



THE EVERYDAY TECH KIT

Plain Steps

Free sample pages from Plain Steps: The Everyday Tech Kit — iPhone & Windows 11 Edition. These are real pages from the kit, so you can see exactly how it works before you buy.

IPHONE & WINDOWS 11 EDITION • V1.0 • CHECKED OCTOBER 2026

The full kit has every page these mention, like the Index or F06. Get it at plain-steps.wrenandcostudio.com: five PDF files, US\$29, one payment, 30-day refund.

DIRECTORY

IN THE FULL KIT



iPhone

Seeing and hearing, calls and messages, photos, settings, safety — and the “why did my phone do that?” fixes.



Windows 11

Bigger text, finding files, printing, the internet, updates and upkeep — and the “what just happened?” fixes.



Between them

Getting photos and things from your iPhone onto your Windows computer.



Stay safe

Spot a scam, deal with a fake warning, protect your accounts, and know who to call.



Fix-it flows

Step-by-step ladders for the problems that come up most: no internet, no sound, won't print, out of space.



Records & practice

Fill-in pages for your device details and helpers, plus practice rounds to make the steps stick.

How to use this kit

Plain Steps is a reference to keep beside your phone and computer. You don't read it front to back. You look up the thing in front of you, follow the numbered steps, and check that it worked.

Find your task

- Use the **Contents** (next page), or the **Index** at the back.
- Or go straight to your line: **P** iPhone, **W** Windows, **B** between them, **S** stay safe, **F** fix-it flows, **R** records and practice.
- Something changed by accident? Start at **F06**.
- Reading on screen? Use your PDF app's search to look for a word, like "print" or "bigger".

Read the card, then do it

Read the whole card once. Then do one step, look at your screen, and do the next. There's no rush, and nothing on these cards can break your device.

What the parts of a card mean

Path	The route to the setting, one stop at a time.
1 2 3	The steps, in order.
Bold words	Exactly what you'll see on your screen.
	A key on your keyboard.  is the key with the Windows logo.
Done when	How to tell it worked.
Change it back	How to undo it.
Stop here if...	When to stop and get help instead.

IF YOUR SCREEN LOOKS A LITTLE DIFFERENT

Apple and Microsoft update their software several times a year, and sometimes move things. Look for the same words nearby. The drawings in this kit are simplified illustrations, not screenshots. Every step was checked against Apple's and Microsoft's own instructions in October 2026; the Sources pages list them.

PRINTING TIPS

You don't need to print everything. Print the desk cards and the pages you use most, and keep the full PDF on your computer or phone. Black-and-white printing works fine — every color label also has a letter or a word.

Make the text bigger and bolder

Use **this when** words on the screen are too small or too faint to read comfortably.

PATH



Settings



Appearance



Text Size

1

Open **Settings** and tap **Appearance**.

On iOS 26 this is **Display & Brightness** instead.

2

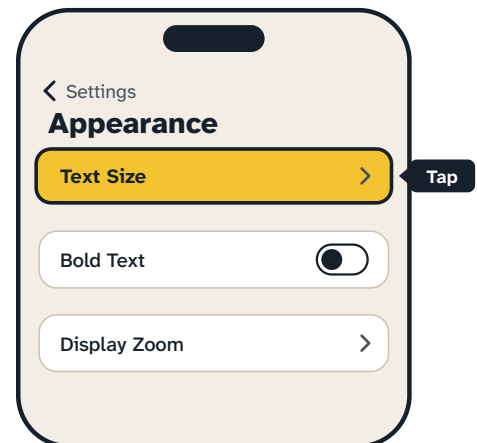
Tap **Text Size**. Drag the slider to the right for bigger text, to the left for smaller.

3

Go back to **Appearance** and turn on **Bold Text** if you'd like heavier, darker letters.

4

Still not big enough? Go to **Settings** › **Accessibility** › **Display & Text Size** › **Larger Text**. Turn on **Larger Accessibility Sizes**, then drag the slider.



ILLUSTRATION, NOT A SCREENSHOT.

Your screen may look a little different — look for the same words.

✓ DONE WHEN

Text in Settings, Messages, Mail, Calendar and other apps that support it is bigger.

↶ TO CHANGE IT BACK

Drag the same slider back to the left, or turn **Bold Text** off. Nothing else changes.

💡 GOOD TO KNOW

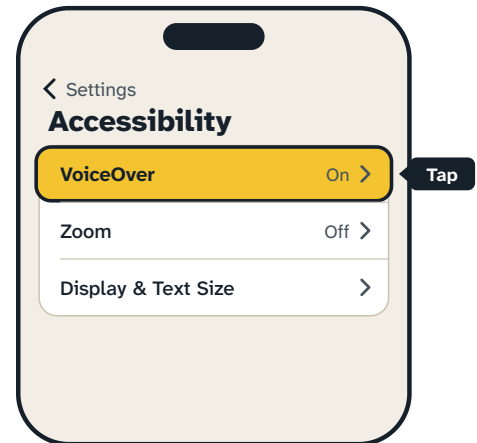
To change the size while you're in an app, use the **Text Size** control in Control Center. Not there? Tap the Add button at the top left of Control Center, then **Add a Control**.

See also: P02 Make everything on screen bigger · P28 The screen is zoomed in and stuck

My iPhone is talking and taps don't work

Use this when your iPhone speaks everything you touch, and one tap no longer opens anything. That's VoiceOver.

- 1 **Quickest:** ask Siri, “Turn off VoiceOver.”
To talk to Siri, press and hold the side button (or the Home button on iPhone SE).
- 2 Or triple-click the side button (Home button on iPhone SE). If this shortcut was set up, VoiceOver switches off.
- 3 Or use Settings. While VoiceOver is on, **tap once** to select something and **double-tap** to open it. Go to **Settings** › **Accessibility** › **VoiceOver** and double-tap the switch.
- 4 To scroll while VoiceOver is on, swipe up or down with **three fingers**.



ILLUSTRATION, NOT A SCREENSHOT.

Your screen may look a little different — look for the same words.

✓ DONE WHEN

The voice stops and a single tap opens things again.

💡 GOOD TO KNOW

Screen gone black but the phone still talks? That's the “screen curtain” — triple-tap with three fingers to turn it off.

Find something you downloaded

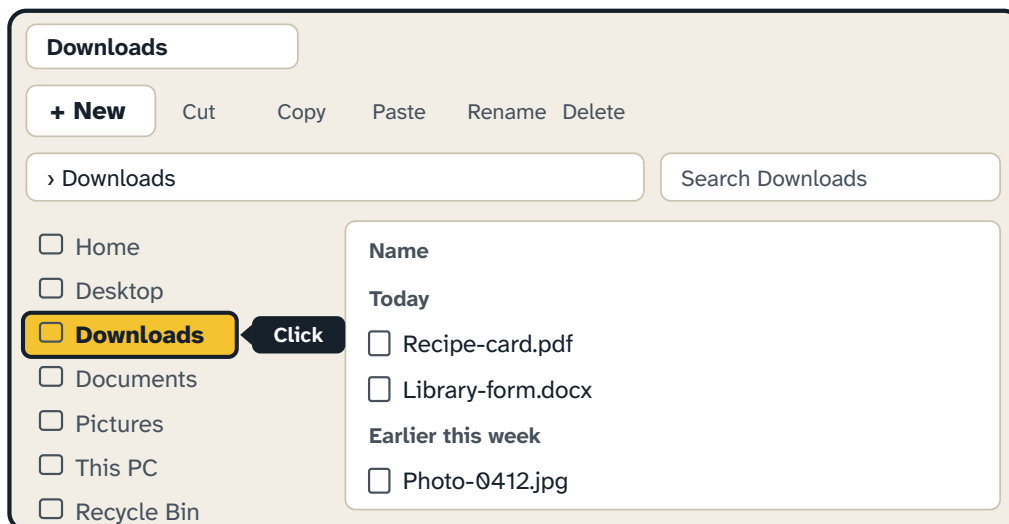
Use this when you downloaded a form, photo or letter and can't find it.

PATH

→ File Explorer

→ Downloads

- 1 Open **File Explorer**: select the folder icon on the taskbar, or press **Windows** + **E**.
- 2 Select **Downloads** in the list on the left.
- 3 Look for the file's name, then double-click it to open it.
- 4 Just downloaded it in Microsoft Edge? Press **Ctrl** + **J** to see recent downloads, then open the file or its folder.



ILLUSTRATION, NOT A SCREENSHOT. Your screen may look a little different — look for the same words.

✓ DONE WHEN

You can see your file and open it.

💡 GOOD TO KNOW

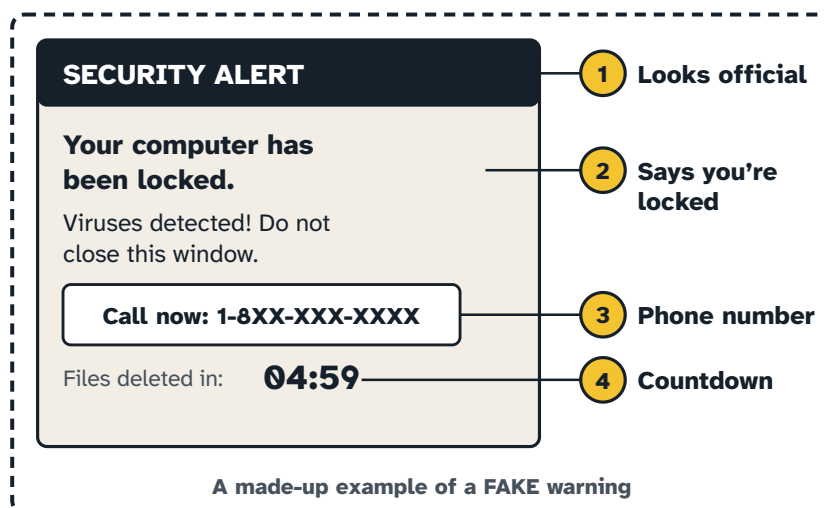
Downloads missing from the left? Select **Home**, then the **Up** arrow by the address bar, and look there.

See also: [W08 Search for a file](#)

Close a fake virus warning safely

Use this when a web page suddenly says your computer is infected or locked, maybe with a loud voice, a countdown and a phone number.

- 1 Don't call the number or click anything in it. Real Microsoft warnings never show a phone number.
- 2 Close the browser window with the X at the top right.
- 3 Won't close? Press **Ctrl** + **Shift** + **Esc** for **Task Manager**. Under **Processes**, right-click the browser (for example **Microsoft Edge**) and select **End task**.
- 4 Open the browser again, then run a quick virus scan (**W24**).



ILLUSTRATION, NOT A SCREENSHOT.

✓ DONE WHEN

The warning is gone and your browser opens normally.

💡 GOOD TO KNOW

Edge's scareware blocker can catch these pages for you: **Settings** › **Privacy, search, and services** › **Security**.

⊖ STOP HERE IF...

you already called, let someone onto your computer, or paid — go to **S04** now.

Is it a scam? The 6-question check

An unexpected call, text, email or pop-up? Before you do anything it asks, answer these six questions.

1

Did it come out of the blue?

Even if it seems to be from your bank, a government office, Apple, Microsoft or a relative — names and numbers can be faked.

☐ ☐
Yes No

2

Is there a problem — or a prize?

Your account is locked, a package is held, a payment failed, you owe a toll or tax — or you've won something.

☐ ☐
Yes No

3

Are you being rushed?

Act now, a countdown, “don’t hang up,” “don’t tell anyone.”

☐ ☐
Yes No

4

Does it ask you to pay in a particular way?

Gift cards, a wire transfer, cryptocurrency, a payment app, or cash.

☐ ☐
Yes No

5

Does it ask for a code, password or personal details?

A verification code, passcode, PIN, bank details or Social Security number.

☐ ☐
Yes No

6

Does it want you to click, call or install something?

A link, a phone number in the message, or an app so someone can “fix” your device.

☐ ☐
Yes No**⚠ ANY “YES”?**

Stop. Don’t click, call back, pay or share anything. Hang up or close it. Then contact the company yourself using a number you already trust — the back of your card, a statement, or a website you type in yourself. And talk it over with someone you trust.

📌 WORTH KNOWING

Honest organizations give you time to decide. Apple and Google never ask for your verification code, and Microsoft won’t call to offer support unless you asked it to.

Everything in the full kit

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How to use this kit **2**

Does this kit match your devices?

Five habits that prevent most tech trouble

P iPhone

SEE & HEAR

P01 Make the text bigger and bolder **3**

P02 Make everything on screen bigger

P03 Make the ringer louder — and check Silent mode

P04 Read small print with the Magnifier

P05 Have your iPhone read the screen aloud

CALLS & MESSAGES

P06 Answer, decline or quiet a call

P07 Block a caller and screen unknown numbers

P08 Deal with junk text messages

P09 Add someone to your contacts and favorites

P10 Send a photo in a text message

P11 Type by talking (Dictation)

P12 Make a FaceTime video call

PHOTOS & SCREENSHOTS

P13 Take a screenshot

P14 Find, delete and get back photos

SETTINGS & UPKEEP

P15 Connect to Wi-Fi

P16 Update your iPhone

P17 Free up storage space

P18 Restart your iPhone (or force a restart)

P19 Make the battery last longer

P20 Connect headphones, speakers or hearing aids

P21 Find your iPhone model and iOS version

P22 Get apps, delete apps, check subscriptions

SAFETY & ACCOUNTS

P23 Set up Medical ID and Emergency SOS

P24 Turn on Find My — and find a lost iPhone

P25 Check your Apple Account is well protected

P26 Find a saved password (Passwords app)

P27 Back up your iPhone with iCloud

WHY DID IT DO THAT?

P28 The screen is zoomed in and stuck

P29 My iPhone is talking and taps don't work **4**

P30 The screen won't turn sideways

P31 Calls and texts arrive silently

P32 The colors look strange

Contents, continued

W Windows 11

SEE & HEAR

- W01** Make the text bigger
- W02** Make everything bigger
- W03** Make the mouse pointer easier to see
- W04** Zoom in on a web page
- W05** Use Magnifier — and turn it off
- W06** Get the sound working

FILES & FOLDERS

- W07** Find something you downloaded **5**
- W08** Search for a file
- W09** Make a folder and move files into it
- W10** Save a file where you can find it again
- W11** What the little clouds and check marks mean (OneDrive)
- W12** Get back a file you deleted
- W13** Copy files to a USB stick
- W14** Take a screenshot
- W15** Copy, paste and undo

INTERNET & EMAIL

- W16** Close a fake virus warning safely **6**
- W17** Connect to Wi-Fi
- W18** Save a favorite website
- W19** Attach a file to an email
- W20** Stop websites sending notifications

PRINTING

- W21** Print — or save as a PDF

UPKEEP & SAFETY

- W22** Update Windows
- W23** Restart, shut down or sleep
- W24** Check for viruses with Windows Security
- W25** Remove an app you don't want
- W26** Find your Windows version
- W27** Back up your files
- W28** Install apps safely

WHAT JUST HAPPENED?

- W29** The Sticky Keys box keeps popping up
- W30** The computer started talking (Narrator)
- W31** A window vanished — or fills the whole screen
- W32** The screen turned sideways

B Between them

PHOTOS

- B01** Copy photos from your iPhone to your PC with a cable
- B02** See your iPhone photos on your PC with iCloud

CALLS & TEXTS

- B03** See iPhone texts and calls on your PC (Phone Link)

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S05	Sign-in safety: codes, passwords and passkeys	
S06	Where to report a scam	
S07	Free, trustworthy help and learning	

F Fix-it flows

F01	The Fix-It Ladder
F02	No internet
F03	No sound
F04	The printer won't print
F05	iPhone says storage is full
F06	Something changed on my screen
F07	Locked out: a forgotten password or passcode

R Records & practice

R01	Before you tap: the 6-question Scam Check
R02	The Fix-It Ladder
R03	iPhone essentials
R04	Windows keyboard essentials
R05	Help note: "Here's what happened"

R06	My trusted helpers
R07	My devices
R08	Practice rounds: iPhone
R09	Practice rounds: Windows
R10	Settings I've changed
R11	Monthly tech check-up
R12	Suspicious message record
R13	Things I want to learn next

At the back

Tech words in plain English
Sources
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