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Welcome to *Take Control of iOS 14 and iPadOS 14*, version 1.1, published in September 2020 by alt concepts inc. This book was written by Josh Centers and edited by Joe Kissell.

This book tells you about the new features of iOS 14 and iPadOS 14 and teaches you how to use them. You’ll learn how to clean up your Home screen with App Library, put widgets on your Home screen, write anywhere with your Apple Pencil on an iPad, and more.

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 user group copies are available.

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**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

To check which version of iOS you’re currently using, open the Settings app and tap General. Then, tap About. Look on the About screen for the Version line, which will provide the version of iOS.

Touch and Hold

Throughout this book, I use the term touch and hold. Here’s what I mean: Lightly place your finger on the screen and hold it there for a few moments. You might feel some haptic feedback when that triggers an action.

Apple used to include a feature called 3D Touch on some iPhones where you had to press on the screen to perform various actions. Apple has scrapped that entirely, so now touch and hold takes its place. The upshot is that these features aren’t just limited to certain iPhones, but are available on all iPhones and iPads.

What’s New in Version 1.1

iOS 14 and iPadOS 14 have officially been released. This edition reflects that fact and addresses reader concerns from version 1.0:

- The App Clips feature is now available to try.
- You can now change Default Web Browsers and Email Clients.
- You can set up Apple Cash for Kids.
- There are now instructions for enabling Spatial Audio on the AirPods Pro.
- Use Widgets, App Library, and More has been revised to ease reader concerns about App Library modifying Home screens.
Introduction

Congratulations! If you’re reading this right now, you’ve survived most of 2020. While this year might seem to be full of absolute disasters, Apple is still shipping new products, and iOS 14 and iPadOS 14 are anything but disastrous.

If you’re anything like me, you carefully arrange your first iPhone Home screen, stash some commonly used, but less-important apps on the second Home screen, and then every page after that is increasingly chaotic. Too many apps, not enough time.

Thanks to the App Library, you can now quickly hide entire pages of apps on your iPhone and clean things up. iOS 14 has also reworked widgets and now lets you embed them on your Home screens.

There many other big changes in iOS 14. The iPad’s Picture in Picture mode is now available on the smaller iPhone screen, letting you watch video while doing other things. There’s a new built-in Translate app that can help you converse in other languages in real time. There are new ways to handle group messages, health-tracking features, privacy functions, and more.

Unfortunately, iPadOS 14 doesn’t get the radical Home screen overhaul or the Translate app, but it does gain a number of new features, especially for the Apple Pencil. Scribble will take you back to the days of the Newton, allowing you to use your Apple Pencil to write in any text field.

Unlike previous incarnations of this book, this title doesn’t go into detail on the basics that you probably already know, though we do touch on them. You’ll learn all about the new stuff: using App Library to clean up your Home screens, playing with Home screen widgets, entering text with Scribble, using new group messaging tools, having conversations using the new Translate app to have conversations in other languages, and more. Let’s go...
You can read this book from start to finish, which I especially recommend if you’re new to iOS or iPadOS. If you want to skip to the new stuff, I recommend starting with Discover Miscellaneous New Features, Use Widgets, App Library, and More, and Master New Group Message Tools, and Write and Draw with iPadOS 14 to learn about the features that are the biggest and might cause the most confusion.

Learn the basics:
• Refresh your knowledge with An iOS Crash Course.

• Learn about Discover Miscellaneous New Features in iOS 14 and iPadOS 14.

• Organize your Home screen in Use Widgets, App Library, and More.

Find out what’s new in iOS apps:
• Get more out of Messages; see Master New Group Message Tools.

• Learn about Find New Routes and Guides in Maps.

• Read See What’s New in Camera to learn about some new camera shortcuts.

• Find your photos faster; see Filter and Sort Photos.

• Use the new Translate app to Translate Conversations.

• Track symptoms and take better care of yourself; see Manage Sleep with Health.

• Learn about the new features of Notes like improved search, better formatting options, and shape recognition in Note What’s New in Notes.

• Use new folder features to Organize Your Voice Memos.
**Go beyond the basics:**

- Use new privacy protection tools; see [Take Charge of Your Privacy](#).
- Learn how to use Scribble and other new Apple Pencil features in [Write and Draw with iPadOS 14](#).
- In [Make iOS 14 More Accessible](#), find out about how you can launch apps and perform actions by tapping the back of your iPhone, have your iPhone recognize sounds and alert you, and tune your AirPods to hear better.
An iOS Crash Course

It’s 2020 (unfortunately), and the iPhone has been on the market for 13 years. Most people know the basics or pick them up quickly. I’ve seen it myself with my baby son and my mother. But there might be some things you’ve missed.

Apple publishes very nice user guides for the iPhone and iPad, and I strongly encourage you to check those out.

I also encourage you to check out Apple’s YouTube channel, which sometimes posts useful instructional videos in addition to promotional content.

Here is a quick crash course on using iOS and iPadOS.

Navigate the Lock Screen

The Lock screen is the first thing you see when you wake an iPhone or iPad, so let’s start there. The Lock Screen displays your latest notifications, and offers quick access to Control Center, the Camera app, and Today View.

Here’s how to perform common functions on the Lock screen:

• **Manage notifications:** Notifications appear on your Lock screen; these may include messages, emails, news alerts, and sometimes just useless junk you don’t care about. (You can turn them off per app by opening the Settings app and tapping Notifications.)

  Notifications from the same app are often grouped together, and you can tap the group to expand it (**Figure 1**).
Figure 1: Tap a notification stack to expand it. Tap Show Less to re-stack it.

Swipe left on a notification to see different actions:

- **Manage:** Tap this to see options to turn off notifications from that app or to have the app deliver them quietly without buzzing your phone or lighting up your screen.

- **View:** See the whole notification. You can also touch and hold a notification to view it.

- **Clear:** Get rid of the notification.

You can also swipe right on a notification to open it, though it’s easier to just tap it (Figure 2).

Figure 2: Swipe a notification to view actions for it.
Discover Miscellaneous New Features

There are a few non-interactive or otherwise minor features that I’d like to point out that don’t fit into any of the chapters.

App Clips

The new App Clips feature lets you try out an app without installing it. You can scan a QR code, tap a link, or scan an NFC tag to try out an app. It’s might be easier to show you than tell you: visit the Chibi app website in Safari in iOS 14 or iPadOS 14 and tap Play on the banner at the top of the screen.

You can also scan the QR code in Figure 10 by opening the Camera app in iOS 14 or iPadOS 14 and pointing the viewfinder at the QR code. Tap the banner that appears at the top and then Play in the card that pops up. Have fun making a chibi!

Figure 10: Scan this QR code with the Camera app in iOS 14 to try out App Clips.
Default Web Browsers and Email Clients

iOS 14 and iPadOS 14 adds a long-requested feature: the option to set third-party apps as your default browser and default email client. Browsers and email clients have to be specifically approved by Apple to be authorized to replace Safari or Mail.

Google Chrome and Mozilla Firefox are both supported. If you have Chrome installed, go to Settings > Chrome > Default Browser App and choose Chrome. After you set that, Web links you tap on open in Chrome by default. You’re prompted the first time you tap a link to make sure you want to open it in Chrome. Firefox works the same way, but instead you go to Settings > Firefox > Default Browser App.

It works the same way with email clients, such as Spark. To set Spark as your default email client, go to Settings > Spark > Default Mail App.

Apple Cash for Kids

You can now enable Apple Cash for children in your Family Sharing group. Go to Settings > Your Name > Family Sharing > Apple Cash, tap the child’s name, and tap Set Up Apple Cash. You can send money to the kids and set restrictions on their spending.

Compact UI

Apple has shrunk many screen-hogging features in iOS 14 and iPadOS 14 so they no longer dominate your screen. For example, when you receive a phone call in iOS 14, it shows up as a banner instead of taking over your entire screen (Figure 11).
The biggest immediate changes to iOS 14, and to some degree iPadOS 14, are on the Home screen. App Library is a new way to sort and manage your apps. Additionally, the Today View widgets have been overhauled. Not only do they have a new look, they can also be embedded on any page of your Home screen! Finally, you can now view videos in a Picture in Picture window while you do other things in iOS as was already the case in iPadOS.

Clean Up Your Home Screen with App Library

In iOS 14 (but not iPadOS 14), the last page of your Home screen contains your App Library. The App Library stores all of your apps in automatically sorted folders. You can now also hide unwanted pages to streamline your Home screen.

Note: By default, new apps installed in iOS 14 are still added to your Home screen. You can change it so that new apps appear in your App Library by going to Settings > Home Screen and selecting App Library Only.

This is a significant change to how app management works. Previously, all apps existed on the Home screen. Now, all apps exist in the App Library, but they can have aliases on the Home screen. But if you’re uninterested, you can safely ignore this feature and things will work more or less as they always have.
Note: App Library will not rearrange your Home screen apps and folders. App Library contains all your apps but it does not mess with your existing layouts. See my TidBITS article iOS 14’s App Library: The FAQ.

Each App Library folder shows four icons. All four icons in the Suggestions folder are apps. In the other folders, three are apps and tapping the fourth (which features a grid of smaller icon thumbnails) reveals the contents of that folder (Figure 18).

Figure 18: App Library contains and sorts all of your apps.

Tip: By default, apps in App Library do not show notification badges. If you want those badges on App Library icons, turn on Show in App Library in Settings > Home Screen.
Master New Group Message Tools

The Messages app hasn’t seen major changes in iOS 14, but Apple has added some new tools to make accessing and handling message threads easier. All the new features discussed in this chapter are compatible with the overhauled Messages in macOS 11 Big Sur. (See Joe Kissell’s *Take Control of Big Sur* for more information.)

**Tip:** You can now send audio messages with Siri. Try telling Siri, “Send an audio message to contact name.”

Messages Basics

Messages is a fairly intuitive app, but before we get on with what’s new, let’s cover a few things about Messages you might not know:

- **iMessage vs. text message:** SMS is the standard way cell phones pass text messages back and forth. When you’re chatting with someone via SMS, your messages are denoted by green chat bubbles. iMessage, with your messages denoted by blue bubbles, is Apple’s proprietary standard that only works with Apple devices, but offers several advanced features. You can turn iMessage on and off in Settings > Messages > iMessage.

- **Messages in the Cloud:** By default, messages are stored on your device, which takes up a bunch of room. You can offload them to iCloud by enabling Settings > Your Name > iCloud > Messages. If you back up messages on multiple devices, it will actually save you iCloud space, since there will be only one copy in the cloud instead of multiple backups.

- **Attach a photo:** When in a conversation, tap the App Store icon and then the Photos button to bring up the photo picker,
which shows only recent photos. Tap All Photos to see, well, all your photos (Figure 25).

![Figure 25](image_url)

**Figure 25:** The photo picker in Messages.

- **See when a message was sent:** While in a conversation, swipe the message list from right to left to see timestamps on the messages (Figure 26).

![Figure 26](image_url)

**Figure 26:** Swipe left to see when the messages were sent.
Maps has a number of improvements in iOS 14 and iPadOS 14. Your iPhone can now alert you to speed cameras, and if you have an electric car that integrates with iOS 14, it can help keep your battery charged by directing you to charge stations when you need it.

Additionally, there are many more maps available in more countries, and Maps is aware of congestion zones in some European cities. Maps can also alert you to speed and red-light cameras, deliver accurate GPS coordinates in cities with poor GPS signals, and determine your license plate access level to drive through some parts of China. I can’t cover all of those because they’re either not available in my country or not enabled at all yet, but you can learn more on Apple’s iOS 14 features page.

In this chapter, I focus on the basics of using Maps and the new features that most of us can use: charting out cycling routes and using the new Guides feature to find exciting new places to visit (assuming you leave your house).

**Tip:** If you want to quickly check out cycling routes and guides, visit San Francisco in Maps.

---

**Getting Around in Maps**

Apple has a quick guide to using the Maps app, but let’s review the basics while you’re here:

- **Zoom in and out of the map:** Pinch in with two fingers to zoom out and pinch out with two fingers to zoom in.
• **Set map views:** There are three map views: Map (default), which only shows basic information and is the most efficient; Transit, which highlights public transit routes and stops; and Satellite, which shows a satellite view of the world alongside the map data ([Figure 34](#)). To switch among the three views, tap the **i** button in the upper-right corner to access map settings.

![Figure 34: From left to right: Map, Transit, and Satellite views.](image)

• **Search for locations:** The search box is prominent in maps and invites you to “Search for a place or address.” When you tap that box, you’re given suggestions to find things nearby, like restaurants, hospitals, and electric charging stations. You can also search for contacts, assuming you have a physical address assigned to that contact. When you search for something that provides more than one location, they’re listed on the map as pins and in the text list of locations. Tap one to see its details.

• **Set a pin:** If you want to mark an arbitrary location on the map, zoom in to the place you want to mark and touch and hold the spot on the map (**Figure 35**). To remove a pin, touch and hold it and choose Remove Marker.
See What’s New in Camera

The camera is one of the main selling points of the iPhone, and is often the highlight of the annual hardware update. To that end, Apple has published extensive resources on making the most of it:

- How to open the Camera app
- Use camera modes on your iPhone, iPad, and iPod touch
- Take and edit photos with your iPhone, iPad, and iPod touch
- Take and edit Live Photos
- Use Portrait mode on your iPhone
- How to shoot on iPhone
- iPhone 11 and iPhone 11 Pro camera features

In this chapter, we look at new features to help you adjust the Camera exposure, use QuickTake video on the iPhone XR, and quickly change video settings. We also take a look at some new Camera settings.

Adjust Exposure

For years, you’ve been able to adjust the camera exposure by tapping the screen to expose the focus square, and then touching and dragging the sun icon next to it.

You can still do that in iOS 14 and iPadOS 14, but it’s a lousy experience. It’s too easy to screw up the focus while adjusting exposure.

The good news is that there’s a new control for it. The bad news is that it’s available only on iPhones that support Exposure Compensation Control. It’s also a bit hidden. To find it, look where you can select the various camera modes, like Video, Photo, Portrait, and so on. Swipe up
on that area to reveal a hidden panel full of photo adjustments (Figure 40).

![Figure 40](image_url)

**Figure 40:** There’s a whole row of hidden tools in Camera.

**Note:** These screenshots were taken with an iPhone 11 Pro. Your device might look slightly different.

There’s a new control there in iOS 14 and iPadOS 14 for exposure 📸. Tap it to reveal an exposure slider. The default is 0.0 and you can adjust it to between –2.0 and 2.0 (Figure 41).

![Figure 41](image_url)

**Figure 41:** Move the slider to adjust the exposure.

Swipe down on the photo adjustment bar to return to the camera modes.
Photos is one of the key apps in iOS and iPadOS. Let’s take a look at the basics and some of the new stuff in iOS 14 and iPadOS 14. Photos features new tools to filter and sort your photos, and you can now add captions to your photos to make them easier to find later.

Photos Basics

Apple has a terrific guide to using Photos in iOS and iPadOS, and there’s also Jason Snell’s Take Control of Photos, but let’s review a few basics. If you look at the bottom of the screen in Photos, you see four icons: Library 📖, For You 🔄, Albums 📦, and Search 🔍.

Here’s what you can find on each screen:

- **Library 📖**: This view shows all of your photos. You start in the All Photos view, but you can chose Years, Months, or Days to narrow down the photos you’re looking at. You can also pinch out or in with two fingers to change among those views.

- **For You 🔄**: Here you see recent activity in shared albums; Memories, which are automatically generated photo collections; Effect Suggestions, which lets you make photo adjustments with a tap; and Sharing Suggestions, which identifies photos that it thinks you should share with contacts (Figure 43).
**Figure 43:** The For You screen shows shared album activity, Memories, featured photos, and other personalized content.

- **Albums:** The Albums view contains both your personal photo albums and those shared with others. You can also view photos based on faces identified in the photos and where the photo was taken. There are also a number of albums based on media type, such as screenshots, videos, selfies, etc.

- **Search:** This screen lets you search for photos. That search might be more powerful than you assume, since Photos can identify a number of different objects. Try searching for stuff like *baby*, *dog*, *tree*, and *spaghetti* *(Figure 44).*
Manage Sleep with Health

The Health app is easy to overlook, but it has some great tools to help you track and manage health metrics. The big change to Health in iOS 14 is its sleep tracking and management features. There are also a number of symptom trackers (added in iOS 13.6) as well as headphone volume monitoring.

Tip: There is a new Health Checklist feature in Health. It’s featured at the top of the Summary screen. Tap Review to check your Health settings to see what features you can set up.

Manage Your Sleep

iOS has had various sleep-management tools that are now consolidated in the Health app in iOS 14. If you open Health, you might be prompted to set up Sleep, and if not, there’s likely a panel in Health’s Summary tab that prompts you to set up Sleep. If none of those apply, look in the Browse tab and tap the Sleep item to see all of your sleep-management settings.

So what can Health do to improve your sleep? Two things—specifically:

• Let you set alarms not only to alert you when it’s time to wake up, but also to turn on Sleep Mode when it’s time to go to sleep.

• Track how long you sleep every night, based on your iPhone activity.
What is Sleep Mode?
When Sleep Mode is enabled (Figure 46), iOS turns on Do Not Disturb so you won’t be bothered by notifications and it makes you take an extra step before unlocking your iPhone. It encourages you to launch pre-made shortcuts from the Lock screen instead of unlocking the iPhone and opening apps directly. See Set Up Wind Down.

Figure 46: Sleep Mode tries to keep you from unlocking your iPhone.

While you can set Sleep Mode to turn on at a scheduled time, you can also turn on Sleep Mode manually at any time from Control Center. Enable the control by going to Settings > Control Center and tapping the plus button to the left of Sleep Mode. Then in Control Center, tap the Sleep Mode button.
Notes is one of my favorite built-in apps. I like it so much that I wrote a book about it, *Take Control of Notes*, which documents how to use it in detail. Apple also offers a free guide to using Notes in iOS and iPadOS (but it’s not as good as my book).

**Tip:** In the Notes list, you can now tap an arrow to collapse your pinned notes to more easily see your other notes.

---

**Use Top Hits to Quickly Find Notes**

The Notes app has a pretty powerful search feature, and it gets a bit easier to use in iOS 14 and iPadOS 14. When you tap the Search field in Notes, you get a list of suggested searches (*Figure 51*):

- Shared Notes
- Locked Notes
- Notes with Checklists
- Notes with Drawings
- Notes with Scanned Documents
- Notes with Attachments
Figure 51: Notes now suggested scanning for common note types. If you tap one of those options, Notes auto-fills the search field with that query. You can further narrow down the search by tapping in the search field and typing an additional query next to the auto-filled block (Figure 52).

Figure 52: You can combine a suggested search with a regular search to further narrow the results down.
Organize Your Voice Memos

It’s an easy app to overlook, but Voice Memos is a powerful and indispensable app for making recordings and taking quick voice notes. Apple has detailed instructions on taking and editing voice memos. Here, we’ll focus on the new features.

Voice Memos Basics

Voice Memos is a built-in app that lets you record audio and sync it through iCloud to your other Apple devices. Here are some quick tips on how to use it:

- **Make a recording:** Tap the red record button to start recording audio and tap the stop button to stop recording (Figure 57).

![Figure 57: Recording a voice memo.](image)

- **Play a recording:** Recordings are presented in a chronological list, auto-named with the location of the recording, if Voice Memos

Tip: Add a Voice Memos shortcut in Settings > Control Center.

Click here to buy the full 104-page “Take Control of iOS 14 and iPadOS 14” for only $10.99!
can ascertain your location when the recording is made. Tap a recording and press the Play button.

**Tip:** To prevent Voice Memos from naming your recordings after you location, select Never in Settings > Privacy > Location Services > Voice Memos.

- **Share or Edit a recording:** Tap a recording in the list and tap the More icon to reveal a menu with options to share or edit a recording.

There aren’t many complex edits you can do here, pretty much just trim the beginning and end of the recording by dragging the yellow arrows on each end and tapping Trim (Figure 58).

![Figure 58: You can make basic edits in the Voice Memos app.](image)
Translate Conversations

The new Translate app in iOS 14 (not iPadOS 14) can translate between a number of different languages. You can speak into the app in one language and have the app speak your words in the language you choose.

Tip: Safari can now translate webpages. Tap the Format Options icon in the address bar and then tap Translate Website.

Use Conversation Mode

You can use Translate to speak what you want to say, and have it speak it out of the iPhone in the language you choose. Here’s how:

1. At the top of the screen, choose the languages you want to translate between. The input language is on the left, the output language is on the right (Figure 60).

   ![Figure 60: You can translate between several languages.](image)

2. Tap the microphone button.

3. Speak the phrase you want to translate. When you’re finished, simply stop speaking.

4. Tap the play button to play the phrase in the chosen output language (Figure 61).
**Figure 61:** Translate can play the translated audio.

---

## Translate Text

You can also type in the text you want to translate:

1. At the top of the screen, choose the languages you want to translate between. The input language is on the left, the output language is on the right.

2. Tap Enter Text.

3. Enter the text and tap Go.

You can also tap the tabs at the bottom of the view to swap which language you’re typing (**Figure 62**).
Write and Draw with iPadOS 14

iPadOS 14 doesn’t diverge radically from iOS 14, though it does revamp many apps to more resemble their macOS counterparts and make better use of the iPad’s screen size. As for new interactive features in iPadOS 14, they’re all about the Apple Pencil.

Note: These new features work with all models of the Apple Pencil.

Write with Scribble

The Newton is back! In iPadOS 14, you can use the Apple Pencil to write in pretty much any text field, and your handwriting is converted to text. Try it in Messages, the Safari URL field, and in your favorite apps. It pretty much just works (Figure 65).

![Figure 65: Scribble works with most apps out of the box.]

When you first install iPadOS 14, your iPad may prompt you to try Scribble and offer some tips for using it. If you didn’t see that, or skipped through it, here’s are some special features of Scribble:

- **Delete text**: Scratch over text with the Apple Pencil to delete it, just as if you were scribbling over it with a pen.
- **Select text**: Draw a line through text or draw a circle around it to select it.
• **Insert text between characters:** Tap the tip of your Apple Pencil between two characters to change the insertion point.

• **Join and separate:** Draw a vertical line between two characters to insert or delete a space.

While using Scribble, you might notice a new tool palette at the bottom of the screen. The palette can appear in either a minimized or expanded mode. Tap the minimized palette to expand it, or to one of the four corners to shrink it (**Figure 66**).

![Figure 66](image)

**Figure 66:** On the left: the pencil palette shrunk down. On the right: the pencil palette fully expanded.

The palette’s toolset changes based on the app you’re in. For instance, **Figure 66** above shows how it looks in Safari and **Figure 67** below is how it looks in Mail. However, there are a few standard controls: undo and redo buttons, a button to reveal the keyboard, and a button with a switch to enable or disable automatically minimizing the palette and a shortcut to Apple Pencil settings.

![Figure 67](image)

**Figure 67:** The pencil palette can adapt to the app you’re using. This is how it looks when composing a message in Mail.
As always, this update to iOS and iPadOS brings new privacy enhancements. The new operating system let you know when an app is accessing your clipboard, camera, or microphone; lets you limit your photo library access to apps; and lets you share only an approximate location with an app.

**Tip:** In iOS 14 and iPadOS 14 you receive a notification whenever an app reads from or pastes to your clipboard. Some apps have good reason to do so, like an RSS reader offering to import a feed URL in your clipboard, but others are just overly nosy.

## Privacy Basics

Every iPhone and iPad user should be familiar with some of the basics about protecting your privacy and security:

- **Set a passcode:** The absolute best thing you can do to protect your device privacy is to set a passcode in Settings > Face ID & Passcode, which might also be called Touch ID & Passcode depending on your device. The default is a six-digit passcode. When creating a passcode, you can tap Passcode Options to see options to create a custom alphanumeric code, a custom numeric code, or a simpler 4-digit passcode, which I do not recommend.

- **Quickly disable Touch ID and Face ID:** Touch ID and Face ID are convenient, but you could be forced to unlock your phone with them in situations where you wouldn’t be obliged to hand over your passcode. To disable those features fast, quickly press the Sleep/Wake button five times to engage SOS mode. Tap Stop and then Stop Calling before your device calls emergency services, and Face ID and Touch ID will be disabled.
• **Review privacy settings:** All iOS and iPadOS privacy settings are located in Settings > Privacy. There, you can see and control which apps can access your camera, photos, microphone, location, and more.

• **Turn off trackers:** There are three places to turn off trackers:
  - Settings > Privacy > Tracking and turn off Allow Apps to Request to Track. Otherwise, apps can track your activities across other apps and websites to target ads toward you.
  - Settings > Privacy > Analytics & Improvements and turn off everything. Apple collects what it says is anonymized data in order to improve its products and services, but I recommend turning these off if you want to maximize your privacy.
  - Settings > Privacy > Apple Advertising and turn off Personalized Ads. If this is turned on, Apple collects anonymous data about you to target ads toward you.

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**Know When You’re Being Watched or Listened To**

In iOS 14 and iPadOS 14, a small green dot appears in the upper-right corner of the screen whenever the camera is being accessed, and a small orange dot appears whenever the microphone is being accessed. In the case of video recording, only the green dot appears, even if audio is being recorded with the video (Figure 69).

![Figure 69](image_url)

*Figure 69:* A small green dot appears when an app is accessing the camera.
Apple has always placed an emphasis on accessibility features. While these wonderful features make Apple’s devices usable by those with disabilities, they’re often useful for everyone. iOS 14 lets you tap the back of your iPhone to perform actions, it can recognize certain sounds and send alerts when it hears them, and it can help you tune your AirPods.

Apple offers overviews of the many accessibility features of the iPhone and iPad, and offers detailed guides on how to use individual accessibility features.

## Tap Your iPhone to Do Stuff

You can set up your iPhone so that an action is triggered when you double- or triple-tap the back of the phone. To check it out, go to Settings > Accessibility > Touch > Back Tap.

There, you see settings for Double Tap and Triple Tap. Tap one to set an action. There are several built-in actions, such as bringing up the App Switcher or summoning Siri.

If you scroll further down in the action list, you see any shortcuts you’ve created in the Shortcuts app. One example of something you can do with this feature is double-tap the back of your iPhone to bring up Google Assistant as an alternative to Siri (Figure 73). See Rosemary Orchard’s *Take Control of Shortcuts* for more on creating and using shortcuts.
Figure 73: You can set up Back Tap for built-in actions, like bringing up the App Switcher, or for app shortcut actions, like Google Assistant.

Once you have an action configured, double- or triple-tap the back of your iPhone to trigger it.

Turn on Sound Recognition

The new Sound Recognition feature can listen for specific sounds, like a fire alarm, running water, or a baby crying, and send you a notification when it thinks it hears them (Figure 74).

Figure 74: Never miss a crying baby again!
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About the Author

Josh Centers is the Managing Editor of TidBITS and a contributing blog editor at The Prepared. He is also the author of Take Control of Notes; Take Control of Apple TV; Take Control of Apple Home Automation; and coauthor of Take Control of Preview with Adam Engst. He has been featured in USA Today, Macworld, Scientific American, the Washington Post, Boing Boing, the Wirecutter, and other publications, as well as on Comedy Central, HuffPost Live, and Voice of America.

Josh lives in Tennessee with his wife and sons.

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Hey guys, like and subscribe to my YouTube channel for tech tips and analysis. I also have a Twitter if you enjoy bad tweets.

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