

iPhone Tips and Tricks

Keyboard

- Trust the keyboard.
 - Keyboard is predictive and auto-correcting
 - Touch and hold keys to generate accents, symbols
 - Touch and hold space bar to make keyboard into a trackpad
 - Slide to Type
 - Settings > General > Keyboard
 - Multiple keyboards
 - Text replacement
 - Some built-in, add your own
 - One-handed keyboard (squeeze the keyboard to the left or right side of the screen)
 - Auto-Capitalization
 - Auto-Correction
 - Check Spelling
 - Enable Caps Lock
 - Predictive
 - Smart Punctuation
 - Slide to Type (QuickPath)
 - Delete Slide-To-Type by Word
 - Character Preview
 - "." Shortcut
 - Enable Dictation

Haptic Touch

- Touch and hold icons on home screens for commands for common actions
 - Check notifications for apps in a folder
 - Haptic touch on control center items for additional options
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Widgets

- Widgets on the home screen
 - Think of widgets as a peek into an app—glanceable information
 - Created by Apple (for its apps) and by third-party developers
- How to add a widget
 - Touch and hold an open spot on a home screen (say, next to the row of dots) to enter jiggle mode
 - Tap +
 - Scroll through the list of widgets or use the search field
 - Tap the widget
 - Swipe to pick a size (small, medium, large)
 - Tap Add Widget
- Widget stacks
 - Drag one widget (of the same size) on top of another
 - Swipe through them
 - Smart stack: will automatically rotate to show relevant information via Siri Suggestions based on the time of day, your location, and activity
- Tap a widget to open its app
- To edit a widget or stack, touch and hold it, then choose Edit Widget or Edit Stack
- To delete a widget, enter jiggle mode, tap the - button, tap Done

- Today view still exists to the left of the first home screen
 - Touch and hold a widget in the Today view to enter jiggle mode, then drag the widget to the right to a home screen to move it there

App Library

- Automatically sorts apps by category
- Apps you use the most often are at the top of the screen and more prominent
- To access, swipe right to left after the last home screen
 - Use search field to find an app
 - Tap the group of apps in the lower right-hand corner to expand a category
 - Tap an app to open it
 - Touch and hold an app for Quick Actions
 - Choose where to add new apps in Settings > Home Screen
- Hide home screens
 - With the App Library and Widgets, you might not need so many home screens
 - Enter jiggle mode
 - Tap the dots at the bottom of the screen
 - Tap the checkmark to hide (not delete) a page of apps
 - Tap Done

Lock Screen

- Settings > Wallpaper
- Tap Add New Wallpaper
- Tap a category button at the top of the screen, or tap one of the thumbnails

- Photo Shuffle selects from a group of photos from your photo library throughout the day
- Select a category of photos and a Shuffle Frequency
- Use Featured Photos selected by the iPhone, or Select Photos Manually
- If you see dots near the bottom the screen, swipe to pick a different look
- Depending on the style of screen you choose, other buttons may appear to enable other options such as a depth effect
- Tap Add, then tap...
 - Set as Wallpaper Pair to use the wallpaper on both the Lock Screen and Home screens
 - Customize Home Screen to make further changes to the home screen—change to a color or gradient, use a custom photo, or blur the background to make the apps stand out
- Change the look of the clock
 - Tap the clock
 - Choose a font
 - Tap a color, and drag the slider to set the opacity
- Add widgets to Lock Screen
 - Tap the round rectangle above the clock
 - Tap to choose a widget to occupy that slot
 - Tap the round rectangle below the clock
 - Tap to add up to four small round widgets or up to two larger rectangular widgets
 - In some cases, tapping a widget opens the corresponding app
- If iPhone is unlocked, touch and hold the Lock Screen
 - Tap Customize to change the current lock screen
 - Swipe to select a different lock screen, tap the Add button to add a new lock screen. To delete a lock screen, swipe up and tap the delete button
- Settings > Display and Brightness > Always On Display

Messages

- It's more than just text
 - Tap Camera button to take a picture with your iPhone
 - Effects
 - Touch and hold the Send button
 - Send a bubble effect
 - Send a screen effect: Swipe to see options
 - Tap Send button
 - Touch and hold a bubble to...
 - Send a tapback, attached to the bubble
 - Reply to, delete or forward individual messages
 - Edit a message (up to five times within 15 minutes of sending it)
 - Unsend a recent message within a two minutes of sending it
 - Mark a message as unread by swiping right to left in the message list
 - Enable Message Filtering (Settings > Messages > Filter Unknown Senders)
 - View your messages using various filters
 - Recover Recently Deleted messages for up to 30 days after deleting them
 - Pin a conversation to the top of the list
 - Touch and hold a conversation and drag into the top of the screen
 - Up to nine pinned conversations are possible
 - Touch and hold a pinned conversation and drag it back to the list to unpin it

Mail

- Swipe left to right on a mail message




- Mark as Unread/Read
- Remind Me
- Swipe right to left on a mail message
 - More, Flag, Trash
 - Settings > Mail > Swipe Options
- Touch and hold the New Message button to get a list of drafts
- Tap the Alert icon on the subject line to be notified about replies to a particular message
- Unsend a message
 - Delay after tapping send (10, 20, or 30 seconds, or none)
 - Tap Undo Send at bottom of message list
- Schedule an email
 - Compose a new email
 - Touch and hold the Send button to pick a date and time


Fun with Siri

- Set-up
 - Internet access
 - Create a card for yourself in Contacts app
 - Be as detailed as possible
 - Add info for others (address, related name)
 - Settings > Siri & Search
 - Turn on Siri
 - Allow "Hey Siri"
 - Identify My Info

- Try these:
 - “Where can I get a COVID vaccination?”
 - “Take me home.”
 - “How do you spell nuclear?”
 - “Turn on Do not disturb.”
 - “Remind me to call my brother when I get home.”
 - “Any good burger joints around here?”
 - “Text my wife that the class is running late.”
 - “Did the Warriors win last night?”
 - “What’s a 15% tip on \$90?”
 - “I want to buy the movie ‘Casablanca’.”
 - “Schedule a meeting for Monday at 11:30 a.m. with Duane.”
 - “Will I need a raincoat at Disneyland this weekend?”
 - “How many miles in a 5000-meter race?”
 - “Wake me up tomorrow at 7:30 a.m.”
 - “Flip a coin.”
 - “Set a timer for one hour.”
 - “ETA”
 - “Put eggs on my groceries list.”

Printing

- Print
 - Look for a Print command behind the Share button , More button  (or Reply button  in Mail)
 - Select printer; iPhone and printer on the same wifi network will discover each other

- Set options
- Tap Print
- Make a PDF: Pinch open first page of the print preview, tap the share button  to send or save the document as a PDF

Try these

- Lift a subject from the background
 - Touch and hold a person, pet, or object in a photo
 - Tap Copy or Share
 - Paste or Share the item
- Settings > Accessibility > Touch > Back Tap
 - Access system features, do scroll gestures, run a shortcut with a double-tap or triple-tap of the back of your Phone
- Turn on Dark Mode in Settings > Display and Brightness
- Turn the Calculator into landscape orientation
- Double-click the home button to enter app switcher
 - No home button?
 - Swipe up and pause to enter app switcher
- Swipe left and right on the bar at the bottom of the screen to switch between apps
- In Safari, touch and hold the Pages button, then tap to close all tabs at once
- Select a bunch of email messages or messages conversations by tapping the list with two fingers and swipe down
- Swipe down on any home screen to access the search field
 - Or use the new Search button
- Swipe down from the top left to access the Notifications Center
- Swipe down from the top right of the device to access the Control Center

- Add Magnifier to Control Center
 - Settings > Control Center > Customize Controls
- Swipe left to open the Camera app from the lock screen
- Swipe down on a text notification and type your reply
- Open the Health app and tap Medical ID to enter emergency info
 - On the passcode screen, tap Emergency, then tap Medical ID
- Take a screenshot
 - Click home button and on/off button simultaneously
 - Or...squeeze volume up and on/off buttons simultaneously
 - Tap the screenshot thumbnail to edit it
- Tap Settings > Sounds and Haptics > Ringtone > Vibration...and make your own
- Tap Settings > Maps > turn on Show Parked Location. If your car has CarPlay or Bluetooth, Maps will remember where you parked your car

Tips

- Built-in iOS app
- Get notified when a new tip arrives
 - Settings > Notifications > Tips

Stay current....

- Download the current version of iOS
- Tap Settings > General > Software Update