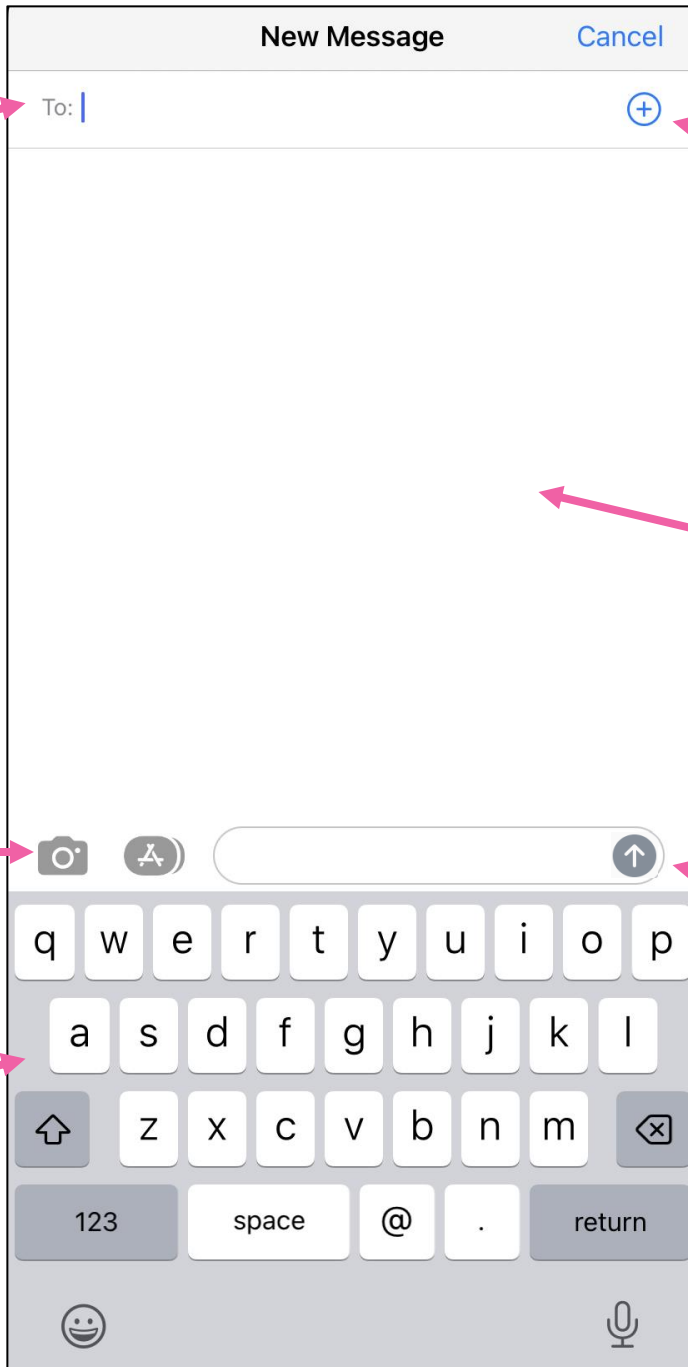




# Text step by step

There are many different types of phones, and they will look different, but they will all have the same features. Look at the image below to understand some of the key features you will need when sending a text.

Who are you sending the text to?



You can type the number or choose the person from your contact list

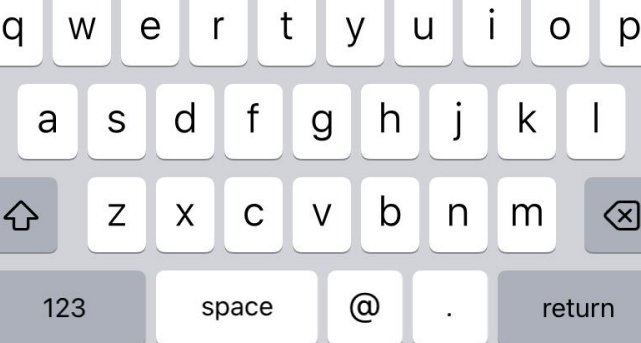
Your conversation will appear here

Attach a photograph



Send button

Keyboard to type your message





# Text step by step

## HOW TO WRITE A TEXT



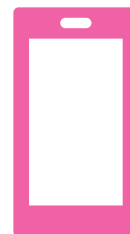
To write a text, you should follow these steps.

1. Open your message app on your phone.
2. Choose who you want to text. You can either type in their number if you know it or select the person from your contact list. You can send a group text by selecting multiple people.
3. You can then start writing your text using the onscreen keyboard. Many phones also have the feature to turn your speech into text and the ability to send voice notes.
4. Whilst writing your text, adjust your language depending on if it is a personal or work text. Remember to remain professional if you are texting someone work related.
5. If it is the first-time you are texting the person, you should add a greeting and end by including your name. If you are texting a person you have text before, your conversation will appear on screen.
6. If you need to send a photo or image, click on the camera icon and choose the file you would like to attach.
7. Proofread your text, making sure you have followed each step. Check to see if there are any spelling mistakes and correct any that have a squiggly line underneath.
8. Once you are happy, click the send button and your text will be sent to the other person.



# Text step by step

## REPLYING TO A TEXT



To reply to a text, you should follow these steps.

1. Open the text you received and would like to reply to.
2. You will be able to see the conversation on your screen and you can reply by start writing your message. The process will be the same as writing a text but unlike sending a new text, you will not need to add the person's number as this will be done automatically for you.
3. Do you need to add any attachments? Make sure you add those after typing your message.
4. Once you are happy with your reply and you have checked your spelling, you can now press the send button.



# Send a text

Have a go at writing a text.  
Can you talk through and explain each step?

