

Messages...and More

1. In the beginning, there were flip phones

- 1.1. Text messages had more immediacy than traditional email
- 1.2. Traditional telephone keypad led to lots of abbreviations and acronyms
- 1.3. Very expensive, relatively speaking, compared to the size of the data transmitted
 - 1.3.1. Phone companies charged by the message...both sent and received
- 1.4. But...you could reach anyone with a mobile phone via text message

2. Along came computers

- 2.1. Chat servers sprung up. Remember AOL Instant Messenger and iChat?
- 2.2. Users needed an account on each messaging service to communicate

3. And then came smart phones

- 3.1. Blackberry's smart phone included a full keyboard...and its own messaging service
- 3.2. Chat servers that started on computers spread to apps on smart phones
- 3.3. Cost? Free.
- 3.4. Phone companies could no longer charge exorbitant rates for messages.
 - 3.4.1. Now, most cellular data plans include unlimited messaging
- 3.5. There are more messaging services than you can shake a stick at, but users need an account on each messaging service to reach users of that service

4. Messaging explodes

- 4.1. Smart phones opened the door to enhanced messaging
 - 4.1.1. Type and dictate
 - 4.1.2. Audio
 - 4.1.3. Emoji
 - 4.1.4. Handwriting

4.1.5. Photos and videos

4.1.6. Effects

4.1.6.1. Bubble

4.1.6.2. Screen

4.1.6.3. Camera

4.1.6.4. Digital touch

4.1.7. Stickers

4.1.8. Apps

4.1.9. Animoji

4.1.10. Memoji

5. Set up iMessage

5.1. Settings > Messages

5.1.1. Turn on iMessage

5.1.1.1. iMessage is an Apple service that sends messages over Wi-Fi or cellular connections to other iOS devices (with iOS 5 or later) and Mac computers (with OS X 10.8 or later).

5.1.1.2. These messages don't count against your messaging plan

5.1.1.3. Enter your Apple ID and password on all your devices

5.1.1.4. Messages are encrypted both in transit and at rest

5.1.2. Turn on Text Message Forwarding

5.1.2.1. Use any device to send and receive messages

5.1.2.2. iMessage messages appear in blue bubbles

5.1.2.3. SMS/MMS messages appear in green bubbles

5.1.3. Share Name and Photo

5.1.3.1. Turn on Name and Photo sharing and choose whether to automatically provide it to people in your Contacts app, or always be prompted.

5.1.3.2. Tap Edit to change your profile image. Choose from a photo, animoji, or monogram

5.1.4. Other settings

5.2. Messages in iCloud

5.2.1. Settings > *Your Name* > iCloud > Messages

5.2.2. Stores messages and attachments in iCloud

5.2.3. Delete in one location, deletes everywhere

5.2.4. Messages are stored once in iCloud, rather than on each device—and backed up on each device, which uses more storage space

6. Notifications and alert sounds

6.1. Settings > Notifications > Messages

6.1.1. Turn notifications on or off

6.1.2. Pick alerts, sounds, badges, banners, previews, etc.

6.2. Settings > Sounds (or Sounds and Haptics)

6.2.1. Tap Vibration and pick one (or make your own)

6.2.2. Pick a sound under Alert Tones, or buy one from the Tone Store

6.2.3. Add a Text Tone to individual contacts in the Contacts app

7. The Messages app

7.1. Message list

7.1.1. Swipe left to delete a conversation or hide alerts

7.1.1.1. Or tap the More button (...) and select several messages to delete or mark as read all at one time

7.1.2. Pinned conversations

7.1.2.1. Up to nine pinned conversations at the top of the Messages screen

7.1.2.2. To pin a conversation, swipe right and tap the pin button

7.1.2.3. Touch and hold...

7.1.2.3.1. Drag to rearrange the pinned conversations

7.1.2.3.2. Unpin to return the conversation to the list

7.1.3. Pull down to expose search field

7.1.4. Tap an item to view the conversation

7.1.5. Blue bullet indicates an unread message

7.2. The message interface

- 7.2.1. Tap a person's/group's name or initials to view contact info and conversation details
 - 7.2.1.1. Tap name or phone number, then Block this Caller to block messages from this person
 - 7.2.1.2. Group Photos and names
 - 7.2.1.2.1. Tap the name of the group conversation
 - 7.2.1.2.2. Tap i
 - 7.2.1.2.3. Tap Change Name and Photo
 - 7.2.1.2.4. Take a photo, pick a photo, emoji, Memoji, etc.
 - 7.2.1.2.5. Group photo is shared with all members of the group
- 7.2.2. Camera button, iMessage apps, message field
- 7.2.3. A lot is hidden

8. Create a message

- 8.1. Tap the blue New Message button
- 8.2. Type a recipient's phone number, contact name, or Apple ID
 - 8.2.1. Or tap + button to search through your contacts
- 8.3. Type your message in the text field
 - 8.3.1. Anywhere you can type you can dictate
 - 8.3.2. Tap the dictation button and talk; pronounce punctuation
 - 8.3.3. Tap the keyboard button to stop dictation
- 8.4. Tap the blue send button to send the message
- 8.5. Optionally send your name and photo

9. Mentions

- 9.1. Mention someone in a group conversation to call their attention to your message
- 9.2. Start typing the person's name (or type @name), then tap their name when it dims
- 9.3. This could notify the person, even if he/she has muted the conversation (see Settings > Messages > Notify Me)

10. Inline replies

- 10.1. Reply to a specific message, even if it occurred much earlier in the conversation
- 10.2. Very helpful in group conversations, or when one person types much faster than the other
- 10.3. Double-tap or touch and hold the message you wish to reply to
- 10.4. Tap Reply
- 10.5. Type your message and tap the Send button
- 10.6. The message will be inserted in the appropriate place

11. Using Siri

- 11.1. Activate Siri and say phrases like these:
 - 11.1.1. "Send a message to Eliza saying how about tomorrow"
 - 11.1.2. "Reply that's great news"
 - 11.1.3. "Read my last message from Bob"

12. Delete or forward a message

- 12.1. Touch and hold a message
- 12.2. Tap More...
- 12.3. Tap the circle next to the message you want
 - 12.3.1. Tap the delete button or tap the forward button

13. Audio messages

- 13.1. Tap and hold the microphone button in the text field to record your voice
- 13.2. Tap the blue send button to send it
- 13.3. To listen to an audio message, tap it, or raise your iPhone to your ear

14. Emoji

- 14.1. Tap the emoji or globe icon on the keyboard to select the emoji keyboard
- 14.2. Tap an emoji to insert it in the text field
- 14.3. Tap a highlighted word in the text box to replace words with emoji

15. Continuing a conversation

- 15.1. In the messages list, tap the conversation
- 15.2. Tap the text field, then type your message and tap the Send button
- 15.3. Double-tap or touch and hold a message to send a quick reply via a Tapback
- 15.4. Switch to a FaceTime audio or video call by tapping the profile picture or initials, then tap FaceTime

16. Handwriting

- 16.1. Rotate iPhone to landscape orientation
- 16.2. Tap handwriting button on keyboard
- 16.3. Use your finger to write a message, or choose a saved message
- 16.4. Tap send; the recipient will see your animated handwriting on their screen

17. Photos and Videos

- 17.1. Use camera button to take a photo or video
 - 17.1.1. Add a comment or send it
- 17.2. Tap the Photos app button to select existing photos and videos from your photo library

18. Bubble and screen effects

- 18.1. After composing a message, touch and hold the Send button
- 18.2. Pick a bubble effect, then tap the Send button
- 18.3. Pick a screen effect; swipe right and left to see all nine available effects, then tap the send button
 - 18.3.1. iMessage automatically uses the following screen effects for specific text strings:
 - 18.3.1.1. Balloons for “Happy birthday”
 - 18.3.1.2. Confetti for “Congratulations”
 - 18.3.1.3. Fireworks for “Happy New Year”

19. Camera effects: Markup

19.1. Before you send a photo, tap it

19.1.1. Tap Markup to draw on the photo with your finger

19.1.2. Tap Edit to expose editing buttons and controls, including additional filters

20. Camera effects: Filters, Stickers, and more

20.1. Tap the camera button

20.1.1. Tap the Effects button (it looks like a stylized star)

20.1.1.1. Pick an effect, then close the Effects sheet

20.1.1.2. Take the picture or record the video

20.1.2. Tap to add a text label, shapes, or stickers to a photo

20.1.2.1. Take the picture or record the video

20.2. Tap Done

21. Using iMessage apps

21.1. Separate app store for iMessage apps, stickers

21.2. Tap the App Store button, then pick an app or set of stickers

21.3. Once downloaded, tap the app to add a sticker or include info the app generates (e.g., sports scores, flight info)

21.3.1. Stickers

21.3.1.1. Open a sticker app

21.3.1.2. Touch and hold a sticker until it appears to lift off the screen

21.3.1.3. Drag it to the conversation part of the window

21.3.1.3.1. Adjust the angle by rotating a second finger around the finger dragging the sticker

21.3.1.3.2. Adjust the size by moving a second finger closer to or away from the finger dragging the sticker

21.3.1.3.3. Let go

21.3.1.4. Double-tap a sticker to see the text beneath it

21.3.1.5. Touch and hold the sticker to get more info about it

21.3.2. Apps

21.3.2.1. Tap the More button to manage iMessage apps

21.3.2.1.1. Reorder, add/remove from favorites, hide or delete an app

21.3.2.2. Tap an app to use it

22. Send and receive money with Apple Pay

22.1. Tap the Apple Pay app in the app drawer

22.2. Enter an amount

22.3. Tap Pay

22.4. Tap the send button and authenticate with Touch ID or Face ID

22.5. You can also use Siri:

22.5.1. "Ask Kim for \$26 with Apple Pay"

22.5.2. "Apple Pay \$75 to Bob to pay for the zipline tour"

23. Memoji and Animoji (iPhone/iPad Pro with no home button)

23.1. Tap the Memoji button (it looks like a monkey)

23.2. Swipe to pick an Animoji

23.2.1. Tap the record button to record your facial expressions and voice

23.2.2. Tap the send button

23.2.3. Stickers are automatically generated

23.3. Swipe right, then tap the New Memoji button

23.3.1. Tap each feature you want, then tap Done

23.3.2. When you're ready to send a message, select the Memoji and tap the red record button

23.3.3. Tap the send button

23.3.4. Stickers are automatically generated

24. Digital touch

24.1. Tap the digital touch icon in the App drawer

24.2. Send a sketch

24.2.1. Tap the color dot to choose a color, then draw with a finger

24.2.2. Change colors if you like

24.2.3. Tap the send button

24.3. Express feelings

24.3.1. Burst of color: Tap with one finger

24.3.2. Fireball: Touch and hold with one finger

24.3.3. Kiss: Tap with two fingers

24.3.4. Heartbeat: Touch and hold with two fingers

24.3.5. Heartbreak: Touch and hold with two fingers until you see a heartbeat, then drag down

24.4. Add digital touch to a photo or video

24.4.1. Tap the digital touch icon in the App drawer

24.4.2. Tap the camera button

24.4.3. Tap the shutter button to take a picture or record a video

24.4.4. Add a digital touch effect (as described above)

24.4.5. Tap the send button to send the message

25. Help!

25.1. Free iPhone or iPad User Guide in Books

25.2. Me: mamatthews@mac.com; 925-876-4098

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