

# 10 USEFUL TECH TIPS TO MAKE SURE YOU DON'T MISS OUT

OPTIMOVE PT & WELLNESS



# INTRODUCTION

## Why is a physical therapy practice writing about tips and tricks for using technology?

Optimove is a mobile physical therapy practice. We empower our clients to remain active and independent in their home and in the community, and avoid going to a nursing home. We provide specialty services empowering people who face problems with balance, falling, dizziness, vertigo, stroke, Parkinson's, multiple sclerosis, and dementia.

Which begs the question...

Why are we writing about tips and tricks for using technology?

Well, we get questions from clients all the time during sessions about things like how to listen to these 'podcasts' they've been hearing about, or how to save a photo that someone sent them, and we get it.

One client of ours, an older woman, said it's very frustrating to see the world of technology change so quickly, especially if you don't have someone around who's young or knows about these technologies to help you keep up. It made her feel like she's always missing out on things, and that she has to wait for the next time her kids visit her to help her with her phone and things like that.

This short booklet will give you **10 powerful tips and tricks** to make your life a lot easier using your iPhone.

Enjoy!

# TIP #1

## How to Silence Calls Without Hanging Up

Have you ever gotten a phone call while you were in the middle of something important?

You were probably thinking, "I hate this ringing sound, but I don't want to hang up on them."

Well, there's actually an easy way to stop the ringing sound without hanging up on the caller.

Simply click the **lock button** once.



It's very important to not click it twice, since that will hang up on the caller.

I recommend having a friend call, and practicing just clicking the lock button once. The call will remain on screen, but the ringing sound will stop.

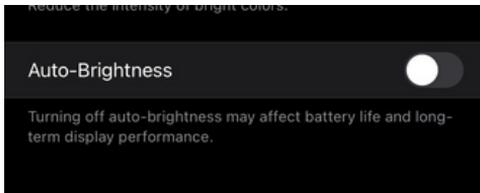
# TIP #2

## How to Disable Automatic Brightness

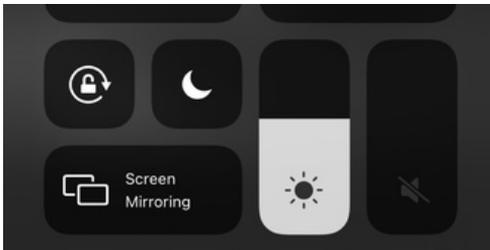
Do you ever find that your phone screen looks too dim? Our phones have automatic brightness turned on by default, but it often leaves the screen too dim.

**Here's how to turn it off, and how to set the brightness to whatever level you prefer.**

1. Open the 'Settings' app
2. Scroll until you find 'Accessibility' and tap it
3. Tap 'Display & Text Size'
4. Scroll to 'Auto-Brightness' and set the toggle to the off position



To adjust brightness manually, swipe downward from the top-right corner of your screen. You can adjust this slider up and down to find your desired brightness level.



# TIP #3

## How to Listen to Podcasts

I'm sure you've heard this a million times:

*"Check this podcast out."*

*"Did you hear the newest episode of this podcast?"*

*"She mentioned that on the latest episode of her podcast!"*

There are incredible podcasts out there, including ours about balance, falling, dizziness, vertigo, and similar topics. But if you've never listened to a podcast before, you might not know how to do that.

The good news is it's pretty simple:

1. Find the purple 'Podcasts' app on your iPhone
2. If you can't find it, you'll have to download it from the App Store
3. Click 'Search' in the bottom-right corner of the screen, and search for a podcast name or topic you're interested in
4. From there you can either select a show that interests you, or scroll to the 'Episodes' section and listen to a single episode

**P.S. If you want to check ours out, it's called 'The Optimove Podcast'.**

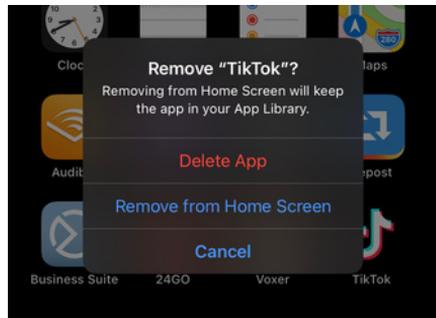
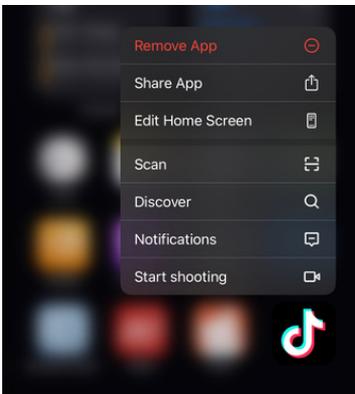
# TIP #4

## How to Delete Apps You Don't Use

Your iPhone's home screen probably looks incredibly cluttered. You have apps on there that your kids or friends downloaded for you, and apps you downloaded a long time ago that you never use, etc.

**Here's how to easily get rid of those.**

1. Find the app you want to delete and hold your finger on it until a menu pops up
2. Then, select 'Remove App'
3. On the next menu, select 'Delete App'



This will get rid of the apps you don't use, which will help organize the home screen on your phone, but also help improve its speed, and free up a lot of space for you to take more pictures, videos, or download new apps!

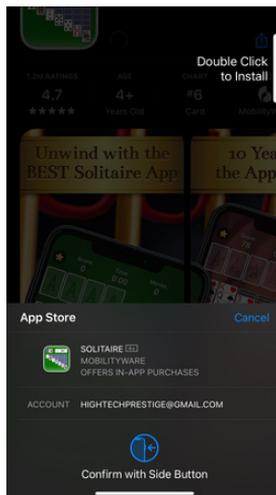
# TIP #5

## How to Download New Apps

Now you know how to delete apps you don't want. But how do you download new ones?

It's simple to do, but it requires your Apple ID password.

1. Find and tap on the 'App Store' icon
2. Tap 'Search' in the bottom-right corner
3. Tap on the search bar at the top of the screen
4. Search for the app you want, and tap on it
5. Tap 'Get'
  - a. If you've installed it before, a cloud will appear instead of 'Get'
  - b. If you currently have it installed, it will say 'Open' instead of 'Get'
6. You will be prompted with this screen. Double-click the button on the side of your phone, enter your Apple ID password, and your app will begin installing



# HAVE A TECH QUESTION?

**Email us at:**

[tech.optimovephysicaltherapy@gmail.com](mailto:tech.optimovephysicaltherapy@gmail.com)

**We'll reply to you very soon  
with an answer to your  
question.**

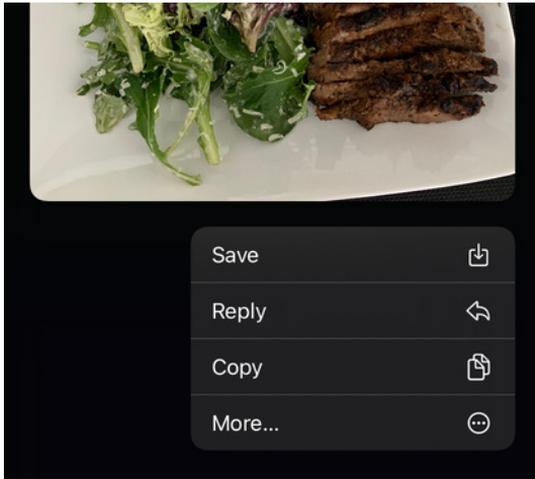


# TIP #6

## How to Save a Photo That Someone Sent You Over Text

We tend to send a lot of photos to each other over text message, but how can we save them to our 'Photos' app?

Simply find the text conversation you want to save a photo from, scroll to find the photo, and tap and hold on it until this menu appears.



Then, tap 'Save' and the photo will be saved to your 'Photos' app.

# TIP #7

## **How to AirDrop Photos (Send Quickly & Easily)**

If you're within a few feet of the person you want to send a photo to, and they also have an iPhone, there's a much faster way to send photos to each other.

It's called 'AirDrop'.

To send a photo using AirDrop, simply find the photo you want to send, and tap the 'Share' icon, which looks like a square with an arrow inside it.

Then, tap 'AirDrop' and find the iPhone of the person you want to send it to.

Once you tap their name, it will send automatically and open up in their 'Photos' app.

This works for sending videos, files, and websites too.

# TIP #8

## Save Your Passwords!

We have way too many accounts nowadays, so keeping track of all of our passwords is almost impossible.

There's a way to save passwords to your iPhone automatically, but it's a bit difficult to do.

As an easy way to get started, we recommend you create a new note on your 'Notes' app, and type any passwords you create.

Every time you create a new account somewhere, add the email/username and password to this note.

This way, if you ever forget a password, you can easily find out what it is without having to reset it every time.

### **To create a new note:**

1. Open the 'Notes' app
2. Press the 'New Note' icon in the bottom-right corner
3. Start typing your emails/usernames and passwords!

# TIP #9

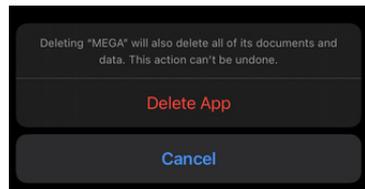
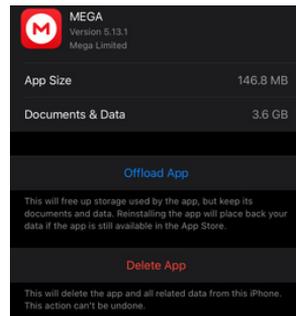
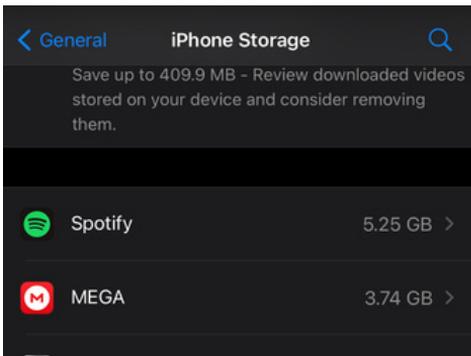
## How to Fix 'Storage Almost Full' or 'iPhone Storage Full'

If you have a lot of photos and videos, you've probably encountered this error message.

Thankfully, it's very easy to fix, since we tend to have a lot of things we don't need on our iPhones.

### Here's how to quickly clear some storage out:

1. Tap the 'Settings' app
2. Tap 'General'
3. Tap 'iPhone Storage'
4. Wait for a few minutes while it calculates your storage details
5. You'll see all of your applications sorted by highest storage
6. Tap on the ones you don't need, then tap 'Delete App'
7. After doing this a few times, you'll have a lot of storage available to take new photos, videos, etc.



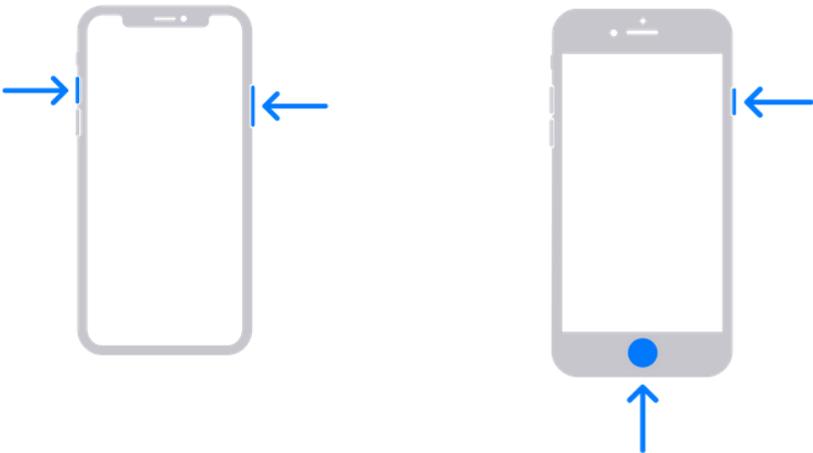
# TIP #10

## How to Take Screenshots on iPhone and Share Them

You might find yourself wanting to show your screen to someone who isn't in the room with you. There's actually an easy way to take a high quality picture of what you see on your screen, and send it to somebody.

### Here's how you do it:

1. Press the 'Volume-Up' and 'Lock' button at the same time
2. If your screen flashes white, you've done it correctly
3. Then, tap the 'Share' icon and choose how you want to share your screenshot
4. If you want to save it to your 'Photos' app, tap 'Done' and then 'Save to Photos'



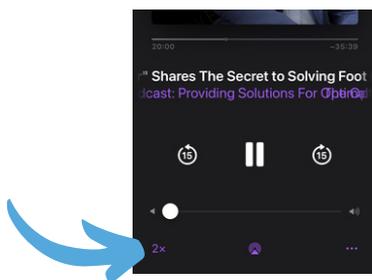
# BONUS TIP #11

## How to Speed Up Podcasts and YouTube Videos

This tip isn't for everyone, but if you find yourself listening to a lot of podcasts or YouTube videos and wishing they would go a little faster, you can make them do that.

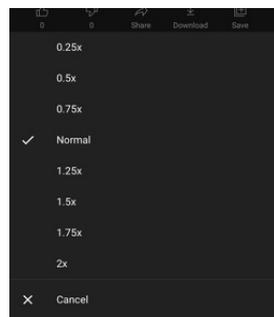
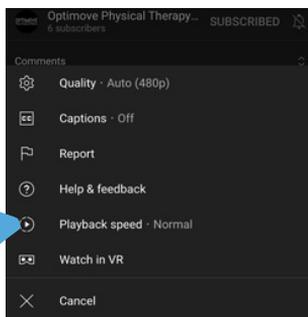
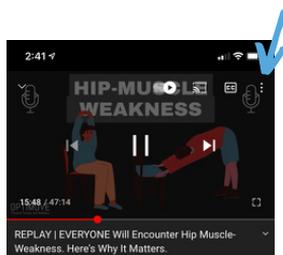
### On the Podcasts app:

1. Play the episode you want to speed up
2. Tap the '1x' button until you reach your desired speed



### On the YouTube app:

1. Play the video you want to speed up
2. Tap the three vertical dots in the top-right corner
3. Tap 'Playback speed'
4. Select your desired speed



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