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TEXTING TIPS AND TRICKS



ADDITIONAL DEMOS TO PRACTICE AND LEARN

DEMOS 4-9:

Texting Tips and Tricks

Your iPhone Messages practice guide

Send with confidence, find what matters, and discover useful features hiding in plain sight. Begin with Demos 1–3. When you feel comfortable, explore Demos 4–9 at your own pace.

These steps use the built-in Messages app on recent iPhone software. Menus may look slightly different on your phone. To check your version, open Settings, tap General, then About, and look for iOS Version. Choose a willing practice partner before sending messages.

Overview 1 Find your way around

1. Open Messages, the green app with a white speech bubble. Tap a conversation to open it; tap the back arrow to return to the list.
2. Tap the compose button, shown as a square with a pencil, to start a new message. The text field is where you type; the upward arrow sends it.

Overview 2 Understand the colors

Your outgoing blue bubbles use iMessage over Wi-Fi or cellular data. Green bubbles use RCS or SMS/MMS through your carrier. Green does not mean something is wrong. Some tricks in this guide require a blue iMessage conversation.

Overview 3 Make text easier to read

1. Open Settings, then Display & Brightness, then Text Size. Move the slider to a comfortable size.
2. For larger choices, open Settings, Accessibility, Display & Text Size, then Larger Text. Turn on Larger Accessibility Sizes and adjust the slider.

Overview 4 Check before you send

Read the name at the top, review your words and attachments, then tap Send. In a group conversation, everyone can receive your reply. Treat unexpected payment requests or links cautiously; verify them with a known phone number. Never text passwords or verification codes.

Turn the keyboard into a trackpad

Move the cursor precisely, then create a shortcut that types an entire phrase for you.

Move the cursor with the Space bar

1. In a conversation, type “We will meet at the library tomorrow.” Leave it unsent.
2. Touch and hold the Space bar until the keyboard letters disappear or the keyboard turns light gray.
3. Without lifting your finger, slide it across the keyboard. Watch the cursor move through your sentence.
4. Place the cursor just before “tomorrow”, then lift your finger. Type “early ”, including a space.

Create your own typing shortcut

1. Open Settings, then General, Keyboard, and Text Replacement.
2. Tap the plus button. In Phrase, enter “I have arrived. See you shortly.”
3. In Shortcut, enter “zzhere”. Tap Save. Choose an unusual shortcut so it will not replace an ordinary word.
4. Return to Messages. In a draft, type “zzhere” and then press Space. Your full phrase should appear.
5. Read the expanded phrase before sending. To change or remove the shortcut later, return to Text Replacement; tap it to edit or swipe left to delete.

Try it yourself

Correct one word using the Space bar trackpad. Then make a second shortcut for a phrase you often use, such as a lunch invitation.

The surprise: Text Replacement works in many apps, not just Messages. Keep passwords, door codes, and other sensitive information out of shortcuts.

EXPLORE FURTHER • DEMO 5

Correct a message after sending it

Fix a typo in a sent message, or withdraw a message you sent by mistake.

Requires a blue iMessage conversation. For reliable results, both partners should have iOS 16 or later.

Edit a sent message

1. Send your partner “Let’s meet at 3” as a practice message.

2. Within 15 minutes, touch and hold that sent bubble. Tap Edit.

3. Change 3 to 4, then tap the checkmark or confirmation button.

4. Look for Edited below the bubble. Tap Edited to see the earlier version; your partner can see that history too.

Undo a send

1. Tell your partner that the next message is a test. Send “This practice message will disappear.”

2. Within 2 minutes, touch and hold that bubble and tap Undo Send.

3. Notice the note saying that a message was unsent. Ask your partner what they saw.

Know the limits: You may edit a message up to five times within 15 minutes. Undo Send is available for only 2 minutes. Older recipient software may still show the original. Your partner may already have read or captured the message before you withdraw it.

Deleting a sent message from your own phone does not recall it from someone else’s phone. These tools do not work for ordinary green SMS, MMS, or RCS messages.

Try it yourself

Send a harmless typo, correct it, and view its edit history. Then send a separate test message and immediately use Undo Send.

Send a message with a little theater

Discover Invisible Ink and full-screen celebrations hidden behind the Send arrow.

Requires iMessage. These effects do not require Apple Intelligence.

Reveal a message with Invisible Ink

1. In your partner’s blue conversation, type “A little surprise for you”. Do not send it yet.
2. Touch and hold the blue Send arrow instead of tapping it.
3. In the Bubble effects view, select the dot beside Invisible Ink to preview the effect.
4. Tap the Send arrow in the effects screen. Ask your partner to swipe over the received bubble to reveal the words.

Fill the screen with a celebration

1. Type “We did it!” in a new message.
2. Touch and hold the Send arrow, then tap Screen.
3. Swipe left through the previews until you find an effect you like, such as Confetti or Fireworks.
4. Tap Send to deliver it. To leave the effects screen without sending, tap the close button.

Try it yourself

Exchange one Invisible Ink message and one screen effect. Try replaying a received effect using Replay beneath the message, if available.

The surprise: Certain greetings can trigger effects automatically, including “Happy birthday” for balloons. Choosing an effect yourself gives you more control.

Invisible Ink is playful presentation, not a privacy lock. Anyone with access to the conversation can reveal it. If effects do not animate, motion or message playback settings may affect what you see.

EXPLORE FURTHER • DEMO 7

Write now and send later

Schedule a thoughtful greeting or reminder without sending it at an inconvenient hour.

Requires iOS 18 or later and iMessage. Use a blue conversation for practice.

Schedule a message

1. Open your partner’s conversation. Tap the plus button, then Send Later. Swipe up or tap More if needed.
2. Tap the displayed date or time. Choose a time a few minutes from now, then return to the draft.
3. Type “This is my scheduled practice message.”
4. Check the date and time, then tap Send. A dashed outline shows the message is waiting to be delivered.

Change or cancel it before delivery

1. Find the scheduled message near the bottom of the conversation.
2. To reschedule it, tap Edit beside its date, then Edit Time. Choose a new time and tap outside the scheduler to finish.
3. To cancel it, touch and hold the scheduled bubble, tap Delete, and confirm if asked. Delete it before its delivery time to prevent sending.

Try it yourself

Schedule a message and let it arrive. Then schedule a second one for tomorrow and cancel it while you are still in class.

The surprise: You can schedule up to 14 days ahead. Once scheduled, the message can be delivered even if your devices are offline. You need an internet connection to edit, reschedule, or cancel it.

A scheduled text is a message to someone else, not a personal reminder alert. Always review the recipient and delivery date.

Copy printed words into a text message

Use your camera to turn a printed address or invitation into editable words, without retyping.

Live Text requires iPhone XS, XR, or later with iOS 15 or later, in a supported language and region.

Capture and copy the words

1. Choose a clearly printed, nonprivate sample, such as a brochure or invitation. Open Camera and take a well-lit photo of it.
2. Open the photo in Photos. Tap the Live Text button if shown; it resembles lines of text inside a small frame.
3. Touch and hold a word in the photo. Drag the selection handles until the words you want are highlighted.
4. Tap Copy. If needed, tap the menu arrow to find it.

Paste them into Messages

1. Open your partner’s conversation in Messages and tap the text field.
2. Touch and hold in the field, then tap Paste.
3. Check names, street numbers, dates, and punctuation against the original. Correct any recognition mistakes.
4. Add a short explanation, such as “Here is the address,” then tap Send.

Try it yourself

Copy one printed sentence and send it as editable text. Ask your partner to confirm that the words arrived as text rather than as a photo.

If text will not select: Check Settings, General, Language & Region, and turn on Live Text if available. Try a sharper photo with larger, clearly printed words. Handwriting and decorative lettering may not be recognized accurately.

The surprise: A photograph can contain text you can select and reuse. You can also copy words from older photos already in your library.

Let someone know you arrived with Check In

Arrange an automatic update for a trusted person after a trip, or use a timer for a planned activity.

Both people need iOS 17 or later and iMessage. Practice with a willing partner who understands this is a test.

Try a timer based Check In

1. Open your partner’s conversation. Tap the plus button, then Check In. Swipe up or tap More if needed.
2. Follow any first-time prompts. Review the data-sharing choices; choose Limited for this practice.
3. Tap Edit on the Check In card. Choose After a timer, then select a short practice duration. Tap Done if shown.
4. Tap Send to start the Check In. Your partner receives the Check In card.
5. Before the timer expires, tap Details on your card, then Cancel Check In and confirm. Your partner is notified that it has ended.

Use it for a future journey

To set up a trip, repeat the opening steps, tap Edit, and choose When I Arrive. Select your destination, travel method, and any extra time, then review the details and send. Check In completes automatically when your iPhone arrives at the chosen destination.

Understand sharing: If you do not complete Check In and do not respond to prompts, Limited can share your location, battery, and network signal. Full adds details such as your route. Review this later in Settings, Apps, Messages, Check In Data. On older iOS versions, Messages is directly in Settings.

Try it yourself

Send a timer Check In, view its Details, and cancel it successfully. Save a real journey for another day. Check In informs your contact; it does not summon emergency services. Service loss or a powered-off phone can affect notification timing.