

Smart tech – Phones and Tablets and Apps

What is Smart Tech? Devices that have cameras, microphones, GPS and can use Wi-Fi or Sim cards to connect to the internet.



Android



Windows



Ipad

There are three main operating systems popular today – Windows, IOS (Ipads) and Android, which is made by Google. Of the three IOS has the best choice of apps, followed by Android. Typically Apple produce the most expensive devices of the three and only make Ipads whereas many different companies make Android and Windows devices – such as Samsung, Asus and Nokia.

The three OS types all use Apps or applications – programs that you can download from the internet onto your device.

Apps can do many things – surf the net, read your emails, play music or watch movies, check your Facebook , show you a map, find a bus, book a holiday, rate a restaurant, check the weather, even switch on your lights or put the kettle on.



They typically have a familiar logo regardless of what OS you use.

Some cost money, many are free and are available by using a store app which you can register with. The stores and the accounts they use depend on the OS. Android uses the Play Store, Windows uses the Live Store and Ipad use the App Store.



Live Store



App Store



Play Store

Before you can download an app you must first register with the store using your email. The stores list apps in categories like Music or Games and each app has detailed information about what it costs, what it does, how big it is, who created it and user reviews.

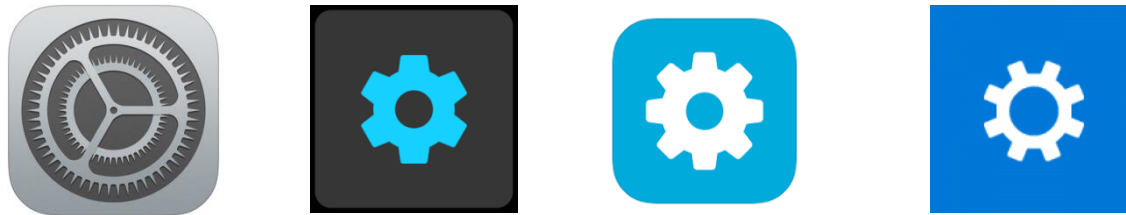
You can pay for apps with a bank debit, credit card or use prepaid cards to top up your account. These can be bought on the High Street or in Supermarkets.

Each app will ask for permission to use whatever features it needs to use, like the microphone - before it can install on your device.

Apps you install can be removed if you don't like them. However if you change your mind you can reinstall it without paying again if you are using the same account.

You can also install the app on a second device on each device as long as you they use the same OS.

Many tablets and phones come with apps already installed. Some of these are called System apps and cannot be removed such as the Store app, Settings app and Email app. They often look similar no matter what OS you use e.g. the Settings apps often look like a metal cog:



Other apps may be installed by the device manufacturer. Some of these can be removed, if you don't use them.

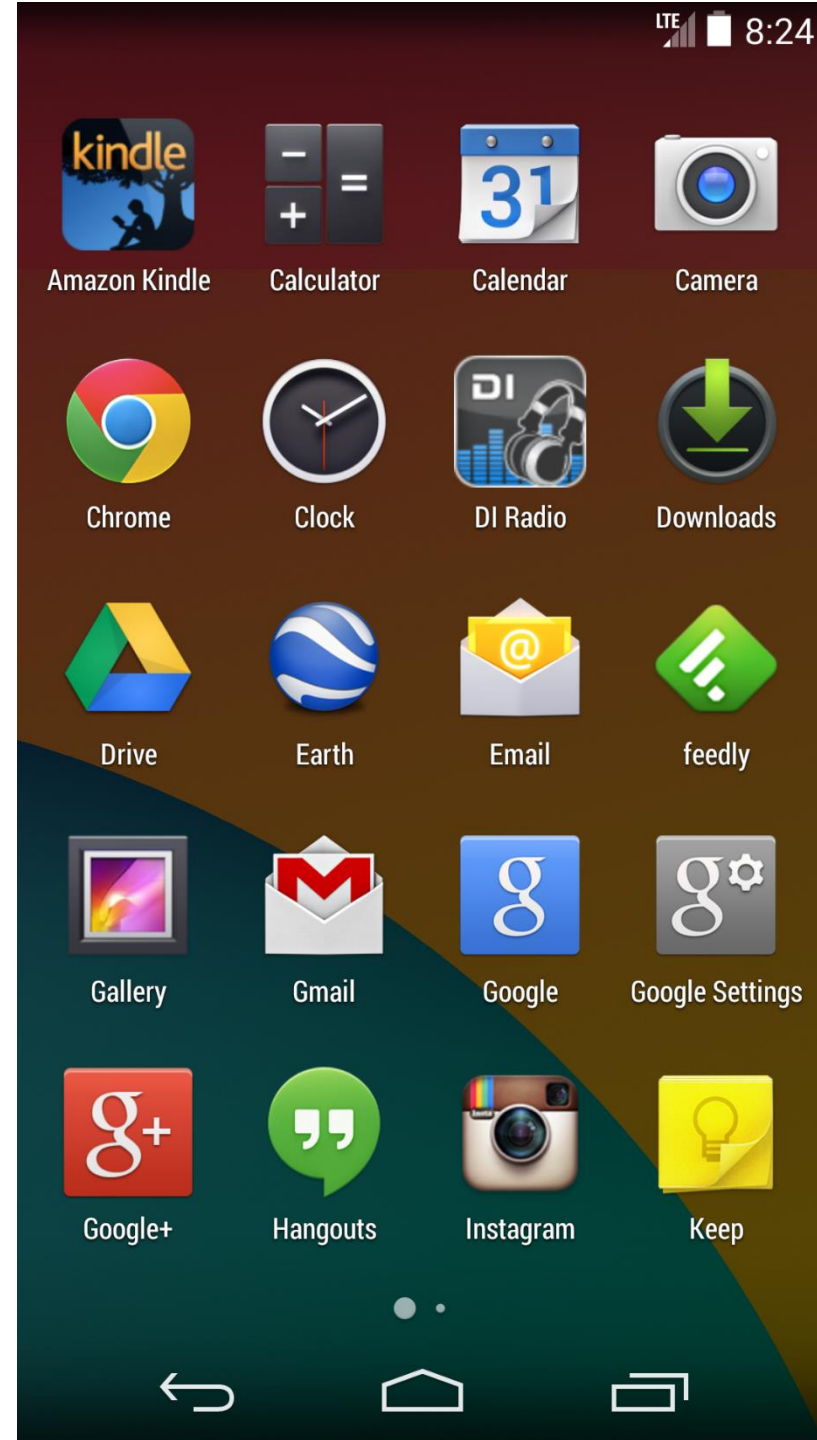
This is a typical Home screen for Android. We call it Home as it's the screen you return to when you press the Home button at the bottom. Ipad's have a round Home button at the bottom of their screen.

The curved Arrow to the left is the back Button and the one to the Right is the Task Button.

Pressing the task button allows you to see all the apps you have been running recently and you can switch by pressing the task you want.

On Ipad's this is done by pressing the home button twice.

The apps are arranged in a grid pattern by default.



You can rearrange the order in which apps appear on the screen so you can group similar apps together in a folder or keep your favourite icons where you can see them. This is called Edit Mode and to do this just press and hold the app you want to move for two seconds.

The apps can then be dragged around the screen. Moving them to the left or right will put them on another screen if the one you are using is full. Dragging one app over another can create a folder so you can store all your photography apps for example in one place – saving you space on your screen.

Some Android tablets also have useful icons called Widgets (see right) that can be put on the screen – these provide decorative shortcuts to useful things like calendars, alarms and clocks and weather.



Getting started – Settings

Press the Settings App icon to call up your Settings Menu

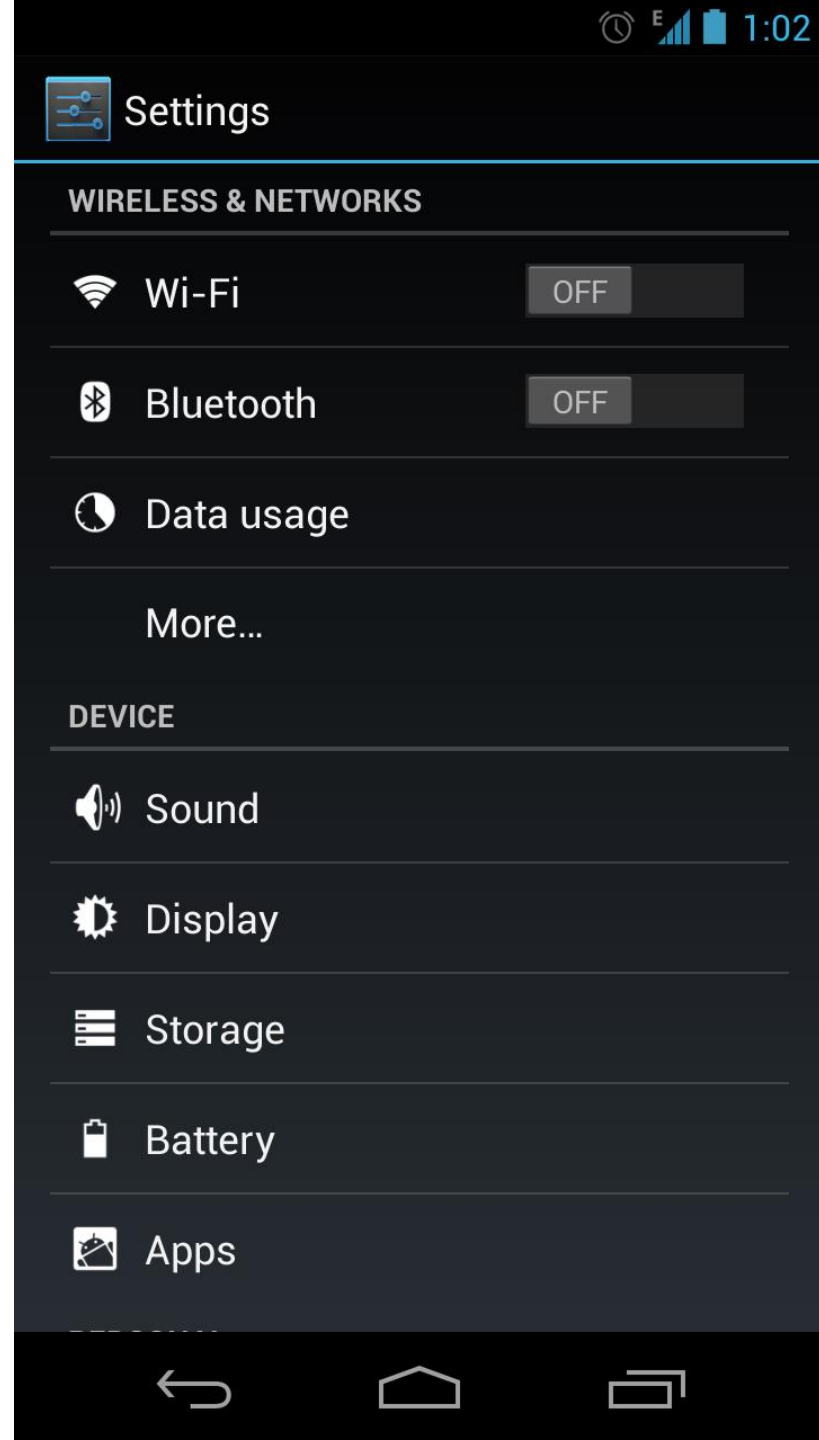
For both I pads and Android this menu is divided into two columns

On the left is function and on the right is the settings for that function

Press Wifi and you will see the local networks available

Secured networks require a password to join but once entered the tablet will remember it.

Remember networks have a short range and will weaken the further you are from the router



Wi-Fi networks are short range transmissions broadcast by a router and picked up by a wireless adapter built into your PC which you can shut off manually in the settings menu or click on Aeroplane Mode.

They are either Open or Secured with a password/key to stop unauthorised access

If you don't know the name of your network and have a router at home the name of the network and the key will be printed somewhere on it

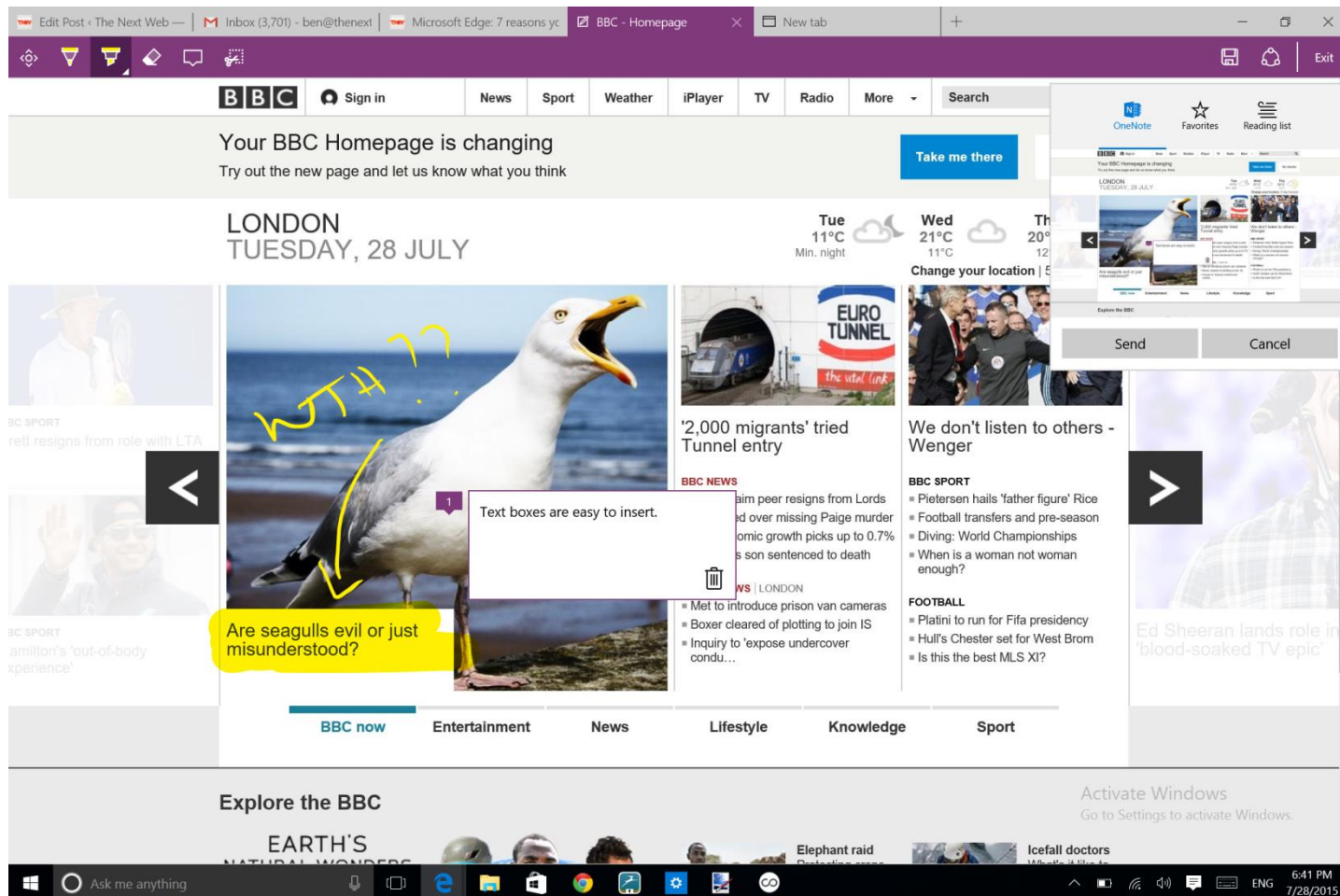
Most businesses offer free Wi-Fi via third party providers – you don't need a password but do have to register on a web page first before you can use it

Once you have joined a network your PC will remember it and join it automatically when you are in range without the need to put the password in again

Common problems when connecting to the internet :

1. The Wi-Fi adapter on the PC is switched off or is on Flight/Aeroplane Mode
2. The Wi-Fi signal is weak or out of range (move closer to the router)
3. You have entered the wrong key for the network
4. The Router is not working (switching it off at the wall for a minute can help)
5. The Router is not receiving a signal from your provider (contact your provider)

Once you have joined a network you can then start surfing using your browser app. I pads have a default browser called Safari but you can use other apps like Chrome which you can download from your store app



Page/Tab Title

Favourites

Address/Search Bar

Home/Navigation
Buttons

Google

Web Page

Google Search

I'm Feeling Lucky

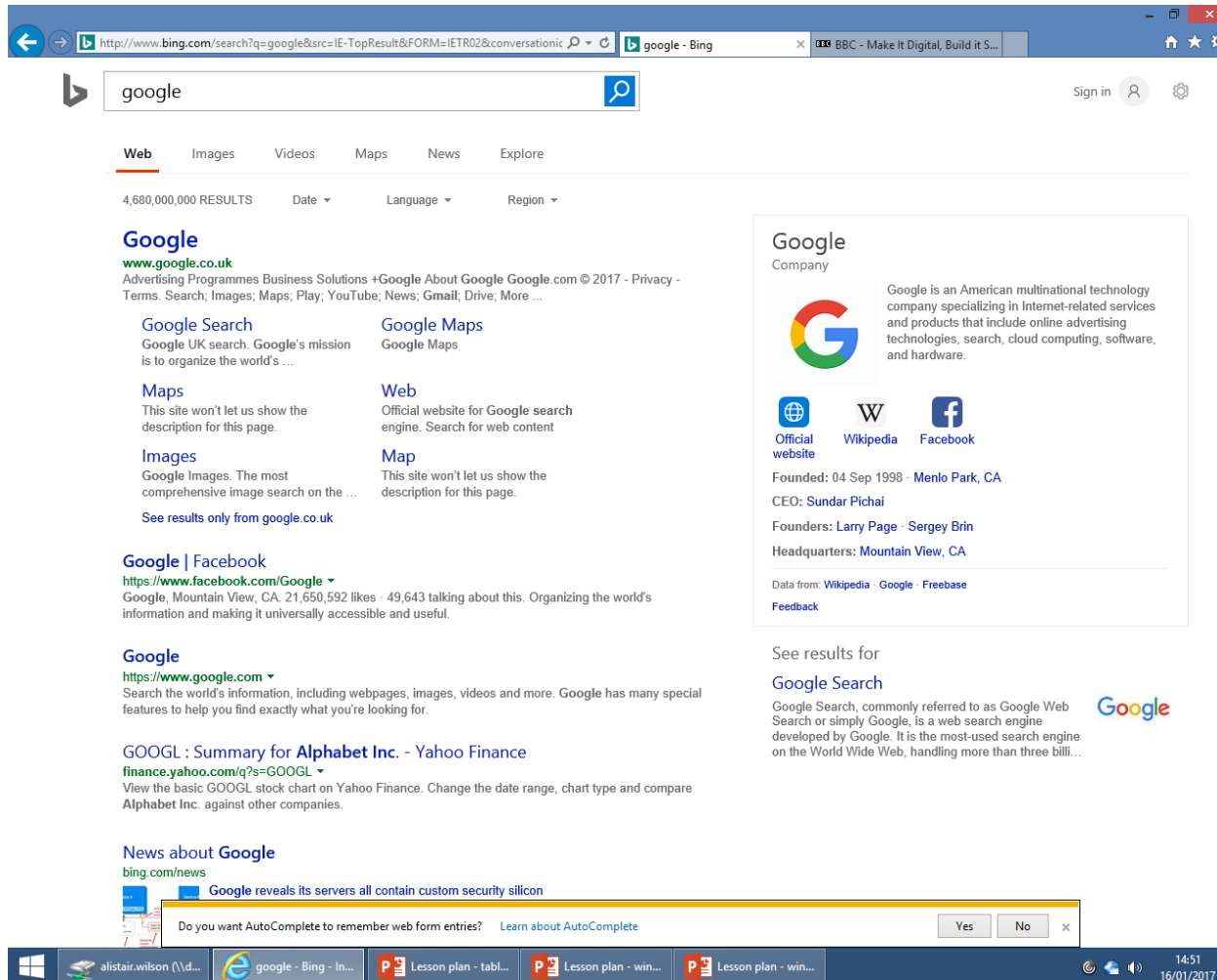
Advertising Business About

Privacy Terms Settings Use Google.com.om

10:03 PM
21/07/2015

To start surfing simply type the name of the website you want to look such as www.bbc.co.uk or www.leisureandculturaldundee.co.uk

If you do not know any links just type in what you want and the app will use a search engine like Google to find it for you. The results are displayed like this:



The blue text is a hyperlink.

Clicking on it will take you to the page highlighted underneath in green.

You can also search for images or videos related to your search by clicking on the words below the search bar

Getting started – Email

What is email? Email is an electronic mail service provided either for free from a Provider or a private organisation. You must register with them before you can use the service. Phone companies like Virgin and BT will usually do this for you but there isn't any obligation to use these accounts.

The three main free providers are Google, Outlook and Yahoo and you can have accounts with all three. **It's recommended that you have at least two accounts by different providers.**

You create an email by either using an app or visiting the provider's webpage. Don't know it? Just search for it using a search engine.

Registering involves creating a unique username followed by a password – the more complicated the better. **The email address is made up of this username followed by the name of the provider** e.g. Joebloggs@gmail.com.

You may also be asked to provide a telephone number and back up email – these are essential should you forget your password or get locked out of your account.

Gmail

1-50 of 90

COMPOSE

Inbox (60)

Starred

Important

Sent Mail

Drafts

Circles

personal stuff (1)

More

Alistair

Primary

Social 21 new
Facebook

Promotions 50+ new
Pocket Hits, Apple, SketchUpdate, A...

Folders

Subject of Email

Attachments

Sender

<input type="checkbox"/>	Apple	Your recent download with your Apple ID - Dear Alistair Wilson, Your Apple ID, dundeelibraries@gmail.com, has	Jan 11
<input type="checkbox"/>	Apple	Find My iPhone has been disabled on iPad 35 - Find My iPhone has been disabled on iPad 35 With Find My iPho	Jan 10
<input type="checkbox"/>	Microsoft Edge	New sign-in from Microsoft Edge on Windows - Hi Alistair Wilson, You have just signed in on a new computer! M	12/22/16
<input type="checkbox"/>	Google Play	Movie rental on Google Play - Make it a movie night Google Play Movies I	12/15/16
<input type="checkbox"/>	Dropbox	Privacy Policy - Hi Alistair, We're always looking for new ways to improve h	12/14/16
<input type="checkbox"/>	Google	New sign-in from Xiaomi Redmi 3S - New sign-in from Xiaomi Redmi 3S Hi Alistair, Your Google Account dundeel	12/14/16
<input type="checkbox"/>	Google Play	Redeem now: 99p for any one movie rental on Google Play - Make it a movie night Google Play Movies Planning	12/12/16
<input type="checkbox"/>	alistair.wilson	Fw: 3D Medal - Alistair Wilson Library and Information Worker Central Library The Wellgate Dundee DD1 1L	12/12/16
<input type="checkbox"/>	Google	New sign-in from Chrome on Windows - New sign-in from Chrome on Windows Hi Alistair, Your Google Account	12/12/16
<input type="checkbox"/>	Autodesk Project Ignite	Important Changes to Project Ignite - Important Changes to Project Ignite Over the past two years we have enjoye	12/10/16
<input type="checkbox"/>	Google	New sign-in from Internet Explorer on Windows - New sign-in from Internet Explorer on Windows Hi Alistair, You	12/8/16
<input type="checkbox"/>	Apple	Your Apple ID was used to sign in to FaceTime and iMessage on an iPod - Dear Alistair Wilson, Your Apple ID	12/1/16
<input type="checkbox"/>	Apple	Apple ID was used to sign in to iCloud on an iPod - Dear Alistair Wilson, Your Apple ID (dundeelibraries@	12/1/16
<input type="checkbox"/>	Google	New sign-in from Chrome on Windows - New sign-in from Chrome on Windows Hi Alistair, Your Google Account	11/28/16
<input type="checkbox"/>	Google	New sign-in from Chrome on Windows - New sign-in from Chrome on Windows Hi Alistair, Your Google Account	11/24/16
<input type="checkbox"/>	alistair.wilson	Fw: 3D Models Build It - Alistair Wilson Library and Information Worker Central Library The Wellgate Dundee DD1 1L	11/14/16
<input type="checkbox"/>	alistair.wilson	Fw: Save the Date: Monday 5th December - Alistair Wilson Library and Information Worker Central Library The Well	11/10/16
<input type="checkbox"/>	alistair.wilson	Fw: BBC Build It Scotland - Sketchup advice? - Alistair Wilson Library and Information Worker Central Library The V	11/10/16
<input type="checkbox"/>	alistair.wilson	Fw: BBC Build It - Sketchup advice - Alistair Wilson Library and Information Worker Central Library The Wellgate Du	11/10/16

No recent chats
Start a new one

Your email page typically displays two columns.

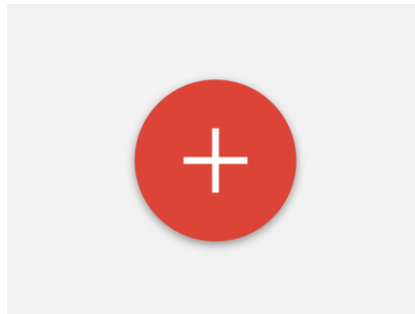
On the left are your folders with names like Inbox, Sent, Trash, Junk, Spam, Deleted and Outbox. On the right are the messages.

- | | |
|------------------|--|
| Inbox | - This contains all your new email |
| Drafts | - Any message you start but do not send will be saved here |
| Sent | - All sent mail is cached here |
| Junk/Spam | - Any mail you don't want to receive arrives here |
| Deleted/Trash | - You can retrieve deleted messages from here |

There is also a search box which will locate text and names for you

Tapping on any email will open it up and allow you to reply, forward it onto another friend, print or delete it. You can also create new folders and move messages to them.

If you want to create a new message look for the word **compose** or an image like these:



When composing a new mail it's important that you type in the right email address.

joebloggs@gmail.com and Joebloggs@gmail.com may look the same address but they aren't. Also there are never spaces in the user name like Joe Bloggs@gmail.com

Many emails end up getting sent to the wrong person this way. If this happens you will not be told so be careful!

Once you successfully send an email you can then save the name in your Contacts. This will save you time typing out the name and possibly mistyping it.

Junk mail is unsolicited mail or mail you may have wanted in the past but no longer want to receive. Junk mail is stored in your folder for a set time before eventually being deleted. Moving it from the Junk folder to your Inbox means mail from that source will always arrive there.

Check your **drafts** and junk folders if you are expecting emails and don't see them in your inbox – often people forget to click send which leaves the mail in the Drafts folder and important mail from an unexpected source might end up in the Junk folder.

COMPOSE

Inbox (4)
Starred
Important
Chats
Sent Mail
Drafts
All Mail
Spam (2)
Bin
Circles
tagtool (13)
More

Sign in

Signing in will sign you in to Hangouts across Google
[Learn more](#)

Alexa

Inbox x

James Outterson <jamesoutterson@gmail.com> 9 Jan (7 days ago) ☆

to Morgan, me

I love this story!

Controls like Delete, Reply and Forward are usually above the email

9 Jan (7 days ago) ☆

makes you want to get one?

"OK, Siri, order me an Amazon Echo."

James Outterson <jamesoutterson@gmail.com> 9 Jan (7 days ago) ☆

to Morgan, me

Alexa, buy me a cute puppy.

Click here to [Reply](#), [Reply to all](#) or [Forward](#)

8.23 GB (54%) of 15 GB used
[Manage](#)

[Terms](#) - [Privacy](#)

Last account activity: 0 minutes ago
[Details](#)

Messages are often displayed as conversations, showing replies and answers between you and your friend

To save time you can download dedicated apps for providers like Gmail. Outlook or Yahoo:



Most tablets and Ipads have a System App that will read emails from all your accounts, saving you time. You simply open the app, add each account by typing in your email address and the corresponding password. The app will then display all your accounts in different folders. Deleting an account from the app doesn't delete the actual account - it merely tells the app to forget those details.

Caution – email apps have to be told when to look for new email. **This is called synchronisation.** If the app doesn't do this new emails may not appear until you refresh the folders.

Whether you use a browser or an app email is essential to create all kinds of accounts for things like shopping online, accessing private wi-fi, setting up social media, registering for services. It is as important now as having a bank account.