

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?

New Message Cancel

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

Your conversation will appear here

> Send button

Keyboard to type your message

Attach a

photograph







Text step by step



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



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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.



Send a text

Have a go at writing a text.

Can you talk through and explain each step?

