Smartphone
101
Android
Were you successful at customizing your Home Page?

Which tasks did you do?

• Rearrange icons
  • Add Icons
  • Delete icons
• Add additional pages

What did you learn?
Data Input Methods

You can enter information (e.g., personal contacts, an address, a calendar event, etc.) into your device in multiple ways.

• Using Keyboard(s);
• Using voice recorder;
• Downloading from another source. Note: We will discuss this method in a later class.
Input Via Keyboard(s)

Your device has alpha-numeric, symbol, emoticon, and telephone keyboards built in to many of the apps. The appropriate keyboard will display on your screen when your device wants you to input information.
Alpha-Numeric Keyboard

It displays the letters of the alphabet, numbers, a few frequently used punctuation signs, and access to your symbols and emoticons keyboards as well as your voice recorder function.

Some of the keys have multiple functions that are displayed when you long press that key.
Symbol Keyboard

It is accessed by clicking the “Symbols” key on the alphanumeric keyboard.

It displays many punctuation signs and other symbols (e.g. !, #, &, etc.)
Emoticon (Emogie) Keyboard

It is accessed by clicking the “emoticon” key on the alpha-numeric keyboard.

It displays pictures of faces that show emotions.
Telephone Keyboard

It displays a standard telephone keypad with some added features such as delete, pause, next, etc.
Input Via Voice Recorder

Your device has a built-in microphone. When you activate that microphone and speak into it, your device will translate from voice to text everything it HEARS you say including punctuation and errors.

Note: it sometimes HEARS incorrectly or picks up background conversations and noises.
Contacts

The “Contacts” app is where your device will store your electronic phone book.

Each contact is a separate file inside the “Contacts” app and MUST contain:

1. The “Name” of the person(s); and

2. At least one “phone number” or “e-mail address” for that person(s).

You can add many other fields to any/all of your contacts (e.g., home phone number, work phone number, address, title, etc.)
Creating a Contact(s)

1. Open your “Contacts” app by tapping on the “Contacts” icon on your home page. Your device will display a list of all your existing contacts in alphabetical order by first or last name.

2. Tap the “Create New Contact” icon. Depending on the make and model of your device, this may be the word “create” near the top of the page; or, a plus sign near the bottom of the page. A Blank “Contact” screen will be displayed.

3. Tap on the “Name” field. A box will appear around the field and an alpha-numeric keyboard will be displayed.

4. Enter the name(s) of the person(s) by tapping the appropriate keys. In this field, your device will automatically capitalize the first letter of each word because it knows you are entering a proper noun.
5. Tap on any field that you want to complete. A box will appear around that field and the appropriate keyboard will be displayed.

6. Enter the data. I recommend that you include area codes so that if you are outside of your device’s area code, your call will go through properly. You do not need the “1” in front of a long distance number.

7. When you have entered all the information you want to add to this person’s file, tap the “Save” button.

That person’s information now appears in your “Contacts” in alphabetical order.
More Contact(s) Options

Once you have created a contact, you can do many things with that/those file(s).

- Open it;
- Edit it;
- Delete it;
- Add it to your “Favorites” list;
- Select two or more contacts (thus creating a sub-list) to complete a function for all the members of this sub-list at the same time.
Opening a Contact

Before you can complete a function (call, text, edit, delete, etc.) a person in your contacts list, first you have to open that contact.

1. Tap on the “Contacts” icon. A list of all your contacts will be displayed.

2. Scroll down to the name of the contact you want to open.

3. Tap on that person’s name. Depending on the make and model of your device, one of the following will be displayed:
   1. A list of their phone numbers. If this is displayed:
      1. Tap on the phone number you want to use (mobile, home, etc.)
      2. Tap on the function you want to perform (call, text, etc.).
   OR
   2. A default phone number with a list of functions (call, text, etc.). If this is displayed, tap on the function you want to use (e.g., call, text, etc.)

We will discuss each type of communication when we discuss those apps later in the class.

NOTE: You can only “Open” one contact at a time.
Editing a Contact

1. Open the “Contacts” app.

2. Open that person’s contact. Depending on the make and model of your device, one of the following will be displayed:
   1. The “Edit Screen” (a list of that person’s number(s) with an “Edit” box at the bottom of the page); or
   2. A list of icons that includes “Details”. If this is displayed, tap the “Details” icon. Now the “Edit” screen is displayed.

3. Tap the “Edit” button.

4. Change, delete, or add any data you want in any of the fields. The new data will replace the previous data. All previous data will be lost forever.

5. When you are finished, tap the “Save” button.
Deleting Contact(s)

1. Open the “Contacts” app.

2. Long press on the name of the contact. It will be highlighted.

Depending on make and model, tap on one of the following options:

   1. “Delete”;
   OR
   1. More options;
   2. Tap on Delete;
   3. Tap on “Done”.

Your device may ask you to confirm your choice.
About “Favorites” List

You may want to add your most frequently contacted people to your “Favorites” list. Your device will then display that list under your “Favorites” header at the top of your contacts screen for quick and easy access.

The name of each of these people will also still be displayed in the regular position in your alphabetical list.

Your device MAY automatically keep track and create a list of “Frequently Contacted” people. If so, this list is displayed just below your “Favorites” list. Again this makes for quick access and the names will still be displayed in the alphabetical list.
Adding Contact(s) to Your “Favorites” List

1. Open the “Contacts” app.

2. Open that person’s contact file.

3. Tap the “Favorites” icon. Depending on make and model, this will be:
   1. The words “Add to Favorites”.
   Or
   2. A light grey star next to the name. The star will change color when selected.
About Selecting Multiple Contacts

Occasionally, you may want to complete the same function (deleting, adding to a group, etc.) with multiple contacts. Rather than completing that function multiple times by doing one contact at a time, you can create a sub-list by first selecting all of the contacts you want and then tapping on the function once. Your device will complete that function on each of the selected contacts all at the same time.
Selecting Multiple Contacts

1. Open the “Contacts” app.

2. Depending on make and model:
   1. Tap on the “More Options” icon.
   2. Tap on select. Empty circles will appear in front of every name in your contacts list.
   3. Continue with remaining steps.

OR

3. Tap on the name of the first contact you want to select.

4. A colored circle with a check mark will appear in front of that name. Empty circles will appear in front of every other name in your contacts list.

5. Tap on all the names you want to add to this list. The circle will change color and a check mark will appear. Notice the number next to the “selected” icon at the upper left corner of the page will change each time you add or delete a contact to the list.

6. When you have selected all the contacts for the list, tap on the function that you want to complete with these contacts. Remember, there may be more functions listed by tapping the “More Options” icon.
Homework Assignment

Practice entering data into your device (perhaps set up your contacts).

Try to use

• Alpha-Numeric Keyboard
• Symbols Keyboard
• Emoticons Keyboard
• Telephone Keyboard
• Voice Input