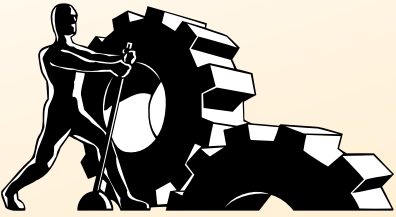


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**Take Control of**

**v1.0**

# iPhone

# Basics

**Karen Anderson**

**iOS 4  
EDITION**

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# Read Me First

Welcome to *Take Control of iPhone Basics, iOS 4 Edition*, version 1.0, published in September 2010 by TidBITS Publishing Inc. This book was written by Karen G. Anderson and edited by Tonya Engst.

This ebook guides you through the basics of using iOS 4 on the iPhone 4, iPhone 3GS, and iPhone 3G. You'll learn how to set up and use the core applications that come with the iPhone, and we'll explain the best options for keeping the data on your iPhone and computer in sync. This ebook also introduces you to the other iPhone-related ebooks in the Take Control series.

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Discounted [classroom and Mac user group copies](#) are also available.

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## UPDATES AND MORE

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You can access extras related to this book on the Web (use the link in [Ebook Extras](#), near the end of the book; it's available only to purchasers). On the ebook's Take Control Extras page, you can:

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- Get a discount when you order a print copy of the ebook.

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## BASICS

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Here are a few “rules of the road” that will help you read this book:

- **iPhone navigation:** To describe moving around in the iPhone’s interface, I sometimes use a shortcut. For example, if I want you to open the Settings app, tap the Safari option at the left, and then—in the Safari pane—tap Search Engine, I’ll ask you to “tap Settings > Safari > Search Engine.”

(If you’re not sure what tapping is, or if you want to review basic navigation techniques, read [Explore the Interface](#), later in this book.)

- **Desktop vs. mobile:** In the context of the iPhone, a *desktop computer* is either a laptop (most of which sit on desks) or a conventional computer running an operating system such as Mac OS X or Windows. A *mobile device* is a handheld computer-like device, such as an iPhone, iPad, Kindle, or BlackBerry.

A mobile device uses a *mobile operating system*, such as iOS 4. *Mobile software* is designed for mobile devices. For example, the version of Safari that runs on the iPhone is the mobile version of Apple’s *desktop* Safari Web browser, and it is more technically called *Mobile Safari*. I try to avoid these terms in this book because they can be confusing for beginning readers, but you will find them in other writing and even in other Take Control ebooks.

- **iTunes menus:** To describe choosing a command from an iTunes menu in the menu bar on your desktop computer, I use a similar shortcut. To walk you through syncing the iPhone in iTunes, I could write “go to the File menu and choose Sync iPhone.” But it’s quicker to write “choose File > Sync iPhone.”

# Introduction

*Take Control of iPhone Basics, iOS 4 Edition* is for you if you're about to buy an iPhone, if you've just bought an iPhone, or if you've had an iPhone for a while but suspect you could be doing more with it. This ebook covers the iPhone 4, but is also ideal for iPhone 3G or iPhone 3GS owners who have downloaded and installed the new operating system (iOS 4) and want a quick guide to its new features.

My mission is to provide enough information to get you comfortable using your iPhone with iOS 4. When you finish this ebook, you'll know the basics and be ready for the more advanced content in other *Take Control* ebooks about the iPhone and iOS 4, including [\*Take Control of Mail on the iPhone and iPod touch\*](#) and [\*Take Control of iPhone and iPod touch Networking & Security\*](#).

I'm excited about iOS 4. While waiting for my iPhone 4 to arrive, I got to know the new operating system on my iPhone 3GS, where it offers some impressive enhancements.

For those of you new to the iPhone, you've picked a great time to jump in. With iOS 4, Apple has smoothed out some bumps in the road, and added much-needed tools like Folders (to organize your iPhone apps) and Multitasking (to switch between apps without having to repeatedly re-launch) and the ability to zoom in while using the Camera to take photos.

I've watched people who have never held an iPhone before making calls, checking the weather and stocks, and doing online searches in a matter of minutes. The iPhone is intuitive and easy to use, but there are a few tips and tricks you'll want to know to keep your iPhone humming along, such as how to install important software updates, the best way to synchronize data (like addresses and phone numbers) between the iPhone and your computer, and how to shop for and buy apps.

Let's begin!

# iPhone Quick Start

This ebook first looks at how to buy an iPhone and related accessories. After that, it's organized so if you read from start to finish with an iPhone 4, iPhone 3GS, or iPhone 3G in hand, by the end of the ebook, your iPhone will be set up and you'll be comfortable with basics like making a phone call, reading email, and using your calendar.

However, it's perfectly OK to jump in and start reading anywhere in the book—just click a link below to get started.

If you'd prefer to start with a visual introduction to the buttons, cable ports, speakers, and microphones on your iPhone, see [Find Buttons and Ports](#).

## **Decide what to buy:**

- If you're planning to buy an iPhone for yourself or someone else, see [Which iPhone Is Right for You?](#)
- Learn about [AppleCare](#) and [Accessories](#) for your iPhone.

## **Come to grips with a few essentials:**

- If you're not sure what all those buttons and ports around the edge of your iPhone are for, read [Find Buttons and Ports](#).
- Visit the mother ship! [Connect Your iPhone to a Computer](#) in order to set it up, make backups, and move data to it.
- Make sure your iPhone has the latest version of its operating system and core apps in [Update Your iPhone's Software](#).
- Learn about the battery, power management, and how to turn your iPhone off and on in [Power Up \(and Down\)](#).
- Understand the basic finger gestures necessary to interact with the iPhone's touchscreen interface by reading [Explore the Interface](#).
- If you're using a Bluetooth device, such as a wireless headset, learn how to connect it to your iPhone in [Connect with Bluetooth](#).

### **Get online:**

- Depending on the Settings you select, you can [Connect to Wireless Networks](#) with a Wi-Fi connection or a cellular connection.

### **Use the phone:**

- Review settings and steps so you can [Make and Receive Calls](#).

### **Manage and use your apps:**

- Explore what's pre-loaded on your iPhone and [Use the Core Apps](#).
- Learn how to [Find Great Apps](#) and [Shop for Apps](#) .
- Find out how to [Start Using a New App](#), and learn how to [Update Apps](#), [Share Apps](#), and [Delete an App](#).

### **Keep track of your stuff:**

- Learn how to locate apps, contacts, songs and more in [Find Your Stuff](#), and figure out how to [Move Files and Data between Your iPhone and Your Computer](#).
- What would happen if your iPhone were damaged, lost, or stolen? Make sure you [Know Backup Basics](#) and how to [Secure Your iPhone](#).

### **Consult the User Guide**

Apple's *iPhone User Guide* for iOS 4 describes basic operations and takes you step-by-step through some complex processes. ([http://manuals.info.apple.com/en\\_US/iPhone\\_iOS4\\_User\\_Guide.pdf](http://manuals.info.apple.com/en_US/iPhone_iOS4_User_Guide.pdf)).

The downloadable guide is a PDF, so you can download it to your laptop or desktop computer and then drag it to your iTunes library where it will be easy to find in the Books category. Once it's in Books, double-click it to open it in Preview. Of course, you can also sync it to [iBooks](#) on your iPhone.

# Decide What to Buy

Whether you're buying an iPhone for yourself or a family member, or recommending one to a friend, this chapter helps you make an informed decision. It also notes other items you might want to purchase for your iPhone, such as [AppleCare](#) and [Accessories](#).

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## WHICH IPHONE IS RIGHT FOR YOU?

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Whether you're at an Apple Store, an AT&T store, Wal-Mart, Best Buy, or Radio Shack—or you're shopping online at the Apple Web site ([http://store.apple.com/us/browse/home/shop\\_iphone/family/iphone](http://store.apple.com/us/browse/home/shop_iphone/family/iphone))—you have decisions to make.

When I started writing this book, choosing a new iPhone 3GS or iPhone 4 seemed like a simple decision. I thought it would be based on factors like the type of camera, video, and gaming capabilities you want, how much [Storage Capacity](#) you need, and which service plan you'll commit to.

Highly publicized concerns about the performance of the iPhone 4 [Antennas](#) introduced yet another factor, which I discuss in this chapter.

### Timing

Apple released the first iPhone in June 2007, and followed it with the iPhone 3G in June 2008 and the 3GS in June 2009. (Notice a pattern here?) We have seen fairly dramatic advances with each model, and that continued in June 2010 with the iPhone 4, which offers dual cameras, FaceTime video calling, the high-resolution screen that Apple calls “retina display,” and high definition (HD) video recording.

### Capabilities

You can use the new iOS 4 operating system with the iPhone 3G, iPhone 3GS, or iPhone 4.

If you are considering buying a secondhand 3G—or if you already own one—be aware that iPhone 3G is not able to take advantage of all the features of iOS 4 including multi-tasking, Game Center, and Bluetooth keyboard support (see <http://support.apple.com/kb/HT4204>). Users

who installed the iOS 4 operating system initially reported slowdowns, but the release of iOS 4.1 has apparently solved those problems. For more on the iOS 4.1 fix, see the *TidBITS* article “iOS 4.1: Does it Work? Should You Install It?” (<http://db.tidbits.com/article/11585>).

iPhone 3GS owners seem to be quite happy with iOS 4. If a friend who’s upgraded to the iPhone 4 offers you an old iPhone 3GS with 16 GB or 32 GB of storage, jump on it. You’re getting a great deal.

If you need to buy a new iPhone, you have a choice of the new iPhone 3GS (with 8 GB of storage, and available only in black) or a few variations on the new iPhone 4. With both phones, you get iOS 4 multi-tasking, a combined inbox for multiple mail accounts, the ability to organize iPhone apps into folders, and the ability to run the iBooks ebook reader (Apple’s answer to Amazon’s Kindle software).

For someone who wants an iPhone for its ease-of-use and doesn’t need a lot of media storage or dual cameras, a new iPhone 3GS running iOS 4 is a bargain.

To get 16 or 32 GB of storage, those front-and-back dual cameras, and all the bells and whistles, move up to an iPhone 4. If you choose the iPhone 4 you’ll likely pay twice as much (for 16 GB of storage) or three times as much (for 32 GB storage). But for some of people, it’s worth the money. You might want an iPhone 4 to take advantage of:

- A front camera for FaceTime video calling
- High-definition video recording
- The stunningly sharp 960-by-640 pixel display for photography and gaming
- Likely a longer period of time during which the device can be upgraded to run the latest iteration of iOS software
- Greatly improved battery performance.

Keep in mind that, despite the differences in their names, both the iPhone 3GS and the iPhone 4 use the same 3G (third generation) wireless networks. Both require access to a 3G cellular data network available by subscription from a broadband provider.

**Tip:** The iPhone 4 uses a smaller SIM card, a micro-SIM (3FF) card. You can't simply swap it out for the larger-sized SIM cards used by most current devices and network carriers (and older iPhones). You can, however, find online guides for how to trim a mini-SIM card to fit the iPhone 4, such as this post from *The Unofficial Apple Weblog*: <http://www.tuaw.com/2010/07/16/cut-a-standard-sim-down-to-iphone-4-ipad-size/>.

## Storage Capacity

The iPhone stores software and files using internal flash memory. You can't swap out or upgrade the memory chip. The iPhone 3GS currently comes with 8 GB of storage. If you buy the iPhone 4, you can choose 16 or 32 GB of storage.

Read **Table 1** to get an idea of how much space you're likely to want for media, and spend a few minutes with a calculator to determine how much space you might want for your files.

If you think you'll want to put more media on your iPhone, multiply using the figure in the "Space Needed" column to predict how much room you'll want, keeping in mind that my estimates in this column are based on likely typical use, but they may not exactly match your media. **Table 1** also includes the space needed by a few popular iPhone applications.

**Table 1: How Many Gigabytes (GB) Do You Need?**

<b>To Store This</b>	<b>Space Needed *</b>	<b>Notes</b>
Overhead and system files	Approximately 2 GB	iPhone OS 4. These files must be on your iPhone. You don't get a choice.
100 songs	500 MB	128 Kbps AAC format.
100 photos	125 MB	150 MB on the Mac.
1 hour of standard definition video from the iTunes Store	750 MB	iTunes video wasn't compressed further during sync. Other formats may give different results.
10 Take Control ebooks	16.0 MB	PDF format.
<a href="#">iBooks</a> app	18.6 MB	Apple's ebook-reading app. Ebooks won't take much additional space unless they include a lot of graphics.
<a href="#">Facebook</a> app	3.0 MB	Social networking app.
<a href="#">WordPress</a> app	3.3 MB	Blogging app
<a href="#">Justin.tv</a> app	1.5 MB	Viewing app for live video.
<a href="#">Eliminate:GunRange</a> app	28.6 MB	A target range game that takes advantage of the iPhone gyroscope.
<a href="#">Brushes</a> iPhone Edition app	5.7 MB	An art and drawing app (used to create the June 1, 2009, cover of <i>The New Yorker</i> ).
<a href="#">GoodReader for iPhone</a> app	18.2 MB	Recommended for reading Take Control ebook PDFs.

\* Space needed for media differs based on iPhone model; these numbers are meant for back-of-a-napkin guestimates. Also, app sizes in App Store listings may be slightly smaller than the sizes displayed in the Apps pane of iTunes when the iPhone is selected.

Most apps are under 10 MB in size and many are under 1 MB. However, games can be large and navigation apps can be enormous—as can their updates. [Navigon MobileNavigator North America](#), for instance, is 1.52 GB in size. To check an app's size, view its catalog page in the App Store. You can browse the App Store even if you don't yet have an iPhone by using iTunes on your computer.

**Note:** You can figure that a gigabyte contains approximately 1,000 megabytes.

## Antennas

Shortly after the iPhone 4 was released in June 2010, a small number of users reported an unusually high rate of dropped calls. The problem was traced to the iPhone 4's new design that uses the surface of the flat metal surround as antennas. If the user's hand touches the gap at the lower left-hand corner of the phone, it can create a bridge between the two antennas. This bridge creates interference, thus dramatically lowering antenna reception and resulting in dropped calls. In most cases, the problem can be remedied by holding the phone differently or by putting a bumper or case on the iPhone.

Concern about the antenna problem led Steve Jobs to hold a press conference in which he defended the antenna design, pointing out that phones by other manufacturers have similar antenna problems. He offered all iPhone 4 purchasers the option to return the device for a full refund, get a free bumper, or get a \$30 discount on an iPhone case.

As this book went into production, the free bumper offer applied to anyone who bought an iPhone by September 30, 2010, and required that they sign up for a bumper within a specified time period. For more information, install the [iPhone 4 Case Program](#) app on your iPhone or read <http://www.apple.com/iphone/case-program/>. As this book goes to press, the page implies that after the end of September, you can still get a free case if you call AppleCare and ask for one.

For many iPhone 4 users, including me, the antenna has been a non-issue. But for others, it's an annoyance—particularly if they live or work in an area with lousy reception and they don't want to use a case or a bumper or change the way they grip a phone.

There is no indication that Apple is going to change the antenna design, so it's worth considering these factors before you buy an iPhone 4.

### **The Elusive White iPhone 4**

Get in line for plain vanilla. The white iPhone 4 that appeared during the Worldwide Developers Conference in June, 2010, was mysteriously absent from the official iPhone 4 launch. People who ordered it from the Apple store received notice after notice of delays. Was it the appearance? Was it a problem with the light sensor? A "late July" release was amended to "later this year." If you are in a hurry, order a black iPhone.

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## **APPLECARE**

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AppleCare is Apple's extended warranty program for computers and devices. You can buy an AppleCare extended warranty for your iPhone for \$69 to extend the hardware warranty from 1 year to 2 years and extend the free phone support period from 90 days to 2 years. You can read the details of what's covered and how Apple will remedy a covered problem in the PDF available here: <http://www.apple.com/legal/applecare/appgeos.html>.

Reasons to pay \$69 for AppleCare include:

- You think you'll be a frequent caller to Apple's phone support folks (but ideally this ebook will reduce your need to call!).
- You're worried about the battery. I don't think you need to worry much about the battery, but the AppleCare warranty offers service coverage for any iPhone that, within 2 years, can't charge to more than 50 percent of its original capacity. The regular warranty covers just 1 year.
- You tend to be hard on mobile phones, or you expect your iPhone will be exposed to especially hot or cold temperatures.

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***Too cold?*** *The iPhone's specs say you should use it only down to 32° F (0° C), though it's okay to store it down to -4° F (-20° C). See <http://www.apple.com/iphone/specs.html>.*

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- You feel more comfortable with a warranty, especially on a device that includes new technology (screen, antenna, etc.) that may be more likely to suffer odd problems.
- You may be able to sell an AppleCare-protected iPhone for more money.

I bought AppleCare for my iPhone based on my previous experience with AppleCare. Only a few of my Apple products have had problems, but when they did, I appreciated being able to get solutions, repairs, and replacements rapidly through the AppleCare system.

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## ACCESSORIES

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The iPhone comes with three important accessories at no extra charge: Apple Earphones with Remote and Mic, a USB Power Adapter that you use to charge it directly from a wall outlet, and a Dock Connector to USB cable that connects the iPhone to the USB Power Adapter or to a computer. Once you attach the iPhone to a computer, you can back it up, transfer files to and from it using iTunes, and charge it.

It will likely also come with a micro-SIM card (or SIM card in the case of an iPhone 3GS), a tiny memory card that stores data related to your cellular carrier. The card may come pre-installed or it may come loose in the box with your iPhone. All iPhone 4s that I've seen in person or in unboxing videos also come with a small tool that you can use to open the tiny micro-SIM tray in the side of your iPhone (shown in [Figure 4](#)). (If you lose the SIM ejector tool, a small metal paper clip serves the same purpose.)

**Tip:** You may want to purchase a second USB cable and power adapter or a charging dock for travel or to leave at an office. I also recommend getting a car charger.

Beyond those three freebies, the best known—some would say most notorious—accessory is the iPhone 4 Bumper, a durable rubber and plastic band that covers the flat edges of the iPhone 4. It provides a measure of protection against damage to the edges of the iPhone. In addition, the bumper improves reception in the iPhone 4 because the bumper's thick, non-conductive material prevents your hand from interfering with the [Antennas](#).

A number of less controversial iPhone accessories are available to make your iPhone more useful and fun. For example, you can:

- **Control your iPhone from a distance:** Apple offers a \$19 Apple Remote that will play, pause, adjust volume, and allow you to navigate the iPod app of your iPhone. This makes sense if you plan to connect your iPhone to an audio or media system, but consider the Apple Universal Dock, below, before buying the remote.
- **Use your favorite headphones for listening:** The special recessed jack on the iPhone is designed for the Apple Earphones that come with the iPhone and the Apple In-Ear Headphones, both of which include microphone capabilities for phone calls. You can use regular headphones (without a microphone) as long you attach them to the iPhone using an inexpensive third-party headphone adapter such as the ones made by Belkin and Griffin.
- **Dock your iPhone:** An iPhone dock is a stand with a slot for the iPhone. It puts your iPhone in a convenient viewing position and it also has various ports for cables that typically attach to power, to a computer, and to audio and video devices. For example, if you like to charge your iPhone while listening to music, you can set up a dock for this activity.

The Apple iPhone 4 Dock (\$29) has a power port (for charging), a dock connector port (for syncing to a computer via USB and for sending video to a television set), and a line-out port (for sending audio to a stereo or larger speakers) (<http://store.apple.com/us/product/MC596ZM/A>).

The Apple Universal Dock (\$49) works with many iPhones and iPods. The dock comes with adapters for various devices, and you can see how they work with the excellent diagrams and a detailed chart at <http://support.apple.com/kb/HT1380>. For the iPhone 4 to fit optimally, you need a \$9 iPhone 4 Universal Dock adapter (<http://store.apple.com/us/product/MC598ZM/A>). Unlike the iPhone 4 dock, the universal dock has an infra-red receiver, and it can be controlled with its included remote.

Both Apple docks help sound reach the microphone during a call, a handy feature if you're using the docked phone as a speakerphone.

Many third-party docks are also available. Keep in mind that many iPhone cases interfere with docking. If your favorite case is hard to remove, a dock is probably not for you.

- **Output video from your iPhone:** The Apple Component AV Cable (\$49) lets you connect the iPhone to a TV, stereo, or powered speakers using component video. On one end, the cable plugs into the iPhone or a dock. On the other end the cable has five branches, separating out three video components and two audio lines. The Apple Composite AV Cable (\$49) also plugs into an iPhone or dock, but it has one branch for video and two for audio. (No adapters are available for DVI or HDMI as far as I know.)

VGA-out is supported only by the iPhone 4. According to Apple, you should use the iPad Dock Connector to VGA Adapter (\$29) with the iPhone 4. I recommend reading Apple's description of how this adapter works at <http://support.apple.com/kb/HT4108> before purchasing.

- **Protect and dress up your iPhone with a case:** There are some superb cases for protecting the iPhone 3G and 3GS, which share the same form factor. I've used a Speck PixelSkin for months and swear by it because it's easy to grip and highly protective (<http://www.speckproducts.com/products/pixelskin/iphone-3g-iphone-3gs/143>). The bright color I chose makes the phone easy to find on my desk. By the time this book is published, there should be some good cases for the iPhone 4. Beware of some of the early models that prevented the camera's flash from working properly. A good site for reviews of iPhone cases (and other things iPhone) is iLounge (<http://www.ilounge.com/>).

**Tip:** You can find more details about Apple's iPhone accessories at [http://store.apple.com/us/browse/home/shop\\_iphone/iphone\\_accessories?](http://store.apple.com/us/browse/home/shop_iphone/iphone_accessories?)

# Find Buttons and Ports

Your iPhone has buttons and connector ports (as well as microphones and speakers) on its sides. Let's take a look!

## iPHONE 4 PHOTOS

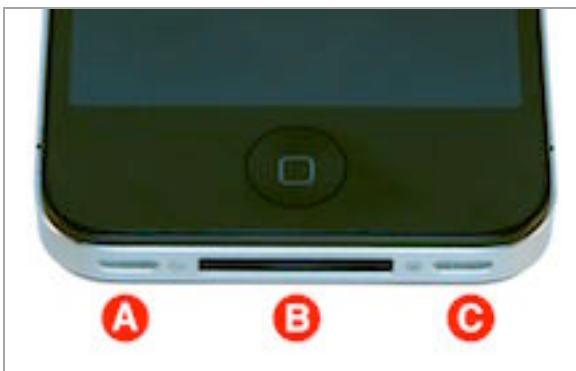
All the buttons and ports on the iPhone 4 are shown in **Figures 1–4**.



**Figure 1:** iPhone 4, front face and top edge.

(A) Headphone minijack, see [Accessories](#) and [Connect with Bluetooth](#).

Sleep/Wake button, see [Turn Your iPhone Off and On](#).



**Figure 2:** iPhone 4, front face and bottom edge.

(A) Microphone.

(B) Dock connector port, see [Accessories](#) and [How to Connect](#). The round Home button is above the Dock connector port. See [Go Home](#).

(C) Speaker vent.



**Figure 3:** iPhone 4 front face, left side.  
(A) Ring/Silent toggle, see [Receive a Call](#).  
(B) Volume up/down buttons.



**Figure 4:** iPhone 4, rear and side.  
(A) The micro-SIM card tray (open).

### **Removing the micro-SIM or mini-SIM Card**

To open the tray shown in **Figure 4** or **Figure 5**, use a small metal paper clip (or you may have received a SIM eject tool with your phone—either one is okay). Push the end of the clip into the hole by the tray until you hear a click and the tray pops out. There's no trick to re-inserting—simply push the tray in.

---

## iPhone 3GS (AND 3G) PHOTOS

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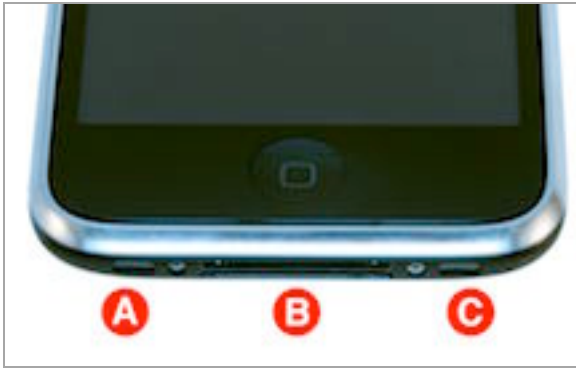
The older iPhone 3GS is shown in **Figures 5–8**. The iPhone 3G has the same buttons and ports as the 3GS.



**Figure 5:** iPhone 3GS, rear, top. The mini-SIM card tray (open). See the tip, previous page, for advice on opening the tray.



**Figure 6:** iPhone 3GS, front face, top.  
(A) Headphone minijack, see [Accessories](#) and [Connect with Bluetooth](#).  
(B) SIM card tray (closed).  
(C) Sleep/Wake button, see [Turn Your iPhone Off and On](#).



**Figure 7:** iPhone 3GS, front face, bottom.

- (A) Speaker vent.
- (B) Dock connector port, see [Accessories](#) and [How to Connect](#). The round Home button is above the Dock connector port. See [Go Home](#).
- (C) Microphone.



**Figure 8:** iPhone 3GS, front face, left side.

- (A) Ring/Silent toggle, see [Receive a Call](#).
- (B) Volume rocker switch.

# Connect Your iPhone to a Computer

When you get a new iPhone, the first thing you do is connect it to your computer to activate it. You can read step-by-step directions for this below.

Once you're connected, the iTunes software on the computer acts as a management tool for the iPhone. iTunes downloads and installs important software updates for your iPhone (See [Update Your iPhone's Software](#)). Some people like to use iTunes to manage apps and synchronize data with the iPhone. (See [Devise a Data Strategy](#), further on.)

The iPhone also uses the computer connection to transfer photos and screenshots to iPhoto or other photo-management software on your computer.

After it's activated, you can use your iPhone for days or weeks without connecting it to a computer. (This is especially true if you are syncing your contacts and other data via MobileMe.)

---

***Warning!*** *If your school or employer gave you an iPhone with certain apps and files pre-loaded, the primary computer that your iPhone connects to may not be yours! You should talk with your IT department about how backups and operating system updates should be handled, and how you deal with any personal data you keep on the iPhone.*

---

**Note:** There are times when you may want to connect your iPhone to a secondary computer, such as if you need to charge it while traveling, or want to upload some photos. Go right ahead. When iTunes launches on the secondary computer, it will ask you if you want to sync your data. Just say "no."

---

## WHY CONNECT?

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When you first get your iPhone, if you press the round Home button, you may see the image in **Figure 9**.



**Figure 9:** When you see this screen, you should connect your iPhone to your computer and launch iTunes.

---

***Already activated?*** *If you arranged through the Apple Store (as I did) to have your new iPhone take over a mobile data plan you already have, the initial screen on your new iPhone may read “iPhone is activated.” But you will still want to connect the iPhone to your computer, for the reasons I list below.*

---

When it displays the picture in **Figure 9** (above), the iPhone is asking you to “connect to iTunes.” iTunes serves as a control center for various iPhone-related tasks, including:

- Completing a one-time registration/set up process for a new iPhone, which includes activating your mobile network account.

- Installing operating system updates.
- Making (and restoring!) backups of data on your iPhone.
- Copying files to and from the iPhone. These include ebooks, audiobooks, podcasts, songs, and videos, along with other document types used by particular iPhone apps.
- Copying photos from your computer to the iPhone.
- Synchronizing contact and calendar information between your computer and your iPhone (though you may prefer to do this through MobileMe).
- Synchronizing Web browser bookmarks between your computer and your iPhone (unless you prefer to do this through MobileMe).

If your iPhone is unhappy, it may show the screen in **Figure 9**, shown on the previous page.

---

## HOW TO CONNECT

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You should connect your iPhone to your computer for the reasons listed previously. Follow these steps (which require a bit of additional thought the first time):

1. If you already own an iOS device, such as an old iPhone or iPod touch, you probably know how to connect, but you may not know that you can transfer a backup from your other device to your new iPhone. See [Upgrading from an Older iPhone](#), ahead a page or so, before you follow these steps with your new iPhone.

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***Pay attention to power!*** Consider your options. Read [Handle the Battery](#) and especially [Pick a Powerful Port](#).

---

**Note:** You can connect multiple iPads, iPhones, and iPod touches to the same computer.

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***Don't have iTunes?*** For the next step, you'll need to be running iTunes. If you don't already have iTunes installed on your computer, download it from <http://www.apple.com/itunes/download/>.

---

2. Locate the Dock Connector to USB cable that came in the box with your iPhone. Plug the cable into the dock connector port on the bottom of the iPhone and into a USB port on your computer. (As a rule, you can use other Apple cables intended for the same purpose, such as an iPad Dock Connector cable. Some third-party cables may not work.)
3. If your computer isn't on, turn it on. If iTunes hasn't launched automatically, launch it.

---

***Why did iPhoto open?*** *If you've taken photos or screenshots with your iPhone, iPhoto—or another photo application—might launch when you connect. If that happens, go ahead and download your images to your computer. Then launch iTunes.*

---

In iTunes, various things may happen next:

- If this is the first time you've connected a new iPhone to a computer, iTunes will take you through a first-time set up process.
- iTunes may ask you to download new iPhone software. Click Update to do so, and agree to the software license.
- Your iPhone may begin syncing. (I discuss syncing in [Move Files and Data between the iPhone and Your Computer](#), ahead.)
- iTunes may ask if you want to sync your data. If this is the primary computer you attach the iPhone to, in most cases you can go ahead with the sync. If this is a secondary computer, and all you want to do is charge the iPhone or upload some photos, you probably do not want to sync. (You can turn off automatic syncing in iTunes. Choose iTunes > Preferences on a Mac, or Edit > Preferences on a PC, and select the checkbox “Prevent iPods, iPhones and iPads from syncing automatically.”)

Whatever happens, your iPhone should appear in the iTunes sidebar, under the Devices category. You can select the iPhone in the sidebar (**Figure 10**) to view information about it and to set how certain items will sync between the computer and the iPhone.

---

***Now you know:*** *If you encounter instructions telling you to “select your iPhone in the iTunes sidebar,” you now know what to do.*

---



**Figure 10:** After you’ve connected your iPhone to your computer, you should see it listed in the iTunes sidebar under the Devices category. In this screenshot, the blue highlight indicates that I’ve selected the iPhone I named *iPhone 2010*.

**Tip:** To change your iPhone’s name, double-click the name in the iTunes sidebar and type a new name.

I explain how to configure your iPhone in iTunes later. You can keep reading to learn about an important thing to do regularly—update your iPhone software—or you can skip ahead to other topics.

### **Upgrading from an Older iPhone**

If you are upgrading from an older iPhone to a new one, you probably want to move your most apps, data, and settings from the older iPhone to the new one. To start this process, connect the older iPhone to your computer and sync it to [Make a Backup](#). When you connect the new iPhone, you will be given the option to transfer settings and apps not only from your old iPhone, but also from any iPhone, iPad, or iPod touch backup available in iTunes.

# Update Your iPhone's Software

Your iPhone contains two types of software from Apple:

- **An operating system:** An *operating system* is the behind-the-scenes software that creates and coordinates the overall behavior of a computer or device. The iPhone 4 shipped in June 2010 with a new iPhone operating system, iOS 4. At the same time, Apple released iOS 4 for installation on existing iPhone 3G and iPhone 3GS models. The iOS 4.1 update came out in September 2010.
- **Core applications:** *Applications* (which I'll refer to as *apps*) are where you have fun or get work done on your iPhone. For instance, you can take pictures with the Camera app and you can send email in the Mail app. Apple provides a core set of apps for free. (Thousands of independent developers also make apps you can add to your iPhone, and I talk about those later, in [Find Great Apps](#).)

Apple releases updates to the iPhone software every few months. It's nearly always to your advantage to install the latest version of this software so that you can use the new features and avoid bugs. Follow the directions below to find out if your software is up to date and to install the latest version.

To update your iPhone's Apple software, follow these steps:

1. In the iTunes sidebar, under Devices, select your iPhone (if you need help here, read [How to Connect](#), just previously).

(When you select the iPhone in the sidebar, all sorts of housekeeping messages may pop up, such as ones prompting you to sync and back up apps you've purchased on the iPhone. Follow any directions that appear on the screen.)

The right side of the iTunes window shows a Summary pane.

2. In the Summary pane, in the Version area, click Check for Update (**Figure 11**).



**Figure 11:** Select your iPhone under Devices in the iTunes sidebar to view the Summary pane at the right. I scrolled down in the Summary pane to display iOS Version information.

3. Now:
  - If the resulting dialog tells you that your iPhone software is current, then you are all set.
  - If the resulting dialog says that an update is available, go ahead and install the update. Keep in mind that operating system updates can be large and take a long time to download.

### **Which OS Version Is Your iPhone Using?**

You can check your iPhone's operating system version on the Summary pane described in Step 2 just previously. Look in the iPhone area near the top of the Summary tab. Or, on your iPhone, in the Settings app, tap General > About and scroll to Version. The version number (and the build number, in parentheses) appears next to the Version label.

# Power Up (and Down)

As an essentially portable device, there's not much your iPhone can do without battery power. In this chapter, I cover the basics of charging the battery and talk about how to [Turn Your iPhone Off and On](#). You'll learn how to find and use the power switch in case your iPhone freezes or begins to act oddly.

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## HANDLE THE BATTERY

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How much time you get from your iPhone battery depends on how you use your iPhone. Apple's iPhone specs say that if you leave your iPhone on standby (it's on, but you aren't using it), it can hold a charge for up to 300 hours. That may be a bit optimistic. Certainly, if you are using it, the battery charge depletes quickly. According to Apple's estimates, a fully charged battery gives you up to 40 hours of listening time, but only 6 or 7 hours of use if you're on the phone, sending messages or mail, or using the Internet. If you use a navigation app that is making heavy use of GPS, you could drain your battery in as little as 2 hours. You can check the battery's charge by looking at the indicator in the status bar at the top of the iPhone screen.

To increase the likelihood that your iPhone will be ready when you need it, I recommend that you set up one or more charging locations where you can easily charge the iPhone when you aren't using it. For example:

- Set up a spot for the iPhone on your bedside table and plug it into a wall outlet while you sleep. (The alarm in the iPhone's built-in Clock app includes a great choice of alarm sounds and a Snooze feature.)
- If you work at a desktop or laptop computer for several hours most days, dock the iPhone to a USB port while you work. (Be sure to read [Pick a Powerful Port](#), next page, if you follow this strategy.)
- Set up a plugged-in dock on a shelf in your kitchen or on a mail table in your front hallway and dock your iPhone there when you're not using it. Several companies make combination charging docks and speaker systems so you can use the iPhone to play music.

- Get a good iPhone charger for use in your car.

If you want to back up your iPhone regularly or if you plan to synchronize certain types of data regularly—such as freshly downloaded podcasts through iTunes—establishing a regular charging and syncing routine where you dock your iPhone to your computer is important.

### **Extra Charging Cables**

You may find it handy to have extra charging cables, perhaps one on each floor of your house and one in your office. Note that you can use an iPad or iPod touch charging cable with an iPhone. However, if you use an older iPhone or iPod USB charger, or an older third-party USB charger, your iPhone may sometimes show a message such as “This accessory is not optimized for this device.” For this reason, I suggest getting new, fully compatible chargers and data cables for your iPhone.

### **Pick a Powerful Port**

If your iPhone seems to charge too slowly—or not at all—when connected to a computer, you could have one (or both) of two problems:

- The computer must be on and awake. (The iPhone’s battery may drain if the computer is off or asleep!) In the case of a laptop, make sure the laptop is plugged in and its lid is open.
- If the iPhone is connected to a hub (powered or unpowered) or a USB port on a keyboard, you may find that the iPhone battery may drain, not charge at all, or charge slowly. If you encounter any of these problems, try connecting the iPhone directly to a USB port on the computer or use the wall adapter for charging.

### **Take Care of Your Battery**

The right charging strategy can also help keep your battery in good shape. Apple recommends that you charge your battery fully and then let it run down completely, at least once a month.

Apple offers suggestions for optimizing battery performance at <http://www.apple.com/batteries/iphone.html>. The most important one: Keep your iPhone out of the sun and away from heat.

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## TURN YOUR IPHONE OFF AND ON

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Most of the time, you won't power your iPhone down—your iPhone will either be awake or asleep. If you do want to turn it off—perhaps because it is behaving oddly and you want a fresh start, or because you don't plan on using it for a while and want to maintain as much battery charge as possible—you can: press the physical Sleep/Wake button at the top right of your iPhone—**Figure 1** in [iPhone 4 Photos](#) and **Figure 6** in [iPhone 3GS \(and 3G\) Photos](#)—and hold the button down until the screen darkens. Then, slide the “slide to power off” slider that appears.

To turn the iPhone on again, press the Sleep/Wake button and hold it down until the Apple logo appears on the screen.

---

***If your iPhone won't turn off:*** *Instead of the procedure described just above, try resetting it. To do so, press and hold the Sleep/Wake button and the Home button at the same time for (as Apple puts it) “at least 10 seconds.” Regardless of how long it takes, release the buttons when the Apple logo appears. (If it takes more than 30 seconds, it's probable that your iPhone has a more serious problem.)*

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***If your iPhone won't turn on:*** *Most likely, the problem is an extremely low battery level. Plug your iPhone into a good source of power, ideally a wall outlet. If it still won't turn on, wait 10 minutes or so before you try again. If the second try doesn't work, try resetting the iPhone, as described in the above paragraph. If you are wearing polarized sunglasses, try taking them off. Wearing polarized sunglasses can make the screen appear completely black.*

---

**Tip:** All this talk about iPhone problems might remind you that it would be handy to have a backup of the data that's on the iPhone. I cover how to make a backup in [Know Backup Basics](#).

# Explore the Interface

Ever wonder why the iPhone is called a multi-touch device? In addition to tapping and touching the screen to control it, you'll find yourself tilting and even shaking it. In this chapter, I walk you through the basic navigation *gestures* (movements with your fingers), plus share a few tips to help you become more fluent with your iPhone. (For help with the buttons located on the edge of the iPhone, see [Find Buttons and Ports](#), earlier.)

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## UNLOCK THE LOCK SCREEN

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Usually the first screen that you'll see after turning on (or waking up) an iPhone is the Lock screen (**Figure 12**).



**Figure 12:** Here is my Lock screen, customized with a personal photo. Notice the “slide to unlock” slider at the bottom. Icons at the top show the strength of the cellular data (AT&T in my case) and Wi-Fi signals.

Don't worry if your Lock screen has a different image from the one in **Figure 12**, or from other iPhones that you've seen, because the image is customizable. And, if your iPhone is connected to your

computer or a charging source when you awaken it, the Lock screen displays the battery power indicator. However, in all cases, the bottom of the screen displays an important interface element that remains constant: the slider for unlocking the iPhone.

## Slider

To operate the slider, you drag it all the way to the right. Touch the right-pointing arrow with your finger and keep your finger down while moving the arrow. Once the arrow reaches the right edge of the slider, lift your finger.

Once you unlock the iPhone, it's set by default to show the Home screen, which I explain below, in [Go Home](#). However, if you have created a passcode lock, the iPhone may instead show a screen in which you can enter the passcode (see [Secure Your iPhone](#), later).

## Customize Your Lock-Screen Image

On an iPhone 3GS or iPhone 4, you can customize the background images (wallpaper) your iPhone displays on the Lock screen (and on the Home screen). Choose from Apple-supplied Wallpaper images or your own photos.

Tap Settings > Wallpaper, tap the "well" section of the screen that displays your default or current Wallpaper images, and then select an image from the available pictures. (You'll find Wallpaper images from Apple, plus any of your photos that are on the iPhone.) [Pinch and Expand](#) to scale the image you chose, and [Drag](#) to reposition it. When you are satisfied with the preview of the image that appears, tap Set > Set Lock Screen.

**For iPhone 3G:** On an iPhone 3G, tap Settings > Wallpaper to select an image from Apple (under Wallpaper) or a photo of your own. If you like the image that appears, tap Set.

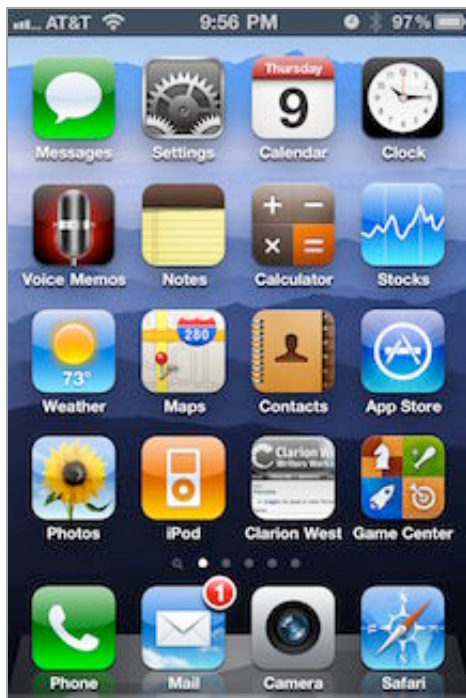
---

## GO HOME

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The Home screen on your iPhone has a series of up to 11 pages that contain icons for your apps (**Figure 13**). If you are not on the Home screen, you go there by pressing the Home button. Because iOS 4 supports folders, if pressing the Home button once reveals the con-

tents of a folder, press Home again to view the Home screen. (If you are deep within a series of nested folders, keep pressing Home until you have emerged from the hierarchy.)




**Figure 13:** A view of the first page of the Home screen, with the status bar at the top and the Dock at the bottom. (I've modified my Dock, replacing the iPod default app with the Camera app.)

### Customizing the Home Screen

In **Figure 13** just previously, a few things are different than the most generic possible screen:

- The apps shown comprise the complete collection of Apple's core apps except that I've added a Web clip for the Clarion West Writers Workshop Web page (see [Safari](#), ahead).
- The red badge on the Mail app indicates that Mail has one unread message.
- To pick the blue mountains wallpaper backdrop, I chose Settings > Wallpaper, tapped the image on the Wallpaper screen, tapped Wallpaper, tapped the blue mountains image, tapped Set in the preview, and then tapped Set Home Screen. (You can't customize the backdrop on the iPhone 3G.)

The status bar appears at the top of the Home screen, showing icons and indicators related to the iPhone's overall status. For instance, if you are connected to the Internet with a wireless connection, you'll see a fan-like Wi-Fi  icon. The status bar is nearly always present, no matter what screen you are looking at, although many games and some other apps hide it.

The Dock sits at the bottom of the Home screen and provides a spot for your most frequently used apps. It appears on each page of the Home screen, so no matter what page you're on, you can instantly access the apps you've dragged to it (see [Drag](#)).

A subtle set of dots above the Dock indicates which page you're viewing.

If your Home screen has too many pages, it can be hard to locate an app's icon quickly. iOS 4 has folders, which can help you to categorize and locate app icons. In fact, a default iOS installation will have a Utilities folder, holding apps such as Clock and Compass. See [Put Your Apps into Folders](#), ahead a page or so, for more information. And, if you forget where you put an app, you can [Search with Spotlight](#).

### **Now, Where Was I?**

You know how Amazon.com and other shopping sites keep a list of the pages you recently browsed? On an iPhone 3GS or 4, iOS 4 knows which apps you've launched recently. To see them, press the Home button twice, in quick succession. The bottom of your screen will show a strip of the most recently used apps.

Swipe from right to left on the strip to see more of those apps. (Swipe the other way to get iPod playback controls—it will play the song you were most recently enjoying—plus the Portrait Orientation Lock.)

In the rest of this chapter, I explain how to use your fingers to operate the iPhone's touchscreen. The examples that I give explain how to open apps and work with the Home screen.

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## USE THE IPHONE'S TOUCHSCREEN

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If you know how to use a mouse with a computer, you'll find it easy to learn the iPhone's touchscreen gestures—tap, touch, and drag—because they are quite similar to their corresponding mouse actions. Once you're comfortable with the basics, you'll be ready for advanced gestures like flicking and pinching.

### Tap

A *tap* is a light poke of your finger on the iPhone screen, much like a mouse click. For instance, to open an app from the Home screen, you tap its icon once.

### Typing Tip

You tap whenever you type on the iPhone's tiny touchscreen keyboard to fill out Web-based forms, write email, enter a search term, or use a note-taking app. You can hold your iPhone in one hand while you tap letters and numbers with one finger of the other hand—or you can learn two-handed thumb-tap typing. Thumb typing on the iPhone is actually more difficult than on a traditional, raised-key cell phone because the iPhone provides no tactile feedback. But there are two reasons to learn: It's fast, and it looks very, very cool when you do it.

You'll find iPhone typing tutorials in the App Store (\$.99 each), but those did less for my typing than practicing the two-thumb method on my own. I like the "alphabet-to-numbers keyboard trick" that Ted Landau offers here: <http://www.macworld.com/article/131264/>

### Touch

A *touch* is like a tap, except that you keep your finger on the screen, usually until something happens. For example, if you touch an app icon on the Home screen for a few moments, all the icons will begin to wiggle and become draggable. (Press Home to make them hold still.)

---

***What does the X do?*** When the app icons are wiggling, they each also display an X badge in the upper left corner. If you tap the X, you remove the app from the iPhone. This deletes any data or documents associated with the app, but it doesn't delete the app itself from your iTunes library, so you can get it back later. See [Delete an App](#), later.

---

## **Drag**

A *drag* is like dragging with a mouse. You touch an item on the screen, keep your finger down, and then move your finger. The item should move under your finger. To stop moving it, lift your finger. Dragging is usually a slow motion and always has a destination.

To practice dragging, you can try rearranging the app icons on the Home screen. Start by touching any app icon to start all the icons wiggling. You can then drag any of the wiggling icons to a new position. To move an icon to a different screen, drag it against the left or right edge of the screen. (Having trouble? Try this: Before you drag, touch the wiggling icon until it enlarges slightly. Then drag it slowly and very firmly not just to the edge of the screen, but as if you were going right through the edge.). You can use dragging to change which four apps occupy the Dock at the bottom of the Home screen—but you need to drag an icon out of the Dock before you can drag a new one in.

All done? Press the Home button to stop the wiggling and save the new locations of your apps.

**Tip:** If you're having trouble moving apps between screens, or don't like working with the wiggles, you'll be relieved to hear that there's another way to reorganize your apps, using your computer. With your iPhone connected, and selected in the iTunes sidebar, click the Apps button. You can drag an app icon with your mouse either to a new position on the screen, to a folder on the screen, or to a different screen (drag to the screen's thumbnail).

## Put Your Apps into Folders

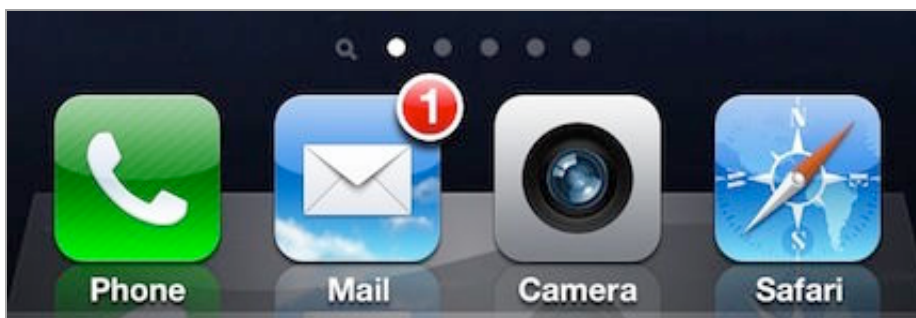
You can also group apps into folders and move folders around on the screen or to the Dock, using the same wiggling technique described in the Tip just previously. To create a folder, decide which apps you want to put in it, and drag one of the apps onto another one. You can type in a name for the folder you're creating or accept the folder name that iOS 4 suggests.

## Swipe, Flick, and Slide

Several gestures related to dragging work on the iPhone and are called by names such as swipe, flick, and slide. These names are so new that even Apple's documentation is inconsistent in the way it uses them. Here are some guidelines to help you get started.

A *swipe* is like a drag, except you start by touching a blank—therefore inactive—area of the screen first, instead of touching a particular item. Also, a swipe is a fairly quick motion with no specific destination.

You use a swipe to scroll up or down in a screen, and sometimes to switch between screens. You swipe left or right to move among the different pages of your Home screen. (Notice the small, dotted indicator bar above the Dock; it helps you determine which page you're on—see **Figure 14**) If you swipe all the way to the left (by swiping left to right), you'll go past your first Home page to the Spotlight screen. (*Spotlight* is the name for Apple's search technology.) See [Find Your Stuff](#) for more on how to use Spotlight.



**Figure 14:** The brighter dot indicates that the iPhone is on the first Home screen page. Note the Spotlight search screen to its left and dots for additional Home screen pages to its right.

A swipe must be fluid so that it isn't misinterpreted as tap or touch. To stop a swipe, just lift your finger, with no pause. Be decisive, and swipe with a flourish. This may take some practice.

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***Swipe not working for you?*** Check to make sure your thumb or some other stray finger isn't touching the edge of the screen.

---

For left-to-right swiping, try a one-handed thumb swipe. Hold the iPhone with your left hand and place your left thumb near the edge of the screen. Now, flick the thumb half an inch right or left. This maneuver is easier if you have larger hands. Regardless of your hand size, you may find that thumb swiping is an efficient way to turn the page in ebook reader apps, such as iBooks or Kindle.

*Flicking* is very much like swiping, and if there's any difference at all, it would be that your fingers don't move as far and the motion is faster.

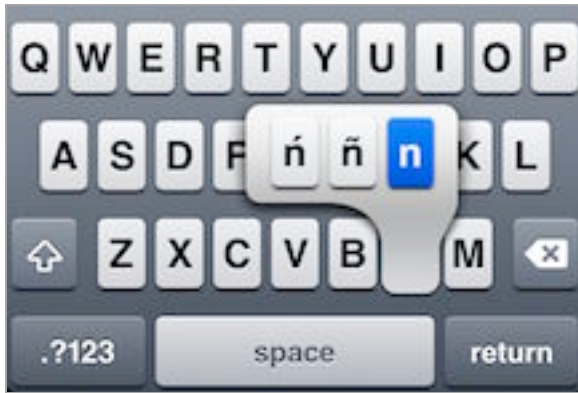
*Sliding* is like dragging, but it generally describes moving a control object within a set space, like the "slide to unlock" slider and the volume slider in the iPod app. "Slide" may indicate that you should hold your finger down and move it from one specific location on the screen to another.

## **Combine Gestures**

The finger actions that I just described sometimes combine into fluid motions. (You had no idea it was going to get this elaborate, did you?) For example, when you're using the onscreen keyboard (in Apple's Notes app or Mail), try this:

1. **Touch** the N key.

It turns blue, and a popover strip appears, showing variants (**Figure 15**).



**Figure 15:** Touching and sliding combine into a fluid gesture for typing alternate characters.

2. Keep your finger down and slide it to the ñ.

The ñ box turns blue.

3. Lift your finger.

The iPhone types an ñ.

You can use the same technique with other characters to type accented letters, change the dollar sign (\$) into other currencies, and more.

**Tip:** In some apps, to type a domain name suffix (such as .com), simply touch and hold down the Period (.) key and then slide to select a suffix.

When you explore an app, it's worth your time to tap, double-tap, and touch its screen in various locations to see what happens. For example, if you've scrolled down on a screen so you can no longer see the top, you can usually tap the status bar (where the battery icon appears) at the very top of the screen to return to the top. This is especially useful when you're reading long email messages or Web pages, or viewing pictures in the Photos app.

## Pinch and Expand (Zoom)

What if you want to zoom out to get the big picture? On the iPhone, you make a gesture called a *pinch* to zoom out. A good way to experiment with the pinch gesture is to use the [Maps](#) app. Let's take a look:

1. On the Home screen, tap Maps. (Maps is likely on the first page; by default, Apple's core apps alphabetize on the Home screen before any third-party apps. You can, of course, change that order.)

A map should be showing; you can get a map of a particular area by typing an address in the Search or Address field.

2. Place your thumb and pointer finger on the map, slightly apart.
3. Pinch by pulling your thumb and pointer finger closer together and then lifting them off the screen.

The map zooms out, showing more of the landscape.

---

***Pick two fingers, any two:*** In fact, you can pinch (or expand) with any two fingers. Two pointer fingers is fun.

---

How do you zoom in? With what I call a *expand* action, which is the reverse of a pinch. (Apple doesn't use the term "expand," but instead talks about pinching your fingers *apart*, which doesn't make sense, since a pinch involves bringing your fingers closer together. You'll see other Take Control books that refer to this as a "pull" gesture).

Continuing with the steps just above, to reverse direction and zoom *in* on the map:

1. Place your thumb and pointer finger on the map so that they are on either side of the area you want to zoom in on.
2. Drag your fingers apart an inch or two, and then lift them from the screen.

The area that was between the fingers enlarges. You can expand the map out several times to continue zooming in.

You can use these gestures in other apps, but they are most likely to work in mapping, browsing, and photo-related apps.

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**Double-tap to zoom:** A double-tap will sometimes also zoom an object on the iPhone screen. Try it in Maps and in Photos and notice the difference the second time you double-tap in each.

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## ROTATE AND TILT (CHANGE ORIENTATION)

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If you turn your iPhone in space, the screen may adjust accordingly. (And sometimes, annoyingly, if, like me, you use your iPhone while reclining on the couch.) For example, in the iPod app, you can see how rotation and tilt work on the iPhone screen once you've begun playing a song. One orientation (called *portrait*, as in a tall, narrow painting of a person) shows the cover of the album you are listening to, but the other orientation (called *landscape*—as in a wide painting of a lake and mountains) provides a “coverflow” navigation that lets you swipe an album cover to move to the next song.

In many apps, different orientations have different layouts or controls, so be sure to experiment. And some apps—mostly games—rely not only on rotation but also on tilting the iPhone in space. Even if you're not a gamer, I suggest you splurge on a “twitch action” game to put the iPhone 4 through its paces. [Flight Control](#), from Firemint, costs just \$0.99. If the rotate-and-tilt games are too twitchy for you, try [Spider: The Secret of Bryce Manor](#), which will let you practice a variety of iPhone gestures at a more leisurely pace (Tiger Style, \$2.99).


If you want to prevent the screen from rotating (on an iPhone 3GS or 4), you can lock the iPhone in portrait orientation. Here's how:

1. Double-click the Home button.
2. Swipe the bottom strip of icons from left to right.

You'll see iPod controls, plus the Portrait Orientation Lock icon at the far left.

3. Tap the Portrait Orientation Lock icon.

The iPhone will remain in portrait orientation until you tap the icon again to release the lock.

While the Portrait Orientation Lock is on, you'll see a padlock  icon in the status bar at the very top of the screen.

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## SHAKE (UNDO)

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On a computer, if you are typing and want to reverse a recent action, you typically choose Edit > Undo, or press Command-Z or Control-Z. The iPhone, like the iPod touch and iPad, lets you use an entirely novel approach—you shake the iPhone itself. After you shake it, you have the option to Undo the recent action or tap Cancel. (Change your mind? Shake again, and tap Redo the action.)

Note that the iPhone's idea of what's "a recent action" may not be the same as yours. When I wanted to erase the third paragraph of an email message I was writing, I shook the iPhone and it erased all three paragraphs.

Some apps also have more conventional—and controllable—ways to undo an action. In Mail or Notes, a common way to undo is to select text and cut it: Double-tap on a word to select it, and, if you want to select a phrase or paragraph, drag one of the little round points to expand the blue selection field. A cartoon-like bubble appears above the selection, giving you the choice to Cut, Copy, Paste, or (if you previously cut something) Replace the selected text (**Figure 16**). Tap Cut.



**Figure 16:** In many iPhone apps, you can double tap to select a word and drag one of the points that appears to select a phrase, paragraph, or more. Tap Cut to delete.

# Connect to Wireless Networks

Your iPhone can connect wirelessly to the vast world of data networks through either a cell network or a Wi-Fi network:

- **Cell network:** A cell network (3G or otherwise) has a honeycomb of overlapping geographical areas where telecommunications equipment provides ubiquitous access to the network. You can connect to a cell network in most cities, towns, and suburbs, and in some rural areas. You can use a cell network to make phone calls and to access the Internet.
- **Wi-Fi network:** A Wi-Fi network is often created by a single base station in a home, café, or office that can reach at most a few rooms away or a few hundred feet in a direct line outdoors. You can use a Wi-Fi network to access the Internet, but you can't make calls using Wi-Fi unless you have installed on your iPhone a voice-over-IP app, such as [Skype](#).

A third type of wireless network is Bluetooth, a short-range network that, for example, makes it possible to enjoy the convenience of a wireless headset for calls.

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## GET A 3G SIGNAL

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Accessing a 3G broadband network to make calls and transfer Internet data should be automatic as soon as your iPhone (actually, the SIM card in your iPhone) is activated by your broadband carrier.

In the United States, your carrier is likely AT&T; to learn about carriers and plans in other countries, consult this list from Apple:

<http://support.apple.com/kb/ht1937>.

You know you have service when you see one to five signal bars and your broadband carrier's name in the status bar at the top left of your Home screen (**Figure 17**).



**Figure 17:** The status bar shows a moderate signal (three signal bars, at left) and the name of my broadband carrier in Seattle (AT&T).

---

**No signal?** *If the status bar says No Service, that usually means you are out of range of a broadband signal.*

---

### **Your Choice of Carriers Is Limited**

iPhones work on GSM cell networks but not on the CDMA cell networks used in the United States by Verizon and T-Mobile, and widely used in China. That's part of the reason why, if you live in the United States where AT&T and T-Mobile are the only GSM carriers, your iPhone almost certainly uses AT&T for calling and data. Elsewhere in the world, you may have a choice of GSM carriers. (As of September 2010, rumors that Apple has developed an iPhone for CDMA networks are simply...rumors.)

**Tip:** To learn more about how 3G connectivity works, including how to monitor and slow your use of 3G data, read [Take Control of iPhone and iPod touch Networking & Security](#).

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## **MAKE A WI-FI CONNECTION**

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To connect your iPhone to a Wi-Fi network and thus to the Internet, follow these steps:

**You might already be connected:** *If you are, you'll see a Wi-Fi icon in the status bar. Also, in Settings > Wi-Fi, you'll see the name of the network that you're connected to in Choose a Network.*

---

1. In the Settings app, tap Wi-Fi to open the Wi-Fi Networks screen.
2. If Wi-Fi is off, turn it on.

Any available named networks should appear in the Choose a Network list.

3. Tap the network that you want to join, or if the network you want to join doesn't appear, tap Other.
4. Enter the requested information (**Figure 18**).



**Figure 18:** After tapping the name of the Wi-Fi network that you want to join, enter the requested credentials.

5. Tap the blue Join key.

If all goes well, your iPhone connects to the network and a checkmark appears beside the name of the network in the Choose a Network list (**Figure 19**).



**Figure 19:** Success! This iPhone is connected to a Wi-Fi network, called SR West. A checkmark beside SR West in the list of available Wi-Fi networks indicates that the connection is active.

**Note:** The iPhone 4 preferentially uses 802.11n to connect wirelessly via Wi-Fi in the 2.4 GHz band; this is a step up from the iPhone 3G and 3GS, which use the older, slower 802.11g standard.

To disconnect from a particular Wi-Fi network, in the Settings app, tap Wi-Fi to open the Wi-Fi Networks pane. In the Choose a Network list, tap the detail ⓘ button associated with the network; then tap Forget This Network and Forget.

You might want to turn off your Wi-Fi entirely to save power. To do so, in the Settings app, tap Wi-Fi and toggle the Wi-Fi setting Off.

### **Solving Wi-Fi Hotspot Problems**

Wi-Fi connections at hotels, coffee shops, and conventions can be a pain. If you connect to a public hotspot but your apps can't access the Internet, you may have to complete the hotspot's sign-in process. To do that, open Safari and try to access any Web page. This will instead load the sign-in page for the hotspot. You may have to agree to certain rules or enter your credit card number. Once you've finished that process, you should be able to use the Internet.

Ideally, the steps given in this chapter are all you need to connect to the Internet, but if your Wi-Fi situation is complex and you need more guidance, read [\*Take Control of iPhone and iPod touch Networking & Security\*](#).

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## **DISCONNECT COMPLETELY**

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Sometimes—such as when you're on an airplane or in a research or hospital setting—you want to prevent all wireless communication to and from the iPhone. The way to do this is by using Airplane Mode, which lets you temporarily disable 3G, Wi-Fi, Bluetooth and GPS connectivity.

In Settings > Airplane Mode tap the slider button to read On.

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## **CONNECT WITH BLUETOOTH**

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Want to use a wireless headset with your iPhone or send documents from your iPhone to a printer? If so, you need to know a bit about Bluetooth, a wireless technology for sending data between two devices that are a short distance apart.

Bluetooth is used in home entertainment systems and to connect wireless mice and keyboards to a computer, allowing you to do away with inconvenient or unattractive cables. It's also responsible for the phenomenon of people wandering around in public who seem to be talking to themselves—until you notice the Bluetooth headset they have stuck in one ear.

The iPhone can't connect to all Bluetooth-equipped devices, but it can connect to many Bluetooth headsets and printers, and to the iPad. In this section, I discuss how to connect your iPhone to a Bluetooth-equipped device, a process called *pairing*.

**Tip:** You can watch a Flash-based introduction to Bluetooth basics at [http://www.bluetooth.com/English/Pages/Fast\\_Facts.aspx](http://www.bluetooth.com/English/Pages/Fast_Facts.aspx) or read "How Bluetooth Works," at <http://www.howstuffworks.com/bluetooth.htm>.

### **Which Bluetooth Headsets Work?**

Bluetooth headsets (and other peripherals) are supposed to work with any Bluetooth host, such as an iPhone. However, not all Bluetooth headsets work equally well with the iPhone 3G, 3GS, and iPhone 4. I suggest that you check product descriptions, read reviews, or talk with a salesperson to make sure the headset you select is fully compatible with your iPhone.

To pair your iPhone with a Bluetooth device, follow these basic steps:

1. Make the device *discoverable*. That means it can be found by other Bluetooth devices (like the iPhone) that are looking for it.


Typically, to make a headset or other device discoverable, simply turn it on, following the manufacturer's directions. Once it is discoverable, you have about 3 minutes to pair it with the iPhone. If you don't pair it quickly enough, you must start again.

If turning on the device doesn't make it discoverable, check the device's manual (or Web site) for instructions.

2. On the iPhone, in the Settings app, tap General > Bluetooth.
3. If Bluetooth is off, turn it on.

Any in-range discoverable devices appear in the Devices list (**Figure 20**), including the device you made discoverable in Step 1.



**Figure 20:** Discoverable devices appear in the Devices list. Notice the faint Bluetooth  icon in the status bar by the battery indicator. The gray icon means that Bluetooth is on, but nothing is connected.

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***Device not appearing?*** *If the headset was previously paired to another device that is turned on and in range, either turn the device off, or unpair the headset from that device. After that, turn the headset off and then back on, and try again.*

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4. In the Devices list, tap the device that you want to pair with.
5. If the Phone tells you to type something, follow the directions. If you need to type a passkey but don't know what it is, try 0000.

If all goes well, your device pairs with the iPhone. When this happens, the device and the iPhone exchange a small amount of information and establish a working relationship. “Connected” appears by the device's name in the Devices list (**Figure 21**).



**Figure 21:** The headset appears in the Devices list with a “Connected” label, meaning that it is paired and in range. The Bluetooth  icon in the status bar has turned blue, indicating that Bluetooth is on *and* at least one device is connected.



As long as the device remains within 25–30 feet of the iPhone, it should stay connected. If it strays farther way, it will remain paired, but it won’t be connected.

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***Check your power!*** *If a Bluetooth connection isn’t working well, verify that the batteries in the Bluetooth device are charged.*

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If a paired device is interfering with what you do want to do, try one of the following solutions:

- To disable Bluetooth headphones temporarily while you’re in an audio- or video-related app, tap the Bluetooth audio  icon to switch to a different output option, such as the iPhone’s internal speaker. In the iPod app, the icon appears near the bottom of the screen.
- To unpair a device from the iPhone and thus completely disable the connection, in the Settings app, tap General > Bluetooth. In the Device list, tap the detail  button in the device’s listing; then tap Forget this Device and tap Forget Device.

You can pair and unpair a set of devices as often as you like.

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***Watch your battery!*** *If you don’t use Bluetooth devices often, and want to save battery power, turn Bluetooth off. Tap Settings > General > Bluetooth and set Bluetooth to Off.*

---

# Make and Receive Calls

The iPhone is, above all, a marvelously user-friendly phone. The large touchscreen and clearly labeled controls put an end to the teensy buttons and inscrutable codes that made earlier mobile phones so maddening. I devote this chapter to walking you through the basics of making and receiving phone calls. You'll learn how to use Apple's visual voicemail, add caller numbers to your contacts, customize ringtones, and make FaceTime calls with the iPhone 4.

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## MAKE A CALL

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Once your broadband provider activates your iPhone, you have a phone number and you are ready to make and receive calls.

In the Phone app, making a call is as simple as tapping the Keypad button on the tab bar at the bottom of the screen, entering the number you want to call, and tapping Call. If, once the call is in progress, you need to enter numbers for an extension or navigation, tap the Keypad button.

Here are more ways to place a call:

- **Call someone back or redial:** To call someone who recently called you, or to redial a number you called recently, tap Recents on the tab bar to see calls listed by phone number or contact name. (Outgoing and completed calls appear in black, missed calls in red.) Tap the number to call.
- **Call while managing voicemail:** On the Voicemail screen, tap a caller's name (or number) and then tap the Call Back button.
- **Look up a number and call it:** From the Contacts screen, tap a name, and then tap a number.

## Voice Control Dialing

Using the iPhone's Voice Control feature to make a call is eerily easy. The feature works on an iPhone 3GS or 4. Hold down the Home button until you hear a double beep. Say "Call (number)" or "Call (name of someone in your Contacts)."

Know more than one Mark or Jennifer? Voice Control will tell you there are multiples, list them, and ask you to speak the correct name to make the call.

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## RECEIVE A CALL

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When your iPhone rings, you see caller information displayed at the top of the screen. To answer a call, tap Answer. (If your phone is asleep, or locked, slide the "slide to unlock" [Slider](#) to answer the call.)

If you are in an environment where a ringing phone would be disruptive, you can prevent your phone from ringing. Toggle the Ring/Silent switch (see **Figure 3** and **Figure 8** in [Find Buttons and Ports](#)) on the upper left side to show a red bar (on the iPhone 4) or a red dot (on the iPhone 3G and iPhone 3GS). If a low level of noise is acceptable, you can set the phone to vibrate instead of ring when a call is coming in: tap Settings > Sounds, and set Vibrate to On. While you're in Settings > Sounds, you can set ring volume and select a default ringtone.

Forgot to set the phone to silent? You can always toggle the switch to quickly silence an incoming call. If you ignore a call, the number is stored in the Recents list in the Phone app, even if the caller doesn't leave a message.

**Tip:** Use the iPhone's 25 built-in custom ringtones to identify key callers. In the Phone app, tap Contacts on the tab bar, tap the caller name, tap Ringtone, and then set a ringtone other than Default. I've been known to assign the Alarm ringtone to particularly obnoxious callers.

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## CONTROL A CALL

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While you're on a call, caller information scrolls across the top of the screen. Buttons appear, allowing you to mute a call, put the caller on speaker, add another call, view contacts, or—on an iPhone 4—convert the call to a FaceTime call.

Don't be afraid to navigate away from the Phone application while you are on a call. It's not immediately obvious, but you can push the Home button to see the Home screen and tap any app you want to access. You can refer to a Mail message, use a note-taking app, look up an address in Contacts, or even take a picture with the Camera app. (You can also play a game, but watch out for games with sounds. If the sound is on, your caller will find out you're multi-tasking.) To return to the Phone app, tap the green bar at the top of the screen that says "Touch to return to call."

To "hang up" and disconnect a call, tap the red End button.


**Note:** iPhone 4 users can switch a normal phone call to a FaceTime video call. Flip ahead a few pages to [Enjoy FaceTime Calls \(iPhone 4\)](#) for instructions.

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## CREATE CONTACTS AND FAVORITES


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If you expect to be calling a number again, you can store it in Contacts—and add it to Favorites so you can "speed dial."


To add a caller to Contacts (or add a number to an existing contact record) tap Recents and tap the detail  button at the right of the number, being careful with your tapping aim or you'll accidentally place a call instead. Then tap either Create New Contact or Add to Existing Contact. The phone number is automatically filled in, and you can add any additional information by using the keyboard that appears when you tap a field.

**Note:** The Contacts list in the Phone app shares its data with the Contacts app.

You can add numbers to the Phone app's Favorites list in either of two ways from the Phone app's tab bar:

- Tap Recents, tap the detail  button for the caller you want to add, and then tap Add to Favorites (you may have to scroll down to find the Add to Favorites button).
- Tap Contacts, choose a contact, tap Add to Favorites, and select the number you want to add. To add more than one number for a contact, simply repeat the process.

To access your Favorites list, tap Favorites on the tab bar.

**Tip:** Has someone slipped off your A list? No problem. At the top of your Favorites list, tap Edit to activate deletion mode. Now tap the minus  button to banish them from Favorites.

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## USE VOICEMAIL

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When Steve Jobs introduced the first iPhone at a Macworld Expo keynote, one of the biggest cheers from the crowd was for visual voicemail. It meant you no longer had to call a phone number and work your way through all your messages in sequence to find the important one.

With visual voicemail, you can see at a glance all your unheard messages, complete with information about each caller (or at least the caller's number) and the time the message was sent. And you can listen to (or delete) the messages in any order you want.


### Set Up Your Greeting

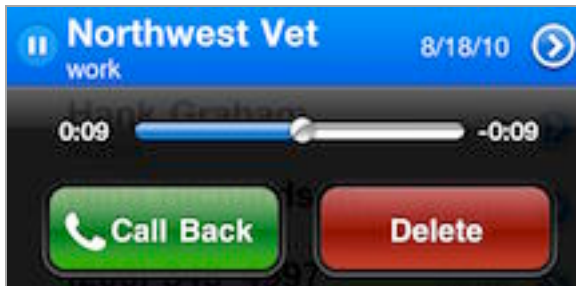
The first time you access your voicemail, you're asked to create a password and record a greeting for your callers (or choose your broadband carrier's Default greeting). To change your outgoing message at any time, tap Voicemail > Greeting > Custom, and then tap Record.

When you unlock your iPhone, the Phone icon on the Home screen displays a red badge if you have missed calls or unheard messages, and shows the combined total of them. Tap Phone to see the number of each (**Figure 22**).




**Figure 22:** The iPhone screen tells me I have one missed call and two unheard voicemail messages.

To listen to a message, tap Voicemail, tap the name or number associated with the message, and tap the Play  button to the left of it. Using the Play (Stop) button and the audio slider at the bottom of the screen, you can stop, rewind, or replay the message (**Figure 23**).



**Figure 23:** I'm halfway through listening to a voicemail message from the veterinarian's office. By moving the dot on the slider I can rewind or fast-forward the message.

To respond to a voicemail message without listening to it, tap the name or number associated with the message and tap Call Back. If you're already listening to the message, just tap Call Back.

**Tip:** Tap the detail  button for any message in your Voicemail list to see an information screen with tappable options for making a call or sending a text message. If the caller is in your Contacts, you also get handy access to alternative phone numbers, and email addresses.

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## Enjoy FaceTime Calls (iPhone 4)

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At last, the two-way wrist communicator is here. For some people, FaceTime video calling technology was the major reason for buying an iPhone 4. FaceTime takes advantage of the iPhone 4's dual cameras—a low-resolution VGA camera in front, and a 5-megapixel camera on the back—to let callers see each other, their surroundings, or both at the same time.

## FaceTime Requirements

For FaceTime to work, both you and your caller must meet three requirements:

- Use an iPhone 4 or a fourth-generation iPod touch (these new iPod touches were announced in September 2010). Because FaceTime uses a collection of standard technologies, it's possible that more devices will work in the future.
- Have FaceTime enabled (it's enabled by default in Settings > Phone).
- At this time, both devices must be connected to a Wi-Fi network. Interestingly, for the FaceTime portion of a call, the iPhone doesn't use minutes or data from its cellular provider's plan. Instead, the call data transmits wirelessly from the iPhone to a Wi-Fi router, through the Internet, and then via Wi-Fi to your recipient (and vice-versa).

If an iPhone's Wi-Fi connection goes through a *firewall* (a form of software-based security on an Internet router or gateway), the firewall may have to be configured for FaceTime connections. Firewall configuration is beyond the scope of this ebook, but this Apple article discusses port forwarding for FaceTime:  
<http://support.apple.com/kb/ht4245>.

## Using FaceTime

To make a FaceTime call, you have a few options:



- Place the call just like any other phone call, but once the call goes through, tap the FaceTime button.
- In the Contacts app or the Phone app, locate the person you want to call, and tap the FaceTime button. (If you initiate a call through the Contacts app, your call will use zero voice minutes—the entire call will go through Wi-Fi).

**Note:** All contacts with phone numbers have a FaceTime button, but if you use the button to call a number that does not have FaceTime capabilities, your call will not go through.

The person you are calling must tap Accept to activate the FaceTime video call. You know it's working when you see the other person's face!

To receive a FaceTime call, all you need to do is respond to the invitation that appears on your screen by tapping Accept.

Once a call is active, you can control it as follows:

- Turn FaceTime on or off during a call and continue the audio portion of the call uninterrupted: Press the Home button. To resume video, tap the green bar at the top of the screen.
- Continue video without audio: Tap the Mute  icon at the edge of the FaceTime screen.
- Turn off both audio *and* video: Tap Mute and then press the Home button.
- Switch which camera is sending video: Tap the transparent rotating camera  icon at the top right of the screen.
- Disconnect the call: Tap the End button.

**Note:** For a helpful and enjoyable review of using FaceTime, read <http://www.macworld.com/article/152308/> by *MacWorld's* Dan Moren.

### FaceTime Favorites

Once you've had a FaceTime conversation with someone, you can add their FaceTime phone number to your Favorites list and be able to make a subsequent FaceTime call with just one tap (**Figure 24**).



**Figure 24:** After a FaceTime call with my friend Mike, I navigated to his entry in my contacts list and tapped Add to Favorites. I had a choice of adding his mobile number as Voice Call or FaceTime, and I chose FaceTime. Now the tiny video icon in Mike's listing on my Favorites screen shows that when I call his mobile number, the iPhone will initiate a FaceTime video call.

# Use, Download, and Manage Apps

The iPhone's core apps come pre-installed from Apple. They include Phone, [Mail](#), [Safari](#), and [iPod](#) (which appear by default on the Home screen's Dock), and [Calendar](#), [Camera](#), [Clock](#), [Contacts](#), [Game Center](#), [Maps](#), [Notes](#), [Photos](#), and more (which are on the Home screen). You can rearrange Apple's core apps on the Home screen, but you can't delete them.

We talked about Phone in [Make and Receive Calls](#). In this chapter, I'll start by giving you a taste of what you can do with the other core apps. I also discuss [iBooks](#).

Then we'll look at how to access the treasure trove of Apple and third-party apps available through Apple's App Store when you're [Shopping in iTunes](#) on a computer or [Shopping on the iPhone](#) using the App Store app. We're talking everything from free games featuring rubber duckies and koi fish to full-featured GPS navigation tools priced in the \$70–\$100 range.

When you've finished this chapter, you'll know how to [Manage Apps](#), including how to update, share, and delete apps.

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## Use the Core Apps

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Though I've been using iPhones since 2007, writing this ebook gave me new appreciation for many of the core apps that come pre-installed on every iPhone. The Phone app is so important that I've already covered it, in [Make and Receive Calls](#), earlier. In this section, we'll take a quick tour of several of them so you can be comfortable with the basics.

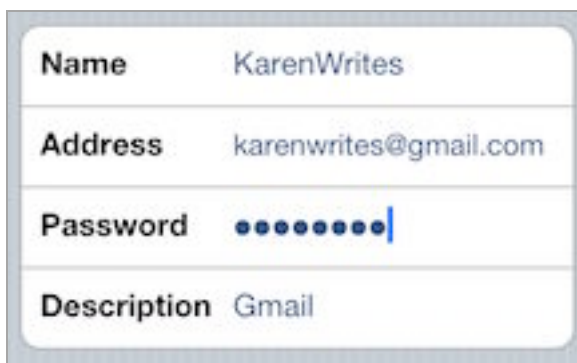
### Mail

The Mail app gives you access to any or all of your email accounts. With a little smarts in your set up, reading your email on the iPhone won't interfere with accessing it elsewhere.

## Set Up Email Accounts

The Mail app works with any email account, including MobileMe, Gmail, and Microsoft Exchange (Mail now allows multiple ActiveSync accounts). So that you can see how it's done, here are the steps to set up a Gmail account:

1. Make sure your iPhone is connected to the Internet via a cell network or Wi-Fi connection so it can verify the account during setup.
2. Tap Settings > Mail, Contacts, Calendars > Add Account.
3. Select the type of account you have. (In this example, it's Gmail.)
4. Enter a name to identify this account on your iPhone, the email address of the account, the account password, and an optional description (just the way I have in **Figure 25**).



Name	KarenWrites
Address	karenwrites@gmail.com
Password	••••••••••
Description	Gmail

**Figure 25:** When you set up an email account on the iPhone, you can give it any Name and Description you want. But the Address and Password must match the ones already associated with that account.

5. Tap Next.

The iPhone contacts the email system to verify your account.

6. Once your account is verified, make sure Mail is On and tap Save.

**Tip:** If you have an email address with a tricky account set-up, note that you can *copy* the account configuration one way from your computer to your iPhone using an iTunes or MobileMe sync.

## Temperamental Email Accounts?

I have a few email accounts with temperamental mail servers that are always asking for passwords or making me jump through hoops. I've found it easier to put my main accounts (MobileMe and Gmail) on the iPhone and have mail from these other email accounts forwarded to either the MobileMe or the Gmail account.

**Tip:** You can find out a great deal more about syncing email between computers and devices, and about email on your iPhone in [Take Control of Mail on the iPhone and iPod touch](#).

## Use Mail

Whenever you unlock your iPhone, a red badge on the Mail icon on the Home screen shows the number of unread messages in the inboxes of your email accounts that are set up on your iPhone.

Tap Mail to see lists of your inboxes and accounts and the number of unread messages in each—navigate down the hierarchy by tapping the name of an account or mailbox; navigate back up by tapping the name of the account or mailbox at the top of the screen. (If you've set up only one account, you'll see a slightly different presentation.)

New in iOS 4, if you have multiple email accounts set up, on the Mailboxes screen, you can tap All Inboxes to view a unified inbox that has collected all your messages from all your mail accounts in once place. (Some people welcome this option; others find it confusing and prefer to continue to read mail one account at a time.)




When you view a mailbox or folder in Mail, you'll see the most recent messages. To set the number displayed, tap Settings > Mail, Contacts, Calendars and under Mail tap Show. (While you're here, notice all the other options available for customizing how your Mail app operates!)


Don't see a message you want? Use the Search field at the top of the message list (you might need to swipe the screen down to reveal it). In the Search field, type a keyword and narrow the search by tapping the field (From, To, Subject, or All) where it's likely to be located. If your keyword isn't found, you can tap Continue Search on Server to search older messages.

To read a message, tap it.

The Mail app makes it easy to deal with email attachments. You can preview, open, and even (sometimes) edit a wide range of documents (including Word, .rtf, .txt, Excel, PowerPoint, and .htm and .html Web pages). Tap an attachment to preview it. In the preview, you can tap an option to open and (perhaps) edit the file. A Microsoft Word document, for instance, may open in the [GoodReader for iPhone](#) app.

**Tip:** To save attached images and videos, tap the image or touch and hold the video attachment to access a Save option.

To reply to, or forward, an open message, tap the Reply  icon on the tab bar at the bottom of the screen. You can also use the tab bar to file the message  or trash  it.

To compose a new message, tap the New Message  button on the tab bar.

## Safari

Safari, Apple's Web browser, is surprisingly pleasant to use on the iPhone's small screen, especially if you make the text and graphics larger by switching to a landscape orientation.



Before you start, configure Safari by tapping Settings > Safari. You can select the search engine you want to use (Google, Yahoo, or Bing) and set a few other preferences. Here are some tips on configuring a few of the preferences:

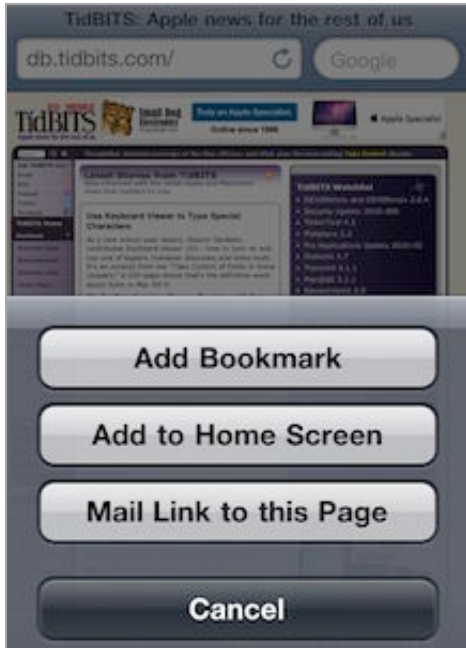
- **Autofill:** Autofill helps you fill in Web forms by storing and auto-typing your login names, passwords, and contact data. Although Autofill is extremely convenient, I recommend that you keep it off unless you have set a passcode on your phone and are comfortable with the security level of the passcode versus what would happen if a thief or snoop broke the passcode. I explain how to set a passcode ahead, in [Secure Your iPhone](#). I find that [1Password for iPhone](#) (\$9.99, Agile Web Solutions) is a helpful and secure alternative.
- **Fraud Warning:** Turn this setting on and Safari will alert you if you visit a site that Safari considers suspicious, such as a phishing Web site masquerading as your bank in order to lure you into typing private information. Turn this setting on, but don't depend on it. You should always pay attention when entering passwords, bank account numbers, or other such data into a Web site.


- **JavaScript:** Web pages may use JavaScript to offer certain interface elements and many Web sites require that you have JavaScript on.
- **Block Pop-ups:** Although the occasional Web site uses pop-up windows as part of the user experience, most pop-ups are annoying ads. I strongly suggest leaving this option on. You can always turn it off if a site doesn't work properly without pop-ups.
- **Accept Cookies:** Cookies are small bits of data that are put on your iPhone so that when you return to a Web site, the site “knows” something about you. For example, the Take Control Ebooks site (<http://www.takecontrolbooks.com/account>) uses a cookie to keep you logged in so you can conveniently access your ebooks without having to enter your password on each visit. Some sites install cookies to track you in ways that you might not realize, such as monitoring your browsing history. Such a site may find you because you viewed its ad on the page of some other site. I suggest that you accept “From visited” cookies to enjoy the pluses of cookies while limiting the downsides.

**Note:** To find out more about Safari's settings, [Consult the User Guide](#).




If you use Safari (Mac OS X or Windows) or Microsoft Internet Explorer (Windows) for Web browsing on your computer, you can easily sync those bookmarks with Safari on your iPhone using iTunes or a MobileMe account. To transfer bookmarks from Mozilla's Firefox browser on your computer, install [Firefox Home](#) (Mozilla, free). This article explains how it all works: <http://arstechnica.com/apple/reviews/2010/07/firefox-home-hands-on-firefox-on-your-iphone-sorta.ars>. You will first need to install Firefox Sync on your computer and create a (free) Firefox Sync account.

To access your bookmarks in the Safari app, including your browsing history, tap the Bookmarks  icon at the bottom of the screen. To add the Web page you are viewing to your bookmarks, tap the plus  icon, tap Add Bookmark (**Figure 26**), and tap the Save button. You can rename the bookmark, or select a location deeper in your bookmark hierarchy, before you tap Save.



**Figure 26:** Tapping the plus  icon at the bottom of the screen gives you three ways to keep track of a Web page that interests you. You can bookmark the page, create a Web clipping and add that to your Home screen, or email a link to someone.

Here are some tips for enjoying Web browsing on a small screen:

- **Read columns, not pages:** Tap twice on a column in most Web pages and watch it automatically expand to fill the screen. This effect is even nicer if you hold the iPhone in landscape mode. (Tap twice a second time, and the page zooms back out to give you a big-picture view.) You can also use the two-finger [Pinch and Expand](#) technique to bring the text up to a readable size.
- **Practice page management:** You can have only eight pages open at a time in Safari. Tap the Pages  icon at the lower right to see thumbnails of your open pages; navigate between them by swiping across the screen. Close any page you don't want by tapping the red X  badge on the upper left corner of the thumbnail.
- **Learn the toolbar controls:** Many of the browsing controls (back and forward arrows, and bookmark access) you are used to having at the top of the screen on a computer appear in the toolbar at the bottom of the iPhone screen. The toolbar also has a plus  icon you can use to add the Web page you're viewing to your

bookmarks, turn it into a Web clip and add it (as an icon) to your Home screen, or email a link to it.

- **Use suggestions to speed up your searches:** Searching on the iPhone is like searching on a computer, except that typing is more difficult. Tap the Search field, and it expands to give you room to enter your search terms. Take advantage of Safari's convenient suggestions, which usually fill the screen after you type a few letters. Tap a suggestion, or the blue Search button at the lower left, to get search results. (Can't find the Search field to begin with? You may need to swipe down to reveal the title bar at the top of the browser.)

### **Beyond Safari Search**

Searching with Safari on the iPhone screen can be a pain, particularly if you're trying to type search terms in a hurry. In those situations, I've had better results using the free [Google Mobile App](#) with its voice-search feature.

### **iPod and iTunes**

You probably know the iPod is a media player and iTunes is a media storage application on your computer—but did you know they're also iPhone apps?

- Think of the iPod media player as the iPhone's predecessor—which now lives *inside* the iPhone as the iPod app.
- The iTunes app lets you buy music, video, and audiobooks to play in the iPod app, though you can also transfer these types of content from your computer. The iTunes app on the iPhone has the function of the iTunes Store portion of the iTunes program on a computer. If you are a podcast fan, note that you can download a podcast using the iTunes app, but if you want to subscribe to it, you must use the iTunes program on your computer and set up podcast syncing.

Still following me? Good. Let's play some music using the iPod app. To access a particular song in iPod, in the tab bar at the bottom of the main iPod screen, tap Songs and then either scroll the alphabetical list of songs or tap the letter of the alphabet (far right) the song begins with. When you find the song you want to hear, simply tap its name to play it.

You can use the standard iPod audio controls at the bottom of the “Now Playing” screen to control the volume, rewind or fast-forward, or navigate to another song. Additional controls—including “scrubbing” back and forth in the song and starting a Genius list based on the song—appear at the top of the screen. Tap the middle of the screen if you don’t see them.

One of the coolest things about iOS 4 (iPhone 3GS and iPhone 4) is that you can access iPod audio controls quickly by pressing the Home button twice and swiping the Dock from left to right (**Figure 27**).



**Figure 27:** Press the Home button twice and swipe the Dock from left to right for easy access to the iPhone’s iPod controls.

**For iPhone 3G:** To set your iPhone so that if audio is playing a double-click of the Home button will reveal iPod controls, tap Settings > General > Home Button. On the Home Button screen, turn on iPod Controls. (If audio is not playing, a double-press will take you to the selected item in the “Double-click the Home button for” list, also on the Home Button screen.)

For a great deal more information on using iPod and iTunes on the iPhone, [Consult the User Guide](#). For help setting up a large audiovisual library in iTunes on your computer with portions of it syncing to an iPhone, consult [Take Control of iTunes 10: The FAQ](#).

## Calendar

The iPhone’s Calendar app is fairly generic, no doubt because it’s been designed to sync with a wide range of computer calendar programs and with Web-based calendar services including MobileMe, Microsoft Exchange, Yahoo, and Google. (To find out about your options for syncing your Calendar data, see [Devise a Data Strategy](#), further on.)

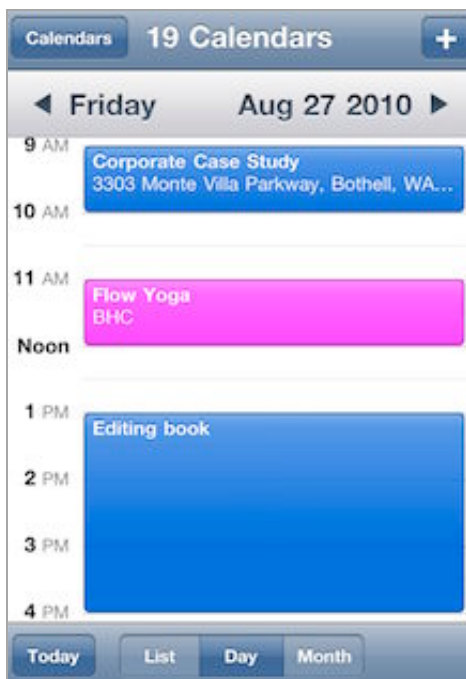
I suggest that you sync data to Calendar to get started. After you have your data, configure Calendar to meet your needs.

Start with the Settings. Tap Settings > Mail, Contacts, Calendars and scroll down to Calendars. It's a good idea to set New Invitation Alerts to On. Then look at the Default Calendar setting. If the calendar name that appears isn't one that you frequently use, tap Default Calendar and tap to select a better one. Press the iPhone's Home button when you're done.

Viewing your calendar data in Calendar is straightforward:


- To select a view, tap List, Day, or Month in the tab bar at the bottom of the screen.
- If you have multiple calendars (for work, social, and family activities)—or aren't sure if you do—tap the Calendars button in the upper left to view a complete list of all your calendars. The ones with a check beside them will be displayed in calendar views. You can tap Show All Calendars, or if you don't need to see them all, check or uncheck individual calendars by tapping them. Tap Done to return to your preferred Calendar view.

Note that at the top of the Calendars screen it says either All Calendars or shows the number of calendars you have chosen to display (**Figure 28**).



**Figure 28:** This Day view in Calendar shows three events, one from my personal calendar and two from my work calendar. The bar at the top shows that I have selected 19 calendars to be displayed.

## Adding an Event

To add an event in Calendar, tap the plus  button and enter your event information—at the minimum, a Title and the times the event Starts and Ends (note that All-day is a choice). In addition, you can set an event to Repeat, and setting an Alert can be useful. (An alert is a message that appears on the device's screen. To activate an Alert sound, tap Settings > Sounds and scroll down to set Calendar Alerts to On.)

Be sure to tap Done to save the new Event to your calendar.

---

**Warning!** *The default start time for a new event in Calendar is one hour after the time you set up the event. I tend to organize my calendar at night, and as a result the default is usually 9 or 10 p.m. I can't tell you how many times I've adjusted the 10 to 9 or 11 to create a business meeting and failed to notice the p.m. default!*

---

## Event Invitations

If you use Microsoft Exchange, or another CalDAV calendar system, you can receive and respond to event invitations in Calendar. They'll appear in your calendar with a dotted line around them, and you'll see a Notifications button at the bottom of your screen with the number of invitations you have displayed in a red badge.

## Calendar Alternatives

As my warning (slightly above) about the default start time for events suggests, I'm less than satisfied with Calendar. For that reason, I've played with a few alternative calendar applications, including the simple and colorful [Years](#) (\$1.99, Zicron Software) and ones like [Pocket Informant](#) (\$12.99, Web Information Solutions) that handle your to-do list as well. If you are syncing data from Google Calendar, you might want to check out [Saisuke](#) (\$9.99, Mobile Saysoft) or [CalenGoo](#) (\$6.99, Dominique Andre Gunia).

You'll also find a bevy of specialty calendar apps that let you keep track of everything from religious holidays to sports schedules.

## Camera

If you have an iPhone 4, you have one of the best and easiest-to-use smartphone cameras around. It handles both still photos and video recording, and has focus and zoom controls for each. Reviewers in general like the quality of the iPhone's photos and have given the video

recordings rave reviews. I'm pleased with the improvement in my own photos since I moved from an iPhone 3GS to the iPhone 4. (That said, my editor, Tonya, just moved up from an iPhone 3 to a 3GS and she reports she is delighted with improved quality in *her* camera!)


Professional photographers and videographers are exploring the iPhone 4 camera, and it's only a matter of time before someone writes a guide to making the most of the camera's high-end features. In the meantime, here's a quick tour of the basics.

## Shoot Pictures

The whole point of having a camera in a mobile phone is ease of use, and taking quick pictures with the iPhone is easy. The Camera app is, by default, in the Dock (I've chosen to keep it there). To take a photo:

1. Tap Camera to open the Camera app.

You see a digital representation of a "shutter" opening. On the iPhone 4 and iPhone 3Gs, a blue rectangle appears, briefly, to show where the camera is focused. (The rectangle may fail to appear if the camera is pointed at a dark surface).

2. Make sure the Camera/Video switch is set to the Camera  icon. (These directions assume you are holding the iPhone in portrait position; if you aren't, your buttons will be in different places.)
3. On the iPhone 4 and iPhone 3GS, you can select the focal point of a picture and take advantage of digital zoom.

To make the adjustments, tap the screen where you want the camera to focus. A blue rectangle appears where you tapped, marking the new focus area, and a zoom slider appears. Drag the zoom slider as desired to frame the photo. You can repeat tapping and sliding as often as you like.

---

### ***Shift the focus to improve the lighting in your photo:***


*On the iPhone 4 and iPhone 3GS, when you tap to shift the focus to another part of the picture, note that the lighting of the area in focus automatically improves. This is a great way to correct the lighting when taking a picture of a dark subject against a light background.*


---

4. To take the picture, tap the Camera  button at the bottom center.

The photo is stored in your Camera Roll, which I will talk about shortly. The Camera app remains active, so you can continue to shoot pictures simply by tapping the Camera button.

### Use Flash or HDR (iPhone 4)


If you are using an iPhone 4, you have the option of using LED flash illumination to enhance your photo. Tap the lightning-bolt flash  button to turn the flash off or on, or to select Auto flash mode and allow the camera's light sensors to decide if the photo needs more illumination.

iPhone 4 owners who have iOS 4.1 installed have the option of shooting HDR (high dynamic range) images. A *high dynamic range* image is created by taking three photos, one with normal exposure, one overexposed, and one underexposed. The camera then creates an HDR composite that incorporates the best aspects of all three images—adding exposure to dark areas and reducing exposure of overly bright sections of the photo. Over-done, an HDR image can look decidedly garish, but most reviewers are impressed with the subtlety of the HDR offered in iOS 4.1. And there's no requirement that you use HDR. Look for the transparent HDR  button at the top of your camera screen. Tap it to turn HDR on or off. (Don't see the HDR button? Try turning Flash off.)

---

***Flash or HDR, but not both!*** If you turn LED flash on, you are automatically turning HDR off (and vice versa).

---

**Tip:** To take a quick picture of yourself with an iPhone 4, tap the Camera Rotation  icon to switch to the lower-resolution front-facing camera (without LED flash). Tap the Camera button to take the picture, which will be stored in your Camera Roll.

### Shoot Video

Just a few years ago, shooting decent video required a dedicated video camera with storage cards and a microphone set-up. It's a little hard to believe you can now shoot perfectly good video with a smartphone. But

both the iPhone 3GS and the iPhone 4 have good video capabilities; the iPhone 4 shoots high-definition video by default.

It's nearly as easy as shooting a photo:

1. Tap Camera to open the Camera app.

You see a digital representation of a “shutter” opening, and a blue focus box appears.

2. Toggle the Camera/Video switch to display the Video  icon.

The Camera button turns into a red dot .

3. Tap the red dot to begin shooting video.

The red dot flashes to show the video is recording.



4. Tap anywhere on the screen to move the blue focus box and adjust the lighting.

5. To stop shooting video, tap the red dot .

You hear two plinks that confirm that recording has stopped. Video is automatically saved to your Camera Roll.

### **Review, Send, or Delete Photos and Videos**

Photos and videos you take are stored in the iPhone's Camera Roll. You can access it from the [Photos](#) app or from the Camera app, where the Camera Roll icon is a thumbnail of the last image you took. Tap that thumbnail to access the roll, and tap the arrows or flick to move through the roll.

Each photo or video you see in the roll can be deleted, using the Trash  icon, or sent somewhere, using the Send  icon. Your options for sending a photo or video include email and MMS messages (if your phone plan includes MMS). MobileMe members can also send photos or videos to a MobileMe Gallery.

---

***Warning!*** Video, especially HD video, creates large files. If you try to attach a video to an email message, it may take a long time to send or be too large for the recipient's email service to receive. Sending large video files via MMS can get expensive, depending on your broadband plan.

---

## Upload Photos and Videos

Images taken using the Camera are not transferred or synced through iTunes; instead, they can be uploaded directly to a photo storage application in your computer. To upload photos and video to your computer, you will need to connect the iPhone to your computer, just as you would attach any digital camera. Follow the directions for your photo storage application.

(If you use a Mac, the photo app is most likely iPhoto or, possibly, Image Capture.)


## Clock

Thanks to the pre-installed Clock app, the iPhone has become my alarm clock, complete with Snooze button. I started using it for travel, so I wouldn't have to wrangle with the cryptic controls on hotel alarm clocks. I liked it so much that I started using it at home, as well.

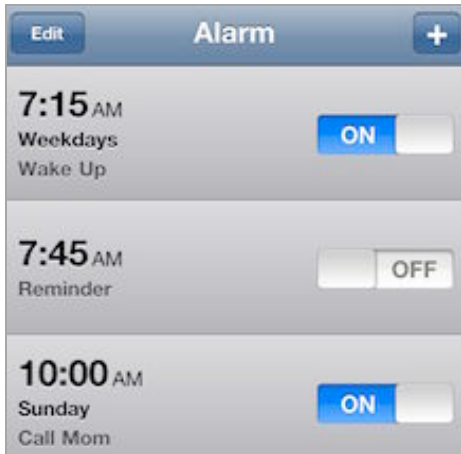
**Tip:** Using the iPhone Clock as a bedside alarm clock makes it convenient to charge it every night and have battery power all day.

The Clock offers World Clock, Alarm, Stopwatch, and Timer features. I focus here on how to configure and use the alarm.

To create and set an alarm in the Clock app:


1. In the tab bar at the bottom of the screen, tap Alarm and then tap the plus  button at the upper right.
2. Set your alarm's options:
  - **Repeat:** You can set the alarm to repeat on certain days of the week (make sure you leave work in time get to Thursday night yoga, for instance).
  - **Sound:** Bark can be quite startling; I tend to prefer Crickets.
  - **Label:** Remind yourself that you're getting up at 5 a.m. to Set Out Trash. (The label will appear in the Alarm list.)
  - **Time:** Drag to "spin" the dials and set when you want the alarm to sound.
3. Tap Save (upper right).

Your new alarm appears in the Alarm list (**Figure 29**).



**Figure 29:** I've created three alarms: Wake Up (for weekdays), Reminder, and Call Mom (for Sundays). Wake Up and Call Mom are both set to On.

To disable an alarm, tap its On/Off button. If you need to edit an alarm, tap Edit (upper left of the Alarm list), tap the alarm's panel, and make changes.

To delete an alarm, tap Edit and tap the red minus  button, followed by Delete.

### **Ready for More Sophisticated Timepieces?**

If you travel or have friends spread across the globe, you may like [MagicHour](#) (formerly Velaclock) (Vela Design Group, \$3.99). For each city you add to your watch list, you see information on the times of sunrise/sunset and the duration of daylight. If it's a New Age alarm clock you're seeking, try [Peace Alarm Clock](#) (Studio Six Digital, \$.99).

## **Contacts**

The Contacts app on the iPhone is closely integrated with the Phone app. You can place a call from a Contact screen and you can capture numbers from phone calls and phone messages to add to Contacts, or use to create new Contacts records. (See [Create Contacts and Favorites](#), earlier.)

The Contacts app can sync with many contact programs and systems, including Address Book, Windows Contacts, MobileMe, Microsoft Exchange, and Google (read [Devise a Data Strategy](#), further on). It

can also import contacts from your previous phone's SIM card—tap Settings > Mail, Contacts, Calendars, scroll to Contacts, and tap Import SIM Contacts. For more on importing contacts from an old phone, read Apple's advice at <http://support.apple.com/kb/HT1648> and <http://support.apple.com/kb/TS1777>.

If you're new to the iPhone, it's worth taking a minute or two to explore the Contacts settings and interface.

Tap Settings > Mail, Contacts, Calendars and scroll to Contacts to set the alphabetic order (First name, or Last name) in which your contacts are sorted and displayed.

From the Home screen, tap Contacts to access your contacts. If you have synced contacts to the iPhone that are organized in groups, those groups are listed, along with an All Contacts option (**Figure 30**). Tap All Contacts or a Group to see an alphabetical listing of contacts. To navigate to a single contact record, tap a letter in the vertical alphabet on the right to view the first several contacts that begin with that letter. From there, flick the screen up or down to navigate alphabetically to the exact contact you're seeking.




**Figure 30:** If you've organized your contacts into groups on your computer and synced to the iPhone, the first page you see when you open Contacts is those same Groups. Tap All Contacts to see an alphabetical listing of all your contacts by name.

If you have a large number of contacts and don't like to scroll, or you want to search by company name, tap the Search field that appears at the top of the alphabetical list (**Figure 31**). Enter the first few letters of a first, last, or company name to view a list of matching contacts.



**Figure 31:** At the top of an alphabetical list of contacts (including contacts in a group) is a search field you can use to search for a first, last, or company name.

Once you've found a contact, tap the appropriate field in the contact record to place a call, send an email or text message, view a Web page, or map the address. To edit a contact, tap the Edit button at the top right.

To add a new contact, navigate either to a group or to All Contacts. Then tap the plus  button at the top right to open a New Contact screen. Enter the contact information, and tap Done.

## Game Center

Released in early September 2010, Game Center is the newest core app for iOS 4, though it does not work with the iPhone 3G. It's a social environment that uses the Internet to connect you with other players for a wide variety of games. (Game Center is not available in all countries, and the games available may vary by country.)

The first time you open Game Center, a Welcome screen asks for permission to push game invitations and game data to you (even when you're not using Game Center). Don't worry—whatever decision you make, you can change it later by tapping Settings > Notifications > Game Center and tapping the On/Off button.

If you have used the Xbox Live gaming console you will recognize the Game Center interface and know exactly what to do to get started. For those of you new to interactive gaming, you begin by creating an account, which will contain your *nickname*, the identity by which other players can recognize you. Work your way through the account set-up process, tapping Next to advance between screens. Several screens in, you can enter additional email addresses that will receive game invitations.


After you set up your account, the Game Center app will show your Me screen (**Figure 32**).



**Figure 32:** The Game Center’s Me screen shows your nickname and provides stats about your Friends, Games, and Achievements. (SuzyCreamcheese is obviously new to Game Center).

**Note:** To access or change your Game Center account settings, tap Me, then your email address, and then View Account.

You get around in Game Center by tapping the buttons at the bottom of the screen. Two activities that you’ll probably want to do right away are inviting friends to Game Center and buying games:

- **Invite friends:** Tap Requests, tap the plus  button, and enter an email address or Game Center nickname. Use the keyboard to edit the pre-populated invitation message and tap Send.

---

***What’s your name?*** Your friend invitation is sent using your Game Center nickname, so you might need to add information to let your friend know “LOLKatz409” is really you.

---

Once a friend invitation is accepted, on the Friends screen, tap your friend's name to see the friend's info screen.

- **Buy games:** You shop for Game Center enabled games much as you'd shop for any other app (I describe app shopping later in this chapter), except you can also purchase them via the Games button in Game Center.

---

***Gamer beware!*** *Not all Game Center games have a multi-player mode via Game Center. As with all third-party apps, read the descriptions and reviews before you buy.*

---

Purchased games appear on the iPhone's Home screen and on the Game Center Games screen. You may need to open a game from the Home screen before it will also appear in Game Center.

Each game has its own interface, but most will display a list of your friends who play the game as well as a list (called a *leaderboard*) of other game players, usually by rank.

**Tip:** For more information about playing Game Center games, [Consult the User Guide](#).

## **iBooks**

The [iBooks](#) app is both a reader and the gateway to yet another Apple store, the iBookstore. You can use iBooks to read any book purchased from the iBookstore and any EPUB or PDF that you add to your iPhone via an iTunes sync. iBooks is not a core app included by default on your iPhone, but it is mentioned in Apple's *iPhone User Guide* (see [Consult the User Guide](#)) and it is an important free app from Apple.

When you open iBooks, the initial view is of the Library screen. To buy books or download free content, tap Store. The iBookstore interface is much like that of Apple's App store, with an important addition: You can tap Purchases to see everything you've downloaded and, if you want, re-download a copy. Tap Library to return to your shelves.

In the Library, if you have both EPUBs and PDFs available, tap Books to see shelves displaying your EPUB books (**Figure 33**) or tap PDFs to see PDFs. Tapping Edit lets you re-order the books on your shelves.



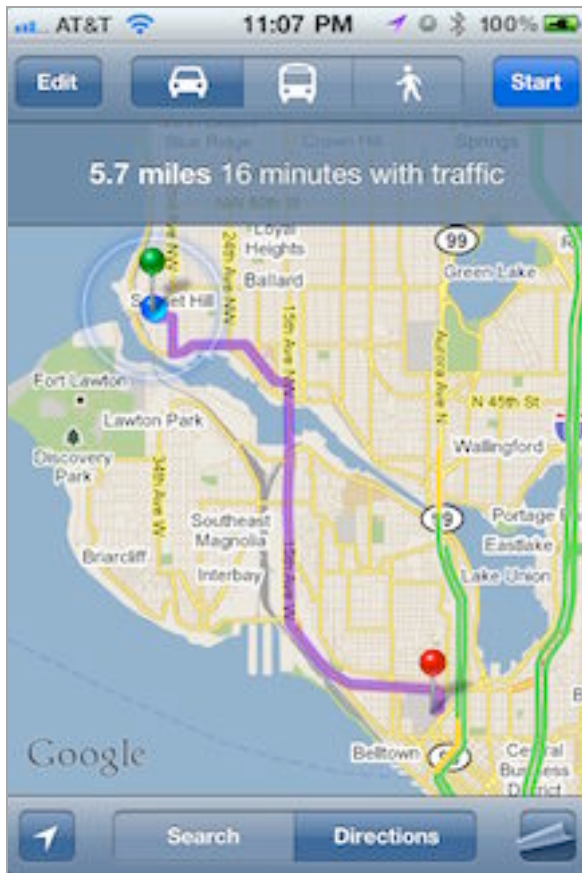
**Figure 33:** Three books recently purchased (as indicated by the “New” label) from the iBookstore appear on the Books shelf in the iBooks app.

Reading a book is as simple as tapping it, then flicking left or right to turn the pages. If you stop reading in the middle of a book or document, iBooks remembers your place. But you can also set a bookmark by tapping the ribbon button.


**Tip:** If you read while in bed or on the couch, you may want to turn on the Portrait Orientation Lock in order to stop the iPhone 3GS or 4 from trying to helpfully rotate the screen; see [Rotate and Tilt \(Change Orientation\)](#).


## Maps


The simplicity of Maps brings to mind the Confucian saying “No matter where you go, there you are.” To see where you are at any time, tap Maps. A blue dot will appear showing your location (**Figure 34**). (A blue circle around the dot means the iPhone is uncertain about your exact location within the circle.)



**Figure 34:** A blue dot marks my location in Seattle’s Sunset Hill. I used Maps to chart the drive from Sunset Hill to Seattle Center; a green pin shows the start of the trip, and a red pin shows the end. Distance and estimated driving time appear near the top of the screen.

If you’ve re-opened Maps, it may continue to display a location that you’ve either visited or searched for previously. If that happens, tap the Compass  icon to display your current location.


If you have an iPhone 3GS or iPhone 4, you can tap the Compass  icon, and the iPhone shows which way it is pointing, adding a “field of sight” to the blue dot. Pinch or expand to zoom in or out on the map, drag to move in any direction.

To configure the map, tap the Scroll  icon to choose Map, Satellite, or Hybrid view. Depending on where you are, you may also be able to tap to Show or Hide traffic. Seeing traffic conditions (backups are displayed in red, clear sailing in green) is helpful, and the data services that provide this information (at least for the Seattle area, where I live) have become increasingly accurate. You can reconfigure the map at any time.


Maps has two main panes, which you switch between using the tab bar at the bottom of the screen:

- **Search:** Use the Search pane to map an address or point of interest. In the Search field at the top of the pane, type the address or name, and then tap Search. If you see suggestions as you type, such as names from the Contacts app, you can tap a suggestion to search for it.

---

***Clearing a previous search:*** To enter new information in a Maps search field, you may need to clear a previous search. Tap the X  icon at the right end of search field.

---

Once Maps finds the location, you can tap the detail  button next to an address for options that include bookmarking the address for future use.

**Tip:** To see any address you've bookmarked, or get an address from Contacts, tap the blue bookmarks badge on the Search field.

- **Directions:** Use the Directions pane to get directions from one place to another. Type information in the Start and End fields, and tap Route. On the Route screen, you have options at the top for car, public transit, and pedestrian routes, all with map, distance, and estimated travel time.

### **Navigating beyond Maps**

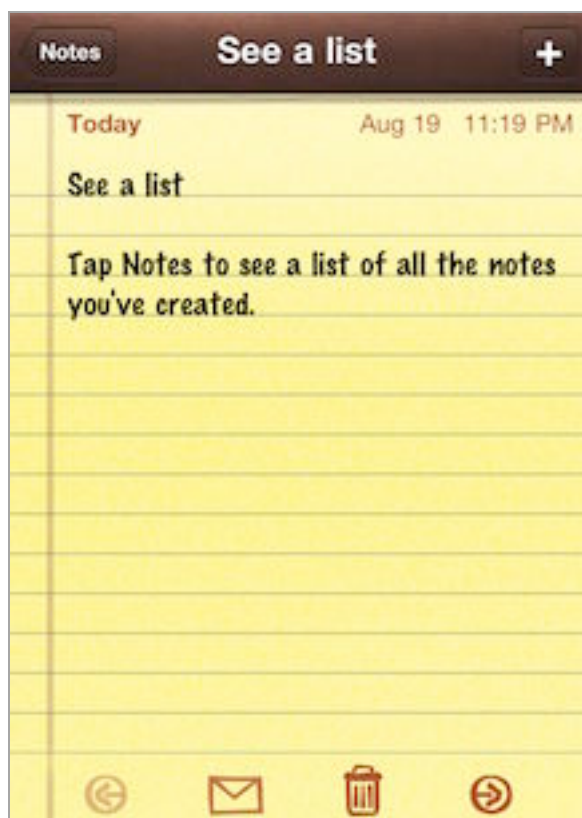
If you need more sophisticated navigational assistance than Maps can provide, such as turn-by-turn audio directions, consider one of the many GPS apps sold in the App Store. An intriguing map-related app is [Glympse](#) (free, Glympse), which you can set to monitor your route and progress and send periodic email, text, Facebook, or Twitter updates to friends—obviating the temptation to take your hands off the wheel to let someone know that you're running late.

## Notes




The Notes app pre-installed on the iPhone is pretty basic—as its lined-tablet design suggests. I think of it as a nice place to practice my two-thumb typing.

Glossing over the technical details, the iPhone treats your notes as part of your email. You can sync notes to other computers or online services in various ways, as I describe in [Devise a Data Strategy](#), later in this ebook. If you've set up over-the-air syncing with one or more email accounts, you'll have an Accounts button at the upper left of the Notes screen, which you can use to switch between accounts. (Be aware that over-the-air syncing is no longer available for an iPhone 3G if you have upgraded to iOS 4.1)


To start a new note, tap the **+** button to open a New Note screen and display the keyboard. When you've finished typing, tap Done to save the note but keep it open (**Figure 35**), or tap Notes to save the note and go to a list of notes you've created.



**Figure 35:** I created a note titled “See a list,” in the iPhone’s ultra-basic Notes application.

Navigate between notes by tapping the arrows  at the bottom of the screen. To delete a note, tap the note and then tap the trash  icon. To send a note, tap the note and tap the email  icon.

---

***Missing a note?** If tapping the arrows  or viewing the Notes list doesn't reveal the note you seek, you may have saved the note in a different account; on the Notes screen, tap Accounts to switch to notes from a different account or to view All Notes.*

---

### **Note to self: Try something more.**

Some people love Notes because it is simple to use and to sync. But productivity gurus find it lacking in options, such as the ability to put not just text but photos, Web clippings, and voice recordings into a note for later use elsewhere. They strongly recommend trying the [Evernote](#) app from Evernote (free). If you're using Notes primarily to create lists, I suggest the app [Paperless: Lists + Checklists](#) (\$1.99, Crush Apps).

## **Photos**

Photos is the image library app for your iPhone. It stores images (and some videos) in two main categories:

- **Photos and (some) videos from an iTunes sync:** If you transfer items using the Photos pane in iTunes, those items appear in a Photo Library category. You can also see any individual events, albums, etc. that you've transferred. (For more details about syncing from iTunes, read [Transfer with iTunes](#), ahead.) To reverse the process and transfer items from Photos to a computer, you attach the iPhone to the computer just like any other digital camera, as I explain in [Upload Photos and Video](#), earlier in this chapter.
- **Photos and videos from your iPhone:** The Camera Roll contains photos and videos you've taken with the iPhone, as well as any items you've saved to the Camera Roll from email messages, text messages, or even from Web pages.

To save an image to the Camera Roll, either tap (or touch and hold) the image and then follow the directions that appear (the process is slightly different in different apps) (**Figure 36**).





**Figure 36:** To save the photo of books from my Web site, I touched and held the image until the Save Image option appeared. Tapping Save Image saved it to the Camera Roll in Photos.


### Screenshots

The Camera Roll also holds any screenshots you take with the iPhone. Taking a screenshot of your iPhone screen is a two-handed operation for most people: Press and quickly release the Sleep/Wake button and the Home button at the same time.

To enjoy your images in the Photos app, tap your way into the Camera Roll or a particular album, event, or other item.

- **View photos:** Tap an individual photo thumbnail to view it at a larger size. The controls will disappear after a moment; tap again to get them back, or flick the screen back and forth to see the previous and next photo.
- **Play video:** Movies appear with a small movie-camera badge on their thumbnails. Tap an individual movie thumbnail to open it, and then tap the play button. If the controls disappear, you can get them back by tapping the screen.
- **Share:** While viewing an individual photo or video, tap the Send  button at the lower left to share it with others via various

options (email, MMS, and MobileMe) and—for movies—YouTube. While viewing thumbnails of images in the Camera Roll (tap Camera Roll, at top left, to do so) you can tap the Send  button, tap multiple thumbnails to select them, and tap Share to send the group by email or MMS.

- **Play a slideshow:** You make any a photo album into a slideshow—just tap an album, tap the image you want your slideshow to begin with, and tap the triangle  at the bottom of the screen to play. To customize the length of time for each slide, and transition effects, tap Settings > Photos.

Apple makes a big fuss about of the option to add audio to your slideshow, but the process is rather cumbersome, and you have to repeat it every time you play the slideshow: Press the Home button, tap iPod, and start a song or audio track playing. Then return to Photos, tap an album, and tap an image to start the slideshow.


## Weather

I live in Seattle, my mother lives in Southwest Florida, and I travel frequently on the West Coast. The pre-installed weather app theoretically lets me track weather wherever I'm headed—or see if my mom's condo is being besieged by a tropical storm (**Figure 37**).



**Figure 37:** The first 2 days of the 6-day forecast for Naples, Florida, show the usual August weather pattern: thunderstorms.

Weather provides the current weather conditions and temperature, along with a 6-day forecast of weather and temperature highs and lows.

In the Weather app, to add or delete cities and to re-order the cities on your list, tap the info  button. The set of dots at the bottom of the screen shows you how many locations you are tracking. You can navigate from page to page by swiping with your finger.

While the Weather app is easy to use, its forecasts (from Yahoo) are not particularly detailed. It's worth trying [AccuWeather.com](http://AccuWeather.com), from AccuWeather, or [The Weather Channel](http://TheWeatherChannel.com) (both free) for a second opinion.

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## FIND GREAT APPS

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How you use your iPhone—for work, for your personal life, and for entertainment—is likely to determine what apps you download. But keep in mind: There are only so many apps you can reasonably use.

With thousands of apps available from Apple's App Store, many of them free, it's all too easy to clutter up your Home screens with stuff you try once and then forget about. It's also easy to run up a big bill at the App Store downloading the iPhone version of your favorite games and tools—many of which you've already purchased in separate versions for your computer or an iPad.

### Shop Safely

As long as you purchase apps through the App Store, you can be reasonably sure that they are virus-free and safe to use. They're also porn-free, though Apple continues to skirmish with developers of apps with risqué (and often very popular) borderline content.

I mention some of my favorite apps in this ebook, and other Take Control ebooks about the iPhone recommend specific apps. Generally, I like to refer people to *Macworld's* AppGuide (<http://www.macworld.com/appguide/>) to help them make informed choices.

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**Be skeptical of app reviews:** *The iPhone app field is competitive, and some developers go to great lengths to get their apps hyped on forums and blogs. Beware of bogus “reviews.” To find out who to trust for app reviews, consult O.A.T.S., the Organization for App Testing Standards. It helps you identify app-reviewing Web sites that have signed a pledge to publish unbiased advice. (<http://www.gotoats.org/>).*

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As if there weren't already enough apps to tempt you, the App Store Genius feature would like to suggest more. Like the iTunes Store Genius feature, it's meant to help you find apps based on your previous purchases. To turn Genius on, go to Settings > Store > View Account, and look for an option near the bottom of the Account screen. The next time you open App Store, tap Featured and then tap Genius at the top of the screen to see the recommendations.

How well does Genius work? Let's just say it's creative. Based on my download of the [myStarbucks](#) app, Genius thinks I need the fashion app [Forever 21](#).

A few free Apple apps don't come pre-installed on your iPhone, but you may wish to install them:

- **iBooks:** iBooks is Apple's ebook reader. I talk more about it earlier in this chapter, in [iBooks](#).
- **MobileMe iDisk:** If you have a MobileMe subscription, you can store files on your Internet-based iDisk from any Mac or Windows computer and then access them with the iDisk app on an iPhone, iPad, or iPod touch. ([Dropbox](#) is a great alternative if you don't have MobileMe.)
- **MobileMe Gallery:** If you've posted photos or movies from an iLife application, or from your iPhone, iPad, or iPod touch, to a MobileMe gallery, you can use this app to view them).
- **Remote:** This app lets you use your iPhone as a remote control for an Apple TV or for music playing on a computer in iTunes. (Don't confuse Remote with another Apple app called [Keynote Remote](#) (\$.99) that you can use to control Keynote presentations on a Mac.

## Shopping Abroad?

Apple has different App Stores for different countries. Although many apps are available across all stores, some are not. Apple uses the data associated with your iTunes Store account to figure out which App Store you can access. If you want to shop in a different App Store, here are a few pointers:

- Log out of your usual iTunes Store account and then create a new account that goes with your desired different country. Apple provides the steps at <http://support.apple.com/kb/HT2534>. Don't fill in credit-card details for this new account (unless you happen to have a credit card associated with an address in that country). Once you've set up the account *sans* credit card, you can use it to download free apps.
- Some sleuthing on the Internet will reveal several strategies for circumventing this problem.
- Keep in mind that you, or someone, will likely be violating the iTunes Store "Terms and Conditions" if you download items with an account whose region doesn't match your true geographic location.


This problem—and similar solutions—appear to apply to the iBookstore as well.

---

## SHOP FOR APPS

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You can shop in the App Store on your iPhone's smaller screen or on your regular computer's larger screen, or both. Here are a few things to keep in mind:

- Some apps have a large version for the iPad and a small version for the iPhone; make sure you buy the iPhone version. The iPhone version can be used on the iPad (it displays at iPhone-size) but iPad apps won't work on the iPhone.
- Some apps come in a "universal" format that scales appropriately to each device, no matter which one you install it on. A Universal app has a small, white plus  badge in (or beside) its price tag.

- You won't hear much about it, but you can share iPhone apps with a few friends or family members. You can share app purchases with up to five other computers, and each computer can have multiple iOS devices that sync apps with it. This sounds like it might be simple, but it can require planning. Consult [Share Apps](#), ahead, for more information.

## **App Store Issues**

Apple's App Store is not the only way to get apps, but it's by far the most popular and most secure. The App Store offers more than 250,000 apps, all of them reviewed and approved by Apple. Apple checks for certain interface and coding problems, to ensure that the app is likely to run smoothly and be easy to operate. Apple also screens for "objectionable" content. Such content can range from porn to politics, and more. After being heavily criticized for unclear guidelines, Apple issued the [App Store Review Guidelines](#) (<http://developer.apple.com/appstore/guidelines.html>) in September 2010 that explain their app review processes. You must log in to the Apple Developer Web site to read the actual guidelines document, but these links provide more information:

- <http://www.apple.com/pr/library/2010/09/09statement.html>
- <http://db.tidbits.com/article/11586>

## **Installing Unsupported Apps?**

A federal court in the United States ruled in July 2010 that it's not a violation of copyright law to put apps not approved by Apple on an iPhone, which can be done after altering the phone in a process known as "jailbreaking." Although installing unsupported apps may now be legal, the average iPhone owner has no Apple-approved way of knowing if an app poses any danger to the device or to her security. Unless you're a software expert, I suggest you proceed with caution. You can learn more about the court ruling here: <http://tmo.to/er2>.

## Shopping on the iPhone

If you make iTunes Store purchases from your computer or some other Apple device, you already have an iTunes Store account, which also works for the App Store. If you're new to iTunes, you need to set up an account. Here's how: <http://support.apple.com/kb/ht2731>.

Once you have an account, you're ready to shop on the iPhone using the App Store app:

- To browse in the App Store app, use the Featured, Top Charts, and Categories buttons, located on the tab bar at the bottom of the screen.
- To search for a specific app (such as [Ship Finder](#) or [Instapaper](#)) or with a keyword (such as Seattle, dim sum, or yoga), tap the Search button on the tab bar and type your query. To cancel a search, tap the X icon in the Search field. To dismiss the search screen, press Home.
- To change your iTunes Store account information (including payment method), or change the account associated with the iPhone, tap Settings > Store.

To acquire an app from the App Store, follow these steps:

1. Tap the app's price button, or the FREE button.

The button changes to a green BUY NOW or INSTALL button.

2. If you definitely want the app, tap the green button.
3. If you are not logged in to your iTunes Store account, you will be asked to log in. You must log in to continue.

The iPhone shows the app icon with a dimmed icon on the first page of the Home screen that has a free spot. A page will be added if needed. A progress bar on the icon fills as the app downloads and installs. (Don't like where the new app turned up? Check [Drag](#) for a refresher on how to rearrange app icons on the Home screen.)

Next time you connect your iPhone to your computer, you may get a message asking if you want to copy your new app to your computer. Unless you want to delete the app entirely, you should click the Transfer button. (If you don't get the message, don't worry.)

Either way, iTunes begins syncing data between the computer and the iPhone and you'll see messages about backing up and syncing. Your new app is being backed up to your computer. To see it, check your iTunes library—in the iTunes sidebar, under Library, click Apps.

If you should lose your iPhone, or if it develops problems, you'll still have the app on your computer in your iTunes library. And, you can transfer the app from the iTunes library to another iPhone or—if it's compatible—to an iPod touch or iPad.

### **No Sync?**

If you turned off the sync-related checkbox in the iTunes preferences, in the Devices pane, your iPhone won't sync automatically when it's connected to the computer.

To sync, either turn this checkbox back on, or sync manually by selecting the iPhone in the iTunes sidebar and clicking the Sync button at the lower right.

Why do people disable syncing? There are good reasons. It can be annoying when a sync kicks in immediately when you connect the iPhone. I've disabled syncing and sync manually so I can double-check and adjust my settings before each sync. You can learn more about syncing in [Devise a Data Strategy](#), later on.

### **Shopping in iTunes**

To shop for apps using your iPhone's primary computer, first launch iTunes. The iPhone doesn't have to be connected to the computer when you do this, but it's fine if it is.

In the iTunes sidebar, under Store, click iTunes Store. Apple occasionally changes the iTunes Store layout, but currently a toolbar appears at the top of the main pane. In that toolbar, click App Store. To limit the displayed apps to only those that work on the iPhone, click iPhone in the iPhone/iPad lozenge at the top of the screen (**Figure 38**).



**Figure 38:** To view only iPhone apps in the iTunes Store, first select iTunes Store in the sidebar (left). Once the store loads in the pane at the right of the iTunes window, click App Store at the top of the pane. Now, click iPhone in the lozenge (shown near upper right) to view the iPhone, as opposed to the iPad, area of the store.

---

**To browse by category:** *Hover the pointer over App Store in the toolbar to see a tiny triangle on the right side. Click the triangle to display a menu of categories, and then choose a category.*


---

Once you've found an app that you like and opened its "page" in the iTunes Store, to acquire the app, follow these steps:

1. Read the Requirements information in the left margin, below the icon to make sure the app will run on your iPhone and on any other devices where you might want to install it.

If you also own an iPad, note that a universal app contains an iPad version *and* an iPhone/iPod touch version. Once you've purchased a universal app, you can install it on any of these devices—for example, on your iPhone and your iPad—and the proper version will run. To quickly identify a universal app, look for a plus sign beside its icon. The Lady Away app in **Figure 39** is an example of a universal app.



**Figure 39:** The plus  badge marks the Lady Away app as a *universal* app, designed for both the iPhone/iPod touch and the iPad.

2. Click the app's price button, as shown in **Figure 39**, above.
3. If you are not logged in to your iTunes Store account, you will be asked to log in. You must log in to continue.

### **Do I Already Own This?**

It's easy to get confused when shopping—particularly if you are downloading apps that are similar. Don't worry! If you've already purchased an app, the App Store won't charge you again. It recognizes you by your account. If you are shopping on the iPhone, a purchased app's price is immediately replaced with the word "Installed." If you are shopping via iTunes on your computer, you see the price, but when you click Buy App a message pops up telling you that you've already purchased it.

While the app you purchased is downloading, you briefly see status information at the top of the window. In the sidebar, you'll also see a Downloads item appear in the Store category. It disappears once the item has downloaded.

Once the app is downloaded, you can find it in your iTunes library: in the iTunes sidebar, under Library, click Apps.

**Note:** To view the apps the way you have them organized, page by page, on your iPhone, connect your iPhone to the computer, select the iPhone in the iTunes sidebar, and click the Apps pane at the right.

To transfer an app purchased on your computer to your iPhone, connect the iPhone to your computer. If you sync all your data via iTunes, the iPhone will probably begin syncing automatically. If you have automatic syncing turned off, you will need to click the Sync button in the iTunes Summary pane. (See [No Sync?](#), if your iPhone doesn't sync).

You'll see messages in the iTunes status area about backing up and syncing. When the sync is complete, a copy of the new app appears on the iPhone. Any new apps that you synced for the first time on this sync appear in alphabetical order on the first page of the Home screen that has room for them. In [Drag](#), you saw how to rearrange app icons on the Home screen and Dock.

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## START USING A NEW APP

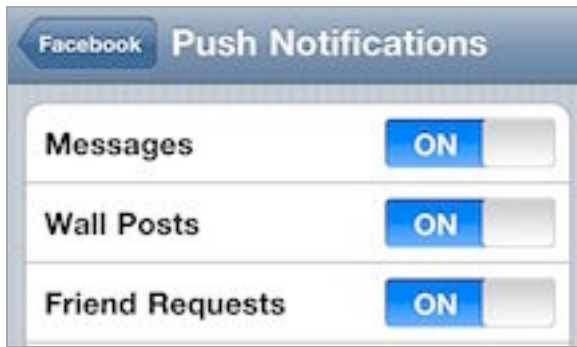
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Now that you've downloaded your app and placed it where you want it on your Home screen, it's time to try it out!

Here are some ways you can explore a new app:

- Open the Settings app, and scroll down to see if your new app is listed. (Some apps won't appear here, but many will.) If it's listed, that means it has special settings you can configure. Tap the app's name to see its settings. Review the settings to get a sense of the app's features, and customize them for the way you expect you'll use the app.

For example, when I checked the settings for the free restaurant locator app [OpenTable](#), I found that the app can display distances in miles or kilometers. Also, the free [Facebook](#) app's settings allowed me to decide what information would be "pushed" to my iPhone (**Figure 40**).



**Figure 40:** In Settings > Facebook > Push Notifications, I have set what Facebook information will be pushed to my iPhone.

- In the Settings app, tap Notifications. If Notifications is off, turn it on. Check the list below the Notifications slider for the name of your app. If you see it, tap it. Set the available options as desired. Once you've used the app for a while, you can come back and tweak your choices. (Note that some apps, such as Facebook, have Notifications settings but they appear only in the app's settings as described in the previous bullet point).

---

***Good grief! What's a notification?*** A notification could be a message from an app that pops up on the screen, even if the app isn't active. Notifications can also include sound alerts and badges on an app's icon.

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- Some apps (such as [Kindle](#)) have an info ⓘ badge as part of their interface, typically at the upper or lower right of the main screen. Click the badge to access and tweak settings.
- Rotate the iPhone to see if the app provides different options in landscape orientation than it does in portrait. (You may encounter a few games that automatically take you to landscape.)
- Tap once in the center of the screen to see what happens. Try tapping twice to see if that has a different effect.
- If an app has a tab bar (a *tab bar* is like a toolbar—a row of buttons, but Apple calls it a tab bar on the iPhone), look for a More button at the right. It may lead to important additional controls.
- If the app has a Help option, read the help. You may also wish to look for help on the developer's Web site using a different

computer. It's easier to read documentation on one screen while you use the iPhone separately.

- If you want to move documents into the app from your computer, see [iTunes Document Transfer](#) and [Documents](#), ahead.

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## MANAGE APPS

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Are you the organized type? If you are, you'll want to keep your apps organized and up to date. Even if you can tolerate a fair amount of chaos, there are a few app housekeeping tasks that it pays to do, at least occasionally.

### Update Apps

Your iPhone apps will be updated occasionally—or even quite often—by their developers. When updates are available, you see a red badge on the App Store icon on the Home screen. And, if you open the App Store app, the Updates button on the tab bar will also have a red badge. The number in the badge is supposed to indicate the number of updates available, but the numbers don't always match.

To get updates directly on the iPhone:

1. In the App Store app, tap the Updates button on the tab bar.

The Updates screen lists all available updates (**Figure 41**).



**Figure 41:** Review the information in the updates list to determine which updates you want to download.

2. Decide which apps you want to update. Tap any > arrow at the right to see information about an update, including price (many, but not all updates are free; Apple refers to the paid updates as “upgrades”). Size is not listed, but the App Store prevents updates (or apps)

larger than 20 MB from downloading over a 3G carrier network. If you try to download those, you'll see a warning message telling you to use a Wi-Fi connection or download the update via iTunes on your computer. You can then sync the update to the iPhone.

3. Next:

- If you decide you want to download and install all the updates, tap the Update All button (at the upper right).
- To download and install one update, tap the app, then tap its price or the FREE button. Tap the now-green button again.

4. If you're asked for your iTunes password, enter it.

The iPhone shows the Home screen page with the app, or the folder containing the app, and a gear spinning near the upper left. A status bar in the app icon (or folder icon) fills with blue as the update downloads and installs.

You can also download updates within iTunes (your iPhone does not need to be connected for you to do this):

1. In the iTunes sidebar, under Library, click Apps.
2. At the lower right of the Apps pane, in the dark gray bar, click the arrow that goes with an Updates Available notice (**Figure 42**).



**Figure 42:** In iTunes, with Apps selected in the sidebar, you may see an updates notice like this one displayed in the lower right of the window. Click the small arrow to the right of "Updates Available" to view your updates.

3. In the My App Updates screen:

- To download all the updates, click Download All Free Updates (at the upper right). In most cases, it's easiest to download all

free updates in this fashion, unless you're certain you don't want to update a particular app.

- To download an individual update, click its Get Update button.

4. If you're asked for your iTunes password, enter it.

iTunes downloads your updates. (Or, at least some of them. For whatever reason, I sometimes find that not all my available updates download on the first try. If this happens to you, just click Download All Free Updates again to download the rest.)

Next time you sync your iPhone, any updated apps will transfer to the iPhone, overwriting the old versions.

---

**Warning!** *If you try to update an app on your iPhone that someone else purchased and shared with you, iTunes asks you to enter that account's ID and password before you can download the update. In iTunes, there's a slightly different situation, but the fact remains that you have to know the account ID and password in order to update apps from a different user.*

*This may come up a lot for you if you use Home Sharing, described later in this chapter.*

---

## Share Apps

Under the terms of Apple licensing you can put apps purchased through your iTunes account on a total of five computers.

This means you can easily share the apps you buy with other iPhones, iPod touches, or iPads (if the app works for the other devices). You can even share apps with other computers and other users (though that gets more complex, as I describe next).

Here are a few scenarios, one of which should be similar to your situation:

**Scenario 1: One user with one computer, one iTunes library, and multiple devices.** Simply attach each device, in turn, to the computer. Select that device under Devices in the sidebar, and click the Apps pane in iTunes. You can customize the apps and media you sync to each device—put workout tapes on your iPod touch, iPad apps and movies on your iPad, and social networking apps in your iPhone.

**Scenario 2: Two users with one computer, one iTunes library, and two iPhones and iPads.** Because all the devices sync to one iTunes library (and use the same iTunes account) you can easily sync these devices as described in Scenario 1.

**Scenario 3: Two computers, two iTunes libraries, two iPhones.** Now, it gets complicated. If you have two iPhone users in your household, both with computers, you can share the apps each of you buy. To do so, read the rest of this section. It includes a few cautions and a detailed description of how to set up Home Sharing for iTunes media and apps.

If you want to bring more than one computer into the sharing scenario (as in Scenario 2), I strongly recommend that you not sync *one* iPhone to *two* computers unless you have a compelling reason to do so. It is possible to do, but the details are beyond the scope of this ebook. Alternatively, consider syncing some items wirelessly via MobileMe, Google Calendar, or Microsoft Exchange instead of double-syncing with two copies of iTunes on two computers. I describe how to do this later, in [Devise a Data Strategy](#).

---

***Coordination is key!*** *If you have more than two computers and computer users in your house, pay attention to who buys which types of media and who shares what so you don't end up with a mess. It may seem simple now, but as you buy new computers and get rid of old ones, it may become confusing. For the details on authorizing—and de-authorizing—a computer to share purchases from an iTunes account, read <http://support.apple.com/kb/HT1420>.*

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## **Home Sharing**

The easiest way to share apps between computers on a local network is to turn on Home Sharing on each computer's copy of iTunes. To do so, on each computer, in iTunes, choose Advanced > Turn On Home Sharing and then enter the account information for the iTunes account you want to share. You must enter the same account info on each computer.

When both computers have iTunes open, a shared library appears in the iTunes sidebar under the Shared category. You can copy shared items by dragging them from a shared library to your own library—in this case, select Apps in the shared library, select the item(s) that you

want to copy, and then drag them to the library region in the iTunes sidebar (**Figure 43**). You can also select items in a shared library and then click the Import button at the lower right.



**Figure 43:** To copy apps from a library shared with Home Sharing, first select the shared library's Apps category, as I've done here in the Karen's MacBook Pro library near the lower left. Then, at the right, select one or more apps and drag them to the Library region of the sidebar. A red badge on the dragged-in selection indicates how many apps (three in this case) will be copied when you release the mouse button. (If you don't want to drag the apps, just click the Import button, lower right.)

Now that you've transferred the apps, you can sync them to any iPhone that normally syncs to this computer.

### Transfer Automatically

You can transfer purchases automatically from a shared media library to your iTunes library:

1. Under Shared in the iTunes sidebar, select the shared library.
2. At the lower right, click the Settings button.
3. Select the types of iTunes Store purchases that you want to transfer automatically, and then click the OK button. This setting applies only to new purchases, not existing items.

**Tip:** To learn more about setting up and using Home Sharing, consult <http://support.apple.com/kb/ht3819>.

## Send Feedback

If you're happy—or unhappy—with an app, you can let the developer (or the whole world) know. If you have downloaded the app, you can write and post a review in the App Store on the app's page. To send feedback directly to the developer, find the developer's Web site and look for contact information. Some developers have Facebook pages or Twitter feeds for their apps. You'll find that many developers care deeply about the quality of their apps and are interested in feedback.

## Delete an App

You can delete an app from just your iPhone, from just your iTunes library, or entirely from both.

### Delete from the iPhone

To remove an app from your Home screen, but keep it in your iTunes library in case you want it later, or in case you want to use it on some other Apple device, delete it using one of these techniques:

- **Use the iPhone:** Find the app on the Home screen. Touch its icon until all the icons wiggle. Then tap the X badge that appears on the icon for the app you want to delete. If you're asked, confirm that you do want to delete the app, and if you wish, give it a star rating. Finally, press the Home button to stop the app icons from wiggling.

---

**Delete app data?!** *When you delete an app, the iPhone deletes the app's data—information such as settings, scores, and any files in the app's file store on the iPhone itself. Most app data is saved in your iPhone backup, but you can't recover individual files. It's all or nothing. See [Know Backup Basics](#), later, to learn more about this important topic.*

---

**No X badge?** *That means it's a default Apple app, and you can't delete it. If you don't want one of these cluttering up your Home screen, the best you can do is stash it in a folder or move it to another Home screen, way to the right.*

---

- **Use iTunes on your computer:** Connect your iPhone to your computer, and in the iTunes sidebar, select your iPhone and click the Apps button. Locate the app in the apps list at the left and deselect the app's checkbox.

Next time you sync your iPhone, the app will be removed from the iPhone.

To restore the app to your iPhone, select the iPhone in the iTunes sidebar and click the Apps button. Locate the app in the apps list at the left and select the app's checkbox.

### **Delete from iTunes**

If you become utterly disenchanted with an app, you can remove it from your iTunes library. It will no longer show up as a syncing option for your iPhone or any other Apple device:

1. In the sidebar, in the Library category, select Apps.
2. Select the app that you want to delete.
3. Press Delete (or choose Edit > Delete) and click Remove in the first dialog that appears. A second dialog checks how serious you are:
  - To remove the app entirely, click Move to Trash. The app will be removed from your drive next time you empty the Trash on your computer.
  - To remove the app from your library but be able to bring it back later, click Keep Files.

If you chose the second option above, your apps are stored as .ipa files. By default, they are stored in your user folder. Exactly where they are stored depends on which operating system you are running:

- Mac OS X: `~/Music/iTunes/iTunes Media/Mobile Applications/`
- Windows XP: `~\My Documents\My Music\iTunes\iTunes Media\Mobile Applications\`
- Windows Vista: `~\Music\iTunes\iTunes Media\Mobile Applications\`
- Windows 7: `~\My Music\iTunes\iTunes Media\Mobile Applications\`

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***What's the ~ in the path?*** *The paths above use a tilde (~) to tell you to start from your user (home) folder. This is a common techie shortcut.*

---

To return an app to your iTunes library, drag its file from the Mobile Applications folder into the iTunes window or to the iTunes icon on the Dock.

### **Recover a Deleted App**

To recover a deleted app, you can re-download it from the iTunes Store. Pretend you are buying it again and click the price button. iTunes will present a dialog telling you that you can download the app again for free; just click OK.

---

***If you initially acquired the app through [Home Sharing](#):*** *Copy it over, once again, from the shared iTunes library.*

---

# Move Files and Data between the iPhone and Your Computer

By “files and data,” I mean nearly anything digital: ebooks, audio books, podcasts, music, calendar data, contact information, email messages, documents, graphics, photos, and so on.

Sometimes, files and data arrive on the iPhone directly from the Internet. For example, if you configure the Mail app, it will load your email. And, if you install the [Facebook](#) app and use it to log in to your Facebook account, you’ll be able to see your profile and news feed. Further, if you install the [Kindle](#) app and then use it to log in to your Kindle account, you’ll gain access to your Kindle ebooks. And, apps such as [Pandora Radio](#) and [Justin.tv](#) can stream data to your iPhone.

However, in this chapter I talk about what to do if you need to move data *not* between the iPhone and an Internet service, but instead between your iPhone and your computer.

Some of the options are straightforward because they involve a direct, physical connection between your computer and your iPhone, but others are more complex because they use an online service (such as MobileMe or Google) as an intermediary. These complex options often require more configuration and they add some gray areas to the black-and-white distinction that I made above about moving data between the iPhone and the Internet versus moving data between a computer and the Internet.

In this chapter, I explain the data-moving options, including synchronization (syncing), and help you devise a successful strategy.

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## KNOW THE HISTORY

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If Apple were starting fresh with the iPhone, we'd likely have a straightforward scheme for moving files between a computer and an iPhone. Instead, Apple built on the technological underpinnings of the iPod line, creating a situation that makes more sense if you've been using those devices from the beginning.

### **First there was the iPod...**

Apple began with the iPod, which was originally a simple audio player. To put audio files on any iPod, you attach the iPod to a computer with a cable, select the iPod in iTunes, and set up a file transfer from the iTunes library to the iPod. Because iTunes is the main Macintosh program for organizing music and other audio files, this made sense. Apple also developed a version of iTunes for Windows users, and Apple even devised some neat technology that enables you to subscribe to a podcast on the computer and then—if you are good about regularly connecting the iPod to the computer—automatically sync fresh podcast episodes to the iPod.

**Note:** The iPod app on the iPhone is where you listen to audio files copied from iTunes.

### **iTunes = the center of the data universe**

Then Apple made it possible for some iPods to display photos. Aha! But because iTunes doesn't store photos in its library, Apple made iTunes an *intermediary* between the iPod and your photos (usually stored in iPhoto on the Mac), so you can easily transfer photos to the iPod along with your audio files. Since many iPods also have Calendar and Contacts apps, Apple made iTunes the intermediary for transferring that data as well.

Next, Apple gave some iPods the capability to play videos and third-party games. Instead of creating iVideos and iGames, or some other program to copy those file types to iPods, Apple added video and game options to iTunes. To move these items to the iPod, you put them in your iTunes library, just like audio files, and then transfer them to the iPod.

What began simply—using iTunes as an interface to transfer audio files over a basic cable connection—became more complex, since photos,

contacts, calendars, and games have nothing to do with iTunes, and even videos are stretching the metaphor. However, the technology works well and it's easy to use.

It would likely be easy for Apple to create a more sensible option on the Mac, but some people have suggested that Apple has continued using iTunes as a transfer utility because it is a reasonable cross-platform solution that works similarly on the Mac and under Windows.

Older iPods lacked Internet access and keyboards, so you couldn't create much of anything on them beyond On the Go playlists—for the most part, information moved in one direction, from the computer to the iPod. However, the situation became more exciting with the iPod touch and the iPhone, because you can put data on those devices in a variety of ways: via the iPhone's camera, by recording audio, by downloading from the Internet, with an app's multi-touch interface, or with an onscreen keyboard.

### **Now, add synchronization**

With the iPod touch and iPhone, data usually doesn't transfer in one direction from iTunes; instead it generally *synchronizes*, so any data you've downloaded or entered on the device transfers to the computer and appropriately mingles with data already on the computer. For example, if you buy a song directly from the iTunes Store on the iPhone, that song copies to the iTunes library on the computer. And, if you enter a meeting in the Calendar app, that calendar event copies to your computer.

Photos taken on the iPhone add a twist—if you take photos on your iPhone, photo-management software—such as iPhoto on the Mac—will (likely) launch when you connect the iPhone to the computer, so you can download the photos to the computer. However, photos still move from the computer *to* the iPhone through iTunes.

If that wasn't enough, the iPhone and iPod touch also introduced a way to bypass iTunes: wireless syncing options that move data via the Internet. For example, you can enter an appointment in the Calendar app on your iPhone while you are at your doctor's office and have the appointment appear in the calendars on your office and home computers automatically, within minutes. Or, you can add a bookmark to your Web browser at work and have it appear in the Safari app on your iPhone at home automatically.

## iOS 4 adds a new twist

The advent of iOS 4 adds even more options, because the iPhone can now use iTunes to transfer (but *not* sync) copies of documents—such as word processing files and spreadsheets—between the iPhone and a computer. (This is similar to document transfer on the iPad.)

Now that you know your history, you have the background to understand what’s going on when you move files between your computer and your iPhone.

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## DEVISE A DATA STRATEGY

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The most straightforward way to move data and files between your iPhone and your computer is through iTunes, but there are reasons why some people prefer to use the Internet to transfer much of their data. This section will help you figure out what strategy is best for you.

- If you are absolutely sure that don’t want to move data via the Internet, you can go ahead and find out how to [Transfer with iTunes](#), which I describe a few pages ahead.
- If you need more information to choose a data strategy, or if you want to refine your strategy and figure out what data you’ll transfer via iTunes and what via the Internet, read the next few pages.

**Table 2** and **Table 3** lay out all the options. They list the types of data that can be transferred to an iPhone, including where each type comes from, where it goes, and where you can access the applications and settings that let you configure it.

While you use the tables, keep these tips in mind:

- **“Info” data:** Data that you configure on the iTunes Info pane can be synced wirelessly, typically using a MobileMe connection, but—depending on your situation and overall geekiness—most of it can alternatively be synced via options including [Microsoft Exchange](#) or [Google Sync](#).
- **Media files:** You can download media (songs, movies, and podcasts) directly to your iPhone, so you don’t have to use iTunes on your computer as an intermediary. However, if you use iTunes on your computer for podcasts, you’ll get more features—like

automatic downloading and automatic deletion of older or listened-to episodes.

Media acquired via the iTunes app on the iPhone can be copied to your iTunes library on your computer during a routine iTunes sync, but some media files you have downloaded directly to the iPhone—such as a video you downloaded from an email message and stored in your Camera Roll—will not sync.

- **Documents:** You can use online or cloud-based file-sharing services—such as iDisk (part of MobileMe) and Dropbox (a popular online file-sharing service) to share documents between a computer and an iPhone. These services work over the Internet and do not rely on iTunes at all
- **Power considerations:** If your iPhone doesn't charge effectively from your computer, you may be less enthused about habitually connecting it to iTunes for syncing. (See [Pick a Powerful Port.](#))
- **Logistics:** If you travel a great deal, or are rarely near your computer, it will be more difficult to connect to iTunes regularly.

I suggest that for each piece of data listed in **Table 2** and **Table 3**, you decide whether you want to transfer it between your computer and your iPhone and—if you do want to—how you plan to do so. You might even want to print out the chart and write down your decision, so you can remember later.

## Table 2: Moving Data via iTunes (Using the Info Tab)

See the note on the next page for Mac-related details!

<b>Data</b>	<b>Desktop Computer Application</b>	<b>Type of Move</b>	<b>iPhone App</b>
Contacts	Mac: Address Book and most modern contact programs Windows: See the tip below. The cloud via a desktop computer: Yahoo Address Book, Google Contacts	Sync	Contacts
Calendars	Mac: iCal and most modern calendar programs Windows: Microsoft Outlook 2003, 2007, or 2010	Sync	Calendar
Email account settings, but not email messages	Mac: Mail Windows: Microsoft Outlook 2003, 2007, or 2010 or Outlook Express	Copy to iPhone, but not vice-versa	Mail
Web bookmarks	Mac: Safari Windows: Internet Explorer or Safari	Sync	Safari
Notes	Mac: Mail Windows: Microsoft Outlook 2003, 2007, or 2010	Sync	Notes

### More on Windows Calendar and Contact Syncing

When you sync data from the Info pane with a computer running Windows, you can sync to only one application. According to the iPhone's documentation, your choices for contacts are Yahoo Address Book, Google Contacts, Windows Address Book (Microsoft Outlook Express), Windows Vista Contacts, and Microsoft Outlook 2003, 2007, and 2010. For calendars, the documentation lists Microsoft Outlook 2003, 2007, and 2010.

## The Truth about Mac Calendar and Contact Syncing

When iTunes syncs certain types of data—such as contacts and calendar events—from the Mac to an iPhone, it isn't syncing *directly* from Apple's Address Book and iCal applications. Instead, iTunes works with the "truth database" on the Mac, which handles not only Address Book and iCal data but "generic" address book and calendar data from many third-party address book and calendar programs. That means you don't have to be using Address Book or iCal in the Mac in order to sync contacts and calendars with your iPhone.

The truth database also tracks the sequence of changes, so if you update the same data on the iPhone and the Mac (say, a friend's phone number), the database can tell which change is more recent.

To learn a great deal more about Macintosh syncing, along with detailed advice on syncing to an iPhone, consult [Take Control of Syncing Data in Snow Leopard](#).

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***Feeling unsure?*** *You don't have to transfer everything right away. Start with one or two items that you most want to get working and add more as time passes.*

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**Table 3: Moving Data via iTunes (Using Various Panes)**

<b>iTunes Pane</b>	<b>Type of Move</b>	<b>iPhone App</b>
Apps	Syncs between your iTunes library and the iPhone.	
Documents	A document can be copied from your drive to and from a single app on the iPhone.	Multiple apps
Music	Syncs from the iTunes library; pay attention to settings.	iPod
Movies (commercial and personal)	Syncs from the iTunes library. Non-rented movies sync; pay attention to settings.  Movies rented on the computer can be copied to the iPhone (but <i>not</i> vice-versa).  Configure movie copying from iPhoto <i>to</i> the iPhone on the Photos pane.	iPod
TV Shows	Syncs from the iTunes library; pay attention to settings.	iPod
Podcasts	Think of episodes as going one way (from your iTunes library to your iPhone). Set up the sync to remove old episodes from your iPhone.	iPod
iTunes U	Think of episodes as going one way (from your iTunes library to your iPhone). Set up the sync to delete old episodes from your iPhone.	iPod
Books	Syncs from your iTunes library, except iBookstore samples don't sync. You can copy an ebook in EPUB or PDF format to your iTunes library. See also <a href="#">iBooks Wireless Sync</a> , ahead.	iBooks for ebooks, iPod for audiobooks
Photos	Within iTunes, copies <i>from</i> your iPhoto library or other photo-editing software, or a folder on your drive, <i>to</i> the iPhone.	Photos

**Tip:** Even if you rely primarily on over-the-air syncing, you'll want to connect your iPhone to a computer occasionally, because that's how you download and install operating system updates and make iPhone backups.

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## TRANSFER WITH iTunes

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You're reading this because you're going to transfer some data (as well as make backups) by connecting your iPhone to iTunes on your computer.

For any type of data that can be synced in iTunes, you control what transfers by selecting the iPhone in the iTunes sidebar (see [How to Connect](#)) and setting up what you want to sync by using the various panes that appear to the right. Most panes—Music, Movies, TV Shows, Podcasts, iTunes U, Books, and Photos—are reasonably self-explanatory. With just a few tips, you'll be ready to set up a sync.

### General Advice

Remember, you won't see the panes until your iPhone is connected to your computer and you *select* it in the iTunes sidebar. As you work your way through the panes, be sure to scroll down all the way in each pane, since important sync options are sometimes located a ways down; on the Info pane, for instance, the list of options (described in **Table 2**, a few pages earlier) takes up two or three screens on a MacBook.

If you see a checkbox that refers to something arcane (such as Encrypt iPhone backup) and you don't know what the consequences would be, resist enabling it until you find out what it does (you can [Consult the User Guide](#)).

After making changes in a pane, be sure to click the Apply button in the lower right corner to save your changes; if you didn't mean to make them, click Cancel instead.

Your iPhone will most likely begin syncing as soon as you connect it to iTunes (if not, see [No Sync?](#)). You can also initiate a sync at any time by choosing File > Sync "*iPhone Name*".

## How Do I Sync This Ebook to My iPhone?

You can copy any PDF or unprotected EPUB to iTunes and then sync it to the iBooks app on an iPhone. This ebook is available in both formats, so it works just like any other such file.

You can drag the file into iTunes or add it by choosing File > Add to Library. It will automatically appear in the Books library, and you can sync it just like any other media item, on the Books pane. Once the sync is complete, the file will appear in iBooks on your Apple device—EPUBs appear in the Books screen while PDFs appear in the PDF screen. You can do this with any EPUB or PDF file you want to add to your portable device; not just Take Control books.

If you want this ebook in a different format, consult [Ebooks Extras](#) for information and note that it takes a few days after we release an ebook before the alternative formats are available.

## iTunes Media Transfer

You can find some useful settings for iTunes media on the Summary pane, in the Options section. Some of these—“Sync only checked songs and videos” and “Manually manage music and videos”—give you fine-grained control over which music and video files transfer to the iPhone:

- If you select “Sync only checked songs and videos,” then instead of using the audio- and video-related panes to configure how those items sync, you must go through those items in your iTunes library (by clicking each category in the iTunes sidebar) and manually enable or disable the checkbox for each item, depending on whether you want it to sync or not. This can be a time-consuming option, but it does give you detailed control.
- An easy option is to leave both checkboxes clear and then individually configure the audio- and video-related panes to the right. These panes help you to efficiently sync (or not sync) media by the group, instead of by the individual item.
- If you select “Manually manage music and videos,” then instead of using the audio- and video-related panes to configure how those items sync, you transfer items by dragging them from the right side of the iTunes window to your iPhone’s icon in the sidebar. This is

a good option if you want to copy only a handful of items or if the other two options feel too technical.

If you're concerned about saving memory, note the "Convert higher bit rate songs to 128 kbps AAC" checkbox in the Options section. Selecting that reduces the amount of space that your music consumes on the iPhone—though it has the downside of preventing you from taking advantage of options for syncing by playlist or album. Another way to save space is to keep an eye on the video-related panes to make sure you aren't syncing too much space-hogging video content.

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***If you need more advice and steps:** Read Kirk McElhearn's [Take Control of iTunes 10: The FAQ](#), which details how to set up your iTunes library with an eye to efficient syncing.*

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## **iTunes Document Transfer**

The procedure for copying documents between an iPhone and a computer works differently from the other options:

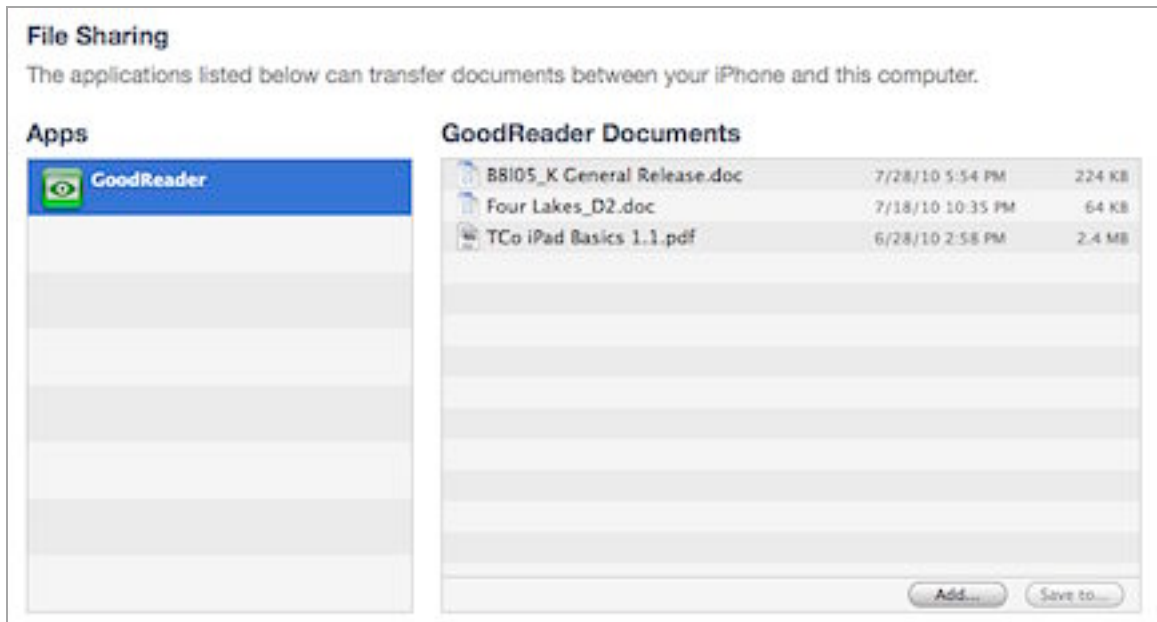
1. In iTunes, with your iPhone selected in the sidebar, click the Apps button at the right and scroll down to the File Sharing section.

If an app supports copying files in and out of its file store, you should see it in the Apps list at the left.

2. Select the app from the Apps list.

A Documents list for that app appears at the right.

3. Click the Add button to add a document to that app. (On a Mac, you can also drag a file icon from a Finder window to an app's Documents list.) Here you see a mix of Word documents and PDFs I can access in GoodReader (**Figure 44**).



**Figure 44:** In the File Sharing section of the Apps pane, you can copy a document to a particular app. Click the Add button (lower right) to add a file.

The document copies immediately to the iPhone. You can access it in the app you copied it to.

You can also copy files from an app's file store to your computer. To do so, follow the steps given just previously, but in Step 3, select the document(s) that you want to copy and then click the Save To button.

## iBooks Wireless Sync

If you use iBooks on more than one iOS device, perhaps an iPhone and an iPad, you may be interested to know that your notes and bookmarks, and your place in each ebook sync wirelessly between these devices (provided both devices use the same iBookstore account and provided the ebooks are EPUBs, not PDFs). In your devices, set up syncing by tapping Settings > iBooks and turning on Sync Bookmarks.

If you're a Kindle user, you'll recognize the iBooks wireless sync as similar to Amazon's Whispersync service for the Kindle, which syncs bookmarks and reading position among any Kindle devices or software associated with your Amazon Kindle account. But note that iBookstore ebooks do not sync wirelessly—you'll need to sync the books themselves through iTunes or re-download them from the iBookstore to put them on both devices.

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## TRANSFER VIA THE INTERNET

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This topic has two parts—[Data](#) and [Documents](#). Calling these subtopics “Data” and “Documents” is a slippery decision, because a document is data, but let’s not get hung up on the semantics, since the technology world has yet to come up with solid terminology for this distinction.

For our purposes, *data* consists of tiny things like calendar events and browser bookmarks. You would not typically have (or, at least, work with) a separate file on your hard drive for a single data item. In contrast, *documents* are items like PDF files and spreadsheets, items that you would normally think of as separate files on your hard drive.

### Data

To transfer data to and from your iPhone wirelessly, without the help of iTunes, you have a few choices:

- Sync with Apple’s MobileMe online service. (New in iOS 4, MobileMe can sync notes with an iPhone. If you’ve been syncing notes via iTunes, or for details, read <http://support.apple.com/kb/HT4191>. However, the iOS 4.1 update removed notes syncing to MobileMe from an iPhone 3G.)
- Sync with a server that uses Microsoft Exchange ActiveSync. This includes Microsoft Exchange and Google Sync. Google Sync works with Google Calendar and Google Contacts.
- View calendars shared via CalDAV or iCalendar. This read-only option includes Google Calendar, Yahoo Calendar, read-only iCal calendars, and other options.
- View read-only contact data from an LDAP server. (You can search for a contact in the Contacts app, in the Groups screen.)

Read **Table 4** for a summary of these options and to determine which might work for you. After **Table 4**, I look more carefully at each option.

**Table 4: Wireless Options for Putting Data on the iPhone**

<b>Method</b>	<b>Pros</b>	<b>Cons</b>	<b>Notes</b>
<a href="#">MobileMe</a>	Common method, well-known, well documented. Synced data can also be viewed on the Web.	Annual \$99 fee, though family packs and smart shopping can lower the cost. For calendars and contacts, must sync all or none; can't pick and choose as you can with iTunes sync. Notes do not sync to the iPhone 3G.	Works with iCal, Address Book, and many other Mac programs. For Windows details, see the Tip just after this table.
<a href="#">Microsoft Exchange ActiveSync</a>	Works with Microsoft Exchange servers. Works with Google Sync to sync Google Calendar and Google Contacts. Free to you. Under iOS 4, the iPhone can sync with multiple Exchange ActiveSync sources.	Microsoft Exchange sync may require coordination with your IT department. Google-related sync often poorly documented; features may change with no notice.	Data can also sync with a Mac running 10.6 Snow Leopard, at which point it could sync via iTunes or MobileMe.
<a href="#">CalDAV and iCalendar</a>	Handy if your employer or school publishes data in one of these formats. Free to you.	Contacts data can be viewed, but not edited. Meeting invitations can't be accepted.	Use to "subscribe to" "published" iCal calendars and to view Google and Yahoo calendars.
<a href="#">LDAP</a>	Handy if your employer or school publishes data this way. Free to you.	Contact data can be searched and viewed but not edited.	Data isn't stored on the iPhone, but you can search for a contact wirelessly.

## Syncing Data from a Windows PC to MobileMe

MobileMe syncs contacts with Outlook (2007 or later for push), Windows Address Book (XP), and Windows Contacts (Vista, 7). It syncs calendars with Outlook (2007 or later for push). As this ebook goes to press, it appears that calendars from the 64-bit version of Outlook 2010 do not sync. Bookmarks can sync between MobileMe and Safari or Internet Explorer. Consult <http://help.apple.com/mobileme/> for more details.

## Wireless Syncing Can Get Geeky

If your first try at setting up wireless syncing works smoothly, feel free to ignore anything in **Table 4** that you don't understand. However, if it doesn't work, you may have to do some research or get help from a smart friend, since syncing can get hairy quickly, and describing all the options is beyond the scope of this ebook.

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***Mix and match?** Although it is usually possible to mix and match these wireless techniques, I suggest getting one working exactly the way you want before adding another. If you need more help, note that [Take Control of Mail on the iPhone and iPod touch](#) describes setting up multiple accounts on an iOS 4 device from the perspective of email, but it with a full discussion of accounts that include email and data syncing, such as Microsoft Exchange, MobileMe, and Gmail. Mac users looking for a conceptual understanding of what's going on from the Mac OS X perspective can consult [Take Control of Syncing Data in Snow Leopard](#), which describes gotchas and best practices.*

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## MobileMe

The MobileMe online service (<http://www.apple.com/mobileme/>) offers a grab bag of features, including:

- iDisk online storage (accessible on the iPhone, but not in most apps; also accessible on your computer, iPad, or iPod touch; has a password-protected public folder for making files generally available to the world).
- Email accounts with optional webmail access.
- Find My iPhone.

- Remote Wipe (can erase the contents of a stolen iPhone, assuming the iPhone is connected to the Internet).
- Integration with Apple's iLife software suite, providing an optional Web server for your iWeb sites as well as online photo and movie galleries for iPhoto and iMovie.
- Most pertinent to this discussion, a MobileMe sync can transfer data from your computer, iPhone, iPad, or iPod touch to the MobileMe server cloud, where you can access it via the Web by logging in to your me.com account. Once it's in the cloud, you can further sync it with any—or all—of these devices.

MobileMe costs \$99 per year from Apple, but before you purchase it, consider these money-saving options:

- Shop on Amazon. Amazon often sells the MobileMe Individual and the Mobile Me Family Pack at a \$20 or \$30 discount.
- See if Apple offers you a free trial period. That can be a good way to try the service. As I write this, Apple currently offers 60 days for free at <http://www.apple.com/mobileme/>.

Before you set up MobileMe syncing, make sure you know the answer to these two questions:

- **Where is the data that you want to sync?** If your iPhone is new, the answer is easy—the data is on your computer. But, if you've had the iPhone for a while, you may not have identical data on the iPhone and on the computer. It's a good idea to sync the data between your iPhone and your computer with an iTunes sync immediately before you start syncing with MobileMe.

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**Warning!** *The directions ahead assume that your computer has a full copy of the data. If it does, you can proceed.*

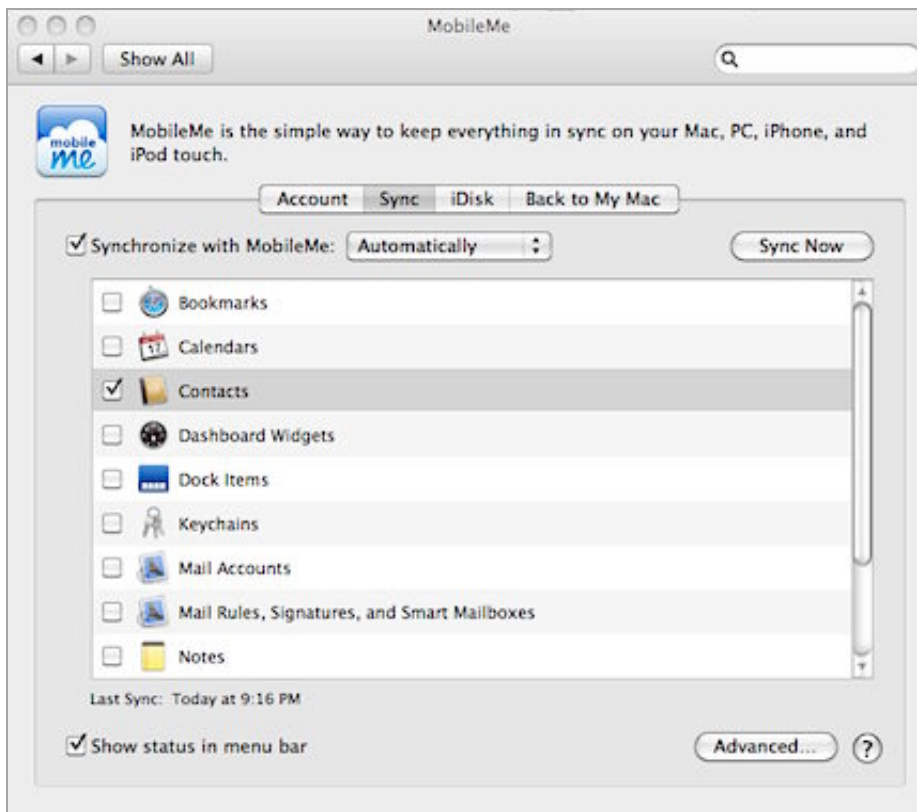
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- **Do you have a backup?** If you aren't paying attention, or if something unexpected happens, it is possible to lose data when syncing. If your backups are disorganized or you aren't certain how you would restore important data, **take steps to avoid problems before proceeding.** (My colleague Joe Kissell guides you step-by-step through an initial back up in [Take Control of Easy Mac Backups](#).)

All that said, to set up MobileMe from a Mac, follow the directions below (skip ahead a page for Windows directions).

### To set up MobileMe syncing on a Mac:

1. Open System Preferences by clicking its icon in the Dock or choosing System Preferences from the Apple  menu.
2. In System Preferences, click MobileMe to open the MobileMe pane.
3. If you're not signed in to MobileMe, sign in.
4. Click the Sync button to switch to the Sync view (**Figure 45**).



**Figure 45:** I've set up automatic MobileMe syncing for my contacts.

5. Select the "Synchronize with MobileMe" checkbox.
6. From the pop-up menu beside the checkbox, choose Automatically. (You can choose another option later, but I generally recommend

Automatically because it moves your changes quickly, thus making them available in multiple locations and minimizing the chance of a sync conflict.)

7. Select the data types that you want to sync. You can sync all the options to MobileMe, but only Bookmarks, Calendars, Contacts, Mail Accounts, and Notes will further sync to the iPhone.
8. Click the Sync Now button.
9. Skip to the paragraph just after the next set of steps (that's after Step 6, below).

### **To set up MobileMe syncing in Windows:**

1. Download and install the MobileMe Control Panel from [http://support.apple.com/downloads/MobileMe\\_Control\\_Panel\\_for\\_Windows](http://support.apple.com/downloads/MobileMe_Control_Panel_for_Windows).
2. Open the MobileMe control panel and confirm that you are signed in. If you're not, sign in.
3. Click the Sync tab.
4. Select the "Sync with MobileMe" checkbox. From the pop-up menu beside the checkbox, choose Automatically. (You can choose another option later, but I generally recommend Automatically because it moves your changes quickly, thus making them available in multiple locations and minimizing the chance of a sync conflict.)
5. Select the types of data that you want to sync.
6. Click the Sync Now button.

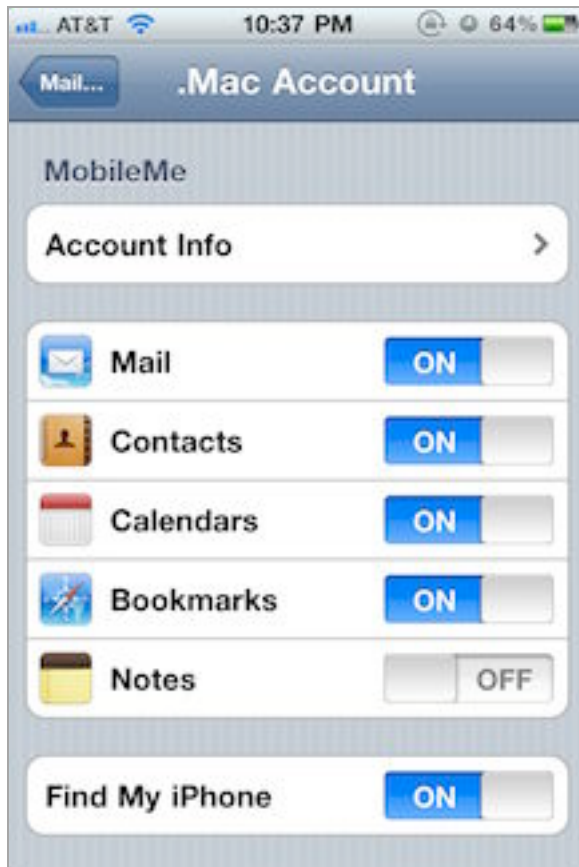
Now that you've set up syncing from your computer to MobileMe, wait a few minutes (or maybe 20 minutes, depending on the mood of the technology pantheon); then log in to your MobileMe account at <http://www.me.com/> to confirm that your data has arrived.

You're almost done. It's time to set up MobileMe on the iPhone:

1. In the Settings app, tap Mail, Contacts, Calendars.
2. Now under Accounts:
  - If you already have a MobileMe account listed, tap it.

- If you don't have a MobileMe account listed, tap Add Account; then tap MobileMe. Enter your account information. I suggest leaving the Description field at its default or indicating that it's a MobileMe account. Then tap Next.

The iPhone verifies your account information and shows the MobileMe dialog (**Figure 46**).



**Figure 46:** You can set what types of data you want to sync and turn on Find My iPhone.

3. Set the toggle switches for Mail, Contacts, Calendars, Bookmarks, and Notes the way you want. If a switch is on, the corresponding data will synchronize between MobileMe and the iPhone (in the case of email account information, it transfers only to the iPhone).

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***Find My iPhone?*** If you like the idea of being able to log in to the MobileMe Web site to figure out where your iPhone is (more or less), make it beep, make it display a message, and even remotely lock it or erase its data, turn on Find My iPhone. (Note: This feature is not available in all countries.)

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4. Tap Save.

The iPhone configures your sync and returns to the main Mail, Contacts, Calendars settings screen.

5. Set how often you want the sync between the iPhone and MobileMe to occur; see [Set Up Push or Fetch](#), a few pages ahead.

**Note:** If you have a fast Wi-Fi connection, MobileMe sync is impressive—it can sync close to 1,000 contacts between the iPhone and your computer in about 10 seconds.

### **Microsoft Exchange ActiveSync**

*Microsoft Exchange ActiveSync* (EAS) is a *protocol* (set of rules for communicating in a certain way) invented by Microsoft and licensed to various companies including Apple, Google, and Palm. It was designed for push data syncing with mobile devices. With respect to the iPhone, two common examples of ActiveSync servers are Microsoft Exchange and Google (through Google Sync), though other options do exist.

**New in iOS 4:** In iOS 4, you can sync the iPhone to more than one account on an ActiveSync server and to more than one ActiveSync server.

Here are a few pointers for working with Microsoft Exchange and Google Sync:

### ***Microsoft Exchange***

If your employer uses Microsoft Exchange, you may be able to set up your iPhone to sync work-related contact and calendar data, for instance, between the Exchange server and your iPhone. The details and quirks of this process are beyond the scope of this book, however, I do cover the basics.

**New in iOS 4:** You can sync not only with Exchange Server 2003 (SP2) and 2007 (SP1) but with Exchange Server 2010 as well.

To set up Exchange syncing, I recommend that you begin by asking your IT department about iPhone support. Your organization may have a configuration profile for your iPhone. A *configuration profile* can include settings for accessing the Exchange server, along with

Exchange email account settings, and security-related settings. If you receive a configuration profile in email or via the Web on your iPhone, tap it to begin installing it.

**Tip:** You may find it useful to consult the appendix topic, “Using iPhone in an Enterprise Environment” in the *iPhone User Guide*, at [http://manuals.info.apple.com/en\\_US/iPhone\\_iOS4\\_User\\_Guide.pdf](http://manuals.info.apple.com/en_US/iPhone_iOS4_User_Guide.pdf). And, for real-world help that includes troubleshooting advice and pointers on Step 3 below, I like <http://blog.fosketts.net/guides/iphone-exchange-activesync/>.

However, if talking to your IT department isn’t feasible, try this:

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**Warning!** *If you already have contacts and calendar data on your iPhone, your first sync may replace that iPhone data with the data from the server.*

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1. In the Settings app on the iPhone, tap Mail, Contacts, Calendars.
2. Under Accounts, tap Add Account; then tap Microsoft Exchange.
3. Enter your account details and tap Next. (See the Tip just before these steps if you need help.)
4. Set up the items you want to use on the iPhone: Mail, Contacts, or Calendars.
5. Set how often you want to sync between the iPhone and the Exchange server; read [Set Up Push or Fetch](#), a few pages ahead.

Wait a few minutes, and then check your iPhone to see if new data has arrived.

### **Google Sync**

You set up syncing to Google Sync with the same steps that I gave just previously for setting up a Microsoft Exchange account. (Really!) Because the specifics of these steps change every so often, refer to this Google Help page for the most current directions <http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=138740>.

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**Warning!** *If you already have contacts and calendar data on your iPhone, your first sync may replace that iPhone data with the data from the server.*

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After you follow the steps given in Google Help page linked just previously and [Set Up Push or Fetch](#) for your Gmail account, you should be successfully syncing between the iPhone's Calendar app and your *primary* Google calendar. However, you may wish to sync with multiple Google calendars.

To sync the iPhone's Calendar app with multiple Google calendars that you own or subscribe to:

1. On your iPhone, in Safari, go to <http://m.google.com/sync>.

2. If you're not already signed in, sign in.

A list of devices that you've set up for Google Sync appears.

3. Tap iPhone.

4. In the resulting Settings screen, select the checkboxes for the calendars you want to sync; then tap Save.

**Tip:** For more information, or if you need the steps for a Google Apps account, read <http://www.google.com/support/mobile/bin/answer.py?hl=en&answer=139206>.

### **CalDAV, iCalendar, and LDAP**

To connect your iPhone to a calendar or contact directory, follow these steps:

1. In the Settings app, tap Mail, Contacts, Calendars > Add Account > Other.

2. Tap Add LDAP Account, Add CalDAV Account, or (for iCalendar—also known as .ics) tap Add Subscribed Calendar.

3. Fill in the details provided by your server administrator.

Once you complete the screen or screens required, the new account should appear on the Mail, Contacts, Calendars pane, in the Accounts list.

For specific help with Google Calendar, see <http://www.google.com/support/mobile/bin/answer.py?answer=151674>.

For help with Yahoo Calendar, log in to your Yahoo account, open the Calendar, and consult the Help. If you have difficulty with this, try the idea in the Tip, just below, or consider viewing your calendar in Safari.

**Tip:** In some cases, it may be more effective to subscribe to these services from the calendar or contact program on your computer and then sync their data to the iPhone using iTunes or MobileMe.

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***SSL?** SSL adds security to your connection and it is always worth turning on via a Use SSL slider in an account's settings, if the remote server supports SSL and you have the necessary credentials. If you're asked if it's okay to connect without SSL, you won't hurt your iPhone by tapping Continue, though an industrious network spy could see the contents of your feed and possibly gain access to your user name or password.*

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### **Set Up Push or Fetch**

Unless you are intent on saving as much battery life as possible, I suggest that you set your iPhone to receive changed data automatically, that is, to have data *pushed* to it. It requires a little more battery power, but it helps ensure that you have the latest data, and helps avoid sync conflicts that are more likely to crop up when you sync less often. Push must be turned on for the Find My iPhone feature of MobileMe to work.

To turn on push, in the Settings app, tap Mail, Contacts, Calendars > Fetch New Data. Make sure the Push switch is On. Then, to be sure push is on for the service you want it to be on for, tap Advanced (at the bottom of the screen). In the Advanced pane, tap the option you want and set it to push. Note that push is available only for certain types of accounts, including MobileMe, Microsoft Exchange, and Yahoo Mail.

(If you prefer to have data arrive on a schedule or only when you request it manually, you can tap the Fetch or Manual options.)

## No Calendar Sync?

It sometimes happens that after setting up push for Google calendar events, nothing happens. I'm told that the solution for some has been to go ahead and create a calendar event on the iPhone. The event then shows up on Google and then events on Google started appearing on the iPhone. Subsequently, syncing works as expected. Magic!

I have also heard that some people have had to reboot the iPhone to make calendar syncing work; see [Turn Your iPhone Off and On](#), earlier. (I have to admit that I respond to any strange behavior on my iPhones by rebooting them, which more often than not solves the problem.)

## Documents

You can use iTunes to copy documents to individual apps on your iPhone, and I gave directions for this at the end of [Transfer with iTunes](#), a few pages back. A frustration with the iTunes method is that you can access a document on the iPhone only in the app that you assigned it to in iTunes. Another frustration is that any changes you make do not occur within a single document located on both the iPhone and the computer; instead you must transfer separate copies of the document back and forth manually.

So, what *can* you do? You can access a general collection of documents by connecting the iPhone to some sort of file repository located on the Internet or available on a local wireless network. Unfortunately, this approach often suffers from the fact that the documents can't be changed on the iPhone. If you just want to *view* documents, there are a few excellent options, which I list in order of my personal preference:

- Use the free [Dropbox](#) app from the makers of the popular Dropbox file-sharing service. This option is free unless you need quite a lot of disk space on Dropbox (<http://www.dropbox.com/>).
- Store or create documents in Google Docs and then view them in Safari on the iPhone. Unfortunately, you can't edit them in Safari on the iPhone. This option is free (<http://docs.google.com/>).
- Many apps can access documents stored on another computer on your local network or on the Web. My favorite app in this category

is GoodReader for iPhone. It has excellent PDF support and it can access documents not only from a local network and the Web, but also from Dropbox and Google Docs. It can also access an iDisk (<http://www.goodreader.net/goodreader.html>).

Other apps in this category include Apple's **iDisk** app, which works with MobileMe.

**Tip:** In *Take Control of iPhone and iPod touch Networking & Security*, Glenn Fleishman looks deeply at how to configure and use several iPhone file-sharing apps.

# Find Your Stuff

It's rather amazing to realize how much information you carry around in your iPhone. But how easily can you find a specific piece of it? In this chapter, you'll learn how to quickly locate files and bits of data that are smaller than files, such as an individual contact address, calendar event, or email message. I'll also talk about how you can access backups of your iPhone data.

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## SEARCH WITH SPOTLIGHT

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The iPhone's Spotlight search feature lets you find a handful of special types of information without opening the app that "owns" the information, though it is often equally easy to search directly in an app. Beyond that, Spotlight is a great way to launch an app if you can't quickly find it on your Home screen.

First, you have to find Spotlight. To do that, go to the Home screen and use your finger to swipe the screen from left to right. (Or, while on the Home screen, press the Home button again). Voilà!

Use the Spotlight screen (**Figure 47**) keypad to enter the first few letters of the item you are searching for. The results will appear below.



**Figure 47:** I knew I'd purchased a game app with the word Spider in the name. Here's how I searched for it using Spotlight. I can tap it to open the app.

Here's are just a few of the things you can find quickly in Spotlight.

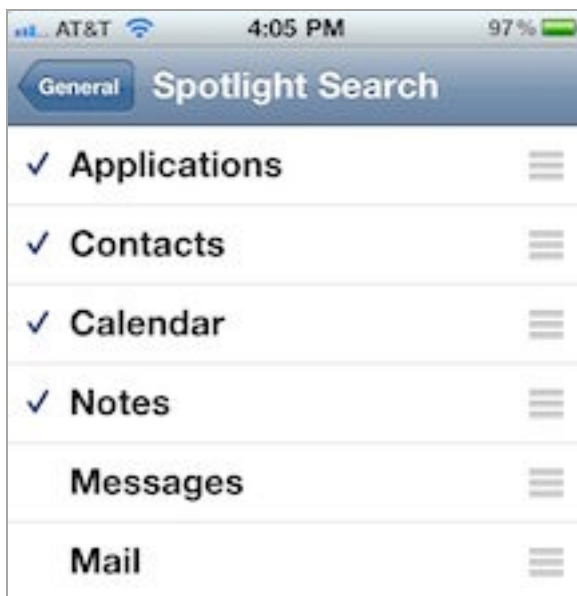
- **An app:** Tap to launch it.
- **A contact:** Search by First, Last, or Company name; and open that contact in the Contacts app.
- **A calendar event:** Search by Title, Location, or invitee; and open that event in the Calendar app.
- **An email message stored in Mail:** Search by text in the To, From, or Subject fields (but not the body of messages); and open the message in the Mail app.
- **iTunes media:** Search for various media items synced from your iTunes library or purchased directly from iTunes using search terms such as names of songs, music artists, and music albums, and titles of podcasts and audiobooks; and open a found item in the iPod app.

(If you instead search for these items by first opening the iPod app and then typing your search term into the Search field at the upper right, you can narrow your search by tapping buttons that appear above the onscreen keyboard.)

- **Notes:** Search the text of notes stored in the Notes app, and open a found note in Notes.

Here are a few tips for faster, smoother Spotlight searching:

- To clear the Search field quickly, tap the X icon on its right side.
- If the onscreen keyboard is obscuring some of the results, hide it by scrolling the results list.
- To return to the Home screen, press the Home button or just swipe to the left (move your finger from right to left).
- If you can't find an app that you think should be there, [Connect Your iPhone to a Computer](#) and check the Apps pane in iTunes to see if the app is configured to sync to the iPhone.
- To set which categories appear in the search results and their order in the results, open the Settings app and tap General > Spotlight Search (**Figure 48**).



**Figure 48:** My search results will show first apps, then contacts, then calendar events, and then notes. No other categories will show.

**For iPhone 3G:** To access the Spotlight Search screen, in the Settings app, tap General > Home Button > Spotlight Search.

Tap items to select or deselect them. Drag the grab icon at the right of a category name to move the category to a different location in the list (and thus change the order of the search results). Apple advises moving categories you have deselected to the bottom of the list.

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## FIND A FILE

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People don't tend to rely heavily on the iPhone for working with files, but it is possible open and even edit certain files on your iPhone. It might be a PDF attached to an email message a friend sent you, or a Word document from your computer you wanted to carry with you to review on the iPhone.

What's important to remember is that the iPhone doesn't store files the way your computer does. Although files are stored on the iPhone's flash drive, you can't find a file directly—not even by using the iPhone's Spotlight feature that you read about just previously.

Any file on your iPhone is stored within the control of a particular app. (My PDFs, for example, are accessible through GoodReader). The only way you can find a file on the iPhone is through the app it's associated with.

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**Special exceptions:** *For a few types of data—such as music and podcasts in the iPod app and individual messages in the Mail app—you can search for what feels like an individual file.*

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## KNOW BACKUP BASICS

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If your iPhone were crushed by a truck, drenched in a rainstorm, or stolen, you could buy a new iPhone—but what about your data? If you've made a recent backup of your iPhone, you can restore that to your new iPhone and be right back where you were before the catastrophe. (This is why you want to connect your iPhone to your computer on a regular basis.)

## Make a Backup

When you [Connect Your iPhone to a Computer](#), iTunes will likely back up your iPhone. Backups occur when you sync and when you update the operating system. Backups include apps and their associated documents, and most of your settings. Backups *don't* include media in your iTunes library or photos, nor do they include videos stored outside the iTunes library. (Refer to [Table 3](#), to review which items are stored in the iTunes library).

### Back Up Your Backup

When you back up your computer, you configure the backup to include certain folders. Make sure that the iPhone backup is included. Here's where it's located:

- Macintosh: `~/Library/Application Support/MobileSync/Backup/`
- Windows XP: `~\Application Data\Apple Computer\MobileSync\Backup\`
- Windows Vista and Windows 7: `~\AppData\Roaming\Apple Computer\MobileSync\Backup\`

The tilde (~) character in the paths above means to start at your user's home directory. In Windows, if you can't see the AppData or Application Data folder, you may need to show hidden files.

## Restore from a Backup

It could happen that your iPhone would be reset to its factory defaults. The usual reason for this happening is that you had a problem with your iPhone and had to wipe everything off the device to give it a fresh start. If this happens, you'll lose everything that you've done to customize your it—your special Home screen wallpaper, apps you've downloaded, contact lists, notification settings, the whole shebang. This may sound alarming, but don't panic because it's likely that you can put things to rights easily.

Alternatively, you might have just replaced your iPhone after it was lost or stolen, and now you want to put all your stuff that was on the old iPhone on the new one.

To put everything back, you'll need to perform two tasks—a restore and a sync. iTunes will likely walk you through these options when you

attach a new (or problematic) iPhone to your computer, but if you need to initiate, here's what you're looking for:

- **Restore:** To copy the settings and data from your backup to your iPhone, first connect the iPhone to the computer you normally sync it with. If you're asked, choose a backup to restore from. Click Restore.
- **Sync:** If the iPhone doesn't sync automatically to retrieve missing media and information, check the various sync-related panes in iTunes—Summary, Info, Apps, etc. (they appear at the right when your iPhone is selected in the sidebar) to make sure they describe what you want to sync (see [Move Files and Data between Your iPhone and Your Computer](#)). To sync manually, Control-click your iPhone's icon in the iTunes sidebar and choose Sync.

If you sync certain data, such as contacts, via MobileMe or another over-the-air option, note that all the information stored “in the cloud” will have to transfer. This initial transfer could take only a few minutes, but it could take 30 minutes—or more. If it over-the-air syncing doesn't seem to be starting, try restarting your iPhone (described in [Turn Your iPhone Off and On](#)) or try adding new data on your iPhone. For instance, if calendar events aren't syncing, add a new event in the Calendar app.

**Tip:** You may wish to review Apple's directions at <http://support.apple.com/kb/HT1414>.

# Secure Your iPhone

It is reassuring to know that the simple backup strategies discussed in the previous chapter can insure that you could get your iPhone data back if your iPhone were lost or damaged. But what would you do if someone intentionally looked at the data on your iPhone or the Internet accounts you routinely access using your iPhone?

Depending on how your iPhone is set up, here are some things that a nosey roommate, ex-spouse, jilted partner, or mildly competent identity thief could do if he or she got hold of your iPhone:

- Read your email.
- Write and send email from *your* email address.
- See what Web pages you've been browsing recently.
- Log in as you to any Web sites (including bank or credit card sites) where you've saved your login information. (And from there, potentially change your login information, preventing you from accessing your own account.)
- Access all documents stored in your various iPhone apps, as well as view and change your Address Book and Calendar contents.

Yes, you should worry. And you should take action.

At a minimum, you should be aware of the following strategies for protecting your data and Internet-based accounts:

- Put a passcode on your iPhone, so that it won't wake up after a certain amount of time has passed unless you key in the passcode. In Settings, tap General > Passcode Lock. It need not be lengthy (toggle Simple Passcode to On) but it should be better than "1234" or your pet's name.
- Flip back to [Safari](#), earlier in the ebook, and consider the suggestions for configuring Safari's preferences, especially the bullet item on AutoFill.

- You can install a third-party app, such as the popular [1Password for iPhone](#) to help you remember your Web passwords, and keep them secret. (An iPhone can share 1Password passwords with a computer.)
- If you subscribe to MobileMe, you can use its Find My iPhone service to locate a missing iPhone and its Remote Wipe service to erase the disk of a missing iPhone. Both options work only if the missing iPhone goes online.
- For a great deal more information, read [Take Control of iPhone and iPod touch Networking & Security](#).

# About This Book

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## ABOUT THE AUTHOR

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Karen G. Anderson is a former magazine editor and arts writer who worked for 6 years at Apple—initially as a writer for the iReview webzine (“what’s good on the Web and what could be better”), later as a writer for the iTunes Music Store, producer for Apple’s iCards, and managing editor of .Mac (the forerunner of MobileMe). Karen now lives in Seattle where she works as a Web content writer and strategist, writes science fiction, and studies yoga. She blogs at [WriterWay.com](http://WriterWay.com).

Karen edited *Take Control of Thanksgiving Dinner* and *Take Control of iWeb '09*. This is the first Take Control ebook that she has written.

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## ABOUT THE PUBLISHER

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Publishers Adam and Tonya Engst have been creating Apple-related content since they started the online newsletter *TidBITS*, in 1990. In *TidBITS*, you can find the latest Apple news, plus read reviews, opinions, and more (<http://www.tidbits.com/>).



Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

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