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1

Your New iPhone

The iPhone is a sleek, stylish smartphone that is ideal for anyone, of any age. This chapter introduces the four models of the latest version – the iPhone 12 – and takes you through the buttons and controls used to navigate around. It also shows how to set it up, ready for use.

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The New icon pictured above indicates a new or enhanced feature introduced with the iPhone 12, 12 mini, 12 Pro, 12 Pro Max, or the latest version of its operating system, iOS 14.



One of the main new features of all of the iPhone 12 models is that they can be used with 5G networks for mobile data and communication. Check with your service provider whether 5G is available in your area. All iPhone 12 models can also access 4G and 3G networks.



All iPhone models have connectivity for fast 802.11ax Wi-Fi, and Bluetooth 5.0.

Hands on with the iPhone

The iPhone is one of the great success stories of the digital age. It is one of the world's leading smartphones: a touchscreen phone that can be used for not only making calls and sending text messages, but also for online access and a huge range of tasks through the use of apps. Essentially, the iPhone is a powerful, compact computer that can be used for everything you need in your mobile life.

The latest range of iPhones includes the iPhone 12, the iPhone 12 mini, the iPhone 12 Pro and the iPhone 12 Pro Max. All models use the iOS 14 operating system and the A14 Bionic chip processor.

iPhone 12

This is the standard iPhone and its specifications include:

- **Screen:** The iPhone 12 has a **6.1 inch** (measured diagonally) Super Retina XDR display screen.
- **Storage:** This determines how much content you can store on your iPhone. For the iPhone 12, the storage capacity options are: 64GB, 128GB or 256GB.
- **Camera:** A dual-lens 12-megapixel (MP) camera for taking photos, and a front-facing 12MP TrueDepth camera for selfies, videos, and for use with Face ID.
- **Face ID:** Unlock the iPhone by looking at the screen.
- **Battery power:** The iPhone 12 provides up to 65 hours of wireless audio playback, 17 hours' video playback, 11 hours' video streaming, and fast charging capability.
- **Input/Output:** There is a Lightning Connector port (for charging, headphones, and connecting to a computer); a built-in speaker; and a built-in microphone.
- **Water-resistant:** Water-resistant up to six meters for up to 30 minutes. Also splash- and dust-resistant.
- **Sensors:** The sensors are: accelerometer, barometer, ambient light sensor, proximity sensor, and gyroscope.

...cont'd

iPhone 12 mini

This is a smaller version of the standard iPhone 12. Its specifications include:

- **Screen:** The iPhone 12 mini has a **5.4 inch** (measured diagonally) Super Retina XDR display screen.
- **Storage:** This determines how much content you can store on your iPhone. For the iPhone 12 mini, the storage capacity options are: 64GB, 128GB or 256GB.
- **Camera:** A dual-lens 12-megapixel (MP) camera for taking photos, and a front-facing 12MP TrueDepth camera for selfies, videos, and for use with Face ID.
- **Face ID:** Unlock the iPhone by looking at the screen.
- **Battery power:** The iPhone 12 mini provides up to 50 hours of wireless audio playback, 15 hours' video playback, 10 hours' video streaming, and fast charging capability.
- **Input/Output:** There is a Lightning Connector port (for charging, headphones, and connecting to a computer); a built-in speaker; and a built-in microphone.
- **Water-resistant:** Water-resistant up to six meters for up to 30 minutes. Also splash- and dust-resistant.
- **Sensors:** The sensors are: accelerometer, barometer, ambient light sensor, proximity sensor, and gyroscope.



The iPhone 12 models do not come with a power adapter or EarPods/earphones. The rationale behind this is that a lot of people already have them from previous models of iPhones, and by not including them, Apple is helping to protect the environment by reducing the number of accessories. However, if you do not have a compatible iPhone power adapter you will need to buy one before you can charge your iPhone. A USB-C to Lightning cable is included with the iPhone, and this can be connected to a compatible power adapter if you have one.





The amount of storage you need may change once you have bought your iPhone. If possible, buy a version with as much storage as your budget allows, as you cannot add more later.



All of the iPhone 12 models are made with Ceramic Shield glass for the display, which makes them four times more durable than previous iPhones, if they are dropped.



None of the latest range of iPhones has a separate headphone jack: this is accommodated using the Lightning Connector port.

...cont'd

iPhone 12 Pro

This is the second iPhone with “Pro” in its designation. Its specifications include:

- **Screen:** The iPhone 12 Pro has a **6.1 inch** (measured diagonally) Super Retina XDR display screen.
- **Storage:** This determines how much content you can store on your iPhone. For the iPhone 12 Pro, the storage capacity options are: 128GB, 256GB or 512GB.
- **Camera:** A triple-lens 12MP camera for taking photos, and a front-facing 12MP TrueDepth camera for taking selfies, videos, and for use with Face ID.
- **Face ID:** Unlock the iPhone by looking at the screen.
- **Battery power:** The iPhone 12 Pro provides up to 65 hours of wireless audio playback, 17 hours' video playback, 11 hours' video streaming, and fast charging capability.
- **Input/Output:** There is a Lightning Connector port (for charging, headphones, and connecting to a computer); a built-in speaker; and a built-in microphone.
- **Water-resistant:** Water-resistant up to six meters for up to 30 minutes. Also splash- and dust-resistant.
- **Sensors:** The sensors are: accelerometer, barometer, ambient light sensor, proximity sensor, and gyroscope.



...cont'd

iPhone 12 Pro Max

This is a larger version of the iPhone 12 Pro, and has the same camera system and the longest display screen of any iPhone to date. Its specifications include:

- **Screen:** The iPhone 12 Pro Max has a **6.7 inch** (measured diagonally) Super Retina XDR display screen.
- **Storage:** This determines how much content you can store on your iPhone. For the iPhone 12 Pro Max, the storage capacity options are: 128GB, 256GB or 512GB.
- **Camera:** A triple-lens 12MP camera for taking photos, and a front-facing 12MP TrueDepth camera for taking selfies, videos, and for use with Face ID.
- **Face ID:** Unlock the iPhone by looking at the screen.
- **Battery power:** The iPhone 12 Pro Max provides up to 80 hours of wireless audio playback, 20 hours' video playback, 12 hours' video streaming, and fast charging capability.
- **Input/Output:** There is a Lightning Connector port (for charging, headphones, and connecting to a computer); a built-in speaker; and a built-in microphone.
- **Water-resistant:** Water-resistant up to six meters for up to 30 minutes. Also splash- and dust-resistant.
- **Sensors:** The sensors are: accelerometer, barometer, ambient light sensor, proximity sensor, and gyroscope.



The phone services for the iPhone are provided by companies that enable access to their mobile networks, which you will be able to use for phone calls, texts, and mobile data for access to the internet. Companies provide different packages: you can buy the iPhone for a reduced sum and then pay a monthly contract, typically for 12 or 24 months. Despite the fact that the initial outlay for the iPhone will be cheaper, this works out more expensive over the period of the contract. Another option is to buy the iPhone (make sure it is unlocked so that you can use any SIM card) and use a SIM-only offer. This way, you can buy a package that suits you for calls, texts and mobile data. Look for offers that have unlimited data for internet access.



For more details on turning on the iPhone, see page 16.



Buy a glass screen protector to help preserve your iPhone's screen. This will help prevent marks and scratches, and can also save the screen if it is broken: the protector breaks rather than the iPhone's screen itself.



To make phone calls with your iPhone you need to have an active SIM card inserted, and a suitable service provider for cellular (mobile) calls and data.

iPhone Nuts and Bolts

On/Off (Side) button

The button for turning the iPhone On and Off (and putting it into Sleep mode) is located on the top right-hand side of the body (looking at the screen). As with other buttons on the body, it is slightly raised to make it easier to locate just by touch.



Volume controls

Volume is controlled using two separate buttons on the left-hand side of the body. They do not have symbols on them but they are used to increase and decrease the volume.

Ringer/silent (use this to turn the ringer On or Off for when a call or a notification is received)

Volume Up

Volume Down



Top notch

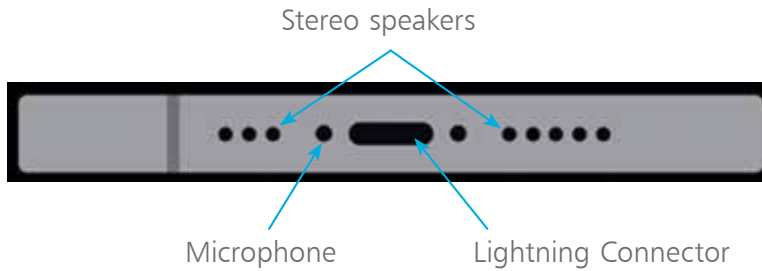
All iPhones have a notch at the top of the screen that accommodates the TrueDepth camera, sensors for use with Face ID, built-in stereo speakers, and a built-in microphone.



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Lightning Connector, speakers and microphone

These are located at the bottom of the iPhone.



Back view of the iPhone

This contains the main camera, the LED flash, and the rear microphone.

iPhone 12 and 12 mini

Main camera. This is a dual-lens camera



iPhone 12 Pro and 12 Pro Max

The camera on the iPhone 12 Pro and 12 Pro Max has three lenses for the main camera: one ultra wide-angle, one wide-angle and one telephoto. They combine to take each shot. This produces the highest quality photos yet on an iPhone, with a range of options such as Ultra Wide. See page 112 for more details.



The main camera on all iPhone 12 models is a high-quality 12-megapixel camera. It can capture excellent photos and also 4K (ultra high-definition) and high-definition (HD) video. The front-facing TrueDepth camera has a 12-megapixel resolution and can be used for taking "selfies": the modern craze of taking a photo of yourself and then posting it online on a social media site such as Facebook. It is also used for the Face ID functionality for unlocking the iPhone (see page 24), and for FaceTime video calls (see pages 132-133).



The SIM tool is not included with the iPhone 12 models. If you do not have a SIM tool from a previous iPhone, a stretched out paper clip can be used instead.



The SIM tray can only be inserted in one way. If it appears to encounter resistance, do not force it; take it out and try again.



All of the iPhone 12 models have dual-SIM capability, which means you can use two separate numbers with the same iPhone.

Inserting the SIM

The SIM card for the iPhone will be provided by your mobile carrier; i.e. the company that provides your cellular phone and data services. Without this, you would still be able to communicate with your iPhone, but only via Wi-Fi and compatible services. A SIM card gives you access to a mobile network too. Some iPhones come with the SIM pre-installed, but you can also insert one yourself. To do this:

- 1 Use a SIM tool to access the SIM tray on the side of the iPhone



- 2 Press the tool firmly into the hole on the SIM slot so that the SIM tray pops out and starts to appear. Pull the SIM tray fully out



- 3 Place the SIM card with the metal contacts face downwards (shown facing upwards in the image). Place the SIM tray in position so that the diagonal cut is in the same position as the cut on the SIM card



- 4 Place the SIM card into the SIM tray. It should fit flush, resting on a narrow ridge underneath it, with the diagonal cut on the card matching the cut in the SIM tray

- 5 Place your thumb over the bottom of the SIM tray, covering the SIM card, and place the tray into the SIM slot. Push the tray firmly into the slot until it clicks into place

MagSafe Accessories

The iPhone 12 models use MagSafe technology to connect a range of accessories, including a wireless charging base station for charging the iPhone. The MagSafe technology includes a designated magnetic area on the back of the iPhone that can be used to attach MagSafe accessories.



MagSafe wireless charger

The MagSafe wireless charger connects to the MagSafe area on the back on the iPhone, for fast wireless charging. The MagSafe charger can be laid flat and the iPhone placed directly onto it. Although there are no wires required to connect the iPhone to the MagSafe charger, the charger has to be connected to a mains electricity supply via an adapter (sold separately), which connects to the MagSafe charger using the charger's USB-C connector.



MagSafe cases

MagSafe cases can be snapped to the iPhone to give it increased protection if it is dropped. The cases come in a range of colors.

MagSafe wallets

MagSafe wallets can be added individually, or snapped onto the back of a MagSafe case, so that you will always have your credit and bank cards with your iPhone.



The MagSafe accessories are stackable, which means that they can clip together as one unit. For instance, you can add a MagSafe cover and then a MagSafe wallet, and still use the MagSafe charger for wireless charging (the wallet is protected so that credit or bank cards will not be harmed by the MagSafe technology).



There is a wide range of standard accessories for the iPhone. These include cases in a range of colors and materials. These cases give some protection to the body of your iPhone.



For older iPhones that have a physical Home button and run iOS 14, some of the functionality on these three pages is achieved with the Home button. These instances will be noted throughout the book.



If your iPhone ever freezes, or if something is not working properly, it can be rebooted by pressing the Volume Up button, then the Volume Down button, then pressing and holding the On/Off button.



The color of the bar at the bottom of the screen, for returning to the Home screen, is dependent on the background color of the app being used. If it has a light background, the bar will be a dark color; if it has a dark background, the bar will be a light color.

iPhone Gestures

None of the iPhone 12 models have a Home button and, as with the previous range of iPhones, the actions that were previously accessed by pressing the Home button are performed by gestures on the screen and actions using the On/Off and Volume buttons. Gestures for the iPhone include the following (also including some general iPhone actions):

Turning on

Press and hold on the On/Off button for a few seconds. Keep it pressed until the Apple icon appears. This will display the Lock screen (see page 23 for details on using the Lock screen).



Unlocking the iPhone

This is done by using Face ID. Once this has been set up (see pages 24-25), raise the phone so that the camera can view your face, and simultaneously swipe up from the bottom of the screen to view the last viewed screen.

Returning to the Home screen

Swipe up from the bar at the bottom of the screen. This can be done from any app.

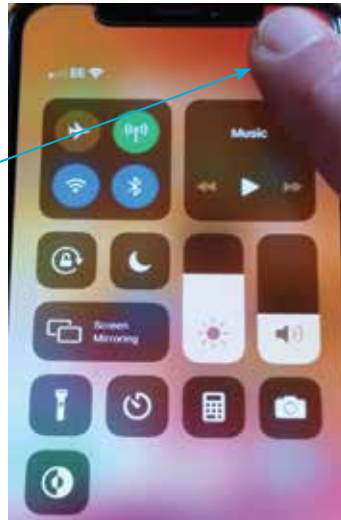


For iPhones with a Home button, press the Home button to return to the Home screen from any app.

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Accessing the Control Center

To access the Control Center of useful widgets, swipe down from the top right-hand corner of the screen. (On older models of iPhone, this was achieved by swiping up from the bottom of the screen, which now returns you to the Home screen.)



Accessing the Notification Center

The Notification Center is accessed by swiping down from the top left-hand corner, or the top middle of the screen.

Accessing Siri

Press and hold the On/Off button until Siri appears. Alternatively, use the “Hey Siri” function (see pages 52-55).

Accessing the App Switcher

Swipe up from the bottom of the screen and pause in the middle of the screen to view open and recently-used apps.



Swipe up and down with one finger to move up or down web pages, photos, maps or documents. The content moves in the opposite direction of the swipe; i.e. if you swipe up, the page will move down, and vice versa. Swipe outwards with thumb and forefinger to zoom in on a web page, photo, map or document. This enables you to zoom in on an item to a greater degree than double-tapping with one finger. Pinch together with thumb and forefinger to zoom back out on a web page, photo, map or document.



For iPhones with a Home button, double-tap (rather than double-press) on the Home button to activate the **Reachability** function. To activate **Apple Pay**, press on the Home button with the finger that was used to set up Touch ID.



Screenshots are saved to the **Photos** app. They can be viewed from the **Photos** button on the bottom toolbar and also from the **Screenshots** album in the **Albums** section.



For older iPhones that have a physical Home button and run iOS 14, press and hold the On/Off button and access the **slide to power off** button.

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Reachability

To use Reachability, which moves the items on the screen to the bottom half to make them easier to access with one hand, swipe down from the bottom of the screen (see page 56 for more details).



Taking a screenshot

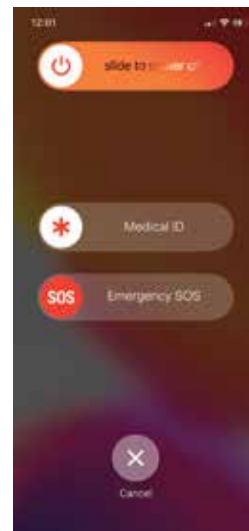
To capture an image of what is currently on the screen, quickly press and release the On/Off button and the Volume Up button simultaneously. For older iPhones that have a physical Home button and run iOS 14, a screenshot can be captured by pressing the On/Off button and the Home button simultaneously.

Paying with Apple Pay

To use Apple Pay to pay for items with your iPhone, double-click the On/Off button, and authorize with Face ID. See pages 66-67 for details about setting up Apple Pay.

Turning off

Press and hold the On/Off button and either of the Volume buttons until the Power Off screen appears. Swipe the **slide to power off** button to the right to turn off the iPhone.



Getting Set Up

When you first turn on your iPhone there will be a series of setup screens. These include the following options:

- **Language and Country.** Select a language and country.
- **Quick Start.** This can be used to transfer settings from another compatible iOS device, such as an iPad.
- **Wi-Fi network.** Connect to the internet, using either your own home network or a public Wi-Fi hotspot.
- **Data & Privacy.** This is used to identify features that ask for your personal information.
- **Face ID.** Use this to create a Face ID for unlocking your iPhone by looking at it.
- **Create a Passcode.** This can be used to create a numerical passcode for unlocking your iPhone.
- **Apps & Data.** This can be used to set up an iPhone from an iCloud backup, or as a new iPhone.
- **Apple ID and iCloud.** This can be used to use an existing iCloud account or create a new one.
- **Express Settings.** This contains options for specifying how apps manage your data.
- **Keep your iPhone Up to Date.** This can be used to install updates to the operating system (iOS) automatically.
- **Siri.** This is used to set up Siri, the digital voice assistant.
- **Screen Time.** This can be used to set limits for using apps on the iPhone and for creating a usage report.
- **App Analytics.** This can allow details from the iPhone and its apps to be sent to Apple and developers.
- **True Tone Display.** This automatically ensures that the screen adapts to the current lighting conditions.
- **Appearance.** This can be used to select Dark or Light mode for the overall appearance on the iPhone.



Most of the options available during the setup process can also be accessed within the **Settings** app (see pages 20-21).



For more information about using iCloud, see Chapter 3.



The Cellular (Mobile) Data settings contain the **Data Roaming** option (**Settings > Cellular > Cellular Data Options**): if you are traveling abroad you may want to turn this **Off** to avoid undue charges when connected to the internet.



The Display & Brightness setting has an option for Dark Mode, which inverts the screen color. To use Dark Mode, tap **On** the **Dark** button. To specify when Dark Mode is activated, drag the **Automatic** button to On, or tap once on the **Options** button to specify a time for Dark Mode.



iPhone Settings

The Settings app controls settings for the way the iPhone and its apps operate:



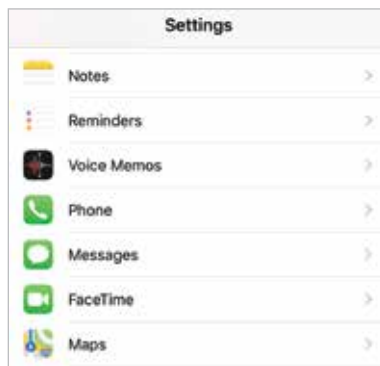
- **Apple ID, iCloud, iTunes & App Store.** Contains settings for these items.
- **Airplane Mode.** This can be used to disable network connectivity while on an airplane.
- **Wi-Fi.** This enables you to select a wireless network.
- **Bluetooth.** Turn this On to connect Bluetooth devices.
- **Cellular (Mobile) Data.** These are the settings that will be used with your cellular (mobile) service provider.
- **Personal Hotspot.** This can be used to share your internet connection.
- **Notifications.** This determines how the Notification Center operates (see pages 28-29).
- **Sounds & Haptics.** This has options for setting sounds for alerts and actions such as tapping on the keyboard.
- **Do Not Disturb.** Use this to specify times when you do not want to receive audio alerts, phone calls, and video calls.
- **Screen Time.** Options for reporting on and limiting iPhone usage.
- **General.** This contains a range of common settings.
- **Control Center.** This determines how the Control Center operates (see pages 48-51).
- **Display & Brightness.** This can be used to set the screen brightness, text size, and bold text.
- **Home Screen.** This determines how apps are shown in on the Home screen and in the App Library.
- **Accessibility.** This can be used for users with visual or motor issues.

...cont'd

- **Wallpaper.** This can be used to select a wallpaper.
- **Siri & Search.** Options for the digital voice assistant.
- **Face ID & Passcode.** This has options for adding a passcode or fingerprint ID for unlocking the iPhone.
- **Emergency SOS.** This can be used to set an Auto Call to an emergency number.
- **Battery.** This can be used to view battery usage by apps.
- **Privacy.** This can be used to activate Location Services so that your location can be used by specific apps.
- **App Store.** This can be used to specify downloading options for the App Store.
- **Wallet & Apple Pay.** This can be used to add credit or debit cards for use with Apple Pay (see pages 66-67).
- **Passwords.** This contains options for managing website passwords.
- **Mail, Contacts, Calendars.** These are three separate settings that have options for how these apps operate.

iPhone app settings

Most of the built-in iPhone apps have their own settings that determine how the apps operate. These include: Notes, Reminders, Voice Memos, Phone, Messages, FaceTime, Maps, Compass, Measure, Safari, News, Stocks, Health, Shortcuts, Music, TV, Photos, Camera, Books, and Podcasts. Tap on one of these tabs to view the settings for that app. (Apps that are downloaded from the App Store also have their individual settings in this location in the Settings app.)



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**. Select **Settings** > **Accessibility** > **Display & Text Size** > **On/Off Labels** to show or hide icons on each button.



Tap on a link to see additional options:



Tap once here to move back to the previous page for the selected setting:





iOS 14 is the latest operating system for the iPhone.



You will need an Apple ID for all Apple online services. This is free – to register go to <https://appleid.apple.com>

Tap on **Create Your Apple ID**. You will be prompted to enter your email address and a password. Then, follow the on-screen instructions. Tap on **Create Apple ID** when ready.



To check the version of the iOS, look in **Settings** > **General** > **Software Update**.

About iOS 14

iOS 14 is the latest version of the operating system for Apple's iPhone range including all of the latest iPhone 12 models.

iOS 14 further enhances the user experience for which the mobile operating system is renowned. This includes:

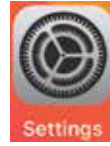
- Today View panel.** The Today View panel, which can be accessed from the Home screen by swiping to the right from the left-hand edge of the screen, has been redesigned so that the widgets within it can be edited and also displayed at different sizes. Apps can also be included within a Smart Stack, which can display several different apps within a single widget.
- Widgets on the Home screen.** Widgets from the Today View panel can be added to the iPhone's Home screen with iOS 14. These can then be used alongside the existing apps on the Home screen.
- App Library.** The App Library is a new feature that can be used to access all of the apps on your iPhone, without the need to move between numerous Home screens to find them.
- Compact Calls.** When you receive a phone call or a FaceTime call on your iPhone, it is displayed in a banner at the top of the screen, rather than taking up the whole display.
- Updated apps.** A number of iPhone apps have been updated in iOS 14, including, Maps, Messages, Notes, Safari and Home.



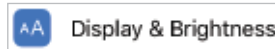
Using the Lock Screen

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 once on the **Settings** app



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



- 3 Tap once on the **Auto-Lock** option



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



- 5 Once the screen is locked, look at the screen and swipe up from the bottom of the Lock screen to unlock the screen



The screen can also be locked by pressing once on the **On/Off** button on the right-hand side of the iPhone's body.



For older iPhones that have a physical Home button and run iOS 14, the iPhone is unlocked by pressing the Home button once if Touch ID has been set up (**Settings** > **Touch ID and Passcode**).



Swipe from right to left on the Lock screen to access the camera.

Face ID and Passcode

With the removal of the Home button on the latest range of iPhones, the means of unlocking the phone is done through the use of Face ID. If this cannot be used for any reason, a passcode can be entered instead. To set up Face ID:

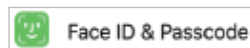


Face ID can also be used for contactless purchases for Apple Pay (see pages 66-67), and purchases in the iTunes and App Store. Drag the buttons **On** as required under the **Use Face ID For:** heading in the **Face ID & Passcode** settings.



For older iPhones that have a physical Home button and run iOS 14, the Touch ID feature is used, rather than Face ID (**Settings > Touch ID and Passcode**).

1 Select **Settings > Face ID & Passcode**



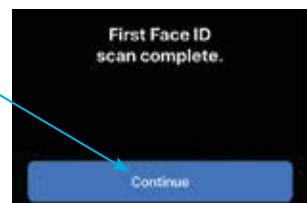
2 Tap once on the **Set Up Face ID** button



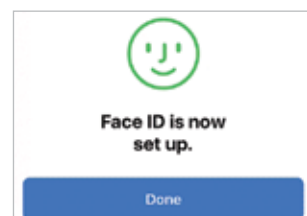
3 Position your face in the center of the circle that accesses the iPhone's camera. Move your head slowly in a circle so that the camera can record all elements of your face



4 Tap once on the **Continue** button after the first scan. A second scan will be done to complete the process



5 Tap once on the **Done** button to finish the Face ID setup process

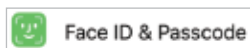


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Adding a passcode

If Face ID cannot be used to unlock the iPhone, a numerical passcode can be used instead. This has to be set up at the same time as creating a Face ID. To do this:

- 1 Select **Settings** > **Face ID & Passcode**



- 2 Tap once on the **Turn Passcode On** button



- 3 Enter a six-digit passcode. This can be used to unlock your iPhone from the Lock screen



- 4 Once a passcode has been created, tap once on the **Require Passcode** button in Step 2 to specify a time period until the passcode is required on the Lock screen. The best option is **Immediately**, otherwise someone else could access your iPhone



If you use a passcode to lock your iPhone, write it down but store it in a location away from the iPhone.



Tap once on the **Passcode Options** link in Step 3 to access other options for creating a passcode. These include a **Custom Alphanumeric Code**, a **Custom Numeric Code**, and a **4-Digit Code**. The 4-Digit Code is the least secure, and the Alphanumeric Code is the most secure, as it can use a combination of numbers, letters and symbols.

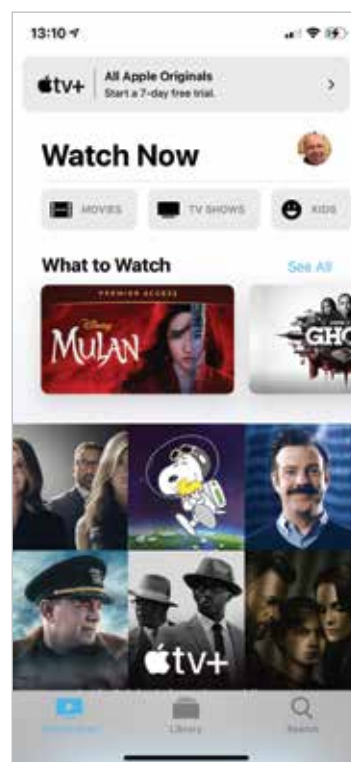


The Home screen is the one that you see when you turn on your iPhone.

Opening and Closing Apps

One of the first things you will want to do with your iPhone is explore the apps on the Home screen. The good news is that all apps on your iPhone can be opened with the minimum of fuss and effort:

- 1 Tap once on an icon on the Home screen to open the app
- 2 The app opens at its own Home screen
- 3 Swipe up from the bottom of the screen to return to the iPhone Home screen



You can open as many apps as you like from the Home screen, without needing to close any. However, apps can be closed from the App Switcher (see next page).

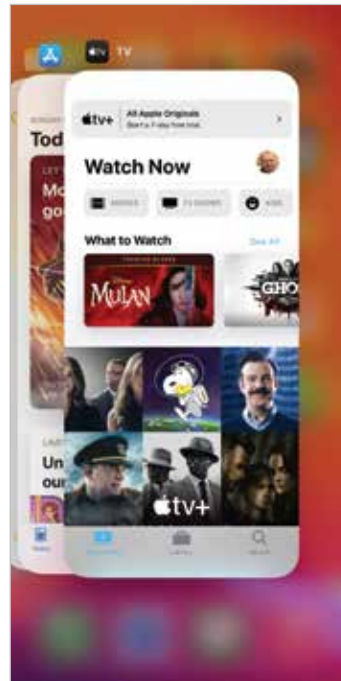


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Closing apps

Apps remain open in the background when they are not being used. This uses very little power and they can be left in this state of hibernation until they are needed again. However, apps can also be closed using the App Switcher:

- 1 Swipe up from the bottom of the screen and pause in the middle of the screen to access the App Switcher. From the App Switcher window, swipe left and right between open apps, and tap on one to make it the active app



- 2 Swipe an app to the top of the window in the App Switcher to close it



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.



When an app is closed in the App Switcher window, the other apps move along to fill in the space from the closed app.



Swipe up from the bottom of the screen, or tap once on a free area of the App Switcher window, to return to the Home screen.



The Notification Center can be accessed by dragging down from the top left-hand corner or the middle of the screen, in any app.



Turn the **Lock Screen** option **On** in Step 4 to enable notifications for the selected app to be displayed even when the iPhone is locked.



Text messages can be replied to directly from the Lock screen, without unlocking the iPhone. To do this, press on the message on the Lock screen and compose a reply as normal.

Notifications

Notifications can be used with iOS 14 so that you never miss an important message or update. Notifications can be viewed in the Notification Center and also on the Lock screen. To set up and use Notifications:

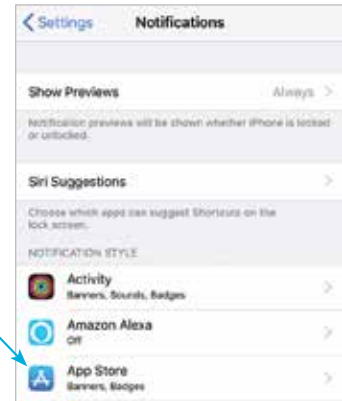
1 Tap once on the **Settings** app



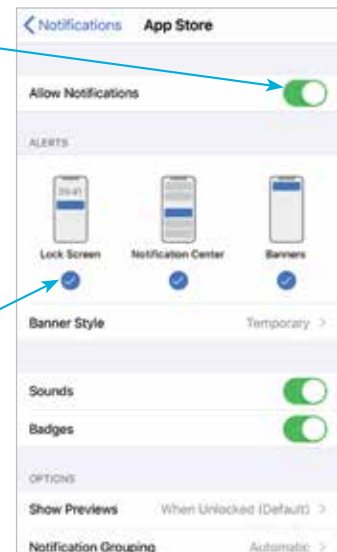
2 Tap once on the **Notifications** tab



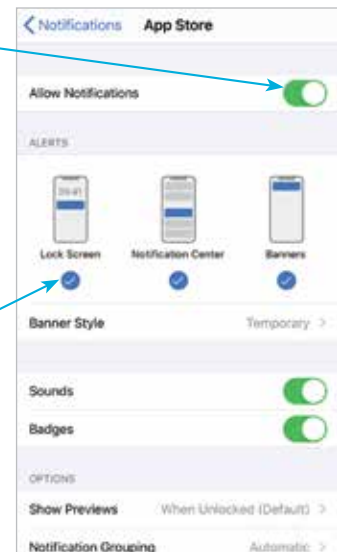
3 Under **Notification Style**, tap once on an item to select the notification settings for a specific app



4 Drag the **Allow Notifications** button **On** to display notifications from this app in the Notification Center



5 Tap here to select the style for how the notification appears



...cont'd

- 6 Swipe down from the top left or middle of the iPhone screen, from the Home screen or any app, to view your notifications in the Notification Center



- 7 On the Home screen, swipe from left to right to view the Today View panel, where apps with date-specific information, such as the Calendar, Weather and Reminders apps, can be displayed



The Today View panel in Step 7 (second image) can be viewed from the Home screen by swiping from left to right. For more information about using the Today View panel, see pages 38-39.



At the bottom of the window in Step 5 on the previous page there is a **Notification Grouping** option. Set this to **Automatic**, so that all similar notifications are grouped together.





It is always worth updating the iOS to keep up-to-date with fixes. Also, app developers update their products to use the latest iOS features.



Software Update can be set so iOS updates are performed automatically overnight, when the iPhone is charging and connected to Wi-Fi. Tap on the **Automatic Updates** button in Step 4 and drag the **Download iOS Updates** and **Install iOS Updates** buttons **On**.



Updating Software

The operating system that powers the iPhone is known as iOS. This is a mobile computing operating system, and the latest version is iOS 14. Periodically, there are updates to the iOS to fix bugs and add new features. These can be downloaded to your iPhone once they are released:



1 Tap once on the **Settings** app

2 Tap once on the **General** tab



(a red tag indicates that an update is available)

3 Tap once on the **Software Update** option



4 If there is an update available it will be displayed here, with details of what is contained within it



5 Tap once on the **Download and Install** button to start the downloading process. The iOS update will then be done automatically