari can now be used as the basis for a new page in your Notes app. Tap the share icon, choose the Notes option and a new note will be created.



**05** If you tap the share button and choose 'Add to Reading List', those pages will then be accessible offline. View them by tapping the Bookmarks icon and choosing the glasses icon.



**06** You can go back to any website you've previously visited by tapping on the History tab. Tap on one of the tabs to go back to that web page or swipe it left to delete it.





## Use Lock screen Widgets

Get the latest information at your fingertips

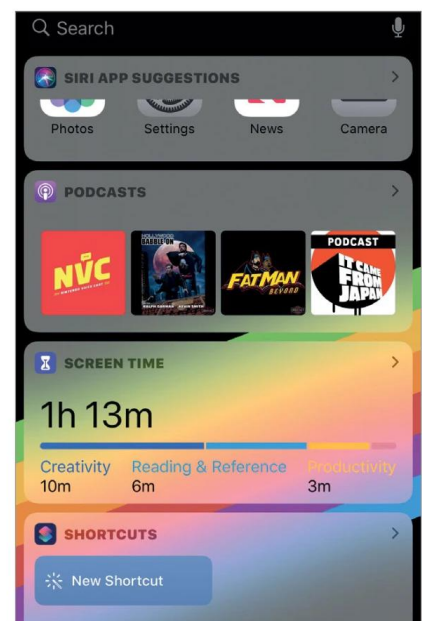
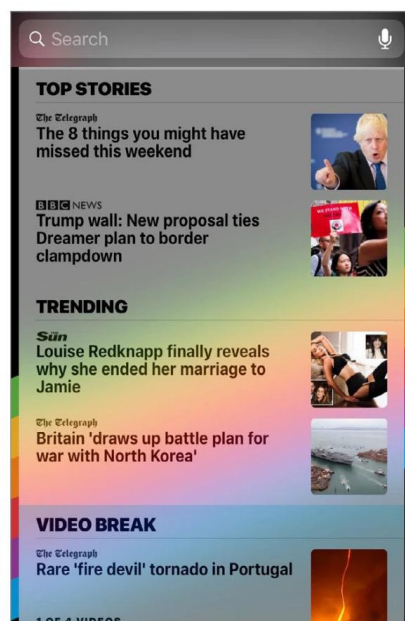
**W**hen Steve Jobs demonstrated the iPhone for the first time in 2007, the Lock screen was the first thing he showed. As he swiped across the screen to unlock the phone, the crowd "oohed" and "aahed".

The Lock screen has come a long way since then, and it now offers access to all the information you

need at a glance, thanks to widgets. Swipe across the screen and you'll see your widgets displayed below the date, along with a search bar. Here, you can quickly access useful information, like your latest emails and the current weather. The News app also gets a large widget, highlighting the two biggest news stories, the top two trending features and a link to a video.

You'll find third-party apps here, too – you can see your latest Whatsapp chats, check your Amazon orders, or even quickly jump into apps like Camera+ to take a photo. It's totally customisable, too, so you can choose what you see and what is hidden. This is the new, powered-up Lock screen, and we're going to show you how to use it.

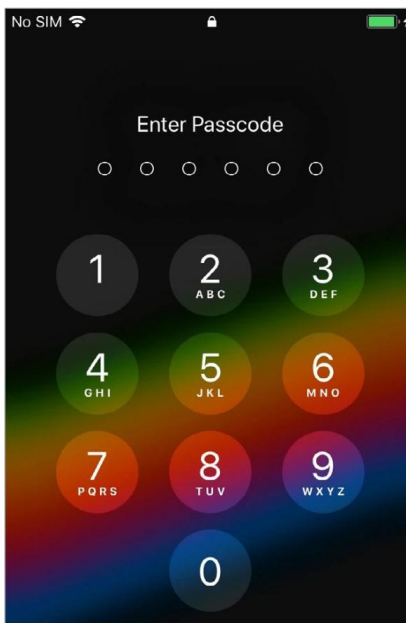
## Lock screen Add and manage widgets



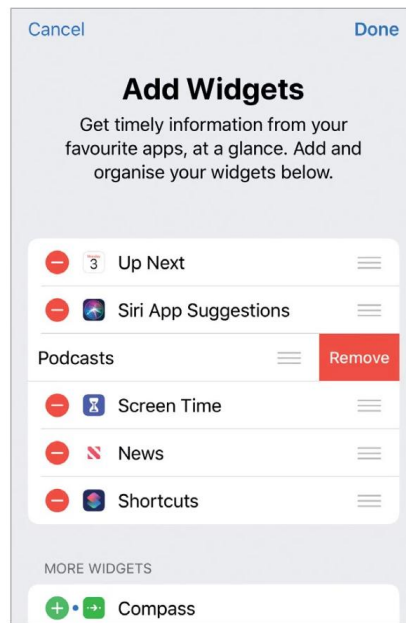
**01** To view the widgets that are currently shown on your Lock screen, simply swipe from left to right across the screen – just like you used to do when you unlocked your iPhone.

**02** By default, your iPhone will have added some widgets to your list that it thinks you might want, such as your daily events and the weather. Scroll down to see them all.

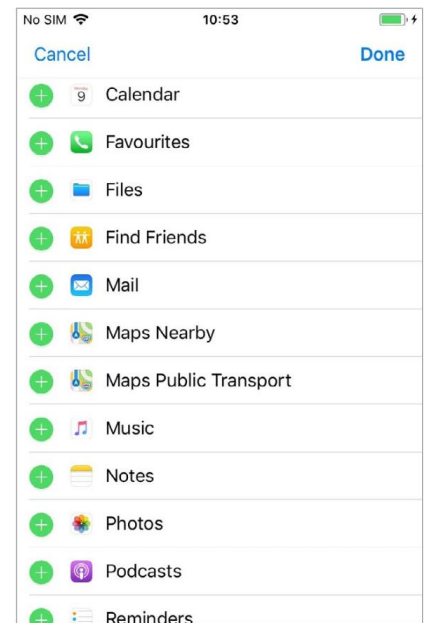
**03** At the bottom of the list you will see an Edit button. If you want to customise the widgets that appear on your Lock screen, tap the button to open up the options menu.



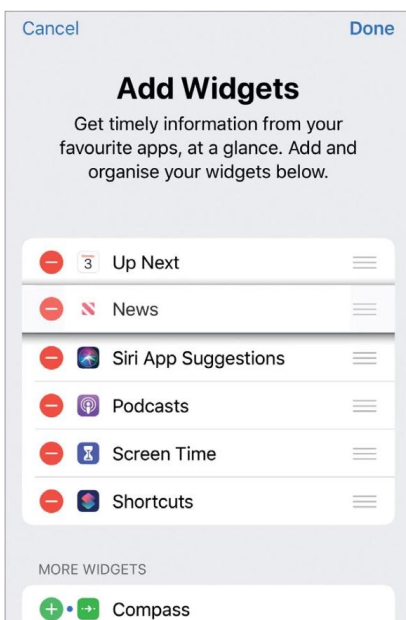
**04** If you use a passcode or Touch ID on your iPhone, you'll need to unlock your device before you can go any further. When it's unlocked, a message will appear at the top of the screen



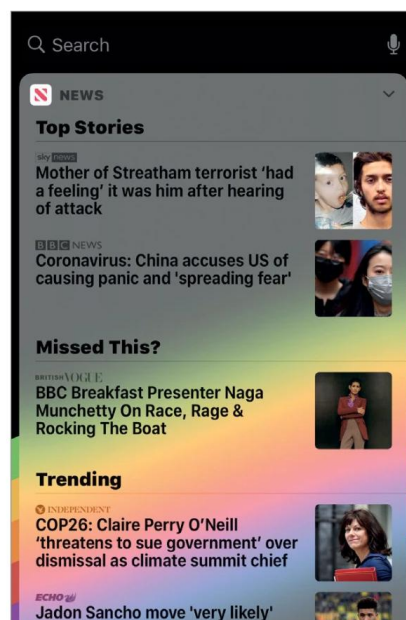
**05** The widgets that currently appear on your Lock screen are at the top of the list. Tap the red icon on the left, then tap the Remove button to get rid of unwanted widgets.



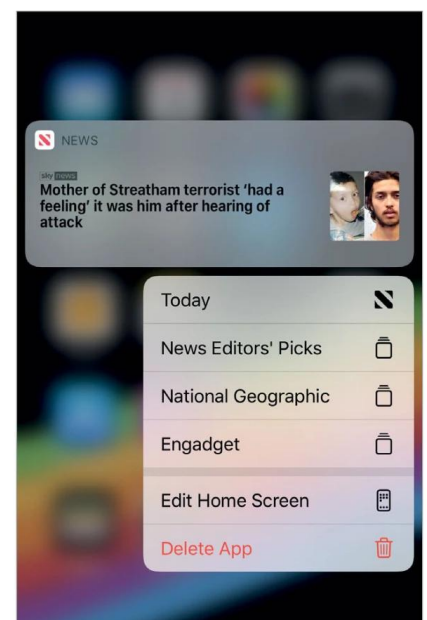
**06** Scroll down and you'll see all of the widgets that you can add to your Lock screen in a list. This includes third-party apps, as well as apps that have multiple widget options, like Maps.



**07** When you've added a new widget with the '+' icon, you can change the order in which your widgets appear. Tap and hold on the three lines on the right and drag them around.

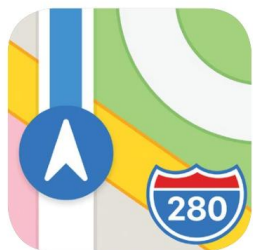


**08** When you're happy with the order, tap the Done button in the top-right of the screen. You'll be taken back to the Lock screen so you can check how your widgets look.



**09** You can also quickly view widgets on the Home screen of an iPhone 6S or newer using 3D Touch. Press hard on an app to open up this menu, which includes the app's widget.





## Find your way with the Maps app

Apple's very own Maps app has been completely redesigned to keep up with other successful maps applications

**M**aps revolutionises the way you view the world. All of the navigational items can be found condensed to the bottom of the screen, which is handy because you can do all of your navigating using one hand. A drawer at the bottom of the screen slides up to reveal your recent and favourite locations.

All you need to do to start finding your way to them is to tap on the green 'Go' button and the app will immediately generate the directions and present them in turn-by-turn fashion.

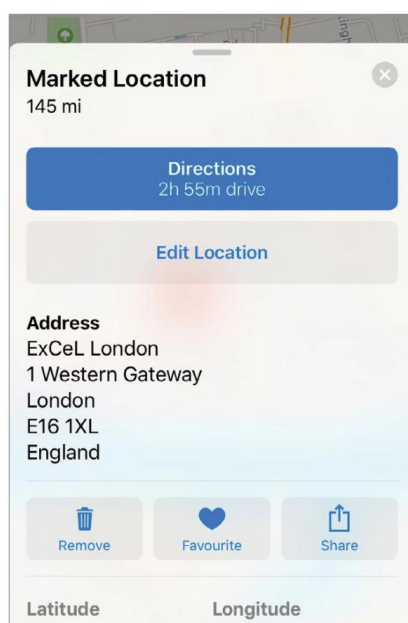
Another good advancement of the Maps app is the way in which you can find places like petrol stations and food outlets along

your route without having to break away from your journey navigation. One nice touch is Maps will tell you how much time it would add to your journey to go to these places as well as give a star rating from various sources such as TripAdvisor. Every part of journey can be planned through the Maps app.

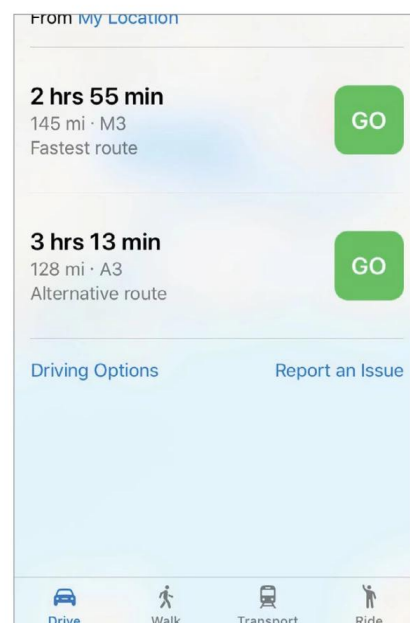
## Maps Get to grips with Maps



**01** You should use the search field in Maps in order to enter an address or postcode. When the location is displayed, press and hold the screen in order to drop a pin.



**02** Tap the pin in order to bring up the name of the location and any available information about the place, plus options to share, add it to Favourites or get directions.



**03** Tap the Directions button and specify your starting location (it could be your current location or a different one) then the app will calculate various routes for you to take.

# Find your way with the Maps app

## Turn-by-turn navigation

Spoken directions inform you of every upcoming turn, while 3D view and real-time traffic info will ensure you reach your destination with time to spare

## Hands-free directions

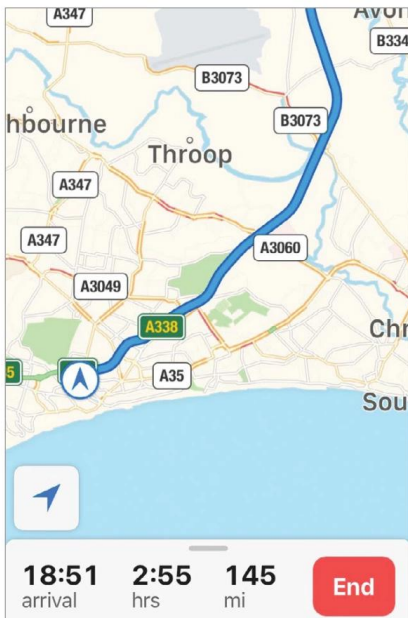
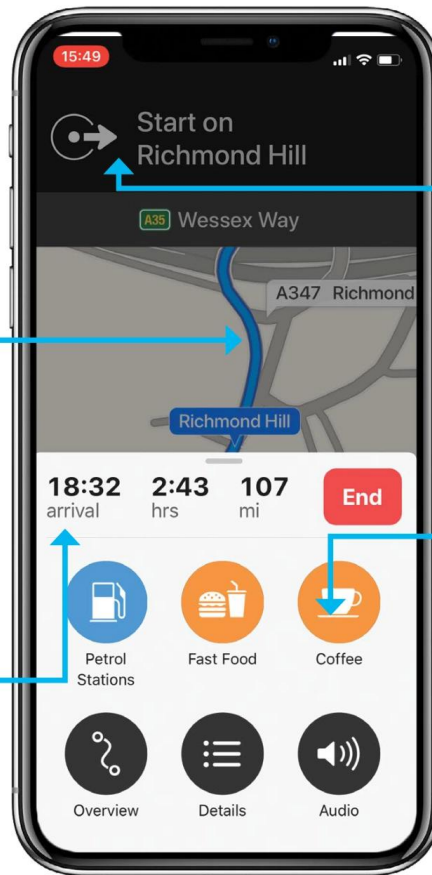
Large signs and arrows superimposed over the image show you which way to go and how long it's going to take you to get there, even if your screen is locked

## Show Traffic

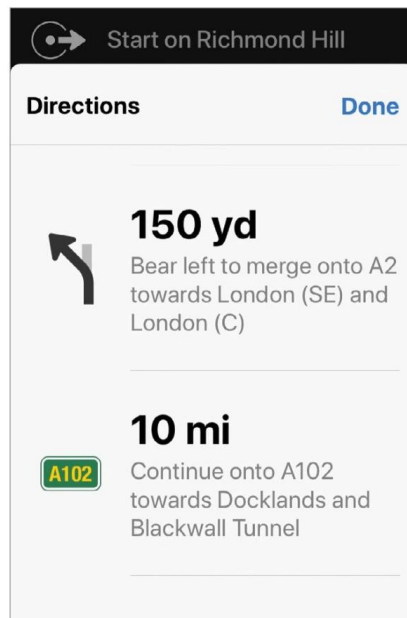
You can get real-time traffic information to calculate your ETA. Maps gives you details on what's causing a backup, so you can tell if there's a major accident or just a minor delay

## Places of interest

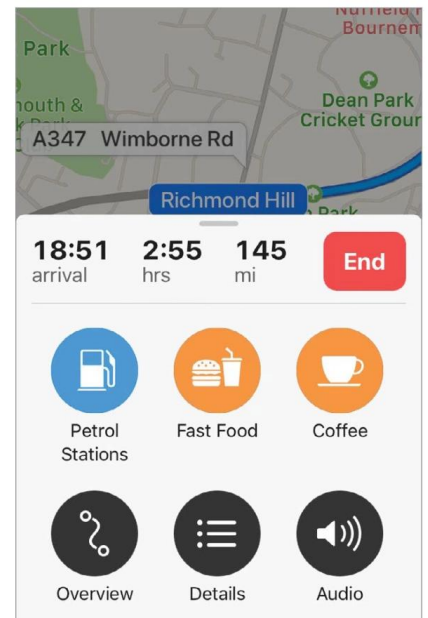
Swipe up to see places of interest along your route. Places like restaurants and petrol stations could be highlighted - which would be particularly useful if you are starting to run a little low on fuel



**04** Select your method of transport at the bottom and then tap on the 'Go' icon next to your preferred route and you will bring up turn-by-turn directions to your specified location.



**05** Swipe up from the bottom of the screen and then tap on the 'Details' option. You will now be able to see of the directions for your chosen route in one scrollable list.



**06** You can also swipe up and use the menu at the bottom of the screen to get an overview of your journey and, if applicable, view places of interest and amenities along the way.





## Discover Maps' handiest features

With a more intuitive interface and newest features, finding your way with the Maps app is easier than ever

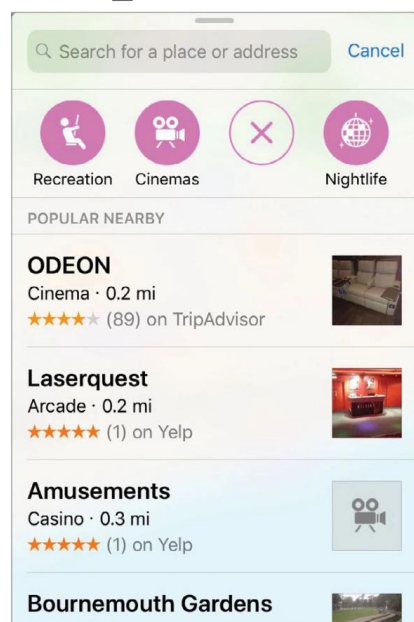
**A**pple's Maps has long been the go-to app for iPhone users looking to find their way while on the go. But the service is always developing, with great additions made at every update. Users are treated to duration approximations, exact route steps and instructions throughout the journey.

Despite being an excellent standalone driving, walking and public transport navigation solution, the level of assistance always gets a boost. Cities feature Wikipedia descriptions, boast a visually stunning Flyover Tour, and the 'nearby' function is yet another bonus to be aware of. You can now use descriptive terms

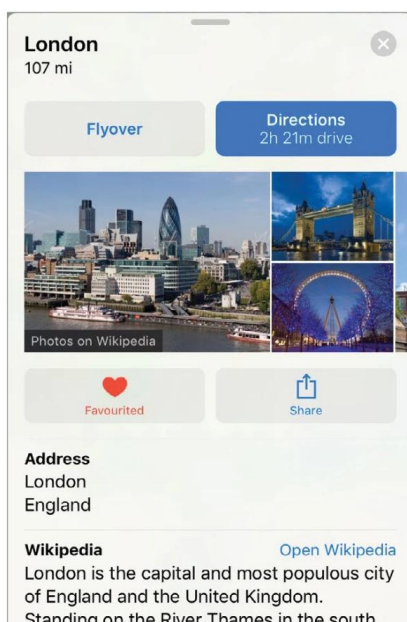
such as 'restaurant' rather than establishment names and Maps will present a variety of options, along with key info and full reviews.

It's fair to say that 'Maps' no longer sufficiently describes the app because it does so much more than offer digital mapping. It has become one of the best travelling assistants in the world.

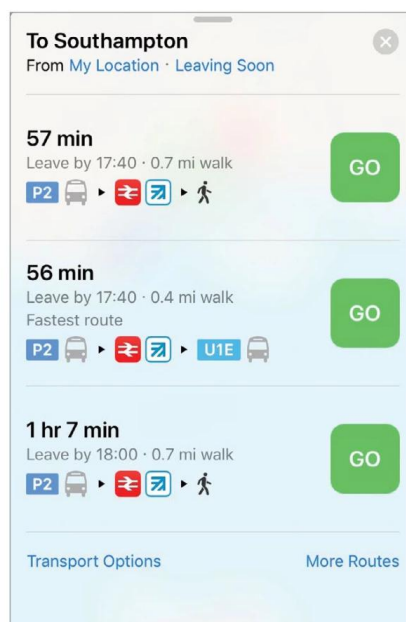
## Maps Maps' most innovative features



**01** If you want to find nearby places of interest quickly then tap on the search field and use the icons to find various categories of places quickly, such as restaurants and cinemas.



**02** Tap any local result and you will be presented with contact details, travel information and even reviews from other customers. It may replace many other location-based apps.



**03** Tap on the Transport tab when searching for a location and you will see a route that uses public transport. The other options provide step-by-step navigation for driving or walking.

# Discover Maps' handiest features

## Advance warnings

When planning routes you may be advised on any issues that may disrupt your journey, giving you ample time to plan an alternate route

## Any mode catered for

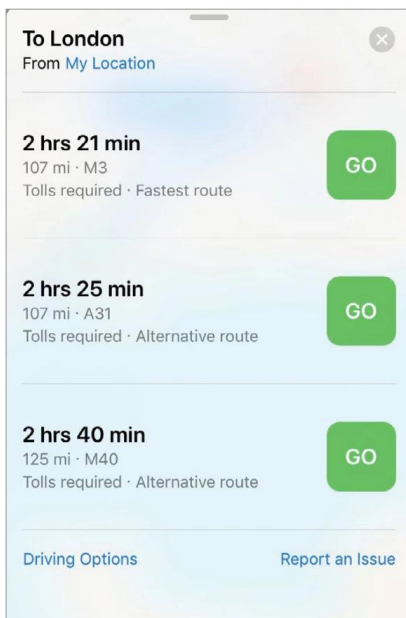
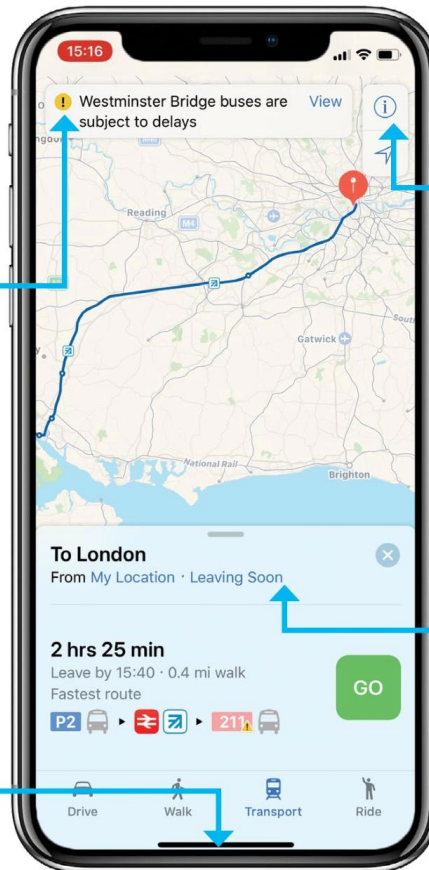
No matter what type of transport you prefer, the Maps app will work out all of your journeys, departure times and trip durations to make travelling a totally stress-free experience

## Map options

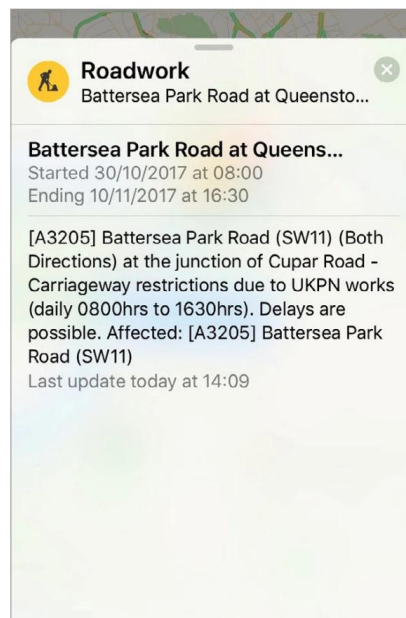
Tap here to view the various options, such as changing the style of the map view and adding locations. You may also notice that the local weather is also present on the places you search for, which is another subtle, but nevertheless useful feature

## Plan ahead

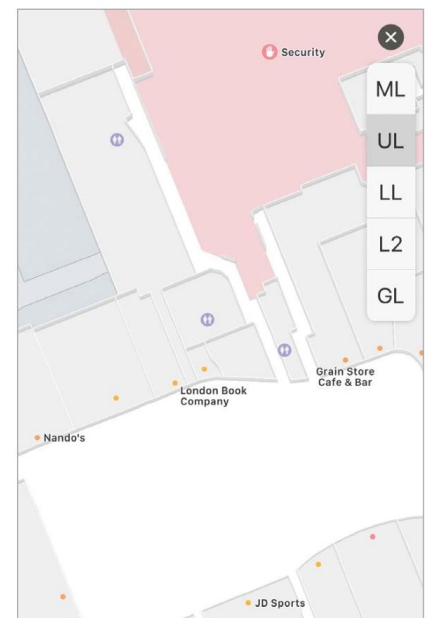
Maps allows you to chose and adjust your planned departure or arrival time here, so you can find out where to go right now, or plan your journey in advance



**04** Tap the More Routes option and you will see a variety of route options. These let you refine your route choice by duration, transport type and leaving time.



**05** When planning a journey you may be advised on anything that may disrupt your journey, such as road closures. If you encounter any obstacles, Maps can help you avoid them.



**06** Certain airports and shopping centres have their floor plans available to view through Maps. You can change what level of the airport you are viewing using the right-hand tab.





## Use the Camera app

Take better mobile photos than ever before on your iPhone

If there's one category on the App Store that's exploded more than any other over recent years, it's photography apps. There are hundreds of apps dedicated to improving your iPhone's camera and enhancing the stock Camera app that remained largely unchanged since the introduction of video recording with the iPhone 3GS. So the Camera app was given some handy tweaks in recent iOS

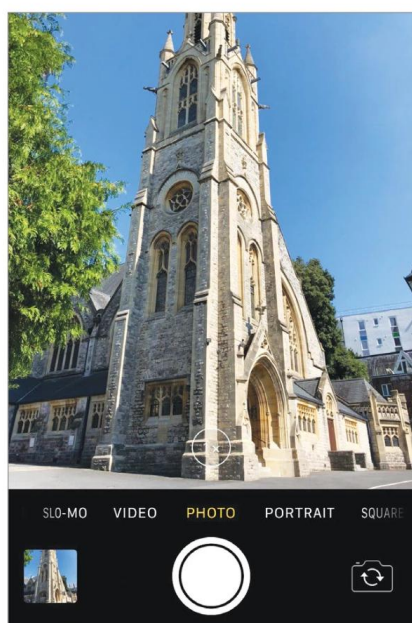
updates in order to deliver features photography fans had been crying out for.

The app we know and love today has a simple interface, live photo filters, square and panoramic photo modes and more. If you love adding filters and effects, and the medium format-style images that Instagram gives you, you'll love what Apple has done with your Camera app. There are nine filters to choose

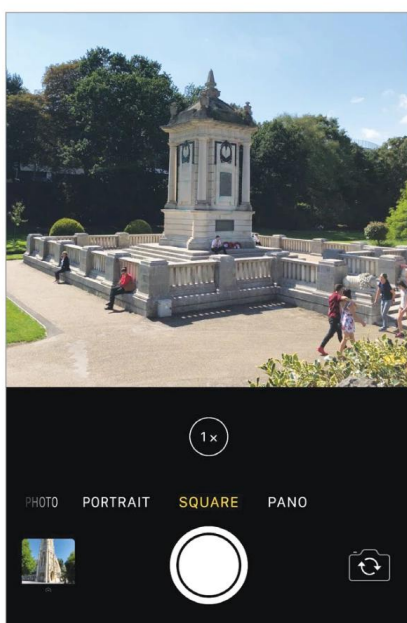
from, not including the standard, filter-less image.

Here we provide a quick tour of the Camera app's key features. No matter whether you're an absolute beginner or well-versed in iPhoneography, we're sure there is still a trick or two to learn to ensure you make the most of your treasured snaps. All our favourite features are detailed below, so get started now for flawless photos.

## Camera Rediscover your iPhone's camera



**01** To open Camera, select its icon from the home screen, access it from Control Centre or swipe up from the bottom-right of your lock screen. The app will load in standard Photo mode.



**02** Switching between modes is easy; swipe left or right on the mode name between the shutter button and viewfinder. Square mode gives medium format-style images.



**03** Swiping the to the left once more will put you in Panorama mode – simply press the shutter button and follow the on-screen instructions to create a super-wide image.



## Use the Camera app

### Flash and HDR

The flash and HDR controls are at the top of the Camera interface. For best results, we normally recommend disabling the flash and ensuring that HDR mode is on

### Shutter delay

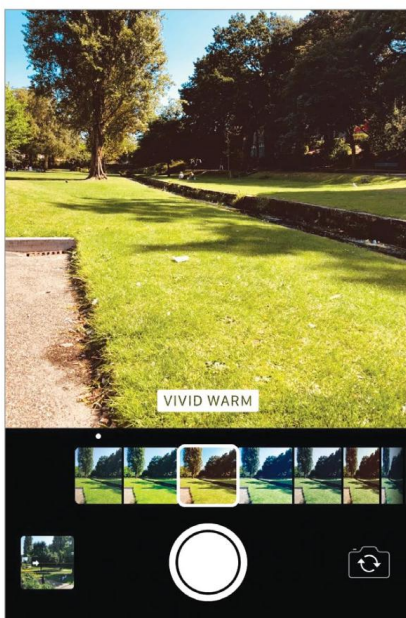
Want to line up a shot and get in on the action yourself? Then tap here and set a shutter delay of three or ten seconds to give you enough time to get in the frame

### Check your images

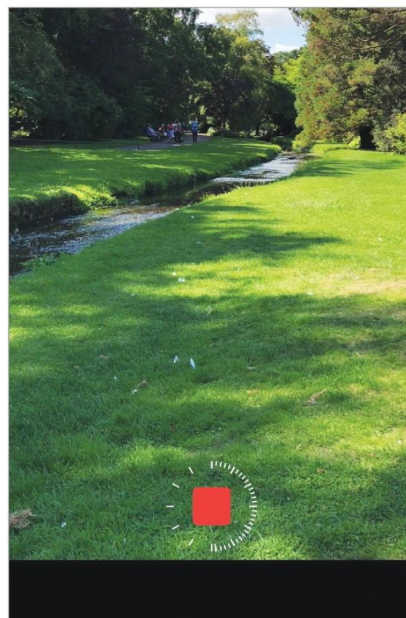
To view your images in Photos, tap on the image in the bottom-left corner of the Camera interface. It's a handy shortcut to your most recent snaps and videos

### Hold to focus

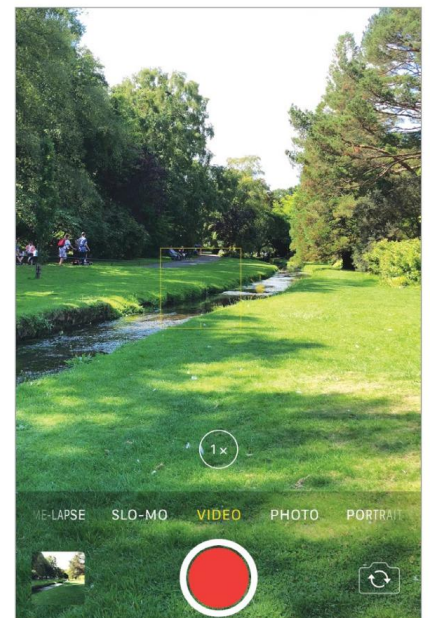
You can tap anywhere within the Camera viewfinder to set your focus, but you can also lock both focus and exposure by tapping and holding for a few seconds



**04** To access the Camera app's live filters, tap the icon in the bottom-right corner (this is greyscale when no filters are applied and in colour when they are) then select one.



**05** Time-Lapse mode, which was introduced in iOS 8 will capture shots at dynamic intervals to create a still video with slight movement. Experiment with this for great results.



**06** From the standard Photo mode, swipe right once to turn your camera into a video recorder. You can't add live filters in this mode just yet, nor shoot your clips in HDR.





## Understand the Camera modes

The iPhone cameras are not only technically brilliant; they also provide a varied selection of powerful modes to play with

**T**he latest iPhone cameras are extremely impressive and you should have all of the tools you need for any type of photo or video built into the software. We will show you how to use each of the included modes here and how to add some personality to your shots, but as with any camera, patience and a

basic understanding of lighting will always help achieve the best results. It's likely that your iPhone is good enough for you to leave your standalone camera at home, and for most purposes it

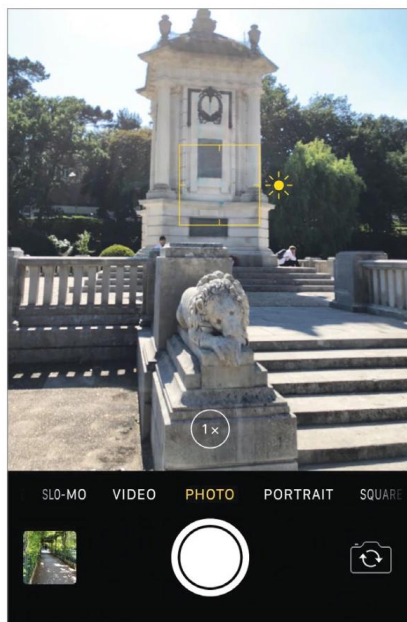
will produce shots that are more than clear enough in every type of situation. The iPhone X also includes a Portrait Lighting feature, which creates studio lighting effects to provide the best selfies.

“The iPhone is good enough for you to leave your standalone camera at home”

## Camera Take control of the iPhone camera



**01** Before you snap, check the options at the top. You can set the flash to automatic and enable HDR for landscape shots. On the newer iPhone models, you also have the Portrait option.



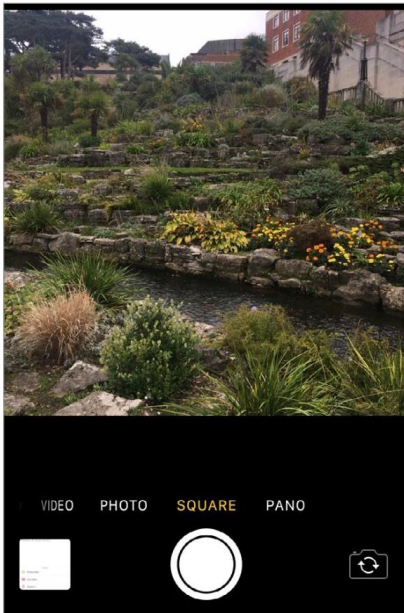
**02** With 'Photo' selected at the bottom of the screen, tap anywhere and the lens will focus on that area. This means you can make any part of the foreground the subject.



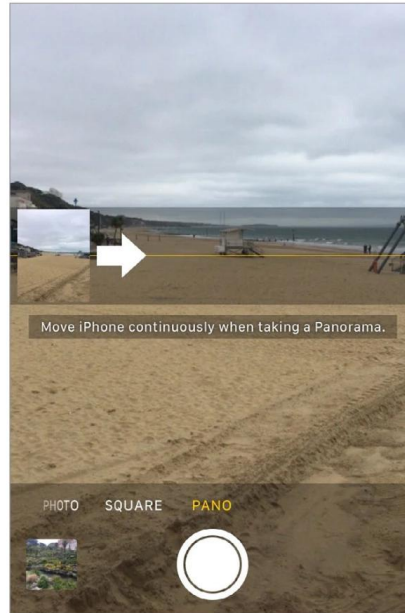
**03** When focused, you will see a sun icon next to the yellow square. Move this up and down to control the exposure and your changes will be shown in real-time before the photo is taken.



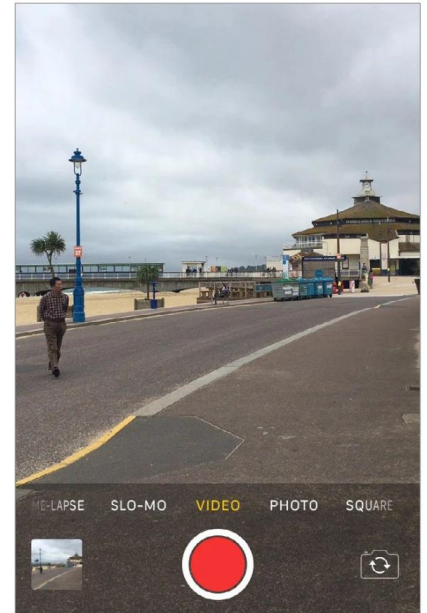
## Understand the Camera modes



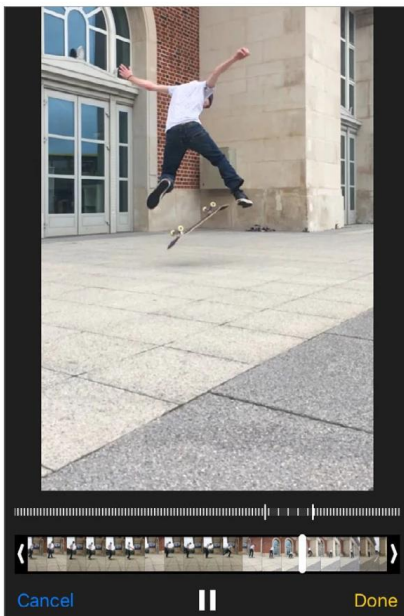
**04** Scroll the modes to 'Square' at the bottom to use the camera in the same way as normal, but the resultant photo will be formatted for social networks like Instagram.



**05** The 'Pano' option is very clever, but you will need a steady hand. When in this mode, tap the capture button and slowly move the iPhone from left to right; the end result will be impressive.



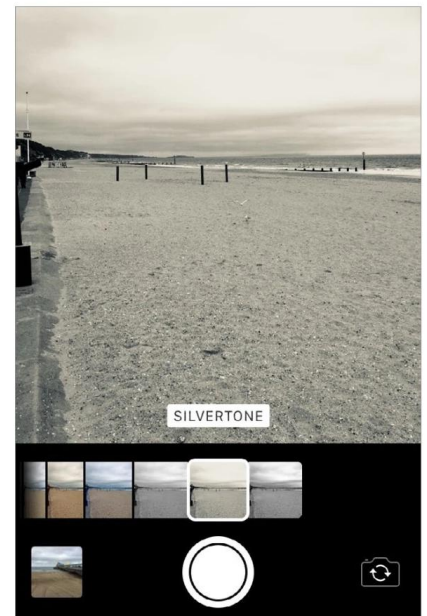
**06** Capture a video by scrolling to 'Video' mode and hitting the capture button. Hold the iPhone horizontally as the end result will be more suitable for YouTube.



**07** Once you have selected the 'Slo-mo' mode and taken a video, you can play it back and slide the top bar to choose exactly where the slow motion effect starts and ends.



**08** Select 'Time-lapse' and then the capture button to take a series of shots which will display as a time-lapse once complete. Take a long video as the final product will be much shorter.



**09** Tap the icon in the camera mode that looks like three interlocked circles. You can now access filters which will preview in real-time and be applied to your photo.





## Shoot video on your iPhone

You probably didn't buy your iPhone to record video, but it's a valuable function that shouldn't be overlooked

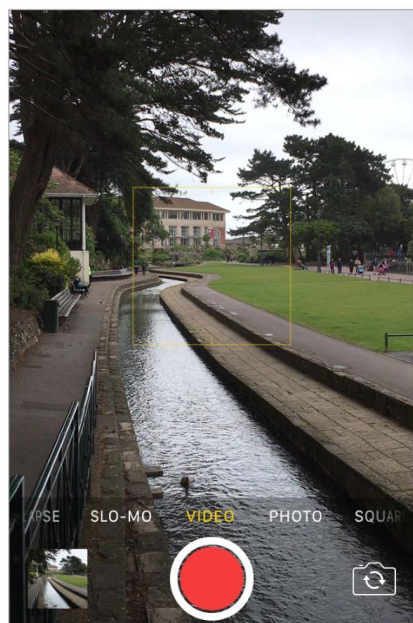
**T**he iPhone is equipped with two cameras: one front and one rear-facing. And while you'll probably get a lot of use out of the front-facing camera thanks to FaceTime, the better quality of the rear camera makes it more suitable for recording video with.

Accessing and using your iPhone's camera is easier than

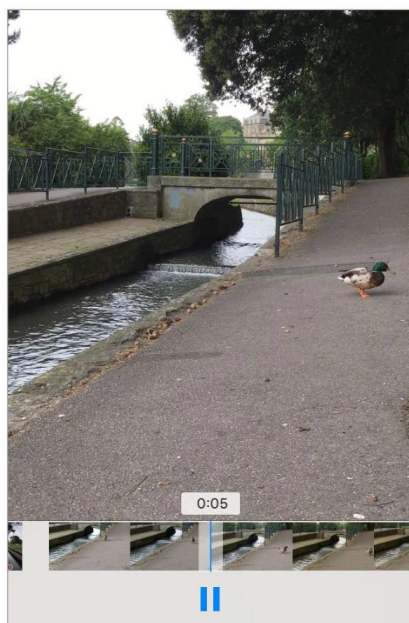
ever as you can access it from the Control Centre or directly from the Lock screen. To do this, simply go to the Lock screen and a camera icon will appear next to the slider that you use to unlock your phone – tap this and your phone will unlock and launch your Camera app simultaneously to ensure you can start recording straight away.

What's more, once you have captured video, you can edit it straight away from your device using the Photos app, which allows you to trim your footage down. After that, you can share with friends via Facebook or email. In this tutorial we guide you through the process of capturing, editing and sharing videos.

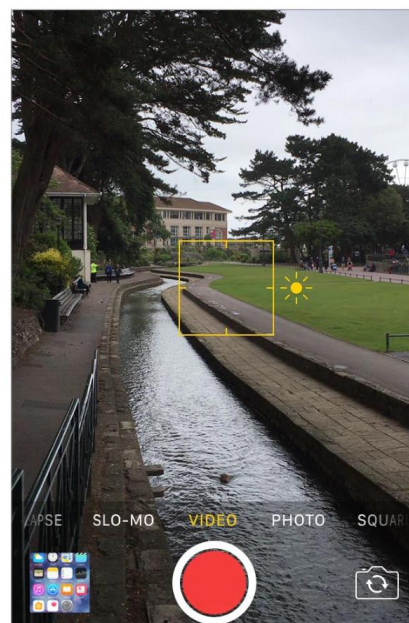
## Camera Create a video with your iPhone



**01** Tap the Camera app's icon on your iPhone's Home screen to launch it. Just above the shutter button will be various different modes available. Swipe left to choose Video.



**02** Tap the record button to begin recording. As you record, a red dot will slowly pulse at the top of the screen, and next to this will be the elapsed time of your video.



**03** To change the focus of your video or set its exposure, tap at the point where you want to set the focus or the exposure, and the rest of the video will adjust to compensate.



# Shoot video on your iPhone

## Camera quality

You'll get better results with the rear-facing camera, which records HD video at up to 60 frames per second, than the lower resolution front camera

## Control recordings

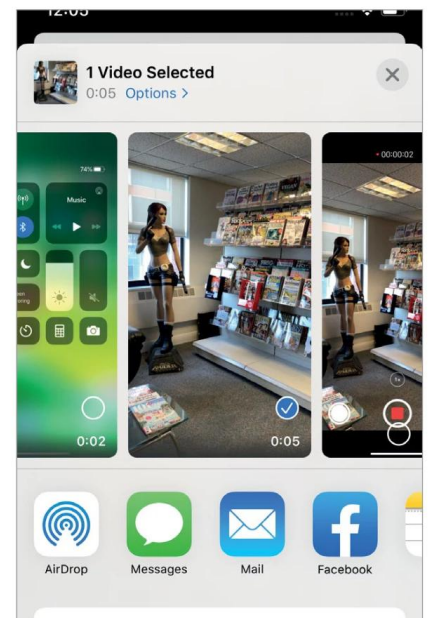
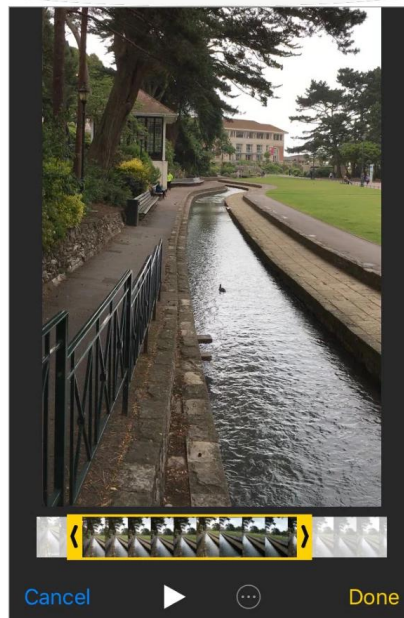
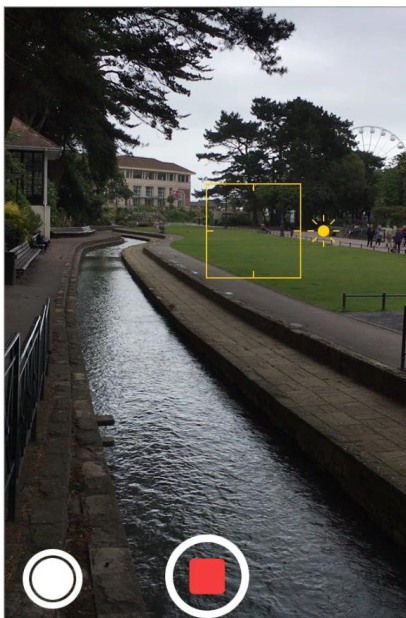
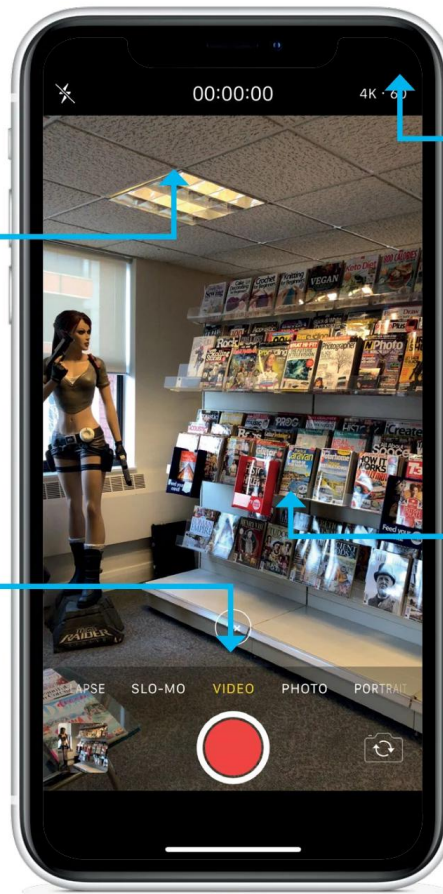
The record button pulses as you record and the viewfinder displays the elapsed recording time. Just tap the record button to stop recording

## Front or back

When you're not recording, an icon appears in the upper-right corner of the screen that lets you switch between the front and rear cameras

## Lock focus

You can lock the focus and exposure by simply tapping and holding in the viewfinder until the focus box pulses and shows AE Lock



**04** Tap the record button again to turn recording off. A thumbnail link to your freshly created video appears at the bottom left of the screen. Tap it to view the video you've just taken.

**05** You can trim the video by tapping on the edit icon, dragging the start and end points on the filmstrip at the bottom of the screen. When you're happy, tap the Done button.

**06** To share your completed video with others, tap the share icon in the bottom right left of the screen, select your video, tap Next and then choose a means of sharing.





## Explore the Photos app

Quickly organise and arrange your images thanks to your iPhone's GPS data and Photos app

**W**ith the iPhone's camera just as good as any compact point-and-shoot digital camera and far more convenient to fire up at a moment's notice, it's no surprise that our iPhone albums get quickly filled with photos.

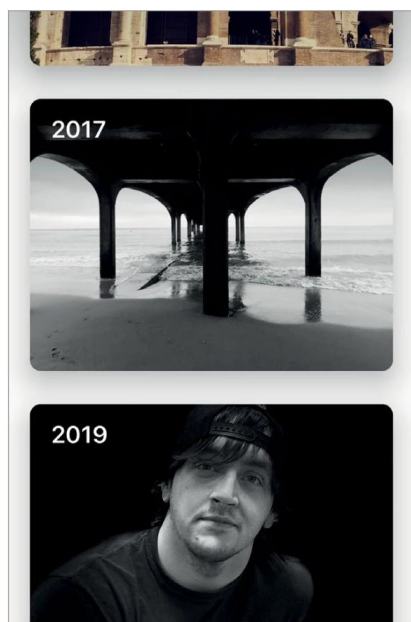
On the most basic level, your photos are sorted year-by-year

with the date and time of an image determining which Collection it's sorted in. Things can get even more organised too, with photos being arranged in categories such as faces and places.

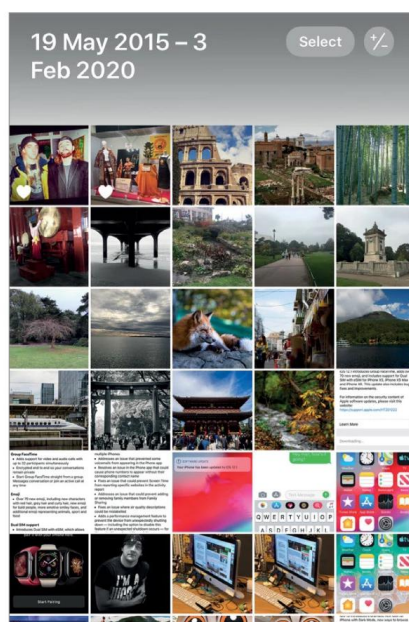
Once you've found that perfect photo, you can edit it using Photos' built-in tools or share it. Another great addition to the Photos app

is For You. As the app now utilises the artificial intelligence of Siri a lot more, photos, live photos and videos from a certain event are now brought together into an interactive magazine format, so if you're feeling nostalgic, you can sit down and experience all of the joy that a particular event brought you again and again.

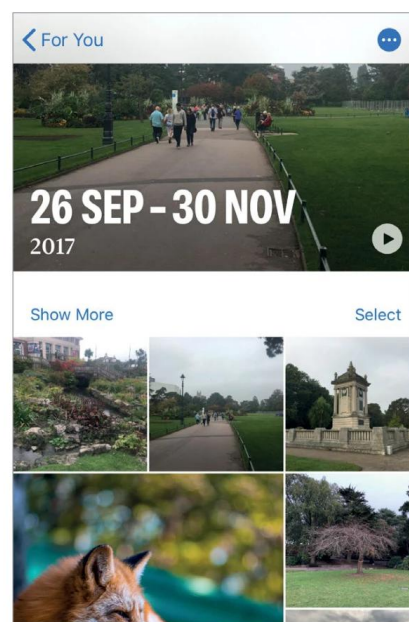
## Photos View your snaps in style



**01** On the most basic level, Photos organises your iPhone photos by the year they were taken. If you're a real shutterbug, this should help you narrow things down.



**02** All of the images can be divided by Year, Month, Day or you can have all images collected together. Tap on the option at the bottom of the screen to change view.



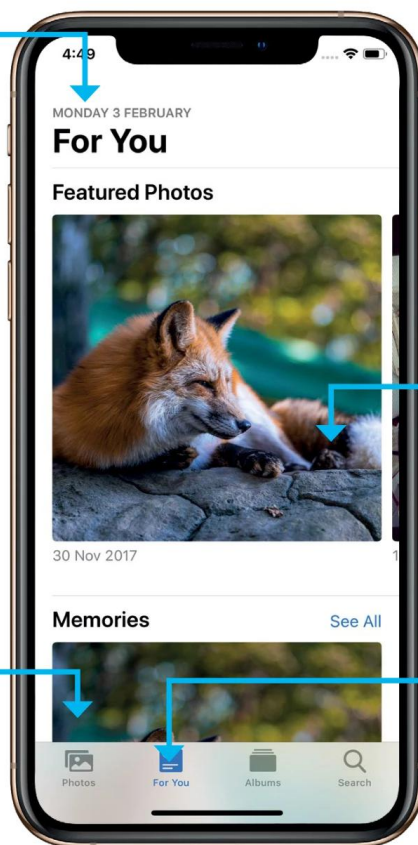
**03** Memories group together images linked by a specific days or areas of a town or city and collects them into one album. These can be found in the 'For You' section of the Photos app.

## Recorded and dated

Each Memory is date stamped so that you will know, at-a-glance, exactly when it took place. The more images and videos you capture, the more Memories will be recorded

## Your best pictures

Using Siri's AI brain, the Photos app plucks your best images from an event, location, etc, and groups them all together into one place



## An interactive memory magazine

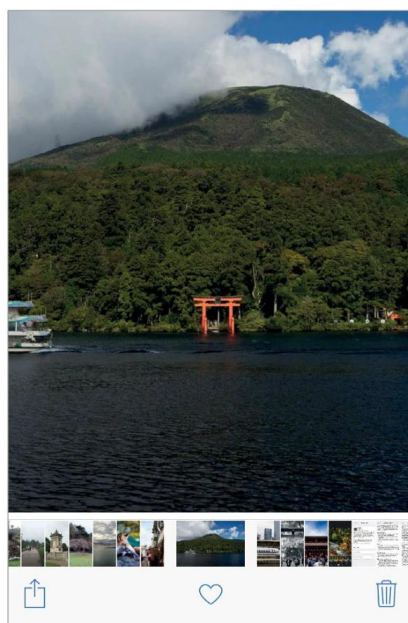
The For You tab brings together videos and pictures and presents them like an interactive magazine that you can delve into time and again to relive those precious memories

## New section

Your personal Memories will be accessible via a new section tab at the bottom of the interface. Go here to see your treasured memories turned into interactive albums brimming with charm



**04** Tap on the name of any Collection or Moment and it'll reveal a map view which places the images you've taken by their location. They will show the number of images taken there.



**05** Once you've found the image you want, tap it once to show it full screen and tap it again to lose the Photos interface for a clutter-free viewing. When done, tap to bring the menu up.



**06** Tapping the Edit icon will bring up a number of familiar editing tools along with a new collection of photo filters to explore. You can really start having fun with your photos here.





## Edit images in Photos

Make the absolute most of your iPhone camera and take advantage of the built-in photo editing feature

**T**he Photos app on your iPhone comes with lots of great options for organising and editing your photos. Editing features available in Photos include the ability to rotate and crop images and an option to automatically adjust the levels and enhance the image and adjust the colour depth, brightness and

contrast. You can transform a relatively dull photo into something that is altogether more pleasant to look at. The other options should prove to be useful as well; the first of these allows you to remove the notorious red-eye that you get in photos which have been overloaded with flash, and you can also add and apply new filters to

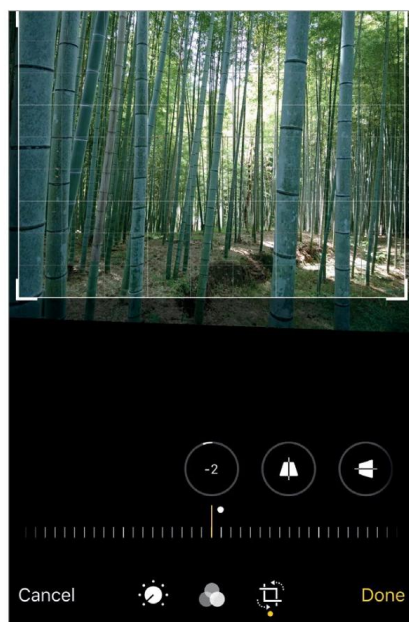
the photos to create something on par with Instagram.

Some options that were once present in iPhoto, such as creating and buying physical copies of photo albums you create, seem to be on hiatus at present, but who knows if they might make a return. For now though, there is still plenty to enjoy, so let's get going.

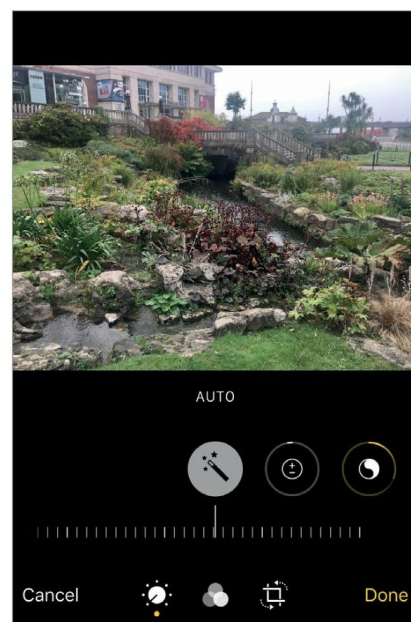
## Photos Edit images on your iPhone



**01** Launch the Photos app from the Home screen of your iPhone, then choose your Camera Roll or an album. Pick an image that you would like to work on, and then tap Edit.



**02** From the Edit screen, select the Crop icon in the bottom-right. You can now move the frame of the grid to crop an area or press and hold on the dial to rotate the image.



**03** If you choose the Enhance button (the magic wand icon), the software will adjust the colours of the image, which can be very effective. Tap again to cancel the changes, or tap Done to finish.

## Multi-touch controls

Before you choose how to edit a photo, you can use the multi-touch pinch controls to zoom into the photo to focus on the areas that you want to improve

## Undo any changes

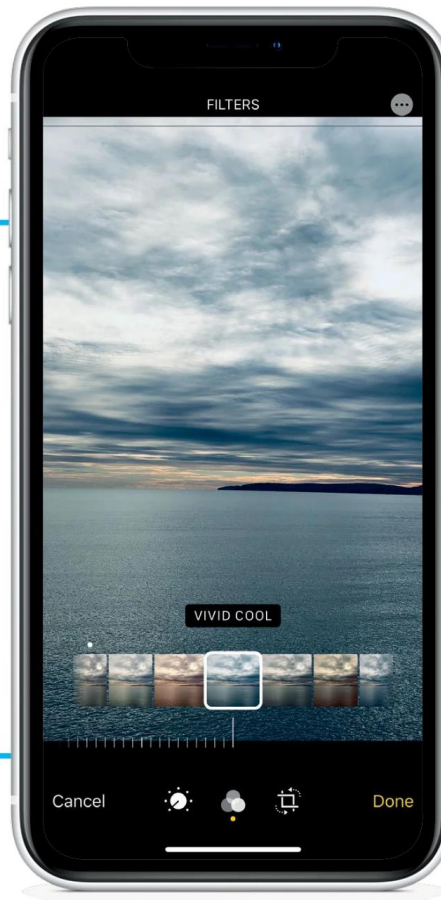
Thanks to the intuitiveness of the iPhone, you can easily revert back to the original image by pressing cancel, and then quickly re-save it

## Enhance

On the surface this seems a basic option compared to most editing packages, but in practice it's a great feature that can transform your photo within moments

## Filters

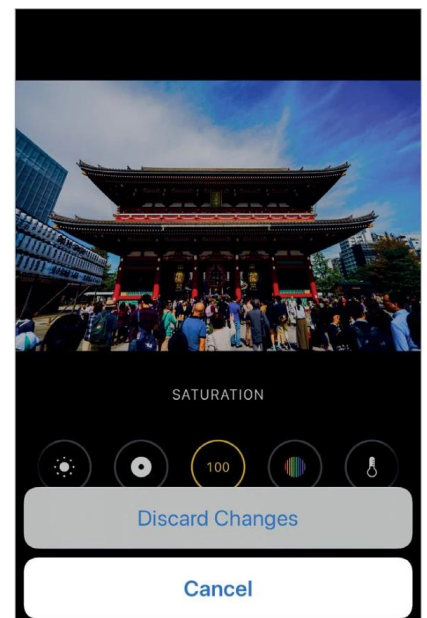
You can apply filters to your photos on the fly and see real-time previews of what they will look like. If there's one that's close but not there, tweak the filter by tapping the dial icon and fine tune it.



**04** Select an image in which people have red eyes, then tap on the Red-Eye option in the top-right corner. Click on each eye in order to remove the red. Click Done to finish.



**05** Tap on the dial icon and you'll be able to fine tune other aspects of the image, such as saturation, contrast, shadows and more. It's staggering what you can do with your pictures.



**06** If you have made a mistake during the editing process, you are able to choose the Cancel command at the bottom of the screen to leave your images untouched.





# Multitask and the Control Centre

Switch between apps with ease thanks to the multitasking feature and we also show you how to access Control Centre

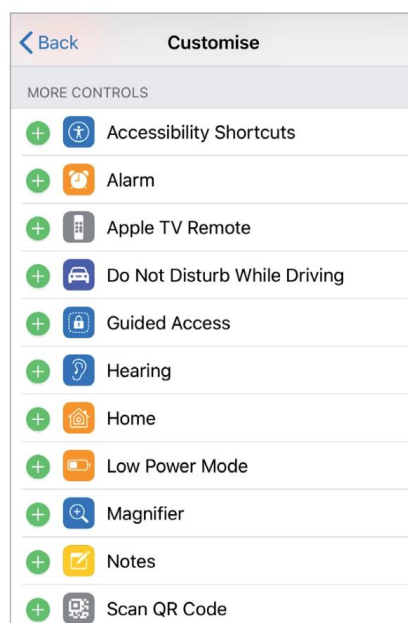
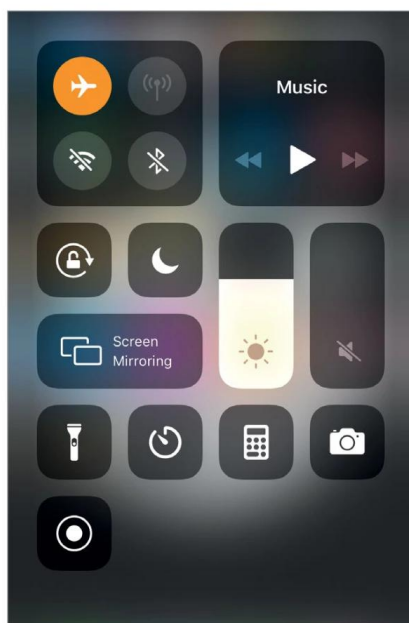
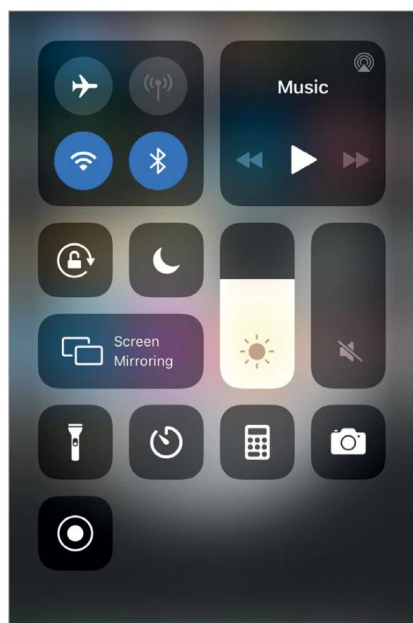
**W**hen it was first introduced, Control Centre was a popular addition to the operating system as it allowed you to access some of your iPhone's most common settings and features quickly. In iOS 11 the Control Centre received a massive redesign. The media controls, which when you had

music or a movie playing were previously in a separate tab, now sit in the same panel as the rest of Control Centre's commands. Pressing and holding on some icons will bring up more controls. For example holding on the torch icon will bring up a brightness slider.

The multitasking aspect of your phone, in which you can switch

between open apps on your device easily, remains the same as ever. Simply swipe up from the bottom of the screen (or double-tap the Home button) to reveal your open apps, scroll through them and swipe up to close them. Read on to find out more about Control Centre and multitasking on your iPhone and how to use these features.

## Control Centre Learn to use the panel



**01** To access Control Centre, swipe down with one finger from the top of your iPhone's Home screen display (or up from the bottom on older models). You'll then see the quick access controls.

**02** Some of the most commonly used settings such as Airplane Mode, Bluetooth and Wi-Fi are at the top of Control Centre. Tap their icons once to enable or tap and hold to see more.

**03** To add more app shortcuts, go to Settings > Control Centre and select Customise Controls. Tap on the green '+' icon to add a control or the red '-' icon to remove one.

# Multitask and the Control Centre

## From any app

Control Centre is a universal feature from iOS 7 onwards, so it can be accessed from any app. You can stop this in Settings, though, to avoid interrupting activities such as playing games

## Settings sliders

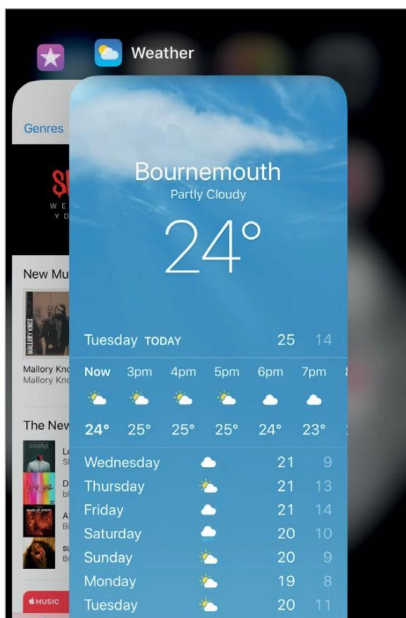
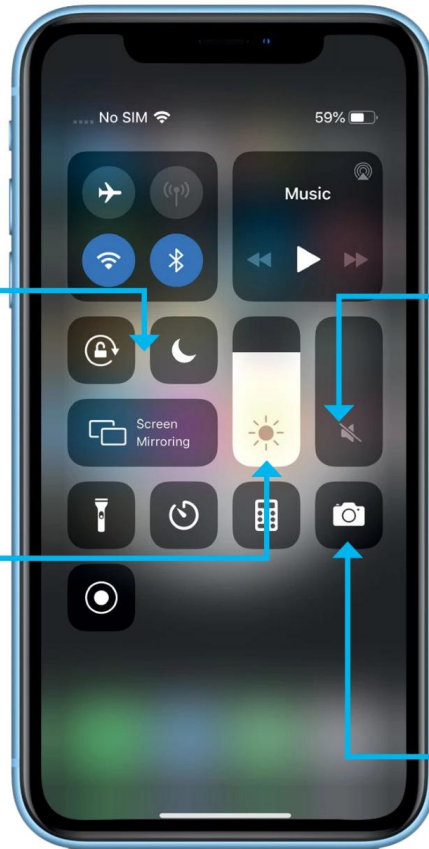
When your iPhone's automatic brightness controls appear to be failing you, use the slider in Control Centre to ensure that you're always able to see what's on the screen

## Play the music!

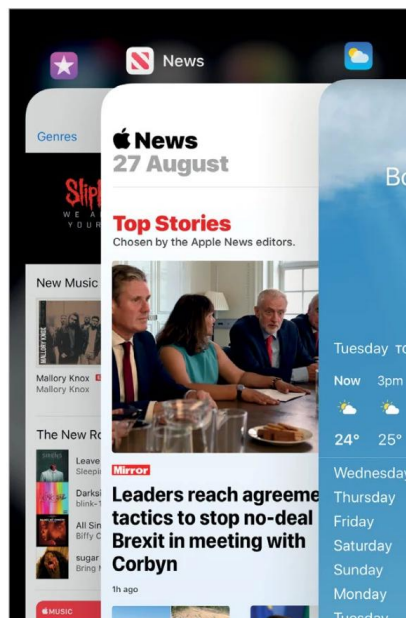
If you've got music playing, whether it's in Apple's Music app or a third-party offering, the playback controls now appear on the main Control Centre page

## Quick access apps

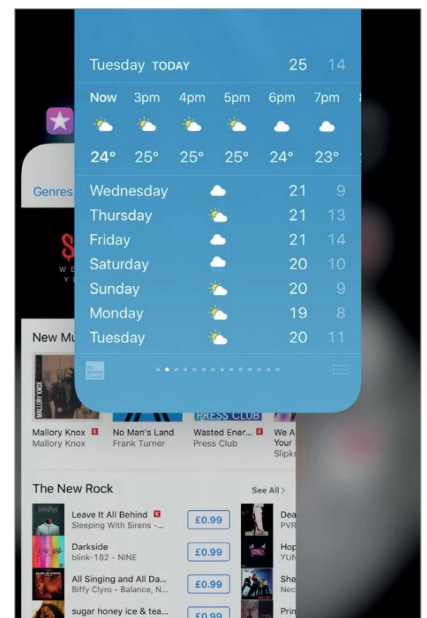
Some of the buttons along the bottom of Control Centre will take you to those key apps such as Camera and calculator. More can be added by going into the Settings app



**04** To access the multitasking view, swipe up with a finger from the bottom of the screen (or double tap your Home button if you have an older model).



**05** To move between apps, swipe from left to right in the multitasking view. You can see a preview of each app that's open and tapping on it will take you into the app.



**06** To shut down the app, swipe the preview up towards the top of the screen with one finger and 'flick' it away. Do this regularly with unused apps for better battery life.





## Add an event into your Calendar app

Make sure you never miss an important event again with the Calendar app on your iPhone

**T**he Calendar app on the iPhone is pretty useful and very easy to use. Of course, this digital calendar has a multitude of advantages over a real one.

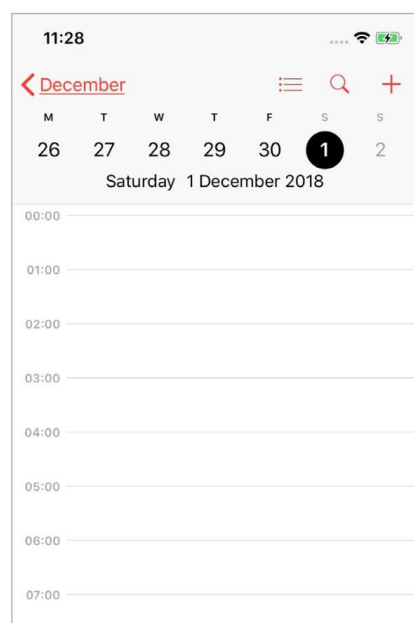
Firstly, you get the beauty of typeface rather than scrawled handwriting; secondly, there's no

need for Tipp-Ex; and thirdly, you can list your appointments in a number of different ways – List, Day or Month views are available – to make everything easy to take in.

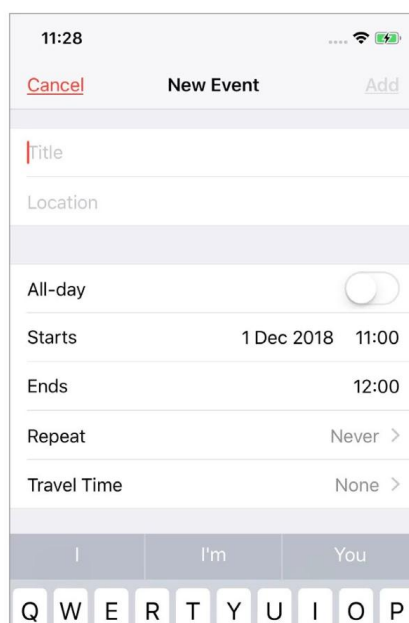
Like the majority of iPhone apps, the Calendar app is easy to use; so easy, in fact, that you'll want to

document every move you make while using it, from eating breakfast to scheduling tea breaks. Adding an event is simplicity itself, and your events will sync with your iCloud account to be made accessible on all of your Apple devices at all times.

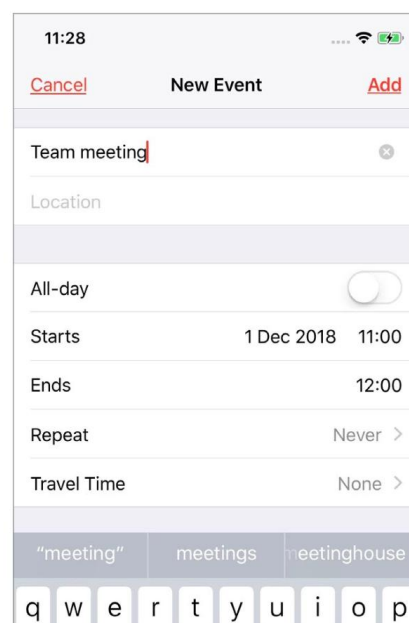
## Calendar Add an event to your digital calendar



**01** Open the Calendar app on your phone and select the date that you want. Presumably, you will want to assign an event, so tap the '+' button on the top right of the screen.

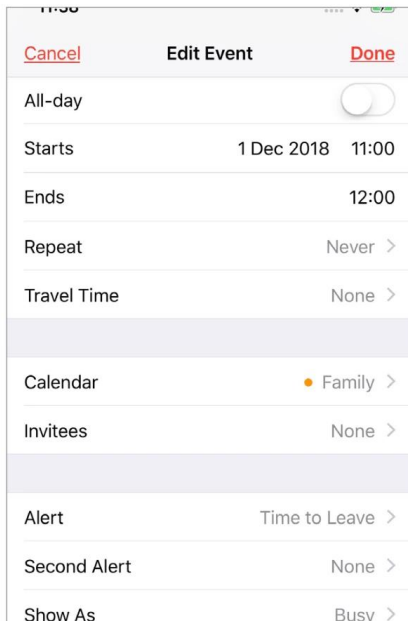


**02** After selecting a date, the above menu screen will appear on your phone, with various time slots, in which you are able to edit all of the details of the new event you've created.

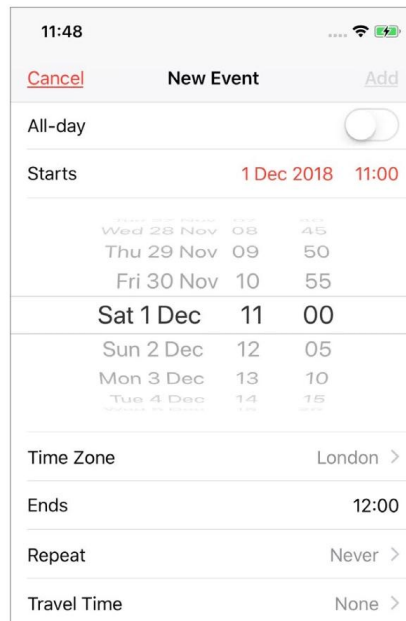


**03** You can add as much or as little detail as you like to about the event. Such as time, repetition, travel time, locations, people who will be attendance and whether to mark you as busy.

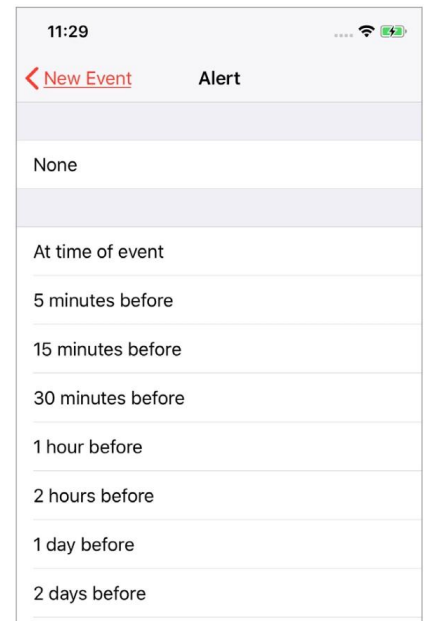
# Add an event into your Calendar app



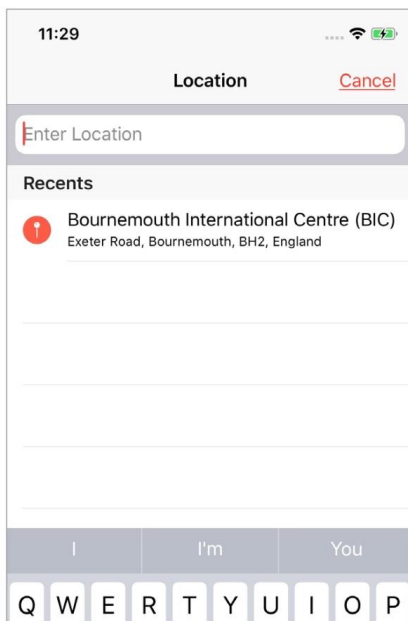
**04** After adding all of the details, you now need to add the start and end dates of your event to the calendar. Tap on the relevant field in order to see the menu options.



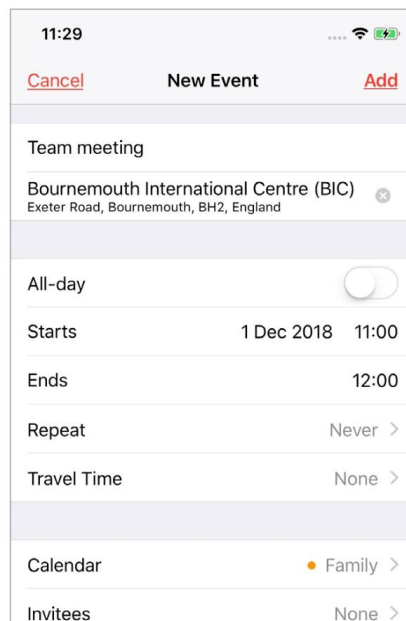
**05** Make sure you use the control wheels in order to select the times and dates that you want to use. Alternatively, you have the option of toggling the All-day option to 'On'.



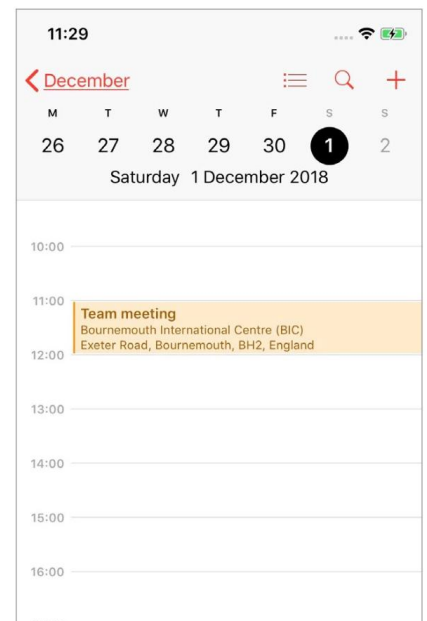
**06** If you would like to set an alert for the event, tap the Alert field to set a reminder. These will pop up on your iPhone at the times that you set them, so you won't forget your event.



**07** If your appointment or errand is at a specific place, you can add a location. Beneath the event name, tap the faded out 'Location' and search. Tap on the location to add it.



**08** Tap on the option that you would like to use. You are able to save your progress by tapping the Add button that appears on the top right-hand corner of the screen.



**09** Your event will now appear as its own separate entry on the page. Tap on it to see the full details and tap Edit to make any further changes or delete the event.





## Tell the time with the Clock app

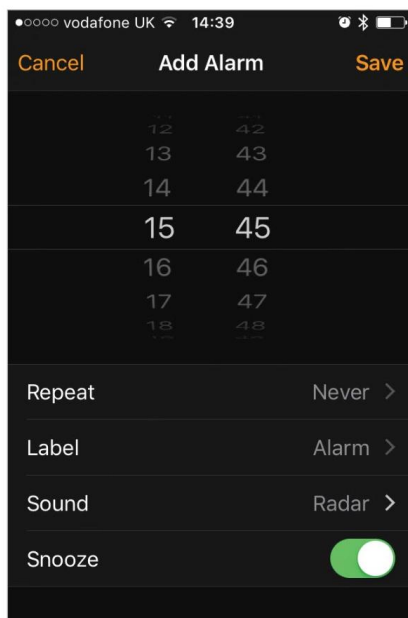
Keep track of the time anywhere in the world and never be late again with the feature-packed Clock app

**Y**our iPhone's Clock app is incredibly versatile. There's a row of icons along the bottom of the screen that represent the various features. World Clock lets you see what time it is in any location across the world, Stopwatch lets you time events and Timer lets you set a countdown timer. The

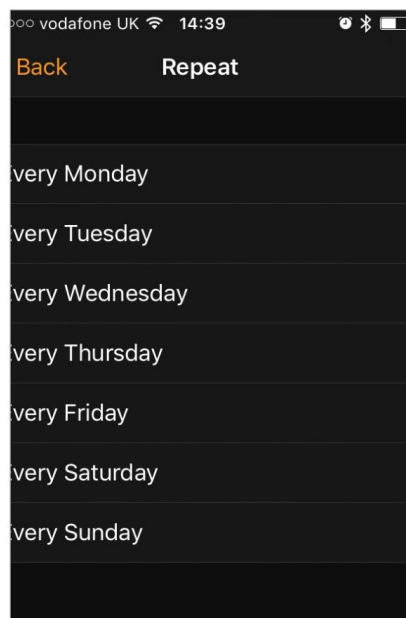
Alarm function is what we will concentrate on in this tutorial, but it is also worth pointing out the brand-new feature of the Clock app that was introduced with iOS 10 - Bedtime. As we all benefit from getting a consistent amount of sleep every night, the purpose of this feature is to work out how much sleep you need, determine

when you need to get up and then, based on that information, set a reminder of when you need to go to bed in order to achieve it. While it may sound as though your iPhone is nagging, sometimes we all need reminding that we can watch that extra episode tomorrow and we should really get a good night's sleep!

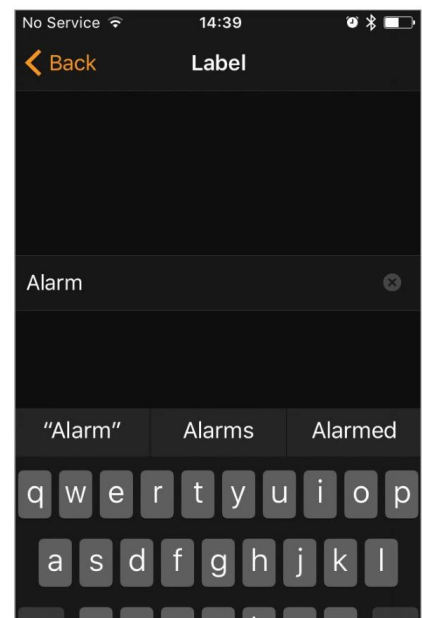
## Clock How to set alarms



**01** To set an alarm, tap the '+' icon in the top right-hand corner and then use the dials to configure the exact time by scrolling up and down using your fingers until you find the right one.



**02** You can then decide whether or not you want to repeat the alarm, which you can do on any day of the week, and whether or not you would like to include a snooze function.



**03** It is possible to label that particular alarm with any name you wish. For example, you could decide that you would like to label one 'Waking up' and another one 'Meeting'.

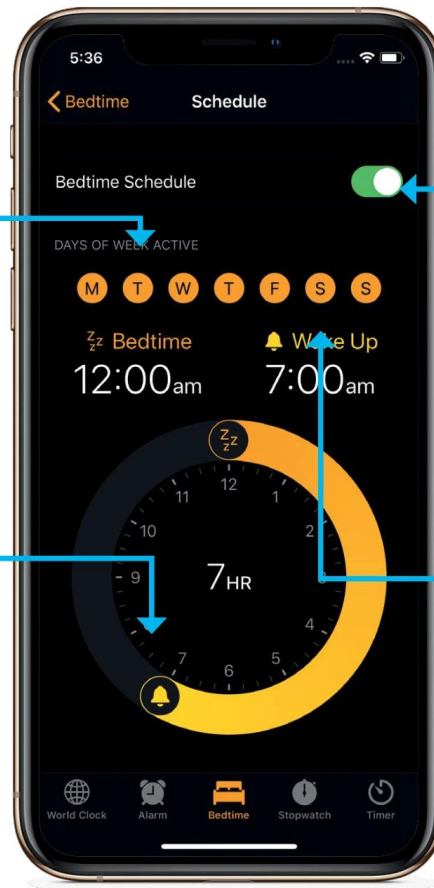
## Tell the time with the Clock app

### Sleep alarm

Based on the amount of sleep that you think you need, the app will count back from the time you need to wake up and then sound an alarm when it is time to go to bed. The idea being that you get a consistent amount of sleep

### Your sleep laid bare

When you have set up the Clock app's Bedtime feature, you will be able to clearly see your optimum amount of sleep presented as a meter on the screen. Presumably, if you were awake during the time you should be asleep then you will see this meter deplete throughout the night

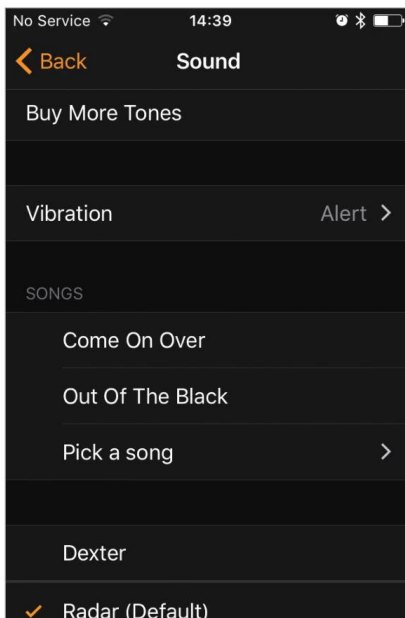


### Repeat

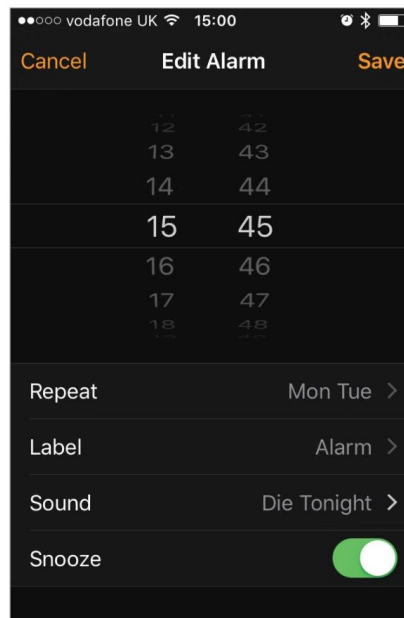
To stay consistent, the sleep and wake alarms will sound on the days of the week that you state. To disable the alarms then simply move this slider to the 'off' position and you will be able to enjoy alarm-free slumber

### Wake alarm

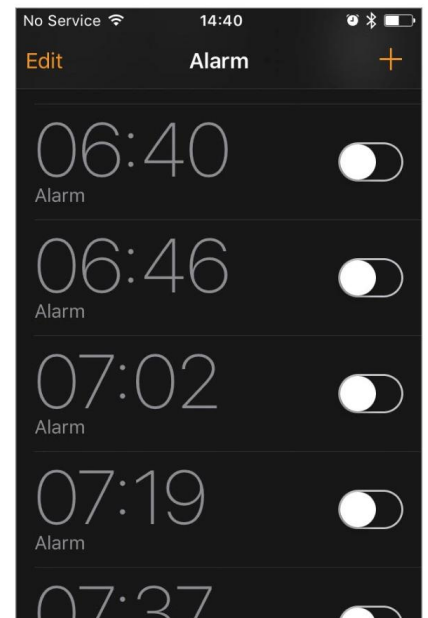
When setting up the Bedtime feature, you will need to first determine the time you need to get up in the morning. Once done, the app will count back based on the amount of sleep you have stated that you need



**04** Tap on the Sound option to pick a pre-loaded alert or scroll to the top to pick a song from your Music. You also have the option to Buy More Tones, which takes you to the iTunes Store.



**05** When you have tweaked everything accordingly, tap the Save option in the top-right corner and your new alarm will be added to the alarms list where you can turn it on and off.



**06** To disable an alarm, swipe the green switch next to the alarm to the 'Off' position. To remove it from the list entirely, tap Edit and then hit the red symbol next to the alarm.





## Set up location-based reminders

You can create reminders based on specific locations with ease thanks to the Reminders app

**T**he Reminders app is one of the simplest solutions offered in all of iOS. Apple has made the interface as sparse as possible and the flexibility included has been kept deliberately limited so that you can set your reminders and then forget about them until the time comes when you need to be alerted again.

However, there's a hidden feature that you will likely use many times once you realise how beneficial it can be. The ability to set reminders based on a specific location opens doors to automating many of the tasks you need to complete.

There's no better way to complete a task than having it pop up in front of you when you are in

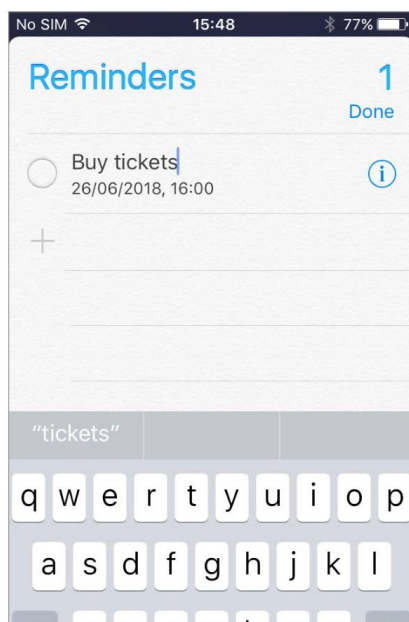
a position to deal with it and this is why location-based reminders are so powerful. They can simplify much of your daily organisational needs, as we'll show in this tutorial.

This app will prevent those moments when you get home only to realise you were meant to buy bread – made even more annoying by the fact you were at the shop!

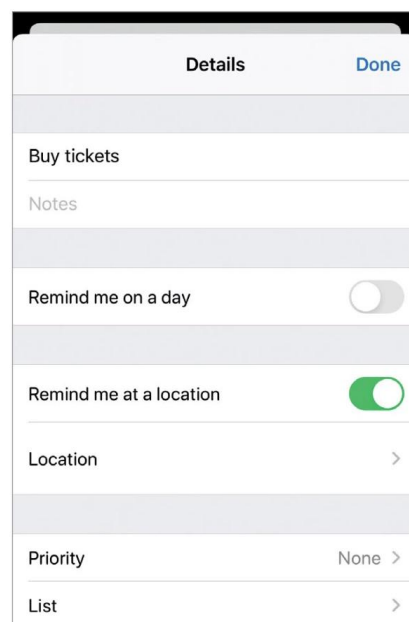
## Reminders set location-based reminders



**01** From the main screen tap on the Reminders tab, which brings up a list of reminders. Tap on a line on the page to bring up the keyboard, allowing you to enter a new reminder.



**02** Type in your new reminder to make it appear in the list next to a check-list point and then tap on the Done button in the top-right corner of the screen when you're finished.



**03** Tap on your reminder again and a blue 'i' icon will appear to the right of it. Tap it and you will bring up the task details screen. Switch on the 'Remind me at a location' tab.

# Set up location-based reminders

## Arrivals and departures

The ability to set a location-based reminder which alerts you when arriving at or leaving a location is especially useful. It only takes a tap to set it up

## Priorities

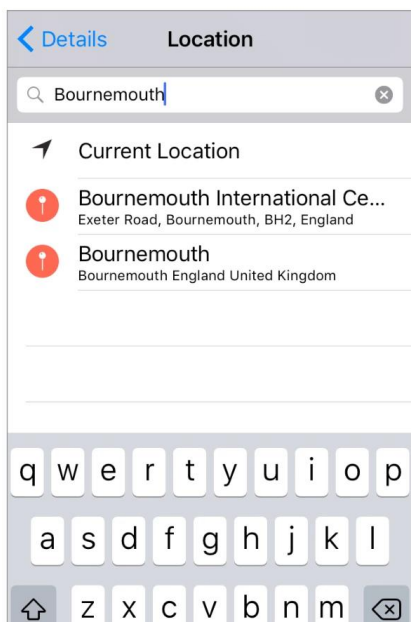
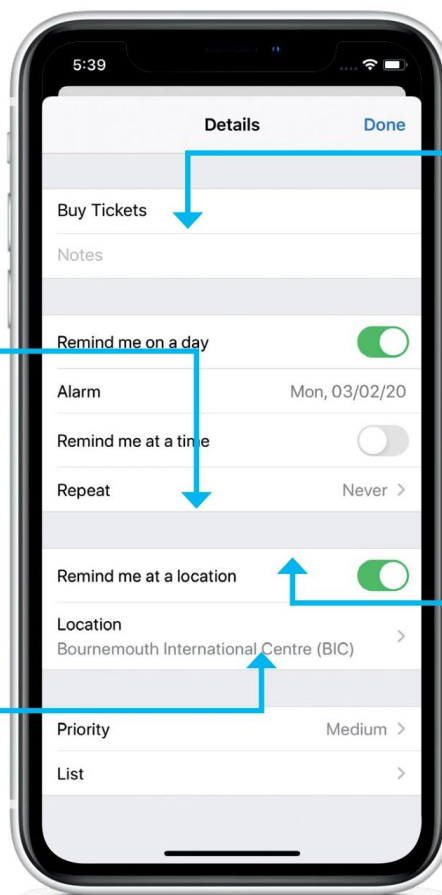
Priorities can be set for each task, but if you are using the app efficiently you will never need to manage your reminders at all. Let the app do the work for you

## The description

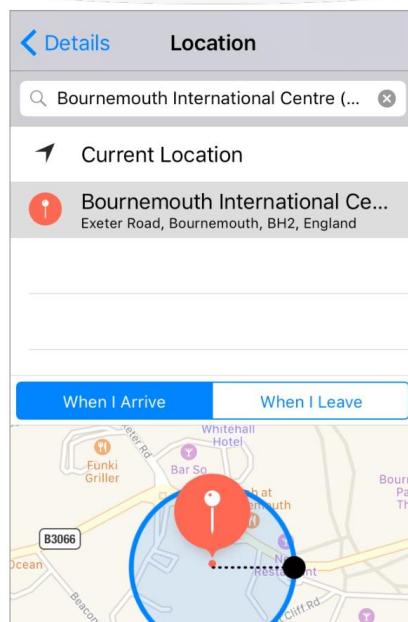
Reminder details should be descriptive and to the point. When they alert, you will want to be able to quickly understand what you need to do wherever you are

## Accurate locations

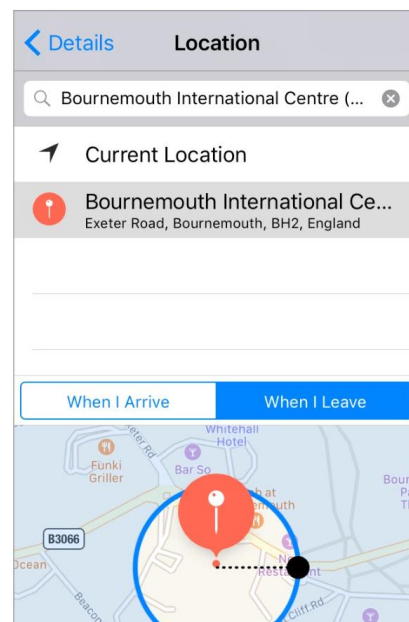
The full address, including postcode, will be shown so that you can be sure you have set up the right location. The map view is also a handy double-check



**04** Tap on Location and then type in an address for the Maps app to locate. When it has been found you will then be offered the option of viewing it on a map screen.



**05** You should use the map screen to ensure that the correct location has been found and you can then tap the top-left icon to return to the reminder details screen.



**06** You can now choose when the alert should sound – when you're arriving or leaving the location – and then tap Done. The reminder will only sound when you are there.





## Navigate your iPhone using Siri

Enjoy more voice control over your iPhone with a host of useful Siri commands

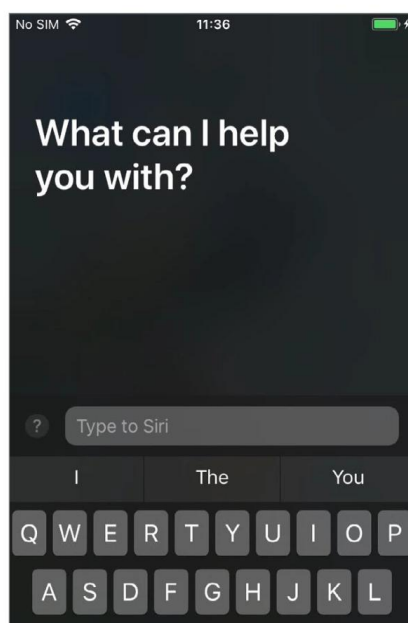
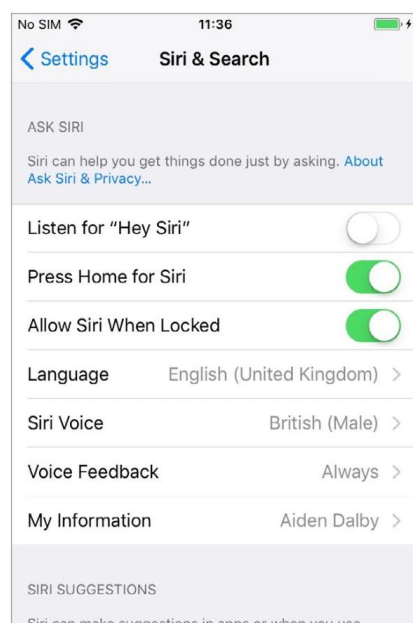
**S**iri has been around for years but hasn't always been the most useful feature on our iPhones. This changed significantly when iOS 9 was released, making Siri a lot more versatile and responsive to your commands and recent iOS updates places more responsibility on Siri across numerous aspects of your device.

Siri can manage and neatly organise your photos, it can be used as a remote control for your Apple TV, and it can learn from the news stories you read to recommend words in the Quicktype bar.

To call on Siri, hold down the Home button or simply say, "Hey Siri" (after first activating this

feature in Settings>Siri). If you don't say anything right away, examples of what you can ask will be listed. But trial and error works equally well and you will soon be surprised by just how versatile Siri can be and how much smarter it continues to become. After a while, you'll wonder how you ever managed without it.

## Siri Go hands-free with your iPhone



**01** Hold down the Home button to summon Siri and then say, "Go to Siri Settings". In settings, turn on the 'Allow "Hey Siri"' option. And then you can access Siri simply by saying that.

**02** In the settings app, go to General> Accessibility then scroll down to Siri. Here you can turn on Type to Siri. This is helpful when you want to use the AI in quiet places.

**03** Whether it's for remembering to pick up something from the office or a meeting, you can ask Siri to set you a reminder. Just say "Remind me..." and Siri will fashion the reminder.

# Navigate your iPhone using Siri

## Scroll responses

All of your previous questions and their responses will be kept on screen, just swipe up or down to scroll through them all

## Responses

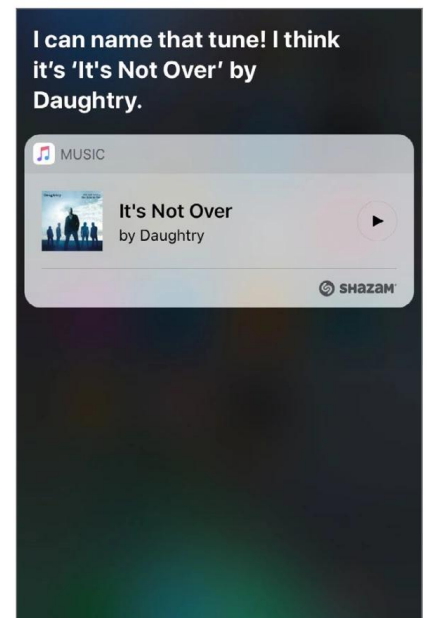
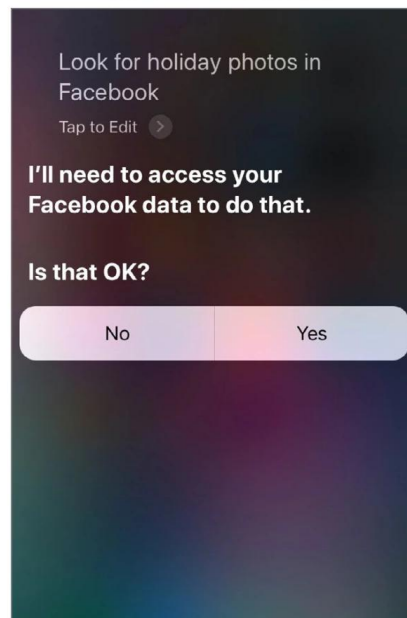
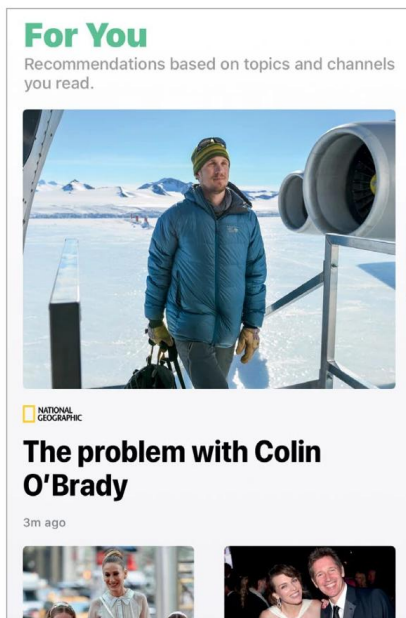
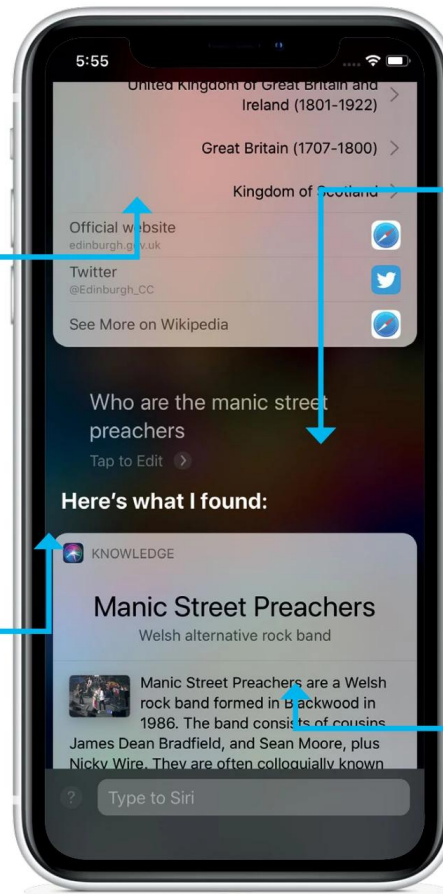
Whatever you ask of Siri, it will record your speech and analyse it to form a written representation of the question, think for a second, and then answer

## Tap and edit

If Siri doesn't quite catch your request, you can always tap to edit and use the iPhone's software keyboard to tweak the interpretation and get the right answers

## Type to Siri

New to iOS 11, you can type your questions or commands. The keyboard does have a microphone option in the bottom-left corner so you get the best of both worlds



**04** A relatively new feature to iOS, Siri will learn what you like based off your Safari history and searches then use this data to tailor content in other apps such as News to fit your taste.

**05** Siri now works with a multitude of third-party apps, the sort which slot into your daily regime, such as WhatsApp or Facebook. You must give Siri permission for these tasks first.

**06** Remember, you can always ask fun things from Siri, such as to roll a die, pick a card or identify any songs that are played within earshot – Siri does have Shazam built in, after all.





## Jot down your thoughts in Notes

The latest iteration of the Notes app embraces customisation so you can create more visual and interactive notes

Once upon a time the Notes app was capable of simply recording text, but that all changed with the more recent releases of iOS. The app is now capable of offering all the media-related features that you could ever need, and it is more connected to other apps than ever before. Besides typing in a thought or

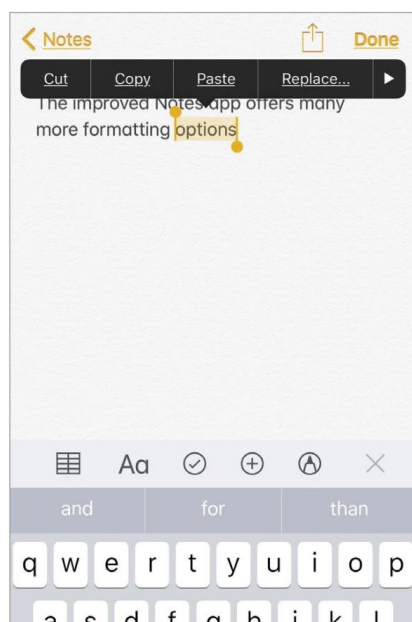
reminder to yourself, you can now make it more visual by inserting images and adding sketches, which can be drawn with a variety of drawing tools.

Also compatible are web links, photos and task lists, so you can save what you need. The main listing interface is as simple as ever and the sorting is logical, with

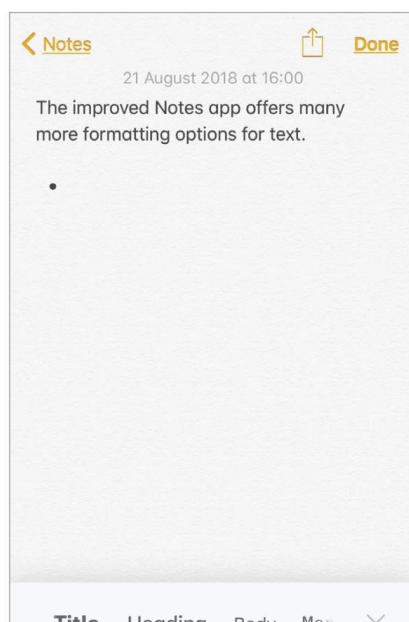
support for the global searching mechanism within iOS, meaning it can work with other apps.

Apple has taken the basic Notes app and added just the right number of carefully created features to make it capable of managing many aspects of your life with ease – it's a long way from how it used to be.

## Notes Make interactive notes



**01** Open Notes and type as you wish. When complete, tap and hold some text to see formatting options. You can change the text to bold, italic or underlined. You can also indent it.



**02** To create a bullet point list, tap the small '+' icon and then the 'Aa' option at the bottom of the screen. You'll see listing options that you can include in a new note you're creating.



**03** If you want to illustrate your note with a doodle, tap the sketching icon to see the drawing tools available. Then just start sketching! Your doodle will be inserted into the note immediately.

# Jot down your thoughts in Notes

## Insert images

The ability to insert images in all notes adds much more personality and potentially makes the entire experience more flexible

## Simple sketches

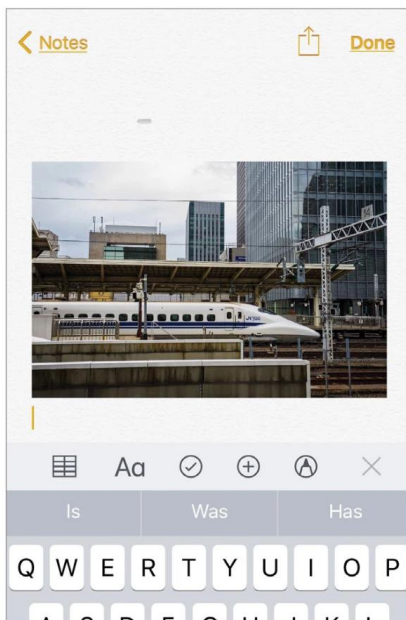
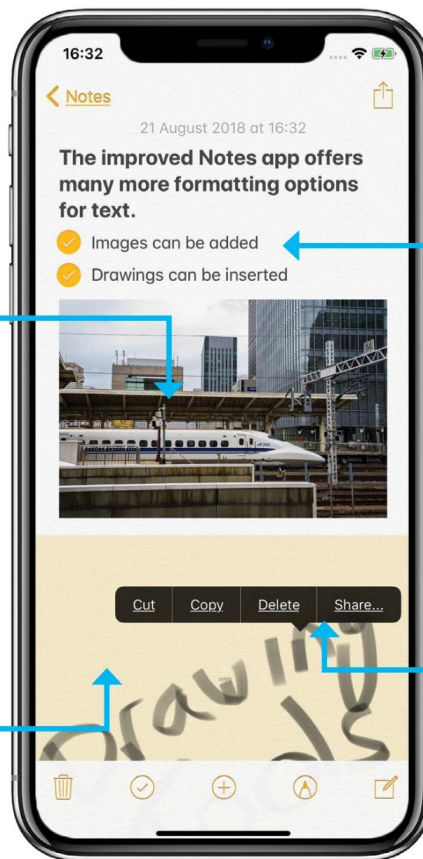
A variety of sketching tools are included so that you can draw, write or sketch quick notes to review later. They add a personal touch

## Logical lists

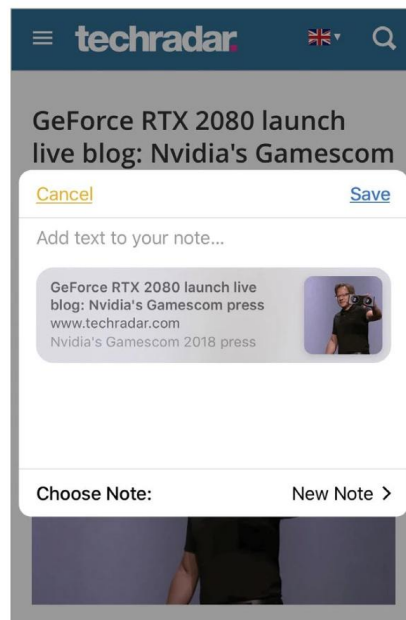
You can now create bulleted and numbered lists as well as task lists. Multiple text formatting options are also available when selecting text

## Move around

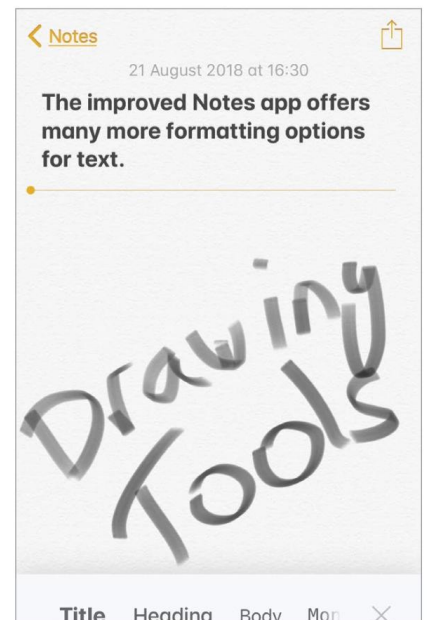
Tap and hold a sketch or photo to move it to another part of the note. You can choose any order for your notes in the app



**04** Tap the plus icon to select or capture an image to insert into your note. Portrait photos take up the most space, but they do look neater within the space.



**05** You can share data to Notes from other apps and a new note will be automatically created. This includes web links and many other items that are worth saving.



**06** All of the formatting, images and sketches will stay in place when you share a note through another app. This makes the process more worthwhile than ever before.





## Use Health to track your fitness

By feeding health, nutrition and fitness data into a single dashboard, Apple's Health app can help you stay in peak condition

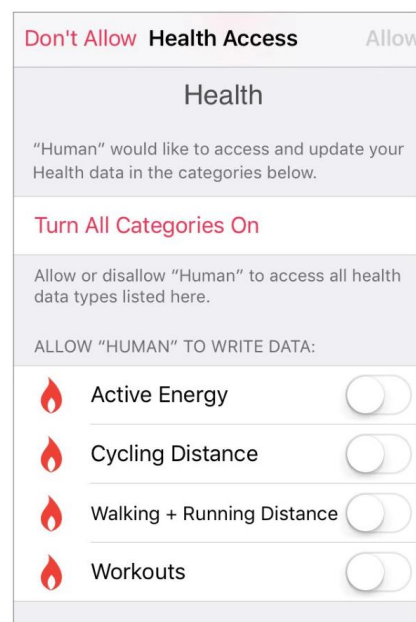
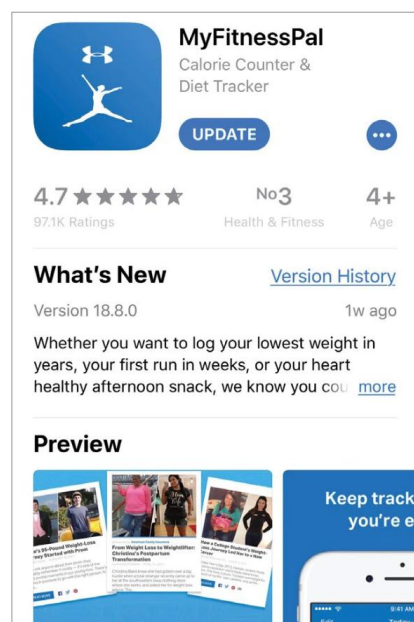
One of the biggest growth areas within the smartphone and tablet market over the past few years has been all things health. Not only is the App Store awash with health-related offerings but there are also many gadgets that work in tandem with your iDevice. All of these generate data to help build

up a picture of your overall health, but the problem has always been that they operate in isolation. Until now, that is. With Health, which isn't on the iPad, you can link your various apps, collecting all of the data about your fitness in one place. It means that information from a gadget charting the number of steps you take each day can be

combined with the data gathered by an app measuring your heart rate. When taken in tandem you get a much better overview than if you were looking at the two sets of data separately.

Many apps and gadgets now work and communicate with Health, and the same goes for the Apple Watch.

## Health Get started with Health



**01** Health is a central hub which collects data from your other health apps. Install apps from the App Store, reading the description carefully to ensure compatibility with Health.

**02** After a compatible app has installed, open Health and go to Sources. Here you'll see a list of apps requesting permission to update Health. Tap on the name of an app to view its settings.

**03** An app will ask for permission to send data to Health. By moving the slider to green, you are indicating you wish to share a particular set of data, such as active calories.

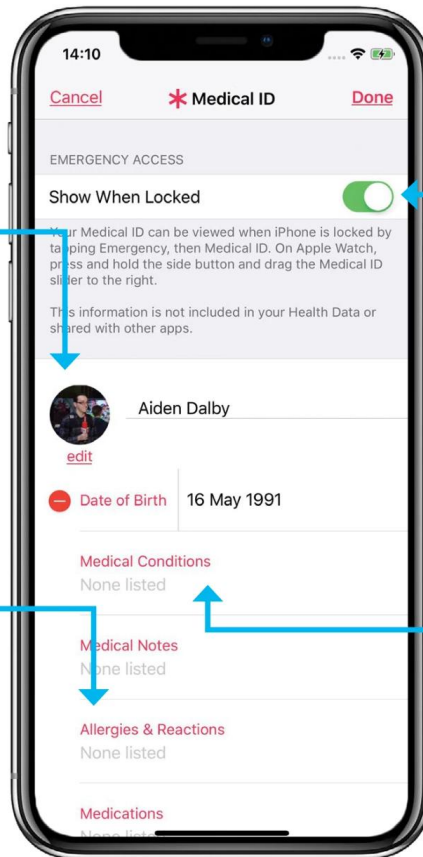
# Use Health to track your fitness

## Name and picture

The medical card is personal to you. It asks you to upload a profile image, give your name and your date of birth, details that are vital for medical staff in helping to identify you should you need emergency treatment

## Notes and allergies

There is space for specific medical instructions under the notes category and you can also jot down any allergies and reactions you may have. As you work your way through the card, you will be asked for contact details of family too

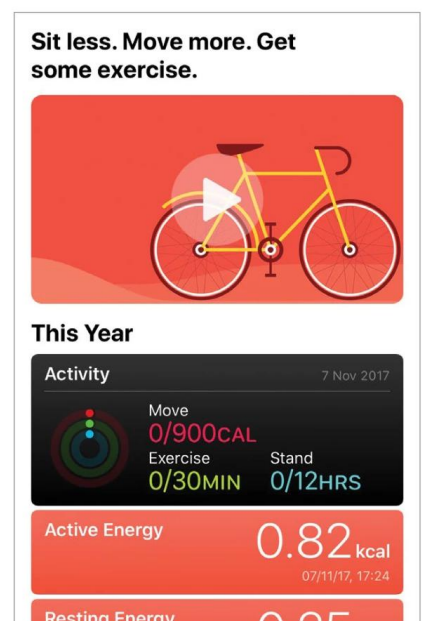
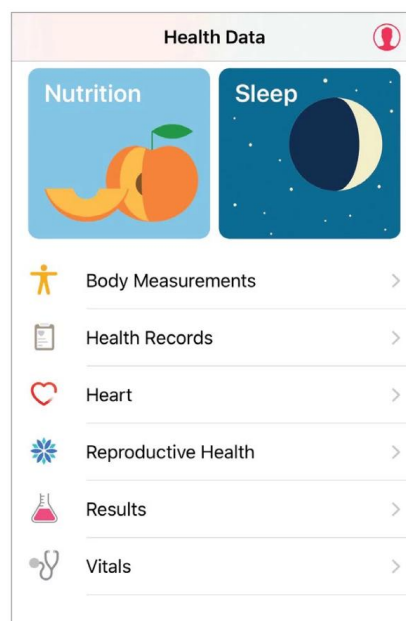
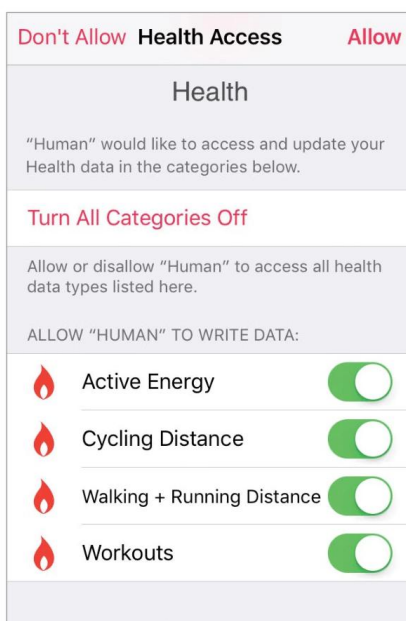


## Show when locked

By tapping the Medical ID tab in Health, you can create an emergency health card. With the slider next to Show When Locked moved to green, the card will be accessible on locked iPhones – perfect for assisting medical experts in a hurry

## Medical Conditions

Note down any medical conditions that are known to you and perhaps ask your doctor if you are unsure or would like further guidance. The more details you include here, the more useful your emergency card can become



**04** Apps may also want to read data from the Health app. Here, for example, the app, Human, wants to read your date of birth and weight. Decide if you wish such data to be shared.

**05** As you use those third-party apps, data will be written to Health. Tapping Health Data lets you see a break down of the results, letting you monitor fitness, nutrition, sleep and more.

**06** When you tap on a category, you'll see data that has been pulled in. You can add your own data points and share data. Indicate Show on Dashboard to add the graph to Health's page.



## Learn how to use Facebook

Discover why it's easier than ever to keep your friends and family in your social loop by using the integrated Facebook app

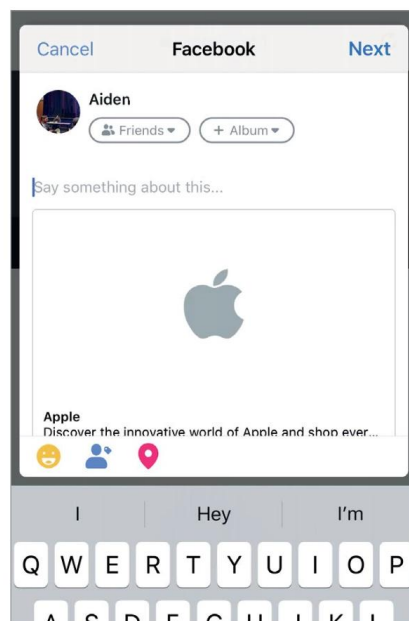
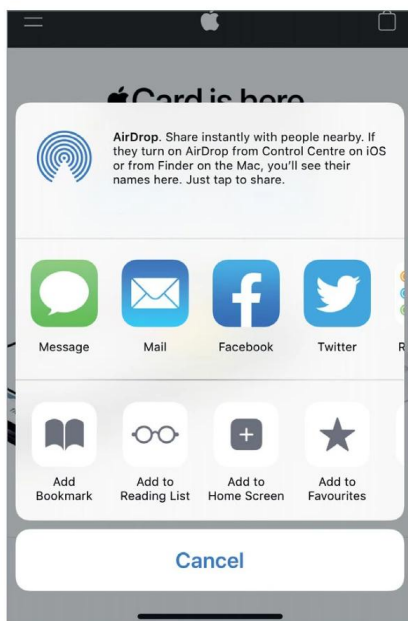
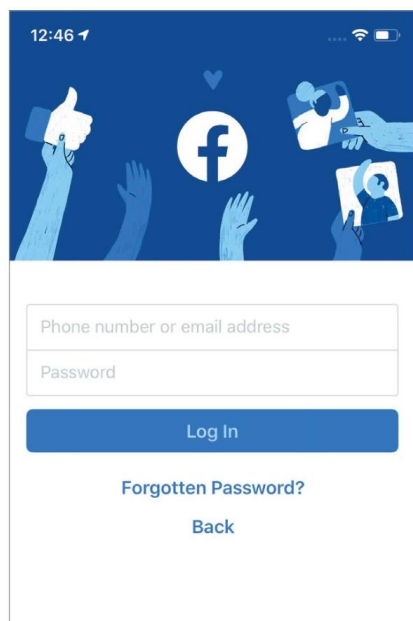
**I**nteracting with the largest social network is easy. You can share a photo on Facebook straight from Camera or Photos, post your location with Maps and even get Siri to post for you.

You need to download the free app from the App Store, open the app and log into your account or create one if you're new to the

social network. With the Facebook integration setup, all Facebook events are integrated straight into your Calendar app. Your friends' profile information can also be integrated straight into your Contacts app, so if your friends update an email address or phone number, you will automatically stay up to date. There are many more,

subtler, ways in which Facebook has been integrated, too – such as sharing webpages in Safari and 'liking' songs, artists, shows, movies and more in the iTunes and App Store apps. With Facebook integration, it has never been easier to keep your friends and family updated. Here we show you how to get started.

## Facebook Learn how to update through your apps



**01** Download the free app from the App Store and then tap on it once it has downloaded. Log in with your account if you have one, or create one if you don't.

**02** You can now tap the share button while in any other app and select the Facebook option. This allows you to share content without having to open the standalone Facebook app.

**03** Tapping the Facebook share option brings up a window with the content attached. You can now amend the text, add a location and tailor the people who see the post. Tap Post to finish.

# Learn how to use Facebook

## Write a post

When you've composed your post you can select who can view it and along the bottom will be a pulldown menu with a large number of options for adding content to the post

## Your page

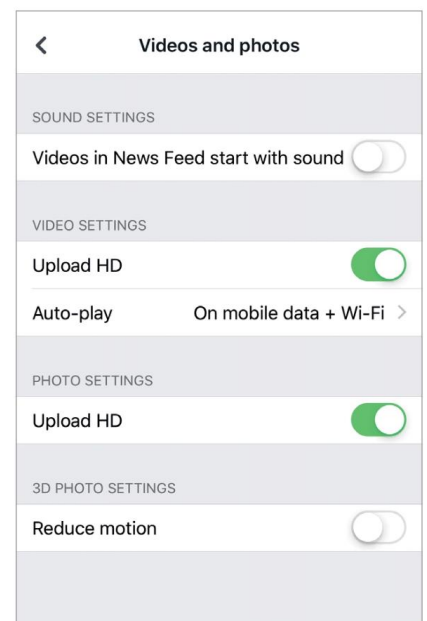
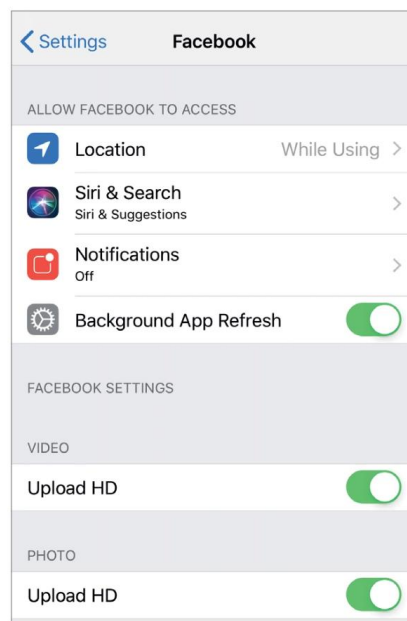
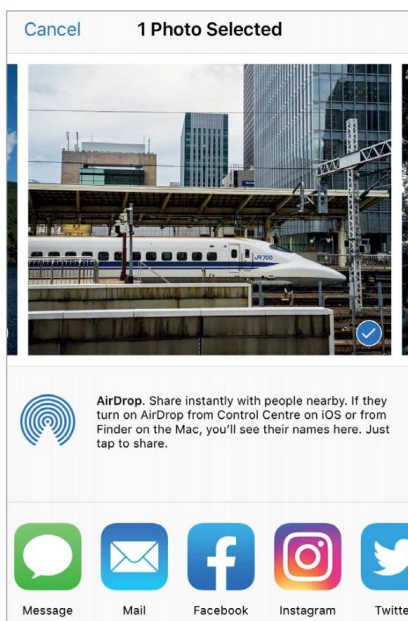
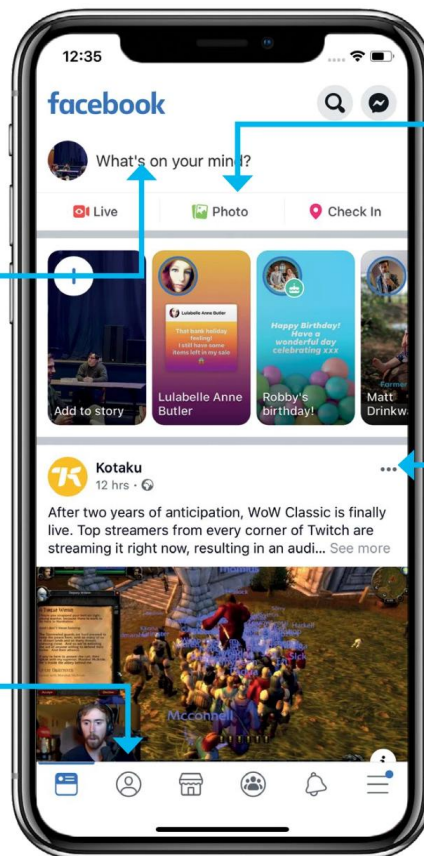
Either tap on your profile picture or the icon along the bottom to go to your page. You can view your posts, change picture and more from here

## Add media

You can add a photo to your post, start a live video using your iPhone's camera or you can let your friends know where you are by sharing a post with your location on

## Options

Tap this icon and you will be given a series of options. For example, you can hide the post so you will see fewer like it. You can also turn on notifications so if anyone comments on a post, you will be alerted right away



**04** Facebook integration makes this easy. In your Photos app, go to the image you wish to upload and tap the share button. Now choose Facebook and add details before posting it.

**05** In the Settings app, scroll and tap on Facebook to see a range of options that relate to Facebook integration on your iPhone, such as notifications and Background App Refresh.

**06** It can be annoying when videos play automatically in your news feed. To disable this, go to Settings in the Facebook app, go to 'Videos and photos' and set the relevant option to 'Off'.





# Get to grips with Twitter integration

We'll show you how to share your thoughts and links from within your favourite apps

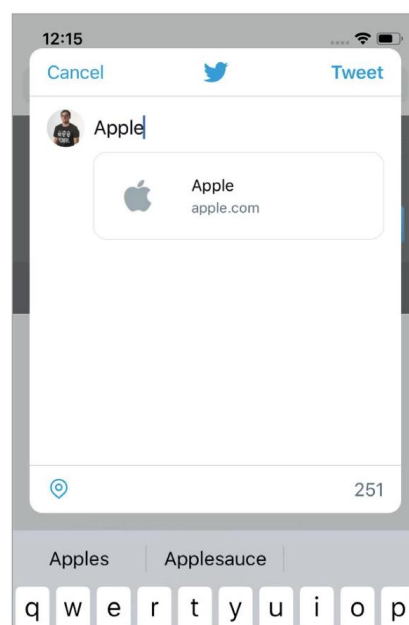
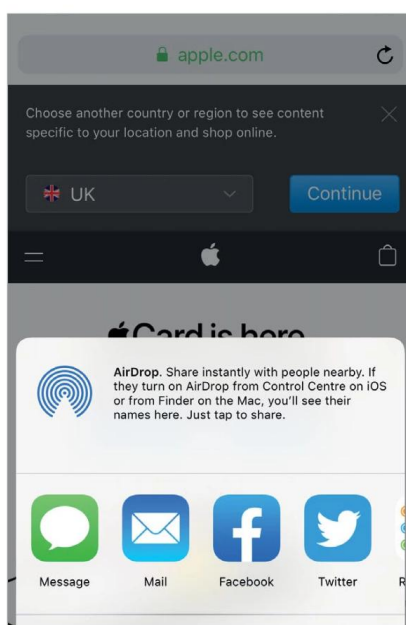
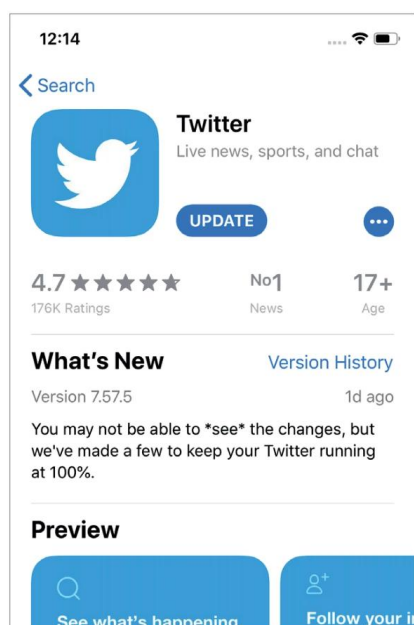
**T**here's little doubt that Twitter is a social phenomenon. This simple application allows you to share thoughts with people around the world. Likewise, you'll see what's on the minds of people that you choose to follow.

The advent of smartphones has taken this concept to the next

level by allowing you to tweet at any time, wherever you are in the world, making it easier than ever to speak your mind. The tweeting process is incredibly easy on your iPhone. Simply download Twitter from the App Store, sign in, then begin tweeting directly from your favourite apps. You don't even need to open the Twitter app to

tweet, find a photo to upload or copy links from your web browser; simply do it directly from within an app. It's so easy that your Twitter activity will increase once you get to grips with it. In this tutorial, we guide you through setting up Twitter integration, and how to tweet from your favourite apps.

## Twitter Tweet from within your favourite apps



**01** Download Twitter for free from the App Store and then load the app. Log in using your account details or sign up if you don't have an account and you'll be ready to go.

**02** You can now tap the share button while in any other app and select the Twitter option. This allows you to share content quickly and easily without having to open the standalone Twitter app.

**03** Tapping the Twitter share option brings up a window with the desired content attached. You can amend the text and add a location before tapping to share the tweet with others.

# Get to grips with Twitter integration

## Your Account

View your Profile and tweak the settings using this icon. You can also view how many people you are following and how many are following you from here

## Search

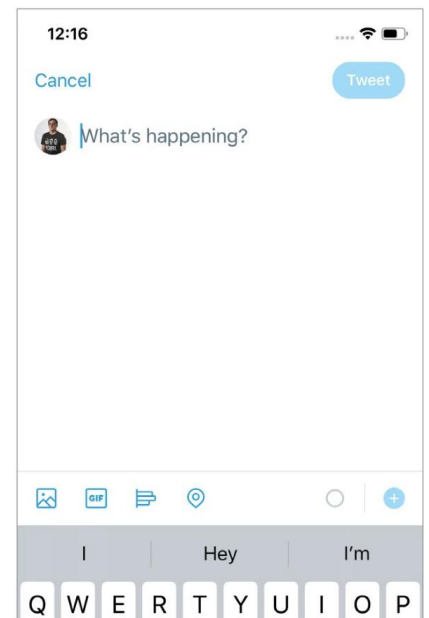
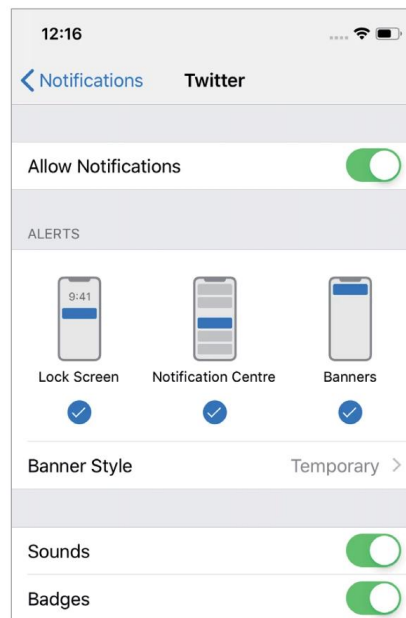
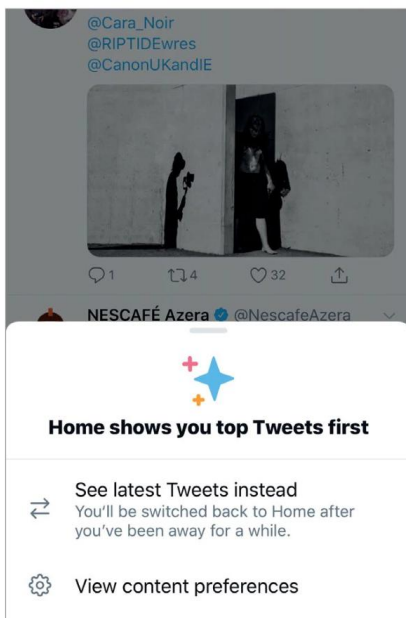
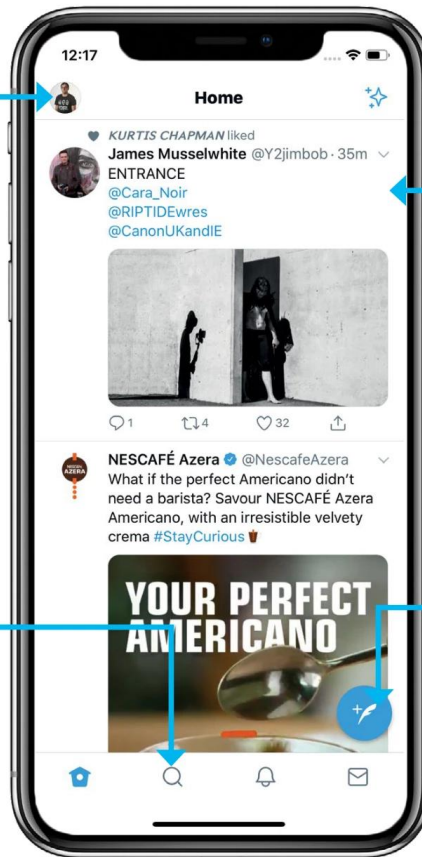
Here you can find what topics are trending, the latest news and recommended tweets as well as look for new people to follow

## Prioritise tweets

You can choose to have the most important tweets shown first or have them in order they were tweeted by tapping this icon

## Compose tweets

Tap this icon to start writing your tweet. You can add photos and videos or capture new ones from within this screen

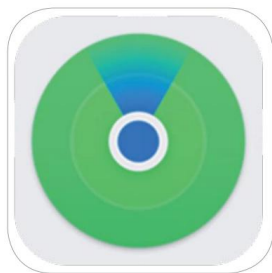


**04** You can choose how your tweets are presented. You can either have them in chronological order, or you can have what Twitter deems the 'Top Tweets' displayed first.

**05** You can also include Twitter in your Notification Center. Go to Settings>Notifications to configure its inclusion and then swipe down to see new tweets flagged up.

**06** When in the Twitter app, tap the blue icon in the bottom-right corner to compose a tweet. You can add photos, questionnaires and your location to the tweets.





## Set up and use Find My iPhone

Find My iPhone is a free service that can be used on any iOS device, and it could save you a lot of money, time and hassle

**F**ind My is an app and service that you'll hopefully rarely use and is one that will likely find its way to a folder hidden on one of your Home screens. However, this does not mean that it is not vitally important, because if you happen to lose your phone you will certainly be glad that you took the time to set it up properly.

In this tutorial we are going to show you how you can do this and what to do if you lose your phone or – even worse – have it stolen. It will be worth remembering what to do if you need to take action quickly, but do not put all of your faith in this service. You should still use simple security measures, such as a passcode, to lock the front

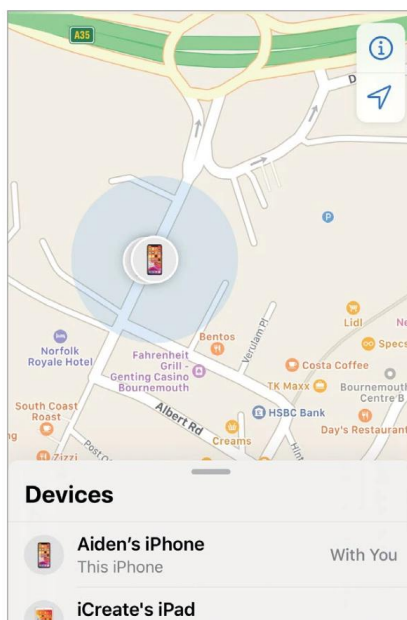
screen, and of course take all of the usual common sense precautions with a device that is worth a lot of money. There's no doubt that Find My is very useful, but being careful with your phone is always the ultimate solution.

Fingers crossed you will never have to use this app, but here's what to do if you do.

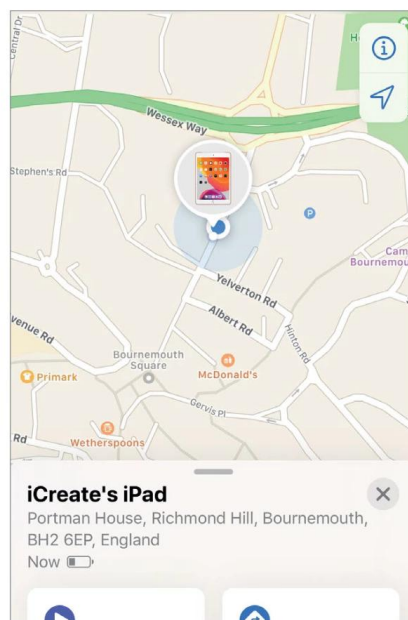
## Find My iPhone Use the app to locate your devices



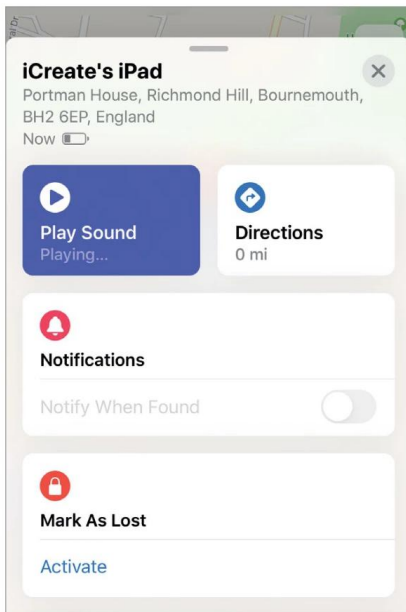
**01** Go to the Settings app, tap on the 'Account' option at the top of the screen followed by 'Find My'. From this menu you can turn on 'Find My iPhone.' Now go to the Find My app.



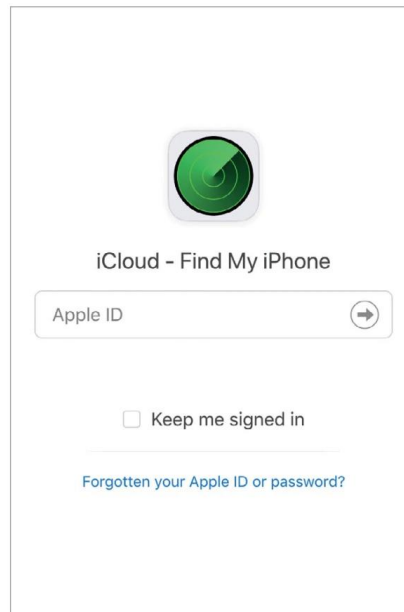
**02** All of your iOS and macOS devices that you've activated Find My on will be shown in the 'Devices' tab at the bottom of the screen. Tap on a device to show its location on the map.



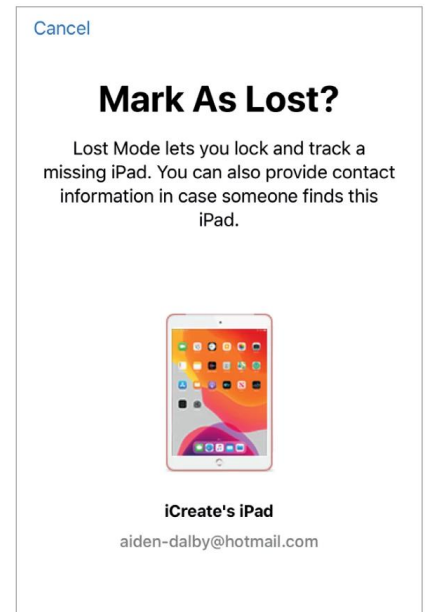
**03** With a device selected, you will see a range of options at the bottom of the interface. Swipe the menu up to see more. Tap the directions icon to plot a route to your lost device.



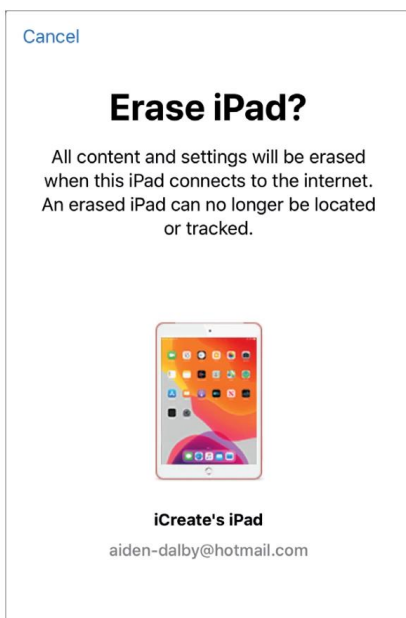
**04** The Play Sound feature is found when you tap a device on the map to play an alarm. This is a useful feature if you lose a device locally and have access to another in order to find it.



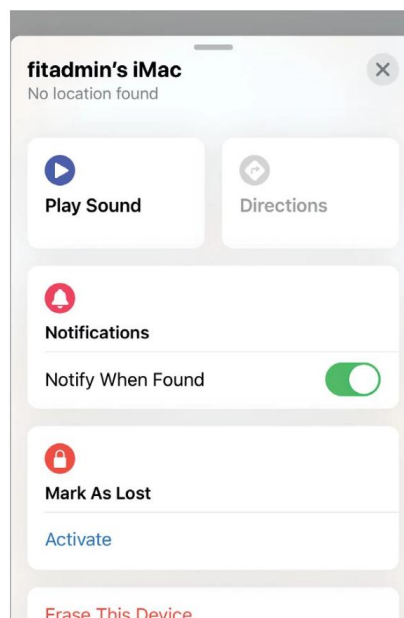
**05** If the worst happens, you should first go to [www.icloud.com/find](http://www.icloud.com/find) and enter your Apple ID details. Your phone's location will now be displayed on the screen.



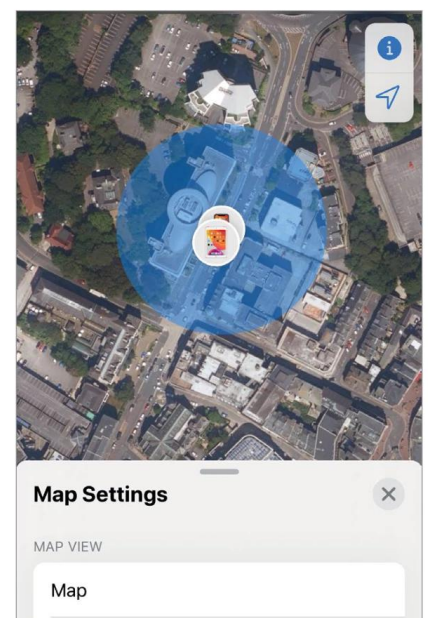
**06** You can click on the iPhone's location (or the iPad's, if that's what you're after) and select Mark As Lost to remotely lock your device to ensure nobody sees what's on it.



**07** Select Erase This Device, enter your Apple ID and a command will be sent to completely erase the phone. It's a good safety measure against identity theft.



**08** The device must be connected to the internet for these measures to work, but you can set up instructions to kick in as soon as it is connected, safeguarding your data.



**09** Tap the 'i' icon and select Satellite view to pinpoint your phone's location. This is particularly useful if reporting the loss to the police who can then use the location as a starting point.




# The next step

Now that you've mastered the basics, take your iPhone further





- 
- A photograph of a couple embracing outdoors. The man is wearing a grey sweater and the woman is wearing a red sweater. They are standing in front of a dense green background, possibly trees or foliage. The woman's hands are resting on the man's shoulders, and she is wearing a ring on her finger.
- 106** Use the App Store
  - 108** Manage your apps
  - 110** Get the most out of iTunes
  - 112** Use iTunes to download music
  - 114** Get started with Podcasts
  - 116** Explore Apple Music
  - 118** Create a playlist with Music
  - 120** Learn to use the TV app
  - 122** Keep up with events with News
  - 124** Purchase an e-book
  - 126** Learn your way around Books
  - 128** Create documents in the Pages app
  - 130** Browse the Files app
  - 132** Set up and use Airdrop
  - 134** Set up Family Sharing
  - 136** Start using Apple Pay

"Apps are  
undoubtedly what  
makes the iPhone  
so impressive"





# Learn to use the App Store

The App Store allows you to make the iPhone even better than it already is with a host of wonderful apps at your fingertips

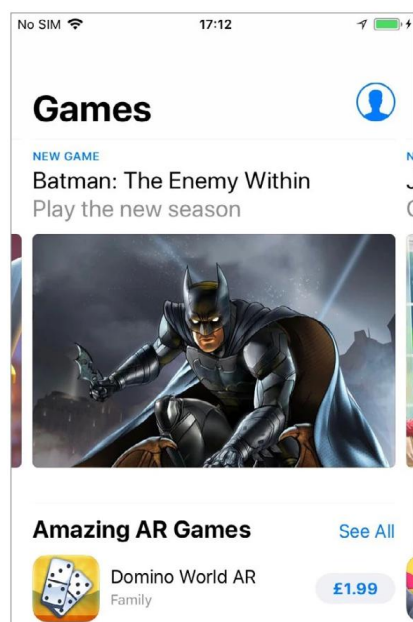
**T**he iPhone is a magical piece of kit, and a major part of the magic is that you can expand its capabilities with cheap or even free apps. The App Store has been a roaring success for Apple, with over 2.2 million applications to choose from – not to mention the \$120 billion that it has made for developers.

In iOS 11, the App Store got a major redesign, with the store being split into two major sections; Apps and Games. There is also the new Today section which has interviews with developers of the most popular apps in the store and more.

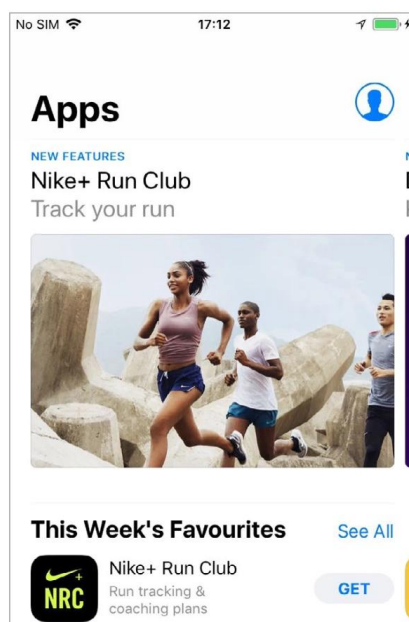
The software tends to be incredibly good value – it's amazing

what your iPhone can do after just a 99p investment. And navigating the App Store is easy too. Simply use the section icons at the bottom of the store's interface to jump to the various parts of the store, or see what's popular in the Search tab. Follow our guide on these pages to get the most from the App Store.

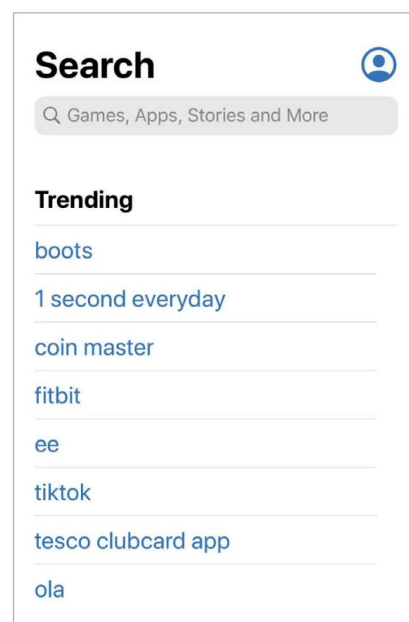
## App Store Learn how to use the App Store



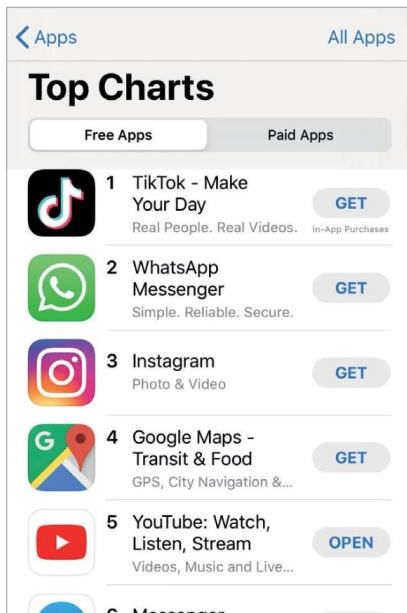
**01** At the top of this section will be the featured games - these can be new titles or ones with major updates. Scrolling down will take you to see the most popular downloads.



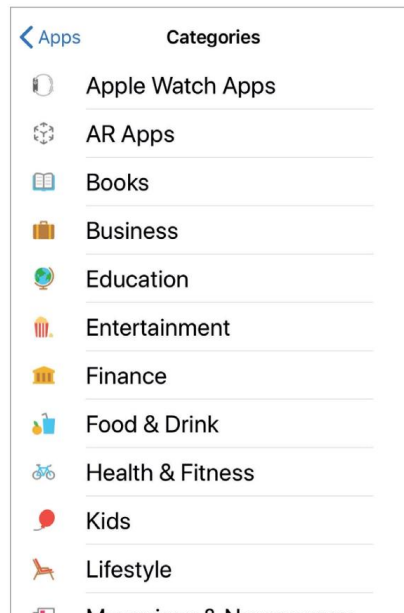
**02** The App section is formatted the same way as the Games section. Scroll down to find links to redeem a gift card or download code, as well as a parent's guide to the store.



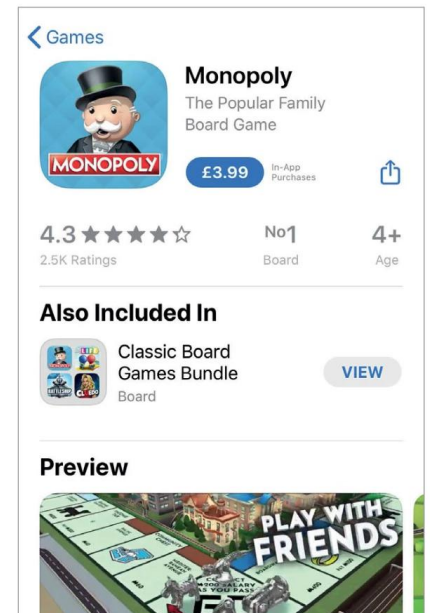
**03** If you know the name of the app that you would like to download, then all you need to do is tap the Search tab along the bottom and type keywords into the blank field.



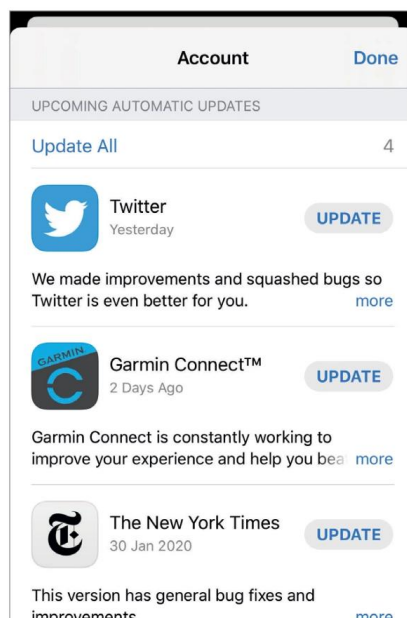
**04** Apple allows you to see the Top Paid and Top Free charts for both Apps and Games, which is rather useful. Scroll down to the Top Charts in either section and press See All.



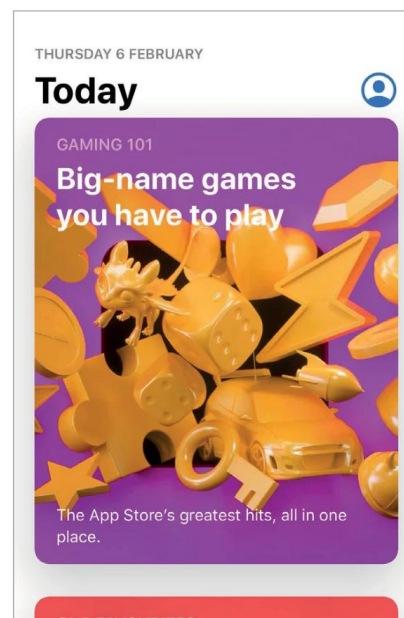
**05** If you are not completely sure what you want, but have a general idea, then you can scroll down to the Categories section of either the App or Games tab and tap on See All.



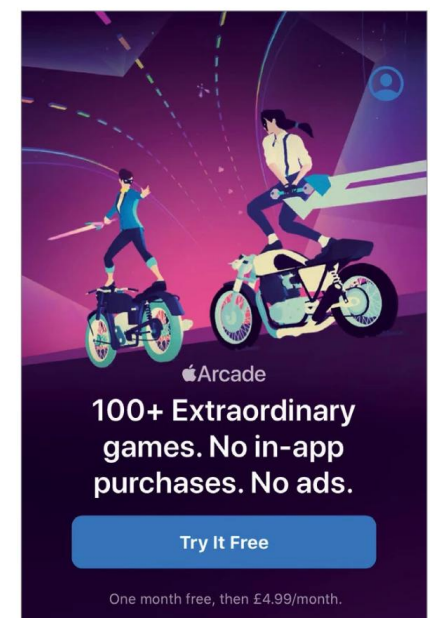
**06** When you are ready to buy an app, the process is very straightforward. Simply tap on the price, and a small menu will appear. Tap Purchase, and then enter your password.



**07** Over time, apps get updated. Tap on the Profile icon, and see if you have any that require updating. You can update apps individually or select the 'Update All' option

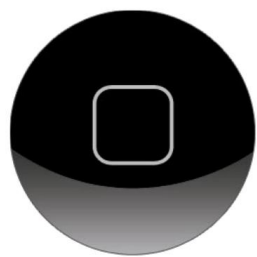


**08** The 'Today' section is the first thing you will see when you boot up the app. There is a daily group of apps and games with a brief description on why you may want them.



**09** There is also the Apple Arcade. For a monthly fee of £4.99/\$4.99 you can access over 100 exclusive games that come without adverts and additional in-game purchases.





## Manage your apps

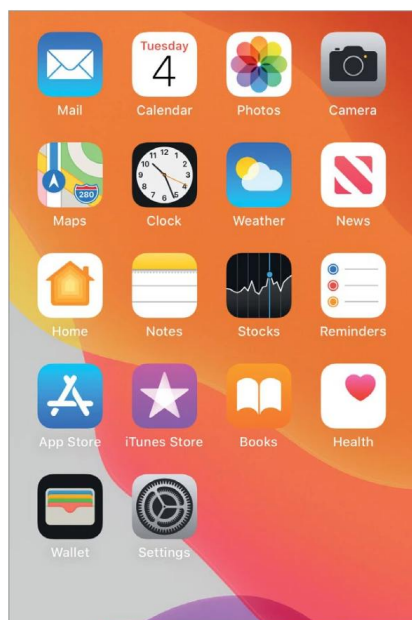
Learn how to organise and delete apps on your iPhone

**A**pps are undoubtedly part of what makes the iPhone so impressive. The default apps that come pre-installed cover the basics, but having access to the App Store can turn your regular phone into the ultimate multitasker and multimedia device. Plus, with so many available for free or under £1, it won't be long before you find yourself filling up the space on your Home screen.

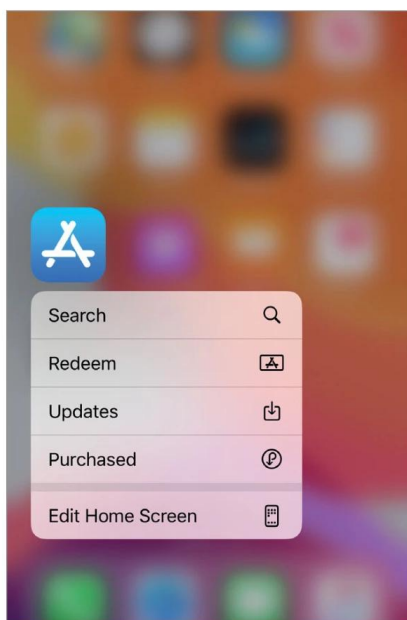
Luckily, the iPhone offers ways for you to organise your apps. One of the main features is the ability to add folders. This will allow you to group similar apps together into a folder as big as a regular icon. Of course, you have complete control over which apps go into the folders, so you might even wish to make a folder of regularly used apps so you have quick access to the apps you use every day.

There are also a few other things that are worth knowing about apps, that we cover here in the tutorial. From rearranging their order, to deleting and fully closing, being able to control your apps and make them work best for you is an important feature. Spend a bit of time learning how best to manage your apps. This will certainly pay dividends in the long run. We'll show you how to get started.

## Home screen Organise, close and delete apps



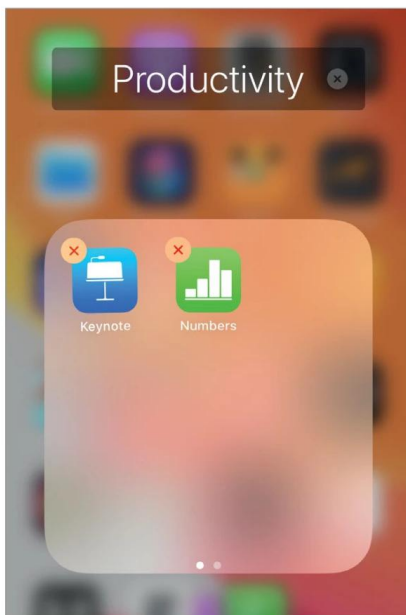
**01** A downloaded app's icon will appear on the Home screen. When you have purchased a lot of apps, you will quickly find yourself running out of space on your Home screen.



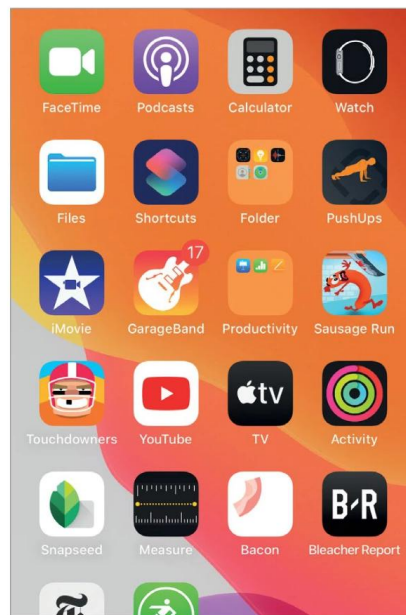
**02** If you would like to group apps together into a folder, press and hold on one of the icons and then select 'Edit Home Screen.' A cross will appear in the top-left corner of the apps.



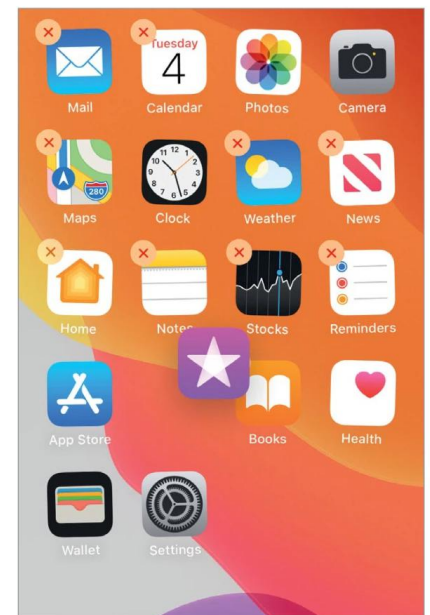
**03** Now all you need to do is drag one of the jiggling apps on top of the app that you would like to group it with. When you release the screen, it will create a folder.



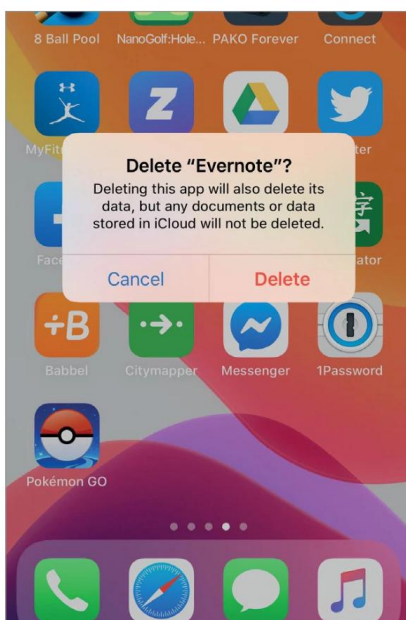
**04** If you would like to give the folder a different name in order to organise the apps better, tap the 'X' at the end of the text box, and type in the name that you would like to give the folder.



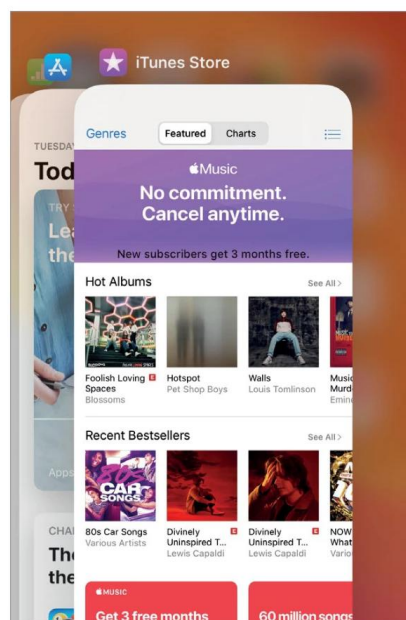
**05** Once you are completely happy with the folder you've created, tap Done and the folder will appear on your Home screen. The icons of the apps stored within will still be visible.



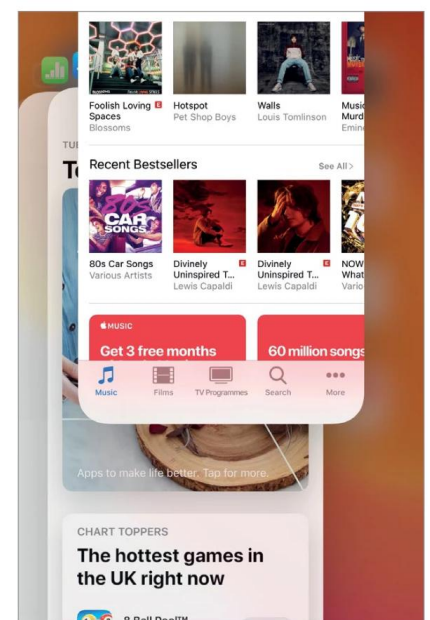
**06** By tapping and holding on the folder – or any app icon, for that matter – you are able to drag it around. You can drag it onto a new screen, or just rearrange the order.



**07** Long-pressing on an icon will bring up the option highlighted in red text to delete that app. If you tap this a pop up will appear asking you to confirm. Press 'Delete' to confirm.



**08** To exit an app swipe up from the bottom of the screen. However, be aware that this will leave the app running. Only swipe half-way up the screen to access the app drawer.



**09** The app drawer can be accessed whenever, and from wherever you are on your iPhone. From here you can jump to another app. Flick the image of each app up to close them.





## Get the most from iTunes

You can download all your favourite movies and music from iTunes without needing to connect it to your computer

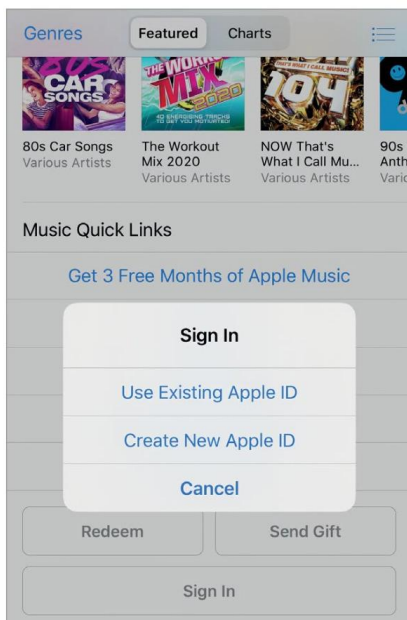
**B**eing able to download music and movies on the go is one of the best things about Apple's devices. With the enormous selection available on the iTunes Store, you're sure to find something to suit your mood. It's not just music and movies, you can also download TV shows and ringtones and alert tones. Thanks

to the intelligent Siri service, you can even ask "What's the song?" when a tune is playing and Siri will name the song and artist, and also allow you to buy the track straight from iTunes - genius!

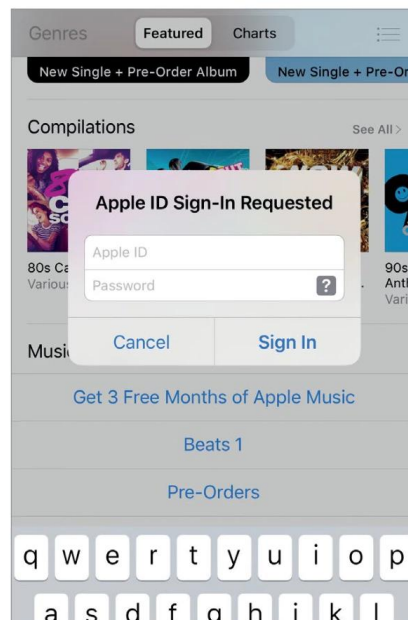
All of your iTunes purchases are automatically backed-up to your iCloud, meaning that you can get them on all devices on the same

account (Settings>iTunes & App Store>Automatic Downloads) and re-download any past purchases by tapping on the 'More' tab within iTunes, going to the Purchased section and tapping the cloud icon. To use iTunes on the iPhone you will need an account to get going. All you need is a credit card (or, failing that, some iTunes gift cards).

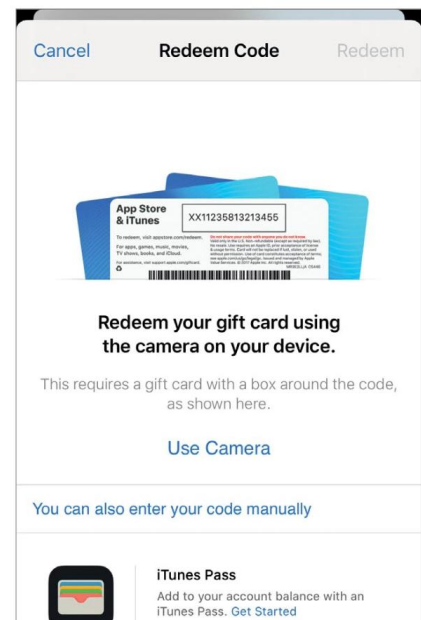
## iTunes Take advantage of iTunes on the iPhone



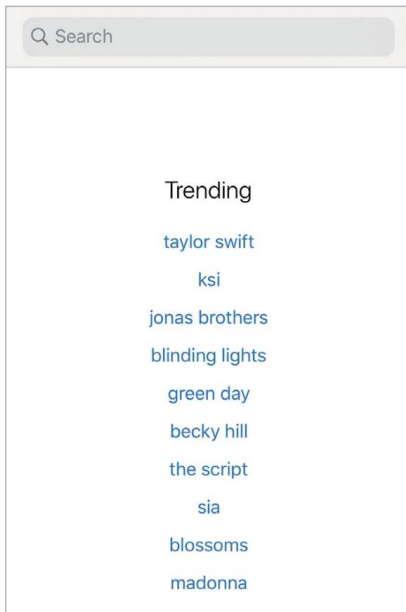
**01** If you would like to make purchases you will need to log in or create a new account. Tap on an item in order to buy it and choose Create Apple ID or Use Existing Apple ID.



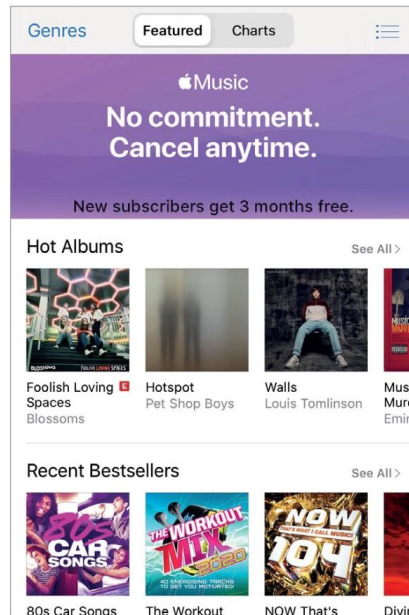
**02** Once you have signed in or signed up and confirmed your location, you'll be offered the terms and conditions for the account, which you must agree to if you want to continue.



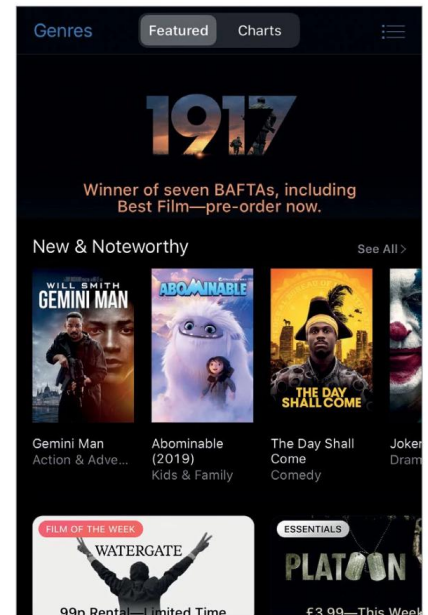
**03** You will need to provide your credit card details at this stage. If you do not want to enter your details, then simply buy an iTunes gift card and enter the number here.



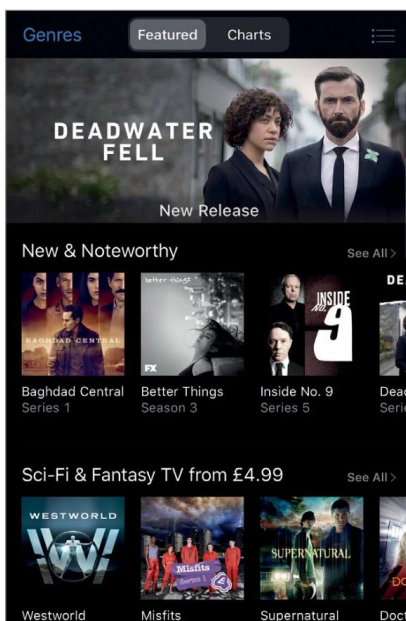
**04** To search for something, all you need to do is tap the Search tab at the bottom. It will offer suggestions as you type. If you spot the one you are after, tap it.



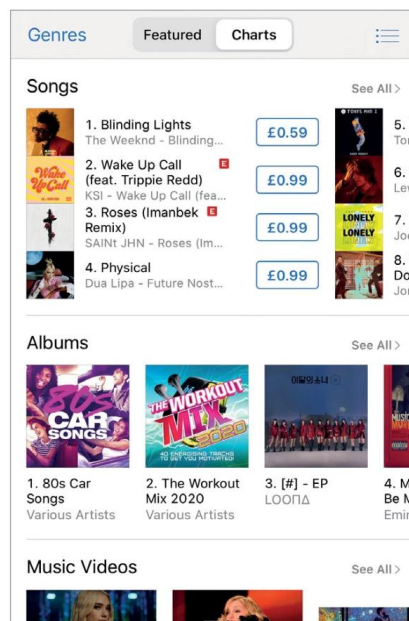
**05** Tap on the Music tab that sits along the bottom-left corner of the screen in order to see new releases, recommended tracks, and some truly classic albums to download.



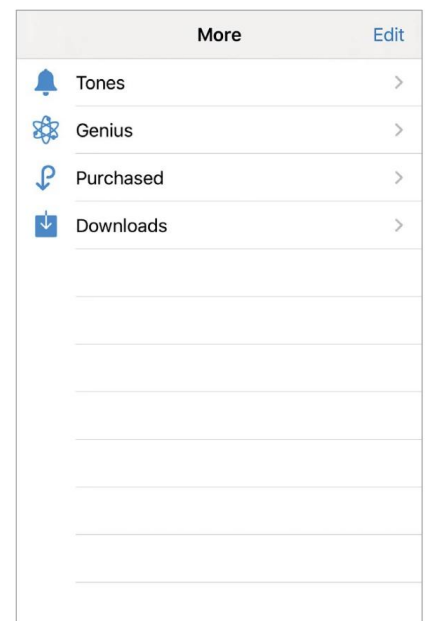
**06** Now tap on the Films tab, which is also along the bottom of the screen, in order to search for a movie that you feel like watching, or to see what has just been released.



**07** The iTunes interface makes it incredibly easy to download single episodes of TV shows. Tap on the TV Programmes tab, find a show and make a purchase there and then.



**08** If you would like to see what is popular right now, you are able to view charts for music, films and television programmes. You might even find a new favourite.



**09** The More tab brings up a selection of extra options, which include purchasing ringtones, viewing already-made purchases or viewing anything that you are currently downloading.





## Use iTunes to download music

The iPhone is perfectly designed for the movie experience with its high-resolution screen, long battery life and mobility

**Y**ou could link your iPhone to your desktop computer and transfer your favourite songs onto it via Apple Music. However, importing tracks from CDs can be a pretty cumbersome way to get your hands on brand new music. As you are more than likely to carry your precious iPhone around wherever you go, remember you have the freedom to browse and download all your

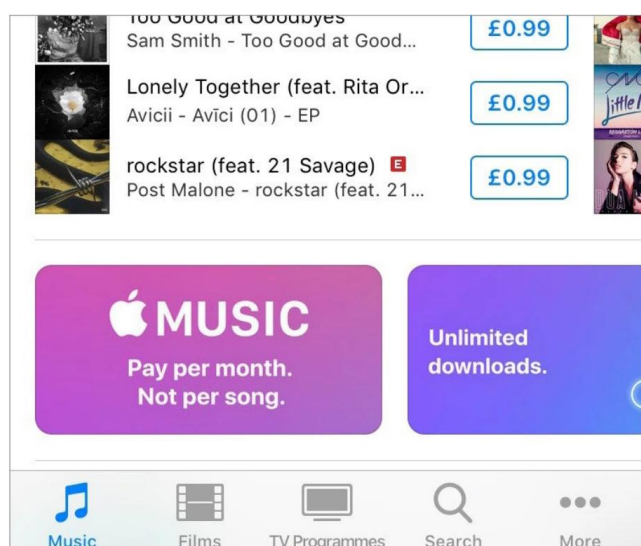
favourite music tracks whenever and wherever you fancy.

You no longer need to be chained to a home computer thanks to the iTunes app. When you take a fancy to a song that you hear in your local Wi-Fi-enabled coffee shop or over 4G, you can fire up iTunes, search for the song on the iTunes Store, and download it there and then. Just beware of the high data consumption involved! This is also

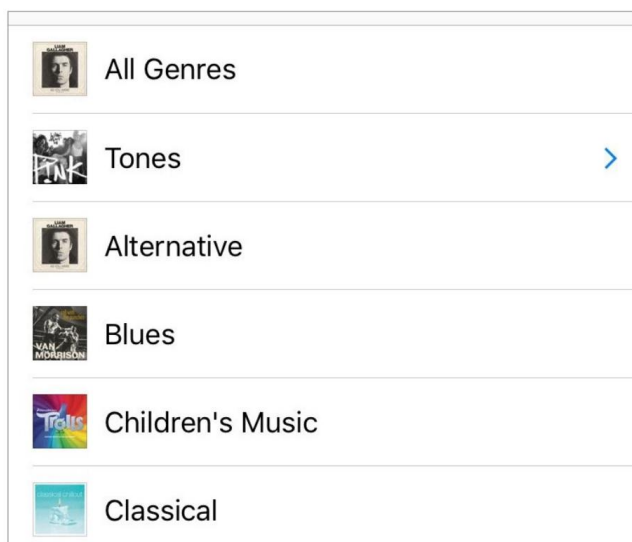
a great way of downloading songs on a pick and mix basis, instead of having to purchase a whole album – especially at a time where it seems that CD singles are limited to charity records or X Factor winners!

But first things first, you will be required to create an account with the iTunes Store and register a credit card before you can buy and download music to your iPhone. Once complete you're away!

## iTunes Store Download music from iTunes



**01** Tap on the iTunes app on your iPhone to launch it. It will take you to the iTunes Store. Tap on the Music tab on the bottom of the screen. You'll see thumbnails linking to new and noteworthy music tracks, as well as colourful banners advertising new albums.



**02** To find the type of music you enjoy, tap on Genres in the top-left corner of the screen. This lets you fine-tune your browsing to Pop or Electronic music, for example. Tap on a genre to access its page. You will then be taken to a special storefront relating to your preferred genre.

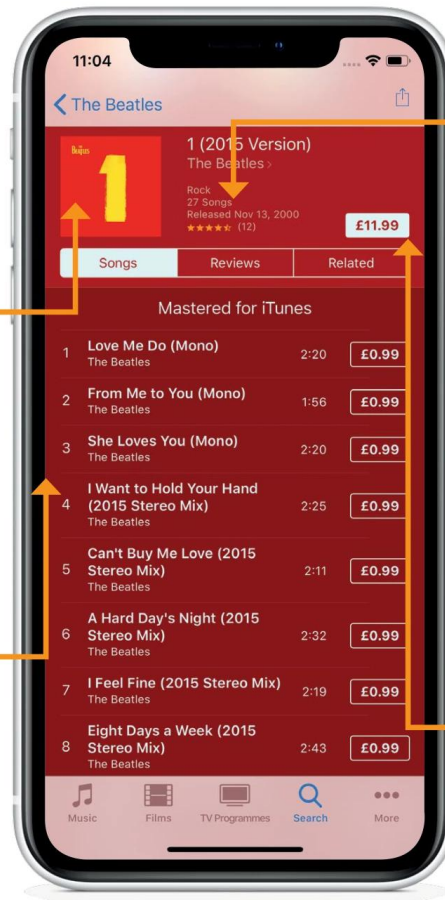
## Use iTunes to download music

### Handy thumbnails

Thumbnails of album covers help you browse multiple albums more quickly. Tap on a thumbnail for more detailed information about the album's contents

### Preview

Hear a sample of each audio track by tapping on the track number. This is the best way to get a flavour of a track and the album's contents

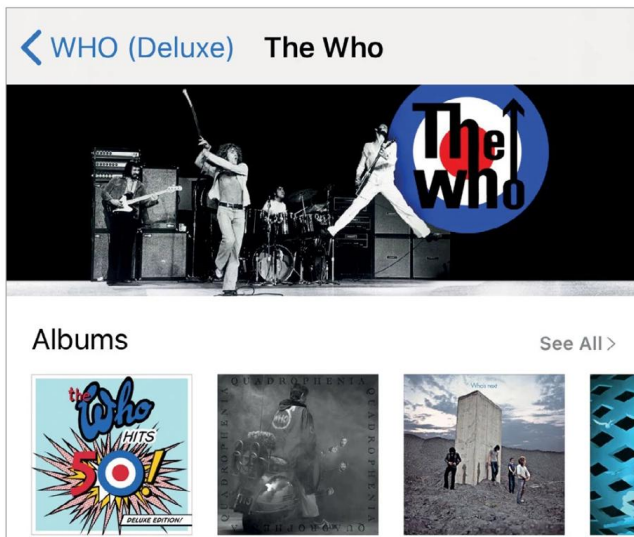


### Ratings

See what other people have to say about the music you're thinking of buying before you make a purchase. View the star ratings or select the Reviews tab for more details

### Purchase

If you're only after a single track you can download it by tapping here, though some tracks are only available when you buy the entire album



**03** Once you've found an artist that you like, tap on them to be taken to a page featuring their songs and albums. Likewise, you can use the search tab if you know what you're looking for. You can view their work, listen to a preview of a song, and of course purchase an individual track, or complete album.



**04** To buy a song, tap on the price button situated next to the song. You'll then need to enter your Apple ID to purchase the song. Once complete, it will start downloading. If you like the look of an entire album, you can download all the songs with just one tap from the Albums tab.





# Get started with Podcasts

With such a diverse range of shows available, podcasts are sure to become even more popular

**T**he official Podcasts app from Apple is designed to streamline every part of the process of subscribing, downloading and listening to podcasts. Excellent discovery options are included that will offer more than enough choice to get you started. You should bear in mind the potential costs of

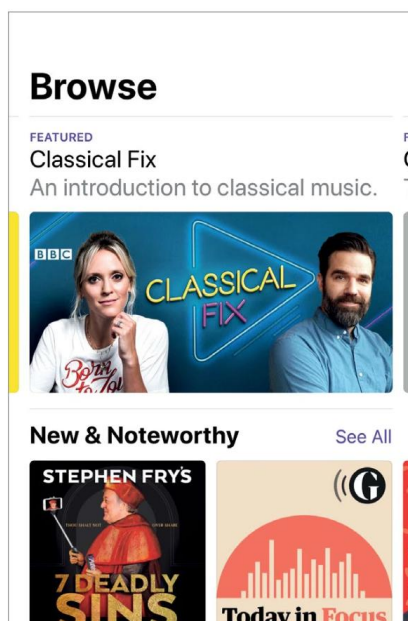
downloading episodes, particularly video podcasts, but the actual content is free.

In this tutorial we will guide you through the options available to you and also how to build up a

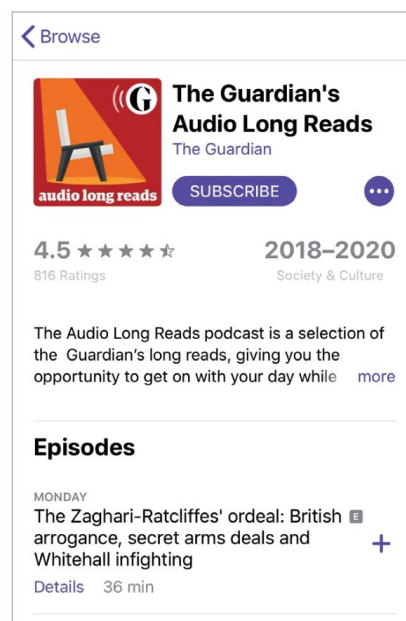
library of entertainment that will serve you well over time. Podcasts are excellent value, entertaining and easy to use and Apple has included everything you need to enjoy them on your iPhone.

“Podcasts are excellent value, entertaining and easy to use”

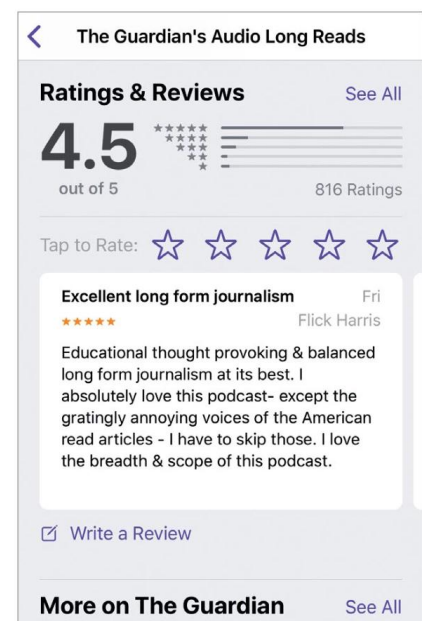
## Podcasts Make the Podcasts app work for you



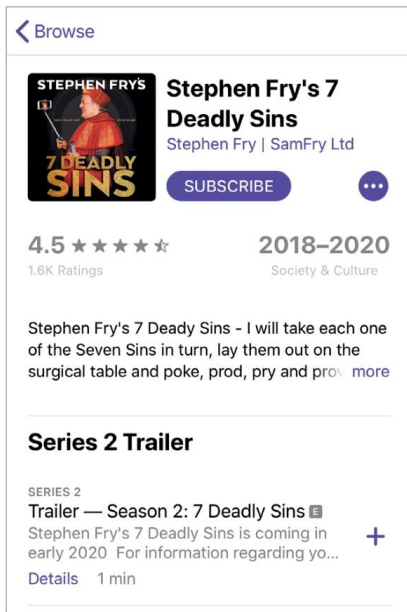
**01** Open the Podcasts app and then tap the Featured tab. You will now see a selection of the most popular podcasts – tap one to see more detailed information about it.



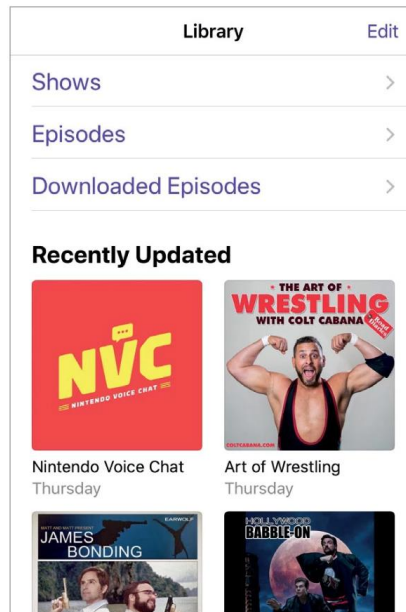
**02** The main screen for any podcast should show all available episodes, with download links. The length of each episode and the date it was aired is displayed. Scroll down to reviews.



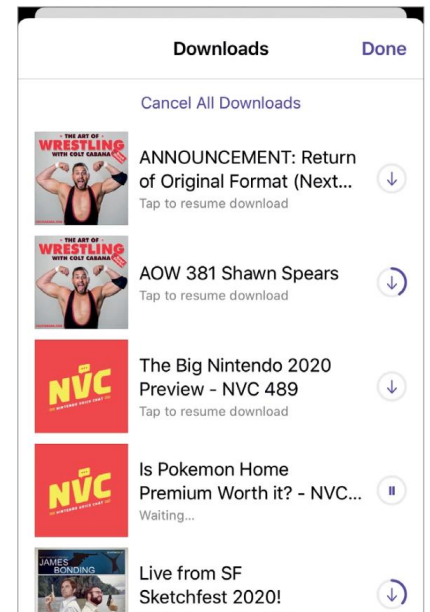
**03** The Reviews section is a very good indicator as to whether a podcast is worth your time. The more positive reviews, the better, and many are constructive which helps a lot.



**04** Tap 'Subscribe' to add the podcast to your list. A pop-up will confirm you are subscribed and the latest episode of that podcast will automatically download to your device.



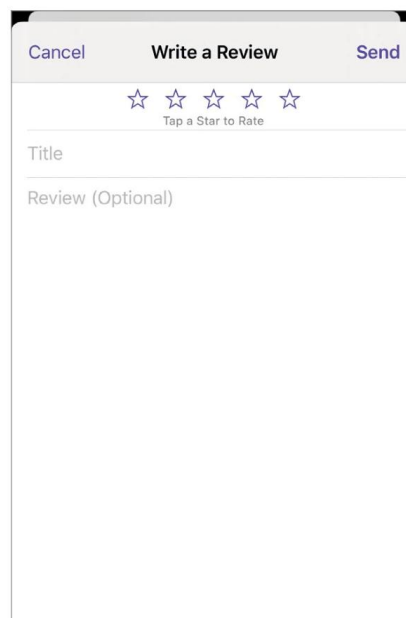
**05** In the Library section, all of the podcasts you are subscribed to are displayed as thumbnails. Tap on a podcast, then on the more icon if you want to cancel your subscription.



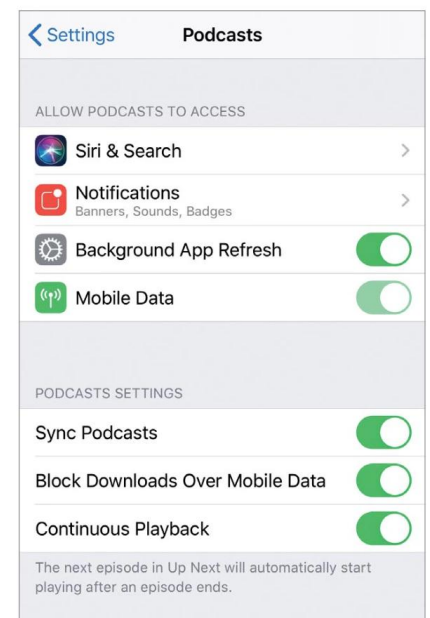
**06** Tap the cloud next to an episode to download it. Go to Library > Downloading to see how long is left. When it's done, you can listen to the show without an internet connection.



**07** There are some useful controls on the playback screen; the Speed option lets you adjust the playback speed and you can also rewind and skip forward by 15 seconds at a time.



**08** In the podcast listing, scroll down, go to Reviews and tap 'Write a Review'. Input a comment and star rating, but try to be as accurate as possible to help other potential listeners.



**09** Go to Settings > Podcasts where you will see customisation options. You can download over Wi-Fi only and also limit the number of episodes downloaded automatically.





## Explore Apple Music

How to enjoy Apple's revolutionary Music app and streaming service

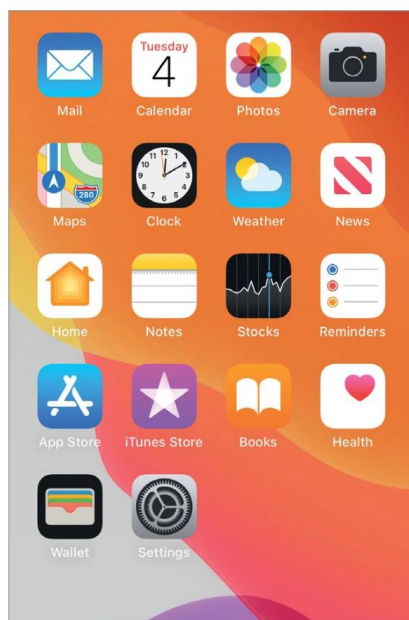
**W**hereas previously the Music app was merely a way to enjoy listening to your iTunes music collection on the move, it has grown into a much bigger beast.

Recent iOS updates have seen the Music app get something of an overhaul. While you can still enjoy your music through your iPhone, the focus of the app has

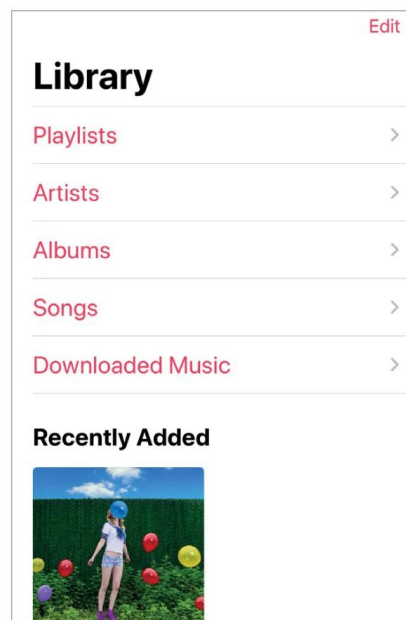
now shifted to Apple Music, the streaming service that lets you discover new music and stream it straight to your device for a monthly fee. You can enjoy this service for free for three months to try it out, but if you don't fancy continuing with the service you'll have to turn off automatic renewal to prevent being charged for the service after the trial period.

You can also use the new-look Music app to see what the current hot music is and listen to meticulously-compiled playlists from music experts, check out radio stations and even connect quickly and easily with your favourite artists via Twitter. If you're into music and open to trying new tunes, the Music app has come of age for you.

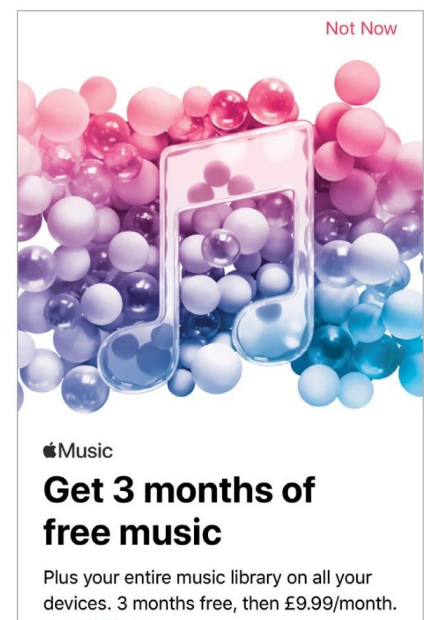
## Apple Music Sign up to Apple Music



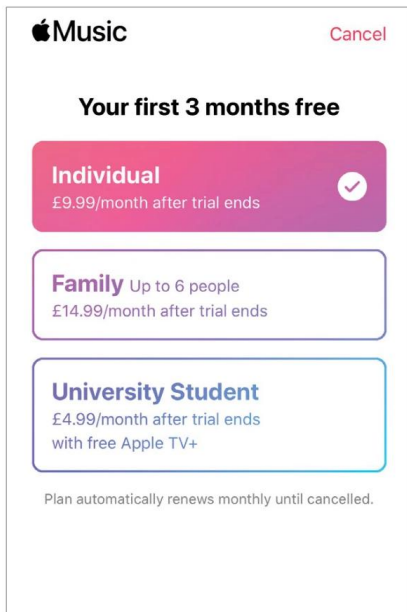
**01** Go to Settings>General>Software Update to ensure that you have the latest iOS then launch the new-look Apple Music app from your Home screen – by default it will be in your dock.



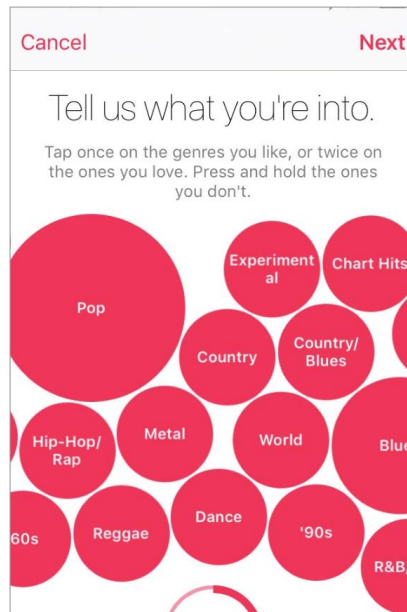
**02** You will notice that your music library and playlists have been condensed into one section called Library. Access your music or your playlists using the tabs at the top of the screen.



**03** Tap on the 'For You' icon at the bottom of the interface and you will be prompted to begin your free Apple Music three-month trial. Tap on the white button to get going.



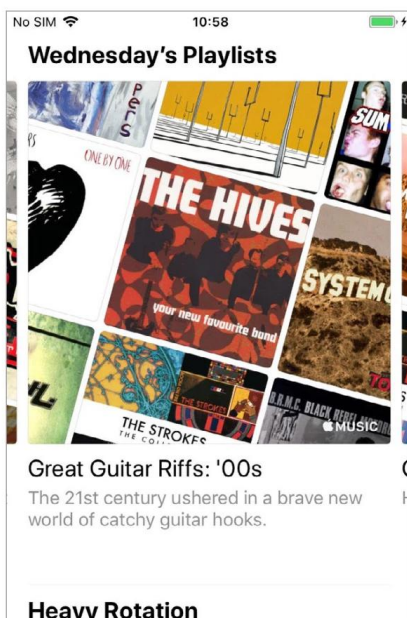
**04** You will then be asked to choose a membership plan, so select either the Individual or Family package option and then enter your Apple ID to complete the process.



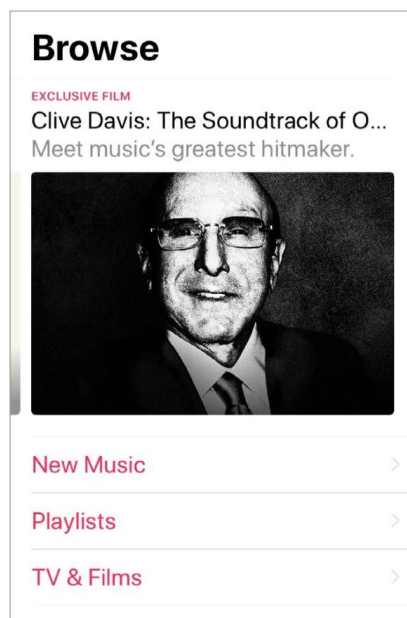
**05** On the following screen, tap once on the genres that you like and twice on the ones that you love and then press and hold on the genres that you are not a fan of. When done, tap Next.



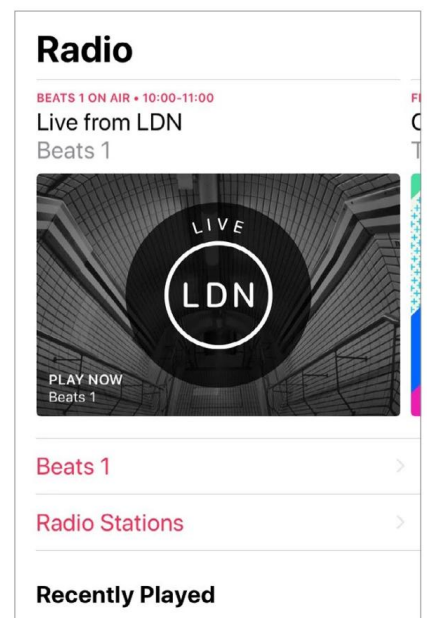
**06** Next, repeat the process but this time on the bands and artists that the service selects for you based on your previously stated likes and dislikes. Tap Done when you are ready.



**07** Based on your likes and dislikes, the Apple Music service will present new music for you to check out and listen to under the For You section. Tap on the Play button to start listening.



**08** Tap on the Browse section to find new and recently added music. Here you can discover hot tracks and scroll down to check out various playlists. You can also search by keyword.



**09** Apple has its own radio station called Beats 1 and its completely free – you don't need to be subscribe to Apple Music to listen. Tap on the Radio tab to find it and other stations.





## Create a playlist in Apple Music

Organise Apple Music so that you have all your favourite tracks at your fingertips, wherever you are

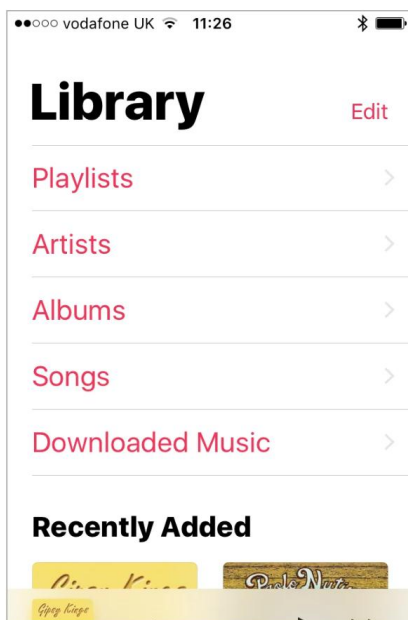
**W**ith all of the bells and whistles that the iPhone has to offer, it can be rather easy to forget that it's also a very impressive music player in its own right. The interface of the Music app is clean, simple, easy to manipulate and great fun to play around with. The Apple Music feature also means you can

stream whatever music you want on a subscription basis, and Apple has a humongous range of artists on offer. A great feature of Apple Music is the ease with which you can create personalised playlists –

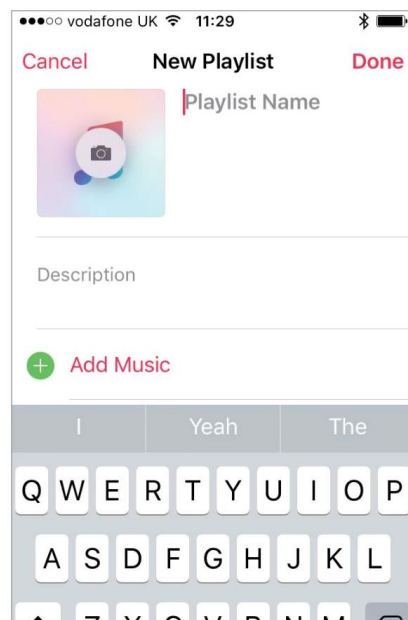
for parties or the gym, for example. The system Apple has devised for this is truly very impressive. So much so, that you will want to sift through an entire library and create one playlist after another.

"A great feature is the ease with which you can create personalised playlists"

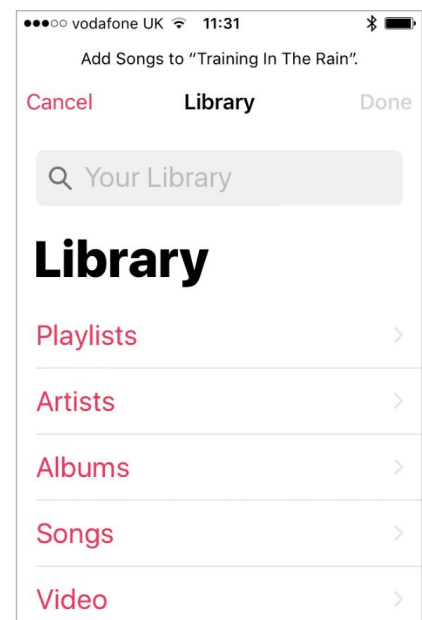
### Music Create and populate a custom playlist



**01** Open the Music app and tap on the Library button in the lower-left corner of the screen. Next, select the 'Playlists' option and then tap on the '+' icon to create a new playlist.

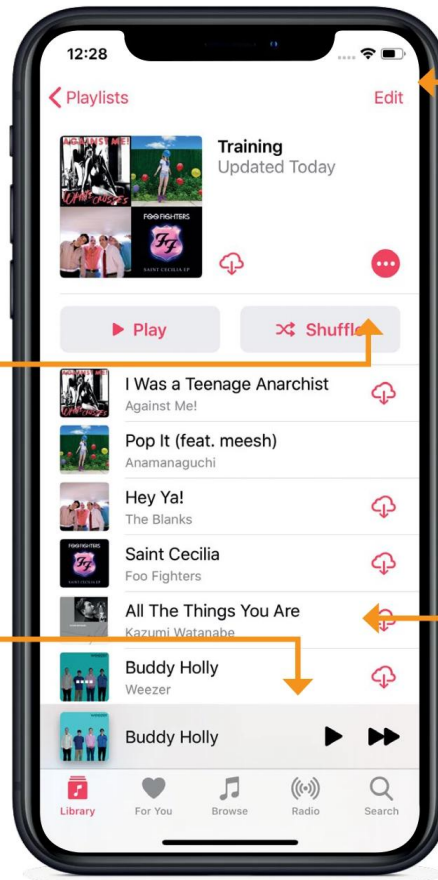


**02** A window appears allowing you to name the playlist. Tap on the 'Playlist Name' text and type in a new name. You can also add in a description if you should so wish.



**03** Once you have named your playlist, tap on the green '+' icon to start adding tracks. You can now navigate through the various sections of your Music app to find songs to add.

# Create a playlist in Apple Music



## Options

The Music app reflects the look of the re-skinned iTunes. Across the top of your playlist you'll have options to edit and delete, and when you've made any changes, tap Done to finalise them

## Edit

Once you've filled your playlist, you can edit it to your liking. This means you can reorder songs by dragging them up and down, or tap the 'no entry' sign to remove them from your playlist

## Bottom tabs

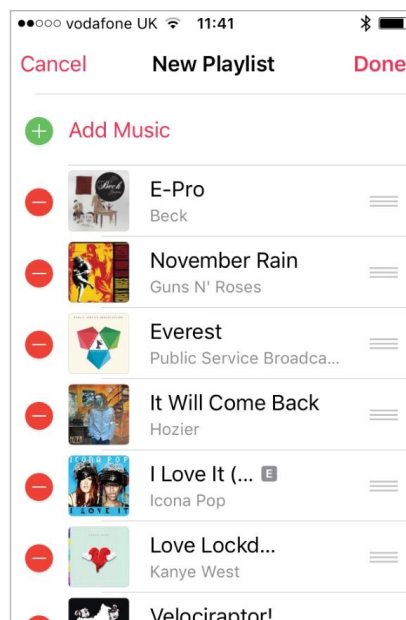
The Music app has buttons at the bottom for you to access a range of options, including Radio

## Sync it

If you want to add songs from your computer's library, you'll need to sync your songs with the iPhone. Otherwise you can purchase songs from the mobile iTunes Store and they will be added to the Music app and synced back to your computer



**04** You can view tracks by artists, albums, songs and more. When you find a song that you would like to add to your playlist, simply tap on the '+' icon next to it.



**05** Once you've picked your songs hit Done and you will see the current order of your playlist. To change the order, press and hold on the list icon next to a song and move it up or down.



**06** When you're completely set on the order that you want, all you have to do is hit the Done button once more and your playlist is ready to play and enjoy at your leisure.





# Learn to use the TV app

The iPhone is perfectly designed for the movie experience with its high-resolution screen, long battery life and mobility

**S**earching through a number of different video streaming apps or stores and trying to find the movie or show you want can be a pain but Apple has a solution. With the TV app, you can search for a show or film and the app will look across a number of different services such as Amazon Prime, BBC iPlayer, Classix and more. Then you can either watch it through the TV or be taken to

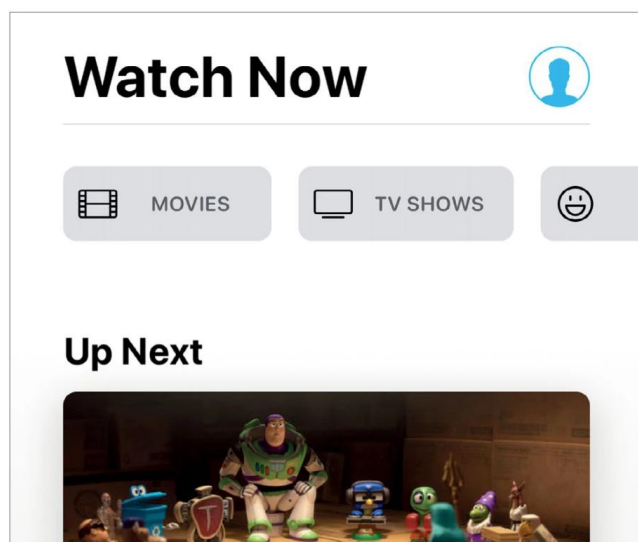
the appropriate app. Do you have a Netflix account? Then you can search for a film or TV programme on the TV app, and use a link to load it up on the Netflix app.

As well as streaming content, the TV app has a store section where you can find new or trending content, you can also choose which digital store it is from. The Library section is where you will need to go to download and stream anything

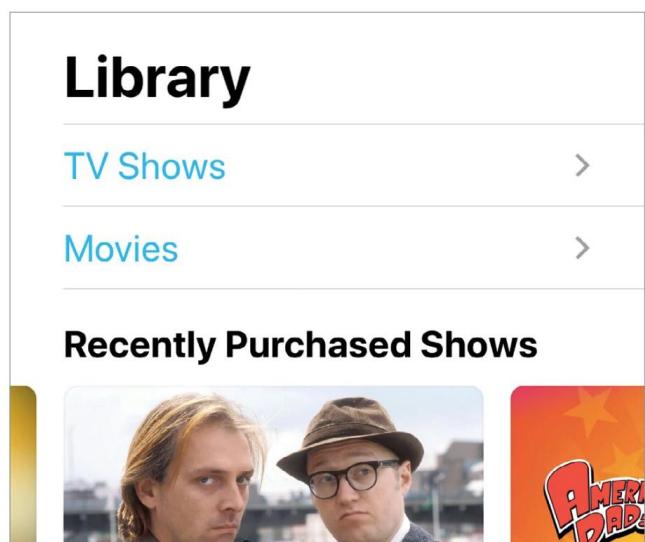
you have purchased from iTunes. And in true Apple style, everything is designed to help you get the most from your viewing experience as easily as possible. In the age of digital downloads and mobile experiences, iTunes and Apple really are ahead of the vastly steep upward curve.

In this tutorial, we are going to show you how to search for movies and television programmes.

## TV Watch movies and TV shows



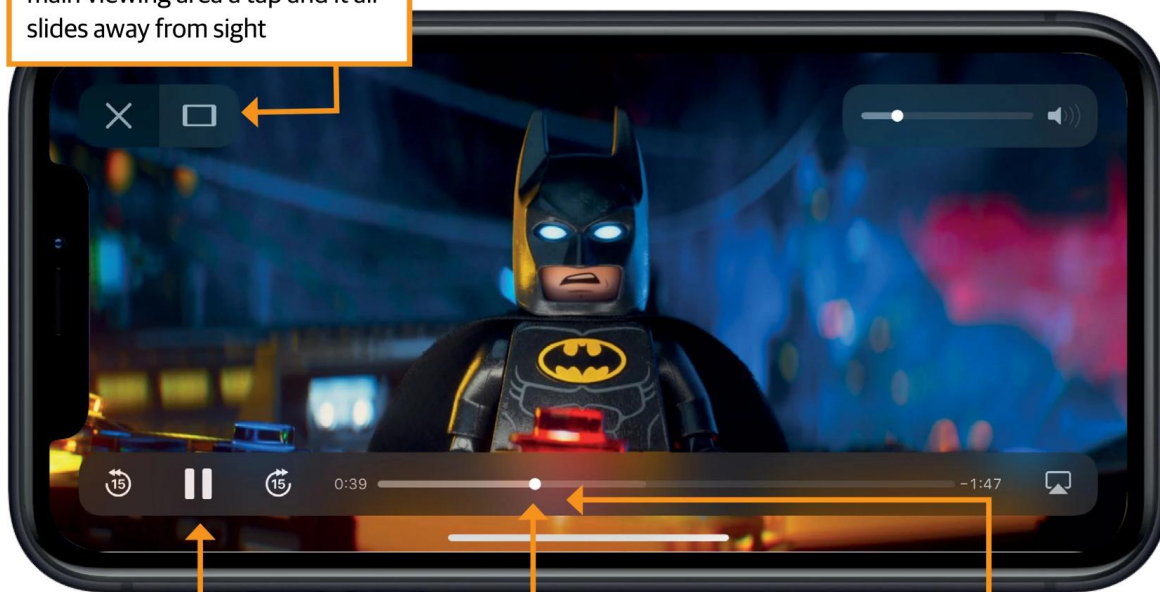
**01** The first page you find upon opening the app is the Watch Now section. There are links to continue what you were previously watching, find popular shows and if you scroll down the page there are lists for the recommended shows from BBC and ITV as well as highlighted content from the iTunes Store.



**02** Anything you buy on iTunes is accessible through the TV app. If you are logged into the same Apple ID on other iOS or macOS devices then all of your purchases will be available on those. If you stop watching at any point, you can pick up from where you left off on another device.

## Full screen

If you want to clear the on-screen furniture out of the way to watch in full screen, simply give the main viewing area a tap and it all slides away from sight



## Main controls

The main control keys are standard and are brought up by tapping the screen once. You can play, pause, forward or rewind when you feel the need to

## Full control

You can move to specific parts of a video by moving the slider at the top with your finger; the further down the screen your finger is, the more precise the movement is

## Back where you left off

The iPhone automatically remembers where you finished watching the video and will start any film at that exact place when you open up the app again

## Trending TV Shows

[See All](#)



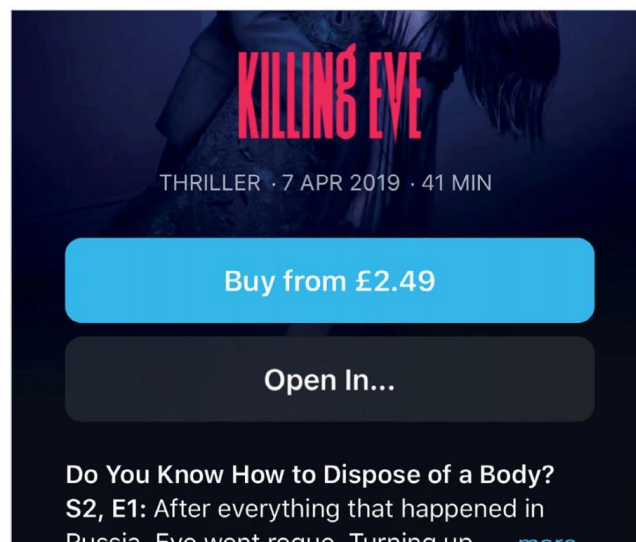
Love Island



The Morning Show



Silent Witness



**03** If you tap on Search in the bottom-right corner of the screen you can see what films and TV programmes are currently trending. Tap on the search bar at the top of screen. Using this you can look for TV shows and films or you can type in the name of an actor or actress and find content that way.

**04** When you've found a show or film you want to watch, tap on it. Scroll through the page to see the plot summary, reviews and captioning. At the top will be a button to purchase through Apple or alternatively, you can tap the 'Open in...' icon to choose your preferred store/streaming service.





## Keep track of current affairs with News

Only read the news that's relevant to your interests with this app

There are countless third-party apps designed to help you curate online news for the topics and publications that you prefer, and each uses different methods to remain unique in a crowded market. Apple offers the obviously titled News app to help us read only the news that is of interest to us or which is of great importance. It is all too easy to be overwhelmed

with online content and being able to manage what you read will not only save time, but ensure that you get to read news that actually matters to you.

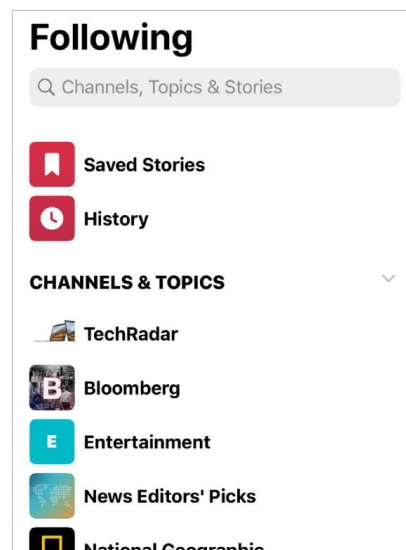
Apple has built a consistent interface that levels the various design styles of the different publications. The resultant app is exceptionally easy to use. Tap an article to read it and it will then be

marked as read so you can move on to the next one. Recommended articles appear all the time, which means you always have something new to read. As you learn how the app works, Apple learns what you like and the content becomes even more personal and relevant. It truly is the perfect example of less is more and is one of the very best mobile news readers available.

## News Read the world's news



**01** The Today page of the app changes as new stories come in. As you scroll down it will display the top stories in different categories as well as trending articles. Check it regularly.



**02** In the Following selection, you can select your favourite publications or topics. This will then tailor the For You section so you will see more of the stories that interest you.



**03** You'll notice how well presented the articles are, no matter which publication they are from. They are consistently designed and extremely easy to read on the iPhone.

# Keep track of current affairs with News

## Sharing stories

By tapping the share icon you can instantly share the story using the various methods and apps, copy the text, add it to your Safari Reading List (for offline reading), open the story in Safari or mute the source

## Change the font

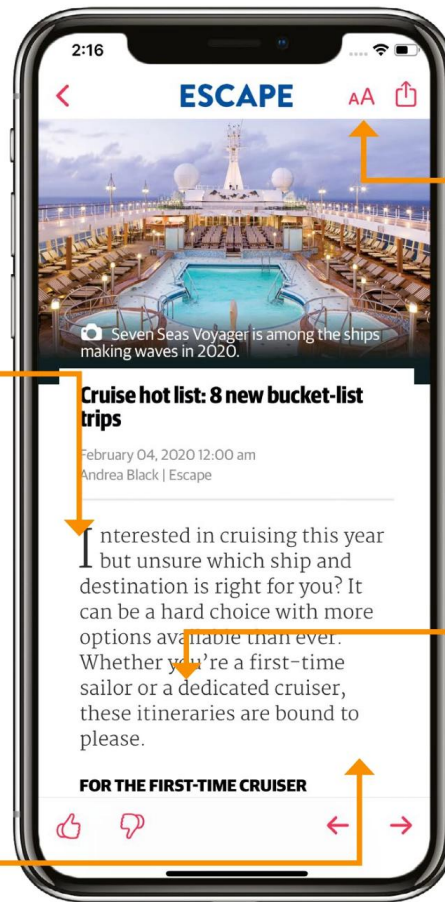
By tapping here you will be able to beef up the size of the display font to make the news stories much easier to read

## Love/dislike stories

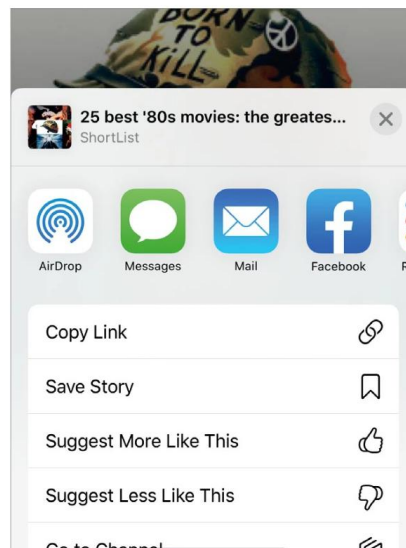
You can cast a vote on all of the stories you read. If you 'love' a story then the app will source you more of that type of thing and if you rate to dislike it then expect to see less of that type of story

## Saving stories

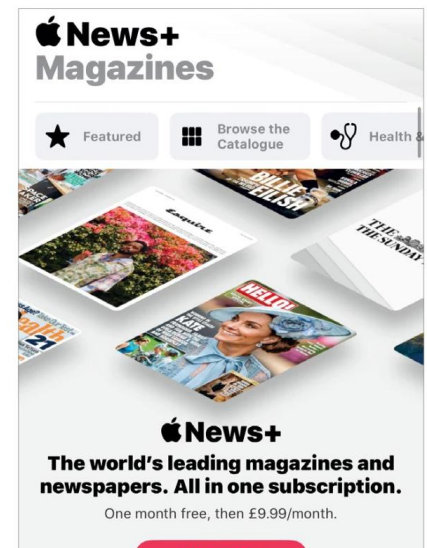
By tapping on the share icon you can also save your favourite stories. To access them, go back out to the main menu, tap on 'Saved' and then use the tabs to view your saved stories and reading history, which is very handy



**04** If you want to view the accompanying pictures, tap on any image in an article to view it in greater detail. You can then zoom in further to see it in all of its glory. Simple, but useful.



**05** Tap the share icon at the bottom of the screen when reading an article to immediately share it using any supported sharing platform on your iPhone. It is very flexible.



**06** For a monthly fee of £9.99/\$9.99 you can access digital versions of over 150 print magazines and newspapers on your iPhone through News+. You can try it free for one month.





## Purchase an ebook

Learn how to open up to a whole world of digital reading

It is rather easy to get lost in a world of crazy apps and social media, but the iPhone is also a fantastic ebook reader. It has a number of advantages over the Kindle in that it can do a great deal more than a dedicated device, but on a purely ebook-reading scale, the iPhone is still one of the most advanced out there, especially considering its size. What's more is

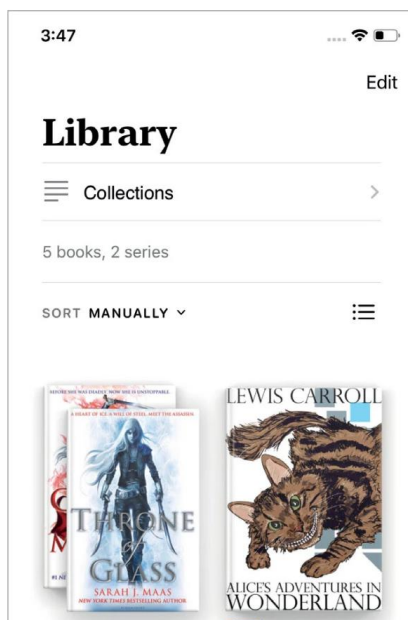
that Apple already has a tried and tested way of delivering ebooks directly to its device: namely through the iTunes Store.

The Books app holds all of your ebooks, and from there you can access the custom-built Book Store to make purchases, which get downloaded directly onto your iPhone. What's more, if you prefer audiobooks then you can

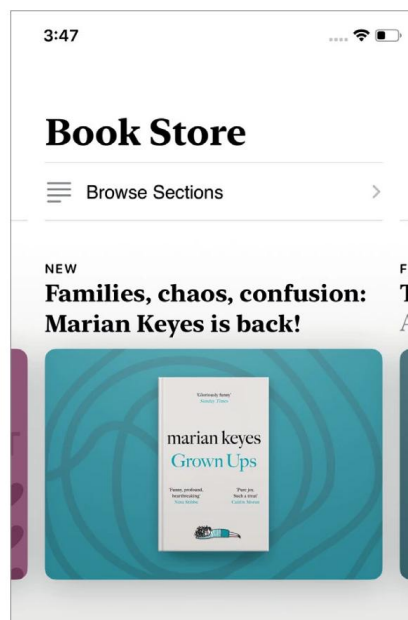
find them in their own dedicated section. The system is magnificent in its simplicity and, just like the App Store, it makes impulse buys a regular occurrence.

This tutorial will navigate you through your first download from the Book Store so that you can get a feel for the system. It's then up to you to resist buying a library's worth of content.

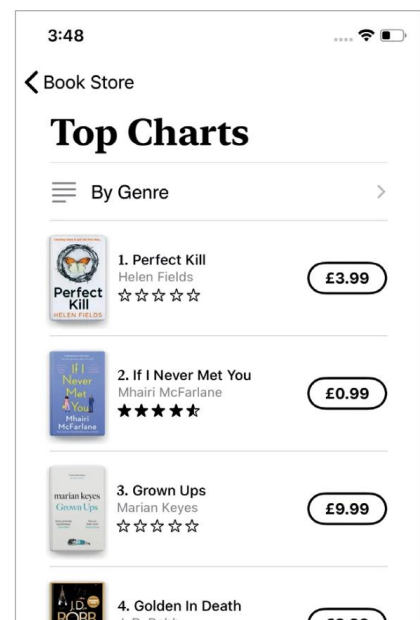
## Books Purchase a book



**01** If you have purchased books before, these will be displayed in the Library section of the app. To buy a book, hit the Book Store button along the bottom of the screen.



**02** The Book Store is very much like the App Store or the iTunes Store. Books are categorised and searchable, and everything is charted so that you can see what is selling best.



**03** There is even a section on the store where you can see the charts so you are able to pick and download titles from it. You'll find separate lists for free and paid content.

## Choose your category

Tap this icon to choose a specific book genre to browse from. This store covers everything from Business and Biography to Reference and Health

## Easy navigation

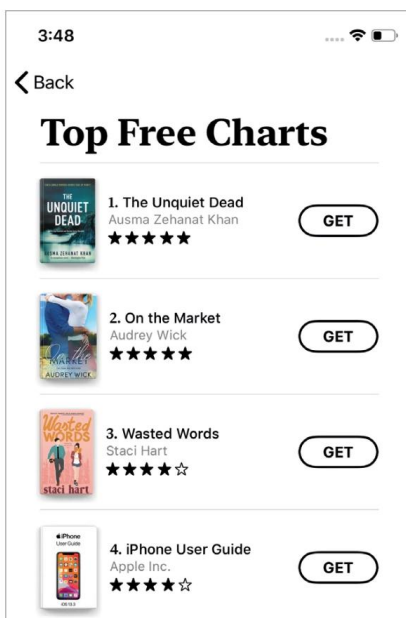
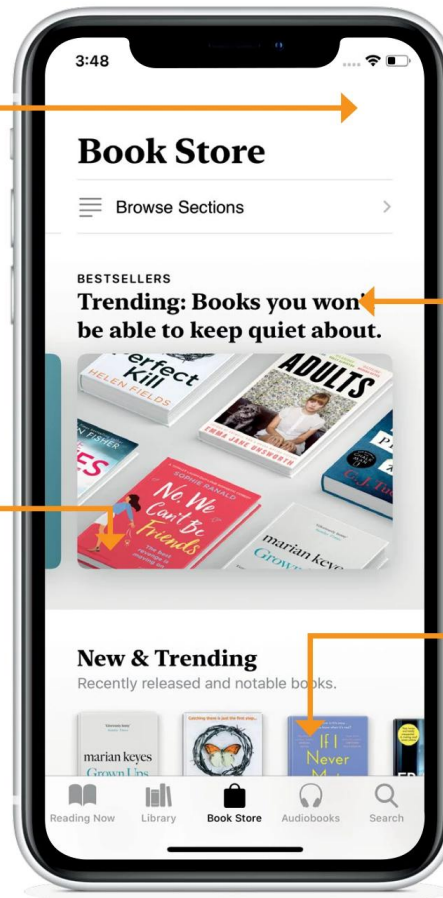
Navigating through the Store with your fingers is easy. Swipe left to see more and tap individual books to get more information on them

## Continue shopping

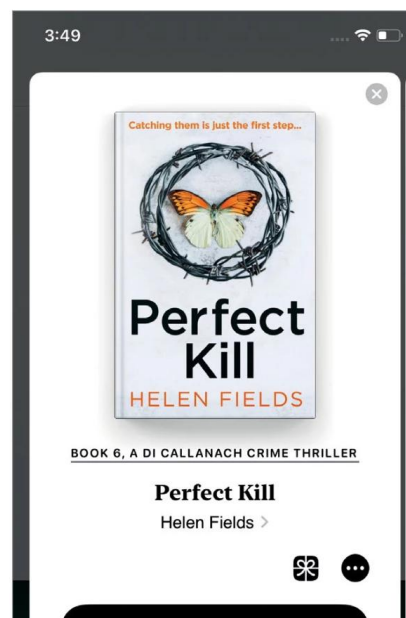
One of the best features of the Books app is that you can read a few pages of a book before you buy it. You can listen to a short preview of an audiobook from the store page to help your purchase decision

## Tabs at the bottom

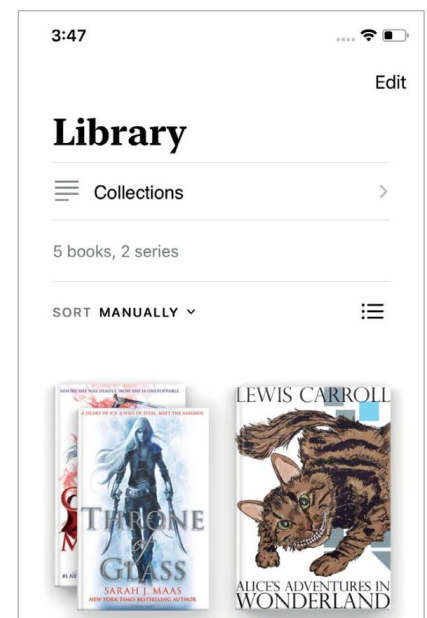
At the bottom of the interface you will find five tabs to help you to navigate through the Book Store and also see what you have already bought, including audiobooks



**04** Like the App Store, there are a huge number of free books. These tend to be classics, so you can go ahead and get great content for nothing. There's a ton of free material.



**05** When you have found a book that you want, tap the price followed by 'Buy book'. You'll be prompted for your password and, after entering it, the book will download.



**06** Your new books will now appear in your Library and you'll see a blue progress bar as they download. Once downloaded, the book will become available to read at your leisure.





# Learn your way around Books

Having an ebook reader on the iPhone is very cool, so here's how to customise it to your liking

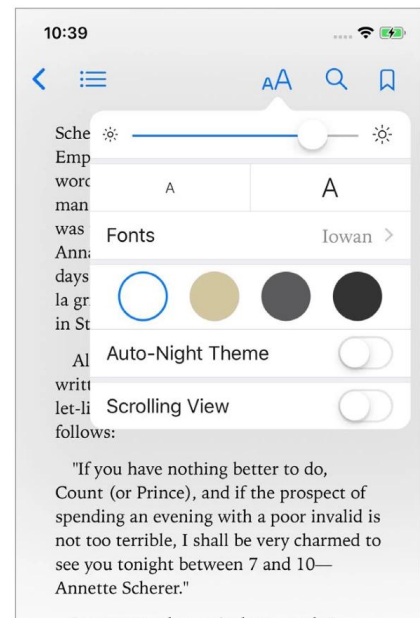
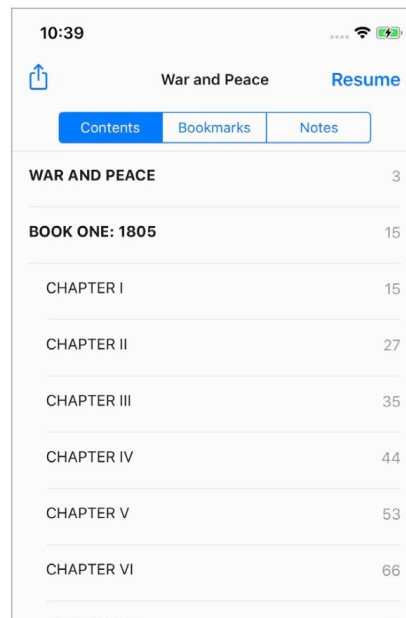
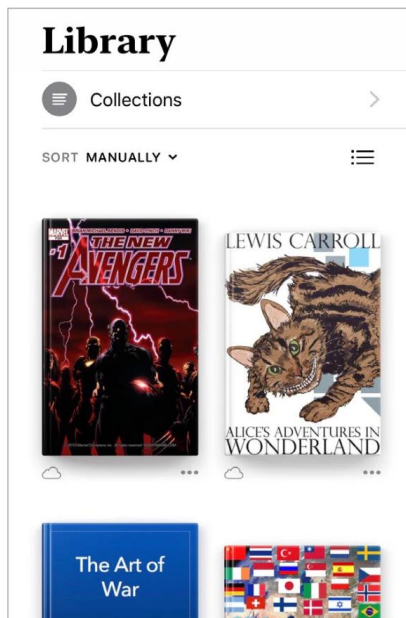
**W**hen you're reading a book on the iPhone it feels natural, and we are certain that we'll be doing a lot more reading now that it's so simple to carry books around with us. The beauty of the iPhone interface means that making changes to the way Books looks and feels is very simple.

Users can opt to make text bigger, change the font, change scrolling options, alter brightness and change the background theme without having to leave the page. Try doing this to a paper book!

Follow our quick tutorial on how to get more from the already excellent reading experience. The Books app comes as part of the pre-installed selection of apps with the iOS on your iPhone.

"Users can make text bigger, change fonts, alter brightness without leaving the page"

## Books Font, size and brightness

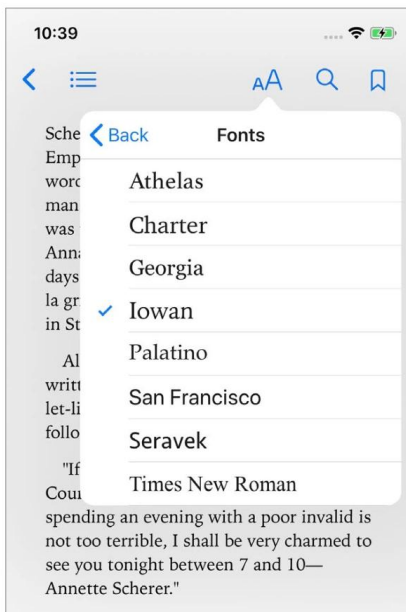


**01** Open the Books app and then tap on the cover of a book on your bookshelf that you would like to read. Then all you need to do is tap the page to toggle the option buttons.

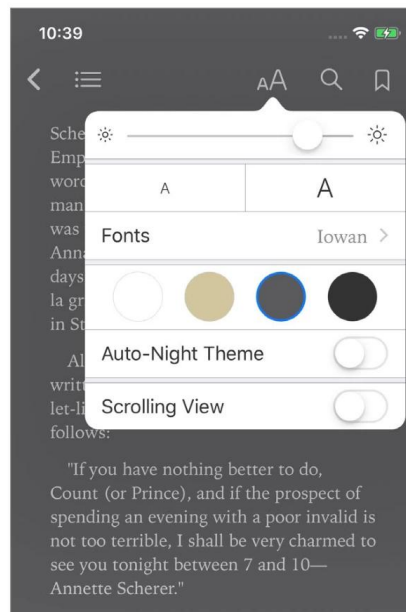
**02** You are able to easily navigate from the contents page to a chapter simply by tapping on it. You can then return to this screen from the second left icon at the top.

**03** The main options of Books allows you to change the brightness, font size, fonts and themes, which can be very useful. Tap the Fonts button and pick from the options.

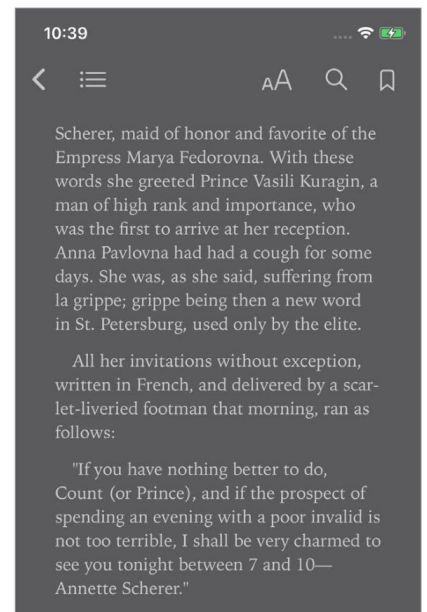
# Learn your way around Books



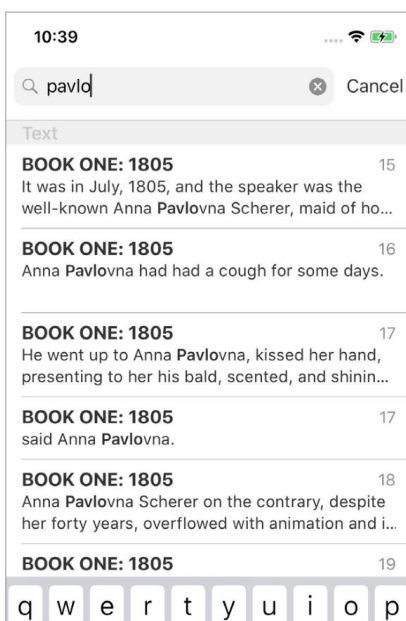
**04** Select a font that you like and find comfortable to read in. Take some time to figure out which font works best for your browsing habits, and then press on it.



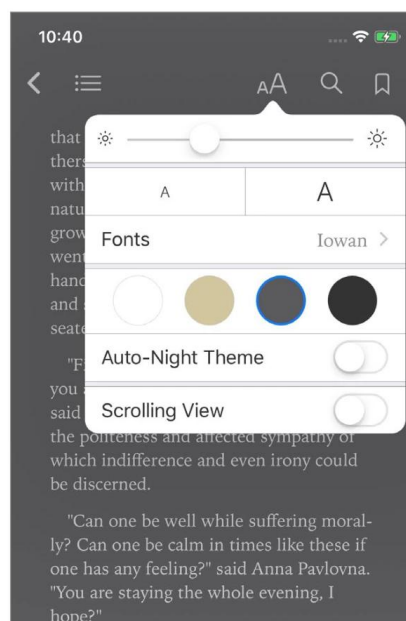
**05** There are four themes to choose from. Tap on the colour for a style that you are comfortable with. If you read in the evening we recommend you turn on Auto-Night Theme



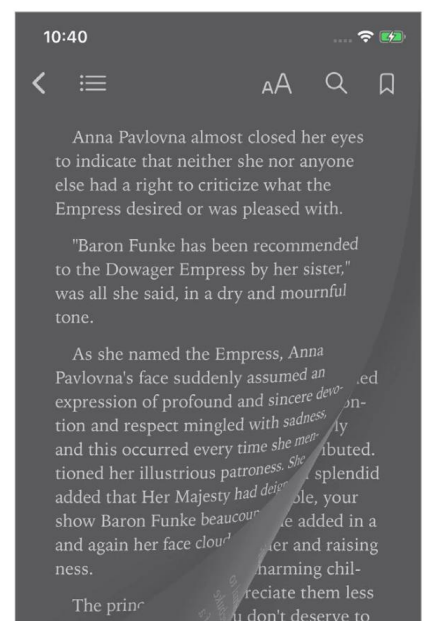
**06** Some people are already familiar with reading digital content by swiping up the screen, and the new Scroll option allows you to do just that, which is a great feature.



**07** Tap on the magnifying glass in order to bring up a search field. Every book on the store is fully indexed so you are able to instantly find individual words in a book.



**08** Tap on the brightness slider in order to adjust the brightness and reading mode. White or Sepia is a good choice for daytime reading and Night for nighttime reading.



**09** Books allows you to virtually flip pages as if you are reading a regular book. To do this, tap on the right-hand side of the page and then slide your finger to the left.





# Create documents in the Pages app

Discover how creating professional-looking documents, posters and flyers is quick and easy with Apple's own intuitive page layout app

Seeing is very much believing with Apple's Pages app. Available for iPhone, iPad and Mac, Pages is both a streamlined word processor and an easy-to-use page layout tool that allows you to produce professional-looking documents in no time. You can get started easily by choosing one of the many pre-designed templates

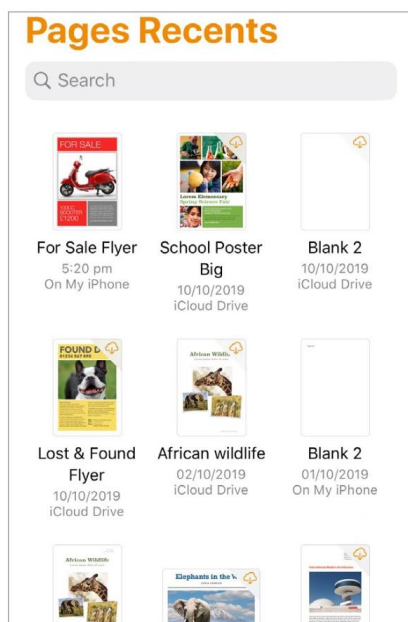
and apply your own text or images to an existing layout, or start from scratch, which is made easy by an intuitive interface. More than just a text-editor, Pages can handle images, graphs and tables.

What's more, Pages is universal across all platforms and compatible with iCloud, so you can start a project at the office and then

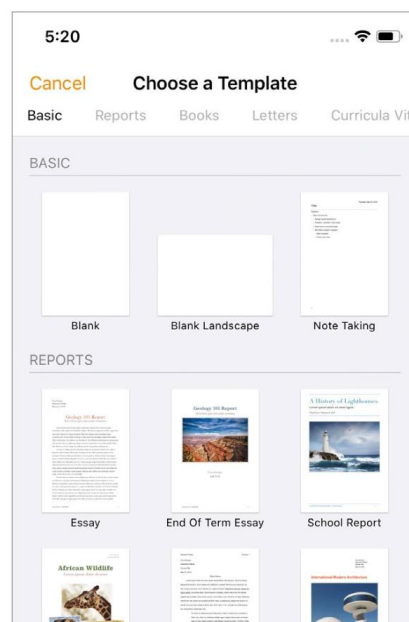
continue it later on your iPhone without having to transfer any files – or even save them! You can also share password-protected documents via iCloud link.

Pages is certainly robust and versatile enough to handle any project that you want to use it for and you'll be amazed at what you can create using it.

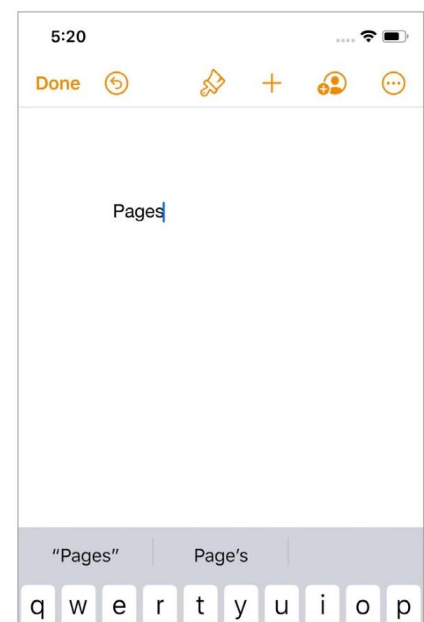
## Pages How to start creating



**01** When you open the Pages app, tap on 'Create Document' in the Browse section or alternatively tap on the 'Recents' tab followed by the '+' icon in the top-right corner.



**02** You can now pick a template from a range of pre-installed designs that include CVs, flyers, letters and more. To create an entirely new document, tap one of the blank templates.



**03** When creating a new document you can start typing text in straight away. If you are using a template, tap on the text of the box you want to change and start typing.

# Create documents in the Pages app

## Using templates

When using a pre-installed template, you can tap on existing text and picture boxes to insert your own words and images. You can also reposition elements by pressing and holding and then dragging them into your preferred position

## Insert elements

You also have full freedom to insert all manner of additional elements to suit your needs. Tapping here will allow you to insert new images and media, as well as charts, graphs, text boxes and shapes. There is plenty to choose from

## Page tools

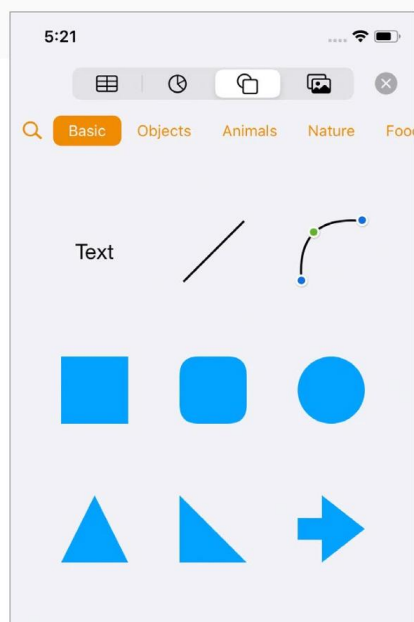
Tapping here will bring up options to share and print, track changes, turn on a ruler, change the dimensions of your document and activate spell checks, word counts and various onscreen guides to assist you

## Formatting options

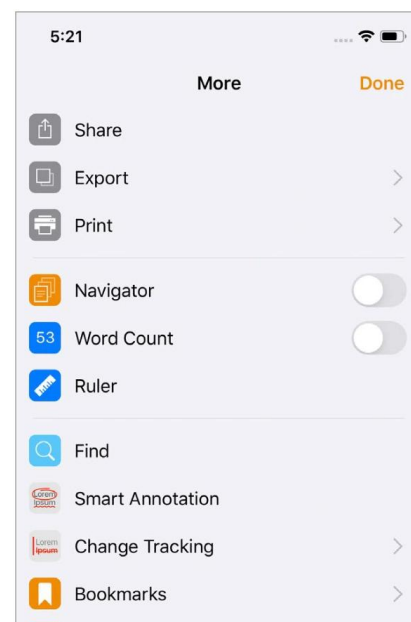
Tapping on the paintbrush icon allows you to change the style, size, colour and layout of text, or makes changes to images depending on what is highlighted at the time. Tap on an item on the page to select it



**04** Highlight text and then tap the paintbrush icon to change the style and formatting of the text. Tapping on the Layout tab lets you insert columns and adjust the spacing of the text.



**05** Tapping the '+' icon will let you insert media such as photos, video and sound as well as charts, graphs, text boxes and shapes. Have fun experimenting with what's available.



**06** Tapping the More icon will reveal sharing and print choices, options to track changes made to the document (if you are collaborating with others) and various other tools.





## Browse the Files app

Access various cloud storage services through a single app, so you can find all of your documents and images in one place

In previous versions of iOS there was the iCloud Drive app; this let you access the files saved to your iCloud account on any Apple device. The Files app is the evolution of this concept.

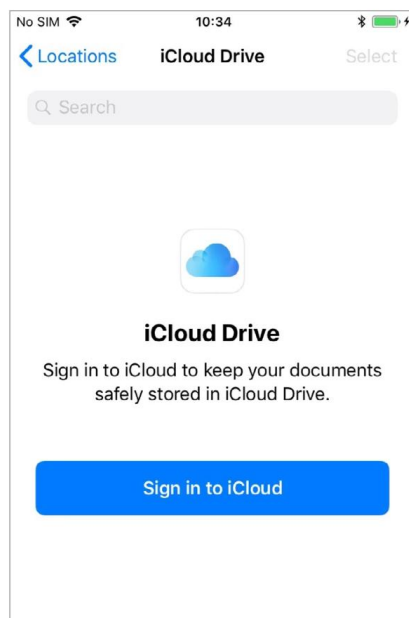
Various cloud storage services such as Dropbox, Google Drive, Microsoft OneDrive and Apple's own iCloud Drive can all be

accessed through Files. This means that, for example, you can save a Word document to Dropbox on your PC and then pick it up on your iPhone – through the Files app – while on the go.

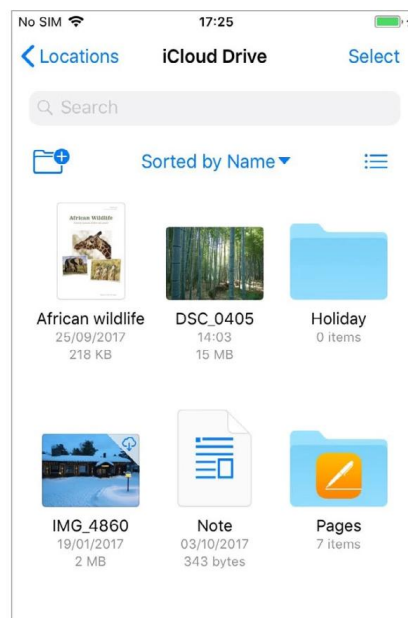
Documents are also made accessible outside the confines of the app that created them. For example, a file that was created in

the Notes app can be opened in Pages and vice versa. And there are also a range of useful tools available that makes arranging all of your documents while on-the-go much easier than it has been in the past. It's never been more convenient or simple to access and organise your content stored in the cloud.

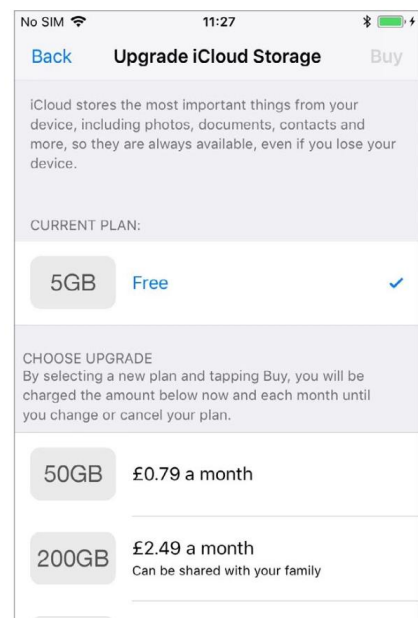
## Files Learn how to use the Files app



**01** If you aren't already signed into iCloud, you will be prompted to when you boot up Files for the first time. Tap on 'Sign in to iCloud' and you will be taken to the login screen.

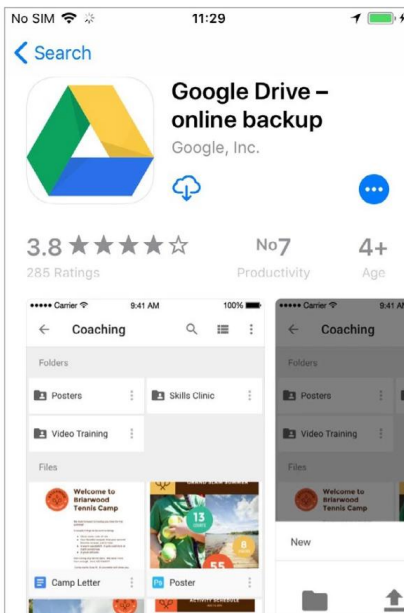


**02** Now you can look through all the files you have saved in your iCloud Drive. If you have any of the iWork apps (such as Pages) on your iPhone, these files can also be found here.

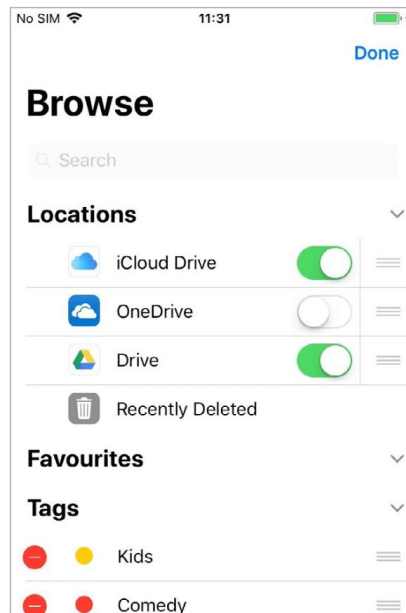


**03** As you fill iCloud Drive with files, you may run out of space. Go to Settings>Apple ID>iCloud>Manage Storage and tap on Upgrade. You can pay a monthly fee for 50GB, 200GB or 2TB.

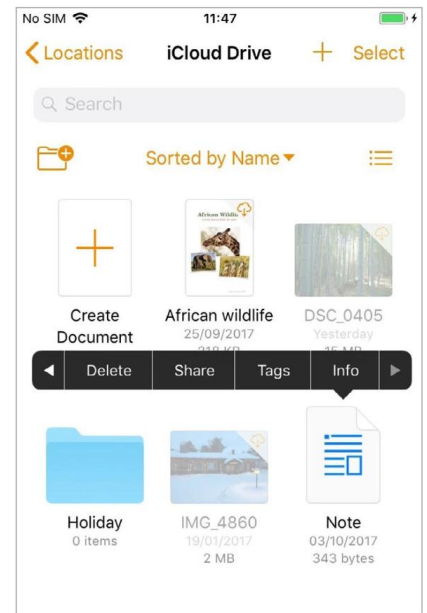
## Browse the Files app



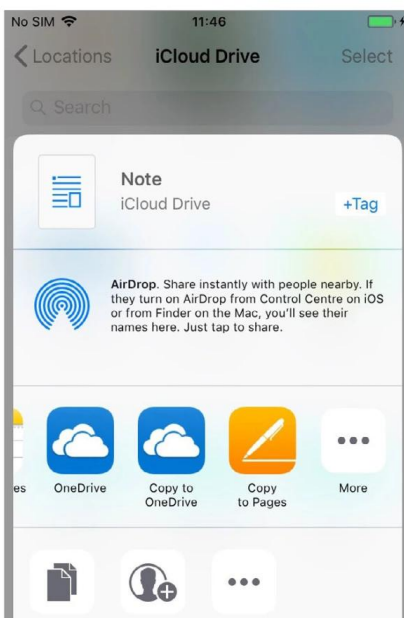
**04** To add cloud storage providers to Files, go to the App Store and search for apps. Dropbox, Microsoft OneDrive, Google Drive and more can all be downloaded here.



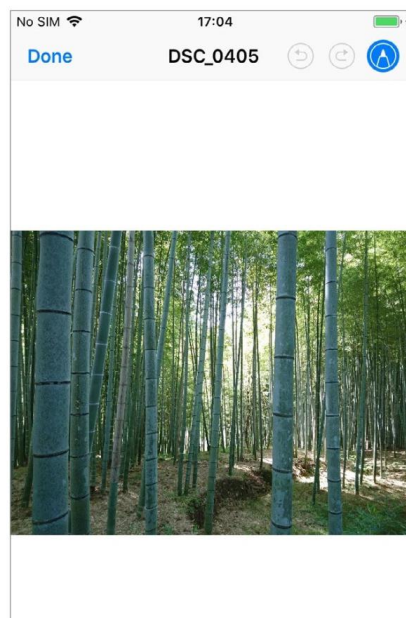
**05** Once you have downloaded the apps, go to the Browse section of Files, tap on Locations and then Edit. Move the sliders to the right to allow that cloud storage to be accessed.



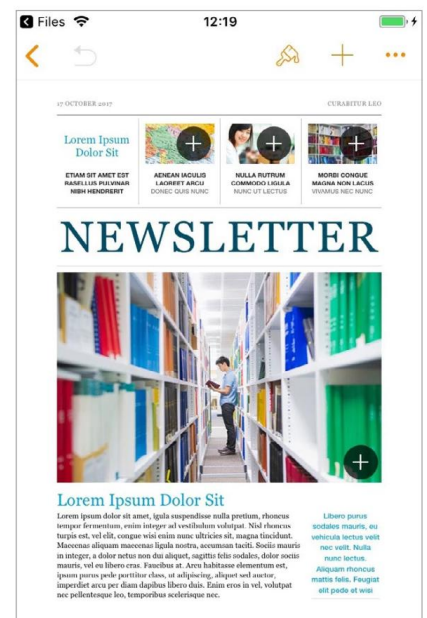
**06** Long-press on an item to bring up a menu, tap on the right arrow to find the Tags option. Create a new tag or use an existing one. Tap on the Edit option in Browse to delete or rename tags.



**07** To move a document to another app, long-press on the file, select Share and then choose the app. Here we are moving a document from Notes to Pages by tapping 'Copy to Pages.'



**08** Tap on the pen icon in the top-right when viewing images to use Files' drawing tools. There are three drawing tools to choose from or tap the Plus icon to add text or other a signature.



**09** Any changes you make to a document or an image will be automatically saved in the cloud, so you can close the Files app and immediately open the file on another device.





## Set up and use AirDrop

Discover how to share any file from your iPhone with AirDrop in an instant. It is efficient, secure and works every single time

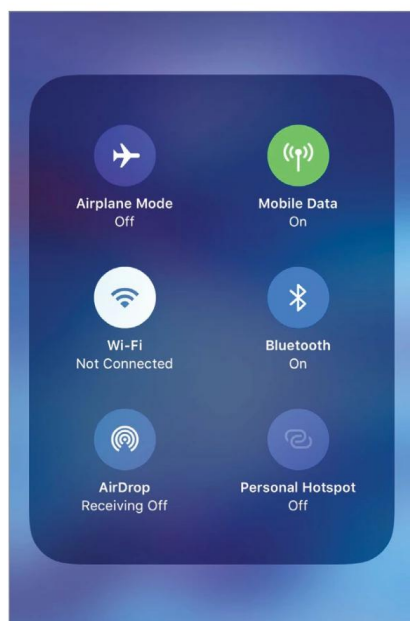
**H**istorically the iPhone has been a phone which is locked down, making it difficult to share files, but with the introduction of AirDrop all of that has changed. You can now share files with anyone who is also using the service and who is within range of your phone by tapping one icon. The AirDrop feature could

not be easier to use and it is also very secure with a selection of clever tricks employed to ensure everything works as it should. We guide you through the process of enabling and disabling AirDrop and

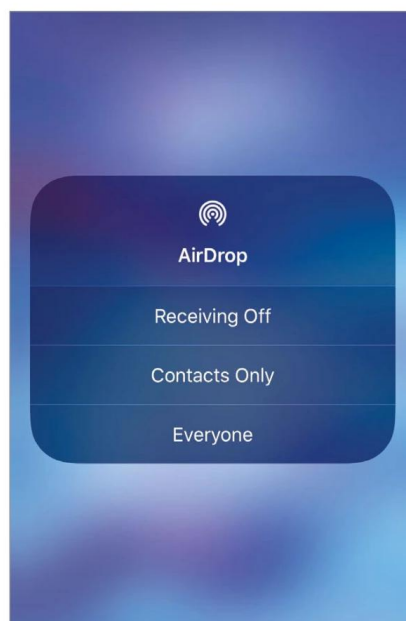
also explain how to use received files, it should all come naturally with the clever implementation. If you have friends and family with iPhones and iPads, it's a good idea to use AirDrop regularly.

"The AirDrop feature could not be easier to use and it is also very secure"

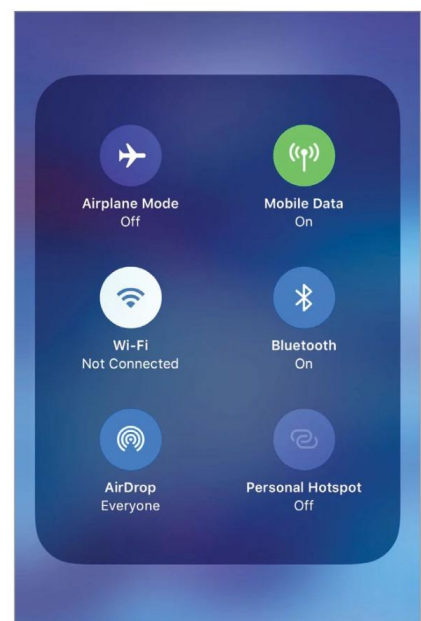
## AirDrop Share anything with AirDrop



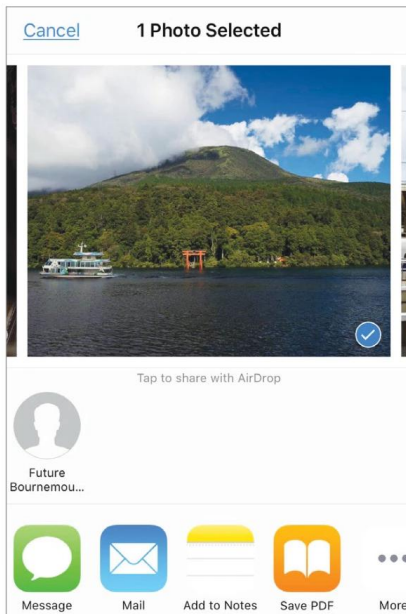
**01** Drag the screen down to bring up the Control Centre. Tap and hold on the top-left square that displays Wi-Fi and Bluetooth and you will see an 'AirDrop' option.



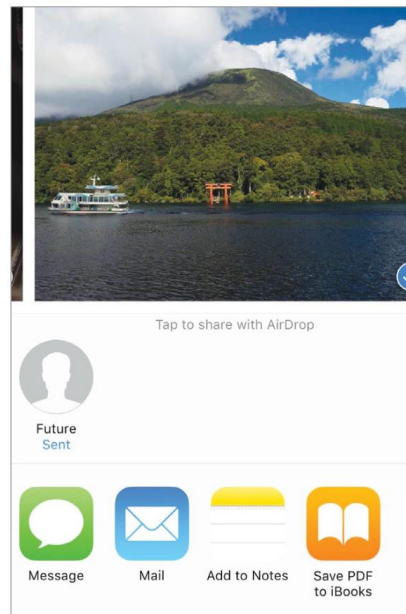
**02** Tapping AirDrop gives several options. 'Contacts Only' means that only people in your Contacts app can share files with you. 'Everyone' lets you share with anyone in your local vicinity.



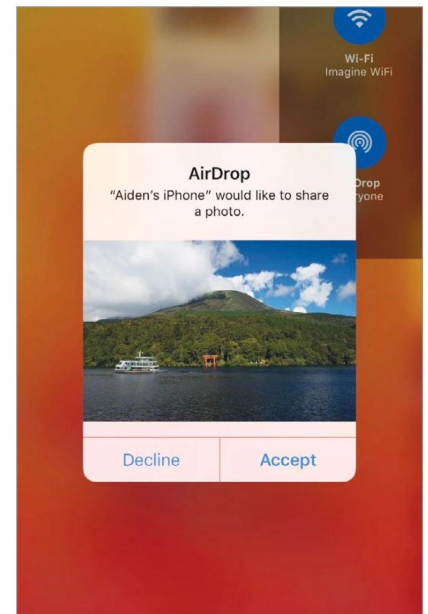
**03** Once your selection is made and AirDrop is on, you will see a change in colour in the Control Centre. The relevant wireless connections will be turned on, ready for you to share.



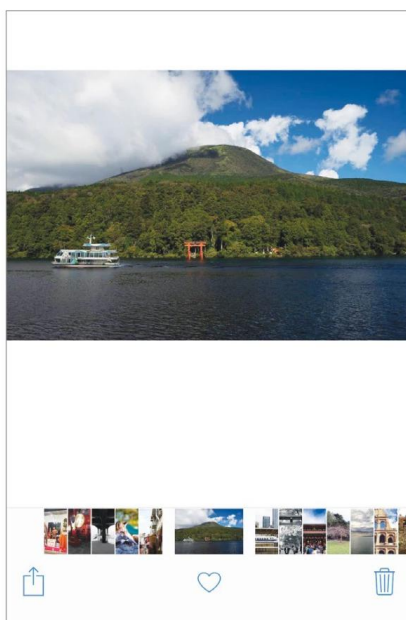
**04** When in Photos, tap the sharing icon to see the AirDrop feature at the top, below the photo. If an AirDrop user is close, their name will be displayed which means you can now share.



**05** Tap the AirDrop icon with a photo selected and it's sent immediately. During the process you'll see the status of the icon change until 'Sent' is displayed below. The file has now been sent.



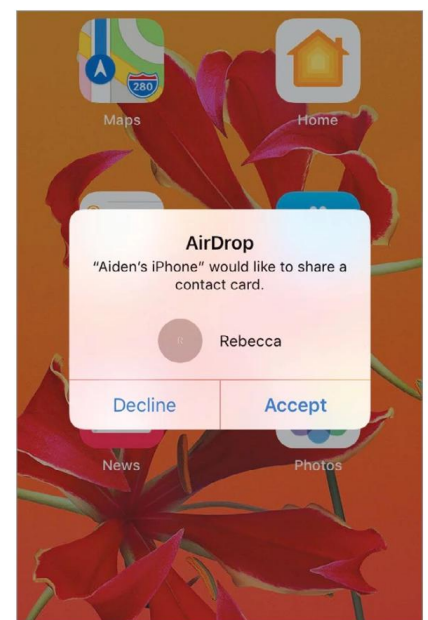
**06** When someone sends a file to you, a notification appears which shows what is being sent. If it is a photo, you will see a thumbnail, which can help you decide to accept or reject.



**07** The received file will open automatically if there is an app installed on your iPhone that is compatible with it. For example, a photo will be displayed full-screen as soon as it is received.



**08** You can restrict the use of AirDrop, for example if your children are using your iPhone and you are worried about unsuitable material being shared. The level of control is very useful.



**09** One great feature is the ability to share contacts and once one is received, it will be stored with all of the relevant info in the Contacts app. It's the best contact sharing solution to date.





## Share with Family Sharing

Family Sharing is perfect for keeping all of your apps, music and films organised between family members

**F**amily Sharing is a new facility available from Apple which lets you connect with those closest to you through your Apple ID. Purchases will be kept separate and yet they can be made from the same credit or debit card, you can approve the purchases of children and also share many other aspects of your lives. Calendars

for each individual can be viewed by everyone and you can all work together on a family photo album. With the ability to know where everyone is using location services, Family Sharing offers financial

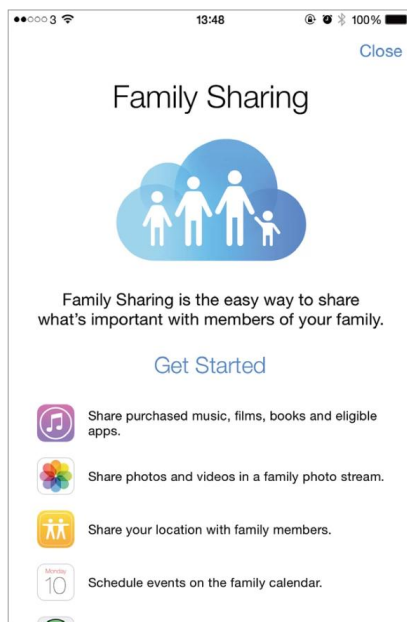
security, the reassurance that you know where your (grand)children are and the kind of integrated organisation you could only have dreamed of in the past. We'll show you how to set it up in minutes.

*"It's the kind of integrated organisation you could only have dreamed of in the past"*

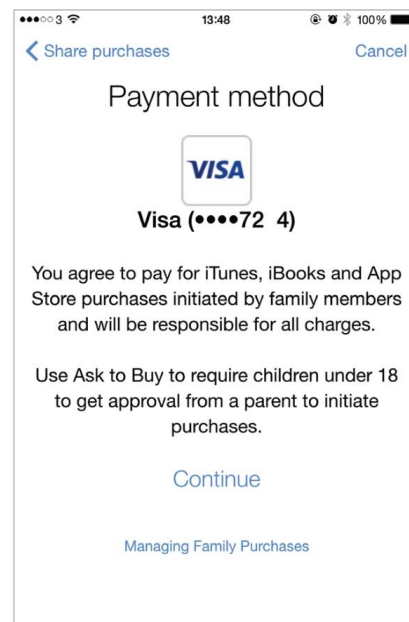
## Family Sharing Get organised with Family Sharing



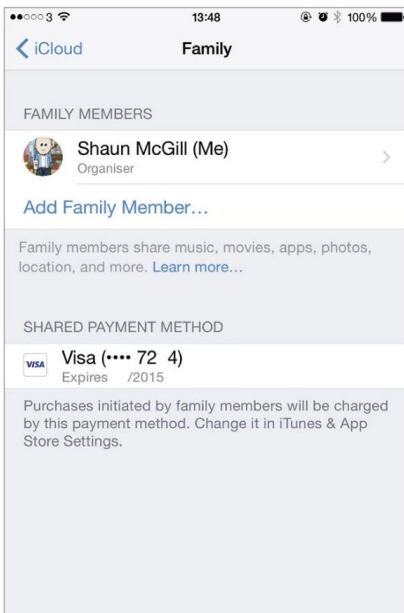
**01** Go to Settings>iCloud and look for the 'Set Up Family Sharing...' option. You need to ensure that those you want to add to Family Sharing have their own Apple IDs, unless they are children.



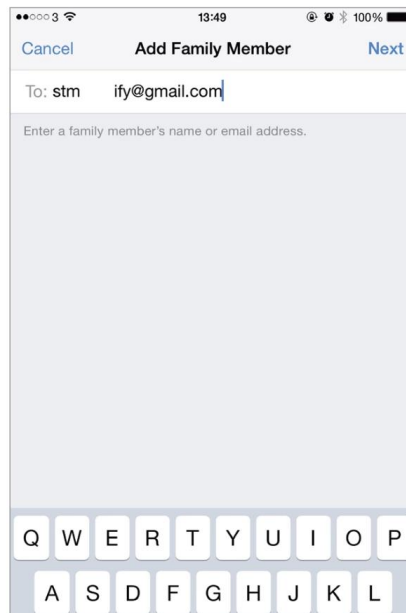
**02** You're taken through a series of screens showing what Family Sharing does. There are also options to check such as location services. Accept all of the features that you want to use.



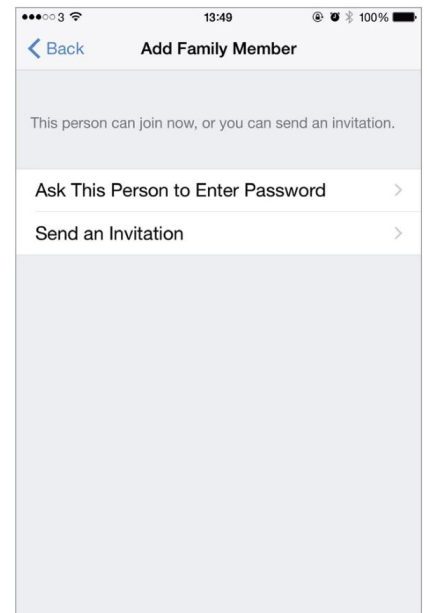
**03** In this process, and even when you are using Family Sharing settings, you're reminded of the payment method you are using. Be sure that you wish to allow others to make purchases.



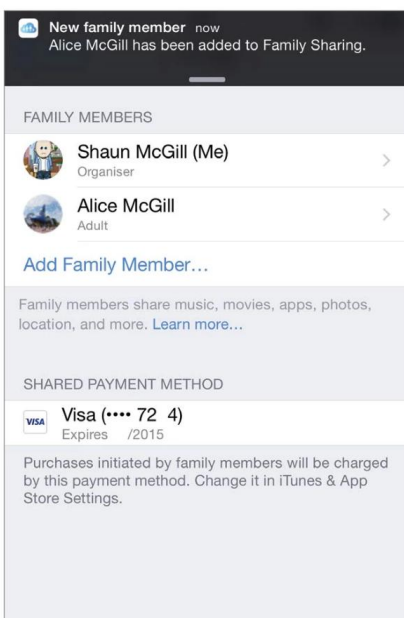
**04** Tap 'Add Family Member' to add a person to the group. You can repeat this entire process to add new members if you have a large family, but it does not take long to complete.



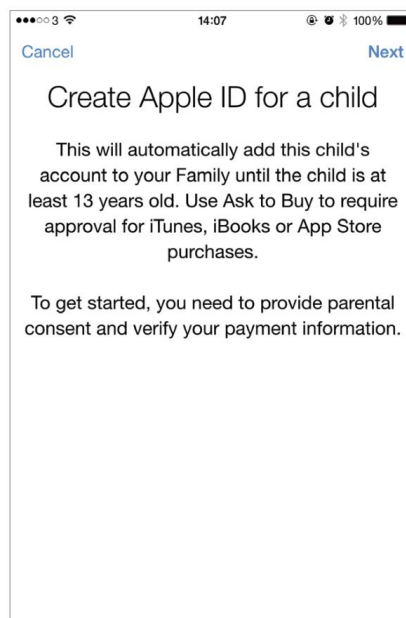
**05** In the next screen input the email address for the person you want to add. Make sure this matches their current Apple ID or the process will work as you won't be able to go further.



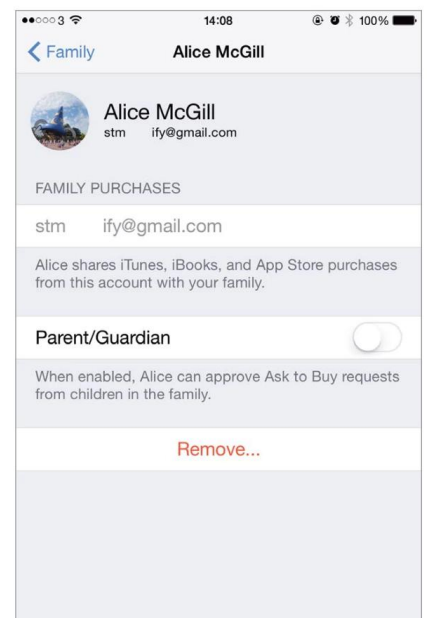
**06** You can now choose whether to send them a Family Sharing invitation or if they can enter a password, if they are in your vicinity. The password option is quicker and easier to use.



**07** Once the recipient has followed the process, you will see a notification advising that they're part of the group. They'll be listed in the main Family Sharing settings screen below your ID.



**08** Tap 'Create an Apple ID for a child' at the bottom of the Family Sharing screen to be taken through a few screens to let you set limits for what they can do. They will use your Apple ID.



**09** Your (grand)children must request permission with their phones to buy apps and make in-app purchases, and you can set up your partner to authorise purchases, too.





## Set up and start using Apple Pay

The innovative Apple Pay service makes using your iPhone to pay for things simple and intuitive

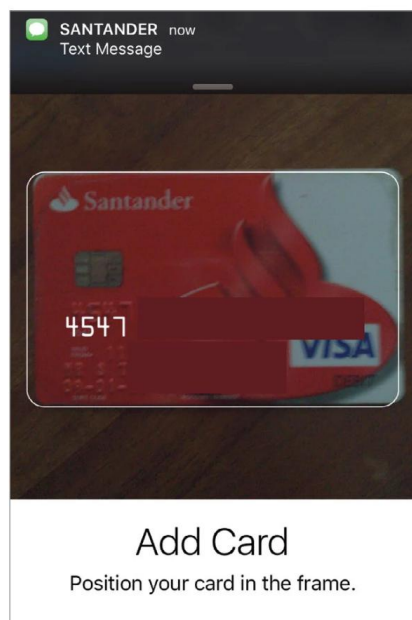
**A**pple Pay marked a huge change in the way we pay for goods. It is exceptionally convenient, highly secure and after a few uses you may never want to go back to using traditional cards.

The retailer will not receive any information about you when you make a purchase and a unique code is used for every transaction for

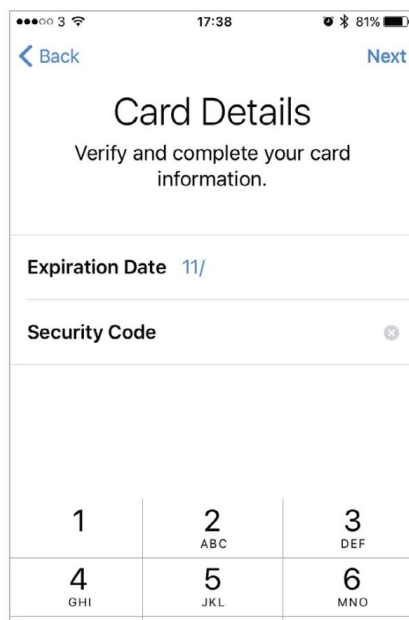
added security. The use of Touch ID is a major security benefit and with the Wallet app managing all of your payment cards, there really are no downsides to using Apple Pay. We will show you how to set up a debit or credit card to use with Apple Pay and also demonstrate how to make a payment, which is easier than you may expect.

Indeed, when you use Apple Pay, it doesn't even feel as though you have bought anything, but trust us when we say that it will soon become completely natural. The Wallet app has the potential to replace much of what you carry in your real wallet, and makes the iPhone more useful than ever in emergencies or during daily use.

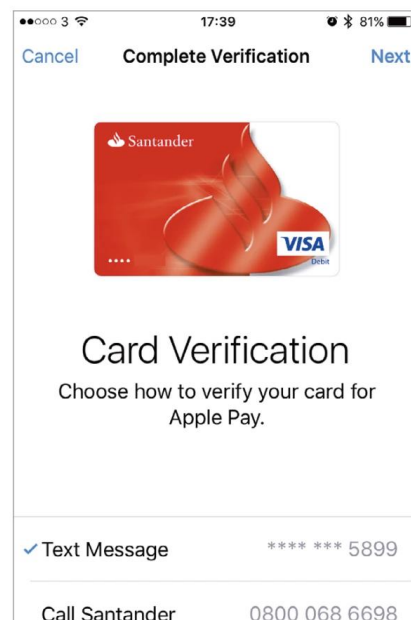
## Wallet Add new payment cards



**01** Within the Wallet app, tap 'Next' on the from screen and then tap the '+' icon to bring up a scanning screen. Point your iPhone at a payment card and it will immediately recognise it.



**02** In order to verify your details, you now have to navigate through a selection of screens to input information such as the security code to validate your payment card.



**03** Your bank will require you to call them, or you can opt to receive a text verification code instead. The entire process only takes a couple of minutes and is very simple.

# Set up and start using Apple Pay

## Use it anywhere

You should be able to use Apple Pay in almost any retail location that supports wireless payments. Conveniently, it now offers almost universal coverage

## It's very secure

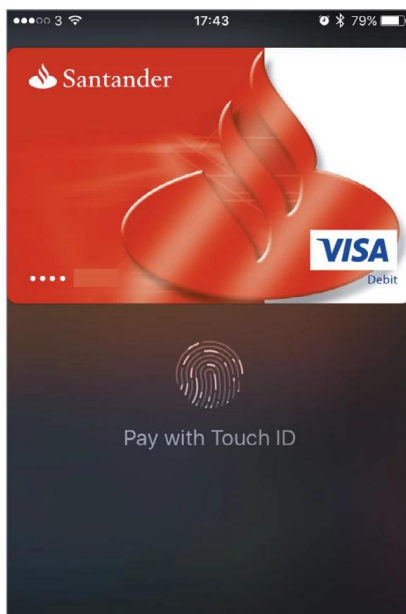
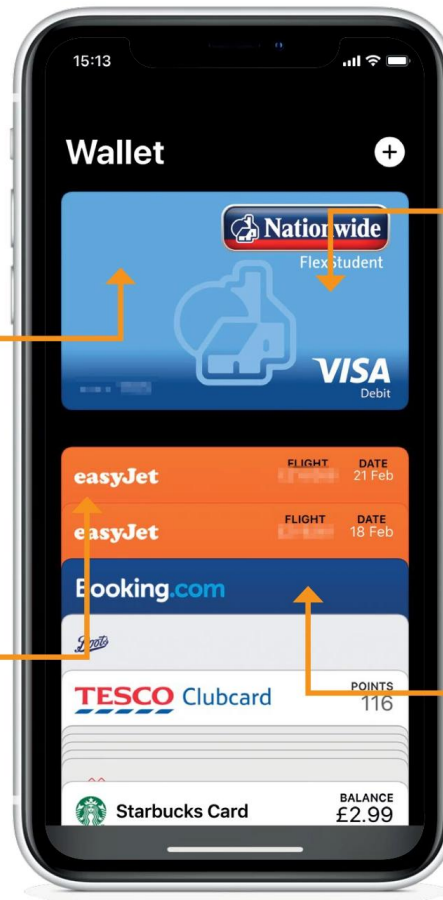
The setup process is efficient, but still extremely secure so you need not worry about fraudulent payments occurring through the reliable Apple Pay system

## Multiple cards

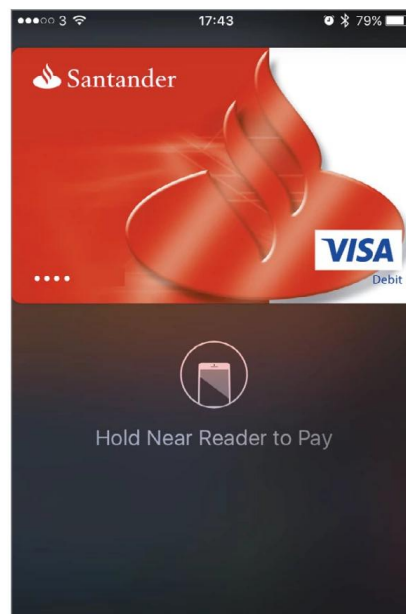
You can set up any debit or credit card that supports the Apple Pay system. The range of banks that support it is growing

## Other Wallet uses

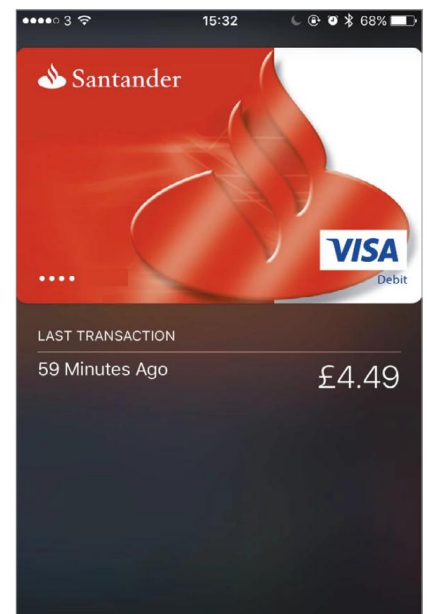
Don't forget that Wallet can also be used for loyalty cards and online tickets if the establishments support the Wallet service



**04** When you tap on the payment card in Wallet, you will need to hold your finger on the Home button to verify the payment through the iPhone's secure Touch ID.



**05** Simply hold your phone near the payment reader in the store with your finger on the Home button and the payment should be made in an instant, just like that.



**06** All your payments will be listed in the Wallet app below your card so that you can check for accuracy and keep a careful eye on your payments and spending habits.



# Essential iPhone apps

Sort the wheat from the chaff with this comprehensive guide to the must-own apps for your iPhone

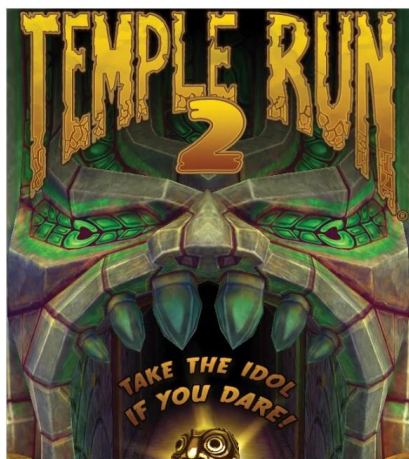
**T**he phrase 'quality over quantity' is one that can be applied to many areas of life.

With the App Store now offering you over two million apps to choose between, it can be a daunting task to decide which ones to download, especially if you have to fork out some of your hard-earned cash.

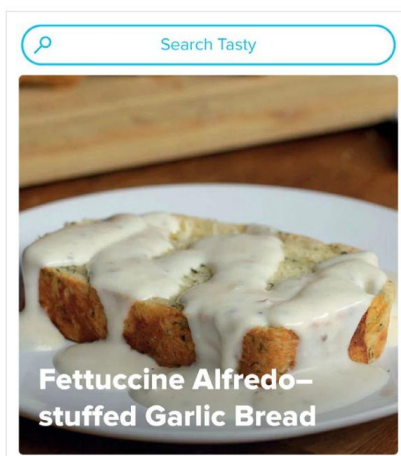
This feature should help you fill your iPhone with apps that are useful, informative and perhaps even life-saving! To help you find keepers for your iPhone, we'll give

you an overview of the App Store's categories and highlight five 'must-have apps' from each one.

We will unveil apps to keep you occupied and entertained, apps that turn reluctant cooks into credible chefs, apps that let non-musicians make music, and apps to give you local knowledge even if you are in a strange neighbourhood. Having the right apps on your iPhone can truly transform your life in many ways, so read on to discover which ones we recommend and why.



■ Find the apps everyone is talking about



■ Find step-by-step recipes





"You'll soon realise that there is an app for just about anything you can think of! Check out the App Store and see for yourself"



## 5 essential apps

### Google Play Books



This app provides a reading interface packed with options (including those to highlight text and adjust font size and spacing) and an online store to browse and download the latest best-sellers in digital format.

### Kindle



By downloading the free Kindle app you can turn your iPhone into a Kindle reader with ease, so you won't need a separate e-reader. You can use Kindle to shop for books at the Amazon store and download books on the spot.

### Dr. Seuss Treasury



The Treasury takes 50 of Dr. Seuss' classic books and turns them into interactive reading experiences. Users can choose to read the book or have the app read it to them. It's a fun way to get kids into reading.

### Audible



The Audible website is the UK's largest provider

of audiobooks, and this app provides a direct route to the service from your iPhone. We'd recommend this to anyone with a penchant for 'easy listening'.

### Kobo Books



If you already own a Kobo, or just crave another good reading

app for your iPhone then this one allows you to access all of your purchased Kobo content and browse the online store for over three million digital publications.

There are more than 50 books in Dr. Seuss Treasury

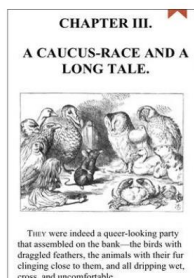


## Books

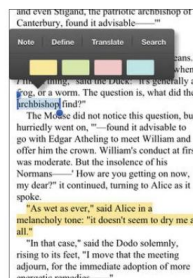
You can tap on words to learn what they mean

Planning your holiday reading can be a dilemma when you're limited by what you can cram into a suitcase. Thanks to today's electronic book apps we can

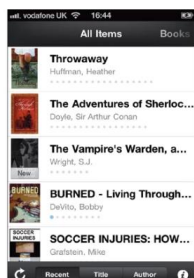
download hundreds of books onto our iPhone without eating into our luggage's weight or space allowance! This gives us more than enough material to read on the plane, before bed and on the beach. Indeed the holiday will be over before we can finish our downloaded novels. When it comes to books there's an app for everyone. You can download your favourite author's latest epic, catch up on the classics for free and keep the tiny tots entertained with illustrated storybooks. There are even comic book apps to keep teenagers happy!



Google Play has over four million books



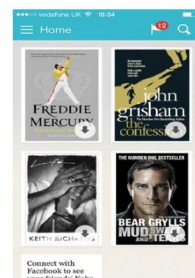
Google Play Books lets you highlight text



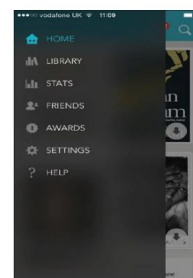
The Kindle app has a vast choice of books



Enjoy easy listening with Audiobooks



The Kobo store features millions of books to buy

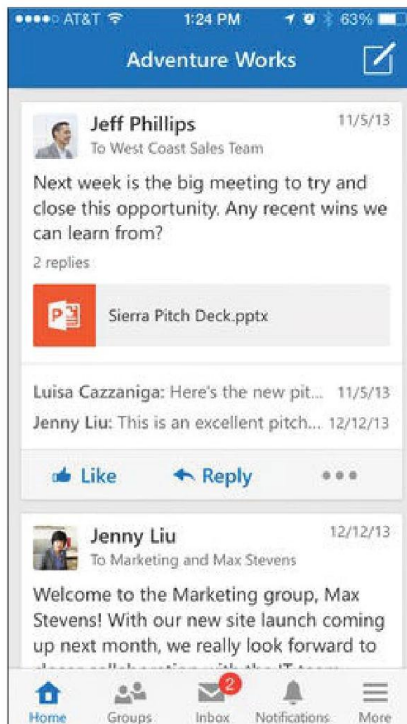


Kobo features a slick and easy interface...

## Business

Your iPhone isn't just for games or books – it means Business too! There's a whole category on the App Store dedicated to turning your iPhone into a valuable business tool. Time is money, so we've highlighted five essential apps that will speed up typical work chores and inspire you in the workplace. There are apps that will turn your speech into text, letting you write out an email more quickly. If you're looking for a change of career, then there's an app to help you hunt out a new job. There are even apps that help you cut out the paperwork and invoice your clients straight from your iPhone.

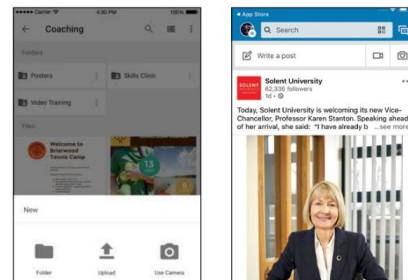
Our essential apps will enable you to spend less time in the office and more time at play because, as you will soon discover, the Business section of the App Store opens a digital briefcase of surprises.



■ Stay aware of what's going on in your office with Yammer - it's easy!

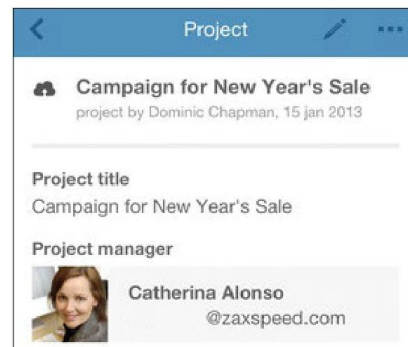


■ It's simpler than ever to record your voice and dictate a message, note or recipe with the Dictate - voice to text app.



■ Create Docs, Sheets and more in Google Drive and access them anywhere

■ Find a new job quickly and easily with the LinkedIn app



■ Podio lets users create a collaborative workspace for their colleagues to delegate and complete tasks

## 5 essential apps

### Dictate - Voice to text



With this app, you can watch your speech turn to text. Just tap the record button and chat into the microphone. If errors occur, you can summon the keyboard and fine-tune. With practice, this app can be a genuine time-saver.

### Yammer



Yammer is a social network designed to make your job easier.

It brings together employees, content and business data in a single place that is easy to access to collaborate and share ideas with other people in real-time.

### Podio



Podio is a collaborative workspace that lets each of the members

of a team delegate work tasks and stay connected. It has built-in email, messaging and status updates for a private and productive workspace.

### LinkedIn



Hunting for jobs is easy with this app. By entering keywords you

can get an instant lowdown on jobs in your area that match your search criteria and as the service is linked to your LinkedIn profile, apply immediately.

### Google Drive



This free app lets you store files and access them from any device,

anywhere in the world. You can upload and download Google Docs, Sheets, Slides and more, it's ideal for helping you work on long commutes.



## 5 essential apps

### Star Walk 2 – Night Sky Map



Hold your iPhone up to the sky and this app shows you a map of the stars. As you scan the sky, it overlays graphics. Lines join stars to show constellations, and symbols overlay relevant stars.

### Duolingo – Learn Languages



This app is brilliant for learning the basics of a language. You can pick from French, German, Spanish, Portuguese, Italian, Dutch and Danish, taught via a series of trial and error questions.

### PhotoMath



This app is really clever and is handy when it comes to tricky maths problems. If you are stumped on a particular sum, simply point your iPhone's camera at it and the answer will be revealed, in real-time, right before your eyes.

### Driving Theory Test 2020 UK

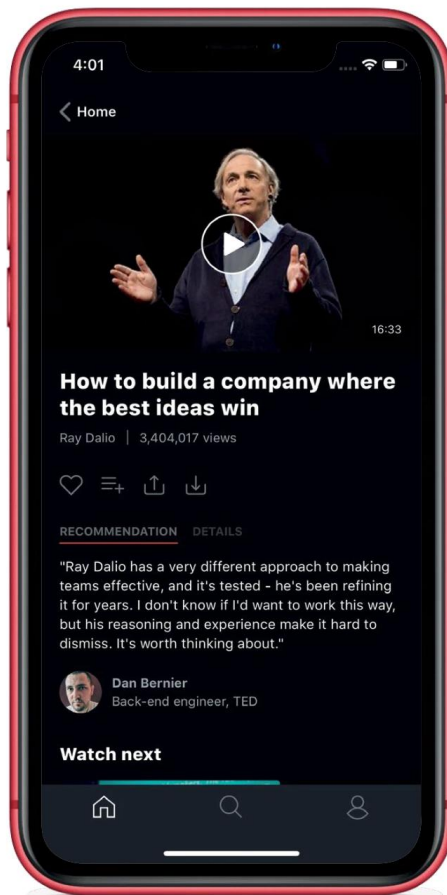


UK traffic laws are always changing, and this app lets you practise the theory by quizzing you on all aspects of driving, from signs to stopping distances, to keep you up to date.

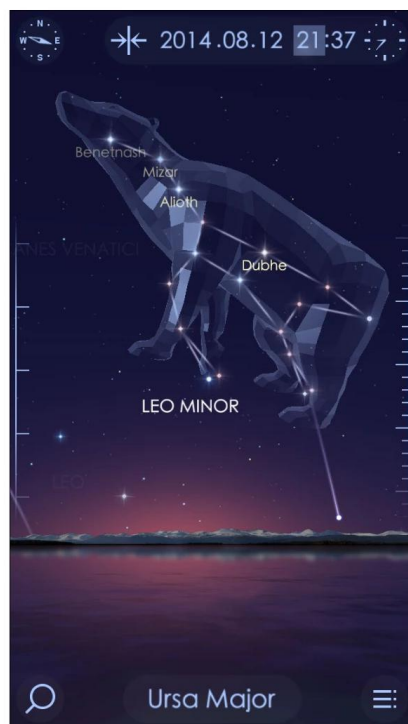
### TED



The key to effective learning is a good teacher – someone who oozes enthusiasm. The purpose of TED is to provide informative talks by experts from diverse fields. There is plenty of audio and video – and all for free.



■ Watch presentations and lectures from some of the best teachers around in TED



■ Get an insight into our universe with Star Walk 2

## Education

The iPhone is the perfect platform to help you develop your knowledge of a wide range of subjects. Regardless of your age, there's an app to suit everyone. Children can learn all about a vast expanse of topics and, for adults with time on their hands, there are plenty of apps – such as stargazing apps to identify stars and constellations. Seeing as you are never too old to learn new things, we also showcase an app that is packed full of the best teachers around.



■ Practise driving theory tests with the Driving Theory Test app



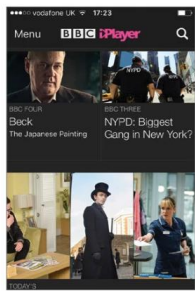
■ Learn a new language with the Duolingo app

## Entertainment

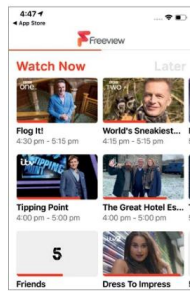
Thanks to your ever-present iPhone, there's no danger that you'll get bored on long journeys, especially with essential apps from the Entertainment section of the App Store. You can use apps to help you keep tabs on what's on the

telly so that you don't miss a thing, or enjoy interactive TV spin-off apps featuring your favourite characters.

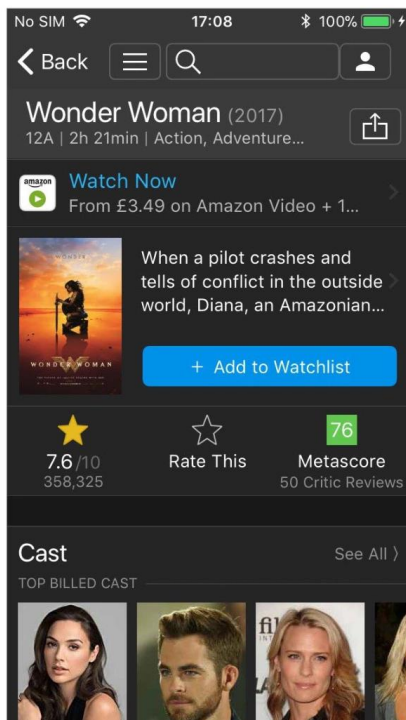
In the following section we'll show you apps that ensure that you never miss your favourite media and entertainment while on the move.



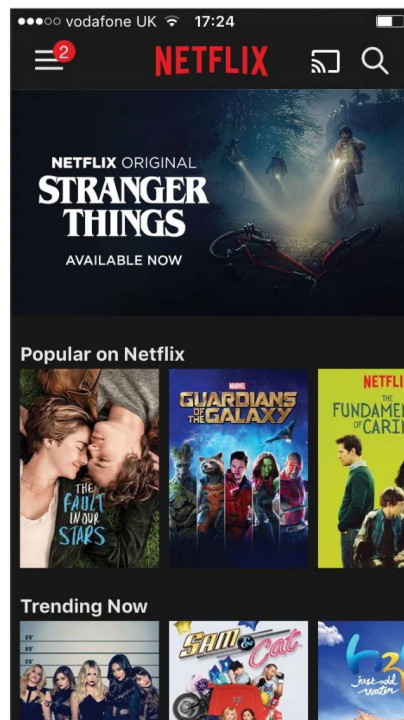
Enjoy a wide range of BBC shows on your phone with the iPlayer app



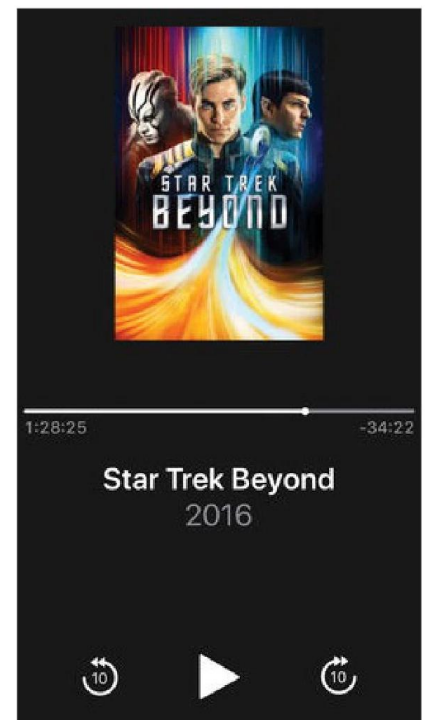
Catch up on the television shows that you may have missed



IMDb has in-depth info on every film you'd care to see



Netflix lets you stream movies and TV shows to iPhone



Control your Apple TV with the remote app

## 5 essential apps

### IMDb Movies & TV



This app provides an extensive database of films, TV shows, actors, facts, trivia and goofs at your fingertips. A simple interface makes it easy to find out facts quickly, so you can identify that familiar actor on TV.

### Netflix



Netflix has grown to become a trove of quality viewing entertainment. Sign up for a month's free trial to savour but a fraction of what it offers and this app lets you log into your account and stream great movies and TV shows directly to your iPhone.

### Freeview



This app will let you watch live TV on your iPhone, with many channels, including both regional and national, such as BBC1, BBC2, Channel 4 and more. The service that this app provides is exceptional and puts an end to arguments over who is watching what.

### Apple TV Remote



If Apple products form the core of your home entertainment system, this app lets you control them all from your iPhone. It can be used to play your iTunes library on your Apple TV and Siri can control it with voice commands.

### BBC iPlayer



The BBC's flagship TV catchup viewing portal has been emulated in app form by all of the other terrestrial channels, but it remains by far the best with its amazing diverse range of content and the inclusion of radio.



## 5 essential apps

### PayPal



The PayPal app enables you to access your account without a web browser. As it's formatted for your device's screen, you can quickly see your current balance and transfer money to another PayPal user with ease.

### Money Dashboard



If you struggle to keep to a budget this app lays everything out bare in an easy-to-manage interface. You can see exactly where your money goes each month and and easy savings to get back into the black.

### Currency Converter Plus



With a simple interface and big keyboard, this app makes it easy to convert currencies. It supports over 190 currencies (plus a few precious metals) and allows you to make quick conversions over multiple currencies.

### Spending Log

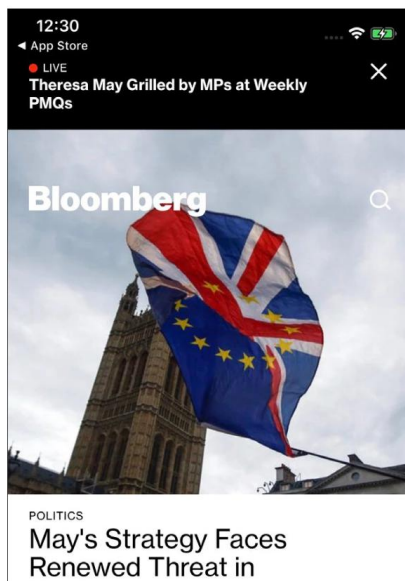


This app provides a simple means to track your finances through an interface that is warm and inviting. You can set budgets, log expenses and income, and get full summaries of your money matters whenever you need.

### Bloomberg



This app gives you access to international finance news, such as market data and portfolio tracking tools from trusted financial sources. So if you like a little flutter on the stock market, this app provides all the info.



Financial info is always at your fingertips courtesy of Bloomberg Business

12:31

ALL REGIONS Markets

Overview Indices Commodities Currencies

INDEX	VALUE	% CHANGE	NET CHG
★ FAVORITES			
<b>DOW JONES</b>	25,425.76	+1.49%	+372.6
United States	02/12		
<b>S&amp;P 500</b>	2,744.73	+1.29%	+34.9
United States	02/12		
<b>NASDAQ</b>	7,414.617	+1.46%	+106.7
United States	02/12		
<b>FTSE 100</b>	7,148.95	+0.22%	+15.1
United Kingdom	12:13		
AMERICAS			
<b>NYSE</b>	12,438.44	+1.14%	+140.9
United States	00:14		
<b>RUSSELL 20...</b>	1,538.230	+1.27%	+19.2
United States	00:00		

Keep up-to-date with all the international business news with Bloomberg

## Finance

It pays to watch your pennies – and the apps available from the Finance category can help. They can convert your currency for a trip abroad or enable you to work out how expensive it will be to fill up your car with petrol. There are apps designed to keep track of your daily expenses, so you can enjoy spending money while keeping your account safely in the black. There are also apps that let you send money wherever you are from the convenience of your iPhone's screen.

Account Transactions Recurring

Calendar Month

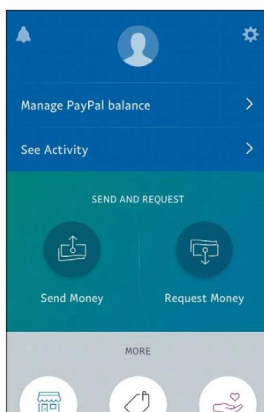
February 2016

Filter

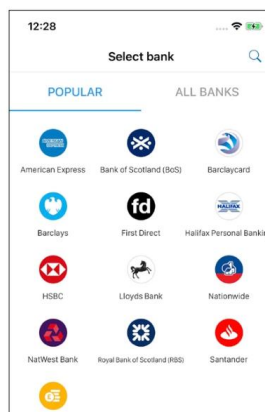
List Calendar

<b>Apartment Rent</b>	2/4/16
Rent	- 875.00 >
Current	bal.(£) 1125.41
<b>Dry Cleaners</b>	2/6/16
Clothes	- 31.50 >
Current	bal.(£) 1093.91
<b>Dvd Boxset</b>	2/6/16
Entertainment	- 36.98 >
Current	bal.(£) 1056.93
<b>Jeans</b>	2/9/16
Clothes	- 45.90 >
Current	bal.(£) 1011.03

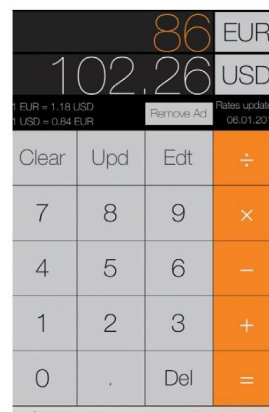
Spending Log will help you stick to a budget



Send cash to other PayPal users via their email address



Help get your finances back on track with Money Dashboard



Currency Converter Plus keeps track of your finances abroad

## 5 essential apps

### Just Eat



With access to over 13,000

delivery restaurants across the UK from Italian to Mexican, Indian or Chinese, you can order whatever you fancy whenever those hunger pangs hit – all from the comfort of an iPhone.

### The Photo Cookbook



As recipe apps go, this one is well presented with glorious HD images accompanying every step of the process. There are recipes to suit all abilities, with sections dedicated to regional cuisine.

### Jamie's Recipes



Though this app is free,

there are charges in place for additional content packs. You do get a taster pack with ten free recipes and videos with and the quality of Jamie Oliver's grub will leave you hungry for more.

### Annabel Karmel



Known for cooking tasty

family meals, Annabel Karmel will help you knock up delicious dishes in no time with this app. Packed with over 270 recipes, including healthy options, it's a great resource.

### Tasty



If you're after something

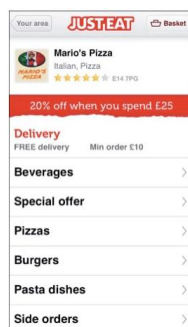
a little different, try this app. You can filter recipes by whether you're vegetarian, vegan or neither and tutorials have handy videos to show you each step as well as top tips.

## Food & Drink

Food is the new rock 'n' roll. A hearty portion of prime-time television is comprised of programmes dedicated to cooking and the App Store certainly isn't left behind thanks to a bulging selection of foodie apps. Whether you want a choice of new recipes to brighten up your menu or some culinary tips on how to craft fantastic dishes, you're sure to find great apps to help. And if it's professional advice you're after, there are plenty of offerings from the likes of Jamie Oliver, Nigella Lawson, Mary Berry and many more to help you create that perfect dish.



■ Annabel Karmel will help you cook tasty meals



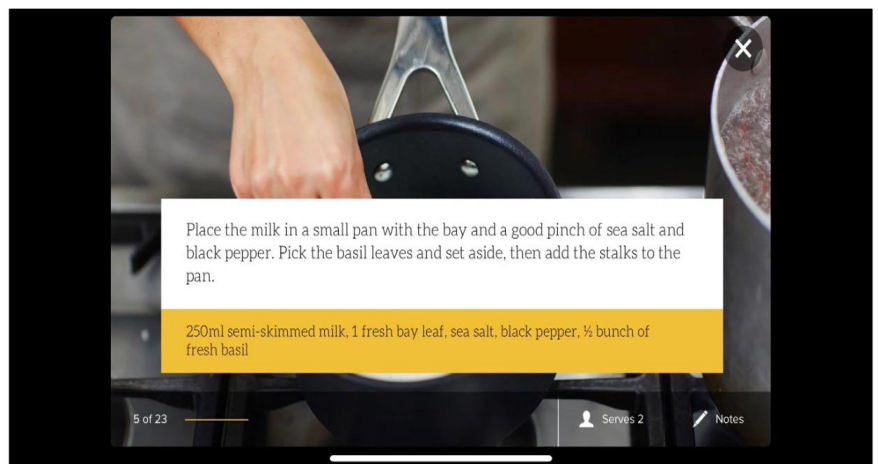
■ Just Eat – whatever takes your fancy

## Apple Ring Pancakes

featured in **10 Pancake Stacks You Won't Be Able To Resist**



■ The Tasty app is packed with sumptuous looking dishes



■ Cook up some great grub with the official Jamie Oliver app



## 5 essential apps

### Rocket Cars



Rocket Cars boasts jet-propelled gameplay mixed with an anarchic feel with colourful courses, and weapons to decimate your opponents with. It's great fun to dip in and out of, although at present there is no online multiplayer.

### Pokémon GO



This app uses the location data on your iPhone to place cute little pocket monsters in your neighbourhood. All you have to do is go out into the real world to catch them. Good for helping you stay fit and entertained.

### Dunkers2



Even if you don't like basketball, you could still enjoy this game. There are only two buttons; forwards and back and your character will automatically jump. Take on countless players 1-on-1 to see who can dunk first.

### Temple Run 2



An iconic part of iOS gaming, this sequel has seen an impressive boost. With more twists and turns in a new 3D environment and new gameplay like zip lines and carts, this game should be one of your first downloads.

### Tiny Wings



An endless platform and a dose of physics, Tiny Wings lets you use momentum and a hilly terrain to outrun the night. Packed with varied levels and characters, we recommend this award-winning app.

Have a blast on the track with Rocket Cars



## Games

The iPhone is a gamer's dream come true. Its high-quality screen displays pixels perfectly so you can enjoy a game's colours and graphics to the full, and it's also capable of a decent frame rate so the action never falters.

Unlike traditional handheld consoles, iPhone games are actually relatively cheap (or even free), so you are guaranteed to never be short of games to enjoy. Gameplay varies dramatically, from first-person shooters to exhilarating sports and platform games. The iPhone's touch screen makes it possible to play games without a joypad – and many apps make good use of this feature. Whatever style of game you favour, there is sure to be something for you in our essential Games roundup.



With so many games, you're bound to find one you love



Jump your way to the top score in Dunkers2

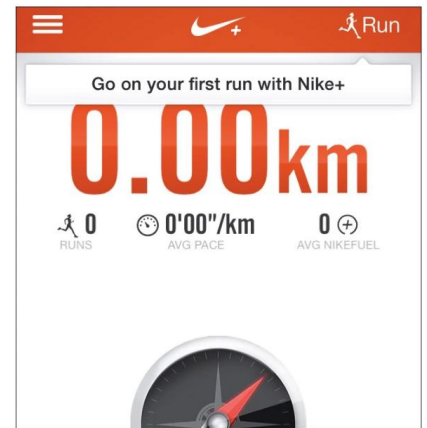


Explore the real world to catch those Pokémon

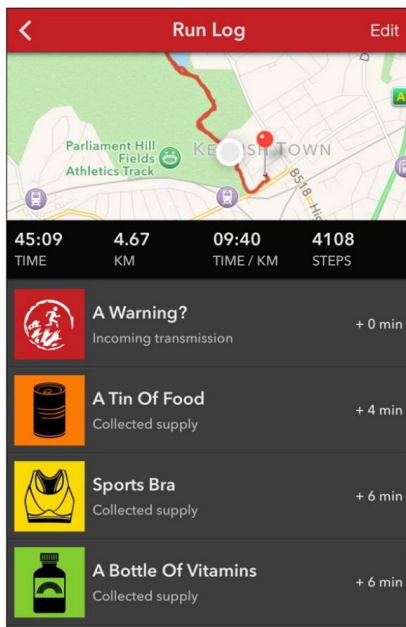
## Health & Fitness

We all make plans to stay fitter and thinner at various times, though our motivation often runs out. But with the right apps on your iPhone, you should be able to see a real change in your fitness level. For starters there are apps designed to help you to record your calorie intake, enabling you to lose weight

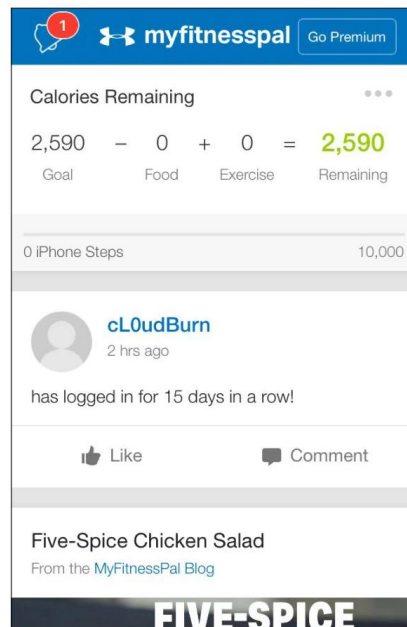
and highlight flaws in your diet. You can use your iPhone as a pedometer so you can record how many calories you burn in your day-to-day life. There is even an app that simulates zombies running after you for motivation. Though our essential apps provide guidance and advice, but they're no substitute for seeing a professional in an emergency.



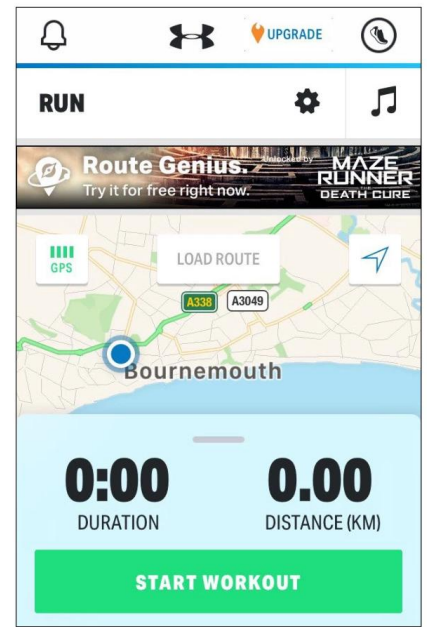
Track your fitness with the free Nike Running app



What better motivation for a run than to hear the ragged panting of a pack of zombies closing in?



Monitor and log everything you eat and compare with your friends in the MyFitnessPal app



Get your runs recorded and monitor all aspects of your fitness through the run With Map My Run app

## 5 essential apps

### Nike Run Club



The in-app accelerometer

accurately marks out the distance you've run, and you can also use the PowerSongs feature to find tracks to pump you up. The app is definitely worth a download, given that it's free.

### WebMD



WebMD is a doctor in a phone.

Tap on bodyparts, then answer questions about your symptoms. The symptom checker does need an internet connection, but a first aid list is stored for instant advice in dire emergencies.

### MyFitnessPal



This app is helps you monitor

what you eat with an extensive database of over 6 million foods items. You can also log exercises and compare what you eat with friends and see if there are healthier food options.

### Zombies, Run!



There are few apps that are as

unique as this. It takes your fitness routine and turns it into a game where you are outrunning zombies. Earn points to turn into survival supplies. It's a whole new incentive to run!

### Map My Run



If you like to run then this app

is perfect for you. It records your pace, distance, the amount of calories you are burning and your entire route will be recorded on a map which you can store and share.



## 5 essential apps

### Rightmove



Whether you're looking to purchase a new abode or simply fancy having a virtual nose around, this app lets you search over one million properties across the UK, check out the location and even view floorplans of the properties.

### Behance



Behance allows you to find and follow creators' artistic projects. If you're the creative type you can share your work. Design, fashion, illustration, photography, architecture and more are all covered in the app.

### eBay



If you love eBay, this app is all you need to track your online auctions. Whether you're buying or selling you can easily find the info you need. Thanks to this fab app you can perform tedious tasks and admin on the move.

### Fancy



Fancy has the feel of a blog and digital magazine in its layout, and you can use it to show off things that inspire and appeal to you. You are able to add things to your own list as well as comment on the posts of others.

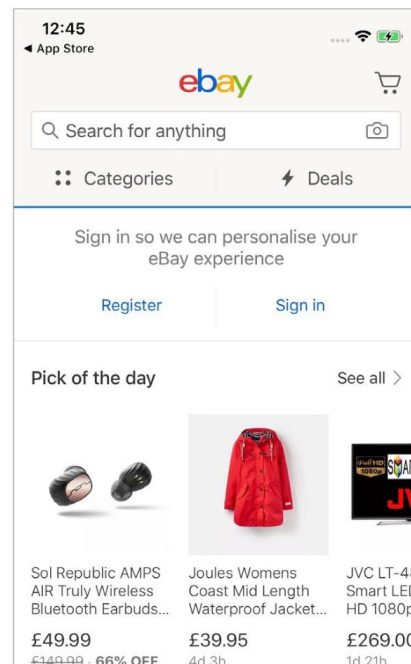
### Amazon



This app allows you to extend the shopping experience to your phone. It's easy to navigate and purchase items while on the move. It falls down slightly with simple tasks such as changing a shipping address, though.

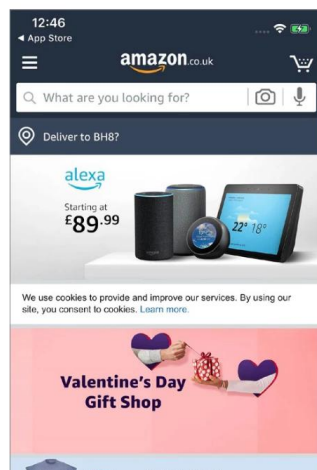
## Lifestyle

The Lifestyle category of the App Store covers a diverse range of subjects. If you are rather keen on getting out and about, you can use apps to map your favourite routes and discover how long a particular journey is in miles. While on a stroll you can even fire up apps that will help you discover local amenities or check out the status of your eBay auctions. If you feel that your home is looking a bit tired, there's an app which can help you put together some design ideas to liven the place up. Whatever your lifestyle, there are many apps in this category that can make a difference.

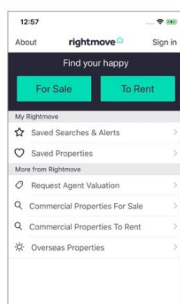


Find a bargain thanks to the eBay app

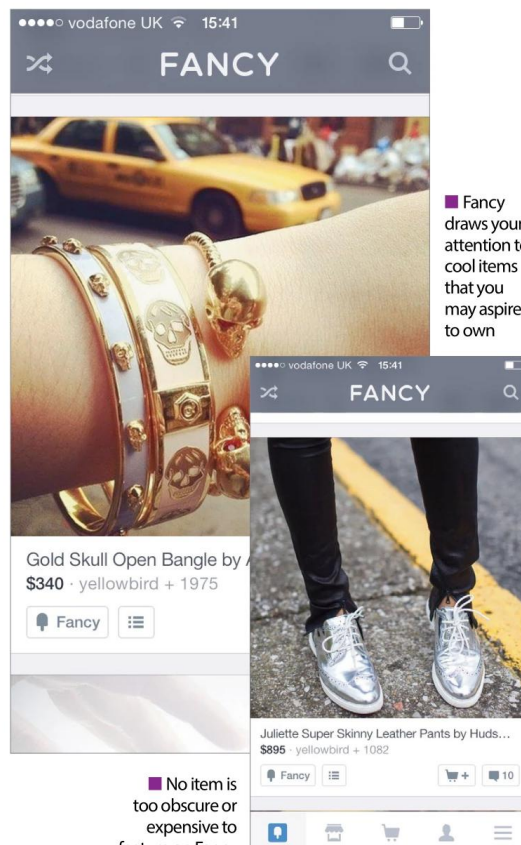
"Whatever your lifestyle, there are many apps that can make a difference"



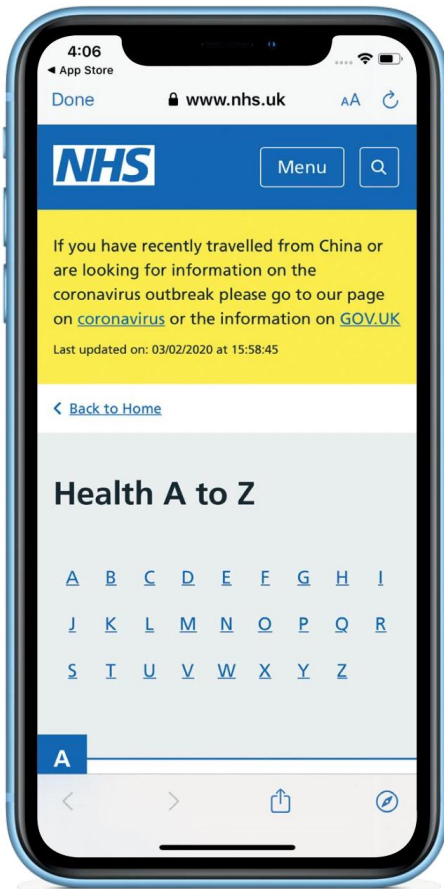
Shop with ease while out and about with the Amazon app



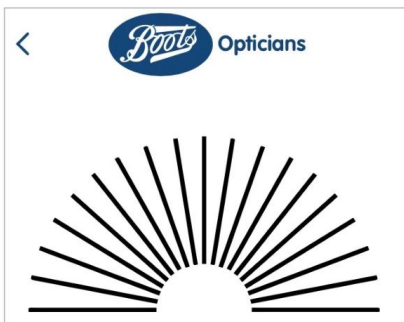
Explore new properties near you with the brilliant Rightmove app



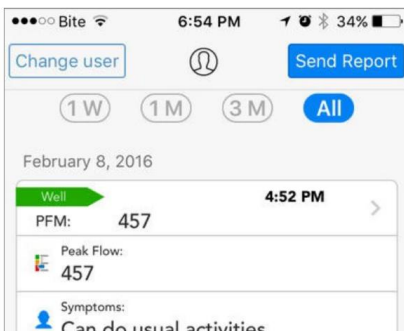
No item is too obscure or expensive to feature on Fancy



■ Help get to the root cause of your ailments with the free NHS app



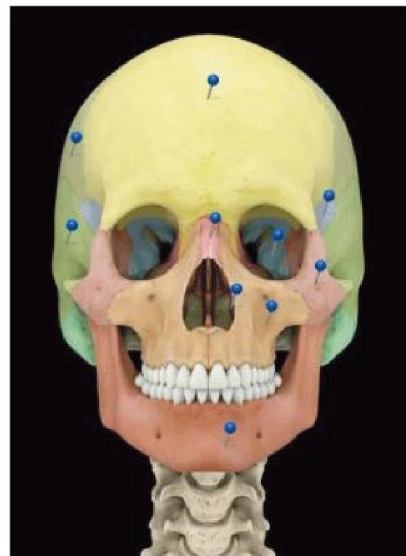
■ The Boots app will help assess your level of sight



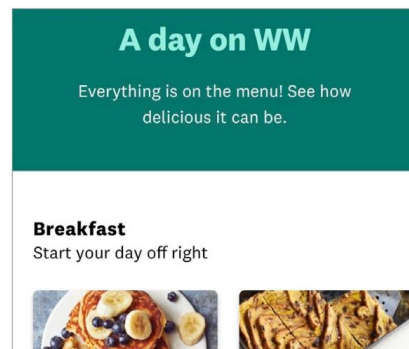
■ Asthma MD allows you to track any attacks you have, record your peak flow readings and store other useful information

## Medical

**Y**ou're spoiled for choice when it comes to finding apps to help you stay fit and well. It's all very well counting calories and doing workouts at the gym, but your hard work can be undone as soon as you lose motivation, which is why we've included the Weight Watchers app. We've also chosen apps to help you monitor common properties like blood pressure and asthma and there is even an app that enables you to check out your eyesight. With this selection of apps at your disposal, you'll be better informed about your own wellbeing and be able to stick to goals more rigidly.



■ See inside the human body with Skeleton System Pro III



■ The Weight Watchers app offers focus and support when you need it the most

## 5 essential apps

### Eye Test by Boots Opticians



Around 40 per cent of people haven't had their eyes tested in the last two years. This app ensures that you can test your eyes without leaving the house, and if you have concerns you can book a store appointment from the app.

### AsthmaMD



When experiencing an asthma attack you can measure your lungs' efficiency by blowing into a Peak Flow Meter. This app lets you enter its readings to produce a chart showing any improvement or deterioration.

### Skeleton System Pro III



Skeleton System is very intuitive, with gestures that allow you to zoom and 'slice' open parts of the skeleton. You can also view bones by Latin names, and watch informative videos. For its price, it's a sophisticated learning tool.

### WW (Weight Watchers)



This offers fantastic support for Weight Watchers members to stay motivated and on track while on the move and connect to experts. The app integrates with your Health app, too.

### NHS app



This app is designed to help you identify what NHS service you need and, using GPS, it will show you where to find it. If you need to book an appointment, the app can help you do this as well as order repeat prescriptions.

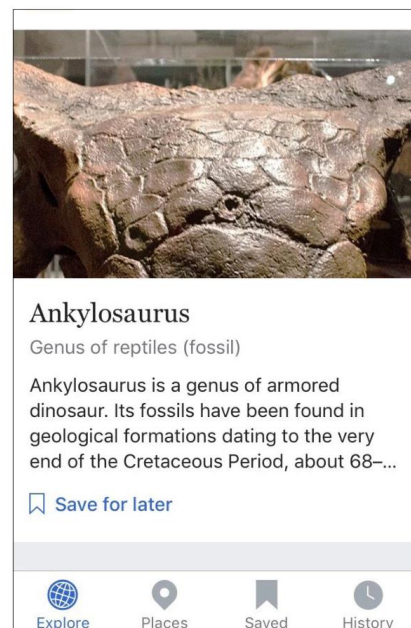


## Reference

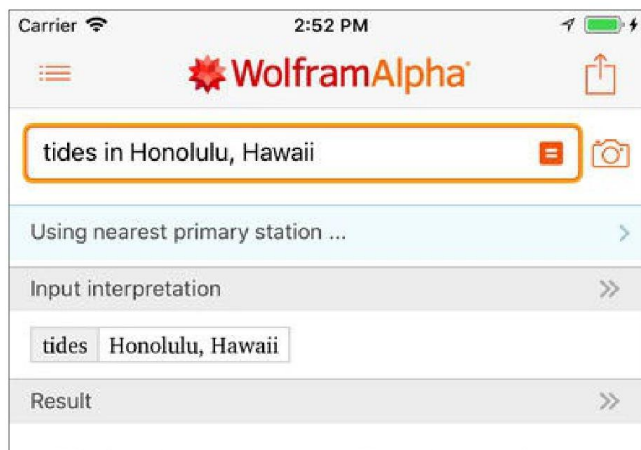
Although the Safari app's Google search field is often our first port of call looking for information, it can take a while to wade through hundreds of results before we find what we're after. The apps featured in this section help you narrow down your search to find relevant information quickly, whether foreign text translations or the latest stats. You can also use your iPhone to trace your family history, get definitions for words and much more thanks to the fantastic range of apps that are available in the Reference section on the App Store.



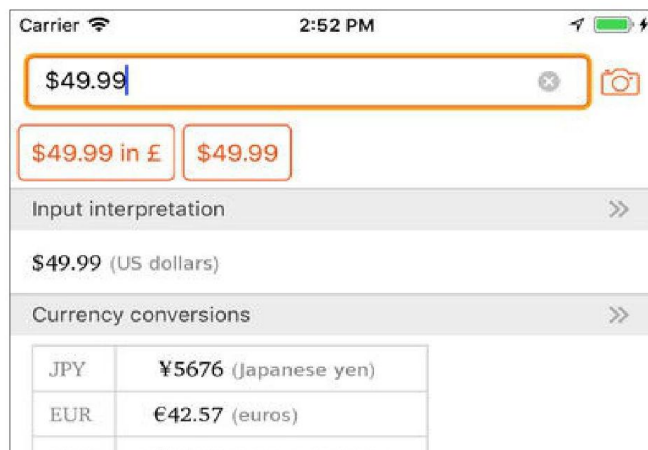
■ Get quick and easy definitions on the go



■ A world of Wiki info at your fingertips



■ Get access to all the information you could want with WolframAlpha



■ Edit and modify individual entries at any time

## 5 essential apps

### Ancestry



If you're looking to track your lineage and map out your family tree, this is the perfect app. Although there are in-app purchases to access certain data, it's a simple way to keep a record of your family history.

### Merriam-Webster Dictionary



No matter where you are, this app will help you get quick and easy definitions for any words that have you stumped, or if you're looking for the correct thing to say in a letter or email!

### Google Translate



If you love to travel this app is essential as it can quickly translate spoken words and phrases across 64 different languages in the time it takes you to recall how to ask directions from your GCSE French classes.

### Wikipedia



Rather than going through your web browser, this app delivers more than 20 million articles direct to your iPhone and comes with features like the option to save articles to read offline and full sharing capabilities.

### WolframAlpha



All the knowledge you could ever ask for is in this app. WolframAlpha shows data, statistics and explanations for any search term. Just a few moments and you will understand why it's incorporated into Siri searches!

## Social networking

**Y**our ever-present iPhone is a key tool in keeping up-to-date with your online friends. We'll take a look at apps that let you find out who's doing what, and discover apps to help you make cheap or even free calls to other iPhone users.

If you use any of the main social networking sites then you'll find

dedicated apps that let you access these sites with ease. Big-hitters such as Facebook and Twitter can be integrated into iOS, and there are plenty of other emerging forces in this field. So whatever way you choose to stay in touch with your social loops, you'll find an app to suit all of your needs.

"Your iPhone is a key tool in keeping up-to-date"

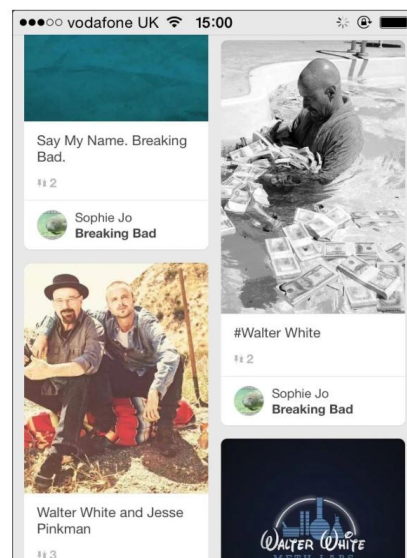
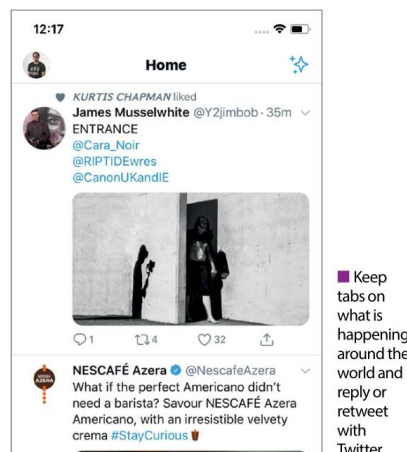


■ The Hangouts app lets you message and update your groups quickly and easily as well as make phone calls



■ Call, message or video chat with other Skype users simply and quickly

■ Send as many text messages as you want for free with WhatsApp



■ Pinterest lets you gather inspirational content together

## 5 essential apps

### WhatsApp Messenger



This app allows you to send unlimited text messages using 3G/4G or Wi-Fi and attach videos, images and voice notes. The app is simple to use and includes group chats. It uses your phone number, so no account is needed.

### Skype



Skype is an amazing app that lets you voice, text and video chat with friends. It does this for free, making it an essential social networking app. You can also make low cost calls to overseas landlines by buying Skype credit.

### Twitter



Whether you want to see the latest news, find what's trending or catch up with what others are doing, Twitter lets you follow only what you want. Tweets are 280 characters or less so it's easy to read through a bunch at once.

### Hangouts



Google's Hangouts app lets you message your Google contacts directly or as a group. Creating groups is easy with the simple interface. You can also use the app's call feature to phone people for free over Wi-Fi.

### Pinterest



Pinterest allows you to grab inspiration from all around the web and 'pin' it all in one place. It is particularly handy for gathering decorating tips, present ideas or for just compiling a personal wall of wonder to gaze and marvel at.



## 5 essential apps

### Golfshot: Golf GPS

This is a great app for regular golfers who desire the help of science to ascertain the distance from their ball to the hole and then select the next club accordingly. It's incredibly accurate and helps you claw back a few strokes.

### BBC Sport

This app brings all of the in-depth sports coverage from the excellent BBC Sports service. You can easily catch up with the latest headlines, track live scores, watch sports events and highlights and even create quick links to your favourite teams.

### Onefootball - Football Scores

Covering more than 60 football leagues and competitions live and in great detail. With live text commentaries, news, videos, tables, and detailed player stats, this is everything the football fan could wish for, and it's free!

### Premier League

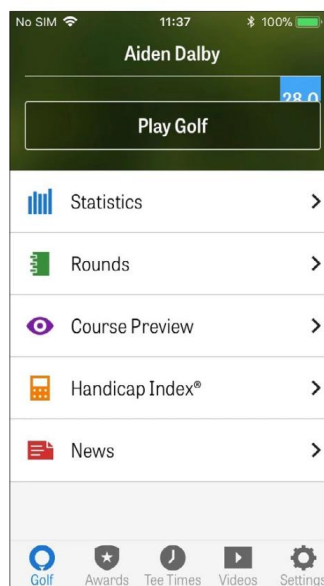
This is the ultimate app for keeping up to date with everything in the league and it's easy to navigate. See news, statistics, fixtures, live results and much more. If you miss a match you can catch the highlights and read up on match details.

### Sky Sports

You can discover the latest breaking-news stories and match scores via this app via categories dedicated to a range of popular sports. You can also stream Sky Sports Radio from the app so that you can hear the sporting headlines while on the go.

## Sports

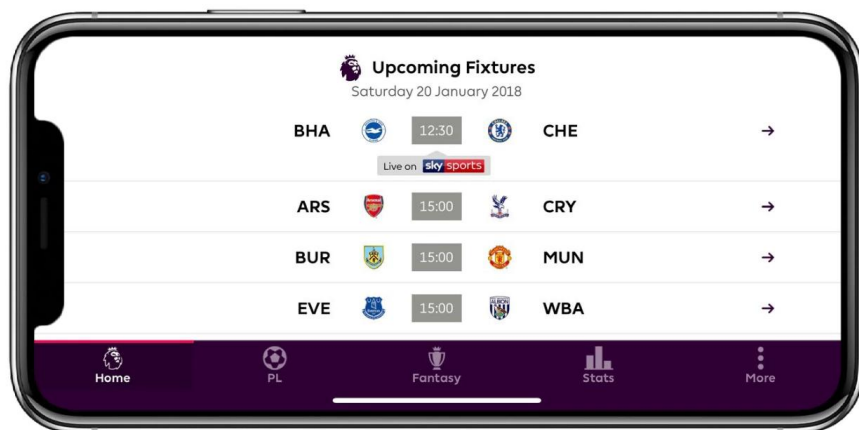
No matter what sport you're interested in, there's bound to be an app for you in our sporting must-haves. If you're enjoying a round on the golf course and need to know which club to select to get your ball to the hole, then we have a great GPS app to help. If your interest in sport is indulged from the comfort of your armchair, then we have a sport-centric news app to give you details of current and future sporting events. The Sky Sports and BBC Sport apps both cover a huge range of contests and, if you're into football, then there are hundreds of great apps to help you keep up to date with the latest scores.



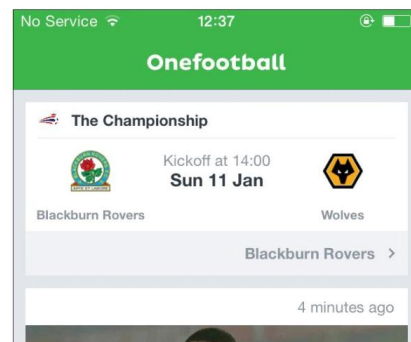
Keep track of your progress with Golfshot



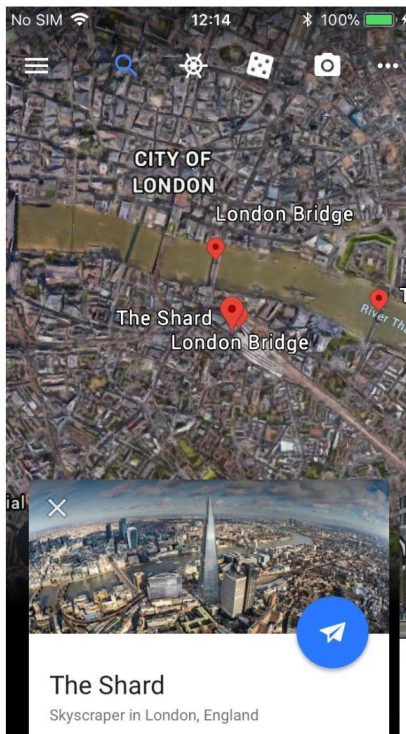
Catch the latest headlines with Sky Sports



Never miss a game with the official Premier League app



The Onefootball app is full of fixtures and provides live score updates



## Travel

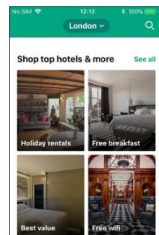
Your iPhone really is the perfect travel companion, especially when packed with our selection of essential Travel apps. There are apps for every stage of your trip. Before you go, use apps to read hotel reviews before making a hotel booking, or plan which places to visit when abroad by following recommendations from others. Use apps to search for the best travel deals and make a booking directly from your iPhone. If you are planning to travel by train, there are apps to let you check out timetables and buy tickets. You can even use an app to take a tour of local points of interest and learn your own town's history.



■ The whole world in your hands with Google Earth



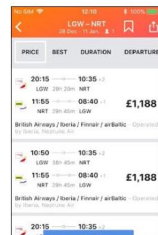
■ Track every aspect of your Sunday strolls with the Ramblr app



■ Find a bargain hotel and check out reviews with TripAdvisor



■ Read reviews and then find places of interest on a map



■ Find the cheapest flights and make a booking with Kayak

Track a flight				
Schedule		Flight No.	Route	
LGW Gatwick				
DEPARTURES		ARRIVALS		
Departs	To	Status	Flight	
12:15	LIN	On time	easyJet U2 8185	
12:20	BFS	On time	easyJet U2 833	
12:20	KBP	On time	PS 112	
12:20	KBP	On time	TP 8244	
12:30	HAV	On time	VS 63	

■ Kayak can also be used to track flights

UK Train Times	
Live Departures	
Search for a Station	>
Favourite Stations	
Add a Favourite Station	>
London Victoria	>
London Bridge	>
Recent Stations	
Recent searches will appear here	
Journey Planner	

■ Use National Rail for all of your train enquiries

## 5 essential apps

### Kayak



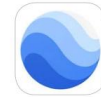
Kayak is a good all-rounder. It finds the cheapest flights and hotels, and features a tickbox packing list. As you set off, the Flight Tracker option shows if your plane is on schedule. It even has a currency converter.

### TripAdvisor



This app enables you to read reviews of hotels and restaurants. The 'Things To Do' section is very useful as it will give you advice about various tourist attractions without needing a guidebook. An informative travel app.

### Google Earth



Google Earth is a fascinating app that lets you get you hop from one continent to another in seconds. Twirl the globe, pinch to zoom and then get close to some of the world's most stunning locations. A must-have download.

### Ramblr



Turn your walk into an interesting blog full of photographs and posts, complete with maps of your route. Thanks to the Ramblr app, all of this is now possible by mapping a hiking route, and adding multimedia updates.

### National Rail Enquiries



Essential for regular train commuters, this app lets you plan out your journey by checking departure times, live delays, which platforms to go to and setting reminders to ensure that you never miss your train.



# iPhone FAQs

Having problems with your iPhone? Let us guide you through the most common troubles

## Freezing iPhone

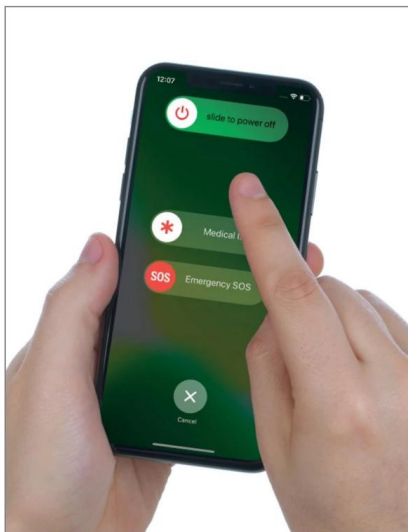
My iPhone has frozen. How can I reset it?

**Y**ou can tell instantly when your iPhone crashes. The touchscreen will stop responding and you can't perform any operations. The display may go blank or black. If this happens, don't despair. It isn't broken – you just need to kickstart it back into life. Try turning the iPhone off and then back on again by holding the Side button

along with either volume button then using the slider to switch off, then pressing the Side button to turn it back on. In some cases, this will not do anything so you will need to reset it. This is done by pressing the Volume Up button, followed by the Volume Down button and then holding the Side button until the Apple logo appears.



## Step by step – Reset your iPhone



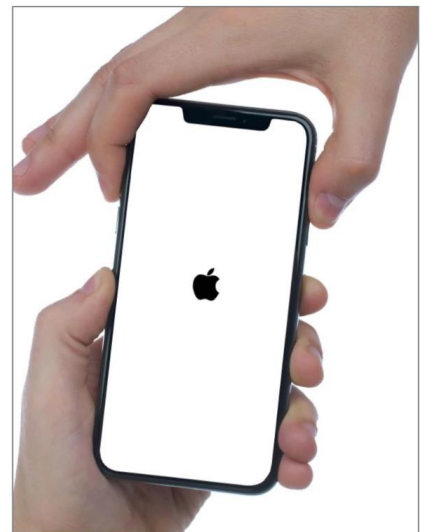
### Turn iPhone off

**01** Press and hold the Sleep/Wake button until you see the red slider. Slide this to turn the iPhone off and then press Sleep/Wake to turn it back on again.



### Reset the iPhone

**02** If this doesn't work, then it will need a proper reset. Press the Volume Up button, followed by Volume Down and then hold the Side button.



### Start iPhone again

**03** The Apple logo will appear. The machine has now been reset and if you wait a few seconds, you will soon see your familiar icons once again.

# Lost passcode

I've forgotten my passcode – can I still unlock my iPhone?

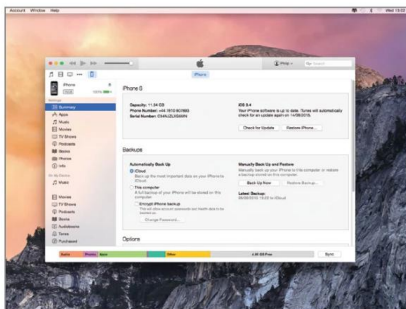
**A**n iPhone is not automatically locked using a passcode. You have to set one yourself. Assuming you have done this and subsequently forgotten the passcode, all is not lost. It is still possible to gain access to your iPhone. The only problem is that you will have to restore it to the factory

settings in order to do so. What this means is that you will lose any data stored on the device. It is therefore vital to ensure that you frequently back up.

In order to restore your iPhone, you will need to connect it to the computer to which you last synced your device. So, for example, if you

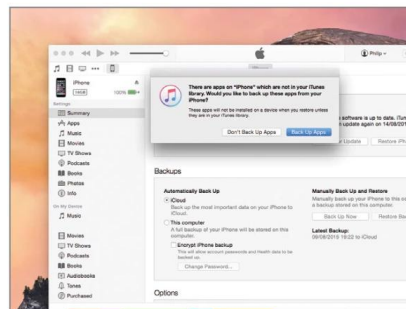
always sync your iPhone with your home PC, make sure you connect your iPhone to that machine. Any data which you have backed up on your computer will be put back on to your iPhone if you do this. Crucially, the passcode you've forgotten will not be put back so you are free to input a new one.

## Step by step – Reset your iPhone from a computer



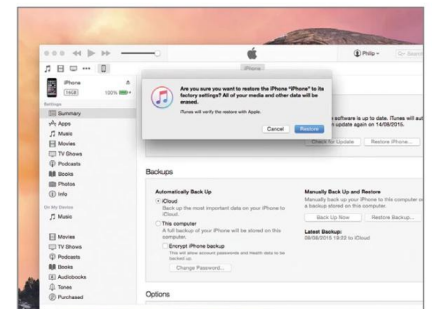
### Connect to computer

**01** Connect your iPhone to your computer and download and open up iTunes. Click on the iPhone icon in the top-left corner and you will be able to see an overview of your iPhone.



### Restore the iPhone

**02** In the top box on the Summary page, you will see the version of iOS you have installed. Here you need to click Restore iPhone and decide whether to back up the settings.



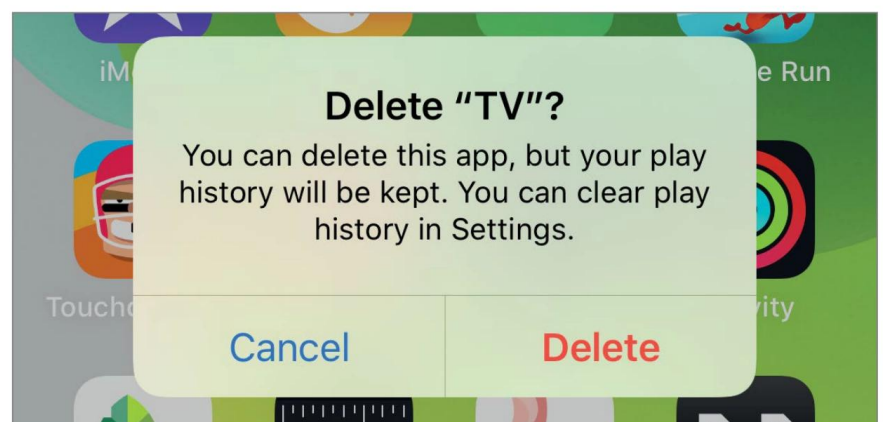
### Restore and Update

**03** Having clicked Back Up, your settings will be saved. The iTunes app will then show another prompt box. Click Restore and Update to begin the process of restoring your iPhone.

## Deleting apps

How can I delete an app from my iPhone?

■ In the course of using your iPhone, you will download a large number of apps. While you will undoubtedly want to keep many of these, there will be some that you wish to delete. To do this go to the main screens of the iPhone – the ones which contain all of the icons of the apps. Find the app that you do not want to keep and press down on this icon. After a few seconds, a menu will appear with the option to delete the app. Another method is to tap the 'Edit



Home Screen' option and next to the installed apps will be an 'X'. Tap the 'X' on the icon of the app and a box

will appear asking if you do indeed wish to Delete. Indicate that you do and then the app will vanish.



## Activating Family Sharing

Have sole control over the iTunes and App Store products bought in your household

**F**amily Sharing was introduced back with iOS 8 and among other features, it allows one person within the household to control what apps and iTunes media is purchased within a household. Through Family Sharing you can share purchased music, movies, books and eligible apps, share photos and videos in a family photo stream and even schedule future events in one central family calendar.

What's more, you can share your location with family members and, in turn, see their location and help family members find iOS devices that they may have mislaid. Up to six people in your family can connect to Family Sharing and share products without sharing accounts and all purchases can be approved by the person in charge of the Family Sharing and pay for everything from one credit card.

Once the system has been set up, all content purchased by family members will appear under the Purchased tab in iTunes, iBooks or the App Store on everyone's device to be re-downloaded instantly.

"Share purchased music, movies, books and apps"

### Step by step – Set up Family Sharing



#### Go to iCloud settings

**01** As the Family Sharing organiser, go to Settings, tap on the iCloud section and then select the 'Set Up Family Sharing' option at the top of the screen to begin the setup process.



#### Get started

**02** Now tap on the 'Get Started' option and read up on what exactly Family Sharing entails before tapping the 'Continue' option. You can set payment details and share your location at this point.



#### Add family members

**03** Once Family Sharing has been set up you need to tap on the option to 'Add Family Member'. Add in their Apple ID names or email addresses and an invitation to join will be sent.

General	About
Songs	0
Videos	5
Photos	132
Applications	10
Capacity	64 GB
Available	53.31 GB
Version	11.2.2 (15C202)

### Not enough space

How do I find out how much space I have left on my iPhone?

■ The more apps you download, the more pictures you take, and the more videos you store, the less space you will have to play around with.

All of those slices of entertainment, from music to emails, eat away at the storage space on your iPhone and it is useful to find out just how much you have used and how much you have left.

Thankfully, it is not difficult to discover the answer. Go to your Settings app and select General then About, which you will see at the top of the screen. In an instant, you will be able to see your iPhone's capacity in gigabytes as well as the amount of space available.

By tapping Settings and going to General, then Usage, you can narrow down per app and see just how much space each app is taking up on your device.

# Better battery life

How can I make my battery last longer?

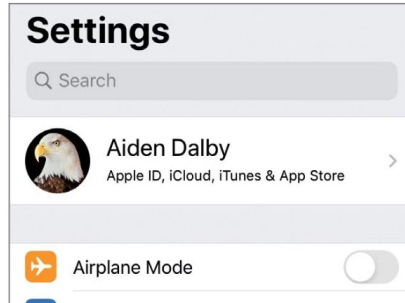
**S**ome iPhones, according to Apple, have a battery life of up to ten hours. That does not mean you cannot make it last longer, however. The battery will drain only as fast as the demands you place on it, so the common sense approach is to make some small adjustments to your usage.

Go into the Settings app on your iPhone to change your battery's life span. By going to Display & Brightness, for example, you can turn it down as low as you can without it being uncomfortable and you will save battery power.

Data is a big drainer too. Go to Settings and Wi-Fi and turn Wi-Fi off when you are not using it or when you are in an area with poor coverage (your iPhone will constantly search for a signal, which will drain the battery). Minimise your use of location services too (Settings, then Privacy, then Location Services). This prevents too many apps from trying to work out where you are.

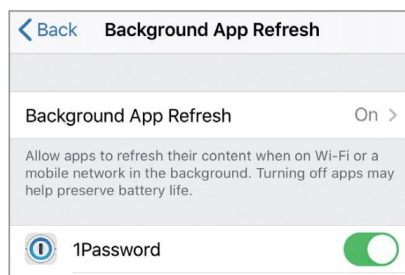
Push notifications are also draining. To prevent apps from pushing information to you when they are not in use, go to the Settings app then Notifications and turn them off. You can do the same with Mail to prevent you from being notified every time a new email comes in.

Apple also introduced Low Power Mode, which turns off the least vital features to make your iPhone last longer. Your phone will suggest you turn this on when it notifies you when you're at 20 or 10 percent battery, but you can turn it on manually at any time by going to the Settings too.



## Go to Settings

**01** By delving into the Settings, you can turn features off that tend to drain the battery when in heavy use. Tap on the Settings icon to call the Settings up.



## Turn Background app refresh off

**02** Go to General settings, then scroll down to Background App Refresh. You can turn off all refreshes or select apps.



## Check fewer emails

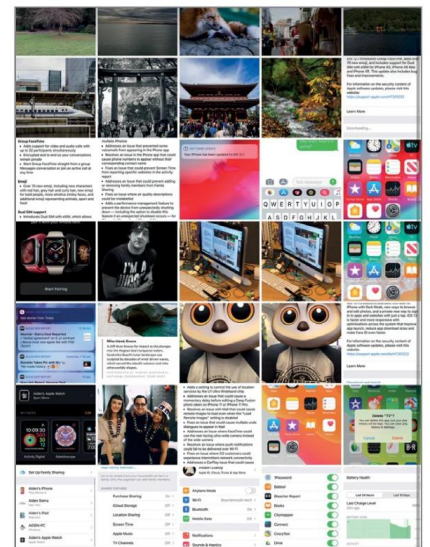
**03** Low Power Mode will greatly increase battery life. When this is turned on, the battery indicator in the top-right will turn yellow.



## Charge iPhone

What's the best way to charge up my iPhone?

■ Although you can charge an iPhone by connecting it to a computer via the USB cable, the best way is to use the USB Power Adapter. This is far faster and it also means you don't need to have your computer turned on and active. Apple recommends that, once a month, you allow the battery to completely drain, then recharge it to 100 per cent to keep it healthy.



## Capture screenshots

How do I take a screenshot on the iPhone?

■ If there is something on the screen that you wish to keep, press and hold the Sleep/Wake button on top of the iPhone while pressing the Home button. The screen will flash and you will hear a sound. The screenshot is saved in your Photos app. Tap on the screenshot and you can share it with friends and family.



# iPhone glossary

What does it all mean? We guide you through the common features and terms that you're likely to encounter while using your iPhone

## Apple ID

This is the name and password you use to log in to the various Apple services, such as iTunes, the App Store and iCloud.

## Application (app)

An application, or app, is a software program designed to perform one or more functions. Apps can be downloaded from the App Store.

## App Store

The App Store is a digital distribution platform for Apple users. Users are able to browse, purchase and download iPad and iPhone apps from the App Store to run on their device.

## Control Center

Accessible by swiping your finger up from the bottom of the screen, the Control Center provides instant access to some of your iPhone's most commonly used settings as well as a flashlight, timer, calculator and shortcut to the camera.

## Dock

A row of icons that can be set to appear at the bottom of your Home screen. The Dock is ever-present as you scroll through screens and allows you to access your favourite apps easily. You can add and remove apps by pressing and holding on an icon then dragging it into position.

## Gestures

These refer to the finger commands that you perform on your iPhone's

touch screen to carry out various functions. Multitasking Gestures were added to iOS 5 and later, that let you use five fingers to pinch to reveal your Home screen or swipe up, left or right to reveal your multitasking bar or cycle between open apps.

## Gestures jargon:

### Tap

● This is the most common and basic gesture to perform on your iPhone; it involves tapping the screen with your finger.

### Double-Tap

● This involves tapping an object twice in succession. You use this gesture mainly for zooming or highlighting text.

### Tap, Hold & Drag

● Some functions, such as highlighting text, copying and pasting require that you tap and hold down on the screen and then drag your finger to select what you want.

### Pinch

● To zoom in or to open something, place your thumb and index finger, pinched together, on screen and spread them apart. To zoom out, perform the reverse.

### Swipe

● You perform a left or right swiping motion with your finger to move through app pages or images in the Photos app, for instance.

## Health

This app was introduced with iOS 8 and it collates all of the data from all of your favourite health apps into one place and allows you to create a Medical ID flagging up your medical needs in case of emergency.

## Home Button

This is the large circular button on the front of older model iPhones that you use to quit apps and return to your iPhone's home screen.

## Home Screen

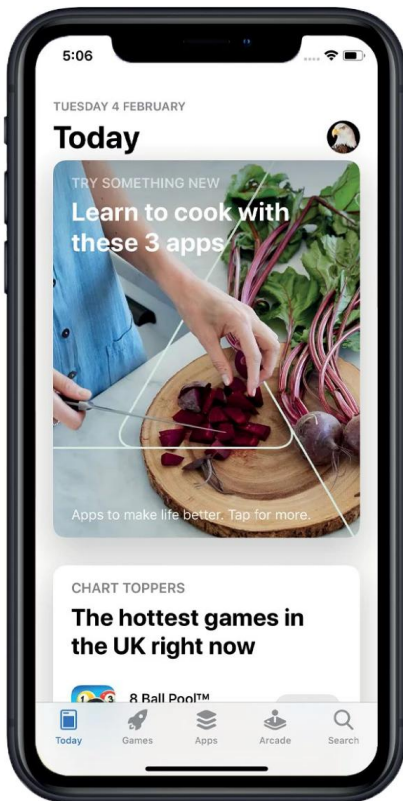
This is essentially the main screen of your iPhone that you see when you boot up or unlock your device. From your home screen, you can launch apps and access your Settings. You can 'pinch' with all five digits to return to the Home screen.

## iBooks

Any digital ebooks that you purchase through iTunes will be accessible through this app. You can carry your entire digital book collection around with you and tailor the reading options to suit your needs.

## iCloud

iCloud is a free cloud storage and syncing service, comparable to Dropbox and Google Drive, which you may have heard of. With iCloud you can share data, files, music and photographs between devices without the need for manual connecting, syncing and transferring. Go to Settings to log in.



■ You can shop and browse apps by popularity and category at the App Store

## iCloud jargon:

### iTunes in the Cloud

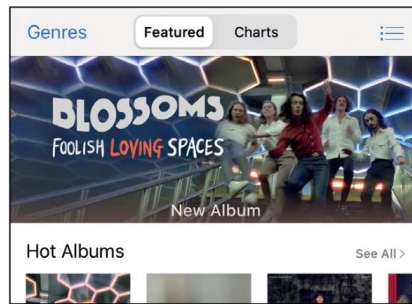
● With iCloud, the music you purchase from iTunes appears automatically on all of your devices. You can also download past purchases where you want, when you want.

### Photo Stream

● With iCloud, when you take a photo on one device, it automatically appears on all of your devices. Photos transferred from a digital camera connected to your Mac will also be pushed to your mobile devices.

### Documents in the Cloud

● If you have the same iCloud-enabled apps on more than one device, iCloud automatically keeps your documents up to date across all devices.



■ iTunes is the ultimate digital marketplace for buying and downloading new music and entertainment for your iPhone

## iOS

Whereas Macs run on an operating system called macOS, Apple's mobile devices – iPhone, iPad and iPod touch – use iOS. A new version is released annually, so stay up to date.

## iTunes

This is Apple's flagship digital distribution centre that lets users browse, purchase and download a wide range of digital media, including music, books, movies and television shows. Using an Apple ID, which is set up during activation, users log in and store payment details to make downloading media quick and easy.

## iTunes jargon:

### Featured

● All of the latest, most notable music, movies and TV shows will be showcased under this tab at the front of their store windows.

### Top Charts

● See what's hot and popular on the iTunes Store by tapping on this tab.

### Genius

● A feature that recommends music, films and shows based on what is currently in your library. Genius can also create playlists for you.

### Redeem

● Occasionally you may be gifted a product from iTunes in the form of a

code. You can click on the 'Redeem' link and input the code to download the product.

## News

This app comes free with iOS and is a place where all of your digital magazines and newspapers are stored and can be accessed.

## Safari

This is Apple's premier web browsing app that comes as standard with all iPhones. The app boasts a wealth of excellent features to make surfing the web easy.

## Settings

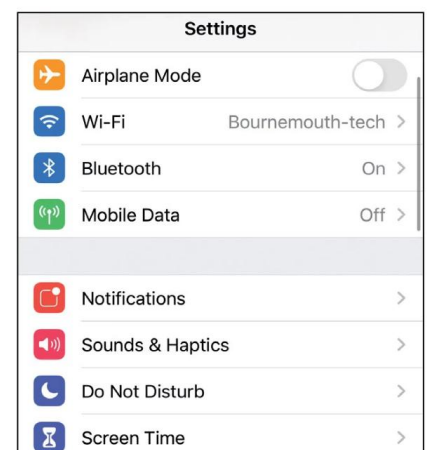
Accessible from the Dock or Home screen, Settings is where you can tweak your iPhone as well as the apps and utilities that make it tick.

## Side Button

This is the long button on the right-hand side of the iPhone that you use to turn your device on and start Siri.

## Wi-fi

Wi-fi refers to a wireless networking system that allows you to connect to the internet without any cables. You will need access to a wireless router for this to work with your iPhone.



■ The Settings app is where you can tweak multiple aspects of your iPhone to suit your needs and make it easier to control



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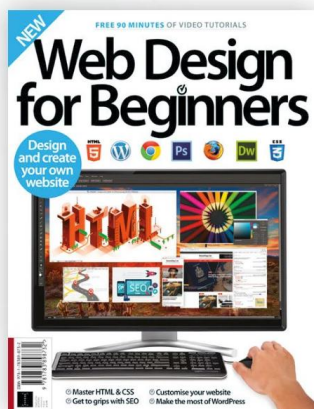
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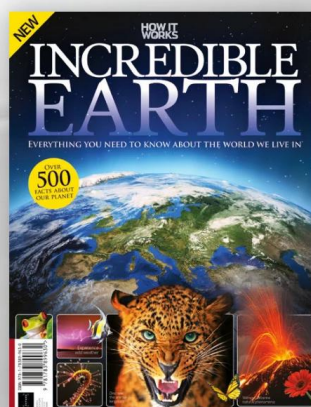
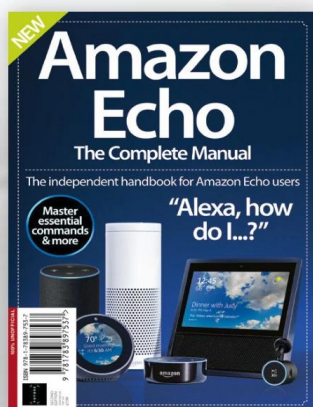
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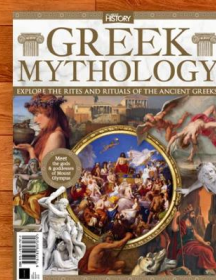
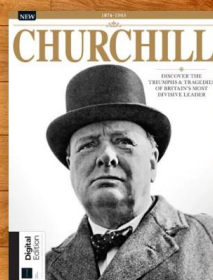
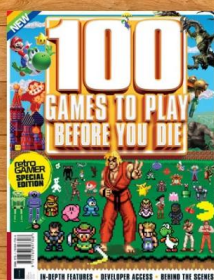
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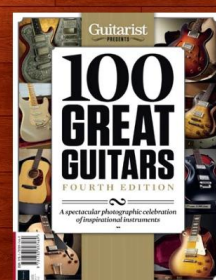
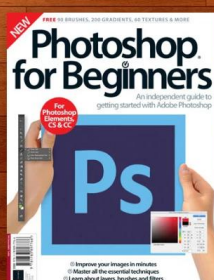
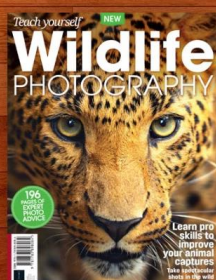
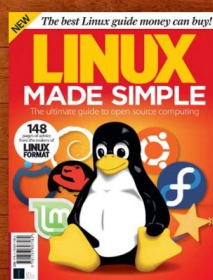
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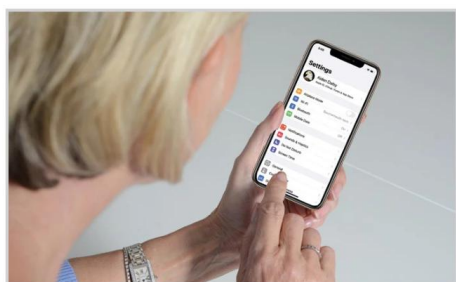




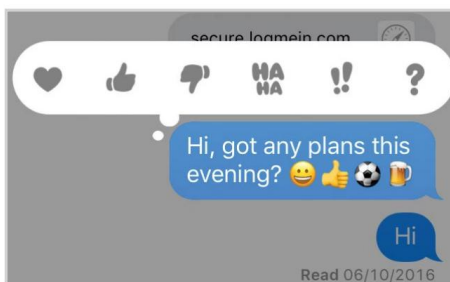


# Senior's iPhone

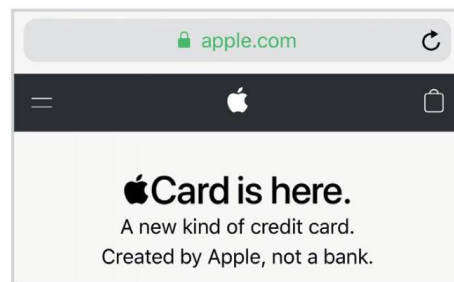
Everything you need to get started with your iPhone



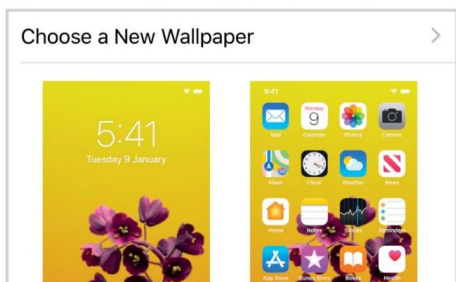
✓ **Set up your phone**



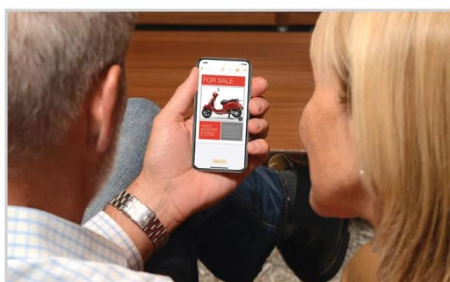
✓ **Make calls and send texts**



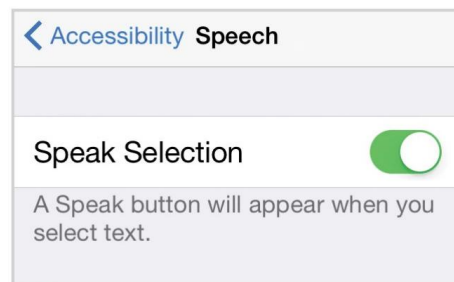
✓ **Surf the internet**



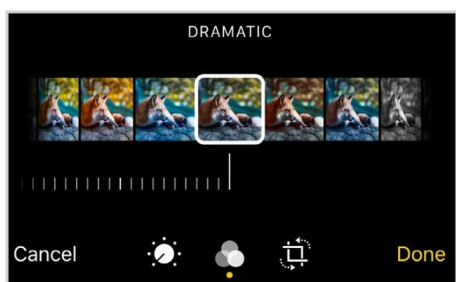
✓ **Customise your device**



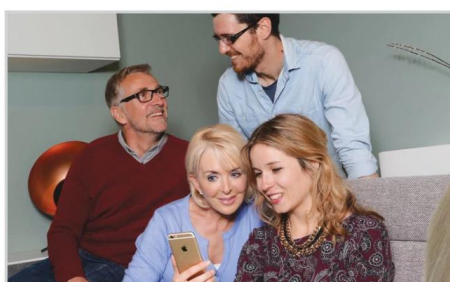
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