iPhone Text Message Tips
Revised: May 2024

TO SEND A TEXT MESSAGE

Click on the Message app and begin a new message using the pad and pencil icon (upper right-hand corner). Type in a name from your **Contacts** list**,** a phone number, or choose a pinned recipient (more on that below).

1) Click on the iMessage bar to bring up the keyboard if you wish to type out the message; 2) OR click the microphone in the iMessage bar (or if you have the keyboard open you can also use the microphone under the keyboard.) Speak your message which turns to text. 3) Use your personal assistant, Siri, to send a message.

Note: The send arrow and message bubbles are **blue** if you are sending to another iPhone. The send arrow and message bubbles are **green** if any of the recipients has an Android phone (even if there's just one in a group message.)

Pinned Contacts:

You can have up to nine contact conversations 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.
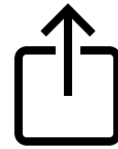
Handwrite a Text Message:

1) Open the Message app; 2) Click on the pen and pad on the upper right-hand corner 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 icon on the bottom of your screen. (Note: you are limited to 20 photos in one text message and more than three photos starts a stack for your recipient.) Choose your recipient's name and add a message if you wish. Click on the Send arrow.

Option 2: Go to Messages and compose a text message to a recipient(s). Click on the + next to the iMessage box to open the App Icon Drawer. Take a photo by clicking the camera icon, or click the Photos app to add from your library photos. Once loaded, click the Send arrow.

Message Scanned Text:

1) Open the Message app; 2) Select recipient; 3) Long hold the message bar to Auto Fill. Click on and a 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.

Message Contact or Password Information:

Once again, long hold the message bar to **Auto Fill**. Click on Contact. Choose a contact from the list to send information such as a phone number or email address.

The same can be done to send someone a Password if you use Keychain to hold your passwords.

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:

Click on the + next to a new or existing text message to open the App Icon Drawer.

Camera: You can take a photo or video and send it in a message.

Fun item - Click on the Effects icon (lower left-hand corner of camera or video screen that looks like a star) and it switches to selfie mode with fun effects you can add such as emojis, Memojis, color changes, text insertion, shapes, etc.

Note on Audio option: Choose Audio to create an actual voice recording of your voice.

Other items in App Icon Drawer:

Besides the Camera and Photos app, you can add Stickers, Apple Cash, Audio, and Location.

- Message App Store:

The last item in the App Icon Drawer is **MORE**. Click on to open up and then click on **Store** which are apps specifically for Messages); click on to view apps for purchase, some have In-App purchases (basic is free, enhancements cost) and some are free. Once you have downloaded the app it will appear in the Sticker menu.

More under More:

• **Digital Touch** (allows short handwritten message, short video of self, special effects)
• **Images** - GIFs to add to your message
• **Music** - Send a playlist or song to another recipient who uses Apple Music.

• **More Highlights Under Stickers Option:**

Click on Stickers in the App Icon Drawer. A menu of different message options appear under the iMessage bar. Options are most used stickers, stickers, emojis, etc.…

• Memoji (create one of yourself or family members)
• Memoji Stickers (once Memoji is created you can select from a variety of pre-made stickers

Create Your Own Sticker from Photos:

Start a message and click on Stickers in the App Icon Drawer. Click on the Stickers icon (it looks like a circle with one side peeled down). Click on the +. Choose a Live Photo for a sticker with movement. Any photo (All Types) can be changed into a sticker (background is removed) with Effects which can be added before sending.

Copy a Subject Using Safari:

Click on the Safari app. Find an image on a webpage and long hold it. A menu will appear: Share, Save to Photos, Copy, COPY SUBJECT, and Look Up. Chose COPY SUBJECT. Return to iMessage and paste the subject into a 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.

Under Filters you can also view All Messages, Known Senders, Unread Messages, and Recently Deleted.

RECEIVING A TEXT

A notification will appear on the iMessage icon on your phone. Click it on to see all of your opened and unopened Messages. Click on to view message from your recipient. Long hold the message to:
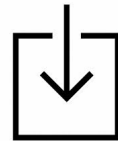
- Emphasize to your sender using a heart, thumbs up/down, Ha Ha, exclamation point or question.

You can also:

- Reply
- Add sticker
- Copy (so you can paste the message into another text or to another document)
- Translate to another language
- More: Move to trash or forward the message.

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.

Replying to a Previous Statement in a Long Message String:

If there is a long message string with an individual or group but you want to answer to a specific statement said earlier, go back to that statement and long hold. Click reply and type in what you would like to say. Click Send. On the bottom of the string the statement appears again along with your reply.