

Sun City Summerlin Computer Club

Seminar

Android Basics 2026

Part 2

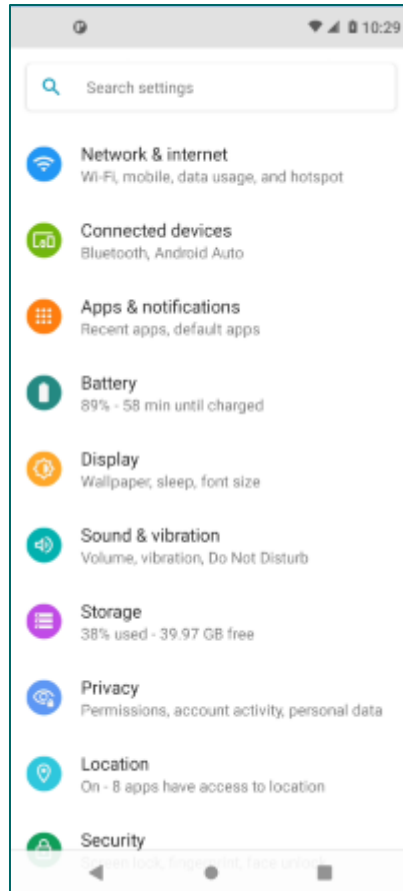
Tom Burt

Agenda



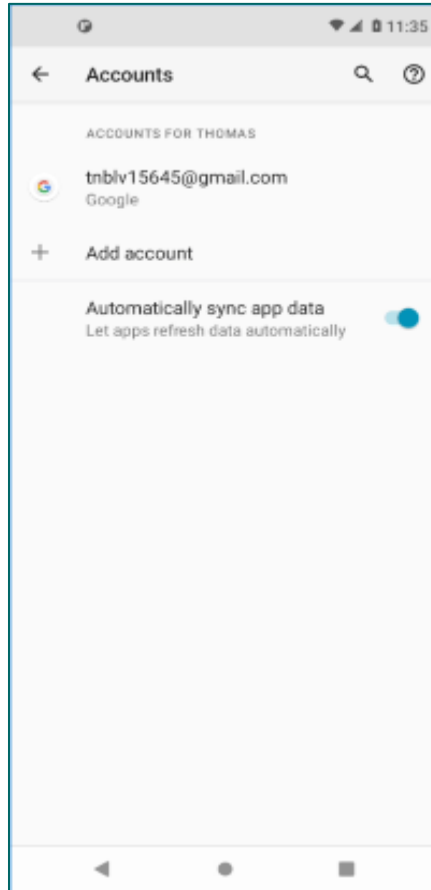
- **More Android Settings**
- **Customizing Your Home and Lock Screen**
- **Android Apps – Google Play Store**
- **Taking Pictures and Selfies**
- **Taking Videos**
- **Taking Screen Shots**
- **Sending Pictures with Texts**
- **Moving Files To / From Your Device**
- **Scanning QR Codes**
- **Conserving Battery Life**

More Android Settings



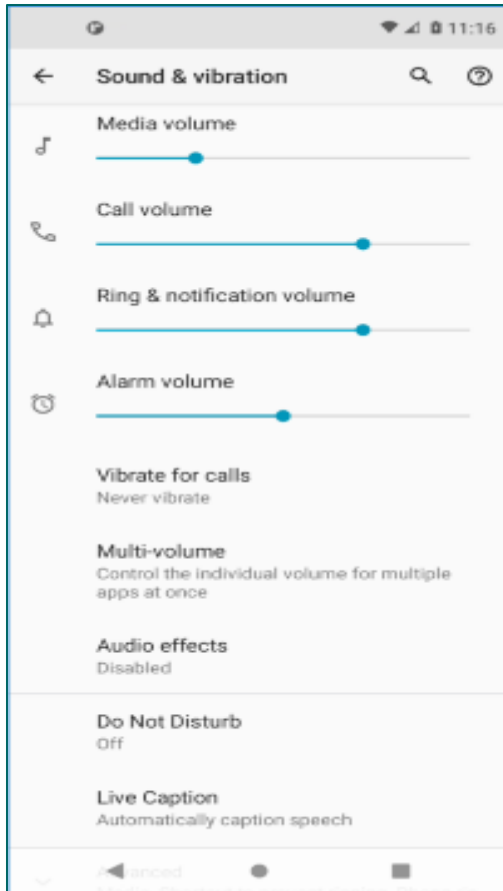
- **Android has many settings managed via the Settings App.**
- **Start the Settings App by tapping the gear icon.**
- **In this session, let's look at the following settings:**
 - **Accounts**
 - **Sound & Notification**
 - **Display**
 - **Security**
 - **Google**

Connecting Google Accounts



- To access the Google Play Store or to sync pictures and other files from your phone to your Google Drive cloud, you need to connect your phone to your Google account.
- Go to Settings > Accounts
- If no account is connected, tap “Add Account” and follow the prompts to enter your email address and password.
- You can connect non-Google email accounts.
- Generally, all you need is one Google account.
- You can also remove a connected account. Just tap the account and then tap Remove Account. Be sure to do this before getting rid of the phone.

Sound and Notification Settings

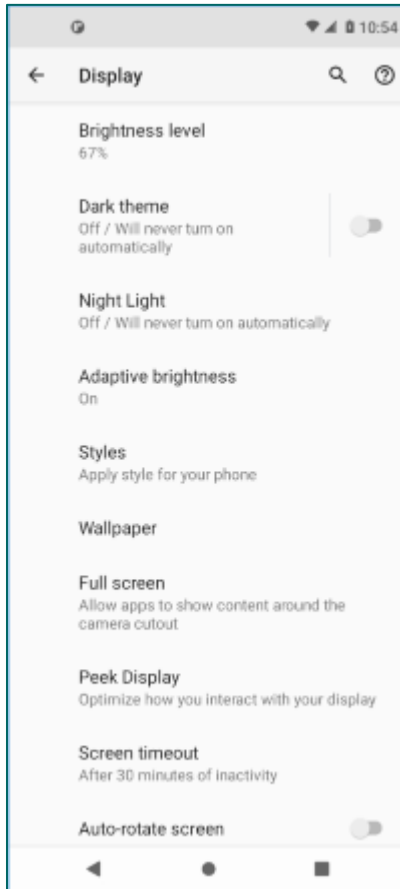


Sound and Notification Settings include:

- Prevent Ringing shortcut (sound / vibrate / mute)
Press either volume control setting.
- Volumes (Ringtone, Notification, Touch feedback, Music ...)
- Ringtone (selection of built-in or get your own)
- Live Caption (English only)
- Do Not Disturb
- Various others ...

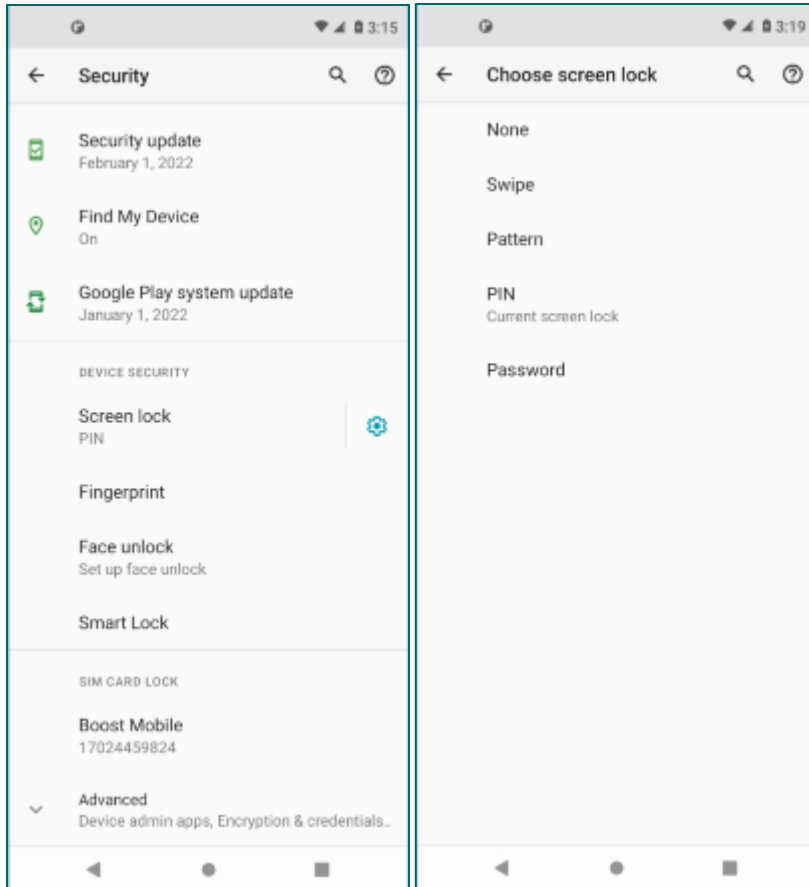
Tap each setting to open a specific screen or widget for changing that setting.

Customizing Your Home Screen



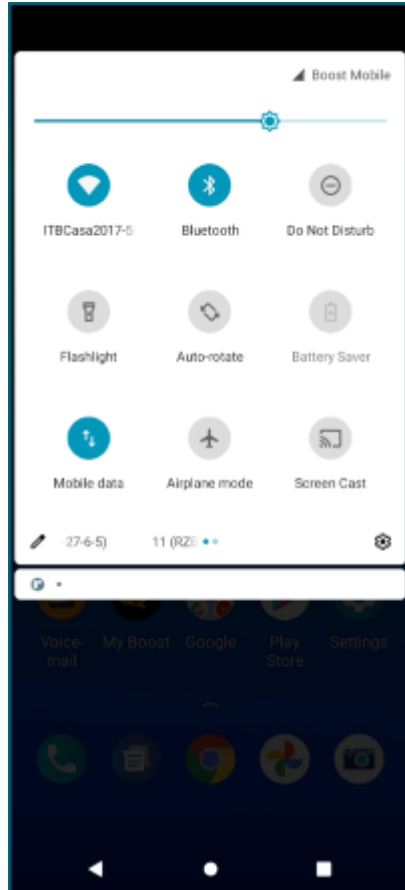
- **Display Settings include:**
 - **Wallpaper**
 - **Auto-rotate (on / off)**
 - **Lock Screen (see later slide)**
 - **Theme**
 - **Font type**
 - **Brightness (slider, option for Auto)**
 - **Screen Timeout**
 - **Various others ...**
- **Tap each setting to open a specific screen or widget for changing that setting.**
- **Also: System > Gestures > System navigation > 3 button navigation**

Securing Your Lock Screen



- **Your phone carries a lot of personal information that you wouldn't want someone else to access if you mislaid the phone.**
 - **Best way to prevent this is to set up a PIN or password on your lock screen.**
- **Go to Settings > Security and tap Screen lock**
 - **Choose PIN or Password from the list.**
 - **Enter the PIN or password once and again to confirm.**
 - **I chose a 4-digit PIN that's easy for me to remember and key in, but fairly hard to crack.**
 - **Select OK.**
- **Now, when you power on or wake up your device, it will ask you to reenter your password or PIN before you (or anyone else) can access your phone.**
 - **Make sure your PIN / password are recorded somewhere safe.**
 - **Consider increasing your screen timeout value to avoid having to constantly re-enter your PIN / password.**

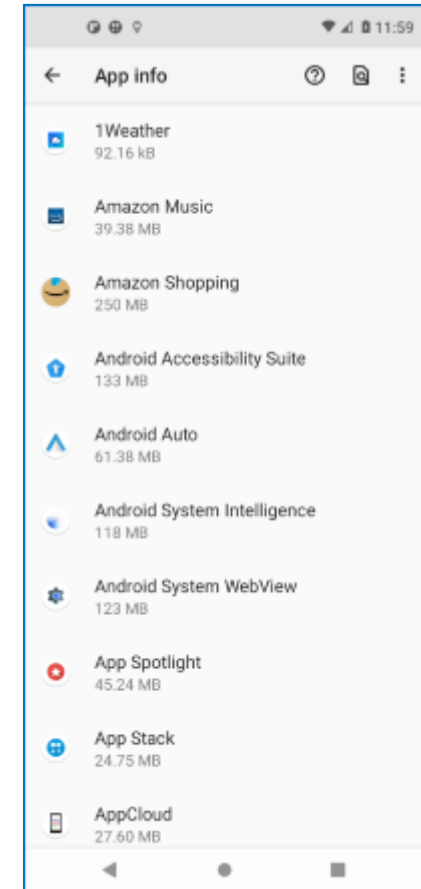
Android Quick Settings



- **Quick Settings (swipe down from top)**
 - **Brightness (slider and Auto)**
 - **Settings gear – tap for full settings**
 - **WiFi (on / off) tap to toggle**
 - **Mobile Data (on / off) tap to toggle**
 - **Screen cast**
 - **Airplane Mode (on / off) tap to toggle**
 - **Bluetooth (on / off) tap to toggle**
 - **Auto Screen rotation (on / off) tap to toggle**
 - **Do Not Disturb (on / off) tap to toggle**
 - **Battery saver (on / off) tap to toggle (takes effect when battery at or below 15%)**
 - **Flashlight (on / off) tap to toggle**

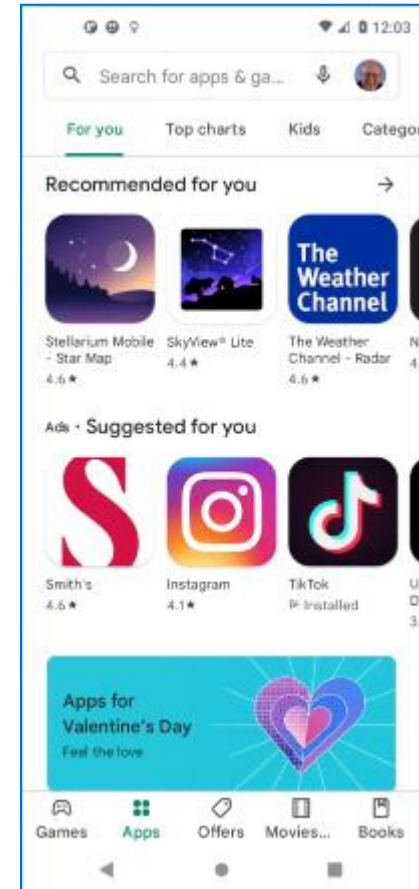
Android Apps (1)

- **Checking what Apps are already installed ...**
 - Go to **Settings > Apps & notifications**. Then tap the “**See all xxx apps**” link.
 - This will display a scrollable, alphabetic list of all the currently installed Apps and whether they’re enabled or disabled.
- **Disabling and Uninstalling Apps**
 - You can press and hold any App in the App list to bring up a screen that will allow you to either **Uninstall** or **Disable** (for built-in) that App.
 - There’s also a **Force Stop** option to stop an App that is presently running. Use this with care.
 - You can also turn on or off notifications from the App.
- You may want to uninstall some of the bundled apps to free up storage space.



Android Apps (2)

- **Getting Android Apps - Google Play Store**
 - Easier to search the Play Store on your PC first, then use the Google Play App on your device to download and install.
 - <https://play.google.com/store/apps?hl=en>
 - Apps in the Play Store are supposedly verified to be free of malware. This system is *pretty* solid.
 - On your device, tap the Play Store icon to launch the App. It will connect to the Play Store in the cloud.
 - Use the search or browse the categories to locate the App you want to install.
 - Tap the desired App's image. That will open a popup with some details and the choice to Install or Cancel.
 - If the App is not free, you will have to confirm payment.
 - Tap the Install choice and the App will download and install on your device. An icon will be added to your home screen.

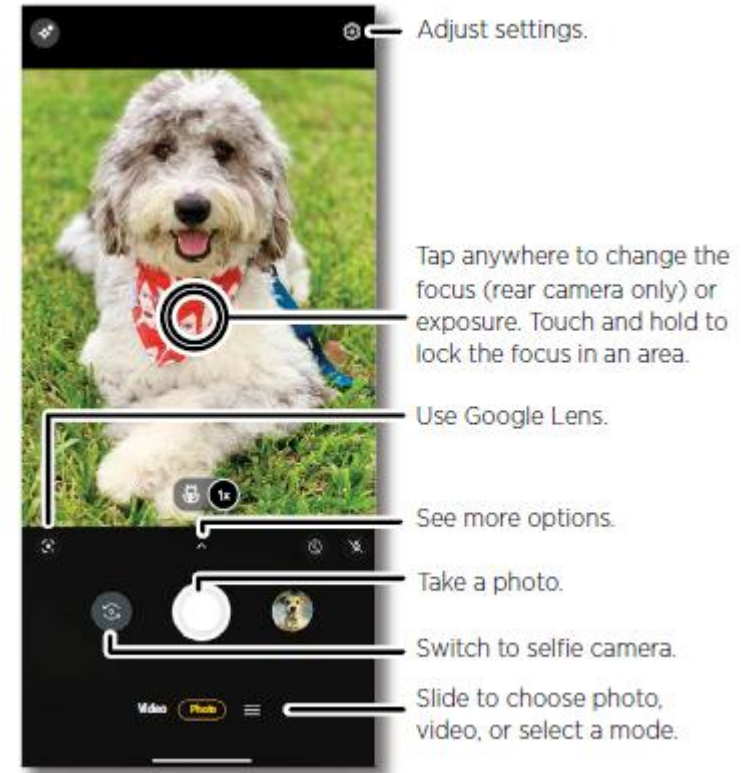


Android Apps (3)

- **Some Android Apps You Might Want**
 - **Uber and Lyft Ride Services**
 - **TV Remote Apps**
 - **Phone-based GPS / Mapping**
 - **Note-taking and Dictation**
 - **Book Readers: Kindle, e-Pub**
 - **Games and Puzzles – Vast Catalog**
 - **Office Suite (LibreOffice or MS Office)**
 - **Health Tracking and Testing**
 - **Menu Planning and Cooking**
 - **Restaurant / Fast Food Apps**
 - **Financial Apps (bank, broker, digital wallet)**
 - **Sports News / Scores / Live Streaming**

Taking Pictures (1)

- Your Android phone or tablet has one or more built-in cameras.
- Before taking photos, gently clean the camera lenses with a soft microfiber cloth.
- To take photos, you first need to launch the Camera App by tapping its icon on the home screen.
- The Camera App displays what either the front or rear camera lens sees along with a number of visible controls.



Taking Pictures and Selfies

- **Taking Pictures of Subjects in Front of You**
 - Tap to select Photo mode if it's not selected.
 - Aim the camera at your subject and check how the subject appears on the screen.
 - If in low light, consider turning on the flash (icon on screen).
 - Generally best to hold the camera horizontally; you can crop and resize later.
 - Hold the camera steady and level, aimed at the subject, with your arms close to your body to prevent jerking. Tap the subject on the screen to tell the camera what to focus on.
 - Make sure your fingers aren't in front of the lens or flash!
 - To take the picture, either tap the shutter button on the screen or press either volume button. DON'T jerk up or down when pressing the button!!
 - The picture will be saved as an image file in the device's DCIM folder.
- **Taking Selfies**
 - Tap the "Switch camera" icon to select the front camera (the one facing you) or drag in any direction.
 - You will now see yourself (and whatever is behind you) on the screen.
 - Move the camera toward or away from yourself as needed to get yourself into the desired position.
 - Hold the camera steady with one or two hands and then press one of the volume buttons or tap the shutter button to take the picture. DON'T jerk up or down when pressing the button.
 - The picture will be saved as an image file in the device's DCIM folder.

Taking Videos

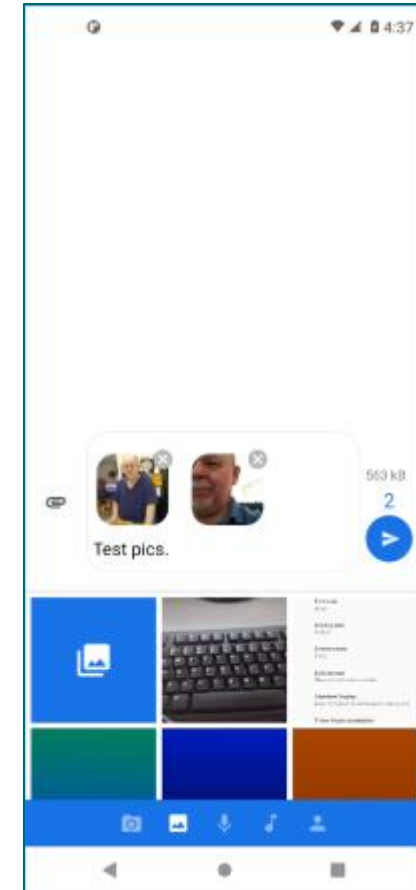
- **Start the Camera App**
 - Tap to select Video mode if it's not selected.
 - Aim the camera at your subject and check how the subject appears on the screen.
 - If in low light, consider turning on the flash (icon on screen).
 - Generally best to hold the camera horizontally; you can edit later.
 - Hold the camera steady and level, aimed at the subject, with your arms close to your body to prevent jerking. Tap the subject you wish the camera to focus on.
 - Make sure your fingers aren't in front of the lens or flash!
 - To begin recording the video, tap the shutter button on the side of the screen.
 - Your tablet or phone will record video and save it as a video file in the Recordings folder.
 - You can pause recording by tapping the Pause icon; resume by tapping the red dot.
 - You can stop recording by pressing the square icon.

Taking Screenshots

- **Screen shots (a picture of the device's current screen) are useful for illustrating specific steps in some process on your device, such as in this tutorial.**
- **They can also be helpful when reporting problems to Support or other Help groups.**
- **Steps:**
 - **When your device's screen shows what you want to capture, press Power and Sound Down at the same time. The phone will make an audible shutter click sound.**
 - **Some phones allow you to capture a screen shot by pressing three fingers on the screen. (Check in Settings)**
 - **The screen shot will display momentarily as a thumbnail image in the lower left corner of the screen. The actual image is written to the Pictures/Screenshots folder.**
 - **You can use the Files app to view screen shots.**

Sending Texts With Pictures Attached

- The Messaging App that comes with your phone allows you to send simple text messages.
- If your phone plan also includes a Data option, you can attach pictures and other file types to a text message. This can be a quick and convenient way to send a selfie or other photo to someone.
- To attach a photo, tap the paper clip icon next to the message box. A set of selection locations and images will display, including Google Photos (upper left).
- Browse to the photo you want to attach and tap it.
- You can remove an attached photo before sending by tapping the x in its upper right corner.
- You can also attach a photo taken directly from the camera, a recorded audio clip, a music track or a contact.
- If your Data plan is limited, be mindful of how large your text attachments are.

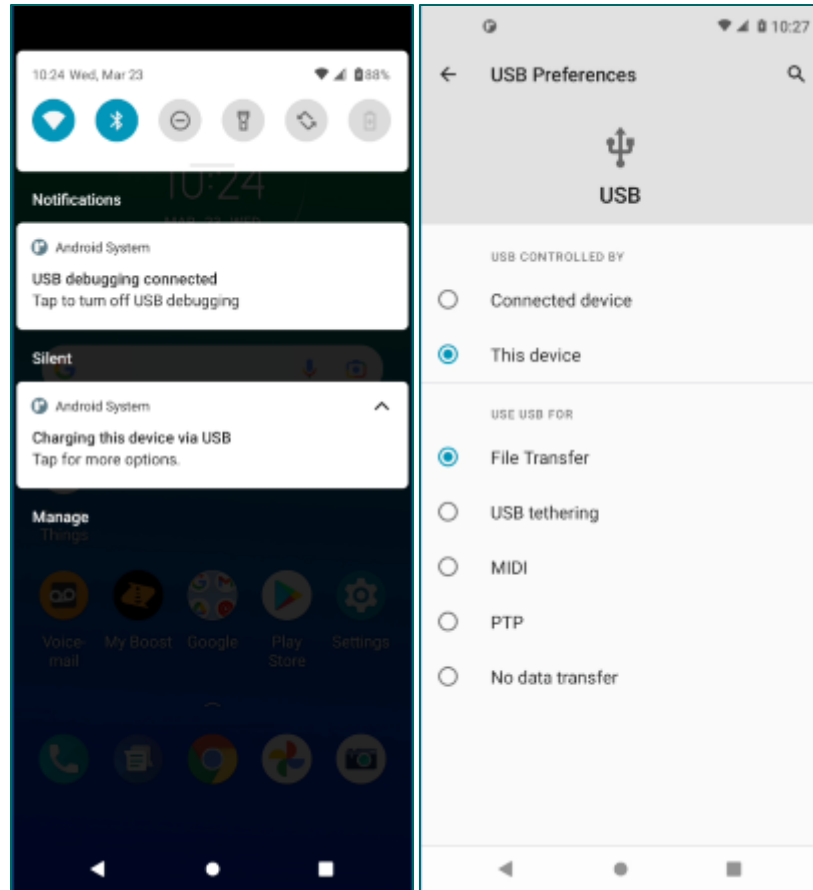


Moving Files To / From Your Device (1)

- **Your Android Phone or Tablet can take photos, play videos and music and even display and edit documents.**
 - So how do you move various file types to/from your phone/tablet to your PC or perhaps to your personal cloud storage?
- **You can use “Google Drive” to copy files via WiFi between your device and the Google Drive cloud.**
 - Google Drive provides 15 GB of free cloud storage (with exceptions).
 - If your Android device is connected to your Google account, it will *automatically* sync photos and videos you take to your Google Photos storage space on Google’s “cloud” servers.
 - Will also sync from your Google Drive cloud storage to your PC and other devices that have Google Drive or Google Backup and Sync installed.
 - Can be a bit slow if you have a lot of large images.

Moving Files To / From Your Device (2)

You can also plug your device, via a USB cable, into a USB port on your PC.



- After your device is plugged in, you may need to change it from charging to “File transfer” mode.
- Swipe down from top and then tap the “USB - Tap for more options” band.
- In the screen that appears, tap the bubble for “File Transfer.
- Windows will detect your phone device and open a File Explorer window displaying the device’s file system.
- You can use normal Windows actions to copy files back and forth, delete files, rename – all the usual things.
- This works well for moving large files like videos and music.

Scanning QR Codes

- A QR Code is a specialized barcode that can represent various types of digital data. The black and white squares represent 1s and 0s in a structured pattern.
- A common use is to encode a website URL as a QR Code. Scanning the QR Code can then allow your phone to go directly to the web page defined by that URL.
- You can use the Camera App to scan a QR Code. When the Camera App sees the QR Code, it will display a small popup button with the words Go to and the decoded URL.
- Tap the button to open your device's web browser with the web page being displayed.



QR Code for:

<https://www.scscclab.com>

Conserving Battery Life

- **Your Android device runs from an internal battery.**
- **Daily recharging is a fact of life. Make it a habit.**
- **When traveling or just out and about, there are things you can do to reduce power consumption and make your battery last longer.**
 - **Blank the screen as soon as you are done (press the power button)**
 - **Turn off your WiFi radio (use the Quick Settings swipe-down)**
 - **If not using a hands-free setup, also turn off your Bluetooth radio.**
 - **Lower your screen brightness (Quick Settings swipe-down).**
 - **Lower your sound volume (Quick Settings swipe-down).**
 - **Close any running apps that you don't need (running apps list).**
 - **Avoid taking pictures or shooting videos.**
 - **Avoid playing music via the internal speaker or headsets.**

Questions and Answers