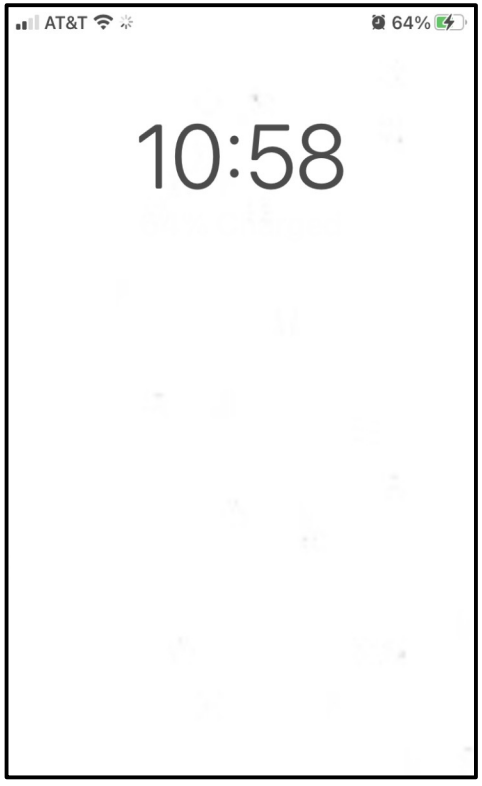
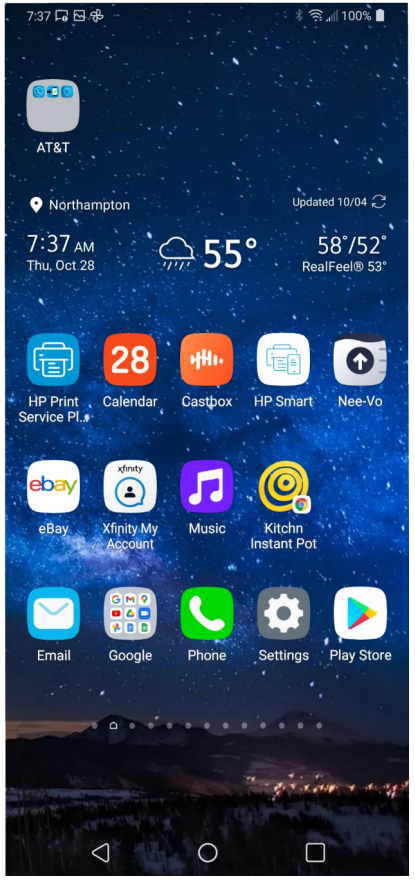
Getting into your phone

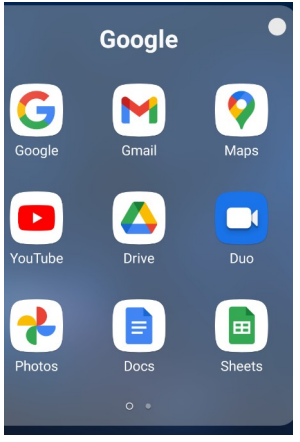


Swipe up to unlock

LOCK SCREEN



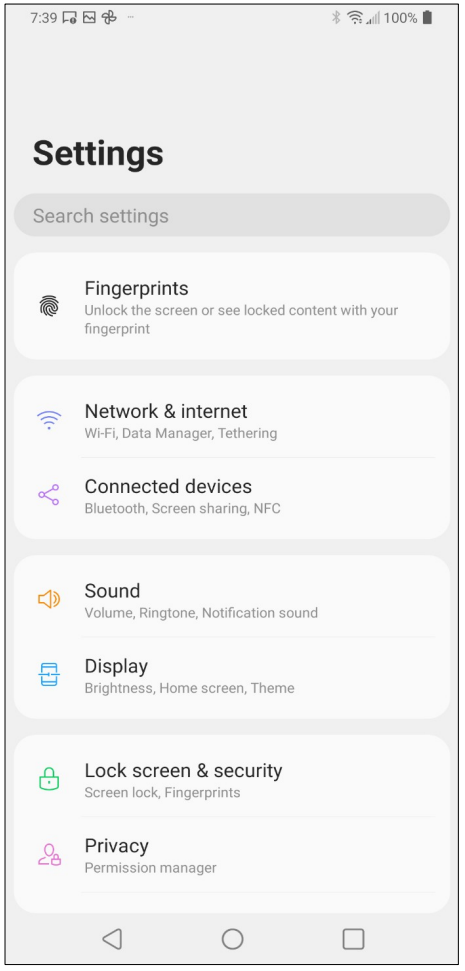
HOME SCREEN



APP GROUP

SETTINGS MENU

1



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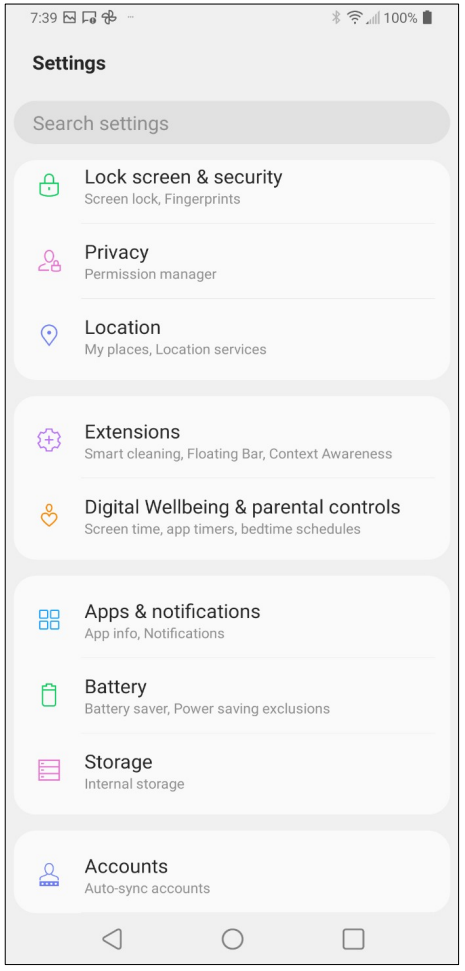

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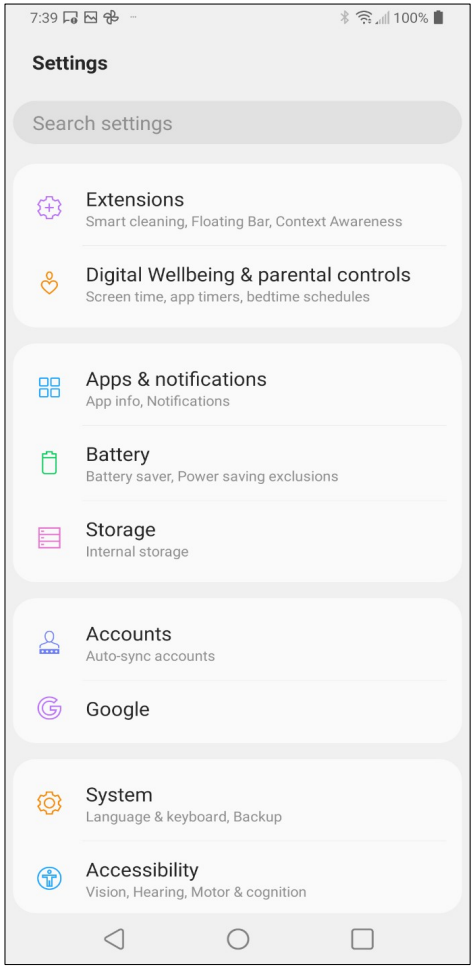
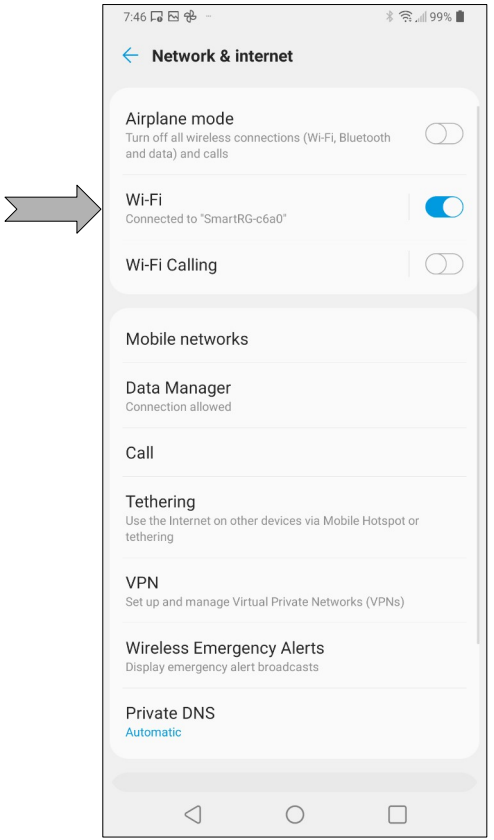
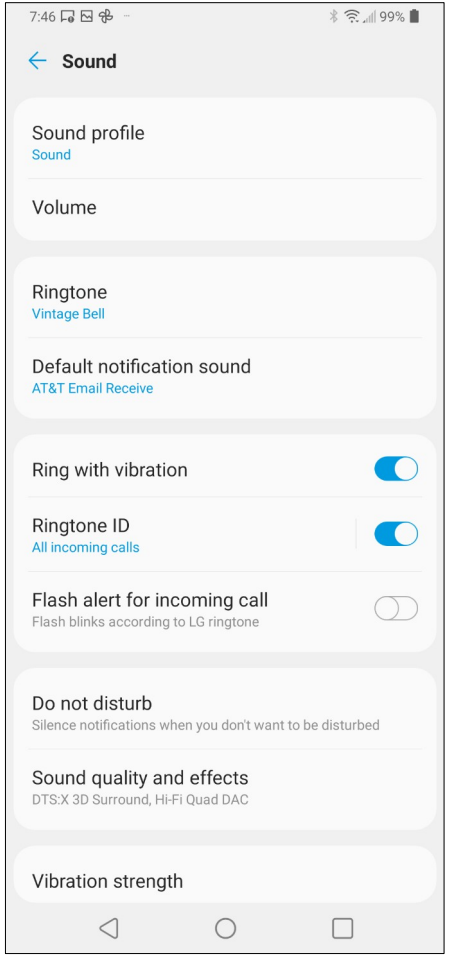
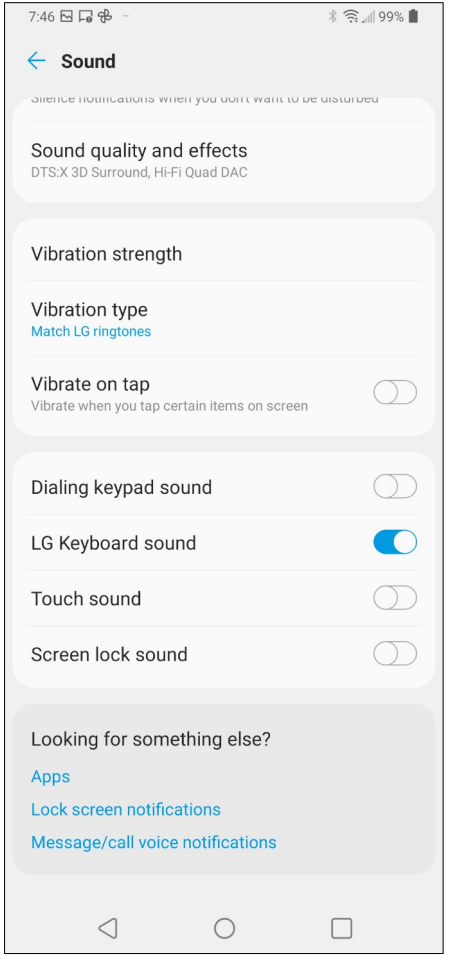


NETWORK for WIFI

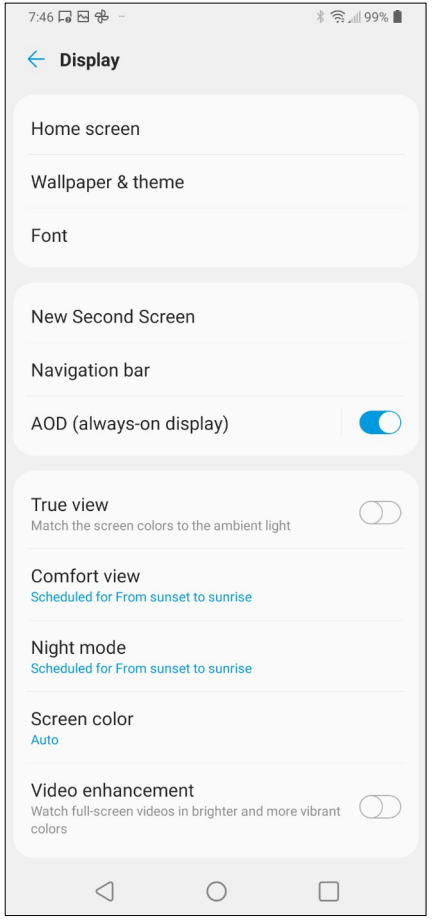


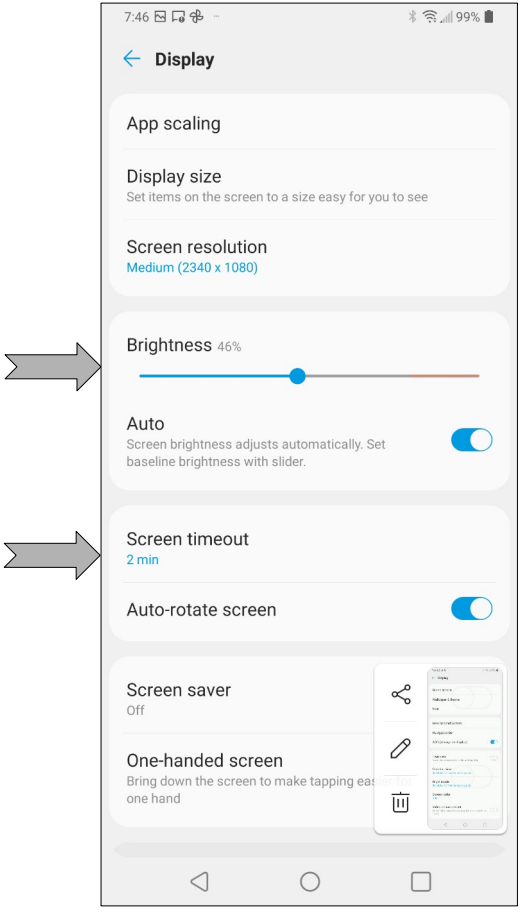
SOUND SETTINGS to control phone



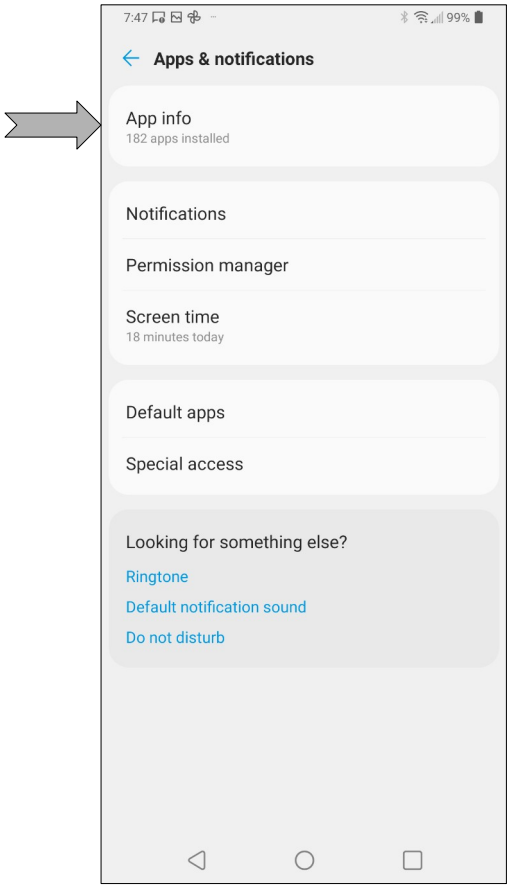


Display & Brightness

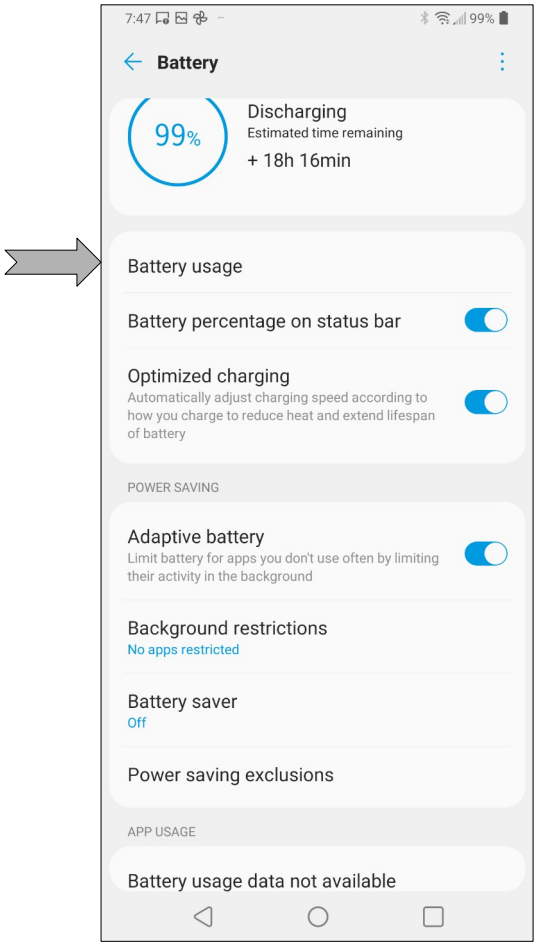




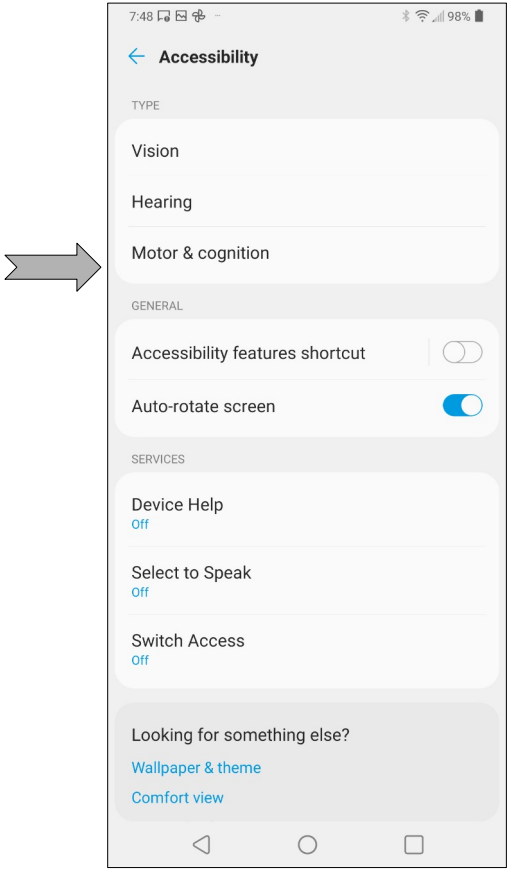
APPS & NOTIFICATIONS

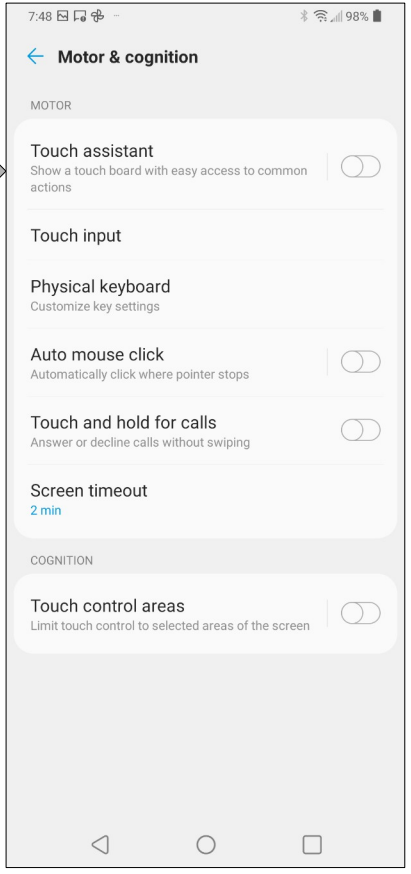


BATTERY

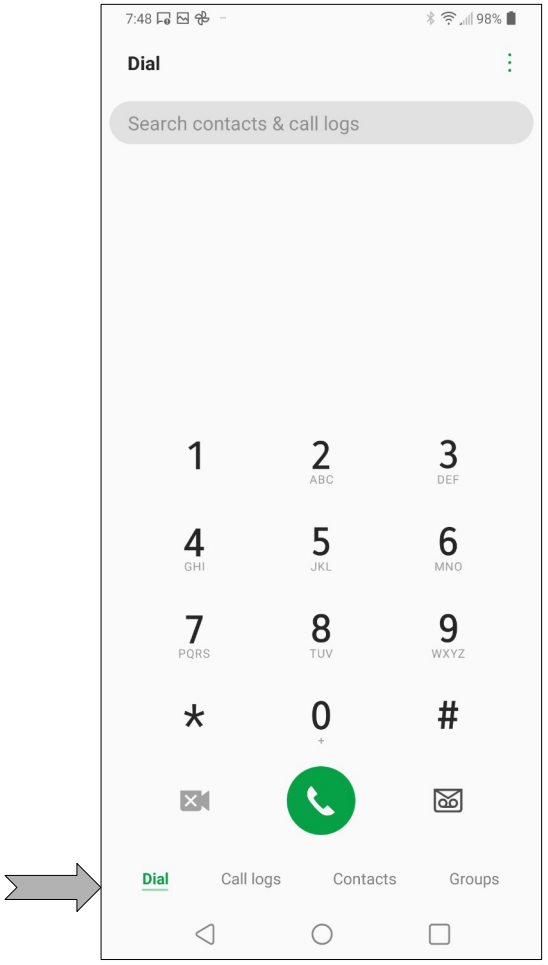

7:47
99%
Battery
99%
Discharging
Estimated time remaining
+ 18h 16min
Battery usage
Battery percentage on status bar
Optimized charging
Automatically adjust charging speed according to how you charge to reduce heat and extend lifespan of battery
POWER SAVING
Adaptive battery
Limit battery for apps you don't use often by limiting their activity in the background
Background restrictions
No apps restricted
Battery saver
Off
Power saving exclusions
APP USAGE
Battery usage data not available

Accessibility settings





PHONE


7:48
98%
Dial
Search contacts & call logs
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*
0 +
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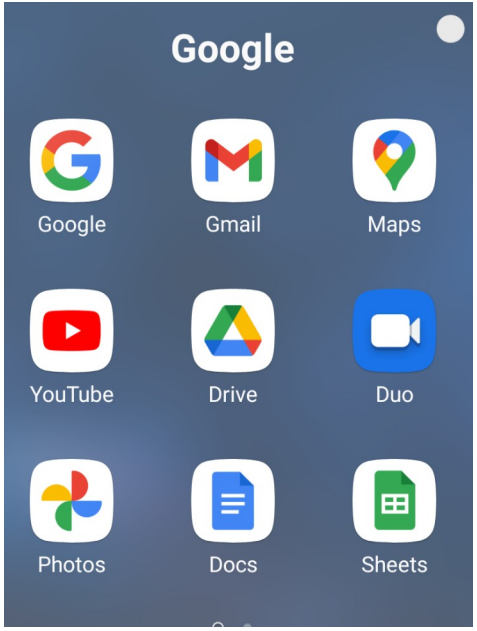
Dial
Call logs
Contacts
Groups

GOOGLE Apps to Look for



Android Phones For Dummies Cheat Sheet

By Dan Gookin

New to Android phones and need a little help? Get the most use out of your Android with some useful tips and handy advice: Learn how to peruse the home screen, familiarize yourself with common phone icons and touchscreen gestures, discover some tricks, and know where to go for help.

What’s On the Home Screen of an Android Phone?

The main screen on an Android phone is called the Home screen. It’s where all the action takes place: where you start the apps, work the widgets, and check out what’s going on via notification and status icons.

Each phone may sport a different *skin*, or appearance. The stock Android phone Home screen is shown in the figure. You can find the items in the figure on your own phone’s Home screen, although they may not look exactly the same.

https://www.dummies.com/consumer-electronics/smartphones/droid/android-phones-for-dummies-cheat-sheet/

8 Finger Movements for Operating the Android Phone Touchscreen

On your Android phone touchscreen, you can perform several basic actions that carry out various day-to-day operations. It’s just a matter of teaching your fingers to do what you want them to.

Action	How to Do It
Tap	Touch the screen.
Double-tap	Tap the screen twice in the same location.
Long press	Touch a spot on the screen and keep your finger held down.
Swipe	Touch a spot on the screen and drag your finger left, right, up, or down.
Drag	A combination long-press and swipe, tap and hold a spot on the screen and then move your finger. The effect is to relocate or resize an item on the touchscreen.
Pinch	Use two fingers, spread apart, to touch the screen and bring both fingers together as you continue to touch the screen.
Spread	Use two fingers close together and then spread them apart, touching the screen as you spread them.
Rotate	Twist two fingers around a central point to rotate an image, a map, or another object on the screen.

10 Android Phone Tricks to Remember

You’ll feel like an expert user on the Android phone with this assortment of handy, time-saving tricks. Use them to boost your productivity — or your hopeless addiction to your Android phone:

- Dictation! You can speak into the phone as an effective and quick alternative to using the onscreen keyboard.
- Quickly switch between apps by using the Recent icon. If your phone doesn’t have a Recent icon, long-press the Home icon.
- You can add launchers and widgets to Home screen pages. Likewise, remove launchers and widgets you don’t use.
- Whenever possible, use the phone’s Wi-Fi Internet connection to avoid incurring mobile data surcharges.
- Long-press a key on the onscreen keyboard to peruse alternative characters.
- Spread your fingers to zoom into a web page, which makes clicking links much easier.
- Swipe the Camera icon on the Lock screen to snap a quick photo.
- Quickly put the phone into Vibration mode by pressing the Down Volume key until the phone vibrates.
- When you’re on the phone, press the Power/Lock key to lock the phone and turn off the touchscreen.
- Use the Search icon to look for things on the phone, on the Internet, or in a specific app.

13 Android Phone Icons to Know

Android phones, as well as most Android apps, feature common icons. These symbols work as buttons on the touchscreen: Tap an icon to perform a specific task or action. The icons are quite consistent between the various apps you use. The most common icons are shown here.

- **Action Bar:** Displays a pop-up menu. This teensy icon appears in the lower right corner of a button or an image, indicating that actions (commands) are attached.

- **Action Overflow:** Displays a list of actions, similar to a menu.

- **Add:** Adds or creates an item. The plus symbol (+) may be used in combination with other symbols, depending on the app.

- **Close:** Dismisses a card or clears text from an input field.

- **Delete:** Removes one or more items from a list or deletes a message.

- **Dictation:** Lets you use your voice to dictate text.

- **Done:** Dismisses an action bar, such as the text-editing action bar.

- **Edit:** Lets you edit an item, add text, or fill in fields.

- **Favorite:** Flags a favorite item, such as a contact or a web page.

- **Refresh:** Fetches new information or reloads.

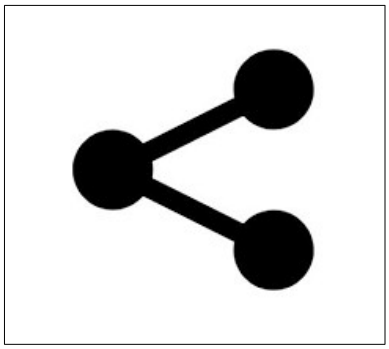
- **Search:** Searches the phone or the Internet for a tidbit of information.

- **Settings:** Adjusts options for an app.

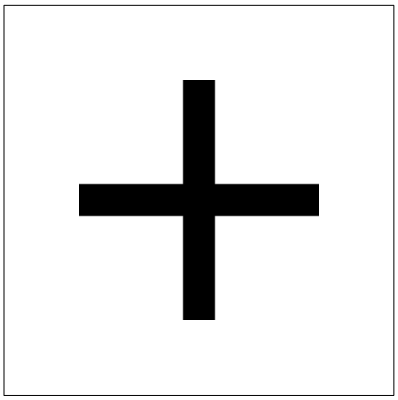
- **Share:** Shares information stored on the phone via email or social networking or other Internet services.

ICONS to REMEMBER

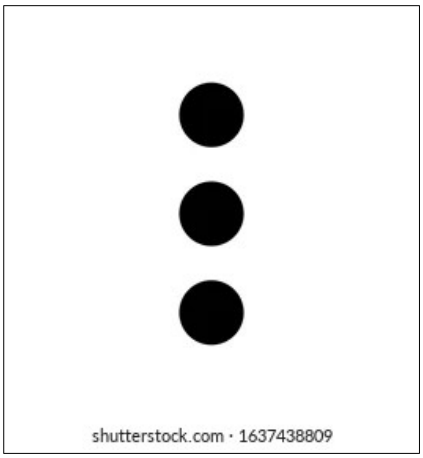
SHARE



ADD



MENU



Android Phones: The Apps Drawer and Adding Apps to the Home Screen

SHARE

By Dan Gookin

You don’t have to live with the unbearable proposition that you’re stuck with only the apps that come preset on your Android’s home screen. Nope — you’re free to add your own apps. Just follow these steps:

1. Visit the home screen page on which you want to stick the app icon, or launcher.

   The screen must have room for the app icon.

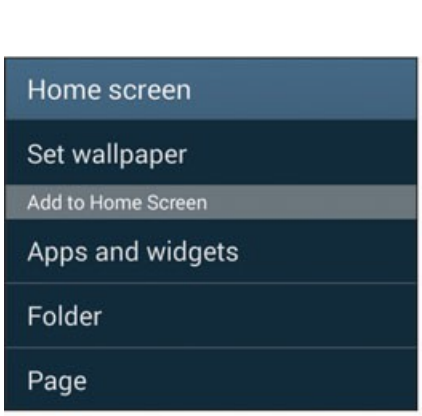
2. Touch the Apps icon to display the apps drawer.
3. Long-press (press and hold) the app icon you want to add to the home screen.
4. Drag the app to the home screen page, lifting your finger to place the app.

   A copy of the app’s icon is now placed on the Home screen.

The app hasn’t moved: What you see is a copy or, officially, a *launcher.* You can still find the app in the apps drawer (see below for more on this), but now the app is also available — more conveniently — on the home screen.

- Not every app needs a launcher icon on the home screen. I recommend placing only those apps you use most frequently.
- The best icons to place on the home screen are those that show updates, such as new messages, similar to the icon shown. These icons are also ideal to place in the favorites tray.

- You can add apps to the home screen also by choosing the Apps command from the home screen menu. Often this command merely skips over Steps 1 and 2 in this section; you still have to long-press the icon and drag it to a Home screen page.



Samsung Home screen menu

Some other phone’s Home screen menu

Finding apps in the apps drawer

The place where you find all apps installed on your Android phone is the *Apps drawer.* Even though you can find launcher icons (app shortcuts) on the home screen, the Apps drawer is where you need to go to find *everything*.

To view the Apps drawer, tap the Apps icon on the home screen. This icon has a different look to it, depending on your Android phone. Here are some variations on the Apps icon, though more varieties may exist.

Apps icon varieties

After you tap the Apps icon, you see the Apps drawer. Swipe through the pages left and right or up and down across the touchscreen.

To run an app, tap its icon. The app starts, taking over the screen and doing whatever magical thing the app does.

- As you add new apps to your phone, they appear in the Apps drawer.
- Some phones allow you to create folders in the Apps drawer. These folders contain multiple apps, which helps keep things organized. To access apps in the folder, tap the Folder icon.
- The Apps drawer displays apps alphabetically. On some phones, you can switch to a non-alphabetical viewing grid. With that feature active, it’s possible to rearrange the apps in any order you like.
- For apps that you use all the time, consider creating launcher icons on the Home screen.

TEXTING

Send & receive text messages in Messages

You can send and receive text messages with friends and contacts on Messages.

Start a conversation

1. Open the Messages app.
2. Tap Compose.
3. In "To," enter the names, phone numbers, or email addresses that you'd like to message. You can also pick from your top contacts or your whole contact list.

Send a message

1. Tap the message box.
2. Enter your message. If you'd like to save it as a draft and go back, tap Back.
3. When you're done, tap Send.

Forward a message

After you open a conversation, you can send it to a new contact at any time.

1. Open the Messages app.
2. Open a chat.
3. Tap and hold a message.
4. Tap More > **Forward**.
5. Choose your contact.
6. Tap Send.

Read text messages You have a text to read if message icon has a number

To read a message that you just got, swipe down from the top of your screen and tap New Message.

You can also open any conversation in Messages to read it again.

- **Mark all messages as read**: Tap More > **Mark all as read**.
- **Play a video or recording**: Tap a conversation. Next to the video or recording, tap Play.
- **Call someone**: Tap a conversation. In the top-right, tap Call.
- **Read archived messages**: From your list of conversations, tap More > **Archived**.

How to use Google Keep Reminders

Step 1: Download the Google Keep app

1. On your Android phone or tablet, open the Google Play app .
2. Find the Google Keep app.
3. Tap **Install**.

Step 2: Get started

You can create, edit, organize, and archive notes.

- Create or edit a note
- Make a list
- Set up reminders for your notes

Step 3: Share & work with others

To let someone see and edit your note, share the note with them. Learn how to share notes.

Create or edit a note

You can write or say notes in Keep and find them from any device.

Write a note

1. On your Android phone or tablet, open the Google Keep app .
2. Tap Create +.
3. Add a note and title.
4. When you're done, tap Back ←.

Edit a note

1. On your Android phone or tablet, open the Google Keep app .
2. Tap the note you want to edit.
3. Make changes to a note.
   - **To undo an action**, tap Undo .
   - **To redo an action**, tap Redo .
4. When you're done, tap Back .

Create a note with your voice

1. On your Android phone or tablet, open the Google Keep app .
2. At the bottom, tap Speak .
3. When the microphone appears, speak your note.
   - **To listen to it**, tap Play .
   - **To remove it**, tap Delete .

Make a list

You can keep track of tasks by creating a list in Keep.

Create a new list

1. On your Android phone or tablet, open the Google Keep app .
2. Next to "Take a note," tap New list .
3. Add a title and items to your list.
4. When you're done, tap Back .

Change a note to a list

1. On your Android phone or tablet, open the Google Keep app .
2. Tap a note.
3. In the bottom left, tap Add .
4. Tap **Checkboxes**.

Reorder list items

1. On your Android phone or tablet, open the Google Keep app .
2. Choose a list.
3. At the left of the item you want to move, tap and hold Move .
4. Drag it where you want.

Set up reminders for your notes

You can be reminded of your notes on a time or when you reach a specific place.

1. On your Android phone or tablet, open the Keep app .
2. Tap a note.
3. In the top right, tap Remind me .
4. You can set reminders to go off at a certain time or place:
   - Time reminder: Tap one of the default times, or tap **Pick a date & time**. You can also set the reminder to repeat.
   - Location reminder: Tap **Place**. Then enter the name or address and tap **Save**. You'll need to let Keep access your location.
5. Your note's reminder appears below the note text next to any labels.
6. To close your note, tap Back .
7. To change or delete your reminder, tap the reminder time or place at the bottom of the note.

Note: For more accurate location reminders and conserve battery, turn Wi-Fi on.

1. Open the Keep app .
2. At the top left of Keep, tap Menu > **Reminders**.
3. You'll see all notes with upcoming reminders.

Change default reminder times

You can change the pre-set reminder times for morning, afternoon, and evening.

GPS – Google Maps Get directions & show routes

You can get directions for driving, public transit, walking, or biking on Google Maps. If there are multiple routes, best route to destination is blue, and other routes are gray.

To get directions:

1. On your Android phone or tablet, open the Google Maps app .
2. Search for your destination or tap it on the map.
3. In the bottom left, tap Directions .
4. Choose one of the following:

Driving:	**Rides:**
Motorcycle:	**Cycling:**
Walking:	**Flights:**

5. To get the list of directions, tap the bar at the bottom that shows travel time and distance.
    - To choose another route, tap it on the map. Each route shows the estimated travel time on the map.

Tips:

- Before you start your trip, you can get your next turns up close. Tap the white circles along the route.
- To get more info or add a stop (if you picked your own vehicle), tap a landmark.

Add multiple destinations

1. On your Android phone or tablet, open the Google Maps app .
2.
3. Search for your destination or tap it on the map.
4. At the bottom left, tap Directions .
5. At the top right, tap More **Add stop**.
    - You can add up to 9 stops.
6. Tap **Done**.

Tip: To change the order of your stops:

1. On the destination you want to move, touch and hold Reorder .
2. Drag the destination.

Customize your route

Avoid tolls and highways

Change your starting point or destination

Change the time that you'll leave or arrive

Mobile & Technology Jargon

borrowed liberally from techopedia.com; techterms.com; webopedia.com; & techtarget.com

Jargon or Abbreviation	Meaning	Details
WIFI	Wi-Fi was the name assigned as a shorthand way to refer to a technology standard identified as IEEE 802.11b Direct Sequence. It does not mean Wireless Fidelity. The original standard for high-speed wireless internet	Technology that allows a wireless signal connection to a wired device with access to the internet. The wired device is called a Router.
Cellular	Mobile phone technology	A cellular phone is a telecommunication device that uses radio waves over a networked area (cells) and is served through a cell site or base station at a fixed location, enabling calls to transmit wirelessly over a wide range, to a fixed landline or via the Internet.
ISP	Internet Service Provider	The company that you pay for Internet access. In most of the hilltowns this is Whip City Fiber. ISPs are like major highways that bridge together cities, states, and countries. These "highways" transport data to cities, and then smaller and smaller "roads" transfer that data to neighborhoods and individual homes.
SIM	Subscriber Identity Module	SIMs are computer chips which hold information and allow you to connect with your network. This means you can make calls, send SMS messages and connect to mobile internet services. SIMs have an ID number or IMSI which stands for International Mobile Subscriber Identity. This number identifies the phone to the network. Along with your IMSI, your SIM will also have a unique MSISDN. This is short for Mobile Subscriber Integrated Services Digital Network Number. It's basically your phone number. Plus, your SIM will have a personal identification number (PIN) to protect against theft.
iOS	A mobile operating system developed by Apple. It was originally named the iPhone OS	Operating systems are software that communicates with the hardware and allows other programs to run. It is comprised of system software, or the fundamental files your computer needs to boot up and function. Every desktop computer, tablet, and smartphone includes an operating system for basic functionality.
Android	Mobile phone & tablet operating system developed by Google.	Android phones typically come with several built-in applications and also support third-party programs. Developers can create programs for Android using the free Android software developer kit.
Cloud	Like a giant hard drive in the sky. Ways to get Info Tech services for a business or individual over the internet, such as computer file storage, software, without the need for a computer infrastructure.	iCloud is a computing service that stores a user's applications, photographs, documents, calendars, and recently purchased music. All can be stored in iCloud and automatically updated on a user's other iOS devices.
App	Apps or applications are software programs that can be downloaded from the internet to do specific tasks.	Mobile apps are accessed on smartphones like iPhones or Android phones using the Apple App Store or Google Play Store.

App Store	An App to find, download and/or buy other apps that do everything from playing games, making business presentations, accessing your own bank account, printing to a wireless printer, or using your phone like a walkie talkie.	On an iPhone this feature is called the App Store, on an Android phone it is the Google Play Store
Podcast	Recorded informational programs by different podcast providers	Examples of podcasts are TED Talks, The Moth, This American Life, and hundreds more.
Wallet	Apple Pay feature where you can store plane and train tickets, concert tickets, coupons, and use them by swiping across a point of purchase device.	This app can be a safe and convenient way to keep purchased tickets.
SIRI	Personal iPhone assistant built into your iPhone that responds to commands you speak to your iPhone. The feature is named Siri after a co-worker in Norway, and it means "beautiful woman who leads you to victory" in Norwegian.	With Siri, you can ask for nearby restaurants, dictate your email, text someone by speaking, open apps with a voice command, search the internet, return calls, find tagged photos, make payments, and many other actions. After setting up Siri, you activate the feature by saying, “Hey Siri…” You can change Siri’s voice by gender and nationality (American, British, Australian).
Sync	Exchange content between your computer and iPhone over a wireless network.	You can also sync to other devices.
Lightning cord	The Lightning connector has eight pins and is about one third the size of the 30-pin dock connector that preceded it. The Lightning connection is designed to be strong enough to hold a device upside down by the cable without the cable detaching.	The Lightning name can signify that the cable may be able to transfer data faster than the previous cable that Apple had been using for several years. Instead of having mobile latches on the sides, the Lightning connector has small divots on each side that allow it to snap into place.
Air Drop	Use AirDrop to share and receive photos, documents, and more with other Apple devices that are nearby.	Turn on WIFI and BlueTooth. Make sure AirDrop is turned on for your device so you can send and receive files with other people. Navigate to **Settings > General > AirDrop** to turn it on. You can choose to enable the service to work with just your contacts or with everyone who might be nearby. If you want to share a file / photo via your iPhone or iPad, just open it in the appropriate app and tap the Share icon and follow the steps.
SMS	Short Message Service." SMS is used to send text messages to mobile phones.	Text messages sent via SMS, instead of iMessage, do not require the recipient's phone to be on in order for the message to be successfully transmitted. The SMS service will hold the message until the user turns on their phone.
Facetime	An app to place video phone calls where sender and receiver can both see and talk.	Facetime is an Apple app and works only between iPhones.
Coding	Coding is a skill where you take instructions (the steps in a task) and translate it into a language the computer understands.	Coders write the instructions using a programming language. This programming language translates human code into computer code known as software.

Broadband	This term refers to high-speed data transmission in which a single cable can carry a large amount of data at once.	Because of its multiple channel capacity, broadband has started to replace baseband, the single-channel technology originally used in most computer networks.
Modem	A that piece of equipment that has a wired connection to the internet	Some modems also function as a router for WiFi signal.
Router	This is a hardware device that routes data (hence the name) from a local area network (LAN) to another network connection. Routers connect by a wire to modems.	A router acts like a coin sorting machine, allowing only authorized machines to connect to other computer systems. Most routers also keep log files about the local network activity.
IP Address	An IP address is an online unique identifier for any device on the internet or a local network. Similar to a house address in a community.	IP stands for "Internet Protocol," which is the set of rules governing the format of data sent via the internet or local network. your public IP address is provided to your router by your ISP. Typically, ISPs have a large pool of IP addresses that they distribute to their customers.
Browser	A browser is a piece of software that retrieves and displays web pages.	Safari, Internet Explorer, Chrome, Microsoft Edge, Firefox
Search engine	a search engine is a website that helps people find web pages from other websites. It is a program that searches for and identifies items that correspond to keywords or characters specified by the user, used especially for finding particular relevant sites on the World Wide Web.	Examples of search engines are Google, DuckDuckGo, Ask, Yahoo, MSN, Bing
Google	Google is an internet search engine. It uses a proprietary algorithm that's designed to retrieve and order search results to provide the most relevant and dependable sources of data possible. Google is also a company.	Google's stated mission is to "organize the world's information and make it universally accessible and useful." It is the top search engine in the world. Google is so dominant that the term "Google" can also be used as a verb, so that when someone searches for something on Google, they may say they "Googled" it. Or you may ask a question and be told to “Google it”.
URL	Uniform Resource Locator	URLs are web addresses that are accessed over the internet
HTTP/HTTPS	HyperText Transfer Protocol/ Secure	A way of sending/retrieving located information
WWW	World Wide Web	Also called the super highway. The World Wide Web is not synonymous with the Internet. The Web is an information system where documents and other web resources are identified by Uniform Resource Locators (URLs, such as https://example.com/), which may be interlinked by hyperlinks, and are accessible over the Internet.
hyperlink	a link from a hypertext file or document to another location or file, typically activated by clicking on a highlighted word or image . A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new document section.	Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined, but don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.

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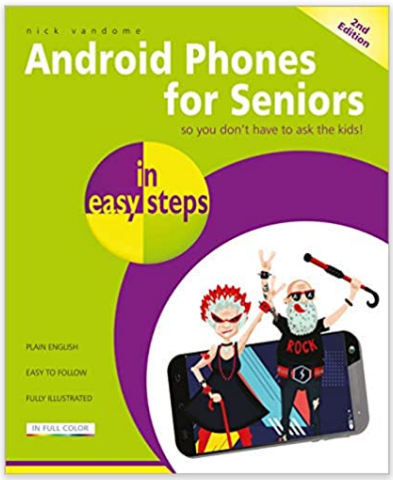

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- Using Home screens
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- Syncing with other Android Devices

The book also covers all aspects of the standard communication functions that are now commonplace on smartphones:

- Making and receiving calls
- Making video calls
- Sending text messages
- Adding contacts
- Sending emails
- Browsing the web

Android phones are excellent for a range of mobile entertainment, and the book shows how to listen to music, watch videos and read books. It also deals with taking and viewing photos so that you can use your Android phone as a replacement for a digital camera.

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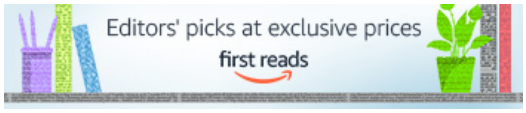

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