

Texting with Smartphones

Texting is a method of communication utilizing a phone number. In order to text, your device must be supported by a cellular provider (Verizon, Mint, AT&T, etc.). Through text, you can send written messages, emojis, pictures, audio recordings, videos and more. This handout will provide step-by-step instructions for creating a photo contact, sending texts, and using features of smartphone keyboards.

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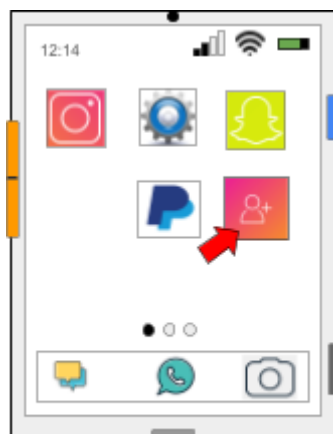
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Texting with Smartphones

Creating a Phone Contact

1. Tap on the “Contacts” app on the home screen. The “Contacts” app is often characterized by the outline of a person.



Home Screen

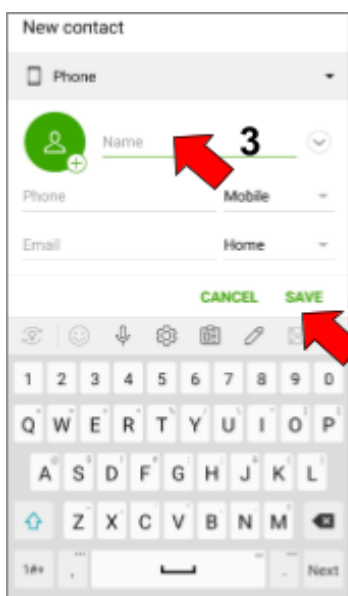
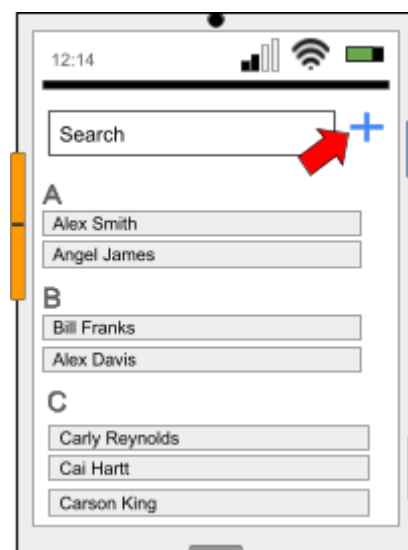


iPhone



Android

2. Tap on the “+” icon. Depending on your device the “+” icon may be located at the top right corner or at the bottom of the screen.
3. Tap on each text box to type in the contact information including their name and phone number.
4. Tap on “Save” or “Done” to finish creating a phone contact.



Texting with Smartphones

Starting a Text Conversation

1. Tap on the "Messages" app on the Home Screen. This icon may be at the top or bottom depending on your device.



iPhone

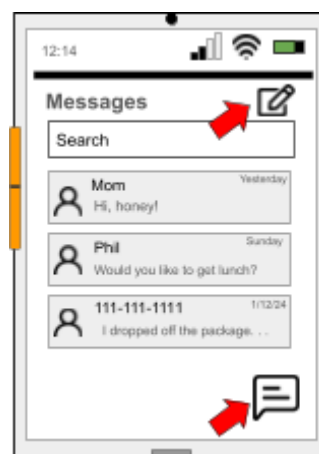


Android

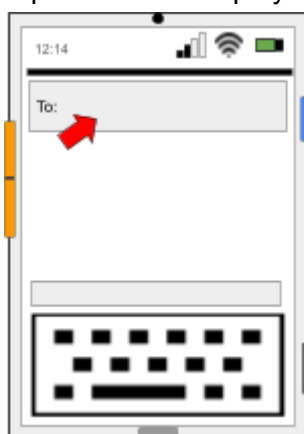


Home Screen

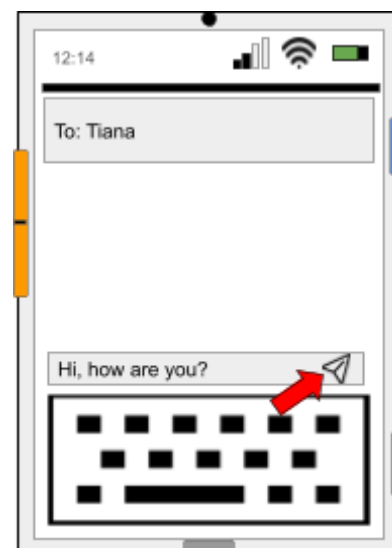
2. Tap on the "New Message" icon. This icon may be at the top or bottom depending on your device.

iPhone
(top right corner)Android
(bottom right corner)

3. Tap on "To:" to display the keyboard.



4. Type in the recipient with a phone contact name or phone number.
5. Tap on the text box above the keyboard.
6. Type the message you would like to send.
7. Tap on the "send" icon to start the text conversation.

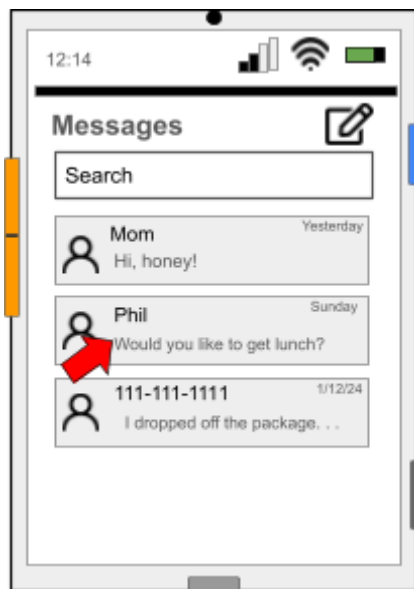


"Send" icons

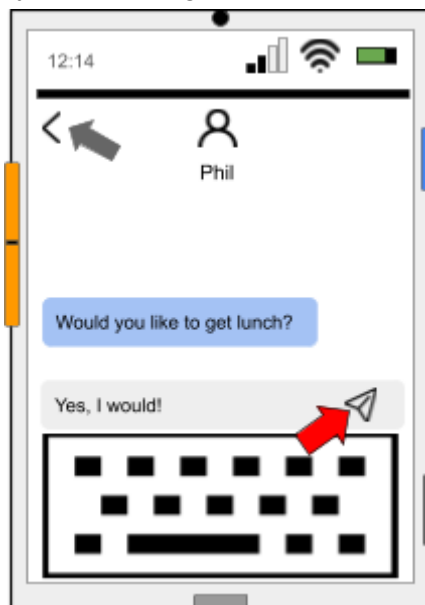
Texting with Smartphones

Replying to a Text

1. Tap on the “Messages” app on the Home Screen (see picture on page 3, Step 1)
2. Tap on a text conversation.



3. Tap on the text box above the keyboard.
4. Type a message and tap the “send” icon

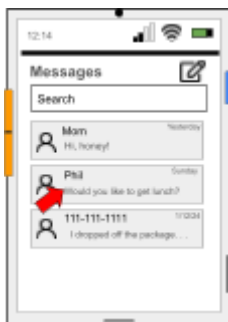
**Tech Tip**

Tap on the 'back' icon to return back to the list of text conversations

Texting with Smartphones

Texting a Picture

1. Tap on a text conversation to open it.



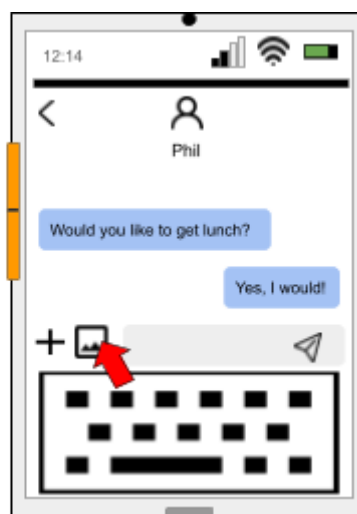
2. Tap on the “Photos” icon. If you do see the “Photos” icon tap on the “+” icon. This will provide a list of actions including the ability to text a picture.



'Photos' icons

Tech Tip

If you do not see the 'photos' icon, tap on the '+' icon. This will provide a list of actions including the ability to text a picture.



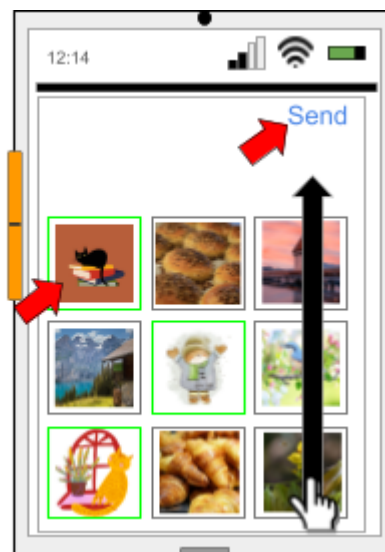
3. Tap on one or more photos you would like to send. When an image is highlighted, it is 'selected' to be sent. **Tech tip**
4. Tap on “Done”/”Send”

Tech Tip

When an image is highlighted, it is 'selected' to be sent

Tech Tip

Drag a finger from the bottom to the top of the screen to view more photos

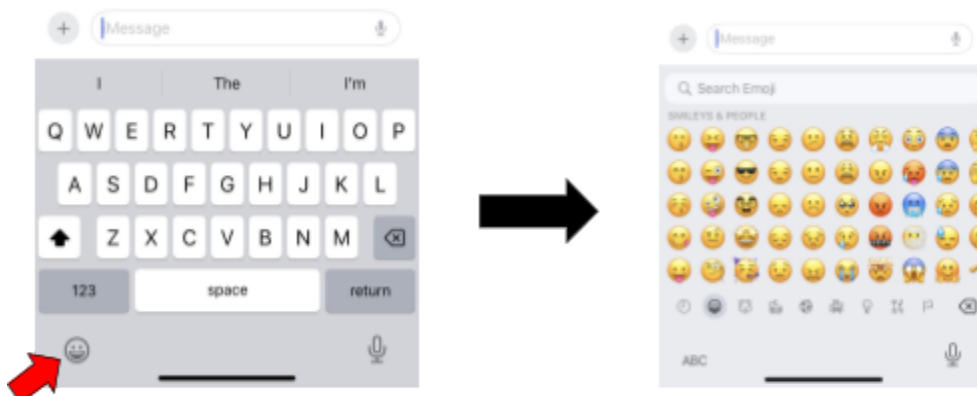


Using Emojis

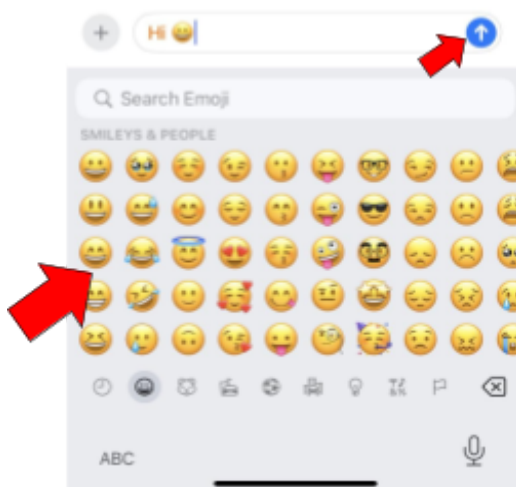
1. Tap on the text box at the bottom of the screen to display the keyboard.



2. Tap on the “Emoji” icon often characterized by a smiley face. Tapping the “Emoji” icon will switch your keyboard from letters/numbers to emojis.

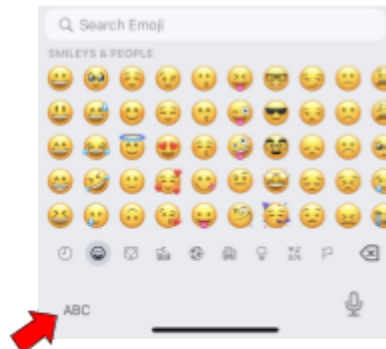


3. Tap on the emoji you would like to send.
4. Tap on the “send” icon

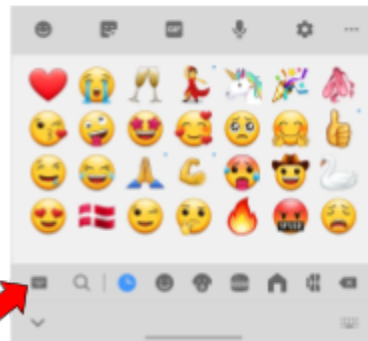


Tech Tip

Identify the icon to switch between the letter keyboard and emoji keyboard



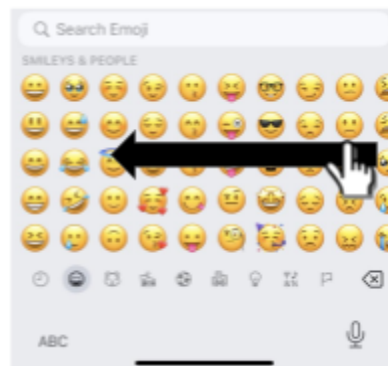
iPhone Keyboard



Android Keyboard

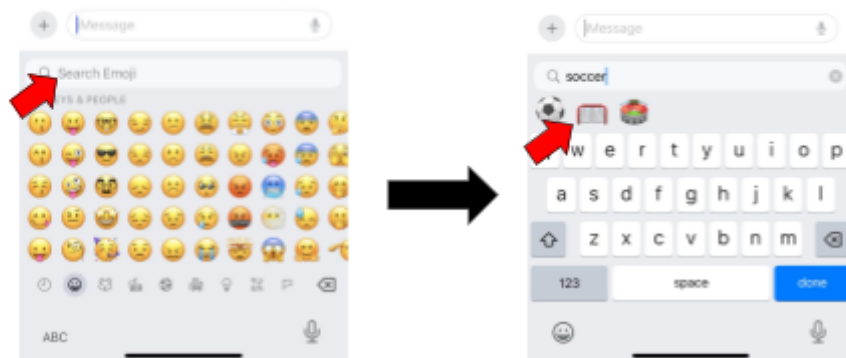
Tech Tip

Drag a finger horizontally on the screen to view more emojis



Tech Tip

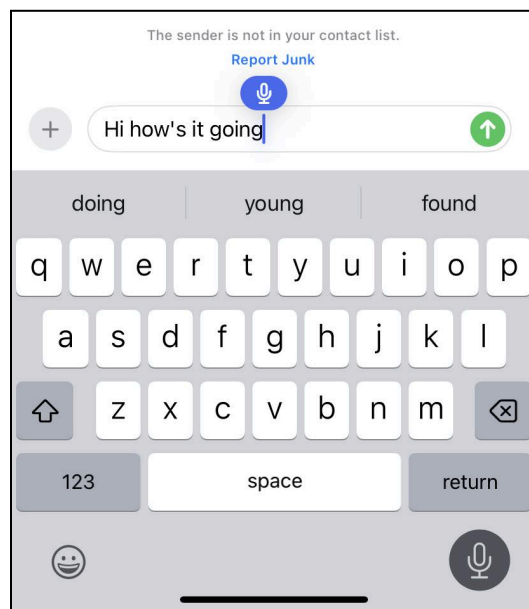
Search an emoji using keywords



Using Speech-To-Text

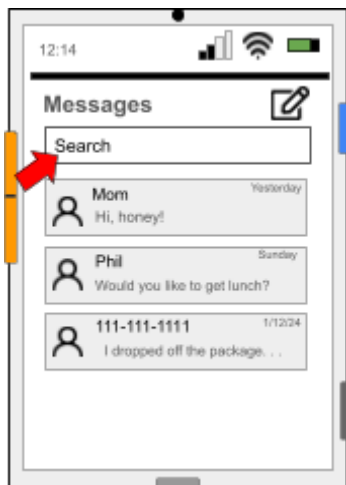
1. On the keyboard, tap on the microphone icon. Depending on your device the microphone may be located in a different corner of the keyboard.
2. Speak aloud your message. Speak slowly and clearly.
3. Once you are finished talking, tap on the microphone again.
4. If the message looks correct, tap on the "Send" icon.

If the message appears to be incorrect, hold down the delete key, usually characterized by the letter "x" on the keyboard or with the word "delete" depending on your device.



Searching for a Text Conversation

1. Tap on the search bar or the search icon on the Messages app.



2. Type a keyword(s) of the text message that you are trying to find.
3. Once you have typed in the keyword, the app will start generating text messages with the key word. Tap on the text to view the full text message.



Tech Tip

Tap on 'See all' to view more text messages using the key word you used