Using Your Android Tablet or SmartPhone

KSC Seminar Presented By

Steve Courtney

Director KSC Computer Training Team

With support from the KSC Computer Training Team

March 20th,2013

1

Before We Start
- Check List

For those with Android tablets:

– Please make sure you are connected to the **KSC Wi-Fi** using the KSCMember account

  - An instructor in the audience may be able to help

– Android Tablet Seminar can be found at http://www.kanataseniors.ca/seminars.html

Seminar Topics

- **Introduction**

- **Android Tablet Usage basics (Nexus 7)**

- **How to use most common Apps**

- **Some useful Apps**

- **How to use the Google App Play Store.**

- **Android Nexus 7 Tablet demos and Tips**

- **Q & A.**

Introduction

The **purpose of this seminar** is to explain how to use and demonstrate features of Android Tablets/Smartphones.

The **Seminar will be of interest** to those who currently own an Android Tablet/Smartphone and also to those who are considering acquiring. Please refer to the seminar "Buying a laptop or Tablet" for guidance on what to purchase.

In the seminar a Google/Asus **Nexus 7** Android tablet(Android OS version 4.2.2(Jelly Bean)) will be used as many of the features are common between versions of Tablets and smartphones.

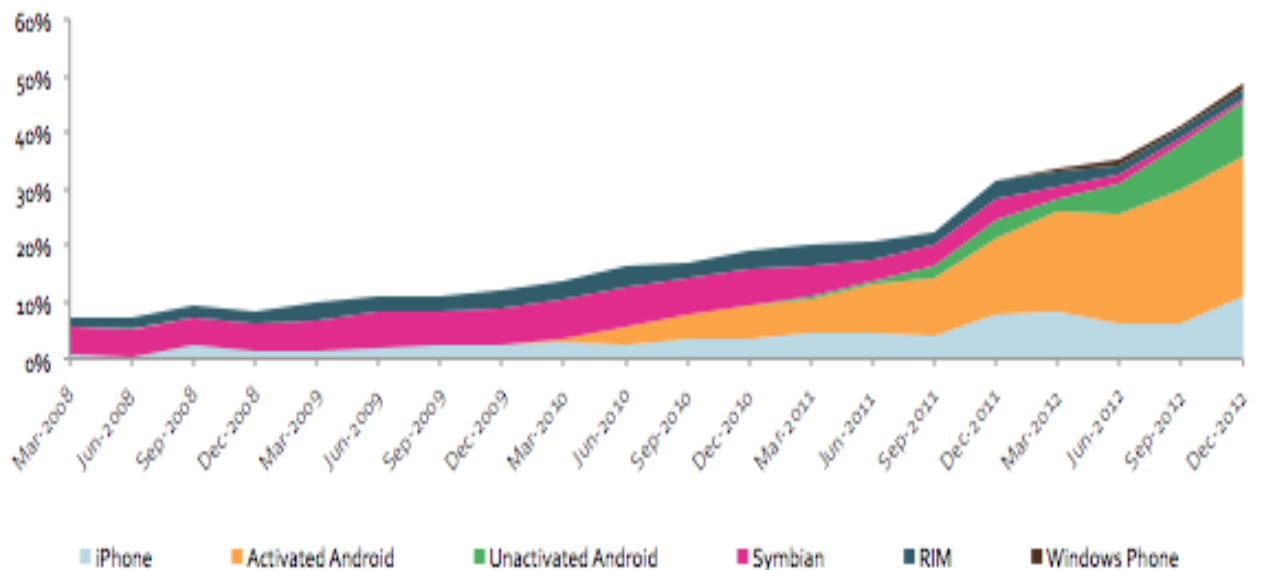**Note: Some android devices may have more or less features than the Nexus 7**

Android- what is it?

- [Android](#) is the name of the Operating System
  - Now owned by Google Inc.

- Android runs on a variety of [Smartphones and Tablets.](#) Android **DOES NOT** run on:
  - Apple iPad or iPod/iPhone(iOS)
  - Blackberry Playbook or Smartphone
  - Any Microsoft Windows 8 device(e.g Nokia SmartPhone)

- Each Android Tablet/SmartPhone must provide a basic set of features. Some may offer more than others.

- Versions of Android have numbers and names
  - Latest version is v4.1/v4.2.2 is called Jelly Bean. See [here](#) for all versions
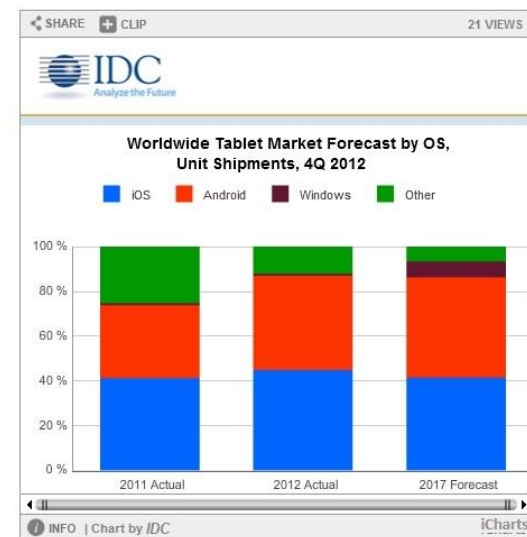 - Older versions include Ice Cream Sandwich(4.0), Honeycomb(3.x), Gingerbread(2.3)

We will demonstrate Android 4.2.2.(Jelly Bean) on a Nexus 7

Android- Market share

Global mobile phone unit sales share

Legend: iPhone · Activated Android · Unactivated Android · Symbian · RIM · Windows Phone

[Source: Enders Analysis]

IDC
Analyze the Future

Worldwide Tablet Market Forecast by OS, Unit Shipments, 4Q 2012

Legend: iOS · Android · Windows · Other

2011 Actual — 2012 Actual — 2017 Forecast

INFO | Chart by IDC   iCharts

Nexus 7 layout

Front Camera

Power Button

Microphone

Google Search Box

Status Bar

General Area

Volume Control

Favorite Apps

Show all Apps & Widgets

Previous Selection

Go to Home Screen

List Running Apps

Headphones Port

Speaker

USB & charging port

Fast Charger Port

Nexus 7 Usage basics 1-5

1. Home screen icon. - ⌂ Press this icon to **go to your home screen** and find another App.

2. Back icon . - ↩ Press this icon to **return to previous screen/App**

3. Running Apps. - ▭ Press this icon to **display running Apps**, and if you wish to **Switch between Apps or stop them running**.

4. Power button. This button powers ON and OFF the Nexus 7 and also allows for a complete shutdown and other options if held for several seconds.

5. Google Search Box. - This box can be used to search the internet using Google as the default search engine.

6. Status Bar - This black bar can show status of device battery, Wi-Fi signal, time and other notifications.

7. General Home Area – This is where icons for Apps will appear in your Home screens.

8. Front Camera. - This camera can record video at 720p HD resolution.

9. Volume Controls. – Rocker switch to increase and decrease volume of music/sounds etc.

Note :

Other Android devices may have the following additional features:
1. **Rear HD camera**
2. **HDMI output for Video playback on TV/projector**
3. **3G/4G cell data network capability**

Touch to show all Your Apps

Android basics 2-5

- **Power on**
  - Press the side Nexus 7 Power button to Power Up from Off
    - This will bring you to the Start screen as below with a circle and lock symbol
  - Slide the lock to the right below to start(may need password)

Status bar shows Battery, Wi-Fi etc

- **Power Off**
  - Either wait for Nexus 7 to go to sleep (see Settings-General to change auto-Lock time)
  - Or Press and Hold the "Side Power Button" to select Power Off

Note some Android covers will automatically start/stop Device as you open cover

Android basics 3-5

- **After Power Up you should be at a screen like:-**

Rotate Device as you like

Portrait view

Landscape view

- **To return to this screen from any other screen except Power Off or standby just press the "Home"   Icon**
- **Most User operations are now performed using your fingers touching the glass screen.**

How to Organize your Home Screens

10

How to Use Android : Gestures and Techniques

- **Tap**
  - As mouse clicking is to a desktop computer, as is finger tapping to an Android. Tapping is the most common and *basic gesture* on the Android. You tap to open apps, bring up controls, make choices from menus, and star to enter text(keyboard automatically appears at bottom of the screen) .

- **Double-Tap**
  - Tap an object twice in succession to effect a double-tap. ***Double-taps*** are primarily used for zooming in or out on maps/ text, but third-party apps also use the double-tap for various purposes.

- **Tap, Hold, and Drag**
  - For some functions, such as highlighting text, copying and pasting, or deleting and moving apps, you'll need to tap and *hold down on the screen*. When you do this on a piece of text, it will highlight in blue, and editing handles—vertical lines with blue dots—will appear on either side of the highlighted area.

- **Flick and Swipe**
  - Drag your finger across the screen, up, down, left, or right, to swipe. *Swiping* is one of the primary navigational tools on the Android: You use a left or right swipe to move through app pages on your Home Screen or images in the Photos app; you use an up or down swipe to read text in Chrome. A flick is just like a swipe, only faster: The Android supports inertial scrolling, which means that the faster or slower you move your finger, the faster or slower content will move.

- **Pinch**
  - To zoom in or out, you'll use the pinch *gesture* (also referred to as pinch-to-zoom). To zoom in or to open something, place your thumb and index finger, pinched together, on screen and spread them apart. To zoom out, do the reverse: start with your thumb and index finger outwards, and then pinch them together.

For more information [click here](#)

11

Android basics 5-5

## How to Setup your new Android, or change existing settings

The Android has a dedicated **Settings** page **for the Android and <u>EVERY App</u>** on the device. To modify (personalize) the Android, or an App, you need to use the **Settings** page. The Settings page also controls access to Wi-Fi and other network/3G services as applicable.
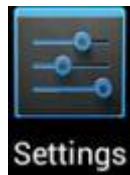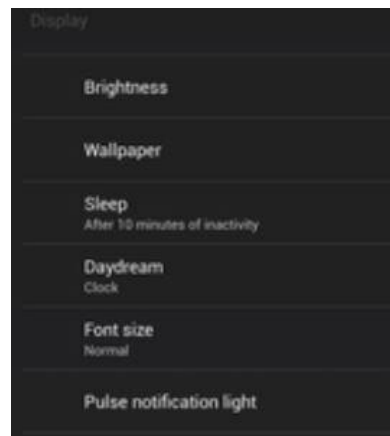
- **Touch settings** icon on the main screen

- **Then you should see something like:**
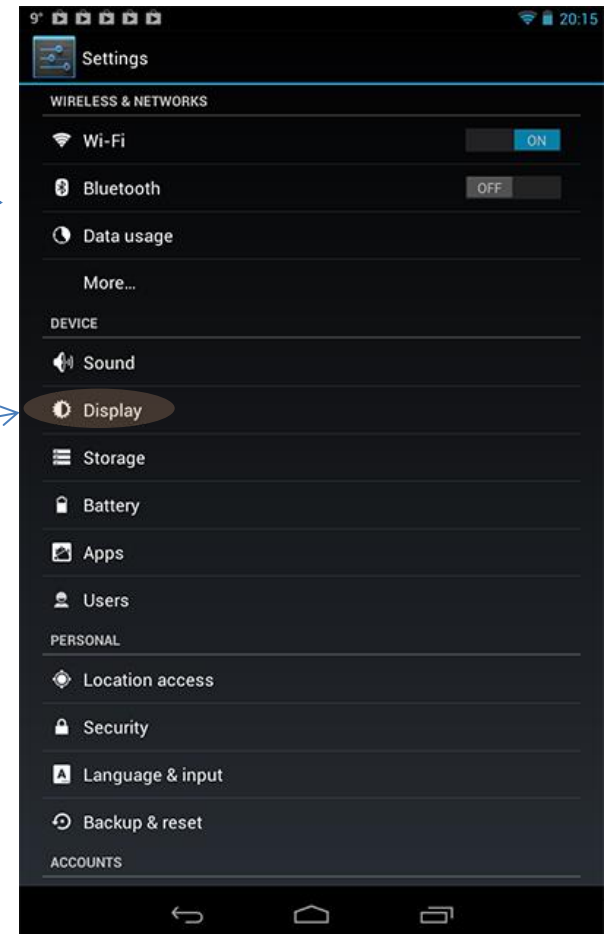
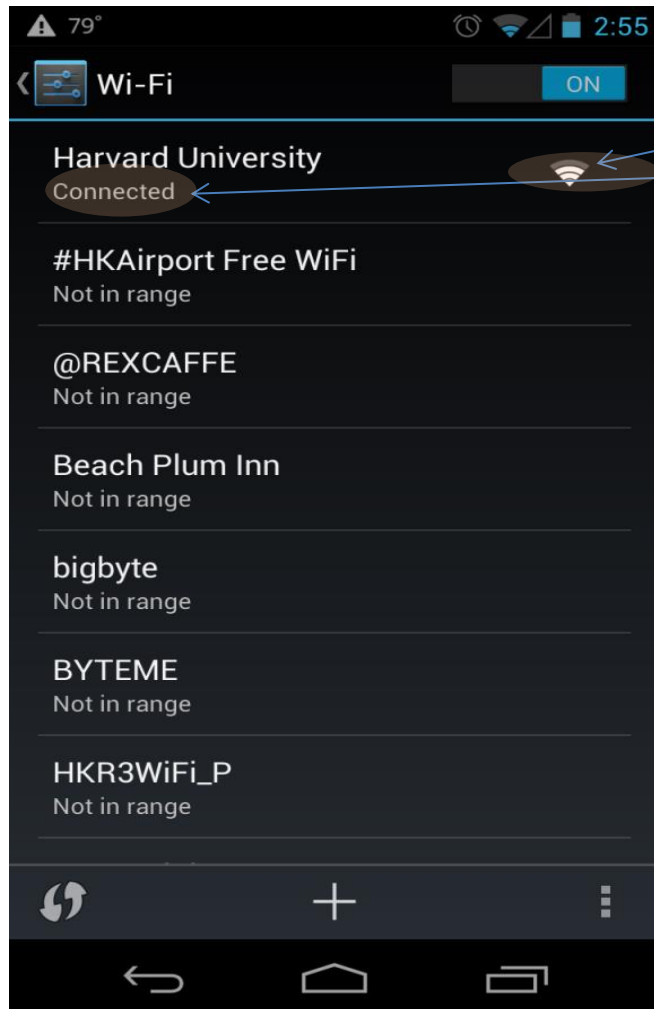To access any Setting
Just touch the name
e.g "Display"
Then you should see
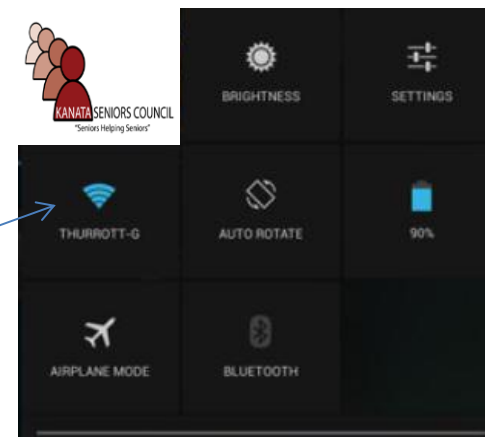
Settings – Wi-Fi

After selecting **Wi-Fi** from the **Settings** page select the Wi-Fi network you wish to join and if applicable enter a password when prompted

The **current Wi-Fi** network being used will have a **Wi-Fi** symbol showing signal strength **AND** the word **connected** under the Wi-Fi network name.
Other Wi-Fi networks within range without a **Wi-Fi** symbol are shown in a list, including saved networks.

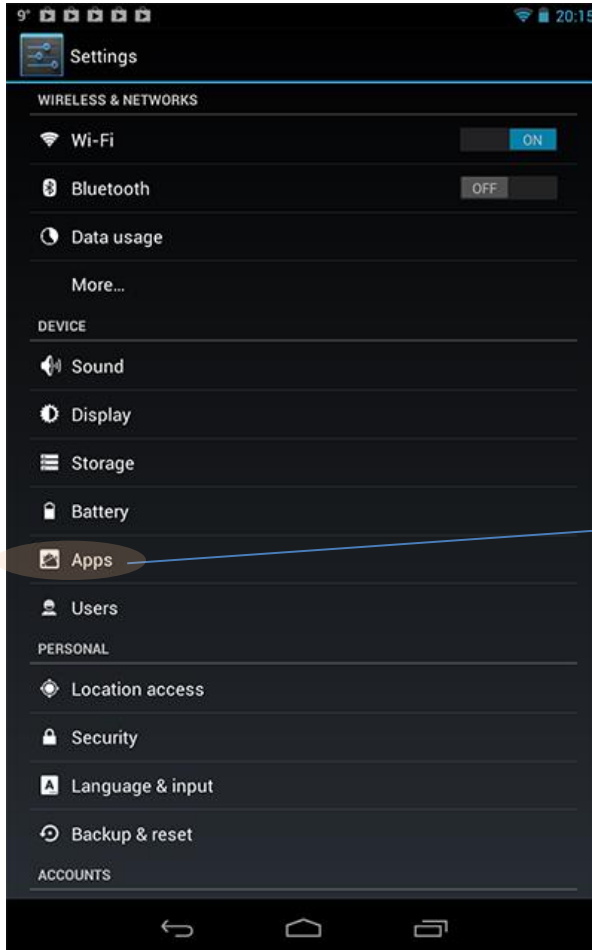Swipe down from top right status bar for **Quick** Settings & Wi-Fi

Once a Wi-Fi network has been selected and accepted the **Android will remember the settings** so you only have to do this setup once for each Wi-Fi network(e.g. once for Home , and once for KSC and once for Starbucks/Timmies etc.)

13

Settings – Apps
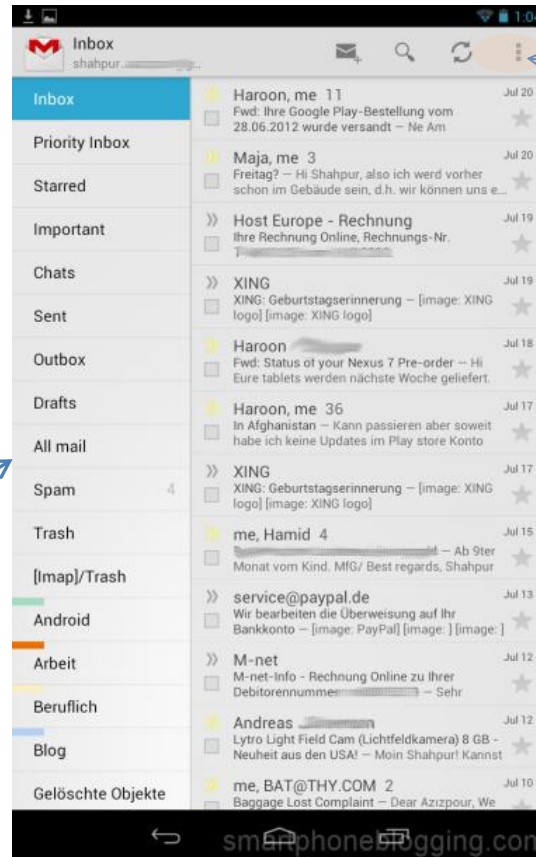

Now select Any App (Running or Downloaded) to Uninstall and other options

Settings - email
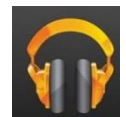
Touch ⋮ Gmail settings 3 dot icon and then select either account(edit account or add new account) or General Settings to change settings

If not sure leave email account setting defaults AFTER initial Setup, but you can personalize your email account if you wish

- Add email account video

How to use common Apps

- **Chrome internet browser** – **performs similar function to Internet Explorer on a PC**

- **Android email App** – **access 1 or more of your email accounts. If you have a Gmail account use the Android Gmail App.**

- **Camera, Photos and Video/Movies**

- **Aldiko ebook reader , Music, Games**

- **Google Maps**

- We will show how to use by demos

Chrome– Internet Browser

Page Fwd/back

New Tab

Search box

Voice Search

Settings & More

Add bookmark

New tab

New Incognito tab

Bookmarks

Other devices

Share...

Find in page...

Request desktop site

Settings

Help
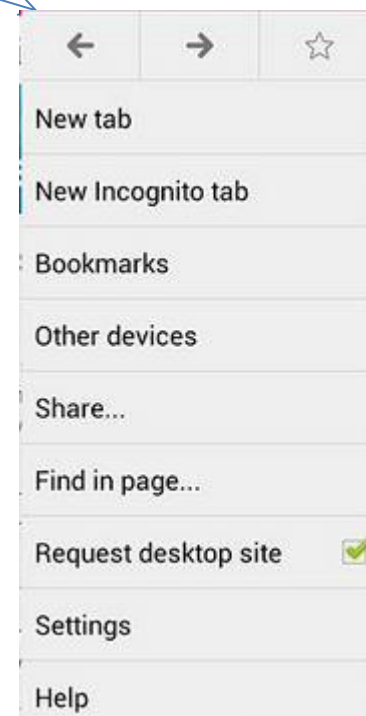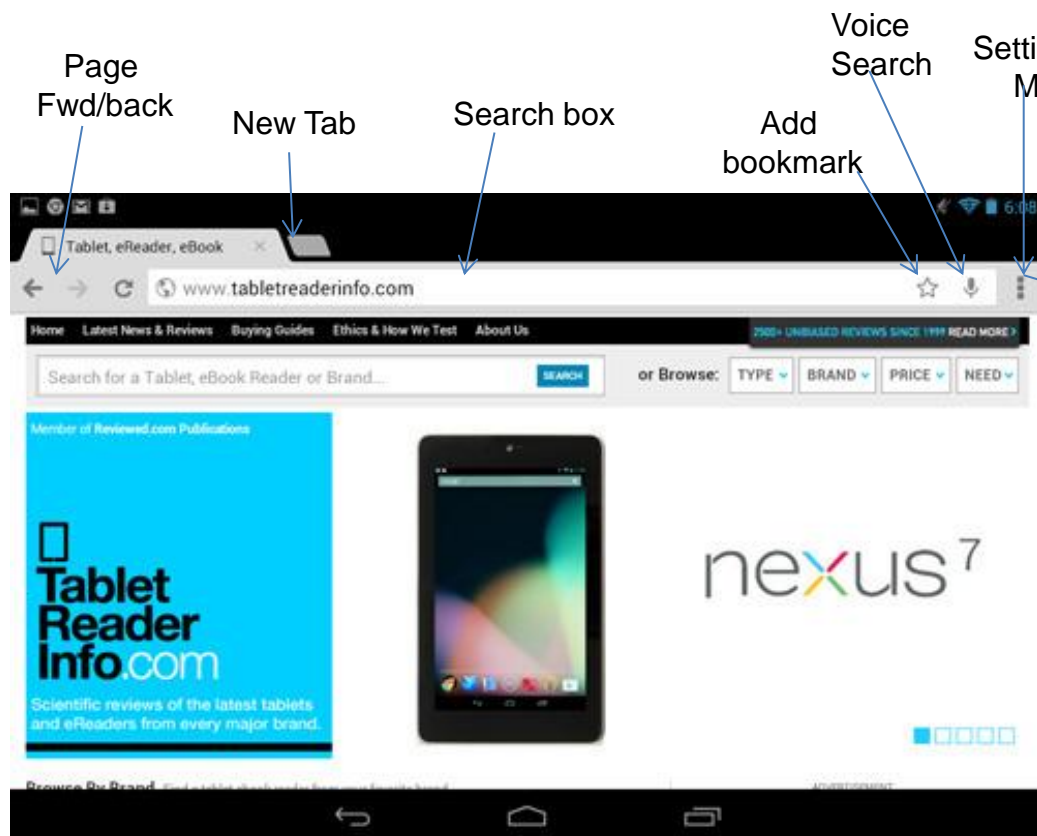
Instruction on using Chrome Web browser

Android email basics

Email type and mailboxes -e.g. Gmail inbox . Select for multiple email account

Create/send new email message

Search email

Refresh email

Email Settings & More

Reply to an email

Unread email Shown in bold font

Inbox- list of messages
Inbox(23) – means 23 messages unread)

Email

Inbox
shahpur.

23

Inbox
Priority Inbox
Starred
Important
Chats
Sent
Outbox
Drafts
All mail
Spam   4
Trash
[Imap]/Trash
Android
Arbeit
Beruflich
Blog
Gelöschte Objekte

Haroon, me 11   Jul 20
Fwd: Ihre Google Play-Bestellung vom
28.06.2012 wurde versandt — Ne Am

Maja, me 3   Jul 20
Freitag? — Hi Shahpur, also ich werd vorher
schon im Gebäude sein, d.h. wir können uns e...

Host Europe - Rechnung   Jul 19
Ihre Rechnung Online, Rechnungs-Nr.

XING   Jul 19
XING: Geburtstagserinnerung — [image: XING
logo] [image: XING logo]

Haroon   Jul 18
Fwd: Status of your Nexus 7 Pre-order — Hi
Eure tablets werden nächste Woche geliefert.

Haroon, me 36   Jul 17
In Afghanistan — Kann passieren aber soweit
habe ich keine Updates im Play store Konto

XING   Jul 17
XING: Geburtstagserinnerung — [image: XING
logo] [image: XING logo]

me, Hamid 4   Jul 15
— Ab 9ter
Monat vom Kind. MfG/ Best regards, Shahpur

service@paypal.de   Jul 13
Wir bearbeiten die Überweisung auf Ihr
Bankkonto — [image: PayPal] [image:] [image:]

M-net   Jul 12
M-net-Info - Rechnung Online zu Ihrer
Debitorennummer   — Sehr

Andreas   Jul 12
Lytro Light Field Cam (Lichtfeldkamera) 8 GB —
Neuheit aus den USA! — Moin Shahpur! Kannst

me, BAT@THY.COM 2   Jul 10
Baggage Lost Complaint — Dear Azizpour, We

smartphoneblogging.com

SMS from Wife

no-reply@kjdevelopers....   Inbox

To: help   9:30AM

Message: Can you pick up some milk on the way home?
Number: +1800999999

1 of 1

Android Camera, Photos, Videos

Camera – detail instructions - Install App and how to Use Camera

How to use the Gallery App to look at Photos

How to use the Play Movies App to look at Movies & Videos

We will show by demos

Android- Ebook Reader
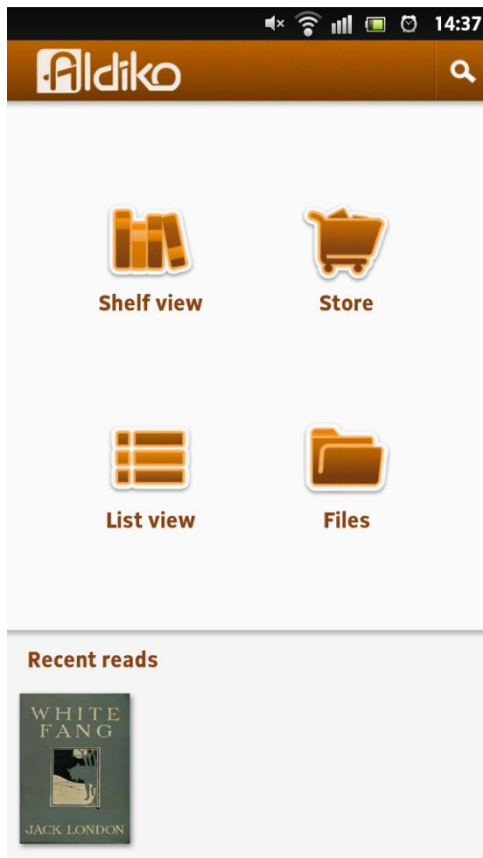
[Aldiko Ebook Reader](#) –
Download APP and How to use

How to use the Google Play Store.

- **App store Setup - How to create a Google Play account**
  - **Generally use an existing Gmail account or create a new one**
- **Finding, downloading and using Apps**

Search for App/Book/Movie/Games

Search via Category

Tips and Tricks
Useful Manuals

- [50 best Android Jelly Bean Tips and Tricks](#)

- [Nexus 7 User Manual](#)

- [Samsung Galaxy User Manual](#)

- [Top 5 Android tips Video](#)

- [Android Jelly Bean What's new](#)

- Update Android, Tips and Tricks for your Android Device at [Drippler](#). Download Drippler from Google Play

Q & A

- **Please book a lesson** or 3 lessons at the KSC front desk to have more **personal instruction** on your Android, Tablet, smartphone, laptop or PC.

- Please contact Steve Courtney at computers@kanataseniors.ca if you have any specific questions concerning Androids. We may be able to help or direct you to someone who can.

- This presentation can be found at http://www.kanataseniors.ca/seminars.html

Backup Slides

Some slides that may be of general interest concerning selecting a Tablet(not just Android)

Tablet Storage Capacity

- Typically Tablets DO NOT have a HDD but use solid state Memory for mass storage AND to run the OS.
  - The OS takes away useable space so a 16GB Tablet may only have 11GByte of free space
  - Memory sizes are usually 16,32 or 64GB.
  - In general unless you are storing many videos 16GB or 32GB(e.g. + $100) is probably fine.
  - Note many Tablets DO NOT allow after purchase Memory upgrades

Tablets – External interfaces

Typically will be equipped with:

- **USB** interface to connect to PC to allow for updates and transfer of files (eBooks, photos, videos, music etc.)
  - Some may allow external keyboard
  - Android will use Apples docking interface which includes both USB and Video/audio
- **Audio jack** for headphones and possibly a microphone
- **External video** and audio output like micro-**HDMI** to drive a projector or flat screen HDTV
- **Wi-Fi** and sometimes Bluetooth
- **3G/4G** cellular wireless for data may be a **priced option**
- Front and rear cameras, stereo speakers, GPS , 3D accelerometer

Tablets – Useful accessories

- Micro USB to USB cable if not included

- Protective screen stick on shield

- Soft or hard cover to hold Tablet

- Tablet standup cover for easy book reading

- Spare charger

- External keyboard if supported and if you are going to do a lot of typing

- Headphones and microphone

Tablets – What to avoid

- **LCD Screen & touch interface Quality** - Screen is everything to User experience
  - Look at specs. Touch Screen capacitive (Android, Playbook, Galaxy) is best
  - Support multitouch input for zooming photos, maps, and Web pages with a pinch?
  - No stylus should be required. If it is then no good.
  - Screen should not be flimsy plastic, but hard glass.

- **Non standard interfaces** (ie dock connector forces you to buy another box) or requires separate bulky power adapter

- **Screen brightness** and battery life
  - Manufacturer may claim long battery life at a very dim (unusable) screen setting
  - Can you read the screen in sunlight, and can you dim enough to read at night. If not then no good

- **Tablet charging** – should be via USB simple cable (PC or wall)

- **Dedicated buttons** should match OS and Apps. Very important for Android
  - Cheaper Android devices may not have correct number of buttons for OS and have strange operations
  - Android and RIM Playbook devices integrate well with companies own OS, so no worries

- **Android app store access**
  - Some cheaper Android devices do not use the Google app store and may not work as expected

- **Front facing camera** does it work with Social Media.

For more information on how to spot a poor quality Tablet

Tablets – Some final thoughts to Consider

- **Apple iPad** cannot play Adobe Flash web pages.
- **RIM Playbook** cannot run Skype
- **Android Tablets** may have non-consistent OS and UI
- **Tablets** not ideal for long duration typing
- **Tablets** great for viewing media(pictures, video, games, web sites) and for music(via headphones as internal speaker will be limited). Also good for email and of course many "apps"
- Both Apple iPad and RIM Playbook well integrated devices. Android integration varies between devices as using an open source OS. - Jelly Bean(v4.1/4.2 very good)

Android Gestures List

Touch & type

- To **select** or activate something, **touch** it.
- To type something, such as a name, password, or search terms, just touch where you want to type. A keyboard pops up that lets you type into the field. Typically look for a box to touch..

Other common gestures include:

- **Touch & hold.** Touch & hold an item on the screen by touching it and not lifting your finger until an action occurs.
- **Drag.** Touch & hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. For example, you can move apps around on the Home screen.
- **Swipe or slide.** Quickly move your finger across the surface of the screen, without pausing when you first touch (so you don't drag something instead). For example, you can slide a Home screen left or right to view the other Home screens.
- **Double-tap.** Tap quickly twice on a webpage, map, or other screen to zoom. For example, double-tap a picture in Chrome to zoom in, and double-tap again to zoom out.
- **Pinch.** In some apps (such as Maps, Chrome, and Gallery), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in).
- **Rotate the screen.** The orientation of most screens rotates with your device as you turn it. To lock or unlock the screen's vertical orientation, swipe down from the top right of any screen and touch the Rotation icon in Quick Settings

Organize Home Screens

To add an app or widget to a Home screen:

1. Go to the Home screen where you want to place the app or widget.
2. Touch the All Apps icon.
3. Swipe right, if necessary, to find the app or widget you want..
4. Touch & hold the app or widget until the Home screen appears, slide it into place, and lift your finger.

To move an app or widget icon to a different location on a Home screen:

1. Touch & hold the icon.
2. Slide your finger to the new position.
    - To move between Home screens, slide toward the edge of the screen.
    - To bump another icon out of the way, slide slowly into it.
3. Lift your finger.
    - The icon drops into its new position.

To combine two icons in a folder, slide one quickly over the other.

- To open a folder, touch it. To rename a folder, touch its name. To bump another icon out of the way, slide slowly into it.