

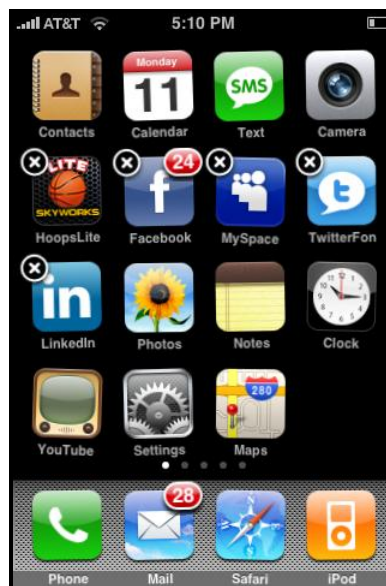
## Apple iPhone Applications, Advanced Tips & Tricks

### Apple iOS 5 Tips & Useful Tricks For iPhone And iPad

#### Screen setup and navigation

##### Moving and reorganizing screen icons

1. Turn on the iPhone
2. Select an icon, press and hold the image until it begins to “wobble”
3. Slide any icon to a location on the screen. Slide off-screen to move to another page.
4. Release
5. You may also re-order or move the four primary apps at the bottom of the screen.
6. Press the “X” in the upper left corner of an icon to delete the app from the device.
7. Tap the Home button when completed.



## Grouping Applications into folders

1. Turn on the iPhone/iPad
2. Select an icon, press and hold the image until it begins to "wiggle"
3. Slide any icon on top of a similar icon, like a game onto another game
4. The two will merge and create a folder icon which will hold both apps.
5. Slide other games into the folder.
6. Organize all similar apps to find them faster and make room for more apps!



## Safari

### Scroll to Top of Page -

In any application, Safari included, you can automatically scroll to the top of the page by tapping on the "top bar", which has the time, service bars, and battery. In Safari, this not only brings you to the top of the page, but also brings up the URL bar.

### •Domain Resolution -

When typing a URL in Safari, you don't have to type the "www" or the ".com"; For instance, for www.cnn.com just type "cnn" in the URL box. Note: Your search engine must be set to Google, not Yahoo.

### •Click & Hold URL's

In Safari, hold a link to see the URL and site name.

### •Domain Suffix

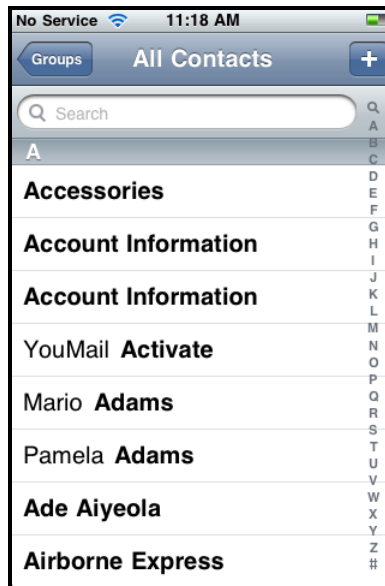
Hold down the ".com" key for ".net, .edu, .org" keys. Note: Slide your finger from .com to .net/.edu/.org, rather than lifting and pressing.



## Contacts

### •Rapid Contact Search

Hold down vertical alpha bar to the right of the screen and scroll down to the letter you are searching. Tapping the search bar will launch the keyboard to type a contact name.



## Calendar

### •Sync with Online Calendars

A convenient way to manage your calendars, get regular wireless updates and share with others in real time is to sync with Google Calendar.

1. Set up a Google Account (use your Gmail username and password)
2. Select Calendars from the Google menu. Follow instructions to sync iPhone with:
  - a) Outlook <http://bit.ly/X6qn> (Syncs primary calendar only, and no contacts)
  - b) iCal (CalDEV) <http://bit.ly/iYvA5>

This feature helps to keep your appointments and events up to date even while you are away from the office. This is an important step to avoid having non-syncing calendars on your devices. Most importantly, your iPhone, ipad, laptop and desktop PCs can all have the same calendar information.



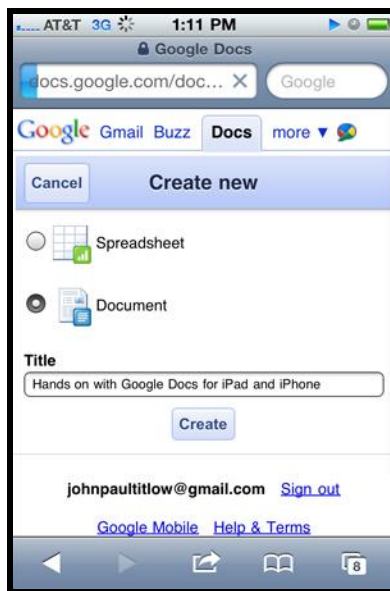
## Documents

### •Manage documents on your iPhone and iPad

The ability edit, save and delete Google Docs is available to iPhone, iPad and iPod Touch users. Google has enabled mobile editing in the Web app for its popular cloud-based office suite. Users can now create new documents and spreadsheets, edit and share from the iPad or iPhone.

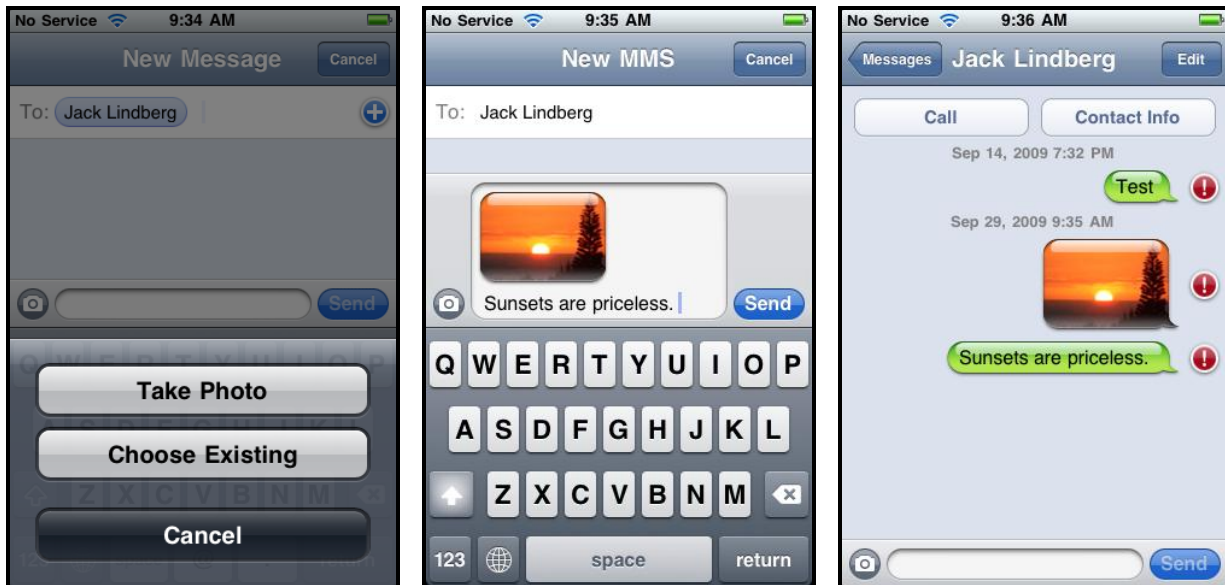
**Google Docs** is not well supported on the iPad. There are a number of free and low-cost Docs reader apps in the App store, but if you want a tool that will edit, or even create Google Docs, take a look at Office<sup>2</sup> HD. It's \$7.99 app, but from the reviews it seems to offer a viable solution for now.

**Documents To Go Premium by DataViz** is a feature-filled third-party app for managing documents and spreadsheets on the iPhone and iPad. It's \$16.99 and well worth it. Create, edit, even present PowerPoint presentations from the app.



## SMS/MMS

Multimedia files (photos, video, audio, contact information or maps) can be attached to a text message. Open the Messages app, create a new message, and tap the camera icon to take a photo or choose an existing one to attach and send.



Text messages are saved as ongoing conversations, so the text remains until you delete it.

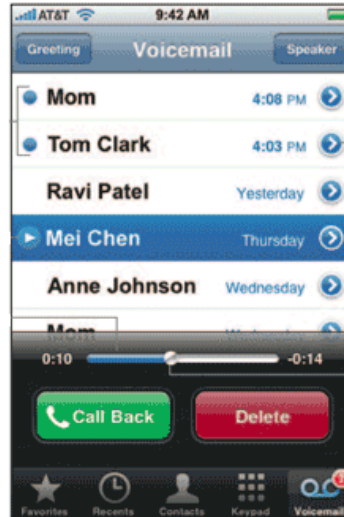
**Tip:** if you are saving a long conversation, delete any of the entries you don't need to save iPhone memory.

**Agent Tip:** if you are communicating with a client over text, save those messages! There are a few apps that are circulating, but to me they are not that user friendly. You could move them the old-fashioned way, which involves moving each entry one by one...my choice for now would be a **Google Voice** account. Set your Voice account to receive SMS messages along with voicemail messages. Messages will now be stored in the Voice thread, and you may copy and paste them into an email or document. They are dated and time-stamped in the original message.



## Phone

When you decline or don't answer a call, the caller hears a recorded greeting and can leave a voicemail message. On iPhone, **visual voicemail** lets you see a list of your messages and choose which ones to listen to or delete, without having to listen to prior messages or voice instructions.



## App Store

There are over 500,000 software applications, from productivity tools to utilities to entertainment.

There's an app for that!

Many of the iPhone apps you buy will also work on your iPad.

<http://www.apple.com/iphone/apps-for-iphone/>



## Mail

### •Change your email signature-

Change "Sent from my iPhone" to a more personalized signature in Settings

1. Open Settings
2. Open Mail, Contacts, Calendars
3. Scroll down to Signature, tap > arrow
4. Tap "Clear" in upper right screen
5. Enter new signature, end by returning to previous screen



## iPhone and iPad Tips and Tricks

### •Press & Hold For Alternate Characters -

Hold a letter for a popup of various versions of the character (i.e. to type España with the "ñ" simply hold "n" and simply slide/release to the appropriate character).

### •Take a Screenshot –

To take a screenshot, hold the home button and click the sleep button. The screen will flash white and the screenshot will be stored in your camera roll.

### •Fast Forward/Rewind Music & Video -

Press and hold the skip forward/back arrows to fast forward or rewind rather than skip tracks. Also, press on the album art to manually FF/rewind.

### •Delete Emails -

You can do both "bulk deletes" and "individual deletes" when browsing email. To do a bulk delete, simply click Edit, check off the desired emails, and then choose delete or move. To delete a single email, simply "cross it out" by swiping your finger across the email, then press delete.

### •iPhone Home Button- Clear running apps to save battery and memory

1. Double tap the Home button the screen will rise, revealing a row of apps
2. Press and hold down the first app until they begin to wiggle
3. Press the red circle in the upper left corner to stop the app
4. Press the Home button once to close the process

There is a common misconception that you must press the "Sleep/Wake" button to bring your iPhone out of sleep mode. You can press either your home button or your sleep/wake button to wake your sleeping iPhone and bring up the "Slide to unlock" screen.

Apple made sure to tout the fact that Safari has a nifty on its keyboard .com button for easy URL typing, but it seems like they forgot about Mail. As it turns out, Mail *does* have a .com button, but it's hidden. To get to the magical .com button, simply hold period for 2 seconds and a popup containing .com will appear. Also available are .org, .edu, and .net.

If you're like me, caps lock is rarely used on the iPhone but sometimes you just need the next couple of letters to be capitalized. A good example is if you're typing out something like "OK" or "IM", or any number of other upper-case abbreviations. Thankfully, iPhone's multi-touch is smart enough to allow you use the shift key just like you can on a computer. Simply hold down the shift key while you type on the iPhone's keyboard and every letter will be capitalized.

That's sure to save you a few taps every now and then!

If a call comes in and you want to mute your ringer, pressing the Sleep/Wake button or one of the volume buttons will immediately silence your phone. If you'd like to send a call directly to voicemail, you can press the Sleep/Wake button twice to decline it. You can also do this if you're wearing an iPhone headset by quickly pressing the microphone button twice.

Now you can selectively ignore people you don't want to talk to. Handy!

One of the most irritating problems that iPhone owners face is managing many apps across multiple home screens. Thankfully apps return to their previous spot after being updated, but new apps can still be a pain, especially when you want to stick a new one that's 3-4 home screens deep.

This tip comes from Leo Laporte, and I didn't realize how insanely useful this method was until I actually gave it a try.

Ever come across an image while browsing the web on your iPhone that you'd just love to use as wallpaper? Or maybe you just want to save an image to import it to your computer later. Simply save images from Safari or Mail.

Here's how it's done: surf to a webpage or email which contains an image that you want to save. Tap and hold on the particular image for 2-3 second and a dialogue will slide up asking if you'd like to save the image. Tap "Save Image" to confirm, and its immediately saved to your camera roll.



If you listen to music on your iPhone while surfing the web or using other applications, you may occasionally need to access the iPod or its controls. Sure, you can hit the home button and jump into the iPod, but iPhone has a much more elegant way of accessing iPod controls. There's even an "iPod" button that takes you right to the iPod application.

## •iPad tricks – Using Gestures

You no longer have to tap the Home button to minimize the screen before opening another app, particularly one you've recently used. Simply, using four fingers, "swipe" across the screen right or left. The open apps will rotate through the screen. This gesture will also open the multitasking bar.

The Multitasking bar is also handy to switch between apps. Slide Up on the screen, tap the icon to switch apps.

Begin by opening Settings, select General, and turn Multitasking gestures ON.

Use your four fingers to minimize an app by pinching two fingers together on the screen.



## •iPad tricks – Split and Undock the Keyboard

While the keyboard is open, press and hold the key in the lower right corner, to select to undock or split the keyboard

**Undock-** allows you to move the keyboard to another position on the screen, ideal for typing in areas the keyboard might cover otherwise.

**Split-** divides the keyboard in two, perfect for typing with your thumbs as you hold the iPad with both hands. You can also use a gesture or dividing the keyboard at the center to split.



## Car and other mobile chargers



Not every iPod charger will play nicely with an iPhone or iPad . Be sure that your car chargers are made to work with the iPhone.

For the traveler, third-party chargers that use Alkaline Batteries to charge iPhone are available.

## How To Create Your Own Ringtones

- 1) Copy out songs or files to a folder and open them with QuickTime player
- 2) Shorten them to 29 seconds
- 3) Export them to AIFF format
- 4) Import aiff files into iTunes.
- 5) Convert them to AAC format.
- 6) Copy aac files out to folder. They will have .m4a extension.
- 7) Change their m4a extension to m4r

- 8) Delete the original aac files from iTunes
- 9) Empty the trash
- 10) Drag the m4r files onto iTunes. They should appear into ringtones area and get put onto phone next sync.



## iOS 5 Firmware Update

The OS 5 update brings more than 200 fixes and added features to the iPhone and iPad

- **Notification Center** alerts of new messages, alarms and more. Slide down from top screen to open.
- **iMessage** delivers a whole new way to manage SMS and MMS messaging
- **Reminders** finally brings a robust task management system to the iPhone and iPad.
- iCloud brings all your Apple devices and information together over the wireless Internet
- Tabbed browsing with safari on iPad

## Useful symbols not in the iPhone dictionary- Copy and Paste To Your iPhone

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$\frac{1}{3}$   $\frac{1}{3}$   $\frac{2}{3}$   $\frac{1}{8}$   $\frac{3}{8}$   $\frac{5}{8}$   $\frac{7}{8}$

(add to the list as you find necessary)

1. Copy the symbols below and paste them into an email you will then send to your iPhone inbox
2. Open the message on your iPhone, and then tap the “reply to” icon.
3. Scroll down to the symbols text, press finger onscreen to get the magnifier, release, and “Select”.
4. Moving the dark blue circles in the highlight box will expand the text for copy.
5. Select “Copy”. Open the Notes app, create a new note named “Symbols”
6. Press down onto the note, and select “paste”.
7. Save the note.
8. Copy and paste these symbols into emails, SMS messages, etc. as needed

**Add words to the predictive text list:** Add words to your Contacts list, i.e. (Supra eKey, or Winforms). Predictive text will allow you faster input and won't try to correct them as misspelled words.

Typing these words into your Google Browser in Safari should get the iPhone to remember them and stop trying to correct them as you type.

## International Travel With Your iPhone

### Tips:

1. When traveling Internationally, **Forward all calls to voicemail**. You will be charged just for your phone to *ring* in foreign countries, on most networks. Allowing your phone to ring before going into voicemail is a call, and costs you money, at international rates.
2. Sign up for one of your carrier's International call plans. It can save you money if you must stay connected
- 3) Sign up for Google Voice, and make your calls for low cost, even free. You must be connected to a Wi-Fi network at the time and dial the number through the Google Voice App, available to download at the APP Store. Calls back to the US are free for all US-based accounts.

## Other Features and Tips

There are over 500,000 iPhone and 140,000 iPad applications to date; you will most certainly discover some to be useful to business, entertaining for your leisure time and fun to show off to your friends.

Below is a very short (but growing) list of possibilities. Be sure to share useful apps you discover with other users (including me!).

**Have a favorite app for iPhone or iPad?  
Share with me the app and why you like it,  
[demohcs@gmail.com](mailto:demohcs@gmail.com)**