iPhone *Text Message* Tips
August 2023

To Send a Text Message:

1) Click on the Message app and either begin a new message using the pad and pencil icon (upper right-hand corner), choose a pinned recipient, or choose a previous text message; 2) Click on iMessage to bring up the keyboard if you wish to type out the message; 3) OR click the microphone within the iMessage box to record your message; 4) OR click on the blue Record icon app (in the app icon drawer below the iMessage box) to have an actual voice recording of your voice.

Note: The Message Send arrow is **blue** if you are sending to another iPhone. The Send arrow is **green** if **any** of the recipients has an Android phone.

Pinned Contacts:

You can have up to nine contacts pinned to the top of your Messages. To pin, press and hold a conversation, then click Pin. Remove pin by pressing and holding the icon and click Unpin.

Handwrite a Text Message:

1) Open the Message app; 2) Click on the pen and pad on the right-upper side to begin a new message or tap a recipient from a previous string; 3) Turn your phone to landscape mode; 4) Tap on the Message bar to pull up the keyboard. On the keyboard you will see a handwriting swirl next to the Return key; 5) Click on the swirl; 6) Write with your finger or stylus or choose a suggested message; 7) Click Done; 8) Click the Send arrow. (Note: if you wish to delete any of the handwritten messages you previously used (while in the landscape mode), long hold one of the messages and click the X to delete.)

Add a Photo to Your Message (2 options)

Option 1: Go to your Photos library and click on   the photo(s) you wish to send. Once selected click on the upload   box on the bottom of your screen. (Note: you are limited to   20 photos.) Choose your recipient and add a message if you wish. Click on the Send arrow. Multiple photos will form a stack for you and your recipient.

Option 2: Go to Messages and compose a text message to a recipient(s). Click on the camera app next to the iMessage box to take a photo, or click on the Photos app (located in the App icon drawer below the iMessage box) to add from your library photos (Note: you are limited to 20 photos). Once loaded, click the Send arrow.

Save a Photo from a Text Message Sent to You:

To save a photo or video, tap next to the photo or stack. The photo(s) will be saved to your Photos library.

Message Scanned Text:

1) Open the Message app; 2) Select recipient; 3) Long hold the message bar until SCAN TEXT message appears; 4) Click on SCAN TEXT and hold it over text you wish to message; 5) Four yellow corners appear around selected text; 6) Click INSERT; 7) Click the Send arrow.

Enhance Message with an Effect:

1) Type a message to a recipient. Before you send, long-hold the SEND arrow; 2) 'Send with Effect' screen will pop up; 3) Experiment with Bubble effects, such as Slam, Loud, Gentle, Send with Invisible Ink (the recipient will have to rub their finger across the block to see the message or photo); 5) Also try Screen Effects (a slider with 8 different screens can be accessed on the bottom of the screen). These effects are especially fun when sending a photo.

App Icon Drawer Highlights: (Photos and App Store are fixed apps)

 - Message App Store:

1) Below the iMessage box in the App Bar is the App Store icon (these are apps specifically for Messages); 2) Click on to view apps for purchase, some with In-App purchases (basic is free, and enhancements cost) and some are free. Once you have downloaded the app will appear in the App Bar.

2) To Edit the App Bar, scroll to the left and click MORE. From here you can rearrange the Apps, and remove from favorites, or add More Apps by toggling the button to Green.

 - Fun Apps to Place in the App Icon Drawer:

• Memoji (create one of yourself or family members)
• Memoji Stickers (once Memoji is created you can select from a variety of stickers
• Digital Touch (allows short handwritten message, short video of self, special effects)
• Images - GIFs to add to your message

Filter Unknown Senders:

1) At the top of the Messages screen you will see Filters on the upper left-hand corner; 2) Click on; 3) Tap Unknown Senders; 4) You can delete Unknown senders from this list.