

Teach Yourself
VISUALLY™

Covers
iPhone 11,
11 Pro Max,
& 11 Pro

iPhone® 11

The Fast and Easy Way to Learn

Fifth Edition



Guy Hart-Davis

Visual
A Wiley Brand



iPhone® 11, 11 Pro, and 11 Pro Max

by Guy Hart-Davis

Teach Yourself VISUALLY™ iPhone® 11, 11 Pro, and 11 Pro Max

Published by

John Wiley & Sons, Inc.

9200 Keystone Crossing, Suite 800

Indianapolis, IN 46240

www.wiley.com

Published simultaneously in Canada

Copyright © 2020 by John Wiley & Sons, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, 201-748-6011, fax 201-748-6008, or online at www.wiley.com/go/permissions.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2020930144

ISBN: 978-1-119-68388-9

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, the Wiley logo, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. iPhone is a registered trademark of Apple, Inc. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book. *Teach Yourself VISUALLY iPhone 11, 11 Pro, and 11 Pro Max* is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple, Inc.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993 or fax 317-572-4002.

For technical support please visit <https://hub.wiley.com/community/support>.

About the Author

Guy Hart-Davis is the author of more than 150 computer books, including *Teach Yourself VISUALLY MacBook Pro and MacBook Air*, *Teach Yourself VISUALLY iPad*, and *Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition*.

Author's Acknowledgments

My thanks go to the many people who turned my manuscript into the highly graphical book you are holding. In particular, I thank Devon Lewis for asking me to write the book; Lynn Northrup for keeping me on track; Kim Cofer for skillfully editing the text; Doug Holland for reviewing the book for technical accuracy and contributing helpful suggestions; and SPi Global for laying out the book.



How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Organize Your E-Mail Messages by Threads

Setting Up Communications

CHAPTER
4

The Mail app gives you two ways to view e-mail messages. You can view the messages as a simple list, or you can view them with related messages organized into *threads*, which are sometimes called *conversations*.

Having Mail display your messages as threads can help you navigate your Inbox quickly and find related messages easily. You may find threading useful if you tend to have long e-mail conversations, because threading reduces the number of messages you see at once.

Organize Your E-Mail Messages by Threads

Set Mail to Organize Your Messages by Thread

1 Swipe up from the bottom of the screen.

The Home screen appears.

2 Tap **Settings**.

The Settings screen appears.

3 Tap **Mail**.

The Mail screen appears.

4 Set the **Organize by Thread** switch to On.

5 Set the **Collapse Read Messages** switch to On if you want Mail to save space by collapsing messages you have read.

6 Set the **Most Recent Message on Top** switch to On if you want Mail to show all its messages, even if you have moved some to other mailboxes. This option is often helpful for keeping up with your messages.

7 Set the **Complete Threads** switch to On if you want each thread to show all its messages, even if you have moved some to other mailboxes. This option is usually helpful.

8 Tap **Muted Thread Action** to display the Muted Thread Action screen, and then tap **Mark as Read** or **Delete** to specify which action Mail should take when you mute a thread.



Read Messages Organized into Threads

1 Swipe up from the bottom of the screen.

The Home screen appears.

2 Tap **Mail**.

The Mailboxes screen appears.

Note: If Mail displays the contents of a mailbox, tap **Back** to return to the Mailboxes screen.

3 Tap the mailbox you want to open.

The Inbox for the account appears.

The Expand Thread icon on the right, a chevron in a circle, indicates a thread.

4 Tap **Expand Thread** to change to.

The thread expands, showing the messages it contains from other people.

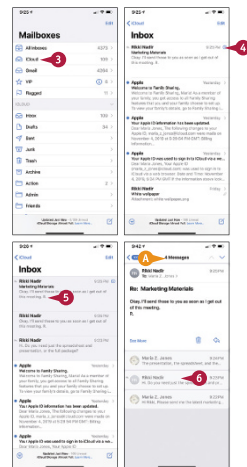
You can get an overview of the thread's contents.

5 Tap the message you want to view.

The thread opens.

6 The bar at the top of the screen shows the number of messages in the thread.

7 Tap the message you want to display.



TIP

Is there a quick way to enter my name and information at the end of a message?

Yes. You can create one or more e-mail signatures, which are sections of predefined text that Mail can insert at the end of messages. From the Home screen, tap **Settings**, and then tap **Mail**. Scroll down to the Composing section and tap **Signature** to display the Signature screen. Tap **All Accounts** to use the same signature for each account, or tap **Per Account** to use a different signature for each account. Then type the text to use for the signature or signatures.

Table of Contents

Chapter 1

Getting Started with Your iPhone

Identify and Compare the iPhone Models.....	4
Understanding iPhone 11 Controls.....	8
Install and Set Up iTunes on Windows.....	10
Set Up and Activate Your iPhone.....	12
Set Up Your iPhone Using Finder or iTunes	16
Choose Which Items to Sync from Your Computer.....	18
Explore the Interface and Launch Apps	22
Using Cover Sheet and Today View.....	24
Using Control Center	26



Chapter 2

Personalizing Your iPhone

Find the Settings You Need	30
Choose Which iCloud Items to Sync	32
Choose Which Apps Can Give Notifications.....	34
Choose Sounds and Haptics Settings.....	36
Set Appearance, Brightness, and Wallpapers	38
Configure Night Shift and Display Zoom	40
Choose Privacy and Location Settings	42
Configure and Use Search.....	44
Choose Locking and Control Center Settings.....	46
Set Up and Use Do Not Disturb Mode	48
Customize Today View.....	50
Secure Your iPhone with Face ID and a Passcode	52
Configure Screen Time and Restrictions	54



Set Up Family Sharing and Add Members 56

Choose Date, Time, and International Settings 58

Chapter 3

Using Voice, Accessibility, and Continuity

Give Commands with Siri..... 62

Dictate Text Using Siri..... 64

Gather and Share Information with Siri 66

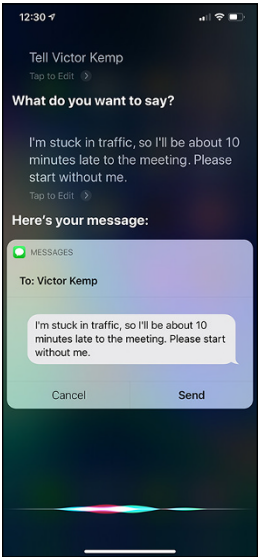
Configure Siri to Work Your Way 68

Set Up VoiceOver to Identify Items On-Screen 70

Configure Other Accessibility Features..... 72

Using Your iPhone with Your Mac 78

Using Your iPhone with Apple Watch 80



Chapter 4

Setting Up Communications

Set Up Your Mail Accounts 84

Control How Your E-Mail Appears..... 86

Organize Your E-Mail Messages by Threads 88

Set Your Default E-Mail Account..... 90

Control How Your Contacts Appear..... 91

Browse or Search for Contacts..... 92

Create a New Contact 94

Import Contacts from a SIM Card..... 96

Choose Default Alert Options for Calendar Events..... 97

Set Up and Use Wallet and Apple Pay..... 98

Set Up and Use eSIMs..... 100

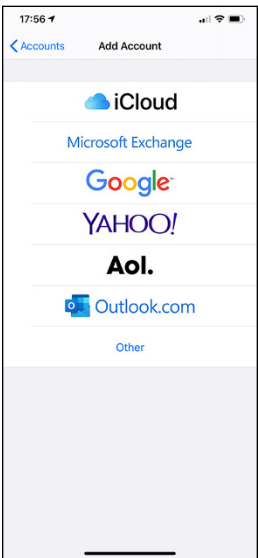


Table of Contents

Chapter 5 Making Calls and Messaging

Make Phone Calls and FaceTime Audio Calls 104

Using a Wireless Headset or Car System 106

Mute a Call or Put a Call on Hold 107

Make a Conference Call 108

Make Video Calls Using FaceTime 110

Save Time with Call Favorites and Recents 112

Send Text and Multimedia Messages 114

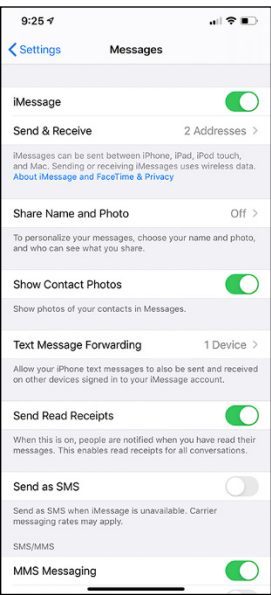
Using Emoji and iMessage Features 116

Manage Your Instant Messages 118

Choose Settings for Messages 120

Block and Unblock Senders 122

Set Up and Use the Emergency SOS Feature 124



Chapter 6 Networking and Social Networking

Using Airplane Mode 128

Monitor Your Cellular Network Usage 129

Control Cellular Data and Background Refresh 130

Connect Your iPhone to a Different Carrier 132

Turn Data Roaming On or Off 133

Connect Bluetooth Devices to Your iPhone 134

Share Items via AirDrop 136

Share Internet Access via Personal Hotspot 138

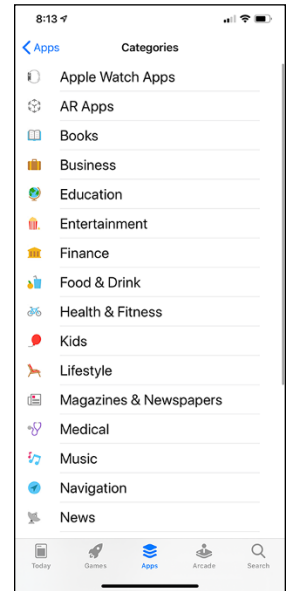
Connect to Wi-Fi Networks and Hotspots 140

Set Up and Enjoy Social Networking 142



Chapter 7 Working with Apps

Customize the Home Screen.....	146
Organize Apps with Folders	148
Switch Quickly from One App to Another	150
Find Apps on the App Store.....	152
Update and Remove Apps.....	154
Type, Cut, Copy, and Paste Text	156
Format and Replace Text.....	158



Chapter 8 Browsing the Web and E-Mailing

Browse the Web with Safari	162
Access Websites Quickly with Bookmarks	164
Create Bookmarks	166
Keep a Reading List of Web Pages	168
Navigate Among Open Web Pages Using Tabs	170
Tighten Up Safari's Security.....	172
Manage Your App and Website Passwords	174
Using the Sign In with Apple Feature.....	176
Read E-Mail.....	178
Reply To or Forward an E-Mail Message.....	180
Organize Your Messages in Mailbox Folders	182
Write and Send E-Mail Messages	184

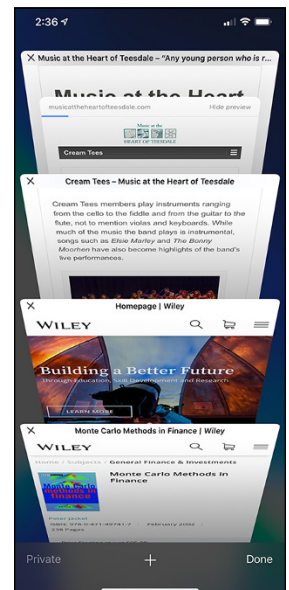


Table of Contents

Chapter 9

Keeping Your Life Organized

Browse Existing Events in Your Calendars	188
Create New Events in Your Calendars	190
Work with Calendar Invitations	192
Track Your Commitments with Reminders	194
Keep Essential Documents at Hand with Wallet	198
Find Your Location with Maps	200
Find Directions with Maps	202
Explore with 3D Flyover	204
Using Maps' Favorites and Contacts	206
Take Notes	208
Using Stocks, Weather, and Clock	210
Using the Health App	212
Manage Files with the Files App	214
Understanding Shortcuts and Automation	218
Create a Custom Shortcut	220
Get Your Bearings with Compass	222
Measure with the Measure App	223



Chapter 10

Enjoying Music, Videos, and Books

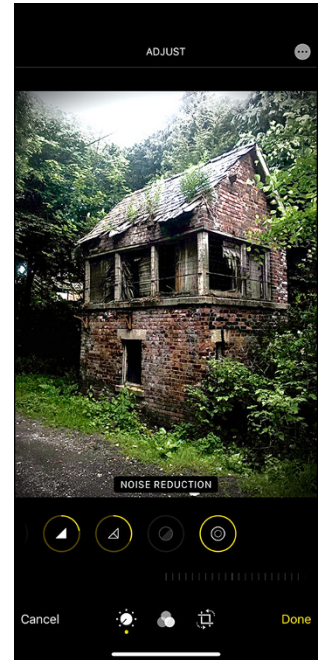
Navigate the Music App and Set Preferences	226
Play Music Using the Music App	228
Play Videos Using the TV App	230
Play Music and Videos Using AirPlay	232
Create a Music Playlist and Add Songs	234
Listen to Apple Music Radio	236
Read Digital Books with the Books App	238



Chapter 11

Working with Photos and Video

Take Photos with the Camera App.....	242
Take Live, Timed, and Different-Aspect Photos	244
Using Portrait Mode	246
Apply Filters to Your Photos	248
Edit Your Photos.....	250
Capture Video.....	254
Browse Photos Using Years, Months, and Days.....	256
Browse Photos Using Memories	258
Browse Photos Using the Map.....	259
Browse Photos Using Shared Albums.....	260
Browse Photos Using Albums.....	262
Share Photos Using iCloud Photos	264
Share Your Shared Albums.....	266
Share and Use Your Photos and Videos.....	268
Play Slide Shows of Photos.....	270

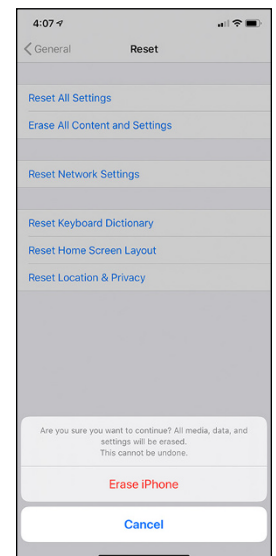


Chapter 12

Advanced Features and Troubleshooting

Take Screenshots or Screen Recordings.....	274
Connect to a Network via VPN.....	276
Connect Your iPhone to Exchange Server	278
Update Your iPhone's Software.....	280
Extend Your iPhone's Runtime on the Battery.....	282
Back Up and Restore Using Your Computer.....	284
Back Up and Restore Using iCloud	286
Reset Your iPhone's Settings.....	288
Troubleshoot Wi-Fi Connections	290
Locate Your iPhone with Find My iPhone	292
Manage Your Apple ID	296

Index.....	298
-------------------	------------



CHAPTER 1

Getting Started with Your iPhone

In this chapter, you set up your iPhone to work with your computer or iCloud. You choose items to sync and learn to use the iPhone interface.



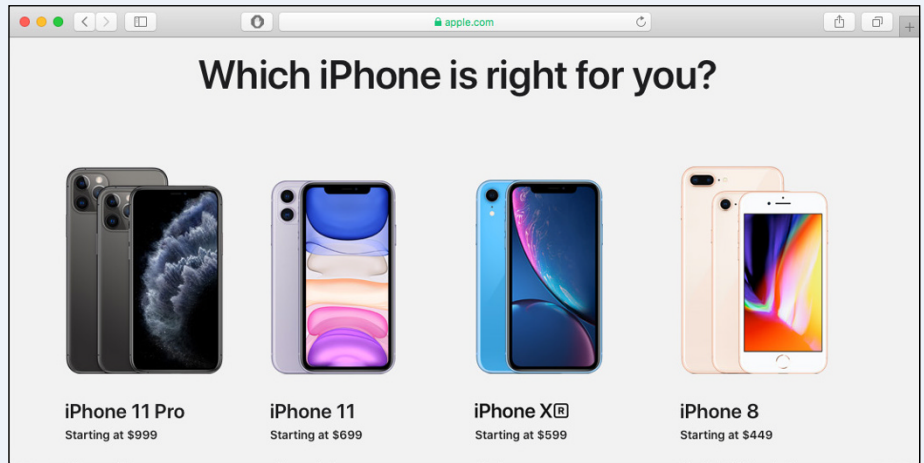
Identify and Compare the iPhone Models	4
Understanding iPhone 11 Controls	8
Install and Set Up iTunes on Windows.	10
Set Up and Activate Your iPhone	12
Set Up Your iPhone Using Finder or iTunes	16
Choose Which Items to Sync from Your Computer	18
Explore the Interface and Launch Apps	22
Using Cover Sheet and Today View	24
Using Control Center	26

Identify and Compare the iPhone Models

The iPhone is a series of hugely popular smartphones designed by Apple. As of this writing, Apple sells six iPhone models that differ in size, power, features, and price. This section explains the six models, their common features, and their differences to enable you to distinguish them and choose among them.

Understanding the Six iPhone Models

As of this writing, Apple sells six iPhone models. Three models are in the iPhone 11 family, which Apple introduced in 2019. The base model in this family is called simply iPhone 11. The other two models are in the Pro line, and have different sizes. The iPhone 11 Pro is the smaller of the two, and the iPhone 11 Pro Max is the larger.



- **iPhone 11 Pro Max.** The Pro Max has the largest screen of the iPhone models — a 6.5-inch OLED screen with 2688×1242-pixel resolution. OLED is the acronym for organic light-emitting diode; these screens are considered top of the range and have a wide viewing angle.
- **iPhone 11 Pro.** The Pro has a 5.8-inch OLED screen with 2436×1125-pixel resolution.
- **iPhone 11.** The iPhone 11 has a 6.1-inch screen with 1792×828-pixel resolution.

These models have a design featuring thin bezels, rounded screen corners, and a “notch” cutout at the middle of the top edge of the screen. The notch contains the front camera and various sensors for features such as Face ID face recognition.

Apple currently continues to sell three iPhones from its previous two generations. The following list explains the models available:

- **iPhone XR.** Introduced in 2018, the iPhone XR has a 6.1-inch screen with 1792×828-pixel resolution. The iPhone XR is similar in size and design to the iPhone 11 — including the thin bezels, round corners, and notch — but contains slightly less powerful hardware and less memory.
- **iPhone 8 and iPhone 8 Plus.** Introduced in 2017, these two models are similar, but the iPhone 8 Plus is physically larger than the iPhone 8. These two iPhones have an older design. There are two primary visual differences between this design and the newer models listed previously. First, these models have thicker bezels and no notch at the top of the screen. Second, below the screen is the Home button, a round button used for navigation and for the Touch ID fingerprint-recognition authentication system.

Understanding the Common Features of the iPhone Models

Each iPhone comes with the Apple EarPods headset, which incorporates a remote control and a microphone, and connects via the Lightning connector at the bottom of the iPhone. None of these iPhone models has a headphone jack; you can connect headphones either wirelessly via Bluetooth or by using an adapter dongle such as Apple's Lightning to 3.5mm Headphone Jack Adapter. Using Apple's headphone adapter prevents you from charging the iPhone via the Lightning port, although you can still charge it wirelessly; you may prefer a third-party adapter that includes a power pass-through.

Each iPhone includes a USB power adapter and a Lightning-to-USB cable. Each iPhone also features wireless charging, which you may find easier and more convenient than using a cable. You will need to get a wireless charger separately.

Each iPhone uses a nano-SIM card to connect to cellular networks but can also use one or more eSIMs, virtual SIM cards that you add electronically.

Each iPhone runs iOS 13, the latest operating system from Apple, which comes with a suite of built-in apps, such as the Safari web browser and the Mail e-mail app. If you buy an older iPhone model, you may need to upgrade it to iOS 13, but this is easy to do.

The iPhone 11 Pro models come in four colors: silver, space gray, gold, and midnight green.

The iPhone 11 models come in six colors: black, white, purple, green, yellow, and (PRODUCT)RED.

The iPhone XR comes in six colors: black, white, blue, coral, yellow, and (PRODUCT)RED.

The iPhone 8 models come in three colors: silver, space gray, and gold.

The iPhone 11 Pro models have triple 12-megapixel cameras on the back and a front-facing 12-megapixel camera with depth-sensing features that enable the Face ID authentication and unlocking system.

The iPhone 11 has dual 12-megapixel cameras on the back. On the front, the iPhone 11 also has a 12-megapixel camera with depth-sensing features for Face ID.

The iPhone XR has a single 12-megapixel camera on the back and a 7-megapixel camera with depth-sensing features on the front.

The iPhone 8 models have a 12-megapixel main camera on the back and a 7-megapixel camera on the front. The iPhone 8 Plus also includes a second camera unit to enable optical zoom and other features. Each iPhone 8 model has a Touch ID fingerprint reader integrated in the Home button.

continued ►

Identify and Compare the iPhone Models (continued)

Apart from physical size and key features, you should consider the storage capacity of the iPhone model you are thinking of buying. Having more storage enables you to install more apps and carry more music, movies, and other files with you. Having plenty of storage is especially important for shooting videos with your iPhone.

Compare the iPhone 11 Models with the Earlier iPhone Models

The iPhone 11 models offer a substantial upgrade over the iPhone XR, the iPhone 8, and the iPhone 8 Plus. The three biggest differences are that the iPhone 11 models have faster processors, better screens, and improved cameras.

On the processor front, the iPhone 11 models have the A13 Bionic chip with third-generation Neural Engine, the iPhone XR has the A12 Bionic chip with second-generation Neural Engine, and the iPhone 8 models have the A11 Bionic chip with Neural Engine. The nomenclature is fair gibberish, but the newer chips and engines are faster and so deliver better performance.

As for screens, the iPhone 11 Pro models have the Super Retina XDR display with HDR and True Tone, the iPhone 11 and iPhone XR have the Liquid Retina HD display with True Tone, and the iPhone 8 models have the Retina HD display with True Tone. Briefly, Super Retina is better than Liquid Retina, which in turn is better than Retina. XDR stands for Extreme Dynamic Range, which gives greater brightness and more natural-looking colors than HDR, which stands for High Dynamic Range. The True Tone feature enables the iPhone to adjust its display colors to match the ambient lighting it detects, making colors appear more consistent in different lighting conditions.

On rear cameras, the iPhone Pro models have triple 12-megapixel cameras: one camera has an ultra-wide-angle lens, the second has a wide-angle lens, and the third has a telephoto lens. The iPhone 11 has dual 12-megapixel cameras, one ultra-wide-angle and the other wide-angle. The iPhone 8 Plus has dual 12-megapixel cameras, one wide-angle and the other telephoto. The iPhone XR and iPhone 8 each have a single 12-megapixel camera.

On front cameras, there is less variation: the iPhone 11 models have a 12-megapixel camera that can shoot video at 4K resolution and 60 frames per second, whereas the iPhone XR and the iPhone 8 models have a 7-megapixel camera that can shoot video at the lower 1080p resolution, also at 60 frames per second.

The iPhone 11 models also have somewhat increased water resistance, but while any improvement is welcome, it may not be relevant to you. In practical terms, the improvements mean the iPhone 8 models should survive 30 minutes in the shallow end of a swimming pool, the iPhone 11 should manage 30-minute immersion in the deep end, and the iPhone 11 Pro models should have no trouble with half an hour in the diving section.

Evaluate iPhone Storage Capacity

The iPhone models are available with different amounts of storage capacity. The following table shows the capacities with sample amounts of contents to give you some idea of what the amounts mean in real terms.

The iPhone 11 Pro models come in 64GB, 256GB, and 512GB capacities.

The iPhone 11 comes in 64GB, 128GB, and 256GB capacities.

The iPhone XR and the iPhone 8 models come in 64GB and 128GB capacities.

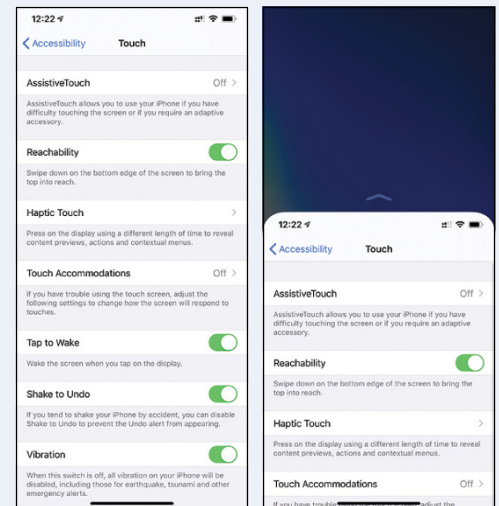
Higher capacities command substantially higher prices, so you must decide how much you are prepared to spend. Generally speaking, higher-capacity devices get more use in the long run and are worth the extra cost.

Capacity	Songs	Photos	Video
64GB	5,000	4,000	10 hours
128GB	10,000	8,000	20 hours
256GB	20,000	16,000	40 hours
512GB	40,000	32,000	80 hours

Understanding the Reachability Feature

iOS includes a feature called Reachability to help you use your iPhone with one hand when necessary. With the Reachability feature enabled, swipe down on the bottom edge of the screen to slide the screen down so that you can easily reach the top of it. On the iPhone 8 models, you double-tap **Home** — double-tap rather than double-press — to slide the screen down. After you give a command, the screen slides back up again; if you decide not to give a command, tap **Restore** (↩) to slide the screen back up; on an iPhone 8 model, double-tap **Home** again.

To enable Reachability, first tap **Settings** (⚙️), tap **Accessibility** (♿️), and then tap **Touch** (👉). Near the top of the Touch screen, set the **Reachability** switch to On (🟢).



Understanding the Live Photos Feature

All of the current iPhone models include a feature called Live Photos that enables you to capture short sections of video before and after a still photo. After capturing the Live Photo, you can make the video segments play by tapping and holding the photo.

You can view your Live Photos on other Apple devices, such as your iPad or your Mac. You can also use a Live Photo as the wallpaper for your iPhone's lock screen.

Understanding iPhone 11 Controls

With the touchscreen used for most actions, the iPhone 11 has only four other hardware controls: the Side button in the middle of the right side; the Ringer On/Off switch at the top of the left side; and the Volume Up button and Volume Down button, below the Ringer On/Off switch. This section illustrates and explains these controls, plus the methods for unlocking the iPhone and locking it again.

Identify the Hardware Controls

The right side of the iPhone has only one control, a button called the Side button. The Side button has multiple functions on its own and in combination with the Volume Up button and the Volume Down button. The remainder of this section explains how to use the Side button.

The left side of the iPhone has three controls:

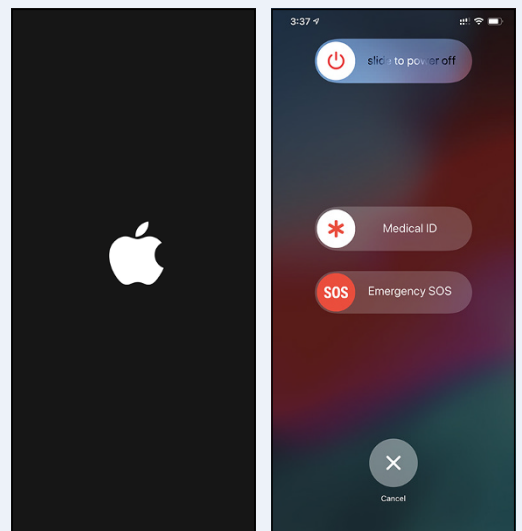
- The Ringer On/Off switch turns the ringer on and off. Move the switch toward the rear of the iPhone, exposing an orange background, to turn the ringer off. Move the switch to the front again to turn the ringer back on.
- The Volume Up button and Volume Down button enable you to control the volume quickly without having to use the touchscreen. These buttons also work in combination with the Side button for other actions.



Turn Your iPhone On and Off

To turn on your iPhone when it is powered off, press and hold **Side** until the Apple logo appears on-screen, then release the Side button. Your iPhone continues to start, and then the lock screen appears.

To turn off your iPhone, press and hold **Side** and either **Volume Up** or **Volume Down** until the Power Off screen appears, then swipe **slide to power off** (🔌) to the right.



Unlock and Lock Your iPhone

To unlock your iPhone, hold it so the front cameras can scan your face. The iPhone unlocks (🔒 changes to 📱) and the *Swipe up to open* prompt appears at the bottom of the screen. Swipe up from the bottom of the screen. The iPhone unlocks, and you can start using it.

To lock your iPhone and put it to sleep, press **Side** once. Depending on how the iPhone is configured, the iPhone may also go to sleep automatically after a period of inactivity.



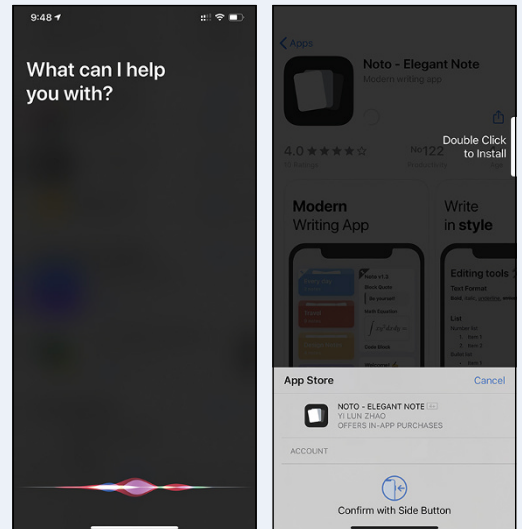
Use Sleep and Wake, Siri, App Store, and Apple Pay

When the iPhone is awake, press **Side** once to put it to sleep. When the iPhone is asleep, press **Side** once to wake it.

At any time, press and hold **Side** to activate Siri, which plays a tone and displays a text prompt asking what you want.

When installing an app from the App Store, double-click **Side** to authenticate yourself via Face ID and continue installing the app.

When making a purchase via Apple Pay, double-click **Side** to authenticate yourself via Face ID and confirm the purchase.



Force the iPhone to Restart

If the iPhone becomes unresponsive, a software problem may have occurred. Wait for a minute or two to see if iOS can resolve the problem.

If the iPhone remains unresponsive, you will need to restart it. Press and hold **Side** and **Volume Down** for several seconds. When the screen turns off, release the buttons. The iPhone then restarts, and the Apple logo appears on-screen.

Install and Set Up iTunes on Windows

To sync your iPhone with your Windows PC, you use the iTunes app, which Apple makes available for free. For Windows 10, the current version of Windows, you download iTunes from the Microsoft Store and install it on your PC.

If you do not have a computer, or you do not want to sync your iPhone with your computer, you can set up and sync your iPhone using Apple's iCloud service. See the section "Set Up and Activate Your iPhone," later in this chapter.

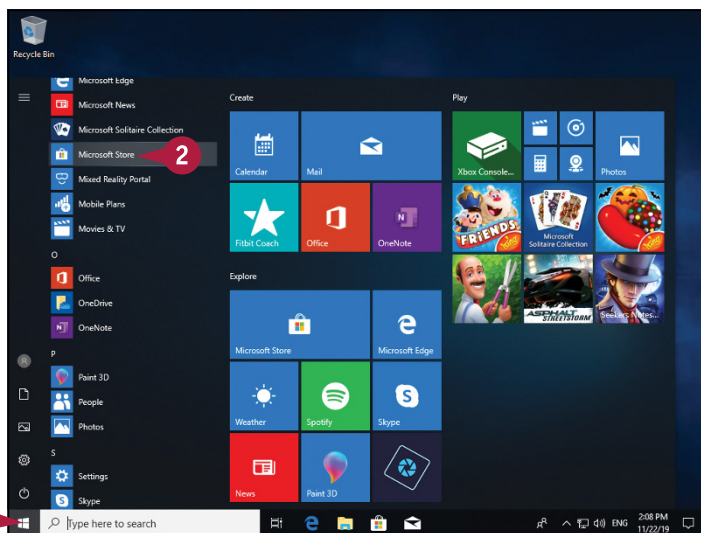
Install and Set Up iTunes on Windows

- 1 Click **Start** ().

The Start menu opens.

- 2 Click **Microsoft Store** ().

Note: You can also download iTunes from the Apple website, <https://www.apple.com/itunes/>.



The Microsoft Store app opens.

- 3 Click **Search** (Q).

The Search pane opens.

- 4 Type **itunes**.

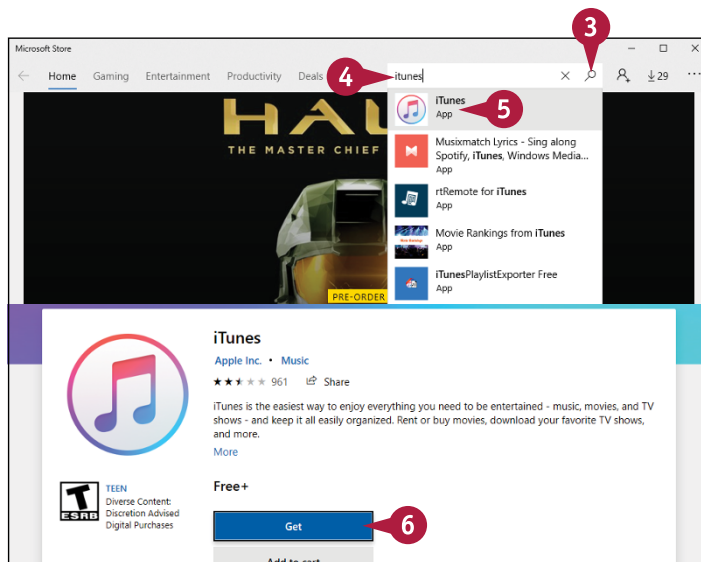
A list of matching results appears.

- 5 Click **iTunes** ().

The iTunes screen appears.

- 6 Click **Get**.

Note: If the Use Across Your Devices dialog box opens, prompting you to sign in with Microsoft and be able to use iTunes on any compatible device, click **Sign In** if you want to do so. Otherwise, click **No Thanks**.



The Microsoft Store app downloads and installs iTunes.

7 Click **Launch**.

Windows launches iTunes.

On first run, the iTunes Software License Agreement dialog box opens.

8 Read the license agreement, or as much as you can bear.

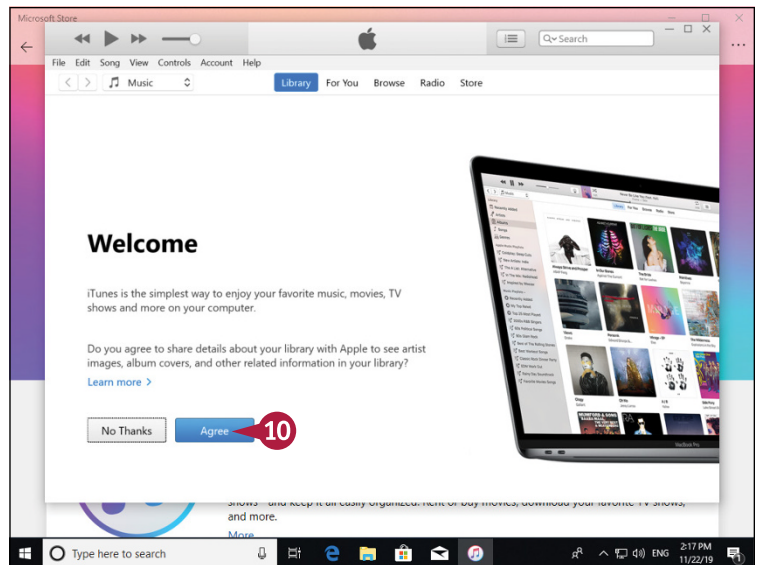
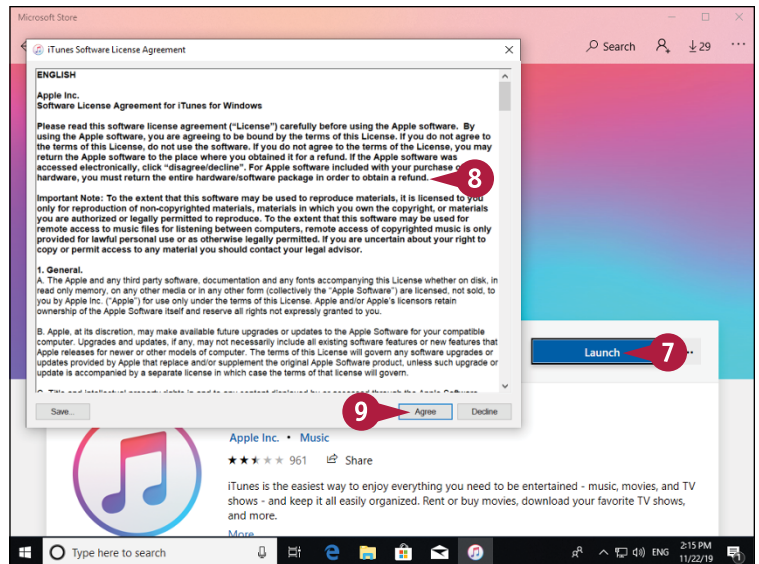
9 Click **Agree** if you want to proceed.

iTunes opens.

Also on first run, the Welcome screen appears, asking if you agree to share details about your library with Apple in order to get artist images, album covers, and other information.

10 Click **Agree** or **No Thanks**, as appropriate.

iTunes opens.



TIP

Can I use other apps to manage my iPhone on my Windows PC?

Yes — various third-party apps are available for managing iPhones, iPads, and the iPod touch on Windows PCs. Some are free apps; others are pay apps.

As a starting point, you might try the iMazing app from www.imazing.com. This app has extensive features for backing up, restoring, and managing iPhones and other devices. Begin with the trial version, which enables you to test the app for free.

Set Up and Activate Your iPhone

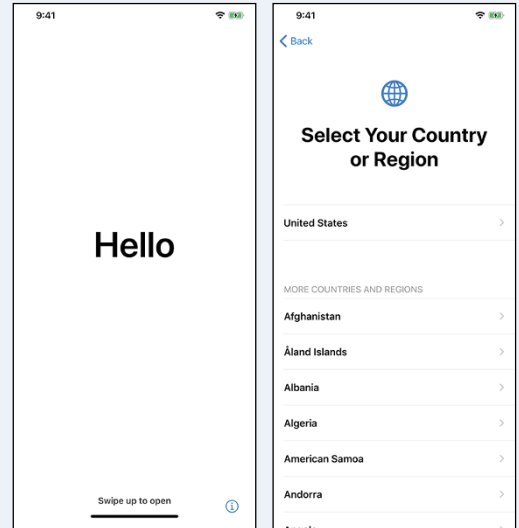
Before you can use your iPhone, you must set it up and activate it. First, you choose your language and specify your country or region. You can then either use the Quick Start feature, if you have an iPhone or iPad running iOS 11 or a later version, or continue setup manually. Assuming you continue manually, you connect the iPhone to the Internet through either a Wi-Fi network or the cellular network, choose whether to use Touch ID fingerprint unlocking, and choose a passcode.

Power On Your iPhone

First, power on your iPhone by pressing and holding **Side** — the button on the right side of the iPhone — until the Apple logo appears on-screen. The Hello screen then appears.

Swipe up from the bottom of the screen to start setup. The Language screen appears. Tap the language you want to use, such as **English**.

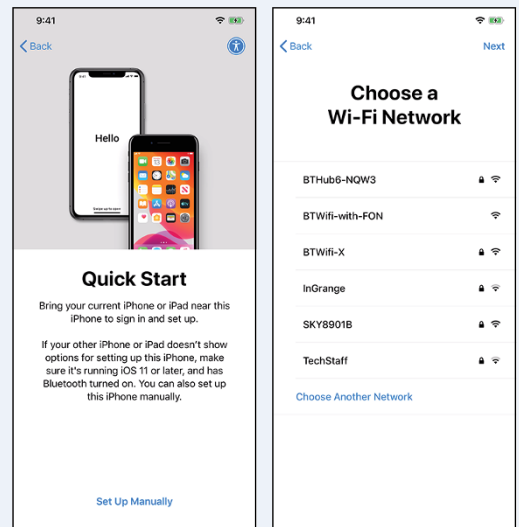
On the Select Your Country or Region screen that appears, tap your country or region.



Chose Quick Start or Manual Setup, and Connect to Wi-Fi

The Quick Start feature lets you set up your iPhone more quickly by sharing settings from an existing iPhone, iPad, or iPod touch running iOS 11 or a later version. If you have such a device, bring it close to the new iPhone and follow the prompts. If not, tap **Set Up Manually**.

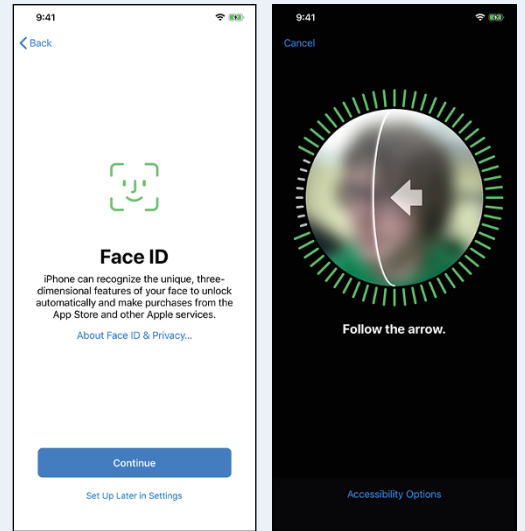
On the Choose a Wi-Fi Network screen, tap the wireless network you want to use; if the Wi-Fi network's name does not appear because the network does not broadcast its name, tap **Choose Another Network**, and then type the network's details. Enter the network password when prompted, and then tap **Join**.



Set Up Face ID

On the Face ID screen, tap **Continue** if you want to set up Face ID now, which is usually the most convenient unlock method; if not, tap **Set Up Later in Settings**. Assuming you proceed, Face ID then walks you through the process of scanning your face twice, either by rotating your head or by moving the iPhone around. If you have difficulty completing Face ID, you can tap **Accessibility Options** at the bottom of the screen, and then tap **Use Partial Circle**.

When Face ID is set up, tap **Continue**.

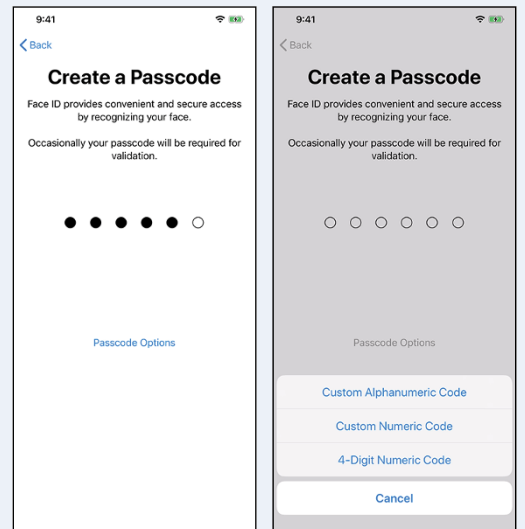


Create a Passcode

After setting up Face ID, you create a passcode for unlocking your iPhone when Face ID does not work or when iOS requires extra security, such as when the iPhone has restarted. On the Create a Passcode screen, tap the keypad to enter a six-digit numeric passcode, and then re-enter the same passcode when prompted.

If you want to create a different type of passcode, tap **Passcode Options**. In the Passcode Options dialog box, tap **Custom Alphanumeric Code**, **Custom Numeric Code**, or **4-Digit Numeric Code**, as needed. A long custom alphanumeric code is most secure; a long custom numeric code can be highly secure; and a four-digit numeric code is inadvisable.

If you enter an easily guessed passcode, such as *111111* or *abcdef*, iOS warns you and suggests you enter a stronger passcode. Tap **Use Anyway** or **Change Passcode**, as needed.



continued ►

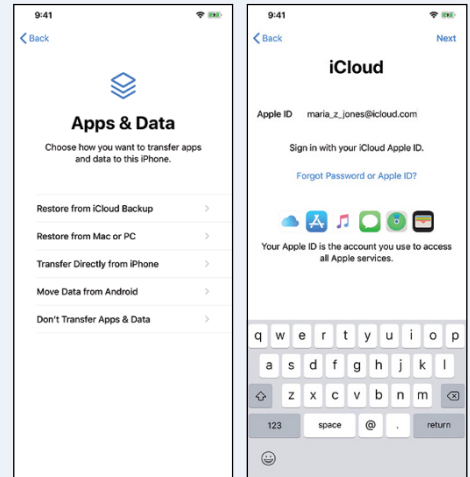
Set Up and Activate Your iPhone (continued)

After setting up Face ID and choosing a passcode, you choose how to complete setting up the iPhone. If you have not used an iOS device before, you can set up the iPhone as a new iPhone. If you have used an iOS device, you can restore an iCloud backup or an iTunes backup of that device to the iPhone. If you have been using an Android device, you can use the Move to iOS app to move data to the iPhone.

Choose How to Set Up Your iPhone

On the Apps & Data screen, you choose between five ways of setting up your iPhone:

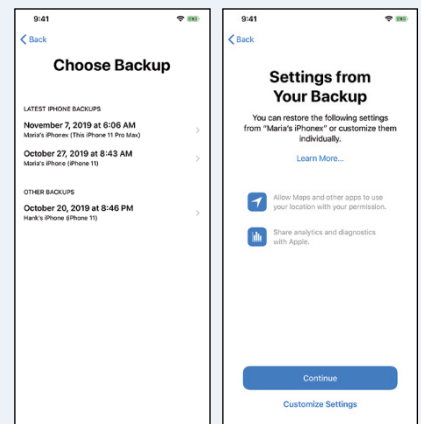
- Tap **Restore from iCloud Backup** if you have a backup of your previous iPhone or another iOS device stored in iCloud. Sign in on the iCloud screen that appears, and then continue with the instructions in the next subsection on this page.
- Tap **Restore from Mac or PC** if you have a backup of your previous iPhone or other iOS device on your computer. See the section “Set Up Your iPhone Using Finder or iTunes,” later in this chapter, for further details.
- Tap **Transfer Directly from iPhone** if you are upgrading iPhones and have your old iPhone at hand. The Quick Start screen appears, and you can connect the iPhones wirelessly by bringing them close together.
- Tap **Move Data from Android** if you are switching from an Android phone or tablet to the iPhone and you want to transfer data from your old device. You will need to install the Move to iOS app on your Android device. You then run the app, connect the iPhone and Android device by using a pairing code, and choose which data to transfer.
- Tap **Don't Transfer Apps & Data** if you want to set up your iPhone from scratch. Follow the prompts to set up the iPhone manually; see the later subsection, “Set Up Your iPhone Manually,” for highlights.



Set Up Your iPhone from an iCloud Backup

Follow the prompts to sign in to iCloud; if you have two-factor authentication enabled, iCloud sends a verification code to your registered device to enable you to authenticate yourself to your new iPhone. On the Terms and Conditions screen, tap **Agree** if you want to proceed.

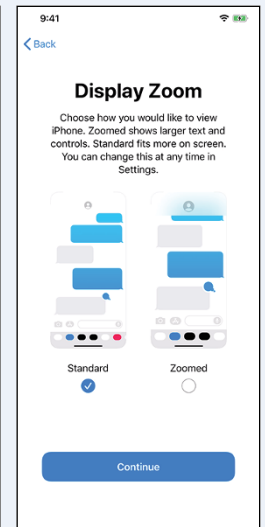
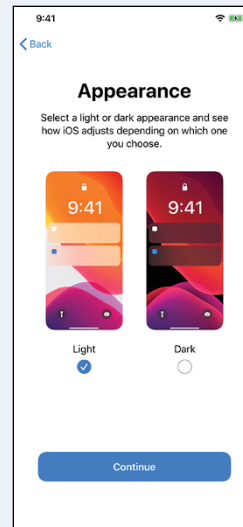
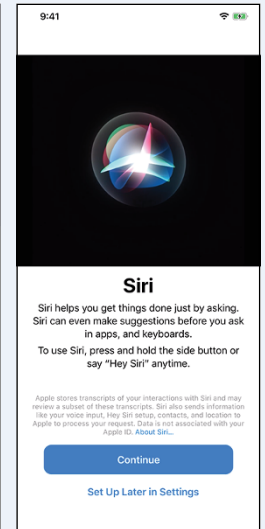
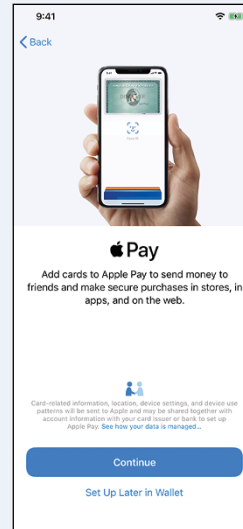
On the Choose Backup screen, tap the backup you want to use. Then, on the Settings from Your Backup screen, review the settings that you can restore or customize, and tap **Continue** or **Customize Settings**, as appropriate.



Set Up Your iPhone Manually

When you choose to set up your iPhone manually, iOS walks you through a long sequence of configuration screens that enable you to customize how the operating system looks and behaves. The following list explains the key items you configure:

- **Apple Pay.** You can set up Apple's payment system on your iPhone, enabling yourself to make electronic transactions easily, including sending payments to your contacts via the Messages app. If you prefer to set up Apple Pay later, tap **Set Up Later in Wallet**.
- **Siri.** You can set up Apple's voice-driven virtual assistant on your iPhone. Siri enables you to give various commands, such as sending an e-mail message or a text message, and asking for a wide variety of information — for example, getting directions in the Maps app or looking up information on WolframAlpha or on the web. If you prefer not to set up Siri now, tap **Set Up Later in Settings**.
- **Appearance.** iOS gives you the choice between a Light appearance and a Dark appearance. During setup, you choose an appearance on the Appearance screen. The appearance you choose controls how much of the iOS interface appears. Tap **Light** (○ changes to ●) or **Dark** (○ changes to ●) to see which you prefer, and then tap **Continue**. You can subsequently change appearance by tapping **Settings** (⚙️) on the Home screen, tapping **Display & Brightness** (AA), and then working on the Display & Brightness screen. Here, you can also set the **Automatic** switch to On (🟢) and specify the schedule — either **Sunset to Sunrise** or **Custom Schedule** — on which you want iOS to switch appearances automatically.
- **Display Zoom.** iOS offers two views, Standard View and Zoomed View. During setup, you choose a view on the Display Zoom screen. Tap **Standard** (○ changes to ●) or **Zoomed** (○ changes to ●) to compare the two views, and tap **Continue** once you have made your choice. You can subsequently change views by tapping **Settings** (⚙️) on the Home screen, tapping **Display & Brightness** (AA), tapping **View** on the Display & Brightness screen, and using the controls on the Display Zoom screen.



Set Up Your iPhone Using Finder or iTunes

If you want to manage your iPhone from your Mac, you can set it up using Finder on macOS Catalina or iTunes on an earlier version of macOS. If you want to manage your iPhone from your Windows PC, you can set it up using iTunes. You can either restore a backup to the device or set up the iPhone from scratch using Finder or iTunes. This example shows macOS Catalina.

When setting up your iPhone for the first time, you can restore it from a backup of another iPhone — for example, your previous iPhone. If you have already set up this iPhone, you can restore it from its own backup.

Set Up Your iPhone Using Finder or iTunes

1 Begin setup as explained in the section “Set Up and Activate Your iPhone,” earlier in this chapter.

2 On the Apps & Data screen, tap **Restore from Mac or PC**.

The Connect to Computer screen appears.

3 Connect your iPhone to your computer via the USB cable.

The Connected to Computer screen appears on your iPhone.

A On macOS Catalina, click **Finder** (🔍) on the Dock to open a Finder window if one does not open automatically showing the iPhone’s management screens, then click the iPhone.

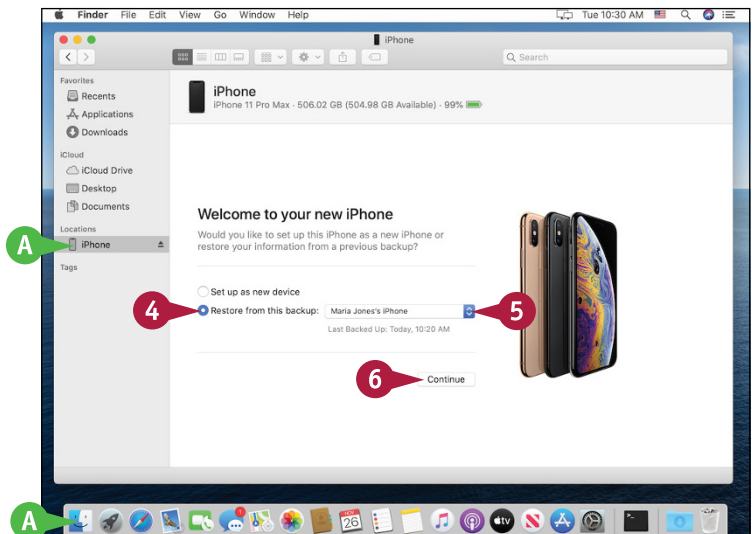
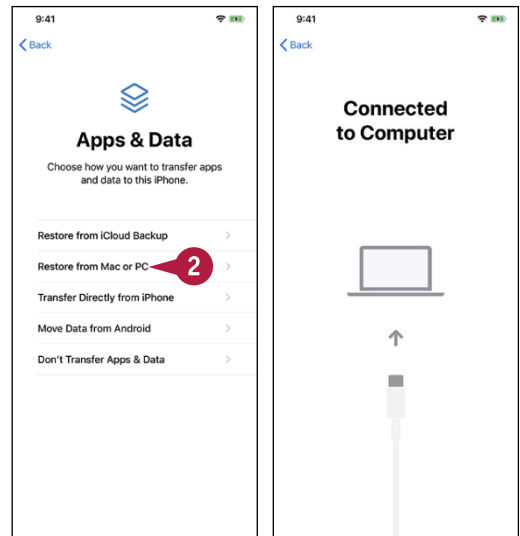
On your computer, a Finder window opens or iTunes opens or becomes active.

The Welcome to Your New iPhone screen appears.

4 Make sure the **Restore from this backup** radio button is selected (●).

5 Click the pop-up menu button (▾) and select the appropriate iPhone from the menu.

6 Click **Continue**.

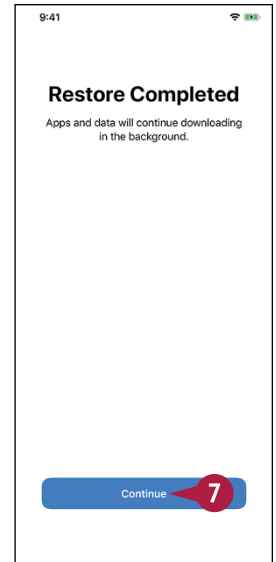


iTunes restores your iPhone from the backup.

When the restore is complete, your iPhone restarts.

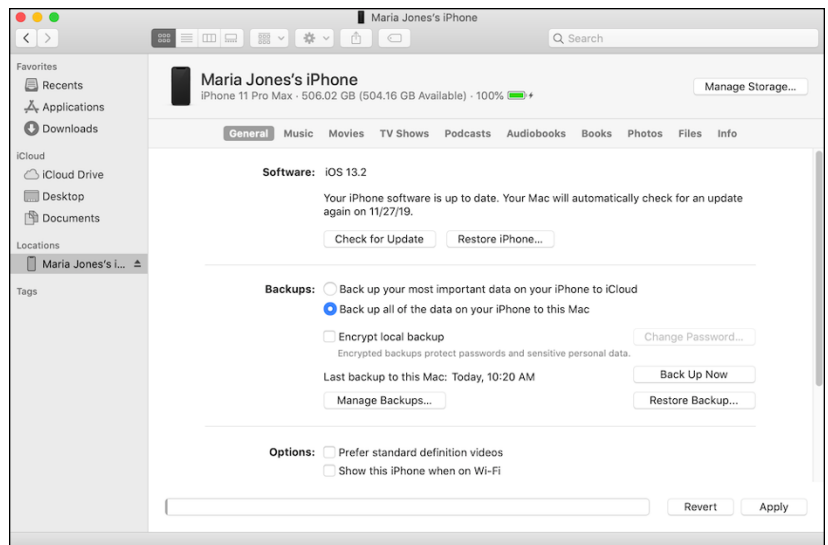
The Restore Completed screen appears on the iPhone.

7 Tap **Continue**.



Your iPhone's control screens appear in the Finder window or iTunes window.

You can now choose sync settings for the iPhone as explained in the next section, "Choose Which Items to Sync from Your Computer."



TIP

How do I set up my iPhone from scratch using Finder or iTunes?

On the Apps & Data screen, tap **Restore from Mac or PC**, and then connect your iPhone to your computer via the USB cable. When the Welcome to Your New iPhone screen appears in Finder or iTunes on your computer, click **Set up as new iPhone** (○ changes to ●). Click **Continue**. On the Sync screen that appears, click **Get Started**. The iPhone's management screens appear, and you can set up synchronization as described in the next section, "Choose Which Items to Sync from Your Computer."

Choose Which Items to Sync from Your Computer

After specifying that you will use Finder or iTunes to sync your iPhone, as explained in the previous section, “Set Up Your iPhone Using Finder or iTunes,” you use the iPhone’s control screens in Finder or iTunes to choose which items to sync. On the General tab in Finder or the Summary tab in iTunes, you can change your iPhone’s name, specify the backup location, and set general options for controlling syncing.

Choose Which Items to Sync from Your Computer

Connect Your iPhone and Choose Options on the General Tab or Summary Tab

- 1 Connect your iPhone to your computer via the USB cable.
 - A On macOS Catalina, click **Finder** (🔍) on the Dock to open a Finder window if one does not open automatically showing the iPhone’s management screens, then click the iPhone.
- On macOS Catalina, a Finder window opens. On earlier macOS versions or on Windows, the iTunes window appears.

Note: If your iPhone’s control screens do not automatically appear in iTunes, click **iPhone** (📱) on the navigation bar at the top of the screen.

- 2 On macOS Catalina, click **General**; on earlier macOS or Windows, click **Summary** in the sidebar on the left.
- 3 To change the iPhone’s name, click the existing name, type the new name, and press **Enter** or **Return**.
- 4 Click a radio button (○ changes to ●) to specify where to back up your iPhone.
- 5 If you choose to back up to this computer, click **Encrypt local backup** or **Encrypt iPhone backup** (□ changes to ☑).

