

Handy iPhone Tips and Tricks

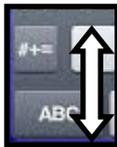
KEYBOARD SHORT CUTS

ALL CAPS in one Step

- Double tap shift arrow. It will turn blue or highlight. All subsequent letters will be capitalized until you tap the shift arrow again.

Punctuation in One Step

- Rather than selecting number keyboard by tapping, punctuating, and then tapping the alpha key-board, simply slide to the new keyboard icon and slide to the punctuation. Keyboard will automatically revert to alpha key-board.



Add BOLD, *Italics*, and Underlining to Email

- Select the word or words you wish to format by holding the cursor at the starting point until the magnifying glass appears.
- Then select the right arrow options for BOLD, Italics and underline (BIU) or will appear.



Scroll to the Top in One Tap

- Tap the very top of the screen (on the time) to go to the top of a long list or web page and avoid scrolling.

Create Shortcuts for Frequently Used Messages

- In "Settings," select "general" then select "Keyboard" and select "Shortcuts."
- In "Add New Shortcut," create a phrase such as "on my way" and add a shortcuts such as "omw."
- Save.



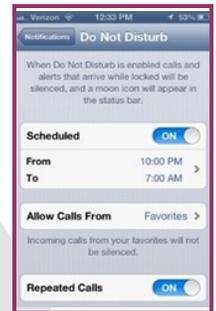
Add Someone to Call

- Place call
- When connected, Hit + sign
- Select others from contact list

FEATURES

Set Quiet Hours for Sleep

- To turn off all but SELECT callers and alerts while you sleep, go to "Settings" then select "Notifications" and then "Do Not Disturb."
- Use the "Scheduled" option to control Quiet Hours.
- Use the "Allow Calls From" option to allow calls from Favorites."
- Use the "Repeated Calls" option to allow a call if it is repeated within three minutes
- Manage what apps can and cannot be included by editing "In Notification Center"
- NOTE: If you use your phone as your alarm clock, the alarm will still sound. This is a good one to test first!



Reply to Incoming Call with Message

- On the Incoming call screen, select the phone icon of the phone, rather than "Decline" or "Answer."
- Select "Reply with Message."
- Caller will be sent to voice mail and a text message will be sent that begins with "Can't talk right now..." Complete the message by selecting from "I'll call you later." "I'm on my way." "What's up?" or select "Custom" to create your own.
- Customize your standard reply choices in "Settings" and then select "Phone"
- Under "Calls" select "Reply with Message"
- Replace one of the three default choices with one of your own



Rotate your iPhone to Landscape and View

Calendar by Week



Larger Keyboard

