

Teach Yourself
VISUALLY™

AndroidTM Phones and Tablets

The Fast and Easy Way to Learn

2nd Edition



Guy Hart-Davis

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Android™ Phones and Tablets

2nd Edition



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by Guy Hart-Davis

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About the Author

Guy Hart-Davis is the author of various computer books including *Teach Yourself VISUALLY iPhone*; *Teach Yourself VISUALLY iPad*; *Teach Yourself VISUALLY MacBook Pro, 2nd Edition*; *Teach Yourself VISUALLY MacBook Air*; *Teach Yourself VISUALLY iMac, 3rd Edition*; and *iWork Portable Genius*.

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How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Connect to a Wireless Network

If you use your phone or tablet in multiple locations, you may need to connect to several wireless networks. You can quickly connect your device to wireless networks when you want to connect to the Internet. Many networks broadcast the network name, and often you need only provide the password to make a connection. If the network does not broadcast its name, you will need to type the name to connect. For some networks, you may need to specify an IP address or proxy server details.

Connect to a Wireless Network That Broadcasts Its Name

- 1 Touch **Home** (🏠).
The Home screen appears.
- 2 Pull down from the top of the screen with two fingers.
The Quick Settings panel opens.
- 3 Touch **Wi-Fi**.
Note: Touch the **Wi-Fi** text label, not the symbol. Touching the symbol turns Wi-Fi on or off.
The Wi-Fi screen appears.
- 4 Set the **Wi-Fi** switch to On (☑️ changes to ☐).
- 5 Touch the appropriate network.
A dialog box for connecting to the network opens.

Note: If the network does not use security, Android connects to the network without displaying the connection dialog box.

- 6 Type the password.
- 7 You can touch **Show password** (🔍) changes to ☑️ to display the password.
- 8 Touch **Connect**.
Android connects to the network.

Connect to a Network That Does Not Broadcast Its Name

- 1 On the Wi-Fi screen, touch **Menu** (☰).
The menu opens.
- 2 Touch **Add network**.
The Add Network dialog box opens.
- 3 Touch **Network name** and type the network name.
- 4 Touch **Security** and then touch the security type — for example, **WPA/WPA2 PSK**.
- 5 Touch **Password** and type the password.
- 6 Touch **Save**.

Connect to a Network and Specify Settings

- 1 On the Wi-Fi screen, touch the appropriate network.
- 2 Touch **Password** and type the password.
- 3 Touch **Advanced options** (⚙️) changes to ☑️.
- 4 To set proxy server information, touch **Proxy**, touch **Manual**, and then choose the settings.
- 5 To set IP address information, touch **IP settings**, touch **Static**, and then choose the settings.
- 6 Touch **Connect**.

TIPS

How do I stop using a particular wireless network?
Tell your device to forget the network. Touch **Home** (🏠), touch **All Apps** (☰), and then touch **Settings** (⚙️). Touch **Wi-Fi** to display the Wi-Fi screen. Touch the network's name to open the dialog box for the network, and then touch **Forget**.

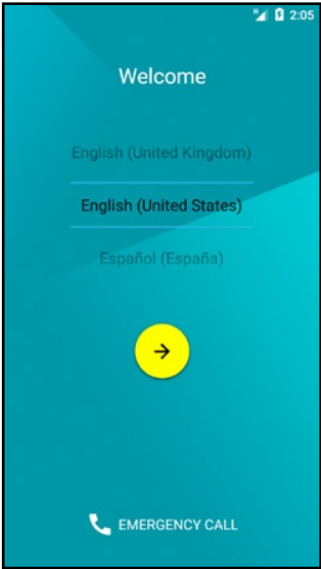
Can I set up a wireless network another way?
Yes, if the wireless network has **Wi-Fi Protected Setup**, and you have physical access to the wireless router. If so, display the Wi-Fi screen, touch **Menu** (☰), touch **Advanced**, and then touch **WPS Push Button**. You can then press the WPS button on the wireless network router to make Wi-Fi Protected Setup set up the network connection automatically.

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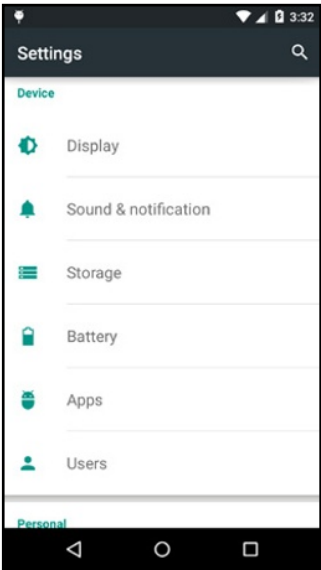
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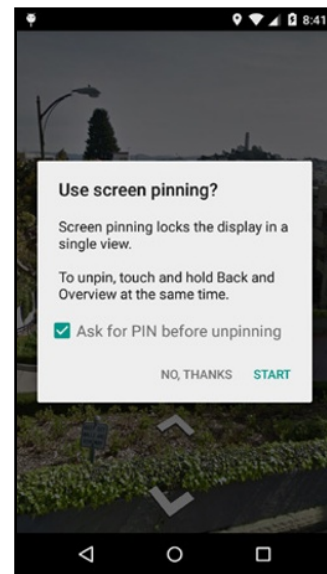
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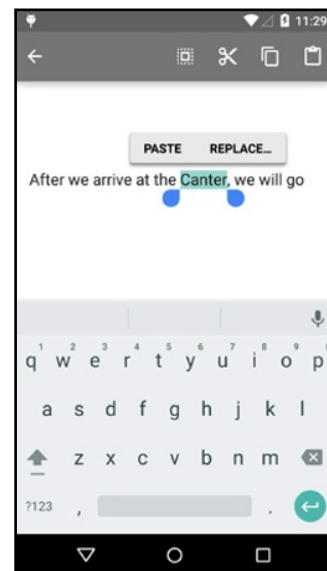
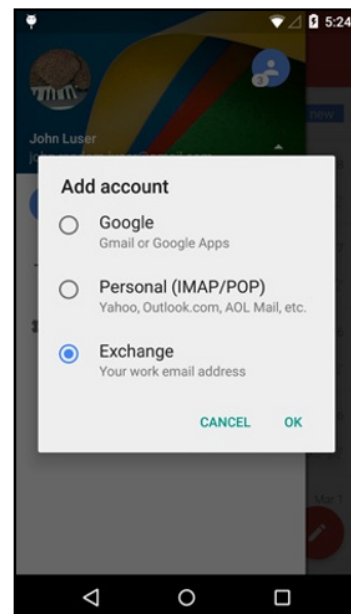


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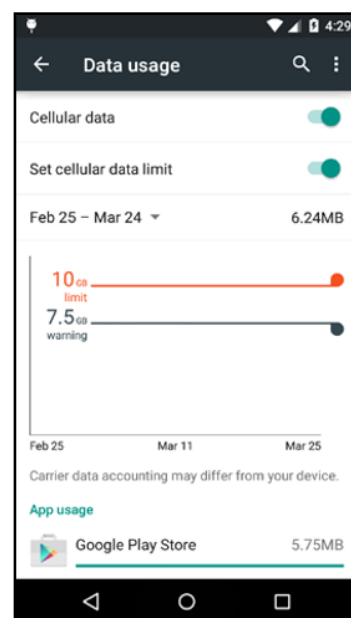
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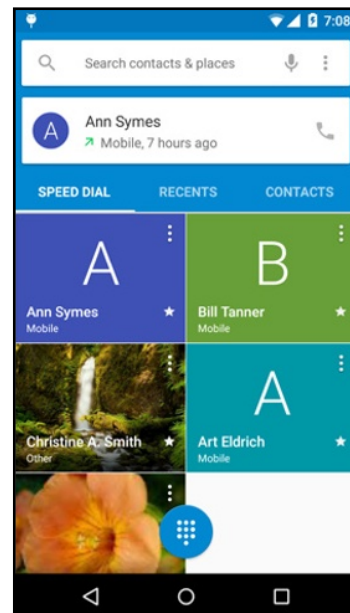
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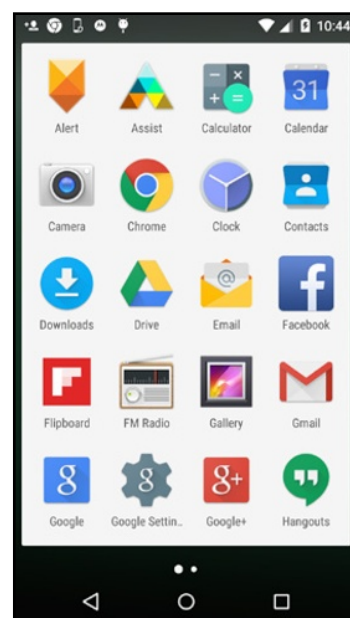


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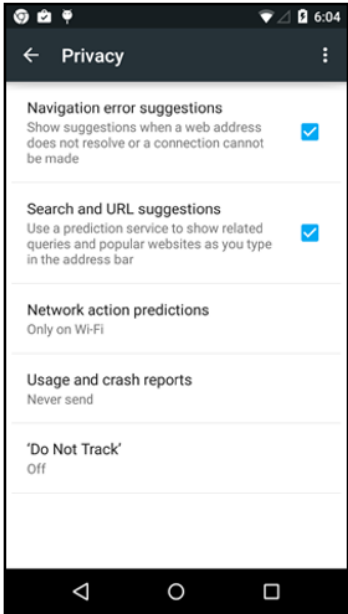
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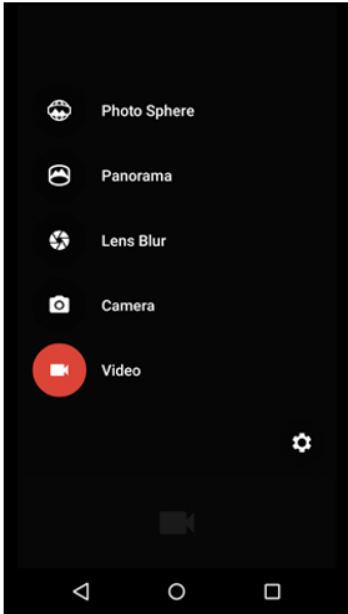
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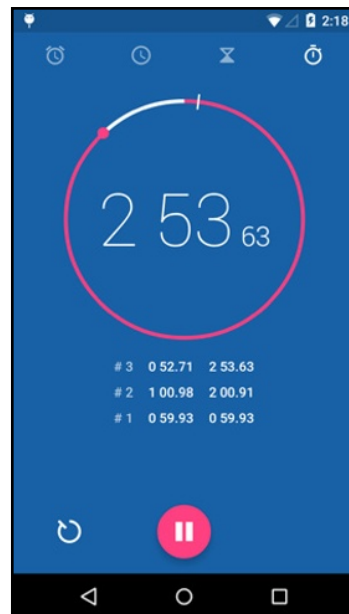
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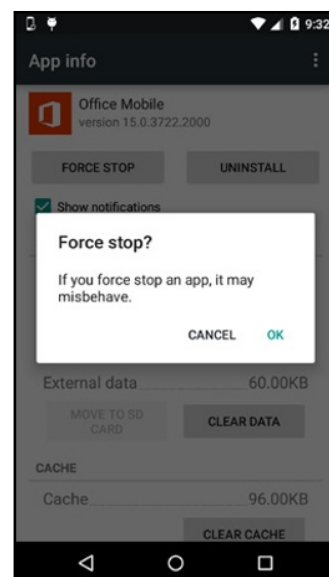
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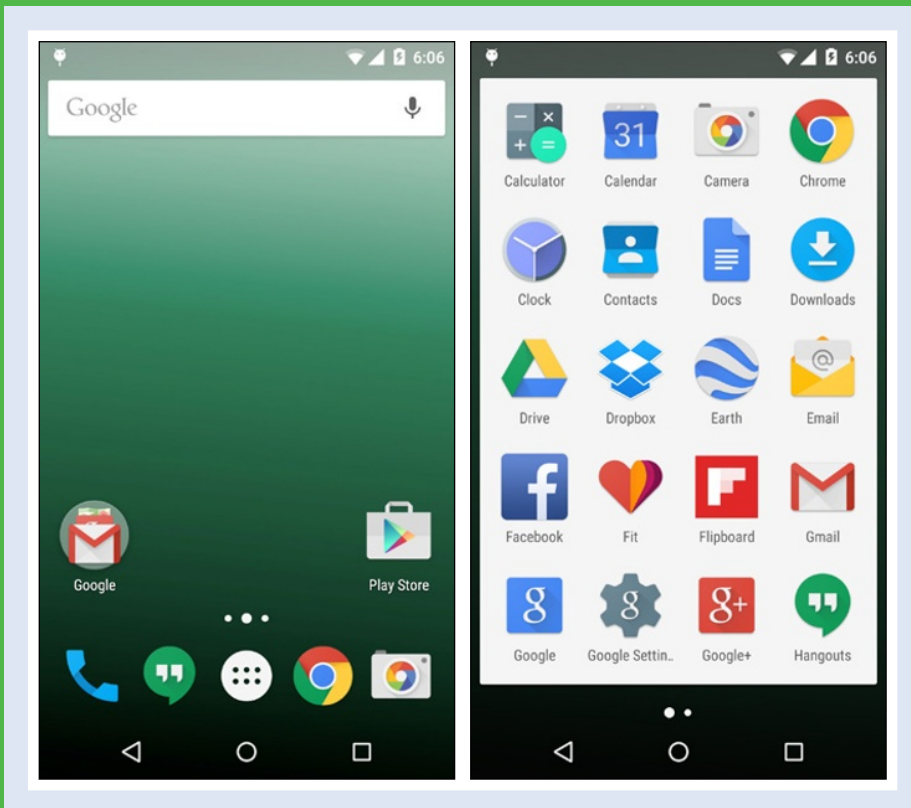
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CHAPTER 1

Getting Started with Android

In this chapter, you set up your Android phone or tablet, meet its hardware controls, and learn to navigate it. You also learn to transfer files from your PC or Mac to your device.



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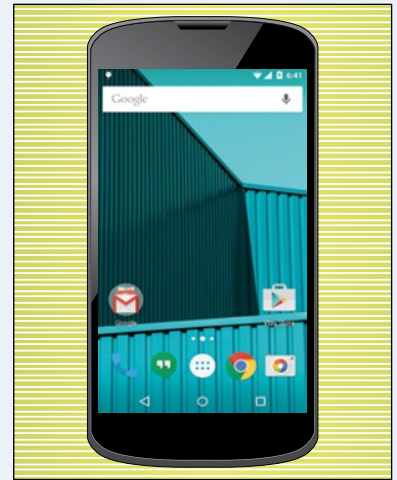
Discover the Types of Android Devices

Android is an operating system created by Google for use on mobile computing devices. Android runs on both smartphones and tablet computers and is widely used on both types of devices. Various hardware manufacturers install Android as the operating system for their devices, and as a result, you can buy many different Android devices with widely varying capabilities and prices. Android has a standard user interface that is referred to as *stock Android*. But some manufacturers add an overlay called a *skin* to Android, giving it a different look, changing its built-in functionality, and adding features.

Android Smartphones

Android smartphones are cellular phones that run on the Android operating system. Android provides a wide range of features, from sending e-mail and browsing the Internet to making phone calls and taking photos. Most Android phones include a rear camera with which you can take high-quality photos, using the screen as a viewfinder, and a front camera for taking self-portraits and for enjoying video chat sessions. Android phones also include one or more microphones you can use to record audio and voice memos.

Android smartphones come in many sizes, designs, and price levels. This book uses the Google Nexus 5 phone as a reference Android smartphone that runs unmodified Android version 5, which is known as Lollipop.



Android Tablets

Google designed Android to run tablet computers as well as smartphones. Tablets come in a wide range of sizes, ranging from pocket size to table-top size. Smaller tablets have screen sizes such as 7 inches or 8.9 inches.

Full-size tablets have screen sizes such as 10 inches. Oversize tablets have screens sizes such as 13 inches. Monster tablets have screens as big as 22 inches. This book uses the Google Nexus 7 tablet as a reference Android tablet. In general, tablets are

larger than smartphones, although bigger smartphones now approach the size of smaller tablets. Smartphones have cellular phone capability, whereas tablets do not. Some tablets have cellular data connectivity but cannot make cellular phone calls.

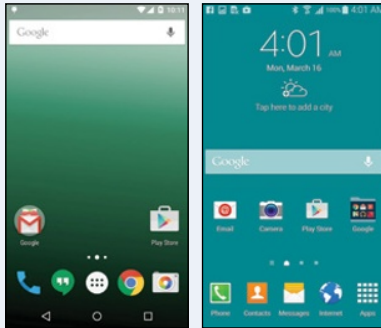


Choosing an Android Device

Many hardware manufacturers make Android devices. Some manufacturers make both Android smartphones and Android tablets, whereas other manufacturers produce only smartphones or only tablets. When looking for an Android smartphone or tablet, you can choose from a wide range of devices, so spend time deciding exactly what you need and carefully researching suitable devices. Study the specifications for the devices and read both professional reviews and user reviews to learn their strengths and weaknesses. The Amazon website, www.amazon.com, is a good place to find user reviews of many devices.

Android Skins

Android Lollipop is a full-featured operating system with an easy-to-use user interface. But hardware manufacturers can alter or extend the Android user interface by applying extra software called a *skin*. For example, Samsung adds a skin called TouchWiz to many of its Android devices, and HTC adds a skin called HTC Sense. A skin can modify many aspects of the standard “stock” or “pure” Android interface. For instance, the TouchWiz skin gives the Home screen and the Lock screen a different look, adds extra features and graphics to the Settings app, and replaces key apps such as the Camera app with custom versions.



Versions of the Android Operating System

As of this writing, Google has released nine main versions of the Android operating system. Each version has a code name from a sweet treat. For example, the code name for Android version 5 is Lollipop, and the code name for Android version 4.4 is KitKat. When Google releases a new version of Android, each hardware manufacturer must create a custom version for its phones and tablets. Each new version may take weeks or months to arrive — or a manufacturer may decide not to create a new version for its older phones and tablets. For this reason, when considering buying an Android device, you should check carefully the Android version it is running and updates that are available.

Android Accessories

To get the most out of your Android device, you can add many different types of accessories. The following accessories tend to be widely useful:

- **Case and screen protector.** To keep your device in good condition, protect it with a case and apply a screen protector to the screen.
- **Extra charger.** If you need to be able to charge your device in multiple locations, keep a charger in each location.
- **TV connection.** You can make a wired connection using a SlimPort-to-HDMI cable or make a wireless connection using a device such as Google’s Chromecast.
- **Wireless keyboard.** If you need to enter a lot of text on your device, buy a Bluetooth keyboard. You can choose from many stand-alone keyboards and keyboard cases.

Meet Your Device's Controls

Once you have your Android phone or tablet, take it out of the box, identify the components, and charge it if necessary. For a phone or cellular-capable tablet, insert a suitable SIM card if the device does not have one. When the battery has some charge, turn the device on and meet its controls. Although Android devices use many different controls and layouts, many devices have standard hardware buttons. Standard Android devices also have three soft buttons — Back, Home, and Overview — built into the bottom of the screen.

Meet Your Device's Controls

- 1 Press and hold the Power button on the phone or tablet for a couple of seconds.

As the phone or tablet starts, the Google logo appears on the screen.

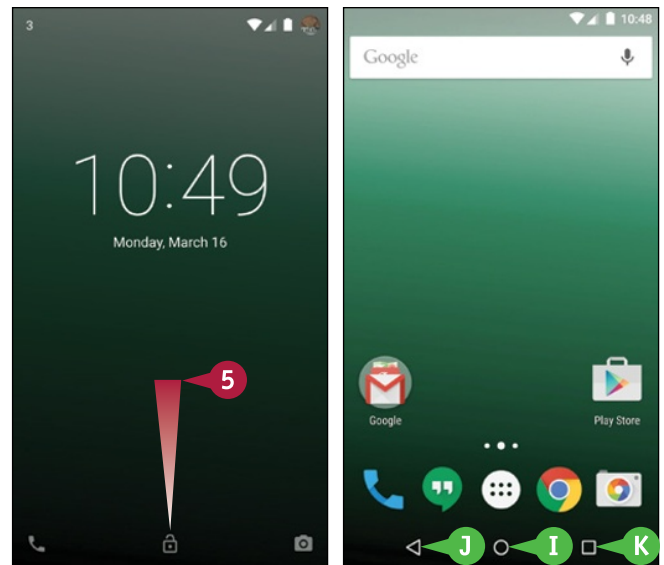
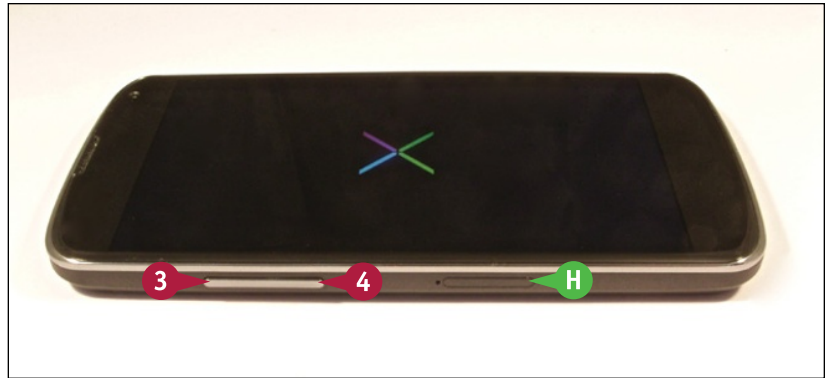


- A This is the micro-USB port. Google refers to this as the Charger/USB/SlimPort port.
- B This is a microphone on the base of the device.
- C This is the front-facing camera.
- D This is the headphone socket.
- E This is a microphone at the top of an Android phone.
- F This is the rear-facing camera.
- G This is the camera flash.

- 2 Turn the phone or tablet so that you can see the side that contains the volume button or volume buttons.



- 3 Press the upper part of the volume rocker to increase the ringer volume.
 - 4 Press the lower part of the volume rocker to decrease the ringer volume.
 - H This is the SIM tray. To open it, you push a SIM-removal tool or the end of a straightened paper clip into the hole.
 - 5 When the lock screen appears, touch the **lock** (🔒) and then drag upward until the screen unlocks.
- The phone or tablet unlocks, and the Home screen appears.
- I You can touch **Home** (🏠) to display the Home screen.
 - J You can touch **Back** (⏮) to display the previous screen.
 - K You can touch **Overview** (📄) to display a list of recent apps and screens.



TIP

How do I insert a SIM card in my phone or tablet?

If the store or carrier has not inserted a SIM card, you will need to insert one yourself. Consult the device's documentation to learn which kind of SIM card it needs — for example, a micro-SIM or a nano-SIM — and get a SIM card of that type.

Consult the documentation about inserting the SIM card in the phone or tablet. Some devices, like the one shown here, have an external SIM slot that you open using a SIM ejection tool or the end of a straightened paper clip. Other devices require you to take the back off the device in order to access the SIM compartment and insert the SIM card.

Perform the Initial Setup for Your Device

To get your phone or tablet working, you must perform the initial setup routine. This is a one-time procedure in which you select essential settings and connect the device to a wireless network.

The first time you turn on your device, Android displays the Welcome screen. You can then choose the language, connect to a Wi-Fi network, set up your Google account, and choose other settings. If you already have an Android device, you can pick up settings from it by using the Tap & Go feature.

Perform the Initial Setup for Your Device

Begin Initial Setup and Connect to Wi-Fi

- 1 Turn on the phone or tablet by pressing and holding the Power button.

The Welcome screen appears.

- 2 Touch the language.

- 3 Touch **Next** (→).

The Select Wi-Fi screen appears.

- 4 Touch the appropriate network.

- A If the Wi-Fi network does not appear in the list, touch **Add Another Network**. The network may be one that does not broadcast its name.

- B If you do not want to connect to a network now, touch **Skip**.

- 5 Type the network password.

- C You can touch **Show password** (□ changes to ✓) to display the characters.

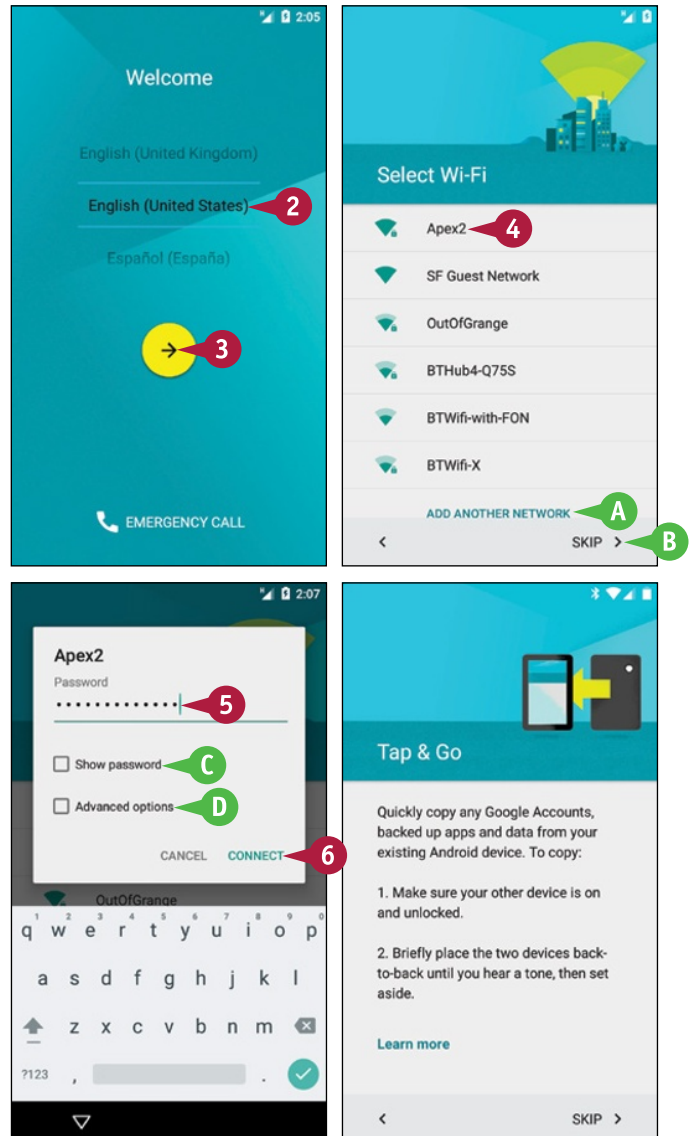
- D You can touch **Advanced options** (□ changes to ✓) to choose proxy settings or Internet Protocol settings.

- 6 Touch **Connect**.

Your device connects to the Wi-Fi network.

- 7 The Tap & Go screen appears.

You can now set up your device using Tap & Go, as explained in the next subsection, or manually, as explained in the subsection “Set Up Your Device Manually.”



Set Up Your Device Using Tap & Go

The device you are setting up displays the Tap & Go screen.

- 1 Turn on and unlock your other Android device.
- 2 Bring the two devices back to back.

A tone plays when the NFC chips connect.

Note: You may need to move the devices around to line up the NFC chips.

- E** The Check Your Other Device banner appears once the devices have established the NFC connection.

On the other device, the Copy Accounts and Data from This Device? dialog box opens.

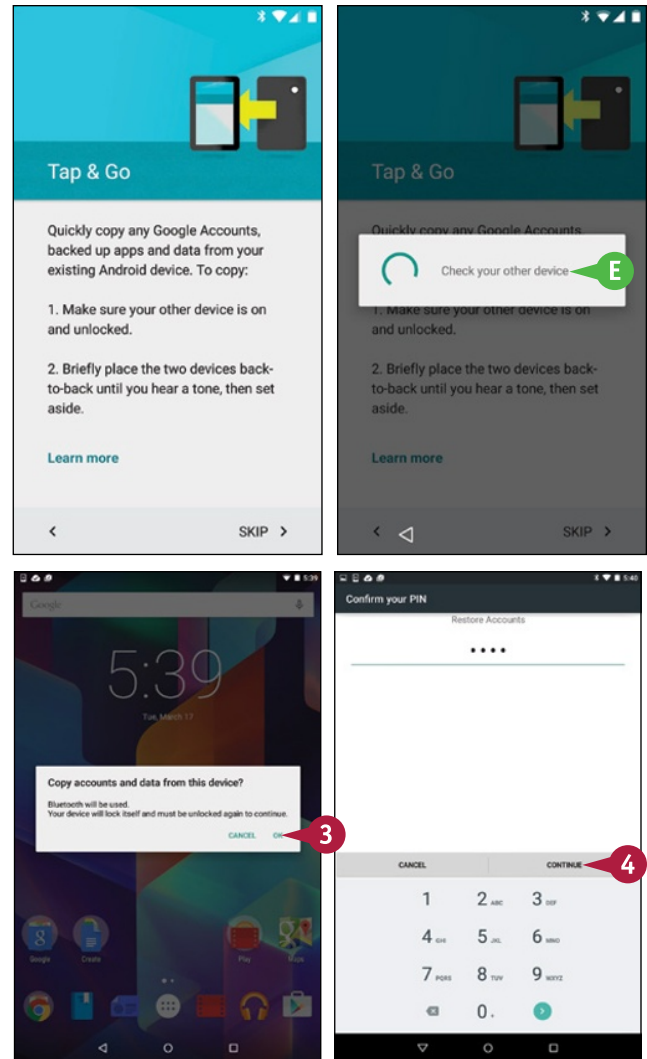
- 3 Touch **OK**.

The device locks, and the screen for your chosen unlock method appears, such as the Confirm Your PIN screen.

- 4 Perform your unlock method. For example, type your PIN and touch **Continue**.

On the device you are setting up, the Getting Accounts and Data banner appears while Android transfers data.

The Google Services screen appears. Go to the subsection “Choose Google Services and Google Now Settings.”



TIPS

Why does the Tap & Go screen not appear on my device?

The Tap & Go screen appears only if your device has Near Field Communications capability, NFC for short. NFC requires extra hardware, which involves additional cost, so many budget devices do not have it.

Should I use Google's location service?

Normally, Google's location service is helpful, because it enables apps to deliver information that is more relevant to your location. However, if the location service raises privacy concerns for you, you can turn it off by opening the Settings app and working on the Location screen.

continued ►

Perform the Initial Setup for Your Device (continued)

During the setup routine, you can allow your device to use Google's location service, which helps apps determine your location and deliver targeted search results. You can also let apps and services scan for Wi-Fi networks — even when you have turned Wi-Fi off — to help improve location services, and allow your device to send diagnostic and usage data to Google anonymously.

You can also turn on Google Now, which delivers local information and updates but must use your location, calendars, and Google data to do so.

Perform the Initial Setup for Your Device (continued)

Set Up Your Device Manually

- 1 On the Tap & Go screen, touch **Skip**.

Note: On some devices, the About Your Privacy screen appears at this point. Touch **Privacy settings** to change your privacy settings. Touch **Accept and continue** to proceed.

The Add Your Account screen appears.

- 2 Touch **Enter your email** and type your e-mail address.

F You can touch **Or Create a New Account** to create a new account.

- 3 Touch **Next**.

The Password screen appears.

- 4 Type your password.

- 5 Touch **Next**.

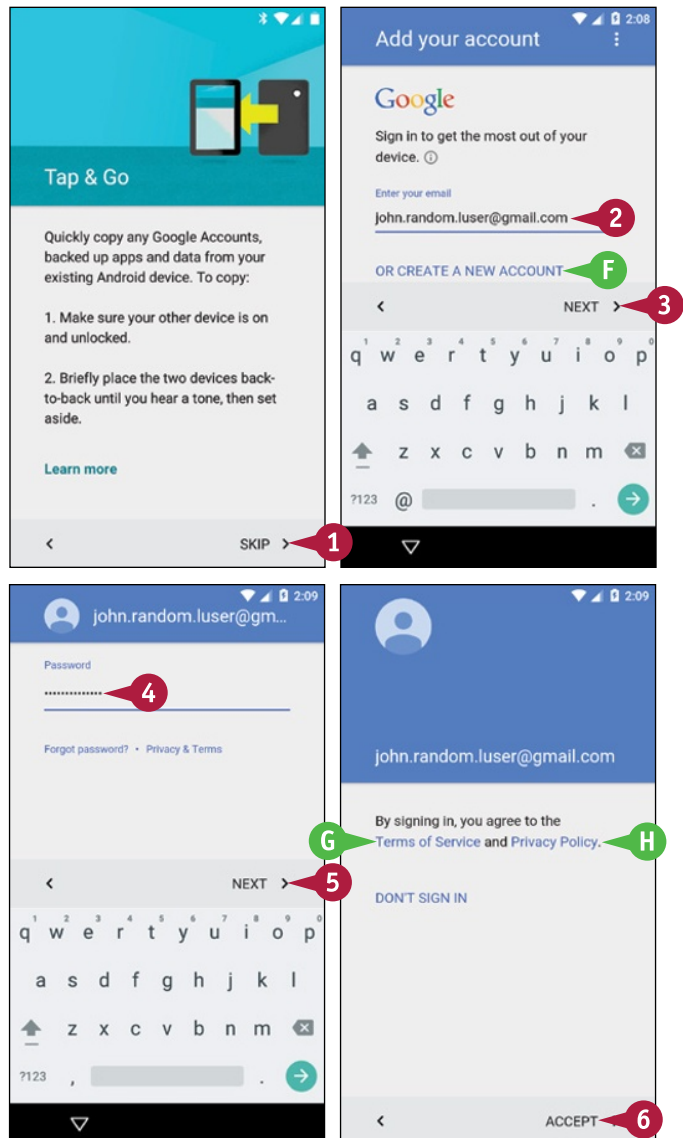
The Terms of Service and Privacy Policy screen appears.

G You can touch **Terms of Service** to view the Terms of Service.

H You can touch **Privacy Policy** to view the Privacy Policy.

- 6 Touch **Accept**.

The Google Services screen appears, and you can proceed as explained in the next subsection.



Choose Google Services and Google Now Settings

- 1 On the Google Services screen, touch **Use Google's location service** (☒ changes to ☐) if you want to turn off location services.
- 2 Touch **Help improve location services** (☒ changes to ☐) if you do not want to send anonymous data to Google.
- 3 On a phone, touch **More**.
- 4 Touch **Help improve your Android experience** (☒ changes to ☐) if you do not want to send diagnostic and usage data to Google.
- 5 Touch **Next**.
The Get Google Now screen appears.
- 6 On a phone, touch **More**.
- 7 Touch **Yes, I'm in** or **No, thanks** (☐ changes to ☒) as needed.
- 8 Touch **Next**.
The Home screen appears, showing a Welcome message.
- 9 Touch **Got It**.
You can start using your device.



TIP

Should I back up my phone or tablet to my Google account?

Normally, it is a good idea to back up your Android phone or tablet to your Google account, because doing so enables you to recover your data and your device's configuration after hardware or software problems. But if you prefer not to entrust your data to Google, do not back up your phone or tablet to your Google account. Be aware that if you store a lot of content on your device, you may exceed the free storage allocation of your Google account and have to pay for extra space.

Connect to a Wireless Network

If you use your phone or tablet in multiple locations, you may need to connect to several wireless networks. You can quickly connect your device to wireless networks when you want to connect to the Internet. Many networks broadcast the network name, and often you need only provide the password to make a connection. If the network does not broadcast its name, you will need to type the name to connect. For some networks, you may need to specify an IP address or proxy server details.

Connect to a Wireless Network

Connect to a Wireless Network That Broadcasts Its Name

- 1 Touch **Home** (🏠).

The Home screen appears.

- 2 Pull down from the top of the screen with two fingers.

The Quick Settings panel opens.

- 3 Touch **Wi-Fi**.

Note: Touch the **Wi-Fi** text label, not the symbol. Touching the symbol turns Wi-Fi on or off.

The Wi-Fi screen appears.

- 4 Set the **Wi-Fi** switch to On (🔌 changes to 🔌).

- 5 Touch the appropriate network.

A dialog box for connecting to the network opens.

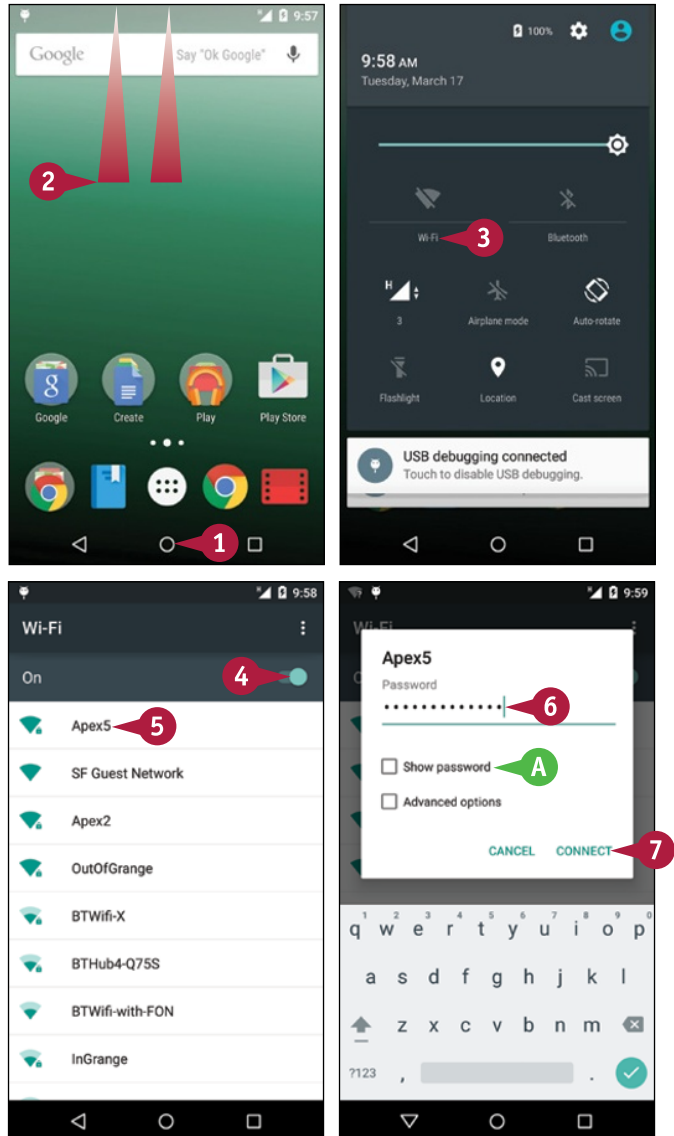
Note: If the network does not use security, Android connects to the network without displaying the connection dialog box.

- 6 Type the password.

A You can touch **Show password** (☐ changes to ☑) to display the password.

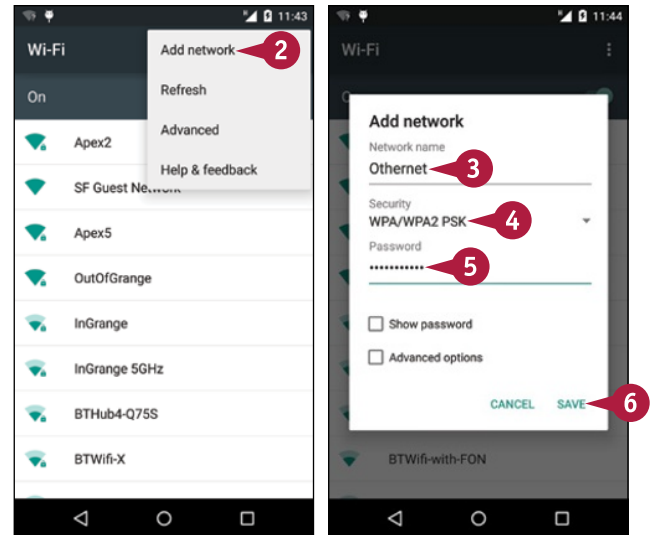
- 7 Touch **Connect**.

Android connects to the network.



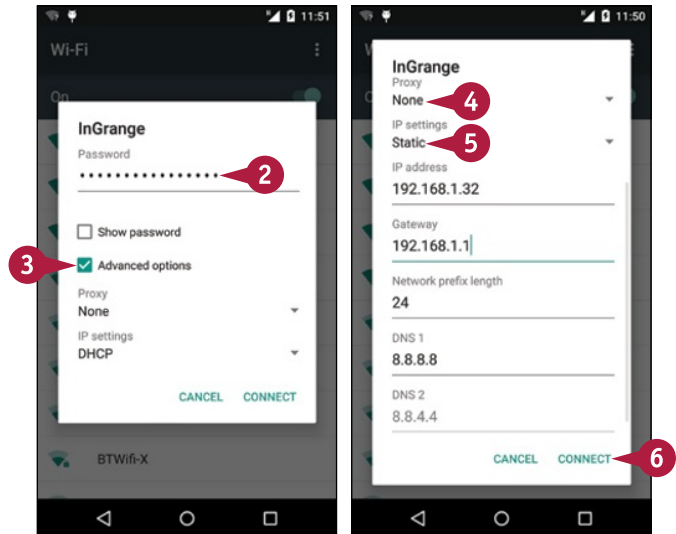
Connect to a Network That Does Not Broadcast Its Name

- 1 On the Wi-Fi screen, touch **Menu** (⋮).
The menu opens.
- 2 Touch **Add network**.
The Add Network dialog box opens.
- 3 Touch **Network name** and type the network name.
- 4 Touch **Security** and then touch the security type — for example, **WPA/WPA2 PSK**.
- 5 Touch **Password** and type the password.
- 6 Touch **Save**.



Connect to a Network and Specify Settings

- 1 On the Wi-Fi screen, touch the appropriate network.
- 2 Touch **Password** and type the password.
- 3 Touch **Advanced options** (☐ changes to ☑).
- 4 To set proxy server information, touch **Proxy**, touch **Manual**, and then choose the settings.
- 5 To set IP address information, touch **IP settings**, touch **Static**, and then choose the settings.
- 6 Touch **Connect**.



TIPS

How do I stop using a particular wireless network?

Tell your device to forget the network. Touch **Home** (●), touch **All Apps** (⋮), and then touch **Settings** (⚙). Touch **Wi-Fi** to display the Wi-Fi screen. Touch the network's name to open the dialog box for the network, and then touch **Forget**.

Can I set up a wireless network another way?

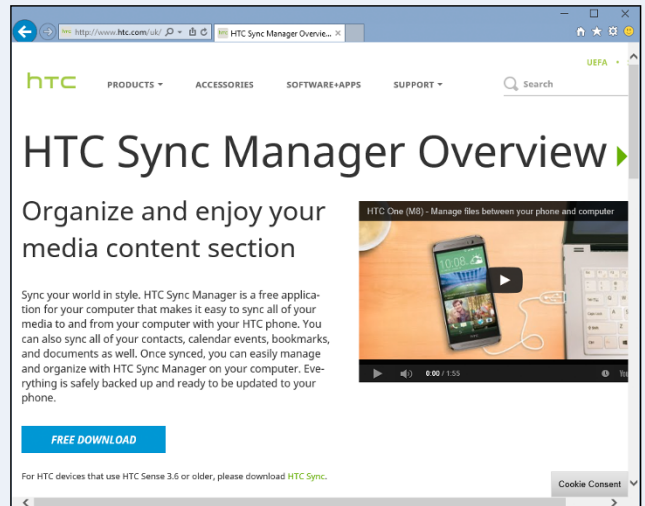
Yes, if the wireless network has *Wi-Fi Protected Setup*, or WPS, and you have physical access to the wireless router. If so, display the Wi-Fi screen, touch **Menu** (⋮), touch **Advanced**, and then touch **WPS Push Button**. You can then press the WPS button on the wireless network router to make Wi-Fi Protected Setup set up the network connection automatically.

Download and Install Companion Software

While you can use your Android phone or tablet as a stand-alone device, you may find it helpful to sync data such as contacts, photos, and songs between the phone or tablet and your PC or Mac. You can sync data between your Android device and your computer in two main ways. You can use companion software that syncs the data for you, such as the Samsung Kies app or the HTC Sync Manager app, or you can sync your data via your Google account or another online service.

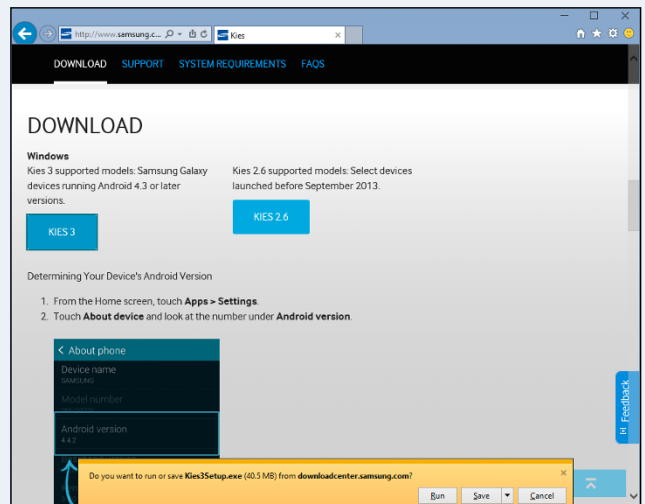
Determine Whether Companion Software Is Available

Some manufacturers of Android phones and tablets provide companion software for syncing data to their devices. For example, Samsung provides the Smart Switch app for Windows and the Kies app for both Windows and OS X, whereas HTC provides the HTC Sync Manager app for Windows. The easiest way to find out if the manufacturer provides companion software for your device is to open your web browser and go to the manufacturer's website. If the manufacturer does not provide companion software, you may be able to find third-party sync software by searching on the web. Alternatively, you can copy files to your device manually.



Download the Companion Software

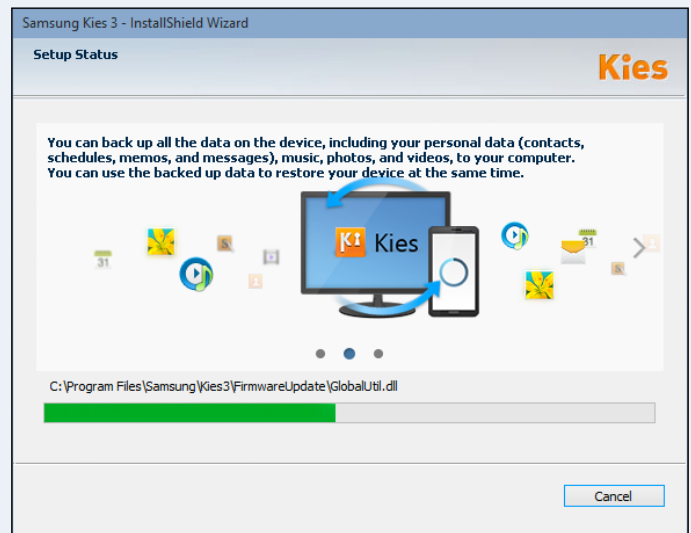
If you find suitable companion software or third-party sync software to use between your computer and your Android phone or tablet, download the software to your computer using your web browser. When downloading the installer file, your browser may offer you the choice between saving it and running it. Normally, saving the installer file is the better choice, because you can then run the installation again if necessary. If you locate the software by searching rather than by browsing the manufacturer's website, make sure you download it from the manufacturer's website rather than from a third-party site that may provide a version containing spyware or malware.



Install the Companion Software

After downloading the companion software, run its installer to install the software on your computer. On Windows, User Account Control prompts you to confirm that you want to allow the software to make changes to your computer; if you are not an administrator, you will need to provide an administrator password to proceed. On the Mac, you will need to authenticate as an administrator user in order to install the software for all users.

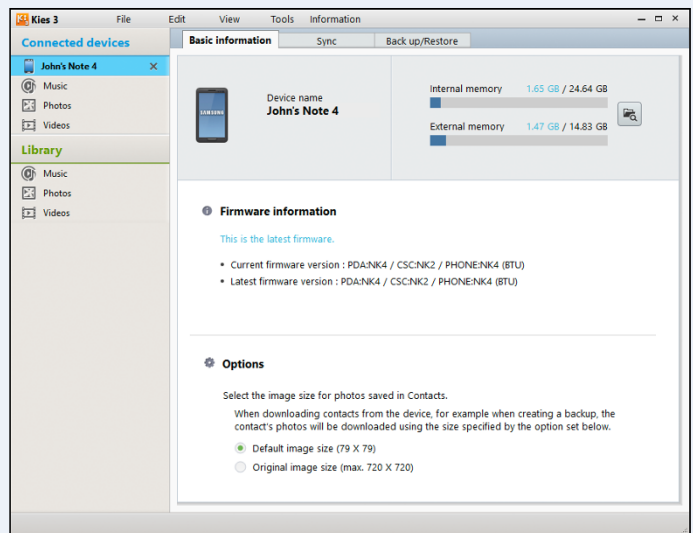
Follow through the installer, evaluating all options and choosing settings suitable to your needs. When installing third-party software, be careful to read all the on-screen prompts so that you can avoid installing any extra features, such as browser toolbars, that you do not want. After the installer finishes, restart your computer if prompted to do so.



Run the Companion Software and Sync Your Files

Run the companion software from the Start menu or from a desktop shortcut on Windows or from the Launchpad on OS X. The first time you run the software, you may need to choose which language to use and set some other options.

Connect your Android phone or tablet and verify that the app detects it. For example, in Samsung Kies, the phone or tablet appears in the Connected devices list in the upper-left corner of the window. You can then select items and transfer them between your computer and the device by dragging them from one to the other. Depending on the app, you may also be able to install new versions of Android on your phone or tablet and back it up to your computer.



Transfer Files from Your PC to Your Device

You can load files on your phone or tablet by connecting the device to your PC via a USB cable and transferring files. If the manufacturer of your Android phone or tablet does not provide companion software for syncing files between your computer and the device, you can transfer files directly between the two. To do so, you can use File Explorer or Windows Explorer, the file-management programs that come built in to different versions of Windows. The storage space on your phone or tablet appears as a drive.

Transfer Files from Your PC to Your Device

- 1 Connect your phone or tablet to your PC via the USB cable.

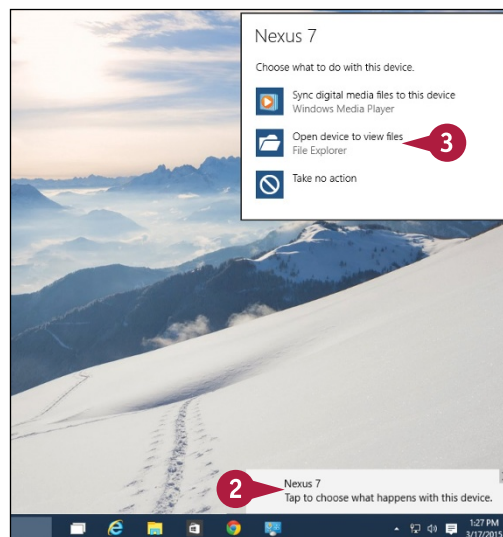
Note: If the device's screen is protected with a PIN or password, unlock the device to allow your computer to access it.

Windows displays a banner prompting you to tap to choose what happens with the device.

- 2 Click or tap the banner.

The AutoPlay dialog box opens.

- 3 Click or tap **Open device to view files**.



A File Explorer window or Windows Explorer window opens showing your device's contents.

- 4 Double-click your device's name.

- 5 Double-click **Internal storage**.

- 6 Click the appropriate folder. For example, if you want to copy music to your device, click **Music**.

The Windows Explorer window shows the contents of the folder you clicked on the device.

