Connect Through Tech

Tech Coaching
Quick Start Guide

Using a Smartphone to Communicate with Family, Friends and Others

The Messages (Texting) App
iPhone

updated 4/7/2020
v 1.0

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Benefits

Texting has become a very popular method of communicating with others. Many people may be easier to reach by text than by traditional voice calls. Texts generally get you a quicker response and require fewer steps than retrieving a voicemail or email response. Some service providers like doctor's offices, pharmacies, use text to notify of appointments or when pick-ups are ready. You can even send or receive pictures through text. This guide will show you how.

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Prerequisites

- iPhone with operating system 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Apple ID added to iPhone
- Have completed session on *Contacts* OR already have at least 3 contacts entered on phone

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Introduction

The word "app" is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn how to use the text message app.

Text messages are generally meant for very short communication, like asking a question or sending a reminder. Depending on a situation, some people may also use text messages for longer information. Text messages can also be used when you or the person you want to communicate with may not be able to talk on a phone, such as when you or that person are in a quiet place.

This guide will describe how to send and receive text messages, as well as how to send and save pictures with text messages.

Different people like to communicate in different ways. When adding someone to your contacts, ask them if they prefer calls, text or email. Using their preferred method when you contact them will help you to get a quicker response.

Send Text Message by Voice
Person in Contacts

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).
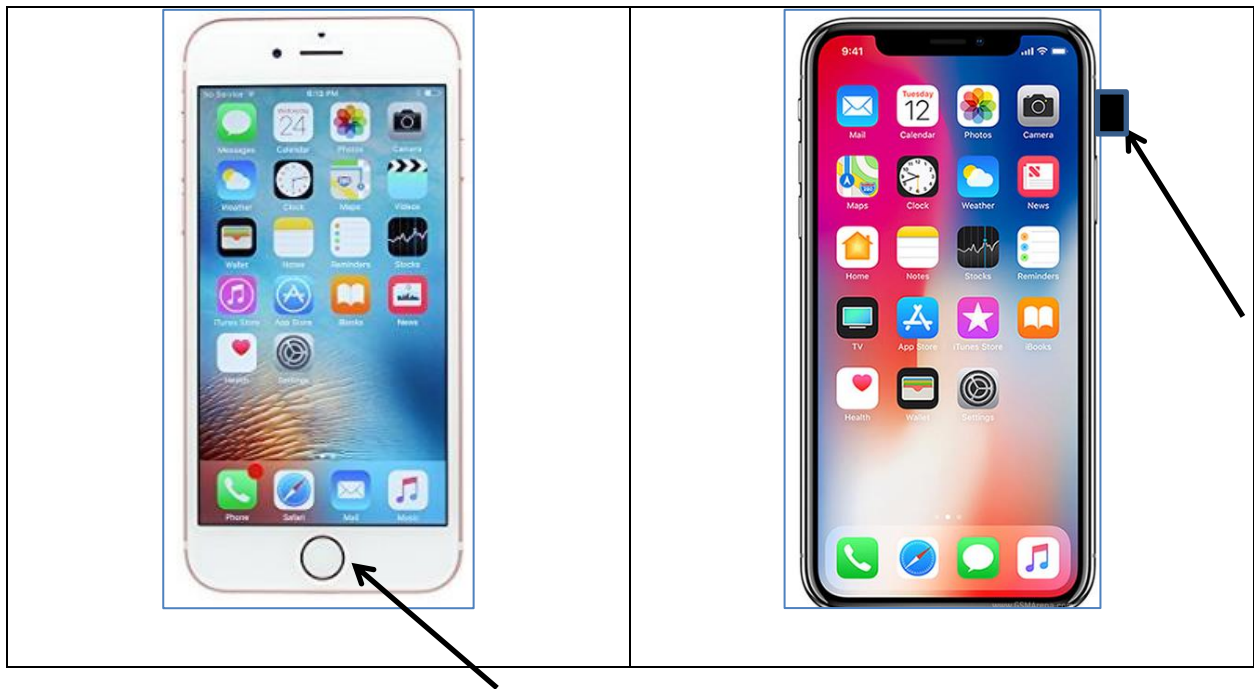
Send Text Message by Voice
Person in Contacts (continued)

Step 2. Say "Text _____   (name of person)".

> **Siri** *(iPhone program that responds to your voice) will respond "What do you want to say?"*

Step 3. Dictate your message.

> *Siri (iPhone program that responds to your voice) will display your message on screen "Here's your message – ready to send it?"*

Step 4. Say *Yes* to send message or *No* if you're not ready to send it.

NOTE: You will need to use words to insert the punctuation you want. Ex: Say, "Hi exclamation point" to text "Hi!"
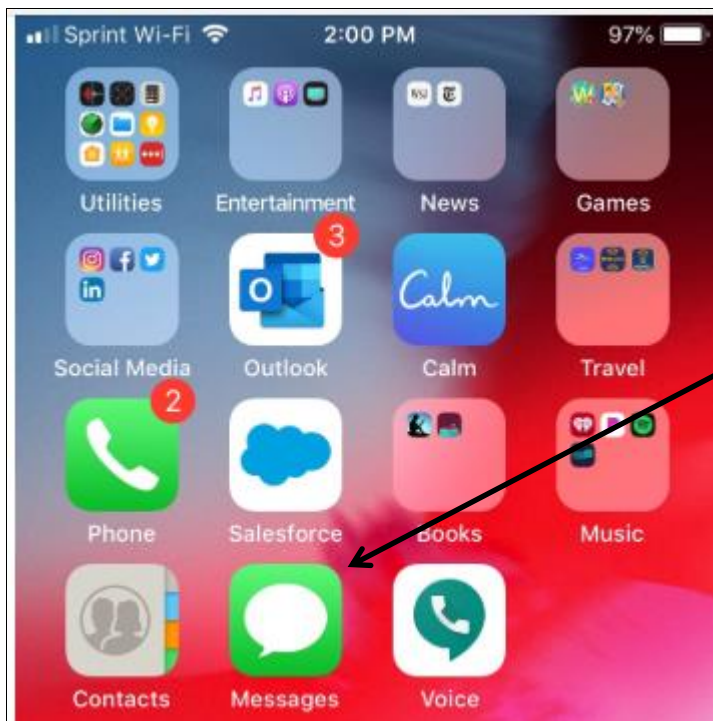
Once you say yes, text message will be sent.

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Send Text Message by Voice
Person Not in Contacts

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).

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Send Text Message by Voice
Person Not in Contacts (continued)

Step 2. Say the <u>mobile</u> phone number of contact you want to send text to.

    Siri *(iPhone program that responds to your voice) will respond "What do you want to say?"*

Step 3. Dictate your message.

    Siri *(iPhone program that responds to your voice) will display your message on screen and will ask "Here's your message – ready to send it?"*

Step 4. Say *Yes* to send message or *No* if you're not ready to send it.

NOTE: You will need to use words to insert the punctuation you want. Ex: Say, "Hi exclamation point" to text "Hi!"

Once you say yes, text message will be sent.

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Send Text Message by Hand
Person in Contacts

Step 1. **Open** (start) the *Messages* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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Send Text Message by Hand
Person in Contacts (continued)

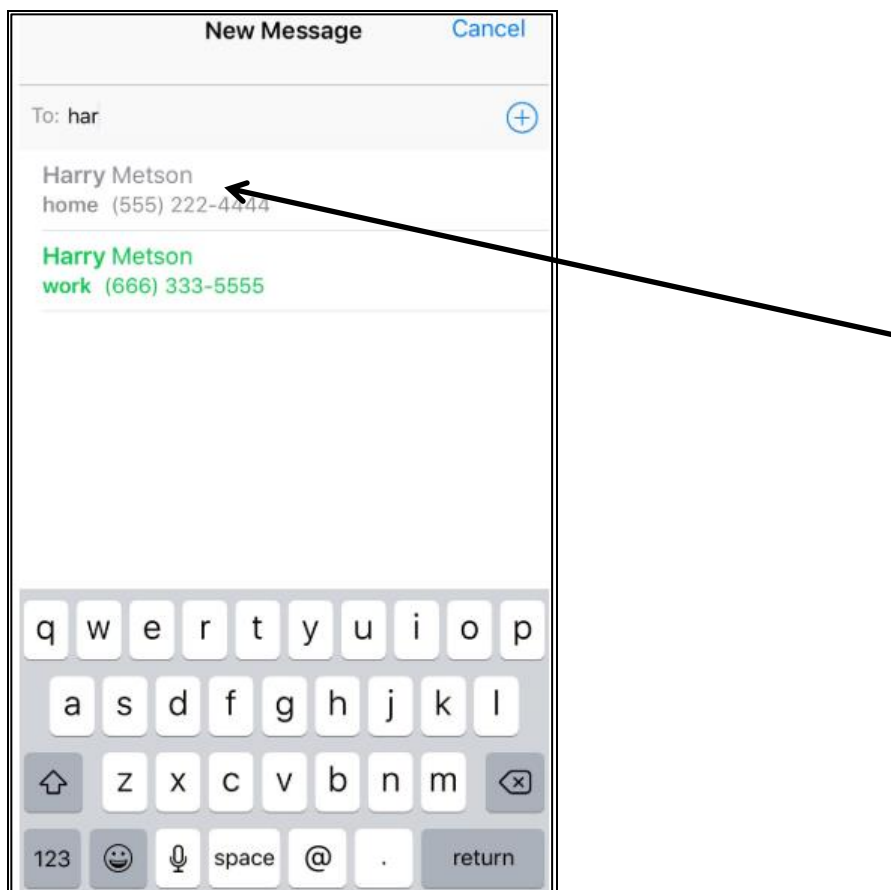Step 2. To start a new text message, **click** (tap) pencil icon on top right of screen.

Send Text Message by Hand
Person in Contacts (continued)

Step 3a. Choose who you want to send message to by starting to type name of contact, then **clicking** (tapping) on the person / number you want.

OR

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Send Text Message by Hand
Person in Contacts (continued)

Step 3b. Choose who you want to send message to by **clicking** (tapping) the *Plus Sign.*

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Send Text Message by Hand
Person in Contacts (continued)

Step 4. From list of contacts, **click** (tap) name of person you wish to send text message to.
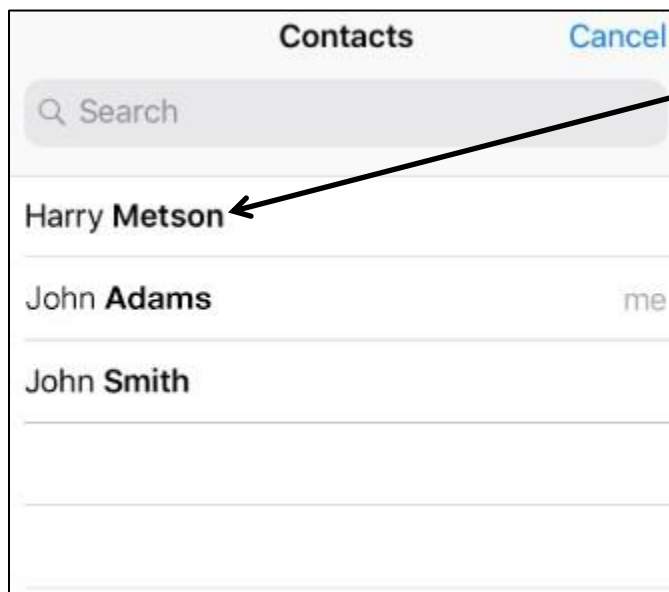
Send Text Message by Hand
Person in Contacts (continued)

Step 5. **Click** (tap) message icon to select this person to send text message to.
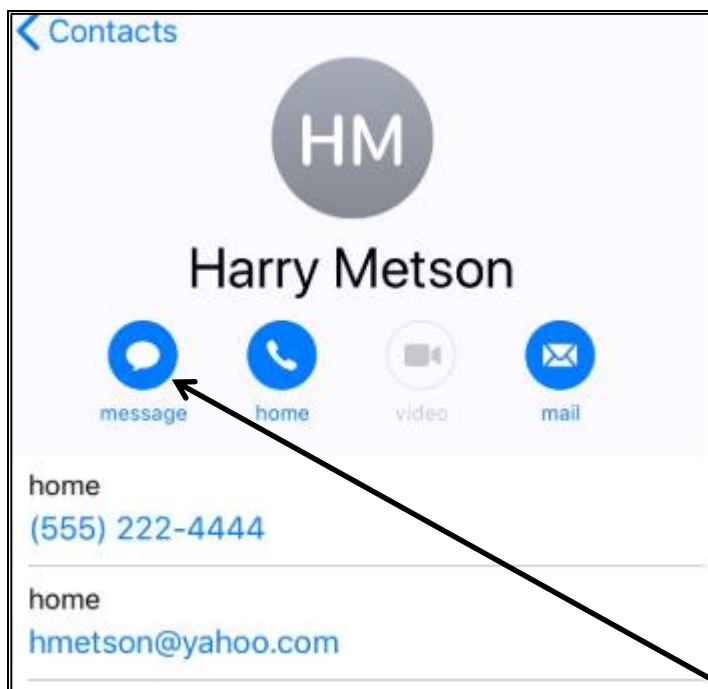
**Send Text Message by Hand
Person in Contacts (continued)**

Step 6. Compose text message you would like to send, by **clicking** (tapping) the text message box and typing your message on the keyboard below it.
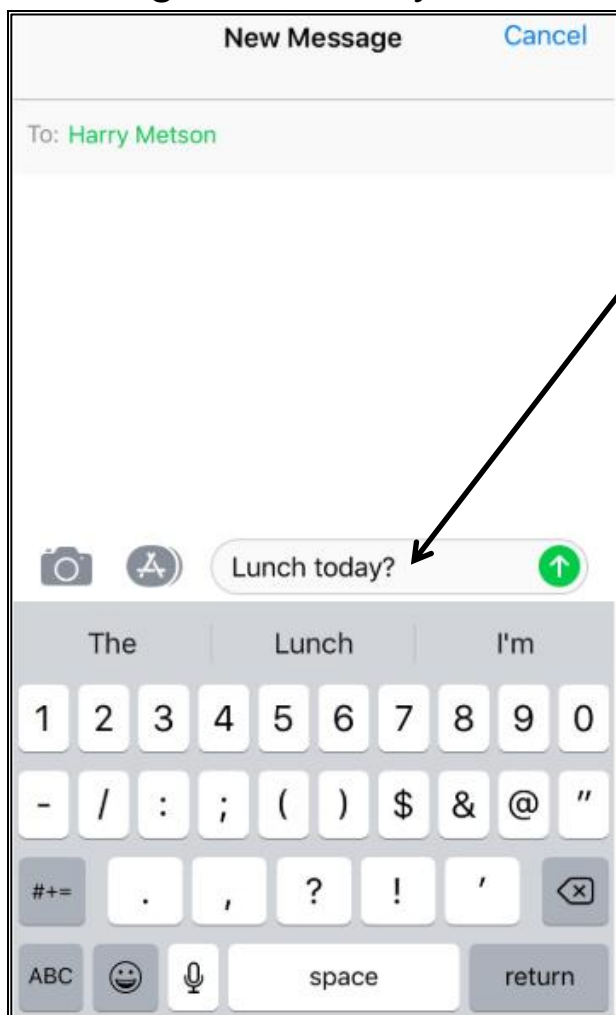
Send Text Message by Hand
Person in Contacts (continued)

Step 7. To add an **emoji** to your message, **click** (tap) on *Smiley Face* icon. Emojis are images that express ideas or emotions.
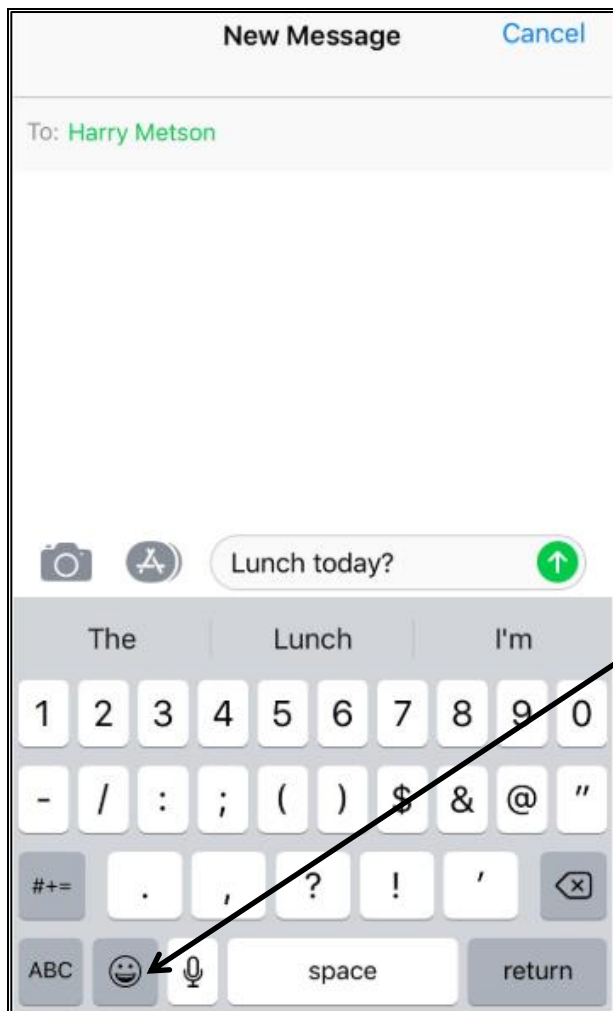
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Send Text Message by Hand
Person in Contacts (continued)

Step 8a. From menu on bottom of screen, select type of emojis to view, e.g. faces, animals, meals, etc.
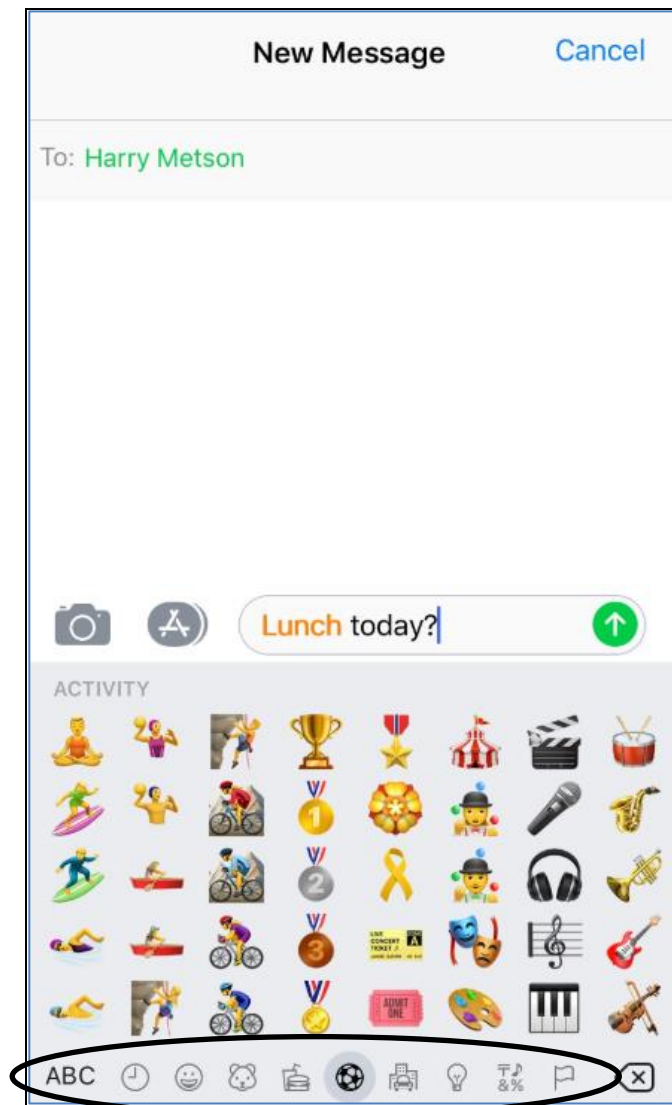
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Send Text Message by Hand
Person in Contacts (continued)

Step 8b. **Click** (tap) on emoji(s) you would like to add to your text message (scroll to the left to review all emojis). Meal **icon** (picture) is selected below.
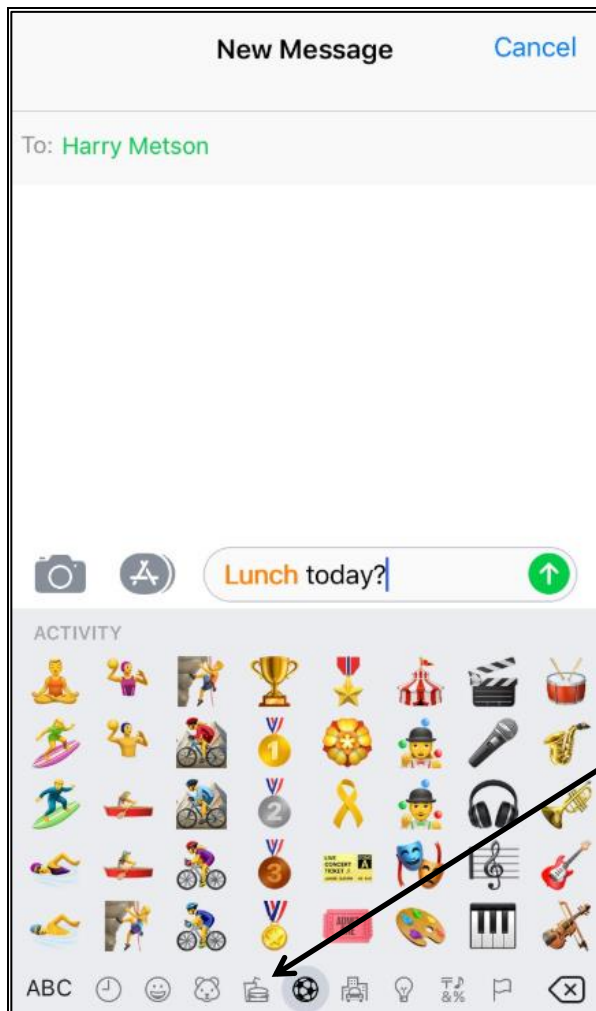
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Send Text Message by Hand
Person in Contacts (continued)

Step 9. When ready to send, **click** (tap) green arrow.

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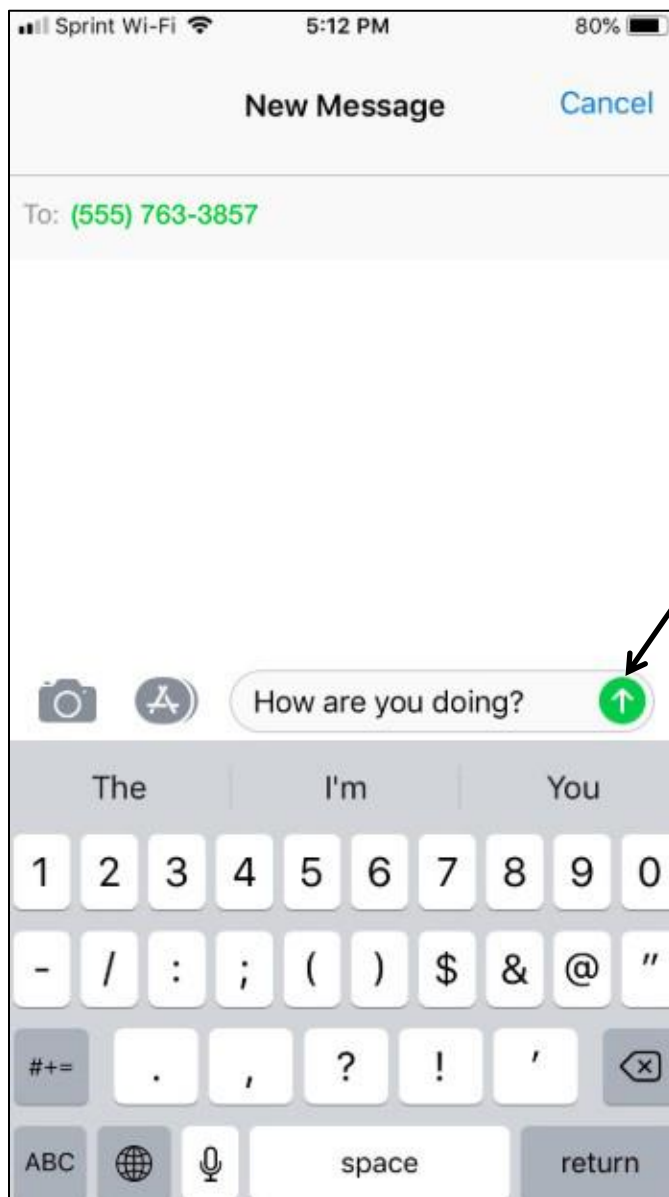**Send Text Message by Hand**
Person Not in Contacts

Step 1. **Open** (start) the *Messages* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

Send Text Message by Hand
Person Not in Contacts (continued)

Step 2. To start a new text message, **click** (tap) pencil icon on top right of screen.
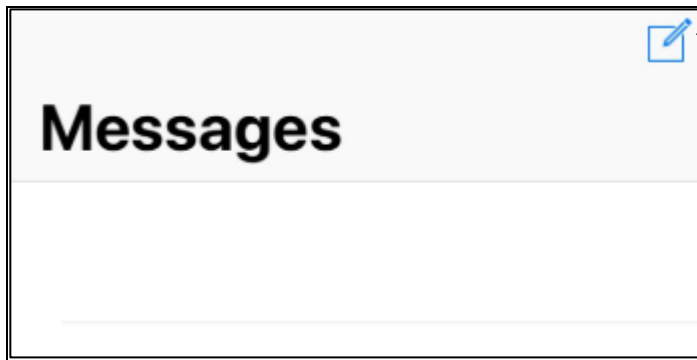
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Send Text Message by Hand
Person Not in Contacts (continued)

Step 3. Enter number for person you want to send text message to, then **click** (tap) *Return.*
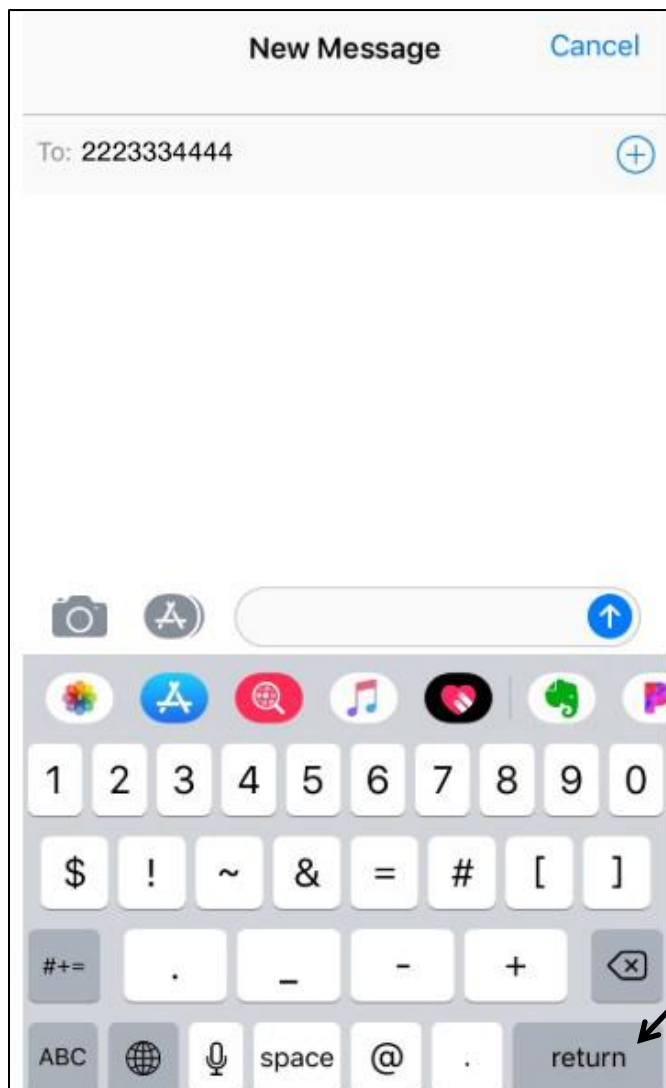
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Send Text Message by Hand
Person Not in Contacts (continued)

Step 4. If desired, enter additional phone numbers,
clicking (tapping) *Return* after each number.

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Send Text Message by Hand
Person Not in Contacts (continued)

Step 5. Compose text message you would like to send, by **clicking** (tapping) the text message box and typing your message on the keyboard below it. (If needed, change to alphabetic keyboard by **clicking** (tapping) *ABC*.
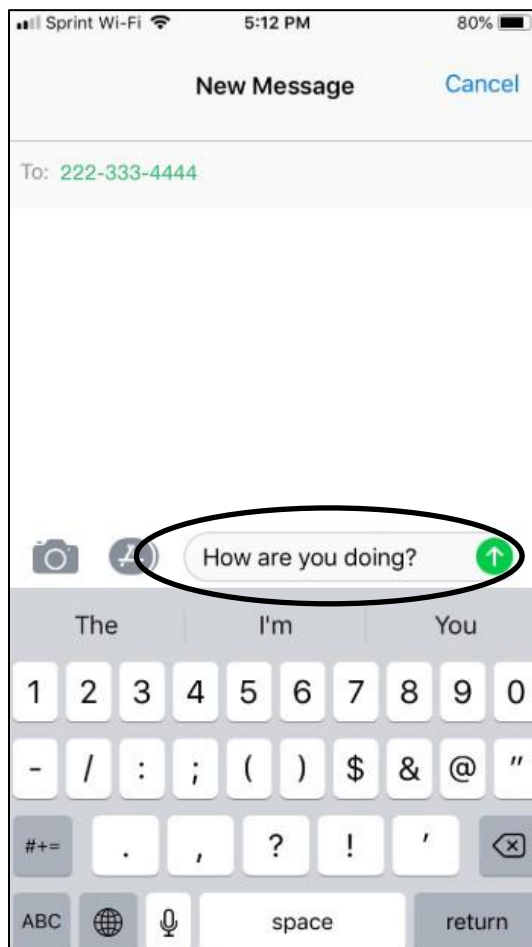
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Send Text Message by Hand
Person Not in Contacts (continued)

Step 6. When ready to send, **click** (tap) green arrow.

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Send Photos by Text Message
with Photos App

Step 1. **Open** (start) the *Photos* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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**Send Photos by Text Message
with Photos App (continued)**

Step 2.Under My Albums, **click** (tap) on *All Photos*.
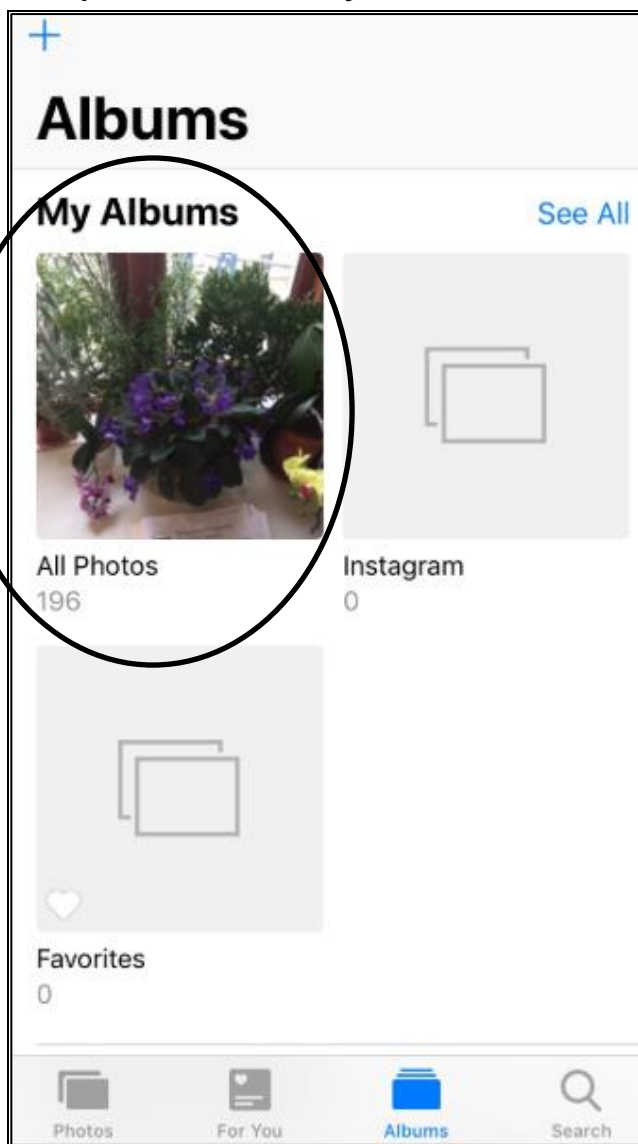
Connect Through Tech

Send Photos by Text Message
with Photos App (continued)

Step 3. **Click** (tap) on photo you would like to send by text.
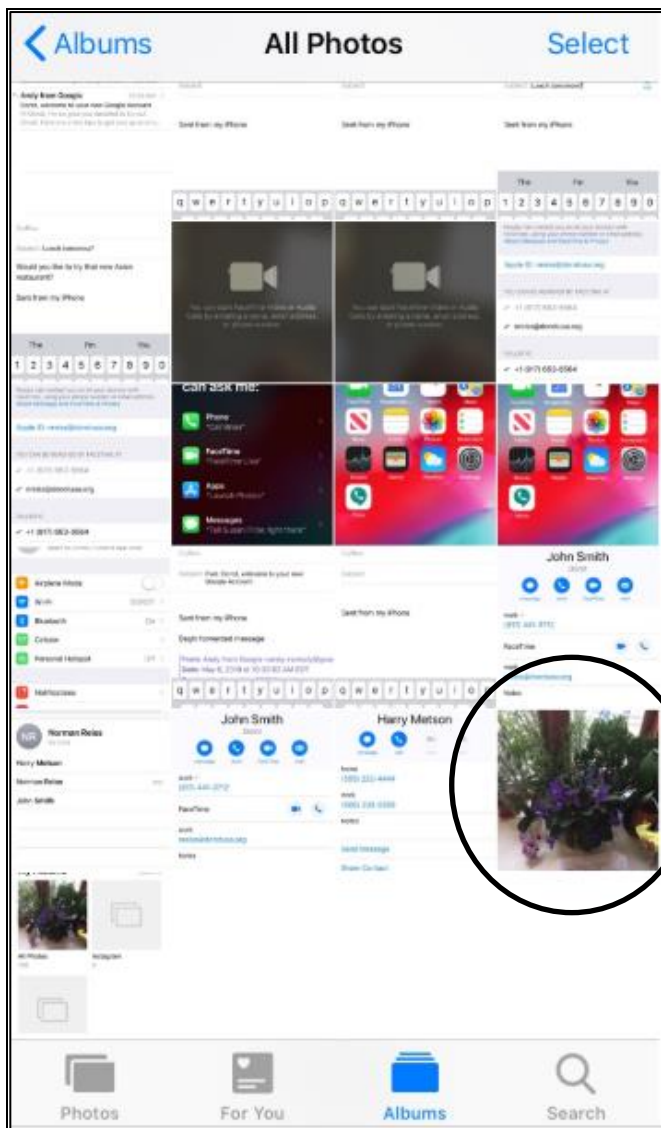
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**Send Photos by Text Message
with Photos App (continued)**

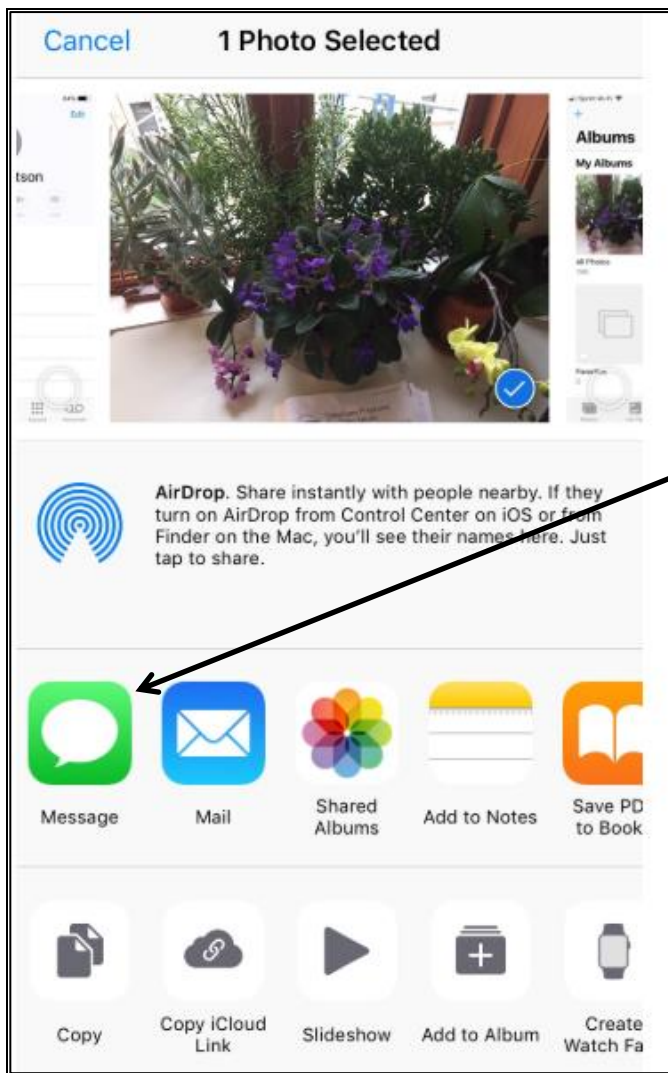Step 4. **Click** (tap) upward pointing arrow on lower left corner of screen.

Connect Through Tech

Send Photos by Text Message
with Photos App (continued)

Step 5. **Click** (tap) on Message icon.

Send Photos by Text Message
with Photos App (continued)

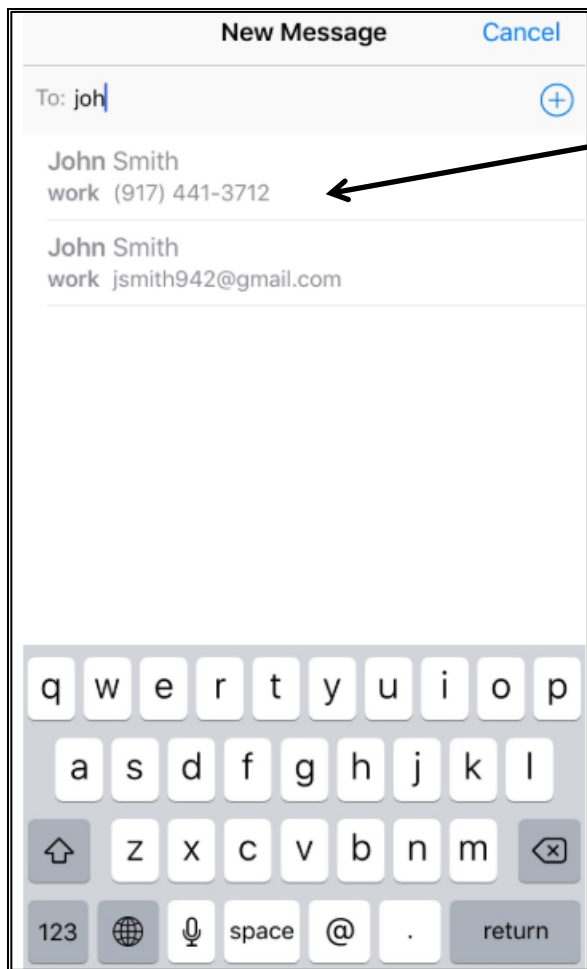Step 6. Choose who you want to send message to by starting to type name of contact.
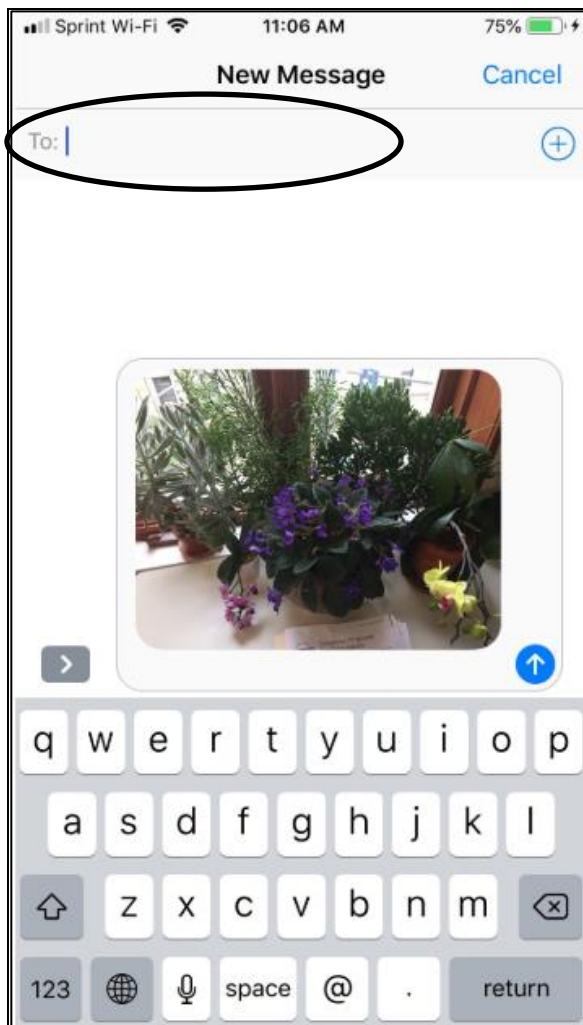
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Send Photos by Text Message
with Photos App (continued)

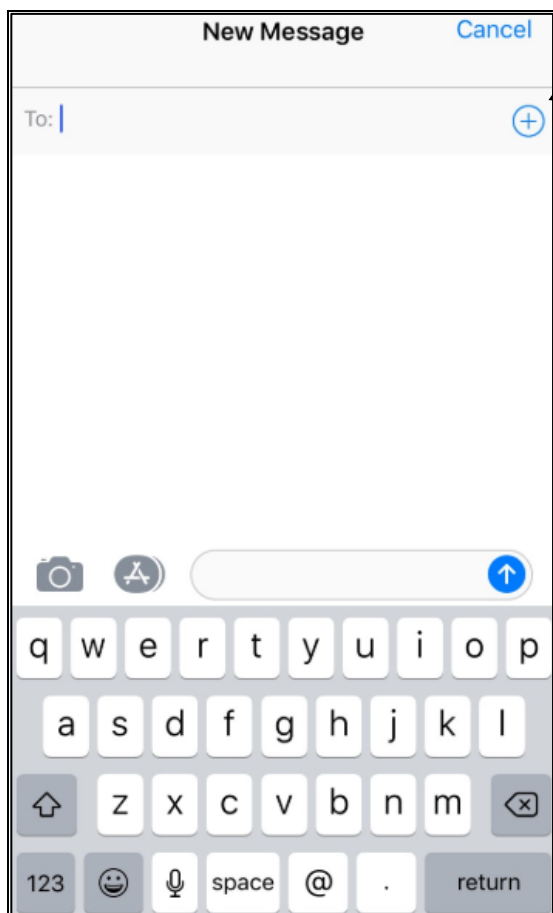Step 7a. **Click** (tap) on the person / number you want.

OR

Send Photos by Text Message
with Photos App (continued)

Step 7b. Choose who you want to send message to by
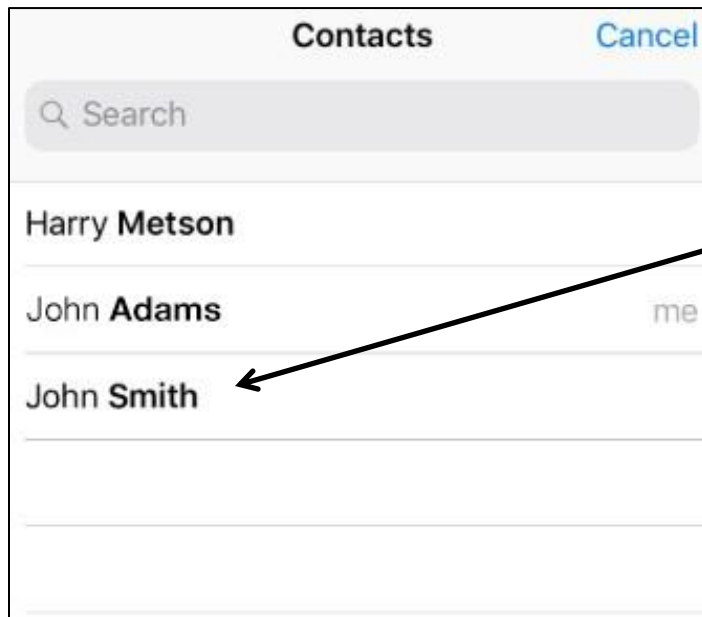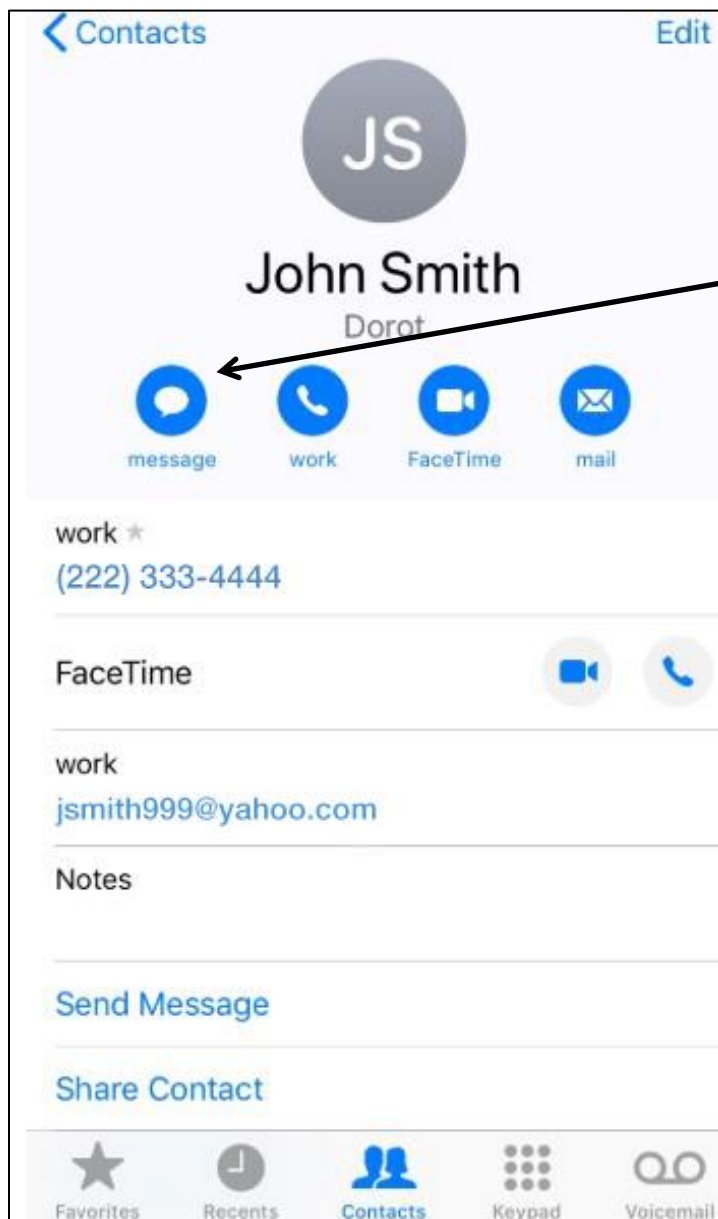**clicking** (tapping) the *Plus Sign.*

![DOROT logo with text "GENERATIONS HELPING" encircling it] **Connect Through Tech**

Send Photos by Text Message
with Photos App (continued)

Step 8. **Click** (tap) on the person / number you want.

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Send Photos by Text Message
with Photos App (continued)
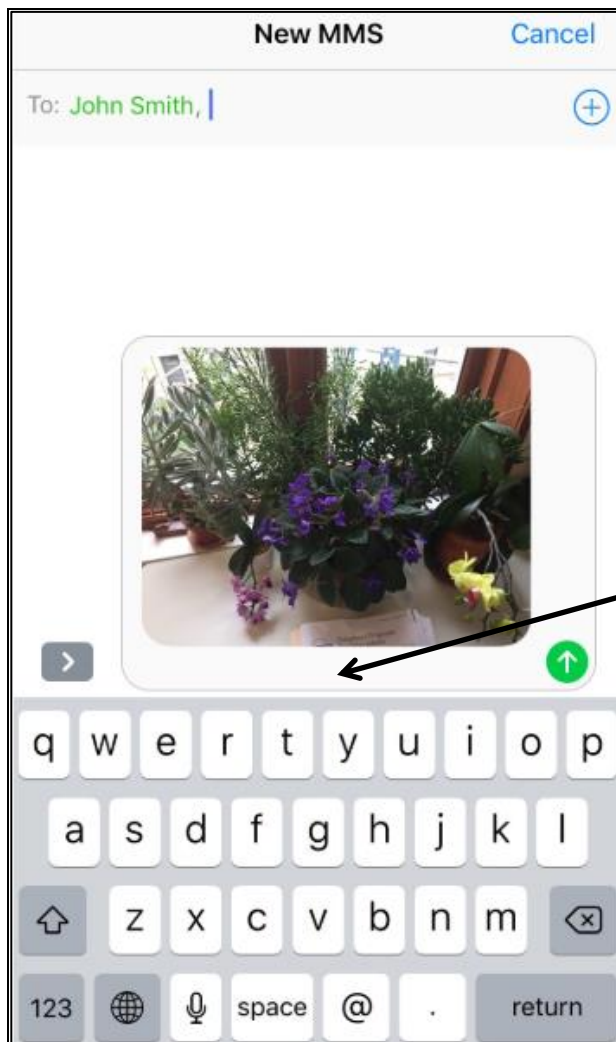
Step 9. **Click** (tap) *Message* for John Smith.

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**Send Photos by Text Message
with Photos App (continued)**

Step 10. To be able to compose a message to accompany your photo, **click** (tap) in area of screen under the photo to display the writing area.
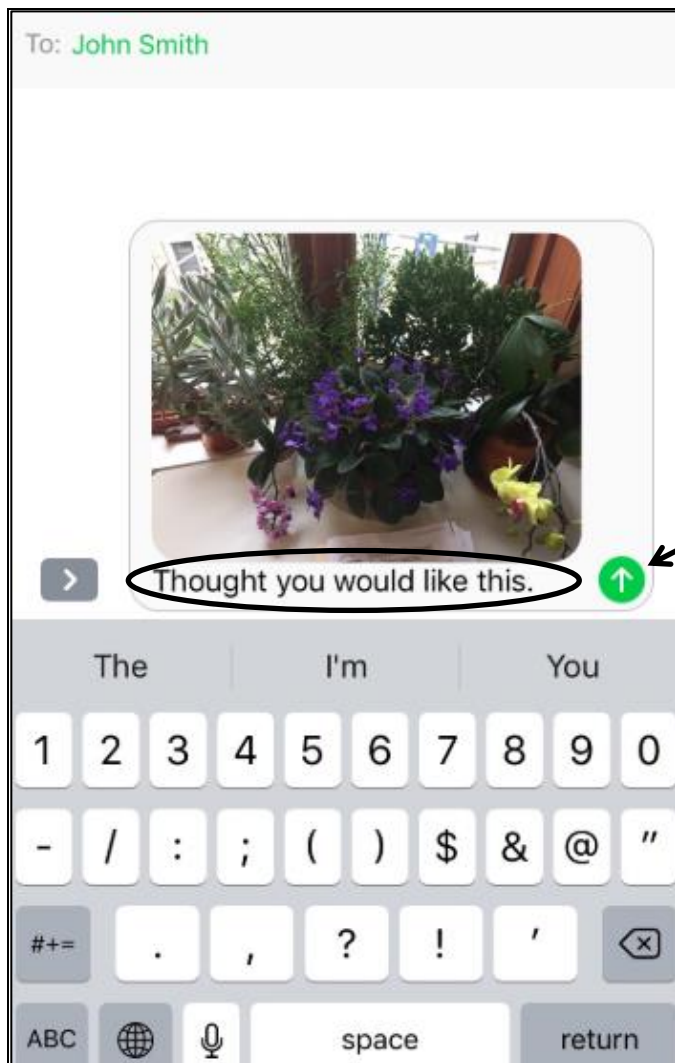
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Send Photos by Text Message
with Photos App (continued)

Step 11. Compose your message to accompany photo. When ready to send, **click** (tap) upward green arrow.
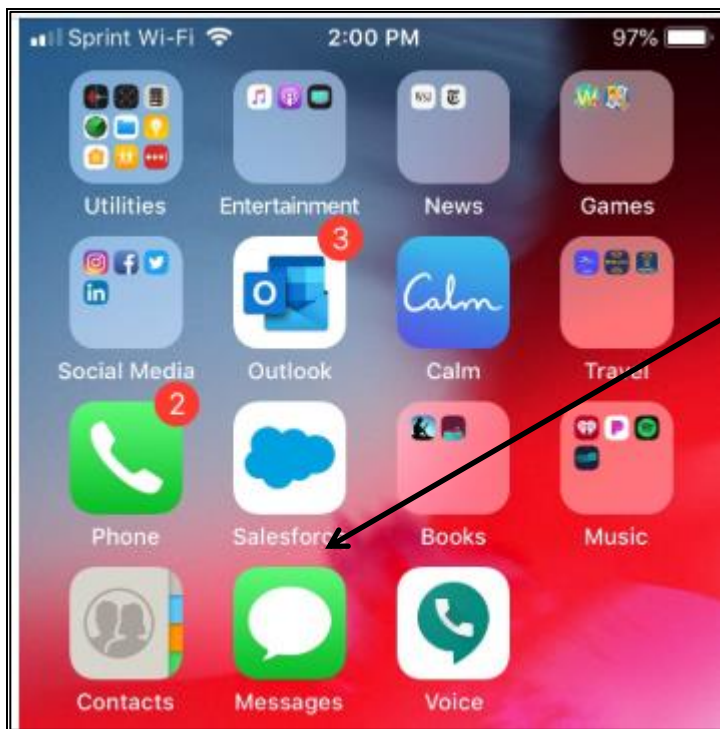
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**Send Photo by Text Message
with Messages App**
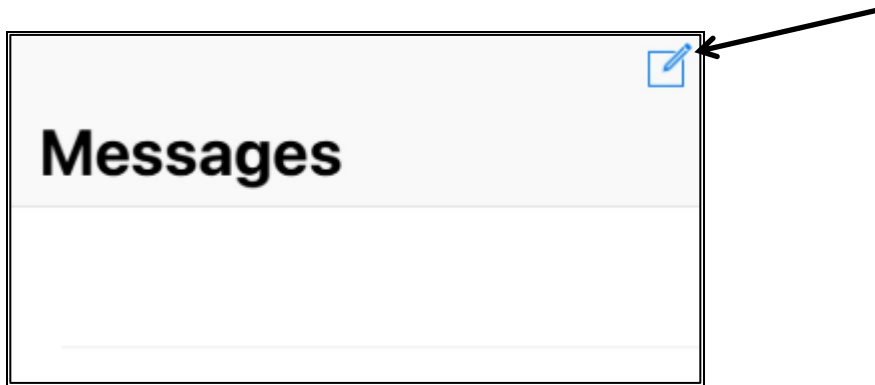
Step 1. **Open** (start) the *Messages* app.

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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**Send Photo by Text Message
with Messages App (continued)**

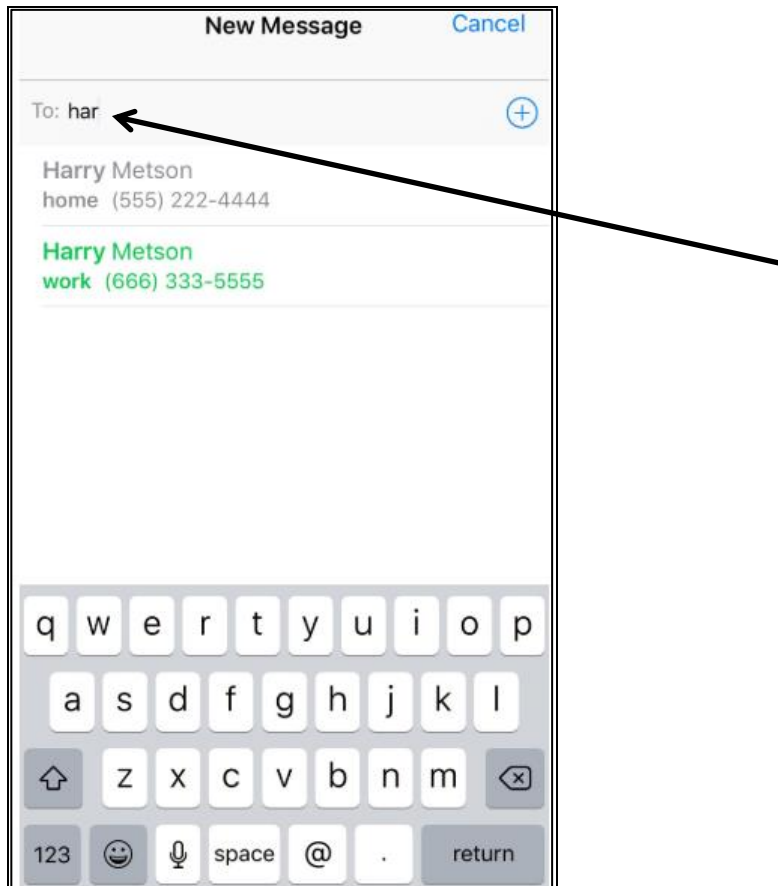Step 2. On top right of screen, **click** (tap) pencil icon

Messages

Send Photo by Text Message
with Messages App (continued)

Step 3a. Choose who you want to send message to by starting to type name of contact, then **clicking** (tapping) on the person / number you want.
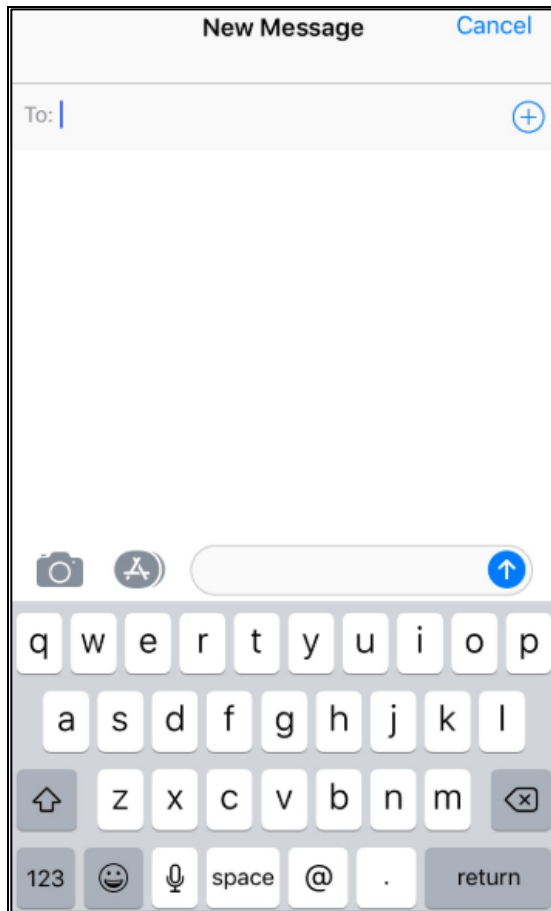

OR

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**Send Photo by Text Message
with Messages App (continued)**

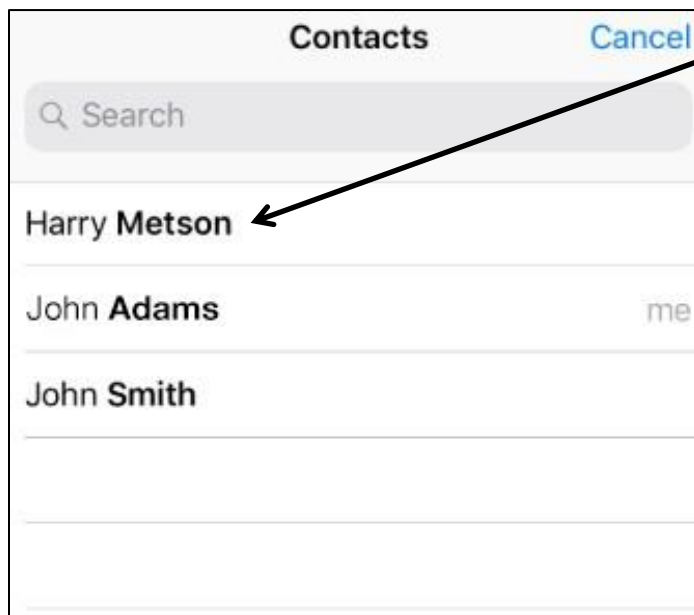Step 3b. Choose who you want to send message to by **clicking** (tapping) the *Plus Sign.*

Send Photo by Text Message
with Messages App (continued)

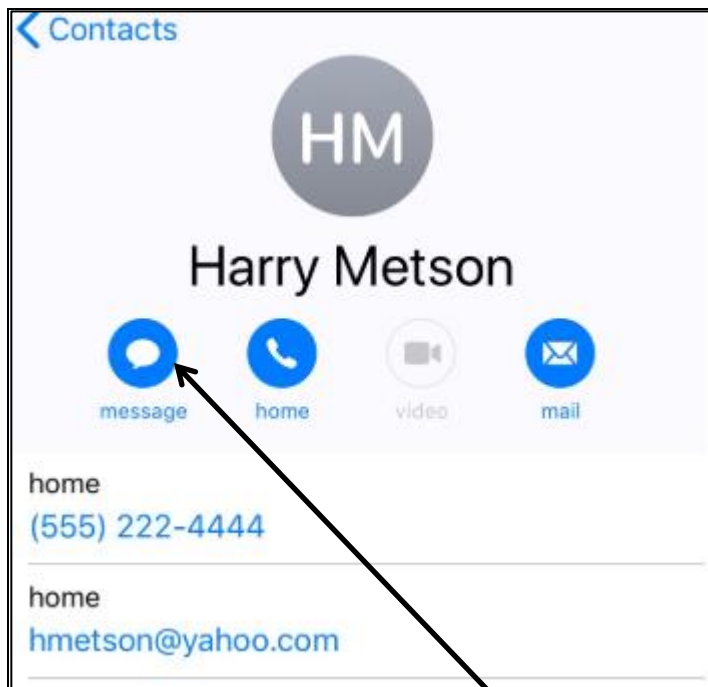Step 3c. From list of contacts, **click** (tap) name of person you wish to send text message to.

Send Photo by Text Message
with Messages App (continued)

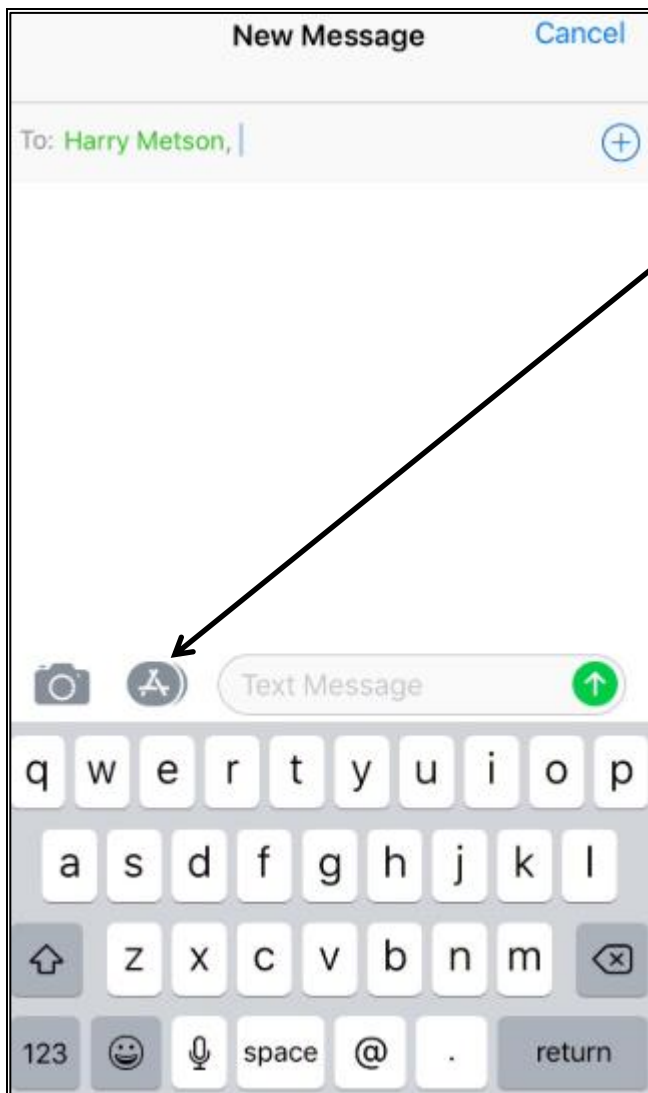Step 4. **Click** (tap) message icon to select this person to send text message to.

**Send Photo by Text Message
with Messages App (continued)**

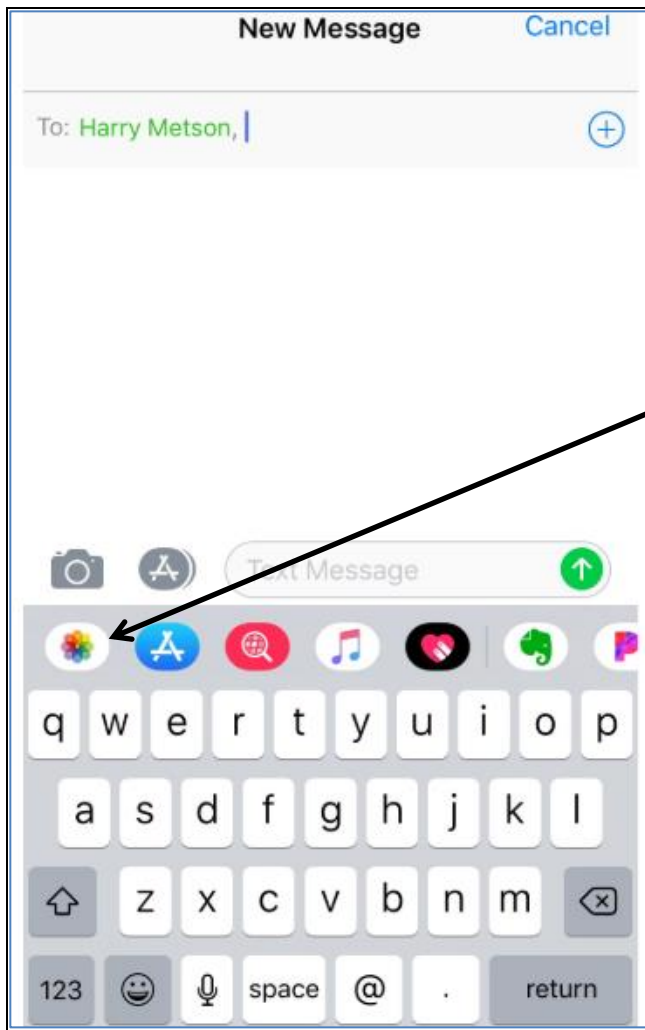Step 5. **Click** (tap) (Apps icon).

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Send Photo by Text Message
with Messages App (continued)

Step 6. From list of icons that appears on bottom of screen,
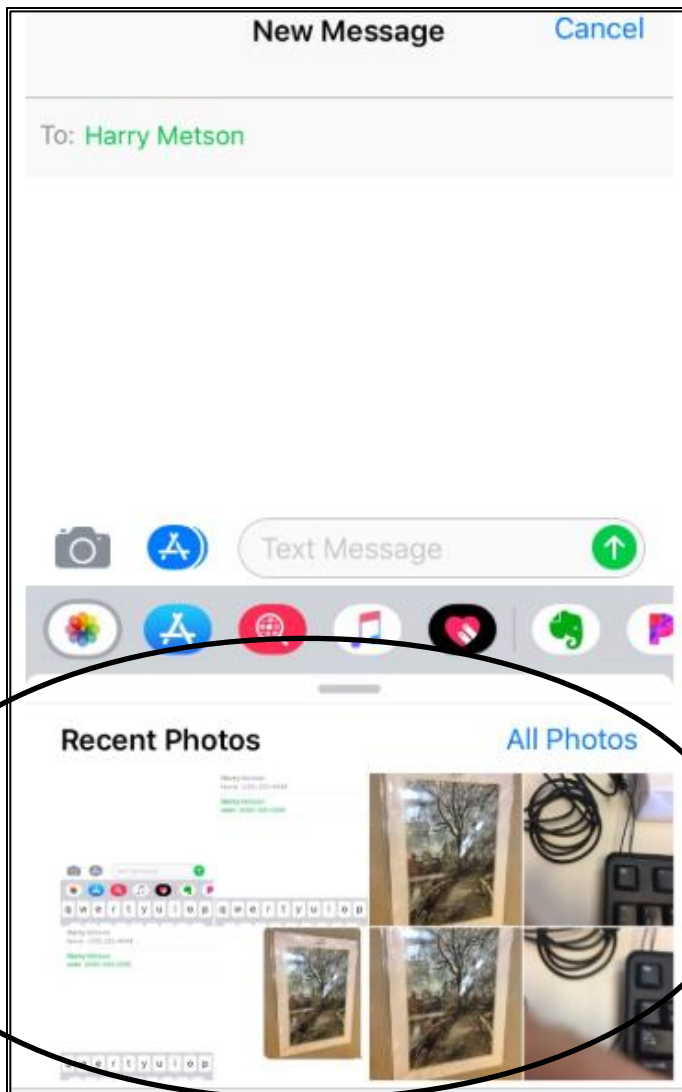
click (tap) on (Photo App icon)

Send Photo by Text Message
with Messages App (continued)

Step 7. From selection of *Recent Photos* or *All Photos*, **click** (tap) on photo you would like to attach to message.
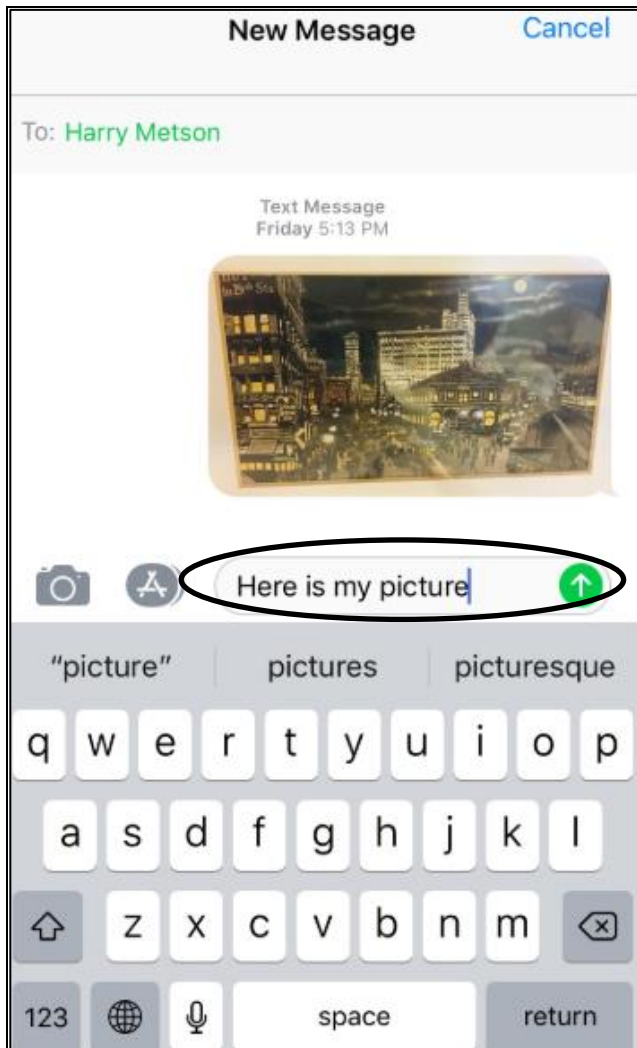
Send Photo by Text Message
with Messages App (continued)

Step 8. Add a message to accompany your photo, then **click** (tap) upward pointing green arrow when ready to send message with attached photo.
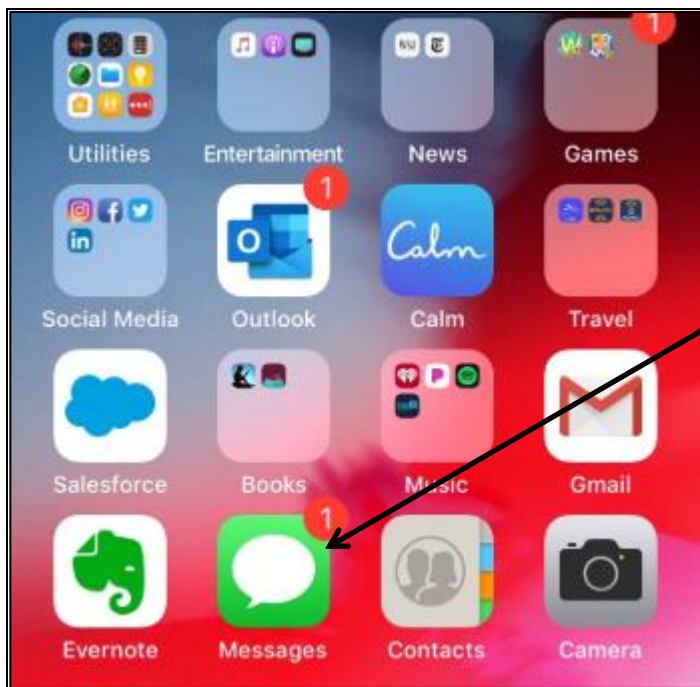
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Saving a Received Picture

Step 1. **Open** (start) the *Messages* app. (The 1 number indicates that you have an unread text message)

NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

Saving a Received Picture (continued)

Step 2. Message screen will show your incoming message. **Click** (tap) on message to view.

Saving a Received Picture (continued)

Step 3. View incoming message with photo.

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Saving a Received Picture (continued)

Step 4. To save picture to your phone, press down on picture, then **click** (tap) *Save.*

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Viewing and Replying to Received Texts

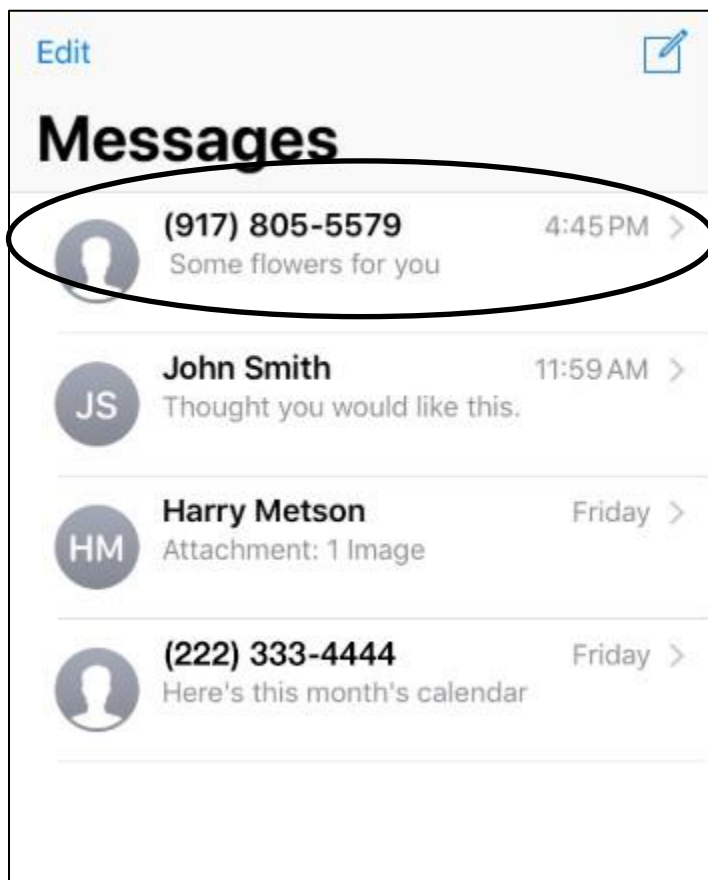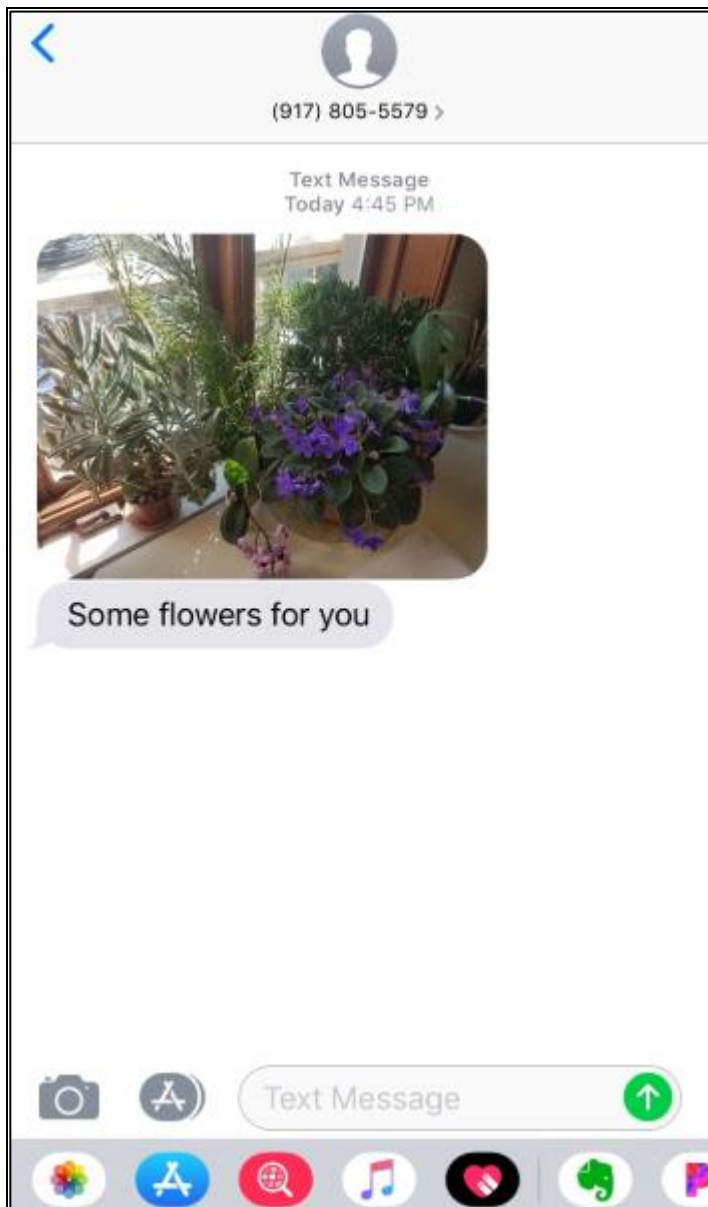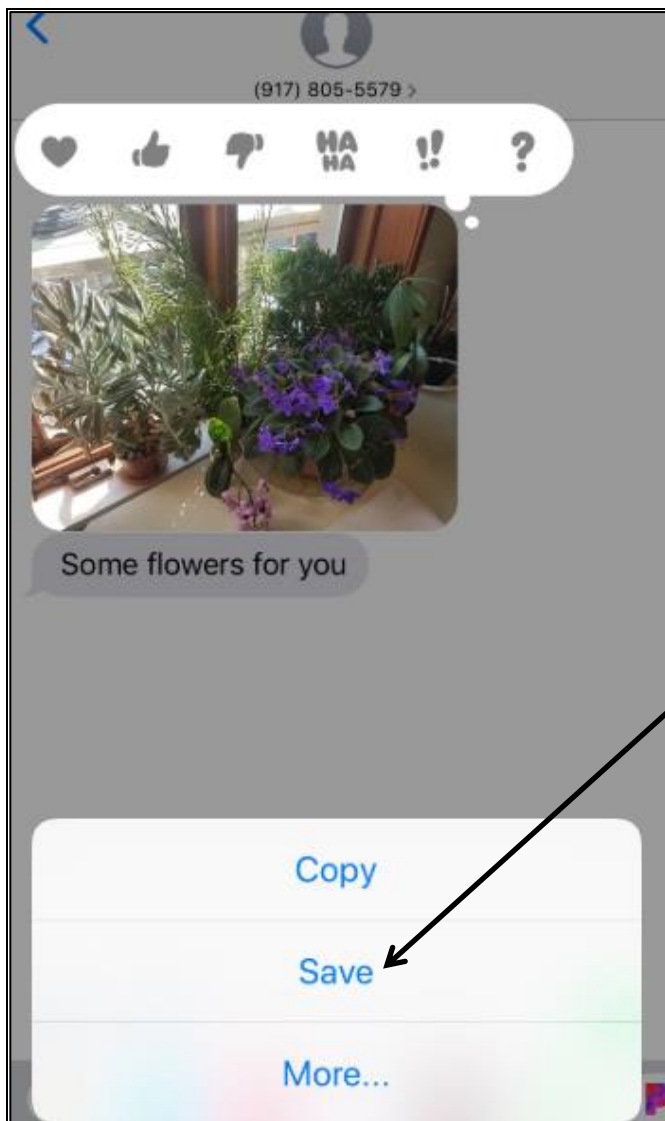Step 1. **Open** (start) the *Messages* app.
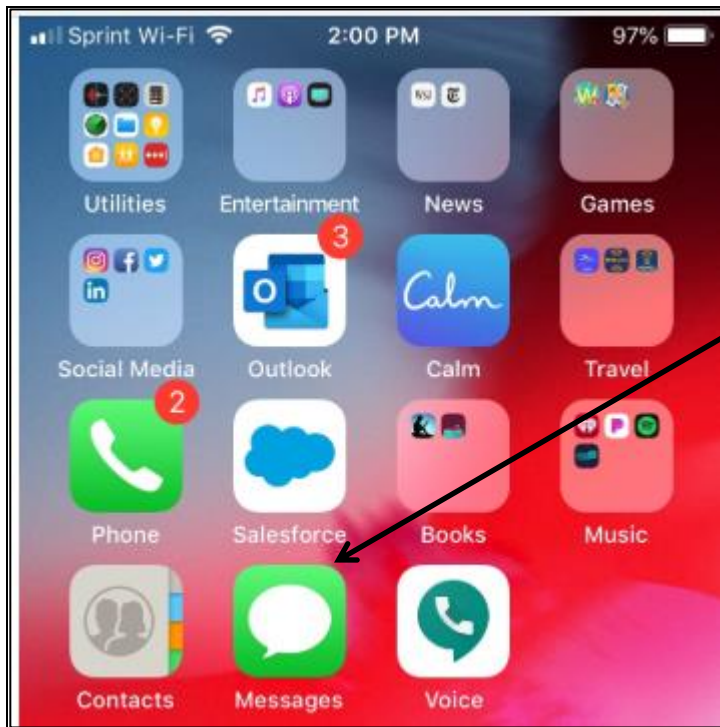
Note: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.

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**Viewing and Replying to Received Texts
(continued)**

Step 2. View incoming messages, which will include abbreviated version of each message. Unread messages will be marked with a blue dot. **Click** (tap) on message you would like to read.
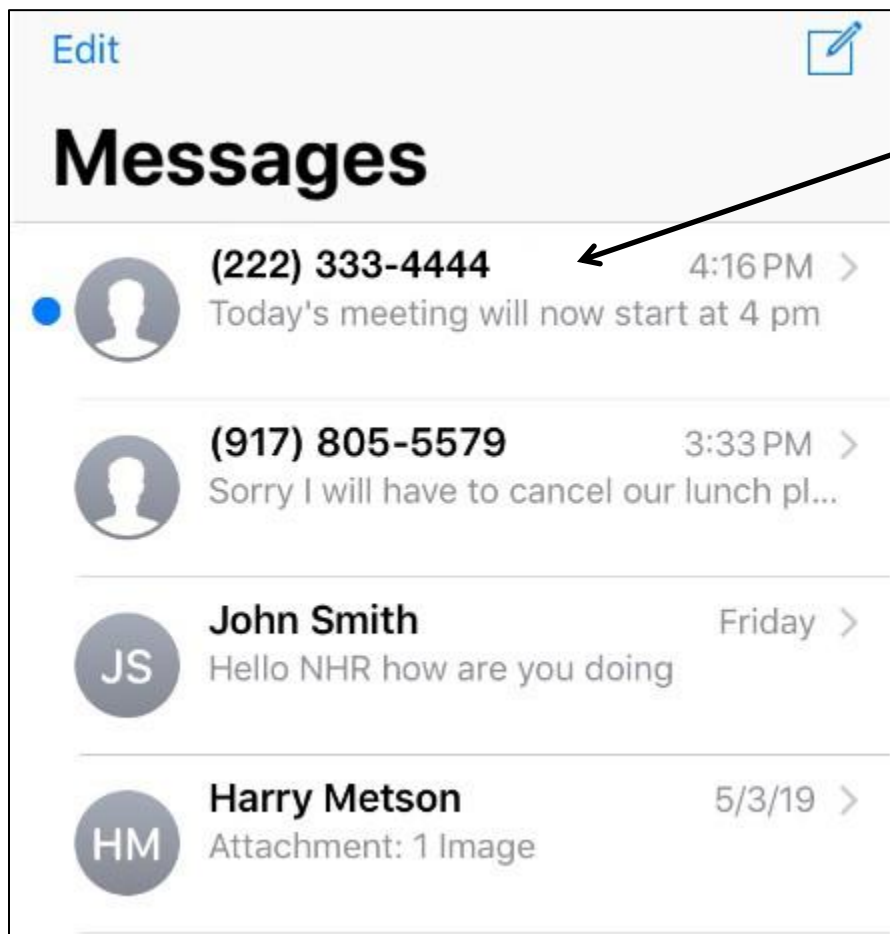
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Viewing and Replying to Received Texts (continued)

Step 3. **Click** (tap) on desired message to view entire conversation with that person.
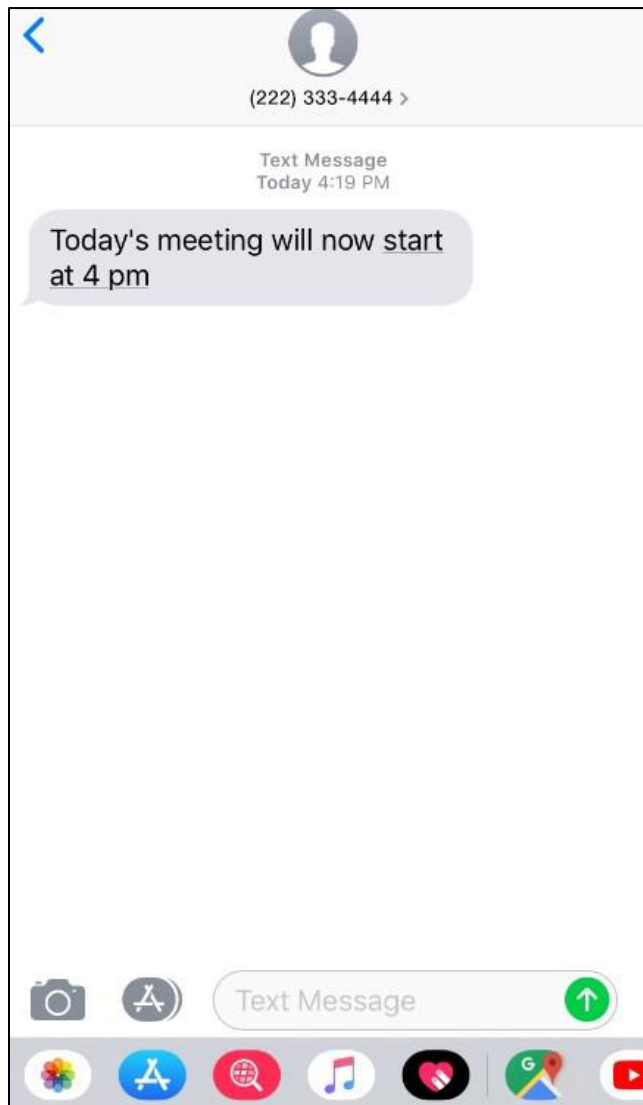
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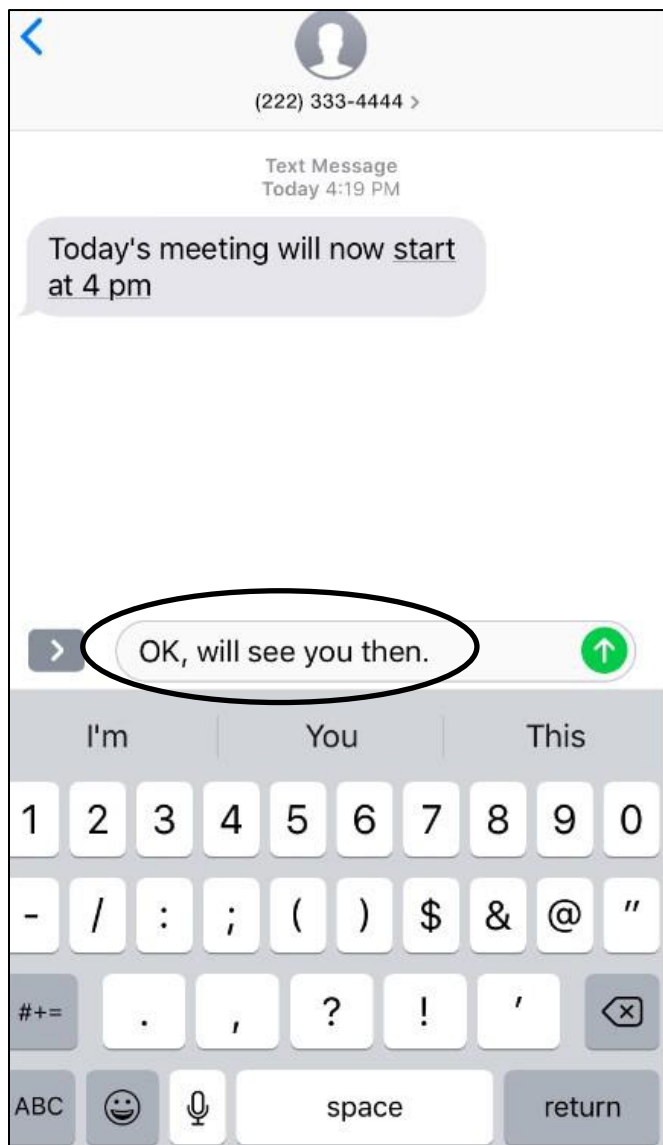
Viewing and Replying to Received Texts (continued)

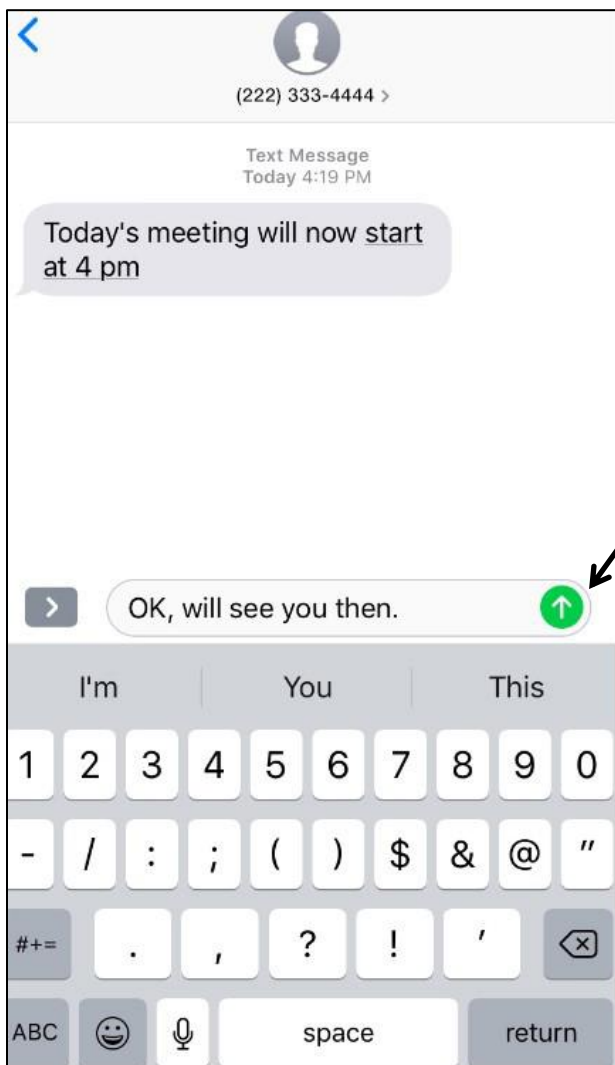Step 4. In *Text message* box at bottom of screen, enter new message.

Viewing and Replying to Received Texts (continued)

Step 5. When ready, **click** (tap) upward pointing green arrow to send.

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Texting Acronyms

Since texting is used for brief messages, many people use acronyms. Below is a list of some common abbreviations commonly used in text messages.

AKA: Also known as	**JK:** Just kidding
ASAP: As soon as possible	**K:** OK
BTW: By the way	**LMK:** Let me know
B/C: Because	**LOL:** Laughing out loud
DIY: Do it yourself	**MSG:** Message
DM: direct message	**NP:** No problem
FTW: For the win	**NVM:** Never mind
FWIW: For what it's worth	**OMG:** Oh my god/gosh
FYI: For your information	**POV:** Point of view
G2G: Got to go	**ROFL:** Rolling on floor laughing
GR8: Great	**SRSLY:** Seriously
HTH: Hope this helps	**SMH:** Shaking my head
ICYMI: In case you missed it	**SO:** Significant other
IDK: I don't know	**TBH:** To be honest
IMHO: In my humble/honest opinion	**TMI:** Too much information
	TL;DR: Too long, don't/didn't read
IKR: I know, right	**TTYL:** Talk to you later
ILY: I love you	**TY:** Thank you
IMO: In my opinion	**V:** Very
IRL: In real life	**YOLO:** You only live once
JIC: Just in case	

If you come across other acronyms, you can add them to this list.

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.