iPhone Tips and Shortcuts You Wish You Already Knew

Presented at SIDLIT
July 30, 2015
(51 Tips, Tricks and Shortcuts)
Quickly Access Apps/Notifications

- Swipe Down to open the **Notification Center** (whether iPhone locked or unlocked).
- Note option to touch **Today** tab and see what’s on your calendar and the weather for today.
Quickly Access Apps/Notifications

- Swipe Up (in center bottom) to Open the **Control Center** with **Flashlight**, **Clock app**, **Calculator** or **Camera** (whether iPhone locked or unlocked).
Quickly Access Apps/Notifications

• Open the **Camera** app quickly, even when locked by swiping up from lower right corner.
Phone Related Tips

• Charge faster by putting your phone in **Airplane** mode.

• Set custom vibration alert for a contact: **Phone > Contacts > select contact > Edit > Vibration > select pattern > Done.**

• Set custom Ringtone alert for a contact: **Phone > Contacts > select contact > Edit > Ringtone > select ringtone > Done.**
Camera Tricks

• You can take a photo in the Camera app by pressing the Volume Up button. May enable you to hold the iPhone more steady.

• Or take hands-free photos by using Volume Up button on your headphone set.

• To set automatic exposure/automatic focus (AE/AF), tap Camera screen. Setting holds ‘til iPhone moves.
Camera Exposure Tips

• If the exposure is too bright or dark, tap the screen then slide your finger up/down to adjust exposure.

• To lock AE/AF, even if iPhone moves, tap and hold, yellow AE/AF Lock bar appears.
Photo and File Transfer Tip

• Quickly transfer photos using **Air Drop** (faster than text or email).
  – Turn on both Wi-Fi and Bluetooth,
  – Have the recipient do the same,
  – Have recipient open **Control Center** and select **AirDrop** to enable wireless sharing,
  – You go to **Photos**, select photos to share,
  – Tap the **Share** icon and tap the icon for the recipient's phone,
  – Photos will transfer to recipient's phone, if they accept.
  – Only works iPhone to iPhone (if both users have iPhone 5/iOS 7 and above).
More Camera Tips

• To get a burst of photos, to be sure you catch the action, hold down the Shutter button.

• To remove photos from iPhone, delete from Camera Roll, not My Photo Stream or other Albums.

• Once deleted, photos/videos are permanently removed with Photos > Albums > Recently Deleted > Select > Delete All > Delete Photo(s).
Typing Shortcuts

• Double tap Spacebar at end of sentence to add period.
• Double tap the Shift key to turn on Caps Lock.
• Long-press number key and drag to number or symbol you want to add to a message or email, automatically reverts back to alpha character keyboard.
• For hidden symbols tap number key, then long-press a symbol to display additional similar symbols.
More Typing Shortcuts

• Add bold or underline in **Mail**, select text, tap arrow in **Copy/Paste** pop-up and choose **B/U** to access format options.

• Undo what you’ve just done? Shake iPhone and select **Undo**.
Navigation Tricks

- Double tap **Home** button, all running apps appear, jump to app by tapping it.
- Double tap **Home** button, running apps appear; if needed, swipe left or right to locate app to close, then swipe up to close it.
- When scrolling through messages, emails or Facebook posts tap top center of screen to jump back to top of list.
Search Tips

- In **Messages** use **Search bar** to find specific texts.
- If **Search bar** not visible, swipe down from top of screen.
- To clear **Search field**, tap **X** (icon).
Search Tips

• When you swipe down on middle of Home screen, type search text, iPhone displays:
  – Top Hits,
  – Apps (fast way to locate an app),
  – Suggested Websites,
  – Albums on iTunes,
  – Text occurrences in Bing, Mail, Wikipedia.

• Tap item to jump to it (app, event, message).
General Use Tips

• Settings > General > Accessibility to select Large Font, Zoom, LED flash for Alerts, Invert Colors, VoiceOver (reads screen), Speech (reads selected text) and more.

• For better nighttime browsing invert you screen colors. You can do so by going to Settings > General > Accessibility and then turn on the Invert Colors setting.

• Data usage concerns? Settings > Cellular > [turn off] Cellular Data (email, web, push notifications will only use Wi-Fi).
App Specific Tips

• **Control Panel’s Flashlight** app can be turned off from **locked phone** by swiping up and selecting **Camera** app.

• Create a music station: **Music > New Station >** enter artist name or tap desired genre....

• In **Google Maps** for iPhone, to zoom in/out using one finger, double tap the screen but hold the second tap. Then move your finger up or down (to zoom in/out).
More App Specific Tips

• Long-press in **Messages** and drag to left to reveal time stamps.
• Level tool available by launching **Compass** and swiping left.
• When using **Calculator**, delete most recently added digit by swiping (left or right).
• Want a screen capture? Hold down **Home** and **On/Off** button at the same time.
• Find a lost iPhone, ask **Siri** "Whose phone is this?" **Siri** indicates owner if they have entered contact info.
• Tire of late night calls? **Settings > Do Not Disturb** (will silence all notifications including incoming texts and calls). **Allow Calls From** enables calls from **Favorites** in **Contacts**. Can also enable **Repeated Calls** within 3 minutes.
More General iPhone Tips

- Swipe Right to banish notification at top of screen.
- Be sure to password protect your iPhone! Setup using **Settings > Touch ID & Password**.
- **iCloud** backs-up the current state of your phone, does not archive photos once you delete them from phone. Use to restore what is on phone as of last backup (**Photos, Mail, Contacts, Calendars, Reminders** and so on)
- To archive files and photos, use service like DropBox
Siri Tips

• You can send a text message, call a phone, add calendar date, search Google using **Siri**.
• You can post a Tweet (“Tweet....”)
• You can Post a Facebook Update (“Update Facebook....“
• Prevent **Siri** from interrupting by holding down the **Home** button.
• Accidentally turn on **Siri**? Press **Home** to dismiss.
Resources

- The 12 best iPhone tricks you didn’t know existed [http://goo.gl/05607Q](http://goo.gl/05607Q)
- 20 iPhone tips you wish you knew all along [http://goo.gl/u59nXb](http://goo.gl/u59nXb)
- 20 Siri tricks that’ll make your life easier [http://goo.gl/bNvA2d](http://goo.gl/bNvA2d)
- 19 Mind-blowing Tricks Every iPhone and Ipad User Should Know [http://goo.gl/8QTyD0](http://goo.gl/8QTyD0)
- Compiled by Jonathan Bacon @jpbacon