

## 1

### Your New iPhone

7

Hands on with the iPhone	8
iPhone Nuts and Bolts	12
Inserting the SIM	14
MagSafe Accessories	15
iPhone Gestures	16
Getting Set Up	19
iPhone Settings	20
About iOS 15	22
Using the Lock Screen	23
Face ID and Passcode	24
Opening and Closing Apps	26
Updating Software	28

## 2

### Starting to use your iPhone

29

Home Screens	30
App Library	31
Working with Home Screens	32
Using the App Library	34
Widgets on the Home Screen	36
Today View Panel	41
Using the Dock	42
Using the Control Center	44
Notifications	48
Scheduled Summary	50
Focus	52
Setting Up Siri	56
Finding Things with Siri	58
Reachability	60
Night Shift	61
About Apple Pay	62
Using the EarPods	64

# 3

## Head in the iCloud

65

What is iCloud?	66
iCloud Settings	67
Upgrading to iCloud+	68
About Family Sharing	70
Using Family Sharing	72
iCloud Drive and the Files App	74

# 4

## Calls and Contacts

75

Adding Contacts	76
Making a Call	78
Receiving a Call	80
Saving Phone Contacts	82
Setting Ringtones	84
Phone Settings	86

# 5

## Typing and Texts

87

The iPhone Keyboard	88
Keyboard Settings	90
Using Predictive Text	92
One-Handed Keyboard	94
Entering Text	95
Editing Text	96
Text Messaging	98
Enhancing Text Messages	100
Shared with You	103
Voice Typing	104
Managing Messages	105

# 6

## Camera and Photos

107

The iPhone Camera	108
Photo Settings	112
Viewing Photos	113
For You Tab	114
Editing Photos	115

# 7

## The Online World

117

Getting Online	118
Safari Settings	119
Web Browsing with Safari	120
Using Tabs in Safari	122
Setting Up an Email Account	124
Emailing	126
Video Chatting with FaceTime	128
Adding Social Media	134

# 8

## Hands on with Apps

135

What is an App?	136
Built-in Apps	137
About the App Store	140
Finding Apps	142
Downloading Apps	144
Updating Apps	145
Managing your Apps	146

**9****Apps for Every Day****147**

Around the iTunes Store	148
Buying Items	150
Music on the iPhone	151
Apple Watch with the iPhone	154
Using the Health App	155
Jotting Down Notes	158
Keeping Up-to-Date	160
Setting Reminders	162
Getting the News	164

**10****On the Go****165**

Finding Locations	166
Getting Directions	168
Booking a Trip	170
Booking Hotels	172
Finding Flights	173
Speaking their Language	174

**11****Practical Matters****175**

Accessibility Issues	176
Screen Time	180
Finding your iPhone	184
Avoiding Viruses	186

**Index****187**

# 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 13 – and takes you through the controls used to navigate around. It also shows how to set it up.*

- 8** Hands on with the iPhone
- 12** iPhone Nuts and Bolts
- 14** Inserting the SIM
- 15** MagSafe Accessories
- 16** iPhone Gestures
- 19** Getting Set Up
- 20** iPhone Settings
- 22** About iOS 15
- 23** Using the Lock Screen
- 24** Face ID and Passcode
- 26** Opening and Closing Apps
- 28** Updating Software



The New icon pictured above indicates a new or enhanced feature introduced with the iPhone 13 and the iPhone 13 Pro, or the latest version of its operating system, iOS 15.



One of the features of all of the iPhone 13 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 13 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 13, which is available in two sizes, and the iPhone 13 Pro, which is also available in two sizes. All models use the iOS 15 operating system and the A15 Bionic chip processor.

## iPhone 13

This is the standard iPhone, and its specifications include:

- **Screen:** The iPhone 13 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 13, the storage capacity options are: 128GB, 256GB or 512GB.
- **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 13 provides up to 75 hours of wireless audio playback, 19 hours' video playback, 15 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 13 mini

This is a smaller version of the standard iPhone 13. Its specifications include:

- **Screen:** The iPhone 13 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 13 mini, the storage capacity options are: 128GB, 256GB or 512GB.
- **Camera:** A dual-lens 12MP 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 13 mini provides up to 55 hours of wireless audio playback, 17 hours' video playback, 13 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 13 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 13 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 13 Pro

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

- **Screen:** The iPhone 13 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 13 Pro, the storage capacity options are: 128GB, 256GB, 512GB, or 1TB.
- **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 13 Pro provides up to 75 hours of wireless audio playback, 22 hours' video playback, 20 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: LiDAR scanner, accelerometer, barometer, ambient light sensor, proximity sensor, and gyroscope.



...cont'd

## iPhone 13 Pro Max

This is a larger version of the iPhone 13 Pro, and has the same camera system and the largest display screen of any iPhone to date. Its specifications include:

- **Screen:** The iPhone 13 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 13 Pro Max, the storage capacity options are: 128GB, 256GB, 512GB, or 1TB.
- **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 13 Pro Max provides up to 95 hours of wireless audio playback, 28 hours' video playback, 25 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: LiDAR scanner, 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

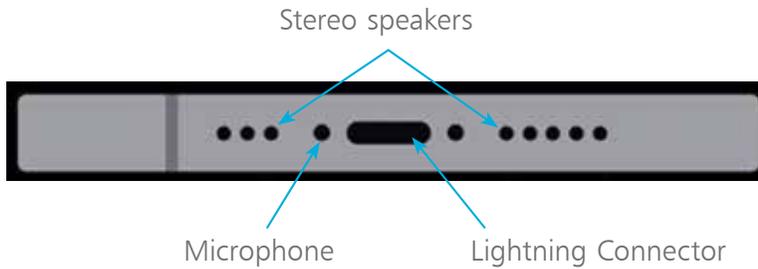
All iPhones have a notch at the top of the screen that accommodates the TrueDepth camera, sensors for use with Face ID, built-in stereo speakers, and a built-in microphone.



...cont'd

## 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 13 and 13 mini

Main camera. This is a dual-lens camera



LED flash (and flashlight/torch)

Rear microphone

### iPhone 13 Pro and 13 Pro Max

The camera on the iPhone 13 Pro and 13 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 108 for more details.



The main camera on all iPhone 13 models is a high-quality 12MP camera. It can capture excellent photos and also 4K (ultra-high-definition) and high-definition (HD) video. The front-facing TrueDepth camera has a 12MP 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 128-133).



The SIM tool is not included with the iPhone 13 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 13 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 preinstalled, 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 downward (shown facing upward 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 13 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.



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).

## 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.



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 15, 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 13 models has 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.

...cont'd

### 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 iPhone models, 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 56-57).

### 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 outward 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 15, press and hold the On/Off button and access the **slide to power off** button.

...cont'd

## 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 60 for more details).



## Taking a screenshot

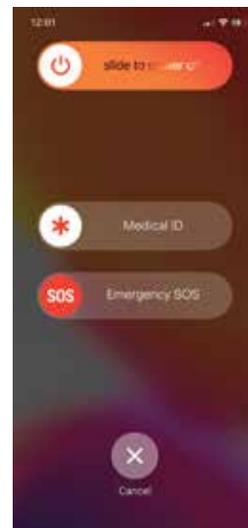
To capture an image of what is currently on the screen, quickly press and release the On/Off button and the Volume Up button simultaneously. For older iPhones that have a physical Home button and run iOS 15, a screenshot can be captured by pressing the On/Off button and the Home button simultaneously.

## 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 62-63 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 for where you are using your iPhone.
- **Quick Start.** This can be used to transfer settings from another compatible device, such as an iPad.
- **Written and Spoken Languages.** Select languages for keyboards and dictation.
- **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.
- **Touch ID.** Use this on compatible models to create a Touch ID for unlocking your iPhone with a fingerprint.
- **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.
- **Make this your new iPhone.** If you are setting up from an iCloud backup this can be used to specify that the iPhone being set up is a new one.
- **Keep your iPhone Up to Date.** This can be used to install updates to the operating system (iOS) automatically.
- **Improve Siri & Dictation.** This is used to set up Siri, the digital voice assistant and dictation options.
- **iPhone Analytics.** This can allow details from the iPhone and its apps to be sent to Apple and developers.



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



Quick Start is a step-by-step process that transfers settings and data from another compatible Apple device, such as an iPad. It is best to only use this if you are confident with the process (your new iPhone will be setup perfectly well without it).



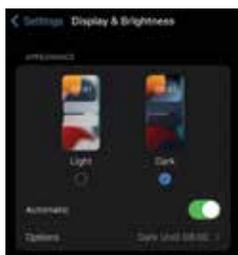
For more information about using iCloud, see Chapter 3.



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 the **Dark** button **On**. To specify when Dark Mode is activated, drag the **Automatic** button **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, Media & Purchases.** 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 48–49).
- **Sounds & Haptics.** This has options for setting sounds for alerts, and actions such as tapping on the keyboard.
- **Focus.** 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 44–47).
- **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 62-63).
- **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, Safari, News, Stocks, Weather, Translate, Maps, Compass, Measure, Shortcuts, Health, 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 15 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.



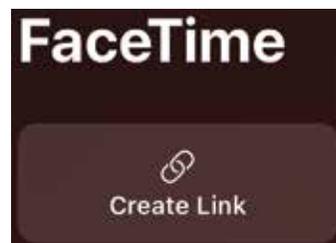
To check the version of iOS, look in **Settings** > **General** > **Software Update**.

# About iOS 15

iOS 15 is the latest version of the operating system for Apple's iPhone range including all of the latest iPhone 13 models.

iOS 15 further enhances the user experience for which the mobile operating system is renowned. This includes:

- Improved options for managing notifications on your iPhone, so you can use it how you want, without any unnecessary interruptions. This includes the Focus feature for specifying which people and apps can send notifications at certain times, and the Schedule Summary feature for grouped notifications to be displayed at specific times, set by you.
- An enhanced version of FaceTime for video chatting, including options for watching movies and listening to music with family and friends on a FaceTime call, and sharing your own screen with other people. FaceTime calls can now also be made to non-Apple users, even if they do not have the FaceTime app.
- Improved text messaging options, including the Shared with You feature, which groups content from your text messages and displays it all in the relevant apps.
- An updated design for the web browser – Safari – to help you get the most out of your browsing experience.
- An enhanced version of the Maps app, giving graphic-rich interpretations of cities and features worldwide.
- An updated version of iCloud (iCloud+) – Apple's own storage, backup and sharing service – that includes more storage capacity and improved security functions.
- Improved privacy and security features.



# 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



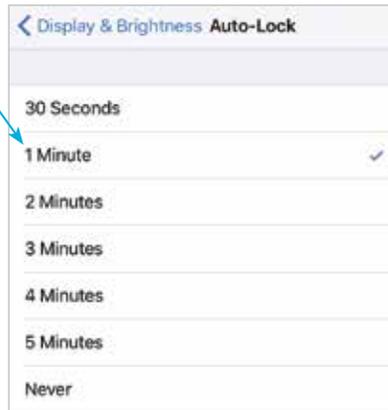
- 2 Tap once on the **Display & Brightness** tab



- 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 15, 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

Since iPhone X, XS, XS Max, and XR were released in 2018, 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 62-63), 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 15, the Touch ID feature is used, rather than Face ID (**Settings > Touch ID and Passcode**).

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



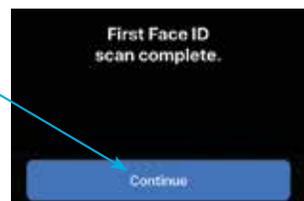
- 2 Tap once on the **Set Up Face ID** button



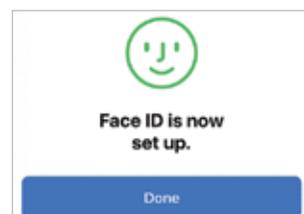
- 3 Position your face in the center of the circle that accesses the iPhone's camera. Move your head slowly in a circle so that the camera can record all elements of your face



- 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

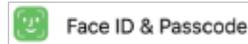


...cont'd

## 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:

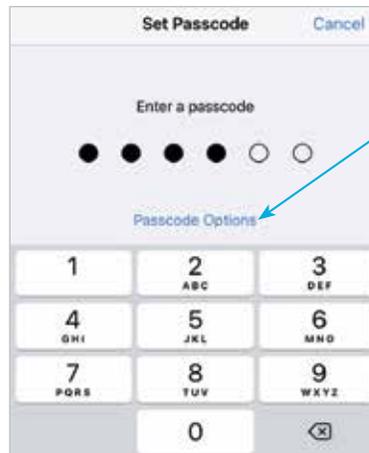
- 1 Select **Settings** > **Face ID & Passcode**



- 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

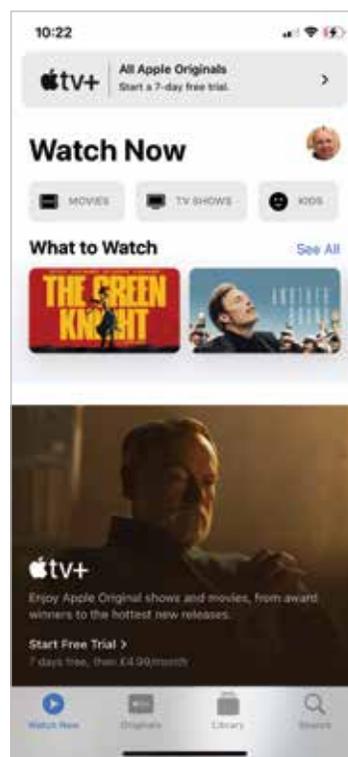
One of the first things you will want to do with your iPhone is explore the apps on the Home screen. The good news is that all apps on your iPhone can be opened with the minimum of fuss and effort.

**1** Tap once on an icon on the Home screen to open the app

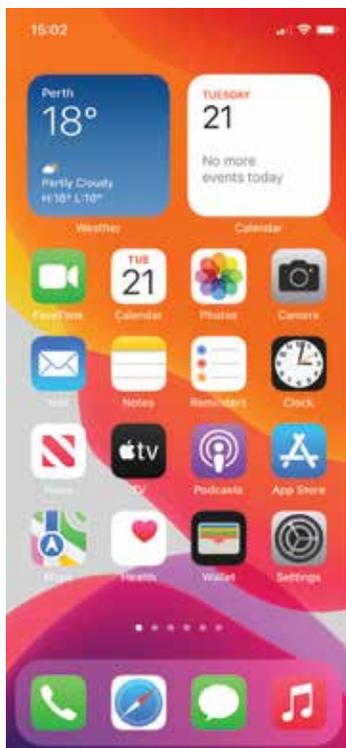


**2** The app opens at its own Home screen

**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 the next page).

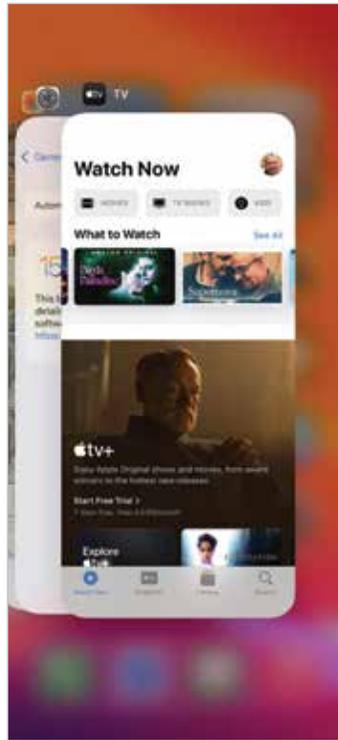
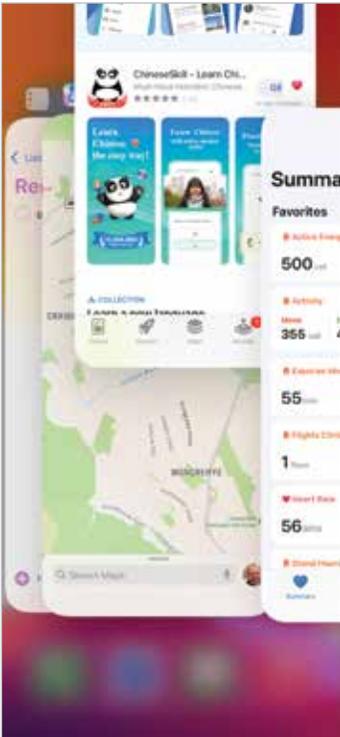


...cont'd

## 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.



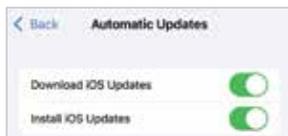
Swipe up from the bottom of the screen, or tap once on a free area of the App Switcher window, to return to the Home screen.



It is always worth updating 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 that 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**.



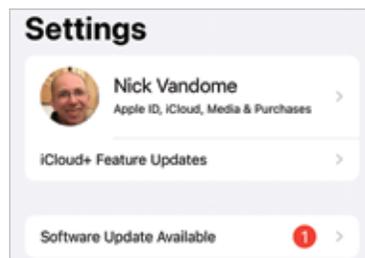
# Updating Software

The operating system that powers the iPhone is known as iOS. This is a mobile computing operating system, and the latest version is iOS 15. Periodically, there are updates to 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 If there is an update available, tap once on the **Software Update Available** button (or select **General > Software Update** to check for updates)



3 The update will be displayed here, with details of what is contained within it

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

