

Google Android Tips and Tricks

The Android OS is an open-source operating system. It is a free license to flash Android onto smartphones and tablets. Over 150 manufacturers worldwide build phones and tablets running Android. This is where the similarities end, as there are currently 3 different versions of the OS being used, along with the unique system tweaks and features added by the manufacturer, such as "HTC Sense". While Sense gives the user some impressive ease-of-use features, they are unique to the HTC devices. Other manufacturers do the same, so many screens and menus differ by model.

The tips and tricks for this handout are those built into the main Android OS kernel and should easily be accessed on all devices.

Some Facts About Android

As of March 2013:

- 750 million total Android devices sold, 74.8% of the market, 590 million from Samsung
- 1.3M Android devices are activated every day, including tablets
- 210 million Android devices were activated over January – March 2013
- A total of 48 billion downloads from Android Market as of March 2013

My Top Android Apps for People On-The-Go

Evernote	ooVoo Video Calls
Dropbox	Craigslist
Instagram	Google Maps
Zillow	SugarSync
Google Voice	Documents To Go
Quick Office Pro	LinkedIn
eFax	Talkatone (free calls in wifi)
Adobe Reader	Firefox Browser

Email me with your favorites to william@pdapowerplus.com

Android 4.3 Jellybean Tips & Tricks (5.0 Key Lime Pie is coming!)

From techradar.com

1. Say "Google" to search

If you're in America, you can open Google Now and say "Google" followed by your query to search the net. If you're not in America, you can trick Android into thinking you are. Open the settings on your device, choose "Language and input", then switch Google Voice Typing's language from "Automatic" to "English (US)". Next go to Google Now's settings and again change the language to "English (US)". You should see "Search or say Google" in Now's search bar. Faking an American accent: optional.

2. Now settings

You can open now in two ways - either swipe up from the Home icon, or swipe the lock icon up when the screen is locked. When you first start it, Now will run through the basics of what it does, and even show you some example cards. In Now's settings, you'll find each card has its own notifications settings, which **apply** to both the Now homescreen and the Notification shade. Standard means that new cards are accompanied by a ringtone and vibration, Low priority places them at the bottom of the list without any notification, and off, well, turns them off altogether.

3. Talk to Google Now

Google Now also includes Siri-like functionality, supplying spoken answers to your inane questions. Try things like, "what time is it in Kuala Lumpur?", "when's Tom Cruise's birthday I want to send him a card?", "how do I get home?" or "will it be sunny tomorrow?" and Now will speak the answer back at you or search the web for relevant pages.

4. Get more Google Now cards

Google Now presents relevant information such as weather and places on "cards". **To begin** with it may be a little sparse, but searching the web from any device will give you more. Just make sure your web history is enabled: visit history.google.com, hit the settings cog and ensure that Web History is on and not paused. Next, search Google for favourite football teams, planned flights and destinations and the relevant cards will pop up automatically.

5. Notification Shade

We previously referred to it as the "pully-down menu thing", but apparently it's officially called the "Notification Shade". Niftily, certain notifications in the shade can be expanded by sliding two fingers outwards on them, giving you an overview of the subject headers in **your email** inbox, for example. Moving two fingers inwards on a notification neatly contracts them, too.

6. Rotation lock

You're sitting on a plane watching a vid in horizontal orientation. Suddenly, the plane banks sharply to the left and - oh no! - the video changes orientation. This worst-case-scenario can be avoided by tapping the rotation lock in the Notification Shade, which keeps the screen in its current orientation. Tap it again to unlock the rotation.

7. Turn notifications off

Install enough apps and the notification bar at the top of your Android device becomes the digital equivalent of an unending stream of ticker tape. In fact, Airpush is an entire advertising company that makes money in this way. Fortunately, each and every app you install in Jelly Bean has the option to turn this off. Go to its info page under Apps, uncheck the box labelled "Show notifications" and enjoy your empty notifications bar.

8. Equalise your music

The ability to adjust those all-important bass and treble settings has been sorely missed on Android devices - so much so that a bunch of apps have been made to enable it. It's fixed in Android's stock music player, though. Open a music file in the stock player, hit Settings then choose Equaliser. Here you'll find manual sliders, a load of presets and bass and 3D effects. Unfortunately it doesn't work for the whole device, but it will give your tunes a little more oomph.

9. Rearrange your home screens

Long-press on any icon or widget on your homescreen and you can move it around, and other icons and widgets will shift out of the way to fit it in. Bigger widgets can also be resized by long-pressing and releasing them, and then dragging the circles that appear on the edges. It's actually quite fun and satisfying. We just spent three hours doing nothing but this.

10. Fling to remove

Homescreen app clutter (surely the worst of all types of clutter) can be quickly and easily defeated. Long-press an icon or widget, then fling it upwards and it'll ascend into shortcut heaven. This won't uninstall the app, though - it'll still reside in your app drawer.

11. Owner info

Wait! Put down that blunt rock you were about to use to chisel your contact details into the back of your Android device! Jelly Bean includes the ability to display a few lines of contact details on the lock screen, such as your email address, name and phone number. You'll need to enable a screen lock from Security, and then you'll see the Owner info option appear. This information is mirrored across all Jelly Bean devices, too.

12. Access App info

The all-important App info screen - which allows you to uninstall, stop and disable apps - can be accessed in a completely new way with Jelly Bean. Pull down the notification shade, long-press on an open task and you'll be taken straight to the settings page for the relevant app. It's handy if you don't know which app displayed the notification.

13. Volume controls

You can now set the volume for all the noisiest bits of your Android device individually. Press the volume up or down key and you'll see the familiar little slider with a settings icon to the right of this. Tap this and you'll see separate sliders for media, and notifications and ringtones. Bonus tip: each of these sliders can be, er, slid, with your finger.

14. Talkback

Designed for blind and low-vision users, Talkback provides an ongoing narration of what's displayed on your phone or tablet. You can turn it on via Accessibility, and then you'll be taken through a tutorial of its functions. It's a very different way of navigating your device, and quite interesting to experience. It also supports braille input and output devices via USB and Bluetooth.

15. Blink to unlock

While face unlock is smart and quick, more paranoid users may worry that a ne'er-do-weller could somehow steal an image of their face - or their actual face - and use it to access the device. Android's Liveness check requires the user to blink before the device is unlocked, preventing access if a quick eye-shut isn't detected.

16. Offline speech-to-text

Being able to dictate long and rambling texts to loved ones is quite an old Android feature, but it's just got a whole lot better with an offline mode. Go to Google voice typing settings under Language & input and choose Download offline speech recognition. Now you'll be able to dictate that great novel without being distracted by Reddit.

17. Beam it across

Android Beam works with near-field communication (NFC) to enable fast data exchange between two devices. You'll need to make sure it's enabled first - you'll find it under Wireless & networks. You'll also need to know where the NFC area is on your device. This isn't a problem for phones, but it can be just about anywhere on the back of a ludicrously large tablet, so do a quick Google to find out where it is.

18. Simple secure pairing

Simple secure pairing works alongside NFC to provide a quick and easy way to connect Bluetooth accessories such as headsets, speakers and keyboards. You don't actually need to do anything other than activate NFC to use it, but make sure whatever you're pairing with is Simple secure pairing-compatible.

19. Calendar notifications

Any events you've been invited to via Google Calendar will show up in the notifications blind. From here you can expand it and quickly send a pre-defined response (Such as "I'll be there in 10 minutes") or type your own. Quick responses can be edited from within the General settings of the Calendar app itself. Perfect for you social butterflies.

20. Gallery views

Android snappers will love its new gallery features. Pinch on photos to zoom out into a filmstrip mode, where all your pics are displayed side-by-side. Swipe left and right to browse all your snaps quickly, and slide up and down on individual images to delete them. The gallery then gives you just enough time to realise you've canned the wrong thing and undo your delete.

21. Wi-Fi savings

It's all too easy to run up costs when you're on public or mobile WiFi. Tethering a tablet to a phone can suck a surprising amount of data, and public WiFi, such as that found in hotels, sometimes have ridiculously strict usage policies. In Jelly Bean's Data usage settings you'll find the option to designate certain WiFi networks as Mobile hotspots, which stops background apps accessing data and could save you lots of cash. If there's another Jelly Bean device on the same network it'll pick up its Mobile hotspot settings, too.

22. Try the stock keyboard

The Swiftkey keyboard is enormously popular among Android users, and for good reason: it monitors your typing and grammatical style uses this to predict words. Jelly Bean's keyboard now offers the same functionality, using bigram prediction and correction to complete words and sentences. We've found it to be every bit as good as Swiftkey, and even slightly faster and slicker.

23. Reboot to safe mode

Ah safe mode, the saviour of so many Windows PCs. Thanks to the sheer amount of dodgy apps on the Play Store it's on Android now, too. Long-press the power button, then long-press the Power off option. Choose OK to reboot in safe mode, which completely disables all third-party apps on your device. Then hunt down and destroy that nefarious bit of software..

24. Reset app preferences

Android gives you loads of different options for each installed app, and on the whole this is a very good thing. Sometimes it can be a bad thing, though: you may find your phone playing up because a crucial app has been disabled, or you've changed the notifications for something important like emails. In the apps drawer, you'll find Reset app preferences under the settings. This resets all your apps on a global level, returning actions and data settings to their original levels.

25. Add emojis

"Emojis" are the Japanese version of emoticons, and like most things from Japan they're much better and cooler than their western counterparts. You can enable emoji support for the default Jelly Bean keyboard by choosing Language & input in the settings app, then going to the settings for the stock Android keyboard. Here, choose Add-on dictionaries and select Emoji for English words. When you next type certain words (there's [a complete list here](#)) you'll see its symbol appear in the predictions bar. It's like Wingdings never died.

From the main screen, press the menu key:

Set up Accounts in Accounts and Sync

1. Add your Gmail account(s) and other email clients

If you have a Twitter or Facebook account, you have the option to sync automatically (be aware these syncs use up battery power)

1. Select Settings
2. Start in Accounts. Add your Gmail account(s), Twitter, Facebook, etc.
3. When done, press the home key
4. Remember to make sure you go to your Google apps on your PC to activate and customize them. Your Android phone calendar will not sync with your Google calendar until you sign up and sign in on your computer.

Customize your Home Screen

The native Android OS allows you to customize the screen with the following steps. Your device may slightly differ or have other custom features for your screen.

1. From the main screen, press down on the screen

Add to Home Screen will appear, to choose from Widgets (see above), Shortcuts, Folders or Wallpapers.

2. Select Widgets

Any apps you have that can also work as a widget will show on the list. Widgets, as opposed to apps are connected to the internet and update information throughout the day. The Facebook widget, for example is shown here:

3. Select Shortcuts

Add a number of different shortcuts to make access to information even easier by placing them on the Home screen as an app icon.

- **Applications** will display the list of all of the applications installed on your device. Press on the app and it will now be on your Home screen

- **Bookmark** Selecting Bookmark will open the list of all bookmarked web pages you have saved in your Android Browser. One convenient solution is to bookmark the MLS on your phone and then save it as an icon on the Home screen.
- **Contact** Your often-used contacts can be placed on your Home screen. No more searching! Add a photo to the contact and select by photo. Tapping the icon offers the choice to call, message, or open the profile.
- **Direct Dial** Allows you to call your frequently dialed numbers from the home screen. Particularly useful if you have multiple numbers for a contact.
- **Direct Message** Like Direct Dial, allows quick access to SMS text messaging a contact. When searching for the contact, it will only display mobile numbers.
- **Gmail Label** Is great for accessing particular email messages that have been assigned to a Label. Set this feature in Gmail settings first, then choose the label you want.
- **Settings** Will allow you one-touch access to the settings menus on your Android phone.

4. **Select Folder**

Add folders to organize often used numbers, documents, or a number of different shortcuts to make access to information even easier by placing them on the Home screen as an app icon.

- **NewFolder** Create a custom folder to store a category or applications or files

5. **Select Wallpaper**

Add images as the background to your Home screen. Choose from a number of photos from the stock gallery, ID wallpaper, Live wallpapers (animated), or choose one from your own pictures in Gallery. Search for Android wallpapers on the Internet to find thousands of unique and innovative wallpaper designs for your devices

6. **Move apps around your Home screen with ease**

Application icons can be placed in any order or on any of the multiple pages simply by moving them with your finger. Start by pressing down on the icon to move, then simply drag to the desired location, or to the edge of the screen to move to the next page. While in screen edit mode, you may drag an icon to the bottom of the screen to the trash can to remove it from the screen. **This does not delete the application.**

Warning: If you don't know what any feature is, DON'T CHANGE IT!

What is a Widget?

Widgets are “living apps” on your Android Home screen. Unlike an app icon, a widget typically offers some type of dynamic activity. One common example would be the huge clock that comes standard on many Android devices’ Home screen. Because the clock on the screen continually updates the time, it is considered a widget. The Facebook widget displays your friends’ status updates almost as fast as it is updated on your Facebook page on your laptop. Be aware that widgets typically cause your

phone's resources to be used faster, and may increase battery drain and slow your phone's overall processing speed.

Improve Your Memory Management

2. Add your Gmail account(s) and other email clients

If you have a Twitter or Facebook account, you have the option to sync automatically (be aware these syncs use up battery power)

If you don't know or uncomfortable with making changes here, DON'T CHANGE IT!

Some of my favorite Widgets

I always talk about how I am a productivity guy. Applications and tools that help me stay on schedule and get things accomplished are what I look for. Here are a few of my favorite Android widgets (yes, they are on my phone)

- Google Search** This widget is most useful to use voice to perform a Google Internet search, or for any item on your phone or tablet.
- Power Control** is a very useful tool to make it easy to toggle those features that use battery power the most. WiFi, Bluetooth GPS, Sync and screen brightness are controlled from a the tap on the screen.
- Last Call** this widget displays the last call (in or out) on your phone, for easy redial or return call. Also displays the elapsed time since the call.
- Evernote** is easily one of the most popular tasks and memo management apps available. Cloud based, any entries made on your Android phone or tablet will display on the other, and your computers.

1. From the Home Screen, select Menu > Settings
2. Select Applications
3. Select Manage Applications
4. Open any **Downloaded** app (avoid the system apps)
5. Clear cache (releases stored memory from app).

From here, you may clear the memory cache of an application, or uninstall the app. On select Android devices, with certain applications, you may also opt to move the application to the SD card, which will free up internal memory, yet still allow the app to run on the device.

6. Select Running Services

Here, you can see what apps are currently using the device memory. I would not recommend you make any changes here unless you clearly understand what you are doing. Stopping certain services may affect the operation of applications or the proper function of the phone itself.

7. Select Location and security

Here, you can set up Wi-Fi services, enable the GPS Satellites access, set device passwords and screen locks.

1. Clear the Internet Cache, History, and Cookies

Open the Internet browser

Tap the menu, select **More or Settings**

Select **Privacy and Security**

Scroll down to Privacy settings (the gray separator)

Press Clear cache, tap Yes

Clear History, tap yes

Clear all cookie data, tap yes

Tap the escape key or home key

2. Kill running apps

Download the **Advanced Task Killer Free** from the Android Market

Run the app to stop programs running a few times a day, or as prompted by the app. They will come back, some almost immediately, so don't fret, it's just Android being android!

In OS 4.0 and higher, press down the center button and hold it. Tap the circle at the bottom left and open the Active Applications screen. Select End All to stop the apps from running. Go over to the RAM tab and select Clear Memory to close more apps running in the background. Regular maintenance here will keep your device speed.

3. Reset your phone

Remove the back cover and take out the battery. Wait 5 seconds and replace. This only refreshes the processor, with no loss of data or settings. If you cannot remove the battery, press the power button down (right side) and select power off and leave off for at least 2 minutes.

**This handout updates regularly,
so come back often to see the latest information!
Thank You**

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