

Android Cell Phone Basics

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There is a glossary at the end of this hand out that defines and explains acronyms and technical terms, and an index to quickly find how to do a particular task!

Updated: 24 February 2020

Google Accounts

Android is Google’s operating system, and as such things will be easier for you if you sign in with a google account. If you already have gmail, then you already have a google account.

Before you get ready to set up your phone, find your gmail address and password. If you are not sure what your password is, you can reset it from the gmail website. (<https://myaccount.google.com>)

The Device



Overview

Home

Back



Back

Home

Overview

Android devices will generally have three buttons (either **physical** or **digital**) along the bottom. On older devices, the center or home button may be a physical button. On newer devices, all three buttons may be digital.

The “Overview Button” lets you scroll through all currently open apps. This is also where you go if you want to close all currently running apps.

The middle button is the “Home Button”. On older devices this may be a physical button on your device. Tapping the Home button will always take you back to what you have designated as your main screen. You can organize your device screens so that your most important apps and widgets are available on your primary Home Screen.

The “Back Button” is generally a triangle or less than sign. If you aren’t sure of what is going on, retreat from your current position using the Back button. You can usually tap the back button multiple times to return to a previous menu option or setting.

If you don’t see those three buttons, swipe up from the bottom of the screen to make them appear.

Status Bar



The status bar appears at the top of the phone screen. On the right side of the status bar you typically have icons letting you know the status of your data, wireless, and Bluetooth, as well as how full or empty your battery is.

Notifications



On the left side of the status bar are your notifications—if you have an unread email or text message, or a missed phone call, you can tell from looking at this section of the status bar.

Gestures

There are many different gestures you can use to manipulate your device.

Swipe down from the top of the screen with one finger	Quick settings
Pinching two fingers together	Minimize text / images View home screen options
Swipe up from the middle of the screen with one finger	Open App drawer
Swipe down from top of app window	Refresh
Long press an icon	Move / remove an icon

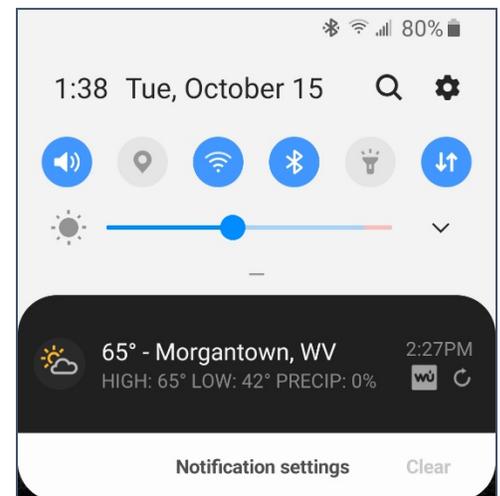
Keep in mind that getting a stylus (capacitive pen) can be very helpful in manipulating your device if you feel like you're often hitting the wrong icons or letters.

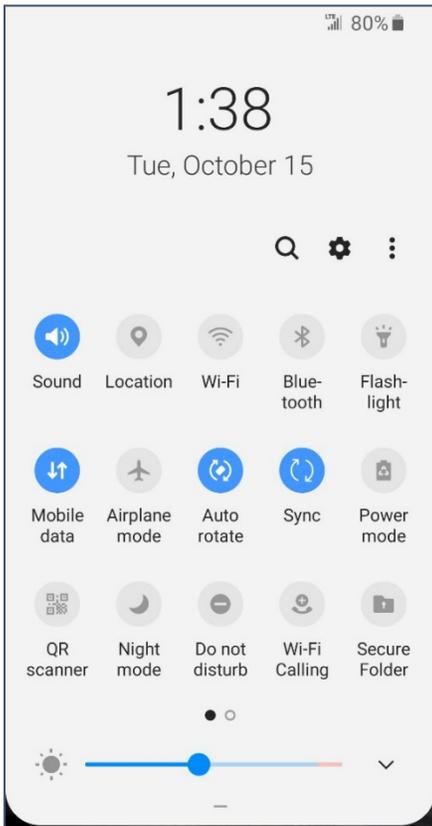
Quick Settings

Quick settings is the area of the phone I go to most frequently. You access it by pulling down from the Status bar at the top of the screen.



By default, there are toggles there for things like volume and Bluetooth, but you can modify this area to make the toggles you use most available at the top. (For those with limited cell plans, you can put a toggle for mobile data at the top of the list, and I always move the flashlight toggle to the top.)





This area is also where you can dismiss the notifications that pile up in the top left corner of your screen. Once you pull down, you can select a notification to view more, or you can clear all the notifications.

Dragging down the small bar below the brightness slider will display more quick toggles, and is also where you go to edit the order in which your buttons (quick toggles) are displayed.

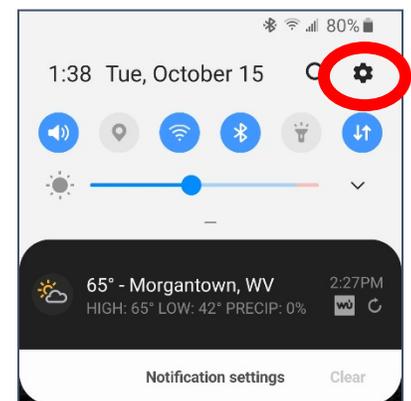
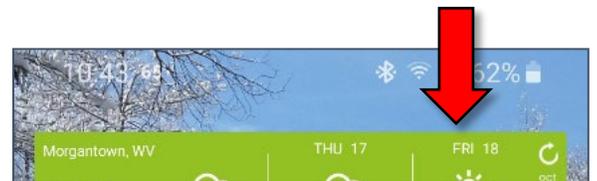
Settings

Most of the things you might want to change or personalize will be accessed from Settings. You can access your settings from quick settings, from an icon on your home screen (if you have one there—many people don't) or from your App Drawer. Once you have your settings open, you can either scroll through the various menus or search from the Search / Finder box.

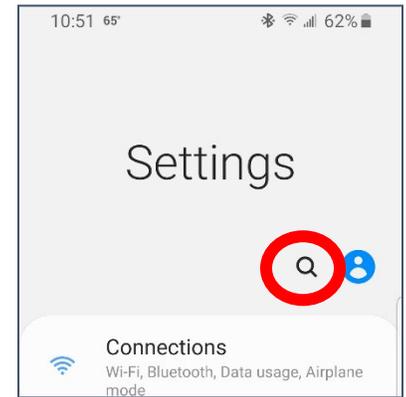


To Access Android Settings

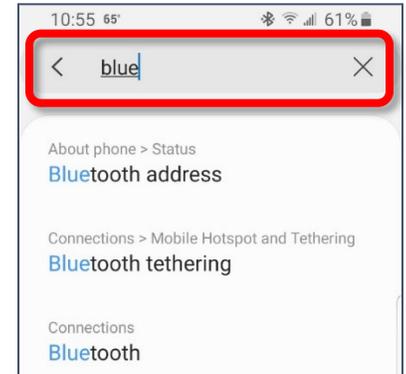
1. Drag your finger down from the top of the screen. It helps to start a little bit above the active screen.
2. Your **Quick Settings** will appear. This has toggles for commonly used services, such as wireless, Bluetooth, and Volume. It should also have a gear icon which will allow you to open your settings. Tap on the gear icon to open your device settings.



3. This is where it can get complicated, because different versions of the Android OS and different phone models will be organized differently. The easiest way to find a specific setting is to search for it. Look for a **magnifying glass icon**, and then tap it.



4. In the **Search box**, start to type in the setting you want to modify.
5. A list of matches appears, and filters as you type. Once the setting you need appears, tap it.



Accessibility

There are many different things you can do to make your device easier to use. Many of these options are located in your Settings under **Accessibility**, but in this handout we'll just look at a couple of individual settings.

Font Size

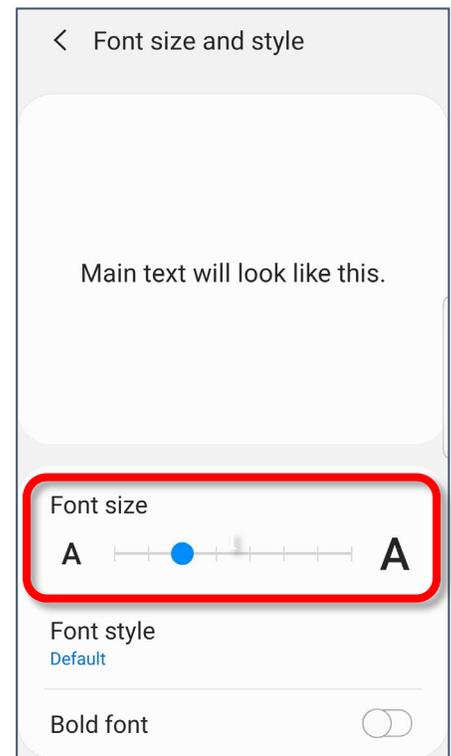
One of the easiest things to change on your device is to change the font size. This makes all the text larger.

Changing Font Size

1. Open your **Settings**. (See page 3)
2. Search for **font**.
3. Select **Font size and style**.
4. Use the slider to make the text larger as needed.

Other useful options under Visibility Enhancements are:

- Larger mouse / touchpad pointer
- Screen zoom
- High contrast theme
- High contrast fonts

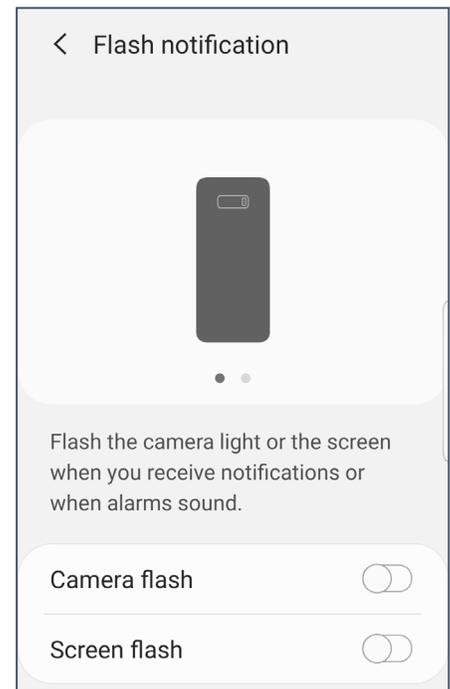


Flash Alerts

Flash alerts cause your camera or screen to flash when you receive a notification.

Toggling Flash Alerts

1. Open your **Settings**. (See page 3)
2. Search for **flash**.
3. Select **Flash notification**.
4. Select Camera flash or Screen flash as desired.



Android Version vs Phone Model vs Carrier

Unlike Apple, who mandates that all version of iOS across carriers must look exactly the same, the versions of Android vary by phone model and by cellular provider. You also have the ability to customize your operating system. This makes Android devices marvelous to use, but difficult to support, since no two devices are going to be quite the same.

The information about your device can generally be found in your device settings, under **About phone**. Your device model may also be on the back of your device, but that area is often hidden by a screen protector.

Finding Your Device Information

1. Open your **Settings**. (See page 3)
2. Search for **About phone**.

Name – You can give your device any name you want. This is often helpful when connecting via Bluetooth or wireless, since you can easily recognize your device. Tap **Edit** to rename your phone.

Model number – This will be something you might need to look up since the model number displayed isn't particularly helpful. (The model number SM-G960U is a Samsung Galaxy S9 64GB)

Everything else here is probably going to be gibberish to you, but if someone asks, this is where you'd find it.



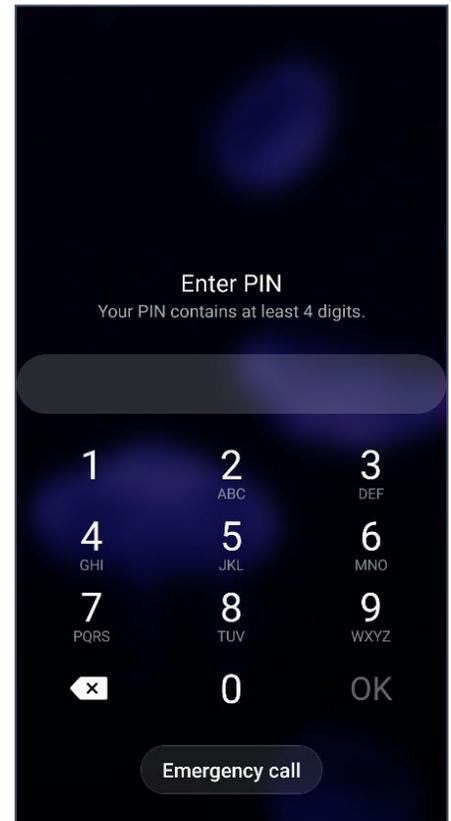
Lock Screens and Security

Your screen should automatically lock when you walk away from your phone. You have the option of setting a Pattern, a PIN, or a Password. I recommend using a PIN (Personal Identification Number) because it's more secure than a pattern, but easier to type than a password. (The keyboard for a PIN is larger.) You can also set up biometrics, and use your fingerprint or face or iris to login.

If you choose a PIN (recommend) you must have a minimum of 4 numbers. The more digits in your PIN, the more secure your device.

Your lock screen appears after you wake up your phone. From your lock screen, you have the ability to make an emergency call. (See page 14)

One thing that makes using a lock screen less painful is to change the time before your phone locks.

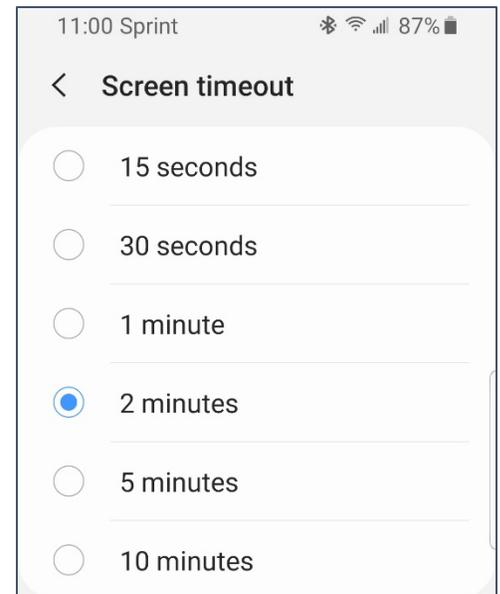


Changing Your Screen Timeout

1. Open your Settings. (See page 3)
2. Search for **Screen timeout**.
3. Select **Screen timeout**.
4. Lengthen the time before your screen timeout occurs.

Turning On Your Lock Screen

1. Open your Settings. (See page 3)
2. Tap Lock screen.
3. Tap Screen lock type.
4. Select the type of screen lock (I recommend PIN).
5. Set your PIN. I recommend using at least 6 digits.
6. Immediately make note of your PIN in a safe place.



Home Screens

You can have multiple home screens available on your device, or just a single—this flexibility allows you to customize your device to your preferences. On your screens you can have apps, folders, and or widgets (small apps that display content such as the weather or your calendar).

You move from screen to screen by swiping left or right on the home screen.

If you are a minimalist, you may want to remove all the individual apps from your device, leaving just the few you access regularly. Once you do that, you may have extra home screens—you can easily remove these.

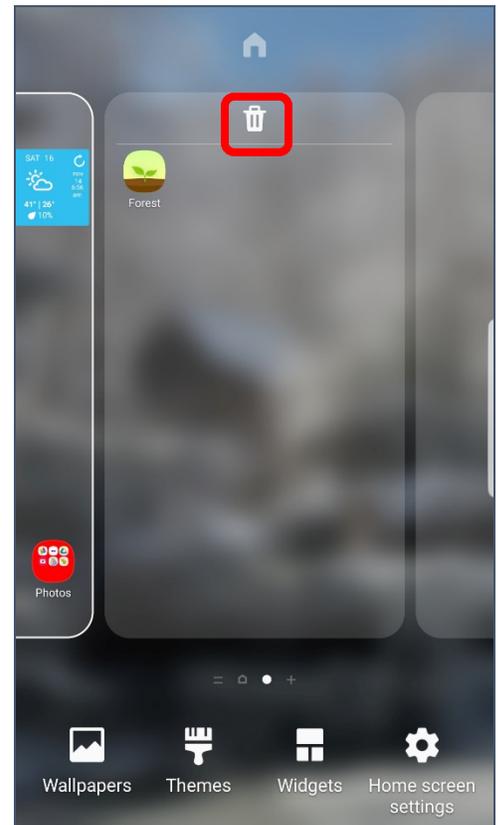
Removing a Home Screen

1. Pinch the screen with two or more fingers.
2. The screen changes to display options for modifying the home screen.
3. Use your finger to scroll to the extra screen you want to remove.
4. Tap the trash can icon at the top of the screen.

Conversely, you may want to add an additional home screen, either to organize your app icons or to add a full screen widget (like a monthly calendar).

Adding a Home Screen

1. Pinch the screen with two or more fingers.
2. The screen changes to display options for modifying the home screen.
3. Use your finger to scroll to the far right screen.
4. Tap the plus sign (+) to add an additional home screen.

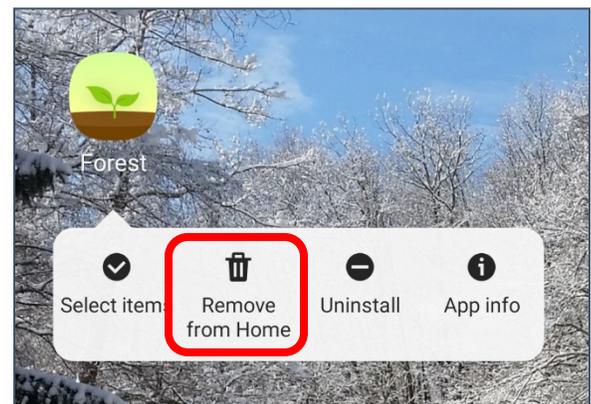


Apps or Folders on the Home Screen

When you install a new app it typically adds an icon to your home screen. This makes the app easier to find, but if you prefer a minimalist home screen, it can often clutter things up.

Removing Apps and Folders from the Home Screen

1. **Tap and hold** the icon you want to remove, until a menu appears.
2. Tap **Remove from Home** to keep the program installed but remove it from your home screen.

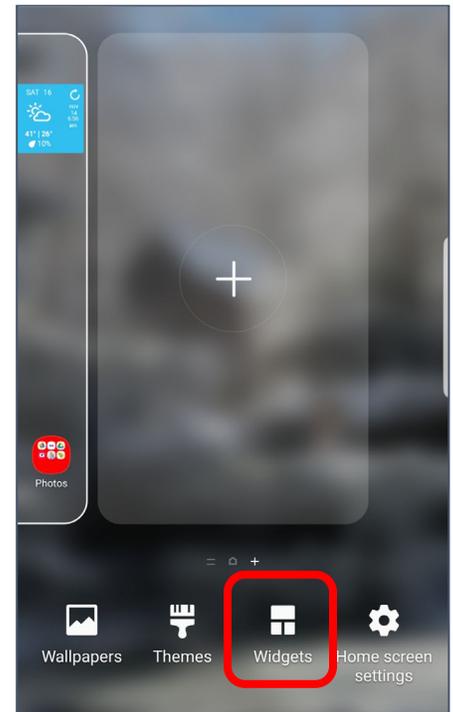


Widgets

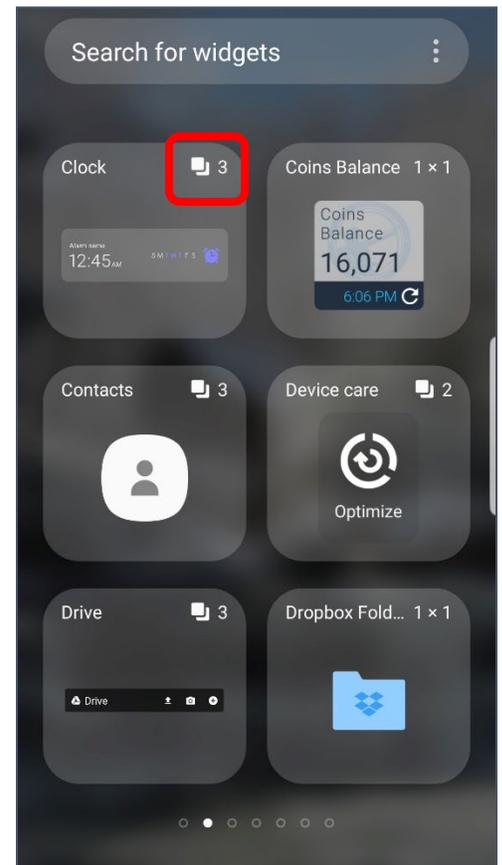
Widgets are quick links to apps you have installed that often display information on your home screen. One of the most common widgets is a weather widget—when open your device, it will display the current temperature and conditions. Other widgets can display the number of steps you've taken, audio controls, or upcoming appointments.

Adding a Widget

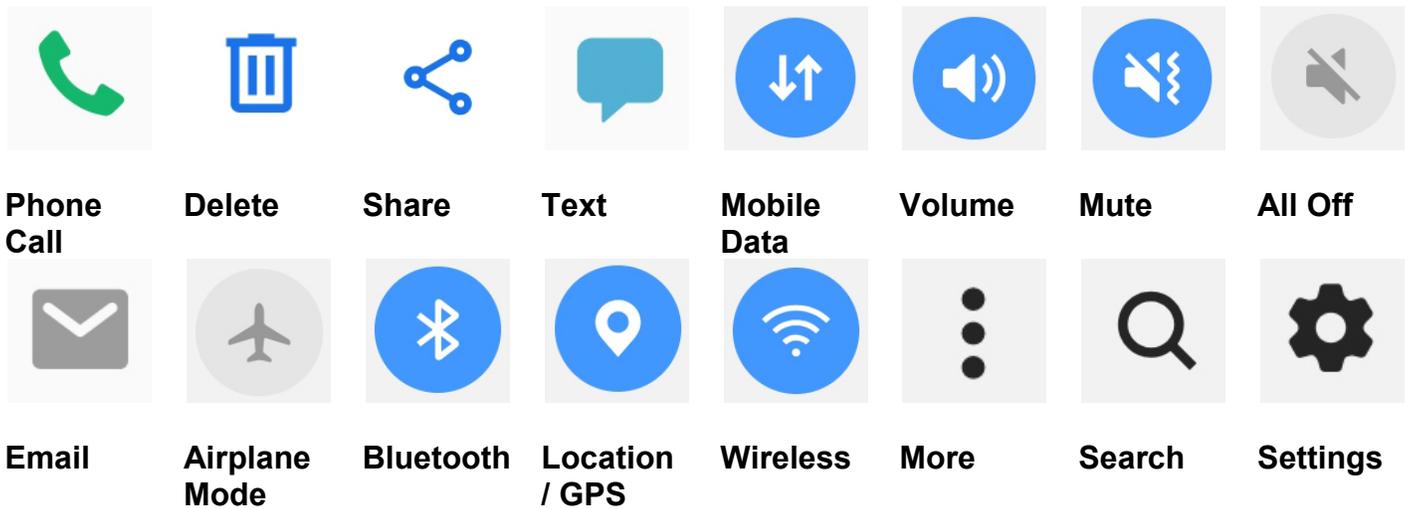
1. Scroll to the home screen where you want to place the widget.
2. Pinch the screen with two or more fingers.
3. The screen changes to display options for modifying the home screen.
4. Tap the **Widgets** icon towards the bottom of the screen.



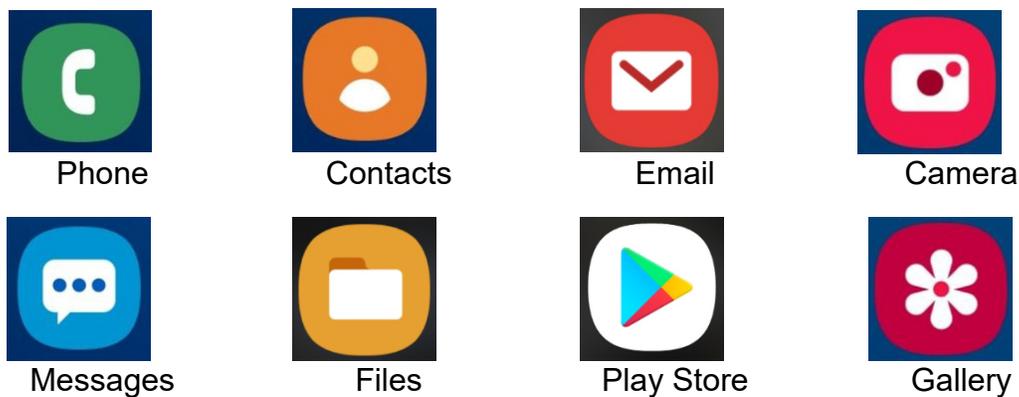
5. Swipe with your finger to scroll through the list of available widgets until you find the one you want. Depending upon the app, there may be more than one widget available. You can determine that by looking in the upper right corner of a widget box. If there is a 2 or 3 (etc) there are different widgets for that program from which you can choose.
6. Tap to select the widget you want to use. If there are multiple options, you will be prompted to select the one you want.
7. You can now place the widget precisely where you want on the screen.
8. Depending upon the program, the app may open to allow you to customize the widget.



Common Icons



Common Apps



Phone – Bring up the dial pad to make phone calls.

Contacts – Brings up the directory of everyone in your address book.

Email – The default email application on your device.

Camera – The camera for your device.

Messages – The default text messaging app for your phone.

Files – The app that lets you browse through the various files on your device.

Play Store – The Android app store where you go to find different programs for your device

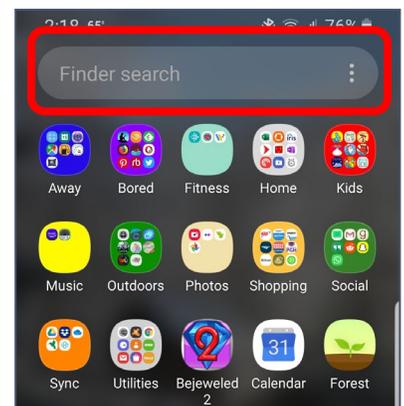
Gallery – The default location to scroll through the pictures on your device.

Opening your App Drawer

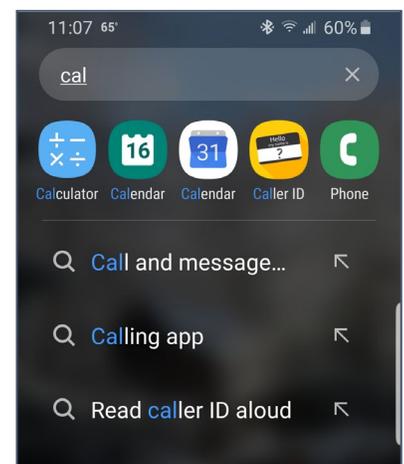
1. Place your finger in an empty area of your screen and swipe UP.



2. Most of your apps should be available from here. You can have many many screens worth of apps, or, you can create folders and place individual apps in them. So just as with settings, the easiest way to find an app is to search for it. At the top of the screen, tap in the Finder / Search box. Begin to type in the name of the app for which you are searching.



3. As you type, a list of matching apps and settings appears. Tap one of the icons to open that specific app. Tap the text underneath the icons to open a setting or informational dialog to make sure everything meets your privacy preferences.



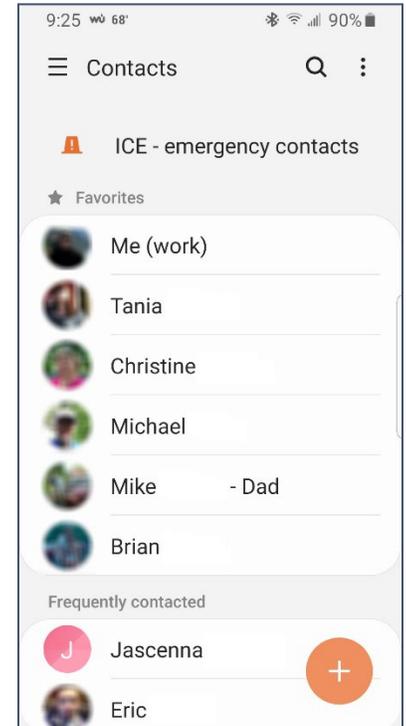
Contacts

Although you have the option to have your contact list exist only on your phone, it is recommended to have your contacts synced to the cloud. This means that not only does your address book follow you from device to device, but also allows you to edit your address book on a computer, rather than having to make changes on your phone.

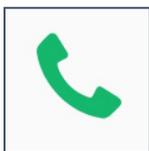


Viewing Contacts on Your Phone

1. Tap the **Contacts** icon.
2. Your address book opens. You can scroll through the list and select a contact.
3. You can add a new contact by tapping the plus sign (+) icon in the lower right corner.



4. The screen changes to display the selected contact. There are three options directly below the contacts name.
5. Tap the star to make contact a **Favorite**.



Call

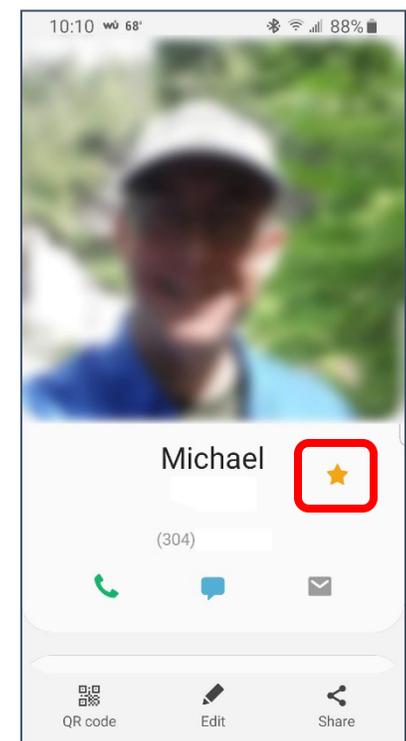


Text



Email

6. Tap the **Edit** (pencil) icon to modify the information for the selected contact.
7. Scroll down to the address. Tap on the GPS icon beside the address to open that location in Google Maps.

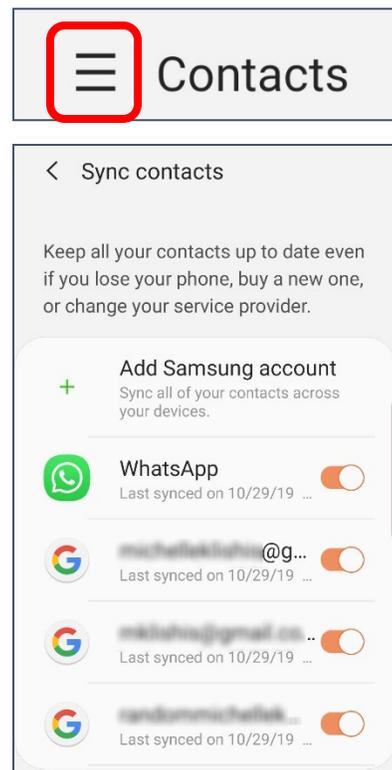


Syncing Contacts

You have the option to sync (or not) the address book attached to any email account on your device.

Selecting what Accounts are Synced

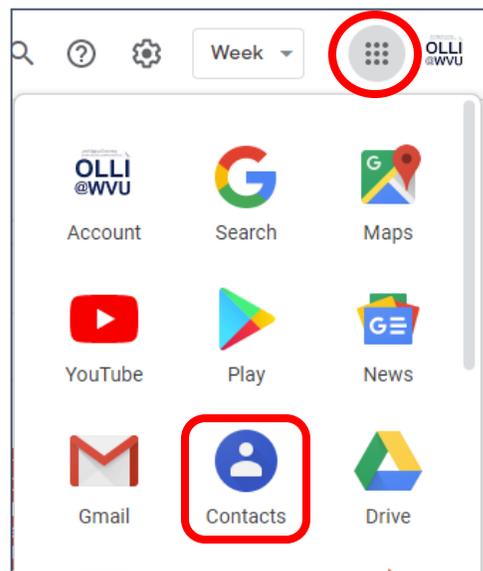
1. Open your **Contacts** (this is not the same as open the dialer and selecting contacts from there).
2. On the left side of your contacts screen, click the three parallel lines or three dots to view more options.
3. Scroll down until you see **Manage Contacts** and tap.
4. Tap on **Sync contacts**.
5. A list of your email and messaging accounts is displayed. Toggle the accounts to select what is synced.



Editing Gmail Contacts on the Web

You can edit your address book from the web as well as from your phone, including setting favorites and ICE contacts.

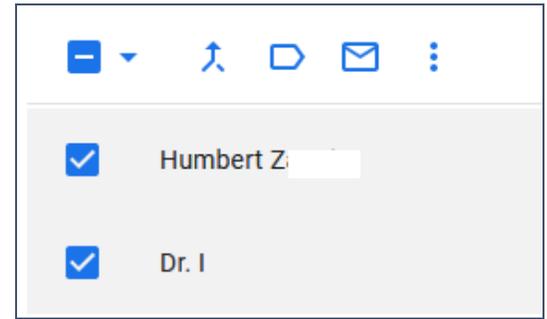
1. Log into your Gmail account.
2. Tap on the Google apps icon (the square of squares).
3. A menu of icons appears. If you do not see contacts tap **More**.
4. Tap the **Contacts** icon.



5. Your address book opens.
6. When you hold your cursor over a single address, you will see on the far right of the screen an **Edit** option.



7. When you hold your cursor over the icon / picture beside someone's name, a check box appears. You can select multiple contacts using the text box.
8. The icons that appear along the top of the screen when you select multiple contacts allow you to do things like merge duplicate contacts into a single contact, or send an email message to all the selected contacts.

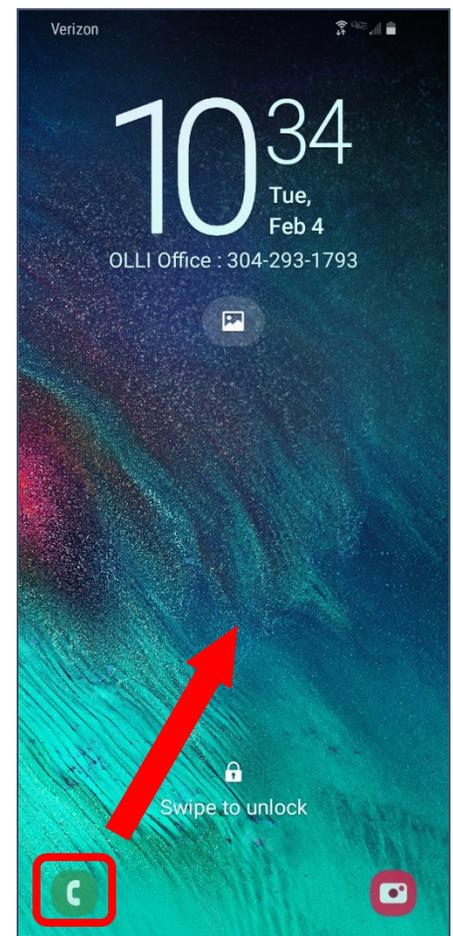


Emergency Calls and Contacts

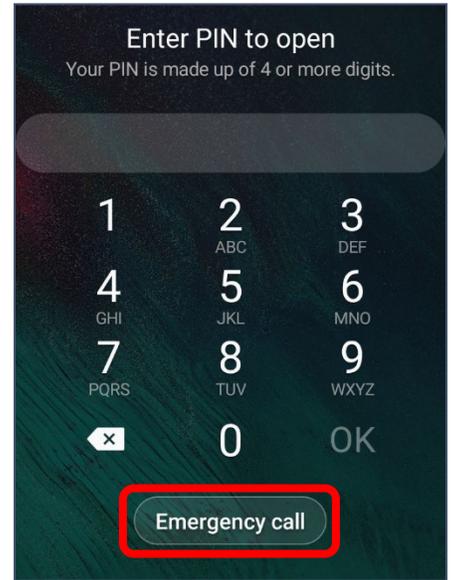
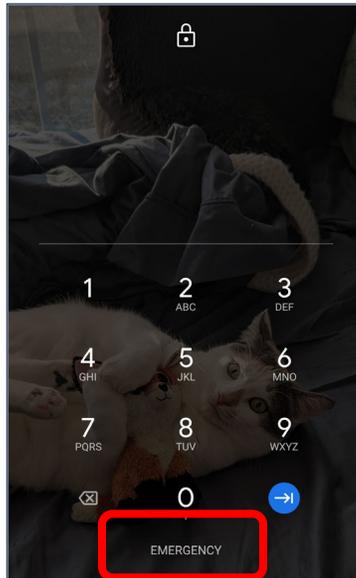
Emergency calls can be made without having to unlock your phone. Generally they are made to existing contacts that have been designated as ICE or Emergency contacts.

To Make an Emergency Call

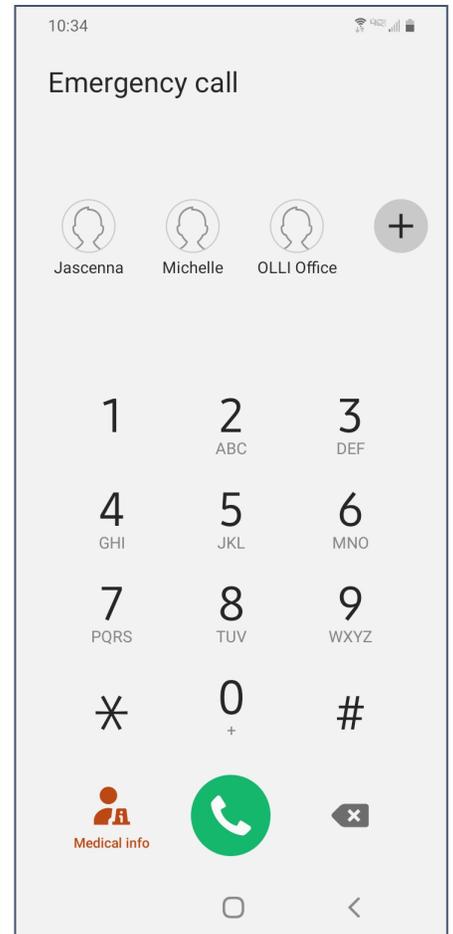
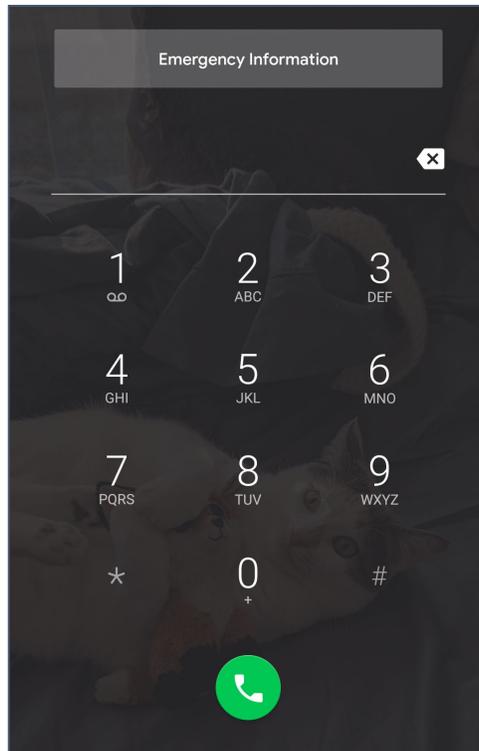
1. Wake up the phone.
2. In the lower left corner, swipe up from the phone icon.



3. Tap the **Emergency** or **Emergency Call** button.



4. The emergency call screen appears. You can call an emergency contact (if listed) or dial emergency services with the keypad.



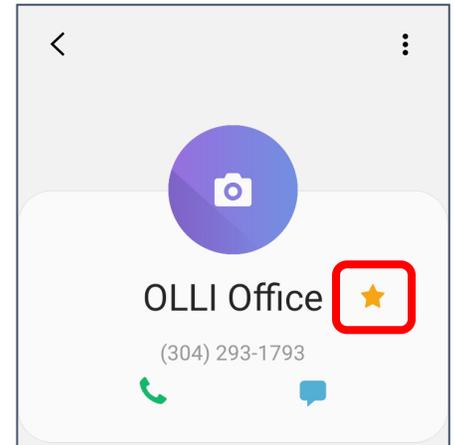
Emergency Contacts

You should have emergency information in your phone—you can choose what information you want to be available, but you should at the very least have one emergency contact listed.

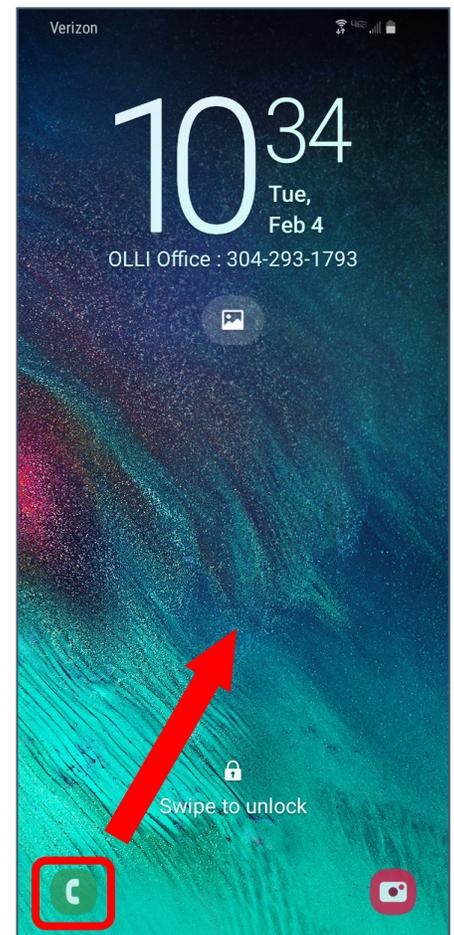
Unfortunately, different versions of the Android OS have different options, so we need to use a complicated way that should work across most devices— even if the screens look different for every phone. Your emergency contacts are available even when your screen is locked.

Setting Your Emergency Contacts

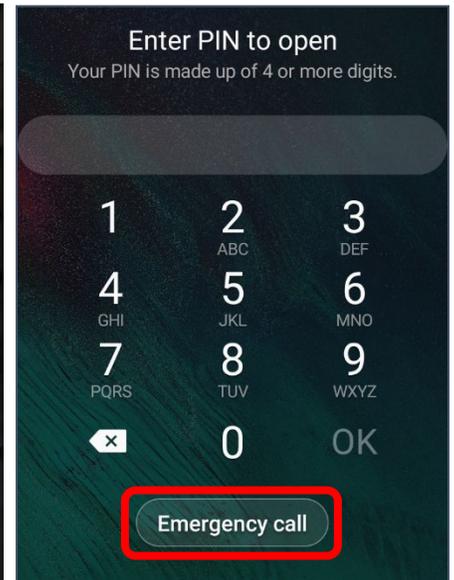
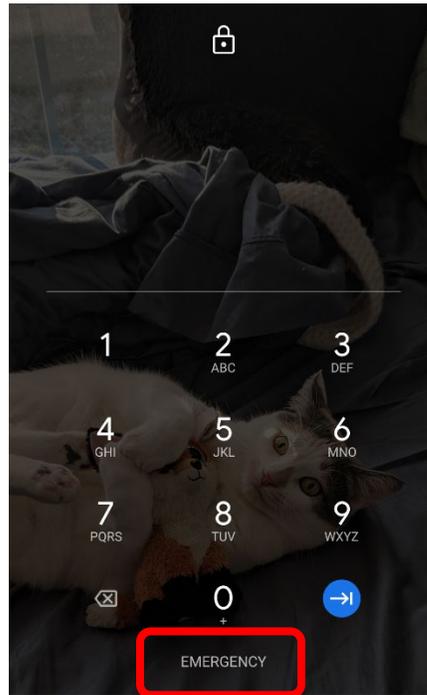
1. Open your **Contacts** (this is not the same as opening the dialer / keypad and selecting contacts from there). (See page 12)
2. Select a contact.
3. Tap the star to make that individual a Favorite.
4. Return to the home screen.
5. Lock your phone (briefly press the power button).



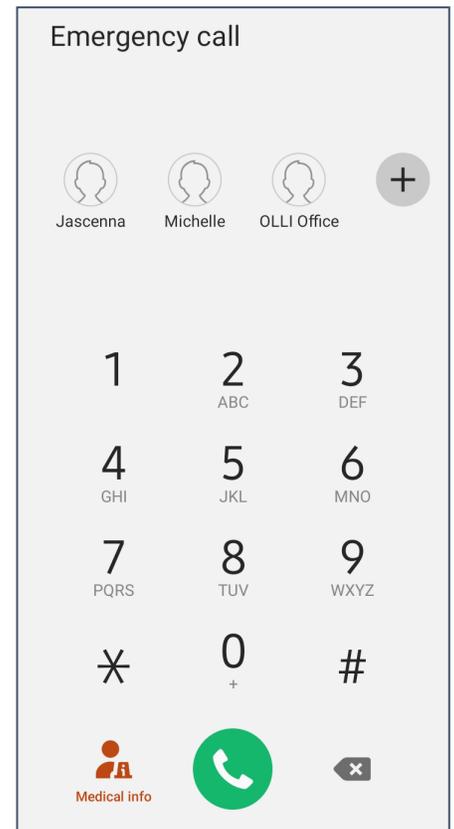
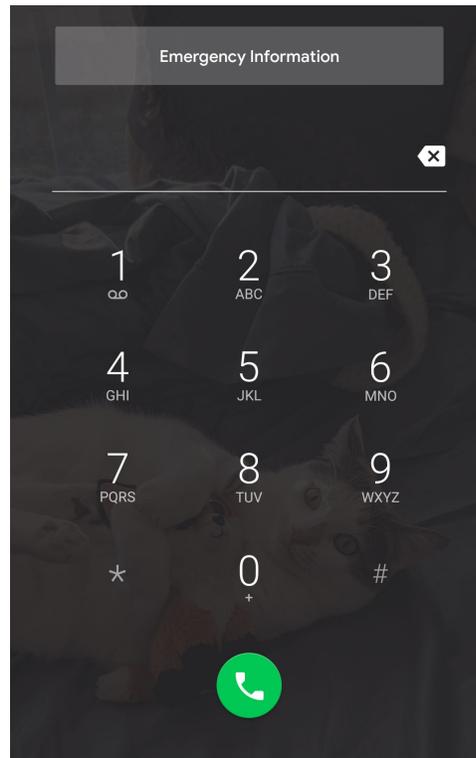
6. Wake up your phone.
7. In the lower left corner of the screen tap and swipe the phone icon.



8. Tap the **Emergency** or **Emergency Call** button.



9. The dialer screen is displayed. Look for a plus sign or button that allows you to add someone to your emergency callers or **ICE** (In Case of Emergency) list.
10. You should get a notice that you need to unlock your phone to set an emergency contact. Tap OK and unlock your phone.
11. Select a frequent or suggested contact from the list.
12. The next time you open the emergency dialer, your contact(s) should be displayed.



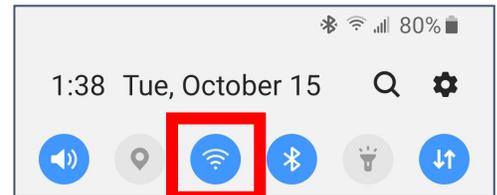
Wireless

If your device has a limited cellular data plan, you will want to connect your phone to wireless as often as you can.

Although places like coffee shops often have free wireless available for their customers, you should be extremely careful when connecting to open wireless connections—any information you pass over that connection could be visible to anyone who cares to look.

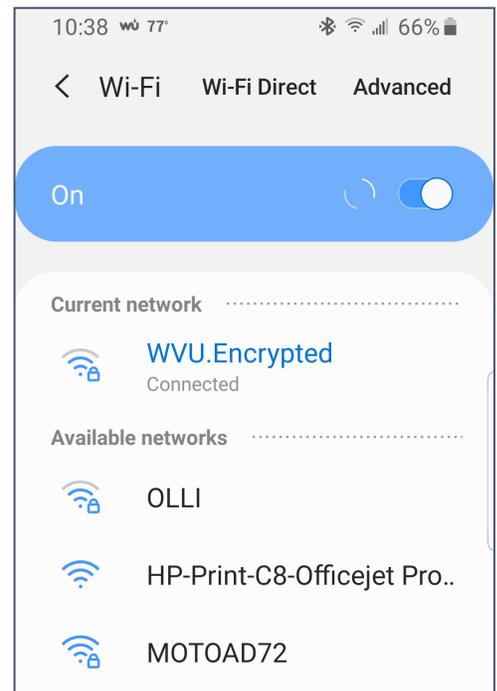
To Turn Wireless Off and On

1. Pull down from the top of the screen to access your Quick Settings. (See page 3).
2. Tap on the Wireless icon to toggle the wireless on or off.



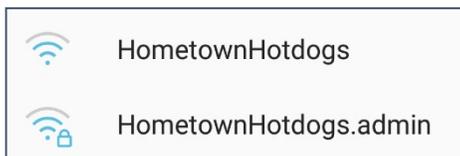
To Select a Wireless Network

1. Long press on the wireless icon.
2. A list of available networks will appear.
3. Tap on the network you want to join.
4. Enter the password for the network when prompted.



Secured vs Unsecured Wireless Networks

You can tell at a glance whether a wireless network is secured or unsecured by checking for a “lock” on the wireless icon.



You should also be required to enter a password to access a secured wireless network.

Please be aware, however, that you should not send personal information over a public network, even if it is secured.

Texting

Text Messages and Phone Data

There are two different types of text messages: SMS and MMS.

SMS: Short Messaging Service. A brief message that is sent from one phone number to another phone number. SMS does not use cellular data.

MMS: Multimedia Messaging Service is a kind of text messaging that allows you to send text messages that contain pictures or audio, as well as messages longer than 180 characters or to multiple people.

This difference is important because text messages count against your text limit on your cellular plan, while SMS messages use data. If you do not have mobile data turned on, you will not receive SMS messages. Additionally, you cannot send text messages to people who do not have a phone number.

Text Messages

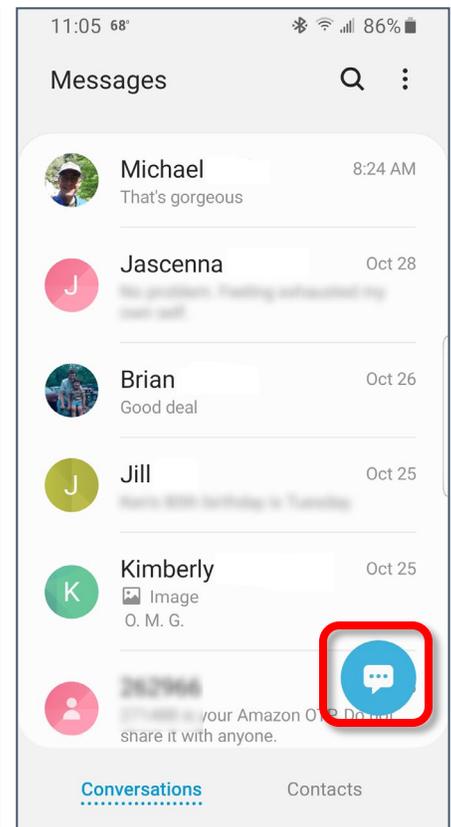
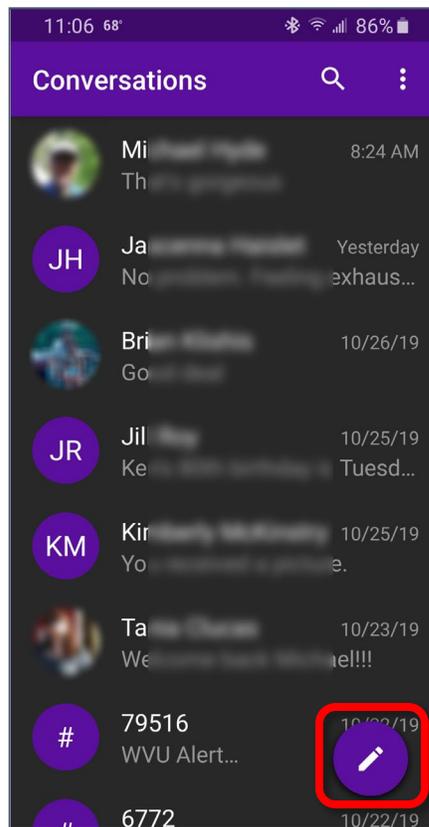
Text messages are brief messages sent from one phone number to another. They are useful because unlike a phone call, they can be asynchronous, are also more likely to go through during an emergency, use less battery, and will be received even if the recipient has their phone turned off when you send the message.



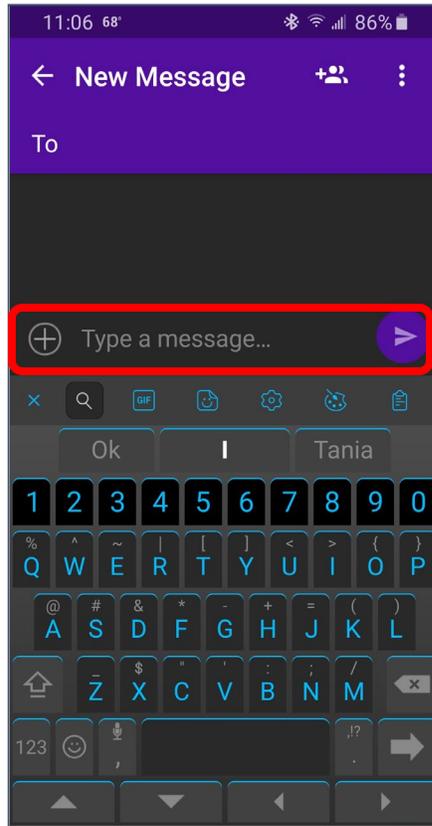
Android phones come with a default messaging app, but many people prefer to purchase and use a third party app, which allows them greater customization and options.

Sending Text Messages

1. Open your texting app. If you are using the default Android app, it should look something like the above icon.
2. If the person to whom you want to send a message is at the top of the list, simply tap the existing conversation and add your message.
3. If you don't see a recent conversation, or you have never texted with the person before, look for the new conversation icon, usually in the lower right corner.



4. When you tap in the box that says “Enter message” or “Type a message” the keyboard appears so you can enter your message.
5. Once you have completed your message, tap the **Send** button at the end of the text box.
6. For a list of common texting acronyms, see page 36.



Alternatives to SMS Texting

Texting allows you only to reach people who have cell phone numbers, and generally plans charge extra for international texting. Many people also have limited texting plans, and the ability to send text messages over WiFi is an important option. There are plenty of alternatives to regular texting from Skype to Whatsapp, you just have to make sure that you and the person you want to chat with are both using the same program.

You can also use Facebook messenger as a messaging app, but for privacy and security reasons it is NOT recommended. Please see page 36 for a list of alternative programs.

Apps

Apps are programs or software packages (applications) that run on your device’s operating system. For Android devices, apps are available from the Play Store. You also have the ability to install third party apps that do not come from the Play story, but this is not recommended until you are quite sure what you are doing.

Some common types of apps are Email apps, podcast apps, web browser apps, social media apps, and ebook apps.

Closing and Removing Apps

Closing Apps

1. Tap the Recent Applications Menu button, usually at the lower left of the screen. A list of open apps appears
2. To close an individual app, click the **x** beside the app or swipe right on the app.
3. To close all open apps, if available, tap **Close All**.

To be clear, stopping an app frequently leaves parts of that app still running in the background. To end all processes of that app, you need to force the app to stop.

Force Stopping Apps

1. Open your device settings. (Typically available from the list of all applications or by pulling down from the top of the screen to open the system tray, and tapping the gear icon.)
2. From the list of available settings, choose **Apps** or **Applications**. (Depending upon your phone.)
3. Scroll through the list to find the specific app you want to close and/or keep from running in the background.
4. Towards the top of the screen, tap the **Force Stop** button.
5. The device asks if you are sure you want to do this, tap **Force Stop**.

Uninstalling Apps

1. Open your device settings. (Typically available from the list of all applications or by pulling down from the top of the screen to open the system tray, and tapping the gear icon.)
2. From the list of available settings, choose **Apps** or **Applications**. (Depending upon your phone.)
3. Scroll through the list to find the specific app you want to close and/or keep from running in the background.
4. Towards the top of the screen, tap the **Uninstall** button.
5. In the verification window, click **OK** to uninstall the app.

Google Play Store

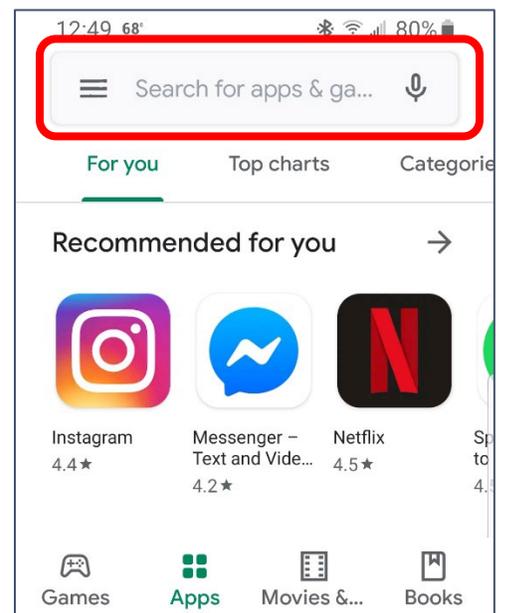
Most people will search for and install new apps from the Google Play store.



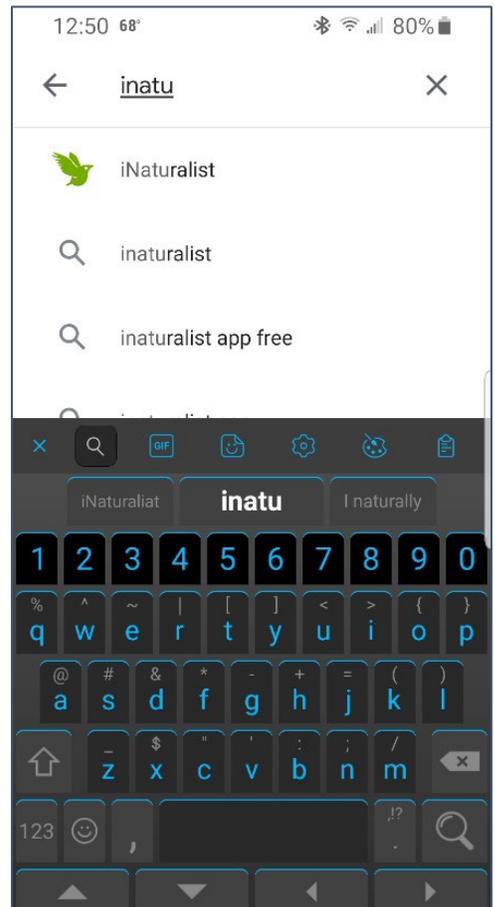
There are free apps and there are paid apps. Unless an app is open source or you are certain how the information is going to be used, I recommend paying for the apps you install on your device. In some cases there aren't paid options, just be aware that free apps are highly likely to be invading your privacy and / or making money off your data.

Finding and Installing New Apps

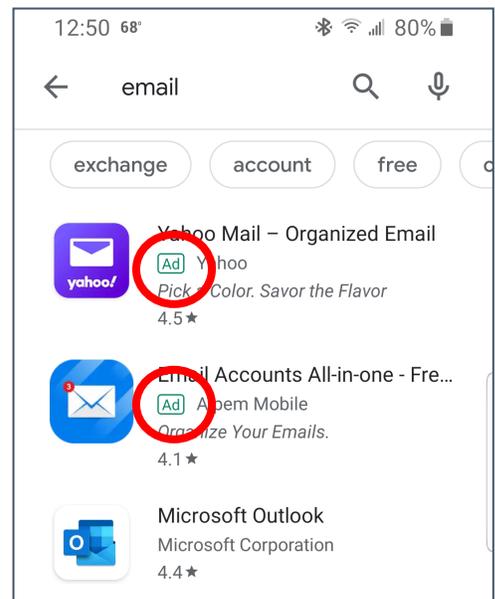
1. Open the App Store.
2. At the top of the page, tap in the box where it says "Search for apps &..."



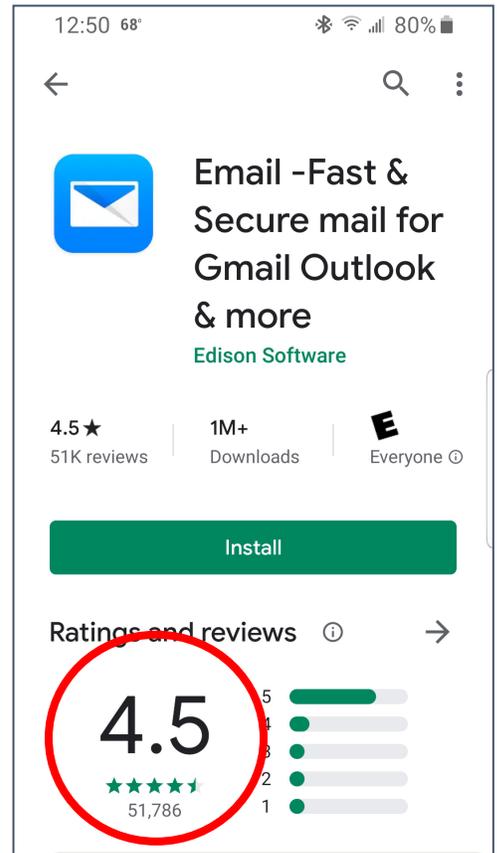
3. Begin to type in the name of the app you are looking for; a list of matching apps. Tap on the app you want to check.



4. A list of apps matching your search term is displayed.
5. Note that the first apps listed are often ads.
6. Tap on an app to learn more about it.



7. Pay attention not just to the rating of the app (4.5 / 5) but also to how many people have reviewed the app. A rating of 4 from 50k people is more useful than a rating of 5 from 2 people.
8. If you decide you want the selected app, tap **Install**.
9. The app will be installed on your device (speed of download and install depends upon your internet connection) and the app should be available on one of your home screens and from the app store.

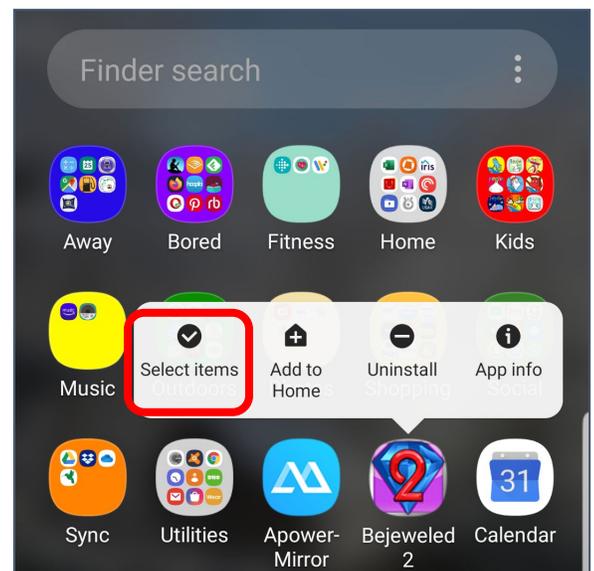


Folders

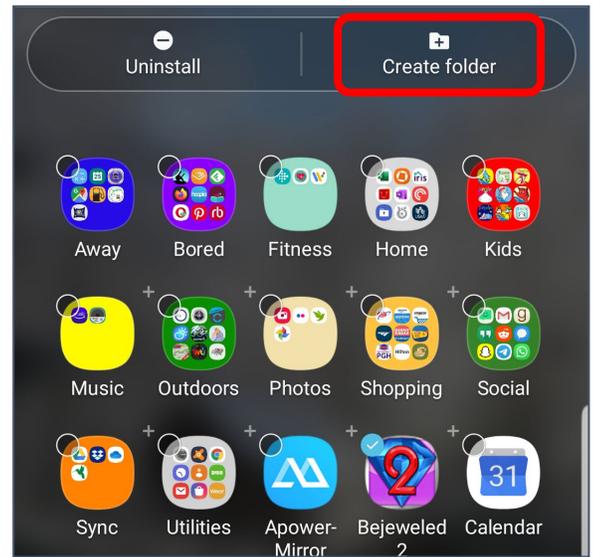
Folders can be used to organize your apps—putting similar apps in one place and allowing you to have a single home screen or app screen. For some people folders are the best thing ever, but for others folders can make it harder to find what you’re looking for. There is not judgement as to whether you should or should not use folders—just use your device in the way that makes it easiest for you to find things.

Creating a Folder

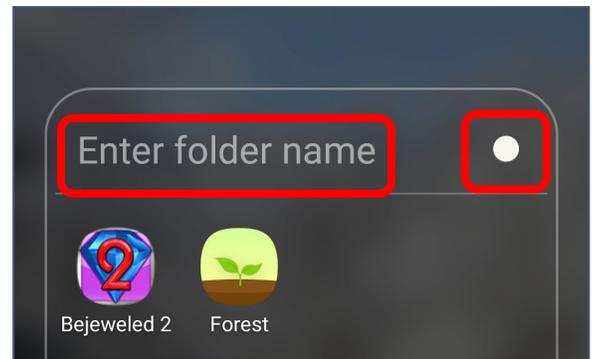
1. From your home screen or app drawer, long press on an icon that should belong in your new folder.
2. Tap **Select items**.



3. Tap a second item.
4. At the top of the screen tap **Create folder**.



5. Tap in the **Enter folder name** area to create a name for the folder.
6. Tap the **white dot** to set the background color for the folder.
7. Tap away from the folder area to complete the steps.



Adding Apps to a Folder

1. Long press on the icon you want to move.
2. While still pressing, drag the icon over the folder.

Camera

One of my favorite things about cell phones is that I always have a camera in my pocket. Most newer cell phones have cameras comparable to stand-alone digital cameras, and also have the ability to edit images and immediately share them.



Using Your Cell Phone Camera

1. Using a soft cloth (ie the hem of a t-shirt), briefly wipe off the camera lens.
2. Tap the **Camera** icon.
3. Tap on the screen on the area upon which you want to focus.
4. Tap the white circle icon to take a picture.

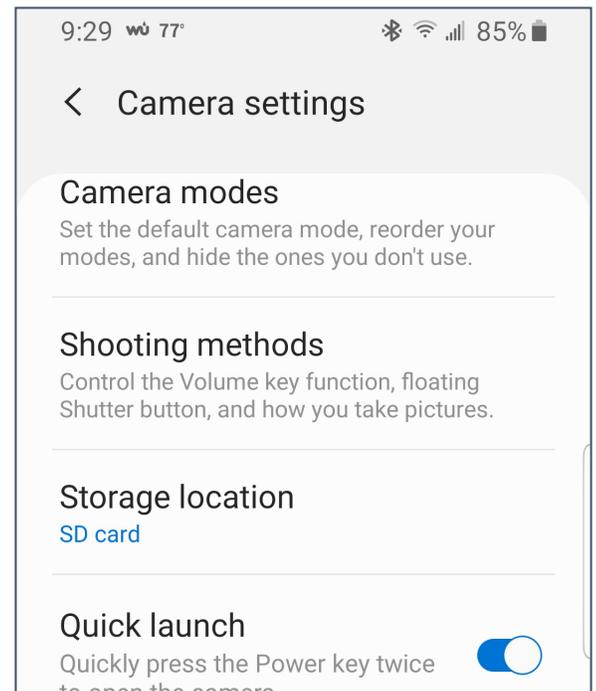
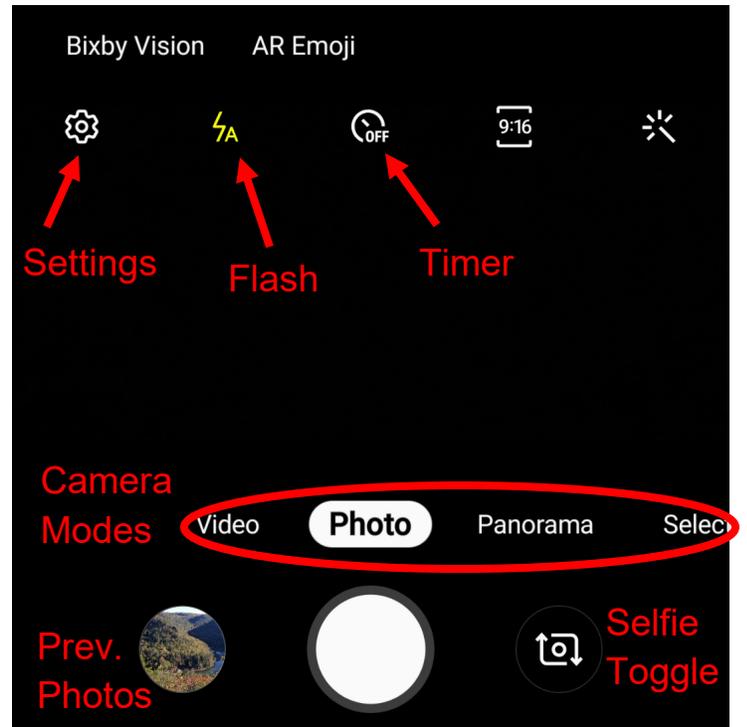
Taking a Selfie

1. Using a soft cloth (ie the hem of a t-shirt), briefly wipe off the camera lens.
2. Tap the **Camera** icon.
3. Tap the **Front / Rear Camera Toggle** icon.
4. Holding the device as still as possible, tap the **White Circle** icon to take a picture.

The Android operating system gives you a variety of setting options. The more important options are for picture size, save options, location tags, and storage location.

Camera Settings

1. Tap on the **Settings** icon.
2. Scroll through the settings and change the settings as desired.



Photos

The default app for viewing your images may depend upon your phone make, however, Google's Photos app is available to all Android Devices. And you can also choose a different photo gallery app.



Icons



Sharing



Delete



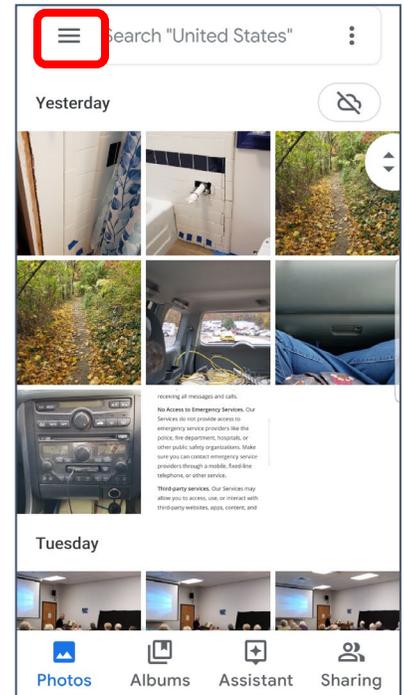
Albums
Albums



Photos
Individual Photos

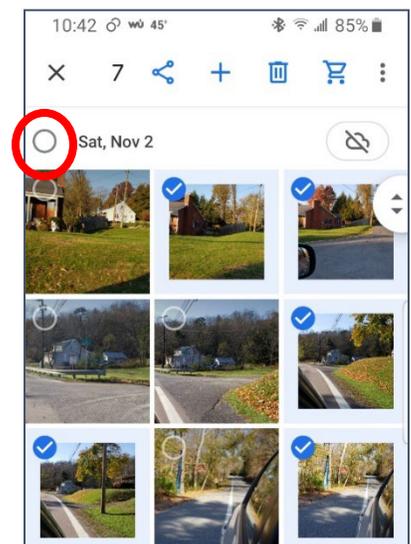
Photo Settings

1. Open your Photo Gallery. We are going to use Google's Photo App in these examples.
2. Along the bottom of the screen, you can switch views between Photos and albums.
3. The three parallel lines or dots in the top left corner allow you to access your settings.
4. Scroll down the menu until you see the gear icon and **Settings**.
 - **Backup and sync:** Allows you to automatically sync all your photos to Google Drive
 - **Free up device storage:** Allows you to automatically delete images that have been saved to your Google account.



Selecting Photos

1. **Tap** a single photo to view that image.
2. **Tap and hold** a single photo to select it.
3. Once one photo has been selected, you can tap other photos to select them as well.
4. You can select all the photos from a selected date by tapping the circle beside the desired date.
5. Different items appear once a photo has been selected. The **trash can icon** allows you to **Delete** the selected items. The "**less-than**" icon (<) allows you to **Share** the selected images. The "**plus**" (+) icon allows you to move the pictures to a folder.

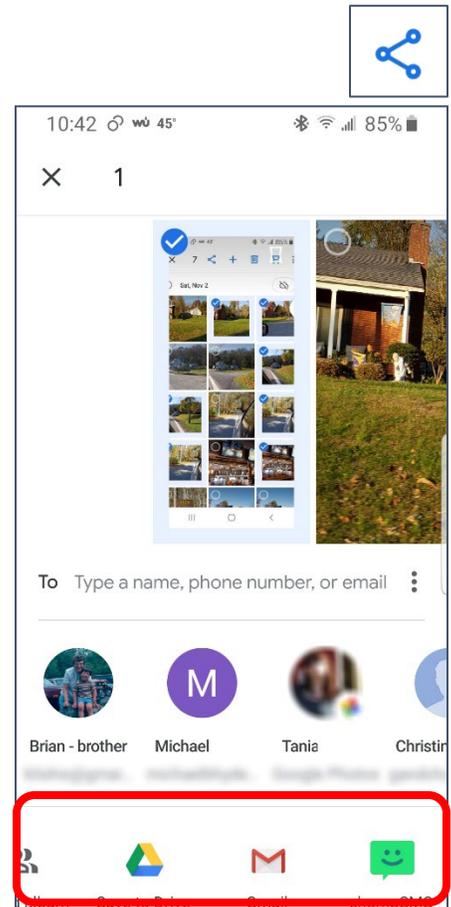


Sharing

Sharing is used both for sending a file to someone else and to copy a file to a cloud service.

Sharing Photos

1. Select one or more images.
2. Tap the **Sharing** icon.
3. Along the bottom of the screen, you can scroll to the right to select the app through which you want to share the images. Common apps to use for sharing are email, cloud drives, and texting apps.
4. Once you select the desired app, it will walk you through the process of sharing the picture(s).



SD Cards

Many Android phones have the ability to use micro-SD cards. A micro-SD card is a smaller SD card that is used in lightweight devices like phones. An SD card can allow you to double or even quadruple the amount of memory on your phone. This expanded storage allows you save more files like songs and photos to your device, and can also help extend the life of an older phone with less internal storage.

Many—but not all—apps can be transferred to an SD card, as can storage of pictures, music, and books.

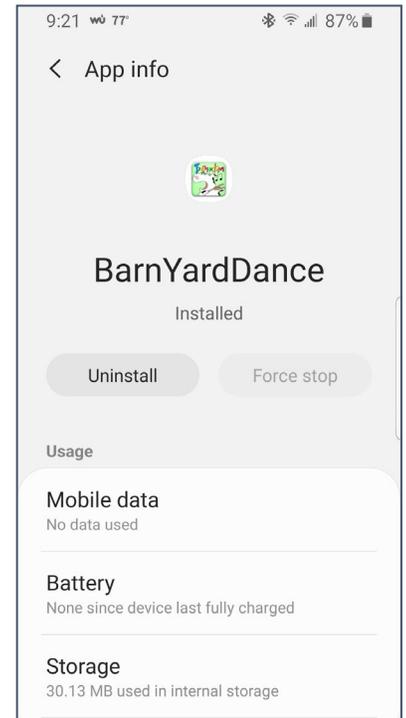
Checking for an SD Card

1. Open your **Settings**. (See page 3)
2. Search for **Storage**.
3. Scroll down until you see SD Card Storage.

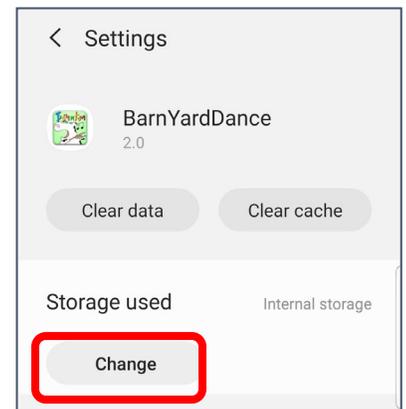


Transferring Apps to the SD Card

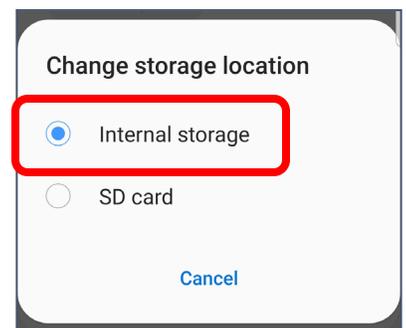
1. Open your **Settings**. (See page 3)
2. Search for and open **Apps**.
3. Scroll through your list of apps until you find an app you want to move to the SD card. Tap that app.
4. The information for that specific app appears. Scroll down and tap on **Storage**.



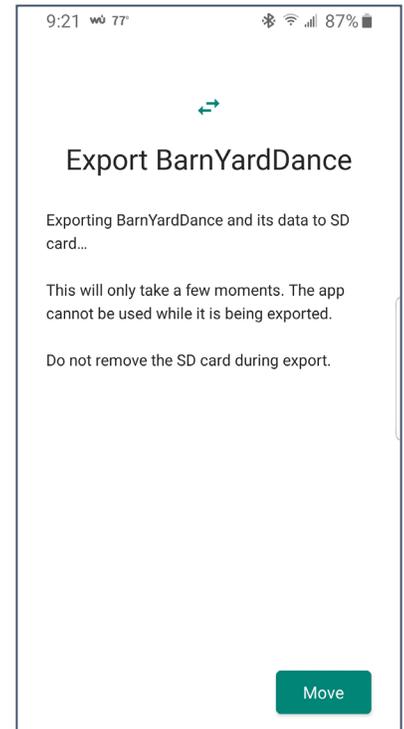
5. If the app can be moved (some can't) there will be a **Change** button available. If it says Internal storage, tap the Change button. If it says SD card, you're done.



6. In the box that opens, tap **Internal Storage**.



7. Tap **Move** to complete the move.
8. Wait patiently.

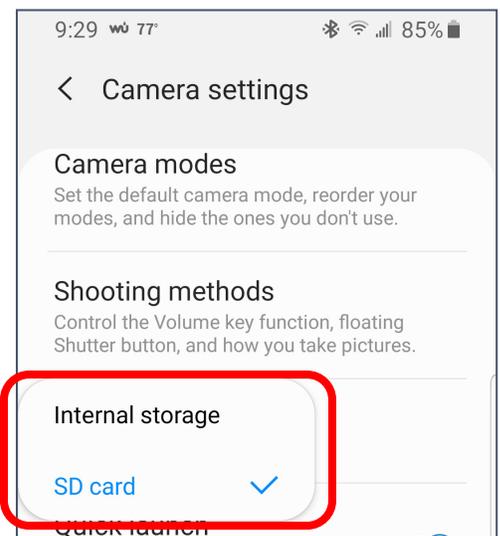


Saving New Pictures to the SD Card

Another way to free up space on your device is to save new pictures you take directly to the SD Card.

Changing the Save Location for New Pictures

1. Open the camera app.
2. Tap for the “gear” or **Settings** icon.
3. Scroll down until you see **Storage location**. If it says Internal Storage, tap on Storage location and select **SD card**.
4. If it already says SD Card, you are good to go!



Google Drive

Google Drive (also called Backup and Sync from Google) is a cloud storage service that allows you to copy files easily from your phone to a computer or other device, and to share them with friends and family.

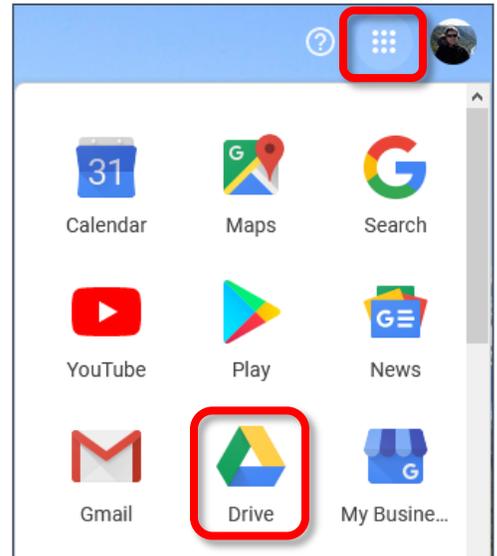


I use Google Drive to copy pictures from my phone to my computer. I “share” pictures from my photos to Google Drive. Once the pictures are available on my computer, I move them from Google Drive into a local folder. The original picture remains on the computer, but once you move the copy from Google Drive, that copy now resides on your computer.

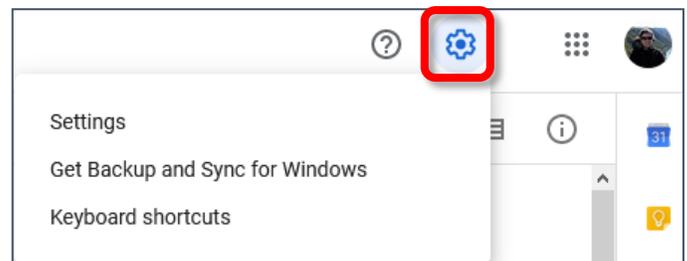
One important thing to remember is that when you move something (like a photo) from Google drive, it is removed from Google Drive on ALL locations.

Setting up Google Drive on Your Computer

1. Log into your google account. If you already have gmail open, you're already logged in.
2. At the top right corner of the window, click the **Google Apps** icon (the square of squares).
3. Scroll through the drop down menu until you can click on the triangle **Drive** icon.

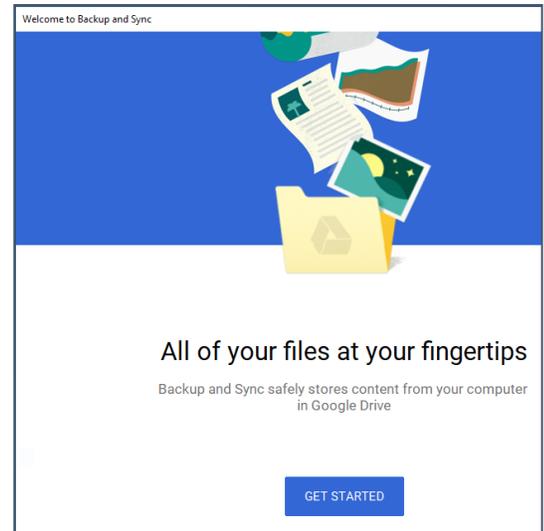


4. A new window displaying your Google Drive files opens.
5. Click on the **Settings** (gear) icon.
6. From the drop down menu select **Get Backup and Sync for Windows**.
7. In the **Personal Backup and Sync** area, click **Download**.
8. After reading the Terms of Service, click the **Agree and download** button.
9. Save the file.
10. If you are not prompted to do so, double click on the “installbackupandsync” installer to begin the installation process. (This file is most likely saved to your **Downloads** folder).
11. Once the program has installed, you will be walked through a series of prompts to finish setting up the program.

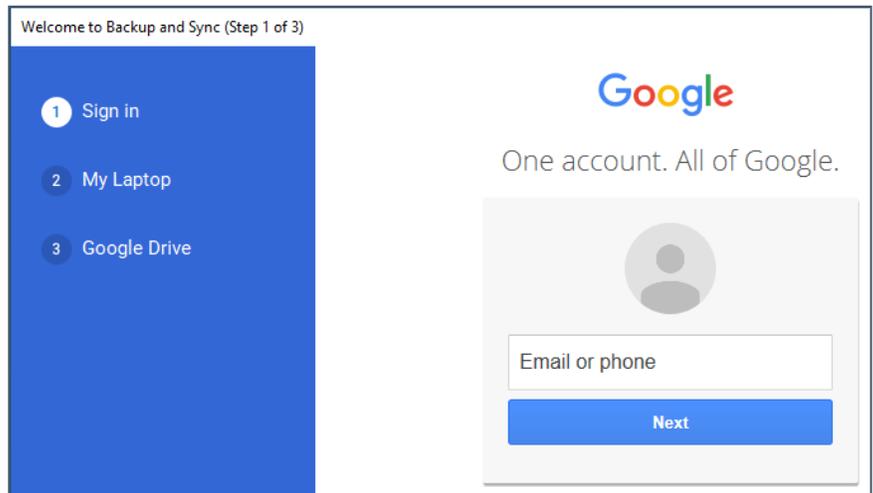


Setting Up Google Drive on Your PC

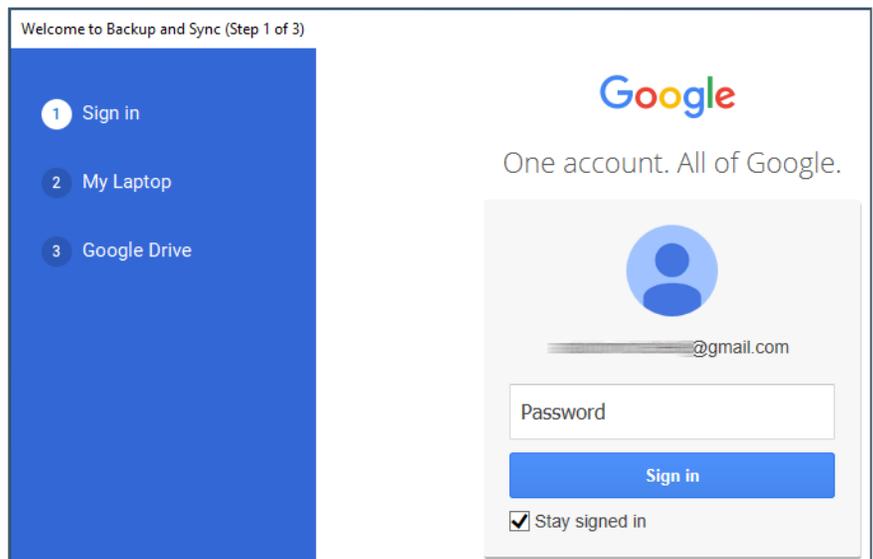
1. Google Drive should automatically launch. If it does not, it can be found in the Windows Menu under Backup and Sync from Google.
2. In the first window that appears, click **Get Started**.

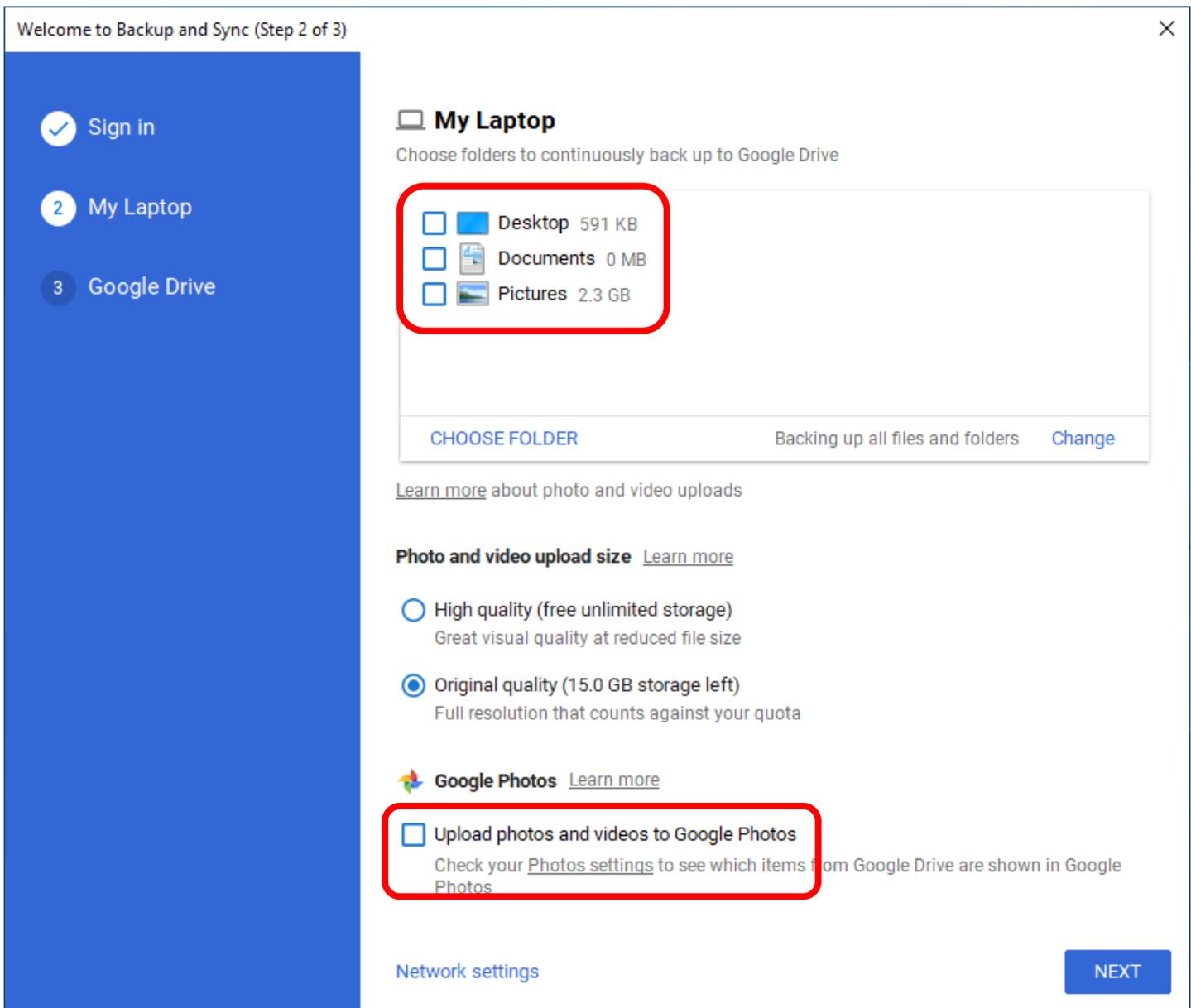


3. Enter your google user name (the first part of your email address).
4. Click **Sign In**.

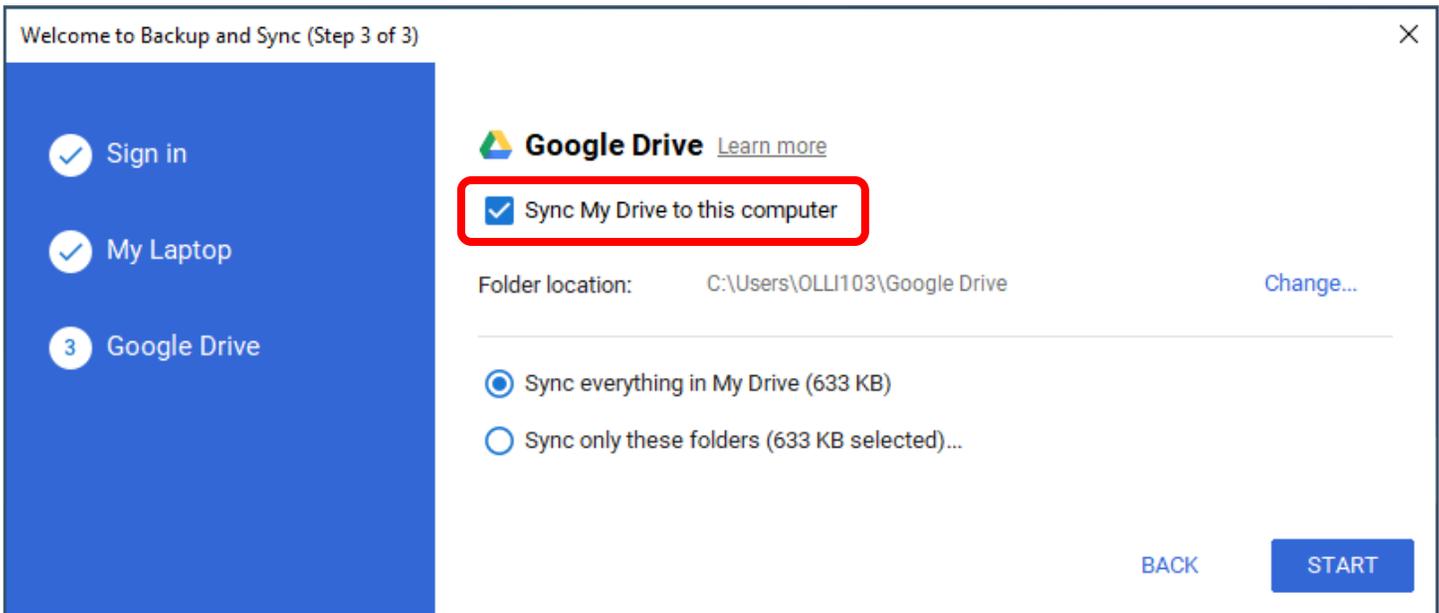


5. Enter your password for the account.
6. Click **Sign In**.





7. In step 2 of 3 you are going to set up what files you want to sync. The following are my recommendations—you can choose other options or changes these options at any point in time. At the top of the window, **deselect Desktop, Documents, and Pictures**. The reason for this is because this may quickly fill up your drive AND you may have personal files you do not want to be saved to the cloud in these locations.
8. Towards the bottom of the screen deselect **Upload photos and videos to Google Photos**. Again, this is both for privacy and to save space.
9. Click **Next**.



10. Leave **Sync My Drive to this computer** ticked.
11. Click **Start**.

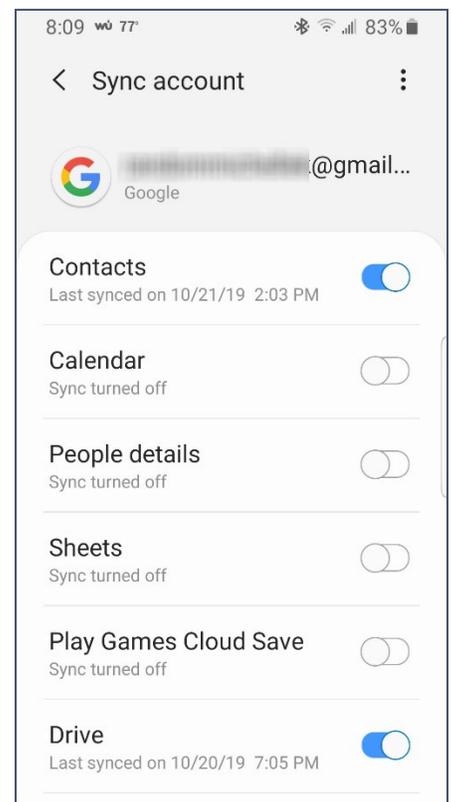
Backup and Sync

Backups and sync can keep you from losing important information (like your address book) if your phone is lost or destroyed. If something is important, you should back-up or sync it to the cloud. Backup and sync can be easily linked to your google account (although you do have other options).

You'll access these options through Settings and then Accounts (or Accounts and Backup) and then select Accounts. You can then scroll through the list of all your accounts, select a single account (google accounts should have a multi-color G icon) and select what items you want to sync.

Accessing Backup and Sync

1. Open your **Settings**.
2. Scroll down to and tap on **Accounts and backup** or **Accounts**.
3. Tap on **Accounts**.
4. You should see a list of all accounts that have the ability to sync. The easiest sync to set up is to use your existing Google account. Select the account you want to use.
5. Under that account, look for "Sync account".
6. Toggle the various settings to select what you do—and do not—want to sync.



You should also go through all other accounts that are synced to your device.

Bluetooth

Bluetooth is a near-field wireless technology that allows communication between devices over a very short distance.



Some common Bluetooth devices are speakers and headphones, and wireless mice, but Bluetooth can also be used to transfer files between devices.

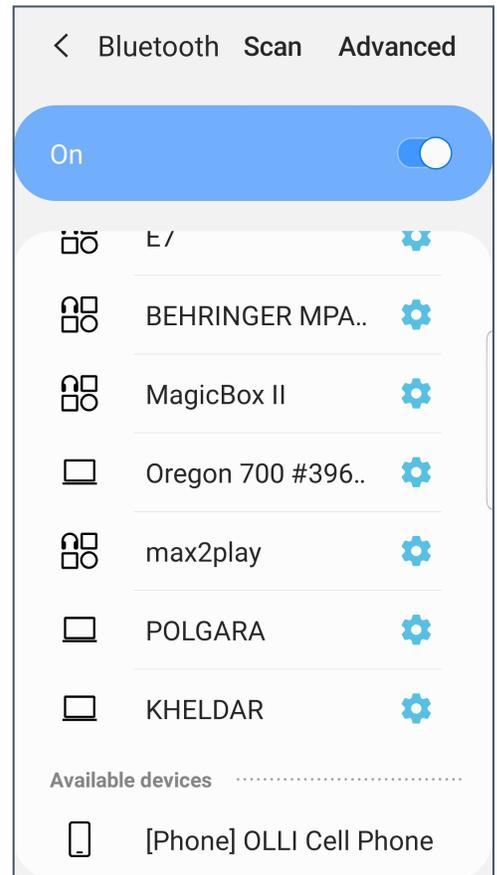
Adding a Bluetooth Device

1. Open your **Settings** and search for **Bluetooth**.

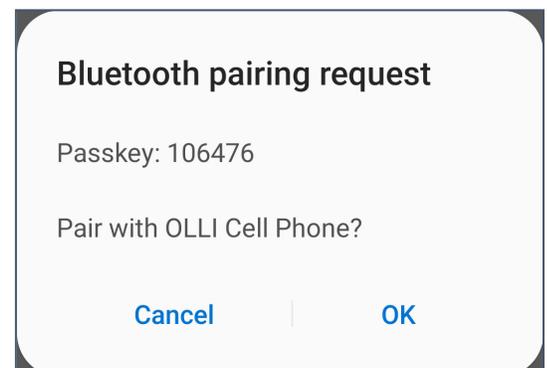
--OR--

Open your **Quick Settings** and **long press** on the **Bluetooth** icon.

2. A list of available and paired devices is listed at the top. Scroll down to the bottom of the screen for **Available devices**.
3. If the device to which you want to connect is not listed, tap **Scan**.
4. When the device you want to link to appears, tap it.



5. If the devices can pair, you may receive a message for a pairing request. Click **OK**.



Smart Lock

Once certain devices have been paired (such as smart watches or headphones) they can be set as Trust Agents that keep your device unlocked while in range.

Setting Up Smart Lock

1. Open **Settings** and search for **Smart Lock**.
2. You will be prompted to enter your passcode.
3. Select **Trusted devices**.
4. Scroll down and select **Add trusted device**.
5. Select a currently connected device.

Email

Android systems come with a default Email app. You can also download a different email app (like Gmail or Outlook) to use on your device. All apps will require you to know basic information about your account, such as your username (the part of your email address before the @ sign) and password.



If you use a common email provider, like hotmail or yahoo, the app will automatically fill in any other information needed to retrieve your messages from the server.

Music

For many people, cell phones have replaced their portable music players (after all, a cell phone is easier to slip in your pocket than a Walkman or boom box!).

Some phones will come with apps for streaming services (like Spotify or Pandora) pre-installed. You can also use “google play music” as an app to play songs you have downloaded to your device.

There are multiple ways to get music to your device. You can download purchased music from a cloud service like Amazon Music or Apple Music, or you can rip CDs and transfer those files via a micro SD card or Bluetooth or USB cable.

Podcasts

Podcasts are typically an audio series put out on a regular basis that can be downloaded by subscribers automatically. Podcasts can be on any topic, from sports to politics to stories to book recommendations.

There are a wide variety of podcast apps available, including one native to Android.

Texting Apps that Work over WiFi

Whatsapp: <https://www.whatsapp.com/>

Telegram: <https://telegram.org/>

Snapchat: <https://www.snapchat.com/>

Skype: <https://www.skype.com/en/>

Signal: <https://signal.org/>

Hangouts: <https://hangouts.google.com/>

Cloud Services

Box: <https://box.com>

Dropbox : <https://www.dropbox.com>

Google Drive: <https://www.google.com/drive>

iCloud: <https://www.icloud.com>

One Drive: <https://onedrive.live.com>

SugarSync: <https://www.sugarsync.com/>

Sync.com : <https://www.sync.com>

Android Voice Commands

<https://support.google.com/accessibility/android/answer/6151848?hl=en>

Setting ICE Contacts on Samsung Galaxy S8 and S9 https://medium.com/@n.craig_62483/setting-ice-contacts-on-samsung-galaxy-s8-and-s9-35b4072221c7

Texting Acronyms

AF: As (naughty word)
AFK: Away from Keyboard
BTW: By the Way
B/C: Because
BFF: Best Friends Forever
BRB: Be Right Back
CU: See You
CYT: See You Tomorrow
DGMW: Don't Get Me Wrong
EOD: End of Discussion
EOM: End of Message
F2F: Face to Face
FAQ: Frequently Asked Questions
(pronounced fak to rhyme with pack)
FREX: For Example
FTW: For the Win
FWIW: For What It's Worth
FYI: For Your Information
GR8: Great
HTH: Hope This Helps
ICYMI: In Case You Missed It
IDC: I Don't Care
IDK: I Don't Know
IIRC: If I Remember/Recall Correctly
IMHO: In My Humble Opinion
IMO: In My Opinion
IOW: In Other Words
IRL: In Real Life
J/K: Just Kidding
L8R: Later
LOL: Laugh(ing) Out Loud
MYOB: Mind Your Own Business
noob / noob: Newbie

NNTR: No Need to Reply
NOYB: None of Your Business
NP: No Problem
NRN: No Reply Needed
NSFW: Not Safe for Work
OMG: Oh My God
OMY: On My Way
OTOH: On the Other Hand
OT: Off Topic
OTP: On the Phone
ROTFL: Rolling on the Floor Laughing
RTFM: Read the Fantastic Manual
RU: Are You
SFLR: Sorry for Late Reply
SO: Significant Other
TBC: To Be Continued
THX: Thanks
TIA: Thanks in Advance
TL;DR: Too Long Didn't Read
TMI: Too Much Information
TTYL: Talk to You Later
TUVM: Thank You Very Much
TYT: Take Your Time
UR: You Are / Your
woot / WOOT: Hooray! Yay! Yippee!
W8: Wait
WFM: Works for Me
WRT: With Regard To
WTH: What the H(eck)
WTF: What the (naughty word)
YMMV: Your Mileage May Vary

Emoticons

(.V.)	Alien
O:-)	Angel
X-(Angry
~:O	Baby
:-D	Big Grin
(*v*)	Bird
:-#	Braces
</3	Broken Heart
=^.^=	Cat
*<:o)	Clown
O.o	Confused
B-)	Cool
:_(Crying
:'(Crying
\:D/	Dancing
_	Dazed
:o3	Dog
#-o	Doh!
:*)	Drunk
//_ ^	Emo
>:)	Evil Grin
<><	Fish
:-((Frown
:-((Frowning
=P	Frustrated
:-P	Frustrated
8-)	Glasses
\$ _ \$	Greedy

:->	Grin
=)	Happy
:-)	Happy
:)	Happy
#	Hashtag
<3	Heart
{	Hug
:-	Indifferent
X-p	Joking
:-)*	Kiss
:-*	Kiss
:*	Kiss
(-){(-)	Kissing
XD	Laughing
=D	Laughing Out Loud
)-:	Left-handed Sad Face
(-:	Left-handed Smiley Face
<3	Love
=/	Mad
:-)(-:	Married
@	Mention
<:3)~	Mouse
~,~	Napping
:-B	Nerd
^ _ ^	Overjoyed
<l:o	Partying

:-/	Perplexed
=8)	Pig
@~)~~~~	Rose
=(Sad
:-((Sad
:(Sad
:S	Sarcastic
:-@	Screaming
=O	Shocked
:-o	Shocked
:-)	Smile
:)	Smile
:-Q	Smoking
:>	Smug
:P	Sticking Tongue Out
:o	Surprised
:-J	Tongue in Cheek
:-&	Tongue Tied
=-O	Uh-oh
:-\	Undecided
:-E	Vampire
=D	Very Happy
;-)	Winking
;)	Winking
-O	Yawn
8-#	Zombie

Technology Glossary

Add-on

An accessory piece of software designed to increase the capability of the software to which it is appended.

Address Book

See [Contacts](#)

Alexa

Amazon's virtual assistant.

Algorithm

A set-of rules to be followed in calculations or problem-solving operations. Algorithms are frequently used to manipulate data sets.

Android

Googles mobile operating system, built on open source software.

Anti-Virus

A program that protects you from malicious software. Most anti-virus programs have options for purchasing additional security measures such as firewalls, email scanning, etc.

App

Short for [Application](#).

Apple ID

This is the username and password that you create with Apple to link a specific device to your Apple account. If you have an iPad and an iPhone, you would use the same Apple ID with both of those devices.

Apple

Technology company that designs and develops hardware and software.

Application

A piece of software that lets your device do something, like play music or give directions. An application is the same thing is a program or a software program.

Autocorrect

Autocorrect is when your device automatically changes what you were typing to what it thought you wanted to type.

Autoplay

When you visit a website and music or video starts playing without asking.

Backup

A copy of computer data that is taken and stored somewhere else, to be used in the event of data loss.

BCC

Blind carbon copy. Secretly send a copy of the message to someone else. The primary recipient cannot see that this person received the message.

Blockchain

Also Block Chain. A list of records (blocks) linked using [cryptography](#). These records are a cryptographic hash of the previous block, a timestamp, and transaction data. Blockchains are generally used on a peer-to-peer network. Data in one block cannot be altered without changing all other blocks.

Blog

An online journal that allows one or more writers to share information. Posts are displayed in reverse chronological order.

Bluetooth

A wireless technology that allows data to be shared over short distances using short-wave UHF radio signal. [Named for King Harald "Bluetooth" Gormsson.](#)

Browser Add-on

See [Browser Extension](#).

Browser Extension / Add-On

A small software module that is used to customize a web browser.

Browser Hijack

Where a malicious piece of software modifies a web browser's settings without your permission.

Browser

Short for [Web Browser](#).

Browsing Data

The list of web pages you have visited, as well as associated data, such as page title and time of visit.

Brute Force Attack

Where a hacker tries many passwords or passphrases in an attempt to break into your account. The longer your password (or passphrase), the harder it is for someone to use this kind of attack to break into your account.

Cache

Temporary storage space that allows your computer to quickly bring up information, such as previously viewed web pages.

Cambridge Analytica

A British political consulting firm that used misappropriated digital assets, data mining, and other processes to influence political elections around the world.

CC

Carbon copy. Send a copy of the message to someone else. The primary recipient can see this person received the message.

Cellular Data

The connection your cell phone makes to a cell tower that allows you to do things like surf the internet, download emails, and send SMS messages.

Cloud / Cloud Storage

Digital storage in pools, spread across multiple [servers](#) (sometimes in multiple locations) that is available to verified users through an internet connection. Storage that is physically somewhere other than where you are. Cloud storage is generally accessible from multiple devices, because those files are stored on a hard drive that belongs to a company that hosts the cloud service. Cloud storage is like a self-storage unit for your electronic files, except you can access your stuff from anywhere.

Code

Computer code or program code. A set of instructions that form a program that tells a computer what to do.

Codec

A device or program that encodes/decodes a data stream, such as an audio file, for storage.

Contacts / Contact List

A collection of screen names and the various data associated with them, such as email addresses and telephone numbers.

Cookie

A piece of data that a website saves on your computer. Cookies were designed to save user information such as preferences or logins, but can sometimes be read by third parties. Cookies are also used to collect browsing data long-term.

Cortana

Microsoft's virtual assistant.

CPU

Central Processing Unit. The bit of a computer or electronic device that processes information.

Cryptocurrency

A digital asset that uses strong [cryptography](#) and is designed to work as a form of money. They used decentralized control, or a public financial database to keep track of who owns what.

Cryptography

Greek for “hidden writing”, it is the study of secure communication—creating protocols to keep third parties from reading private messages.

Data

Units of information.

Data Breach

The release of secure or private information. A data breach can be accidental or malicious, such as when an individual hacks into a system to steal information.

Database

An organized collection of information. Complicated databases link information between multiple tables allowing for analysis of the contained information. An address book is a basic database.

Denial of Service Attack (DOS)

A cyber-attack where the malefactor seeks to make a network resource (such as a website) unavailable by flooding the target with requests or visits.

Directory

A system that catalogs / organizes computer files.

DNS

Domain Name System. The phone book of the internet. DNS translates names (olliatwvu.org) into [IP](#) addresses, so web browsers can find and access those resources.

DNS Hijacking

Where a malefactor redirects visitors from a valid website to a different destination—often one that exists to steal data.

Domain Name

The string of text that identifies a place on the Web. A basic domain name is a word or abbreviation followed by a period followed by the domain extension: wvu.edu

Domain

The sometimes arbitrary grouping that designates what a website does or where it is based. The most common domains are .com .net .edu and .org. The domain is what you should check first when you want to verify the authenticity of a website. [Internet Top Level Domains](#).

Download

To move data and files from the internet or a server to your computer or mobile device.

Email Header

The portion of an email message that contains the routing information. The header can be used to help determine if a message is fraudulent.

Email

Email is an electronic letter sent from one email address to another email address. Email addresses always have an @ (at sign) in them. Sending an email on your phone requires the use of cellular data. Each email address is unique, and email addresses are often used as unique identifiers or login credentials by databases.

Emoji

Small images used to represent emotions, ideas, or expressions. 😊

Emoticons

Representations of facial expressions using keyboard characters. These are used to portray moods or feelings. For example, a smiling face could be :) or ☺ See page **Error! Bookmark not defined.**

Encryption

The encoding of data so that only authorized persons or devices can read/view the information. The stronger the encryption, the more unlikely it is that a malefactor could decode the intercepted data through a brute force attack.

External Storage

Devices that store data outside of a computer or other electronic device. They are often removable, such as USB thumb drives.

Facebook

An online media and networking company.

Facial Recognition

Technology capable of identifying or verifying a person from a digital image. Facial recognition can be used to unlock an electronic device.

Firewall

A security system that monitors incoming and outgoing network traffic to prevent unauthorized access to a system.

Firmware

A specific class of software that provides control for that specific device's hardware.

Folder

See [Directory](#).

Follow

Choose to see another user's posts in their content feed.

Force Stop

A way to completely stop an app that is running in the background. An app that has been closed may still have bits active and collecting data.

Google

A technology company that specializes in services and products related to the internet.

GPS

Global Positioning System is a piece of hardware that allows a device to contact a satellite to determine the location of the device in latitude and longitude. On most devices, software makes these data points usable to the end user by placing them on a map.

Hardware

The electronic components of a device; the bits you can touch. A cell phone, a keyboard, and a CPU are all hardware.

HDR

High Dynamic Range. A photographic process where a camera takes multiple pictures at different exposures and combines them into a single image—this allows all areas of your image to be well-exposed, but can also look unreal if used too much.

Home Screen

The main screen of a computer or mobile device. Home screens are typically personalized by the user so that no two home screens will look alike.

Hotspot

A type of Wireless Access Point. A device that allows you access the internet from a public place. Hotspots are generally open and unsecured and you should assume any data you submit is visible to people with ill-intent.

Hover text

When you hold your cursor over a hyperlink, the document should display the URL for that link. This allows you to verify links.

http

Hypertext Transfer Protocol is how data is moved between a website and an end user.

https

Hypertext Transfer Protocol (Secure) is an encrypted form of http. This protects against interference or snooping by third parties.

iCloud

Apple's cloud service.

Icon

A graphic representation of a program, file or function.

Information Security

The protection of data and the mitigation of risks, generally on computer networks.

Install

A process that writes the code used to run the program (application) onto the hard drive of your device. Installing a piece of software embeds it into the device and allows it to work.

Internet

A system of inter-connected computer networks.

Internet Service Provider

An organization that provides internet access.

iOS

Apple's mobile operating system.

IP Address

Internet Protocol Address. A numerical label given to an individual device that can connect to a computer network.

iPad

Apple's tablet computer, running iOS.

iPhone

Apple's cellular phone, running iOS.

iPod

Apple's music player. The iPod is general similar to an iPhone, only without cellular service.

ISP

See: [Internet Service Provider](#)

iTunes

Apple's music service.

Key

A set of instructions to [encrypt](#) or decrypt a message.

Keylogger

Keystroke logger (also keyboard capture). A piece of hardware or a software program that can record every character struck on the keyboard.

Location Services

Information from [GPS](#), wireless access points, cell towers, and [Bluetooth](#) devices that helps your phone know where you are.

Lock Screen

The opening screen or interface of an operating system. A lock screen keeps unauthorized users from accessing the data and information on a device.

Login Credentials

The information required to access a site or system. A username and password are credentials, as are a finger print or retina scan.

Lossless Compression

A form of data encoding that maintains the original quality of the file but with a large file size.

Lossy Compression

A form of data encoding used to reduce file size at the cost of data quality.

Messenger

An app that allows users to send text messages and images to other users in a system.

Metadata

A data set that gives you information about other data. A card catalog contains metadata.

Microblogging

Online platform for broadcasting short messages or pictures. Twitter is a microblogging platform.

Micro-SD

Micro-Secure Digital Card. Smaller size [SD card](#), used in phones and lightweight devices. Comes with an adapter that allows for the transfer for files from a portable device to a computer.

Moderator

A person who keeps an online discussion from getting out of hand. Moderators usually have the ability to mute or ban a user who is misbehaving.

MMS

Multimedia Messaging Service is a kind of text messaging that allows you to send text messages that contain pictures or audio, as well as messages longer than 160 characters or to multiple people.

Mobile Carrier

A wireless service provider that allows users to connect portable devices (such as phones) to the internet through a cellular service.

Mobile Data

Wireless internet access through a cellular data connection.

Network

A group of computers connected for the purpose of sharing resources. A network can be as small as two computers or as vast as the Internet.

News Feed

The main page of Facebook, where you see content posted by users you have chosen to follow. These content can be text or images.

Notification

A message displayed by an electronic device to provide an alert, reminder, or other communication.

Online Chat

Real time communication over the internet through (generally short) text messages.

Open Source

Computer code or plans that can viewed, modified, and shared by the general public.

Operating System

An Operating System is the base upon which software and apps are added. An Apple device generally uses iOS (iPhones) or macOS (laptop computers). PCs typically used the Windows OS, but there are other operating systems, such as Linux that can be installed. Non-Apple cell phones frequently use some form of the Android OS. How your device looks and works is dependent upon the operating system installed.

OS

See [Operating System](#).

P2P

[Peer-to-Peer](#)

Passcode

This is the secret code to get into a specific device.

Password Manager

A program that stores electronic passwords.

Password

The secret code to access a restricted resources. Passwords are usually required to use a minimum of eight characters, and contain special characters, such as numbers or upper case letters.

PayPal

A method of online money transfer and payments.

Peer-to-Peer

A distributed network that shares tasks or work between devices of the same level.

Permissions

Access rights to a device or program or resources.

Phishing

A fraudulent attempt to gain personal or sensitive information, by sending an email or creating a website that pretends to be from a real company or person, but is not.

Play Store

Google's app store, where users can download or purchase programs to run on their Android devices.

Podcast

A digital audio file made available on the Internet for downloading to a computer or mobile device, typically available as a series, new installments of which can be downloaded automatically.

Post

A message, comment, image, or other item that is placed on the internet, generally on a website.

Predictive Text

An input technology that guesses what you want to type both from what you are currently typing and, if you have allowed the software to learn, from what you have typed in the past. Predictive text makes typing faster and easier if you have good software on the back end.

Privacy

The information that is shared between your device and the external resources to which it is connected, as well as how that information is used, and with whom that information is shared.

Program

A program is a piece of software that lets your device do something like send a text message or video chat. A program is the same thing as an application.

Public Network

An electronic connection where the traffic between devices is visible to anyone.

Reply All

A response to an electronic message that is returned to ALL recipients of the original message.

Reply

A response to an electronic message.

Ripping

Extracting digital content from a container, such as a CD or DVD. Ripping a CD means that the music is copied without loss from the CD to your computer.

ROT-13

One of the most basic forms of [encryption](#); a substitution encryption where characters are rotated 13 places.

Router

A networking device that forwards data between networks.

Scraping

Web scraping, web harvesting, web data extraction is extracting data from websites—gathering up information available on a public website.

SD Card

Secure Digital card. Removable memory that is used in devices like cameras, because it can be easily switched out when full. Allows for easy transfer of files from device to computer without a cable.

Search Engine

A software system designed to find information on the web. The results from a search engine can be webpages, files, or images. Generally, behind the scenes a program runs an algorithm that crawls through the web cataloging everything it sees. This catalog is then organized by a different program where pages are associated with various terms.

Security

Protecting electronic systems from theft or damage. This can be protection from physical theft, but often refers to electronic damage, where systems can be disrupted or data stolen.

Server

A device (or program) that allows you to access something not on the device you are physically touching. A mail server stores your email and drops it to your device upon request. A web server allows you to connect to the internet.

Settings

An app that allows you to customize your computer, device, or program.

Siri

Apple's personal assistant.

Smart Device

An electronic device that connects to other devices or the internet through a wireless protocol such as Bluetooth or Wi-Fi.

SMS

Short Messaging Service. A brief message that is sent from one phone number to another phone number. SMS does not use cellular data.

Snooping

Unauthorized listening in to data transmission.

Snopes

One of the first internet fact-checking resources, Snopes started as a site to debunk urban legends, but expanded into general fact-checking. (<https://www.snopes.com>)

Social Media

Interactive computer technologies and websites that allow for the sharing of information. Facebook is the most famous social media site, and allows friends to connect automatically. LinkedIn is another type of social networking site that focuses on career and job networking.

Software

The programs that run on your computer or phone, on top of the operating system. Can also be called applications or programs.

Spam

Unsolicited electronic messages (especially advertising).

Spoofing

When a person or program pretends to be someone else, by falsifying data, to gain access to your account or data.

Spyware

A piece of malicious software that secretly installs itself to gather information about the user or device.

Status Bar

A graphical element, usually at the top or bottom of a device's screen, which displays information about the state of the device. Some settings commonly found on the status bar are sound/volume, time, and battery life.

Streaming Service

Online entertainment provider that delivers content over the internet. Movies, music, and TV are some of the most common types of content.

Sync

See [synchronize](#).

Synchronize

When a file is synced, changes to that file are saved are pushed from one device to all other devices with access to that file, via a remote server.

Tag / Tagging

A keyword or term added to the metadata of a piece of information. In social media, when someone is tagged, they are alerted to a post made by another user.

Terms of Service

The rules you agree to abide by when you sign up use an online service.

Text Message

A brief message that is sent from one phone number to another phone number via a protocol called SMS. Text messages are generally limited to 160 characters, and messages with more characters than that will be broken down into multiple messages when sent. Text messages are asynchronous: a message sent to someone whose phone is off is delivered when their phone is turned back on. Text messages generally do not require cellular data but do require a cellular connection.

Third-Party Apps

Software created by someone other than the manufacturer of a device or operating system.

Timeline

A display of items in chronological order. Twitter has a timeline; Facebook has a news feed.

TOS

See: [Terms of Service](#)

Tracking

The ability of website software to keep tabs on visitors to the site. Collecting information about your use or interaction with a web page. In addition to when you viewed a page, websites can collect information on your IP address, location, and what browser you are using.

Trojans

A type of malicious computer virus that presents itself as a useful item, such as a document.

Two-Factor Authentication

This is a way to make both your device and your account more secure. When you log into your Apple ID on a new iPad (or iPhone) for the first time OR you log into iCloud from a computer you have never used before, Apple wants you to verify that YOU are the person attempting to access your account.

TXT

[Text message.](#)

Unfollow

To stop seeing a user's posts in your timeline or news feed. On Facebook, you can unfollow someone by still remain friends with them.

Uninstall

The removal of a software program or application from the operating system of a device. Although uninstall removes the visible aspects of a program, there are often bits and pieces of the program left behind.

Unique Identifier

A piece of data that is unique to a record. Telephone numbers and email addresses are often used as unique identifiers because no two individuals have the same ones. Unique identifiers allow data records to be linked across databases.

Upload

To move files from your computer to a [cloud service](#) or [network](#).

URL

Uniform Resource Locator is the address of a space on the web. Every website has a unique address, and that address can often tell you something about the web page you are visiting.

USB

Short for Universal Serial Bus, this is the industry standard for cables that connect devices and their peripherals through a wire. This connection can be used for both communication and power. There are several types of USB connections: USB, USB-mini, USB-micro, and the newest standard, USB-C.

User

The person operating a device or program.

User Data

Any type of data generated by people interacting with software programs. User data includes: Explicit Data, which is given by a user directly such as name, address, email, and phone number; Implicit Data, which is not provided by the user directly but gleaned through analysis of user interactions, such as pages visited, session duration, or type of device; and finally External Data which has been gathered from third parties with whom an organization has a relationship.

Username

Also called Account name, login ID, user ID. The credentials you use to access an electronic resources, such as your computer or a website. Every account on a website or device must be unique to that service, so as to keep account information separate.

Virtual Personal Assistant

A software program that performs tasks or services based upon verbal commands. Some of the most well-known services are Siri and Alexa.

Viruses

A piece of malicious software that inserts itself into another software program that it uses to replicate itself. Ransomware is a software virus.

Voice-Over IP

A method of and group of technologies that allow you to deliver voice communications across the internet.

VOIP

See [Voice-Over IP](#)

Web

Also called the World Wide Web, this is an information space on the Internet that is accessible from devices such as computers, cell phones, and tablets, using a [URL](#) as the address.

Web Browser

A software program that allows you to access sites on the Internet, or web.

Web Cookie

See [Cookie](#).

Weblog

See [Blog](#).

Website

A location connected to the Internet that maintains one or more pages on the World Wide Web

Wi-Fi

Short for wireless (the “fi” is an arbitrary syllable added on)

Widget

A graphical element that displays information or provides quick access to certain parts of an app. Mobile devices frequently have a weather widget that is linked to your weather app, and which tells you the current temperature and forecast.

Wireless Access Point

A device that allows your device to access the internet. If a wireless access point (or router) does not have a password, it is unsecure, and you should assume that anyone can see what you are doing on your device.

Wireless Router

A piece of hardware that allows devices to connect to the internet without being plugged into the wall. Your wireless at home should be password protected, so that strangers cannot access all devices in your home using that wireless network.

Wireless

A technology that allows computers to connect to a network and/or the internet without using a physical connection. Wireless is available in an area when a wireless access point (also called a hotspot) has been created and made accessible to devices. Public wireless is less secure and caution should be used (ie, don't make purchases or send private emails over a wireless network). Private wireless networks (such as in your home) should be secured with a password.

World Wide Web

An information system on the Internet which allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another.

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