

Smartphone Tips and Tricks

How to Send Text Messages - Android

Sending - To send a message to another smart phone find the messaging app  on your phone and open it. Tap the + symbol to start a new message. If the person you want to message is in your contacts begin to type their name in the To box. As you type their name you should see matching contacts appear in a list below where you are typing. Scroll down to the name you want and tap it. This will insert their name in the To box. Be sure the name and number are the ones you want.

If you have both a home and a mobile number be sure to pick the mobile number. Landlines cannot receive text messages. If the person is not in your contacts just enter their phone number adding 1 and the area code if needed. You do not need brackets or dashes.

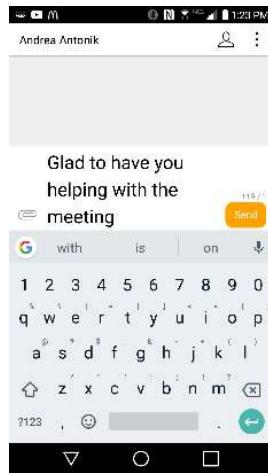
In the message box below click in and begin to type your message. The keyboard will appear onscreen whenever you are in a place to type. Depending on your version of the operating system you may get suggested words as you type, if you see the suggested word you want just tap it and it will be inserted for you. By tapping when you see the word, even if you have typed the whole word, it will insert it and automatically add a space after it.

Limits - Generally, you are limited to 160 characters in a text message including spaces and punctuation. If you exceed that limit it will automatically start an additional text message. When you are through creating your message tap the send button to send it.

Receiving - If someone sends you a text message you will get a notification. Open the notification to read the message. If you wish to respond tap in the message box below and type your response, then send it.

Deleting - After you have begun a message thread with someone the thread will remain. If you are done with it (Yes dear, I got the milk) tap on the trash icon. This will give you the option to delete all messages from that thread or select the messages you want to delete. When you have selected the message(s) tap on delete and then answer yes to "Do You Want to Delete?".

Emojis, Attachments and Pictures - It is possible to insert an emoji by tapping on the 3 bars at the top and selecting insert smiley. You can also add an attachment such as a picture by clicking on the paper clip icon and then find what you want to attach. You can send a picture by finding the picture in your gallery and click the share icon . Choose messaging from the list and it will start a new message for you with the picture in it.



Smartphone Tips and Tricks

How to Send Text Messages – IOS

Sending - Open the Messages app on your iPhone. It's usually on your home screen:

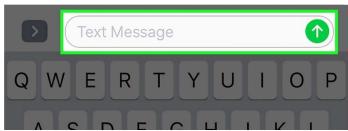


- 2-Tap the New Message icon. It's an icon showing a pen and paper at the top-right of your screen.
3-Enter a phone number, and tap Return. If the person is not in your contacts just enter their mobile phone number adding 1 and the area code. You do not need brackets or dashes. Landlines cannot receive text messages.



Or, if the person is saved in your Contacts, you can tap the symbol and select them from the list.

4-Tap the text field. This is located above the on-screen keyboard.



---If you're connected to the internet and iMessage is on, messages to other Apple devices will be sent over the internet using iMessage. Text Bubbles will be Blue.



---If you're not connected to the internet or iMessage is not active, the text field will read Text Message. And the text bubbles will be Green. Your message will use one of your cellular data network text allowances.

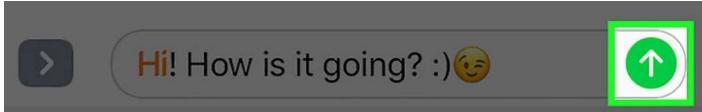
5-Generally, you are limited to 160 characters in a text message including spaces and punctuation. If you exceed that limit it will automatically start an additional text message.

6-Add Emojis to your message. If you want your message to include smilies, tap the **Smiley** icon in the bottom-left region of your keyboard. Add emojis to the text field by tapping on them.



7-To add a photo to the text message. Tap on the camera icon in the lower left corner. You can then choose the camera to take a photo now, or choose photos to access the photos on your phone. Tap the image or video you'd like to send. When viewing your whole library, tap **Choose**. Your photo will appear in the compose box.

8-When you are through creating your message tap the send button to send it.



9-If someone sends you a text message, you will get a notification. Open the notification to read the message. If you wish to respond, tap in the message box below and type your response, then send it.