

Getting to Know Your Android Device

For Beginners



Digital Skills
Sessions, by:



Newcastle Libraries

In this guide you will learn about:

- What 'Android' is?
- Different types of Android devices.

You will also learn how to:

- Switch your device on/off.
- Navigate your device.
- Secure your device – set a password.
- Change the sounds and background pictures on your device.
- Customise your icons and home screen.
- Link your device to your e-mail account.
- Link your device to a Wifi connection.
- Access the Internet
- Download apps and music
- Organise and uninstall apps
- Take and view photographs and video
- Link your device to social media accounts
- Back up your files and images.
- Preserve battery life.

What is Android?

Android is an operating system created by Google. It is open to any manufacturer who wants to use it and, like Apple (who make the iPad), it offers its own vast app store. For a company to be allowed to access the app store (called **Google Play**) a device must be certified by Google. If you are thinking about buying an Android tablet (or mobile phone), this is the number-one thing to look for. The ability to download apps is what gives any Android device its flexibility and usefulness.

Because the Android App store belongs to Google, you need a Google email (Gmail) account to access it. A separate guide to setting up a 'Gmail' account is available from Newcastle Libraries.

Android has all of the things the Apple operating system has, plus a 'Back' button and better multitasking. Most Android tablets have two cameras, a microSD card slot, and some form of USB connection which means you can link it to other devices.

Different Types of Android Devices

Competition among Android tablet makers is tough, and that means that there are many choices in terms of size, features, ports, and price on the market, all of which will look and operate slightly different to each other. Some popular makes include:

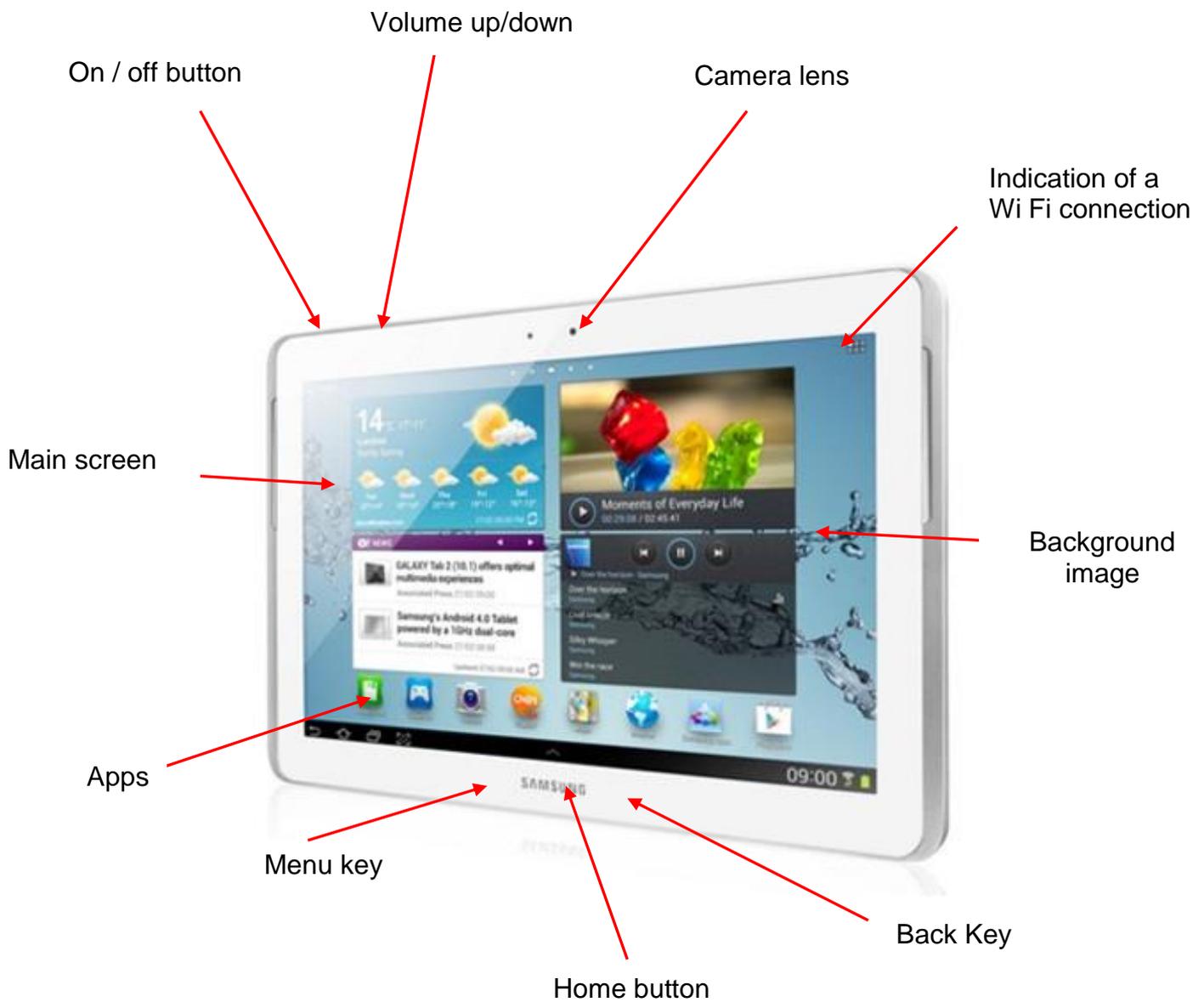
- Acer (beTouch/Liquid)
- Amazon (Kindle Fire)
- Asus (PadFone)
- HTC (various models)
- LG (Optimus and others)
- Motorola (various models)
- Panasonic (Eluga)
- Samsung (Galaxy and others)
- Sony (Xperia)

Android is also the operating system used by many **smartphones** (mobile phones which are able to perform most of the functions of a computer, typically having a relatively large screen and an operating system capable of running applications). A separate beginners' guide to Smartphones is available from Newcastle Libraries.

Please note: This guide and the images used in it are based on a Samsung Galaxy tablet. The look and location of the features described may differ on other devices.

(Based on information from www.computershopper.com – Accessed 01/08/2014)

A Samsung Galaxy Tablet



1. How to switch your device on and off:

The on/off button on a Galaxy Samsung tablet is located on the top left hand side of the device (see diagram, p4). To turn the device 'on' hold the button down until the logo appears on the screen. This can take a few seconds.

Once the home screen appears you will need to swipe the screen (left to right) to unlock the device. You will then be asked for your password (if one has been set).

Once you have finished using the device, it can be left on by pressing the on/off button at the top once. The device will lock and go into standby until you need to use it again. To start again press the top button once, swipe the screen and input your code/password again.

To switch the device off completely:

- Hold the on/off button down for a few seconds.
- An options box will appear on the screen.
- Select 'Power off' to shut down the device.

2. Navigation

Your tablet's touchscreen lets you control it through a variety of touch gestures. These are the common functions to use when navigating your device.

- **Touch:** When you want to type using the on-screen keyboard, select items on-screen such as application and settings icons, or press on-screen buttons, simply touch or 'tap' them lightly with your finger.
- **Touch and hold:** To open the available options for an item (for example, a contact or link in a Web page), touch and hold the item.
- **Swipe or slide:** To swipe or slide means to quickly drag your finger vertically or horizontally across the screen. This is useful if you have several pages of Apps, if you wish to scan through photographs or if you need to move content around. The action is similar to turning a page in a book.
- **Drag:** To drag, touch and hold your finger with some pressure before you start to move your finger. While dragging, do not release your finger until you have reached the target position.
- **Flick:** Flicking the screen is similar to swiping, except that you need to swipe your finger in light, quick strokes. This finger gesture is always in a vertical direction, such as when flicking the contacts or message list.
- **Rotate:** For most screens, you can automatically change the screen orientation from portrait to landscape by turning the tablet sideways. When entering text, you can turn the tablet sideways to bring up a bigger keyboard

(this feature needs to be enabled in your settings for the screen orientation to change automatically)

- **Pinch and Spread:** "Pinch" the screen using your thumb and forefinger to zoom out or "spread" the screen to zoom in when viewing a picture or a Web page. (Move fingers inward to zoom out and outward to zoom in). You can also use a finger from each hand, starting with them touching at the point on the screen you wish to enlarge, then moving them apart.

Tip 1: 'Rotate' function can be changed by going to settings, (the icon of a cog), then Accessibility, and ticking the box beside Auto-rotate screen.

Tip 2: Pinching any Home screen will let you see thumbnails of all seven Home screens. Touch a thumbnail to go straight to another Home screen.



1. Touch



2. Touch and hold



3. Swipe or slide



4. Drag



5. Rotate



6. Pinch and spread

(Images and text taken from:

<http://eguides.sprint.com/support/eguides/samsunggalaxytab3/index.html> - Accessed 01/08/14)

3. Securing your device – setting a password:

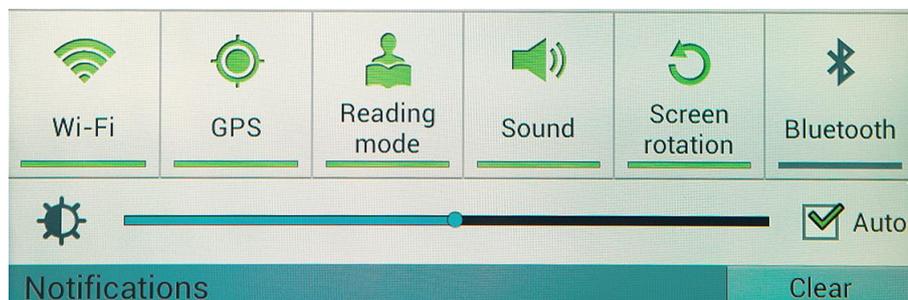
Setting up a password will help protect any personal information stored on your device. This function is accessed through the **Settings App**.

- Open the **Settings App** with a single tap to view the options
- Scroll down the menu on the left hand side until you reach the **'Lock screen'** option.
- Touch **'Screen lock'** option.
- There are various ways of keeping your device secure, either by PIN number, face recognition, selecting a pattern or a password.
- To select a PIN number, touch 'PIN', enter your number, press **continue** and **enter** the same number again then tap **'done'**.

It is very important to remember this code as you will need it to release your screen when turning it on for the first time and to release it from standby mode

4. Sounds and wallpaper:

Just like with a mobile phone, you can set your device to use sound alerts, or to be on 'silent' or 'vibrate'. To do this, swipe down from the very top of the home screen until the 'Notification Panel' or 'Quick Settings' bar appears:



Keep tapping the 'sound button' until you have the desired function, either sound, vibrate or mute. You can also access this function via the 'settings' app.

You can also personalise your device by changing the notification sounds for emails, messages etc. To do this, touch the **Settings** icon on the home screen:



Select **Sound** from the left hand menu. From here you can control various aspects of the sound on your device, including the volume, keypad tones, ringtones and notifications.

To change the background image which appears on the home and/or local page of your device, touch the **Settings** icon on the home screen, touch **Display** on the left hand menu and then **Wallpaper** on the right. From here you can also personalise other display features such as the notification panel and screen brightness.

5. Customise your icons and home screen:

Your Home Screen

The home screen is the starting point for your tablet's applications, functions, and menus. You can customise it by adding application icons, shortcuts, folders, widgets, and more. Your home screen extends beyond the initial screen that you see when you log into the device. Swipe the screen left or right to display additional screens.

Tip: If you keep swiping in one direction you will get back to the main Home screen.

Creating Shortcuts: adding, moving and removing items from the home screen.

Adding Items from the Applications Menu

- Press and then touch Apps.
- Touch and hold an application icon, and then drag it to a Home screen (these will appear in miniature towards the bottom of the screen – hold the icon over each one in turn to see what is already on that screen).
- Release the screen to 'drop' the icon and lock the new shortcut into its new position on the Home screen.

Adding items from the Home Screen

- Press to display the Home screen.
- Touch and hold an empty area of the Home screen, and then choose Apps and widgets.
- Touch and hold the application icon, and then drag it to a Home screen. Release the icon to lock it on the screen.

Removing a Shortcut

- Press to display the Home screen.
- Touch and hold the desired shortcut, and then drag it to the Remove (Rubbish bin) icon on the top right and release it. As you place the shortcut into the Trash, both items turn red.

Note: This action does not delete the application; it simply removes the shortcut from the Home screen.

6. How to link your device to your email account:

Email allows you to send and receive email using various email services. You can also receive text message alerts when you receive an important email. To add an email account to your device:

- Press and touch the 'Apps'  then Email  icons.
– or –
- Press and touch Menu > Settings > Add account > Email.
- Enter your email address in the Email address (account@example.com) field.
- Enter your password in the Password field. To see your password as you enter it, touch Show password.
- If necessary, touch Send email from this account by default to set this account as your default email.
- Touch 'Done' on keyboard to start automatic email setup. If you need to configure custom settings, touch Manual setup and then enter your settings. These may include mail type, user name, password, server, security type, etc.
- Follow the on-screen prompts to configure options for the account.

Once this has been done you can view your emails from the home screen (if you have a shortcut set up) and via the '**Email**' icon.

7. How to link your device to Wi-Fi:

Wi-Fi provides wireless Internet access over distances of up to 300 feet. To use your tablet's Wi-Fi features, you need access to a wireless access point or 'hotspot'.

To turn Wi-Fi on and connect to a Wi-Fi network:



- Touch the Settings icon.
- Wi-Fi is the top item on the left hand menu.
- Swipe the green button left to turn Wi-Fi off, right to turn it on.
- On the right you will see a list of available networks.
- If there is a padlock sign next to the signal, access to that network requires a password.

You can also manually add a Wi-Fi network by using the 'Add Wi-Fi Network' option at the bottom of the right hand menu. When the device is connected, the Wi-Fi symbol will be displayed at the very top left of the screen.

8. How to access the Internet:

Your tablet's Web browser gives you full access to both mobile and traditional websites on the go. To access the Internet:

- Press  and touch the 'Apps'  then Internet  icons.
- As long as you have an Internet connection, the browser homepage will open.
- Enter a web link or key word to start searching the Internet.

On the top left there are 'forward' and 'back' arrows which allow you to scroll through your search history. On the top right are the search and bookmarking options:



Search by typing into the browser bar. Tap this once to reveal the microphone icon (below).



Microphone option allows you to speak your search term into the device instead of typing it.



This Bookmark option allows you to 'bookmark' your favourite web pages so you can find them again easily.

The '+' button on the top left allows you to open an additional search page.

As on a standard PC, all links are blue and require one tap to open them. You can pinch the screen to enlarge text and move the screen around with your finger.

9. Downloading apps and music:

To download music and apps onto your device you will need to register with Google Play using a Gmail address. Some apps are free and others need to be purchased. If you want to download songs/apps with a cost attached you will need to set up a **Google Wallet Account** and connect a payment method such as a debit/credit card.

Google Play Store

The Google Play Store (Android's version of Apple's App Store) is where to find and download new Android apps, games, movies, music, and books for your tablet.

To download an App:

- Touch 'Google Play Store' to open.
- Browse through the categories or search the store until you find what you want.
- Touch the name of the App.
- Follow the prompts to download and install the app.

When you have downloaded an App the icon will appear on the 'App' pages of your device. To access these, press , touch 'Apps' and scroll through the pages.

Google Play Music

Google Play Music lets you browse, shop, and play back songs purchased from the Google Play Store app, as well as songs you have loaded from your own music library. The music you choose is automatically stored in your Google Music library and instantly ready to play or download.

- Press and touch Apps > Play Music
- or –
- Press and touch 'Apps' > Google > Play Music.



Note: Depending on your device's software, the Play Music app may be found on the Apps screen, or in a Google folder on the Apps screen.

Music Player

The Music Player is another application that can play music files. Launching the Music Player allows you to navigate through your music library, play songs, and create playlists (music files bigger than 300 KB are displayed).



- Press and touch Apps > Music Player.
- Touch a library category on the left side of the screen (Songs, Playlists, Albums, Artists, Genres, Folders, Composers, Years, or Music Square) to view the available music files.
- Scroll through the list of songs and touch an entry to begin playback.

10. How to organise and uninstall apps:

You can organise your apps by creating shortcuts and allocating them to specific pages (see section 5). For instance you may want to organise your apps by user (you, children), or by purpose (work, leisure etc.) so that you can find them easily.

To **delete a shortcut** see section 5.

To **completely uninstall an app** you no longer want:

- Press and touch > Settings > Application manager > Downloaded.
- Touch the app you want to uninstall, and then touch Uninstall.
- Follow the prompts to complete the uninstall.

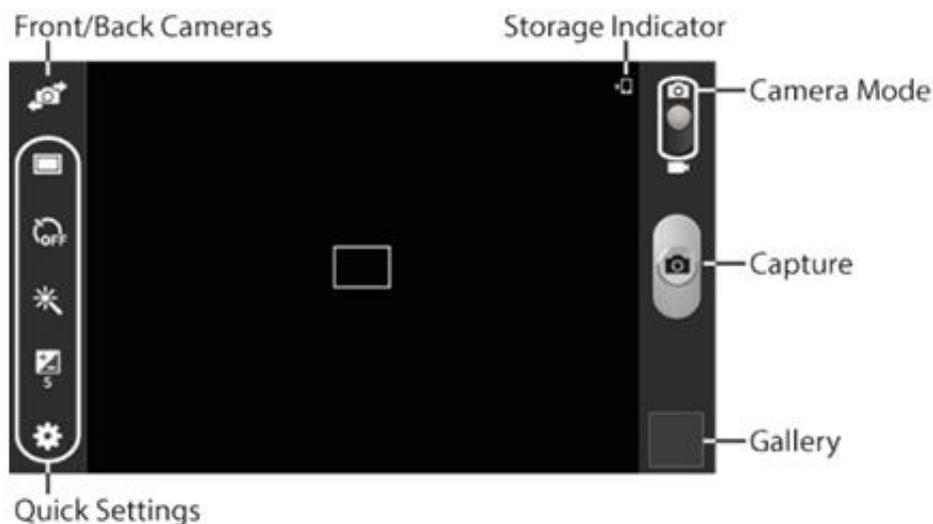
You can uninstall any app that you have downloaded and installed from Google Play. You cannot uninstall apps that are preloaded onto your tablet.

11. How to take and view photographs and video:

You can use the camera or camcorder to take and share pictures and videos.

To take a picture:

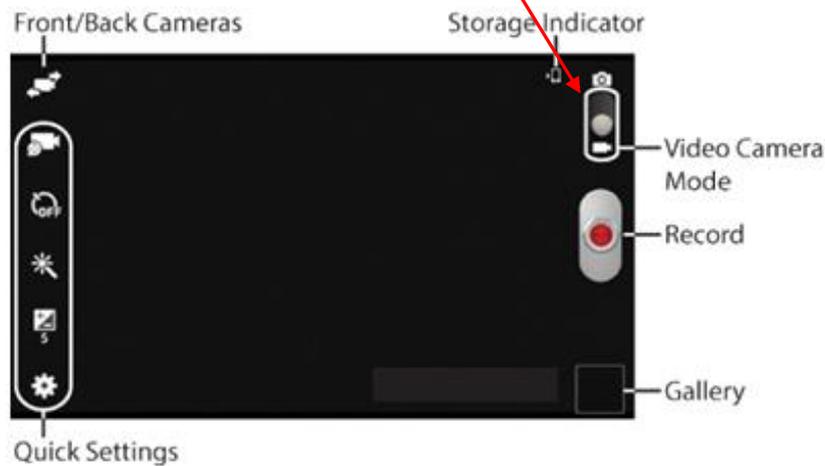
- Press and touch Apps > Camera.
- Slide the Camera Mode button to:



- Using the display as a viewfinder, compose your picture by aiming the lens at the subject. You can rotate the tablet to any position, and the screen controls rotate to make taking pictures easy.
- As you compose a picture, you can:
 - “Pinch” or “stretch” the screen, or press the Volume Key, to zoom in or out.
 - Configure Camera options.
- To take the picture, touch the Capture button.

To take Video:

- Press and touch Apps > Camera.
- Slide the Camera Mode button to Video



- Using the display as a viewfinder, compose your video by aiming the lens at the subject. You can rotate the tablet to any position, and the screen controls rotate to make video recording easy.
- Touch **Record** to begin recording.

To view photos and video:

To view pictures and watch videos that you've taken with your tablet's camera, downloaded, or copied to an optional memory card, use the **Gallery** application.

- Press and touch Apps > Gallery.
- Browse files stored in your tablet's memory, or on an optional installed memory card (not included).

12. How to link social media accounts:



You will need to download the Facebook, Twitter or other social media App from the Google Play Store. Once you tap on the app you will be asked to enter your account login details to progress.

13. Back up your files and images:

On an Android, you can backup your content when the device is linked to Wi-Fi using any multi-platform cloud storage device such as:

- Dropbox
- Google Drive
- SkyDrive

You can link more than one device to these which means every time a picture is taken, or a music track downloaded, they will be accessible from multiple devices.

14. How to preserve battery life:

To preserve your battery:

- Make sure all Apps are closed after use.
- Turn off Wi-Fi links (this can be done in the 'Settings App' (see section 6).
- Fully turn off your device when not in use (see page 5).

Sources:

Much of the information in this guide is taken from the 'SprintUser Samsung Galaxy Tab3 Guide' located at:

http://eguides.sprint.com/support/eguides/samsunggalaxytab3/index.html#samsung_galaxy_tab_3_ug/welcome.html%3FTocPath%3DWelcome%7C_____0

Many such user guides can be accessed online and will provide more detailed and product specific information about your particular Android device.