

# iPhone User Guide

Everything you need to know about iPhone

Get to know iPhone Xs

Say hello to the future

Learn intuitive gestures, use your face as your password, and see what's possible with the amazing TrueDepth camera.



### It's all screen

The device is the display—an edge-to-edge screen you can quickly navigate with familiar gestures. Swipe up from the bottom edge to return to the Home screen, swipe up and pause to see your open apps, or swipe down from the top right to reveal Control Center.

## Unlock with a glance

Use Face ID to unlock your iPhone, authenticate purchases, and use Apple Pay. Face ID is a powerful and secure authentication system that's even more convenient than Touch ID.

To set up Face ID, go to Settings > Face ID & Passcode.





# Fun with the front-facing camera

With the TrueDepth camera, you can create your own Memoji in Messages to match your personality and mood, and take photos with striking studio-quality lighting effects.

To take a selfie where the background blurs and the subject stays sharp, open Camera, tap 
■, tap Portrait, then drag for Portrait Lighting options like Contour Light or Studio Light.

Want to learn more about what you can do with your new iPhone? Check out Learn gestures to interact with iPhone X and later, Take a photo in Portrait mode, and Express yourself with Animoji or Memoji.



# Shoot like a pro

Learn how to take your best shot

Use your iPhone camera to create stunning, professional-looking photos and easily edit and share them with your friends and family.



### Don't miss it!

To quickly open Camera, swipe left from the Lock screen. To capture an action shot, use Burst to take multiple photos in rapid succession. Touch and hold the Shutter button to activate Burst, and release it to stop.

To view all of the shots, tap the photo thumbnail in the lower-left corner, then choose your favorites to save as individual photos.

# Adjust for the perfect shot

You can fine-tune your shot by manually adjusting the focus and exposure. Tap where you want to set the focus, then slide your finger up or down to change the exposure.

On supported models, tap to use optical zoom to make a subject that's far away appear close by. Or, touch and hold to and move the slider to zoom in even further.





## Take amazing portraits

Use Portrait mode to take studioquality portraits where the background blurs and your subject stays sharp. On supported models, switch to Portrait mode, frame your subject, then tap the Shutter button.

On supported models, you can also add studio-style lighting effects. Drag 🖨, then choose an option. Use Studio Light to brighten facial features or Contour Light for dramatic shadows.

### Add the final touches

Use the editing tools to make every photo great. Select a photo, then tap Edit. Tap to straighten and crop, tap to adjust color and lighting, and tap to apply a filter.

Can't decide whether to keep your changes? Touch and hold the photo to get a peek at the original and see how it compares to your edited version.





# View and share your best photos

Explore the For You section of the Photos app to see your Memories, Featured Photos, Effect Suggestions, and more.

With Sharing Suggestions,
Photos even selects your best
shots from an event and
recommends people you might
want to share them with. After
you've shared, the recipients are
prompted to share their photos
from the event with you, too.

Want to learn more? Check out the Camera and Photos chapters.

Not all features are available for all iPhone models.



# Set up Screen Time

Manage how you spend time on iPhone

Use Screen Time to get a better understanding of how you use your iPhone and other iOS devices. You can then set app limits, schedule device-free time, and more.



## See what you're doing

With Screen Time, you can view daily and weekly activity reports that detail how you use your iPhone. See how much time you spend in certain apps, which apps you use the most, and how often you pick up your iPhone during the day.

## Set app limits

Based on your activity report, you can set daily limits for specific apps, or for an app category like games or social media.

When you set an app limit, you receive a notification when your time is almost up, then you can choose to ignore the limit or extend it for the day.





### Make time to unplug

You may want to take a break from your screen at the same time every day—like during dinner or to ease into bedtime. When you schedule Downtime, only phone calls and the apps you allow are available.

Ready to set up Screen Time? Go to Settings > Screen Time to get started.

See Set screen time, allowances, and limits to learn more about Screen Time.

Not all features are available in all regions.



# Start healthy habits

Reach your health and wellness goals with iPhone

Use iPhone to stay active during the day and get better sleep at night.

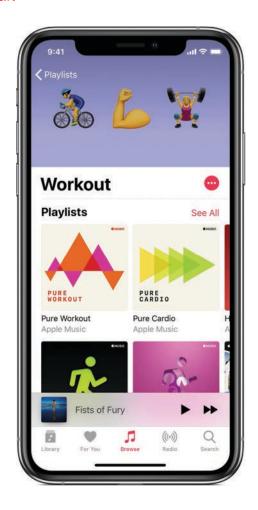


## Steps count

Carry iPhone with you to count your steps and see how far you walk or run each day. To check your progress, open Health, then tap Today. To see how many steps you've traveled over time, tap Steps, then tap Week, Month, or Year.

### Move to the beat

Need some inspiration to push through a workout? Find the perfect playlist in Apple Music to keep moving. Open Music, tap Browse, then tap Playlists. Scroll to Activities and Moods, then choose a playlist in the Workout or Motivation section.





### Start a bedtime routine

Use Bedtime in the Clock app to help you build healthy sleep habits by consistently going to bed and waking up at the same time.

When Bedtime is turned on, your display dims and notifications are hidden until you unlock your iPhone in the morning. Open Clock, tap Bedtime, then follow the onscreen instructions.

Want to learn more? See View health and fitness information, Subscribe to Apple Music, and Set an alarm or bedtime schedule.

Not all features are available in all regions. Apple Music requires a subscription.

Welcome
What's new in iOS 12
Set up and get started
Basics
Siri and Voice Control
Apps
Sharing
Use iPhone with other devices

Privacy and security
Restart, update, reset, and restore
Accessibility
Safety, handling, and support

## What's new in iOS 12

**Performance.** iOS has been enhanced for a faster and more responsive experience on devices going all the way back to iPhone 5s.

**Messages.** Create personalized Memoji and use new Animoji (iPhone X and later). Express yourself with new camera effects including filters and stickers. And with the new Photos iMessage app, get photo suggestions based on whom you're messaging with, what you're talking about, and where you've taken photos together. See Use Animoji and Memoji in Messages on iPhone, Add camera effects to a photo or video, and Send a photo or video.



**FaceTime.** Liven up the conversation as your favorite Memoji or Animoji, or add camera effects like filters, shapes, and stickers. See Add camera effects in FaceTime calls on iPhone.

**Screen Time.** Activity reports provide insight into how you and your family members are using your iPhone, iPad, and iPod touch. You can set time limits for using certain apps or entire categories of apps, such as games. See Set screen time, allowances, and limits on iPhone.



Today at 9:41 AM

18m

SHOW CATEGORIES

48m

21m

2h 45m

1h 13m

Longest Session

After Bedtime Use

Instagram

Facebook YouTube

50m

Notifications. Grouped notifications make it easy to see more information at a glance. Instant Tuning and Siri suggestions help you get just the notifications you want and need. See View and respond to notifications on iPhone.

**Do Not Disturb.** New options automatically end Do Not Disturb based on time or actions. Do Not Disturb during Bedtime dims your display and silences overnight notifications until you unlock your iPhone in the morning. See Set "Do Not Disturb during Bedtime" on iPhone.



**Measure.** Get the dimensions of real-world objects by pointing your iPhone camera at them. See Measure dimensions with iPhone.



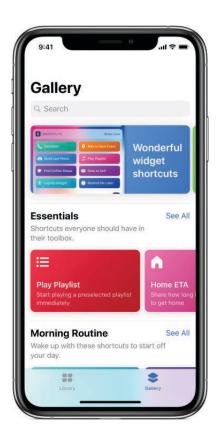
**Photos.** Photos is smarter than ever with an all-new search engine and a personalized For You tab. It can even suggest sharing a collection of photos with the people who are in them. See Use the Photos app on iPhone.

Camera. Portrait Lighting looks better that with improvements to the Stage Light and Stage Light Mono effects. And Camera now highlights QR codes in the frame, making them easier to scan. See Take photos with the camera on iPhone.

**Siri.** Add shortcuts for things you frequently do so you can ask Siri to do them. See Add shortcuts to Siri on iPhone. As Siri learns your routines, you also get suggestions for what you need to do, at just the right time, on the Lock screen and in Search. See About Siri Suggestions on iPhone.



**Shortcuts app.** Download this new app from the App Store and automate tasks you do often. Create or customize your own shortcuts to run multiple steps at once. Get started with examples from the gallery and personalize them with steps from multiple apps.



**Apple Books.** The Books app (not available in all regions) has been completely redesigned to make it easier to discover and get your favorite books and audiobooks. See Read books in the Books app on iPhone.



**Voice Memos.** It's even easier to capture and edit your recordings. And with iCloud, you can access your recordings in the new Voice Memos app on your iPad and Mac. See Make a recording in Voice Memos on iPhone.





**Stocks.** Stocks has been completely redesigned for iPhone and iPod touch, and it's an all-new app for iPad and Mac. See Check stocks on iPhone.

**Apple News.** It's now easier to navigate your news feed in the redesigned app. And you can read News on your Mac, too. See Get started with News on iPhone.

**Contactless student ID cards.** On supported campuses, you can add your contactless student ID card to Wallet. Access locations where your student ID card is accepted like your dorm, the library, and campus events. You can even pay for laundry, snacks, and meals around campus. See Use your contactless student ID card.

**Battery information.** The battery usage chart in Settings now shows your usage for the last 24 hours or 10 days. See Charge and monitor the iPhone battery.

**Privacy and security.** Enhanced tracking prevention protects your privacy in Safari. Automatically create, autofill, and store strong passwords in Safari and iOS apps. See Create website and app passwords on iPhone.

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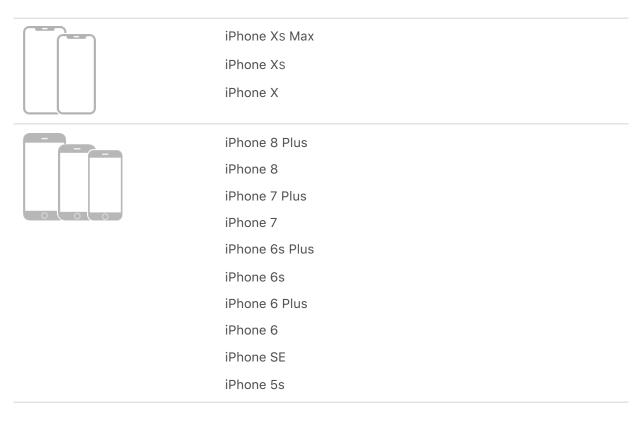
**Learn new tricks for iOS 12.** The Tips app adds new suggestions frequently so you can get the most from your iPhone. See Get tips on iPhone.

*Note:* New features and apps may vary depending on your iPhone model, region, language, and carrier.

# Set up and get started

## Supported iPhone models

This guide describes iOS 12 for the following iPhone models:



Your features and apps may vary depending on your iPhone model, region, language, and carrier. To find out which features are supported in your region, go to the iOS Feature Availability website.

*Note:* Apps and services that send or receive data over a cellular network may incur additional fees. Contact your carrier for information about your iPhone service plan and fees.

## Install or switch the SIM card in your iPhone

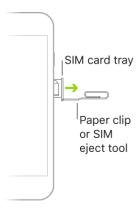
The cellular connection on your iPhone requires a SIM card from a cellular provider. If your iPhone doesn't have a SIM, or if you change carriers, you need to install or replace the SIM card.

*Note:* The shape and orientation of the SIM card tray depend on the iPhone model and your region.

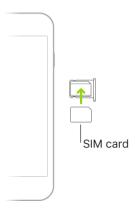
#### Install or switch the SIM card

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1. Insert a paper clip or SIM eject tool into the small hole of the SIM card tray, then push in toward iPhone to eject the tray.



- 2. Remove the tray from iPhone.
- 3. Place the SIM card in the tray. The angled corner determines the correct orientation.



- 4. Insert the tray back into iPhone.
- 5. If prompted, carefully enter the PIN for the SIM card.

**WARNING:** Never try to guess a SIM PIN. An incorrect guess can permanently lock your SIM card, and you won't be able to make phone calls or use cellular data through your carrier until you get a new SIM card. For more information, see the Apple Support article Use a SIM PIN for your iPhone or iPad.

**Important:** A Nano-SIM card is required to use cellular services when connecting to GSM networks and some CDMA networks. An iPhone activated on a CDMA wireless network can also use a Nano-SIM card for connecting to a GSM network, primarily for international roaming. Your iPhone is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after the conclusion of any required minimum service contract. Contact your wireless service provider for more details. The availability of cellular capabilities depends on the wireless network, your iPhone model, and your location.

## Turn on and set up iPhone Draft

Turn on and set up your new iPhone over a Wi-Fi network or your carrier's cellular network (not available in all regions). You can also set up iPhone by connecting it to your computer and using iTunes. If you have another iOS device (with iOS 11 or later) or an Android device, you can copy your data to your new device.

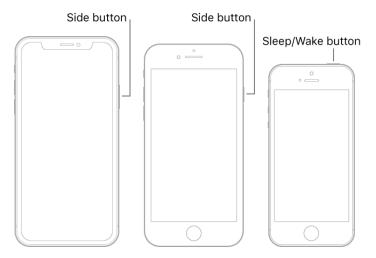
*Note:* If your iPhone is deployed or managed by a company or other organization, see an administrator for setup instructions. For general information, go to the Apple at Work website.

### **Prepare for setup**

To make setup as smooth as possible, have the following items available:

- The name and password (if applicable) of a Wi-Fi network connected to the Internet or cellular data service through an activated SIM card
- Your Apple ID and password; if you don't have an Apple ID, you can create one during setup
- Your credit or debit card account information, if you want to add a card to Apple Pay during setup on supported models
- Your previous iPhone (or its backup data) or Android device, if you're moving to a new iPhone

1. Press and hold the side button or Sleep/Wake button (depending on your model) until the Apple logo appears.



If iPhone doesn't turn on, you might need to charge the battery. For more help, see the Apple Support article If your iPhone, iPad, or iPod touch won't turn on or is frozen.

### 2. Do one of the following:

- If you have another iPhone, iPad, or iPod touch with iOS 11 or later, you can use it to automatically set up your new device with Quick Start. Bring the two devices close together, then follow the onscreen instructions to securely copy many of your settings, preferences, and iCloud Keychain.
- If you don't have another iOS device, tap Set Up Manually, then follow the onscreen setup instructions.

#### Move from an Android device to iPhone

When you first set up your new iPhone, you can automatically and securely move your data from an Android device.

Note: You can use the Move to iOS app only when you first set up iPhone. If you've already finished setup and want to use Move to iOS, you must erase your iOS device and start over, or move your data manually. See the Apple Support article Move content manually from your Android device to your iOS device.

- 1. On your device with Android version 4.0 or later, see the Apple Support article Move from Android to iPhone, iPad, or iPod touch and download the Move to iOS app.
- 2. On your iPhone:
  - a. Follow the setup assistant.
  - b. On the Apps & Data screen, tap Move Data from Android.

- 3. On the Android device:
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- a. Turn on Wi-Fi.
- b. Open the Move to iOS app.
- c. Follow the onscreen instructions.

### Set up cellular services

The cellular services on your iPhone require a cellular plan; contact your carrier to set up service.

For more information about managing your cellular data usage, see View or change cellular settings on iPhone.

Some carriers let you unlock iPhone for use with another carrier (additional fees may apply). Contact your carrier for authorization and setup information. For more information, see the Apple Support article How to unlock your iPhone for use with a different carrier.

**WARNING:** To avoid injury, read Important safety information for iPhone before using iPhone.

### Connect iPhone to the Internet

Connect your iPhone to the Internet by using an available Wi-Fi or cellular network.

#### **Connect iPhone to a Wi-Fi network**

- 1. Go to Settings > Wi-Fi, then turn on Wi-Fi.
- 2. Tap one of the following:
  - A network: Enter the password, if required.
  - Other: Joins a hidden network. Enter the name of the hidden network, security type, and password.

If appears at the top of the screen, iPhone is connected to a Wi-Fi network. (To verify this, open Safari to view a webpage.) iPhone reconnects when you return to the same location.

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Your iPhone automatically connects to your carrier's cellular data network if a Wi-Fi network isn't available. If iPhone doesn't connect, check the following:

- 1. Verify that your SIM card is installed and unlocked. See Install or switch the SIM card in your iPhone.
- 2. Go to Settings (6) > Cellular.
- 3. Verify that Cellular Data is turned on.

When you need an Internet connection, iPhone does the following, in order, until the connection is made:

- Tries to connect to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose
- Connects to your carrier's cellular data network

Note: If a Wi-Fi connection to the Internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see View or change cellular settings on iPhone.

### Manage Apple ID and iCloud settings on iPhone

Your Apple ID is the account you use for just about everything you do with Apple—including storing your content in iCloud, streaming from Apple Music, and buying content from the iTunes Store, the App Store, and Apple Books. On your iPhone, you can sign in to all Apple services with a single Apple ID and password. It's best to have only one Apple ID.

Use iCloud to securely store your photos, videos, documents, music, apps, and more—and keep them updated across all your devices. With iCloud, you can easily share photos, calendars, locations, and more with friends and family. You can even use iCloud to help you find your iPhone if you lose it.

iCloud provides you with a free email account and 5 GB of storage for your mail, documents, photos and videos, and backups. Your purchased music, apps, TV shows, and books don't count against your available storage space. You can upgrade your iCloud storage right from iPhone.

Note: Some iCloud features have minimum requirements. iCloud may not be available in all regions, and iCloud features may vary by region.

### Sign in with your Apple ID

If you didn't sign in during setup, do the following:

- 1. Go to Settings .
- 2. Tap Sign in to your iPhone.
- 3. Enter your Apple ID and password.

If you don't have an Apple ID, tap "Don't have an Apple ID or forgot it?"

4. If you protect your account with two-factor authentication, enter the six-digit verification code.

### **Change your Apple ID settings**

Go to Settings ( > [your name], where you can do the following:

- Update your contact information
- Change your password
- Manage Family Sharing

### **Change your iCloud settings**

Go to Settings @ > [your name] > iCloud.



### Do any of the following:

- See your iCloud storage status.
- Upgrade your iCloud storage—tap Manage Storage > Change Storage Plan.
- Turn on the features you want to use, such as Photos, Mail, Contacts, and Messages.

#### Ways to use iCloud on iPhone

Keep the following content up to date:

- Messages, Mail, Contacts, Calendars, Notes, and Reminders
- Photos and videos; see Use iCloud Photos on iPhone
- Music, apps, and books
- Documents; see Use iCloud Drive on iPhone
- Bookmarks, your reading list, and the webpages you have open in Safari; see Browse the web using Safari on iPhone
- Passwords and credit cards; see Set up iCloud Keychain on iPhone

You can also do the following:

• View your iCloud data on iPhone, iPad, iPod touch, Mac, and iCloud.com (using a Mac or a Windows PC).

- Share your photos and videos with the people you choose. See Share photos from your iPhone with Shared Albums in iCloud.
- Share your iCloud storage on plans with 200 GB or more with up to six family members. See Share purchases on iPhone with family members.
- Locate iOS, Apple Watch, or Mac devices that belong to you or your family members. See Use the Find My iPhone app to locate your device.
- Find your friends and family; you, your friends, and family can share locations, follow each other, and see everyone's location on a map. See Locate friends and family from your iPhone.
- Back up and restore your data. See Back up iPhone using iCloud or iTunes.

*Note:* If you enable iCloud for apps such as Music, Photos, Calendar, and Contacts on your iPhone, you can't use iTunes to sync them with your computer.

## Keep this user guide readily available

Save the iPhone User Guide as a shortcut on your Home screen or bookmark in the Safari app 2. You can also read it in the Books app 1. when you're offline.

# Add the iPhone User Guide as a shortcut on the Home Screen or a bookmark in Safari

1. In Safari, view the iPhone User Guide.

To view the user guide in a different language, scroll down to the bottom of the page, tap the language link (English, for example), then choose a language.

- 2. Tap 🕆, then choose any of the following:
  - Add to Home Screen: The shortcut appears as a new icon on the Home screen.
  - Add Bookmark: The bookmark appears when you tap in Safari.

#### **Download the iPhone User Guide from Apple Books**

If you download the user guide from Apple Books, you can read it even when iPhone isn't connected to the Internet.

- 1. Open the Books app 🛄.
- 2. Tap Search, then enter "iPhone user guide for iOS 12."

3. Tap Get, then wait for the book to down poat.

For more information, see Buy books from Apple Books on iPhone.

# Basics

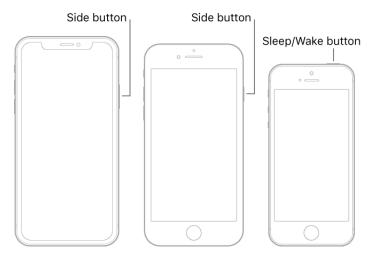
### Wake and unlock iPhone

iPhone turns off the display to save power, locks for security, and goes to sleep when you're not using it. You can quickly wake and unlock iPhone when you want to use it again.

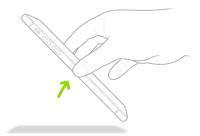
#### Wake iPhone

To wake iPhone, do one of the following:

• Press the side button or Sleep/Wake button (depending on your model).



Raise iPhone (supported models). You can turn off Raise to Wake in Settings > Display & Brightness.



• Tap the screen (supported models).



#### **Unlock iPhone with Face ID (iPhone X and later)**

1. Tap the screen or raise iPhone to wake it, then glance at your iPhone.

The lock icon animates from closed to open to indicate that iPhone is unlocked.

2. Swipe up from the bottom of the screen.

To lock iPhone again, press the side button. iPhone locks automatically if you don't touch the screen for a minute or so.

#### Unlock iPhone with Touch ID (models with a Home button)

Press the Home button using the finger you registered with Touch ID.



To lock iPhone again, press the side button or Sleep/Wake button (depending on your model). iPhone locks automatically if you don't touch the screen for a minute or so.

#### Unlock iPhone with a passcode

- 1. Swipe up from the bottom of the Lock screen (iPhone X and later) or press the Home button (other models).
- 2. Enter the passcode.

To lock iPhone again, press the side button or Sleep/Wake button (depending on your model). iPhone locks automatically if you don't touch the screen for a minute or so.

### Learn basic gestures to interact with iPhone

Control iPhone and its apps using a few simple gestures—tap, press, swipe, scroll, and zoom.

•	Tap: Touch one affiger lightly on the screen.
0	Press: Press the screen firmly with one finger on models with 3D Touch.
	Touch and hold on models without 3D Touch.
<b>↑</b>	Swipe: Move one finger across the screen quickly.
<b>1</b>	Scroll: Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
Z <sup>7</sup>	Zoom: Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.
	You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out.
	In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

# Learn gestures to interact with iPhone X and later

Here's a handy reference to the gestures you use for interacting with iPhone X and later.

1	<b>Go Home.</b> Swipe up from the bottom edge to return to the Home screen at any time. See Explore the iPhone Home screen and open apps.
	Quickly access controls. Swipe down from the top-right corner to open Control Center. Press firmly on a control to reveal more options. To add or remove items, go to Settings > Control Center > Customize Controls. See Use and customize Control Center on iPhone.
	Switch between recent apps. Swipe up from the bottom edge and pause to show the App Switcher. From any open app, you can also swipe right along the bottom to quickly switch apps. See Switch between apps on iPhone.
<b>—</b>	<b>Ask Siri.</b> Just say, "Hey Siri." Or hold down the side button and make your request. Siri listens until you release the button. See Ask Siri on iPhone.

<b>⟨←</b>	Use Apple Payran puble-click the side button to display your default credit card, then glance at iPhone to authenticate with Face ID. See Make contactless payments using Apple Pay on iPhone.
<b>~~</b>	Use Accessibility Shortcut. Triple-click the side button. See Use accessibility shortcuts on iPhone.
→ ←	<b>Take a screenshot.</b> Simultaneously press and quickly release the side button and volume up button.
<b>→</b>	Make an emergency SOS call (all regions except India). Simultaneously press and hold the side button and either volume button until the sliders appear, then drag Emergency SOS. See Make an emergency SOS call (in all regions except India).
<b>~~~</b>	Make an emergency SOS call (in India). Triple-click the side button. If you've turned on Accessibility Shortcut, simultaneously press and hold the side button and either volume button until the sliders appear, then drag Emergency SOS. See Make an emergency SOS call (in India).
<b>→</b>	<b>Turn off.</b> Simultaneously press and hold the side button and either volume button until the sliders appear, then drag the top slider to power off. Or go to Settings > General > Shut Down. See Turn iPhone off and on.
⇒ ←	<b>Force restart.</b> Press and release the volume up button, press and release the volume down button, then press and hold the side button until the Apple logo appears. See Force restart iPhone.

# Use 3D Touch for previews and shortcuts on iPhone

3D Touch gives you another way to interact with iPhone. On supported models, press the display to see previews, access useful shortcuts, and more.



## Use 3D Touch for previews and shortcutgraft

- On the Home screen, press an app icon to see the quick actions menu.
- Open Control Center, press (or touch and hold) Flashlight, then drag the slider to adjust the brightness.
- On the Lock screen, press a notification to respond to it.
- When typing, turn your keyboard into a trackpad.
- In Notes, press as you draw in Notes to make a line darker.
- In Photos, press an image to peek at it, then swipe up to share or copy it; press a little deeper to pop the image to full screen.
- In Mail, press a message in the mailbox list for a peek at the message contents, then slide up to see a list of actions. Or press a little deeper to pop the message open.

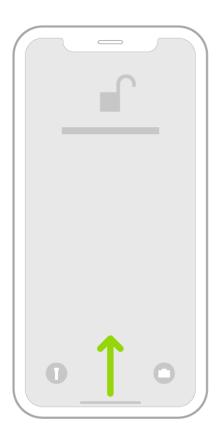
### Change the sensitivity of 3D Touch

- 1. Go to Settings (6) > General > Accessibility > 3D Touch.
- 2. Drag the slider to choose Light, Medium, or Firm.

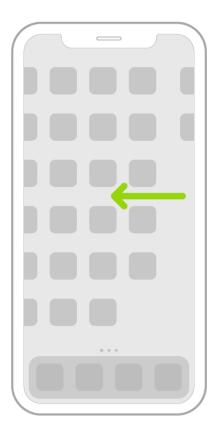
# Explore the iPhone Home screen and open apps

Get to know the Home screen and apps on your iPhone. The Home screen shows all your apps organized into pages. More pages are added when you need space for apps.

1. To go to the Home screen, swipe up from the bottom edge (iPhone X and later) or press the Home button (other models).



2. Swipe left or right to browse apps on other Home screen pages.



- 3. To open an app, tap its icon on the Home screen.
- 4. To return to the first Home screen page, swipe up from the bottom edge (iPhone X and later) or press the Home button (other models).

# Change iPhone settings

Use Settings (located on the Home screen) to configure and customize your iPhone settings. Set your language and region, change the name of your iPhone, choose different sounds for notifications, and much more. The following sections give some examples.

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#### Set the date and time

By default, the date and time, visible on the Lock screen, are set automatically based on your location. If they're incorrect, you can adjust them.

- 1. Go to Settings > General > Date & Time.
- 2. Turn on either of the following:
  - Set Automatically: iPhone gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some regions iPhone may not be able to automatically determine the local time.
  - 24-Hour Time: (not available in all regions) iPhone displays the hours from 0 to 23.

## Set the language and region

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- 1. Go to Settings (6) > General > Language & Region.
- 2. Set the following:
  - The language for iPhone
  - The region
  - The calendar format
  - The temperature unit (Celsius or Fahrenheit)
- 3. To add a keyboard for another language, go to Settings ( > General > Keyboard > Keyboards.

For more information, see Add or change keyboards on iPhone.

#### Change the name of your iPhone

The name of your iPhone is used by iTunes, iCloud, AirDrop, and Personal Hotspot.

- 1. Go to Settings > General > About > Name.
- 2. Tap , enter a new name, then tap Done.

#### Set up mail, contacts, and calendar accounts

In addition to the apps that come with iPhone and that you use with iCloud, iPhone works with Microsoft Exchange and many of the most popular Internet-based mail, contacts, and calendar services.

- 1. Go to Settings (a) > Passwords & Accounts > Add Account.
- To add a mail account, tap an email service—for example, Google, Yahoo, or Aol.com
   —then enter your email account information.
- 3. To add a contacts or calendar account, tap Other, then do any of the following:
  - Add a contacts account: Tap Add LDAP Account or Add CardDAV Account (if your company or organization supports it), then enter your information; see Add contact accounts on iPhone.
  - Add a calendar account: Tap Add CalDAV Account, then enter your information;
     see Set up multiple calendars on iPhone.
  - Subscribe to iCal (.ics) calendars: Tap Add Subscribed Calendar, then enter the URL of the .ics file to subscribe to; or import an .ics file from Mail.

For information about setting up a MicrosoftrEnchange account in a corporate environment, see the Apple Support article Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch.

## Find and change other settings

Go to Settings , swipe down to reveal the search field, then enter a term—alert, password, or iTunes, for example.



# Change the screen appearance

# Change or lock the iPhone screen orientation

When you use supported models in landscape orientation, some apps have different layouts. These apps include Mail, Calendar, Messages, and Photos.



Note: These different layouts aren't available when Display Zoom is enabled.

#### Lock or unlock the screen orientation

You can lock the screen orientation so that it doesn't change when you rotate iPhone.

Open Control Center, then tap .

When the screen orientation is locked, @ appears in the status bar.

# Change the wallpaper on iPhone

On iPhone, choose an image or photo as wallpaper for the Lock screen or Home screen. You can choose from dynamic and still images.

#### Draft



### Change the wallpaper

- 1. Go to Settings > Wallpaper > Choose a New Wallpaper.
- 2. Do one of the following:
  - Choose a preset image from a group at the top of the screen (Dynamic, Stills, and so on).
  - Select one of your own photos (tap an album, then tap the photo).
    - To reposition your selected image, pinch open to zoom in on it, then drag the image with your finger to move it. Pinch closed to zoom back out.
- 3. Tap Set, then tap one of the following to choose where you want the new wallpaper to appear:
  - Set Lock Screen
  - Set Home Screen
  - Set Both

You may be able to make your wallpaper move when you change the viewing angle of your screen by tapping Perspective when you choose new wallpaper. To turn on the Perspective option for wallpaper you've already set, go to Settings > Wallpaper, tap the image of the Lock screen or Home screen, then tap Perspective.

Note: The Perspective option doesn't appear all wallpaper choices, and it doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See Reduce motion.

#### Set a Live Photo as wallpaper for the Lock screen

When you set a Live Photo as wallpaper, you can press the Lock screen to play the Live Photo (models with 3D Touch).

- 1. Go to Settings > Wallpaper > Choose a New Wallpaper.
- 2. Do one of the following:
  - Tap Live, then choose a Live Photo.
  - Tap your Live Photos album, then choose a Live Photo (you may need to wait for it to download).
- 3. Tap Set, then tap Set Lock Screen or Set Both so your new wallpaper appears on the Lock screen.

# Adjust the iPhone screen brightness and color

On iPhone, dim the screen to extend battery life, use Night Shift, and automatically adjust the screen for your lighting conditions.

#### Adjust the screen brightness manually

To make your iPhone screen dimmer or brighter, do one of the following:

- Open Control Center, then drag ...
- Go to Settings 
   S > Display & Brightness, then drag the slider.

#### Adjust the screen brightness automatically

iPhone adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

- 1. Go to Settings > General > Accessibility.
- 2. Tap Display Accommodations, then turn on Auto-Brightness.

#### **Turn True Tone on or off**

On supported models, turn on True Tone to automatically adapt the color and intensity of the display to match the light in your environment.

- Open Control Center, press ∴, then tap ≒ to turn True Tone on or off.
- Go to Settings (a) > Display & Brightness, then turn True Tone on or off.

### Schedule Night Shift to turn off and on automatically

Use Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

- 1. Go to Settings (a) > Display & Brightness > Night Shift.
- 2. Turn on Scheduled.
- 3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.
- 4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

If you choose Custom Schedule, tap the options to schedule the times you want Night Shift to turn on and off.

If you select Sunset to Sunrise, iPhone uses the data from your clock and geolocation to determine when it's nighttime for you.

Note: You won't see the option to turn on Night Shift from sunset to sunrise if you've turned off Location Services in Settings > Privacy, or if you've turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

### **Turn Night Shift on or off manually**

You can turn on Night Shift manually, which is helpful when you're in a darkened room during the day.

- 1. Open Control Center.
- 2. Touch and hold (press it on models with 3D Touch), then tap ...

# Magnify the iPhone screen with Display Zoom

On supported devices, you can magnify what's shown on screen.

- 1. Go to Settings 

  > Display & Brightness.
- 2. Tap View (below Display Zoom).

For additional zoom features, see Zoom in on the iPhone screen.

# Bring screen items within reach on iPhone

Reachability brings items at the top of the screen down to the lower half of the screen. See Bring the screen within reach on iPhone.

# Take a picture of the screen on iPhone

You can take a picture of the screen, just as it appears, to share with others or use in documents.

#### Take a screenshot

- 1. Do one of the following:
  - *iPhone X and later:* Simultaneously press and then release the side button and volume up button.
  - Other models: Simultaneously press and then release the Home button and the side button or Sleep/Wake button (depending on your model).
- 2. Tap the screenshot in the lower-left corner, then tap Done.
- 3. Choose Save to Photos or Delete Screenshot.

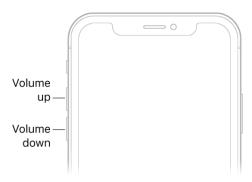
If you save the screenshot, you can view it in the Screenshots album in the Photos app, or in the All Photos album if iCloud Photos is turned on in Settings (6) > Photos.

# Adjust the volume on iPhone

When you're on the phone or listening to songs, movies, or other media, the buttons on the side of iPhone adjust the audio volume. Otherwise, the buttons control the volume for the ringer, alerts, and other sound effects. You can also use Siri to turn the volume up or down.

**Ask Siri.** Say something like: "Turn up the volume" or "Turn down the volume." Learn how to ask Siri.

**WARNING:** For information about avoiding the loss, see Important safety information for iPhone.



## Lock the ringer and alert volumes in Settings

- 1. Go to Settings .
- 2. Tap Sounds & Haptics (supported models) or Sounds (other models).
- 3. Turn off Change with Buttons.

#### **Adjust the volume in Control Center**

When iPhone is locked or when you're using an app, you can adjust the volume in Control Center.

Open Control Center, then drag **◄**)).

#### Limit the volume for music and videos

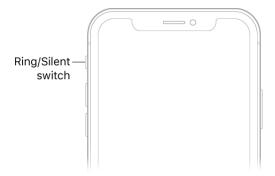
- 1. Go to Settings (a) > Music > Volume Limit.
- 2. Drag the slider to the maximum volume level you want to allow.

## Temporarily silence calls, alerts, and notifications

Open Control Center, then tap (... (See Set Do Not Disturb on iPhone.)

#### Put iPhone in ring or silent mode

To put iPhone in ring mode  $\triangle$  or silent mode  $\triangle$ , flip the Ring/Silent switch.



In ring mode, iPhone plays all sounds. In sippaffmode (the switch shows orange), iPhone doesn't ring or play alerts or other sound effects (but iPhone may still vibrate).

**Important:** Clock alarms, audio apps such as Music, and many games play sounds through the built-in speaker, even when iPhone is in silent mode. In some regions, the sound effects for Camera, Voice Memos, and Emergency Alerts are played, even when the Ring/Silent switch is set to silent.

For information, see Change iPhone sounds and vibrations.

# Change iPhone sounds and vibrations

In Settings (a), change the sounds iPhone plays when you get a call, text, voicemail, email, reminder, or other type of notification.

On supported models, you feel a tap—called *haptic feedback*—after you perform some actions, such as firmly pressing Camera on the Home screen.

#### Set sound and vibration options

- 1. Go to Settings (supported models) or Sounds (other models).
- 2. To set the volume for all sounds, drag the slider below Ringers and Alerts.
- 3. To set the tones and vibration patterns for sounds, tap a sound type, such as ringtone or text tone.
- 4. Do any of the following:
  - Choose a tone (scroll to see them all).
    - Ringtones play for incoming calls, clock alarms, and the clock timer; text tones are used for text messages, new voicemail, and other alerts.
  - Tap Vibration, then choose a vibration pattern, or tap Create New Vibration to create your own.

#### Turn haptic feedback off or on

- 1. Go to Settings (supported models) or Sounds (other models).
- 2. Turn System Haptics off or on.

**Tip:** If you're not hearing or seeing incoming calls and alerts when you expect them, open Control Center, then see if Do Not Disturb is on. If  $\bigcirc$  is highlighted, tap it to turn off Do Not Disturb. (When Do Not Disturb is on,  $\bigcirc$  also appears in the status bar.)

# Use notifications

## View and respond to notifications on iPhone

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notification settings so you see only what's important to you. View and respond to notifications on the iPhone Lock screen or in Notification Center.



#### Find all your notifications in one place

iPhone displays notifications as they arrive, but if you don't read one right away, it's saved in Notification Center so you can check it later.

To see your notifications in Notification Center, swipe down from the top of any screen, then scroll up to see older notifications.

To close Notification Center, swipe up.

## Respond to a notification

When you have multiple notifications, they're grouped by app, which makes them easier to view and manage. Notifications from some apps may also be grouped by organizing features within the app, such as by topic or thread. Grouped notifications appear as small stacks, with the most recent notification on top.

- To expand a group of notifications to see them individually, tap the group. To close the group again, tap Show Less.
- To view a notification, tap it.
- To view and respond to a notification or group of notifications, swipe it right, then tap Open.

On models with 3D Touch, press deeply on a notification to view and respond.

#### Dismiss, clear, and manage notifications

From the Lock screen, do any of the following:

- Handle a notification you receive while using another app: Pull it down to view it, then swipe up to dismiss it.
- *Clear notifications:* Swipe left over the notification or group of notifications, then tap Clear.
- Send notifications directly to Notification Center: Swipe left over the notification or group of notifications, tap Manage, then tap Deliver Quietly. This prevents notifications from this app or group from appearing on the Lock screen, playing a sound, lighting up the screen, or presenting a banner.

To see and hear these notifications again, swipe left on a notification in Notification Center, tap Manage, then tap Deliver Prominently.

- Turn off notifications for an app or notification group: Swipe left on a notification or group of notifications, tap Manage, then tap Turn Off.
- Change how an app displays notifications: Swipe left on a notification, tap Manage, tap Settings, then choose an option. You can choose whether to allow notifications from the app, where the notifications appear (in Notification Center, for example), whether to play an alert sound, and so on.
- Clear all your notifications in Notification Center: Touch and hold ⊗ (press ⊗ on models with 3D Touch), then tap Clear All Notifications.

When you haven't used an app for a while, Siri suggests that you turn off notifications for that app.

# Change notification settings on Profione

In Settings (a), choose which apps can send notifications, change the alert sound, set up location-based alerts, allow government alerts, and more.

### **Change notification settings**

Turn off notifications from specific apps, have the notification play a sound, choose how and where you want notifications to appear when your device is unlocked, and more.

- 1. Go to Settings 

  Notifications.
- 2. To choose when notification previews should appear, tap Show Previews, then choose an option.

When you select When Unlocked, previews also appear on the Lock screen. Previews can include things like text (from Messages and Mail), and invitation details (from Calendar).

3. Tap Back, then tap an app below Notification Style and turn Allow Notifications on or off.

If you turn on notifications, choose how and where you want the notifications to appear for the app—for example, on the Lock screen or in Notification Center.

- 4. Tap Notification Grouping, then choose how you want the notifications grouped:
  - By App: All the notifications from the app are grouped together.
  - Automatic: The notifications from the app are grouped according to organizing criteria within the app, such as by topic or thread.
  - *Off:* Turn off grouping.

To turn off notifications selectively for apps, go to Settings > Notifications > Siri Suggestions, then turn off any app.

#### Show recent notifications on the Lock screen

You can allow access to Notification Center on the Lock screen.

- 1. Go to Settings > Face ID & Passcode (iPhone X and later) or Touch ID & Passcode (other models).
- 2. Enter your passcode.
- 3. Turn on Notification Center (below Allow Access When Locked).

Ask Siri. Say something like: "Turn on Do Not Disturb." Learn how to ask Siri.

You can also go to Settings @ > Do Not Disturb, then turn on Do Not Disturb.

#### Set up location-based alerts

Some apps use your location to send you relevant alerts based on where you are. For example, you might get a reminder to call someone when you get to a specific place or when you leave for your next location.

If you don't want to see these types of alerts, you can turn them off.

- 1. Go to Settings > Privacy > Location Services.
- 2. Turn on Location Services.
- 3. Tap an app, then choose whether you want to share your location while using that app.

To learn more about Location Services, see the Apple Support article About privacy and Location Services.

#### **Get government alerts**

In some regions, you can turn on alerts in the Government Alerts list. For example, in the United States, iPhone can receive presidential alerts, and you can turn AMBER and Emergency Alerts (which includes both Severe and Extreme Imminent Threat alerts) on or off (they're on by default). In Japan, iPhone can receive Emergency Earthquake Alerts from the Japan Meteorological Agency.

- 1. Go to Settings > Notifications.
- 2. Scroll down to the Government Alerts section, then turn on the ones you want.

Government alerts vary by carrier and iPhone model, and may not work under all conditions. For more information, see the Apple Support article About emergency and AMBER alerts.

## Set Do Not Disturb on iPhone

To quickly silence iPhone, whether you're in a movie theater or going to dinner, turn on Do Not Disturb. It silences notifications and calls and prevents them from lighting up the screen. (To help keep calls, text messages, and notifications from distracting you while you drive, use "Do Not Disturb while driving".)

**Ask Siri.** Say something like: "Turn on Do Not Disturb," or "Turn off Do Not Disturb." Learn how to ask Siri.

- 1. You can also Open Control Center, then tap L to turn on Do Not Disturb.
  - When Do Not Disturb is on, \( \bigcup \) appears in the status bar.
- 2. To choose an ending time for Do Not Disturb, touch and hold \( \cup \) in Control Center (press on models with 3D Touch), then tap an option.

You can also tap Schedule, turn on Scheduled, then set beginning and ending times.



#### Allow calls when Do Not Disturb is on

- 1. Go to Settings > Do Not Disturb.
- 2. Do one of the following:
  - Tap Allow Calls From: To allow incoming calls from selected groups.
  - *Turn on Repeated Calls:* To allow repeated calls from the same number to come through for emergencies.

#### Allow calls from emergency contacts when Do Not Disturb is on

You can allow calls and messages from specific contacts when Do Not Disturb is turned on, follow these steps:

- 2. Select a contact, then tap Edit.
- 3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.

Or, create a Medical ID and identify an emergency contact.

Even if Do Not Disturb is on, calls and messages from your emergency contacts come through.

## Schedule quiet hours

- 1. Go to Settings 

  > Do Not Disturb.
- 2. Turn on Scheduled, then set the start time and end time for quiet hours.

#### Choose when Do Not Disturb silences iPhone

You can choose whether Do Not Disturb silences iPhone only when it's locked, or even when it's unlocked.

- 1. Go to Settings @ > Do Not Disturb.
- 2. Do one of the following:
  - Silence iPhone any time Do Not Disturb is on: Tap Always.
  - Silence iPhone only when it's locked: Tap While iPhone is locked.

# Turn on "Do Not Disturb while Driving" on iPhone

When "Do Not Disturb while Driving" is activated, it helps you stay focused on the road. Text messages and other notifications are silenced or limited. Siri reads replies aloud, so you don't have to look at your iPhone (the screen stays dark). Incoming calls are allowed only when iPhone is connected to a car Bluetooth system or a hands-free accessory, or when you use Do Not Disturb settings to allow some calls.

**WARNING:** For important information about navigation and avoiding distractions that could lead to dangerous situations, see Important safety information for iPhone. "Do Not Disturb while Driving" is not a substitute for following all rules that prohibit distracted driving.

#### Turn on "Do Not Disturb while Driving"

If iPhone detects you might be driving and you haven't set up "Do Not Disturb while Driving," iPhone asks if you want to turn it on. Otherwise, you can activate it manually.

- 1. Go to Settings 

  > Do Not Disturb. Draft
- 2. Scroll down, then tap Activate.
- 3. Choose when you want "Do Not Disturb while driving" to turn on.
  - Automatically: When iPhone detects you might be driving.
  - When Connected to Car Bluetooth: When your iPhone is connected to a car's Bluetooth system.
  - Manually: When you turn it on in Control Center.

To add Do Not Disturb while Driving to Control Center, go to Settings 

> Control Center > Customize Controls, then tap 
next to Do Not Disturb while Driving.

Note: When you use CarPlay, "Do Not Disturb while Driving" isn't activated.

#### Get calls, messages, and notifications when you're a passenger

If "Do Not Disturb while Driving" becomes active when you're not driving (for example, when you're a passenger), you can turn it off.

1. Tap the Do Not Disturb notification on the Lock screen.



2. Tap I'm Not Driving.

You can also swipe up from the bottom of the screen (iPhone X and later) or press the Home button (other models), then tap I'm Not Driving.

#### Draft

## Send an auto-reply text message that you're driving

When "Do Not Disturb while Driving" is on, by default, an auto-reply is sent to anyone in your Favorites group. You can change who receives the auto-reply.

- 1. Go to Settings 

  > Do Not Disturb > Auto-Reply To.
- 2. Choose one of the following:
  - No One: Turns off auto-reply.
  - Recents: Sends an auto-reply to anyone you sent a message to in the previous two days, even if they're not in your Contacts.
  - Favorites: Sends an auto-reply to anyone in your Favorites group in Phone.
  - *All Contacts:* Sends an auto-reply to everyone in Contacts.

If anyone responds to your auto-reply message with the message "Urgent," all subsequent texts from that person come through for the remainder of your drive.

#### Create a custom auto-reply text message

- 1. Go to Settings (a), then tap Do Not Disturb > Auto-Reply.
- 2. Tap the message to bring up the keyboard, then type a new message.

#### Allow some calls

If your car doesn't have Bluetooth, you can allow some calls to come through.

- Allow a second call from the same person within 3 minutes: Go to Settings 
   Solution > Do

   Not Disturb, then turn on Repeated Calls.
- Allow calls from your Favorites or everyone: Go to Settings > Do Not Disturb > Allow Calls From.

Note: "Do Not Disturb while driving" uses Location Services to determine whether you might be driving or if you're near home, work, or a predicted destination. The location data Apple collects for these purposes doesn't personally identify you. To turn off Location Services for "Do Not Disturb while driving," go to Settings > Privacy > Location Services > System Services, then turn off Location-Based Alerts.

# Set "Do Not Disturb during Bedtime" on iPhone

You can turn on "Do Not Disturb during Bedtime" to help you sleep. It dims your display, silences calls, and sends overnight notifications to Notification Center until you unlock your iPhone in the morning.

To keep calls, text messages, and notifications from distracting you while you drive, use "Do Not Disturb while Driving."

## **Turn on "Do Not Disturb during Bedtime"**

- 1. Go to Settings 

  > Do Not Disturb.
- 2. Turn on Do Not Disturb, turn on Scheduled, then turn on Bedtime.
- 3. Tap From, then set the beginning and ending times for Bedtime.
  - appears in the status bar.

Bedtime turns off automatically at the end of the quiet hours you specified. To turn off Bedtime sooner, tap the "Do Not Disturb during Bedtime" notification on the Lock screen, tap Turn Off, then tap Dismiss. When Bedtime is off, notifications can resume.

# Enter text

## Type and edit text on iPhone

iPhone has many apps in which you can enter text—for example, Contacts, Messages, Notes, and Mail. Use the onscreen keyboard to type information in text fields.

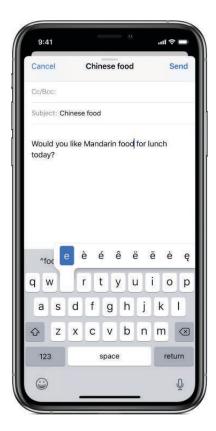
#### Enter text using the onscreen keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. Then tap keys to type. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.

While entering text, you can do any of the following:

- Type uppercase letters: Tap Shift, or touch the Shift key and slide to a letter.
- Turn on Caps Lock: Double-tap Shift.
- Quickly end a sentence with a period and a space: Double-tap the Space bar.
- Enter numbers, punctuation, or symbols: Tap the Number key 123 or the Symbol key #+=.
- *Undo the last edit:* Shake iPhone, then tap Undo.
- Enter accented letters or other alternate characters: Touch and hold a key, then slide to choose one of the options.

#### Draft



### **Correct spelling**

While entering text, if you see a word underlined in red, you can correct it.

- 1. Tap the underlined word to see suggested corrections.
- 2. Tap a suggestion to replace the underlined word.

If the word you want doesn't appear, type the correction.

## Type with one hand

To make it easier to type with one hand, you can move the keys closer to your thumb (all models except iPhone SE and iPhone 5s).

- 1. Touch and hold ⊕ or ⊕.
- 2. Slide to choose one of the keyboard layouts. (For example, choose to move the keyboard to the right side of the screen.)

#### **Set typing options**

You can turn typing features, such as spell check, on or off.

- 1. While typing text using the onscreen keyboard, touch and hold ⊕ or ⊕, then slide to Keyboard Settings. You can also go to Settings ⊚ > General > Keyboard.
- 2. Turn on or off typing options—for example, Auto-Capitalization, Auto-Correction, and Check Spelling.

On iPhone 6 and later, the onscreen keyboprdincludes additional keys, which you can see when you hold iPhone in landscape orientation.

You can also use an Apple Wireless Keyboard (available separately) to enter text, or dictate instead of typing.

See Use an Apple Wireless Keyboard, or Dictate text on iPhone.

#### Select and revise text

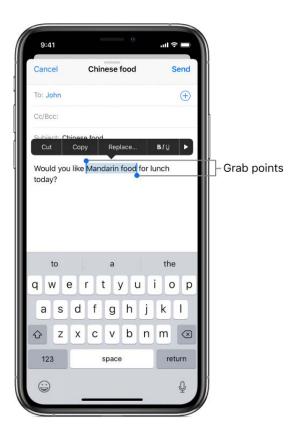
To insert text or revise or replace existing text, do any of the following:

• Place the insertion point where you want to insert text: Touch and hold the text to show the magnifying glass, drag to position the insertion point, then start typing (you can ignore the menu that appears).



- Select text to replace: Place the insertion point as described above, then lift your finger. In the menu that appears, tap to select the word or all text, then drag the grab points to select more or less text. Type to replace it.
- Select text to revise: Tap the insertion point to display the selection options, or double-tap a word to select it; drag the grab points to select more or less text, then tap ▶ to see all the options:
  - Tap Cut, Copy, or Paste.
  - Tap B/I/U to format selected text.

• Tap Replace to see suggested replanent text; or have Siri suggest alternative text.

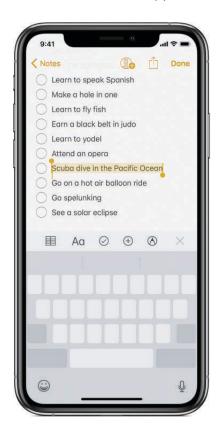


With Universal Clipboard, you can cut or copy something on one Apple device, and paste it to another. You can also use drag and drop to move selected text within an app.

## Turn your keyboard into a trackpad Draft

- 1. Touch and hold the Space bar (or press it on models with 3D Touch) until the keyboard turns light gray.
- 2. Move the insertion point by dragging around the keyboard.
- 3. On models with 3D Touch, without lifting your finger, press a little deeper to select a word, then drag to select more text.

To select a sentence, press twice. To select a paragraph, press three times.



See Use 3D Touch for previews and shortcuts on iPhone.

## Use predictive text on iPhone

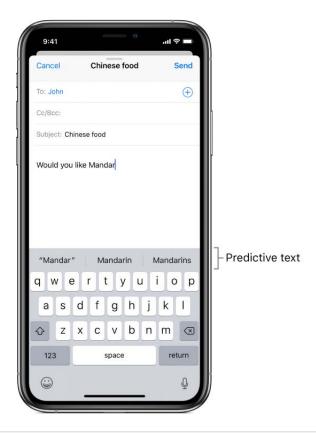
As you type text on the iPhone keyboard, Siri predicts your next word, suggests emoji that could take the place of your word, and makes other suggestions based on your recent activity and information from your apps (not available for all languages). In Messages, for example, when you type something like:

- "My number is," your phone number appears as an option.
- "I'm at ," your current location appears as an option.

## Accept or reject a predictive text suggestign

While typing text, you can do either of the following:

- Accept a suggested word by tapping it; accept a highlighted suggestion by entering a space or punctuation.
  - When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted.
- Reject the suggestions by tapping your original word (shown as the predictive text option with quotation marks).



## **Turn off predictive text**

- 1. While editing text, touch and hold 
  or 
  or
- 2. Slide to Keyboard Settings, then turn off Predictive.

When you turn off predictive text, iPhone may still try to suggest corrections for misspelled words. To accept a correction, enter a space or punctuation, or tap return. To reject a correction, tap the "x." If you reject the same suggestion a few times, iPhone stops suggesting it.

## Dictate text on iPhone

On iPhone, dictate text instead of typing it.

Note: Dictation may not be available in all lengthages or in all regions, and features may vary. Cellular data charges may apply. See View or change cellular settings on iPhone.

#### **Enable Dictation**

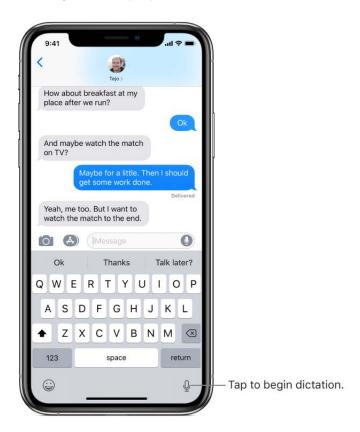
- 1. Go to Settings 

  > General > Keyboard.
- 2. Turn on Enable Dictation.

On supported models, you can use dictation even when you're not connected to the Internet.

#### **Dictate text**

- 1. While entering text, tap in the onscreen keyboard or in the Search field, then speak.
- 2. When you finish, tap ===.



To insert text by dictating, tap to place the insertion point, then tap  $\P$ . You can also replace selected text by dictating.

### Add punctuation or format text

While dictating text, say the punctuation or formatting.

For example, "Dear Mary comma the check is in the mail exclamation mark" becomes "Dear Mary, the check is in the mail!" Punctuation and formatting commands include the following:

- new paragraph
- new line
- cap—to capitalize the next word
- caps on ... caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on ... all caps off—to make the enclosed words all uppercase
- no caps on ... no caps off—to make the enclosed words all lowercase
- no space—to eliminate the space between two words (not available for all languages)
- no space on ... no space off—to run a series of words together (not available for all languages)
- smiley—to insert :-)
- frowny—to insert :-(
- winky—to insert ;-)

# Save keystrokes on iPhone with text replacements

Set up a text replacement that lets you enter a word or phrase by typing just a few characters. For example, type "omw" to enter "On my way!" That one's already set up for you, but you can also add your own.



#### **Create a text replacement**

#### Draft

- 1. While typing in a text field, touch and hold in or it.
- 2. Slide to Keyboard Settings.
- 3. Tap Text Replacement.
- 4. Tap + at the top right.
- 5. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

#### Have a word or phrase you use and don't want it corrected?

Tap + to create a shortcut, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

### Use iCloud to keep your personal dictionary up to date on your other devices

Go to Settings ( > [your name] > iCloud, then turn on iCloud Drive.

# Add or change keyboards on iPhone

On iPhone, add keyboards for different languages and change the layout of your keyboard.

If you add keyboards for other languages, you can type in two languages without having to switch between keyboards. Your keyboard automatically switches between the two languages you use most often. (Not available for all languages.)

### Add a keyboard for another language

- 1. Go to Settings (a) > General > Keyboard > Keyboards.
- 2. Tap Add New Keyboard, then choose a keyboard.

#### Switch keyboards

- 1. While typing text, touch and hold in or it.
- 2. Slide your finger to the name of the keyboard you want to switch to.

You can also tap  $\bigoplus$  or  $\bigoplus$  to switch from one keyboard to another. Continue tapping to access other enabled keyboards.

For information about international keyboards, see Use international keyboards on iPhone.

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#### Change the keyboard layout

- 1. Go to Settings 

  Sequence > General > Keyboard.
- 2. Tap Keyboards, select a keyboard, then choose a layout.

For more information about your keyboard, see the Apple Support article Get help with the keyboard on your iPhone, iPad, or iPod touch.

## Use international keyboards on iPhone

With international keyboards you can type text in many different languages, including Asian languages and languages written from right to left. For a list of supported keyboards, go to Apple's iPhone website, choose your iPhone, click Tech Specs, then scroll to Languages.

### Manage keyboards in Settings

- 1. Go to Settings (a) > General > Keyboard.
- 2. Tap Keyboards, then do any of the following:
  - Add a keyboard: Tap Add New Keyboard, then choose a keyboard from the list.
     Repeat to add more keyboards.
  - Remove a keyboard: Tap Edit, tap  $\bigcirc$  next to the keyboard you want to remove, tap Delete, then tap Done.
  - Edit your keyboard list: Tap Edit, drag = next to a keyboard to a new place in the list, then tap Done.

If you've added keyboards in other languages, you can type in two languages without having to switch between keyboards. Your keyboard automatically switches between the two languages you type in most often. (Not available for all languages.)

#### Switch keyboards while typing

- 1. While typing text, touch and hold 

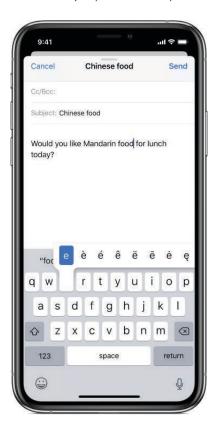
  on the keyboard.
- 2. Slide your finger to the name of the keyboard you want to switch to.

You can also tap 
to switch from one keyboard to another. Continue tapping to access other enabled keyboards.

## Enter accented letters or other charactensations with the same accented letters or other charactensations and the same accented letters or other charactensations.

While typing, touch and hold the letter, number, or symbol on the keyboard that's related to the character you want.

For example, to enter é, touch and hold the e key, then slide to choose a variant.



You can also do any of the following:

- On a Thai keyboard: To choose native numbers, touch and hold the related Arabic number.
- On a Chinese, Japanese, or Arabic keyboard: Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

*Note:* To view the full candidate list, tap the up arrow on the right. To return to the short list, tap the down arrow.

#### Create a text replacement

When using certain Chinese or Japanese keyboards, you can create a text replacement for word and input pairs. The text replacement is added to your personal dictionary. When you type a text shortcut while using a supported keyboard, the paired word or input is substituted for the typed shortcut.

Shortcuts are available for the following:

• Simplified Chinese: Pinyin

- Traditional Chinese: Pinyin and Zhuyin Draft
- Japanese: Romaji and Kana
- 1. Go to Settings 

  > General > Keyboard.
- 2. Tap Text Replacement.
- 3. Tap + at the top right.
- 4. Type a word or input in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

## **Reset your personal dictionary**

- 1. Go to Settings > General > Reset.
- 2. Tap Reset Keyboard Dictionary.

All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

# Use special input methods on iPhone

On iPhone, you can use special keyboards, your finger, or a stylus to enter some languages in different ways. A few examples are Chinese Cangjie and Wubihua, Japanese Kana, and Facemarks. You can also use your finger or a stylus to write Chinese characters on the screen.

#### **Build Chinese characters from the component Cangjie keys**

As you type, suggested characters appear.

To choose a character, type it, or continue typing up to five components to see more options.

## Build Chinese Wubihua (stroke) characters ft

1. Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook.

For example, the Chinese character 圈 (circle) should begin with the vertical stroke |.

#### 2. Do any of the following:

- As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.
- If you're not sure of the correct stroke, enter an asterisk (\*). To see more character options, type another stroke, or scroll through the character list.
- Tap the match key (匹配) to show only characters that match exactly what you typed.
- You can type some complex characters, such as in (part of the name for the Hong Kong International Airport), by writing two or more component characters in sequence. Tap the character to replace the characters you typed. Roman characters are also recognized.

#### Write Chinese characters

Write Chinese characters directly on the screen with your finger when Simplified or Traditional Chinese handwriting input is turned on.

Press a little deeper as you write to increase the line width of your character strokes.

As you write character strokes, iPhone recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.



## Type Japanese kana

Use the Kana keypad to select syllables.

For more syllable options, drag the list to the left or tap the arrow key.

#### Type Japanese romaji

1. Use the Romaji keyboard to type syllables.

Alternative choices appear along the top of the keyboard.

2. Tap a syllable to type it.

For more syllable options, tap the arrow key and select another syllable or word from the window.

#### Type facemarks or emoticons

Do one of the following:

- Use the Japanese Kana keyboard: Tap ^^.
- Use the Japanese Romaji keyboard: Tap 123, then tap ^^.
- Use the Chinese (Simplified) Pinyin or (Traditional) Zhuyin or Pinyin keyboard: Tap 123, tap #+=, then tap ^^.

## Use iPhone to search for content

When you search on iPhone, you get results from the Internet, from media and other content on your iPhone, from iTunes and the App Store, and from your apps, like Maps and Contacts. Powered by Siri, Search offers suggestions and updates results as you type. In Settings (a), you can specify which apps you want to be included in search results.

#### Search with iPhone

- 1. Swipe down from the middle of the Home screen.
- 2. Tap the search field, then enter what you're looking for.
- 3. Do any of the following:
  - Hide the keyboard and see more results on the screen: Tap Search.
  - Open a suggested app: Tap it.
  - Get more information about a search suggestion: Tap it, then tap one of the results to open it.
  - Start a new search: Tap ⊗ in the search field.



## Choose which apps to include in Search Draft

- 1. Go to Settings @ > Siri & Search.
- 2. Scroll down and tap an app.
- 3. Turn on or off Search, Suggestions & Shortcuts.

### **Turn off Suggestions in Search**

Go to Settings (6) > Siri & Search, then turn off Suggestions in Search.

## **Turn off Location Services for suggestions**

- 1. Go to Settings (6) > Privacy > Location Services.
- 2. Tap System Services, then turn off Location-Based Suggestions.

#### Search in apps

Many apps include a search field or a search button so you can find something within the app. For example, in the Maps app, you can search for a specific location.

- 1. In an app, tap the search field or button  $\mathbb{Q}$  (if there is one).
  - If you don't see a search field or button, swipe down from the top.
- 2. Type your search, then tap Search.

## Use and customize Control Center on iPhone

Control Center gives you instant access to airplane mode, Do Not Disturb, a flashlight, and other handy features.

#### **Open Control Center**

- *iPhone X and later:* Swipe down from the top-right edge. To close Control Center, swipe up from the bottom.
- Other models: Swipe up from the bottom. To close Control Center, swipe down or press the Home button.

#### **Access more controls in Control Center**

Many controls offer additional options. To see available options, press a control (touch and hold it on devices without 3D Touch). For example, you can do the following:

- In Control Center, press (or touch and make the top-left group of controls, then tap (6) to access the AirDrop options.
- In Control Center, press (or touch and hold) to take a selfie, take a photo, or record a video.





## Temporarily disconnect from a Wi-Fi netwark

In Control Center, tap \(\frac{1}{2}\); to reconnect, tap it again.

To see the name of the connected Wi-Fi network, press (touch and hold the button on devices without 3D Touch).

Because Wi-Fi isn't turned off when you disconnect from a network, AirPlay and AirDrop still work, and iPhone joins known networks when you change locations or restart iPhone. To turn off Wi-Fi, go to Settings > Wi-Fi. (To turn on Wi-Fi again in Control Center, tap ).) For information about turning Wi-Fi on or off in Control Center while in airplane mode, see Choose iPhone settings for travel.

#### **Temporarily disconnect from Bluetooth devices**

In Control Center, tap ★; to allow connections, tap the button again.

Because Bluetooth isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings > Bluetooth, then turn off Bluetooth. To turn on Bluetooth again in Control Center, tap . For information about turning Bluetooth on or off in Control Center while in airplane mode, see Choose iPhone settings for travel.

#### **Turn off access to Control Center in apps**

Go to Settings @ > Control Center, then turn off Access Within Apps.

#### Add and organize controls

- 1. Go to Settings (a) > Control Center > Customize Controls.
- 2. To add or remove controls, tap 🕕 or 🖨.
- To rearrange controls, touch == next to a control, then drag it to a new position.

## View and organize Today View on iPhone

With Today View, you can get information from your favorite apps, at a glance—see today's headlines, weather, calendar events, Tips, and more.

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### **Open Today View**

Swipe right from the left edge of the Home screen or the Lock screen.

## Add and organize Today View widgets

- 1. Open Today View, then tap Edit at the bottom of the screen.
- 2. To add or remove widgets, tap 🕒 or 🖨.
- 3. To change the order of widgets in Today View, touch ≡, then drag to a new position.

### Choose whether to allow access to Today View when iPhone is locked

- 1. Go to Settings > Face ID & Passcode (iPhone X and later) or Touch ID & Passcode (other models).
- 2. Turn on Today View (below Allow Access When Locked).

## Access features from the iPhone Lock screen

The Lock screen, which shows the current time and date and your most recent notifications, appears when you turn on or wake iPhone. From the Lock screen, you can see notifications, open Camera and Control Center, get information from your favorite apps at a glance, and more.



#### Access features and information from the Lock screen

You can quickly access the features and information you need most from the Lock screen, even while iPhone is locked. From the Lock screen, do any of the following:

- Open Camera: Swipe left. (See Take photos with the camera on iPhone.)
- Open Control Center: Swipe down from the top-right corner (iPhone X and later) or swipe up from the bottom edge (other models). (See Use and customize Control Center on iPhone.)
- See earlier notifications: Swipe up from the center. (See View and respond to notifications on iPhone.)
- See Today View: Swipe right. (See View and organize Today View on iPhone.)

### Choose what you can access from the Lock screen

- 1. Go to Settings > Face ID & Passcode (iPhone X and later) or Touch ID & Passcode (other models).
- 2. Below Allow Access When Locked, turn options—including Today View, Notification Center, and Control Center—on or off.

## Show notification previews on the Lock spreen

- 1. Go to Settings (6) > Notifications.
- 2. Tap Show Previews, then tap Always.

Notification previews include text from Messages, lines from Mail messages, and details about Calendar invitations. See View and respond to notifications on iPhone.

# Choose iPhone settings for travel

When you travel with iPhone, choose settings that minimize cellular charges and comply with airline requirements. See View or change cellular settings on iPhone. Some airlines let you keep your iPhone turned on if you switch to airplane mode. You can't make calls or use Bluetooth, but you can listen to music, play games, watch videos, or use other apps that don't require network or phone connections.

#### Turn on airplane mode

Open Control Center, then tap -.





You can also turn airplane mode on or off in Settings 8. When airplane mode is on,  $\Rightarrow$  appears in the status bar.

## Turn on Wi-Fi or Bluetooth while in airplanamode

If your airline allows it, you can use Wi-Fi or Bluetooth while in airplane mode.

- 1. Open Control Center, then turn on airplane mode.
- 2. Tap 💸 (for Wi-Fi) or 🛠 (for Bluetooth).



If you turn on Wi-Fi or Bluetooth while in airplane mode, it will be on the next time you return to airplane mode. You can turn it off again in Control Center.



## Set screen time, allowances, and limits on iPhone

In Settings , set allowances and limits on screen time, app use, and content ratings.

Understanding how you and your family use your iOS devices can help you make decisions about managing your time, and which apps and content you want to spend time with. Screen Time on your iPhone produces a summary that shows you how much time you spend using various types of apps, which apps send you the most notifications, and so on. You can use that information to set allowances and limits for using certain apps and websites, prevent access to explicit music and web content, specify access and rating limits for movies and TV shows, and more.

#### **View your Screen Time summary**

When you set up Screen Time, it begins building a summary of your device use, including a breakdown of your app use by app and category. You can see your summary and gain insight into how you use your devices and which apps are the most distracting.

To view your Screen Time summary, go to Settings (Secreen Time, then tap your device name or All Devices at the top of the screen (below Screen Time).

Your summary includes the following information:

- How much time you spend using apps by approved the social networking, entertainment, reading, and so on)
- A breakdown of your app use by time of day
- How long you spend using each app, and which apps you've used beyond your time limit
- An overview of the types of notifications you get, and which apps are sending you the most notifications
- How often you pick up your phone—to talk, use apps, look at notifications, read email and messages, and so on

Tap Last 7 Days to see a summary of your device use over the past week.

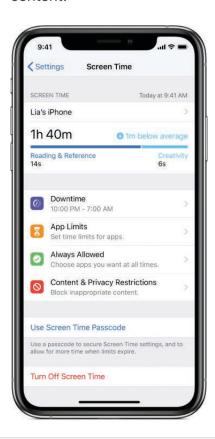


### **Set up Screen Time for yourself**

With Screen Time, you can set allowances and limits for your app use. You can change these settings at any time.

- 1. Go to Settings (6) > Screen Time.
- 2. Tap Turn On Screen Time, tap Continue, then tap This is My iPhone.
- 3. Do any of the following:

- Tap Downtime, turn on Downtime, the start and end times. Use this setting to block apps and notifications during periods when you want time away from your devices.
- Tap App Limits, tap Add Limit, then select one or more app categories. Tap Add, then set the hours and days you want to limit or allow yourself to use apps in the selected categories.
- Tap Always Allowed, then tap or next to an app to add or remove it from the Allowed Apps list. Use this setting to specify which apps you want to be able use at any time (for example, in the event of an emergency).
- Tap Content & Privacy Restrictions, turn on Content & Privacy Restrictions, then
  tap options to set content allowances for iTunes Store and App Store purchases,
  app use, content ratings, and so on. Use this setting to block inappropriate
  content.



#### **Set up Screen Time for a family member**

You can set up Screen Time on a family member's device (with a parent passcode), to get a report about weekly app use, and to set allowances for app use on iPhone and other iOS devices. Alternatively, if you've set up Family Sharing, you can set up Screen Time for a family member through Family Sharing on your device. See Share purchases on iPhone with family members and the Apple Support article Family Sharing and Apple ID for your child.

When you set up Screen Time for a family **Dent**ber through Family Sharing, notifications of your family member's weekly report appear on your devices and your family member's. To view the report, tap the notification.

- 1. On your family member's device, go to Settings 

  > Screen Time.
- 2. Tap Turn On Screen Time, tap Continue, then tap This is My Child's iPhone.
- 3. To schedule downtime for your family member (time away from the screen), tap Downtime, enter the start and end times, then tap Set Downtime.
- 4. To set limits for categories of apps you want to manage (for example, social networking and games), select the categories.

To see all the categories, tap Show All Categories.

- 5. Tap Set, enter an amount of time, then tap Set App Limit.
- 6. Tap Continue, then enter a parent passcode for managing your family member's Screen Time settings.
- 7. To allow your family member to use certain apps at any time (FaceTime, for example), tap Always Allowed, enter your parent passcode, then tap or to add or remove an app from the list.

*Note:* If your family member needs health or accessibility apps, make sure they're in the Allowed Apps list. If Messages isn't always allowed, your family member may not be able to send or receive messages (including to emergency numbers and contacts) during downtime or after the app limit has expired.

- 8. To help ensure that content is age-appropriate, tap Content & Privacy Restrictions, enter your parent passcode, then turn on Content & Privacy.
- 9. Choose options to allow or limit iTunes Store and App Store purchases, allow app use, set content ratings, allow location sharing, and so on, then tap <.

**Important:** If you forget your parent passcode for your family member's Screen Time settings, you must restore the iPhone software to change the settings. See Restore from a backup.

#### Get a report of your device use

To view your Screen Time report, follow these steps:

- 1. Go to Settings > Screen Time.
- 2. Tap your device name or All Devices near the top of the screen.

You'll see your summary for today.

3. Tap Last 7 Days to see a summary of your the past week.

You can also view your summary by tapping a Screen Time Weekly Report notification when it appears. (If the notification disappears from your Lock screen, you can find it in Notification Center. Alternatively, you can add a widget for Screen Time to Today View.)

## Sync iPhone using iTunes on your computer

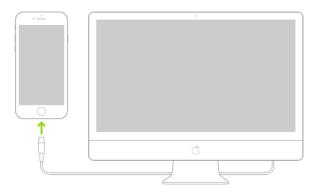
With iTunes on your computer, you can sync your music, movies, TV shows, photos, and more. After you sync, the content on your iPhone matches the content in your iTunes Library on your computer.

To keep your iPhone up to date, you can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud to automatically keep your contacts, calendars, email, messages, and more up to date on all your devices, and use iTunes to sync music from your computer to iPhone. See Manage Apple ID and iCloud settings on iPhone for information on using iCloud to securely store your data and content.

*Note:* If you use iCloud for features such as music, photos, calendar, and contacts, you can't use iTunes to sync their associated media and data.

### Connect iPhone to your computer using USB

- 1. Make sure you have one of the following:
  - Mac with a USB port and OS X 10.9 or later
  - PC with a USB port and Windows 7 or later
- 2. Connect iPhone to your computer using the included Lightning to USB Cable. If your computer has a USB-C port, use a USB-C to Lightning Cable or USB-C to USB Adapter (sold separately).



## Sync your iPhone content using iTunes Draft

To sync, your computer must have the latest version of iTunes, available from the iTunes download website.

- 1. On your computer, open iTunes, then click the iPhone button.
- 2. Choose the content types you want to sync.
- 3. Click the Apply button in the lower-right corner of the screen to save your sync settings; if syncing doesn't start automatically, click the Sync button.

After you turn on syncing, your content syncs each time you connect your iPhone to your computer and have iTunes open.

Unless iPhone is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPhone to see if syncing is in progress. If you disconnect iPhone while it's syncing, some data may not get synced until the next time you connect iPhone to your computer.

## Back up iPhone using iCloud or iTunes

If you replace your iPhone, you can use its backup to transfer your information to the new device. See Turn on and set up iPhone.

iCloud automatically backs up your iPhone daily when iPhone is connected to power, locked, and on Wi-Fi.

### Back up iPhone using iCloud

- 1. Go to Settings > [your name] > iCloud > iCloud Backup.
- 2. Turn on iCloud Backup.
- 3. To perform a manual backup, tap Back Up Now.

To view your iCloud backups, go to Settings (a) > [your name] > iCloud > Manage Storage > Backups. To delete a backup, choose a backup from the list, then tap Delete Backup.

## Back up iPhone using iTunes

#### Draft

- 1. Connect iPhone to your computer using USB.
- 2. On your computer, open iTunes.
- 3. Click the iPhone button, then click Summary in the sidebar.
- 4. In the Summary pane, select "Encrypt iPhone backup" if you want to encrypt the backup stored on your computer.

Encrypted backups are indicated by  $\triangle$ , and a password is required to restore them.

- 5. Click one of the following:
  - Back Up Now: Starts a manual backup.
  - *This computer*: Turns on automatic backups that start whenever you connect iPhone to your computer.

To view or delete iTunes backups, choose iTunes > Preferences, then click Devices.

If you need more help deciding whether to back up iPhone using iCloud or iTunes, see the Apple Support article About backups for iOS devices.

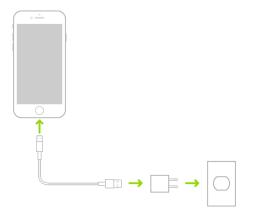
## Charge and monitor the iPhone battery

iPhone has an internal, lithium-ion rechargeable battery, which currently provides the best performance for your device. Compared with traditional battery technology, lithium-ion batteries are lighter, charge faster, last longer, and have a higher power density for more battery life. To understand how your battery works so you can get the most out of it, see the website Apple Lithium-ion Batteries.

### Charge the battery

To charge your iPhone battery, do one of the following:

 Connect iPhone to a power outlet using the included Lightning to USB Cable and USB power adapter.



- (On supported models) Place iPhone face up on a Qi-certified charger. See the Apple Support article How to wirelessly charge your iPhone.

Connecting iPhone to a power outlet or placing it on a Qi-certified charger (on supported models) can start an iCloud backup or wireless iTunes syncing. See Back up iPhone using iCloud or iTunes.

*Note:* Don't try to charge your iPhone by connecting it to your keyboard, unless your keyboard has a high-power USB port.

The battery icon in the upper-right corner shows the battery level or charging status. When syncing or using iPhone, it may take longer to charge the battery.



If iPhone is very low on power, it may display an image of a nearly depleted battery, indicating that it needs to charge for up to 10 minutes before you can use it. If iPhone is extremely low on power, the display may be blank for up to 2 minutes before the low-battery image appears.

**WARNING:** If you suspect there may be liquid in the Lightning connector of iPhone, don't use the Lightning connector to charge iPhone. For information about exposure to liquid, and other important safety information about the battery and charging iPhone, see Important safety information for iPhone.

#### Show the percentage of battery remaining in the status bar

- *iPhone X and later:* Swipe down from the top-right corner.
- Other models: Go to Settings (a) > Battery, then turn on Battery Percentage.

#### **Turn on Low Power Mode**

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Using Low Power Mode can significantly increase the life of the battery charge. Switch to Low Power Mode when your iPhone battery is low, or when you don't have access to electrical power.

- 1. Go to Settings ( > Battery.
- 2. Turn on Low Power Mode.

Low Power Mode limits background activity and tunes performance for essential tasks like making and receiving calls, email, and messages; accessing the Internet; and more.

*Note:* If your iPhone switches to Low Power Mode automatically, it switches back to normal power mode after charging to 80%. Your iPhone might perform some tasks more slowly when in Low Power Mode.

### View your battery usage information

Go to Settings ( > Battery.

Information about your battery usage and activity appears for the last 24 hours and up to the last 10 days.

- Insights and suggestions: You might see insights about conditions or usage patterns
  that cause iPhone to consume energy. You might also see suggestions for lowering
  energy consumption. If a suggestion appears, you can tap it to go to the related
  setting.
- Last Charge Level: Indicates how fully the battery was last charged and the time it was disconnected.
- Battery Level graph (in Last 24 Hours): Shows the battery level, charging intervals, and periods when iPhone was in Low Power Mode or the battery was critically low.
- Battery Usage graph (in Last 10 Days): Shows the percentage of battery used each day.
- Activity graph: Shows activity over time, split by whether the screen was on or off.
- Screen On and Screen Off: Shows total activity for the selected time interval, for when the screen was on and when it was off. The Last 10 Days view shows the average per day.
- Battery Usage by App: Shows the proportion of the battery used by each app in the selected time interval.
- Activity by App: Shows the amount of time each app was used in the selected time interval.

Note: To see battery information for a specification or day, tap that time interval in the graph. To deselect it, tap outside the graph.

### Check your battery's health

- 1. On iPhone 6 or later, go to Settings 

  > Battery.
- 2. Tap Battery Health.

iPhone displays information about your battery's capacity, peak performance, and whether your battery needs to be serviced.

Over time, the capacity and performance of all rechargeable batteries, like those found in iPhone, decline. If your battery's health is significantly degraded, an Apple Authorized Service Provider can replace the battery to restore the performance and capacity. For more information, go to the Battery service and recycling website.

To learn how to maximize your battery's performance and lifespan, see the Apple Support article iPhone Battery and Performance.

To understand how your battery works so you can get the most out of it, see the website Apple Lithium-ion Batteries.

# Learn the meaning of the iPhone status icons

The icons in the status bar at the top of the screen provide information about iPhone. On iPhone X and later, there are additional status icons at the top of the Control Center.

utl	<b>Cell signal</b> The number of bars indicates the signal strength of your cellular service. If there's no signal, "No Service" appears.
<b>&gt;</b>	<b>Airplane mode</b> Airplane mode is on—you can't make phone calls, and other wireless functions may be disabled. See Choose iPhone settings for travel.
LTE	LTE Your carrier's LTE network is available, and iPhone can connect to the Internet over that network (not available in all regions). See View or change cellular settings on iPhone.
4G	<b>UMTS</b> Your carrier's 4G UMTS (GSM) or LTE network (depending on the carrier) is available, and iPhone can connect to the Internet over that network (not available in all regions). See View or change cellular settings on iPhone.

	UMTS/EV-Derger carrier's 3G UMTS (GSM) or EV-DO (CDMA) network is available, and iPhone can connect to the Internet over that network. See View or change cellular settings on iPhone.
E	<b>EDGE</b> Your carrier's EDGE (GSM) network is available, and iPhone can connect to the Internet over that network. See View or change cellular settings on iPhone.
GPRS	<b>GPRS/1xRTT</b> Your carrier's GPRS (GSM) or 1xRTT (CDMA) network is available, and iPhone can connect to the Internet over that network. See View or change cellular settings on iPhone.
Wi-Fi	<b>Wi-Fi call</b> iPhone is set up for Wi-Fi calling. iPhone also displays a carrier name next to the icon. See Make a call on iPhone.
<b>?</b>	<b>Wi-Fi</b> iPhone is connected to the Internet over a Wi-Fi network. See Connect iPhone to a Wi-Fi network.
0	<b>Personal Hotspot</b> iPhone is providing a Personal Hotspot for another device. See Share your iPhone Internet connection.
<i>O</i>	<b>Syncing</b> iPhone is syncing with iTunes. See Sync iPhone using iTunes on your computer.
<b>→</b> 1	<b>Network activity</b> Shows that there's network activity. Some third-party apps may also use it to show an active process.
<b>(</b> →	<b>Call Forwarding</b> Call Forwarding is set up. See Set up call forwarding or call waiting (GSM).
VPN	<b>VPN</b> You're connected to a network using VPN. See Use VPN on iPhone.
	TTY Software RTT / TTY or Hardware TTY is turned on. See Set up and use TTY or RTT on iPhone.
	<b>Lock</b> iPhone is locked. See Access features from the iPhone Lock screen.
	<b>Do Not Disturb</b> Do Not Disturb is turned on. See Set Do Not Disturb on iPhone.
	<b>Portrait orientation lock</b> The iPhone screen is locked in portrait orientation. See Change or lock the iPhone screen orientation.
1	<b>Location Services</b> An item is using Location Services. See Set which apps know your location on iPhone.
	<b>Alarm</b> An alarm is set. See Set an alarm or bedtime schedule on iPhone.



	Headphones reprected iPhone is paired with Bluetooth headphones that are turned on and within Bluetooth range. See Connect Bluetooth devices to iPhone.
İ	<b>Bluetooth battery</b> Shows the battery level of a paired Bluetooth device.
· · · · · · · · · · · · · · · · · · ·	<b>Battery</b> Shows the iPhone battery level or charging status. When the icon is yellow, Low Power Mode is on. See Charge and monitor the iPhone battery.

# Siri and Voice Control

## Ask Siri on iPhone

Talking to Siri is a quick way to get things done. Ask Siri to translate a phrase, set a timer, find a location, report on the weather, and more. The more you use Siri, the better it knows what you need.

To use Siri, iPhone must be connected to the Internet. Cellular charges may apply.



If you didn't turn on Siri when you first set up your iPhone, see Set up Siri.

#### **Summon Siri with your voice**

Say "Hey Siri," then ask Siri a question or to do a task for you.

**Ask Siri.** Say something like "Hey Siri, how's the weather today?" or "Hey Siri, set an alarm for 8 a.m."

To ask Siri another question or to do another task, tap ...

Some models of iPhone must be connected to a power source in order to respond to "Hey Siri."

Note: CarPlay doesn't respond to "Hey Siring summon Siri from CarPlay, use one of your car's built-in controls.

#### **Summon Siri with a button**

- 1. Use one of the following:
  - *iPhone X and later*: Press and hold the side button.
  - Other models: Press and hold the Home button.
  - Headset: Press and hold the center or call button.
  - CarPlay: Use one of your car's built-in controls.
  - Siri Eyes Free: Press and hold the voice command button on your steering wheel.
- 2. When Siri appears, ask Siri a question or to do a task for you.

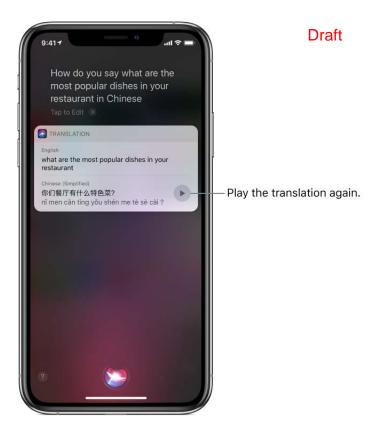
**Ask Siri.** Say something like "What's 18 percent of 225?" or "Set the timer for 3 minutes."

To ask Siri another question or to do another task, tap ...

### Follow up with Siri

The onscreen response from Siri often includes information or images that you can tap to get more information or take more actions. For example, when you ask Siri to translate a phrase, Siri speaks the translation out loud and shows the translation onscreen. To play the translation again, tap .

**Ask Siri.** Say something like: "How do you say what are the most popular dishes in your restaurant in Chinese?"



*Note:* Siri provides translations for languages that include English, Chinese, German, Spanish, Italian, French, Russian, Arabic, Japanese, and Brazilian Portuguese. For translation availability, see the iOS Feature Availability website.

#### Find out what else Siri can do

Ask Siri. Say something like: "What can you do?"

You can also tap ? after you summon Siri.

#### Make a correction if Siri misunderstands you

- Rephrase your request: Tap (), then say your request in a different way.
- Spell out part of your request: Tap , then repeat your request by spelling out any words that Siri didn't understand. For example, say "Call," then spell the person's name.
- Edit your request with text: Above the response from Siri, tap "Tap to Edit," then use the onscreen keyboard.
- Change a message before sending it: Say "Change it."

### Prevent iPhone from responding to "Hey Siri"

Place your iPhone face down, or go to Settings 

> Siri & Search, then turn off Listen for "Hey Siri."

# Tell Siri about yourself on iphone

If you tell Siri about yourself—including things like your home and work addresses, and your relationships—you can get personalized service so you can say things like "Send a message to my husband" and "FaceTime mom."

#### Tell Siri who you are

- 1. Open Contacts , then fill out your contact information.
- 2. Go to Settings 6 > Siri & Search > My Information, then tap your name.

#### Tell Siri how to say your name

Ask Siri. Say something like: "Learn to pronounce my name."

#### Tell Siri about a relationship

Ask Siri. Say something like: "Eliza Block is my wife" or "Ashley Kamin is my mom."

### Keep what Siri knows about you up to date on your Apple devices

On each device, go to Settings (a), then sign in to iCloud with the same Apple ID.

Your personal information is encrypted and remains private.

To prevent iCloud from updating Siri information between iPhone and your other devices, go to Settings (a) > [your name] > iCloud, then turn off Siri.

*Note:* Siri uses Location Services when your requests require knowing your location. See Set which apps know your location on iPhone.

## Add shortcuts to Siri on iPhone

Add shortcuts for things you frequently do so you can get them done by asking Siri. For example, an app might let you place a detailed order just by asking Siri to "Order my coffee."

#### Add to Siri

An app may suggest a Siri shortcut by displaying an Add to Siri button.

1. Tap Add to Siri.

The app shows details about the task.

2. Tap , then record any phrase you like raft

The recording stops when you stop speaking. To change the phrase, tap Re-Record Phrase.

3. Tap Done.

To use the shortcut, summon Siri, then speak its phrase. Learn how to ask Siri.

### Add other suggested shortcuts

Siri learns your routines and can suggest other shortcuts.

1. Go to Settings 6 > Siri & Search.

Shortcut suggestions appear at the top of the screen for several of your most frequent tasks. To see more suggestions, tap More Shortcuts.

- 2. To add a shortcut, tap it.
- 3. Tap **()**, then record any phrase you like.

The recording stops when you stop speaking. To change the phrase, tap Re-Record Phrase.

4. Tap Done.

To use the shortcut, summon Siri, then speak its phrase. Learn how to ask Siri.

### Re-record or delete a shortcut

Go to Settings (Search > My Shortcuts, tap the shortcut, then do one of the following:

- Re-record the shortcut: Tap Edit, then speak a new phrase.
- Delete the shortcut: Tap Delete Shortcut.

To create shortcuts that run multiple steps across multiple apps, download the Shortcuts app from the App Store.

# About Siri Suggestions on iPhone

Siri makes suggestions for what you might want to do next, such as confirm an appointment or send an email, based on your previous requests. For example, Siri might help when you do any of the following:

• Glance at the Lock screen or start a segrett As Siri learns your routines, you get suggestions for just what you need, at just the right time. For example, if you frequently order coffee mid morning, Siri may suggest your order near the time you normally place it.



- Create email and events: When you start adding people to an email or calendar event, Siri suggests the people you included in previous emails or events.
- Receive calls: If you get an incoming call from an unknown number, Siri lets you know who might be calling—based on phone numbers included in your emails.
- Leave for an event: If your calendar event includes a location, Siri assesses traffic conditions and notifies you when to leave.
- Type: As you enter text, Siri can suggest names of movies, places—anything you viewed on iPhone recently. If you tell a friend you're on your way, Siri can even suggest your estimated arrival time.
- Search in Safari: Siri suggests websites and other information in the search field as you type.
  - (iPhone 6s and later) Above the keyboard, Siri also suggests words and phrases based on what you were just reading.
- Confirm an appointment or book a flight on a travel website: (iPhone 6s and later) Siri asks if you want to add it to your calendar.

• Read News stories: As Siri learns which they'll be suggested in News.

Your personal information—which is encrypted and remains private—stays up to date across all your devices where you're signed in to iCloud using the same Apple ID. As Siri learns about you on one device, your experience with Siri is improved on your other devices.

# Use Siri in your car

With CarPlay or Siri Eyes Free, you can keep focused on the road by using Siri to make calls, send text messages, play music that's on your iPhone, get directions, and use other iPhone features.

CarPlay (available in select cars) takes the things you want to do with your iPhone while driving and puts them on your car's built-in display. CarPlay uses Siri, so you can ask Siri for what you want. See Control CarPlay with Siri.

With Siri Eyes Free (available in select cars), use your voice to control features of your iPhone without looking at or touching iPhone. To connect iPhone to your car, use Bluetooth (refer to the user guide that came with your car if you need to). To summon Siri, press and hold the voice command button on your steering wheel until you hear the Siri tone, then make a request.

**WARNING:** For important information about avoiding distractions that could lead to dangerous situations, see Important safety information for iPhone.

## Change Siri settings on iPhone

#### Set up Siri

If you didn't set up Siri when you first set up your iPhone, go to Settings 

> Siri & Search, then turn on one or both of the following:

- Listen for "Hey Siri"
- Press Side Button for Siri (iPhone X and later) or Press Home for Siri (other models)

## **Change Siri settings**

Go to Settings (6) > Siri & Search, then do any of the following:

- Change the voice for Siri: (not available replated languages) Tap Siri Voice, then choose a male or female voice for Siri or change the accent.
- Prevent Siri from responding to the voice command "Hey Siri": Turn off Listen for "Hey Siri."
- Prevent Siri from responding to the Side or Home button: Turn off Press Side Button for Siri (iPhone X and later) or Press Home for Siri (other models).
- Change the language Siri responds to: Tap Language.
- Limit when Siri provides voice feedback: If you don't want Siri to always provide voice feedback, tap Voice Feedback, then choose an option.
- Prevent access to Siri when iPhone is locked: Turn off Allow Siri When Locked.
- Turn off Search & Siri suggestions: Turn off any of the following: Suggestions in Search; Suggestions in Lookup; Suggestions on Lock Screen; and for a specific app, tap the app, then turn off Search, Suggestions & Shortcuts.

#### Adjust the Siri voice volume

Use the volume buttons. See Adjust the volume on iPhone.

# Use Voice Control in place of Siri on iPhone

Instead of using Siri, you can use Voice Control to make calls and control music playback. For example, if you can't use Siri because you're not connected to the Internet, you can use Voice Control for music playback.

Note: When you turn on Voice Control, you can't talk to Siri.

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## **Turn on Voice Control**

- 1. Go to Settings > General > Accessibility, then do one of the following:
  - *iPhone X and later:* Tap Side Button.
  - Other models: Tap Home Button.
- 2. Choose Voice Control (below Press and Hold to Speak).

1. Press and hold the side button (iPhone X and later) or the Home button (other models) until the Voice Control screen appears and you hear a beep.

You can also press and hold the center button on your headset. See Use Apple EarPods.

2. Speak a Voice Control command.

For specific commands, see Make a call on iPhone and Use Siri and Voice Control to play music on iPhone.

#### For best results:

- Speak clearly and naturally.
- Say only Voice Control commands, names, and numbers. Pause slightly between commands.
- Use full names.

You must speak voice commands in the same language that's set for iPhone (in Settings @ > General > Language & Region).

## Prevent Voice Control from dialing when iPhone is locked

- 1. Go to Settings , then do one of the following:
  - *iPhone X and later*: Tap Face ID & Passcode.
  - Other models: Tap Touch ID & Passcode.
- 2. Turn off Voice Dial.

#### **Turn off Voice Control**

- 1. Go to Settings > General > Accessibility, then do one of the following:
  - *iPhone X and later*: Tap Side Button.
  - Other models: Tap Home Button.
- 2. Choose Siri or Off (below Press and Hold to Speak).

# Apps

# App basics

## Switch between apps on iPhone

Open the App Switcher to quickly switch from one app to another on your iPhone. When you switch back, you can pick up right where you left off.



- 1. To see all your open apps in the App Switcher, do the following:
  - *iPhone X and later:* Swipe up from the bottom edge and pause.
  - Other models: Double-click the Home button.
- 2. To browse the open apps, swipe right, then tap the app you want to use.

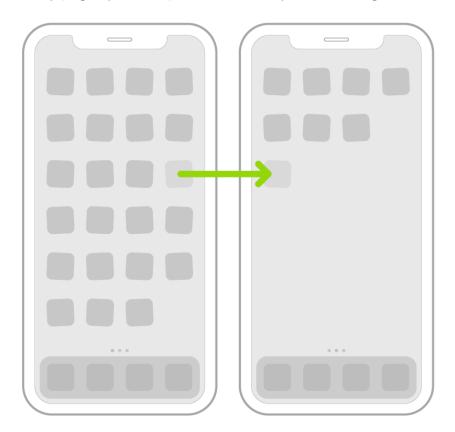
**Tip:** (iPhone X and later) To quickly switch between open apps, swipe right along the bottom.

## Move apps and organize apps or the hone

Rearrange the apps on the Home screen, organize them in folders, and move them to other pages (or screens). You can also reorder your pages.

### Move apps around the Home screen, into the Dock, or to other pages

- 1. Lightly touch and hold any app on the screen until the app icons jiggle. If the apps don't jiggle, make sure you're not pressing too hard.
- 2. Drag an app to one of the following locations:
  - Another location on the same page
  - The Dock at the bottom of the screen
  - Another page—drag the app to the right edge of the screen. You might need to
    wait a second for the new page to appear. The dots above the Dock show how
    many pages you have, and which one you're viewing.



3. Tap Done (iPhone X and later) or press the Home button (other models).

## **Create folders and organize your apps**

You can group your apps in folders to help you find them more easily on the Home screen.

- 1. Lightly touch and hold any app on the **spran** until the app icons jiggle. If the apps don't jiggle, make sure you're not pressing too hard.
- 2. To create a folder, drag an app onto another app.
- 3. Drag other apps into the folder.

You can have multiple pages of apps in the folder.

- 4. To rename the folder, tap the name field, then enter the new name.
- 5. Tap Done (iPhone X and later) or press the Home button (other models).

To delete a folder, drag all the apps out of the folder. The folder is automatically deleted.

## Reset the Home screen and apps to their original layout

- 1. Go to Settings > General > Reset.
- 2. Tap Reset Home Screen Layout. Any folders you've created are removed, and apps you've downloaded are alphabetically ordered after apps that came with your iPhone.

## Remove apps from iPhone

You can easily remove apps from your iPhone. If you change your mind, you can download the apps again later.

### Remove apps from the Home screen

- 1. Lightly touch and hold any app on the screen until the app icons jiggle. If the apps don't jiggle, make sure you're not pressing too hard.
- 2. Tap 🗷 on the app you want to remove, then tap Delete.
- 3. Tap Done (iPhone X and later) or press the Home button (other models).

If you change your mind, you can restore apps you've removed.

In addition to removing third-party apps, you can remove the following built-in Apple apps that came with your iPhone:

- Books
- Calculator
- Calendar

- Contacts (Contact information remains available through Phone, Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)
- FaceTime
- Files
- Find My Friends
- Home
- iTunes Store
- Mail
- Maps
- Measure
- Music
- News
- Notes
- Podcasts
- Reminders
- Stocks
- Tips
- TV
- Videos
- Voice Memos
- Watch
- Weather

*Note:* When you remove a built-in app from your Home screen, you also remove any related user data and configuration files. Removing built-in apps from your Home screen can affect other system functionality. For more information, see the Apple Support article Remove built-in Apple apps from the Home screen.

## Keep your favorite apps readily willable on iPhone

On iPhone, you can keep your favorite apps handy in Control Center or Today View. In Control Center, shortcuts give you quick access to apps like Notes or Voice Memos. In Today View, widgets provide timely information from your favorite apps at a glance. On models with 3D Touch, you can also perform common app functions from the Home screen.

### **Customize Control Center to include your favorite apps**

Add shortcuts to many apps, such as Calculator, Notes, Voice Memos, Wallet, and more.

- 1. Go to Settings > Control Center > Customize Controls.
- 2. Tap 🕕 next to each app you want to add.

#### Add widgets in Today View

Get information from your favorite apps at a glance. Choose from Maps Nearby, Calendar, Notes, News, Reminders, and more.

- 1. From the Home screen, swipe right to open Today View.
- 2. Scroll to the bottom, then tap Edit.
- 3. Tap 🕣 next to each app you want to add, then tap Done.

**Tip:** To include traffic conditions for your commute in Today View, go to Settings > Privacy > Location Services > System Services > Significant Locations, then turn on Significant Locations.

### Use 3D Touch for quick actions from the Home screen

On models with 3D Touch, press the app icons on the Home screen to open the quick action menus.



## For example:

- Press Camera 

   then choose Take Selfie.
- Press Maps N, then choose Send My Location.
- Press Notes =, then choose New Note.

## Use Markup in apps on iPhone

In supported apps such as Messages, Mail, Notes, and Apple Books, you can annotate photos, screenshots, PDFs, and more using built-in drawing tools. In some apps, you can also add text, speech bubbles, shapes, and signatures.

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- 1. In a supported app, tap Markup or A.
- 2. Use your finger to draw; you can do any of the following:
  - Choose a drawing tool: Tap the pen, marker, or pencil tool. Tap the tool again to adjust the line weight and opacity.
  - Change the color: Tap the current color, then tap a different color, or tap the color picker for more choices.
  - Add text: Tap ⊕, then tap Text. Tap the text box, tap Edit, then type your text. To change the font or layout, tap AA. To move the text box, drag it.
  - *Add your signature:* Tap  $\oplus$ , then tap Signature.
  - Add a magnifying glass effect: Tap 

    , then tap Magnifier. To change the
    magnification level, drag the green dot. To change the size of the magnifier, drag
    the blue dot.
  - Add a shape: Tap 

    , then tap a shape. To move the shape, drag it. To resize it, drag any blue dot.

To fill the shape with color or change the line thickness, tap . To adjust the form of a shape that has a green dot, drag the dot. To delete or duplicate a shape, tap it, then choose an option.

- Zoom in: Pinch open so you can draph details, then pinch closed to zoom back out. To pan when you're zoomed in, drag two fingers.
- Move elements of your drawing: Tap Q, drag around the elements to make a selection, lift your finger, then drag your selection to a new location.
- *Undo a mistake*: Switch to the eraser or tap (5).
- 3. When you're finished, tap Done.

**Tip:** To mark up a screenshot right after you take it, tap the thumbnail that appears for a few moments in the bottom-left corner of the screen. (To share a screenshot after you mark it up, tap ①.)

### Install and manage app extensions on iPhone

Some apps let you extend the functionality of your iPhone. An app extension may appear as a sharing option, an action option, a widget in Today View, a file provider, or a custom keyboard. For example, if you download Pinterest, Pinterest becomes another option for sharing when you click  $\Gamma$ .

App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app to apply filters to photos. See the Apple Support article How to edit with third-party apps and extensions in Photos.

#### Download and install app extensions

- 1. Download the app from the App Store.
- 2. Open the app, then follow the onscreen instructions.

#### Manage sharing or action options

- 1. Tap 🗓, then tap More. (You may need to swipe the options left to reveal More.)
- 2. Turn the sharing or action options on or off.
- 4. Tap Done.

## Move items with drag and drop ₱₱₱hone

With drag and drop, you can use a finger to move text and other items within an app. For example, you can rearrange a list in Reminders, move a text selection or a photo in Notes, or drag an event to a new time slot in Calendar. (Not all third-party apps support drag and drop.)

#### Move text

1. In a text editing app, select the text you want to move.



2. Touch and hold the selected text until it lifts up, then drag it to another location within the app.

If you drag to the bottom or top of a long document, it automatically scrolls.



#### Select multiple items to move

- 1. Touch and hold the first selected item, drag it slightly, and continue holding it.
- 2. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.
- 3. Drag all of the items together.

#### If you change your mind

Lift your finger before dragging, or drag the item off the screen.

# App Store

### Find apps and games in the App Store on iPhone

Use the App Store app 🔝 to find, purchase, and download apps and games.

Ask Siri. Say something like: "Find apps by Apple." Learn how to ask Siri.



#### **Sign in with your Apple ID**

To do most things in the App Store, you need to sign in with your Apple ID.

- 1. Tap Today, then tap 

  at the top right.
- 2. Enter your Apple ID and password. If you don't have an Apple ID, you can create one.

#### Find apps and games

In App Store, tap any of the following:

- Today: Discover featured stories and apps.
- Games or Apps: Explore new releases, see the top charts, or browse by category.
- Search: Enter what you're looking for, then tap Search on the keyboard.

Ask Siri. Say something like: "Get the Minecraft app." Learn how to ask Siri.

You can also do the following:

- 1. Navigate to the app you want.
- 2. To buy an app, tap the price. To get a free app, tap Get.
  - If you see  $\bigcirc$  instead of a price, you've already purchased the app and you can download it again without a charge. While the app is downloading or updating, its icon appears on the Home screen with a progress indicator.
- 3. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete your purchase.

#### Share or give an app

- 1. Navigate to the app you want to share or give.
- 2. Tap , then tap Share App or Gift App (not available for all apps).

#### Give or redeem an App Store & iTunes gift card

- 1. Tap Today, then tap ① or your profile picture at the top right.
- 2. Tap one of the following:
  - Redeem Gift Card or Code
  - Send Gift Card by Email

*Note:* You need an Internet connection and an Apple ID to use the App Store. The App Store isn't available in all regions.

### Manage your App Store purchases and settings on iPhone

In the App Store app A, you can review and download purchases made by you or other family members. You can also customize your preferences for the App Store in Settings.

#### **Approve purchases with Family Sharing**

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. For more information, see Share purchases on iPhone with family members.

#### View and redownload purchases made by y and or family members

- 1. Tap Today, tap your profile picture in the upper right, then tap Purchased.
- 2. If you set up Family Sharing, choose a family member to view their purchases.

*Note:* You can see purchases made by family members only if they choose to share their purchases. In-app purchases made with Family Sharing may not be accessible after the family member leaves the family group.

3. Find the app you want to download, then tap  $\bigcirc$ .

To see all the items you've bought with your Apple ID, including music and books, view your purchase history in iTunes.

#### **Set restrictions for app purchases**

- 1. Go to Settings (a) > Screen Time, then tap Content & Privacy Restrictions.
- 2. Turn on Content & Privacy Restrictions, then do any of the following:
  - Turn off In-App Purchases: Tap iTunes & App Store Purchases, then tap In-app Purchases.
  - Limit app downloads by age ratings: Tap Content Restrictions, then tap Apps.

See also Set screen time, allowances, and limits on iPhone.

#### **Change your App Store settings**

Go to Settings @ > [your name] > iTunes & App Store, then do any of the following:

- Automatically download purchased apps on your other Apple devices: Below Automatic Downloads, turn on Apps.
- Automatic updates: Your apps update automatically over Wi-Fi, so you can keep up
  with the latest improvements and features. To turn off automatic updates, turn off
  Updates.
- Limit downloads to Wi-Fi connections: To prevent App Store downloads from using cellular data, turn off Use Cellular Data.
- Prevent preview videos from playing automatically: Turn off Video Autoplay.

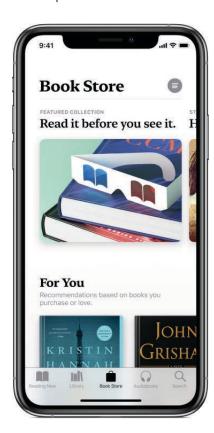
# Books

### Buy books from Apple Books on iPhone

With the Books app \(\tilde{\omega}\), you can purchase books and audiobooks directly from the Book Store and then read or listen to them right in the app.

#### Buy books and audiobooks

1. Open Books and tap Book Store or Audiobooks to browse titles, or tap Search to look for a specific title.



- 2. Tap a book cover to see more details, read a sample, or add it to your Want to Read collection.
- 3. Tap Buy to purchase a title, or tap Get to download a free title.

All purchases are made with the payment method associated with your Apple ID.

# Read books in the Books app or Piphone

In the Books app , tap Reading Now to see the books you're currently reading, those you recently purchased, and personalized recommendations. Tap Library to see all of your titles.



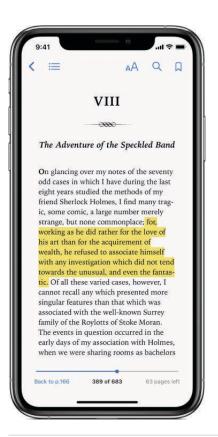
You can sync your Reading Now collection across your iOS devices. On each device, sign in with the same Apple ID, then go to Settings (a) > [your name] > iCloud, and turn on iCloud Drive and Books. Then go to Settings (a) > Books, and turn on Reading Now.

#### Read a book

Tap the Reading Now or Library tab, then tap a cover to open a book. Use gestures and controls to navigate as follows:

- Turn the page: Tap the right side of the page or swipe right to left.
- Go back to the previous page: Tap the left side of the page or swipe left to right.
- Go to a specific page: Tap the page and move the slider at the bottom of the screen left or right. Or, tap Q and enter a page number, then tap the page number in the search results.
- Close a book: Tap the page to show the controls, then tap <.</li>

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#### Change text and display appearance

Tap the page, then tap  $_{A}A$  and do any of the following:

- Adjust the screen brightness: Drag the slider left or right.
- Change the font size: Tap the large A to increase the font size or tap the small A to decrease the font size.
- Change the font: Tap Fonts to choose a different font.
- Change the page background color: Tap a colored circle.
- *Dim the screen when it's dark*: Turn Auto-Night Theme on to automatically change the page color and brightness when using Books in low-light conditions. (Not all books support Auto-Night Theme.)
- *Turn off pagination*: Turn Scrolling View on to scroll continuously through the book.

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#### Bookmark a page

When you close a book, your place is saved automatically—you don't need to add a bookmark. Bookmark pages you want to return to again.

Tap  $\square$  to add a bookmark; tap it again to remove the bookmark.

To see all your bookmarks, tap  $\equiv$ , then tap Bookmarks.

#### **Highlight or underline text**

- 1. Touch and hold a word, then move the grab points to adjust the selection.
- 2. Tap Highlight, then tap () to choose a highlight color or to underline.

To remove a highlight or underline, tap the text, then tap  $\widehat{\mathbf{m}}$ .

To see all of your highlights, tap  $\equiv$ , then tap Notes.

#### Add a note

- 1. Touch and hold a word, then move the grab points to adjust the selection.
- 2. Tap Note, use the keyboard to enter text, then tap Done.

To see all of your notes, tap <u>:</u>, then tap Notes. Swipe left on a note to delete it.

#### Share a selection

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You can share text selections using Mail or Messages, or you can add the selection to Notes. If the book is from the Book Store, a link to the book is automatically included. (Sharing may not be available in all regions.)

- 1. Touch and hold a word, then move the grab points to adjust the selection.
- 2. Tap Share, then choose a method.

To share a link to the Book Store only, tap a page, tap :≡, then tap ∱.

#### Sync notes and highlights across devices

You can sync your reading position, collections, notes, and highlights across your iOS devices and Mac when you're signed in to iCloud with the same account.

Go to Settings (a) > [your name] > iCloud, turn on iCloud Drive, then turn on Books.

## Listen to audiobooks in the Books app on iPhone

In the Books app , the Reading Now tab shows the audiobooks you're currently listening to and those you recently purchased or marked as Want to Read.

The Audiobooks collection in the Library tab shows all of the audiobooks you've bought.

#### Play an audiobook

In Reading Now or in the Audiobooks collection in Library, tap the audiobook cover, then use the controls as follows:



- Speed it up, or slow it down: Tap the playback speed in the lower-left corner to choose a different speed. 1x is normal speed, 0.75x is three-quarters speed, and so on.
- Set a sleep timer: Tap **(**, then choose a duration.
- Go to a chapter: Tap :≡, then tap a chapter.

Note: Some audiobooks refer to chapters as tracks, or don't define chapters.

Go to a specific time: Drag the playhead, directly below the audiobook cover. The
point where you started listening is marked with a gray circle on the timeline. Tap the
circle to jump back to that spot.

## Organize books in the Books app on iPhone

In the Books app , the books and audiobooks you purchase are saved in your library and automatically sorted into collections, such as Audiobooks, Want to Read, and Finished.

#### Create a collection and add books to it Draft

You can create your own collections to personalize your library.

- 1. Tap Library, tap Collections, then tap New Collection.
- 2. Name the collection, for example, Beach Reads or Book Club, then tap Done.
- 3. To add a book to the collection, tap ••• below the book cover (or on the book's details page in the Book Store), tap Add to Collection, then choose the collection.

You can add the same book to multiple collections.

#### **Sort books in your library**

Tap Library, tap Sort, then choose Recent, Title, Author, or Manually.

Tap  $\equiv$  to view books by title or cover.

#### Remove books, audiobooks, and PDFs

You can remove books, audiobooks, and PDFs from Reading Now and your library collections, or hide them on your iPhone.

1. Tap Library, then tap Edit.

For audiobooks, tap Library, then go to the Audiobooks collection.

- 2. Tap the items you want to remove.
- 3. Tap in and select an option.

To unhide books that you have hidden, tap Reading Now, tap your account icon, then tap Manage Hidden Purchases.

#### Access your library across devices

You can sync your library and collections across your iOS devices and your Mac. On each device, sign in with the same Apple ID, then go to Settings (a) > [your name] > iCloud, turn on iCloud Drive, then turn on Books.

### Read PDF documents in Books on iPhone

In the Books app , you can open and save PDFs that you receive in Mail, Messages, and other apps.

#### **Open PDFs in Books**

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Do one of the following:

- Touch and hold the PDF attachment, then tap Copy to Books.
- Tap the PDF attachment to open it, tap 🐧, then tap Copy to Books.

#### **Email or print a PDF document**

Open the PDF document, tap fi, then choose Mail or Print.

For more about printing, see About AirPrint.

#### Mark up a PDF

Open the PDF and tap A to use the drawing and annotation tools (tap near the center of a page if you don't see A).

For more information, see Use Markup in apps.

#### Sync PDFs across devices

You can sync PDFs and books that are not from the Book Store across your iOS devices where you are signed in with the same Apple ID. Go to Settings (a) > [your name] > iCloud, turn on iCloud Drive, then turn on Books. Then go to Settings (a) > Books, and turn on iCloud Drive.

# Use Calculator on iPhone

In the Calculator app , you can perform basic arithmetic calculations with the standard calculator. Or use the scientific calculator for exponential, logarithmic, and trigonometric functions.

**Ask Siri.** Say something like: "What's 74 times 9?" or "What's 18 percent of 225?" Learn how to ask Siri.



#### Use the scientific calculator

Rotate iPhone to landscape orientation.



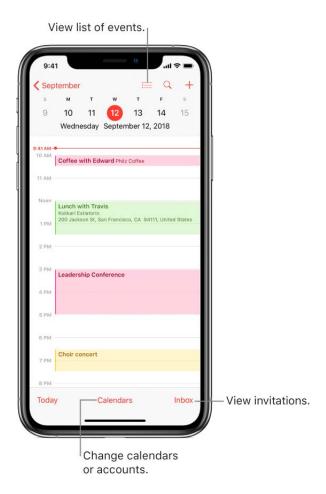
### Copy, delete, or clear numbers

- Copy a calculation result: Touch and hold the calculation result in the display, tap Copy, then paste the result somewhere else, such as a note or message.
- Delete the last digit: Swipe left on Calculator's display.
- Clear the last entry: Tap the Clear (C) key.
- Clear the calculation results: Tap the All Clear (AC) key.

## Calendar

## Keep track of Calendar events on iPhone

Use the Calendar app  $\overline{12}$  to keep track of all your appointments and events.



Ask Siri. Say something like:

- "Set up a meeting with Gordon at 9"
- "Do I have a meeting at 10?"
- "Where is my 3:30 meeting?"

#### Learn how to ask Siri

**Add an event.** In day view, touch and hold a time until a new event appears, then fill in the event details. If you add the address of the event's location, you're reminded in time to leave from your current location, based on traffic conditions.

**Search for events.** Tap  $\mathbb{Q}$ , then enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched.

Ask Siri. Say something like: "What's opraty calendar for Friday?" Learn how to ask Siri.

View a weekly calendar. Rotate iPhone sideways.

**Change your view.** Tap a year, month, or day to zoom in or out on your calendar. In week or day view, pinch to zoom in or out.

(On models with 3D Touch) In the monthly calendar, press a date to peek at that day's schedule. Then press deeper to pop open the schedule.

**View a list of events.** In month view, tap  $\sqsubseteq$  to see a day's events.

**View events sent to you in Mail or other apps.** Tap Settings > Calendar > Siri & Search, then turn on Find Events in Other Apps.

**Adjust an event.** Touch and hold the event, then drag it to a new time, or adjust the grab points.

**Fine-tune Calendar.** Go to Settings (See > Calendar to set which day of the week Calendar starts with, display week numbers, choose alternate calendars (for example to display Chinese or Hebrew dates), override the automatic time zone, and more.

**Change how Calendar notifies you.** Go to Settings **(Solution )** > Notifications > Calendar. You can change notification styles for invitations, events found in apps, upcoming events, and more.

#### Send and receive invitations in Calendar on iPhone

In the Calendar app  $\overline{12}$ , send and receive meeting and event invitations. iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations. (Not all calendar servers support every feature.)

Invite others to an event. You can invite people to an event, even if you're not the one who scheduled it, with Exchange and some other servers. Tap an event, tap Edit, then tap Invitees. Type names, or tap  $\oplus$  to pick people from Contacts. If you don't want to be notified when someone declines a meeting, go to Settings  $\otimes$  > Calendar, then turn off Show Invitee Declines.

**RSVP.** Tap an event you've been invited to, or tap Inbox and tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars, then turn on Show Declined Events.

**Schedule an event without blocking your schedule.** Tap the event, tap Availability, then tap "free." Or if it's an event you created, tap Show As, then tap "free." The event stays on your calendar, but the timeframe doesn't appear as busy to others who send you

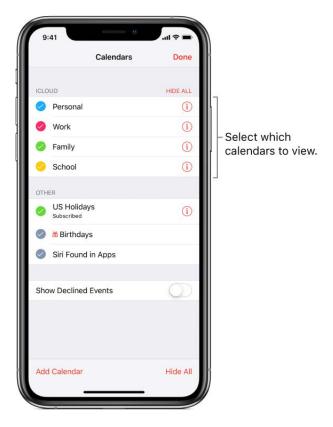
invitations. Draft

Quickly send an email to attendees. Tap the event, tap Invitees, then tap ....

**Suggest a different meeting time.** You can suggest a different time for a meeting invitation you've received. Tap the meeting, then tap Propose New Time. Depending on the capabilities of your calendar server, the organizer will receive either a counterproposal or an email with your suggestion.

## Set up multiple calendars on iPhone

In the Calendar app  $\overline{12}$ , set up multiple calendars to keep track of different kinds of events. Although you can keep track of all your events and appointments in one place, you don't have to. Additional calendars are easy to set up, and a great way to stay organized.



**See multiple calendars at once.** Tap Calendars, then select the calendars you want to view.

**Set a default calendar.** Go to Settings > Calendar > Default Calendar. When you add an event using Siri or other apps, it's added to your default calendar.

**Change a calendar's color.** Tap Calendars, tap (i) next to the calendar, then choose a color. For some calendar accounts, such as Google, the color is set by the server.

Turn on iCloud, Google, Exchange, or Yabaal calendars. Go to Settings > Passwords & Accounts > Add Account > Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter a server address.

**Subscribe to a calendar.** Go to Settings > Passwords & Accounts > Add Account > Other, then tap Add Subscribed Calendar. Enter the URL of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

Add a CalDAV account. Go to Settings > Passwords & Accounts > Add Account > Other, then tap Add CalDAV account.

Add a macOS Server account. Go to Settings ( > Passwords & Accounts > Add Account > Other, then tap Add macOS Server Account.

**View the Birthdays calendar.** Tap Calendars, then tap Birthdays to include birthdays from Contacts with your events.

**View the Holidays calendar.** Tap Calendars, then tap Holidays to include national holidays with your events.

**Move an event to another calendar.** Tap the event, tap Edit, tap Calendars, then select a calendar to move it to.

### Share iCloud calendars on iPhone

In the Calendar app 12, share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view. If you set up Family Sharing, a calendar shared with all the members of your family is created automatically. See Share purchases on iPhone with family members.

**Create an iCloud calendar.** Tap Calendars, tap Add Calendar, then type a calendar name.

**Share an iCloud calendar.** Tap Calendars, then tap (i) next to the iCloud calendar you want to share. Tap Add Person, then enter a name, or tap (+) to browse your Contacts. Those you invite receive an invitation to join the calendar.

Change a person's access to a shared calendar. Tap Calendars, tap (i) next to the shared calendar, then tap the person. You can turn on or off their ability to edit the calendar, resend the invitation to join the calendar, or stop sharing the calendar with that person.

**Turn off notifications for shared calendars.** When someone modifies a shared calendar, you're notified of the change. To turn off notifications for shared calendars, go to Settings > Notifications > Calendar > Shared Calendar Changes.

Share a read-only calendar with anyone Tap Calendars, then tap (i) next to the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar. Anyone can use the URL to subscribe to the calendar using a compatible app, such as Calendar for macOS.

# Camera

# Take photos with the camera on iPhone

Learn how to take great photos with Camera on your iPhone. Choose from camera modes such as Pano, Square, and Portrait (on supported models), and use features such as filters, Live Photos, and Burst.

Ask Siri. Say something like: "Open Camera." Learn how to ask Siri.



#### Take a photo

#### Draft

- 1. Tap on the Home screen or swipe left from the Lock screen to open Camera.
- 2. To prepare your shot, do any of the following:

  - Zoom in or out: Pinch the screen to zoom in or out.
  - Choose a photo mode: Swipe the screen left or right to choose a mode such as Photo, Square, or Pano.
  - Take a selfie: Tap 10 to switch between the front-facing and rear cameras.
  - Use the timer: Stabilize your iPhone and frame your shot. Tap (5), then choose 3s or 10s.
- 3. Tap the Shutter button or press either volume button to take the shot.

If you started from the Lock screen, return to it by swiping up (iPhone X and later) or pressing the Home button (other models).

#### Take a panorama photo

- 1. Choose Pano mode.
- 2. Tap the Shutter button.
- 3. Pan slowly in the direction of the arrow, keeping it on the center line.
- 4. To finish, tap the Shutter button again.

Tap the arrow to pan in the opposite direction. To pan vertically, rotate iPhone to landscape orientation. You can reverse the direction of a vertical pan, too.

On models with dual wide-angle and telephoto cameras, toggle between (x) and (2x) to shoot a panorama at 1x and 2x zoom at full resolution.

- 1. Choose Photo, Square, or Portrait mode, then tap ...
- 2. Below the viewer, swipe the filters left or right to preview them; tap one to choose it.



You can remove or change a photo's filter in Photos.

#### Take a photo in Portrait mode

On models that support Portrait mode, you can apply a depth-of-field effect that keeps your subject sharp while creating a beautifully blurred background. And on models with a TrueDepth camera, you can even take a selfie in Portrait mode.

1. Choose Portrait mode.

To take a selfie, tap 🖭.

2. Frame your subject in the yellow Portrait box, then tap the Shutter button.

You can adjust the Portrait mode effect of a photo in the Photos app. Tap Edit, then tap Portrait to turn it on or off. On supported models, drag the Depth Control slider to increase or decrease the depth-of-field effect.

#### **Add Portrait Lighting**

On models that support Portrait Lighting, you can apply studio-quality lighting effects to your Portrait mode images.



- 1. Choose Portrait mode, then frame your subject.
- 2. Drag 😭 to choose a lighting effect:
  - Natural Light: The face is in sharp focus against a blurred background.
  - Studio Light: The face is brightly lit, and the photo has an overall clean look.
  - Contour Light: The face has dramatic shadows with highlights and lowlights.
  - Stage Light: The face is spotlit against a deep black background.
  - Stage Light Mono: The effect is similar to Stage Light, but the photo is in classic black and white.
- 3. Tap the Shutter button to take the shot.

#### **Take Burst shots**

Burst takes multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the rear and front-facing cameras.

- 1. Choose Photo or Square mode.
- Touch and hold the Shutter button to take rapid-fire photos. Lift your finger to stop.The counter shows how many shots were taken.
- 3. To select the photos you want to keep, tap the Burst thumbnail, then tap Select.

Gray dots below the thumbnails mark that gets and the state of the sta

4. Tap the circle in the lower-right corner of each photo you want to save as an individual photo, then tap Done.

To delete the entire Burst, tap the thumbnail, then tap  $\hat{\mathbf{m}}$ .

#### **Take a Live Photo**

A Live Photo captures what happens just before and after you take your photo, including the audio.

- 1. On models that support Live Photos, choose Photo mode.
- 2. Tap (a) to turn Live Photos on (yellow is on) or off.
- 3. Tap the shutter button to take the shot.

You can edit Live Photos in the Photos app. In your albums, Live Photos are marked with "Live" in the corner.

## Take videos with your iPhone camera

Use Camera **a** to record videos on your iPhone and change modes to take slow motion and time-lapse videos.

#### Record a video

- 1. Choose Video mode.
- 2. Tap the Record button or press either volume button to start recording. While recording you can do the following:
  - Press the white Shutter button to snap a still photo.
  - Pinch the screen to zoom in and out. On iPhone X and later, iPhone 8 Plus, and iPhone 7 Plus, toggle between (x) and (2x) to zoom in and out, or use the dial to zoom up to 6x.
- 3. Tap the Record button or press either volume button to stop recording.

By default, video records at 30 fps (frames per second). Depending on your model, you can choose other frame rates and video resolution settings in Settings (a) > Camera > Record Video. The faster the frame rate and the higher the resolution, the larger the resulting video file.

On models with stereo recording, iPhone reports your videos in stereo by default. To turn off stereo recording, go to Settings (a) > Camera, then turn off Record Stereo Sound.

#### Record a slow-motion video

- 1. Choose Slo-mo mode.
- 2. Tap the Record button or press either volume button to start and stop recording.

To snap a still photo while recording, press the white Shutter button.

3. Tap Done.

To set a portion of the video to play in slow motion and the rest at regular speed, tap the video thumbnail, then tap Edit. Slide the vertical bars beneath the frame viewer to define the section you want to play back in slow motion.

Depending on your model, you can change the frame rate and resolution. The faster the frame rate and the higher the resolution, the larger the resulting video file.

To change Slo-mo recording settings, go to Settings (a) > Camera > Record Slo-mo.

#### Capture a time-lapse video

- 1. Choose Time-lapse mode.
- 2. Set up your iPhone where you want to capture a sunset, traffic flowing, or other experience over a period of time.
- 3. Tap the Record button to start recording; tap it again to stop recording.

On supported models, you can toggle between (1x) and (2x) to zoom in and out.

On models that support Auto Low Light FPS, when you take time-lapse 1080p video at 30 fps under low light conditions, iPhone can automatically reduce the frame rate to 24 fps to improve the video quality. Go to Settings (a) > Camera > Record Video, then turn on Auto Low Light FPS.

## Use the camera settings on iPhone

Learn how to use the focus, exposure, and other Camera settings on your iPhone.

Zoom in or out Draft

- On all models, open Camera and pinch the screen to zoom in or out.
- On supported models, the Dual 12MP wide-angle and telephoto cameras capture full-resolution video and stills at 1x and 2x zoom. To quickly switch between them, toggle

   or 2x. To zoom beyond 2x, touch and hold the zoom control, then slide left or right.

#### Adjust the camera's focus and exposure

Before you take a photo, the iPhone camera automatically sets the focus and exposure, and face detection balances the exposure across many faces. To manually adjust the focus and exposure follow these steps:

- 1. Tap the screen to show the automatic focus area and exposure setting.
- 2. Tap where you want to move the focus area.
- 3. Next to the focus area, drag \* up or down to adjust the exposure.
  - To lock your manual focus and exposure settings for multiple shots, touch and hold the focus area until it pulses.
  - Tap the screen to unlock—the camera's automatic settings and face detection turns back on.

#### Align your shots

To display a grid on the camera screen that can help you straighten your shots, go to Settings (a) > Camera, then turn on Grid.

#### **Preserve camera settings**

You can preserve the last camera mode, filter, lighting, depth, and Live Photo settings you used so they're not reset when you next open Camera.

- 1. Go to Settings 

  > Camera > Preserve Settings.
- 2. Turn on any of the following:
  - Camera Mode: Preserve the last camera mode you used, such as Square or Pano.
  - Filter & Lighting: Preserve the last filter you used, such as Vivid or Mono and lighting option, such as Studio Light or Stage Light (on supported models).
    - On models with Depth Control, turn on Creative Controls to preserve the last filter, lighting, and depth setting you used.
  - *Live Photo*: Preserve the last Live Photo settings (on supported models).

#### **Adjust shutter-sound volume**

Adjust the volume of the shutter sound using Ringer and Alerts settings.

Go to Settings ) > Sounds (Sounds & Haptics on models with system haptics). Or, mute the sound using the Ring/Silent switch. (In some countries, muting is disabled.)

#### Read a QR code

The camera automatically detects and highlights a QR code when it's in the picture frame.

- 1. Open Camera, then point the screen at the QR code until the frame around the QR code is highlighted.
- 2. Tap the notification that appears on the screen to go to the relevant website or app.

### HDR camera on iPhone

*HDR* (high dynamic range) in Camera helps you get great shots in high-contrast situations. iPhone takes three photos in rapid succession at different exposures and blends them together. The resulting photo has better detail in the bright and midtone areas.

By default, iPhone uses HDR (for the rear camera and front-facing camera) when it's most effective. For best results, keep iPhone steady and avoid subject motion.

#### **Turn off automatic HDR**

By default, iPhone automatically uses HDR when it's most effective. To manually control HDR instead, do the following:

 On iPhone Xs and iPhone Xs Max: Go to Settings > Camera, then turn off Smart HDR.

To turn HDR back on from the Camera screen, tap HDR, then tap On.

• On iPhone X, iPhone 8, and iPhone 8 Plus: Go to Settings > Camera, then turn off Auto HDR.

To turn HDR back on from the Camera screen, tap HDR, then tap On.

• Other models: Tap HDR at the top of the Camera screen, then tap Off.

#### Keep only the HDR version of a photo Draft

By default, the HDR version of a photo is saved in Photos, but you can save both the HDR and non-HDR versions.

Go to Settings (a) > Camera, then turn on Keep Normal Photo.

**Tip:** In your albums, HDR versions of photos are marked with "HDR" in the corner.

## View, share, and print photos on iPhone

All photos and videos you take with Camera are saved in the Photos app. With iCloud Photos turned on, all new photos and videos are automatically uploaded and available in Photos on all your devices that are set up with iCloud Photos (with iOS 8.1 or later).

*Note:* If Location Services is turned on in Settings ( > Privacy, photos and videos are tagged with location data that can be used by apps and photo-sharing websites. See Set which apps know your location.

#### View your photos

- 1. In Camera, tap the thumbnail image in the lower-left corner.
- 2. Swipe left or right to see the photos you've taken recently.
- 3. Tap the screen to show or hide the controls.
- 4. Tap All Photos to see all your photos and videos saved in Photos.

#### **Share and print your photos**

- 1. While viewing a photo, tap 🗅.
- 2. Swipe left to see options, including Mail, Messages, and printing.

See Share documents from apps.

#### Upload and sync photos across devices

See Use iCloud Photos to upload photos and videos from your iPhone to iCloud and access them on your devices (with iOS 8.1 or later) where you're signed in to iCloud using the same Apple ID. To turn on iCloud Photos, go to Settings (a) > Photos. When iCloud Photos is turned off, you can still collect up to 1000 of your most recent photos in the My Photo Stream album on devices set up with iCloud. See Use My Photo Stream.

# Clock

### See the time in cities worldwide on iPhone

Use the Clock app 🔝 to see the local time in different time zones around the world.

**Ask Siri.** Say something like: "What time is it?" or "What time is it in London?" Learn how to ask Siri.



- 1. Tap World Clock.
- 2. To manage your list of cities, tap Edit, then do any of the following:
  - Add a city: Tap +, then choose a city.
  - Delete a city: Tap \_\_\_\_\_.

### Set an alarm or bedtime schedule on iPhone

In the Clock app , you can set an alarm that plays a sound or vibration at a specific time. You can also set a bedtime schedule that reminds you when to go to sleep and plays a sound or vibration when it's time to wake up.

**Ask Siri.** Say something like: "Wake me up tomorrow at 7 a.m." or "Set an alarm for 9 a.m. every Friday." Learn how to ask Siri.

#### Set an alarm

1. Tap Alarm, then tap 十.



- 2. Set the time, then choose any of the following options:
  - Repeat: Choose the days of the week.
  - Label: Give the alarm a name, like "Water the plants."
  - Sound: Choose a tone or vibration.
  - Snooze: Give yourself nine more minutes.
- 3. Tap Save.

To change or delete the alarm, tap Edit.

- 1. Tap Bedtime, then follow the instructions to set your sleep reminder and wake-up alarm.
- 2. To change your Bedtime schedule, do any of the following:
  - Set the alarm days, wake-up sound, and volume: Tap Options.
  - Adjust your sleep and wake times: Slide & and .
  - Turn off Bedtime reminders: Tap the Bedtime switch.



#### Track your sleep history

1. Tap Bedtime, then scroll down to Sleep Analysis, which shows your recent sleep history.

If you use your iPhone when you're supposed to be asleep, you won't get sleep credit for that time.

2. To see more of your sleep history in the Health app, tap More history.

### Use the timer or stopwatch on iPhone

In the Clock app [3], you can use the timer to count down from a specified time. You can also use the stopwatch to measure the duration of an event.

Ask Siri. Say something like: "Set the timer." Learn how to ask Siri.

#### Set the timer

- 1. Tap Timer.
- 2. Set the duration of time and a sound to play when the timer ends.

**Tip:** If you want to fall asleep while playing audio or video, you can set the timer to stop the playback. Tap When Timer Ends, then tap Stop Playing at the bottom.

3. Tap Start.

The timer continues even if you open another app or if iPhone goes to sleep.

#### Track time with the stopwatch

- 1. Tap Stopwatch. To switch between the digital and analog faces, swipe the stopwatch.
- 2. Tap Start.

The timing continues even if you open another app or if iPhone goes to sleep.

- 3. To record a lap or split, tap Lap.
- 4. Tap Stop to record the final time.
- 5. Tap Reset to clear the stopwatch.

# Use the compass on iPhone

The Compass app shows you the direction iPhone is pointing, your current location, and elevation.

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#### See your bearings, coordinates, and elevation

Your bearings, coordinates, and elevation are shown at the bottom of the screen.

- 1. For accurate bearings, hold iPhone flat to align the crosshairs at the center of the compass.
- 2. To lock your current direction, tap the compass dial.

A red band appears when you're off course.

To open your location in Maps, tap the coordinates at the bottom of the screen.

#### Allow Compass to access your location

If Compass doesn't see your location, make sure you've turned on Location Services.

- 1. Go to Settings > Privacy > Location Services, then turn on Location Services.
- 2. Tap Compass, then tap While Using the App.

For more information, see Set which apps know your location on iPhone.

**Important:** The accuracy of the compass can be affected by magnetic or environmental interference; even the magnets in the iPhone earbuds can cause a deviation. Use the digital compass only for basic navigation assistance. Don't rely on it to determine precise

location, proximity, distance, or direction. Draft