

# Keeping in Touch: Phone

## Favorites

### Introducing Favorites

**Favorites** is where you can put the phone numbers of the Contacts that you use most frequently.

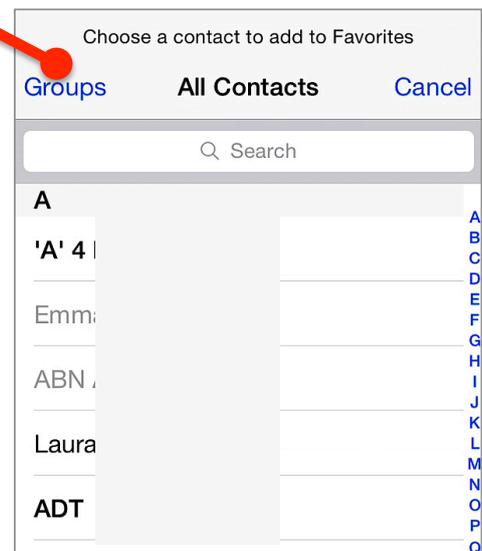
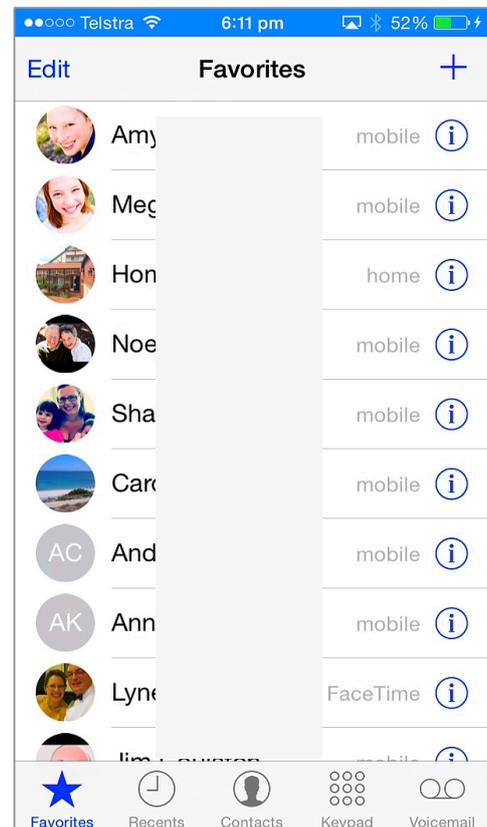
If you have a contact that you call on two (or more) different numbers, you must put both of their numbers in Favorites.

### Calling a Favorite

To call any of the Contacts on in the **Favorites** list, just touch on the applicable entry in the list.

### Adding to Favorites

- Choose **+** at top right to select to add a new number/person to your Favorites list.
- Your list of Contacts will be shown.
- Any Contact that shows as greyed does not have any phone or Facetime contact details in the Contact card, so cannot be added as a Favorite.
- Touch on the Contact that you wish to add to your **Favorites** list.
- The Contact card for that person will appear.



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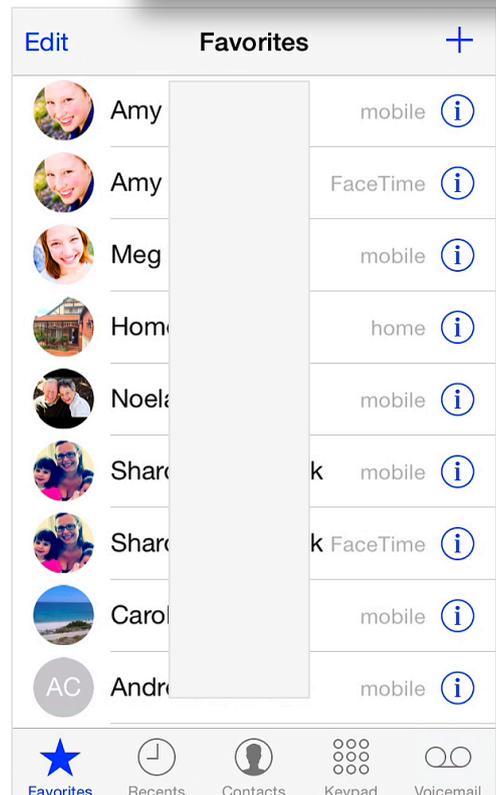
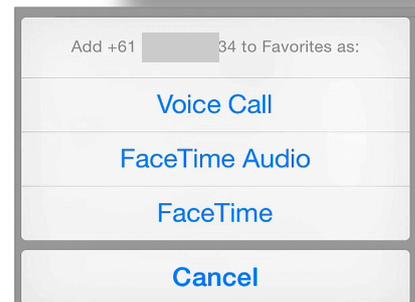
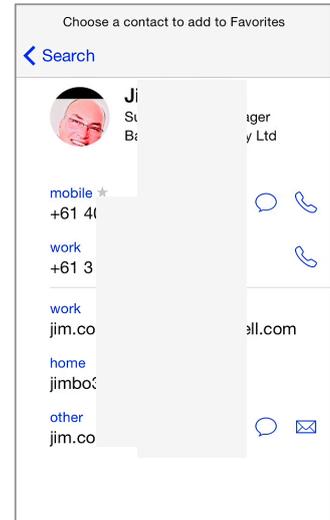
## Favorites

- Touch the number that you wish to add to your Favorites (if that person has more than one way of being contacted) – you can even choose an email address if that person is a Facetime user.
- You will be then asked if you want the Favorite entry to be a **Voice Call** (normal phone call), **FaceTime Audio** (a phone call that uses Facetime instead of your phone service) or **FaceTime** (a video call).
  - If you chose an email address instead of phone number, you will only be asked to choose between **FaceTime Audio** and **FaceTime**.
- You will see that Favorite then added to the end of your Favorites list, with a label on the right-hand side showing which type what type of call it will be – for example, **home**, **mobile**, **Facetime**, **Facetime Audio**.

As you can see on the right, there are two listings for a couple of my Contacts in Favorites – one showing **mobile**, and the other showing **Facetime**.

When I want to call one of these favorites, I just touch on the item that has the applicable phone number type (or perhaps Facetime).

*This is an example of where it is important that you **label your phone numbers and email addresses properly***



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*in your Contacts*, so that you can recognise which is which when it is listed in your Favorites. Otherwise, you may find yourself calling a home number when you meant to call a mobile, and vice-versa.

Tap the ⓘ button next to any name or number in Favorites to view the full Contact card for that Favorite.

### **Adding to Favorites from elsewhere**

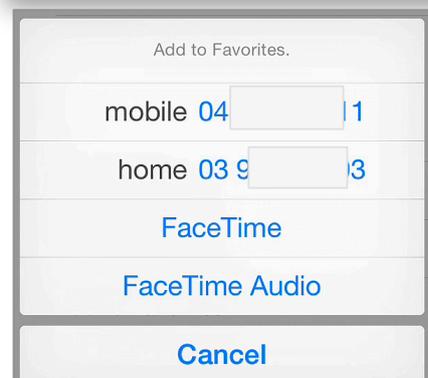
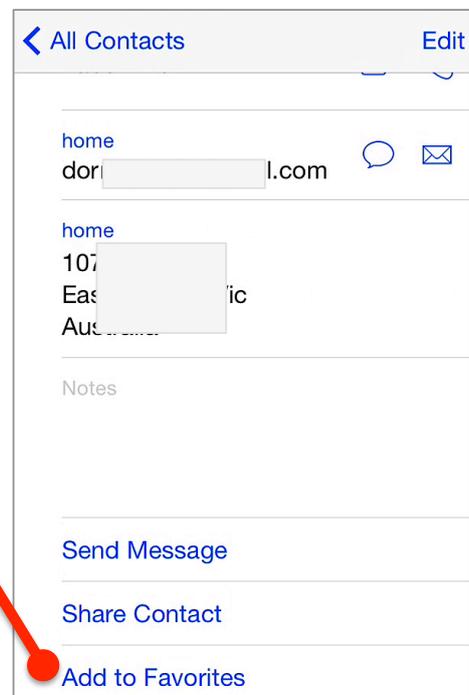
You can actually add to your list of Favorites from other places than the Favorites screen in the Phone App.

View a Contact from your **Recents** list, from the Contacts screen in the Phone App, from the Contacts App itself, from Facetime etc.

When are viewing a Contact card for one of your contacts, you will see the [Add to Favorites](#) option at the bottom.

Touch on this option, then touch the phone number that you wish to make a Favorite – or perhaps choose to add [FaceTime](#) or [FaceTime Audio](#) as your Favorite contact method for this person.

That contact/number will then appear in your Favorites list.



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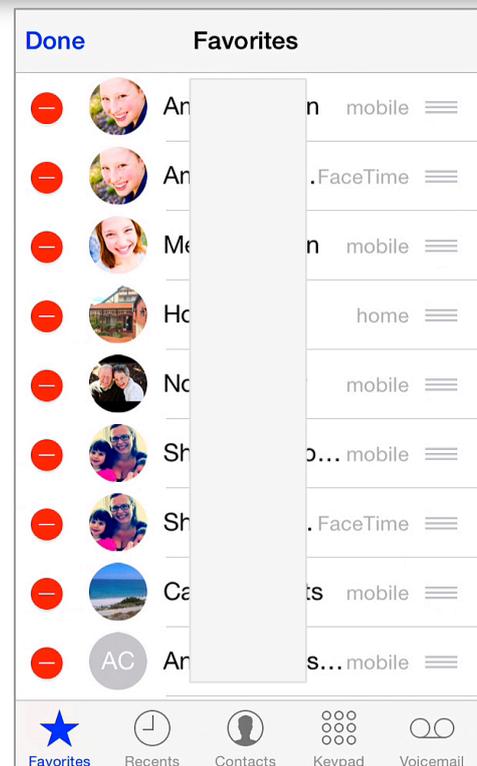
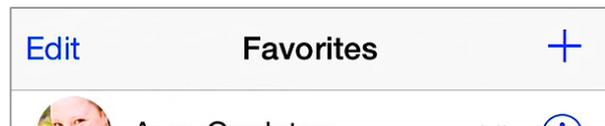
### Re-ordering Favorites

Of course, you could end up with quite a few people and numbers in your Favorites List. For most of us, there is just a handful that we call most frequently.

Ideally, these most frequently called numbers should appear at the top of the list of Favorites.

Here's how to re-order your Favorites:

- Select **Edit** (top left) to put your Favorites list into Edit mode, to allow changes.
- Put your finger on the 'grip strip'  next to the item that you wish to move.
- Without lifting your finger, drag it up or down to re-position the item in the list – let go when it is in the required position.
- Touch **Done** (top left) when you have finished your re-ordering.



### Deleting Favorites

While your Favorites list is in Edit mode (as shown on right), you can choose to delete any Favorites that you no longer require in your list.

Just touch the  symbol to the left of the Favorites entry, then touch on **Delete** on the right to delete the Favorites from the list.

