

# Android Smartphone Basics



Your Android phone (and tablet) has several “home screens” on which you can place shortcuts, folders and widgets. To scroll through your screens , swipe your finger left or right . Depending on the version of Android OS on your phone or tablet you may have 3, 5, or 7 screens to place apps upon.

**Add Shortcut** — A shortcut allows you to quickly activate a program or applications. There are two ways to add app shortcuts to your screen. You can either press and hold on a blank area of your screen. From the menu select Add Apps and Widgets, select app you would like to add. Or you can press the App/Menu button, press and hold the app you'd like to add to the screen.

**Create Folder** — Press and drag one app onto another. A folder will automatically be created that contains those apps. Once created you can drag any other app into the folder. To rename the folder, press the folder and type desired name at the top of the box.

**Create Widget** — Press the App/Menu button, press and hold the widget you'd like to add to the screen.

Note: To move any icon, simply drag it to the screen you'd like to place it on. To delete shortcut, folder or widget, press and drag the icon to the trash can at the top of the screen.

## Home Screens & Adding Content

## Buttons and Bars



**Home** — This button takes you the main Home screen. Holding this down will bring up Google Now.



**Recent Apps**—This button will bring up thumbnails of the recently used apps. You can clear the apps individually or all at once from the recent app screen.



**Notification Bar**— This bar shows you the battery life, the data and/or Wi-Fi connection, alarms, voice mail notifications and all app notifications. You can pull down the notification bar to see detailed notifications as well.



**Back** — This button always takes you back one screen in the open application.



**Apps or Menu** — Pressing this button will bring up a list of all the apps installed on your device.



**Dock**— The Dock is the area on your home screens where you place the apps you want to have access to even when you change screens. You can put 4 apps on the Dock.

# Your Google Account

You will need a Google account

When you set up your Android smartphone (or tablet) for the first time, it will ask you to sign in with a Google account. If you already have a Google account (if you have Gmail you have a Google account!) you can use it. Otherwise, you will be asked to create one.

What do you get with your Google Account?

There are many features/apps that automatically come with your google account, they include: Google Now, Gmail, Google Calendar, Google Maps, Google Chrome (browser), Google +, Google Play Music, Google Hangouts, Google Keep, Google Voice, Google Drive.

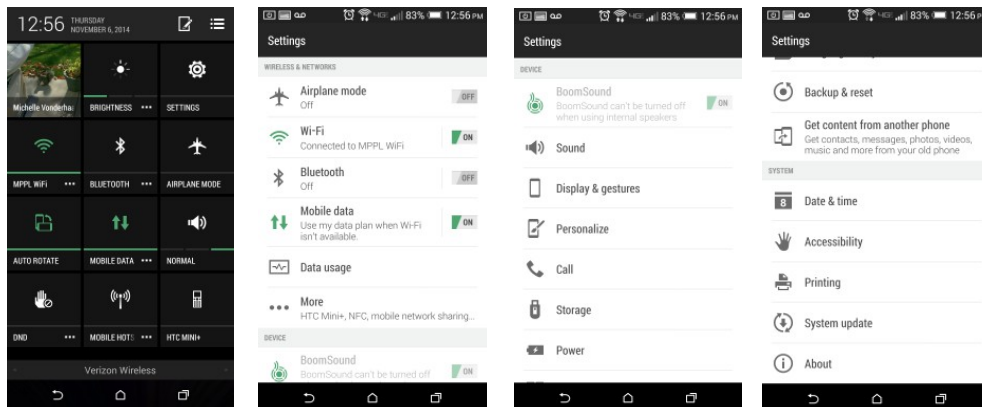
## Settings

**Wireless & Networks** — Turn on/off Wi-Fi, Bluetooth and Mobile Data connections. (Note: Your Notifications Bar gives you quick access to all of these controls and more.)

**Device** — Change your sound, call, display, storage, power and app settings. Your app settings is also where you can uninstall any apps you would like to remove from your phone.

**Personal** — Add or remove accounts, turn on/off location settings, check your security settings, and backup or reset your phone. You can also change the default language for your keyboard from this setting section.

**System** — The most important part of the System settings is the system update section. You can check to see if there are any system updates for your phone (or tablet) to ensure that your operating system is current. You can also look at the About Phone setting to check the Android version on your device.



## Antivirus Protection

It is wise to put antivirus protection on your Android smartphone or tablet. These apps will scan for viruses and locate your lost phone. Here are some of the most popular free antivirus apps available from the Play Store:

Lookout Security and Antivirus

AVG Mobile

Avast Mobile Security and Antivirus

McAfee Free Security and Antivirus