



Adding Contact and Calling Using the Contact List (iOS Device)

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Part of ***Calling and Messaging Series***

Hi, I'm Dallon, I am an IT trainer at Guide Dogs Singapore. Today, I'll be showing you how to make use of your Contacts list in iOS with VoiceOver enabled.

We will start off with adding a new contact to your Contacts list, showing you how to access contacts in your Contacts list, and performing functions such as making a phone call.

Accessing the Phone's Contacts

Today I'll be using the iPhone 13 for demonstration. We'll be looking at how we can add contacts to our phones. There are two different ways you can access your contacts. The first way is through the 'Phone' app and under the Contacts tab, and the second way is using the 'Contacts' app on your phone. Over here, we have the 'Phone' app opened. We are currently on the 'Contacts' tab.

[Demo: Dallan shows the phone screen with the 'Phone' app opens with the 'Contacts tab'.]

The 'Contacts' icon is a third icon located in the navigation tab bar.

Add a New Contact

Now we will be adding a new contact to our Contact list. To do that, we have to locate the 'Add' button, which could be found on the top right hand of the screen, right below the status bar. You can either use your one-finger swipe gestures, or your 'Explore-by-touch' to locate it.

[Demo: Dallan locates the 'Add' button; VoiceOver reads out accordingly.]

When you find the 'Add' button, you can do a one-finger double-tap gesture to activate.

[Demo: Dallan performs a one-finger double-tap gesture to activate the 'Add' button; VoiceOver reads out accordingly.]

Noticed that it is currently focused on a 'Text Field' - 'First Name' in the Contact Creation Screen. The Contact Creation Screen contains

fields such as your 'First Name', 'Last Name', and 'Add Phone Number', and more. Minimally, you have to fill up your 'First Name', and your 'Phone Number', or an 'Email Address'. Notice that the keyboard is opened on the bottom half of the phone screen. That is because the 'First Name' field has been selected. We'll first start by entering in the 'First Name' and the 'Phone Number' fields.

To type on the keyboard, we'll first place our finger at the bottom half of the phone screen where the keyboard is located. We will locate the key that we want, and where we want to tap on the key, we will do a one-finger double-tap gesture to activate it. Do note that the typing mode is currently set to standard typing as it is the default typing mode when VoiceOver is enabled.

Let's fill in the 'First Name'. First, I'll look at the letter 'D', because I'll be typing my name.

[Demo: Dallan locates the letter 'D' on the keyboard; VoiceOver reads out the letters as he browses until 'Delta' is read out.]

When I want to key in this letter, I'll do a one-finger double-tap gesture.

[Demo: Dallon performs a one-finger double-tap gesture on the letter 'D'; VoiceOver reads accordingly.]

I'll continue to type the rest of the letters in my name.

[Demo: Dallon types out letters for his name; VoiceOver reads out the letters accordingly.]

Now let's just first check if our 'First Name' has been entered in correctly. We can use the 'Explore-by-touch' to locate the 'First Name' field.

[Demo: Dallon locates the 'First Name's field. VoiceOver reads out accordingly.]

Noticed that it has read out my name. Next, we'll add a phone number, and to do that we will have to locate the 'Add Phone' button. From where we are, we can use the one-finger swipe right gesture to locate it.

[Demo: Dallan performs a few times one-finger swipe right gestures to locate the 'Add Phone' button. VoiceOver reads out accordingly until it says the 'Add Phone' button.]

So we have located the 'Add Phone' button. We'll use a one-finger double-tap gesture to activate it.

[Demo: Dallan performs a one-finger double-tap gesture to activate the 'Add Phone' button. VoiceOver reads out accordingly.]

Notice that the 'Keyboard' has been replaced with a 'Keypad'. This is similar to a phone-style keypad. Let's key in the phone number.

[Demo: Dallan locates the 'Keypad'; VoiceOver reads out accordingly]

Same thing. Find the number that you want, and to perform a one-finger double-tap gesture to activate.

[Demo: Dallan keys in a phone number; VoiceOver reads out the numbers accordingly.]

So we have successfully entered in the phone number. The next thing that we can do is to actually select the type of phone number this is. Right beside the 'Phone Number's 'Text Field', we can actually find a button that states 'Mobile' at the moment.

[Demo: Dallan locates the 'Text Field'; VoiceOver reads accordingly.]

So on the left of this, we'll find the button that states 'Mobile'.

[Demo: Dallan locates the button that states 'Mobile'; VoiceOver reads out accordingly.]

So to activate this button, we will just do a one-finger double-tap. This will bring up the different types that are available.

[Demo: Dallan performs a one-finger double-tap gesture, and a list of phone types appears; VoiceOver reads out accordingly.]

So over here we can select things like 'Home', 'Work', or 'School', or even 'Others'. For now, we will just leave this as 'Mobile'.

[Demo: Dallan locates 'Mobile' and performs a one-finger double-tap gesture to select; VoiceOver reads out accordingly.]

You don't have to change it if you like to leave it as default. Now we can proceed to save this contact and to do that we have to locate the 'Done' button which could be found on the top right-hand corner of the phone screen right below the status bar.

You can either use your one-finger swipe to the left gesture from where we are to locate for the 'Done' button or to use your 'Explorer-by-touch'.

[Demo: Dallan locates the 'Done' button; VoiceOver reads out accordingly.]

Once you hear the 'Done' button, do a one-finger double-tap gesture.

[Demo: Dallan performs a one-finger double-tap gesture to select; VoiceOver reads out accordingly.]

We have successfully created our contact name 'Dallan'.

Accessing the Contact List and Making a Call

From where we are, to view the list of contacts that we have on our phone, we have to look for the 'Back' button which could be found on the top left-hand corner of the screen, right below the status bar.

[Demo: Dallan locates the 'Back' button and performs a one-finger double-tap gesture to return to the previous page; VoiceOver reads out accordingly.]

Over here you can see a list of contacts on my phone. If you have a long list of contacts, you can use your three-fingers scrolling gesture to bring it down to the next page.

To locate each of the contacts, you could use your one-finger swipe gestures or the 'Explore-by touch' to search for the contact that you want. The other way is to use a search function to locate for the contact that you want. The search function could be found on the top right below the heading contacts. For now, I'll use the 'Explore-by-touch' method to look for the contact that I want to call.

[Demo: Dallon uses 'Explore-by-touch' to locate the contact that he wants to call; VoiceOver reads out names accordingly.]

To go into the contact, to review more information of this person, just do a one-finger double-tap.

[Demo: Dallon performs a one-finger double-tap gesture to select the contact 'Dallon' and enter the page for more information; VoiceOver reads out accordingly.]

Over here, apart from seeing contact information about the person, we can also locate the function such as 'Message' or 'Call'. We can either use our 'Explore-by-touch' to find it or one-finger swipe gesture.

[Demo: Dallon performs a one-finger swipe gesture to locate the 'Call' button; VoiceOver reads out accordingly.]

When we double tap on this 'Call' button, a menu will pop up to select the different ways you could call the person. Could be through WhatsApp, or if you have other apps, you may see it over here. So let's just press the 'Call' button.

[Demo: Dallan locates and selects the 'Call' button; VoiceOver reads out accordingly.]

So you can see 'Mobile'.

[Demo: Dallan continues to locate other calls option; VoiceOver reads out accordingly.]

We can also see WhatsApp. So let's just select 'Mobile'.

[Demo: Dallan selects 'Mobile'; VoiceOver reads out accordingly.]

When we double-tap on this, it will proceed to make the call.

[Demo: Dallan double-taps on 'Mobile' to make a call. The phone makes a call to the contact.]

Do remember if you want to end the call, you'll do a two-fingers double tap.

[Demo: Dallan performs and two-fingers double-tap to end the call.]

So now the call has ended.

We have taken a look at adding contacts and making a phone call with the use of your contacts list. I hope you have found this video useful. Once again, I'm Dallan, thanks for listening and I'll see you next time.

If you would like to learn more about operating your phone, you can arrange an appointment with our IT trainers at Guide Dogs Singapore by calling 6339 7900 or email us at IT@guidedogs.org.sg.