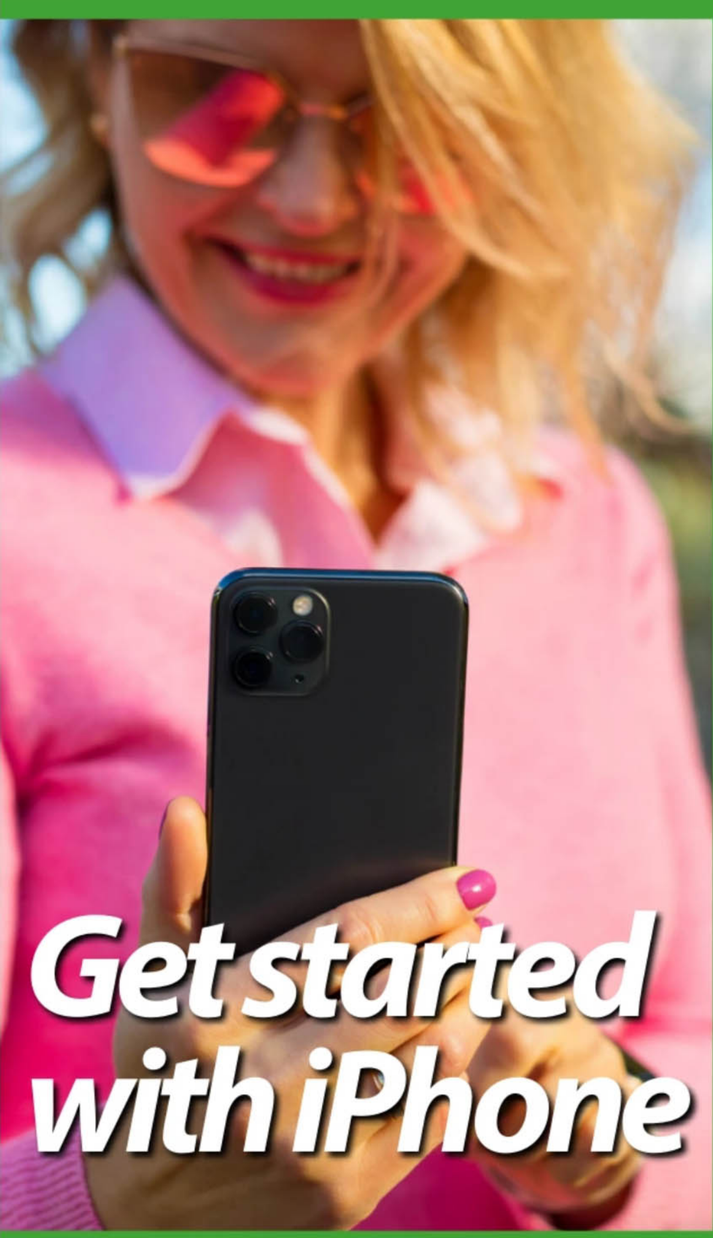
NEW EASY TO FOLLOW USER GUIDES

iPHONE

FOR BEGINNERS



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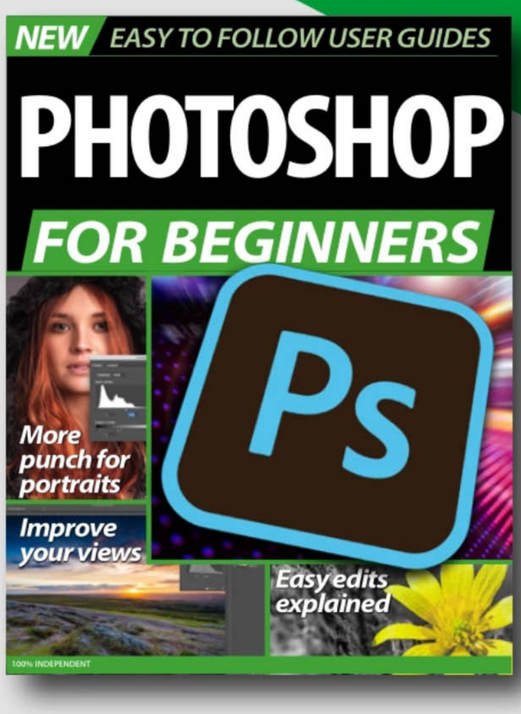

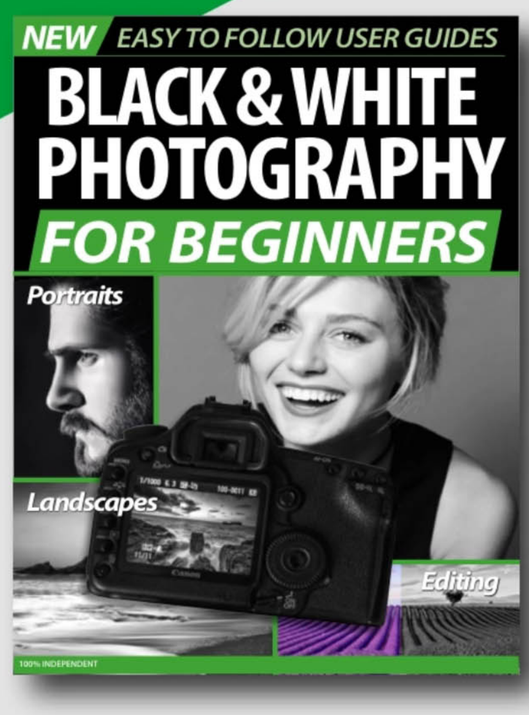

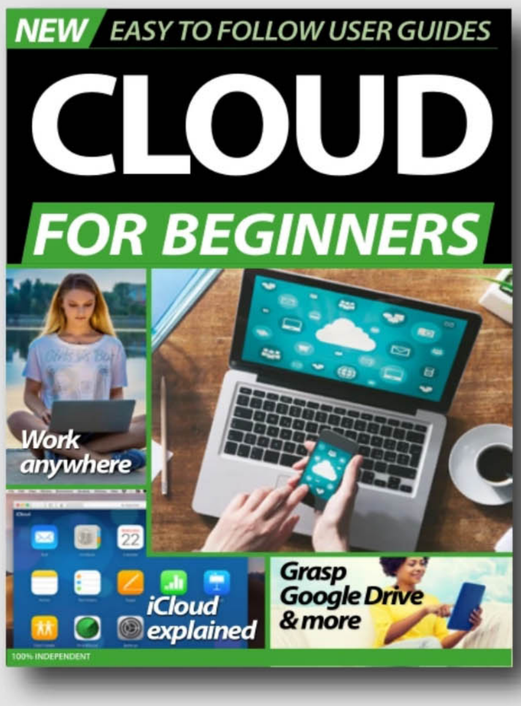

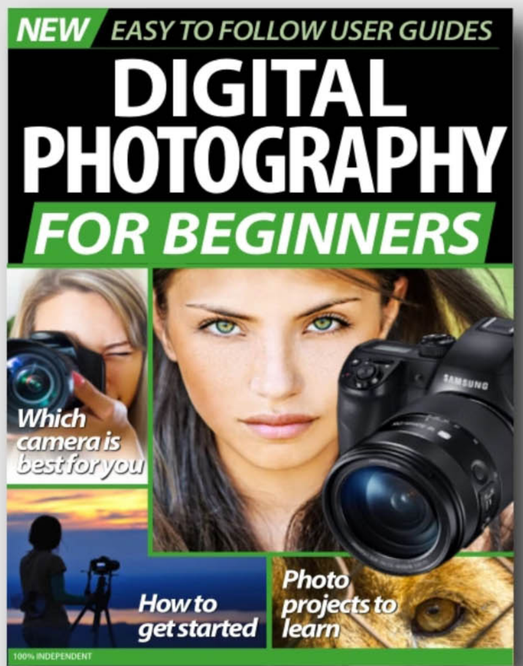

iPHONE

FOR BEGINNERS

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been "beginners", there is no shame in that fact and rightly so. How many times have you asked aloud, "What does this button do?". "Why doesn't that work?". "What do you mean it doesn't do that?". "HELP!". At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we're sure with our support you won't need it.

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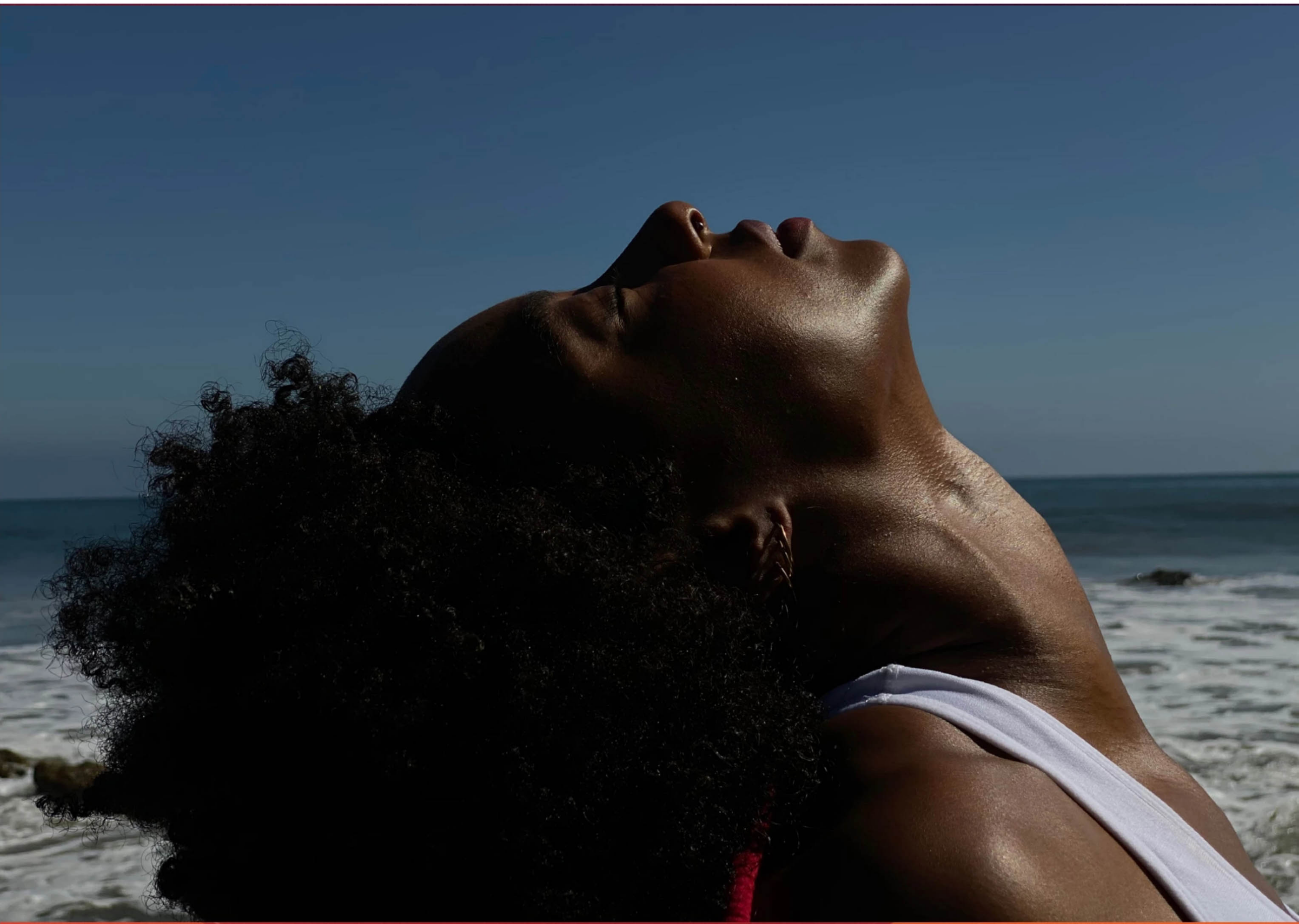

"…we instruct you on updating to the new operating system, setting up your iPhone for the first time and using it for entertainment, productivity and more…"

Can You Run iOS 13?

Older iPhones cannot be updated to the new operating system, so if you want to upgrade your iPhone to iOS 13, it must be one of the following models:

- iPhone 6s/6s Plus
- iPhone SE
- iPhone 7/7 Plus
- iPhone 8/8 Plus

- iPhone X
- iPhone XS/XS Max
- iPhone XR

- iPhone 11
- iPhone 11 Pro
- iPhone 11 Max

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The iPhone 11 Pro and the iPhone 11 Pro Max

The most powerful iPhone ever (just like the last one)...

It's the first iPhone to earn the coveted 'Pro' label. The iPhone 11 Pro and its inevitable phablet counterpart, the iPhone 11 Pro Max, are built for the Apple fan who wants to stay at the white-hot cutting edge of technology. They have the fastest processor and graphics processor ever used in a smartphone, a triple camera setup, an advanced new display, and a long-lasting battery. It could be argued that this 2019 update is all about the cameras, and other anticipated advances such as virtual and augmented reality features were absent. But on the other hand, maybe the new cameras are enough? They're certainly streets ahead of even the high-end dual cameras found on the last generation of iPhones. So let's take a look at Apple's groundbreaking new iPhones.

A Retina Revolution?

There's no surprise about the size of the displays. The regular iPhone 11 Pro is 5.8 inches, and the Max version 6.5 inches, just like the last few iPhone refreshes. But a few under-the-hood changes give the new screens a distinct edge. With 458 pixels per inch, they're the highest resolution displays Apple has ever put in a phone. The stats are impressive. True Tone display, haptic touch, OLED, two million to one contrast ratio, 15% more energy efficient, 1200 nits peak brightness – it goes on and on. But what does that mean for the phone in your pocket? In a nutshell, it looks amazing, as you'd expect from Apple. They've even given it a new name. It's not just a Retina display, it's a Super Retina XDR display.

New Colour Option

Like last year's iPhone, XS/XS Max, the new iPhone 11 Pro and Pro Max come in silver, gold and space grey designs. However, there's a new finish in the fold. Not only do we get the same three colours as before, but there's also a midnight green version. It has a distinctly Robin Hood vibe about it, or maybe British racing green.

The iPhone 11 Pro and Pro Max boast a new midnight green model.

Apple's Phil Schiller shows off the new iPhone's screens.

Those Cameras in Focus

12MP Wide Camera
26 mm f/1.8
Six-element lens
Optical image stabilisation
100% Focus Pixels

12MP Ultra Wide Camera
13mm f/2.4
Five-element lens
120° field of view

12MP Telephoto Camera
52mm focal length
Larger f/2.0
Six-element lens
Optical image stabilisation
Focus Pixels

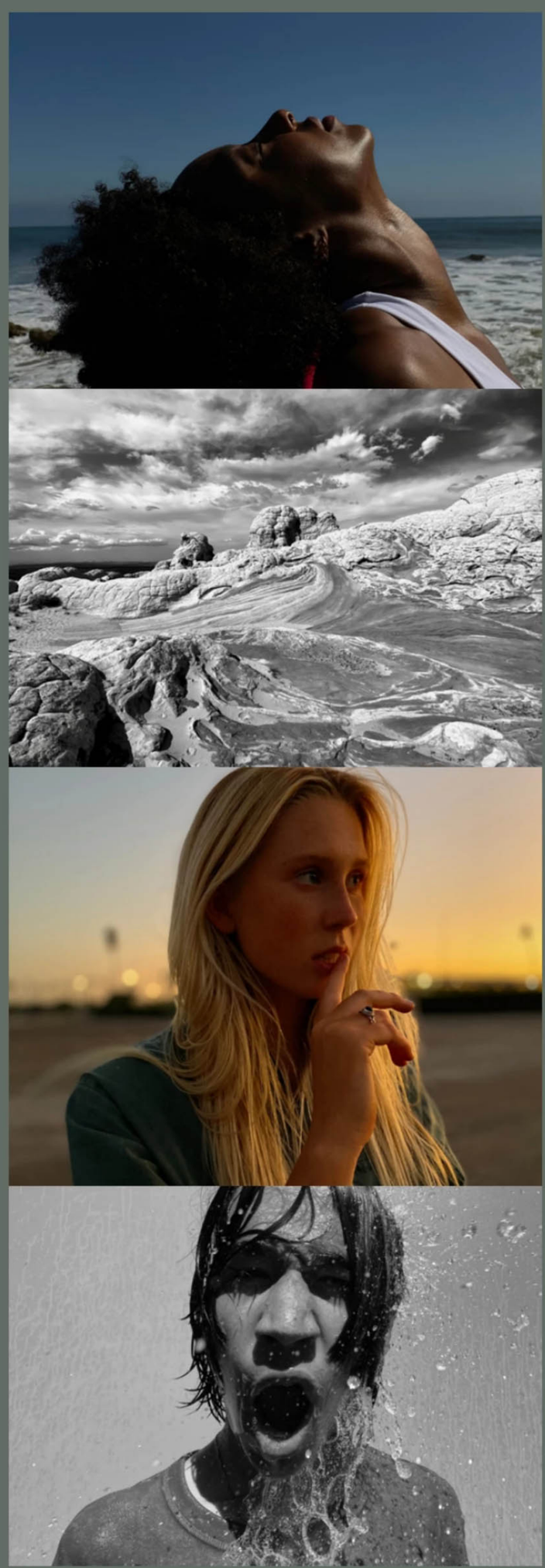
Wider or Closer?

With the wide and telephoto cameras, you can zoom in two times and zoom out two times, for a 4x optical zoom range. The three pictures here were taken from exactly the same spot.

Ultra Wide Camera in Action

When using the iPhone in regular mode, the image now sits under the tools as well as in the picture area. This shows what you'd add by switching to the Ultra Wide camera, which you do with the scroll wheel as seen here.

All these beautiful photos were taken on an iPhone 11 Pro.



Night Mode

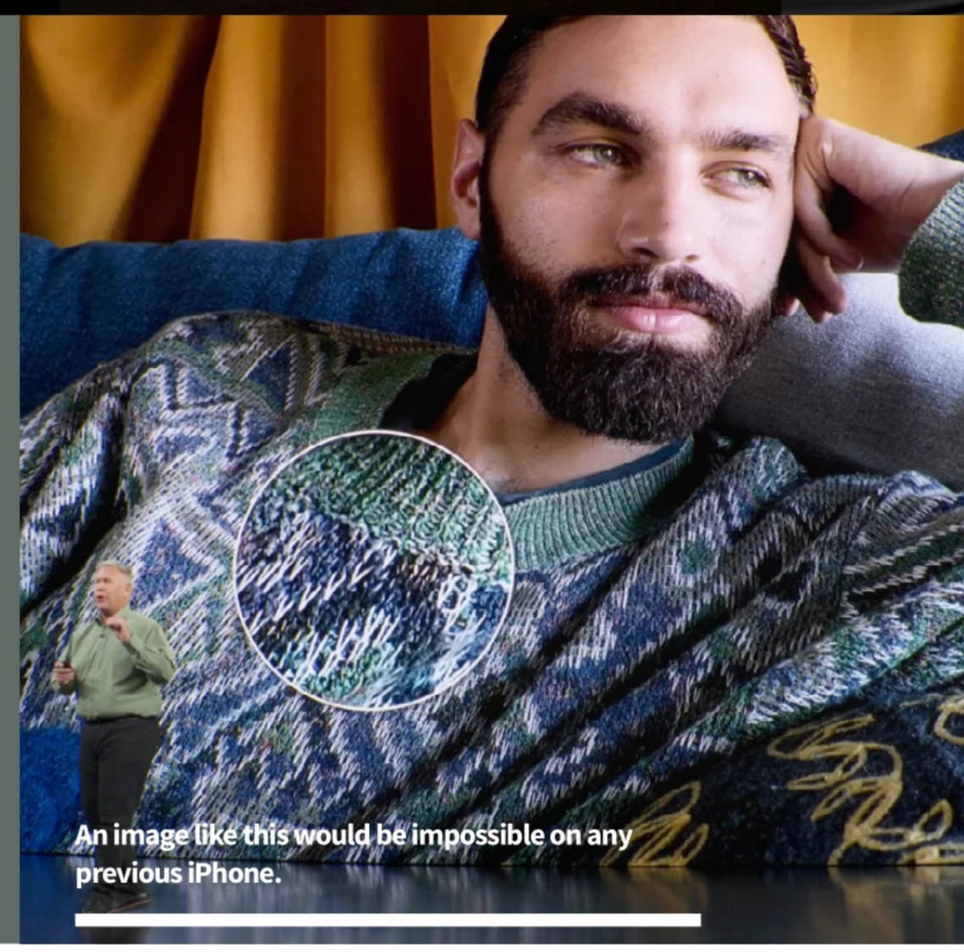
Another new camera feature is Night Mode. This activates automatically when light is low enough for it to make a difference. According to Apple's Senior Director, Product Marketing (iPhone) Kaiann Drance, "We determine the image fusion time and use adaptive bracketing based on what we see in preview. So, shorter frames if you have subject motion or longer frames if you have deep shadows, then we intelligently fuse images together, reducing motion and blur."

This is one key area where Apple previously lagged behind its rivals such as Samsung, Google and Huawei, so it's great to see the feature implemented in the iPhone 11 Pro/Pro Max.

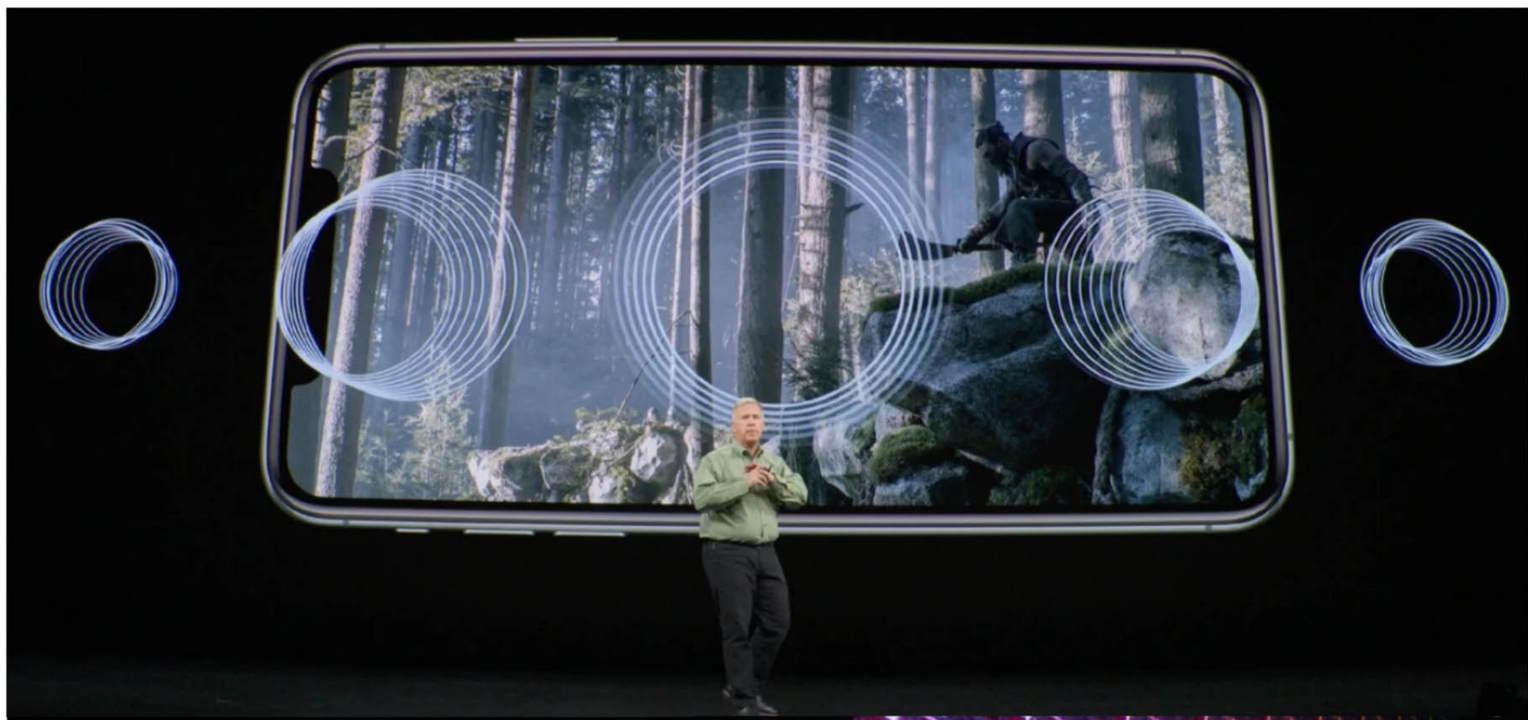
Two shots taken from the same place at the same time, with and without Night Mode active.

Deep Fusion

This one isn't yet ready, but it should appear with a software update later this autumn. Using the neural engine of the A13 Bionic chip, Deep Fusion shoots nine images in quick succession, and, in one second, the neural engine analyses the fused combination of their long and short exposures to build the final image, pixel by pixel. The result is an incredible level of detail, and very low noise.



An image like this would be impossible on any previous iPhone.

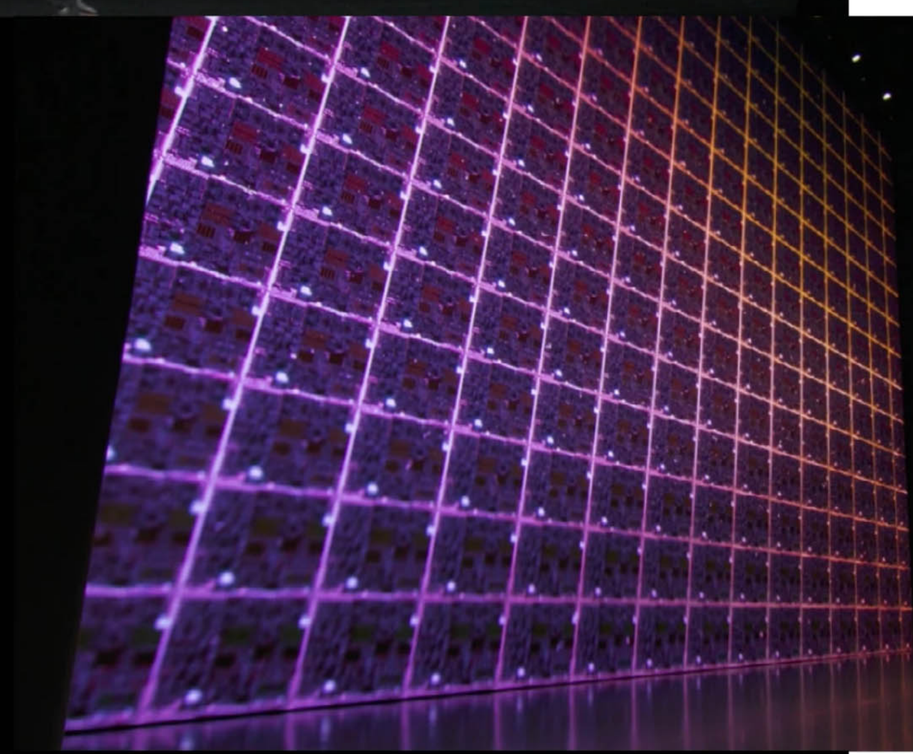


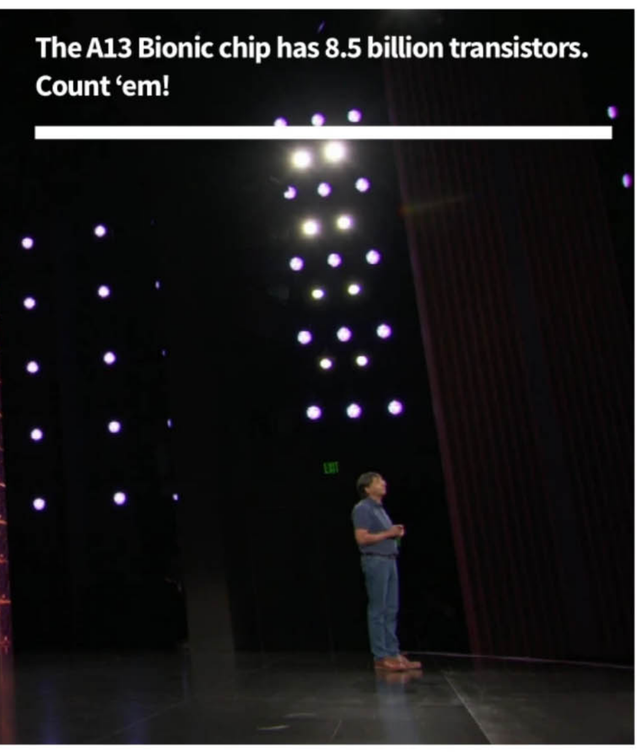
Pro Audio

All the iPhone 11 models (Pro or otherwise) feature Spatial Audio and Dolby Atmos, giving you the best pseudo-surround sound experience yet on a smartphone.

Pro Performance

The Pro iPhones are powered by an A13 Bionic chip. A great deal of effort has been put into making this CPU the best yet, with special attention paid to Machine Learning and power efficiency. This chip is fast. Its 8.5 billion transistors are capable of over one trillion operations per second, and they're tailored for low power. In fact, the iPhone 11 Pro's battery lasts around four hours longer than the XS, with the Max version giving up to five hours more than the XS Max.



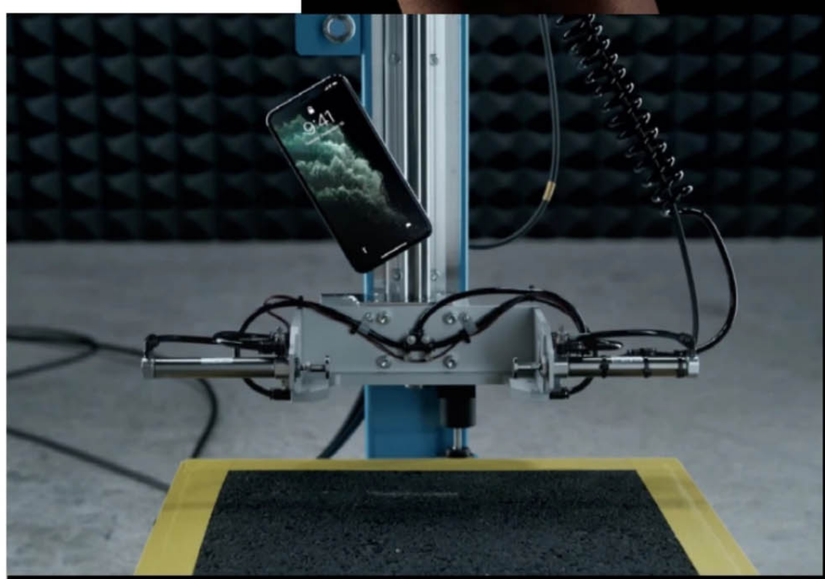


The A13 Bionic chip has 8.5 billion transistors. Count 'em!

Pascal's Wager looked good, but it didn't out-impress last year's s tunning games.

Game On!

As is usual for an Apple keynote, we got to see a game running on the iPhone 11 Pro. It was called Pascal's Wager, and was a Dark Souls-inspired action RPG. It ran smoothly and looked agreeably console-like, but its technical prowess didn't seem especially next-gen. Maybe we'll change our minds when it's released later this autumn; preorders open in October.



Fit to Drop

Like all iPhones, the 11 series underwent rigorous testing before it was deemed ready for release. Apple dropped it so you don't have to, but if you're anything like us, you probably will.

Price and Release Date

Both iPhone 11 Pro models hit the shelves on Friday, 20th September, 2019. Pricing is as follows:

iPhone 11 Pro

64GB	£1049/$999/1149 €
256GB	£1199/$1149/1319 €
512GB	£1399/$1349/1549 €

iPhone 11 Pro Max

64GB	£1149/$1099/1249 €
256GB	£1299/$1249/1419 €
512GB	£1499/$1449/1649 €

The iPhone 11

For Apple aficionados who dream in colour

It's a colourful character. The iPhone 11 (without the Pro moniker), successor to the hugely popular iPhone XR, is available in some really jazzy shades. It has the most powerful chip ever seen in a smartphone, a dual camera system, and a great battery life. It seems a more than worthy successor to the XR, Apple's lower-priced iPhone aimed at young people, the fashion conscious and those who didn't need the extra power afforded by the cutting-edge iPhone releases. As we'll see, it's a smartphone that puts in a performance to match its good looks.

The Screen Scene

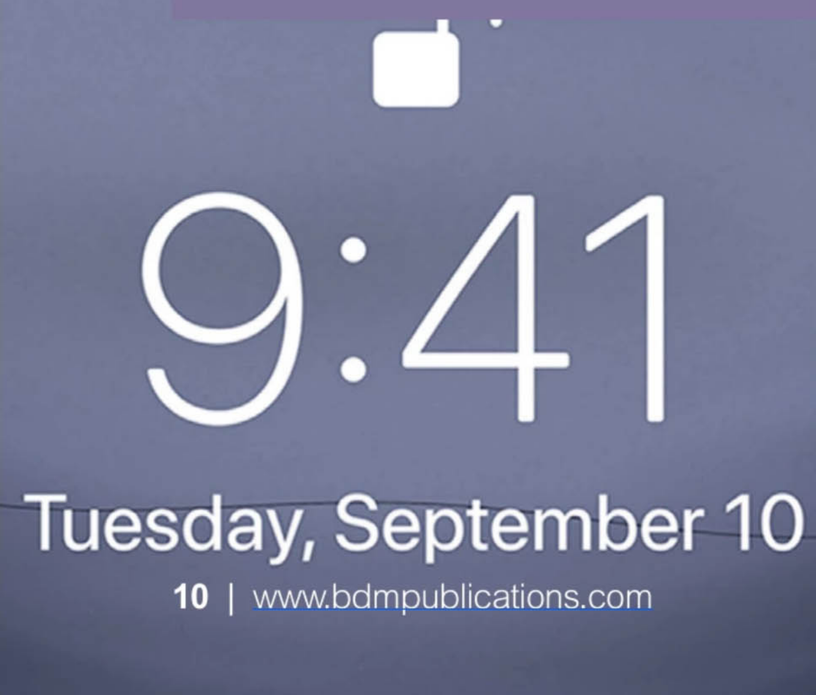
The screen on the iPhone 11 is a 6.1-inch liquid Retina display, just like last year's iPhone XR. Both front and back are made from toughened glass, with the back milled from a single piece of glass for extra precision. The display boasts wide colour support and True Tone for a more natural viewing experience, and you can interact with it using Haptic Touch, which is deeply integrated across iOS 13.

Dual Cameras

Unlike the XR, the iPhone 11 features two rear-mounted cameras. The upper lens is a 12MP Wide Camera, and the lower one a 12MP Ultra Wide camera with a 120° field of view. They're the same as those used in the iPhone 11 Pro.

The Camera app's new High Key Mono effect lets you take black and white photos that look like they were done in a studio against a plain backdrop. In our example seen here, the group of friends were outdoors and standing in front of an orange wall.

The front camera is also updated, to a 12MP TrueDepth model. It can, for the first time, record slow-motion selfies, which Apple rather embarrassingly calls 'slofies'.



The High Key Mono effect brings studio-quality monochrome photography to the iPhone.

Pro Features?

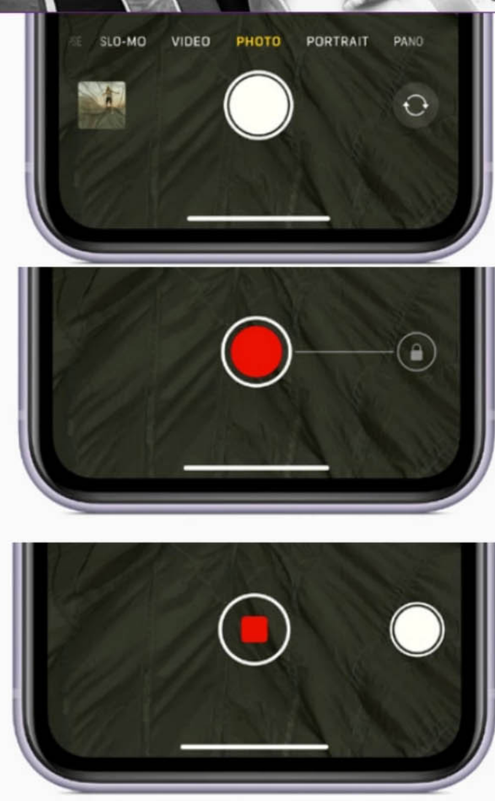
The iPhone 11 shares the following features with its Pro stable mates, as discussed on the previous pages.

- Spacial audio
- Dolby Atmos
- 12MP Wide and Ultra Wide cameras
- 12MP TrueDepth front camera
- Night Mode photography
- A13 Bionic processor
- 4K video resolution
- Video image stabilisation

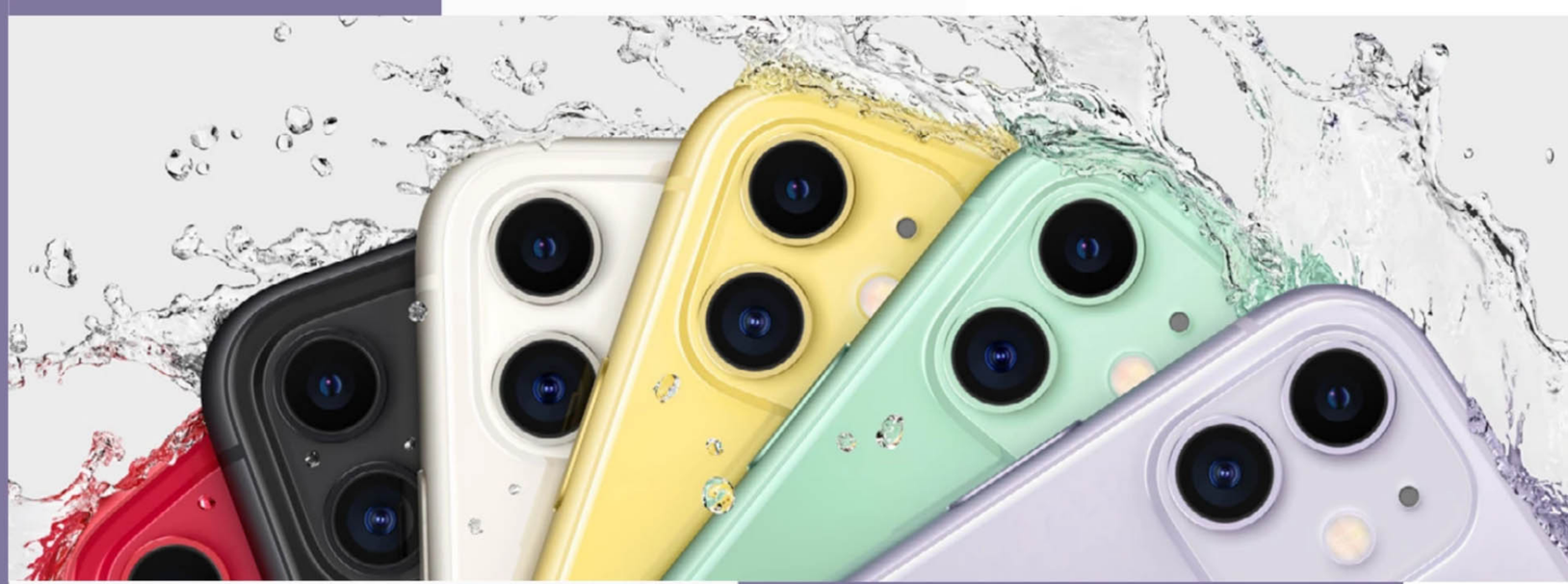
These pictures were taken on the new iPhone 11, using its dual camera system.

QuickTake

A feature shared by the iPhone 11 Pro and the regular iPhone 11 is QuickTake video. When you're taking still photos, you can instantly record a video instead by tapping and holding the shutter button. It's really convenient.



The iPhone 11 is has better water resistance, being safe in up to two metres of water for up to 30 minutes, but we don't recommend you put this to the test by dropping it down the bog.



The iPhone 11 is available in purple, green, yellow, black, white and PRODUCT(RED) finishes.

Price and Release Date

The iPhone 11 is out on Friday, 20th September, 2019. Pricing is as follows:

iPhone 11

64GB	£729/$699/799 €
256GB	£779/$749/849 €
512GB	£879/$849/969 €

16:22
Mail
Wallet
Weather
News

iOS 13 in Action!

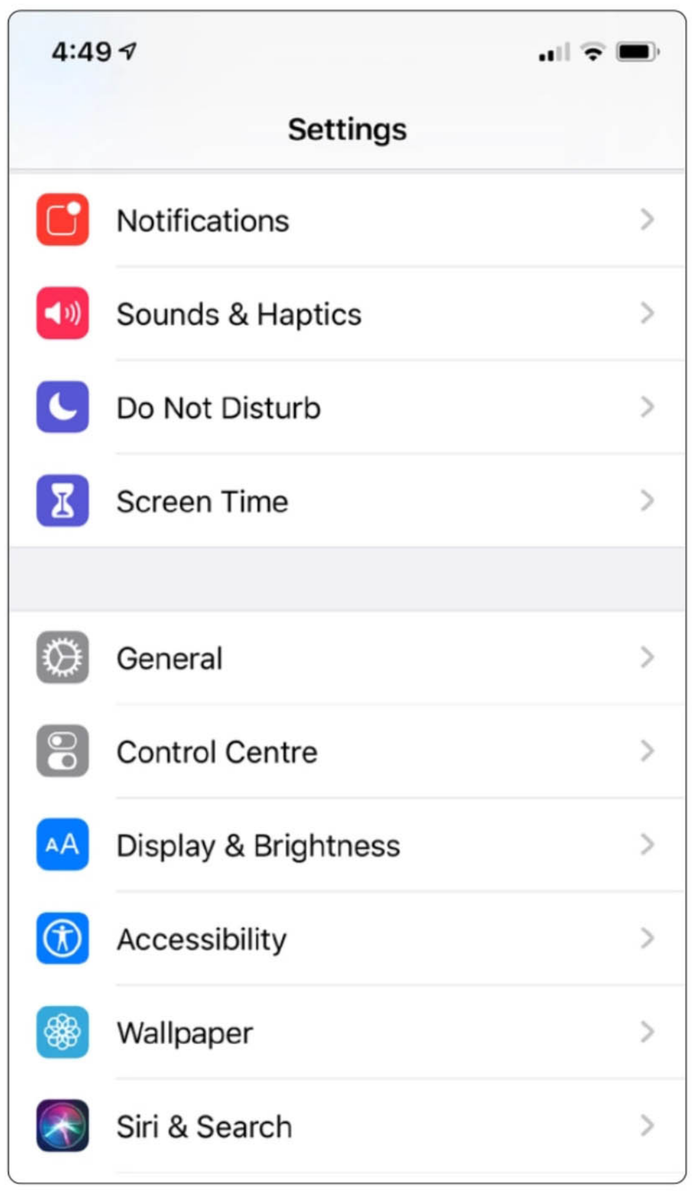
Apple regularly updates the iPhone's iOS operating system. The latest update, iOS 13, brings with it a wealth of new features. In this section, we take a look at them, what they do, and how they work. We also explore three of the new operating system's most significant new features. Dark Mode comes to iOS for the first time, and darkens the screen system-wide. Sign in with Apple is a great alternative to using Facebook or Google, and Voice Control is a new Accessibility feature.

Learn more >

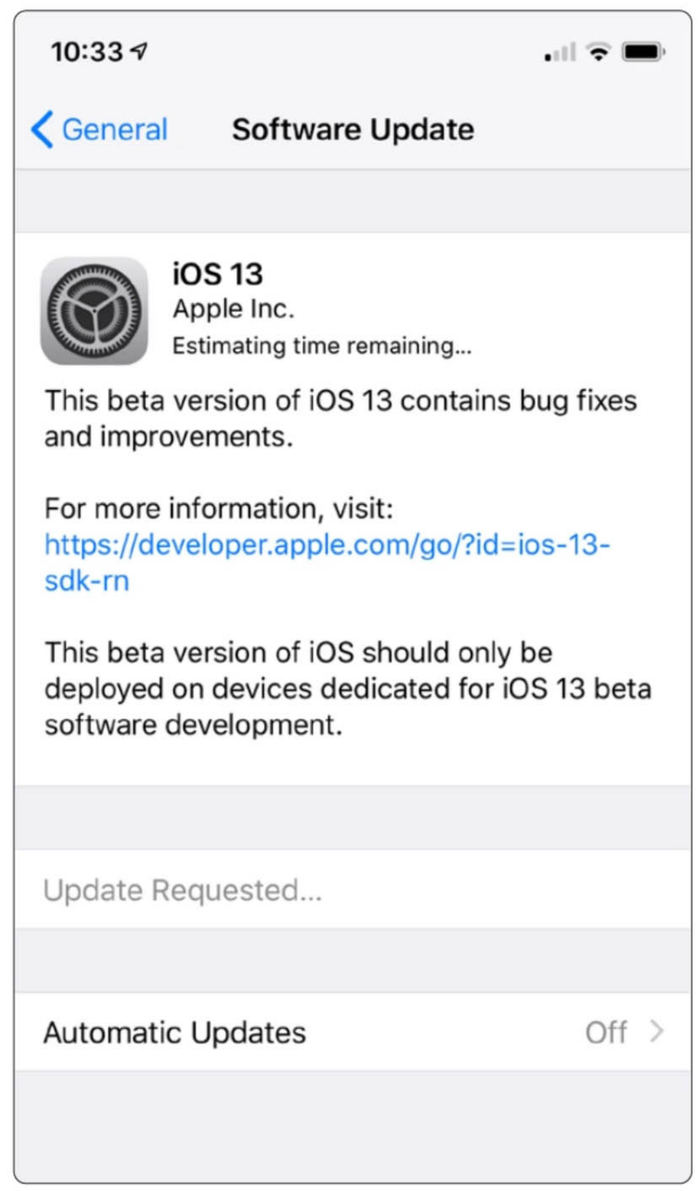
Updating to iOS 13 And Updating Apps

If you want to upgrade your iPhone to the free iOS 13 operating system, follow this guide. It's always a good idea to keep iOS and your apps up to date, to take advantage of new features. Upgrading your iPhone's operating system is as easy as following these simple steps, which work whenever Apple releases a new version of iOS for your iPhone.

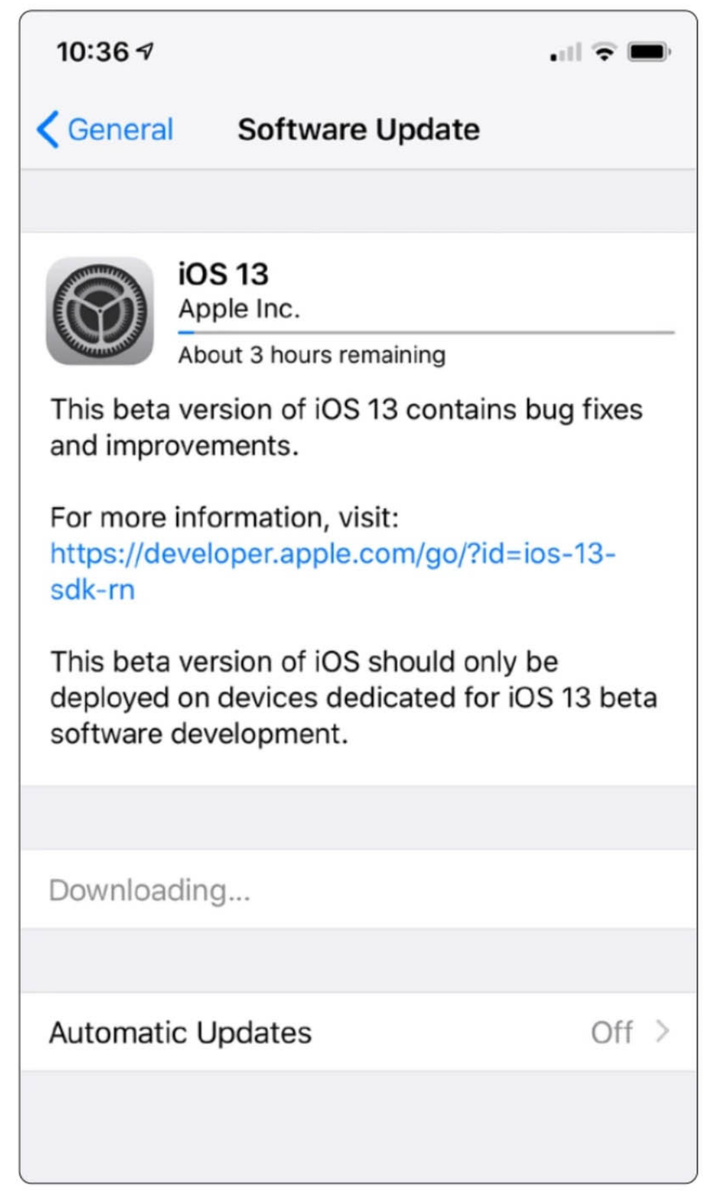
Downloading and updating iOS



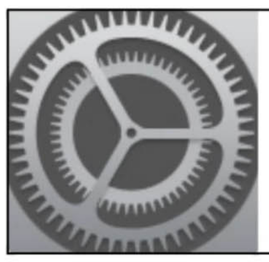
1 To check for a new version of iOS, first of all open the Settings app from the Home screen. It's the silver-coloured icon showing a series of cogs. From the next screen, scroll up until you see the General link and then tap it.



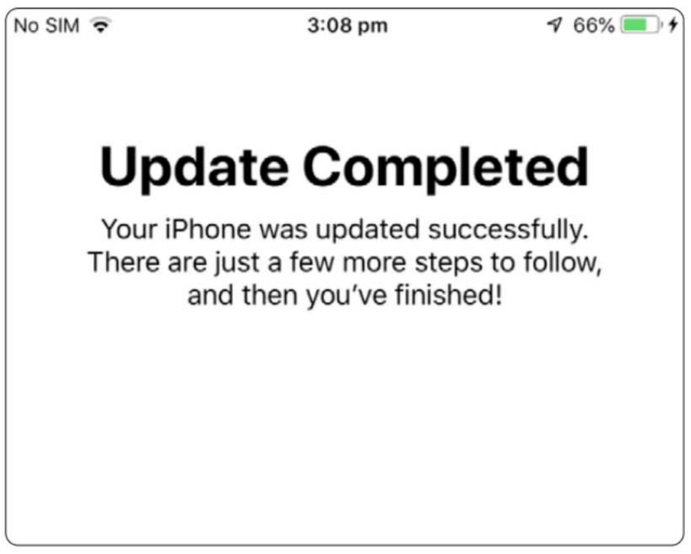
2 In General, tap Software Update. Your iPhone checks with Apple to see if there is a newer version than the one you're running. If there isn't, you're told you're up to date, but if there is, you can install it now.

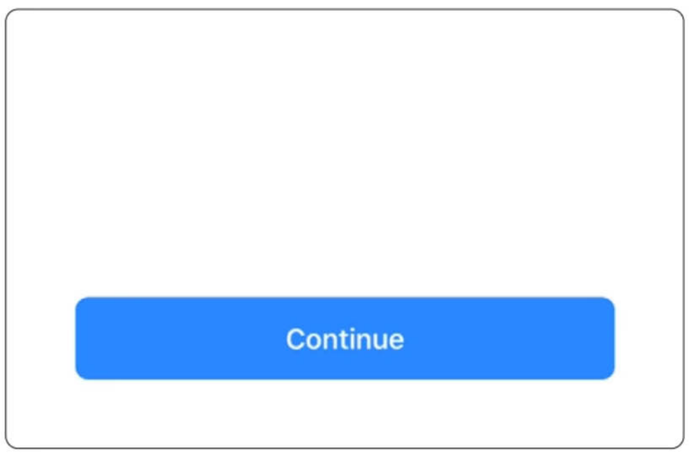


3 If an update's available, tap the Download and Install link. You may need to plug your iPhone into a mains power supply if the battery's low. After entering your passcode, the update downloads to your iPhone.



The iPhone's iOS operating system is regularly updated, as are the apps that run on it. New updates can bring new features, and also fix bugs that might have caused problems with the older version of the app or iOS, so it's always worth keeping your iPhone up-to-date. It's best to do this at home on your Wi-Fi network, so you don't use up your mobile data downloading new versions of apps.



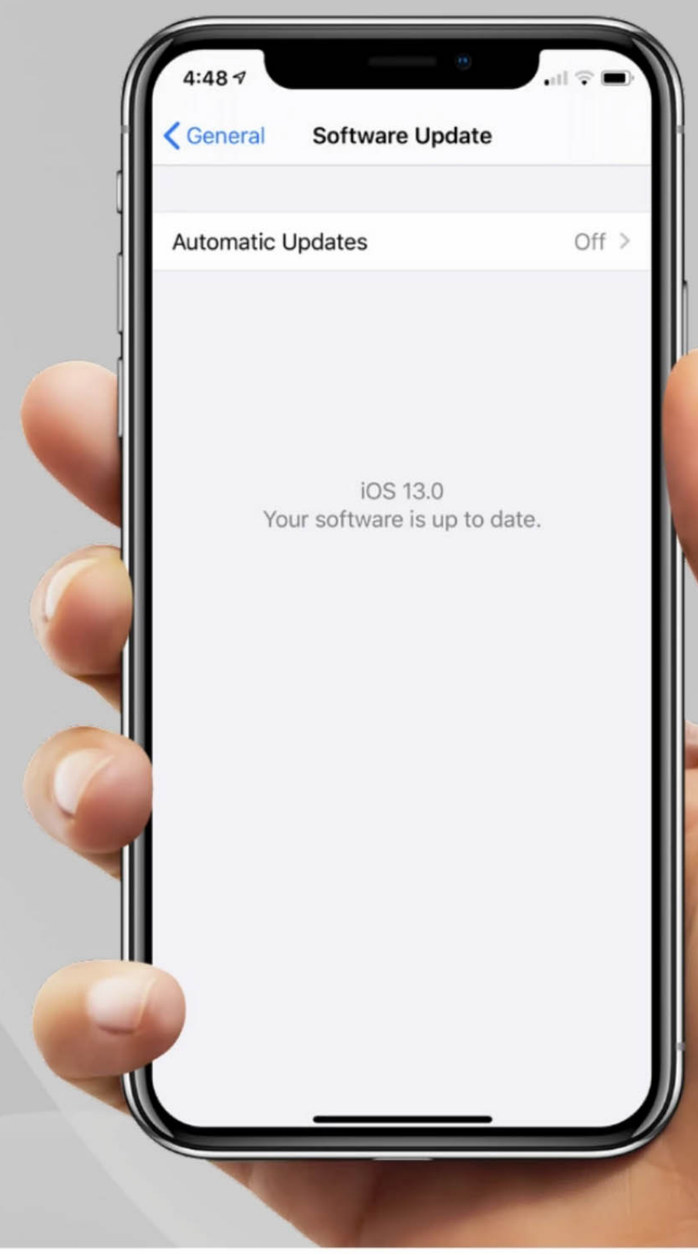


4 When it's finished tap Install Now to begin the installation process. The update installs and your phone restarts; don't turn it off whilst this is going on. After the restart, you must enter your passcode when prompted and agree to Terms and Conditions. Then you're ready to enjoy your new version of iOS.

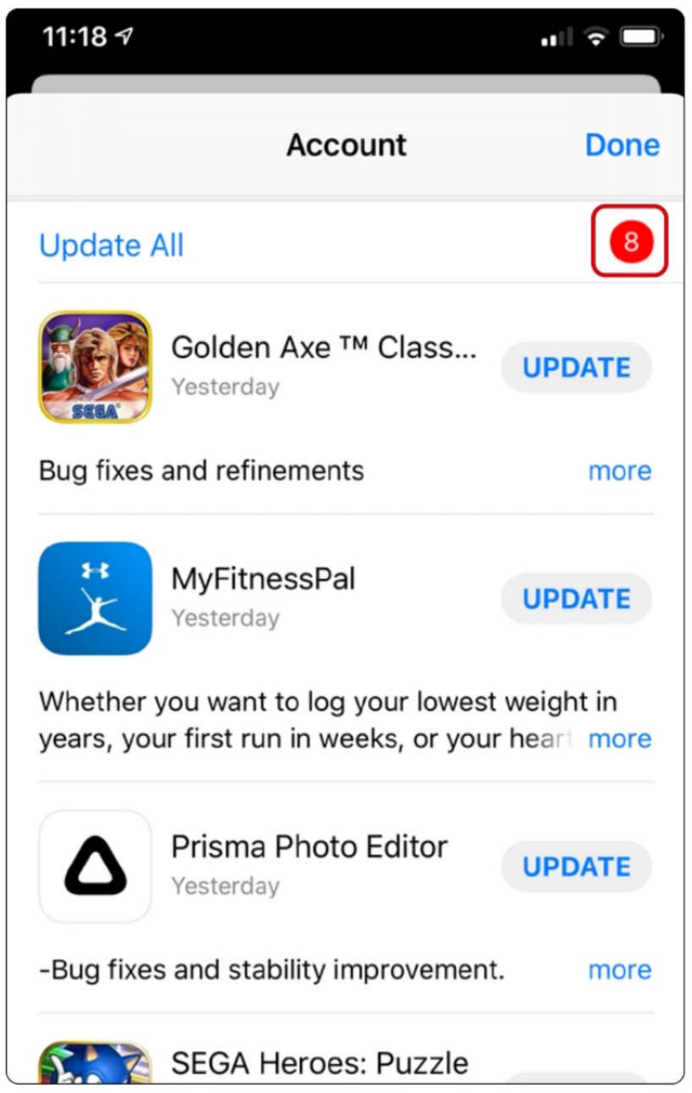
System requirements.

Not every iPhone can run the new iOS 13. Older phones aren't capable of doing so. If you want to run iOS 13 on your Apple smartphone, it must be one of the following models.

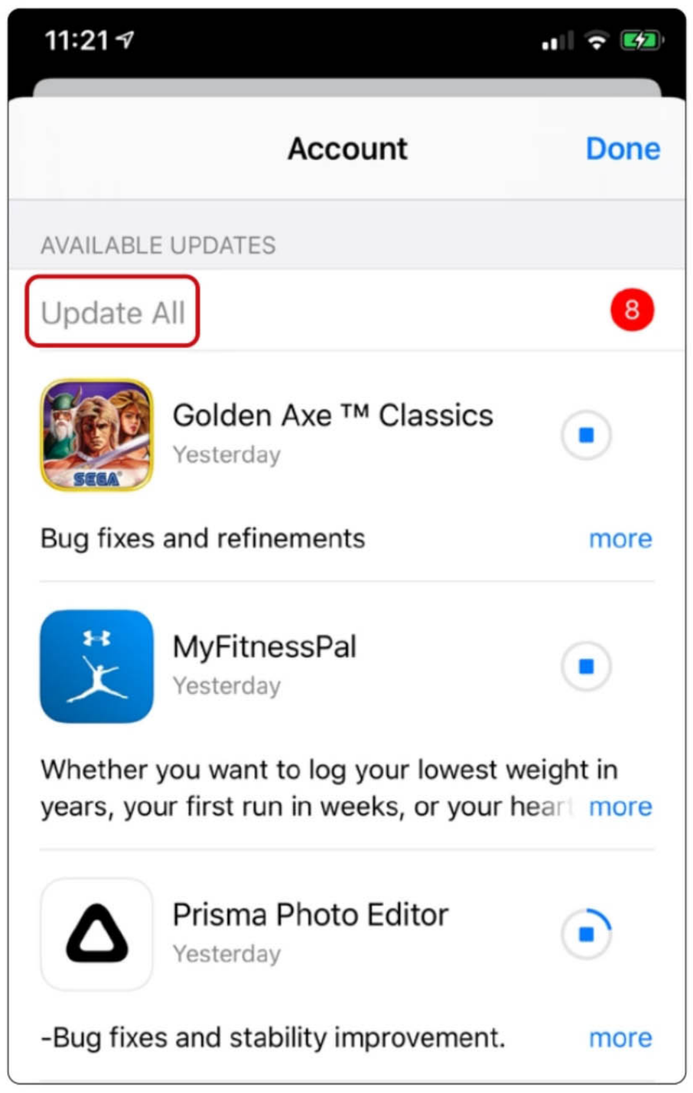
iPhone 6s
iPhone 6s Plus
iPhone SE
iPhone 7
iPhone 7 Plus
iPhone 8
iPhone 8 Plus
iPhone X
iPhone XS
iPhone XS Max
iPhone XR
iPhone 11
iPhone 11 Pro
iPhone 11 Pro Max
iPod touch (7th Gen)



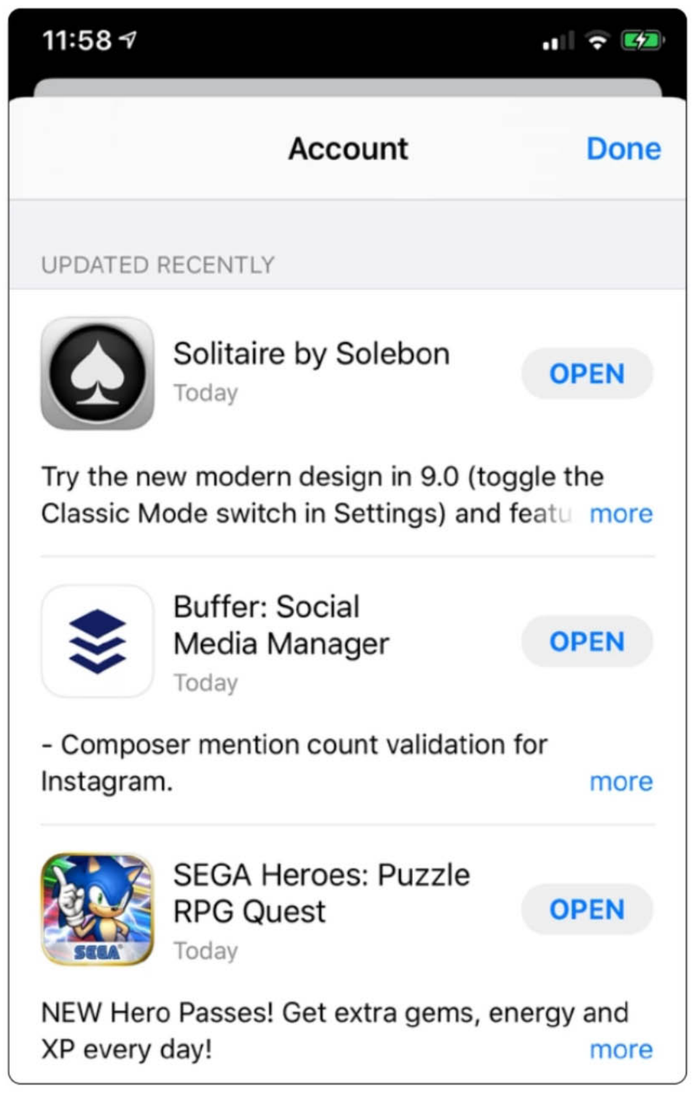
Downloading and updating apps



1 Open the App Store app. If your accounts icon in the top right is badged with a number, there are updates available. Tap this icon, and scroll up to see a list of apps that have been updated.



2 Tap an app to read about what's new. Update an app by tapping its Update button, or tap the Update All link to update all apps at once. Progress is shown in a circle; tap it to pause or continue an update.



3 When your apps have finished updating, you can tap the Open button, that has replaced the Update link, to launch that app directly from the Updates screen and check out what has changed.

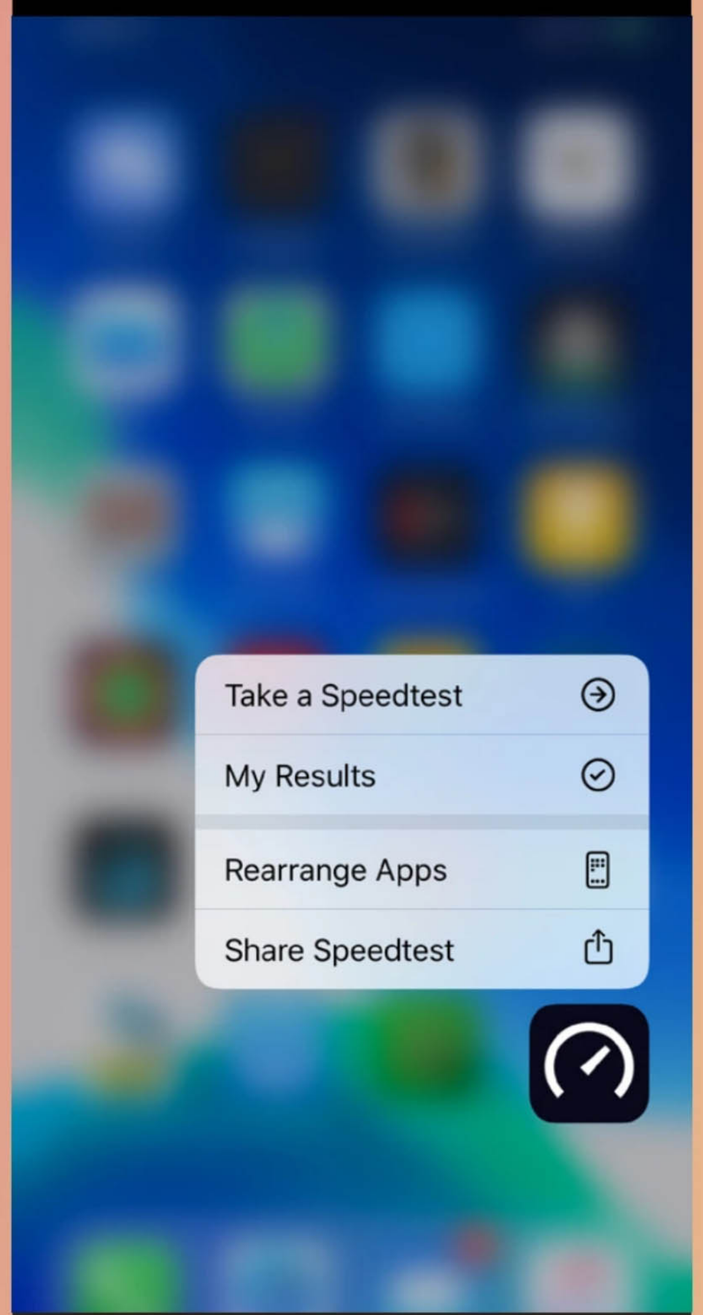
New to iOS 13
What's Changed?

iOS 13 is the latest version of the iPhone's operating system. When you've upgraded your iPhone to iOS 13, you have a huge range of exciting new features at your disposal, as well as a performance upgrade. Here we show you the very best, and how to use them on your Apple smartphone, from new Photos features to a more natural voice for Siri.

Performance improvements

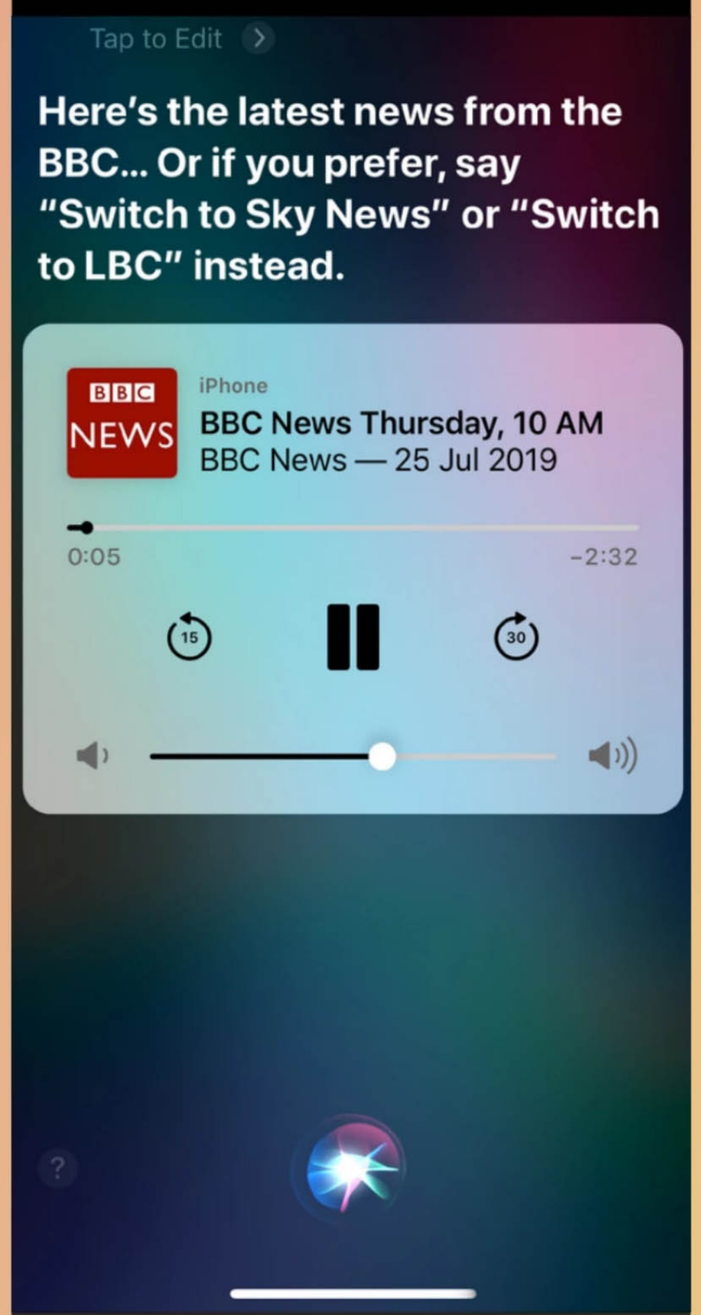
Apple has made under-the-hood enhancements and optimisations to make iOS run faster on your iPhone. Face ID unlocks your phone 30% faster, app downloads are 50% smaller and all updates are 60% quicker.

Rearrange apps



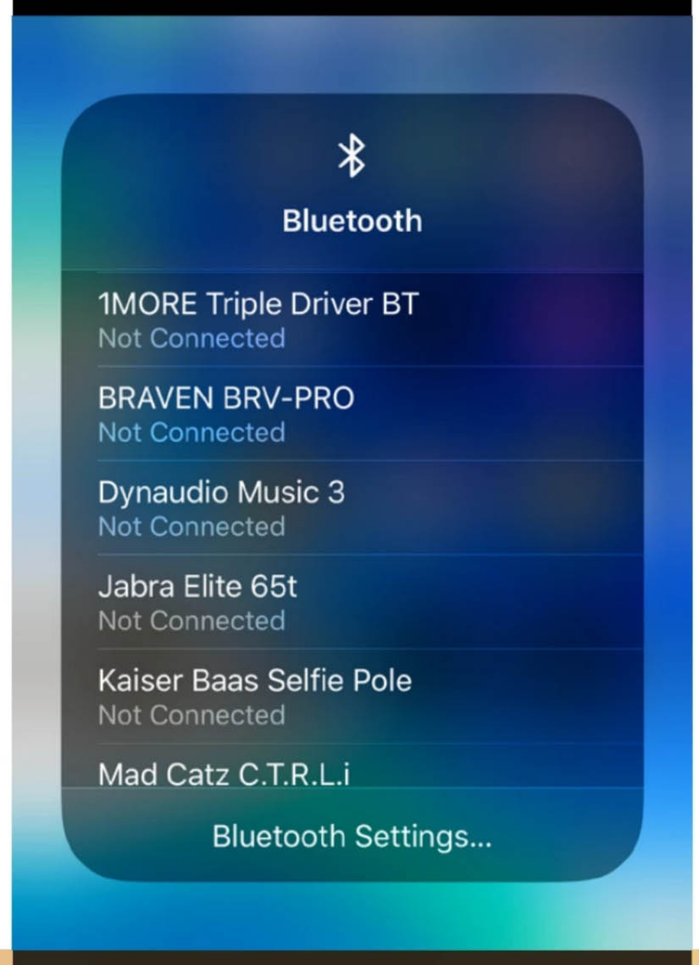
When you tap and hold an app, instead of giving all the icons an 'X' that you can use to delete them, you get a menu. You can use this menu to get straight to a function of the app, or tap 'Rearrange Apps' to make them wobble as before.

A better Siri



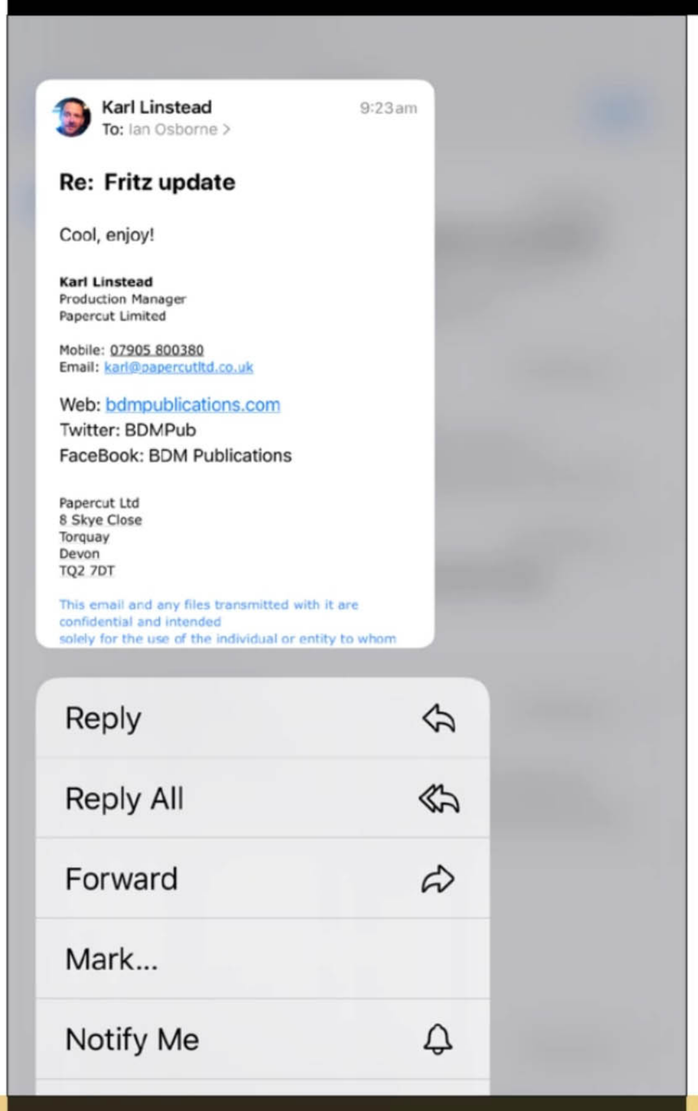
Siri's voice has been given a makeover. Using advanced neural text-to-speech technology, Apple has made it more natural and less robotic, especially when making long speeches. This makes it far easier on the ears.

Wi-Fi & Bluetooth options from Control Centre

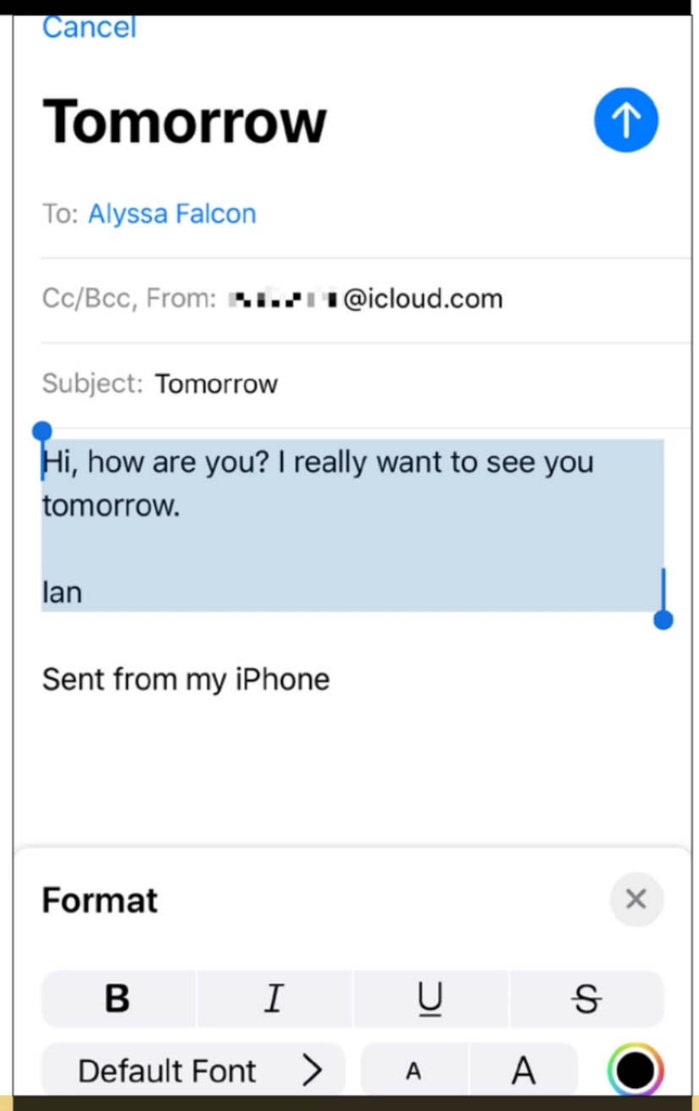


You no longer have to open Settings to change Wi-Fi networks, or connect an already-paired Bluetooth device. Just open Control Centre, tap and hold any icon in the top left square, then tap and hold Bluetooth or Wi-Fi.

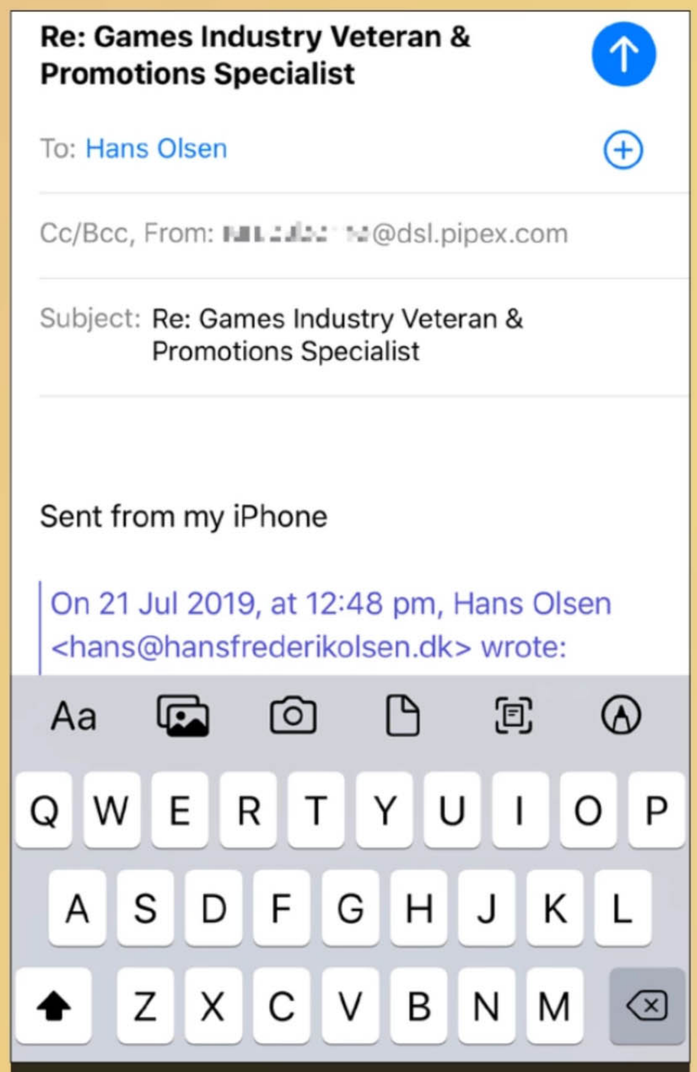
Mail enhancements



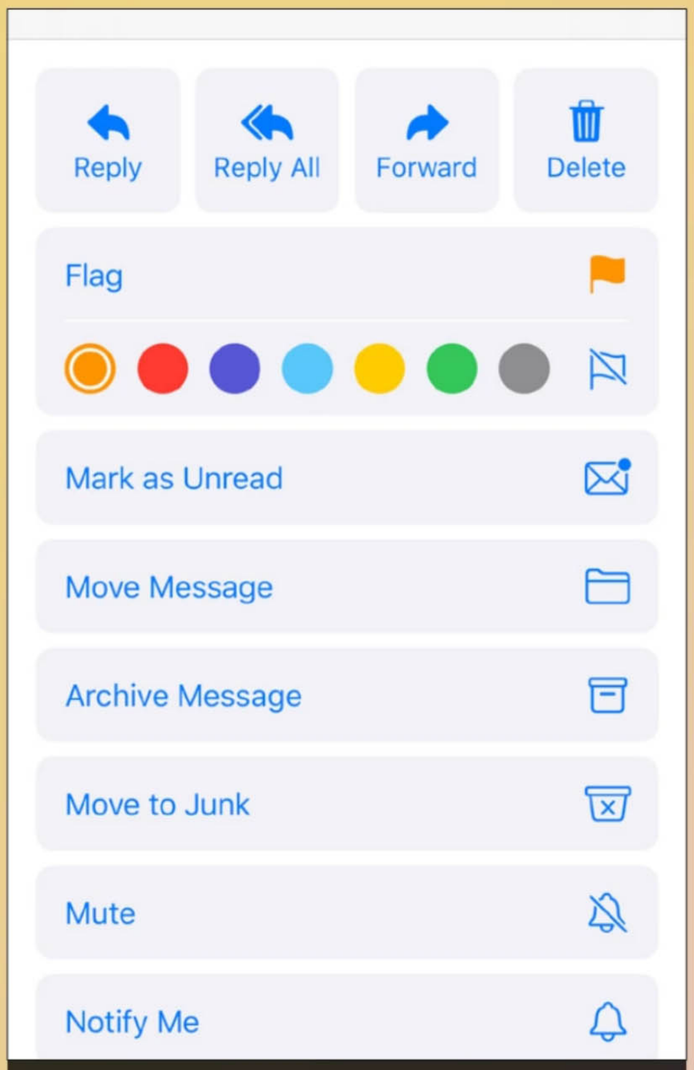
1 In your Mail inbox, tap and hold an email for a great new feature. The email opens, with a pop-up menu offering a range of options. It makes it much easier to move spam to the junk folder, among other things.



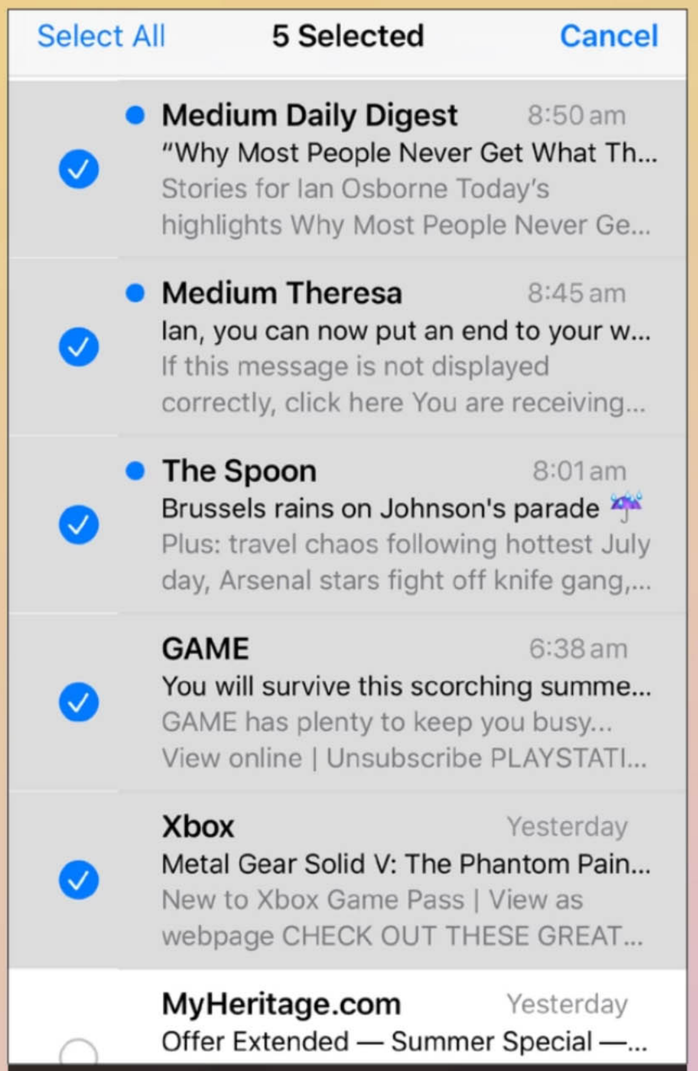
2 You have far more control over formatting in emails. Select the text you want to format, or tap the chevron to the right of the predictive text, and press the 'Aa' icon that appears for formatting options.



3 The other icons you see in Step 2 do the following (left to right): Attach a picture from Photos, take a new photo and attach it, attach a document from Files, take and attach a document scan and use Mail Markup.

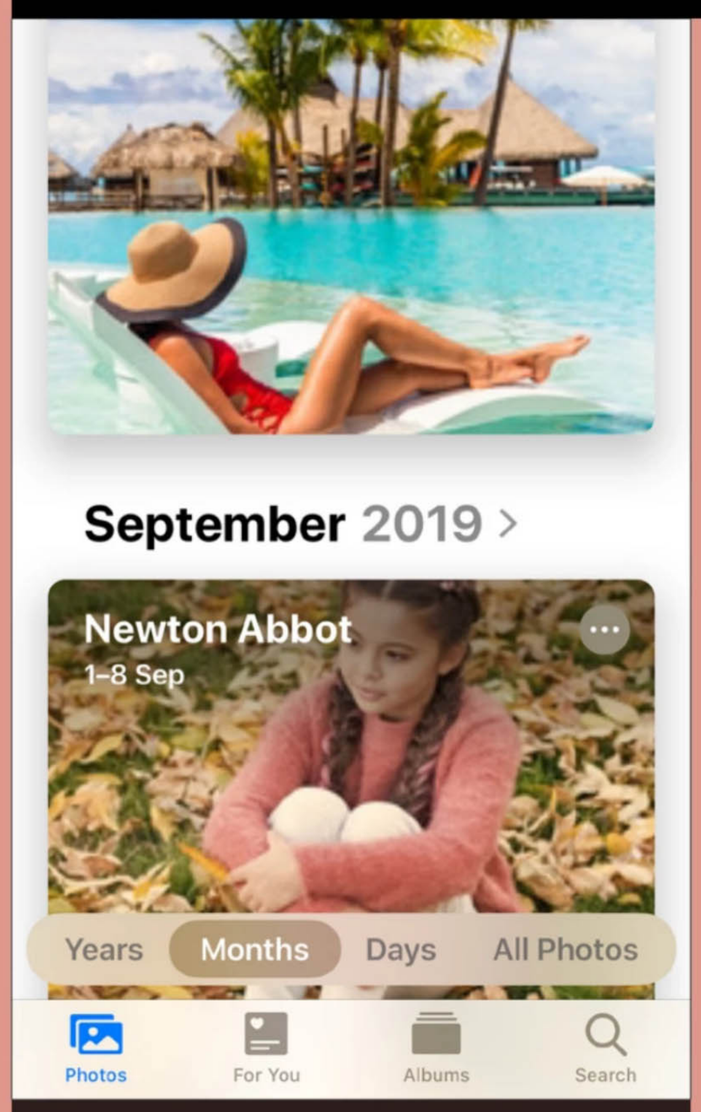


4 The Mail toolbar has been simplified. There's now only one button for: reply, not reply, reply all and forward. Instead, these options, and more, are given in a pop-up window when you tap the Reply icon.

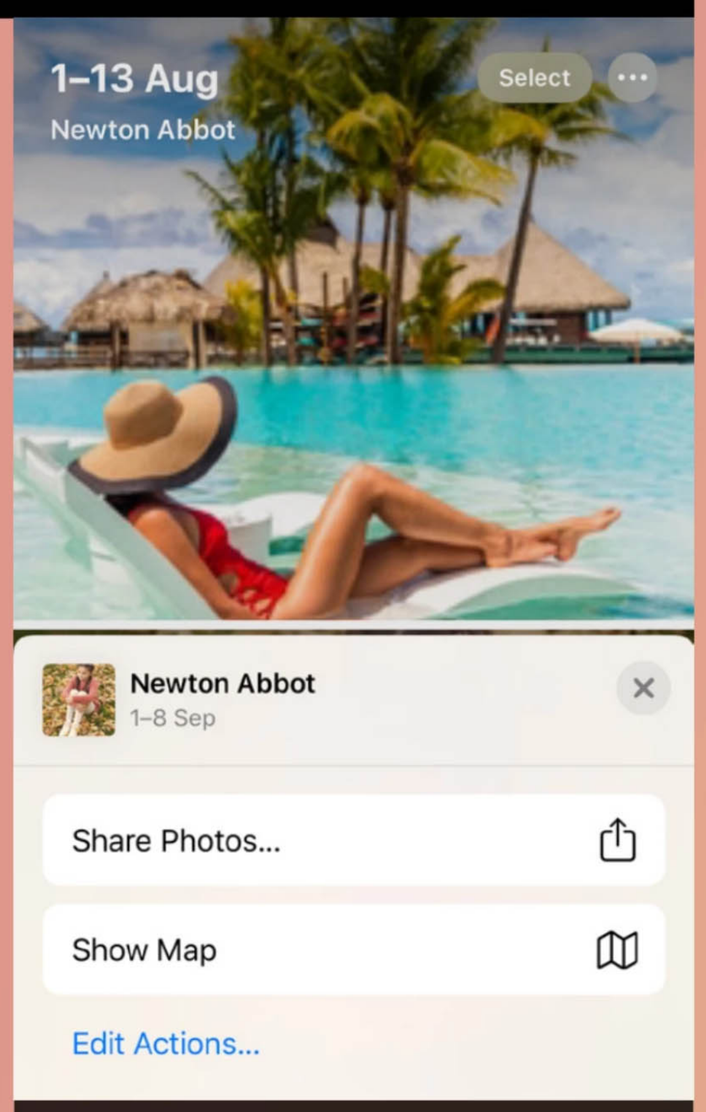


5 There's a new way of selecting emails from your inbox too. Tap Edit and instead of tapping the circles one by one, to tick them, simply drag your finger down over the circles to select a large group of them.

The Photos and Camera apps



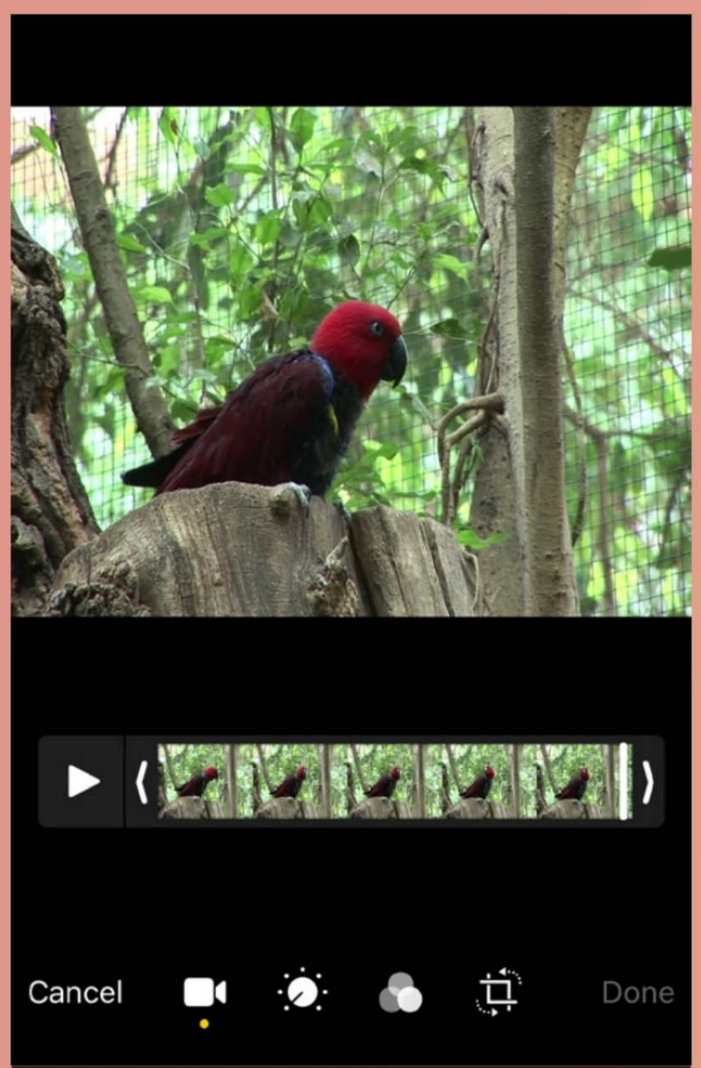
1 The Photos app has a new way of organising your snaps. Tap the Photos icon in the bottom left corner and they're arranged into Years, Months, or Days. Tap All Photos to view them as a thumbnail sheet instead.



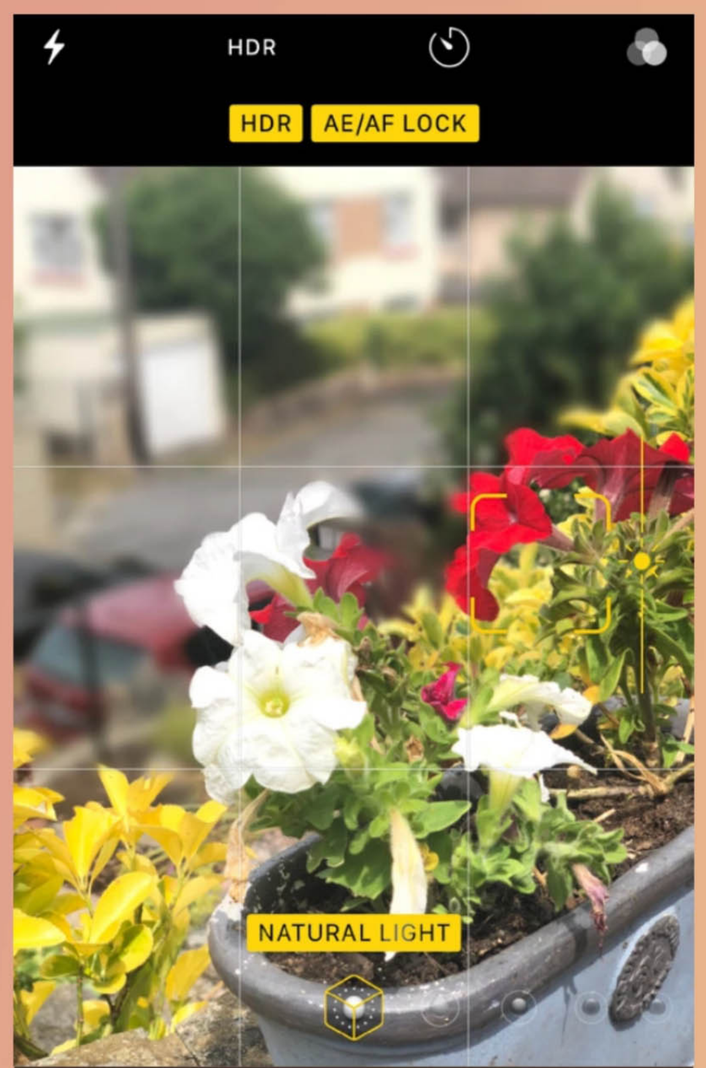
2 Tap a photo to narrow down this time frame, or in Days, to open a specific photo. Tap the Three-dots icon (top right) for more options, including showing where it was taken, playing that day's photos as a movie, and sharing.

New volume slider

When you used the iPhone's volume buttons, you used to get a non-interactive graphic showing the volume bar increasing or decreasing. This has now been replaced by a slider, which you can tap and adjust on the screen.



3 For the first time, videos can be edited, just like photos. Tap Edit and you can change the start and end points of the movie, clip off extraneous footage, change the exposure, add filters, and crop or straighten it.

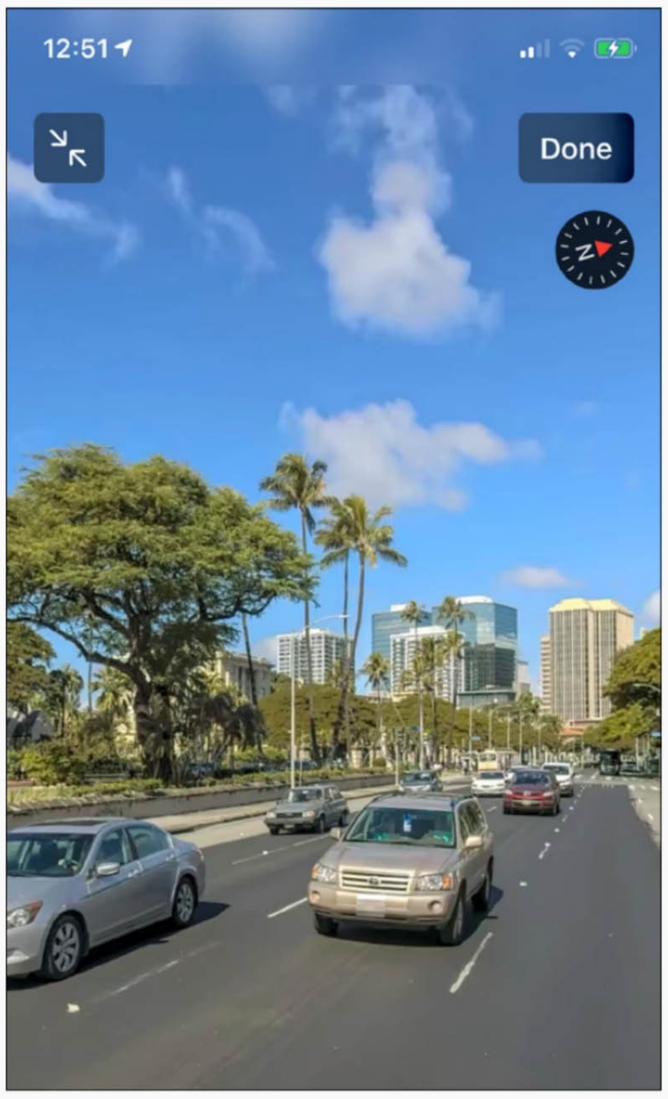


4 In the Camera app's Portrait Mode, you can now control the intensity of portrait lighting. Just tap the screen and drag your finger up and down to increase and decrease the strength of light in the picture.

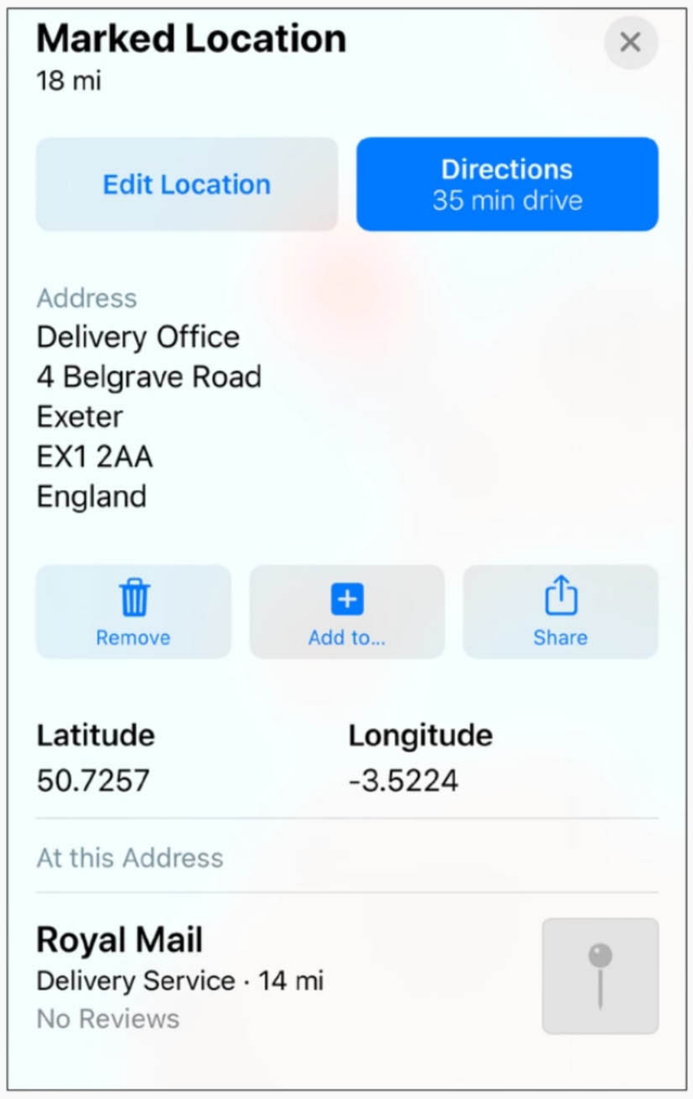
QuickPath keyboard

The QuickPath, or 'swipe', keyboard means you can type by dragging your finger across the keys without lifting it. Predictive text is offered as before, but when swiping, the replacement is added as soon as you lift your finger.

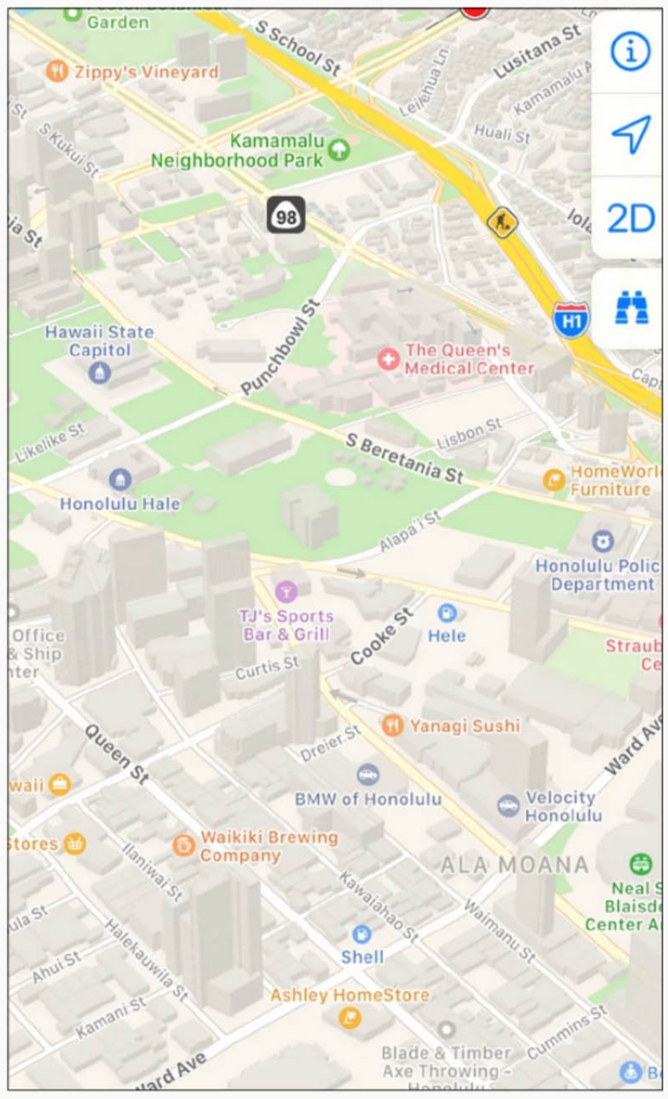
Mapping mayhem



1 Maps has gained a trio of new features, including a 3D street view. To access it, tap Look Around, or the Binoculars icon. It's currently only available in San Francisco, Las Vegas, and Honolulu, but it will surely roll out elsewhere soon.

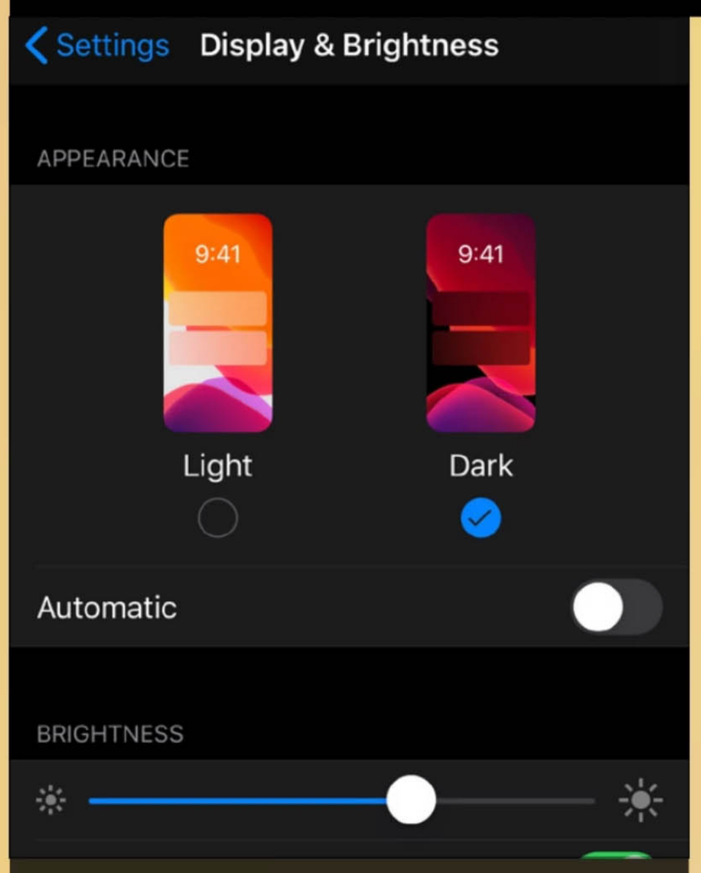


2 Locations you've defined as your Favourites are much easier to access now too, and appear at the top of searches. You can create lists of Favourites and share them with friends. Just open a Favourite and tap Add to..., then add it to a collection.

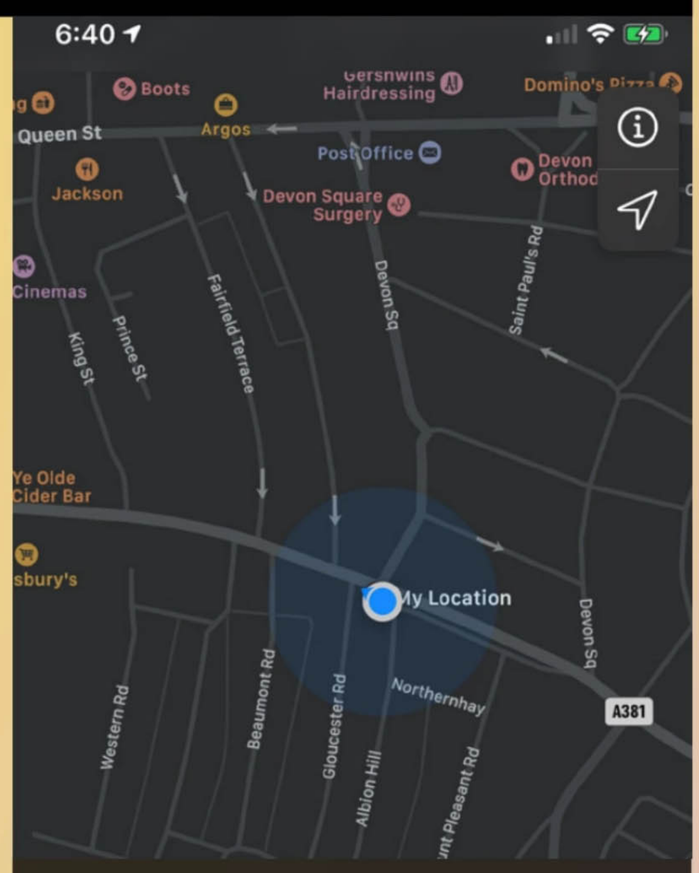


3 Zoom in on a map and then push up with two fingers to access the 3D version. It's much more detailed, with buildings and features drawn on with great accuracy. It's not available everywhere, but will roll out in more places soon.

System-wide Dark Mode



1 Dark Mode was introduced to the Mac with macOS: Mojave, and a year later, it comes to the iPhone with iOS 13. Switching to Dark Mode changes the appearance of the screen, for example, using white text on a black background.

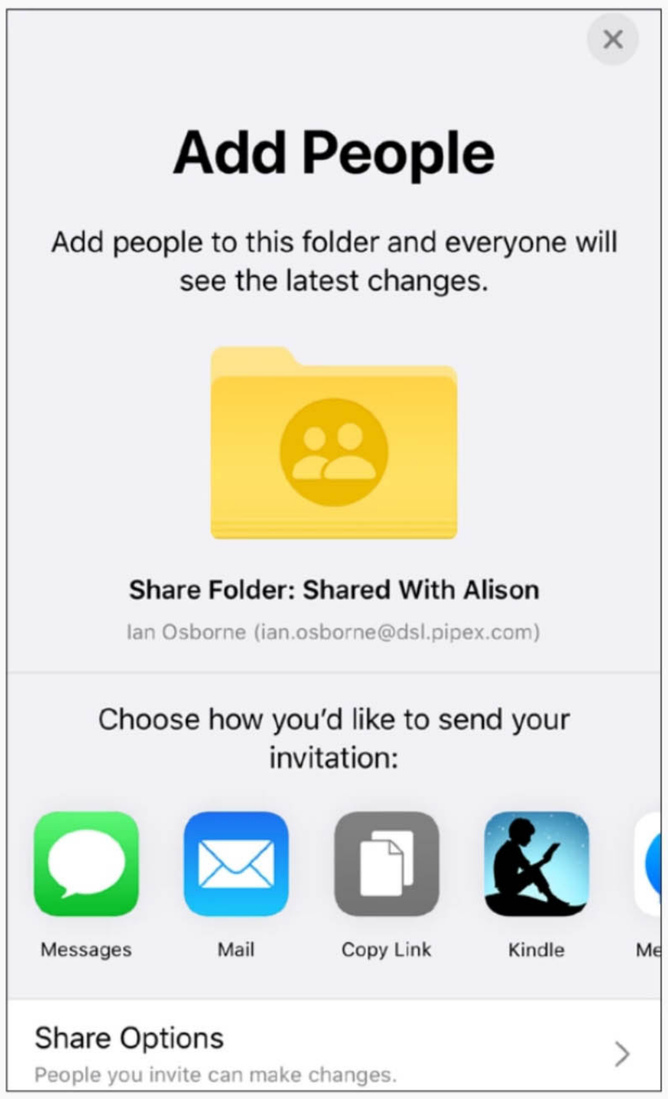


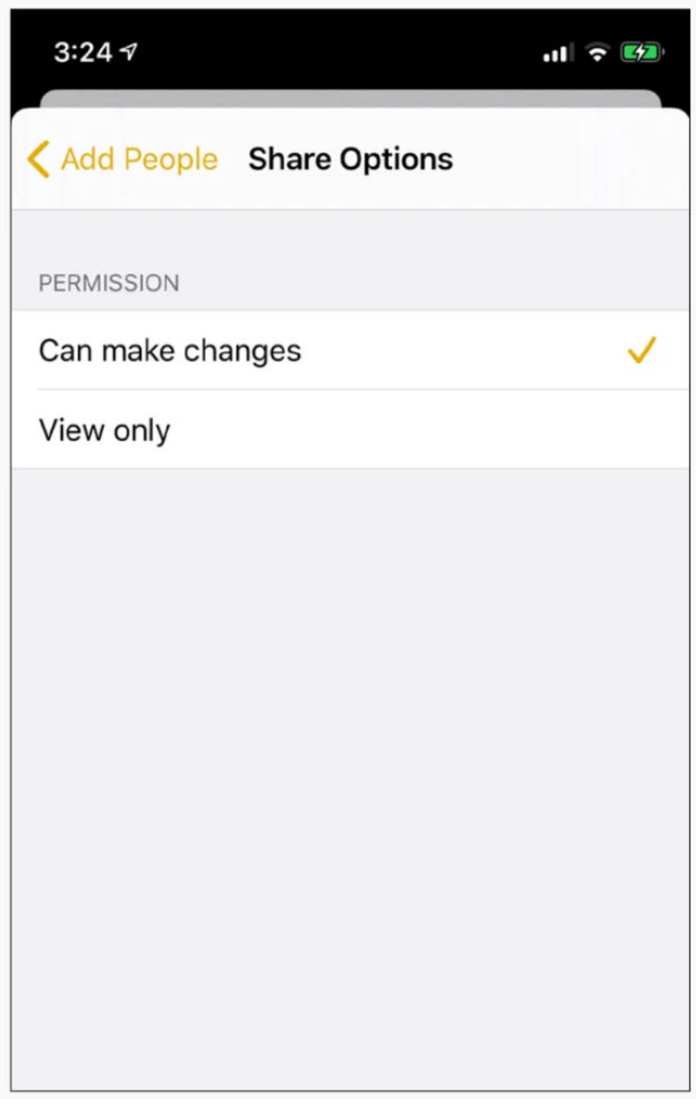
2 The Dark Mode feature is available system-wide across your iPhone, so Apple's own apps also benefit from it. More and more third-party developers are making their apps Dark Mode compatible too, so if you prefer a darker screen, it's fantastic news.

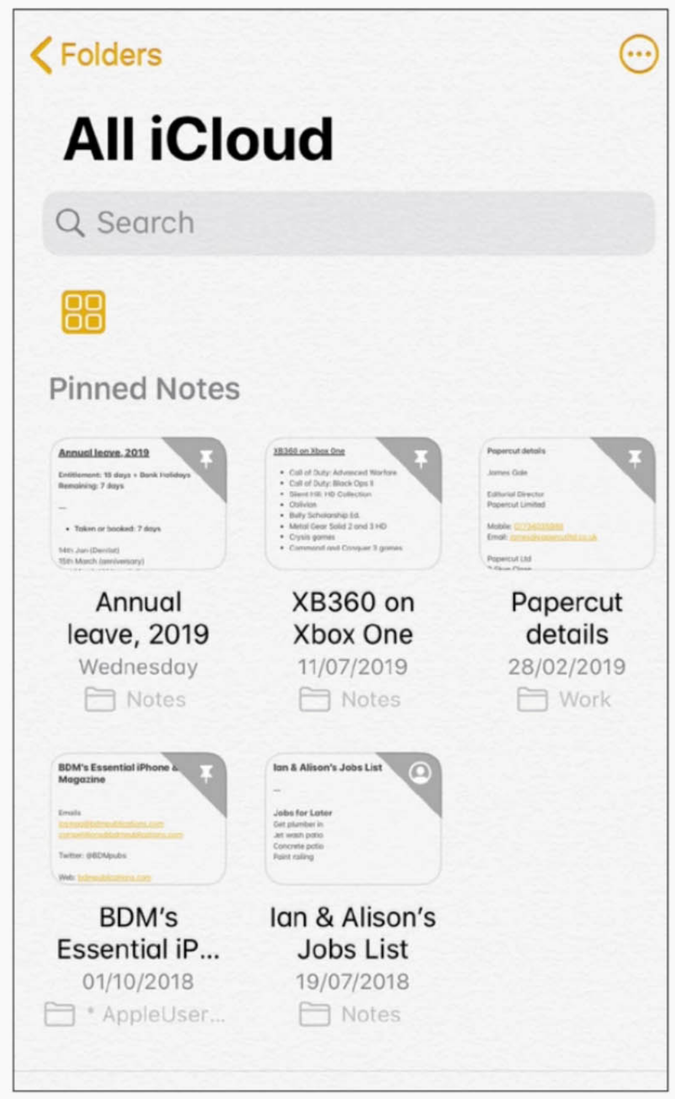
Data migration

This was also included in the iOS 12.4 update. When setting up a new iPhone, instead of having to back up your old phone to iCloud and update the new one from the backup, you can wirelessly transfer data between phones.

New in Notes





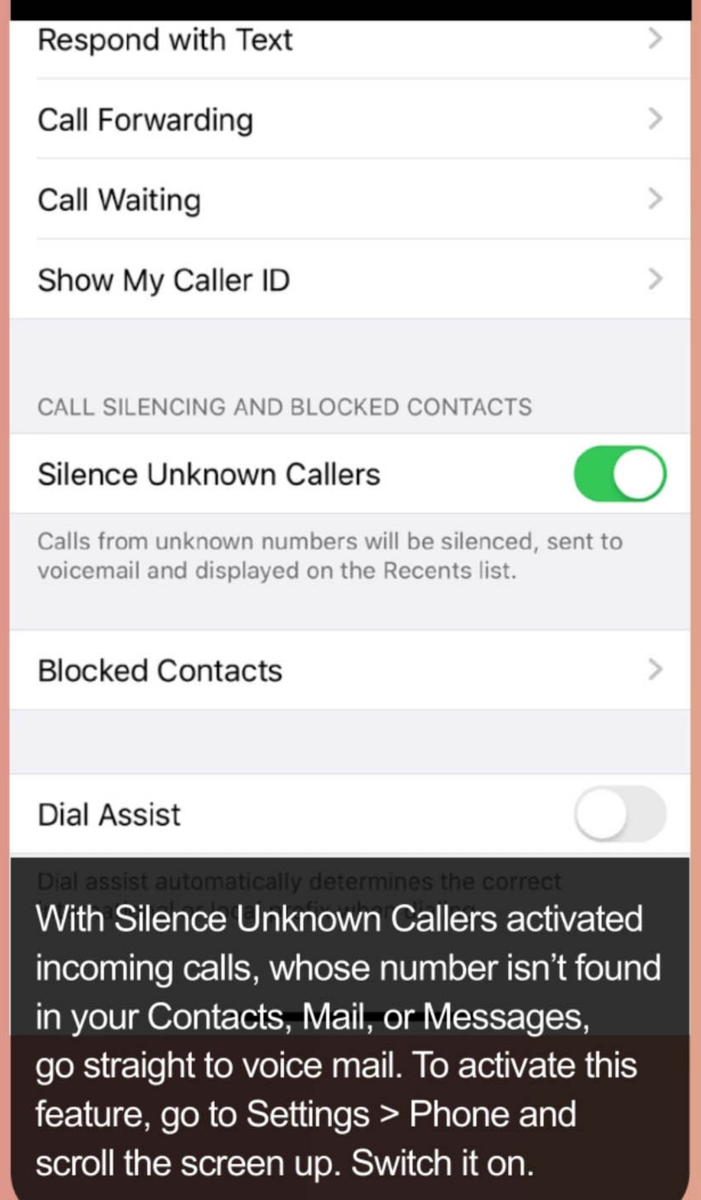


1 You can now share folders in Notes. Open a folder from the Folders screen, tap the Three-dots icon (top right) and, from the menu, choose Add People. Share the folder and contents by inviting people to join, as you do with shared notes.

2 The Share Options link in the previous step lets you organise your folder's permissions. In a nutshell, you can choose whether people you invite to share it can make changes to the notes to which they get access, or view them only, no changes allowed.

3 There's a new Gallery View. Pull the screen down to reveal the Four-squares icon, and then tap it to view your notes as thumbnails. Repeat to return to a list. You can also tap the Sort By link to change how the notes are arranged.

Silence unknown callers



With Silence Unknown Callers activated incoming calls, whose number isn't found in your Contacts, Mail, or Messages, go straight to voice mail. To activate this feature, go to Settings > Phone and scroll the screen up. Switch it on.

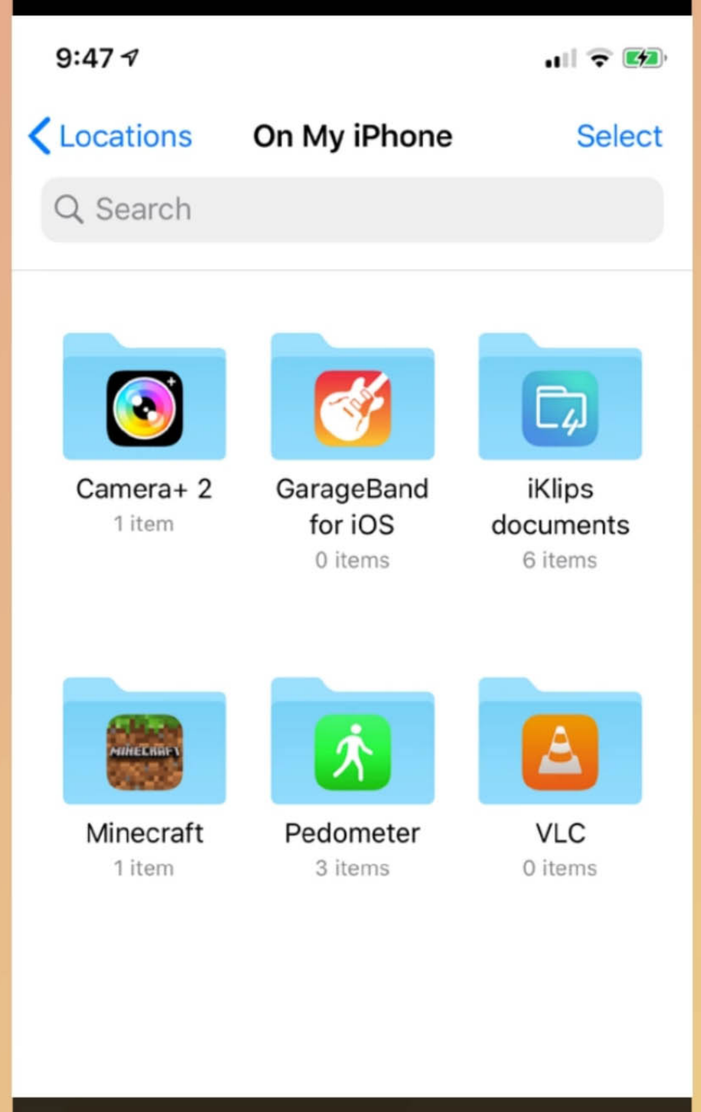
Mouse support

You can pair a mouse with an iPhone and iOS 13, but it's not easy. Go to Settings > Accessibility > Touch, and tap AssistiveTouch. On the next screen, turn AssistiveTouch on. Scroll down and tap Pointing Devices, then tap Bluetooth Devices. Put your mouse into Paring Mode (see instructions), and it should pair and start to work.

Console controllers

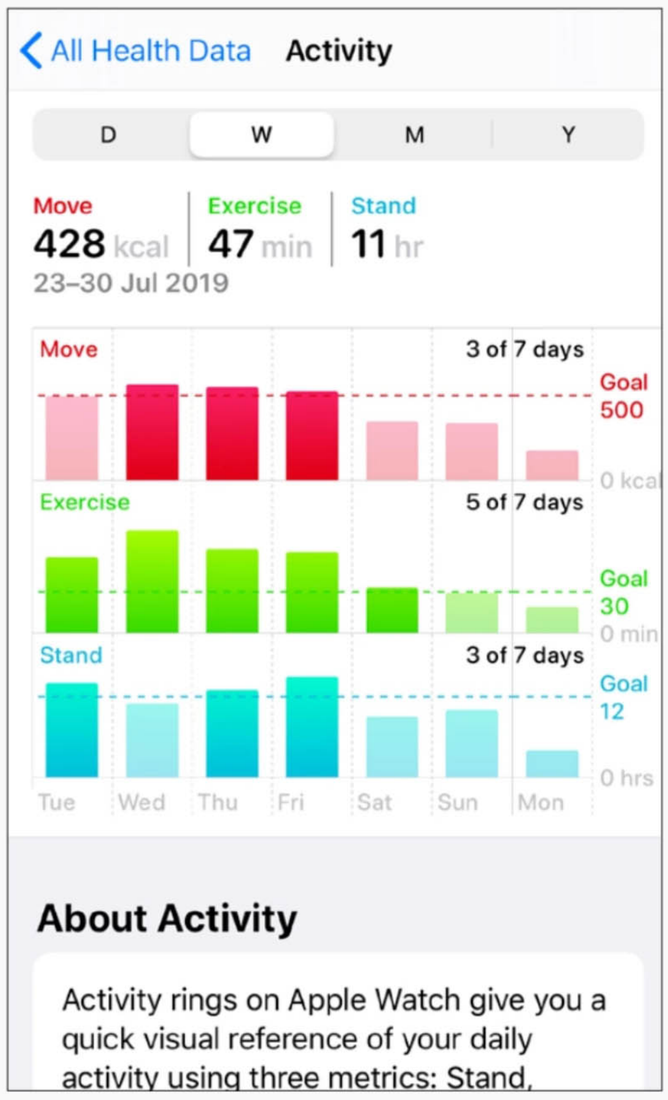
You can also pair an Xbox One or PS4 Dual Shock controller and, thankfully, it's a lot easier. Put your controller into Paring Mode (PS4: hold PS and Share buttons until the light on top flashes. XB: hold Connect for three seconds. Go to Settings > Bluetooth on your iPhone, and find your controller listed. Tap it to pair.

Fabulous Files app

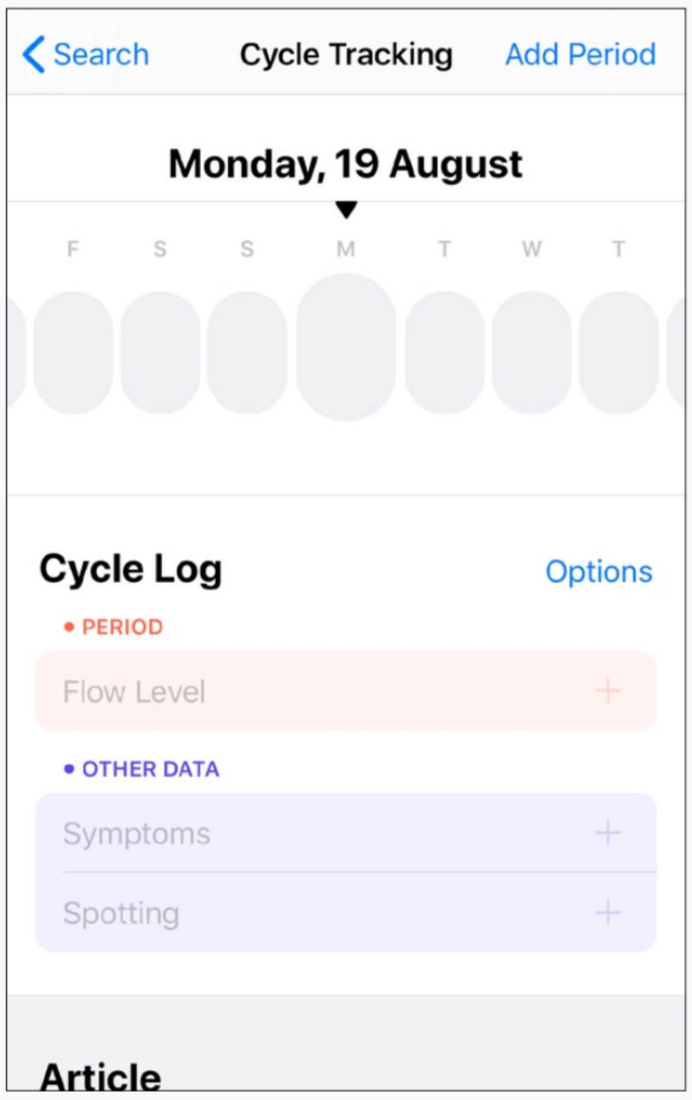


The Files app is now far more advanced, with Mac-like searches and access to external storage drives connected to your iPhone. You can archive and unarchive files, and share folders instead of just files too.

Watch your health

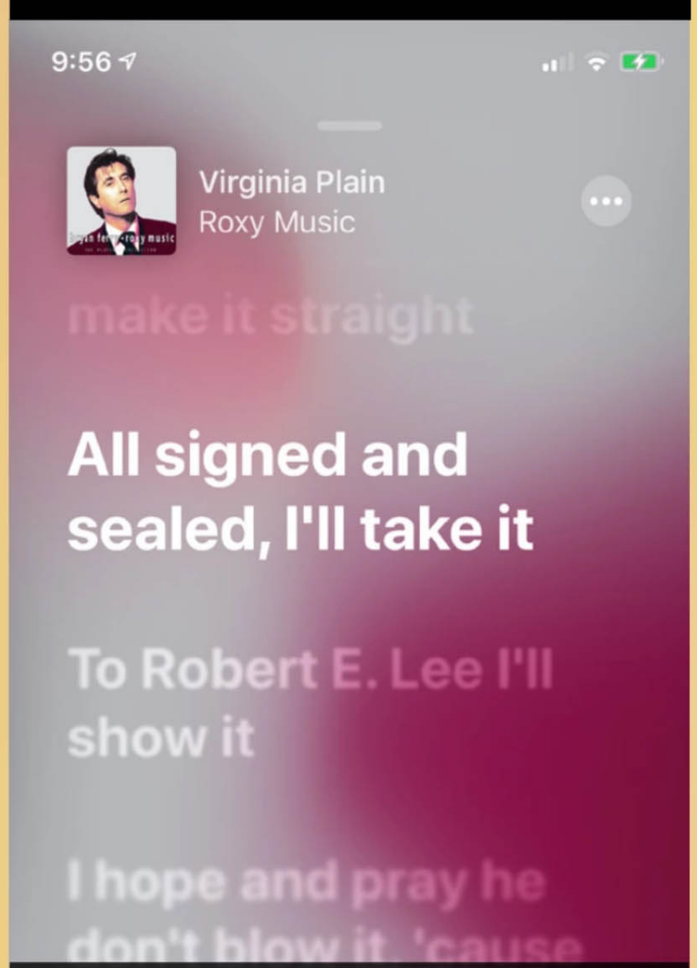


1 The health app now offers an Activity Monitor, so you can check whether you're growing more or less active over the day, week, month, or year. The new Health Data section gives a good summary of your activity too.



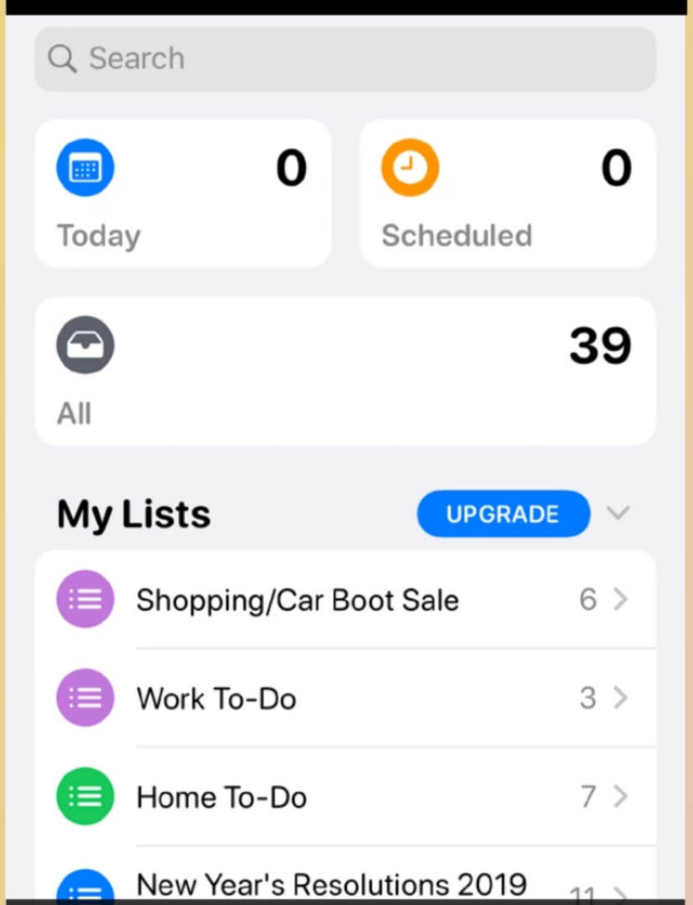
2 You can also use the Health app to log your menstrual cycle, predicting the date and duration of your next period. You can also add details such as flow level and symptoms, and share them with your doctor if need be.

Music lyrics



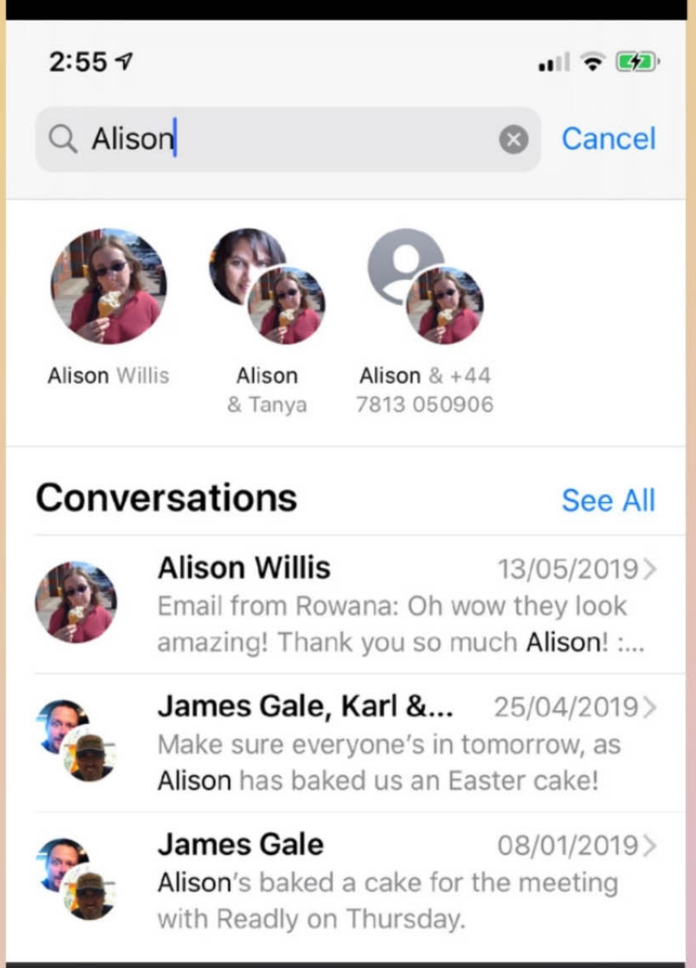
Music now warns you if you're about to add a duplicate song to a playlist. Also, if you open the song that's currently playing, by tapping the player bar at the foot of the screen, the lyrics are displayed. They sync to the song too.

Remember Reminders



Reminders has had a complete overhaul and is packed with new features. It's far better organised, with automatic smart lists for tasks that are due today, or listed as important, and it's easier to create tasks too.

Mega Messages

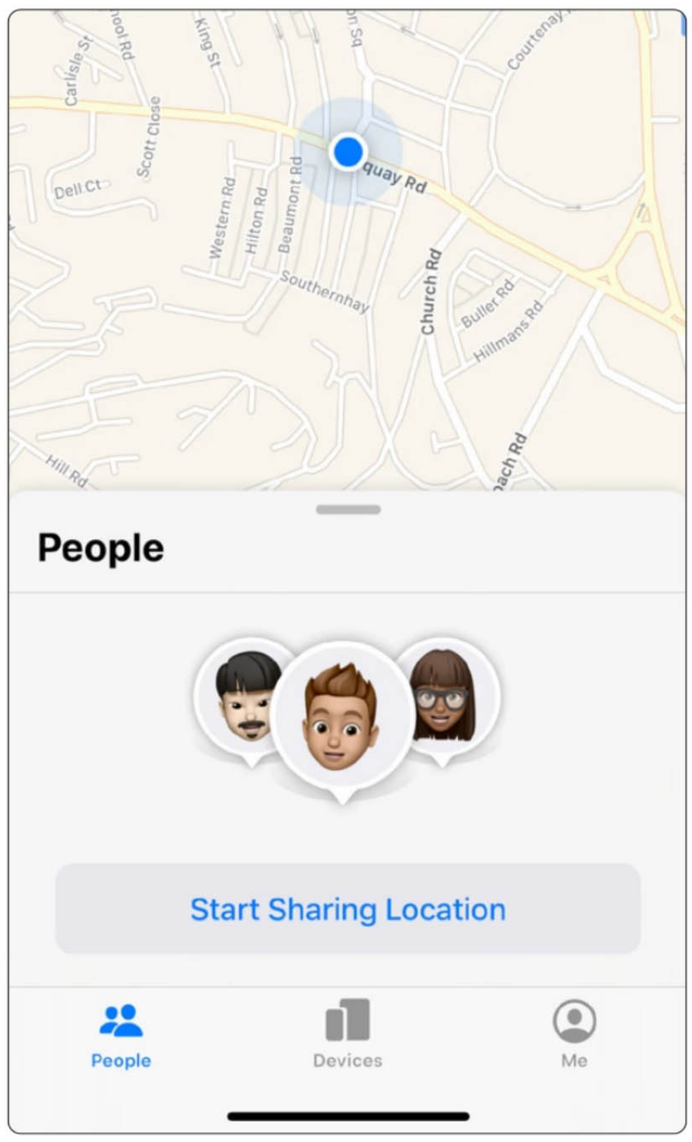


Messages has also been revamped. There's new animoji, more options to create your own, and they can even wear AirPods. Search is improved and, when you're using AirPods, Siri can read your messages as they arrive.

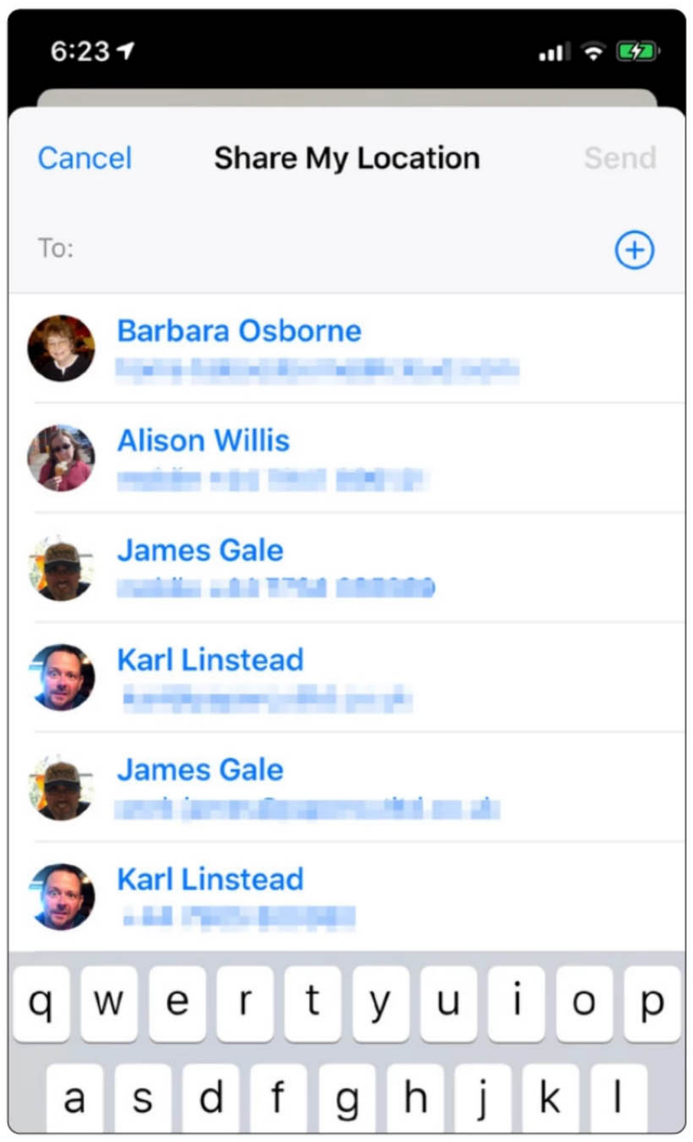
Find My
What's Where?

With the introduction of iOS 13, Find My Friends and Find My iPhone are merged into a single app, called simply 'Find My'. With it, you can find lost or stolen Apple devices, including iPhones, iPads and Macs, and also locate your friends or family members on the map; just the thing if you're all on a day out and at risk of losing each other.

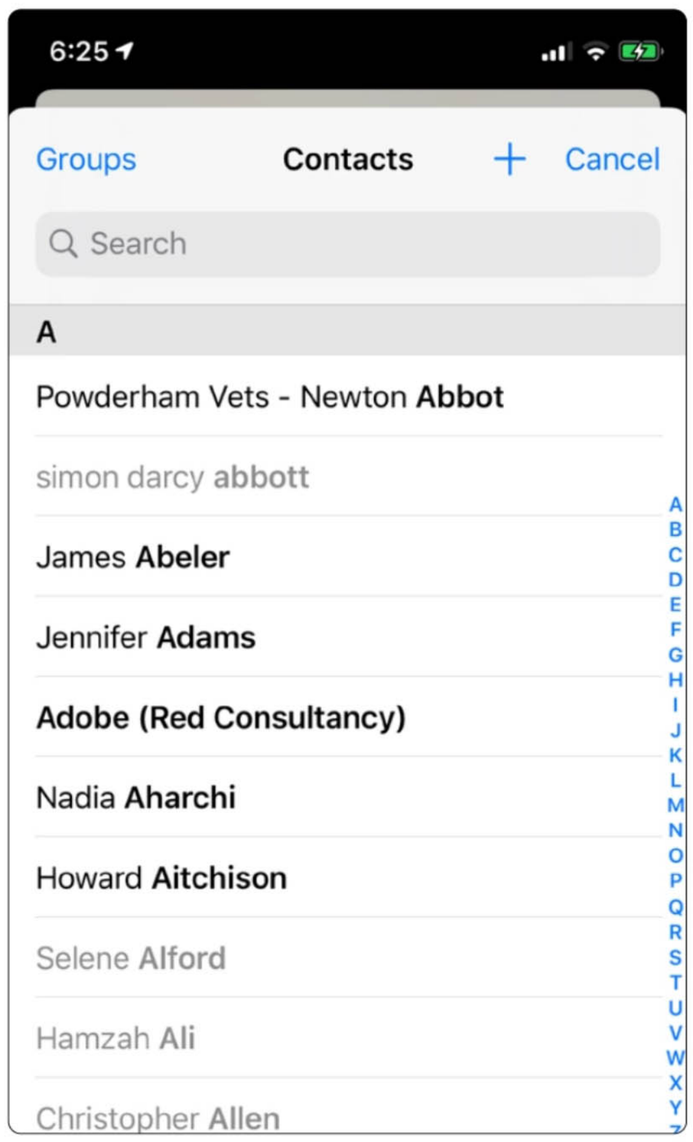
The People tab



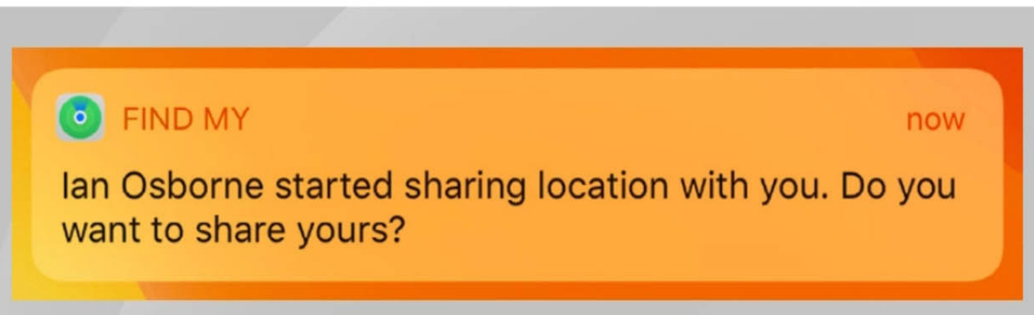
1 The Find My app is divided into three sections, represented by icons at the foot of the screen; People, Devices, and Me. Unsurprisingly, the People tab is for finding your friends. If it isn't already selected, tap it.



2 To start sharing your location with friends or family members, tap the large Start Sharing Location button. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.

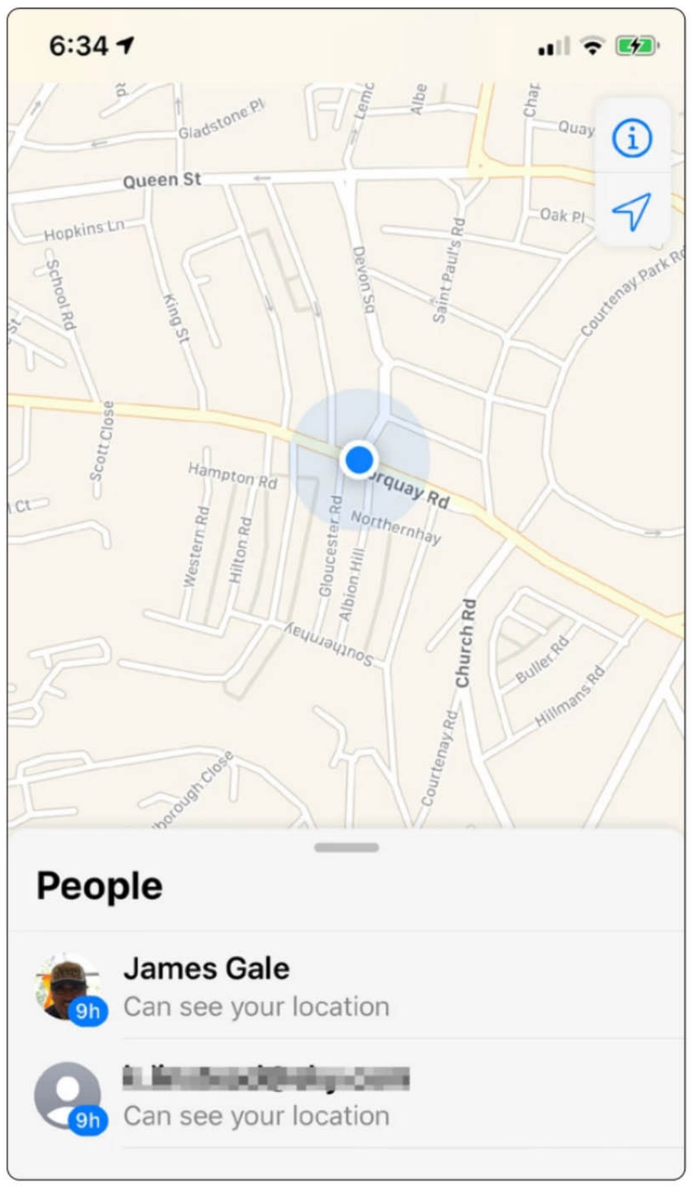


3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.

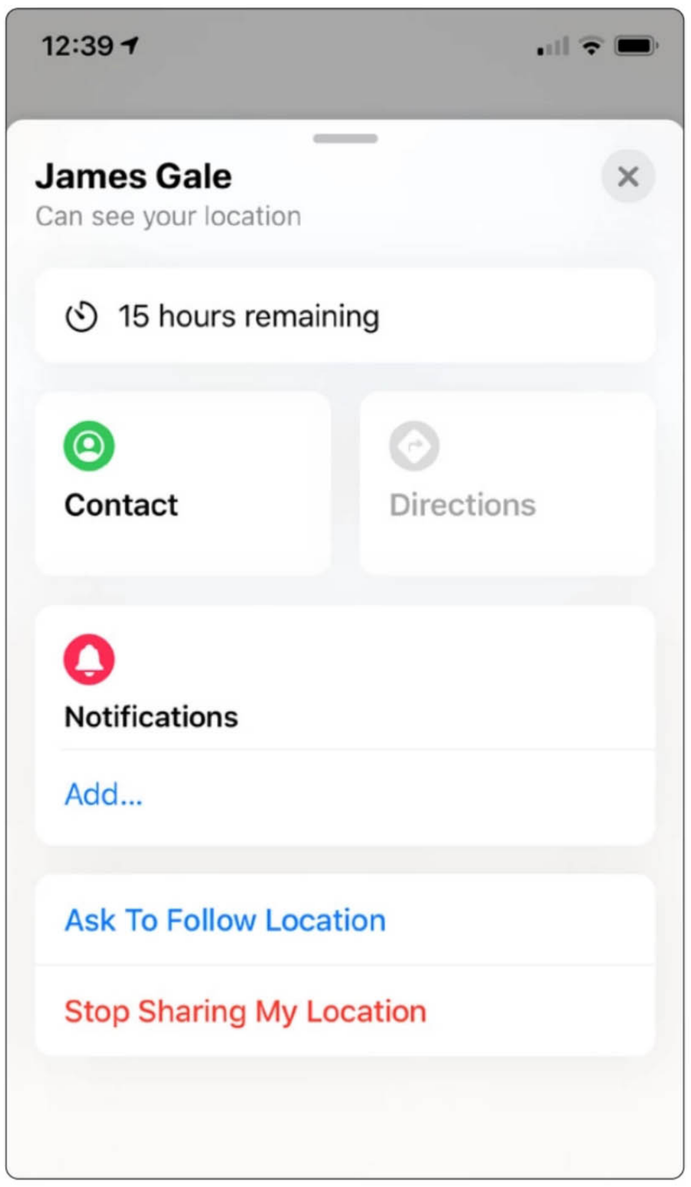


Returning the favour.

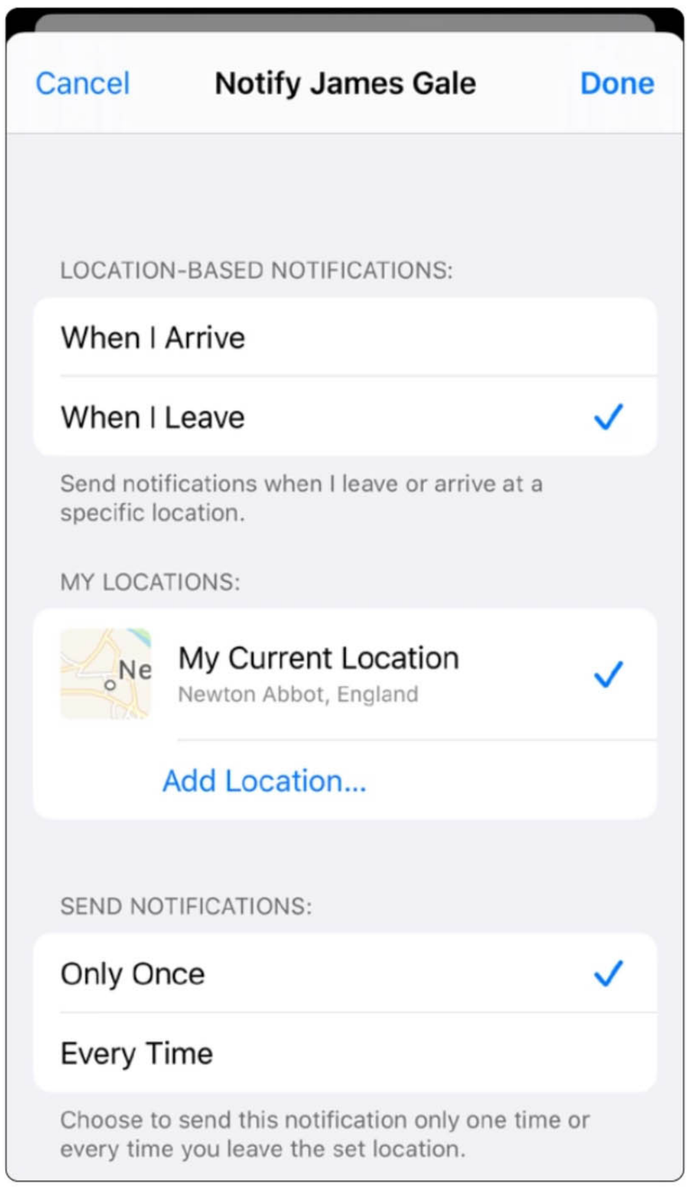
When someone shares their location with you, you're given a notification. Tap this and you can quickly and easily choose to return the favour, and share your location with them.



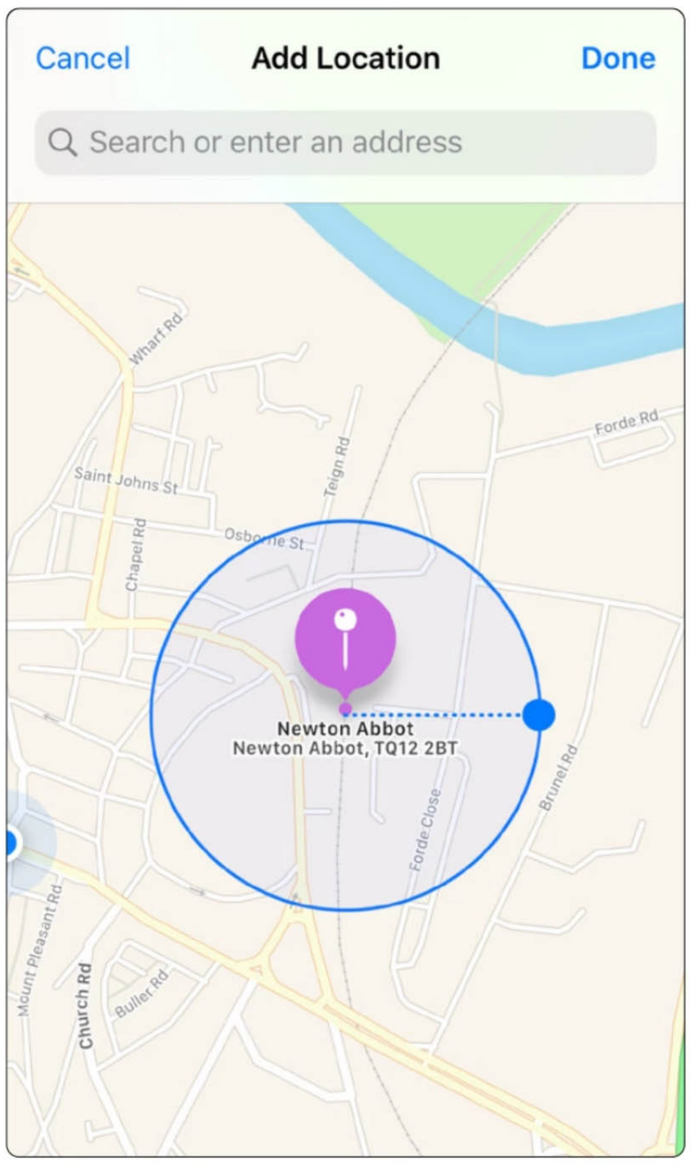
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot on the map. You can pinch and spread to zoom in on this map, just like you can in the Maps app.



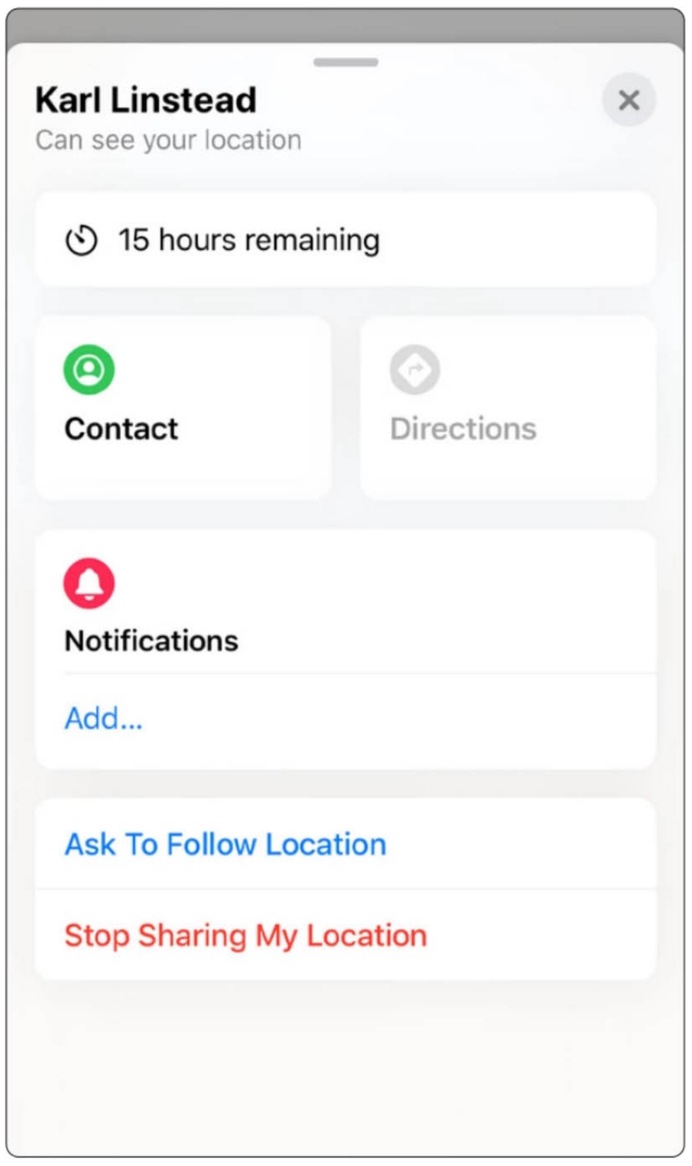
5 To access an options screen, tap on the name of someone with whom you're sharing your location. Pull the menu up to see all of the options. From here, you can tap Contact to bring up their card from your Contacts app.



6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.

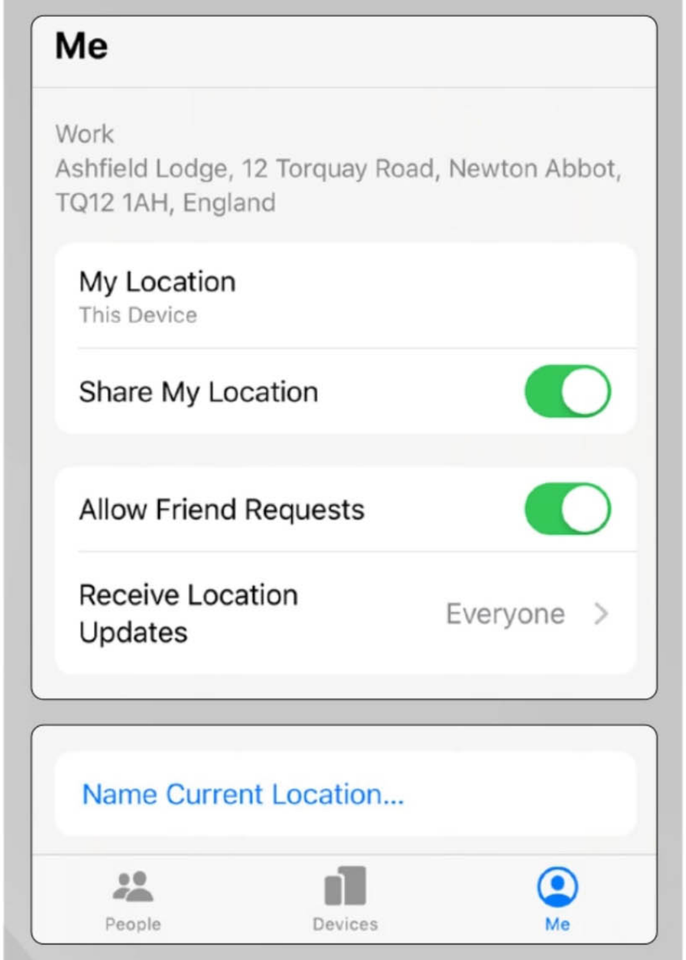


7 To add a location to your list, tap Add Location and then find it on the map or search for it. You can then opt to send a notification when you arrive there. Tap the Done tab in the top right when you've finished.



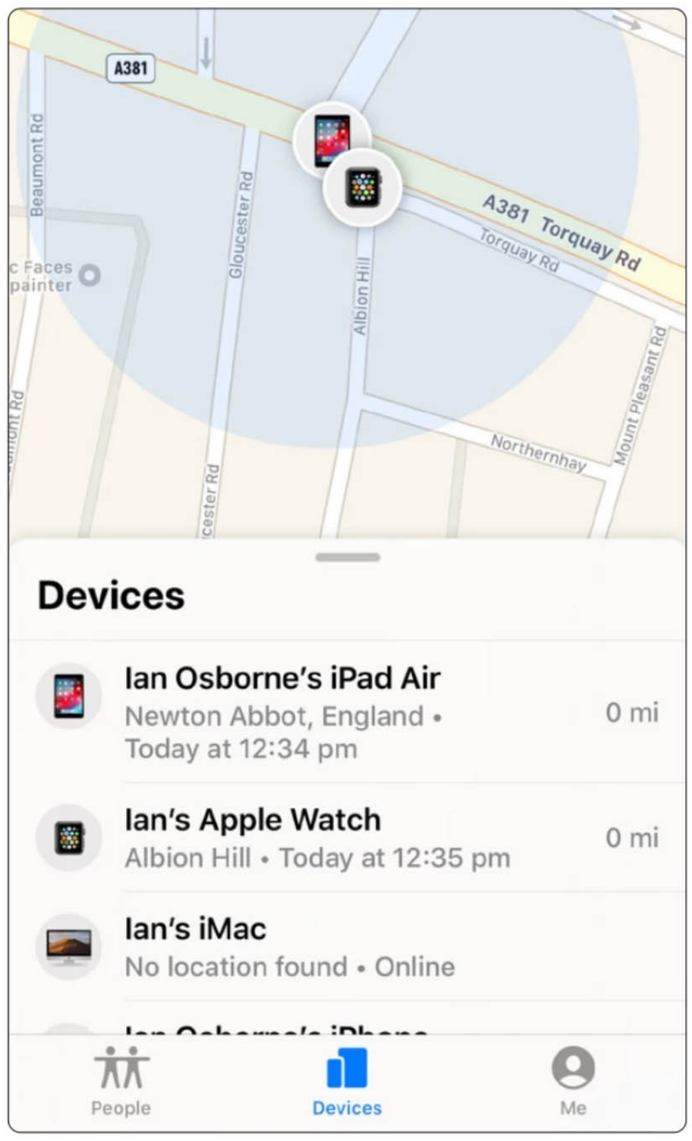
8 Tap a friend's name, that isn't currently sharing their own location with you, and then tap Ask To Follow Location to request they do so. If they comply, they also appear on the map, along with yourself and others who are sharing.

The Me tab.

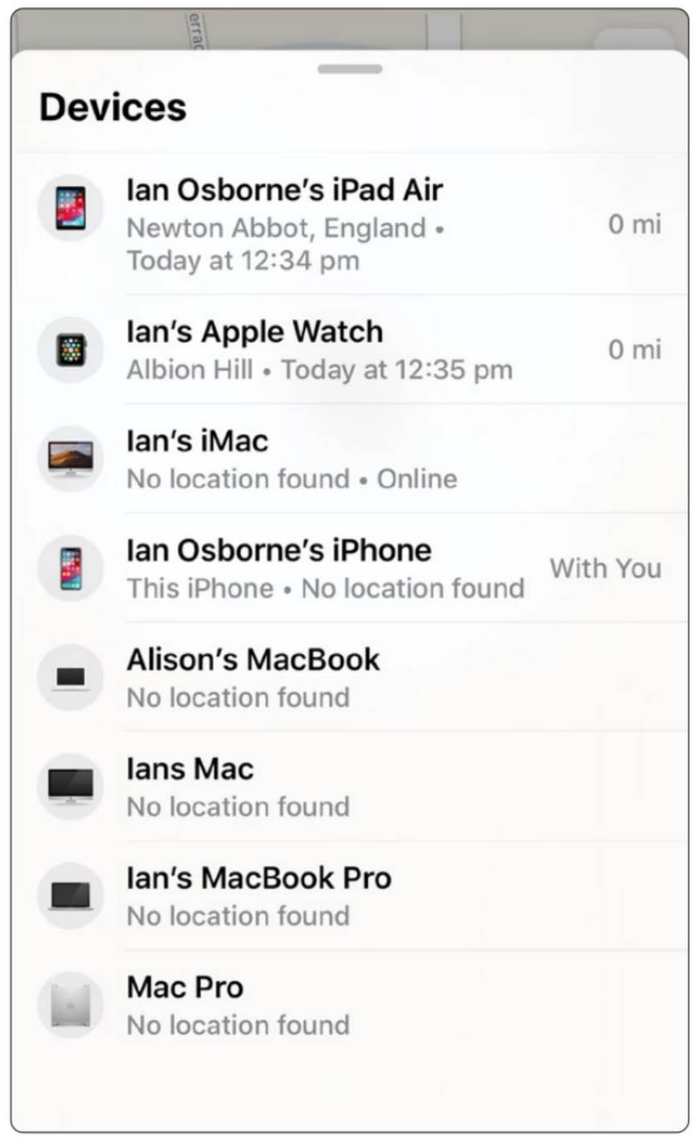


Tap the Me tab at the foot of the screen for a range of options and info. You're told where you are, given the option of naming that location (work, home, school, and so on), and can also stop sharing your location too.

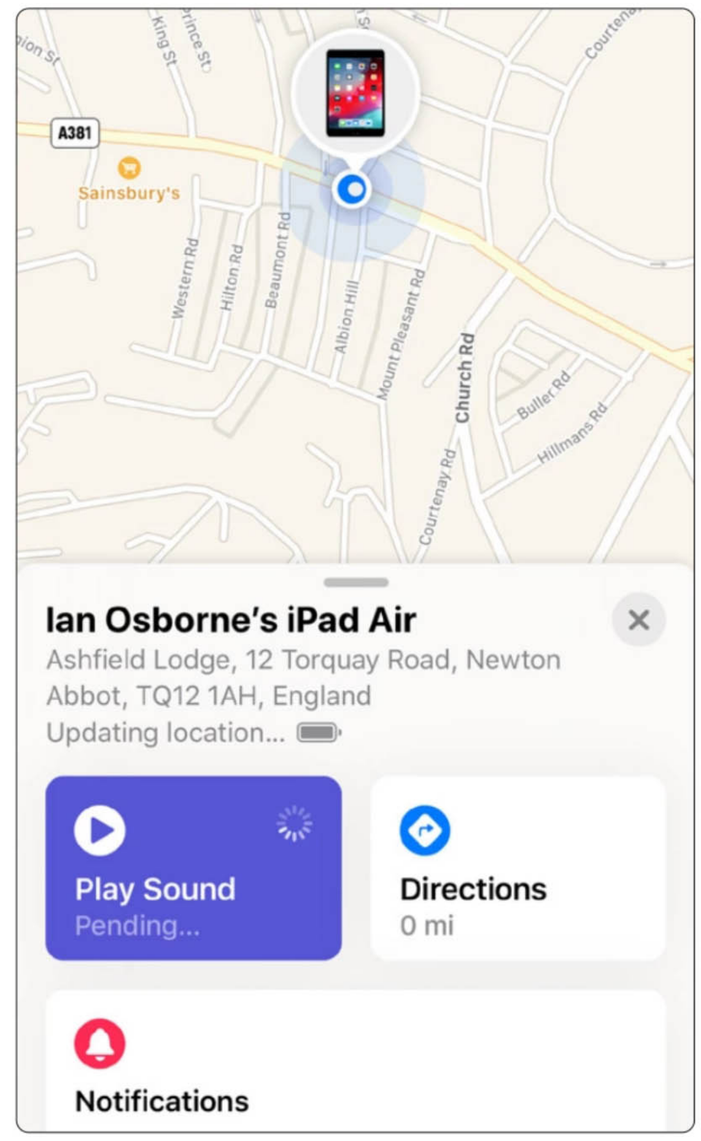
The Devices tab



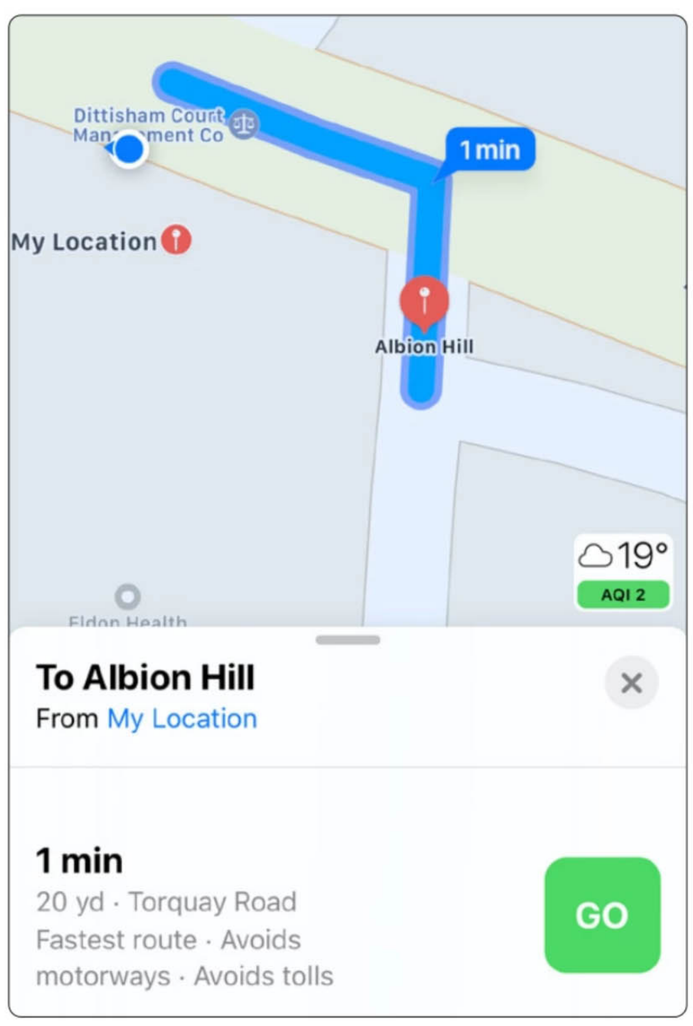
1 The Devices tab, found at the foot of the screen, gives access to what used to be called Find My iPhone. Tap it, and any Apple gear you own, that's logged into the same Apple ID as your iPhone, is shown on the map.



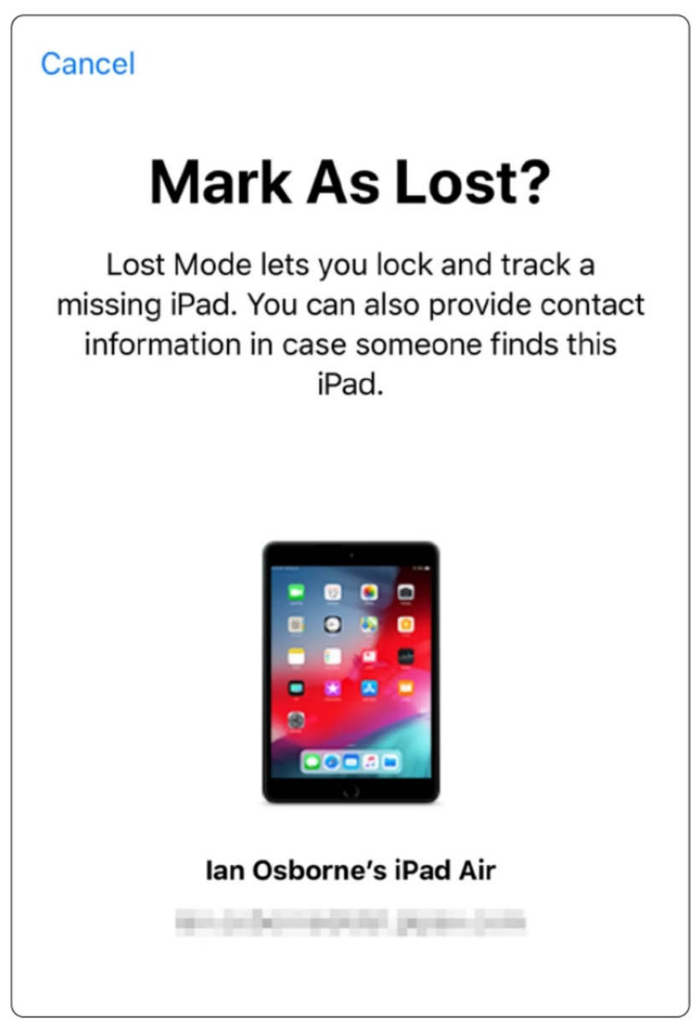
2 Swipe the devices list up to see all your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



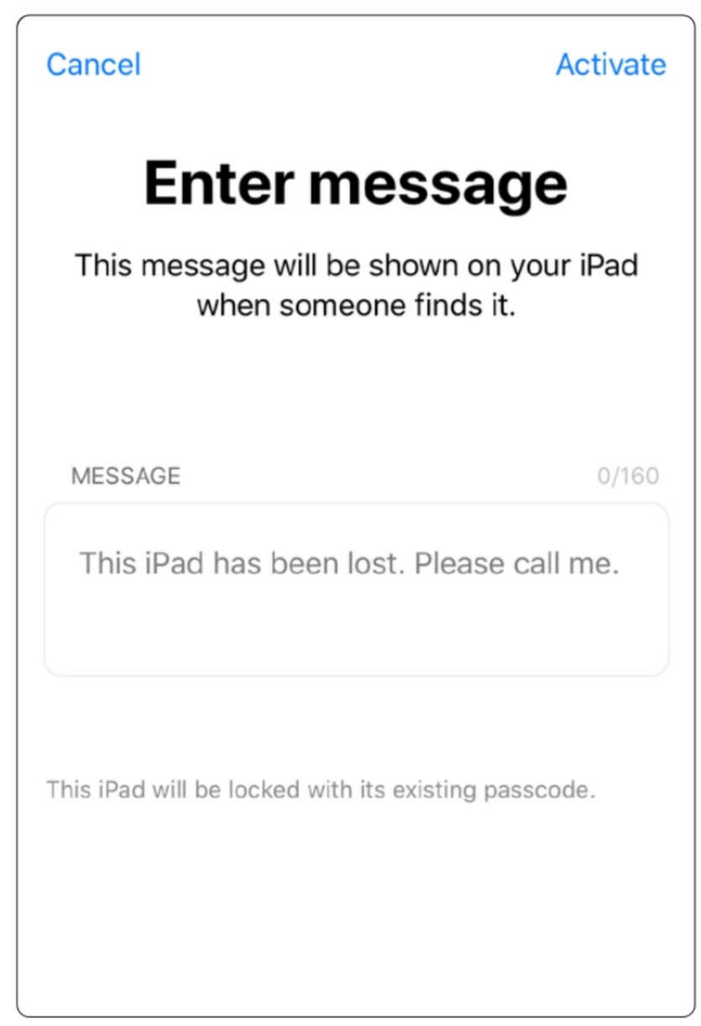
3 Tap a device on the map or list for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it; just the thing if it's lost in the house.



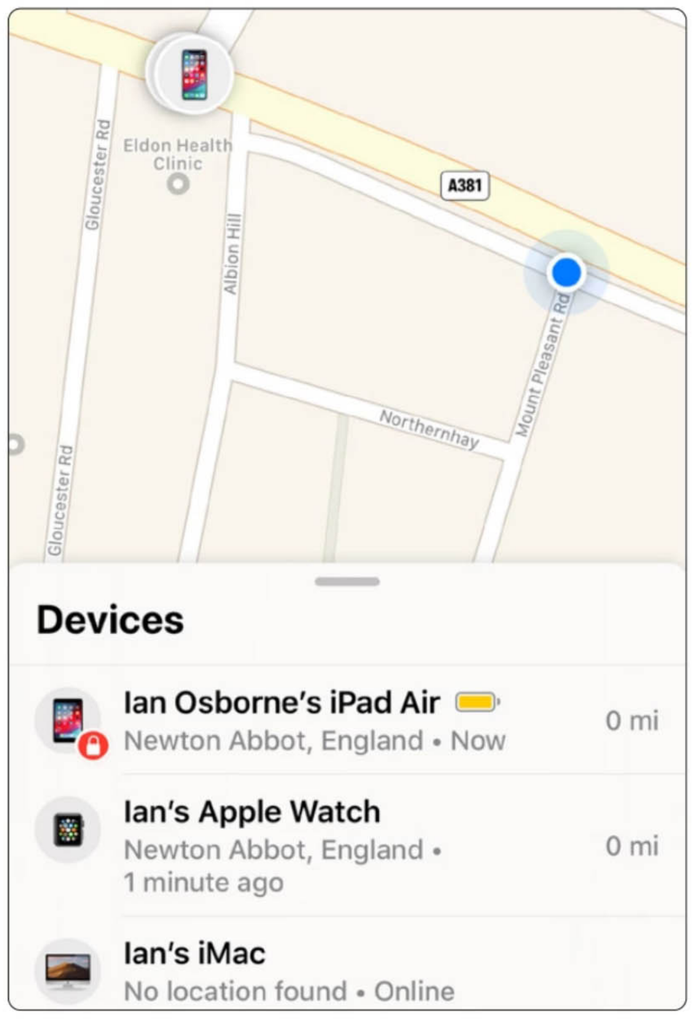
4 Tapping the Directions link opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?



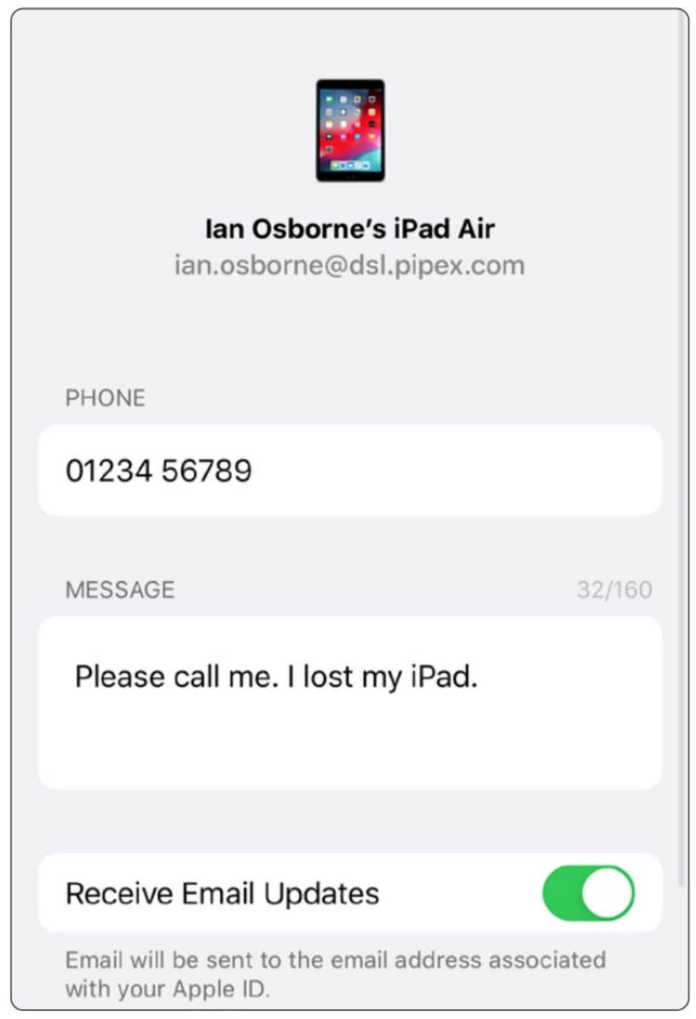
5 If you fear a device is lost, as opposed to simply being mislaid in the house or at work, you can tap Mark as Lost to lock and track it. This prevents thieves or finders getting at your precious personal data.



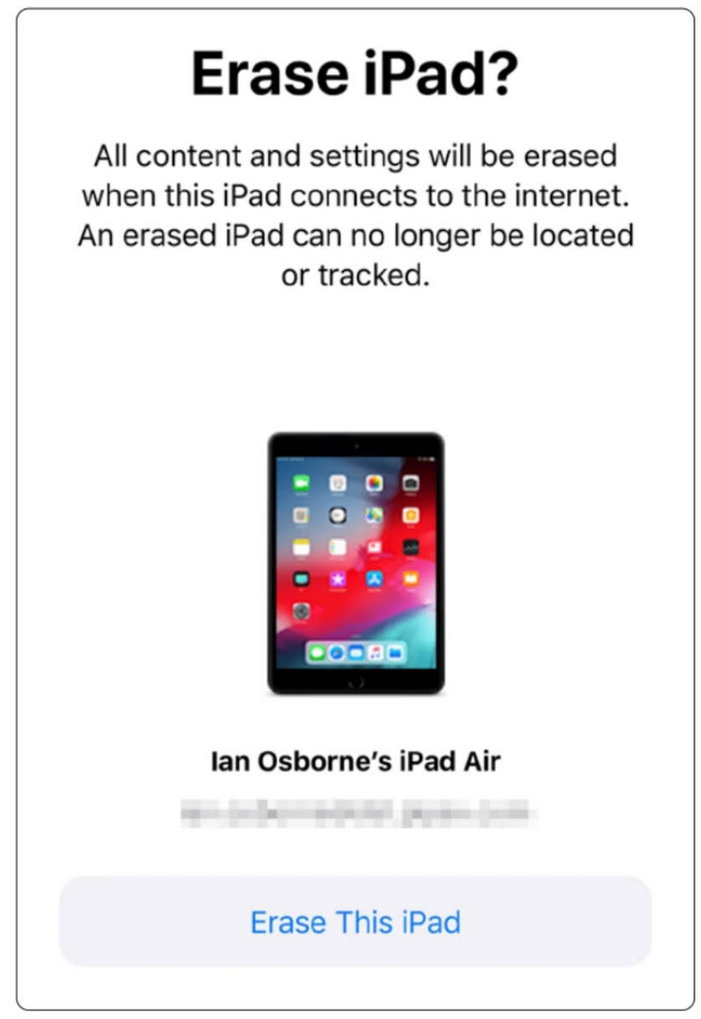
6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.



7 In the Devices list, an item you've marked as lost is shown with a Lock icon next to it. You can still tap the item in this list to go to the options screen mentioned earlier. Tap the Activated link for various Lost Mode options.

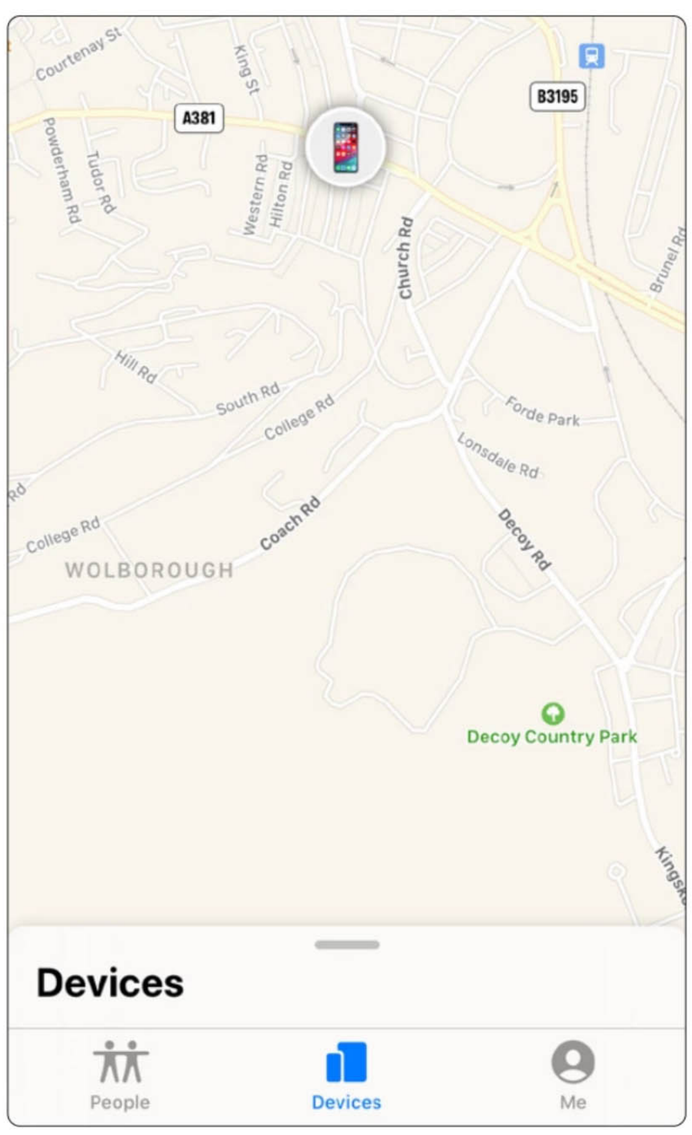


8 Tap the device in the Find My list, then tap Mark as Lost and you can change this phone number and/or message. You can also get email updates (on by default) and, when you've found it, switch off Lost Mode.

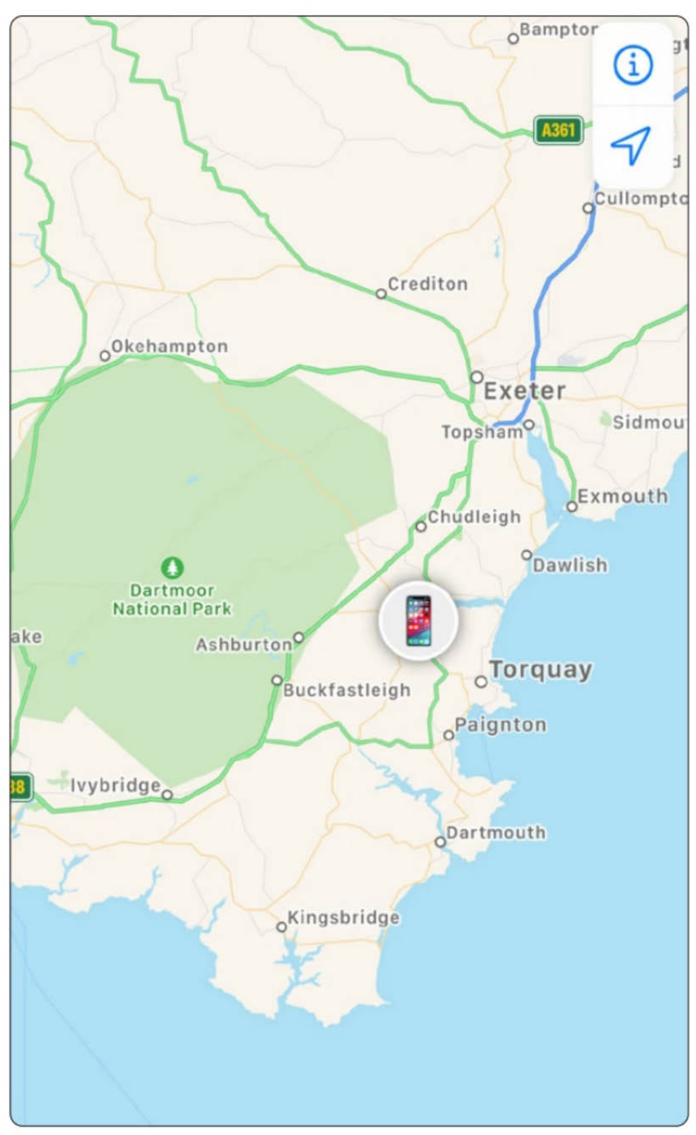


9 As a last resort, you can tap Erase this Device to wipe it clean. This should only be done if you've given up hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.

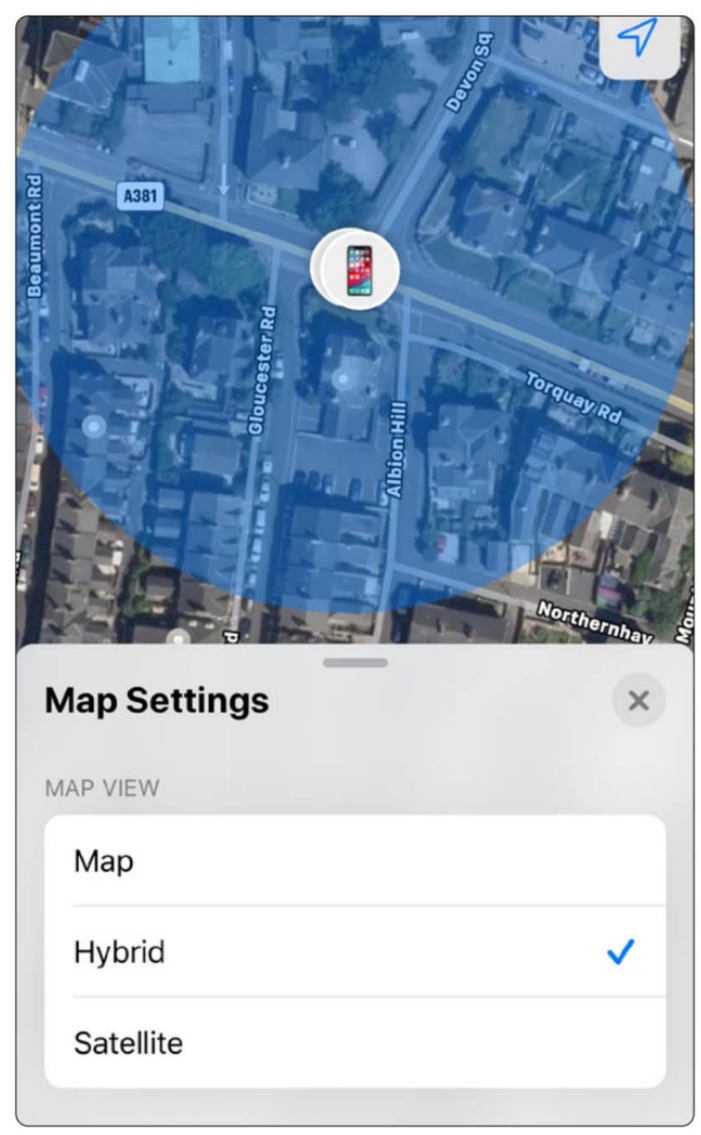
Map functions



1 The Find My app a draws its maps from the Maps app, so shares some of its functionality too. Like in Maps, you can tap the blue arrow in the top right to home in on your current location. Tap again to have the map rotate around you.



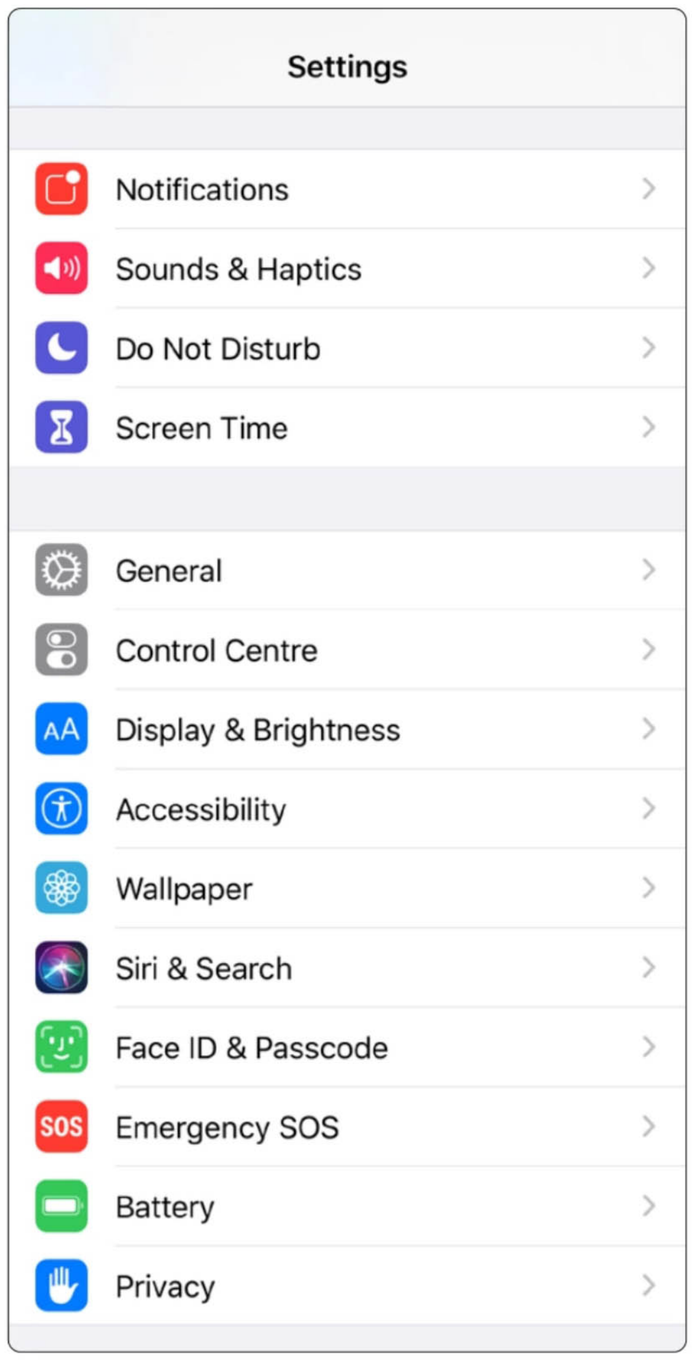
2 Like in Maps, you can pinch and spread on the screen to zoom into or out of the map. You can also tap and hold with one finger, to drag the map around the screen and tap the compass to rotate it so North is up.



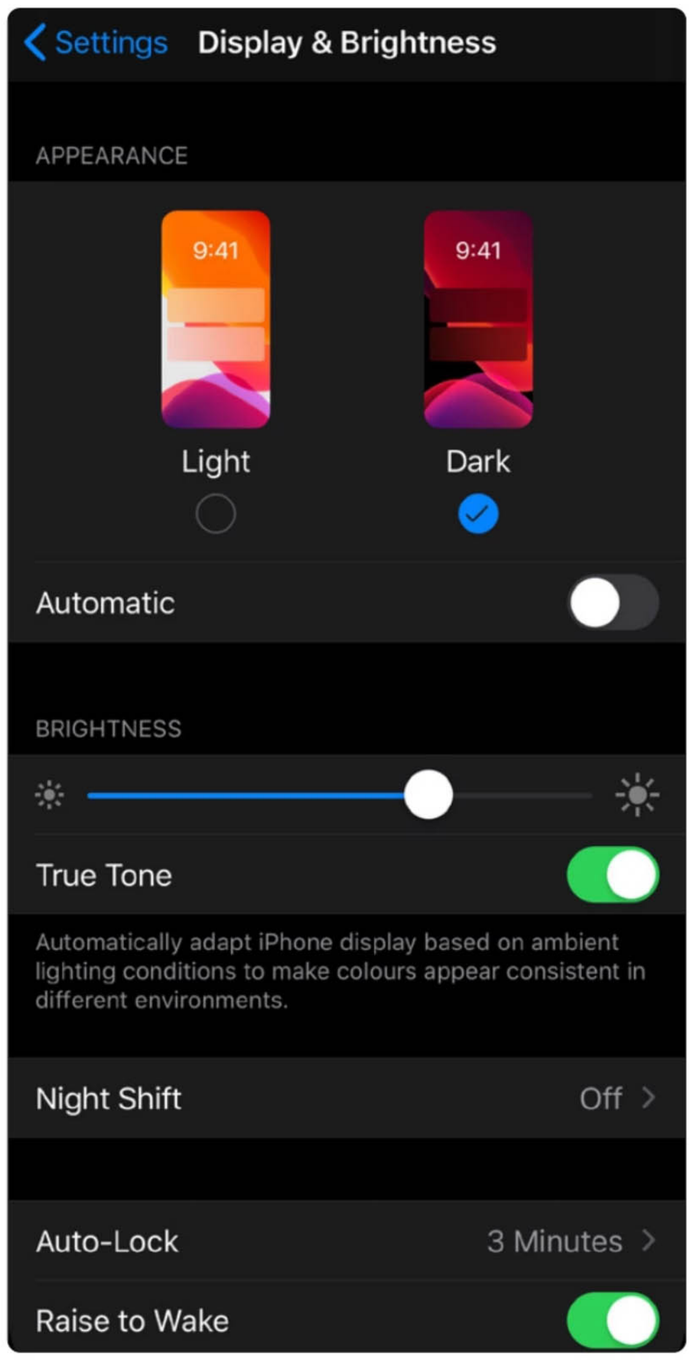
3 Tap the 'i' icon in the top right corner, and you can switch between a drawn map, a satellite view and a hybrid, that is, a satellite map with street names overlaid. You can also switch between miles and kilometres.

Dark Mode
New to the iPhone

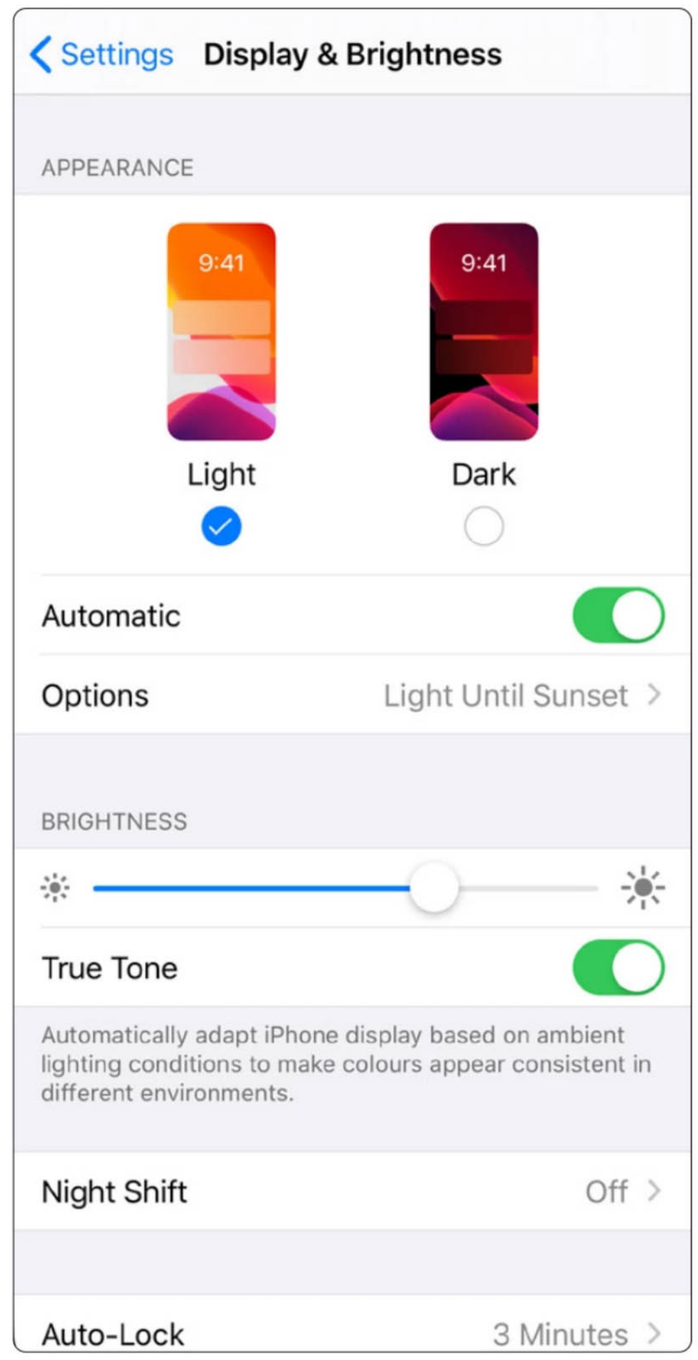
If you prefer a darker screen on your iPhone, perhaps to reduce screen glare in the middle of the day or to make it easier on the eyes after the sun goes down, Dark Mode is for you. It's easy to set up and use, and you can employ it on a permanent basis, have it change automatically depending on the time of day, or schedule it to turn on and off at preset times.



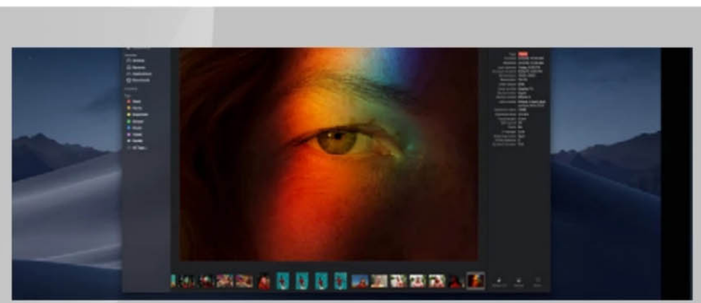
1 To set up and use Dark Mode, open System Preferences (the app with the grey icon showing cogs), and scroll up. Tap the Display and Brightness link; it's in the third set of links, and has a blue double-A icon.



2 At the top of the screen, you see the Light and Dark options; tap one to choose it, immediately making the screen light or dark. This is the option you use to change the screen mode on a permanent basis.

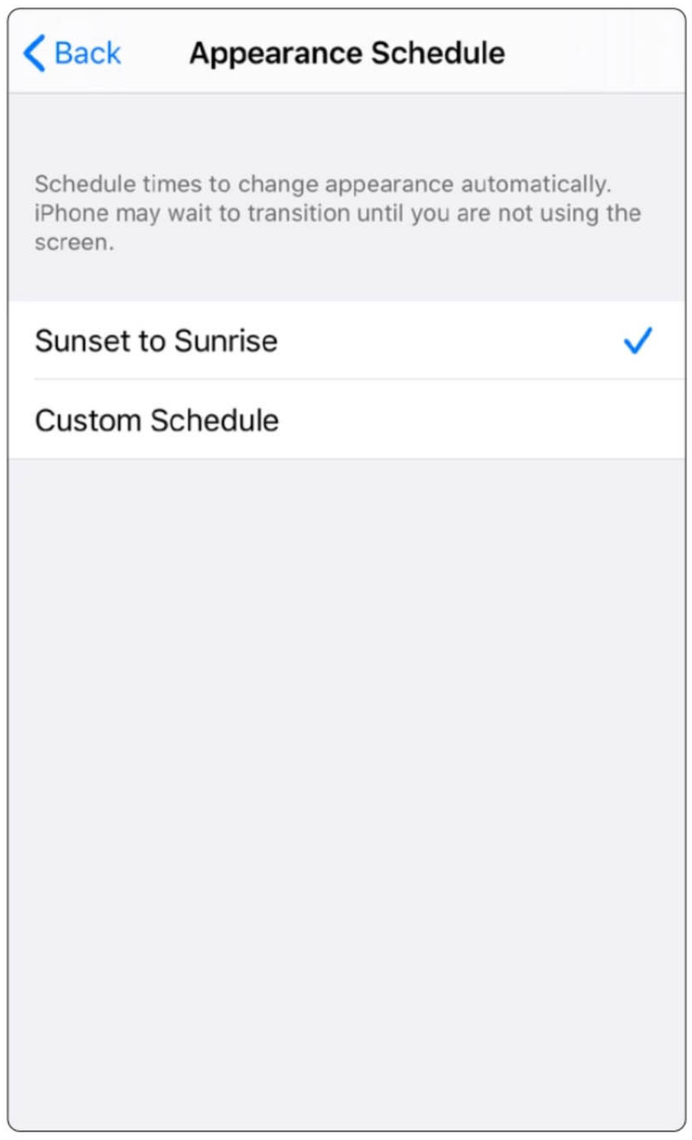


3 Under the Light and Dark pictures, there's a switch labelled 'Automatic'. If you want the light and dark modes to toggle automatically, turn it on by tapping this switch. Do so and an Options link appears under the Automatic switch.

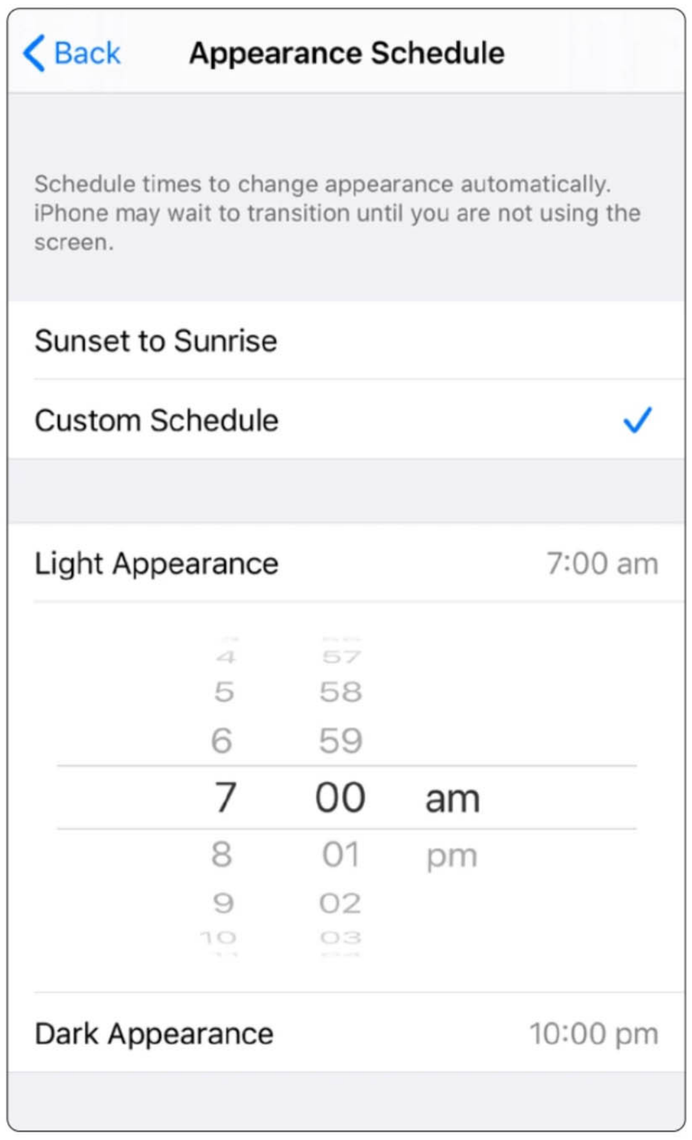


Dark Mode on the Mac.

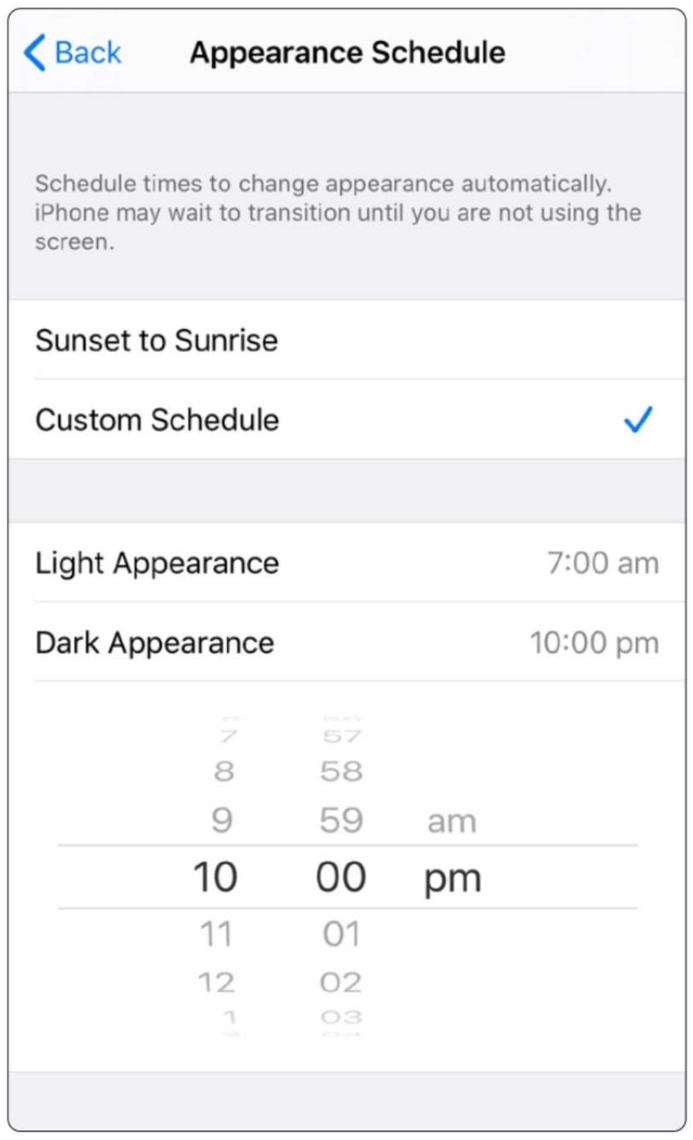
The Mac has had a Dark Mode feature since the introduction of macOS Mojave, released in the autumn of 2018, but it didn't appear on the iPhone until iOS 13 a year later. On the Mac, switch on Dark Mode in the General pane (in System Preferences).



4 By default, Options reads 'Light Until Sunset', meaning the iPhone is in Light Mode until the sun goes down. Tap the Options link and you're taken to the Appearance Schedule screen. Sunset to Sunrise is selected by default.

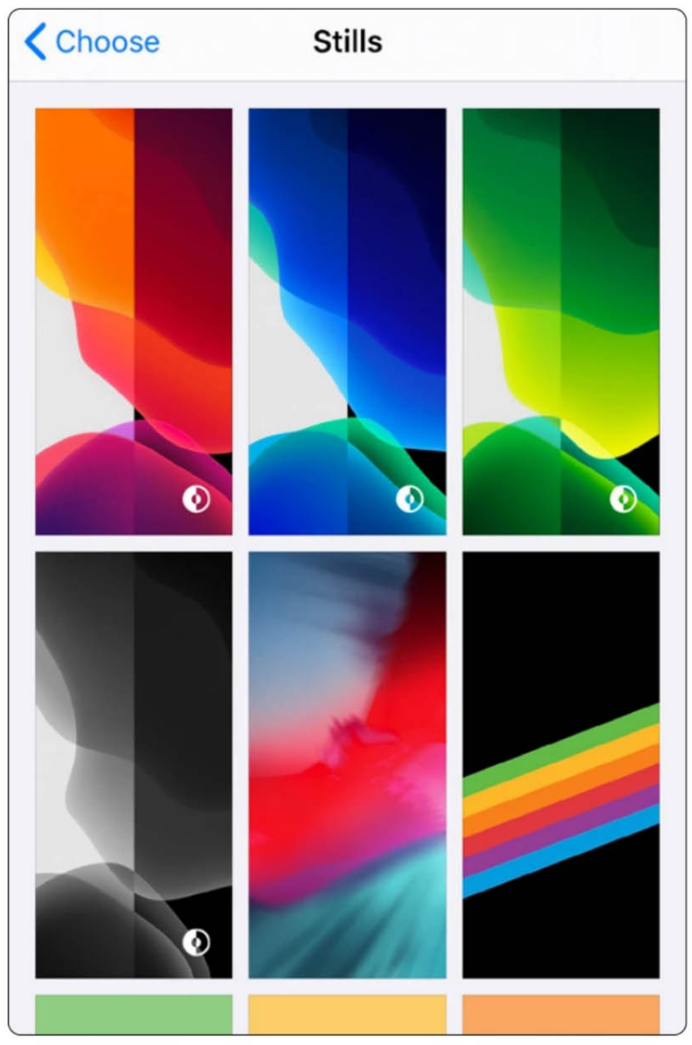


5 Tap Custom Schedule and you can set specific times for activating Light Mode and Dark Mode. Tap Light Appearance, then use the wheels to set the time when the iPhone switches to Light Mode.



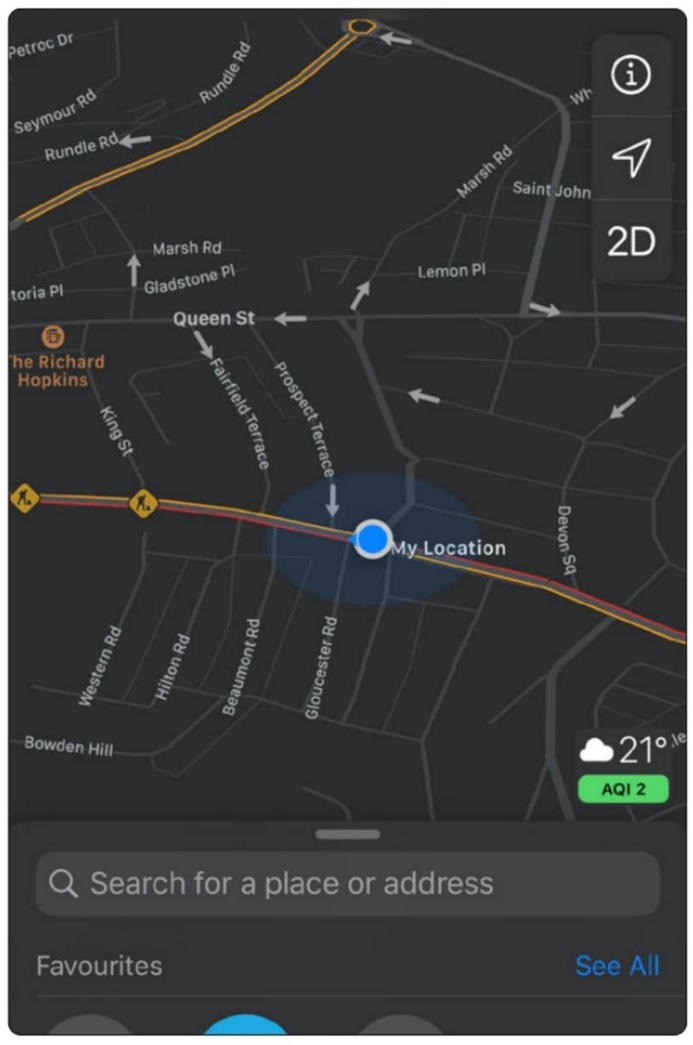
6 Tap Dark Appearance, and, by dragging the wheels up and down again, you can now set a time when Dark Mode is activated. When you're done, tap the Back link, and the phone's Light and Dark Mode times are set.

Dark Mode in action



1 With Dark Mode on, your wallpaper is swapped for a darker version. This only applies if you've chosen a wallpaper with a Dark Mode in System > Wallpaper, of course; they're the ones with the Circle icon in the bottom right.

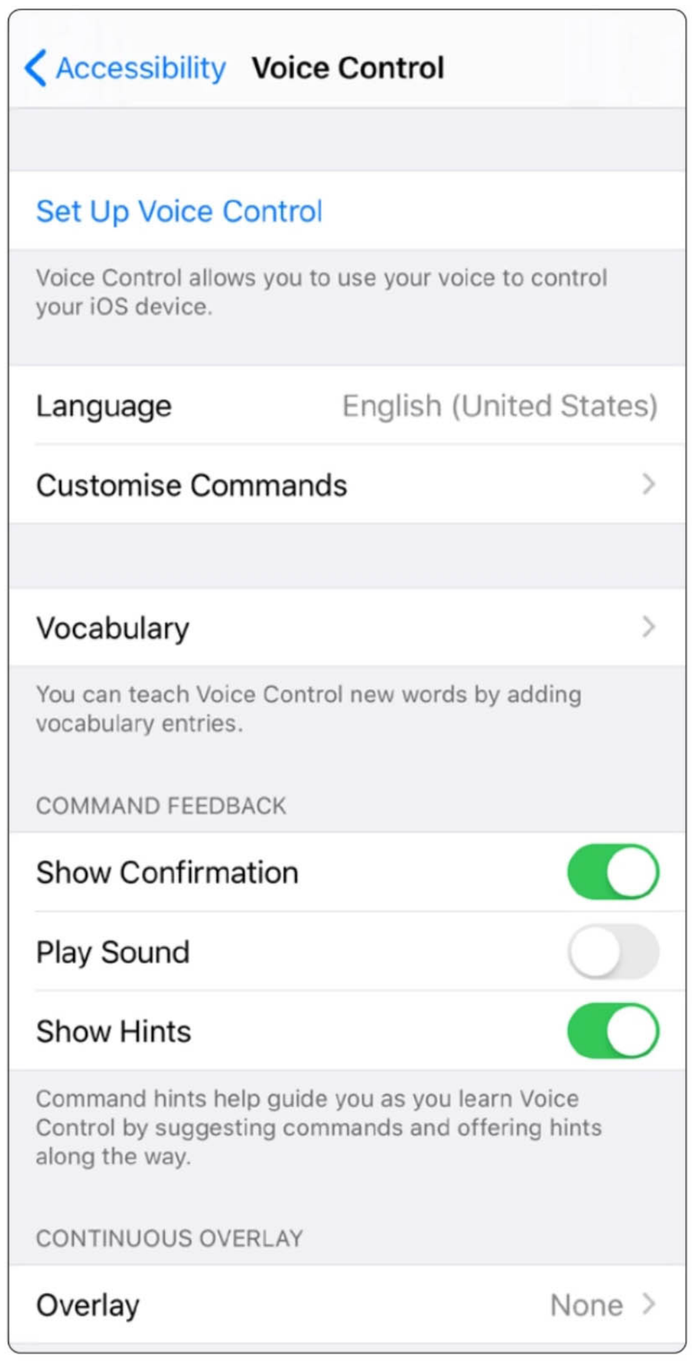
2 In Dark Mode, white text on a black background is favoured, as we can see on this screen from the Notes app. This might make it easier to read in very bright light, and less taxing on the eyes after darkness falls.



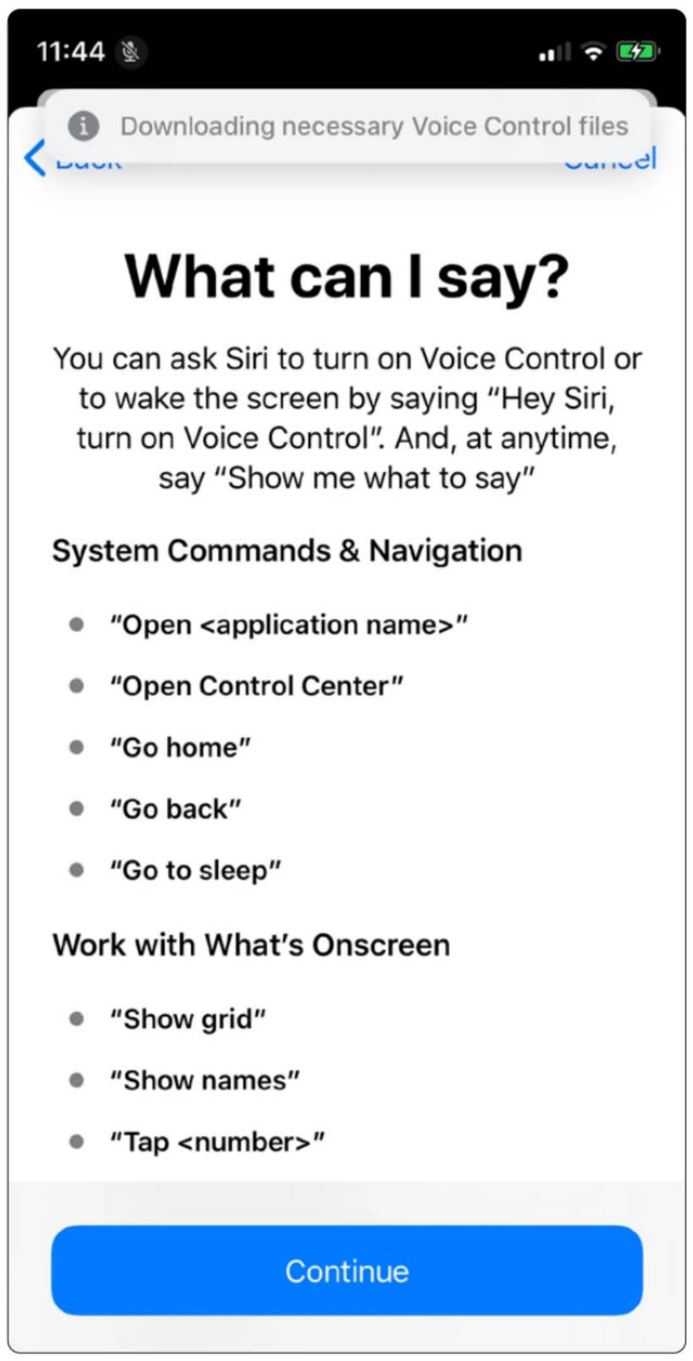
3 Apple's own built-in apps, and an increasing amount of third-party apps, use Dark Mode when it's activated on your iPhone. Here we see the Maps app in Dark Mode, with the background black and the street names white.

Voice Control
An Accessibility Feature

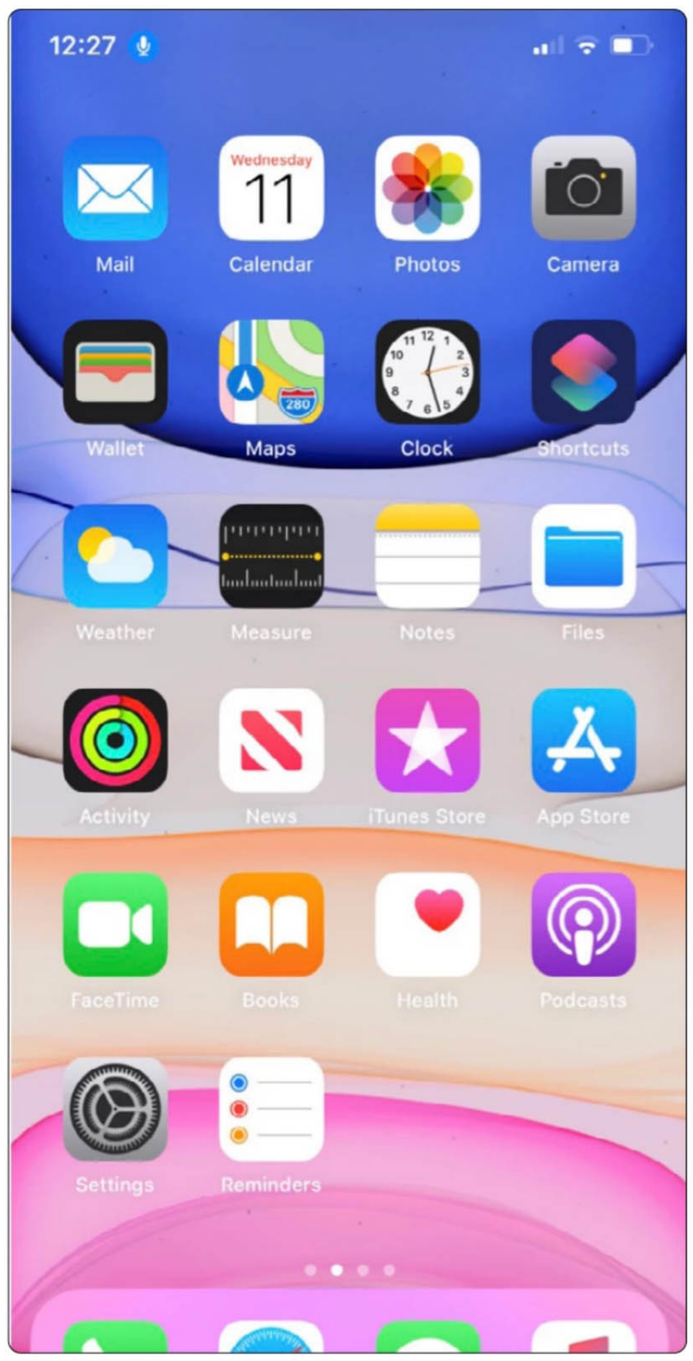
Apple has always been keen to make its products more accessible to those with disabilities. This laudable goal gets a boost in iOS 13, with Voice Control, an exciting new feature that lets you control Apple devices such as the iPhone by speaking to it. You can navigate your iPhone, enter text, and make use of rich editing features, all without touching the screen.



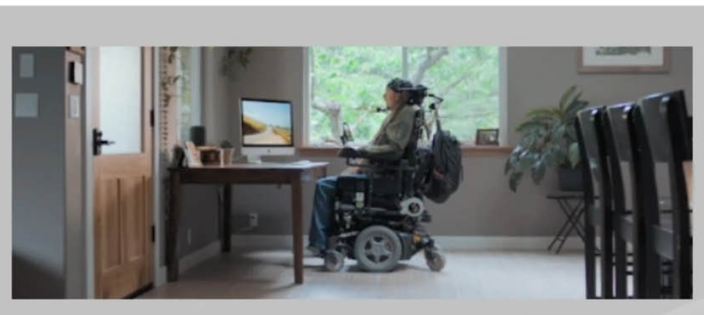
1 First of all, from the Home screen, go to Settings > Accessibility > Voice Control. There's a range of options on offer to configure the Voice Control feature, but first, we must set it up using the link at the top; tap it to continue.



2 The iPhone downloads the filters needed for Voice Control, and then shows you a list of usable commands. It's worthwhile taking a moment to read through these commands, to familiarise yourself with what the feature does.

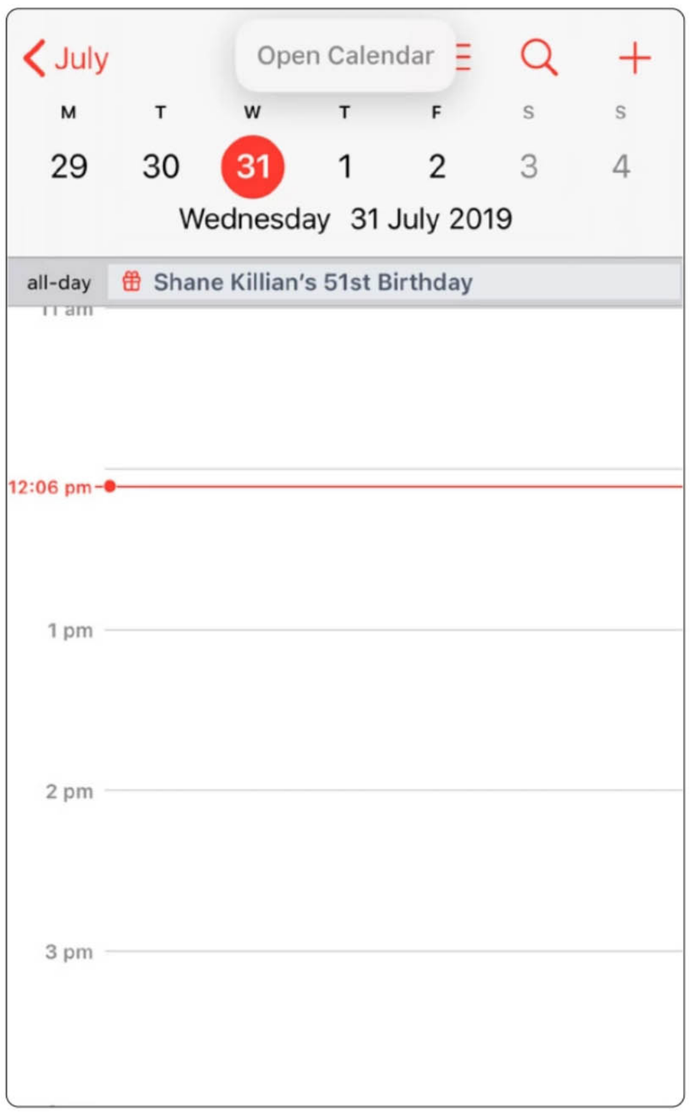


3 When it's done, Voice Control is switched on; look for the blue icon in the top left corner. You can turn Voice Control on and off by saying 'Hey Siri, turn on/off Voice Control'. You can now begin using this accessibility feature.



Mac Voice Control.

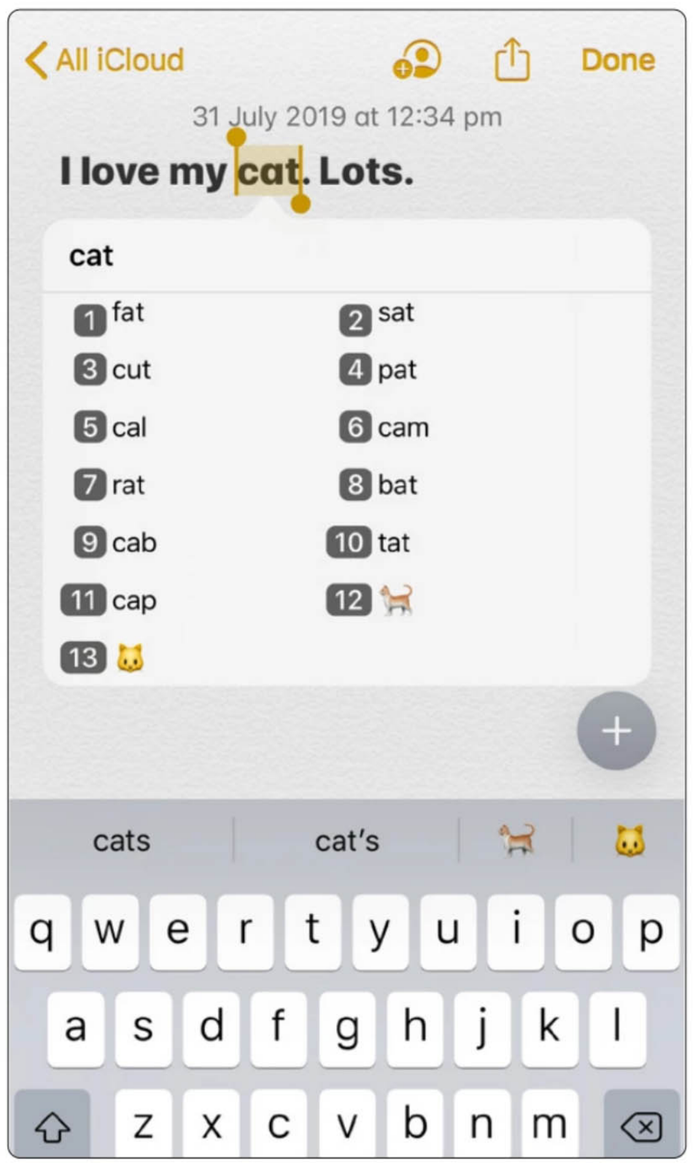
Voice Control is being released across Apple devices, with the feature being built into iOS 13, iPadOS and macOS Catalina. Apple has released a video of a wheelchair user making the most of his Mac using Voice Control. You can see it at https://bit.ly/2GAq1lC.



4 To open an application, say, "Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back".

5 Voice Control shows what you last said at the top of the screen for a few seconds. You can move up and down a screen by saying, "Scroll up/down", and navigate your Safari browsing history with "Tap forward/back".

6 Say "Show/hide grid" to make the grid appear and vanish, and say a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say "Tap [number]" to tap it, just like you would with your finger.



7 When dictating text, if you make a mistake, say "Correct [word/phrase]" and it's highlighted. You're offered a list of corrections. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.

Voice Control Commands.

To open Voice Control, say, "Hey Siri, turn on Voice Control". If you get stuck, try, "Show me what to say". It takes time to get familiar with using Voice Control, but with practice, it's immensely powerful.

System Commands & Navigation

Open [application name]
Open Control Centre
Go home
Go back
Go to sleep

Working with the Touchscreen

Show grid
Show names
Tap [number]
Tap [item name]
Long press [item name]
Swipe left/right
Swipe up/down

Dictation and Editing

Select [phrase]
Move up/down
Move to end/beginning
Delete that
Correct [word/phrase]
Uppercase that
Copy that

Interact with Device

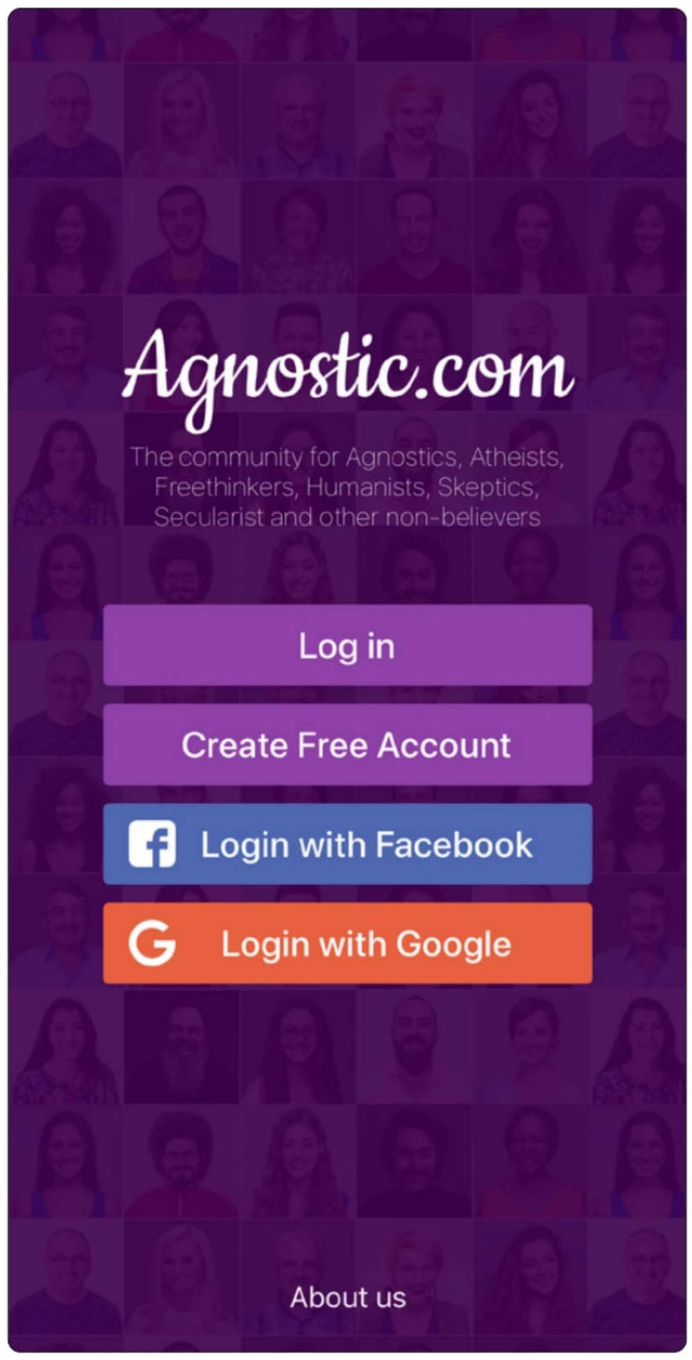
Turn up volume
Lock screen
Take screenshot
Turn on Smart Invert Colours

Odds & Ends

Dial [number]
Call [person]
Play songs by [artist]
Next song
Previous song
FaceTime [person]

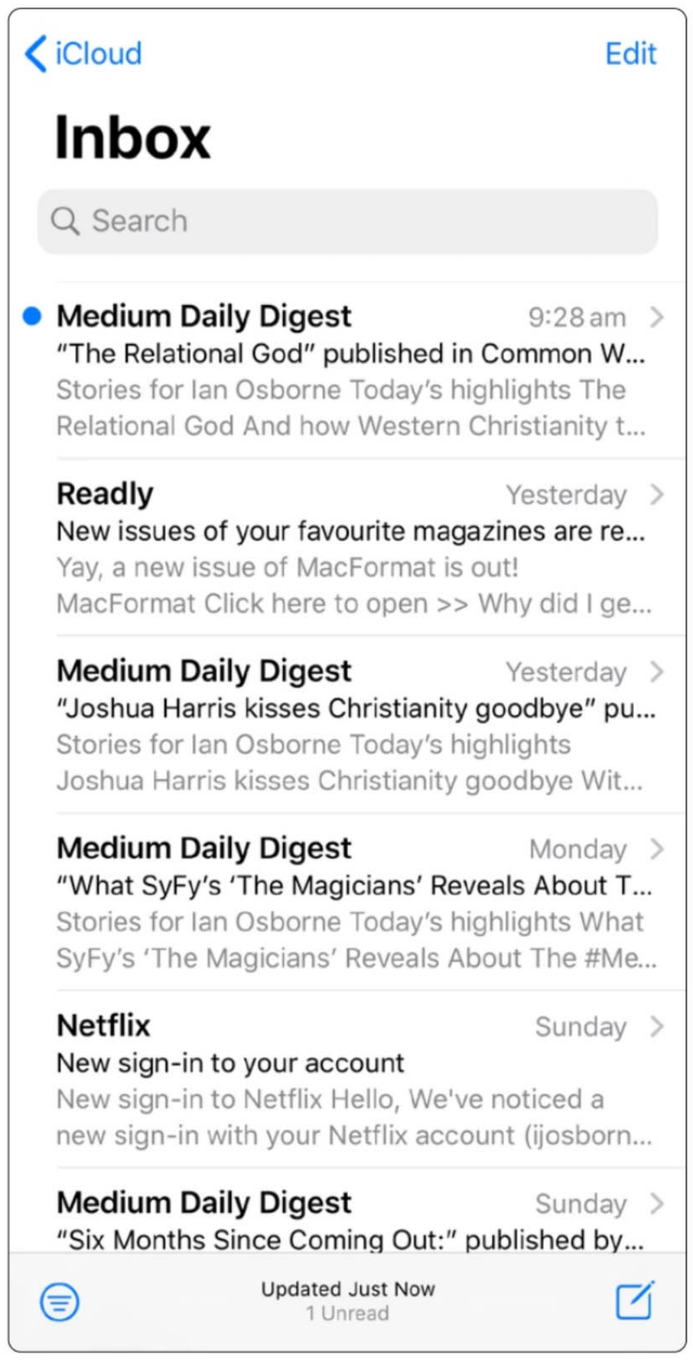
Sign in with Apple For Extra Security

For a while now, third-party developers have been able to offer the option of signing into their apps using your Facebook and Google accounts instead of using your email address and a unique password, which you might well forget at a later date. With iOS 13, Apple gets in on the act with Sign in with Apple, and it's more secure and private than its competitors.

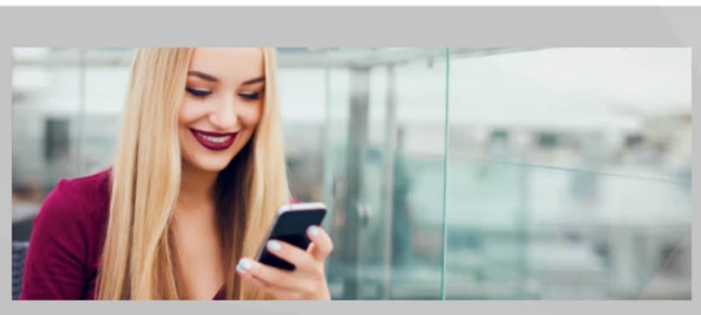


1 Programmers already have access to APIs (application programming interfaces) that allow them to incorporate signing in with Google or Facebook into their apps. If you have a Google or Facebook account, just tap the button.

2 With iOS 13, Apple is also offering a sign-in API, which third-party developers can use alongside, or instead of, Google's and Facebook's. This feature is called Sign in with Apple, and it works in a very similar way.



3 If you're signing in to an app and you don't want to give them your email address, you can register using a random address generated by Apple, and forwarded to your iCloud email. This can be deleted whenever you choose.



Security control.

Sign in with Apple is authenticated using Face ID or Touch ID, so you only have to look at your iPhone or place your finger on the Home button to prove it's you accessing your account. It's simple, convenient, and very quick to do.

13 New in CarPlay HomePod & AirPods

Apple seeks to constantly improve its products, whether it's a computer, mobile device, operating system, software application, or one of its other handy pieces of tech. CarPlay and HomePods are also powered by iOS 13, and benefit from some great new features, as does the AirPods wireless earbuds, the trendiest way to enjoy your sounds from your iPhone.

AirPods

If both you and a friend are using AirPods, you can now share your music. Just bring your iPhones together, and the one that's playing will ask the other if it wants to share audio. Choose to do so, and the pairing for the AirPods is transferred to the other phone. Siri can read incoming notifications using second-generation AirPods too.

HomePod

With iOS 13, you can transfer songs from playing on your iPhone to playing on your HomePod just by moving the phone closer to the Apple speaker; you no longer have to ask Siri to do this for you. Live Radio means HomePod can play over 100,000 Internet stations from all over the world, and it can even recognise which family member is talking.

CarPlay

CarPlay gets its biggest update ever with iOS 13. There's a new multifunction Dashboard to view music, maps and more in a single view. For example, you can have Maps running in one window, and a web page about your destination on the screen at once. There's also a new Calendar app and Siri support for third-party navigation and audio apps.

First Steps with iOS 13

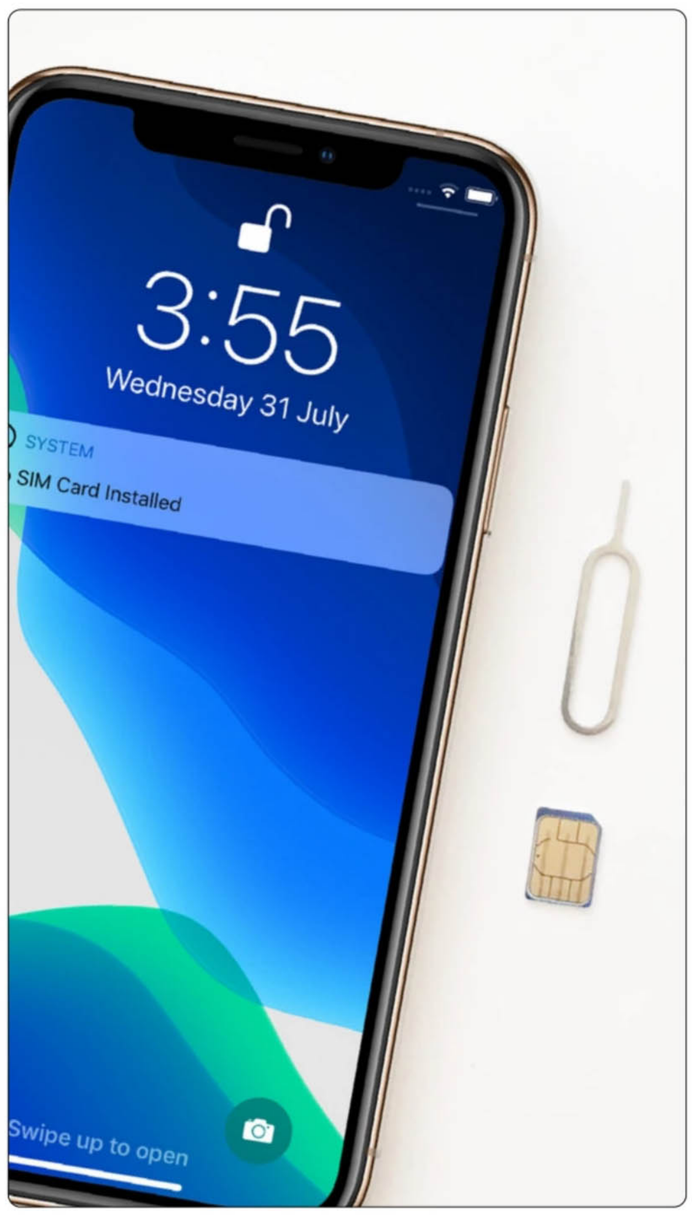
Newcomers, start here. Experienced users, start here also, as you might just learn something too. Here we go through the iPhone and iOS 13's basics, such as: how to interact with the touchscreen using Gestures, getting the most from the on-screen virtual keyboard, setting up Internet access for web surfing, email, and more. And of course, we show you how to make calls too.

Learn more >

Set Up Your iPhone For the First Time

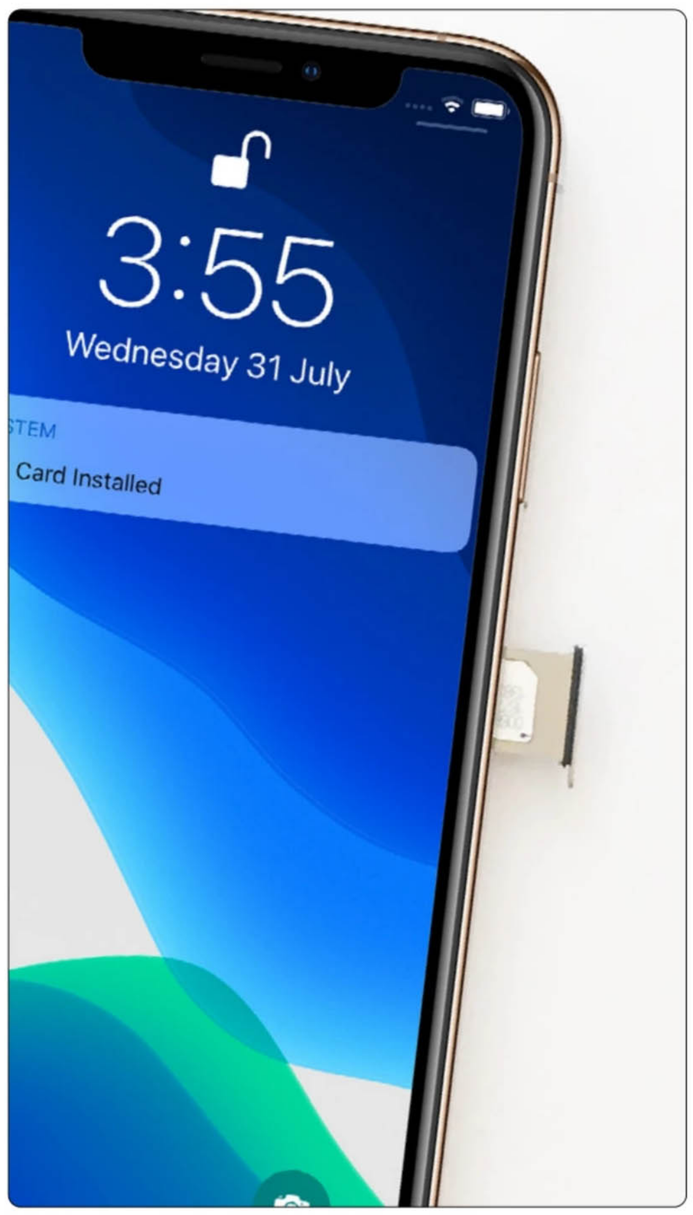
If you're setting up your new iPhone straight out of the box, follow this guide as we take you through the extremely important first time setup. Learn how to set up all the core functions of your iPhone, from switching it on for the first time to making your first phone call. Whichever model of iPhone you own, with our help you'll soon be up and running.

Inserting your Nano-SIM card



1 To activate your iPhone, you must first insert the Nano-SIM card provided by your mobile phone network provider. An eSim card is non-removal as detailed below.

2 Use a SIM eject tool like the one pictured here, or maybe a straightened paper clip, and insert it into the small hole next to the SIM slot. The tray then pops out as shown.

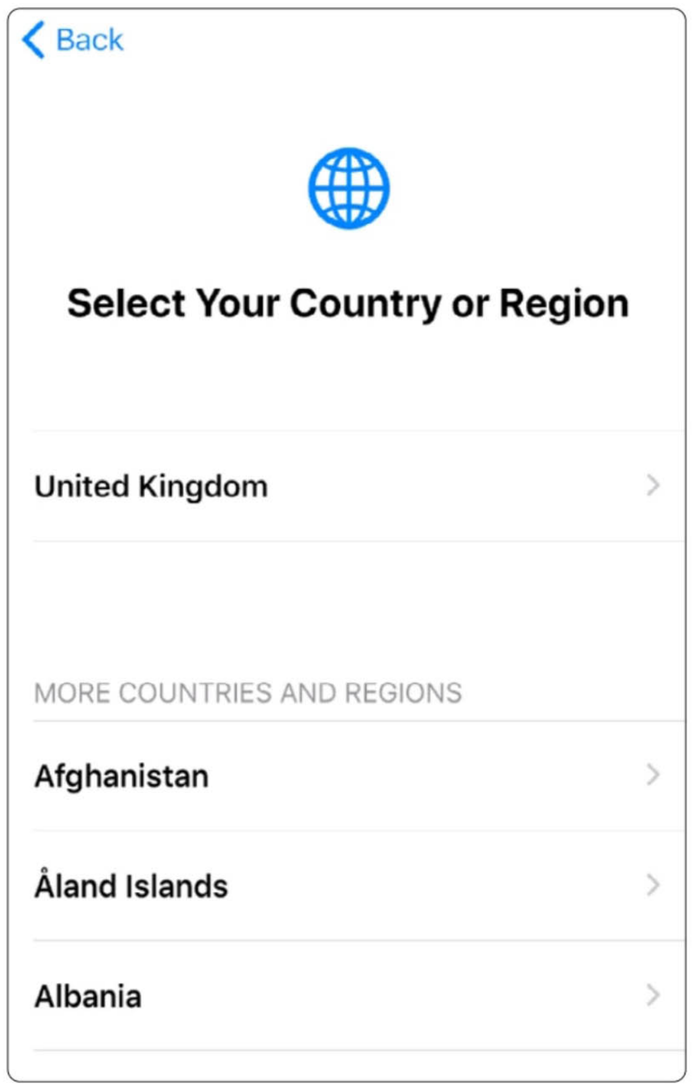


3 Place the SIM card in the tray (there's only one way it can go in) and slide the tray back in the slot. Push it in firmly so it snaps into place. Your iPhone should recognise it.

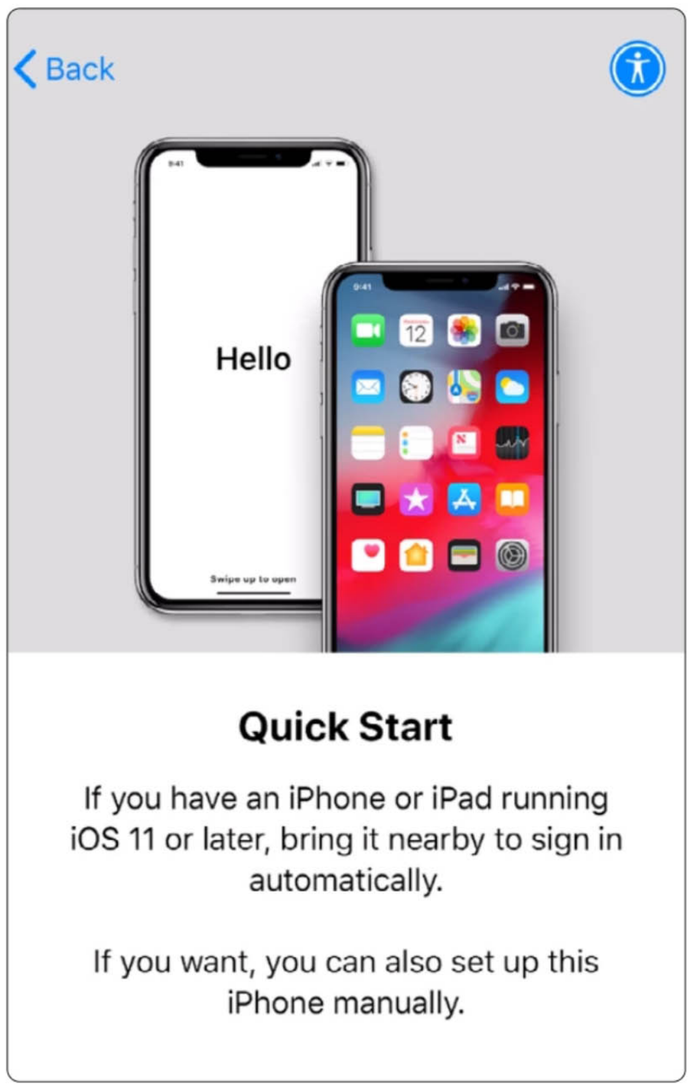
eSIM explained.

The dual sim functionality introduced with the 2018 iPhone models, enables users to access two sim cards in one iPhone. Unlike the standard sim card, the eSIM card is built into the phone itself and is accessed via software, with your coverage purchased via mobile networks. By using dual sims you can now access two mobile networks and numbers in one device.

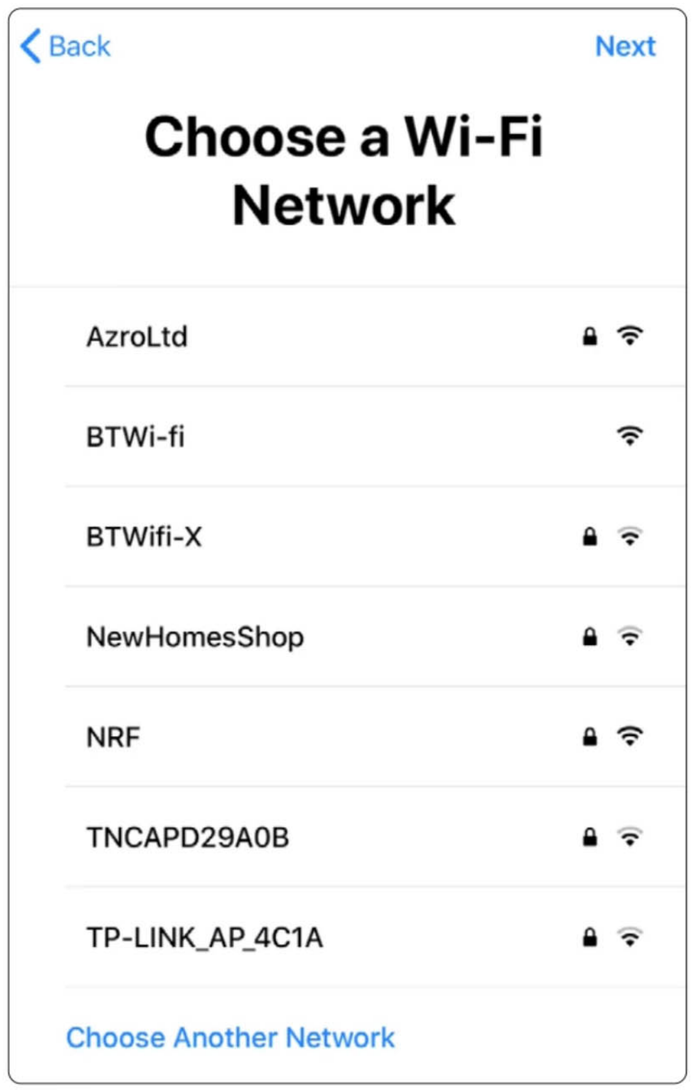
The initial set up of your iPhone



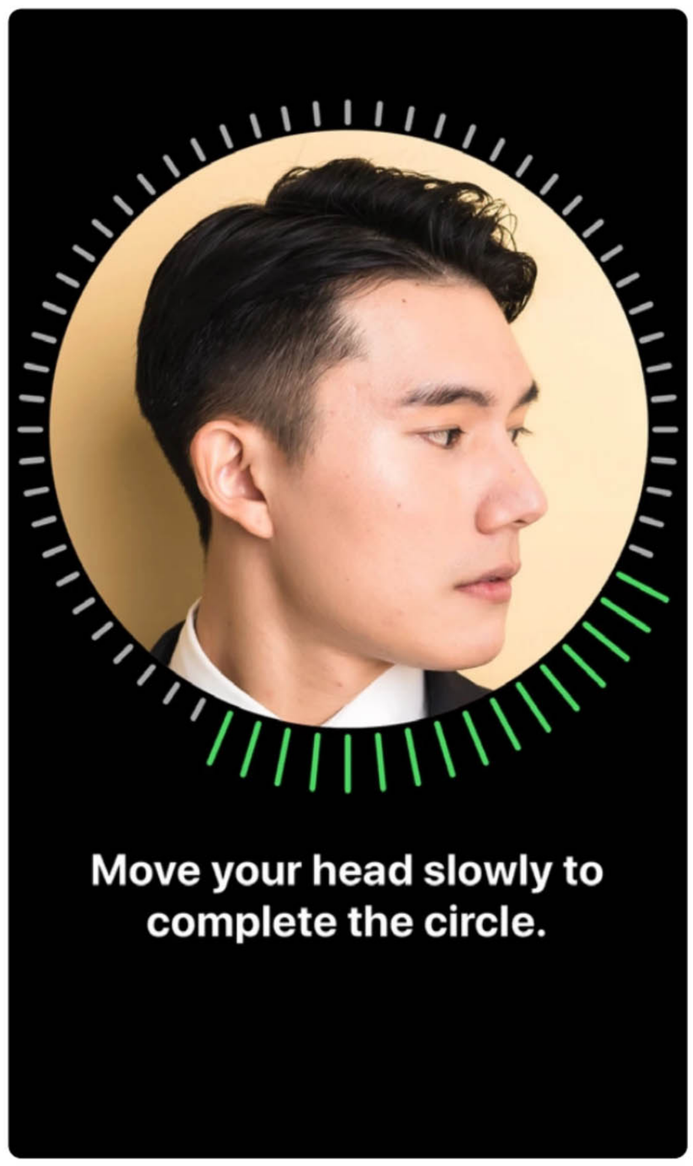
1 The opening screen shows `Hello' in different languages. Press the Home button or flick the screen up. Select your language, followed by the country, or region, in which you're to use the phone.



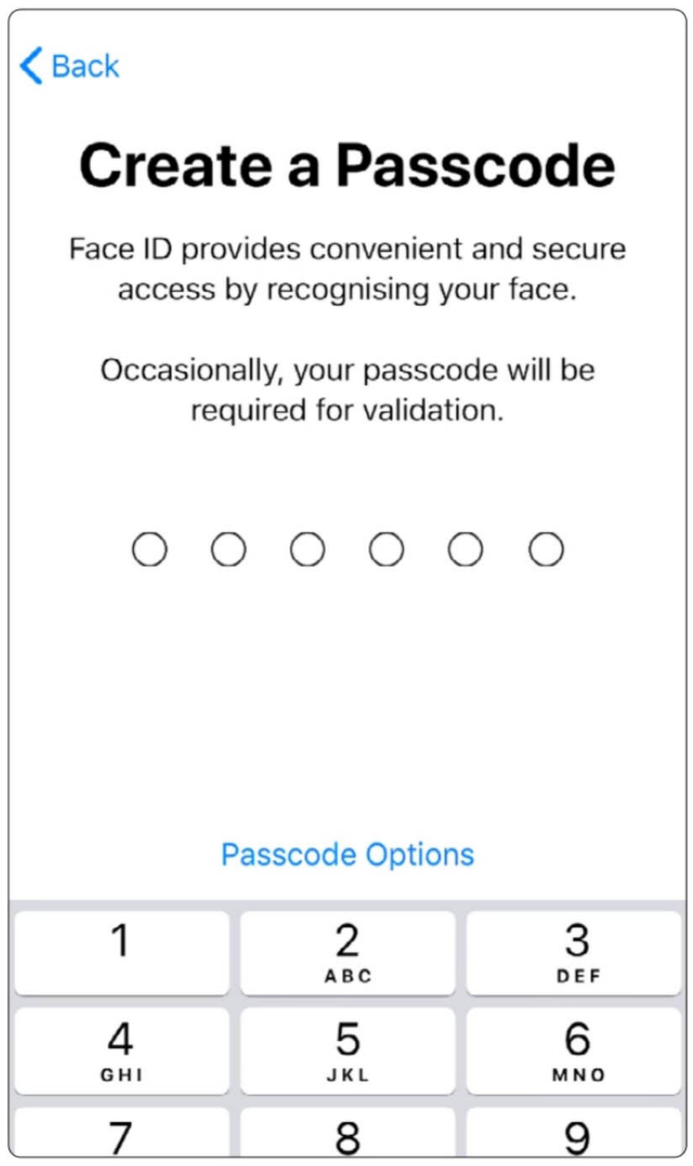
2 If you already have an iPhone or an iPad running iOS 11 or later handy, you can set up your new iPhone by bringing them together as shown to sign in automatically. If not, tap Set Up Manually.



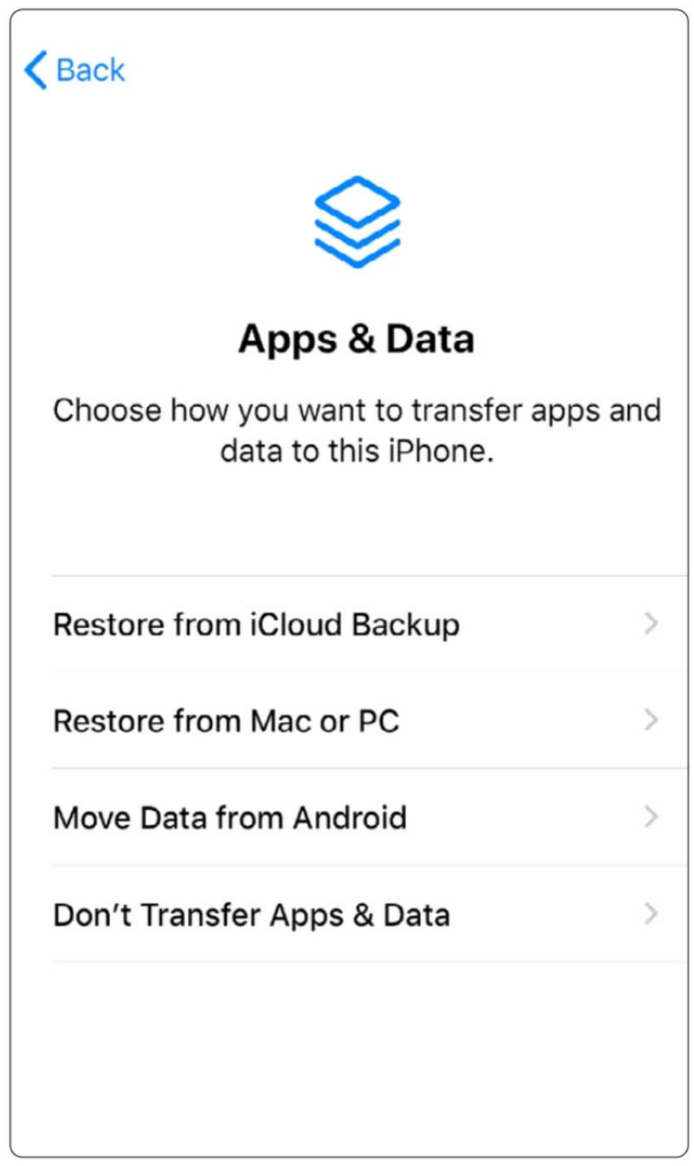
3 Choose your network from the list, then enter the password supplied with (or printed on) your router. Tap Next, then on the next screen, tap Continue after reading about Data & Privacy.



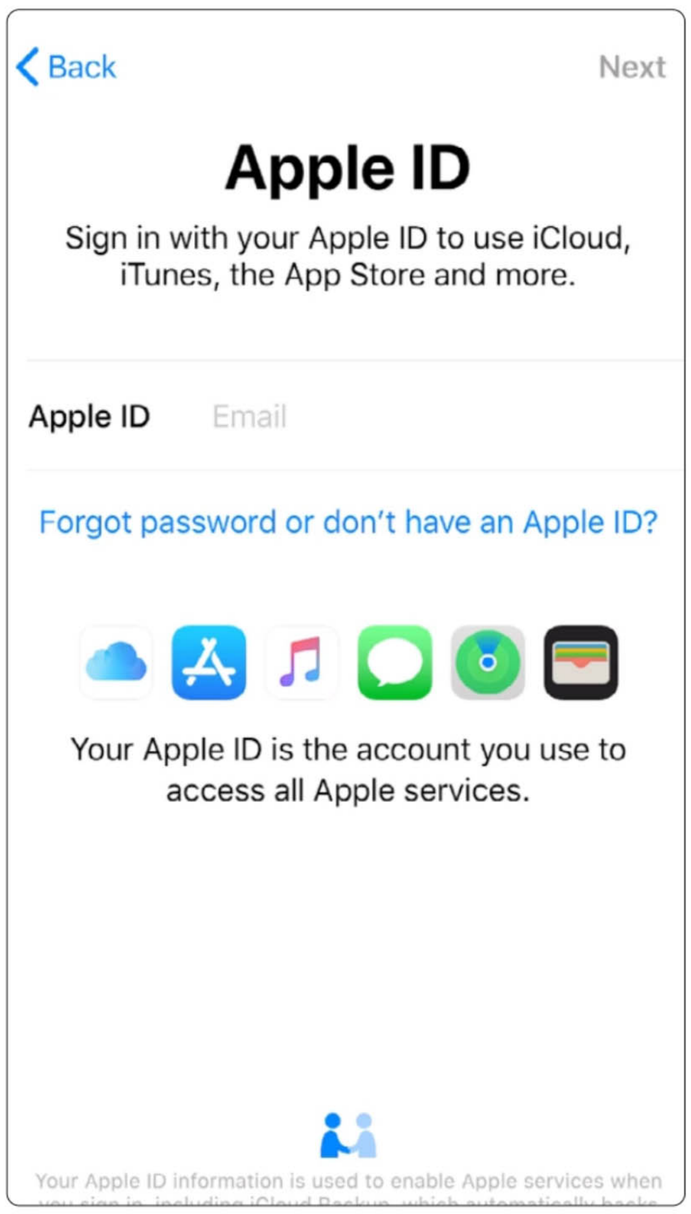
4 The next step is setting up your Face ID (or on older iPhones, Touch ID). If you wish to do this now, see the tutorials later in this book for the relevant step-by-step guides.



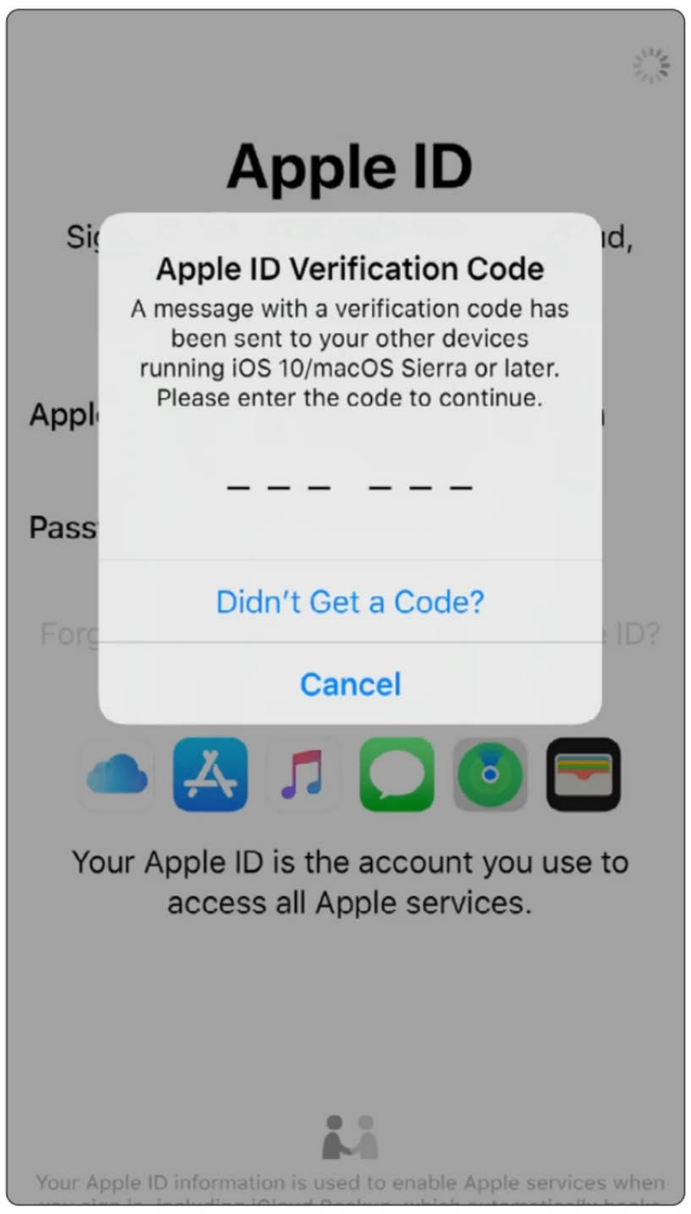
5 Choose a six-figure passcode used to unlock your iPhone. Alternatively, tap Passcode Options to add a different type of code; or skip it altogether (not recommended).



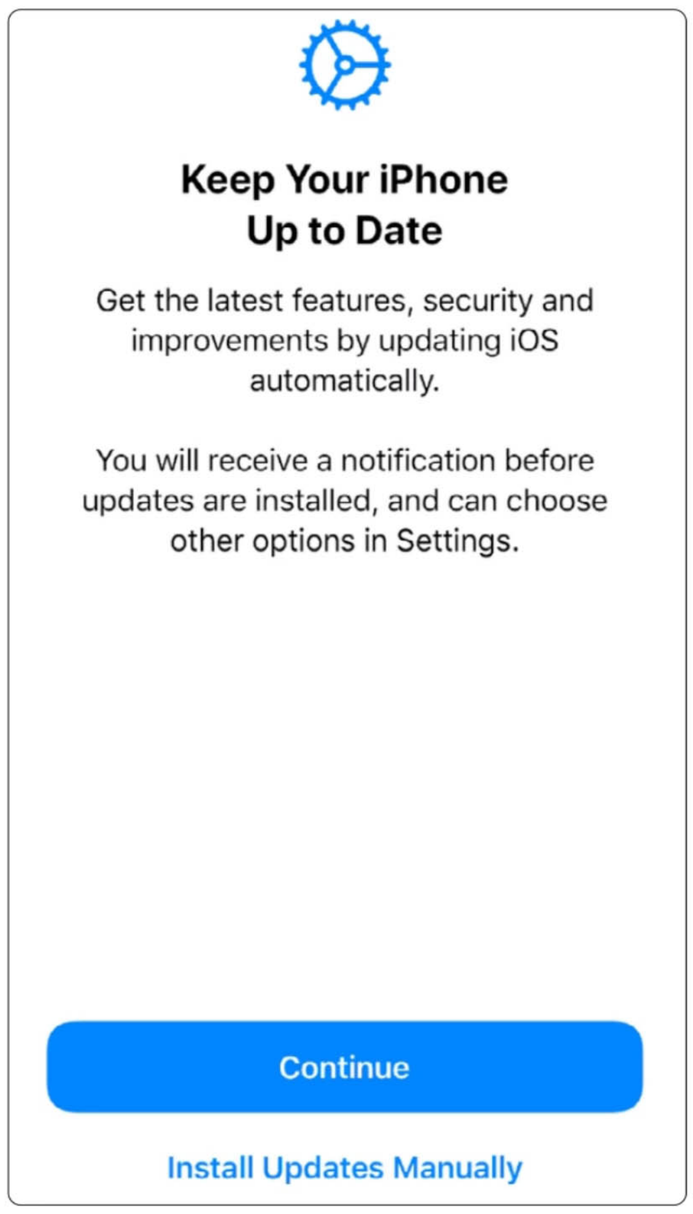
6 After a few setup screens, you're told to transfer data from your other phone. Keep them close and connected to power while the transfer takes place.



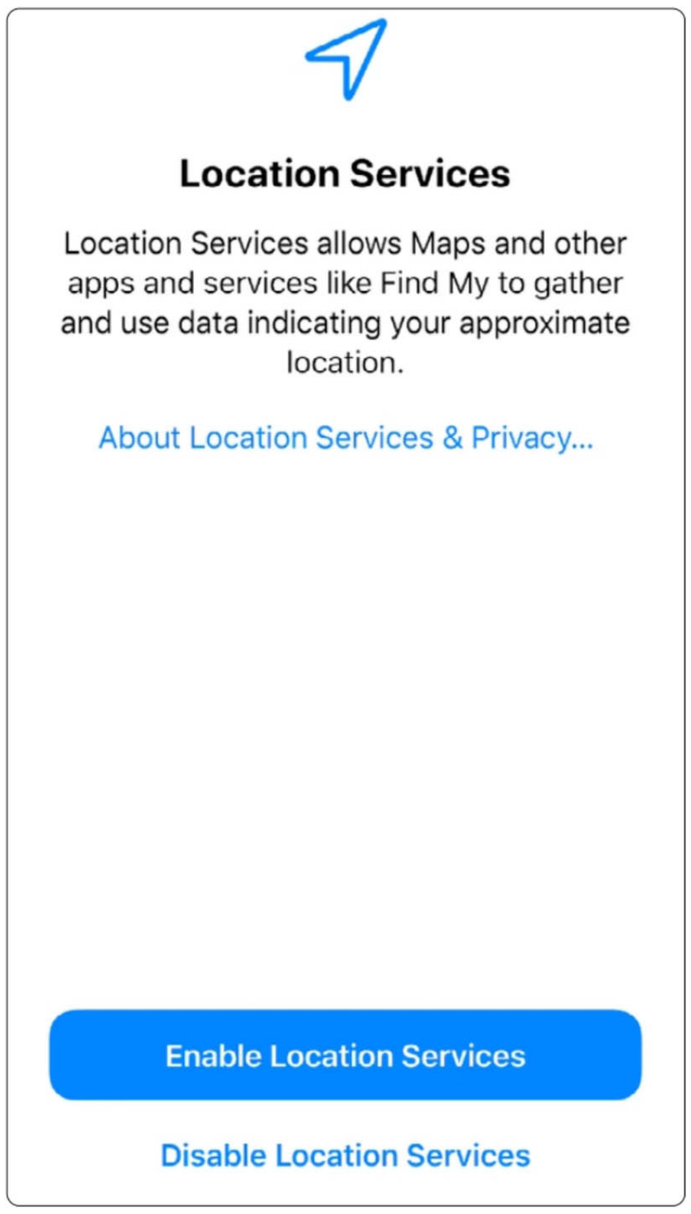
7 Enter your Apple ID. This is your email address and password. If you don't have one, tap the link below the Password field and follow the tutorial on setting up a new Apple ID.



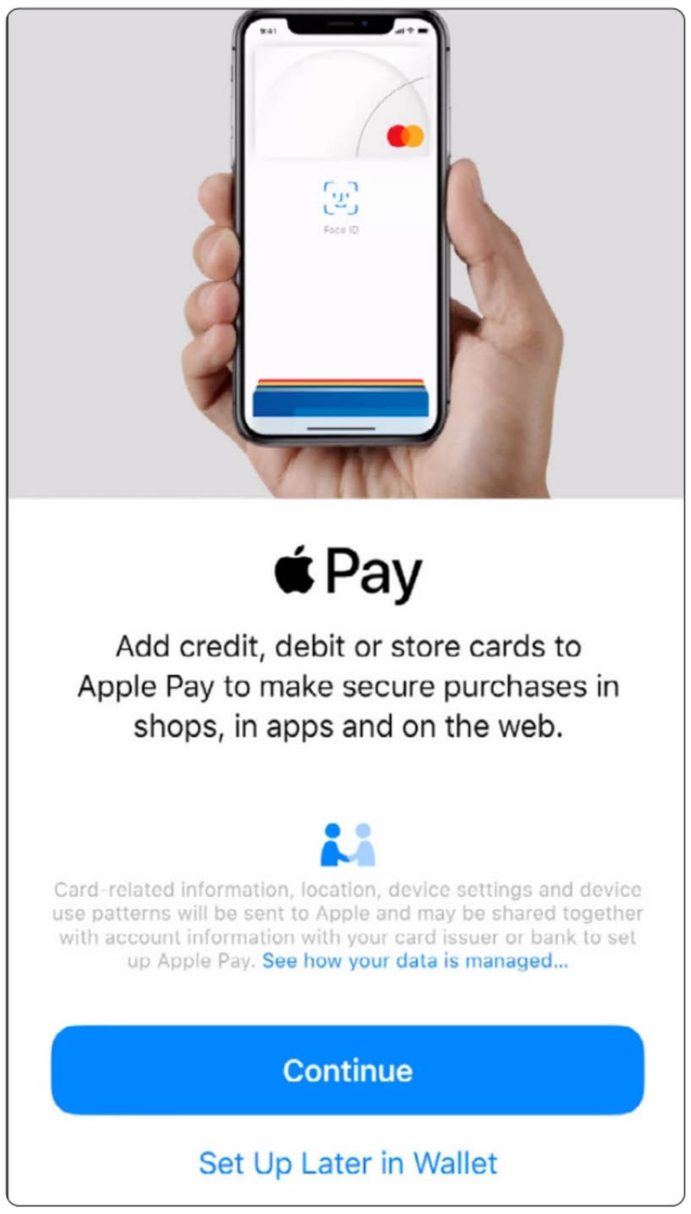
8 If you have other recent Apple devices signed into the same Apple ID you just used, you're sent a verification code. Read it off your other Apple device and type it here.



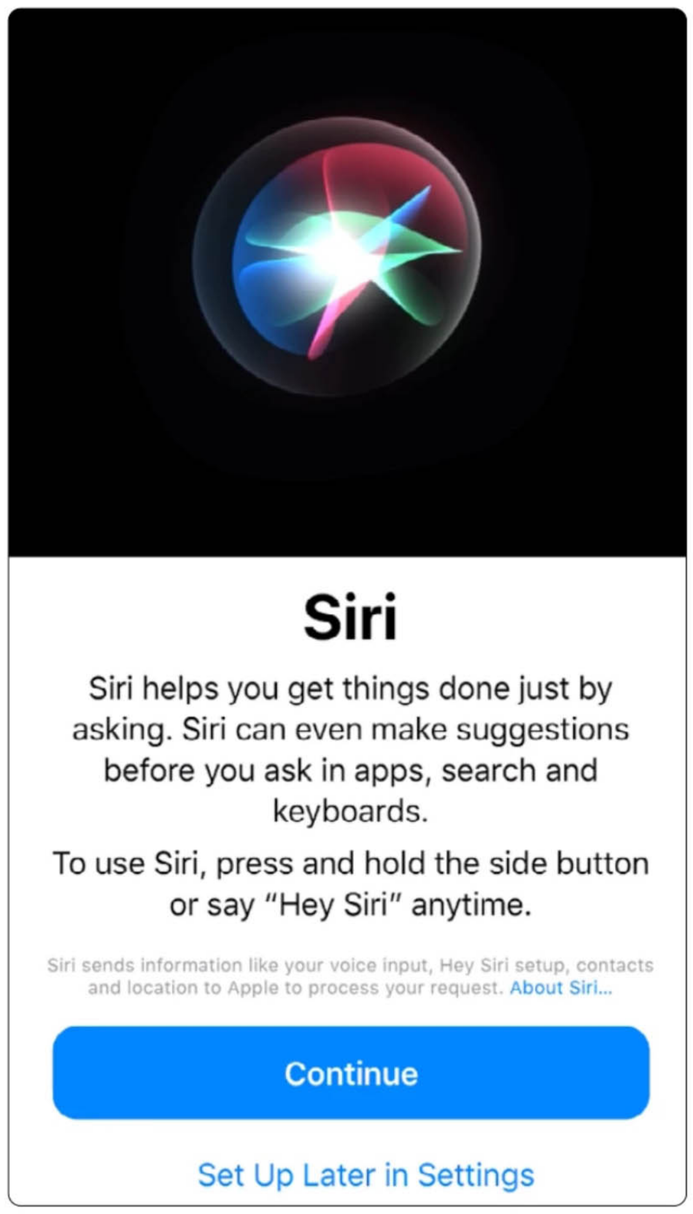
9 You can opt to have your iPhone install updates automatically or, if you'd rather do it yourself, to install them manually. Tap your preferred option and proceed to the next step.



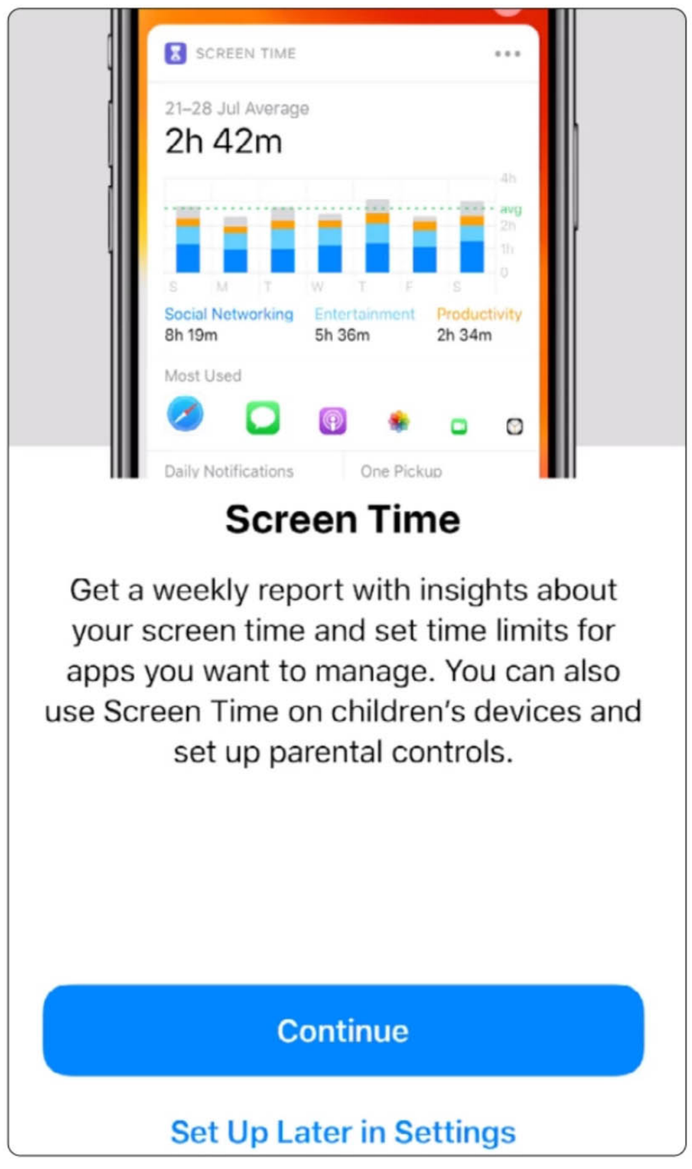
10 Do you wish to enable Location Services; we suggest you should because, whilst this enables your iPhone to gather data about where you are, it is essential for apps like Find My and Maps.



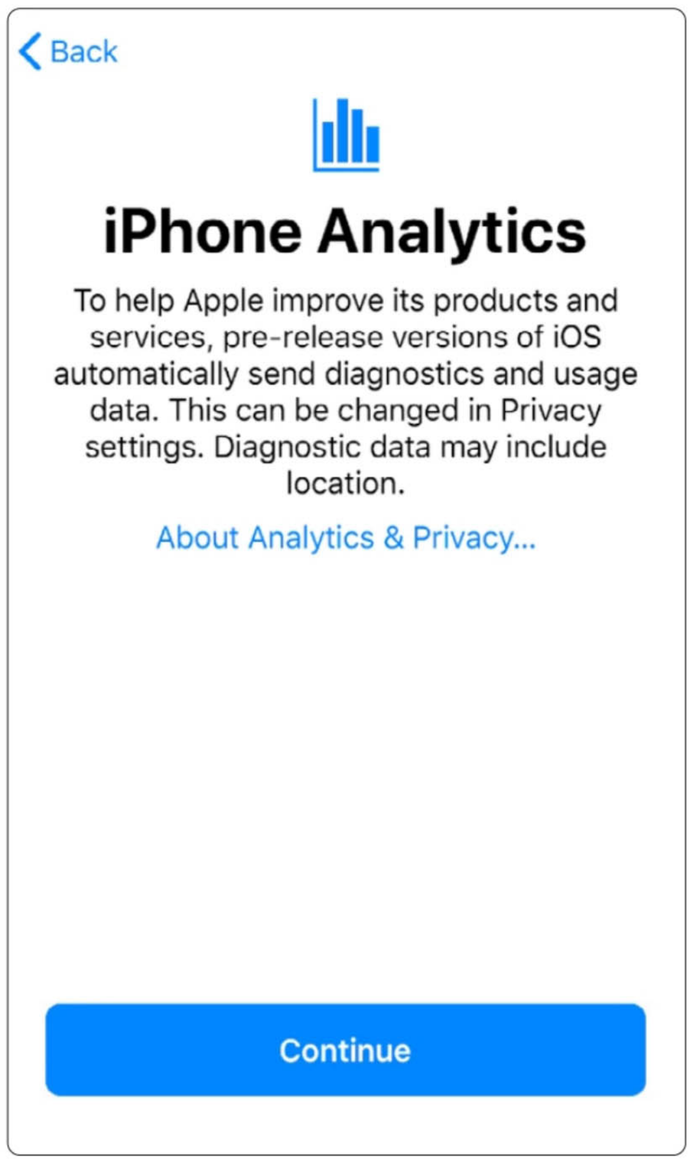
11 Do you set up Apple Pay now, or later in the Wallet app? If you decide to do it now, follow the on-screen instructions. Naturally, if you don't want to use it at all, you can ignore this feature.



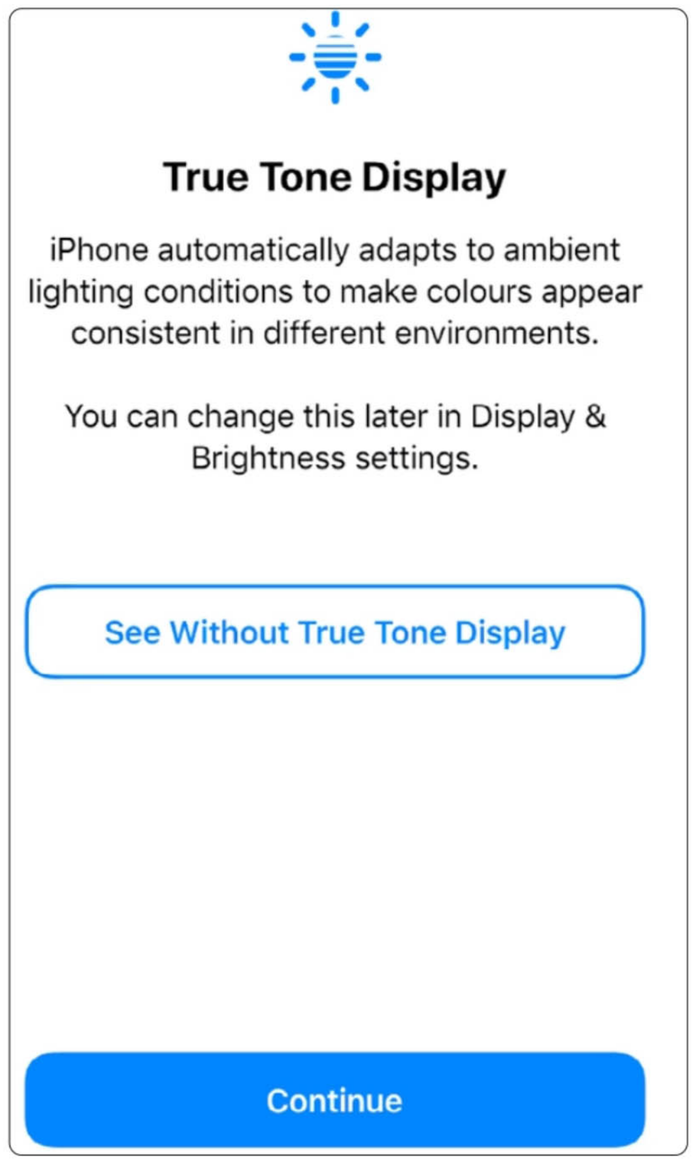
12 You can now train Siri to recognise your voice. Again, if you want to do it now, follow the on-screen instructions. If not, tap Set Up Later in Settings; you can do it any time you like.



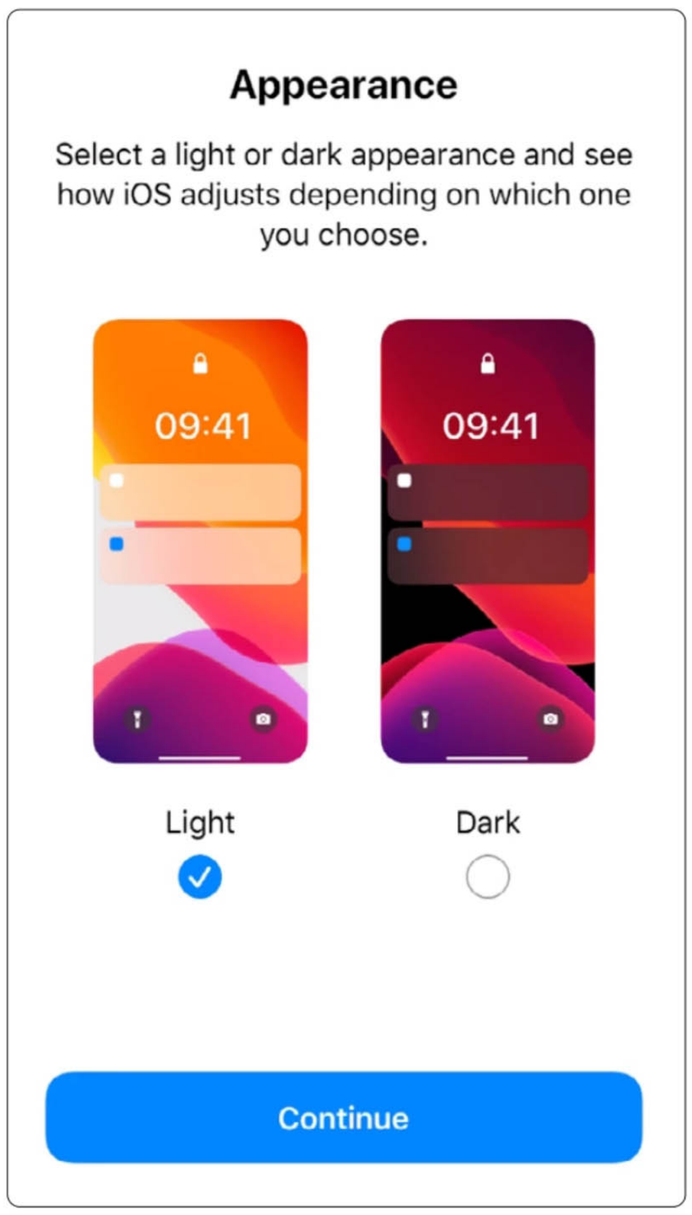
13 You can now set up Screen Time, a feature that gives you a weekly report on how you use your iPhone. There's a full tutorial on it later in this book. Set it up now, or later as you wish.



14 The next two screens ask if you want to share iPhone Analytics and iCloud Analytics with Apple and its developers. It's up to you, and you can change your mind in Settings later.



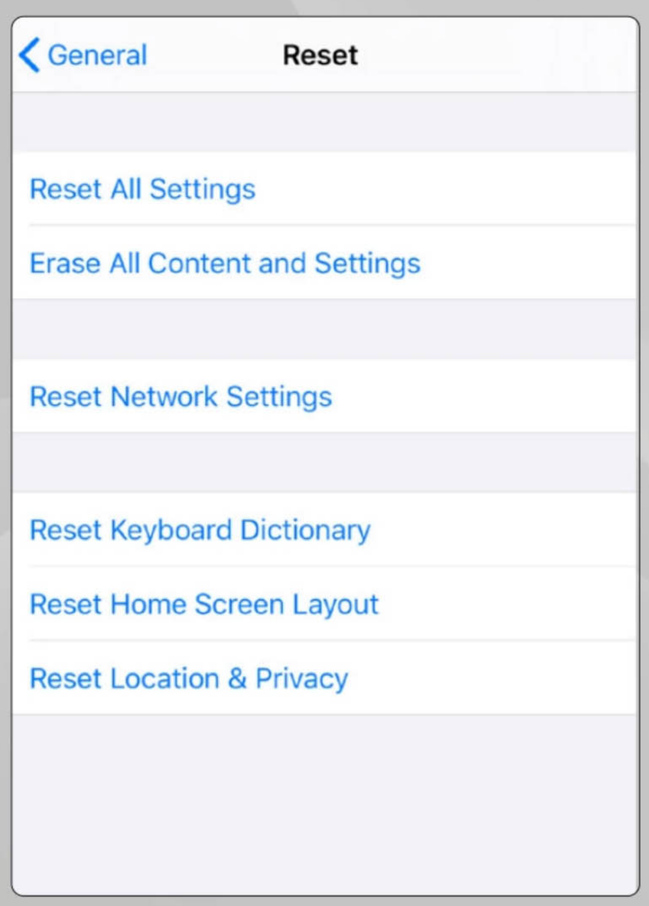
15 Do you wish to use the iPhone's True Tone Display feature? If you do, the screen brightness adapts to ambient light conditions. Again, you can turn this option on or off in Settings later.



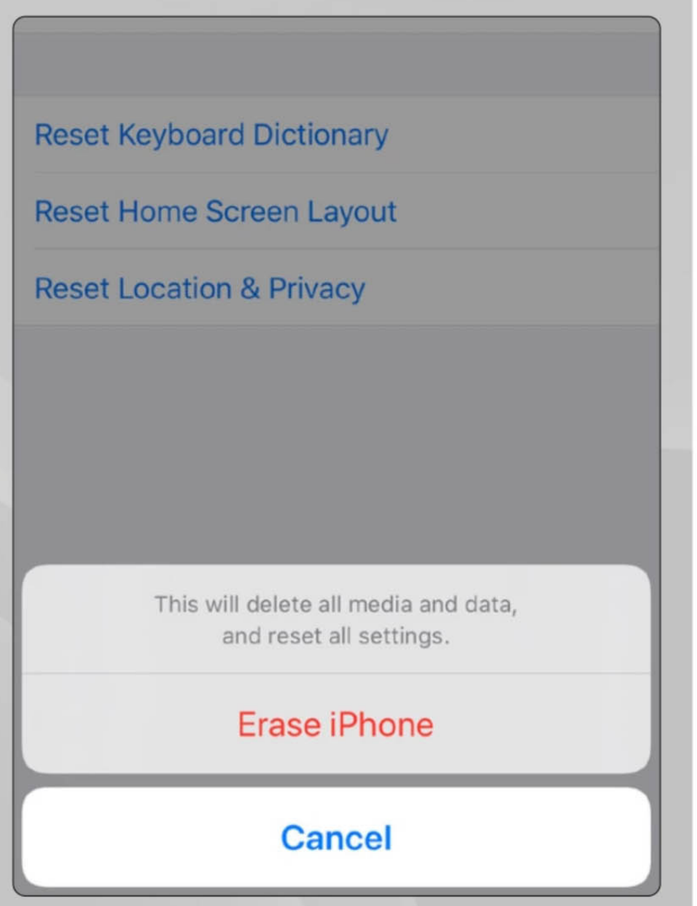
16 Decide whether to use Light Mode or Dark Mode (another option you can change later). You're then shown a series of screens giving tips, after which you're welcomed to the iPhone.

Wiping an iPhone.

If you need to erase all previously used settings and data from your iPhone, you need to reset it to factory conditions then set it up using this tutorial.



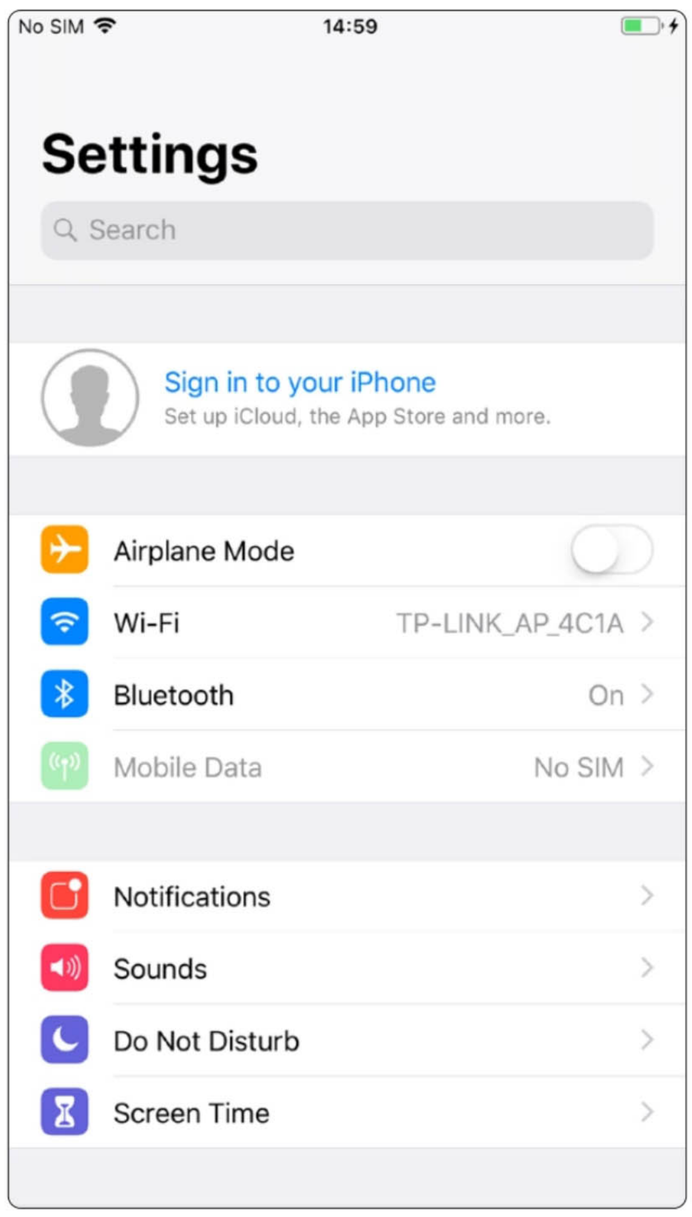
From the home screen, go to Settings > General. Tap the Reset link at the bottom. Now tap Erase All Content and Settings. Back up when asked, if you haven't already, or just erase.



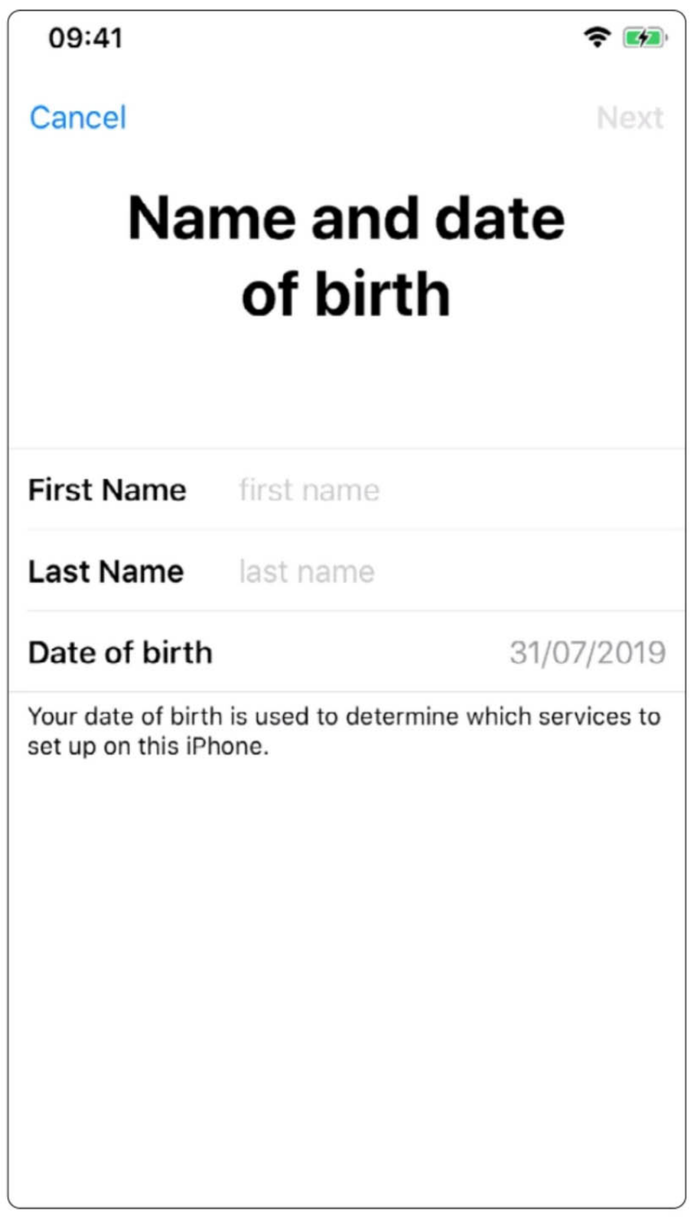
Enter the passcode, tap Erase iPhone, then again to confirm, and then enter the Apple ID. You might need to get these from the phone's previous owner. Your iPhone is then wiped.

Your Apple ID
How to Set it Up

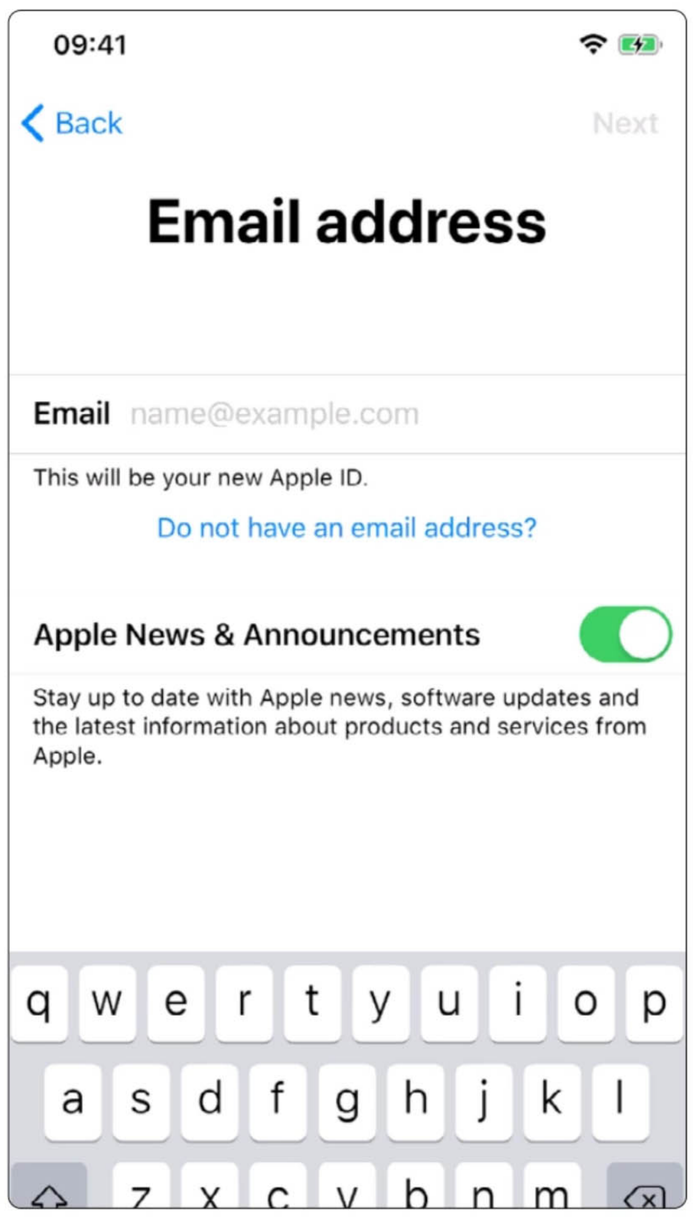
If you don't already have a working Apple ID, you need to set one up before you can download applications from the App Store, use FaceTime, buy music and movies from iTunes and use many of the iPhone's features and services. Without an Apple ID, you won't come close to getting the most from your Apple smartphone, so if you don't have one, follow these steps.



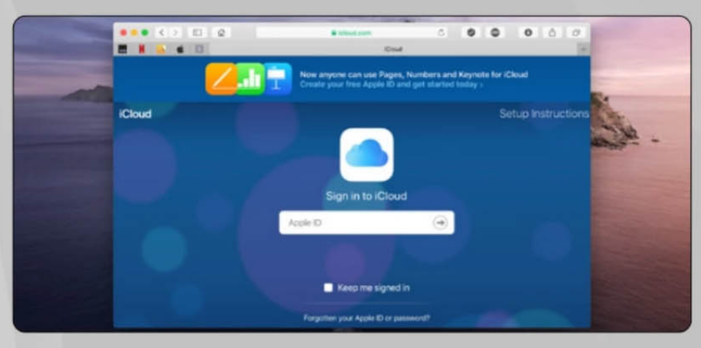
1 Open the Settings application from your iPhone's Home screen and scroll to the top of the screen. Tap the Sign in to your iPhone option right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'.



2 Tap Create Apple ID in the next window and, when instructed, enter your name in the fields provided. Date of Birth, set your date with the wheels, and then tap Next.

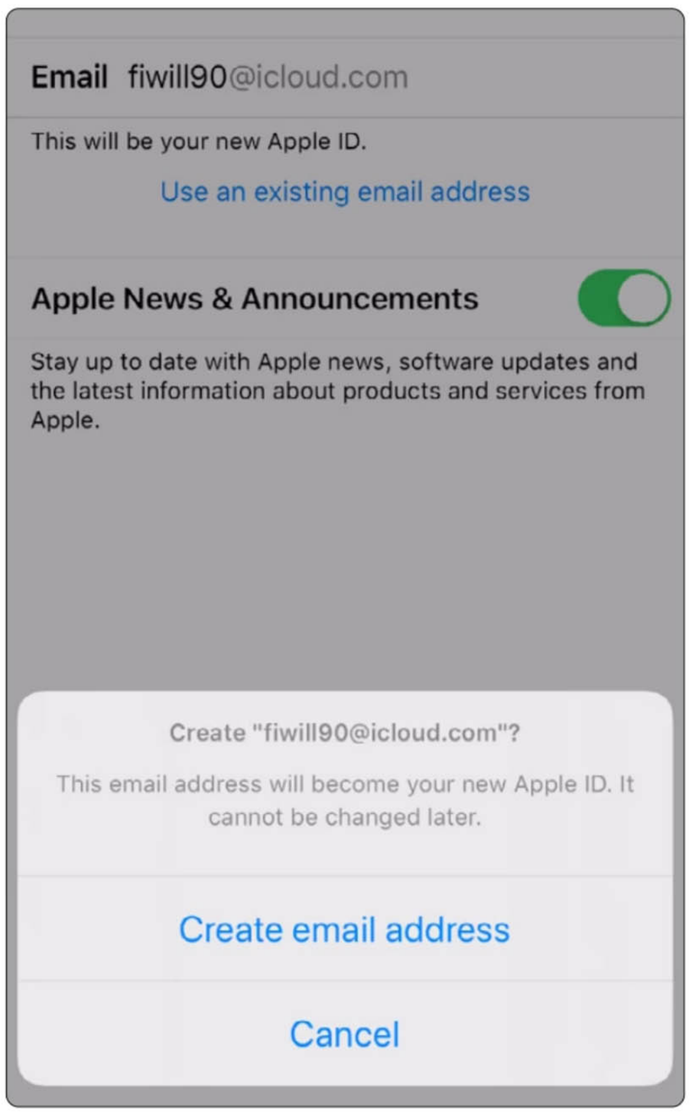


3 Then, you're asked whether you want to use your current email address (if you have one) for your Apple ID. Tap Do not have an email address? if you want to use the free iCloud address that comes with your Apple ID.

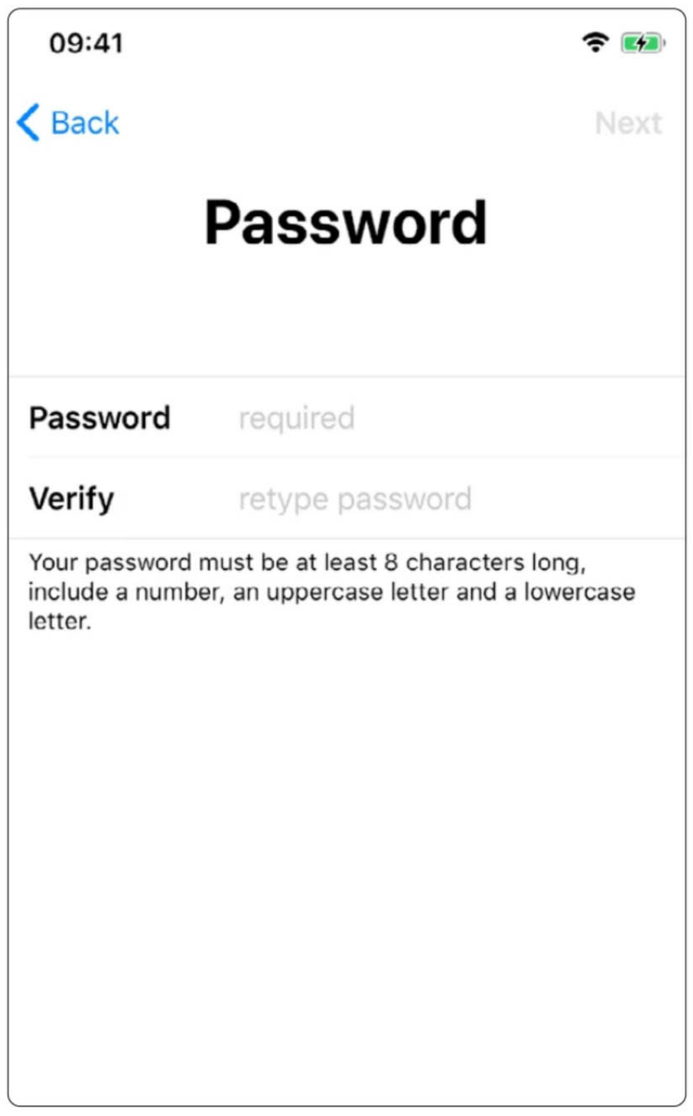


iCloud email.

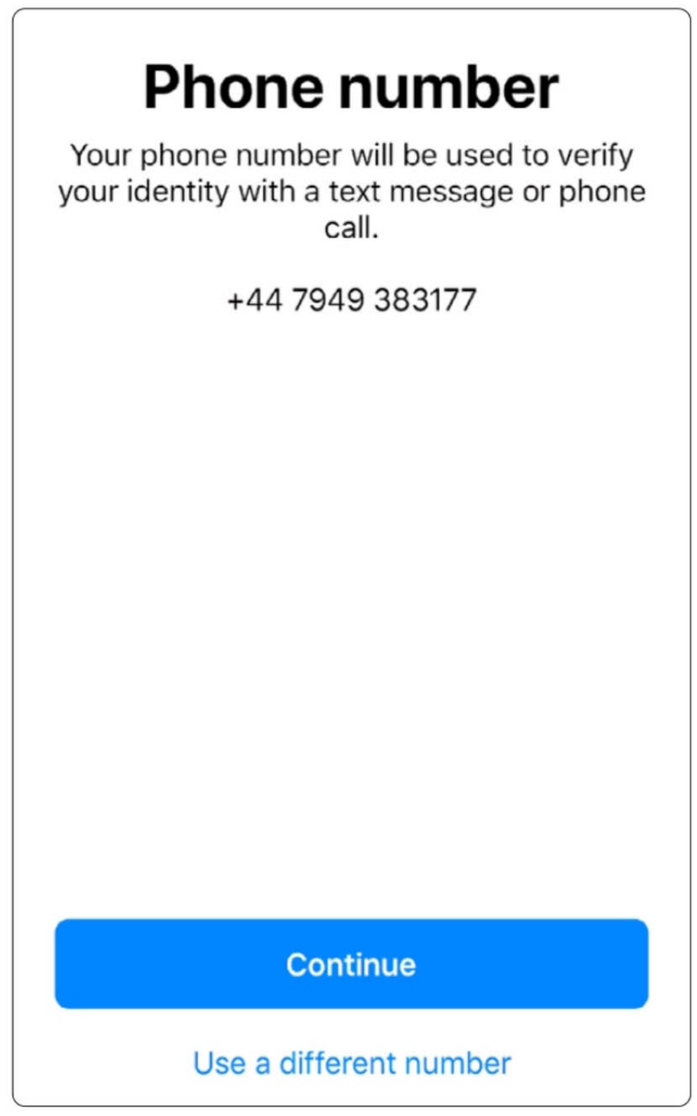
Your Apple ID gives you a free iCloud email address. You can use this email address on your iPhone and also on any other Internet devices you have, such as Macs, PCs or tablets, and through a browser at www.icloud.com. Best of all, you keep your iCloud address even if you change your Internet provider.



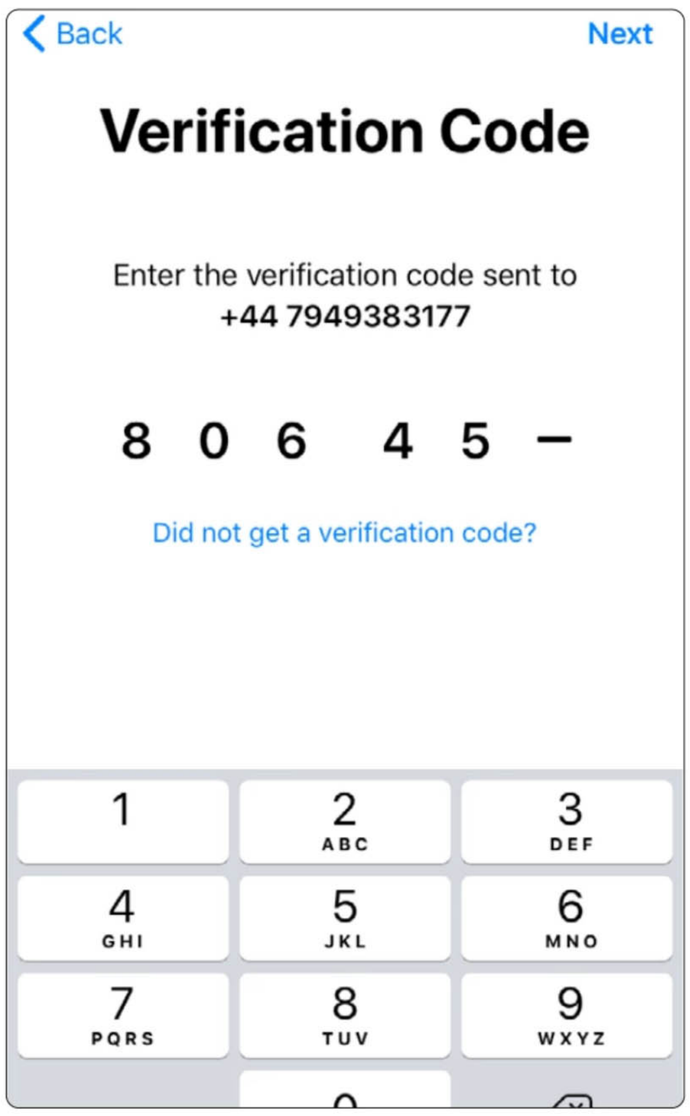
4 If you choose to use your new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken but when you do, accept it by tapping Continue.



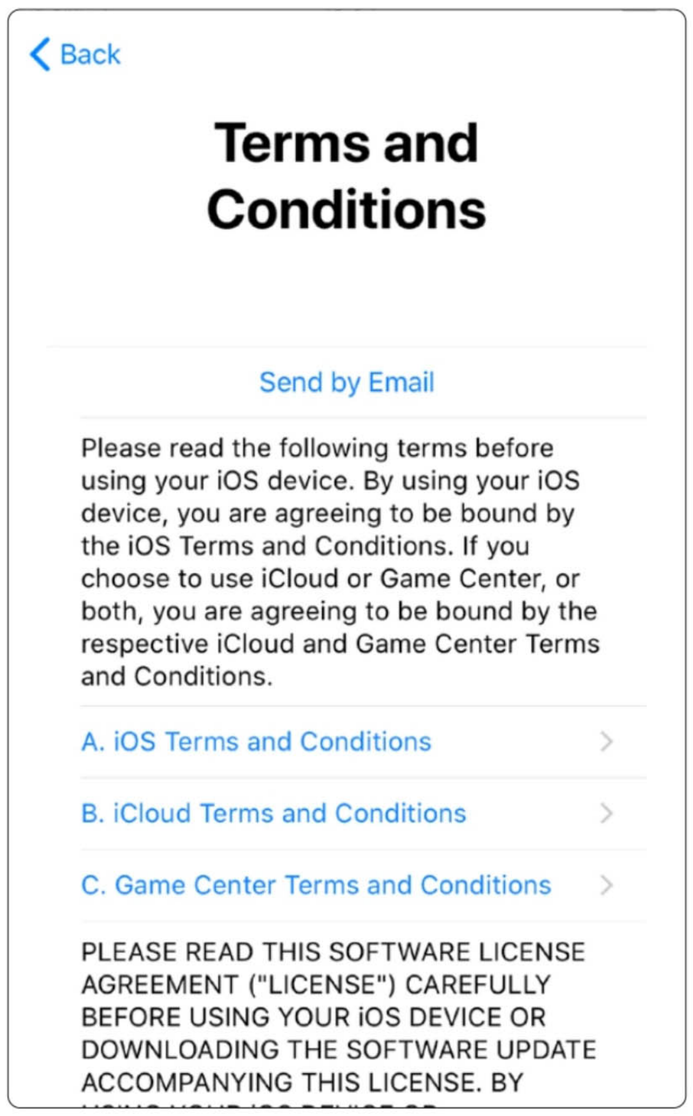
5 Now you must choose your password. As stated on the screen, it must be at least eight characters long and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



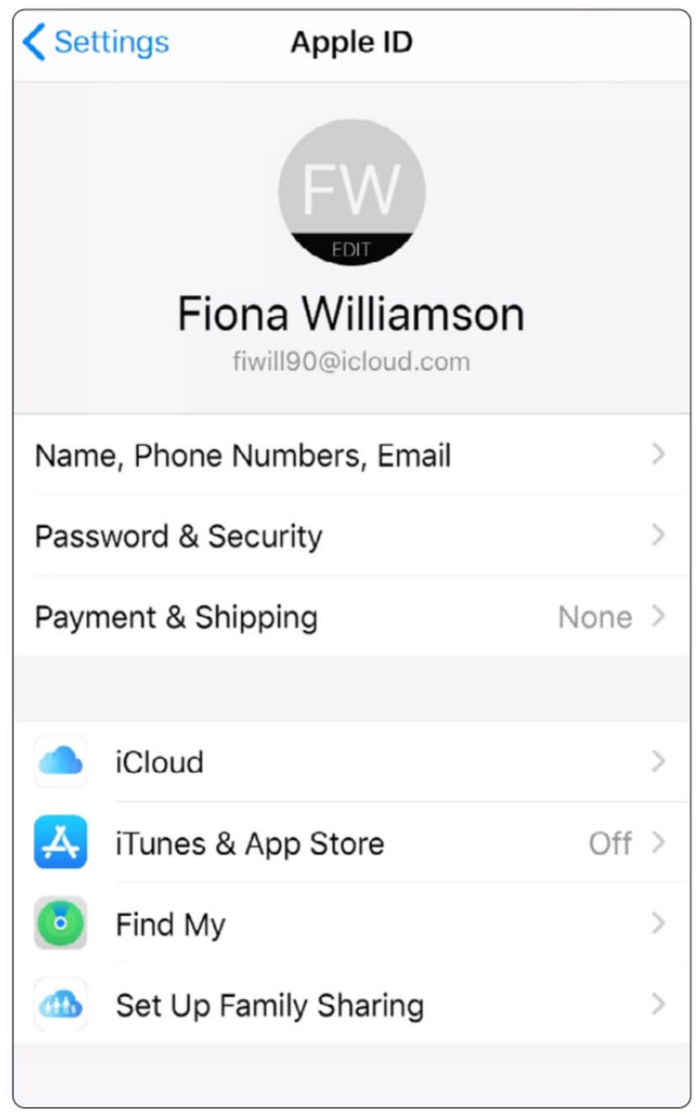
6 Apple needs your phone number so you can be contacted, via a call or text message, to confirm your identity. Use the number taken from your SIM card, or tap Use a different number, to choose another number for them to phone or message. Tap Continue.



7 After tapping Next, you should enter the six-figure verification code that's just been sent to your device (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



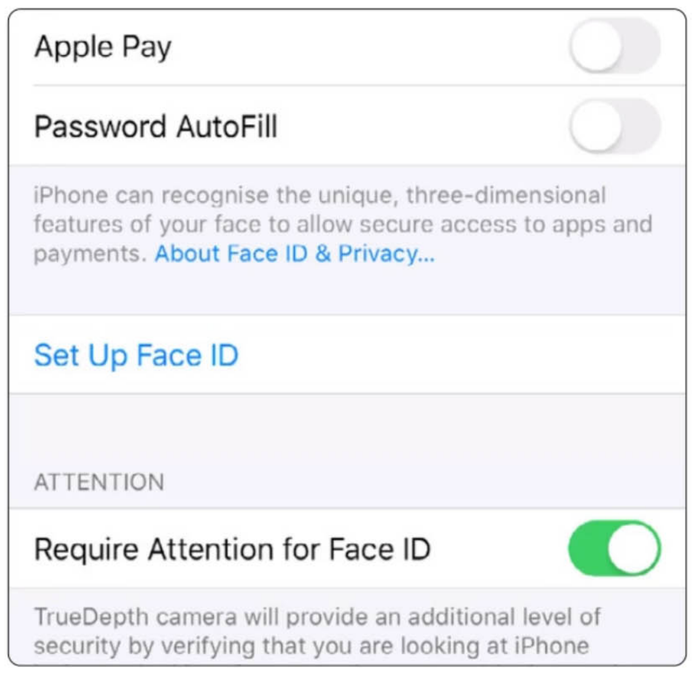
8 Agree to the terms and conditions and your iPhone signs into iCloud with your newly created Apple ID. When it's done, you must enter your iPhone's passcode, the one you use to unlock it on the lock screen, to complete the sign-in process.



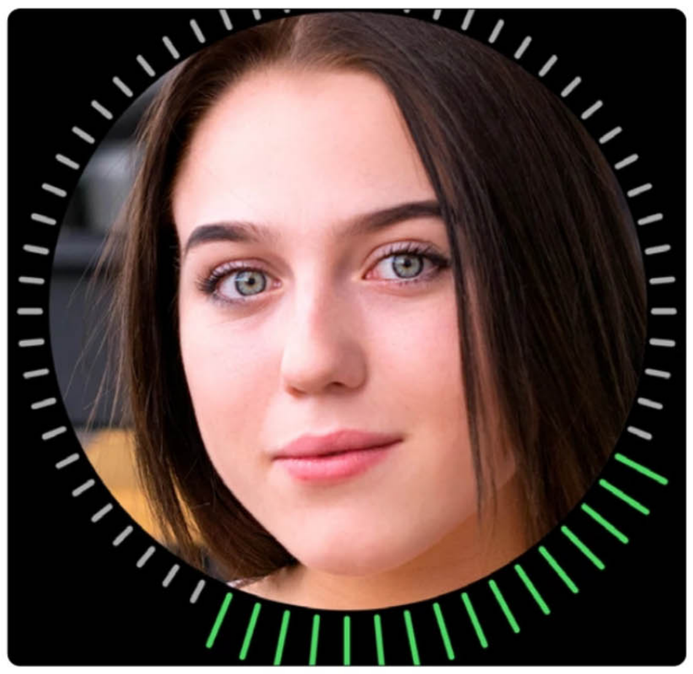
9 When the sign-in process is completed, you're shown your Apple ID screen. From here, you can tap the initials at the top of the screen to add a photo, tap iTunes & App Store, to set up media and purchases, and set up services like Family Sharing and iCloud.

Using Face ID
To Unlock Your iPhone

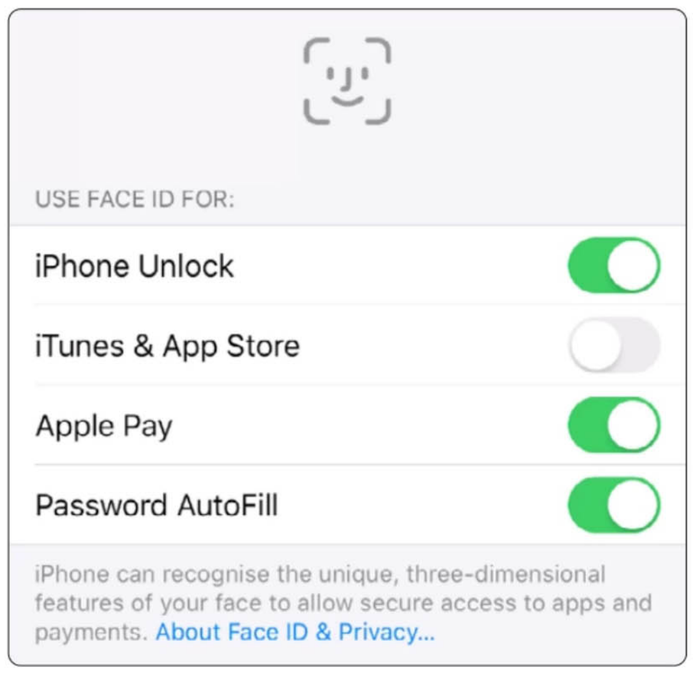
You probably set up Face ID during the initial setup, but you can add a second face if you wish, or reset it and start again. If your iPhone has a physical Home button, it unfortunately cannot use Face ID.



1 Go to Settings > Face ID and Passcode and enter your iPhone's passcode to continue. Tap Set Up Face ID or Set Up Alternative Appearance, or tap Reset Face ID to start afresh.



2 Position your face within the frame as instructed, then move your head in a circle until the small lines around your face are all green. Tap continue, then repeat for a second scan.

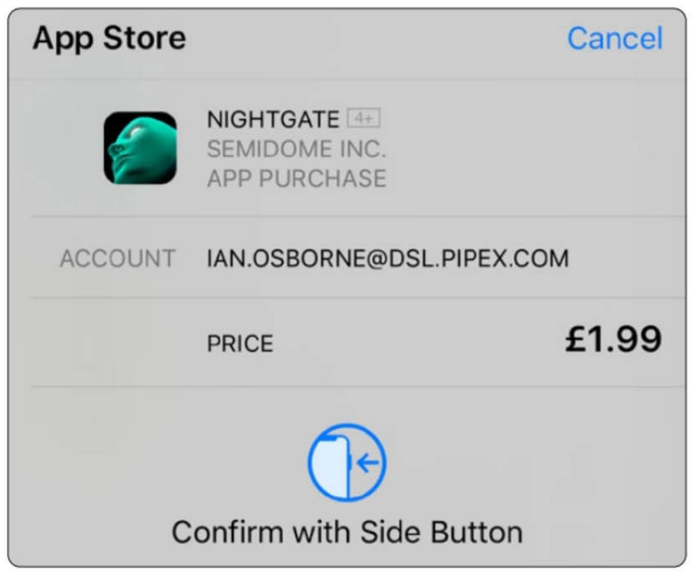


3 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure your iPhone's Face ID feature to your own personal requirements.

Using Face ID

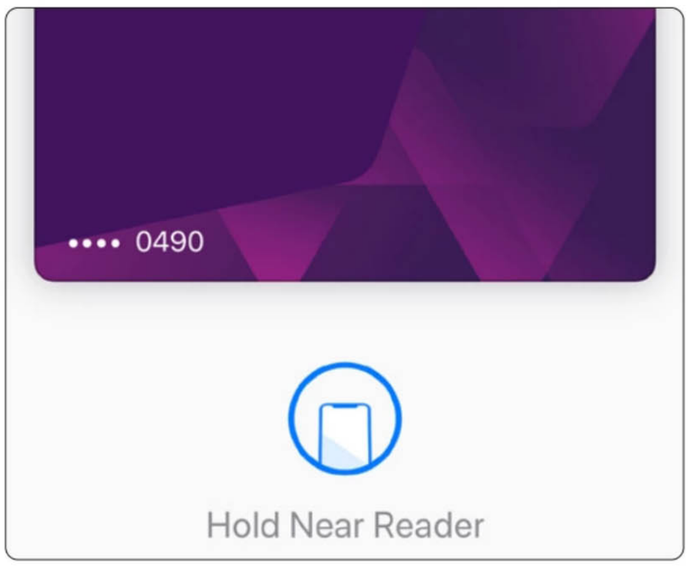
Unlocking your iPhone with the Face ID feature

Unlocking the iPhone using your Face ID is simplicity itself. You simply look at it and the lock springs open, as you can see here. You can do it in any lighting conditions, even total darkness. It's extremely straightforward and natural; you'll soon forget you're doing it at all.



Buying from App Store, iTunes Store, or Books Store

Open the iTunes Store, App Store or Books Store and choose something you wish to purchase. When you're asked to pay, double-click the Side button and look at your iPhone. The purchase is made and a checkmark is displayed to show payment has been verified.

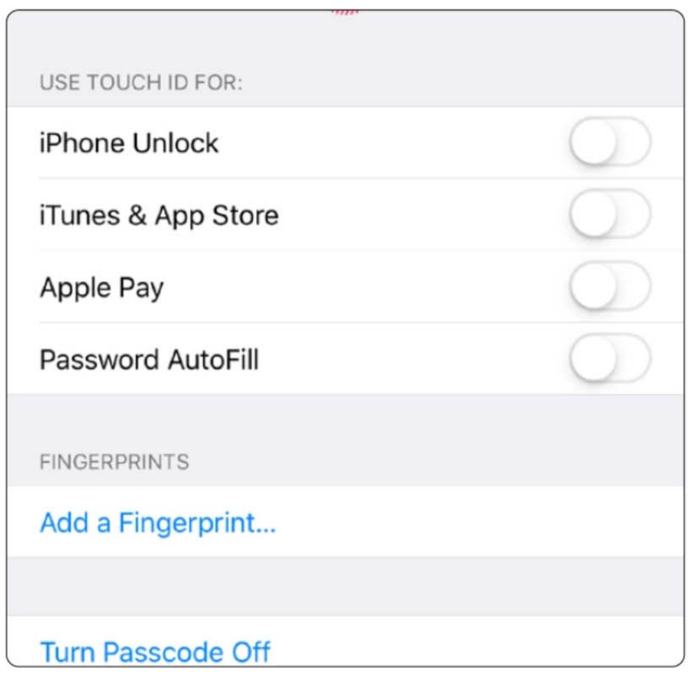


Using Apple Pay with your iPhone's Face ID

Make sure Apple Pay is turned on in Settings > Face ID & Passcode and that you've set up Apple Pay as explained elsewhere. To make a purchase, double click the Side button. Tap your card and choose another if you wish. Look at your phone and hold it near the reader.

Touch ID
Registering Fingers

This tutorial is only for iPhones that include the Touch ID feature. You probably registered a fingerprint with Touch ID when you first set up your iPhone, if you didn't or you want to register additional fingerprints, follow these instructions.

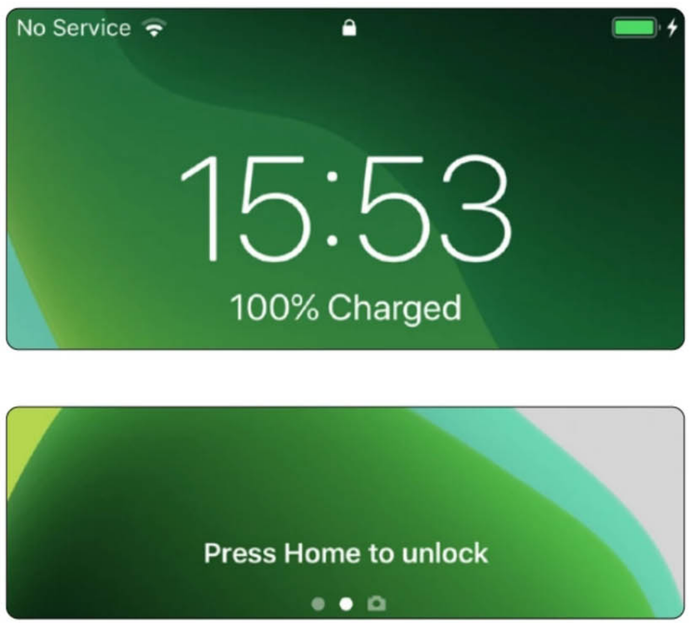


1 Go to Settings > Touch ID & Passcode and enter your iPhone's passcode when instructed. Tap the Add a Fingerprint link to start registering one of your fingerprints with Touch ID.

2 Place a finger on the Home button and follow the instructions, lifting and replacing your finger until the fingerprint is filled. Then do the same again with the edges of your fingertip.

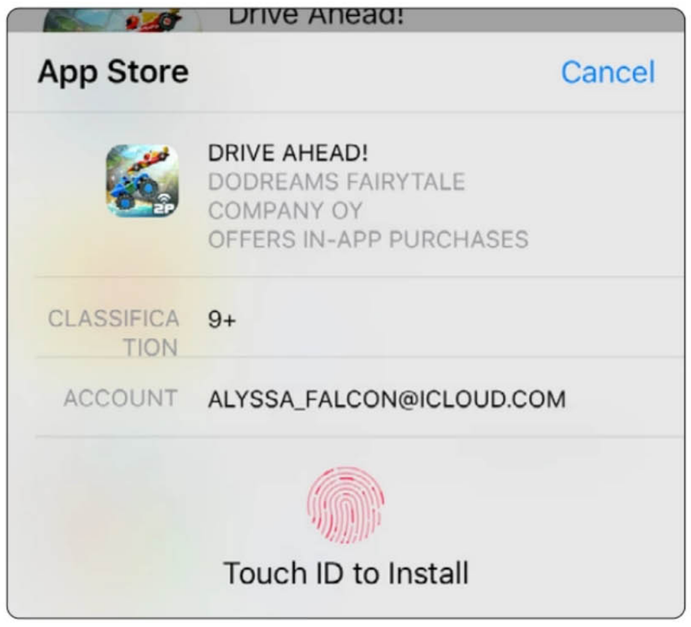
3 When done, you return to the first screen, from where you can add another fingerprint if you wish. You can also choose which iPhone features can be activated using your Touch ID.

Using Touch ID



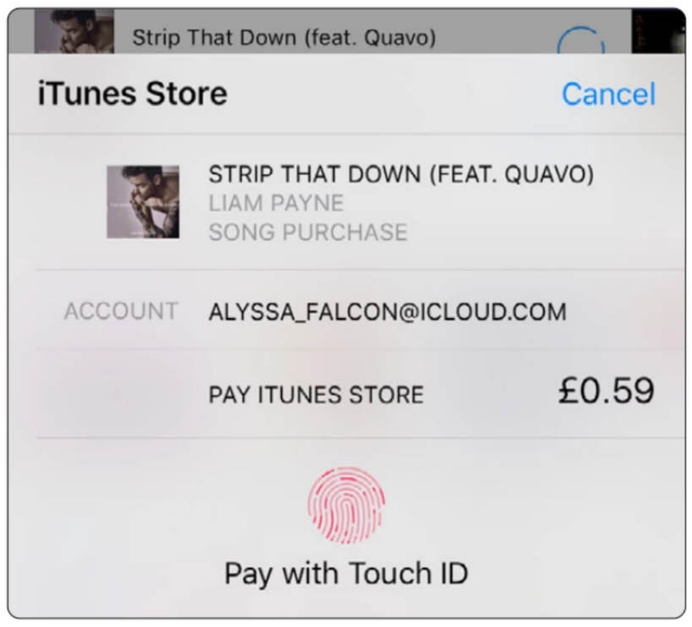
Unlocking your iPhone

If you have Touch ID, you can unlock your phone by pressing the Home button. Touch the Home button with a finger registered for Touch ID and it's unlocked straight away; you can go back into Settings > Touch ID & Passcode and register more fingerprints too.



Making Purchases

In the App Store, tap a Buy button to make a purchase. You must enter your Apple ID username and password the first time you do this (unless you already did it in the iTunes Store). Future purchases can be accessed, confirmed and downloaded with Touch ID, by placing your finger on the Home button.



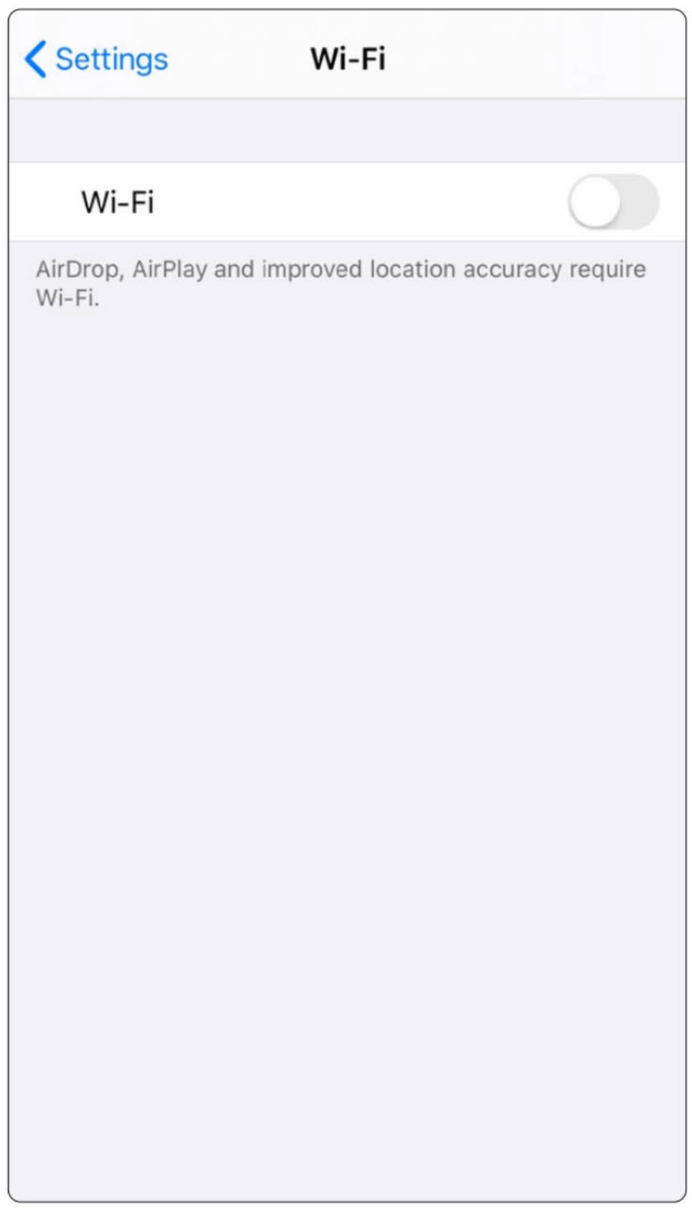
Downloading from iTunes

Open the iTunes app. When you want to buy something, tap the Buy button. The first time you do this, you must enter your Apple ID, unless you already did this step in the App Store. After that, further purchases can be accessed, confirmed and downloaded with Touch ID, just like in the App Store.

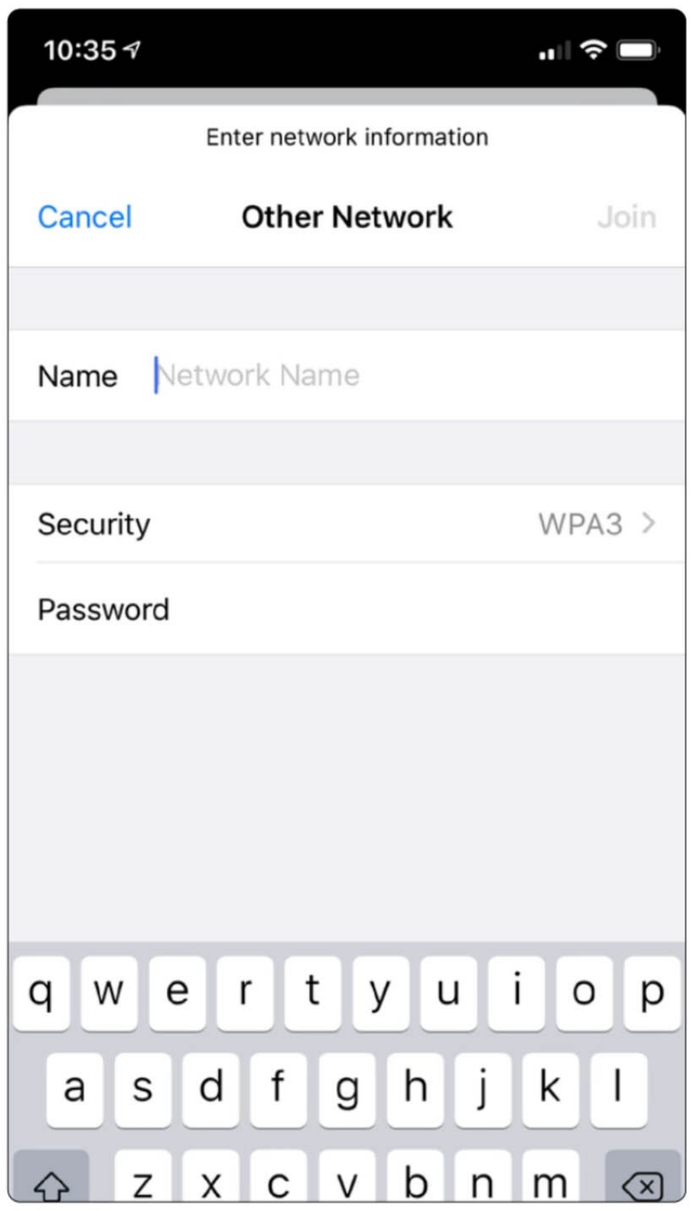
Internet Access
How to Get Online

The iPhone connects to the Internet automatically whenever you use the App Store, Mail, iTunes Store, Safari, YouTube or any other app that requires it. There are two ways of taking your iPhone online: via a Wi-Fi connection or a 3G/4G mobile network. In this guide, we show you how to set up both, and also how to check your Wi-Fi signal strength.

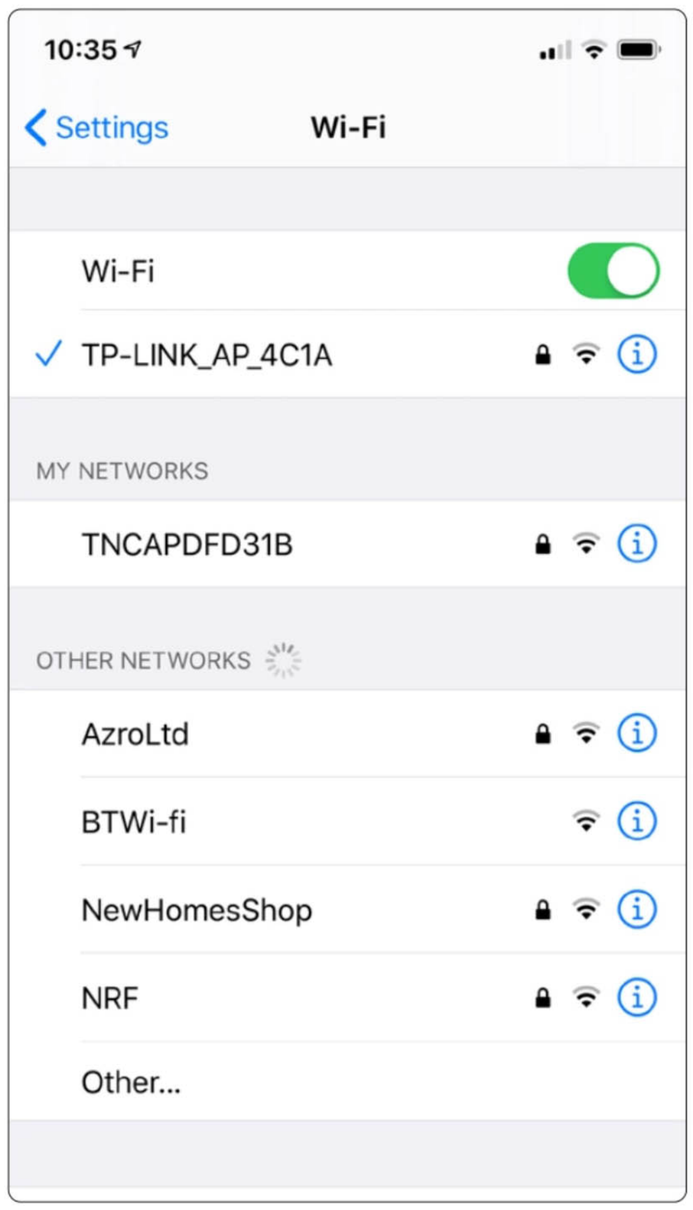
Joining a Wi-Fi network



1 To activate Wi-Fi go to Settings > Wi-Fi and turn it on. The iPhone searches for all networks in range. If at home, pick your home network and enter the security details, the password should be supplied with your router.



2 If you're at a public hotspot that has no security, you can just connect. If it's password protected, which is far more likely, you need to get the network name and the passcode from whoever is providing the Wi-Fi service.

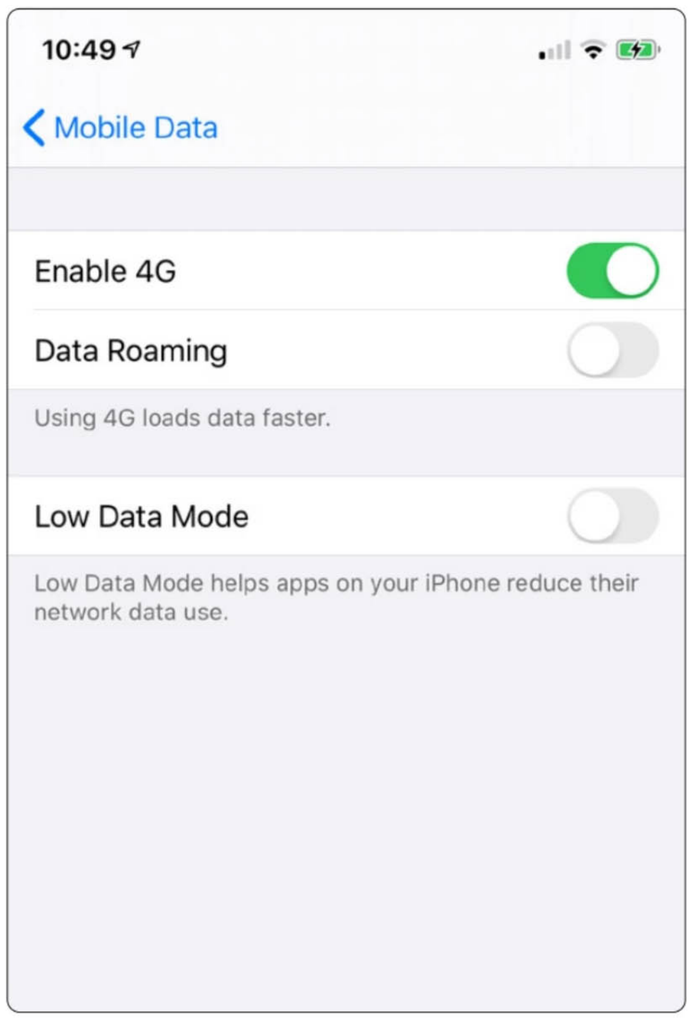


3 From now on, whenever you're in range of this Wi-Fi service the iPhone automatically connects without any prompting. If more than one is in range, the iPhone rejoins the last network it joined.

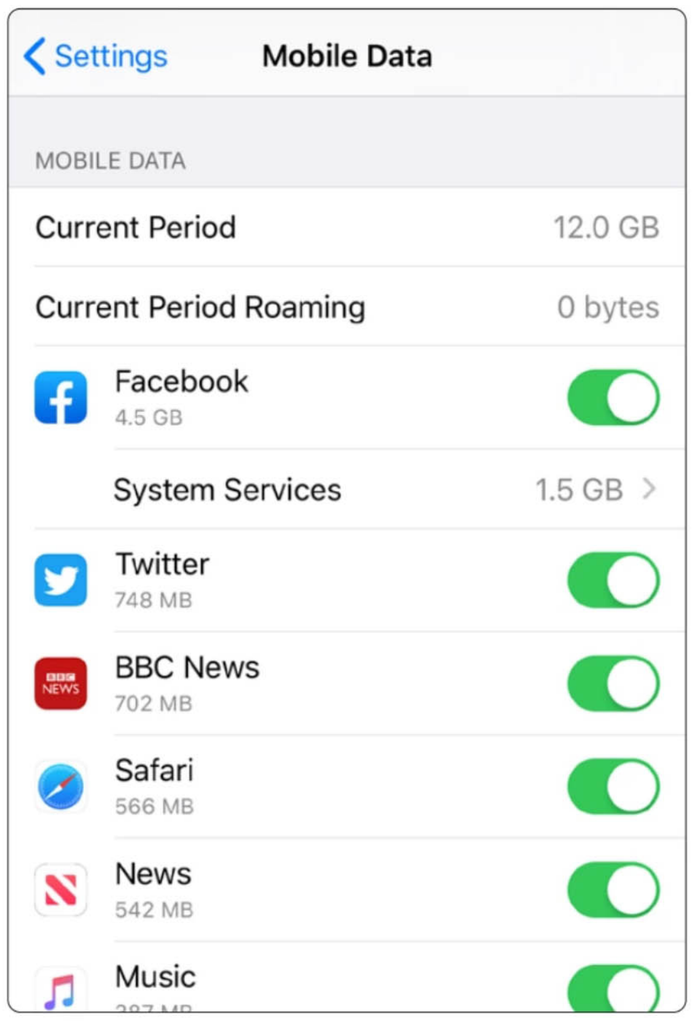
You can follow these tips for joining a public Wi-Fi service as well as for your home network. Ask the service provider for the Wi-Fi network's details, such as its name and password. You log on automatically next time you use this network but if the password has changed, you must enter the new one.

Joining a mobile 4G or 3G network

1 When the iPhone connects to the Internet using the mobile data network, you will see the 3G, 4G, EDGE or GPRS icon in the status bar at the top of the screen, on the right-hand side.

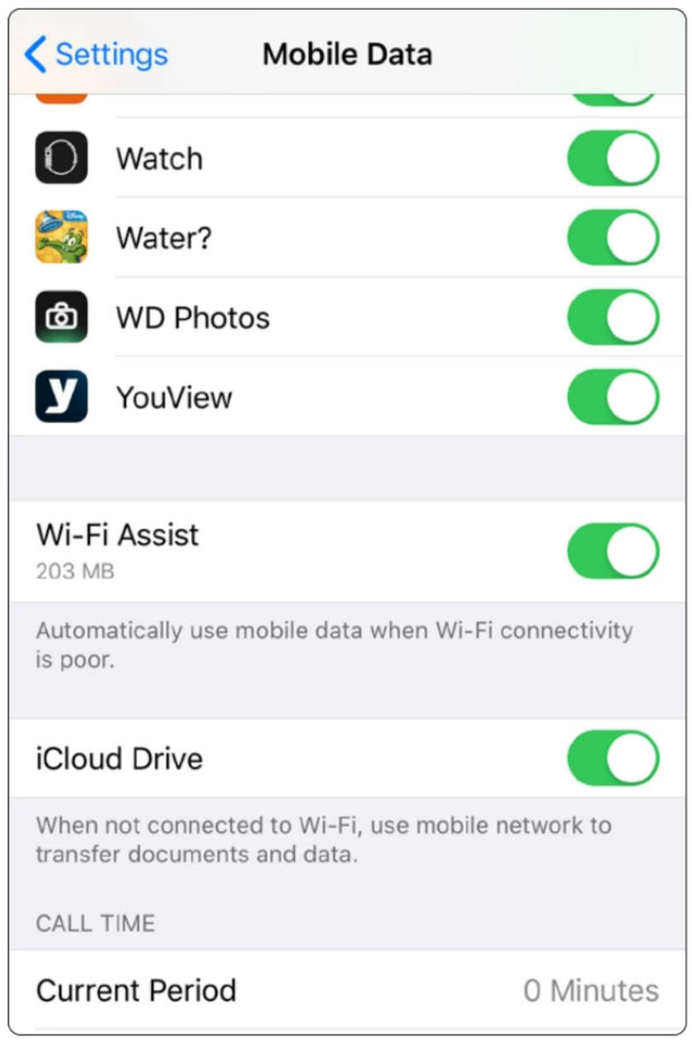


2 If you travel outside your usual mobile network coverage, you can still use 3G or 4G. To do this, turn Data Roaming on: Settings > Mobile Data > Mobile Data Options. Charges may apply.

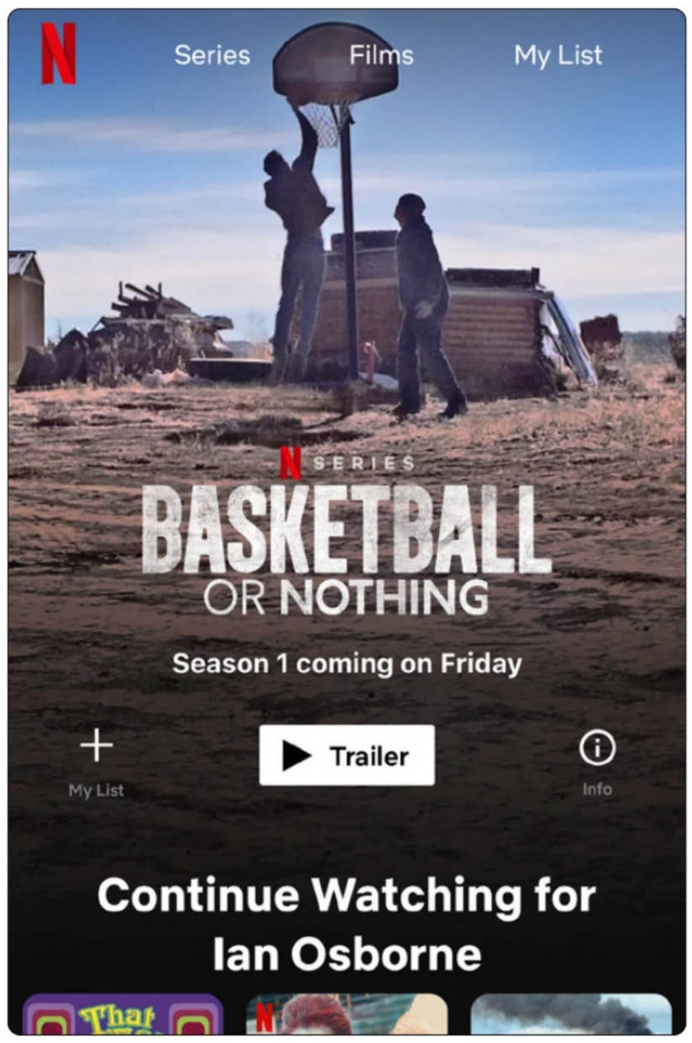


3 You can monitor your mobile network data usage by going to Settings > Mobile Data and then scrolling down to Mobile Data. The data settings vary depending on the carrier.

Using Wi-Fi Assist on your iPhone



1 To switch the iPhone's Wi-Fi Assist feature on and off on your iPhone, go to Settings > Mobile Data and scroll all the way to the bottom of the screen. It's on by default but can be turned off if you wish to preserve your data allowance.



2 To avoid huge data bills, Wi-Fi Assist won't switch to mobile data if you're data roaming. It only works with apps that are currently being used and not in the background, and it won't work with some apps that stream video.

3 To check the strength of your current Wi-Fi connection, look at the Wi-Fi icon found in the top right corner of the screen. The more bars that are solid, as opposed to being greyed out, the stronger the iPhone's Wi-Fi connection.

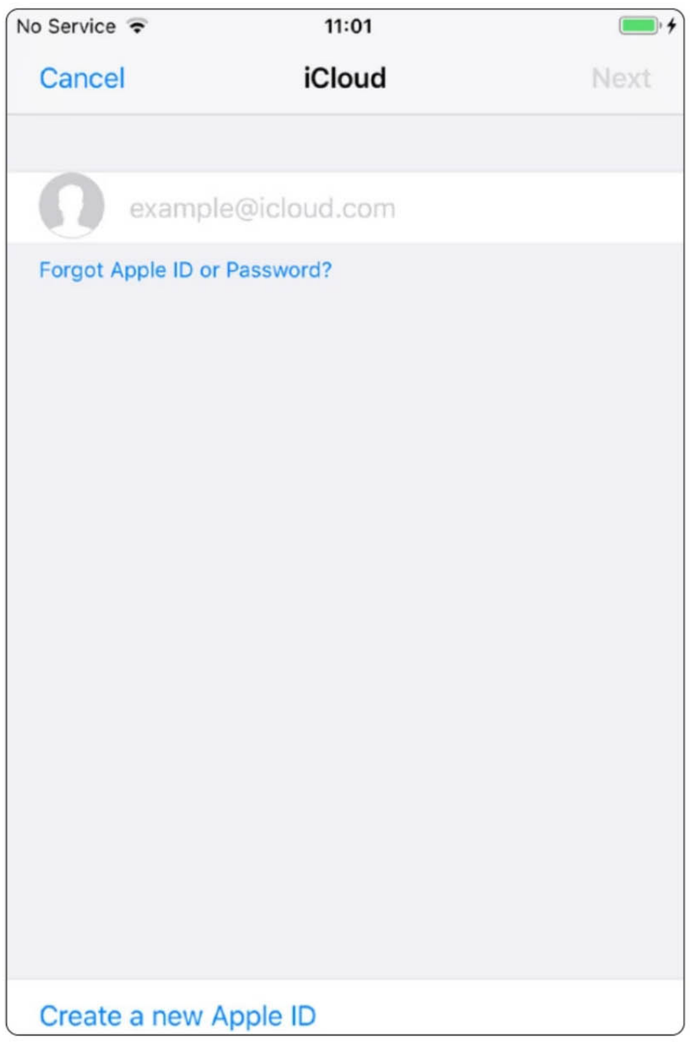
Setting Up Email On Your iPhone

Your iPhone's Mail app can send and receive emails from all of your email accounts. It's easy to set up and use with an iCloud, Gmail, Yahoo, AOL or Outlook email address. If you want to add your Internet Service Provider's own email account, it is a little more complicated. Here we take you through setting up each type of email account on your Apple smartphone.

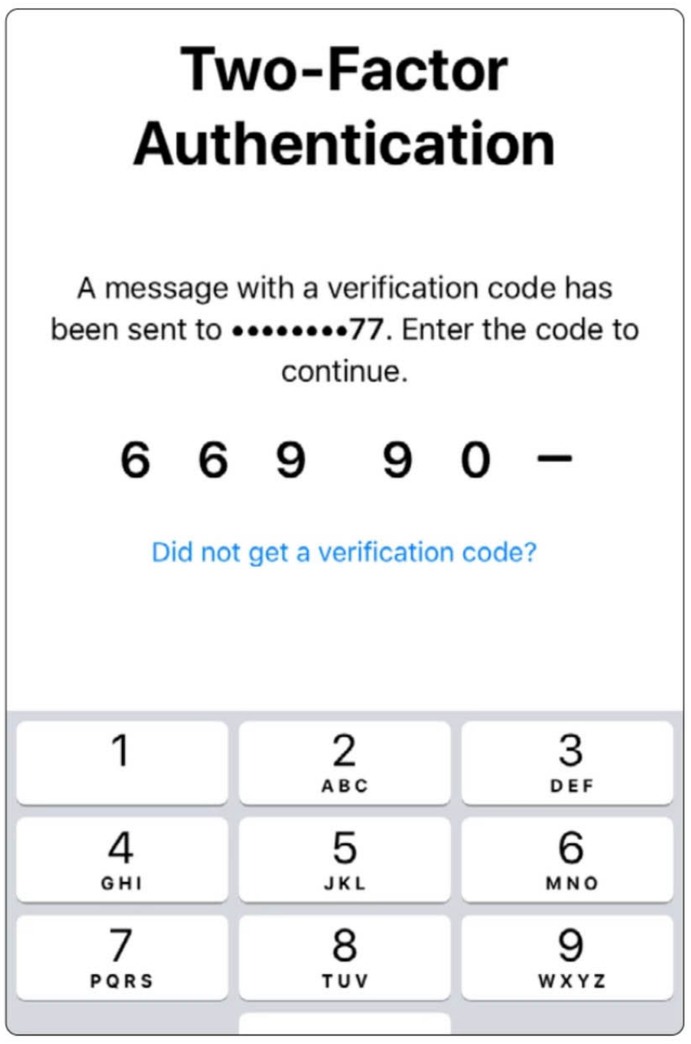
Setting up accounts.

For most of the popular web-based email services such as Gmail and Yahoo, the iPhone automatically enters most of the settings needed for you to access your account. We've put together these steps that cover each of the Internet's key email providers. Just follow this guide and you'll soon be emailing from your iPhone.

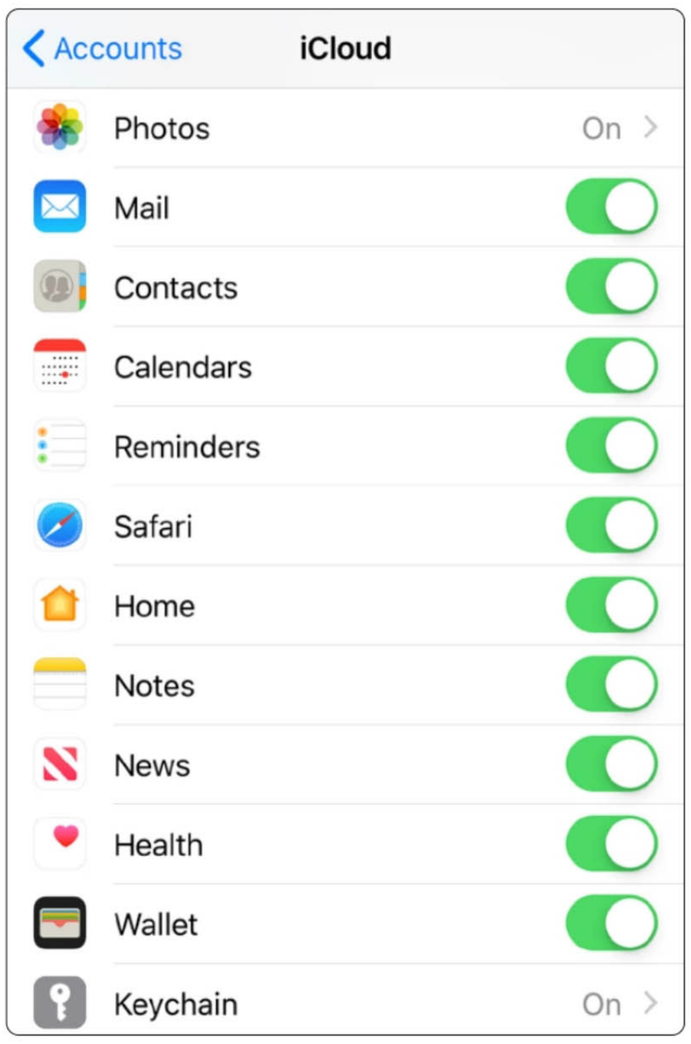
Setting up an iCloud email account



1 Tap the Settings icon and scroll down. Tap Passwords & Accounts. From here tap Add Account, then on the iCloud link and enter your Apple ID and Password. If you don't have an Apple ID, tap Create a New Apple ID instead and follow the instructions. Tap Next to automatically verify your details.

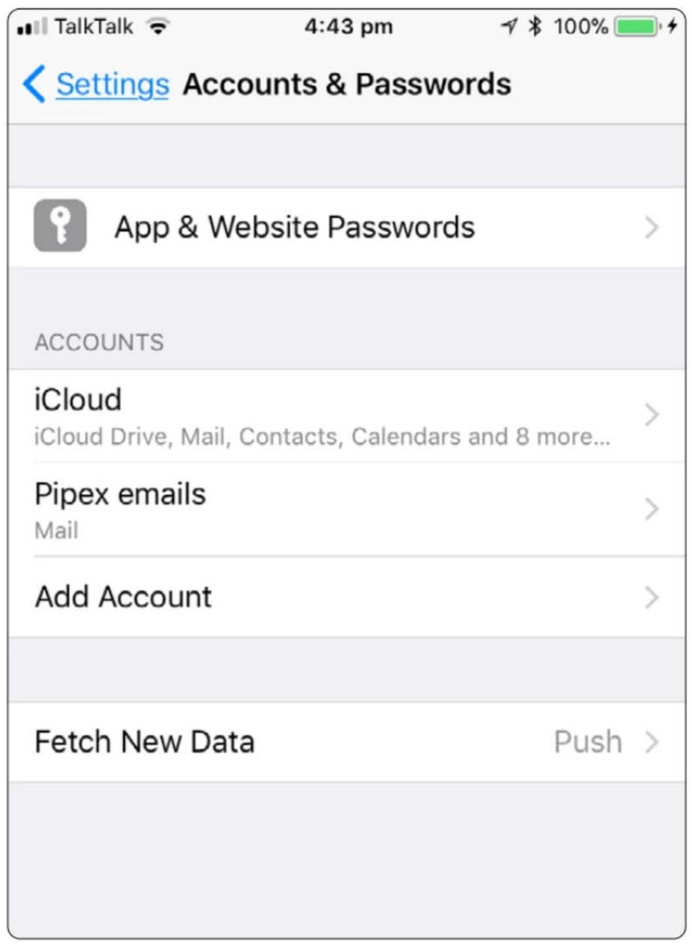


2 If you have Two-Factor Authentication on, you must authenticate now. Enter the verification code or tap the link and follow the instructions if you didn't get one. If you're asked whether you want to allow iCloud to access your location and use Find My iPhone, we suggest you agree.

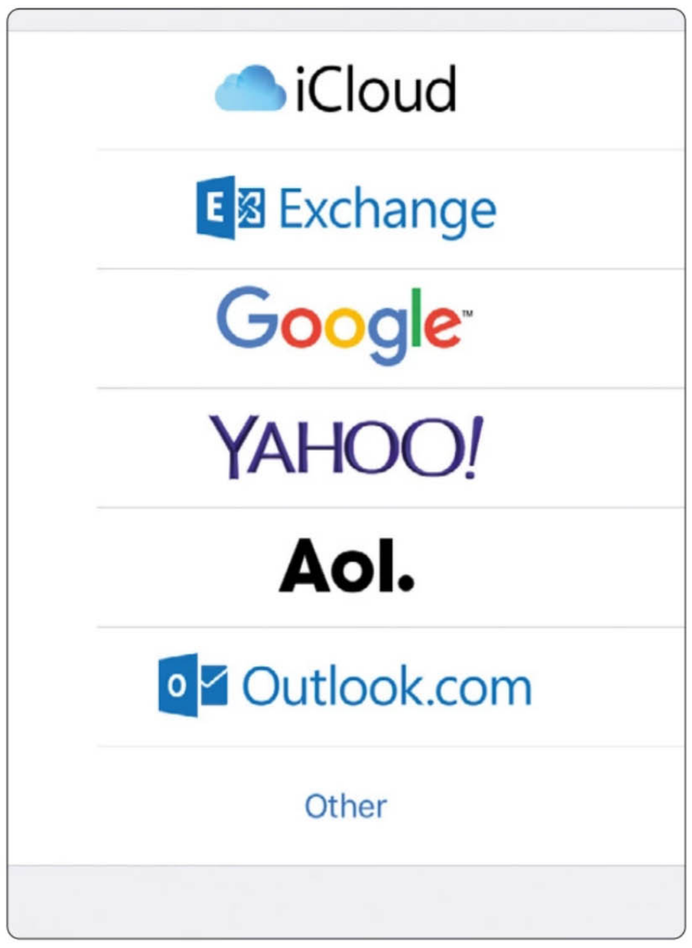


3 You're then taken to this screen, where you can select which of your iPhone's apps use the iCloud. Slide the Mail link to the On position. Deactivate any applications you don't want to sync with iCloud (you can always reactivate them later), and then tap Save in the top right corner to complete the setup.

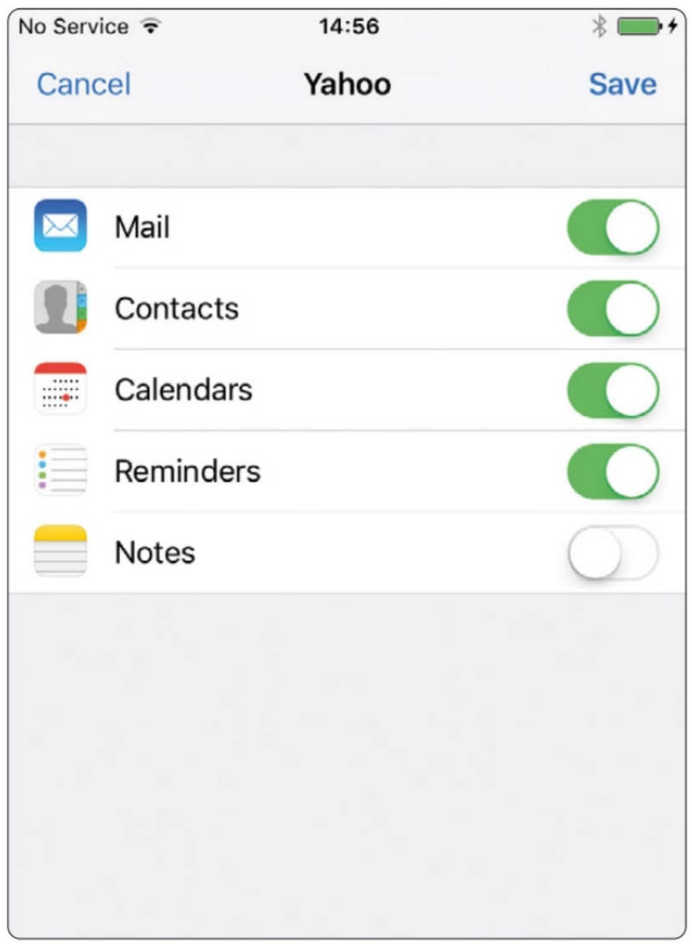
Setting up Gmail, Yahoo, AOL and Hotmail accounts



1 Tap the Settings icon on your iPhone's Home screen. Scroll down and click on Passwords & Accounts, then and Add Account. This takes you to the list of email accounts that you can configure on your iPhone, such as iCloud or Google accounts.

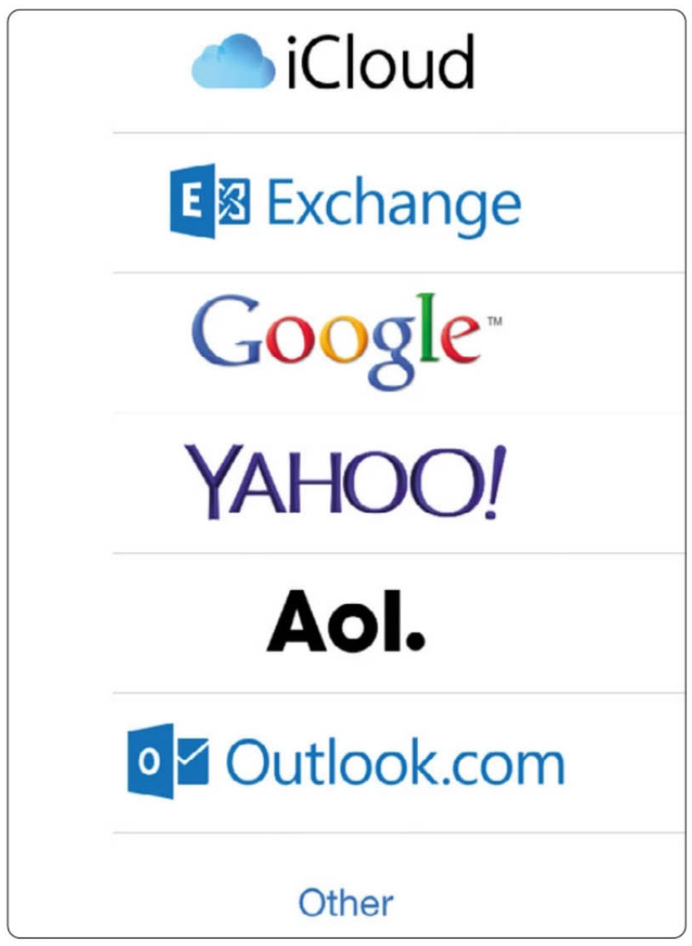


2 From this screen, tap on either the Gmail, Yahoo, AOL or Microsoft Hotmail link (the process is the same). On this screen you need to enter your name, email address and your password for this account. Finally enter a description of the account. Click the Next link to continue.

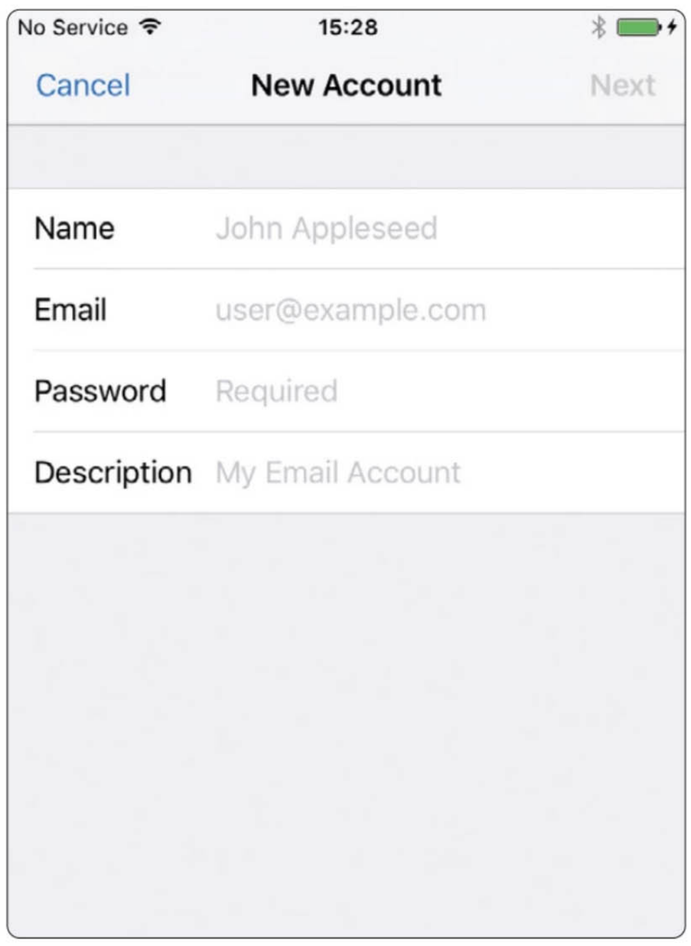


3 From this screen, you can select which features of your email account you also wish to sync with your iPhone. When you have made your selections, and are happy to continue, all you have to do to complete the process is tap the Save link and you are ready to go.

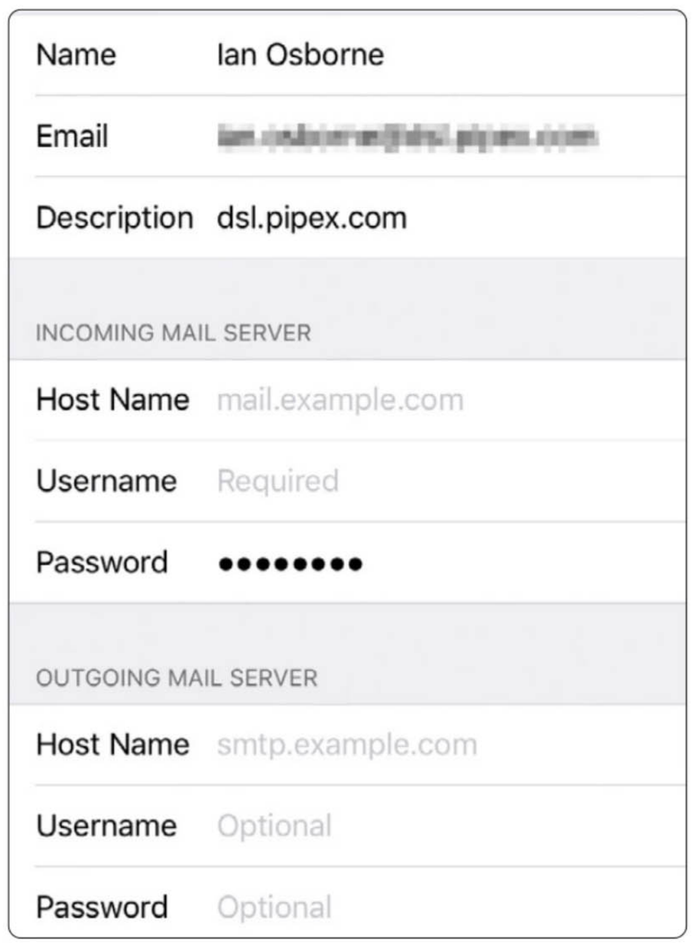
Setting up other types of email account



1 Go to Settings > Passwords & Accounts > Add Account once more. If you wish to add a Microsoft Exchange account, tap the Exchange option on the screen shown above. If it's a service provided by your ISP (Internet Service Provider), tap Other at the bottom.



2 You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPhone. As these details are all different for each provider, we can, alas, only send you in their direction for help.

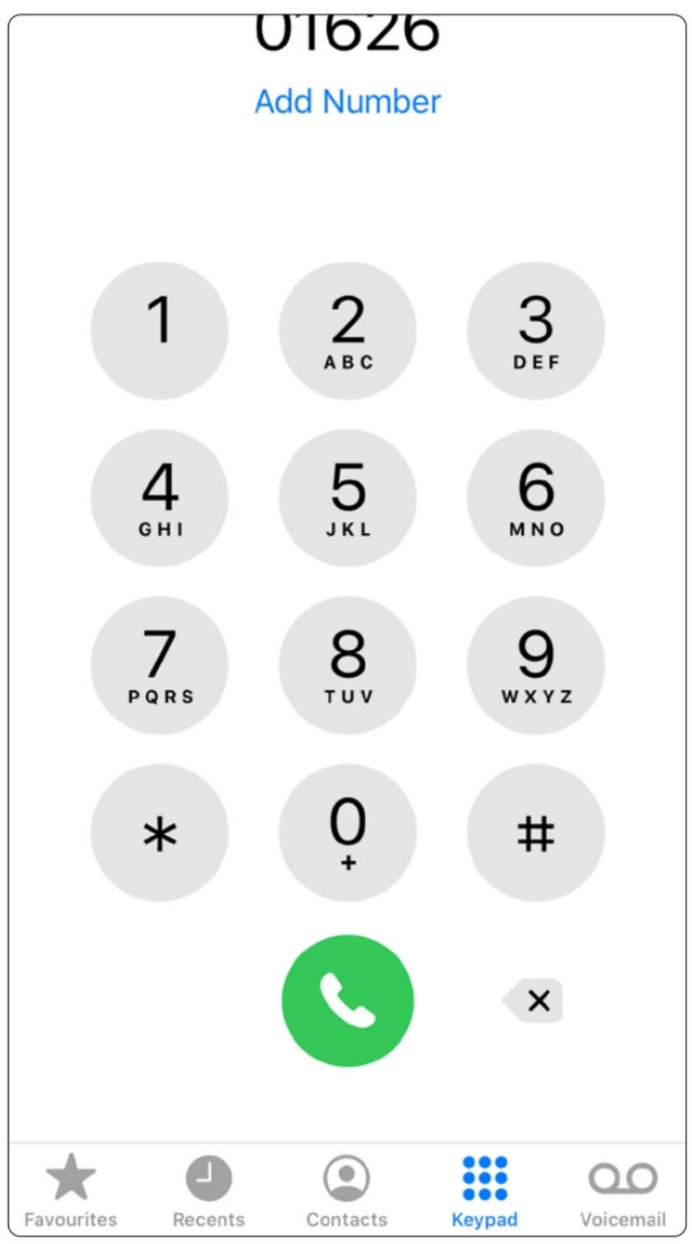


3 Once you have obtained all the required information from your email provider, you must then enter these details as requested. When complete, you are ready to go; your iPhone contacts the email server in question and downloads any emails you have for this account.

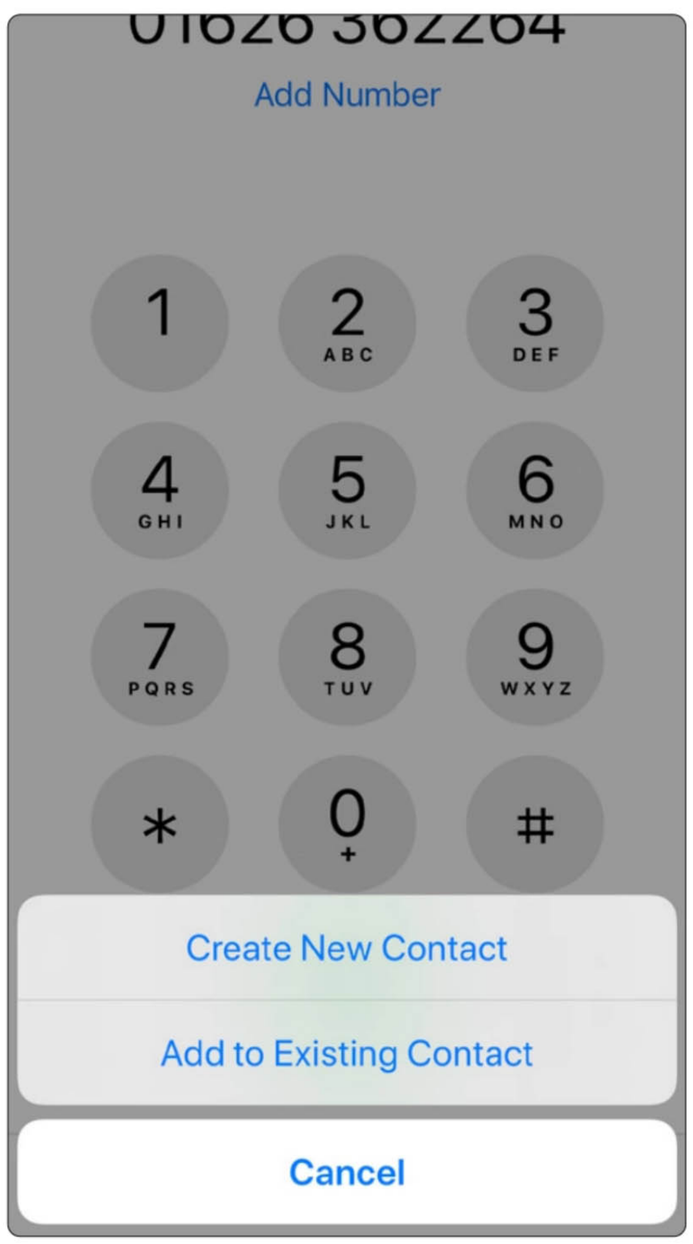
Make Phone Calls On Your iPhone

With all the games, apps, videos, Internet browsing, email and photography available on your iPhone, one might be excused for forgetting it can also make and receive telephone calls. In this next section we take you through making and answering calls, and show you a few of the iPhone's clever phone-related features such as placing calls on hold and using voicemail.

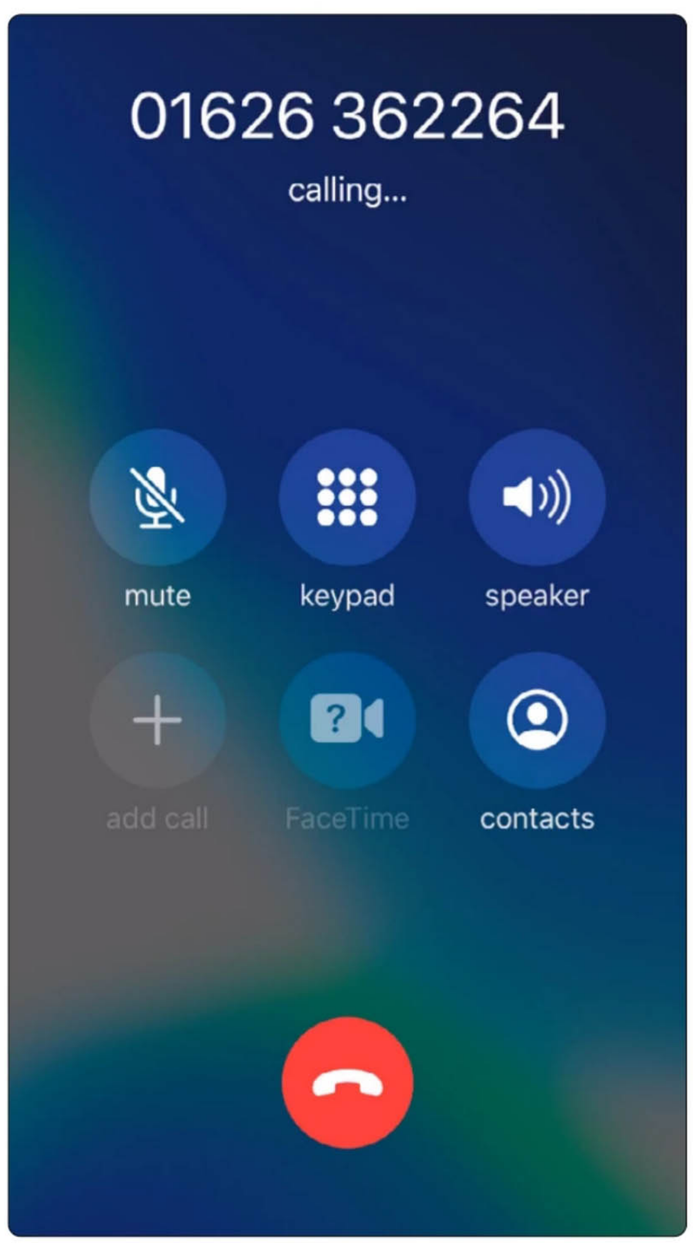
Dialling a number from the keypad



1 Tap the Phone app icon and then select the keypad link from the five options at the bottom of the screen. Enter the phone number by tapping the on-screen digits; the number is shown as you enter it.



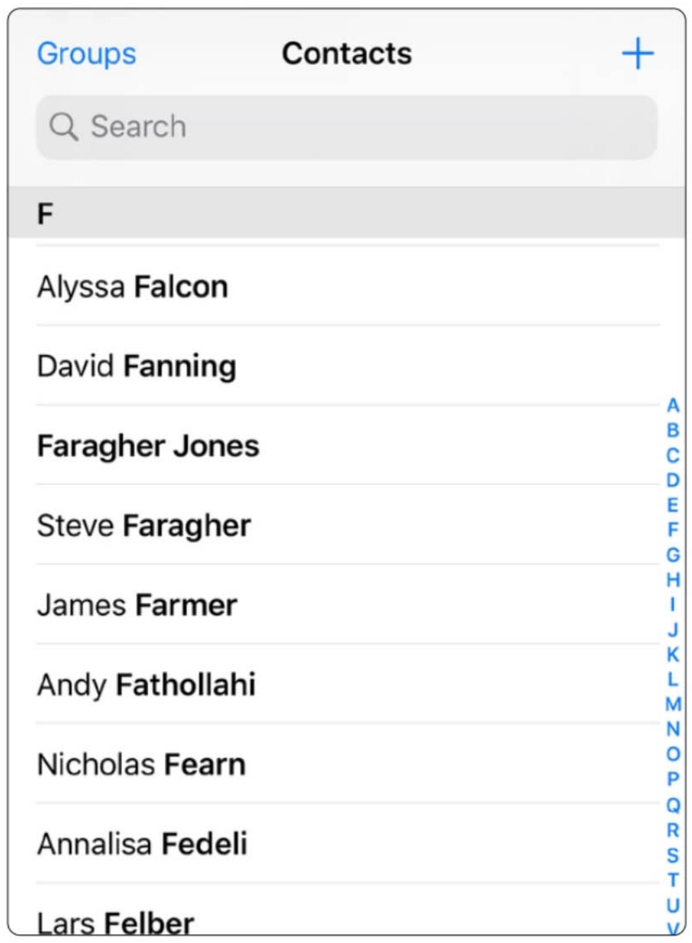
2 If this number is important and is likely to be used often, tap the Add Number link found under the phone number at the top of the screen to add it to your contacts list. If not, tap the green button to make the call.



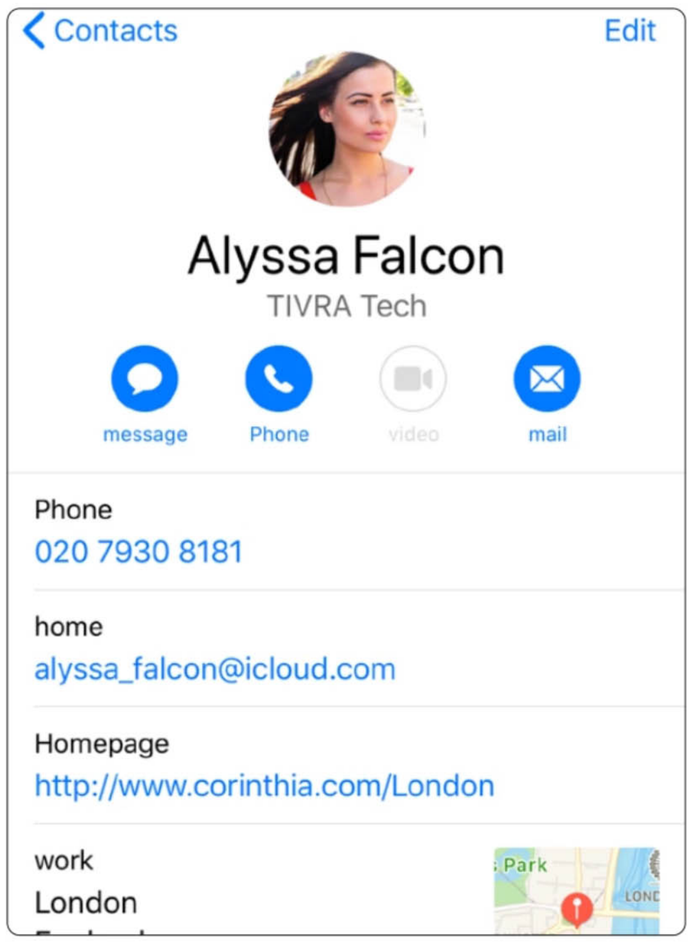
3 The call automatically connects when your contact answers the phone at their end. To end the call, tap the End Call button, the red one; you're returned to the keypad screen and the call is terminated.

If you're ringing another Apple device, you can use the FaceTime app's audio mode to make a call over the Internet using Wi-Fi or 3G/4G. There are no call costs, though mobile Internet costs might apply. See our tutorial on the FaceTime app later on for more information on making FaceTime Audio and Video calls.

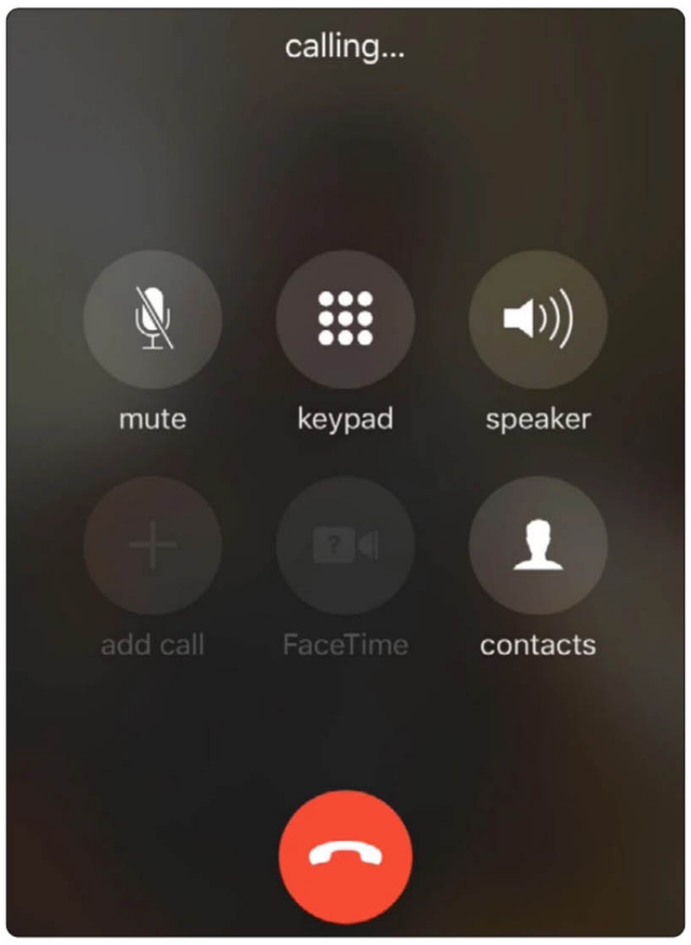
Making a call from your contacts list



1 Tap the Phone icon and select Contacts. Scroll up and down until you find the number you wish to dial. Alternatively, enter the name of your contact into the Search bar.

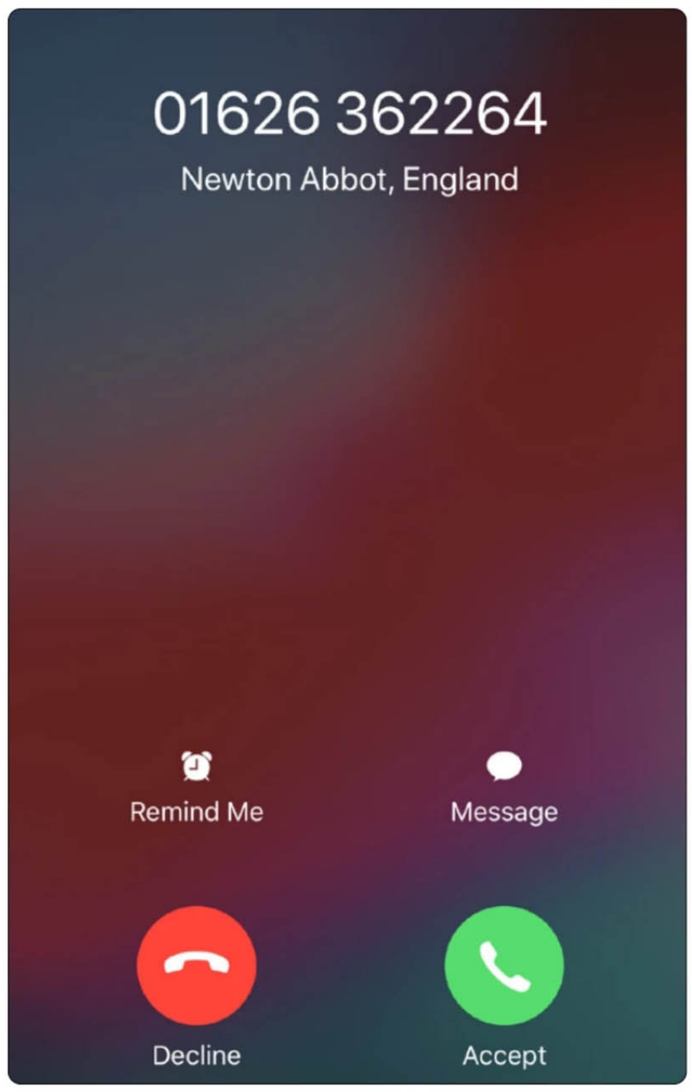


2 Once you've found the contact you wish to call, simply tap their name to be taken to their contact page. To dial them up, tap their phone number to place your call.

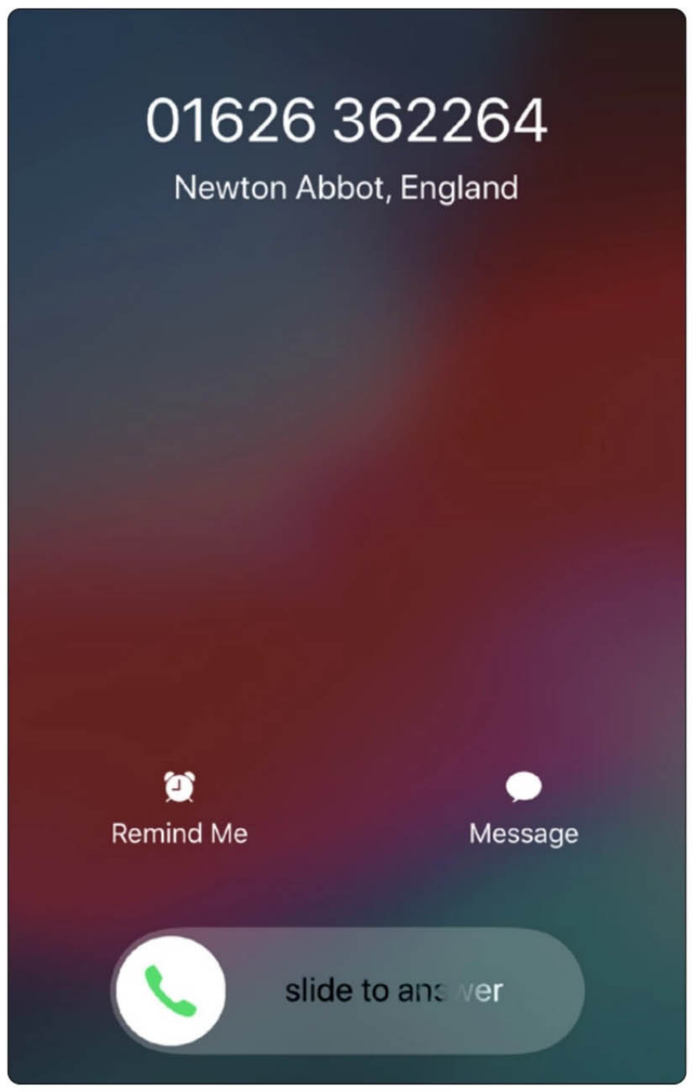


3 When you've finished your conversation, tap the End Call button, the red one showing the telephone receiver, to hang up; or wait for your contact to do the same.

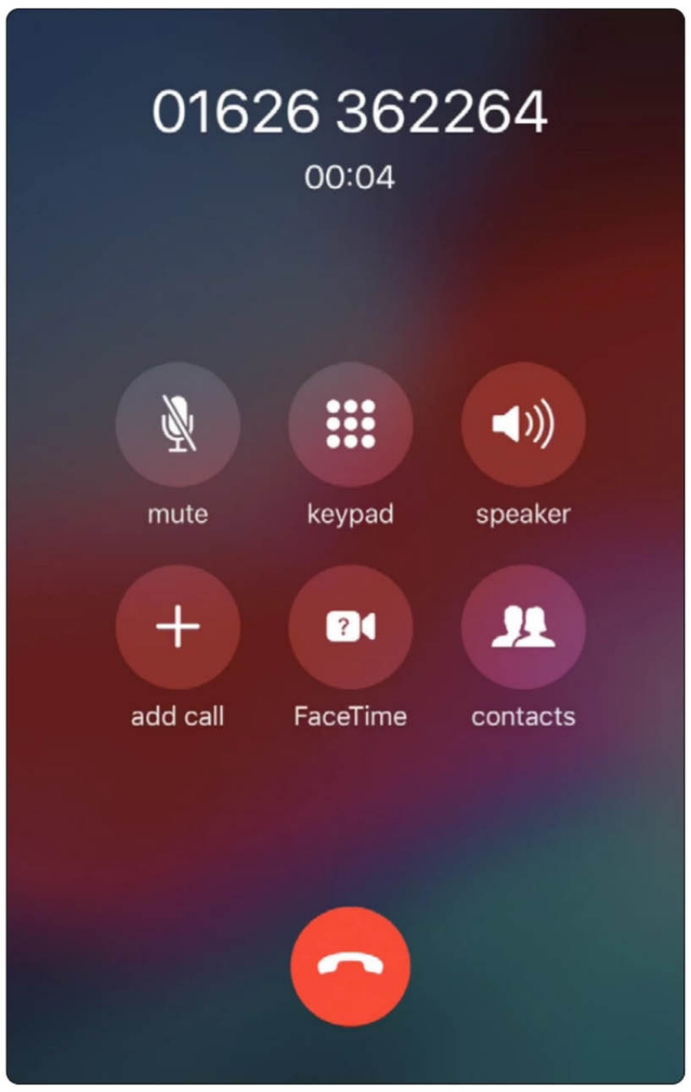
Answering a call



1 Receiving a call overrides any other activity and continues to do so until the call has ended. When you get a call you either see the name of the contact or the number displayed. If the number is withheld, the word "Blocked" appears.

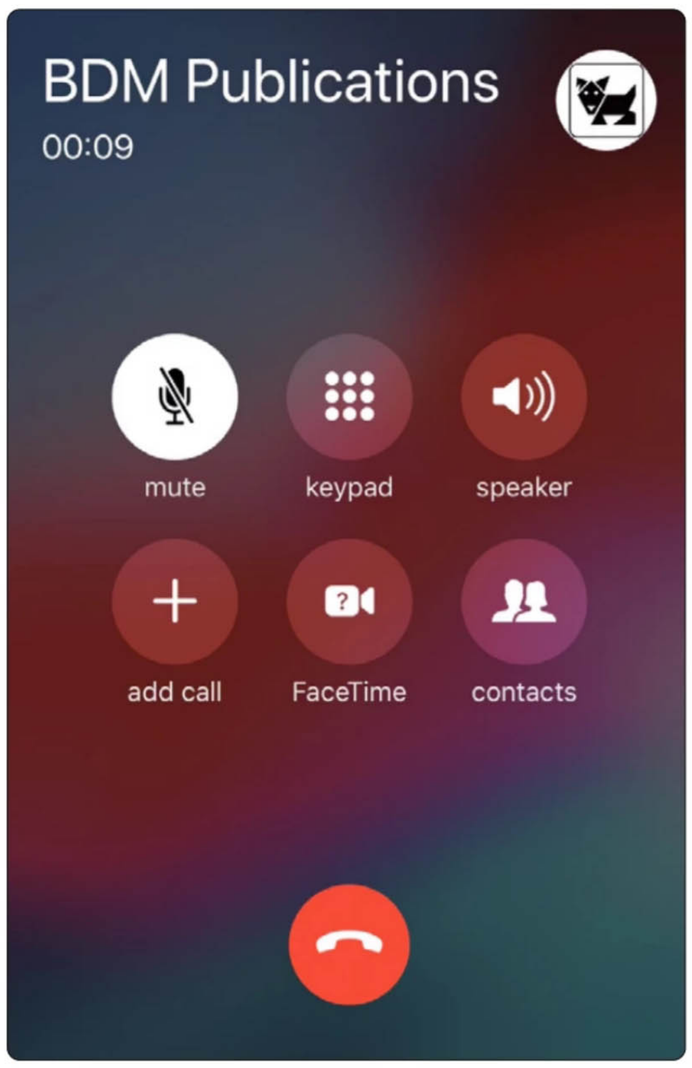


2 To answer the call, if your iPhone is in sleep mode, move the slider to the far right to accept the call. If you receive a call when you are using your iPhone, you can decline it by pressing the red button or accept via the green one.



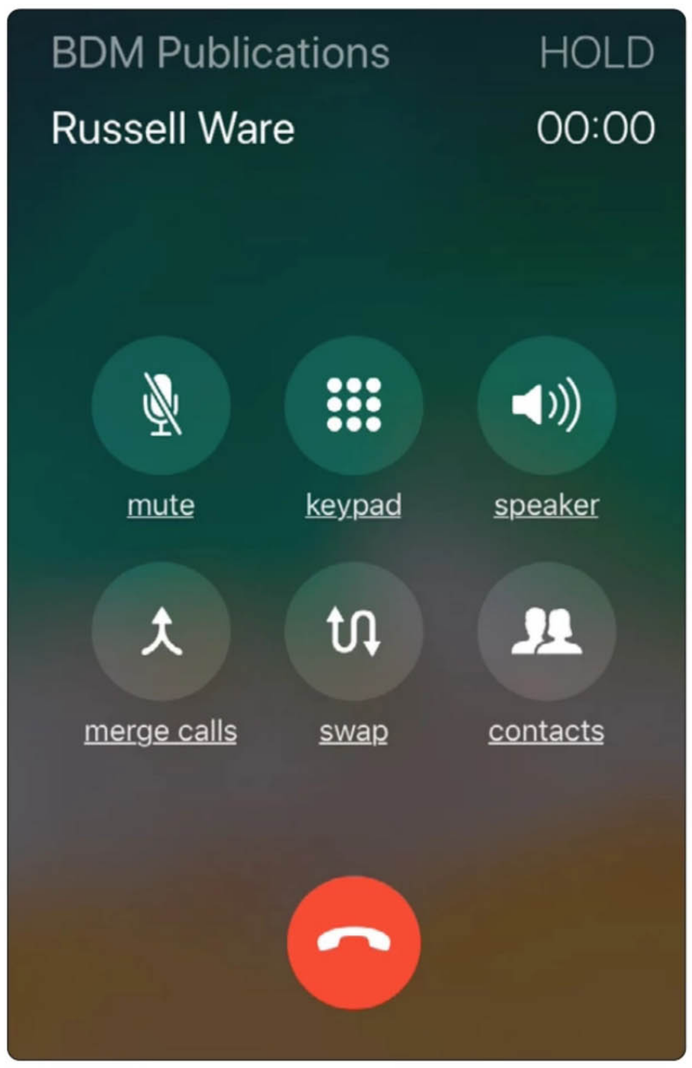
3 To go hands-free for the duration of this call, simply press the Speaker button on the upper right. This switches the outgoing sound to the main speakers, allowing you to talk without holding the phone.

Placing a call on hold



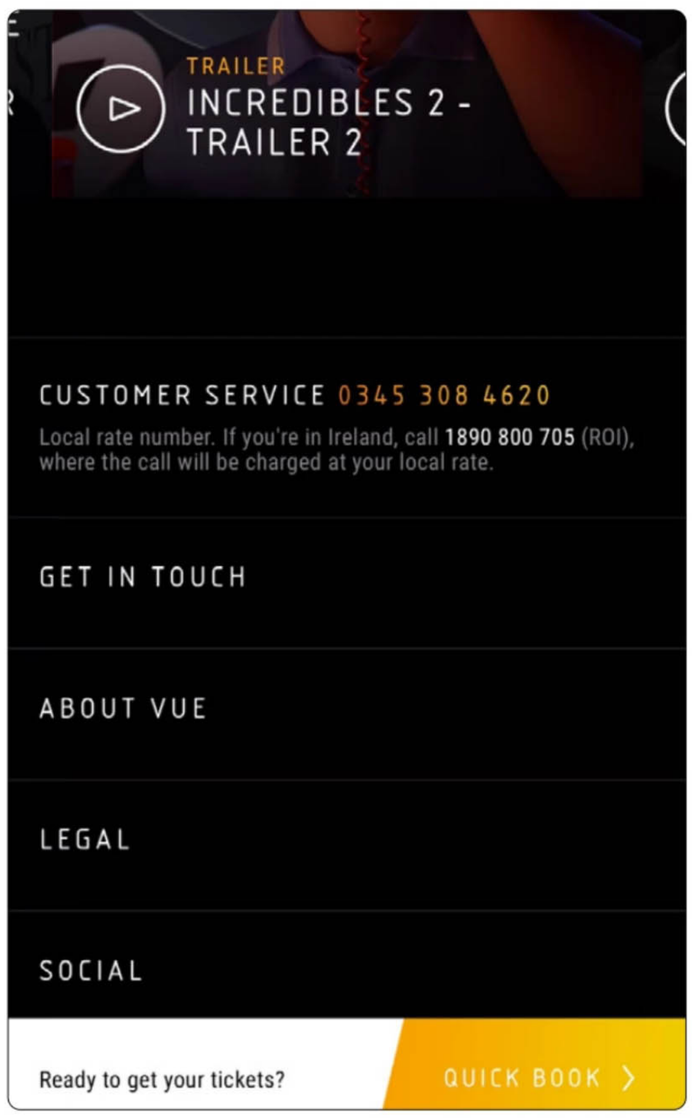
1 During a call, you can place the caller on hold by pressing Mute, pausing the conversation without actually hanging up the phone. To return to the call, tap Mute again.

2 Should a second caller ring when you're on a call, you have an option called Send to Voicemail, which cuts off the second caller but lets them leave a voice message.

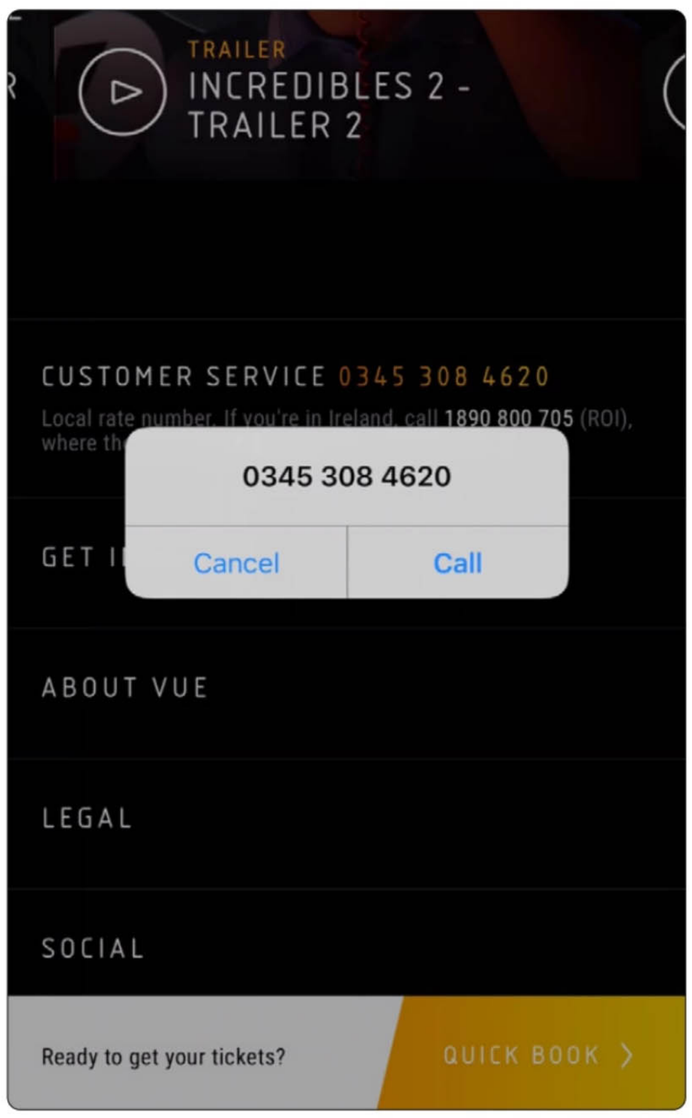


3 By selecting the Hold & Accept option, you place the original caller on hold, allowing you to answer the second call before returning to the first one.

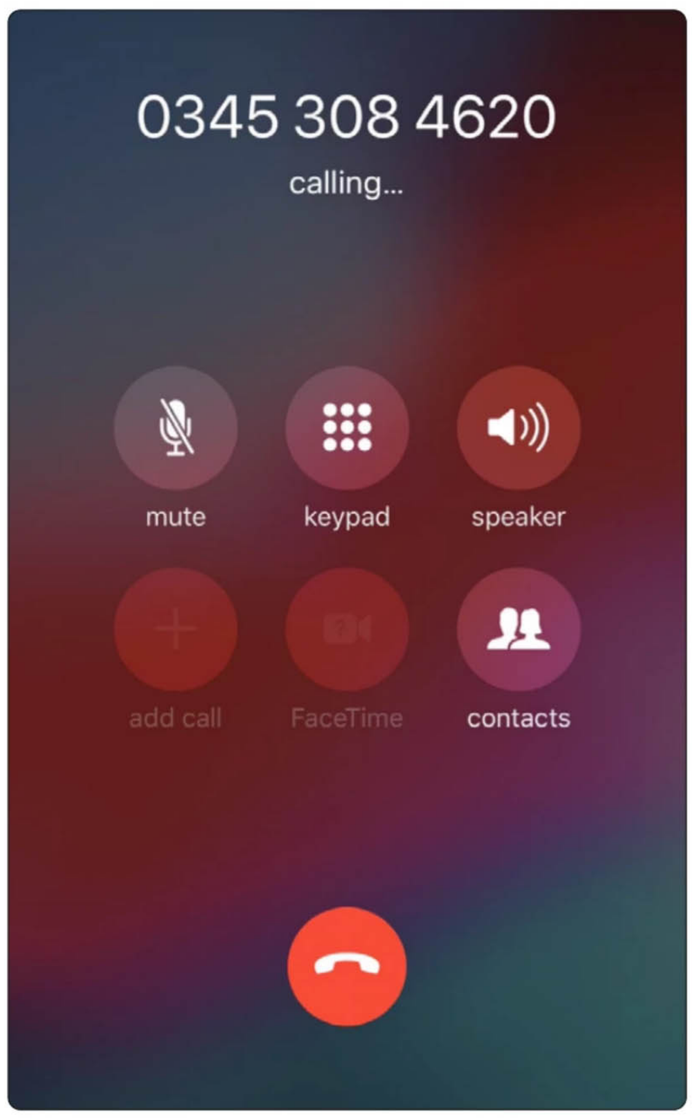
Dialling a number from a secondary source



1 If you find a telephone number on a web page in Safari, the number is in a button. Tap on it to place the call.

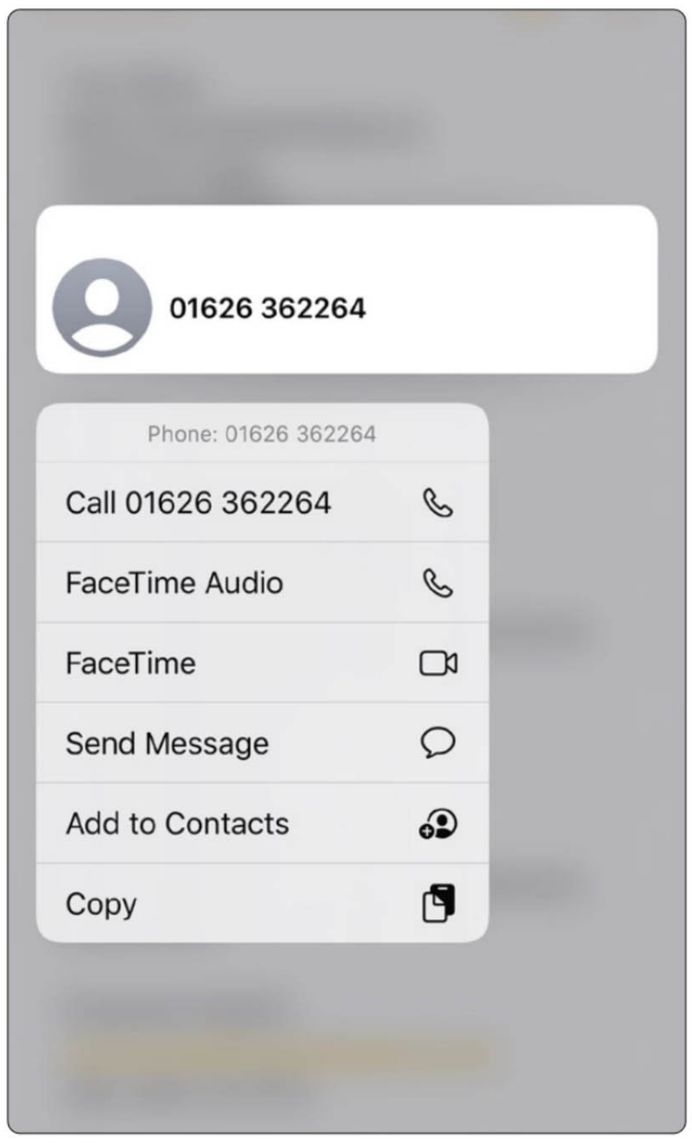


2 You'll see a confirmation request. Tap Call to ring the desired number without having to use the number pad.

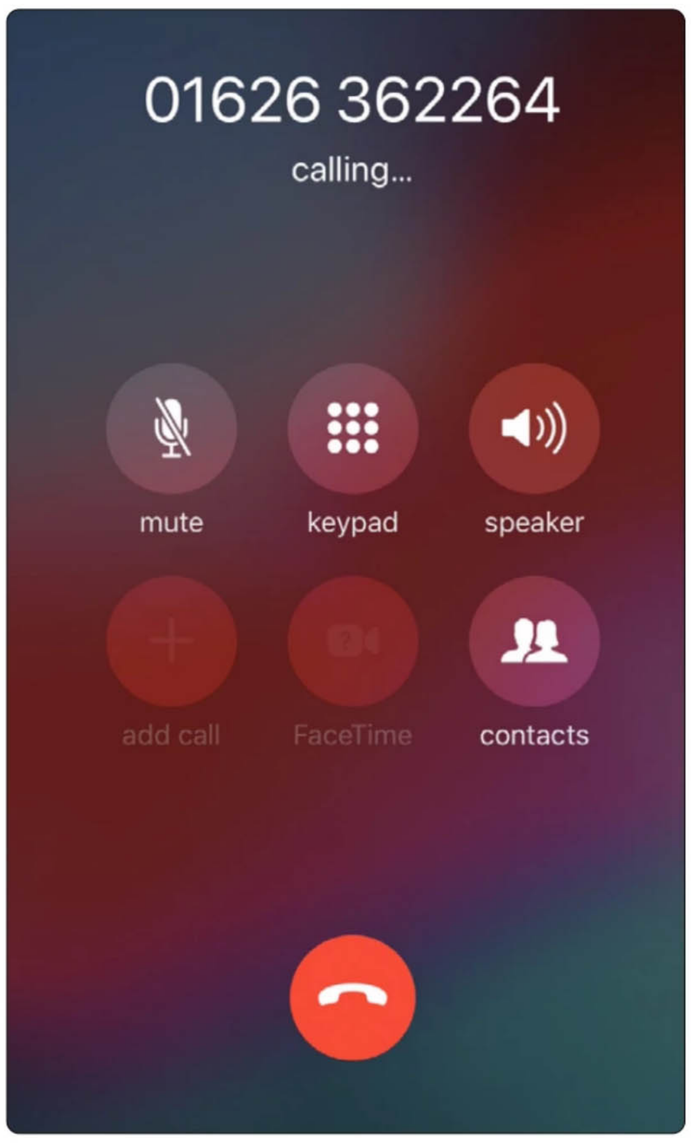


3 The call is placed, just as it would be if you'd typed it yourself or tapped a number found in your Contacts app.

Placing calls from a message or note

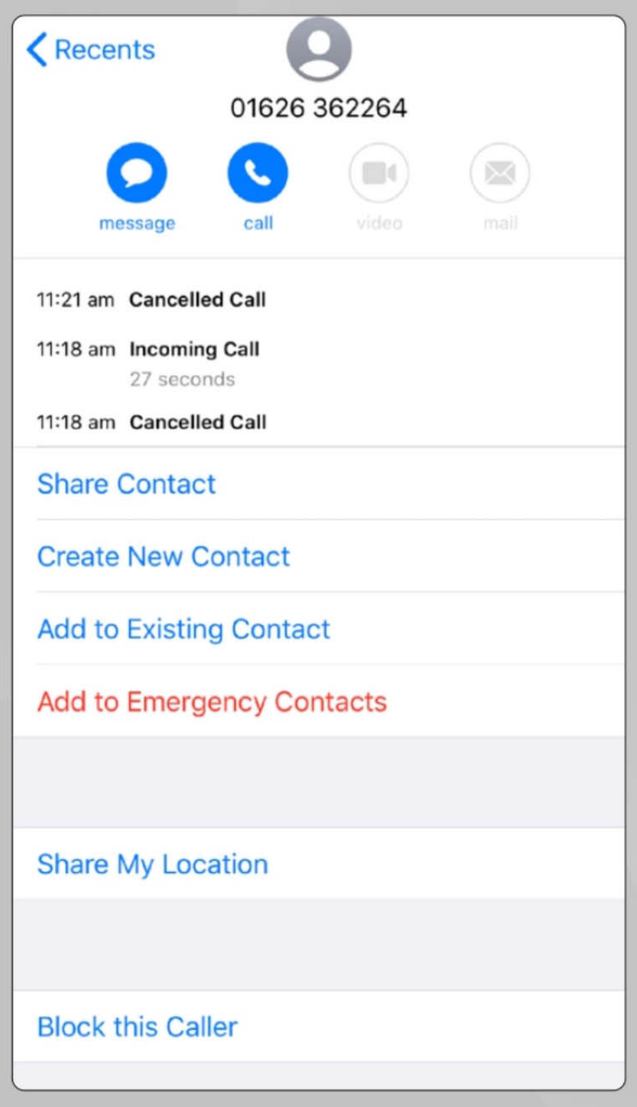


1 If you have a message, email, note, or document containing a phone number, you can place a call to it by tapping the highlighted, underlined number then tapping Call.



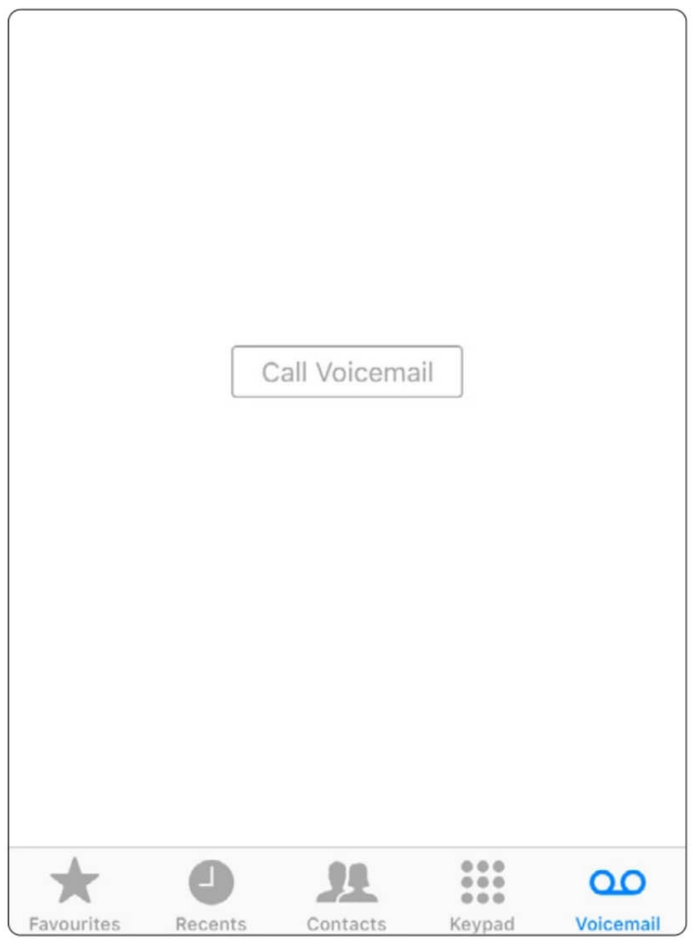
2 You will now place the call in the same manner as you have done previously. Please note that you receive no confirmation warning when you're using this method of calling.

Blocking callers.

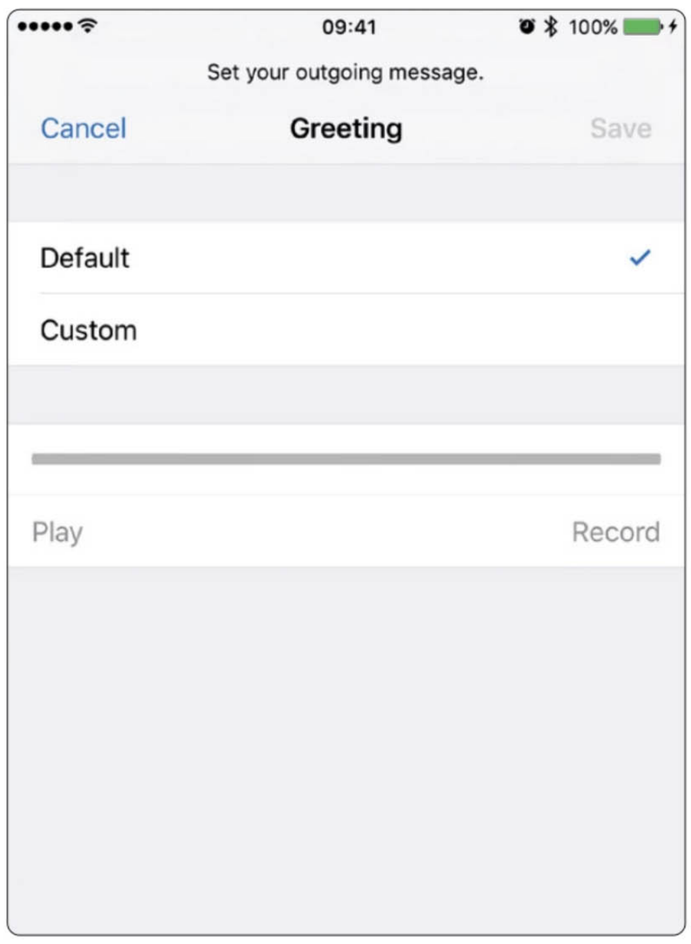


To block a number that's called your iPhone, in the Phone app, tap Recents and then tap the 'i' next to the caller you wish to block. Now tap Block this Caller, at the bottom of the screen.

Setting up and using your voicemail



1 To listen to your Voicemail messages, tap the Phone app and click Voicemail at the bottom of the screen, then tap Call Voicemail. A call is made to your voicemail service.



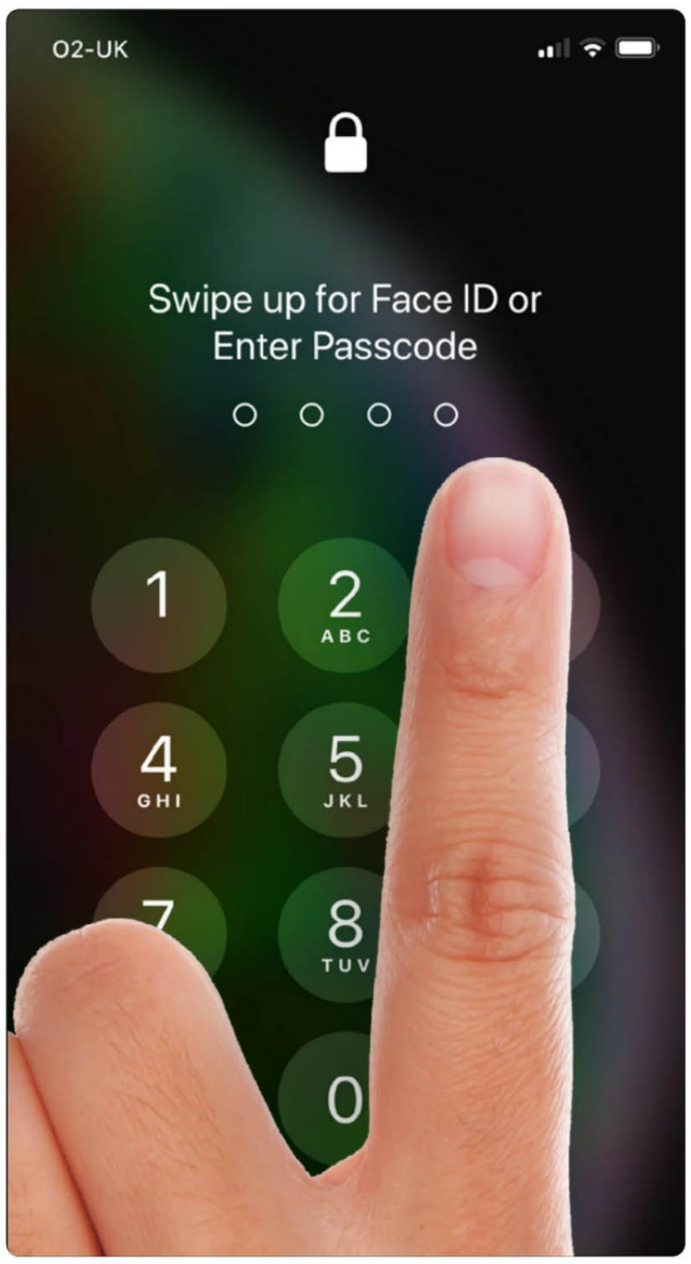
2 To customise your message, tap the Voicemail button. If there's a Greeting link on the next screen, follow it. If not, listen to your voice mails and follow the recorded instructions.

Unknown callers, who aren't in your Contacts and with which you haven't previously interacted, can be sent straight to Voicemail. Go to Settings > Phone and turn on Silence Unknown Callers.

The Touchscreen Better with Gestures

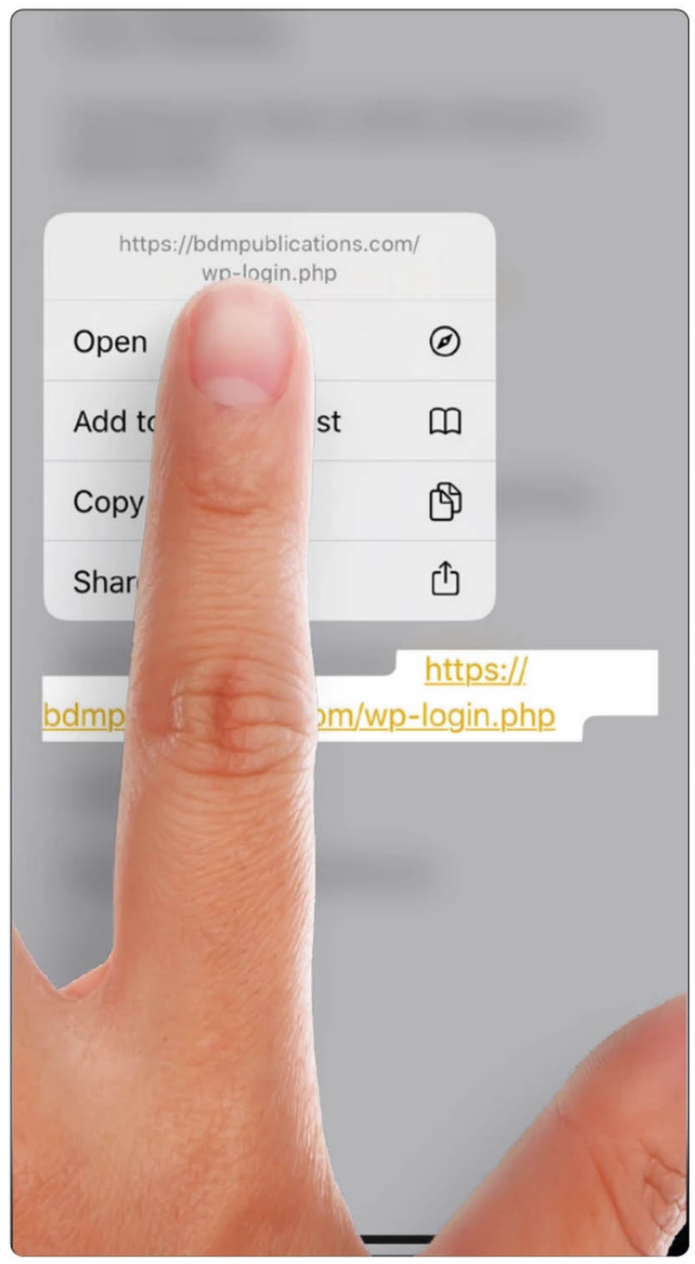
The touchscreen is at the heart of the way you use your iPhone and there is more to its capacitive, multi-touch screen than you might at first think. It certainly isn't just about tapping and dragging, it is also about gestures. If you have one of the latest iPhones, there's a 'press' gesture called 3D Touch that helps you get even more out of your iPhone and iOS 13.

Touchscreen actions



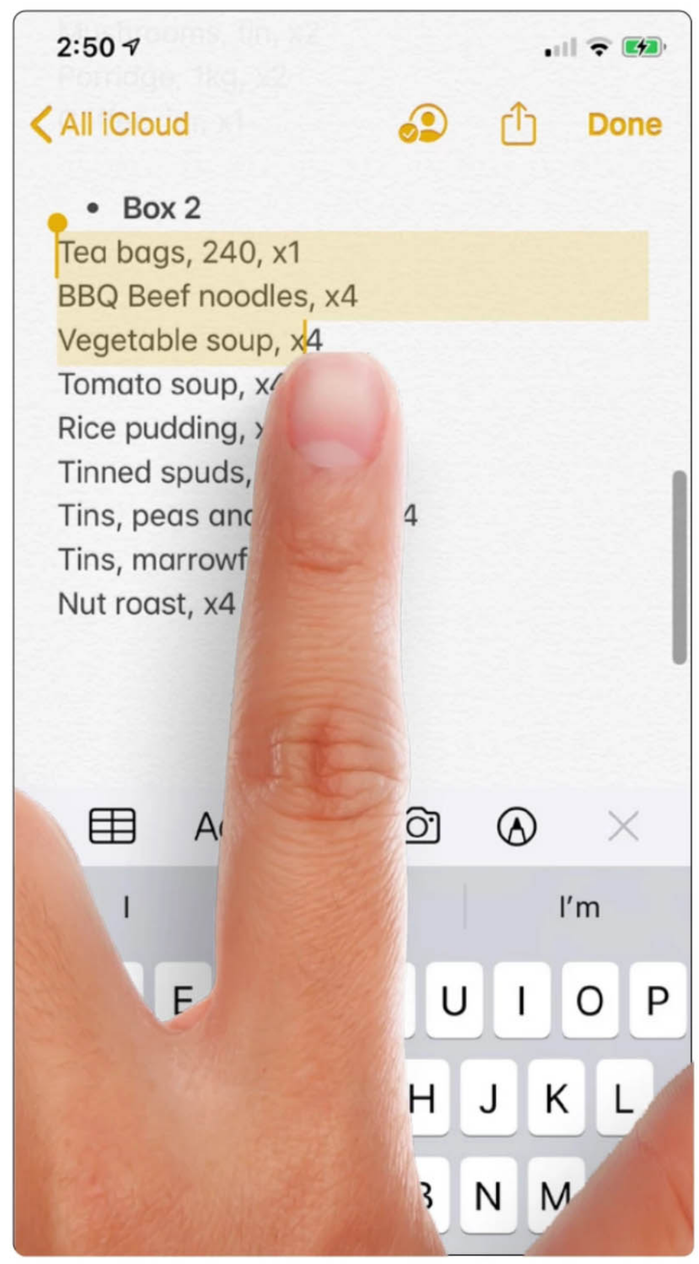
Touch

The iPhone has a capacitive touchscreen, which means it's sensitive to the tiny electrical charges in our bodies. With this type of screen, you only have to tap it, not press down hard with your finger. To activate items on the screen such as applications and settings icons, type letters and symbols using the on-screen keyboard or to press on-screen buttons, you simply (gently) touch them with your finger.



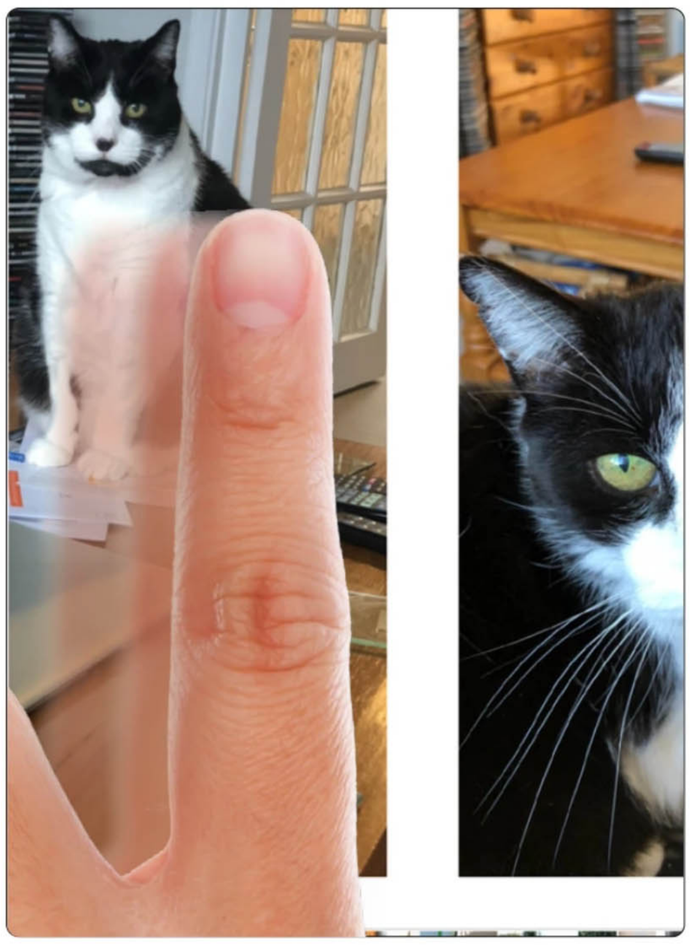
Touch and hold

Touch and hold is useful in a number of different situations. You touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. The action in question depends on where you're using the gesture. For example, if you touch and hold a web link, you're presented with a menu giving you the chance to open it in Safari, add it to your Reading List, copy it or share it.



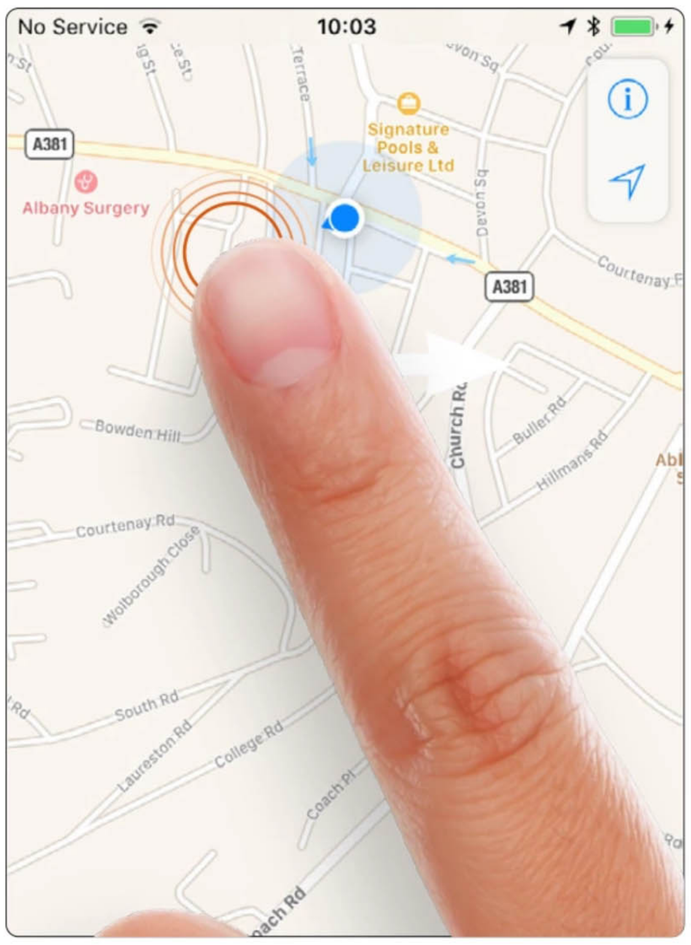
Drag

You can customise your iPhone's Home screen. To drag items around the screen and reorder them, hold an icon, and in the pop-up menu, tap Rearrange Apps. You can then put your finger on an app icon and, without lifting your finger, slide it across the screen until you reach the required position. Lift your finger off the screen and the item drops into that location (if it's free), moving the other icons out of the way.



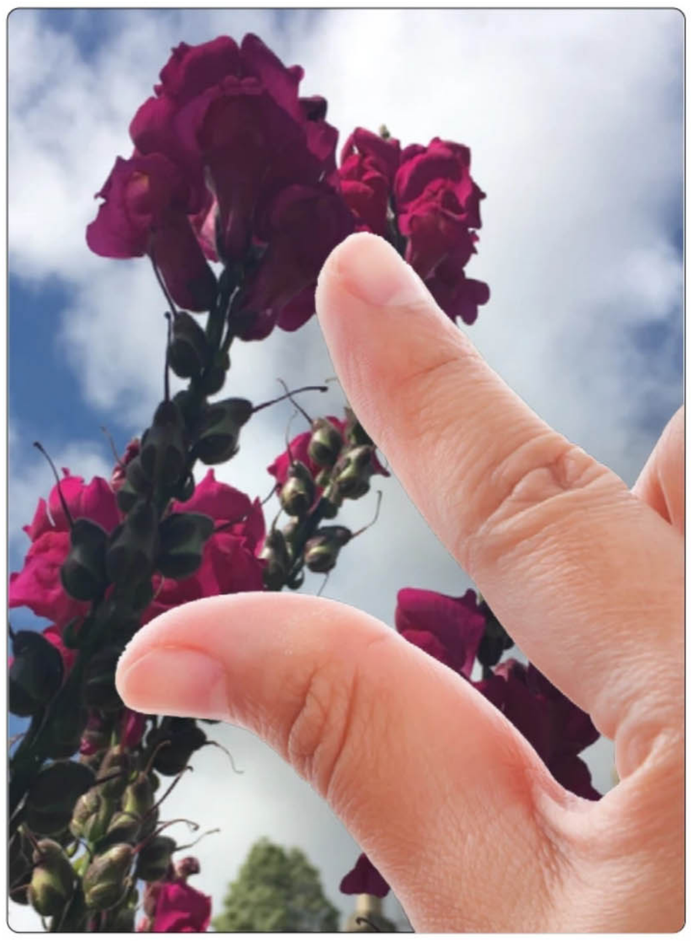
Swipe or scroll

Many of the menus or web pages that you can access on the iPhone require you to scroll. To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it. For example, the main Photos app lets you slide the screen left to right to scroll through your pics, and in some Calendar views you can swipe quickly across the screen to change the range of time visible.



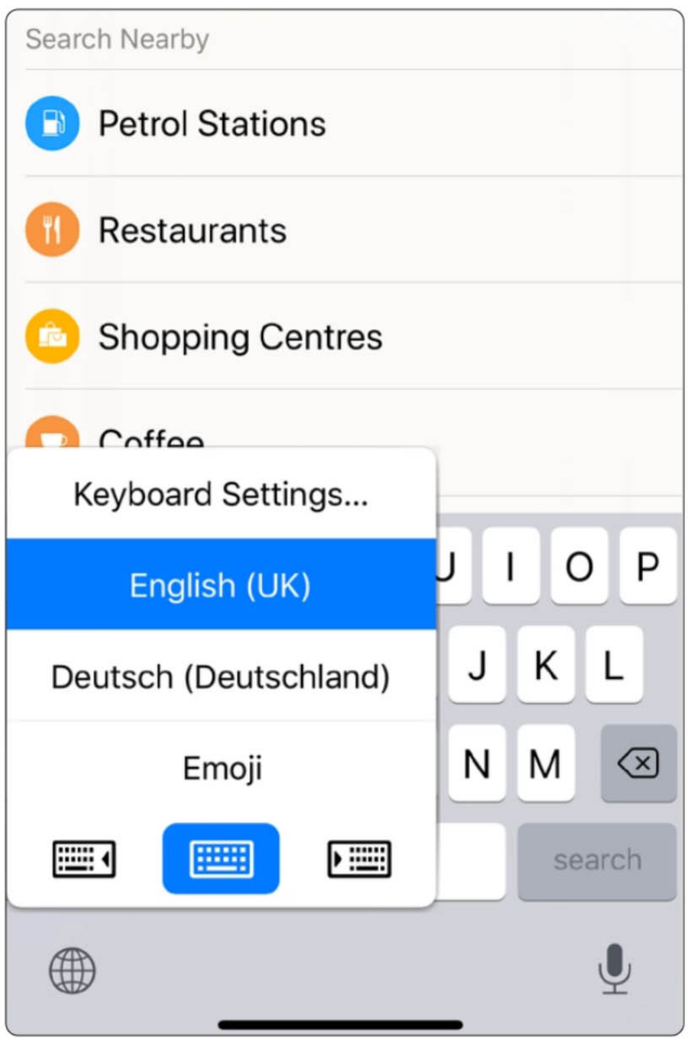
Double-tap

There are several places where a double-tap is used. Tap twice quickly on a web page, map or other screen to zoom in. You can double-tap a section of a web page in the browser to zoom it to fit the width of the screen. Double-tapping after pinching to zoom in some applications, such as the browser, reflows a column of text to fit the width of the screen.



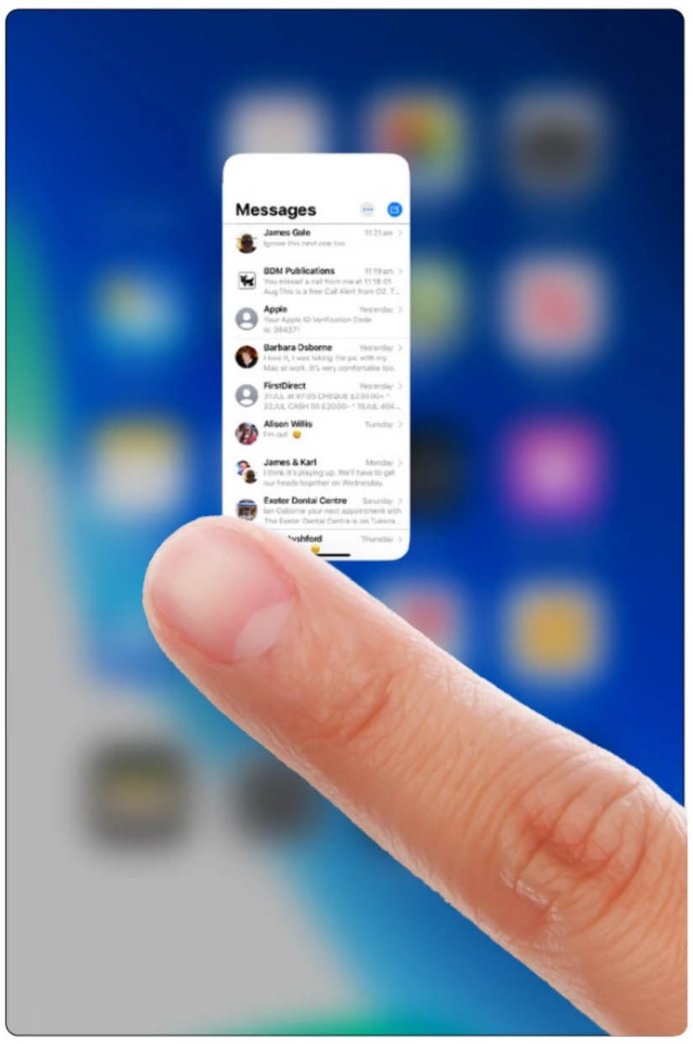
Pinch to zoom

In some applications (such as Maps, Safari, and Photos), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in). This also works to zoom in and out in the Camera app. Just use the gesture in the viewing area when you're ready to take a photo to give an optical zoom effect.



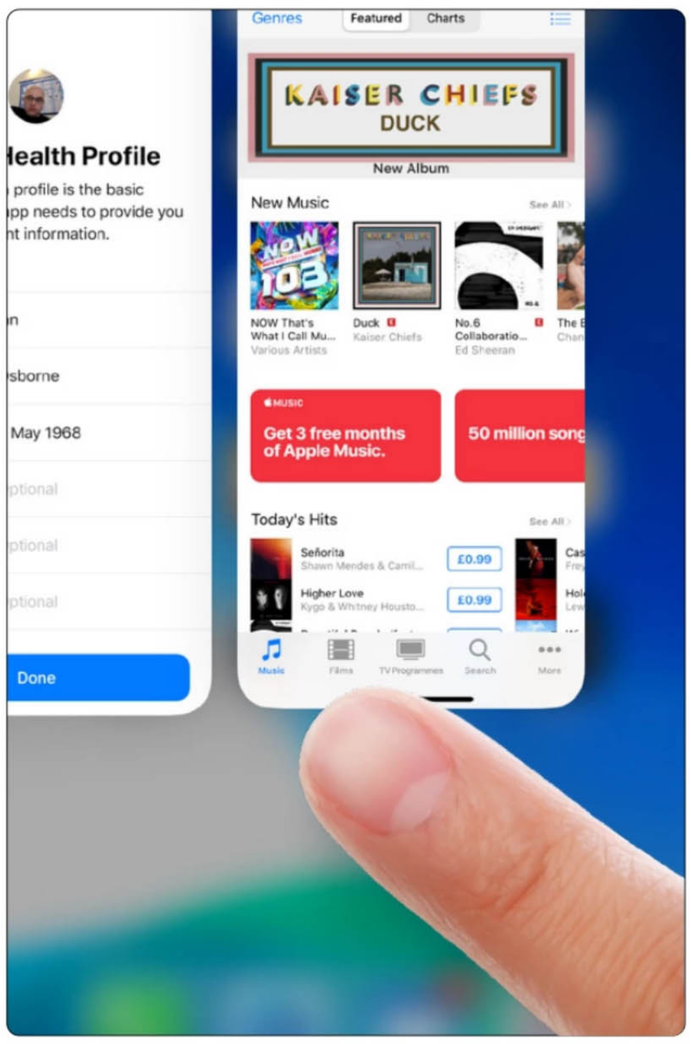
Switch keyboards

When the keyboard is active, you can switch to alternative keyboards by tapping and holding the globe in the lower left. From the pop-up window, switch to a foreign, or third-party keyboard from the App Store, use emojis and more.



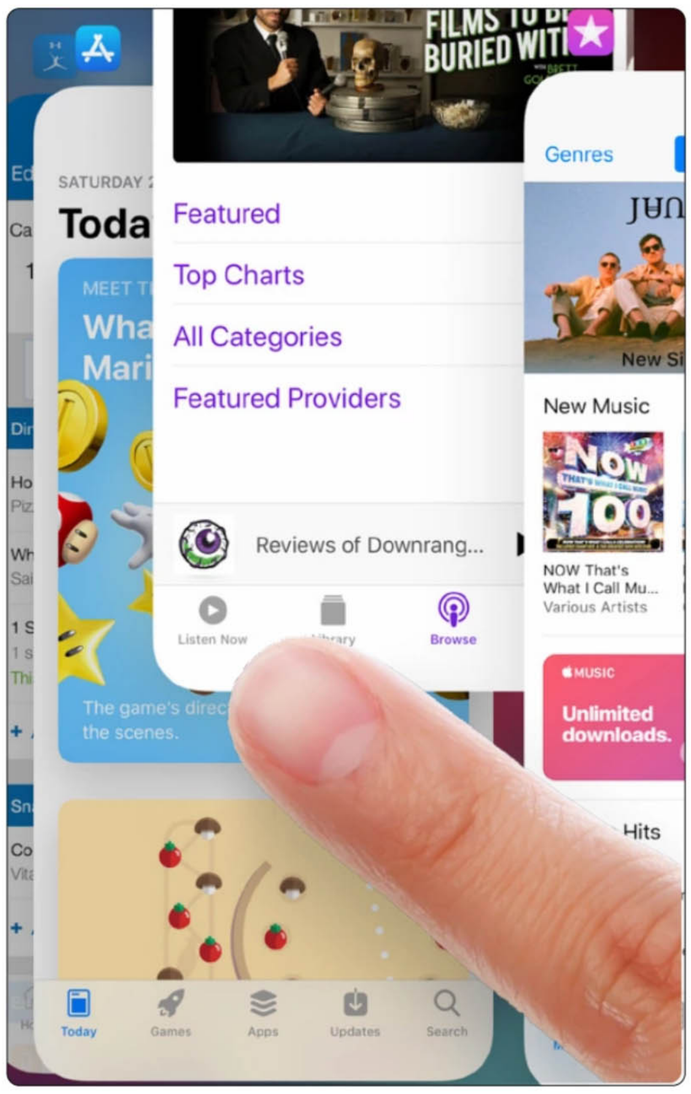
Swipe up for Home screen

On previous iPhones, you could get to the Home screen by pressing the Home button. As newer iPhones don't have a Home button, a new gesture is required. Simply swipe all the way up from the bottom of the screen and the Home page is revealed.



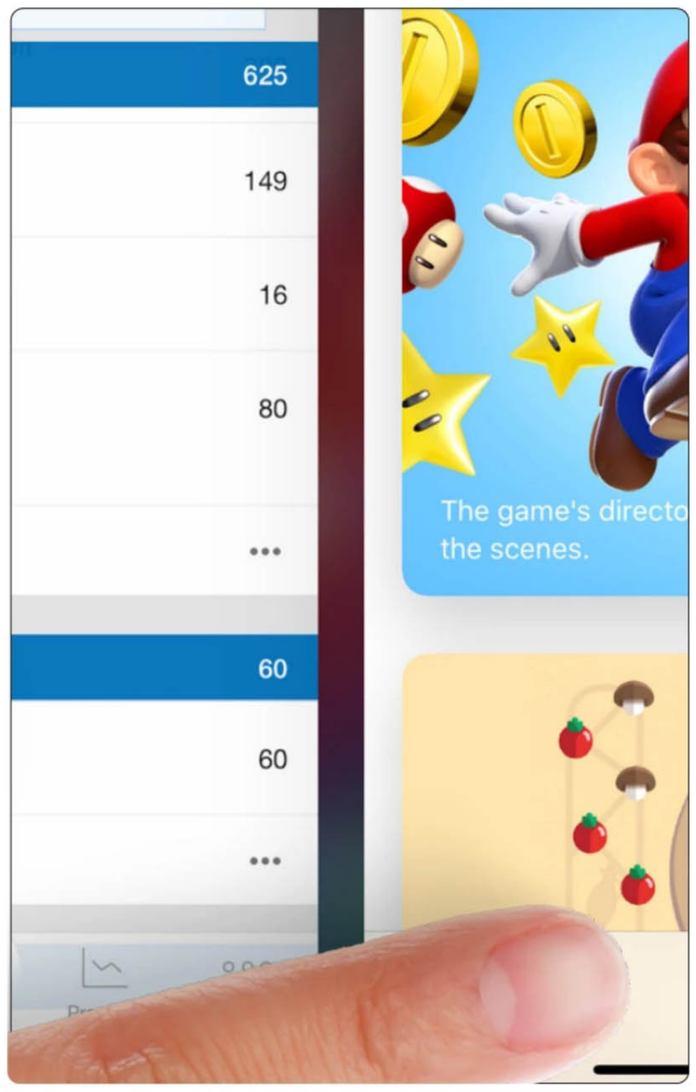
Swipe for the App Switcher

Previously achieved with a double-tap on the Home button, to get to the App Switcher, swipe up from the bottom of the screen and when your finger is halfway up, hold it steady until the other apps arrive, as seen here. You can then lift your finger.



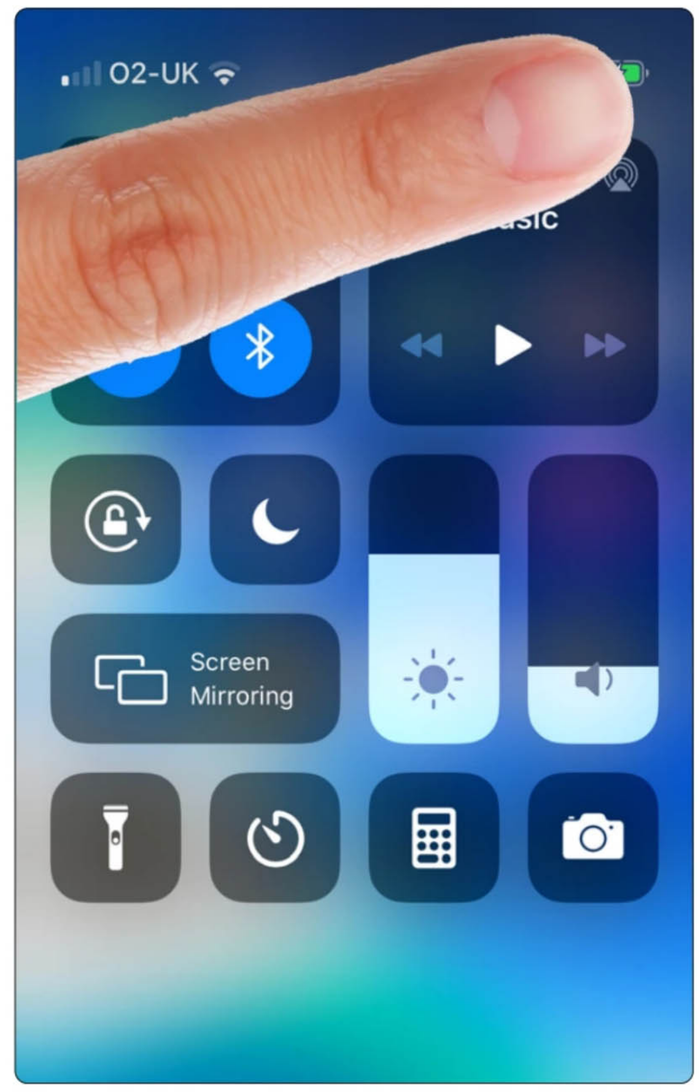
Quitting apps

Whichever iPhone you own, to quit an app from the App Switcher screen, drag its preview window off the top of the screen. To dismiss the App Switcher, tap a preview to go to that app, or anywhere other than the preview screens to go to the Home screen.



Switch between apps

A neat trick on the iPhone is switching between open apps without going to the App Switcher. Swipe your finger right or left along the foot of the screen to cycle through your apps, arranged in the order they were launched.

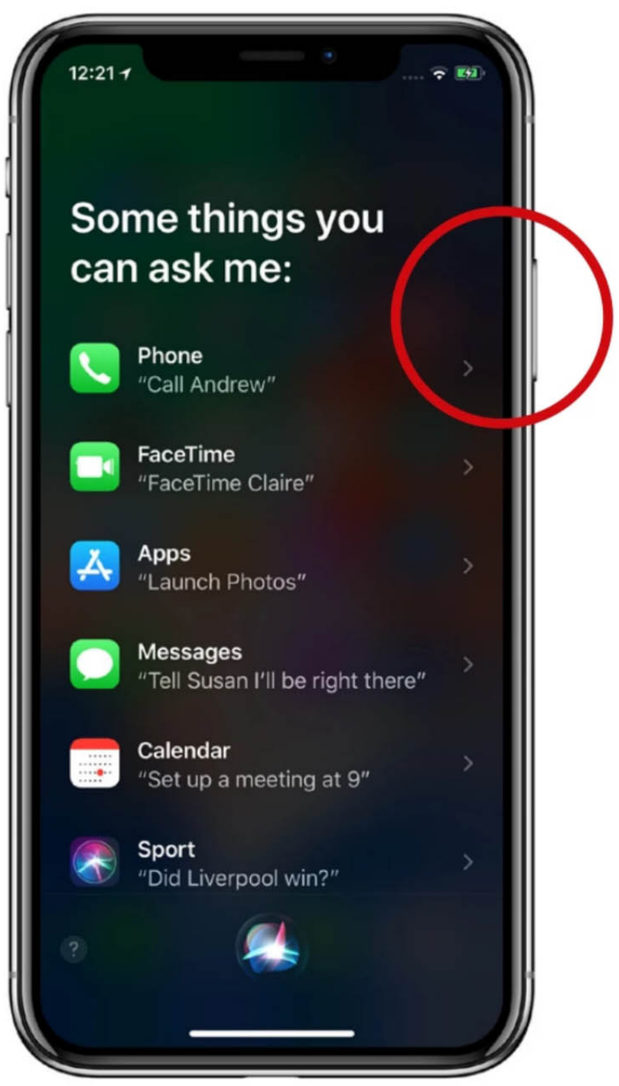


Control Centre

With a Home button, open Control Centre by swiping up from foot of the screen, and close it by tapping the chevron at the top. With no Home button, swipe in from top right corner, and dismiss by tapping anywhere other than on Control Centre.

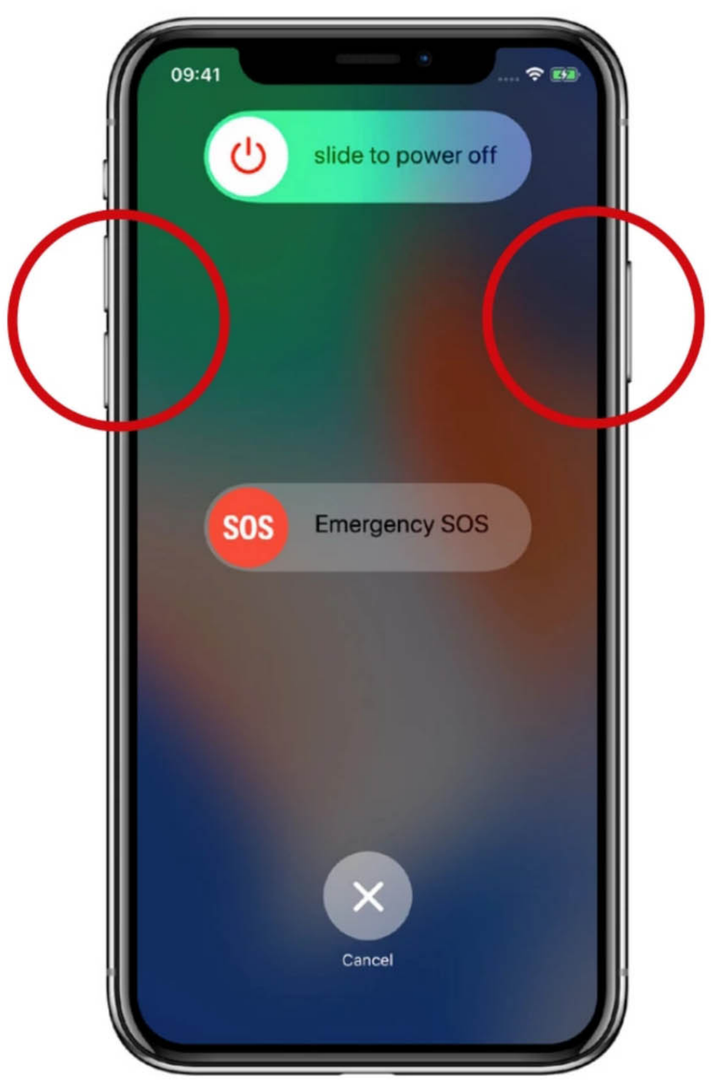
Stop apps from wiggling

Like before, you tap and hold an app on the Home screen to start them wiggling, at which point they can be moved or deleted; but instead of pressing the Home button to return to regular use, you now tap the Done link in the top right corner.



Accessing Siri

Siri is another feature that previously required the Home button, so needs a new method of activation on the iPhone. Press and hold the Side button until Siri appears. When you're done, tap the Side button again to close the feature.



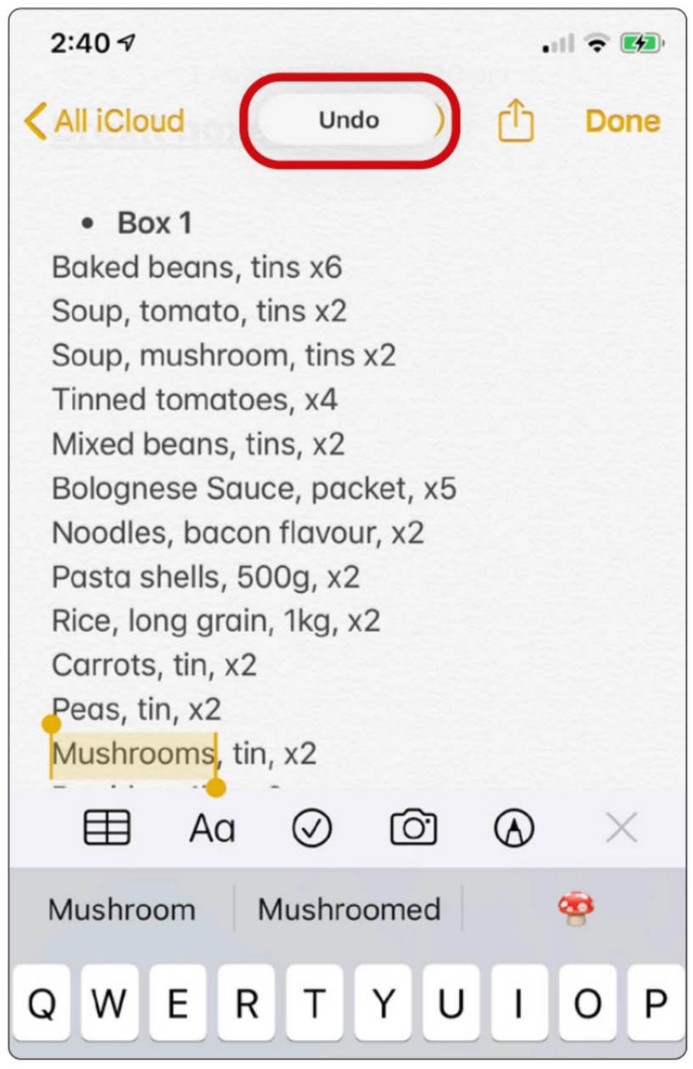
Restart your iPhone

To restart a newer iPhone with no Home button, press and hold both the Side button on the right and the Volume button on the left. On older iPhones, press and hold the side or top button. This screen appears, from where you shut down your iPhone with the slider.

New Gestures for iOS 13

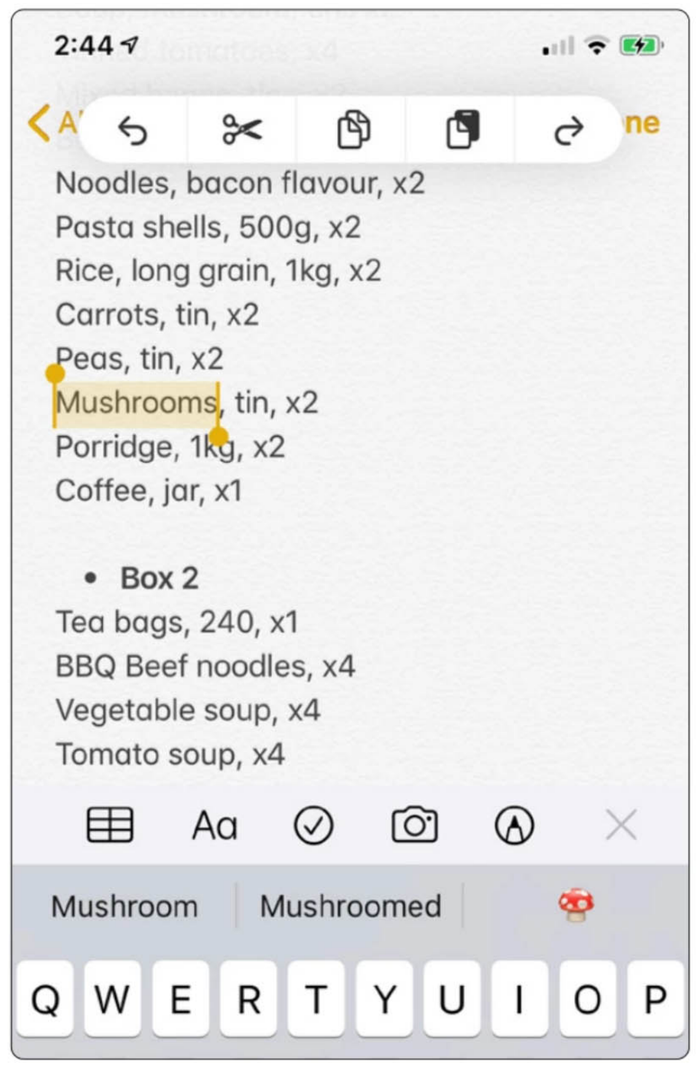
Cut, Copy and Paste

There are three new editing gestures, all of which use three fingers. After carrying out any of these gestures, a small window appears telling you what you've done. The gestures are: Copy - three-finger pinch, Cut - three-finger double pinch, Paste - three-finger spread.



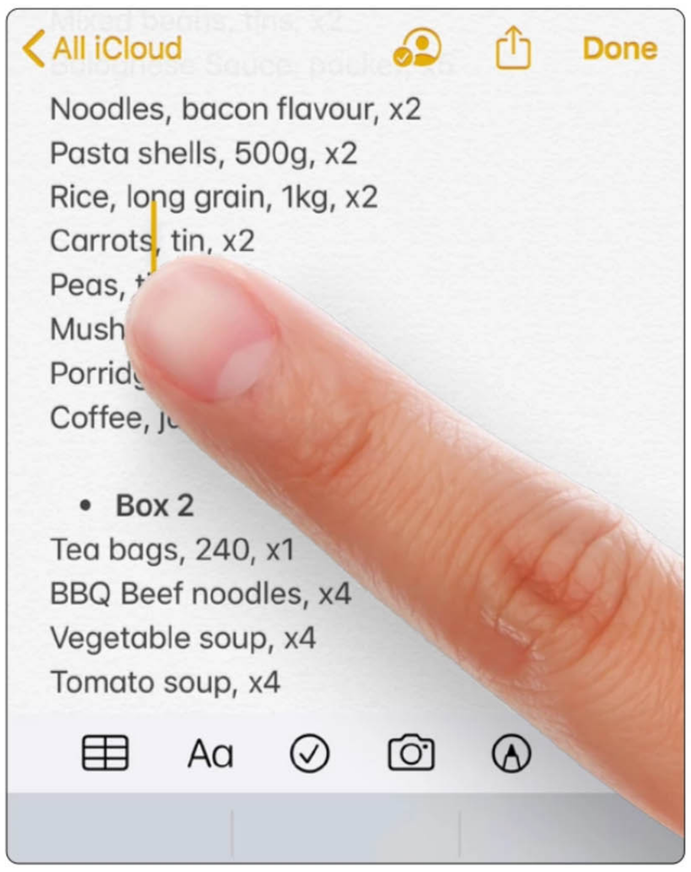
Undo and Redo

To undo the last thing you edited, swipe the screen left with three fingers. Alternatively, you can tap the screen with three fingers to perform the same task. If you decide you've made a mistake with your undo, simply swipe right with three fingers to redo the edit.



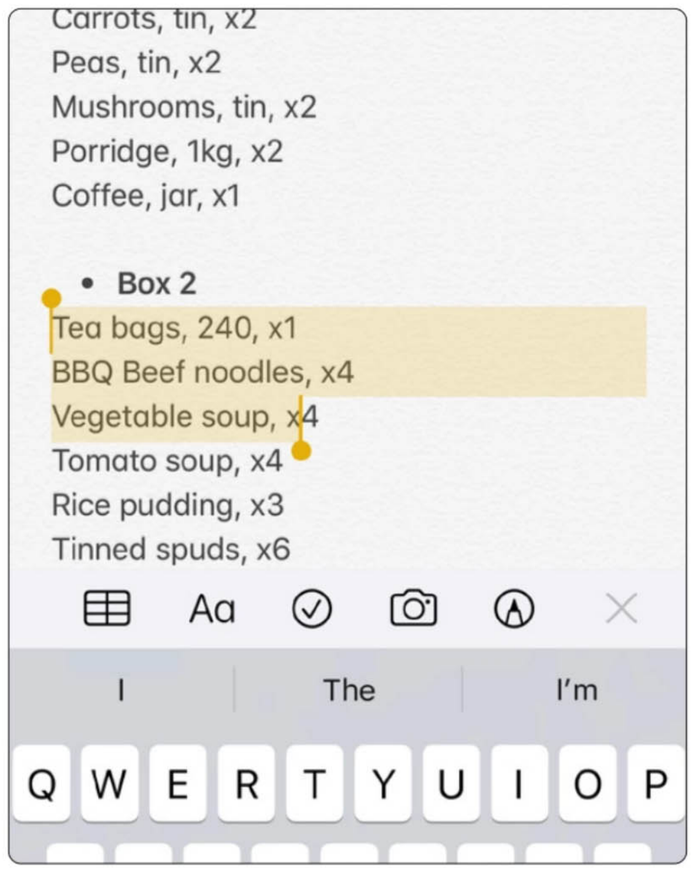
Summon Formatting Bar

If you find the editing gestures too fiddly to use on the iPhone's screen, you can use another new gesture to summon the Formatting Bar. Tap and hold with three fingers and it appears, at the top of the screen, offering icons to undo, redo, cut, copy and paste.



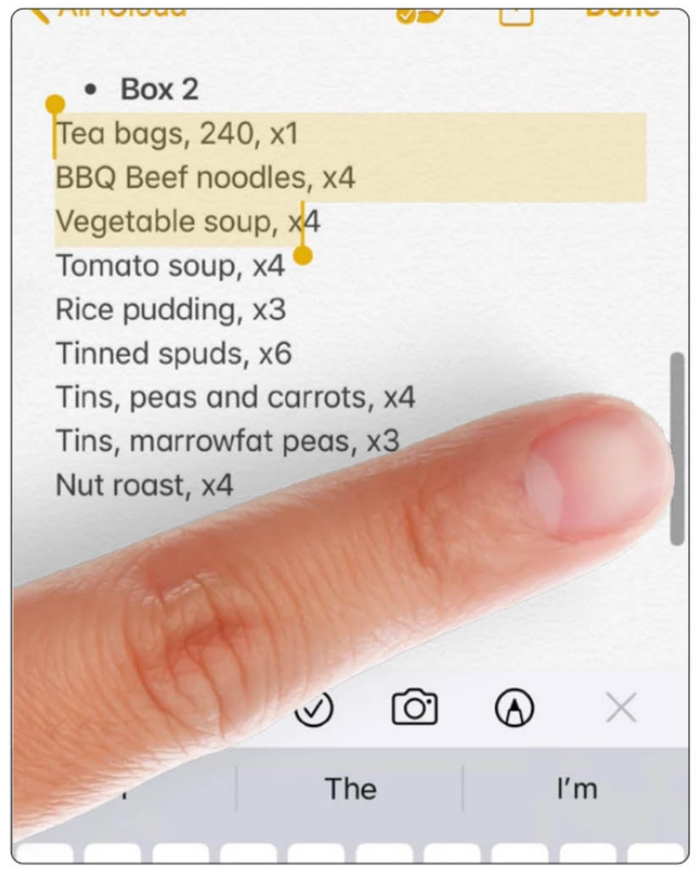
Move the Cursor

If you want to move the cursor around the screen, simply tap and hold it, in its current position, to pick it up, then drag it to where you want it to go and then lift your finger to place it. Double-tap and hold to select text between the cursor's old position and its new one.



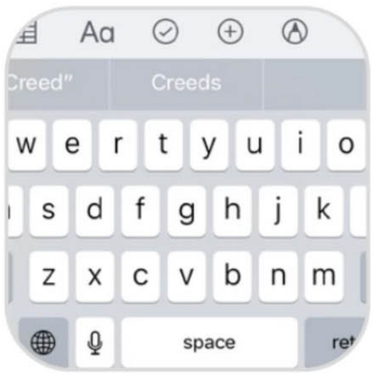
Select a block of text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select, and then drag your finger over the words you wish to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.



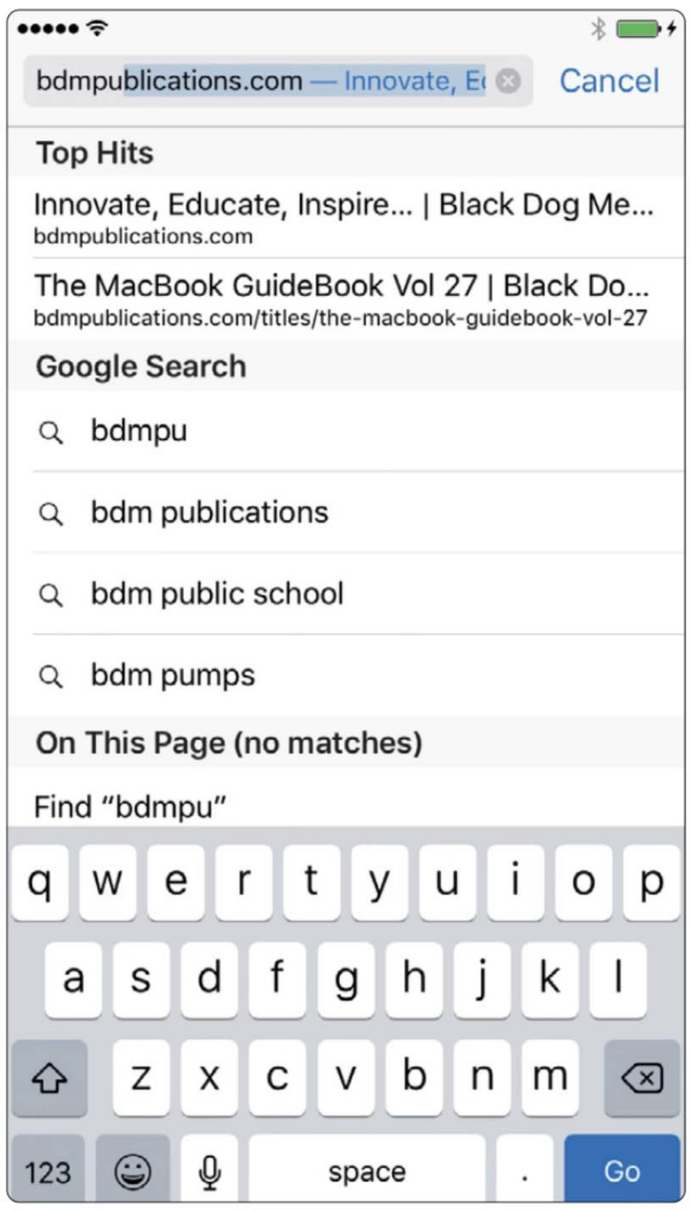
Drag scrollbar

Scroll a screen and a scrollbar appears on its right. The height of the grey bar represents the current screen's position in the document or page. Lift your finger and place it on the scrollbar, and you can drag it up and down for more efficient screen scrolling.

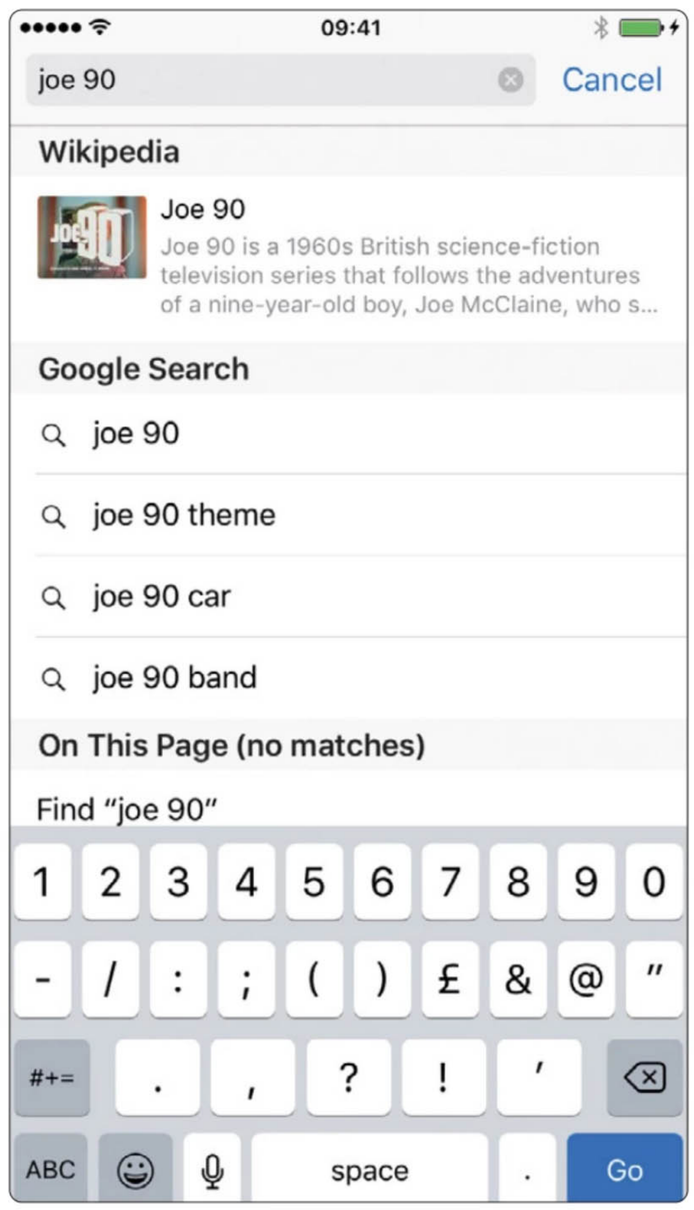


The Keyboard
On-screen Typing

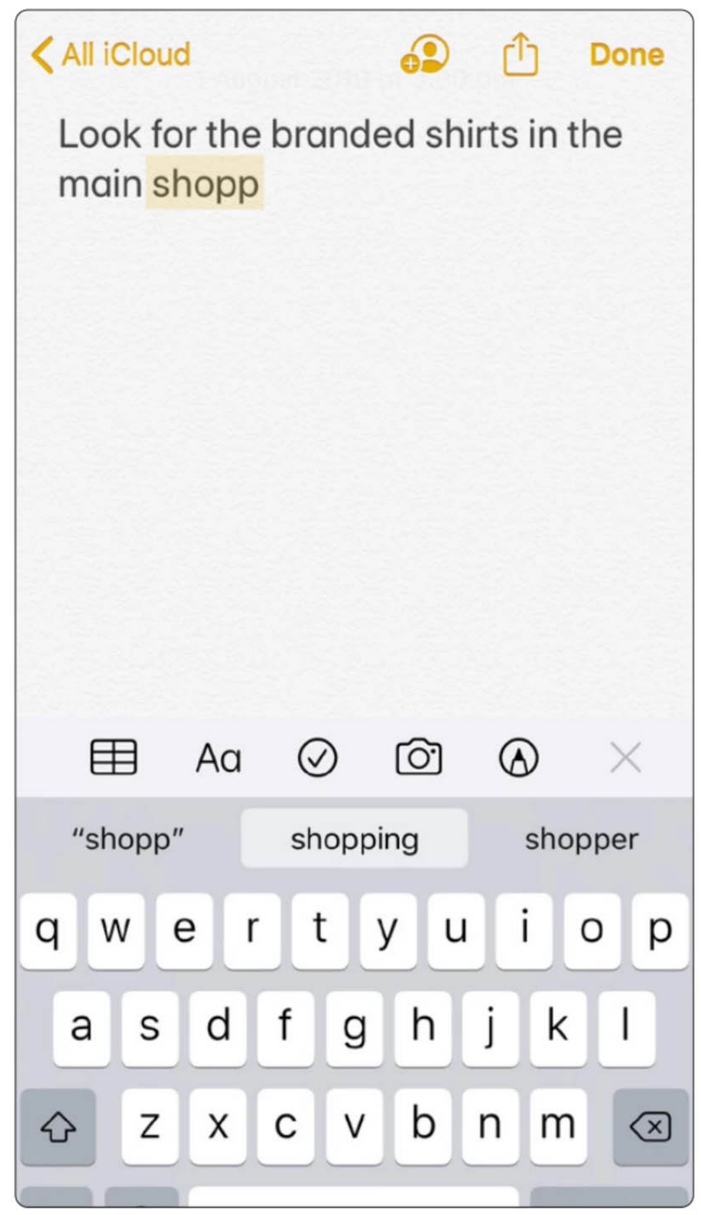
When it comes to using your iPhone, the keyboard is second only in importance to the touchscreen. If you familiarise yourself with the iPhone's virtual keyboard features, you can get so much more out of your Apple smartphone. This guide teaches you how to use the virtual keyboard, and its features such as voice input and additional languages.



1 Once you've opened the keyboard, you can enter text by simply tapping on the keys as you would on any similar typing device. It's really easy and intuitive to use.



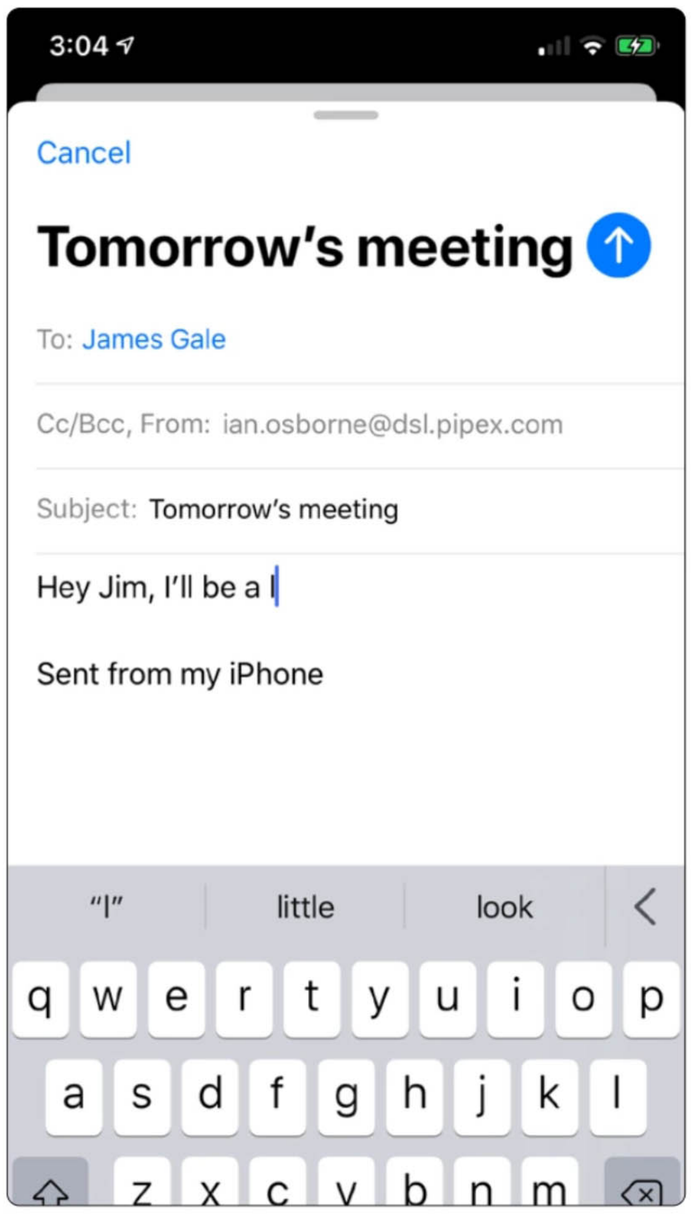
2 To add digits and punctuation to your text, just tap the 123 key located on the lower-left side of the keyboard. An additional tap on the key above brings up more symbols.



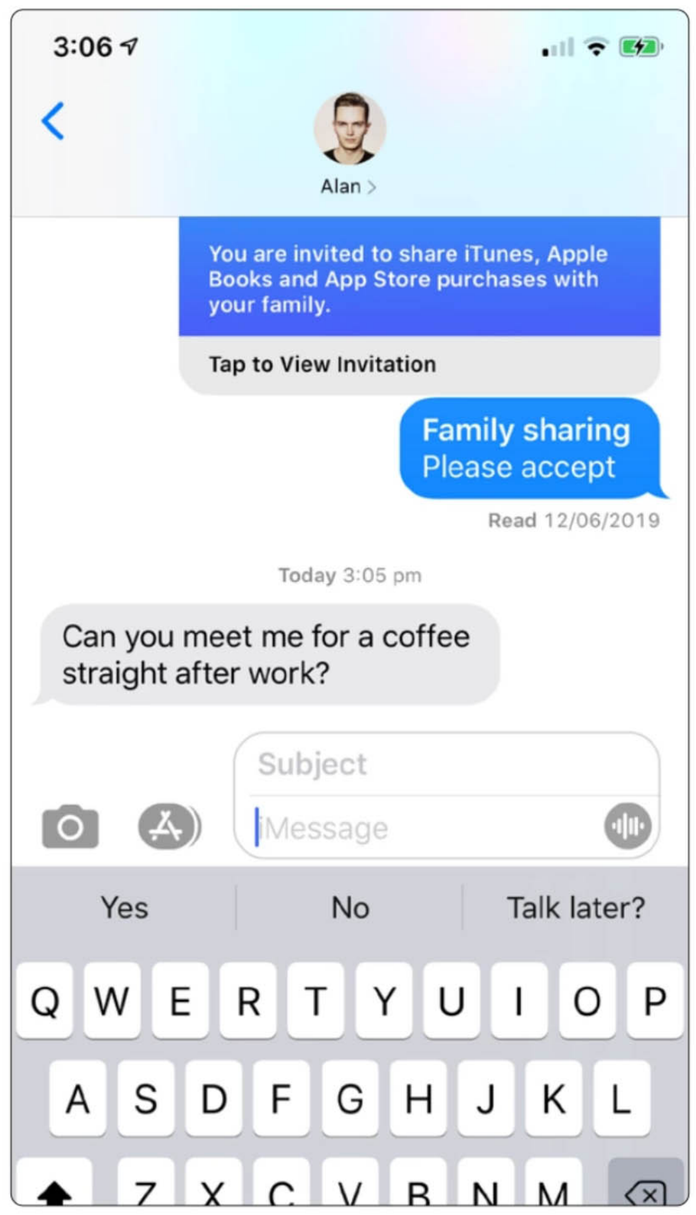
3 When you start to type a word, the iPhone tries to complete it for you and displays its predictions in a bar above the keyboard. Tap one of the suggestions to finish the word.

Shift key options.

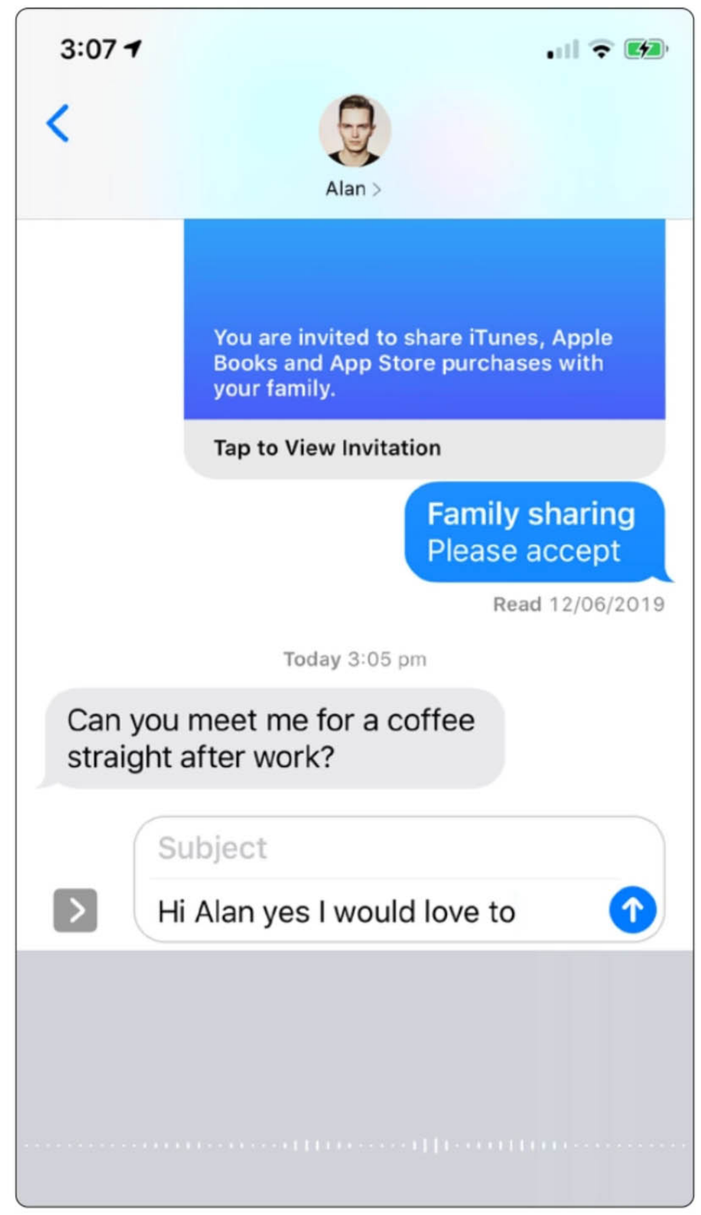
Tap the Shift key to switch to capital letters for the next key press only. Double-tap to lock it in caps mode, like a caps lock on a manual typewriter. In caps mode, tap the Shift key once to return to normal typing. The Shift key's graphic changes depending on whether it's in regular, caps-next or caps-lock mode.



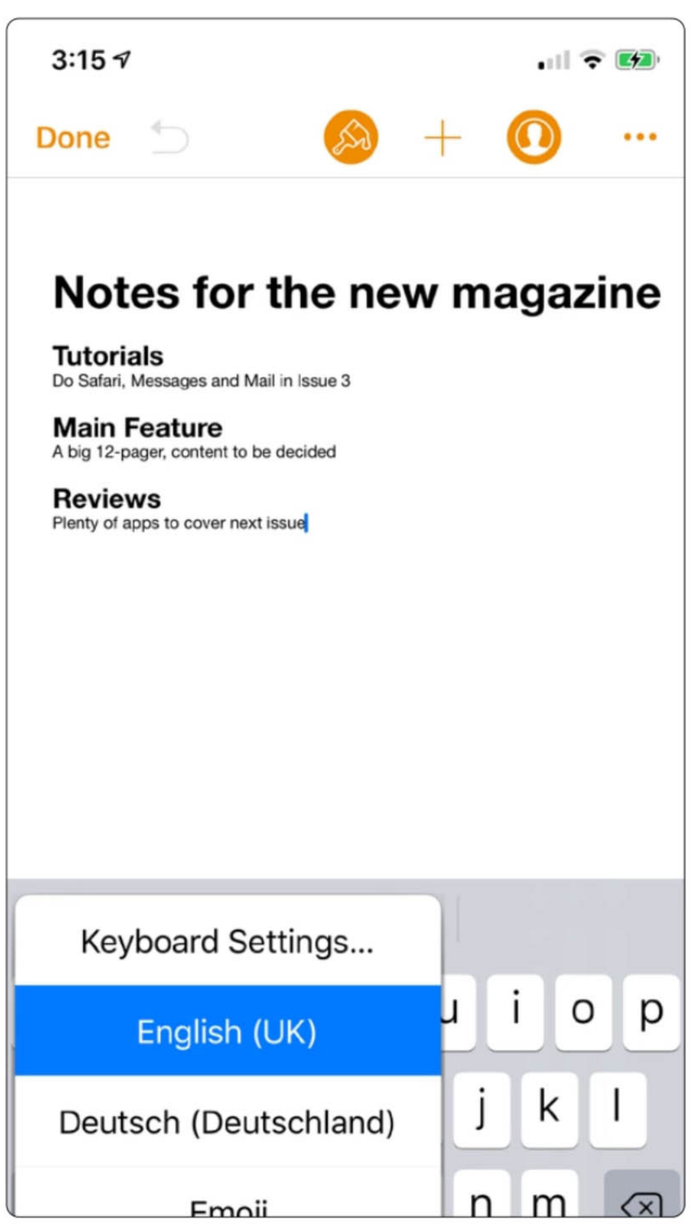
4 When sending messages or emails, predictive text learns your choice of language and suggests the correct word for the tone of what it is you're writing.



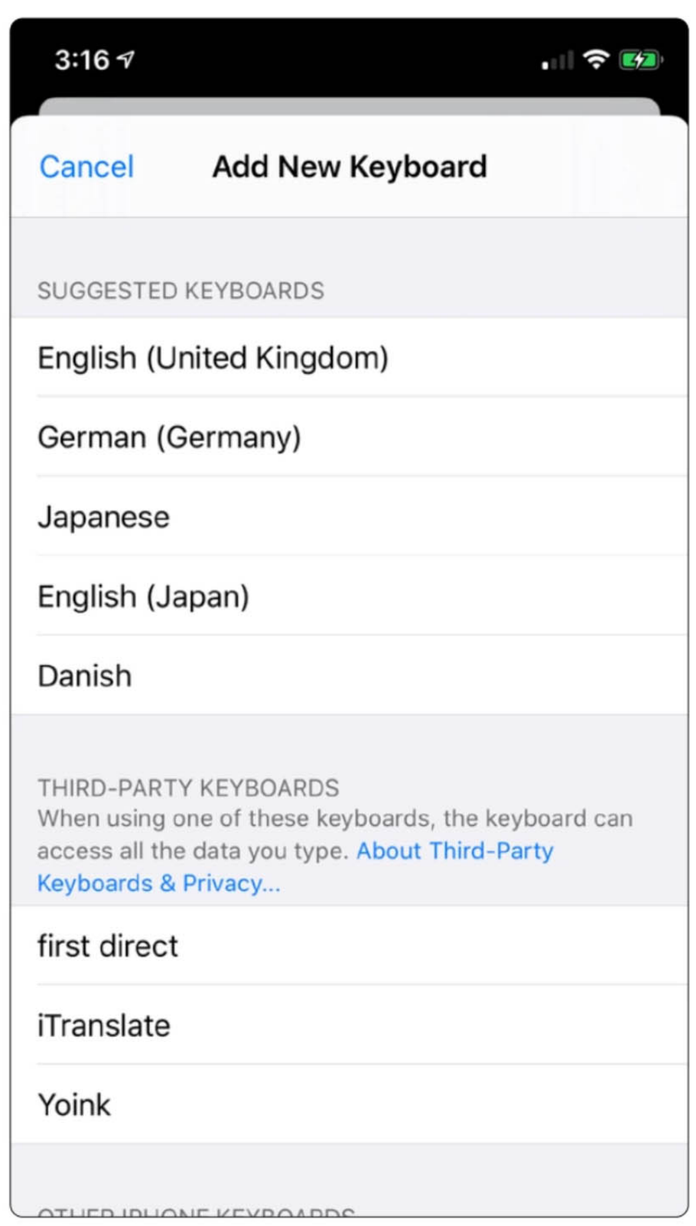
5 This predictive text feature also recognises if you are replying to a question that can be answered "Yes" or "No". As before, simply tap to select the answer that suits your reply.



6 Notice the Microphone icon to the left of the space bar. This is the Voice Dictation key. Tap this and simply speak the text you wish to enter; it appears on-screen in real-time.

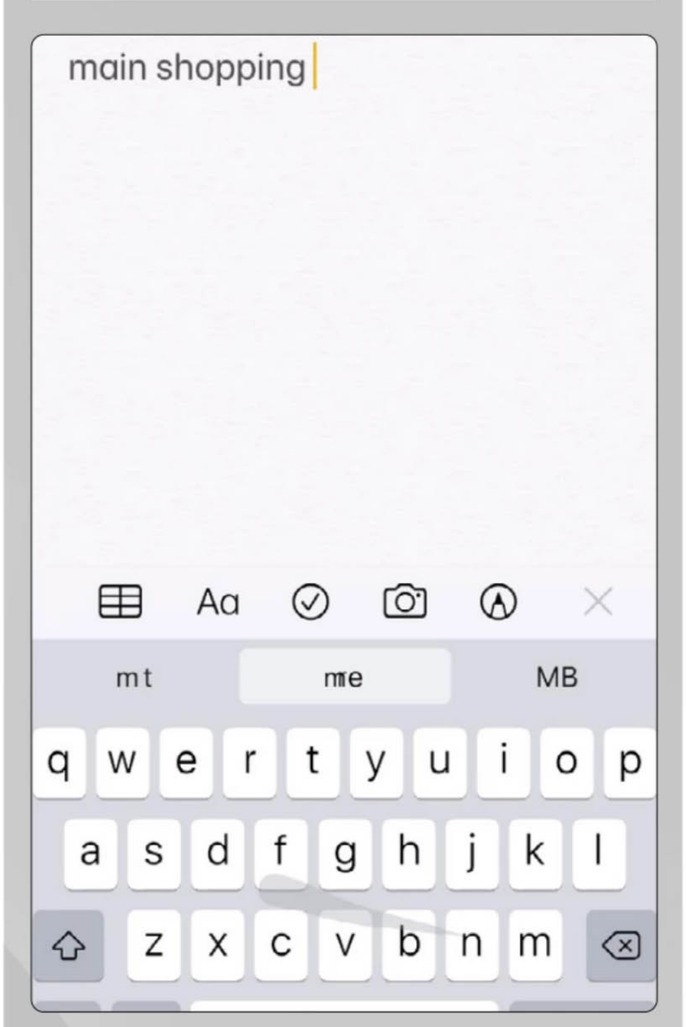


7 Additional keyboards can be accessed by tapping and holding the Emoticon/Globe icon and selecting an option. You can (de)activate predictive text from the Keyboard Settings link.



8 To add third-party keyboards, download the keyboard app from the App Store. From Settings, go to: General > Keyboard > Keyboards > Add New Keyboard and select the app.

Swipe Keyboard.



A new feature is the Swipe keyboard. Instead of tapping each key individually, you can drag your finger from letter to letter, without lifting it, until you get to the end of a word.

Control Centre And How to Use it

To access the Control Centre, swipe down from the top right corner, or if you have an older iPhone model, swipe up from the bottom of the screen. The iOS 13 Control Centre has some great features, which we look at here.

Control Centre in Focus

1 In this box, you can turn on and off (clockwise, from top left) Airplane Mode, Mobile Data, Bluetooth and Wi-Fi. If you have 3D Touch, deep press the main box for more options.

2 This box shows you what you are currently listening to. In this case, we're not playing anything, so we just see the default controls. Deep press for more options, including volume control and the means to play through external speakers.

3 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPhone. Tap it again to switch off the screen orientation lock.

4 Tap here to activate and deactivate the Do Not Disturb mode.

5 This is the brightness control. Run your finger up and down it to raise or lower the brightness, or deep press for a bigger version of the slider and instant access to Night Shift Mode.

6 Your iPhone's volume control. Run your finger up and down the slider to adjust the sound. Do a deep press to open a bigger version of the volume control slider.

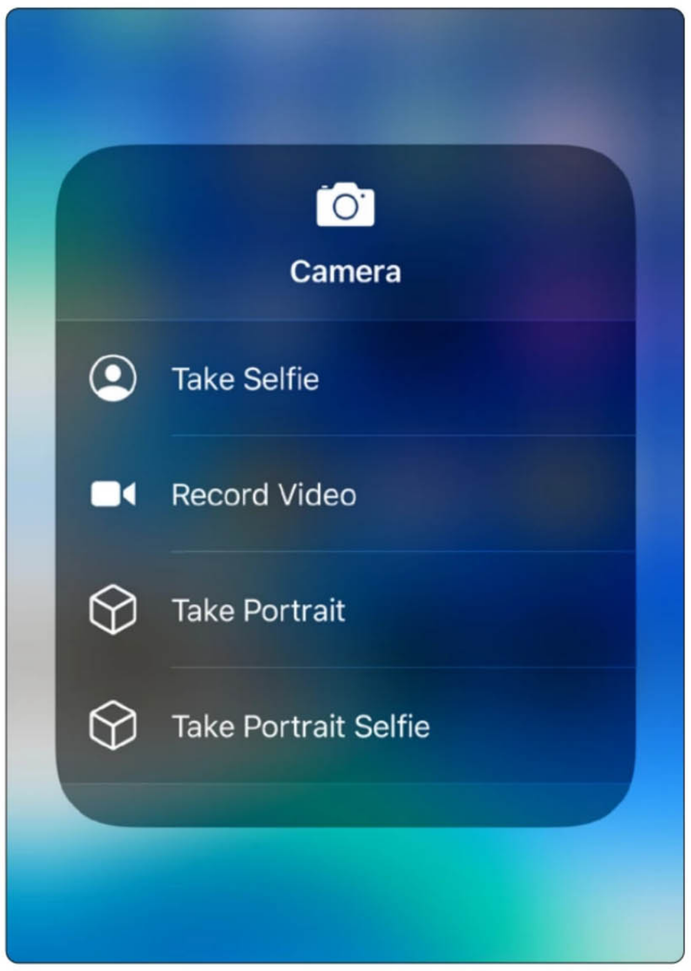
7 To mirror your screen, maybe to your Apple TV, tap here and select the target from the window.

8 Tap here to use the LED on the back of your iPhone as a torch. Deep press for a slider that lets you adjust the light's brightness.

9 Tap here to open the Clock app and go straight to its Timer feature. Deep press for access to an instant timer.

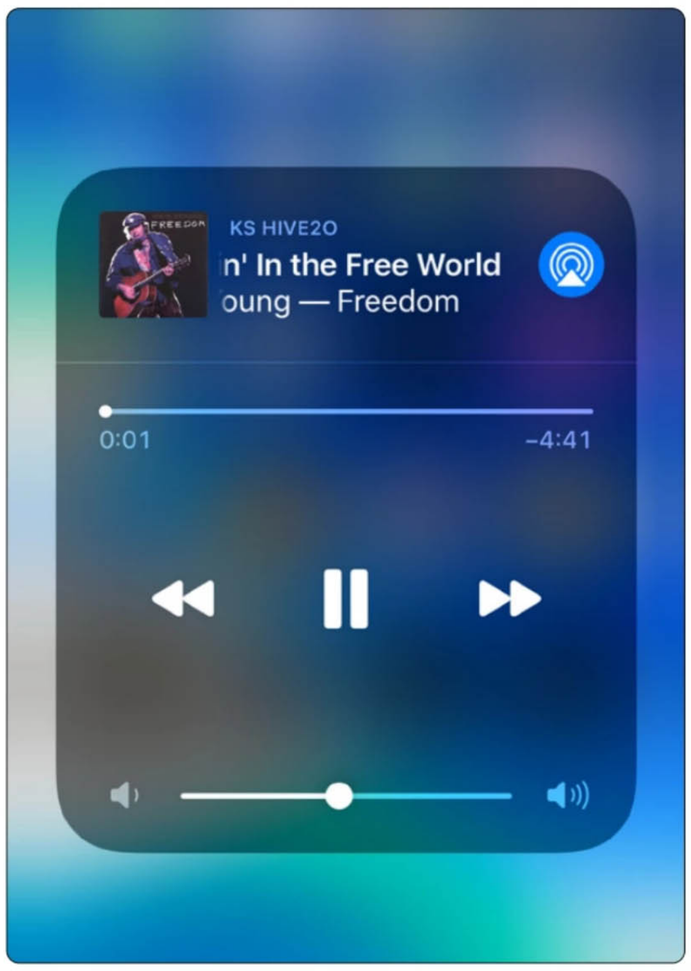
10 This icon gives you instant access to the Calculator app. Deep press for the option to copy the last figure from the calculator onto your iPhone's clipboard.

11 Tap this to access the Camera app. Deep press it to access photography options within the Camera app, such as selfies, video recording and the slo-mo function.



Deep press icons

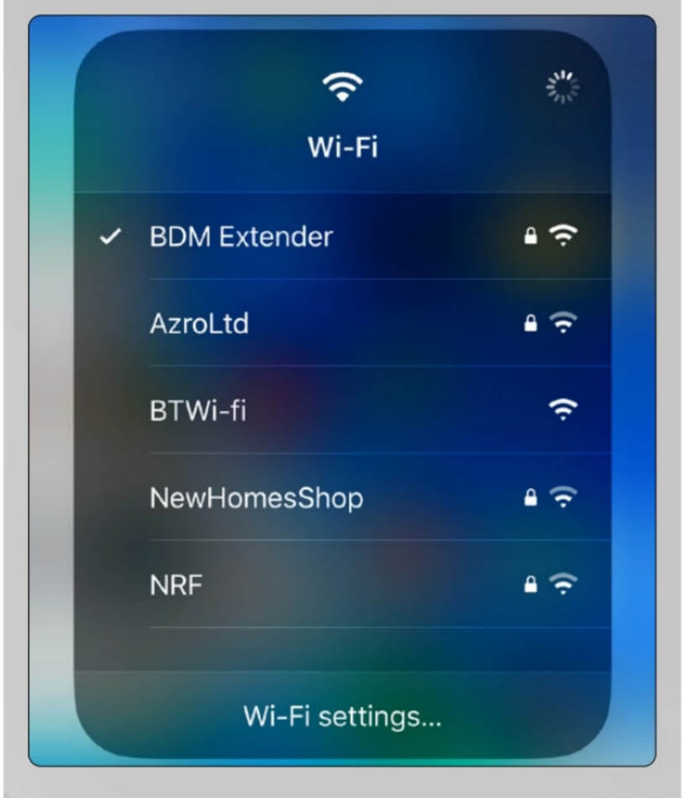
If you tap and hold a Control Centre icon, it usually gives access to further functions. For example, the Camera icon provides the window shown here, and gives you instant access to selfies, video recording, and portrait photography.



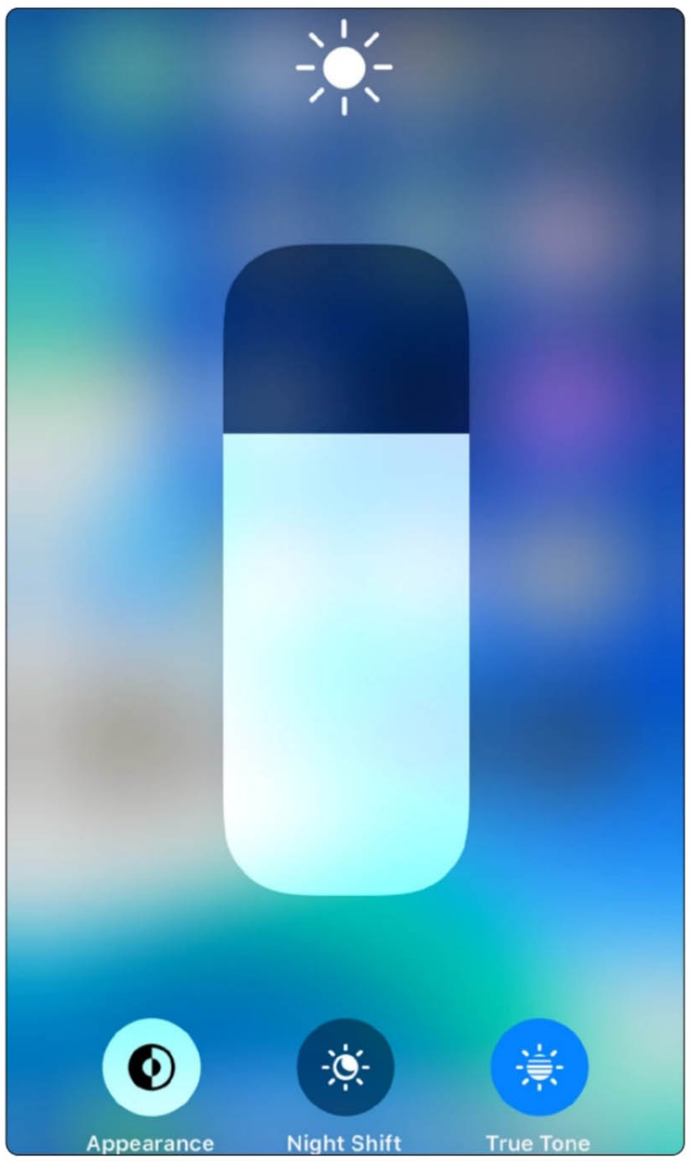
The music controls

Just like before, the Music controls show you the currently playing song, including album art. You can skip forwards and backwards or play/pause from the Control Centre icon but a long press gives access to more comprehensive controls.

Access Bluetooth & Wi-Fi.

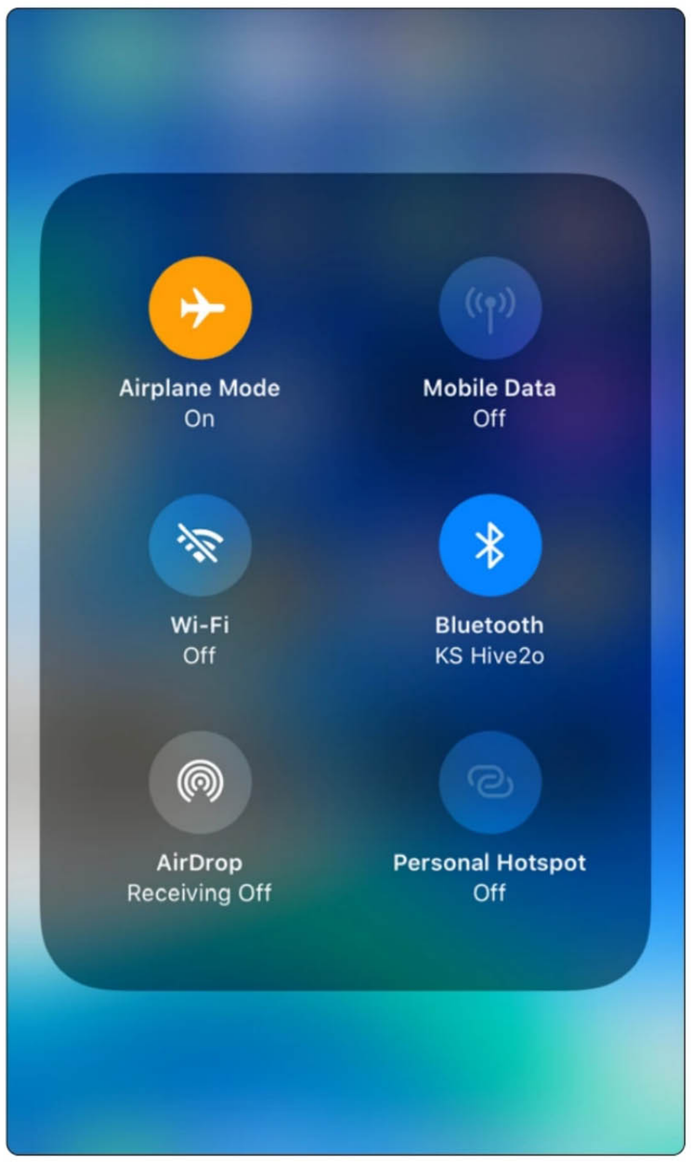


In Control Centre, tap and hold the top left box to open the larger window, then tap and hold the Wi-Fi or Bluetooth icon to switch between networks or BT devices. You can also access their Settings screens from these windows.



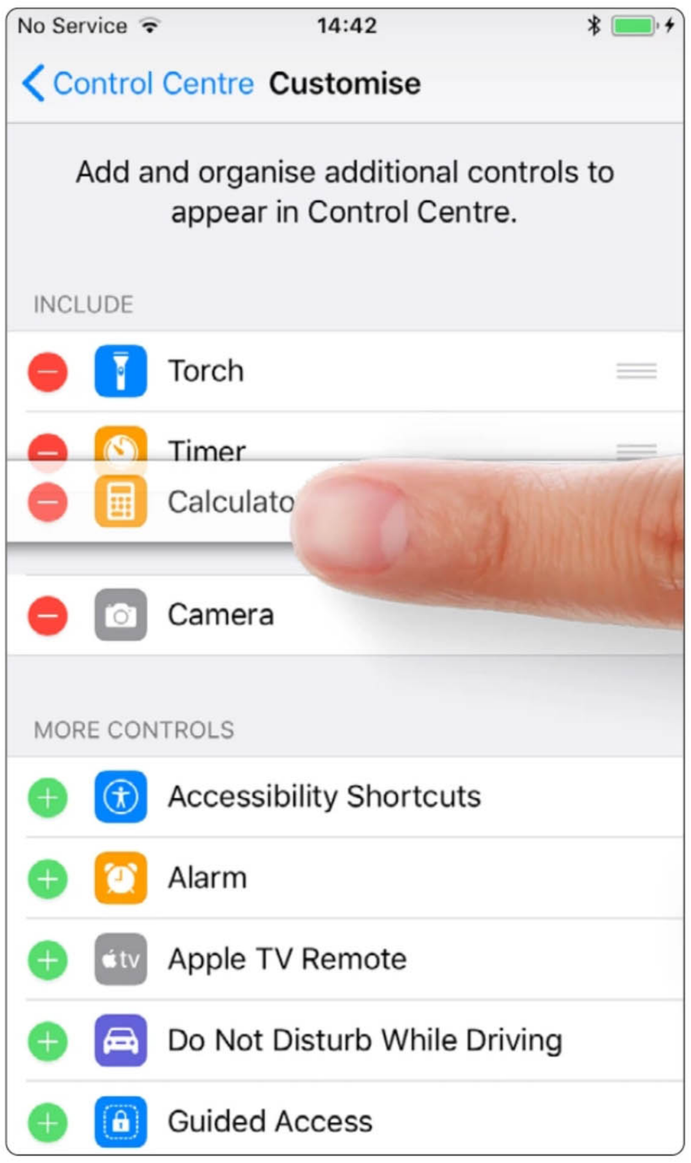
Night Shift mode

Tap and hold the brightness slider to access a larger version, and also three icons underneath. These are: (left to right) toggle between Light and Dark Mode, Night Shift (to reduce blue light) and toggle True Tone screen.



Airplane mode

The iPhone's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines. It's also useful even if you're not flying: for example, if your battery is low and you're reading an iBook, Airplane Mode can save power.

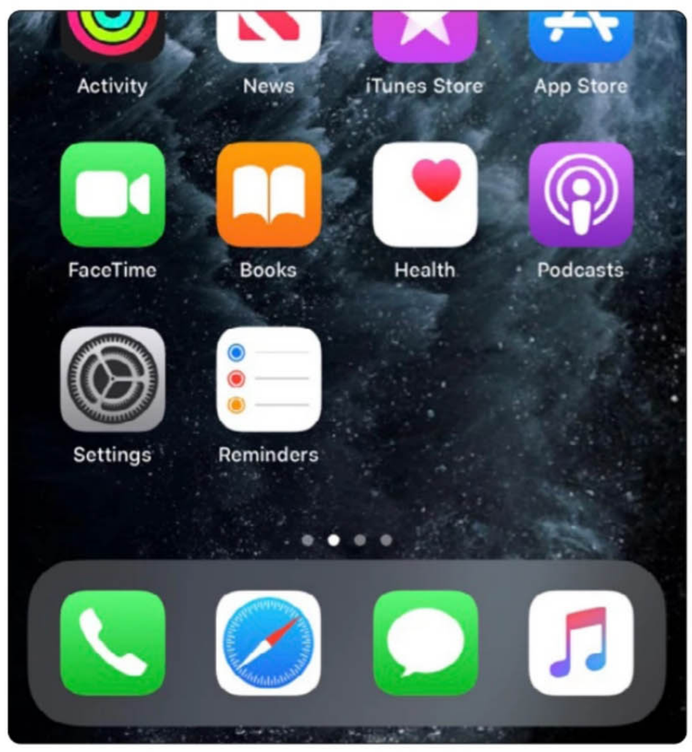


Customisation

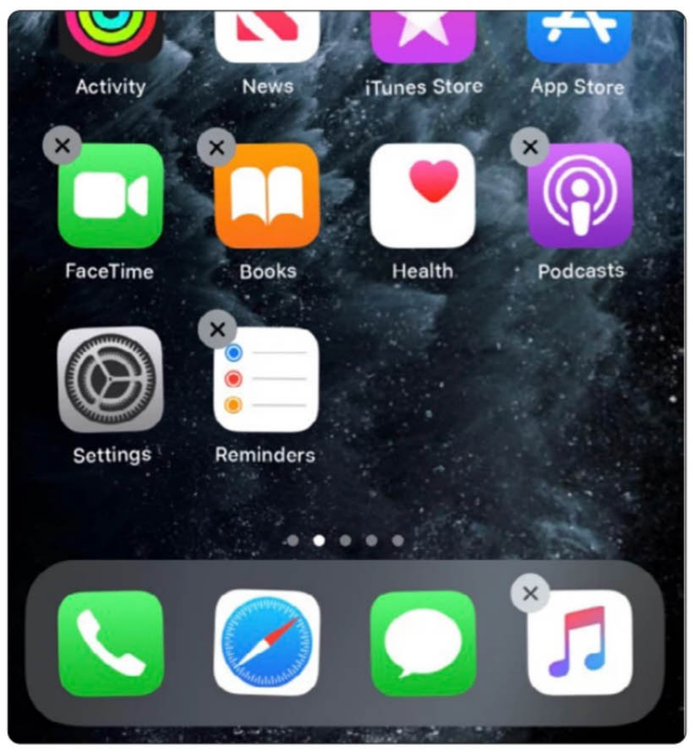
Go to Settings > Control Centre > Customise Controls and you can delete icons you never use and add others, if you wish, using the '+' and '-' icons. You can also reorder the controls by tapping and holding their three-line icons and dragging.

Using Folders
On the Home Screen

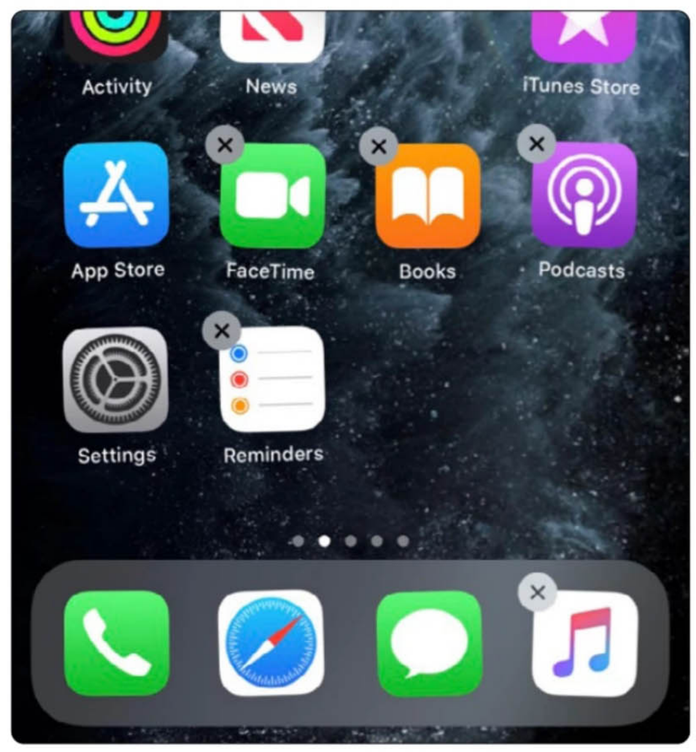
You can save space on your Home screen by arranging apps in folders. Maybe put all your games apps in a single folder and set up another for all your social networking apps, to make your Home screen more manageable.



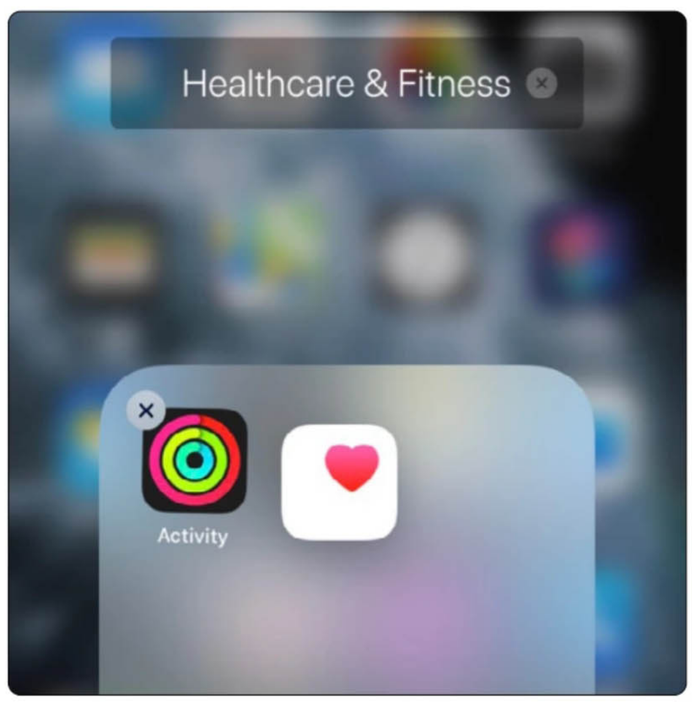
1 On this page, we have the iWork and iLife apps and also iTunes U. Let's bring them together into a single folder, greatly reducing the amount of space they take up on the Home screen.



2 Tap and hold any app icon, then select Rearrange apps from the menu that pops up. You return to the Home screen, but now the apps wobble and display an X in the top left corner.

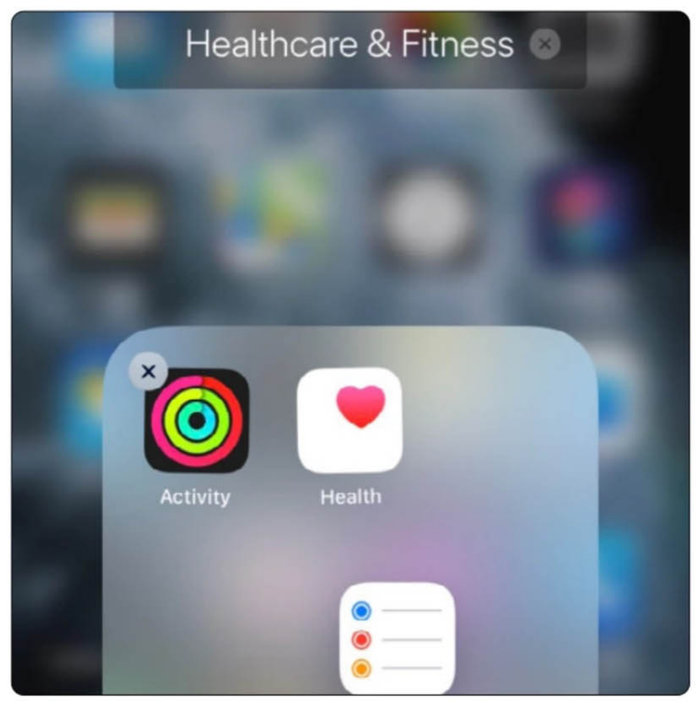


3 Drag one of the app icons you want to put in the new folder onto another app you intend to keep in the folder. When a border appears around them, let go. A new folder is then formed.



4 Tap the new folder with the two apps inside to open it. It's automatically given a name but you can tap this and edit it if you want to call your folder something different. If you wish, you can tap the 'X' icon to the right of the name (which here is 'Productivity') to clear the title field and then start from scratch.

5 Tap the screen outside the folder to get back to the Home screen, from where you can drag more apps into the folder. If it contains more than can be displayed, they're arranged in pages, like your Home screen. Look for the dots at the foot of the folder and swipe right and left to navigate through folder pages.

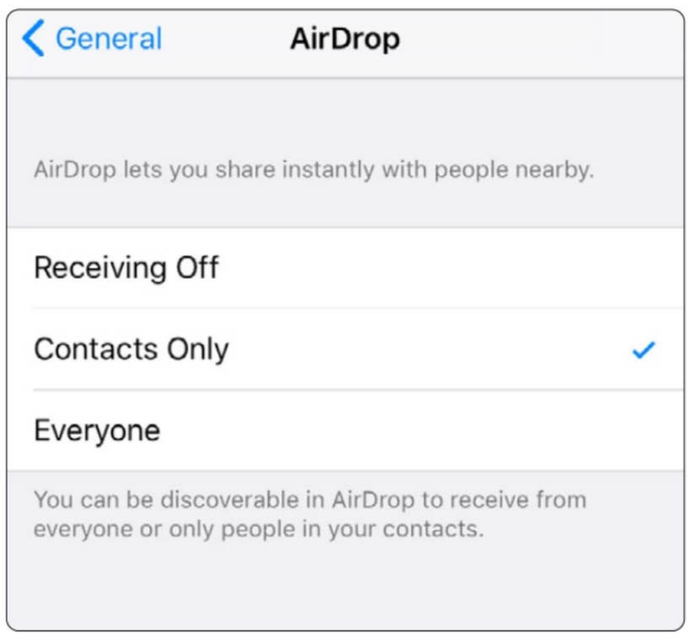


6 To remove an app from a folder, open the folder from the Home screen, tap and hold the app, choose Rearrange Apps then drag it out of the folder. When the last app is removed, the folder disappears. Press the Home button, or tap the Done icon (top right) to stop the app icons wobbling.

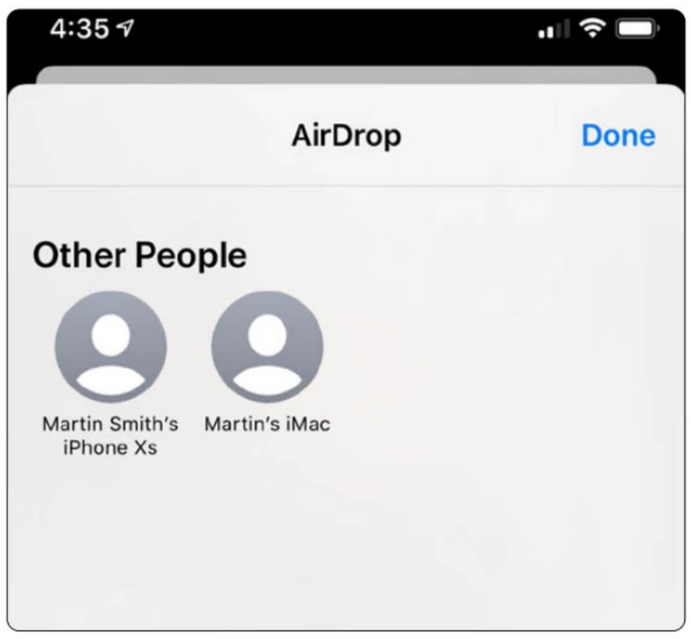
AirDrop & Bluetooth Wireless Connectivity

AirDrop is great for sharing files wirelessly and with Bluetooth you can pair and connect your iPhone with wireless devices such as speakers, headphones, and keyboards. Here's how to use both these features.

Using AirDrop for file transfer



1 Send files to other Apple devices using AirDrop. Switch on Wi-Fi and Bluetooth, then go to Settings > General > AirDrop and decide whether receiving via AirDrop is on or off, share only with Contacts, or share with everyone.

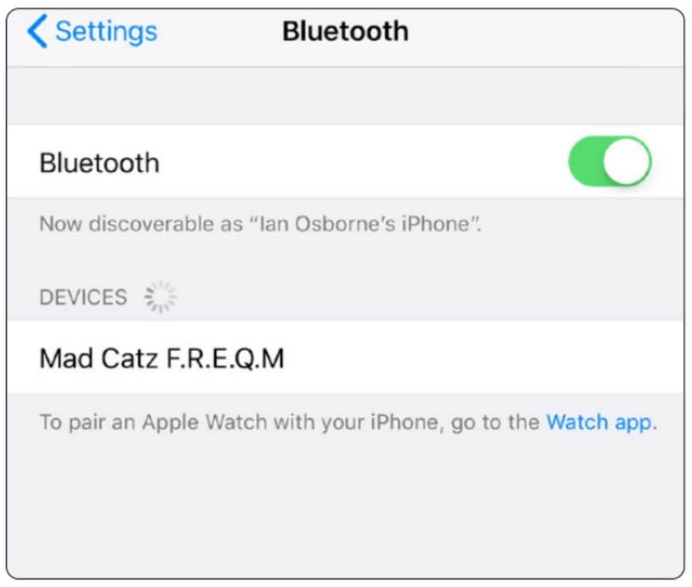


2 Select a file, photo, or video you want to send by AirDrop, and open it. Tap the Sharing icon (the page with the up-pointing arrow), and then tap AirDrop in the pop-up window. Tap the person to which you want to send the file, and it's sent.

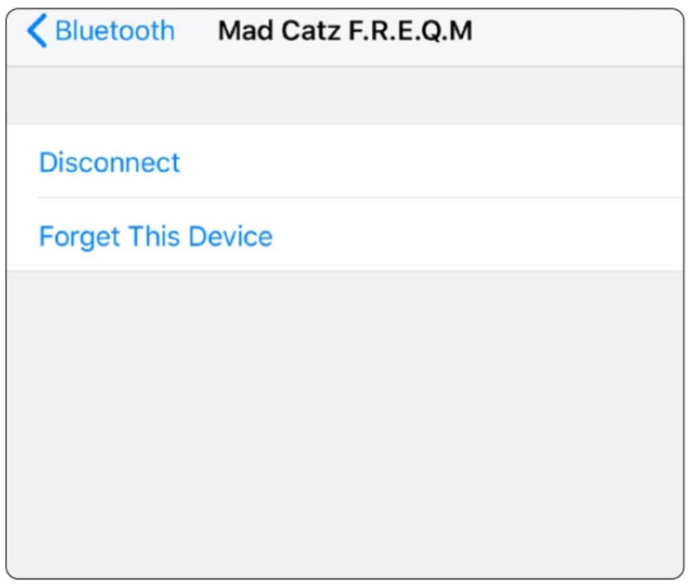
3 If you accept AirDrops from everyone, when you're sent an AirDrop file, you have to accept it first. AirDropped files are accessible from their host apps: Safari links open via Safari, photos via the Photos app, etc.

Pairing and Unpairing with Bluetooth

1 Bluetooth can wirelessly connect your iPhone with devices such as speakers, headphones and keyboards. The item you wish to pair with must be put in Pairing Mode. To do this, follow the manufacturer's instructions.



2 Go to Settings > Bluetooth, and the device you're pairing should be listed. Tap it and the two devices pair. Pairing only needs to be done once. You don't have to pair your Bluetooth device every time you use it.



3 To unpair a device, in Settings > Bluetooth, tap the 'i' icon next to the device in question. You can then disconnect it (assuming it's currently connected) or tap 'Forget this Device' to unpair it completely.

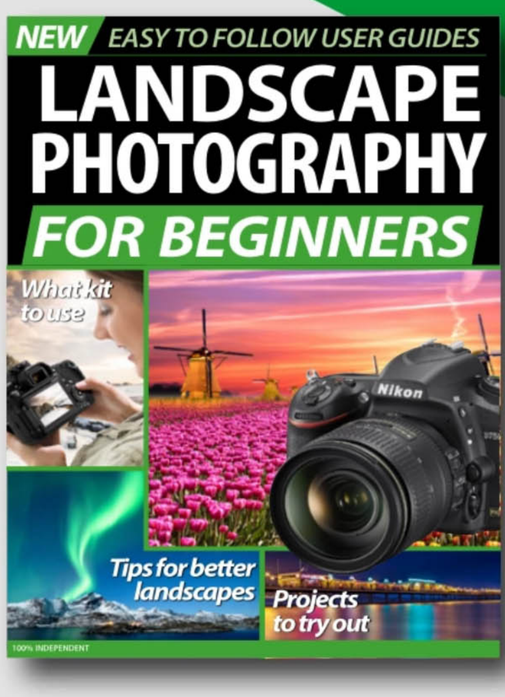
Now you've got the basics down, you can improve and learn more essential skills in our next guide...

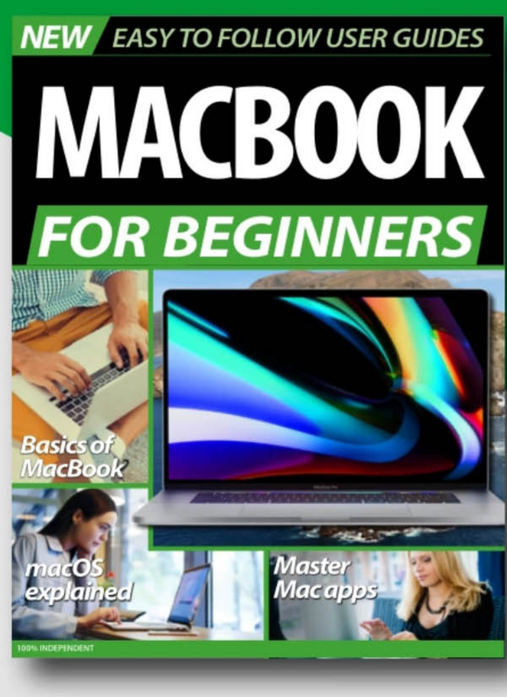
iPHONE

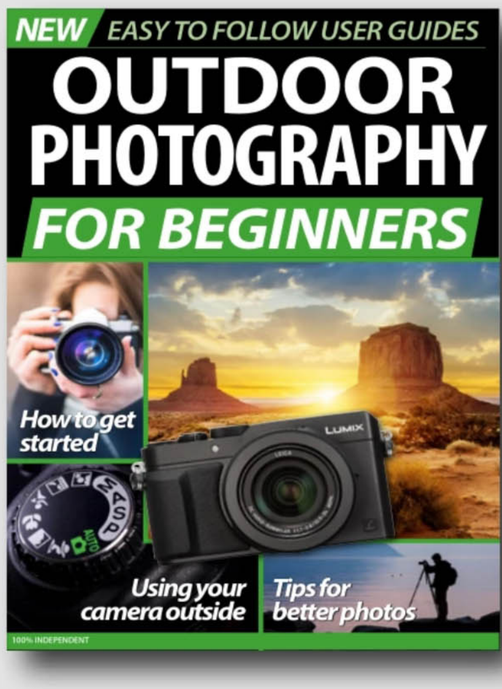
TRICKS AND TIPS

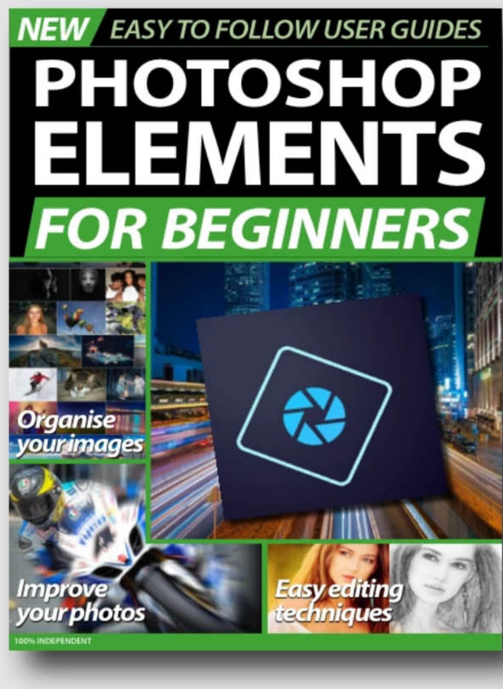
Coming soon!

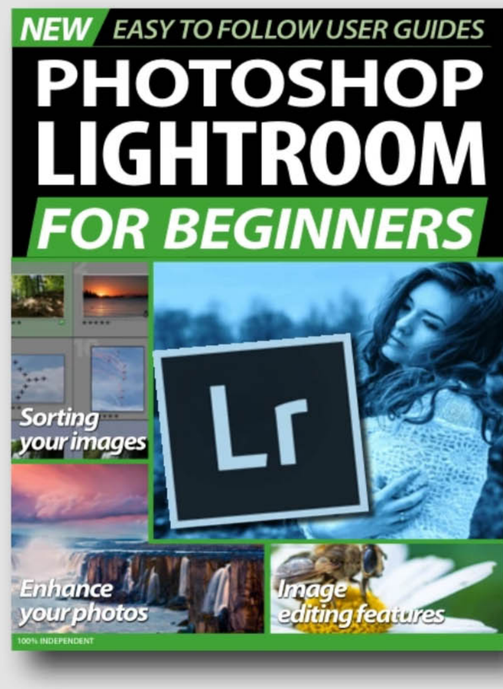
Discover more of our guides...

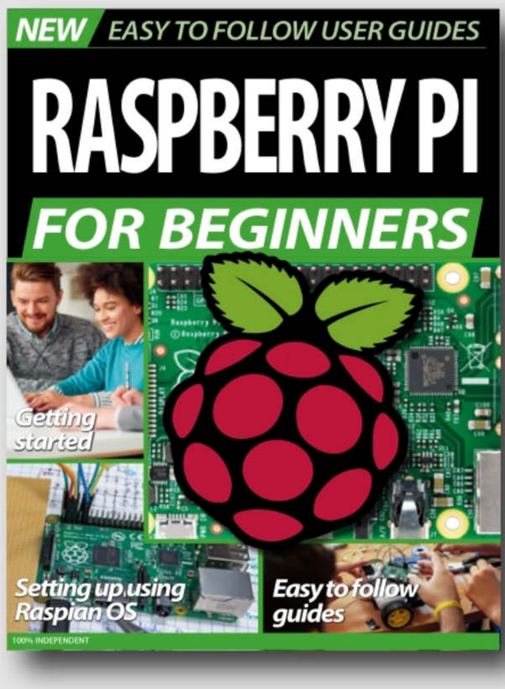


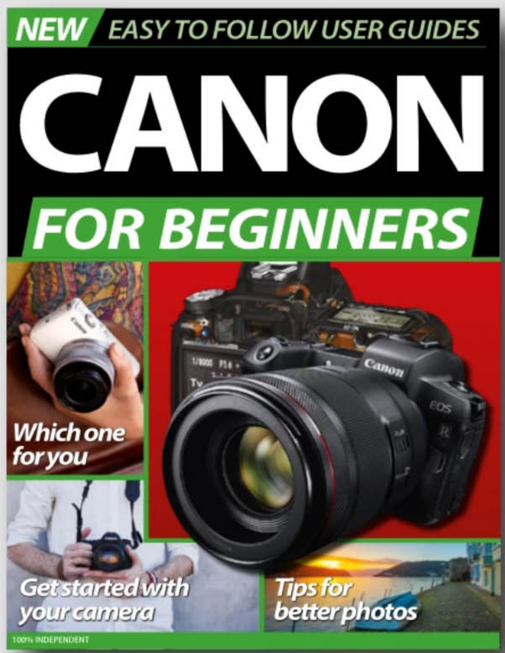


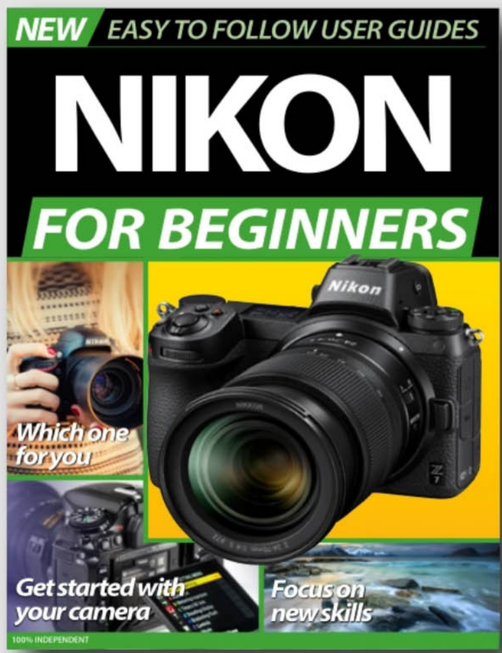












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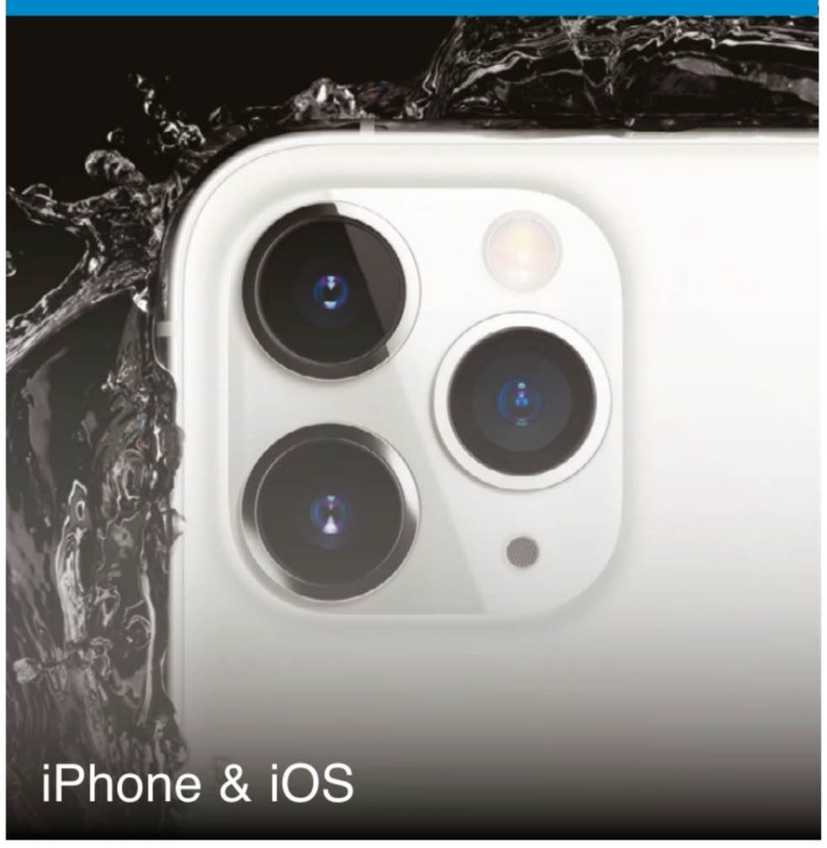

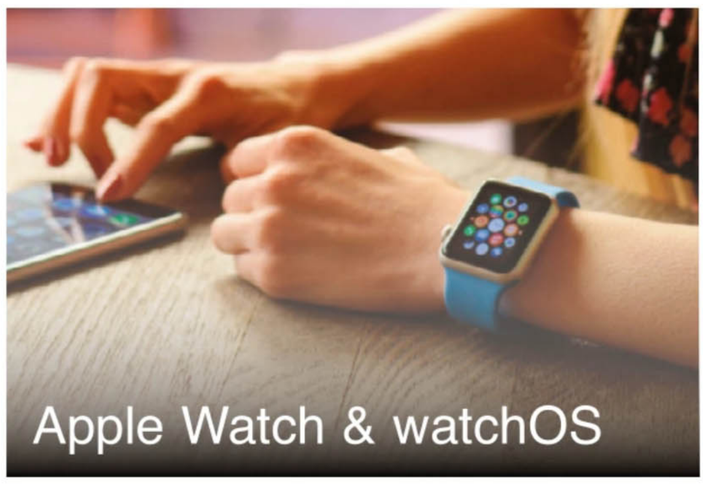

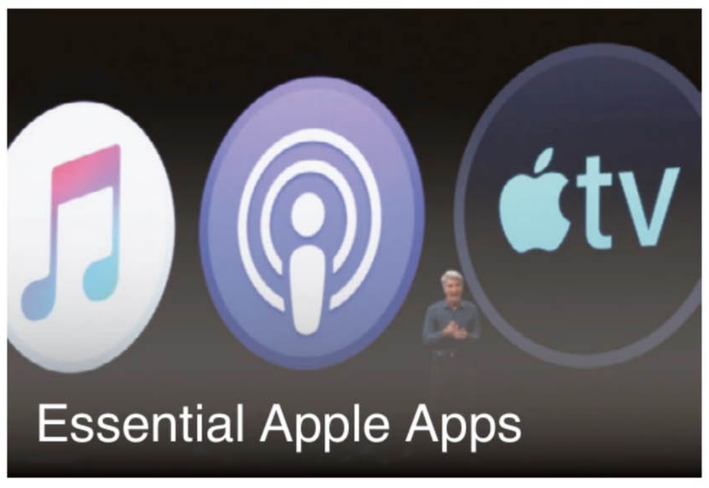

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ISBN: 978-1-912847-20-4

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