

## Android Basic Skills Workshop Agenda

Introduction yourself and your device, how long have you been with your device, who manufactures your device.

### Sleep/Wake/On Off

This button is typically located on the edge of your unit.

Tap the sleep wake button to turn put your machine to sleep or wake it up.

Hold the button to get more options.

- Power off

- Airplane mode

- Silent mode

What is SafeMode and how do I get out of it?

Safe Mode is one of those little-known Android features that are invaluable when troubleshooting persistent problems. However if you got there accidentally it can be very scary. When enabled, your home screen says SAFE MODE in one or more corners. Safe Mode instructs your device to boot up, but without loading any third-party and non-essential software. In other words, code that could be your problem's root cause, such as your most recently installed application, can be dealt with more easily since it most likely won't be active.

On many devices SafeMode is activated by holding down the sleep/wake/power button until the menu comes up and then holding the **Power off** until you are offered the option to boot into safe mode.

Usually you can deactivate Safe Mode if you power off and power on your unit in the normal way.

<http://www.wikihow.com/Turn-Off-Safe-Mode-on-Android>

## Settings



Settings is typically divided into several sections, Wireless & Networks, Device, Personal, Accounts and System. These sections may be in a single list, or they may be sectioned off into tabs.

Settings has it own icon which can be found in the All Apps, on the Home screen if you put it there, and on the quick controls.

The Quick controls can be accessed putting your finger near the time on the the status bar and swiping towards the middle of the screen from the time on the status bar. The Status bar may be on the top of the bottom of the screen, it varies by manufacturer and device. If you don't get quick controls, you may need to touch an icon in the corner, or do a second swipe to reveal the quick controls.

**Connect to WiFi**

Click settings

Click WiFi in the Wireless Network section

Make sure that your Wi-Fi is turned on

You'll see a list of networks that are in range and a list of **Known** networks that are not in range.

It is recommended that you forget generic named hotspots that allow you to connect without a password. A generically named hotspot might say linksys, McDonalds, Starbucks or xfinitywifi.

Press and hold the generic named WiFi, and you will get a Forget option.

What version of Android are you using?

Open Settings

System area

Tap **About Tablet**

What version of android are you on? \_\_\_\_\_

Tap System updates

Are there any Updates? \_\_\_\_\_

Who was the manufacturer of your tablet \_\_\_\_\_

is there a model name/number \_\_\_\_\_

**Getting to know your settings.**

Is your settings one long list with groupings, or do your settings groupings appear across the top of the screen like tabs? \_\_\_\_\_

What settings group holds the Accessibility options on your device?  
\_\_\_\_\_

Is there a Rotation Lock control in your quick controls? \_\_\_\_\_

There is also a Rotation Lock in the settings, mine is in **Accessibility** where is yours?  
\_\_\_\_\_

Can you find a Security Section on your device settings? \_\_\_\_\_

What Grouping is Security in? \_\_\_\_\_

Explore this section for a Lock Screen option,

What section is the Lock Screen in? \_\_\_\_\_

Is there an Owner Info section? \_\_\_\_\_

What section is Owner info in? \_\_\_\_\_

## Home button

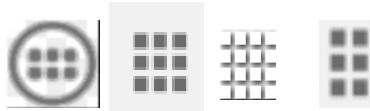


The home screen contains shortcuts to some of the apps on your device. The look and feel of the home screen varies a lot by manufacturer and Android version. On some versions the home page is a carousel going round and round until you get back where you started. On other versions you get a linear display with page one all the way to the left, and the last page all the way to the right. Some have a dock, that holds your most used apps and those will be displayed on every page.

Which kind of home page do you have, a linear or a carousel? \_\_\_\_\_

Rearrange the home screen. Press and hold the icon until it enlarges and a remove option appears at the top of the screen. If you want to delete it, drag the icon to the remove/trash area and then release it.

## All Apps



The all apps button gives you access to any app on your tablet. These pages should be in alphabetical order, but some devices have an option for a custom view. If the items are not in alphabetical order look for a menu icon and change the VIEW to be alphabetical. It makes it a lot easier to find apps.

To create an icon on the home page:

1. Touch and hold the icon.
2. It will dim, but don't start to drag it until it gets brighter and bigger.
3. Drag it out to your home page.

Create a shortcut to your Settings App by dragging it out and putting it to your home page.

## Accessibility Features

Typically accessibility features reside under Settings-> System

**Large text** is one of the features most of us will like turned on

**Magnification Gestures** is another nice feature offered with accessibility. This feature may not be on some devices. It started with Jelly Bean, but some manufactures might not implement it anyway. This will allow zooming where the normal pinch and spread does not work.

When Magnification Gestures is turned on, you can zoom in and out of any screen by triple-tapping the screen.

While zoomed in, you can:

Pan by dragging two or more fingers across the screen.

Adjust the zoom level by pinching two or more fingers together or spread them apart.

You can also temporarily magnify what's under your finger by triple-tapping and HOLDING. In this magnified state, you can drag your finger to explore different parts of the screen. Lift your finger to return to your previous state.

## Quick Controls

Swipe inward from the time area of your status bar.

Additional instructions \_\_\_\_\_

What controls do you find there?

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |

Are the notifications also there, or are they in a separate area?

## The Lock Screen Control

One of the things I recommend is that everyone label there device. You should have some form of identification that gets the device back to you. Typically a sticker with your name and phone number on a tablet, your Name and an I.C.E phone number/and or your email address on a phone. Also Android lets you display this information on your lock screen. This varies from one version to another, this may be

Settings->Personal->Lock Screen-> Owner Info or Lock Screen Widget

Settings->Personal->Security-> Owner Info.

Please take the time now to add your return information.

If you allow it, you can always find your Android using by using the Google device manger.

<https://www.google.com/android/devicemanager>. But in order to use this service you must set it up prior to loosing it. This works with best with phones and tablets that have GPS.

Tap Your AllApps icon.

Tap Google settings \*\*

Tap Security

Tap Device Manager

Enable Locate this device remotely

Enable Allow remote to lock and data factory reset

\*\* Alternate method if you can't find Google settings among your apps

Settings

Security

Device administrators

Check Android Device Manager

Instructions for Kindle's can be found here.

<http://www.amazon.com/gp/help/customer/display.html?nodeId=201439790>

Remove Pin from Samsung Galaxy 5

<https://www.youtube.com/watch?v=x1ZddSR2dXc>

## Adding an App



Apps can be added by visiting your devices play store. Many are at no \$ cost, but they may provide ads or take your contact list as payment. Some apps are just web wrappers, where others provide fantastic content. If you want to buy apps but don't want Google to have access to your credit card, you can always purchase a Google Play gift card, and add that to your account information.

Since most Android devices don't have a PDF reader naively, I recommend that you add Adobe Reader as an app. Google Chrome, Google Maps, Google Earth, TitanTV, xfinity Go, IMDB, are some free apps that I like on my tablet.

## Camera

Your device may have cameras, with or without flashes. There is a built in camera app, but that app may or may not pair well with your camera. You may find other apps do a better job with your camera. Your camera has a thumbnail shortcut to the photos taken with your camera app. Other pictures that were saved from downloads, or taken with the screen shot will not be seen there. To see ALL your photos, use the Gallery App (KitKat and earlier) or the Photo App (lollipop)

## Sharing.



Many apps offer a sharing feature. This may include messaging, email, social sites such as facebook, printer apps etc. Printer apps may also be listed reply options in email apps.

## Back



The back button backs you out of the current menu, and sometimes may even close an app completely. Use this icon to return to the more familiar looking page.

## Multitasking



Use the multitasking icon to quickly change between apps. To close an app completely, swipe the thumbnail off the screen, or touch and HOLD the icon until you get an option to remove the app from the list. Some Samsung's use a long press of the Home button to access multitasking instead of a separate multitasking icon/button.

## Play Books



Play Books is a often an included app in many Android operating systems. If your manufacturer didn't write much of a user's manual, you might want to download the free *Android Quick Start Guide* from the Play Store, to help you get a handle on the Android. This combined with your manufacturer's user's manual is definitely a good start to getting acquainted with your Google.

## Google

Your device may have a Google app and or the a Google search on the home page. This will search your device as well as the internet.

## Browser

Your device may have one or more web browser. Chrome is one of the better android browsers. If your device is playstore approved Chrome should be on your Android. Note Adobe Flash is no longer available for Android, so if you want to play flash videos you may want to download another browser, such as Puffin (\$3.99) that plays flash videos. Additionally you could sideload an old AdobeFlash for free, and then use the Dolphin browser, but that is not easy nor safe.

## Calendar

Your Android comes with a calendar app. Its easy to add an event on your mobile device, but some of the more complicated calendar management such as adding a calendar, or subscribing to a calendar can't be done from your Android. You'll need to do it from your PC.

This 17 minute video shows some of the great features available in the Google Calendar on the PC.

Google Calendar

<https://www.youtube.com/watch?v=NombARISmC8>

This video shows how to use the Calendar app on an Android tablet.

<https://www.youtube.com/watch?v=MNXFyMhQjzE>

Add an event for tomorrow.

## Clock

Your Android comes with a clock. Your clock can be used as an alarm clock, a timer, or a stop-watch also. There might also be a widget in your all apps to display the time more prominently.

## Printing

Google's official answer to printing is cloud printing, or your network printer might have a free Android app, or an app like PrintBot(\$4.99) can take advantage of Airprint technology and keep all your printing local, instead of sending it to a network server.

## Cellular Data

If you have a cellular device, (meaning you are paying a monthly fee to a cell phone company, like At&T, Verizon, Sprint for a data plan) then you should be concerned about going over your data limit. If you have Android JellyBean or later, there are lots of built in tools to keep you from going over your limit. This article at makeuseof can help you understand how to use the built in tools.

<http://www.makeuseof.com/tag/why-you-dont-need-third-party-apps-to-manage-background-data-use-in-android-jelly-bean/>

## Flavors of Android

Cupcake (1.5), Doughnut (1.6), Eclair (2.0-2.1), Froyo (2.2-2.3), GingerBread (2.3-2.3.7), HoneyComb (3.0-3.2,6), 2011 IceCreamSandwich (4.0-4.0.4) , 2012 JellyBean (4.1-4.3.1), 2013 KitKat (4.4 - 4.4.4W), 2014 Lollipop(5.0-5.1), 2015 Marshmellow (6.0-6.01).