

MAIL (E-MAIL)



Check for new mail: Pull down on top message.

Unsubscribe from email lists: In the marketing emails, at the top, tap "unsubscribe", and confirm.

Filter email: While viewing list of emails, tap "Filter" icon in bottom left corner. Tap "Filtered by", to select filters.

Quick Mail Navigation: swipe to the right on a message in your inbox to see "Mark as Read/Unread". Swipe slowly to the left and see options for "Flag", "Trash" and "More". You no longer have to open each message to perform an action.

Have Siri read e-mail: Say "Hey Siri read my e-mail." **New!** Hey Siri works in low power mode. Have Siri read e-mails any time.

Mark all e-mails as "Read": Removes the red notification circle on Mail icon, and removes blue dot next to messages in the list).

1. Open Inbox.
2. Tap "Edit".
3. Tap "Mark All".
4. Tap "Mark as Read".

Browse Inbox while composing message:

1. Tap & slide down "New Message" (top of new e-mail) this will minimize message and show Inbox.
2. Browse through Inbox or other folders while new message is minimized.
3. You can open an existing e-mail to copy text from it into the new e-mail message.
4. Tap "New Message" (bottom of screen) to reopen the message you are composing.

Siri Suggestions: see separate Siri Reference Sheet for all Siri shortcuts/features.

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CALENDAR



See "Week" view: Flip iPhone on it's side (landscape) to view a week in the calendar.

See "Year" view": Tap the year in the upper left corner to see the whole year. Scroll up/down to view additional years. Must be in month view.

Location: As you will start typing the name, it will show the locations map that the attendees of that meeting can tap to see directions to this place.

Search: Tap magnifying glass and type a word in the event you are searching for.

Create meeting request: Tap the + icon on the top right section and tap "Invitees", select desired contact or type in e-mail address, tap to go back to "Add Event".

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MISCELLANEOUS

Shortcuts App from Apple: use to create custom shortcuts, simplifying everyday tasks by combining steps across multiple apps. Tap "Gallery" to view pre-made shortcuts already available in the app.



Swipe Right to see "Today": swipe right to left to view your "Today" view.

Easily Rename Folders: use 3D touch to rename folders. Press and hold the folder, tap "Rename" (iPhone 12 or newer).

Notification settings (locked screen): You can change Options for notifications without going into settings. Swipe on notification right to left and tap "Options".

Swipe to close image: while looking at an image full screen, swipe down on the screen to close image & return to previous page.

Back to app: example: if you are in Safari, and a link takes you to the YouTube app, quickly return to Safari by tapping "Safari" in the top left corner.

Share to Notes app: tap the "Share" button to share a link, map, attachments, and more, to a new or existing Note.

Format Text or Add Images to Notes: Tap + & choose text formatting. Tap Camera icon to take photo or add image from library.

Edit screenshot immediately: after taking screenshot, tap it in bottom left corner, edit and tap "Done".

Scan document directly in Notes: Tap Camera icon & "Scan Documents", scan page.

Bring 3D touch to ANY iPhone in Control Center: you can long press any icon in your Control Center to see more options. This works even if your iPhone is too old to support 3D touch anywhere else.

Scan a QR Code: Just use your standard camera app to scan a QR code quickly.

Crop Photos using the zoom feature: When you zoom in on a photo, a new Crop button will appear in the top-right. This will automatically take you into edit mode and allow you to then adjust the crop even more.

TYPING & EDITING TEXT

Available in mail, messages, & other apps.

Delete single message: While viewing messages, tap and hold the bubble to delete, tap "More", tap trashcan icon, tap "Delete Message".

Camera in Messages: Tap the camera icon to immediately take and insert a photo or video, in the message you are sending.

Create typing 'Shortcut' Tap "Settings".

10. Scroll down, tap "General".

11. Scroll down, tap "Keyboard".

12. Tap "Text Replacement".

13. Tap "+"

14. Type phrase.

15. Type Shortcut for phrase.

16. Tap "Save".

To use: type in shortcut and tap spacebar, the phrase will be inserted.

Respond to text without unlocking your phone: after receiving a text, pull down on the Notification Drawer (top of screen), swipe from right to left on the text, tap "Reply". (This also works to Reply to text while in another app).

View all images someone has sent you via text: tap the person's initials or picture at the top of the screen while in a text message, and you can see every image sent to you by that person.

Set expiration for audio/video messages in text: in "Settings", "Messages" you can set whether you want to keep audio and/or video messages 30-days, 1 year or Forever.

Hide Alerts for messages: Tap the initials/photo at the top of the message, tap "Hide Alerts", tap "Done".

Leave a group text conversation: tap the initials at the top of the screen in the thread, tap "Block Conversation".

Trackpad: turn the keyboard into a trackpad by tapping and holding the space bar. Then slide finger to move cursor to any location.

Onetime use codes: iOS will automatically scan, copy & paste one-time login codes that you receive via text message.

Fast actions in text messages: tap contact's initial/picture at the top to access audio call, facetime call or info (see all pics shared in previous messages).

PHONE



Redial last number dialed: Tap Phone icon, Tap "Keypad", Tap "Call" twice.

To Silence incoming call: Press any button.

Use Siri to make calls: Say "hey Siri, call Steve Turner Mobile". **Find a phone number:** Tap "Phone", Tap "Contacts", Type first few letters of last name in search field at the top.

Make Conference Call: While on a call, Tap "Add Call", Contacts will open, Tap desired contact, Tap "Merge".

Group FaceTime: add one or more people (up to 32) on a FaceTime call. The speaker will automatically become front and center or double tap the person you'd like to see. Start a FaceTime call right from a group text message conversation.

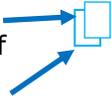
Best Navigation shortcuts of all time:

- **Go Back/forward:** swipe from left to right to go back a screen, and right to left to go forward. (Works in supported apps. i.e. Safari). In e-Mail & Settings, you can only go back by swiping left-to right.
- **Reachability:** In Safari to lower the top half of the screen, swipe down on the bottom edge of the screen. However, you will first need to Turn on that feature. Go to Settings > Accessibility > Touch, then turn on Reachability
- You can return to a recently/previously used apps by swiping up from the bottom of the screen to the middle and recent apps will show up. Then Swipe towards right to desired app and tap to open. Swipe up to close any app.
- Swipe down on any home screen to search.
- Double tap space bar to insert period and capitalize next letter.
- Shake iPhone to undo typing.
-

SAFARI (WEB BROWSER)



Share Icon 

Open additional tab/window: Tap double square in bottom right corner of page, Tap plus sign. 

Close all tabs: Tap and hold double square icon, tap "Close all tabs".

Reopen closed tabs: tap and hold the plus sign you use to open a new tab, this will let you view recently closed tabs and re-open with a tap.

Save an image from webpage: Press and hold the image, Tap "Save to Photos". It will be saved in your "Photos".

Zoom in/out: pinch to zoom with thumb and index finger. (To Zoom out, you can Double tap).

Open link in new tab: Press and hold the link, Tap "Open in New Tab".

Add bookmark: Tap "Share" icon, Scroll down and Tap "Add Bookmark" icon, Tap "Save"

E-mail link: Tap "Share" icon, Tap "Mail".

Send link via text: Tap "Share" icon, Tap "Messages".

Create shortcut for page on Home Screen: Tap "Share" icon, Tap "Add to Home Screen".

Save web page as PDF: Tap the "Share" button in Safari to "Books".

Save any webpage as PDF: tap "share" icon, scroll right to left on top row of choices, tap "Books". This will convert page to PDF and save. **on the second row of choices, in the Books, beside/below that PDF tap three dots ... and tap "Share PDF", Tap "Save to files" it on any other location on your iPhone.*

Tap navigation bar to return to top: in almost any app you can tap **near** the time display to scroll quickly back to top of emails, messages, a web page, etc.

18:36

