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IOS 7 Mail, Contacts, Calendar, Reminders Quick Reference Guide: For IPad, IPhone, And IPod Touch (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Guide)

iOS® 7 Mail, Contacts, Calendar, Reminders
for iPad®, iPhone®, and iPod touch®

Mail 

Viewing the Email List

On an iPhone or iPod touch, the default view in the Mail app is the email list. To view an email, simply [Tap] it in the list. Tap back to the list. [Tap] < to the left of the list to go back to the last selected email, or [Tap] > to go forward to the next email. To access the email list, [Tap] < [Tap] to the right anywhere on the screen, or rotate the iPod to landscape.

- Unread emails in the list are shown with a blue dot to the left of them.
- Emails are grouped by conversation by default. A double arrow appearing to the right of the email in the list indicates the email is part of a conversation. [Tap] [Tap] to expand a conversation to display a list of the grouped emails.
- To go to the previous or next email when viewing an email, [Tap] ▲ ▼ in the toolbar. Note: iPad must be in portrait orientation.

Creating a New Email

- [Tap]  in the bottom right on an iPhone, or in the top right on an iPod.
- When entering an email address in the TO field, Mail automatically suggests matching email addresses from the Contacts app and from senders of other received emails. [Tap] a contact in the suggestions list to add it as recipient, or [Tap] entering the address if it does not appear in the list.
- To choose a contact from your Contacts list, rather than typing, make sure the cursor is in the TO field, then [Tap] .
- To add a CC, BCC, or to change which email account to send the message from, [Tap] CC/BCC, FROM, (ACCOUNT) to reveal those fields.
- Once these fields are revealed, [Tap] FROM to choose from a list of available email accounts.
- Enter a SUBJECT, compose the email, then [Tap] SEND.

Inserting a Photo or Video in an Email

- [Tap] and hold in the body of the email until the magnifying glass appears, then release.
- [Tap] INSERT PHOTO OR VIDEO from the dialog that appears. (iPhone or iPod touch may need to [Tap] arrow to right first.)
- [Tap] to a photo or video, then [Tap] CHOOSE on an iPhone or iPod touch, or USE on an iPad.

Saving a Draft of an Email

- At any point while composing a new email, [Tap] CANCEL.
- [Tap] SAVE DRAFT to save a copy of that email to the Drafts folder of that account.

To retrieve the draft, see **Accessing Folders or Other Email Accounts** to access the Drafts folder.

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Keyboard and Email Tip

Show hidden	Press and hold key characters on keyboard for all keys
Show contextual menu	Press and hold any word menu (e.g. select, copy, paste, define, and more)
Delete email	Swipe left when viewing list of emails
Scroll to top of page	Tap the status bar at the top of the screen
IPad Only:	
Split Keyboard	Drag keyboard key  up
Unlock Keyboard	Hold keyboard key and choose UNLOCK
Show email list	Swipe to the right on an email, or rotate to portrait.

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Synopsis

4-pg laminated quick reference guide in a new, compact iPad-friendly format (8.5 inches x 5.5 inches) showing step-by-step instructions and shortcuts for how to use the Mail, Calendar, Contacts and Reminders features of the iOS 7 operating system for the iPad, iPhone, or iPod touch. Includes links to expanded content on our web site. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Viewing the Email List; Creating a New Email; Inserting a Photo or Video in an Email; Saving a Draft of an Email; Printing, Forwarding, Replying; Deleting Emails; Flagging Emails or Marking Unread; Accessing Folders or Other Email Accounts; Using the VIP Inbox; Adding Special Email Lists; Getting New Mail; Moving an Email to a Folder; Creating, Deleting, or Renaming Folders; Searching Emails; Opening and Saving Attachments; Adding an Email Signature; Using Links and Detected Data; Adding Email Senders and Recipients to Contacts. Contacts: Viewing Contact Details; Navigating the Contact List; Adding a New Contact; Editing an Existing Contact; Searching Contacts; Accessing Groups or Contacts from Individual Accounts; Using Direct Links from Contacts; Blocking a Contact; Adding Facebook Data to Contacts or Calendars. Calendar: Changing the Calendar View; Creating a Calendar Event; Viewing the Details of an Event; Editing or Deleting an Event; Searching Events; Handling Event Invitations; Managing Multiple Calendars. Reminders: Viewing Reminder Lists, Creating Reminders; Adding, Deleting, or Editing Reminder Lists; Setting Time or Location Alarms; Making Other Changes to Reminders; Deleting a Reminder. Also includes a List of Keyboard and Email Tips. This guide is one of two titles available for iOS 7: iOS 7 Introduction (ISBN 978-1939791085) and iOS 7 Mail, Contacts, Calendar, Reminders.

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Customer Reviews

Yeah, it's OK for what it is, probably better than OK, but these "quick references" never cover everything (they can't--otherwise they'd be books). Sometimes, though, it seems the help you need is what they decided to drop as part of the abridgement process. But, sometimes not!

A great un-stainable guide to have around to navigate my iPad with. Comes in handy if you don't want to read the entire manual first some real quick tips.

I use these for working with Seniors in my business , the format is easy to follow and concise.
Works for Seniors & Juniors!

Excellent guides for Apple newcomers ... waiting for the iOS 8 version!

helped a lot

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