

# Android Basics

Instructor: Sara Kumerow  
([sara.k@rochesterlibrary.org](mailto:sara.k@rochesterlibrary.org))  
Rochester Public Library

6/27/2016



ROCHESTER  
public library district



Connect.



Discover.



Create.

# What You'll Learn Today

- **The basics of operating your device** (using the touch screen, adjusting your settings, and finding your stuff stored on your device)
- **“App” (application) basics** (what apps are, how to add and remove apps, how to manage your apps)
- **How to take pictures and find directions with your Android device, and add widgets to your home screen**
- **Where to go to get additional help** using your device or if you run into problems

# What is Android?

- Android is an **operating system** used on a variety of **different devices**, including tablets (EX: Samsung Galaxy tablets), smartphones (LG smartphones, Samsung Galaxy tablets), and eReaders (Kindle Fire, NOOK tablets)
- Android is an **open-source** software developed by Google, which means that it is highly customizable and has a wide variety of features and applications
- Because Android was created by Google, all Android devices can be easily connected to your Google account (Gmail, Google Calendar, Chrome, Google Maps, etc)
- Lots and lots of Android software versions (KitKat, Jelly Bean, Marshmallow, etc), and lots of different Android devices, so **every Android users' experience will be different**



# Getting to Know Your Device: Tablets/eReaders

POWER BUTTON

VOLUME CONTROLS

FRONT CAMERA

STATUS  
INFORMATION

Every Android device is different, so  
your device may not look exactly like  
the one pictured here!



CURRENTLY  
RUNNING APPS  
BUTTON

HOME BUTTON

BACK BUTTON

BACK CAMERA

SPEAKER

MicroSD CARD SLOT

USB SOCKET



# Getting to Know Your Device: Phones

Every Android device is different, so your device may not look exactly like the one pictured here!





# Turning on Your Device

1. Press and hold down the **Power** button until your screen lights up
2. Wait about 20 – 30 seconds for device to boot up
3. Swipe finger left to right on screen to “unlock” (or enter your passcode)

## YOUR HOME SCREEN

1. Connection status
2. Battery Status
3. Time
4. Apps
5. Widgets





# Settings

- “Settings” is where you can customize how your device works: your privacy settings, how text is displayed, when you get notifications, etc
- *If something doesn't work right, check your settings to see if they're causing the problem*

## How to access settings:

1. Tap the “Apps” icon on your home screen (  )

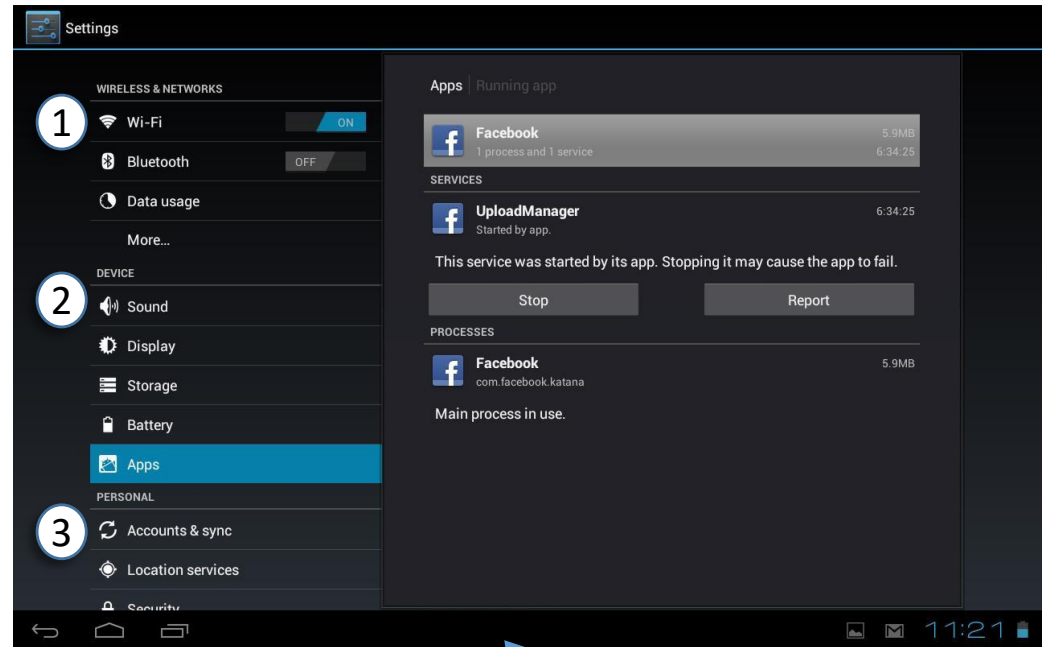
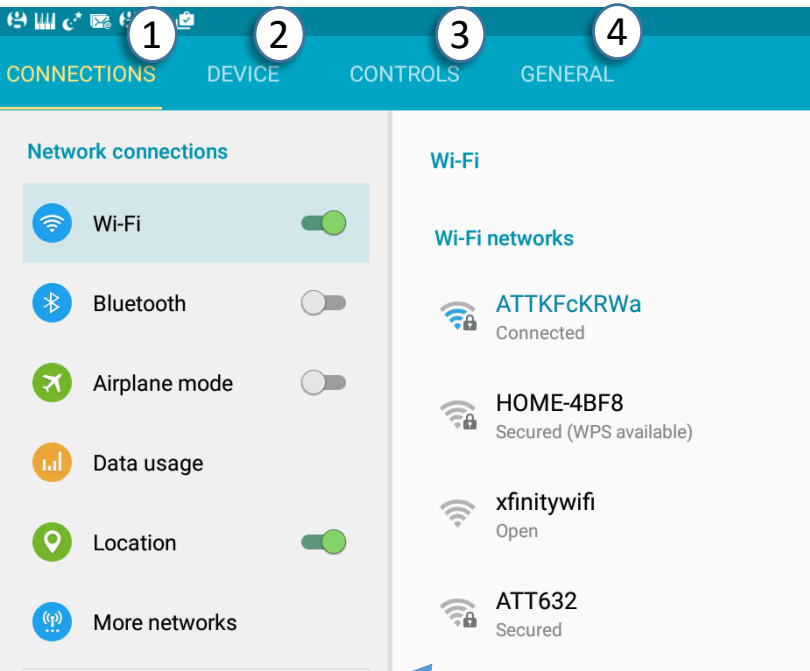
2. Locate the “Settings” icon  and then tap it.

- 
- Depending on your device, you may also have a “**Quick Settings**” menu that allows you to quickly change some of your basic device settings
  - You can access Quick Settings by **swiping down from the top of your screen and then pressing the Settings icon** (  or  ), or just by **swiping down once from the top of your screen**

Common Features of the Quick Settings Menu (will vary depending on your device/Android version)



# Settings (cont.)



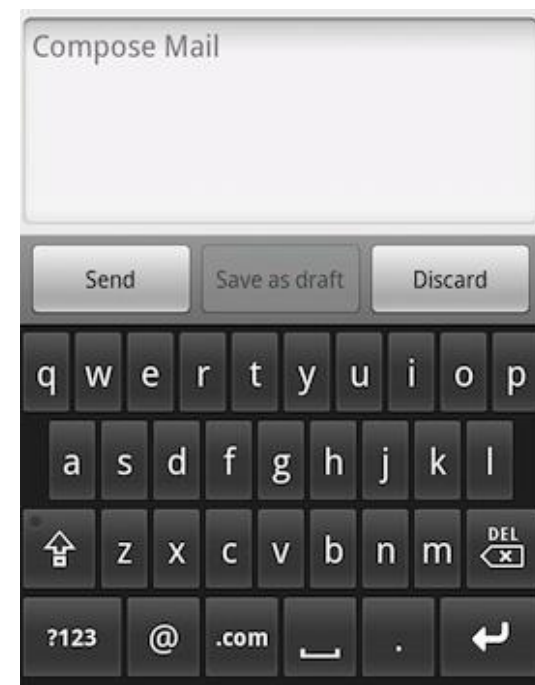
## Android Settings Menus & what they do (will vary depending on your device and Android version)

- 1 Connections/Wireless & Networks:** Connect to a Wi-Fi network, turn Bluetooth on and off, turn airplane mode on and off, see how much data you're using, turn location info on & off
- 2 Device:** Change your sound settings (notification sounds, volume, vibrations, etc), adjust display brightness, see how much storage space you're using, **modify application settings (on some devices)**
- 3 Controls/Personal:** Change your security settings (passwords, parental controls, etc), who can access your location information, what accounts your device is connected to (Google account, Facebook account, etc)
- 4 General:** (On some devices) **modify application settings**, change default applications, backup your device



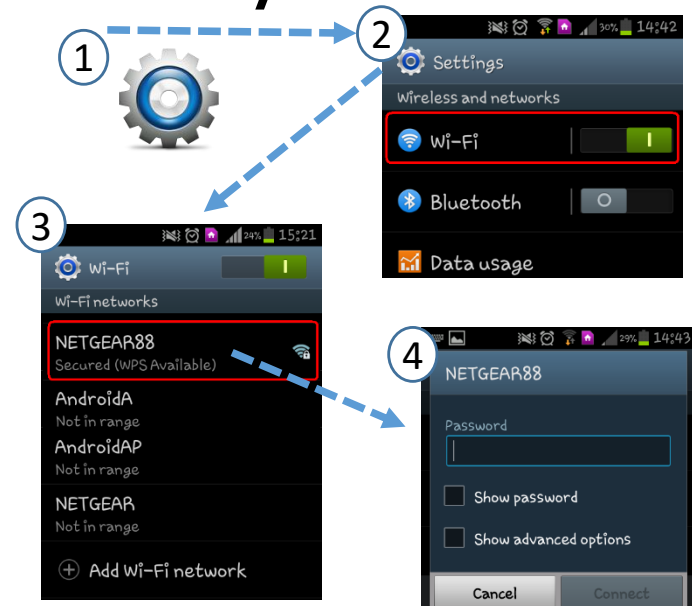
# Typing

- Android devices have a virtual keyboard instead of a physical one. To make the keyboard appear, tap in an area that accepts text.
- To type:
  1. Tap on the area where you want to type
  2. Tap the keyboard keys.



## Connecting to the Internet/Wi-Fi

1. Tap **Settings**, or open **Quick Settings** by dragging down from the top of your screen
2. Tap **Wi-Fi**
3. Select the name of the network you want to join
4. If network is password-protected, **enter password**, then tap **Connect**



# Touchscreen Basics

- Tap quickly, with the pad of your finger or a specialized stylus (normal pens won't work)
- A long tap (tap and hold down your finger) usually selects something or gives special options (similar to right-click on a computer)
- Flick to scroll or turn pages

## Zooming:

- *To zoom in on a specific thing: spread your index finger and thumb* over the area you want to zoom in on; **pinch them together** to zoom out
- *To zoom in on an entire page/full-screen zoom: Tap three times* (you may need to go to **Settings** → **Accessibility** and turn “Magnification Gestures” ON) and then **drag two or more fingers** across the screen to move around.



An Android phone using  
full-screen zoom

# Finger Gestures

## To tap and double tap

### Tap



Briefly touch surface with fingertip

### Double tap



Rapidly touch surface twice with fingertip

## To move or change the screen

### Drag



Move fingertip over surface without losing contact

### Flick



Quickly brush surface with fingertip

### Pinch



Touch surface with two fingers and bring them closer together

### Spread



Touch surface with two fingers and move them apart

## To zoom in

### Press



Touch surface for extended period of time

### Press and tap



Press surface with one finger and briefly touch surface with second finger

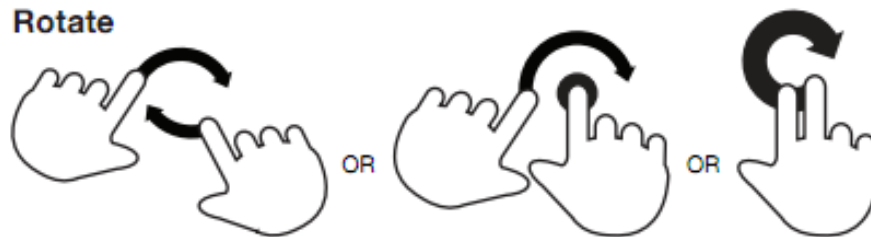
## To get more options

### Press and drag

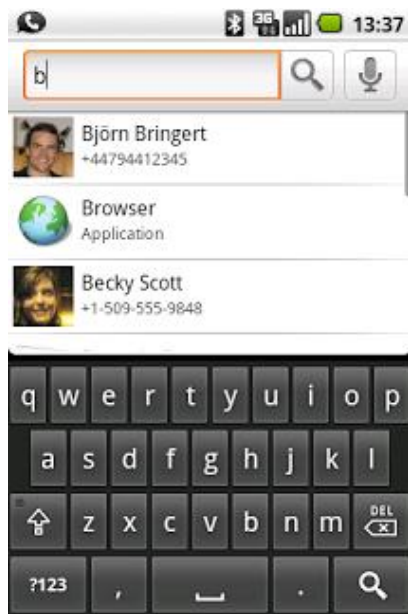


Press surface with one finger and move second finger over surface without losing contact

### Rotate



Touch surface with two fingers and move them in a clockwise or counterclockwise direction

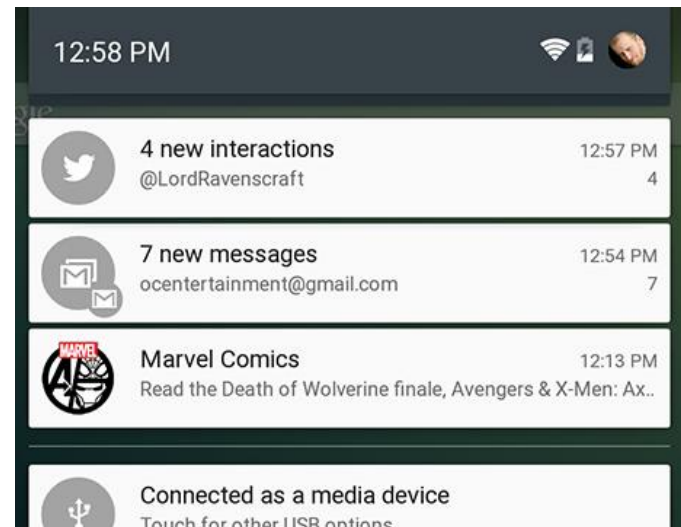


# Search Bar

- Use the Google Search Bar on your device to **search the web**, or to search for **files, contacts, and apps** that are stored on your device.
- You can change what the search bar searches by going to **Settings→Search→Searchable Items**

# Notifications

- Most apps regularly send notifications to let you know about updates/new features
- To access notifications:
  1. Swipe **down** from the **top edge** of the screen
  2. Tap on the notification to read it and/or open the app that sent it
  3. Flick the notification to the left or right to remove it

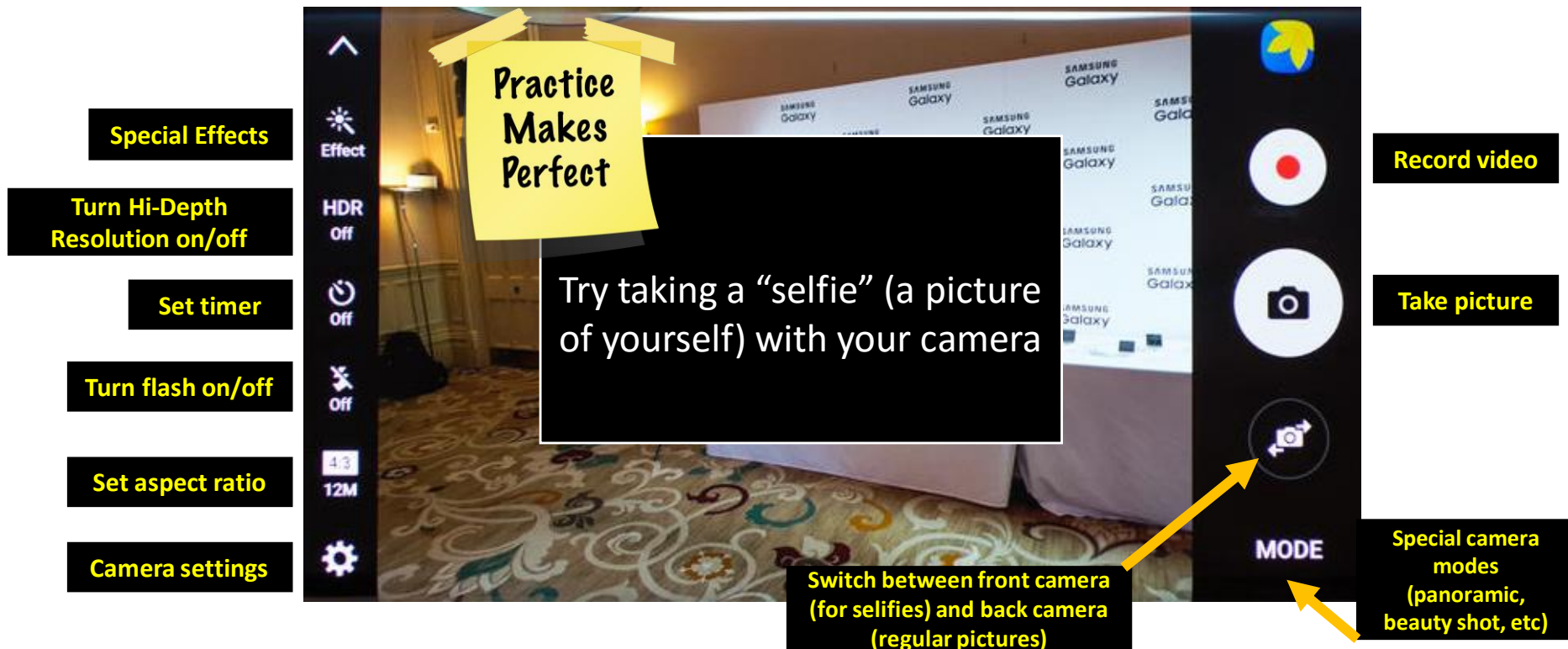


You can disable notifications for a particular app by going to **Settings→Device→Application Manager/Apps**, then selecting the app you want to stop getting notifications for and **unchecking** “Show Notifications”

# Camera

- What you can do with your device's camera will vary depending on **what device you have** and **what camera app(s) you use**
- Most devices come with a built-in camera app, and you can download additional camera apps to get more specialized features (like photo editing, panoramic pictures, etc)

The icons used in many camera apps are similar, but yours may not look exactly like this.





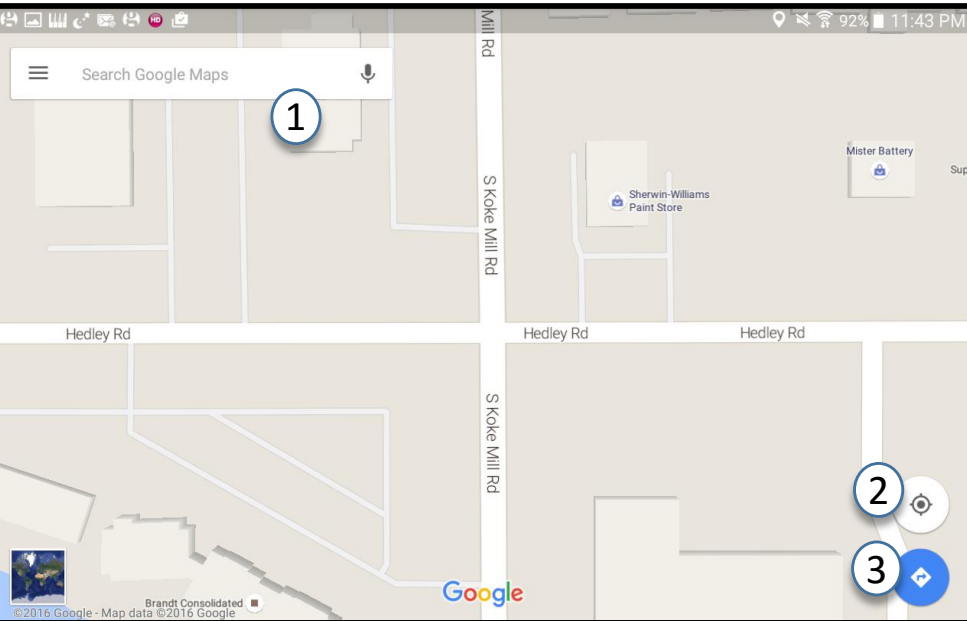
# Maps

To open the maps app, tap the



Practice  
Makes  
Perfect

Try to get directions from  
the Library (#1 Community  
Dr, Rochester, IL) to your  
house

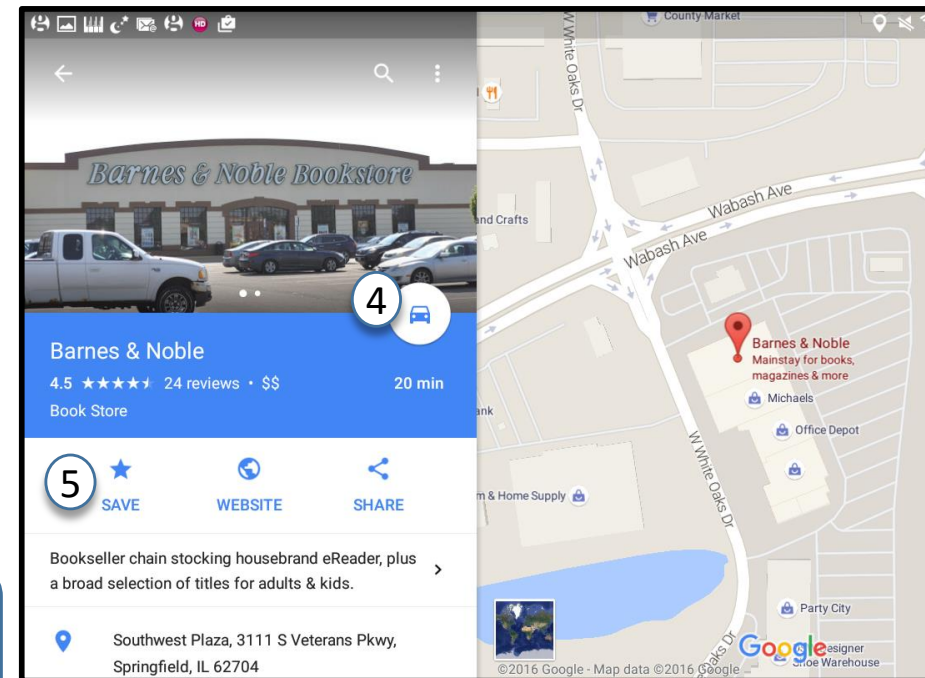


**3. Navigation:** Click this button to get directions from one place to another. Once you've selected your directions, you can click **"Start Navigation"** to use your device as a GPS navigator!

**4. Directions:** Get directions to a selected location



**5. Save:** Save a location to your favorites

On some Android devices, you can download portions of Google Maps and use them to get directions/navigate to a location when you don't have internet access!



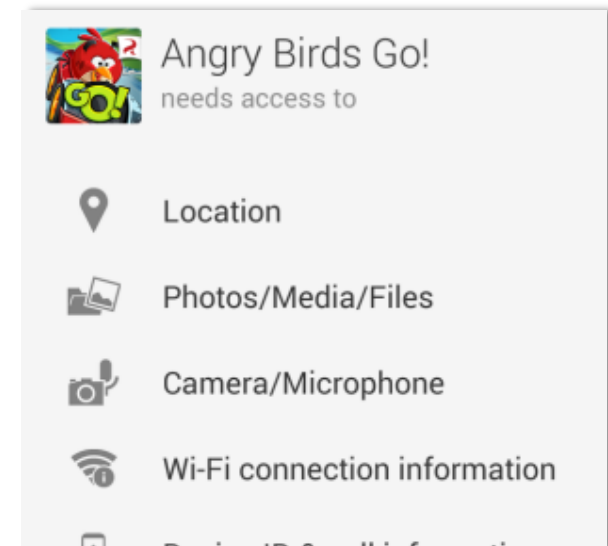


# Adding New Apps

- Besides the built-in apps, there are HUNDREDS of apps you can download and add to your device (both free and paid)
- To add a new app, go to the Play Store → 
- You can **browse** different categories of apps (Games, Business, Lifestyle, etc) or **search** for a specific app by typing it in the search bar
- Once you find an app you want, tap on it. Then tap the icon with the price if it is paid, or  if it is a free app
- You may have to enter your password to start the download

## CAUTION!

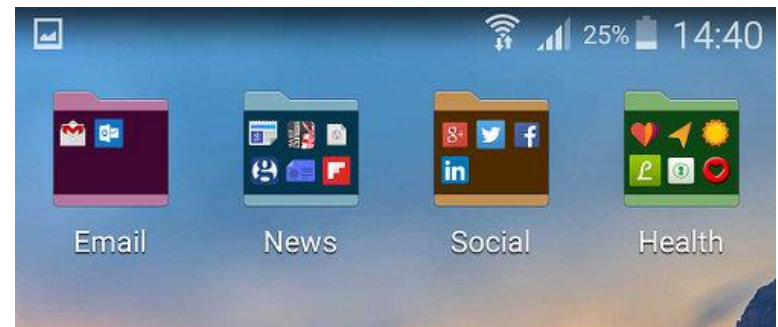
Whenever you install a new app, make sure to see what APP PERMISSIONS it requires before you download it. Some apps may ask to have access to your contacts, camera, device history, etc. If an app asks for a permission you don't think it needs, DON'T INSTALL IT.



# Managing and Getting Rid of Apps

- You can adjust where apps show up on your device (so they don't clutter up your screen)
- To move an app:
  - 1.) **tap and hold down** its icon
  - 2.) **drag the icon to the edge of the screen** until your device changes screens.
  - 3.) **Move the icon to where you want it to be located**, then let go of the icon
- To remove an app from your home screen, **press and hold down its icon**, then **drag the icon to the upper-right corner** of your screen (will be marked "Remove").

*You can also group similar apps together in "folders" by **dragging the app icon on top of another icon**, then letting go.*



To disable or uninstall an app, go to **Settings→Device→Applications/Application Manager**, then tap the app you want to remove and select **Disable** or **Uninstall**

# Adding Widgets

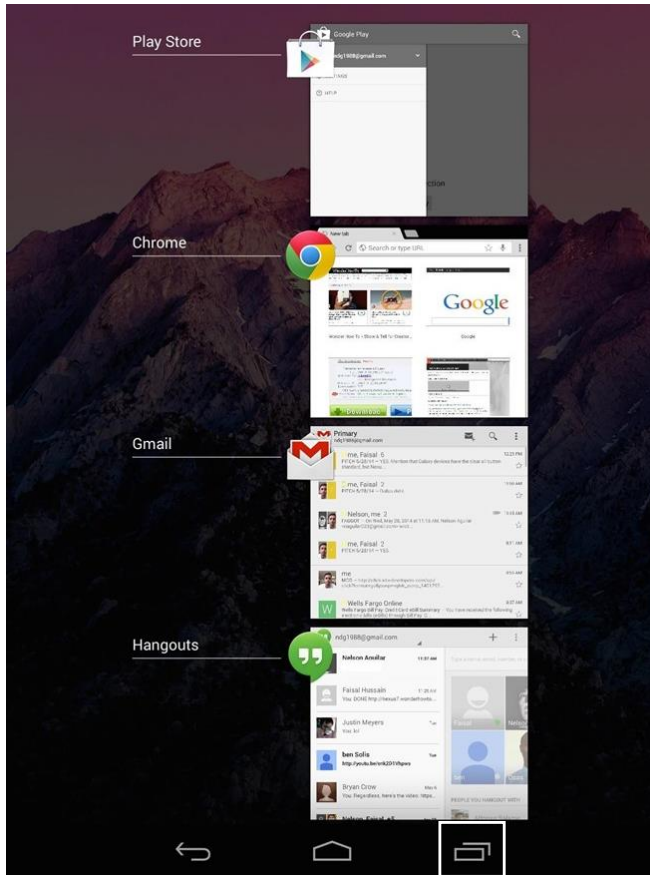
- **“Widgets”** = interactive, expanded versions of apps that can be put on your home screen
- Let you access some of an application’s features without having to open the full app
- Many of the pre-installed apps on your device come with widgets, and you can add new widgets when you install a new app on your device

## TO ADD A WIDGET:

1. **Press and hold down your finger** over an empty space on your home screen.
2. On the menu that appears, **tap “Widgets” or “Apps and Widgets”**
3. Find the widget you’d like to add, then **press and hold your finger** on it. A mini version of your home screen will appear; **drag the widget to where you’d like it be, then let go.**
4. To remove a widget, press and hold on the widget you want to get rid of, then drag it to the top edge of your screen until it turns red

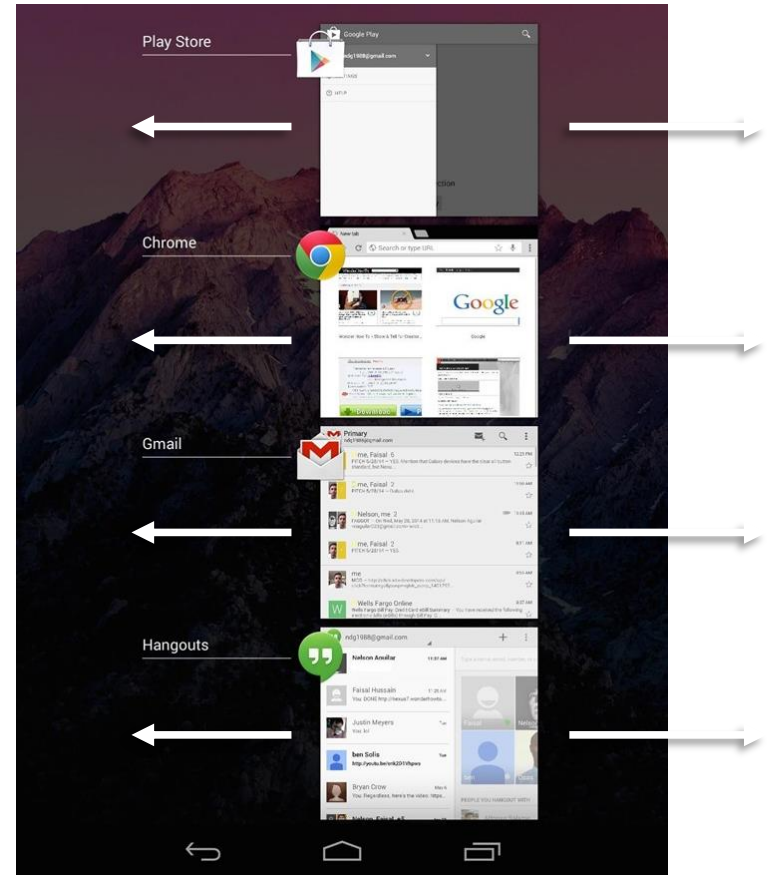


# Multi-Tasking and Closing Background Apps



1

Clicking the recent apps button will take you to a screen showing all the apps you have open. Tap the image of an app to go to that app.



2

Swipe each app image to the right or left in order to close it.

# Getting Help with Your Device

- When you run into a problem, Googling **“Android Troubleshooting” + Your Device** will bring up lots of results for getting help with your device. (EX: Android Troubleshooting Samsung Galaxy Tab 4)
- Also try searching for information on the specific issue you’re having



## An App to help everyone!

“Dripler” is a free Android app that offers lots of tips, tricks, and secrets for making the most out of your Android device, & helps users up-to-date with the latest Android features and upgrades.

<https://support.google.com/android/?hl=en> is the official Google support website for Android, and can direct you to support sites for your specific Android device

# How to Take a Screenshot



Press **power button** and **home button** at the same time

A “screenshot” is a picture of whatever is currently displayed on your device’s screen—useful for if you run into unexpected error messages, or want to capture something from a website!