



Connect Through Tech

Tech Coaching Quick Start Guide

Using a Smartphone to Communicate
with Family, Friends and Others

The Messages (Texting) App Android Galaxy 8.x

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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

- Android smart phone, Operating System version 8.x (Oreo) or higher
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Google account added to smartphone (separate Quick Start Guide available if needed)
- You've 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 is 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.



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Send Text Message by Voice Person in Contacts

Step 1. Unlock your phone (if needed). Then press and hold home button on bottom of phone to start **Google Assistant** (Android Program that responds to your voice).





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Send Text Message by Voice Person in Contacts (continued)

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

Google Assistant (Android Program that responds to your voice) *will respond "What do you want to say?"*

Step 3. Dictate your message.

Google Assistant *will display your message on screen and will ask "Do you want to send it or change it?"*

Step 4. Say "*Send It*" to send message or "*Change It*" to make changes.

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. Unlock your phone (if needed). Then press and hold home button on bottom of phone to start **Google Assistant** (Android Program that responds to your voice).





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

Step 2. Say “Text xxx-xxx-xxxx” (mobile phone number of person you want to send text to).

Google Assistant (Android Program that responds to your voice) *will respond “What do you want to say?”*

Step 3. Dictate your message.

Google Assistant *will say I got “your message” and will ask “Do you want to send it or change it?”*

Step 4. Say “*Send It*” to send message or “*Change It*” to make changes.

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

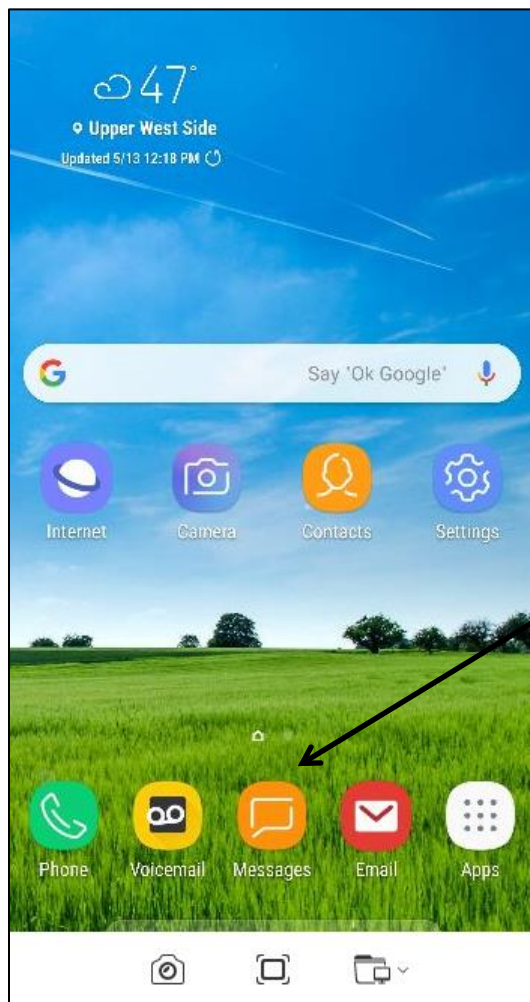
Once you say “Send It,” text message will be sent.



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Send a Text Message by Hand Person in Contacts

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



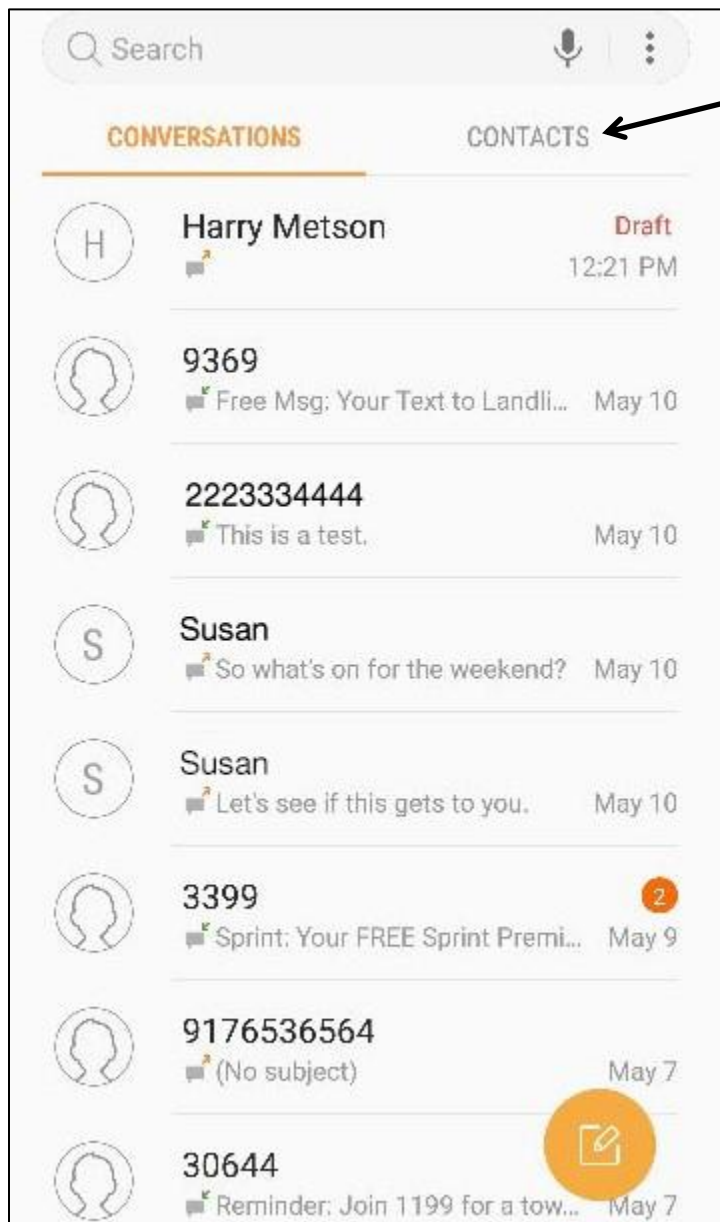
NOTE: *Messages* **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Send a Text Message by Hand Person in Contacts (continued)

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

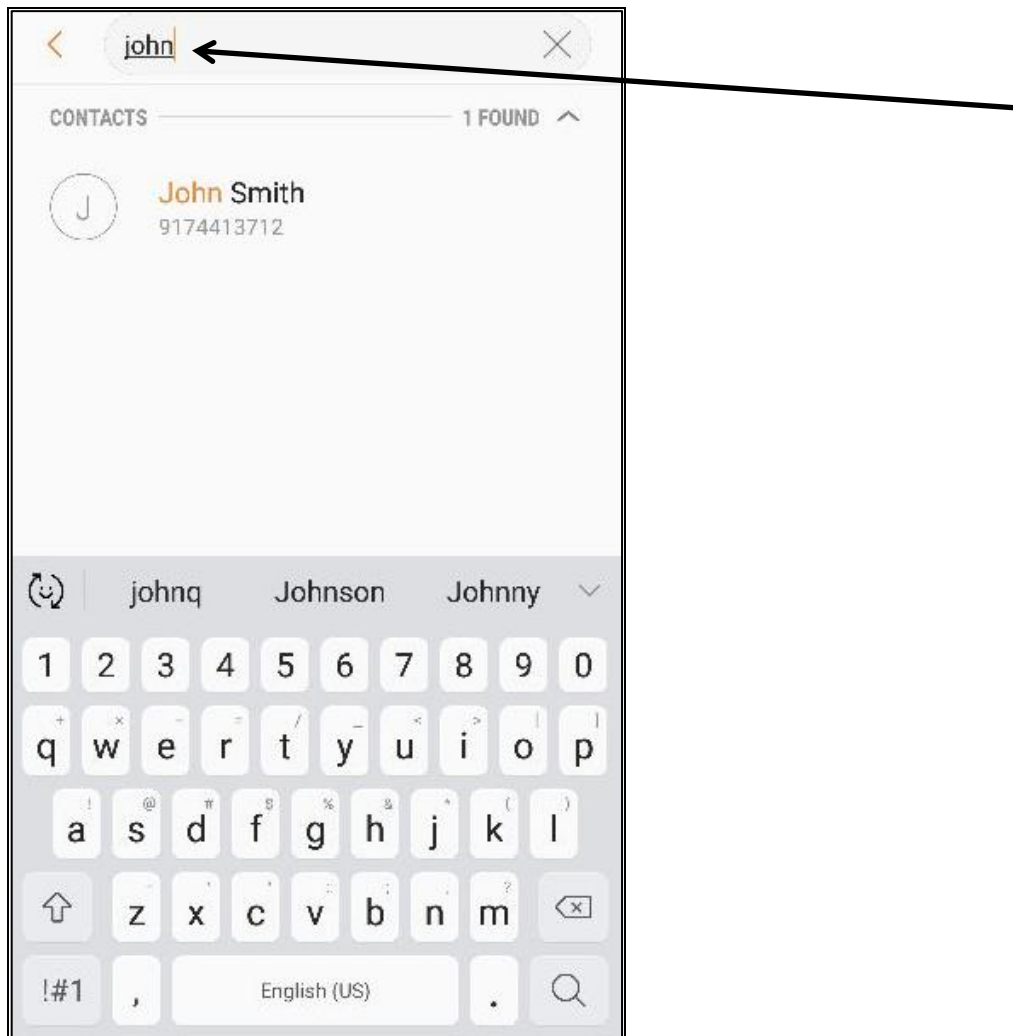




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Send a Text Message by Hand Person in Contacts (continued)

Step 3. In Search box, begin to enter a name or phone number. *NOTE: Person must already be in Contacts to appear here.* The name of the person will often appear before you finish typing their name or phone number.

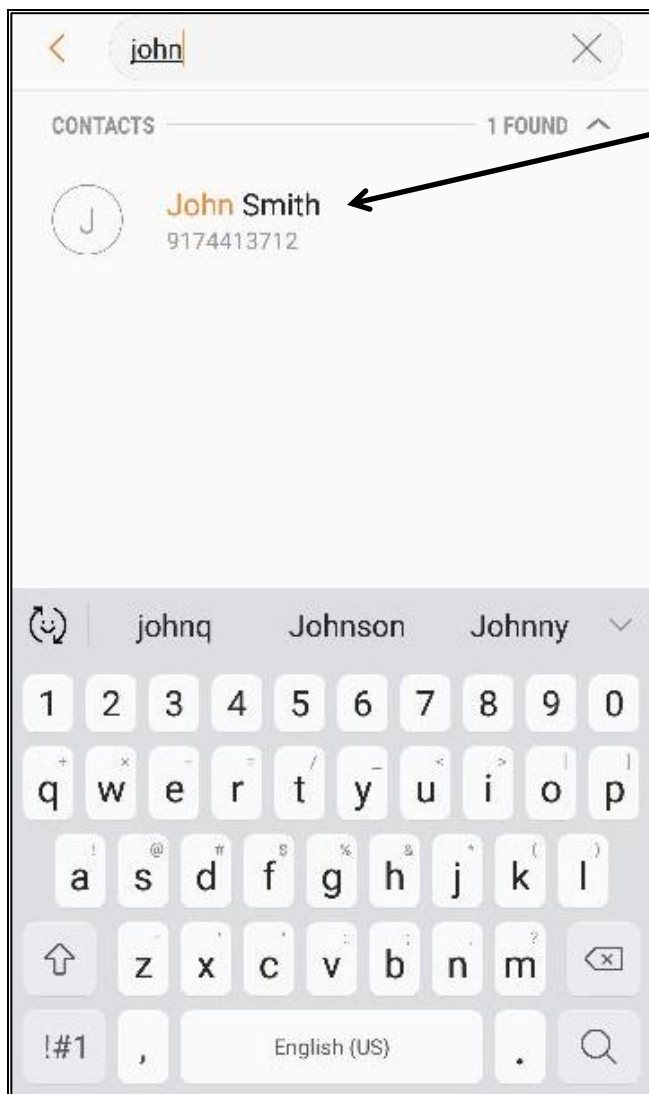




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Send a Text Message by Hand Person in Contacts (continued)

Step 4. When you see the name of the person you want, **click** (tap) on their name.

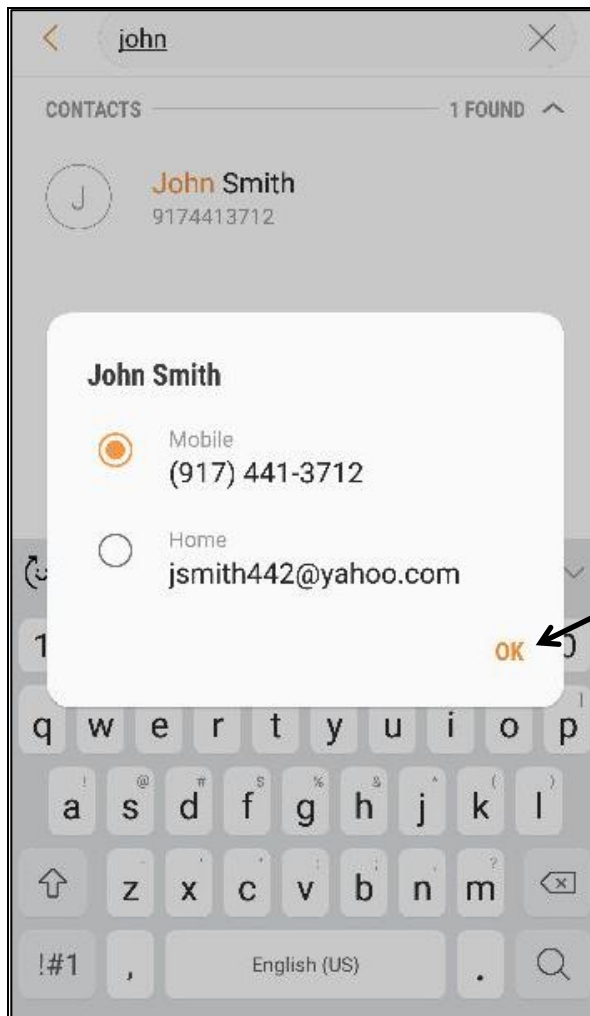




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Send a Text Message by Hand Person in Contacts (continued)

Step 5. Select number to send text message to, then **click** (tap) **OK** to continue.



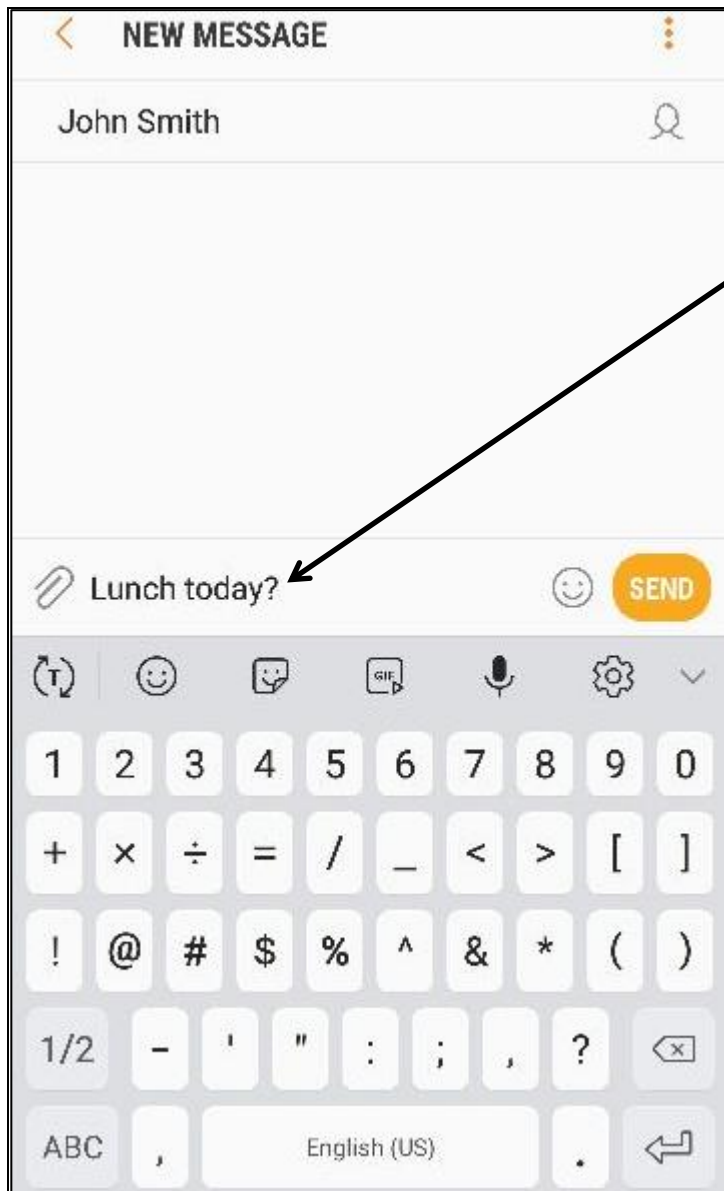
NOTE: Text messages should only be sent to other mobile phones, not to home or office numbers.



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Send a Text Message by Hand Person in Contacts (continued)

Step 6. **Enter** (type) your message in the area shown below:



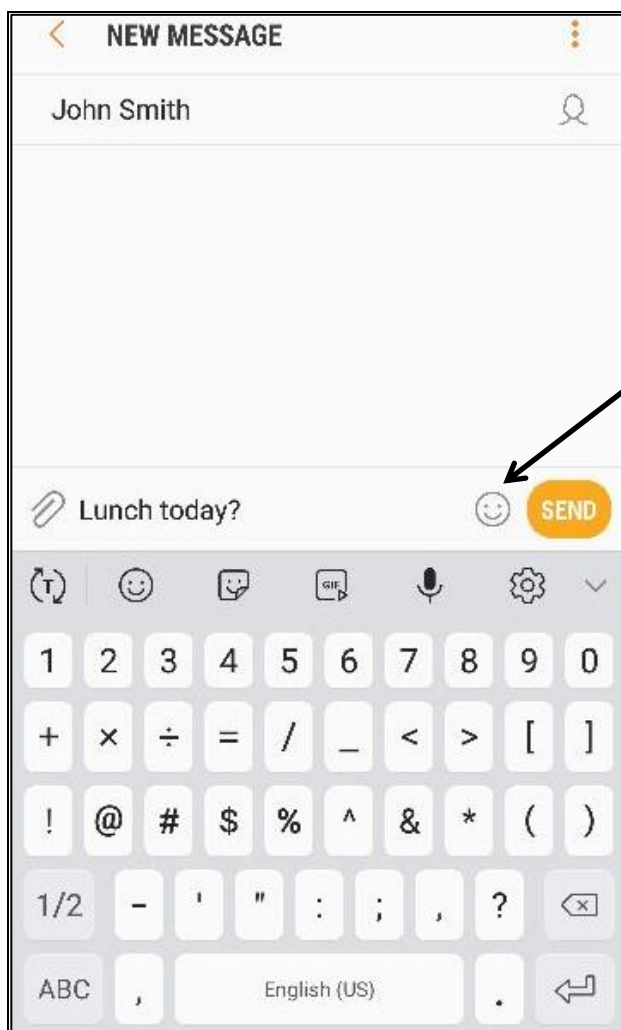


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Send a Text Message by Hand Person in Contacts (continued)

Step 7. Many people like to add **emojis** to their text. Emojis are images that express ideas or emotions.

To add an **emoji** to your message, **click** (tap) on *Smiley Face* icon (scroll left and right to view all emojis).





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Send a Text Message by Hand Person in Contacts (continued)

Step 8. **Click** (tap) on emoji(s) you would like to add to your message.





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Send a Text Message by Hand Person in Contacts (continued)

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





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Send Text Message Person Not in Contacts

Step 1. **Open** (start) the *Messages* app on the bottom of your screen.



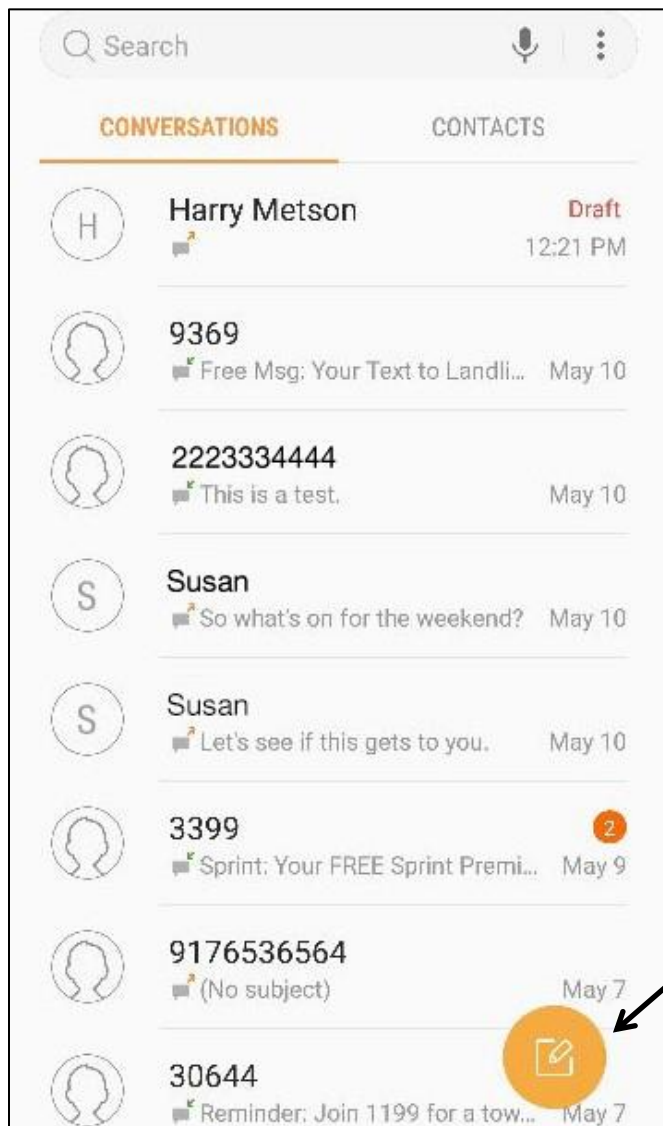
NOTE: *Messages icon* (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Send Text Message Person Not in Contacts (continued)

Step 2. **Click** (tap) *Compose* button on bottom right of screen, which looks like a pencil tip pointed to a piece of paper.

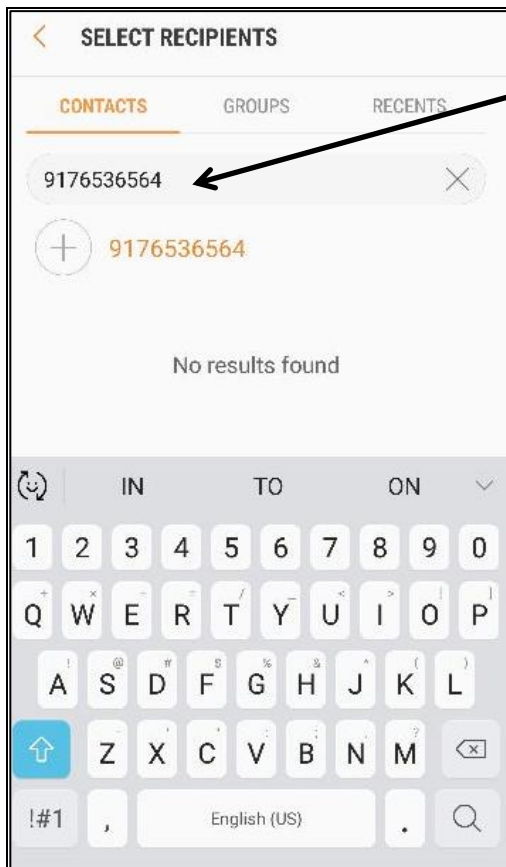




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Send Text Message Person Not in Contacts (continued)

Step 3 – **Enter** (type) phone number you wish to send message to, then **click** (tap) *Plus Sign* to use this phone number for this single text message. It will not add the number to your Contacts.



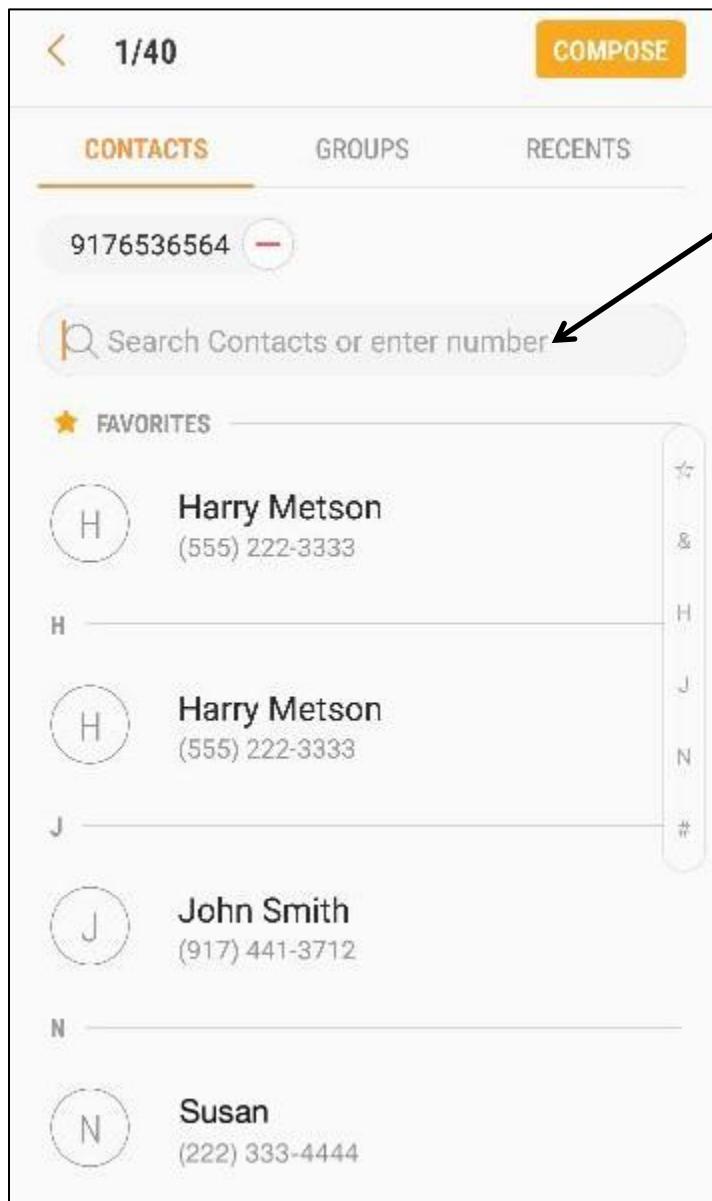
NOTE: Text messages can only be sent to mobile phones, not to home or office numbers.



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Send Text Message Person Not in Contacts (continued)

Step 4. If desired, enter additional phone numbers.

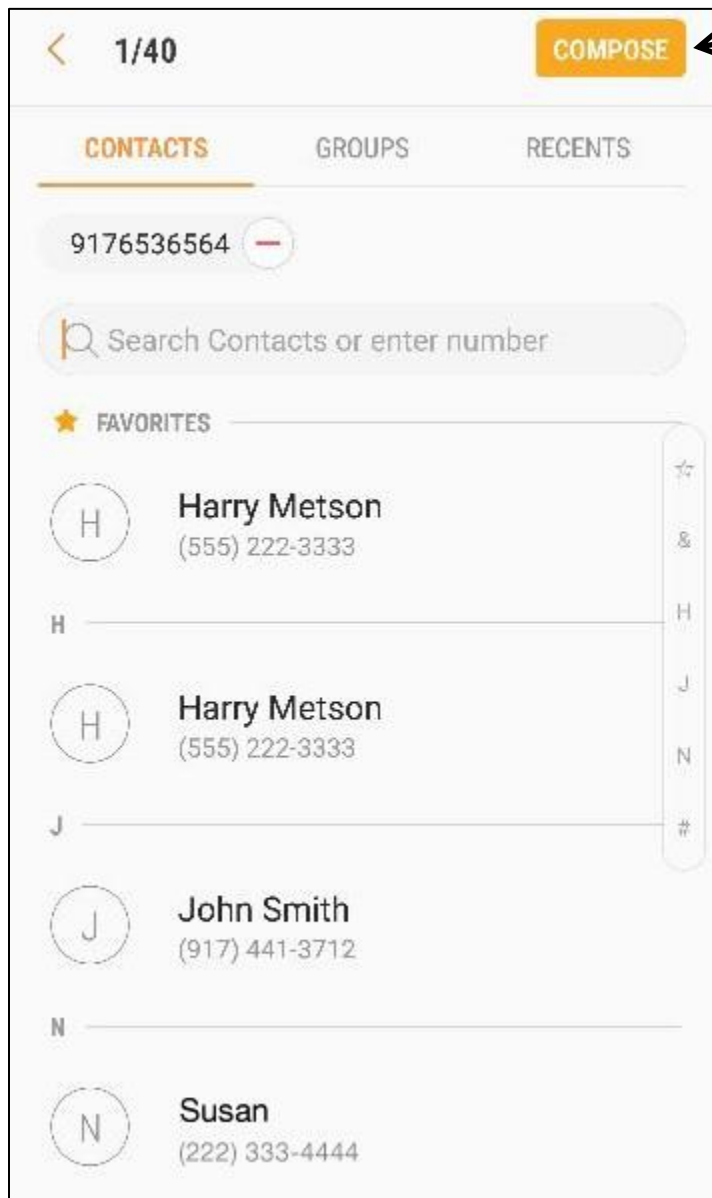




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Send Text Message Person Not in Contacts (continued)

Step 5. When ready to compose your message, **click** (tap) on *Compose* button on upper right of screen.

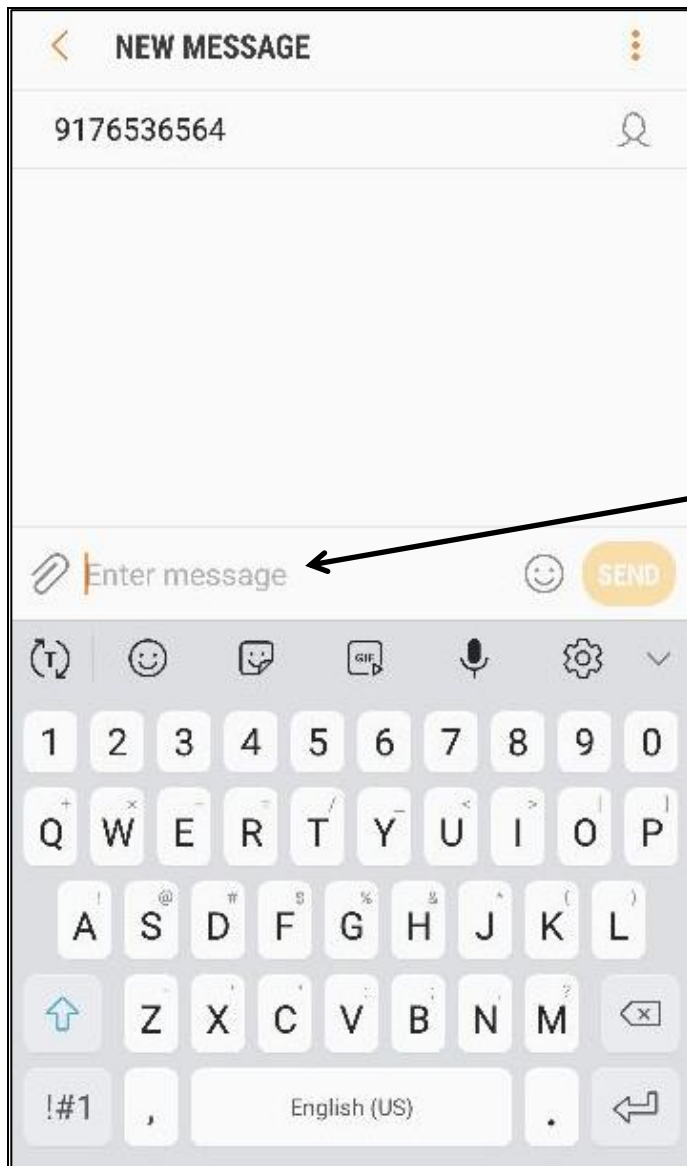




Connect Through Tech

Send Text Message Person Not in Contacts (continued)

Step 6. **Enter** (type) your message in the *Enter message* area.

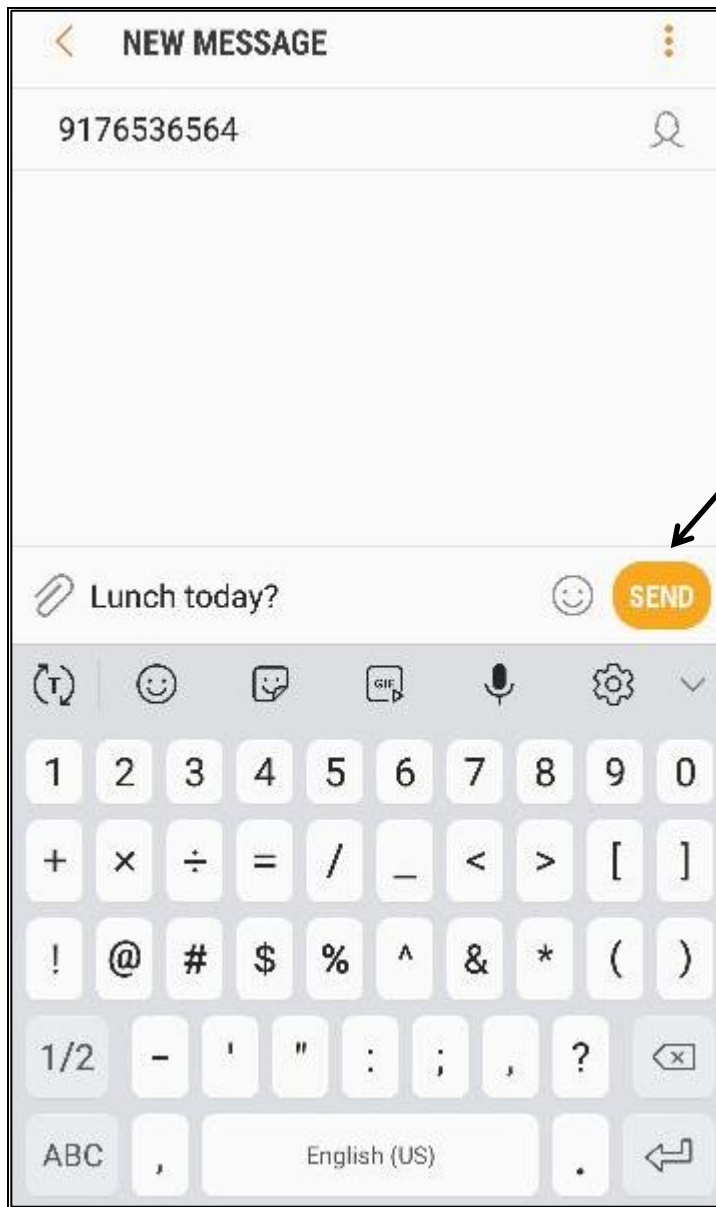




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Send Text Message Person Not in Contacts (continued)

Step 7. When ready, **click** (tap) *Send*.





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Send Photo by Text Message with Photos App

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



NOTE: *Photos* **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.



Connect Through Tech

Send Photo by Text Message with Photos App (continued)

Step 2. **Click** (tap) on photo you would like to send by text.





Connect Through Tech

Send Photo by Text Message with Photos App (continued)

Step 3. **Click** (tap) on share icon in bottom left corner of screen.

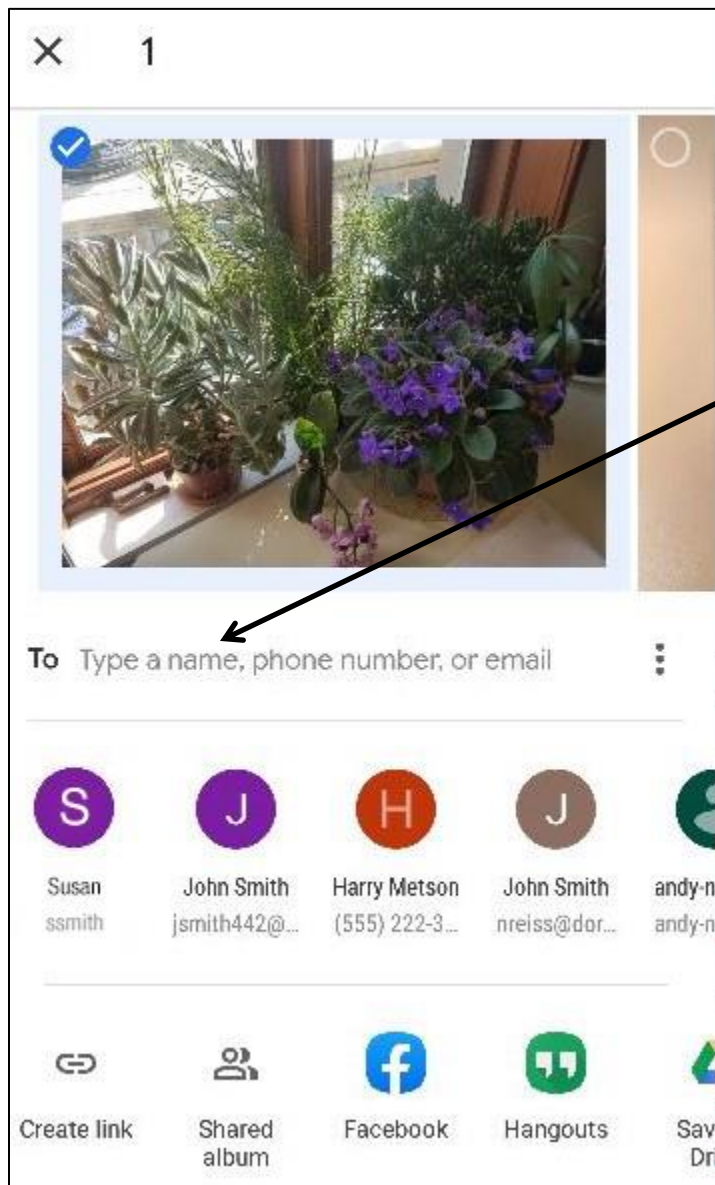




Connect Through Tech

Send Photo by Text Message with Photos App (continued)

Step 4. Choose who you want to send message to by starting to type name or phone number.

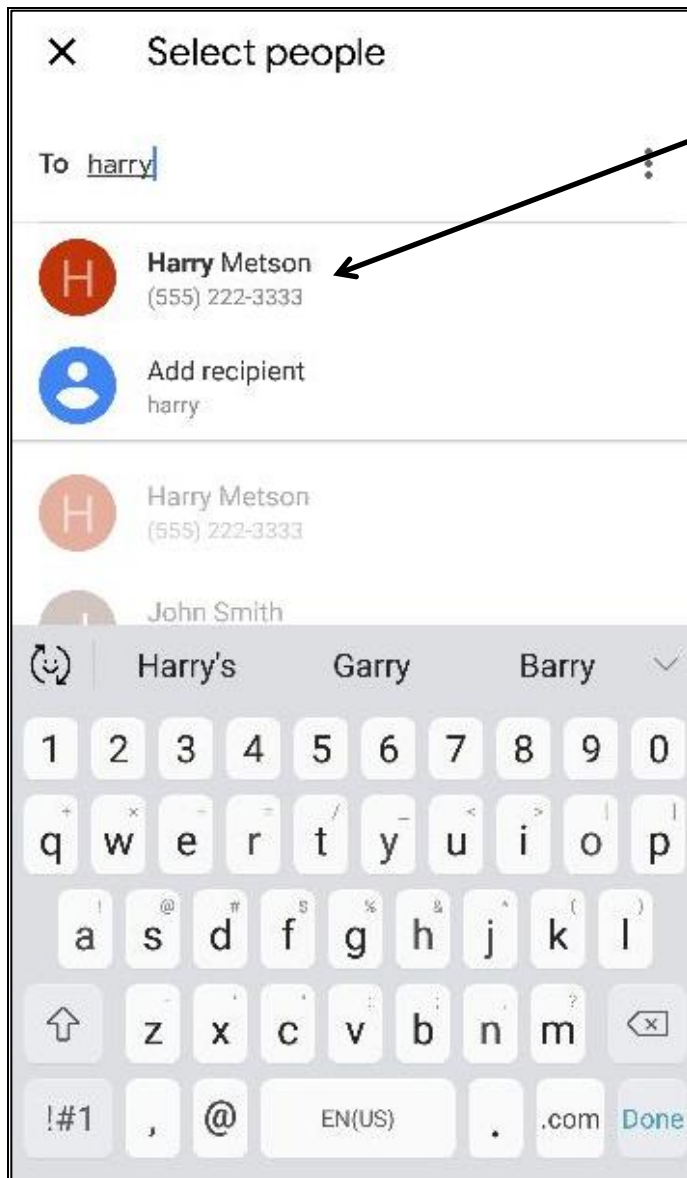




Connect Through Tech

Send Photo by Text Message with Photos App (continued)

Step 5a. **Click** (tap) on person you want to send photo to.



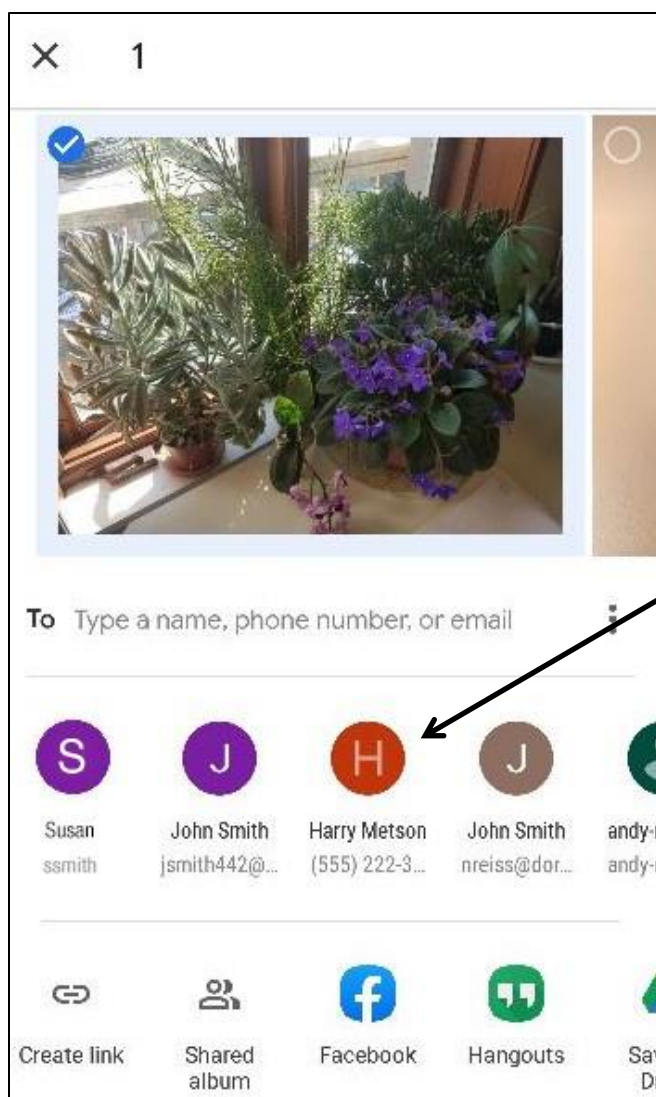


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Send Photo by Text Message with Photos App (continued)

OR

Step 5b. Choose who you want to send message to by **clicking** (tapping) the person's phone number

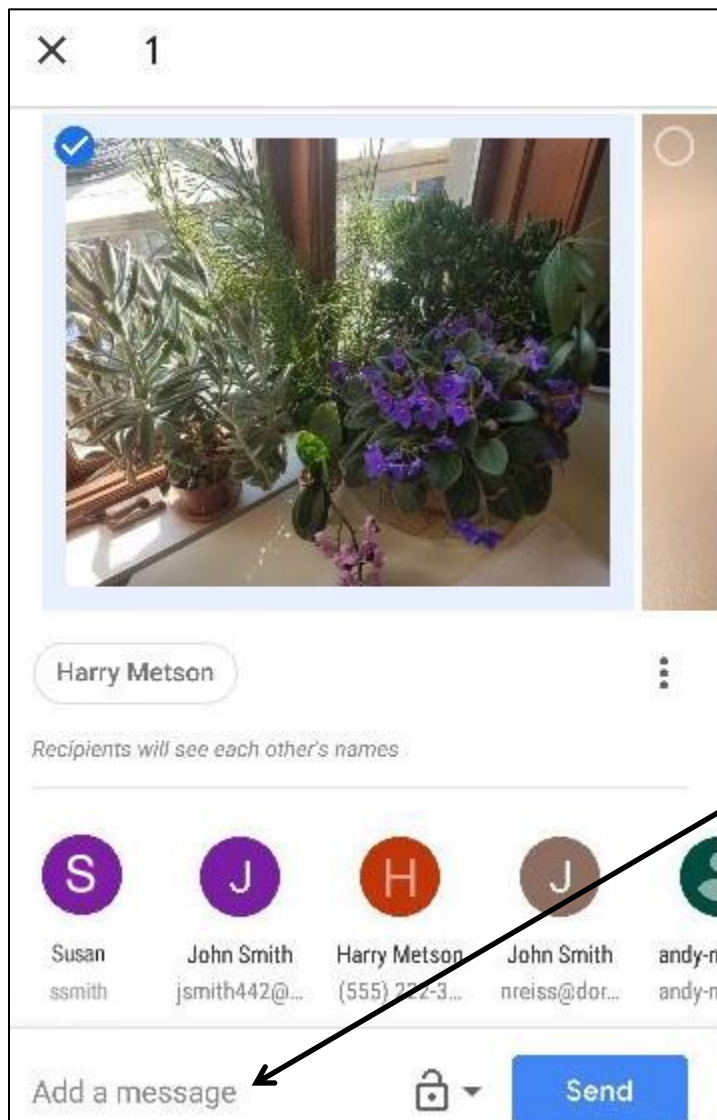




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Send Photo by Text Message with Photos App (continued)

Step 6. Compose your message to accompany photo. When you touch the message area, the keypad will appear.

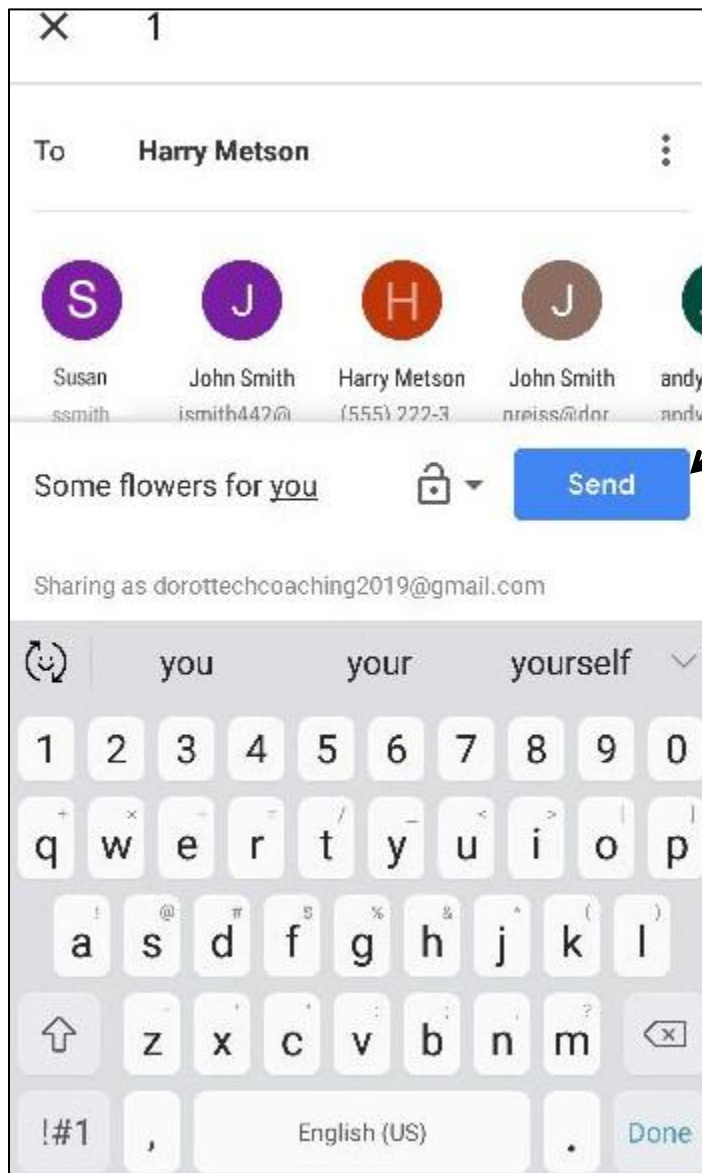




Connect Through Tech

Send Photo by Text Message with Photos App (continued)

Step 7. When ready to send, **click** (tap) *Send*.





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Send Photo by Text Message with Messages App

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



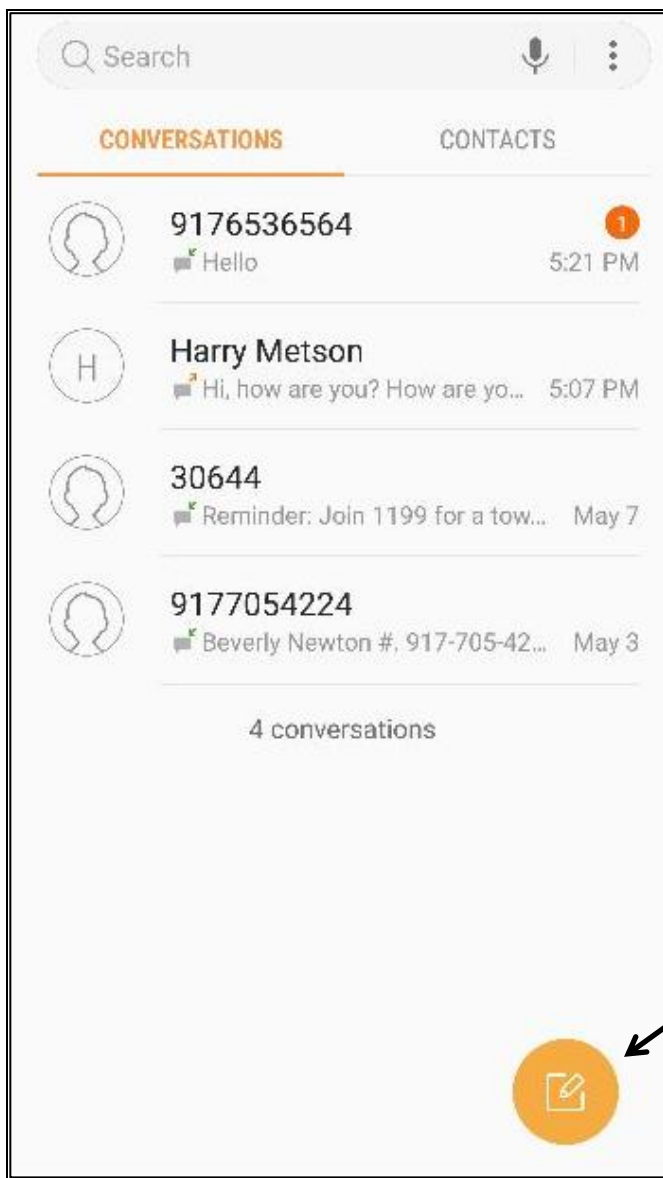
NOTE: *Messages* **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Send Photo by Text Message with Messages App (continued)

Step 2. On bottom right of screen, **click** (tap) *Compose* icon.





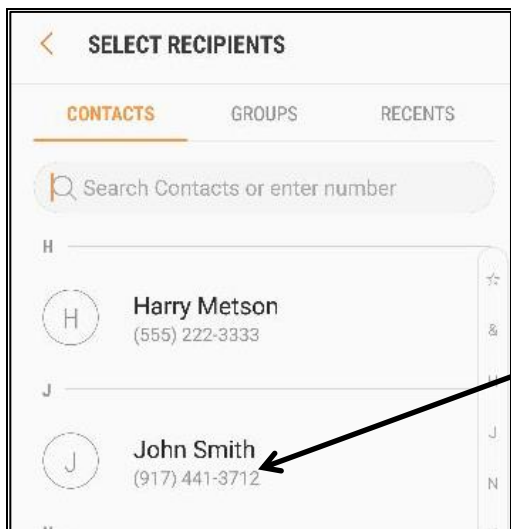
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Send Photo by Text Message with Messages App (continued)

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 Step 3b. From list of contacts, **click** (tap) name of person to send photo to.





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Send Photo by Text Message with Messages App (continued)

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

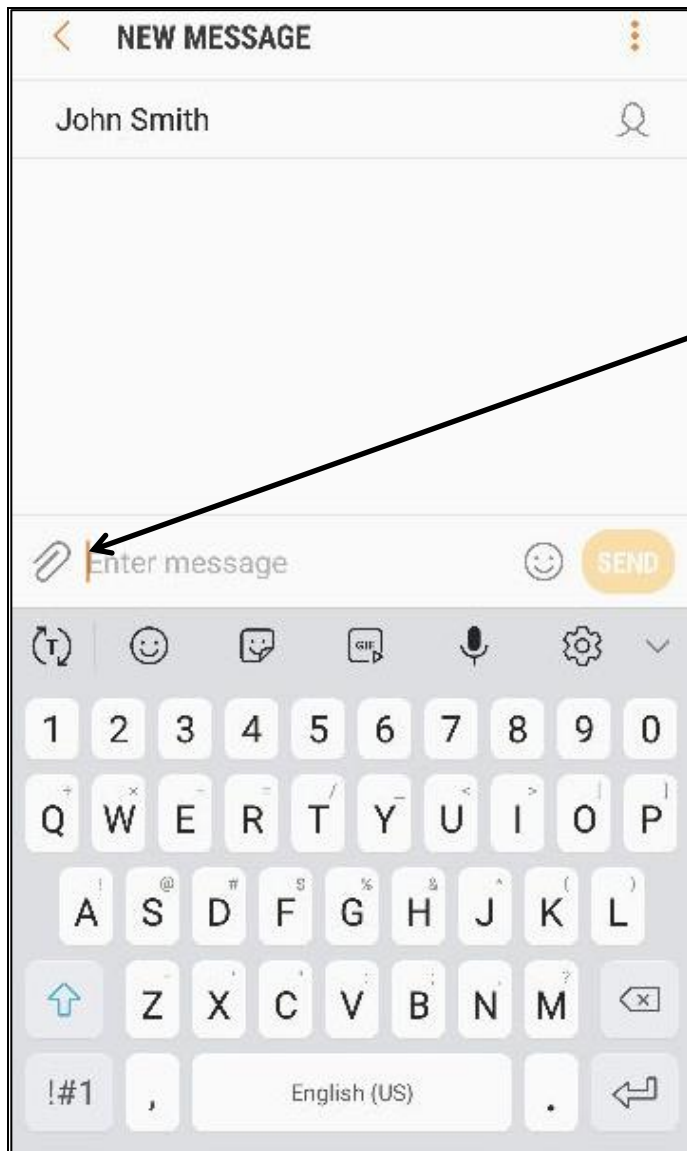




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Send Photo by Text Message with Messages App (continued)

Step 5. To add an attached photo, **click** (tap) on *Attach icon* (picture). It looks like a paperclip.

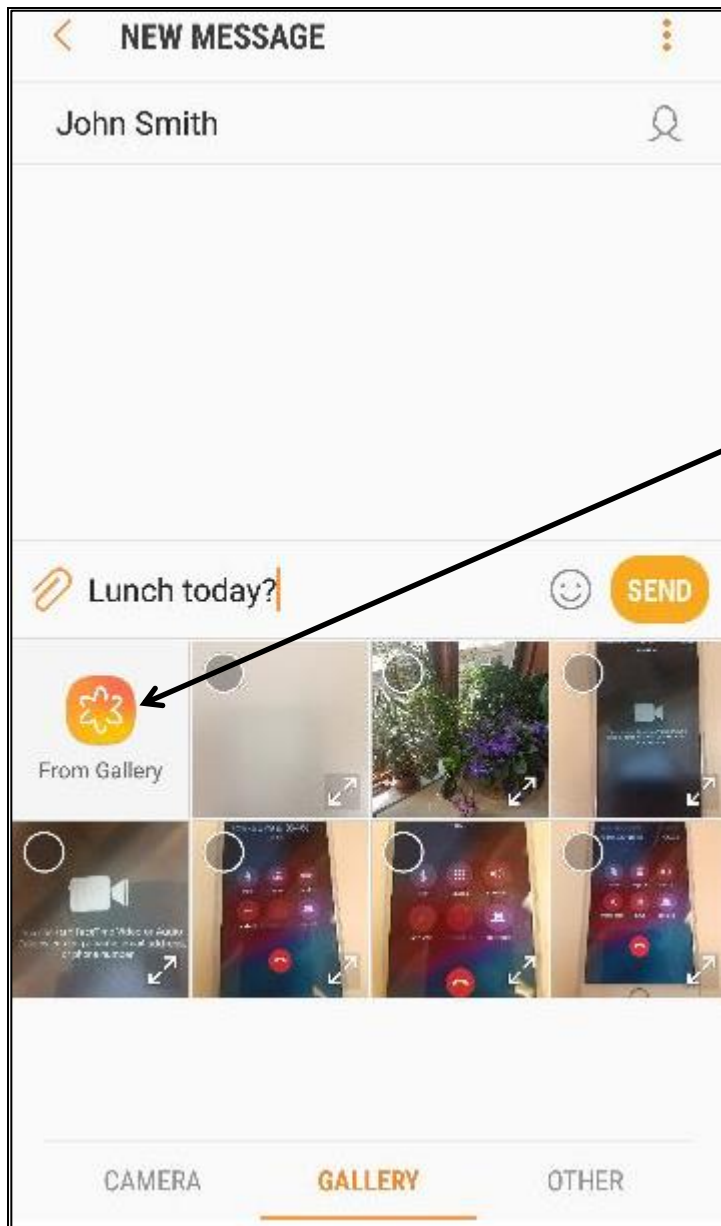




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Send Photo by Text Message with Messages App (continued)

Step 6. **Click** (tap) into photo gallery.

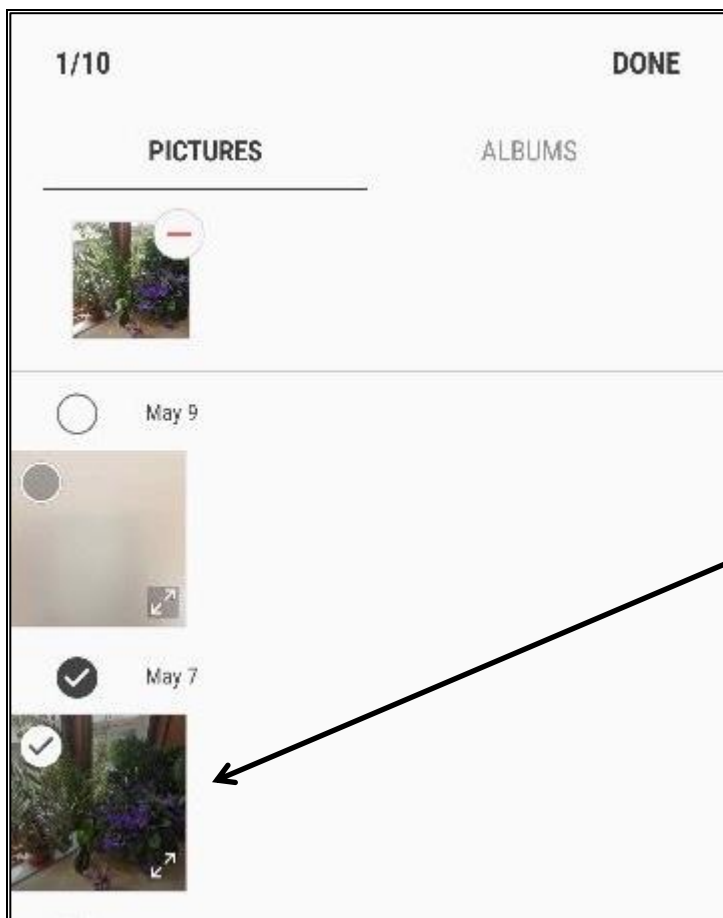




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Send Photo by Text Message with Messages App (continued)

Step 7. **Click** (tap) on photo you would like to attach to text message.

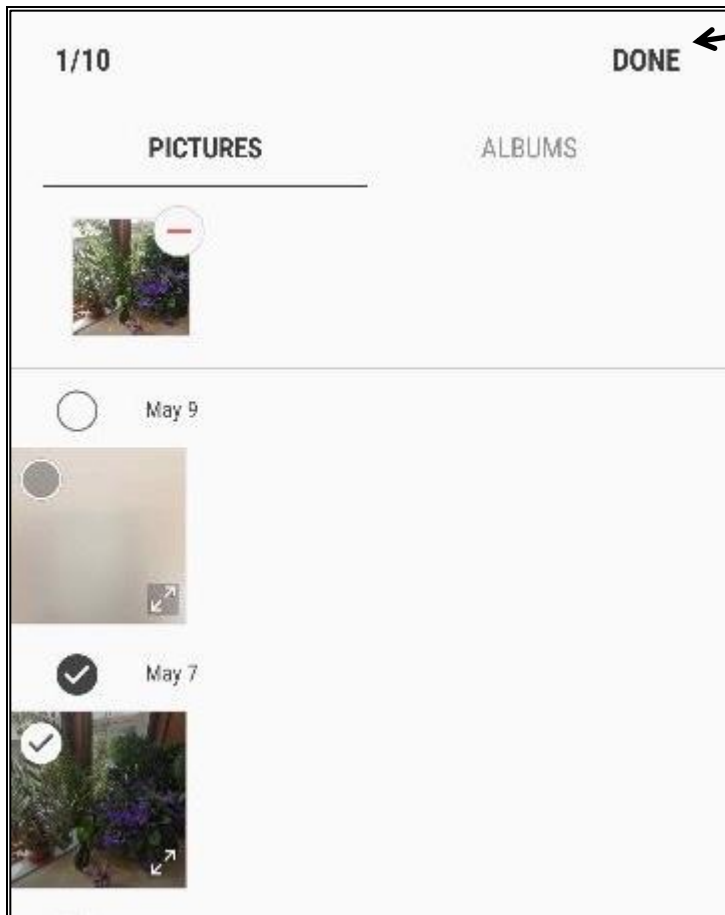




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Send Photo by Text Message with Messages App (continued)

Step 8. Select additional photos if desired. A check mark will appear. **Click** (tap) *Done* on top right corner of your screen when finished.

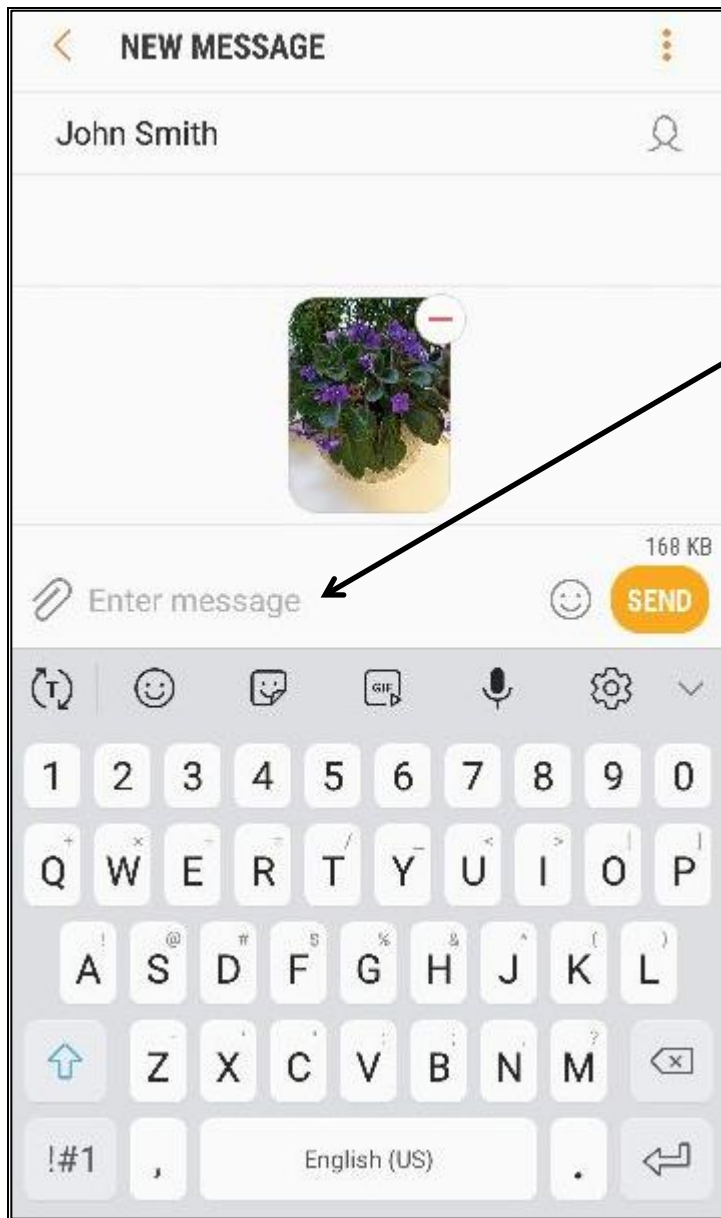




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Send Photo by Text Message with Messages App (continued)

Step 9. Add a message to accompany your photo.

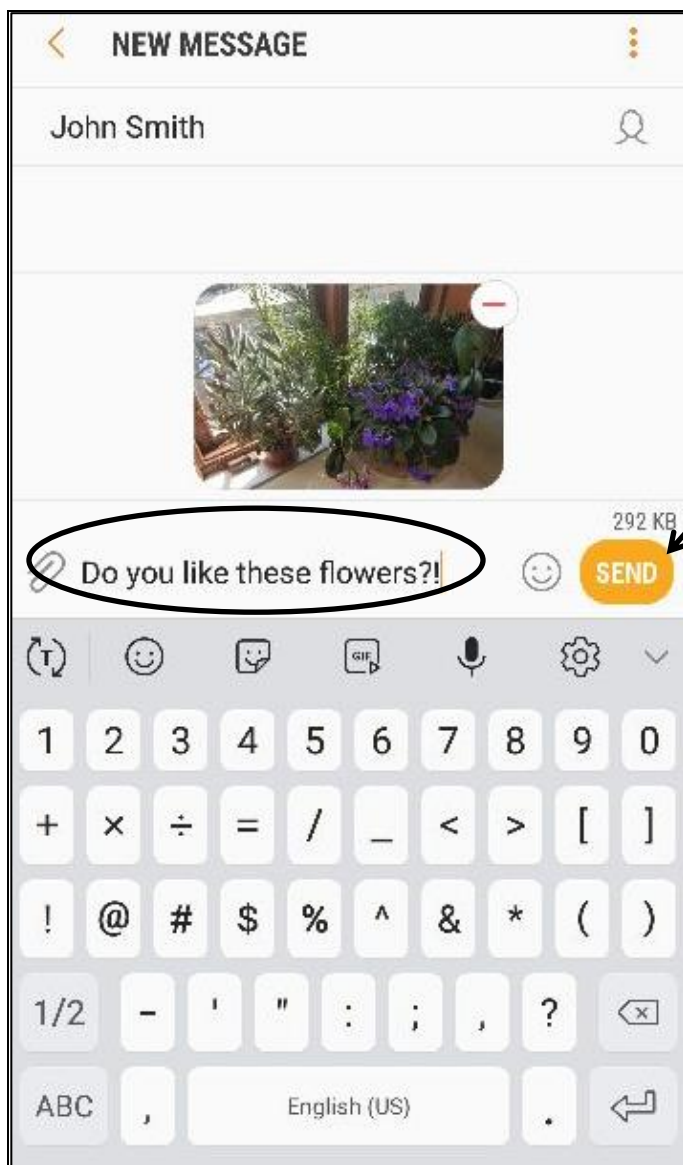




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Send Photo by Text Message with Messages App (continued)

Step 10. **Click** (tap) *Send* 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).



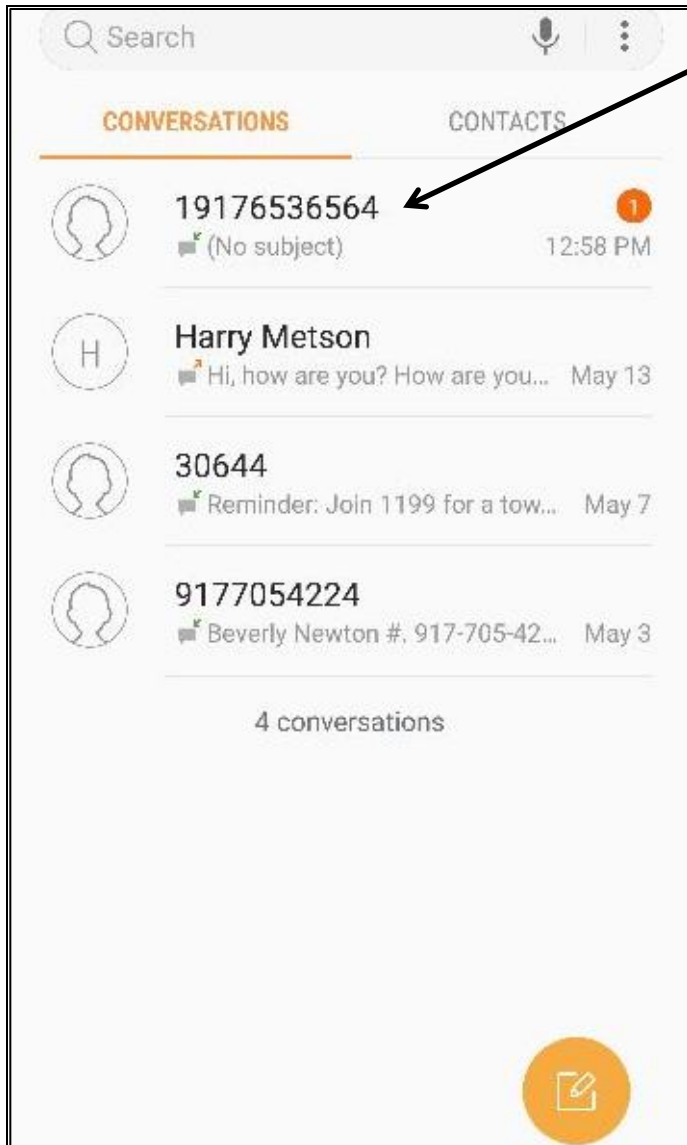
NOTE: *Messages* **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



Connect Through Tech

Saving a Received Picture (continued)

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

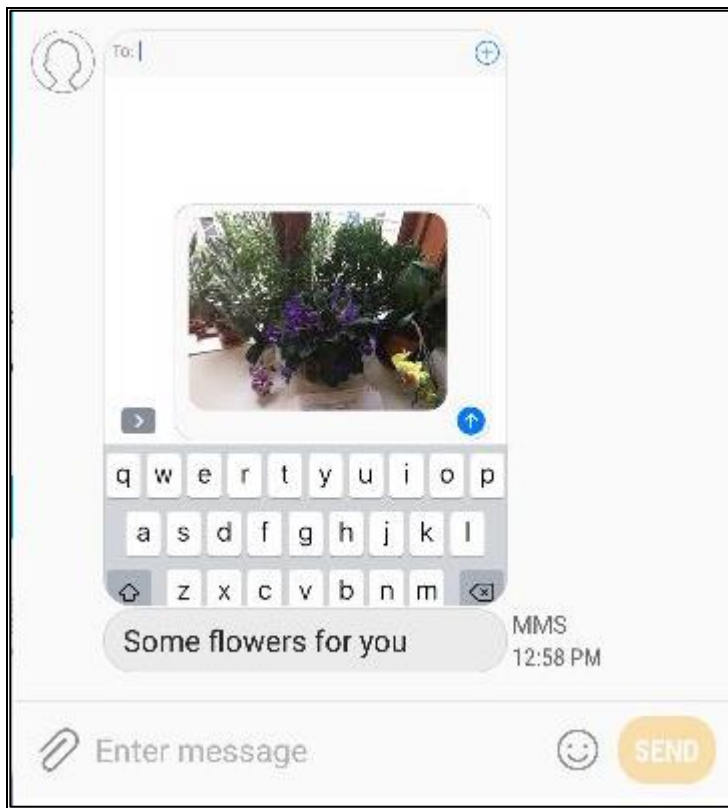




Connect Through Tech

Saving a Received Picture (continued)

Step 3. View incoming message with photo.

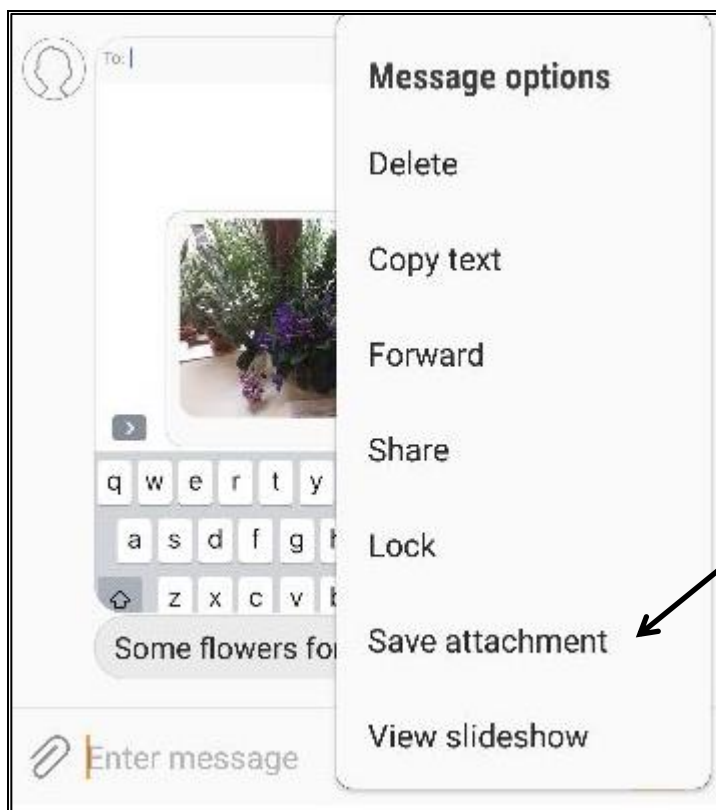




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Saving a Received Picture (continued)

Step 4. To save picture to your phone, press down on picture, then **click** (tap) *Save attachment*. It will automatically be saved to your *Download* album, which can be accessed for later viewing with the Photos app.





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View and Reply to Received Texts

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



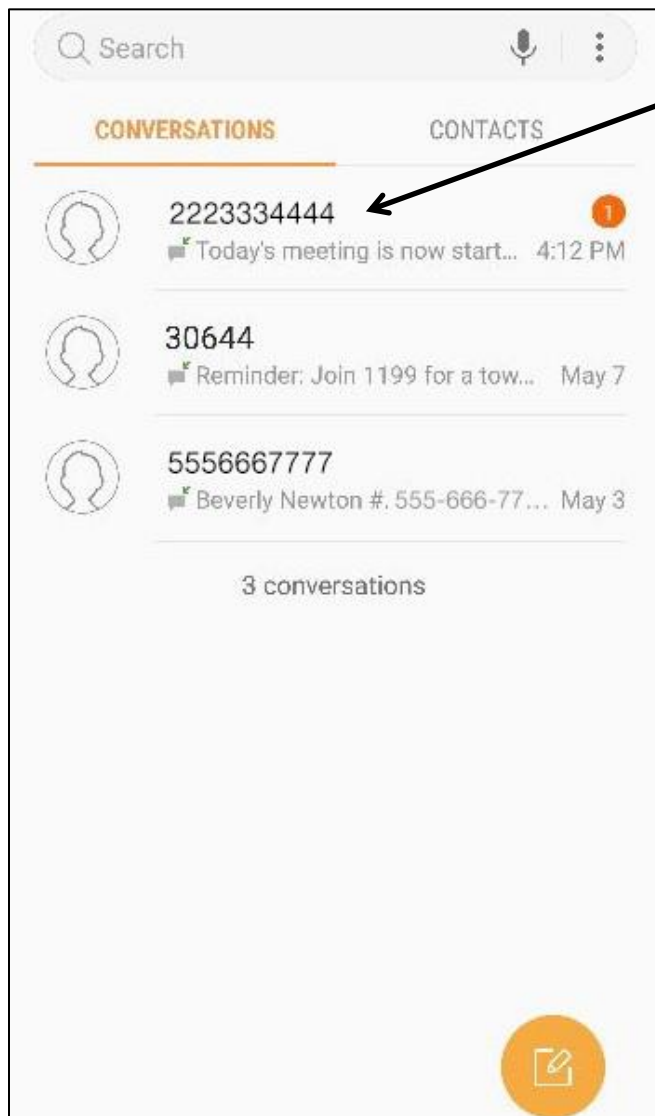
NOTE: *Messages* **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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View and Reply to Received Texts (continued)

Step 2. View incoming messages, which will include an abbreviated version of each message. Unread messages will be marked with a red dot. **Click** (tap) on message you would like to read.

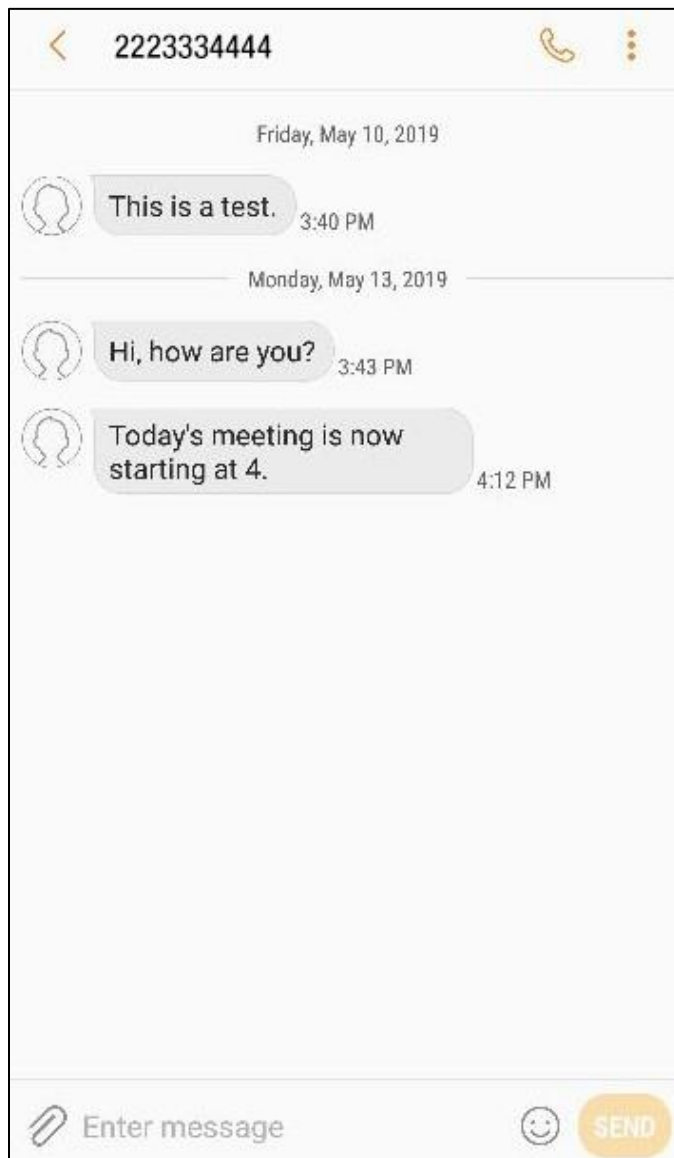




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View and Reply to Received Texts (continued)

Step 3. Read desired message to view entire 'conversation' with that person. This conversation is known as a **thread**.

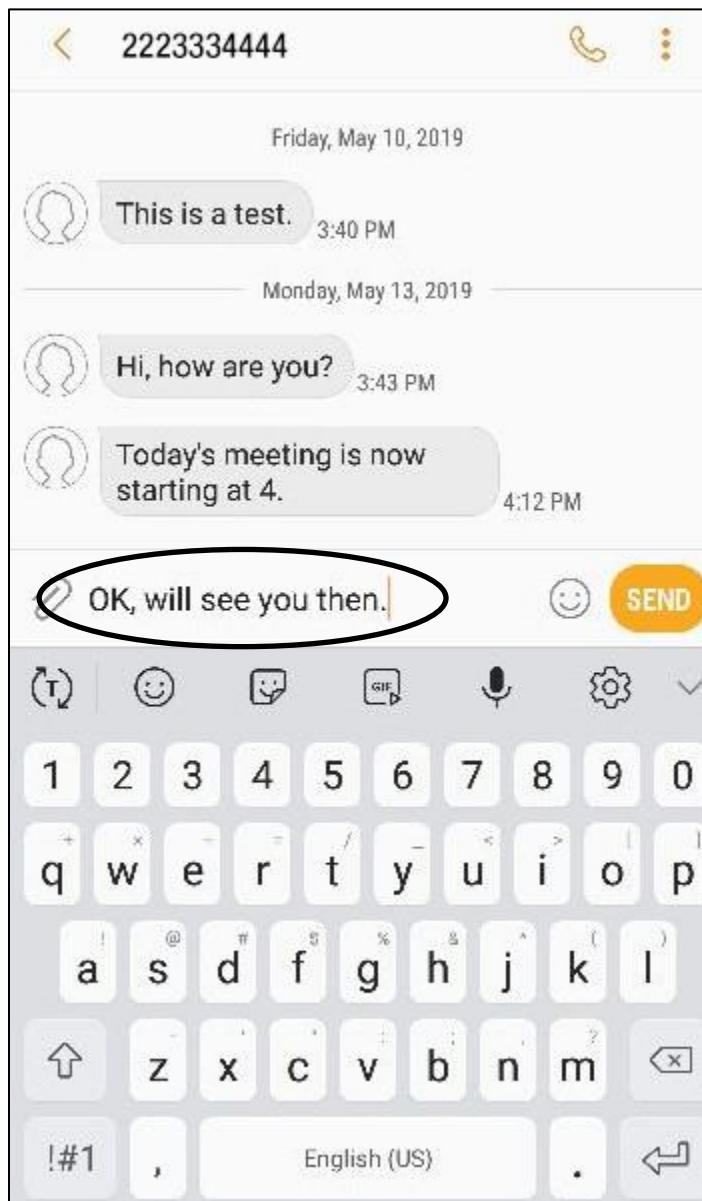




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View and Reply to Received Texts (continued)

Step 4. In *Enter message* box at bottom of screen, **enter** (type) your reply.

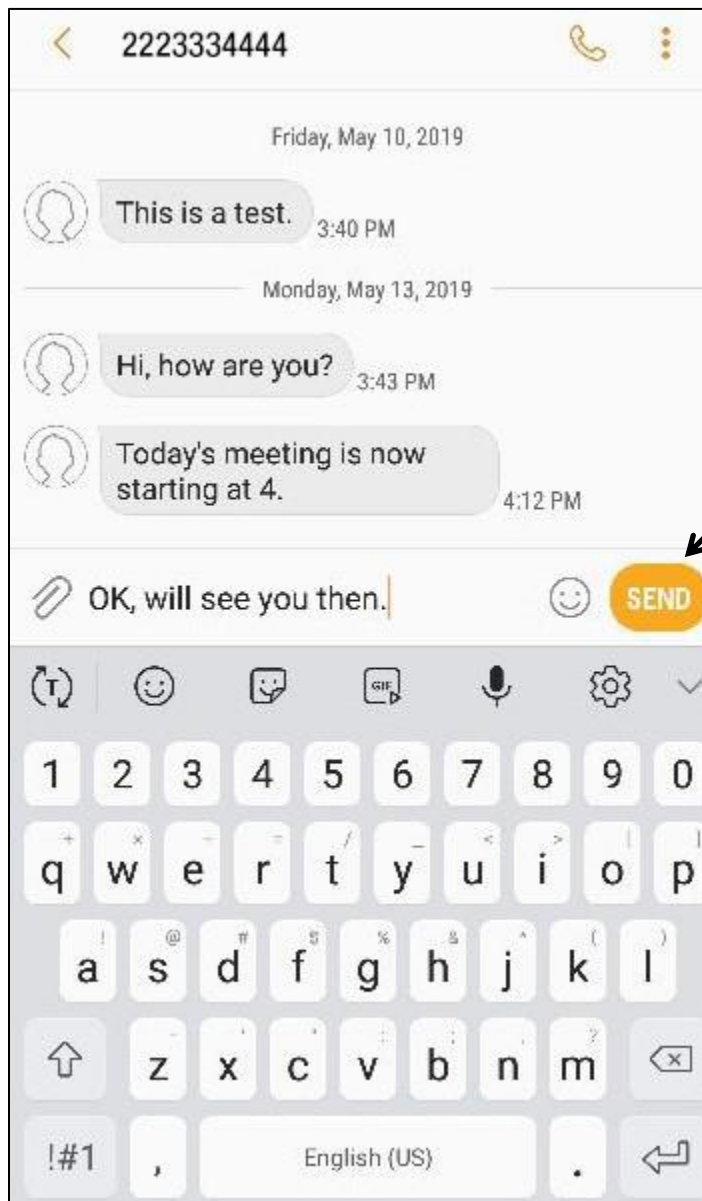




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View and Reply to Received Texts (continued)

Step 5. When ready, **click** (tap) 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
IKR: I know, right	TL;DR: Too long, don't/didn't read
ILY: I love you	TTYL: Talk to you later
IMO: In my opinion	TY: Thank you
IRL: In real life	V: Very
JIC: Just in case	YOLO: You only live once

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.