#### **Create an automation**

- 1. Tap the Automation tab.
- 2. Tap Create New Automation, then choose one of the following automation triggers:
  - When arriving or leaving a location: Tap People Arrive or People Leave, tap
    Location, then choose a location. Tap Time to specify when the automation works
    —during the day, at night, or at times that you set.
  - At a time of day: Tap A Time of Day Occurs, then choose when you want this automation to run.
    - If you choose Sunset or Sunrise, times vary as the season changes.
    - You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.
  - When an accessory changes: Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.
    - You might use this, for example, to run a scene when you unlock the front door.
  - A sensor detects something: Tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.
    - You might use this, for example, to turn on lights in a stairway when motion is detected nearby.

To disable an automation, tap the Automation tab, tap the automation, then turn off Enable This Automation.

## Allow others to control accessories in your home

In the Home app (a), you can invite other people to control your smart accessories. You and the people you invite need to be signed in to iCloud and have iOS 11.2.5 or later or iPadOS 13. You also need to be at your home or have a home hub set up in your home.

#### Invite others to control accessories

- 1. Tap the Home tab, then tap **6**.
- 2. Tap Invite.

If you set up more than one home, tap Home Settings, then tap a home.

- 3. Tap  $\oplus$  to choose people from your contacts list, or enter their email addresses in the To field.
- 4. Tap Send Invite.

Recipients receive a notification on their iPhone, iPad, or iPod touch.

#### Allow others to access your AirPlay 2-enabled speakers and TVs

- 1. Tap the Home tab, then tap **6**.
- 2. Tap Allow Speaker & TV Access, then choose an option.

You can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the HomePod User Guide and the Apple TV User Guide.

## iTunes Store

# Get music, movies, TV shows, and more in the iTunes Store on iPhone

Use the iTunes Store app to add music, movies, and TV shows to iPhone.

#### Find music, movies, TV shows, and more

- 1. In the iTunes Store, tap any of the following:
  - *Music, Movies, or TV Shows:* Browse by category. To refine your browsing, tap Genres at the top of the screen.
  - Search: Enter what you're looking for, then tap Search on the keyboard.
  - More: Browse Genius recommendations or Tones.
- 2. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap 1 to do any of the following:
  - Share a link to the item: Choose a sharing option.
  - Give the item as a gift: Tap Gift.
  - Add the item to your wish list: Tap Add to Wish List.

To view your wish list, tap \_\_\_, then tap Wish List.

#### Buy and download content

- 1. To buy an item, tap the price. If the item is free, tap Get.
  - If you see  $\bigcirc$  instead of a price, you already purchased the item, and you can download it again without a charge.
- 2. If required, authenticate your Apple ID with Face ID, Touch ID, or your passcode to complete the purchase.
- 3. To see the progress of a download, tap More, then tap Downloads.

#### Redeem or give an App Store & iTunes Gift Card

- 1. Tap Music, then scroll to the bottom.
- 2. Tap Redeem or Send Gift.

*Note:* You need an Internet connection to use the iTunes Store. The availability of the iTunes Store and its features varies by country or region. See the Apple Support article App Store, iTunes Store, and Apple Books availability.

## Manage your iTunes Store purchases and settings on iPhone

In the iTunes Store app 🔀, you can review and download purchases made by you or other family members. You can also customize your preferences for the iTunes 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. See Share purchases with family members on iPhone.

## View and download music, movies, or TV shows purchased by you or family members

- 1. In the iTunes Store, tap More, 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.

- 3. Tap Music, Movies, or TV Shows.
- 4. Find the item you want to download, then tap ...

#### View your entire purchase history in iTunes

To see a chronological list of the apps, songs, movies, TV shows, books, and other items you bought with your Apple ID, view your purchase history in iTunes.

In your purchase history, you can do any of the following:

- View when an order was billed to your account.
- View the date of a purchase.
- Resend email receipts.
- Report a problem with purchased content.

#### **Change your iTunes Store settings**

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

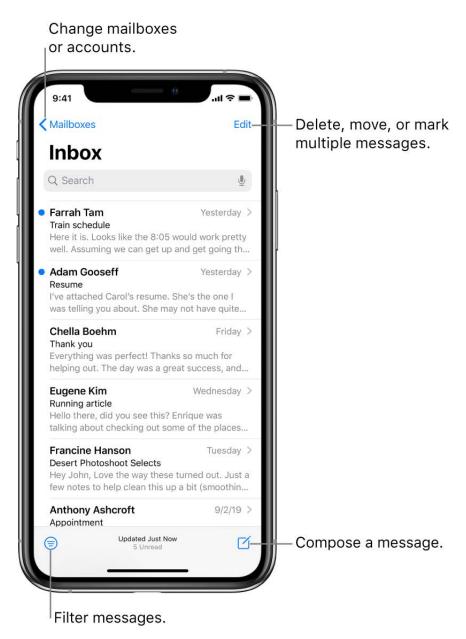
- Automatically download music purchased on your other Apple devices: Below Automatic Downloads, turn on Music.
- Limit iTunes Store downloads to Wi-Fi connections: Below Cellular Data, turn off Automatic Downloads.

## Mail

#### Write an email in Mail on iPhone

With the Mail app , you can write and edit emails, and send and receive photos, videos, drawings, documents, and more.

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



#### Create an email message

② Ask Siri. Say something like: "New email to John Bishop" or "Email Simon and say I got the forms, thanks." Learn how to ask Siri.

Or do the following:

- 1. Tap **[**√].
- 2. Tap in the email, then type your message.

With the onscreen keyboard, you can tap individual keys or slide your finger from one letter to the next to type without lifting your finger. (See Enter text using the onscreen keyboard.)

3. To change the formatting, tap Aq.

You can change the font style, change the color of text, use a bold or italic stye, add a bulleted or numbered list, and more.

#### Reply to an email

- 1. Tap in the email, tap <a>,</a>, then tap Reply.
- 2. Type your response.

With the onscreen keyboard, you can tap individual keys or slide your finger from one letter to the next to type without lifting your finger. (See Enter text using the onscreen keyboard.)

#### Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

- 1. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See Select and revise text.)
- 2. Tap  $\Leftrightarrow$ , tap Reply, then type your message.

### Add attachments to an email on iPhone

In the Mail app , you can attach photos, videos, scanned documents, and more to an email.

#### Attach a document to an email

You can attach a saved document to an email.

- 1. Tap in the email where you want to insert the document, then tap < in the format bar above the keyboard.
- 2. Tap [the Doc button] above the keyboard, then locate the document in Files.
  - In Files, tap Browse or Recent at the bottom of the screen, then tap a file, location, or folder to open it.
- 3. Tap the document to insert it into your email.

You can also use drag and drop to attach a file to your email.

#### Insert a saved photo or video

- 1. Tap in the email where you want to insert the photo or video, then tap  $\langle$  in the format bar above the keyboard.
- 2. Tap [the Photo button] in the format bar, then locate the photo or video in the photo selector.
  - You can swipe up to see more images.
- 3. Tap the photo or video to insert it into your email.

#### Take a photo or video to insert into an email

- 1. Tap in the email where you want to insert the photo or video, then tap < above the keyboard.
- 2. Tap [the Camera button] above the keyboard, then take a new photo or video.
- 3. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

#### Scan a document into an email

- 1. Tap in the email where you want to insert the scanned document, then tap < above the keyboard.
- 2. Tap [the Scan button] above the keyboard.
- 3. Position iPhone so that the document page appears on the screen—iPhone automatically captures the page.

To capture the page manually, tap  $\bigcirc$  or press a volume button. To turn the flash on or off, tap  $\checkmark$ .

- 4. Scan additional pages, then tap Save when you're done.
- 5. To make changes to the saved scan, tap it, then do any of the following:
  - Crop the image: Tap □.
  - Apply a filter: Tap

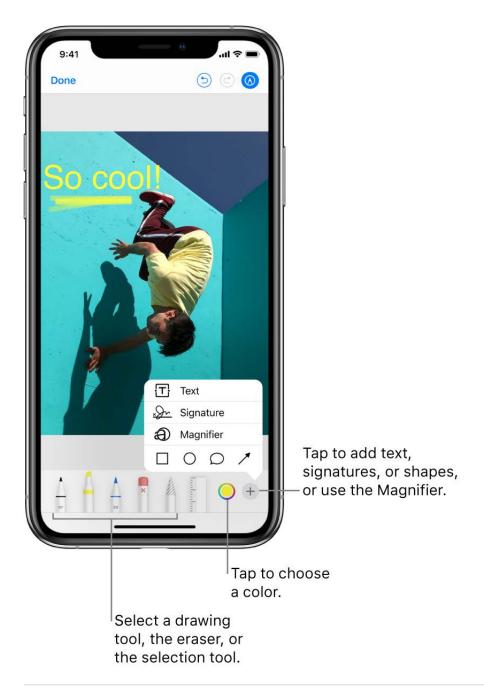
  - Delete the scan: Tap 🗐.

#### Mark up an attachment

You can use Markup to write or draw on a photo, video, or PDF attachment.

- 1. In the email, tap the attachment, then tap (A).
- 2. Using the drawing tools, draw with your finger.
- 3. When you're finished, tap Done.

See Draw in apps with Markup on iPhone.



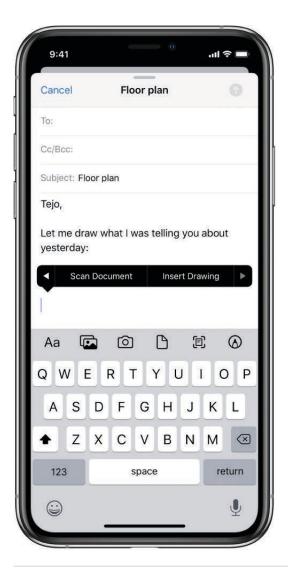
#### Draw in your email

- 1. Tap in the email where you want to insert a drawing, then tap < above the keyboard.
- 2. Tap (0) in the format bar.
- 3. Choose a drawing tool and color, then write or draw with your finger.

See Draw in apps with Markup on iPhone.

4. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap (0).



#### Address and send email in Mail on iPhone

In the Mail app , you can send email from any of your email accounts, mark addresses from outside certain domains, and more.

#### **Add recipients**

1. Tap in the To field, then type the names of recipients.

As you type, Mail automatically suggests people from your Contacts, along with email addresses for the people who have more than one email address.

You can also tap 🕁 to open Contacts and add recipients from there.

- 2. If you're sending a copy, tap the Cc/Bcc field.
- 3. Tap in the Cc field, then enter the names of people you're sending a copy to.
- 4. Tap in the Bcc field, then enter the names of people whose names you don't want other recipients to see.

**Tip:** After you enter recipients, you can reorder their names in the address fields, or drag them from one address field to another—for example, to the Bcc field if you decide you don't want their names to appear.

#### Automatically send a copy to yourself

Go to Settings (6) > Mail, then turn on Always Bcc Myself.

#### Add additional mail accounts

- 1. Go to Settings (a) > Passwords & Accounts > Add Account > Other.
- 2. Tap Add Mail Account.
- 3. Enter your name, email address, and password, then tap Next.
- 4. Enter the names of the incoming and outgoing mail servers for your account and any other requested information.
- 5. Tap Save.

#### **Customize your email signature**

You can customize the email signature that appears automatically at the bottom of every email you send.

- 1. Go to Settings > Mail > Signature.
- 2. Tap in the text field at the top of the screen, then edit your signature.

Tip: If you have more than one email account, tap Per Account to set a different signature for each account.

#### Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

Tap the From field to choose an account.

#### Mark addresses outside certain domains

When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

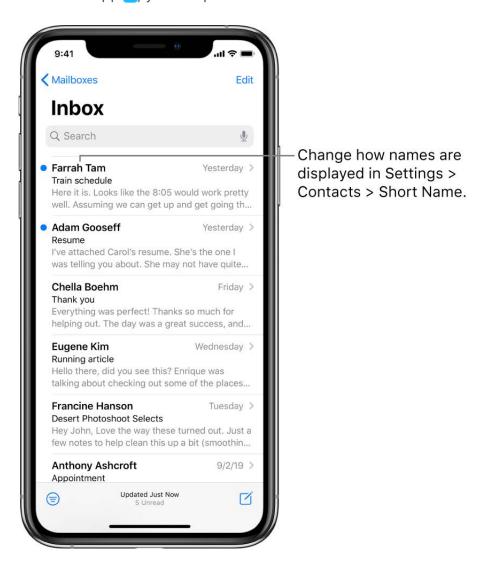
- 1. Go to Settings > Mail > Mark Addresses.
- 2. Enter the domains that are in your organization—ones that you don't want marked in red.

You can enter multiple domains separated by commas (for example, "apple.com, example.org").

Any email sent to or from other domains is marked.

#### View an email in Mail on iPhone

In the Mail app , you can preview some of the contents of an email without opening it.



#### Preview an email and a list of options

In a mailbox list, touch and hold an email to preview its contents and see a list of options for replying, filing it, and more. See View previews and quick actions menus on iPhone.

#### Show a longer preview

In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.

Go to Settings ( > Mail > Preview, then choose up to five lines.

#### Show the whole email

In the list of emails, tap the one you want to read.

#### Show the whole conversation

Go to Settings @ > Mail, then turn on Organize by Thread.

To change how threads are displayed, you can also change other settings in Settings > Mail—such as Collapse Read Messages or Most Recent Message on Top.

#### Show To and Cc labels in your Inbox

Go to Settings @ > Mail, then turn on Show To/Cc Labels.

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap Mailboxes, tap Edit, then select "To or Cc."

#### Add someone to your contacts or make them a VIP

In an email, tap a person's name or email address, then do one of the following:

- To add them to your contacts, tap Create New Contact or Add to Existing Contact.
  - You can add a phone number, other email addresses, and more.
- To add them to your VIP list, tap Add to VIP.

#### Save a draft in Mail on iPhone

In the Mail app  $\square$ , you can save a draft to finish later, or look at existing emails while you're writing a new one.

#### Save a draft for later

If you're writing an email and want to finish it later, tap Cancel, then tap Save Draft. To resume work on a saved draft email, touch and hold , then select a draft.

You can also swipe down on the title bar of an email you're writing to save it for later. When you're ready to return to your email, tap its title at the bottom of the screen.

With OS X 10.10 or later, you can also hand off unfinished emails with your Mac. See Use Handoff with iPhone.

## Flag and filter emails on iPhone

In the Mail app , you can flag and filter your emails.

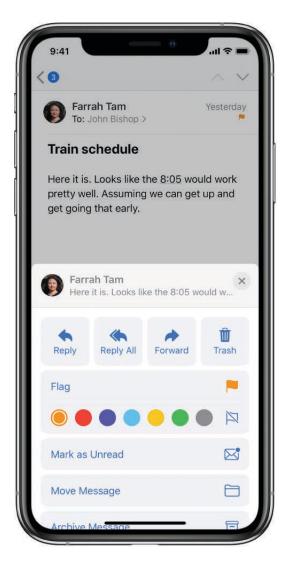
#### Flag an email

You can flag an email to make it easier to find later. An email you flag remains in your Inbox, but also appears in the Flagged mailbox. To view the Flagged mailbox, tap Mailboxes at the top left, tap Edit, then select Flagged.

To set the default color or shape of your flags, go to Settings (a) > Mail > Flag Style.

- 1. Open the email, tap 🔷, then tap 🍋.
- 2. To choose a color for the flag, tap a colored dot.

To change or remove a flag, open the email, tap  $\Leftrightarrow$ , then select another color, or tap [the Unmark Email button].



Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in with the same Apple ID.

#### Flag emails from your VIPs

Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox.

- 1. While viewing an email, tap the name or email address of a person in the email.
- 2. Tap Add to VIP.

#### Get notified of replies to an email or thread

You can create mail notifications when reading or writing an email.

- When reading an email: Tap <a>h</a>, then tap Notify Me.
- When writing an email: Tap the Subject field, tap ☐ in the Subject field, then tap Notify Me.

You can create mail notifications that let you know when you receive emails in favorite mailboxes or from your VIPs. To change how notifications appear, go to Settings > Notifications > Mail, then turn on Allow Notifications.

Ask Siri. Say something like: "Any new mail from Nanditha today?" Learn how to ask Siri.

#### Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications of the messages in the conversations.

- 1. Open an email in the conversation.
- 2. Tap <a>, then tap Mute.</a>

To specify what you want done with emails you muted, go to Settings ( > Mail > Muted Thread Action, then select an option.

#### **Block email from specified senders**

To block a sender, tap their email address, then select "Block this Contact."

#### Manage junk mail

To move an email to the Junk folder, open it, tap 🔷, then tap Move to Junk.

**Tip:** If you move an email accidentally, immediately swipe left with three fingers to undo.

#### Filter emails

You can use filters to temporarily show only certain messages—the ones that meet all the criteria you select in the filter list. For example, if you select "Unread" and "Only Mail with Attachments," you see only unread emails that have attachments.

- 1. Tap (=) in the bottom-left corner of a mailbox list.
- 2. Tap "Filtered by."
- 3. Select or turn on the criteria for emails you want to view.
- 4. Tap (a) in the bottom-left corner to hide emails that don't match the current filters. Tap again to turn the filter off.

To turn off an active filter, deselect it or turn it off. To turn off all filters, tap the Filter button.

## Organize email in Mail on iPhone

In the Mail app , manage your email in mailboxes.

#### Manage an email with a swipe

While viewing an email list you can use a simple swipe to move individual emails to the trash, mark them as read, and more.

To reveal a list of actions, slowly swipe an email to the left until you see the menu, then tap an item. To use the rightmost action, quickly swipe all the way to the left.

Swipe right to reveal one other action.

To choose the actions you want to appear in the menus, go to Settings 

> Mail > Swipe Options.

#### Organize your mail with mailboxes

In the Mailboxes list, you can view all your mailboxes, create a new one, or rename or delete one. (Some mailboxes can't be changed.)

- 1. Tap Mailboxes in the upper-left corner.
- 2. Tap Edit at the top of the list.
- 3. Select the checkboxes next to a mailbox you want to view.

There are several smart mailboxes, such as Unread, that show emails from all your accounts. Tap the mailboxes you want to view.

- 4. To add a mailbox, tap New Mailbox at the bottom of the list.
- 5. Enter a name and specify a location, then tap Save.

#### Reorder your mailboxes

You can reorder your mailboxes so that the ones you use most often appear at the top of the Mailboxes list.

- 1. Tap Mailboxes in the upper-left corner.
- 2. Tap Edit at the top of the list.
- 3. Touch and hold ≡ next to a mailbox until it lifts up, then drag it to the position you want.

#### Move or mark multiple emails

- 1. While viewing a list of emails, tap Edit.
- 2. Select the emails you want to move or mark by tapping their checkboxes.

To select multiple emails quickly, swipe down through the checkboxes.

3. Choose the action you want to perform on all the selected emails.

If you change your mind, immediately swipe left with three fingers to undo.

#### Show draft emails from all of your accounts

If you have more than one email account, you can show draft emails from all your accounts.

- 1. Tap Mailboxes in the upper-left corner.
- 2. Tap Edit at the top of the list.
- 3. Tap Add Mailbox, then turn on the All Drafts mailbox.

#### Search for email in Mail on iPhone

In the Mail app , you can search for emails using different criteria.

#### Search for text in an email

- 1. Swipe down from the middle of a mailbox list to reveal the search field.
- 2. Tap in the search field, then type the text you're looking for.
- 3. Choose between searching all mailboxes or the current mailbox above the results list.
- 4. Tap an email in the results list to see it.

Searching looks at the address fields, the subject, and the email body. The most relevant emails appear in Top Hits above the search suggestions as you type.

#### Search by timeframe

Swipe down from the middle of a mailbox list to reveal the search field, tap in the search field, then type something like "February meeting" to find all emails from February with the word "meeting."

#### Search by email attributes

You can search for emails by various attributes. For example, you can do any of the following:

- Find all flagged emails: Type "flag" in the search field, then tap Flagged Messages below Other.
- Find all emails from people in your VIP list: Type "vip" in the search field, then tap Messages from VIPs below Other.
- Find all unread emails: Type "unread" in the search field, then tap Unread Messages below Other.
- Find all email with attachments: Type "attachment" in the search field, then tap Messages with Attachments below Other.

#### Delete and recover emails in Mail on iPhone

In the Mail app █, delete emails you no longer need.

#### **Delete emails**

There are multiple ways to delete emails. Do any of the following:

- While viewing an email: Tap iii at the bottom of the email.
- While viewing the email list: Swipe an email left, then choose Trash from the menu.

To delete the email in a single gesture, swipe it all the way to the left.

• Delete multiple emails at once: While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.

To select multiple emails quickly, swipe down through the checkboxes.

To turn the confirmation of deletion on or off, go to Settings > Mail, then turn on or off Ask Before Deleting.

If you change your mind, immediately swipe left with three fingers to undo.

#### Recover a deleted email

- 1. Go to the account's Trash mailbox, then open the email.
- 2. Tap , then move the email.

If you change your mind, immediately swipe left with three fingers to undo.

**Tip:** To see deleted emails across all your accounts, tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

#### Archive instead of delete

Instead of deleting emails, you can archive them in the Archive mailbox. (You can still delete emails, even if you set up an Archive mailbox.)

- 1. Go to Settings 

  > Passwords & Accounts.
- 2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
- 3. In the Advanced settings, change the destination mailbox for discarded emails to Archive Mailbox.

When this option is turned on, to delete an email instead of archiving it, touch and hold  $\Box$ , then tap Trash Message.

#### Decide how long to keep deleted emails

You can set how long deleted emails stay in the Trash mailbox.

- 1. Go to Settings > Passwords & Accounts.
- 2. Tap your email account, tap Mail (below Advanced), then tap Advanced.
- 3. In the Advanced settings, tap Remove, then select a time interval.

*Note:* Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

#### Work with email attachments on iPhone

In the Mail app , preview, save, open, and annotate email attachments.

#### Preview an attachment

Touch and hold an attachment to preview it and see a list of actions you can perform.

#### Save a photo or video attachment to Photos

Touch and hold the photo or video, then tap Add to Photos.

#### Open an attachment with another app

- 1. Touch and hold the attachment until a menu appears.
- 2. Tap  $\hat{\Box}$ , then choose the app you want to use to open the attachment.

*Note:* Some attachments automatically show a banner with buttons you can use to open other apps.

#### See emails with attachments

- 1. In a mailbox, tap = to turn on filtering.
- 2. Tap "Filtered by," then turn on "Only Mail with Attachments."

You can also use the Attachments mailbox, which shows emails with attachments from all accounts. To view it, tap Mailboxes at the top left, tap Edit above the Mailboxes list, then select Attachments.

#### **Send large attachments**

Mail Drop is an iCloud feature you can use to send files exceeding the maximum size allowed by your email account.

To use Mail Drop, tap Send when you're ready to send an email with large attachments, then follow the onscreen instructions.

Mail must be turned on in Settings (a) > [your name] > iCloud. See the Apple Support article Mail Drop limits.

To learn how to send any attachment, see Add attachments to an email on iPhone.

## Print an email or attachment in Mail on iPhone

In the Mail app , print an email or an attachment.

#### Print an email

In the email, tap <a>,</a>, then tap Print.

#### Print an attachment or picture

Touch and hold the attachment to view it, tap ①, then choose Print.

## Maps

## View maps on iPhone

In the Maps app **\( \)**, find your location on a map and zoom in and out to see the detail you need.

To find your location, iPhone must be connected to the Internet, and Location Services must be on. (See Set which apps know your location on iPhone.) Cellular data rates may apply. (See View or change cellular settings on iPhone.)

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

#### **Show your current location**

Tap <del>√</del>√.

Your position is marked in the middle of the map. The top of the map is north. To show your heading instead of north at the top, tap  $\checkmark$ . To resume showing north, tap  $\checkmark$  or \$.



#### Choose between road, transit, and satellite views

Tap 1, choose Map, Transit, or Satellite, then tap  $\times$ .

If transit information is unavailable, tap View Routing Apps to use an app for public or other modes of transportation.

#### Move, zoom, and rotate a map

- Move around in a map: Drag the map.
- Zoom in or out: Double-tap and hold your finger to the screen, then drag up to zoom in or drag down to zoom out. Or, pinch open or closed on the map.
  - The scale appears in the upper left while you're zooming. To change the unit of distance, go to Settings 

    Naps, then select In Miles or In Kilometers.
- Rotate the map: Touch and hold the map with two fingers, then rotate your fingers.

To show north at the top of the screen after you rotate the map, tap ...

#### View a 3D map

- On a 2D road or transit map: Drag two fingers up.
- On a 2D satellite map: Tap 3D near the upper right.

While viewing a 3D map, you can do the following:

- Adjust the angle: Drag two fingers up or down.
- See buildings and other small features in 3D: Zoom in.
- Return to a 2D map: Tap 2D near the upper right.

## Find places in Maps on iPhone

Use the Maps app 👫 to find attractions, services, and more.

If you install apps that have map extensions, you may be able to do things like make a reservation at a restaurant and order a ridesharing vehicle to take you there. Visit the App Store to find apps that work with Maps.

#### Search for a place

Ask Siri. Say something like: "Show me the Golden Gate Bridge." Learn how to ask Siri.

Or you can tap the search field, then begin typing.

You can search in different ways. For example:

- Intersection ("8th and Market")
- Area ("Greenwich Village")
- Landmark ("Guggenheim")
- Zip code ("60622")
- Business ("movies," "restaurants San Francisco CA," "Apple Inc New York")

To see all results, swipe up on the search card.

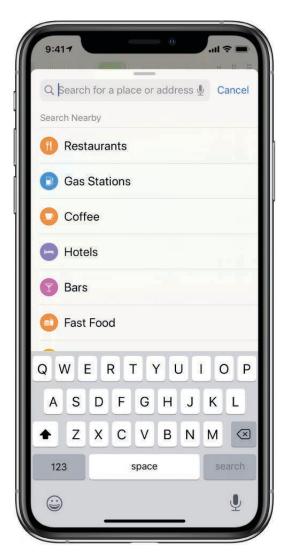
*Note:* If you see an information card instead of the search field, tap  $\times$  in the top right of the information card.

#### Find nearby attractions, services, and more

Ask Siri. Say something like: "Find a gas station" or "Find coffee near me." Learn how to ask Siri.

Or you can tap the search field, tap a category such as Groceries or Hotels, then do any of the following:

- See all results for the category: Swipe up on the information card.
- Change the search area: Drag the map to another area or zoom in or out, then tap Search Here at the bottom of the information card.
- See more information about a result: Tap the item on the information card.



**Tip:** Use the Maps Nearby widget to quickly find nearby attractions and services. See Add and organize Today View widgets.

Nearby suggestions are not available in all regions. See the iOS Feature Availability website.

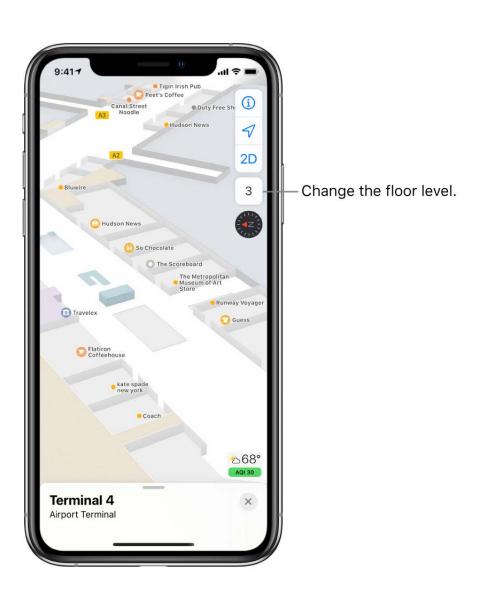
#### Find your way around an airport, transit station, or shopping mall

- 1. Do one of the following:

  - Before you get to the location: Search for the location in Maps or drag the map to show the location. Zoom in, then tap the Browse button.
- 2. To find nearby services, tap a category (like Food, Restrooms, or Gates) on the information card, then swipe up to see all results, listed alphabetically.

To see more information about a result, tap it.

3. To see a map of a different floor, tap the button showing the floor level (zoom in if you don't see the button).



*Note:* Indoor maps for airports, transit stations, and shopping malls are not available in all regions. See the iOS Feature Availability website.

#### Quickly find or delete recently viewed places

To see a list of recently viewed places, swipe up from the top of the search card, then scroll to the bottom of the card.

To delete an item from the list, swipe the item left. Or tap See All directly above the list, then do one of the following:

- Delete a group: Tap Clear above the group.
- Delete a single item: Swipe the item left.

See also Delete significant locations.

## Look around in Maps on iPhone

View cities in the Maps app in an interactive 3D experience that lets you pan 360 degrees and move through the streets.

- 1. In select cities, tap 🔂 on a map or information card.
- 2. To change the view, do any of the following:
  - Pan: Drag a finger left or right.
  - Move forward: Tap the scene.
  - Zoom in or out: Pinch open or closed.
  - View another point of interest: Tap elsewhere on the map.

  - Hide labels in full-screen view: Tap the information card at the bottom of the screen, then tap .
- 3. When finished, tap Done.



## Mark places in Maps on iPhone

Mark places in the Maps app % to help you find them later.

**Tip:** To quickly mark your location so you can find your way back later, touch and hold the Maps icon on the Home screen, then choose Mark My Location. See Perform quick actions from the Home screen.

#### Mark an unlabeled location on the map

- 1. Touch and hold the map until a pin marker appears.
- 2. To help you find the location later, you can save it to your favorites, to a collection, or to Contacts. Swipe up on the information card, then choose an option.
- 3. To close the information card, tap  $\times$ .

#### Delete a pin marker

- 1. Tap the marker.
- 2. On the information card, tap Remove Marker.

You can also touch and hold the marker, then tap the Remove Marker quick action.

See Delete significant locations.

## Get information about a place in Maps on iPhone

Find street addresses and other information about places that appear in the Maps app &.

#### See information about a place

Tap a location on a map or an item in a list of search results, then do any of the following:

- Get a route to the location: Tap Directions.
- View more information: Swipe up on the information card.

The information might include the street address, a phone number, a webpage link, business hours, and customer reviews.

• Close the information card: Tap X.



#### Save information about a place

Tap a location on a map or an item in a list of search results, then do any of the following:

- Add the place to a collection: Tap "Add to."
   Scroll part way down the information card if you don't see "Add to."
- Add the place to your favorites: Scroll to the bottom of the information card, then tap Add to Favorites.
- Add the place to Contacts: Scroll to the bottom of the information card, then tap Create a New Contact or Add to Existing Contact.

See Save favorite places in Maps on iPhone and Create collections in Maps on iPhone.

## Share places in Maps on iPhone

In the Maps app  $\S$ , share places with others. For example, you can send a message or email to show people where to meet you.

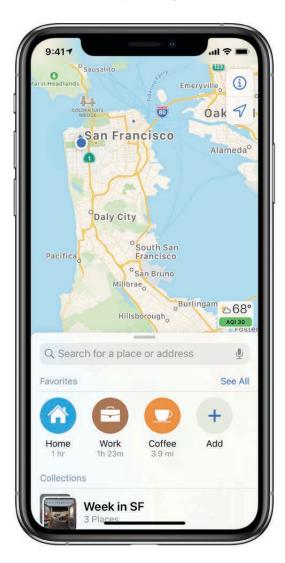
- 1. Tap a place on the map.
- 2. Tap on the information card, then choose an option.

You can also touch and hold the place, then tap the Share Location quick action.

**Tip:** To quickly share your current location, touch and hold the Maps icon on the Home screen, then choose Send My Location. See Perform quick actions from the Home screen.

## Save favorite places in Maps on iPhone

In the Maps app  $\S$ , save a location—such as a landmark, a business, a home, or a spot that you marked with a pin—to your favorites list. You can quickly find your favorites on the search card, directly below the search field.



#### Add a place to your favorites

- 1. Tap a location on a map or an item in a list of search results.
- 2. Scroll to the bottom of the information card, then tap Add to Favorites.

#### Add a transit stop to your favorites

- 1. Find a transit route, then tap Go.
- 2. Tap a transit stop or station.
- 3. Scroll to the bottom of the information card, tap Add to Favorites, then tap  $\times$ .

Adding a transit line to your favorites also adds it to the Maps Transit widget in Today View. You can use the widget to quickly check the line's operating status. (See Add and organize Today View widgets.)

#### **Quickly find your favorites**

Swipe up from the top of the search card to see several favorites.

To see more, swipe the row of favorites left or tap See All above the row.

#### Edit a favorite

- 1. Swipe up from the top of the search card to show Favorites, then tap See All above the row of favorites.
- 2. Tap (i) next to the favorite.
- 3. Depending on the location, you may be able to make the following changes:
  - Rename the favorite: Tap the title, then use the keyboard to change the name.
  - Change the address: Tap the address, then tap Open Contact Card.
  - Adjust the location on the map: Tap Refine Location on the Map.
  - Change the label: Tap a label type.
  - Delete the location from your favorites list: Tap Remove Favorite.
- 4. Tap Done.

#### Delete a place from your favorites

Swipe up from the top of the search card to show Favorites, tap See All above the row of favorites, then swipe the item left.

## Create collections in Maps on iPhone

In the Maps app &, organize related places into collections for easy reference. For example, you can add destinations for an upcoming vacation into a collection named Summer Road Trip. You can quickly get to your collections from the search card, below Favorites, and you can easily share your collections with others.

#### Create a collection

Swipe up from the top of the search card, then do one of the following:

- Create your first or second collection: Tap New Collection, enter a name, then tap Create.
- Create additional collections: Tap See All above the list of collections, tap + at the bottom of the list, enter a name, tap Create, then tap X.



#### Add a place to a collection

- 1. Tap a location on a map or an item in a list of search results.
- 2. Tap "Add to," then choose a collection.

#### Share a collection

1. Swipe up from the top of the search card to show Collections, then choose a collection.

If you don't see Collections, continue swiping up.

2. Swipe up on the collection card, tap  $\hat{\eta}$ , then choose an option.

When you make changes to the collection, the changes automatically appear to everyone sharing it.

#### **Edit a collection**

1. Swipe up from the top of the search card to show Collections, then choose a collection.

If you don't see Collections, continue swiping up.

- 2. Swipe up on the collection card, then tap Edit at the bottom of the screen.
- 3. Do any of the following:
  - Rename the collection: Tap the title.
  - Delete a place from the collection: Tap the place, then tap Delete at the bottom of the screen.
  - Change the sort order: Tap Date Added, Name, or Distance, then choose an option.
- 4. Tap X.

## Get traffic and weather info in Maps on iPhone

In the Maps app 🖧 view traffic conditions and find out about the weather.

#### Find out about traffic conditions

- 1. From map or satellite view, tap (i).
  - If you're in transit view, tap (i), then choose Map or Satellite.
- 2. Turn on Traffic, then tap X.
  - Orange indicates slowdowns, and red indicates stop-and-go traffic.
- 3. To see an incident report, tap an incident marker (not available in all regions).
  - Incident markers show information such as lane closures  $\triangle$ , road closures  $\bigcirc$ , road construction  $\diamondsuit$ , accidents  $\diamondsuit$ , and more.

#### Find out about the weather

Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area. In some regions, the air quality index also appears in the lower-right corner.

To see the hourly forecast, touch and hold the weather icon. Tap the hourly forecast to see the 10-day forecast in the Weather app.

If you don't want to see the the weather information or the air quality index in Maps, go to Settings (a) > Maps, then turn off Weather Conditions or Air Quality Index.

## Get directions in Maps on iPhone

Get driving, transit, and walking directions in the Maps app 🥾.

**Tip:** Add your home and work addresses to your My Info card in Contacts, then you can use "work" or "home" when searching in Maps or asking Siri. See Add your contact info on iPhone.

To get directions, iPhone must be connected to the Internet. Cellular data rates may apply. (See View or change cellular settings on iPhone.) To get directions involving your current location, Location Services must be on. (See Set which apps know your location on iPhone.)

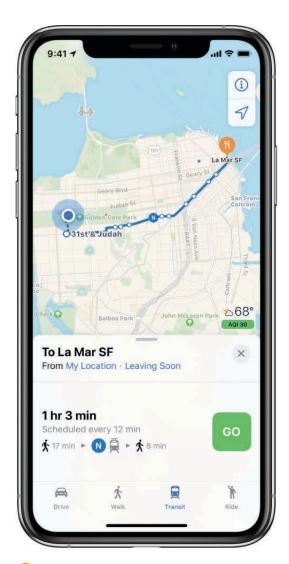
#### Find a route

Ask Siri. Say something like: "Give me directions home" or "Transit directions to my dad's work." Learn how to ask Siri.

Or you can do one of the following:

- Tap the place you want directions to (for example, a landmark on a map, a spot that you marked with a pin, or a search result), then tap Directions on the information card.
- Touch and hold a location on a map, then tap the Directions quick action.

Maps shows directions from your current location. To see detailed directions for the route, tap Go. (See Follow turn-by-turn directions in Maps on iPhone.)



**Tip:** Use the Maps Destination widget to quickly get directions for likely destinations. Use the Maps Transit widget to quickly get information about transit destinations. See Add and organize Today View widgets.

### Change the route

With a route showing, you can do the following before you tap Go for detailed directions:

• Choose from alternate routes: If alternate routes appear, tap one to take it.

- Reverse the starting point and destination: Tap My Location (near the top of the route card), then tap 1.
- Choose a different starting point or destination: Tap My Location, tap either the From or To field, then enter a different location.
- See a driving, walking, or transit route: Tap Drive, Walk, or Transit.
  - In select cities, Maps provides public transportation information, which includes walking directions to a bus stop or train station. If transit route information is unavailable, tap View Routing Apps to use an app for other modes of transportation.
- Avoid tolls or highways: With a driving route showing, swipe the route card up, scroll to the bottom of the list, tap Driving Options, then turn on Tolls or Highways.

#### Choose a transit time or date

With a transit route showing, and before you tap Go for detailed directions, tap Leaving Soon (near the top of the route card), then select a time or date for departure or arrival.

To choose which transit vehicles to consider, tap Transit Options.

## Delete a recently viewed route

Swipe up from the top of the search card to see Recently Viewed, then swipe a recent route left. Or tap See All directly above the list, then do one of the following:

- Delete a group of routes: Tap Clear above the group.
- Delete a single route: Swipe the route left.

See also Delete significant locations.

#### **Use Maps on your Mac to get directions**

You can get directions on a Mac (OS X 10.9 or later) and send them to your iPhone. You must be signed in with the same Apple ID on both your Mac and your iPhone.

- 1. In Maps on your Mac, find a route for your trip.
- 2. Choose File > Share > Send to [your device].

You can also use Handoff to send directions from iPhone to Mac. See Use Handoff with iPhone.

# Follow turn-by-turn directions in Maps on iPhone

In the Maps app &, follow detailed, turn-by-turn directions for driving, transit, and walking routes (not available in all regions).

To provide directions, iPhone must be connected to the Internet. Cellular data rates may apply. (See View or change cellular settings on iPhone.) To provide directions involving your current location, Location Services must be on. (See Set which apps know your location on iPhone.)

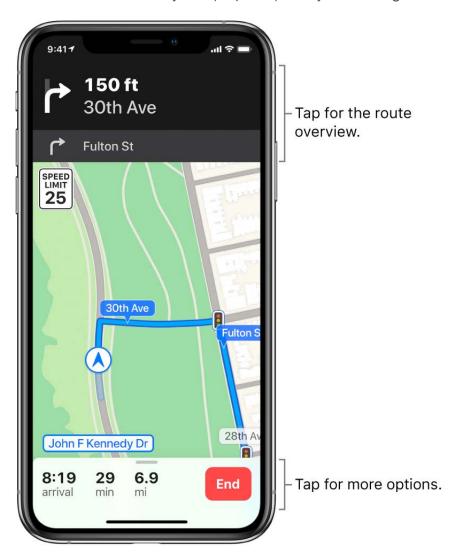
## Hear turn-by-turn driving directions

Ask Siri. Say something like: "Give me directions home." Learn how to ask Siri.

Or you can find a driving route, then tap Go.

As Maps follows your progress, it speaks turn-by-turn directions to your destination.

To end directions at any time, tap End, or say something to Siri like "Stop navigating."



When Do Not Disturb while driving is turned on, or if iPhone auto-locks, Maps stays onscreen and continues to announce directions. Even if you open another app, Maps continues to give you turn-by-turn directions. (To return to Maps from another app, tap the banner across the top of the screen.)

### See an overview of your driving route

With turn-by-turn driving directions showing, tap the turn directions at the top of the screen.

In upper-left corner, the screen shows only your next turn, which may be all you want, especially when you're familiar with the route. You can do the following:

- Show the destination instead of north at the top of the screen: Tap the map, then tap
- Show north instead of the destination at the top of the screen. Tap the map, then tap
- Return to turn-by-turn guidance: Tap the turn directions in the upper-left corner of the screen.

### See a list of your turn-by-turn driving directions

With turn-by-turn driving directions showing, tap the route card at the bottom of the screen, then tap Details.

To view the map again, tap Done.

## Make a stop along your driving route

Ask Siri. Say something like "Hey Siri, find a gas station."

Or you can do the following:

- 1. Tap the route card at the bottom of the screen.
- 2. Tap one of the suggested services (such as gas stations), then tap Go.

### View turn-by-turn or stop-by-stop directions for walking or transit routes

Ask Siri. Say something like: "Transit directions to my dad's work." Learn how to ask Siri.

Or you can find a walking or transit route, then tap Go.

As Maps follows your progress, it shows your location on the route. Do any of the following at any time during your trip:

- End directions at any time: Tap End, or say something to Siri like "Stop navigating."
- See the next instruction: Swipe left on the banner at the top of the screen.
- View the directions in a list: Tap the route card at the bottom of the screen, then tap Details.
- See the route overview: Tap the route card at the bottom of the screen, then tap Overview. To see more detail, tap the route card, then tap "Turn-by-turn" (for a walk route) or Zoom In (for a transit route).
- Add a transit stop to Favorites: See Add a transit stop to your favorites.



## Find your car using Maps on iPhone

In the Maps app \$, you can get directions to your parked car. When you disconnect iPhone from your car's Bluetooth or CarPlay system and exit your vehicle, Maps drops a parked car marker so you can easily find your car.

## Find where you left your car

Tap the search field, then choose Parked Car from the suggestions list.

### **Turn parking location off**

Go to Settings (a) > Maps, then turn off Show Parked Location.

# Book a ride in Maps on iPhone

In the Maps app &, you can request a ride with a ridesharing app (not available in all regions). If you don't have one installed, Maps shows you apps that are available from the App Store.

Ask Siri. Say something like: "Get me a ride home." Learn how to ask Siri.

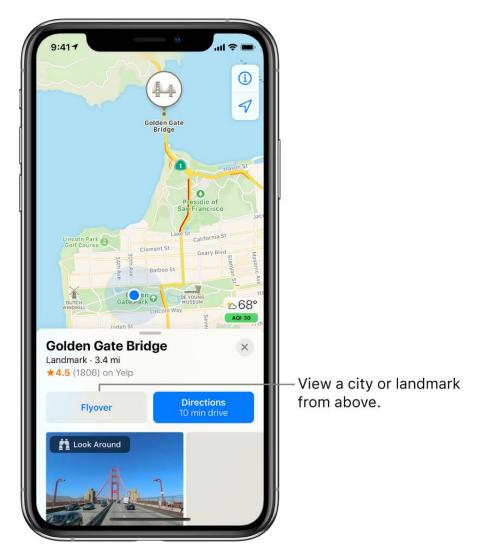
Or you can find your destination, tap Directions, then tap Ride (at the bottom right).

# Take Flyover tours in Maps on iPhone

In the Maps app  $\S$ , you can fly over many of the world's major landmarks and cities. Flyover landmarks are identified by the Flyover button on their information cards. Flyover cities are indicated by ⓐ next to their names in map view.

#### View a city or landmark from above

- 1. Tap the name of a city (in map or satellite view) or the name of a landmark.
  - If you don't see ⓐ markers for cities, zoom out, or if you're using transit view, tap ⓐ, then choose Map or Satellite.
- 2. Tap Flyover on the information card.



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

- Change viewing direction: Point or tilt iPhone in the direction you want to view.
- Move around: Drag a finger in any direction. To rotate perspective, touch and hold the screen with one finger, then continue holding it in place while you drag another finger around it.
- Watch an aerial 3D tour: Tap Start Tour or Start City Tour in the card at the bottom of the screen. (If you don't see the card, tap anywhere on the screen.)
- 4. To return to the map, tap  $\times$  (tap anywhere on the screen if you don't see  $\times$ ).

# Help improve Maps on iPhone

To report a missing location, an incorrect label, or other issue in the Maps app **\( \)**, tap (1) in the upper-right corner of the map, then tap Report an Issue.

# Measure

## Measure dimensions with iPhone

Use the Measure app and your iPhone camera to measure nearby objects. iPhone automatically detects the dimensions of rectangular objects, or you can manually set the start and end points of a measurement.



For best results, use Measure on well-defined objects located 0.5 to 3 meters (2 to 10 feet) from iPhone.

Note: Measurements are approximate.

#### Start a measurement

- 1. Open Measure , then use the iPhone camera to slowly scan nearby objects.
- 2. Position iPhone so that the object you want to measure appears on the screen.

## Take an automatic rectangle measurement

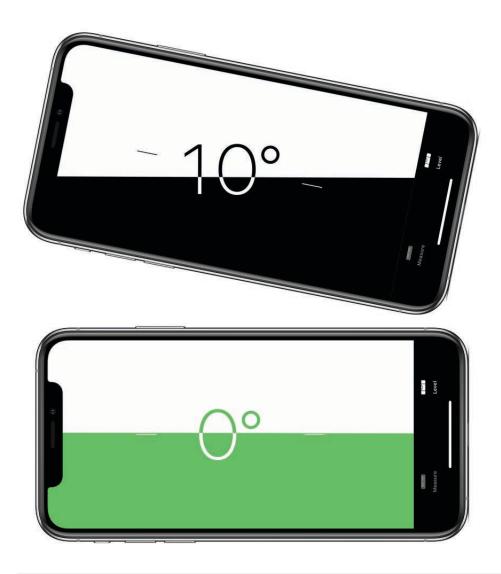
- 1. When iPhone detects the edges of the rectangular object, a yellow box frames the object; tap the yellow box to see the dimensions.
- 2. To take a photo of your measurement, tap  $\bigcirc$ .

#### Take a manual measurement

- 1. Align the center of the screen with the point where you want to start measuring, then tap  $\oplus$ .
- 2. Slowly pan iPhone to the end point, then tap  $\oplus$  to see the measured length.
- 3. To take a photo of your measurement, tap  $\bigcirc$ .
- 4. Take another measurement, or tap Clear to start over.

## Use iPhone as a level

Use your iPhone to determine whether an object near you is level, straight, or flat (measurements are approximate).



- 1. Open Measure.
- 2. Tap Level, then hold iPhone against an object, such as a picture frame.
  - Make an object level: Rotate the object and iPhone until you see green.
  - *Match the slope:* Tap the screen to capture the slope of the first object. Hold iPhone against another object and rotate them until the screen turns green.

To reset the level, tap the screen again.

# Messages

## Set up Messages on iPhone

In the Messages app , you can send text messages as SMS/MMS messages through your cellular service, or with iMessage over Wi-Fi or cellular service to people who use iPhone, iPad, iPod touch, or a Mac. Texts you send and receive using iMessages don't count against your SMS/MMS allowances in your cellular messaging plan, but cellular data rates may apply.

iMessage texts can include photos, videos, and other info. You can see when other people are typing, and send read receipts to let them know when you've read their messages. For security, messages sent using iMessage are encrypted before they're sent.

iMessage texts appear in blue bubbles, and SMS/MMS texts appear in green bubbles. See the Apple Support article About iMessages and SMS/MMS.

### Sign in to iMessage

- 1. Go to Settings ) > Messages.
- 2. Turn on iMessage.

### Sign in to iMessage on your Mac and other Apple devices using the same Apple ID

If you sign in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPhone also appear on your other Apple devices. Send a message from whichever device is closest to you, or use Handoff to start a conversation on one device and continue it on another.

- 1. On your iPhone, iPad, or iPod touch, go to Settings > Messages, then turn on iMessage.
- 2. On your Mac, open Messages, then do one of the following:
  - If you're signing in for the first time, enter your Apple ID and password, then click Sign In.
  - If you signed in before and want to use a different Apple ID, choose Messages >
     Preferences, click Accounts, then select iMessage in the Accounts list.

With Continuity, all the SMS/MMS messages you send and receive on iPhone also appear on your other iOS devices and your Mac. See the Apple Support article Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch.

#### **Use Messages in iCloud**

Go to Settings (so > [your name] > iCloud, then turn on Messages (if it's not already turned on).

Every message you send and receive on your iPhone is saved in iCloud. And, when you sign in with the same Apple ID on a new device that also has Messages in iCloud turned on, all your conversations show up there automatically. Because your messages and any attachments are stored in iCloud, you may have more free space on your iPhone when you need it. Message bubbles, whole conversations, and attachments you delete from iPhone are also deleted from your other Apple devices (iOS 11.4 or later, iPadOS 13 or later, and macOS 10.13.5 or later) where Messages in iCloud is turned on. See the Apple Support article Keep all your messages in iCloud.

*Note:* Messages in iCloud uses iCloud storage. See Manage Apple ID and iCloud settings on iPhone for information about iCloud storage.

## Send and receive text messages on iPhone

Use the Messages app \(\sigma\) to send and receive texts, photos, videos, and audio messages. You can also personalize your messages with animated effects, Memoji stickers, iMessage apps, and more.

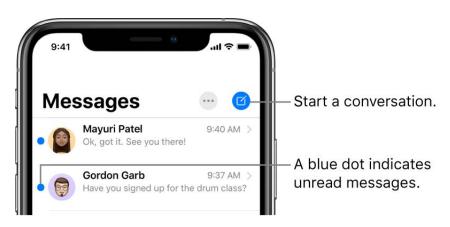


**WARNING:** For important information about avoiding distractions while driving, see Important safety information for iPhone.

## Send a message

You can send a text message to one or more people.

1. Tap 🗹 at the top of the screen.



- 2. Enter the phone number, contact name, or Apple ID of each recipient. Or, tap 🕀, then choose contacts.
  - On models with Dual SIM, to send an SMS/MMS message from a different line, tap the line shown, then choose the other line. See also Manage your cellular plans.
- 3. Tap the text field, type your message, then tap 10 to send.
  - A blue send button indicates the message will be sent with iMessage; a green send button indicates the message will be sent with SMS/MMS, or your cellular service.
  - An alert ① appears if a message can't be sent. Tap the alert to try sending the message again.
- Tip: To see what time a message was sent or received, drag a bubble to the left.

To view conversation details, tap the name or phone number at the top of the screen, then tap ①. You can tap the contact to edit the contact card, share your location, view attachments, leave a group conversation, and more.

To return to the messages list from a conversation, tap  $\langle$  or swipe from the left edge.

#### Reply to a message

- Ask Siri. Say something like:
- "Send a message to Eliza saying how about tomorrow"
- "Reply that's great news"
- "Read my last message from Bob"

#### Learn how to ask Siri

Or do the following:

1. In the Messages list, tap the conversation that you want to reply to.

To search for contacts and content in conversations, pull down the Messages list and enter what you're looking for in the search field. Or, choose from the suggested contacts, links, photos, and more.

- 2. Tap the text field, type your message, then tap 1 to send.
- **Tip:** To replace text with emoji, tap a or m to switch to the Emoji keyboard, then tap each highlighted word.

You can quickly reply to a message with a Tapback, like a thumbs up or a heart. Doubletap the message bubble that you want to respond to, then choose your response.

#### **Edit your Messages name and photo**

In Messages you can share your name and photo with contacts when you start or respond to a new Messages conversation. You can use an Animoji, Memoji, or custom image for your photo.

Open Messages, tap •••, tap Edit Name and Photo, then do any of the following:

- Change your profile image: Tap the circle next to your name, then choose an option.
- Change your name: Tap the text fields where your name appears.
- Turn sharing on or off: Tap the button next to Share Name and Photo (green indicates that it's on).
- Change who can see your profile: Tap an option below Share Automatically (Share Name and Photo must be turned on).

You can also use your Messages profile for your Apple ID and Contacts photo.

#### Switch from a Messages conversation to a FaceTime call

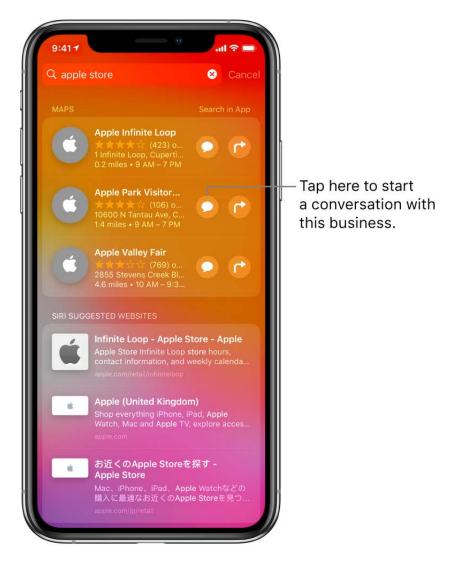
In a Messages conversation, you can initiate a FaceTime call with the person you're chatting with in Messages.

- 1. In a Messages conversation, tap the profile picture or the name at the top of the conversation.
- 2. Tap FaceTime.

#### **Use Business Chat**

(U.S. only; beta) In Messages, you can communicate with businesses that offer Business Chat. You can get answers to questions, resolve issues, get advice on what to buy, make purchases with Apple Pay, and more.

- 1. Search for the business you want to chat with using Maps, Safari, Search, or Siri.
- 2. Start a conversation by tapping a chat link in the search results—for example, •, the company logo, or a text link (the appearance of the chat link varies with the context).



You can also initiate a chat with some businesses from their website or iOS app. See the Apple Support article How to use Business Chat.

*Note:* Business Chat messages you send appear in dark gray, to distinguish them from iMessages (blue) and SMS/MMS messages (green).

## Send animated effects in Messages on iPhone

In the Messages app , you can animate a single message with a bubble effect or fill the entire message screen with a full-screen effect (for example, balloons or confetti). You can even send a personal message with invisible ink that remains blurred until the recipient swipes to reveal it.

#### Send a handwritten message

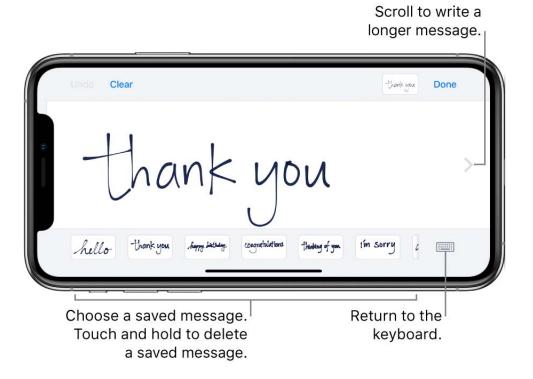
Use your finger to write a message. The recipient sees the message animate, just as ink flows on paper.

1. In a conversation, rotate iPhone to landscape orientation.

- 2. Tap  $\mathcal{T}$  on the keyboard.
- 3. Write a message with your finger or choose a saved message at the bottom, then tap Done.
- 4. Tap 

  ↑ to send your message or 

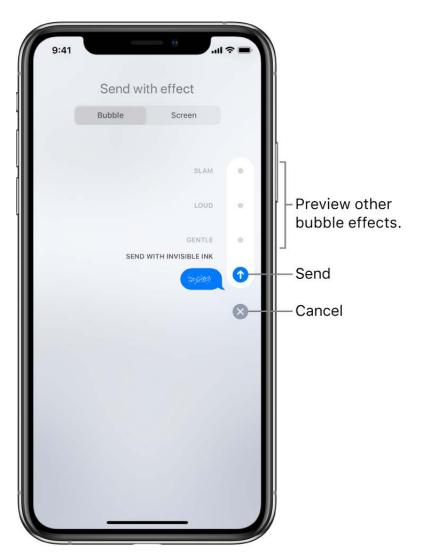
  ⊗ to cancel.



After you create and send a handwritten message, the message is saved at the bottom of the handwriting screen. To use the saved messages again, tap it. To delete the saved message, touch and hold it until the messages jiggle, then tap  $\otimes$ .

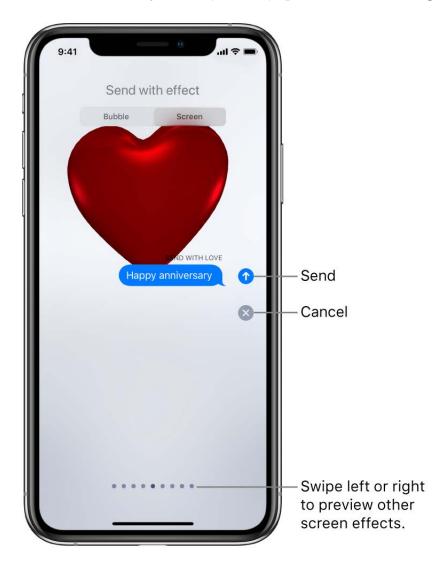
### Use a bubble effect

- 1. After you type a message, touch and hold 1.
- 2. Tap the choices to preview different bubble effects.
  - **Tip:** Want to send a personal message? When you use invisible ink, the message remains blurred until the recipient swipes to reveal it.
- 3. Choose the effect you want, then tap 1 to send your message.



### Use a full-screen effect

- 1. After you type a message, touch and hold 1.
- 2. Tap Screen, then swipe left or right to preview different screen effects.
- 3. Choose the effect you want, then tap 1 to send the message or 1 to cancel.



iMessage automatically uses the following screen effects for specific text strings:

- Balloons for "Happy birthday"
- Confetti for "Congratulations"
- Fireworks for "Happy New Year"

## Send photos, videos, and audio messages on iPhone

In the Messages app , you can send photos, videos, and audio messages using the iMessage or SMS/MMS service. You can share, save, or print an attachment. The Photos iMessage app suggests photos to share based on who you're messaging with, what you're talking about, and where you've taken photos together. Your carrier determines the size limit of attachments; iPhone may compress photo and video attachments when necessary.

For information about sending SMS/MMS attachments on models with Dual SIM, see Manage your cellular plans.

### Send a photo or video

- 1. In Messages, do any of the following while writing a message:
  - Take a photo within Messages: Tap , frame the shot in the viewfinder, then tap
  - Take a video within Messages: Tap o, choose Video mode, then tap .
  - Choose a photo or video: Tap 🚳 in the app drawer, then swipe left to browse through recent shots, or tap All Photos.



2. Tap 1 to send your message or 1 to cancel.

### Mark up or edit a photo

You can mark up or edit a photo before you send it in a Messages conversation.



- 1. Tap 🚳 in the app drawer, then choose a photo.
- 2. Tap the photo in the message bubble, then do any of the following:
  - Tap Markup, use the Markup tools to draw on the photo, then tap Save.
  - Tap Edit, use the photo editing tools to edit the photo, then tap Done.
- 3. Tap Done, add a message, then tap 1 to send the photo, or tap 1 to remove the photo from the message bubble.

### Add camera effects to a photo or video

When you take a photo or video in a Messages conversation, you can add camera effects to it—such as filters, stickers, labels, and shapes.

- 1. Tap (a), then choose a camera mode, such as Photo or Video.
- 2. Tap (a), then do any of the following:
  - Tap 
     <sup>(2)</sup>
     , then choose an Animoji (on supported models).

- Tap 🔊 to add a text label, or 🦇 to add a shape.
- Tap 
   on to add a Memoji sticker, or 
   to add an Emoji sticker.
- 3. Tap x to close the window.
- 4. Tap 

  to take a photo or 

  to record video.
- 5. Tap Done to add the photo or video to the message bubble, where you can add a message, or tap 10 to send the photo directly.

### Send an audio message

- 1. In a conversation, touch and hold **(1)** to record an audio message.
- 2. Tap **( )** to listen to your message before you send it.
- 3. Tap  $\bigcirc$  to send your message or  $\bigotimes$  to cancel.

*Note:* To save space, iPhone automatically deletes audio messages two minutes after you listen to them, unless you tap Keep. To always keep them, go to Settings (a) > Messages > Expire (below Audio Messages), then tap Never.

## Listen or reply to an audio message

- 1. Raise iPhone to your ear to play incoming audio messages.
- 2. Raise it again to reply.

To turn this feature on or off, go to Settings @ > Messages, then turn off Raise to Listen.

#### Share, save, print, copy, or delete a message or attachment

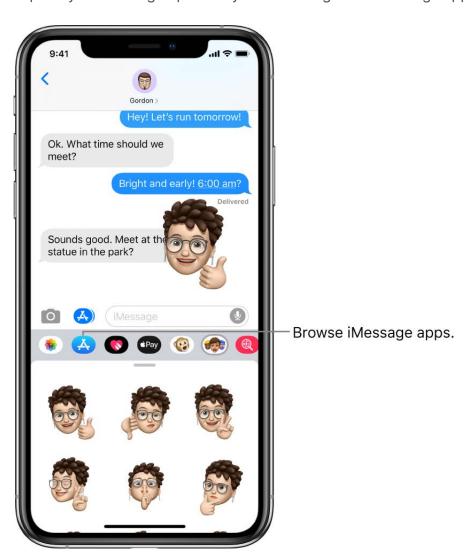
In a conversation, do any of the following with attachments:

- Share, save, or print an attachment: Tap the attachment, then tap f.
- Copy an attachment: Touch and hold the attachment, then tap Copy.
- Share items from another app: In the other app, tap Share or  $\hat{\eta}$ , then tap Messages.
- Forward a message or attachment: Touch and hold a message or attachment, tap More, select additional items if desired, then tap
- Delete a message or attachment: Touch and hold a message or attachment, tap More, select additional items if desired, then tap in.

*Note:* Attachments you send over iMessage (such as photos or videos) may be uploaded to Apple and encrypted so that no one but the sender and receiver can access them. To improve performance, your device may automatically upload attachments to Apple while you are composing an iMessage. If your message isn't sent, the attachments are deleted from the server after several days.

# Use iMessage apps in Messages on iPhone

In the Messages app , you can decorate a conversation with stickers, play a game, share songs, and more—all through iMessage apps—without leaving Messages. You can expand your message options by downloading more iMessage apps from the App Store.



### Browse and download iMessage apps

- 1. In a Messages conversation, tap 🔼 to open the iMessages App Store.
- 2. Tap an app to see more details and reviews, then tap the price to purchase an app or tap Get to download a free app.

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

### Use an iMessage app

- 1. In a conversation, tap an iMessage app in the app drawer.
- 2. Tap an item in the iMessage app to add it to a message bubble.
- 3. Add a comment if you want, then tap 10 to send your message or 10 to cancel.

#### **Decorate with stickers**

If you've downloaded a sticker app from the App Store, you can enhance your photos and videos with stickers in Messages.

- 1. In a conversation, tap a sticker app in the app drawer.
- 2. Touch and hold a sticker, then drag it on top of a message in the conversation. Before you release it, you can do any of the following:
  - Adjust the angle: Rotate a second finger around the finger dragging the sticker.
  - Adjust the size: Move a second finger closer to or away from the finger dragging the sticker.

You can also place the sticker on top of another sticker, or on a photo.

To see text that's covered by a sticker, double-tap the sticker.

To see more information about the sticker, touch and hold the sticker, then tap Sticker Details. You can do the following:

- See who sent the sticker.
- View the iMessage app that sent the sticker.
- Delete the sticker—swipe left, then tap Delete.

#### Manage iMessage apps

- 1. Tap ••• in the app drawer.
- 2. Tap Edit, then do any of the following with your iMessage apps:
  - Reorder apps: Drag ≡
  - Add an app to your Favorites: Tap 
     •
  - Remove an app from your Favorites: Tap 🖨.
  - Hide an app: Turn the app off.
  - Delete an app: Swipe left on the app, then tap Delete.

# Use Animoji and Memoji in Messages on iPhone

Use the Messages app \(\sigma\) to express yourself with Animoji and personalized Memoji sticker packs that match your personality and mood. On models with a TrueDepth camera, you can send animated Animoji or Memoji messages that record your voice and mirror your facial expressions.

## Create your own Memoji

You can design your personalized Memoji—choose a skin color and freckles, hairstyle and color, facial features and headwear, earrings, glasses, and more. You can create multiple Memoji for different moods.



- 1. In a conversation, tap 🚳, then tap 🛨.
- 2. Tap each feature and choose the options you want. As you add features to your Memoji, your character comes to life.
- 3. Tap Done to add the Memoji to your collection.

To edit, duplicate, or delete a Memoji, tap 6, tap the Memoji, scroll to the bottom of the sticker pack, then tap 6.

## **Send Animoji and Memoji stickers**

Messages automatically generates sticker packs based on your Memoji and Animoji characters. You can use stickers to express a range of emotions in new ways.

- 1. In a conversation, tap 🐽.
- 2. Tap a Memoji or Animoji in the top row to view the stickers in the sticker pack.
- 3. To send a sticker do one of the following:

- Tap the sticker to add it to the message bubble. Add a comment if you want, then tap 1 to send.
- Touch and hold a sticker, then drag it on top of a message in the conversation. The sticker is sent automatically when you add it to the message.

## Send animated Animoji or Memoji recordings

On supported models you can send Animoji and Memoji messages that use your voice and mirror your facial expressions.



- 1. In a conversation, tap @, then choose an Animoji or Memoji.
- 2. Tap 

  to record your facial expressions and voice. Tap the red square to stop recording.

Tap Replay to review your message.

3. Tap **1** to send your message or **1** to cancel.

You can also take a picture or video of yourself as an Animoji or Memoji, decorate it with stickers, then send it; see Add camera effects to a photo or video. Or you can become an Animoji or Memoji in a FaceTime conversation.

# Send a Digital Touch effect in Messages on iPhone

In an iMessage conversation in the Messages app , you can use Digital Touch to send animated sketches, taps, kisses, heartbeats, and more. You can even add a Digital Touch effect to a photo or video.

#### Send a sketch

- 1. Tap 💎 in the app drawer.
- 2. Tap the color dot to choose a color, then draw with one finger.

You can change the color, then start drawing again.

3. Tap 1 to send your message, or tap 8 to delete it.

### **Express your feelings**

- 1. Tap 💎 in the app drawer.
- 2. Send one of the following animations using gestures on the canvas. Your feelings are sent automatically when you finish the gesture:
  - *Tap:* Tap with one finger to create a burst of color. You can change the color, then tap again.
  - Fireball: Touch and hold with one finger.
  - *Kiss:* Tap with two fingers.
  - Heartbeat: Touch and hold with two fingers.
  - Heartbreak: Touch and hold with two fingers until you see a heartbeat, then drag down to break the heart.

*Note:* If you have Apple Watch or another sensor that records heartbeat data, Messages may use the recorded data when you send a Digital Touch heartbeat.

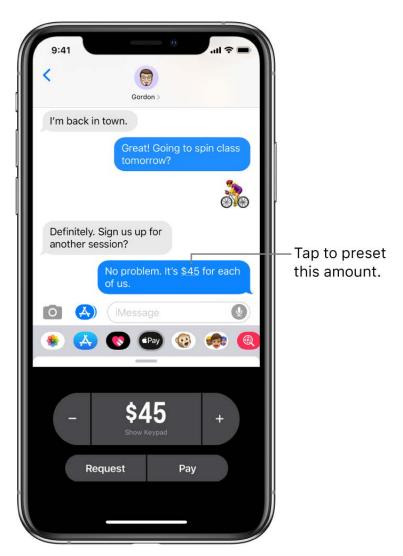
## Add a Digital Touch effect to a photo or video

- 1. Tap 💎 in the app drawer.
- 2. Tap 🗅.
- 3. Tap  $\bigcirc$  to take a photo or  $\bigcirc$  to record a video.
- 4. Add a Digital Touch effect, such as a sketch or kiss.
- 5. Tap 1 to send your message, or tap 2 to delete it.

# Send and receive money with Apple Pay on iPhone (U.S. only)

In the Messages app , you can use Apple Pay to send and receive money quickly and easily. There's no app to download, and you can use the cards you already have with Apple Pay.

When you receive money in Messages, it's added to your Apple Cash card in Wallet. See Set up and use Apple Cash on iPhone (U.S. only).



*Note:* Before you send or receive payments with Apple Pay, you need to agree to the terms and conditions of this service.

### Send a payment in Messages

Ask Siri. Say something like: "Apple Pay 75 dollars to Phillip for the zipline tour" or "Send 15 dollars to Kim for lunch with Apple Pay." Learn how to ask Siri.

You can also do the following:

- 1. In an iMessage conversation, tap , then enter the amount.
- 2. Tap Pay, then add a comment if you want.
  - **Tip:** If there's an underlined monetary amount in a message, tap it to preset the payment.
- 3. To complete the payment, tap ①, then authenticate the payment with Face ID (iPhone X and later), Touch ID (other models), or your passcode.

The payment is made with Apple Cash if your balance has sufficient funds.

You can cancel a payment that hasn't been accepted. Tap the payment bubble, then tap Cancel Payment.

### Request a payment

Ask Siri. Say something like: "Ask Kim for 26 dollars with Apple Pay." Learn how to ask Siri.

You can also do the following:

- 2. Enter the amount, then tap Request.

Apple Cash and sending and receiving payments through Apple Pay are services provided by Green Dot Bank, member FDIC.

# Change message notifications on iPhone

In Settings , you can set up and manage message notifications for the Messages app and filter unknown senders.

## Manage notifications for messages

- 1. Go to Settings (a) > Notifications > Messages.
- 2. Choose options, including the following:
  - Turn Allow Notifications on or off.
  - Set the position and locations of message notifications.
  - Choose the alert sound for message notifications.
  - Choose when message previews should appear.

See View and respond to notifications on iPhone.

#### Set the alert sound for messages

- Go to Settings 
   Sounds & Haptics (on supported models) or Sounds (other models).
- 2. Tap Text Tone, then do one of the following:
  - Tap Vibration, then choose an option.
  - Tap a sound below Alert Tones to set an alert sound for messages.
  - Tap Tone Store to download an alert sound from the iTunes Store.

See Change iPhone sounds and vibrations.

### Assign a different ringtone to a contact

- 1. Open Contacts, then select a contact.
- 2. Tap Edit, then tap Text Tone.
- 3. Choose an option below Alert Tones.

To allow alerts for messages sent by this contact even when Do Not Disturb is on, turn on Emergency Bypass.

### Mute notifications for a conversation

- 1. In the Messages list, swipe left on the conversation.
- 2. Tap Hide Alerts.

## Filter, block, and delete messages on iPhone

In the Messages app , you can filter messages from unknown senders and block unwanted messages. You can also delete messages and entire conversations.

### Filter iMessage messages from unknown senders

- 1. Go to Settings > Messages.
- 2. Turn on Filter Unknown Senders.

This turns off iMessage notifications from senders who aren't in your contacts and moves the messages to the Unknown Senders tab in the Messages list.

You can't open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message. If the message is spam, tap Report Junk (below the message) to delete and send the message to Apple.

#### Block messages from a specific person

- 1. In a conversation, tap the name at the top of the conversation, then tap ① at the top right.
- 2. Tap the name or phone number to view the contact card.
- 3. Scroll down, then tap Block this Caller.

To view and manage your list of blocked phone numbers and contacts, go to Settings 
> Messages > Blocked Contacts. See the Apple Support article Block phone numbers and contacts on your iPhone, iPad, or iPod touch.

#### Delete a message

- 1. Touch and hold a message bubble, then tap More.
- 2. Select the message bubbles you want to delete, then tap in.

### **Delete a conversation**

- 1. In the Messages list, swipe left on the conversation.
- 2. Tap Delete.

With Messages in iCloud, conversations you delete from iPhone are also deleted from your other Apple devices where Messages in iCloud is turned on. See Use Messages in iCloud.

Note: You can't recover a deleted conversation.

## Music

### Get music on iPhone

Use the Music app to enjoy music stored on iPhone as well as music streamed over the Internet. With an optional Apple Music subscription, you can listen to millions of songs ad-free and discover music together with friends.

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

Get music to play on iPhone in the following ways:

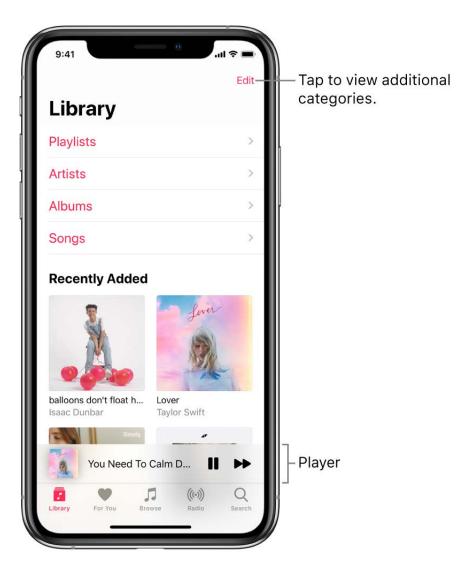
 Become an Apple Music subscriber: With a subscription and a Wi-Fi or cellular connection, stream as much music as you like from the Apple Music catalog and your Music library. You can download songs, albums, and playlists, and share music with your friends. See Subscribe to Apple Music on iPhone.

*Note:* You need a Wi-Fi or cellular connection to stream music. Services and features aren't available in all regions, and features may vary by region. Additional charges may apply when using a cellular connection.

- Participate in Family Sharing: Purchase an Apple Music Family membership, and everyone in your Family Sharing group can enjoy Apple Music. See Use a shared Apple Music family membership.
- Purchase music from the iTunes Store: See Get music, movies, TV shows, and more in the iTunes Store on iPhone.
- Sync music with iTunes on your computer: See Sync iPhone with your computer using iTunes.
- Listen to Beats 1: Beats 1 is a worldwide radio station broadcasting live on Apple Music. No subscription is required to listen to Beats 1.

## View albums, playlists, and more in Music on iPhone

In the Music app , the library includes music you added or downloaded from Apple Music, music and videos you synced to iPhone, TV shows and movies you added from Apple Music, and your iTunes purchases.



### Browse and play your music

- 1. In the Music app, tap Library, then tap a category, such as Albums or Songs; tap Downloaded Music to view only music stored on iPhone.
- 2. Tap an item, then tap Play, or tap Shuffle to shuffle an album or playlist.

You can also touch and hold the album art, then tap Play.

To add other categories to the library, tap Edit, then select additional categories such as Genres and Compilations.

## Sort your music

- 1. Tap Library, then tap Playlists, Albums, Songs, TV & Movies, or Music Videos.
- 2. Tap Sort, then choose a sorting method such as title or artist.

## Play music shared on a nearby computer

If a computer on your network shares music through Home Sharing, you can stream its music to your iPhone.

- 1. On your iPhone, go to Settings (a) > Music, tap Sign In below Home Sharing, then sign in with your Apple ID.
- 2. Open the Music app 🞵, go to Library > Home Sharing, then choose a shared library.

## **Remove Apple Music songs from iPhone**

Go to Settings (6) > Music, then turn off Sync Library.

The songs are removed from iPhone but remain in iCloud. Music you purchased or synced also remains.

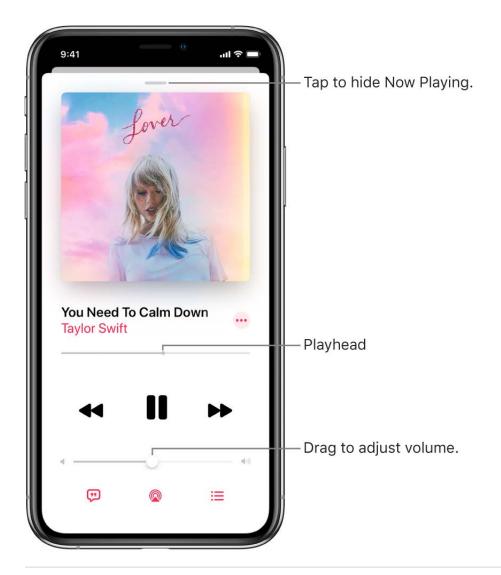
# Play music on iPhone

Use Now Playing in the Music app 1 to show lyrics and play, pause, skip, shuffle, and repeat songs.

### **Control playback**

Tap the player near the bottom of the screen to show the Now Playing screen, where you can use these controls:

•	Play the current song.
	Pause playback.
<b>&gt;&gt;</b>	Skip to the next song. Touch and hold to fast-forward through the current song.
<b>44</b>	Return to the song's beginning. Tap again to play the previous song in an album or playlist. Touch and hold to rewind through the current song.
_	Hide the Now Playing Screen button.
•••	Tap for more options.
99	Show time-synced lyrics (lyrics not available for all songs).
	Stream music to Bluetooth or AirPlay-enabled devices.
∷	See the Up Next queue.



## Adjust the volume, see song details, and more

The Now Playing screen contains additional options for controlling and accessing music.

• Adjust volume: Drag the volume slider.

You can also use the volume buttons on the side of iPhone.

- Navigate to the artist, album, or playlist: Tap the artist name below the song title, then choose to go to the artist, album, or playlist.
- Scrub to any point in a song: Drag the playhead.

## **See time-synced lyrics**

You can see time-synced lyrics for many songs in Apple Music.

- 1. Tap the player to open Now Playing.
- 2. Tap pto show lyrics that scroll in time with the music.
- 3. Tap 💬 again to return to Now Playing.

Tip: Tap a specific lyric—the first line of the chorus, for example—to go to that part of the song.

To see all of a song's lyrics, tap •••, then tap View Full Lyrics.

Note: You need an Apple Music subscription to view lyrics.

#### **Use the Up Next queue**

- 1. Tap the player to open Now Playing.
- 2. Tap :=, then tap a song to play it and the songs that follow.

To reorder the list, drag  $\equiv$ .

3. Tap ≡ again to return to Now Playing.

To add music and videos to the Up Next queue when browsing or playing music, touch and hold the song, album, playlist, or video, then tap Play Next to play the music or video right after the currently playing item. Tap Play Later to add the item to the end of the queue.

**Tip:** If you're using HomePod to stream music and your friends are on the same Wi-Fi network, they can add and reorder items in the Up Next queue. To learn more about HomePod speaker access, see the HomePod User Guide.

## Get audio controls from the Lock screen or when using another app

Open Control Center, then tap the audio card.

#### Stream music to Bluetooth or AirPlay-enabled devices

- 1. Tap the player to open Now Playing.
- 2. Tap \( \infty \), then choose a device.

See Connect Bluetooth devices to iPhone and Stream audio and video to other devices from iPhone.

*Note*: You can play the same music on multiple AirPlay 2-enabled devices, such as two or more HomePod speakers. You can also pair two sets of AirPods to one iPhone and enjoy the same song or movie along with a friend. See Control audio on multiple devices with iPhone and Share your audio with another pair of AirPods.

# **Apple Music**

# Subscribe to Apple Music on iPhone

Apple Music is an ad-free streaming music service that lets you listen to millions of songs and your iTunes library. As a subscriber, you can listen any time—online or off—and create your own playlists, get personalized recommendations, see music your friends are listening to, watch exclusive video content, and more.

#### **Join Apple Music**

Join Apple Music when you first open the Music app  $\boxed{1}$ ; to join later, go to Settings  $\boxed{8}$  > Music, then tap Start Free Trial. There are three subscription plans:

- *Individual subscription:* Get access to the full Apple Music catalog, expert recommendations, and on-demand radio stations.
- Family subscription: Up to six people can enjoy unlimited access to Apple Music on their devices.
- Student subscription: Have complete access to Apple Music, at a price designed for students.

If you're a student at a qualifying school, you can join Apple Music for a discounted subscription price for up to 48 months (4 years). The time needn't be continuous. Student subscriptions aren't available in all locations (see where they're available).

New subscribers can start a trial and cancel at any time. If you end your Apple Music subscription, you can no longer stream Apple Music songs or play Apple Music songs you downloaded.

## **Show or hide subscription features**

Go to Settings > Music, then turn Show Apple Music on or off.

#### **Choose cellular data options for Music**

Go to Settings > Music > Cellular Data, then do any of the following:

- Turn streaming on or off
- Choose High Quality Streaming

High Quality Streaming uses more cellular data and songs may take longer to start playing.

Allow downloading music over cellular

#### **Edit your subscription**

You can change your subscription plan or cancel your subscription.

- 1. Tap For You, then tap 

  or your profile picture.
- 2. Tap Manage Subscription.

If you're not a subscriber, you can use Music to listen to music synced to iPhone from a Mac or a Windows PC, play and download previous iTunes Store purchases, and listen to Beats 1 for free.

# Find new music with Apple Music on iPhone

In the Music app , browse new and noteworthy music, music videos, playlists, and more.

## **Browse Apple Music**

Tap Browse, then do any of the following:

- Explore featured music: Swipe through featured songs and videos at the top of the Browse screen.
- Browse playlists created by music experts: Tap one of the many playlists created by music experts.
- Listen to the top songs from around the world: Tap one of the Daily Top 100 playlists. These playlists reflect the day's most popular songs in countries across the globe.
- Play music that matches your mood: Tap a mood such as Feel Good, Romance, or Party, then tap a playlist.
- See what's hot: Tap a song under the Hot Tracks heading. Swipe left to see more songs, or tap See All.
- Explore new music: Swipe through the songs found under New Music.
- Browse your favorite genres: Tap Genres, choose a genre, then tap a featured song, album, artist, or music video to enjoy music handpicked by music experts.
- Play the day's most popular songs: Tap Top Charts, then tap a song or music video to play it. Tap All Genres at the top of the screen to see the top songs and music videos in a genre you choose.

- Watch music videos: Tap Music Videos, then tap a featured music video or playlist of music videos.
- Listen to tracks from upcoming albums: Tap an album under Coming Soon, then tap an available song to play it.

## Add music to iPhone and listen offline

In the Music app ①, Apple Music subscribers can add and download songs and videos. Music you add to iPhone can be streamed when you have an Internet connection. To play music when you're not connected to the Internet, you must first download it.

#### Add music from Apple Music to your library

Do any of the following:

- Touch and hold a song, album, playlist, or video, then tap Add to Library.
- When viewing the contents of an album or playlist, tap Add to add the album or playlist, or tap + to add individual songs.
- On the Now Playing screen, tap •••, then tap Add to Library.

To delete music from the library, touch and hold the song, album, playlist, or music video, then tap Delete from Library.

Music you add to iPhone is also added to other devices where you're signed in to the iTunes Store and App Store using the same Apple ID and have iCloud Music Library turned on (go to Settings ), then tap Music).

#### Add music to a playlist

- 1. Touch and hold an album, playlist, song, or music video.
- 2. Tap Add to a Playlist, then choose a playlist.

## **Download music from Apple Music to your iPhone**

- Download a song, album or playlist: Tap ♀ after adding music.
  - *Note:* You must turn on Sync Library to download music from Apple Music to your library (go to Settings ) > Music, then turn on Sync Library).
- Always download music: Go to Settings > Music, then turn on Automatic Downloads.
   Songs you add are automatically downloaded to iPhone.
- See download progress: On the Library screen, tap Downloaded Music, then tap Downloading.

## Manage storage space

- Free up music storage: If iPhone is low on storage space, you can automatically remove downloaded music that you haven't played in a while. Go to Settings 
   Settings

   Music > Optimize Storage.
- Remove music and videos stored on iPhone: Touch and hold a song, album, playlist, music video, TV show, or movie that you've downloaded. Tap Remove, then tap Remove Downloads.
  - The item is removed from iPhone, but not from iCloud Music Library.
- Remove all songs or certain artists from iPhone: Go to Settings > Music >
   Downloaded Music, tap Edit, then tap next to All Songs or the artists whose music you want to delete.

## See recommended music on iPhone

Apple Music learns the music you like and recommends songs, albums, and playlists based on your tastes.

In the Music app , For You lets you discover playlists created by Apple Music experts, albums based on your tastes, and music your friends are listening to.

## Select your favorite genres and artists

When you first tap For You, you're asked to tell Apple Music about your preferences. Apple Music uses these preferences when recommending music.

- 1. Tap the genres you like (double-tap those you love, and touch and hold the genres you don't care for).
- 2. Tap Next, then do the same with the artists that appear.

To add a specific artist who isn't listed, tap Add an Artist, then enter the artist's name.

## Play music

- 1. Tap For You, then tap a playlist or album.
- 2. Tap Play or tap the Shuffle button to shuffle the playlist or album.

You can also touch and hold a playlist or album, then tap Play.

## Play songs from an artist's catalog

Go to an artist page, then tap near the top of the screen.

Music plays songs from the artist's entire catalog, mixing hits and deep cuts.

## Tell Apple Music what you love

Do any of the following:

- Touch and hold an album, playlist, or song, then tap Love or Suggest Less Like This.
- On the Now Playing screen, tap •••, then tap Love or Suggest Less Like This.

Telling Apple Music what you love and dislike improves future recommendations.

# Rate music in your library

- 1. Go to Settings (a), then tap Music.
- 2. Turn on Show Star Ratings.
- 3. In Music, touch and hold a song in your library, tap Rate Song, then choose a rating from one to five stars.

Song ratings sync to all devices that use the same Apple ID.

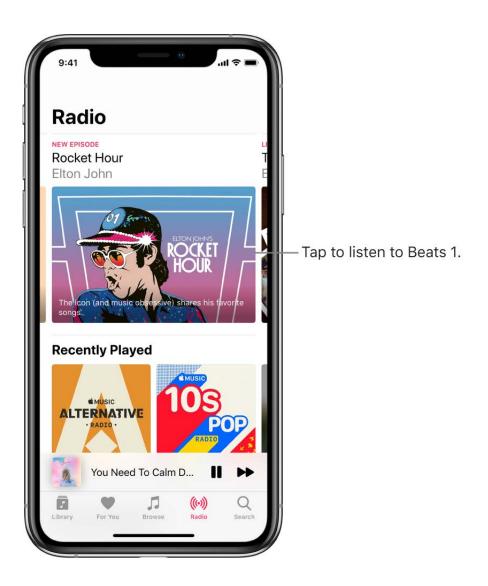
## **Tell Music to ignore your listening habits**

You can prevent listening habits on your device from influencing For You recommendations.

- 1. Go to Settings (a), then tap Music.
- 2. Turn off Use Listening History.

## Listen to radio on iPhone

Radio in the Music app is the home of Beats 1, which features world-class radio shows, the latest music, and exclusive interviews. You can listen to featured stations that have been crafted by music experts, and create your own custom stations from songs or artists you choose.



#### **Listen to Beats 1**

Tap Radio, then tap the currently playing Beats 1 program.

To listen to past shows and find out when your favorite shows are on, tap Beats 1, then tap a show or DJ below Beats 1 On Demand.

Note: Because Beats 1 is live radio, you can't pause, rewind, or skip songs.

#### Listen to broadcast radio

You can play thousands of broadcast radio stations on iPhone.

- Ask Siri: Summon Siri, then say something like: "Play Wild 94.9" or "Tune into ESPN Radio."
- Search for a station: Tap Search, enter the station in the Search field, then tap a result to play the station.

You can search for stations by name, call sign, frequency, and nickname.

*Note:* You don't need a subscription to Apple Music to listen to broadcast radio. Broadcast radio isn't available in all regions. Not all stations are available in all countries.

## Listen to your favorite music genre

- 1. Tap Radio, tap Radio Stations, or scroll through Recently Played.
- 2. Tap a genre or featured station.

#### Create a station

You can create a radio station based on a particular artist or song. Chances are, if you like that artist or song, you'll like the music the station plays.

- 1. Touch and hold an artist or song.
- 2. Tap Create Station.

To create a station in Now Playing, tap •••, then tap Create Station.

## Search for music on iPhone

In the Music app , you can search Apple Music, see recent and trending searches, and search your library.

## **Search Apple Music**

You can easily access music you recently searched for or see currently trending search terms.

- 1. Tap Search, then do any of the following:
  - Tap something you recently searched for—a song or artist, for example.
  - Tap a trending search term, such as a popular new artist that other Apple Music subscribers have searched for.
  - Tap the search field, tap Apple Music, then enter a song, album, playlist, artist, compilation, genre, lyric, TV show, or movie.

2. Tap a result to play it.

You can search for a song in Apple Music based on its lyrics. In the search field, enter a few of the words you remember to find a song.

Ask Siri. Say something like: "Play the song with the lyrics" and then say a key phrase from the lyrics. Learn how to ask Siri.

## Search your library

- 1. Tap Search, tap the search field, then tap Your Library.
- 2. Enter a song, album, playlist, or artist.
- 3. Tap a result to play it.

## Create playlists on iPhone

In the Music app  $\Box$ , you can organize music into playlists that you can later share with your friends.

## Create playlists to organize your music

- 1. Tap Library, tap Playlists, then tap New Playlist.
- 2. Enter a name and description.
- 3. Tap on, then take a photo or choose an image from your photo library.

The image is used for the playlist's cover art.

4. Tap Add Music, then select music to add to the playlist.

You can also tap ••• in a track list or on the Now Playing screen, tap Add to a Playlist, then tap New Playlist.

## Edit a playlist you created on iPhone

Tap the playlist, tap Edit, then do any of the following:

- Add more songs: Tap Add Music, then choose music from your library.
  - You can also touch and hold an album, playlist, song, or music video; tap Add to a Playlist; then choose a playlist.
- Delete a song: Tap , then tap Delete. Deleting a song from a playlist doesn't delete it from iPhone.

Changes you make to your music library are updated across all your devices when Sync Library is turned on in Music settings. If you're not an Apple Music subscriber, the changes appear in your music library the next time you sync your iPhone with your computer.

## Delete a playlist

Touch and hold the playlist, then tap Delete from Library.

# See what your friends are listening to

When you're an Apple Music subscriber, you can see music your friends are listening to by following them. You can also see the playlists they've shared and the music they listen to most often. Likewise, your followers can see your shared playlists and the music you often listen to. You see most of this information on your profile screen in the Music app

#### Create a profile

When you first open Music, you're asked to set up a profile and start following friends. If you skipped that step, you can set up a profile at any time later.

- 1. Tap For You, then tap Q.
- 2. Tap Start Sharing with Friends.

Friends can now follow you.

#### View your profile

- 1. Tap For You, then tap O or your profile picture.
- 2. Tap View Profile at the top of the screen.

#### Follow your friends

There are several ways to follow people:

- Add friends when you set up your profile.
- After you set up your profile, swipe to the bottom of the profile screen, tap Follow More Friends, then tap Follow next to those you want to follow.

You can follow friends who are in your contacts list and who use Apple Music, and Facebook friends who have linked their social media accounts to Apple Music.

- On the profile screen, touch and hold a profile picture, then tap Follow.
- Tap Search, enter a friend's name, tap it in the results, then tap Follow.

Note: Your friends must have a profile for you to find them using search.

To see the people you're following and those who follow you, open the profile screen, then swipe up.

Some profiles may appear with a lock on the profile picture, which means that you need to ask for and receive permission from that person to become a follower. After your request is accepted, you see their shared playlists and the music they're listening to.

## **Respond to follow requests**

You can allow everyone to follow you, or just people you choose. You receive follow requests only if you choose who can follow you.

- 1. Tap For You, then tap Q or your profile picture.
- 2. Tap View Profile.
- 3. Tap Edit, then tap People You Approve if you want to be followed only by people you choose.
- 4. Tap Follow Requests, then accept or decline the requests.

You may receive follow requests in other ways—as a link in an email or a text message, for example. To accept, tap the link.

#### **Stop following and block followers**

- Stop following: Touch and hold the profile picture of a person you follow, then tap Unfollow.
- Block followers: Touch and hold a profile picture, then choose Block.

People you block won't see your music or be able to find your profile. They can still listen to your shared playlists if they added them to their library.

#### Share music with followers

By default, your followers see the playlists you create, but you can specify some playlists not to be shared.

- 1. Tap For You, then tap O or your profile picture.
- 2. Tap View Profile.
- 3. Tap Edit, then turn playlists on or off.

4. Drag ≡ to reorder them.

Your followers will see the playlists you create on your profile unless you turn off those playlists you don't want to share. You can turn off this option when you create a playlist or later, when you edit the playlist.

To share playlists with people who don't follow you, touch and hold a playlist, then tap Share.

*Note:* If you make changes to music you share—edit or stop sharing a playlist, for example—those changes are reflected on your followers' devices.

### Hide your guilty pleasures

Because no one is proud of all the music they listen to, you can hide playlists and albums from your followers.

- 1. Tap For You, then tap 

  or your profile picture.
- 2. Tap View Profile.
- 3. Touch and hold the playlist or album (below Listening To).
- 4. Tap Hide from Profile.

The listening history for this item doesn't appear in your profile and isn't visible to the people who follow you. If you don't want your followers to see any of the music you listen to, tap Edit on the profile screen, then turn off Listening To.

#### See what others are listening to

- See what your friends are listening to: Tap For You, then scroll down to Friends Are Listening To. Tap an item to play it.
- Listen to a mix of songs your friends are listening to: Tap For You, then tap Friends
  Mix.
- See what a follower or person you follow is listening to: Tap For You, tap ② or your profile picture, then tap View Profile. Tap a person's profile picture to see shared playlists and music they frequently listen to. You also see their followers and the people they follow.

## Share your profile

You can share your profile using email, Messages, or another app you choose.

- 1. Tap For You, then tap 

  or your profile picture.
- 2. Tap View Profile.

3. Tap •••, tap Share, then choose a sharing option.

You can also share the profile of anyone you follow, or who follows you.

#### Report a concern

If you have a concern about a follower, touch and hold their profile picture, then tap Report a Concern.

# Use Siri to play music on iPhone

You can use Siri to control music playback in the Music app . See Ask Siri on iPhone.

#### **Use Siri**

Summon Siri, then make your request. Siri supports a wide variety of commands:

- Play Apple Music: You can play any song ("Play 'I'm a Mess' by Bebe Rexha"), artist ("Play Ariana Grande"), album, playlist, or station. You can play music on AirPlay 2enabled devices in a specific rooms ("Play the latest album by Christina Aguilera in the living room.") You can also play popular songs from different years ("Play the top songs from 1990").
- Let Siri be your personal DJ: Say something like "Play my Chill Mix" or "Play something I like."
- Add music from Apple Music to your library: (Apple Music subscription required) Say, for example, "Add 'Nobody' by Mitski to my Library." Or while playing something, say "Add this to my library."
- Add a song or album to a playlist: While playing a song, say something like "Add this song to my Workout playlist" or "Add this album to my Sunday Morning playlist."
- Find out more about the current song: Say "What's playing?", "Who sings this song?", or "Who is this song by?"
- Play songs based on their lyrics: Say "Play the song with the lyrics" and then say a key phrase from the lyrics.

Siri can also help you find music in the iTunes Store. See Get music, movies, TV shows, and more in the iTunes Store on iPhone.

# Sound Check, EQ, and volume limit settings on iPhone

## Change the way music sounds on iPhone

• Choose an equalization (EQ) setting: Go to Settings (a) > Music > EQ.

EQ settings generally apply only to music played from Music, but they affect all sound output.

• Set a volume limit: Go to Settings > Music > Volume Limit.

To prevent changes to the volume limit, go to Settings > Screen Time > Content & Privacy Restrictions. Turn on Content & Privacy, tap Volume Limit, then tap Don't Allow.

• Normalize the volume level of your audio: Go to Settings > Music, then turn on Sound Check.

# News

## Get started with News on iPhone

The News app N collects all the stories you want to read, from your favorite sources, about the topics that interest you most. To personalize News, you can choose from a selection of publications (called *channels*) and topics such as Entertainment, Food, and Science. The Today feed collects the best stories from the channels and topics you follow.

The News app is available in the U.S., U.K., Canada, and Australia and supports English and Canadian French publications. In the U.S. or Canada, you can subscribe to Apple News+, which includes hundreds of magazines, popular newspapers, and premium digital publishers. See Subscribe to Apple News+ on iPhone.

The more you read, the better News understands your interests. Siri learns what's important to you and suggests stories you might like. You can also receive notifications about important stories from channels you follow.

Note: You need a Wi-Fi or cellular connection to use News.

## Personalize your news

When you follow a channel or topic, related stories appear more often in the Today feed, and the channel or topic appears in the Following tab.

1. Open News for the first time, tap Following, then tap  $\oplus$  next to channels and topics you want to follow.

If there are channels or topics that you don't want to appear in your feed, tap ••• to block or to stop News from suggesting them.

When you block a channel or topic, its stories won't appear in the Today feed or the News widget, and it will appear among your blocked channels and topics when you tap Following > Blocked Channels & Topics.

2. Tap Discover Channels & Topics at the bottom of the screen, then tap  $\oplus$  for each channel and topic you want to follow.

To stop following a channel or topic, swipe it to the left, then tap Unfollow.

To easily follow specific channels and topics, tap the search field at the top of the screen, enter the channel or topic's name, then tap  $\oplus$  in the results below.

#### **Add notifications**

Some channels you follow may send notifications about important stories.

- 1. Tap Following, swipe to the bottom of the screen, then tap Notifications below the Manage heading.
- 2. Turn on notifications for your preferred channels.

If you're signed in to the iTunes Store (Settings ) > [your name] > iTunes & App Store), you can receive New Features & Tips notifications from the Apple News team. If you subscribe to Apple News+, you can get notifications when new issues are available.

#### See stories only from the channels you follow

Go to Settings (a), tap News, turn on Restrict Stories in Today, then confirm your choice.

*Note:* Restricting stories significantly limits the variety of stories that appear in the Today feed and all other feeds. For example, if you restrict stories and follow only one entertainment-related channel, your Entertainment topic feed will contain stories only from that channel. When you restrict stories, you don't see Top Stories and Trending Stories.

# See news stories in Today View on iPhone

In Today view, you can see the top stories of the day, just by swiping right on the Home screen or Lock screen.

#### **Access stories from Today View**

- 1. Swipe right on the Home screen or Lock screen to open Today View.
- 2. In the News section, tap a story headline to open the story in News.

# View news stories chosen just for you on iPhone

The Today feed in the News app N presents top stories selected by Apple News editors, the best stories from the channels and topics you follow, and stories and issues from Apple News+. The Today feed also includes stories suggested by Siri, trending stories that are popular with other News readers, videos, and more.

## **Access stories in the Today feed**

- Read more stories within a group: Tap the arrow at the bottom of the group.
- Play a video: Tap ▶ in the thumbnail.
- Get newer stories: Pull down to refresh the Today feed with the latest stories.

#### Follow, unfollow, block, and unblock channels and topics

You can influence what appears in the Today feed by following and blocking channels and topics.

- 1. Do any of the following:
  - Open a channel feed: Touch and hold a story, then tap Go to Channel. Or tap a story in the Today feed, then tap the channel name at the top of the story.
  - Open a topic feed: Tap the topic title—Movies or Travel, for example.
- 2. At the top of the feed, do any of the following:
  - Follow: Tap (+).
  - Unfollow: Tap •••, then tap Unfollow Channel or Unfollow Topic.
  - Block: Tap •••, then tap Block Channel or Block Topic.
  - *Unblock*: Tap •••, then tap Unblock Channel or Unblock Topic.

#### Tell News what kind of stories you prefer

- 1. Tap Today.
- 2. Touch and hold a headline, then tap Suggest More Like This or Suggest Less Like This.

#### Stop suggesting specific channels and topic groups in the Today feed

Suggested channels and topic groups may appear in the Today feed, but you can stop suggestions for them.

- 1. Tap Today.
- 2. Tap ••• in a channel or topic group, then tap Stop Suggesting.

The channel or topic isn't blocked, but News stops displaying the story group in Today.

## Read stories in News on iPhone

You can read and share the stories in the News app \(\mathbb{N}\) on iPhone.

## Read a story

Tap a story to read it. While viewing a story, you have these options:

- Read the next story: Tap the arrow in the lower right of the screen or swipe left.
- Read the previous story: Swipe right.
- Return to the list of stories: Swipe from the left edge.
- Tell News what stories you prefer: When viewing a story, tap 🐧, swipe up, then tap Suggest More Like This or Suggest Less Like This. Your feedback is taken into account for future recommendations.
- Change the text size: Tap AA, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. (Not available in all channels.)
- Share a story: Tap th, then choose a sharing option, such as Messages or Mail.
- Report a concern: If you believe that a story you're viewing is mislabeled, inappropriate, offensive, or doesn't display properly, tap <sup>↑</sup>, swipe up, then tap Report a Concern.

In Apple News+ issues in PDF format, the Suggest More Like This, Suggest Less Like This, Save Story, and Report a Concern options aren't available. See Browse and read Apple News+ stories and issues on iPhone.

Web stories delivered through an RSS feed show a preview. To view an RSS story in full, swipe up. To always view the full story, go to Settings (a), tap News, then turn off Show Story Previews.

# Apple News+ (U.S. and Canada only)

# Subscribe to Apple News+ on iPhone

In the News app N, subscribe to Apple News+, a service you can use to read hundreds of magazines, popular newspapers, and content from premium digital publishers for a single monthly price.

As a subscriber, you have unlimited access to current and available back issues of publications, and you can download content for offline reading and share stories and issues with others.

## Start a free trial

The first time you subscribe to Apple News+, you receive a free 1-month trial. After the trial concludes, you pay a monthly subscription fee for continued access to the bundle of Apple News+ publications. To begin, follow these steps:

- 1. Tap any subscribe or free trial button shown in a magazine or story in News.
- 2. Follow the onscreen instructions.

You may be asked to sign in using your Apple ID.

You're billed monthly for your subscription until you cancel. If you use Family Sharing, up to five other family members can access your Apple News+ subscription for no additional charge.

If you sign out of the iTunes Store and App Store (Settings  $\textcircled{s} > [your \ name] > iTunes \& App Store)$ , you only see free stories—you must sign back in to read stories and issues that require an Apple News+ subscription.

## **Cancel your subscription**

Tap Following, swipe up, tap Subscriptions below the Manage heading, then do one of the following:

- Apple News+ only: Tap Cancel Subscription.
- Apple News+ and individual channels: Select Apple News+, then tap Cancel Subscription.

# Browse and read Apple News+ stories and issues on iPhone

To get the most out of Apple News+, follow your favorite publications, then read as you browse, or download issues to read later (U.S. and Canada only).

## Follow and unfollow publications

You follow an Apple News+ publication by following its channel. Do any of the following:

- Tap the Today tab or News+ tab, tap a story or issue from an Apple News+ publication, tap the publication's name at the top of the screen, then tap (+).
- Tap the Following tab, tap the search field at the top of the screen, enter the publication's name, then tap  $\oplus$ .
- Tap News+, tap Browse the Catalog or a category at the top of the screen, then tap Follow below the publication's cover.

To unfollow a publication, tap Following, swipe left, then tap Unfollow.

#### **Browse Apple News+ issues**

Stories and issues from Apple News+ appear in the News+ feed, the Today feed, and channel feeds. Stories (but not issues) can also be found in topic feeds and search results. To access entire issues, tap the News+ tab at the bottom of the screen, where you can do any of the following:

- View all available publications: Tap Browse the Catalog near the top of the screen.
- View a specific content category: Tap a category such as Business & Finance,
   Entertainment, or Sports near the top of the screen. Tap Featured to view a group of publications chosen by Apple News editors. Swipe left to see more categories.
- View new and recent issues: The most recent issue you've read appears below
  Reading Now. Below Recent you see the newest issue you've most recently read,
  you've most recently downloaded, or was most recently published from a channel you
  follow.

*Note:* If you block an Apple News+ publication, its issues are removed from My Magazines.

• Browse Apple News+ stories and issues: On the News+ screen, swipe up, then tap a story or issue to open it.

#### Open an issue

You can open an issue in any of these ways:

- Tap an issue cover in the News+ or Today feed.
- Tap Following, enter the name of the Apple News+ channel in the search field, tap the channel, then tap the issue.
- Follow a link to an issue that someone shared with you.

#### Access back issues

- 1. Tap Following, then tap a channel you follow, or search for a channel, then tap it.
- 2. Below Recent issues, swipe to the issue you want to read, then tap to open it.

To browse all of the channel's available back issues, swipe through the issues at the top of the screen.

## Read Apple News+ issues

Open the issue, where you can do any of the following:

- View the table of contents: Tap the cover thumbnail at the bottom left of the screen.
- Navigate to a story: In an issue in Apple News Format, tap the story link in the table of contents. In a PDF issue, tap the thumbnail of the page you want to view.
- Page through an issue: In Apple News Format issues, swipe left or tap Next to go to the next story, or swipe right to go to the previous story. In PDF issues, swipe left or tap Next to go to the next page. Swipe right to go to the previous page.
- Change the text size: For stories in Apple News Format, tap AA, then tap the smaller or larger letter to change the text size in the story and all other stories in the channel. For PDF issues, pinch to zoom.

#### Download an Apple News+ issue

To download issues to read offline, do any of the following:

- Tap the News+ tab. In My Magazines or a category, tap ••• below the issue cover, then tap Download Issue.
- Tap Following, tap the magazine channel feed, tap ••• below the issue cover in the Recent Issues group, then tap Download Issue.

News automatically downloads the most recent issue of magazines you follow when iPhone has sufficient storage space and is connected to Wi-Fi. You can download issues only if you're a subscriber.

## Manually remove an Apple News+ issue

Under most conditions, automatically downloaded issues are removed from iPhone after 30 days. To remove them sooner, follow these steps:

- 1. Tap the News+ tab.
- 2. In My Magazines, tap ••• below the issue cover, then do one of the following:
  - Remove an issue, but leave its cover in My Magazines: To free up some space on iPhone, tap Remove Download. The issue's cover remains so you can easily access it again from My Magazines.
  - Remove an issue and its cover: Tap Remove from My Magazines to remove the issue's cover and content from your device and from any other devices where you're signed in with the same Apple ID.

If an issue is in My Magazines, but not downloaded, tap Remove from My Magazines to remove its cover from My Magazines on all the devices where you're signed in with the same Apple ID.

To remove all issues, tap Following > History, tap Clear, then tap Clear All.

When storage on iPhone is limited, issues may be automatically removed sooner than 30 days. See the Apple Support article Read magazines with Apple News+.

# Search for stories in News on iPhone

The News app N keeps track of a wide variety of channels, topics, and stories, which makes it easy to find content that interests you.

## Search for channels, topics, or stories

- 1. Tap Following, then tap the search field.
- 2. Enter any of the following:
  - The name of a channel, such as CNN or Washington Post
  - A topic, such as fashion, business, or politics
  - A story, such as the rescue of a baby elephant

In the results list, tap  $\oplus$  to follow the channel or topic.

## Save stories in News on iPhone

In the News app N, you can save stories to read later, online or offline.

#### Save a story

When reading a story, tap  $\hat{\Box}$ , swipe up, then tap Save Story.

To read a saved story, tap Following, tap Saved Stories, then tap the story. To delete a saved story, swipe the story left.

## Check and edit your reading history

Tap Following, tap History, then do any of the following:

- Read a story: Tap the story.
- Delete a story: Swipe the story left.
- Remove your reading history: Tap Clear, then tap Clear History.
- Remove the information used to create recommendations: Tap Clear, then tap Clear Recommendations.
- Clear everything: Tap Clear, then tap Clear All.

Your News history, recommendation information, and stories and issues you downloaded are removed from your devices where you're signed in with the same Apple ID.

Note: Story titles remain in Saved Stories, but you must be online to read the stories.

If you clear recommendations, and Show Siri Suggestions in App is on in Settings > News > Siri & Search, recommendations based on your Safari and app usage and your reading habits in News are cleared. To prevent News from suggesting stories based on your Safari and app usage, turn off Show Siri Suggestions in App.

When you clear your history, the identifier used by Apple News to report statistics to news publishers is also reset. You can reset the identifier at any time by going to Settings > News, then turning on Reset Identifier.

## How to subscribe to individual channels on iPhone

In the News app N, in addition to subscribing to Apple News+, you can subscribe to individual publications from select publishers. There are three ways to access these subscriptions in News:

- Subscribe within News: You can purchase a subscription directly in News. In a channel that offers subscriptions, tap the subscription button.
- Access an existing subscription purchased from the iTunes Store or the App Store: If subscriptions you've bought in the iTunes Store or App Store as in-app purchases through publishers' apps are also available in News, you're automatically granted access in News. See the Buy additional app features with in-app purchases and subscriptions website.
- Access an existing subscription purchased from a publisher: If you've purchased a
  subscription directly from a publisher's website or from the publisher's app on a nonApple device, the publisher may allow you to sign in to your account in News to
  access your subscription there.

To sign in, tap a story that requires a subscription to read, then tap Already a Subscriber? Enter the user name and password for your existing subscription.

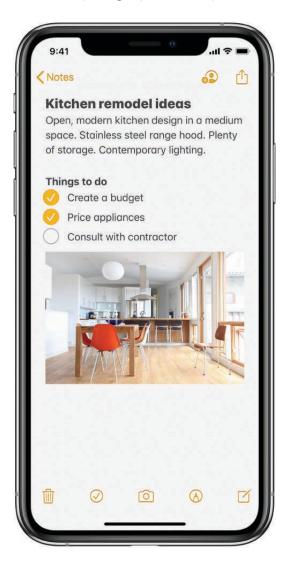
When you subscribe to a channel, you automatically follow it, and stories from the channel appear in the Today feed.

To cancel a subscription, tap the Following tab, swipe up, tap Subscriptions below the Manage heading, select the subscription, then tap Cancel Subscription.

# **Notes**

# Write notes on iPhone

Use the Notes app = to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.



#### Create and format a new note

Ask Siri. Say something like: "Create a new note." Learn how to ask Siri.

Or do the following:

1. Tap **()**, then enter your text.

The first line of the note becomes the note's title.

2. To change the formatting, tap Aq.

You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.

3. To save the note, tap Done.

Tip: To choose a default style for the first line in all new notes, go to Settings > Notes > New Notes Start With.

#### Add a checklist

In a note, tap  $\bigcirc$ , then do any of the following:

- Add items to the list: Enter text, then tap return to enter the next item.
- *Increase or decrease the indentation:* Swipe right or left on the item.
- Mark an item as complete: Tap the empty circle next to the item to add a checkmark.
- Reorder an item: Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.
- Check or uncheck all: Tap the list to see the menu, tap [the Show More Items button], then tap Checklist.
- Delete checked items: Tap the list to see the menu, tap [the Show More Items button], tap Checklist, then tap Delete Checked.
- Automatically sort checked items to the bottom: Go to Settings > Notes > Sort Checked Items, then tap Automatically.

#### Add or edit a table

In a note, tap  $\blacksquare$ , then do any of the following:

- Enter text: Tap a cell, then enter your text. To start another line of text in the cell, touch and hold the shift key and tap next.
- Move to the next cell: Tap next. When you reach the last cell, tap next to start a new row.
- Format a row or column: Tap a row or column selection handle, then choose a style such as bold, italic, underline, or strikethrough.
- Add or delete a row or column: Tap a row or column selection handle, then choose to add or delete.
- Move a row or column: Touch and hold a row or column selection handle, then drag it to a new position.

• See more columns: If the table becomes wider than your screen, swipe right or left on the table to see all the columns.

To remove the table and convert its contents to text, tap a cell in the table, tap  $\blacksquare$ , then tap Convert to Text.

# Draw in Notes on iPhone

Use the Notes app = to draw a sketch or jot a handwritten note with your finger. You can choose from a variety of markup tools and colors and draw straight lines with the ruler.

## Draw or use handwriting

In a note, tap  $\bigwedge$ , then use the markup tools to draw or write with your finger.



**Tip:** You can search handwritten text (in supported languages) in Notes. If the note doesn't have a title, the first line of handwritten text becomes the suggested title. To edit the title, scroll to the top of the note, then tap Edit.

## Show lines or grids in notes

- In an existing note: Tap 🐧, tap Lines & Grids, then choose a style.
- Choose the default style for all new notes: Go to Settings > Notes > Lines & Grids.

## Add attachments to notes on iPhone

In the Notes app =, you can attach photos, videos, and scanned documents. You can even add info from other apps—maps, links, documents, and more.

## Add a photo or video

- 1. In a note, tap 🗿.
- 2. Take a new photo or video, or tap Photo Library to add existing photos and videos.
- 3. To change the preview size of attachments, touch and hold an attachment, then tap Small Images or Large Images.
- **Tip:** To draw on a photo, tap the photo, then tap **(()**.

To save photos and videos taken in Notes to the Photos app, go to Settings > Notes, then turn on Save to Photos.

#### Scan a document into a note using the camera

- 1. In a note, tap 🔘, then choose Scan Documents.
- 2. Position iPhone so that the document page appears on the screen; iPhone automatically captures the page.

To manually capture the page, tap  $\bigcirc$  or press a volume button. To turn the flash on or off, tap  $\checkmark$ .



- 3. Scan additional pages, then tap Save when you're done.
- 4. To make changes to the saved document, tap it, then do any of the following:
  - Add more pages: Tap +.
  - Crop the image: Tap 📮.
  - Apply a filter: Tap , then choose to scan the page as a color, grayscale, or black-and-white document, or as a photo.
  - Rotate the image: Tap 

    .
  - Mark up the document: Tap ①, tap (A), then use the markup tools to add annotations or your signature.
  - Delete the scan: Tap iii.

## Add info from another app to a note

You can add information from another app as an attachment to a note—for example, a location in Maps, a webpage in Safari, a PDF in Files, or a screenshot.

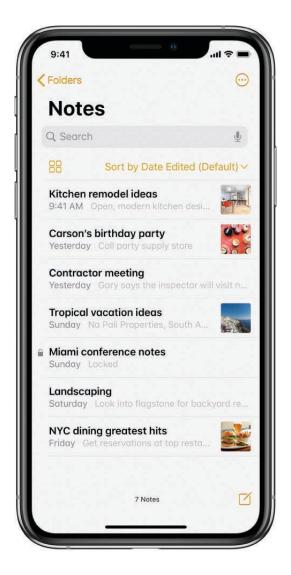
- 1. In the other app, open the item you want to share (for example, a map or webpage).
- 2. Tap Share or ①, then tap Notes.
- 3. Save the item to a new note or choose an existing note.

#### View all attachments in Notes

- 1. Tap , then tap View Attachments to see thumbnails of drawings, photos, links, documents, and other attachments. (Attachments in locked notes aren't shown.)
- 2. To go to a note with a specific attachment, tap the attachment thumbnail, then tap Show in Note.

# Search and organize your notes in folders on iPhone

In the Notes app =, you can search all your notes for typed and handwritten text, objects in attached images, and text in scanned documents. You can also organize your notes into folders and pin the important notes to the top of the list.



## Create, rename, move, or delete a folder or subfolder

In the folders list, do any of the following:

- Create a folder: Tap New Folder, then name your folder.
- Create a subfolder: Touch and hold a folder, then drag it onto another folder.
- Rename a folder: Tap the folder, tap  $\bigcirc$ , tap Rename, then enter a new name.
- Move a folder: Swipe left on the folder, tap ; then choose a new location. Or touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.
- Delete a folder: Swipe left on the folder, then tap iii.

If you change your mind, open the Recently Deleted folder to recover the notes.

#### Sort, move, pin, delete, or view notes as thumbnails

In a notes list, do any of the following:

- Change the sort order of a folder: Tap "Sort by," then choose Date Edited, Date Created, or Title. To choose a default sorting method for all your folders, go to Settings > Notes > Sort Notes By.
- Move a note to a different folder: Touch and hold the note, tap Move, then choose a folder.
- Pin an important note to the top of the list: Touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.
- Delete a note: Touch and hold the note, then tap Delete. Or swipe left on the note, then tap i.

If you change your mind, open the Recently Deleted folder to recover the note.

#### Search your notes

You can search for typed and handwritten text, objects in attached images, and text in scanned documents.

- 1. Swipe down on the notes list to reveal the search field.
- 2. Tap the search field, then enter what you're looking for. You can also choose a suggested search such as "Notes with Drawings," then enter additional text to refine your search.

If a note is locked, only its title appears in the search results. The search includes handwritten text (in supported languages), photos, and scanned documents.

## Search within a note for typed and handwritten text

- 1. Open the note you want to search.
- 2. Tap 1, then tap Find in Note.
- 3. Type the text you're looking for in the search field.

# Share notes and collaborate on iPhone

In the Notes app =, you can send a copy of a note to a friend. You can also invite people to collaborate on a note or on a folder of notes in your iCloud account, and everyone will see the latest changes.

## Send a copy of a note

- 1. Open the note you want to share.
- 2. Tap 1, then choose how to send your note.

#### Collaborate on a note

When you share a note in your iCloud account, all the collaborators see everyone's changes. Everyone you share with must be signed in to iCloud to edit the note.

1. Open the note you want to share.

Note: You can't collaborate on a locked note.

- 2. Tap 🔑, tap Share Options, then choose "Can make changes" or "View only."
- 3. Choose how to send your invitation (for example, using Mail or Messages).

To add or remove collaborators or stop collaboration, tap 2.

#### Collaborate on a Notes folder

When you share a folder of notes in your iCloud account, all the collaborators see everyone's changes. People who are allowed to make changes can create or edit notes, add attachments, and even create subfolders if they're signed in to iCloud.

1. In the folder list, tap the folder you want to share.

Note: You can't collaborate on a folder with locked notes.

- 2. Tap , tap Add People, tap Share Options, then choose "Can make changes" or "View only."
- 3. Choose how to send your invitation (for example, using Mail or Messages).

#### Print a note

- 1. Open the note you want to print.
- 2. Tap the top of the note, then tap Print.

See Print from iPhone.

# Lock your notes on iPhone

In the Notes app =, you can lock notes to protect your sensitive information with a password, Face ID (iPhone X and later), or Touch ID (other models). Notes uses a single password for all your locked notes, on all of your devices.

## Set up your notes password

The password you set applies to all notes you lock from now on. Notes that already have a password aren't affected.

- 1. Go to Settings > Notes > Password.
- 2. Enter a password and add a hint to help you remember it.

For added security, you can also turn on Face ID (supported models) or Touch ID (other models). If you turn on Face ID or Touch ID, you can still access your locked notes if you forget your password later.

**Important:** If you forget your notes password, and you can't use Face ID or Touch ID to unlock your notes, you won't be able to view your locked notes, and Apple can't help you regain access to those locked notes.

You can reset your notes password, but this doesn't give you access to previously locked notes. The new password applies to all notes you lock from now on. Go to Settings > Notes > Password > Reset Password.

See the Apple Support article Lock notes on your iPhone, iPad, iPod touch, and Mac.

#### Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have PDFs, audio, video, Keynote, Pages, Numbers documents attached, or notes that sync with other accounts. You can't lock an iCloud note that has collaborators.

To lock a note, do one of the following:

- In the notes list, swipe left on the note, then tap the lock.

When a note is locked, the title remains visible in the notes list.

To remove a lock from a note, tap (1), then tap Remove Lock.

#### Open a locked note

Unlocking one note unlocks all your notes for several minutes so you can easily jump into another note or copy and paste information from other apps.

- 1. Tap the locked note, then tap View Note.
- 2. Unlock it with Face ID (iPhone X and later), Touch ID (other models), or your Notes password.

To lock your notes again, do one of the following:

- Tap the lock icon at the top of the screen.
- Tap Lock Now at the bottom of the notes list.
- Close the Notes app.
- Lock your iPhone.

# Change your Notes settings on iPhone

Customize your preferences for the Notes app 
in Settings. You can store your notes in iCloud, access Notes from the Lock screen, and more.

## Keep your notes up to date on all your devices with iCloud

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

Your iCloud notes—and any changes you make to them—appear on your iPhone, iPad, iPod touch, and Mac where you're signed in with your Apple ID.

#### **Change your Notes settings**

Go to Settings ( > Notes, then adjust any of the following:

- Default Account: Choose the default account for Siri and the Notes widget in Today view.
- "On My iPhone" Account: Notes in this account appear only on your iPhone. Your notes in iCloud aren't affected.
- Access Notes from Lock Screen: Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock screen.

# Phone

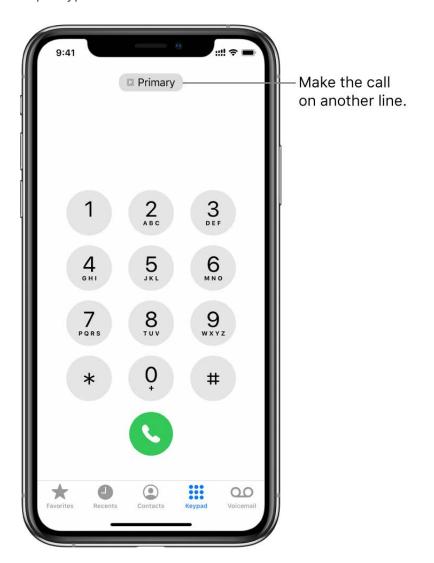
## Make a call on iPhone

#### Dial a number

Ask Siri. Say "call" or "dial" followed by a number. Speak each digit separately—for example, "four one five, five five five...." For the 800 area code in the U.S., you can say "eight hundred." Learn how to ask Siri.

#### Or do the following:

1. Tap Keypad.



2. Do any of the following:

- Use a different line: On models with Dual SIM, tap the line at the top, then choose a line.
- Enter the number using the keypad: If you make a mistake, tap 🗶.
- Redial the last number: Tap \( \strict{\stilit{\stin}}\stitit{\stitit{\stitit{\stilitit{\stin}}\stitit{\stitit{\stin
- Paste a number you've copied: Tap the phone number field above the keypad, then tap Paste.
- Enter a soft (2-second) pause: Touch and hold the star (\*) key until a comma appears.
- Enter a hard pause (to pause dialing until you tap the Dial button): Touch and hold the pound (#) key until a semicolon appears.
- Enter a "+" for international calls: Touch and hold the "0" key until "+" appears.
- 3. Tap () to start the call.

To end the call, tap ...

#### Call your favorites

1. Tap Favorites, then choose one to make a call.

On models with Dual SIM, iPhone chooses the line for the call in the following order:

- The preferred line for this contact (if set)
- The line used for the last call to or from this contact
- The default voice line
- 2. To manage your Favorites list, do any of the following:
  - Add a favorite: Tap +, then choose a contact.
  - Rearrange or delete favorites: Tap Edit.

## Redial or return a recent call

Ask Siri. Say something like: "Redial that last number" or "Return my last call." Learn how to ask Siri.

You can also do the following:

1. Tap Recents, then choose one to make a call.

2. To get more info about a call and the caller, tap (i).

A red badge indicates the number of missed calls.

#### **Call someone on your Contacts list**

Ask Siri. Say something like: "Call Eliza's mobile." Learn how to ask Siri.

Or do the following:

- 1. In the Phone app, tap Contacts.
- 2. Tap the contact, then tap the phone number you want to call.

On models with Dual SIM, the default voice line is used for the call unless you set a preferred line for this contact.

#### Change your outgoing call settings

- 1. Go to Settings (a) > Phone.
- 2. Do any of the following:
  - *Turn on Show My Caller ID:* (GSM) Your phone number is shown in My Number. For FaceTime calls, your phone number is displayed even if caller ID is turned off.
  - Turn on Dial Assist for international calls: (GSM) When Dial Assist is turned on, iPhone automatically adds the correct international or local prefix when you call your contacts and favorites.

For information about making international calls (including rates and other charges that may apply), contact your carrier.

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

# Make emergency calls on iPhone

In case of emergency, use iPhone to quickly call for help. With Emergency SOS, you can quickly and easily call for help and alert your emergency contacts.

#### Dial the emergency number when iPhone is locked

- 1. On the Passcode screen, tap Emergency.
- 2. Dial the emergency number (for example, 911 in the U.S.), then tap 🔇.

## **Use Emergency SOS (in all regions except India)**

- *iPhone 8 and later:* Press and hold the side button and either volume button. Continue to hold the buttons when the Emergency SOS slider appears, until iPhone plays a warning sound and starts a countdown. (To skip the countdown, drag the Emergency SOS slider.) When the countdown ends, iPhone calls emergency services.
  - Or, you can enable iPhone to start Emergency SOS when you click the side button five times. Go to Settings (a) > Emergency SOS, then turn on Call with Side Button.
- Other models: Click the side button or Sleep/Wake button (depending on your model) five times, then drag the Emergency SOS slider.

After the emergency call ends, iPhone alerts your emergency contacts that you made a call and sends them your current location (if available).

#### **Use Emergency SOS (in India)**

- *iPhone X and later:* Triple-click the side button. Or, if Accessibility Shortcut is turned on, press and hold the side button and either volume button until the sliders appear, then drag Emergency SOS.
- Other models: Triple-click the side button or Sleep/Wake button (depending on your model).

By default, iPhone plays a warning sound, starts a countdown, then calls the emergency services.

After the emergency call ends, iPhone alerts your emergency contacts that you made a call and sends them your current location (if available).

### **Change your Emergency SOS settings**

- 1. Go to Settings (a) > Emergency SOS.
- 2. Do any of the following:
  - Turn Auto Call on or off: When Auto Call is on and you start Emergency SOS, iPhone plays a warning sound, starts a countdown, then calls the emergency services in your region.
  - Turn the countdown sound on or off: When Countdown Sound is on, iPhone plays a warning sound even in silent mode or when Do Not Disturb is turned on.
  - Manage your emergency contacts: Tap Set Up Emergency Contacts in Health or Edit Emergency Contacts in Health. See Create a Medical ID in Health on iPhone.

## Important information about emergency calls on iPhone

- You can use iPhone to make an emergency call in many locations, provided that
  cellular service is available, but you should not rely on it for emergencies. Some
  cellular networks may not accept an emergency call from iPhone if iPhone isn't
  activated, if iPhone isn't compatible with or configured to operate on a particular
  cellular network, or (when applicable) if iPhone doesn't have a SIM card or the SIM
  card is PIN-locked.
- In certain regions, your location information (if determinable) may be accessed by emergency service providers when you make an emergency call.
- Review your carrier's emergency calling information to understand the limits of emergency calling over Wi-Fi.
- With CDMA, when an emergency call ends, iPhone enters *emergency call mode* for a few minutes to allow a call back from emergency services. During this time, data transmission and text messages are blocked.
- After making an emergency call, certain call features that block or silence incoming
  calls may be disabled for a short period of time to allow a callback from emergency
  services. These include Do Not Disturb, Silence Unknown Callers, and Screen Time.
- On iPhone Xs, iPhone Xs Max, or iPhone XR, when you're on a phone call, any
  incoming calls on your other line (including calls from emergency services) go directly
  to voicemail (if available from your carrier); you won't receive missed call
  notifications.

If you set up conditional call forwarding (if available from your carrier) from one line to another when a line is busy or not in service, the calls don't go to voicemail; contact your carrier for setup information.

# Manage incoming calls on iPhone

In the Phone app , you can answer, silence, or decline an incoming call. You can also respond with a text or remind yourself to return the call.

iPhone protects you from unknown and spam callers by sending them automatically to voicemail. Only numbers in Contacts, Mail, and Messages ring your phone.



#### Answer a call

Do one of the following:

- Tap Accept, or drag the slider (if iPhone is locked).
- On your EarPods, press the center button.

**Tip:** You can have iPhone announce all calls or just those you receive while you're using headphones or using Bluetooth in your car. Go to Settings (a) > Phone > Announce Calls.

#### Silence a call

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

You can still answer a silenced call until it goes to voicemail.

## Decline a call and send it directly to voicemail

Do one of the following:

- If iPhone is unlocked, tap Decline.
- If iPhone is locked, press the side button or Sleep/Wake button (depending on your model) twice quickly.
- On your EarPods, press and hold the center button until you hear two low beeps.
- To be reminded to return the call, tap Remind Me, then choose when you want to be reminded.
- To respond with a text message instead of answering, tap Message, then choose a reply or tap Custom.

To create your own default replies, go to Settings (§) > Phone > Respond with Text, then tap any default message and replace it with your own text.

Note: In some regions, declined calls are disconnected without being sent to voicemail.

#### Set up call forwarding or call waiting (GSM)

- 1. Go to Settings > Phone.
- 2. Tap any of the following:
  - Call Forwarding: (→ appears in the status bar when call forwarding is on. You must be in range of the cellular network when you set iPhone to forward calls, or calls won't be forwarded.
    - On models with Dual SIM, choose a line.
  - Call Waiting: If you're on a call and call waiting is turned off, incoming calls go directly to voicemail.

On models with Dual SIM, call waiting works only for incoming calls on the same line.

For CDMA accounts, contact your carrier for information about enabling and using these features.

For information about conditional call forwarding (if available from your carrier) when the line is busy or not in service, contact your carrier for setup information.

#### **Avoid unwanted calls**

- Block unwanted callers: In Favorites, Recents, or Voicemail, tap (1) to see a caller's contact card, then tap Block this Caller. Or go to Settings (2) > Phone > Blocked Contacts. You don't receive voice calls, FaceTime calls, or text messages from blocked callers.
- Send unknown and spam callers to voicemail: Go to Settings > Phone, then turn on Silence Unknown Callers. Only numbers in Contacts, Mail, and Messages ring your phone.

See also Respond to a second call on the same line.

# While on a call on iPhone

When you're on a call in the Phone app \( \subseteq \), you can switch the audio to a speakerphone or Bluetooth device. If you get another incoming call, you can respond or ignore it.



#### Adjust the audio during a call

- Change the volume: Press the volume buttons on the side of iPhone.
- *Mute:* Tap the mute button.
- Put the call on hold: Touch and hold the mute button.
- *Talk handsfree:* Tap the speaker button to switch to the speakerphone, or tap the audio button to switch to a connected Bluetooth device.

#### Use another app while on a call

- 1. Go to the Home screen, then open the app.
- 2. To return to the call, tap the green bar at the top of the screen.

#### Respond to a second call on the same line

If you're on a call and receive a second call, do one the following:

- Ignore the call and send it to voicemail: Tap Ignore.
- End the first call and answer the new one: When using a GSM network, tap End +
  Accept. With a CDMA network, tap End and when the second call rings back, tap
  Accept, or drag the slider if iPhone is locked.
- Put the first call on hold and answer the new one: Tap Hold + Accept.

With a call on hold, tap Swap to switch between calls, or tap Merge Calls to talk with both parties at once. See Start a conference call.

When handling multiple calls, note the following:

- With CDMA, you can't switch between calls if the second call was outgoing, but you
  can merge the calls. You can't merge calls if the second call was incoming. If you end
  the second call or the merged call, both calls are terminated.
- On iPhone 11, iPhone 11 Pro, and iPhone 11 Pro Max, while you're on a phone call, you
  can receive incoming calls on your other line only if the other line has Wi-Fi calling
  turned on.
- On iPhone XR, iPhone Xs, and iPhone Xs Max, while you're on a phone call, any
  incoming calls on your other line (including calls from emergency services) go directly
  to voicemail (if available from your carrier); you won't receive missed call
  notifications.

If you set up conditional call forwarding (if available from your carrier) from one line to another when a line is busy or not in service, the calls don't go to voicemail; contact your carrier for setup information.

#### Start a conference call

With GSM, you can set up a conference call with up to five people (depending on your carrier).

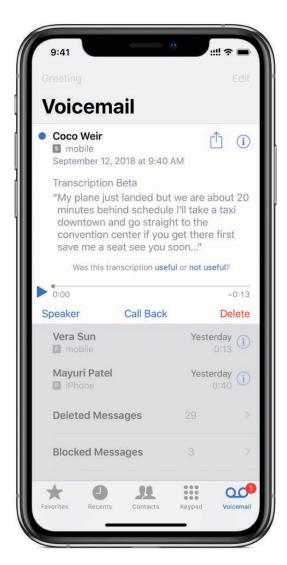
*Note:* Conference calls may not be available if your call is using VoLTE (Voice over LTE) or Wi-Fi calling.

- 1. While on a call, tap Add Call, make another call, then Tap Merge Calls.
  - Repeat to add more people to the conference.
- 2. During the conference call, do any of the following:
  - Talk privately with one person: Tap (i), then tap Private next to the person. Tap Merge Calls to resume the conference.
  - Add an incoming caller on the same line: Tap Hold Call + Answer, then tap Merge Calls.
  - Drop one person: Tap (i) next to a person, then tap End.

# Check your voicemail on iPhone

In the Phone app , Visual Voicemail (available from select carriers) shows a list of your messages. You can choose which ones to play and delete without listening to all of them. A badge on the Voicemail icon indicates the number of unheard messages.

Voicemail transcription (beta; available only in certain regions) shows your messages transcribed into text. Transcription is limited to voicemails in English received on your iPhone with iOS 10 or later. Transcription depends on the quality of the recording.



*Note:* Voicemail, Visual Voicemail, and Voicemail transcription are available from select carriers in select regions.

#### Set up voicemail

The first time you tap Voicemail, you're asked to create a voicemail password and record your voicemail greeting.

- 1. Tap Voicemail, then tap Set Up Now.
- 2. Create a voicemail password.
- 3. Choose a greeting—Default or Custom; if you choose Custom, you can record a new greeting.

#### Play, share, or delete a voicemail message

Ask Siri. Say something like: "Do I have any new voicemail?" or "Play the voicemail from Eliza." Learn how to ask Siri.

Or do the following:

- 1. Tap Voicemail, then tap a message.
- 2. Do any of the following:
  - Play the message: Tap >.

Messages are saved until you delete them or your carrier erases them.

- Share the message: Tap 🐧.
- Delete the message: Tap 📆.

*Note:* In some regions, deleted messages may be permanently erased by your carrier. Your voice messages may also be deleted if you change your SIM card.

To recover a deleted message, tap Deleted Messages, tap the message, then tap Undelete.

#### Check your messages when Visual Voicemail isn't available

- On your iPhone: Tap Voicemail, then follow the instructions.
- On another phone: Dial your own mobile number, press \* or # (depending on your carrier) to bypass your greeting, then enter your voicemail password.

### Change your voicemail settings

- Change your greeting: Tap Voicemail, then tap Greeting.
- Change your voicemail password: Go to Settings ( > Phone > Change Voicemail Password, then enter the new password.

If you forgot your voicemail password, contact your wireless carrier.

Change the alert for new voicemail: Go to Settings > Sounds & Haptics or Settings > Sounds.

# Select ringtones and vibrations on iPhone

You can set the default ringtone and assign distinctive ringtones to certain people. You can also turn the ringer off and use vibrations instead.

### **Get ringtones**

iPhone comes with ringtones that play for incoming calls, clock alarms, and the clock timer. You can also purchase ringtones from songs in the iTunes Store.

#### Change the alert tones and vibrations

- 1. Go to Settings Sounds & Haptics > Ringtone (models with system haptics) or Settings > Sounds > Ringtone (other models).
- 2. Do any of the following:
  - Turn vibrations on or off.
  - Set the default ringtone.
  - Tap Tone Store to buy more ringtones.

## Assign a different ringtone to a contact

- 1. Open the Contacts app 

  ...
- 2. Select a contact, tap Edit, tap Ringtone, then choose a ringtone.

# Turn the ringer on or off

Flip the Ring/Silent switch to put iPhone in ring mode or silent mode.

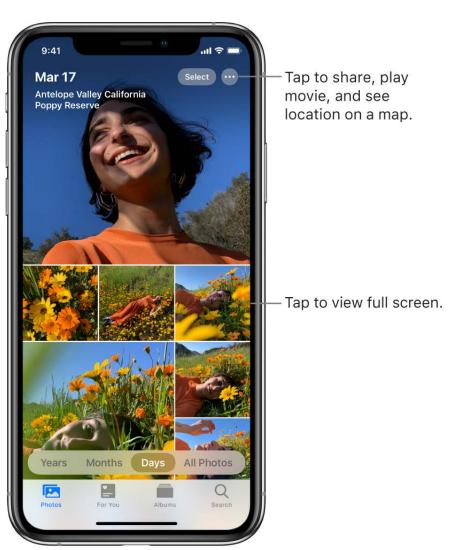
Clock alarms still play when iPhone is in silent mode.

# **Photos**

# View photos and videos on iPhone

Use the Photos app 🚳 to view photos and videos you take on iPhone. Browse your photos, albums, memories, and more using the Photos, For You, Albums, and Search tabs.

- Photos: Browse your photos and videos organized by days, months, and years.
- For You: A personalized feed shows your memories, shared albums, featured photos, and more.
- *Albums*: View albums you created or shared, and your photos organized by album categories—for example, People & Places and Media Types.
- Search: Type in the search field to search for photos by date, place, location, or what's in them. Or, browse photos already grouped by important people, places, and categories to help you find the photo you're looking for.



## **Browse photos**

The photos and videos on your iPhone are organized by Years, Months, Days, and All Photos in the Photos tab. You can rediscover your best shots in Years, relive significant events in Months, focus on unique photos in Days, and view everything in All Photos.

To browse your photos, tap the Photos tab, then select any of the following:

- Years: Quickly locate a specific year in your photo library, and see significant events highlighted in a slideshow.
- *Months:* View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.
- Days: View your best photos in chronological order, grouped by the time or place the photos were taken.
- *All Photos:* View all of your photos and videos; pinch to zoom in and out to view your photos and library in the detail you want.

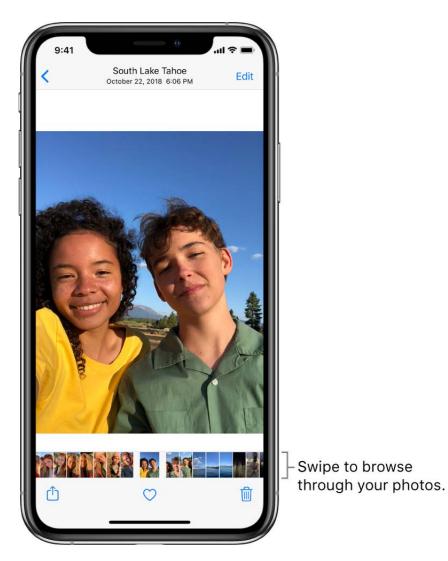
Photos removes similar photos and clutter such as screenshots, whiteboards, and receipts from Years, Months, and Days views. To see every photo and video, tap All Photos.

#### View individual photos

Locate individual photos in the Photos tab—tap All Photos, or browse by Days, Months, or Years, then tap a photo thumbnail to view it in full screen. You can also view photos in the Albums tab, or tap the Search tab to look for photos by specific search terms such as "beach" or "selfie."

While viewing a photo in full screen, you can do any of the following:

- Zoom in or out: Double-tap or pinch out to zoom in—while zoomed in, drag to see other parts of the photo; double-tap or pinch closed to zoom out.
- Share: Tap ①, then choose how you want to share; see Share photos and videos on iPhone.
- Add to favorites: Tap to add the photo to your Favorites album in the Albums tab.



Tap  $\langle$ , or drag the photo down to continue browsing or return to the search results.

#### View photo details

Select a photo or video, then swipe up to see the following:

- Effects you can add to a Live Photo; see Edit a Live Photo.
- People identified in your photo; see Find people in Photos.
- Where the photo was taken; see Browse photos by location.
- A link to view other photos taken nearby.

#### Delete or hide a photo

In Photos, tap a photo or video, then do either of the following:

• Delete: Tap iii to delete a photo from your iPhone and other devices using the same iCloud Photos account; see Use iCloud Photos.

Deleted photos and videos are kept in the Recently Deleted album for 30 days, where you can recover or permanently remove them from all devices.

• Hide: Tap 1, then tap Hide in the list of options.

Hidden photos are moved to the Hidden album. You can't view them anywhere else.

### Recover or permanently delete deleted photos

To recover deleted photos, or to permanently delete them, do the following:

- 1. Go to the Albums tab, then tap Recently Deleted under Other Albums.
- 2. Tap Select, then choose the photos and videos you want to recover or delete.
- 3. Choose Recover or Delete at the bottom of the screen.

#### Play a Live Photo

A Live Photo (a) is a moving image that captures the moments just before and after a picture is taken.

- 1. Open a Live Photo.
- 2. Touch and hold the photo to play it.

See Take a Live Photo.

#### **View photos in a Burst shot**

Burst mode in Camera takes multiple high-speed photos so that you have a range of photos to choose from. In Photos, Burst shots are saved together in a single photo thumbnail. You can view each photo in the Burst, then select your favorites to save separately.

- 1. Open a Burst photo.
- 2. Tap Select, then swipe through the collection of photos.
- 3. To save specific photos, tap each photo to select it, then tap Done.
- 4. Tap Keep Everything to keep the Burst and the photos you selected, or tap Keep Only [number of] Favorites to keep only the ones you selected.

See Take Burst shots.

#### Play a video

As you browse your photo library in the Photos tab, videos auto-play while you scroll. Tap a video to begin playing it in full screen without sound, then do any of the following:

- Tap the player controls below the video to pause, play, restart, play sound, and mute; tap the screen to hide the player controls.
- Double-tap the screen to toggle between full screen and fit-to-screen.



# Play and customize a slideshow

A slideshow is a collection of your photos, formatted and set to music.

- 1. Tap the Photos tab.
- 2. View photos by All Photos or Days, then tap Select.
- 3. Tap each photo you want to include in the slideshow, then tap 1.
- 4. From the list of options, tap Slideshow.
- 5. Tap the screen, then tap Options in the bottom right to change the slideshow theme, music, and more.

To stream a slideshow or video to a TV, see Stream audio and video to other devices from iPhone.

# Edit photos and videos on iPhone

Use the tools in the Photos app 🔹 to edit photos and videos on your iPhone. When you use iCloud Photos, any edits you make are saved across all your devices.

See Use iCloud Photos on iPhone.

#### Edit a photo or video

1. In Photos, tap a photo or video thumbnail to view it in full screen.



- 2. Tap Edit, then swipe left to view the editing buttons for each effect such as Exposure, Brilliance, and Highlights.
- 3. Tap a button, then drag the slider to adjust the effect.
  - The level of adjustment you make for each effect is displayed by the yellow outline around the button, so you can see at a glance which effects have been increased or decreased.
- 4. To review the effect, tap the effect button to see the shot before and after the effect was applied (or tap the photo to toggle between the edited version and the original).
- 5. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.
- 🕡 **Tip:** Tap 🚳 to automatically adjust the intensity levels of your photo.

#### Crop, rotate, or flip a photo

- 1. In Photos, tap a photo or video thumbnail to view it in full screen.
- 2. Tap Edit, tap 🛱, then do any of the following:
  - Crop manually: Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.
  - Crop to a standard preset ratio: Tap , then choose a ratio like Square, 2:3, 8:10, and more.
  - Rotate: Tap to rotate the photo 90 degrees.
  - Flip: Tap 🛣 to flip the image horizontally.
- 3. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

## Straighten and adjust perspective

- 1. In Photos, tap a photo or video thumbnail to view it in full screen.
- 2. Tap Edit, tap 💢, then select an effect button to straighten or adjust the vertical or horizontal perspective.
- 3. Drag the slider to adjust the effect.

The level of adjustment you make for each effect is displayed by the yellow outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the button to toggle between the edited effect and the original.



4. Tap Done to save your edits.

On models with an Ultra Wide camera, area captured outside of the camera frame can be used to adjust perspective and alignment. See Capture content outside the camera frame on iPhone.

## **Apply filter effects**

- 1. In Photos, tap a photo or video thumbnail to view it in full screen.
- 2. Tap Edit, then tap 🜓 to apply filter effects such as Vivid, Dramatic, or Silvertone.
- 3. Tap a filter, then drag the slider to adjust the effect.
- 4. To compare the edited photo to the original, tap the photo.
- 5. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

### Revert an edited photo

After you edit a photo and save your changes, you can revert to the original image.

- 1. Open the edited image, tap Edit, then tap Revert.
- 2. Tap Revert to Original.

#### Mark up a photo

- 1. Tap a photo to view it in full screen.
- 2. Tap Edit, then tap ....
- 3. Tap Markup (A).
- 4. Annotate the photo using the different drawing tools and colors. Tap + to add shapes, text, or even your signature. See Draw in apps with Markup on iPhone.

#### Trim a video

- 1. In Photos, open the video, then tap Edit.
- 2. Drag either end of the frame viewer, then tap Done.

To undo the trim, tap Edit, then tap Revert.



#### Set the slow-motion section of a video shot in Slo-mo

- 1. Open a video shot in Slo-mo, then tap Edit.
- 2. Drag the white vertical bars beneath the frame viewer to set where the video is played in slow motion.

See Record a slow-motion video.

# Edit Live Photos on iPhone

In the Photos app **®**, you can edit Live Photos, change the Key Photo, and add fun effects like Bounce and Loop.

#### **Edit a Live Photo**

In addition to using the photo editing tools (like adding filters or cropping a photo) you can also change the Key Photo, trim the length, or mute the sound in your Live Photos.



- 1. Open the Live Photo and tap Edit.
- 2. Tap , then do any of the following:
  - Set a key photo: Move the white slider on either end to change the frame. Tap Make Key Photo, then tap Done.
  - Make a still photo: Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.
  - Mute a Live Photo: Tap at the top of the screen. Tap again to unmute.
  - *Trim a Live Photo:* Drag either end of the black frame viewer to choose the frames the Live Photo plays.

See Take a Live Photo.

#### Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos.

1. Open the Live Photo.

- 2. Swipe up to see the effects, then choose one of the following:
  - Loop: Repeats the action in a continuous looping video.
  - Bounce: Rewinds the action backward and forward.
  - Long Exposure: Simulates a DSLR-like long exposure effect by blurring motion.

See Take a Live Photo.

# Edit Portrait mode photos on iPhone

In the Photos app **®**, you can change and adjust the studio-quality lighting effects to the photos you take in Portrait mode.

## **Edit Portrait Lighting effects in Portrait mode photos**

Apply, change, or remove the Portrait Lighting effects to photos you take in Portrait mode.

1. Tap any photo taken in Portrait mode to view it in full screen.



- 2. Tap Edit, then touch and drag  $\bigcirc$  below the photo 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 like Stage Light, but the photo is in classic black and white.
  - High-Key Light Mono: Creates a gray scale subject on a white background (on supported models).
- 3. Tap Done to save your changes.

After you save a Portrait Lighting effect, you can tap Revert to go back to the original lighting.

To remove the Portrait effect from a photo, tap Portrait at the top of the screen.

*Note:* On iPhone XR, the front-facing camera only supports Stage Light or Stage Light Mono.

## **Adjust Depth Control and Portrait Lighting in Portrait mode photos**

Use the Depth Control slider to adjust the level of background blur in your Portrait mode photos, and the Portrait Lighting slider to adjust the intensity of Portrait Lighting effects.



- 1. Tap any photo taken in Portrait mode to view it in full screen.
- 2. Tap Edit, then tap the f setting at the top of the screen to adjust Depth Control or (6) to adjust Portrait Lighting.
  - A slider appears below the photo.
- 3. Drag the slider left or right to adjust the effect.
  - A gray dot above the slider marks the original value for the photo.
- 4. Tap Done to save your changes.

# Organize photos in albums on iPhone

Use the Photos app 🔹 to organize your pictures with albums. You can create new albums, or add photos to existing albums.

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in to iCloud with the same Apple ID. See Use iCloud Photos on iPhone.

## Create an album

Use albums to organize your photos.

- 1. In Photos, tap the Albums tab, then tap +.
- 2. Choose to create a New Album or New Shared Album.
- 3. Name the album, then tap Save.
- 4. Choose the photos you want to add, then tap Done.

## Add or remove photos and videos from existing albums

- Add a photo or video: Tap a photo or video to view it in full screen. Tap 1, tap Add to Album, then select the album you want to add it to.
- Remove a photo or video: In an album, tap a photo or video to view it in full screen. Tap in, then choose to remove the item from just the album or delete it from iCloud Photos on all your devices.

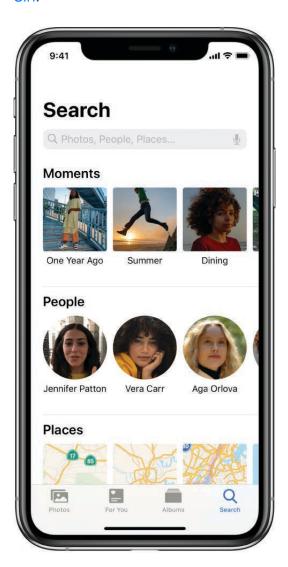
#### Rename, rearrange, and delete existing albums

- 1. Tap the Albums tab, then tap See All.
- 2. Tap Edit, then do any of the following:
  - Rename: Tap the album name, then enter a new name.
  - Rearrange: Touch and hold the album's thumbnail, then drag it to a new location.
  - Delete: Tap 🖨.
- 3. Tap Done.

# Search for photos on iPhone

When you search in the Photos app **...**, you see suggestions for people, places, and photo categories to help you find what you're looking for, or rediscover a moment you forgot about. Type a keyword into the search field to help you find a specific photo—for example, a person's name, date, or location.

Ask Siri. Say something like: "Show me photos from January 2010." Learn how to ask Siri.



Tap the Search tab, then tap the search field at the top of the screen to search by the following:

- Date (month or year)
- Place (city or state)
- Business names (museums, for example)
- Category (beach or sunset, for example)

- Events (sports games or concerts, for example)
- Person (Lia or Gordon, for example)

Looking for something more specific? Refine your search with multiple keywords—simply keep adding keywords until you find the photo you want. Search also suggests keywords to add to your search.

# Share photos and videos on iPhone

You can share photos and videos from the Photos app so in Mail or Messages, or other apps you install. Photos even selects your best photos from an event and recommends people you may want to share them with.

## **Share photos and videos**

- Share a single photo or video: Open the photo or video, tap ①, then choose how you want to share it.
- Share multiple photos or videos in All Photos: While viewing photos in the All Photos tab, tap Select, then tap the photos you want to share. Tap the choose a share option.
- Share multiple photos or videos from a day or month: While viewing photos in the Days or Months tab, tap , then tap Share to send all the photos from that day. To choose the specific photos to share, tap Select, tap the photos you want to share, then tap 1.



The size limit of attachments is determined by your service provider. iPhone may compress photo and video attachments, if necessary.

You can share a Live Photo using iMessage, Shared Albums, AirDrop, and more. A shared Live Photo plays in Photos on any device that meets these minimum system requirements: iOS 9, iPadOS 13, or OS X 10.11. For devices or services that don't support Live Photos, a Live Photo is shared as a still photo.

**Tip:** Photos you share with an iCloud link can be shared using any app. Each iCloud link is unique and remains available for 30 days.

#### **Share photos with Sharing Suggestions**

Sharing Suggestions recommends a set of photos from an event that you may want to share, and based on the people on the photos, who you may want to share the photos with. After you share your photos, the recipients are prompted to share their photos from the event with you. Sharing Suggestions requires iCloud Photos.

- 1. Tap the For You tab, then tap a photo collection in Sharing Suggestions.
- 2. Tap Select to add or remove photos, then tap Next.

Photos suggests sharing the photos you took with the people who were also at the event. You can choose who to share with, as well as add others.

- 3. Tap Share in Messages.
  - To send the link to more friends, or to stop sharing it, tap the collection, tap
    then choose Copy iCloud Link or Stop Sharing.
  - To remove a photo collection from Sharing Suggestions, tap 
     <sup>™</sup>, then tap Remove Sharing Suggestion.

See the Apple Support article Use Sharing Suggestions in Photos.

## Save or share a photo or video you receive

- From email: Tap to download the item if necessary, then tap ①. Or, touch and hold the item, then choose a sharing or saving option.
- From a text message: Tap the photo or video in the conversation, tap 🐧, then choose a sharing or saving option.

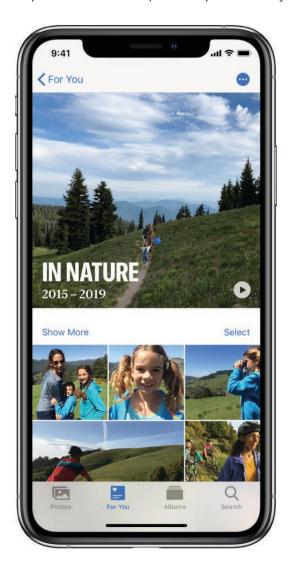
## View Memories in Photos on iPhone

The Photos app scans your library to automatically create collections of photos and videos called *Memories*. Memories include Memory movies, which are automatically edited for you and set to music. You can edit Memories and share them with others. You can also make a Memory movie from an album you create.



# Play a Memory movie

1. Tap the For You tab, then tap a Memory.



- 2. Tap the Memory movie at the top of the screen to play it.
- 3. To pause, tap the movie, then tap | |...
- 4. To go forward or backward in the movie, tap the movie, then slide the frames at the bottom of the screen left or right.

To see a Memory movie from an event in Days or Months, tap • in the top-right corner of the event, then tap Play Movie.

## **Edit a Memory movie**

- 1. While a Memory movie is playing, tap the screen to show customization options.
- 2. Do any of the following:
  - Change the mood: Swipe left or right through the moods to change the music and editing style.
  - Change the length: Swipe to change to short, medium, or long depending on the number of photos in the Memory.
  - Personalize the movie: Tap Edit at the top of the screen to add or delete specific photos, change the music, edit the title, and more.



#### **Create a Memory movie**

You can create your own Memory movie from an event or a specific day in Photos.

- 1. In the Photos tab, tap Days or Months.
- 2. Tap , then tap Play Movie.
- 3. While the movie plays, tap the screen, then tap Edit.
- 4. Tap OK to add the movie to Memories, then make edits such as adding or deleting specific photos, changing the music, and editing the title.
- 5. Tap Done.

#### Delete or block a Memory movie

- 1. Tap the For You tab, then tap a Memory.
- 2. Tap •• , then tap Delete Memory.

#### **Share a Memory movie**

- 1. Tap the For You tab, then play the Memory you want to share.
- 2. While the movie plays, tap Edit, tap 1, then choose how you want to share it.

#### Add a Memory movie to Favorites

- 1. Tap the For You tab, then tap a Memory you want to mark as a favorite.
- 2. Tap ••, then tap Add to Favorite Memories.

To view your Favorite Memories, tap See All, then tap Favorites.

## Share photos from a Memory movie

Photos identifies the people in a Memory and makes it easy to share the photos in that Memory with them.

- 1. Tap the For You tab, then tap a Memory with photos you want to share.
- 2. Tap Select, then tap the photos you want to share.
- 3. Tap (1), then choose how you want to share them.

Photos suggests sharing the photos with the people in them. You can choose who to share with, as well as add others.

## Find people in Photos on iPhone

The Photos app scans your photo library for faces and adds the most frequently found faces to the People album. When you add names to the faces, you can search for photos by name.

*Note:* With iCloud Photos, your People album is kept up to date on all your devices that meet these minimum system requirements: iOS 11, iPadOS 13, macOS High Sierra 10.13. (You must be signed in with the same Apple ID on all the devices.)

#### Find photos of a specific person

To find photos of a specific person, do either of the following:

- In the Albums tab, tap the People album, then tap a person to see all of the photos they're in.
- In the Search tab, enter a person's name in the search field.

## Add a person to your People album

- 1. Open a photo of the person you want to add, then swipe up to see the photo details.
- 2. Tap a face under People, then tap Add Name.
- 3. Enter the person's name or select it in the list, then tap Done.

#### Name a person in your People album

- 1. Tap the Albums tab, then tap the People album.
- 2. Tap the face of the person whose name you want to add.
- 3. Tap Add Name at the top of the screen, then enter the person's name.
- 4. Tap Next, then tap Done.

If there's a face identified as two or more people in the People album, tap Select, tap each instance of the person, then tap Merge.

## Set a person's key photo

- 1. Tap the People album, then tap a person.
- 2. Tap Select, then tap Show Faces.
- 3. Choose the photo you want to set as the key photo.
- 4. Tap 1, then tap Make Key Photo.

#### Fix misidentifications

- 1. Tap the People album, then tap a person.
- 2. Tap Select, then tap Show Faces.
- 3. Tap the misidentified face.
- 4. Tap 1, then tap Not This Person.

## Browse photos by location on iPhone

The Photos app & creates collections of your photos and videos in the Places album based on where they were taken. View photos taken in a specific location, or look for photos taken nearby. See a collection of all your places on a map, or even watch a Memory movie of a certain place.

#### Browse photos by location

- 1. Tap the Albums tab, then tap the Places album.
- 2. Select Map or Grid view.

Only pictures and videos that have embedded location information (GPS data) are included.

Tip: Zoom in and drag the map to see more specific locations.

#### See where a photo was taken

- 1. Open a photo, then swipe up to see the photo details.
- 2. Tap the map or address link to see more details.

#### Look for photos taken nearby

- 1. Tap a photo to view it in full screen. (The photo must contain location information.)
- 2. Swipe up, then tap Show Nearby Photos.

#### View a location-based Memory movie

- 1. In the Albums tab, tap the Places album, then tap Grid.
- 2. Find a location with several images, then tap the location heading.
- 3. Tap ▶.

## Use iCloud Photos on iPhone

iCloud Photos automatically uploads the photos and videos you take and stores them in their original format at full resolution. You can access your photos and videos in iCloud Photos from any device where you're signed in using the same Apple ID.

To use iCloud Photos, you need a device that meets these minimum system requirements: iOS 8.1, iPadOS 13, OS X 10.10.3, or a PC with iCloud for Windows 5.

#### **Turn on iCloud Photos**

Go to Settings @ > [your name] > iCloud > Photos, then turn on iCloud Photos.

#### Save space on your iPhone

iCloud Photos keeps all your photos and videos in their original, high-resolution format. You can optimize storage to save space on your iPhone.

Go to Settings (See > [your name] > iCloud > Photos, then tap Optimize iPhone Storage.

#### Download a full-resolution photo

If Optimize Storage is on, you can download the full-resolution photo or video by selecting it and pinching in to zoom to 100%. The full-resolution photo or video downloads automatically.

#### **Upgrade your iCloud storage to store more photos**

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage.

Go to Settings (a) > [your name] > iCloud > Manage Storage > Change Storage Plan.

# Share iPhone photos with Shared Albums in iCloud

With Shared Albums in the Photos app **8**, you can share photos and videos with just the people you choose. They can also add their own photos, videos, and comments. Shared Albums works with or without iCloud Photos and My Photo Stream.

If the person you're sharing with is using iCloud Photos or Shared Albums on a device with iOS 6 or later, iPadOS 13, or on a Mac with OS X 10.8 or later, they can view your albums and leave comments. If they're using iOS 7 or later or OS X 10.9 or later, they can add their own photos and videos. You can also publish your album to a website for anyone to view.

#### **Turn on Shared Albums**

Go to Settings (a) > [your name] > iCloud > Photos, then turn on Shared Albums.

#### **Share photos and videos**

- 1. In Photos, tap a photo or video to view it in full screen.
- 2. Tap then tap Add to Shared Album.
- 3. Select an existing shared album, or create your own.
- 4. Tap Post.

#### Turn on public viewing in iCloud

- 1. In Albums, select a shared album.
- 2. At the bottom of the screen, tap People.
- 3. Turn on Public Website.

#### Add photos and videos to a shared album

- 1. In a shared album, tap +.
- 2. Select all the items you want to add, then tap Done.
- 3. Add a comment if you want to, then tap Post.

#### Delete photos, videos, and comments from a shared album

You must be the owner of the shared album to delete photos or videos.

- Delete photos and videos: In a shared album, tap Select. Select the photos or videos you want to delete, then tap iii.
- Delete comments: While viewing the comment in a shared photo, touch and hold, then tap Delete.

#### Rename a shared album

- 1. In Albums, scroll to Shared Albums, then tap See All.
- 2. Tap Edit, then tap the name of the album and enter a new one.

#### Add or remove subscribers, or turn Notifications on or off

Select the shared album, then tap People.

- Add subscribers: Tap Invite People, then enter the names of the subscribers you want to add.
- Remove subscribers: Tap the subscriber, then tap Remove Subscriber.
- Turn Notifications off: Toggle Notifications off. Tap again to turn Notifications on.

#### Subscribe to a shared album

## See your Family album

When Family Sharing is set up, a shared album called *Family* is automatically created in Photos on all family members' devices. Everyone in the family can contribute photos, videos, and comments to the album, and be notified whenever something new is added. See Set up Family Sharing on iPhone.

*Note:* To use Shared Albums, your iPhone must be connected to the Internet. Shared Albums works over both Wi-Fi and cellular networks. Cellular data charges may apply. See Connect iPhone to the Internet.

# Use My Photo Stream on iPhone

Use My Photo Stream with the Photos app **®** to view recent photos on iPhone, iPad, or iPod touch. Automatically store up to 1000 images for 30 days without using iCloud storage space or iCloud Photos.

My Photo Stream automatically uploads your most recent photos to iCloud, so you can see them on devices that aren't using iCloud Photos. (My Photo Stream doesn't upload Live Photos or videos.) You must be signed in on all devices using the same Apple ID.

#### **Turn on My Photo Stream**

My Photo Stream doesn't count against your iCloud storage and only saves still photos. Your photos automatically upload when you leave the Camera app and are connected to Wi-Fi, but edits aren't updated across all devices.

Go to Settings (a) > [your name] > iCloud > Photos, then turn on Upload to My Photo Stream.

My Photo Stream is automatically turned off if you use iCloud Photos.

#### Save photos from My Photo Stream to your iPhone

Images in My Photo Stream remain in iCloud for 30 days—after that, they're removed. To keep these photos, you must save them from My Photo Stream to your iPhone, iPad, or iPod touch.

- 1. In the Albums tab, tap My Photo Stream.
- 2. Tap Select, then select all photos you want to save.
- 3. Tap ή, then tap Save Image.

#### Manage photos in My Photo Stream

Tap the My Photo Stream album, tap Select, then do any of the following:

- Save your best shots to iCloud or your device: Select the photos, then tap Add To.
- Share, print, or copy: Select the photos, then tap 1.
- Delete photos: Select the photos, then tap iii.

Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in Photos on the device on which they were taken. Photos that you save to another album on a device or computer also aren't deleted.

Photos in My Photo Stream don't count against your iCloud storage, and they're kept for 30 days in iCloud (up to 1000 photos). Download photos to your iPhone, iPad, iPod touch, or computer if you want to keep them permanently. See the Apple Support article My Photo Stream FAQ.

## Import photos and videos

You can import photos and videos directly to the Photos app 🛞 from a digital camera, an SD memory card, or another iPhone, iPad, or iPod touch that has a camera. Use the Lightning to USB Camera Adapter or the Lightning to SD Card Camera Reader (both sold separately).

- 1. Insert the camera adapter or card reader into the Lightning connector on iPhone.
- 2. Do one of the following:
  - Connect a camera: Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.
  - Insert an SD memory card into the card reader: Don't force the card into the slot on the reader; it fits only one way.
  - Connect an iPhone, iPad, or iPod touch: Use the USB cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.
- 3. Unlock your iPhone, then open Photos.
- 4. Touch and hold a photo for a large preview, so you can see the details in your photos and decide what you want to import.

- 5. Select the photos and videos you want to import, then select your import destination. You can create a new album or select an existing one.
  - Import all items: Tap Import All.
  - Import just some items: Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
- 6. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, iPad, or iPod touch.
- 7. Disconnect the camera adapter or card reader.

See the Apple Support article Import photos using Apple camera adapters.

Import also works in the background, so you can focus on other tasks while your photos upload. A new event in the Import History album contains all the photos you just imported. Photos you imported previously can be found in the Already Imported album.

To transfer the photos to your computer, connect your iPhone to your computer and import the images with a photo app (such as Photos or Adobe Photoshop Elements).

# Print photos on iPhone to an AirPrint-enabled printer

Print your photos directly from the Photos app 
on your iPhone with any AirPrintenabled device.

- Print a single photo: While viewing the photo, tap 🐧, then tap Print.
- Print multiple photos: While viewing photos, tap Select, select each photo you want to print, tap (1), then tap Print.

See Print from iPhone.

# **Podcasts**

## Find podcasts on iPhone

Use the Podcasts app 
 to find and play free shows—similar to radio or TV shows—
 about science, news, politics, comedy, and more. If you subscribe to a show, iPhone
 automatically downloads new episodes as they're released.

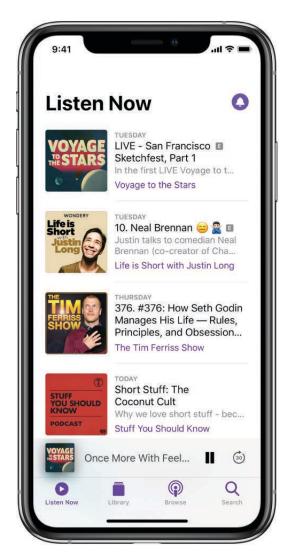
Ask Siri. Say something like: "Find Serial podcast." Learn how to ask Siri.

#### Find and subscribe to shows

- *Discover shows:* Tap Browse to see Featured shows or Top Charts. You can also browse by categories or content providers.
- Search by title or topic: Tap Search, then enter what you're looking for.
- Subscribe to a show: Tap the show to see its information page, then tap Subscribe.

#### Listen to your subscribed shows

1. Tap Listen Now.



2. To download an episode for offline playing, tap  $\bigcirc$ . If you don't see  $\bigcirc$ , the episode is already downloaded.

To get notifications whenever a new episode is available, tap .

# Play podcasts on iPhone

In the Podcasts app [9], you can play, pause, or skip ahead using the playback controls, set a sleep timer, and stream content to another device.

② Ask Siri. Say something like: "Play the newest episode of 'The Daily' podcast." Learn how to ask Siri.

## Play a podcast

- 1. Tap an episode.
- 2. For more playback controls, tap the player at the bottom to open the Now Playing screen.



Use any of the following controls:

Control	Description
	Play
11	Pause
15	Jump back 15 seconds
30)	Jump forward 30 seconds
1×	Choose a faster or slower playback speed
	Stream the audio to other devices
	Choose more actions such as sharing the episode or adding it to your queue.

**Tip:** To jump to a specific time in the episode, drag the track position slider below the podcast artwork.

3. Swipe up on the Now Playing screen to see the sleep timer, episode notes, and your Up Next queue.

To resume playing an episode, tap Listen Now. Episodes you haven't finished are near the top of the list.

# Manage your podcast subscriptions and library on iPhone

In the Podcasts app 
, you can add or remove subscriptions and episodes in your library.

## Manage your subscriptions

1. Tap Library.



- 2. Tap a show to see its information page, tap , then do any of the following:
  - Set options for notifications, playing episodes, and more: Tap Settings.
  - Stop downloading new episodes: Tap Unsubscribe.
  - Remove all the episodes: Tap Delete from Library.

## Manage episodes and downloads

- Add an episode to your library: For podcasts that you haven't subscribed to, tap +
  next to an episode. To download the episode so you can play it when you're offline,
  tap .
- Delete an episode: Tap Library, tap Episodes, swipe left on the episode, then tap Delete.
- Remove a download: Tap Library, tap Downloaded Episodes, swipe left on the episode, then tap Remove.

## **Change your Podcasts settings**

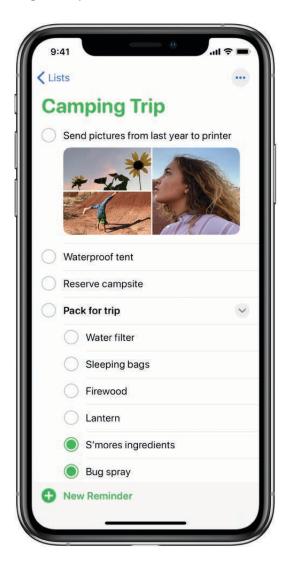
Go to Settings > Podcasts, then do any of the following:

- Prevent downloads from using cellular data: Turn on Only Download on Wi-Fi.
- Keep your subscriptions up to date on all your devices where you're signed in with the same Apple ID: Turn on Sync Podcasts.
- Change the download settings for all your subscriptions: Change the settings below Episode Downloads.

# Reminders

## Set reminders on iPhone

In the Reminders app  $\sqsubseteq$ , you can easily create and organize reminders to keep track of all of life's to-dos. Use it for shopping lists, projects at work, tasks around the house, and anything else you want to track. Create subtasks, set flags, add attachments, and choose when and where to receive reminders. You can also use smart lists to automatically organize your reminders.



#### Keep your reminders up to date on all your devices with iCloud

Go to Settings @ > [your name] > iCloud, then turn on Reminders.

Your iCloud reminders—and any changes you make to them—appear on your iPhone, iPad, iPod touch, Apple Watch, and Mac where you're signed in with your Apple ID.