GetSmarter

Maximise your Smartphone use

A guide to maximizing your smartphone use

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An Introduction to Smartphones

Overview

Not too long ago, mobile phones were just about making calls and sending messages. Today, with the advancement in technology, your mobile can do so much more. The wide range of new touch screen smartphones allow you to access the Internet, use social media, get live news updates, play music and video…the list is endless.

What you will need to be able to fully participate in these sessions

An internet-connected smartphone; either your own or supplied by the sponsors of **GetSmarter**. You may need to share a smartphone with other participants in the sessions.

- An existing Apple account (or Apple ID), for downloading Apps to an IOS operated smartphone.
- An existing Google account (or Google ID), for downloading Apps to an Android smartphone.

What you will learn

In this session, you will learn how to work your way around a smartphone using a touch screen. You will learn how to switch the phone on and off, add and look up an existing contact, create new contacts, download Apps, how to use WhatsApp for messaging and much more!

You will also learn about Apps, what they are, how to download them, and the costs, if any, associated with them.

What is a smartphone?

In the past, mobile phones were used mostly to make or receive calls and messages. They had basic functionality, including a number pad, a digital phone book and a pick-up/hang-up button and not much else. However, over the years, technology became smarter, hence, the introduction of the smartphone. These phones offer so much more. Apart from the traditional mobile phone functionality, they allow you to connect to the Internet and all the applications that come with it. You can send emails, play games, browse social networking sites, and so much more. They are similar to a tablet or a computer, but easily fit in your pocket.

Nearly all smartphones use touch screen controls. Instead of having hardware buttons like before, the front side of the phone is taken up mostly by a touch screen that you control using taps and gestures. There aren't even any number buttons; when you want to make a call, a number pad will pop up on the touch screen. Becoming familiar with a smartphone can take a little bit of practice. But when you do become familiar with it, you will find that a smartphone can deliver more than you ever thought possible on a mobile phone.

Here are some features of a smartphone that a traditional mobile phone would not have:

- Able to access the Internet
- Take photos, and upload them to the Web
- Navigate using a GPS
- Play music and videos
- Manage your contacts and appointments
- Send emails
- Play games
- Run new applications and games downloaded from the Internet.

Data plans

To maximise the use of your smartphone, you need a mobile plan that includes a data package.

This is not strictly a necessity – you can still make and receive calls and send messages with your smartphone without a data plan – but you will not be able to access the Internet, download new Apps and send emails without it, unless you are connected to a WiFi spot. This will be explained in more detail, later on.

Many plans, both **pre-paid** (top-up plans) and **post-paid** (contracts), now include a data package. The data component will be limited to a set amount of downloads (listed in megabytes/MB or gigabytes/GB).

It is important to note that on most mobile data plans, you will be charged extra if you exceed your limit. You can check your usage levels regularly.

A **post-paid** plan involves paying a fixed fee for your calls and data, and typically means signing a one or two year contract.

A **pre-paid** plan is a top-up plan where you pay for usage as you use it or pay upfront for a packet of services. You will not enter a specific contract with these plans.

Different smartphone models

There are many different models of smartphones manufactured by major leading brands such as Apple, Samsung, LG, HTC, Nokia, Sony and many more.

There are quite a few common features in smartphones, and if you master one you should be able to move onto others with relative ease. The reason a lot of phones have common features is that they all use the same operating systems. An operating system works very much the same way it does on a computer: it's the underlying software that runs everything else. Just as you have Windows on a PC, you have an operating system on a smartphone.

There are two major operating systems on smartphones:

1. Google Android – is the most popular operating system on smartphones, and there are hundreds of models from dozens of manufacturers that use it.
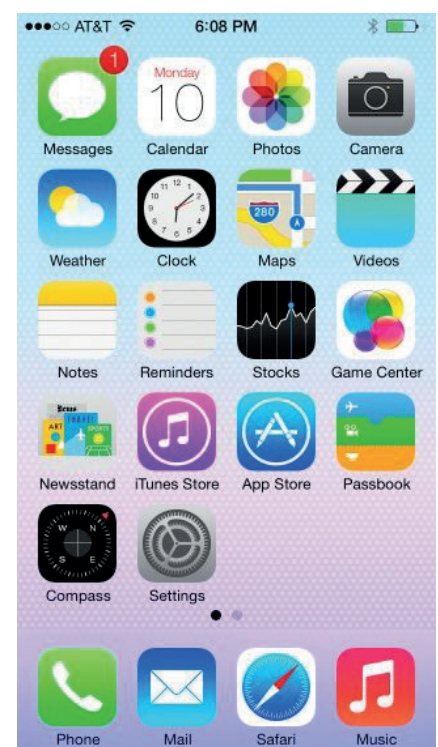
Most Android phones are customised by their manufacturer. To give an example, a phone from Samsung would not be exactly the same as a phone manufactured by Nokia.

2. Apple Operating System – comes on the Apple iPhone, and is the same system that is used on all Apple products such as Apple iPad.

Android OS Interface Example
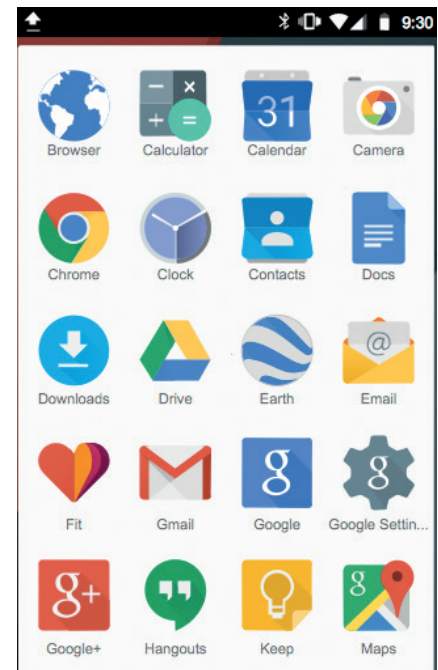
Apple iOS Interface Example

How touch screens work

With the exception of a few hardware buttons (which are typically used for turning on and off the phone, volume controls, returning to the Home screen and perhaps taking photos), most of the operations on your smartphone are managed with a touch screen.

For example, to start an application, you would need to tap on its corresponding icon. To dial a number, you would need to use an onscreen keypad, tapping on numbers on the screen to dial them. If you are looking at your list of SMS messages, to view one in full would just need to tap on the one you want. Phones also use what are called gestures. These are special motions that have different effects. The simplest gesture is the tap, where you just touch a part of the screen.

Using gestures

Although there are a variety of gestures that smartphones recognise, the following are the most popular six gestures:

1. Tap

a. This is simply a quick touch of the screen.

b. It is used to launch Apps, select items, select web links and so on.

c. It is the equivalent of a left-click on the mouse attached to your PC or the left-click on a laptop pad.

x1

Image no 1

2. Double tap

a. This gesture involves simply tapping on the screen twice in quick succession.

b. It most often serves a similar function as pinch-to zoom: in your web browser, double tap on a part of the page you want to zoom in on (which makes it easier to touch hyperlinks); double tap again to zoom out.

x2

3. Tap and hold (and drag)

a. Touch a part of the screen, and keep your finger in contact with the screen.

b. The effect of this varies, depending on the application.

c. On your Home screen, it can be used to move icons and widgets around. Tap and hold so that the icon appears to 'detach', then drag it to where you want it. It might be used for similar drag and drop operations in other applications.

x1

Tap and Hold

Drag while Holding

4. Scroll

a. Simply touch a part of the screen that does not have a button or link that would be triggered by a tap. Keep your finger in contact with the screen and move it up or down, left or right.

b. This is most commonly used for scrolling. If you visit a web page that is too long to see on the screen you can touch any part of the page that is not a link near the bottom of the screen, then push your finger up the screen, as if you were pushing the web page up to reveal the rest of it. This will cause the web page to scroll. Similarly, if you're looking at your contacts list (and it takes up more than a page), you can scroll up or down the list in the same way.
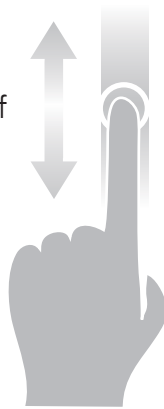
5. Swipe

a. This is a quick sweep across the screen. It can be in whatever direction is needed.

b. It's most commonly used when flipping between images. The swipe is like moving the current page or image aside to reveal to the next page or image.
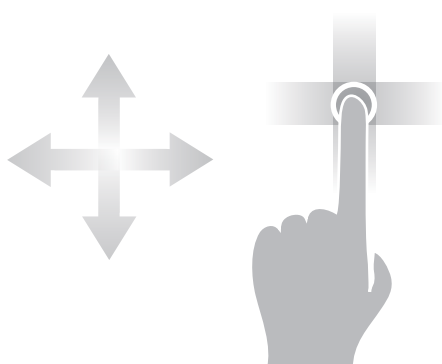
c. In an imaging program for example, swipe right to left to move to the next image.

d. Swipe is also used on your smartphone's home page: If you have a lot of Apps installed (too many to fit on one screen), you can have several home pages. You can swipe left or right to switch between them.
Swipe can also be used for fast scrolling – you can swipe a page up or down. The velocity of the swipe actually determines how far it scrolls.

6. Pinch–to–zoom

a. This gesture actually requires more than one finger. Place two fingers (usually the thumb and forefinger, but it does not really matter) around a part of the screen you want to enlarge or zoom out of. Then move the two fingers apart to zoom in (enlarge that part of the screen), or pinch them closer together to zoom out.

b. You can think of it like squeezing or expanding the screen.

c. It's often used in web browsers, allowing you to zoom in on part of the page that might not be clear (or might have a link that is difficult to tap onto). It is also used in image programs to zoom in and out of a photo.

zoom in   zoom out
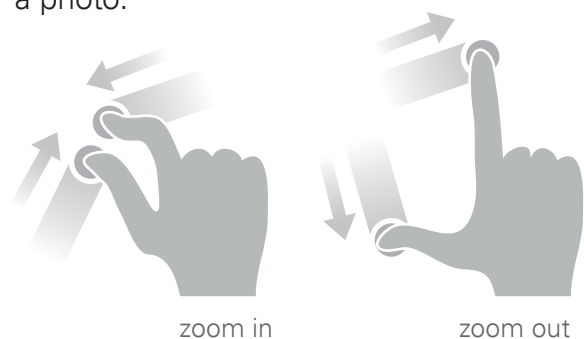
NOTE: Nearly all touchscreen phones need only the slightest touch to work – they will register even the lightest contact. A slight touch is the same as a heavy one – if something is not working, pressing harder will not change anything!

Adding a contact

Adding contacts to your phone is a great function of any mobile phone. This allows all your contacts to be organised in one place.

Image no 2

1. On your smartphone's home screen, tap the contacts button, which looks similar to one of the images as shown - The contacts list will appear.

2. To add a new contact, tap on the '**Add Contact**' button (sometimes just a **+** button). – The **Add Contact** page will appear. There will be fields that you can fill in. To fill out a field, tap on the field box.

The onscreen keyboard will popup, allowing you to tap in the details. You'll see that the keyboard only displays letters and possibly a limited selection of punctuation marks. If you want to type in numbers you need to press the **123** button. That switches the keyboard to numbers. (Tapping the **ABC** button switches back to letters).
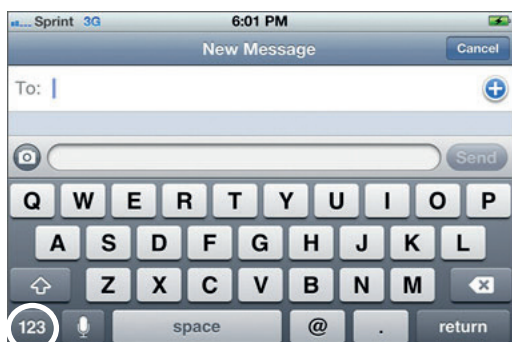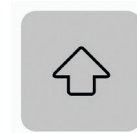
Image no 3

If you want to type upper case letters, tap on the **Shift** key, which is the arrow pointing upward. This has the same function as the Shift key on a PC keyboard.

The keyboard will appear in any situation where you need to type letters on your phone. It will appear, for example, if you open up the web browser and need to type in a web address.

It is also used for texting and emailing.

It may seem impossibly hard right now to target letters – but it gets easier with practice.

For now, you only need to give the person a name and a phone number, but you can add a street address, an email address and photo if you like (the photo can be taken instantly, or you can use a photo that is already on your phone).

When you are done, tap on the **Save** button. The person will now be listed in the Contacts list.

Making a call

Tap on the '**Call**' button which probably looks something like this:

This takes you to the phone menu on your smartphone.

1. Touch the keypad button - A number set will appear onscreen.
2. Tap in the number you want to call - You enter numbers just by touching them on the screen.
3. Once you have entered the number, tap the green **Call** button (which usually looks like a green phone handset). The keypad will disappear and the call will go through.

If you need to enter more numbers during your call, (for example, if you enter a menu system that provides commands such as 'Press 1' for other services), you then need to press the Keypad button again to bring up the keypad.

Most phones have other active call functions, like muting your own voice, setting it to speaker (which allows you to talk on the phone and listen without needing to hold the handset to your ear), or putting the other party on hold. Just tap on the appropriate onscreen button.

When you want to end the call, just tap on the red **End Call** icon or button.

To go back to the home screen, press the **Home** button on your phone. On most phones it is a hardware button on the side of the phone or towards the bottom of the screen.

On some android operated handsets, the home button is an icon at the bottom of the touch screen itself.

When a phone call comes in, your phone will ring.

Upon receiving a call, if the caller is listed in your contacts list, (which we'll get to shortly), the name and/or picture will appear on the touch screen. If the person is not listed, then all you will see is a phone number. Sometimes you get "**Caller unknown**" especially if people are calling from a landline.

Tap on the green **Answer** button. It usually looks similar to the Call button. You can also reject a call by pressing the '**Reject Call**' icon (usually a red phone).

The active phone buttons will appear, as in making a call (keypad, speaker etc.).

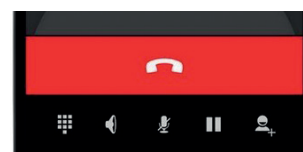You can end the call by tapping the red **End Call** button.

Image no 4

Making a call to
an existing contact

Head back to the home page by pressing on the **Home** button.

Tap on the **Call** button to make a new call just as we did before.

Now instead of tapping on the keypad button to type in the numbers, tap the **Contacts** button.

Find the name of the person you want to call by scrolling up and down as described earlier.

Alternatively, you can make a direct search by tapping on the search bar at the top of the screen. The keyboard will appear and you can type out the name of the contact you are looking for.

Once your contact is found, tap on the contact and the call will commence.

Missed calls and messages

In the Call application, you will likely also see several other icons you can tap: Missed Calls and Messages.

The listing of 'Missed calls' differs from one handset to another. Tap on Phone and then tap '**Recent**'. A call logs appears of all the calls made and received on your handset. The ones in red or which have a red arrow next to them are the ones you missed.

In your call log, you can tap on any one you would like to call back.
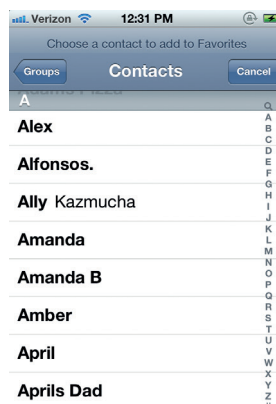

Stampa numru 5

Stampa numru 6

How to adjust the volume of your phone?

1. Open the Settings App.
2. Choose 'sounds & notifications' or 'sound', depending on your phone.
3. Set the phone's ringer volume by tapping on the volume icon/button.
4. Manipulate the ringtone slider left or right to specify how loud the phone rings for an incoming call.
5. Tap OK to set the ringer volume or press the **Home** button in case of an iPhone.

If you are watching a video or listening to music, you can adjust the volume by pressing the volume buttons on the side of your phone.

Volume up or down button
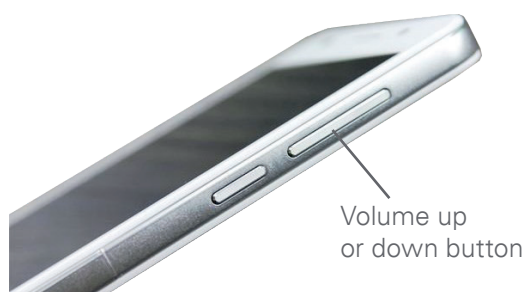
Send an SMS using an existing contact

A Short Message Service (SMS), more commonly known as a text is a simple text message that you can send to another contact.

Smartphones are great for sending text messages, because you can type even longer messages with the onscreen keyboards.

1. On your handsets Home screen, tap the **Messaging** or **SMS** button, depending on the operating system of your handset. The icon looks different depending on the brand of your phone, but it is generally either a speech bubble or an envelope.

2. Tap on '**New Message**' or the little pencil button at the top or bottom of your screen, (depending on the manufacturer of your phone), as seen in the picture.

3. Tap on contacts or the **+** button to select the person you want to send the text message to from your contacts list.

4. Tap on the text field to type your message

5. The on screen keyboard will appear and you can start typing your message.

6. Tap '**Send**'

7. Press the **Home** button to exit the application and go to your Home screen.

Homework:

In case of an Android, set up a gmail account by following the instructions on:

https://www.digitalunite.com/ guides/email/how-create-gmail- account
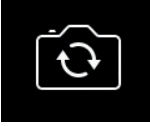
Ask your teacher for full information
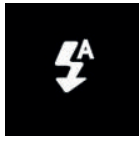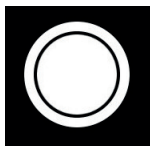
In case of iOS, make sure that you bring your Apple password for next lesson to be able to download apps.

Taking a photo with your smartphone

Most smartphones have an inbuilt camera. Some even have a high resolution rear camera and a lower resolution front camera, which is used for skype calling or selfies. You would typically use the rear camera to take photos.

To take a photo:

1. On your phone's home screen, tap on the **Camera** icon.

2. When the phone is in camera mode, the homepage screen automatically displays the scene you are about the capture using the inbuilt camera.

3. At the top, bottom or side of the screen you will see buttons for your camera options: flash, picture resolution, shot mode, filters and other settings. You will also be able to switch to video recording by tapping on the video icon. Let us just focus on photos for the time being.

4. You can also rotate your phone in any direction for a landscape or portrait shot.

5. You can also zoom in or out by pinching the screen as explained previously.

Look out for these icons on your camera. Their functions are explained below:

Type of Interface

iOS	Android	Icon	Function
		Flash Button	This button lets you add flash light to your pictures. Before taking a picture, tap on it once to enable it and once again to disable it. The arrow crossing it over means that the flash is disabled
		Snap button	Tap this button once to take the picture
		Selfie Button	Tap this button once to enable the front camera for you to take selfies
		Video Button	Tap this button once to enable the video function on your phone

How to connect to the Internet? When to use WiFi or 3G?

Smartphones allow you to connect to the Internet in two ways. Your service provider will either provide WiFi, 3G or 4G networks.

What is a WiFi?

WiFi is a wireless Internet connection. This means that your smartphone is not physically connected to a fixed location within a property.

Connecting to a WiFi network near you

General steps to get connected to the internet via WiFi:

1. Check for a WiFi signal that is being transmitted (as explained in class). On your home screen, tap '**Settings**'

2. Find out the name of the WiFi network that you would like to connect to. Sometimes this can be a sequence of random numbers and letters or a personalised name such as, "Family Formosa WiFi" or "Borg's Cafe"

3. Once you know the name of the WiFi network you would like to connect to, use your device to find it. The process for connecting to WiFi is broadly similar from one phone to the other. In the settings menu, tap '**WiFi**'

4. Your device will then look up all the WiFi networks around you. Tap on the WiFi connection of your choice. (It might be that you are done at this stage; however, it might be that you are asked for a password. In that case see step 5.)

5. Many WiFi networks are private, with access restricted to password holders only. If your chosen WiFi network is password protected, at this point it will ask you enter that password. Make sure you have the password at hand, and enter it.

Image no 7   Image no 8

You should now be connected to WiFi!

Note: Sometimes a username and password is required to connect to specific WiFi connections, mainly in hospitality establishments or public places. Such details would either be readily available on public displays, or by simply asking a member of staff, as applicable.

Tip: In order to check whether the WiFi connection you just connected to is actually working, try accessing a foreign site such as Google.

Connecting to the Internet via 3G or 4G connections

3G and 4G networks across the Maltese islands have nationwide coverage so you will automatically be able to connect to either of these networks. 3G and 4G can also be used both indoors and outdoors.

Service providers will offer you a solution according to how much data is required for your individual needs. Speak to your service provider to learn more in this regard.

Once your smartphone is set, it will connect to the network with the best connection available in your current location, whether it is WiFi, 3G or 4G.

If your WiFi connection is slow you may switch it off to benefit from a faster 3G or 4G connection. You may also switch the 3G or 4G connection off, if you want to make exclusive use of a WiFi connection, such as while you are at home.

How to enable 3G or 4G on an iOS operated smartphone?

Tap the Settings icon on the Home screen.

1. Tap on Mobile data
2. If you have an iPhone – swipe the toggle to the right to display the green button.

Checking your balance for Internet use

Means of checking your internet usage may differ from one operator to another. Ask your operator at one of their outlets for more information.

Note: You should know that even when you are not using your smartphone, it may still consume data, unknowingly, in the background. This is what allows your smartphone to be always connected and able to receive messages through the Internet, even when you are not using your smartphone.

Viewing and sharing photos

Most smartphones allow you to share your photos in several ways; for example, by uploading them to the web or sending them to another person via email or any other social media App.

Now, head back to the **Home** screen by tapping on your phone's Home button.

Tap on the **Photos** icon to start your photo album viewer. You should see a folder for your camera photos (on the iPhone it's called Camera Roll). Tap on it.

Now you will see all the photos you have taken with your camera as seen in the picture. Tap on one to get a bigger (full screen) view.

While in full screen view - you can swipe left or right to go to the next or previous image. You can also use the pinch-to-zoom gesture.

How to share a picture to Facebook from your smartphone's photo gallery
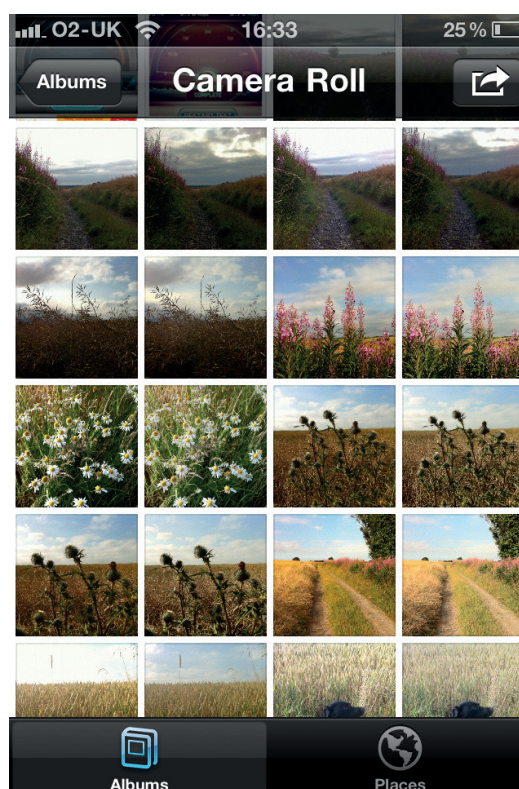
a. Launch the Photos App from your Home screen or the App drawer (in the case of Android operated devices).

b. Tap on a photo you would like to share to Facebook.

c. Tap the Share button.

d. Tap the Facebook button or any other App that you would like to use to share the photo.
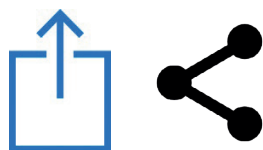
e. Type or add any information you find pertinent: tag friends, add location, add feelings.

f. Tap Post.

Introducing and downloading Apps

Smartphones are very similar to tablets or computers and similarly allow you to install new programs, which are more commonly referred to as Apps. (Short for applications)

Your phone comes with a set of pre-installed Apps. On your Home screen, you will see a set of buttons also known as Apps. Each of these buttons launches a unique App. Tap on the icon to access an App.

Apps can be just about anything, such as:
• Games
• Web browser
• Music and video players
• Personal organisers and calendars
• Web services like YouTube
• Email and social networking applications like Facebook or Instagram
• Many other useful and fun tools.

There are hundreds of Apps available for any type of smartphone.

In addition to the already installed Apps on your phone, every smartphone comes with an online market from where you can download more Apps. You will need to create an account with that specific market to download Apps.

The most common App markets are the **App store** if you have an iPhone or **Play store** if you are using an Android based handset.

Although it is called a market, most Apps are available for free. If an App is not free, you will have to add a credit card to your market account to download it. The market App will walk you through that process if you try to download an App that is not free.

To give you an idea how apps work and how to download them, let's download some useful Apps together:
YouTube – Watch, upload and share videos
Tal-linja App – Malta Public Transport
Times of Malta

Let's download them together! Choose between the instructions for an iPhone or Android.

On the Apple iPhone:

1. To download new Apps, tap on the **App Store** icon on your home page.

2. The main page shows featured Apps which you can explore, but for now we are going to undertake a specific search.

3. Tap on the **Search** button at the bottom.

4. Type the App name into the Search field.

5. The App Store will show you relevant results, including multiple versions of the same App. Tap on the regular version.

6. Tap on the **Get** button to start downloading the App to your phone. (In the case when Apps are against a fee, the fee will be listed here)

7. A progress bar will appear.

8. When you are done, tap on the **Home** button. You will see that your desired App icon has been added. Tap on the new icon to access the App.

On most Android phones:

1. Tap on **Google play**.

2. The main page shows featured Apps, and gives you browsing tools for different categories of Apps but for now, we are going to do a search.

3. Tap on the magnifying glass at the very top of the screen. This opens up the Search window. Type the App name.

4. Just like the AppStore, Google Play will show you relevant results, including multiple versions of the same App. Tap on the regular version.

5. This will bring up the description page. If it is not the page you were looking for, you can tap on the phone's **Back** button.

6. Tap on **Install**. A progress bar will appear.

7. When you are done, tap on the Home button. You will see that the App icon has been added. Tap on the new icon to access your App.

Browsing
the Internet

1. Make sure that you are connected to the Internet as explained above.

2. To browse the Internet, tap on the Internet Browser such as Firefox, Chrome or Safari.

3. Type the address of the website you want to visit for example www.mca.org.mt and press GO. The website will open on your phone browser.

4. In case you do not have any specific website name but want to search for some information, you can do that through Google. Type www.google.com in the address bar. This will open the Google main page and you can type the information that you need to search for in the search button.

Conclusion

The correct use of technology can significantly improve your quality of life, especially when you can access this technology any place, any time.

If you feel lost or overwhelmed, do not hesitate to seek information from people around you, whether it is from family or friends, people will be more than happy to help out.

Remember that technology is not a one off event, it is an integral part of everday learning!

Stay in touch with us and get the latest information on new courses and initiatives by the Malta Communications Authority by liking us on facebook!