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WhatsApp

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The Complete Manual Series



WhatsApp



With over 1.3 billion people regularly using the social media app WhatsApp, it's little wonder it has quickly become the world's top messaging platform.

WhatsApp is easy to use, practical, quick and secure. What's more, it's completely free of charge and available for nearly every mobile; there are desktop versions for the PC and Mac too. With it you're able to send images, videos, have free voice and video chats and even create groups with scores of friends and family members.

WhatsApp is the future of communication available here and now, so if you want to get to grips with this great app read on and we will show you how to master it and discover more than you ever imagined.



WhatsApp

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Introduction and History of WhatsApp

What exactly is WhatsApp? You've no doubt heard all about it and you may even have friends and family members who already use it and are pestering you to use it too. Take a moment then to discover what this great app can do, and more importantly what it can do for you.

We will also look at the app's origins, its history and how it became one of the world's biggest messaging platforms.

8 What is WhatsApp?

10 The History of WhatsApp





What is WhatsApp?

In just nine years, WhatsApp has grown into one of the most used messaging apps available. With a user base of over 1.3 billion, and growing; WhatsApp shows no sign of slowing down.



At its heart, WhatsApp is simply a free to use cross-platform instant messaging service. However, to its many users the app is much more than just a means of keeping in touch. The WhatsApp phenomenon has spread throughout the social media digital world, offering the end user a safe and secure platform in which to communicate.

There are examples of people using WhatsApp to help inform police and security services of crime as it happens, enabling better lines of communication with the public and law enforcement as well as gathering of evidence against a perpetrator. People have used WhatsApp to record geological events such as erupting volcanoes, earthquakes, tornadoes and other such catastrophes.

SMS NO MORE?

In the UK alone, the number of SMS messages sent has radically dropped from 150 billion in 2011 to around 88 billion in 2017. Many factors influence this but one suspect is the wide use of WhatsApp, much to the annoyance of the mobile companies.





Thanks to WhatsApp's end-to-end encryption and high standards of security, users can talk, send attachments, images and videos without fear of being watched or monitored by government agencies and the like. Users in countries where external communications are heavily restricted have managed to send word to the outside world of what's going on and helped us all become aware of foreign politics.

Recently, the company behind WhatsApp announced that a business version will be made available, enabling companies to provide customer services and help to users on a far larger scale than previously thought.

So WhatsApp really is much more than a simple messaging app. Its beauty lies in the fact that it can be used by just two people talking to each other or by thousands of people around the world trying to make everyone's lives better. Whoever you are, and wherever you are, using WhatsApp can help you connect and become a part of something bigger.





The History of WhatsApp



From humble beginnings, WhatsApp has grown exponentially thanks to its ease of use and excellent features. However, it wasn't an easy climb to the top of the messaging charts for this remarkable app.

WhatsApp was launched in January 2009 by two former Yahoo! developers, Brian Acton and Jan Koum. After the pair left Yahoo! in September 2007 they spent some time travelling and, as Internet rumour has it, frequently found it difficult to stay in touch reliably with friends and family.

Once they returned home they applied for a number of jobs, one of which was at Facebook HQ. Sadly, or rather thankfully, they were turned down and about that time Koum, living off his saving from Yahoo!, purchased an iPhone and immediately saw the app industry as the way forward.





BDM Publications



Brian Acton and Jan Koum testing the latest mobile technology



Koum began exploring the possibility of developing an app that would allow mobile users to interact and communicate with each other better than with what was currently available. Teaming up with Acton, they began to develop the foundation of WhatsApp, which was to sound like 'What's up'.

It was a rocky start for the app, as frequent crashes and failures made the development process difficult to gain ground. With every negative impact, Acton's encouragement helped the duo ride out the storms and finally release the app to a welcome audience.

With financial help to the tune of \$250,000 the now growing team of WhatsApp developers took the app from an audience of just dozens to over 200 million by the end of 2012. This staggering growth certainly gained a lot of attention and shortly after, Facebook became interested in buying WhatsApp.

In 2014 Facebook (who originally turned Acton and Koum away when they applied for jobs) bought WhatsApp for the princely sum of \$19 billion, not a bad investment if you were one of the few to originally support WhatsApp.

In 2016 Facebook announced that WhatsApp would be free to install and use, dropping the \$1 annual subscription it had historically charged. From there, the app has become one of the most popular messaging services and is continually growing and improving.







Getting Started, Installation & Basic Use

WhatsApp is a remarkably versatile app. It can be used on iPhones, Android devices and even Windows 10 and macOS desktop computers. Throughout this chapter we look at how to install WhatsApp on various hardware, and its anatomy on each.

Once it's installed, we then guide you through the setting up of your profile, adding contacts and sending your first WhatsApp message, picture, voice and even video call.

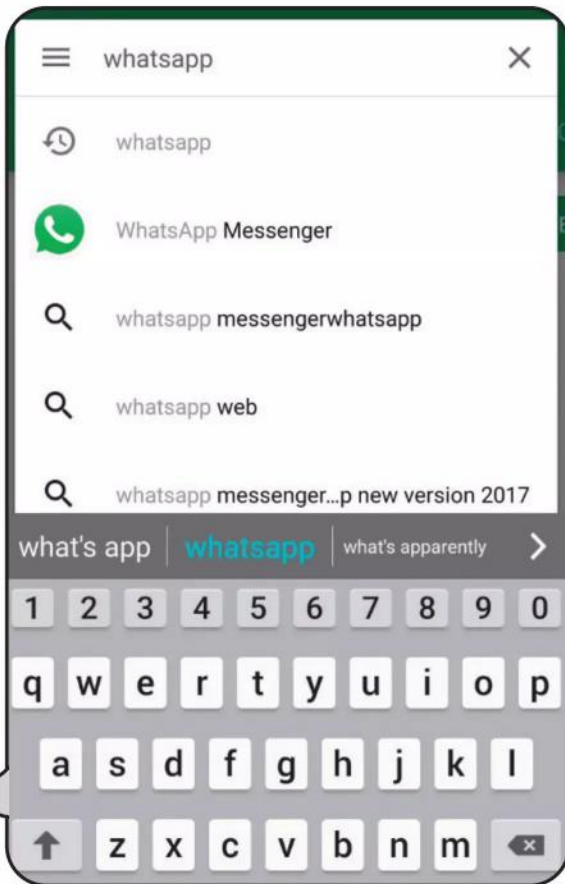
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Installing WhatsApp on Android



Installing WhatsApp on to your Android phone is, thankfully, a straightforward process. There are two ways in which you can install the app, we cover both here.



1 The first and more obvious installation method is to tap on the Play Store icon on your phone and in the search bar along the top enter: WhatsApp. Tap on the correct search listing, the one with the WhatsApp logo next to it, and you're taken to the relevant page on the Google Play Store.

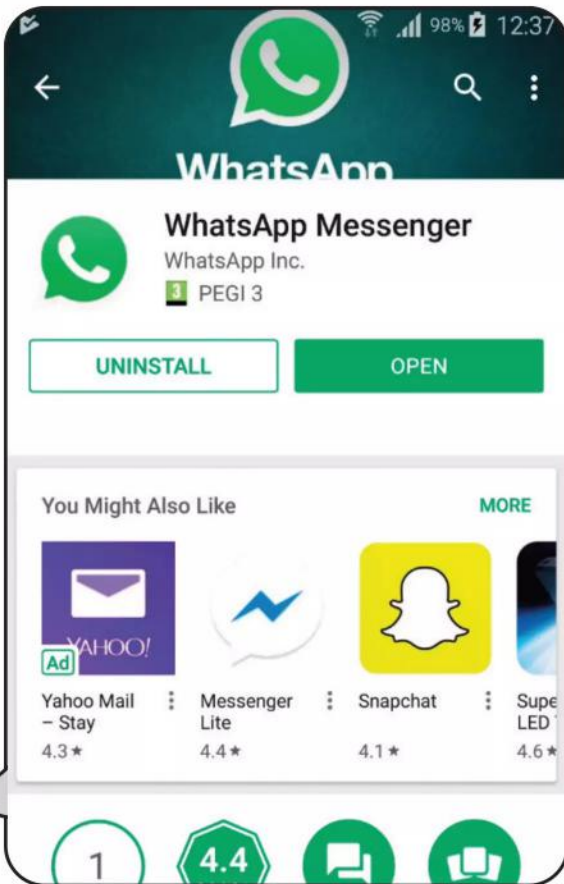


2 With the WhatsApp page on the Play Store open, tap on the Install button and the process will begin. Some phones already have a version of WhatsApp preinstalled by the manufacturer. You will know if yours is one such device as the display shows Update and Open buttons. From here it's recommended to tap Update.

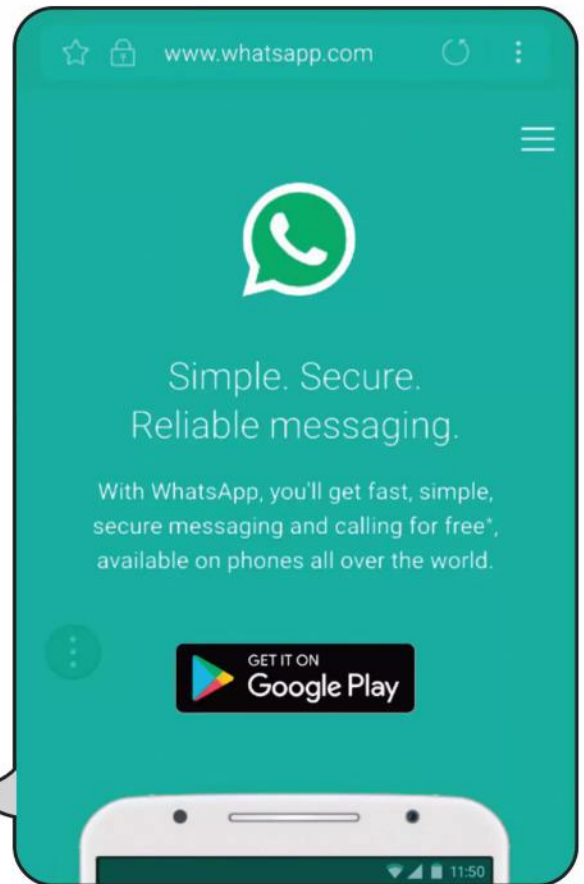


FAKE WHATSAPP WARNING

Be wary of installing WhatsApp from anywhere else but the official Google Play Store. There have been instances of a fake version of WhatsApp being made available through less reputable sites. These versions can carry viruses or spyware designed to monitor your device.



3 Once the update or install has finished you will be left with an Open button and Uninstall one if you prefer to remove it; you may not be able to remove a preinstalled version. Tap Open to launch WhatsApp.



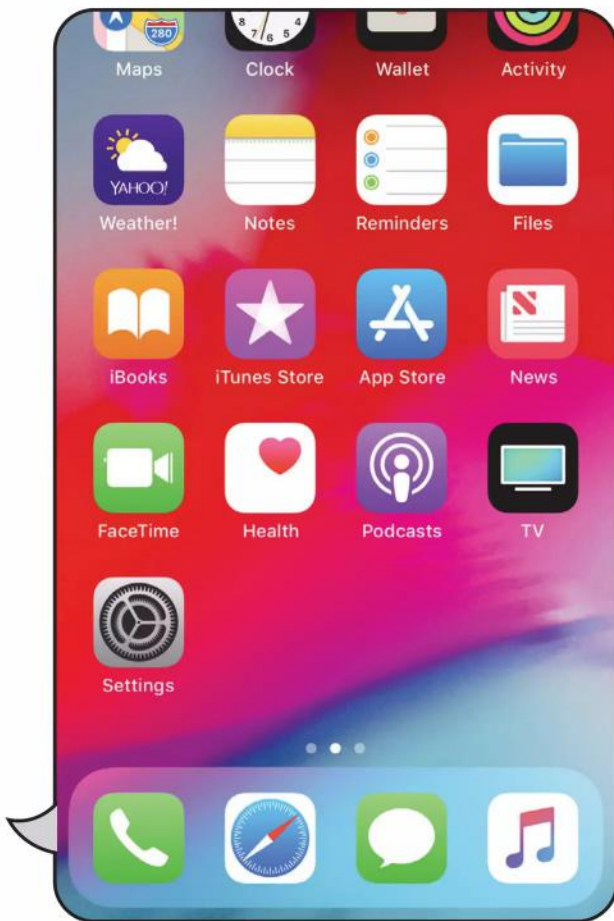
4 The second method is to visit the WhatsApp webpage www.whatsapp.com. From here you can tap on the Supplied link that will redirect you to the Google Play Store and the previous steps.



Installing WhatsApp on an iPhone



Just like the Android version, WhatsApp for iPhone is really straight forward to install. Just make sure you're logged into your Apple account beforehand.



1 Unlock your iPhone and locate the App Store icon from the front screen (or wherever you keep it). You may need to login using your Apple id if you haven't already done so.



2 With the App Store app open, tap the Search button. When the on-screen keyboard appears, enter 'WhatsApp' into the search field. Tap the Search button on the on-screen keyboard and you're taken to the WhatsApp listing.



JAILBROKEN IPHONES

While it's more difficult to install a fake app on an iPhone than an Android device, be wary that jailbroken iPhones can be vulnerable to fake applications. If your iPhone is unlocked, still use the official Apple version of WhatsApp over another site's version.



3 All you need do now is tap the Install button on the WhatsApp page to begin the installation process. When the install is complete the WhatsApp entry on the App Store will update with an Open button.

4 Finally, tap the Open button to launch WhatsApp and start the signing in and creating a new account steps. You can also complete the installation process via the WhatsApp website, as with the Android version, where you're taken directly to its entry in the iTunes Store.

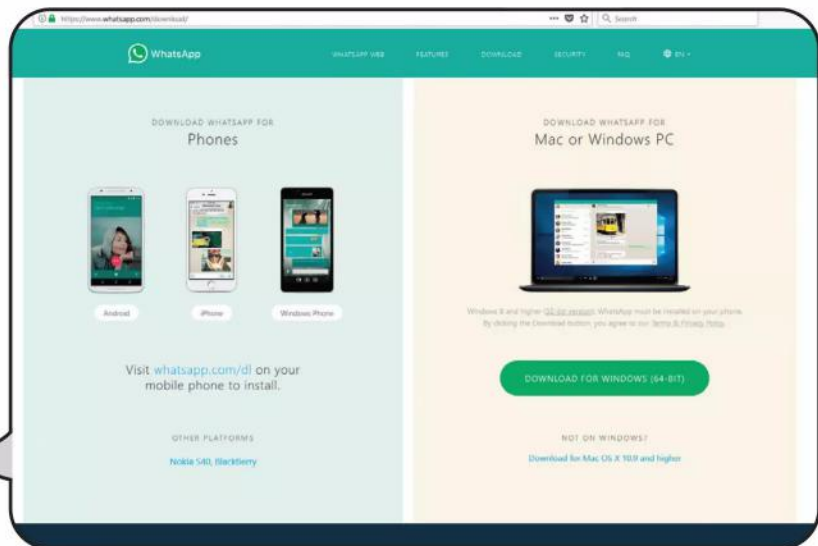


Installing WhatsApp on a PC

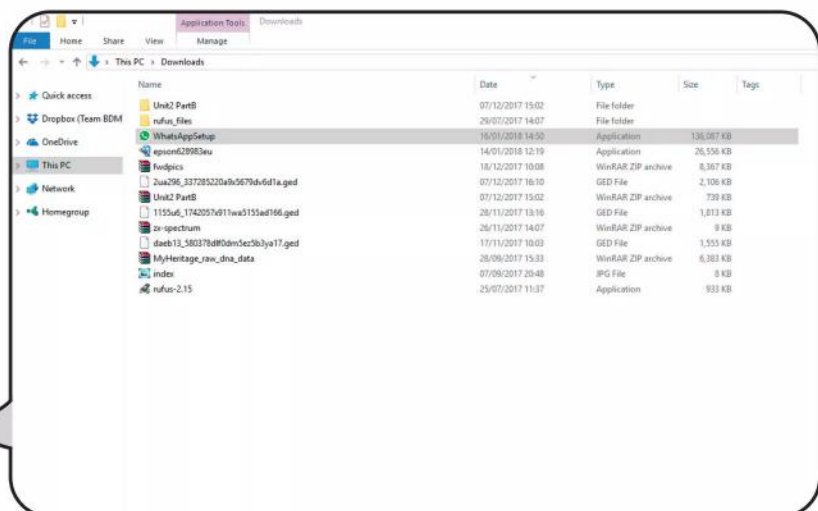


Due to the differences in the platform, from mobile to desktop, installing WhatsApp on a PC isn't going to be the same process. However, it's just as easy. All you need to do is ensure that you have permission to install programs to the PC beforehand and you're running Windows 8 or higher.

1 To begin with you need to visit the WhatsApp website, specifically the Download section: www.whatsapp.com/download. Here you can see the screen split into two sections: the left side for mobile devices and the right for desktop systems. Click the Green Download for Windows (64-bit) button to continue.



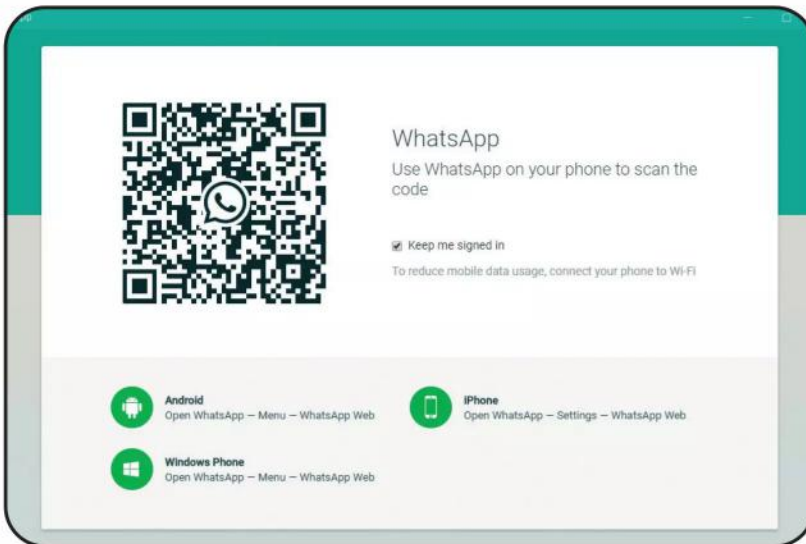
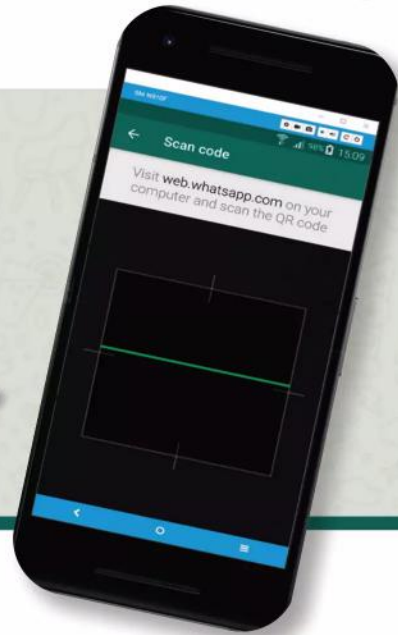
2 After clicking the button you'll be asked to Save the file to your desktop, do so and wait for it to download. You can find the program executable in the Downloads folder of your home area on the PC. Just double-click the WhatsApp Setup program to start the installation.



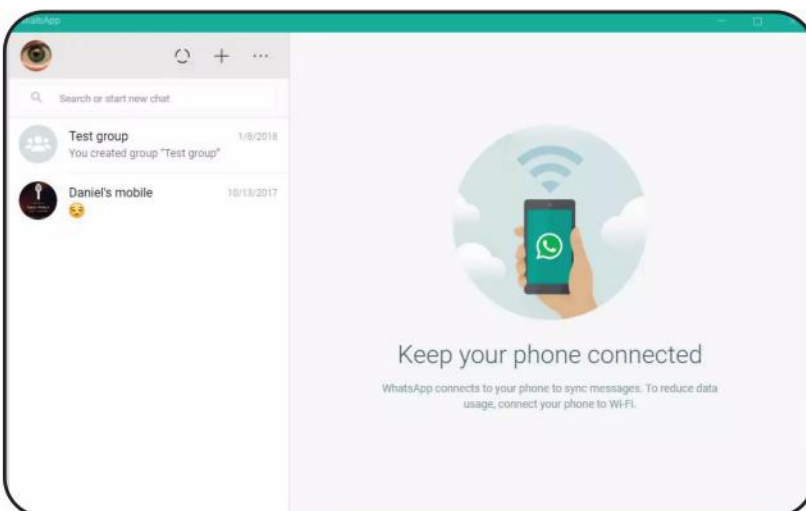


QR CODE SCANNING

If you're unfamiliar with a QR Code, it means Quick Response Code and is a more complex form of a barcode. A QR Code can hold far more information than a traditional barcode and can be used to automatically take you to a website or activate an app such as in this case, with WhatsApp for the PC.



3 The install is a little different to most other apps you may have downloaded in the past. After a short while WhatsApp asks you to scan a QR code with your phone's version of WhatsApp. You will need to open WhatsApp, tap on the three vertical dots in the top right, followed by WhatsApp Web.



4 There are full instructions on the WhatsApp mobile version as to how to scan the QR code and once it has successfully recognised it, the PC version will automatically be loaded up, complete with your account information and contacts.

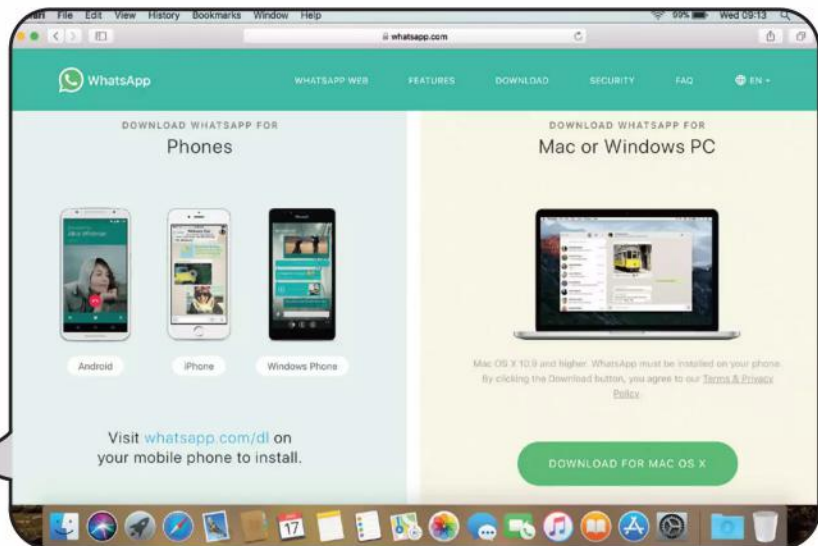


Installing WhatsApp on a Mac



Installing the desktop version of WhatsApp onto a Mac is done similarly to the PC version. To begin with, ensure you have the relevant permissions to be able to install programs to the Mac and have your mobile device handy with the WhatsApp app already installed.

1 From the Dock, click on Safari to open the WhatsApp Downloads webpage: www.whatsapp.com/download. Click on the green button to the right-hand side of the screen labelled Download, for macOS to start the download process.



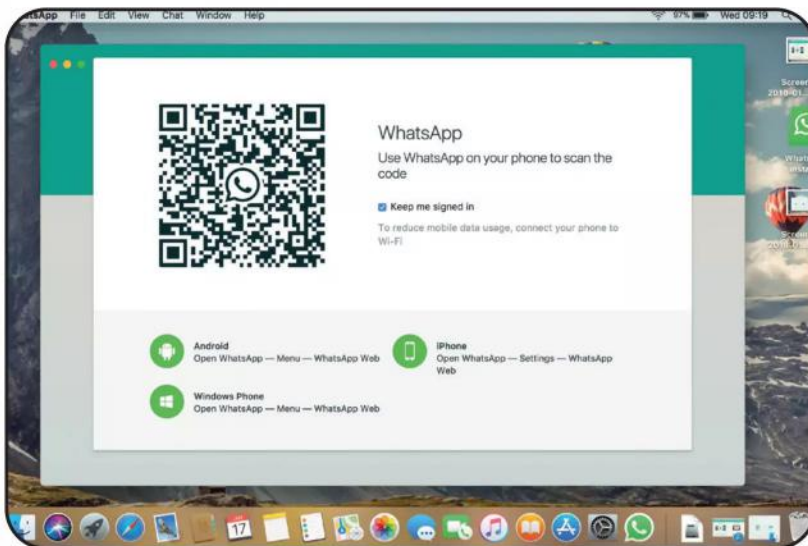
2 Once the WhatsApp.dmg file is downloaded it will appear in the Downloads folder in the Dock. Expand Downloads and click on the file to start the installation. After a short time you will be presented with the WhatsApp Installer window; simply drag the WhatsApp icon over to the Application folder icon.



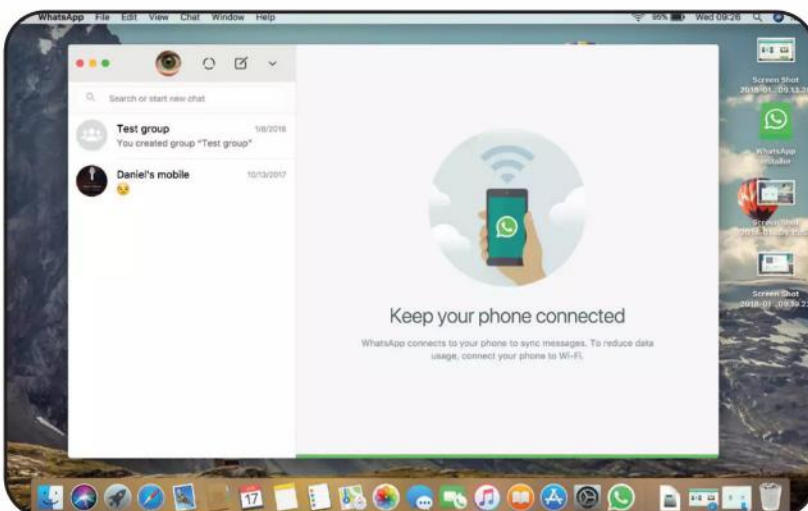


NO FAKES FOR MACS

Thankfully macOS is a more stringent operating system than that of Windows. While the wall-gardened approach to macOS may infuriate some, it does have the advantage of not allowing fake apps, or those that carry potential threats, through to the core system. However, be careful as Internet-borne threats are continually evolving.



3 Double-click the WhatsApp icon in the installer window and click Open in the confirmation box that appears. Just like the Windows desktop installation, the WhatsApp window will display a QR Code which you can scan with WhatsApp on your mobile device.



4 Once you've scanned in the QR Code, the Mac desktop WhatsApp synchronises with the WhatsApp account you've created on the mobile device. You will be able to view any contacts and conversations you have started.



WhatsApp on Android



WhatsApp on Android is set out in an easy to use layout, with the app's key messaging service taking centre stage and various options being placed behind the scenes. From the main screen you can view chats, groups and start messaging.

1 Camera - Tapping the Camera icon instantly activates the mobile device's camera function. Options within allow you to attach an image from your Gallery or via either of the front or rear facing cameras. Videos can be shot by long pressing the relevant button.

2 Messages - The main bulk of the screen is taken up by the messaging window. In here you can quick view any recent messages and replies or tap the person or persons to continue the chat. You can also see any created Group conversations separated from individual people.

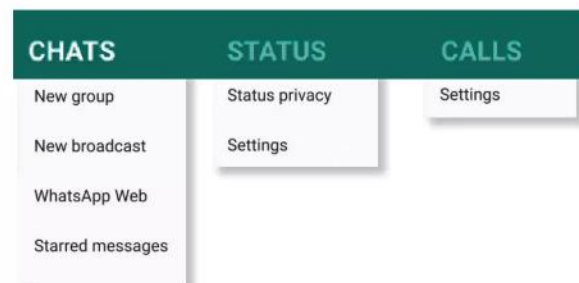
3 New Chat - The green icon to the bottom of the main message window is where you start a new chat or message with one of your contacts. It's also where you can create a new group chat, invite friends or get help with adding Contacts from your device's address list.

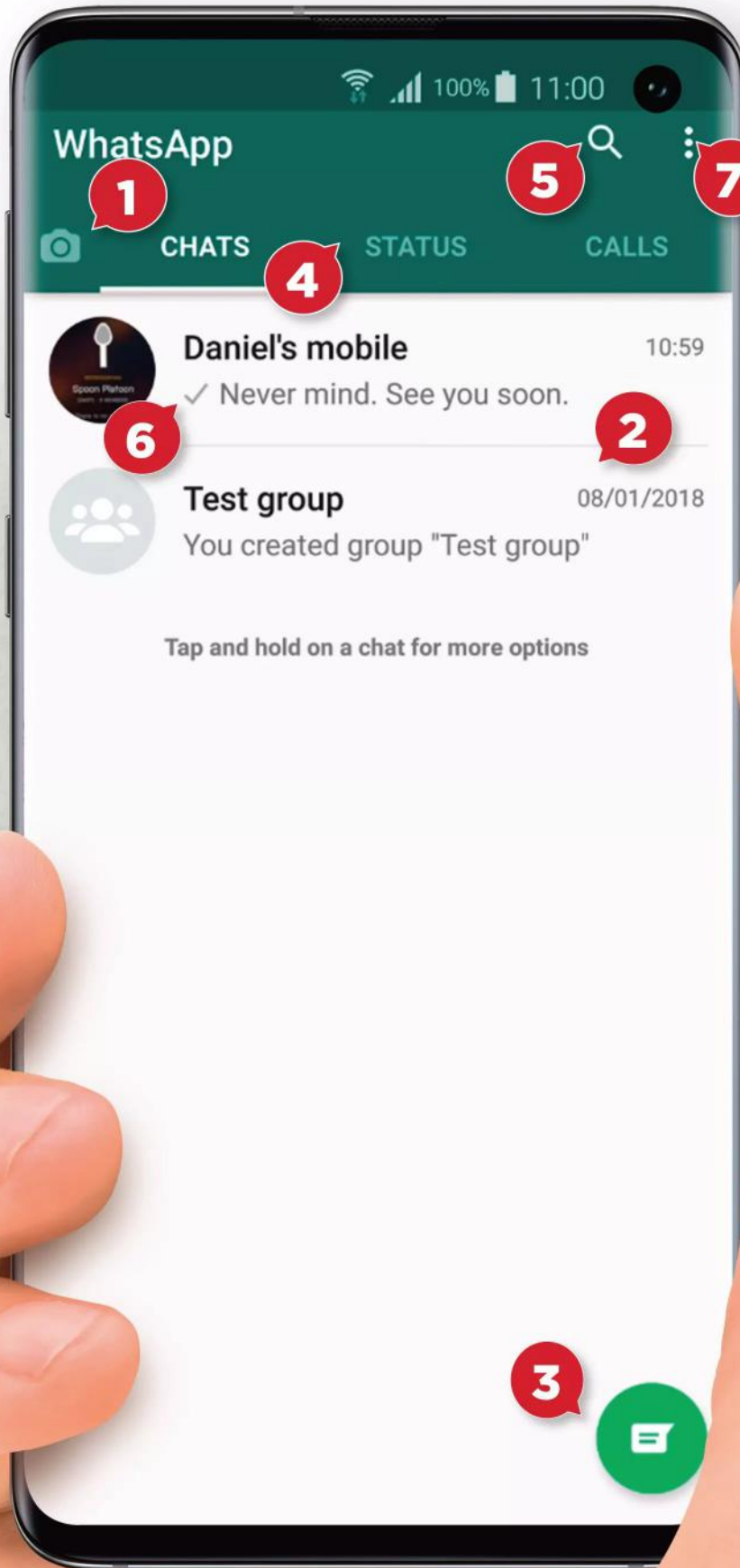
4 Feature Bar - The Feature Bar along the top of the main message window is where you can view messages, set your own status for your WhatsApp contacts to see or start voice or video calls through the WhatsApp service. Any new notifications will be represented by a spot next to the relevant feature.

5 Search - The Search function is self-explanatory but it's also surprisingly powerful. With it you can search for contacts, keywords and groups within any of the messages you've already sent or been a part of. The results are displayed allowing you to choose which message you want to view again.

6 Status - The Status indicator in the main message window tell you whether your message has been viewed by the recipient, as represented by ticks. One tick means the message has been successfully been sent to the contact and two ticks means the contact has read the message.

7 Options Menu - The three vertical dots in the top right of the WhatsApp screen hide the options for the Feature you're currently in. For example, the options for Chat are different to that of Status or Calls and so on.







WhatsApp on iOS



The iPhone (or iOS to be more precise) version of WhatsApp is slightly different in appearance to that of the Android version. All the functionality is there of course, just a slightly different user interface.

1 Edit - The Edit link in the upper left of the screen will let you alter and edit any content depending on which particular feature you're currently in, such as Chat, Calls, Status and so on. You can archive messages or even delete them from here.

2 Broadcast Lists - The Broadcast Lists link will allow you to send a message to multiple contacts at the same time. You can also broadcast a message to any Groups you are part of.

3 Feature Bar - Along the bottom of the WhatsApp screen you can see the Feature Bar, which houses Status, Calls, Camera, Chats and Settings. Tapping each one will display a different screen, enabling you to dig deeper into the app's options, update your status or set up a voice or video chat etc.

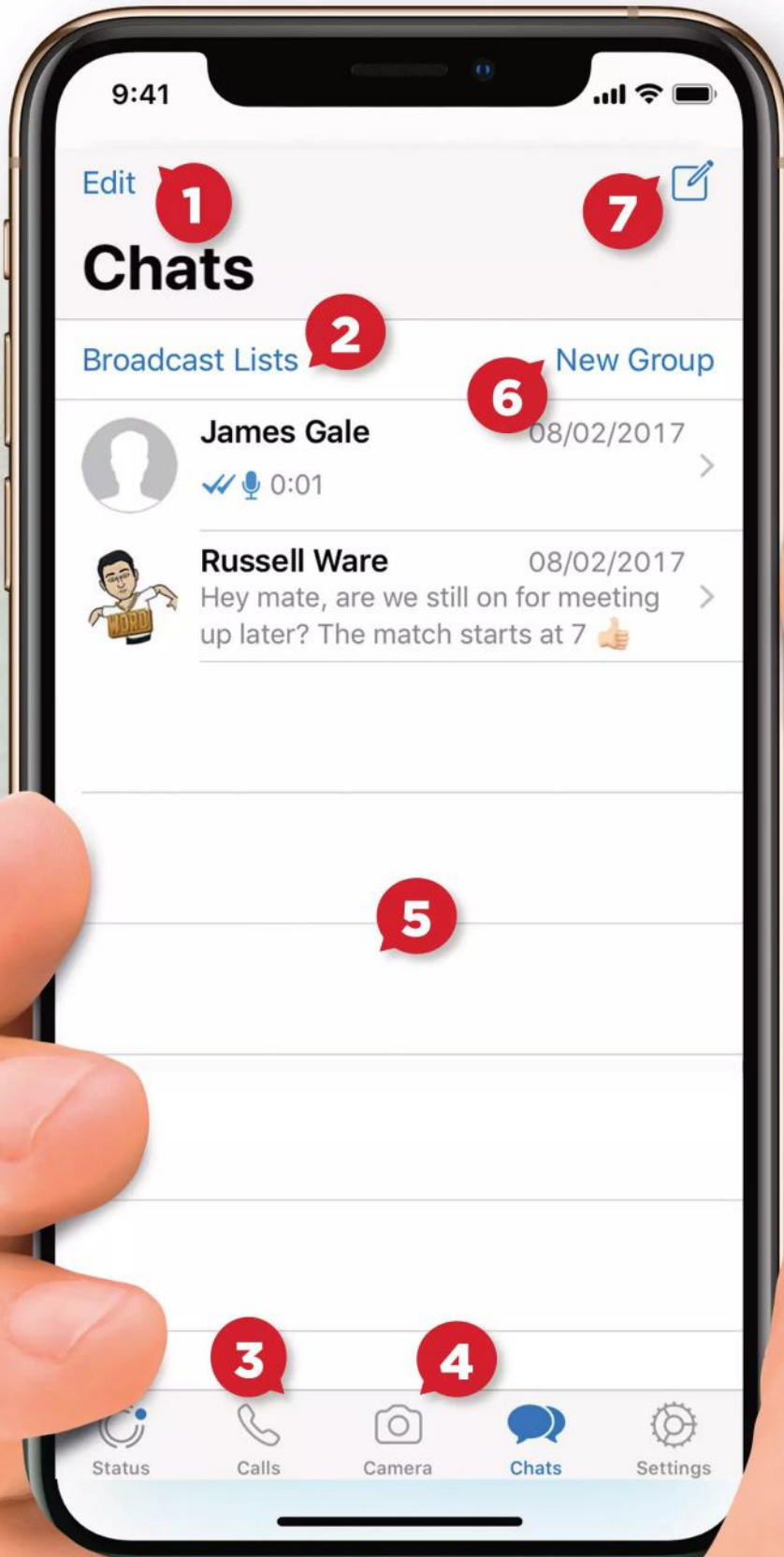
4 Camera - The Camera feature, as we've mentioned, enters the app's camera mode. You can take an image with either facing camera and instantly post it in a message; or choose a previously taken shot from the camera roll. You can also make video calls from this feature.

5 Main Screen - The main screen is where all the action takes place, naturally combining messaging, Calls, Status and other options within the entire area. You can scroll through contacts, messages and settings here.

6 New Group - Tapping this link, as the name suggests, will start the process of creating a new group message/chat, ready for you to populate with your contacts. The contacts and Group content can be edited from the main screen.

7 New Chat - The icon in the top right of the WhatsApp screen starts a New Chat. When you tap it you can choose a contact and enter the message.







WhatsApp on the Desktop



The desktop view of WhatsApp is significantly different to that of the mobile versions but it's still just as effective. There are a few more menus available, neatly tucked away as well, but overall it's a functional layout.

1 Messages - The main section of the WhatsApp desktop window is taken up with the chat screen. To begin with this area is blank but once you click on a chat session the screen will be populated. Images aren't loaded by default but you can click to view them.

2 Emoji and Chat - The bottom of the chat screen is where you will enter your replies and new chat messages. To the left of the text box where you enter your chats is an Emoji, which when clicked will extend upward to display the available Emojis, symbols and so on.

3 Contacts - The left-hand side of the WhatsApp window contains the current list of contacts you're messaging as well as any Groups you belong to. To the right of each contact name is a downward arrow; clicking this will display a menu offering Archive, Mute, Delete, Pin and Mark as unread for each contact.

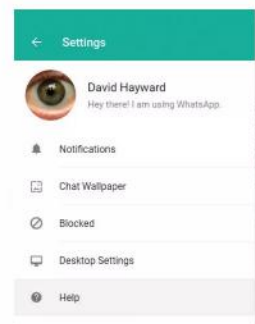
4 Feature Bar - The top

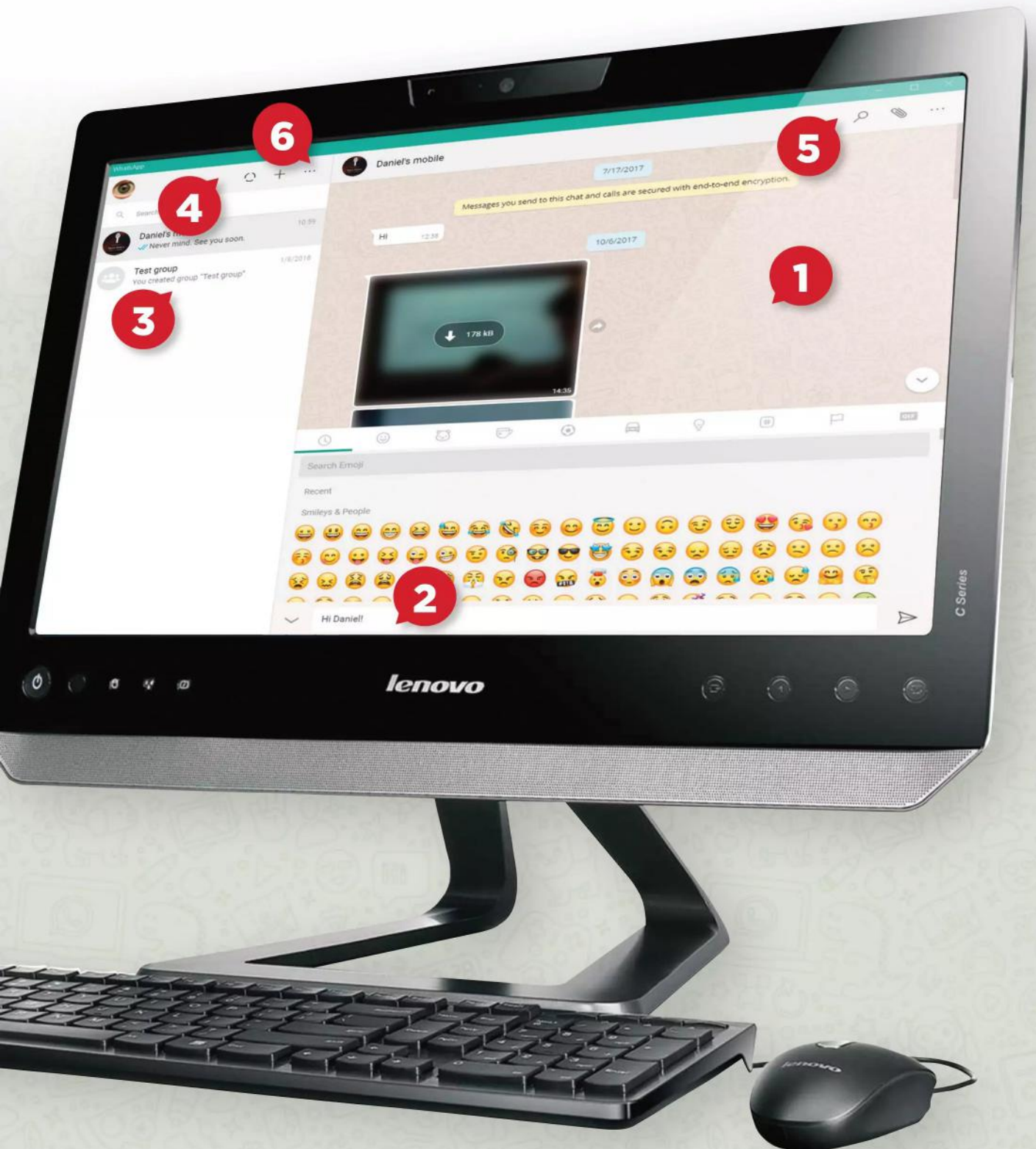
Archive chat
Mute
Delete chat
Pin chat
Mark as unread

of the left-hand panel contains your Profile (as indicated by your profile image), Status, New Chat and Menu. These work in much the same way as the mobile versions, offering different screens depending on which feature you've selected.

5 Extra Features - To the top right you will notice three extra icons, representing Search, Attach and Menu. Search allows you to find anything within a message or a specific contact; Attach lets you send photos and videos, files, camera content and contact information; and Menu lets you drill down into specific details of the contact and message.

6 Settings - Within the Feature Bar Menu option there's a Settings Option. Clicking it will replace the left-hand panel with a number of options. These let you change Notifications and Chat Wallpaper and view Blocked contacts, Desktop Settings, which only allows you to start WhatsApp upon booting in to the computer, and a Help link.



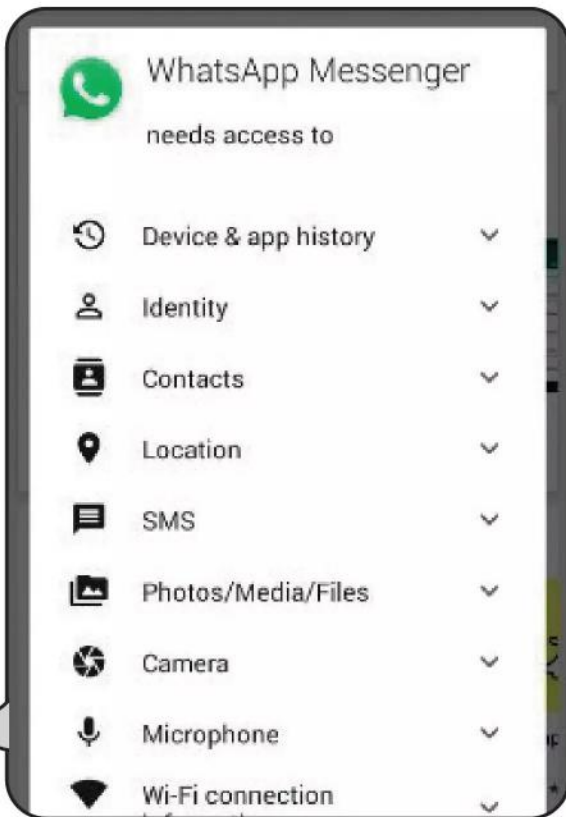




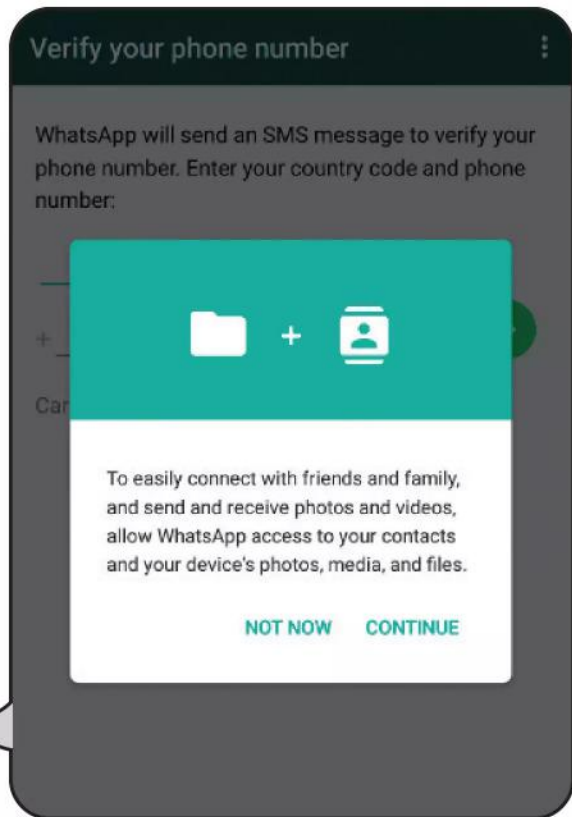
Setting Up Your Profile



WhatsApp's profile setup process differs slightly depending on whether you're using an iPhone, Android or some other mobile device. The main profile creation is the same but different platforms ask different questions to begin with.



1 The iPhone version of WhatsApp will ask you if you want to enable notifications, whereas the Android version will ask permission for WhatsApp to gain access to the phone's location, Wi-Fi connection information and so on. You will need to Accept these to continue.



2 You may also be asked to grant WhatsApp access to your contacts, as well as the device's photos, media and files. Agreeing will allow WhatsApp to create a contacts list based on your current contacts (if any of your contacts already use WhatsApp) and allow you to send media via the service.



GOOGLE BACKUP

One last element that Android users may be asked is whether they want their WhatsApp messages and media backed up to their Google Drive account. You can opt for Daily, Weekly, Monthly or Never and even include any videos in your WhatsApp feed.


Select a backup frequency

Daily

Weekly

Monthly

Never

Google Account 

Verify your phone number

WhatsApp will send an SMS message to verify your phone number. Enter your country code and phone number:

United States 

+ 1 (415) 555-5555 

Carrier SMS charges may apply

Edit number +1 (408) 555-1234

We have sent you an SMS with a code to the number above.

To complete your phone number verification, please enter the 6-digit activation code.

--- --

Resend Code in 0:19

Call Me in 0:19

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ

3 Across all devices, after you've agreed access to notifications and the phone's setup, you will be asked to enter your country code and phone number. WhatsApp is built on top of your device's phone number but uses data to message. There will be an SMS message sent to the device to confirm the account, so ensure it's the correct number you enter.

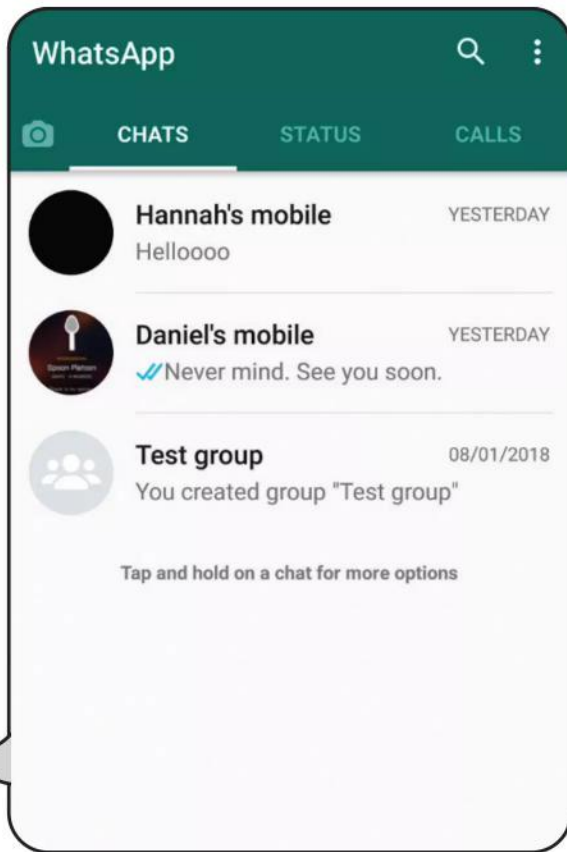
4 You will get the chance to review the number before the SMS verification is sent. If all is fine, then tap OK and once the SMS has arrived, enter the 6-digit code contained in the message into WhatsApp. The profile is now complete and you can start using WhatsApp on your phone.



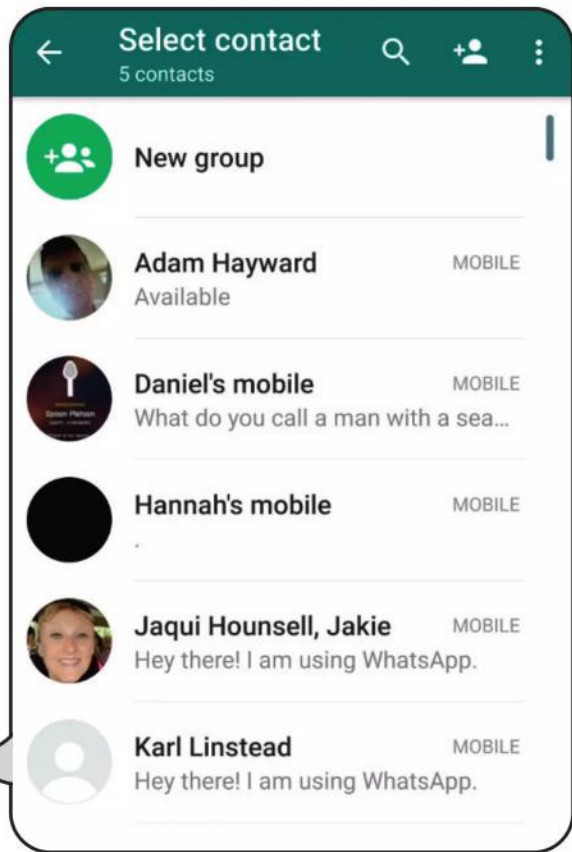
How to Add Friends and Contacts



To start communicating with others you're going to need to add them to your WhatsApp contacts. By default WhatsApp will access your phone's contact list and automatically display those who already have the app, but adding new contacts is easy.



1 To begin with, tap on the green button in the bottom right of the main WhatsApp screen in the Chats tab. This is the New Chat icon but it's also used to set up any new contacts or message existing contacts.

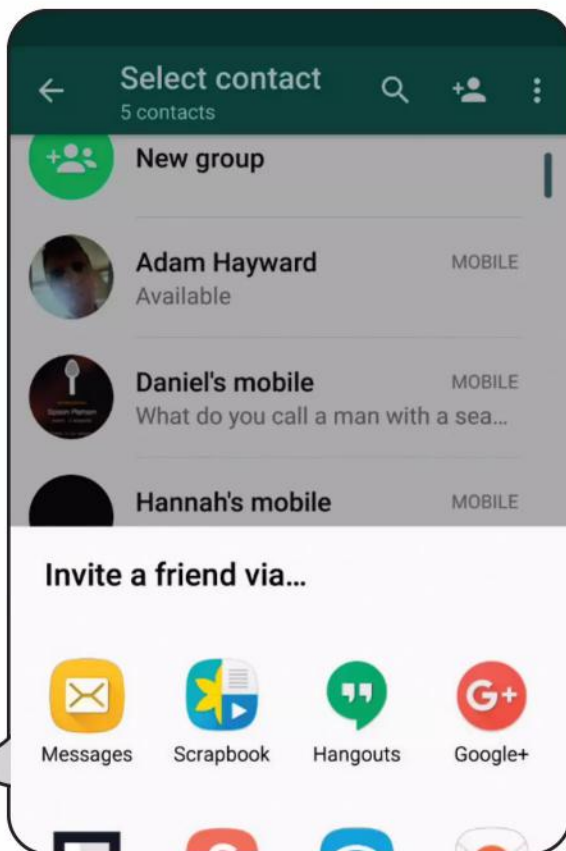
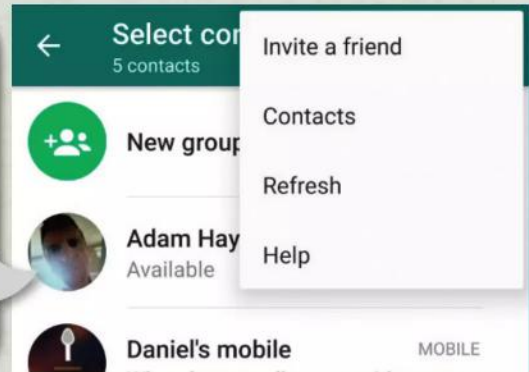


2 As mentioned, WhatsApp automatically adds contacts that are already using the app; these will appear in the list, taken from your phone's available contacts.



ALTERNATIVELY ADDING CONTACTS

If you know someone who already uses WhatsApp, then to add them to the app's list all you need do is add their details to your phone's Contacts and save the entry. Back in WhatsApp tap the New Chat icon again, followed by the three vertical dots in the top right corner. From the menu choose Refresh and the contact list will be updated.



3 Scroll to the bottom of the WhatsApp contact list and you can see a button for Invite Friends. Tap it and a window scrolls up from the bottom of the screen asking which app you want to add the contact through. The list scrolls to the right, so swipe from right to left to see the available apps.

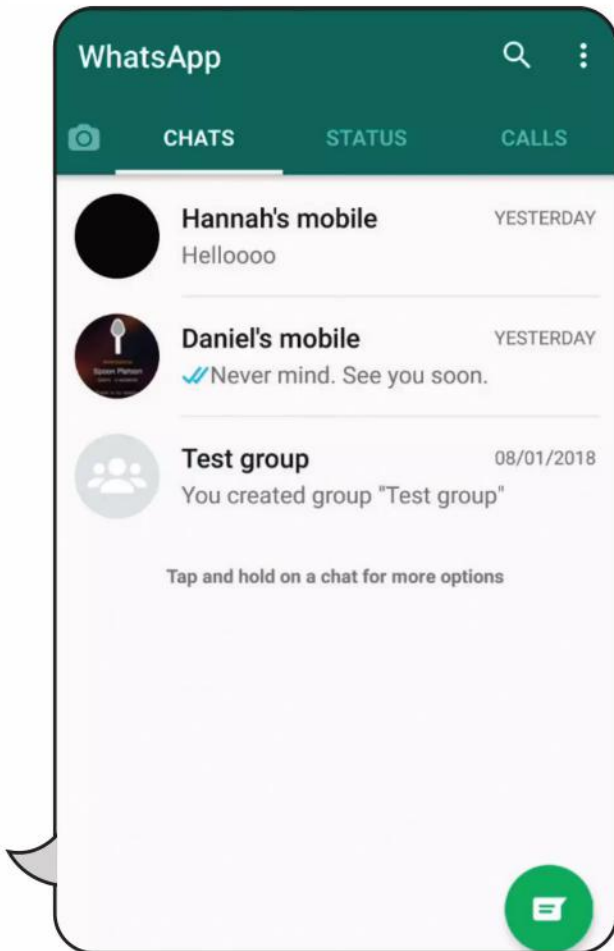
4 Once you've decided on which app to use to add the contact, WhatsApp will automatically populate the chosen app with an invitation. All you need to do is enter the name of the recipient and hit the Send button. The contact will then be added to WhatsApp once they accept the invite.



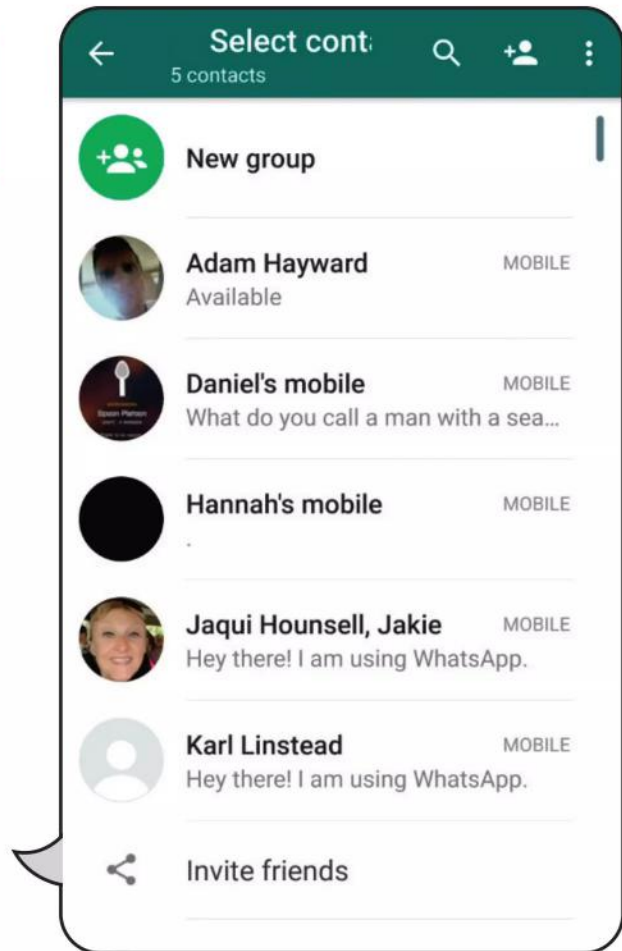
Sending Your First Message



The essence of WhatsApp is of course messaging and since you now have your profile set up and added some contacts, it's actually time to send your first message.



1 Open WhatsApp, if it's not already open, and make sure you're on the Chats screen. Tap the green New Chat icon in the bottom right of the screen to enter the WhatsApp contact list.

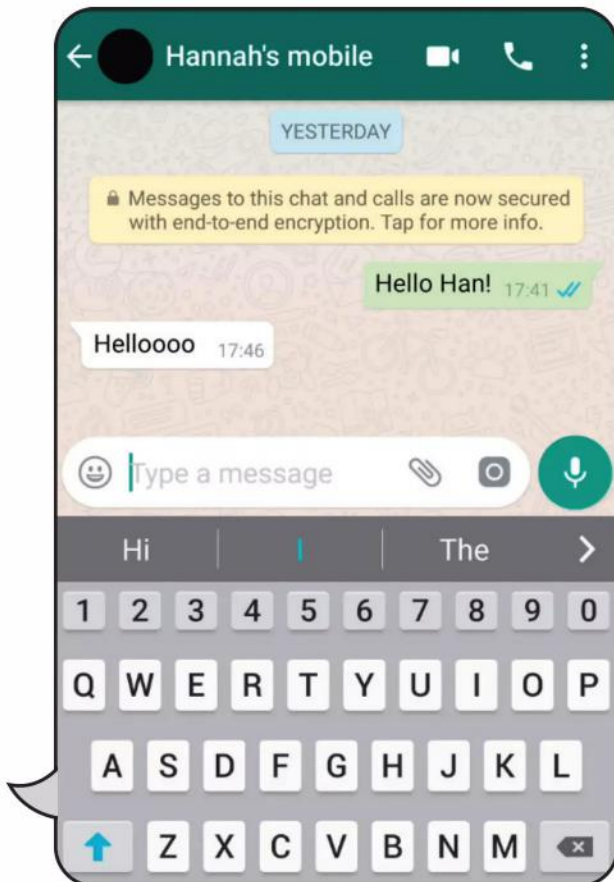
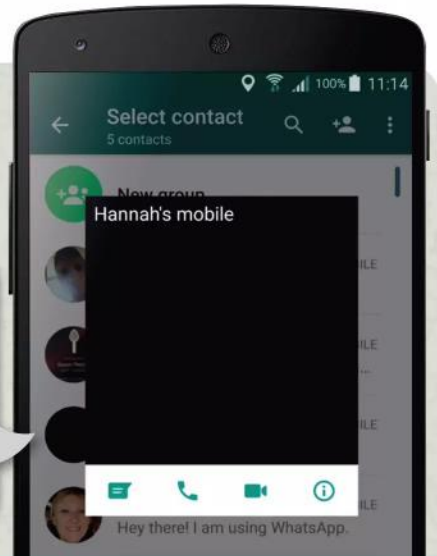


2 Pick one of your contacts and tap their profile name, not their profile image. What happens if you tap their profile image is explained in the boxout.

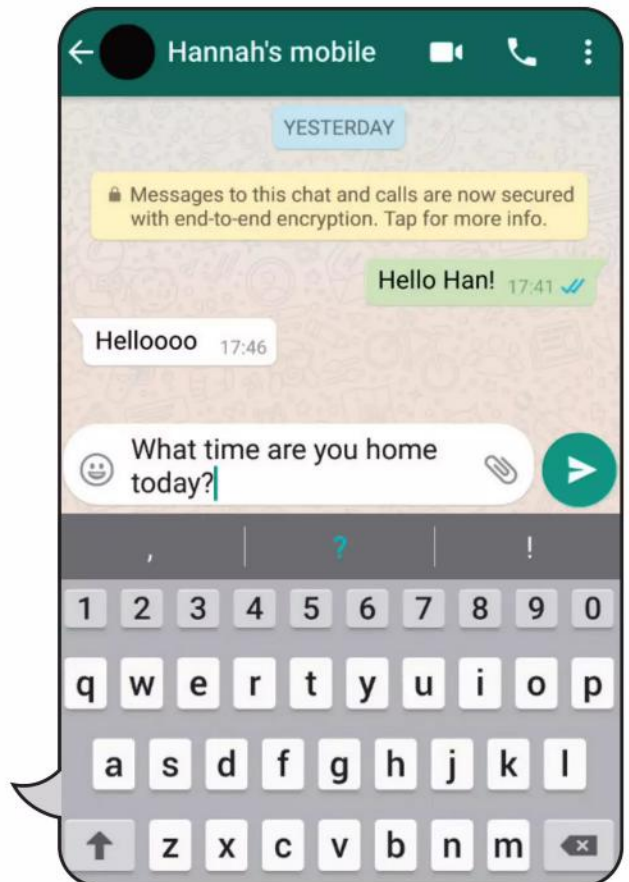


TAP THE PROFILE PICTURE

If you tap on the contact's profile image, inside the circle next to their name, you get a different window pop up other than the chat screen. There are different message options available from the pop-up window; however, to chat just tap the first icon in the row (the New Chat icon) to get to the chat screen.



3 The screen changes into the main chat window. Note the message regarding end-to-end encryption that automatically appears. If you want, you can tap the message to find out more regarding the app's encryption and security policy.



4 Enter your message into the box provided and press the on-screen keyboard's enter key to send it. The message will be displayed with a single tick indicating it's been sent, and another tick once the recipient has read it.



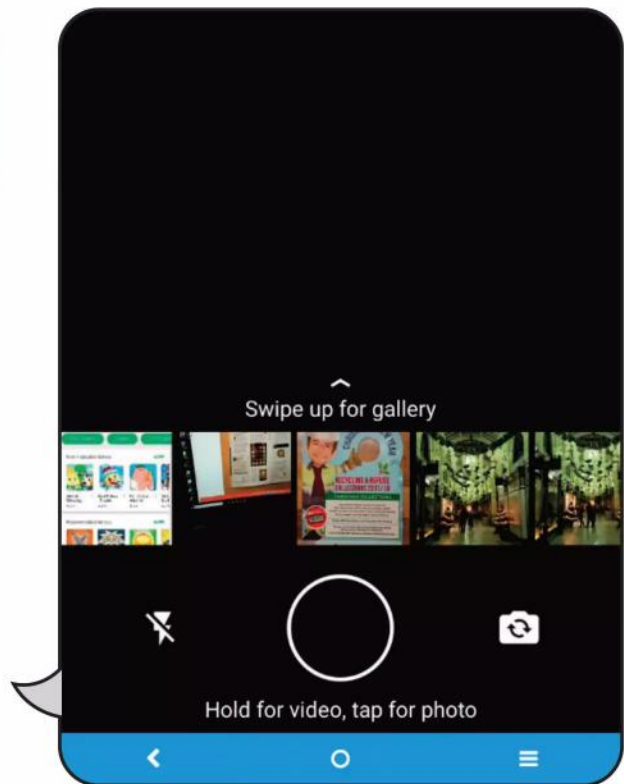
How to Send Images Over WhatsApp



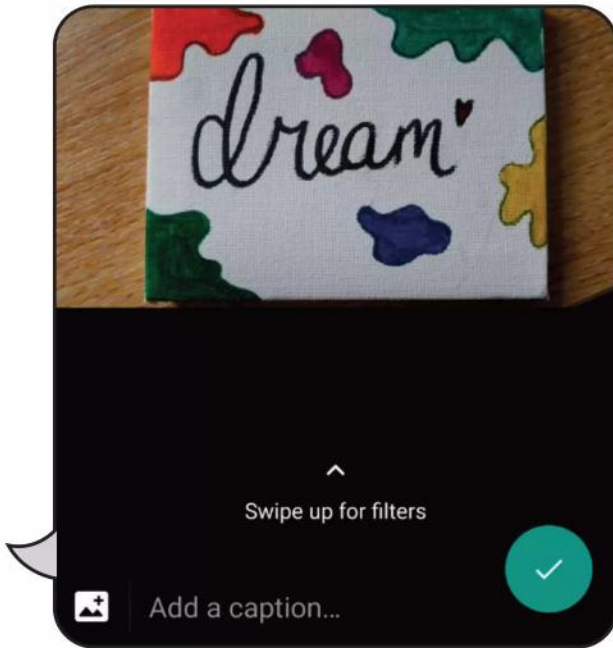
News headlines are frequently announcing the latest in a lengthy list of people who mistakenly send images of themselves through social media, be they a celebrity or not. While sending controversial photos of oneself isn't advisable, it's worth looking out how you would go about sending images in WhatsApp.



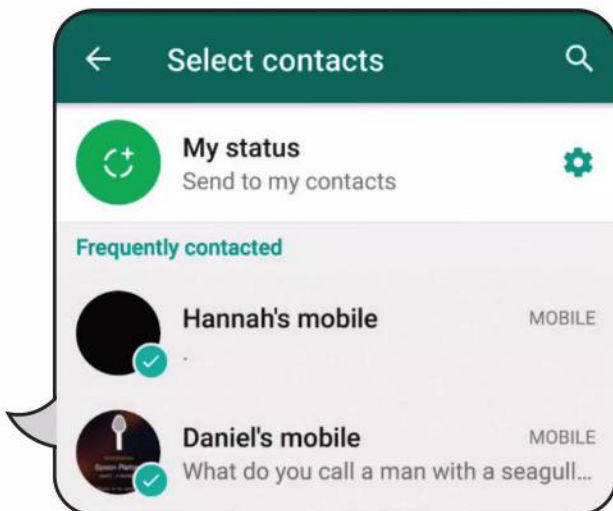
1 The Camera function in WhatsApp is designed to help make the process of sending images to your contacts as easy as possible. To begin, open WhatsApp and from the Feature Bar along the top of the screen (in Android) tap the camera icon. Alternatively, swipe the screen from left to right.



2 The WhatsApp window now changes and displays a view from the device's rear camera by default. At the bottom of the screen are several options: Gallery view, auto flash, take picture and swap camera. Tap the swap camera icon in the bottom right to take a selfie, otherwise just take a photo with the large circle in the middle.



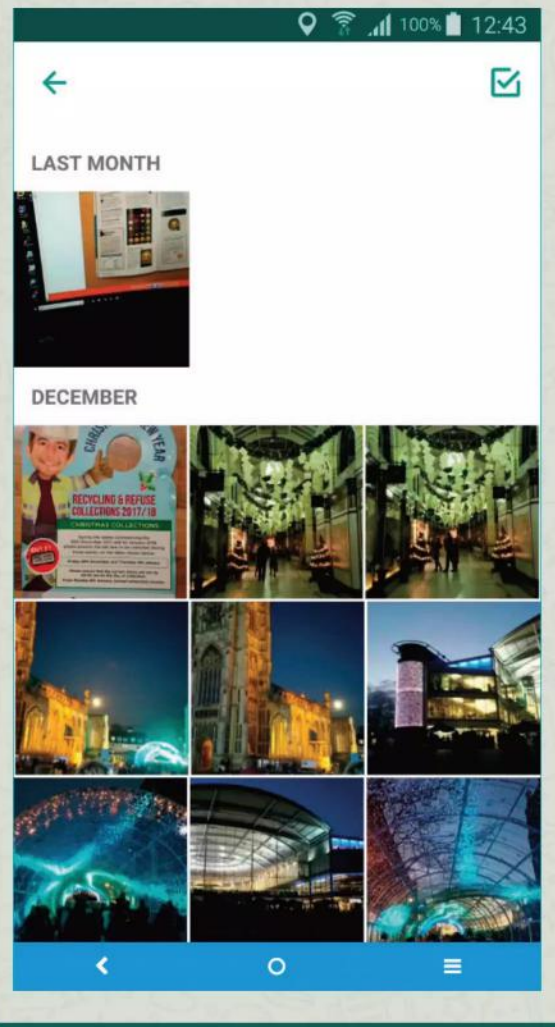
3 When you've taken your photo, you can edit it with the options to the top of the screen, apply the built-in filters, or add a caption at the bottom of the screen. To send the image, tap the Tick in the bottom right.



4 The screen changes again, displaying your available WhatsApp contacts. Tap the contacts you want to send the image to and press the green arrow in the bottom right to send the image; doing so opens the chat screen with the image displayed.

GALLERY IMAGES

Rather than sending an image via the camera, you can send any of the images that are currently in your device's Gallery or Photo Roll. From the Camera screen swipe up to load the images, select the image(s) you want to send and follow the same process to message the image to your contacts.

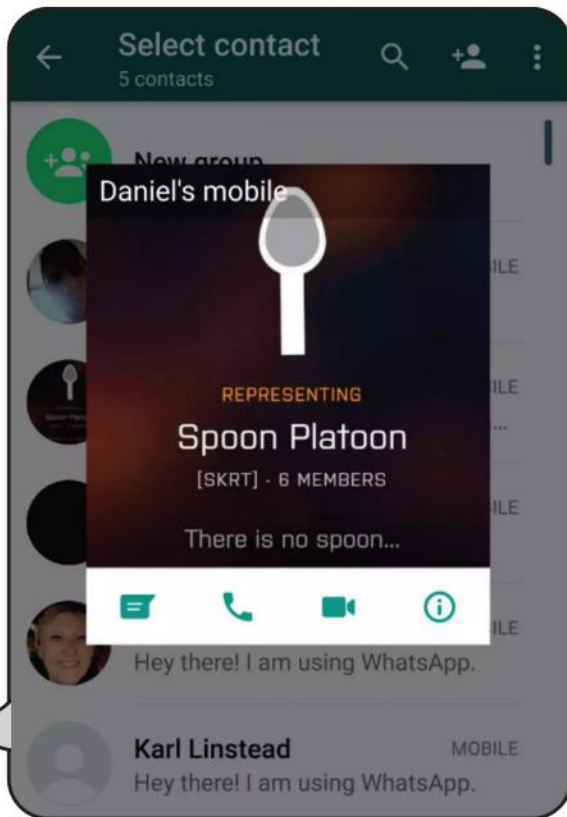




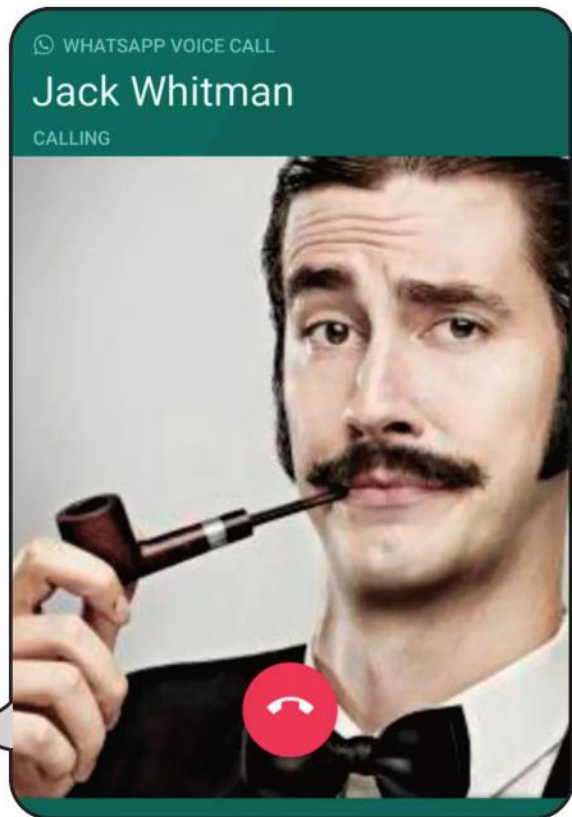
How to Make Voice and Video Calls



One of the great many benefits to using WhatsApp is that you can make both voice and video calls without using up your phone's minutes. Naturally, it uses your data but if you're connected to Wi-Fi then you can chat for free.



1 You can make a voice or video call in one of three ways. You can tap the contact's profile image and choose the phone icon for voice or camcorder icon for video. Alternatively, tap on the Calls feature and select the contact you want to call; or you can open an existing chat and select the call or video options from the top of the screen.



2 Depending on which method you use, you can start the call to the selected contact. There are numerous options available while you're waiting for the call to connect (the contact needs to confirm the call). You can opt for speaker, increase or decrease the volume, hang up before the connection or switch to a chat session instead.



3 The contact you're calling receives an incoming call notification in WhatsApp. This allows them to either swipe to the right to accept the call or to the left to ignore. They can also open a chat session instead.



4 For a video call you can see the caller as well as your own video feed as a smaller image in the corner. To hang up the call, or video, simply tap the red phone icon and the call is cut. Note, you can also switch device cameras from the options available in the video window.

IPHONE SCREENS

While the process for connecting a voice or video call is similar on the iPhone, the screens are slightly different. The options when in the call are the same, as well as changing device camera and ending the call.







Beyond the Basics

There's a lot more to do and discover with WhatsApp than simply sending the occasional message. We look under the hood and explore the app's account settings, privacy, security, verification and other key features.

Need help trying to fathom out text language or what an Emoji means? Don't worry, you're not the only one. We can help you out with our text language and Emoji translator. Before long, you will be adept at texting and using Emojis.

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44 Your Profile

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48 Security

49 Two-step Verification

50 Change Number

51 Delete My Account

52 Chat Settings

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60 Update Your Status

62 Editing Images in WhatsApp

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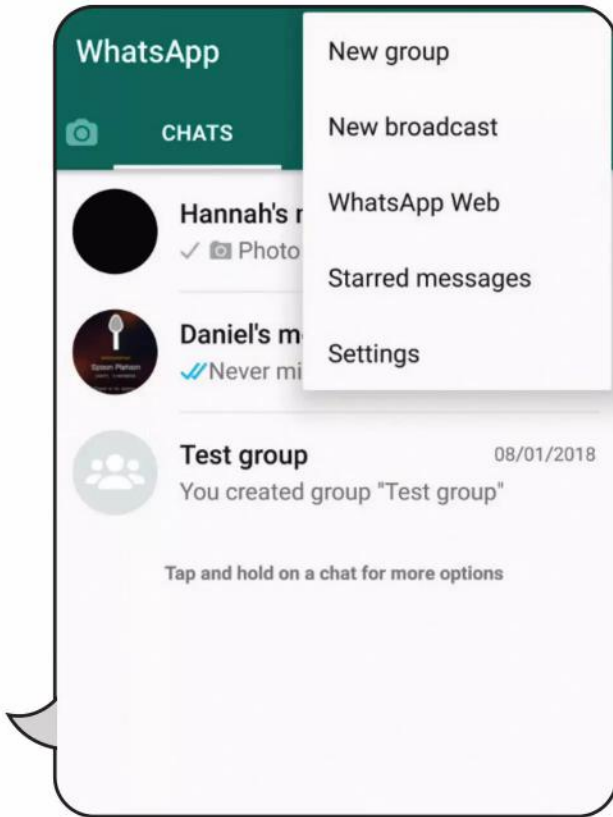
66 Watching YouTube Clips in WhatsApp



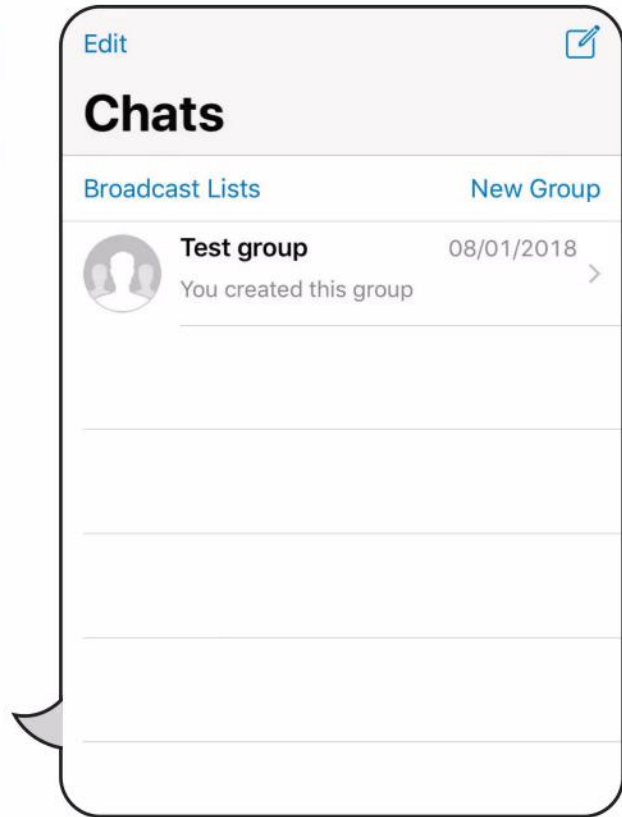
Exploring the Settings



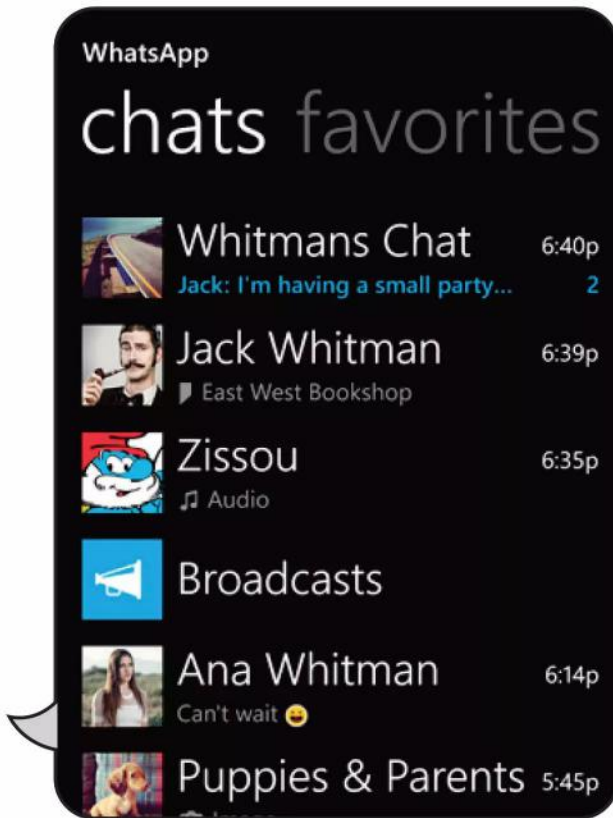
WhatsApp Settings covers a range of options to help make the service work better and become a more personalised experience for you. Here's how you get to the Settings from Android, iOS and the desktop versions of WhatsApp.



1 For Android devices, launch WhatsApp and from the default Chat tab, tap the three vertical dots located in the top right of the screen. When the menu appears, tap the last option, Settings. This will open the WhatsApp Settings window.



2 Apple iPhone users get to the Settings in a slightly easier fashion, thanks to the design and layout of WhatsApp on iOS devices. Simply launch WhatsApp from the iPhone's Home screen and when open look to the bottom right of the screen and tap the Settings icon.

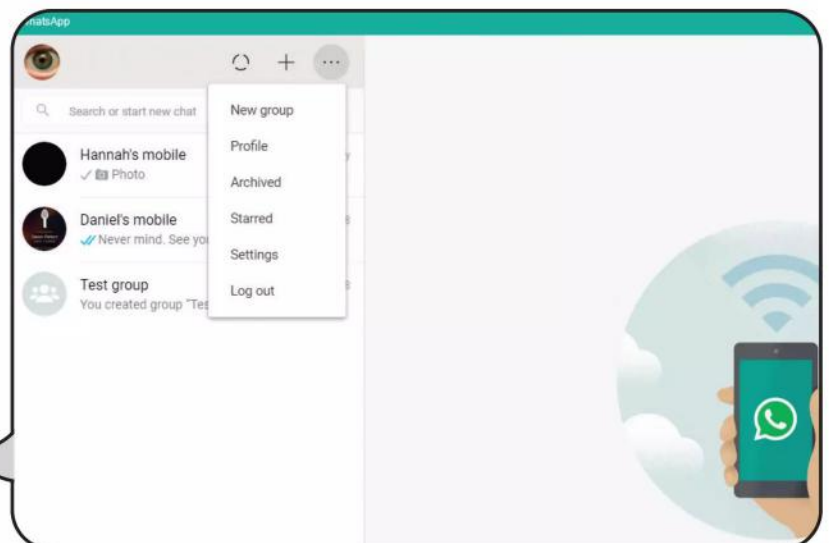


3 For Windows Phone users, tap the WhatsApp tile to launch the app and in the Chats tab tap the three horizontal dots located in the bottom right, on the Feature Bar at the bottom of the screen. This opens the Settings window.

4 Accessing the Settings from the desktop version of WhatsApp is a bit of mix between all the mobile platforms. All you need to do is login to the desktop via the WhatsApp Web function on the phone (scanning the QR Code) then, once your account is loaded, click on the three horizontal dots at the top of the screen.

OTHER DEVICES

WhatsApp is available for other platforms, such as BlackBerry; each one comes with a subtle difference in the layout and design. If you're struggling to find the Settings option on your particular device, the WhatsApp site has an excellent FAQ page to help you find your way around the app. It's located at www.faq.whatsapp.com/, so it's worth bookmarking for future reference.

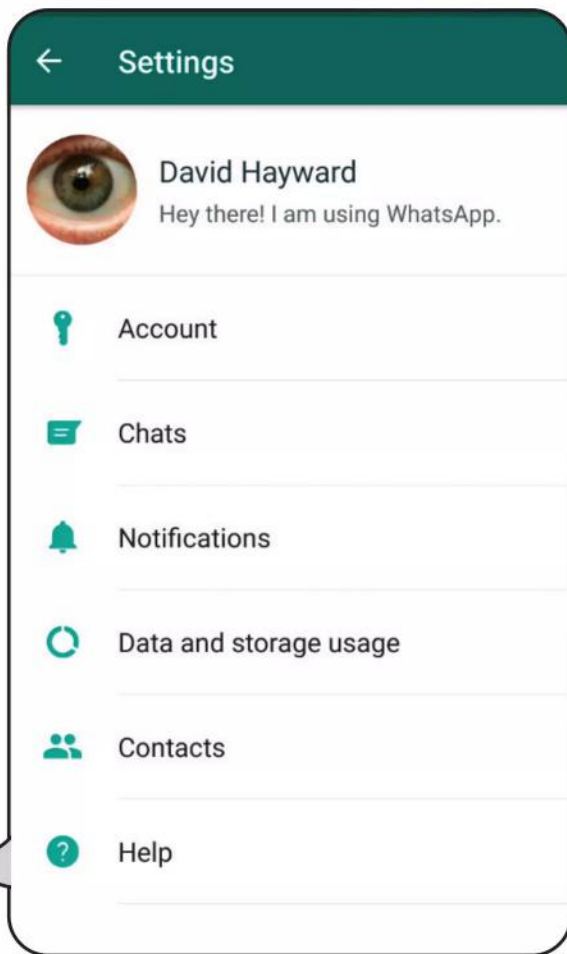




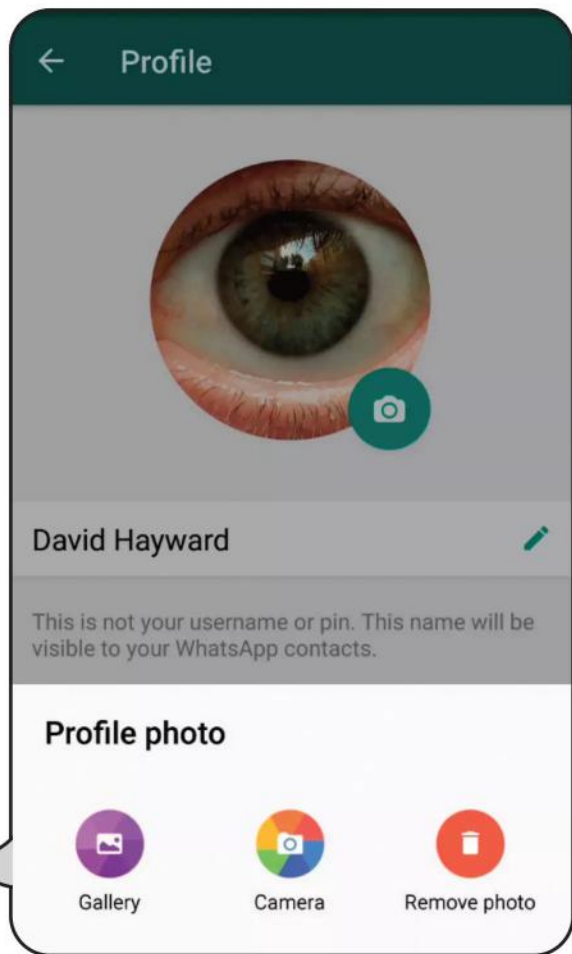
Your Profile



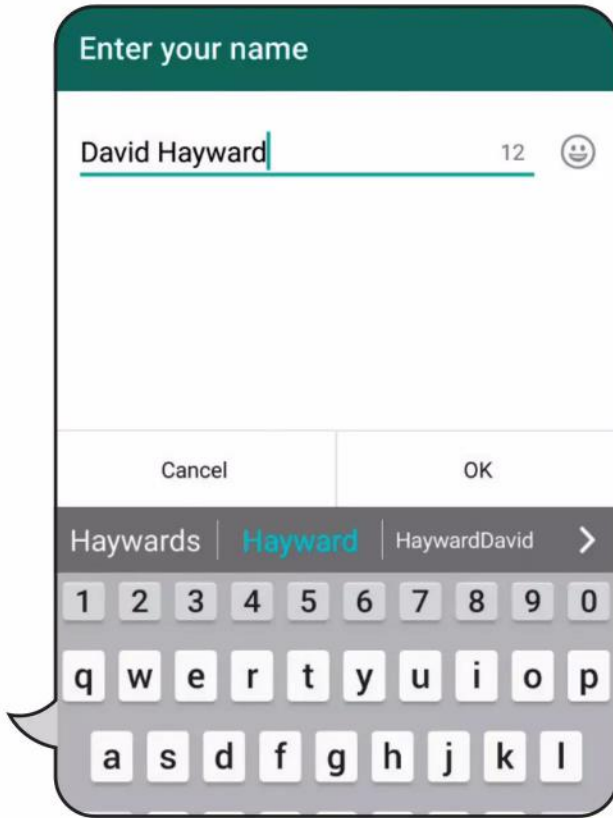
Within the WhatsApp Settings page are numerous options to tweak and configure the app to your own personal tastes, none more so than the Profile section. In here you can change your profile image, name and more.



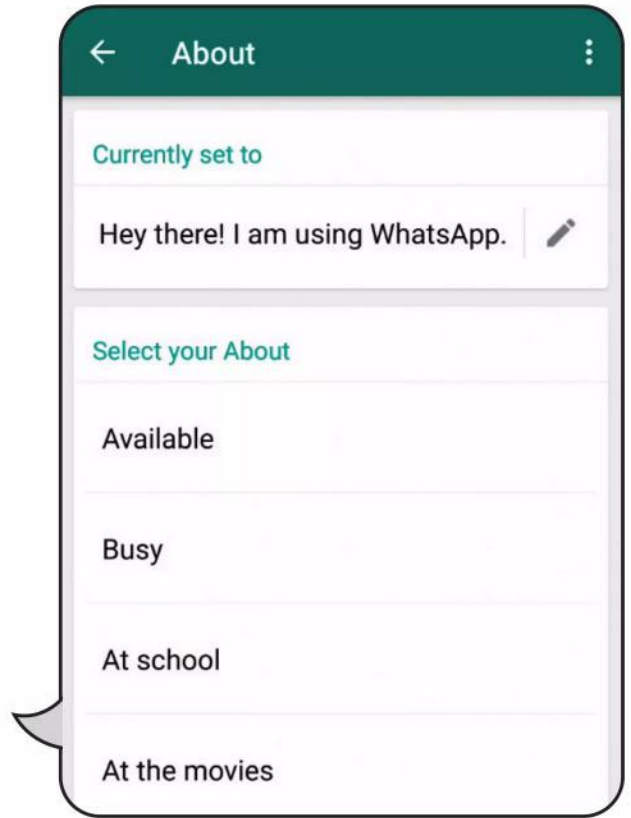
1 The Profile page is the first step in exploring WhatsApp's Settings. To access it, enter the Settings as per your device and (in Android as we're using here), tap on the top title bar with your name.



2 The first section allows you to choose a unique profile for WhatsApp. If you haven't already done so, tap on the Camera icon next to the main image circle. This will open a bar along the bottom of the screen with three options: Gallery, Camera and Remove Photo. New images can be selected from the Gallery or via your device's Camera.

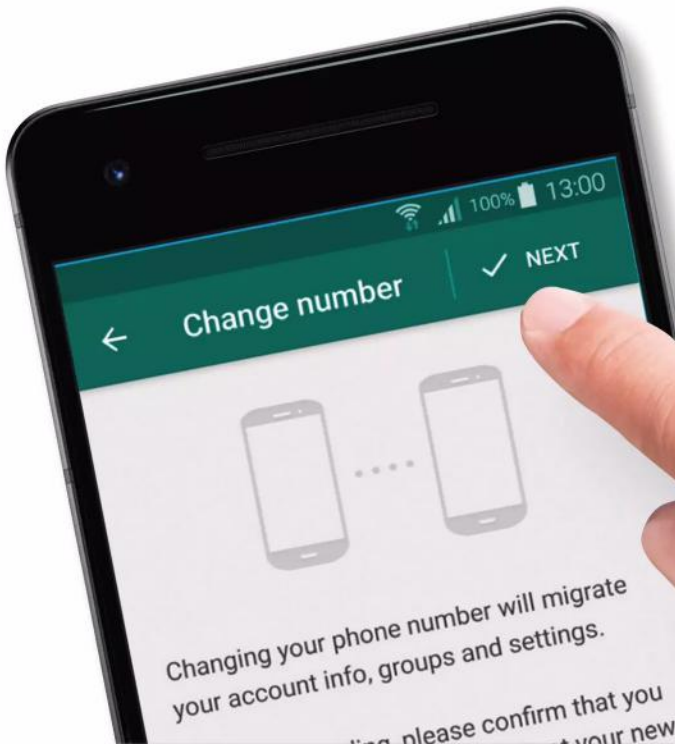


3 The next option within the Profile page is your visible name to other WhatsApp contacts. Most of the time you would select your own name but by tapping the pen icon, you can edit what's already there and enter up to 24 characters as a new name.



4 The section at the bottom of the Profile screen details your About and Phone Number options. Tap the default 'Hey there! I am using WhatsApp' box and there is an option to fill in a unique About line, or you can choose from some default selections.

5 The Phone Number option at the bottom of the screen allows you change the number of the device that WhatsApp is registered to. If you get a new number and phone, you can use this option to migrate your account over.

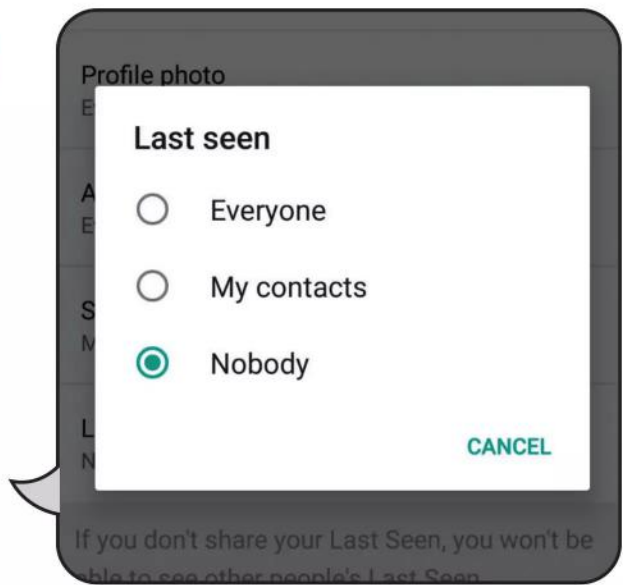
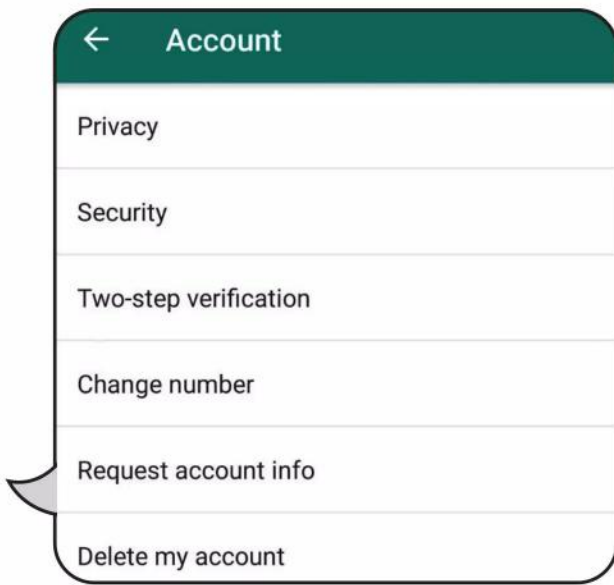




Privacy



Within the WhatsApp Settings page, specifically in the Account section, is an area solely for setting your WhatsApp Privacy. If you want to lock down your profile, both publicly and even for your contacts, here is where you can control those functions.

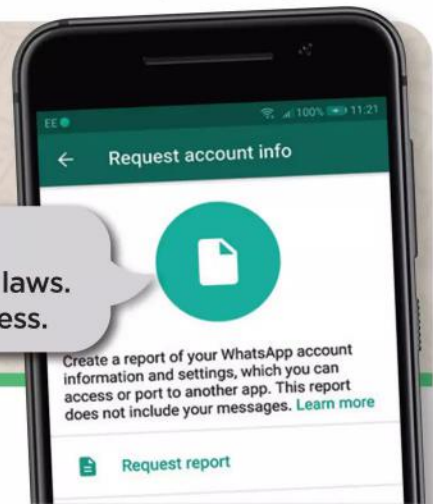


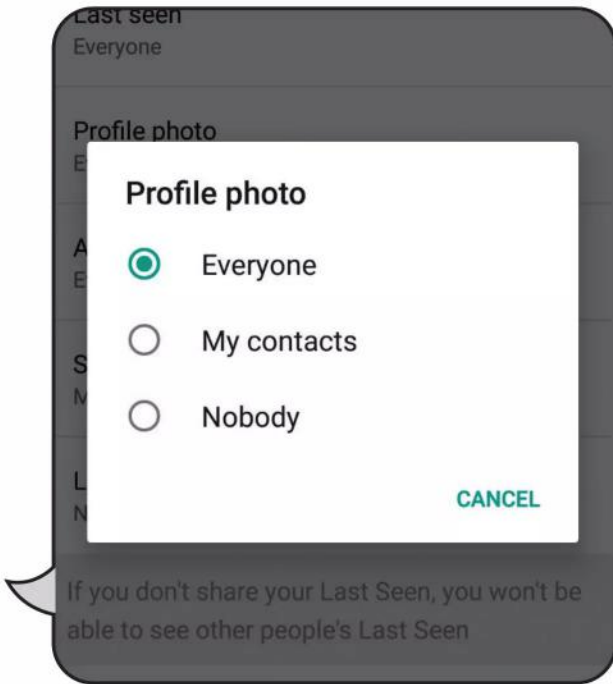
1 To get to the Privacy page: open the WhatsApp Settings, according to your device. Next, tap on the Account option and from there, tap on the Privacy option. iPhone users can also find Privacy under the Account option, from within their Settings page. .

2 The Privacy page is all about your personal information. There are two main sections to it: who can see my personal info and Messaging. Tap on the first option: Last Seen. Last Seen refers to the last time you used WhatsApp, tap it and specify whether: Everyone, Contacts only, or no one, can see when you were last using WhatsApp.

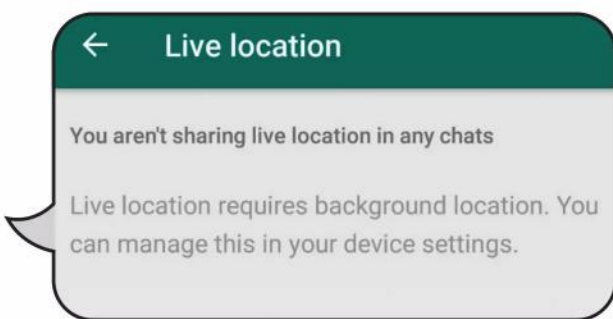
REQUEST ACCOUNT INFORMATION

You can now request a report of your WhatsApp information and settings, thanks to the new GDPR laws. Just tap the Request Report link to begin the process.

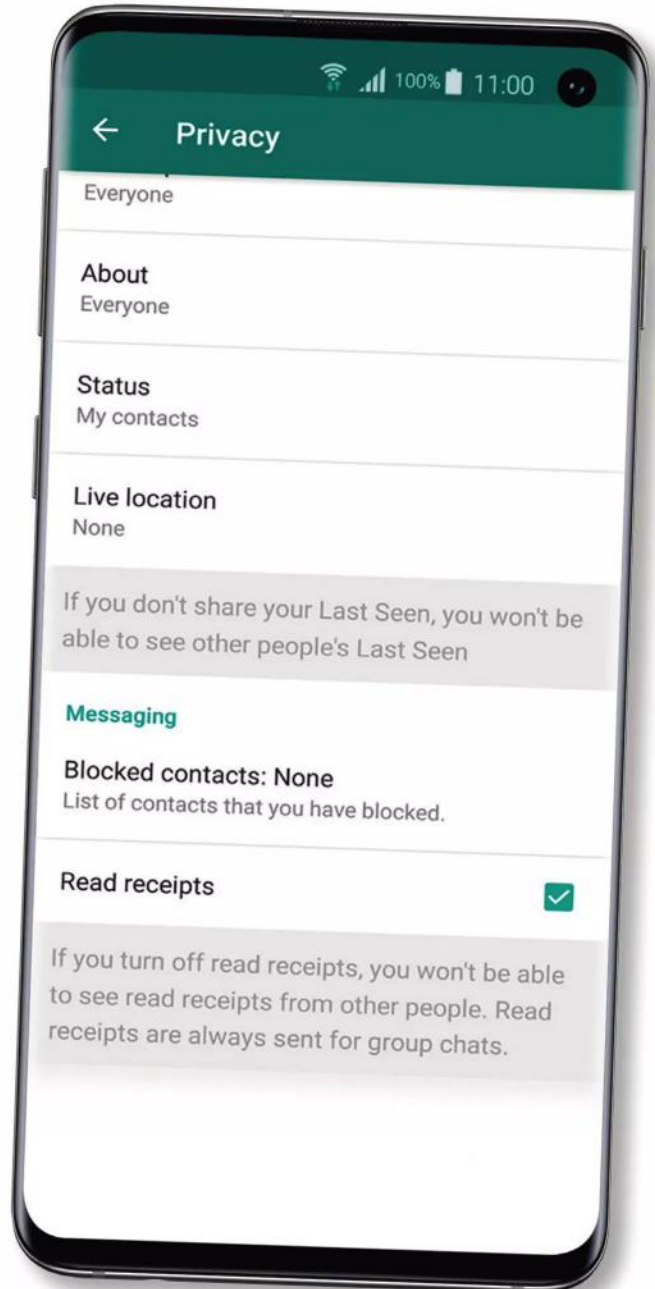




3 Next is the Profile Photo visibility and the About statement - both as defined in the Profile section in Settings. You can opt for visibility based on Everyone, My Contacts, or Nobody. If you want to lock down your public-facing WhatsApp profile, then these are good options to tighten your privacy.



4 Status and Live Location are two interesting options to look at. Status will enable you to limit those who can see your Status updates, based on Contacts, Contacts except certain users, or, Only share with certain users. Live Location uses your device's GPS and Location to display your real-time location. Naturally, for improved privacy, leave the Live Location feature off.



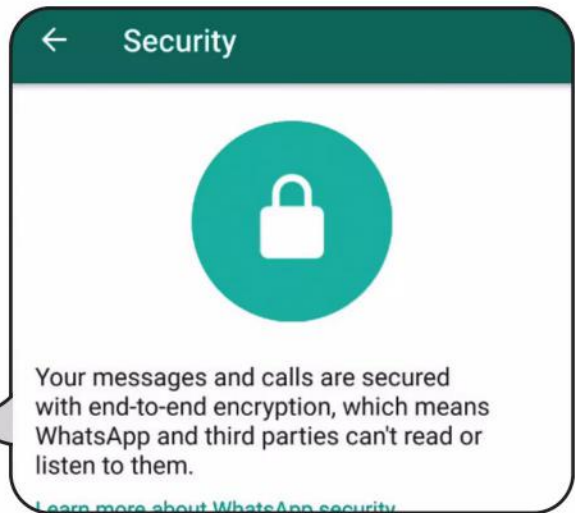
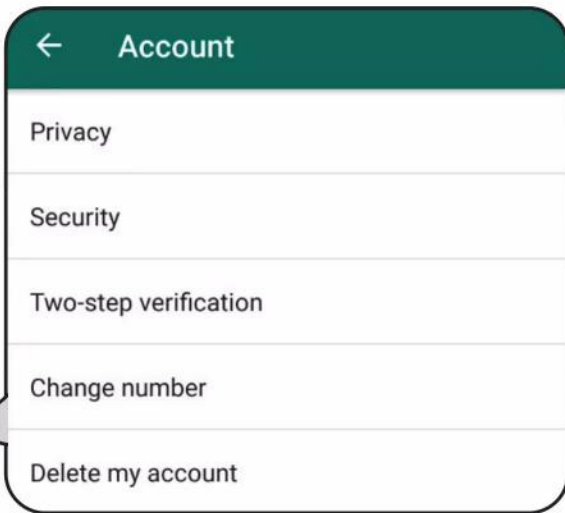
5 Finally, the Messaging section enables you to view the list of Blocked Contacts you currently have and whether you would prefer to turn on, or off, the Read Receipts function of WhatsApp. Turning off this option will disable the ticks next to a message, which confirm whether it's been read or not.



Security



Continuing with the options under the Account section in Settings, we have Security and Two-step Verification. Let's take a moment to see what each offers you in terms of your WhatsApp online protection.



1 Security is paramount in today's digital world. If it's not the threat from hackers gaining access to our online presence, then it's some secret government agency. WhatsApp takes security seriously. Tap on the Security option in Account to see more.

2 For some time now, WhatsApp has adopted end-to-end encryption. What this means to you is that the only people who can read your messages are the contacts you send the messages to. Messages to and from your device are jumbled up so much that they can't be deciphered if intercepted; only the sender and receiver can view the content.

WHAT IS ENCRYPTION?

Encryption scrambles the contents of a message, making it impossible to read without a key to decipher it. In digital terms, these keys are generated by the app and sent with the messages telling the program on the other side how to decrypt the content. In terms of hacking, a high standard of encryption, AES 256-bit, will take a computer more years to crack than the universe has been in existence.

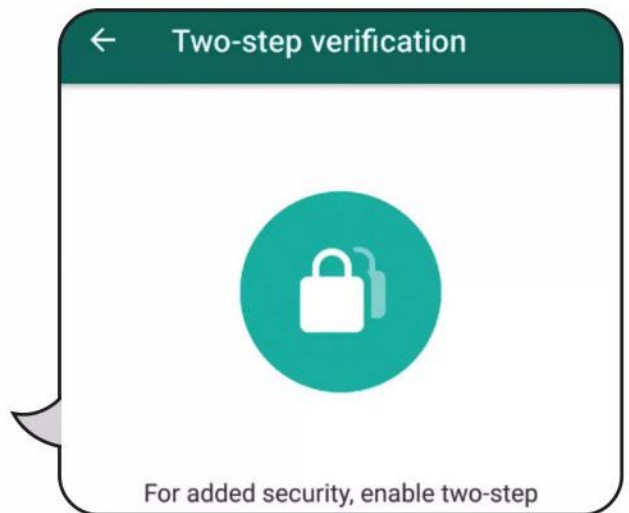
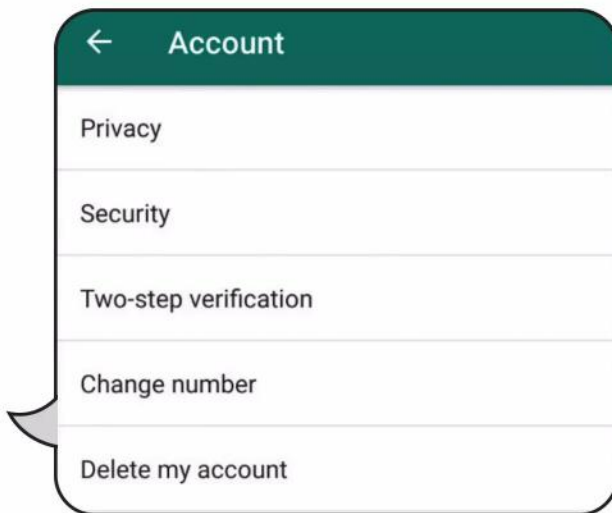




Two-step Verification



Two-step Verification is a method of confirming a user's claimed identity by using several different authentication methods. After providing the service with evidence that you are who you say you are, you're allowed to use it.



1 Two-step Verification is a feature that adds an extra layer of security to your WhatsApp account. It works by sending the registered phone you're using WhatsApp on a customised six-digit PIN via SMS. When your profile is verified, the PIN is called for and entering it will unlock WhatsApp. To enable it, tap on the Two-step Verification link.

2 The setup asks for a valid phone number in order to send the SMS PIN, as well as an optional email address where you can follow the instructions to disable Two-step Verification. Don't forget the six-digit PIN, entering it incorrectly will lock your account; additionally, WhatsApp will ask you to enter the PIN periodically to ensure you don't forget it.

MULTI-FACTOR AUTHENTICATION

The future of multi-factor authentication is rapidly approaching, with the likes of WhatsApp testing such methods as voice activation, biometrics in the form of fingerprinting and facial recognition. All these modes of authentication are already available on our devices, so what's next?

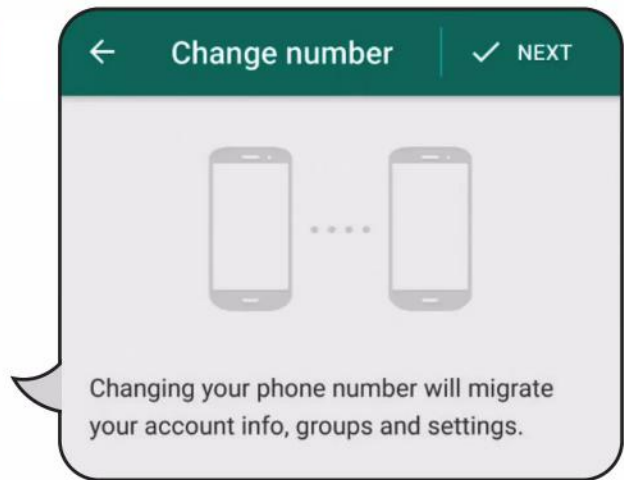
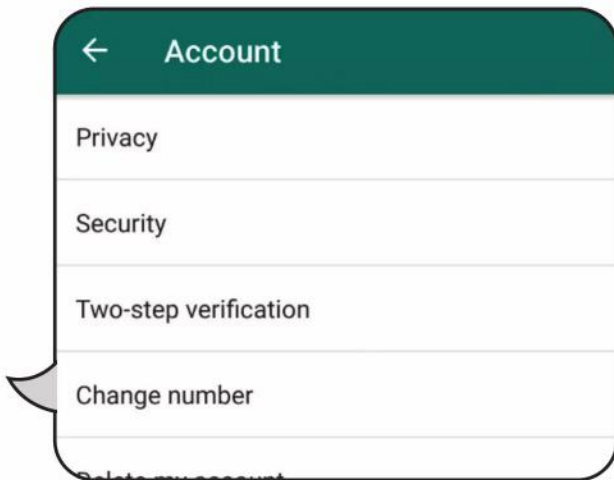




Change Number



Most of us go through several phones and other devices in a relatively short period of time. It's not uncommon for someone to move from an Android device, to Windows Phone, to iPhone in as little as five years, so you need to be able to transfer your WhatsApp account across devices.



1 There are two ways in which you can transfer your WhatsApp account details to another number and phone. The first by changing the number in the Profile section, which we looked at previously. The second is to tap the Change Number option in the Account menu.

2 When you tap the option, you'll be given a brief round-up of what's going to happen. Tapping Next will start the process, asking you for your new number where a confirmation SMS will be sent and the migration will begin.

AN IPHONE, OR ANDROID PHONE?



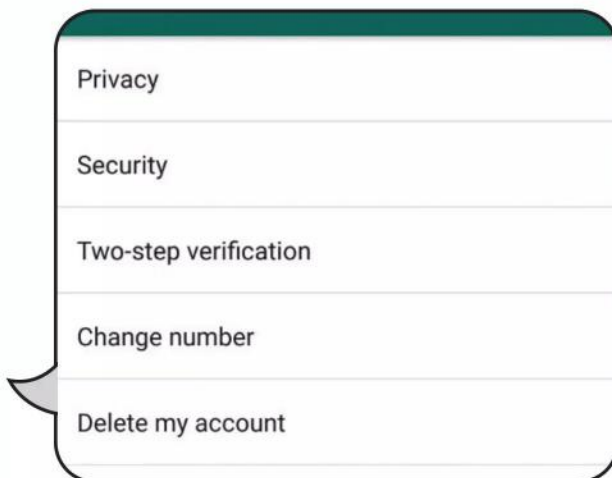
Which is best for WhatsApp? iPhone, Android? There's a raging debate throughout many forums as to which platform works best with WhatsApp. Some would opt for iPhone immediately, while others maintain Android as being the best. In the end, it's up to you, but iPhone does appear to have the best layout at present, although that can all change.



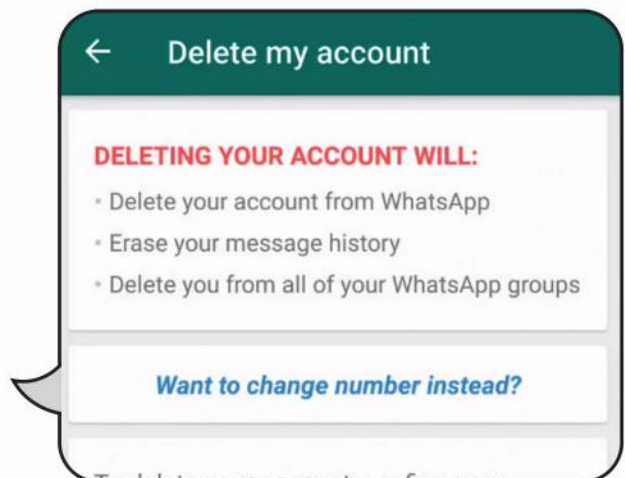
Delete My Account



This particular option speaks for itself, really. This is an irreversible process, which even WhatsApp itself as a company cannot revert should you do it by accident. So be warned, and unless you're convinced you want to go ahead it's probably best to avoid this option altogether.



1 You will find the option to delete your account within the Account section, as the very last choice in the menu. Tap it and you will begin the process of wiping you from WhatsApp altogether.



2 As you would expect, the company would rather you didn't delete your account, and as a safeguard you have to enter your phone number and press the big orange button to continue. You're given the option to change your number instead, which is helpful.

ACCOUNT DELETION

There's nothing wrong with wanting to delete your account. Perhaps you're wiping your social media presence clean, you're concerned about privacy, or you're too distracted by WhatsApp. Whatever the reason, Deleting your account will:

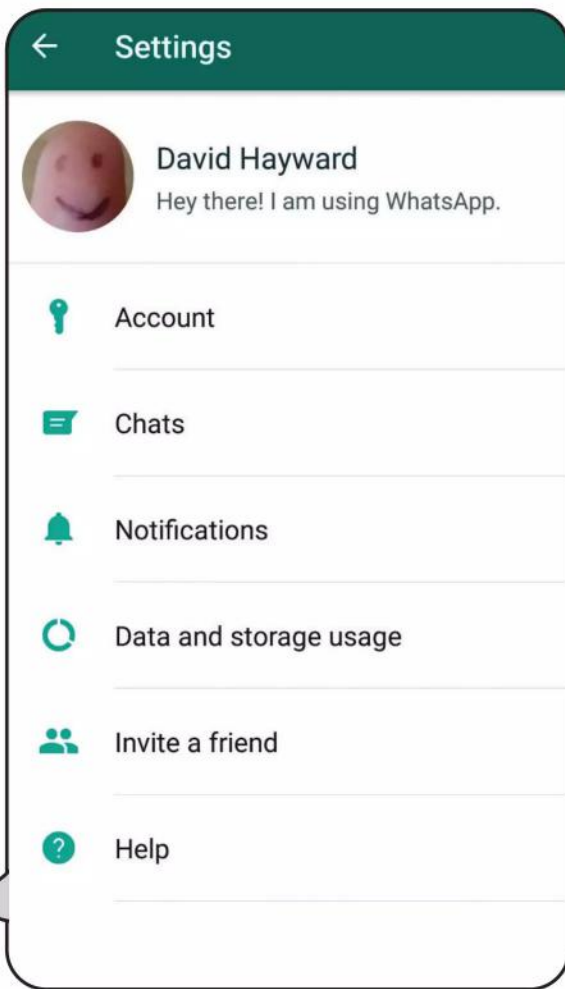
- Delete your account from WhatsApp.
- Erase your message history.
- Delete you from all of your WhatsApp groups.
- Delete your Google Drive backup.



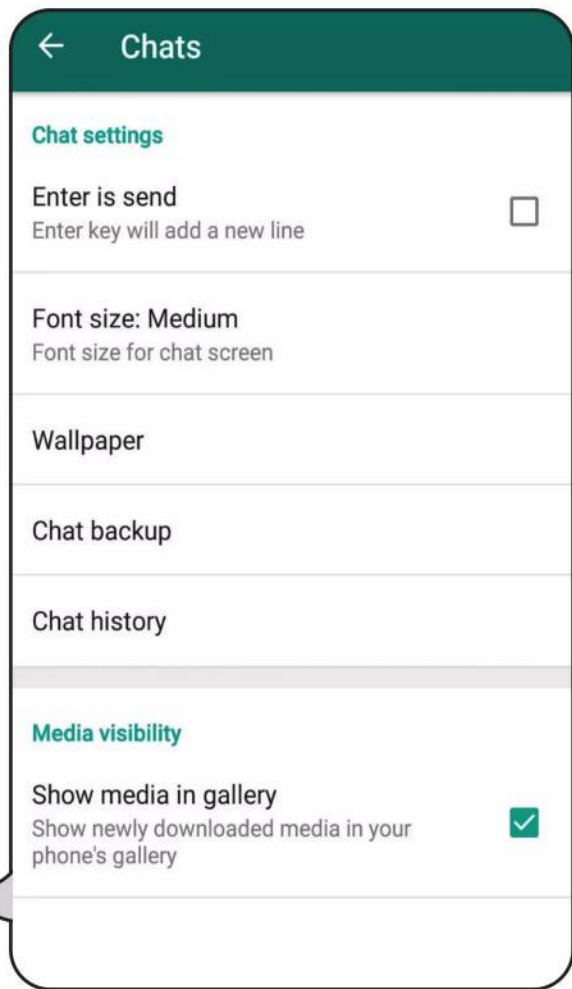
Chat Settings



The available settings in WhatsApp aren't just for the backend control of the service; you can also control how your chats are displayed, the font sizes and even the background wallpaper exhibited in the chat screen itself.



1 From the Settings menu, under Profile and Account, tap on the Chats option. If you're using an iPhone, tap the Settings icon from the main WhatsApp screen, followed by Chat Settings (the fifth option from the top). Windows Phone users access this via Settings, then Chat Settings.

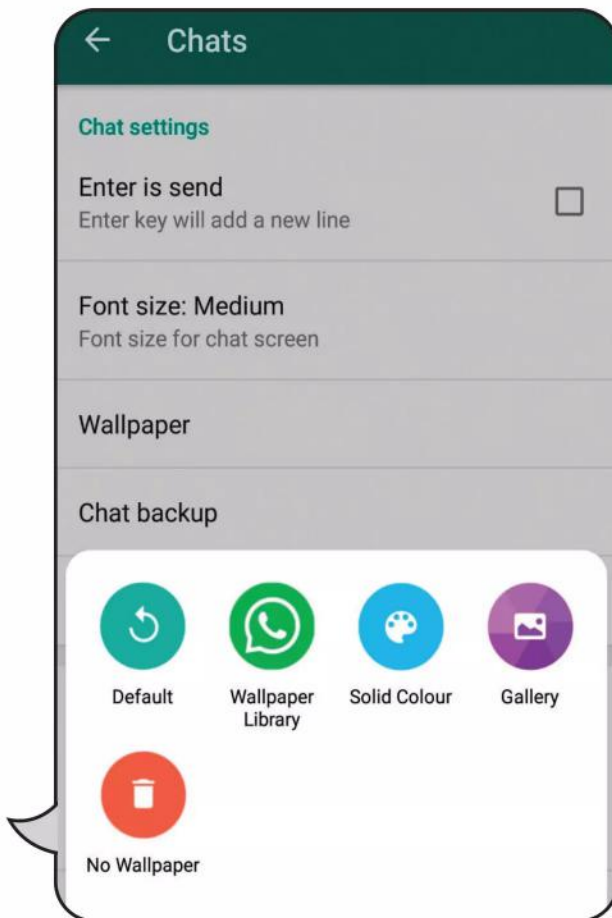
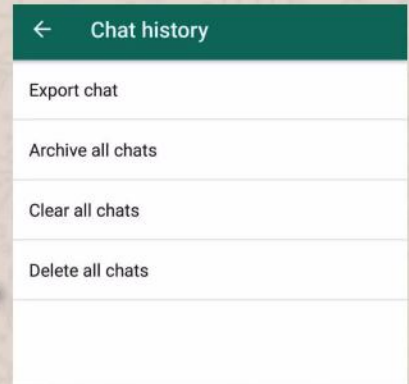


2 There are several options available under Chats. The first enables you to use Enter to send a message or to add a new line, (which means you will need to tap Send to send the message). The second option changes the available font size from Small, to Medium or Large.

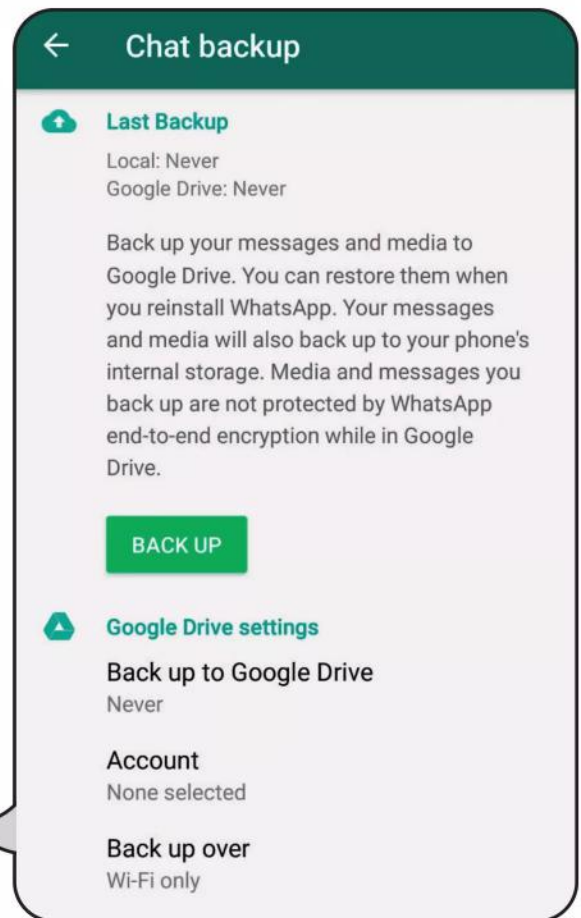


CHAT HISTORY

The final option is Chat History, where you can opt to email any chats to one of your contacts, archive all your chats to the device's internal storage, clear all chat screens, or delete all your previous chats altogether. The last option needs careful consideration, but feel free to explore the others.



3 The Wallpaper option allows you to change the background of the Chat screen. Tapping the option displays various sub-options from where you can pick an image to display: Gallery, Solid Colour, Wallpaper Library, Default, or No Wallpaper. Cycle through the available options until you find an image you like.



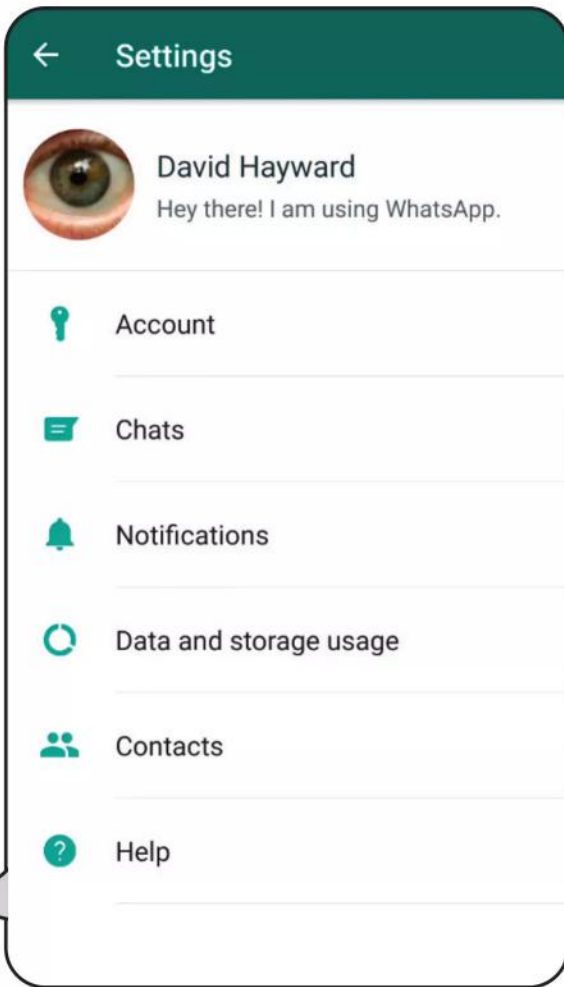
4 Chat Backup is an interesting option and one you should probably visit quite regularly. As the title suggests, this option will back up your messages and media to your Google Drive (or iCloud) service. You can change the backup settings from within here and even opt to include videos or back up over Wi-Fi, only.



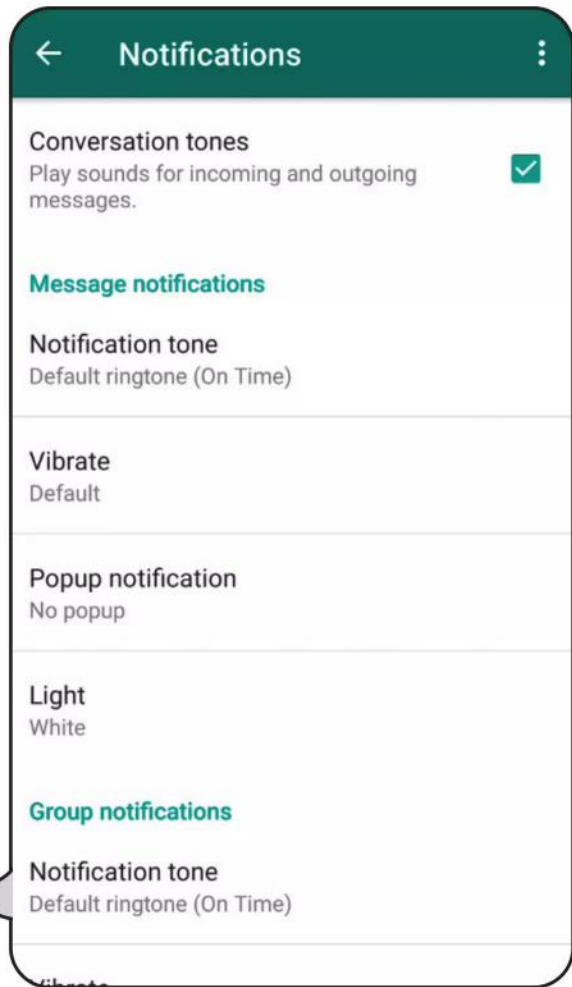
Notifications



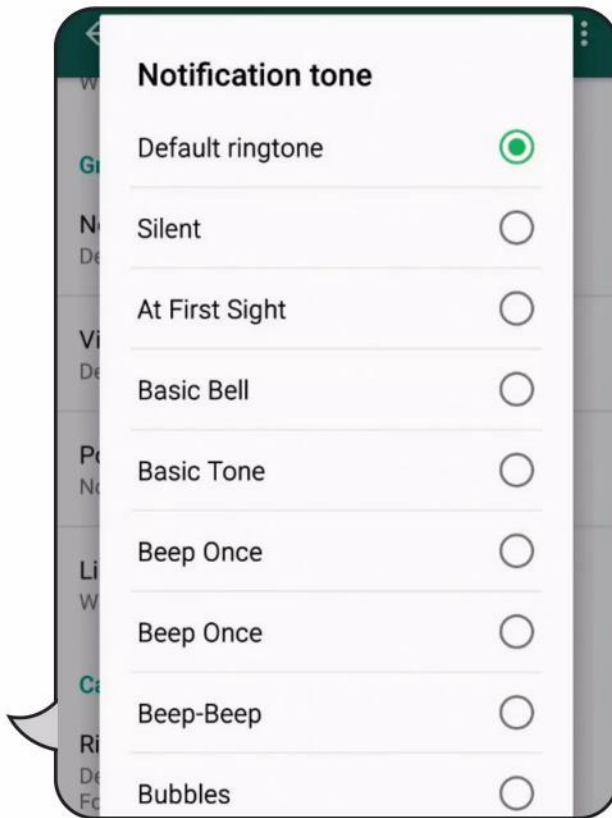
If you need any indicators telling you that you've received a message, or you have an incoming WhatsApp call, then head over to Notifications. In here you're able to set different tones, vibration, pop-ups and light for messages, group messages and calls.



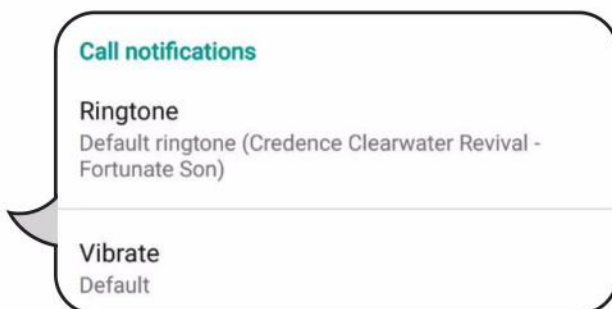
1 Notifications is located under the Chats option in Settings, on Android. iPhone users can find it in Settings, under Chat Settings and Windows Phone users can find the option as Notification Tones in Settings under Lock Screen.



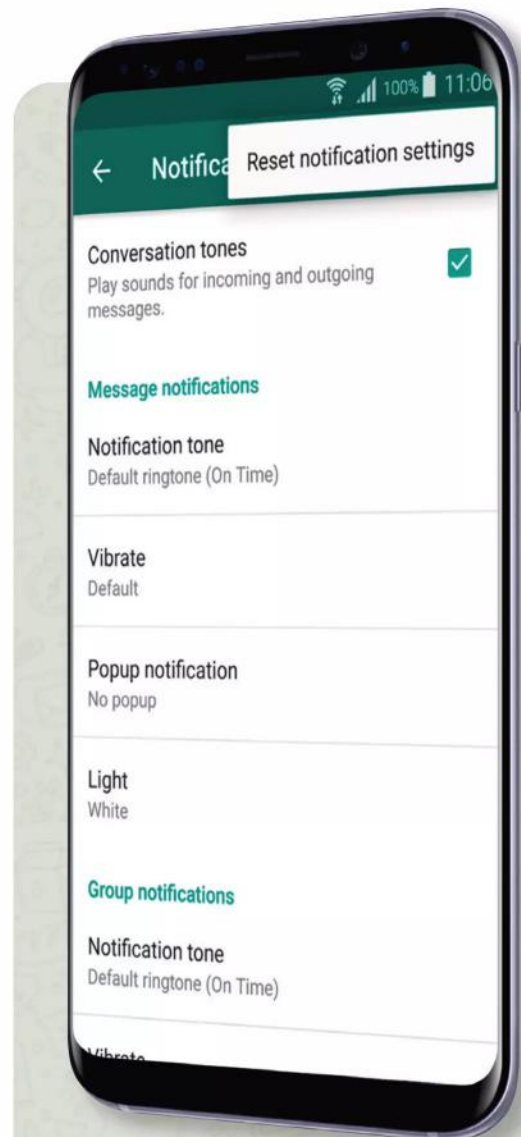
2 There's quite a lot in here that you can alter, starting with a tick box indicating playing sounds for incoming and outgoing message. Message notifications allow you to alter the default WhatsApp tone for any received messages, along with a Vibrate, Popup and Light notification.



3 Group Notifications work the same way as the Message Notifications, allowing you to choose a tone, vibration, pop-up or whether the device's light will indicate a group-wide message. Tapping the Notification Tone brings up a collection of ringtones; scroll through until you find one you like and tap OK.



4 Finally, Call Notifications for WhatsApp will default to the device's current ringtone and vibration, as it would whenever you receive a normal phone call. However, you can tap the Ringtone to set a different one for WhatsApp.



RESET NOTIFICATIONS

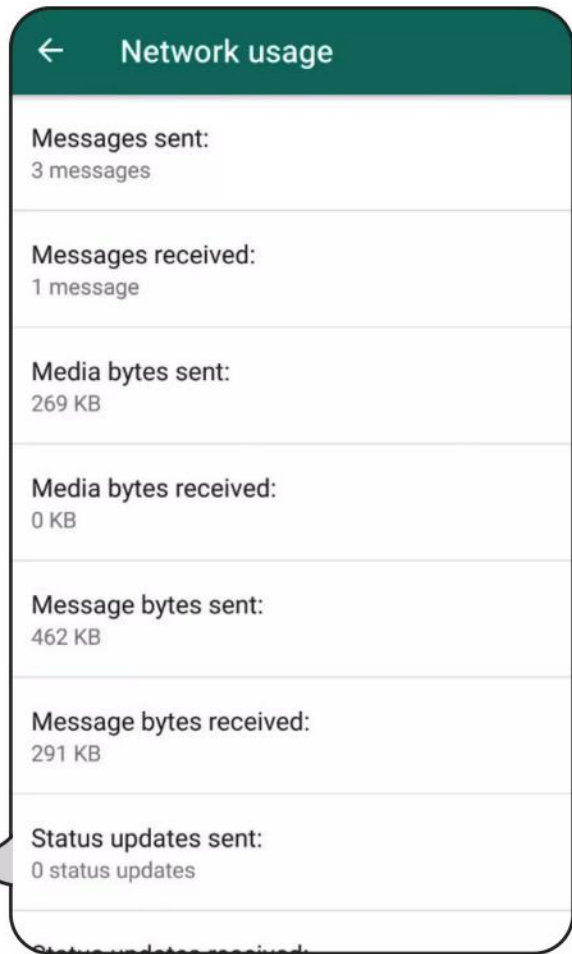
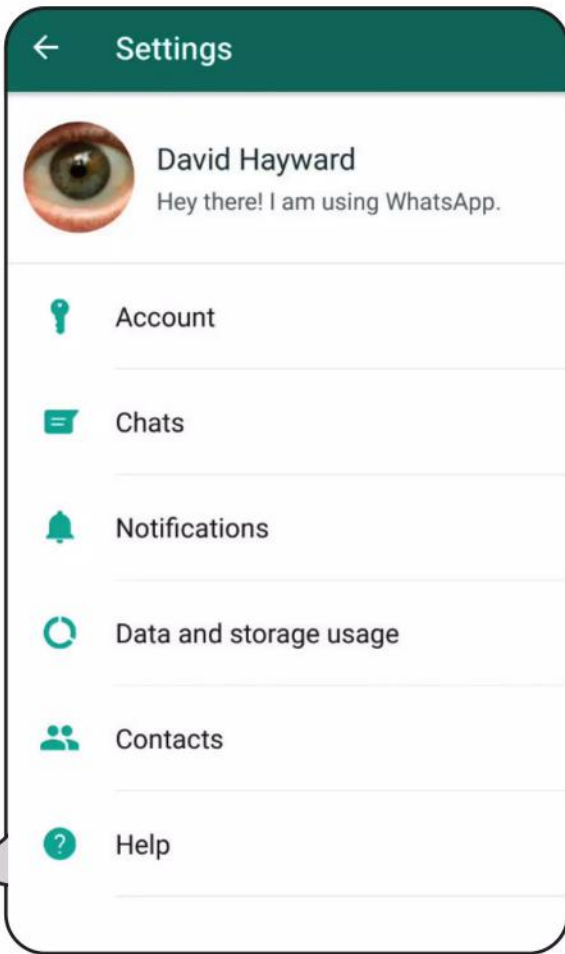
If you find yourself wanting to start again, with the original and default notification settings, look to the top right of the Notifications screen, to the three vertical dots (horizontal on Windows Phone). Tapping this opens the option to reset all the changed notifications to WhatsApp's default setup.



Data & Storage Usage



The Data and Storage Usage section is one you should consider visiting, especially if you have a particularly strict data tariff on your phone. In this section you can specify WhatsApp's data use and whether media is auto-downloaded via Wi-Fi or mobile data.



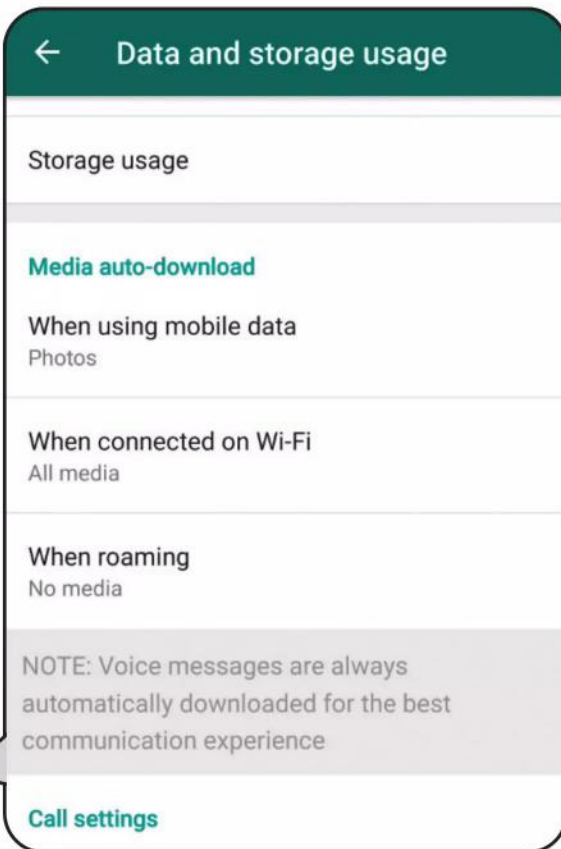
1 Data and Storage Usage can be found within the Settings page. On Android devices it's under Notifications. iPhone users, can find it by tapping the Settings icon in the bottom of the main WhatsApp screen and scrolling down a little from there. Windows Phone users, follow the Settings section until you come to Data and Storage Usage.

2 The first two options, Network and Storage Usage, contain detailed information regarding the amount of data that has been sent, received and is currently used by WhatsApp in KB or even MB as your messaging increases. It's worth looking here to see where your data is going.

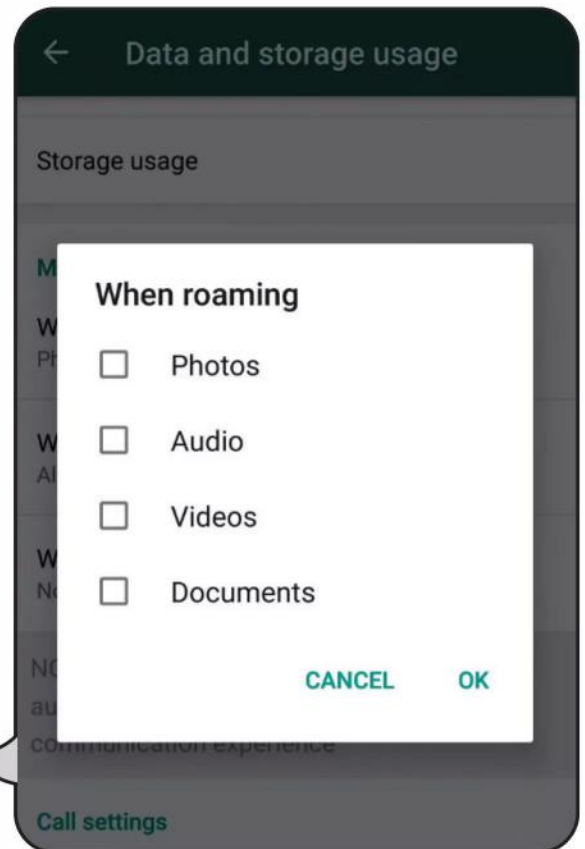


WI-FI HOTSPOTS

If you're frequently out and about, and use WhatsApp a lot, then you may want to consider opting to use freely available Wi-Fi hotspots. While good, hotspots do warrant an element of caution. WhatsApp's messages are end-to-end encrypted but not all your other mobile data is. This unencrypted data could be intercepted and viewed by hotspot hackers.



3 The Media auto-download section allows you to set which network WhatsApp uses to download the media within messages. For example, you can specify that all videos only use Wi-Fi data, while only Documents and Photos use Mobile data.



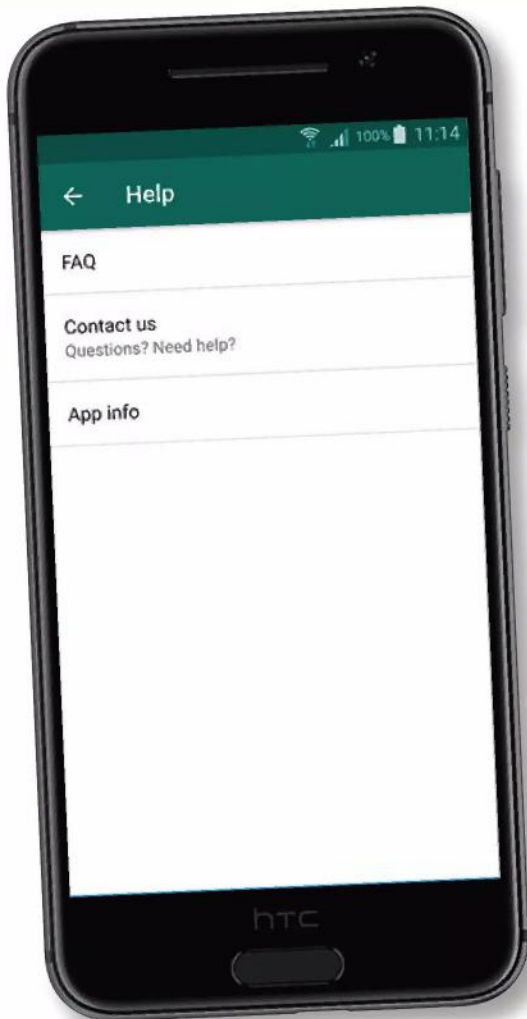
4 The When Roaming option defaults to No Media, which is logical as you don't want to clock up a substantial bill unsuspectingly. It's best to frequently check this setting stays on No Media, as you could end up auto-downloading videos accidentally, if you happily tap away at WhatsApp's settings one night without realising what you're doing.



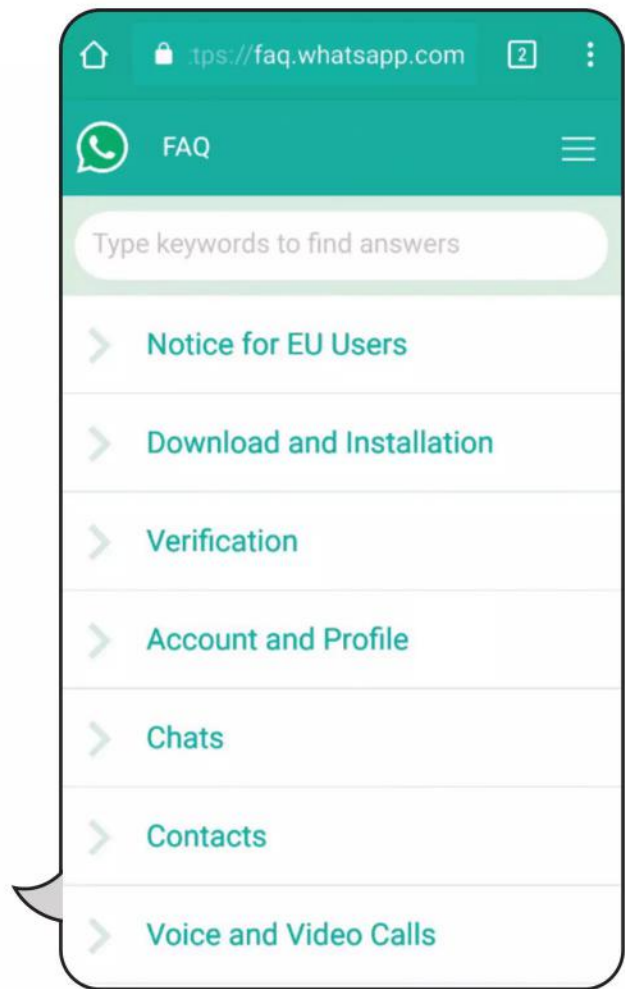
FAQ



FAQs, Frequently Asked Questions, provide you with a wealth of information regarding the particular products you're using. In WhatsApp's case, its FAQ covers a range of topics to help you when you're stuck on a feature or simply want to dig a little deeper.



1 The FAQ section for WhatsApp is behind the Help option in the Settings menu. Users of the three major platforms, Android, iPhone and Windows Phone, can find their own specific FAQ within Settings > Help > FAQ, with each displaying a different page according to the device being used.

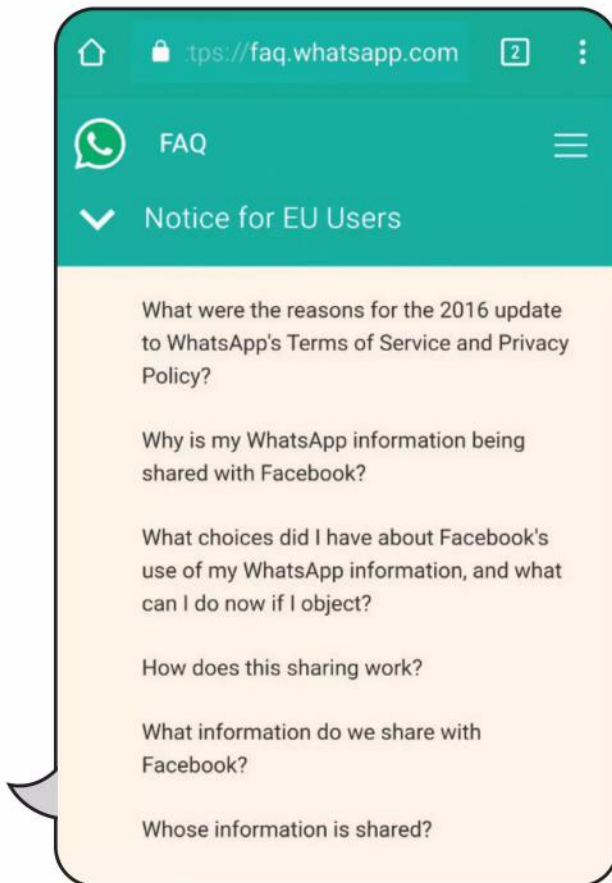
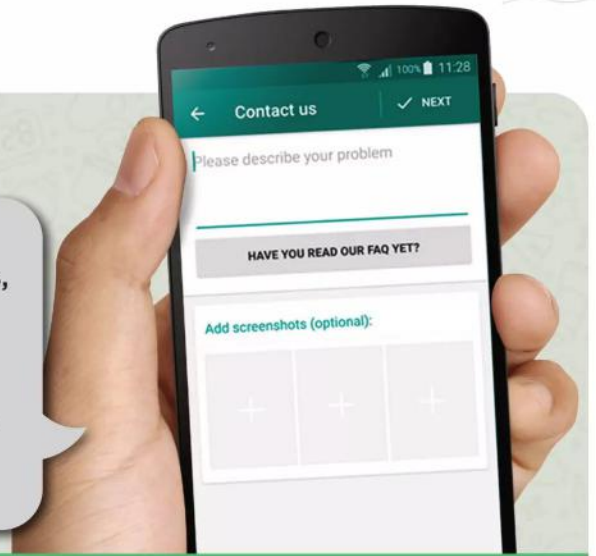


2 Tapping the FAQ link opens the relevant WhatsApp webpage, as we mentioned, according to the device's operating system. Android users may be asked which browser they would prefer to open the page with, whereas iPhone and Windows Phone users simply open the page in the default browser.

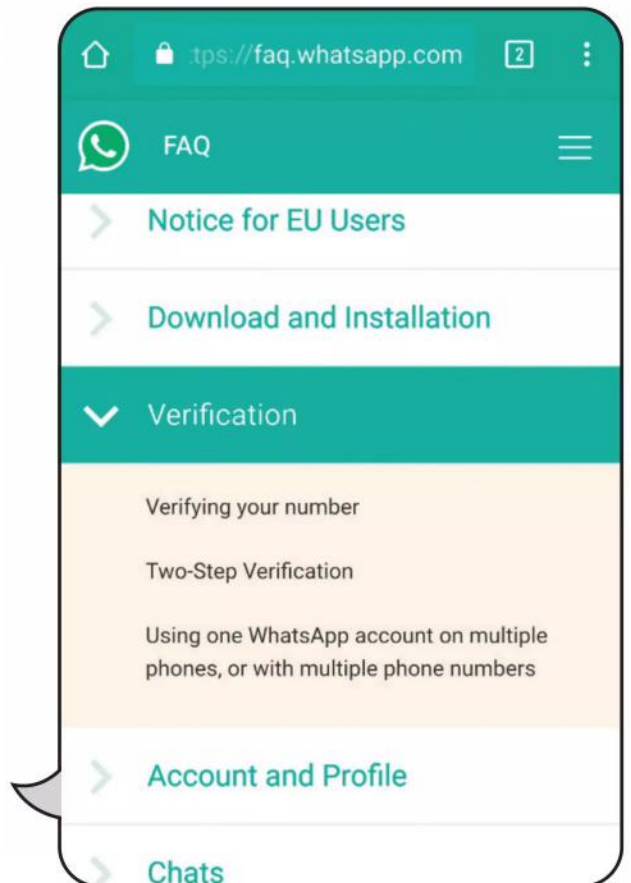


CONTACT US

Just below the FAQ link in the Help section you can see some other options, one of which is Contact Us. Tap this and you're presented with a contact form allowing you to fill in any unique problem you may have with the service that isn't mentioned within the FAQ, along with adding any screenshots.



3 The FAQ page is split into several topics, each containing a range of sub-topics specific to the title; with the exception of the Notice for EU Users section (only for users in the EU), which displays the WhatsApp Terms of Service.



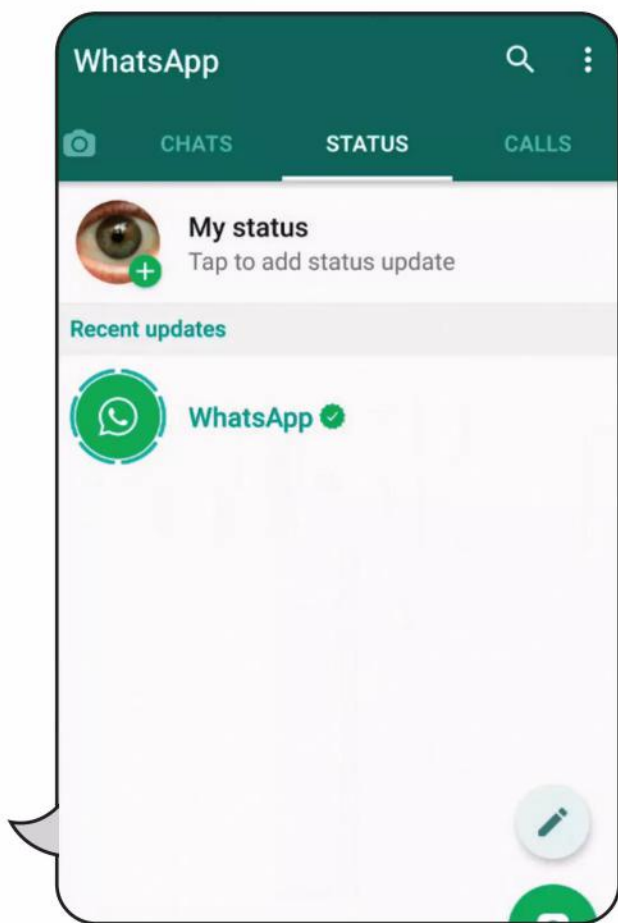
4 If you want more information regarding a particular feature, such as Two-step Verification, then simply tap the topic and you're presented with a quick guide; and in some circumstances a fairly detailed walk-through about the topic.



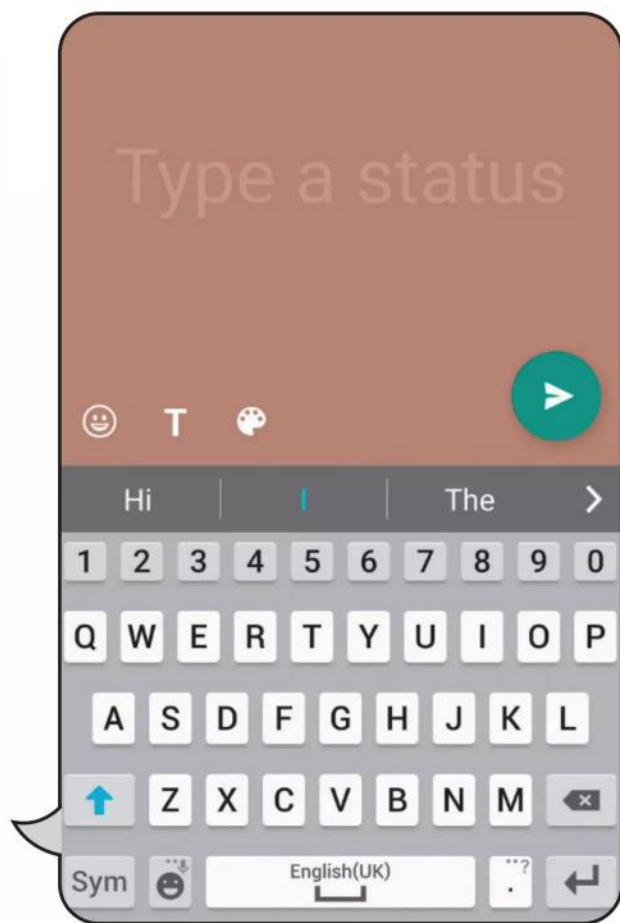
Update Your Status



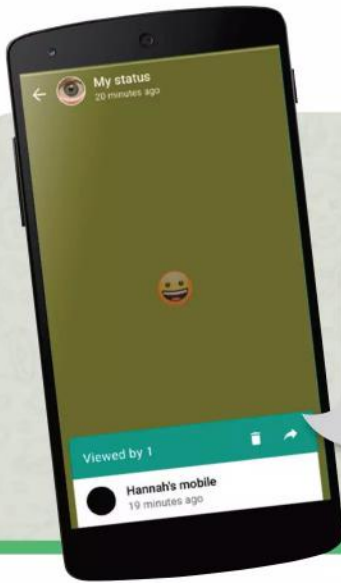
The WhatsApp Status is a new feature that's similar to Snapchat and Instagram's Stories mode. Think of it as a kind of personal announcement, to coin Snapchat, a story about your life taken in that moment. They only last 24 hours; here's how to update yours.



1 Open WhatsApp, if you've not already done so, and ensure you're at the main Chats window. On Android, tap the Status tab along the Feature Bar along the top of the screen. iPhone users, select Status from the bottom Feature Bar. Windows Phone users, swipe along the top selection to Status.



2 You can add text, photos, videos and even animated GIFs to your Status updates. To add a text update tap the pen icon in the bottom right of the screen. The display will change adding the on-screen keyboard, a default coloured background and three options above the keyboard that add an Emoji, change font and change background colour.



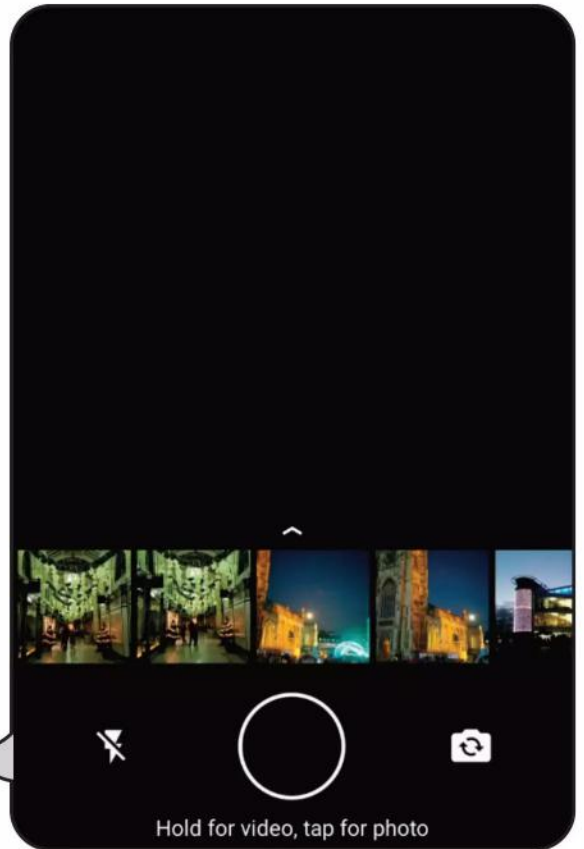
WHO'S WATCHING

When your Status is updated, the Status screen changes to whatever content was included. Tapping the My Status section displays the updated Status, showing any images, video etc. that you added. Tapping the three horizontal dots will allow you to see who's looked at your Status along with forwarding to a contact.

Super-Happy!



3 Enter your text, change the background colour and add an Emoji of your choice. When you're done, tap the send icon (the large icon with the right-pointing arrow) to update your Status. Remember it's only live for 24 hours.



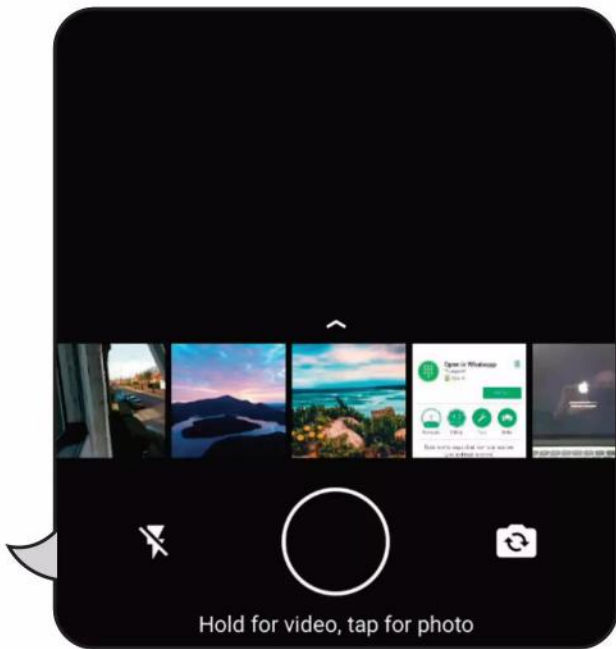
4 Photo, Video and animations can be used instead by tapping on the camera icon, under the pen icon for Text updates. You have a choice of adding an image from your Gallery or you can hold the circle in the bottom middle to take a quick video. Tapping the icons either side will change the camera and enable or disable the flash.



Editing Images in WhatsApp



Sending photos and images through WhatsApp to your contacts is a great feature. However, it's made even better thanks to built-in filters and a picture editor. Want to add an Emoji, text or line art to your image? How about applying some filters? Here's how.



1 First open a chat and tap the camera icon at the end of the text entry box. This will open the camera view, displaying the rear camera by default and a film strip of images you've already taken that are in your Gallery along the bottom of the screen.

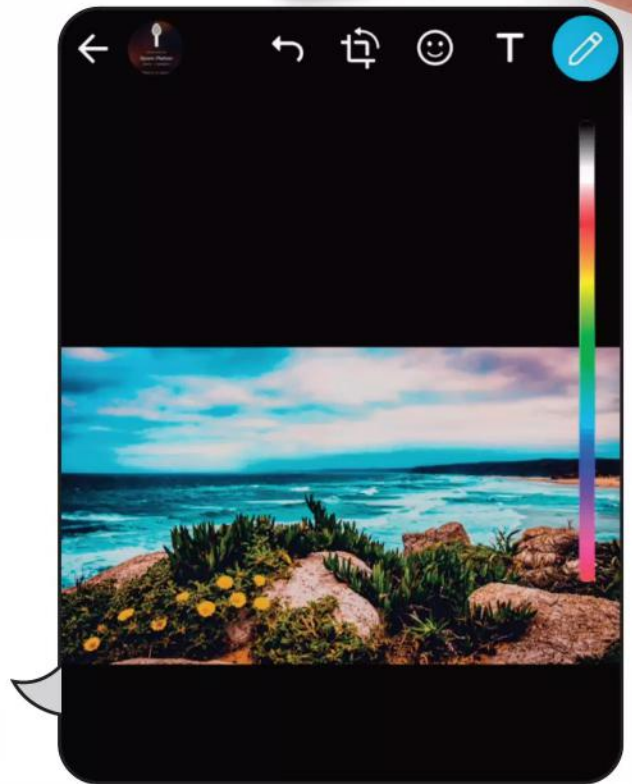


2 Either take an image via the camera or choose one from your Gallery roll. The image will be displayed in the main part of the screen with a row of icons along the top and a caption text entry box at the bottom, along with the green Send button.



ADDING EMOJI

Tap the Emoji (smiley face) icon, this will display a set of available Emoji to add to your image. Tap to select one or more of the Emoji and they will be placed on the image. Now tap and hold the Emoji and move it around the image to position it how you want.



3 You can start by swiping up from the bottom, which reveals a selection of filters that you can apply to your photo. Just scroll through the filters, tapping each in turn to apply them to the image. When you have the desired effect, swipe back down to return to the main image editing screen.

4 The icons along the top of the screen allow you to crop the image, add Emoji, add text to it and add line art. Simply tap the icon you want and apply the after effect to the image. The Line art option features a colour selection bar to the right of the image, so you can choose the range of colours to apply.



Understanding Emojis



Emoji are ideograms, modern day hieroglyphics that convey emotions, characters, features and various meanings all wrapped up in a single image that would give Jean-François Champollion a headache. Here's a list of WhatsApp's most popular and what they mean.

People

:bowtie:	:expressionless:	:no_mouth:	:musical_note:
:smile:	:unamused:	:innocent:	:fire:
:simple_smile:	:sweat_smile:	:alien:	:hankey:
:laughing:	:sweat:	:yellow_heart:	:poop:
:blush:	:disappointed_relieved:	:blue_heart:	:shit:
:smiley:	:weary:	:purple_heart:	:+1:
:relaxed:	:pensive:	:heart:	:thumbsup:
:smirk:	:disappointed:	:green_heart:	:-1:
:heart_eyes:	:confounded:	:broken_heart:	:thumbsdown:
:kissing_heart:	:fearful:	:heartbeat:	:ok_hand:
:kissing_closed_eyes:	:cold_sweat:	:heartpulse:	:punch:
:flushed:	:persevere:	:two_hearts:	:facepunch:
:relieved:	:cry:	:revolving_hearts:	:fist:
:satisfied:	:sob:	:cupid:	:v:
:grin:	:joy:	:sparkling_heart:	:wave:
:wink:	:astonished:	:sparkles:	:hand:
:stuck_out_tongue_wink:	:scream:	:star:	:raised_hand:
:stuck_out_tongue_close:	:neckbeard:	:star2:	:open_hands:
:grinning:	:tired_face:	:dizzy:	:point_up:
:kissing:	:angry:	:boom:	:point_down:
:kissing_smiling_eyes:	:rage:	:collision:	:point_left:
:stuck_out_tongue:	:triumph:	:anger:	:point_right:
:sleeping:	:sleepy:	:exclamation:	:raised_hands:
:worried:	:yum:	:question:	:pray:
:frowning:	:mask:	:grey_exclamation:	:point_up_2:
:anguished:	:sunglasses:	:grey_question:	:clap:
:open_mouth:	:dizzy_face:	:zzz:	:muscle:
:grimacing:	:imp:	:dash:	:metal:
:confused:	:smiling_imp:	:sweat_drops:	:fu:



Nature

:sunny:	:turtle:
:umbrella:	:bug:
:cloud:	:honeybee:
:snowflake:	:ant:
:snowman:	:beetle:
:zap:	:snail:
:cyclone:	:octopus:
:foggy:	:tropical_fish:
:ocean:	:fish:
:cat:	:whale:
:dog:	:whale2:
:mouse:	:dolphin:
:hamster:	:cow2:
:rabbit:	:ram:
:wolf:	:rat:
:frog:	:water_buffalo:
:tiger:	:tiger2:
:koala:	:rabbit2:
:bear:	:dragon:
:pig:	:goat:
:pig_nose:	:rooster:
:cow:	:dog2:
:boar:	:pig2:
:monkey_face:	:mouse2:
:monkey:	:ox:
:horse:	:dragon_face:
:racehorse:	:blowfish:
:camel:	:crocodile:
:sheep:	:dromedary_camel:
:elephant:	:leopard:
:panda_face:	:cat2:
:snake:	:poodle:
:bird:	:paw_prints:
:baby_chick:	:bouquet:
:hatched_chick:	:cherry_blossom:
:hatching_chick:	:tulip:
:chicken:	:four_leaf_clover:
:penguin:	:rose:

Objects

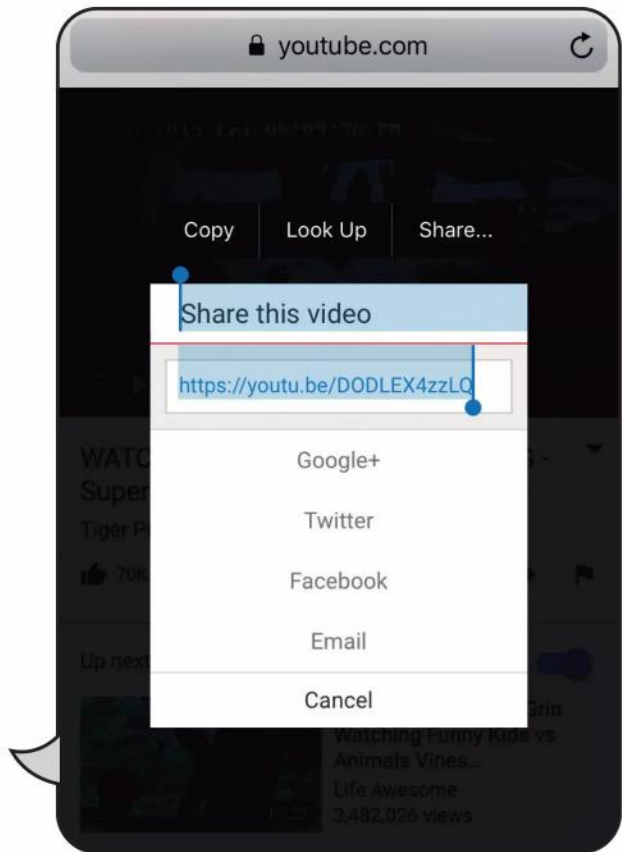
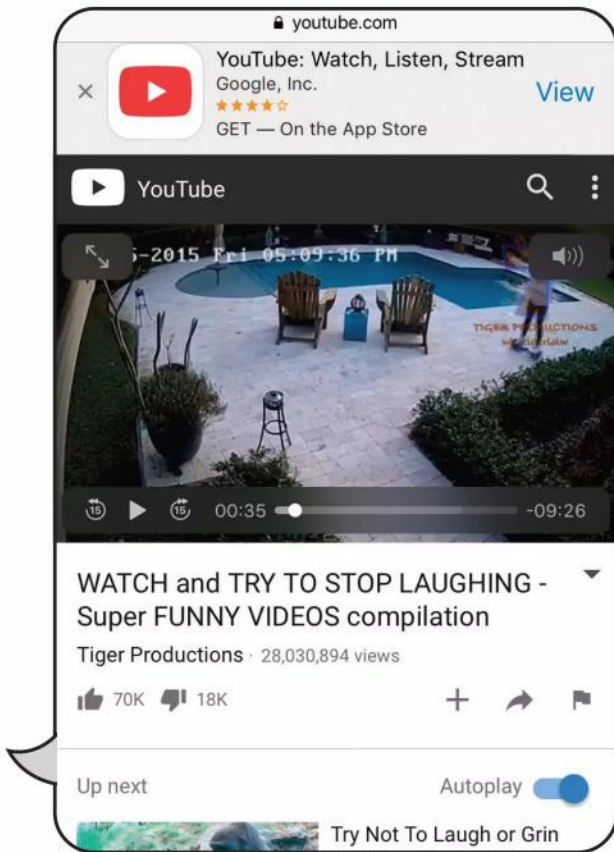
:bamboo:	:sound:
:gift_heart:	:speaker:
:dolls:	:mute:
:school_satchel:	:loudspeaker:
:mortar_board:	:mega:
:flags:	:hourglass:
:fireworks:	:hourglass_flowing_sand:
:sparkler:	:alarm_clock:
:wind_chime:	:watch:
:rice_scene:	:radio:
:jack_o_lantern:	:satellite:
:ghost:	:loop:
:santa:	:mag:
:christmas_tree:	:mag_right:
:gift:	:unlock:
:bell:	:lock:
:no_bell:	:lock_with_ink_pen:
:tanabata_tree:	:closed_lock_with_key:
:tada:	:key:
:confetti_ball:	:bulb:
:balloon:	:flashlight:
:crystal_ball:	:high_brightness:
:cd:	:low_brightness:
:dvd:	:electric_plug:
:floppy_disk:	:battery:
:camera:	:calling:
:video_camera:	:email:
:movie_camera:	:mailbox:
:computer:	:postbox:
:tv:	:bath:
:iphone:	:bathtub:
:phone:	:shower:
:telephone:	:toilet:
:telephone_receiver:	:wrench:
:pager:	:nut_and_bolt:
:fax:	:hammer:
:minidisc:	:seat:
:vhs:	:moneybag:



Watching YouTube Clips in WhatsApp



A new feature for iPhone users is the ability to watch any sent YouTube clips directly in WhatsApp without leaving the chat dialogue screen. It's a significant update and one which helps make the WhatsApp experience a little better.



1 Let's assume you've already found an amazing clip you want to share with your WhatsApp friends. Reduce the size of the clip (if you're watching in full screen mode), so that you can access the controls under the clip's title.

2 Tap the Share This Video button, identified as a right-facing curved arrow. When the share option window appears, tap and hold the link, drag the blue highlight over the entire link and tap Copy from the sub-menu.

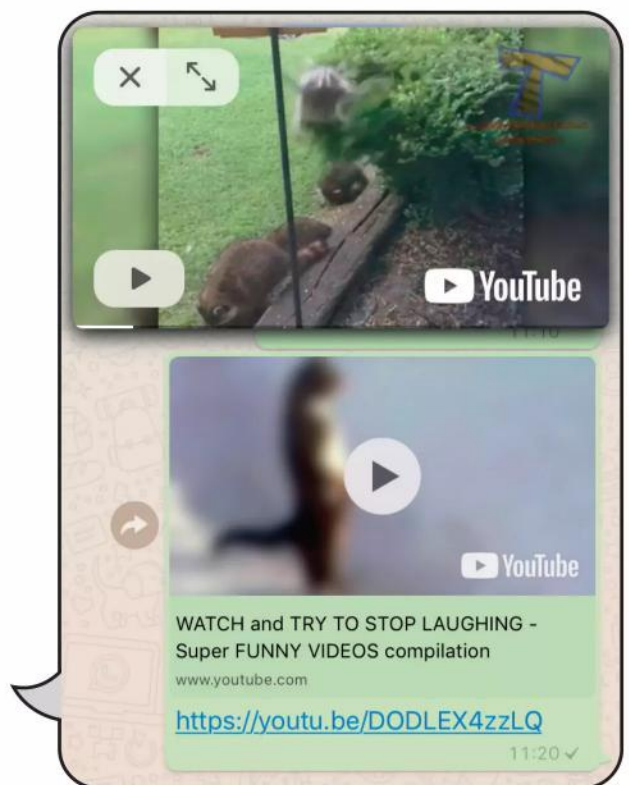


WHAT ABOUT ANDROID?

Sadly there's no indication that this feature will be arriving on Android any time soon. Being able to watch YouTube videos within WhatsApp was expected to have been implemented some time back but for some reason the development team decided to wait. However, all is not lost for Android users. If your Android device supports a split-screen functionality, then you can view WhatsApp and YouTube (or another app) side-by-side.



3 Switch back to WhatsApp and enter a chat screen with a friend. Tap the chat box and press and hold to bring up the sub-menu and press Paste. Press the Send message button to the right of the chat box and the video preview appears in the main chat screen.



4 When your friend taps on the play icon within the video preview feed, a floating window appears at the top of the screen playing the video. They can then pause, go full screen and close the YouTube video using the on-screen controls within the floating window.





Useful Accessories

While WhatsApp on its own is great, there's a wealth of companion apps that you can use to enhance your experience, simply use for fun or add an extra element of privacy or protection.

Third-party apps can help you tweak your messages, send videos, change the default wallpapers and even add some extra content to WhatsApp. We have some great examples for you to try out, covering Android, iOS and even Windows.

70 WhatsApp Wallpaper

71 Nature HD Wallpaper for iPhone

72 MSG for WhatsApp:
Windows 10 Store

753 Video Optimiser for WhatsApp:
Windows 10 Store

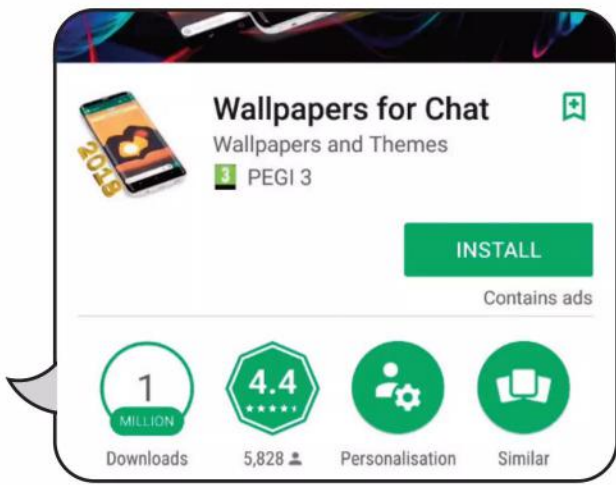
74 Emoticons and Emoji Stickers for
WhatsApp



WhatsApp Wallpaper

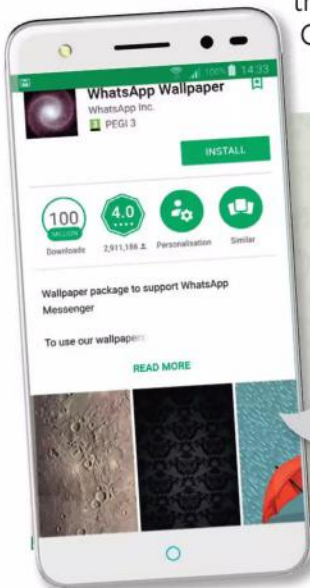


WhatsApp comes with a selection of wallpapers but they're not the greatest looking backgrounds, being made up mainly of block or blending colours. To spice up your WhatsApp chat backdrop, here's an app that offers 75 wallpapers in glorious HD.



1 There are countless WhatsApp wallpaper apps available for Android but of the many that clutter the Play Store, Wallpapers for Chat is a good starting place. Open up the Play Store and search for the app, then tap the Install button and Open the app.

2 With the Wallpapers for Chat app open, tap which category you want to view (along the top of the screen). Select the wallpaper and tap the image to download it. Open WhatsApp and enter a Chat session, tap the three Vertical dots and choose Wallpaper from the menu. Tap Gallery and the downloaded wallpaper appears. Tap Set when done.



ALTERNATIVE WALLPAPER

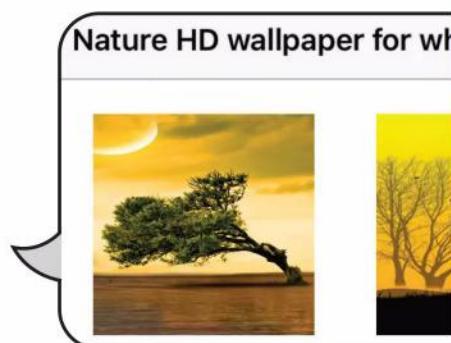
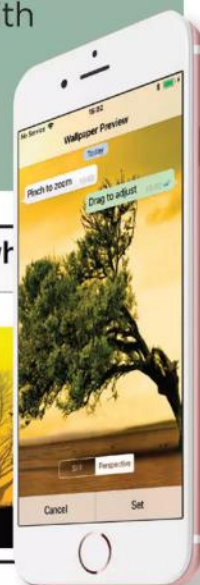
If you prefer not to download a third-party wallpaper app, go to the main WhatsApp screen, tap the three vertical dots and choose Settings from the menu. Select Chats, then Wallpaper. In the Wallpaper screen select Wallpaper Library and tap OK to download the WhatsApp Wallpaper package. This is an official wallpaper app, so just tap install and follow the on-screen instructions.



Nature HD Wallpaper for iPhone



iPhone users certainly aren't left out in the cold when it comes to incredible HD wallpapers for WhatsApp. Again, as with the Google Play Store, Apple's App Store has plenty of apps available and one of the better choices is Nature HD Wallpaper for WhatsApp.

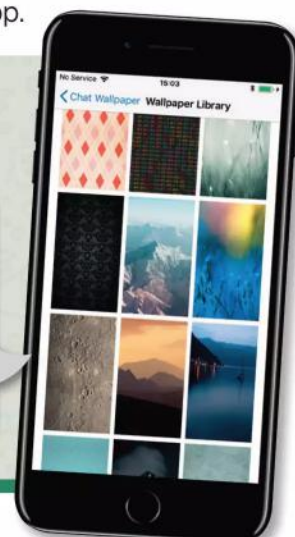


1 Open the App Store app on your iPhone and search for Nature HD Wallpaper for WhatsApp. Tap Get to start the installation or tap the app's title for more information. Once the app has successfully installed, tap the Open button to launch it.

2 Scroll through the available wallpaper and tap to open the images. When the image opens, tap the Download button at the bottom. Open WhatsApp, tap Settings followed by Chats, then Chat Wallpaper. Tap Photos and the downloaded images are available within WhatsApp.

IPHONE WALLPAPER

iPhone users have more choice when it comes to default WhatsApp wallpaper. Open the Chat Wallpaper screen again (Settings > Chats > Chat Wallpaper) and choose Wallpaper Library. Rather than requiring an extra app to download and install, the iPhone has an excellent selection of interesting backgrounds you can use in WhatsApp built-in. Simply select the image and tap it to set up the new backdrop.

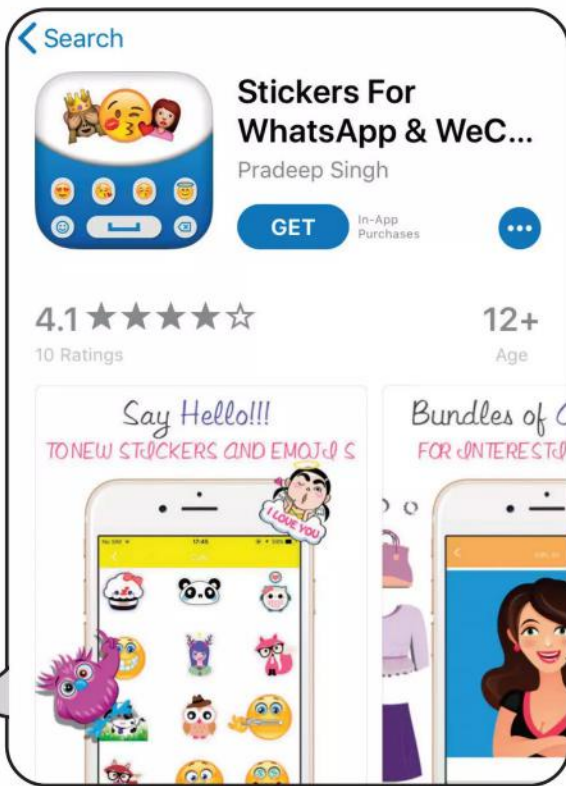




Emoticons and Emoji Stickers for WhatsApp



WhatsApp already contains dozens of built-in Emoji and Emoticons but that hasn't stopped developers from designing their own unique spin on the Emoji phenomenon. Scroll through the app stores and you can see plenty on offer; here are some of our favourites.



Stickers for WhatsApp and WeChat - This app contains loads of stickers, Emoji and Emoticons alongside the ability to create your own Emoji. There's bundles of unique fonts, styles and even accessories you can include within your chats. It's free and available from the relevant app stores.



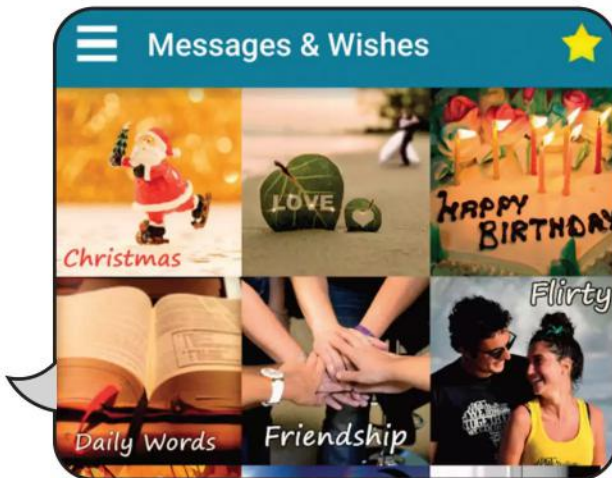
Emoji Emoticons for WhatsApp - This Android based app adds heaps of new and brilliantly designed Emoji and Emoticons to WhatsApp and other social media platforms. It's easy to use and the styles are presented in clear HD.



Emojis For SMS & Social Messaging Apps – Windows Phone users can get a huge 3,000-plus pack of Emoji and Emoticon Stickers via the Windows Store tile. This app features high quality stickers from simple smileys to famous people, TV and movies; plus it's free to download and use.



Emoji Stickers HD – Available from the Windows 10 Store and for desktop only, Emoji Stickers HD comes with over 4,000 unique smileys, Emoji and Stickers for you to include in WhatsApp as well as other social media platforms.



Messages Wishes – With hundreds of free messages and stickers, this Android app covers most celebrations and occasions. Birthdays, graduations, Valentine's Day, Christmas, thank you, sorry and sympathy, parent's days and much more. Just tap the message or sticker and share it with your WhatsApp contacts.



Movemojis GIFs Stickers – Developed for iPhone, Movemojis GIFs Stickers features an abundance of animated Stickers for WhatsApp and other messenger apps. Simply install, pick the animated GIF you want to use and share it to your WhatsApp chat message.





Advanced Hacks, Tips & Tricks for WhatsApp

You're well on your way to becoming a WhatsApp expert now, so this last section is where you can discover some of WhatsApp's best features and key elements. We dive in with shortcuts, creating a group, contact details and formatting text along with advice for staying safe when using WhatsApp.

By the end of this chapter you will have mastered WhatsApp and be ready for whatever comes next.

78 Pin Chats

79 Delete Chats

80 Mute Chats

81 Archive Chats

82 WhatsApp Desktop Options

84 Block Contact

85 Report Spam

86 Creating a Group

88 New Broadcast

90 Formatting Text

91 Quote Messages

92 How to Secure Yourself on
WhatsApp

94 New WhatsApp Updates

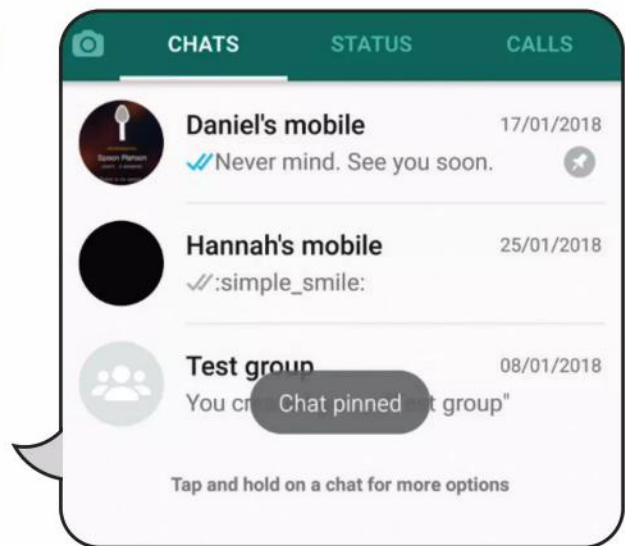
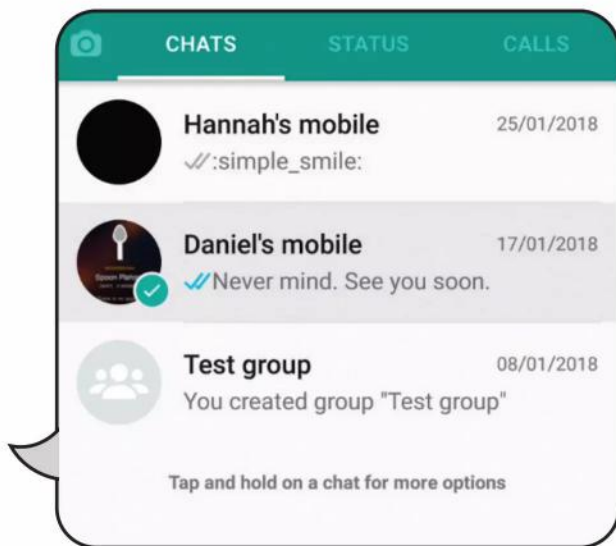
96 Text Language Glossary



Pin Chats



An interesting feature of WhatsApp is the ability to pin chats to your device's Home screen. You're able to pin up to the three specific chats, and remove them too. The process is extremely easy and helps you keep on top of chats without needing to continually enter WhatsApp itself.

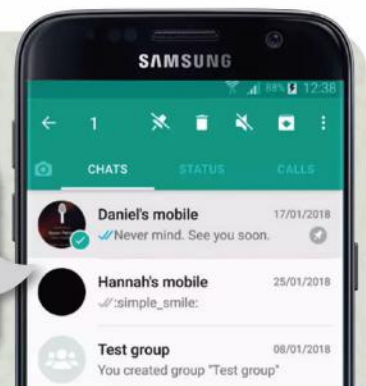


1 Pinning chats to the phone's Home screen requires entering a different set of menu options, this time presented along the top of the WhatsApp main window, where the WhatsApp title is located. First, find the chat you want to pin. Tap and hold the chat until a tick appears in the contact's profile picture.

2 Along the top of the screen you can now see several new icons. The icon representing the pin is the one that will pin the chat to the Home screen. Tap it and 'Chat Pinned' appears, along with a pin icon next to the chat. You can now find the chat on your Home screen.

REMOVING THE PINS

Removing a pinned chat is simply a reversal of the pinning a chat process. Long press the pinned chat and this time the pin icon has a line cut through it. Tap the pin icon again and the chat is unpinned and removed from the Home screen.

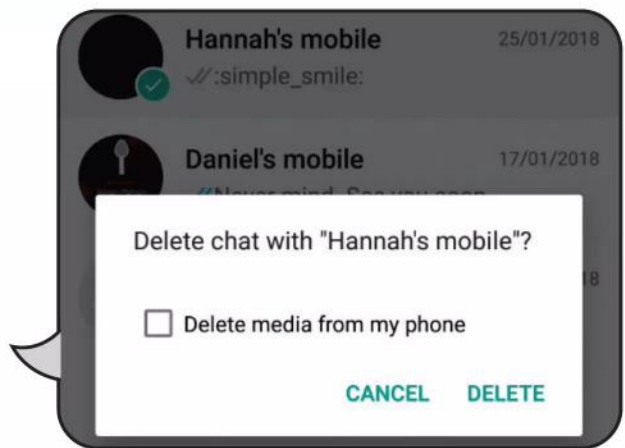
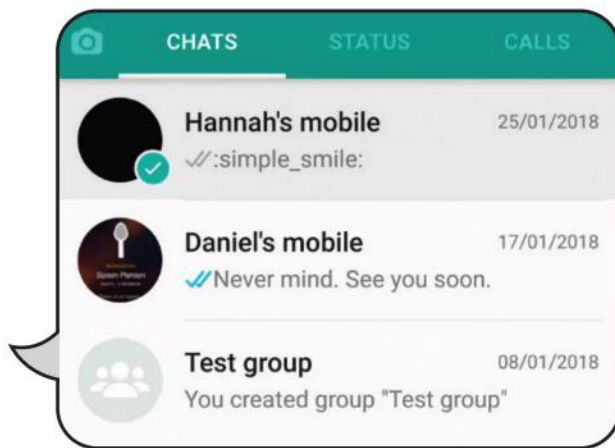




Delete Chats



The set of icons that appear along the top of the screen when you long press a chat offer quite a degree of control over your chats. In this instance, we look at deleting a chat; remember, once a chat has been deleted, you can't get it back unless you have a backup.



1 Find the chat you want to delete, tap and long press it until the tick appears next to the contact's profile picture and the icons are displayed along the top of the main WhatsApp window. When you're ready to delete the chat, press the bin icon (found next to the pin icon).

2 Thankfully WhatsApp offers you a last chance to confirm that you want to delete the chat, and you didn't long press and hit the button by accident. You can tap Delete to delete the chat but to wipe any stored media associated with the chat, tap the box 'Delete media from my phone' to tick it, then tap Delete.

RESTORING YOUR CHAT HISTORY



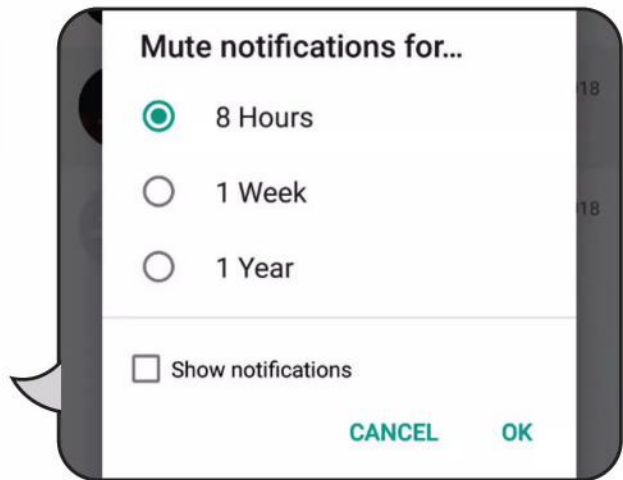
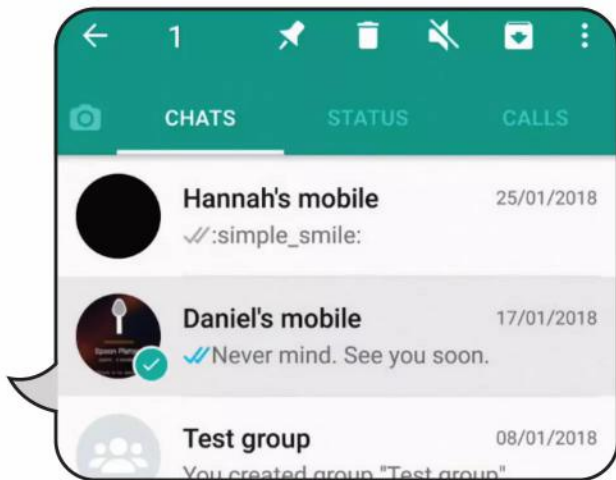
WhatsApp doesn't store any of its users' chat histories on the company servers, so as a company, it is unable to retrieve any deleted messages. However, you can use Google Drive or iCloud to back up your chat history and ultimately restore it should anything go wrong. To make a backup, go to Settings > Chats > Chat Backup, and follow the on-screen instructions.



Mute Chats

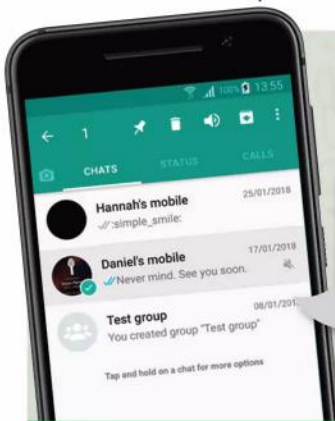


While it's great to have countless contacts sending you messages in WhatsApp every few minutes, there comes a time when you may want to silence the notifications. Naturally you could turn the notification volume down on your device but that may hinder other important messages.



1 Thankfully there is a solution without resorting to muting your entire device's notification settings. If there's one particular chat that's a little busy and you're about to go into a meeting, open WhatsApp and locate the chat. Tap and long press until the menu icons appear on the top and the contact has a tick next to their profile picture.

2 Along the menu icons is a speaker with a line through it, tap it and you are presented with an option menu. This enables you to mute any notifications from that chat for a set period: 8 hours, 1 week and 1 year. While the one year option may be a little extreme, you can at least mute a chat during working hours.



UN-MUTE CHATS

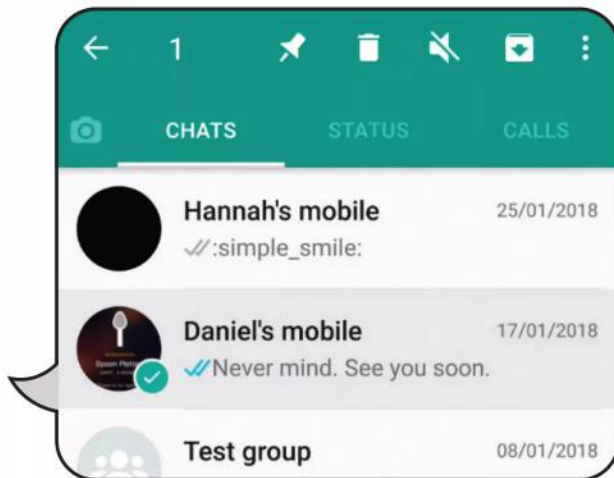
If you want to bring the conversation back alive again before the set time period has elapsed, simply reverse the process. Notice that the muted chat contact has the mute icon in their chat bar, just under the date. Tap and long press to bring the menu up and tap the speaker icon (this time without a line through it) to unmute the chat.



Archive Chats



Archiving chats is different to that of backing up a chat. The Archive Chat feature allows you to hide a conversation from your main Chats screen but gives you the option to access it later. It's a good way of organising your chats and any groups you're a part of.

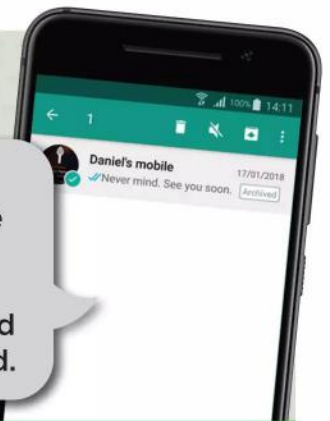


1 Open your WhatsApp Chat screen and select a chat to archive. Tap and long press to activate the top bar menu and place a tick next to the contact's profile picture. The Archive Chat icon is next to the mute icon, represented by a box with a down-pointing arrow inside.

2 Tap the Archive icon and the chat disappears from the main Chat screen. At the bottom of all your chats you can see a link for 'Archived chats (1)', with the number stating the amount of archived chats you have. This is where the chat is now held. Tap on it to access the chats hidden away from the main Chat screen.

UN-ARCHIVE CHATS

If you want to bring your archived chats back into the main Chat screen, tap on the 'Archived chats' link. From within the archived section, select the chat you want to restore to the main Chat screen, tap and long press for the top menu to appear. Tap the unarchive icon, which this time is represented with an up-facing arrow inside a box, and the chat is restored.

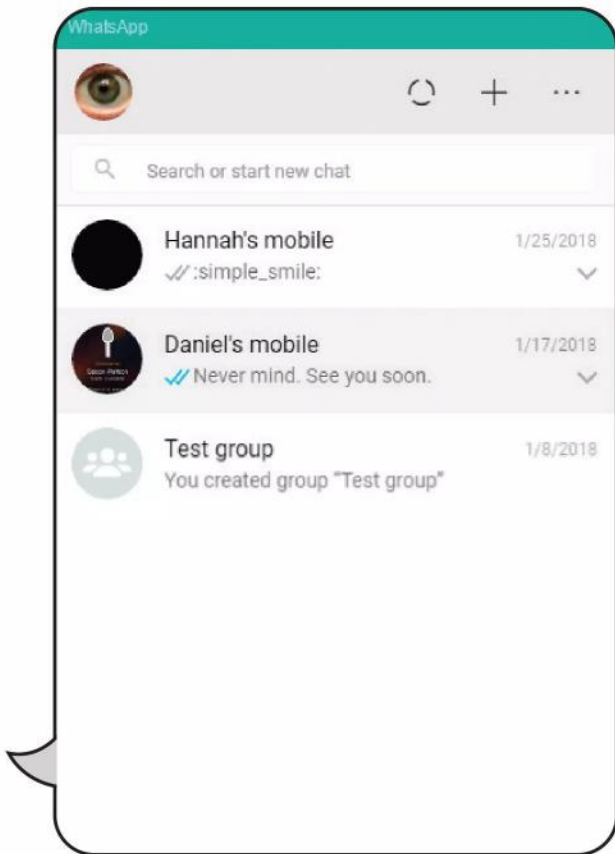




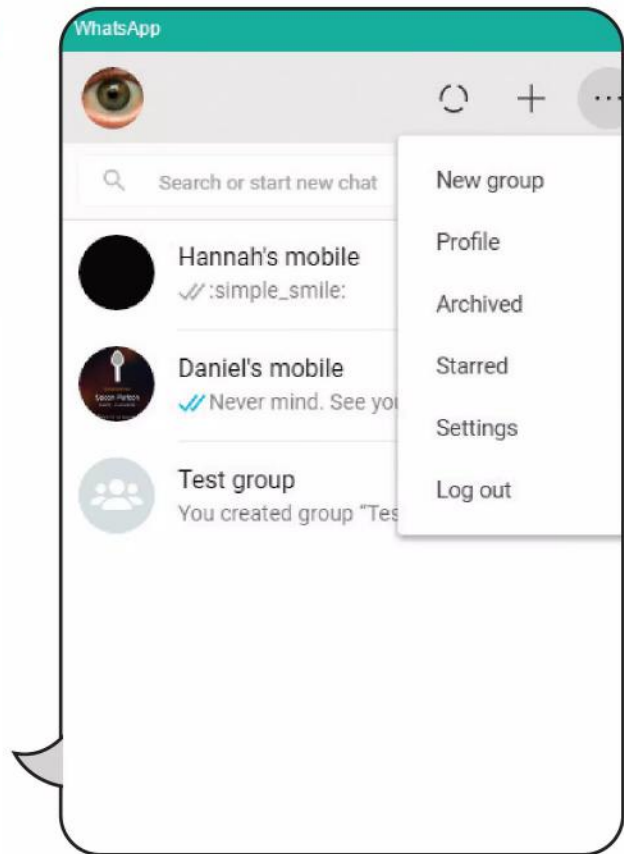
WhatsApp Desktop Options



The desktop version of WhatsApp offers a multitude of options for the user, although not as many as the main mobile version does. However, you can perform most of the usual tasks from within the comfort of your computer monitor.



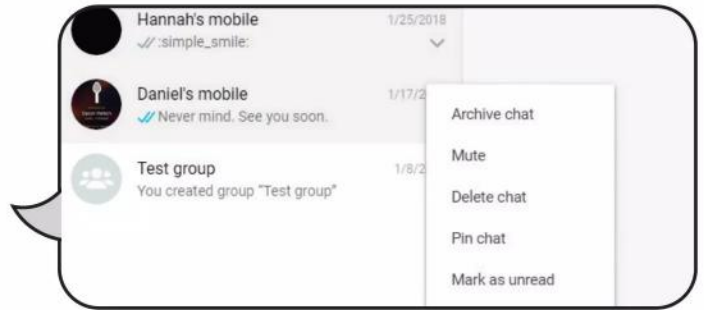
1 Open WhatsApp Desktop and if you haven't already, sign in via the QR Code that the desktop displays. Once you've paired the mobile and the desktop, you can see the default desktop start screen, displaying the current chats, groups and your profile.



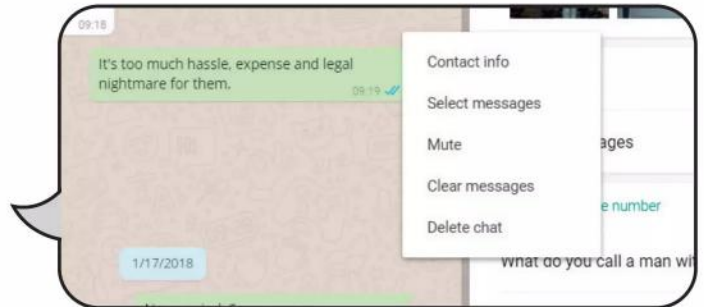
2 Clicking the three horizontal dots in the top of the left-hand pane displays the main WhatsApp options along with some extra choices that require different ways to access when using a mobile. The Archived option, for example, is accessible from here, rather than from the individual chats.



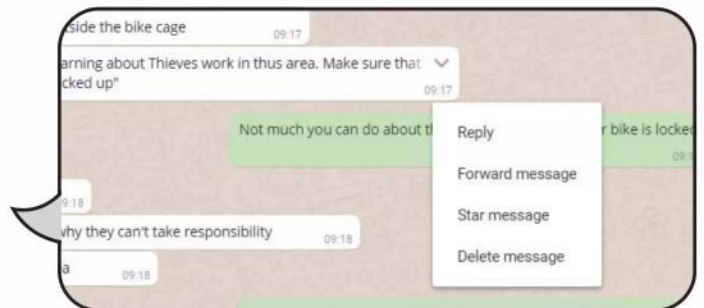
3 Each chat also has a set of options. By clicking on the down-facing arrow to the end of the chat, you can access the desktop's version of the mobile top menu icons. These allow you to Archive, Mute, Delete, Pin or Mark as unread.



4 Clicking on a chat, then right-clicking within the chat window followed by selecting the Contact Info option reveals the contact's details. From there you can also select certain messages, as well as access the usual features such as Mute, Delete and so on.



5 While still in the chat, each individual message has a down-facing arrow to its right. Clicking this brings up yet another menu where you can reply exclusively to that message, forward it to another contact, Star it (which essentially bookmarks the specific message) or delete it.



DESKTOP EMOJI

The desktop version of WhatsApp also gives you access to the app's main Emoji, Emoticon, Font and icon set, as well as animated GIFs. In a chat simply expand the smiley face to the left of the text entry box and you can choose from the available Emoji.

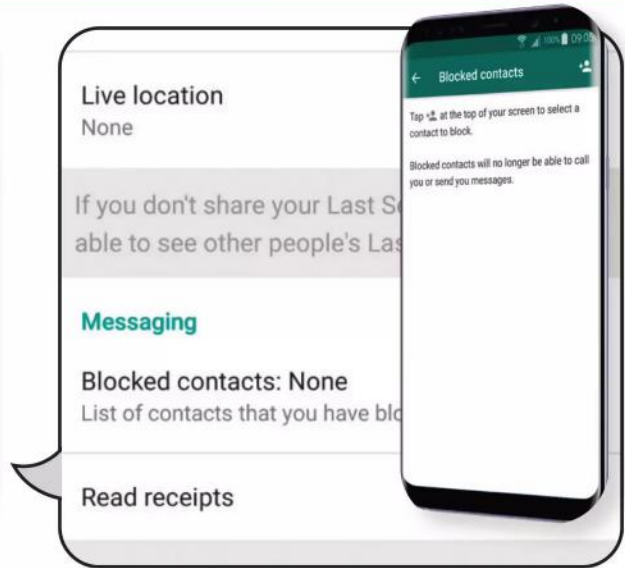




Block Contact

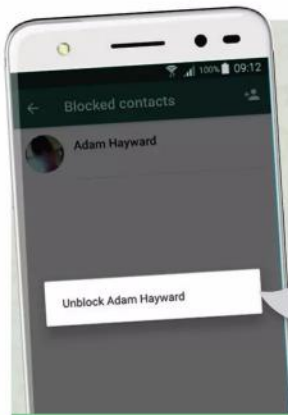


There may come a time when you need to block a contact from being able to message us. A contact that has become abusive or someone you don't know who has added you to a WhatsApp chat, needs to be silenced. Here's how to do it.



1 There are two ways in which you can block a contact, effectively stopping your from receiving messages, calls and status updates from them. First tap the contact's profile from the Chats screen, then tap the circled 'i'. Once the contact's profile is displayed, scroll to the bottom and tap Block.

2 The second method requires you to go to Settings > Account > Privacy > Blocked Contacts (under the Messaging section). Tap to enter Blocked Contacts, then tap the person icon with the plus sign to add contacts to the Blocked Contacts list.



UNBLOCKING CONTACTS

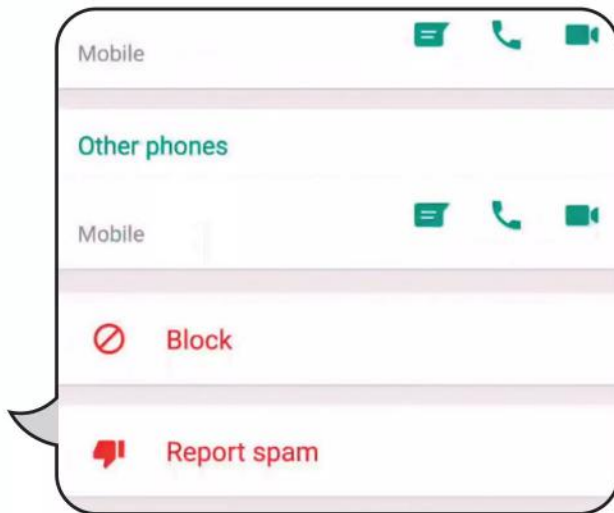
Unblocking a contact can be done via the Settings > Account > Privacy > Blocked Contacts screen. Select the contact you want to unblock by tapping and holding on their name, then Tap the Unblock 'contact name' option that appears. The contact is now unblocked and you can receive messages, calls and status updates from them.



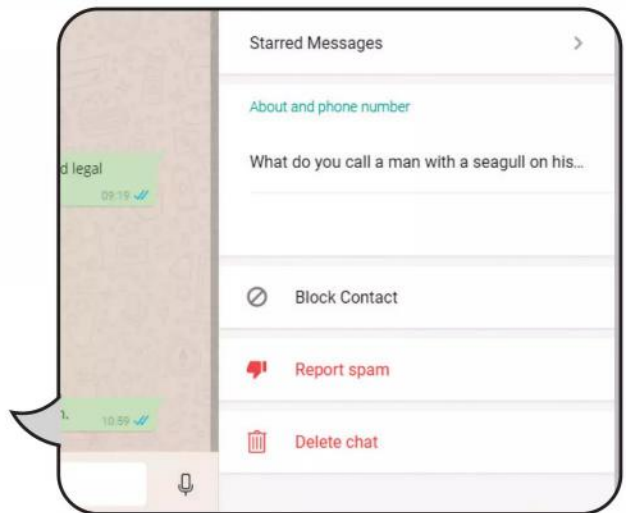
Report Spam



Spamming is sadly a daily occurrence in the digital world. Some spammers are simply cycling through numbers in the attempt to get hold of someone, usually with the aim of selling or hacking. Others though specifically target someone once they get hold of their number.



1 Reporting a contact as Spam automatically blocks them as well. To report spam, tap the contact's profile followed by the circled 'i'. Scroll to the bottom of the screen and tap Report Spam. The WhatsApp team review the report and take any necessary actions, such as banning the number.



2 Alternatively, if you're using the WhatsApp desktop client then open the contact's information page by right-clicking on a chat and choosing Contact Info. When the contact's info pane is open, scroll to the bottom and click on the Report Spam link.

SPAM AND HOAXES



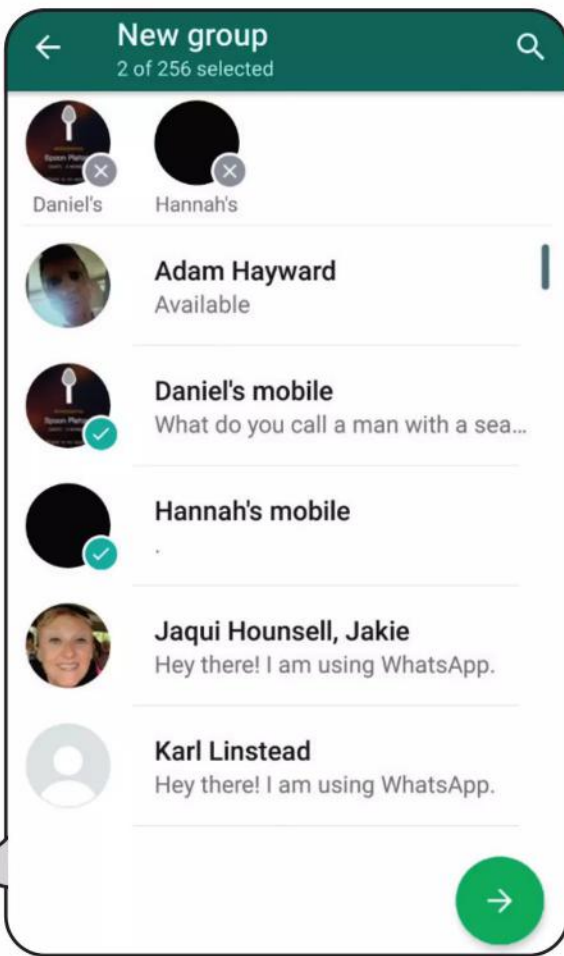
The Internet is full of spam and hoaxes and WhatsApp is no exception. While the company does an excellent job of blocking most cases of spam, inevitably some do get through. Spam and hoax messages spread false information and are generally designed to deceive you and coax you into acting a certain way. If a message looks suspicious then don't tap on it, share it or forward it. Report it immediately.



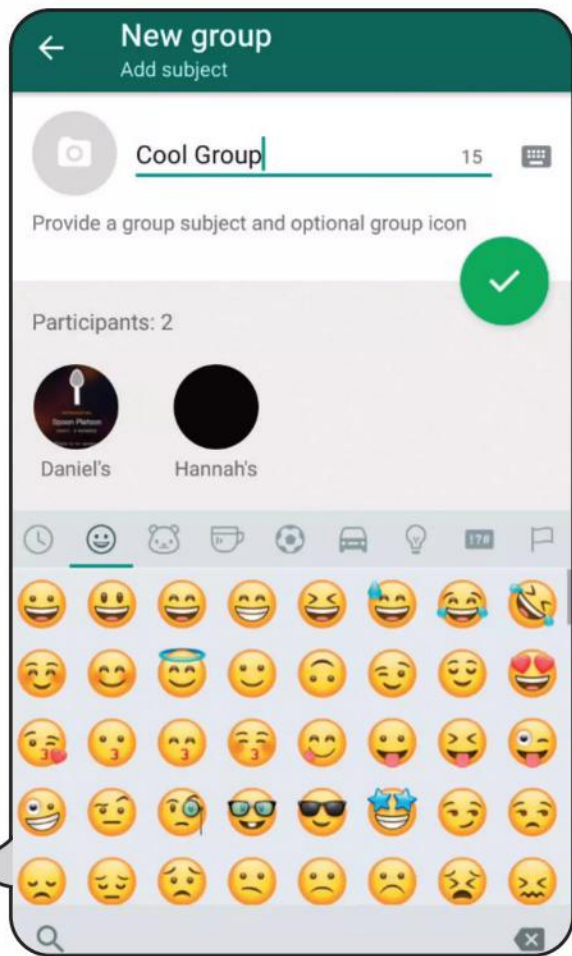
Creating a Group



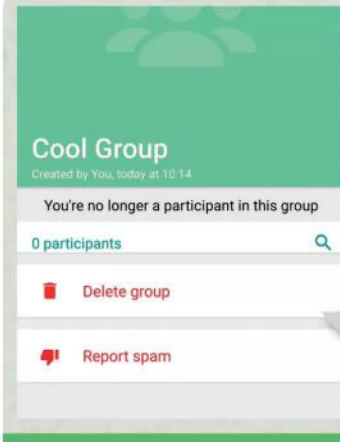
Groups are a great way for multiple WhatsApp contacts to stay in touch, help each other out, arrange a day or night out or just have a laugh between friends when you can't all be together at the same time. Here's how to create one.



1 Open WhatsApp and from the three vertical dots choose the first option, New Group. A new window opens asking you to select members or participants to be added to the Group. Tap each contact to add and they appear as members at the top of the screen. Tapping the 'X' next to their profile removes them.

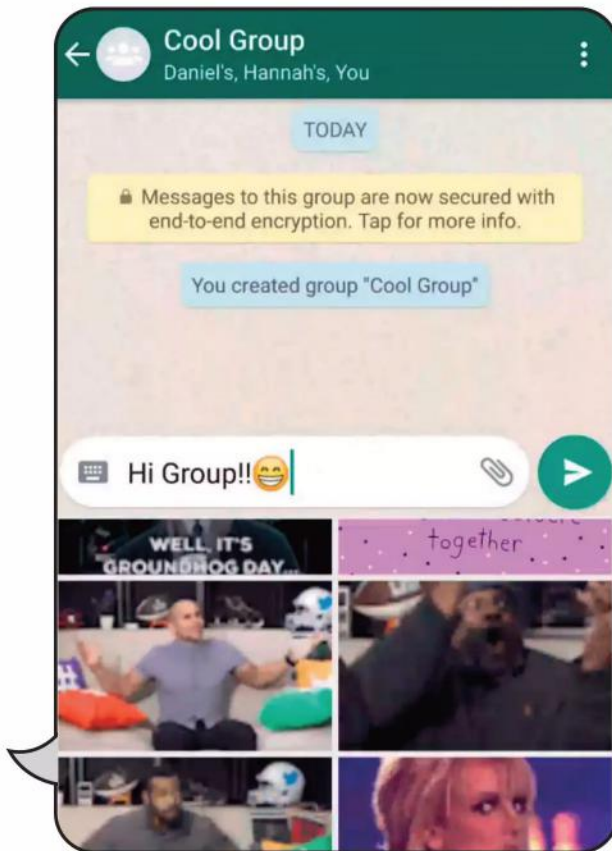


2 When you've picked the members, tap the green arrow at the bottom of the screen. The next screen requires you to name the Group, enter a name up to 25 characters long and tap the smiley face to add any Emoji to the name.

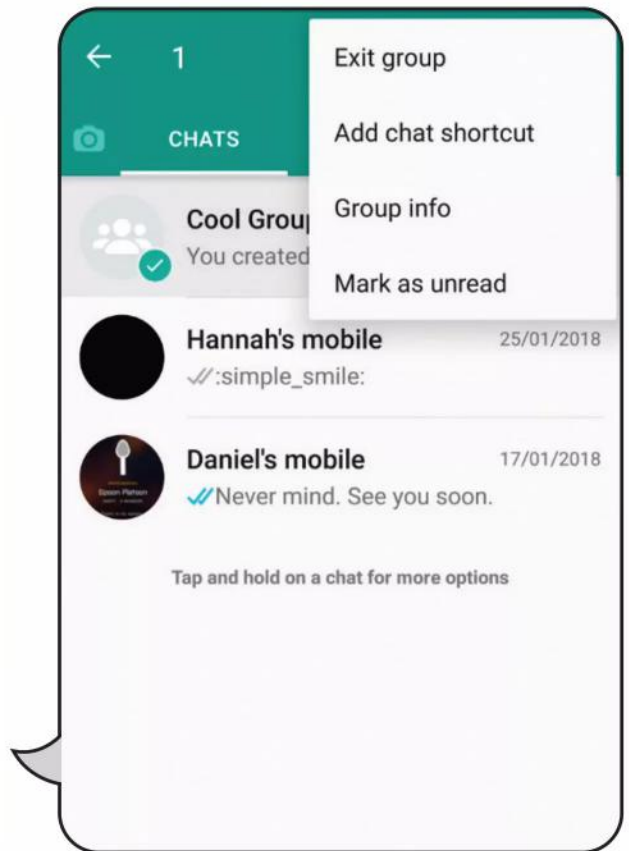


REMOVE MEMBERS AND DELETE GROUP

You can remove any members of a group you've created by selecting the Group Info, then tapping and holding each user and selecting Remove from the menu. To delete a group, first remove each member one at a time, then tap Exit Group for yourself followed by Exit. You can then tap Delete Group.



3 Tap the green tick when you're ready and the Group is created with the selected members included. Any messages you enter are seen by the group members and likewise any messages they enter are seen by you and everyone else in the group. Just as with a normal WhatsApp chat, you can enter Emoji, GIFs and attachments.



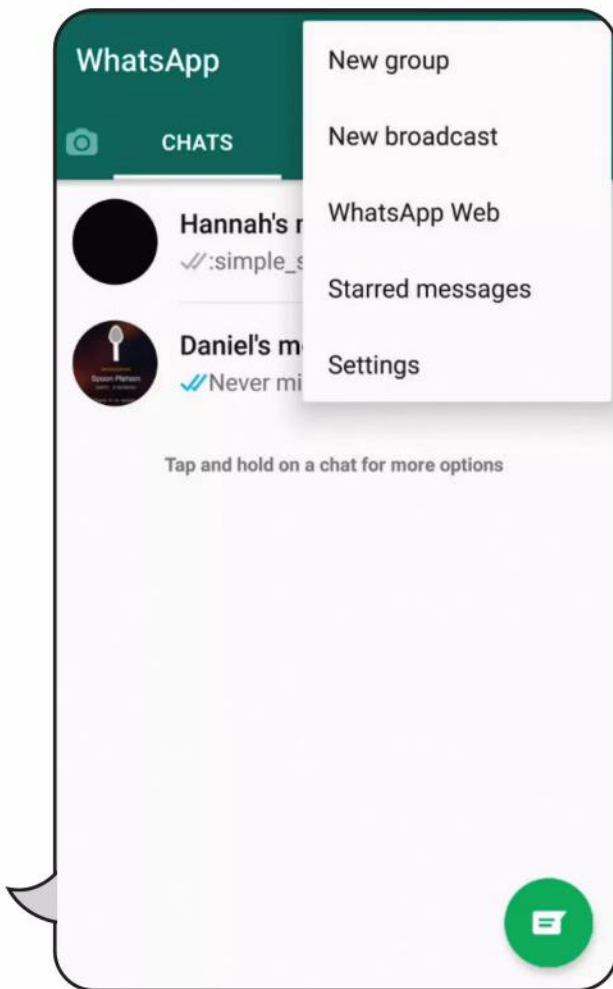
4 The new Group appears in your Chats screen for mobile, as well as on the desktop client. For Group information, tap and hold the Group on the Chats screen, followed by the three vertical dots and Group Info from the menu.



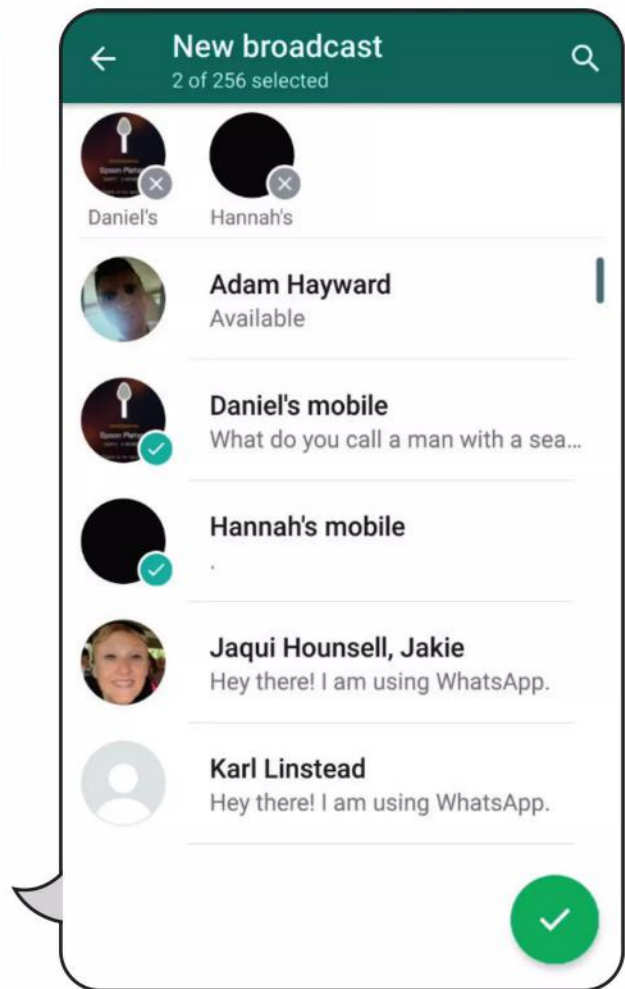
New Broadcast



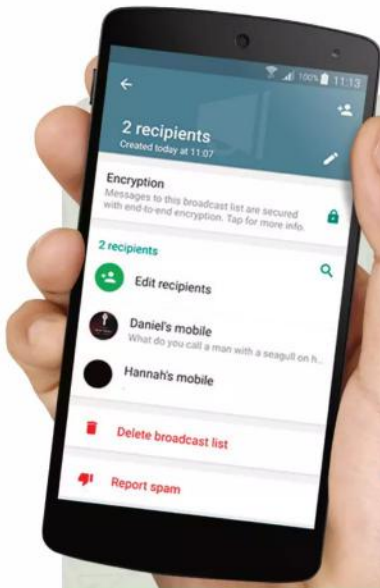
The Broadcast feature in WhatsApp is very similar to that of a Group. However, a Broadcast differs in that each recipient in the Broadcast List is not able to see other contacts' replies. You're broadcasting out but they reply individually.



1 You can set up Broadcast Lists to message contacts you regularly want to send messages to, without wanting to add them to a Group. Start by tapping the three vertical dots, then choose New Broadcast from the menu.

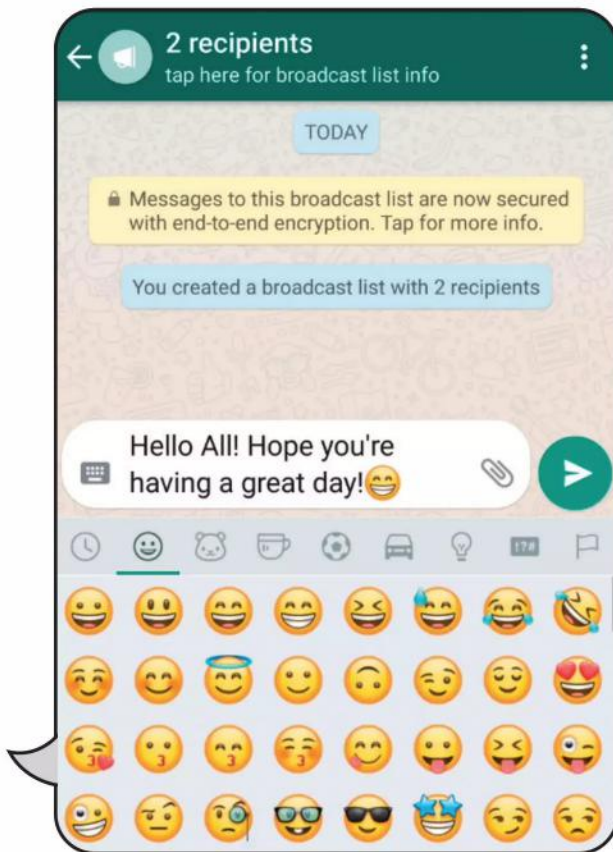


2 Like when creating a Group, you need to select the recipients to whom you want to broadcast your messages. Tap each contact you want to include in the list and they are added to the top of the screen. Tap the 'X' next to their profile image to remove them from the list.

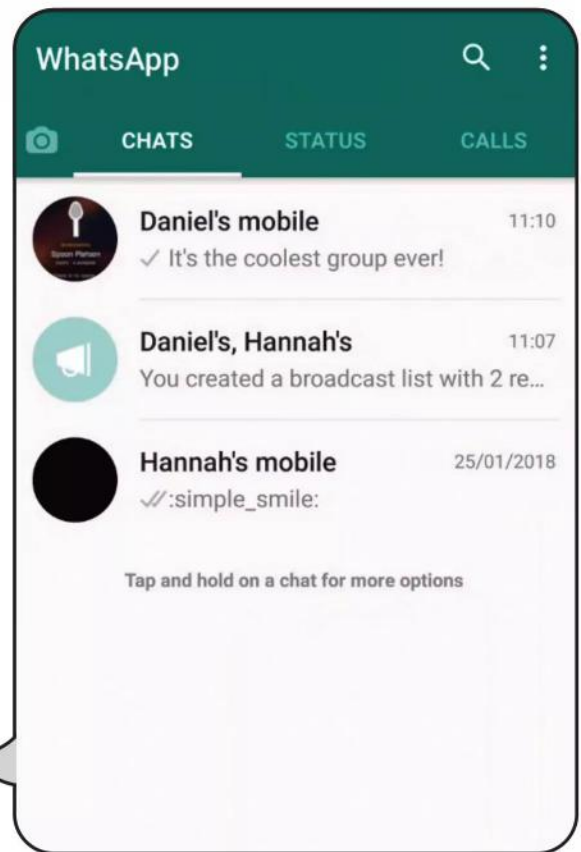


ADDING CONTACTS OR DELETING LISTS

You can easily add more contacts to your Broadcast List and even delete the list by tapping and holding on the Broadcast List until a tick appears, tapping the three vertical dots in the corner and selecting Broadcast List Info from the menu. The info screen allows you to add and remove recipients or contacts, as well as delete the list or report a list as spam.



3 Tap the green tick in the corner to finish the process and you are taken to a chat screen; as with normal and Group chats, you can enter your message and include any Emoji, animated GIFs or attachments. Tap the green right-facing arrow to send your message to the chosen contacts.



4 When you tap back to the main Chats screen the new Broadcast list is added to the available messages and Groups you already have. Whenever you want to send another Broadcast to the same contacts, tap the list and enter your message.



Formatting Text



To add a little extra to your messages, WhatsApp introduced ways in which you can format your text. You can change the formatting of entire sentences or just snippets of text to italic, bold, strikethrough or as a Monospaced font.



2 For Bold text, put an asterisk on either side of the text. Again, you can select sections of text you've already written or enter new text. For example: ***Text*** and tap the Send button.



1 Enter a chat and either select text you've already written or with new text, enter: **Text**. This displays the text as Italics.

3 Strikethrough and Monospace Font text styles can be achieved by placing a tilde on both sides of the text: **~~Strikethrough text~~** and for Monospace Font, use three backticks either side: **`Monospace Font text`**.



ALTERNATIVE FORMATTING

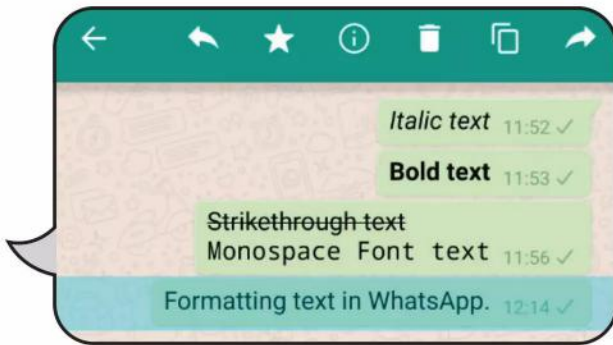
Alternatively, instead of adding extras before and after the text, simply highlight the text, tap the three vertical dots that appear with the text and scroll down to choose Bold, Italic, Strikethrough or Monospace.



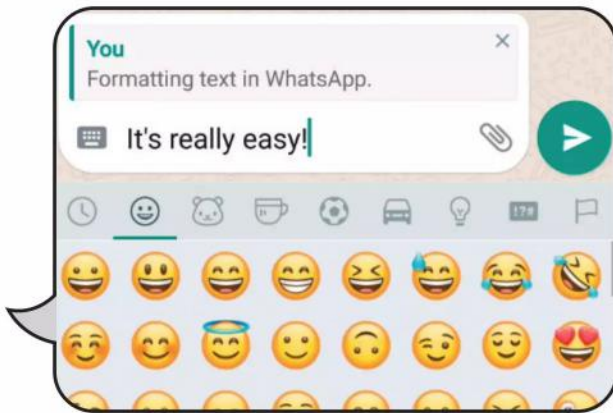
Quote Messages



Quoting text is an important part of messaging, so it's natural that WhatsApp has enabled the feature by default. If you need to quote something a contact has said in a chat, then here's how to do it.



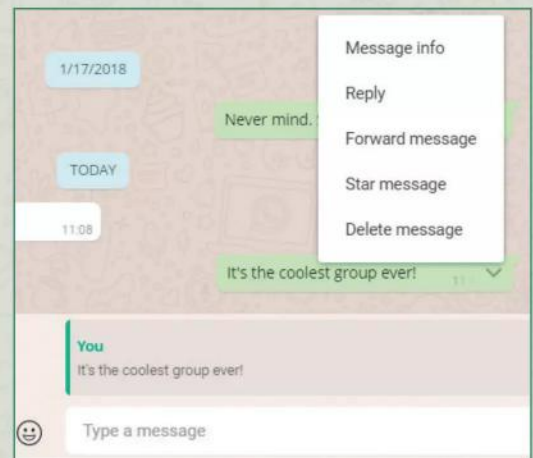
1 To quote text, first open a message and locate what it is you want to quote. Tap and press the text to highlight it and call up a set of icons at the top of the screen.



2 Tap the first icon on the left, the curved arrow pointing to the left, and the highlighted text is displayed within a box with a section at the bottom for you to enter your text. You can also include Emoji, animated GIFs and attachments with the quote. When you're ready, tap the Send button to quote the text.

QUOTING WITH THE DESKTOP VERSION

If you want to quote some text via the desktop version of WhatsApp the process is a little different. First open the chat and find the line of text you want to quote. Hover the mouse pointer over the text and a down-pointing arrow appears to the right of the text bar. Click the arrow, followed by Reply. You can now reply in the same way as the mobile version.

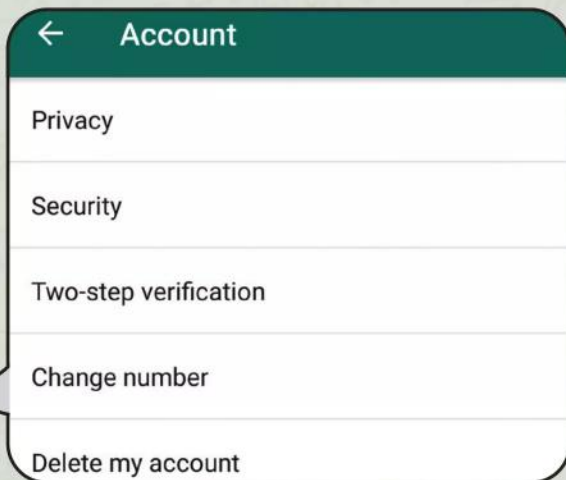





How to Secure Yourself on WhatsApp

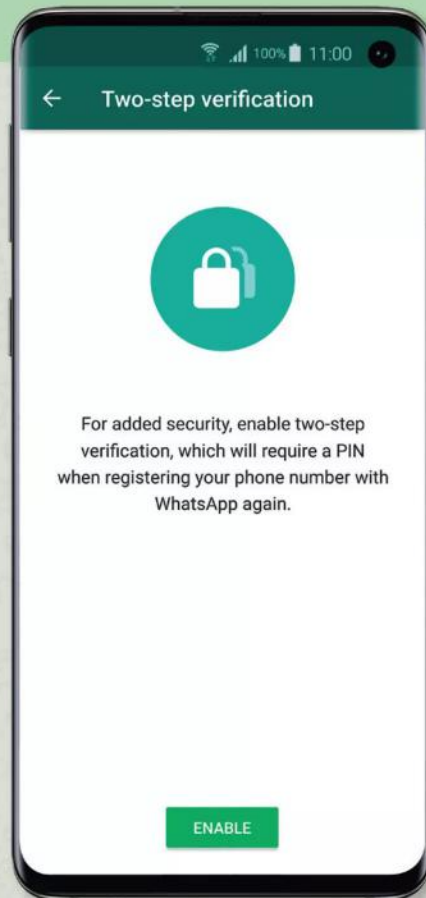



With over a billion users worldwide, accounts of terrorists using WhatsApp, along with hackers, scammers and all manner of nefarious individuals and groups are always in the popular media. Here are ten tips to help make WhatsApp a safer social media platform.

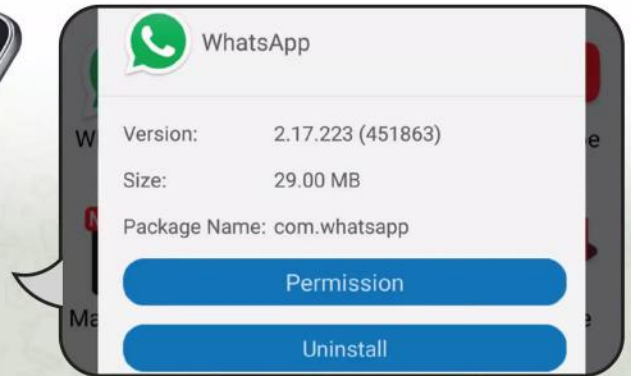


 **1** Protecting your WhatsApp account can be done mainly through the Settings > Account > Privacy option. In here you're able to secure your personal details, profile, status, messaging and visibility of your account.

 **2** Thankfully, WhatsApp already encrypts and secures messages sent from one device to another. This means that your data can't be intercepted and read. However, you can opt to view security notifications if a contact's security setting has been altered. This is in the Settings > Account > Security menu. chats.



 **3** For added security you can opt for two-step authentication, which requires a PIN when registering your phone number with WhatsApp. This is an absolute must for those who use the app regularly.



4 Beyond WhatsApp itself, make sure that your phone or tablet is securely locked with an access PIN, pattern, facial or finger print recognition system. This way, should you lose your phone, its locked against anyone who tries to access it and WhatsApp.

5 Generally you're not able to add users to your chat list if you don't already have them in your contacts list. However, clever phishing scams can have a victim add a contact, who can then message them using WhatsApp. Just as with all social media platforms, be wary of phishing attacks.

6 You can block users via the WhatsApp Web feature. Log into WhatsApp Web and click on the three horizontal dots by your profile picture. Then click Settings and from there click the Blocked option. You can select contacts to block from WhatsApp.

7 You can block all images from appearing on your photostream within WhatsApp. iOS users can look to their Settings then Privacy > Photos and deselect WhatsApp from the list of allowed apps. Android users need to create a file called .nomedia within the WhatsApp images folder to stop the app from listing pictures.

8 If you don't want WhatsApp contacts to see where you've been, you need to disable the Last Seen option within the Privacy settings. This prevents other users from 'seeing' your movements. Should a malicious contact be added, then they will never know where you are or have been.

9 Be wary of scams where you're be contacted through other social media accounts informing you that your WhatsApp account has been compromised. These often request you to add a so-called legitimate contact, who in reality isn't, or visit a webpage that's riddled with malware.

10 If you use WhatsApp Web it's always best to ensure that you've logged out of it correctly before leaving your computer. The last thing you need is for someone to come over to your computer and view any conversations between contacts.



Text Language Glossary



RU SITD or gr8 @ texting? If you don't know what any of that means, then here's a handy glossary to help you decipher some of the more popularly used text language and what the abbreviations and Net lingo mean.

2moro

Tomorrow

2nte

Tonight

AEAP

As Early as Possible

ALAP

As Late as Possible

ASAP

As Soon as Possible

ASL

Age / Sex / Location?

B3

Blah, Blah, Blah

B4YKI

Before You Know it

BFF

Best Friends, Forever

BM&Y

Between Me and You

BRB

Be right Back

BRT

Be right There

BTAM

Be that as it May

C-P

Sleepy

CTN

Cannot talk now

CUS

See You Soon

CWOT

Complete Waste of Time

CYT

See You Tomorrow

E123

Easy as 1, 2, 3

EM?

Excuse Me?

EOD

End of Day

F2F

Face to Face

FC

Fingers Crossed

FOAF

Friend of a Friend

GR8

Great

HAK

Hugs and Kisses

IDC

I Don't Care

IDK

I Don't Know

ILU / ILY

I Love You

IMU

I Miss You

IRL

In Real Life

J/K

Just Kidding

JC

Just Checking

JTLYK

Just to Let You Know

KFY

Kiss for You

KMN

Kill Me Now

KPC

Keeping Parents Clueless

L8R

Later

LOL

Laugh Out Loud

MoF

Male or Female

MTFBWY

May the Force be with You

MYOB

Mind Your Own Business

N-A-Y-L

In a While

NAZ

Name, Address, ZIP

NC

No Comment

NIMBY

Not in my Backyard

NM

Never Mind / Nothing Much



NP No Problem	PAW Parents are Watching	SMIM Send Me an Instant Message
NSFW Not Safe for Work	PIR Parent in Room	SO Significant Other
NTIM Not that it Matters	POS Parent over Shoulder	TMI Too Much Information
NVM Never Mind	PROP(S) Proper Respect / Proper Recognition	UR Your/You Are
OATUS On a totally Unrelated Subject	QT Cutie	W8 Wait
OIC Oh, I See	RN Right Now	WB Welcome Back
OMW On My Way	RU Are You	WYCM Will You Call Me?
OTL Out to Lunch	SEP Someone else's Problem	WYWH Wish You Were Here
OTP On the Phone	SITD Still in the Dark	XOXOXOX Hugs, Kisses, ...
P911 Parent Alert	SLAP Sounds like a Plan	YMMD You made my Day

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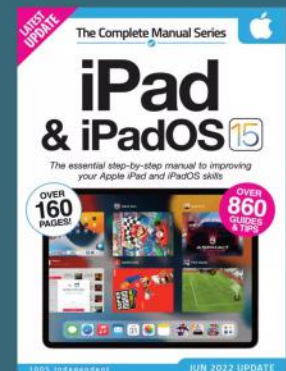
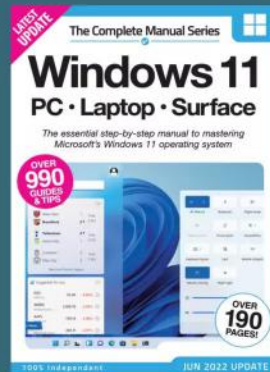
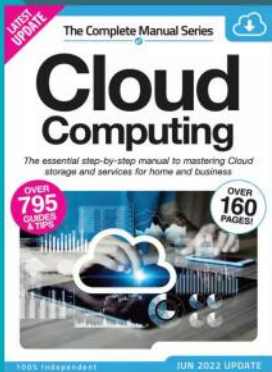
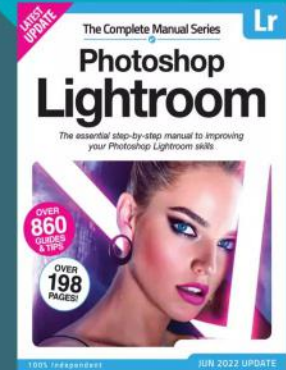
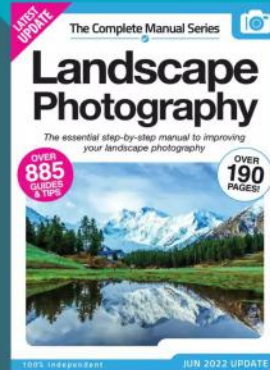
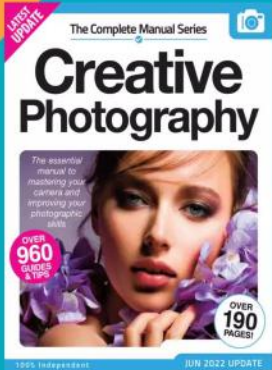
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