



Sending and Receiving Messages (iOS Device)

Presented by Dallon Au

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

Hi, I am Dallon, an IT trainer from Guide Dogs Singapore. Today I'll be showing you how to send and read messages with VoiceOver enabled.

Reading messages on a default 'Messages' app

Today, we'll be using the iPhone 13 for demonstration. We'll be looking at how we can send and receive messages using the default 'Messages' app on the iPhone. Over here we have the 'Messages' app opened.

[Demo: Dallon shows the phone screen with the 'Messages' app opened.]

At the top of the screen right below the messages heading, you can find a search field for you to search for a specific conversation that you want to find. Below that, you have a list of conversations of people whom you have previously messaged. Do note that this is sort from the most recent conversation being

at the top. At the top right-hand corner of the screen, right below the status bar, you can find a 'Compose' button. This button is used when you want to create a new conversation.

And now we will want to select a person whom we want to chat with. Let's start off with continuing our conversation with my dear friend Lionel. To do that, we have to locate his name in the list of conversations. So I'll use 'Explore-by-touch'. I'll just place one finger gently on the screen and drag it around until I find Lionel's name.

[Demo: Dallon uses 'Explore-by-touch' to locate Lionel's name in the conversation list. VoiceOver reads out names while Dallon is searching for Lionel's name.]

So I'll go into his chat to see the list of messages.

[Demo: Conversation with Lionel is found. Dallon selects the chat with Lionel to read the messages.]

Once we are in his chat, we will be presented with this screen. At the top, we will be able to find the name of the person. So in this case is Lionel.

[Demo: Dallan taps on the top of the screen, and VoiceOver reads out the name 'Lionel'.]

Right below that, you'll have the messages that we previously had. On the bottom part of the screen, we will find functions such as 'Photos', 'Stores', 'Videos'... but right above that, most importantly is the 'Edit Box'. This is where we can reply or send a new message. To locate the 'Edit Box', place one finger down on the screen, at the bottom left, where the 'Dock' area is.

[Demo: Dallan places one finger down on the screen and searches for 'Edit Box'. VoiceOver reads out items accordingly: 'Apps', 'Photos', 'Message', 'Apps', 'Photos'... button...]

You'll hear 'Apps', 'Photos'... I'm going to move up a bit and you can hear 'Camera'.

[Demo: Dallan moves his finger up on the screen, VoiceOver reads out 'Camera'...]

We can use this as a landmark to go to the 'Edit Box'. I'll use a one-finger swipe right gesture two times and I'll reach the message 'Text Field'.

[Demo: Dallon performs a one-finger swipe to the right gesture two times, VoiceOver reads out: 'Text Messages', 'Text Field'...]

This is where the 'Edit Box' is. On the right of that, you'll find the 'Send' button.

Do note that the 'Send' button will only appear if you have text in the text box. For now, if you swipe towards to the right-hand side, you'll find a 'Dictate' button instead.

[Demo: Dallon taps on the 'Dictate' button, and VoiceOver reads out accordingly.]

So now, if you like to see the most recent message, what you could do is first locate the 'Camera' button. It's like a landmark. It is located at the bottom left-hand side where the 'Dock' area is.

[Demo: Dallon locates the 'Camera' button. VoiceOver reads out accordingly.]

So from 'Camera', you perform a one-finger swipe to the left gesture.

[Demo: Dallon performs a one-finger swipe to the left gesture after locating the 'Camera' button. VoiceOver reads out the message that Lionel last sent to Dallon.]

Here we can see the last message that was sent by Lionel. To read the message that was sent before this, we will perform a one-finger swipe left gesture.

[Demo: Dallon performs a one-finger swipe to the left gesture; VoiceOver reads out the message last sent by Dallon to Lionel.]

This is a message sent by me to Lionel. So to read the message after again, we do a one-finger swipe right gesture.

[Demo: Dallon performs a one-finger swipe to the right gesture; VoiceOver reads out the message that Lionel last sent to Dallon again.]

Sending Messages on a Default 'Messages' App

So we have looked at how we can read the list of messages. Now, let's proceed to reply or send a message to Lionel. To do that, let's locate the 'Edit Box' and then perform a one-finger double-tap gesture.

[Demo: Dallan locates the 'Edit Box' by browsing around the phone screen until VoiceOver reads out 'Text Field'.]

So one-finger double-tap.

[Demo: Dallan performs a one-finger double-tap gesture on 'Text Field', then the keyboard appears.]

Notice that the keyboard will be opened up on the bottom half of the screen. When we want to type a particular letter, we will look for it and once we want to type the key, we will just do a one-finger double-tap to activate it. So I'll be looking for the letter 'l'.

[Demo: Dallan browses over the keyboard and looks for the letter 'l'. VoiceOver reads out the letters where Dallan's finger landed until he finds the letter 'l']

One-finger double tap.

[Demo: Dallan performs a one-finger double tap gesture once he finds the letter 'l'.]

I proceed on to type rest of the message.

[Demo: Dallon continues to key in letters to finish typing in the message in the 'Text Field'. VoiceOver reads out the letters accordingly.]

Once you are done typing a message, you can proceed to press the 'Send' button, which is on the right-hand side of the 'Edit Box'.

[Demo: Dallon locates the 'Edit Box', VoiceOver reads out the message that he just typed in - 'I will be late'.]

Do note that when I tap my finger on the 'Edit Box', it'll read out the message that I have typed. This is how you can check if your message is correct.

[Demo: Dallon locates the 'Send' button. VoiceOver reads out where Dallon's finger landed until it reads out the 'Send' button.]

When I find the 'Send' button, I'll do a one-finger double-tap to send out the message.

[Demo: Dallon performs a one-finger double-tap gesture on the 'Send' button to send out the message. VoiceOver reads out accordingly.]

And now the message has been sent.

Moving on, we'll be looking at how we can send a new message to a new contact. From where we are now, we need to go back to the 'Messages' app's main screen. To do that, we have to locate the 'Back' button, which can be found on the top left-hand side of the screen, right below the status bar.

[Demo: Dallan locates the 'Back' button, and VoiceOver reads out accordingly until it reads out the 'Back' button.]

We can perform a one-finger double-tap to go back.

[Demo: Dallan performs a one-finger double-tap gesture on the 'Back' button to return to the 'Messages' app's main screen.]

So now we are on the main screen of the 'Messages' app. On the main screen, we will now locate the 'Compose' button, which is on the top right-hand side of the screen, right below the status bar. Once you find it, use a one-finger double-tap gesture to activate it.

[Demo: Dallan locates the 'Compose' button. VoiceOver reads out accordingly until he finds the

'Compose' button. Then he performs a one-finger double-tap gesture on the 'Compose' button once he finds it and enters the page.]

Notice that we are focused on the 'To: Text Field'. Over here, you can enter in a name in your contacts list, or a phone number of a person whom you wish to start a new conversation with. I will start by entering in a name. On the bottom half of the screen. You'll find the keyboard. So I'm going to locate for a letter. In this case, I'll look for 'D'.

[Demo: Dallon finds the letter 'D', VoiceOver reads out accordingly until it says 'D, Delta'.]

To activate the letter, do a one-finger double-tap.

[Demo: Dallon performs a one-finger double-tap on the letter 'D' to activate it. VoiceOver reads out accordingly.]

I'll proceed on to type the rest of the name.

[Demo: Dallon proceeds to type the rest of the letters for the name he is looking for. VoiceOver reads out the letters accordingly.]

Once you are done typing the name, proceed to press the 'Return' button on the bottom right-hand side of the keyboard.

[Demo: Dallon locates the 'Return' button on the bottom right hand of the keyboard, VoiceOver reads out accordingly until it says 'Return' button, then performs a one-finger double-tap on it.]

Now you have to locate the 'Edit Box'. The 'Edit Box' is found in the middle of the screen right above the keyboard.

[Demo: Dallon locates the 'Edit Box', VoiceOver reads out accordingly until it says 'Text Field' button, then performs a one-finger double-tap on it.]

Once we hear 'Message', 'Text Message', 'Text Field', we can use a one-finger double-tap gesture to activate it.

[Demo: Dallon performs a one-finger double-tap gesture to activate it, and VoiceOver reads out accordingly.]

We can proceed to now type a short message.

[Demo: Dallon types a short message, VoiceOver reads out accordingly as he is typing.]

To check if we have entered in the message correctly, we could locate the message 'Edit Box' and VoiceOver will read out the text again.

[Demo: Dallon locates the 'Edit Box', VoiceOver reads out the text that he just typed in, which is 'Hello'.]

So it sounds like the message is correct. So to send this message, we will press the 'Send' button, which is located on the right of the 'Edit Box'.

[Demo: Dallon located the 'Send' button, VoiceOver reads out accordingly until it says, 'Send' button.]

So we are just performing one-finger double-tap to activate.

[Demo: Dallon performs a one-finger double-tap gesture to activate the 'Send' button.]

The message has been sent.

We have learned how to send and receive messages using the default 'Messages' app. I hope you have found this video useful. There's another popular app

for instant messaging, which is 'WhatsApp'. We'll cover this in the next phase. In the meantime, if you have any queries regarding the use of WhatsApp', feel free to contact GDS for support. 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.