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1

# iPhone X

*iPhone X is the latest iPhone released by Apple, and marks the 10-year anniversary of the iPhone. iPhone X is a sophisticated and highly capable smartphone that is able to make calls, send texts and multimedia messages, browse the web, take and store videos and still photos, play games, and keep you organized professionally and personally.*



The iPhone X comes in only two sizes: 64GB and 256GB models.



The Home button has disappeared but the new gestures are easy to master so you won't miss it (see page 22).



The New icon pictured above indicates a new or enhanced feature introduced with the iPhone X with iOS 11.

# The Best iPhone Yet!

iPhone X marks the 10-year anniversary of the iPhone, and there are several major new features not found on other iPhones.

## Screen

Now we have the edge-to-edge 5.8 inch display, and the first iPhone to feature an OLED display. This type of display produces incredibly vibrant colors and crispness. The screen adapts to the temperature of the light in the surrounding vicinity. The screen is glass as before, but unique to iPhone X is the glass back of the iPhone.

## Cameras

The front-facing (TrueDepth) camera is more powerful and now contains an Ambient Light sensor, speaker and microphone, and a 7MP lens. Using the TrueDepth camera you can create Animojis (animated emojis) to send with iMessage! The rear camera has also been improved and now houses dual lenses.

The new Portrait mode is great for taking photos of people because the background becomes blurred whilst keeping the subject in sharp focus.

## No Home button?

This has been removed and many have grumbled about this, but you can access all features using a new range of gestures designed specifically for iPhone X. These are explained later and are easy to learn. Loss of the Home button is no great loss.

Of course, with no Home button there is no Touch ID (where you previously used your fingerprint to unlock the iPhone). Face ID uses biometric information from your face to unlock the iPhone X and enter usernames and passwords in many apps, and is likely to be the standard for future iPhones.

## The iPhone knows you are looking at it!

If you are not looking at the iPhone X the notifications will not display preview text. However, if you *are* looking at iPhone X the preview text will be displayed.

## Charging and battery life

iPhone X features wireless charging using inductive charging pads. These are available from Apple or third-party manufacturers. iPhone X also features fast charge, and will charge the iPhone X to 50% in 30 minutes. The battery life has also been extended.

# What Does It Do?

It would be easier to ask what it *doesn't* do! The iPhone, even as a basic cell phone before you start adding applications, has many functions – probably enough for most people, without then adding more apps of your own. But, since there are *tens of thousands* of applications available for download from the App Store, you can extend the functionality of the iPhone way beyond this. The iPhone is more like a small computer, as you can store files; send email; connect to other desktop computers; view documents including Word and PDF files; play games; look up recipes, and manage your time, as well as many other functions.



The iPhone is more like a computer than a standard cell phone.

Apps for work and play

Camera

On/Off button  
(side button)



Settings to customize your iPhone

App Store for more apps



Press and hold the On/Off (side) button to turn on the iPhone, or access screen options for turning it off. Press it once to lock the iPhone and put it into Sleep mode, or to wake it up from Sleep mode. You can also raise it to wake the iPhone, or simply tap the screen.



In terms of color, you can get the iPhone X in Silver or Space Gray.

# iPhone X Specifications

## Processor

The iPhone X uses the fast A11 Bionic chip, which is 70% faster than the A10 Fusion used in the iPhone 7 and 7 Plus models.

## Cameras

As before there are two cameras: a front-facing and a rear-facing one. The front-facing camera is a 12MP wide-angle telephoto camera. The rear (called TrueDepth) camera is 7MP, with 1080p HD video recording capabilities.

## Cellular and wireless capabilities

The iPhone X uses LTE, and GSM/EDGE.

There is also built-in Wi-Fi (802.11ac) and Bluetooth 5.0. The iPhone also includes Global Positioning System (GPS) software, making it easy to geotag (see page 32) your pictures and videos. The iPhone X also uses 3G and 4G networks where available.

## Battery

Unlike most cell phones, the user cannot take the battery out for replacement. The iPhone uses a built-in battery that is charged using a USB connection to the computer or using the Lightning charger supplied by Apple, or an induction charger where you lie the iPhone on a charging mat.

## What do you get from a full charge?

- Talk time: Up to 21 hours
- Internet use: Up to 12 hours
- Video playback: Up to 13 hours
- Audio playback: Up to 60 hours

## Internal storage

iPhone X uses internal flash drive storage. There is no SD or other card slot so the internal flash memory is all the storage you have – use it wisely!

The iPhone X comes in only two sizes: 64GB and 256GB storage capacity.



You cannot remove the iPhone battery. This has to be carried out by Apple.

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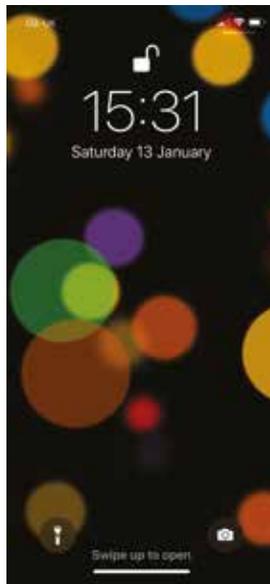
## What can I do with the storage space?

	64GB	256GB
Songs:	14,000	56,000
Videos:	80 hours	320 hours
Photos:	50,000	400,000

## Sensors in the iPhone

There are four sensors in the iPhone: the Three-Axis Gyro, the Accelerometer, the Proximity sensor and the Ambient Light sensor.

The Accelerometer and Three-Axis Gyro enable the phone to detect rotation and position. This is important when switching from portrait to landscape viewing. The Accelerometer is also used in many of the iPhone game apps such as Labyrinth and also the new Dynamic wallpapers (the picture you see on the lock screen and Home screen).



The Proximity sensor switches off the iPhone X screen when you make a call – it senses that the phone is close to the ear, saving valuable power. The Ambient Light sensor adjusts the iPhone screen to the ambient lighting, again saving energy if a bright screen is not required.



The amount of storage space for songs, videos and photos can vary depending on the way the content has been created, particularly for videos and photos.

# The iPhone X

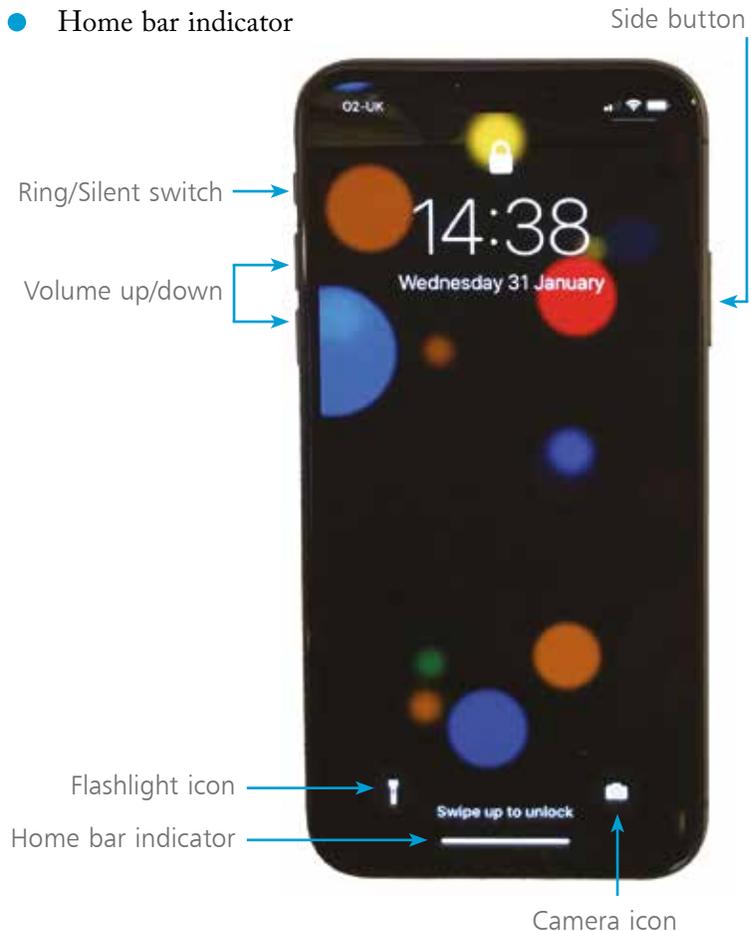
Unlike some cell phones, iPhone X is unusual since it has very few physical buttons.

## Buttons you need to know on iPhone X

- Side button: Sleep/Wake (On/Off)
- Ring/Silent (sound On/Off)
- Volume controls
- Flashlight icon
- Camera icon
- Home bar indicator



Press the Sleep/Wake (On/Off) button as soon as you have finished using the iPhone – this helps conserve battery power, by putting it into Sleep mode. Press the button again to wake up the iPhone (or touch the screen). Pressing the Sleep/Wake (On/Off) button also manually locks the iPhone.



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### On/Off/Sleep/Wake

Press and briefly hold this button (or tap the screen) if your iPhone is switched off. This will take you straight to the Lock screen. After using Face ID or your passcode you will then be taken to the Home screen. If you wish to put your phone away, press the On/Off/Sleep/Wake button to put your phone to sleep.

### Ring/Silent

You might want your phone on silent, during meetings for example. The Ring/Silent button can be toggled up and down.



When you see the red line, this means the iPhone is on silent.

### Face ID

iPhone X uses facial recognition (Apple calls this “Face ID”) to unlock the iPhone (unless you have rebooted the iPhone, in which case you will need to enter your passcode). You will know it is unlocked because the padlock icon will change from “locked” to “unlocked”.



Swiping up from the bottom of the screen closes any open app, and swiping up again takes you back to the Home screen from any app you are using.

# Other Buttons on the iPhone

## Volume controls

Volume is controlled using two separate buttons – a **+** and **-** button (increase and decrease volume respectively). You can easily adjust the volume of the audio output when you are listening to the Music app, or when you are making a phone call. If you cannot hear the caller very well, try increasing the volume.



There are no visual symbols on the volume buttons: the volume down button is below the volume up button.



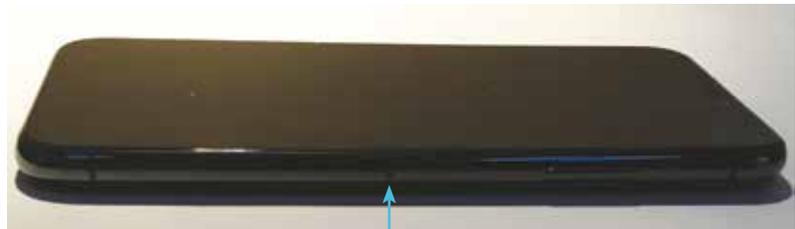
Ring/Silent button

Volume up

Volume down

## Nano SIM slot

The iPhone X uses a nano SIM (smaller than the micro SIM used in older iPhone models). Apple provides a SIM removal tool in the iPhone box.



Insert the SIM tool into this hole and push it firmly. The SIM card holder will pop out and you can remove it and insert a nano SIM card.

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### Lightning connector, speaker and microphone

These are located at the bottom of the iPhone.



Lightning connector

To charge your iPhone X insert the Lightning cable (illustrated on page 37) into the Lightning connector and insert the USB connector into the plug (both provided with your iPhone X). Then, connect the plug to an electric socket. You can also plug the USB connector to a USB port if you have access to one on a computer. Nowadays, some hotels have USB ports in the rooms.

### Back view of the iPhone X

This shows the location of the main camera with inbuilt flash.



Camera with flash/torch built in



There is no headphone/earphone socket so you will need to use the supplied adapter or switch to Bluetooth headphones.



Wireless charging, where you can simply place the device on a pad or a mat for charging without using any cables, is available with iPhone X. Visit [support.apple.com/en-gb/HT208078](https://support.apple.com/en-gb/HT208078) for the latest list of wireless chargers approved by Apple.



The camera (rear) can capture high quality photos and videos at a resolution of 12 megapixels.

# Setting up Your iPhone

Before you can do anything on your iPhone you will need to activate it.

Once you switch on the new iPhone X (press the On/Off button) you will be taken through a series of screens where you set up various options.

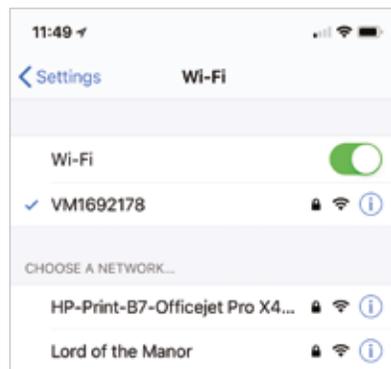
Even though the setup is carried out wirelessly, you can back up your iPhone by connecting it to iTunes on a Mac or PC, or backups can be done automatically through iCloud (see pages 62–64).

The setup screens include the following options (a lot of these can be skipped during the setup and accessed later from the **Settings** app):

- **Language.** Select the language you want to use.
- **Country.** Select your current country or region.
- **Wi-Fi network.** Select a Wi-Fi network to connect to the internet. If you are at home, this will be your own Wi-Fi network, if available. If you are at a Wi-Fi hotspot then this will appear on your network list.
- **Location Services.** This determines whether your iPhone can use your geographical location for apps that use this type of information (such as Maps).



The selected language also determines the format of the keyboard; e.g. US English or UK English.



...cont'd

- **Set Up iPhone.** You can use this to set up your iPhone from scratch, or restore it from a backup that has been created via iCloud or on iTunes on a Mac computer.



- **Apple ID.** You can register with this to be able to access a range of Apple facilities, such as iCloud, purchase items on iTunes or the App Store, and access FaceTime, Messages and iBooks. You can also create an Apple ID whenever you first access one of the relevant apps.



An Apple ID can also be created from the Apple website at: [appleid.apple.com](http://appleid.apple.com)

- **iCloud.** This is Apple's online service for sharing and backing up content. See pages 52-64 for details.
- **Find My iPhone.** This is a service that can be activated so that you can locate your iPhone if it is lost or stolen. This is done via the online iCloud site at [www.icloud.com](http://www.icloud.com)
- **Face ID.** This is used on the iPhone X to unlock the phone.
- **Create a Passcode.** This can be used to create a six-digit code for unlocking the phone. This step can be skipped if required.
- **Siri.** This is the voice assistant that can be used to find things on your iPhone and on the web.
- **Diagnostic information.** This enables information about your iPhone to be sent to Apple.
- **Display Zoom.** This can be used to increase the size of the display so that the icons are larger.
- **Get Started.** Once the setup process has been completed you can start using your iPhone.



Face ID can also be used to make payments with Apple Pay, once it is set up. For more details, see pages 44-47.

# The Home Screen

## What's on the Home screen?

When you turn the iPhone on you will see some icons that are fixed, such as the top bar with the time and battery charge indicator, as well as the Dock at the bottom that holds four apps. By default, your iPhone X will have Phone, Safari, Mail and Music on the bottom Dock. You can move these off the Dock if you want, but Apple puts these here because they are deemed to be the most commonly-used apps, and having them on the Dock makes them easy to find.

Just above the Dock you see one or more dots. The dots represent each of your screens – the more apps you install, the more screens you will need to accommodate them. The illustration here shows an iPhone with five screens, and the Home screen is the one we are viewing. If you flicked to the next screen, the third dot would be white and the second one would be gray (the first dot is the Notifications screen). In effect, these are meant to let you know where you are at any time.



As you download more apps from the App Store these will be placed on subsequent Home screens, as each one gets filled up.



The default battery indicator is fairly basic. For a more accurate guide, swipe down from the top right of the screen to access the Control Center, which will show battery percentage.

Apps (which can be moved around)

Dots representing the number of screens. Tap on a dot to move to that screen, or swipe left and right to move between screens

The Dock, where apps can be placed, which appears on all screens

Time      Signal & Wi-Fi      Battery

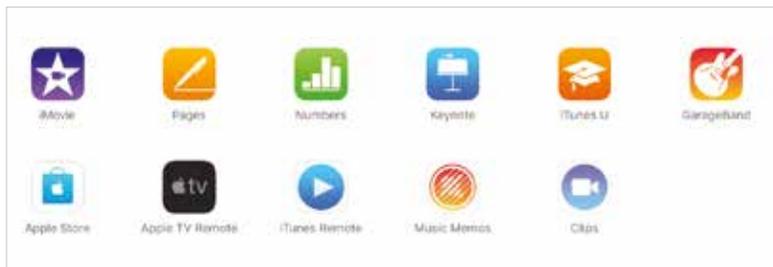


# Default Applications

iPhone X comes with applications that are part of the operating system. Most of the core set here cannot be deleted.



Apple default apps



Apple additional apps. These need to be downloaded from the App Store



Many of the default apps cannot be deleted. If you hold down on one app, they will all start to jiggle. You can only delete those with an "x".



Other useful apps, such as Apple TV Remote, iMovie, GarageBand, Pages, Numbers and Keynote can be downloaded from the App Store.

# The iPhone Dock

By default, there are four apps on the Dock at the bottom of the screen. These are the four that Apple thinks you will use most frequently:

- **Phone**, for calls.
- **Mail**, for email.
- **Safari**, for web browsing.
- **Music**, for listening to music.



You can rearrange the order in which the Dock apps appear:

- 1 Tap and hold on one of the Dock apps until it starts to jiggle



- 2 Drag the app into its new position



- 3 Click once on the **Done** button in the top right-hand corner or swipe up from the bottom of the screen



Just above the Dock is a line of small white dots. These indicate how many screens of content there are on the iPhone. Tap on one of the dots to go to that screen.

...cont'd

## Adding and removing Dock apps

You can also remove apps from the Dock and add new ones:

- 1 To remove an app from the Dock, tap and hold it and drag it onto the main screen area



- 2 To add an app to the Dock, tap and hold it and drag it onto the Dock



- 3 The number of items that can be added to the Dock is restricted to a maximum of four, as the icons do not resize



- 4 Click once on the **Done** button in the top right-hand corner or swipe up from the bottom of the screen



If items are removed from the Dock they are still available in the same way from the main screen.



# iPhone X Gestures

Because there is no Home button on iPhone X there is a range of new gestures to access features on iPhone X. These are key to getting the most out of your iPhone X so it pays to learn these.

## Power On/Off

To turn iPhone X On, **press and hold side button**. To turn Off, **press and hold side button + either volume button**. Once slider appears, slide to power Off.

## Wake and sleep

**Raise iPhone X** or **tap** it to wake. To sleep, press the side button.

## Use Siri

Say “**Hey Siri**” or **press and hold** the side button. (This has to be set up first – see page 35.)

## Use Apple Pay for Face ID

**Double-click the side button** then **look** at iPhone X.

## Unlock iPhone and see Home screen

**Glance** at iPhone X then **swipe up** from bottom of the Lock screen.

## Get to Home screen from any screen

**Swipe up** from the bottom of the screen.

## Multitask (see your running apps)

**Swipe up** from the bottom of the screen but **keep your finger on the screen** or you can **drag from bottom right** of the screen in an arc, keeping your finger on the screen, and aim for the middle of the screen.

## Search iPhone X for anything

**Swipe down** from the middle of any screen. Type in your search word(s).

## Open Control Center

**Swipe down** from the top right of the screen.

## See notifications

**Swipe down** from top of the screen.

## Reach the top (bring items down for easier reach)

**Swipe down** the bottom edge of the screen.

...cont'd

## Scroll between running apps

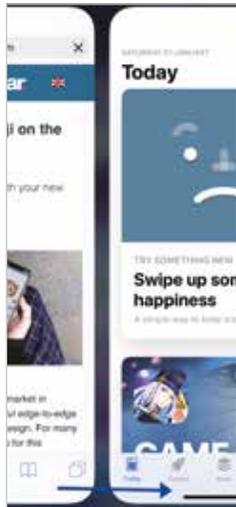
**Drag from left to right** along the bottom of the screen.

## See widget information

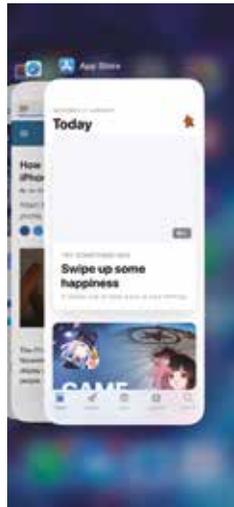
**Swipe right** from the Home or Lock screen.



Pay using Apple Pay



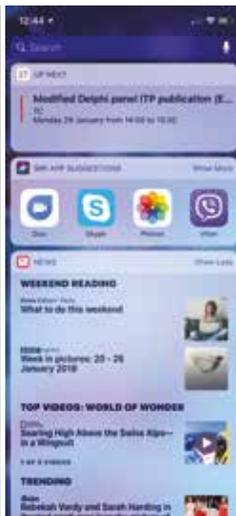
Switch between running apps



See running apps



Access Control Center



View widgets



Search iPhone X

# The Touchscreen Display

iPhone X uses a touch-sensitive screen for input, using gestures and a virtual keyboard. The screen is 5.8 inch (diagonal) and has a resolution of 2436 x 1125-pixel resolution at 458 PPI (Pixels Per Inch). Apple has called this the *Super Retina Display* because the resolution is so high. This results in great clarity when viewing the browser or watching movies on the iPhone X.

## Touchscreen features

The screen is able to detect touch from skin, using these gestures:

### Tapping

Tapping with one finger is used for lots of apps. It's a bit like clicking with the mouse. You can tap apps to open them; to open hyperlinks; to select photo albums that then open; to enter text using the keyboard; and many other tasks.

### Sliding

You can use the slide action to answer phone calls, shut down the iPhone and unlock the Lock screen, as well as to scroll web pages, move to the next Home screen and move between photos.

### Dragging

This is used to move documents that occupy more than a screen's worth across the screen. Maps use this feature, as do web pages. Place your finger on the screen, keep it there, and move the image to where you want it.

### Pinching and spreading

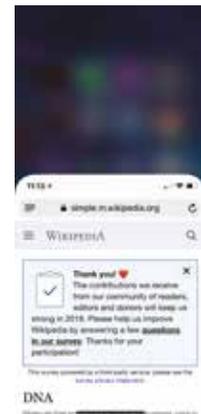
To zoom in on a photo, web page or map, swipe outwards with thumb and forefinger. Pinch inwards to zoom back out.

### Minimizing the screen (Reachability)

Similar to previous iPhones, minimizing the screen (called *Reachability*) needs to be enabled. Go to **Settings > General > Accessibility > Reachability** and turn On. To use this, swipe down on the horizontal bar at the bottom of the screen in any app.



Although the iPhone has a fingerprint-resistant coating it still gets grubby. A number of companies make screen protectors, and you can also protect the other parts of the iPhone from scratching by using a protective case.



...cont'd

## Flicking

If you are faced with a long list (e.g. in Contacts), you can flick the list up or down by placing your finger at the bottom or top of the screen, keeping your finger on the screen, then flicking your finger downwards or upwards and the list will fly up or down.

## Shake the iPhone

After entering text or copying and pasting, to undo what you have done, shake the iPhone and select Undo. Shake again to select Redo.

## Portrait or landscape mode

The iPhone is generally viewed in portrait mode, but for many tasks it is easier to turn the iPhone and work in landscape mode. If you're in Mail, or using Safari, the coverage will be larger. More importantly, the keys of the virtual keyboard become larger, making it easier to type accurately.

## Entering text

The iPhone has predictive text, but this is unlike any you may have used before. The accuracy is astonishing. As you type, the iPhone will make suggestions before you complete a word. If you agree with the suggested word, tap the spacebar. If you disagree, tap the small "x" next to the word.



Accept the capitalized word by tapping the spacebar



Insert "below" by tapping the option above the keyboard



You can shake your iPhone to skip audio tracks, undo and redo text, and more.



To accept a spelling suggestion, tap the spacebar. Reject the suggestion by clicking the "x". Over time, your iPhone will learn new words.



Double-tap the spacebar to insert a period (full stop) followed by a space, ready for the next sentence to begin.

# App Switcher Window

The iPhone can run several apps at once and these can be managed by the App Switcher window. This performs a number of useful functions:

- It shows open apps.
- It enables you to move between open apps and access different ones; e.g. make them the active app.
- It enables apps to be closed (see next page).

## Accessing the App Switcher

The App Switcher option can be accessed from any screen on your iPhone X, as follows:

- 1 Touch bottom of screen and keep your finger on the screen while swiping slowly upwards
- 2 The currently-open apps are displayed, with their icons above them. The most recently-used apps are shown first



# Closing Items

The iPhone deals with open apps very efficiently. They do not interact with other apps unless required, which increases security and also means that they can be open in the background without using up a significant amount of processing power, in a state of semi-hibernation until they are needed. Because of this, it is not essential to close apps when you move to something else. However, you may want to close apps if you feel you have too many open or if one stops working. To do this:

- 1 This gesture differs from previous iPhone models. Touch the bottom of the screen and keep your finger on the screen while swiping slowly upwards
- 2 The running apps have a red “-” at the top left of each running app
- 3 Quit them by tapping the “-” or swiping the app upwards



When you switch from one app to another, the first one stays open in the background. You can go back to it by accessing it from the App Switcher window or the Home screen.



The Control Center is accessed differently on iPhone X. You need to swipe down the screen from the top-right corner.



The Control Center cannot be disabled from being accessed from the Home screen.



Depending on your geographic location, some terms will appear with alternative spellings; e.g. Center/ Centre, Capitalization/ Capitalisation etc.

# Control Center

The Control Center is a panel containing some of the most commonly-used options within the **Settings** app. It can be accessed with a swipe down from the top right of the screen and is an excellent function for when you do not want to have to go into Settings.

## Accessing the Control Center

The Control Center can be accessed from any screen on iPhone X by switching this feature On:

1 Tap on the **Settings** app

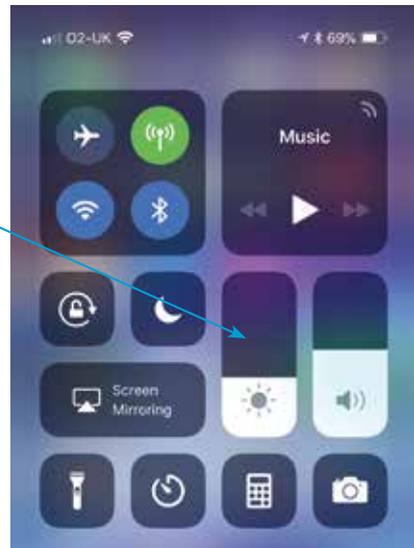
2 Tap on the **Control Center** tab and drag the **Access Within Apps** buttons On or Off to specify if the Control Center can be accessed from here



3 Swipe down from the top right of the screen to bring up the Control Center panel

4 Tap the screen anywhere to hide the Control Center panel

5 Use the sliders to adjust screen brightness and volume



## Control Center controls

The items that can be used in the Control Center are:

- 1 Use these controls for any music or video that is playing. Use the buttons to Pause/Play a track, go to the beginning or end, and adjust the volume 
- 2 Tap on this button to turn **Airplane mode** On or Off 
- 3 Tap on this button to turn **Wi-Fi** On or Off 
- 4 Tap on this button to turn **Bluetooth** On or Off 
- 5 Tap on this button to turn **Do Not Disturb mode** On or Off 
- 6 Tap on this button to **Lock** or **Unlock** screen rotation. If it is locked, the screen will not change when you change the orientation of your iPhone 
- 7 Tap on this button to activate the iPhone's **Torch** 
- 8 Tap on this button to access a **Clock**, including a stopwatch 
- 9 Tap on this button to open the **Calculator** app 
- 10 Tap on this button to open the **Camera** app 



You can customize the Control Center – see page 38.



When Airplane mode is activated, the network and wireless connectivity on the iPhone is disabled. However, it can still be used for functions such as playing music or reading books.



The Torch function is very effective, particularly over short distances.



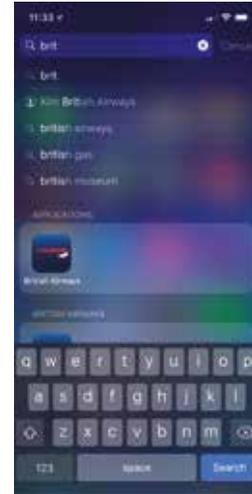
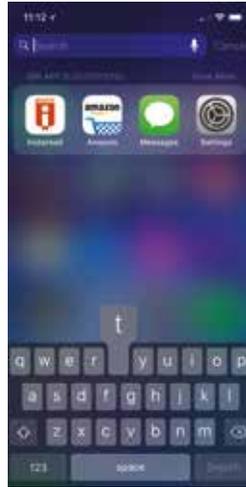
The Control Center also includes buttons for Cellular Data On/Off and Screen Mirroring. If you press and hold the panel containing Airplane mode, you will also find AirDrop (see page 109) and Personal Hotspot.

# The Virtual Keyboard

The keys are small but when you touch them they become larger, which increases accuracy. The letter “t” below has been pressed and has become much larger.



The iPhone has done away with virtually all buttons and provides a software-based QWERTY keyboard. The keyboard becomes visible automatically when needed. When you press on a key it expands so that you can see it more clearly.



There are all the usual features of a computer keyboard, including spacebar, Delete key , Shift , numbers and symbols 



To correct a word, touch the word you want to correct and hold your finger on the word. You will see a magnifying glass. Move your finger to where you want the insertion point (|) to be, stop there and delete any wrong letters.



Some keys such as currency and URL endings can be accessed by holding down the relevant key. A pop-up will show further options if available.

The keyboard has automatic spellcheck and correction of misspelled words. It has a dynamic dictionary that learns new words as you type. Some keys have multiple options if you hold them down; e.g. hold down the \$ key and you'll see the other characters.



# Where's Caps Lock?

It is frustrating hitting the Caps key for every letter if you want to type a complete word in uppercase. But you can activate Caps Lock easily:

- 1 Go to **Settings > General**
- 2 Select **Keyboard**
- 3 Make sure the **Enable Caps Lock** slider is set to **On**
- 4 While you are there, make sure the other settings are On; for example **"." Shortcut** – this helps you add a period (full stop) by tapping the spacebar twice



## Other settings for the keyboard

- **Auto-Correction** suggests the correct word. If it annoys you, switch it off.
- **Auto-Capitalization** is great for putting capitals in names.
- Whilst the **"." Shortcut** types a period every time you hit the spacebar twice and saves time when typing long emails, if you prefer not to use this you can switch it off. Here's another neat trick – you can also insert a period by tapping the spacebar with two fingers simultaneously (the **"." Shortcut** has to be left On for this to work).



It's a good idea to activate Caps Lock. To use, just tap Shift twice – the Shift button should have a black, upwards-pointing arrow on it with a black bar underneath it if you have activated it properly in the Settings.



If you do not like the default iPhone keyboard, you can download third-party ones from the App Store. Some to look at include SwiftKey, Swype and KuaiBoard.

# Camera



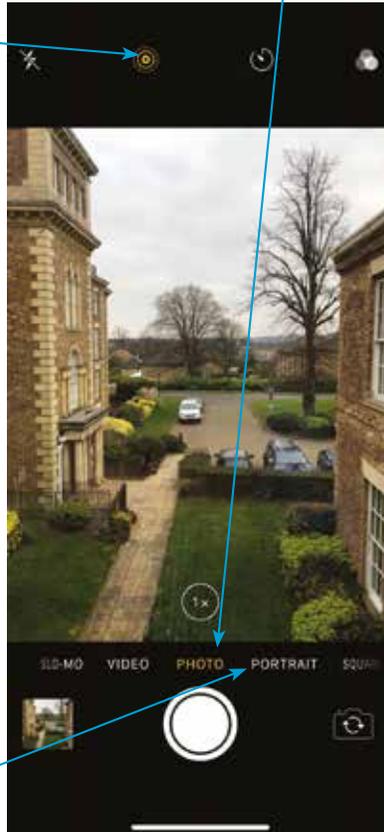
Geotagging helps you determine where the photo was taken, but you need to switch it on in **Settings > Privacy > Location Services > Camera > While Using the App**.



Tap on this button so that it turns yellow, to activate Live Photos. This is a short animated clip that is captured in normal Photo mode by tapping on the button in Step 2. It creates a short movie file that can be played in the Photos app by pressing and holding on it, or you can send it to someone as a video. Tap on the button again to deactivate Live Photos.

The Portrait option creates stunning portraits of people. It does this by blurring the background whilst keeping the subject in sharp focus, creating a truly professional portrait picture.

- 1 Swipe left and right here to move between standard Photo mode, Portrait mode, Square mode, Panorama, Video, Time-lapse and Slo-Mo



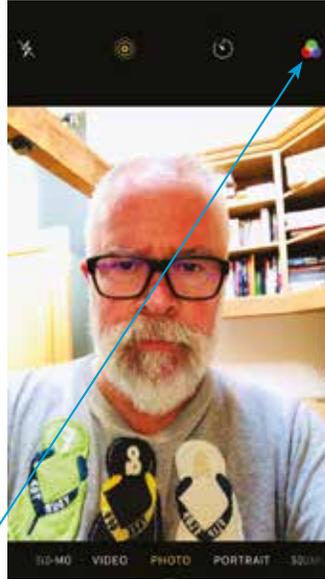
- 2 Tap on this button to take a photo



...cont'd

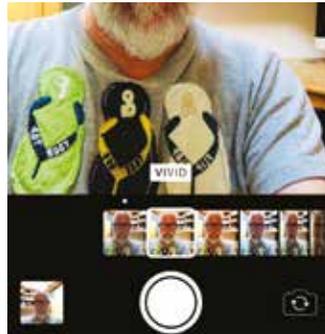
3

Tap on this button to toggle between the front- and back-facing cameras



4

Tap on this button to select a filter effect to add to the photo you are going to take



The iPhone X front camera has an improved autofocus system, improved face detection and image stabilization for improved clarity.



The iPhone TrueDepth (back) camera can capture high quality video at 1080p standard.

## Shooting video

Select the Video option as shown in Step 1 and you will see a Record button (red circle). Press to record video then press again to stop recording.



See pages 110-118 for how to view and edit photos and videos you have taken.

# Searching with Spotlight

If you want to find things on your iPhone X, there is a built-in search engine: Spotlight. This can search over numerous items on your iPhone, including messages, emails, websites, apps, documents, restaurants and other amenities in your area. It is a powerful search engine very similar to Spotlight on the Mac.

## Accessing Spotlight

The Spotlight Search box can be accessed from any screen by pressing and swiping downwards on any free area of the Home screen. This also activates the keyboard. Enter the search keywords into the Search box at the top of the window. Swipe up the page to view the range of results (the keyboard disappears when you swipe up the page).

If you are using it to find an app, tap the app's icon to open it.

In the example below on the left, typing in “app” to Spotlight brings up some suggestions. Typing the full word “Apple” brings up several items Spotlight has found, including emails that mention “Apple”.



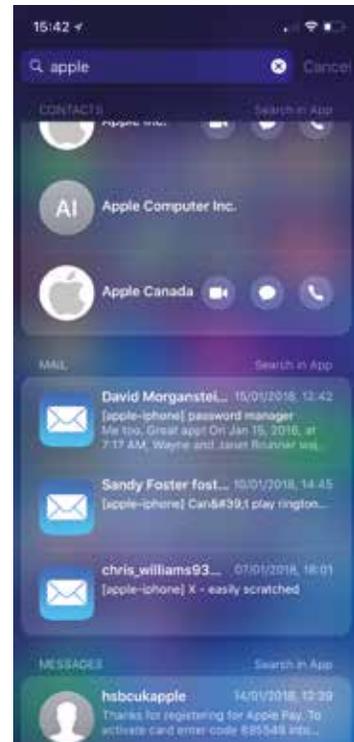
To return to the Home screen from the Search page, swipe up from the bottom of the screen or tap anywhere on the screen.



Enter the name of an app into the Spotlight Search box and tap on the result to launch the app from here.



Spotlight can search over a range of areas, including nearby restaurants, movies and locations.



# Searching with Siri

Siri is the iPhone digital voice assistant that provides answers to a variety of questions by looking at your iPhone and also web services. Initially, Siri can be set up within the **Settings** app:

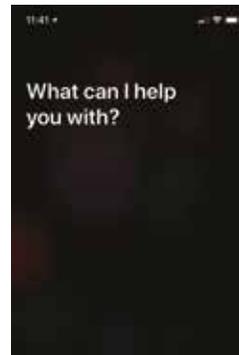
- 1 Go to **Settings** then tap on the **Siri & Search** link
- 2 Drag the **Listen for "Hey Siri"** button to **On** as well as the other two options if required (**Press Side Button for Siri** and **Allow Siri When Locked**)
- 3 Follow the 5-step setup process to train Siri to recognize your voice



## Questioning Siri

Once you have set up Siri, you can start putting it to work with your queries. To do this:

- 1 Say "Hey Siri" or hold down the side button for 2-3 seconds



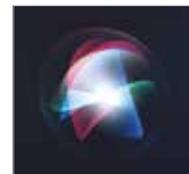
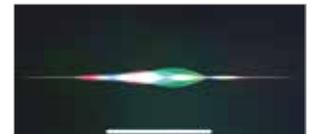
- 2 Ask a question such as, **Show me my next appointment**
- 3 The results are displayed by Siri. Tap on an item to view its details. Tap on the microphone button to ask another question of Siri



You can ask Siri questions relating to the apps on your iPhone and also general questions, such as weather conditions around the world, or sports results. The results will be displayed by Siri, or, if it does not know the answer, a web or Wikipedia link will be displayed instead.



There are two types of microphone button, shown below. Tap on one of these to ask questions of Siri:





The iPhone EarPods are highly sophisticated and can be used to make calls and also divert callers to voicemail.



Apple has developed new wireless earphones called AirPods. These use optical sensors and an accelerometer to sense when they are in your ears. You can use them to listen to audio and make phone calls. AirPods can be purchased separately, from Apple.



iPhone X does not have a socket for wired headphones or earphones but Apple do supply an adapter if you wish to use wired earphones.

# Earphones

Apple supplies EarPods, which have a control on the right earpiece cable. This control houses the microphone needed for phone conversations when the EarPods are plugged in. The control also allows the audio volume to be adjusted, to make it louder or quieter.

By clicking the control, audio will pause. Two clicks in quick succession will skip to the next track.

Press here ONCE to pause audio or answer a call  
(press again at the end of a call)

To decline a call, press and hold for approximately two seconds

To switch to incoming or on-hold call, press once

Press here TWICE to skip to next track

To use Voice Control, press and hold

(this tiny control unit also contains the microphone)



Press here to increase volume

Press here to decrease volume

## Uses for the EarPods – this is pretty obvious, but consider

- Listening to music, podcasts, audio books.
- Listening to the radio.
- Watching movies.
- Making phone calls.
- Dictating voice memos.
- Giving voice commands to your iPhone.

# Customizing iPhone X

## Applications

iPhone X comes with many apps pre-installed by Apple. These can be moved around, or even placed on a different screen, but you cannot delete most of them from the iPhone. These apps are the core features of the iPhone.

The App Store has tens of thousands of apps, which we will look at later. Many are free, while others are available for purchase. With so many apps available for download, the chances are that there will be an app for most things you might want to do.

## Ringtones

Apple has supplied several, but people will always want to have their own unique ringtone. You can buy these from the App Store or make your own using iTunes or GarageBand. You can assign a specific ringtone to someone in your Contacts list so you know it's them calling when the phone rings.

## Backgrounds and wallpapers

Again, there are several to choose from but you can make your own (use one of your photos) or you can download from third-party suppliers. Try browsing the internet for wallpapers or use a specific app. Try out the Dynamic wallpapers! See page 39.

## Accessorizing the iPhone

You can use a screen protector to prevent scratches on the screen. There are also many iPhone cases available. These are mainly plastic, but leather cases are available as well. Placing your iPhone in a case or cover helps prevent marks or scratches on the phone.

## Headphones/earphones

If you want to use headphones or earphones other than the EarPods provided by Apple, that's fine. You may get better sound from your music but you may not have an inbuilt microphone, which is very useful when you make a phone call. Some headphones and earphones do include a microphone.

## USB to Lightning charger cable

With extensive use, the iPhone battery may not last the whole day so you will probably need to carry around a spare charging cable. The USB to Lightning cable means you can plug it in to your PC or Mac at work and charge your iPhone during the day.



GarageBand is Apple's music-making app and it can be downloaded from the App Store.



iPhone X can use wired or wireless charging. Apple and third parties make wireless charging devices as covered on page 15.

# User Settings

There are many settings you can adjust in order to set the iPhone up to work the way you want. These are accessed from the **Settings** app.

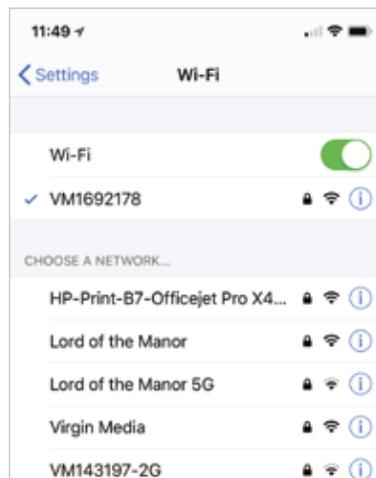


The **Wi-Fi** Settings are grouped together with those for **Airplane Mode, Bluetooth, Cellular Data, Personal Hotspot** and **Carrier**. Bluetooth can be used to scan for other compatible devices, which then have to be paired with the iPhone so that they can share content wirelessly.

As well as the settings already on the iPhone, many apps will have panels for their settings. If an app is not working the way you want, have a look under the Settings Control Panel and scroll to the bottom to see if your app has installed a settings panel.

## Wi-Fi

Keep this Off if you want to conserve power. Switching it On will let you join wireless networks if they are open or if you have the password.



## Notifications

This is where you can set what items appear in the Notification Center, which is accessed by swiping down from the top of the screen.

## Control Center

This is a set of shortcuts for regularly-used items. See pages 28-29 for details.

## Do Not Disturb

Use this to specify times when you do not wish to receive phone calls, alerts or FaceTime video calls. This is useful during the night so you are not disturbed by incoming notifications, texts, etc.



If a Settings option has an On/Off button next to it, this can be changed by swiping the button to either the left or right. Green indicates that the option is **On**.



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## General

This contains the largest range of settings, which can be used to check the software version on your iPhone, search settings, accessibility, storage, date and time, keyboard settings and to reset your iPhone.



The screen brightness can also be adjusted from the Control Center.



## Display & Brightness

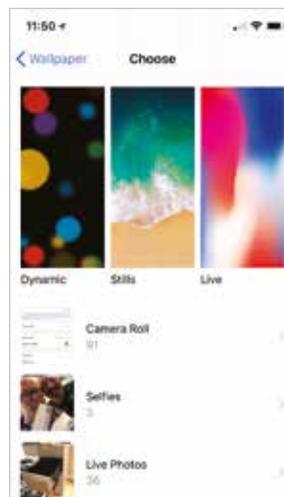
This can be used for adjusting the screen brightness, the display viewing size and using larger text sizes, or bold text.



Night Shift reduces the amount of blue light emitted by your iPhone X. This is useful at night and is supposed to make it easier for you to sleep. You can pre-set times for activating this in the Display & Brightness settings. You can manually activate it by going to the Control Center and tapping and holding on the Brightness icon, then tapping Night Shift.

## Wallpaper

Wallpaper is the background image you see on the locked and unlocked screens of the iPhone. You can use different images for the locked and unlocked screens. Use your own images or download from third-party suppliers.



Try out the Dynamic wallpapers supplied by Apple. They move as you tilt the phone and are beautiful. Find them in **Settings > Wallpaper > Choose a New Wallpaper.**



You can assign specific ringtones to selected contacts.

...cont'd

## Sounds & Haptics

You can place the phone on vibrate or have the ringtone On. You can assign different tones for different contacts.

## Face ID & Passcode

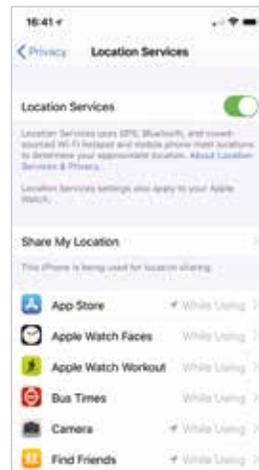
This can be used to set up security for unlocking your iPhone and also a numerical passcode (see page 43 for more details).

## Battery

This can be used to put the iPhone into low power mode to save power, and view battery usage for specific apps.



One of the iCloud functions is the iCloud Keychain (**Settings** > **Apple ID** > **iCloud** > **Keychain**). If this is enabled, it can keep all of your passwords and credit card information up-to-date across multiple devices and remember them when you use them on websites. The information is encrypted and controlled through your Apple ID.



## Privacy

This contains a number of privacy options, including activating **Location Services**, so that apps such as Maps and Siri can use your location, using GPS. Location Services also has to be turned On if you want to use the **Find My iPhone** feature.

## iCloud settings

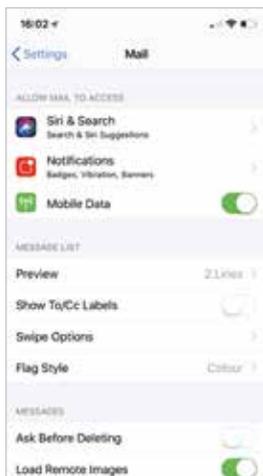
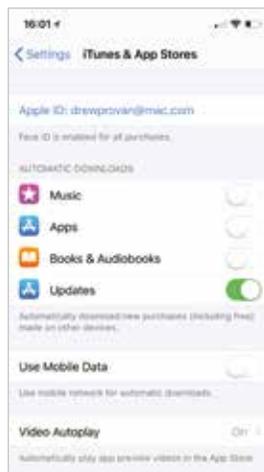
These can be found through **Settings** > **Your Account** at top of the screen > **iCloud**.



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## iTunes & App Stores

This can be used to specify settings for the online iTunes and App Store, such as enabling automatic downloads when there are updates to your existing apps or music.

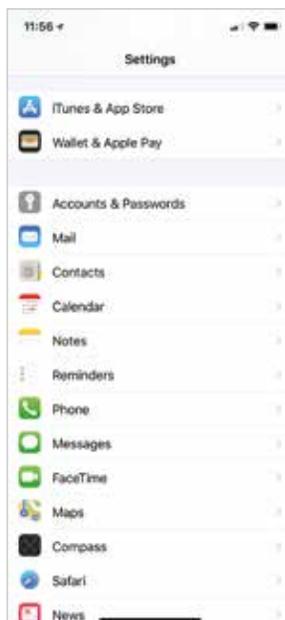


## Mail, Contacts, Calendars

Use these three settings to set up email, your contacts list and your calendar.

## Apps' settings

A lot of apps have their own settings, including the pre-installed ones. Tap on an app's name in the Settings app to view its own specific settings. It is worth checking Settings after you install an app to see if it has installed a settings file, since it may contain useful features to help you set it up exactly the way you want.



# Using the Lock Screen

To save power, it is possible to set your iPhone screen to auto-lock. This is the equivalent of the Sleep option on a traditional computer. To do this:

- 1 Tap on the **Settings** app

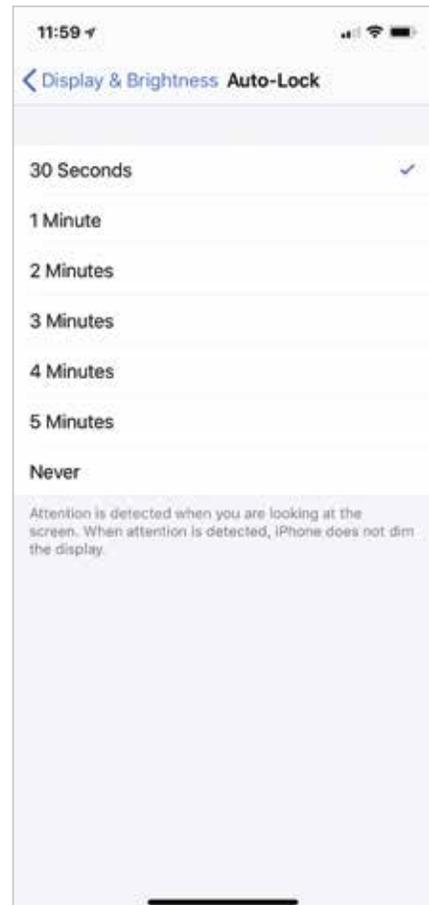


- 2 Tap on the **Display & Brightness** tab

- 3 Tap on the **Auto-Lock** link



- 4 Tap on the time of non-use after which you wish the screen to be locked



You can also lock the iPhone using the **On/Off** button on the right-hand side of the phone. Press once to lock, and press again to display the Lock screen.

# Face ID & Passcode

## Face ID

With the disappearance of the Home button came Face ID, which allows your biometric data (your face) to be used to unlock the screen. When you first set up your iPhone X you will be taken through various steps to let the iPhone X learn your facial features.

To unlock the iPhone X simply hold the phone near your face, and the padlock on the screen will change from the “locked” icon to “unlocked”. Your Face ID can also be used to enter usernames and passwords on websites and also unlock some apps; e.g. banking apps.

## Passcode

Also at the same time as setting up Face ID on iPhone X you will be prompted to create a six-digit passcode that you will need at certain times (when your phone restarts, for example).



Face ID is new to iPhone X and replaces the fingerprint ID (Touch ID) used in other iPhones.



You can disable Face ID in an emergency; e.g. if someone is forcing you to unlock your iPhone X using Face ID. Simply press the side button five times to disable Face ID. Unlocking the iPhone X can then only be achieved by using your passcode.

# About Apple Pay

Apple Pay is Apple's service for mobile, contactless payment. It can be used by adding credit, debit and store cards to your iPhone X, via the Wallet app, and then paying for items by using your Face ID as authorization for payment. Credit, debit and store cards have to be issued by banks or retailers who support Apple Pay, but there are an increasing number that do so, with more joining on a regular basis. Outlets also have to support Apple Pay but this too is increasing and, given the success of the iPhone, is likely to grow at a steady rate.

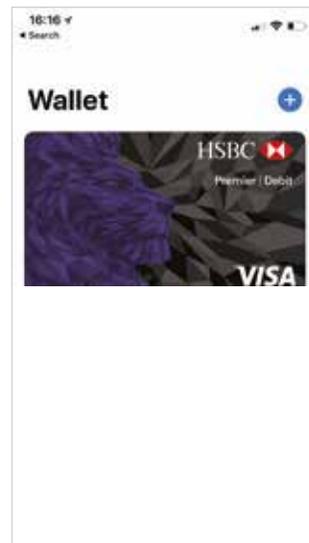
## Setting up Apple Pay

To use Apple Pay you have to add your cards to your iPhone X:

**1** Go to **Settings > Wallet & Apple Pay** or open the **Wallet** app and tap the **+** symbol

**2** Tap once on the **Add Credit or Debit Card** then tap **Continue**

**3** The card details can be added to the Wallet app by taking a photo of the card. Place the card on a flat surface and position it within the white box. The card number is then added automatically. Alternatively, tap once on the **Enter Card Details Manually** link



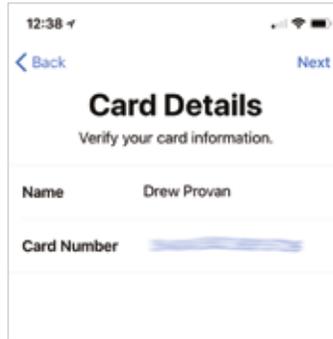
Cards can also be added to the Wallet at any time from **Settings > Wallet & Apple Pay > Add Credit or Debit Card**.



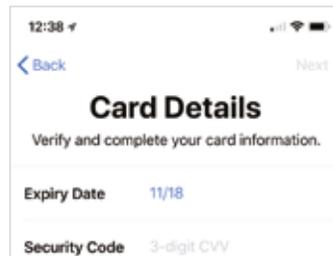
If your bank does not yet support Apple Pay then you will not be able to add your credit or debit card details into the Wallet app.

...cont'd

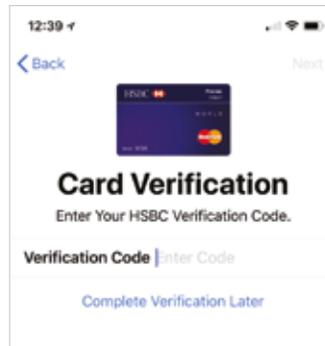
4 Tap once on the **Next** button to verify your card details (ensure the name is exactly the same as it appears on the card)



5 Add any additional details for the card (such as expiration date and the security code) and tap once on the **Next** button. (If the card has already been registered for use on iTunes, the details will be shown here)



6 You will then be sent a code by Apple to verify your card. You should add the code to verify your card



7 Your card will then be added to the Wallet app and you can use it as a method of payment

8 If you have an Apple Watch you will be asked if you wish to add the card to Apple Pay on the Apple Watch



Obtaining your card number using the camera is not always completely accurate. Take the photo in good light and always check the number afterwards and amend it if necessary.



During the setup process you will also have to **Agree** to the Apple Pay Terms and Conditions.



Although no form of contactless payment is 100% secure, Apple Pay does offer some security safeguards. One is that no card information is passed between the retailer and the user: the transaction is done by sending an encrypted token that is used to authorize the payment. Also, the use of the Face ID ensures another step of authorization that is not available with all other forms of contactless payment.



You will be sent a text message, or will receive a phone call, stating the verification code, if selected.

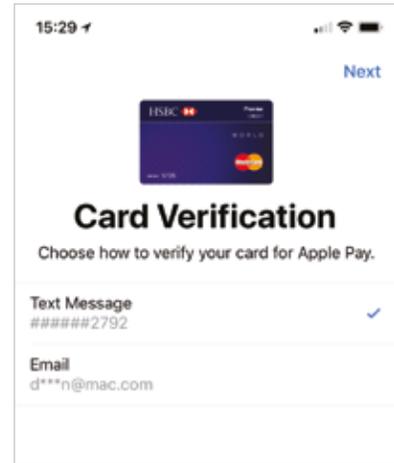


Numerous cards can be added within the Wallet app.

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9

Before you can use Apple Pay, your bank or store card issuer has to verify your card. This can be done either by a text message or a phone call. Select the preferred method and tap once on the **Next** button



10

If you selected to verify your card with a text message you will be sent a code to verify your card, as in Step 7. Enter this, and tap once on the **Next** button. Once this has been done, the card will be activated. Tap once on the **Done** button on the Card Activated screen

11

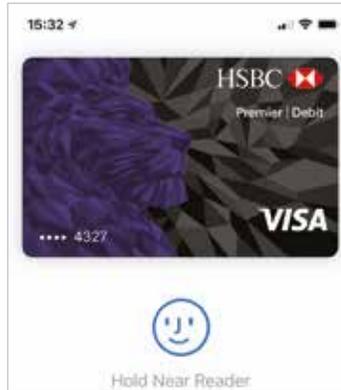
Details of the card that has been added to the Wallet are displayed. This will be visible when you open the Wallet app, ready for use with Apple Pay



# Using Apple Pay

Once credit, debit and store cards have been added to the Wallet app and authorized by the issuer, they can be used with Apple Pay in participating outlets. To do this:

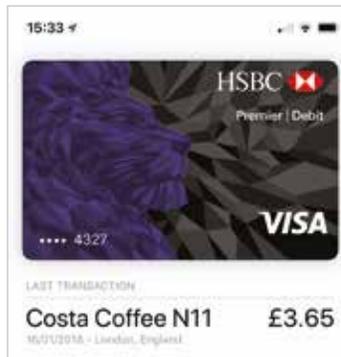
**1** When you go to pay for an item, open the **Wallet** app and tap once on the card you want to use. Double-click the side button, then glance at the iPhone X to authenticate Face ID



**2** Hold your iPhone X up to the contactless payment card reader. (Retailers must have a contactless card reader in order for Apple Pay to be used.) The payment should be processed



**3** To view your payments, tap once on the Wallet app and select a card. The latest transaction is displayed, but not specific items that you have bought. This information is only visible to you and is not shared with Apple. Select **Settings > Wallet & Apple Pay** to view a longer list of transactions



Cards for Apple Pay can be accessed directly from the Lock screen, if this has been set up: **Settings > Wallet & Apple Pay** and turn On **Double-Click Side Button**.



Apple Pay can also be used on some online sites, in which case the Apple Pay logo will be displayed.



The Wallet app can also be used to scan items such as boarding passes and cinema tickets, and then used from the Lock screen. However, this can only be done with participating organizations.

# Using 3D Touch

One of the innovations on the iPhone is 3D Touch. This can be used to activate different options for certain apps, depending on the strength with which you press on an item. For instance, a single press, or tap, can be used to open an app. However, if you press harder on the app then different options appear. This can be used for Quick Actions, and Peek and Pop.

## Quick Actions

These are some of the Quick Actions that can be accessed with 3D Touch:



Accessing the 3D Touch features requires specific extra pressure: it is not just a case of pressing with the same amount of pressure for a longer time. This is known as pressing “deeper” on an app. This also provides a slight buzzing vibration, known as haptic feedback.



Most apps that have 3D Touch Quick Actions functionality are the pre-installed Apple ones. Some third-party apps also support this; most notably social media apps such as Facebook and Twitter. Experiment by pressing deeper on different apps to see if they have options for 3D Touch.

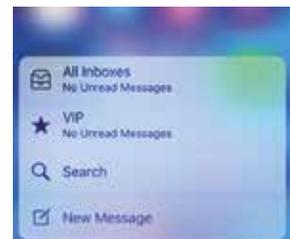
- 1 Press deeper into the **Camera** app to access options for taking a selfie or recording a video, a slo-mo shot or a regular photo



- 2 Press deeper into the **Messages** app to access options for sending a text message to recent contacts or create a new message



- 3 Press deeper into the **Mail** app to access options for accessing your Inbox, adding a VIP, searching for an email or creating a new email



...cont'd

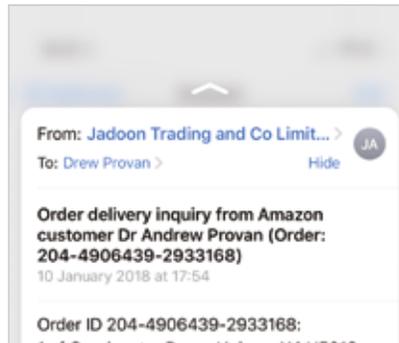
## Peek and Pop

3D Touch can also be used to view items within apps, with a single press. This is known as Peek and Pop. To use this, with the Mail app:

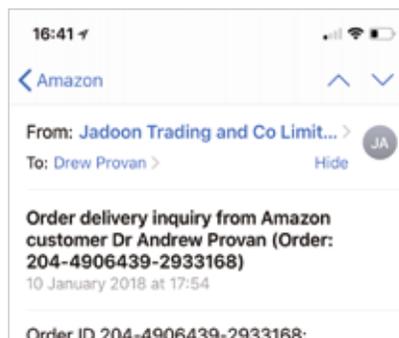
1 Press on an email in your Inbox to peek at it; i.e. view it with the other items blurred out



2 Press deeper on the email to pop it open; i.e. view it in Preview mode, rather than opening it fully. (Swipe up on the Preview screen to access a menu for options for the email; e.g. Reply etc.)



3 Press deeper again on the email to open it fully in the Mail app and access its full functionality



Other apps that offer Quick Actions include: Notes, Safari, Music, Maps and Wallet.



Other apps that offer Peek and Pop include: Safari, Maps, Camera and Photos. Items for Safari and Maps can be peeked at and accessed from within an email; e.g. if there is a website link in an email, press it once to view a preview of the web page, and press deeper to open it in Safari. Photos can be peeked at from the Camera app by pressing on a thumbnail image and then pressing deeper to open it.



Data Roaming allows you to receive data when away from your home country, but it can be very expensive.

The cost of roaming in Europe has been capped at a reasonable amount but other countries are very expensive.

Some mobile providers will include free roaming in many countries worldwide as part of their data package.

# Data Roaming

Most of us travel abroad for business or pleasure. We like to take our cell phones to keep in touch with friends, family and the office. Call charges are much higher from overseas, and if you want to receive data (email, browse the web, and other activities) you will need to switch on Data Roaming.

## Switch on Data Roaming

- 1 Go to **Settings > Mobile Data > Mobile Data Options**
- 2 Switch **Data Roaming** On if required
- 3 Switch Off when not needed

But beware – the cost of receiving data is very high and will be added to your phone bill. Your standard data package with your network supplier (e.g. AT&T, O2 etc.) will not cover the cost of downloading data using foreign networks!

