

1 What is an Android Device?

A Tablet or Phone that is **NOT** an iPad, iPhone, Windows Phone

Eg. Samsung Galaxy, Google Nexus, Sony Xperia, LG, HTC, Huawei, Motorola etc

- Android is an Operating System (OS) for smartphones and tablets. Depending on the age and manufacturer of your device, you may or may not have the [most recent version](#) (Android version 7 "Nougat" Aug 2016).
- You own an Android phone or tablet, if you install apps on from the play store



Play Store

- To use Android devices you need to have a Google Account eg. [YourName@gmail.com](#)

2 External Buttons and Ports. (Pictured Samsung Galaxy Tab 4)



3 Turn the Tablet on/off – Do this [weekly](#)

Hold down the power button to turn **off/on**

Press the power button once to wake/sleep the Tablet (if it's already on)

4 Charging the Battery

Connect it to the wall outlet using the USB cable & power adaptor

Connect it to the computer using the USB cable

NB: The newest Androids have different power packs. Using a faster charging (Higher Wattage) may be bad for old devices.

5 Home Screen – Parts of the screen

- Status Bar** (internet connection, time & battery life)
- Pages** (swipe **left/right** to move to **next/previous** page)
- Dock** (most frequently used apps – you can **SET** which these are)
- Notification Panel** (**WiFi** lives here) quick access – swipe **down** from the bottom of the screen)
 - Other buttons: Blue-tooth, Mobile Hotspot, Location, Screen Rotation, Mute, flight-mode

6 Navigation - GETTING AROUND

6.1 Tapping, Holding, Swiping, dragging, pinching & pressing

- **Tap** to "click" or select something on the screen; eg: to open an app or a link. You can also tap and **hold** to occasionally access other **options** (think of this as "right-clicking").
- **Drag** to scroll up and down, left and right, or any other direction on the screen.
- **Swipe left or right** to flip through pages on the Home screen, photos, or pages in an e-book.
- **Pinch** to zoom in or out almost anywhere.

6.2 "Home, sweet home"

Pressing the home button will always take you home to your main home screen

(Just like Dorothy's red shoes)

- **Swipe** to another home screen
 - **Home**
- **Tap** "Gallery" or "photos", **Home**
- **Tap** "Clock", **Home**
- **Tap** "Settings", **Home**



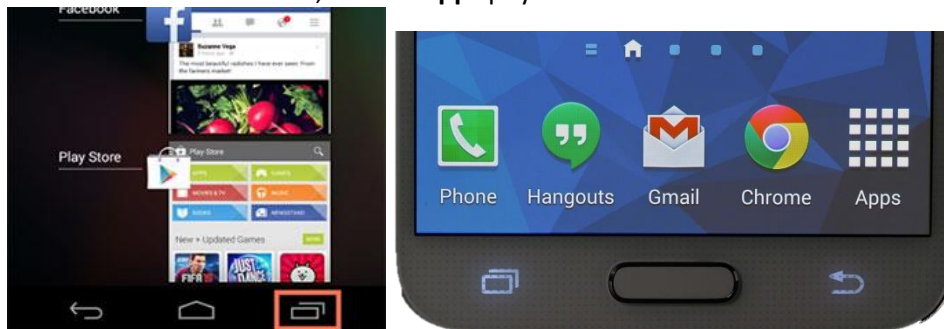
6.3 What's Open?

- What do you currently have open?
- How do you close unwanted apps for stability and performance (speed, battery-life)?
- It depends on the device:



eg: Galaxy Tab 3: Press and HOLD "Home" button

Tab4: On newer devices, **Recent Apps** physical or screen button



These are the apps that are currently **open**. To **switch** back to an app:

- Touch either
 - The image of what is open screen
 - App Icon

Hint:

To get better battery-life and speedier reactions from your Tablet:

- **Close** all apps except the one you are using
 - **Touch** and **flick** each app, to the top of the screen to **CLOSE**

7 Google account



The first time you turn on your device, you'll be asked to set up a few different things, including your preferred language, the date and time, and (most importantly) your **Google account**. If you don't have a Google account yet, you can create one during the setup process.

There are a few reasons this step is so important. In short, your Google account is your **identity** on your device. Not only does it connect you to the **cloud**—where things like photos and contacts are stored—but it also gives you access to the **Play Store**, where you can download and purchase apps. The more you use your device, the more you'll see how integrated your Google account really is.

You may have a Google account already if you use any other **Google services**, like Gmail, Chrome, Google Drive, or even YouTube. For more information, check out our [Google Account](#) tutorial.

8 Getting to know your device

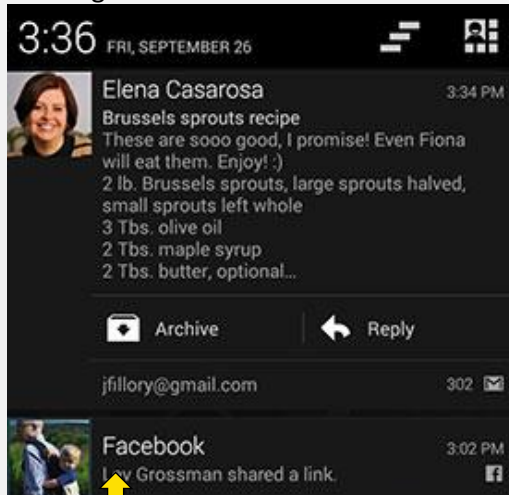
Once your device is set up, you should be taken to a simple screen with some icons, buttons, and other miscellaneous features. This is actually one of the most important parts of your device—it's called the **Home screen**—and it's where you'll store all your favorite apps.

Remember, every Android device is unique. (We discussed some of the reasons for this in the previous lesson, [Intro to Android Devices](#).) This means your experience may vary depending on your phone or tablet. Luckily, you can still learn a lot by comparing your device to ours.

Click the buttons in the interactive to learn more about the interface, including the Home screen and other features.

Notifications:

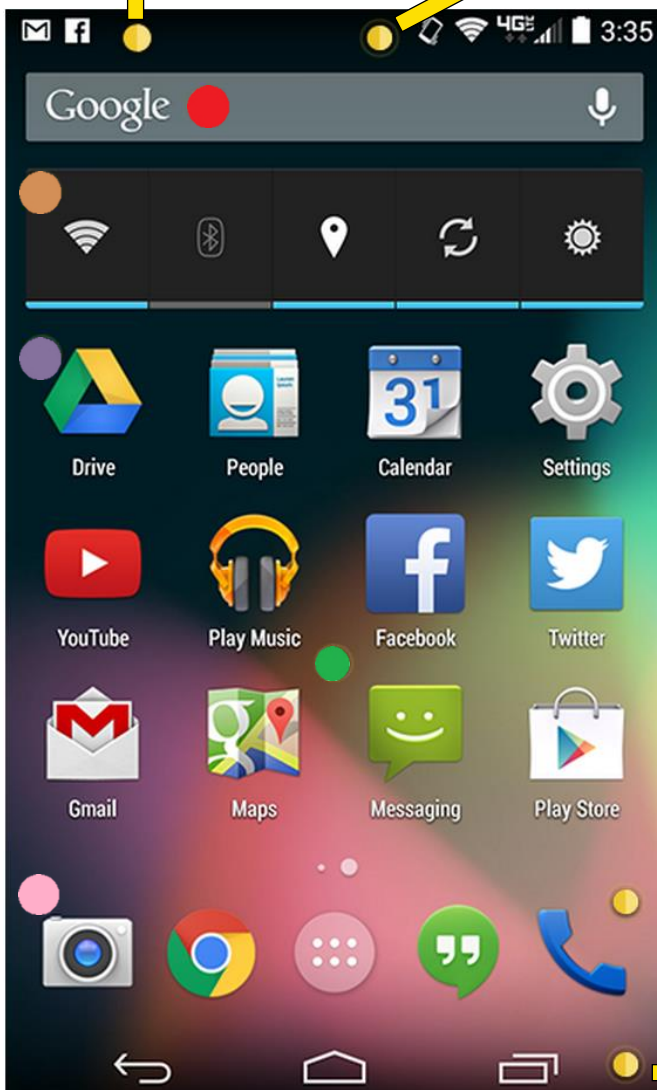
Notifications are alerts that let you know when something is happening. To view your notifications, **swipe down** from the top of the screen—this will open the **Notification Panel** to see more info on each notification, or tap one to go to the source.



Status Bar

The area in the top-right displays **current information** about your device. This includes things like signal strength, Wi-Fi status, battery life, and the time.

In this example, there's even an icon that tells us the device is currently on vibrate.



Navigation Buttons

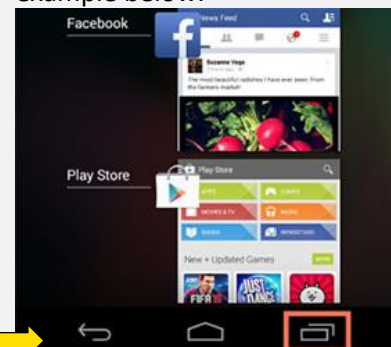
Every Android device **navigation buttons**. Usually they're part of your software but they can also be part of your hardware (i.e., built into your device, like eg. Samsung)

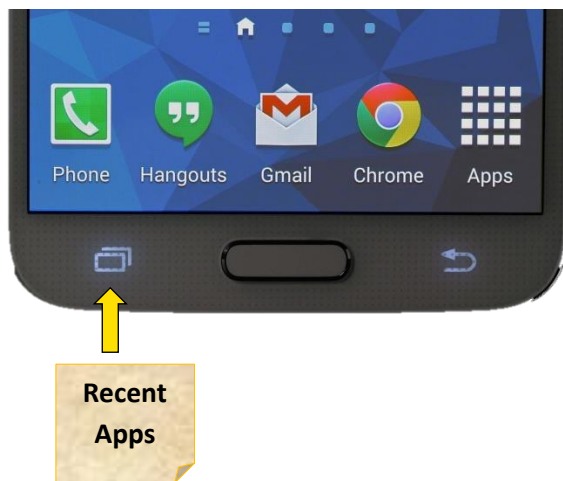
The 2 most important are:

Home -for returning to the Home screen

Back -Go to previous screen

On newer devices, you should also have a **Recent Apps** button. This feature lets you navigate between open apps, just like in the example below.



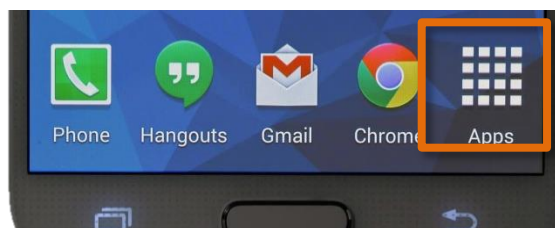


9 Basic apps

Ready to get started with some everyday tasks, like email and text messaging? We'll discuss these things in detail over the next few lessons, but in the meantime you can check your device for these **basic built-in apps**. They may go by slightly different names depending on your phone or tablet, but the icons will usually give you some clue.

- **Email** for managing your email, or **Gmail** if you have a Gmail account
- **Chrome** for browsing the Web (may also be called **Internet** or **Browser**)
- **Camera** for taking photos and videos
- **Play Store** for downloading apps
- **Settings** for adjusting your settings

Some of these apps may be on your **Home** screen already. If they aren't, take a look in your **Apps** view. This special view gives you access to every app on your device. To open it, look for the icon near the bottom of the **Home** screen.



10 Basic gestures

Gestures are what you'll use to interact with your device's **touchscreen**. For instance, instead of clicking something with your mouse, you'll tap the screen with your finger. We'll refer to gestures throughout this tutorial, so make sure you're familiar with the examples below.

- **Tap** to "click", select, or open something on your device, like a button or an app
- **Tap and hold** to occasionally access other options (think of this as "right-clicking")
- **Drag** to 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
- **Double-tap** to zoom in or out in certain apps, like Maps or Chrome
- **Pinch** (i.e., open or close your thumb and forefinger) to zoom in or out almost anywhere

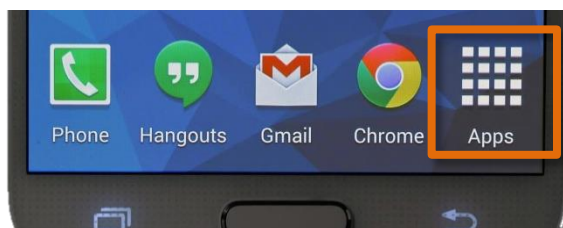
Accessing the Internet

Your device can connect to the Internet almost anywhere, either through **mobile data** (3G/4G) or nearby **Wi-Fi**. 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 Wi-Fi, you can use the Internet as much as you want, and it won't count against your data.

10.1 To connect to Wi-Fi:

Do you have access to a nearby **Wi-Fi network** (for example, at home or at the library)? You can easily connect to it using the steps below. For networks that you access repeatedly, you generally only have to do this once. The next time you're in range, you'll be connected to the network automatically, as long as you leave the Wi-Fi feature turned on.

1. Make sure you're on the **Home** screen, then open the **Apps** view. Your icon may look different from ours, but it's usually found in the Favorites tray near the bottom of the screen.



2. Tap the **Settings** icon. You may need to swipe through a few screens to find it.
3. Scroll through the settings sections (or click tabs at top) until you find the **Wi-Fi** feature. If it isn't already set to **ON**, tap on/off button.
4. You may need to tap the word **Wi-Fi** to open a list of nearby networks.
5. 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.
6. When you're done, your device will remember the details of the network (including the password if applicable), so you can connect to it automatically in the future. If you ever want to change these settings, **tap and hold** the network name, then choose **Forget** or **Modify**.

11 Care and Protection

Case

Screen protector

Soft, lint-free cloth to clean the screen. Don't use liquids, alcohol, etc.

12 Now start using our apps!



To access these apps you will need your Library card:



- Type in your Card Number found on the back of your Library Card & your PIN
- Don't know your PIN ?
- Visit the library & bring your library card

13 Questions?