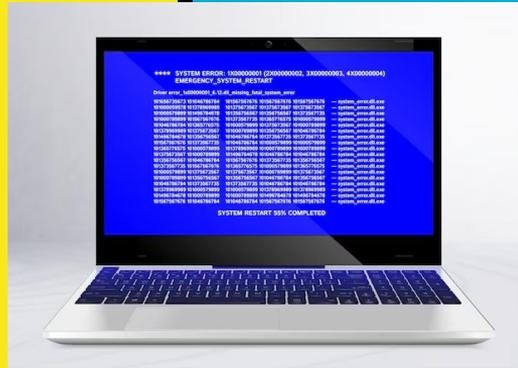




# Smartphone Basics for Beginners



# Smartphone Basics for Beginners

## What we are going to cover:

- What is a smartphone
- Smartphone types
- Navigating the touchscreen
- Home screen
- Settings
- Making & receiving calls
- Contacts
- Sending messages (texting)
- Connecting to the Internet
- Emails (basics)
- Camera (basics)



ORIGINAL

# What Is a Smartphone??

A smartphone is a pocket-sized computer that lets you browse the internet, take photos, and run apps, in addition to making calls and sending texts.

## Key features:



- **Power button:** Turns the phone on and off, or locks the screen. Usually found on the side or top of your phone or on newer phones by swiping down on your screen and clicking on the power icon  POWER
- **Volume controls:** Buttons on side of phone that adjusts the sound for calls, music, and notifications. Also the volume icon  on the screen can change volume to *mute* or *vibrate only* (*accessed at the top or by swiping down on the screen*)
- **Camera:** Captures photos and videos. Accessed via the Camera app  on the screen.

# Smartphones -types

There are two main types of Smartphones:

## Android Phones:

- Use **Google's Android operating system** which gives you access wide variety of apps from the Google Play Store and other services like Gmail and Google Chrome.
- Android phones are made by many manufacturers e.g. Samsung, etc and allow users flexibility to customise their phones



## iPhones:

- Are smartphones made by Apple and use an **operating system called iOS**. It gives you access to a wide selection of Apple approved apps from the App Store and other Apple features like Safari (web browser).
- iPhones do not allow users as much flexibility to customise their phones



# Navigating the Touchscreen

Android and iPhone smartphones have a lot of similar features and both use **a touchscreen** for accessing apps, making calls etc.

## Key gestures:

- **Tap:** a quick touch with your finger to open an app or select an item.
- **Swipe:** Slide your finger across the screen to switch between screens, access quick settings, view notifications or scroll through lists.
- **Tap and Hold:** Press and hold your finger on an item to see more options, similar to a right-click on a computer.
- **Pinch:** Use two fingers to pinch inward to zoom out, or spread outward to zoom in.

# Understanding the Home Screen

The home screen is the first screen that you see when you turn your phone on.

## Key Features:

- **Apps:** Icons representing different applications. These are usually the apps you use the most like Phone, Mail, Camera. **Tap** one to open it.
- **Widgets:** Small, interactive mini-apps that display information like the time or weather. These are usually at the top of your screen.
- **Apps Library/Apps menu:** A central place to find all your apps, typically accessed by swiping up from the bottom home screen. You can then scroll through screens by swiping left or right to find the app you want.
- **Notifications:** A menu that drops down from the top of the screen to show recent notifications/alerts, shortcuts and updates.

# Settings App

The Settings App is a built in system application on your mobile phone



## Key Features:

- You can access the **Settings app** by finding the icon on your **Home screen** or **Apps library** and **tapping** on the app.
- It allows you to customise and manage your phone's functions and appearance.
- Within the Settings app you can access sub menus that allow you to manage/control features like *Sound, Display, Notifications, Accounts, Security etc.*

# Making and Receiving Calls

On your home screen you will find the phone app



## How to make a phone call:

- Tap the Phone app, which looks like a telephone receiver
- Tap the keypad icon to enter a number, or go to the Contacts tab to find a saved contact.
- Tap the call or phone icon button to connect.
- To end a call tap the red phone icon

## How to answer a phone call:

- When the phone rings, swipe or press the green phone  icon to answer.
- To ignore or decline a call, swipe or press the red phone icon. 

# Contacts

On your home screen or app drawer/menu you will find the contacts app where you can save details of all your contacts



## How to access your Contacts

- **Tap** the Contacts app
- To find a contact **tap** the search icon  and **type** in the name or scroll/swipe down the list (contacts are listed alphabetically).

## How to add a new contact

- **Tap** the Contacts app
- **Tap** on the + icon and enter new contact's details e.g phone no. email etc.
- **Tap** 'Save' or 'Done' to save the new contact

# Texting and Messaging Apps

## How to send a standard text

- Tap the messaging app pre installed on your phone. This usually looks like a notification bubble  
- Tap the bubble icon to start a text/chat
- Enter the recipient's name or select from your contacts
- Type your message using the onscreen keyboard and tap 'Send'

## Other messaging apps

- There are other free apps that you can use like Whatsapp to send messages, photos and videos. These are usually free to send using WIFI. (These apps can be downloaded from your app store)

# Connecting to the Internet

## How to go online:

- **Wi-Fi:** 📶 Connects to the internet using a wireless signal from a router. It's usually free and fast in your home or available in coffee shops, libraries etc. *To turn WiFi on find and tap 'Settings' app. Tap on WiFi and slide switch to left to turn light green/blue. Search and connect to WiFi network from the list*
- **Mobile Data:** Uses your mobile network to connect to the internet when you're not on Wi-Fi. A mobile plan with a data allowance is needed.
- **Web Browser:** To access the internet use a web browser app like Chrome, Firefox or Safari to browse websites and search for information online.



# Emails (the basics)

## How to send and receive emails on your mobile phone:

Open the email app pre installed on your phone or your other email app e.g. gmail, outlook or hotmail.

### To Send a New Email:

- Click on the New email or Compose button
- Type in the name or full email address of the person you are emailing
- Next type the Subject using onscreen keyboard
- Then type your email message using onscreen keyboard
- Lastly click on the send icon ➤



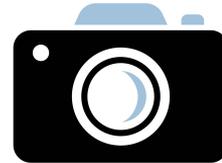
### To Receive Emails:

To view new emails go to your **Inbox**. Here you you will see your new emails **in bold**

# Camera (the basics)

## How to use the Camera app:

Open the camera app pre installed on your phone



## To take a photo :

- Aim the camera on your phone at what you want to take a photo of.
- Then tap the centre shutter button (usually a large circle).
- To view a photo tap on the left button (usually a smaller circle). This will display the last photo taken.
- Alternatively to view all photos taken: Android phones tap on the Gallery app  iPhones tap on the Photos app. 
- Scroll or swipe down to view photos and tap photo you wish to view in more detail. Use two fingers to enlarge or reduce photo size.

Thank you

Any Questions?