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iPad and iPhone Kung Fu

Tips, Tricks, Hints, and Hacks for iOS 7

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iPad and iPhone Kung Fu

Tips, Tricks, Hints, and Hacks for iOS 7

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Pragmatic Bookshelf

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The Tips

Welcome to the heart of *iPad and iPhone Kung Fu*—the tips! Start anywhere you like—at the beginning, in the middle, or at the end!

Note that references to iWork encompass the Pages word processor, Numbers spreadsheet, and Keynote presentation software. See *Office, on page ?*, for more details. Similarly, references to iLife refer to iMovie, iPhoto, and GarageBand.

Any references to onscreen buttons or icons assume the iPad or iPhone is held in portrait orientation rather than landscape orientation, unless specified otherwise.

Tip 1

Take photos in burst mode

If you're photographing sports or fast-moving action, then getting that perfect shot can feel like a matter of chance—can you tap the button at the perfect moment, or will you be a little late and end up with blur or an empty frame? Luckily, the iPad and iPhone let you cheat. By pressing and holding the button in the Camera app, you'll keep taking photos in burst mode until you lift your finger again.

Burst mode works differently depending on whether you have an iPhone 5s or another iOS device:

- iPhone 5s: On an iPhone 5s around 10 pictures will be taken every second and you'll see an onscreen counter showing how many shots you've taken. Once you've finished shooting you can tap the Choose Favorites button at the bottom to choose those you'd like to transfer to your camera roll

as discrete pictures. Those you don't favorite won't get deleted. In the Photos app the burst-mode photos will appear as just one thumbnail that, when tapped, will again show a listing of all the photos, from which you can select one or more entries to be transferred to the camera roll.

- Other devices: On non–iPhone 5s devices, burst mode will take two or three pictures every second, which will be transferred to your camera roll just like any other photos you take. You can then manually delete those you don't want to keep.

Tip 2

Instantly clear lock-screen notifications

It can be embarrassing when your lock screen fills with a list of notifications, especially if your iPhone is mounted in a car holder, for example, where your passengers can easily view it. A quick way to instantly clear away all notifications on the lock screen—without the need to unlock the phone—is to drag down the notification center and then drag it back up.

The notifications will still be listed in Notification Center in case you wish to view them later, but the lock screen will now show nothing more than the time and date.

Tip 3

Let people FaceTime-call a specific iPad, iPhone, or Mac

FaceTime works by letting you register cell-phone numbers and email addresses by which people can contact you.

For example, anybody wishing to call me via FaceTime can do so by specifying my cell-phone number, my iCloud email address, or my personal email address. When they call, I'm notified of the call on my iPad, iPhone, and Mac computer simultaneously, and it's up to me which I use to take the call.

However, by selectively assigning just one email address or cell-phone number to a particular device, you can make it so that the caller can choose to Face-Time-call *just* your iPhone or your iPad or your Mac computer. In other words, the call won't ring out on all your devices. Here's how to set it up:

1. Choose the first of your Apple devices, then open the Settings app and tap the FaceTime heading.

2. Under the heading that reads You Can Be Reached by FaceTime At, remove the checks alongside all the entries except the cell-phone number or email address you wish to use for that particular device. Alternatively, you can tap the Add Another Email entry to add a new email address by which you want to be contacted for that device. Note that you will need to reply to a confirmation message at that email address to authorize its use.

3. Under the Caller ID heading, ensure the same address or cell-phone number as earlier is selected.

4. Repeat this step on the other Apple devices or Macs, assigning each a unique email address for use with FaceTime. Note that an iPhone must use its cell-phone number as identification, and it can't be deselected within the list.

5. Ask anybody who wants to FaceTime-call a specific one of your devices to create a new contact for you in their Contacts app. For example, I might ask family members to create a new contact called Keir Thomas iPad, with the only entry being the email address I've assigned for FaceTime calls on my iPad (typed within the FaceTime field of the contact card). This step should be repeated, so people add a new contact for any other Apple devices or Macs, in which the only entry will be the email address or cell-phone number registered with FaceTime on that device. Following this, those family members can FaceTime-call me by switching to the FaceTime app, opening the contacts list, then tapping the new entry they created for my iPad, Mac, or iPhone. FaceTime will "ring" only on the device they select to call.

Tip 4

Preview driving directions in Maps

One big drawback when asking the Maps app to plan a route for you is that you can't preview the required turns and maneuvers, other than by looking at the bird's-eye overview presented before you tap the Start button or seeing a list of turns by tapping the menu button at the bottom of the screen (you may need to tap the screen to make the toolbar visible). However, sometimes

it's useful to step through the journey, as if you're driving or walking it, so that you can see what to expect on the map itself.

In fact, Maps can provide exactly this step-by-step preview via a little-known navigation mode, as the figure here shows. Here's how it's done:

1. Search for your destination in the usual way, or select it from the Recents list. This will set a pin on the spot. Unfortunately, choosing a destination from the bookmarks list sets a slightly different kind of pin incompatible with what we need, so instead you should make a note of the bookmark's zip/postal code and search for it.

2. Tap the right-facing arrow in the pin's pop-up menu. On the screen that appears, select Directions to Here.

3. On the next screen *don't use the default Current Location setting* in the Start field. Instead, tap the X to clear the field, then type the zip/postal code of your current location, although you could also specify a full address.
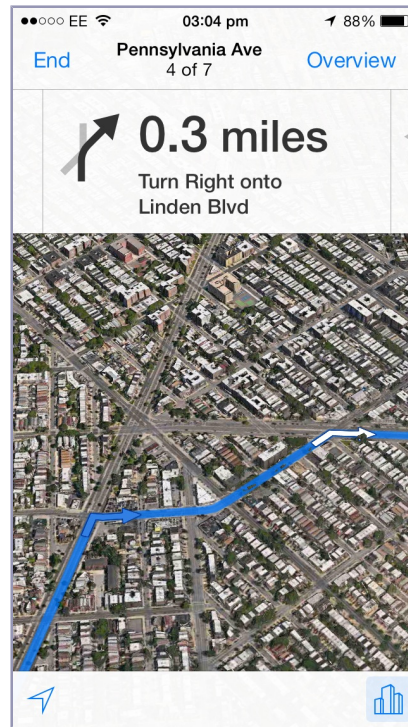

Figure 22—Previewing driving directions in the Maps app

4. Tap the Route button, and then the Start button to begin the navigation.

You can swipe left and right to move through the instructions at the top of the screen to see not only the instructions but also the junction or maneuver in question. When you're ready to drive the route, tap the current-location button at the bottom left, and a blue dot will indicate your position.

There are some big differences between using Maps this way and using it in the standard routing mode. There aren't any spoken directions, for example. Additionally, the route won't recalculate should you take a wrong turn, nor will the map zoom in and out to provide a view that matches your speed. Essentially, it's like following an old-fashioned route drawn on a paper map, except that your position on the map is indicated.

See recently closed browser tabs

Have you ever closed a tab within Safari and then regretted it? On the iPad (although not the iPhone) you can tap and hold the new-tab button at the top right of the screen (the icon is a plus symbol, +) to see a list of recently closed tabs. Selecting one will open it again. Additionally, the browsing history for that tab will be restored and you can go back to pages you were viewing before you closed the tab.

Easily select paragraphs, sentences, and lines

Selecting text for copying or cutting within iPad and iPhone apps is never easy, but can be straightforward if all you want to do is select a discrete line, sentence, or paragraph while editing text. Just tap the line, sentence, or paragraph with two fingers. This can be a difficult technique to get right, particularly when selecting single lines—the two fingers must be side-by-side and perhaps even pinched together. However, once mastered it's a technique that can save a lot of time and effort.

If after selecting text in this way you then drag apart the two fingers, the selection will expand line by line to encompass your selection area (although not in apps like Pages, where that gesture is used to zoom in and out of the document).

Use emoji—full-color emoticons

Emoji are Japanese emoticons that are full-color images and, although they're part of the Unicode specification for displaying text, it was the first iPhone that brought them to public notice. Since then they've spread beyond the iPhone to other smartphones and desktop PCs, although there's a lack of cross-platform compatibility—it's unlikely an Android user will receive emoji

messages you send, for example, although other iPhone and iPad users will receive them fine.

Adding an Emoji Keyboard

To activate emoji on your phone or iPad, open the Settings app and tap the General heading, and then the Keyboard entry within the list. On the screen that follows this, tap Keyboards > Add New Keyboard. Scroll down the list and then tap Emoji.

Using Emoji

To use emoji in messages, emails, or wherever you type text, tap the small globe icon to the left of the Space key on the onscreen keyboard. This will switch the entire keyboard area to emoji and you can type any one by tapping it—see the following figure. Along the bottom are the emoji categories.
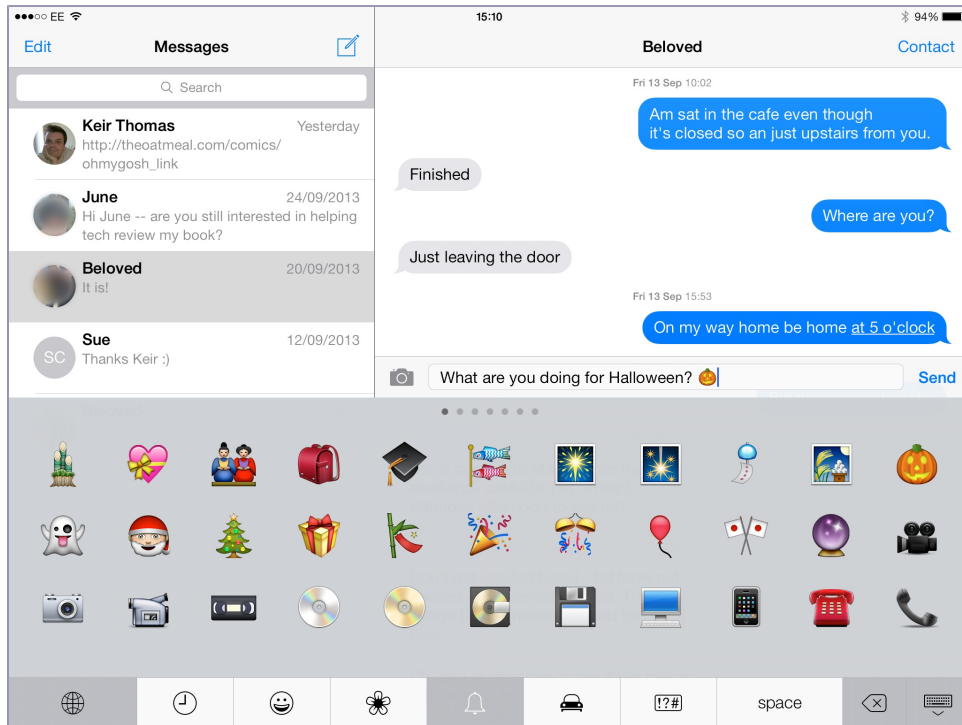

Figure 23—Using emoji in an iMessage

To return to the standard English keyboard, tap the globe icon at the bottom left once again. You can mix emoji into text messages, emails, or documents.

Emoji can be used anywhere—even when naming a folder on the home screen, for example.

Believe it or not, each emoji has a name. To hear what each emoji is, read Tip 118, *Have iBooks read to you*, on page ?, to learn how to activate the iPad/iPhone speech tool, and then select any emoji you've typed and select Speak. The name of the emoji will then be spoken.

Deactivating the Emoji Keyboard

To deactivate the emoji keyboard, repeat the preceding steps to add a new keyboard until the Add New Keyboard entry is visible, then swipe left on the Emoji entry in the list of existing keyboards until Delete appears at the right. Tap it to delete the emoji keyboard.

Tip 8

Automatically end web and email addresses

Users of iPads and iPhones that ran older versions of iOS might be wondering where the ".com" button went to when they upgraded to iOS 7. Well, it's still there! It's just hidden. If you type the first part of an address in Safari's URL field, or the address field of a new email, then tap and hold the period button (to the right of the Space key), a pop-out menu of address endings will appear—.com, .edu, .org, and so on). Just slide your finger over to the one you want and then lift to autocomplete the rest of the address. For example, to address an email to john@example.com, I would type john@example and then tap and hold the period key until the pop-out menu appeared. Then I'd slide my finger over to the .com entry before lifting my finger to have the address autocompleted.

Tip 9

Stop being told twice about new messages

Out of the box, iPhones will notify you twice about an SMS/MMS or iMessage when the device is in sleep mode. Clearly somebody at Apple thought this was a good idea, but it's downright confusing—did you receive a new message just now, or are you just being told about the message from two minutes ago?

Luckily, this feature is easy to turn off. Open the Settings app and tap the Notification Center heading, then tap the Messages entry in the list. Scroll down to the Repeat Alerts heading, and then tap it and select Never from the list that appears.

Record the screen of an iPad or iPhone

Unfortunately, the way iPads and iPhones work means that although taking screenshots is easy (see Tip 40, *Take a snapshot of the screen*, on page ?), recording what's happening on the screen using an app isn't possible. However, if you have access to a Mac or Windows PC, you can use a neat hack.

AirPlay is the technology built into iPads and iPhones that lets users mirror their displays on compatible devices, such as a television connected to an Apple TV.[1] However, the AirServer app turns any Mac or Windows PC into an AirPlay receiver. You can then mirror the iPad or iPhone's screen to a Mac or Windows PC and use standard screen-recording software to record it. Here's how to set it up:

1. Download and install AirServer.[2] Unless you want to buy it immediately—it costs $15—you'll first need to register for a trial-period activation code, and you'll need to enter this code when installing the app.

2. Run the app after it's installed. The app runs in the Windows system tray or the Mac's menu bar, and in both cases runs as a background service, so you won't see anything until you connect from an iPad or iPhone.

3. On the iPad or iPhone, drag up Control Center from the bottom of the screen, then tap the AirPlay button. In the list of devices select the Mac or Windows PC, which will be identified by name, activate the Mirroring switch below, then tap Done.

4. The iPad or iPhone will be instantly mirrored on the computer's screen. AirServer might default to full-screen view, which you can override by moving the mouse until the toolbar appears and clicking the shrink button (the arrow icon at the right).

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1. https://www.apple.com/appletv/
2. www.airserver.com

5. Because iPads and iPhones have higher resolutions than most PC and Mac monitors, you might need to resize the AirServer window in the usual way: by clicking and dragging its edges. This will scale the content without any loss of quality.

The connection will be lost should the iPad or iPhone go to sleep, and you may need to repeat the preceding steps to reestablish it.

Once the content of the iPad or iPhone appears on the Mac or Windows PC screen, you can use screencasting or screen-recording software such as CamStudio on a Windows PC,[3] or the built-in QuickTime Player on a Mac (click File > New Screen Recording).

A second method of capturing an iPhone or iPad screen is to use an HDMI capture device, although this involves the use of specialized hardware.[4]

Tip 11

Take better HDR pictures

High dynamic range (HDR) is a technology that aims to produce perfect pictures (see *High-Dynamic-Range Photography*, on page ?). If you find yourself unable to get a good snap even with HDR enabled, try this trick, which isn't guaranteed to work each time but is certainly worth a try: when lining up the shot, tap and hold the darkest area of the picture for a few seconds. This will lock the focus and exposure. Then take the picture.

You may find the picture is better exposed, and it happens because you're giving iOS's HDR software a helping hand in learning about the exposure range of the image.

Of course, this will work only if the area you select isn't too close to your iPad or iPhone, because you're also locking focus and might therefore cause the main subject in the image to be blurred. But for a general shot of objects some distance away, or a landscape shot, what you focus on won't make any difference to the overall quality of the shot.

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3. http://camstudio.org
4. http://www.iphonelife.com/blog/177/elgato-game-capture-hd-review

Tip 12

Type on the iPad keyboard with your thumbs

The iPad keyboard usually occupies the bottom half or third of the screen, depending on screen orientation. However, you can also move it up to the middle or top area of the screen, or split it into two halves that can be similarly positioned anywhere on the screen. This can be very useful if you want to hold the iPad with your hands at either side and type with your thumbs, which can be more comfortable.

Undock the Keyboard

To move the keyboard so it automatically occupies the middle band of the screen each time it's activated, make the keyboard appear by tapping in a text-input field, then tap and hold the keyboard button at the bottom right. A menu will appear, and you should slide your finger up to the Undock option.

The keyboard will move to the middle of the screen; to reposition it elsewhere drag the keyboard button up or down. The keyboard will move with it, and remain in the position where you release.

To restore the keyboard to the bottom of the screen, tap and hold the keyboard icon until the menu appears, but this time select Dock.

Split the Keyboard

To split the keyboard but leave it docked at the bottom of the screen, place your thumbs on the center of the keyboard and drag them apart. To merge the keyboard back into one, simply reverse this gesture—place a finger or thumb on each half of the keyboard and draw them together.

Split and Undock the Keyboard

To split the keyboard into two halves and undock it from the bottom of the screen, tap and hold the keyboard button at the bottom right of the keyboard, then slide your finger to the Split option on the pop-out menu. The keyboard will automatically split and move roughly to the middle of the screen. By tapping and then dragging the keyboard button you can reposition the keyboard, as the following figure shows, although beware that if you drag it to the bottom it will attempt to merge back into a single keyboard.

Another way to split the keyboard is to tap and then drag the keyboard button upward when it's docked.

To restore the split keyboard to its default mode of being merged into one at the bottom of the screen, either drag it to the bottom of the screen as described earlier, or tap and hold the keyboard icon until the menu appears and select Dock and Merge.
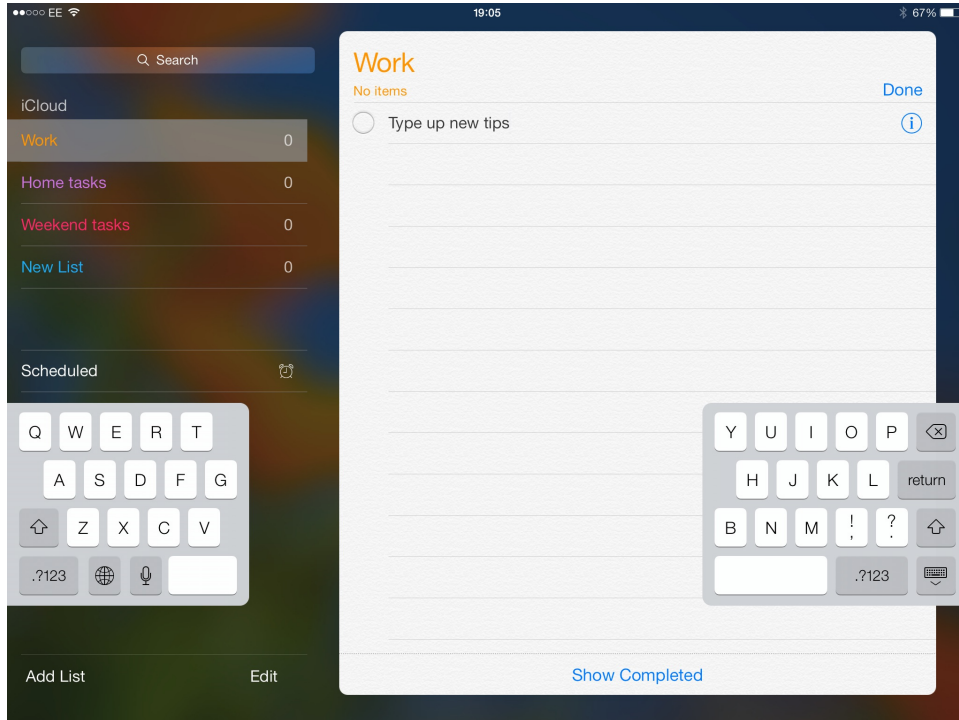

Figure 24—Using the split keyboard on an iPad

Using the Split Keyboard

A very useful feature of the split keyboard is that it includes "overtype" areas—tap in the empty space to the left of the H key, for example, and you'll type a G. Similarly, type in the blank space to the right of the T key, and you'll type a Y. The intention is to accommodate people who don't stick strictly to the "home keys" method of typing.

Note that if none of the preceding options appear, or if it seems impossible to split the keyboard, you may need to open the Settings app, tap the General heading then the Keyboard option, and tap the switch alongside Split

Keyboard. Note that this doesn't actually split the keyboard. It merely makes it possible to do so in the ways described in the preceding text.

Rotate clips in iMovie

Did you record something upside down, or do you simply want to make a clip in your iMovie project look like it was filmed in Australia? Move the playhead so that it's in the middle of the clip, then use the usual rotate gesture within the playback window—the same gesture you might use in the Photos app to rotate a picture (which involves rotating one finger around another). You'll rotate each picture 90 degrees each time, so to turn the picture upside down (180 degrees), perform the gesture a second time. To return it to the way it was, perform the gesture four times.

Get more weather information

By tapping the large temperature display in the Weather app on the iPhone, you'll switch the display to show details about the humidity levels, chance of rain, wind speed, and what the temperature feels like. Tapping again will restore the simple temperature display.

Know when iMessage is being used

iMessage is the name of the underlying technology that lets you text-chat and share files with other people who have Apple iPhones, iPads, iPod Touches, and Macs running OS X Mountain Lion (10.8) or later. iMessage is very like text messaging except it works entirely over the Internet. Because Apple maintains a database of iMessage users' phone numbers, iOS will always default to iMessage if possible—even if you're contacting somebody for the first time. And you can tell if iMessage is being used because once you've typed your message, the Send button will be colored blue, as will the recipient's cell number or email address. If these are colored green, then standard text

messaging is being used (that is, SMS or MMS). The same applies to the bubbles displaying messages already sent—blue indicates iMessage, while green indicates regular SMS/MMS.

Tip 16

Use autoplay variations in GarageBand

Whenever the Autoplay dial appears as an option within GarageBand, such as with the Smart instruments, pressing a chord bar with two fingers will play a variation of the standard Autoplay riff. Tapping with three fingers will play another variation.

These variations are different from the choices offered by simply rotating the Autoplay dial. Instead, they modulate the basic riff or melody slightly, with three fingers often introducing slightly discordant notes. To return to the default riff or melody, just tap the note heading above each of the chord bars.

Tip 17

Undo and redo quickly in iWork and iLife

Although the standard methods of undoing an action work in the iWork and iLife apps (see Tip 47, *Shake to undo*, on page ?), there's also an Undo button in each app—in the iWork apps it's labeled Undo and is usually located at the top left of the screen, while in iLife apps the icon is an arrow turning back on itself (imagine a U-turn sign, and you're pretty close), which is usually located in the right half of the app window (under the video-playback preview in iMovie, for example).

However, unlike elsewhere in iOS, Undo in iWork and iLife has magical powers—it remembers more than the most recent task, so you can step backward through your recent changes using the Undo button.

Alternatively, to redo an action you've just undone, tap and hold the Undo button until the redo option appears beneath it.

Hide the keyboard when messaging

When replying to an SMS or iMessage you can tap one of the message bubbles then drag down to dismiss the onscreen keyboard, allowing you to view messages above. Just tap in the message field to restore the keyboard if you want to type.

Gain extra exposure within iPhoto

The Exposure tool in iPhoto lets you drag the brightness and contrast stops left and right to adjust the shadows and highlights in an image. Less obvious is that you can also drag the left- and right-end stops on the brightness/contrast scale into the shaded border area. This has the effect of making the brightest objects brighter in the case of the right stop, and the darkest objects darker in the case of the left stop. It's not always a useful thing to do and can lead to detail being lost or washed out, but it can help rescue photos that were taken in less-than-ideal circumstances.

Lock your iPad or iPhone with a long PIN

By default all iPads and iPhones other than the iPhone 5s require you to enter a four-digit PIN passcode every time they wake. However, four-digit PINs can be pretty easy to guess—certain easily typed number combinations are more common than others (1234, 1111, 1212, and 0000, for example). And how many of us use our date of birth or that of a loved one? A thief may well know these dates.

To negate this risk, iOS lets you create complex passcodes, as described in *Security,* on page ?.

Complex passcodes are more secure, but it can be irritating to type such a passcode each time you want to wake your device, especially if you're in transit at the time.

What would be ideal is if you could create and enter longer numerical PINs using the standard numerical onscreen keyboard rather than a full QWERTY keyboard, and there's a hidden way of doing so. Here's how to set it up:

1. Open the Settings app, then tap General > Passcode Lock. You'll be prompted to type your existing passcode, so do so.

2. Tap the Simple Passcode switch so that it's deactivated.

3. You'll be prompted to type your existing PIN, then immediately prompted to type a new passcode via the full onscreen keyboard. However, *don't* type any letters or symbols! Instead switch to the numbers/symbols keyboard (bottom-left button marked .?123, or 123 on some iPhone keyboard layouts) and type a numeric PIN, as the following figure shows. This can be however long you want it to be—just don't type anything other than numbers! Tap Next when you're finished.
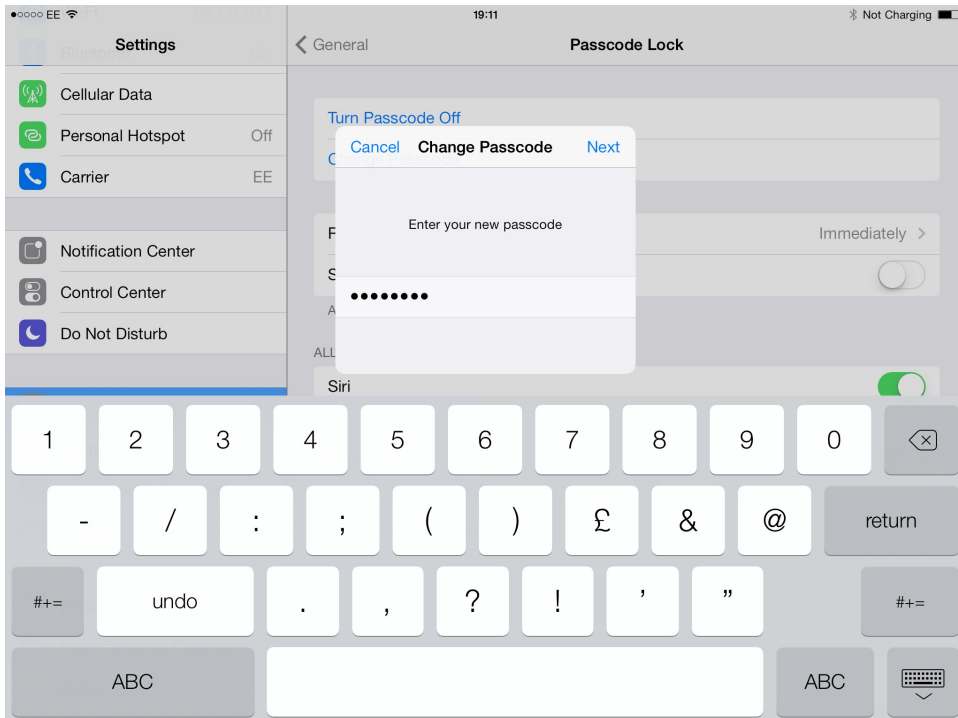

Figure 25—Creating a long passcode on an iPad

4. You'll have to type the sequence once again to confirm it, and tap Done when you've finished.

That's all that's required. From now on, whenever you wake your iPad or iPhone, you'll be prompted to type the new long PIN via a large and simple onscreen numeric keypad. Once you've done so tap the OK button at the right of the PIN display area.