iCreative

tel: 877-392-8200
www.theicreative.com

TEXTING TIPS AND TRICKS



OBJECTIVES:

1. Texting with greater ease
2. Managing Photos in Texts
3. Pin, Search and Locate texts

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.

CORE PRACTICE • DEMO 1

Send a message without typing every word

Start a conversation, reply, and use your voice to write a readable text.

Start and send

1. Open Messages and tap the compose button.
2. In To, type your partner’s name. Tap the correct contact and confirm the phone number if more than one appears.
3. Tap the text field and type: “This is my practice message.”
4. Review the recipient and message. Tap the upward Send arrow.
5. When your partner replies, open that conversation. Tap the text field, type your reply, and tap Send.

Let your iPhone do the typing

1. Tap the text field so the keyboard appears. Tap the microphone on the keyboard, usually near the bottom-right corner.
2. Say: “Shall we meet for lunch question mark”. Watch your words appear as text.
3. Tap the Dictation microphone again to stop. Read the text and correct any mistakes before tapping Send.

If the microphone is missing, open Settings, General, Keyboard, and turn on Enable Dictation. Dictation writes text; Audio in the plus menu records your voice as a sound message.

Try it yourself

Send one typed message and one dictated message. Ask your partner to reply. Check names, punctuation, and any words your phone misunderstood.

If a red exclamation mark appears, the message did not send. Check your connection, tap the mark, and try again. Avoid repeatedly sending copies.

Share a photo and keep one you receive

Send a favorite picture with a caption, then save a picture from a conversation.

Send a photo

1. Open your partner’s conversation in Messages.
2. Tap the plus button beside the text field, then Photos. On older software, a Photos button may appear above the keyboard.
3. Tap one photo to select it. If needed, browse your photo library to find a different picture.
4. Return to the message field if necessary. Add a short caption, such as “A favorite place to visit.”
5. Check the photo preview and recipient. Tap Send.

Save a photo from your partner

1. Ask your partner to send you a photo. Tap the received photo to open it.
2. Tap the Share button, a square with an upward arrow, then Save Image. You may need to scroll through the actions. Alternatively, use the Save button beside the photo in the conversation, if shown.
3. Open Photos and look for the saved image. Its position may reflect the original photo date; check Recently Saved if available.

Try it yourself

Exchange one photo each. Add a caption to yours, then find your partner’s saved picture in Photos.

Before sharing: A photo may include location and date information. Choose a nonprivate practice picture. Sending a photo gives the recipient a copy they may save or forward.

If Photos is hidden in the plus menu, swipe upward through the menu or tap More. Large photos may take a little longer to send.

CORE PRACTICE • DEMO 3

Find a message and tame a busy conversation

Keep important people close, retrieve an old detail, and quiet a conversation without leaving it.

Pin an important conversation

1. Return to the Messages conversation list. Touch and hold your partner’s conversation.
2. Tap Pin. The conversation appears near the top. To reverse this, touch and hold its pinned circle and tap Unpin.

Search instead of scrolling

1. Find Search in the conversation list. On some versions, pull down on the list to reveal it.
2. Type a distinctive word from an earlier message, such as “lunch”. Tap a result to open the message in its conversation.
3. For a narrower search, enter a contact’s name and choose “Messages with” if offered. Then add your search word.

Find shared pictures

1. Open your partner’s conversation and tap the name or picture at the top.
2. Find Photos, scrolling if needed. Tap See All if shown, then open a picture.

Quiet a busy conversation

1. Open a conversation and tap the name or group picture at the top.
2. Turn on Hide Alerts. Messages still arrive, but alerts for this conversation are muted. Return here and turn it off when you want alerts again.

Try it yourself

Pin your partner, find the word “practice”, and locate your shared photo. Try Hide Alerts, then turn it off again.