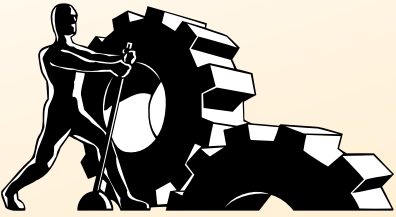


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Read Me First

Welcome to *Take Control of iPhone Basics, iOS 4 Edition*, version 1.1, published in February 2011 by TidBITS Publishing Inc. This book was written by Karen G. Anderson and edited by Tonya Engst.

This ebook guides you through the basics of using iOS 4 on the iPhone 4, iPhone 3GS, and iPhone 3G. You'll learn how to set up and use the core applications that come with the iPhone, and the best options for keeping the data on your iPhone and computer in sync.

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Basics

Here are a few “rules of the road” that will help you read this book:

- **iPhone navigation:** To describe moving around in the iPhone’s interface, I sometimes use a shortcut. For example, if I want you to open the Settings app, tap the Safari option at the left, and then—in the Safari pane—tap Search Engine, I’ll ask you to “tap Settings > Safari > Search Engine.”

(If you’re not sure what tapping is, or if you want to review basic navigation techniques, read [Explore the Interface](#), later in this book.)

- **Desktop vs. mobile:** In the context of the iPhone, a *desktop computer* is either a laptop (most of which sit on desks) or a conventional computer running an operating system such as Mac OS X or Windows. A *mobile device* is a handheld computer-like device, such as an iPhone, iPad, Kindle, or BlackBerry.

A mobile device uses a *mobile operating system*, such as iOS 4. *Mobile software* is designed for mobile devices. For example, the version of Safari that runs on the iPhone is the mobile version of Apple’s *desktop* Safari Web browser, and it is more technically called *Mobile Safari*. I try to avoid these terms in this book because they can be confusing for beginning readers, but you will find them in other writing and even in other Take Control ebooks.

- **iTunes menus:** To describe choosing a command from an iTunes menu in the menu bar on your desktop computer, I use a similar shortcut. To walk you through syncing the iPhone in iTunes, I could write “go to the File menu and choose Sync iPhone.” But it’s quicker to write “choose File > Sync iPhone.”

What’s New in Version 1.1

Quite a lot has changed with the iPhone since this ebook was released in September of 2010. Here’s a quick list of the highlights of the changes in this version of the ebook:

- [Decide What to Buy](#) now talks about the pros and cons of the new Verizon iPhone 4.

- I added a few paragraphs that explain the basics of two important new iOS 4.2 features: [AirPrint](#) and [AirPlay](#).
- The [iBooks](#) topic in [Use the Core Apps](#) talks about enhancements to Apple's iBooks app.
- In [MobileMe](#), I've added a mention of the fact that Apple's Find My iPhone and Remote Wipe services are now free in some circumstances.
- I've added [Appendix A: Buy and Make Ringtones](#).

Introduction

Take Control of iPhone Basics, iOS 4 Edition is for you if you're about to buy an iPhone, if you've just bought an iPhone, or if you've had an iPhone for a while but suspect you could be doing more with it. This ebook covers the iPhone 4, but is also ideal for iPhone 3G or iPhone 3GS owners who have downloaded and installed the new operating system (iOS 4) and want a quick guide to its new features.

My mission is to provide enough information to get you comfortable using your iPhone with iOS 4. When you finish this ebook, you'll know the basics and be ready for the more advanced content in other Take Control ebooks about the iPhone and iOS 4, including [*Take Control of Mail on the iPad, iPhone, and iPod touch*](#) and [*Take Control of iPhone and iPod touch Networking & Security*](#).

For those of you new to the iPhone, you've picked a great time to jump in. With iOS 4, Apple has smoothed out some bumps in the road, and added much-needed tools like Folders (to organize your iPhone apps), Multitasking (to switch between apps without having to repeatedly re-launch), and the ability to zoom in while using the Camera to take photos.

I've watched people who have never held an iPhone before making calls, checking the weather and stocks, and doing online searches in a matter of minutes. The iPhone is intuitive and easy to use, but there are a few tips and tricks you'll want to know to keep your iPhone humming along, such as how to install important software updates, the best way to synchronize data (like addresses and phone numbers) between the iPhone and your computer, and how to shop for and buy apps.

Let's begin!

iPhone Quick Start

This ebook first looks at how to buy an iPhone and related accessories. After that, it's organized so if you read from start to finish with an iPhone in hand, by the end of the ebook, your iPhone will be set up and you'll be comfortable with basics like making a phone call, reading email, and using your calendar.

However, it's perfectly OK to jump in and start reading anywhere in the book—just click a link below to get started.

If you'd prefer to start with a visual introduction to the buttons, cable ports, speakers, and microphones on your iPhone, see [Find Buttons and Ports](#).

Decide what to buy:

- If you're planning to buy an iPhone for yourself or someone else, see [Which iPhone Is Right for You?](#)
- Learn about [AppleCare](#) and [Accessories](#) for your iPhone.

Come to grips with a few essentials:

- If you're not sure what all those buttons and ports around the edge of your iPhone are for, read [Find Buttons and Ports](#).
- Visit the mother ship! [Connect Your iPhone to a Computer](#) in order to set it up, make backups, and move data to it.
- Make sure your iPhone has the latest version of its operating system and core apps in [Update Your iPhone's Software](#).
- Learn about the battery, power management, and how to turn your iPhone off and on in [Power Up \(and Down\)](#).
- Understand the basic finger gestures necessary to interact with the iPhone's touchscreen interface by reading [Explore the Interface](#).
- If you're using a Bluetooth device, such as a wireless headset, learn how to connect it to your iPhone in [Connect with Bluetooth](#).

Get online:

- Depending on the Settings you select, you can [Connect to Wireless Networks](#) with a Wi-Fi connection or a cellular connection.

Use the phone:

- Review settings and steps so you can [Make and Receive Calls](#).

Manage and use your apps:

- Explore what's pre-loaded on your iPhone and [Use the Core Apps](#).
- Learn how to [Find Great Apps](#) and [Shop for Apps](#).
- Find out how to [Start Using a New App](#), and learn how to [Update Apps](#), [Share Apps](#), and [Delete an App](#).

Keep track of your stuff:

- Learn how to locate apps, contacts, songs and more in [Find Your Stuff](#), and figure out how to [Move Files and Data between Your iPhone and Your Computer](#).
- What would happen if your iPhone were damaged, lost, or stolen? Make sure you [Know Backup Basics](#) and how to [Secure Your iPhone](#).

Consult the User Guide

Apple's *iPhone User Guide For iOS 4.2 Software* describes basic operations and takes you step-by-step through some complex processes. (http://manuals.info.apple.com/en_US/iPhone_iOS4_User_Guide.pdf).

The downloadable guide is a PDF, so you can download it to your laptop or desktop computer and then drag it to your iTunes library where it will be easy to find in the Books category. Once it's in Books, double-click it to open it in Preview. Of course, you can also sync it to [iBooks](#) on your iPhone.

Decide What to Buy

Whether you're buying an iPhone for yourself or a family member, or recommending one to a friend, this chapter helps you make an informed decision. It also notes other items you might want to purchase for your iPhone, such as [AppleCare](#) and [Accessories](#).

Which iPhone Is Right for You?

Whether you're at an Apple Store, an AT&T or Verizon store, Wal-Mart, Best Buy, or Radio Shack—or you're shopping online at the Apple Web site (http://store.apple.com/us/browse/home/shop_iphone/family/iphone)—you have decisions to make.

When I started writing this book, choosing a new iPhone 3GS or iPhone 4 seemed like a simple decision. I thought it would be based on factors like the type of camera, video, and gaming capabilities you want, how much [Storage Capacity](#) you need, and which service plan you'll commit to.

Highly publicized concerns about the performance of the iPhone 4 [Antennas](#) introduced another factor, which I discuss in this chapter.

Timing

Apple released the first iPhone in June 2007, and followed it with the iPhone 3G in June 2008 and the 3GS in June 2009. (Notice a pattern here?) We have seen fairly dramatic advances with each model, and that continued in June 2010 with the iPhone 4, featuring dual cameras, FaceTime video calling, the high-resolution screen that Apple calls “retina display,” and high definition (HD) video recording. In February 2011, Apple debuted a version of the iPhone 4 with a CDMA rather than a GSM cellular radio, designed to be sold in the United States by Verizon Wireless.

Capabilities

You can use the new iOS 4 operating system with the iPhone 3G, iPhone 3GS, or iPhone 4.

Find Buttons and Ports

Your iPhone has buttons and connector ports (as well as microphones and speakers) on its sides. Let's take a look!

iPhone 4 Photos

All the buttons and ports on the iPhone 4 are shown in **Figures 1–4**.



Figure 1: iPhone 4, front face and top edge.

(A) Headphone minijack, see [Accessories](#) and [Connect with Bluetooth](#).

Sleep/Wake button, see [Turn Your iPhone Off and On](#).

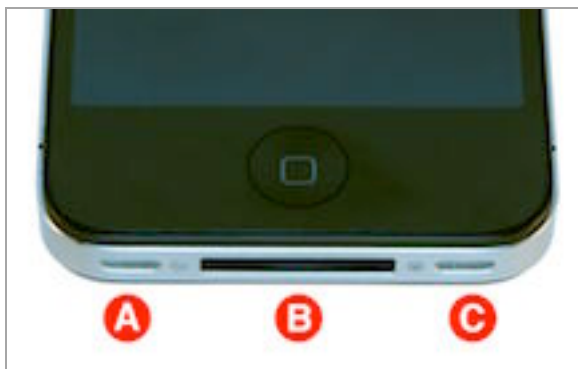


Figure 2: iPhone 4, front face and bottom edge.

(A) Microphone.

(B) Dock connector port, see [Accessories](#) and [How to Connect](#). The round Home button is above the Dock connector port. See [Go Home](#).

(C) Speaker vent.

Connect Your iPhone to a Computer

When you get a new iPhone, the first thing you do is connect it to your computer to activate it. You can read step-by-step directions for this below.

Once you're connected, the iTunes software on the computer acts as a management tool for the iPhone. iTunes downloads and installs important software updates for your iPhone (See [Update Your iPhone's Software](#)). Some people like to use iTunes to manage apps and synchronize data with the iPhone. (See [Devise a Data Strategy](#), further on.)

The iPhone also uses the computer connection to transfer photos and screenshots to iPhoto or other photo-management software on your computer.

After it's activated, you can use your iPhone for days or weeks without connecting it to a computer. (This is especially true if you are syncing your contacts and other data via MobileMe.)

Warning! *If your school or employer gave you an iPhone with certain apps and files pre-loaded, the primary computer that your iPhone connects to may not be yours! You should talk with your IT department about how backups and operating system updates should be handled, and how you deal with any personal data you keep on the iPhone.*

Note: There are times when you may want to connect your iPhone to a secondary computer, such as if you need to charge it while traveling, or want to upload some photos. Go right ahead. When iTunes launches on the secondary computer, it will ask you if you want to sync your data. Just say "no."

Update Your iPhone's Software

Your iPhone contains two types of software from Apple:

- **An operating system:** An *operating system* is the behind-the-scenes software that creates and coordinates the overall behavior of a computer or device. The iPhone 4 shipped in June 2010 with a new iPhone operating system, iOS 4. At the same time, Apple released iOS 4 for installation on existing iPhone 3G and iPhone 3GS models. The iOS 4.1 update came out in September 2010, followed two months later by iOS 4.2.
- **Core applications:** *Applications* (which I'll refer to as *apps*) are where you have fun or get work done on your iPhone. For instance, you can take pictures with the Camera app and you can send email in the Mail app. Apple provides a core set of apps for free. (Thousands of independent developers also make apps you can add to your iPhone, and I talk about those later, in [Find Great Apps](#).)

Apple releases updates to the iPhone software every few months. It's nearly always to your advantage to install the latest version of this software so that you can use the new features and avoid bugs. Follow the directions below to find out if your software is up to date and to install the latest version.

To update your iPhone's Apple software, follow these steps:

1. In the iTunes sidebar, under Devices, select your iPhone (if you need help here, read [How to Connect](#), just previously).

(When you select the iPhone in the sidebar, all sorts of housekeeping messages may pop up, such as ones prompting you to sync and back up apps you've purchased on the iPhone. Follow any directions that appear on the screen.)

The right side of the iTunes window shows a Summary pane.

Power Up (and Down)

As an essentially portable device, there's not much your iPhone can do without battery power. In this chapter, I cover the basics of charging the battery and talk about how to [Turn Your iPhone Off and On](#). You'll learn how to find and use the power switch in case your iPhone freezes or begins to act oddly.

Handle the Battery

How much time you get from your iPhone battery depends on how you use your iPhone. Apple's iPhone specs say that if you leave your iPhone on standby (it's on, but you aren't using it), it can hold a charge for up to 300 hours. That may be a bit optimistic. Certainly, if you are using it, the battery charge depletes quickly. According to Apple's estimates, a fully charged battery gives you up to 40 hours of listening time, but only 6 or 7 hours of use if you're on the phone, sending messages or mail, or using the Internet. If you use a navigation app that is making heavy use of GPS, you could drain your battery in as little as 2 hours. You can check the battery's charge by looking at the indicator in the status bar at the top of the iPhone screen.

To increase the likelihood that your iPhone will be ready when you need it, I recommend that you set up one or more charging locations where you can easily charge the iPhone when you aren't using it. For example:

- Set up a spot for the iPhone on your bedside table and plug it into a wall outlet while you sleep. (The alarm in the iPhone's built-in Clock app includes a great choice of alarm sounds and a Snooze feature.)
- If you work at a desktop or laptop computer for several hours most days, dock the iPhone to a USB port while you work. (Be sure to read [Pick a Powerful Port](#), just ahead, if you follow this strategy.)
- Set up a plugged-in dock on a shelf in your kitchen or on a mail table in your front hallway and dock your iPhone there when you're not using it. Several companies make combination charging docks and speaker systems so you can use the iPhone to play music.

Explore the Interface

Ever wonder why the iPhone is called a multi-touch device? In addition to tapping and touching the screen to control it, you'll find yourself tilting and even shaking it. In this chapter, I walk you through the basic navigation *gestures* (movements with your fingers), plus share a few tips to help you become more fluent with your iPhone. (For help with the buttons located on the edge of the iPhone, see [Find Buttons and Ports](#), earlier.)

Unlock the Lock Screen

Usually the first screen that you'll see after turning on (or waking up) an iPhone is the Lock screen (**Figure 12**).

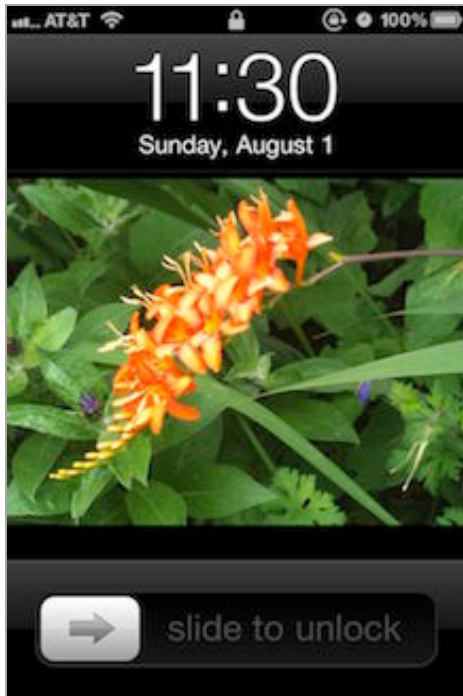


Figure 12: Here is my Lock screen, customized with a personal photo. Notice the “slide to unlock” slider at the bottom. Icons at the top show the strength of the cellular data (AT&T in my case) and Wi-Fi signals.

Don't worry if your Lock screen has a different image from the one in **Figure 12**, or from other iPhones that you've seen, because the image is customizable. And, if your iPhone is connected to your

Connect to Wireless Networks

Your iPhone can connect wirelessly to the vast world of data networks through either a cell network or a Wi-Fi network:

- **Cell network:** A cell network (3G or otherwise) has a honeycomb of overlapping geographical areas where telecommunications equipment provides ubiquitous access to the network. You can connect to a cell network in most cities, towns, and suburbs, and in some rural areas. You can use a cell network to make phone calls and to access the Internet.
- **Wi-Fi network:** A Wi-Fi network is often created by a single base station in a home, café, or office that can reach at most a few rooms away or a few hundred feet in a direct line outdoors. You can use a Wi-Fi network to access the Internet, but you can't make calls using Wi-Fi unless you have installed on your iPhone a voice-over-IP app, such as [Skype](#).

A third type of wireless network is Bluetooth, a short-range network that, for example, makes it possible to enjoy the convenience of a wireless headset for calls.

Get a 3G Signal

Accessing a 3G broadband network to make calls and transfer Internet data should be automatic as soon as your iPhone is activated by your broadband carrier.

In the United States, your carrier is likely AT&T or, as of February, 2011, Verizon; to learn about carriers and plans in other countries, consult this list from Apple: <http://support.apple.com/kb/ht1937>.

You know you have service when you see one to five signal bars and your broadband carrier's name in the status bar at the top left of your Home screen (**Figure 17**).

Make and Receive Calls

The iPhone is, above all, a marvelously user-friendly phone. The large touchscreen and clearly labeled controls put an end to the teensy buttons and inscrutable codes that made earlier mobile phones so maddening. I devote this chapter to walking you through the basics of making and receiving phone calls. You'll learn how to use Apple's visual voicemail, add caller numbers to your contacts, customize ringtones, and make FaceTime calls with the iPhone 4.

Make a Call

Once your broadband provider activates your iPhone, you have a phone number and you are ready to make and receive calls.

In the Phone app, making a call is as simple as tapping the Keypad button on the tab bar at the bottom of the screen, entering the number you want to call, and tapping Call. If, once the call is in progress, you need to enter numbers for an extension or navigation, tap the Keypad button.

Here are more ways to place a call:

- **Call someone back or redial:** To call someone who recently called you, or to redial a number you called recently, tap Recents on the tab bar to see calls listed by phone number or contact name. (Outgoing and completed calls appear in black, missed calls in red.) Tap the number to call.
- **Call while managing voicemail:** On the Voicemail screen, tap a caller's name (or number) and then tap the Call Back button.
- **Look up a number and call it:** From the Contacts screen, tap a name, and then tap a number.

Use, Download, and Manage Apps

The iPhone's core apps come pre-installed from Apple. They include Phone, [Mail](#), [Safari](#), and [iPod](#) (which appear by default on the Home screen's Dock), and [Calendar](#), [Camera](#), [Clock](#), [Contacts](#), [Game Center](#), [Maps](#), [Notes](#), [Photos](#), and more (which are on the Home screen). You can rearrange Apple's core apps on the Home screen, but you can't delete them.

We talked about Phone in [Make and Receive Calls](#). In this chapter, I'll start by giving you a taste of what you can do with the other core apps. I also discuss [iBooks](#).

Then we'll look at how to access the treasure trove of Apple and third-party apps available through Apple's App Store when you're [Shopping in iTunes](#) on a computer or [Shopping on the iPhone](#) using the App Store app. We're talking everything from free games featuring rubber duckies and koi fish to full-featured GPS navigation tools priced in the \$70–\$100 range.

When you've finished this chapter, you'll know how to [Manage Apps](#), including how to update, share, and delete apps.

Use the Core Apps

Though I've been using iPhones since 2007, writing this ebook gave me new appreciation for many of the core apps that come pre-installed on every iPhone. The Phone app is so important that I've already covered it, in [Make and Receive Calls](#), earlier. In this section, we'll take a quick tour of several of them so you can be comfortable with the basics.

Mail

The Mail app gives you access to any or all of your email accounts. With a little smarts in your set up, reading your email on the iPhone won't interfere with accessing it elsewhere.

Move Files and Data between the iPhone and Your Computer

By “files and data,” I mean nearly anything digital: ebooks, audio books, podcasts, music, calendar data, contact information, email messages, documents, graphics, photos, and so on.

Sometimes, files and data arrive on the iPhone directly from the Internet. For example, if you configure the Mail app, it will load your email. And, if you install the [Facebook](#) app and use it to log in to your Facebook account, you’ll be able to see your profile and news feed. Further, if you install the [Kindle](#) app and then use it to log in to your Kindle account, you’ll gain access to your Kindle ebooks. And, apps such as [Pandora Radio](#) and [Justin.tv](#) can stream data to your iPhone.

However, in this chapter I talk about what to do if you need to move data *not* between the iPhone and an Internet service, but instead between your iPhone and your computer.

Some of the options are straightforward because they involve a direct, physical connection between your computer and your iPhone, but others are more complex because they use an online service (such as MobileMe or Google) as an intermediary. These complex options often require more configuration and they add some gray areas to the black-and-white distinction that I made above about moving data between the iPhone and the Internet versus moving data between a computer and the Internet.

In this chapter, I explain the data-moving options, including synchronization (syncing), and help you devise a successful strategy.

Find Your Stuff

It's rather amazing to realize how much information you carry around in your iPhone. But how easily can you find a specific piece of it? In this chapter, you'll learn how to quickly locate files and bits of data that are smaller than files, such as an individual contact address, calendar event, or email message. I'll also talk about how you can access backups of your iPhone data.

Search with Spotlight

The iPhone's Spotlight search feature lets you find a handful of special types of information without opening the app that "owns" the information, though it is often equally easy to search directly in an app. Beyond that, Spotlight is a great way to launch an app if you can't quickly find it on your Home screen.

Configure Spotlight

To set which categories appear in Spotlight search results, and in what order, open the Settings app and tap General > Spotlight Search (**Figure 48**).

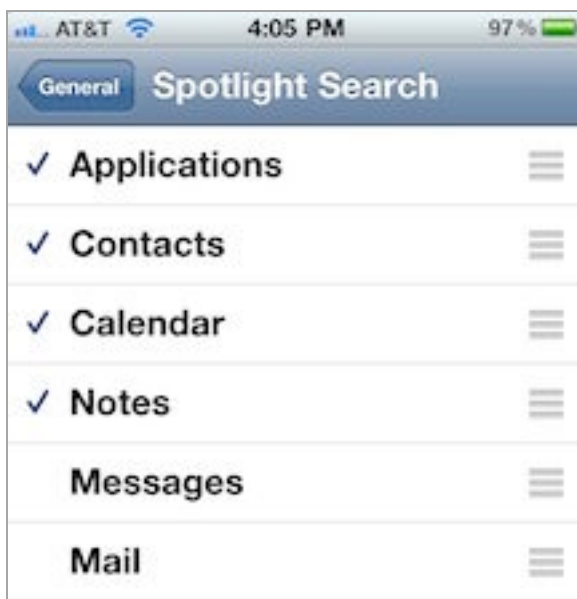


Figure 48: My search results will show first apps, then contacts, then calendar events, and then notes. No other categories will show.

Secure Your iPhone

It is reassuring to know that the simple backup strategies discussed in the previous chapter can insure that you could get your iPhone data back if your iPhone were lost or damaged. But what would you do if someone intentionally looked at the data on your iPhone or the Internet accounts you routinely access using your iPhone?

Depending on how your iPhone is set up, here are some things that a nosey roommate, ex-spouse, jilted partner, or mildly competent identity thief could do if he or she got hold of your iPhone:

- Read your email.
- Write and send email from *your* email address.
- See what Web pages you've been browsing recently.
- Log in as you to any Web sites (including bank or credit card sites) where you've saved your login information. (And from there, potentially change your login information, preventing you from accessing your own account.)
- Access all documents stored in your various iPhone apps, as well as view and change your Address Book and Calendar contents.

Yes, you should worry. And you should take action.

At a minimum, you should be aware of the following strategies for protecting your data and Internet-based accounts:

- Put a passcode on your iPhone, so that it won't wake up after a certain amount of time has passed unless you key in the passcode. In Settings, tap General > Passcode Lock. It need not be lengthy (toggle Simple Passcode to On) but it should be better than "1234" or your pet's name.
- Flip back to [Safari](#), earlier in the ebook, and consider the suggestions for configuring Safari's preferences, especially the bullet item on AutoFill.

Appendix A: Buy and Make Ringtones

The good news is that you can enjoy (almost) any audio or video file as an iPhone ringtone. The bad news is that you either have to pay top dollar (\$1.29) for a professional-quality ringtone file or be prepared to make your own using third-party ringtone software or full-featured sound-editing software.

Buy iPhone Ringtones

What about those thousands of ringtones you see advertised on the Internet for pennies? They won't work on the iPhone. Almost all of them are .mp3 files, and ringtones for the iPhone's iOS4 must be in .m4r format. When you drag an .m4r audio file into iTunes, it immediately recognizes it as an iPhone ringtone and gives you the option of syncing it to your iPhone (a process I talk about below).

Buy Ringtones through iTunes

You can buy ready-made iPhone ringtones for many of the tracks sold through iTunes. However, you must make those purchases through your iPhone's iTunes app, not through iTunes on your computer. Be prepared to shell out a hefty \$1.29 per ringtone, even if you've already bought the track it's taken from through iTunes.

You can find and buy ringtones in the iTunes app by either browsing or searching:

- To browse by Featured, Top Ten, and Genres, tap More and then Ringtones.
- To locate ringtones from a specific artist, album, or track, tap Search, enter your search terms, and then scroll the results to see if any ringtones are listed.

To buy a ringtone, tap the price button and then tap Buy Now. In the New Ringtone panel (**Figure 49**), choose Set as Default Ringtone,

About This Book

Thank you for purchasing this Take Control book. We hope you find it both useful and enjoyable to read. We welcome your comments at tc-comments@tidbits.com.

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About the Author



Karen G. Anderson is a former magazine editor and arts writer who worked for 6 years at Apple—initially as a writer for the iReview webzine (“what’s good on the Web and what could be better”), later as a writer for the iTunes Music Store, producer for Apple’s iCards, and managing editor of .Mac (the forerunner of MobileMe). Karen now lives in Seattle where she works as a Web content writer and strategist, writes science fiction, and studies yoga. She blogs at WriterWay.com.

Karen edited *Take Control of Thanksgiving Dinner* and *Take Control of iWeb '09*. This is the first Take Control ebook that she has written.

Author's Acknowledgments

Thanks to my partner Tom Whitmore for many superb suggestions and for diplomatically shielding me from distraction. Thanks to Tonya Engst for providing outstanding editorial guidance and to Jeff Carlson for taking the elegant iPhone photos.

My deepest gratitude to Dj Padzensky for coming to my rescue during the July iPhone 4 shortage, to Mike Richardson for wowing me with dozens of cutting-edge apps, and to Randolph Fritz and Bruce E. Durocher II for the Vanguard discussion of Bluetooth, cables, and chargers. Many thanks to technical reviewers including Adam Engst, Glenn Fleishman, Joe Kissell, Sandro Menzel, and Amelia Sauter.

Thanks to my mom, Ruth Anderson, who taught me BASIC and shared her enthusiasm for new technology. And, of course, thanks to Apple! The journey really is the reward.

About the Publisher

Publishers Adam and Tonya Engst have been creating Apple-related content since they started the online newsletter *TidBITS*, in 1990. In *TidBITS*, you can find the latest Apple news, plus read reviews, opinions, and more (<http://www.tidbits.com/>).



Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

Production Credits

Take Control logo: Jeff Tolbert

Cover design: Jon Hersh

iPhone photography: Jeff Carlson

Editor: Tonya Engst

Publisher: Adam Engst

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Take Control of iPhone Basics, iOS 4 Edition

ISBN: 978-1-61542-087-2

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TidBITS Publishing Inc.

50 Hickory Road

Ithaca, NY 14850 USA

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