

Sun City Summerlin Computer Club

Seminar

**Android Basics
Part 2**

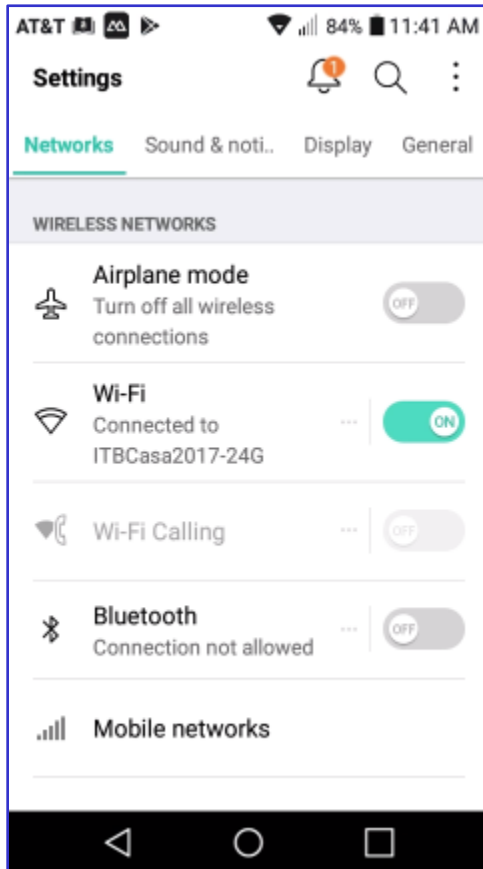
Tom Burt

Agenda



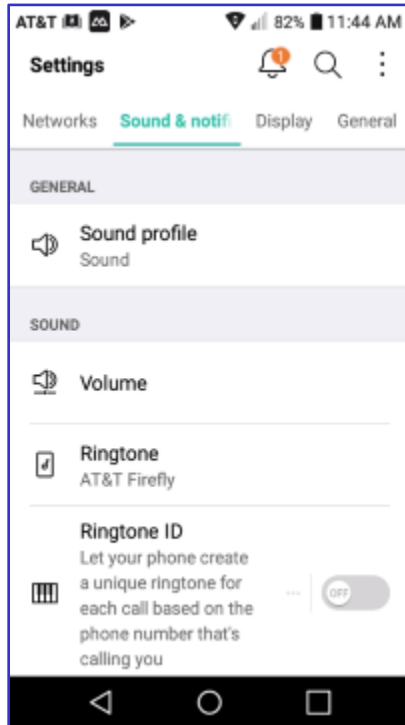
- **Android Settings (5 slides)**
- **Android Apps – Google Play Store (3 slides)**
- **Taking Pictures (2 slides)**
- **Moving Files To / From Your Device**
- **Securing Your Lock Screen**
- **Conserving Battery Life**
- **Taking Videos**
- **Taking Screen Shots**

Key Android Settings (1)



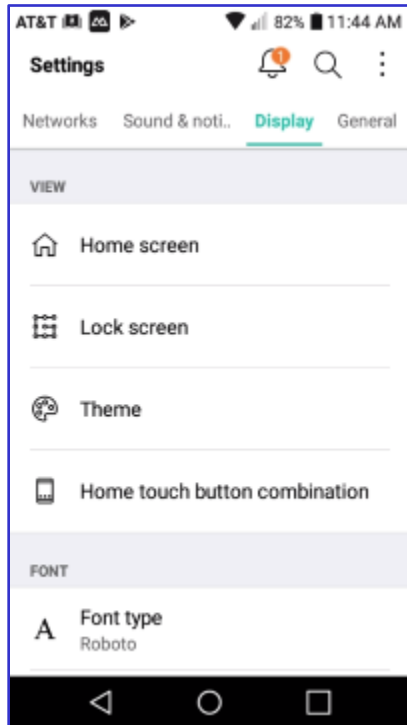
- **Android has many settings managed via the Settings App.**
- **Start the Settings App by tapping the gear icon.**
- **Settings are divided into four categories:**
 - **Networks, Sound & notification, Display and General.**
 - **Several frequently-used settings are also in the swipe-down “Quick Settings” panel.**
- **Network Settings include:**
 - **Airplane Mode (on / off)**
 - **WiFi (on / off) and WiFi network connections to Mobile networks**
 - **Bluetooth (on / off) and Bluetooth device connections**
 - **Various others ...**

Key Android Settings (2)



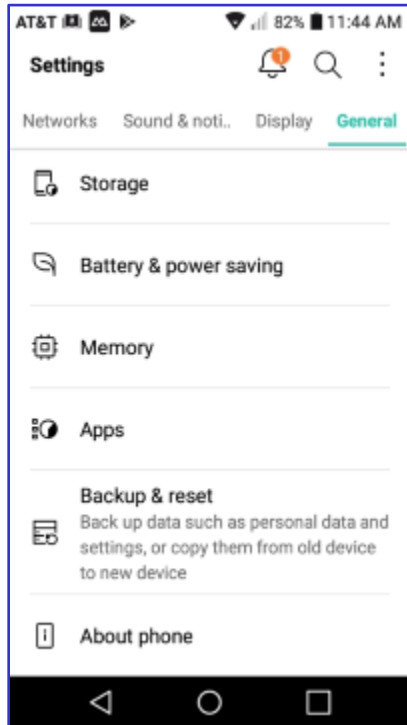
- **Sound and Notification Settings include:**
 - **Sound Profile (sound / vibrate / silent)**
 - **Volume (Ringtone, Notification, Touch feedback, Music ...)**
 - **Ringtone (selection of built-in or get your own)**
 - **Ringtone IDs (identify callers)**
 - **Various others ...**
- **Tap each setting to open a specific screen or widget for changing that setting.**

Key Android Settings (3)



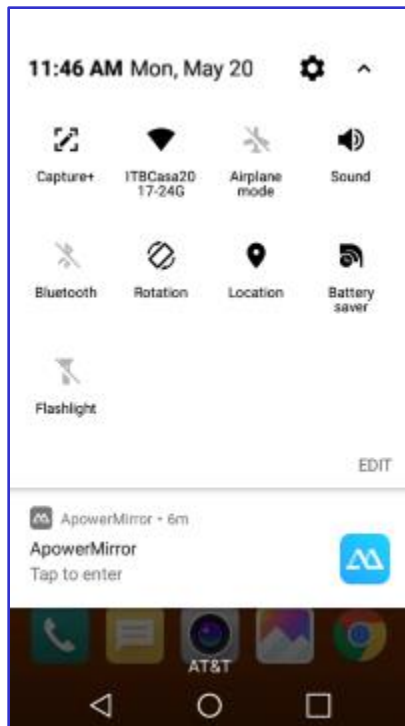
- **Display Settings include:**
 - Home screen (wallpaper)
Select Home (appearance, layout)
 - Auto-rotate (on / off)
 - Lock Screen (see later slide)
 - Theme
 - Font type
 - Brightness (slider, option for Auto)
 - Various others ...
- **Tap each setting to open a specific screen or widget for changing that setting.**

Key Android Settings (4)



- **General Settings (and Information) include :**
 - **Location settings**
 - **Accounts and Sync (links your device to various online accounts)**
 - **Shortcut keys (on / off)**
 - **Google Services**
 - **Apps (lists installed Apps) Can use to Disable / Uninstall Apps**
 - **Backup and Reset**
 - **Storage (Info about space used)**
 - **About Phone (includes software updates)**
 - **Various others ...**

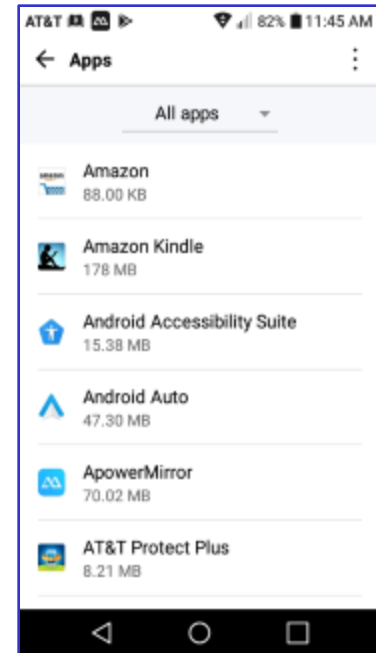
Key Android Settings (5)



- **Quick Settings (swipe down from top)**
 - **Brightness (slider and Auto)**
 - **Settings gear – tap for full settings**
 - **Capture+ - captures what's on the screen**
 - **WiFi (on / off) tap to toggle**
 - **Sound mode (Sound, Vibrate, Silent) tap as a 3-way toggle**
 - **Airplane Mode (on / off) tap to toggle**
 - **Bluetooth (on / off) tap to toggle**
 - **Screen rotation (on / off) tap to toggle**
 - **Location tracking (on / off) tap to toggle**
 - **Battery saver (on / off) tap to toggle (takes effect when battery at or below 15%)**
 - **Flashlight (on / off) tap to toggle**

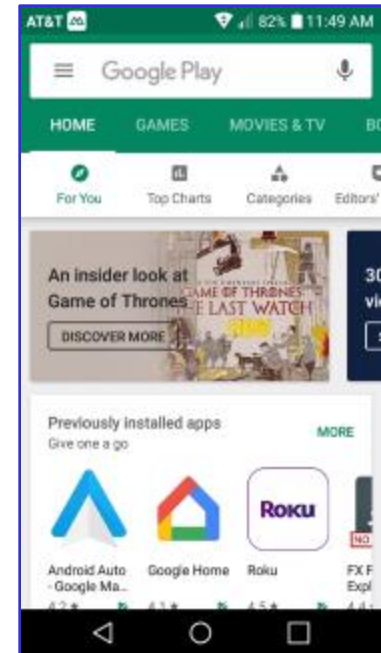
Android Apps (1)

- **Checking what Apps are already installed ...**
 - Go to Settings and then select the General tab.
 - Scroll down and tap Apps.
 - This will display a scrollable, alphabetic list of all the currently installed Apps and whether they're enabled or disabled.
- **Disabling and Uninstalling Apps**
 - You can press and hold any App in the App list to bring up a screen that will allow you to either Uninstall or Disable (for built-in) Apps.
 - There's also a Force Stop option to stop an App that is presently running. Use this with care.



Android Apps (2)

- **Getting Android Apps - Google Play Store**
 - Easier to *search* the Play Store on your PC or Mac first, then use the Google Play App on your device to download and install.
 - <https://play.google.com/store/apps?hl=en>
 - Apps in the Play Store are verified to be free of malware. This system is *pretty* solid.
- **On your device, tap the Play Store icon to launch the App. It will connect to the Play Store in the cloud.**
 - Use the search or browse the categories to locate the App you want to install.
 - Tap the desired App's image. That will open a popup with some details and the choice to Install or Cancel.
 - If the App is not free, you will have to confirm payment.
 - Tap the Install choice and the App will download and install on your device. An icon will be added to your home screen.



Android Apps (3)

- **Some Android Apps You Might Want**
 - **Uber and Lyft Ride Services**
 - **Phone-based GPS / Mapping**
 - **Note-taking and Dictation**
 - **Book Readers: Kindle, e-Pub**
 - **Games and Puzzles – Vast Catalog**
 - **Office Suite (LibreOffice or MS Office)**
 - **Health Tracking and Testing**
 - **Menu Planning and Cooking**
 - **Sports News / Scores / Live Streaming**

Taking Pictures (1)

- Your Android phone or tablet has one or more built-in cameras.
- Before taking photos, gently clean the camera lens with a soft microfiber cloth.
- To take photos, you first need to launch the camera App by tapping its icon on the home screen.
- The Camera App displays what either the front or rear camera lens sees along with a number of visible controls.



Taking Pictures (2)

- **Taking Pictures of Subjects in Front of You**
 - Aim the camera at your subject and check how the subject appears on the screen.
 - If in low light, consider turning on the flash (icon on screen).
 - Generally best to hold the camera horizontally; you can crop and resize later.
 - Hold the camera steady and level, aimed at the subject, with your arms close to your body to prevent jerking. Tap the subject on the screen to tell the camera what to focus on.
 - Make sure your fingers aren't in front of the lens or flash!
 - To take the picture, either tap the camera icon on the screen or press either volume button. **DON'T** jerk up or down when pressing the button!!
 - The picture will be saved as an image file in the device's DCIM folder.

- **Taking Selfies**
 - Tap the "Switch camera" icon to select the front camera (the one facing you) or drag in any direction.
 - You will now see yourself (and whatever is behind you) on the screen.
 - Move the camera toward or away from yourself as needed to get yourself into the desired position.
 - Hold the camera steady with one or two hands and then press one of the volume buttons or tap the camera icon to take the picture. **DON'T** jerk up or down when pressing the button.
 - The picture will be saved as an image file in the device's DCIM folder.

Conserving Battery Life

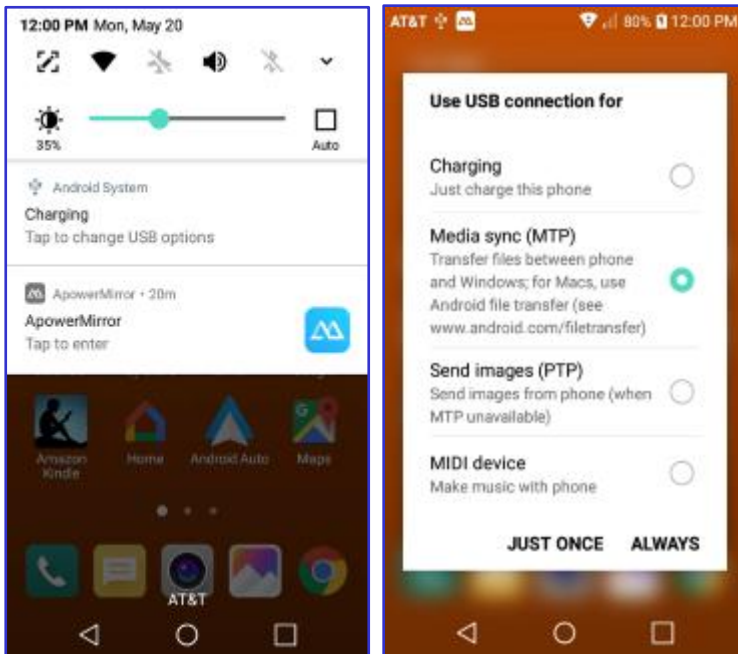
- **Your Android device runs from an internal battery.**
- **Daily recharging is a fact of life. Make it a habit.**
- **When traveling or just out and about, there are things you can do to reduce power consumption and make your battery last longer.**
 - **Blank the screen as soon as you are done (press the power button)**
 - **Turn off your WiFi radio (use the Quick Settings swipe-down)**
 - **If not using a hands-free setup, also turn off your Bluetooth radio.**
 - **Lower your screen brightness (Quick Settings swipe-down).**
 - **Lower your sound volume (Quick Settings swipe-down).**
 - **Close any running apps that you don't need (running apps list).**
 - **Avoid taking pictures or shooting videos.**
 - **Avoid playing music via the internal speaker or headsets.**

Moving Files To / From Your Device (1)

- **Your Android Phone or Tablet can take photos, play videos and music and even display and edit documents.**
 - So how do you move various file types to/from your tablet to your PC?
- **You can use “Google Drive” to copy files via WiFi between your device and the Google Drive cloud.**
 - Google Drive 15 GB storage limit (with exceptions).
 - If your Android device is connected to your Google account, it will *automatically* sync photos and videos you take to your Google Photos storage space on Google’s “cloud” servers.
 - Will also sync from your Google Drive cloud storage to your PC and other devices that have Google Drive or Google Backup and Sync installed.
 - Can be a bit slow if you have a lot of large images.

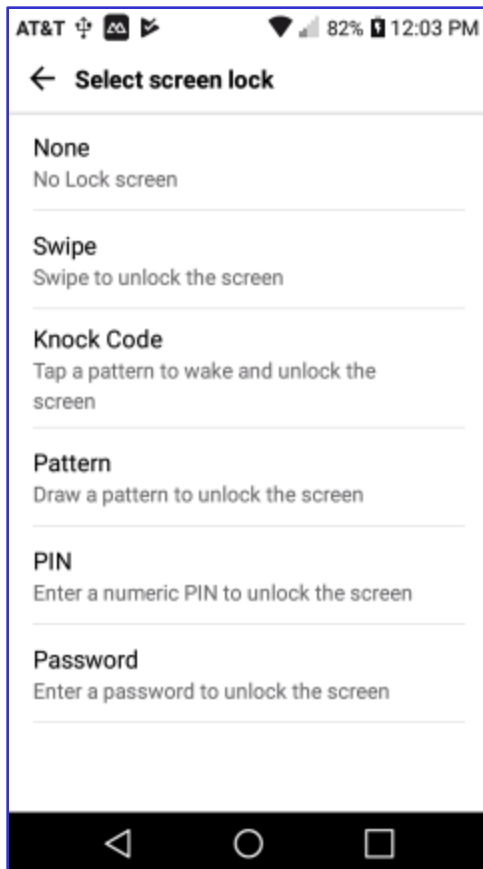
Moving Files To / From Your Device (2)

You can also plug your device, via a USB cable, into a USB port on your PC.



- After your device is plugged in, you may need to change it from charging to “data” mode.
- Swipe down from top and then tap the “Change USB options” band.
- In the screen that appears, tap the bubble for “Media Sync (MTP). Finally tap either **JUST ONCE** or **ALWAYS**.
- Windows will detect the device and open a File Explorer window displaying the device’s file system.
- You can use normal Windows actions to copy files back and forth, delete files, rename – all the usual things.
- This works well for large files like videos and music.

Securing Your Lock Screen



- **Your phone carries a lot of personal information that you wouldn't want someone else to access if you mislaid it.**
 - **Best way to prevent this is to set up a PIN or password on your lock screen.**
- **Go to Settings>Display>Lock Screen>Select screen lock**
 - **Choose PIN or Password from the list.**
 - **Enter the PIN or password once and again to confirm.**
 - **I chose a 6-digit PIN “561034” that’s easy for me to remember and key in, but fairly hard to crack.**
 - **Select OK.**
- **Now, when you power on or wake up your device, it will ask you to reenter your password or PIN before you (or anyone else) can access your phone.**
 - **Make sure your PIN / password are recorded somewhere safe.**
 - **Consider increasing your screen timeout value to avoid having to constantly re-enter your PIN / password.**

Taking Videos

- **Start the Camera App**
 - **Aim the camera at your subject and check how the subject appears on the screen.**
 - **If in low light, consider turning on the flash (icon on screen).**
 - **Generally best to hold the camera horizontally; you can edit later.**
 - **Hold the camera steady and level, aimed at the subject, with your arms close to your body to prevent jerking. Tap the subject you wish the camera to focus on.**
 - **Make sure your fingers aren't in front of the lens or flash!**
 - **To begin recording the video, tap the Video button on the side of the screen.**
 - **Your tablet or phone will record video and save it as a video file in the Gallery folder.**
 - **You can pause recording by tapping the Pause icon; resume by tapping the red dot.**
 - **You can stop recording by pressing the square icon.**

Taking Screenshots

- **Screen shots (a picture of the device's current screen) are useful for illustrating specific steps in some process on your device, such as in this tutorial.**
- **They can also be helpful when reporting problems to Support or other Help groups.**
- **Steps:**
 - **When your device's screen shows what you want to capture, swipe down from the top and tap the Capture+ icon.**
 - **Capture+ will copy the current screen into an image file and then offer a small menu bar of choices. The image file will *not* include the swiped down panel of quick actions.**
 - **Tap the 3 vertical dots icon in the menu and select Done. In the pop-up menu that appears, choose Gallery. This will save the screen shot into the Capture+ folder of the Gallery where you can retrieve it later.**
 - **You can also make a screen shot with a key shortcut by pressing the Power button and the Volume Down button at the same time, but this is difficult to do consistently.**

Questions and Answers