



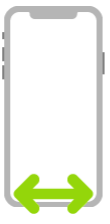




# iPhone Q & A (and more!)



Gesture	Description
	<b>Tap.</b> Touch one finger lightly on the screen.
	<b>Long press.</b> Long press items in an app or in Control Center to preview contents and perform quick actions. On the Home Screen or in App Library, long press an app icon briefly to open a quick actions menu.
	<b>Swipe.</b> Move one finger across the screen quickly.
	<b>Scroll.</b> Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
	<b>Zoom.</b> Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.

Swipe	Description
	<b>Go Home.</b> Swipe up from the bottom edge of the screen to return to the Home Screen at any time.
	<b>Quickly access controls.</b> Swipe down from the top-right corner to open Control Center; long press a control to reveal more options. To add or remove controls, go to Settings  > Control Center.

	<p><b>View notifications.</b> Swipe down from the top, just below the microphone, to see recent notifications.</p>
	<p><b>Search.</b> Swipe down from the middle of the screen to access the search menu and Siri suggestions.</p>
	<p><b>Open the App Switcher.</b> Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use.</p>
	<p><b>Switch between open apps.</b> Swipe right or left along the bottom edge of the screen to quickly switch between open apps.</p>


## Remove apps

Do any of the following:

- *Remove an app from the Home Screen:* Long press  the app on the Home Screen, tap Remove App, then tap Remove from Home Screen to keep it in App Library, or tap Delete App to delete it from iPhone.
- *Delete an app from App Library and Home Screen:* Long press  the app in App Library, tap Delete App, then tap Delete.

If you change your mind, you can re-download apps you've removed.

## Move apps and widgets around on your iPhone


1. Long press  any app or widget on the Home Screen, then tap Edit Home Screen.

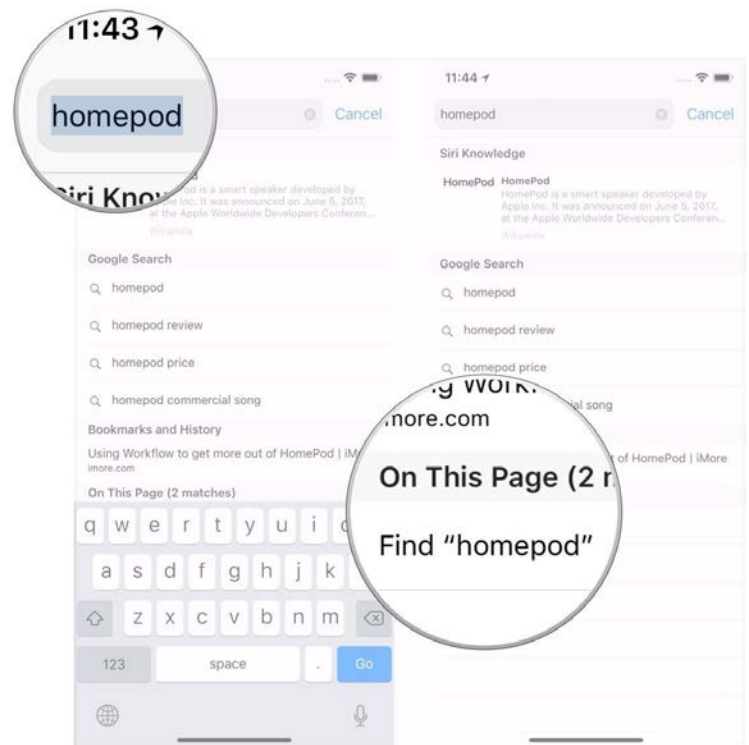
The apps begin to jiggle.

2. Drag the app to a new location
3. To create a folder, drag an app onto another app.
  - Folders will be given default names, but you can change the name
4. To move multiple apps drag an app icon without releasing your finger from the screen. Using a second finger, tap another app icon to create a stack. Continue tapping additional icons to add more apps to the stack.
  - You can move multiple apps into a folder by dragging a stack of apps on top of a folder. You can also use multiple apps to create a new folder by dragging a stack of apps on top of another app.

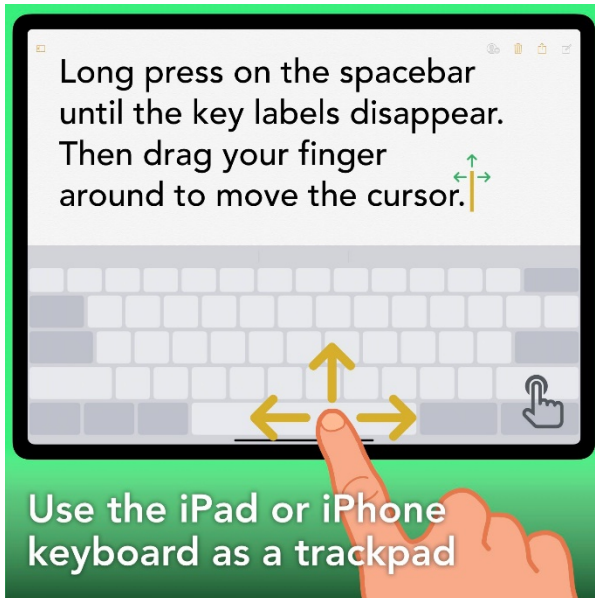
## Search on Safari

You can find a specific word or phrase on a page.

1. In the address bar (where you would type a website address or search a term) enter the word you're looking for and **DON'T HIT GO**
2. Scroll through the options until you see On This Page
3. Tap on your word
4. Tap  to jump to other mentions



## Use the Space Bar to fix errors within text



## Swipe to text





## Access more controls in Control Center

### Open Control Center

- *On an iPhone with Face ID:* Swipe down from the top-right edge. To close Control Center, swipe up from the bottom.
- *On an iPhone with a Home button:* Swipe up from the bottom. To close Control Center, swipe down or press the Home button.

Many controls offer additional options. To see available options, long press a control. For example, you can do the following in Control Center:





- Long press   to take a selfie, take a photo, or record a video.



Touch and hold to see Camera options.



## Add and organize controls

You can customize Control Center by adding more controls and shortcuts to many apps, such as Calculator, Notes, Voice Memos, and more.

1. Go to Settings  > Control Center.
2. To add or remove controls, tap  or  next to a control.
3. To rearrange controls, touch  next to a control, then drag it to a new position.






## Turn on Magnifier

Open Control Center, then tap .


(If you don't see , add it to Control Center—go to Settings  > Control Center, then choose Magnifier).



## Adjust the image

Do any of the following:








- *Adjust the zoom level:* Drag the zoom control slider left or right.
- *Show more controls:* Swipe the controls up.
- *Adjust the brightness:* Tap .
- *Adjust the contrast:* Tap .
- *Apply color filters:* Tap .
- *Add more light:* Tap  to turn on the flashlight.
- *Switch to the front or back camera:* Tap , then tap Front or Back.

## Scan a document into a note using the camera


1. In a note, tap , then choose Scan Documents.
2. Position iPhone so that the document page appears on the screen; iPhone automatically captures the page.

To manually capture the page, tap  or press a volume button. To turn the flash on or off, tap .

3. Scan additional pages, then tap Save when you're done.
4. To make changes to the saved document, tap it, then do any of the following:

- *Add more pages:* Tap .
- *Crop the image:* Tap .
- *Apply a filter:* Tap , then choose to scan the page as a color, grayscale, or black-and-white document, or as a photo.
- *Rotate the image:* Tap .
- *Mark up the document:* Tap , tap , then use the Markup tools to add annotations or your signature.
- *Delete the scan:* Tap .

## Add your signature

1. In the Markup toolbar in a supported app, tap , then choose Signature.

*Note:* If you don't see the Markup toolbar, tap  or Markup. If the toolbar is minimized, tap its minimized version.

2. Do one of the following:


- *Add a new signature:* Tap Add or Remove Signature, tap , then use your finger to sign your name.

To use the signature, tap Done, or to draw a new one, tap Clear.

- *Add an existing signature:* Tap the one you want.

To see all of your signatures, scroll down the list.

3. Drag your signature where you want it.

To hide the Markup toolbar when you finish, tap  or Done.

## Set up Focus


When you want to concentrate on a specific activity, you can customize a provided Focus option—for example, Driving, Personal, Sleep, or Work—or create a Custom Focus. You can silence notifications or allow only notifications from the people and apps that match your Focus—for example, set up a Work Focus and allow only notifications from your coworkers and the apps you need for work.


Likewise, you can customize a Home Screen page that has only apps related to your Focus and make that page the only one accessible during your Focus.

1. Go to Settings  > Focus.

2. Tap a Focus—for example, Do Not Disturb, Driving, Personal, Sleep, or Work—then follow the onscreen instructions.
3. After setting up your Focus, you can return to Settings > Focus at any time and change any of the following (which are initially set when you create your Focus):

- *Choose people you want to receive notifications from (if any) during this Focus:* Tap People or Add Person, select contacts, then tap Done.
- *Choose whether you want to receive calls during this Focus:* Tap Calls From, then select an option—Everyone, No One, Favorites, or All Contacts. To allow repeated calls (two or more calls from the same person within three minutes), turn on Allow Repeated Calls. Then

tap  at the top left.

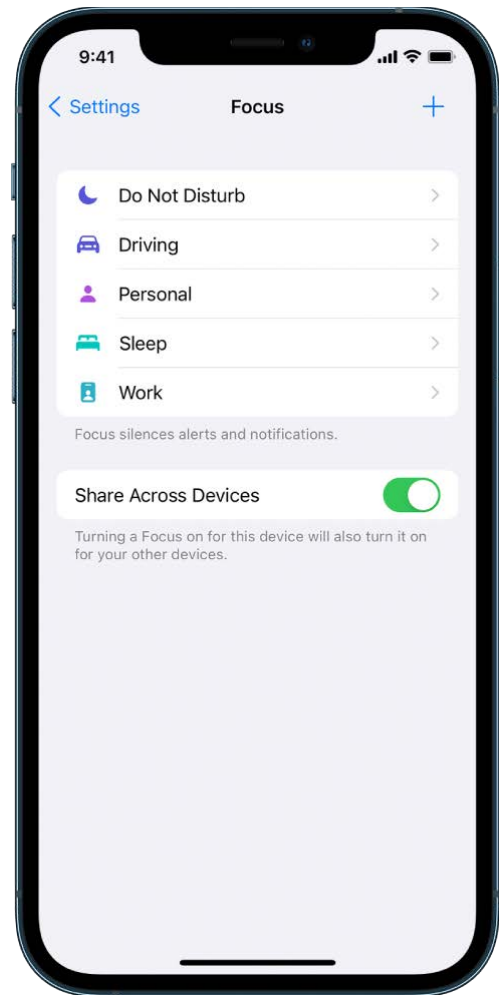
- *Choose apps you want to receive notifications from (if any) during this Focus:* Tap Apps or Add App, select apps, then tap Done.
- *Choose whether you want to allow all apps to send you time-sensitive notifications immediately during this Focus:* Turn on Time Sensitive, then tap  at the top left.
- *Choose whether you want to allow apps to display that you've silenced notifications:* Tap Focus Status, then turn Share Focus Status on or off. When you turn it on, people who message you see that you have notifications silenced, but not which Focus you're using.
- *Choose the Home Screen pages you want to access (if any) during this Focus:* Tap Home Screen, turn on Custom Pages, select the Home Screen pages you want to use during this Focus, then tap Done.

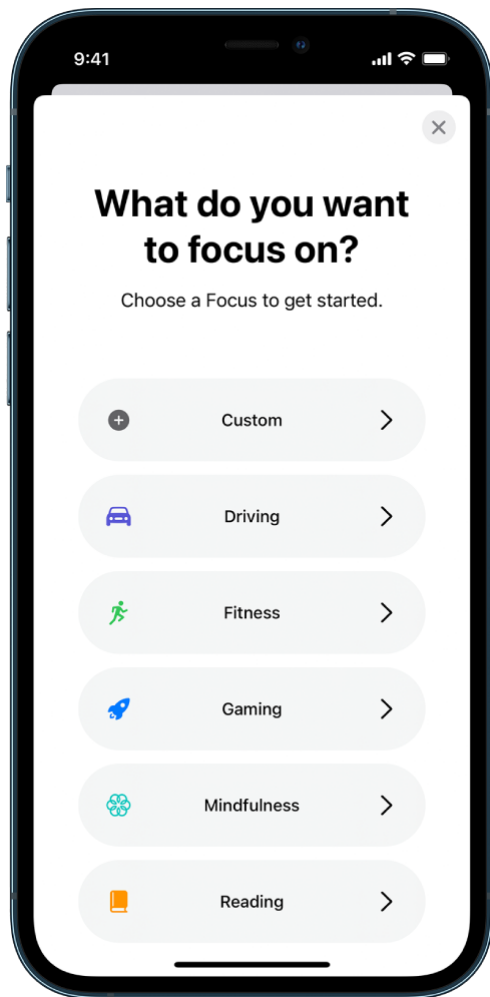
To use a Focus after setting it up, you can either turn it on in Control Center, or schedule it to turn on automatically.



When you set up a Sleep Focus, you can also change your next bedtime and wake-up time, or adjust your sleep schedule by tapping Set Up Sleep in Health.

## Create a Custom Focus

If you want to concentrate on an activity that's different from any of the provided Focus options, you can create a Custom Focus.





1. Go to Settings  > Focus.
2. Tap  at the top right, then tap Custom.
3. Enter a name for your Focus, then tap Return.
4. Choose a color and an icon to represent your Focus, then tap Next.
5. Customize any of the options listed in step 3 of Set up a Focus, above.

All information was gathered from the iPhone user guide at apple.com:  
<https://support.apple.com/guide/iphone/welcome/15.0/ios>