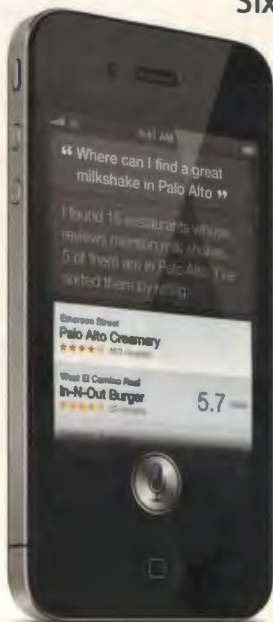


The iPhone PocketGuide

Covers
iPhone 4S,
iPhone 4, and
iPod touch
with iOS 5

Sixth Edition



Christopher **Breen**

Ginormous knowledge, pocket-sized.

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Peachpit
Press

The iPhone Pocket Guide, Sixth Edition

Christopher Breen

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*To Steve Jobs, without whom I'd likely still
be working in a darkened piano lounge.*

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Christopher Breen has been writing about Apple technology since the latter days of the Reagan administration for such publications as *MacUser*, *MacWEEK*, and *Macworld*. Currently a senior editor with *Macworld*, he pens the popular *Mac g11* blog and column, and hosts the *Macworld Podcast*. A popular speaker, he also has many training titles available from Lynda.com, including *Mac OS X Lion Essential Training*, *iPad Tips and Tricks*, and *Screencasting for the Mac*. When not engaged in writing, Mr. Breen is a professional musician in Northern California.

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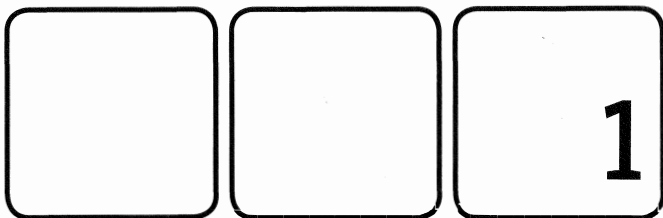
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Meet the iPhone and iPod touch

Allow me to lead off this pocketable guide with this crucial advice regarding the iPhone and iPod touch: *Don't be fooled by the names.* By that, I mean that although the names indicate that the iPhone is little more than a mobile phone and the iPod touch must be primarily a media player, the truth is that each device is a small but very powerful, very flexible mobile computer.

The iPhone additionally happens to make and receive phone calls, but that's just one of its many talents. In fact, both devices offer all these features:

Email client	Calendar
Web browser	Address book
Camera	Text editor
Music and video player	Book and magazine reader
Text messaging	Weather
Maps and GPS	Stock ticker
Photo viewer	To-do reminders
Clock (alarm clock, stopwatch, timer, world clock)	Game player

And, as they say in the cartoons, that ain't all. Thanks to the more than half-*million* apps available through Apple's App Store, your iPhone or iPod touch can be just about anything you want it to be. Best of all, it works with both Windows PCs and Macs, and the software necessary to sync it with your computer and the world at large is a program that you likely already have on your computer: Apple's iTunes.

The iPhone and iPod touch have far more commonalities than differences. Because they're so similar, I've chosen to discuss both in a book that could just have easily been titled *The iPhone and iPod touch Pocket Guide*. So, lucky you, you get two books for the price of one.

In this inaugural chapter, I look at the items that come in the iPhone and iPod touch boxes, as well as the physical features and controls that make up these marvelous devices.

Boxed In

The box holds more than just the iPhone or iPod touch. Within, you'll find these goodies.

iPhone or iPod touch

Well, of course. You didn't lay out your hard-earned cash for a box stuffed with gravel. Open the box, and there's your iPhone or iPod touch.

Stereo headset

Each of these devices includes a stereo headset, but the headsets aren't identical, though they look quite similar. The difference is that the iPhone's headset includes a small microphone and switch that's attached to the cable dangling from the right earbud. This stereo headset, with its onboard microphone, not only frees your hands for playing with the iPhone's other features, but also lets you listen to your favorite tunes; serves as an audio aid when you're watching a video; and (if you have an iPhone 3GS or iPhone 4) allows you, through Voice Control, to demand that your phone dial a friend or play the catalog of a favorite artist. (If you have an iPhone 4S and Siri—the iPhone's voice-controlled intelligent assistant—you can demand a whole lot more.)

Here's how you use the headset on both devices:

- To adjust the volume, press the top of the switch to increase volume or the bottom of the switch to turn things down. These volume buttons aren't of the press-and-hold variety. Volume goes up or down only when you press and release the button. To increase volume by two increments, press the top button twice in succession.
- While listening to music or watching a video, press the switch once in the middle to pause playback.

- Press it twice to move to the next track when listening to music. To fast-forward, press twice and hold.
- Press it three times in succession to move to the previous track when listening to music. To rewind, press three times and hold.
- Press the switch twice in rapid succession while you're watching a video, and if the video has chapter markers, you skip to the next chapter. (If the video has no chapters, nothing happens.) If you press three times in rapid succession while watching a video with chapters, you move back to the beginning of the currently playing chapter. Stop playback with a single click and press the switch three times quickly, and you go back to the previous chapter.

And here's how you use the headset on an iPhone:

- When the phone rings, press it once to answer the call and again to end the call.
- To decline a call, press and hold for a couple of seconds; then let go. The iPhone beeps twice to acknowledge your action.
- While you're in the middle of a call, press once to answer an incoming call and put the first call on hold.
- To end the current call and answer an incoming call or switch to a call on hold, press and hold for 2 seconds; then let go.
- If you have an iPhone 3GS or iPhone 4, and you're not in the middle of a call, press and hold the center of the switch for a couple of seconds to call up the Voice Control screen. If you have an iPhone 4S, this same action calls up Siri.

tip

You can also use the iPhone's headset to control many of these same functions on an iPod touch. You can't make traditional phone calls on the touch, of course, but you can use the microphone with VoIP applications

such as Skype, as well as use the volume buttons and switch to control media playback and Voice Control.

Documentation

Inside the paper envelope beneath the plastic tray are three hunks of paper: Finger Tips, a short guide to using your iPhone or iPod touch (unnecessary, as you're holding this much larger guide); a safety information guide, which you may be able to read if you wear 6x reading glasses; and a sheet that bears two white Apple stickers, appropriate for placing anywhere you want to let your Apple flag fly.

USB power adapter (iPhone only)

Apple bundles in a power adapter that looks very much like those three-prong-to-two-prong plug adapters that you find at the local hardware store. On one side are the two blades you plug into a power outlet; on the other is a USB port into which you plug the device's dock connector-to-USB cable.

Dock connector-to-USB cable

Speaking of that cable, this is the one you string between the dock-connector port on the bottom of the iPhone or iPod touch and either the USB power adapter or a USB port on your computer. When it's connected to a computer, this cable acts as both data and power link between the device and computer. Even if you choose to sync your device over Wi-Fi, you'll need this cable the first time you set up syncing, as well as whenever you want to charge the device.

On the Face of It

Thanks to its touchscreen display, the iPhone and iPod touch sport very few buttons and switches. Those that they do possess, however, are important, as you see in **Figure 1.1** and **Figure 1.2**.

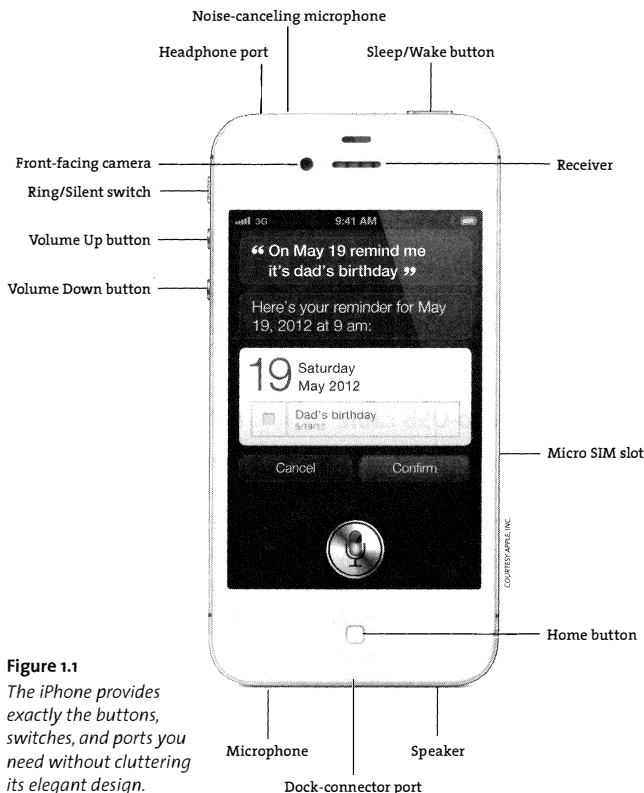


Figure 1.1

The iPhone provides exactly the buttons, switches, and ports you need without cluttering its elegant design.

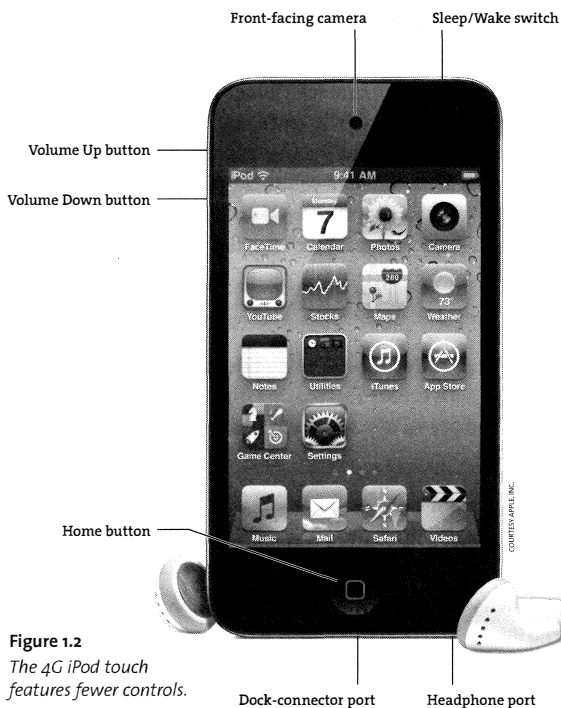


Figure 1.2
*The 4G iPod touch
features fewer controls.*

Up front

After peeling the plastic off your iPhone or iPod touch and flipping it in your hand a time or two, you'll come to a remarkable realization: The thing apparently has but one button on the front! No number keys, no tiny joystick, no Answer and Hang Up buttons—just an indented round button at the bottom of the display. This button is the Home button, and as its name implies, it takes you to the device's Home screen nearly every time you click it once.

(OK, I'll end the suspense: You also use the Home button to wake up your sleeping iPhone or iPod touch. When you do, you don't go Home; rather, after unlocking the thing, you see the last screen that was visible when the phone dozed off. Also, when you click this button while you're already looking at the first page of the Home screen, you're taken to the Spotlight screen, where you can search for items on your iPhone or iPod touch.)

Clicking twice in rapid succession does one of two things:

- If the iPhone or iPod touch is asleep, doing this takes you to a lock screen that shows both controls for playing music and a Camera button that you can use to take a picture quickly with the device.
- If the iPhone or iPod touch is awake, double-click this button, and the Home screen slides up to reveal a palette of recently used apps.

Unlike iPod touches, all iPhones bear a small slit near the top. This slit is the *receiver*—the hole through which you listen to the person you're speaking with when you operate the phone in traditional phone-to-face mode. Both the iPhone and iPod touch offer a front-facing camera next to the receiver. I discuss the cameras at length in Chapter 8.

On top

Look a little more carefully, and you discover a few more mechanical controls and ports. On the top edge of the iPhone and iPod touch is a tiny switch. Apple describes this switch as the Sleep/Wake button, which you also use to turn the device on and off.

To lock the phone or iPod, press this button. (To unlock it, click the Home button and slide your finger where you see the words *Slide to Unlock*.)

To switch the device off, press and hold the Sleep/Wake button for a few seconds until a red slider, labeled *Slide to Power Off*, appears onscreen. Drag the slider to the right to switch off the device (or tap *Cancel* to delay that order). “Drag?” you ask. Yes, the gesture is exactly what it sounds like. Place your finger on the arrow button and slide it to the right. (I describe all these maneuvers in the “Full Gestures” section later in this chapter.)

To turn the iPhone or iPod touch on after shutting it off, press and hold the Sleep/Wake button until you see the Apple logo on the display.

Hunkered down in the top-left corner of all of today’s iPhones is the Headphone port, which accommodates the iPhone’s white headset plug. The iPod touch’s headphone port is located on the bottom of the device.

Next to the Headphone port on the iPhone 4 and iPhone 4S is a small hole, which is the iPhone’s noise-canceling microphone. The idea is that if you’re on a call in a noisy environment, this microphone will pick up the ambient noise around you and—using sophisticated circuitry inside the device—filter out that noise.

Down below

Smack-dab in the middle of the iPhone's and iPod touch's bottom edge is the familiar-to-iPod-owners dock-connector port. This port is a proprietary 30-pin connector used for initially syncing and always powering the iPhone and iPod touch, as well as attaching such accessories as power adapters and speaker systems.

The opening in the bottom-left corner of the iPhone 4 and iPhone 4S is for the device's built-in microphone. The hole in the bottom-right corner is for the phone's speaker.

The microphone and speaker ports are reversed on the iPhone 3G and 3GS.

On the side

The left sides of the iPhone and iPod touch differ in that though each device has Volume Up and Volume Down buttons, the iPhone additionally has a switch that you use to silence the phone. When the switch is toggled toward the face of the phone, the iPhone is in the Ring position. Push the switch toward the back of the phone to silence the ringer. That orange bar you see when the switch is pushed toward the back of the phone tells you that it's in the Silent position. To mute the iPod touch, push and hold its Volume Down button.

You'll find the volume control(s) below the Ring/Silent switch. On iPhones before the iPhone 4, volume is controlled by a single toggle switch. Press that switch up to increase the volume of a call, song, or video; press it down to decrease the volume. On the iPhone 4 and iPhone 4S, Apple provides separate round volume buttons: the top Volume Up (+) button to increase volume and the bottom Volume Down (–) button to decrease volume.

On the right side of the iPhone 4 and iPhone 4S is the micro SIM (Subscriber Information Module) slot. Within this slot is a card holding a programmable

circuit board that stores your personal subscriber information. This card allows the iPhone to work. Without it, you've got a phone that can't make or receive calls, or send or receive SMS messages. Unlike some other mobile phones, the iPhone comes with this removable card preinstalled. The iPod touch doesn't have a SIM card of any variety.

The back

On the back of the iPhone 4 and iPhone 4S, you'll find both the rear-facing camera lens and the LED flash. The iPod touch also has a camera on the back. It doesn't bear a flash, but it does have a tiny microphone port just to the right of the camera lens.

Apps

The iPhone and iPod touch are remarkably capable devices right out of the box because of the apps bundled with them. I take a look at them all in this section.

The Big Four

Apple configures these devices so that the most important apps—in Apple's estimation—appear in the Dock. The Big Four differ on the iPhone and iPod touch because the iPod isn't a phone. Here's how they shake out on each device.

Phone (iPhone only)

Tap the Phone icon on the Home screen, and you're taken to the main Phone screen, where you can make calls, pull up a list of your contacts, view recent calls, and listen to your voice mail. I describe this area in rich detail in Chapter 3.

Mail

This application is the iPhone's and iPod touch's email client. As with the email client on your computer, you use the Mail app to compose and send messages, as well as to read and manage received email. I look at Mail in Chapter 4.

Safari

Safari is Apple's Web browser. Unlike many other mobile devices, the iPhone and iPod touch carry a real-live Web browser rather than a "baby browser" that grudgingly allows you to view only a small portion of the material that a Web page offers. When you pull up a Web page in the Safari app, it looks and behaves like a real Web page. Chapter 5 is devoted to Safari.

Music

Perhaps the coolest music player ever made is incorporated into your iPhone and iPod touch. Capable of playing both audio and video, the iPhone and iPod touch are wonderful on-the-go media players. Look to Chapter 6 for the ins and outs of the music and video functions.

Messages

As I said, the Big Four differs on the two devices. Although both the iPhone and iPod touch have the Messages app, only the iPod touch has it installed in the Dock by default. Messages is Apple's text-messaging application, which I discuss in Chapter 3.

note

As I write this chapter, the iBooks app isn't bundled with the iPhone or iPod touch but is available as a free download from the App Store. Still, it's important enough to mention here.

The others

The built-in applications don't stop with the Big Four and the store apps. The iPhone and iPod touch also include other applications that handle things like reminders, calendars, contacts, stocks, and weather.

FaceTime (iPod touch only)

The iPhone 4S, iPhone 4, and 4G iPod touch are capable of making video calls using Apple's FaceTime technology. Only the iPod touch has a separate FaceTime app, as the iPhone has FaceTime built into the Phone app. Find out all about FaceTime in Chapter 3.

Calendar

When you sync your iPhone or iPod touch to either your computer or to iCloud (Apple's online syncing service), you can transfer calendar events and alarms from Apple's iCal and from Microsoft's Outlook. If you have an iCloud, Yahoo, Gmail, AOL, Hotmail, or Microsoft Exchange account, you can sync the calendar information from these services automatically over the air. These transferred and synced items appear in the Calendar app. You can also add events directly to the iPhone or iPod touch by using the keyboard and then sync those events with your computer or one of the services I just mentioned.

Additionally, if you have an iPhone 4S, you can create calendar events with Siri (which I talk about later in this chapter). I discuss Calendar in more detail in Chapter 4.

Photos

Tap the Photos icon, and you see a list of photo albums—the first holding the pictures you've taken with the device's camera, the next containing those imported via Photo Stream (an iCloud feature), and another that

contains all the images on the device, followed by any albums or folders you've synced with the iPhone or iPod touch. Chapter 8 offers more details on both devices' photo capabilities.

Camera

Use this application to snap a picture with the built-in camera. On the iPhone and iPod touch, you can also shoot and edit videos with the Camera app. The camera, photos, and movies shot with the iPhone and iPod touch are the subjects of Chapter 8.

Videos

As its name implies, the Videos app is where you watch videos that you've synced to your iPhone or iPod touch, or that are available to it through iTunes Home Sharing, which I discuss in Chapter 6.

YouTube

With this application, you can view streamed YouTube videos on your iPhone or iPod touch or are available through iTunes Home Sharing, which I discuss in Chapter 6.

Maps

Lost? A street map is just a tap away. Based on Google Maps, this application quickly provides not only maps, but also current driving conditions, satellite views, the locations of businesses within each map, and GPS and directional information. Chapter 9 covers the Maps app.

Weather

Much like a Mac OS X widget, the Weather application displays current conditions, as well as the six-day and hourly forecasts for locations of your choosing. Like I said, Chapter 9 is great.

Notes

Notes is the iPhone's and iPod touch's tiny text editor. Use the virtual keyboard (or use the iPhone 4S's dictation capabilities) to create lists, jot down reminders, compose haiku, or remind yourself to look in Chapter 9 for more details.

Reminders

With iOS 5, to-do notes—which Apple calls *reminders*—finally come to the iPhone and iPod touch. Reminders are more than simple checklists; they're to-do lists that can pop to the fore based on your location. Find out more about reminders in Chapter 4.

Clock

The Clock app lets you find the time anywhere in the world, as well as create clocks for favorite locations. You also use the Clock application to create alarms and to invoke the stopwatch and countdown timer. I talk Clock in Chapter 9.

Game Center

Gamers like to get together not only to play against or with each other, but also to brag about their achievements. Game Center is the social service provided by Apple that lets them do these things. This topic is another one for Chapter 9.

Newsstand

Newsstand is a gathering place for any periodicals—newspapers and magazines—that you subscribe to via apps available from the App Store. I give Newsstand its due in Chapter 9.

Stocks

Similar to the Stocks widget in Apple's Mac OS X, the Stocks app lets you track your favorite stocks in near real time. All widgety things are detailed in Chapter 9.

Utilities

Since iOS 4, Apple has ganged together a few apps in a Utilities folder. In iOS 5, this folder contains three or four apps, depending on whether you have an iPhone or iPod touch: Contacts, Calculator, Compass (iPhone only), and Voice Memos.

Contacts is the iPhone's and iPod touch's address book. This app is where you create and manage your contacts, which other apps (such as Mail) draw on. I talk about contacts in Chapter 3.

Calculator is for performing common math operations—and, with the Scientific Calculator view that appears when you turn the device to a horizontal position, not-so-common math operations too. See Chapter 9.

Compass (iPhone only) is the most visible example of the iPhone's magnetometer, which tells the iPhone the direction in which it's pointing—northeast or southwest, for example. To glean this kind of information, tap the Compass app to view...well, a compass. Set it for Chapter 9.

Voice Memos lets you record audio through the iPhone's or iPod touch's microphone and play it back through the speaker or the Headphone port. Again, see Chapter 9.

Settings

A tap of the Settings icon produces a preferences window for configuring many of the iPhone's and iPod touch's functions. Some third-party

applications plant their settings in this screen as well. Though I discuss Settings in regard to specific applications throughout this little tome, I provide the big picture in Chapter 2.

Housekeeping

Far too many people purchase an iPhone or iPod touch, download an app or two, then a few more, and then lots more, and before they know it, they're flicking from page to page trying to find that elusive Classic Cooking for Zombies app. They do this because they're unaware of their device's organizational talents. Apple provides two good ways to keep your iPhone and iPod touch organized: the customized Home screen and folders.

Customizing the Home screen

The positions of icons on the Home screen aren't ordained by the heavens. You're welcome to move icons where you like. On the iPhone and iPod touch, this is easy to do. Follow these steps:

1. Tap and hold any icon.

All the icons on the Home screen start to wiggle.

2. Drag the icon to a new position.

When you drag an icon, other icons get out of its way to make room for it. You can move an icon to another screen simply by dragging it to the edge of the screen. If you drag an icon to the right side, it moves to the next screen; if you drag an icon to the left, it moves to the preceding screen.

You can also drag apps out of the Dock. If you rarely surf the Web with Safari, for example, drag its icon out, and replace it with a different app.

3. Let go.

Take your finger off the icon, and the app takes up residence where you dropped it. To stop all the wiggling, just click the Home button.

tip

You can also delete third-party apps from your device while they're wiggling. (You can't delete Apple's bundled apps.) Just tap the X that appears in the top-left corner of an app's icon to delete it.

Alternatively, you can sync your device with your computer, launch iTunes (if it doesn't launch automatically), select the iPhone or iPod touch in iTunes' Source list, click the Apps tab, and use the onscreen representation of the Home screen to rearrange icons. I discuss this feature in detail in Chapter 2.

Organizing with folders

Rearranging icons is all well and good, but if you have a couple hundred apps on your iPhone or iPod touch, you're still going to flail a bit, regardless of how organized the icons are. Fortunately, Apple offers a second way to tidy your device's Home screen: folders. Just as you can drop items into folders on your computer, you can place items in folders on your iPhone running iOS 4 or later. Again, this is easy to do, like so:

1. Tap and hold an app icon that you want to add to a folder.

Once again, all the icons on the Home screen jitter.

2. Drag the app icon on top of another app icon of the same type to create a folder.

Suppose that you want to organize your games in a folder. To do so, tap and hold, say, Super Bouncy Pudding Time, and drag it on top of Marsupial Madness. The Home screen fades, and a bar appears that contains the two app icons.

3. Name your folder.

The device identifies the first app by its type—a game, in this example—and automatically names the folder Games. You can keep the name or tap the small X in the Name field and type a name you like.

4. Tap the Home screen to create the folder.

The new folder and other icons on the Home screen continue to wiggle, which indicates that you can reposition the folder by dragging it to a new location.

5. Add more items.

Before you stop all the shaking, drag other likely icons on top of your folder. Each folder can hold up to 12 apps.

6. Click the Home button to stop the motion.

7. Admire your work.

Tap your new folder to reveal its contents (Figure 1.3).

Figure 1.3

The contents of a folder.



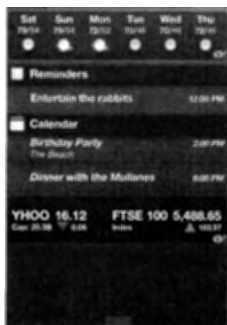
Notification Center

Another feature introduced with iOS 5 is Notification Center, a handy place to view tidbits of information such as the local weather, stock prices, email subject headings, Twitter messages addressed to you, text messages, reminders, and calendar events.

Notification Center makes its presence known in a couple of ways. The first is on the lock screen. If you've configured notifications to appear here (I discuss how to do this in Chapter 2), when you unlock your iPhone or iPod touch by clicking the Home button when the device is asleep, you'll see short notifications: calendar events scheduled for that day, for example, or the first bit of an email message you've received.

To see a more complete list of notifications, unlock your device, tap the time at the very top of the screen, and swipe down. When you do, your notifications appear (**Figure 1.4**).

Figure 1.4
*Weather,
Reminders,
Calendar,
and Stocks
notifications
in Notification
Center.*



By default, you see local weather information and a stock ticker that displays common indexes such as the Dow Jones Industrial Average and NASDAQ. If you've chosen to display other notifications (again, Chapter 2 tells you how), they appear on this screen as well. In many cases, you can act on a notification by tapping it. Tap a calendar event to view the event in the Calendars app; tap an email message, and the device's Mail app opens, displaying the entire message.

Some notifications, such as reminders and email messages, disappear from Notification Center when you tap them. Others, such as calendar events, remain. If you want to clear an individual notification or any of the same variety, just tap the X that appears next to a notification heading—Mail, for example. A Clear button appears. Tap it, and all the notification of that particular kind disappear from Notification Center. The original items (in this case, email messages) aren't erased from the device—just their notifications.

Full Gestures

The iPhone's and iPod touch's screen is deliberately touchy: Touching it is how you control the device. This section covers the gestures you use to navigate and control your device.

Tap

You're going to see the word *tap* a lot in this book. When you want to initiate an action—launch an app, control the music playback features, flip an object around, or move to the next screen—this gesture is the one you'll likely use. If you've turned on the iPhone's or iPod touch's VoiceOver accessibility feature, which helps the visually and aurally impaired use the device, a single tap selects an item. I cover accessibility in Chapter 2.

Tap and hold

You use the tap-and-hold gesture when editing text—either to bring up the magnifying-glass icon to help insert a cursor or to initiate the process of cutting, copying, and pasting text. See “Text Entry and Editing” later in this chapter for more on cutting, copying, and pasting.

Double tap

Sometimes, just one tap won't do. Double-tapping often enlarges or contracts an image—zooms in on a photo or Web-page column, for example, or returns it to its normal size after you've enlarged it. At other times, it can make items return to the previous view.

When the VoiceOver feature is on, a double tap acts like a single tap ordinarily does. With VoiceOver engaged, one tap tells you what you're touching, and a double tap launches the application or item you want to use.

If you engage the Zoom feature—another accessibility option—a double tap with three fingers zooms the display.

Flick

If you want to scroll up or down a long list rapidly on your device, zip through a selection of album covers in Cover Flow view (a view that allows you to browse your music and podcast collection by album cover/artwork), or flip from one photo to another, you use the flick gesture. As you flick faster, the iPhone or iPod touch attempts to match your action by scrolling or zipping more rapidly. Slower flicks produce less motion on the display.

To stop the motion initiated by a flick, just place your finger on the display. Motion stops instantly.

Two-finger flick

If you've downloaded Apple's Remote app from the App Store (a wonderful application for controlling iTunes remotely on your computer or on Apple TV), you'll find that when you're controlling an Apple TV device, a two-finger flick to the left causes a video playing on Apple TV to back up 10 seconds.

Drag

For finer control, drag your finger across the display. Use this motion to scroll in a controlled way down a list or email message, or to reposition an enlarged image or Web page. You also drag the volume slider and playhead when you're in the Music and Videos apps.

Three-finger flick

By default, the three-finger flick is used only when VoiceOver is on. In that situation, this gesture is used for scrolling.

Three-finger drag

By default, this multifinger gesture works only with the Zoom accessibility feature. When Zoom is on, a three-finger drag moves the screen so that you can see the parts hidden by the zoom.

Rotor

Rotor is another special gesture reserved for use when VoiceOver is turned on. You place two fingers on the iPhone's or iPod touch's screen and then turn them as though you're turning a dial. I talk more about this gesture when I discuss accessibility in Chapter 2.

Stretch/pinch

To expand an image, such as a photo or Web page, place your thumb and index finger together on the display and then stretch them apart. To make an image smaller, start with your thumb and finger apart and then pinch them together.

Touch and drag

You use this gesture when you want to change the positions of icons or put items in a folder. Tap and hold icons on the Home screen, for example, and they start wiggling, indicating that they can be moved. Touch and drag an icon to move it to a different place, or touch and drag it to the edge of the screen to move it to another Home-screen page. To create a folder, tap and drag an icon atop another icon. In the Music app's More section, for example, you'll find the option to swap out icons along the bottom of the display by tapping the Edit button and then touching and dragging new icons into place.

Multitasking

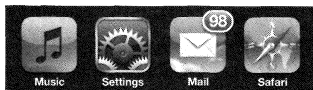
Multitasking lets your iPhone or iPod touch perform chores like play music in the background as you work in another app. It also lets you switch away from one app, move to another, and switch back to that first app without losing your work in either app.

Multitasking works this way:

1. Double-click the Home button.

The Home screen scoots up, the icons fade, and a new Dock appears at the bottom of the display. In this Dock are the apps that you've used most recently (**Figure 1.5**).

Figure 1.5
The multitasking Dock.



2. Tap an app to switch to it.

The device uses a revolving-door effect to rotate from the currently open application to the new application you've chosen.

3. Double-click the Home button again.

To return to the preceding app or choose a different app, just double-click the Home button again and then tap the app. The last app you used appears in the first position. If you don't see the app you want, flick the Dock to the left or right. Additional apps appear.

More on the Multitasking Dock

The multitasking Dock has some hidden powers. Flick it to the right, and you'll see controls for playing music in the Music app as well as the Rotation Lock icon (Figure 1.6). Tap the Music icon, and that app launches. Choose the music you like, and it plays. (See Chapter 6 for more on playing media with your iPhone or iPod touch.) From the multitasking Dock, you can pause playback as well as use the Back/Rewind and Next/Fast-Forward buttons to do their respective jobs.

Figure 1.6
The Music controls and Rotation Lock icon in the multitasking Dock.



Tap the Rotation Lock icon, and the device's display remains in portrait orientation regardless of how you hold it.

tip

To force-quit an app and remove it from the multitasking Dock—something you may want to do if an app has locked up—just tap and hold it until it starts to wiggle. Tap the red Delete button, and the app disappears from the Dock (but not from the Home screen).

Text Entry and Editing

Taps, pinches, and drags help you navigate the iPhone and iPod touch, but they won't compose email messages for you, correct spelling mistakes, or delete ill-considered complaints. The keyboard and a well-placed finger will do these jobs. If you have an iPhone 4S, however, you may be able to dispense with the keyboard and simply dictate the words you want the device to write. In this section, I start with the keyboard.

Touch typing

The iPhone's and iPod touch's virtual keyboard largely matches the configuration of your computer's keyboard. You'll find an alphabetic layout when you open most applications (**Figure 1.7**).

Figure 1.7
*An iPhone's
keyboard.*



To capitalize characters, tap the up-arrow key (the device's Shift key). To view numbers and most punctuation characters, tap the 123 key (iPhone 4S) or .123 key (iPhone 4 and iPod touch). To see less-used

I characters (including £, ¥, and €), choose the number layout by tapping the numbers key and then tapping the #+= key. The Space, Return, and Delete keys do exactly what you'd expect. You can produce alternative characters, such as those with accents or umlauts, by tapping and holding the most appropriate character and then waiting for a pop-up menu of characters to appear. Tap and hold the letter *E*, for example, and you get a menu that includes such characters as è, é, ê, and ë.

To make typing easier, the keyboard's layout changes depending on the application you're using. In Mail, for example, the bottom row holds the at symbol (@), along with a period (.). Tap and hold that period key, and a pop-up menu displays .net, .edu, .org, .us, and .com; append these extensions simply by sliding your finger over the one you want and then pulling your finger away. While you're working in Safari, the default layout shows period (.), slash (/), and .com keys along the bottom. Tap and hold the .com key to see a pop-up menu that also includes .net, .edu, .us, .org, and .us.

tip

When you type a character, its magnified image appears as you touch it. If you tap the wrong character, leave your finger where it is and slide it to the character you want; the character won't be "typed" until you let go of it.

Speaking the speech

If you have an iPhone 4S, you're excused from a fair bit of touch typing. With supported apps such as Notes, Messages, and Mail, your phone can transcribe your speech. For transcription to work, you must switch Siri on, which you do from the Home screen by tapping General > Siri.

Give Siri a try now, using Notes as an example:

1. Launch the Notes app.
2. Tap the plus (+) button to create a new note.

Notice the small microphone button to the left of the spacebar.

3. Tap the microphone button.

A gray bar bearing the image of a microphone appears at the bottom of the screen.

4. Say “The quick brown dog comma who belongs to Farmer Brown comma jumped over the lazy dog period.”
5. Tap Done.
6. Gawk as your words—complete with punctuation—appear in your note.

note

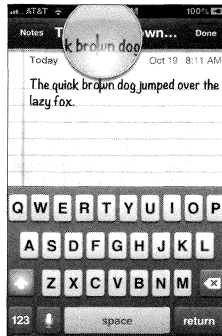
You'll notice that your words *comma* and *period* weren't spelled out, but used as punctuation. That's how speech technology like Siri works. You have to specifically define the punctuation and formatting you want to use. If you want to place a line break between sentences, for example, say “New paragraph.”

Examining text

The iPhone and iPod touch offer a unique way to edit text. You needn't tap the Delete key time and again to work your way back to your mistake. Instead, tap and hold the line of text you want to edit. When you do, a magnifying glass appears (**Figure 1.8**), showing a close-up view of the area under your finger. Inside this magnified view is a blinking cursor. Drag the cursor to where you want to make your correction—after the word or letter you want to correct—and then tap the Delete key to remove the text. In most cases, you can also tap between words to insert the cursor there.

Figure 1.8

Tap and hold to magnify text and insert the cursor.



Cutting, copying, and pasting

Just as you can on your computer, you can select, cut, copy, and paste text (and copy and paste graphics) on your iPhone or iPod touch.

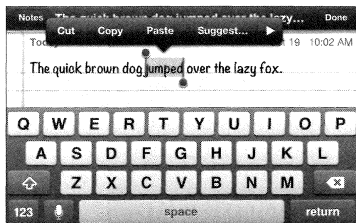
Editing text

To select text for later cutting, copying, or replacing, tap and hold near the text you want to select. A balloon appears that includes the words *Select* and *Select All*. To select the word closest to the cursor, tap *Select*. To select everything on the page, tap *Select All*.

When you do either of these things, the balloon changes to display the words *Cut* and *Copy* (and possibly *Paste* if something's in the device's clipboard). If you've selected a single word, you may also see *Suggest* and (when you tap the right-pointing arrow) *Define*. In either case, the text is highlighted in blue, and blue handles appear at the beginning and end of the text (Figure 1.9).

Figure 1.9

With a couple of taps, you can cut, copy, paste, or replace words on your iPhone or iPod touch.



To alter the size of the selection, just drag the handles. When you've selected what you want, tap **Cut** to make the selected text disappear and add it to the device's clipboard (a virtual holding area for storing cut and copied items). Tap **Copy** to leave the text where it is but also place a copy of it on the clipboard. You tap **Suggest** when a word is misspelled and you're looking for three spelling alternatives. Tapping **Define** causes the device's dictionary to appear, providing the selected word's definition.

To paste material on the clipboard, just tap somewhere to place the insertion cursor; tap that cursor; and then select **Paste**, which now appears in the balloon along with **Select** and **Select All**.

Siri (iPhone 4S Only)

Siri—the voice-controlled intelligent assistant—is the marquee feature of the iPhone 4S. “Exactly what is a voice-controlled intelligent assistant?”, you may ask. Essentially, it lets you ask your iPhone for information or instruct it to perform a particular task, and then it complies in a helpful way.

To use Siri, simply click and hold the Home button until you hear a double “boink” sound. The screen fades to gray, a microphone icon appears at the

bottom of the screen, and the words *What can I help you with?* appear above this icon. Tap the icon, and start talking. Here are a few examples:

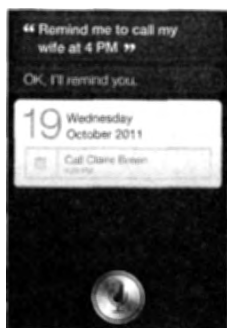
Me: *What time is it?*

Siri: *At the tone, the time will be 8:39 a.m.* (Siri shows a clock with the local time.)

Me: *Remind me to call my wife at 4 p.m.* (Figure 1.10).

Figure 1.10

I've told Siri who my wife is so it can create a reminder with her name.



Siri: *OK, I'll remind you.* (Siri creates a reminder item.)

Me: *Schedule lunch with Ben Long tomorrow at Taco Gordo.*

Siri: *OK, here's your meeting. Note that you already have 2 meetings that overlap with this. Shall I schedule this anyway?*

Me: *No, move my lunch date with Ben to Friday.*

Siri: *All right, the meeting with Ben Long is on your calendar for this Friday.*

Me: *Who is my uncle?*

Siri: *What is your uncle's name?*

Me: *Fred Breen.*

Siri: *OK, do you want me to remember that Fred Breen is your uncle?*

Me: *Yes.*

Siri: *OK, Christopher, I've added this relationship. Here's the contact information. (Siri tags Fred Breen as my uncle so that I can later command "Call my uncle" or "Email my uncle," and Siri will know who I'm talking about.)*

Me: *What's \$100 in Australian dollars?*

Siri: *OK, here you go. (A graph appears with the result \$97.70, which was the correct answer for that particular day.)*

Me: *Who's the president of Slovenia?*

Siri: *Danilo Türk.*

I could go on and on, but you get the idea. Siri can not only perform tasks on the iPhone (such as creating reminders, calendar events, email messages, and contacts), but also search the Internet for information. Also, as with the far-less-capable Voice Control feature on the iPhone 4 and iPod touch, it can dial phone numbers and play music at your command.

An exhaustive list of what Siri can do would be...well, exhausting, and this feature is only going to get more powerful over time. My best advice is to play with Siri and see what it responds to. As you explore, you'll discover that Siri has an attitude. Swear at it, for example, and it snarks right back at you.

note

Siri can be operated from the iPhone's lock screen—which, while convenient, means that anyone who picks up your phone can manipulate it, which isn't good. To prevent this possibility, tap Settings >

General > Passcode Lock. Tap Turn Passcode On; enter and confirm a passcode; and then, in the Passcode Lock screen, turn Siri off.

Icon See That

When you're operating your iPhone or iPod touch, you'll see a variety of small icons in its status bar. Here's what they mean:

-  **Cell signal (iPhone only).** This icon indicates how strong a signal your phone is receiving. The more bars you see, the better the signal. If you're out of range of your carrier's network, you'll see *No Service*.
-  **Airplane mode.** All functions that broadcast a signal—making a call, using Wi-Fi or EDGE networks, connecting to Bluetooth devices, and so on—are shut off when you switch the phone to airplane mode.
-  **Wi-Fi.** This icon indicates that you're connected to a Wi-Fi network. The stronger the signal, the more bars you see.
- 3G** **3G (iPhone only).** If 3G is available to your phone, this icon appears.
- E** **EDGE (iPhone only).** This icon indicates that you're within range of your carrier's EDGE network.
- G** **GPRS (iPhone only).** The iPhone supports General Packet Radio Service, a data-moving technology on GSM (for Global System for Mobile communication) networks that's more common outside the United States. If your carrier offers GPRS (as AT&T does), and its GPRS network is available, you see this symbol.

(Continues on next page)

Icon See That (continued)

-  **Personal Hotspot (iPhone only).** By paying your phone carrier something extra each month (\$20 for AT&T), you can use your iPhone as a wireless hotspot, to which you can connect other devices for accessing the Internet. This symbol indicates that you've enabled the hotspot.
-  **Syncing.** This symbol appears when your iPhone or iPod touch is syncing with your computer.
-  **VPN.** The iPhone and iPod touch display this symbol if you're connected to a virtual private network.
-  **Network activity.** If your device is busy talking to a network, you see the Mac OS X-like "I'm doing something" symbol.
-  **Call forwarding (iPhone only).** If you've turned on call forwarding for your phone (a feature that I discuss in Chapter 3), this symbol appears.
-  **Lock.** Your device is locked.
-  **Play.** Your device is playing music.
-  **Portrait orientation lock.** You can lock the iPhone and iPod touch so that when they're rotated, the screen doesn't rotate from portrait to landscape orientation. When the lock is engaged, this symbol appears.
-  **Alarm.** You've set an alarm.
-  **Location Services.** When an app is using Location Services to pinpoint your position—as Maps does—you see this symbol.

(Continues on next page)

Icon See That (continued)

-  **Bluetooth.** If you see a blue or white Bluetooth icon, the device is linked to a Bluetooth device. If you see a gray Bluetooth icon, Bluetooth is on, but the iPhone or iPod touch isn't linked to a Bluetooth device.
-  **Battery.** This icon indicates the battery level and charging status. A battery icon with a lightning bolt tells you that the device is charging. When you see a battery icon with a plug icon, the battery is connected to a power supply and fully charged. A battery icon without a lightning-bolt or plug icon tells you that the iPhone or iPod touch isn't plugged into power. The solid portion of the battery icon tells you approximately how much power is left in the battery. If, on an iPhone 3GS, iPhone 4, or iPhone 4S, you've switched on the Battery Percentage feature (tap Settings > General > Usage), you'll see the percentage of remaining battery charge—94%, for example—listed to the left of the battery icon.
-  **Bluetooth battery.** If you've paired a supported Bluetooth device (such as a keyboard) with your iPhone or iPod touch, this symbol indicates its remaining charge.
-  **TTY (iPhone only).** If the iPhone is configured to work with a TTY device, this symbol appears. (*TTY* stands for *teletypewriter*, a telecommunications device used by the audibly impaired to translate spoken words into text.)

2

Setup, Sync, and Settings

If you've read Chapter 1, you're familiar with the layout of your iPhone and iPod touch and how to interact with them. What say you now make them more useful and pleasurable devices by adding some music, movies, contacts, and events, and configuring the devices so you can send and receive email?

Setup

It's time to establish a relationship between the device and iTunes to make it comfortable with your media, email accounts, and personal information.

Get iTunes

iTunes is, in nearly all instances, the conduit for passing information between your computer and the iPhone and iPod touch. Without it, your device will be a pretty limited hunk of technology. Therefore, if you don't have a copy of iTunes 10 or later, now's the time to make a beeline for www.apple.com/itunes/download. Any iPhone or iPod touch running the iOS 4 or iOS 5 software can't be synced without this version (or later) of iTunes, and Apple doesn't include it—or any other software—in the box your device came in.

iTunes is available in both Macintosh and Windows versions. For the device to work with your Mac, you must be running Mac OS X 10.5.8 on a Mac with a USB 2.0 port. PC users must be running Windows XP (with Service Pack 3 or later), Vista, or Windows 7 on a PC with a USB 2.0 port.

Configure the device

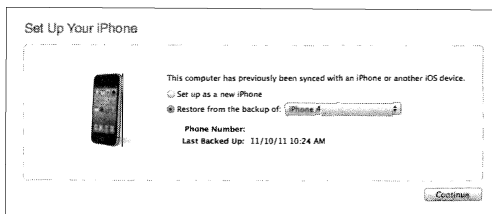
In the deep, dark past (OK, as recently as mid-2011), you had to physically attach your iPhone or iPod touch to your computer before you could do anything with it. That's changed. Thanks to iOS 5, you can start configuring your device as soon as you pull it from the box, provided that you have a Wi-Fi network you can connect your device to (such as the one in the Apple Store).

Just press and hold the Sleep/Wake button on the top of the device, and you'll see a gray welcome screen with the name of the device on it: iPhone or iPod touch. Slide the arrow slider at the bottom of the screen to the right to continue. You'll see a series of screens that give you the option to do all the following things:

- Select a language.
- Choose a country or region.
- Turn Location Services on or off. (Location Services allows your device to share its location with apps and services such as Find My iPhone/iPod.)
- Choose a Wi-Fi network. (You can choose to connect to iTunes at this point if you're not within range of an open Wi-Fi network.) If you have an iPhone, wait for it to be activated.
- Set up the device as a new iPhone or iPod touch, restore it from an iCloud backup, or restore it from an iTunes backup (**Figure 2.1**).

Figure 2.1

You can choose to set your device up as new or restore from a backup when you initially set up the iPhone or iPod touch.



- Sign in with an Apple ID.
- Agree to Apple's terms and conditions.
- Sign into an iCloud account, and choose whether to back up your device's data via iCloud or iTunes.
- Enable Siri (iPhone 4S only).

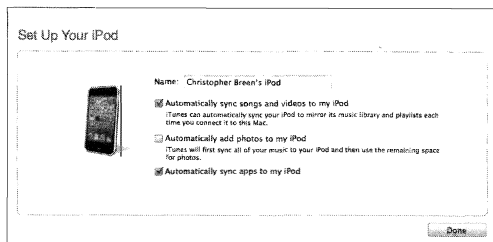
- Enable Find My iPhone/iPod. (This iCloud feature allows you to track your device's location with a Web browser or other iOS device, so no iCloud, no Find My iPhone/iPod.)
- Allow (or not) your device to send Apple diagnostic information. (This information could include data that tells Apple which cell towers your device has been in contact with.)

Phew. That sounds like a lot to go through, but honestly, it grants you access to your device more quickly than at any time in the past, and it takes care of many of the settings that you'd normally have to muck around with in iTunes or on the device itself. When you're ready to begin using your iPhone or iPod touch, just tap the Start Using button at the bottom of the last screen, and you're ready to do something with it.

If you don't have access to a Wi-Fi network, you can attach your device to your computer and configure it the old-fashioned way. Truth be told, if you want to restore your iPod touch or iPhone from a backup on your computer, you'll still have to plug it into your computer, even if you've performed the initial setup over Wi-Fi. What you see when you plug in your device depends on whether and how you initially configured it. If you've chosen to sync your data by using Apple's iCloud service, when you select your device in iTunes, you'll see a Set Up Your iPhone/iPod screen (**Figure 2.2**) with a Name field that contains your name followed by the word *iPhone* or *iPod*—*Chris Breen's iPhone*, for example. A message follows, indicating that you're using iCloud to sync your calendars, contacts, bookmarks, and notes. Below this message is a checked Automatically Sync Applications option. Click Continue, and if this option is enabled, iTunes will sync all your apps to the device. If you've disabled this option, you can later choose which apps you'd like to sync.

Figure 2.2

The setup screen for a new device within iTunes.



If you haven't chosen to restore your device from an iTunes backup on your computer, you'll be prompted to connect it to that computer. When you do, iTunes should launch automatically (launch it yourself if it doesn't), and you'll see a different version of the Set Up Your iPhone/iPod screen. On this screen, you have the option to set up your iPhone or iPod touch as a new device or restore it from a backup if you previously used an iPhone or iPod touch with this computer.

To restore your iPhone or iPod touch with old information, simply select the Restore from the Backup Of x radio button, click the pop-up menu to the right, choose the backup you'd like to restore from (the Last Synced entry below the menu tells you the age of this backup), and then click Continue. The device displays *Restore in Progress* while iTunes restores it with the data from the backup you selected.

tip

Alternatively, you can right-click (Control-click on the Mac) the device's icon in iTunes' Source list and choose Restore from Backup from the resulting contextual menu. In the window that appears, use the pop-up menu to choose the backup you'd like to use.

If this iPhone or iPod touch is your first iOS device, you'll see a Name field containing something like *Joe Blow's iPod* and, below that, the Automatically Sync Contacts, Calendars, Bookmarks, Notes, and Email Accounts option. (I discuss this option shortly.)

If you're using a Mac, iTunes syncs the iPhone or iPod touch with your Address Book contacts, Yahoo Address Book contacts, Google Contacts, iCal calendars, Safari bookmarks, and Apple Mail accounts.

If you're using a Windows PC, iTunes syncs contacts from Yahoo Address Book, Windows Address Book (called Windows Contacts in Windows Vista and Windows 7), Google Contacts, or Microsoft Outlook; calendars from Outlook; and email accounts from Windows Mail (included with Vista), Outlook Express (Windows XP), or Outlook.

Notes are synced to Apple's Mail on a Mac and to Outlook on a PC.

Below this option is Automatically Sync Apps. Again, if this device is your first iOS device, you probably don't have many (or any) apps to sync. If you'd rather tell iTunes exactly what information to sync, you can do this later and in a more specific fashion. To choose the manual method, simply clear the Automatically Sync options in this window and then click Done.

If you chose to sync to iTunes halfway through the setup process on the device, you're not entirely done. When the iPhone or iPod touch is restored, the device will ask you to complete a few more steps, including enabling Location Services, connecting to a Wi-Fi network (if possible), signing in with your Apple ID, agreeing to Apple's license, and choosing whether to send diagnostic information to Apple.

Meet iCloud

I've been throwing this iCloud thing around loosely enough that by this point, you'd probably like to know more about what it is. Wait no longer.

What is iCloud?

iCloud is the single name given to a collection of services launched by Apple in October 2011. With an iCloud account, you'll find it much easier to sync your data among your computer, your device, and the Internet. All the iCloud services except iTunes Match are free. Those services include

- **Data synchronization.** Within the iCloud screen (which you access from the Mail, Contacts, Calendars screen), you can switch on separate options for synchronizing mail, contacts, calendars, reminders, bookmarks, and notes. When you enable these options, this information is coordinated among devices so that each device has the latest data. When you add a calendar event to an iCloud calendar, for example, any other device that you use with an iCloud account—another iOS device or your computer—is updated with that event.
- **Data storage.** This service includes optional backups of your email, the Photo app's Camera Roll, documents, device settings, app data, Home-screen and app organization, messages, and ringtones.
- **Photo Stream.** Switch this feature on, and when you take a picture or movie with your iPhone or iPod touch, it's uploaded to the iCloud service and then downloaded (and likewise configured to your Photo Stream) to your other devices when they're connected to a Wi-Fi network. Find out more about Photo Stream in Chapter 8.
- **Find My iPhone/iPod.** The iPhone and iPod touch know where they are, thanks to their location capabilities. If you switch on Find My iPhone/iPod in the iCloud screen, you can track it down later via the Web. I discuss Find My iPhone/iPod in greater detail in Chapter 10.
- **iTunes in the Cloud.** When you activate this feature (it's also known as Automatic Downloads and can be configured within the Store setting in the Settings app), music, apps, or e-books that you purchase from one of Apple's electronic stores download to all your iOS devices

automatically. Additionally, you can download past music or TV-show purchases from the iTunes Store without having to pay for that content again. I discuss iTunes in the Cloud in Chapter 6.

- **iTunes Match.** Whereas the free iTunes in the Cloud service lets you download music, TV shows, and books that you've purchased from Apple's stores, the \$25-per-year iTunes Match service allows you to upload tracks that you haven't purchased from the iTunes Store to Apple's servers for later retrieval. I also discuss iTunes Match in Chapter 6.
- **Documents in the Cloud.** This service keeps your compatible documents synchronized, like so: Suppose that you have a copy of Apple's Pages word processing app on both your iPod touch and iPhone. When you update a document on your iPod touch, those changes are also delivered to your iPhone.

iCloud setup

Now that you know what iCloud is, set it up as follows:

1. On your iPhone or iPod touch, tap Settings > iCloud.
2. In the next screen, enter your Apple ID and password in the correct fields.

If you don't have an Apple ID, tap the Get a Free Apple ID button at the bottom of the window and walk through the process of obtaining that Apple ID; then enter your ID and password.

3. Tap Sign In.
4. In the resulting iCloud screen, choose the content you want to sync with iCloud—mail, contacts, calendars, reminders, bookmarks, and/or notes.
5. Do one of the following things on your computer:

- **Macintosh** (running Mac OS X Lion 10.7 or later): Launch System Preferences, click the iCloud preference, sign in to your iCloud account, and choose the data you want to sync from your computer to iCloud.
- **Windows PC** (running Windows Vista or Windows 7): Download and install the iCloud Control Panel from www.icloud.com/icloudcontrolpanel. Then choose Control Panel > Network and Internet > iCloud. As on the Mac, choose the items you want to sync: mail, contacts, calendars, tasks, and/or bookmarks.

note

iCloud is compatible with Outlook 2007 and 2010, Safari 5.1.1, and Internet Explorer 8 and later.

That's it. iCloud is ready to sync data among your computer, the cloud, and your iPhone or iPod touch.

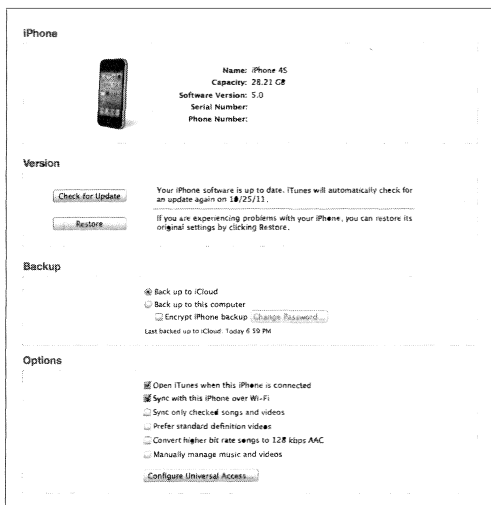
Tabtastic

If you've synced an iPod with your Mac or PC lately, you won't be startled by the iPhone or iPod touch Preferences window in iTunes. Like a regular iPod's Preferences window, this one contains a series of tabs for syncing data to the device. Those tabs shake out as follows.

Summary

As its name suggests, the Summary tab (**Figure 2.3**) provides an overview of your device. Here, you find the iPod's or iPhone's name (which you can change by clicking it in iTunes' Source list and entering a new name), its capacity, the software version it's running, its serial number, and (if it's an iPhone) its phone number.

Figure 2.3
*An iPhone's
Summary tab.*

**tip**

Should anyone ask you for the device's UDID (Unique Device Identity), you can find that information by clicking the Serial Number entry.

In the Version section of the tab, you learn whether your device's software is up to date. You can make sure that you have the latest version by clicking the Check for Update button. Here, you also find a Restore button for placing a new version of the iOS software on the device.

The Backup area is new with iOS 5. Here, you see options for backing up your data to iCloud (an iCloud account is required) or to your computer. When you choose to back up to iCloud, all your device's data is stored in the cloud—that is, on Apple's servers via the Internet. If you choose Back up to This Computer instead, your data is backed up exactly there—on

your computer. When you select this second option, you have the additional option of encrypting the backup.

When you check **Encrypt iPhone/iPod Backup**, you ask iTunes to back up your device and password-protect your data. You might do this on an iPhone or iPod touch containing sensitive financial or personal information that you back up to your computer.

When you select this option, you'll be prompted to enter and verify a password. Thereafter, your device will be backed up completely (even if you just backed it up recently), and the backup will be protected. Should you want to change the password—say, because foreign agents weaseled it out of you with promises of clandestine smooches—click the **Change Password** button, enter your old password, and then enter and verify a new password.

note Encrypting a backup can take iTunes a very long time, so this is another before-you-go-to-bed option. Unless you suffer from insomnia, the job should be complete when you wake up.

The Summary tab displays six check-box options when you plug an iPhone or iPod touch into your computer:

Open iTunes When This iPhone/iPod Is Connected. The first option does that and a bit more: It tells iTunes to launch whenever you dock the iPhone or iPod touch and then to sync the device. Disable this option if you prefer to launch iTunes yourself and start syncing the device manually or if you've chosen to sync it over Wi-Fi. This setting is carried with the device, which means that regardless of which computer you jack the iPhone or iPod touch into, it does what this setting instructs.



The Devices panel of the iTunes Preferences window contains an option that lets you modify this behavior: the Prevent iPods, iPhones, and iPads from Syncing Automatically check box. The option in the Summary tab applies only to an individual device; the iTunes setting applies to all iOS devices. When you check this box, iTunes will still launch if you have the Open iTunes When This iPhone/iPod Is Connected option enabled, but iTunes won't sync your device automatically.

Sync With This iPhone/iPod over Wi-Fi. Again, the iPhone and iPod touch can sync now without the need for a cable. To enable this option, you have to first attach your device to your computer with the sync cable, select it in iTunes' Source list, enable this option, and click the Apply button in the bottom-right corner of the iTunes window. Thereafter, you can disconnect the device and sync it over Wi-Fi as long as your computer and device are on the same Wi-Fi network and the iPhone or iPod touch is connected to a power source. I discuss how to activate Wi-Fi syncing on the device itself later in this chapter.

Sync Only Checked Songs and Videos. The third option tells the device to sync only those items that you've selected in your iTunes Library. If you want greater control of what's planted on your iPhone or iPod touch, you can select some songs or videos in a playlist in your iTunes Library, but not others. The check boxes appear next to the names of the items—*Stacey's Mom* and *The Graduate*, for example. When this option is turned on, whenever you sync the device, it syncs only the items you've checked.

Prefer Standard Definition Videos. The fourth option is a space-saving option that appears only when you plug a 4G iPod touch (or later) or iPhone 4 (or later) into your computer. (This option is absent on iPod touches and iPhones that lack a retina display.) When you purchase or rent high-definition (HD) videos from iTunes on one of these late-model devices, the iTunes Store provides two versions—standard definition (SD)

and high definition—and you can sync either version to your iPhone or iPod touch. HD videos look great, but they take up a lot of space. When you enable this option, iTunes will sync the SD version of a video rather than the HD version.

Convert Higher Bit Rate Songs to 128 Kbps AAC. The next option is another space-saving measure. The higher a song's bit rate is, the better it sounds, but the more space it consumes. The iTunes Store sells songs encoded at 256 Kbps, which is twice the bit rate and twice the size of a 128 Kbps version. If you want to pack as much music as possible on your device, you may want to enable this option.

tip

iTunes performs the conversion to 128 Kbps AAC as it syncs files, but it doesn't keep copies of these lower-bit-rate tracks on your computer, so you needn't worry about your hard drive being eaten up with redundant songs. This process adds quite a bit of time to the syncing process, which isn't a big deal if you sync your media the night before you need it, but if you're in a hurry, switch this option off.

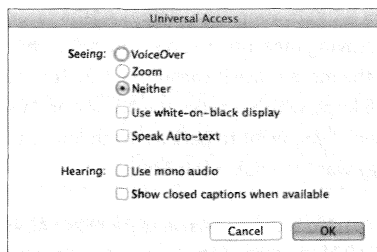
Manually Manage Music and Videos. This last option makes it possible to drag content from your iTunes Library to the iPhone or iPod touch in iTunes' Source list when you've physically connected the device to iTunes. You can't do this to add music from another computer's library; the iPhone or iPod touch can be synced with only one iTunes Library.

tip

This option is a good one to use when you want to add something to the device quickly, without going through the whole syncing rigmarole.

At the very bottom of the tab, you'll also see a Configure Universal Access button. Click it to open a Universal Access dialog box, where you can choose which (if any) of the device's accessibility features to switch on (Figure 2.4).

Figure 2.4
iTunes' Universal Access dialog box.



Down Below

I would be remiss if I left the Summary tab without mentioning the Capacity bar at the bottom (Figure 2.5). This bar details how your device's storage space is being used. Here, you view the total capacity of your iPhone or iPod touch, along with statistics for Audio, Video, Photos, Apps, Books, Other (a category that includes contacts and calendars, for example), and Free (as in free space).

Figure 2.5
The iTunes Capacity bar.



(Continues on next page)

Down Below (continued)

By default, the amount of storage consumed by a particular item appears below its heading (*Video 1.45 GB*, for example). But if you click one of the entries below the Capacity bar, the statistics labels change—first to the number of items in each category and then, with another click, to the amount of time it would take to play all the videos and audio stored on the device (*2.5 days*, for example).

When you choose media to sync with your iPod touch or iPhone, the Capacity bar changes to reflect how the device's storage will be allocated after you sync the device. If you've chosen more media than will fit, an Over Capacity warning appears at the end of the bar.

To the right of the Capacity bar are one or two buttons. If you've made any changes, you'll see both a Revert and Apply button. Clicking Revert puts the settings back the way they were before you started mucking around with them. Click Apply, and the changes will be applied. At this point, you see a single Sync button in this space. Click it, and iTunes syncs your device using the selected settings.

Info

The Info tab (**Figure 2.6**) is where you choose which data—contacts, calendars, mail accounts, browser bookmarks, and notes—you'd like to sync to your device.

Figure 2.6
The Info tab.

Sync Address Book Contacts

☒ All contacts
☐ Selected groups

☐ Add contacts created outside of groups on this iPhone to:

☒ Sync Yahoo! Address Book contacts [Configure...](#)
☒ Sync Google Contacts [Configure...](#)

Your contacts are being synced with iCloud over the air. Your contacts will also sync directly with this computer. This may result in duplicated data showing on your device.

Sync iCal Calendars

☒ All calendars
☒ Selected calendars

☐ Entourage
☐ MW Video Calendar
☒ Home
☒ System 9 calendar
☒ Work and home
☒ MW Video Calendar 2

☒ Do not sync events older than 30 days

Your calendars are being synced with iCloud over the air. Your calendars will also sync directly with this computer. This may result in duplicated data showing on your device.

Sync Mail Accounts

Selected Mail accounts

☒ SpeakEasy
☒ Gmail

Syncing Mail accounts syncs your account settings, but not your messages. To add accounts or make other changes, tap Settings then Mail, Contacts, Calendars on this iPhone.

Other

Bookmarks

Your bookmarks are being synced with your iPhone over the air from iCloud. Over-the-air sync settings can be changed on your iPhone.

☒ Sync notes

Your notes are being synced over the air. You can also choose to sync notes with this computer. This may result in duplicated data showing on your device.

Advanced

Replace information on this iPhone

☐ Contacts
☐ Calendars
☐ Mail Accounts
☐ Notes

During the next sync only, iTunes will replace the selected information on this iPhone with information from this computer.

Sync Address Book Contacts

Here, you find settings for syncing all your contacts or just selected groups that you've created in Address Book (if you use a Mac) or in Windows Address Book, Outlook, Yahoo Address Book, and Google Contacts. (On a Mac, the Yahoo and Google options are listed at the bottom of the Contacts area. Click the Configure button next to either one, agree to the license agreement, and enter your Yahoo or Google user name and password. When this option is enabled, your Yahoo Address Book and Google contacts will make their way to the device too.)

You also find an option for automatically adding contacts to a specific group—a Strangers group, for example—if you don't assign a contact that you've created to another group.

Sync iCal Calendars

This area works similarly. You can choose to sync all your calendars or, if you're using a Mac, just selected calendars that you've created in Apple's iCal—your work calendar, for example, but not your personal calendar. (I discuss calendars in depth in Chapter 4.)

You also have the option to not sync events older than a certain number of days. Calendar data takes up very little room on your device, but if you're tidy or don't care to carry that incriminating “Meet Becky for Pillow Fight” appointment from last April around with you, enable this option, and enter an appropriate number of days.

Sync Mail Accounts

iTunes looks for email account settings in Mail on a Mac and in Outlook, Microsoft Mail, and Outlook Express on a Windows PC. (It looks for the settings only; syncing mail accounts doesn't sync messages.) The settings that it finds appear in a list in the Sync Mail Accounts section of the Info

tab. You have the option to select the email account(s) you'd like to access with the iPhone or iPod touch.

Other

In this area of the Info tab, you find two settings: one for syncing browser bookmarks and the other for syncing notes. In the Macintosh version of iTunes, you have a single Sync Safari Bookmarks option. On a Windows PC, a pop-up menu provides the option to sync Safari or Internet Explorer bookmarks. Sync Notes is an On/Off option. Enable Sync Notes in the Mac version of iTunes, and any notes created on the iPhone or iPod touch will be synced to the Notes area of Mail—Apple's email client. Likewise, if you create a note in Mail and have this option enabled, that note will be synced to your device. On a Windows PC, notes are synced to Outlook (and vice versa here, too). I take a closer look at Notes in Chapter 9.

Advanced

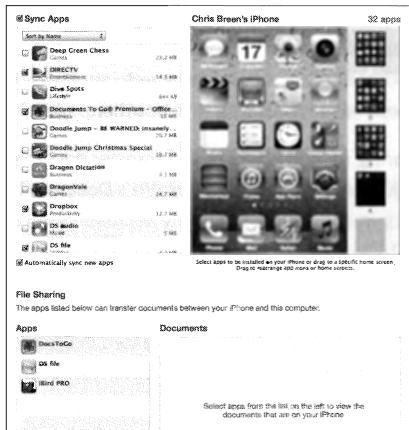
Finally, the Advanced section offers a nifty little workaround when you plug your device into another computer. For this feature to work, you must first choose at least one option above—say, Sync Address Book Contacts—and then choose the options you want in that section (choose to sync a specific group of contacts, for example). Now enable the related option in the Advanced section (you'd choose Contacts if you enabled Sync Address Book Contacts). When you click the Apply button in the bottom-right corner of the tab, iTunes overwrites the selected information that's currently on the device with the information stored on the computer to which the iPhone or iPod touch is connected.

Apps

Your iPhone and iPod touch can use iOS applications (known as *apps* on iOS devices) sold in Apple's App Store. The Apps tab (**Figure 2.7**) is where you manage which of those apps are synced to your device, configure

how apps are arranged on the iPhone's or iPod touch's Home screen, and transfer documents to and from the device. I look at the App Store in greater detail in Chapter 7, but if you'd like to take a look now, here's what you're looking at: All apps that you download from the App Store (either from within iTunes or from an iPod touch or iPhone) are listed in this tab. Those apps that you downloaded from an iPod touch or iPhone are moved to iTunes only when you sync.

Figure 2.7
The Apps tab in iTunes.



The list that appears below the Sync Apps heading contains all the apps in your iTunes Library. You can sort those apps by name, kind (apps that work on all iOS devices versus those intended just for the iPhone or iPod touch, for example), category (Games, for example), date, and size. You can also use the Search field to search for a particular app. If you want to sync an app to your device, just check the box next to its name. At the bottom of this list is an Automatically Sync New Apps check box. Check it, and any new apps you've downloaded will be placed on your iPod touch or iPhone the next time you sync it.

tip

You can quickly enable or disable all your apps by holding down the Command key (Mac) or Ctrl key (Windows PC) and clicking a check box.

The pane to the right of the apps list displays the various pages of your device's Home screen. Using this pane, you can click and drag icons around to rearrange them. Other icons shift out of the way as you drag. You can even drag icons into and out of the Dock at the bottom of the screen. (You must drag an icon out of the Dock before you can put another one in it.) And just as you can on the device (as I describe in Chapter 1), you can create folders by dragging icons on top of one another. To move an icon from one page to another, just click the page on which the icon resides and drag it to another page in the pane.

The File Sharing section is where you transfer documents to and from the device. If you've downloaded DataViz's Documents To Go app—an app that lets you open and edit many Microsoft Office files—you can select DocsToGo in the Apps list and then drag a Microsoft Word file to the adjacent DocsToGo documents list. The file will transfer to the device immediately; you don't have to sync it for this to happen. If you'd like to transfer a document that you created in Documents To Go from your iPhone or iPod touch to your computer, just select DocsToGo in the Apps list and then drag the document from the documents list to your computer's desktop. (If you're a traditionalist who objects to all this newfangled dragging, you can also employ the Add and Save To buttons at the bottom of the documents list to transfer documents to and from the device, respectively.)

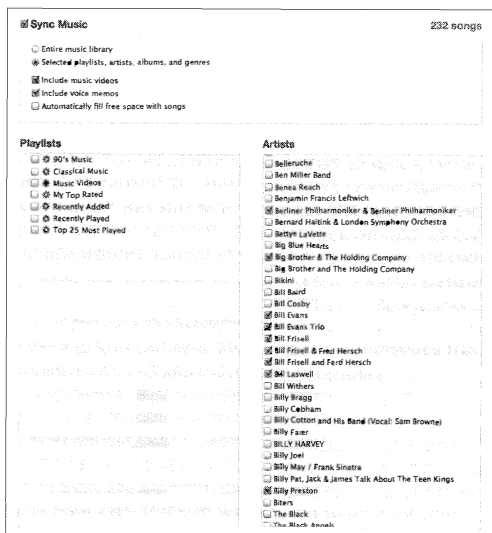
Ringtones

Both the iPhone and iPod touch can play ringtones that you purchase from the iTunes Store or create in an application such as Apple's GarageBand. In the Ringtones tab, you choose which ringtones to sync with your device—all or just selected ringtones.

Music

The Music tab (Figure 2.8) is one gateway to syncing music to your iPhone or iPod touch. If you've subscribed to iTunes Match (which I describe in Chapter 6), you don't sync your music via iTunes but grab it from iTunes Match. Enable the Sync Music option and then choose to sync your entire music library or just selected playlists, artists, albums, and genres. When you enable the Selected Playlists, Artists, Albums, and Genres option, four lists appear below it: Playlists, Artists, Genres, and Albums. To choose music to sync to the device, just enable the check boxes next to the playlists, artists, genres, and/or albums you want to transfer. In Chapter 6, I discuss how to sync music most efficiently.

Figure 2.8
The Music tab.



note

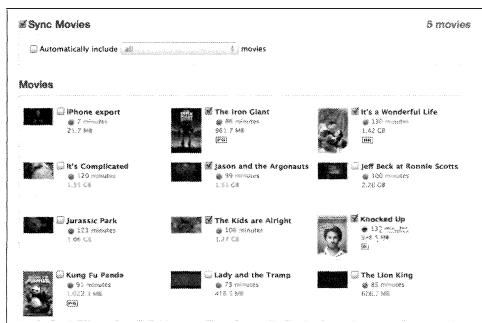
You don't have the option to copy specific songs to your device unless you choose **Manually Manage Music and Videos** in the **Summary** tab. Do that, and you can drag any music you like to the iPhone or iPod touch to add it. If you enable the **Sync Music** option in this tab, however, the only way to add specific songs is to create a playlist that contains that music and then sync the playlist to the device.

Here, you also find options for including music videos and voice memos (audible notes that you've recorded with the Voice Memos app, which I discuss in Chapter 9). Additionally, you can enable an **Automatically Fill Free Space with Songs** option. If your iPhone or iPod touch has remaining storage space after it's synced the data and media you've asked it to, and if this option is enabled, it tops off the device with tunes.

Movies

The **Movies** tab (Figure 2.9) is where you configure the transfer of movies you've rented or purchased from the iTunes Store, as well as other movies you've added to your iTunes Library. I cover movie rentals in Chapter 7. For now, all you need to know is that the movies you rent from the iTunes Store appear in the top portion of this tab. From there, you can transfer them to your iPod touch, iPhone, or video-capable click-wheel iPod.

Figure 2.9
The Movies tab.



You have a few options in this tab as well. Enable the Sync Movies option, and in the area just below it, you have the choice to automatically add all the movies in your iTunes Library (an option you should select only if you have very few movies or many very short movies); the 1, 3, 5, or 10 most recently added movies; all unwatched movies; 1, 3, 5, or 10 most recent unwatched movies; or 1, 3, 5, or 10 least recent unwatched movies.

You can skip automatic syncing by disabling this option. At that point, a list of all the compatible movies in your iTunes Library appears. Just tick the check boxes next to those movies that you want to sync to the device. Additionally, you can sync playlists of movies to your iPhone or iPod touch. To do that, turn your attention to the Include Movies from Playlists section at the bottom of the tab, and check the boxes next to the playlists you want to sync.

TV Shows

The TV Shows tab works very similarly to the Movies tab. The main difference is that you can select episodes of particular shows to sync to your device. Clear the Automatically Include check box, and a list of shows appears in the appropriately named Shows list. Select a show you want to sync, and its available episodes appear in the Episodes list to the right. Episodes in this list are broken down by season, making it easier to identify just the episodes you want. Check the box next to the season entry—Season 2, for example—and you can sync all the available episodes from that season. Alternatively, you can select individual episodes.

Podcasts

You can listen to podcasts on your iPhone or iPod touch. Because people tend to listen to lots of podcasts, some of which tend to be long (their files therefore taking up significant amounts of room), the Podcasts tab lets you manage which ones are synced to your device.

As in each one of these tabs, you have the option to not sync this content, but if you choose to do so, you have plenty of options. Rather than repeat myself, I'll just say that you'll find lots of options for syncing new unplayed, recent unplayed, and least recent unplayed podcast episodes. As with TV shows, you can select particular podcasts in the Podcasts list and choose just the episodes you want to play in the Episodes list to the right. And of course, you can sync playlists of podcasts, just as you can playlists of movies and TV shows.

tip

Both video and audio podcasts are listed in this tab. Because video can consume a lot of storage space, be careful how you choose your video podcasts.

For more on podcasts, check Chapter 6.

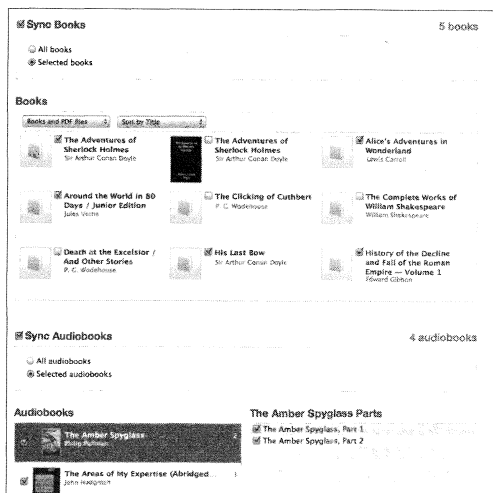
iTunes U

iTunes U provides audio and video content from such providers as universities, American Public Media, the Library of Congress, and the Metropolitan Museum of Art. And it's all *free*! Download some of this content via the iTunes U tab, and you'll see that it can be synced very much like podcasts.

Books

With iOS 4, iPhones and iPod touches support *e-books*—electronic books that can be read on computers; dedicated e-book readers; and iOS devices. iTunes' Books tab (**Figure 2.10**) is where you choose the e-books, PDF files, and audiobooks that you'd like to sync to your device. You can choose to sync all the books in your iTunes Library or just selected titles, and you have the option to view both books and PDF files, only books, and only PDFs, as well as the option to sort books by title or author.

Figure 2.10
The Books tab.



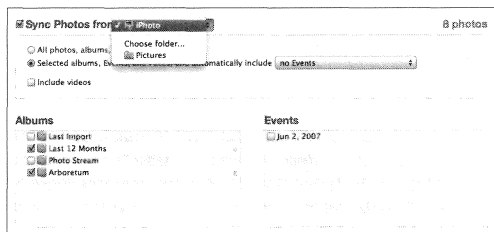
At the bottom of this tab, you find the Sync Audiobooks section. If you choose to sync just selected audiobooks, you have the option to select specific portions of a selected audiobook—the third part, for example, if you’ve already listened to parts one and two. I cover the ways and means of obtaining books on the device in Chapter 7.

Photos

The Mac and Windows versions of the Photos tab differ slightly. If you use a Mac, the iPhone or iPod touch can sync photos with Apple’s iPhoto and Aperture, as well as with your Pictures folder or a different folder of your choosing, as you see in the Mac’s Photos tab (Figure 2.11). With that Mac, you can additionally sync albums, events, and faces. On a Windows PC, you can sync with your My Pictures folder (called simply Pictures

in Vista and Windows 7), a different folder of your choosing, or photo albums created with Adobe Photoshop Elements 3.0 or later or Adobe Photoshop Album 2.0 or later.

Figure 2.11
*The Photos tab
on a Macintosh.*



Settings

Although you'll control much of your iPhone's or iPod touch's behavior within its apps, some global settings have some bearing on how it performs. You access the Settings screen (Figure 2.12) by tapping the Settings icon on the device's Home screen. As you might expect, the iPhone's and iPod touch's Settings screens differ slightly because the iPhone offers some phonecentric features that aren't available on the iPod touch. Here's what their screens contain.

Figure 2.12
*An iPhone's
Settings screen.*



Airplane Mode

As you're now aware, the iPhone and iPod touch are wireless communications devices, and wireless communications can interfere with an aircraft's navigation system. Thus, the aptly named Airplane Mode option lets you switch off features that take advantage of the devices' Wi-Fi and Bluetooth talents (email, Web browsing, messaging, and Location Services, for example), as well as telephone talents (in the case of the iPhone), but still use the devices' other features.

This mode is a simple On/Off setting. When you turn it on, the device disables its wireless functions.

Wi-Fi

The iPhone and iPod touch support 802.11 wireless networking. In this screen, you can turn Wi-Fi on or off. Turning it off saves some battery power. I describe the workings of the devices' Wi-Fi settings in the "Network" section later in this chapter.

Notifications

With iOS 5, Apple has expanded the capabilities of notifications in a significant way. The most obvious way is Notification Center, a gray screen that you can access from anywhere on the device simply by dragging down your finger from the menu bar at the top of the screen. (This also works when you're working with an app in landscape mode.) When you first set up your iPhone or iPod touch, that screen will likely contain just weather and stocks information. But other apps are supported as well, including Phone (iPhone only), FaceTime (iPod touch only), Messages, Reminders, Calendar, and Game Center. Third-party applications configured to support notifications may appear too.

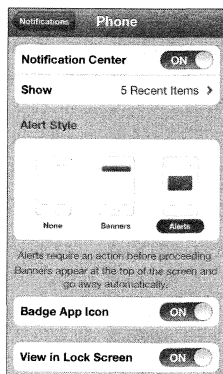
When you tap the Notifications entry in the Settings screen, you're taken to the Notifications screen, where you can configure the behavior of Notification Center. The first entry, Sort Apps, allows you to sort notifications manually (you can choose their positions) or by time (the most recent notifications appear at the top of the list). To change the position of an app in Notification Center, tap Manually, tap the Edit button in the screen's top-right corner, and use the drag bars next to the apps below to move them up or down the list of apps. Click Done when you're finished.

Speaking of those apps, below the Sort Apps area is the In Notification Center area. Here, you'll see a list of any apps currently configured to use Notification Center. Below the name of each application, you see which notifications are enabled for it—badges, alerts, and banners, for example. Tap an app, and you're taken to its specific Notifications screen (Figure 2.13), where you can choose to turn it off so that it no longer appears in Notification Center; choose the number of notifications that app can display (1, 5, or 10 items); and select an alert style (none, banners, or alerts). For some apps, you can additionally choose an On or Off setting for displaying badge icons (small red numbers that appear on an icon when a new event or action is added) and for viewing the app's notifications on the lock screen. The Messages app additionally includes options for showing a message preview and repeating an alert (your choices are never, once, twice, three times, five times, and ten times).



What's the difference between an alert and a banner? An *alert* is a window that requires some action from you for it to go away—tap Accept, for example. A *banner* appears as a short string of text (preceded by an app's icon) that appears for a few seconds at the top of your device's screen before disappearing. You can view these alerts by swiping the screen down to expose Notification Center.

Figure 2.13
Notification settings for the Phone app.

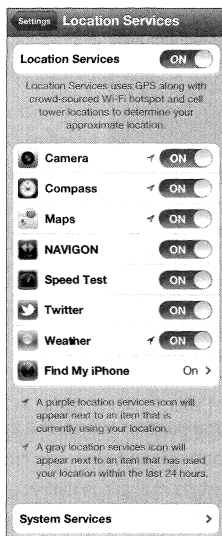


If you switch off notifications for a particular app, the app's name appears at the bottom of the Notifications screen below the Not in Notification Center heading. Should you want to make it rejoin your other notifications, simply tap it and slide the Notification Center switch to On.

Location Services

iOS devices have ways of determining their location. iPhones use GPS circuitry, cell-tower triangulation, and Wi-Fi networks. iPod touches rely on Wi-Fi networks, as they don't have GPS or phone circuitry. The Location Services screen (**Figure 2.14**) lets you determine how (or whether) location works on your device. To switch off location entirely, simply flip the Location Services switch off. Your iPhone or iPod touch will stop tracking its location.

Figure 2.14
*An iPhone's
Location Services
screen.*



Below the switch is an area where you can turn off Location Services for specific apps—Weather or Twitter, for example. You may also see a small arrow next to an app. A purple arrow indicates an app that is currently using Location Services; a gray arrow marks an app that has used location in the past 24 hours.

At the bottom of this screen is a System Services button. Tap it to see how your device is using location systemwide. On an iPod touch, you have the option to switch off two settings: Location-Based Ads (advertisements served by Apple based on where you are) and Setting Time Zone (for automatically keeping your device's clock in sync with the local time).

The iPhone, with its cellular capabilities, has additional options, including Call Network Search, Compass Calibration, Diagnostics & Usage, and Traffic. Of these, the only one I can image that anyone would find objectionable is Diagnostics & Usage. Apple uses this information to track cell-tower strength. It keeps a very, very general record of where you've traveled with your device. If you prefer to not share that information with Apple, turn this option off.

Finally, at the bottom of this screen for both devices, you find a Status Bar Icon On/Off switch. When this switch is on, you'll see a small purple arrow in the status bar whenever the app you're working in is using Location Services.

Sounds

The appearance of the Sounds screen (Figure 2.15) is marginally different on the iPhone and iPod touch. At the top of the screen on an iPhone, you see a Vibrate entry below the Silent heading. If you want your iPhone to vibrate when you've set the phone's side switch to Silent, switch this on. The iPod touch doesn't have such a side switch, so this entry isn't necessary.

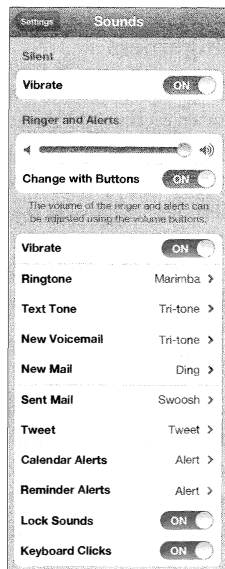


Figure 2.15
*The Sounds screen
on an iPhone.*

At the top of the iPod touch's Sounds screen and below the Silent entry on the iPhone's screen, you see a volume slider. This slider adjusts the volume of the device's ringer (used by the iPhone's phone features and for FaceTime on an iPod touch) and alerts. Below this slider is a Change with Buttons option. Turn it on, and you can use the device's volume buttons to adjust the loudness of the ringer and alerts. Below the slider, you see a list of actions (Text Tone and New Mail, for example). Tap an action, and in the succeeding screen, you can assign an alert sound or ringtone to that action.

At the bottom of the Sounds screen are options for turning on or off lock sounds and keyboard clicks—the sounds that the iPhone or iPod touch makes when you type with its virtual keyboard.

Brightness

By default, the iPhone and iPod touch adjust their displays automatically, based on the light they sense around them. When you're outdoors on a sunny day, for example, the screen brightens; when you're inside a dark room, the display dims. If you'd like to override the automatic brightness settings—when you want to save battery power by making the display dimmer than the device thinks necessary, for example—you do so in this screen. Switch the Auto-Brightness option off and drag the slider to adjust brightness up or down.

Wallpaper

On the iPhone and iPod touch, *wallpaper* refers to an image you choose as a background for the Home screen—an image that also appears when you unlock the device. To set and adjust your wallpaper picture, tap the Wallpaper control and then navigate to an image file in the collection provided by Apple (listed below the Wallpaper heading), pictures you've

taken with the device's camera, or images you've synced to the iPhone or iPod touch. Just tap the image you want to use, and you see a preview of it as wallpaper (**Figure 2.16**).

Figure 2.16
Choosing wallpaper.



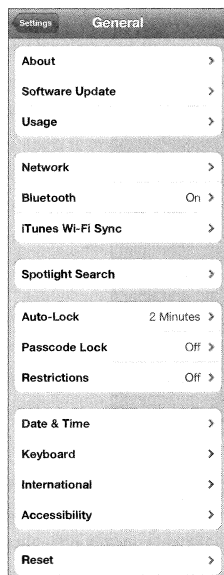
You can move any of your images by dragging them around or enlarge them by using the stretch gesture (see Chapter 1). When you're happy with the picture's orientation, tap Set. A sheet rolls up from the bottom of the screen, listing four options: Set Lock Screen, Set Home Screen, Set Both, and Cancel. Tap any but the last one to set your wallpaper.

Interestingly enough, you can't resize any of the images that Apple includes in its Wallpaper collection (because, one assumes, they're perfect just as they are).

General

The General settings are...well, pretty general. The grouping consists of a hodgepodge of controls (**Figure 2.17**). I'll point out where there are differences between the two devices.

Figure 2.17
*The iPhone's
General settings
screen.*



About

This screen provides your device's vital statistics. The iPhone displays a few more entries than the iPod touch—the network it's using, the version number of the firmware used by the phone's modem, and some identification numbers. On each device, you find information regarding the number of audio tracks, videos, photos, and apps on the device; total capacity; how much storage space remains; software version; serial and model numbers; Wi-Fi and Bluetooth addresses; and Legal and Regulatory commands that, when tapped, lead to a seemingly endless screen of legal mumbo jumbo and various associations' signatory badges, respectively.

New with iOS 5 is a Diagnostics & Usage entry. Tap it, and you can choose to send (or not send) usage information about your device to Apple. (This data can include some location information.) You can also tap a Diagnostic & Usage Data button and then, on the resulting screen, tap a particular report to see the contents of certain preferences files and error messages. This feature is helpful when troubleshooting a misbehaving device, as I discuss in Chapter 10.

Software Update

Among iOS 5's wireless delights is its newfound capability to update an iOS device's software over a Wi-Fi connection. Just tap this entry, and if a new software version is available, you can tap the link to download it. After the download, the latest iOS software is installed on your device.

Usage

If you've ever wondered how your iOS device's resources are being allocated, you can find out within this screen. Below the Storage entry, you see a list of all the device's active apps, accompanied by the amount of storage they currently consume. Tap an entry to learn how much storage is consumed by the app's documents and data. Within one of the app screens, you also find a Delete App button. Tap it if you want to quickly remove an app that's eating up huge amounts of your device's storage.

If you've signed up for an iCloud account, you see usage statistics next, including total storage, available storage, and a Manage Storage entry. Tap this last entry, and you can see the names of the devices being backed up to iCloud.

Tap a device, and the Info screen that appears should show you the time of the latest backup, its size, and a list of the apps whose data will be backed up the next time your device is backed up. You can turn off those

apps that you don't want to back up by tapping Delete Backup near the bottom of the screen. (You might tap this button if you're running out of iCloud storage and want to start over with a fresh backup.) The very bottom of the screen includes text and a meter indicating how much storage you've used—*3GB of 5GB on iCloud*, for example.

tip

If you find that you need more storage than the 5 GB offered for free, tap the Buy More Storage button on the Manage Storage screen. A sheet appears, offering to sell you 10 GB, 20 GB, or 50 GB of additional storage for \$20, \$40, or \$100 a year, respectively. Choose the option you want, tap Buy, and enter your Apple ID.

The iPhone includes a couple more entries on the Usage screen, the first of which is Battery Percentage. To view the amount of charge you have remaining as a percentage—84%, for example—rather than as an icon, flip this switch to On. The other entry is Cellular Usage. Tap it, and you'll see statistics on your call time and the amount of data you've used on the cellular network. This information is useful if you have a bandwidth limit on your iPhone (as most people do), and you think you're nearing that limit.

Siri (iPhone 4S only)

As you may have read in Chapter 1, Siri is Apple's voice-controlled intelligent assistant. This setting screen is where you configure it.

If you don't want to use Siri, you can turn it off with the On/Off toggle switch at the top of the screen. When you do, the information that Siri has gathered to better understand your life (the contacts you've associated with your boyfriend and sister, for example) is deleted from Apple's servers, but it's still stored on your iPhone. When you switch Siri back on, this information is sent to Apple's servers again. With Siri switched off, when you click and hold the Home button, your iPhone 4S behaves just

like an iPhone 4 and 4G iPod touch, presenting the Voice Control screen, where you can command your iPhone to play music or call contacts.

When Siri is switched on, you see these additional options:

- **Language.** Siri speaks English (Australian, UK, and U.S.), French, and German. Tap this option, and you can choose the dialect/language you'd like Siri to speak in.
- **Voice Feedback.** At times, you may prefer that Siri keep quiet—when you're in a library, for example. Tap Voice Feedback and then Handsfree Only, and Siri will vocalize only when you're using a wired headset or Bluetooth audio with your iPhone. (The other option is Always, meaning that Siri will always pipe up when given the opportunity.)
- **My Info.** Tap this option to choose your contact entry from Contacts. Then Siri can use this information when you ask something like "Where do I live?"
- **Raise to Speak.** By default, if you raise your iPhone to your ear, Siri becomes active. If you'd rather invoke Siri by clicking and holding the Home button, turn this option off.

Network

On an iPod touch, the Network settings screen includes only options for configuring virtual private networks (VPN) and Wi-Fi.

VPN is an encrypted network protocol that many companies use because it allows authorized outsiders to join the company network, regardless of their locations. Your IT professional can help you set up VPN.

When you tap the Wi-Fi entry in the Network screen, you're taken to the Wi-Fi Networks screen, atop which appears an On/Off switch for enabling or disabling Wi-Fi on your device (Disabling Wi-Fi conserves power.) Below that switch is the Choose a Network area. Any visible Wi-Fi

networks within range appear in a list; those that have a lock icon next to them are password-protected. To access a password-protected network, simply tap its name, enter the password on the keyboard that appears, and tap Join.

To see detailed network information, tap the blue symbol to the right of the network's name. A new screen appears, listing such information as IP Address, Subnet Mask, Router, DNS, Search Domains, and Client ID. At the bottom of one of these screens, you see an HTTP Proxy area, offering the choices Off, Manual, and Auto. Again, an IT or ISP representative will tell you whether you need to muck with these settings.



If a network that you never use routinely appears in this list, you can instruct your device to avoid using it by tapping Forget This Network in the resulting screen.

Finally, the bottom of the Wi-Fi Networks screen includes the Ask to Join Networks option. Leave this option switched on (as it is by default), and your iPhone or iPod touch will join known networks automatically and ask to join a network if no known network is available. If you switch the option off, you'll have to join networks manually without being asked. To do so, tap Other; then, using the keyboard that appears, enter the name of the network and password (if required).

The iPhone's Network screen has far more options. They include Enable 3G (On/Off), Cellular Data (On/Off), Data Roaming (On/Off), and Set up Personal Hotspot. They work this way:

- **Enable 3G.** The iPhone is capable of using a carrier's 3G cellular networks, which are faster networks but use more battery power. If you're trying to squeeze every volt out of your battery, consider switching this option off.

- **Cellular Data.** The iPhone can transfer data not only over Wi-Fi, but also over cellular networks. If you turn Cellular Data off, the iPhone will act like an iPod touch and transfer data only when it's attached to a Wi-Fi network. Use this option when you've reached your carrier's monthly cellular data cap.
- **Data Roaming.** This option allows your iPhone to connect to cellular networks outside your home network, such as when you're traveling overseas. This option is here because data roaming can cost a small fortune if you're not careful. I always keep data roaming off to prevent such problems.
- **Set up Personal Hotspot.** As I explain earlier in this list, the iPhone can transfer data over a cellular network, and it can share this cellular network over Wi-Fi. Tap Set up Personal Hotspot, and you'll be given instructions on how to establish this service with your iPhone's carrier. It costs extra; AT&T charges \$20 a month for this service as I write this book.

Bluetooth

This setting is a simple On/Off option. When you turn it on, the iPhone or iPod touch becomes discoverable and searches for other Bluetooth devices. Turning Bluetooth off can save power. Any Bluetooth devices you've paired your device with are listed in the Devices area.

To pair a device such as a keyboard with your iPhone or iPod touch, just put it in pairing mode (every device has a different way of doing this); its name should appear on your iPhone's or iPod's screen below the Devices heading. Tap it, and depending on the device (a keyboard, for example), you could be prompted to enter a four-digit code. Do that, and the device should pair with your iPhone or iPod touch, ready to use.

When it's connected, a Bluetooth device displays a blue > icon next to it. Tap this icon, and in the subsequent screen, you see a Forget This Device. Tap it and then tap the resulting confirmation button to unpair the Bluetooth device.

iTunes Wi-Fi Sync

Earlier in this chapter, I mention that iOS devices running iOS 5 and later can sync with iTunes wirelessly. By way of reminder, this feature won't work until you first plug your iPhone or iPod touch into your computer, select it in iTunes' Source list, enable the Sync with This iPhone/iPod over Wi-Fi option in the Summary tab, and click Apply. At this point, your device will sync with iTunes, and you can unplug the device from your computer. It remains in the Source list even though it's not plugged in. Feel free to change its syncing options—sync an additional playlist or add a movie, for example. When you want to update the device, simply click Sync in iTunes or pick up the device, tap Setting > iTunes Wi-Fi Sync, and then tap the Sync Now button.

tip

By default, when you've switched Wi-Fi sync on and you plug your iPhone or iPod touch into a power source, it automatically syncs with iTunes, provided that your computer is on and iTunes is running.

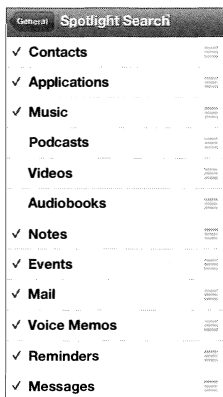
Spotlight Search

The iPhone and iPod touch provide several ways to search the contents of your device. The obvious way is to visit the first page of the Home screen and swipe your finger to the right to produce the Search screen. (You can also click the Home button once while you're on the first page of the Home screen to produce the Search screen.)

The power of search goes beyond this screen, however; it's spread throughout the device's apps. When you launch the Contacts app, for example, you'll find a Search field at the top of the screen. This same kind of Search field appears in other apps, including Mail, Notes, and Music. In these apps, however, the Search field doesn't appear by default. To produce it, just tap the device's status menu (where the time is displayed). The Search field bounces down into view.

You can configure what kind of results you get from the main Search screen by tapping the Spotlight Search entry in the General settings screen. In the resulting Spotlight Search screen (Figure 2.18), you see a list of items that you can search for on your iPhone or iPod touch. Search results appear in the order in which they're presented in this screen—Contacts, Applications, Music, and so on—but you can change that order by dragging items up or down in the list, using the drag handles on the right side of the screen.

Figure 2.18
Selecting search options.



By default, all these options are enabled. If you don't want certain kinds of items to appear when you search—podcasts and calendar items, for example—just tap them to clear the check marks next to them.

Auto-Lock

The iOS equivalent of a keypad lock, Auto-Lock tells the touchscreen to ignore taps after a customizable period of inactivity. When the device is locked, you can still use its volume buttons (or switch, on earlier iPod touches) to change the volume when listening to music. The button on the optional headset's controller works when the device is locked, too.

Passcode Lock

You can prevent others from viewing the contents of your iPhone or iPod touch by setting a passcode lock. Tap this entry; then enter and verify a four-digit code. If you feel that four digits just don't make your iPhone or iPod touch secure enough, you can switch off the Simple Passcode option. When you do this, you can enter a much longer passcode made up of letters, numbers, and symbols by using the device's QWERTY keyboard. Also, you can choose how long the device remains idle before a passcode is required: immediately; after 1, 5, or 15 minutes; or after 1 or 4 hours.

On an iPhone 4, you'll see a Voice Dial switch that's set to On by default. This setting means that even when you've engaged a passcode lock, anyone can use the phone's Voice Control feature (which allows you to speak the name of the person you want to call to initiate a call; see "International" later in this chapter). Switch this setting off, and the feature is disabled. On the iPhone 4S, this option is named Siri (see the "Siri" section earlier in this chapter), but it works similarly. When the Siri option is switched off, you can't—and, more important, *someone else* can't—use Siri from the lock screen.

On both the iPhone and iPod touch, you'll find the Erase Data option. When this setting is on, if someone fails to enter the correct passcode ten times in a row, the data on the device is erased. To remove your passcode, just tap the Passcode Lock setting in the General settings screen, enter your passcode when prompted, and tap Turn Passcode Off. (This same screen gives you the option to change your passcode.)

Restrictions

You can restrict access to particular apps, as well as clamp down on content synced to the device. To do this, tap Restrictions in the General settings screen. The idea is that a child or otherwise innocent person is going to use the device, and you want to protect him or her from inappropriate content and applications. You do all this within the Restrictions screen (Figure 2.19) by restricting not just applications such as Safari, YouTube, Camera, and FaceTime, but also music, movies, and TV shows based on their ratings.

Date & Time

The Date & Time settings include switches for enabling 24-hour time, choosing a time zone, and setting the date and time automatically (using Apple's time servers) or setting it manually by entering the data and time yourself.

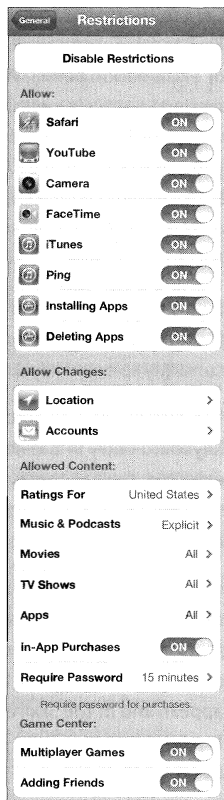


Figure 2.19
Restrict and unrestrict the iPhone or iPod touch in this screen.

Keyboard

Care to turn autocapitalization on or off (*on* means that the iPhone or iPod touch automatically capitalizes words after a period, question mark, or exclamation point)? Are you so sensitive about your device's autocorrecting your typing errors that you want to disable that feature? Do you want the iPhone or iPod touch to stop spell-checking your work? Would you like to type in ALL CAPITALS when you double-tap the keyboard's Shift key? And would you like to disable your device's ability to enter a period and space after you double-tap the spacebar? Here's where you do these things.

Below these five On/Off options, you see International Keyboards. Tap it, and you're taken to a Keyboards screen, where you can configure the currently selected keyboard as well as switch on additional keyboards.

The number of activated keyboards is reflected next to the International Keyboard entry in the Keyboard screen—*International Keyboards 5*, for example. You can remove keyboards by navigating to the Keyboards screen, tapping the Edit button, and deleting the keyboards that you no longer need.

iOS 5 introduces a feature that allows you to create text shortcuts. You could create one that, say, expands the shortcut *tgif* to *This gizmo is fantastic!* To create these shortcuts, tap Add New Shortcut at the bottom of the Keyboard screen. In the Phrase field, type the words you want to appear, and in the Shortcut field, enter the abbreviation for your phrase. Tap Save, and you'll see your shortcut listed on the Keyboard screen. To use it, open an app that supports text input, such as Notes, and type your shortcut. You'll see it appear as an autofill entry. To expand the shortcut, just tap the spacebar. To ignore it, tap the autofill entry.

International

The International settings screen is where you choose the language for your iPhone or iPod touch, which supports 34 languages. On recent iPhones and iPod touches, you see a Voice Control command below the Language entry. Tap it, and you'll discover that you can speak to your device in any of 24 languages. (There's some overlap in languages, however, because this screen lists English options for three countries: Australia, the United Kingdom, and the United States.) The iPhone or iPod touch not only listens for commands in the language you select, but also tells you what it's doing in a robotic form of that language. VoiceOver, the devices' screen reader, speaks in the language that you choose here.

The Keyboards command appears in the International screen as well. Tap it, and you're taken to your old friend the Keyboards screen, where you can enable additional keyboards.

At the bottom of the International screen, you discover the Region Format and Calendar commands. Tap Region Format, and you can choose among a seemingly endless list of countries supported by the device. Choose a country, and the format for date, time, and telephone number changes. Tap Calendar, and you can choose among four calendar formats: Gregorian, Japanese, Buddhist, and Republic of China.

Accessibility

Apple has taken its world-class VoiceOver technology feature from Mac OS X and adapted it for iOS devices. Now the blind and visually impaired can navigate an iPhone's or iPod touch's touchscreen—something that many people thought would be impossible—thanks to the voice cues and modified commands available on the device.

The ins and outs of accessibility are beyond the scope of this book, but I've written an article, available from Macworld.com, that explains it all. You can find it at <http://macw.us/vVgKgA>.

Reset

To remove information from your iPhone or iPod touch without syncing it with your computer, you use this screen, which includes a variety of options:

- **Reset All Settings.** This option resets your device's preferences (your Network and Keyboard settings, for example) but doesn't delete media or data (such as your mail settings, bookmarks, and contacts). When you choose this setting, your device restarts.
- **Erase All Content and Settings.** If your iPhone or iPod touch is packed with pirated music, and the Recording Industry Association of America is banging on the door, this option is the one to choose. It erases your preferences and also removes data and media. After you've performed this action, the device will restart as though it's a completely new device. To use it, you'll need to run through the setup procedure again, just as you did when you first unboxed the device.
- **Reset Network Settings.** Choose this option, and any networks you've used are erased, along with your VPN settings. Additionally, the device switches Wi-Fi off and on, thus disconnecting you from the network you're connected to. Yes, this setting is another that restarts your device.
- **Reset Keyboard Dictionary.** As you type on your iPhone's or iPod touch's keyboard, word suggestions occasionally crop up. This feature is really handy when the device guesses the word you're trying to type. If the word is correct, just tap the spacebar, and the word appears complete onscreen. But if the device always guesses particular words incorrectly—your last name, for example—you can correct it by

tapping the suggestion and continuing to type. The dictionary will learn that word.

When you tap Reset Keyboard Dictionary, the dictionary returns to its original state, and your additions are erased. Your device doesn't restart, however.

- **Reset Home Screen Layout.** You can move icons on the Home screen around by tapping and holding them until they wiggle, at which point you can move them to another position on that screen or move them to a new screen by dragging them to the right or left edge of the iPhone's or iPod's display. When you invoke this command, the icons on the Home screen return to their default locations, and third-party apps are arranged in alphabetical order.
- **Reset Location Warnings.** An iOS device warns you when an app wants to use the device's Location Services feature. After you OK the warning a second time for a particular app, the iPhone or iPod touch no longer issues the warning for that app. To reset the device so that it starts asking again, invoke this command.

And more

The iPhone and iPod touch includes many more Settings screens—even if you don't count the settings that appear when you install additional apps. Because these settings are tied to specific iPhone or iPod touch functions, I discuss them in the chapters devoted to those subjects.