How Do I Configure My iPhone?

The iPhone is justly famous for its stylish, curvaceous design and for its slick, effortless touchscreen. However, although good looks and ease of use are important for any smartphone, it's what you do with that phone that's important. The iPhone helps by offering lots of features, but chances are those features aren't set up to suit the way you work. Maybe your most-used Home screen icons aren't at the top of the screen where they should be, or perhaps your iPhone goes to sleep too soon. This chapter shows you how to configure your iPhone to solve these and many other annoyances so the phone works the way you do.

Customizing the Home Screen to Suit Your Style

The Home screen is your starting point for all things iPhone, and what could be simpler? Just tap the icon you want and the app loads lickety-split. Ah, but things are never so simple, are they? In fact, there are a couple of hairs in the Home screen soup:

- The icons in the top row are a bit easier to find and a bit easier to tap.
- If you have more than 16 icons, they extend onto a second (or third or fourth) Home screen. If the app you want isn't on the main Home screen, you must first flick to the screen that has the app's icon (or tap its dot) and then tap the icon.

Note How do you end up with more than 16 icons? Easy: the App Store. This is an online retailer solely devoted to apps designed to work with the iPhone's technologies: multi-touch, GPS, the accelerometer, wireless, and more. You can download apps via your cellular network or your Wi-Fi connection, so you can always get apps when you need them. In the Home screen, tap the App Store icon to see what's available.

All this means that you can make the Home screen more efficient by moving your four most-used icons to the top row of the main Home screen, and make sure that any icon you tap frequently appears somewhere on the main Home screen. You can do all this by rearranging the Home screen icons as follows:

1. **Display the Home screen.**
2. **Tap and hold any Home screen icon.** When you see the icons wiggling, release your finger.
3. **Tap and drag the icons into the positions you prefer.**
4. **Press the Home button.** iPhone saves the new icon arrangement.

Note The icons in the Home screen's menu bar are also fair game. That is, you can drag them left and right to change the order, and you can replace the menu bar icons with any other Home screen icons. For the latter, set the icons jiggling, and then tap and drag an icon off the menu bar to create some space. Now tap and drag any Home screen icon into the menu bar.

Moving unused icons off the main Home screen

The best way to make the main Home screen more manageable is to get rid of any icons you don't use. Not an investor? Get rid of the Stocks icon! No use for arithmetic? Say so long to the Calculator icon! Installed a bunch of apps you use only rarely? Get rid of them, too!

Unfortunately, you can't delete the default iPhone icons, and although you can uninstall any third-party apps, you probably don't want to go that far for any app you still use once in a while. The solution to both problems is to create a new Home screen and move your little-used icons to that screen. That way, your main Home screen holds just your favorite icons, and the ones you use once in a blue moon (or never) are out of the way.

Here are the steps to follow:

1. **In the Home screen, tap and hold any Home screen icon until you see all the icons wiggling.**
2. **For each icon you want off the main Home screen, tap and drag the icon to the right until the new Home screen appears, and then release the icon.**
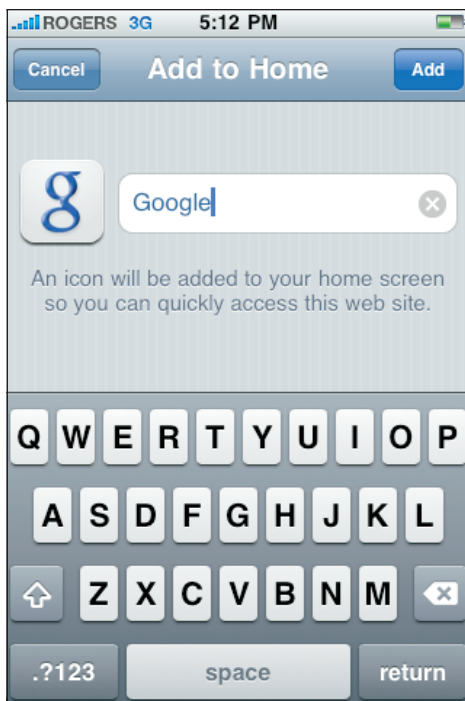3. **Press the Home button.** iPhone saves your new icon arrangement.

Adding a Safari Web Clip to the Home screen

Do you have a Web page that you visit all the time? You can set up that page as a bookmark in iPhone's Safari browser, but there's an even faster way to access the page: add it to the Home screen as a Web Clip icon. A *Web Clip* is a link to a page that preserves the page's scroll position and zoom level. For example, suppose a page has a form at the bottom. To use that form, you have to navigate to the page, scroll to the bottom, and then zoom in to the form to see it better. However, you can perform all three actions — navigate, scroll, and zoom — automatically with a Web Clip.
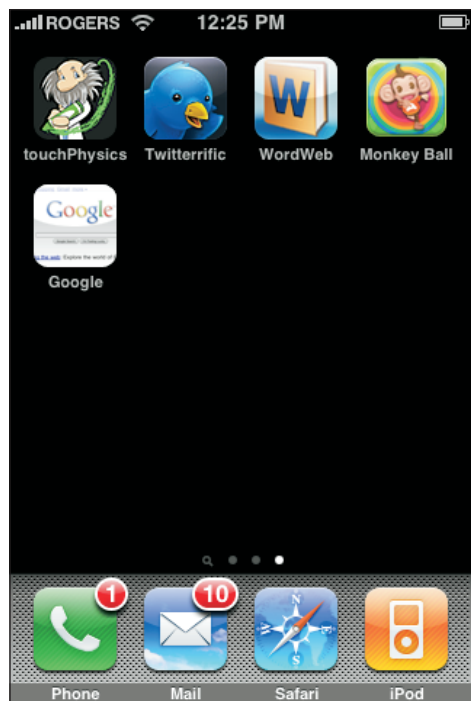
Follow these steps to save a page as a Web Clip icon on the Home screen:

1. **Use your iPhone's Safari browser to navigate to the page you want to save.**
2. **Scroll to the portion of the page you want to see.**
3. **Pinch and spread your fingers over the area you want to zoom in on until you can comfortably read the text.**
4. **Press + at the bottom of the screen.** iPhone displays a list of options.
5. **Tap Add to Home Screen.** iPhone prompts you to edit the Web Clip name, as shown in figure 1.1.

6. **Edit the name as needed.** Names up to about 10-14 characters can display on the Home screen without being broken. (The fewer uppercase letters you use, the longer the name can be.) For longer names, iPhone displays the first few and last few characters (depending on the locations of spaces in the name), separated by an ellipsis (...). For example, if the name is My Home Page, it appears in the Home screen as My Ho...Page

7. **Tap Add.** iPhone adds the Web Clip to the Home screen and displays the Home screen. (If your main Home screen is already full to the brim with icons, iPhone adds the Web Clip to the first screen that has space available.) Figure 1.2 shows a Home screen with a Web Clip added.

1.1 You can edit the Web Clip name before adding the icon to the Home screen.

1.2 The Google Web Clip has been added to the Home screen.

Genius

To delete a Web Clip from the Home screen, tap and hold any Home screen icon until the icon dance begins. Each Web Clip icon displays an X in the upper-left corner. Tap the X of the Web Clip you want to remove. When iPhone asks you to confirm, tap Delete, and then press the Home button to save the configuration.

Resetting the default Home screen layout

If you make a bit of a mess of your Home screen, or if someone else is going to be using your iPhone, you can reset the Home screen icons to their default layout. Follow these steps:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Scroll down and tap Reset.** The Reset screen appears.

4. **Tap Reset Home Screen Layout.** iPhone warns you that the Home screen will be reset to the factory default layout.

5. **Tap Reset Home Screen.** iPhone resets the home screen to the default layout, but it doesn't delete the icons for any apps you've added.

Protecting iPhone with a Passcode

When your iPhone is asleep, the phone is locked in the sense that tapping the touchscreen or pressing the volume controls does nothing. This sensible arrangement prevents accidental taps when the phone is in your pocket or rattling around in your backpack or handbag. To unlock the phone, you either press the Home button or the Sleep/Wake button, drag the Slide to Unlock slider, and you're back in business.

Unfortunately, this simple technique means that anyone else who gets his or her mitts on your iPhone can also be quickly back in business — *your* business! If you have sensitive or confidential information on your phone, or if you want to avoid digital joyrides that run up massive roaming or data charges, you need to truly lock your iPhone.

You do that by specifying a four-digit passcode that must be entered before anyone can use the iPhone. Follow these steps to set up your passcode:

1. **On the Home screen, tap Settings.** The Settings app appears.
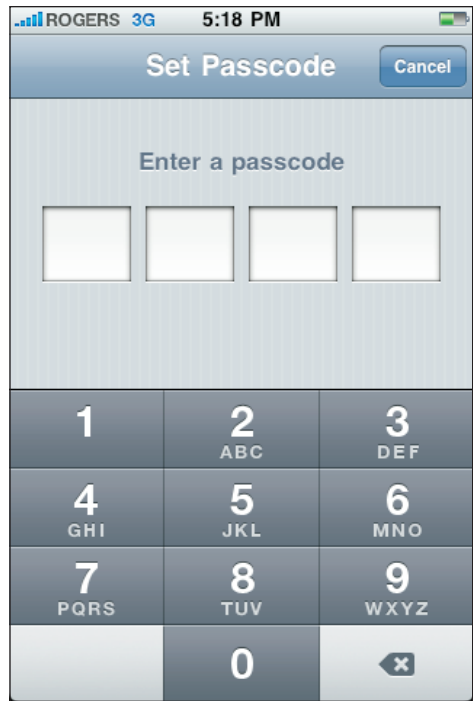
2. **Tap General.** The General screen appears.

Caution

You really, really need to remember your iPhone passcode. If you forget it, you are locked out of your own phone and the only way to get back in is to completely reset the iPhone (as described later in this chapter).

3. **Tap Passcode Lock.** The Set Passcode screen appears, as shown in figure 1.3.

4. **Tap your four-digit passcode.** For security, the numbers appear in the Enter a passcode box as dots. When you finish, iPhone prompts you to reenter the passcode.

5. **Tap your four-digit passcode again.**

With your passcode now active, iPhone displays the Passcode Lock screen. (You can also get to this screen by tapping Settings in the Home screen, then General, then Passcode Lock.) This screen offers four buttons:

- **Turn Passcode Off.** If you want to stop using your passcode, tap this button, and then enter the passcode (for security; otherwise an interloper could just shut off the passcode).

1.3 Use the Set Passcode screen to lock your iPhone with a four-digit passcode.

- **Change Passcode.** Tap this button to enter a new passcode. (Note that you first need to enter your old passcode and then enter the new passcode.)

- **Require Passcode.** This setting determines how much time elapses before the iPhone locks the phone and requests the passcode. The default setting is Immediately, which means you see the Enter Passcode screen (see figure 1.4) as soon as you finish dragging Slide to Unlock. The other options are After 1 minute, After 5 minutes, After 15 minutes, After 1 hour, and After 4 hours. Use one of these settings if you want to be able to work with your iPhone for a bit before getting locked out. For example, the After 1 minute option is good if you need to quickly check e-mail without having to enter your passcode.

- **Erase Data.** When this setting in On, your iPhone will self-destruct, er, I mean erase all of its data when it detects ten incorrect passcode attempts. Ten failed passcodes almost always means that some nasty person has your phone and is trying to guess the passcode. If you have sensitive or private data on your phone, having the data erased automatically is a good idea.

Note If an emergency arises and you need to make a call for help, you probably don't want to mess around entering a passcode. Similarly, if something happens to you, another person who doesn't know your passcode may need to use your iPhone to call for assistance. In both cases, you can temporarily bypass the passcode by tapping the Emergency Call button on the Enter Passcode screen.

With the passcode activated, when you bring the iPhone out of standby, you drag the Slide to Unlock slider as usual, and then the Enter Passcode screen appears, as shown in figure 1.4. Type your passcode to unlock the iPhone.
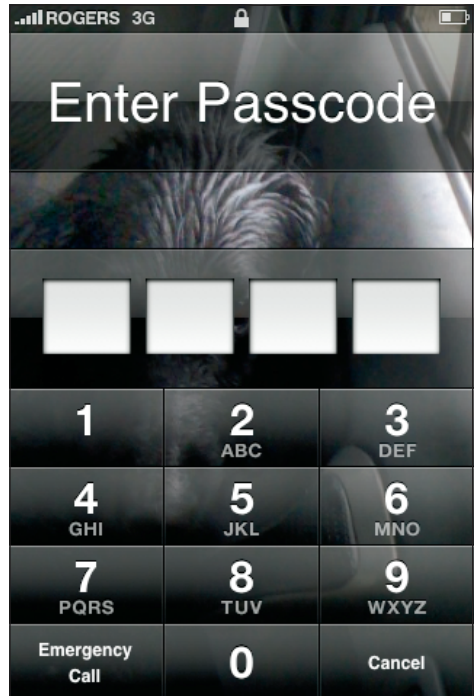
Configuring When iPhone Goes to Sleep

You can put your iPhone into Standby mode at any time by pressing the Sleep/Wake button once. This drops the power consumption considerably (mostly because it shuts off the screen), but you can still receive incoming calls and text messages, and if you have the iPod app running, it continues to play.

1.4 To unlock your iPhone, you need to enter your four-digit passcode.

However, if your iPhone is on but you're not using it, the phone automatically goes into standby mode after two minutes. This is called Auto-Lock and it's a handy feature because it saves battery power (and prevents accidental taps) when your iPhone is just sitting there.

If you're not comfortable with the default 2-minute Auto-Lock interval, you can make it shorter or longer, or you can disable it altogether. Here are the steps to follow:

1. **On the Home screen, tap Settings.** The Settings app appears.
2. **Tap General.** The General screen appears.

3. **Tap Auto-Lock.** The Auto-Lock screen appears, as shown in figure 1.5.

4. **Tap the interval you want to use.** You have six choices: 1 Minute, 2 Minutes, 3 Minutes, 4 Minutes, 5 Minutes, or Never.
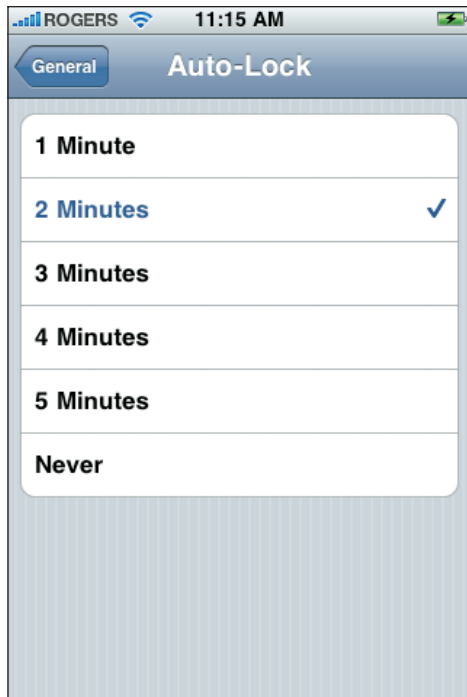
Turning Sounds On and Off

Your iPhone is often a noisy little thing that makes all manner of rings, beeps, and boops, seemingly at the slightest provocation. Consider a short list of the events that can give the iPhone's lungs a workout:

- Incoming calls
- Incoming e-mail messages
- Outgoing e-mail messages
- Incoming text messages
- New voicemail messages
- Calendar alerts
- Locking and unlocking the phone
- Tapping the keys on the on-screen keyboard

1.5 Use the Auto-Lock screen to set the Auto-Lock interval or to turn it off.

What a racket! None of this may bother you when you're on your own, but if you're in a meeting, a movie, or anywhere else where extraneous sounds are unwelcome, you might want to turn off some or all of the iPhone's sound effects.

First, you should know that when a call comes in and you press the Sleep/Wake button once, your iPhone silences the ringer. That's a sweet and useful feature, but the problem is that it may take you one or two rings before you can dig out your iPhone and press Sleep/Wake, and by that time the folks nearby are already glaring at you.

To prevent this phone faux pas, you can switch your iPhone into silent mode, which means it doesn't ring, and it doesn't play any alerts or sound effects. When the sound is turned off, the only alarms that are audible are the ones you've set using the Clock app. The phone still vibrates unless
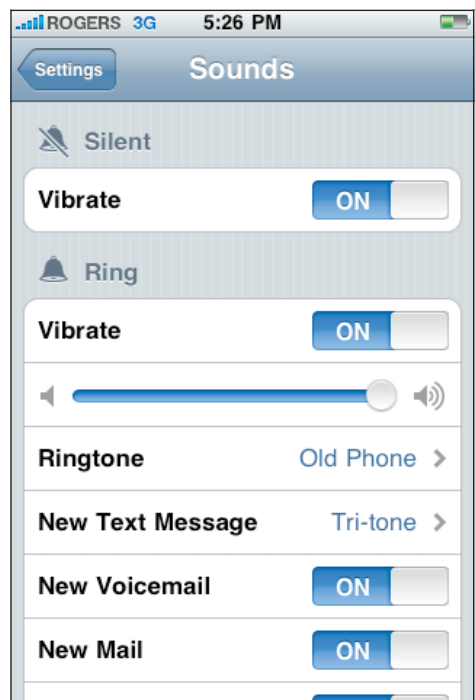
you turn this feature off as well. You switch the iPhone between ring and silent modes using the Ring/Silent switch, which is located on the left side panel of the iPhone, near the top. Use the following techniques to switch between silent and ring modes:

- To put the phone in silent mode, flick the Ring/Silent switch toward the back of the phone. You see a little orange dot on the switch and the iPhone screen displays a bell with a slash through it. Your iPhone is now in silent mode.

- To resume the normal ring mode, flick the Ring/Silent switch toward the front of the phone. The iPhone screen displays a bell. Your iPhone is now in normal ring mode.

If silent mode is a bit too drastic, you can control exactly which sounds your iPhone utters by following these steps:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap Sounds.** The Sounds screen appears, as shown in figure 1.6.

3. **In the Silent section, the Vibrate setting determines whether iPhone vibrates when the phone is in silent mode.** Vibrating is a good idea in silent mode, so On is a good choice here.

4. **In the Ring section, the Vibrate setting determines whether iPhone vibrates when the phone is in ring mode.** Vibrating probably isn't all that important in ring mode, so feel free to change this setting to Off. The exception is if you reduce the ringer volume (see step 5), in which case setting Vibrate to On might help you notice an incoming call.

5. **Drag the volume slider to set the volume of the ringtone that plays when a call comes in.**

6. **To set a different default ringtone, tap Ringtone to open the Ringtone screen, tap the ringtone you want to use (iPhone plays a preview), and then tap Sounds to return to the Sounds screen.**

1.6 Use the Sounds screen to turn the iPhone's sounds on and off.

7. **To set a different incoming text message sound, tap New Text Message to open the New Text Message screen, tap the sound effect you want to use (iPhone plays a preview), and then tap Sounds to return to the Sounds screen.**

8. **For the rest of the settings, such as New Voicemail and New Mail, tap the On/Off switch to turn each sound on or off.**:

Note If you don't want your iPhone to play a sound when a new text message arrives, tap New Text Message and then tap None.
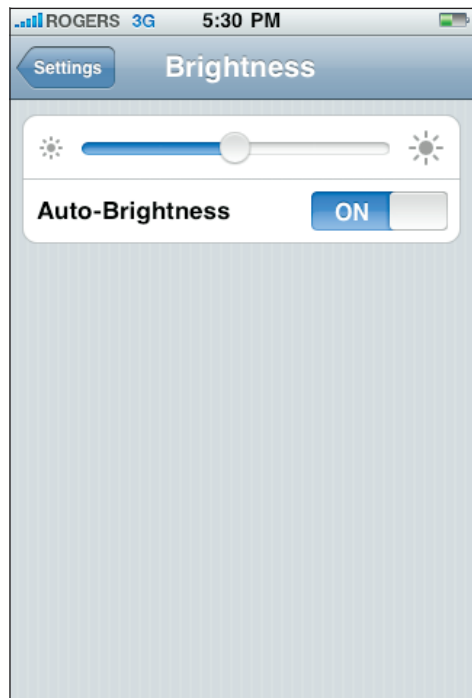
Adjusting the Brightness of the Screen

Your iPhone's touchscreen offers a crisp, bright display that's easy to read in most situations. Unfortunately, keeping the screen bright enough to read comfortably extracts a heavy cost in battery power. To help balance screen brightness and battery life, your iPhone comes with a built-in ambient light sensor. That sensor checks the surrounding light levels and adjusts the brightness of the iPhone screen accordingly:

- If the ambient light is dim, the iPhone screen is easier to read, so the sensor dims the screen brightness to save battery power.

- If the ambient light is bright, the iPhone screen is harder to see, so the sensor brightens the screen to improve readability.

This feature is called Auto-Brightness, and it's sensible to let your iPhone handle this stuff for you. However, if you're not happy with how Auto-Brightness works, or if you simply have an uncontrollable urge to tweak things, you can follow these steps to adjust the screen brightness by hand:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap Brightness.** The Brightness screen appears, as shown in figure 1.7.

1.7 Use the Brightness screen to control the iPhone's screen brightness by hand.

3. **Drag the Brightness slider left (for a dimmer screen) or right (for a brighter screen).**

4. **To prevent iPhone from controlling the brightness automatically, turn the Auto-Brightness setting to Off.**

Note
Even if you leave Auto-Brightness turned on, you still might want to adjust the Brightness slider because this affects the relative brightness of the screen. For example, suppose you adjust the slider to increase brightness by 50 percent and you leave Auto-Brightness turned on. In this case, Auto-Brightness still adjusts the screen automatically, but any brightness level it chooses is 50 percent brighter than it would be otherwise.
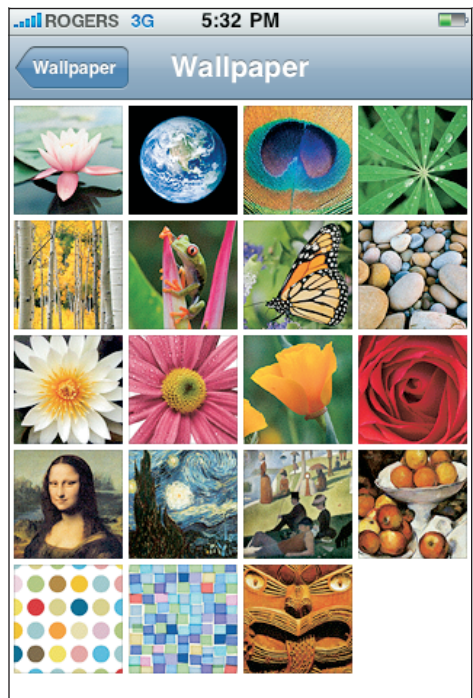
Setting the iPhone Wallpaper

The iPhone wallpaper is the background image you see when you unlock the phone. That is, it's the image you see when the Slide to Unlock screen appears, and also when the Enter Passcode screen appears if you're protecting your iPhone with a passcode (as described earlier in this chapter). The default wallpaper is a photo of the Earth taken from space, and as nice as that photo is, you might just be getting a bit tired of looking at it. No worries! Your iPhone comes with 15 other wallpapers you can choose, and you can even use one of your own photos as the wallpaper.

Using a predefined wallpaper

Here are the steps to follow to use one of iPhone's predefined wallpapers:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap Wallpaper.** The Wallpaper screen appears.

3. **Tap Wallpaper.** iPhone displays its collection of wallpaper images, as shown in figure 1.8.

4. **Tap the image you want to use.** The Wallpaper Preview screen appears.

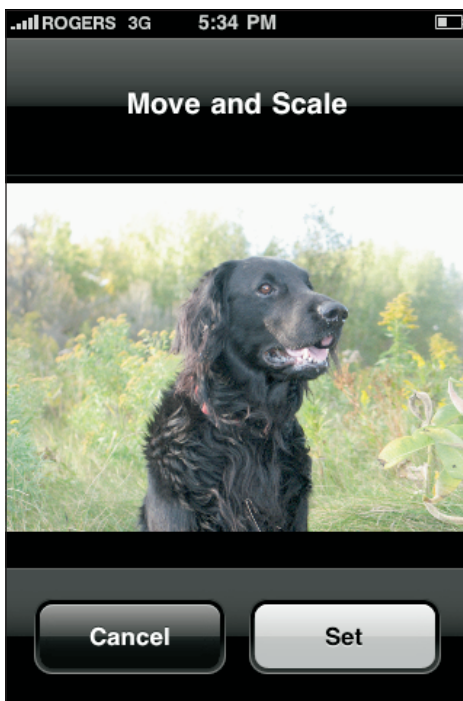5. **Tap Set.** iPhone sets the image as the wallpaper.

1.8 Your iPhone comes with a number of predefined wallpaper images.

Using an existing photo as the wallpaper

If you have images in your iPhone's Camera Roll or in a photo album synced from your computer, you can use one of those images as your wallpaper by following these steps:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap Wallpaper.** The Wallpaper screen appears.

3. **Tap either Camera Roll or the photo album that contains the image you want to use.** iPhone displays the images in the album you choose.

4. **Tap the image you want to use.** The Move and Scale screen appears, as shown in figure 1.9.

5. **Tap and drag the image so that it's positioned on the screen the way you want.**

6. **Pinch and spread your fingers over the image to set the zoom level you want.**

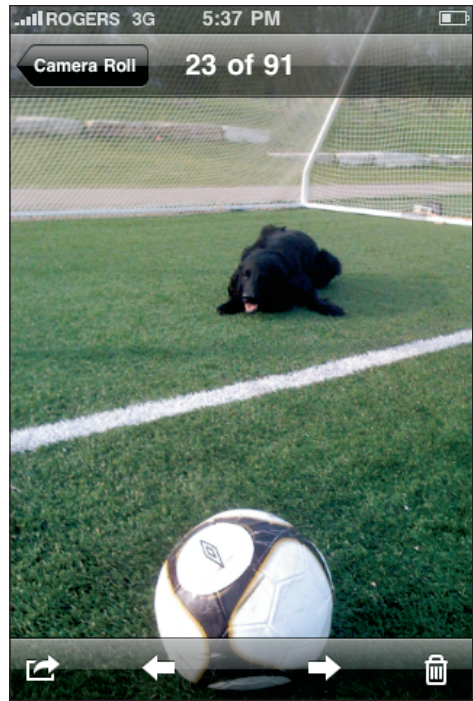7. **Tap Set.** iPhone sets the image as the wallpaper.

1.9 Use the Move and Scale screen to set the position and zoom level for the new wallpaper.

Taking a wallpaper photo with the iPhone camera

For even more wallpaper fun, you can create an on-the-fly wallpaper image using the iPhone camera. Here are the steps to follow:

1. **On the Home screen, tap Camera.** The Camera app appears.

2. **Line up your subject and tap the Camera button to take the picture.**

3. **Tap the Camera Roll button.** The Camera Roll photo album appears.

4. **Tap the photo you just took.** A preview of the photo appears, as shown in figure 1.10.

5. **Tap the Action button.** The Action button is the button on the left side of the menu bar. (If you don't see the menu bar, tap the screen.) iPhone displays a list of actions you can perform.

6. **Tap Use as Wallpaper.** The Move and Scale screen appears.

7. **Tap and drag the image so that it's positioned on the screen the way you want.**

8. **Pinch or spread your fingers over the image to set the zoom level you want.**

9. **Tap Set Wallpaper.** iPhone sets the image as the wallpaper.

1.10 Tap the photo you want to use as wallpaper to see a preview of the photo.

More Useful iPhone Configuration Techniques

You've seen quite a few handy iPhone customization tricks so far, but you're not done yet, not by a long shot. The next few sections take you through a few more heart-warmingly useful iPhone customization techniques.

Customizing the Home button

The Home button is the starting point for most of your iPhone excursions, and it seems like the simplest of the iPhone knickknacks:

- If your iPhone is in Standby mode, press the Home button to display the Slide to Unlock screen.

- If your iPhone is already on, press the Home button to return to the Home screen.

- If your iPhone is already on, press and hold the Home button to display the Voice Control screen.

3GS

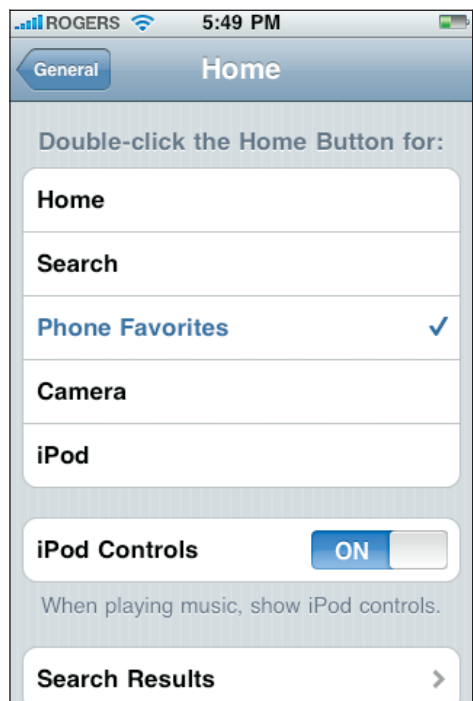To access the Voice Control screen, you must be using the iPhone 3GS.

That's it, right? Not so fast! You can actually customize the Home button to do some useful things. No, you can't change any of the built-in behaviors that your iPhone performs when you press the Home button. However, you can customize what your iPhone does when you "double-press" the Home button. Apple actually calls this "double-clicking" the Home button, which is at least more familiar terminology, so we'll switch to that for the rest of this section.

By default, your iPhone performs one of the following actions when you double-click the Home button:

- If the iPhone iPod is playing, it displays the iPod Playback controls.
- If the iPhone iPod is not playing, it displays the Phone app's Favorites list.

These are useful shortcuts to know, for sure, but you can customize this behavior by following these steps:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Tap Home.** The Home screen appears, as shown in figure 1.11.

4. **Tap the screen you want to appear when you double-click the Home button: Home, Search, Phone Favorites, Camera, or iPod.**

5. **If you always want to see the screen you chose in step 4 when you double-click Home, tap the iPod Controls switch to Off.**

1.11 Use the Home screen to customize Home button double-clicks.

Customizing the keyboard

You can type on your iPhone, although don't expect to pound out the prose as easily as you can on your computer. The on-screen keyboard is a bit too small for rapid and accurate typing, but it's still a far sight better than any other phone out there, mostly because the keyboard was thoughtfully designed by the folks at Apple. It even changes depending on the app you use. For example, the regular keyboard features a spacebar at the bottom. However, if you're surfing the Web with your iPhone's Safari browser, the keyboard that appears when you type in the address bar does away with the spacebar. In its place you find a period (.), a slash (/), and a button that enters the characters *.com*. Web addresses don't use spaces so Apple replaced the spacebar with three things that commonly appear in a Web address. Nice!

Another nice innovation you get with the iPhone keyboard is a feature called Auto-Capitalization. If you type a punctuation mark that indicates the end of a sentence — for example, a period (.), a question mark (?), or an exclamation mark (!) — or if you press Return to start a new paragraph, the iPhone automatically activates the Shift key, because it assumes you're starting a new sentence.

On a related note, double-tapping the spacebar activates a keyboard shortcut: instead of entering two spaces, the iPhone automatically enters a period (.) followed by a space. This is a welcome bit of efficiency because otherwise you'd have to tap the Number key (.?123) to display the numbers and punctuation marks, tap the period (.), and then tap the spacebar.

One thing the iPhone keyboard doesn't seem to have is a Caps Lock feature that, when activated, enables you to type all-uppercase letters. To do this, you need to tap and hold the Shift key and then use a different finger to tap the uppercase letters. However, the iPhone keyboard actually does have a Caps Lock feature; it's just that it's turned off by default.

Genius

Typing a number or punctuation mark normally requires three taps: tapping Number (.?123), tapping the number or symbol, and then tapping ABC. Here's a faster way: press and hold the Number key to open the numeric keyboard, slide the *same* finger to the number or punctuation symbol you want, and then release the key. This types the number or symbol and returns to the regular keyboard all in one touch.

To turn on Caps Lock, and to control the Auto-Capitalization and the spacebar double-tap shortcut, follow these steps:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Tap Keyboard.** The Keyboard screen appears, as shown in figure 1.12.

4. **Use the Auto-Capitalization setting to turn this feature On or Off.**

5. **Use the Enable Caps Lock setting to turn this feature On or Off.**

6. **Use the ". " Shortcut setting to turn this feature On or Off.**

7. **To add an international keyboard layout, tap International Keyboards to open the Keyboards screen, and then set the keyboard layout you want to add to On.**

1.12 Use the Keyboard screen to customize a few keyboard settings.

Note When you're using two or more keyboard layouts, the keyboard sprouts a new key to the left of the spacebar (it looks like a stylized globe). Tap that key to run through the layouts (the names of which appear briefly in the spacebar).

Configuring parental controls

If your children have access to your iPhone, or if they have iPhones of their own, then you might be a bit worried about some of the content they might be exposed to on the Web, on YouTube, or in iTunes. Similarly, you might not want them installing apps or giving away their current location.

For all those and similar parental worries, you can sleep better at night by activating the iPhone's parental controls. These controls restrict the content and activities that kids can see and do. Here's how to set them up:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Tap Restrictions.** The Restrictions screen appears.

4. **Tap Enable Restrictions.** iPhone displays the Set Passcode screen, which you use to specify a four-digit code that you can use to override the parental controls. (Note that this passcode is not the same as the passcode lock code you learned about earlier in the chapter in the section covering how to protect your iPhone with a passcode.)

5. **Tap the four-digit restrictions passcode and then retype the code.** iPhone returns you to the Restrictions screen and enables all the controls, as shown in figure 1.13.
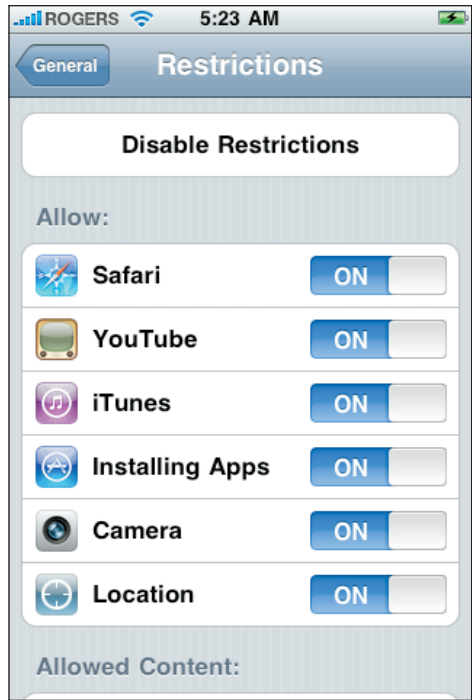
6. **In the Allow section, for each app or task, tap the On/Off switch to enable or disable the restriction.**

7. **If you don't want your children to be able to make purchases within apps, tap the In-App Purchases switch to Off.**

8. **Tap Ratings For, and then tap the country whose ratings you want to use.**

1.13 Use the Restrictions screen to configure the parental controls you want to use.

9. **For each of the content controls — Music & Podcasts, Movies, TV Shows, and Apps — tap the control and then tap the highest rating you want your children to use.**

10. **Tap General.** iPhone puts the new settings into effect.

Resetting the iPhone

If you've spent quite a bit of time in the iPhone's Settings app, your phone probably doesn't look much like it did fresh out of the box. That's okay, though, because your iPhone should be as individual as you are. However, if you've gone a bit *too* far with your customizations, your iPhone might feel a bit alien and uncomfortable. That's okay, too, because there's an easy solution to the problem: you can erase all your customizations and revert the iPhone to its default settings.

A similar problem that comes up is when you want to sell or give your iPhone to someone else. Chances are you don't want the new owner to see your data — contacts, appointments, e-mail and text messages, favorite Web sites, music, and so on — and it's unlikely the other person wants to wade through all that stuff anyway (no offense). To solve this problem, you can erase not only your custom settings, but also all of the content you've stored on the iPhone.
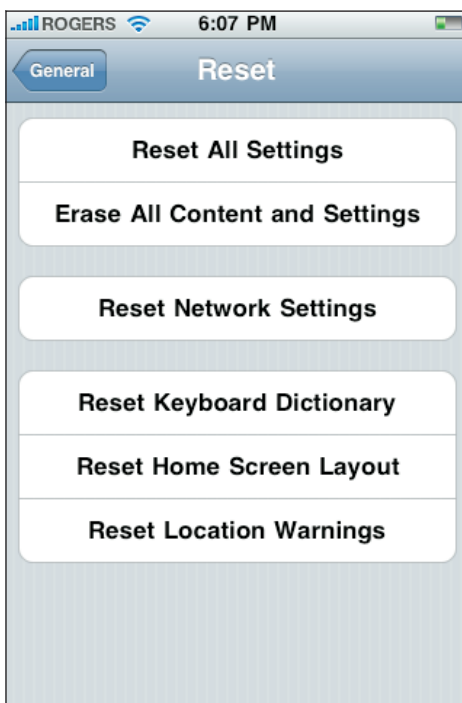
19

Caution If you have any content on your iPhone that isn't synced with iTunes — for example, iTunes music you've recently downloaded or an Apps Store program that you've recently installed — you lose that content if you choose Reset All Content and Settings. First sync your iPhone with your computer to save your content, and then run the reset.

The iPhone's Reset app handles these scenarios and a few more to boot. Here's how it works:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Tap Reset.** The Reset screen appears, as shown in figure 1.14.

4. **Tap one of the following reset options:**

   - **Reset All Settings.** Tap this option to reset your custom settings to the factory default settings.

   - **Erase All Content and Settings.** Tap this option to reset your custom settings and remove any data you've stored on the iPhone.

   - **Reset Network Settings.** Tap this option to delete your Wi-Fi network settings, which is often an effective way to solve Wi-Fi problems.

   - **Reset Keyboard Dictionary.** Tap this option to reset your keyboard dictionary. This dictionary contains a list of the keyboard suggestions that you've rejected. Tap this option to clear the dictionary and start fresh.

   - **Reset Home Screen Layout.** Tap this option to reset your Home screen icons to their default layout.

   - **Reset Location Warnings.** Tap this option to wipe out the location preferences for your apps. A location warning is the dialog box you see when you start a 6PS-aware app for the first time, and your iPhone asks if the app can use your current location. You tap either OK or Don't Allow, and these are the preferences you're resetting here.

1.14 Use the Reset screen to reset various aspects of your iPhone.

5. **When the iPhone asks you to confirm, tap the red button.** Note that the name of this button is the same as the reset option. For example, if you tapped the Reset All Settings option in step 4, the confirm button is called Reset All Settings. iPhone resets the data.

Note

Remember that the keyboard dictionary contains rejected suggestions. For example, if you type "Viv", iPhone suggests "Big" instead. If you tap the "Big" suggestion to reject it and keep "Viv," the word "Big" is added to the keyboard dictionary.

3.0 Cutting, Copying, and Pasting Data

OS 3.0

One of the biggest complaints folks had with the first couple of incarnations of the iPhone was that you couldn't cut or copy data and then paste it elsewhere in the same app or even in a different app. If, for example, you came across a snappy quotation in a Web page that you wanted to share with your friends, you had to memorize the quote and then enter it by hand (or, more likely, wait until you were back at your main computer and do everything there).
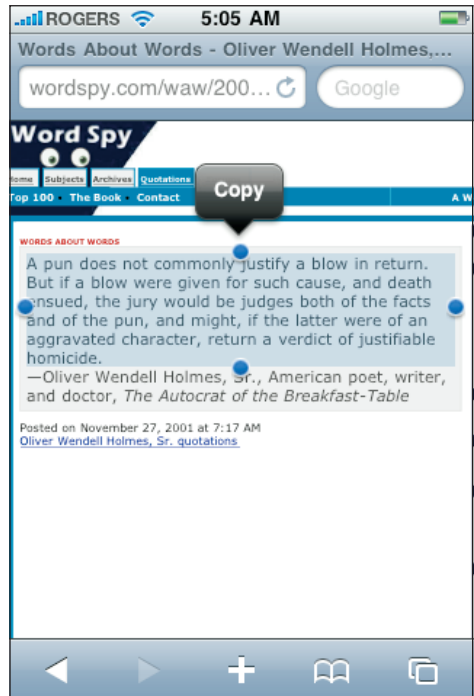
Well, I'm happy to report that this glaring flaw has been fixed in iPhone OS 3.0. Finally, you can cut or copy text or photos, and then paste the data wherever you need it. Sweet! The next few sections provide the details.

Cutting, copying, and pasting text

How you select and then either cut or copy text depends on whether that text is editable or noneditable. The next two sections provide you with the details.

Selecting and copying noneditable text

The simplest case is noneditable text, such as you get on a Web page. In that scenario, when the text you want to use is on the screen, tap and hold anywhere within the text. After a second or two, your iPhone selects the text and displays blue selection handles around it, as shown in figure 1.15. If necessary, tap and drag the selection handles to select more or less of the text, and then tap Copy.
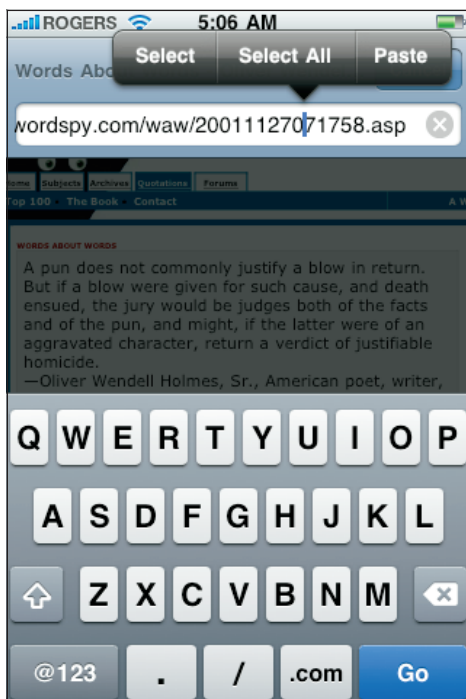
1.15 For text you can't edit, tap and hold within the text to select it, and then tap Copy to copy it.
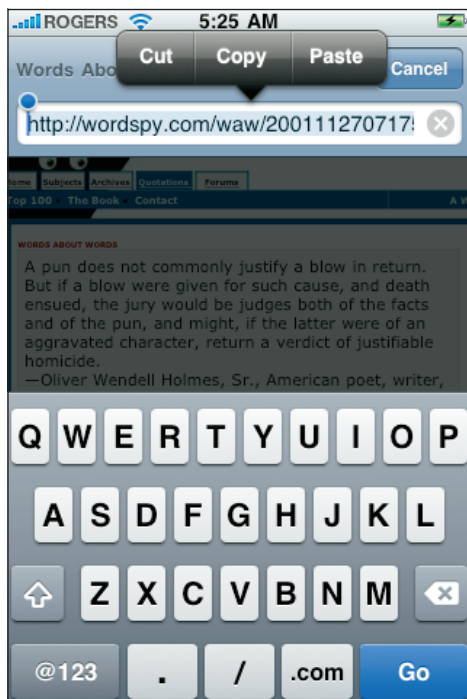
Selecting and then cutting or copying editable text

If the text is editable, such as the text in a note, an e-mail message you're composing, or any text box, then the process is more involved, but only ever so slightly:

1. **Tap and hold anywhere within the text.** After a short pause for effect, your iPhone displays several buttons above the text, as shown in figure 1.16.

2. **Tap one of the following options:**

   - **Select.** Tap this button if you only want to select some of the text. Your iPhone displays blue selection handles around the word you tapped.

   - **Select All.** Tap this button if you prefer to select all the text. The iPhone displays the buttons shown in figure 1.17; if you don't need to adjust the selection, skip to step 4.

3. **Tap and drag the selection handles to select the text you want to work with.** The iPhone displays a new set of buttons above the text, as shown in figure 1.17.

1.16 For editable text, tap and hold within the text to see these options.

1.17 Select your text and then choose what you want to do with it.

4. **Tap the action you want iPhone to take with the text:**

- **Cut.** Tap this button to remove the text and store it in the iPhone's memory.

- **Copy.** Tap this button to store a copy of the text in the iPhone's memory.
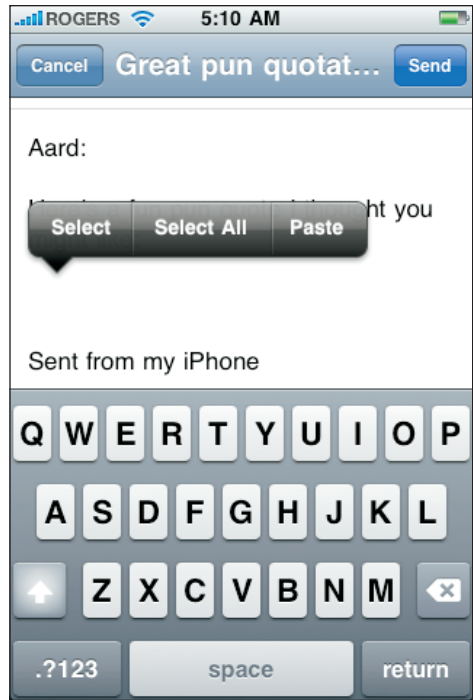
Pasting text

With your text cut or copied and residing snugly in the iPhone's memory, you're ready to paste the text. If you want to paste the text into a different app, open that app. Position the cursor where you want the text to appear, tap the cursor, and then tap Paste, as shown in figure 1.18. Your iPhone dutifully adds the cut or copied text.

Copying and pasting a photo

If you want to make a copy of a photo, such as an image shown on a Web page, the process is more or less the same as copying noneditable text:

1. **Tap and hold the photo.** After a second or two, your iPhone displays a pop-up menu of image options.

2. **Tap Copy.** The iPhone copies the photo into its memory.

1.18 Tap the cursor, and then tap Paste to place your cut or copied text in the app.

3. **Open the app where you want the copy of the photo to appear.**

4. **Position the cursor where you want the photo to appear, and then tap the cursor**,

5. **Tap Paste.** The iPhone pastes the photo.

Undoing a paste

The addition of the Cut, Copy, and Paste commands makes the iPhone feel even more like a computer. That's good, but it also means that you can also make the same pasting errors that you can with your regular computer. For example, you might paste the text or photo in the wrong spot, or once you've performed the paste you might realize that you selected the wrong data.

Frustrating? Yes. A big problem? Nope! Slap your forehead lightly in exasperation, and then perform one of the iPhone's coolest new tricks: shake it. Your iPhone displays the options shown in figure 1.19. Tap Undo Paste to reverse your most recent paste, and then move on with your life.

3.0 Searching Your iPhone

OS 3.0

Parkinson's Law of Data pithily encapsulates an inescapable fact of digital life: "Data expands to fill the space available for storage." With each new iteration of the iPhone, the space available for storage keeps getting larger: from 4GB in the original phone to 32GB in a top-of-the-line iPhone 3GS. So, following Parkinson's Law, we keep adding more data to our iPhones: music, photos, contacts, e-mail messages, Safari bookmarks, and on and on.

1.19 Reverse an imprudent paste by shaking the iPhone and then tapping Undo Paste.
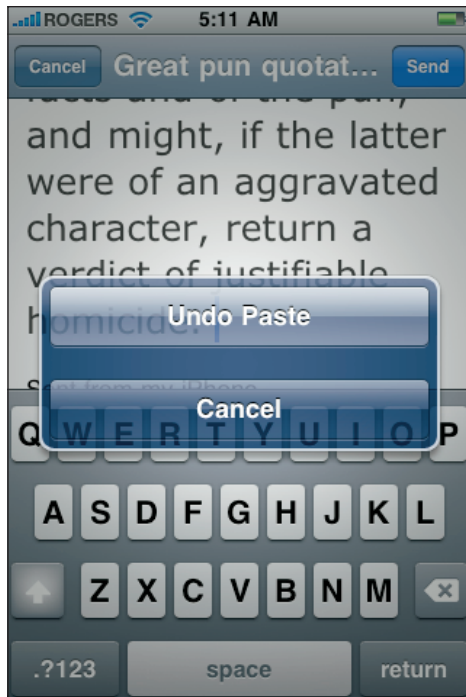
That's cool because it means you can bring more of your digital world with you wherever you go, but there's another law that quickly comes into play; call it McFedries' Law of Digital Needles in Electronic Haystacks: "The more data you have, the harder it is to find what you need."

Fortunately, iPhone OS 3.0 rides to the rescue once again by adding welcome search features to the iPhone. As explained in the next couple of sections, you can search within some of the iPhone apps, or you can search across the entire iPhone.

Searching within an app

If you know the app that contains the data you're desperately searching for, you may be able to run your search directly within that app. iPhone OS 3.0 adds the search function to Mail, Contacts, Calendar, Notes, and iPod. Here's how it works:

1. **In the app, tap the status bar at the top of the screen.** This scrolls to the top of the app, where you see a Search box.
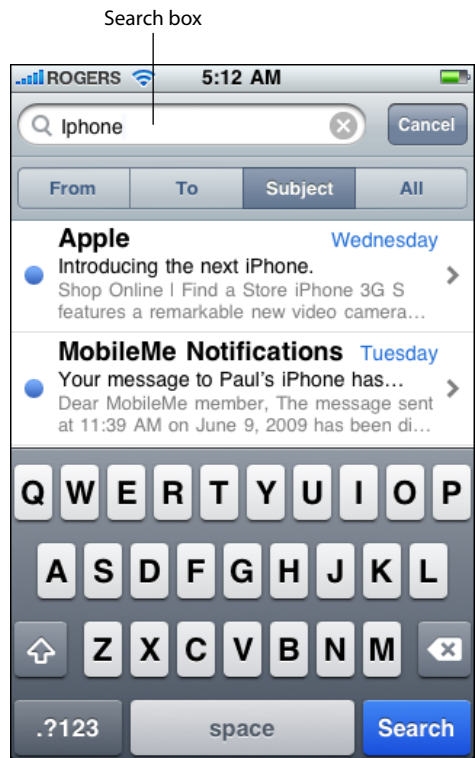
Genius

When you search Mail, you might not find the message you're looking for. However, if you're using a service such as MobileMe or Gmail where the messages are stored on the server, you might not be out of luck. At the bottom of the Mail search results, if you see the Continue Search on Server command, tap it to also perform your search on whatever remaining messages are stored on the server.

2. **Tap inside the Search box.** iPhone displays the on-screen keyboard.

3. **Type your search text.**

4. **If the app supports field-specific searching, tap the button that corresponds to the field you want to search.** For example, in Mail (see figure 1.20) you can tap From, To, or Subject, or you can tap All to search the entire list of messages.

5. **Tap Search.** The app instantly displays the items that match your text.
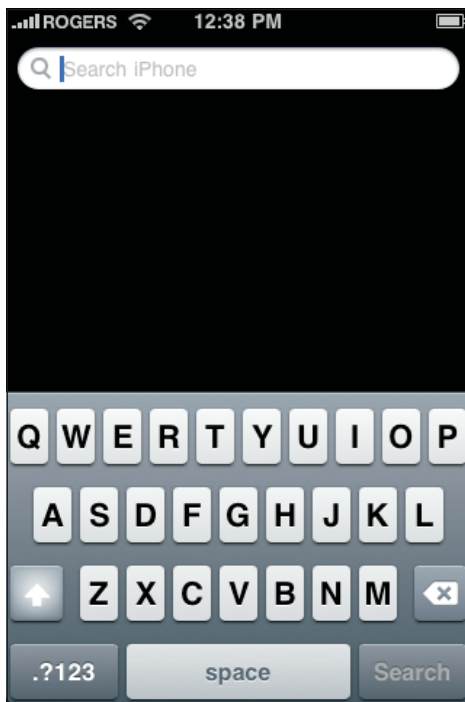
Searching across apps with Spotlight

If you use a Mac, then you probably know how indispensable the Spotlight search feature is. It's just a humble text box, but Spotlight enables you to find *anything* on your Mac in just a blink or two of an eye. It's an essential tool in this era of massive hard drives. (Windows 7 and Windows Vista users get much the same functionality with Start menu searches.)

Search box

1.20 In an app that supports searching, tap the Search box, type your search text, and then tap Search.

The size of your iPhone's hard drive might pale in comparison to your desktop's drive, but you can still pack an amazing amount of stuff into that tiny package, so you really need a way to search your *entire* iPhone, not just an app or two. iPhone OS 3.0 comes through for you big time here by adding a Spotlight search feature that enables you to search a wide variety of iPhone data: e-mail, contacts, calendars, bookmarks, apps, and much more. And, best of all, Spotlight on the iPhone is just as easy to use as Spotlight on the Mac:
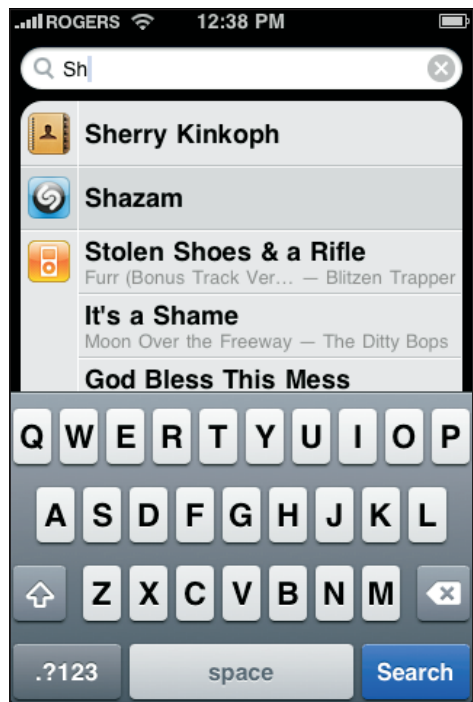
1. **Tap the Home button to return to the Home screen.**

2. **Flick to the right (or press the Home button again).** The iPhone displays the Spotlight screen, shown in figure 1.21, which is located just to the left of the main Home screen.

3. **Enter your search text.** Your iPhone immediately begins displaying items that match your text as you type, as shown in figure 1.22.

4. **Tap Search to see the complete results.** If you see the item you're looking for, tap it to open it.

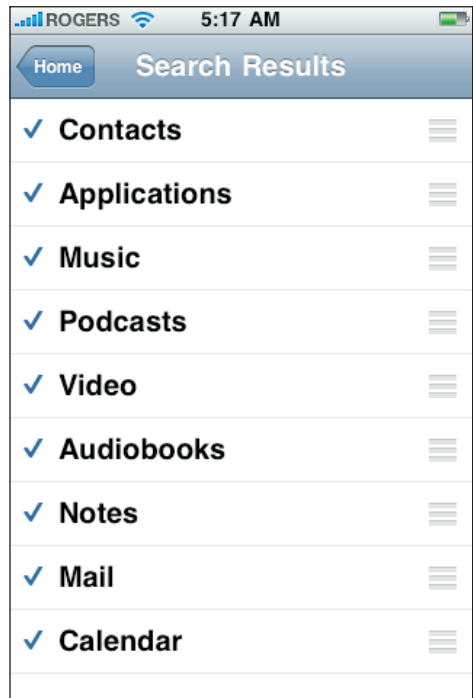**1.21** The new Spotlight search screen resides to the left of the main Home screen.

1.22 As you type, your iPhone instantly begins displaying items that match your text.

Genius

If you find yourself using Spotlight searches all the time, it can be a bit of a pain to always have to return to the Home screen and then flick to get to the Spotlight screen. To save time, configure the Home button so that double-clicking it takes you directly to the Spotlight screen. See the section explaining how to customize the Home button earlier in this chapter for the details.Configuring Spotlight search settings

Spotlight looks for a wide variety of items within your iPhone's hard drive. If you find you're getting too many results, you can configure Spotlight to only search selected sources, and you can also change the order in which Spotlight returns the results. Here's how:

1. **On the Home screen, tap Settings.** The Settings app appears.

2. **Tap General.** The General screen appears.

3. **Tap Home.** The Home screen appears.

4. **Tap Search Results.** The Search Results screen appears, as shown in figure 1.23.

5. **For each item you want to rearrange in the results order, tap and drag the move handle on the right to position the item in the list.**

6. **For each item you don't want included in Spotlight search results, tap it to remove the check mark.**

1.23 Use the Search Results screen to configure the items that Spotlight searches.