



**ABBYY<sup>®</sup>**

## IPHONE PRODUCTIVITY TIPS

Useful lifehacks by ABBYY Mobile



The functionality of today's smartphones is awesome, and sometimes we just can't comprehend it all. In this book, we have collected the most useful tips that will help you to know your iPhone and level up your productivity. Smartphones are not only about solving everyday and business routine but also allow to reduce paper usage. ABBYY Mobile has been providing paperless technologies for 10 years. To know more about productive data capturing from documents and business cards, check the second part of this ebook.

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# HOW TO REDEEM YOUR APP STORE PROMO CODE

**Someone gave you a promo code for an app as a gift. It's easy to activate it!**

1. Open the App Store app on your device.
2. Click "Updates", and then – your photo in the upper right corner.
3. Sign in with your Apple ID.
4. Click "Redeem gift card or code" and enter the code.

[Learn more in blog](#)

\* \* \* \* \*

# HOW TO CREATE FOLDERS

**Everything should be in order, even your smartphone's desktop.**

1. Tap and hold any app icon on the Home screen until it starts to wobble.
2. Drag it onto another app to create a folder that will host both apps.
3. Drag more icons to this folder if necessary. Now tap the default name of the folder if you want to change it.
4. If you want to reposition the folder to another screen, tap and hold it until it begins to wobble, then drag it to the desired screen.

Putting all your messengers into a folder doesn't mean that you won't be able to see their push notifications. The folder will still show a notification badge if any of the apps inside it receive a message. Here's how it will look like:

One more tip: you can also rename a folder with 3D Touch. Simply press on the folder and choose Select from the menu that pops up.

[Learn more in blog](#)



# HOW TO CANCEL A SUBSCRIPTION TO SERVICE OR APP

**After deleting an app, the subscription doesn't cancel automatically. Money will be charged until you cancel the subscription yourself.**

1. Open the App Store app. Go to the App Store in the **Updates** section and click on the account icon (your photo in the circle in the upper right corner).
2. Tap your name.
3. Scroll down and tap **Subscriptions**.
4. Tap the subscription you want to cancel and then **Cancel Subscription**.

[Learn more in blog](#)

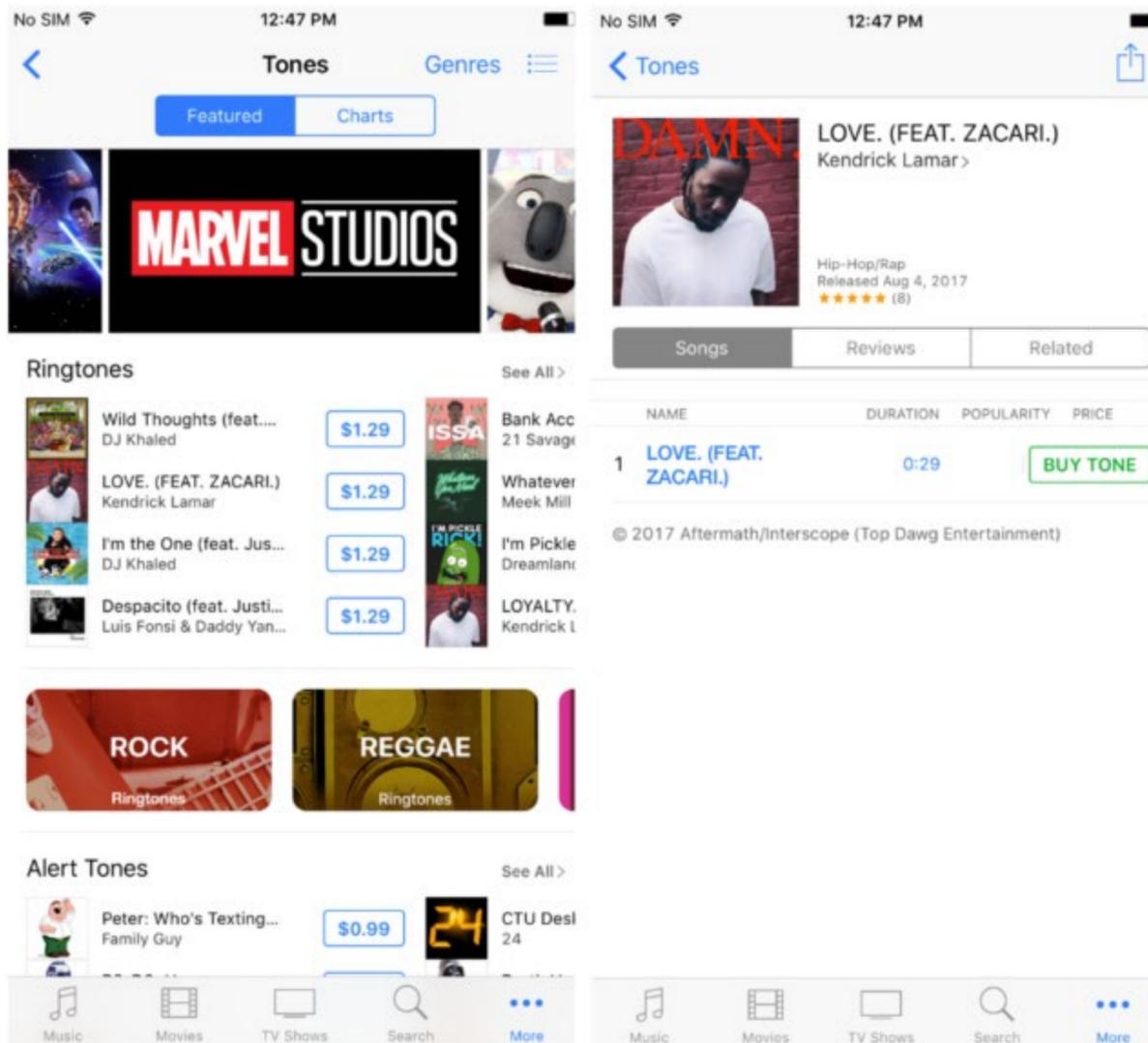


# HOW TO CHANGE YOUR RINGTONE

**It is a little bit annoying when everybody around has the same music on a smartphone. It's time to change it.**

There are two ways to change your ringtone: the easy way that costs money and the relatively complicated but free way. We'll start with the easy way first.

1. Open the iTunes Store app on your iPhone (do not confuse with the App Store, which is for apps and games only).
2. Select the **Tones** tab on the lower-right corner of the screen.
3. On this tab, find a good ringtone. Preferably one that will not grow old no matter how many times you hear it.
4. Buy it. Yeah, all things considered, Apple could've made ringtones free, but it's only a couple of cents anyway. Wait for the download to be completed.
5. Set the ringtone for all calls.



If you want to use a custom ringtone, you'll have to things the other way. It's harder but interesting:

1. Open the iTunes app on your computer. Click **File > Add to Library**, select a track in your collection and add it. Bear in mind that an iPhone ringtone cannot be longer than 38 seconds, so it's a good idea to memorize the timing of the fragment you want on your ringtone.
2. Now right-click the track and click **Get Info** on the context menu. Select the **Options** tab and cut out the desired 38-second fragment by specifying its start and end times.
3. Select the track in iTunes and click **File > Create AAC Version**.

4. A new media file with the \*.m4a extension will appear. Click the name of this file in macOS Finder or Windows Explorer and change its extension to \*.m4r (this is the file extension of iPhone ringtones). To locate the new ringtone, right-click the media file you just created, click Get Info on the context menu of the file you just created, select the File tab and look under Location.
5. Delete the shortened version of the track from iTunes.
6. Drag the \*.m4r ringtone file to iTunes. The Tones item will appear in the **Music** menu. Click this item to open the section containing your new ringtone.
7. Now, synchronize your iPhone with your computer and the ringtone will appear on the iPhone.
8. On your iPhone, tap **Settings > Sounds** and set the new ringtone as the main ringtone on your phone.

[Learn more in blog](#)



# SPEEDING UP YOUR IPHONE

Smartphone is a computer. And it tends to become slower after some time. That's how you avoid it:

## Reduce animations

1. Go to **Settings > General > Accessibility**.
2. Move to the **Reduce motion** section and switch the toggle.
3. While in the section, switch off **Auto-play Message Effects**.

## Clean memory

This might be useful mostly for 16GB device users. Try to store photos, videos, documents etc. in cloud storages so that they don't take much precious smartphone storage. Also, turn off the automatic download of songs in Apple Music.

## Safari cache

The device is still slow? Try **cleaning up cache in Safari**. The browser stores some data when you surf the web. To do this, go to **Settings > Safari** and tap **Clear History and Website Data**.

## Restore

Well, there's only one option left then. The method of last resort here is to **restore a backup** that was made in the past—back when your device worked perfectly fast.

[Learn more in blog](#)

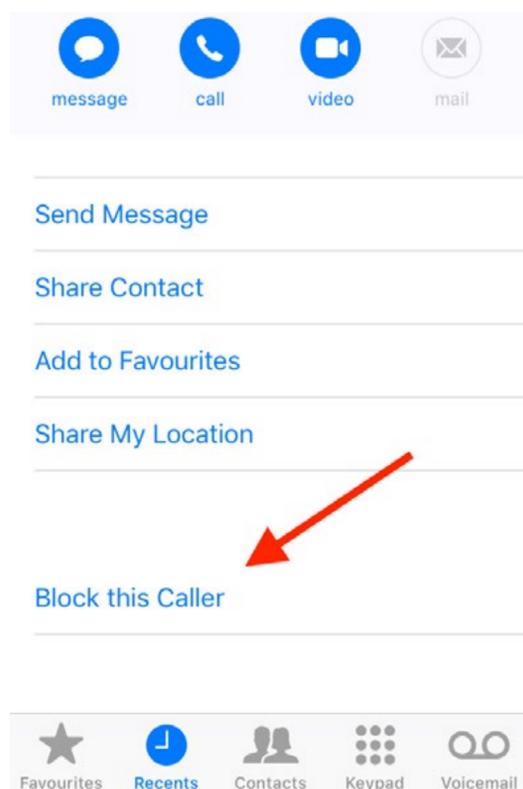


# BLOCKING UNWANTED CONTACTS

Advertising calls from a bank or messages from nearby cafes annoy you? **Block them.**

## 1. Phone numbers

Open the Phone app, go to Recents, and tap the information icon next to the phone number or contact that you want to block. Scroll to the bottom of your screen, then tap Block this Caller.



## 2. FaceTime

Repeat the first step but with FaceTime this time.

## 3. iMessages

If you are in the **Messages** app, open the conversation, tap the information icon, and then the name or phone number. Scroll down and tap **Block this Caller**.

When you block the phone number or contact, they will still be able to leave voicemails, but you won't receive notifications. Messages that are sent or received won't be delivered. Also, the contact won't be notified that their call or message was blocked.

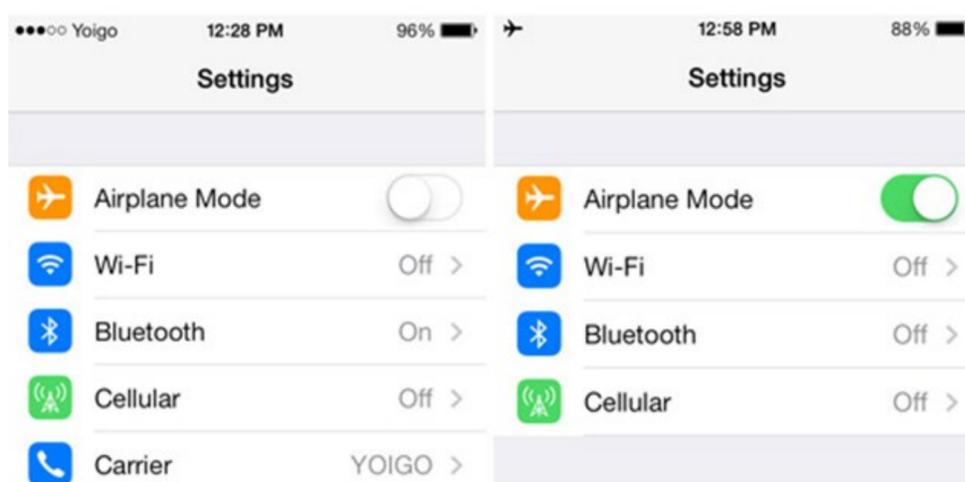
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# HOW TO FAST-CHARGE YOUR IPHONE

**Forgot to charge your smartphone but you have to leave soon? Charge the gadget quicker!**

1. Enable **Airplane Mode**. In this mode, all power is channeled directly to the battery, by-passing the power-consuming wireless interfaces.



2. If you like to keep your iPhone in a protective case, take it off. This way, the battery won't overheat, and the contacts will fit snugly and securely.

3. Enable **Low Power Mode** by tapping **Settings > Battery > Low Power Mode**. This will kill off all redundant services.
4. If you have an iPad charger, use it! The standard charger that comes with your iPad is more powerful (10W or 12W depending on the model) and will fill up your iPhone battery a lot faster.
5. Use original or high-grade cables to prevent energy leaks.

Last but not least. The display is the most power-hungry component, so if you don't use your phone while it is charging, the whole process will take much less time.

[Learn more in blog](#)



# HOW TO MAKE BACKUPS

**Smartphone can unexpectedly die. Make backups to avoid data loss.**

To automatically back up information from the iPhone, you can use iCloud or iTunes. If you choose to back up using iCloud, you cannot automatically create backups on your computer using iTunes. However, you can use iTunes to create them manually.

iCloud creates a backup copy:

- purchased music, films, TV shows, programs and books, ringtones;
- photos and videos were taken with iPhone;
- iPhone settings, program data;
- individualize the main screens, folders and program locations;
- messages (iMessage, SMS, and MMS).

This is what you do when copying to iCloud:

1. Connect to Wi-Fi.
2. Go to **Settings** > [your name] and select **iCloud**.



3. Select **iCloud Backup**.
4. Tap on **Create a backup copy**. Do not disconnect from Wi-Fi until the process is complete.

To configure the daily automatic backup in iCloud, you need to do the following:

- Make sure that the **Backup in iCloud** option is enabled in the **Settings** > [your name] > **iCloud** > **Backup in iCloud**.
- Connect the device to a power source and Wi-Fi.
- Lock the screen.
- Check if there is enough free space in iCloud to create a backup – if it's okay, you can turn it on.

[Learn more in blog](#)

# HOW TO CLEAN UP YOUR IPHONE

**Smartphone memory is full? Here are some tips on how to clean the storage.**

## **Delete attachments in Messages**

When you send messages via iMessage, you usually add lots of screenshots, photos, and selfies. After a while, they will take up hundreds of megabytes, gigabytes even, in your phone memory.

To delete unwanted attachments, open Messages and find the conversation with the biggest attachments.

Tap the icon in the top-right corner to see all the attachments.

To delete an attachment:

1. Touch and hold the conversation.
2. In the pop-up menu, tap **More**.
3. Select the attachments you want to delete.
4. Tap the bin icon at the bottom.

When you send or receive audio messages, they are saved on your phone and will be stored there forever if you don't change the default settings. To erase audio messages after a certain period of time, tap **Settings > Messages**. Next, and under **Audio Messages**, tap **Expire** and select **After 2 minutes**. Now any audio message will be deleted two minutes after it's been sent or received.

If you're not the person that likes to read your letters again and again, you can set your phone to delete your old messages automatically. You will find the necessary option in **Settings > Messages > Message History**. You can keep your old messages for 30 days, for a year, or forever.

## Optimizing your media library

HDR (High Dynamic Range) is a very useful piece of technology when you want your photos crisp and vivid. Be aware that by default your phone will save both your HDR and their 'normal' counterparts.

Open **Settings > Camera** and disable the **Keep Normal Photo** option.

Don't forget to choose the optimal resolution and recording speed for your videos. It's pretty straightforward: the more frames per second you want, the larger the resulting video file.

When you delete photos or videos, they are moved to the **Recently Deleted** folder, where they will be stored for another 30 days. Don't forget to clean up this folder now and then.

[iCloud](#) Music Library allows you to keep a large chunk of your data in a cloud. To save space on your phone, be sure to select **Settings > Photos > Optimize Storage**. When your phone starts running out of space, the system will automatically replace full-res photos with their light versions. The originals will be sent to iCloud, from where they can be retrieved at any moment.

Instead of storing music on your phone, stream it. Gone are the days when you had to sync your mobile with your laptop music library. Now that we have free Wi-Fi and reasonably priced data plans, we can use streaming services like [Apple Music](#) to save precious space.

If Wi-Fi coverage in your area is still not very good, you can cap the space available for music files on your device.

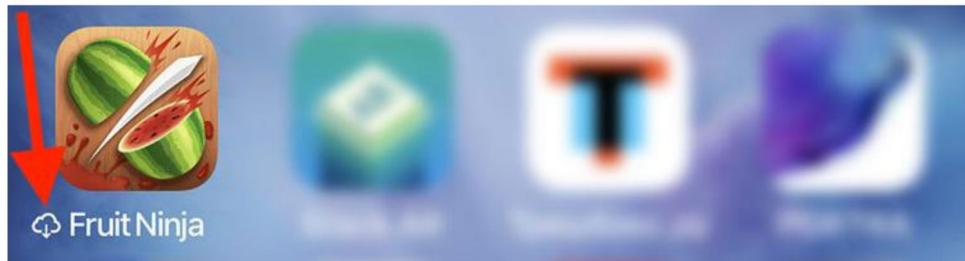
To do this, tap **Settings > Music > Optimize Storage** and tell the phone when to stop saving those audio files.

## Optimize your apps

Now let's return to **Settings > General > iPhone Storage** for a moment. Here you can unload any app while preserving all of its data. Or you can go the whole hog and delete everything and the kitchen sink.

You can configure iOS to automatically unload apps that have not been used for a long time. You can always restore an unloaded app by tapping its icon, which will be prudently preserved.

When an app is unloaded, a cloud icon appears next to it, indicating that the app is no longer in the memory of your phone but is in the iCloud.



Alas, iPhones don't provide any tools for purging app data and temporary files. The best you can do is reinstall the bloated app. This is particularly useful for Mail, big apps, games, and social networks, which typically store lots of pictures, documents, and temp files.

[Learn more in blog](#)



# HOW TO RESET YOUR IPHONE

**It's time to change a smartphone! But first, reset all setting to sell it.**

Go to **General > Reset**.

There are several options:

- *Reset All Settings:* This is self-explanatory.
- *Erase All Content and Settings:* All of your content and settings will be erased, and you will not be able to use your device until you set it up anew.
- *Reset Network Settings:* This will delete your networks and VPN settings that were configured without using a configuration profile.
- *Reset Keyboard Dictionary:* You may have modified this dictionary by rejecting or accepting suggestions as you typed. Now all of the words you've added to this dictionary will be deleted.

- *Reset Home Screen Layout:* This returns the original apps and restores the default icons on the home screen.
- *Reset Location & Privacy:* The apps will stop accessing your location data until you allow them to.

Tap the one you need. Done!

Now that you have made up your mind, you can begin the reset procedure. **IMPORTANT!** Make sure you have more than 60% of battery power left (or plug your iPhone into a power socket to be on the safe side).

[Learn more in blog](#)



# HOW TO CAST AND RECORD CONTENT FROM YOUR MOBILE SCREEN

If you want to demonstrate a mobile app to a large group of people, record a screencast and upload it to [YouTube](#), or if you just want to play your favorite iPhone or iPad game on a big TV screen, you will need a device or app that can “mirror” the content of your phone on another display.

The following options are available to iOS users.

**1. [Apple TV](#).** Even previous generation Apple TV boxes can receive audio and video from a mobile device and send it to a projector or TV over HDMI. And if you are the lucky owner of the latest Apple TV, you’ll have no problem whatsoever viewing videos, games, web pages and other mobile content on your TV. Just make sure your mobile device and Apple TV are connected to the same Wi-Fi network, tap “AirPlay” in your app or device menu, and then allow the video to play on the big screen of your choice.

**2. Mac+QuickTime.** Another method is to connect your iPhone or iPad to any contemporary Mac with a cable, launch QuickTime Player, click File > **New screen recording**

and then select your device from the drop-down menu next to the bug red **Record**. The screen of your mobile device will be accurately reproduced on your Mac, enabling you to make a presentation or record a video.

**3. Apple TV emulators.** There are also apps that let you cast your device screen as if you were using [Apple TV](#). The best of the lot is, in our opinion, [Reflector](#) and [AirServer](#) (we prefer the latter). Each will set you back \$15 but trust us they are worth every penny. Both Mac and Windows versions are available, and they can easily communicate with iOS and Android devices. You can cast in full screen mode, tweak video quality, record clips, make screenshots, and enjoy lots of other bells and whistles. You use these apps in the same manner as the Apple TV: make sure the two devices are on the same local network, tap **AirPlay** on your iPhone, and then select the big screen that will display your mobile content.

[Learn more in blog](#)



# HOW TO SCHEDULE EVENTS USING THE CALENDAR APP

Pupils have their school timetables posted up on noticeboards. They are also often given a printed copy on their first day at school. But what about the parents? How can they possibly remember all the details of their kids' school day? Here's where your iPhone's Calendar with its **New Event** feature will come in handy. There are two ways to add an event to your calendar. First, the long one:

1. Open the Calendar app and tap the **plus** icon in the top right corner.
2. Specify a title, a location and a time for the event.
3. Set an alert, if necessary.
4. If it's a recurring event, specify this under **Repeat**.
5. Tap **Done**. The new event will appear on the calendar.

And here's a quicker way:

6. Use the 3D-Touch function and press on the **Calendar** icon a tad harder (this will work for the iPhone 6S and above).

7. Tap **Add Event** in the pop-up window.

If the event is to take place in a far-away location, you can make the app calculate the travel time so that it displays the alert in good time rather than 15 minutes before the event which is an hour's drive away from where you are at the moment.

You can even talk to your Calendar! For example, you can ask Siri when the next math test is (if you have previously scheduled this event, of course), tell it to postpone a PTA meeting or ask it to read out your plans for today.

And here's one more trick. Rotate the calendar (i.e. turn your iPhone on its side), and you will see your schedule for the entire week, where you can move your meetings around, changing their dates and times.

This way, you can use Calendar to make digital copies of your kids' timetables and have everything under control! If you need more detailed instructions on working with the Calendar app, please see [this page](#).

[Learn more in blog](#)



# HOW TO CONTROL YOUR IPHONE REMOTELY

Being able to access your phone remotely from another device can be very useful. Remote access allows you to resolve multiple program issues without leaving your home and at no charge—someone knowledgeable can diagnose your device over the Internet. Some of you will have asked your more tech-savvy friends to configure your PC remotely from their computer. You only had to allow them access to your machine by checking the right boxes and entering your password.

Unfortunately, iOS doesn't feature remote access capabilities and not every user would want to jailbreak their phone. But there is a solution! Third-party developers offer numerous alternatives. A user can connect to their device from an iPad, a Mac or a PC. Here are a few apps you might want to try. [QuickSupport](#) by TeamViewer is a service that allows you to run system checks on your smartphone, view a list of running processes and iOS configuration profile, and accept and send files from and to your iPhone.

For another user to be able to connect to your device, they

need to install the desktop version of [QuickSupport](#). On the screen of your device, you will see a code required to establish a secure connection. This code must be entered in the [QuickSupport](#) window on the PC. Now your iPhone menu can be accessed via the Internet. The developers of [QuickSupport](#) also offer a full version called TeamViewer: [RemoteControl](#). It allows you to control your iPhone from your computer and your computer from your iPhone.

[Bomgar](#) is another remote access app. It can be used on iPhones and iPads. As with QuickSupport, you need to install it on both your iPhone and your computer or iPad). This software requires a stable Internet connection. If the connection is lost, your device may freeze. To secure the connection, you enter a code on both devices. All sessions are encrypted. You can view system information, clean up, and update your device.

[Rescue + Mobile](#) is the last RA app in today's review. It allows you to identify and resolve most system issues. This tech support app is always there to help. There are several ways you can contact the help desk: via chat, through co-browsing, and by using tips that the tech support will offer after checking the system notifications of your iPhone. The key is to have a stable internet connection and follow the interactive tips from the help desk. The connection is protected by a six-digit code provided by a tech support specialist. Once the session ends, no one will be able to access the menu of your smartphone without your permission.

[Learn more in blog.](#)

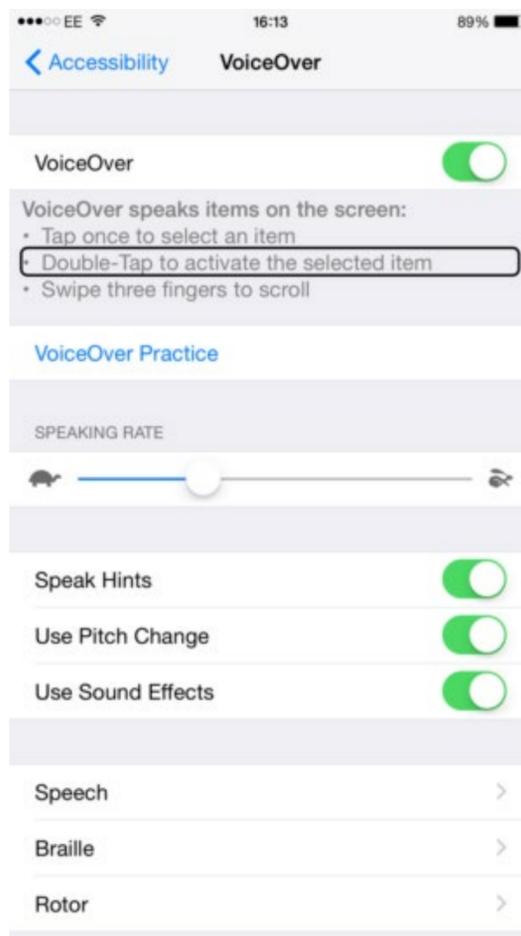
# TEACHING YOUR IPHONE TO SPEAK WITH VOICEOVER

You won't become a proud owner of a pocket Terminator, of course, but your smartphone will be able to talk at least like three-year-old thanks to [VoiceOver](#), a screen-reading technology that tells you what's happening on your iPhone. Indispensable for vision-impaired users, this feature serves as a mediator between the interface and the user, reading out loud screen elements and actions that you take within apps.

How does it work?

1. Tap anywhere on the screen, and your smartphone will name the item that you have chosen.
2. Double-tapping highlights the item.
3. To scroll up or down, use three fingers instead of one.
4. A three-finger double-tap activates/deactivates voice commands on a blocked screen.

While performing an action, double-tap on the screen to stop or resume it. For example, you can tap twice with two fingers to end a phone call.



Here’s how you activate VoiceOver. Head to **Settings > General > Accessibility** and triple-tap the Home button to start using [VoiceOver](#). You will hear a description of everything displayed on the screen: the battery level, the Caller ID, and even the name of the app you are about to open. You can also adjust the speaking rate and pitch.

And a couple of more perks:

1. The Handwriting mode allows you to literally write the text on the screen. For example, it can be used to silently enter your passcode or open apps from the Home screen. To activate this feature, open Rotor and choose Handwriting. This is most useful if you are, say, in a meeting and want to text your wife but can’t speak into the phone.
2. A small but useful tip—to navigate up or down the screen, swipe with three fingers.

3. If you have a trackpad that supports Multi-Touch and [VoiceOver](#) is active, use gestures to navigate across elements on the screen, control them, and input [VoiceOver](#) commands. [VoiceOver](#) gestures include moderate or rapid movement of fingers over the trackpad and touching, scrolling or rotating one or two fingers on the trackpad surface. You can use various gesturing techniques. For example, you can touch the screen with two fingers of the same hand or use both hands. Try different gestures and choose the most convenient for you.
4. [VoiceOver](#) supports 6-dot and 8-dot Braille symbols and does not require an external Braille keyboard.

Summing up: [VoiceOver](#) helps you to fully control your device without even seeing the screen. The smartphone will tell you what is happening. By the way, all ABBYY-developed apps also support [VoiceOver](#), and [TextGrabber](#), a must-have for vision-impaired users, is no exception.

[Learn more in blog](#)



# HOW TO USE THE HEALTH APP

Have you ever wondered how to use your smartphone to be sound of body and mind? Try Health — a built-in iOS app that helps you to learn about your body and start reaching your goals. It gathers data from iPhone, Apple Watch, and third-party apps so you can view all your progress in one convenient place. Health also recommends other helpful applications to round out your collection.

Health features multiple charts with your stats for a day, a week, a month, and a year. It highlights four key categories: Activity, Sleep, Mindfulness, and Nutrition.

Health combines activity data from your iPhone, for example, the number of steps taken or the length of the distance traveled, with metrics from third-party fitness and wellness apps. Whether it is the Clock app or a third-party sleep accessory, the information about your sleep is fed into Health. Use the Breath app on Apple Watch to relieve stress and stay mindful throughout the day. For picky eaters, the app lets you count your calories, carbs, caffeine intake, and more.

On top of all the useful perks, Health allows you to create a personal Medical ID. It may come in especially handy in an emergency, like allergies and medical conditions, and can be accessed from the emergency dialler without unlocking your device.

Health also enables you to monitor your blood pressure, glucose levels, weight, and reproductive health. The app stores all the data in a single interface. You decide which information is fed into Health and which apps can access your data. All the data automatically stays up to date across all your devices thanks to iCloud and is encrypted both in transit and at rest.

[Learn more in blog](#)



# HOW TO SET UP A PERSONAL HOTSPOT

Virtually all modern smartphones have the feature that allows their users to share the cellular data connection with computers, other phones, and tablets. Today, we will cover some personal hotspot tips for iOS users.

Here's a list of Apple devices that support this function:

1. iPhone 4 and newer.
2. iPad 3 Wi-Fi + Cellular and newer models with built-in cellular.
3. iPad mini Wi-Fi + Cellular and newer models with built-in cellular.

To begin with, make sure that Mobile Data is enabled in smartphone settings. To do this, go to **Settings > Mobile Data** and tap the respective slider.

Now let's try **sharing your internet connection using Wi-Fi**. While in the device that is being connected to, go to **Settings > Mobile Data** and enable your **Personal Hotspot**. Check

the Wi-Fi password and the name of your iPhone. Finally, enable Wi-Fi on the phone you are trying to connect, select the device you are connecting to among available networks, enter the password if necessary, and you are done!

Is there a way to **connect using Bluetooth**? Definitely! To check whether your device is discoverable, go to **Settings > Bluetooth** and leave this page open. After you turn on the hotspot mode, go to your computer. If it runs Windows, go to **Control Panel** and click **Add** a device under **Hardware and Sound**. Your iPhone or iPad will display among available devices—select it and click **Pair**. Now switch over to your iPhone and check the pairing request. Tap the respective button and connect your phone and computer by checking the codes on both devices.

Then, right-click the smartphone icon in the computer settings and in the **Connect using** section select **Access** point.

There you go! If you are a Mac user, go to System **Settings > Network** and click the **Bluetooth** icon. Select the device with the enabled personal hotspot and press **Connect**.

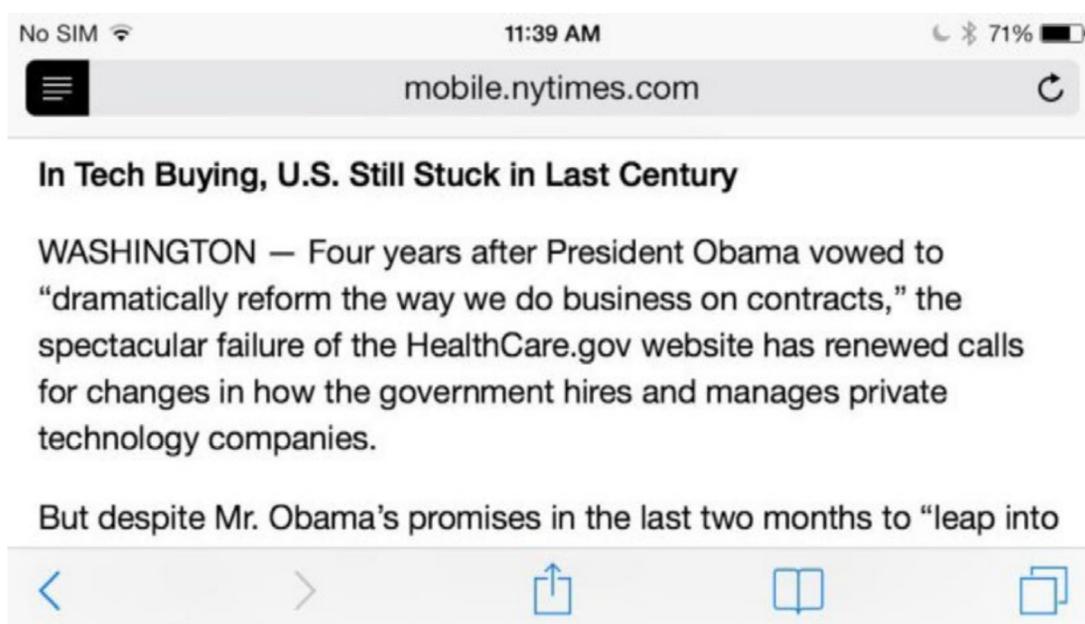
The last method to establish a connection is **by using a USB cable**. First, make sure that your computer has the latest iTunes installed. Then, connect the device to the computer by means of a USB cable, go to **System Settings > Network**, and select iPhone USB. If it is not listed among all options, click the plus icon and add it. It's that easy!

[Learn more in blog](#)

# HOW TO ENABLE READER MODE IN SAFARI

Quite often we come across visually “heavy” sites, often not even adapted for mobile devices. The Reader Mode exists just for such cases. It selects only the text of the article you are interested in and ignores the other elements of the site.

So, where is the reading mode on the iPhone and iPad? Next to the address bar, to the left, there is a button in the form of several lines — that’s what we need.



In the Reader Mode, the “aA” button appears in the address bar on the right. It allows you to adjust certain settings, such as:

1. Change the font size (occurs with the tap on “a” or “A”).
2. Change the color theme — four to choose from, and night mode is also there.
3. Change the font — also a few to choose from.
4. If you change the settings, the system will remember them and apply them to all pages you open later.
5. So, the Reader Mode has several advantages: the articles are displayed in a convenient and clear manner, nothing superfluous, bright advertisements do not interfere with reading, and text can be changed to a bigger font, so as not to strain your eyes too much. On the other hand, comments to some articles are inaccessible — to read them, you have to go to a normal mode.

[Learn more in blog](#)



# HOW TO TRANSFER DATA FROM ONE IPHONE TO ANOTHER

Ah, the excitement of unboxing a brand-new device! But then comes the challenge of migrating all of the contacts and cherished pictures from your old phone. There are three ways to transfer data from one iPhone to another currently known to science.

## 1. Using the Quick Start screen

If you own a device running iOS 11, you can use it to set up your new iPhone. You will need both devices to complete the processes, so choose a time when you can don't need either. Once you are ready to begin:

1. Turn on your new iPhone and place it next to the old one. You will see the **Quick Start** screen on the old device asking if you want to use your Apple ID to set up the new phone. Make sure that the suggested ID is the one that you want to use and tap **Continue**. If you don't see the **Continue** option, turn Bluetooth on.

2. Wait until you see an animation on your new iPhone. Hold the old iPhone above the new one so that the animation appears in the center of the screen of the old device. Wait a few seconds until you see the **Finish on New [Device]** If for some reason, you can't use the camera on your old iPhone, tap **Authenticate Manually** and follow the on-screen instructions.
3. When prompted, type on the new phone the password that you used on your old phone.
4. Set up Touch ID or Face ID on the new phone.
5. 5. When prompted, type your Apple ID on the new phone. If you own multiple devices, you may need to enter their passwords as well.
6. Your new phone will ask you if you want to restore the apps, data, and settings from your latest iCloud backup or if you want to update the backup of your current phone and then restore. After you choose a backup, you will have to decide whether or not you want to transfer certain settings related to location, privacy, Apple Pay, and Siri. If you choose to update the backup on your old device, make sure that Wi-Fi is enabled on that device.

While the data are being transferred, both phones have to remain side by side, connected to your Wi-Fi network, and their power adapters must be plugged into a wall socket.

## 2. Using iCloud

Before using this method, create a backup of your phone data in iCloud (see [this newsletter](#) for detailed instructions). And here's how can transfer your backup from iCloud on to your new phone:

1. Tap the [name of your Wi-Fi network](#) to connect your phone to the Internet. Follow the on-screen instructions, and when you see the **Apps & Data** screen, tap **Restore from iCloud Backup**.
2. Sign in to iCloud with your Apple ID and password.
3. When prompted, select the backup that you've just created (check its date and size to make sure it's the one that you need).

Stay connected until the restore process completes. Then complete the remaining steps. Once you are done setting up the device, stay connected and plugged into power while the device downloads your photos, music, apps, and other content from iCloud.

## 3. Using iTunes

The third method is to use iTunes. As with iCloud, you will have to make a backup first.

1. Turn on your new phone and follow the on-screen instructions until you see the **Apps & Data**. On the **Apps & Data** screen, tap **Restore from iTunes Backup > Next**.

2. Connect your new phone to the computer that you used to create the backup.
3. Open iTunes on that computer and [select your phone](#).
4. Select **Restore Backup** and then select the backup that you've just created (check its date and size to make sure it's the one that you need). If you encrypted your backup, you will need to enter your password.
5. Stay connected until the restore process completes. Then complete the remaining steps on the iOS device. Once you are done setting up the device, stay connected and plugged into power while the device downloads your photos, music, apps, and other content from iCloud.

[Learn more in blog](#)





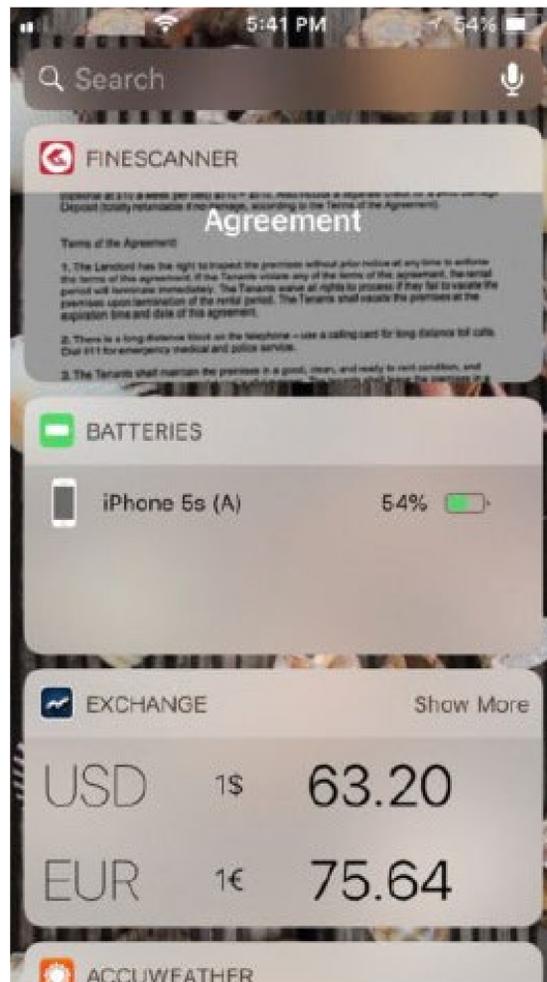
# HOW TO ADD WIDGETS TO YOUR HOME SCREEN



We all love widgets, those little applets that conveniently sit on the home screen and give us access to many useful features of the bigger apps without the need to open them. On iOS devices, widgets are displayed in the Today View, which you can open by swiping right over the Home screen, the Lock screen, or the Notification Centre. To add a widget to the Today View:

1. When on the **Home screen** or on the **Lock screen**, swipe right.
2. Scroll down and tap **Edit**.
3. To add a widget, tap the green “+” button. To remove a widget, tap the red “-” button. To rearrange your widgets, tap and hold the three-bar icon next to the apps and then drag them to their desired locations.
4. Tap **Done** to finish.

Here's how the [FineScanner](#) widget looks like when it shows the latest document that you opened in the main app:



Click [here](#) if you want to learn more. Enjoy your widgets!

[Learn more in blog](#)



# HOW TO RECORD A PHONE CALL

Sometimes you may want to record your telephone conversation and save it as an audio file for future use. You may need this feature, for example, if you regularly interview people over the phone. You will surely have discovered by now that iOS does not offer any standard tools for recording your phone calls. Luckily, there exist third-party solutions that will do the job. Today, we'll tell you about two of them (alas, they are not free and cannot be installed locally).

- **TapeACall**

Using [TapeACall](#), you can record incoming and outgoing phone calls of any length. Once the recording starts, you can monitor the process and keep it running in the background. You can go back to the app at any time by tapping its notification bubble. Recorded calls are saved to audio files on your device and can be shared with others via e-mail, Dropbox, Google Drive, Evernote, Twitter or Facebook. One word of caution, though: after the app was

updated for iOS 11, it started to get bad reviews, so please be on the alert when trying it out, particularly when it comes to activating your free trial.

- **Callwrite**

[Callwrite](#) is a call recording service originating from Russia. To record a call, you need to add the service as one of the participants. A couple of minutes after the call is ended, you will get a notification saying that the audio of the call is now available to you. The audio file will be stored for 72 hours. To listen to the call again or to download it onto your device as an MP3 file, you must log in to your account select a plan and pay for the service.

[Learn more in blog](#)



# HOW TO RECORD YOUR SCREEN

Screen recording was introduced in iOS 11.

- Go to **Settings > Control Center > Customize Controls**.
- Select **Screen Recording** by clicking a green plus icon next to it as shown in the screenshot below.
- Close the settings and open **Control Center** by swiping up from the bottom of the screen.
- Tap **Screen Recording** icon, then wait for the three-second countdown.

If this mode is on, you will see a red bar at the top of the screen. To disable recording, click the same icon, and your video will be saved in the Photos app.

[Learn more in blog](#)



# HOW UNIVERSAL CLIPBOARD WORKS

The Apple ecosystem is so integrated that sometimes you feel as if you're using the same device in slightly different guises.

To make this magic happen, you need to perform a few small steps:

1. First, [visit this page](#) to check if your devices support Handoff technology.
2. Sign in to [iCloud with the same Apple ID](#) on all of your Apple devices.
3. Turn on Wi-Fi and Bluetooth on all of your Apple devices.
4. Turn on Handoff on all of your Apple devices:
  - On your Mac, click the apple icon in the top left corner and then click **System Preferences > General**. Then select "Allow Handoff" between this Mac and your iCloud devices".
  - On your iPhone, iPad or iPod touch: Go to **Settings > General > Handoff** and turn on Handoff.

5. Make sure your Apple devices are within communication range of each other.

Now you can use Apple's Universal Clipboard to copy and paste text, images, and other content between your iPhone, iPad, iPod or Mac.

[Learn more in blog](#)





# HOW FAMILY SHARING WORKS

We've said it once, and we'll say it again: Apple has created a remarkable ecosystem.

If all or most of your family own iOS devices, you will want to check out the Family Sharing feature, which Apple is particularly proud of.

First, you'll need to make sure that all of your Apple devices support the feature. Nothing extraordinary here—you need an iPhone, an iPad or an iPod Touch running iOS 8 or later.

Tap Settings, then open your Apple ID, select **Set Up Family Sharing > Get Started** and follow the on-screen instructions.

In iOS 10.2 or earlier, tap **Settings > iCloud > Set Up Family Sharing** and follow the on-screen instructions.

Now add your family (note that each family member must have their own Apple ID).

1. In the Family Sharing settings, tap **Add Family Member**.
2. Enter your family member's name or e-mail address and follow the on-screen instructions.

3. In iOS 11 or later, choose if you want to send an invitation via Messages or invite your family member personally and follow the on-screen instructions.

Invitations can be accepted directly from e-mail messages or text messages. If your family member accidentally deletes an invitation, they can still accept it by tapping **Settings > Apple ID > Invitations**. In iOS 10.2 or earlier, they will need to go to **Settings > iCloud > Invitations**.

There are numerous different uses of Family Sharing, so we'll describe those that are used most often.

1. Your family members can download [songs, movies, TV shows, books, and apps](#) from the iTunes Store, iBooks Store, and App Store. Please note that there are certain restrictions. You won't be able to share the following types of content:
  - Songs added to iTunes Match which were not purchased in the iTunes Store
  - Individual or student subscriptions to Apple Music, subscriptions to newspapers or magazines
  - Apps that are no longer available in the iTunes Store
  - Apps that have been hidden by yourself or by a member of your family (see [here](#) for more information about hidden apps)
  - Some apps from the App Store ([find out if your app can be shared with others](#))

2. [Get an Apple Music Family subscription](#) and invite your family members to enjoy music together.
3. Share your family photos and videos. Open the Photos app, then tap **Family** on the **General** tab and add some photos you want to share.
4. Share a calendar. Use the Calendar app to add, view or edit events and reminders. Now you will never forget about that upcoming family outing!
5. [Share iCloud storage plans with your family](#), so that each member can have enough space to store their photos, videos, documents, and other files.
6. Find your family members using the Find My Friends feature. See [here](#) for detailed instructions on how to set it up.
7. Help your family member find their iPhone using the Find My iPhone feature. This is one of the handiest features of them all, in our opinion.
8. [Manage your kids' Apple IDs](#) or [turn on the Ask to Buy feature](#). Also, children under 13 must be included in Family Sharing to be able to access the Game Center.

If you turn on Ask to Buy, any purchases made using this feature will have to be paid for by the organizer. You can easily change your payment method by following the usual steps required to provide your payment information:

1. Tap **Settings** > **Apple ID**.
2. Tap **Payment & Shipping**. Here you may be asked for your Apple ID passcode.
3. Select a payment method or add a new one.
4. Tap **Save** to update your payment information.

[Learn more in blog](#)



# MANAGING YOUR PHOTOS AND VIDEOS

The Photos app on your iPhone is capable of much more than just displaying your snapshots. At the bottom of the screen, there sits a very useful pop-up menu, that appears when you go to Select mode.

Let's take a closer look at each of the tools.

## **Copy**

The selected photo will be copied to the [clipboard](#), from where you can paste it into Messages or Notes. Alas, not all apps support pasting pictures from the clipboard (the best way to find out is just to try and paste a picture).

## **Copy iCloud Link**

This feature was introduced in [iOS 12](#) but, for some reason, did not receive enough publicity. It has become common practice to share photos and videos in social networks, but how would you like it if someone sends you 30 videos of last night's gig and your WhatsApp loudly and proudly

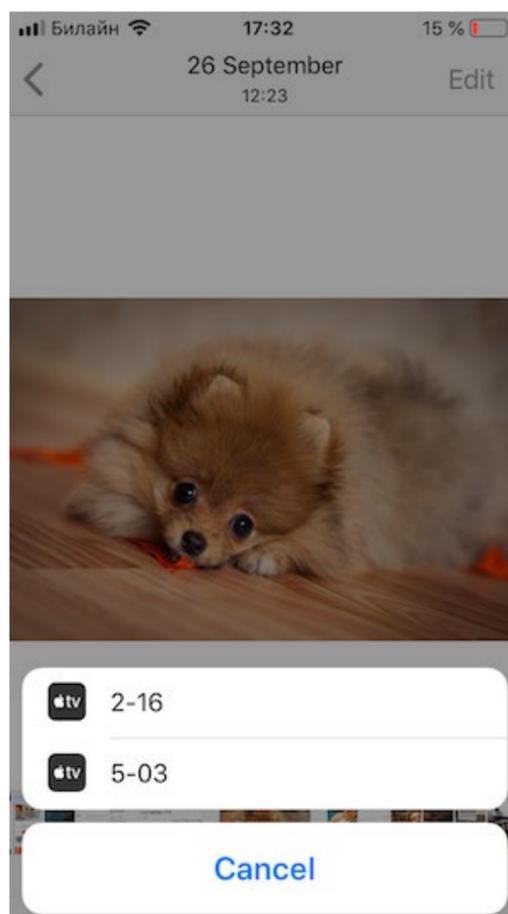
announces the arrival of each? Apple offers a different approach to sharing media.

You can open a photo or video by clicking a link to its file in iCloud, where it will be stored for one month.

NB: You must enable your iCloud library first. Open **Settings** > tap your name > **iCloud** > **Photos** and make sure the **iCloud Photos** toggle is turned on.

## AirPlay

This is a technology for casting images to Apple TV devices, television sets, and projectors (they must support AirPlay, of course). Select the photos and videos you want to cast, tap AirPlay, and select the device that you want to connect to.



## Slideshow

You can play small videos created from your photos or video clips, all accompanied by some nice music. Just select the files for the slideshow and enjoy. There are several slideshow effects and soundtracks to choose from.

## Create Watch Face

If you have an Apple Watch, you can select any photo to be used as the watch face (or as your iPhone's Home screen, for that matter). If you also have a lovely pet, the choice is obvious. :)

## Hide

This tool is used to hide images and videos in the gallery. The files you choose to hide will be moved to a separate folder, for which no previews are available. Unfortunately, you can't protect this folder with a password.

Additionally, a selected file can be associated with a contact, duplicated, or printed off.

[Read more in blog](#)



# MAKING AND RECEIVING PHONE CALLS ON YOUR MAC

There's nothing unusual about using Skype or FaceTime on a MacBook. But how about making and answering regular phone calls from your laptop?

Now we're going to show you how you can answer a phone call without running about looking for your frantically vibrating iPhone.

The feature in question is part of Apple's [Continuity](#) concept designed to enable users to switch seamlessly between their devices while working on a task. For example, you can start working in Pages on your Mac and then continue working on the same text on your iPhone, or you can start reading a web page on your iPhone and then open Safari on your laptop and pick up exactly where you left off Safari. In the same manner, you can make and answer phone calls from your laptop.

Here's what you need:

- All of your devices must be signed in to iCloud with the same Apple ID.

- All of your devices must have FaceTime enabled.
- All of your devices must be connected to the same Wi-Fi network.
- On your iPhone, open **Settings > Phone > Calls on Other Devices > Allow Calls on Other Devices**.
- On your Mac, open **FaceTime > Preferences** and select the **Calls From iPhone**.

Now you can seamlessly move between your Mac and iPhone to make and receive calls. To hand off a call from your iPhone to your Mac, tap on the loudspeaker icon and select your Mac in the menu that pops up.

You can also make calls directly from your laptop.

Depending on your software modification, either hover the mouse cursor over the phone number you wish to call or click the phone icon. When you start dialing a number, the bar at the top of your iPhone screen will turn green. Tapping this bar will open the Phone app, where you can pick up the call from your Mac.

To be able to make calls from an Apple computer, your Mac must be running Mac OS Yosemite or later, and your iPhone must have iOS 8.1 or higher.

[Learn more in blog](#)





# EMOJIS, MEMOJIS AND ANIMOJIS

## How to Add the Emoji Keyboard

You can add the emoji keyboard just like you add a keyboard for any other language. First, open the keyboard settings. Here's the fastest way to get there.

On the **Settings** screen, start typing the word “keyboard” in the search field. Then tap **Keyboard** with the word **General** underneath (see screenshot below).

While we're on the subject, very few people know that there's a search field hidden in the **Settings** screen. That's because you need to swipe down to make it visible. You can use this search field to find the necessary setting without scanning the numerous settings sections. Simply start typing the name of the setting you need, and your phone will display the most likely candidates. Now back to our emojis.

There's also an alternative route to get to the keyboard settings by tapping **Settings > General > Keyboard**. Then tap **Keyboards** to see the list of currently installed

languages. Tap **Add New Keyboard > Emoji >** and there you are!

Now all you need to do is change your keyboard language, and you will have more than 1000 smileys at your fingertips.

[Learn more in blog](#)

## Creating a Memoji

In the iPhone X, Apple introduced TrueDepth, a new technology for its front camera that enables the [Face ID](#) feature to unlock your phone. The upgraded front camera also allows you to create [animojis](#), which are basically “live” emojis that mirror your facial expressions. [iOS 12](#) takes animated stickers one step further, enabling you to create a virtual copy of yourself termed [memoji](#).

To create a memoji, open the Messages app and start composing a new message.

Then tap the monkey icon, swipe right, and tap the plus sign. Now you can create your virtual alter ego.

On phones running iOS 12, the camera will not only track your facial expressions but will also detect a stuck-out tongue.

Any memoji you create can then be used exactly as animojis (they will all be available from the same menu).

[Learn more in blog](#)

## Using Memojis and Animojis in FaceTime Calls

It only takes a few taps to add your likeness into [FaceTime](#).

Of course, before you can use a [memoji](#), you will need to create one (see the [previous issue](#) of Mobile Monday for detailed instructions). If you already have a memoji, here's how you can use it in FaceTime:

1. Open the FaceTime app and make a call.
2. Once a conversation has started, tap the star icon at the bottom of the screen.
3. A pop-up window will appear, displaying all the [animojis](#) and memojis to you. You can use any one of them and even change them during the call to surprise your contact.

Memojis can also be modified by applying different filters. There's a Comic Book filter, for example, which can morph your alter ego into a cartoon character.

To apply a filter and add your memoji into iMessage:

1. Open the iMessage app and either choose a conversation or start a new one.
2. Open the camera menu.
3. Tap the star icon at the bottom of the screen and select a memoji. Experiment with different filters, make snapshots, and once you're satisfied with the result, add your cartoon self into the conversation.

[Learn more in blog](#)

# HOW FIND MY IPHONE WORKS

There's a feature in your iPhone called [Find My iPhone](#) which allows you to track the location of your missing phone, prevent others from using it, or erase all the data from its memory if you think there's no chance of ever getting your phone back.

To turn on the Find My iPhone feature:

1. Open **Settings**, tap your name at the top of the screen, and open iCloud (in iOS 10.2 or earlier, simply open **Settings** and tap **iCloud**).
1. Now locate the **Find My iPhone** item at the bottom of the list and turn it on.

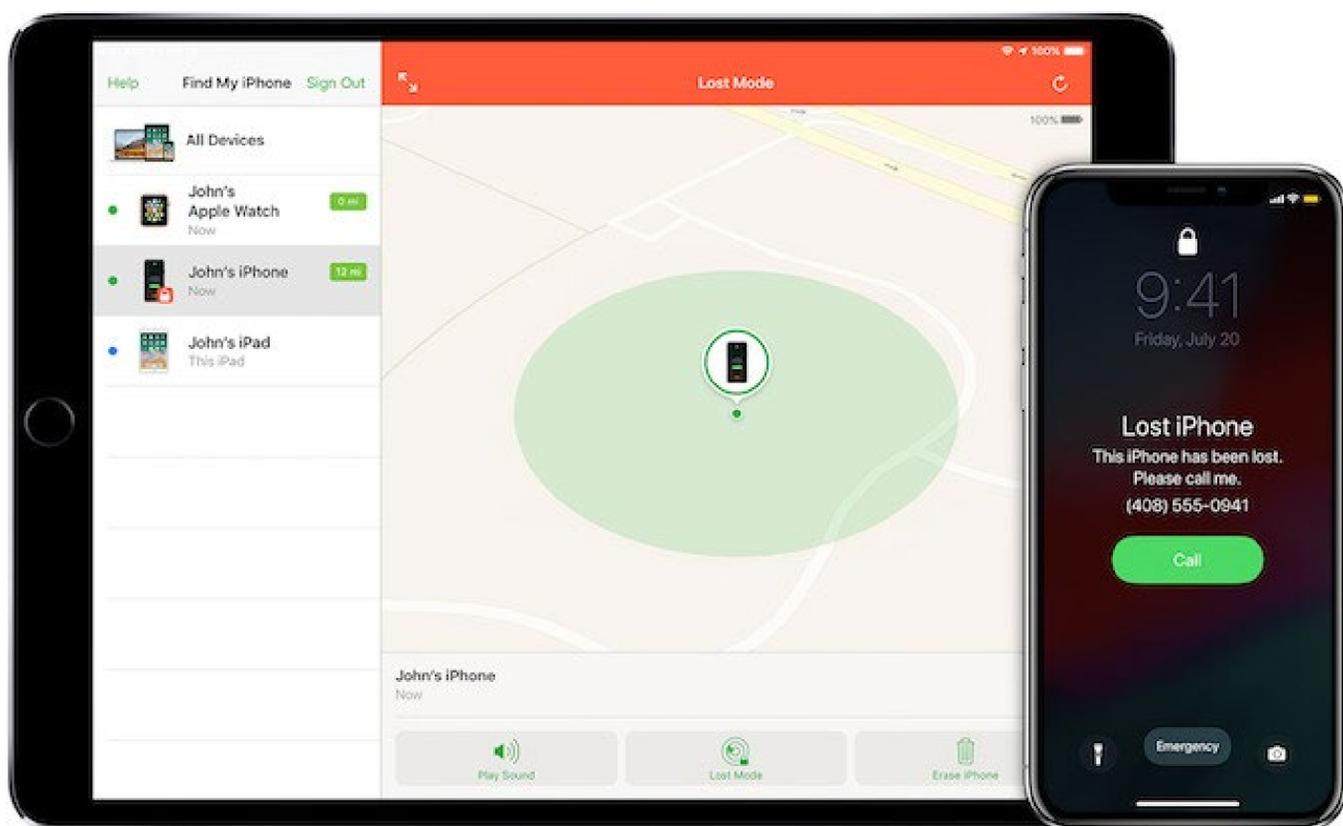
Great! From now on, you will be able to track your device.

And here're the steps you need to complete if you lose your phone:

- Sign in to iCloud from any computer (either a Mac or Windows PC will do) and go to the **Find My iPhone** As

an alternative to iCloud, you can use an iPad, an iPod Touch, or another iPhone — open the **Find My iPhone** feature and log in with your name and password.

- Now you should be able to see your missing device on a map. If you're lucky, you will see your phone sitting under the couch in the living room. If the phone is somewhere nearby, you can make it play a sound to help you find it.
- If you see that your iPhone is miles away from where you are, enable Lost Mode. This will lock the phone, display your pre-configured text message on its screen, and prompt its current user to call you at the phone number displayed on the screen.



If push comes to shove, you can always erase all of the data stored in your phone. This may well be the best course of action when you think there's no chance of you ever getting

your phone back. Once all of the data are erased, you will no longer be able to track your phone, as the device will be reset to its factory defaults. However, Activation Lock, which was enabled automatically when you switched into Lost Mode, will still be on until you have removed the phone from your iCloud account. Once removed from your iCloud account, the phone can be freely used by any other person.

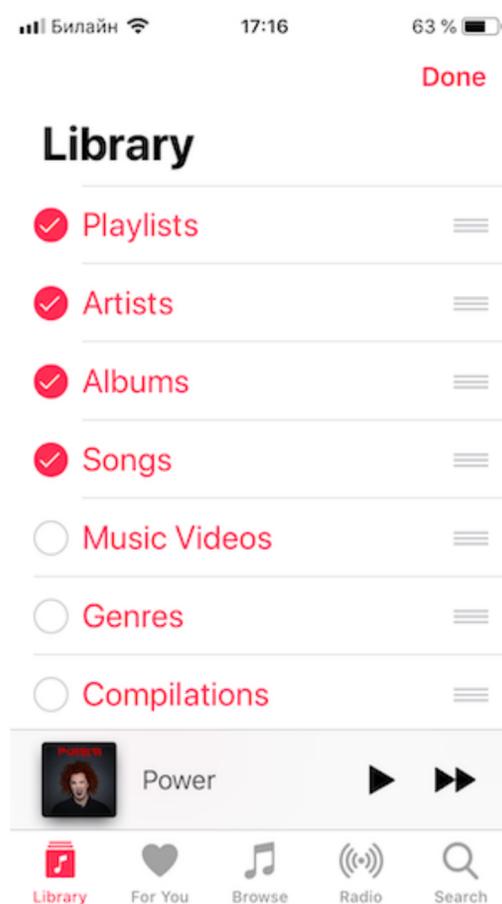
[Learn more in blog](#)



# USING APPLE MUSIC

## Customizing your Apple Music screen

Open Apple Music and tap Edit in the top right corner of the screen. Here you can select sections to be shown when you open the app or remove those that you don't need.



## Listen to tracks identified with Shazam

[Shazam](#) is a must-have app for any music lover, as it can identify a song in seconds. And you can integrate it with Apple Music!

In Shazam, open the settings screen and tap **Connect** next to **Apple Music**. Now any tracks you identify with Shazam will be added to the “My Shazam Tracks” playlist in Apple Music.

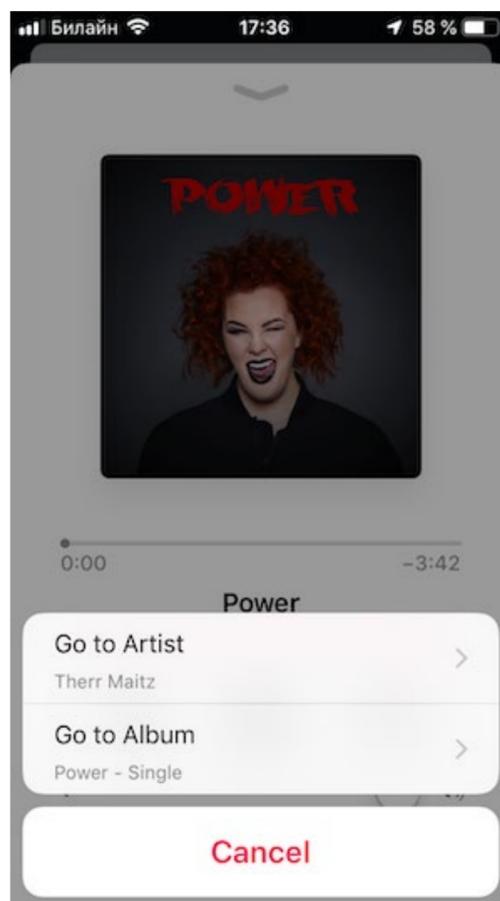
You can also ask Siri: “What’s this song?” or “Siri, Shazam this song” (note, however, that you won’t be able to create a playlist from songs identified via Siri).

## Get music recommendations

On the “For You” tab, you will find tracks recommended by Apple Music based on what you’ve listened to so far. The algorithm is not perfect, but you can make it smarter by manually marking tracks that you have enjoyed (while playing a song, tap the three dots in the right-hand corner of the screen and tell the program if you like the song or not). The more songs you mark, the more relevant tracks will pop up in your list of recommendations.

## Go to the artist’s page or album

While listening to a track, you may want to find more music by the same artist. To do this, tap the artist’s name (that is printed in red), and the app will ask you if you want to go to the artist’s page or album.



## Listen offline

You can download tracks to be able to listen to them when your device is not connected to the Internet. Note that simply adding a track to your library won't make it available offline, so we recommend enabling automatic downloads. To do this, tap **Settings > Music** and flick on the **Automatic Downloads** switch. Now tapping the “+” icon will also download the track.

[Learn more in blog](#)

## Music Statistics in Apple Music

Music follows us everywhere in life, sometimes for a few minutes, sometimes for days. If you're a true music lover with a statistical bent, you may like to know the precise playing time of your music for the whole year, together with your most played songs and your favorite artists. For this,

you can use [Shortcuts](#), an app that was added by Apple in iOS 12. If you haven't already, you can download it [here](#). After you've installed Shortcuts, download the correct shortcut from [here](#).

Once the installation has started, you'll be asked to input a year. Just a reminder that Apple Music was launched in 2015, so choosing 2014 or any year before that will give you an error.

Once that's done, tap the shortcut you've just installed and wait for it to read the data from your music library.

You'll then be asked if you want a playlist containing your 25 most played tracks to be created. Say "Yes" – it's a deal you can't refuse, this playlist should be ideal for you.

Once the statistics are ready, you have the option to save them as a PDF file in the Files app. Choose "open with Shortcuts" in the next popup (don't use Safari to open it, our phone froze for a long time after we chose that option), and you're good! (just like your taste in music ;))

Here's a full list of things you can find out:

- The song you have listened to the most over the past year
- Your other most-played songs
- Your favorite artist
- Your other most-played artists
- Your favorite genres

- A collage with the covers of your most-played albums
- Detailed statistics about the total number of times a song was played, total playback length, and how long in total your top songs were played for.

To see the statistics for a different year, tap on the three dots next to the shortcut, scroll down, and change the year to any other (2015 or later).

[Learn more in blog](#)





# HOW TO RESTART A SMARTPHONE

A situation where your iPhone is completely frozen — the buttons, and the screen do not respond to anything — might be unpleasant, but it's not as scary as you might think. A forced restart is all that you need to do.

The way to go about this will be different for owners of newer iPhones without a Home button (X, Xs, or Xr) and owners of older generations of iPhones.

## **Force-restarting an iPhone with a Home button**

For a force restart, simultaneously hold down the **Power** and **Home** buttons for about 10 seconds. The Apple logo will appear on the screen, and the iPhone will switch back on. However, having it start up this way can take a longer time than usual.

A forced restart can also help if you have noticed that your iPhone has gotten slow lately. It will clear the system memory and restart all background processes. You might say that this is no different from what happens during a

normal restart, but from our personal experience, a force restart does indeed speed up your phone more than a normal restart. It might just be our imagination though.

## Force-restarting an iPhone X, Xs, or Xr

The disappearance of the Home button has made doing some things more difficult. To make up for it, the volume buttons are now used much more often.

Here is how to do a force restart on models without a Home button:

1. Quickly press and release the “volume up” button — as when locking your screen.
2. Quickly press and release the “volume down” button.
3. Next, press and hold the **Power** button for about 10 seconds until the Apple logo appears.



[Learn more in blog](#)

# HOW TO USE “DO NOT DISTURB” MODE?

“Do Not Disturb” is probably the most useful phone mode when you are sleeping or snowed under at work. When enabled, the feature will muffle any incoming calls. It takes just a few taps to switch it on:

1. Open **Settings**.
2. Scroll down to **Do Not Disturb**.
3. Flick the switch to the **On** position.

You can also access this mode via the Control Centre—tap the crescent icon. When the mode is on, you’ll see a crescent moon icon in the status bar.

You can also schedule your phone to go in and out of “Do Not Disturb” mode at certain times of the day, for example, from 10:00 pm to 07:00 am. The scheduling is done in the settings screen.

Since “Do Not Disturb” blocks out all incoming calls and notifications, you run the risk of snubbing an important caller

or missing a crucial alert. Aware of this danger, Apple has added a special feature which allows you to hand-pick VIPs in your contacts whose calls will always be put through to you, no matter what.

The first option is to add important contacts to the favorites list and instruct your phone always to notify you about calls from these people. The second option is to create a new group called, say, VIP and allow these chosen few to disturb your peace. Lastly, you can have phone numbers in your Contacts that can call and text you anytime.

It's quite a quest to enable the feature:

1. Open **Contacts**.
2. Choose a contact and start editing it.
3. Tap **Ringtone** (yes, we know, not the most obvious of choices).
4. Flick the **Emergency Bypass** switch to **On**.
5. Now you will get all notifications related to this caller, even if **Do Not Disturb** option is turned on.
6. Additionally, you can let through any caller who dials your number twice within the space of three minutes (persistence should be rewarded, and emergencies should not be ignored).

**Do Not Disturb While Driving** mode was introduced in iOS 11. The phone will automatically enable the **Do Not Disturb** option if it detects that you are moving at high

speed or have connected to your car's Bluetooth network. When someone sends you an SMS (sadly, messengers are not supported), they will get a brief autoreply, if you care to supply one, like "Can't take my eyes off the road call you back later". Ain't that cool?

In iOS 12 DND has become even smarter and can be automatically activated on schedule, on change of location, or even if it knows you're busy because there's a meeting scheduled in your iOS Calendar. The fastest way to set up DND is through Control Centre. On older iPhones with the "Home" button, swipe up from the bottom of the screen. On an iPhone X or later, swipe down from the upper-right corner of the screen.

Now, long-press the crescent icon. This will open the following first four options:

- For one hour
- Until tomorrow morning
- Until I leave this location
- Until the end of this event

We want more, so tap **Scheduled** for more flexible settings.

Of all the newly added options, we find **Bedtime Mode** to be the most useful. If you schedule a "**From... To**" time period and flick **Bedtime Mode** on, your iPhone will know that you're sleeping. It won't even light up for calls or messages (with regular DND, your phone will show notifications, but won't ring or vibrate). Now, even if you

cast an occasional look at your phone, there won't be any new notifications to send your mind into "wake-up mode".

At the end of the bedtime period, your phone will show a Good Morning screen with a weather report for the day – a nice human touch to make getting up easier.



[Learn more in blog](#)



# ABBYY®

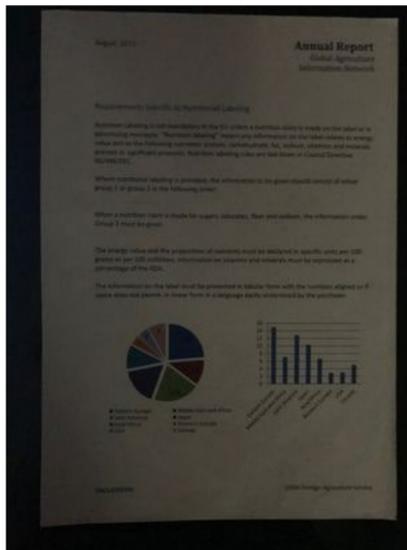


ABBYY APPLICATIONS TIPS

# HOW TO TAKE PHOTOS OF THE DOCUMENTS PROPERLY

**Technology can do much, but sometimes it needs some help. Here are some tips on how to make perfect photos of the document for successful recognition and scan in FineScanner. But also they'll be useful for both Business Card Reader and TextGrabber.**

**1. Poor lighting.** The more light you have, the better. It also helps if the light is evenly distributed. Taking snapshots at night while sitting in a car with business cards or documents placed in your lap will almost certainly not work. No technology, however intelligent, will be able to capture text which you can hardly read yourself. Naturally, there are occasions when you have no choice, but if there's no urgency, you will do wise to wait for daylight and take a picture in a less shaky environment.

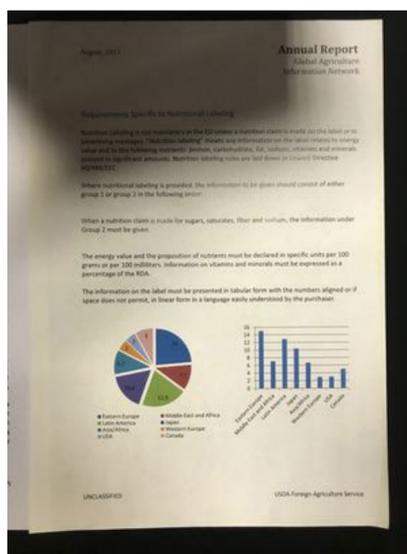


**2. Wrong focus point** is another image defect that may make you want to rip your hair out. Why is it that sometimes the camera will focus on any object in sight save the text that you need to capture? Digital cameras use special technology to determine the distance to the subject. To perform reliably, it needs enough lighting and high-contrast objects. Besides, it is often fine-tuned for portraits and common indoor and outdoor scenes. If your camera has a hard time focusing on the text, give it a helping hand by pointing the lens to some high-contrast (e.g., black and white) area. It's best to give the camera some time to focus on the text instead of taking a few hasty snapshots in the hope that you can improve their sharpness later.

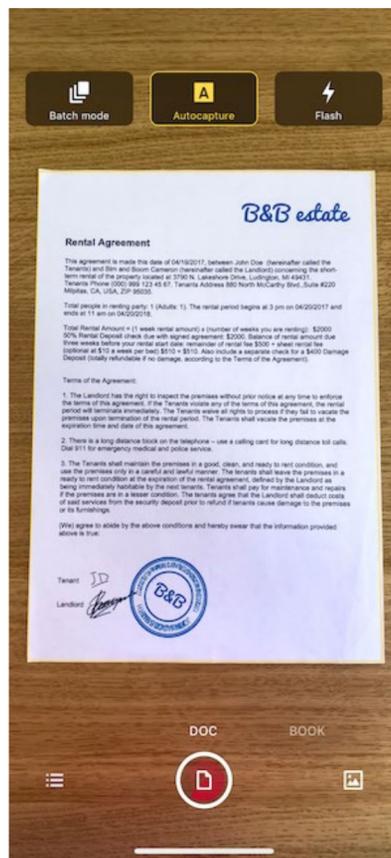
**3. Blur** is caused by camera shake. It is more likely to occur in dark environments because the camera will keep the shutter open until the sensor gets enough light. Even if you have the steady hands of a neurosurgeon, your heartbeats may transfer to the camera and cause blur. So, if your camera is not equipped with optical image stabilization, shoot like a marksman: hold the camera steady in your

hands, hold your breath and softly press the shutter release button. If you need to take lots of pictures in one session, we would advise using a flexible clamp mount. We use one ourselves and can confirm that it does the trick.

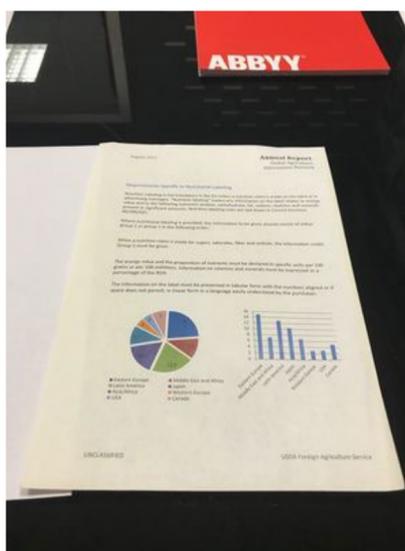
**4. Shadows and glare.** These, too, are also caused by uneven or insufficient lighting. Using the flash may help, but its trickier with small objects like business cards. Hot spots may occur where you least expect them. If your text is printed on glossy paper, position the camera so that you don't see the direct reflection of the lamp on the document. Light should be evenly distributed over the document. Look out for shadows. Remember that your arms can obstruct the light and cause shadows too. If this is the case, you may want to reposition the camera, move to another room or add an extra light source.



**5. “Difficult” backgrounds.** These can cause some headache. The background is not the subject, but it often attempts to pull the focus to itself. The general rule of thumb is to shoot against uniform backgrounds and have as few other objects in the frame as possible. Avoid white backgrounds, though.



**6. Poor angle.** If you shoot at an angle, rather than positioning the camera directly above the document, make sure that the angle is not too steep. Otherwise, the image correction algorithms may become helpless. The trapezoid correction mechanism can work wonders, but it's not omnipotent and won't be able to restore the document to its normal rectangular self if you shoot it from a prone position.



**7. Camera problems.** Not all device cameras are created equal. If you plan to use your smartphone as a portable scanner, take a closer look at its camera specs. It should produce a sharp picture across the entire frame, be able to adjust white balance reasonably well, not distort object boundaries, and perform well in different lighting environments. Smartphones tend to be equipped with better cameras than tablets.

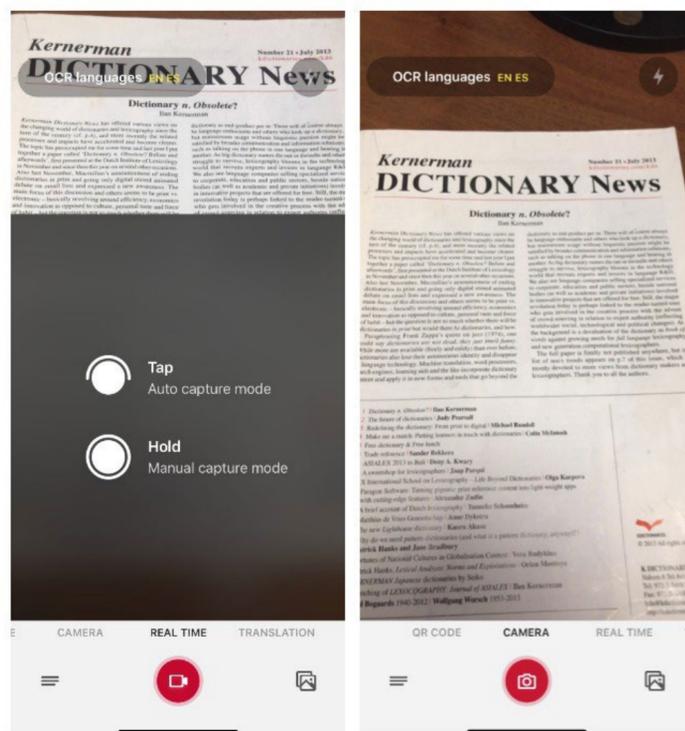
[Learn more in blog](#)



# THE DIFFERENCE BETWEEN PHOTO AND RTR MODES IN TEXTGRABBER

Let's talk about [TextGrabber](#) – and more precisely, about the difference between the two modes of shooting – Photo and Real-Time Recognition (in [TextGrabber](#) Android the mode is called Video). Even though the result of OCR in both cases will be similar (the text on the ad is recognized anyway), we suppose that it'll be interesting and useful for you to know a few things about the principles of operation of these two modes.

When using Photo mode in [TextGrabber](#), a text is recognized from a previously saved image, either made right now in the application or downloaded from the device storage. So, you can take a picture of the ad you just saw and then recognize it or take a picture directly from the application and get the result instantly, while retaining the ad's photo in the gallery. In the Photo mode, you can recognize quite large images, but do not expect to save formatting or super-quality for A4 pages; for such purposes, it's better to use [FineScanner](#).



But if you do not need an ad picture, and only the information on it is important, use RTR. In Real-Time mode, the recognition goes directly from the camera lens, without saving the image. If you briefly press the red shooting button, auto mode will turn on when the recognition process stops as soon as the best recognition result is reached – and the already recognized text appears on the screen. If you hold down the capture button and hold it, manual mode is activated, so you can control the recognition process yourself and stop OCR when the results are best for you. As a result, Real-Time Recognition is ideal for small texts with “actions” – web address, phone number, address, e-mail. Took a moment to recognize, clicked on the result and immediately continued to work with the information.

[Learn more in blog](#)

# REAL TIME TRANSLATION IN TEXTGRABBER

## Getting Translations When Online on iPhone

When your iPhone is connected to the Internet, you can use TextGrabber to translate text to and from more than 100 languages. Here's how it works:

1. Open the camera and select the **Translation** mode.
2. Tap **Online**, select the source and target languages and go back to the camera screen.
3. Tap the camera button and wait a few seconds—you will briefly see the captured text followed by its translation. You can stop the optical recognition process at any time by tapping the camera button once again.

## Getting Translations When Offline on iPhone

Without an active Internet connection, TextGrabber will rely on its offline dictionaries to provide verbatim translations between English and the following nine languages:

1. Brazilian Portuguese
2. Indonesian
3. Spanish
4. Chinese
5. German
6. Portuguese
7. Russian
8. French
9. Japanese

The dictionaries are mainly geared towards travel and leisure, each containing approximately 10,000 words.

Here's how RTR works when you are not connected to the Internet:

1. When TextGrabber detects that your phone is offline, it will prompt you to switch to offline translation mode.
2. You can also manually enable offline translation on the TextGrabber settings screen. This may be useful, for example, if the roaming charges are unreasonably high.
3. In the settings screen, select the **Use offline translation**.
4. Tap above the **Offline translation** bar to select the desired **To** and **From** languages.
5. When you get back to the camera screen, you will see a bar saying **Offline mode is activated**. Tapping this

bar toggles between offline and online translation (the latter requires an active Internet connection).

6. Point your camera to a text fragment and tap the camera button to have it translated. If TextGrabber can't find a word in its dictionaries, the word will be displayed in its original language in the results window.

[Learn more in blog about real-time translation on iPhone](#)



# PDF TOOLS IN FINESCANNER IOS

FineScanner iOS supports useful tools: a signature, a marker, a pen, text addition, and a patch tool. Add a signature to an agreement, highlight the key points with the marker, or hide confidential information without leaving the application. These features will work not just on the latest version of the operating system, but even on iOS 9! So:

1. Open any document in [FineScanner](#) and select the page you want to edit.
2. Tap the “Annotate” button and add marker, signature or whatever you need.
3. Tap the “Save” button and the modified page will be saved as a separate document.

[Learn more in blog](#)



# DRAG & DROP IN FINESCANNER IOS

This feature allows you to quickly import images and PDFs into [FineScanner](#) and export finished PDFs or recognized documents to other applications on the iPad. No more switching between windows, drag your document onto the app:

1. Tap and hold the document that you want to add to [FineScanner](#) (for example, a photo of a document from Gallery).
2. While holding the document, press the Home button.
3. Drag the file to the [FineScanner](#) icon and then to the list of documents.
4. Release the document. The app will open the editor, cut off any unnecessary edges and apply a filter. All you have to do is tap "Save."
5. Now you can recognize the text of this document in Word and drag the result, for example, into a mail message.

[Learn more in blog](#)



# SIRI SHORTCUTS IN FINESCANNER AND TEXTGRABBER IOS

## FineScanner

1. In FineScanner documents library make a left swipe on the scan > tap “...” > Properties.
2. In **Properties**, you’ll find the new **Siri Shortcut** menu. Enter it.
3. You’ll see **Siri Shortcut** setup window. Tap the red record button and pronounce the phrase. For example, if you create a Shortcut for a passport, say “Open passport”.
4. Tap **Done** and close the app.

That’s it! Just ask Siri to “Open passport” and here it is, the scan of passport is opened. The documents in FineScanner will be marked with microphone icon, in case it has a shortcut.

[Learn more in blog](#)

## TextGrabber

5. Go to the **Main Settings > Siri and Search > All Shortcuts >** look for **Recognize last image** from TextGrabber and tap +
6. Tap the red record button and pronounce a phrase that you would like to open the last image in [TextGrabber](#) with. For example “Recognize last image”.

Voila! Now check the recorded shortcut by activating Siri. Tell her the recorded phrase, and the last image from the gallery will be opened in TextGrabber in **Photo** recognition mode.

[Learn more in blog](#)



# CREATING BUSINESS CARDS OUT OF THIN AIR

Did you know that [Business Card Reader](#) is capable of creating a virtual business card right in front of you? Well, not a real one, of course, we are talking augmented reality here. And by the way, there are not that many apps that employ augmented reality capabilities. Are you excited to try this out? Here's a list of steps:

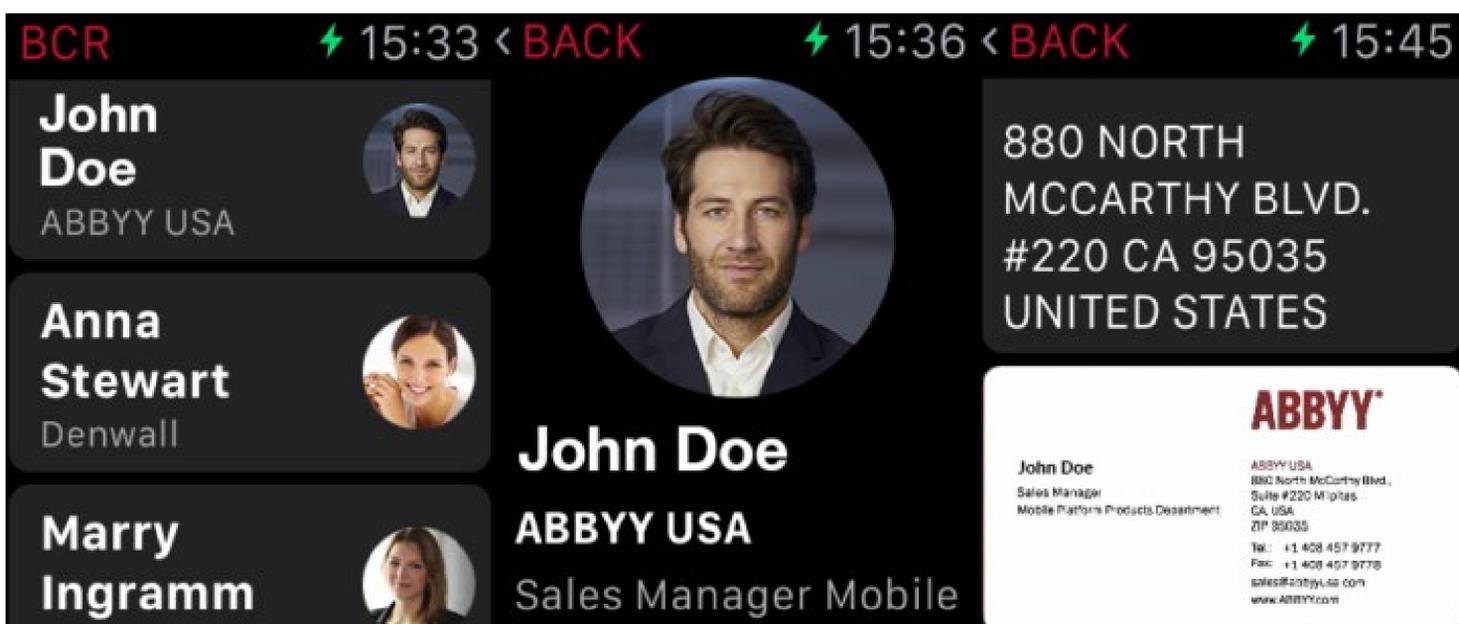
1. Launch your camera in iOS [BCR](#).
2. Enable demo.
3. Move your device around above the surface until a virtual business card appears.

Note that this feature is only available in iOS 11 for iPhone SE, 6s, and newer.



# BCR ON APPLE WATCH

Did you know that your beloved [Business Card Reader](#) is compatible with Apple Watch? You no longer need to take out your iPhone to check a business card of your colleague. Apple Watch BCR enables you to skim through your contacts and select the one you wish to call.



Users may now add complications, or put simply, notifications on the main screen that display the last scanned business card or the total number of business cards stored. Tapping the complication will open [BCR](#) right on Apple Watch. Apple's operating systems feature data update

algorithm that synchronizes data among devices—between iPhone and Apple Watch in this case. To successfully use [BCR](#) on Apple Watch, simply install it on your iPhone and it will appear on your wearable automatically.

Have a look at how it works. [Go to YouTube.](#)



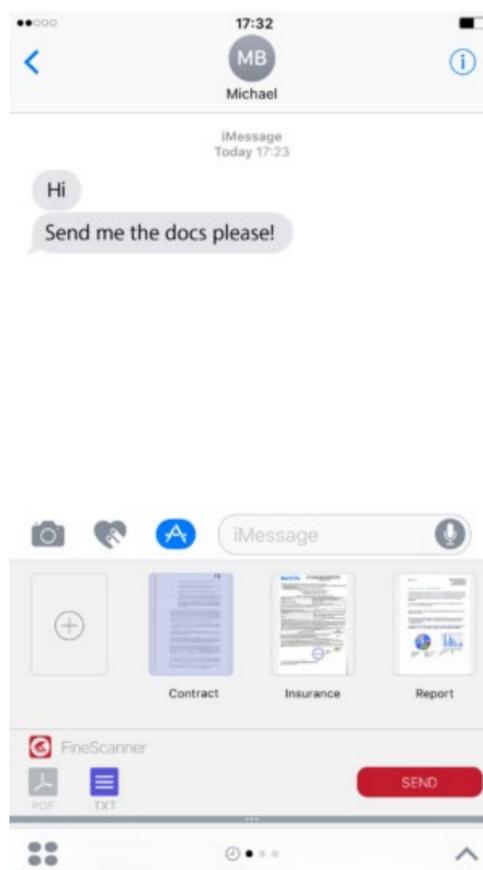
# HOW TO OPEN A CSV FILE FROM BCR IN EXCEL

1. Start Microsoft Excel and open a new workbook.
2. On the menu bar at the top, click **DATA > External Sources > From Text**.
3. Select your CSV file and click **Get Data**.
4. Select the **Delimited** option and click **Next**.
5. Under **Delimiters**, check **Comma** or **Semicolon** (depending on your region) and click **Next**.
6. In the **Column data format** section, select **General** and click.
7. Now tell the program where you want to put the data and click **OK**. Your business cards will be displayed in the current spreadsheet.

Important! The delimiter you select in step 5 depends on your region. You can experiment with different delimiters, checking their effect on your data in the **Data preview section** at the bottom of the Text Import Wizard.

# IMESSAGE FOR BCR

1. Open iMessage, go to conversations and tap the App Store button next to the text box. At the bottom of the screen, you will see the icons of all the apps on your device that are allowed to be displayed in iMessage.
2. If you don't see the BCR icon, scroll to the last icon and tap **More...**
3. Tap **Edit**.
4. Add BCR to iMessage by flicking on the switch to the right.
5. To add BCR to **Favorites**, tap the green "+" icon on the left.



Now when you want to send a business card using iMessage:

1. Go to the conversation, tap the App Store button next to the text box, and select BCR.
2. Create a new business card or select an existing one from the **My cards** list.

The addressee will receive your card in VCF format and will be able to save it directly to their **Contacts**.



# EXPORT FROM BUSINESS CARD READER IOS AND AN- DROID TO SALESFORCE CRM

## On iPhone

Business Card Reader is especially popular among sales managers. For them it's not enough to scan a biz card and save it to smartphone contacts. For this kind of users, it's essential to make their new contact work immediately and become a potential client. That is why the integration with the most popular CRM Salesforce is a must-have.

1. Firstly go to BCR Settings to Salesforce menu and enter your Salesforce login and password.
2. After successful login, you'll see the list of BCR fields that can be exported to Salesforce. If something's missing, you can add them by tapping Add fields. You can then edit them in the same menu.
3. Let's proceed to scanning: scan a biz card and check if all fields are filled in correctly.
4. If necessary, you can add fields by tapping Add Salesforce fields.

5. Tap the check icon in the upper right corner to save a business card. Choose an option with Salesforce export.
6. You'll a message that a contact has been successfully exported to Salesforce.

To export contact from Cardholder:

1. Tap a business card that you want to send to Salesforce
2. Tap Share in the left corner
3. Choose Export to Salesforce Lead

A blue cloud will appear near exported contact.



# SPOTLIGHT SEARCH ON IPHONE

The Spotlight search feature in iOS is an excellent tool for finding anything anywhere on your device. If like us, you have dozens of documents, hundreds of apps, and no end of contacts stored on your device, Spotlight will probably be one of your most frequently used iOS apps.

To open Spotlight, swipe down from the centre of your Home screen. You can search app names, notes, mail, contacts, meetings, reminders, podcasts and all sorts of content inside the installed apps. All ABBYY apps support Spotlight search, so you can:

1. Carry out full-text searches in [TextGrabber](#) to find notes.
2. Search across all captured fields in [Business Card Reader](#) to find business cards.
3. Search titles and tags in [FineScanner](#) to find documents.
4. Spotlight Search is easily accessible from any screen and is a cinch to use. Highly recommended.

[Learn more in blog](#)

# DIFFERENCE BETWEEN TEXTGRABBER AND FINESCANNER



Quite often our users approach us with this question: what's the difference between [TextGrabber](#) and [FineScanner](#) if both of them recognize text? You've come to the right place: we are here to explain, clarify, and enlighten!

[TextGrabber](#) is designed to recognize small text fragments, especially in real time. A paragraph or two – that's where it is at its best. You can use it to capture a dish on the menu, a fragment in a book in a foreign language, a sign at the airport, or a list of ingredients on a label. Of course, you can try and recognize an entire A4 page, but you have been warned. On the plus side—no Internet is required! On the minus side, it understands only 60+ languages and is most comfortable with plain text without heavy formatting.

A pleasant perk, [TextGrabber](#) not only recognizes text, but it can also translate the result into 100+ languages. Live recognition offers some interactive features: tap recognized text to send a message or e-mail, make a call, save the text to contacts, find a location on the map, open a URL in a



browser, or create an event in the calendar.

Now to [FineScanner](#). Its main function is to scan large multi-page documents or books into PDF or JPG. It's intended to replace your desktop scanner. It also allows you to recognize scanned documents to make them editable. The OCR feature requires an active Internet connection, but it can handle texts in 193 languages and convert the results into a dozen formats, including Word, Excel, PowerPoint, Searchable PDF, RTF, EPUB, and FB2.

To sum up. [TextGrabber](#) recognizes and translates small printed text fragments and [FineScanner](#) scans and converts full-sized pages of books and large documents.

[Learn more in blog](#)



# HOW TO RESTORE A DELETED APP

We have all been there: the storage is low, your phone runs slowly, the screen is loaded with unused apps — the list goes on and on. Anger starts to build up and bam! You go on a deleting spree and start removing apps one after another. But over time you realize that you need some of them... We have a solution. Here's the guide to getting our deleted apps back from the store.

Let's see. All the apps that you download from the App Store are linked to your Apple ID. Therefore, to restore a purchased app, you need to take a few steps:

1. Go to the App Store with your Apple ID that was used to purchase an app.
2. Tap **Updates > Purchased > Not on This iPhone (or iPad)**.
3. Find any of the ABBYY apps ([FineScanner](#), [TextGrabber](#) or [BCR](#)) and click the download icon.
4. Enjoy your restored apps!

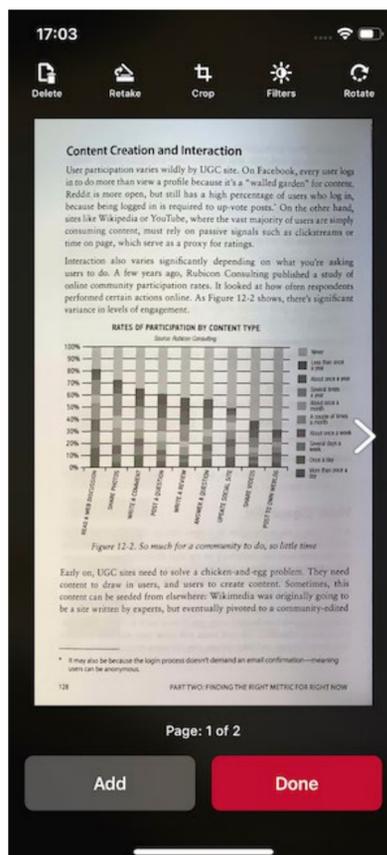
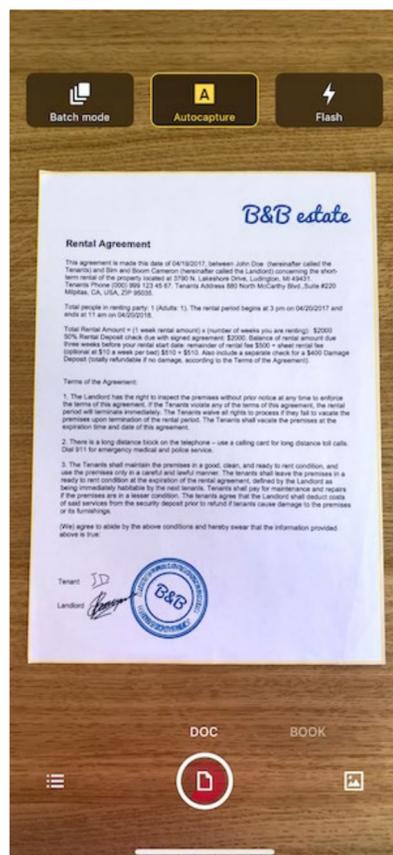
If you still have doubts on how to redownload content, check [these instructions](#) from Apple.

[Learn more in blog](#)



# FINESCANNER VS SMARTPHONE CAMERA

Now and then our users start thinking that taking a photo in [FineScanner](#) and taking one with a regular smartphone camera is virtually the same thing. Yes, we are constantly in a rush and don't always pay attention to detail. It is not that similar. Let's have a look.



Unlike regular cameras, [FineScanner](#) is trained to:

- Automatically correct the perspective of a document, make it a decent rectangle, and delete the background (a part of the table that you are taking a photo at, for example).
- Remove the noise, increase image sharpness and brightness by using black and white, color, and grey filters.
- Facilitate document search by allowing you to look for the doc by its name, date or tags instead of scrolling through the whole feed.
- Recognize text and search in it as well as to add signatures, make adjustments, and add comments.
- Automatically upload relevant documents to favorite clouds.
- Export documents as a multi-page PDF (in addition to a one-page JPEG) when its good to go.

We hope this will help you to tell the difference.

[Learn more in blog](#)



# SHIP DOCUMENTS TO THE CLOUD FROM FINESCANNER IOS

In order not to suffer from manual sending recognized documents from FineScanner to the cloud each time, you can immediately configure auto-forwarding to your favorite cloud service (from those that support FineScanner iOS). Here is how it's done:

1. Go to [FineScanner Settings](#) — Cloud services.
2. Choose any service from the list.
3. Enter your login and password.
4. Tap **Auto-sending in**, select the cloud and the size of the sent PDF.
5. Done! Now all documents recognized in FineScanner will be automatically sent to the cloud.

[Learn more in blog](#)



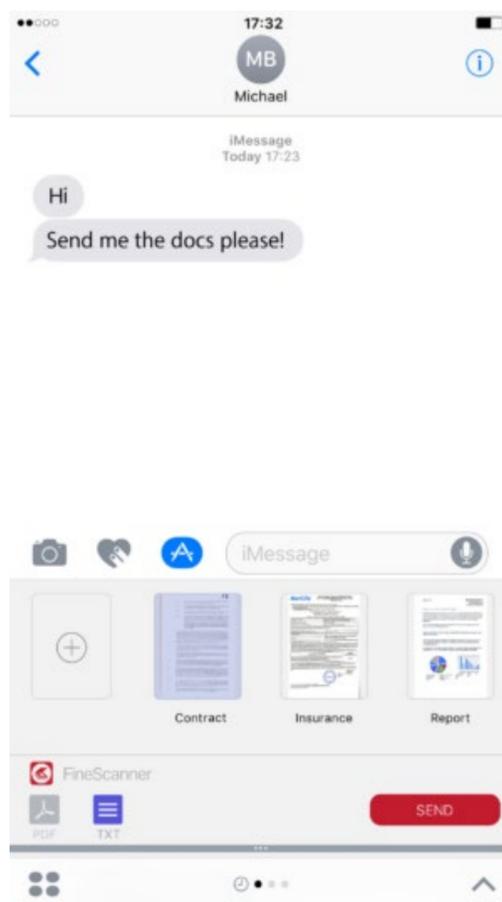
# HOW TO SEND DOCUMENTS VIA IMESSAGE

Suppose you need to send a picture of your ID card somewhere or a document scan to a colleague. There are many ways to do this, and one of them is by using iMessage. When you open it for the very first time, you will have a little configuring to do:

1. Open iMessage and go to the conversations. At the bottom of the screen, you will see the icons of all the apps installed on your device, including [FineScanner](#), which are allowed to appear in iMessage.
2. If you don't see the [FineScanner](#) icon, scroll to the last icon and tap **More...**
3. Tap **Edit**.
4. Add [FineScanner](#) to iMessage by flicking on the switch on the right.
5. To add [FineScanner](#) to your **Favorites**, tap the green “+” icon on the left.

Now if you want to send a scan using iMessage:

1. Go to the conversation and tap the FineScanner icon.
2. Select the document in the list and specify the format to be used. For scans, select PDF and JPEG. For recognized documents, select PDF and, for example, DOCX or TXT.



[Learn more in blog](#)



# SAVING BUSINESS CARDS FROM BCR TO CONTACTS

[Business Card Reader](#) lets users save business cards not only within the app but also to your phone's Contacts app or address book.

## iPhone devices

### Option 1. Always save business cards to Contacts.

1. Go to [BCR](#) settings.
2. Open **Saving**.
3. Select **Card holder and Contacts**.

### Option 2. Save to Contacts only some business cards depending on the situation.

4. Go to [BCR](#) settings open the **Saving** section and mark **Always ask**.
5. In this case, the app will suggest saving options. Select **Contacts**.

### Option 3. Add BCR-stored business cards to Contacts.

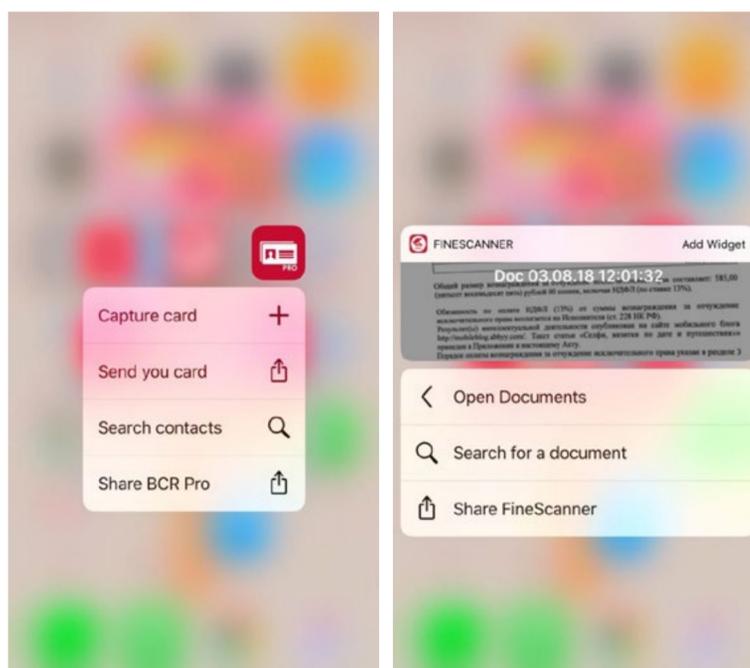
6. Open a business card, which you want to add to **Contacts**.
7. Click **Share > Export to iPhone Contacts**.
8. Voilà! Information from the card is imported to your **Contacts**!



# 3D TOUCH ON IPHONE IN ABBYY APPS

Smartphone producers add various features to improve devices' performance. 3D Touch and Long Press are one of them. But did you know that these features also work with [TextGrabber](#), [FineScanner](#), and [BCR](#)?

[3D Touch](#) allows you to open additional menus by long-tapping on app icons. This feature is supported by all iPhones starting from 6S and newer (except iPhone SE). To call additional functions, tap an icon a bit harder than usual. See the screenshots below to check out all the capabilities of ABBYY apps and 3D Touch!



[Learn more in blog](#)

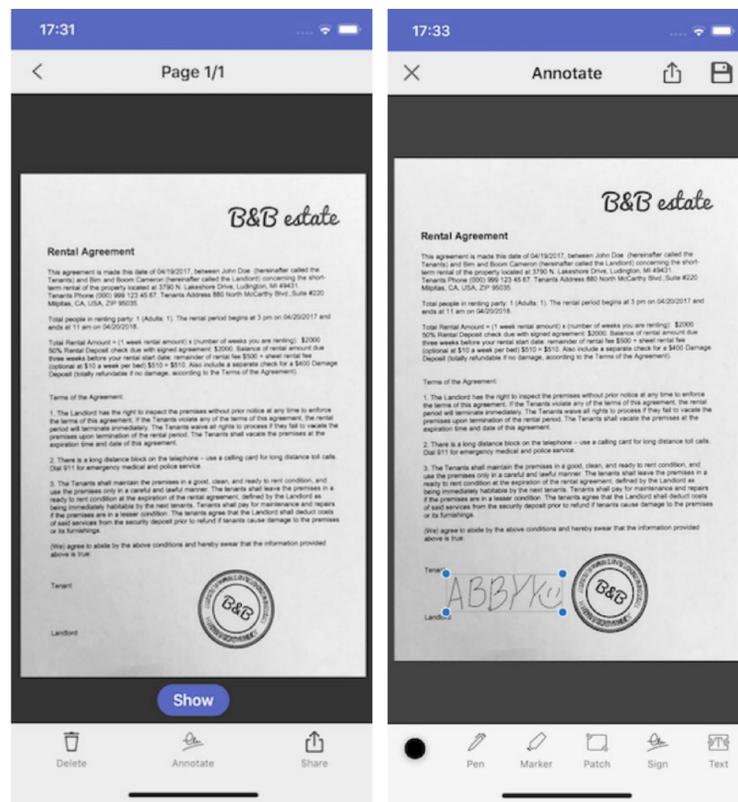


# HOW TO SIGN A DOCUMENT IN FINESCANNER FOR IOS



[FineScanner for iOS](#) lets you add a signature to your document in seconds:

1. Go to your document feed.
2. Open a desired document and tap Annotate at the bottom of the screen.
3. Tap the **Sign** icon below the document.
4. Sign your name directly on the screen.
5. Scale your signature and move it where it should appear on the document.



Now you are ready to send the document to your colleagues to complete the approval procedure!

To learn more about other PDF editing features available in FineScanner, see [this article](#).





# SMART GALLERY WITH ARTIFICIAL INTELLIGENCE IN FINESCANNER

[FineScanner AI](#) is now even faster and easier to use thanks to the new **Smart gallery** function: FineScanner AI has “learned” to automagically seek out images of documents with text in your gallery.

Let’s say you urgently need to find a contract that you took a photo of on the fly a year ago. Try to remember how many photos you’ve taken over the last year. That number will likely be in the hundreds. [FineScanner AI](#) will ignore all photos that aren’t relevant and will select only the images that contain text, meaning you won’t have to scroll through your gallery full of sunset and cat pictures ;)

As soon as you choose a document, [FineScanner AI](#) will improve its quality by removing the background (for example, the desk that you took the photo on), correcting the perspective, shaping the photo into a proper rectangle, and using filters to improve the brightness and contrast. This means that the right file is found and turned into an ideal scanned copy. Now you can insert a signature and mark parts of the document using “PDF Tools”.

Don't forget to add a "Siri Shortcut" to the document, so that you can quickly open it with a voice command.

Images with text are looked for using a neural network that we have developed ourselves, based on Apple's Core ML and Google's TensorFlow Lite. The images are sorted directly on your phone without the need for an internet connection, meaning this feature will work offline as well. To create a neural network that works properly, we have been training and improving our network for over a year, making it sort through hundreds of thousands of images. We are particularly proud of its image processing speed — about 13 milliseconds per file. By the way, this is the same amount of time needed for the human brain to process an image.

### **How exactly does it work?**

1. Launch [FineScanner AI](#).
2. Tap the + button.
3. In the lower right corner, tap on the gallery icon.
4. You will be taken to an improved version of your gallery — there, magic will be happening.
5. At the top, a new section called "Images with text" will appear. There, the AI will sort your images and suggest those that contain text.
6. You can scroll left and right through the sorted images, or you can tap "See all" to see all documents found by the neural network.

7. Choose one or more images for further processing.

[Learn more in blog](#)



# OFFLINE TEXT RECOGNITION IN FINESCANNER

If you need the text to be processed immediately and as privately as possible — select “Plain Text”. After a couple of seconds, you will have a saved TXT file (without the source formatting). The text recognition takes place on your device without any communication with the server and supports 63 languages. You can select up to three different languages for a single document.

Now, a lack of internet and expensive data when travelling abroad will no longer prevent you from using [FineScanner AI](#) — you can now extract text from documents offline!

If you need to keep the source formatting, use online recognition. To do this, select “Preserve original formatting”. Like before, [193 languages](#) are supported, and you can save your results in one of the [12 available document formats](#). When using the online recognition function, processing is done over the internet, meaning the task might take some time.

[Learn more in blog](#)

**ABBYY<sup>®</sup>**

**Thanks for your interest!**

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