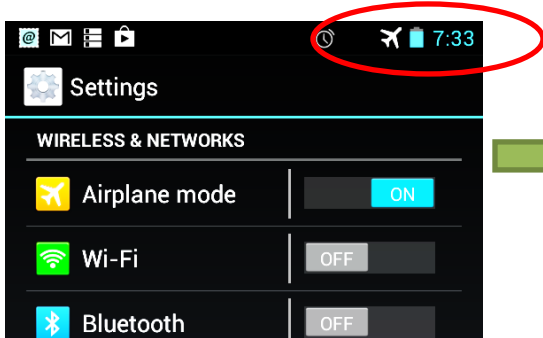


Android

Quick Reference Guide

One on One Appointments are available and they are FREE!! Call Beth 260-244-5541 to schedule a free appointment today!!

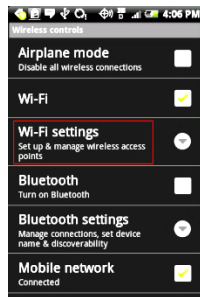
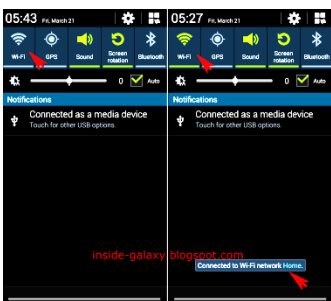
Charging Your Android



1. Look at the notification status located in the upper part of your device.
2. There you will find a battery icon displaying the amount of time you have left on your device.
3. The battery icon will display your battery life. The battery icon when full, will be completely colored in.
4. As you use your device the colored area will begin to lower, as well as the percentage if you have chosen to activate this feature.
5. You can also disable certain features to maintain a longer battery life. Example: Airplane Mode Enabled shuts down everything to save on power. Also, any apps or features that may be running.

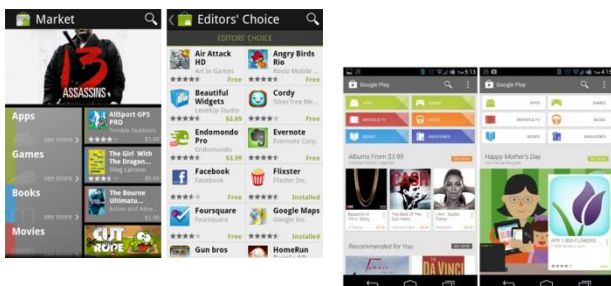
1. Once you have identified your battery and battery life you can now begin to charge your unit.
2. By using the USB cord that came with your Android Device plug the cord into the bottom of the Device
3. Once you plug in the cord, the unit will recognize this. A symbol will be displayed by the battery icon indicating you have connected a charger.
4. As the unit charges you will see an increase in the bar of color, as well as the percentage.

Connecting To WIFI



1. Go to your settings (Typically swiping from the top down will give you a quick access bar)
2. Push on WIFI
3. Make sure it is turned on
4. Find your device in the list of WIFI devices. For example: Peabody Wireless
5. This will allow you to connect automatically. Once you connect to a network it should reconnect each time you come in contact with that network.

Downloading Apps (Please keep in mind Androids may run off of different App stores. This may limit what apps you can get from the store being offered)



1. Press on the Android App Store (Google Play or some kind of Mobile Market. Not all apps are available on all stores)
2. Upper right hand corner is a search field
3. Type in what you want to download, for example: Facebook, Overdrive, Instagram, Freegal, Freeding etc. (Shopping online? Almost all department store apps are available to download)
4. The icon will appear, as well as details about that Icon
5. A password may need to be entered to receive the install from the Icon
6. Once downloaded you can now open and begin using your installed program

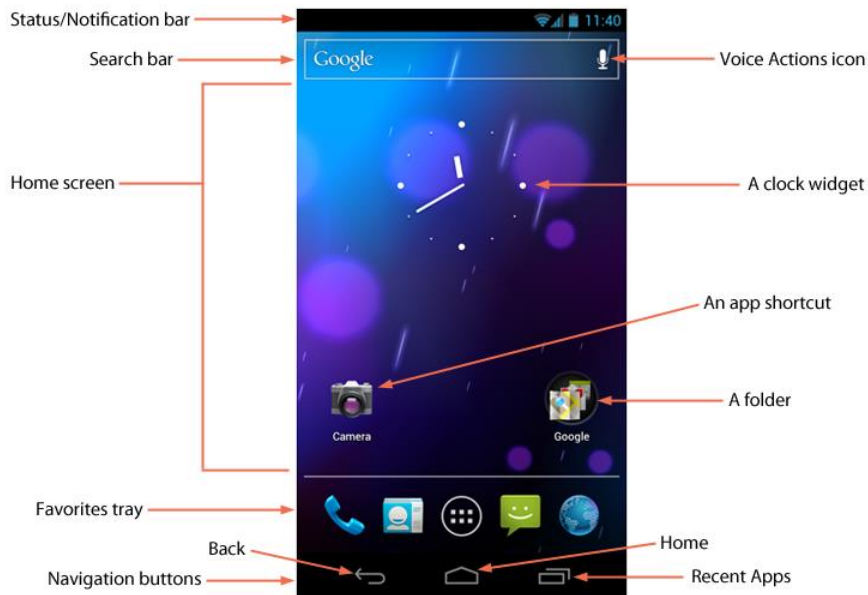
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Please remember that not all Android Tablets are the same. However, one thing in common is they all have some sort of store to be able to download apps

Peabody Public Library
1160 E State Road 205
Columbia City, IN 46725
260-244-5541

Your Android Hardware



Buttons

Status/Notification Bar: The status bar always sits along the top of your phone's screen. On its Right you'll see the current time along with your battery level and data connection status. On the left you see alerts and notifications.

Search bar: Google search bar at the top of the every home screen panel. You can tap here and begin typing a search term, or tap the **Voice Actions icon** on the right to initiate a voice search.

Home Screen: You can fill this area with any combination of app shortcuts, folders, and live, dynamic widgets. With Android 4.0 you get 5 home screen panels, just swipe from left to right to move to the next home screen



















Favorites Tray: This is like a dock for your home screen. There are shortcuts to more common locations like phone, people, internet etc. You can customize this to be how you would like it.

Navigation Buttons: There are 3 main buttons for this purpose. The **Back Button** which allows you to go back a page, the **home button** which returns you to the home screen, and the **recent apps button** this allows you to switch between apps.

Clock Widget: Allows you to see the time and add new clock for new locations. You can also set alarms and includes a stopwatch.

A Folder: Contains **app shortcuts** or documents

Home Screen Apps

- | | |
|---|--|
|  Camera: Take Photos using front or rear camera |  Google Play: App store to get apps |
|  Clock: Set alarms and new locations. Stopwatch available |  Settings: Customize and manage |
|  Downloads: Once you download something you can click on this and see |  You Tube: Access video's and help options |
|  Email: You can access your other email other than Gmail through this app |  Google: Search the internet with ease |
|  Gmail: Any Gmail email account you have can be entered here. Google play acct |  Calculator: Easy math at your finger tips |
|  Browser: To access the Internet |  HangOuts: Instant messaging software through Google |
|  Calendar: Schedule meetings and appointments. Manage all calendar info |  People: Add and manage contacts |
|  Maps: Find nearby locations and get directions |  Play Movies: playing of videos downloaded or recorded |
|  Gallery: Access photos and videos |  Play Music: Listen to music through your device |

Notifications and Quick Access

Swipe down from the top of the screen to access your notifications (alerts from facebook, mail etc.). Here you can also do simple quick access items. Connect to: WiFi, Bluetooth, screen Rotation, sound, GPS, volume etc.

