

Mastering Your Smart Phone

In the early days (late 80's and 90's) we had mobile phones which could make phone calls.

But that's all.

For all other operations you needed another device – remember the “Palm Pilot” & PDA's? – documents, internet, Calendar, Contact lists etc.

Gradually the phone took over the PDA's and gained Internet access, Contacts, cameras, and the like.

Hence we have the SMART phone

Mastering Your Smart Phone

Your phone will be either **Android** –
Samsung and other brands available;

OR **Apple = iPhone**

Android has over 75% of the market

Phones and Tablets work almost the same way except the screens on a Tablet are much bigger so they are probably easier to use.



iPads are the Apple version of Tablets.

My colleague Ron is here to answer any questions about the Apple devices.



An obvious thing to notice is that Android devices have 3 buttons on the bottom. But Apple had only a single Round button.



This round button made the Apple readily recognisable. But in September 2019 they released the new iPhone 11. It has a narrow bar instead of the button.



You swipe up on the bar to open the screen. iPhones have a Favourites bar like Android but it could only hold 4 icons. The new iPhone 11 can fit 5.



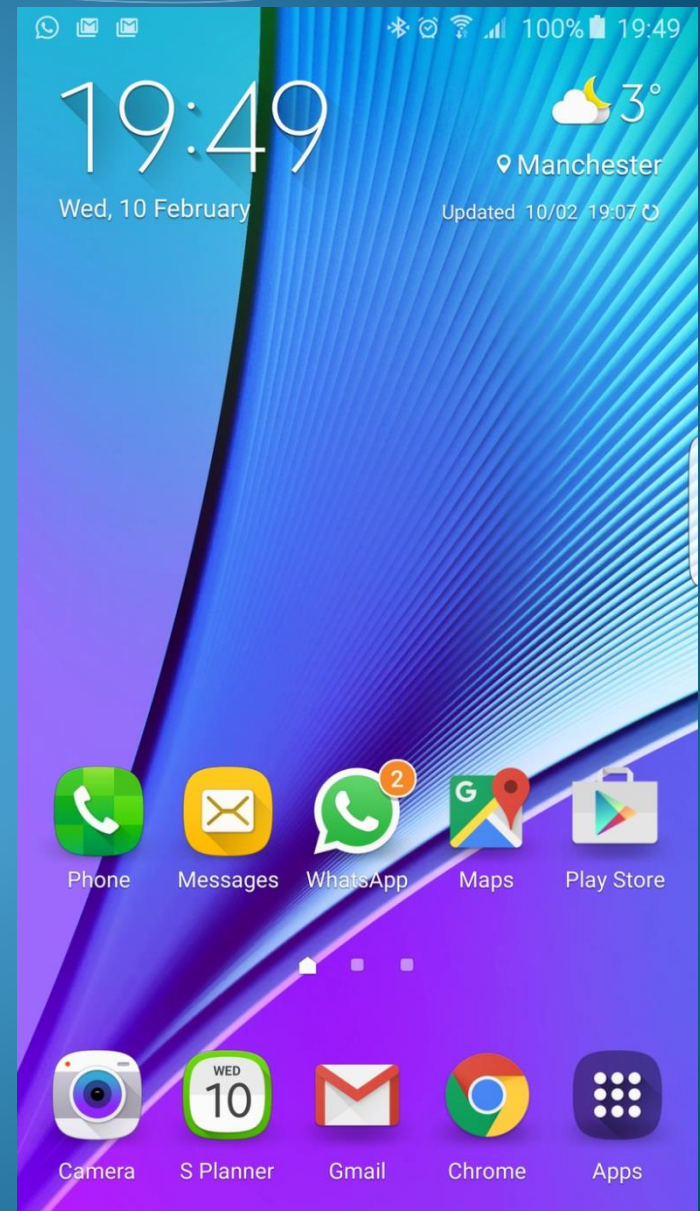
The new iPhone 12 is expected in September 2020

Phones and Tablets have a multitude of functions, but you don't have to use them.

If all you want to do is make calls and use texts that's okay.

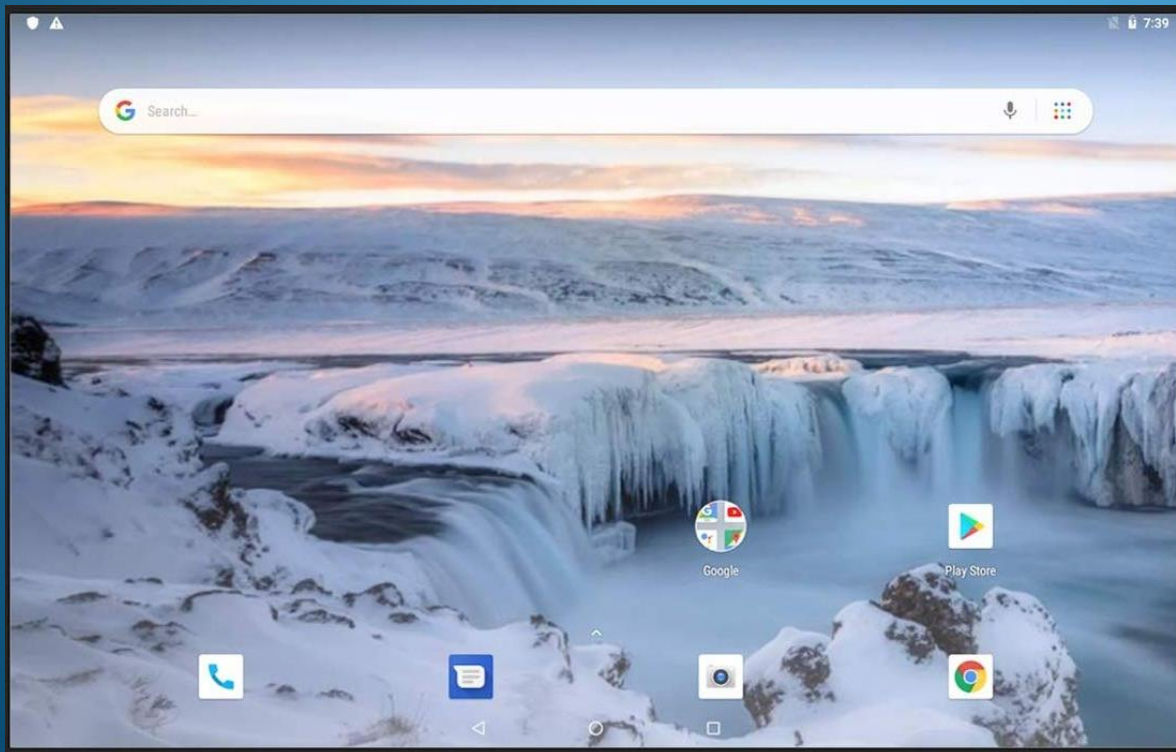
There is no need to use the camera, video calls, or the Internet, or Facebook, GPS maps, music, or email.

iPhones and Androids are amazingly similar in the way they work (as we'll see).



Some Tablets have a SIM card so they can make phone calls. But this is not automatically so. You need to check.

If you DO have a Tablet with SIM, it becomes a phone. Since they have a bigger screen this can be an advantage



Without a SIM, normally you would simply connect to the Internet using WiFi; and have a separate phone.

On the top Androids & Apple have the Notification Bar

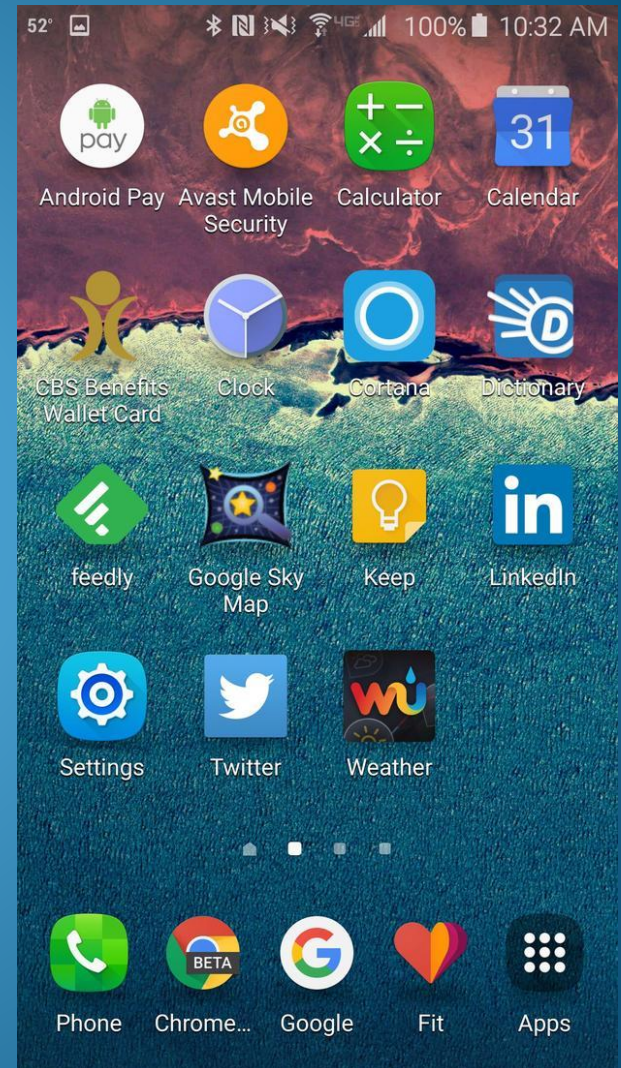
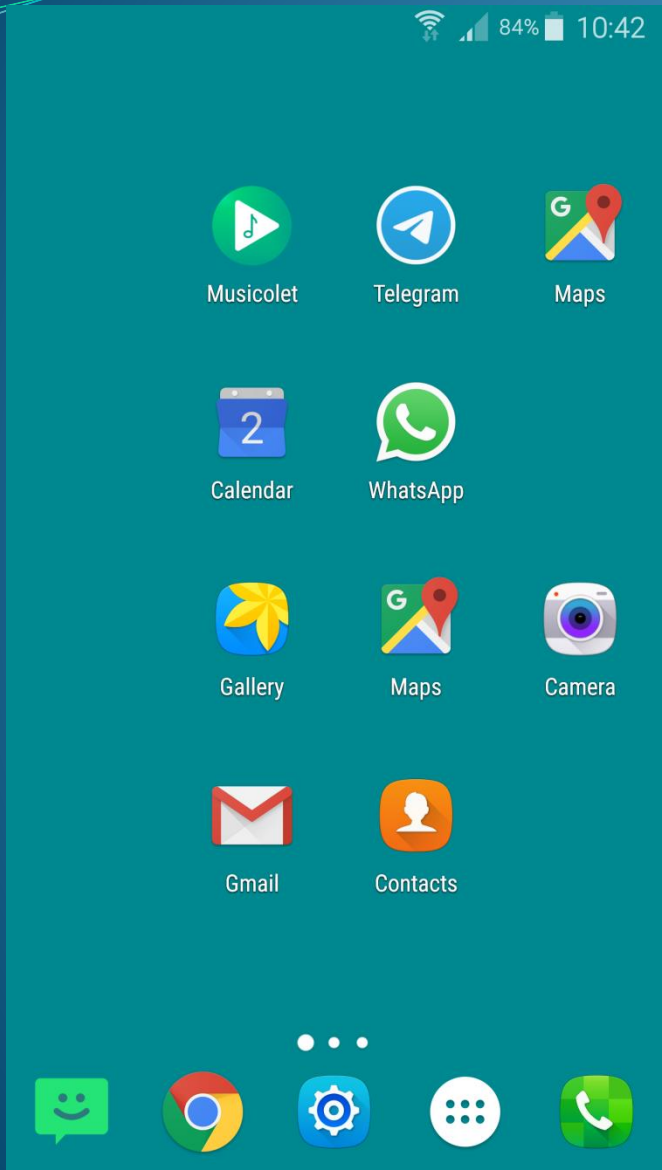
But the Apple has fewer notifications or they only last 10 seconds.

Across the bottom is the Favourites Bar

Then white dots (1-7) They are home screens.

All the icons on the screen are Apps. One tap to open.

Swipe left/right to go to another screen. (sometimes swipe up/down).



There is so much to learn about the smart phone that we cannot hope to cover it all today. So I am going to try to deal with the most important areas that should help you feel more comfortable using your phone.

First:

the Notifications bar at the top: the icons on the right are “System icons” that display sound level, WiFi, battery, etc. Swipe down to see additional system settings.



The icons on the left are “Status icons” that notify about messages, email, calls, Apps updates, etc.

Swipe down to see them in a list, then swipe right (or left) to dismiss them, or tap to see more details.

Second:

the **Favourites bar (or Dock)** at the bottom:

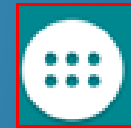
this has room for about 5-6 icons. **You** choose them, and it is wise to put essential or often-used Apps there.

One that is valuable is the “**Settings**”. In Android (and in many Apps) this is displayed as a gear-cog. The Apple Settings is made of concentric circles. Settings is like “Preferences” and it is an area that offers a huge range of selections.



The other useful icon in older phones is the “**Apps Drawer**” which is either 6 or 9 white dots.

This icon is normally displayed on the home screen automatically. In the most recent versions of Android it is not displayed, as you simply swipe upwards to reveal all the Apps. This list shows all the Apps already installed on your phone. But only some of them will have icons on the home screen.



How to add icons to the Home Screen

- Click on the Apps Drawer
- Search for the App you want
- Touch and HOLD your finger on the icon
- Drag the icon to the left till you can see the Home Screen you want. This COPIES the icon to the Home Screen.

To remove an icon from a Home Screen

- Touch and HOLD the unwanted App
- Drag it to the garbage bin or the “Remove” label

Removing Home Screens

- First, tap and drag the icons you want, to 1 or 2 screens
- Either tap a blank area on the Home screen and Hold
- Or, pinch inwards with thumb and finger
- This makes all the screens reduce in size
- You can then remove unwanted screens
- Or, tap the + sign to add extra screens

Arranging Icons

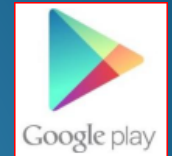
- You can drag icons around on the screen
- Or, move them to another screen
- Plus, you can change the icons displayed on the “Dock”

Popular icons for the Dock are:

Texts (SMS), Phone, Internet, Settings, Apps, Contacts.

Adding New Apps

If you want an App that is not yet installed you use “Play Store”. This is a list of Google-approved Apps. In Apple it is called “AppStore”.



You need access to the Internet to do this.

Simply click on the App and then click “Install”.

Some Apps cost \$2 to \$20 but I never buy them; there are always free alternatives.

You can also download Apps from other companies but this is seldom necessary.

Apple restricts which non-approved Apps you can install.

Settings

This is an area you will want to become familiar with.

You can change

the home screen picture,

the notification sounds,

the time that the screen stays lit

the access PIN/password

Turn on WiFi or Bluetooth

Language/country/time

Keyboard

Many other items

Most of these have simple menus to follow to implement.

Internet

When you get a phone there are two aspects:

Phone calls and texts

Internet access (data)

Calls and texts use radio signals coming from the towers scattered around our suburbs. The Plans usually involve a set amount of calls per month – eg. \$10 for unlimited calls.

Internet connections use high frequency radio waves sent from a transmitter. These connect to a world-wide network. This is commonly called WiFi. When at home or U3A, your device can link to the WiFi signal from your PC or that of the U3A network. Other organisations also give free WiFi: Qld Rail, restaurants, Bris City, etc.

Internet (cont)

If you don't have a safe WiFi access then you need to use "Data" from your ISP. This can be a minimal cost or moderately expensive depending on the data limit you want.

You can access this option from Settings, or slide down from the top Notifications bar, then tap the icon on top right.

The phone will always use WiFi when it is available, rather than Data.

