



Android Smartphones for Beginners

class cheat sheet for Loveland Public Library

Android is an operating system - a type of software that runs your mobile device. Many devices (brands such as Samsung, Motorola, Alcatel, LG, Huawei, and ZTE) run **different versions** of the Android OS. As such, your device *may look different* than the instructors - or even your neighbors! - even though you both have Android smartphones. However, some settings are universal to all Android phones.

Buttons & Icons

Press buttons on the phone or tap icons on the screen to perform functions.

Volume Up/Down

Call Slider
Use finger (hold & swipe right) to answer call

Sleep/Wake Power
Turns screen off/on. Press and hold for 5+ seconds to turn off/on. May need to use slider to power off.

Home Button
Some may not have physical button

- 1. Return**
Tap to go back a step or return to a previous page
- 2. Home button**
Tap/press at any time to return to your home screen
- 3. Menu**
Tap to display all your open apps and windows. Press **X** in top right corner (or swipe whole window left) to close an app or window.

Your icons may look similar to or different than the ones above.

Home Screen & Quick Settings Menu

Access your phone's capabilities, including apps settings, messages, and more.

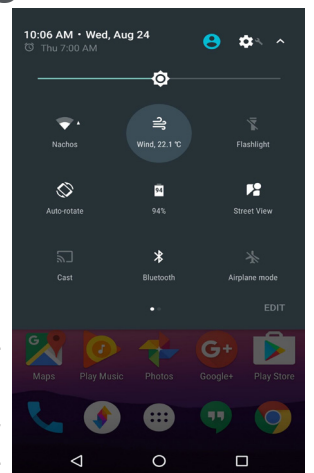


Home Screen

- The Home Screen is the **default view** of your phone.
- Tap with the pad of your finger on an icon to open an app.
- **Swipe** left or right to view more screens
- Customize the **appearance** of your home screen to display date, Google search bar, weather, specific apps, and more.

Quick Access Menu

- Swipe down from the **top of your screen** to view.
- Here you will find buttons for the **most commonly used functions** on a smartphone like wifi, bluetooth, location, mute, brightness, and more.



Calling & Messages

1. Quick tap on the **phone icon** to see your dial keypad. Manually dial a number, or tap **Contacts** to select a number from your contacts list.
2. Add a number to your contacts by tapping **Create/Add Contact** (*varies*).
3. Open your **Messages** app to view or send **texts** to your contacts.





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Installing & Using Apps

Apps are software programs on your device that perform tasks. Some are pre-installed, but many more are available to download and install.

- Find the **Google Play Store** from your Home Screen or in your Google folder.
- Open and **search** in the top bar for the name of the new app you want to download.
- Tap **Install** to download and install the app on your device. Many apps are **free**.
- When installation is complete, tap the app icon from your home screen to **open** and use. *Some apps require you to create an account with your email address to use them.*
- To **remove** an app from your device, press and hold the app icon until the message box saying Uninstall appears. Tap **Uninstall** to remove the app.



Using WiFi

Connect to WiFi internet to preserve your phone plan data!

- Swipe down from top of screen to access the **Quick Settings Menu**.
- Quick tap WiFi icon to turn on/off.
- Press & hold to open WiFi menu. *Here you will see all available WiFi networks.*
- Quick tap the one you want to connect to.



Camera & Gallery

Take photos with your phone's camera, then view them in **Gallery**.

- Tap the **Camera** icon to open your phone's camera app.
- Press the **circular shutter button** to take a photo.
- Open the **Gallery** app to view the photos you've taken. **Swipe** left/right to scroll through.



Most Common Settings

Access options, preferences, and controls in your phone.

- **Wallpaper/display/themes**—change the appearance of your screen & icons.
- **Sounds**—change volume, ring tones, vibration, notification sounds, and more!
- **Device maintenance**—see battery usage, clear old data to speed up phone
- **Notifications**—change what messages pop up, which apps notify you, etc.
- **Accounts**—Sign in/sign out of user accounts logged in to your phone.

Note: Many Android devices require you to create and use a Google account.



Expandable Storage

Install an external storage card (**SD Card**)

- Increase your device's ability to store music, documents, photos and more!
- Purchase and install underneath phone battery or in slot along side of phone.

