LEARNING MADE EASY

2024 Edition

iPhone®

for dummies®

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Navigate the features of your smartphone

Make the most of your camera and take high-quality photos

Customize your settings and keep your data secure

Guy Hart-Davis

Author of *macOS® Sonoma™ For Dummies*

iPhone®

2024 Edition

by Guy Hart-Davis

for dummies®
A Wiley Brand

iPhone® For Dummies®, 2024 Edition

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Introduction

Apple's iPhone models are among the best smartphones ever built. Each year, Apple introduces new iPhone models with faster, better, and usually sleeker hardware, together with a new version of the iOS operating system that gives the iPhones their amazing capabilities. Each new version of iOS brings new features, and the iPhone is now versatile enough to be your only computer.

So how do you get the most out of this amazing device? Well, you could muddle along with trial and error — or you could use this book and get up to speed faster and with less effort.

Given that you're reading this, it looks as though you made the right choice.

About This Book

Let's get one thing out of the way right from the get-go: I don't think you're a dummy. In fact, I think you're pretty darn smart for buying a *Dummies* book. That says to me that you have the confidence and intelligence to know what you don't know. The *Dummies* franchise is built around the core notion that most of us feel insecure about topics we're tackling for the first time, especially when those topics have to do with technology.

Apple makes the iPhone and iOS as easy to use as possible — but there's still plenty to learn. Let me give you a couple of examples.

First, every iPhone is beautifully designed and equipped with a bare minimum of controls — so those controls perform multiple duties. For example, on the right side of your iPhone is the side button, which you use to power your iPhone on and off; put it to sleep and wake it again; invoke Siri, your virtual assistant; capture screenshots; summon emergency assistance; and more. That range of actions is mighty impressive, but it means that using the iPhone isn't exactly intuitive. So this book tells you how to take all these actions — and more — clearly and concisely.

Second, and similarly, iOS has grown from a compact operating system with relatively few features into one of the most sophisticated operating systems around with more features than most people could comfortably shake a large stick at. If you enjoy messing with technology, you can squander endless hours exploring iOS, its many dozen apps, and its many hundred settings. If you'd prefer to get things done quickly and easily, use this book instead. I've packed it chock-full with practical tips, time- and grief-saving advice, and fascinating nuggets to propel you to pro-level iPhone usage in next to no time.

What else will you find in this book? Well, *iPhone For Dummies* breaks down complex procedures into numbered step-by-step instructions so you can follow them without breaking a sweat; presents choices using easy-to-browse bullet lists rather than turgid paragraphs; and uses illustrations to show you just what you should be seeing. Where a website might be helpful, the book gives you links that look like this: `www.apple.com`. If you're reading this in the e-book version, links are live so you can click or tap them.

Will you have to plow through a ton of technical information? Honestly, no. The book *does* contain some technical information — how could it not, when talking about the technological marvel that the iPhone is? — but any tech material not strictly vital is clearly marked with a Tech Stuff icon so that you can read it or skip it as you please.

Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. I assume that you want to use iOS, that you want to understand your iPhone and its operating system without digesting an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

So I do my best to explain each new concept fully and clearly. Perhaps that's foolish, but . . . ah, skip it.

Finally, I assume that you can read. If you can't, please ignore this paragraph.

Icons Used in This Book

Little round pictures (icons) appear in the left margin throughout this book. Consider these icons miniature road signs, telling you something extra about the topic at hand or hammering a point home.

Here's what the five icons used in this book look like and what they mean.

TIP

This text contains the juicy morsels, shortcuts, and recommendations to make the task at hand faster or easier.

REMEMBER

This icon emphasizes facts and moves you'll likely benefit from retaining. You might even jot down a note to yourself in the iPhone's Reminders app.

TECHNICAL STUFF

These geeky sections are few and far between. They contain material that's interesting and informative, so you might want to look through them. You can safely ignore them if you want, because they won't be on the test.

WARNING

You wouldn't intentionally run a stop sign, would you? In the same fashion, ignoring warnings may be hazardous to your iPhone and (by extension) your wallet. There, you now know how these warning icons work, for you have just received your very first warning!

NEW

This icon marks a feature that's new in iOS 17 or the latest and greatest iPhones — as of this writing, the iPhone 15 family.

Beyond the Book

For details about significant updates or changes that occur between editions of this book, go to `www.dummies.com`, search for *iPhone For Dummies,* and open the Download tab on this book's dedicated page.

Also, the cheat sheet for this book has tips for mastering multitouch; a list of things you can do during a phone call; info on managing contacts; where to find additional help if your iPhone is acting contrary, and more. To get to the cheat sheet, go to `www.dummies.com` and type *iPhone For Dummies cheat sheet* in the Search box.

Where to Go from Here

Where to turn to next? Why, straight to Chapter 1, of course (without passing Go or collecting $200).

However, if you'd prefer to go straight to a particular topic, turn back a few pages to the table of contents and browse for the topic you want. Or if you want to look up something, head to the index at the end of the book to find which page you need to consult.

1

Up and Running with Your iPhone

IN THIS PART . . .

Set up and activate your iPhone, and then learn to navigate its user interface.

Master essential moves for making your iPhone do your will.

Load media from your computer and sync iCloud data across your iPhone, iPad, and computer.

Change key settings quickly with Control Center and control Siri with your voice.

Explore the Settings app and take full control of your iPhone.

Find the apps you need, install them, and manage them.

IN THIS CHAPTER

- Meeting your iPhone's hardware
- Setting up and activating your iPhone
- Starting to use your iPhone
- Locking and unlocking your iPhone
- Powering down your iPhone

Chapter 1
Setting Up and Navigating Your iPhone

Congratulations on getting an iPhone! You've made a great choice.

In addition to being a first-rate cellular telephone, the iPhone is the best iPod ever built, a gorgeous widescreen video player, and a fantastic camera and camcorder system, not to mention a powerful internet communications device.

This chapter starts by making sure you know your way around your iPhone's hardware. It then shows you how to activate the iPhone and set it up either manually or by picking up settings from your current iPhone or your iPad. You then learn to navigate the iPhone's Home screen pages and dock, lock the iPhone when you're not using it, and power it down for those rare occasions you don't need to keep it running.

Meeting Your iPhone's Hardware

On the outside, the iPhone's hardware is sleek and simple. This section explains what you find on the front, the back, the sides, and the bottom.

On the front

On the front of your iPhone, you find the following (labeled in Figure 1–1):

- **Camera:** The camera on the front of the iPhone is tuned for selfies and FaceTime video calling, so it has just the right field of view and focal length to focus on your face at arm's length, which presents you in the best possible light.
- **Receiver/front microphone:** The iPhone uses the receiver (speaker) and front mic for telephone calls. The receiver naturally sits close to your ear when you hold your iPhone in the "talking on the phone" position; the mic is used for noise cancelling and FaceTime calls.

  If you require privacy during phone calls, use a compatible Apple or third-party headset — wired or wireless — as discussed in Chapter 5.

TIP

- **Status bar:** The status bar displays important information, as you discover later in this chapter.
- **Touchscreen:** The touchscreen dominates the front of the iPhone, enabling you to control the iPhone by gesturing with your fingers and thumbs.
- **Home button and Touch ID sensor (Touch ID models):** No matter what you're doing, you can press the Home button at any time to display the Home screen, which is the screen shown in Figure 1-1. The iPhone's Touch ID sensor uses your fingerprint to unlock the phone and to authenticate you (see Chapter 2).
- **App icons:** Each icon on the Home screen launches an app, such as the Weather app or the Files app.
- **Widgets:** A widget is a sort of mini-app that displays information or enables you to access features. For example, the Music widget in Figure 1-1 shows you current and upcoming songs.

FIGURE 1-1: Touch ID iPhone models (left) have a Home button, whereas Face ID iPhone models do not.

Photo courtesy of Apple, Inc.

On the back

On the back of your iPhone are one to three camera lenses that look like little circles or ovals in the top-left corner. The iPhone also has one or more little LEDs next to the camera lens for use as a flash for still photos, as a floodlight for videos, and as a flashlight that you can turn on or off via Control Center. For more on using the camera and shooting videos, see Chapters 14 and 15, respectively; for more on the flashlight and Control Center, see Chapter 4.

On the sides

Here's what you'll find on the sides on your iPhone (see Figure 1-2):

- **Side button:** This physical button on the right side of the iPhone enables you to take several actions, including powering on your iPhone; putting it to sleep and waking it; and summoning Siri, the virtual assistant.
- **SIM card tray:** If your iPhone model uses a physical SIM card, open this tray, insert the card in it, and then replace the tray. iPhone 14 and iPhone 15 models sold in the US use an e-SIM (a virtual SIM) rather than a physical card. The SIM card tray may be on either the right side or the left side, depending on the iPhone model.

TECHNICAL STUFF

A SIM (Subscriber Identity Module) card is a removable smart card used to identify mobile phones. When you switch phones, you can move the SIM card from your old phone to the new phone, provided the phones use the same SIM card size. Current iPhone models that use a SIM card use the nano-SIM format.

WARNING

nano-SIM cards are tiny, so they're easily lost or damaged. Don't remove yours without good reason. If you do remove the SIM card, put it in a box or an envelope.

- **Ring/silent switch:** This switch on the left side of your iPhone lets you quickly toggle between ring mode and silent mode. When the switch is set to ring mode — the up position, with no orange showing on the switch — your iPhone plays all sounds through the speaker on the bottom. When the switch is set to silent mode — the down position, with orange visible on the switch — your iPhone makes no sound when you receive a call or when an alert pops up on the screen.
- **Action button:** In place of the ring/silent switch, the iPhone 15 Pro models have the action button, which you can customize in the Settings app to take your preferred action, such as activating the Camera app or turning on the flashlight. The action button's default action is to toggle between ring mode and silent mode; long-press the action button until you feel haptic feedback confirming the mode change.

NEW

Silent mode is overridden by alarms you set in the iPhone's Clock app; by music, audiobooks, and other audio you play; and by you auditioning sounds such as ringtones and alert sounds in the Settings app. Also, when you configure a focus, such as Do Not Disturb, you can permit specific apps to interrupt it.

REMEMBER

If your phone is set to ring mode and you want to silence it quickly when it starts ringing, press the side button or either of the volume buttons.

TIP

- **Volume up/down buttons:** Two volume buttons are just below the ring/silent switch or the action button. The upper button increases the volume; the lower one decreases it. You use the volume buttons to raise or lower the loudness of the ringer, alerts, sound effects, songs, and movies. During phone calls, the buttons adjust the voice loudness of the person you're speaking with, regardless of whether you're listening through the receiver, the speakerphone, or a headset.

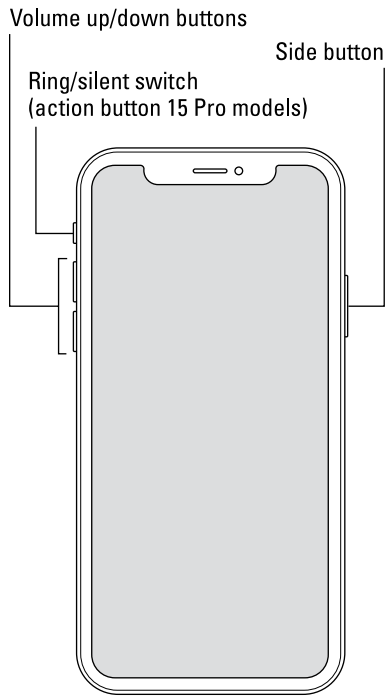

FIGURE 1-2:
Here's what you'll find on the sides of your iPhone.

The iPhone 14 Pro models and all iPhone 15 models have a feature called Dynamic Island, a resizable display element that appears near the top of the screen to provide context-sensitive controls and information, such as playback controls for music, telephony controls for phone calls and FaceTime calls, or map directions for your current journey. Tap an icon in Dynamic Island to go straight to the app for the feature that icon represents.

The iPhone 14 Pro models and the iPhone 15 models also have a new feature called Always-On Display that displays key information, such as notifications and upcoming events, on the Lock screen. On iPhone models without Always-On Display, locking the phone turns the screen off completely.

On the bottom

On the bottom of your iPhone, you find microphones, the Lightning port or USB-C port, and stereo speakers, as shown in Figure 1-3:

- **Microphones:** The built-in microphones let callers hear your voice when you're not using a headset.

  The iPhone sports three or more microphones — the main ones are on the bottom — which work together to suppress unwanted and distracting background sounds on phone calls using dual-mic noise suppression and beam-forming technology. Beam-forming technology may make you smile, but its main purpose is to change the directionality of an array of microphones — in other words, to make them listen in the right direction.

TECHNICAL STUFF

- **Lightning port or USB-C port:** The Lightning port or USB-C port has several purposes:
  - *Recharge your iPhone's battery.* Connect one end of the included charge cable to the iPhone and the other end to a USB power adapter, a USB port on your computer, or a port on a powered USB hub.
  - *Sync your iPhone.* Connect one end of the cable to the port on your iPhone and the other end to a USB port on your Mac or PC.
  - *Connect your iPhone to other devices.* Connect a camera, a television, or an external drive easily. If you have an iPhone 15 model, you can make the connection with a USB-C cable. If you have an earlier iPhone model, you will need a Lightning adapter such as the camera connection kit or one of Apple's A/V adapter cables.
  - *Connect EarPods or a headset.* If you have Apple EarPods with a USB-C connector, you can plug them straight into the USB-C port on an iPhone 15 or later; similarly, you can connect Apple EarPods with a Lightning connector directly to the Lightning port on a Lightning-port iPhone. To use another headset, you may need to get Apple's USB-C-to-3.5mm Headphone Jack Adapter, Lightning-to-3.5mm Headphone Jack Adapter, or a functional equivalent.
- **Stereo speakers:** The speakers are used by the iPhone's built-in speakerphone and for playing audio — music or video soundtracks — when no headset is connected. They also play the ringtone you hear when you receive a call. All current iPhones have stereo speakers.

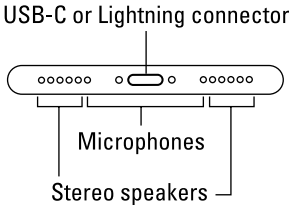

FIGURE 1-3:
On the bottom of your iPhone (some models differ slightly).

Setting Up and Activating Your iPhone

Before you can start using your iPhone, you need to set it up, configuring its operating system (iOS) — the software that makes the iPhone tick — to work the way you want it to. You may also need to activate the iPhone to connect it to Apple's services and to your cellular carrier's service.

If you've already set up and activated your iPhone, skip this section.

Turning on your iPhone

Start by turning on your iPhone. Press and hold the side button, the physical button on the iPhone's right side. When the Apple logo appears on the screen, release the side button and wait until the Hello screen appears. This screen cycles through greetings in an apparently endless range of languages and their native scripts.

On the Hello screen, swipe up from the bottom of the screen on a Face ID iPhone or press the Home button on a Touch ID phone. The setup process begins.

Choosing the language, country or region, and appearance

A series of screens walks you through the first three steps of the setup process:

- **Language:** Choose the language you want your iPhone to use, such as English.
- **Country or Region:** Specify your country or region, such as United States.
- **Appearance:** Drag the slider along the Default–Medium–Large axis to choose the size of text and icons on the screen. Tap the Continue button.

At this point, the Quick Start screen appears, enabling you to finish setup quickly by using your current iPhone or iPad. Read on.

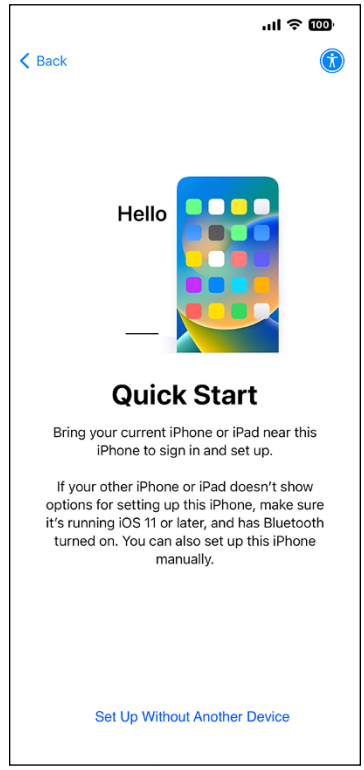

FIGURE 1-4:
From the Quick Start screen, you can swiftly set up your new iPhone using your current iPhone or iPad.

Using Quick Start or continuing setup

If you have an iPhone or iPad set up with your Apple ID, you can use that device to set up your new iPhone quickly. When the Quick Start screen appears (see Figure 1-4), unlock your current device and bring it close to your new iPhone. Your new iPhone then displays a complex pattern on the screen, and the Camera app opens on your other device, showing a target ring. Aim this ring at the pattern to establish the connection

between the devices, and then authenticate yourself on your new iPhone by entering the current device's passcode. Follow the prompts to set up the new iPhone based on the current device. Skip ahead to the section "Starting to Use Your iPhone," later in this chapter.

If you have a current iPhone or iPad to use, or if you want to set up your new iPhone differently, tap the Set Up Without Another Device button, and then follow through the next subsection.

Setting up your iPhone without another device

If you chose to set up your iPhone without another device, work your way through the following screens:

- **Choose a Wi-Fi Network:** Tap the Wi-Fi network you want to use, type the password on the Enter Password screen, and then tap the Join button.

  If you need to use a Wi-Fi network that hides its network name, tap the Choose Another Network button. On the screen that appears, type the network name and then password, and then tap the Join button.

  If no Wi-Fi network is available, tap the Continue Without Wi-Fi button to use a cellular data connection.
- **Activation:** Wait while iOS activates your iPhone over the Wi-Fi connection (or the cellular connection, if you tapped Continue Without Wi-Fi). Activation may take several minutes.
- **Data & Privacy:** Read the information, and then tap the Continue button.
- **Face ID/Touch ID:** On a Face ID iPhone, follow the prompts to scan your face by aiming the recognition circle at your head, and then rotating your head to replace the white marks with green marks (see Figure 1-5).

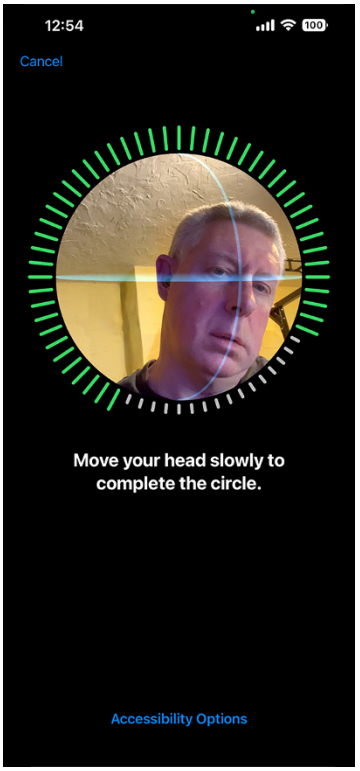

FIGURE 1-5:
Rotate your head to set up Face ID.