



# Connecting you with our world

## One tech tool and lesson at a time



***You're Never Too Old to Learn Something New***

### How to Text

Tech Tool(s) you'll be using: Smartphone

Video to watch for this topic: [How to Text](#)

(Video can be found on our You Tube channel or our website SeniorTechConnect.net)

**List at least 3 benefits from learning to text:**

What kind of smartphone do you have? (brand and model) \_\_\_\_\_

Some will have it on the back of the phone—others look in Settings



In Settings – find 'About' (sometimes that is in 'General') or 'My phone'

Turn on your smartphone

Locate the Texting App that came pre-loaded on your phone—usually at the bottom of the Home screen



It will most likely look like a 'chat' bubble

Throughout this Note Sheet our images will show examples of both Android (on the left) and iPhone (on the right)—yours may look different but functions will be similar

Tap on the App's icon to open the App

Once you are using it—you'll be able to see any messages you have received and any previous 'conversations' you've had

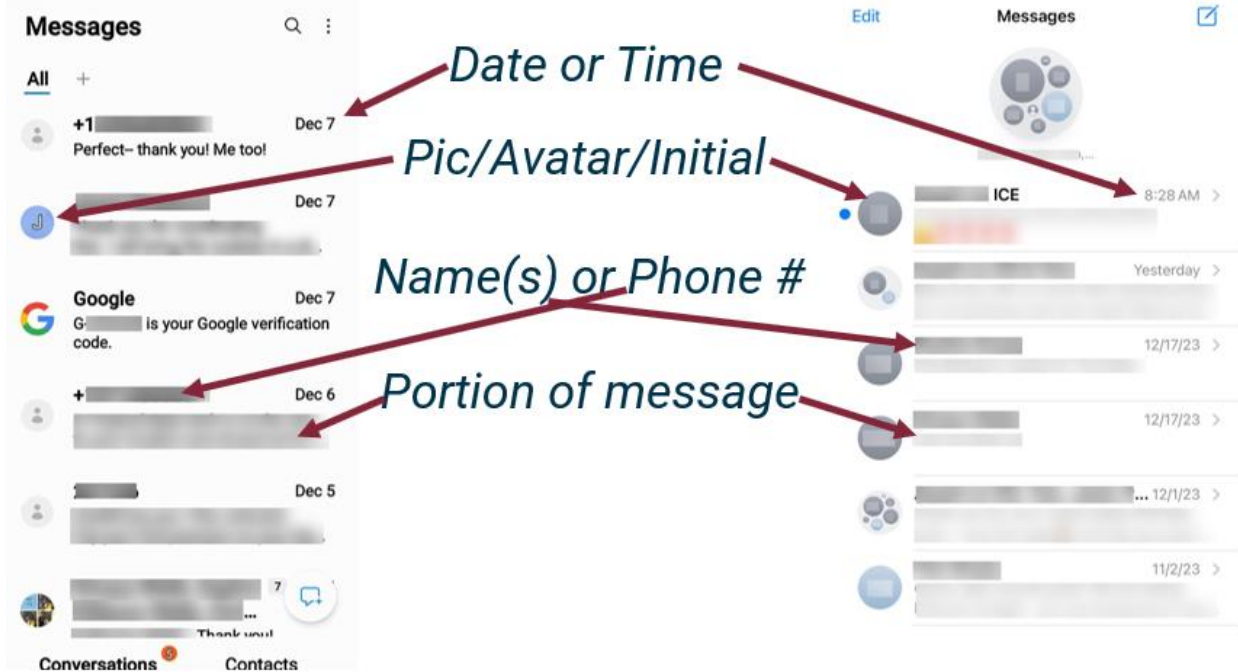
If the icon has a circle with a number in it—that is how many 'new' messages you have received since you last opened the App



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## ➤ **PRACTICE NOW – Opening Texts App**

- Pause the video on this screen—click on video or click Play/Pause button
- Find your smartphone's Texting App
  - Do you have any messages waiting for you? How many?
    - There is a circle on the App on the Home screen if there are new messages for you
- Tap on the Texting App's icon to open the App
  - Get to know that screen—it's OK if it's empty (it won't be for long)
- For the next steps you will need the cell phone # for someone you want to send a text message to
- Now that you're done with this practice—Stand up and move your body—sip some water—take a quick break—then come back and get in a good comfortable position to continue with the video
- Un-pause the video – Click on the video or click on the Pause/Play button

### **\*\*\*What to do if you lose/close the Video tab during the PRACTICE NOW**

To return/find this video again after practice if you have accidentally closed it

Open a new tab in your browser – Go to [SeniorTechConnect.Net](http://SeniorTechConnect.Net)

Go to the 'Videos and Note Sheets' page



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Look in the chart and find this video—click on its name to open this video

Once in YouTube in this video – look in the description below the video

Scroll down and find the timestamp for the practice you just completed – click on it and it will open the video to that practice—so you can continue where you were.

\*\*\* See instructions in 1<sup>st</sup> practice to find video again if you have accidentally closed it

Find the 'New Conversation' icon in the App – click on it to start a new text conversation



What does this look like in YOUR smartphone?

Where is this found on YOUR smartphone?

In the 'Recipient:' or 'To:' field

What are the 2 things you can type/tap here? 1 –

2 –

Tap into the 'Enter Message' or 'Text Message' field to tap type your text message



Tap on the letters, numbers, or characters on the keyboard to create your message

What key do you tap on to bring up punctuation marks?

What key do you tap on to start a new line in your message?

What is important to know about using ALL CAPS?



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### When done with your message – Tap 'Send' icon

What does YOUR Send text icon look like?

Where do you find your 'Send' icon?

**Note: ALWAYS read through your text BEFORE you tap 'Send'—to make sure it really says what you intended to say and that the App or your fingers didn't type something that you were not meaning to say**

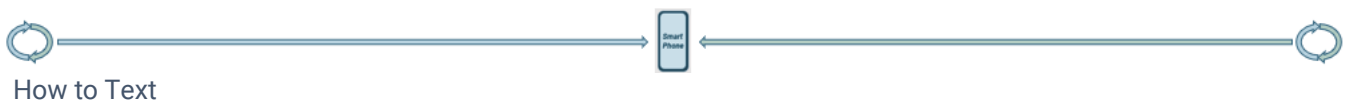
#### ➤ **PRACTICE NOW – Sending simple text message**

- Pause the video – click on the video or on the Pause/Play button
- Tap on New Message and enter Recipient for your text
  - Enter a cell phone # or the Contact's name
- Enter a simple sentence
  - Tap into the 'Text message' or 'Enter message' field
  - Tap type "Hi (name) I am learning how to text" (no " ")
- Send the text message
  - Tap the 'Send' icon and keep this conversation open for next practice
- Now that you're done with this practice--Stand up and move your body--sip some water--take a quick break--then come back and get in a good comfortable position to continue with the video
- Un-pause the video – Click on the video or click on the pause/play button

\*\*\* See instructions in 1<sup>st</sup> practice to find video again if you have accidentally closed it

How can you tell which 'text bubbles' of the text conversation are yours and which are from the other(s)?

How can 'predictive text' help you when you are tap typing a text?



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What key(s) do you tap on in YOUR phone's texting App to access the additional character keyboards—and where are they located?

Where is the icon for emojis (smiley faces/little drawings) in YOUR phone's texting App?

*NOTE—some emojis have multiple meanings (especially those related to foods/produce) so it's best to clarify what they mean with those that you text so that you're not saying things you don't mean to say.*

### ➤ **PRACTICE NOW – Texts with more than letters**

- Pause the video—click on video or click on Pause/Play button
- Be in the same text message used in the last practice
- Find the additional character keyboards – open and find the ?
  - Tap into text field “Can I practice with you?” (no “ ”)
- Find the Emojis chart and tap it to open it
  - Tap on a smiley face that fits with this person and this question
- Tap the ‘Send’ icon to send this text message
- Un-pause the video – Click on the video or click on the pause/play button

\*\*\* See instructions in 1<sup>st</sup> practice to find video again if you have accidentally closed it

If tap typing is too difficult for you—

Try using a ‘Stylus Pen’ with a rubber tip—we have recommendations on our website

Experiment with using the microphone/‘speech-to-text’ functions of YOUR phone's texting App. Depending on your speech patterns and accent this could work well for you if you don't like the tap typing.



*Experiment with using the microphone's ‘speech-to-text’*

You would then just need to tap into the message to edit/fix any words that didn't come out the way you wanted them to.



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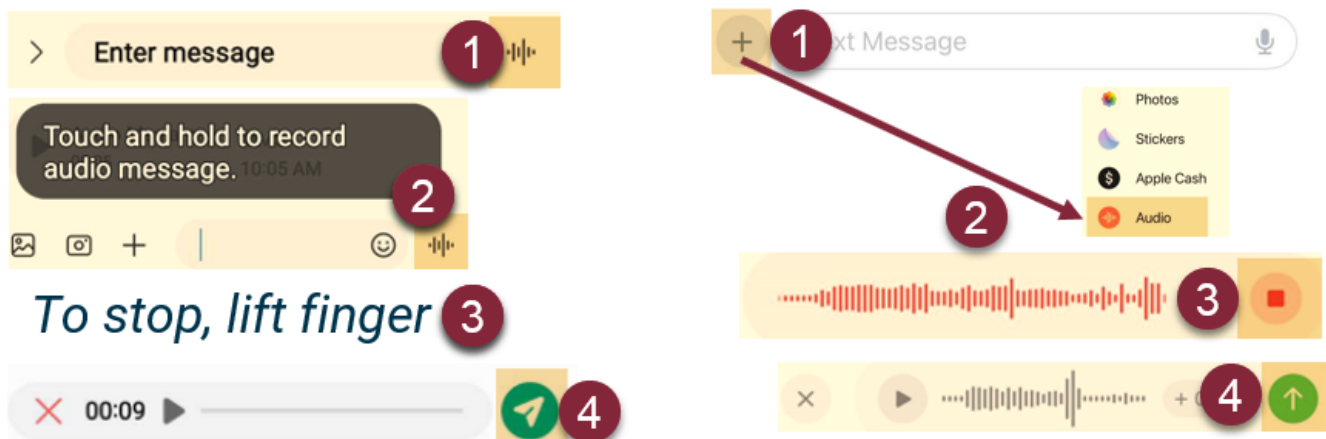
Practice using this feature the next time you are sending a text.

How did it go? Did the App understand most of what you wanted to say?

As you tried it out—what changes did you make to the way you spoke so that it could better understand what you were saying?

And something else to try—if tap typing is too hard OR you want to send someone a voice message

## If tap typing is too difficult – try recorded message feature

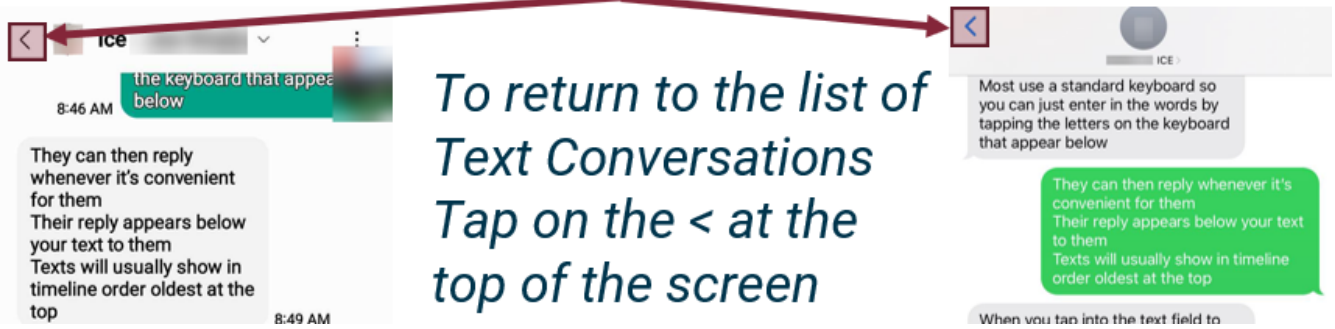


<p>Android –</p> <ol style="list-style-type: none"> <li>1 – Tap on recording icon</li> <li>2 – Touch and hold to record message</li> <li>3 – Lift finger when done</li> <li>4 – Tap on 'Send' icon to send recording</li> </ol>	<p>iPhone –</p> <ol style="list-style-type: none"> <li>1 – Tap on plus to open other features</li> <li>2 – Tap on 'Audio' to record message</li> <li>3 – Tap on square (stop) when done</li> <li>4 – Tap on 'Send' icon to send recording</li> </ol>
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How do you get to this function in YOUR phone?

When do you think you would use this feature?

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**Troubleshooting Tip** – *If your keyboard disappears and you can't find it—click on the back arrow at the top of your App's screen and then click back into this text conversation*

## Additional Related Resources

[Common Abbreviations and Acronyms Note Sheet](#) (no video) –

Great resource for you to better understand when people are using abbreviations/acronyms in texts and online chats

## Other SeniorTechConnect.net videos mentioned in this video

Entering Contacts into your Smartphone

Texting Set ups and Settings

Please connect and share what you've learned with someone you know—THANK YOU!

**Thank you for all you do to connect with others and make our world a better place to be!**



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