

TEXT MESSAGING FOR ADULTS

*By Chris
Bachman, Marcus
Lee, and Nick
Treser*

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Introduction

Communications has drastically changed over the last decade. The telephone has evolved from a household device to a mobile utility that can be used on the go. The cell phone not only allows you to call people with a wireless connection, but it also features texting, a form of messaging that sends typed responses to contacts of your choosing. This instruction set will show the average cell phone user how to text for smart phones (iPhone) and your standard flip phone. The flip phone is a standard phone used by many Americans today, and the iPhone is the most innovative and popular phone in our country. While the instructions are mainly focused on middle-aged individuals, anyone who wants to learn to text can take advantage of the instructions presented.

iPhone Text Messaging

This guide will provide instruction regarding the basics of iPhone text messaging. Although this guide is written for users of iOS 5, the most recent iPhone software package, the steps will only vary slightly, if at all, when using older devices or software.

Opening the Messaging App

To begin text messaging, open the messaging app. To do this, simply tap the Messages app, which by default **it** is located in the top left corner of your home screen.



Figure 1

Selecting a Recipient

1. To send a new message, tap the “pencil” icon in the top right corner of the screen.
2. Now at the New Message screen, tap the “plus” icon or simply begin typing on the on-screen keyboard to initiate a contacts search.
3. Typing a phone number in this area will allow you to send a message to a new number.
4. To send a message to multiple recipients, repeat the process after an initial recipient is selected. The message will be sent to each contact.

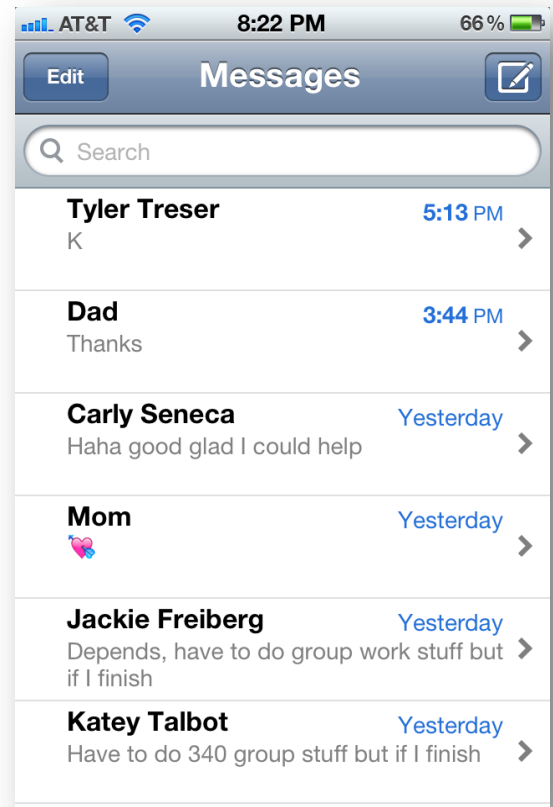


Figure 2



Figure 3

Composing a Message

1. Tap the characters on the on-screen keyboard to begin composing a message.
2. To capitalize a letter, first tap the arrow button in the lower left area of the keyboard so it glows white, then tap the letter.
3. When finished, tap the Send button.



Figure 4

Receiving and Replying

When messages are received, they appear as notification badges on the Messages app.

1. Click the app to view messages.
2. Messages are sorted by most recent interaction; unread messages will have a blue indicating dot to the left of the message.
3. To reply to a message, simply tap on the conversation you would like to reply to and begin typing.
4. When satisfied with the message, press Send.

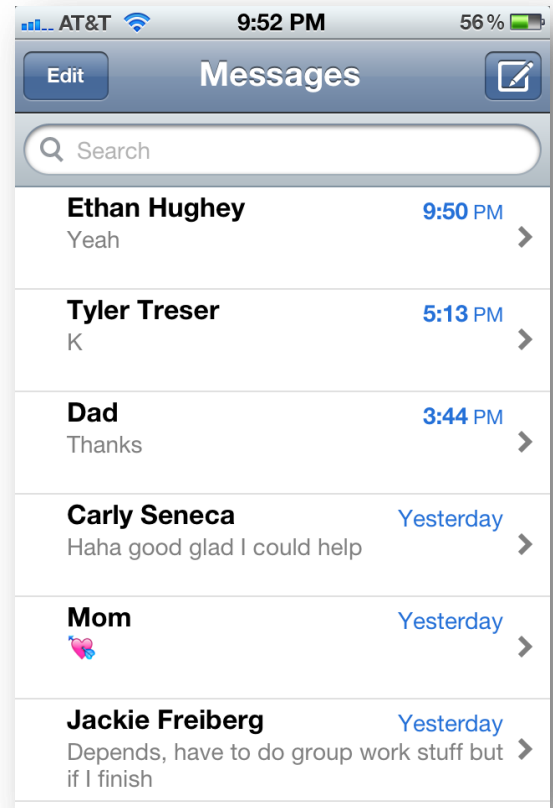



Figure 5

Multimedia Messaging (MMS)

Multimedia messaging  includes picture and video messaging.


1. To begin sending a multimedia message, open a text conversation or start a new one.
2. Tap the “camera”  button on the left.
3. You will now have the option to attach a preexisting photo or video, or create a new one to attach.
4. Select an option, and add text to the message if desired.
5. Tap Send.



Figure 6

Messaging Tip

- To add numbers and/or symbols to your message, simply tap the 123 button in the bottom left corner of the screen.
- To view even more symbols, tap the “#+=” button.
- Tap the “123” button to return to the original set of symbols
- To view the keyboard in a larger landscape view, simply tilt your iPhone until it is in a horizontal position.

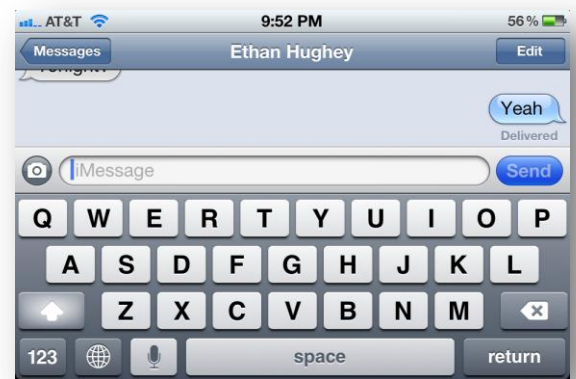


Figure 7

Text Messaging with the Motorola V170 TracFone

Note:

- Text messaging features vary slightly by phone model
- Only sent, not received, text messages will deduct units from your airtime

IMPORTANT:

- ✓ Make sure your desired text messaging recipient has text messaging capabilities on his or her phone; otherwise he or she will not receive the message.
- ✓ Similar to making a phone call, ensure you have sufficient wireless signal or the message will not send. The strength of the signal can be determined by the amount of bars located in the upper left-hand corner of the home screen.



Figure 8. The Motorola V170

To Get Started

There are three different methods to create and send a text message on this TracFone model.


Text Messaging Using Method 1 (Preferred)

Users tend to find this most useful when the desired recipient is stored in the user's phone book.

1. Access your phone book directly from the home screen. This can be done by:
 - i. Selecting the "PH.BOOK" tab by pressing the circular, top-most button on the left-hand side of the keypad
 - ii. Pressing the up or down arrow on the centered group of buttons
- OR
- iii. Pressing the "Menu" button and scrolling with the up or down arrow until you reach the "Phonebook" option. Then press "SELECT".



Figure 9.

- 1 – Home Screen 
- 2 – Left tab button
- 3 – Right tab button
- 4 – Menu button
- 5 – Arrow buttons

Find the person in your phone book that you want to send a text message to.

2. Press the “Menu” button. The “Phonebook Menu” will appear on the screen.
3. Arrow down until you reach the “Send Message” option, then press “SELECT”. A screen titled “Create” will appear, along with a blinking cursor.
4. Enter your text message. Tap each numbered key multiple times until the desired letter, number, or symbol appears.

Example: The “2” key is labeled “ABC.” To type the letter “B”, press the “2” key two times. Make sure to press the key fast enough when choosing a letter, or else the cursor will automatically move to the next letter in the word. To type consecutive characters located on the same button, like “BA” for example, press the right arrow button after typing the first letter.

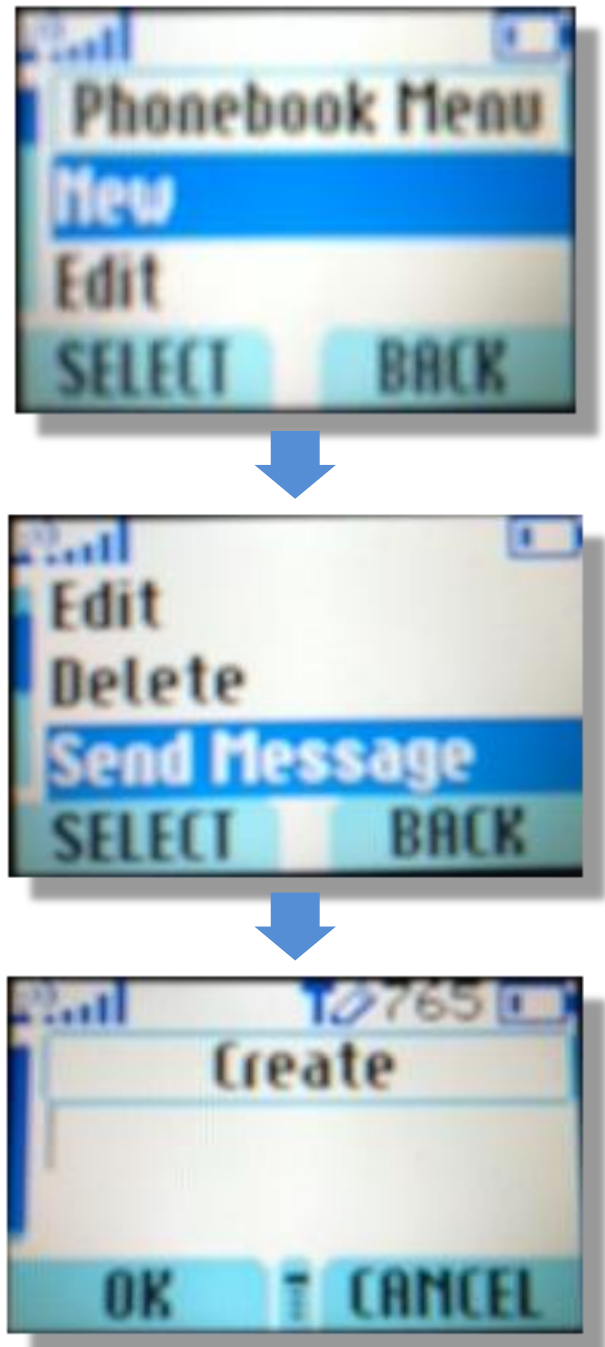


Figure 10.

5. Once you have completed typing your message, select “OK.” The screen will prompt you with the question, “Send Msg Now? 1 page(s).”
6. Select “YES”. The screen will display “Sending progress...” and will confirm that the message was sent and how many units were deducted.
7. Congratulations! You have successfully sent your text message.
8. If you decide you do not want to send the message or you want to go back and edit the message before sending, select “NO” when prompted with “Send Msg Now? 1 page(s)”.

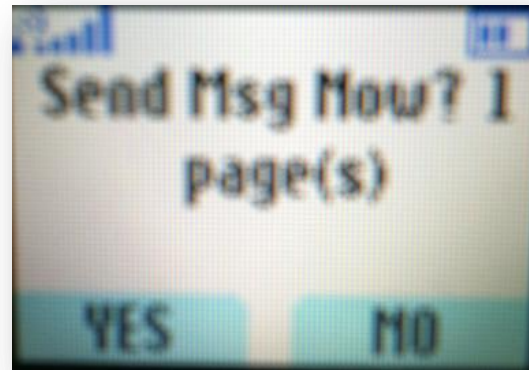


Figure 11.

MESSAGING RATES

There is a limit of 765 characters per text message. You can view how many characters you have left while typing your message. However, airtime units are deducted per a set amount of characters. For instance, a larger message will deduct 0.6 units from your airtime, rather than 0.3. You will then be prompted with the question, “Send Msg Now? 2 page(s)”. A message will confirm how many units you were deducted after the message was successfully sent.

Text Messaging Using Method 2

This method is especially useful when you do not have the intended receiver stored in your phone book. However, this method can be used if you know the receiver's phone number as well.

1. Access the "Create" screen.
 - i. Select the "MESSAGE" tab on the right side of your home screen

OR

 - ii. Press the "Menu" button and scroll with the up and down arrows until you reach the "Messages" option. Press "SELECT."
2. After reaching the "Messages" menu, make sure "Create" is highlighted, then press "SELECT."
3. You have now arrived at the "Create" screen and are ready to

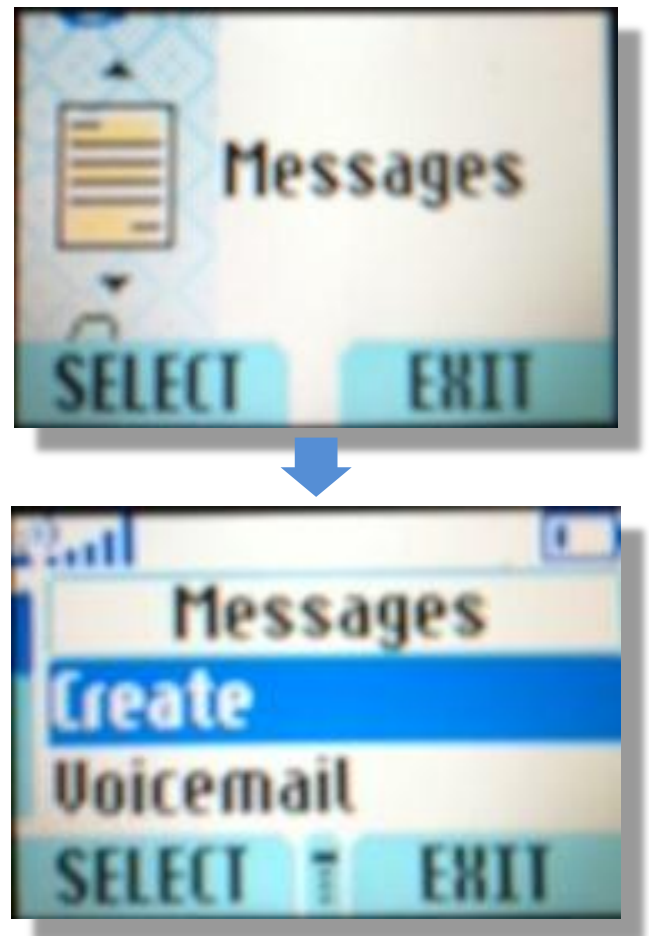


Figure 12.

type your text message. Refer to Step 5 in “Text Messaging Method #1” for entering your text message.

4. Once you have completed typing your message, press “OK” to confirm it.
5. The “Send” screen will appear and “[New Entry]” will be highlighted. Press “SELECT.”
6. You will then see “To:” in the upper left-hand corner of the screen with a cursor below it. Type the number you wish to send the message to.
7. The number will appear highlighted on the “Send” screen. Press “SEND” to send the message.

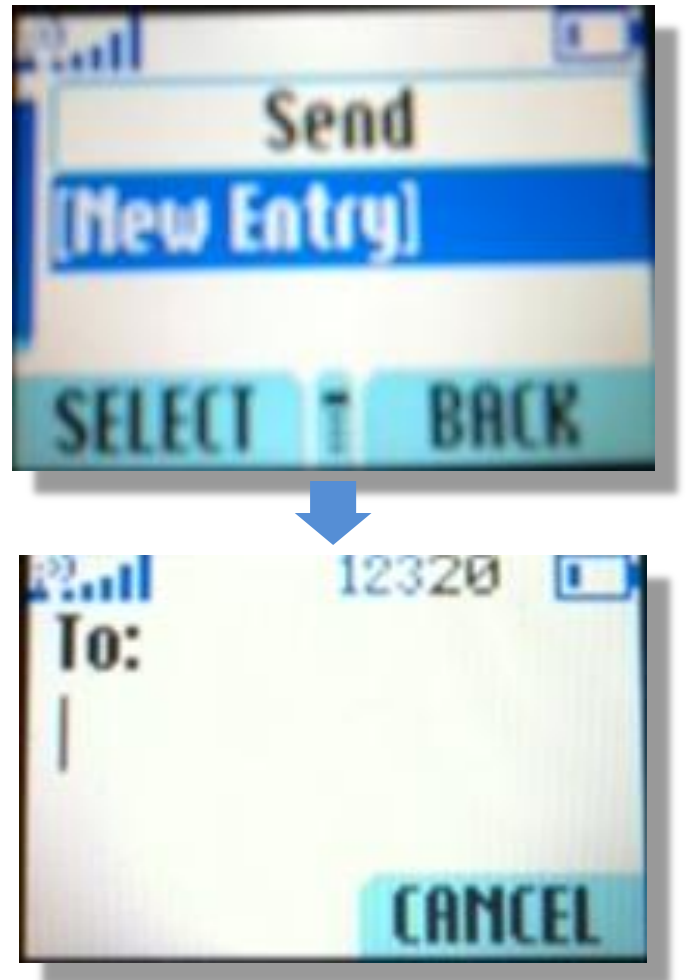


Figure 13.

Text Messaging Using Method 3

Useful for sending text messages to multiple people all at one time.

1. Repeat Steps 1-4 in “Text Messaging Method #2.”
2. On the Send” screen with “[New Entry]” highlighted, press the “Menu” button.
3. Select your phone book and then add the recipient(s) of your text message.

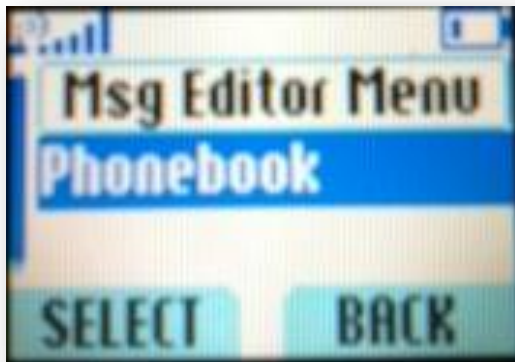


Figure 14.

Capital Letters, Spacing, & Symbols

- **Capital letters.** To capitalize a letter, press the up arrow immediately after typing the letter. All letters that follow will also be capitalized. To switch to lowercase letters, press the down arrow instead. By default, the first letter of every new text message is uppercase followed by all lowercase letters.
- **Spacing.** To add spaces press the star (*) button located to the left of zero.
- **Symbols.** Various symbols can be found under the '1' or '0' buttons. Continuously press either button until the desired symbol appears.

Reading and Replying to Text Messages

1. Select the “MESSAGE” tab on your home screen, or press the “Menu” button and select the “Messages” option after scrolling to it.
2. Use the arrow keys to highlight “Inbox” and press “SELECT.”
3. A list of messages and who sent them will appear. Highlight the message you wish to read, and press the “READ” tab. You can also read and respond directly to a new message alert.
4. After reading your message, press the “REPLY” tab to simply respond to your message, then hit “SEND.”

What if my inbox is full and I can't receive messages?

While in your Inbox, press the “Menu” button and select “Delete” to delete the message you have highlighted. To delete all the messages in your inbox, scroll down and select “Delete All.” The same steps can be applied to your outbox.



Figure 15.

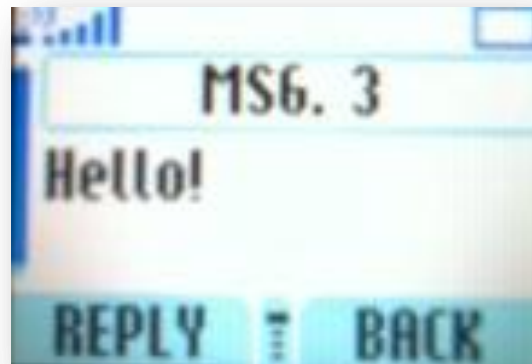


Figure 16.



Figure 17.

Quick Notes, Drafts, Entry Methods, & Media

All of these text messaging features can be found under the Message Editor Menu. Simply press the “Menu” button while on the “Create” screen to access it.

- **Quick Notes.** Quick Notes are pre-installed messages that can be quickly inserted into your text message. Various common phrases are provided, such as “Thank You,” “Please call me at...”, etc.
- **Media.** Want to have some fun with your text messages? Pictures, animations, and/or melodies can be added to any message. Just select “Insert Media” and the “Media Center” screen will appear.

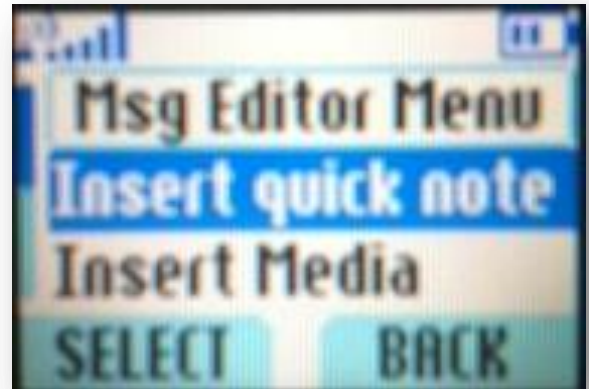


Figure 18.

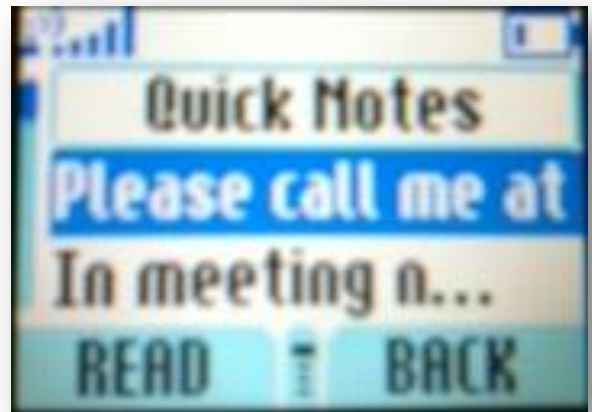


Figure 19.

- **Drafts.** Drafts are a convenient way to save a message that you cannot finish typing so that you can come back to it later. Select “Save to Drafts” and select “Yes” when prompted to store the message. Saved drafts are stored in your outbox. To access them select “Outbox” on the “Messages” screen, then select “Draft.” Choose the draft you were working on and select “EDIT.” You can now finish typing your message and send it as you would normally. If your phone’s battery dies in the middle of creating a message, no worries! Your message will automatically save to your drafts.

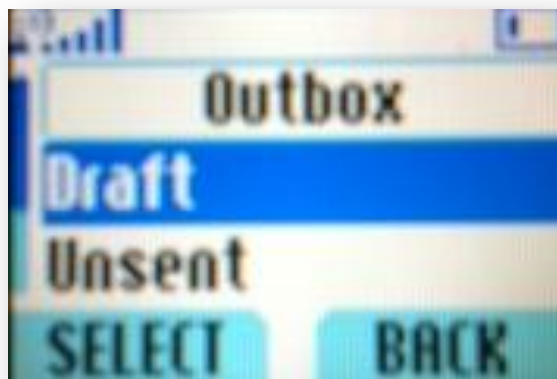


Figure 20.

- **Entry Methods.** The “Tap” method is the default method, and the one described in “Test Messaging Entry #1.” To visually see and select each character before you type it, choose the “iTap” method on the “Entry Method” screen.

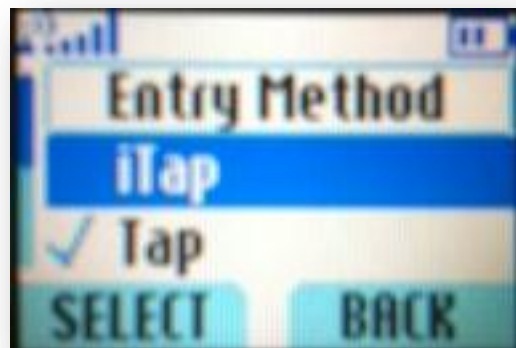


Figure 21.

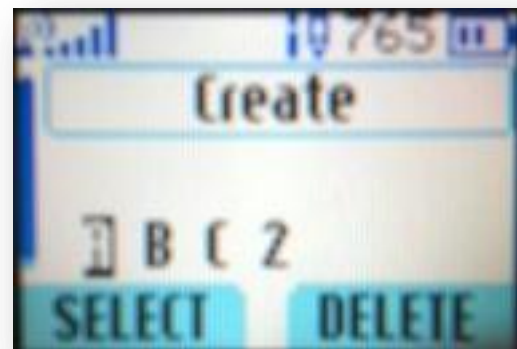



Figure 22.


Texting Etiquette

Abbreviations and Message Length

Common among those who text, especially those who are young or those who become somewhat “lazy” is the tendency to abbreviate a text message. This may occur by using certain slang in text, or leaving out certain letters in an attempt to save space and time, or possibly to appease the individual receiving the text. Some messages involve a combination of letters and numbers that may seem confusing to the average reader, but are very common in the world of texting.



Above Images: The message to the left involves a shortened version of the message on the right. The left image is more of a text message for younger text messagers, who want to save time and know that their friend will understand what is trying to be said. 

This also goes into the length of the text message. Generally speaking, messages are meant for quick responses, so messages that expand into multiple texts would probably be better off resulting in a phone call if available. This is where you need to know you contact and if they are tolerable of extended conversations through text messaging. 



Above Images: The figure on the left involves a message that is clearly too long to be a text. If this person really needed the car, they could simply call and explain their lengthy reasoning. The figure on the right shows a direct question, simple and to the point. This is generally more acceptable in the text messaging circles.

Setting: Where and Where Not to Text

Individuals should understand when and where it is appropriate for texting. The following places may not be acceptable for text messaging:

- Classrooms
- Business or group meetings
- Church
- Face to Face conversations
- While driving

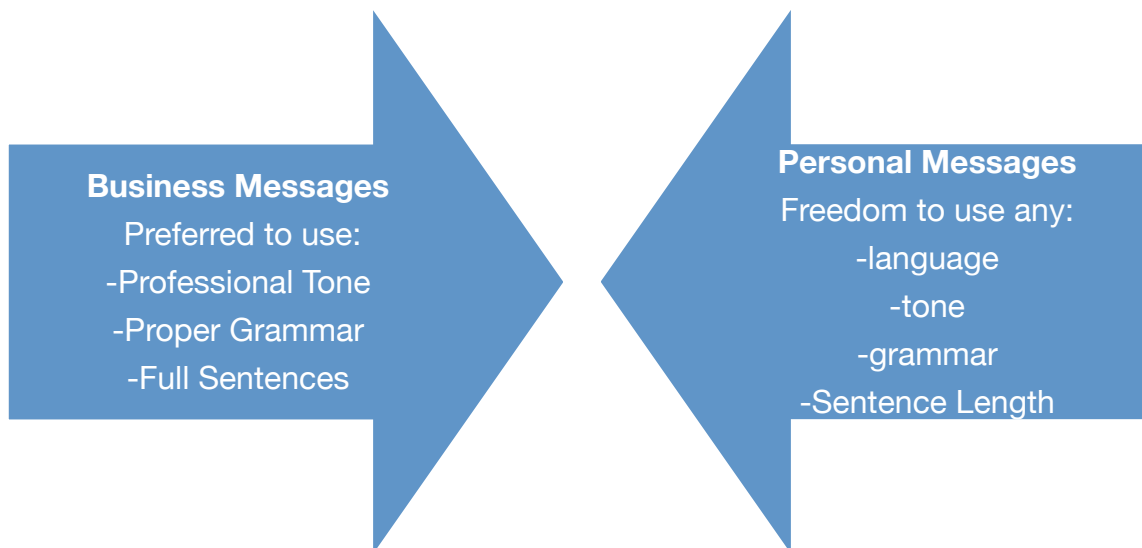
If you do find yourself in a social settings that does accept the act of text messaging, try to do a couple of things to prevent interrupting or annoying individuals around you.

- Turn off the ringtone, notification, or any form of sound that comes with an incoming text message.
- For iPhone users, silence or lower the volume on your phone by:

- Going into your settings application, and hitting the “Sound” key.
- If your phone is screen up, slide the top button on the left side of the phone down so that an orange area is showing, which means your phone is silenced.

Business vs. Personal Text Messages

Understanding who you are texting and the context of the message is very important. Some messages are strictly personal in context and will allow for you to use abbreviations and/or language that is acceptable in the conversation between you and the receiving party. Other messages (professional, business) call for a more formal type of speech, perhaps because of the importance of the conversation.




In any case, make sure you know who your audience is. Some language, even in personal contexts, can be offensive.

Replying to Text Messages

Depending on whom you are texting, the time between receiving a reply to text messages may vary depending on **e**:

- Who the replier is
- The replier's schedule
- How often the replier checks their phone

Remember, it may not be anything personal against you when a person may answer your message late or not at all, which is why you need to understand some people are not as connected to their phones as others.

If you are replying to a text message yourself, keep in mind that you need to reply to the message in front of you, reading over it carefully to make sure you answer any and everything to avoid sending multiple messages at once. It is acceptable to send one-two messages at a time. But when you start sending three-four messages because you missed certain information or you are correcting something from the original message, it become annoy  to the receiver.