

TAKE CONTROL OF

iOS 11

EARLY ACCESS

A free update to this book
will be available shortly after
iOS 11 is released.

by **JOSH CENTERS**

\$15

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Read Me First

Welcome to *Take Control of iOS 11*, version 2.1, published in August 2017 by alt concepts inc. This book was written by Josh Centers and edited by Joe Kissell.

If you want to share this ebook with a friend, we ask that you do so as you would with a physical book: “lend” it for a quick look, but ask your friend to buy a copy for careful reading or reference. Discounted [classroom and Mac user group copies](#) are available.

This book explains the new features in iOS 11, helps you pick the optimal settings for your needs, and describes a handpicked selection of interesting and important features from prior versions of iOS.

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Stop! Attention! Achtung!

Before you update to iOS 11: Be aware that it does not support 32-bit apps. Developers have received plenty of warning, so most apps have been updated, but older apps may be locked out. To see a list of apps that will not work in iOS 11, look at Settings > General > About > Applications in iOS 10. If you see any apps on that list, be sure to get the latest update from the App Store. If there aren't any, hold off on installing iOS 11 until you've migrated away from those apps.

Updates and More

You can access extras related to this ebook on the web (use the link in [Ebook Extras](#), near the end; it's available only to purchasers). On the ebook's Take Control Extras page, you can:

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Basics

You can find basic instructions for checking what iOS version your device is running and for updating iOS in [What iOS Version Am I On?](#), part of the *Read Me First* book by Tonya Engst.

Touch and Hold vs. Press

Throughout this book, I use the terms *touch and hold* and *press*.

Here’s what they mean:

- **Touch and hold:** Lightly place your finger on the screen and hold it there for a few moments.
- **Press:** Press firmly on the screen (for iOS devices equipped with 3D Touch) *or* touch and hold (for devices without 3D Touch). I use the same term in both cases because the gestures are usually interchangeable. I note the places in which they are not.

There are situations in which pressing firmly (on devices equipped with 3D Touch) does something different than a touch-and-hold. Indeed, 3D Touch recognizes two levels of firm pressure—you can apply moderate pressure to preview something (a “peek”) and stronger pressure to open it all the way (a “pop”). When I need to make that distinction, I say *press firmly*.

Introduction

At a glance, iOS 11 may not seem much different than iOS 10, but there are major changes afoot.

Two things might throw you for a loop: Control Center has been redesigned from the ground up to cram a new array of customizable controls into a single page, and Notification Center has been done away with, having been merged with the Lock screen.

The new Control Center offers a slew of new capabilities, such as screen recording, taking notes from the Lock screen, and quick access to the Apple TV remote. Don't let its strange look fool you—it's a huge improvement over the old design.

There are improvements abound for all iOS devices, but this year the iPad is the star of the show. Apple has rethought how multitasking works in iOS 11, with a more efficient App Switcher, a Mac-like Dock, and improved Slide Over and Split Screen views.

Additionally, iOS 11 offers new markup capabilities for email attachments, PDFs, screenshots, webpages, and more. These features, marketed as Instant Markup, are highlighted on the iPad, but work on all iOS devices. But if you have an iPad Pro paired with an Apple Pencil, they work all the better.

For years, Apple fought Finder-like access to the filesystem on iOS. It finally relented somewhat with iOS 8 and the iCloud Drive app, but in iOS 11, Apple has replaced it with the Files app, which offers access to not only files stored in iCloud, but locally stored files as well, if the app that created the file supports it.

iOS 11 offers niceties for every iOS device, but it pushes the iPad one step closer to being a peer to the Mac.

This is a preliminary release of the book, prior to iOS 11's official launch. After it's released to all iOS users, I'll update the book as needed.

What's New in iOS 11

iOS 11 brings big changes to how you use your iPad, but it also features numerous tweaks for all iOS devices. The Notification Center and Lock screen have merged, Control Center is customizable and more compact, and you can now directly manipulate files stored locally on your device. Let's dive in...

General

iOS 11 features a number of refinements that don't fit in any specific category:

- **No more 32-bit apps:** iOS 11 no longer supports 32-bit apps, so if you depend on older apps that haven't been updated in a while, be aware that they may not work. See [Stop! Attention! Achtung!](#) to learn how to discover incompatible apps before updating to iOS 11.
- **Aesthetic:** Many apps have new looks, including Calculator, Mail, Messages, and Wallet. Mail, Messages, and other apps now have the big, bold text look that Music and News adopted in iOS 10. Also, signal bars are back, replacing the dots.
- **Instant Markup:** Marketed as an iPad feature, Instant markup also works on the iPhone, and it lets you quickly mark up screenshots and other graphics.

When you take a screenshot in iOS 11, by pressing the Home and Sleep/Wake buttons simultaneously, it now appears as a thumbnail in the lower-left corner of the screen. Take multiple screenshots in rapid succession and those thumbnails stack. Tap the thumbnail or stack to draw on the screenshot(s) (**Figure 1**).

Instant markup is also found in Share sheets. For instance, in Safari, tap the Share  icon to bring up the Share sheet and choose Markup as PDF to create a PDF of the current webpage that you can draw on. See [Markup as PDF](#).

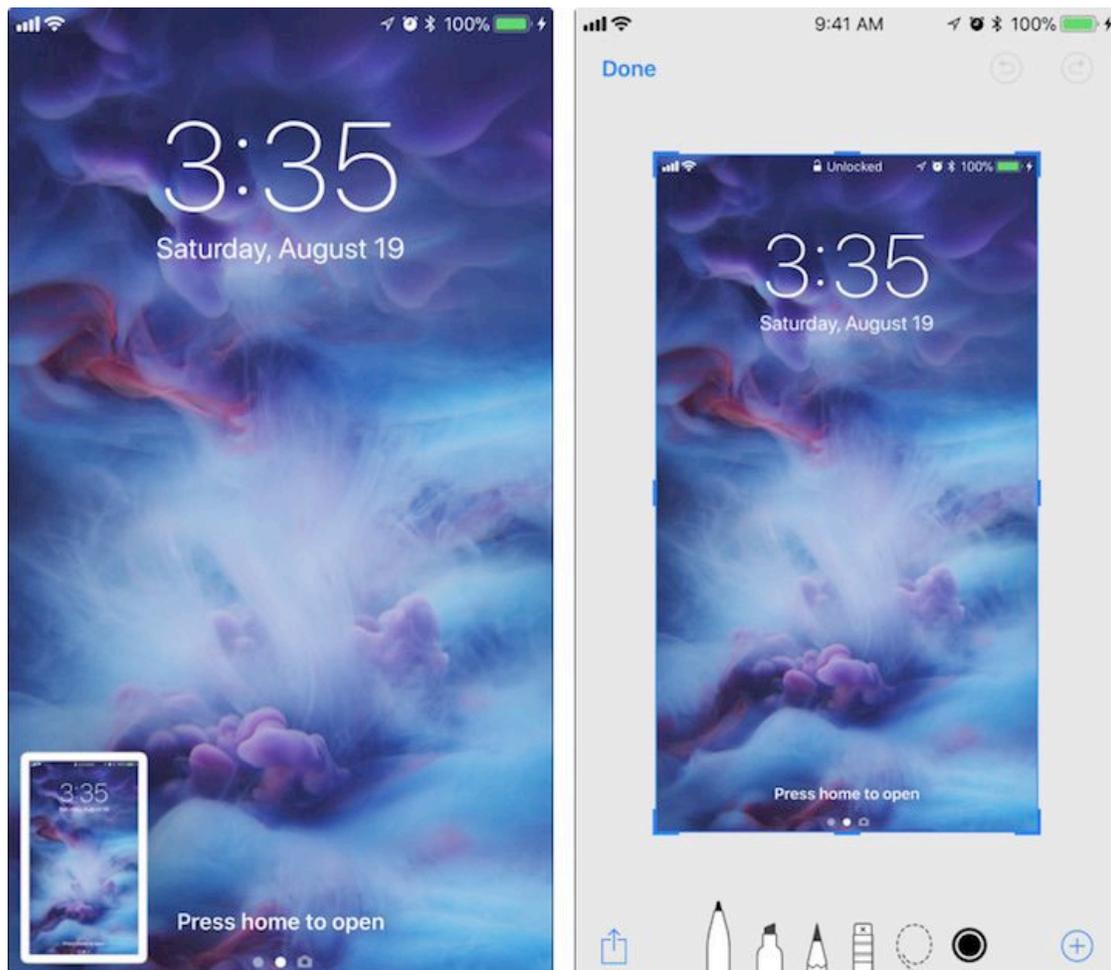


Figure 1: After you take a screenshot, it now appears as a thumbnail in the lower-left corner. Tap the thumbnail to draw on it.

- **Inline drawing:** Many apps now let you draw in them. For example, while composing a new Mail message, tap inside the message area to reveal the popover and choose Insert Drawing to draw directly in the message.
- **Automatic setup:** When setting up an iOS 11 device from scratch, you can place another iOS 11 device near it to transfer many settings automatically.

During setup, choose automatic setup when prompted on the new device. Place your old iOS device near the new device and unlock the old device. You should see a Set Up New iPhone (or iPad) prompt on the old device and a code that looks like a blue cloud on the new device, which you will scan with the old device after tapping Continue (**Figure 2**).

Explore the Lock Screen

The Lock screen is the first thing you see when you power on or wake up your iOS device, and it contains a wealth of functionality, especially now in iOS 11, since it now takes Notification Center's place for notification management.

Dissect the Lock Screen

Let's look at each element of the Lock screen (**Figure 12**).

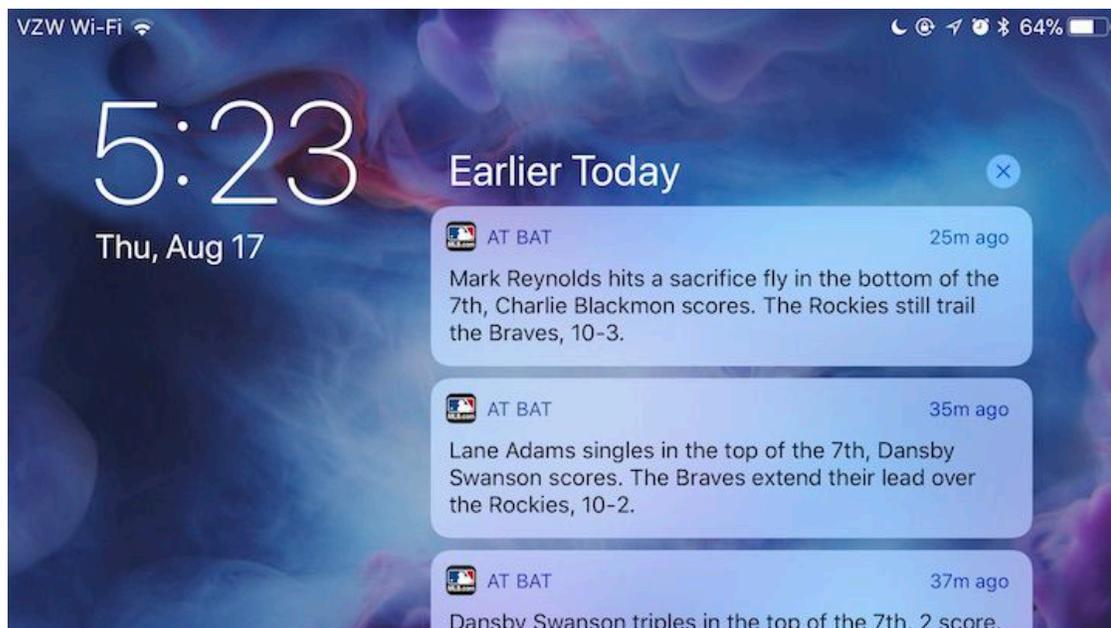


Figure 12: The Lock screen features a number of status icons.

The icons at the left of the status bar signify your device's networking status:

- **Wi-Fi:** This  icon indicates that the device has a Wi-Fi connection. More bars means a stronger connection.
- **Cellular:** If you see a carrier name, then your device has a cellular connection. More bars  next to the name means a stronger connection.

Note: If you use Wi-Fi calling, your carrier might appear with a different name, such as VZW Wi-Fi.

- **Airplane mode:** If you see an airplane  icon, the Airplane Mode switch in Settings is on and all radio-frequency connectivity is off unless you've re-enabled a radio individually.

Partial Airplane Mode

You can manually re-enable the Wi-Fi and Bluetooth radios while in Airplane mode, which is handy if you want to take advantage of in-flight Wi-Fi or use Bluetooth to communicate with a keyboard while keeping your cellular connection off.

Turn them back on by tapping their buttons in (swipe up from below the bottom of the screen). See [Networking Platter](#).

Here's a look at the most common icons that you may see at the right of the status bar:

- **Do Not Disturb:** A moon  icon indicates that Do Not Disturb mode is active—your device will not vibrate or make noise.
- **Orientation Lock:** This lock  icon means the device's screen orientation is locked in portrait or landscape view.
- **Location:** If an app is using Location Services, you see an arrow  icon here. You can find out which apps are using Location Services in Settings > Privacy > Location Services. See [Location Services Arrow Icons](#).
- **Alarm:** If you've set an alarm in the Clock app (directly or by using Siri), you see a clock  icon here.
- **Bluetooth:** If Bluetooth is enabled, your device displays the Bluetooth  icon. If a Bluetooth device is connected, the icon is white; otherwise, it is light gray.
- **Battery:** This  icon represents the remaining battery life. The fill color in the icon serves as a quick status indicator:

Take Control of Control Center

Control Center is a handy way to access common controls. To open Control Center, swipe up from beneath the bottom of the screen. In iOS 11, Control Center has been redesigned, compressed back into a single page, and made to be customizable (**Figure 17**).



Figure 17: Control Center gives you quick access to network settings, brightness, audio controls, and more, including the iPhone’s flashlight. To see more options, press a control.

Use and Customize Control Center

Control Center is now composed of three types of controls: buttons, sliders, and platters—which are groups of buttons. Many Control Center controls can be pressed to reveal a panel with more functions.

It's possible to add more controls to Control Center than can fit on the screen at once. Swipe up or down to scroll through them, or better yet, remove the ones you don't need.

To customize Control Center, visit Settings > Control Center > Customize. It works just like [Add a Widget](#) and [Delete a Widget](#):

- Tap the green add  button to add a control.
- Tap the red delete  button, and then tap Delete to remove a control.
- Drag the grab handle  up or down to reposition the control.

However, there are seven controls you cannot remove or reposition: the networking platter, media platter, Orientation Lock, Do Not Disturb, Screen Mirroring, Brightness, and Volume.

Discover Control Center Functions

If you're an iOS veteran, many of the controls will be instantly familiar, but some are all-new. Here's what each one of them does.

Networking Platter

The networking platter (**Figure 18, A**) lets you quickly turn various networking features of your device on and off. In the main Control Center view, it displays four controls:

- **Airplane Mode:** Tap the Airplane Mode  button to disable all wireless connections: cellular, Wi-Fi, Bluetooth, and GPS. An airplane  icon appears at the upper-left corner of the screen, in the status bar, when Airplane mode is on.

Hone the Home Screen

Once past the Lock screen, you're presented with the Home screen—the grid of icons that you tap to launch apps. Resting at the bottom of the Home screen is the Dock, which makes it easy to get to a fixed set of your most-used apps regardless of which Home screen page you're on. On an iPhone or iPod touch, the Dock can hold icons for four apps.

Note: For unique attributes of the iPad Home screen, see [Special iPad Features](#).

Learn Home Screen Basics

To return to the Home screen from any app, press the Home button on your device.

The Home screen is divided into pages, which iOS automatically adds and removes as you install and delete apps. The small white dots above the Dock indicate which page is currently visible on the Home screen (**Figure 24**). To flip between pages, flick the screen left or right.



Figure 24: The dots above the Dock tell you which Home screen page you're on.

Tip: To jump to the first (“main”) page of the Home screen from some other page, press the Home button.

Manage the Home Screen

From the Home screen, you can move and delete apps, and arrange them into folders.

Move Apps

To move app icons around the Home screen:

1. Touch and hold any icon for a few seconds, until all the icons start to shake.
2. Touch, hold, and begin dragging the app icon you want to move.
3. To move multiple icons, tap them as you're dragging the first icon. They will be added to a stack beneath your fingertip, and a blue badge will appear in the upper-right corner of the stack with the number of apps you're moving (**Figure 25**).

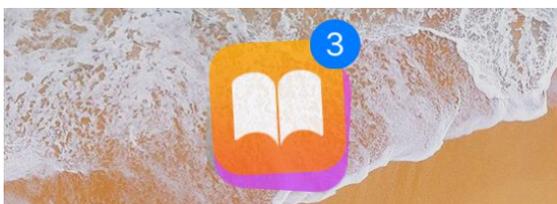


Figure 25: You can now move multiple apps at once. While dragging an app, tap additional apps to add them to the stack. The blue badge tells you how many you're moving.

4. Drag the icon or icons to where you want them. To move an icon to another page, move it to the edge of the screen and pause until the page flips.
5. Once you've moved the icon or icons where you want them, you can move more as long as the icons are still shaking.
6. Press the Home button to exit editing mode.

Search with Spotlight

One of iOS's simple yet powerful features, Spotlight lets you swiftly search your device for apps, contacts, songs, and more (**Figure 29**). Developers can integrate their apps with Spotlight to give it nearly omniscient search powers. You can also see Siri app suggestions when you tap a Spotlight search box.

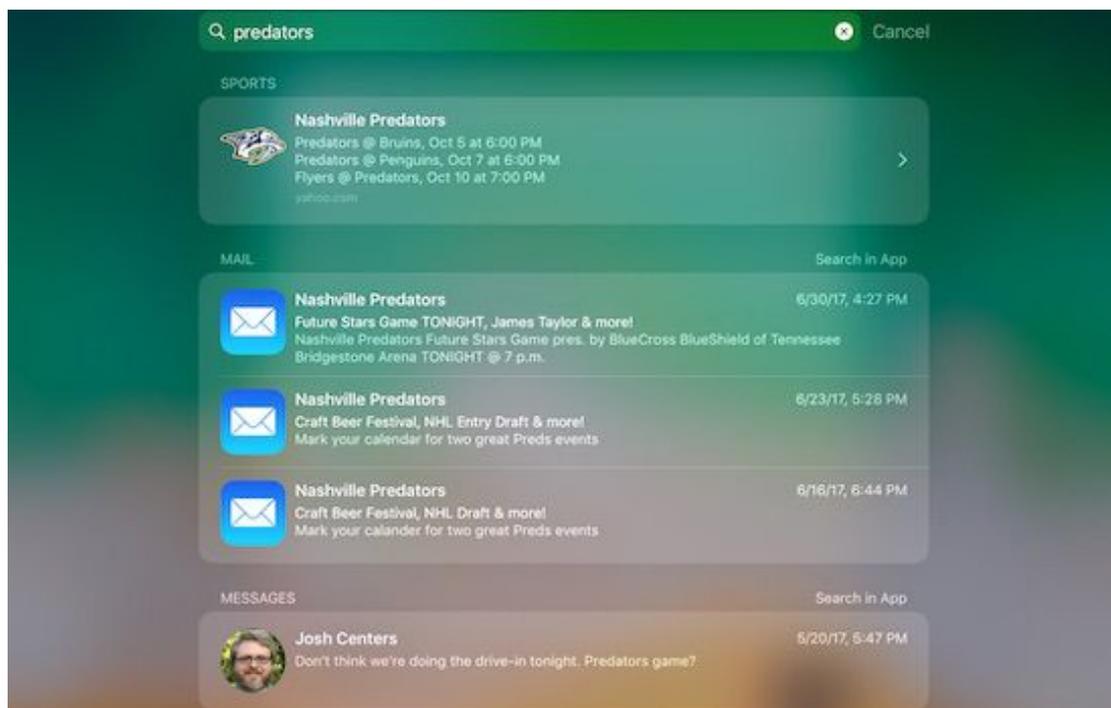


Figure 29: Spotlight can find things like upcoming sporting events, Wikipedia entries, and App Store entries.

Access Spotlight Search

There are two ways to access Spotlight search:

- While on the Home screen, pull down from anywhere between the status bar and Dock (**Figure 30**).

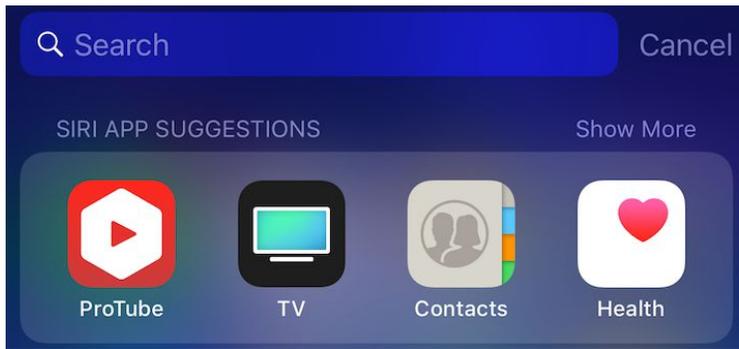


Figure 30: When you pull down on the Home screen to reveal the search box, you also see Siri suggestions for recent and frequently used apps. Siri App Suggestions is also available as a widget.

- From the Lock screen or first page of the Home screen, swipe right to enter the Widgets screen, which features a Spotlight search box.

Either way, tap the search box to begin your search:

- You'll be presented with Siri app suggestions, which is a collection of recent and frequently used apps—tap one to open it.
- You may also see Siri search suggestions below the Search box, which are recent searches you've performed—tap one to search for it again. You may also see Siri search suggestions as you're typing a query.
- To search your device and various services, enter a search term into the Search box and tap Search on your keyboard. In the results list that appears, tap any entry to open it.

Learn Spotlight Features

Spotlight can search app data on your device, as well as a number of bits of information from the web. Here's a partial list of what Spotlight can find:

- **Apple media and apps:** Items in the App Store, iTunes Store, and iBooks Store.
- **Apple Music:** If you subscribe to Apple Music, you can search for songs and play them directly from search results!

Switch Apps on the iPhone

The way you switch from one recently used app to another remains unchanged in iOS 11, at least on the iPhone. This chapter covers the iPhone App Switcher. For info on the new iPad multitasking features in iOS 11, see [Special iPad Features](#).

Switch Between Apps

Use the App Switcher to switch to a recently used app, to force-quit a crashed app, or to work with Handoff:

1. Double-press the Home button to open the App Switcher (**Figure 32**).

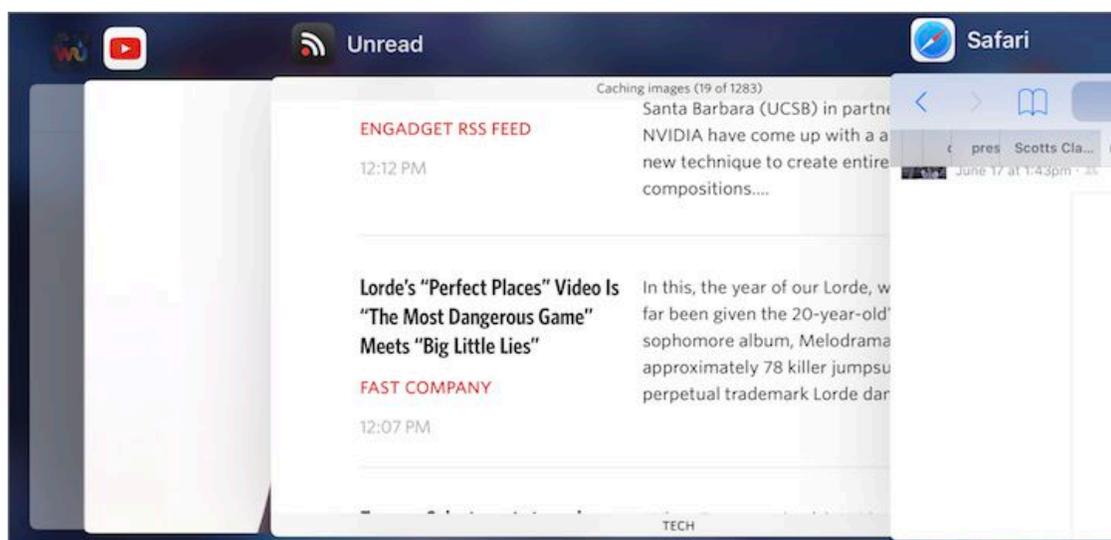


Figure 32: The App Switcher lets you select recently used apps.

2. If you don't see the app you want, flick left or right to find it.

Tip: Spotlight's Siri Suggestions also offer quick access to frequently used and recent apps. See [Search with Spotlight](#).

3. Tap the app you wish to switch to.

To force-quit an app, flick its image toward the top of the screen.

Tip: Force-quitting can be useful at times, such as when you need to restart a frozen app. However, don't make a habit of force-quitting apps, as doing so is usually a waste of time and can hurt battery life. See [Busting Battery Usage Myths](#).

Learn About Handoff

Handoff is a special feature of some apps that lets you seamlessly transfer your work between Apple devices. For example, you can start drafting an email message on your Mac and switch to your iPhone to finish. (Handoff is also a key feature of the Apple Watch, which is covered in [Apple Watch: A Take Control Crash Course](#).)

Apple's Calendar, Contacts, Keynote, Mail, Maps, Messages, Notes, Numbers, Pages, Reminders, and Safari apps support Handoff, as well as many third-party apps, such as PCalc, Pocket, and Things.

You can turn these features off entirely in Settings > General > Handoff.

Set up Handoff

Particular settings are required for Handoff to work. On both iOS devices:

- Sign in to the same iCloud account in Settings > *Your Name* > iCloud.
- Enable Handoff in Settings > General > Handoff.
- Enable Bluetooth in Control Center or in Settings > Bluetooth.
- Connect to the same Wi-Fi network in Settings > Wi-Fi.

Handoff Hardware Requirements

Handoff requires a device with a Lightning connector running iOS 8 or later, so the older iPhone 4s, iPad 2, and iPad 3 can't play.

On the Mac side, Handoff works with any 2012 or newer model, other than the Mac Pro, which must be late 2013 or newer.

Speak to Siri

Siri is your voice-activated personal assistant, capable of making phone calls, playing music, reading your email messages, telling you if it's going to rain, and even booking restaurant reservations. In iOS 11, Siri gets a new look, new voices, greater iOS integration, the option to edit queries, and some other great features.

Summon Siri

There are two ways to summon Siri. First, there's the old-fashioned way using the Home button:

1. Hold down the Home button. When you feel two vibrations or hear a chime and see multicolored wavy lines at the bottom of the screen, Siri is listening.
2. Release the Home button.
3. Speak. Say something like, "Siri, what's it like being you?"
4. Be quiet.

Personally, I prefer the voice-activated Hey Siri, which you can enable in Settings > Siri & Search > Listen for "Hey Siri". All iOS 11 devices can use Hey Siri, but unless you're using an iPhone 6s or later, an iPad Pro 12.9-inch (2nd generation), an iPad Pro (10.5-inch), or an iPad Pro (9.7-inch), your device has to be connected to power for Hey Siri to work.

To use Hey Siri, just say, "Hey Siri" and speak your query—there's no need to wait for Siri to activate.

Edit Siri Queries

If Siri misunderstands you, you can fix that. After speaking a query, tap Tap to Edit to edit your query with the keyboard. Siri also presents suggestions of what it think you might have meant to say (**Figure 34**).

Simply delete the incorrect text and replace it with what you meant. In theory, this helps Siri understand you better.

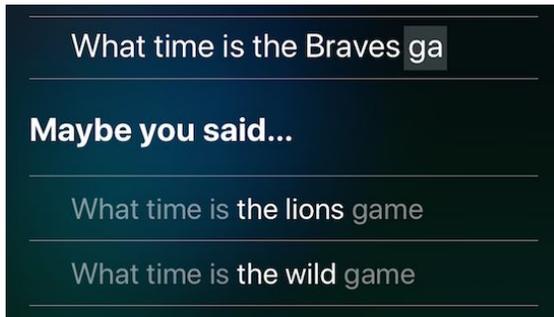


Figure 34: You can edit botched Siri queries.

Set Up Siri

In addition to Hey Siri, there are other important settings to check in Settings > Siri & Search:

- **Enable or disable Siri:** You can disable Siri entirely by turning off Press for Siri.
- **Your spoken language:** Tap Language to select the language that you want to speak to Siri with. Generally, you should choose the language you are most fluent in, but this is also a fun way to practice speaking in a foreign language.
- **Siri’s accent and gender:** Tap Siri Voice. Depending on the selected language, you may see accent options. Tap the accent that you want to hear when Siri speaks. You can also choose a male or female voice for Siri here.

Note: If you don’t see a Siri Voice option, try picking a different language.

- **Voice Feedback:** If you’re tired of Siri’s backtalk, tap Voice Feedback, and then select Control with Ring Switch (or Control with Mute Setting) to disable Siri’s voice when Mute is enabled.
- **Introducing yourself:** You can tell Siri, “Take me home” to get directions to your residence, but first, Siri must know who you are.

Command Keyboards

Typing in iOS is pretty self-explanatory, but a few tricks are easy to miss. The keyboard gains a few new tricks in iOS 11, including the capability to autofill logins in apps and the option to push the keyboard to the left or right of the screen to make one-handed typing easier.

To learn about special features of the iPad keyboard, see [Keyboarding on the iPad](#).

Look at Special Keyboard Parts

Let's take a look at some of the iOS keyboard's special keys (**Figure 35**):

- **QuickType bar (A):** This automatically suggests words as you type. Tap one to insert it. The iPad offers shortcuts here for common actions like cut, copy, paste, undo, and redo.
- **More/Numbers (B):** Tap here to view numbers and special characters.



Figure 35: Keyboard shortcuts and the QuickType bar make typing on a touch screen easier.

- **Next/Emoji (C):** This key appears only if an extra keyboard is installed. Tap it to switch keyboards. Hold it to see a list of installed

keyboards. If the only other keyboard installed is Emoji, this key shows a smiley face. If some other keyboard is installed, the key shows a globe.

- **Dictate (D):** Tap to speak words, and have iOS transcribe them, instead of typing.
- **Period (E):** Hold this key while typing a URL in Safari or an email address in Mail to see shortcuts for domains, such as .com and .net.
- **Hide Keyboard (F):** Tap here to dismiss the keyboard.

Learn Basic Keyboard Functions

Here are some basic keyboard functions every iOS user should know:

- **Display the insertion point:** Tap in a text area.
- **Move the insertion point:** Tap where you want it to go.
- **Trackpad mode:** On newer devices, you can use the keyboard area like a trackpad. See [Use 3D Touch to Select Text](#) and [Use Trackpad Mode](#).
- **Move the insertion point with precision:** Touch and hold typed text until a magnifying glass appears. Slide the insertion point where you want it.
- **Type in multiple languages:** You can type in multiple languages in iOS. To add a new keyboard, go to Settings > General > Keyboard > Keyboards, tap Add New Keyboard. To remove a keyboard from the list, swipe left on it and tap Delete. Tap the globe  key to switch between languages. Alternatively, touch and hold the globe  key to see all available keyboards.
- **QuickType:** As you type, the QuickType bar suggests words. Tap one to insert it. QuickType can also suggest things like emojis, names, phone numbers, and places. If you have multiple language keyboards enabled, it can also suggest words in those languages.
- **Hide QuickType:** Go to Settings > General > Keyboard and turn off Predictive.

Use Share Sheets

Share sheets make it easy to transfer something on your device (like a PDF displayed in Safari) to another app (like iBooks), or send something on your device somewhere else (like sharing a link to a webpage with Messages or on Twitter). Share sheets often hide other functionality that doesn't fit anywhere else—see [Share Sheet Tricks](#) later in the chapter. Here are the ins and outs of how Share Sheets work in iOS.

Share with Share Sheets

Whenever you can share content, you see a Share  icon. Tap it to reveal the Share sheet, which displays two rows of buttons. Swipe left and right on each half to reveal more functionality. Tap a button on the sheet to perform that action (**Figure 41**).

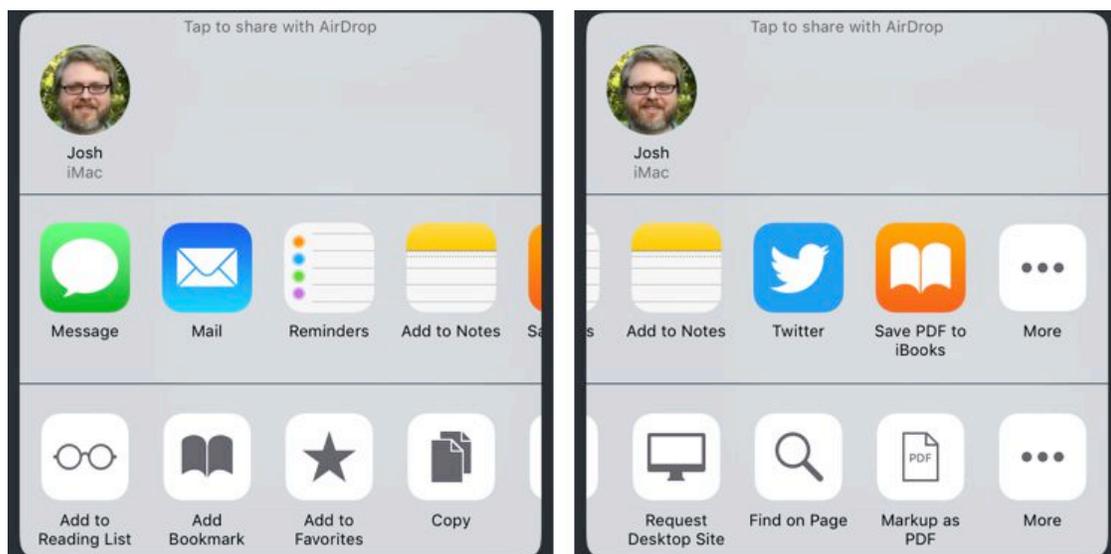


Figure 41: Share sheets let you do things like share a webpage from Safari with a text or email message, create a reminder for the webpage, or add a link to the page in Notes. The Share sheet offers other functionality, like searching inside a webpage or creating a PDF for markup.

What You Can Share

Here are some examples of what you can share with a Share sheet:

- Webpages in Safari and other browsers
- Images in the Photos app
- Locations in Maps
- Email attachments from Mail
- Files from the Files app
- Apple Music songs from Music
- Almost anything else, so long as the developer has included Share sheet capabilities and you've enabled the extension—see [Edit Share Sheets](#) later in the chapter.

Share sheets often conflate the idea of sharing with actions like copying and printing. For example, pull up the Share sheet in a note to reveal options to copy and print that note.

Note: To print from an iOS device, you either need a printer that supports the AirPrint protocol or you need to run a desktop app that can act as a bridge, such as [Printopia](#) from Decisive Tactics.

It's worth checking the Share sheet in each app to see what you can do!

Where You Can Share To

Where can you send things from a Share sheet? Here are some examples:

- Messaging apps like Messages, Mail, and Slack. I use this often to share webpages with friends.
- Text editing apps like Notes. You can share an image to insert it in the note or a URL to add a link.

An Introduction to iCloud

iCloud isn't a singular thing, but rather a suite of services: email, calendar sync, password sync, file storage, and more, all accessible from and synced between any of your Apple devices signed in to the same iCloud account. With iCloud Photo Library and iCloud Music Library, you can even sync your photo and music collections between devices, although these last two generally require a fee. Here's an overview of the many services it offers to iOS 11 users.

Note: For comprehensive coverage of iCloud, read Joe Kissell's [Take Control of iCloud](#).

Sign in to iCloud and Manage Storage

To sign in to iCloud and work with your iCloud settings, go to Settings, and if you're not signed in, tap Sign In to Your iPhone and follow the prompts.

Your iCloud account includes 5 GB of free disk space—located on Apple's servers—for storing device backups, app data, iCloud Drive files, iCloud Photo Library photos, email, and more. As of iOS 11, you can purchase up to 2 TB of total space—see the Apple article [iCloud storage plans and pricing](#). You can now also share that space with members of your Family Sharing circle if you choose Settings > *Your Name* > iCloud > Manage Storage > Manage Storage > Share With Family. See [All in the Family Sharing](#).

To manage iCloud settings after signing in, go to Settings > *Your Name* > iCloud. An infographic at the top of the screen shows how much of your iCloud storage space has been used, and what's using it.

There are a few different ways to reduce your iCloud storage usage, but the easiest way to do so is to go to Settings > *Your Name* > iCloud > Manage Storage > Manage Storage. Each app and/or service offers

different management options. However, they usually boil down to disabling that service and deleting all the related data.

Here are some effective, specific methods of pruning iCloud:

- If an abandoned device (like a replaced iPhone) has a backup taking up space, tap that device listing in Settings > *Your Name* and tap Remove from Account.
- If an app is hogging iCloud space, open the Files app, go to your iCloud Drive, tap the app's folder, identify the large file, touch and hold it, and then tap Delete from the popover. See [Say Hello to the Files App](#) later in this chapter.
- Clean out your iCloud mailbox in Mail.
- Delete unwanted photos and videos from iCloud Photo Library. See [Deleting Photos and Videos](#).

iCloud Services

For the most part, the iCloud services are listed on the Settings > *Your Name* > iCloud screen with switches that control whether a service is on or off. Let's consider each option, from top to bottom—you can toggle most of these options as you read along.

Note: See the [All in the Family Sharing](#) chapter to learn how to share purchases, iCloud storage space, and photos with members of your family.

- **Photos:** Tap Photos to see these options:
 - **iCloud Photo Library:** iCloud Photo Library sends almost all photos and videos in the Photos app to the cloud—using a cellular or Wi-Fi connection—where they are added to your iCloud storage space and synced to any of your devices that are running at least iOS 8 or 10.10 Yosemite. Edited photos are also synced, and deleted photos are removed from all devices. Hidden photos are not synced. See [Get to Know Photos](#). With iCloud Photo

There's an App (Store) for That

The App Store is arguably the most important app in iOS, since it's your portal to a treasure trove of over two million apps. It was the App Store and third-party developers that transformed the iPhone from a niche gadget to a world-changing phenomenon. In iOS 11, Apple has redesigned the App Store from the ground up, with a focus on daily updates and human curation of apps.

Tip: Your App Store login can be separate from your iCloud login. You can manage it in Settings > *Your Name* > iTunes & App Store > Apple ID or in Settings > iTunes & App Store > Apple ID.

Tour the New App Store

When you first open the App Store in iOS 11, you'll notice that it's very different than what you're used to. Here's how the App Store is now organized:

- **Today:** Apple updates this tab every day with new suggested content, like daily lists of apps, App of the Day, Game of the Day, and new apps. Tap an individual featured app to see its story—a short article that tells you about the app.
- **Games:** This tab focuses on games, including new games, lists of games the App Store editors love, and lists of the most popular games.
- **Apps:** This tab is just like the Games tab, but for non-game apps.
- **Updates:** Here, you can view recent and pending app updates. Tap Update next to an app to download its update or Update All to update all apps at once.

- **Search:** In this tab, you can search for apps. It also features a list of trending searches, which I've never found terribly useful.

Update Apps Automatically

After you buy an app, there's a good chance the developer will offer free updates with new fixes and features. If you want the latest versions of your apps with the least amount of effort, you can have them update automatically:

1. Go to Settings > iTunes & App Store.
2. Turn on Updates.
3. If your device has a data plan with a data cap, you probably want to turn off the Use Cellular Data switch.
4. Your apps will not update if you run out of local storage space. Turn on Offload Unused Apps here to automatically uninstall unused apps while retaining the app data.

With automatic downloads enabled for Updates, there's no need to check the Updates view in the App Store—iOS automatically downloads and installs updates to apps as they become available. Recent app updates are listed in the Updates tab. Apps will not update automatically if the device is in Low Power mode.

Obtain Apps

When you find an app you're interested in downloading, tap one of these icons:

- **Get:** This indicates that an app is free. However, the app may feature in-app purchases to enable the app's core functionality or additional features—this will be indicated under the Get  button.

Note: Enable Touch ID for purchases by going to Settings > Touch ID & Passcode and enabling iTunes & App Store.

All in the Family Sharing

Family Sharing lets up to six family members with separate Apple IDs share apps and media, as well as iCloud storage, photos, a calendar, and locations. It's also required for Apple Music family plans.

Organize Your Family

The family organizer sets up and manages Family Sharing and is responsible for all charges incurred. The organizer can specify who is a parent or guardian, and who is a child.

Warning! An Apple ID can start or join a family group only once per year.

The organizer can also require that all purchases made by a family member under age 18 must be approved by a parent or guardian (the specific age may vary by your location).

Family Sharing Requirements

To set up or join Family Sharing, you must use a device running at least iOS 8, 10.10 Yosemite, or iCloud for Windows 4.0.

Apple TV software 7.0 or later (which eliminates the 1st- and 2nd-generation Apple TV models) is necessary to access shared movies.

You also need a credit or debit card on file with Apple ID.

Set up Family Sharing

To set up Family Sharing:

1. Go to Settings > *Your Name* > Family Sharing.
2. Tap Set Up Family Sharing.
3. Follow the simple prompts and read the informational tips until the setup process is complete.

You can now manage the group in Settings > *Your Name* > Family Sharing. To add additional family members from this screen:

1. Tap Add Family Member and choose either Invite via iMessage, Invite in Person, or Create a Child Account. Follow the onscreen prompts.
2. When your family member receives the notification (in iOS or macOS), they must open it and follow the prompts to be added to your family group.

About Child Accounts

In the United States, children under 13 aren't legally allowed to create online accounts (the law varies by country). You can create an Apple ID for a child, but it's important to note that once a child is in a family group, they can't be removed until they turn 13 (the exact age varies by country); however, they can transfer to another group, if they are invited to it.

Control Child Purchases

Family Sharing lets you control what purchases are made on a child account:

- **Appoint a parent or guardian:** The organizer can specify any group member age 18 or over as a parent or guardian who can approve purchase requests. Go to Settings > *Your Name* > Family Sharing, tap that person's name, and enable Parent/Guardian. An adult who isn't a Parent/Guardian doesn't need permission to make purchases, but can't authorize child purchases.
- **Enable Ask to Buy:** If a group member is under age 18, the organizer, parent, or guardian can restrict purchases (even free ones) for that person by going to Settings > *Your Name* > Family Sharing, tapping that person's name, and enabling Ask to Buy.

Special iPad Features

As iOS has evolved, Apple has made an effort to make the iPad more than just a “big iPhone,” adding features that help you take advantage of its large screen. iOS 11 takes this to the next level with an overhaul of the iPad’s multitasking system and some other new features.

Work with Instant Notes

iOS 11 lets you quickly create or edit a note in the Notes app from the Lock screen—Apple calls this Instant Notes. Contrary to Apple’s marketing, this isn’t an iPad-specific feature, as I explain in [Discover Control Center Functions](#), since you can use the Notes button in Control Center to summon an Instant Note.

However, if you use an Apple Pencil with an iPad Pro, there is an actual instant way to create an Instant Note. Wake your iPad Pro and tap the tip of the Apple Pencil on the Lock screen to create or open an Instant Note.

Tip: Sometimes it takes a second tap of the Apple Pencil to open Notes. If that doesn’t work, your Apple Pencil may need to be charged.

By default, Instant Notes brings up the last note you viewed in the Notes app. To instead create a new note every time you summon Instant Notes, go to Settings > Notes > Show Note on Lock Screen and select Always Create New Note.

If you keep it set to Resume Last Viewed Note, the Require Password setting dictates how long you can return to that note without authenticating with Touch ID or a passcode. The default is 15 minutes.

Tip: Apple has a [video showing off some of the Apple Pencil’s new tricks](#) in iOS 11.

Manage the Dock

Apple has redesigned the iPad's Dock in iOS 11 to make it more like the Mac's Dock. It's split into two sections. The left-hand section holds the apps you place there—up to 15 of them. The right-hand side presents recently and frequently used apps and Handoff apps, denoted by the Handoff  icon on the app (see [Learn About Handoff](#)—**Figure 46**). You can turn that off with the Show Suggested and Recent Apps setting in Settings > General > Multitasking & Dock.



Figure 46: The new iPad Dock holds your favorite apps, and suggests apps iOS thinks you'll want quick access to. It's also now how you access Handoff apps on the iPad.

Apple has a [video showing how to use the new Dock](#).

Reveal the Dock

The Dock is always visible on the Home screen, but is hidden when viewing an app. Swipe up from the bottom of the screen to reveal it. In some apps, you must first swipe up to reveal an arrow , and then swipe up again to reveal the Dock.

Tapping an app in the Dock switches from the current app to the app you tap.

Adding and Removing Dock Apps

To add an app to the Dock, simply drag it from the Home screen to the Dock. You can touch and hold until the icons shake, but there's no need to do that. Items added to the Dock are removed from the Home screen.

Tip: The iPad Dock can also hold folders! Moving them in and out of the Dock works just as it does with apps.

Capture Camera Basics

Camera is one of the most popular iOS apps. Thanks to the ever-improving quality of iPhone and iPad cameras, many people have abandoned point-and-shoot cameras entirely, instead using their iOS devices to capture cherished moments.

Before you take a photo or video, let's quickly review the icons on the main screen of the Camera app (**Figure 53**). Read more about most of these in [Pick a Camera Mode](#), ahead.



Figure 53: Here's a look at the Camera controls on an iPhone (the iPod touch is similar): **(A)** Filters, **(B)** Timer, **(C)** HDR, **(D)** Flash, **(E)** Viewfinder, **(F)** Camera Chooser, **(G)** Take Picture (shutter), and **(H)** Photo and Video Viewer. Camera on the iPad has similar controls, but a different layout.

Pick a Camera Mode

Before you press the round Take Picture  button (**G** above), you'll want to set up your shot. Start by picking a mode.

The mode is indicated by a yellow label next to the Take Picture  button.

You switch between modes by swiping across the Viewfinder (vertically if your device is in landscape orientation, as shown above), or by tapping a label.

Here is a list of the Camera's modes:

- **Time-Lapse:** The camera snaps a series of images at dynamically selected intervals. It then combines the images into a time-lapse video (see [Take a Time-Lapse Video](#)).
- **Slo-mo:** On supported devices, this mode records video at 120 frames per second or up to 240 fps on the iPhone 6 and iPhone 7 models—adjust this in Settings > Camera > Record Slo-mo. During playback, you can choose a snippet of this high-frame-rate video to be played in slow motion (at the normal rate of 30 fps).
- **Video:** This mode lets you record video at 30 fps. On any iPhone 6 or iPhone 7 model, tap Settings > Camera > Record Video to switch to 60 fps (see [Take a Video](#)).
- **Photo:** This mode takes standard rectangular photos.
- **Square:** In this mode, the camera takes square, Instagram-friendly images.
- **Pano:** The camera takes a continuous stream of photos as you move the device horizontally, and then it stitches those images together to create a super-wide image—ideal for capturing landscapes. Follow the onscreen instructions to capture the perfect panorama.

To take a *vertical* panorama, hold the device in landscape orientation and move it up instead of to the side.

Tap the white arrow to reverse the direction in which you move to capture the panorama.

Get to Know Photos

Once you've taken a photo or video with the Camera app, or saved an image from another app, you can find it in the Photos app. Images from shared albums and iCloud Photo Library also appear in Photos (see [An Introduction to iCloud](#)). This chapter will get you started with Photos and tell you about its new features, but for full coverage, see Jason Snell's [Photos: A Take Control Crash Course](#).

View Your Photos

There are four views in Photos: Photos, Memories, Shared, and Albums, accessed by tapping icons at the bottom of the screen.

The Photos view has three levels. The broadest level, Years, groups photos by, well, years. Tap a group of photos in any year, and you see Collections, which include photos from smaller date ranges, as well by geographic regions. Tap any Collection, and you see Moments, which group photos by small units of time and location.

At any level, tap a photo to drill down; in Moments, tapping a photo opens it full screen. To move back up a level, tap the  arrow at the upper-left corner.

Note: By default, Photos shows only a subset of thumbnails for Years and Collections; to make it show all of them, tap Settings > Photos and disable Summarize Photos.

There's a useful shortcut for browsing your photos: the scrubber. When you're viewing a photo, the scrubber shows tiny previews of other photos taken around that time at the bottom of the screen. Drag the scrubber to scan through them quickly.

Swipe up on a photo to see additional details, such as who's in the photo, where the photo was taken, and associated Memories (see [Walk](#)

[Down Memory Lane](#)). On supported devices, this view also shows Live Photo effects.

Search in Photos with Siri

You can search for photos and videos in the Photos app: tap the magnifying glass at the top of the screen to bring up the search screen.

iOS suggests some searches, like Nearby, Home, and One Year Ago. Tap a suggestion or type a search term, such as a location or date. For example, I can search for *San Francisco* to see the photos I took while I was there.

Even better, you can search for photos and videos using Siri. Try queries like these:

- ✦ "Show me photos from Nashville, Tennessee."
- ✦ "Search for pictures of oak trees."
- ✦ "Display videos from Easter 2016."

Work with Live Photos

When you expose photo details, if you're viewing a Live Photo and your device supports [Live Photos](#), you will see different effects you can apply to a Live Photo:

- **Live:** This is the default effect. It merely plays the mini-video and stops.
- **Loop:** The Loop effect plays the mini-video on a repeating loop.
- **Bounce:** This effect is like a backwards loop. When the mini-video reaches its conclusion, it plays back in reverse.
- **Long Exposure:** This blends the frames of the mini-video to simulate a long exposure photo.

Master Messages

Messages has evolved from a simple SMS text messaging app into a capable instant messaging tool. Messages can handle SMS messages, Apple’s own iMessage messages, and voice messages. Messages lets you add visual effects to messages, and developers can create apps that integrate with Messages.

Understand Core Messages Concepts

SMS (Short Message System) and MMS (Multimedia Messaging System) are methods of sending short text messages (or, for MMS, text messages with multimedia attachments) over a cellular network. They’re fast and convenient, but SMS limits text to 160 characters, these methods work only between cellular phones (except with Apple’s [Text Message Forwarding](#)), and some phone carriers charge per message (or provide a limited number of messages per month, charging for any above that limit).

Tip: You can choose the tone that’s played when a message arrives in Settings > Sounds > Text Tone.

iMessage is Apple’s alternative to SMS and MMS. iMessage allows encrypted messages of unlimited length, those messages are sent over a standard Internet connection, and messages can be sent and received by the Messages app on any recent iOS device or Mac. Also, iMessage isn’t just tied to your phone number—you can associate it with other phone numbers and even email addresses. The downside is that it works only with other iMessage users—when you send a message to someone who doesn’t use iMessage, it falls back to SMS and MMS.

Note: Messages displays SMS/MMS messages in green bubbles and iMessages in blue bubbles.

Here are the basics of using Messages:

- **Enable or disable iMessage:** Go to Settings > Messages and turn on the iMessage switch.
- **Set send and receive addresses:** In Settings > Messages, tap Send & Receive. Select your iPhone number and any email addresses where you wish receive iMessages (messages arrive in the Messages app, not your email). Still on the Send & Receive screen, specify the phone number or email address from which you want your iMessages to originate.

Text Message Forwarding

Your iPhone can forward SMS/MMS “green bubble” messages to other iOS devices (running at least iOS 8) without a phone plan, along with Macs running at least 10.10 Yosemite:

1. Sign in to Messages on your iPhone and the other device with the same Apple ID. (On a Mac, choose Messages > Preferences > Accounts.)
2. On the iPhone, open Settings > Messages > Text Message Forwarding and turn on the switch for the device you wish to forward messages to.
3. That may be all that’s necessary, but if a code appears on the other device, enter it on the iPhone.

This can work over a cellular connection as well, if your carrier supports it.

- **Decide about read receipts:** Adjust the Send Read Receipts switch, depending on whether you want to send *read receipts*, which tell those you’re conversing with if you’ve read their messages.

Tip: If an iMessage fails to send successfully from an iPhone with a phone plan, Messages can automatically send it as an SMS text message instead, if you turn on Send as SMS in Settings > Messages.

Make Calls

Whether or not you have an iPhone, this chapter will tell you how to make a “phone” call on your device. There are multiple ways to talk with someone in iOS: FaceTime lets you make crystal-clear audio or video calls on any iOS device, and third-party apps like Skype can integrate with the Phone app.

Make a Phone Call

iOS offers a few ways to initiate a phone call. Note that in this modern world, it’s often good etiquette to message someone before calling:

- **Call a contact from Phone:** The standard way to phone a friend is to bring up the Phone app, go to the Contacts tab, tap a contact, and tap the call  button under their name.
- **Call a contact from Contacts:** Pull up the contact in the Contacts app and tap the call  button under their name.
- **Call with Siri:** Tell Siri something like “Call Fred.” See [Speak to Siri](#).
- **Dial a number:** You can also make a phone call the old-fashioned way: in the Keypad tab in Phone. Tap the digits of the number you want to call and tap the call  icon.

Call with Wi-Fi

In the Phone app, you can make traditional phone calls over Wi-Fi instead of the cellular network using an iPhone 5c, 5s, or any later iPhone model. The good news is that Wi-Fi calls tend to be much clearer and more reliable than cellular calls. The bad news is that this feature is not yet supported by all carriers. In the United States, all four major carriers support Wi-Fi calling.

If your carrier supports Wi-Fi calling, here's how to activate it:

1. Visit Settings > Phone > Wi-Fi Calling.
2. Turn on Wi-Fi Calling on This iPhone.

If your carrier does not have an emergency address registered with you, you may be asked to enter that as you enable Wi-Fi Calling.

Deal with Incoming Calls

If a contact is calling, iOS lets you know who it is. If it's a call from someone not listed in contacts, it searches your email to figure out who it might be. FaceTime and third-party voice-over-IP apps like Skype integrate with Phone too, so when you receive calls on those services, they'll appear like a regular phone call. Here's how you can deal with incoming calls:

- **Accept the call:** Tap the Accept  icon to accept the call or swipe Slide to Answer (**Figure 67**) from left to right.

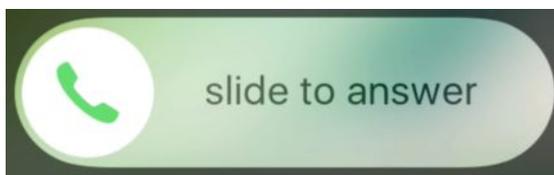


Figure 67: Slide to Answer appears when the device rings while locked. Slide the phone  icon to the right to answer the call.

- **Silence a call:** Press the Sleep/Wake icon once to halt ringing; the call continues ringing on the other end and eventually goes to voicemail.

Go on Safari

Besides App Store and Messages, Safari is arguably iOS’s most important app. Let’s start with a look at Safari’s controls (**Figure 68**).



Figure 68: Safari controls, from left to right: Back, Forward, Bookmarks, Address/Search, Reload, Share, New Tab, and Pages.

If you can’t see the controls shown above, they will reappear as you scroll up the webpage.

Tip: When you’re viewing a mobile site but don’t want to, tap the Share  icon, and tap Request Desktop Site.

Search in Safari

The Address/Search box allows you to search in several ways:

- **Enter a URL:** To visit a specific webpage, just type its URL into the Address/Search box, such as www.takecontrolbooks.com, and tap Go on the keyboard. Press and hold the Period key to see a popover with common URL suffixes such as .com, .org, and .net.
- **Search the web:** Type your search terms into the Address/Search box, and then tap Go. (To delete all text in the box, tap the Clear Text  icon at the right of the box.)
- **Suggested Sites:** Suggested Sites (sometimes called Top Sites depending on the results) can often save you the trouble of typing a long search query.

For instance, if I type just [obi wan](http://obiwan.com) into the Address/Search box, Safari suggests the Wikipedia page for the fictional character.

Tip: Safari's default search engine is Google, but you can change it to Bing, DuckDuckGo, or Yahoo in Settings > Safari > Search Engine.

- **Search within a page:** There are two ways to do this:
 - ▶ Enter your search term in the Address/Search box, and tap the item in the results list under On This Page.
 - ▶ Tap the Share  icon on the toolbar, and then Find On Page. Enter your query.

Use the arrows to navigate the results, and tap Done when you finish.

Wrangle Tabs

Safari lets you have multiple webpages open at one time, split into tabs. Here's how to use them:

- **iPad:** Tabs work much as they do in Safari on the Mac. Tap a tab to switch to it, tap the Clear  icon to close a tab, or hold and then drag a tab to move it. To view all open tabs, tap the Pages  icon or pinch in with two fingertips. Note that if you're viewing websites in Split Screen on a device smaller than a 10.5-inch iPad Pro, tabs will likely work as they do on the iPhone.

Tip: To open a link in a new tab, touch and hold the link and tap Open in New Tab.

- **iPhone and iPod touch:** The screen is too small to display tabs (except on an iPhone 6 Plus or iPhone 7 Plus in landscape orientation), so to view and manage tabs, you must tap the Pages  icon. This presents your tabs in a 3D overhead view.

Scroll through your tabs and tap one to choose it. To close a tab, slide it from right to left, off the screen.

Find Yourself, Your Stuff, and Your Friends

Most of this chapter explains how to [Use Maps](#), but I also talk about [Use Find My iPhone](#) and [Use Find My Friends](#). I also discuss the new, potentially life-saving feature, Do Not Disturb While Driving.

Use Maps

Apple's homegrown Maps app is a built-in window to the world, providing maps, satellite images, business information, and directions.

Move around the Map

Here are the basics of how to move around the map manually:

- **Pan:** Drag on the map.
- **Zoom in and out:** Pinch in and out.

Tip: When you zoom in on a location, the current weather is displayed in the corner.

- **Rotate:** Place two fingers on the screen and twist your wrist. To reset the view, tap the compass  in the upper-right corner.

Set Map Views

You can choose a view by tapping the info  icon to access the Maps Settings panel. Views include:

- **Map:** The Map view displays a drawn map showing roads, cities, and basic information (**Figure 69**). It's usually the best view to use with cellular data, since it's not as bandwidth-intensive as the other views.



Figure 69: The Standard view shows just the facts.

- **Transit:** The Map view shows some transit lines (only in supported cities), but the Transit view shows even more, and emphasizes them, displaying routes, route numbers, and stops.

Tip: Enable the Traffic switch in the Map Settings panel to see traffic conditions on the map, if available.

- **Satellite:** The Satellite view provides an overhead picture of the planet, and it can show road names and other information if you enable the Labels switch in the Maps Settings panel. Satellite view changes between day and night themes depending on the time of day.

Note: Drag up with two fingers in Satellite view to enter 3D view.

Find Yourself

Wherever you go, there you are, but if you don't know where you are, you are by definition lost! Here is how to find yourself in Maps:

- **Zero in:** Tap the Tracking ↖ arrow. Maps zooms to your location, which is represented by a blue dot.
- **Orient yourself:** Tap the Tracking ↗ arrow again to align your location on the map with the direction the top of your device is pointing.

As the device rotates, so does map, with a blue cone showing which direction you face. Tap the Tracking ↕ arrow to turn this off.

Organize Your Wallet

Wallet is a storehouse for coupons, reward cards, and tickets. It also manages your Apple Pay cards and settings.

Note: The iPad doesn't have the Wallet app, but you can manage Apple Pay payment methods in Settings > Wallet & Apple Pay.

Manage Wallet Passes

There are two ways to add passes:

- When you encounter a Wallet pass QR code in the real world, open Camera, center the barcode in the viewfinder to scan it. Open the resulting notification to add that pass to Wallet.

Note: As of August 2017, this isn't quite working as intended in the iOS 11 beta. Hopefully it will work correctly upon release.

- Tap the Add to Wallet button on a webpage, in an email message, or inside an app. Some apps may add passes automatically.

Tip: With an iTunes Pass card in Wallet, you can add funds to your Apple ID account at any Apple Store: At the bottom of the App Store app's Today view, tap Redeem. Then tap the Get Started link and follow the prompts to add it to Wallet.

Use and Remove Passes

Some passes are location- or time-based. These display a Lock Screen notification at the appointed time or place. Other passes must be pulled up manually by opening Wallet and tapping the card in the stack. Swipe down on the card to return it to the stack.

To delete or edit a card, open it, and tap the info ⓘ icon in the lower-right corner. Tap Remove Pass to remove it, or toggle Suggest on Lock Screen.

Try Apple Pay

Apple Pay lets you use your Apple device in place of your credit or debit card. You can use Apple Pay in stores and apps, as well as on websites that support it. Apple has promised person-to-person Apple Pay, though it hasn't been available in iOS 11 betas so far.

To set up Apple Pay on an iPhone for making mobile payments on-the-go, you need an iPhone 6 or later (including the SE), or an iPhone 5S or later paired with an Apple Watch.

For in-app purchases and in-Safari (on the Mac) purchases, you can also use any of these iPads: at least an iPad Air 2, iPad mini 3, or iPad Pro.

Here's how to set up Apple Pay in iOS:

1. Find out whether your credit or debit card is compatible with Apple Pay by checking with the card's bank or looking for it in this [Apple support article](#).
2. Go to Settings > Wallet & Apple Pay.
3. Tap Add Credit or Debit Card.
4. Follow the prompts to add your card(s) to Apple Pay.

If the details are accepted and your credit card issuer supports Apple Pay, the card is added to Wallet—possibly after an additional verification step by your financial institution; if not, an error dialog appears.

Control Your Home

HomeKit is an Apple framework that allows home automation devices from different manufacturers to work together with iOS, tvOS, and watchOS in the form of Siri commands and the Home app (**Figure 72**).

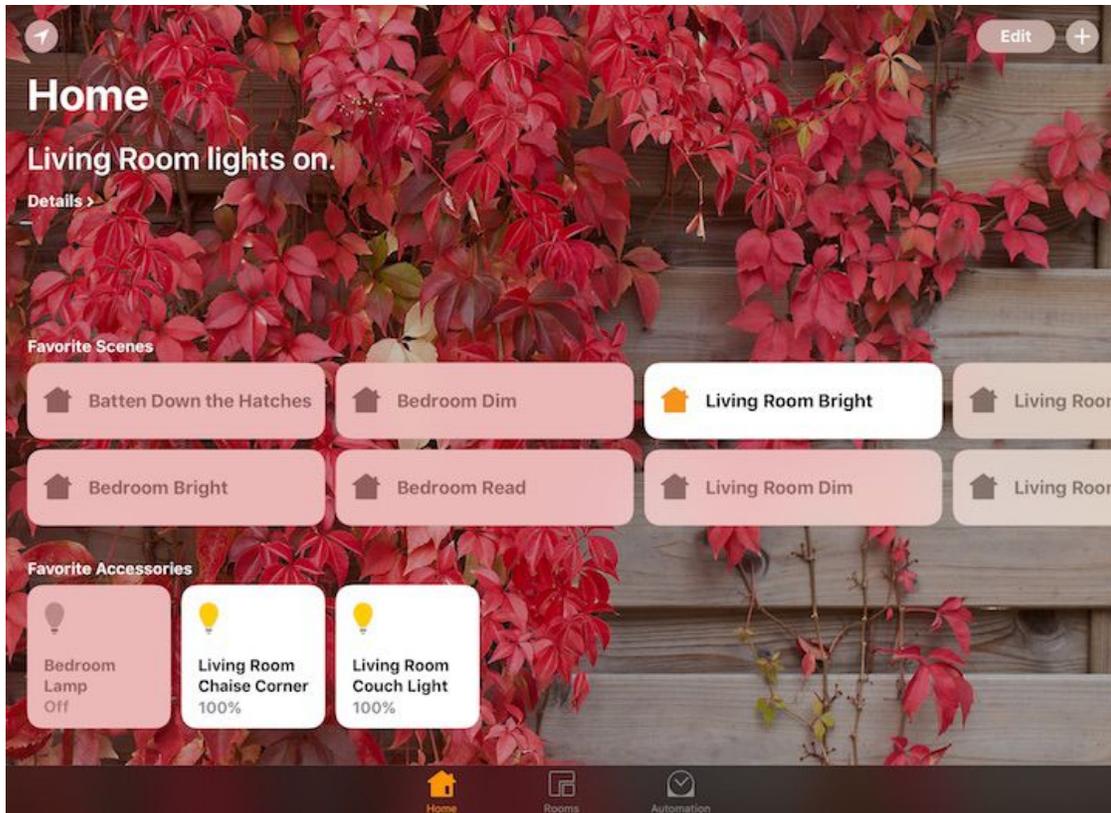


Figure 72: The Home app is a central hub for controlling all your HomeKit devices.

Note: This chapter is a mere introduction to HomeKit. Learn more in my TidBITS series, [A Prairie HomeKit Companion](#).

Apple maintains a [list of compatible HomeKit devices](#). If you're looking at a home automation device, check for the HomeKit badge.

Establish HomeKit Hubs

HomeKit typically works over your home Wi-Fi network or Bluetooth. But a hub allows you to control your devices when you're outside your home Wi-Fi network. It's also required for automations—see [Automate Your Home](#).

There are two types of HomeKit hubs: a third- or fourth-generation Apple TV, and an iPad running iOS 10 or later.

If your Apple TV is signed in to the same iCloud account as your iOS devices, it acts as a HomeKit hub automatically, as long as it's connected to power and your home network (the Apple TV can function as a hub even while asleep).

Your iPad running iOS 10 or later can function as a hub if it's signed in to the same iCloud account as your other devices, and if you tap Settings > Home and enable Use This iPad as a Home Hub. The iPad must remain powered and connected to your Wi-Fi network in order to function as a hub. (If you leave the house with your iPad, it will cease functioning as a hub until you come home!)

Set Up Your Home

In the Home app, a *home* is the top-level container, which encompasses all the other categories that I cover. A home can be a home, an outbuilding, a second home, an office, etc. For most practical purposes, a home is distinguished by a Wi-Fi network.

The Home view in Home lets you control your homes, listing your favorited scenes and accessories on the screen, which you can rearrange by tapping the Edit button. The Home view also shows the status of your devices. Here are some tips to help you get started:

- **Initial setup:** When you first launch Home, what you see depends on your existing HomeKit setup, if you have one from previous versions of iOS. Don't stress about these choices—you can easily change them later.

Additional Apple Apps

In this chapter, I review a few other Apple apps that are worth knowing about, including Calendars, Mail, and TV. All these apps are either built in or available for free from the App Store:

- **AirPort Utility:** If you own an AirPort base station, you need the [AirPort Utility](#) app, which lets you view and manage recent models of Apple’s AirPort base station, much like the identically named utility on your Mac. It’s particularly handy for checking device status and then restarting the base station if need be. To learn more about working with AirPort Utility in iOS, check out Glenn Fleishman’s [Take Control of Your Apple Wi-Fi Network](#).
- **Apple TV Remote:** Designed with the fourth-generation Apple TV in mind, [Apple TV Remote](#) perfectly emulates the Siri Remote, including Siri voice input. It also has special modes for typing and playing games. However, with iOS 11, I prefer the Apple TV Remote built into Control Center—see [Other Control Center Functions](#). For more on the Apple TV Remote app, read the TidBITS article [Apple Overhauls the Apple TV Remote App](#) and for more on the Apple TV, see my book, [Take Control of Apple TV](#).
- **Apple Store:** You can use the [Apple Store](#) app to buy products from Apple’s online store, and you can even use it to pay for products at physical Apple Stores without human intervention. The app also frequently offers a free weekly download from one of Apple’s digital stores, so it’s worth opening every week or so.

Tip: If you’re the type who orders Apple devices the minute they’re available—often in the middle of the night—you’ll want to know that the Apple Store app sometimes lets you make a purchase even when Apple’s site is overloaded.

- **Apple Support:** The [Apple Support](#) app offers support articles, and lets you chat with or call Apple support or set up Genius Bar appointments.

- **Calendar:** If you lead a busy life, the built-in Calendar app can help you organize it. In iOS 11, Siri can suggest calendar events found in Mail, Messages, and Safari, like flight and hotel reservations. If you add an address to an event, Calendar can also tell you when to leave in order to beat the traffic and arrive on time. It'd take an entire other book to tell you all you can do with Calendar—lucky for you, Scholle McFarland wrote [*Take Control of Calendar and Reminders*](#).
- **Calculator:** A basic calculator, quickly available via Control Center (see [Other Control Center Functions](#)). Rotate the iPhone to see Calculator's more advanced functions. *Not available on iPad.*
- **Clock:** Clock is an essential app for setting alarms and timers. It also offers a stopwatch function, and a bedtime timer to help you get more sleep.
- **Contacts:** A storehouse for all of your contacts. Here are a few important things to know about Contacts:
 - ▶ Favorite contacts have special privileges. They can break through Do Not Disturb and Do Not Disturb While Driving and they have their own quick-access view in the Phone app. To add a contact to Favorites, open their card in the Contacts app, tap Add to Favorites, and select your favorite contact method for that person.
 - ▶ A lot of people enter a nickname for a contact instead of their proper name. But that's bad data management, and can cause all sorts of problems. What you can do instead is enter something in the Nickname field in a contact card (tap Edit in the upper-right corner to see it). Messages and other apps will show the nickname (like "Mom") instead of the person's real name, but the underlying data will be correct.
 - ▶ It's also a good to [Teach Siri About Your Relationships](#).
- **GarageBand:** One of the coolest iOS apps is [GarageBand](#). GarageBand is essentially a multitrack recording studio that lets you create music on your devices. GarageBand has a virtual keyboard, guitar,

Guard Your Privacy

iOS offers many tools to help you protect your privacy, and in this chapter I explain how to take advantage of them.

Set a Passcode

Everyone should use a passcode. The passcode protects your photos, messages, browser history, and more from prying eyes. Here's how to configure it:

1. Go to Settings > Touch ID & Passcode (or just Settings > Passcode).
2. Tap Turn Passcode On.
3. Enter a passcode.
4. Enter the passcode again to verify.
5. Consider enabling Settings > Erase Data. This feature automatically erases everything on a device after ten failed passcode attempts. If you recover the device, you can restore it from a backup, though that might be difficult or impossible while traveling.

About 6-Digit Passcodes

iOS originally used a 4-digit passcode, but Apple changed that starting with iOS 9. Touch ID devices now default to a 6-digit passcode. However, if you already have a 4-digit passcode, you won't be required to change it. And if your device doesn't support Touch ID, a 4-digit passcode still suffices.

To create a shorter or longer passcode, visit Settings > Passcode (or Touch ID & Passcode) > Change Passcode, enter your existing passcode, tap Passcode Options, and then select Custom Alphanumeric Code, Custom Numeric Code, or 4- (or 6-) Digit Numeric Code.

Set up Touch ID

Touch ID, available on newer iPhones and iPads, lets you scan your fingerprint on the Home button instead of typing a passcode. In many cases, it also replaces your having to enter a password, such as the one that goes with your Apple ID.

If you have a Touch ID–equipped device, you were prompted to set up Touch ID when you set up the device. But in case you skipped that step, or want to edit your settings, here’s how:

1. Go to Settings > Touch ID & Passcode. (If you see only Settings > Passcode, either your device lacks Touch ID hardware or something is wrong with your device.)
2. Enter your passcode, if prompted.
3. Tap Add a Fingerprint.
4. When prompted, place your finger on the Home button (without pressing it), lift your finger up, and repeat until scanning is complete.
5. iOS then prompts you to scan the edges of your finger. Follow the onscreen instructions.
6. Repeat for each finger you might want to use to unlock your device. You can scan up to five digits; I recommend scanning at least both thumbs and your primary index finger.

After setup, it’s a good idea to name each finger by tapping its listing in Settings > Touch ID & Passcode and entering a name into the text field.

Warning! Don’t forget your passcodes and passwords! You will still be prompted for them after enabling Touch ID: when you restart your device, when it’s been longer than 48 hours since unlocking your device, and whenever you make changes to Settings > Touch ID & Passcode.

iOS Accessibility

One of the best things about iOS is Apple's commitment to accessibility. For instance, Apple has made the iPhone usable for the visually impaired. But everyone can benefit from iOS's accessibility features, many of which make things easier for all.

Night Shift

Scientific studies have shown that blue light, like that emitted from an iOS device's screen, makes it harder to sleep at night. Night Shift reduces the amount of blue light.

Here's how to use Night Shift:

- **Enable Night Shift manually:** You can go to Settings > Display & Brightness > Night Shift, but it's far easier to trigger it from Control Center (see [Discover Control Center Functions](#)). When enabled, Night Shift remains on until sunrise.
- **Set a Night Shift schedule:** You can set Night Shift to turn on at night in Settings > Display & Brightness > Night Shift. The default schedule is from sunset to sunrise, but you can change those to custom times.
- **Adjust Night Shift:** In Settings > Display & Brightness > Night Shift, you can adjust a slider to make the effect more or less warm. The warmer the temperature, the more yellow the screen appears.

Accessibility for Everyone

Several accessibility settings are useful for almost anyone. You can find them in Settings > General > Accessibility:

- **Magnifier:** The Magnifier lets you use your iOS device like a magnifying glass. Enable the setting and triple-press the Home button to activate it:
 - ▶ *Zoom:* Use the slider to zoom in or out.
 - ▶ *Get more light:* Tap the flash  icon to turn the LED on (if available).
 - ▶ *Lock the focus:* Tap the lock  icon.
 - ▶ *Freeze the image:* Tap the Take Photo  button to grab a freeze frame. Tap the button a second time to unfreeze it.
 - ▶ *Adjust the color:* Tap the filters  icon to adjust display settings and access a range of color filters.
- **Change text size:** Tap Larger Text. Drag the slider to shrink or enlarge text. If you turn on the Larger Accessibility Sizes switch, you can make text even larger.
- **Bold Text:** Many users have complained that the text in iOS is too light. To fix this, enable the Bold Text switch. Tap Continue when asked whether it's okay to restart the device. Once iOS restarts, all system text will be bold.
- **Button Shapes:** Tired of buttons that are ill-defined text labels? You can add a button outline by enabling Button Shapes.
- **On/Off Labels:** Do you have trouble telling whether setting switches are on or off? Turn on On/Off Labels. Disabled switches show a 0 (zero), while enabled switches contain a 1 (the 1 looks like a vertical line).
- **AssistiveTouch:** Do you have an issue with a repetitive strain injury, arthritis, or perhaps a broken button on your device? Tap

Manage Data Usage

Internet connections without some kind of bandwidth cap or overage fee are difficult to find. Fortunately, there are tricks you can employ to manage your bandwidth usage in iOS. All these tricks can help you reduce your use of cellular data, but some can also help you stay under a general broadband Internet cap, too. iOS 11 also offers suggestions to save storage space on your device.

Monitor and Disable Cellular Data Usage

In Settings > Cellular, under Use Cellular Data For, iOS lists every app that has used cellular data, along with a tally of how much data it has used since you last tapped Reset Statistics at the bottom of the screen.

Turn off the switch for any app that you don't want using cellular data. Beware that if you disable cellular data for an app, it won't be able to use cellular data for *any* purpose, possibly rendering it useless when off Wi-Fi.

Tip: Wi-Fi Assist makes your device automatically use cellular data when your Wi-Fi connection is poor, but that can lead to surprise data overages! Disable it at the bottom of Settings > Cellular.

Stop Automatic Downloads

When you buy an app, ebook, or music from Apple, it downloads to your device automatically. These purchases can also automatically download to all your other devices, so long as they are signed in with the same Apple ID. For example, if you bought this ebook from Apple's iBooks Store on your iPad, it may have downloaded automatically to your iPhone. Although this feature is convenient, it can eat data quickly.

To disable automatic downloads—and turn off automatic app updates—toggle the appropriate switch in Settings > iTunes & App Store. If you don't want to disable automatic downloads entirely, you can instead disable Use Cellular Data on this screen.

Tip: If you disable Updates, you should occasionally open the App Store app, tap Updates, and manually download available updates.

Restrict Background App Refresh

Background App Refresh keeps certain apps updated even when they're in the background. While this feature keeps app content fresh and saves you from waiting for data to load when you launch an app, it can also eat data without you realizing.

You can disable Background App Refresh entirely, or on a per-app basis, in Settings > General > Background App Refresh. You can also tap Background App Refresh at this screen and choose Wi-Fi to disable Background App Refresh when on cellular data.

Limit iCloud Data Usage

Some iCloud services (shown in Settings > *Your Name* > iCloud) can use a lot of data, including Photos, Safari, News, and Backup (backups happen over Wi-Fi only). Consider disabling these services if you don't use them—see [An Introduction to iCloud](#).

Turn Down the Music

The Music app can consume an overwhelming amount of data, especially if you use Apple Music, iCloud Music Library, iTunes Match, or listen to online radio.

Improve Battery Life

Keeping mobile devices powered is a persistent challenge. As iOS tries to do more and more for you, features like background tasks, Location Services, iCloud syncing, and Background App Refresh can strain a battery. Fortunately, iOS offers some tools that can extend your battery life.

Note: This chapter refers to many Control Center actions. Refer back to [Discover Control Center Functions](#) to familiarize yourself with them.

Tame Battery Usage

In Settings > Battery, under Battery Usage, apps are sorted by how much power they've used, but apps near the top aren't necessarily wasteful. If you use an app often, it will naturally use more battery.

Tip: If, in Settings > Battery, you see a section called Battery Life Suggestions (it suggested Reduce Brightness to my publisher), you would do well to heed the advice.

Apps with the Background Activity label are using a lot of power in the background. In some cases, this is okay. For instance, I want Mail to run in the background so it can notify me of new messages. However, if an app (like Facebook) is draining a lot of battery in the background, consider disabling its background refresh and Location Services.

Tip: Facebook can be an especially egregious juice-sucker. Curb its battery usage by limiting what it can do on the Location Services and Background App Refresh screens. Or better yet, just uninstall it and use Facebook in Safari.

Go to Settings > General > Background App Refresh to turn off background refresh on a per-app basis—or get rid of it completely by turning off the Background App Refresh switch.

To turn off Location Services on a per app basis, tap Settings > Privacy > Location Services and disable location sharing for those apps you don't want wasting power tracking you. You can also set an app to track you only while you are using it.

Find Out if Your Battery Is Draining

It can be difficult to tell whether a battery is draining normally or a particular app is being an energy hog. Here's the definitive way to find out:

1. Charge your battery to 100 percent and unplug your device.
2. Put your device to sleep and don't use it for an extended period—overnight is a good time for this test.
3. In the morning, go to Settings > Battery.
4. Under Time Since Last Full Charge, at the bottom, check the Usage and Standby time. If you haven't used the device since charging it, but the Usage time is close to the Standby time, then an app is preventing the device from sleeping soundly.

If you think an app is the culprit, look for apps with the Background Activity label in the Battery Usage screen.

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