

**Sun City Summerlin Computer Club**  
**Seminar**

**Texting on Android 2025**

**Tom Burt**  
**September 25, 2025**

# Agenda

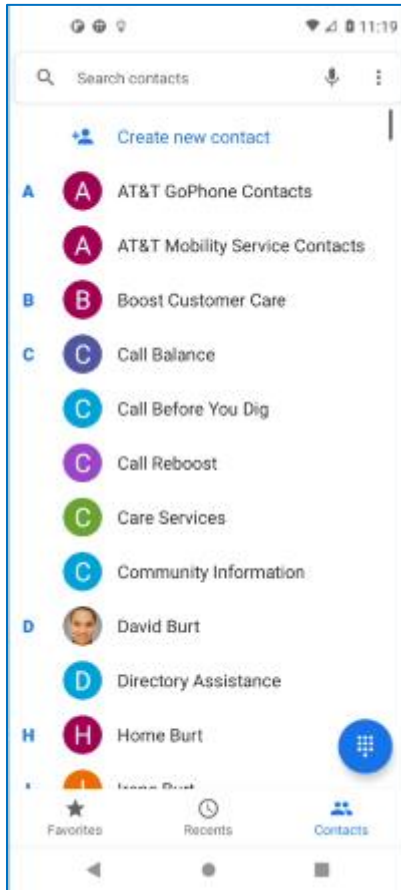


- **Android Gestures Review**
- **Managing Your Contacts**
- **What is Texting**
- **Reading Text Messages**
- **Saving Attached Pictures and Media**
- **Sending Simple Text Messages**
- **Sending Pictures, Videos and Sound**
- **Texting to Groups**
- **Managing Your Messages**
- **Getting Android Help**

# Android Gestures Review

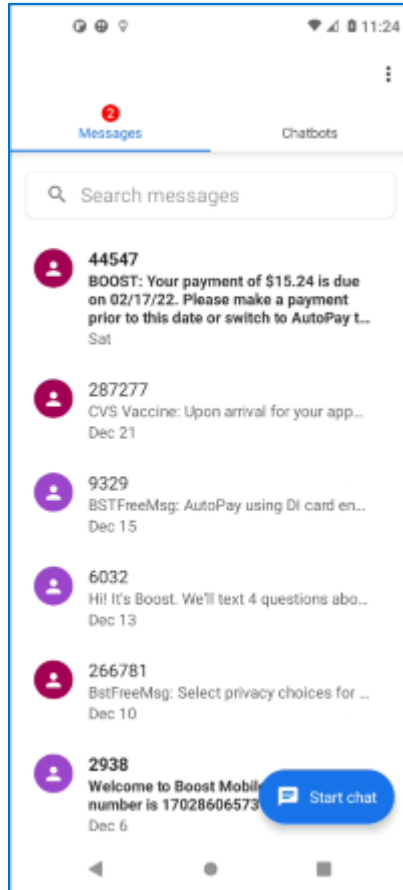
- <https://www.lifewire.com/android-gestures-phone-or-tablet-1616916>
- Android on a 5 to 6.5 inch touch screen can prove to be quite a challenge in acquiring new hand-eye skills, plus learning an assortment of basic gestures and actions.
- Every Android device seems to have slightly different touch sensitivity and timing that you need to get used to. As with right-clicking in Windows, “**long press**” usually opens up a context window with choices of actions for the item being pressed. This helps a lot in learning how your smart phone works.
- **Basic Android Gestures**
  - Tap (select / launch) - commonest gesture
  - Double-tap (often used to blank the display)
  - Long Press (open a context menu or select for moving)
  - Press and drag (move an item on the screen)
  - Swipe up / down / left / right (fast scroll)
  - Swipe in from: left, right, top, bottom edges (show items that are off the current screen)
  - Pinch in (zoom out)
  - Spread out (zoom in)

# Managing Your Contacts



- Tap the green phone icon on your home screen to start the Phone App. Tap the Contacts icon to view your list of contacts.
- To **Add a Contact**, tap “Create new contact”.
  - A data entry window will appear with boxes for name, telephone and e-mail address and optional other fields. Tap these boxes to use the on-screen keyboard to enter the information. You can also add a picture and a ringtone. When finished, tap Save.
- To **Edit** an existing **Contact**, tap that Contact to display its details.
  - Tap “Edit contact” to open the information editor. Type in any changes and then tap Save.
- To **Delete** an existing **Contact**, tap that Contact to display its details. Then tap the 3-dot menu and select Delete. A popup will ask you to confirm the Delete.

# Reading a Text Message



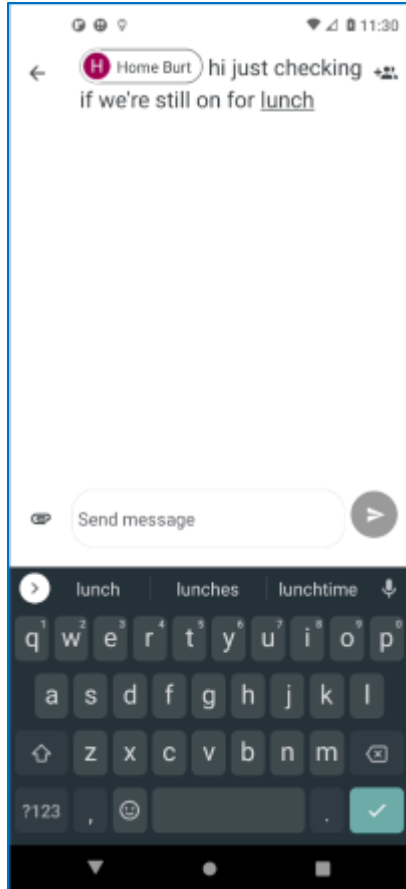
- **Text Messages** are short textual data messages that your smart phone can send to or receive from another smart phone.
  - **Limited to 160 characters.**
  - **May be free, depending on your service plan.**
- **To view, tap the Messaging App icon on your home screen**
  - **The messaging App will display a list of text messages you have sent and received.**
  - **Text messages are grouped by sender.**
  - **Newest are at the top.**
  - **Tap the message you wish to view.**
  - **A full list of the text messages from that sender is displayed with newest at the bottom.**
  - **Press the main “back button” to go back to the summary list.**

# Saving Attached Pictures & Media

- Incoming text messages may have media files (pictures, videos, audio) attached.
- These messages with attached media use the “MMS” (Multimedia Messaging Service) protocol over a data or Internet connection to deliver the attachments, which can be large.
- To View an attached photo or video or play the audio clip, tap the attachment’s icon. The attachment will open in a suitable display or player app.
- To Save an attached photo, video or audio clip ...
  - After tapping the attachment to view it, you will see a small floppy disk icon to the upper right.
  - Tap that icon to save the attachment. On my phone, it was saved in an obscure “Messages” folder.
  - I used the Android Files app to display the saved image and used the 3-dots menu to Move the image to the Pictures folder.



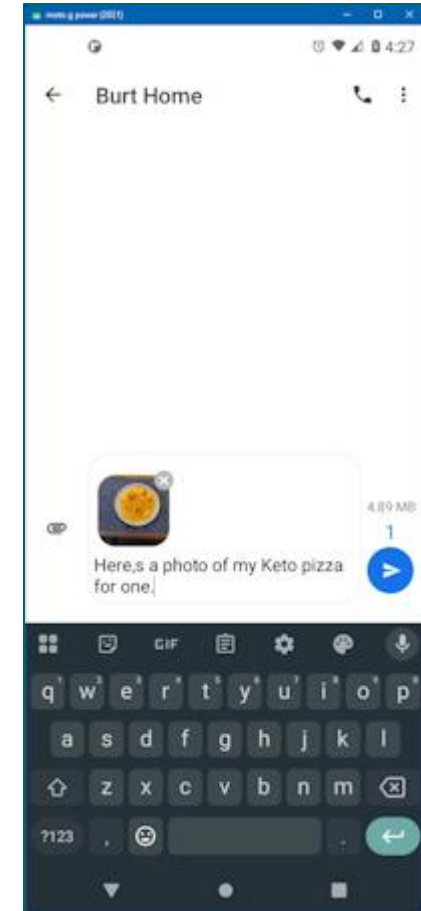
# Sending Simple Text Messages



- Tap the Messaging App icon on your Home screen
  - On the Messaging App’s main screen, tap the “Start Chat” button at the lower right (see above).
  - The Send message screen will appear.
  - Tap **Frequents** or **All Contacts** to choose a recipient from your contacts list.
  - Tap the keypad icon to type a phone number.
  - Tap the “Send message” area and then use the keyboard to enter your text message up to 160 characters.
  - Finally, tap the “Send message” button. ➤
- Simple Messages use the “SMS” (Simple Messaging Service) protocol via your cell-phone provider’s voice network. SMS Messages are limited to 160 characters.
- Your message will be sent to the recipient and recorded in your message log.
- Some Message apps allow you to type longer messages and will automatically break them up into a sequence of 160-character messages.
- If you can master it, it’s easier to type using both thumbs.
- We’ll cover sending pictures and other media on the next slide.



# Sending Texts With Pictures & Media Attached

- Your phone's Messaging App allows you to send simple text messages via the cell-phone voice network.
- If your phone plan also includes a data option, or if your phone is connected to a WiFi network, you can attach pictures and other media file types to a text message. This can be a quick and convenient way to send a selfie or other photo or a video or sound clip to someone.
- Messages with attached media use the "MMS" (Multimedia Messaging Service) protocol over a data or Internet connection.
- To attach a photo, tap the paper clip icon next to the message box. A set of selection locations and images will display, including your Google Photos cloud storage (upper left).
- Browse to the photo(s) or media file(s) you want to attach and tap it/them.
- You can remove an attached media file before sending by tapping the x in its upper right corner.
- You can also attach a photo taken directly from the camera, a recorded audio clip, a music track or a contact.
- If your data plan is limited, be mindful of how large your texts are.



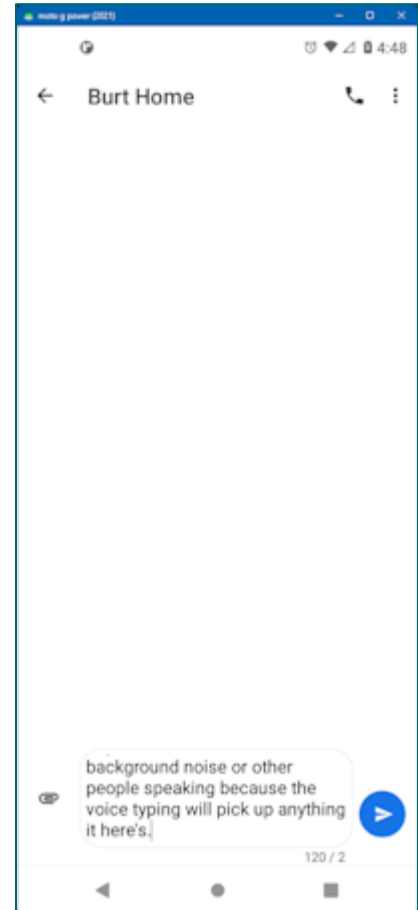
# Texting to Groups



- **Make sure Group Messaging is enabled, and MMS is enabled.**
  - Go to the **Settings > Advanced SMS/MMS settings** for your Messages app.
  - This may vary according to which Messaging app you're using and what version of Android is running.
  - If not sure, try asking Google's Gemini AI (<https://gemini.google.com>).
- **In Messaging, begin by tapping "Start Chat"**
  - In your contacts list, select a recipient.
  - Tap the "Add recipients" icon  to the upper right.
  - Now tap to select additional recipients from your contacts list. When done, tap the checkmark icon at the upper right.
  - Optionally give the group a name and tap the checkbox icon again.
  - Now type in your message in the "Send message" box.
  - When finished tap the "Send message" icon. 
  - The message will go to all the recipients.

# Voice Typing

- **If you have trouble typing on the on-screen keyboard, you may want to try Voice Typing. This works with any app that uses the on-screen keyboard. Here's an example ...**
  - Start the Messaging app.
  - Tap the “Start Chat” button and choose a recipient.
  - Tap the message window to display the on-screen keyboard.
  - Tap the Settings gear and then tap “Voice Typing”. Turn on Voice Typing. You may have to grant access to the microphone to the keyboard app. (All this only needs to be done once.)
  - Tap the microphone icon on the onscreen keyboard to turn on voice typing.
  - Begin speaking and your spoken words will be converted to text in the message window.
  - The speech converter is quite good, but you may need to make a few edits before sending. Keep your message short – remembers there's a 160-character limit.
  - Voice Typing hears all nearby speech, so if several people are talking, things will get muddled up. It works best in a quiet area when you're alone.



# Managing Your Messages



- **Your messages are saved and displayed in a list.**
  - All messages from a given sender are grouped in one entry.
  - Tap the entry to open a sub-list of all the messages from that person.
  - Tap the head icon to the left to add that sender to your contact list.
  - Long Press a message to display a set of action icons at the top of the screen.
- **Message Actions**
  - **Simple reactions:** Tap one of the reaction icons (similar to Facebook).
  - **Delete:** Tap the trash can icon.
  - **Reply:** Tap the Reply icon, enter your reply and tap the Send icon..
  - **Copy:** Tap the copy icon to copy the message's body text to the clipboard. From there you can copy it into another message or app's document.
  - **Forward:** Tap the Forward icon to send the message to one or more new recipients. You can add additional text to the forwarded message.
  - **More:** Opens a secondary menu of choices – varies by vendor & Android version. Includes **Save**, which saves attached photos or videos to your phone's Gallery.
  - **Unsend:** Recalls a sent message. Works best if done shortly after the message was sent.  
\*\*\* Better to double-check all messages *before* hitting Send. Avoid foot-in-mouth mishaps.

# Getting Android Help



- **Online Tutorials, Reviews and Articles**
  - YouTube videos ... search for your phone's make / model / Android version.
  - Vendor on-line help forums, videos, user guides.
  - General Google Search (good for trouble-shooting).
- **Computer Club Sessions and Material**
  - Gene Koch's Android Help Q&A (2 PM 3<sup>rd</sup> Thursday).
  - Glenn Latta's and Tom Burt's presentations in the Android section of the Seminar area of the web site: [www.scscclclub.com/smnr](http://www.scscclclub.com/smnr) .
  - Tom Burt's articles in Gigabyte Gazette.
  - Tuesday Repair SIG (12:30 pm to 3 pm) in the club's classroom.
  - Saturday Repair SIG (9:00 am to noon, 1<sup>st</sup> and 3<sup>rd</sup> Saturdays) in the club's classroom.

# Final Questions and Answers

Tom Burt

[tomburt89134@cox.net](mailto:tomburt89134@cox.net)