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# Tech Time at HTPL

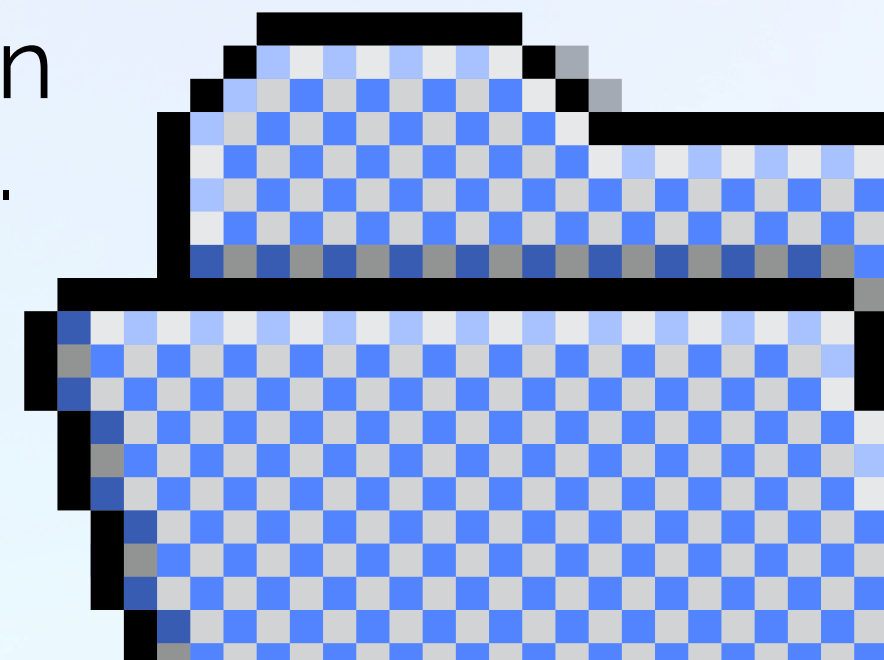
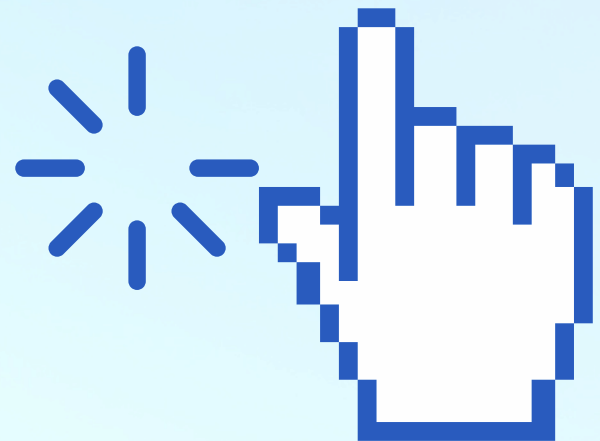
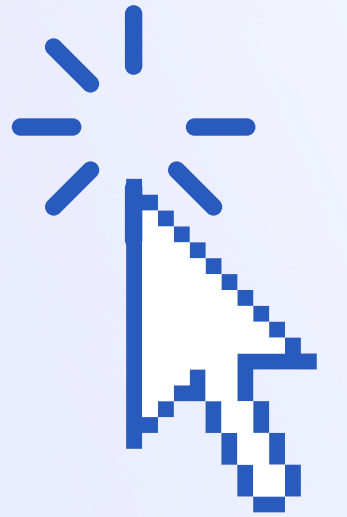
## Smartphone Basics



# What is a Smartphone?

A **smartphone** is a mobile phone that performs many functions like a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded applications or “apps.”

The two most common operating systems for smartphones are **Apple** and **Android**. These phones have similar features but different layouts, so photos shown in this presentation may not look exact on your specific device.



1. **Apps** are programs that are designed to run on your device. The **Google Play Store (Android)** or **App Store (Apple)** is where you find, download, and install apps.

2. **Phone:** The Phone app is used to make and receive phone calls. The Phone app has several features to help you manage incoming and outgoing phone calls, as well as voicemail.

3. **Settings:** Settings control everything about the way your phone works. You will use settings to connect to WiFi. You can open Settings by tapping the icon on your Home screen.

4. **Messages:** The Messages app is used to send instant messages to your contacts.

5. **Internet:** A Web browser will come built into the phone, or you can download one. You will use it to access websites on your device. This will look similar to the internet browser you use on a desktop or laptop computer.

6. **Home:** The Home button may wake your phone for certain models when it's gone into 'sleep mode'. This button will also bring you back to the Home screen on your smartphone.



# Navigating Your Phone



# Operating System (os)

All smartphones offer phone, text, internet, email, camera, maps, and other applications. There are two main operating systems for smartphones: **Android and Apple IOS** (iPhone Operating System).

Android operating system is used for many smartphones. **Popular brands include Samsung, Google Pixel, and Motorola.** Android gets regular maintenance updates. To check that you have the most up-to-date version, go to Settings > About Phone > Check for Updates.

Apple iPhone operating system (IOS) is used for **all iPhone versions.** IOS is frequently updated to address bugs or issues. You can check that you have the most up-to-date IOS by going to Settings (3) > General > Software Update.



# Wi-Fi vs Cellular Data



## Wi-Fi

Connects to a router

Works in a limited range around the router

Passes through a local access point



## Cellular Data

Relies on cell towers

Does not have limited range as long as you're near cell towers

Does not pass through local access point

# Wi-Fi vs Cellular Data

## How do I turn on cellular data?

### ON IPHONE

- 1 Open Settings
- 2 Tap Cellular (or Mobile Data)
- 3 Turn Cellular Data on

### ON ANDROID

- 1 Open Settings
- 2 Tap Network & Internet (or Connections)
- 3 Select Mobile Network (or Mobile Data)
- 4 Turn Mobile Data on



# Unlocking Your Phone

- All smartphones have a **lock screen** and **home screen**. The page you'll see when your phone is in an idle status is the lock screen. When your phone is unlocked and you can see the apps and other contents inside, you're viewing the home screen.
- To unlock your smartphone, you'll usually press a button on the side or top of the phone.
- Under your phone settings, you can set up a passcode to further protect your phone. You can also adjust how long you'd like your screen to remain active before your phone auto-locks.
- Different types of passcodes
  - Four or six digit numerical code
  - Custom alphanumeric code
  - Face ID
  - Pattern (a path you draw along a grid of dots)

# Locking and Turning Off Your Phone

- To lock your phone, simply press the same side or top button that unlocks the phone.
- You can also manually lock the phone through your settings.
- To turn off your phone:
  - iPhones: Hold down the lock button and one volume button on the side of the phone until you see the “slide to power off” display. Slide the bar over to power off your phone. To turn it back on, hold down the lock button until the Apple logo appears.
  - Androids: Similarly, press and hold the lock button until you see a “power off” display. Tap the “power off” symbol on the screen.
  - Some newer Androids like Samsung S24 require that you hold the volume down button and the lock button at the same time to initiate a power off display.



# Accessing Text Messages

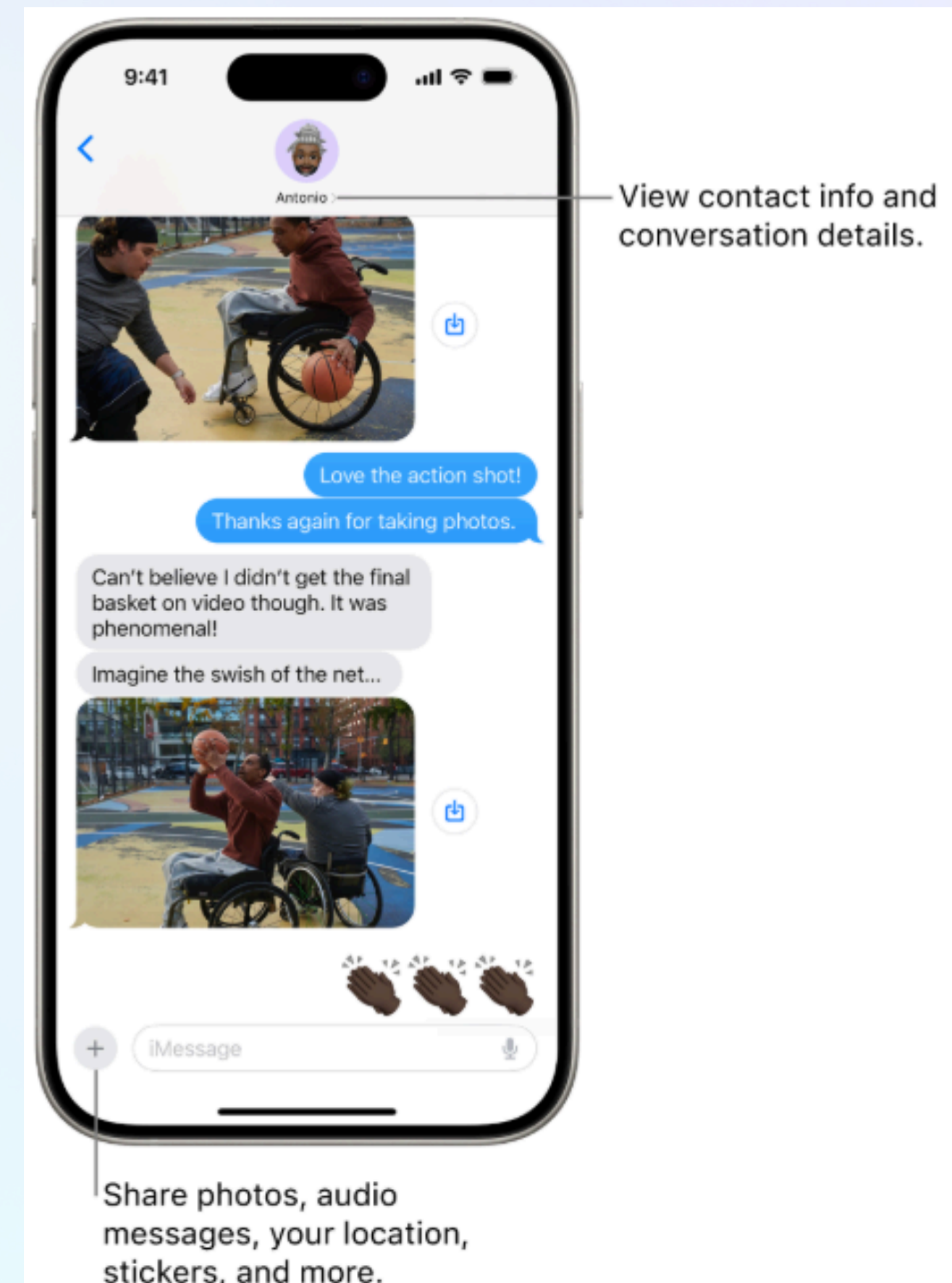
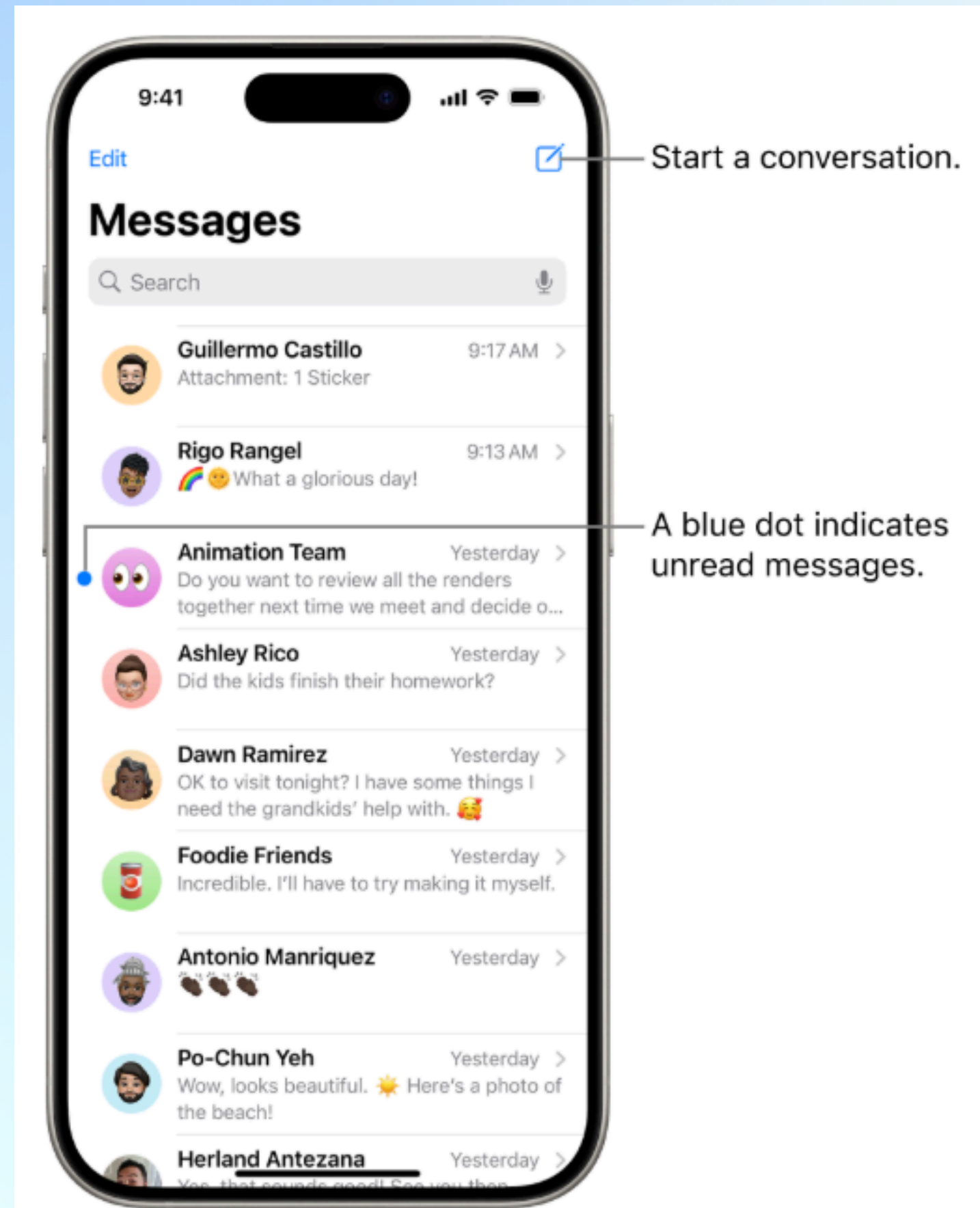


iPhone (iMessage)



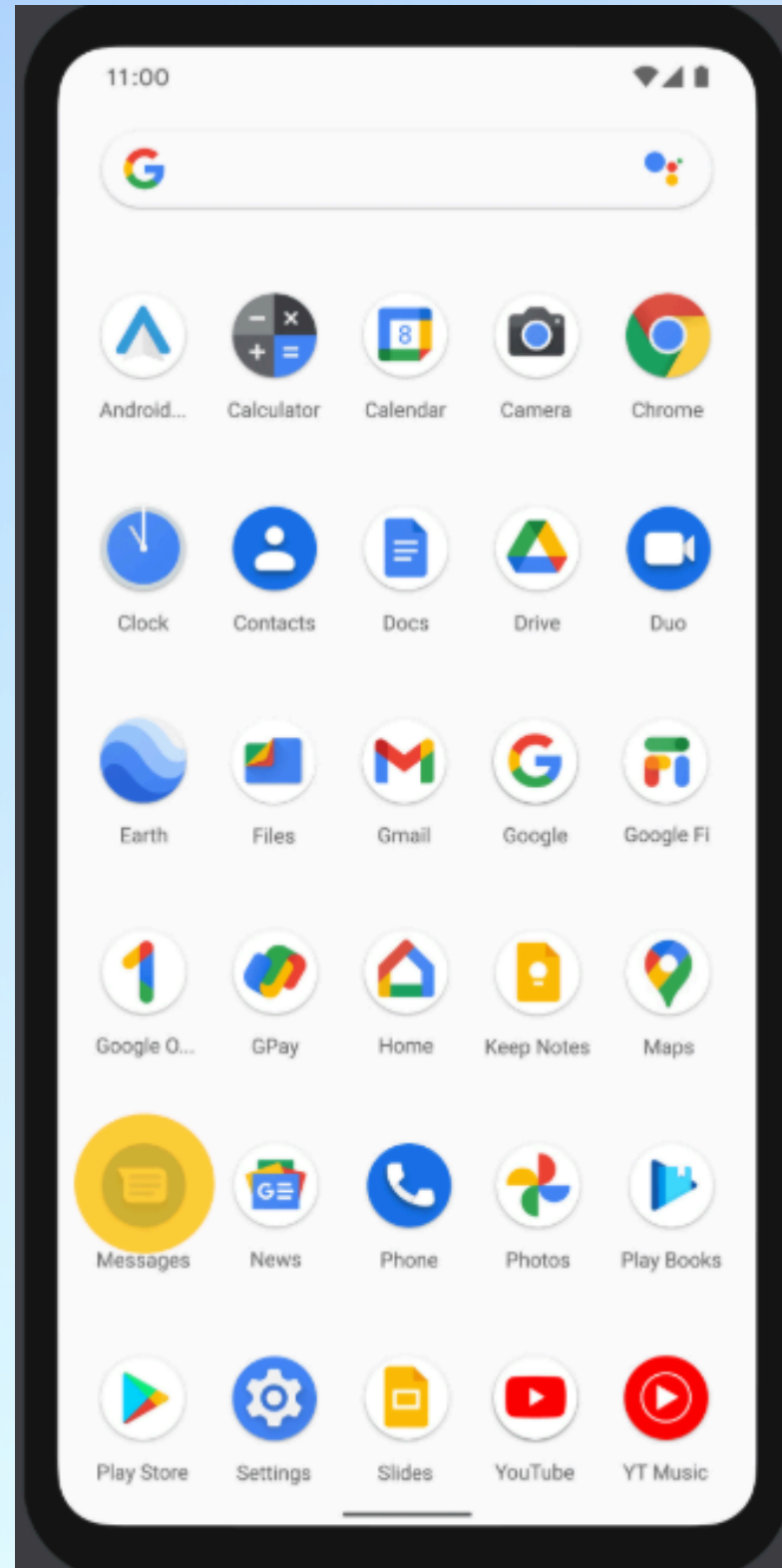
Possible Android message logos

# Sending Text Messages - Iphone

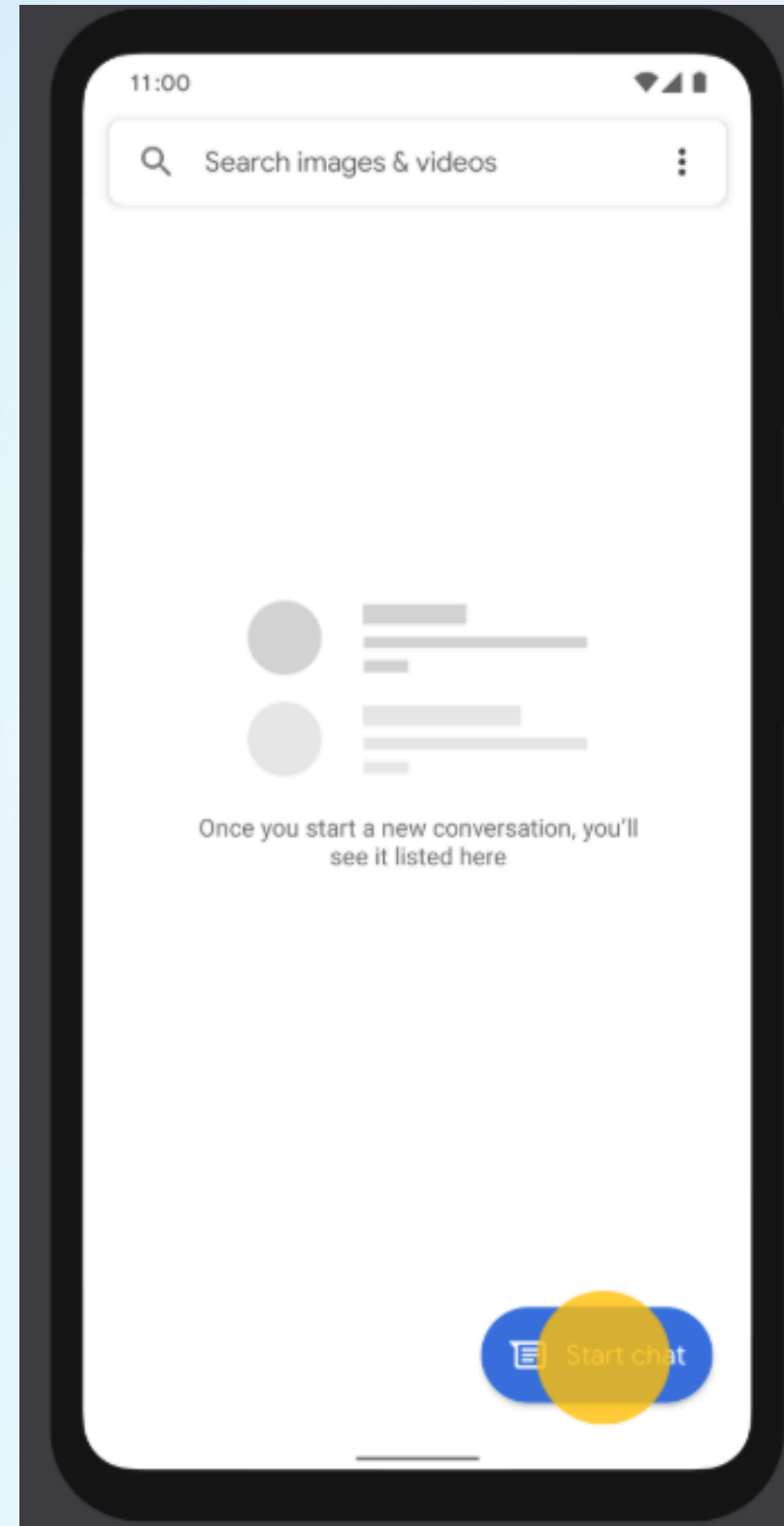




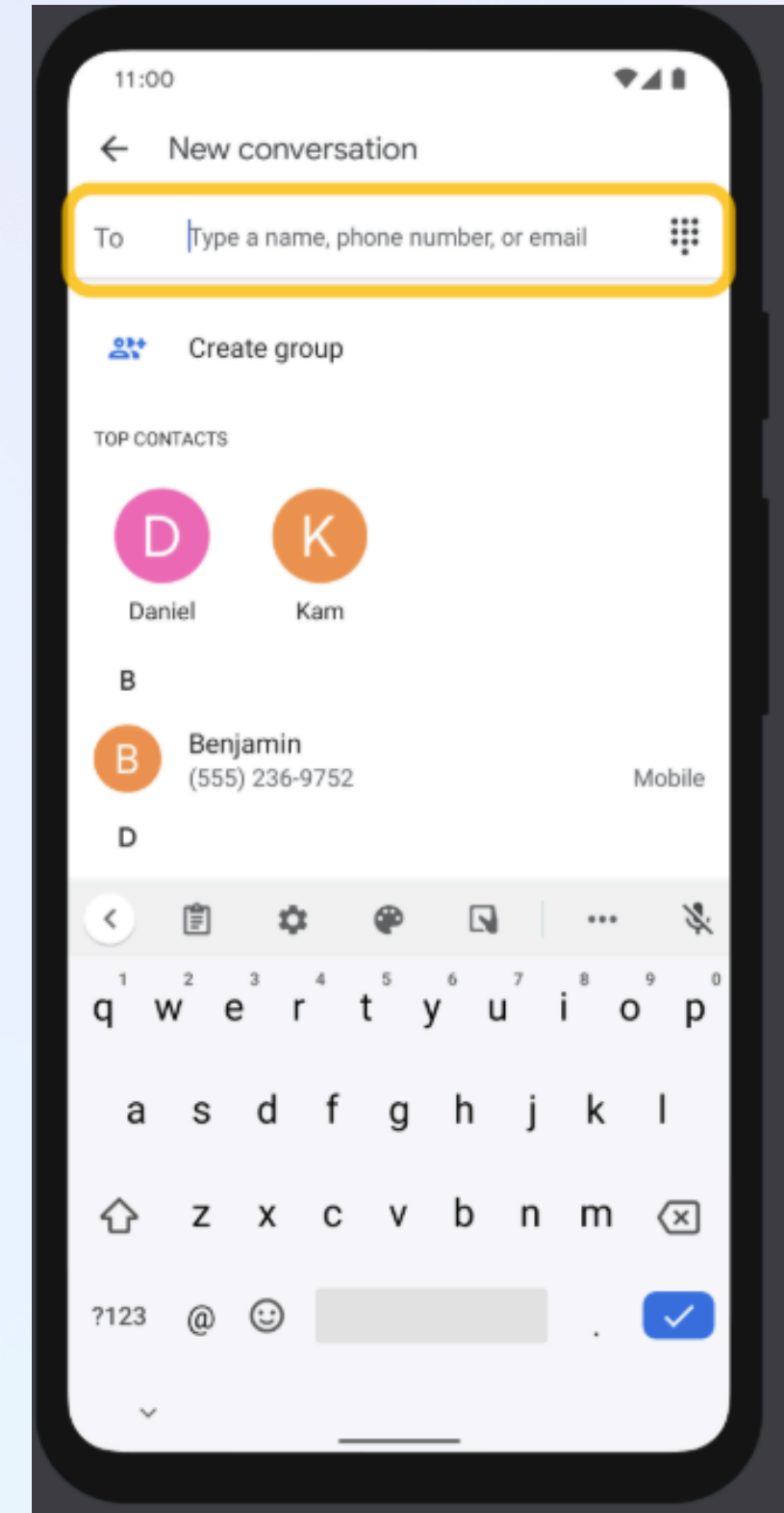
# Sending Text Messages - Android



Go to the Message App



Start a new message or  
select an existing message



Type a contact's name  
or a phone number

# Using 'Copy and Paste'

- **Select the text you would like to copy**
  - If you are reading a block of text in an online article, email, or document, press your finger down anywhere on the block of text (hold your finger down for 1-2 seconds).
  - You will see a highlighted word with two icons on either side of the word. These icons are teardrop-shaped on Android devices and circles on iPhones.
  - Pressing one of the icons and dragging it in either direction will allow you to adjust which text you have selected.
- **Once you have selected the text you want to copy, press "Copy" on the menu that appears just above your selected text**
- Open the location you want to paste the text into
- Paste the text
  - Press down with your finger on the area where you would typically type text. You should see a small menu appear with an option to "Paste."
  - Press "Paste" to paste your copied text into this area.



# Making a Phone Call



**iPhone**



**Android**

Tap the phone icon to make a phone call. You can:

- Call someone from your “Favorites” (see next slide)
- Select a contact, then tap their number to call them
- Select a number from the “Recents” tab to redial
- Manually dial a number from the keypad

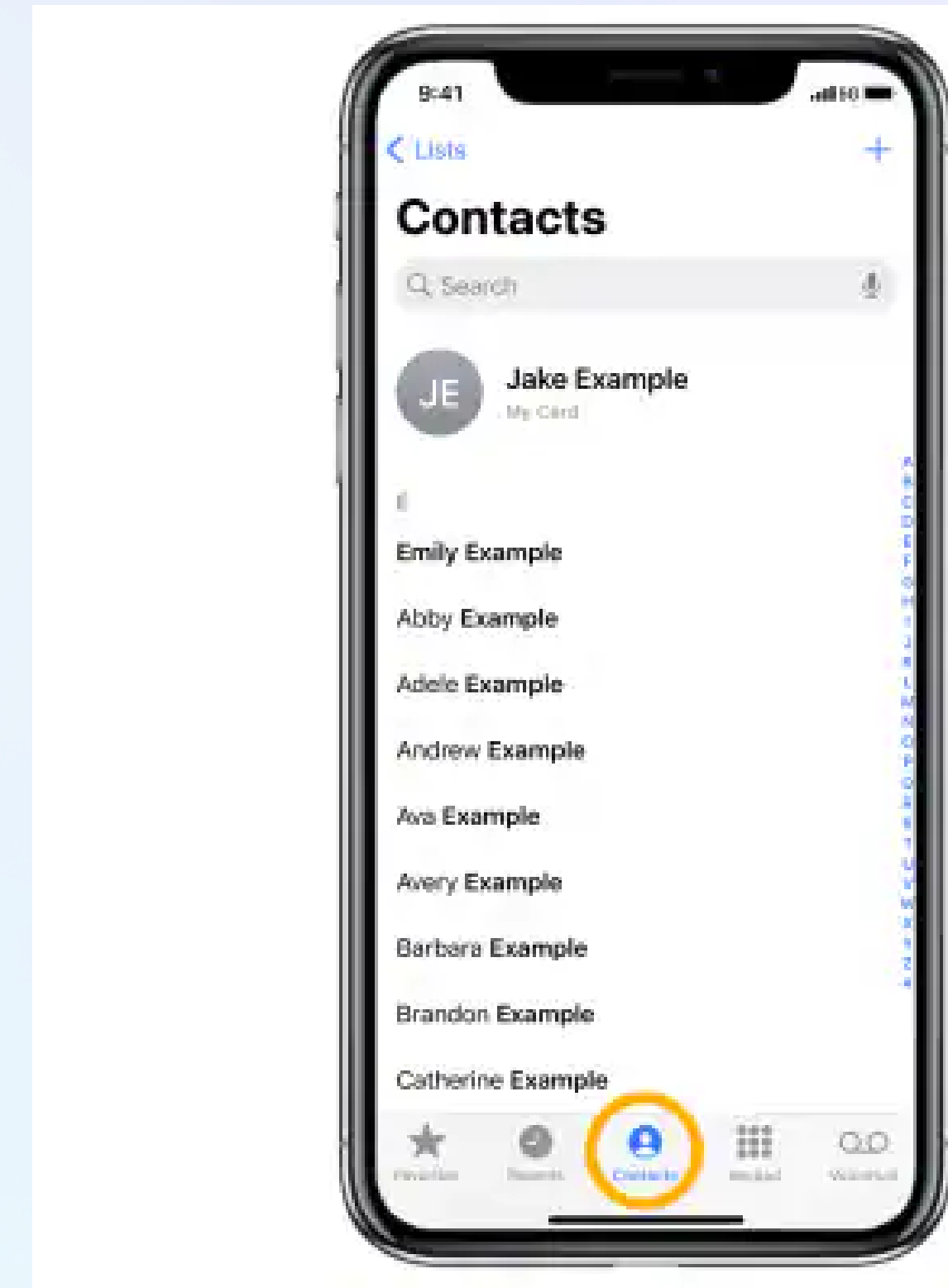
You can also navigate to your voicemail from the phone app.

# Accessing Your Contacts



On iPhone, the app symbol for your Contacts is located at left. You can also access your Contacts through the Phone app (pictured at right).

To create a new contact (either on the Contacts app or Phone app), select the plus sign at top right. Fill in the desired information for the contact, then press Done to save. The contact will then appear in your list (alphabetical by last name is the default).



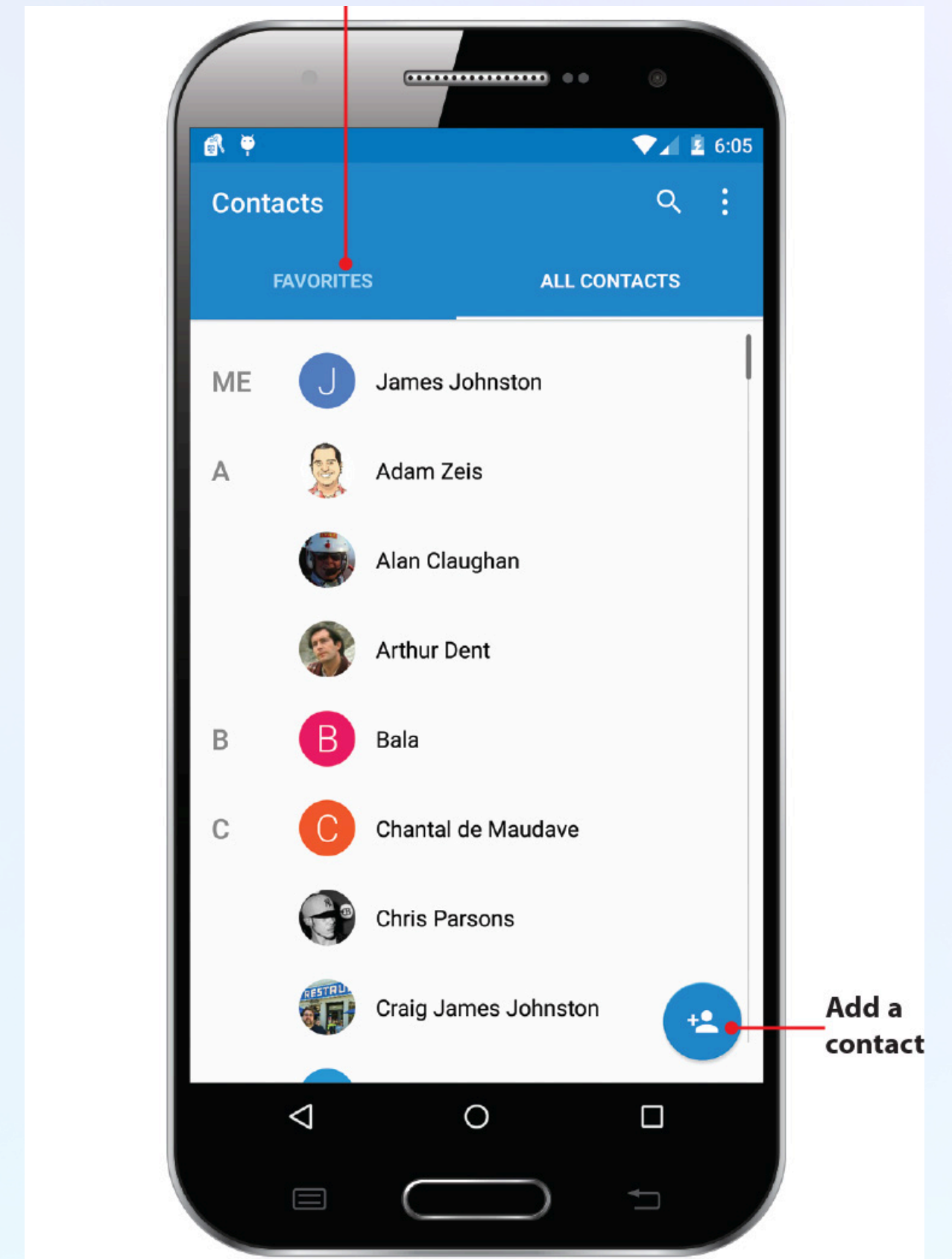


# Accessing Your Contacts



On Android devices, the Contacts logo varies. It may be a person icon, or a symbol that resembles an address book (see left).

To create a new contact on an Android device, typically you will navigate to your Phone app or Contacts app and select either a plus button or a symbol that looks like a person's outline (see right). Then, you will select add new contact, fill in the desired information, and hit save.



# Downloading, Sorting, and Deleting Apps - iPhone



## **To download an app:**

- Open the App Store (icon above)
- Browse or search for the desired app
- Click the price listed next to the app, or "Get" if it's an app that's free
- Complete the download by entering the prompt (Apple ID password or Face ID)
- The app will appear on your home screen.

## **To sort or delete your apps:**

- Hold down your app icons on the iPhone home screen until you see "edit home screen" (or, on older iOS models, until the apps shake)
- Select "edit home screen" if listed. The apps will begin to shake.
- To reorganize the order of your apps, simply drag them to the desired location.
- Tap the (-) icon next to the app that you wish to remove.
- Choose "delete app" to delete the app entirely from your device, or "remove from home screen" to remove the icon from your home screen. You will have to manually search for the app if you do this.



# Downloading, Sorting, and Deleting Apps - Android



## To download an app:

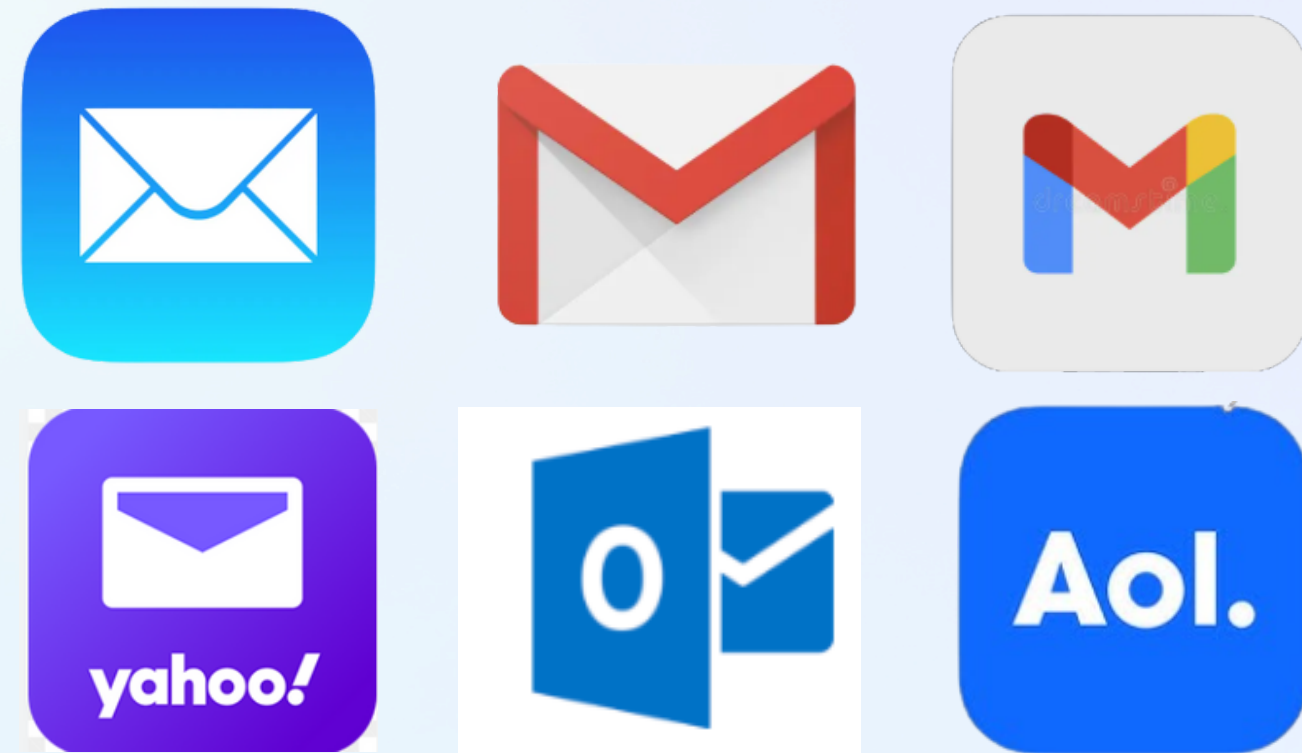
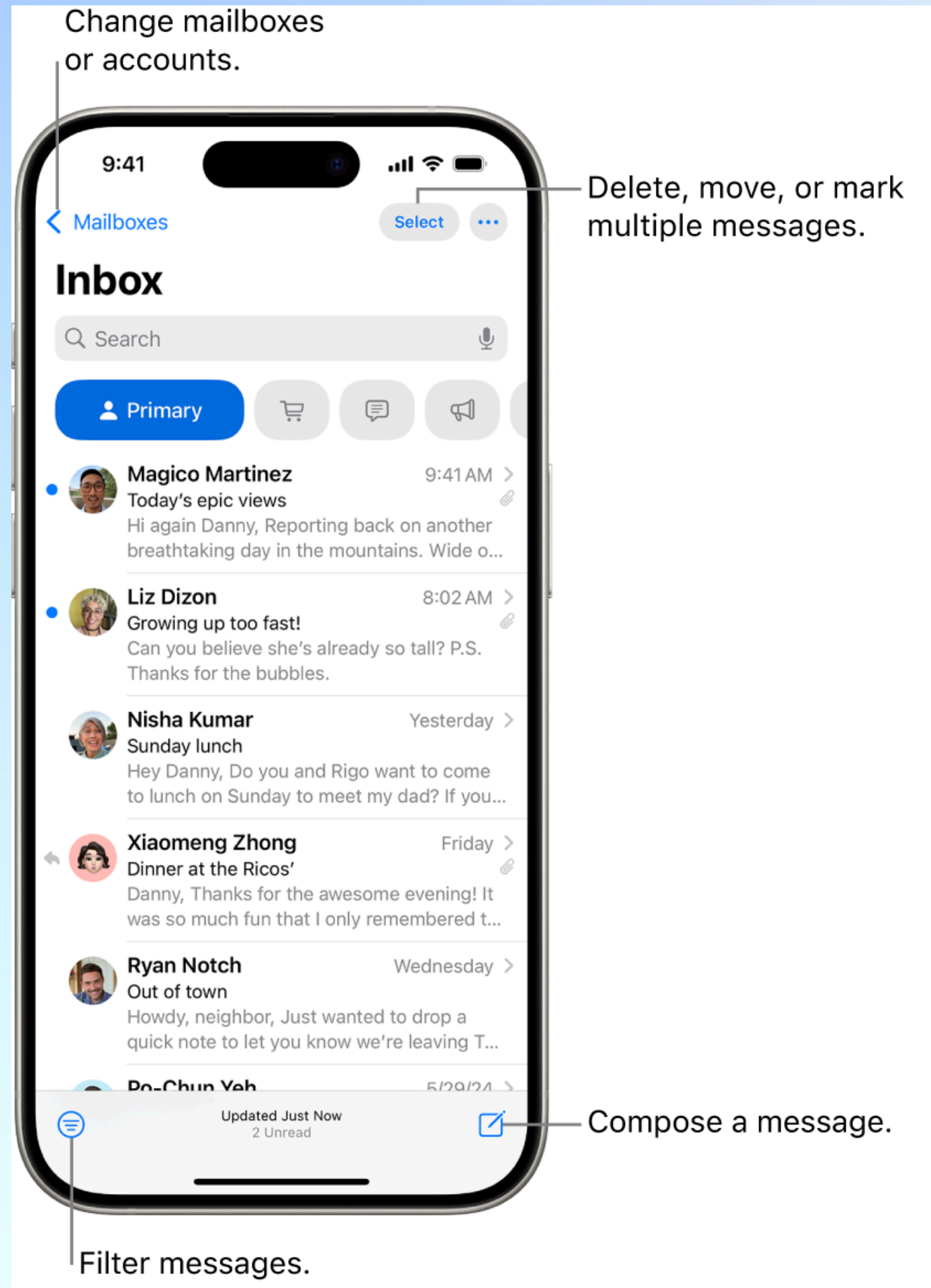
- Open the Google Play store (above)
- Browse or search for the desired app
- Select the "install" button to download the free app or complete the purchase options to purchase
- The app will appear on your home screen, or you can select "open" from the Google Play store to immediately open the app.

## To sort or delete your apps:

- Similar to iPhones, you can drag and drop apps to your desired location on the home screen. Simply hold down the app you'd like to relocate and drag to its desired position.
- If you drag an icon on top of another icon and let go, you will create a folder. Folders allow you to group multiple icons. You open a folder by tapping it; then you can tap on the desired app inside the folder.
- To delete an app, tap the app and hold your finger down until you see the "uninstall" option.

# Accessing Your Email

To add your email account to your smartphone, you can use your phone's pre-installed Mail app (such as the Apple "Mail" app pictured at left), or you can visit the app store and download your desired mail carrier (Yahoo, Microsoft, etc.)



<https://support.apple.com/guide/iphone/check-your-email-iph461684497/ios>

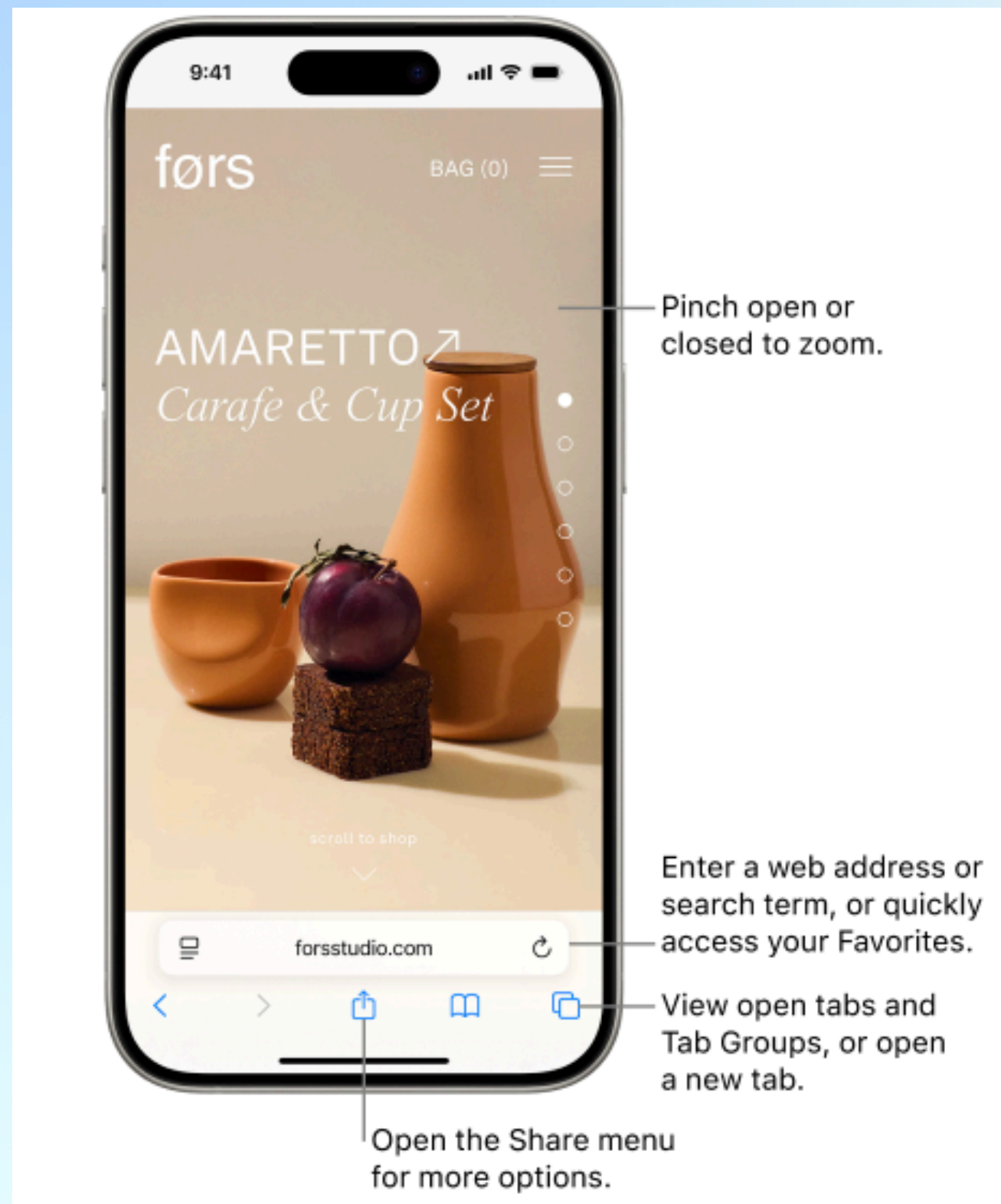


# Using the Internet



## On iPhone:

- Open the Safari app on your phone. You can download different browsers like Chrome, but Apple devices work best with Safari.
- Use the search bar to type in a website or search query. Hit enter to pull it up.
- To zoom in or out on a page, pinch your fingers in an “open” or “closed” motion.
- You can create bookmarks by using the book icon at the bottom of the screen.
- The share icon (pictured left) will open options on how to share the page with others (email, text, social media, etc.)
- The double rectangle icon = how to navigate between tabs or open a new tab





# Using the Internet



## On Android:




- Android devices use different browsers. It can be hard to give one specific example.
- Common browsers include Google Chrome (main option), Samsung Internet, Microsoft Edge, and Firefox.
- Google Chrome, the default Android browser, will usually have Google.com as the main interface. You can start here by typing in a search query or navigating to your desired website.
- Typically, there are icons near the bottom of the screen to share the page (dots with lines connected), or to bookmark/other options (three stacked dots).



# Using Your Camera - iPhone

## Open Camera

To open your iPhone camera, do any of the following:

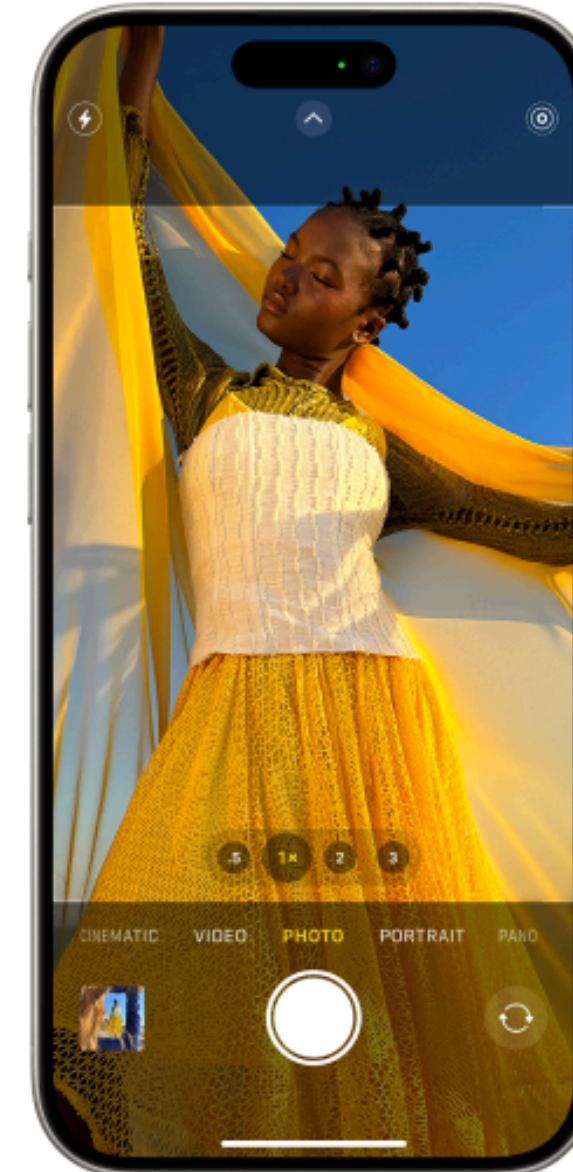
- Tap the Camera 📷 app on the iPhone Home Screen.
  - Swipe left on the iPhone Lock Screen.
  - Touch and hold  on the iPhone Lock Screen.
  - [Open Control Center](#), then tap .
-  **Siri:** Say something like: "Open Camera." [Learn how to use Siri.](#)

You can switch between camera modes at the bottom of your screen (video, photo, portrait, etc.)  
To zoom, you can pinch in or out on the screen.

For more smartphone camera help, view our old presentation at [htlibrary.org](http://htlibrary.org) → Adults → Tech Time.

## Take a photo

1. Open Camera 📷 on your iPhone.
2. Tap the Shutter button or press either volume button.





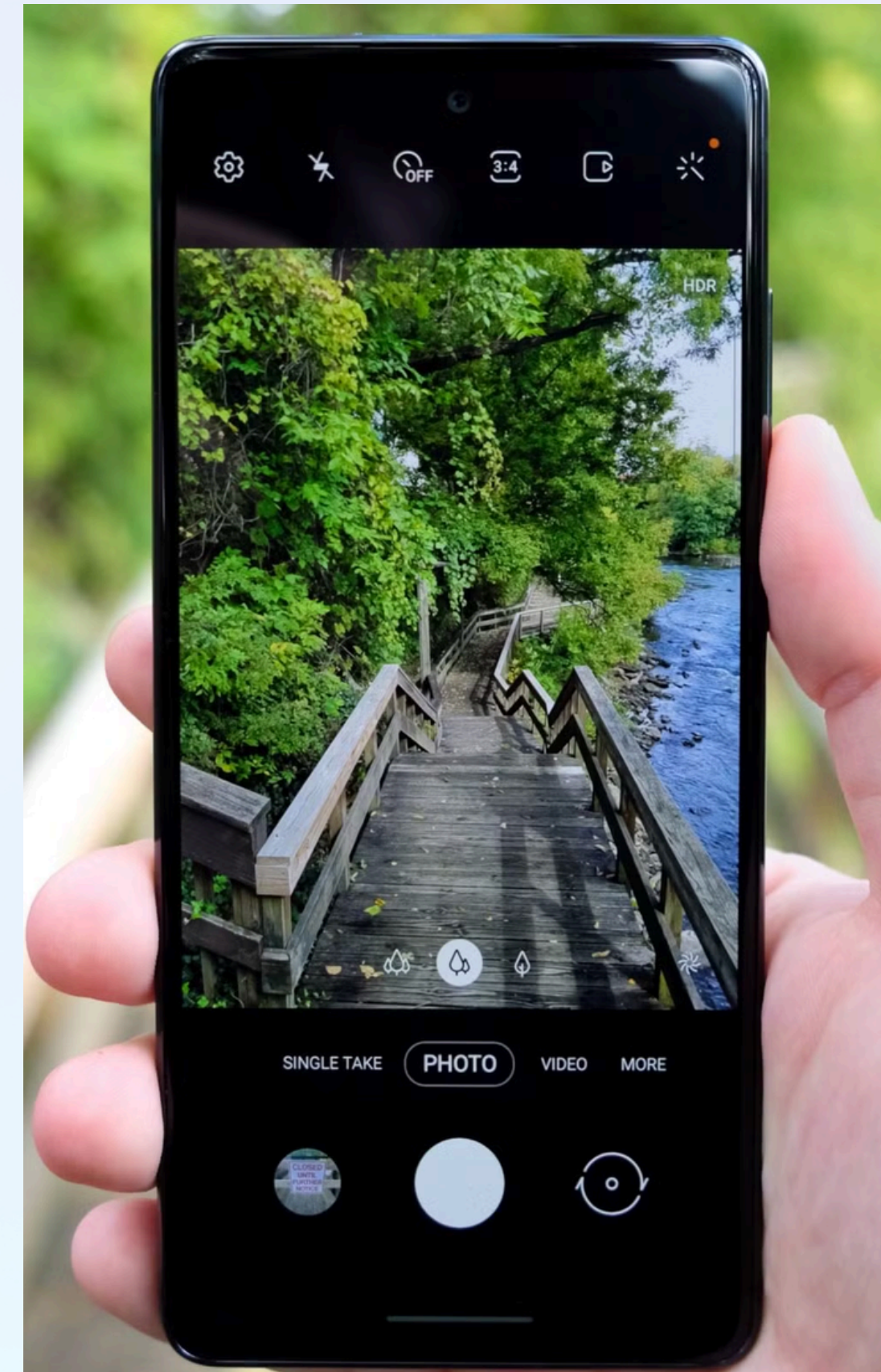
# Using Your Camera - Android

## To open the camera:

- Swipe up on the lock screen
- Navigate to the camera icon and click on the app to open

## To take a photo:

- Press the capture button
- To navigate between modes (video, portrait, etc.) there is typically a horizontal list beneath or above the shutter
- To switch between the front and back camera, there is typically a revolving arrow icon near the bottom of the screen



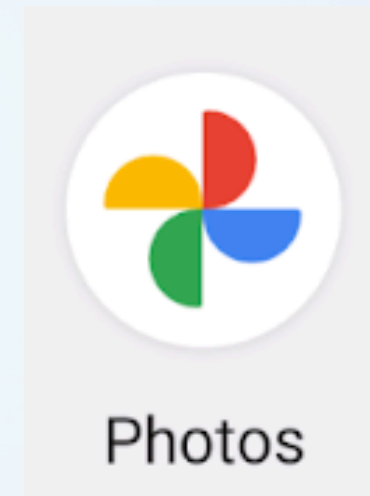


# Accessing Your Photos

Typically, once on the camera app, all phones have a shortcut to your photo album located at the bottom left or right of the screen. Usually you'll see a mini version of the last photo you took. Clicking this will lead you to your photo album.



iPhone Photos  
app icon



Google Photos  
app icon

Or, you can navigate to your full photo gallery by clicking the icons above. Within the Photos app, you can create albums, folders, and share photos from within the app. Typically, there will be a menu icon (3 dots) or a plus sign (+) to create an album or folder. Follow the prompts on screen to add photos to the album/folder.

## COMMON SYMBOLS:

**Garbage can** = delete

**Edit** = edit, add filters, crop, etc.

**A heart, star, or favorites button** = adds to special album



**These icons mean "share."**

Clicking them will allow you to text or post photos directly from your album.



# Changing Your Wallpaper

## On iPhone:

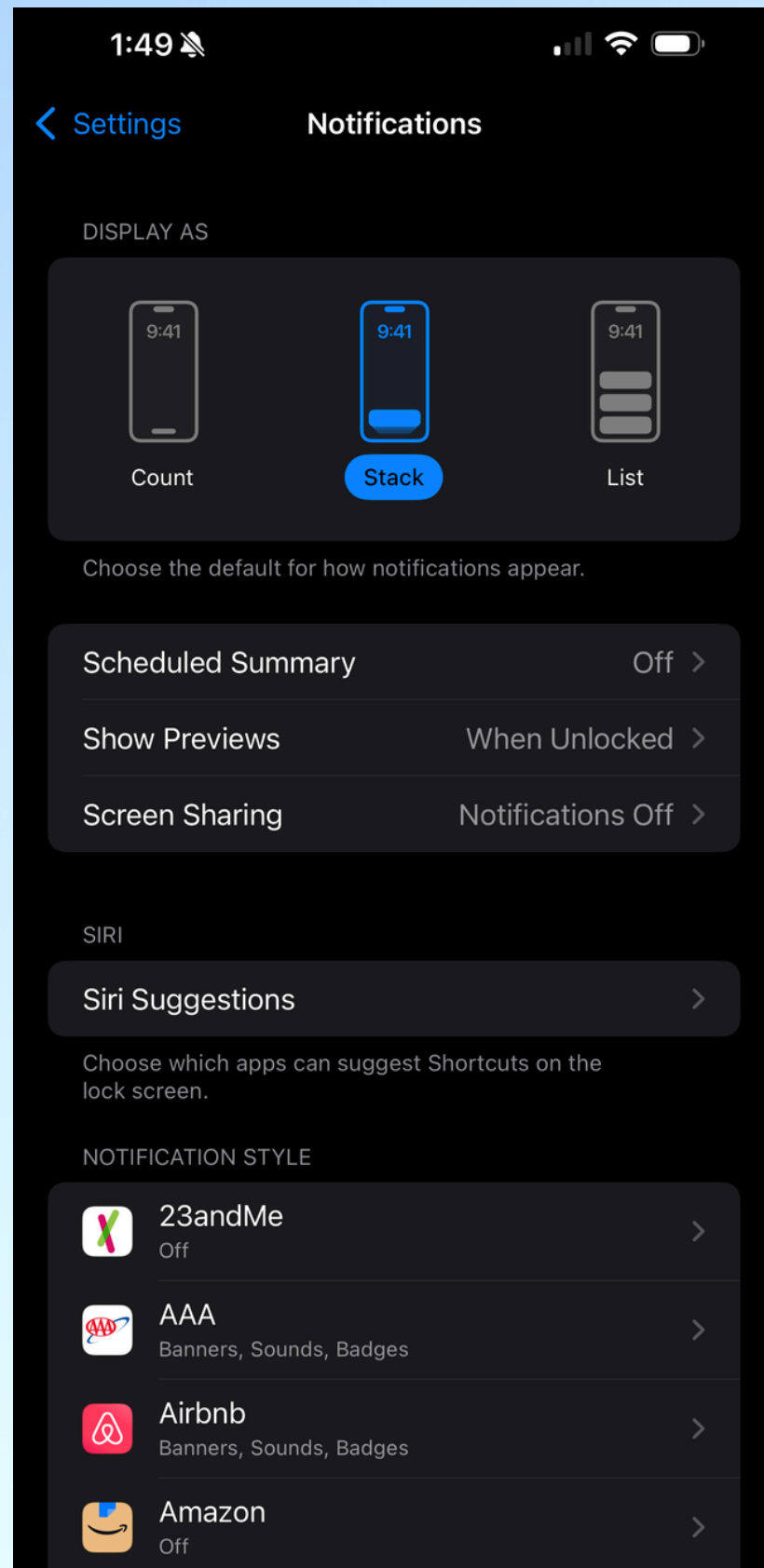
- Navigate to Settings
- Select “wallpaper,” then “add new wallpaper”
- Select a wallpaper from your photo gallery, the default wallpaper options, or take one
- Tap add to finish
- Choose whether you’d like to set the wallpaper as your home screen or lock screen

## On Android:

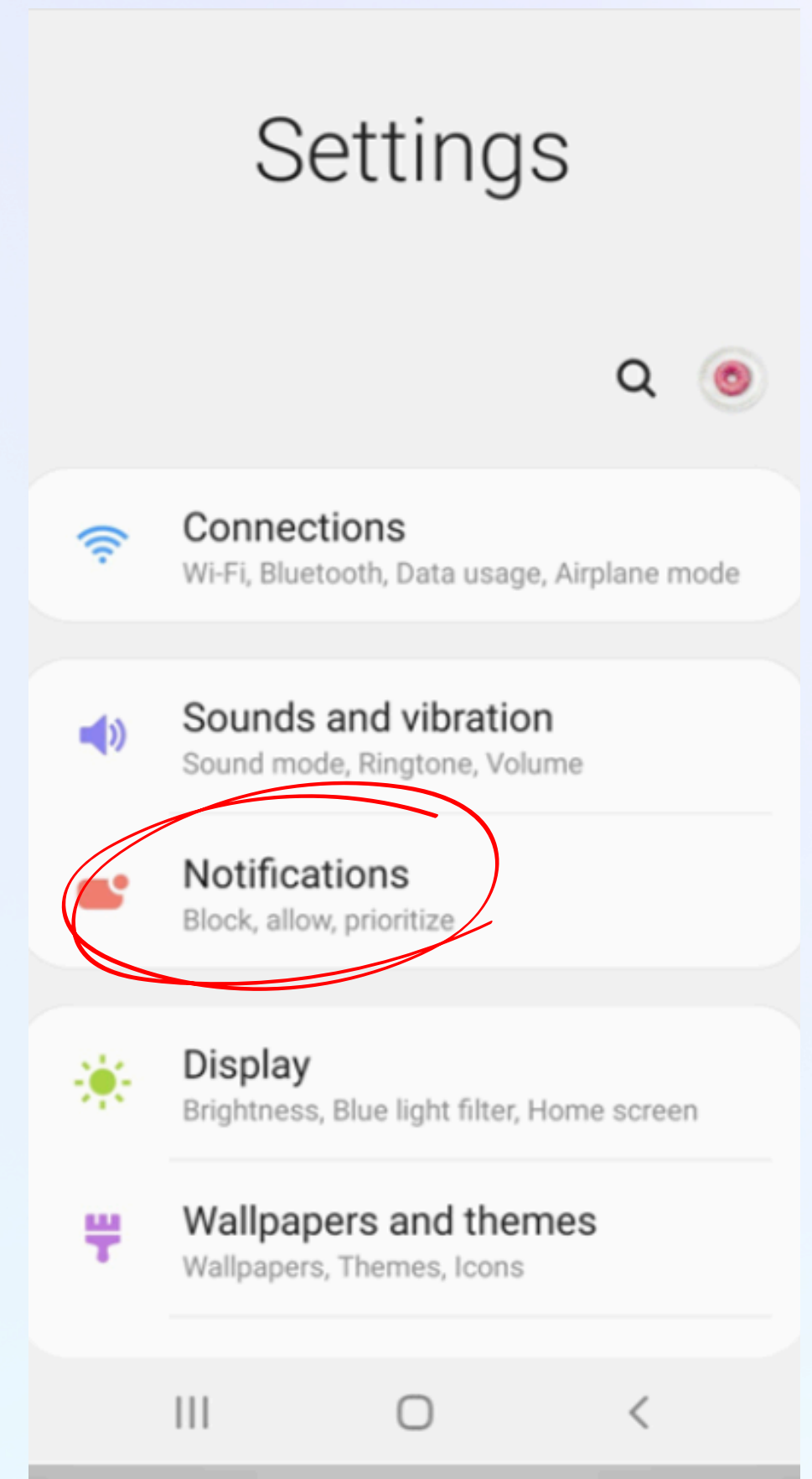
- On your home screen, on certain Android phones, tap and hold an empty space, then select “wallpapers.”
- Choose an image from your photo gallery, default options, or take a new picture
- Tap “set wallpaper,” then select whether you’d like to set it as your home screen or lock screen
- On most Android models, you can also change the wallpaper via Settings



# Changing Your Notifications



To edit notifications on your iPhone, go to Settings > Notifications

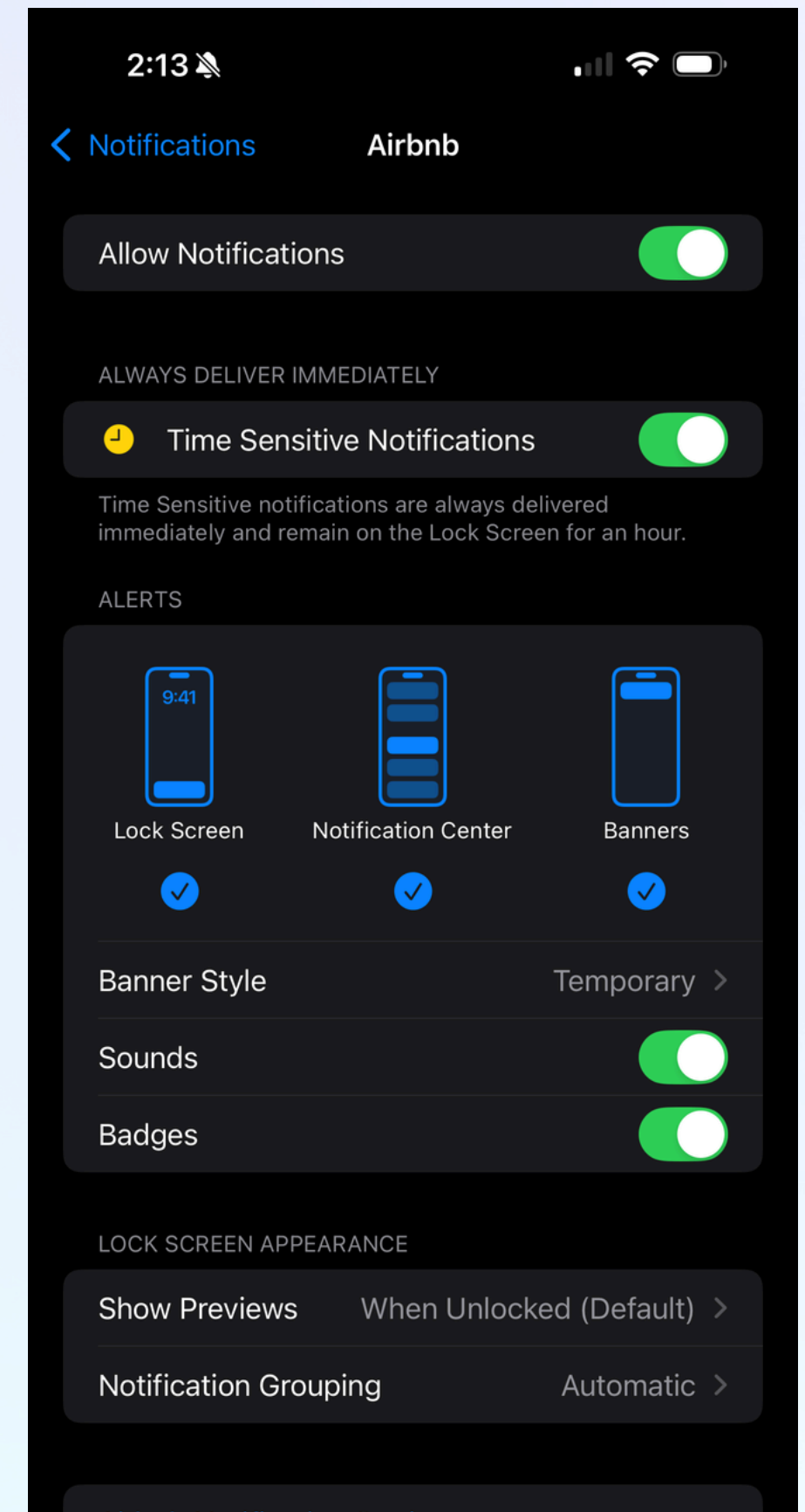
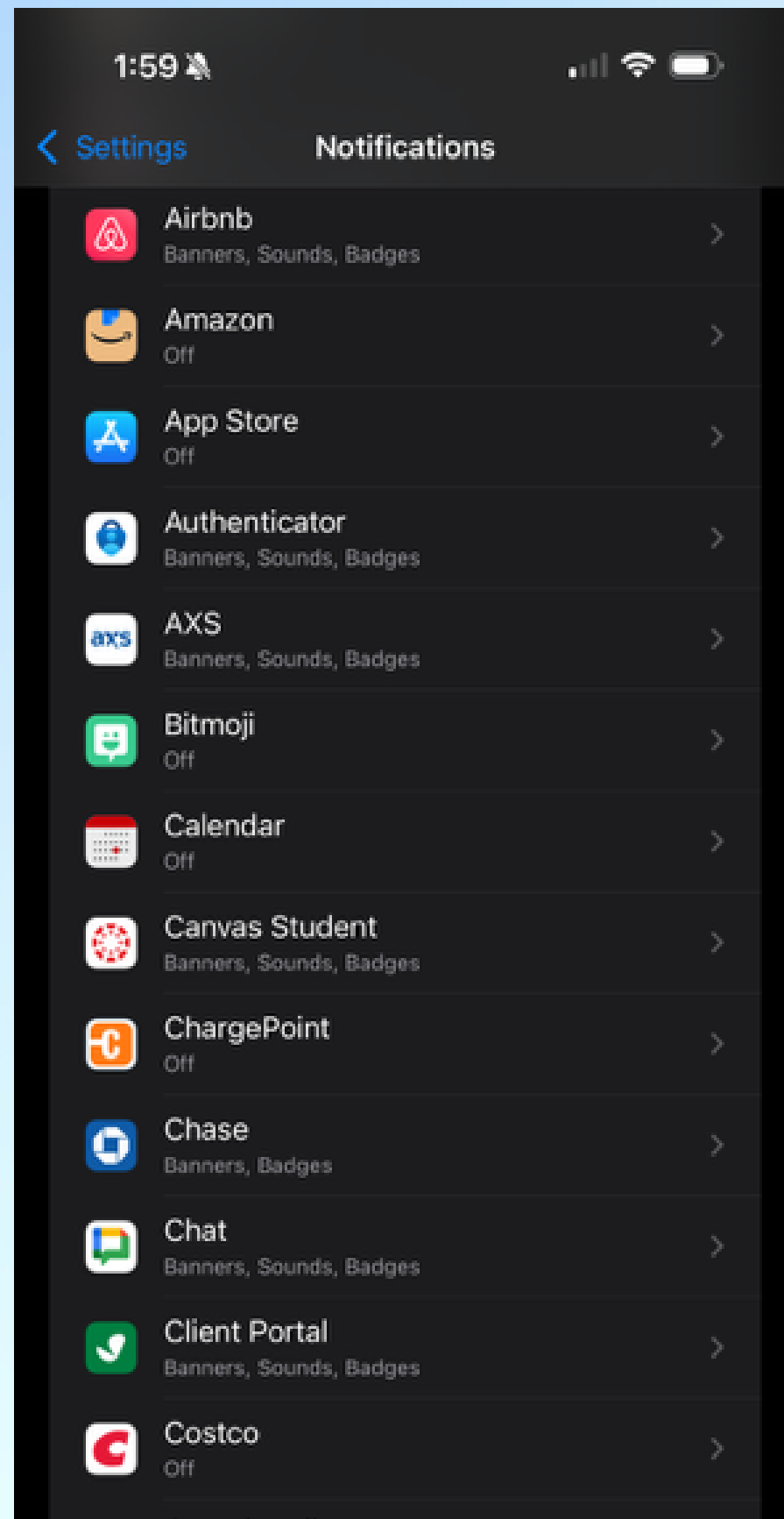


To edit notifications on your Android, go to Settings > Notifications

# Notifications for Individual Apps

Under the notification settings in your iPhone or Android, there will be a list of apps that are on your phone.

Select the app that you would like to edit.





# Customizing Your Settings

## **Common settings to adjust:**

- General: view storage and data, add keyboards, language options
- Sounds: volume of ringer, vibration pattern, etc.
- Display: brightness level, light or dark mode, auto-lock settings
- Accessibility: adjust text size, voice assistant, add hearing devices

Individual app settings may be listed under your “Settings” app. Clicking on these will allow you to adjust notifications for that specific app, and sometimes other options (ie: location services, access to photos, etc.)

# Information About Storage

## **Check storage on your iPhone**

- Go to Settings > General > iPhone Storage.
- The available storage is shown at the top of the screen.

<https://support.apple.com/guide/iphone/manage-storage-on-iphone-iph47c931112/ios>

## **Checking Cloud Storage on Android**

- For Google Drive, open the app and tap the ≡ symbol, then Storage.
- For OneDrive, open the app, and tap your profile picture to see your storage listed at the bottom of the menu.
- For Dropbox, tap your profile picture and view your storage space in the "Your Storage" box.

## **Checking Android storage**

- Open your phone's Settings, find and tap "Storage" or "Battery and Device Care" (on Samsung phones) and then "Storage"



# Other Useful Apps

- **Clock** - most smartphones have some sort of clock app that allows you to set timers, alarms, etc.
- **Wallet** - saves tickets and lets you link payment methods
- **Health** - all iPhones and some Androids have health-focused apps that will count your steps, track your sleep habits, etc.
- **Calendar** - save dates, set reminders
- **Maps** - your own GPS
- **Find My Device** - will show last known location of your phone should it go missing
- **Notes** - essentially a space for, you guessed it, taking notes

# BONUS: Library Apps

- **Libby:** Use your library card to access eBooks, eAudiobooks, and magazines
- **Hoopla:** Use your library card to access eBooks, eAudiobooks, movies, TV shows, music, and more

Past Tech Time presentations involving Libby and Hoopla are on our website: [htlibrary.org](http://htlibrary.org)

Click the “Adults” tab, then select “Tech Time.”

We will bring back our Libby and Hoopla full presentation in 2026.



# Free Online Tutorials

## DigitalLearn.org

### Mobile Devices

#### Using a Mobile Device (Android)

Learn basic information about mobile devices and Android phones.

🕒 36 mins

This module was made possible by AT&T

#### Using a Mobile Device (iOS)

Learn basic information about mobile devices and iOS phones.

🕒 36 mins

This module was made possible by AT&T

# Resources

## **Smartphone Basics guide:**

<https://greensmartphones.com/blog/smartphone-basics>

**Organizing your homescreen:** <https://www.oppl.org/news-events/digital-learning/tech-tips-how-to-use-organize-your-smartphone-home-screen/>

## **Books you can check out at HTPL:**

000s section → Computer/Tech help books

004 B → *iPhones For Dummies*

004 C → *Android Smartphones For Seniors*

004 M → *My iPhone For Seniors*

***Don't forget:*** You can use MEL.org to order materials from other Michigan libraries!