50 Ways to Love Your iPhone

My favorite and most useful iPhone tips and features every user should know

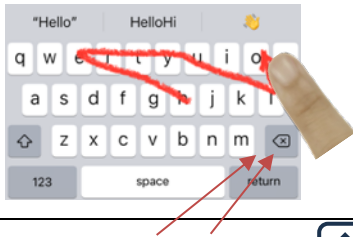|		
JakeAir.weebly.com. JakeAir99@gmail.com	949 275-6899	*Assumes iPhone X$_R$ or X$_S$ or newer, software updated to iOS 17.4 or the most recent*
		There are numerous features hiding in plain sight on your iPhone. This course acquaints you with many of these features that you may not have known about

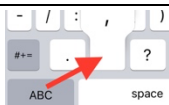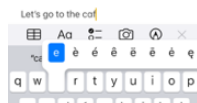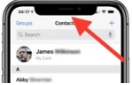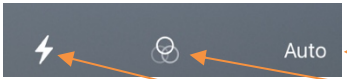|	**Stolen Device Protection**	*Settings → Face ID/Touch ID & Passcode → Stolen Device Protection → On.*
	Face ID is required to access certain data and a delay prevents quick changes to security settings.	Adds another layer of security when iPhone is away from familiar locations such as home and work.
1.	**Type and Edit: Quick Path keyboard**	Swipe your finger over each different letter without lifting your finger. To type "Hello" for instance, start with your finger on the *H* and then swipe over to *e → l → o* and **lift your finger to leave a space.** Then type the next word. No need to type the double *l* nor tap the space bar between words. Keyboard haptics *Settings → Sounds & Haptics → Keyboard Feedback → Haptic → On*
2.	**End a sentence, tap-tap** • ␣ ⬆	Tap the space bar twice at the end of a word to place a **period**, **space**, and **capitalize** the next word
3.	**Cursor trackpad**	**Hold spacebar**. The keyboard will become gray. **Move** your finger around keyboard to move the cursor. Or tap and move two fingers to move cursor around.
4.	**Tap gestures to select text** **1** • **2** • • **3** • • •	1. Place the cursor at a word → tap • the word 2. Select a <mark>word</mark> → double-tap • • the word 3. <mark>Select a paragraph</mark> → triple-tap • • • in the paragraph
5.	**Text replacement** Some examples from my iPhone: • tyv → thank you very much • eml → JakeAir99@gmail.com • plm → please let me know	Create personal text replacements for often used words or phrases. Hold emoji or globe button → *Keyboard Settings … → Text Replacement →* + button and add a new phrase and assign a short abbreviation to it (or *Settings → General → Keyboard → Text Replacement →* +). Use a symbol ▮ for line breaks. **Tap Save when done**
6.	**Enter a digit or symbol**	**Hold** the *123* key, **Slide** your finger to enter a digit or symbol, **Lift** the finger and the *ABC* keyboard will return to *ABC*. Or hold the *123* key with one finger and tap the digits or symbols with another finger
7.	**Hidden keyboard symbols**	Hold your finger on the key and slide finger to desired symbol. For the degree sign ° → hold the zero, 0
8.	**Built-in dictionaries** 📖	Double tap a word → *Look Up.* Chose languages, thesauruses in *Settings → General → Dictionary*
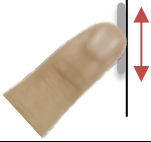
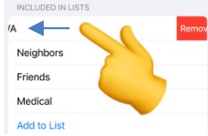| #		
9.	**Shake to undo** Undo Typing / Cancel / Undo	Shake the iPhone or three finger swipe left. You can also tap *Redo* or three finger swipe right
10.	**Top of a list or page**	Tap in the notch or time at the top of the screen to move to top of document or photos at warp speed
11.	**Hold scroll bar to quickly scroll**	Start to scroll, then on the right margin, hold your finger on the scroll bar until becomes wider; scroll it up or down to quickly move through document
12.	**Share** → *Do things with this* Customize the Apps icon bar: swipe left, tap More ••• → Edit. Customize the Favorites list by scrolling down to Suggestions	Share icon or **Send to** or **Actions.** Share photos, documents, emails, notes, voice memos with people you have most recent communicated. The share sheet will differ, depending on the app you are sharing from.
13.	**Scan documents as PDFs into *Notes*** ⚡ / ⊘ / Auto You can also scan directly into the Files app by tapping ••• in the right corner	Tap the menu camera icon → *Scan Documents*. Choose (default underlined) Shutter (<u>Auto</u>, Manual). Suggest you use Manual <u>Color</u>, Grayscale, Black & White, Photo Flash <u>Auto</u>/On/Off) Once the PDF is captured in Notes, tap it and use the Share button to do something with it
14.	**Save PDFs to *Books*** PDF → 📖	Tap the top of the PDF page in Safari or tap the share button → *Copy to Books* or *Save PDF to Books*
15.	**Lists in *Contacts*** INCLUDED IN LISTS / A / Neighbors / Friends / Medical / Add to List / Remove Medical / Movie Group / Museums	Create and edit lists in the Contacts list, tap < Lists. Tap Edit or Add List at the top the Lists page. At the bottom of any contact tap Add to List. Tap the list that you want to add the contact to. Swipe left on the List name and tap **Remove** to remove contact from that list. In List view, swipe List name to the right, see options of sending an email or a message to everyone on that List. Swipe List name left, you can edit the List name or remove the List (contacts will remain in the Contacts app)
16.	**AirDrop** and **NameDrop** Enable AirDrop: Enable Wi-Fi and Bluetooth. Settings → *General* → *AirDrop* → *Everyone for 10 Minutes.* Name that iPhone: before using Airdrop, give your iPhone a meaningful user name: *Settings* → *Contacts* → *My Info* → [Add your contact if not already set up]	*AirDrop* is a method of sending information between iPhones, iMacs, iPads located within about 30 feet of each other. The receiving user can *Accept* or *Decline*. If the receiving user accepts, the sent content will be placed into the corresponding app from which it was sent. *NameDrop* allows you to share your contact information with other iPhones by simply holding it close to another person's iPhone or Apple Watch

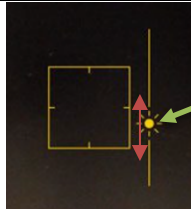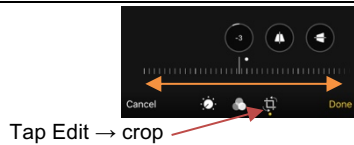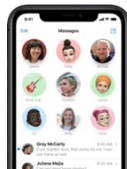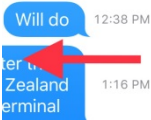| 17. | **Camera: volume shutter buttons** | Use the volume buttons to take a picture or video. Also works with EarPod buttons. |
	New: **Landscape level**	Now it's easy to hold camera level
18.	**Burst mode**	Capture a moving subject, or when you want to take multiple high-speed photos so that you have a range of photos to choose from. Hold the volume up button or slide on-screen shutter button left or up (*Settings → Camera → Use Volume Up for Burst → On*)
19.	**Adjust focus/exposure**	Tap any subject on the screen. A yellow square will appear on the subject. To adjust the exposure slide the sun slider up or down. The yellow square is focus point. Lock the exposure and focus by holding your finger on the object on the screen until AE/AF LOCK is visible
20.	**Portrait mode**	Takes 2x (or 3X) picture while blurring the background and foreground. Can be edited later to delete background or change the depth of field. (iPhone XR: faces only)
21.	**Panoramic mode**	Hold the iPhone in the vertical orientation. Tap the shutter release or a volume button and pan left-to-right. The iPhone will automatically create a panoramic picture. Tap arrow ⇨ to change the pan direction ⇦ right-to-left
22.	**Live Text**	Live Text will automatically identify and scan text in a photograph, the Camera, and Safari, and convert it to editable text. Works with both handwritten and typed text in ten languages. Allows you to copy and paste text
23.	**Photos: Edit perspective** Tap Edit → crop	Adjust tilt and perspective using these adjustments
24.	**Copy Adjustment Edits**	Copy adjustment edits and paste those edits to other photos. After you edit a photo with adjustments, tap ⋯→ *Copy Edits*. Then select one or more photos in the album and tap ⋯→ *Paste Edits.* All the adjustments (not crops) on the first photo will be applied to the selected photos
25.	**Lift a subject from an image**	Hold your finger on an object such as a dog within an image, then *Copy* or *Share → Save Image* or drag selected object, without the background, into another app
26.	**Messages: Pin to top** 📌	**Pin** up to nine conversations to the top of the Messages page for most-often messaged conversations. Drag a conversation to the top or swipe right to pin its icon. **Unpin**: drag down a pinned message or hold and tap *Unpin*
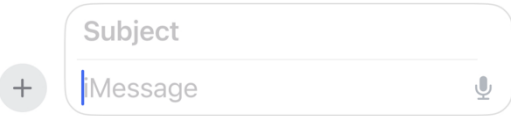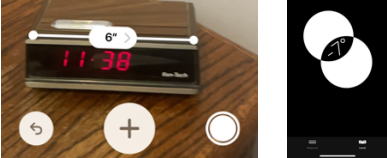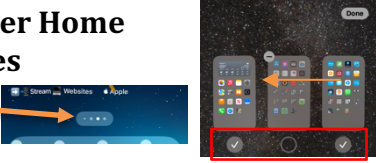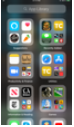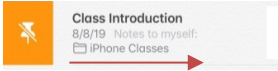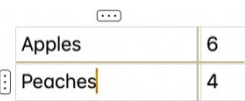
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27.	**Time Message arrived** **Swipe right to reply**		Swipe left on a message bubble to see the arrival times of all messages in the thread Swipe right on a bubble to reply to it
28.	**Undo Send, Edit**		Unsend an **iMessage** within 2 minutes by holding the message bubble and tap *Undo Send.* Edit an iMessage within 15 minutes. Unsend **Mail** within 10, 20, or 30 seconds (select time in *Settings → Mail → Undo Send Delay →Off, 10, 20, 30 Seconds*)
29.	**Message effects**		Send *Bubble* and full *Screen* animations. Type a message, then **hold** the send button 🎧. Choose from *Bubble*: SLAM, LOUD, GENTLE, or INVISIBLE INK. Or tap *Screen* and swipe left or righ to select ECHO, SPOTLIGHT, SEND WITH BALLOONS, CONFETTI, LOVE, LASERS, FIREWORKS, or CELEBRATION
30.	**Add Photos, Location, Memoji, Cash Subject field**		Tap the ⊕ button on the left of the Message entry field. A list of options to add to your message appears. Tap the option and item within the option. Hold the ⊕ button directly add Photos. To enable optionally adding a bold Subject field, go to *Settings → Messages → Show Subject Field → On*
31.	**Measure**		**Measure**: calculates sizes of objects such a picture frame. Aim the camera at a person and it will show their height. **Level**: for leveling pictures, tables. Displays angular deviation in degrees from level
32.	**Switch Apps**		From any open app swipe left or right along the bottom Home bar to switch to recent apps, or swipe along the bottom of the Home Screen (no bar will be visible)
33.	**Hide, reorder Home screen pages**		Edit visibility: in jiggle mode tap dot indicator at the bottom to ✓ enable or ◯ hide pages to display. Slide page to reorder. Tap ⊖ to delete an entire Home Screen page; apps will stay in App Library. Tap *Done* to exit jiggle mode
34.	**App Library**		After the rightmost Home screen is the App Library. Tap in the 🔍 App Library search field to see all your apps alphabetically
35.	*Notes:* **Pin to top**		In the Notes list: swipe right, tap the pin 📌 icon to move (pin) the note to the top of the Notes list
36.	**Tables**		⊞ Insert a table. *Add, Delete, Move, Format Row/Column:* tap a cell in a table and a tap a selection handle ⌗ • • • Use popup menu to edit table. Table operations: tap a cell in the table → ⊞ → *Delete Table, Convert to Text, Share Table, Copy Table. Shift+Next* adds new line within a cell
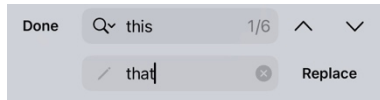
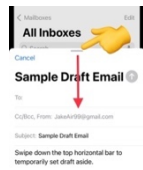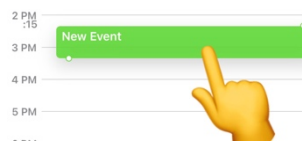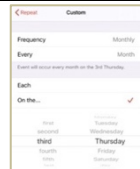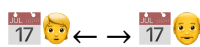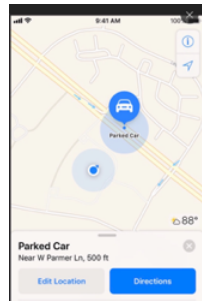|			
37.	**Find & Replace**		Select the "Find" word or phrase → popup menu *Find Selection* (*or tap* ⬤⬤⬤ → *Find in Note*) → 🔍 → *Find & Replace* → fill in *Find* and *Replace* fields → *Replace* or ^ or v. Hold *Replace* to see *Replace All* button.
	Created, Edited date		Swipe down on a note in the Notes app to see its Created date, and tap the date to toggle between the Created and last Edited dates.
38.	**Markup Photos and Notes**		Markup a Photo, Note: tap Edit → markup icon → Add an image description, text and emoji (rotate with fingers on each selection handle), signature, magnifier, shapes, draw freehand, erase, and select objects to move. Hold a figure to perfect its shape.
			Use the selection tool to select one or more shapes to move them individually or as a group
39.	**Mail: set aside draft**		Slide downwards the gray horizontal bar at the top of the mail you are composing to temporarily set it aside.
			Tap subject name at the bottom to restore and resume edits
40.	**Calendar: Week view**		Rotate your iPhone to landscape orientation to see the Calendar Week View
41.	**Add, move an event**		Hold your finger on the day or week view and a New Event will appear. Continue to drag your finger to place the event at the intended time or day. Release your finger to edit the event details. + button also adds and event. Hold your finger on an existing event to move it. Change duration
42.	**Different event start & end times**		*Calendar* Start and End times can be set to different time zones, such as for an airline flight across time zones. Tap the time field and under the time selector tap *Time Zone* and enter the name of a major city in that time zone. *Settings → Calendar → Time Zone Override → Off*
43.	**Custom repeats**		In the *Calendar* create custom repeats such as third Tuesday, or last weekday of the month, etc. *Edit → Repeat → Custom → Frequency → Monthly → On the …→ third Thursday,* for example
44.	**Share events**		Sharing calendars: tap *Calendars* (at the bottom of the screen) → ⓘ to the right of a calendar → SHARED WITH → *Add Person…* and decide whether to *Allow Editing → On/Off*
45.	**Apple Pay and Cash** Use Apple Cash to send money to friends from within the *Messages* app.		Pay for items by holding your iPhone near the point-of-sale terminal at the checkout counter of a participating store. Confirm your identity by double-pressing the side button and glance at the screen. The iPhone haptic taps when the transaction completes. 85 percent of US businesses accept it

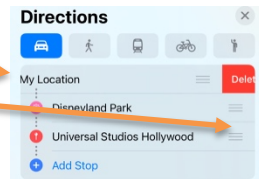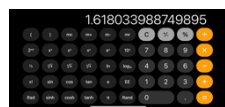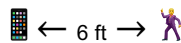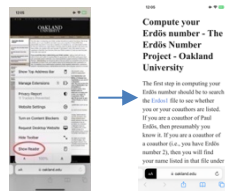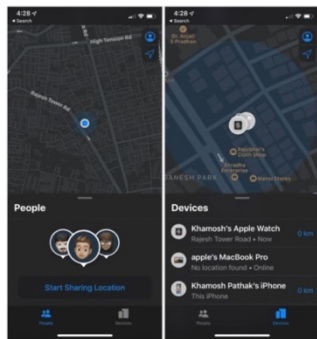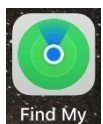|		
46. **Maps: Find my car**		*Maps* can automatically remember where you parked your Bluetooth equipped car. Look below the *Search* field, choose *Parked Car* from the suggestions list. Or type "parked car." For this to work, turn on: *Settings → Maps → Show Parked Location → On. Settings → Privacy → Location Services → On.* Set *Maps → While Using.*
Offline maps		You can **download maps** of areas to use offline. In Maps, tap your avatar in the panel → *Offline Maps → Download New Map* → Search for the area you want to download. Maps will automatically suggest your home area. Refine the bounds and the app will tell you how much storage space you'll need to save the map → *Download*
Multi-stop routing: A → B but not here		**Multi-stop routing**, up to 15 stops. Tap the transportation mode icon (car, walk, transit or bicycle). *Add Stop*, delete (swipe left), and reorder ≡ stops allows you to see the best route from A to B regardless of current location.
47. **Calculator: Scientific**		In the *Calculator* app access scientific functions by rotating the iPhone to landscape orientation, e.g., x^2 x^3 x^y e^x 10^x $1/x$ $\sqrt{x}$ $\sqrt[3]{x}$ $^y\sqrt{x}$ ln $\log_{10}$ x! sin e π
48. **Magnifier: and people range finder**		Magnify small print, menus, labels. Adjust magnification, brightness, contrast, apply filter. LiDAR equipped iPhone 12 Pro and later models detect people and help you maintain a physical or social distance from others. When iPhone detects people nearby, you're notified with sounds, speech, or haptic feedback
49. **Safari: Reader View**		Tap the AA to the left of the URL entry field. If the menu has the *Show Reader* item available (not grayed out), tap *Show Reader;* the body text of the Web page will be transformed into an easy to read, large text view. You can change font size. Tap the AA to charge font, size, and color
50. **Find My** Turn on *Send Last Location* in *Settings → [your identifier] Apple ID, iCloud, iTunes & App Store → iCloud → Find My iPhone → Send Last Location → On.* Also set *Enable Offline Finding → On*		*Find My* is three apps in one: **Find People, Devices,** or **Items** now combined into a single app to help you locate the people, devices, and items important to you. Share tracking AirTags. Parents can now track spouse's and children's AirTags from their iPhones. After setting up iCloud: *Settings → [your identifier] Apple ID, iCloud, iTunes & App Store → Find My → Find My iPhone → set Find My iPhone, Enable Offline Finding,* and *Send Last Location → On.* Once enabled, track your iPhone (from another device) on a map, remotely force the phone to play a loud sound, lock down the phone, have it display an alert message, or even wipe its memory.