



Calls, Texts and Emails

Contacts

Contacts on your iPhone is an alphabetical list of all the people you've added. To find one, you simply right swipe through the list. It takes only a few basic items of information to create a new contact. **Try it out!**

1. Open the **Contacts** app.
2. Tap the **Add** button in the top right corner of the screen.
3. Double-tap to open a **New Contact**.
4. Focus is in the **First name** text field, so type in the first name of the person you are adding.
5. Touch in the **First name** text field, then right swipe.

Tip: If you don't touch in the text field first and you right swipe to go through the list, you will swipe through your keyboard instead.

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6. VoiceOver announces, “**Clear Text** button.” If you don’t want to change the first name you typed, right-swipe again.

Tip: Double-tapping the Clear Text button deletes what is in the text field.

7. You are now in the **Last name** text field. Double tap to enter the text field.
8. Type in the last name of the person you’re adding and touch the **Last name** text field.
9. Right-swipe twice to the **Company** text field. Double-tap to enter the text field.
10. Type in the company name for the person you’re adding. Then touch the **Company** text field.
11. Right-swipe twice to the **Add phone** text field. Double-tap so you can add the person’s phone number.
12. This time you will be given a standard numeric keypad, rather than the QWERTY keyboard. Type in the person’s phone number, and touch the **Add phone** text field when you are done.

13. To the left of the text field is a label button. This lets you label the type of number this is for the contact. Left-swipe to hear “Home button. Activate to choose type.”
14. Double-tap to get a list of label choices for the phone number.
15. Right-swipe through the list of labels to get to the Work label: Cancel button; Label heading; Search, Search field; Dictate button; Home; Work. Double-tap when you get to the Work label.

Tip: There are many more items you can add for a Contact, like email address, home or work address, website, or even birthday. Just continue to right-swipe.

16. To save your new **Contact**, find and touch the **Done** button in the top right-hand corner of the screen. Double-tap to save your **Contact**.

Now you know how to add Contacts to your iPhone. Check out the other workshops in this series to learn more about calls, texts and emails.

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