Get to Know Your Android Tablet or Smartphone

1. Notifications
2. Google Now
3. Widgets
4. Apps
5. Status Bar
6. Home
7. Favourites Tray
8. Navigation

(Back) (Home) (Recent Apps)
<table>
<thead>
<tr>
<th>ANDROID FEATURES</th>
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</thead>
<tbody>
<tr>
<td>1. <strong>Notifications</strong>: 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 Notification Shade. From there, you can see more information about each notification, or tap one to go to the source.</td>
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<tr>
<td>2. <strong>Google Now</strong>: Many newer devices come with a tool called Google Now. Tap the bar to do a quick search in Google or tap the microphone to do a quick voice search or voice command.</td>
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<td>3. <strong>Widgets</strong>: Widgets are like mini versions of your apps—they condense certain features so you can access them directly from the Home screen. These let you control important settings, like Wi-Fi and screen brightness. You may have different widgets on your device, or you may have none at all; it just depends on your make and model.</td>
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<tr>
<td>4. <strong>Apps</strong>: The icons you see here are actually shortcuts to your apps. To open one, just tap the icon you want. You can add, remove, or re-arrange these apps any way you like.</td>
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<tr>
<td>5. <strong>Status Bar</strong>: 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.</td>
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<tr>
<td>6. <strong>Home Screen</strong>: This area is the Home screen. It's designed to house your favorite apps and a few other important features, so you can always get to them easily. If you want, you can even create multiple Home screens to customize the layout of your apps. To navigate between screens, swipe left or right.</td>
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<tr>
<td>7. <strong>Favourites Tray</strong>: The tray near the bottom of the screen is for your most frequently used apps. It might include things like your camera or web browser by default, but you can always customize it with your own personal favourites. The tray should also include a shortcut to the Apps view, which gives you access to <em>all</em> of your apps (not just the ones on the Home screen).</td>
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<tr>
<td>8. <strong>Navigation Buttons</strong>: Every Android device has a set of navigation buttons. Usually they're part of your software but they can also be part of your hardware (i.e., buttons built into your device). The two most important buttons are Home—for returning to the Home screen—and Back. On newer devices, you should also have a Recent Apps button. This feature lets you navigate between open apps.</td>
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# Multi-Touch Gestures

**Gestures**, sometimes called **multi-touch gestures**, are what you'll use to open apps, navigate online, and more.

- **Tap** to click or select something on the screen, like an app or a link. You can also tap and hold to occasionally access other options (think of this as right-clicking).

- **Double-tap** to zoom in or out in certain apps, like Maps or Chrome.

- **Swipe left or right** to flip through pages on the Home screen, photos, or pages in an e-book.

- **Scroll** up and down, left and right, or any other direction on the screen.

- **Pinch** (i.e., open or close your thumb and forefinger) to zoom in or out almost anywhere.
ORGANIZING APPS

**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 favorite apps easier to get to.

1. Open the **Apps** view, then find the app you want.

2. **Tap and hold** the app (be careful not to let go!), and you'll be taken to a special view of your **Home** screen.

3. **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**.
4. **Release** the app once you've chosen a spot, and it will be added to your Home screen. To navigate between Home screens, **swipe left or right**.

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**To move (or remove) Home screen apps:**

With a little know-how, you can easily **rearrange** your Home screen icons any way you want. You can also **remove** any shortcuts you don't need, like if your device came with a shortcut you don't really use.

1. 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.
2. To **move** it, **drag and drop** the icon to a **new location**.
3. To **remove** it, drag the icon to the **Remove** option. (Keep in mind that this won't delete the app from your device. It will only remove the shortcut from the Home screen.)
USING THE KEYBOARD

Most Android Devices have a built-in **virtual keyboard** you can use to input text on your device. The virtual keyboard will appear whenever you tap a text field. For example, the keyboard will appear when composing an email, writing a note, or entering a website address.

![Virtual Keyboard Image]

1. **Suggestions**
2. **Shift Key**
3. **Numbers and Special Characters**
4. **Cursor**
5. **Voice Dictation**
6. **Main Keys**
7. **Backspace Key**
**KEYBOARD FEATURES**

1. **Suggestions**
   Some keyboards offer suggestions or spelling corrections while you type. To choose one of the suggestions, just tap the one you want.

2. **Shift Key**
   Tap the Shift key to turn on capital letters or access alternate characters. On most devices, double-tapping the key will turn on Caps Lock, or turn off the capital at the beginning of a line.

3. **Numbers and Special Characters**
   Tap here to switch the main keyboard to numbers and special characters. If you still don't see what you're looking for, tap where the Shift key used to be (in this example, the button now has =\< on it). This will open even more alternate characters.

4. **Cursor**
   The cursor indicates where the text will appear.

5. **Voice Dictation**
   This handy feature lets you enter text without having to use the keyboard. Just tap the microphone any time you see it (either on your keyboard or in a text field), and you can dictate what you want to type.

6. **Main Keys**
   The main part of the keyboard includes letter keys, the spacebar, and sometimes some basic punctuation. Tap these keys to enter the text you want.

7. **Backspace Key**
   Tap the Backspace key to delete the previous character. To delete entire words or sentences, tap and hold the key instead.
## CONNECTING TO THE INTERNET

1. Make sure you're on the **Home** screen, then open the **Apps** view. Your icon may look different from the example, 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 list of settings until you find the **Wi-Fi** feature. If it isn't already set to **ON**, tap the control on the right.

4. When you're done, tap the word **Wi-Fi**. This will 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**.

* **Note**: If the network you're connecting to is **unsecured**, you can access it without a password, but you should think carefully before you do (especially if it's a public hotspot, like Wi-Fi at your local coffee shop). Anything you view or share over an unsecured network is not necessarily safe from prying eyes.
Searching the Internet

Google Chrome is a web browser that comes built in to most Android devices. You'll use it to access websites on your device. Google Chrome's interface is similar to those you might find on a desktop web browser, and it also has a few unique features to make mobile browsing easier.
GOOGLE CHROME FEATURES

1. Home Button
   Tap here to return to your homepage (the web page set as the default or start-up page on your browser)

2. The Address Bar
   The address bar displays the URL for the current page. To navigate to a new page, just enter a new address. You can also use the bar to search online.

3. Google Chrome Menu
   Tap here to start a new tab, see your bookmarks, view your web history, print, access your settings or Google help, and more.

4. Tabs
   Google Chrome allows you to browse and open links in separate tabs, which can make it easier to multi-task. The number inside the square represents how many tables are currently open. To navigate to a different tab, tap the square and select the page you wish to view. To close a tab, tap the X.

5. Menu/Action Bar
   The action bar is usually located at the top right of each screen in an app. If you tap the three dots, the action bar will open to reveal a drop-down menu with additional options.

6. Navigation Buttons
   Every Android device has a set of navigation buttons. Usually they're part of your software but they can also be part of your hardware (i.e., buttons built into your device). The two most important buttons are Home—for returning to the device’s Home screen—and Back (which can also be used to go back to the previous webpage in a web browser). On newer devices, you should also have a Recent Apps button. This feature lets you navigate between open apps.
SETTING A SECURE SCREEN LOCK

By default, most devices don't require a PIN or password to unlock the screen. This means anyone can access your information if you aren't careful—including your email, photos, and text messages.

You can set up a secure screen lock using a feature that's already built in to your device. Open your settings, then look for the option that says Security or Screen Lock. Your choices may vary depending on your make and model.

1. Open the Settings app on your device. If it isn't already on your Home screen, you'll find it in the Apps view.

2. Your Settings menu will appear.
3. Select Security or Screen Lock from the Settings menu (in some models this may be under the General tab).
4. **Select the type of Screen Lock you would like to activate on your device** (your choices may vary depending on your make and model) and follow the instructions.

5. **The next time you turn on your device, you'll have to enter the code** (or pass whatever security check you chose) in order to unlock it.
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- **Computer and Technology Help** ([vpl.bibliocommons.com/events](vpl.bibliocommons.com/events))
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- **GCFLearnFree.org tutorials** ([gcflearnfree.org](gcflearnfree.org))
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