

# **iPhone Tips ... How To Do EVEN More Stuff With Your iPhone**

## **How To Type A Period On iPhone, Use Space Bar ...**

### **1. Anytime You Are Using Your Keyboard ...**

- Instead of **Tapping** the **(123) Key** and then **Tapping** the **Period Key** ...
- Just **Double-Tap** the **Space Bar** at the end of the Sentence to get a **Period**.
- Pretty Easy, Eh?

## **Utilizing Your iPhone's App Library ...**

### **1. Use the App Library to Find Your Apps ...**

- **Swipe** to the **Last Page** of **Apps** on your **Home Screen** ...
- Then **Swipe** to the **Left One More Time** ...
- **Scroll Down** to **See All** the **Groupings** your iPhone has **Created** ...
- **Tap** on the **Small Grouping** of **4** in the **Lower Righthand Corner** of the **Group** to **See All** the **Group's Apps**.

### **2. Use the App Library Search Function ...**

- **Tap** the **Search Bar** at the **Top** of the **App Library** Screen ...
- **Type In** the **Name** of the **App You're Looking For** ...
- Or **Swipe Up** From the **Middle** of the **Screen** to **See All** the **Apps** Listed **Alphabetically**.

### **3. To Add an App From the App Library to the Home Screen ...**

- **Find** the **App** to **Add** to the **Home Screen** in **Groupings** or **Search Bar** ...
- **Press** and **Hold** the **App Icon**
- A **Menu Pops Up** Below the **Icon**, **Tap** "**Add to Home Screen**".

### **4. How to Download Apps Only to the App Library ...**

- **Tap** On **Settings** ...
- **Tap** On **Home Screen**
- **Tap** On "**App Library Only**".

## **Print Emails / Attachments From Your iPhone ...**

### **1. Open the Mail App ...**

- **Select** an **Email** You **Want** to **Print** ...
- **Tap** the **Share Icon** (*an Arrow Pointing Upper Right*) on the **Screen Bottom** ...
- **Scroll Down** and **Tap Print**; **Make Adjustments**: **Copies**, **Page Range**, etc. ...
- Then **Tap Select Printer**, **Select (Air) Printer** and **Tap Print** again.

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## **How To Print Map Directions From The iPhone ...**

### **1. Open Apple Maps ...**

- **Type** in an **Address** and **Select** the **Directions Button** to **Begin Navigation ...**
- **Tap** on **Your Preferred Route** (*to the Left of the Go Button*) ...
- **Scroll** to the **Bottom** of the **List of Directions** and **Tap Share ...**
- **Tap Print; Make Adjustments:** Copies, Page Range, etc., and **Tap Print** again.

## **Delete Large iPhone iMessage Attachments ...**

### **1. Over Time Message Attachments Can Take Up Space...**

- **Tap** on **Settings > General > iPhone Storage ...**
- Under **RECOMMENDATIONS Tap Review Large Attachments ...**
- **Tap Edit** (*Upper Right*) and **Tap Circle Next to Photo/Document** that You Want to **Delete** (*File Size Indicated in Right Column*) Then **Tap Trash Can**.

## **Two Ways To Add Contacts On Your iPhone ...**

### **1. How To Add A Contact In The Contacts App ...**

- **Tap Contacts App; Tap** the **Plus Icon (+)** Upper Right Corner ...
- **Type First & Last Name; Tap Green Plus (+)** For **Phone Number**, Then **Tap Phone Number Label & Select Label Name ...**
- **Scroll Up** to **Add Additional Data: Email, Address, Web Site, Etc. ...**
- **Tap Done** When Finished.

### **2. How To Add A Contact After A Call ...**

- After the Call, **Tap** the **Recents Icon** at the **Bottom** of the **Screen ...**
- **Tap** the **Circled Info Icon (i)** at **Right** of the **Phone Number** You Want ...
- **Tap Create New Contact & Type First & Last Name.** The **Phone Number** Has Been **Put In** For You. **Add** Any **Additional Data ...**
- **Tap Done** When Finished.

## **How To Customize A Share Screen Action Menu ...**

### **1. Apps That Have Their Own Share Screen ...**

- **Tap** on **Photos / Albums / Recents;** and **Tap** on a **Photo ...**
- **Tap** the **Share Icon (Box-With-Arrow-Up)** on **Bottom** of the **Screen ...**
- **Scroll Up** to **Bottom** of **Screen** and **Tap Edit Actions ...**
- **Tap (Minus-Red)** To **Remove Action,** **Tap (Plus-Green)** To **Add Action ...**
- **Tap** and **Move (Three-Lines Icon)** To **Position Favorites ...**
- When You are Finished, **Tap Done** in **Upper Right Corner.**