

iPhone (iOS 16) Essential Tips

(Note: These Tips are only available on iOS 16, which you can download as long as you have an iPhone 8 or newer.)

I. How To Delete Duplicate Photos With Apple's iOS 16 ...

- 1. Open the Photos app on your iPhone ...**
- 2. Tap Albums at the bottom of your screen ...**
- 3. In Albums, scroll down to the section titled Utilities**
- 4. Under the Utilities section, select Duplicates**
- 5. You'll see Duplicate Matches and an Option to Merge.**
- 6. Tap Merge to Delete Duplicate Photos**

II. How to Save a Photo as a PDF on iPhone ...

- 1. Open the Photos app and make sure you're on the "Library" tab...**
- 2. Tap Select, Tap the image(s) you want to save as a PDF. (Note: A Blue Check Icon will appear in the corner to indicate selected photos.)**
- 3. Tap the Share Icon, Scroll down and Tap Print. (Note: do NOT Tap "Save to Files" now. This will not convert your image to a PDF)**
- 4. On the Print Options screen, Tap the Share Icon in the Upper Right, next to Print ...**
- 5. Scroll down and Tap Save to Files ...**
- 6. Now the File Picker interface will open. (Note: Use this to Navigate to the Folder on your iPhone where you'd like to Save the PDF. You can Tap "Photo" at the Bottom to Change the Name of the File.) When you're Finished, Tap Save ...**
- 7. How to open the saved PDF file on your phone to Review it or Share it. First, Open the Files app ...**
- 8. Navigate to where you decided to Save the PDF. (Note: I put mine in the Downloads folder) ...**
- 9. In the folder you previously chose, Tap the icon for the PDF file you Saved ...**
- 10. This will open the file in a simple PDF Viewer. You can review the pictures here and if it looks good to you, you can tap the Share icon in the lower left to send it on.**

III. How to Determine if a Text Message Was Read ...

- 1. Open Settings, then Tap Messages ...**
- 2. Move Toggle: Send Read Receipts to "On" ...**

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IV. How to Change Read Receipts for an Individual Contact ...

- 1. Open Messages and Tap the Text conversation From A Contact ...**
- 2. Tap the Contact Card at the Top of the Conversation ...**
- 3. Move Toggle at: “Send Read Receipts” To Either On or Off ...**
- 4. Tap Done.**

V. How to View Wi-Fi Password on iPhone ...

- 1. Open the Settings App, and Tap Wi-Fi ...**
- 2. Tap the Info Icon** *(Note: A circle with an “i” in the Center)* **next to your Wi-Fi network ...**
- 3. Tap the Password** *(Note: Allow Face ID to Scan your Face or enter your iPhone Passcode if you do not have Face ID Enabled) ...*
- 4. The password will be revealed. Tap “Copy” to Copy It to your Clipboard.**

VI. How To Search Your iPhone in iOS 16 ...

- 1. From your Unlocked Home Screen, Tap the Search Button, located in the center of the screen, just above the dock** *(Note: You can also Access the Search Screen by Swiping the Home screen From the Top - Down) ...*
- 2. The Search Screen Open with the Keyboard already Up and ready to enter something into the Search field. Just Type whatever you're looking for.**
- 3. Your Results will Display automatically as you Type.**

VII. How to Unsend an Email You Sent in the Mail App ...

- 1. Open the Mail app ...**
- 2. Create an Email and Select a Recipient** *(Note: You can create a practice one to send to yourself) ...*
- 3. Tap Send ...**
- 4. At the Bottom of your phone, you will see an “Undo Send” Button, Tap it to Stop the Email From Sending** *(Note: After you stop the email from sending, your Mail app will open the Draft again, so you can Edit it and Resend if necessary.) ...*

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- 5.** *(Note: If you wait longer than 10 seconds, you won't be able to Unsend the Email unless you Change the Mail Undo Send Delay in your Settings.)*

VIII. How to Change the Mail Undo Send Delay Time...

- 1. Open Settings and Tap Mail ...**
- 2. Scroll to the Bottom and Tap “Undo Send Delay” ...**
- 3. Then you can Pick between “Off,” “10 Seconds,” “20 Seconds,” and “30 Seconds.” Tap “30 Seconds” to select It.**

IX. How to Unsend a Text Message Sent in the Messages App ...

- 1. Open Messages ...**
- 2. Send a Message (To Yourself) ...**
- 3. Immediately, Tap and Hold the Text Message to Undo It ...**
- 4. Tap the Undo Send Option...**
- 5. Read the Message About your Undo.**
- 6. (Note: If you send an iMessage and then change your mind, you can use the **Undo Send** feature to Undo it. You can Unsend an iMessage for **Up To Two Minutes** After Sending It.)**

X. How to Add Emojis to Text with Dictation on iPhone ...

- 1. Open any app that allows you to write text, such as Messages, Notes, Etc. ...**
- 2. Open a New or Previous Note/Message ...**
- 3. Tap the Dictation Icon ...**
- 4. Say the Emoji Name Plus the Word “emoji.” (Note: E.g., “Cat emoji” or “Happy Face emoji”)**
- 5. Tap on the Dictation icon again to disable it.**