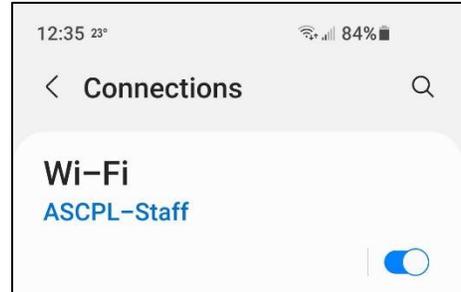


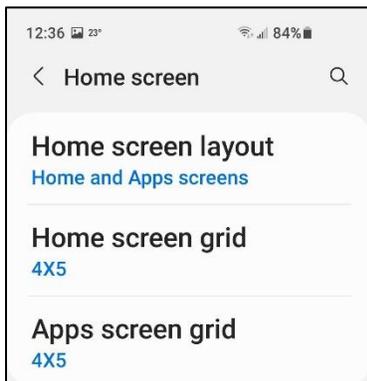
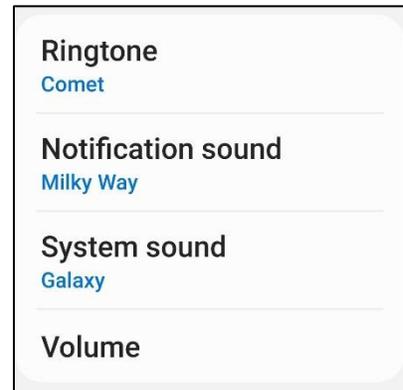
## Google and your Android Phone

### Settings

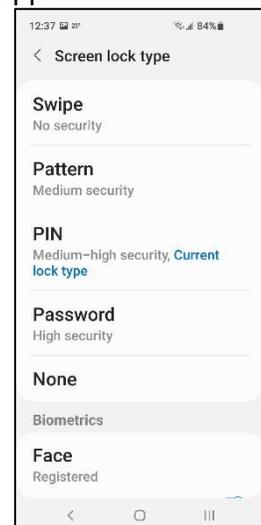
- Tap on **Wi-Fi**, use the slider to turn it off or on.
  - Blue is on. White/Gray is off.
  - Tap it to select the network you want to use.
  - If there is a lock that means it is password protected.

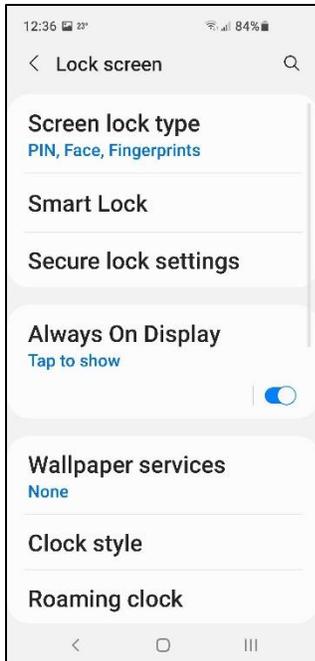


- Tap on **Sound mode** to change ringtone, sound notification, system sound, etc.
  - To turn volume up or down use the up and down keys on the side of your phone.
  - To turn it on vibrate or mute, use the pull down menu and tap on the speaker until it is in the mode you want.



- Tap on **Home Screen** to change whether your home screen is locked, add new apps to Home screen automatically, add App icon badges., etc.
  - **Add new apps automatically** means that any time you download a new app it will be placed on your home screen wherever it fits.
  - **App icon badges** will let you know by either a number or a dot that you have notifications in a particular app.



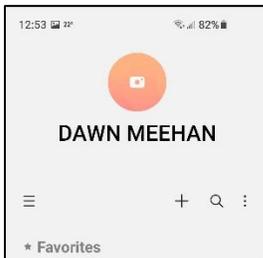
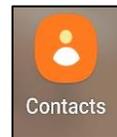


Tap on **Lock Screen** to choose if your phone is locked and what type of security you want, decide how soon your phone locks, choose what shortcuts you want on lock screen, etc.

- The types of security to choose from are
  - Swipe (no security)
  - Pattern (medium)
  - PIN (medium-high)
  - Password (High)
  - None
- Tap on **Biometrics** and security to choose if you want to use face recognition, fingerprint recognition, update your security, turn on find my mobile, etc.
- Tap on **Apps** to clear cache, data, open, uninstall or force stop the app.
- Tap on **Software** update to see if your phone is on the most up to date software.
- Tap on **Tips and help** for information how to do different things.

### Organizing Contacts

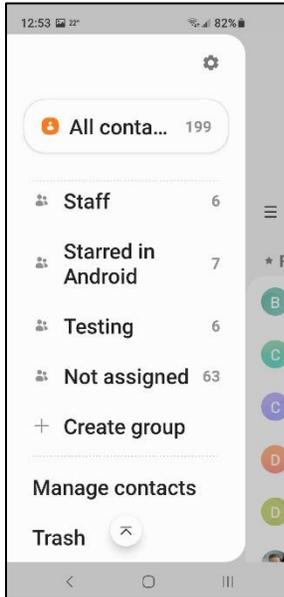
- Tap on your **Contacts** app.
- At the top you can search (**magnifying glass**) for someone in your contacts, you can add someone (**plus sign**), delete or share (**three vertical dots**) them.



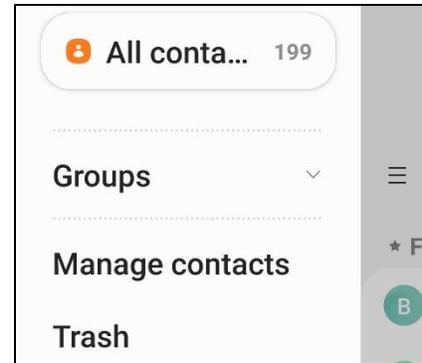
- When you open your contacts, you will see a list of your favorites first.
  - You can add to this list by clicking on any of your contacts and tapping on the star near their name.
- After favorites, you will find **Frequently contacted** people.
  - These you cannot change.
- Your contacts are then listed alphabetically based on the first letter of the contact.
- If you tap on a contact, you can edit the contact.
  - You can tap the star to add them to your favorites.
  - Add a photo of them.
  - Call, text, email or video chat with them.
    - Video chat is not always available.
    - If the video camera icon has an X you can't video call them.
  - Tap edit at the bottom to update their information.
    - From here you can add more information, delete information, add them to a group, and more.

## Contact Groups

- Tap on your **Contacts** app.
- Tap on the **three vertical lines** on the left.
- Tap on the **down arrow** next to Groups.



- Tap on **Create group**.
- Type a name in under **Group name**.
- You can choose a ringtone specific to this group if you want.
- Tap **Add member**.
- This will open your list of contacts and you can scroll through them or search for particular people.
- When you are done adding contacts, tap **Done**.
- If you need to remove someone, click the **minus sign**.
- When you are done, click **Save**.



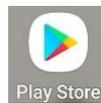
## Texting groups

- Tap on your **Contacts** app.
- Tap on the **three vertical lines** on the left.
- Tap on the **down arrow** next to Groups.
- Tap on the group you want to text or email a message too.
- Tap the **three vertical dots**.
- Tap **Send message**.
- The screen will now open and have all the contacts in that group attached.
- Type your message as you normally would and tap the send button.

It may not say send. My phone looks like a paper airplane.

## Downloading Apps

- Tap on the **Play Store** icon.
- Search for the app you want.
- If the app is free, it will say **Install** on the green button.



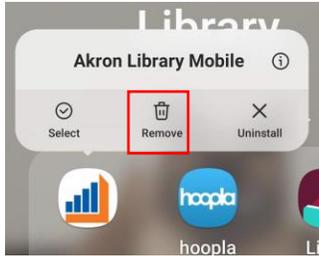
Install

\$3.99

- If the game costs to buy, it will say the price on the green button.
  - To buy an app, you have to have a credit card set up with the Play store.
- Once you tap install, it will start the downloading process.
- Now that it is done downloading, you can tap open to begin using the app or you can continue to download more apps if you want.
- Some apps will require you to allow the app to access certain things on your phone.
  - If you do not want to do that you do not have to but this may make the app unusable for you.

- Some apps will give you a tutorial when you open it for the first time.
- In your all apps, you can search for apps to find the one you are looking for more quickly.

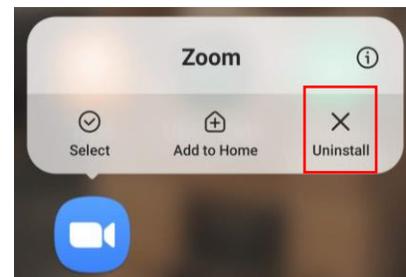
## Deleting/Uninstalling Apps



- If you want to **delete an app from your home screen**, long press the app.
- A pop up box will appear, tap from the options.
- If you want to **remove an app from a folder**, open the folder.
- Long press the icon and swipe it to the top of your screen out of the folder.
- It will now be able to place it anywhere on your home screen.
- If you want to remove it from a home screen while in the folder

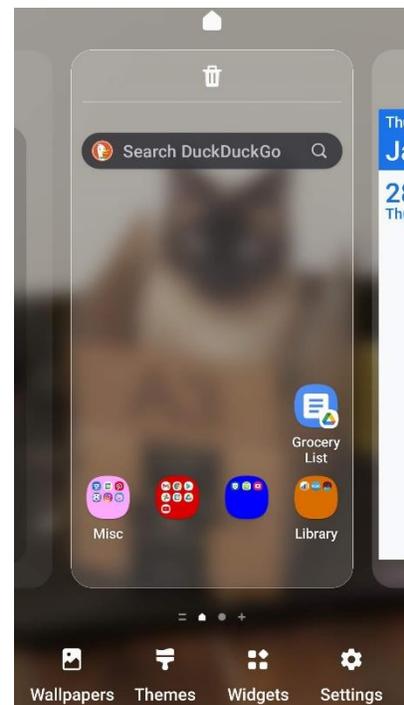
follow step one and two at the top.

- If you want to **uninstall an app** from your device, open the all apps section.
- Long press the app and a pop up box will appear tap on uninstall.
  - You can only uninstall apps from your phone that you have downloaded.
  - Most Google apps and apps related to either your phone or service provider will not be able to be uninstalled.



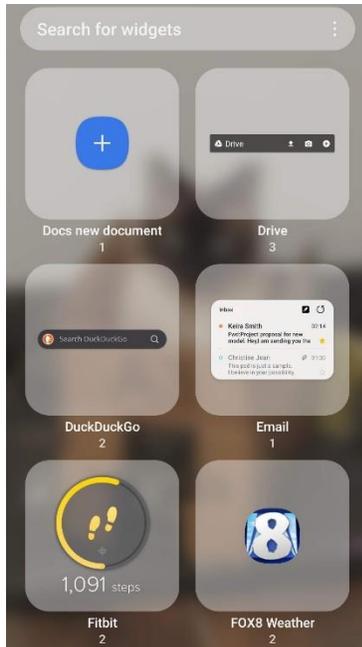
## Home Screen

- You can create as many “home screens” as you want to see different apps.
- Long press a blank area on your phone.
- Small versions of your current “home screens” will appear.
- You can scroll through them to delete them, change which is the main home screen, and to add more “home screens”.
- To **delete** them, you will tap the trash can at the top.
- To **change** which is the main home screen, tap the house at the top.
- To **add** more home screens, tap the plus sign.
  - You can also drag an app to the right to add more home screens.
- You can use each home screen to organize your apps.
  - You can have a home screen for Google apps, for games, for news, and more.
- If do not want a bunch of “home screens”, we will talk about organizing using folders in a little it.



## Widgets

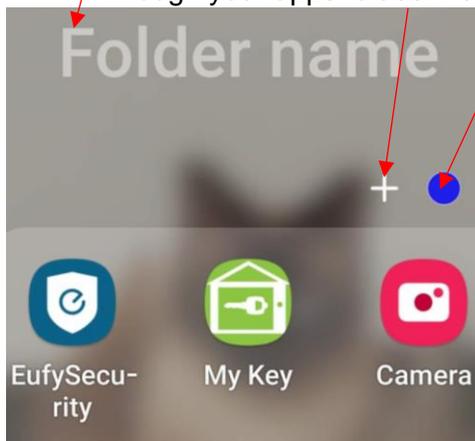
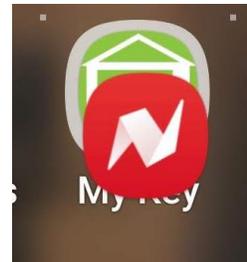
Widgets provide you with quick access to information without requiring you to open the app that manages this information (Samsung.com).



- Long press a blank area of your home screen.
- An option for Widgets will show up at the bottom.
- Not every app has a widget.
- You can add a widget for your calendar, alarm clock, Gmail, and more.
- To add a widget, tap on one.
- You may have an option of how you want your widget to look.
- For example, with Google calendar you can choose **month view** (4x5) or **schedule view** (2x3).
- Tap add after selecting the look you want.
- Once you have added your **widget** to a home screen you can tap and drag it to a new one.
  - I added my calendar to it's one home screen so I can make it as large at the phone screen will let me.
- After adding the **widget** to the screen you can tap it to access the app it represents too if need be.

## Folders

- Long press on the app you want to move either on your home screen or in all apps.
- You can now move your app on top of another app to combing them in one folder.
- Once you combine at least two apps, you can name the folder.
- You can tap the plus sign just above the box with apps and go through your apps to add them that way.



- You can also add a color to the folder for visual effect.
  - This might help you if you are a visual person to pick out the folder you are looking for quicker.
- You can create as many folders as you want both on the home screen, in your apps tray, and favorites.
- In your **apps tray**, folders will be listed before apps in alphabetical order if you named it and organized the in chronological order if you do not name the folder.
- Folders on your will be in whatever way you arrange them.

## Copy and paste on your phone

It depends on what you are copying and pasting as to how you do it. If the text is on the Internet or in your email, you will follow the directions below.

- Long press on the first word you want to highlight in the sentence.
- It will turn blue and two blue tear drops will appear.
- Drag these tear drops to cover all the words you want to highlight.
- A floating menu will be at the top, tap copy.
- Now you can go to Google Drive, a text message, Google Keep, etc. and paste what you copied.
- Long press where you want to paste your copied text, a menu will appear choose paste.

If the text is on Facebook or in a text message, you will follow these directions.

- Long press the text you want to copy.
- A menu will appear, tap copy text.
- Now you can go to Google Drive, a text message, Google Keep, etc. and paste what you copied.
- Long press where you want to paste your copied text, a menu will appear choose paste.

If you have copied a lot of text, you can see everything on your clipboard to pick exactly what you want to copy.

- When you long press wherever you plan to paste text a menu will appear, click on clipboard and you will see all the text and screenshots that you have copied recently.
- Tap on what you want to appear where you are currently at and it will be added.

You can also delete all your copied text from your clipboard. The best place to do this is your messages app.

- If you want to delete individual items, long press on what you want to delete little circles will appear.
- Tap on the copied text/screenshots and a check mark will appear in the circle these are the items that will be deleted.
- If you want to save certain items, you tap on those items and instead of tapping the trashcan tap the lock and it will save those texts/screenshots.
- To delete all at once, tap on the trash can in the lower right hand corner.
- A menu will appear asking if you want to delete all unlocked items.

## Gmail

Gmail will be very similar on your phone as it is on a computer just in a more compact view. Below you will find some tips to help you navigate the Gmail app.

- When you first open the app, you will only see what Gmail calls your primary inbox.
  - To see your other inboxes (social, promotions, and updates), tap on the three horizontal bars in the upper left corner of the app.
  - Then tap which ever box you want to go to.
- You can set up your Gmail on your phone to do certain things when swipe the message.

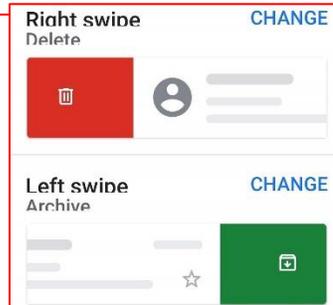


- To set it up, tap the three bars and scroll down the list to settings.
- Tap on **Settings**.
- Tap on **General settings**.
- Scroll down until you see **swipe actions** and tap on it.
- You have two options to change, **Right swipe** or **Left swipe**.
  - Tap **Change** above either one you want to change.
  - You can archive, delete, mark as read/unread, Move to, Snooze, None
  - By default, they both are archive.
  - Once you make your selections, tap the back arrow three times until you get back to your inbox.
- Now if you swipe right it archive the email and if you swipe left it will delete your email.
- If you make a mistake a box pops up for a short period of time that says undo in, tap that to undo your action.
- When in your Gmail app, if you tap on settings then you are adjusting the settings on your phone or tablet.
- When under Settings, if you tap on your specific email it will adjust the settings on your email no matter where you are using it at (i.e. laptop, desktop, phone, etc.)

## General settings

### Swipe actions

Configure swipe actions to quickly act on emails in the conversation list



## Google Drive

It is great to be able to access Google Drive from your phone but sometimes it can be a little cumbersome. If I save my grocery list to my Google Drive. I have to Open the Google Drive App and then find the file and open it to read it. Did you know you can add a file from Google Drive Open your **Google Drive** App.?

- Find the file you want to save to your home screen on your phone.
- Tap on the three vertical dots on the right of the title.
- Scroll almost all the way to the bottom of the list of options and tap **Add to Home screen**.
- A pop up box will appear, tap **Add** to proceed.
- Tap the button on your phone to go to your home screen.
- There should now be an icon for the file you chose.
- When you want to access the file, tap on it to open it.
- If you want to edit it, tap the pencil in the lower right hand corner to make any changes.
  - Tap the blue check mark in the upper left hand corner to accept the changes.



 **Add to Home screen**



### Add to Home screen?

Touch and hold an icon or tap Add to add it to the Home screen.

Grocery List 1 x 1



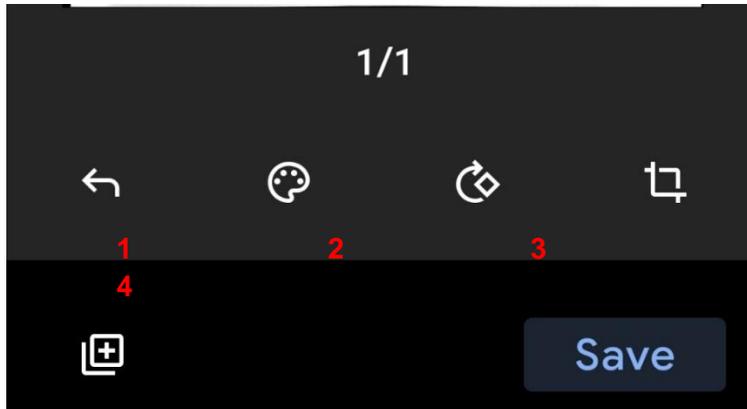
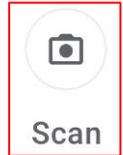
Cancel | Add



## Scan a document

We all have needed to scan a document, ID, etc. at some point in time but what if do not have a scanner.

- Grab your smart phone.
- Open the **Google Drive** app.
- Click on the **plus sign** in the lower right hand corner.
- A **Create new** menu will appear at the bottom of your screen where you can create a new folder, upload or scan something, create new docs, sheets, or slides. If you have the app installed. If you do not have it installed it will ask you to install it.
- Click **Scan**.
- Your camera will open.
- Try to line your document, ID, etc. up to the best of your ability. You want to make sure it is focused and not including a lot of unneeded background.
- Tap the button on your camera as if you were taking a picture.
- If you are happy with your image, click **OK**. If you would like to try again click **Retry**.
- Once you click okay, it will open into a new screen on your phone from here you can do a few things.
  - Change the name of the pdf
    - Tap on the name and type a new one.
  - 1. You can go back to your camera to take the picture again.
  - 2. You can change it to black and white, color, or color drawing.
  - 3. You can rotate the PDF.
  - 4. You can crop the PDF.
  - 5. You can add more pages to your PDF.



- Lastly, no matter which options you choose or don't choose make sure you tap Save.

- Once you tap, save you will have the opportunity to rename it if you didn't at first.
- Change the account you are using.
  - If you have more than one Gmail account.
- Change the folder you want it in.
  - If you want it to go in a subfolder instead of the main folder.
- Whether you make changes or not, tap the **Save** button at the bottom right.
- You PDF will then begin uploading to your drive.

12:36 AT&T

90%

## Save to Drive

Document title

ed\_20210111-1234.p

Account

dmeehan6599@gmail.com

Folder

My Drive

Save

## Google Assistant

Your Google Assistant is ready to help when and where you need it. Manage your schedule, get help with everyday tasks, control smart home devices, enjoy your entertainment, and much more.

- To get Google Assistant to work just say Okay Google or Hey Google.
- Google will add things to your calendar.
  - Say Hey Google, add Dr. appointment at 5 pm on the 5<sup>th</sup>.
- Google will send text messages for you.
  - Say Hey Google, send text message to Mie Mie.
  - It will then ask the message.
  - Speak your message.
  - Then it will ask if you want to send, change, add or cancel it.
- Google will call people/places for you.
  - Say Hey Google, call Shaun.
  - If there is more than one number listed it will ask which one.
  - Then it will begin calling.
  - You can also tell it to calls a specific number by saying it.
  - You can tell it to call a place you may not have the number for.
    - Just say Hey Google call pizza place and it will ask you which one and then place the all.
- Google will search the web for you.
  - Say Hey Google, how do you boil and egg.
  - It will bring back recipes.
- Google will give you directions to places.
  - Say Hey Google, how do I get to a particular place.
    - If you are specific, it will tell you how to get there right away.
    - If you are vague, it will ask you which one you want to go to.
    - You can tap the start button if you want to follow the directions.
  - It can be any name you want it to be. A particular person, place, pet, etc.
- Click the button that says **Select photos**.
- Choosing this will allow you to look through your pictures and select them.

## Google Lens

“Search what you see. Explore what’s around you in an entirely new way.(lens.google.com)”

- Go to **Google Play Store** and search for **Google Lens**.
- Tap **Install** and then tap **Open**.
- At the bottom of Google Lens, you can choose what you want to do
  - By default, it goes to **Search** but can choose **translate, text, homework, shopping, places** and **dining**.
  - **Translate** will change the text that you have inside the capture area into English right before your eyes.
  - **Text** will capture text off of a paper and then you can choose to have Google Lens read it to you.
  - **Search** will allow bring back search results for whatever you have snapped a “picture” of. You can see what type of animal is growing outside your house.
  - **Homework** will help you find video, explanations, results from the internet for math, chemistry, biology, and more
  - **Shopping** will help you to get inspired by clothes, furniture and home decor without having to describe what you are looking in a search.
  - **Places** will help you learn more about popular landmarks. See ratings, facts, hours, and more.
  - **Dining** will help you look up dishes and see what’s popular on the menu with photos and reviews.