

Hello Android

What is Android?

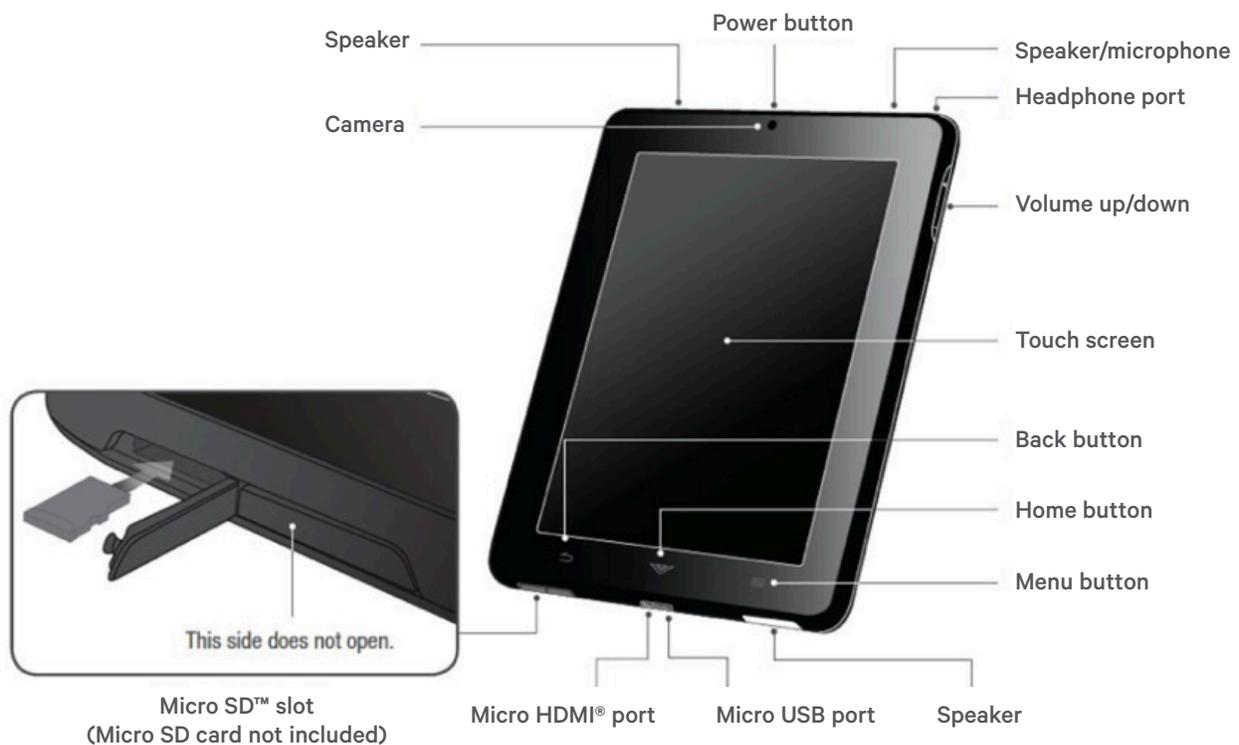
Android is an operating system for mobile phones and tablets created by Google. If you're not using the popular iOS phones and tablets created by Apple, you probably have an Android device.

Note: All device versions will look different, but the basic principles will be the same.

Getting started

Getting to know a new mobile device can be pretty exciting, especially if this is your first smartphone or tablet. The key is to start with the basics and take it 1 step at a time.

To get started, here are the parts of your Android device:



How to interact with your device

You'll use your finger or a stylus pen to interact with your device's touchscreen. For instance, instead of clicking something with your mouse, you'll tap the screen with your finger.



Tap the screen gently with your finger. This is similar to “clicking” a mouse. It will open whatever you “click” on the screen.



Tap and hold your finger down on the screen. Depending on the program you are using, tapping and holding will access other options (think of this as “right-clicking”). Some options

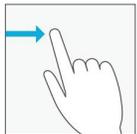
including copying text or moving your cursor, for example.



Spreading or pinching (i.e. open or close your thumb and forefinger) on the screen.

Used to zoom in or out on the screen.

For example, if you were having trouble reading text, you can zoom in on the text by spreading your thumb and forefinger on the screen.



Scroll using your finger to move in any direction. You can scroll up and down, left and right, or any other direction on the screen. Swipe left or

right to “flip through” things, like pages on the home screen, photos, or pages in an e-book.

Home screen

Once your device is set up, you should be taken to a simple screen with some icons, buttons, and other features. This is actually one of the most important parts of your device – it's called the home screen – and it's where you'll store all your favourite apps. Swiping left or right on the screen will allow you to move between screens.

Status bar

The area in the top right displays **current information** about your device. This includes things like signal strength, WiFi status, battery life, and the time. Here are some examples:

Battery life:



Low battery



Full battery

WiFi signal status:



Low



Good

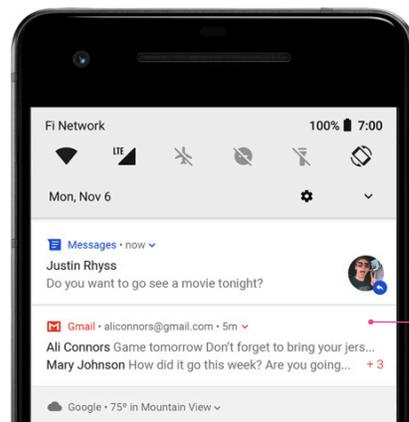
Notifications

Notifications are cues or alerts that let you know when something is happening on your device.

To view your notifications, **swipe down** from the top of the screen – this will open the notifications.

From there, you can see more information about each notification, or tap one to go to the source.

Swipe the notification left or right to remove it. Notifications will also appear on your lock screen.



Notifications

Lock screen

You can help secure your Android phone or tablet by setting a screen lock. Each time you turn on your device or wake up the screen, you'll be asked to unlock your device, usually with a PIN, pattern, or password. On some newer devices, you can unlock with your fingerprints as well. You can change the security requirements for opening your phone in your **Settings**.

Apps

The icons you see on your home screen are actually shortcuts to your apps. To open one, all you have to do is tap the icon you want.



Settings

Adjusting your computer's settings, including changing the look and feel of the desktop. You can also connect to the internet here.



Google Chrome

Viewing websites on the internet.



Play Store

Download apps.



Camera

Taking photos and videos.



Gmail

Sending and receiving emails. You can also install other email apps (i.e. Hotmail).



Phone

Making phone calls. This feature isn't typically available on tablets.



Messages

Sending text messages.

Google Play Store: Downloading apps

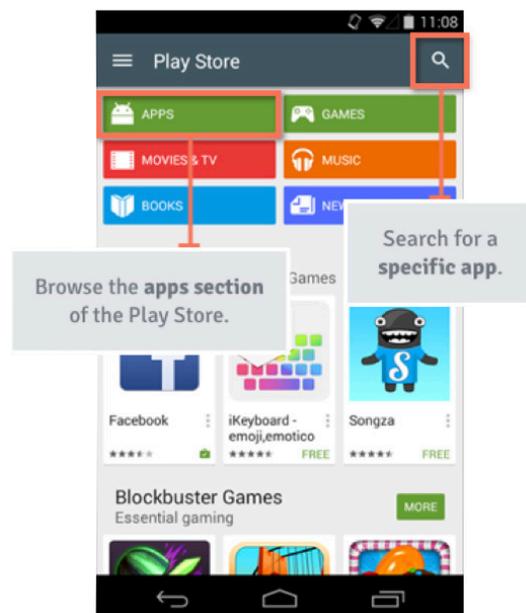
If you're interested in downloading more apps, that's where the **Play Store** comes in handy.

The **Play Store** comes pre-installed on every Android device. To get started, open the app. You can use the **search feature** to search for something specific, such as the name of an app, the company that makes it, or something descriptive (like "photo editor"). You also can tap **Apps** to browse the apps section of the store.

To **download** or learn more about an app, tap the one you're interested in. You'll be taken to the product page, where you can check out reviews, screenshots, and a description of the app. To download the app, tap the **install** button (it will say "install" if the app is free or will tell you the purchase price), then follow the rest of the instructions.

To view ALL apps:

- At the bottom of your screen, tap **Home** 
- Tap **All Apps** 

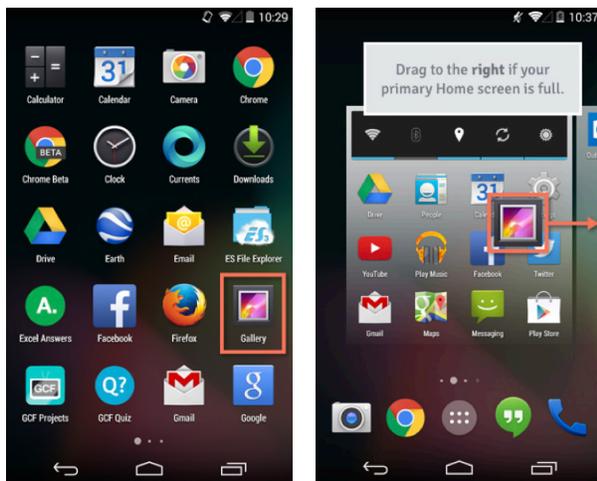


To add an app to the home screen:

Adding an app to the home screen is a lot like adding a shortcut on your computer desktop. You're not moving or altering the original app in any way – you're just creating a link. Ultimately, this is a great way to make your favourite apps easier to access.

To add an app to the home screen:

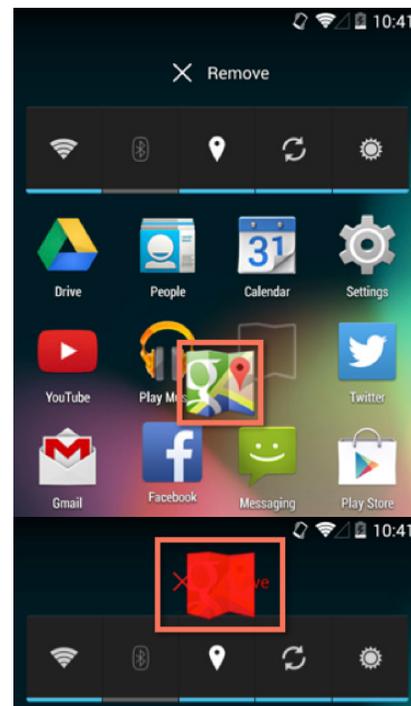
- Open the **Apps** view, then find the app you want.
 - At the bottom of your screen, tap the **Home** button.
 - Tap **All Apps**. 
- **Tap and hold** the app (be careful to not let go!), and you'll be taken to a special view of your **Home** screen.
- **Release** the app once you've chosen a spot, and it will be added to your home screen.
- **Continue to hold** the app while you decide where to put it. If your primary home screen is full, you should be able to access/create another one by dragging the app all the way to the **right**.



To move or remove an app from the home screen:

- Make sure you're on the **home** screen, then tap and hold the shortcut you want to edit. This should give you control of the icon.
- To **move** it, drag and drop the icon to a **new location**.
- To **remove** it, drag the icon to the **Remove** or **Delete** option at the top of the phone.

Keep in mind that this won't delete the app from your device. It will only remove the shortcut from the home screen.



Connecting to the internet

Your device can connect to the internet almost anywhere, either through mobile data (3G/4G or LTE) or nearby WiFi. So what exactly is the difference? Most data plans only give you a certain amount of data per month, and there can be repercussions if you go over your limit. With WiFi, you can use the internet as much as you want, and it won't count against your data.

Tap the **Settings** icon. You may need to swipe through a few screens to find it.

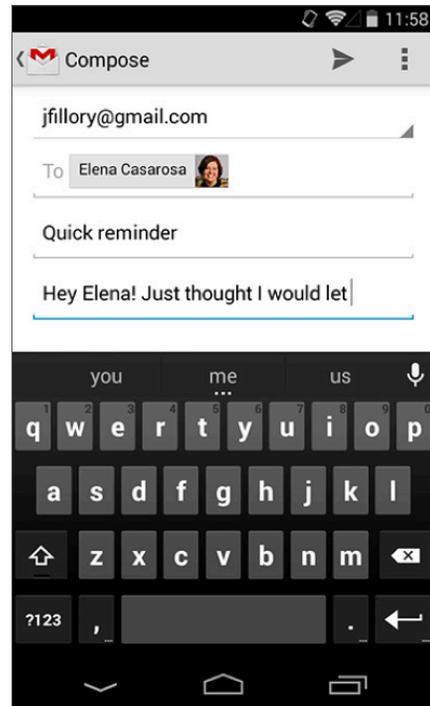
Scroll through the list of settings until you find the **WiFi** or Wireless Internet settings. If it isn't already set to **ON**, tap the control on the right. When you're done, tap the word **WiFi** or **Wireless Internet** - this will open a list of nearby networks.

To join a network, just tap the one you want. If the network is secured, you'll need to enter a password to connect to it. There is no password for Halifax Public Libraries internet.

Keyboard

By now, you've probably already encountered the keyboard on your device. It's designed to pop up automatically whenever you need to type something; for example, when you're composing an email, searching the web, or filling out a form.

The keyboard on a phone or tablet is similar to that on a computer.



The **Backspace** key allows you to delete. To delete entire words or sentences, tap and hold the key.



Click the **number and special characters** button to switch between the main keyboard, which contains primarily letters, to the numbers and special characters.



Tap the **shift** key to turn on capital letters. Double tapping will turn on caps lock.



Keyboards will often offer suggestions or

spelling corrections about the main keyboard while you type. To choose one of the suggestions, just tap the one you want.