

iPhone Quick Reference Guide

Everyday Shortcuts, Gestures & Home Screen Tips

GETTING AROUND YOUR IPHONE

Go Home

Swipe up from the bottom edge of the screen.



Open App Switcher

Swipe up from the bottom and pause in the middle of the screen.



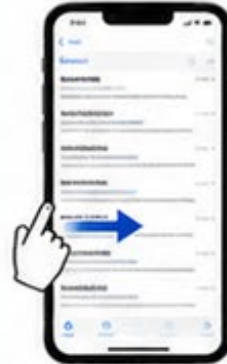
Switch Between Open Apps

Swipe left or right along the bottom edge.



Return to Previous Screen

Swipe from the left edge toward the right.



TOP CORNER SWIPES



Notification Center

Swipe down from the top-left corner.



Control Center

Swipe down from the top-right corner.



Control Panel (iOS 18+)

Swipe diagonally from the top-right corner to the bottom-left.



DOCK

The Dock is your shortcut bar at the bottom of the screen.

Swipe up slightly from the bottom to show the Dock.



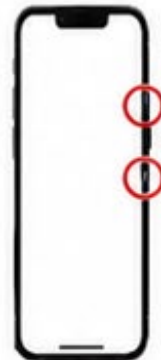
Add apps to the Dock:

1. Touch and hold an app.
2. Tap Edit Home Screen.
3. Drag the app to the Dock.
4. Tap Done.



SCREENSHOT

Press and quickly release the Side button and Volume Up button at the same time.



APPS & HOME SCREEN MANAGEMENT

Move an App

1. Touch and hold the app.
2. Drag it to a new location.
3. Release.
4. Tap Done.



Move to First Home Screen

1. Touch and hold the app.
2. Drag it left until you reach the first page.
3. Place it where you want it.
4. Tap Done.



Create an App Folder

1. Touch and hold an app.
2. Drag it on top of another app.
3. Release. The folder is created automatically.



Remove an App from Home Screen

1. Touch and hold the app.
2. Tap Remove App.
3. Choose Remove from Home Screen (to keep the app) or **Delete App** (to remove completely).



Add Apps from App Library

1. Swipe left past your last Home Screen page.
2. Find the app in the App Library.
3. Touch and hold it.
4. Drag it to your Home Screen.



MULTITASKING

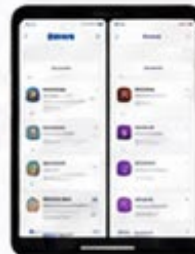
Switch Apps Quickly

Swipe left or right along the bottom edge to switch between your open apps.



Split View (iPhone 15 Pro Max and later)

1. Open an app.
2. Swipe up from the bottom and pause.
3. Tap the app icon at the top of the app, then tap Split View.
4. Choose a second app.



Picture in Picture

1. While in a video call or watching a video, tap the Picture in Picture button.
2. The video will shrink to a small window you can drag anywhere.



USEFUL GESTURES



Tap
Open or select something.



Double Tap
Zoom or select (when available).



Touch & Hold
See more options for an item.



Swipe Up
Scroll up or go Home.



Swipe Down
Scroll down or open Notifications (from top-left).



Swipe Left / Right
Go to next/previous page or item.



Pinch (2 fingers)
Pinch together to zoom out.



Spread (2 fingers)
Spread apart to zoom in.



Three-Finger Swipe Left
Undo.



Three-Finger Swipe Right
Redo.

AIRPLANE MODE & CONNECTIONS

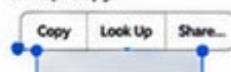
Swipe down from the Control Panel to quickly toggle Airplane Mode, Wi-Fi, Bluetooth, Cellular Data, AirDrop, and more.



COPY & PASTE

Copy:

1. Touch and hold text.
2. Tap Copy.



Paste:

1. Touch and hold.
2. Tap Paste.



UNDO & REDO

Undo:

Swipe left with three fingers.



Redo:

Swipe right with three fingers.



QUICK TIPS

- ✓ Keep your most-used apps on your first Home Screen.
- ✓ Use folders to keep your Home Screen organized.
- ✓ Search is often faster than looking for an app.
- ✓ Explore Settings to customize your iPhone.
- ✓ Touch and hold for more options!