

# SENIORNET WELLINGTON

## INTRODUCTION TO TEXTING WORKSHOP

### **Welcome**

Welcome to the exciting world of text messaging, the fun, convenient, cheap, and easy way of keeping in touch using your mobile phone.

Text messaging or SMS (short message service) as it is sometimes called was launched commercially in the 1990's.

Text messaging has even created a new language as texters work out ways of saying as much as possible using the fewest characters.

This introduction course is designed to give you the skills and confidence to join the exciting world of texting – its nvr 2 L8 (it's never too late).

### **About this workshop**

We will break into groups of four in each and cover the following:

- What's on your mobile phone
- How to text
- Texting from different brands and models of mobiles
- Some commonly-used abbreviations

### **Important**

**As all makes and models of mobile phone are slightly different, it is very important that you read (and understand) the manufacturer's instructions for your particular phone relating to text messaging.**

### **Getting to know your mobile**

#### ***Understanding the keys***

As you know, when you are calling with your mobile, numbers appear on screen.

But when you are writing a text, the keys on your mobile will give you both letters and numbers, depending on how many times you press the key. Letters will appear before numbers.

For example:

If you want the letter K, you press the JKL5 key twice. If you wanted the number 5 you would press the JKL5 key four times.

### ***Lower and upper case***

With texting, using just lower case is fine, but you can use capitals.

How you change between the two varies slightly from mobile to mobile.

### ***Symbols***

As well as letters you can use a whole range of symbols, such as

£ × ± ½ é

You use this by pressing the “1” key and pressing it repeatedly until you get the symbol you want.

### ***Spaces***

To make a space between each word varies with every make of phone.

### ***Directional keys***

You can move your cursor around the screen, as you do when emailing, by using your directional keys. These are located just under the screen and typically form a circle, but it may not have arrows on them to point up / down / left / right.

### ***Deleting text***

If you want to delete a mistake this varies from mobile to mobile.

### ***Predictive texting***

Most mobiles have predictive texting, which anticipates the word that you are writing and gives you different options to quickly complete the word. **This can take a while to master and we recommend you turn this facility off and try it later on if you are a beginner.**

To turn predictive texting on or off varies from mobile to mobile.

### ***On-screen options***

In the bottom corners of your screen, you'll often see options, such as Menu, Names, Find, Search.

To use these options you will just need to press the button on the keypad directly below them.

These options allow you to access your main menu, your phonebook, recent calls, calendar and many other functions in your phone.

You'll also use it when texting to go from one stage to another or to backtrack.

## **Now let's do it**

### **How to send a text message**

All makes and models of mobiles are slightly different. In some instances, these instructions may apply in a different order. In time you'll find your way around your phone and be able to put your own shortcuts to use.

- Access your phone's menu (usually by pressing the Menu key)
- Access your messaging options using the directional keys
- Find Text Messaging (SMS) option using the directional keys
- Enter in the full phone number (on some phones you'll do this after you've written your text message)
- Write your text message using the keypad
- Use your directional keys to send and dispatch your text message

### **Receiving text messages**

#### ***How to read an incoming text and reply immediately***

When you receive a text, most mobiles will pop up an alert such as "1 Message received" which will tell you how to access the text message.

Most "flip top" mobiles will automatically display the message when you flip them open.

To reply to a text at the time of receiving, usually there will be "on-screen" instructions on how to reply. These could be called Reply, Options, Select or Menu.

If you can't answer the message at the time, it will be automatically stored in your inbox, so you can read it later.

#### ***How to locate your inbox and reply to saved text messages***

- Access your phone's menu (usually pressing Menu)
- Access the Messages option using the directional keys
- Find Text Messages option using the directional keys
- Select Inbox using the directional keys

- Using the directional keys, scroll until you find the text you want
- Open the text and follow the “on –screen“instructions to reply. These may be called Reply, Options, Select or Menu

### **A different language**

With texting you only have 160 characters spaces for what you want to say. As a result, a new language has developed which helps you say more, with less. You may wish to use this new language, but it is not necessary. Also it may assist you to read texts from your grand children.

### **The four principles of the new language**

When texting:

- Most vowels within a word can be removed e.g. txt = text.
- Numbers can replace syllables e.g. b4 =before; 8 = ate, eight; 2=to, too;
- Letter sounds become a syllable e.g. C=see, B=be, u=you.
- Leave out unnecessary words and spaces e.g. b hm l8r  
= I will be home later.

**Other texting facilities using your mobile not covered in this workshop you may consider using in the future. Refer to instructions for your mobile.**

- Predictive texting (as previously referred to)
- Texting to and from overseas
- Sending and receiving photos
- Sending and receiving emails (also refer to you mobile provider Telecom Vodafone or 2 Degrees)
- Internet
- Sound and video clips

