NEW

Senior's Edition

Smartphones & Tablets

An independent, easy-to-follow guide to help you get started with your smartphone or tablet

For iPhone, Samsung, iPad & more

- ☑ Improve security
- ☑ Browse the web
- ☑ Chat to friends & family

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Digital Edition

FUTURE

NINTH EDITION

Welcome to

Senior's Edition

Smartphones & Tablets

Smartphones and tablets have come a long way in just a few short years. These compact devices allow you complete an incredible number of day-to-day tasks wherever you are, thanks to their portability and versatility. Your smartphone is not just a phone; it's an all-round media player, a camera, a camcorder, an e-reader and a gateway to the internet that's always in your pocket. Your tablet is also a games console, a word processor and a safe place for all your treasured photos and videos. Whether you have an iPhone, iPad or an Android smartphone or tablet you'll find a user-friendly and dynamic interface coupled with recently updated operating systems. So now you have your hands on your brand new life-changing device, you can start to benefit from all it has to offer thanks to Senior's Edition: Smartphones & Tablets. From surfing the web to downloading apps, this book will cover all you need to know. Enjoy the book!

This bookazine is printed on recycled paper. It's important that we care about our planet and make a difference where we can, for us and every generation that follows.

Senior's Edition
Smartphones & Tablets

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Getting started

Complete guide to Smartphones & Tablets

Just got your first smartphone or tablet device? Then read on to discover the features and apps that make it tick

Mobile devices have evolved considerably over the past decade and are now much more akin to portable computers than mere convenient communicative tools – although obviously they're still very adept at that too.

When getting started with a new device, launch the Settings app (which is applicable to both Android and Apple devices) and take time to peruse the many features and options available to give you a more rounded picture of exactly what your device is capable of. To start making the most of your device, you will have to connect it to a Wi-Fi network (you should be guided through this process when activating your device for the first time, but if not you will find a Wi-Fi section in Settings). By doing this you will be able utilise the many security and location-based settings available and get started with downloading exciting new apps for your device.

These apps form the backbone of your device because, as the saying goes, there really is an app for everything. In the following pages, we will help you discover the many uses for your device and highlight some of the key apps available for a wide range of purposes, but first you will need to find out how to start browsing and downloading apps.

On Android-based devices you will need to launch the Play Store app and on Apple devices you will need to launch the App Store app. Once done, millions of incredible apps will be available to download, many for free, that will improve the functionality of your device. So whether you wish to use your device for work purposes, entertainment, social networking or generally making your life easier, we help you discover how.

Discover how you can make your day-to-day life easier

Internet browsing

Smartphones are tailor-made for surfing the internet while on the move and come with a wide range of nifty features to make the process easy and very enjoyable. For example, most web browsing apps now come with a dual URL/search bar, so that if you know the address of the site you wish to go you to you can type it straight in, or alternatively you can just type in keywords into the main bar and all applicable sites will be listed for you to tap on and explore.

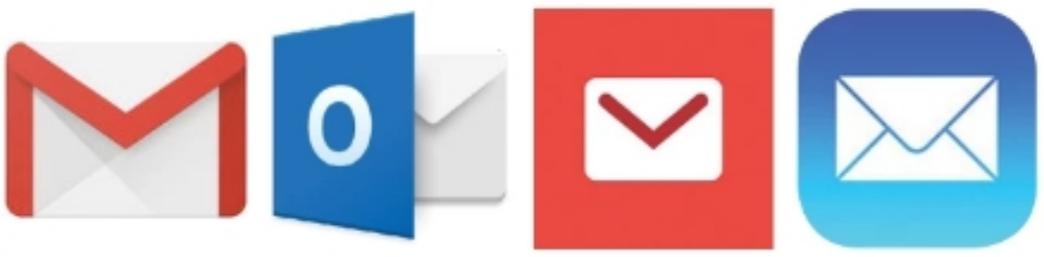
You can also keep multiple websites open at once thanks to tabbed interfaces. If you wish to keep the site you are currently on active in a window then simply open a new tab and open a new site. You will then be able to flick between your open windows at any time. With other features available, such as the option to save sites for offline use and, of course, bookmarking your favourite sites, exploring the web has never been easier.

Staying in touch

Communication is the buzzword when it comes to mobile devices because it has never been easier to stay in touch with friends and loved ones. For starters there are many services that offer free messaging, such as WhatsApp and Messenger, and other apps that allow you to speak face-to-face via video conferencing, such as Skype and Tango.

However, these days it is the more conventional social networking apps that allow you to communicate with a wider spread of people at the same time. With Facebook you can add friends, family members and social acquaintances as friends and then post updates to all of them simultaneously, whereas with Twitter you can get closer than ever to your favourite celebrities and find out what they're up to in a constantly updated news stream.

Keeping up-to-date with all the people – personal and celebrity – in your life, has never been easier, and your smartphone or tablet is the perfect portal to this world.

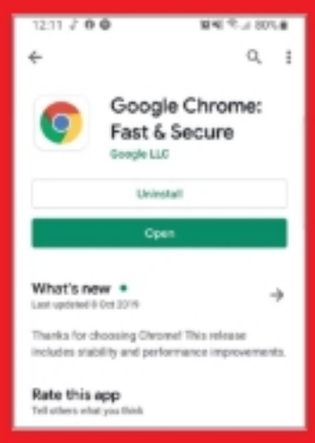


Sending emails

Another great core feature of any good smartphone or tablet is how they allow you to check your emails on the move. Where iPhones and iPads come with their own default Mail app, Android devices often come with two to choose from – Email and Gmail. Of course, if you don't like what is on offer you will find hundreds of other email apps on the respective app store.

Setting up email apps is as easy as inputting an email address and password for an account, and then you can set up mailboxes and folders to help you filter your incoming emails to ensure that the important emails are seen and spam gets consigned to the ether. You can also tailor the way that your device notifies you when new emails are received, so that you never miss an important one. On iOS devices, go to Settings>Notifications>Mail to adjust the options and on Android devices go to Settings>Sounds and notifications>App notifications.

5 ways to get the most out of browsing

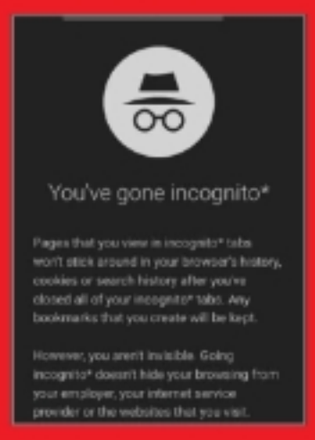


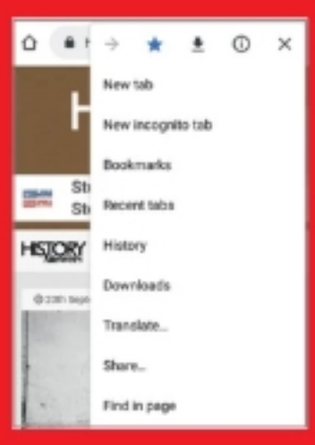
1 Download Google Chrome

Google Chrome is by far one of the most streamlined and straightforward internet browsers available. Download it from the App Store on your iPhone or iPad, or from the Play Store on Android.

2 Surf the web privately

If you want to cover your online tracks and not leave any history, tap the menu icon and then select the 'New Incognito Tab' option. A new tab will open, no trace of which will be left when closed.



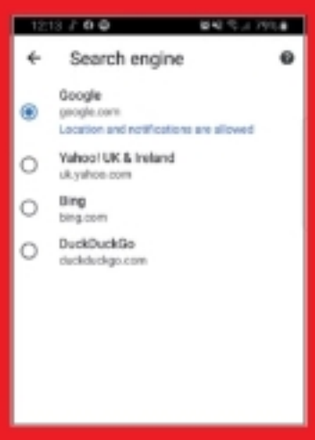


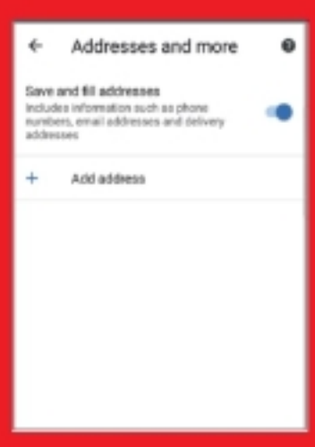
3 Add a bookmark

To save your favourite websites as bookmarks, which you can then access via the Bookmarks menu, navigate to the site, tap the menu icon in the top-right corner and then tap the star icon at the top.

4 Change your search engine

If you wish to change the default Chrome search engine from Google, tap on the menu icon, go to Settings>Search engine option. You will now be able to select from other search engines.





5 Set up autofill

It can be tiring constantly inputting your personal details. To get your info entered automatically, go to Settings and tap on Auto-fill forms. You can now add personal and payment details into the various fields.

Explore the best apps to take your device further

5 ways to edit with Snapseed

1 Download & import

Once you've downloaded the app, tap on the Plus icon to add an image. You'll need to give the app permission to access your photo library.

2 Apply filters

Pick the Styles option at the bottom. Choose between the choice of filters then tap the yes or no option to either apply the filter to undo it.

Taking photos

As all modern smartphones and tablets come with built-in cameras, it's easy to capture any moment. Simply launch the camera app on your respective device and you will also see additional options to change the mode (such as switching panoramic mode), set the flash, apply live filters and more. Long gone are the days of taking your film to the high street chemist to be developed because in this modern age you can view your snaps instantly and make a host of quick edits to make them look great, no matter how seemingly drab the original photo looks. Apps such as Instagram let you combine photo editing with social media to instantly share your top pics with a wider community, but there are plenty of more specific photo-editing apps available, such as Photo Editor, Adobe Photoshop Express and Snapseed. These apps let you make intricate edits to the exposure, brightness and colour levels, as well as apply a range of effects to really bring the best out of your images.

Shooting videos

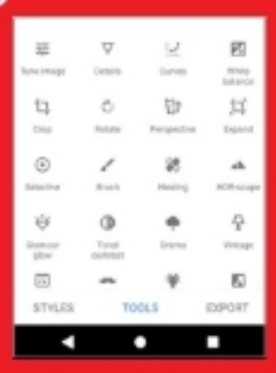
As with static images, modern smartphones and tablets also allow you to capture high-quality video by launching the respective camera app and then switching to video mode. The features available when capturing video footage are traditionally limited, but there are plenty of great video editing apps available to help you work with your raw footage and transform it into something Hollywood-esque. You can perform basic edits within the Gallery app on Android devices or the Photos app on Apple devices, but apps such as Magisto, iMovie and Video Editor let you take your movies much further and shape them into something more spectacular. Once you have edited your videos you can then consider uploading them to YouTube to share them with the world. This is where you can transform hobbies into money-making enterprises, because if you upload enough video content regularly then you can actually earn cash with the amount of views that you receive.

Online shopping

Nobody wants to see high street stores disappear as there is a lot to be said for viewing goods up close before purchasing. However, with your device, shopping online is a quick and easy experience that takes a lot of the hassle and additional costs (such as parking) away from shopping, and in most cases the goods are much cheaper online anyway. Most stores have an online portal through which you can search and buy goods, including all major supermarkets, so you can do your weekly shop from the comfort of your armchair and get the goods delivered straight to your door. Other apps, such as Amazon, let you peruse a wider variety of goods to buy, and apps such as eBay and Gumtree allow you to grab a potential bargain on the items you covet and explore all of the classified ads in your area respectively. To find all of the major online shopping apps, simply head towards the Lifestyle section in the Play Store or App Store and you'll be amazed with the variety on offer.

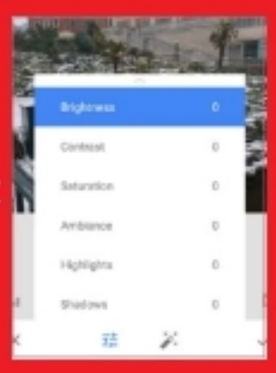
3 Fine tuning

Choose the Tools option and choose from various options, including White balance, Crop, Healing. Each tool has their own controls.



4 Auto-adjust

Tap Tune image from the Tools menu. Select the magic wand to automatically adjust the image or you can use the sliders to manually tweak it.



5 Share your image

Once you have made your required edits, tap on Export and select Share from the menu. Now select which app you would like to share with.

Transform your mobile device into a portable entertainment centre

Play games

The touchscreen interface of modern devices has steadily become a popular gaming platform, with more and more major releases – the kind you'd find on the leading games consoles – making appearances. But whether you are a hardcore gamer or just a casual player who wants something fun and engaging to dip into when you get a free moment, there are plenty of great games on offer to suit all tastes. For example, you will find app versions of your favourite daytime quiz shows, such as *Pointless*, *Countdown* and *The Chase* to test your trivia knowledge and app versions of classic boards games, such as *Monopoly* and *Scrabble* to engage the entire family. You can also find crossword apps, jigsaw apps, *Sudoku* apps and more conventional puzzle apps to give the old grey matter a thorough workout. Simply pay a visit to the Games section of your device's app store and you'll find plenty of games to suit your mood.

Watch films & TV

Films and TV are so well catered for on your mobile device that it is difficult to know where to start. Go to the Play Store app on your Android device and you'll see sections dedicated to movies and TV shows that you can purchase (or rent) and view on your device. Apple devices offer a similar service through the iTunes app. A quick visit to the respective app store on your device will also throw up plenty of other visual entertainment possibilities too, with catchup viewing portals for all of the leading terrestrial TV stations (BBC iPlayer, ITV Player, etc) that allow you to watch TV shows on your device. There are also apps that allow you to watch streamed live TV, such as TVCatchup and Sky Go, and apps that let you stream the latest movies, such as Netflix and Amazon Instant Video. If you enjoy going out and about to enjoy the latest movies then there are even apps that allow you to view the cinema listings for your local area and order your tickets online.

Read an ebook

One area in which smartphones and tablets have been doing their bit for the environment is in saving the trees. You no longer need to purchase printed, hardbound books because you can buy the digital editions on your mobile device. The advantages are plentiful too. For example, you can ferry your entire book collection around with you at all times, providing plenty of choice whenever you fancy a read and, of course, saving your vital luggage space. You can also tailor the reading experience to suit your needs, altering the background for the lighting conditions, changing the font and even bumping up the text size – things you can't do with a physical book. All Android and Apple devices come with a reading app, but there are plenty more on offer too, including Kindle, Kobo and Wattpad, which let you shop for books online and sync them across your devices. You can also grab audio books from the Audible app to get them read out to you.

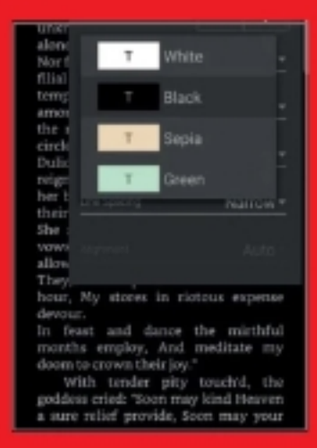
5 ways to tailor your reading experience

1 Adjust the brightness

All of the main display options for the Kindle app are accessed via the 'Aa' icon. Open a book, tap 'Aa' and then move the slider left or right to adjust the brightness of the screen.

2 Change the font

From the same menu, tap on the Font option and a pop-up menu of fonts will appear. Tap on one of the options and the font will be instantly altered. Now press the '+' or '–' icons to adjust the side of the font.

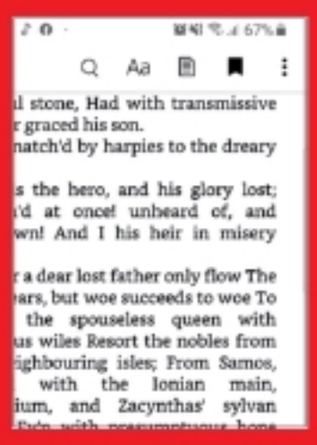


3 Change page colour

Tap on the Colour options to change the colour of the page. If you are reading at night, select the Black background, for example, as it's much less strain on your eyes.

4 Add notes

Press and hold on a word and then drag to highlight text. When you release, several new options will appear. The first will add a highlight and the second will allow you to add your own notes to the text.



5 Add a bookmark

If you wish to save a page, tap the bookmark icon in the top-right corner of the screen. You can see your bookmarks and notes via the page icon, conveniently located next to the bookmark icon.

Keep your device safe and secure

Password-protect your device

Before too long you will start filling up your mobile device with sensitive data, so security becomes paramount. The good news is that all devices come with facilities to protect them from prying eyes, the most obvious way being to lock the screen. There are a range of ways to do this, such as applying a password that needs to be entered to unlock the screen each time the device is activated, a pattern that needs to be drawn, a PIN number that needs to be entered or, in the case of more advanced devices, such as the latest Samsung Galaxy and iPhone devices, a fingerprint scanner that keeps things really personal. To explore the security settings available, simply launch the Settings app on your respective device. Of course, there are also plenty of third-party apps available to help you password-protect and encrypt the data on your device. These include Keeper Password Manager, 1Password and Lastpass Password Manager. They all provide additional steps for helping to ensure and maintain the safety of your device in the event of it being lost or stolen.

"In the case of more advanced devices, such as the latest Samsung Galaxy and iPhone devices, there's a fingerprint scanner that keeps things really personal"

Back up your device

Another way to help protect the important data on your device is to regularly back it up. The good news is that all mobile devices now have a built in service that allows you to do this automatically. For Apple devices, this is called iCloud and you can set it so that all of your data is backed up automatically when you device is charging and connected to a Wi-Fi network (go to Settings> iCloud to find out more).

Likewise, Android devices, which are intertwined with Google, have Google Drive, a cloud storage service where you can back up your documents and photos. If you go to Settings>Backup and reset then you can also tick a box to ensure that all of your application data, Wi-Fi passwords and other settings are automatically backed up to the Google servers. There are also plenty of other cloud storage apps that you can download to store your data as well. Popular downloads include Dropbox, Box, and OneDrive – all of which offer plenty of free storage space for you to populate with your essential files.

Make your device easier to use

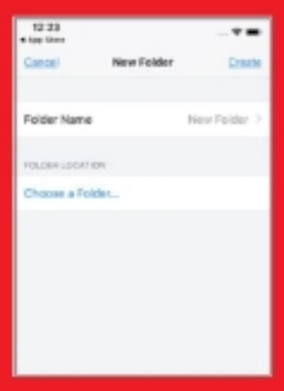
Modern mobile devices are incredibly versatile to suit a wide range of needs and as such you can tailor the way you control and interact with the device to compensate for almost any impairment. For example, if you are partially sighted then you can make the text easier to read by turning on zoom or inverting the colours, or make all of your selections spoken. If you are hard of hearing then you will also find various hearing aids and ways to adjust the sound levels to suit your needs. To discover exactly what you can do with your device, go into the Accessibility settings. These are placed on their own in the Settings app on Android devices or by going to Settings>General>Accessibility on iOS devices.

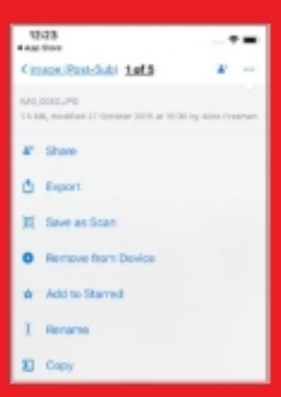
You can also find a section called Guided Access for people with learning difficulties and numerous ways to alter the way you interact with your device. If you need further help then there are also third-party apps available to make controlling your device easier, such as Google Talkback and Swype – the latter of which makes typing a breeze.

5 ways to sort cloud storage

1 Download Dropbox

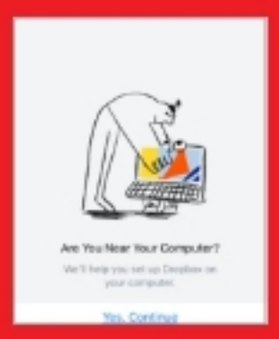
Dropbox is a cloud storage service where you can back up your documents and photos, so go ahead and download the app. You can keep it organised by creating folders in which to store your items.





2 Star favourite files

You can keep track of important files by 'starring' them. This both makes them easier to locate but it also saves them for offline use. Open a file, then tap the more icon and select 'Add to Starred.'

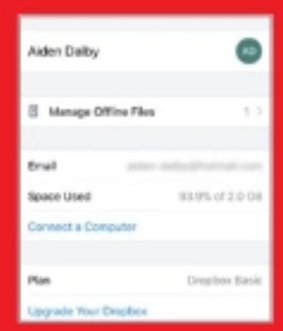


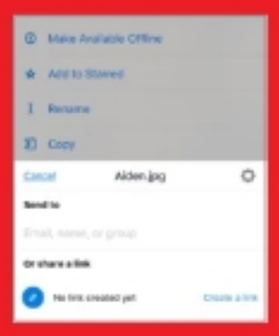
3 Link a computer

Your Dropbox can be synced across many devices. Linking your computer is also a good idea. Tap the menu icon and choose Settings, then tap 'Link a computer' to get started.

4 Check your usage

If you go to Settings you will be able to check how much of your cloud storage space you have used under 'Space used'. Tap on the 'Upgrade account' option if you need more.





5 Share files

You can share and collaborate on file with others. Open the file and tap the sharing icon, then send a link to the recipient. All changes will be instantly synced so everything is the same.

iPhone & iPad

Get your iPad or iPhone up and running straight out of the box

20 Activate and register your device
24 Make your device easier to use
28 Change Settings to suit you
30 Set up a Wi-Fi connection
31 Connect to mobile data
32 Change your wallpaper
33 Set a new iPhone ringtone
34 Set a personal passcode lock
36 Control your privacy settings
38 Add a person to your contacts
40 Call people from your contacts
41 Make a call using the keypad
42 Call someone using FaceTime
44 Manage your iPhone messages
46 Access email on your iPad
48 Add an event in Calendar
50 Tell the time with the Clock app
52 Talk to your phone with Siri
54 Get more from internet browsing
56 Use the App Store
58 Manage your apps
60 Check out the iTunes Store app
62 Get the most out of the Camera
64 Edit images in Photos
66 Stay informed with News
68 Use the Notes app
70 Find your way with Maps

Activate and register your iPad

Just got an iPad or iPhone? We'll guide you through the process of setting up your device and registering it to your Apple ID

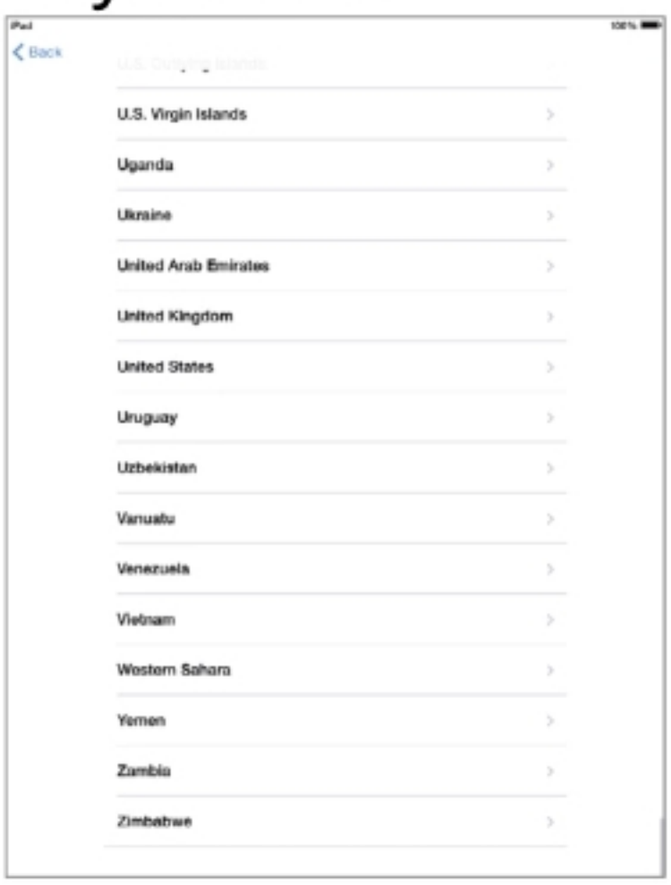
Once you have unpacked your new Apple device and are ready to activate it, you can start using it to enhance your life. The entire setup can be carried out independently from your computer, which makes it a quick and easy process.

All you have to do is connect your new device to a power source and then press the Power button, which is situated on the top-right of an iPad or iPhone. This will bring up a generic lock screen with a slider at the bottom. Tap and hold on the slider with your index finger and swipe it to the right to unlock the device and the next series of screens will guide you through the setup process. It's really simple, so don't worry about it, it's an easy step-by-step process.

In this tutorial we will take you through each stage of the process and explain what each screen is asking you to do, whether it is setting up your Apple ID (if you don't already have one from making purchases on iTunes) or connecting to Wi-Fi.

Activation Prepare your iPad

01 When you switch on your device for the very first time you will be presented with a plain-looking lock screen with a slider at the bottom. Tap and hold the slider and swipe it to the right to unlock your phone or tablet.



02 On the first two set-up screens you will need to choose a native language for your device and also choose your region so that the content of the iTunes and App Stores can be set accordingly. Tap your preference.

03 Your device chiefly relies on a Wi-Fi network to be able to connect to the internet and fuel a wealth of different services. If you are within range of a Wi-Fi network then it will be detected. Enter the password and connect.

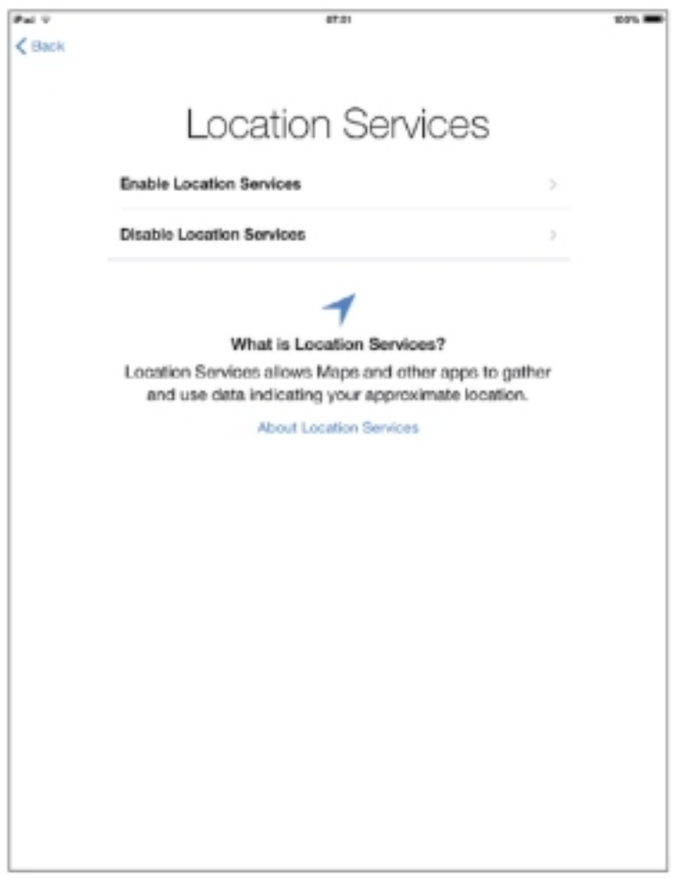
Activate & register your new iPad

Adding apps
The Dock contains four apps as standard but you can add an extra one by tapping and holding on an icon until it starts to shake and then dragging it with your finger into the Dock

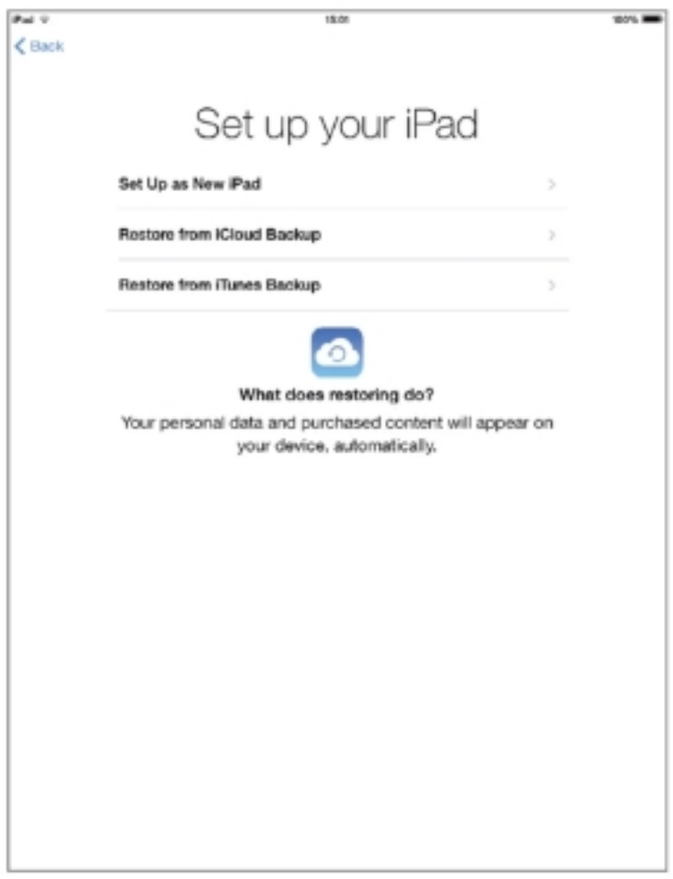
Your Dock
The Dock is a row of app icons in a strip at the bottom of the screen. This Dock is present no matter which of your screens you're on and should be used for your most-used apps

Your apps
A selection of Apple apps are built in to the operating system and will appear on your Home screen as standard. Tap on an icon to launch the app

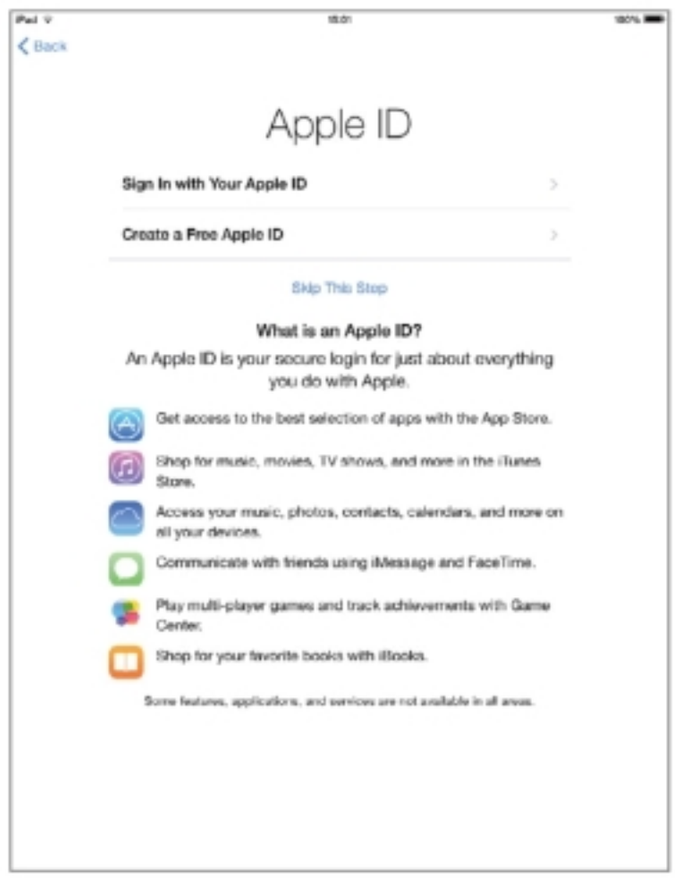
Your Settings
Your first port of call should be the Settings app. Tap on this to start modifying and customising certain aspects of your device



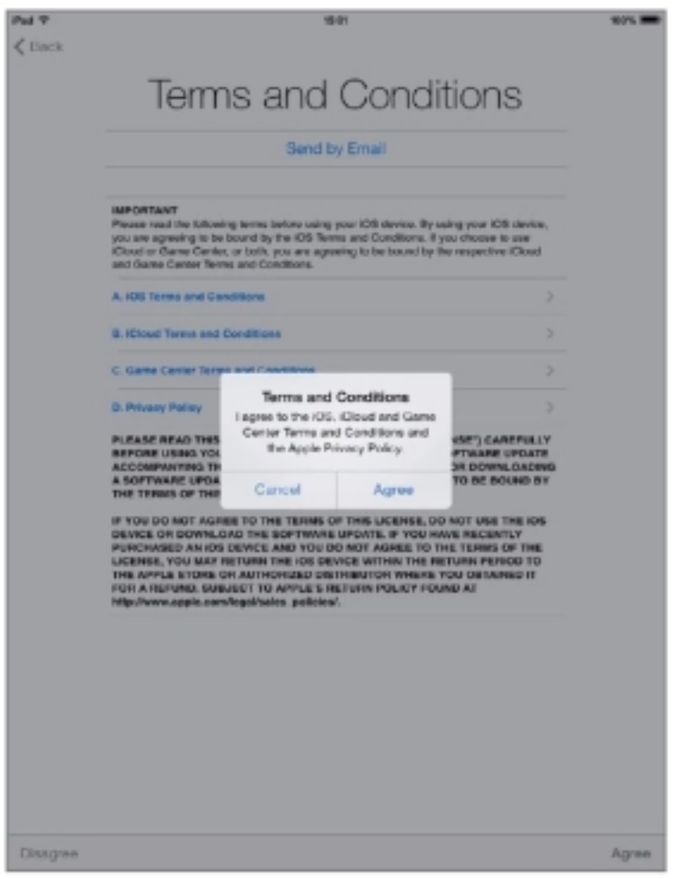
04 Location Services allows apps to gather and use data indicating your approximate location, which can be useful. Enable or disable it here. You can activate it later from Settings> Privacy>Location Services.



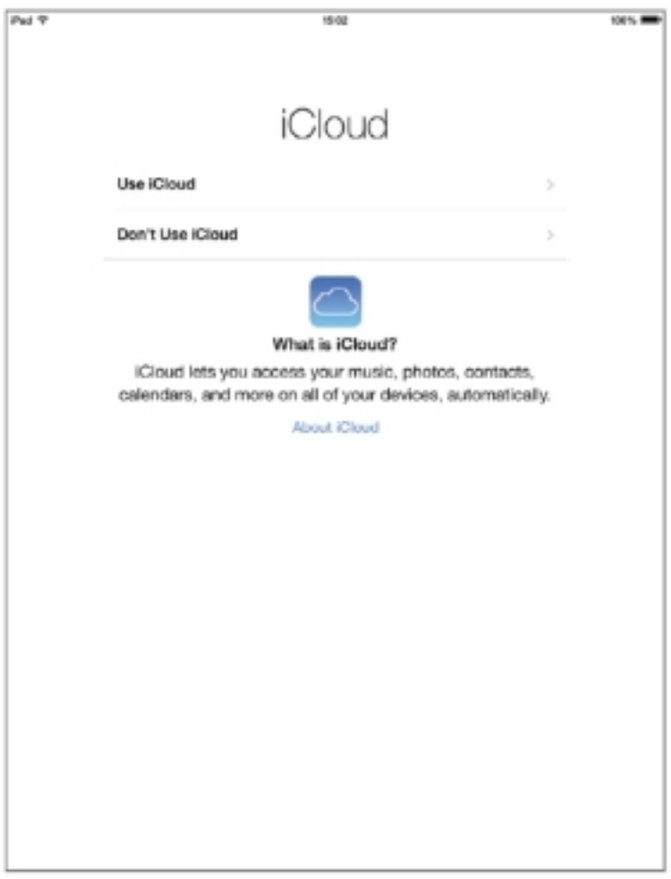
05 The next screen presents you with three options. You can either set up the device as a new iPad or iPhone, which is what you'll be doing, or restore it from previous settings backed up to your iCloud or iTunes.



06 You'll need your own Apple ID to enjoy the main features of your device, such as being able to download apps, music and videos and back up and sync your data and settings with iCloud. Sign in or create a new one.



07 After signing in, you will be presented with a screen of Terms and Conditions that relate to all aspects of your device and the services that you will be using, such as iCloud, the App Store and so on. Read them and tap Agree.

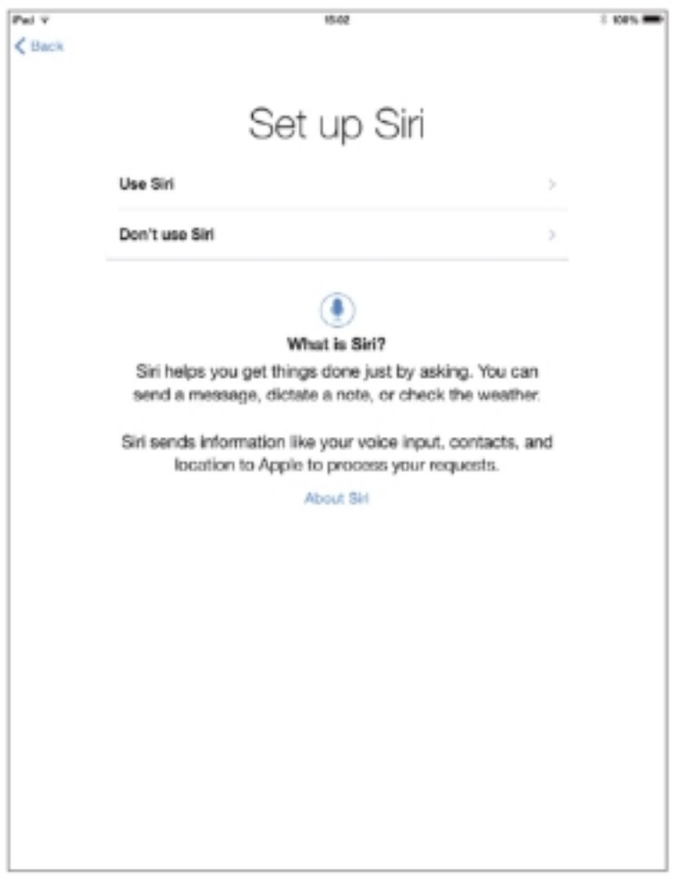


08 If you wish to use iCloud, use your Apple ID to sign into your free account. iCloud lets you access music, photos, contacts and more on all of your devices automatically and is well worth using. It will also back up your files.

09 If you misplace your device then Find My iPad/iPhone will help you locate it on a map, play a sound or display a message. You can activate this service to sync the location of your device with iCloud. You'll never have to worry about it.

10 The FaceTime app lets you speak face-to-face with other people using the built-in camera, while the iMessage service provides free messaging. Enter your email address or phone number to use the services.

11 Next you will be presented with Create A Passcode. Here, you can enter a four-digit passcode that will be used to secure your iPad. The code will need to be entered every time you unlock your device and prevents others from using it.

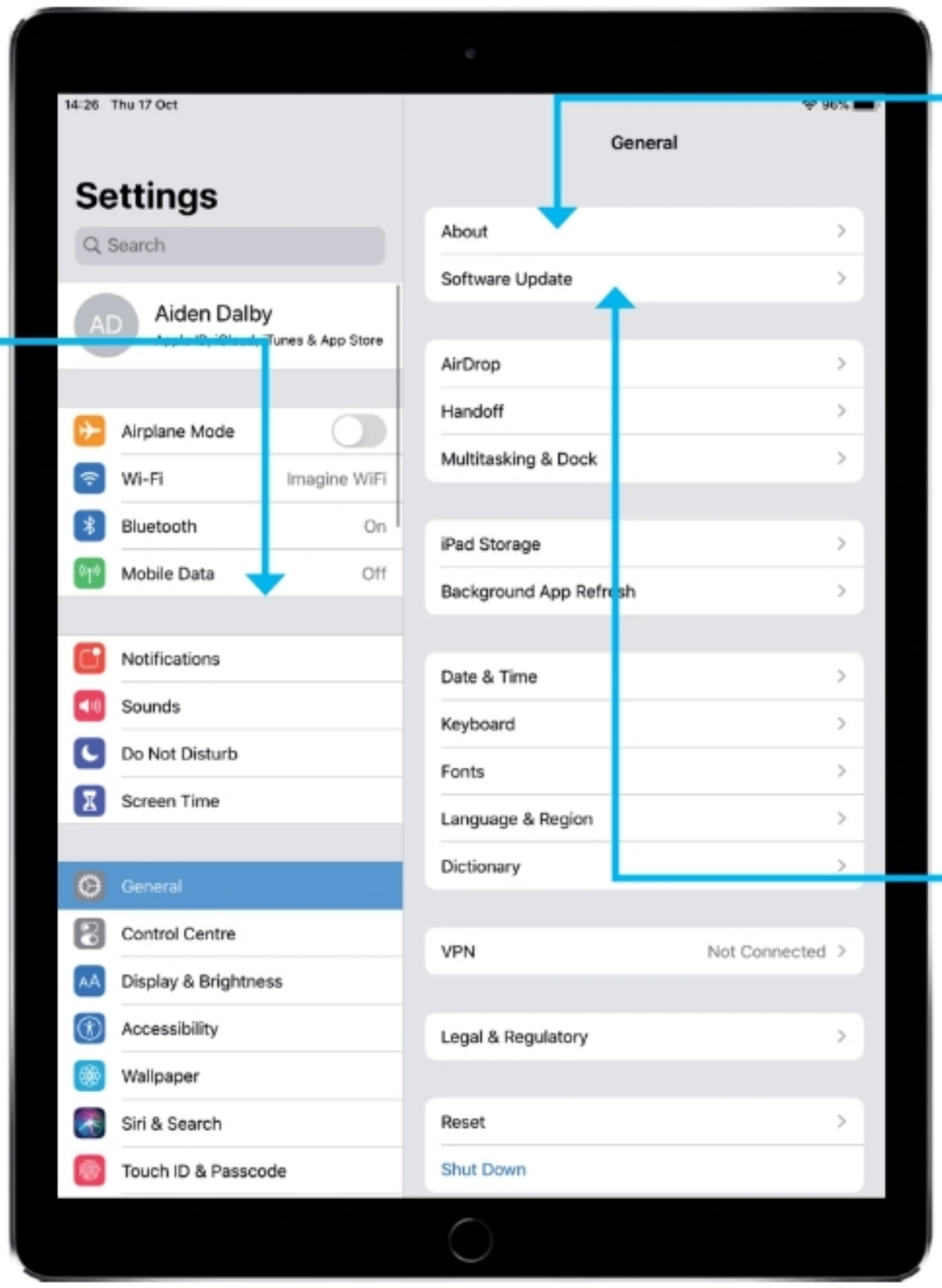


12 At this stage of the process you can choose to enable Siri, your iOS-based personal assistant. You can ask Siri questions or give commands in plain English to access and open apps, information, perform tasks and much more.

Activate & register your new iPad

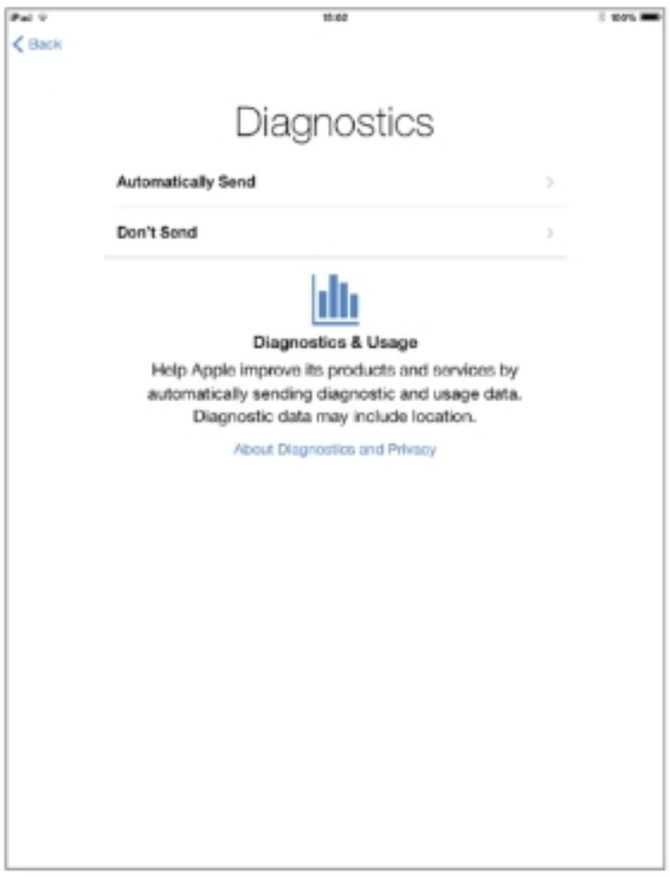
The categories
All of the categories to which the Settings apply will be presented in a list on the left-hand side of the screen. Tap an option to bring up its individual screen of settings

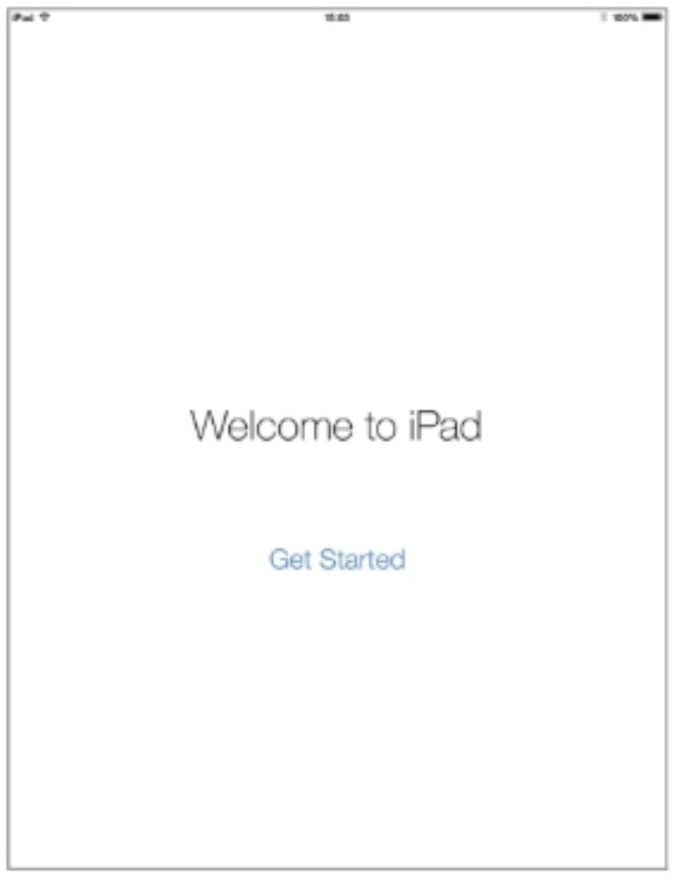
Side Switch
The switch on the side of your device can be used for muting sound or locking your screen rotation. The latter is very useful and you can assign it from the 'General' Settings section



All about your iPad
By tapping on the 'About' option in the 'General' section, you can get in-depth info on your device, such as the serial number, capacity and the amount of space that your various apps and media take up

Software Update
By tapping on the 'Software Update' option in the 'General' section your device will be able to find and update your iOS, without the need to connect your device to a computer





13 Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple for its records. You can also opt for 'Don't Send' to keep your information private.

14 Congratulations! You have now worked your way through the entire setup process. A screen will confirm the process is complete, so what are you waiting for? Tap on the 'Get Started' button and get using your iPhone or iPad.

15 You'll be presented with your home screen, so start tapping on icons to launch apps and find your way around, experimenting with the gestures needed to operate your new device. Going into Settings will let you personalise your device.

Make your device easier to use

Accessibility on an iPhone or iPad includes a wealth of adjustments that you can make to customise the device for your own needs

The Accessibility section on any iPad or iPhone is a hidden gem that can benefit anyone who wants to use their device slightly differently. It has obvious benefits for those with impaired sight or hearing, but the tweaks available mean that all of us can make changes that will ease the use of a phone or tablet every day.

There are tools available to increase the font size and to zoom in the screen to a high degree, plus the ability to use audible cues for every tap you make on the screen. It goes further with subtle options, such as reducing the motion effects and increasing the contrast, which are useful for those with balance problems, and the more you explore, the more you will get out of what is on offer.

Take some time to see what is included within Accessibility and find what works for you. This will result in a device that feels tailor-made for your own needs. Apple has always focused on accessibility, which is proven by the sheer number of options.

Accessibility Change how your device works

01 Go to Settings and look for the Accessibility option. If you prefer, you can set shortcuts to specific settings later if you find that this is tricky for you, but this initial set-up process is important before you do so.

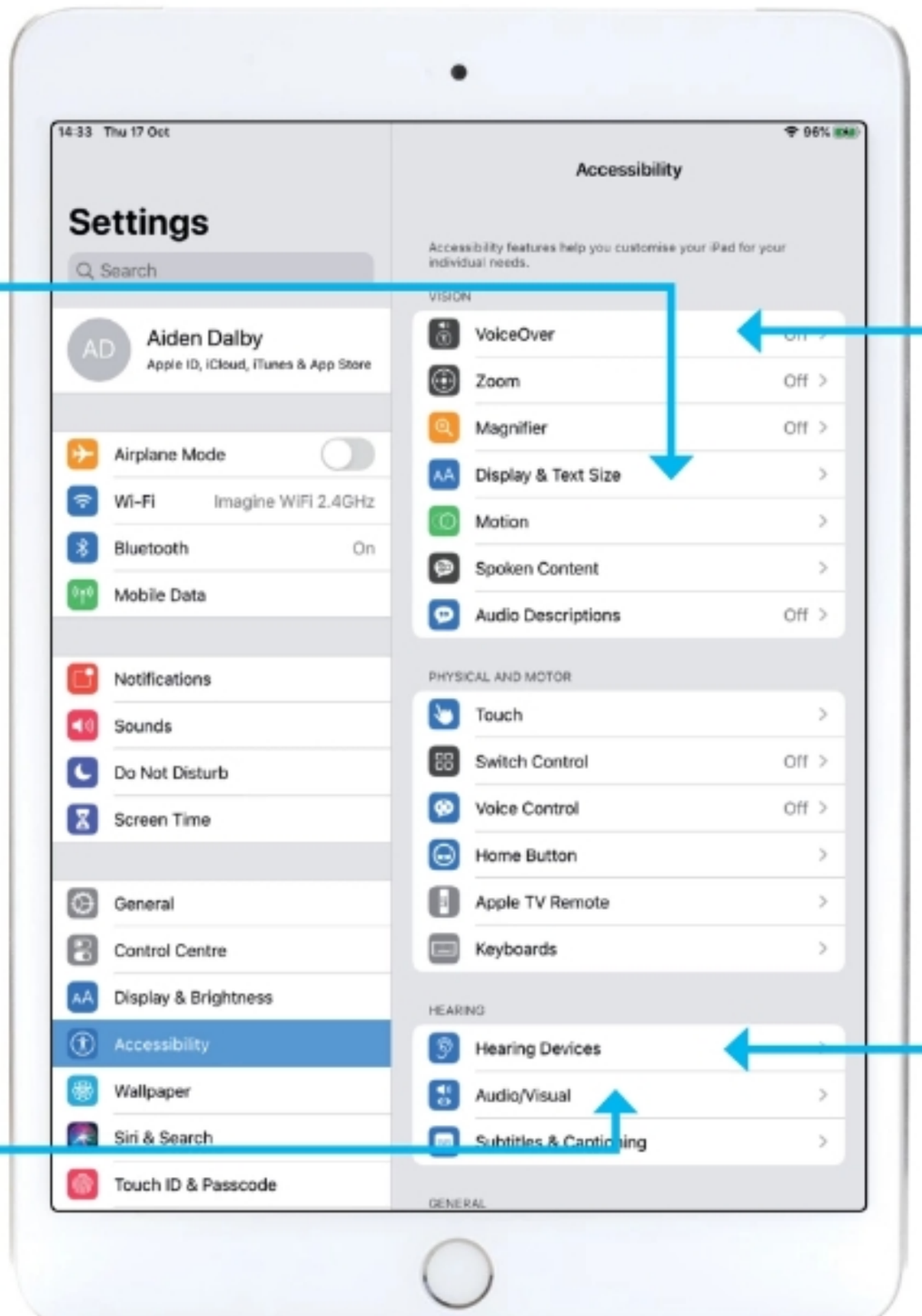
02 At the top you will see the Vision section, which enables you adjust various aspects of the main interface. Take some time to check all of the options that are included in this section because they are plentiful.

03 Tap the VoiceOver option and then enable it by tapping the top option. Once you've done this, you can now spend time adjusting the speed at which text is spoken and also change the pitch and use various sound effects.

Make your device easier to use

Adjust the colours
You can invert the colours on the entire display with one single tap. It works very well

Perfect sound
You can even adjust exactly how the sound works for each ear using a dedicated slider



Hear the words
VoiceOver will audibly speak any words that you have selected on screen instantly

Tailor it to you
Peripherals such as hearing aids and braille displays can be connected wirelessly

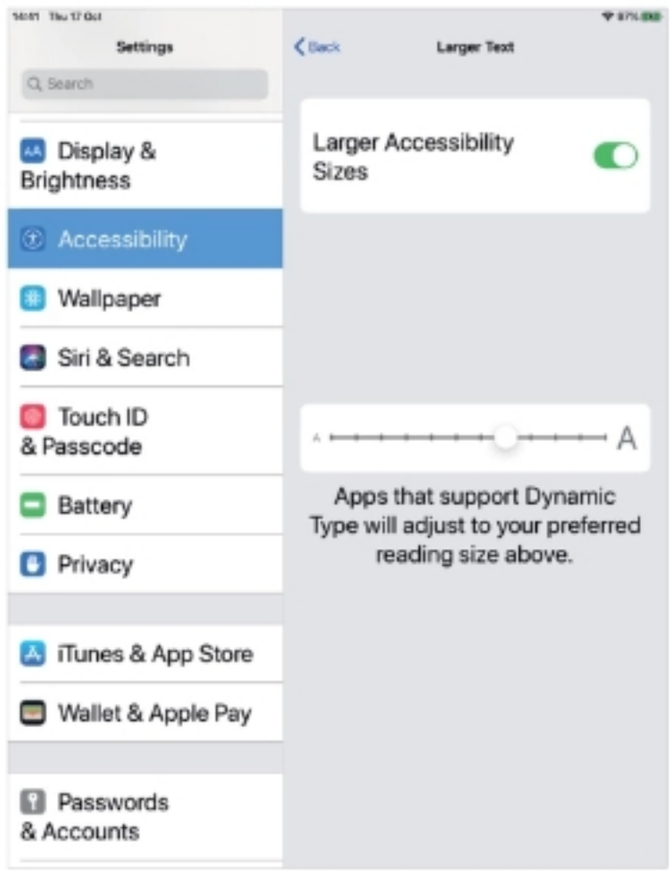
04 With the VoiceOver option enabled, read the instructions carefully at the top because every touch on the screen you make will activate the audible instructions. A panel appears showing you what is available.

05 When you tap any paragraph on a web page or in a document, it will be outlined visually and the text will be spoken aloud. You may be surprised at how accurately the system works for complex text.

06 Select the 'Braille' option to use your iPhone or iPad with a dedicated braille display. You can choose from a variety of options that suit the way that you prefer to read text and longer articles.

07 The Reduce Motion option is well worth turning on if you find that you suffer from balance problems and it also has the added benefit of making the entire interface feel quicker when opening and closing apps.

08 Selecting Increase Contrast enables you to darken colours and reduce the white point, which will make the screen less bright and will also reduce the transparency. You can find this under Display & Text Size.



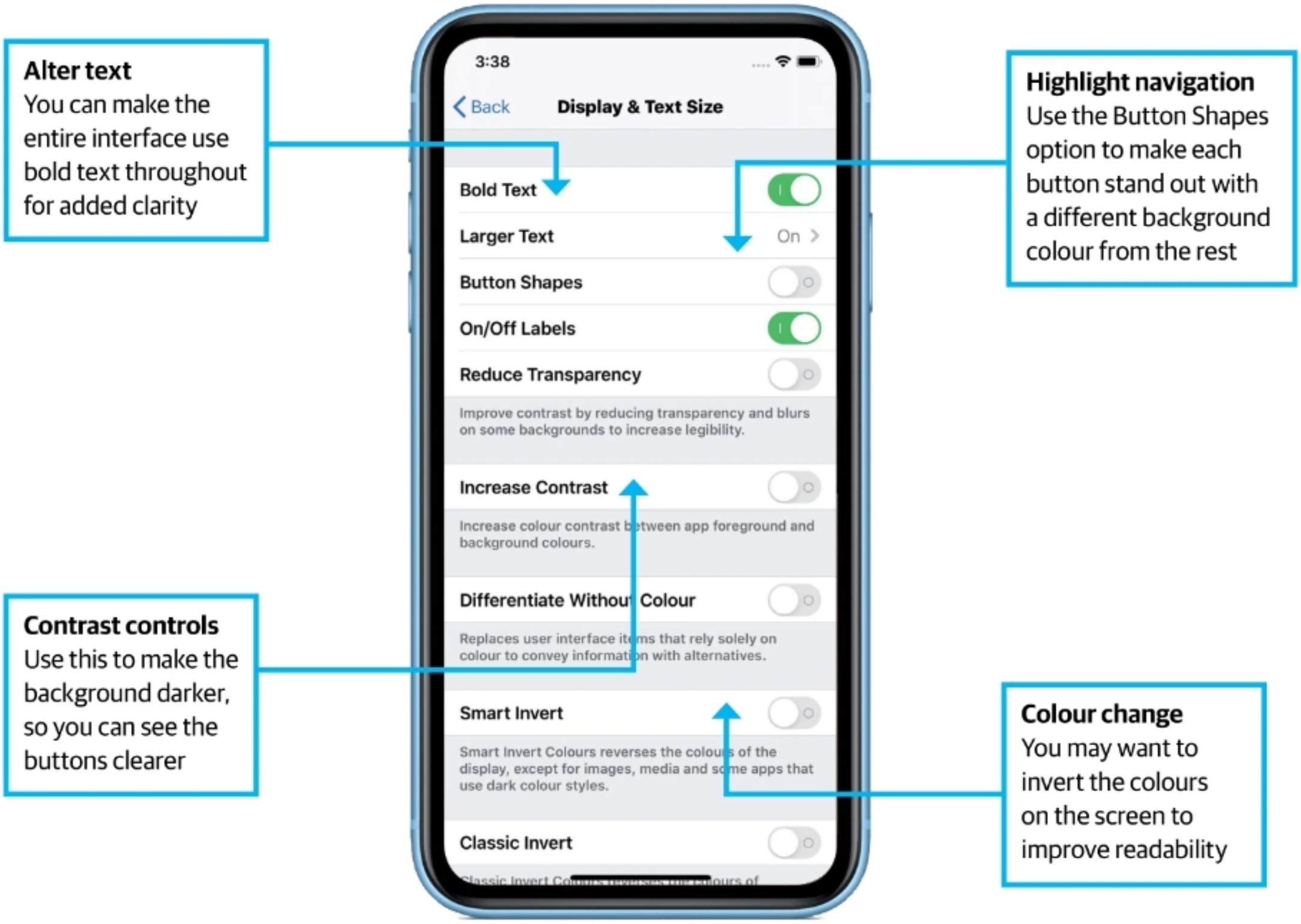
09 When you select Larger Text you will be presented with a slider to choose what size the interface text should be. It only supports apps that specifically work with Dynamic Type, but can help greatly nonetheless.

10 If enlarging all of the text isn't exactly what you're looking for, try the Zoom feature. This only enlarges what is in the window, which you can move around by tapping and holding on the bottom then sliding with your finger.

11 Enabling the Guided Access setting enables you to constrain the device so that it can only work within one app and with limited features. This is useful if you are letting young children use your phone or tablet.

12 If you find pressing the screen at a particular point is a touch difficult, you can use the AssistiveTouch feature to create new gestures, which you can activate at any time. This potentially gives you unlimited customisations.

Make your device easier to use



13 In the Media section you can choose to use Closed Captions + SDH when watching movies and TV shows. These will only work if the media you are watching comes with the required support for the features.

14 At the bottom of the Accessibility list you can tap 'Accessibility Shortcut' and then choose which option is activated by a triple-click. It makes enabling your most used shortcut both easy and extremely efficient.

15 The Home-click Speed option highlights the completeness of Accessibility. You can use this setting to change the gap between clicks and even the slowest option will activate double-click when it is needed.

Change settings to suit you

The Settings app is the epicentre of your iPad. Here you can customise everything from how apps work to the feel of the display

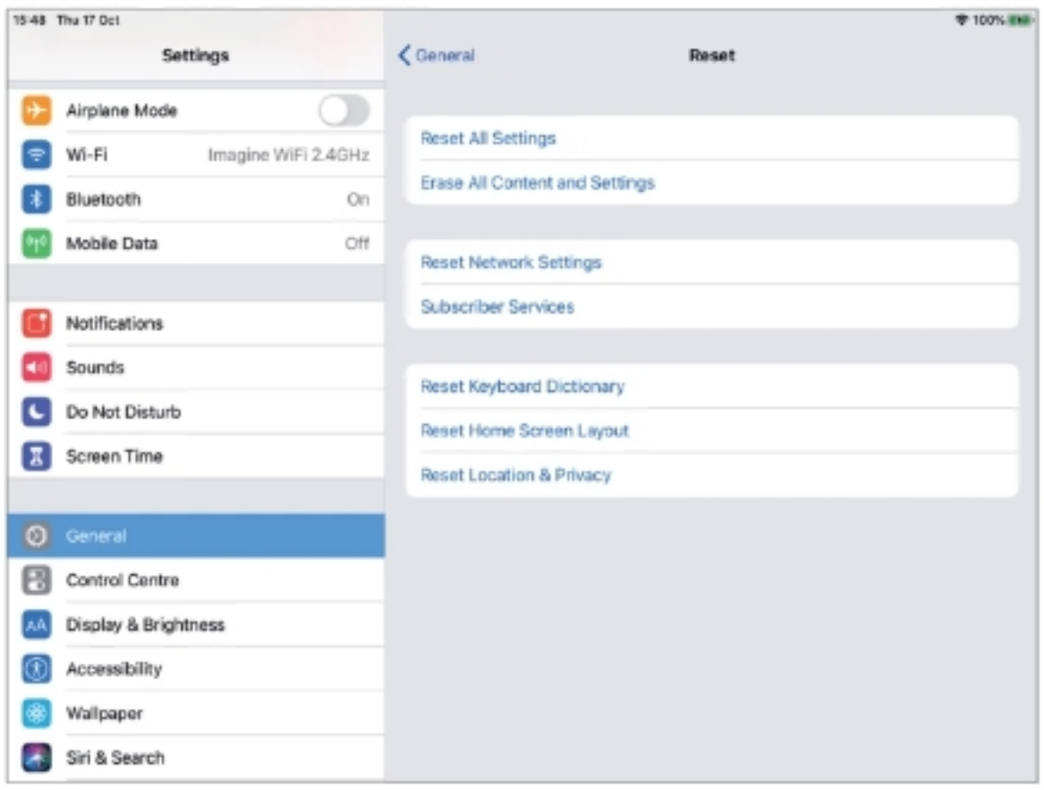
On the first page of the iPad screen is an app called Settings. This controls how your iPad works, allows individual apps to be configured and sets the look and feel of the screens. With it, you can enforce security, log on to Wi-Fi networks, save battery power, add signatures to emails, configure the web browser Safari to use specific search engines and much, much more. It is, perhaps, the most important app on your iPad, and one you will come to use a lot. Learn what it has to offer and how you can change or configure things and you will take control of the iPad to make it work the way you want it to.

In this tutorial we are going to introduce you to some of the key features found within the Settings app – the ones that you may want to check out straight away in order to get yourself acquainted to the system and personalise it to suit your own preferences.

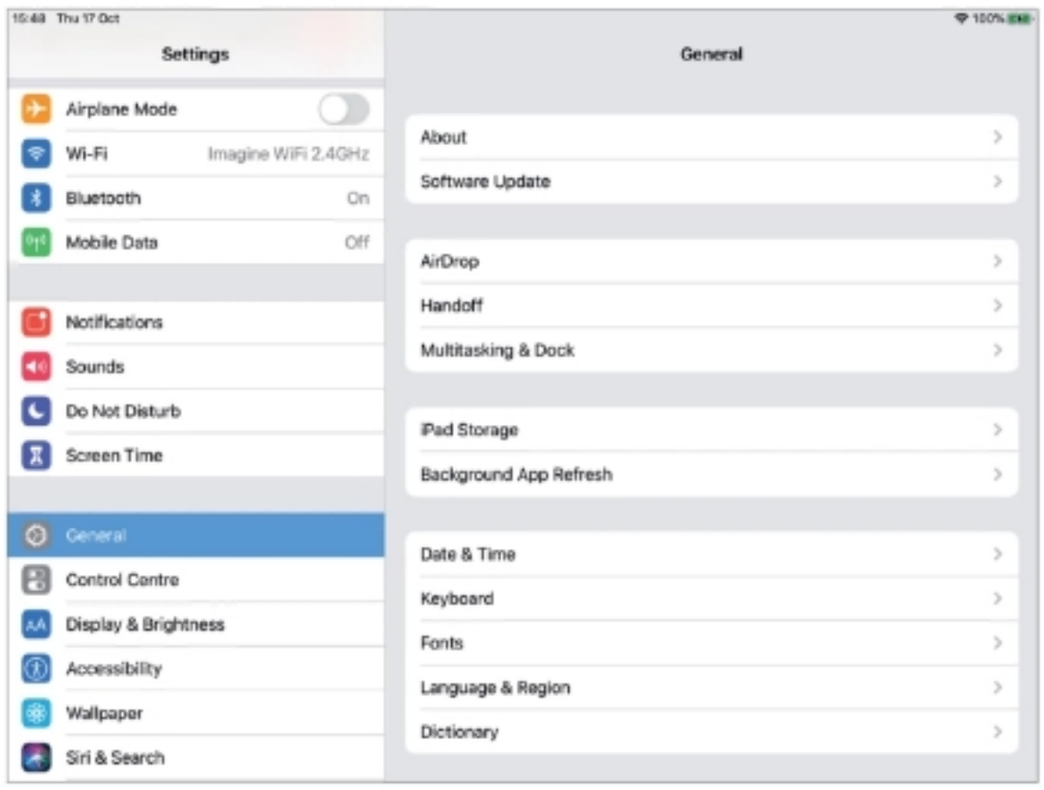
More specific tutorials will follow to show you functions in more depth, but for now, let's delve into the nerve centre of this incredible piece of kit.

"Learn what Settings has to offer and make the iPad work the way you want"

Settings Work your way around the iPad's control system



01 Turn your iPad on and slide and unlock it. The Settings app is on the first screen. Tap on it to launch. There are a number of parameters but you'll find a lot of useful things to tweak in the 'General' section. If this isn't automatically selected, tap on it now.



02 Within the General settings you can update the operating system, set up various Accessibility features to make your device easier to use, set the language and region, and even reset your device to its factory settings.

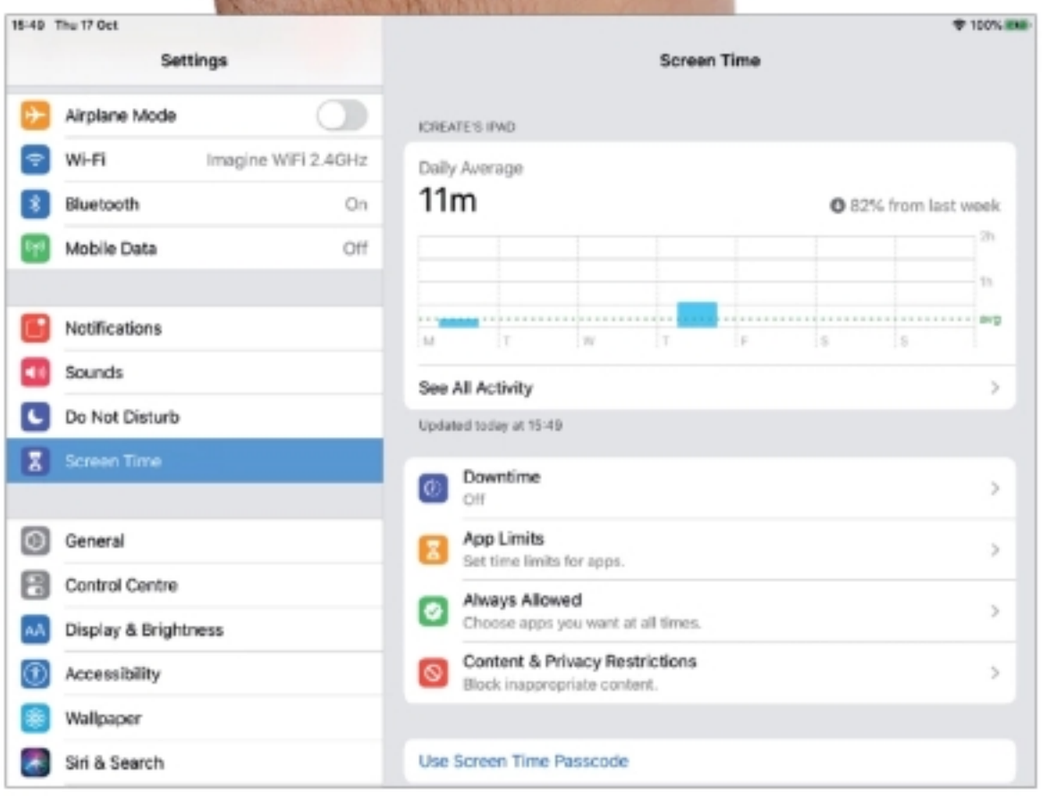
Change settings to suit you

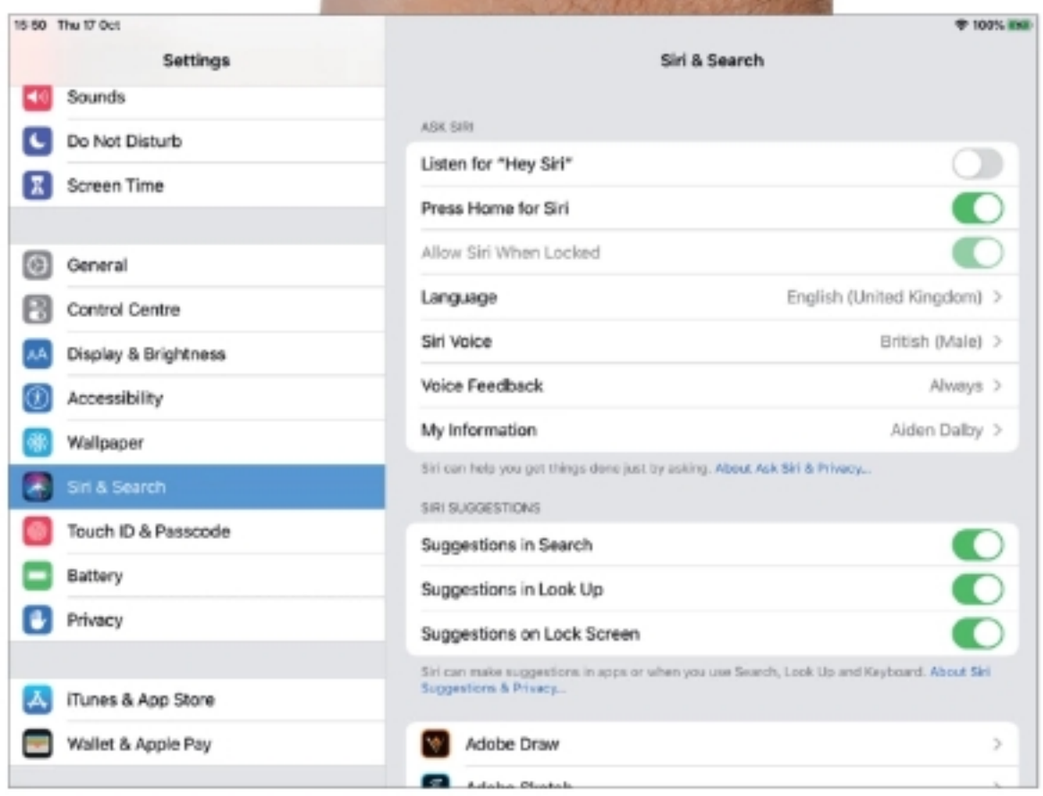
Wireless updates
You no longer need to connect your iPad to a computer to update the system software. Just choose 'Software Update' to get the latest iOS (if available) beamed directly to your device

About your iPad
Tapping on the About section will list all of your device's contents – including songs, videos, photos – divulge the storage capacity and how much space is free and more

Accessibility
Here you can turn on or off shortcuts or tools that can make using the device easier for those with problems hearing or seeing their device. Each settings has a description of what they will do

Storage
Here you can see what is taking up your device's memory. It will offer recommendations on how to clear space and provide charts so you can see what is taking up the most space





03 The 'Screen Time' section has one of the most important settings options. Here you can turn off in-app purchases, access to certain apps and much more. Just tap the type of restriction and if required the times you want it restricted.

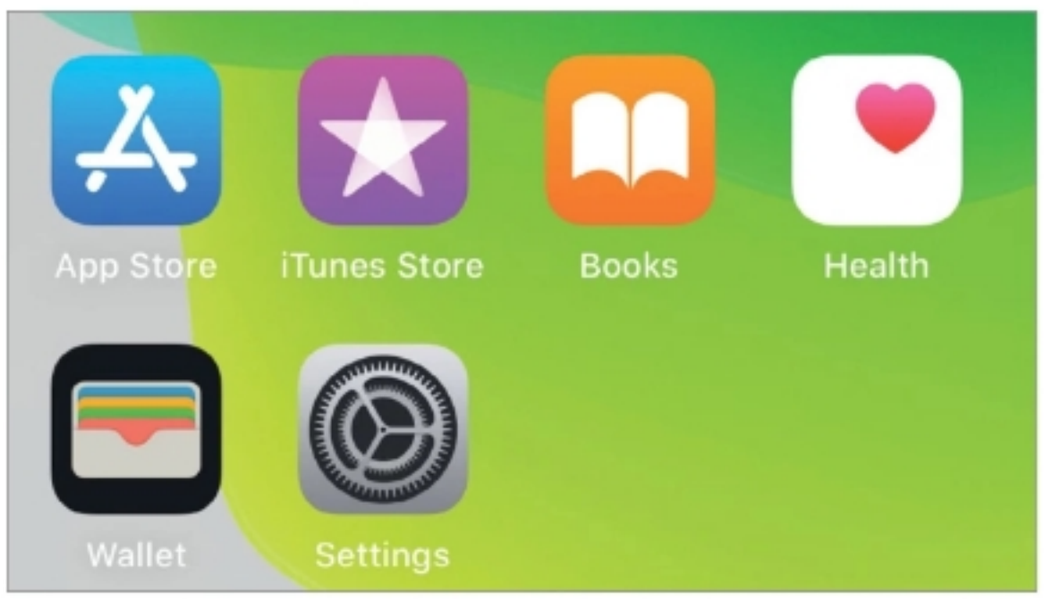
04 The layout of the Settings screen changes slightly with each major update to iOS. Some settings, that were once part of other sections, may have their own standout section now. Explore the settings to get to grips with your device and what it can do.

Set up a Wi-Fi connection

There are a host of services on the iPhone, but you'll need to get online. We show you how to do just that

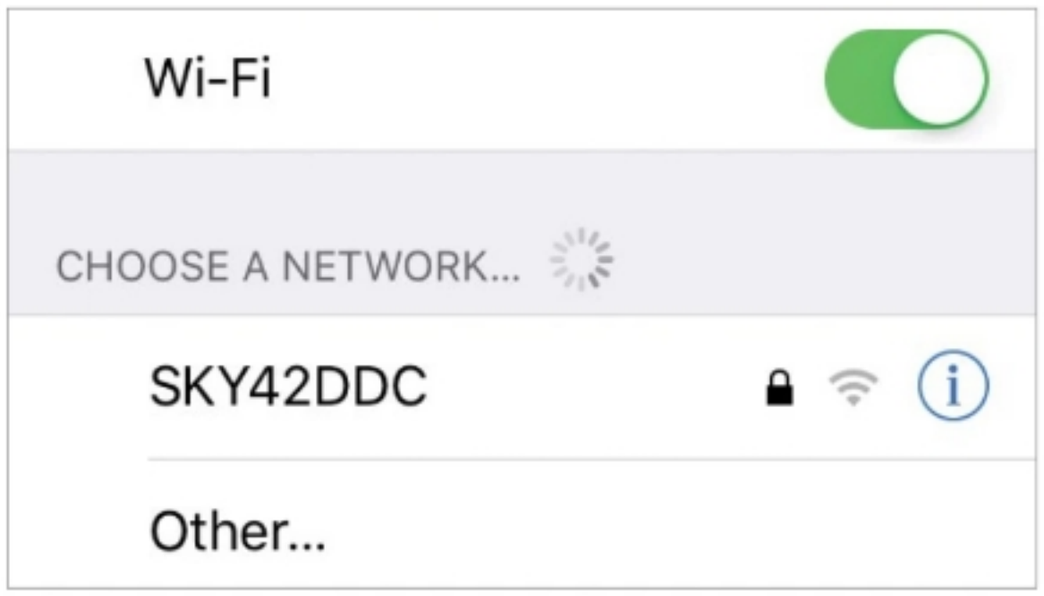
Internet access turns your iPhone from an impressive piece of expensive kit into something that opens up worlds. This is due in part to the magnificence that is the App Store, a virtual store that gives you access to literally thousands of different applications, ranging from popular games like *Angry Birds* and *Real Racing* to GPS devices, interactive encyclopaedias, word processing apps and much, much more. Once you give your iPhone access to the internet your options become plentiful. Follow our simple instructions in this tutorial and unleash the potential of the iPhone.

Settings Switch on Wi-Fi on your iPhone

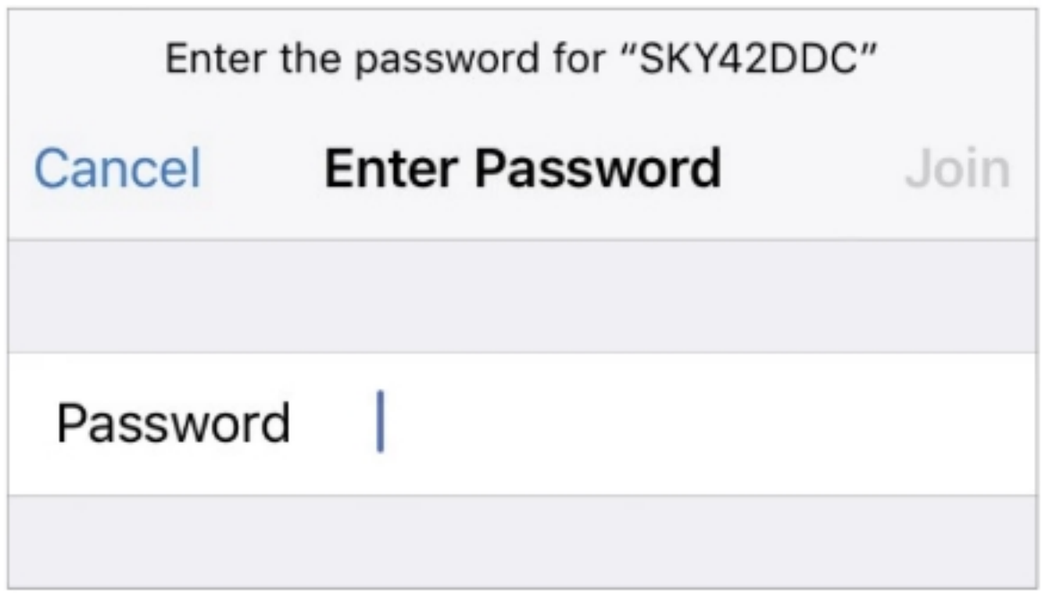


01 Go to the very first page of your iPhone's Home screen and tap on the Settings icon to launch your Settings app.

02 After entering Settings, the second option down is Wi-Fi. Tap on it and then turn Wi-Fi on by sliding the button.



03 Your iPhone will look for available connection points. Ignore Ask to Join Networks at the bottom and simply tap on your connection.



04 You are now ready to enter your Wi-Fi password. Fill in your details on the keyboard. Once filled in, select Join and you're done.

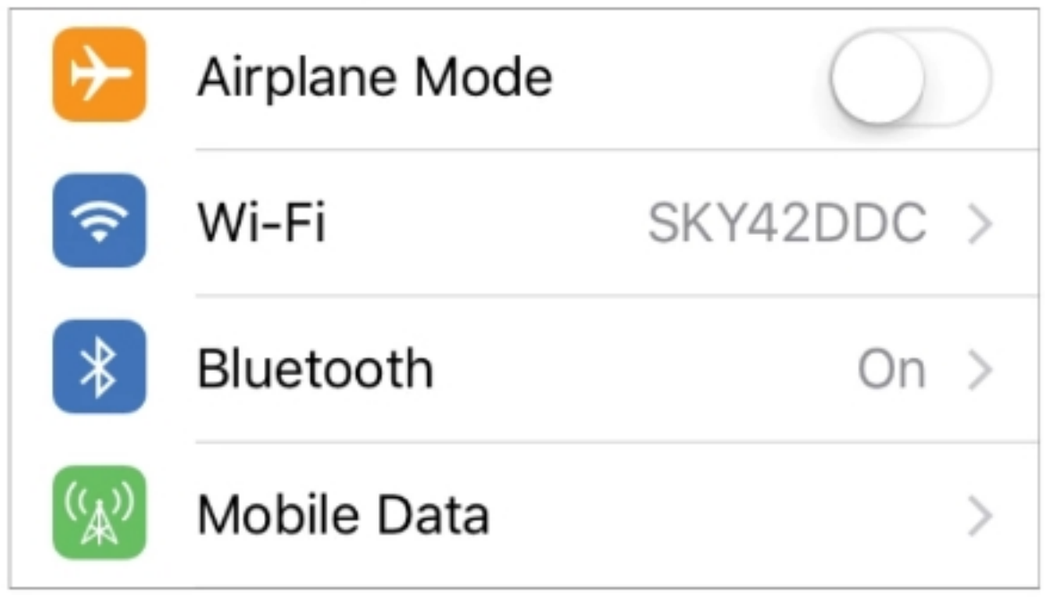
Connect to mobile data

With 3G or 4G, you can access the internet while you're away from home or without a Wi-Fi connection

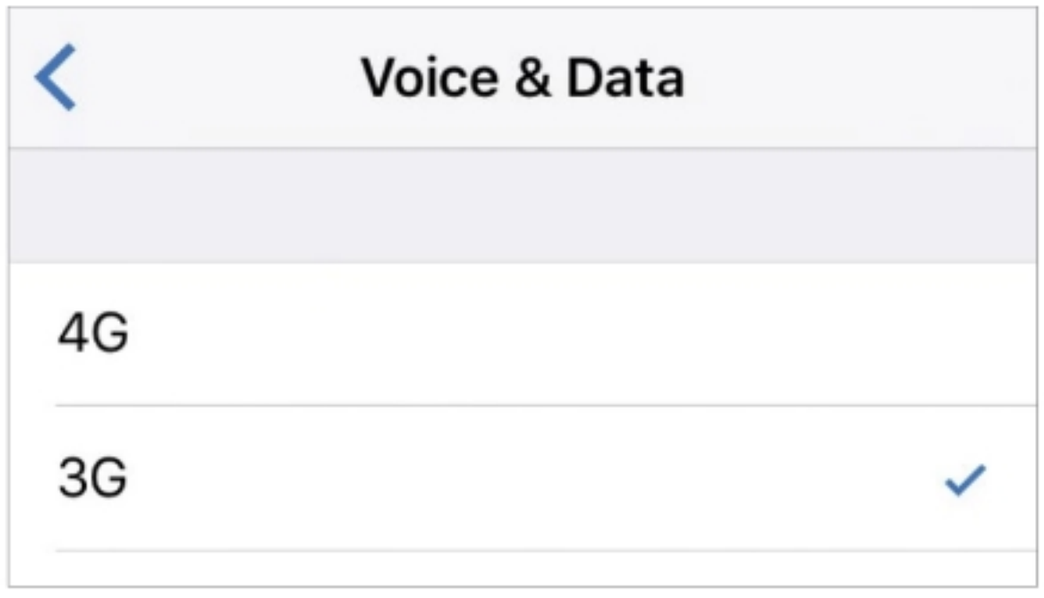
You may have heard about 3G and 4G. This is a network service that lets you access the internet while you are away from a Wi-Fi signal. It's an amazingly useful service, due to the fact that online access is becoming more expensive.

3G comes with all iPhones and is enabled by default, so you can access the internet wherever. However, if you're going abroad, it's good to know how to tweak the settings, as sometimes you may want to avoid roaming charges. Follow these simple steps to set up your 3G, and manage how you access the internet on your iPhone.

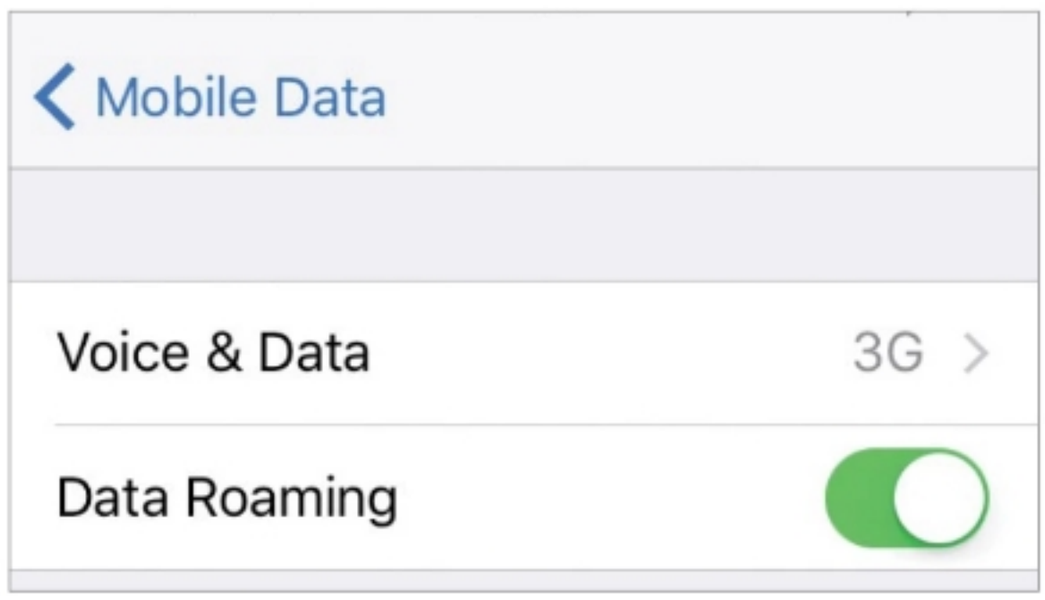
Settings Change your iPhone's 3G settings



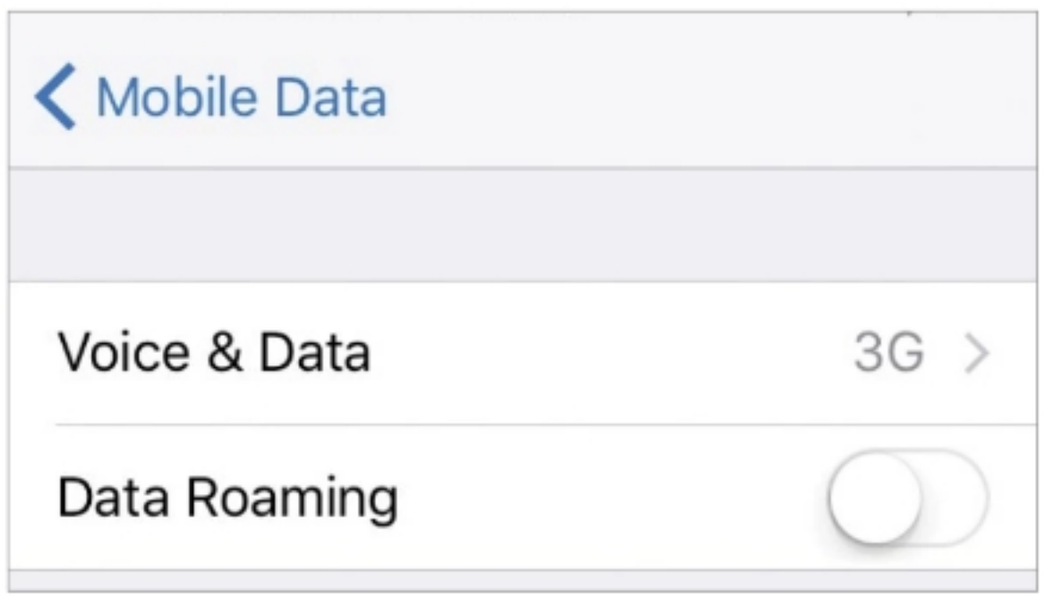
01 In Settings, look to the first section of options right at the top. You'll see one called Mobile Data, second from the bottom; give it a tap.



02 Now tap on Mobile Data Options and you will see an option called Voice & Data. Tap this and you will be able to choose between 2G, 3G and 4G.



03 Using 3G while abroad can rack up massive charges, so the Data Roaming option is of interest to budget-conscious travellers.



04 Unless you have an international roaming package, keep it turned off. You'll need Wi-Fi to get online, but you'll avoid extra expenses.

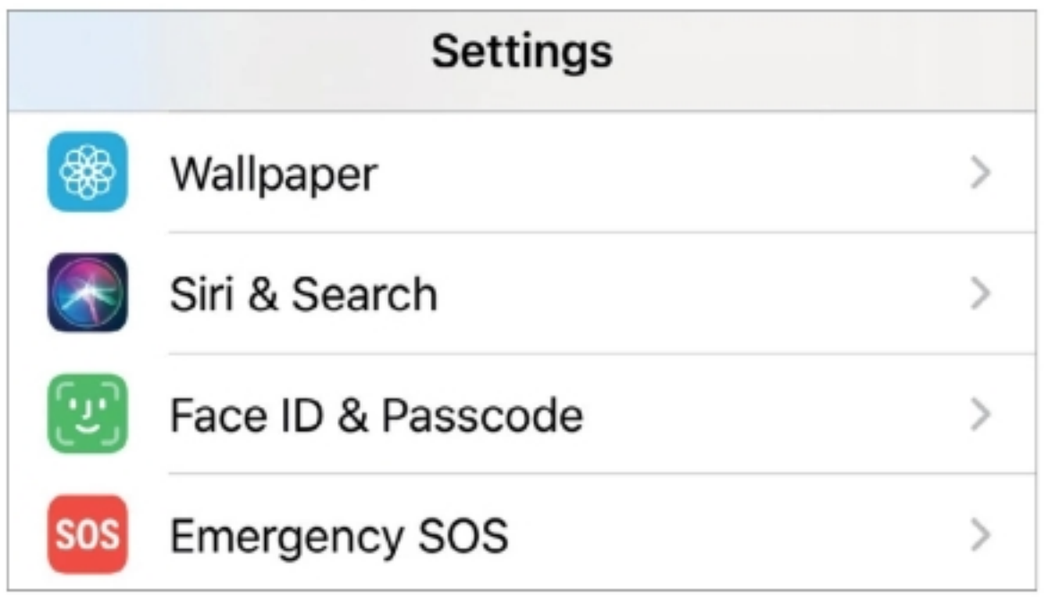
Change your wallpaper

We show you how to quickly customise the background of your Home and Lock screens

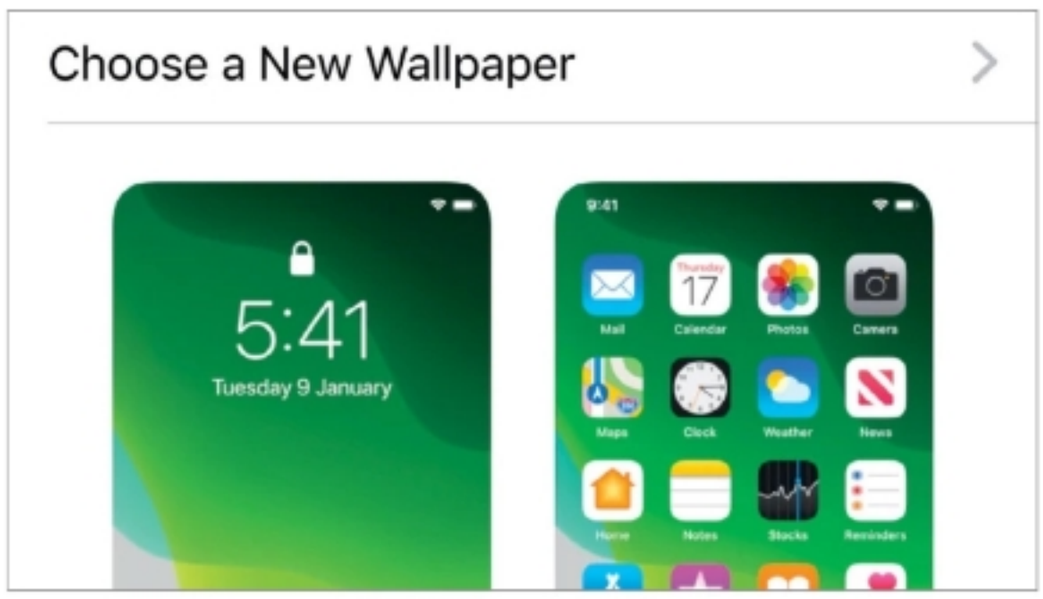
With the iPhone, Apple has allowed you to change the background of both the Home and the Lock screen. Making changes to the system is very simple. You can easily customise your iPhone to look how you want it to.

Whether it's an image from the iPhone's supplied wallpaper set or a photo from your album – even one that you've saved from the web or your computer, if you are looking to be reminded of that great holiday or day with your family or friends, you can do so quickly and change it all the time to suit you. Let us show you how!

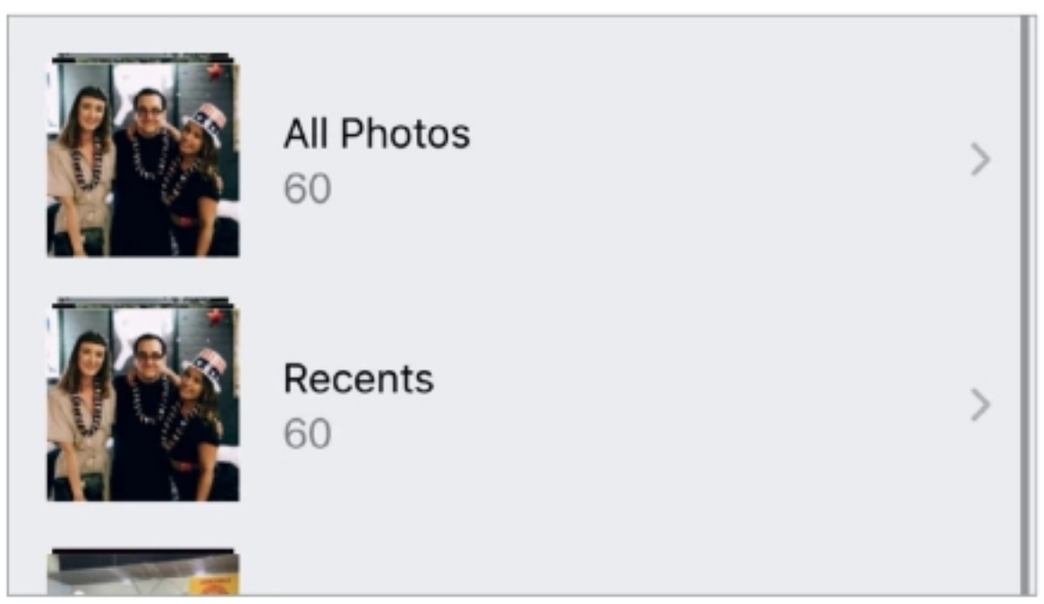
Settings Change your iPhone's background image



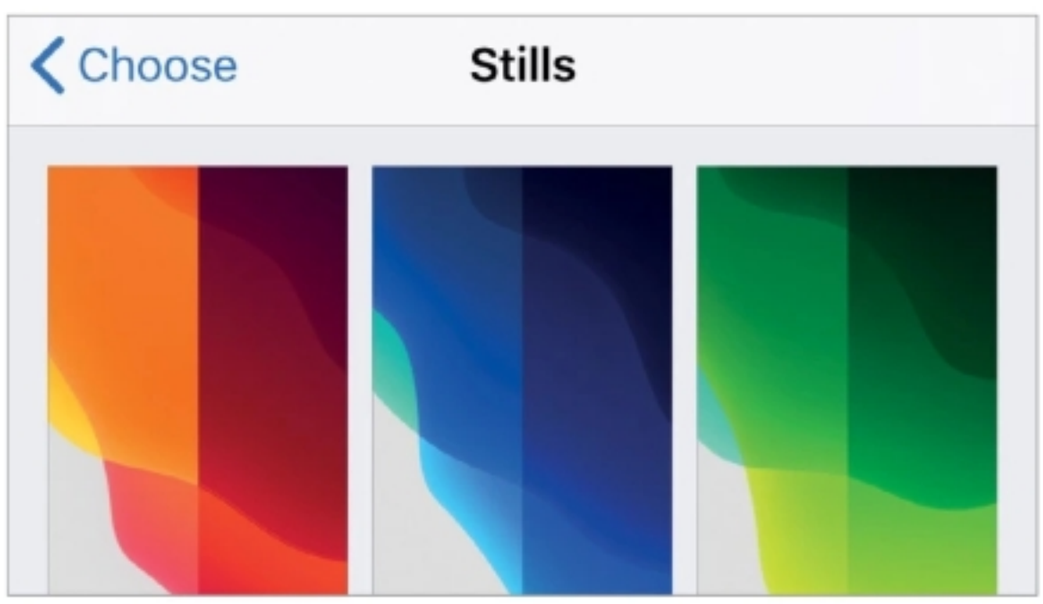
01 Go into the Settings by tapping the icon on the home screen. Tap on the Wallpaper option towards the middle of the third menu.



02 You can change both the home screen and the lock screen from here. When you're ready to change them, tap Choose a New Wallpaper.



03 Choose the album that you wish to pick from, and tap on that album to bring up the contents, or choose from the provided wallpapers.



04 Make your final selection, and then simply tap on that picture. On the next screen select 'Set' then the option you wish to set it as.

Set a new iPhone ringtone

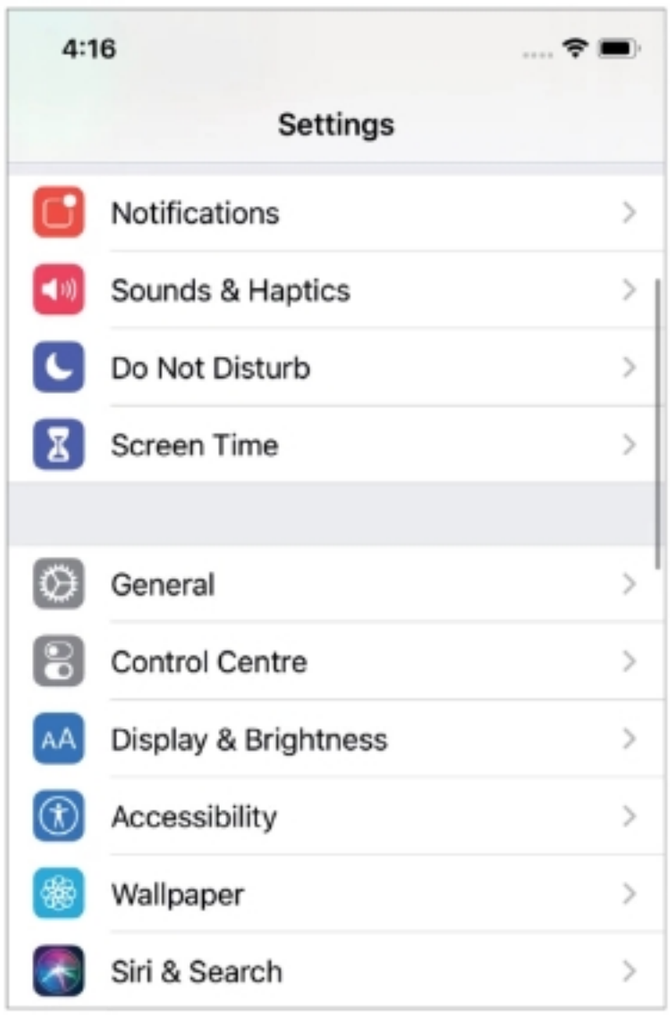
There is no reason at all to live with the default iPhone ringtone, and you can find a variety of fun tunes to use instead

It is all too easy to simply accept the default ringtone on a new iPhone, but to do so would be to miss out on all of the variety that is included out of the box. You'll find that there are many ringtones installed and all you need to do is tap one that you like the sound of and then exit the Settings app to enable it.

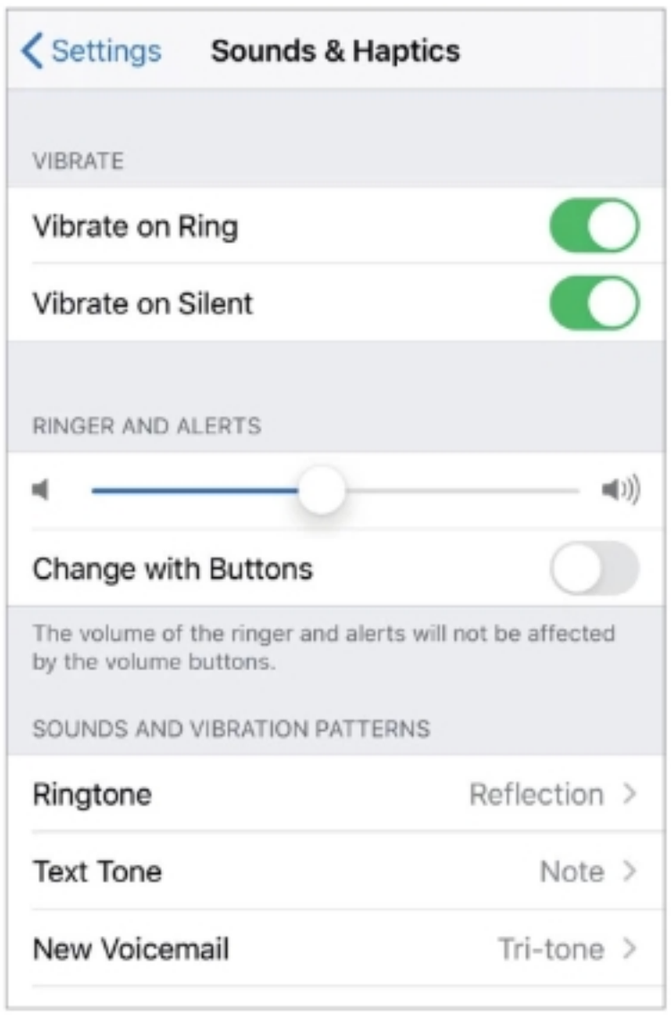
The process is so quick and easy that you can use a new ringtone every day. It's even possible to buy new tones from iTunes or assign tones to your contacts on an individual basis. Take some time to play with the settings on offer and you will be rewarded with a more individual experience on your iPhone every single day. Also, if we all used the same ringtone, the world would be a very boring place.

"There are many ringtones installed, and all you need to do is tap one that you like"

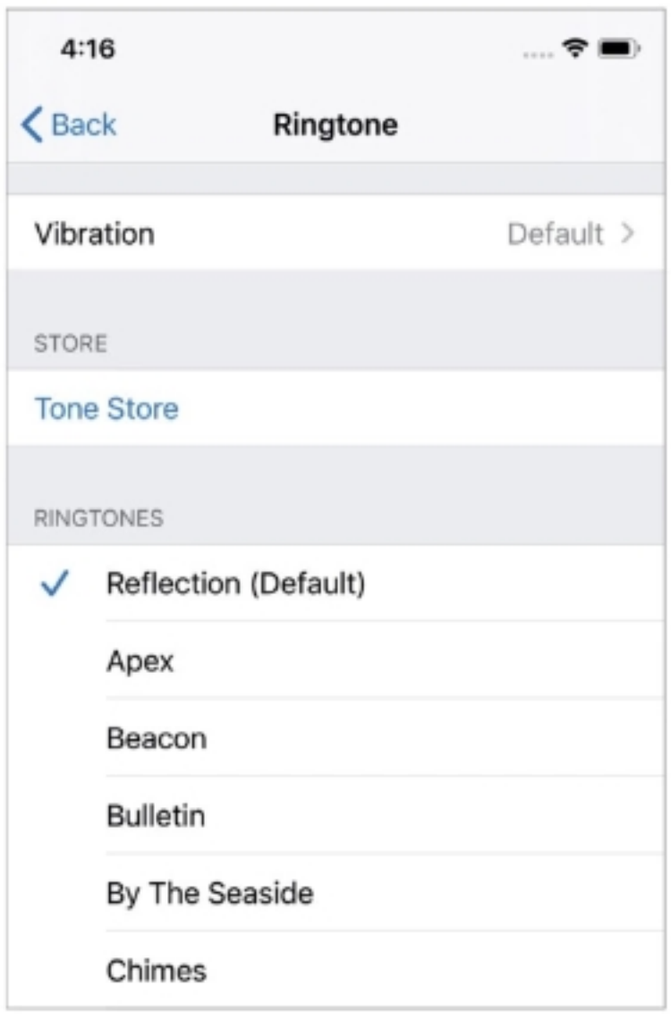
Settings Enable a new iPhone ringtone



01 Go to Settings and look for Sound & Haptics. Tap it to see all of the options available to you and take note of what you can change, such as whether your phone vibrates when ringing.



02 Look for the Ringtone option and tap it to see which tones are currently installed on your iPhone. You can also follow this process to change the tones used for alerts and text messages.



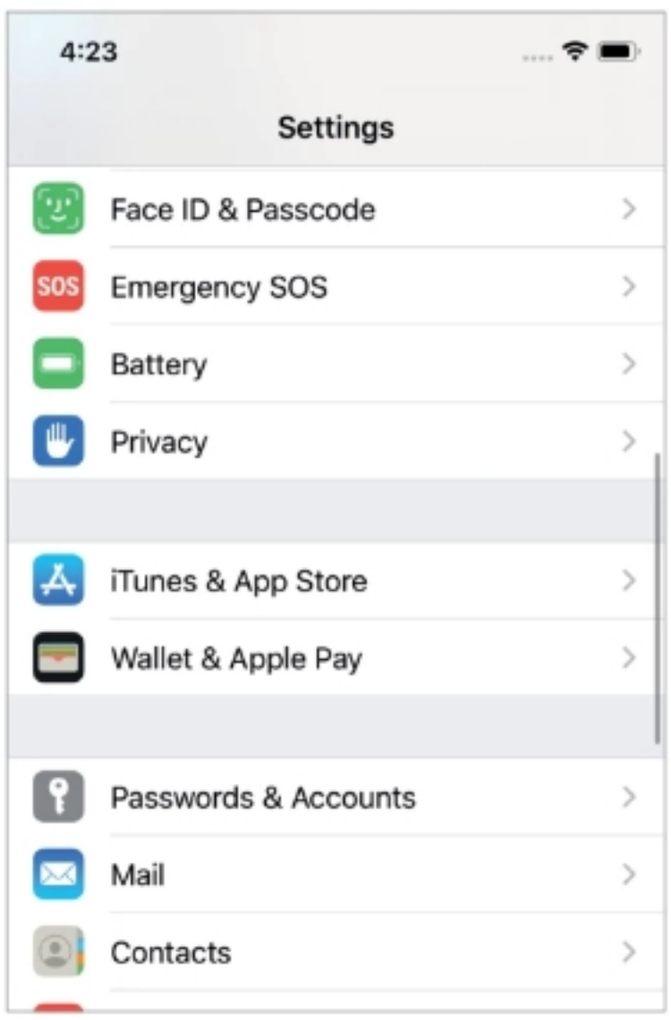
03 You can now scroll through the list and tap any tone to listen to it. When you're happy with your selection, tap Sounds at the top and that tone will be picked to alert you in the future.

Set a personal passcode lock

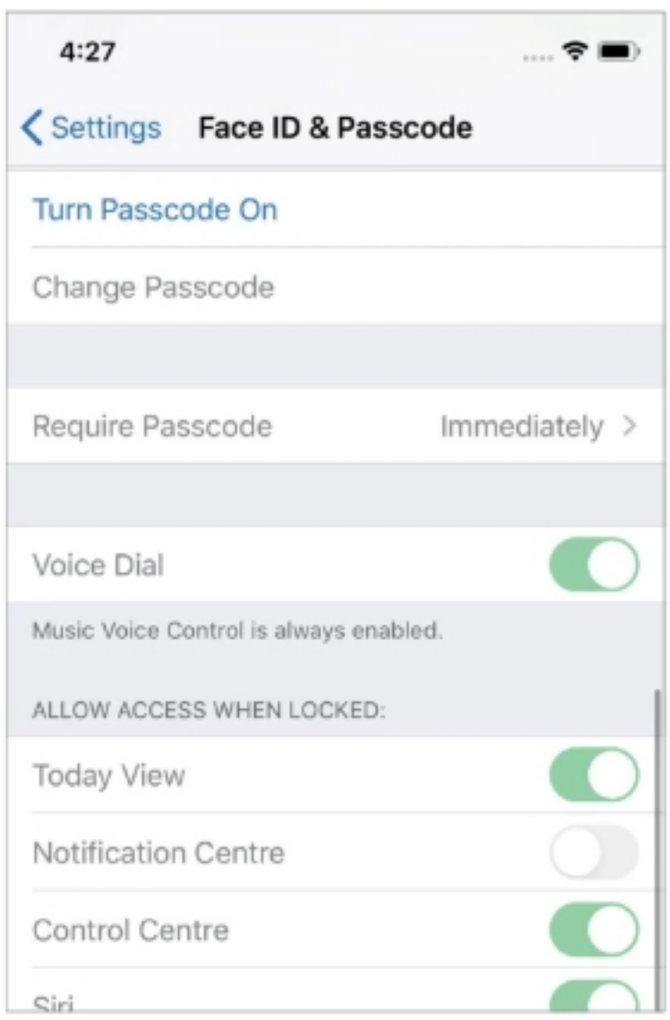
Protect your phone from prying eyes and set a passcode that will ensure that only you have access to everything on your iPhone

These days, people can store a lot of sensitive data on their smartphone – whether it's log-in details for online accounts, private text messages, or documents only you're meant to see. If someone gained access to your phone, there may be a lot there you don't want them to see. Of course, this extends to a more basic level, too. You may have grandchildren who think it's funny to use your phone when you leave it unattended. By setting a passcode, you ensure that there is at least some level of protection for the contents of your phone. Just like a PIN, you can set a passcode only you know, and every time you turn your phone on or unlock it, you'll have to enter this code. Choosing a memorable code is imperative, but there are settings allowing you to personalise your security. If you own a newer iOS device then you can use the Face ID sensor to scan your face, along with a passcode to make your device extra secure. Some apps like Wallet require these security features.

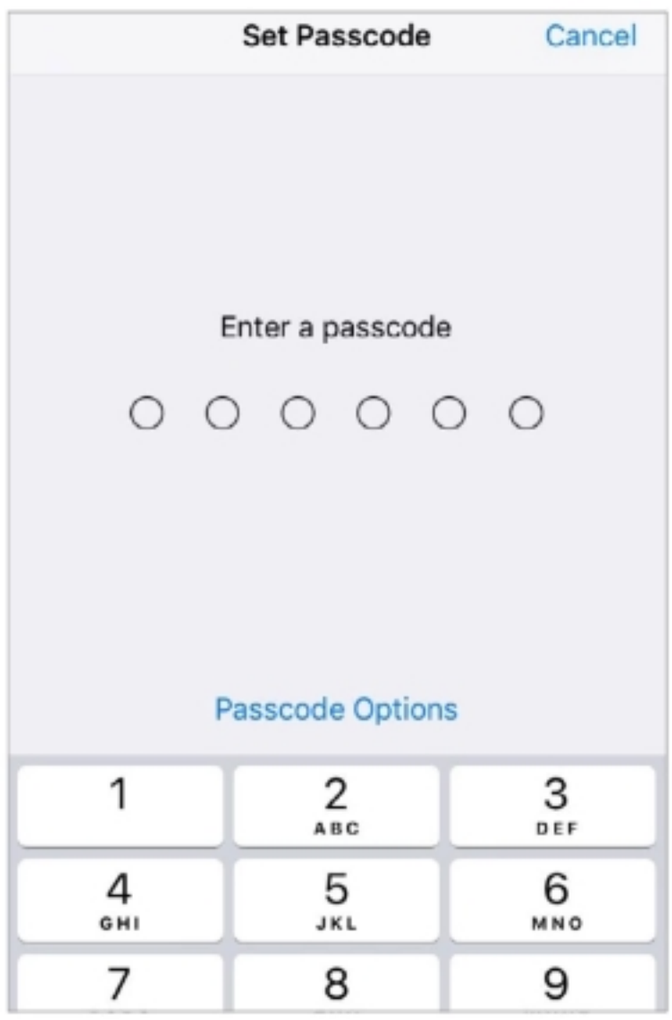
Settings Turn on Passcode Lock



01 From the Home screen, launch the Settings app. Once in Settings, scroll down until you come to the Face ID & Passcode option and then select this to start securing your device.



02 Within the settings, you'll see the display of options shown above. Currently, there is no passcode set on this iPhone. To change this, tap the 'Turn Passcode On' option.

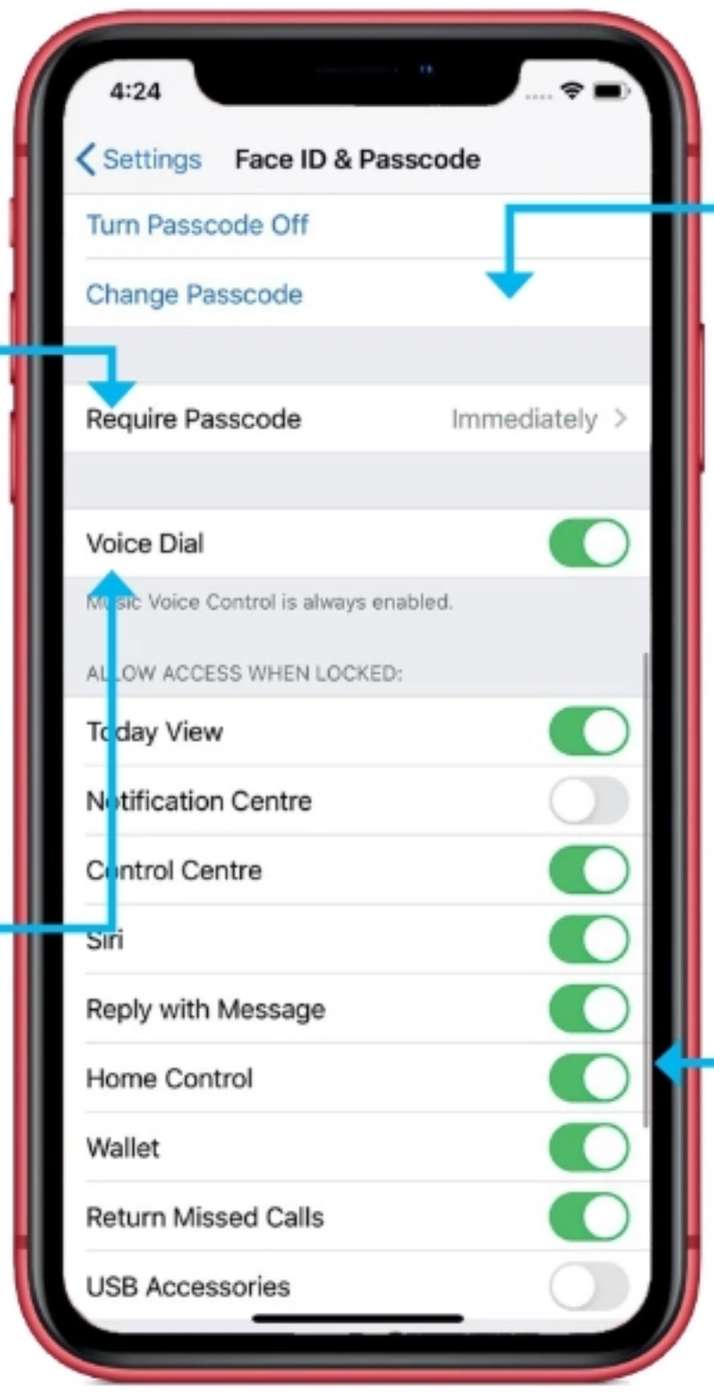


03 You'll be asked to enter a six-digit passcode. Make sure to choose something you'll remember, but nothing too obvious that people will guess. Re-enter the code to confirm when asked.

Set a personal passcode lock

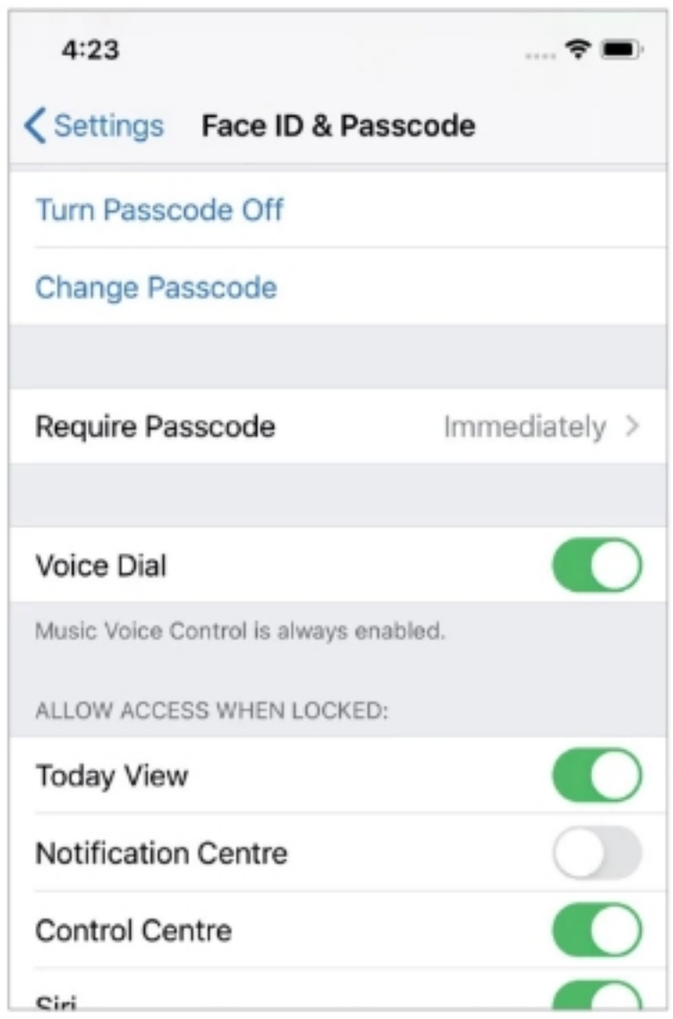
Waiting time
Tap this option to select how long you'll have to wait to enter your passcode after locking your phone – from immediately up to four hours

Too complicated
To create a shorter, more simple passcode, tap this option, enter your existing code and then tap 'Passcode Options' to select a shorter numeric or alphanumeric code

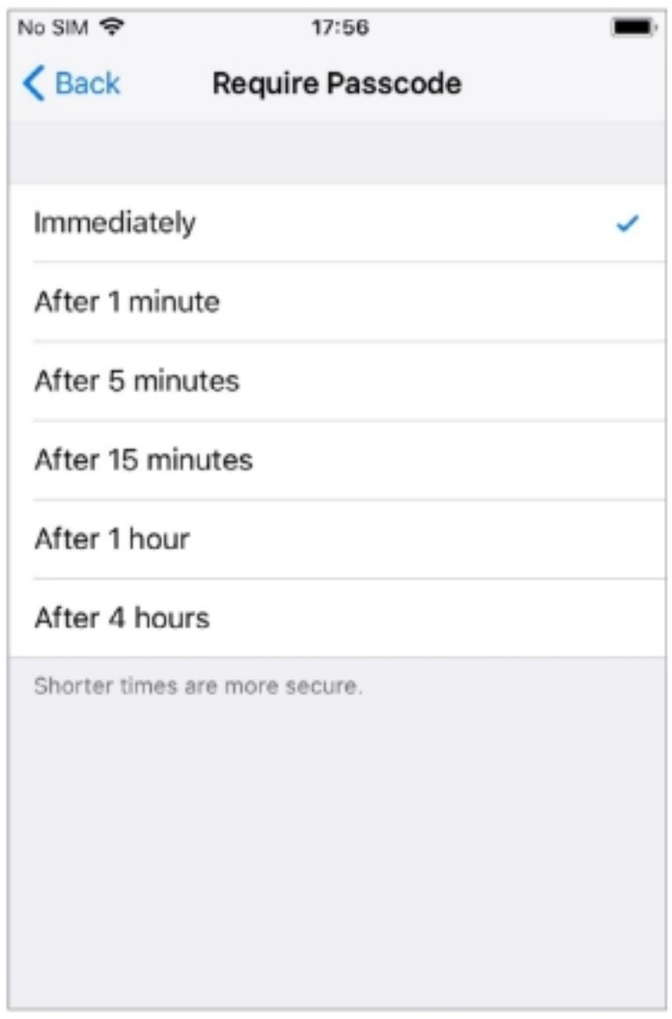


Voice Dial
Flick this switch to select whether or not you want the Voice Dial function to work without entering a passcode

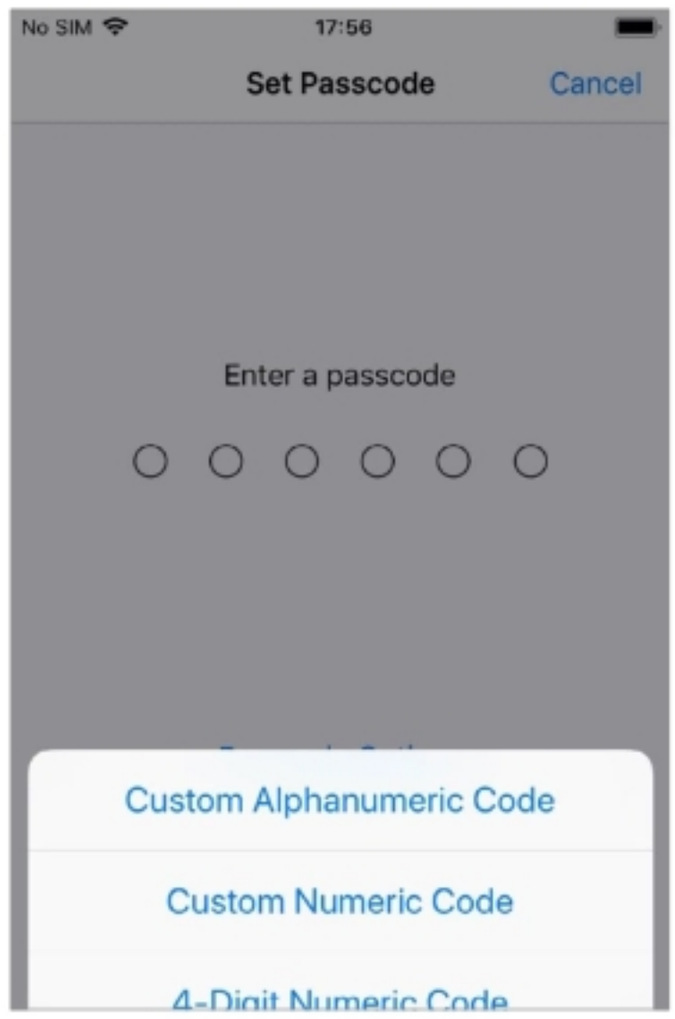
Turn it off
These let you control whether or not Siri, Passbook and the Phone app's Reply With Message work if your iPhone is locked



04 Once you've set your passcode, you'll notice that a number of extra options are now available. You can turn the passcode off, or change the passcode if you so wish.



05 By tapping on the Require Passcode option, you can determine how long after you lock your phone that you need to enter the passcode. Shorter periods of time are safer.



06 If you're not happy with a six-digit code, tap 'Change Passcode', enter your code and then choose 'Passcode Options'. You can now choose a different code option.

Control your privacy settings

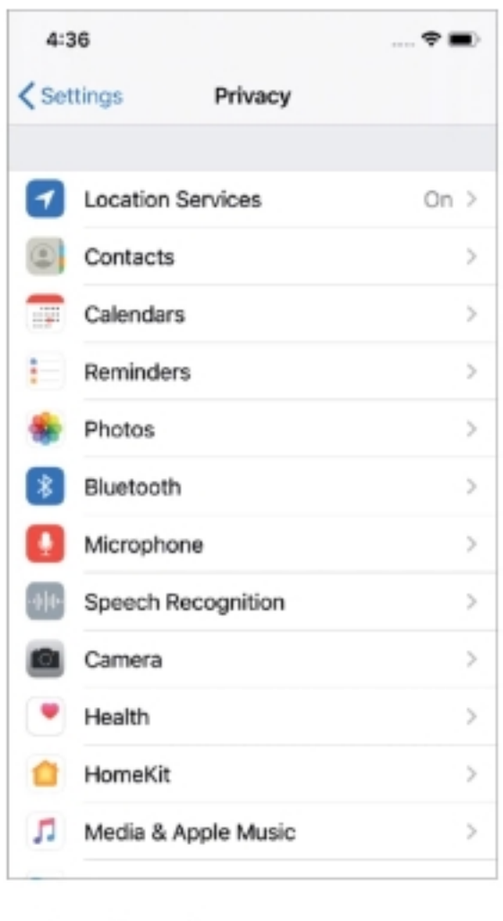
Keep control of your privacy by monitoring what actions your phone's apps can and cannot perform

In today's age of digital information, where personal details are moved around at a moment's notice and where critical information is bounced from one server to another at a flick of a switch, it is very important to keep control of data. Think about it. Your iPhone contains a gamut of personal information. Just how many emails and texts do you send and receive during a typical week? What addresses do you have on your phone? Do you use your phone for personal banking?

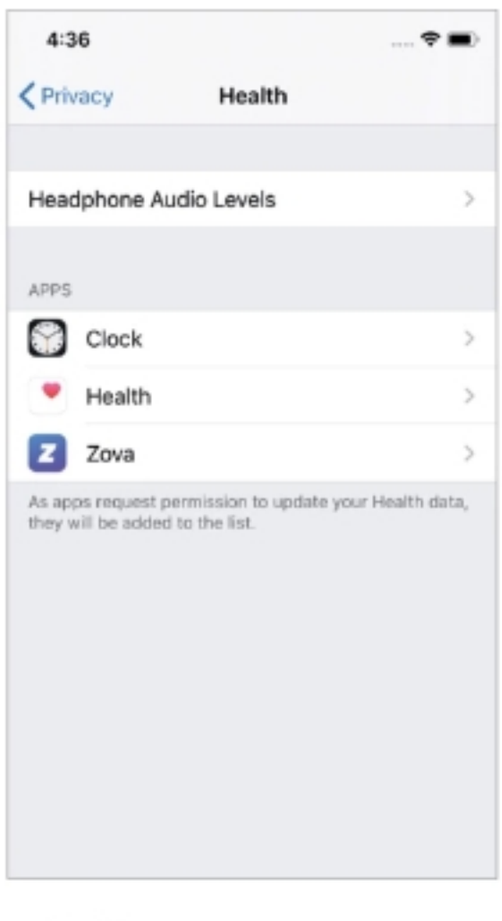
In general terms, you should always make sure to set up Find My iPhone, which is supplied by Apple for free and knows what to do if your iPhone is lost or stolen.

Thanks to features introduced back in 2012, there are other ways to control data privacy. You may be aware of the conflagration involving LinkedIn and Path, which were uploading info from users' address books without notifying users. Apple now allows users to control what apps have access to what kind of data. Here's how.

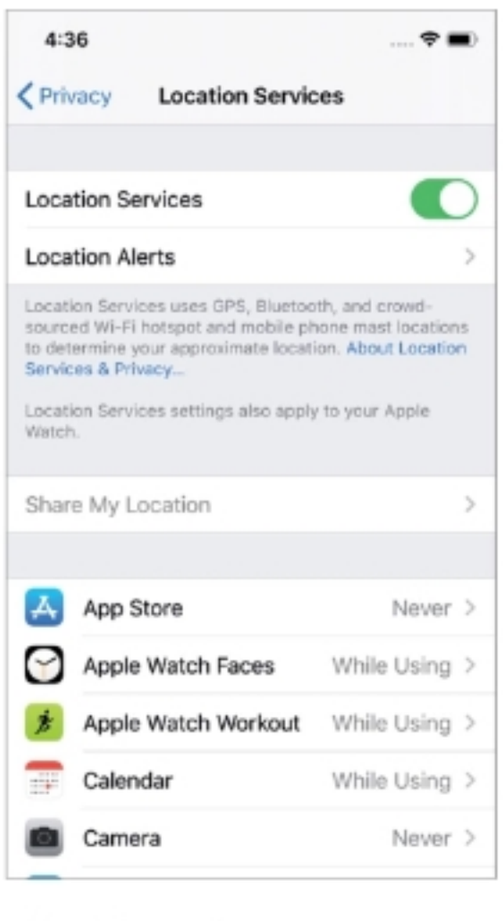
Settings Secure your iPhone's privacy



01 The Privacy settings can be found in Settings. They include Location Services, Contacts, Calendars, Reminders, Photos, Bluetooth Sharing, Twitter and Facebook.



02 Navigating to each section gives you a suitable list of apps that have requested access to various other apps on your iPhone. You can enable or disable access via the toggle.



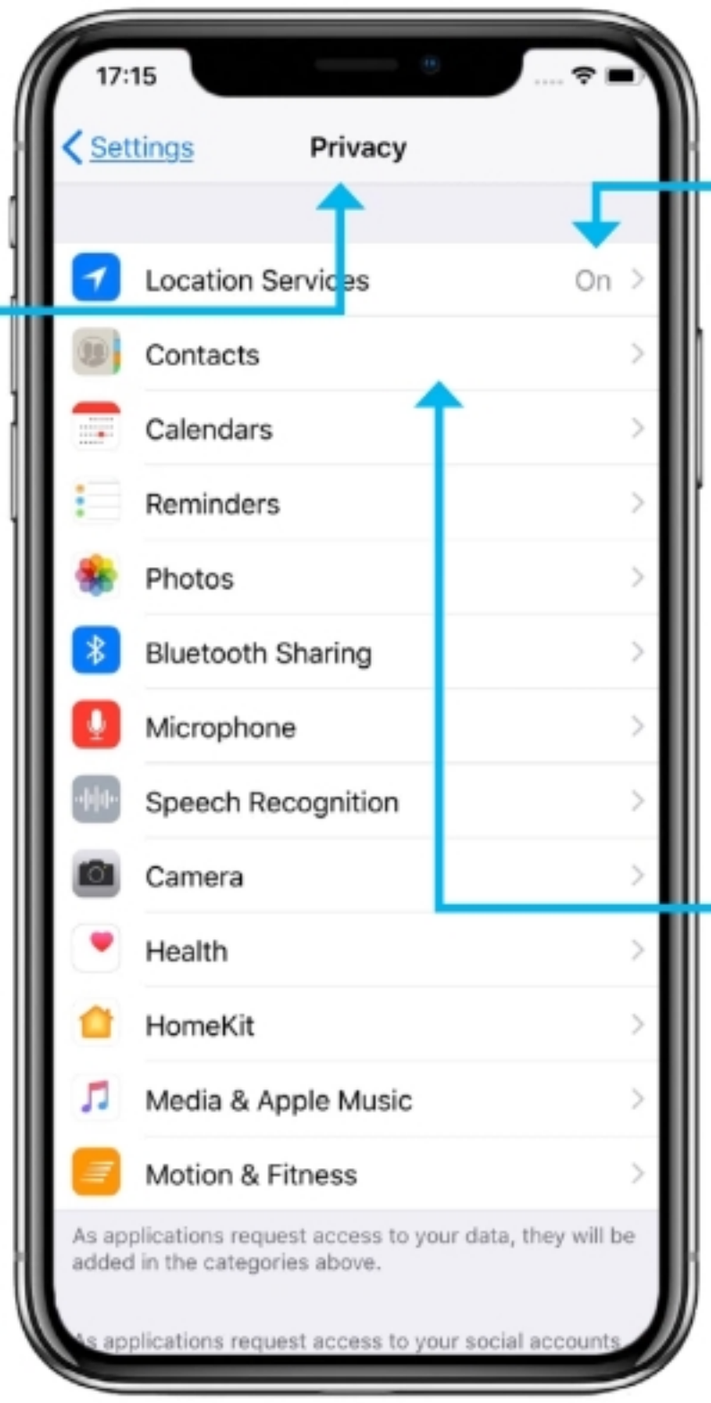
03 When you enter this area, you'll be told what apps requested your location. More than that, you will also be able to see which app has used Location Services recently.

04 Scrolling down you'll see the explanations for each type of icon that may appear next to items that have (recently) used location services, to see if apps frequently use it.

Control your privacy settings

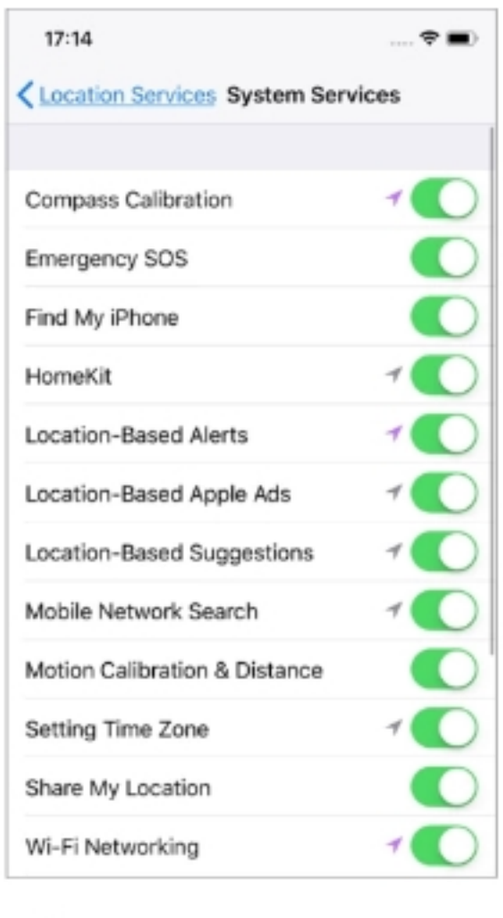
Privacy section
Most of the issues relating to privacy on the iPhone are stored within this section. There are also other areas of note to be found within the Advertising section

Twitter & Facebook
These sections are separate from the other headings on the Privacy screen. They will display the list of apps that have requested access to your Twitter and Facebook accounts

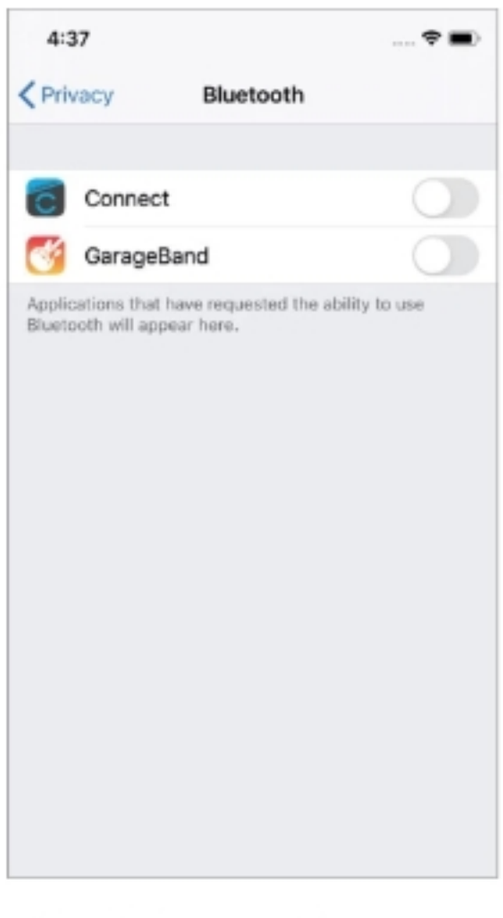


Your location
The Location Services section is the first heading on this page and addresses all aspects of the phone. That includes apps but also systems that are part of the phone's general operation

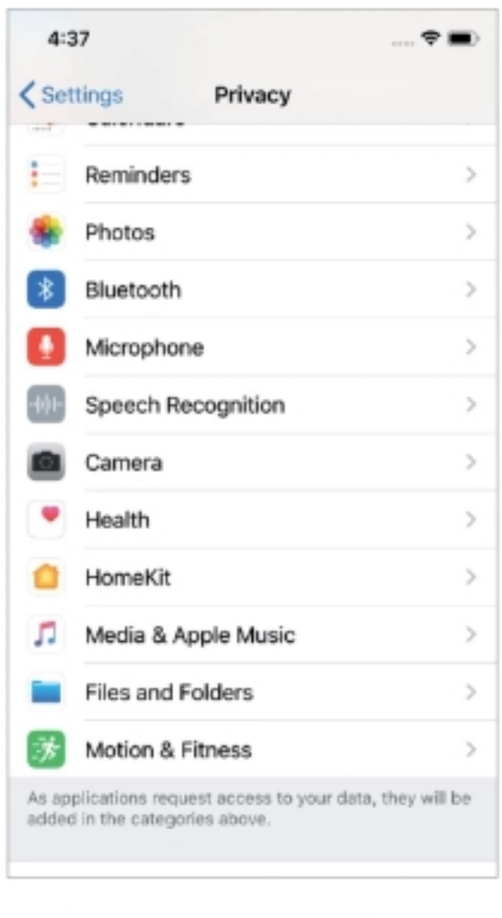
Headings
All of the principle areas of app integration are listed here. So, for example, if an app utilises your Contacts section then, if you tap on the Contacts heading, you will see the related apps within



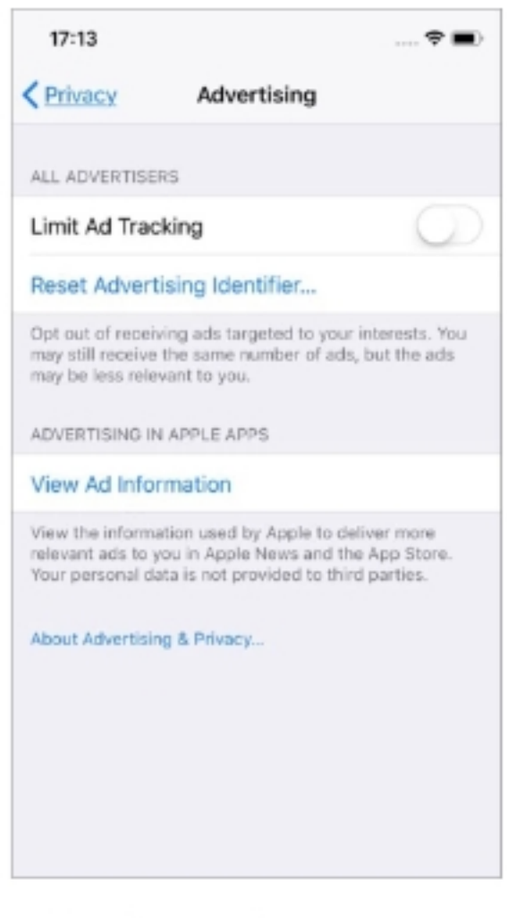
05 In Location Services, you will find that you can enable or disable this function for System Services such as Cell Network Search, Compass Calibration and much more.



06 Apps that want to share info via your Bluetooth will appear here. These apps can share data even when you're not using them, so be careful to monitor this section regularly.



07 Now scroll to the bottom of the Privacy screen to find Advertising. This area can be used to give you some more control over advertisers' ability to use tracking methods.



08 To limit it, tap Advertising to see a new screen featuring just one single switch. Flick to On to prevent apps from using the new advertising identifier to serve you targeted ads.

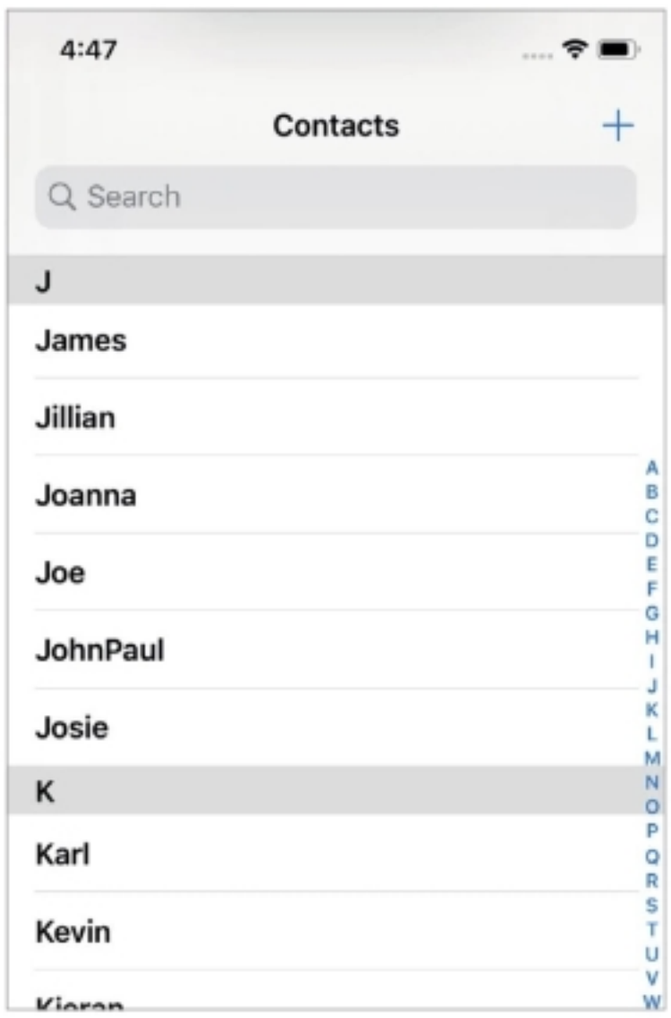
Add a person to your contacts

Create and update contacts on the iPhone so all your loved ones are in the same place and easily contacted

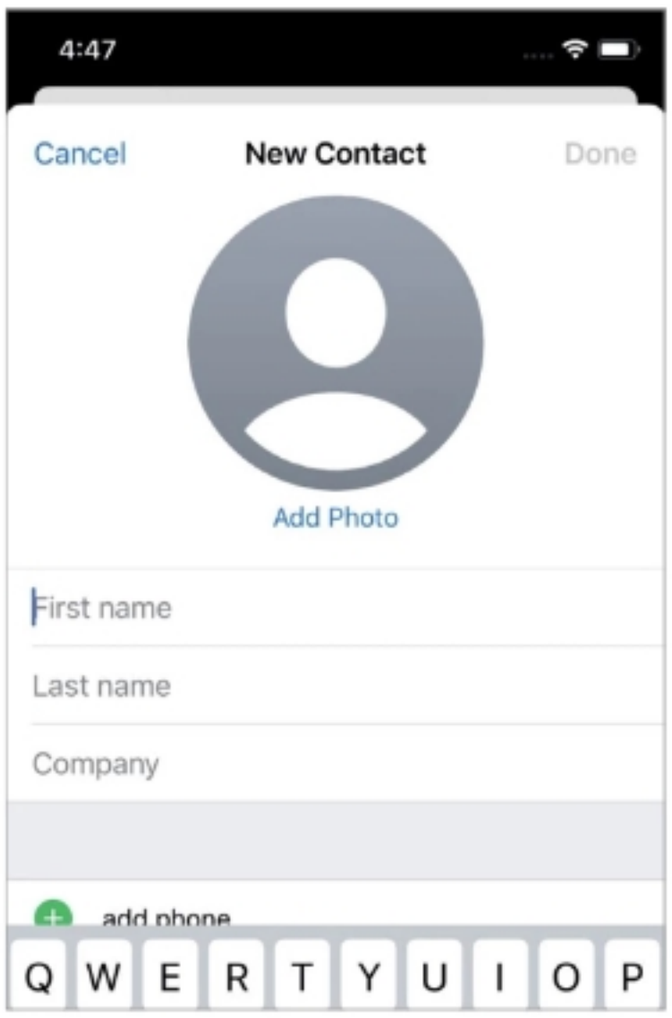
Now that you've got your hands on a shiny new iPhone, one of the first things you're going to want to do is add a contact to the Contacts app. It has easy-to-navigate buttons and a natural feel. If you're new to the whole touchscreen concept, then this process will be a revelation in simplicity. Not only can you add all the pertinent information you need, but there are cool little extras in your iPhone that make the system slick, intuitive and easy.

The Contacts app works when your iPhone is held vertically, and this will give you access to all the options you need. You can literally feel your way around all of the apps on your iPhone, and the Contacts app is certainly no different. Remember that even if you make a mistake, you can go back and edit anything you like over and over again until you're happy with it. You can also sync contacts from your other Apple devices using iCloud – if they're up to date – so you only ever need to create a new contact on any device once.

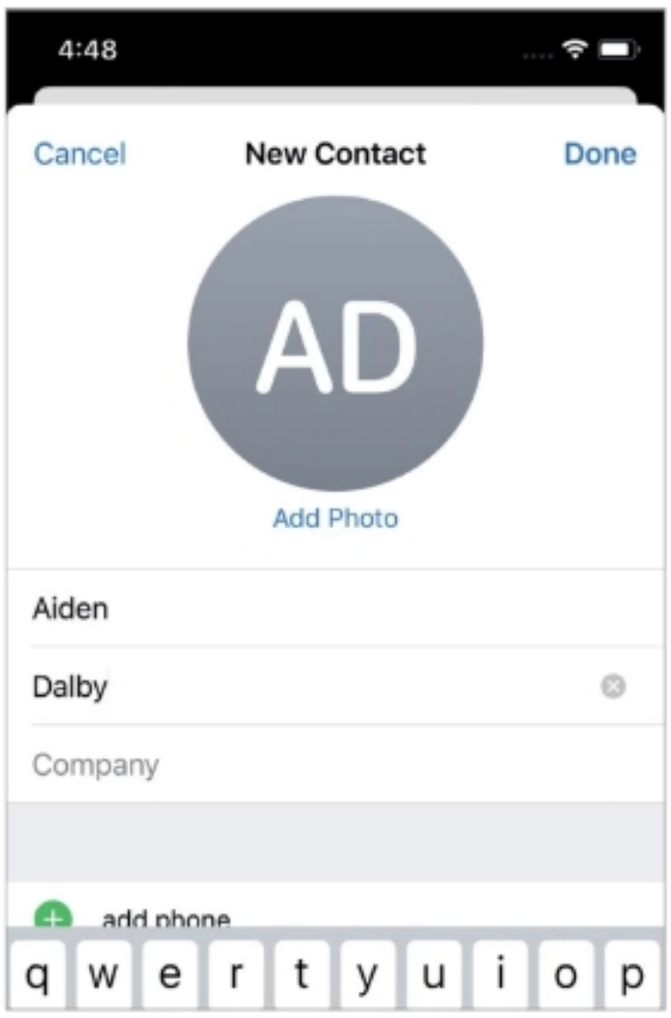
Contacts Add people to your contacts



01 Open the Contacts app from the Home screen of your iPhone, and then just tap the '+' button, which can be found in the top right-hand corner of your current screen.

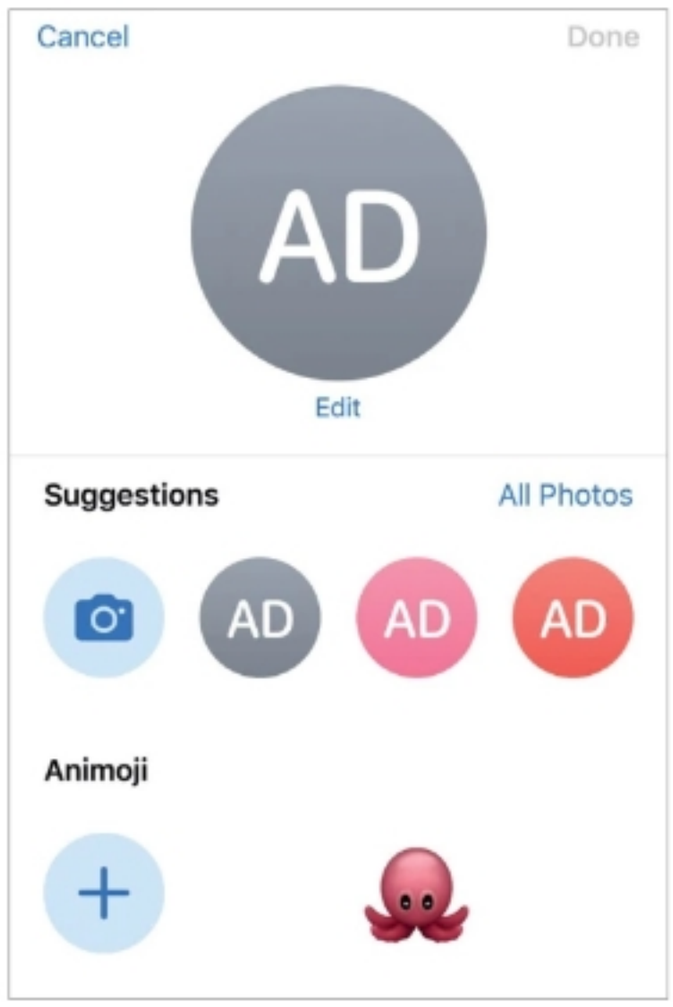


02 After doing this, you can start entering the necessary information. First, tap on the field that you wish to start with. A logical place to start is with the first name.

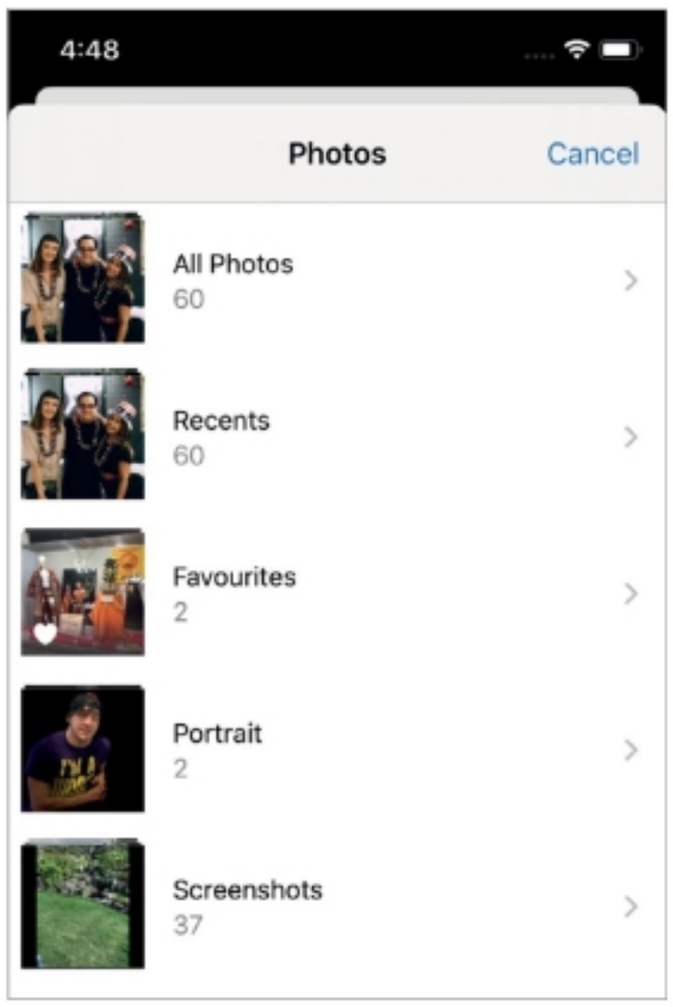


03 As you start getting used to the keyboard, you may find yourself making mistakes. You can use the backspace button to delete or remove everything using the 'x' button.

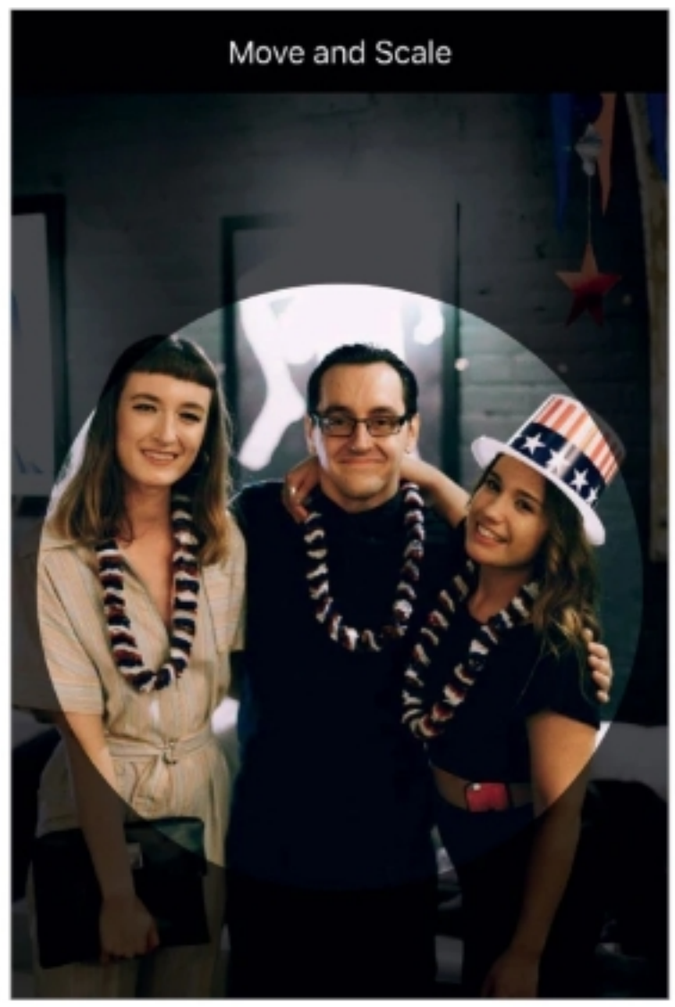
Add a person to your contacts



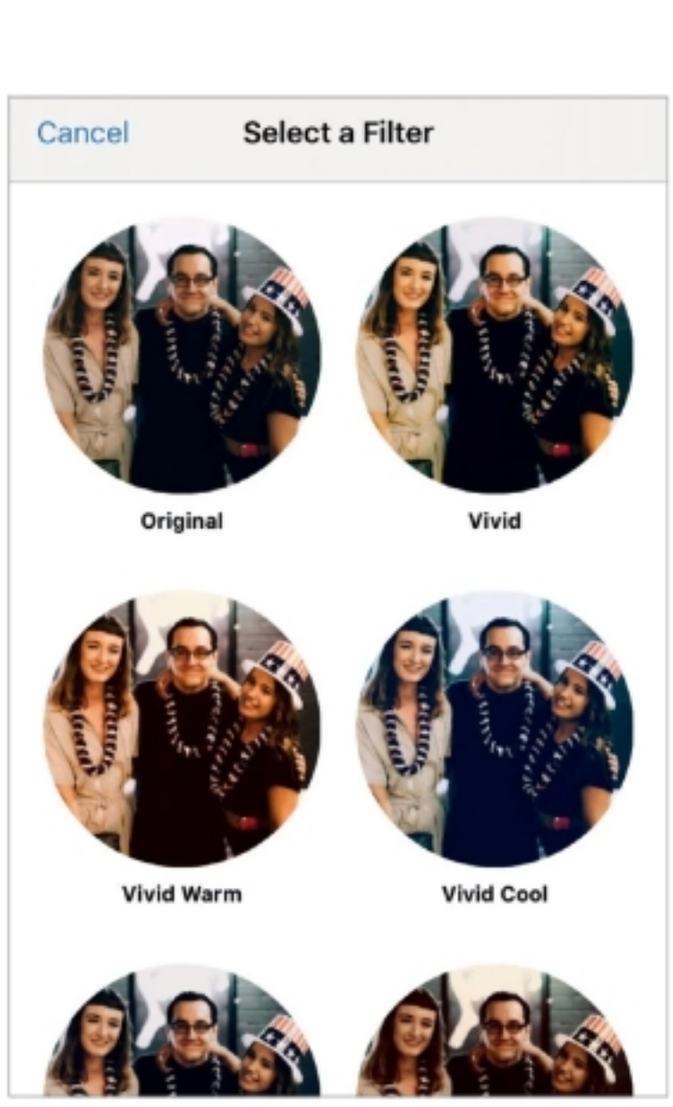
04 To add a photo, just tap the add photo button. You can choose to either use a suggested image, or add an existing photo from your library by tapping on All Photos.



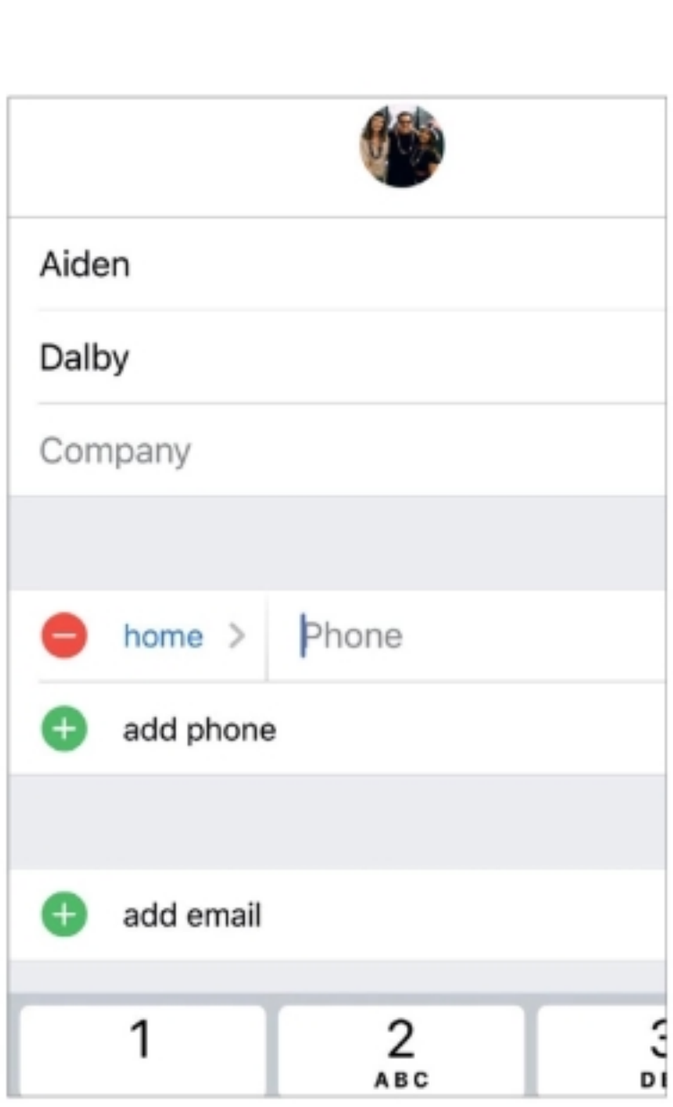
05 You can now choose from the pictures that you have to hand. If there are more pictures than can fit in the window, then you can scroll up and down to view them all.



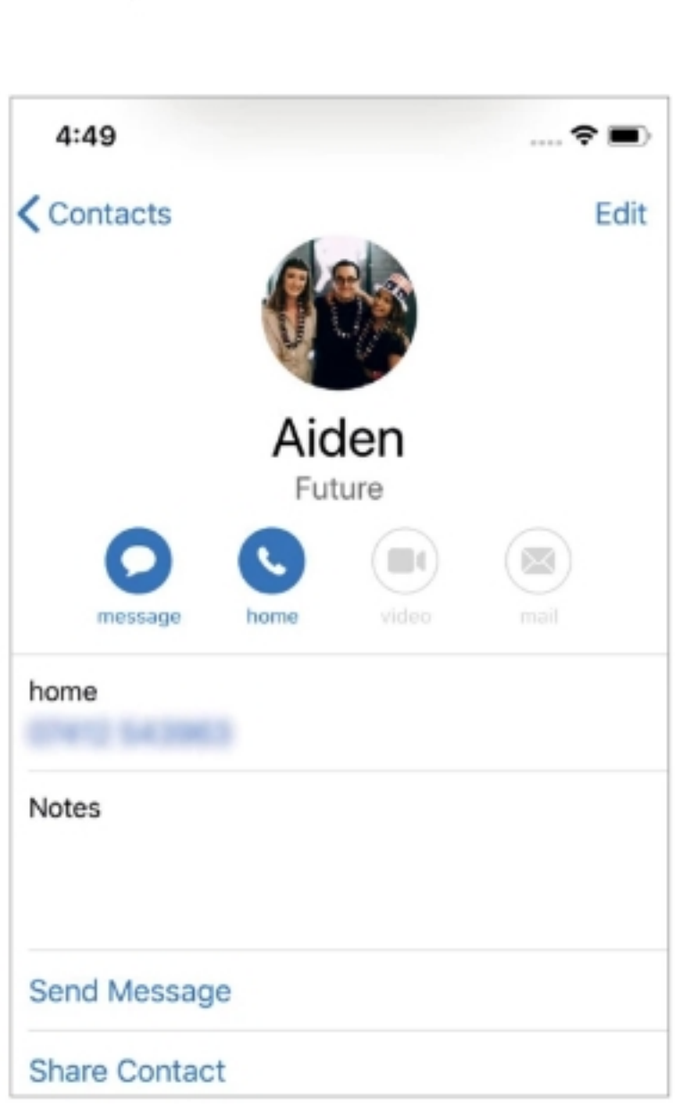
06 You are now able to move and scale the picture that you have selected according to your preferences. Pinch or reverse pinch in order to zoom in and out of the picture.



07 Once the picture has been arranged, tap Choose at the bottom. You will then be presented with a number of filters. Tap a filter to use it, or select Original to use the image as is.



08 Go through the rest of the form and add as much or as little information for your contact as you want. Just tap on a field to edit it, and the keyboard will spring up.



09 Once you are completely finished, all you have to do is hit the Done button in the top-right corner of the page in order to save the changes. Now, proceed to contact your contact.

Call people from your contacts

Discover the surprisingly simple steps on how to locate contact details and then make a call from your iPhone

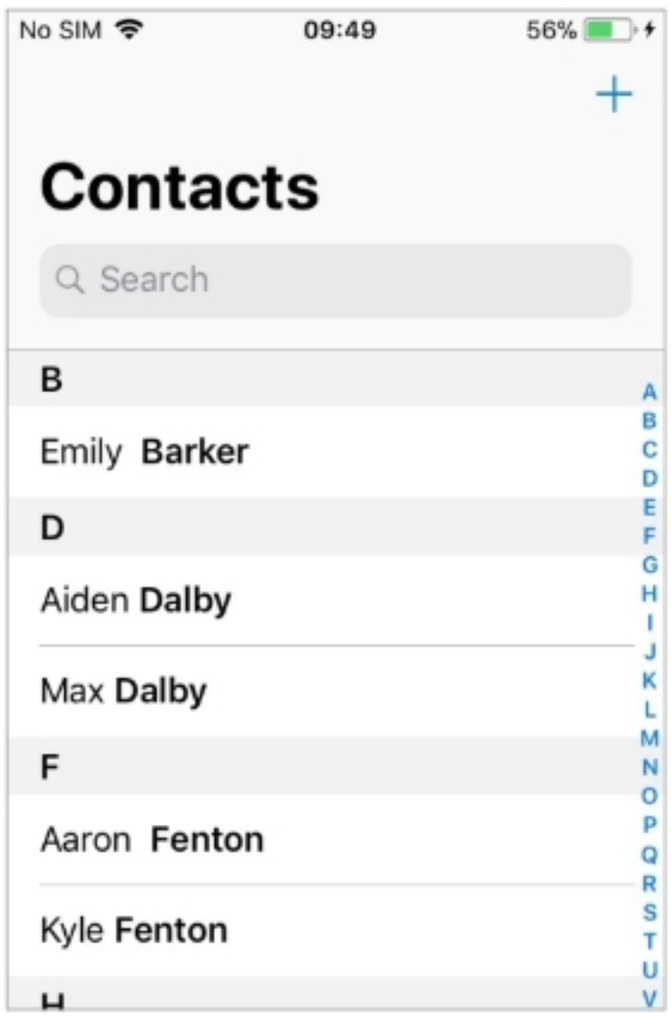
Calling a contact from your iPhone is simple, and takes advantage of one of the device's most commonly used tasks. Once you have added all of your contact details onto your iPhone, it will automatically store them in alphabetical order, making it easy to search for and call a specific person.

You can also use your iPhone's Voice Control feature to locate and call contacts (press and hold the Home button on your iPhone), or request Siri's assistance for completing the task.

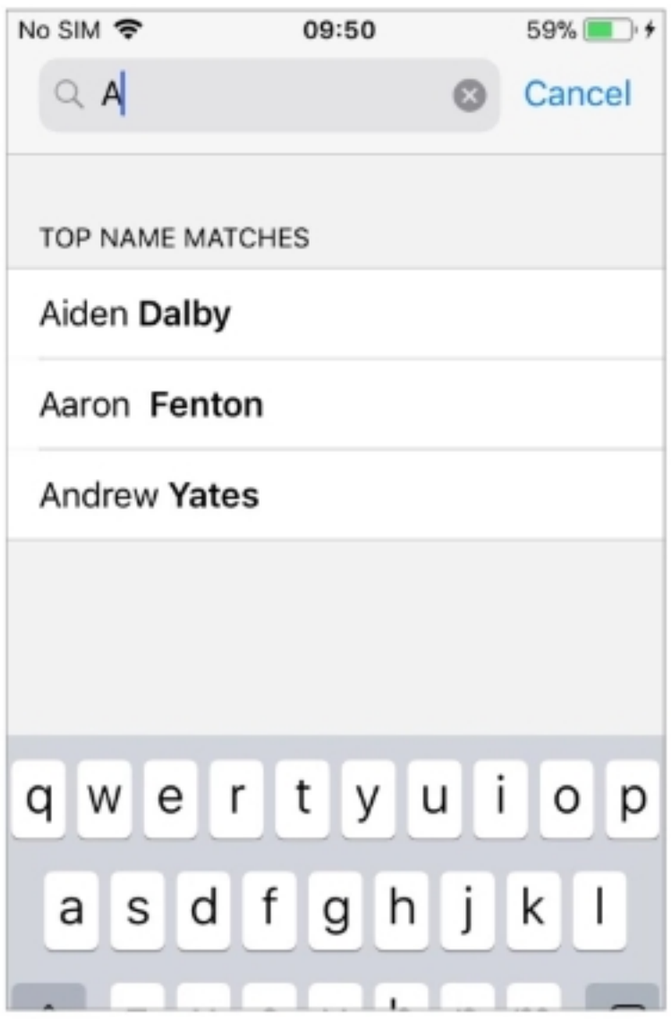
Here are some simple steps on how to locate your contacts list and make a call directly. Be careful, when it's this simple, you may find it hard to stop ringing people at all hours of the day!

"Once you've added your contacts your iPhone stores them in alphabetical order"

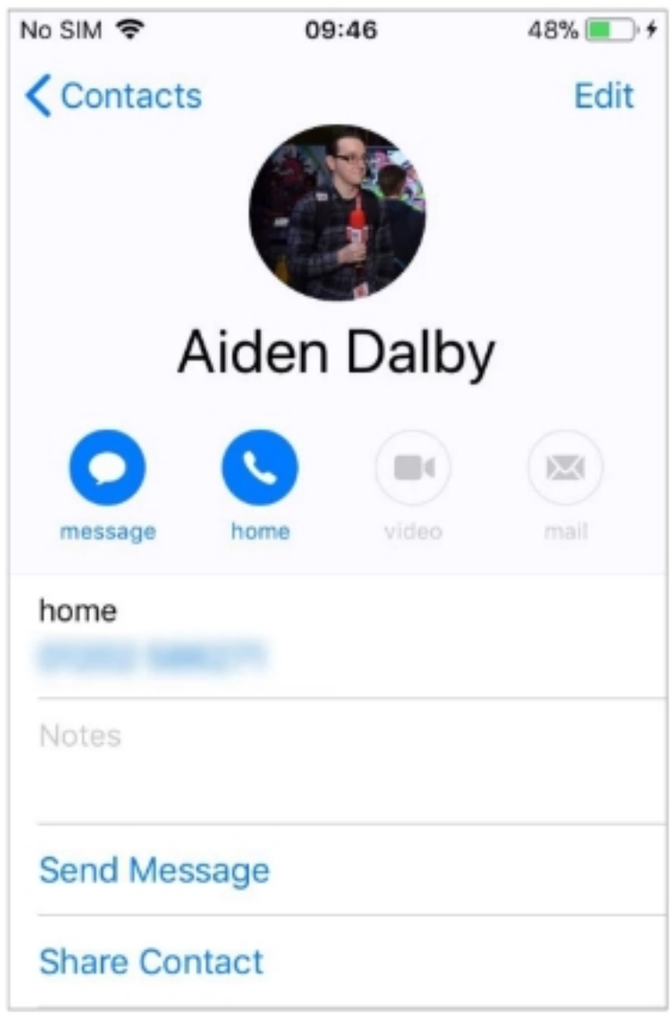
Phone Search for and call a contact



01 Select the Phone icon from the Home screen to go to the phone call out menu. Select the Contacts icon along the bottom bar to bring up all of your contacts in alphabetical order.



02 Using the alphabet down the right-hand side of the screen, select the first letter of the last name you wish to select and call. Alternatively you can use the search bar at the top of the page.



03 Once you have located your contact's name tap on it, this will take you onto their information page. Select their phone number (either mobile or home) to make the call.

Make a call using the keypad

Use your iPhone's keypad to dial a phone number that you don't happen to have stored in your Contacts

Using your iPhone's keypad to dial phone numbers and make quick direct calls to people you don't have listed in your contacts is one of the iPhone's main features. This works in an almost universal way for all phones.

The feature is easy to use; once you have selected the Phone icon from the Home screen you can enter in a number and even add it into your contacts if you wish. The iPhone's intuitive Voice Control feature can also be used to dial a call hands-free when on the go, for instance while driving.

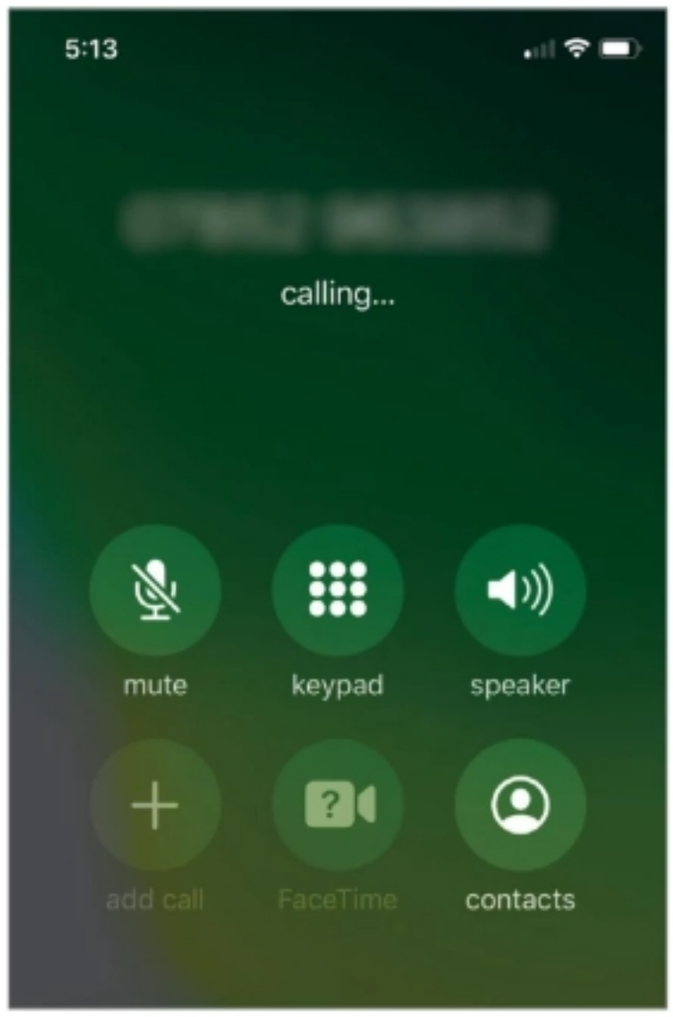
Follow along with these simple steps to access your iPhone's keypad and dial out to make a call. The interface looks a bit different if you're running an old OS, but it still works in the same way as before.

"Open up the Phone app and you can enter a number and add it to contacts"

Phone Dial a call using the keypad

01 Begin by selecting the Phone icon from the Home screen. Your iPhone should open the keypad, however you can also select the keypad icon, if you need to, from the bottom bar menu.

02 Once the keypad menu is open you can begin typing in the number. You can also add the number to your contacts by clicking the 'plus' icon to the left of the number you have typed in.



03 Once you have typed in the required number, press the green Call button to begin dialling out. This will take you to the dial out screen. You can end the call by tapping the red button.

Call someone using FaceTime

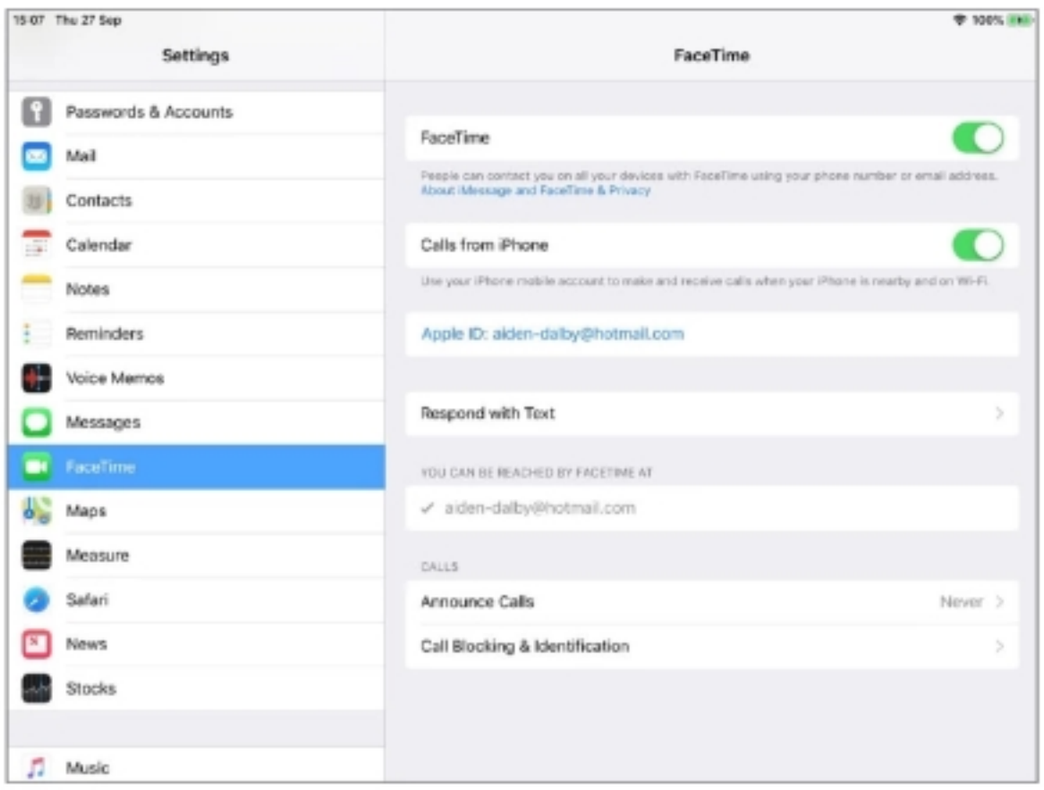
It's one of the most exciting features of the iPad; the ability to make video calls. Here we show you how to do exactly that

FaceTime allows you to make video or audio calls to other iPhone or iPad users at no cost. A cool new feature that was added in iOS 12 is the option to add multiple users to a call. You can have up to 32 people in a group call, each with a small chat window. If you're concerned that you may loose track of who is talking don't worry – when someone talks their chat window will increase in size so you can tell who is talking. If you've used FaceTime on an iPhone then the process of calling is no different on the iPad. The first thing you need to have in place before any calls are made is to register FaceTime using your Apple ID. This is the ID that is used by Apple and the App Store for purchases. Once the Apple ID is set up for the FaceTime account then an email address needs to be assigned to it. This is the one that you will use to call other people and that they will use to call you.

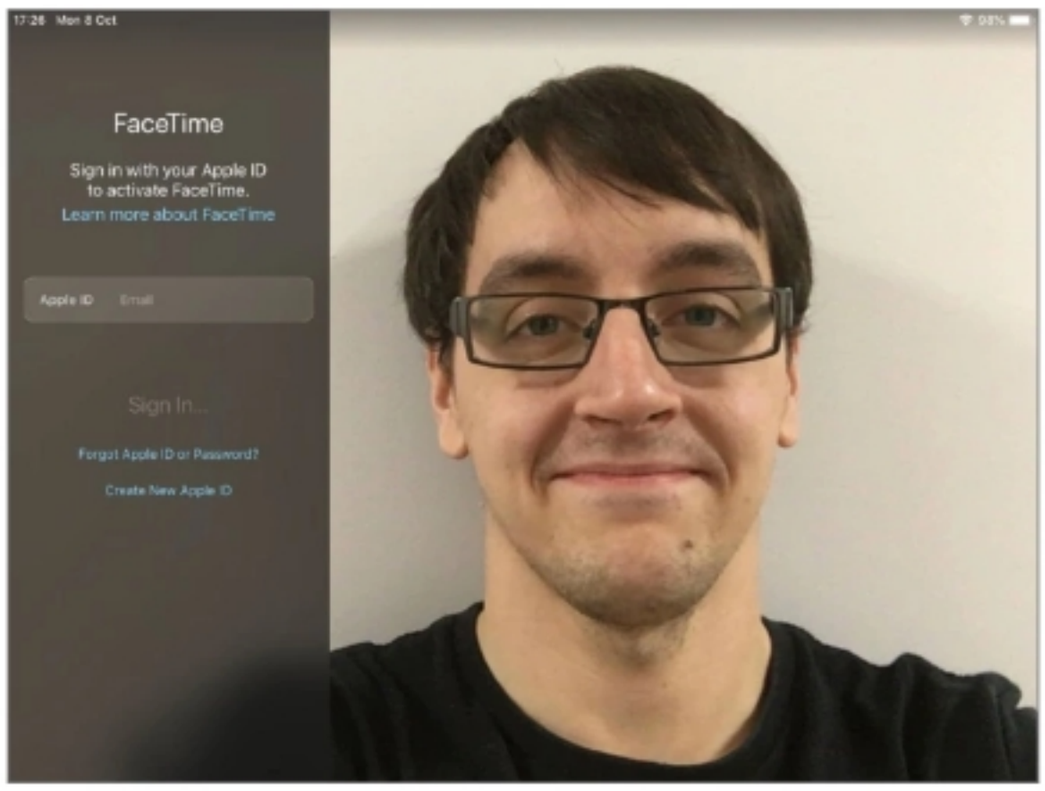
If you have an Wi-Fi or mobile internet connection then you can get calling with the FaceTime app. Let's take a look.

"Before any calls are made, you must register FaceTime using your Apple ID"

FaceTime Register FaceTime and make calls

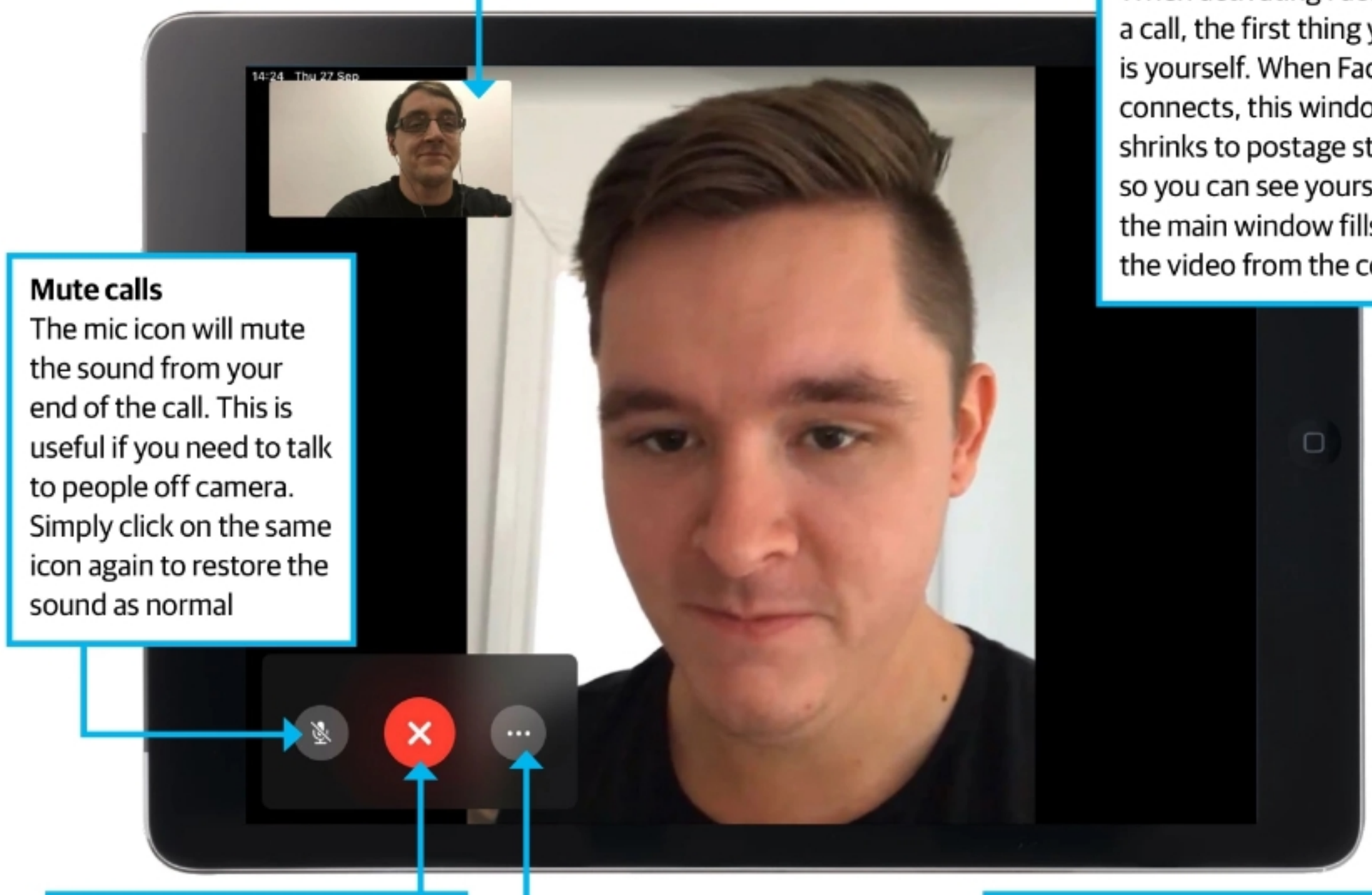


01 To register your details, tap on the Settings app and scroll down the list of built-in apps until you get to FaceTime. Tap on this and toggle FaceTime On. You will be required to enter your Apple ID. Enter the email address and the password and then tap 'Sign In'.



02 You can also sign in using the FaceTime app. Enter the email addresses that you would like to use for your calls. If it's the same as your Apple ID, it will be verified immediately. However, if it is different, a verification link will be sent to that address.

Make calls using FaceTime

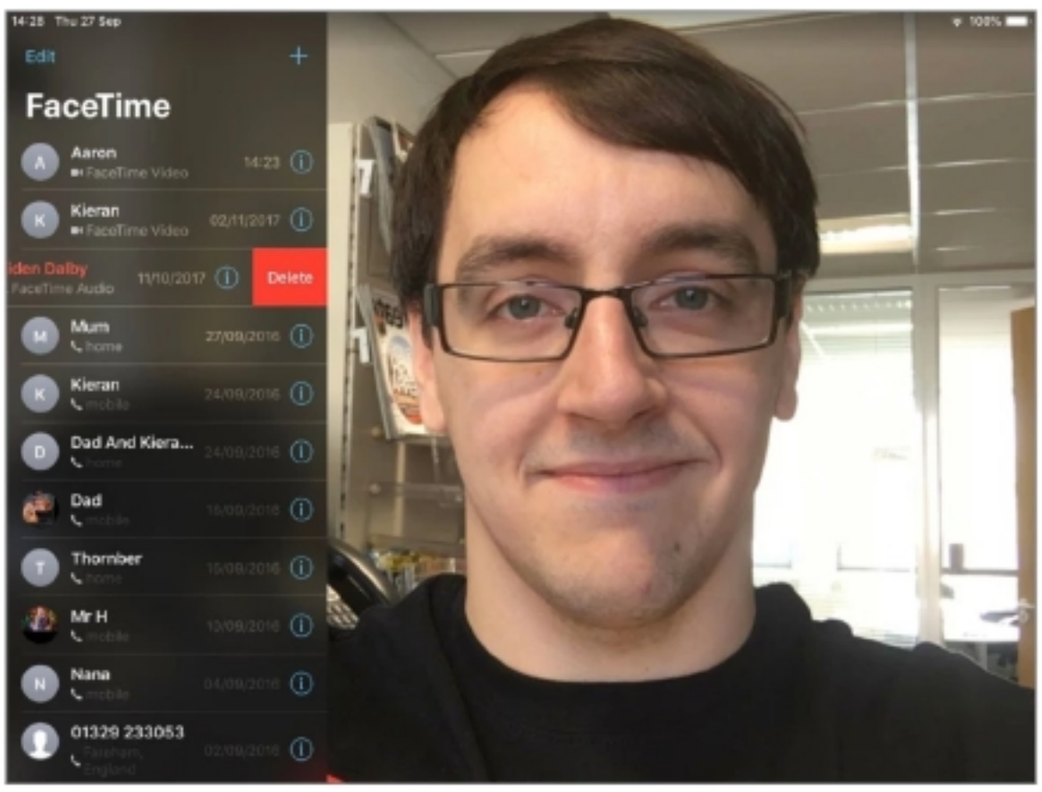


Cameras in use
When activating FaceTime for a call, the first thing you see is yourself. When FaceTime connects, this window shrinks to postage stamp size so you can see yourself and the main window fills with the video from the contact

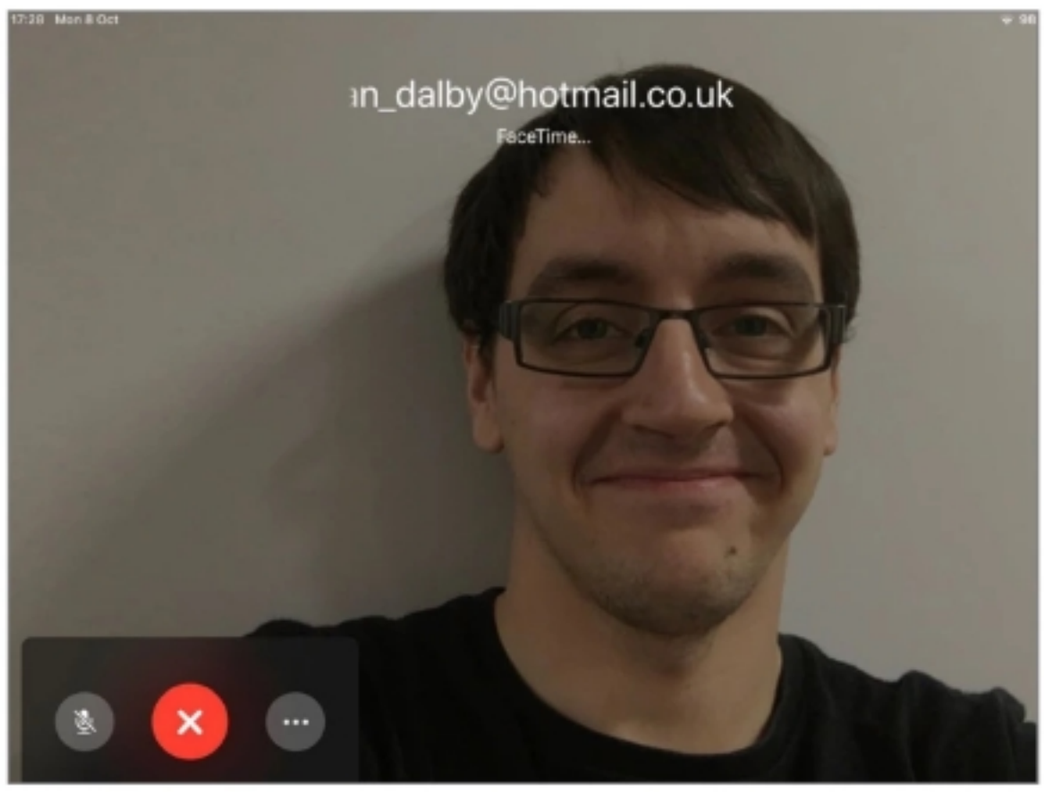
Mute calls
The mic icon will mute the sound from your end of the call. This is useful if you need to talk to people off camera. Simply click on the same icon again to restore the sound as normal

End call
Once your call is finished with, tap on the middle red button to hang up. During your call the buttons will fade so tap the screen to wake them up

Switch camera
By tapping this icon you will find extra options such as switching the camera so instead of seeing you, the person you are calling can see what you're pointing your iPad at



03 Once verified, your details will be displayed and FaceTime will be on. Exit Settings and tap on the FaceTime app. This will show the display from the front-facing camera. Now tap on the '+' icon to bring up your contacts or type a name into the search field.



04 Tap on the person whom you would like to call. If they have a FaceTime account then they will have a FaceTime option beneath their phone number. Tap on either the video camera to make a FaceTime call, or the phone to make a FaceTime Audio call.

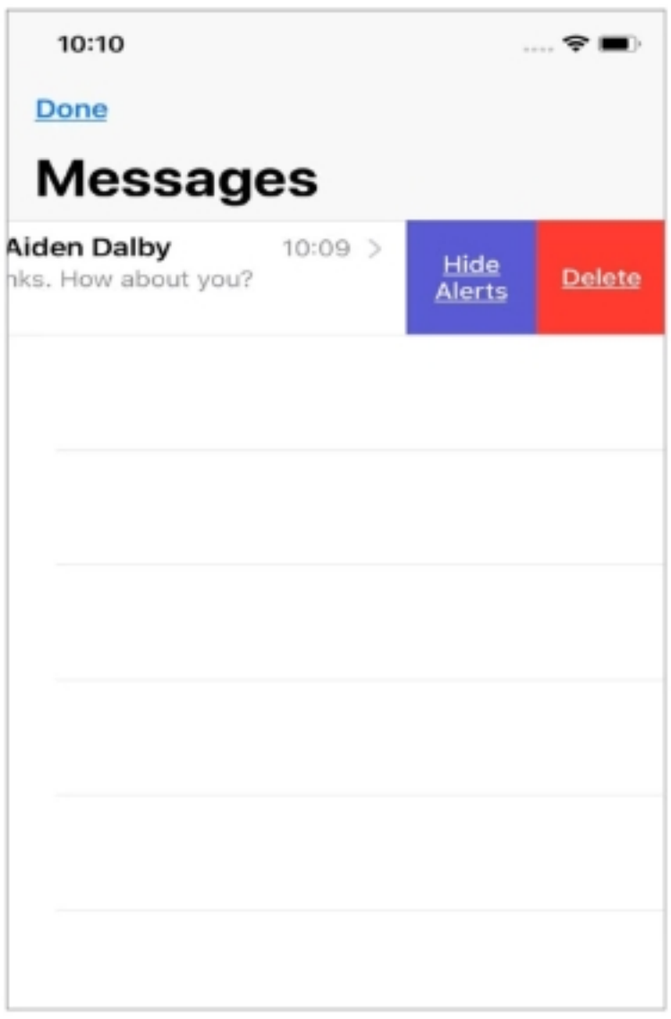
Manage your iPhone messages

Messages are a quick, simple and easy way to communicate. Here we run through the options to keep yours neat, tidy and current

Messages are a staple diet of any modern smartphone. They are quick, easy, and shorter than a phone call. The iPhone follows Apple tradition and adds a little style and panache to the tried-and-tested texting experience. Texts aren't simply stored in an inbox, they're stored in conversations, exactly as a user would talk to someone face-to-face.

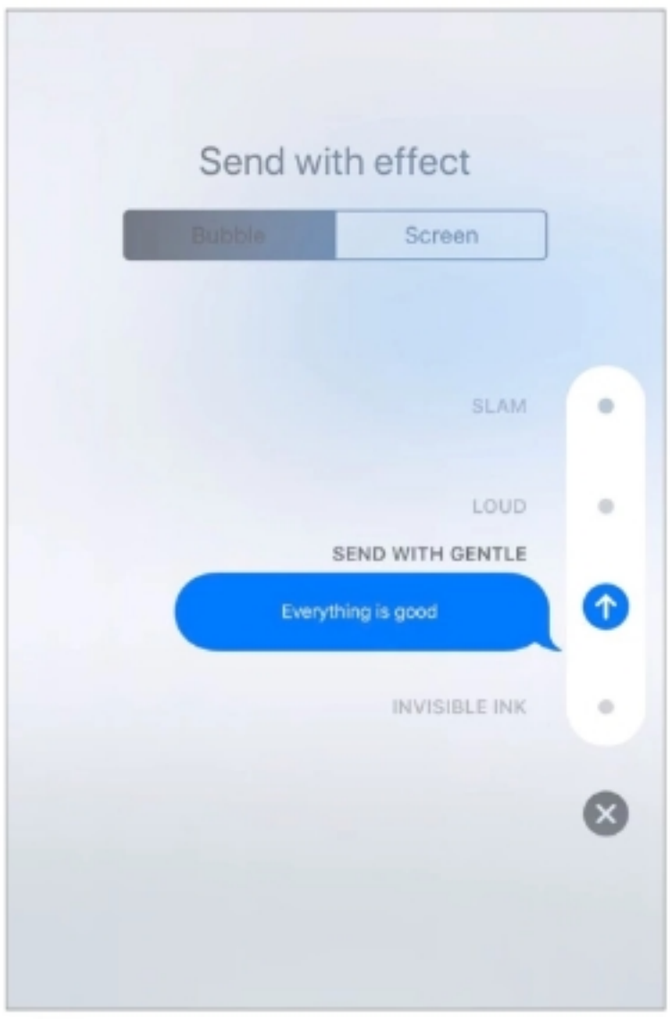
Being colour coded, users can quickly scan a conversation. The integrated copy, paste and replace commands mean that users can take even further control. All this works beautifully for almost any exchange of messages, but as a conversation grows it can become unwieldy. This is where control needs to be passed to the user, and the iPhone does so with great functionality. Two taps and the message sender can be called, three taps and a conversation can be deleted. Three taps again and you get total control of the elements of a conversation. Once you start, you'll never look back.

Messages Manage and organise iPhone messages



01 Tap Messages to view sent and received messages. To remove a message tap Edit, select one, and tap Delete. Alternatively, swipe to the left on a message and select the Delete option.

02 To view a message thread, tap the desired message in the list. To send a message, hit the box at the bottom, type in a message and then simply give the up arrow icon a tap to send.

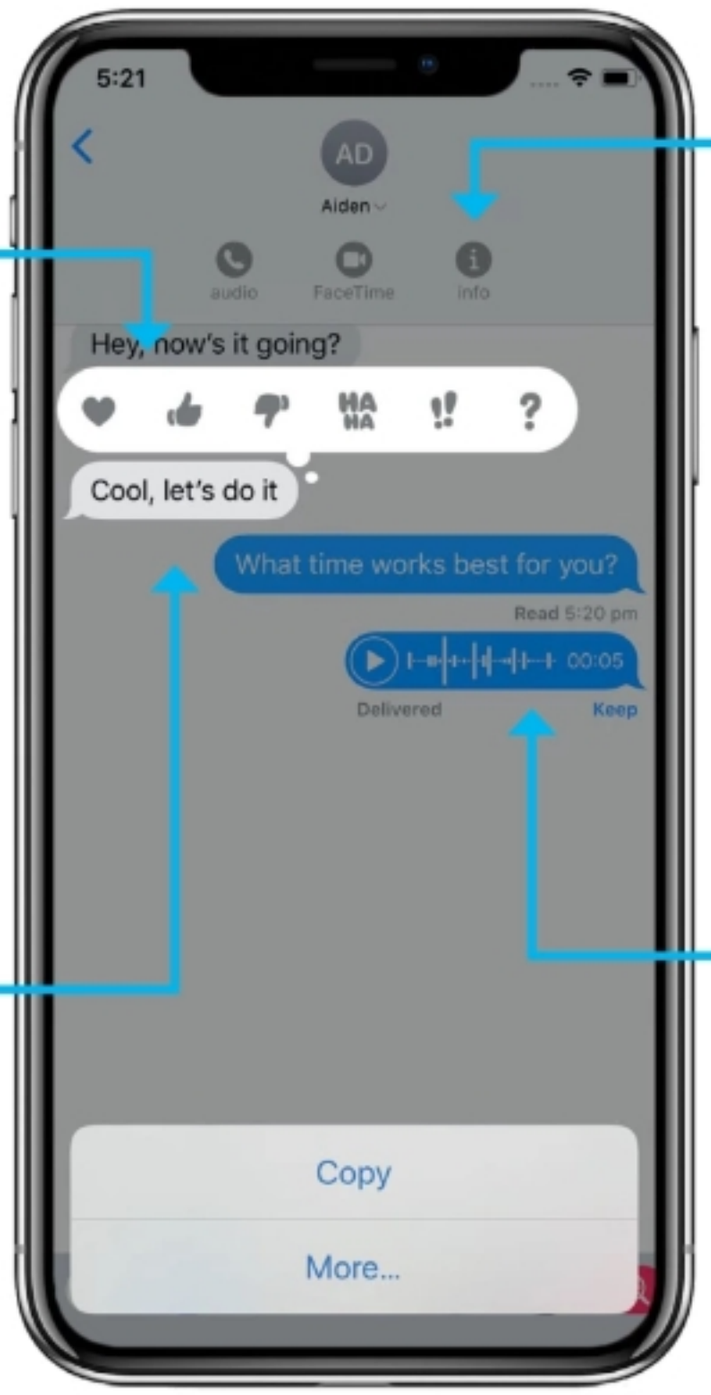


03 If you press and hold the up 'send' icon, you can add special message or screen effects to your messages. Tap on an effect to see a preview of it, then tap on the send icon.

Manage your iPhone messages

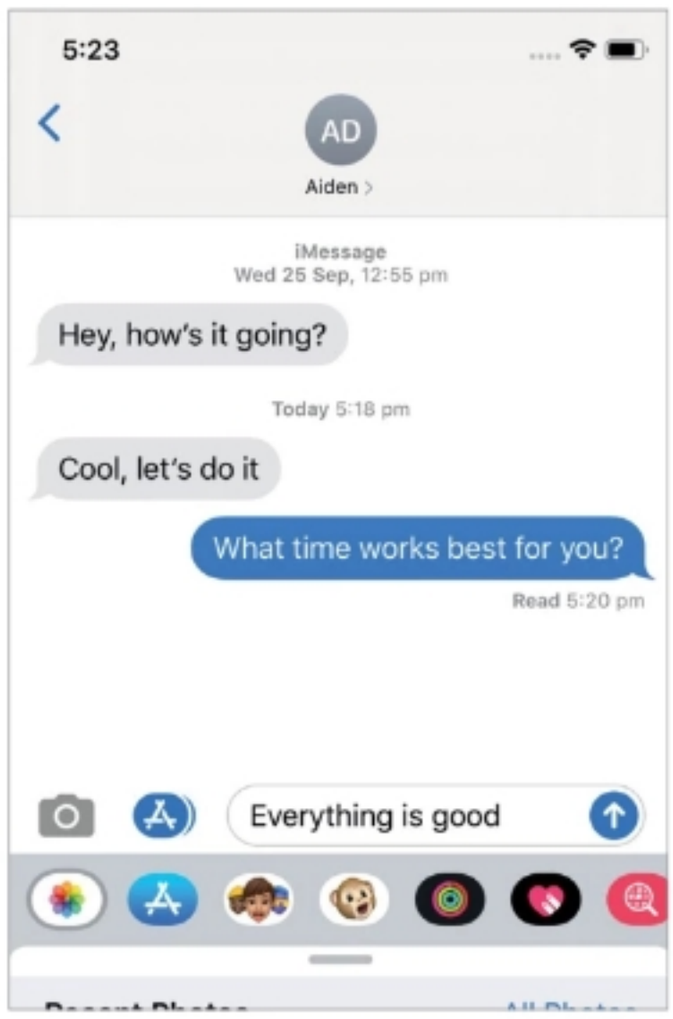
Tap back
A relatively new feature is the option to press and hold on a received message to instantly respond with a graphic or effect that reflects what you think of the message

Conversation
A conversation contains all the messages sent between the contact and the recipient. Usually the message bubble in green/blue is the message sent by the phone owner



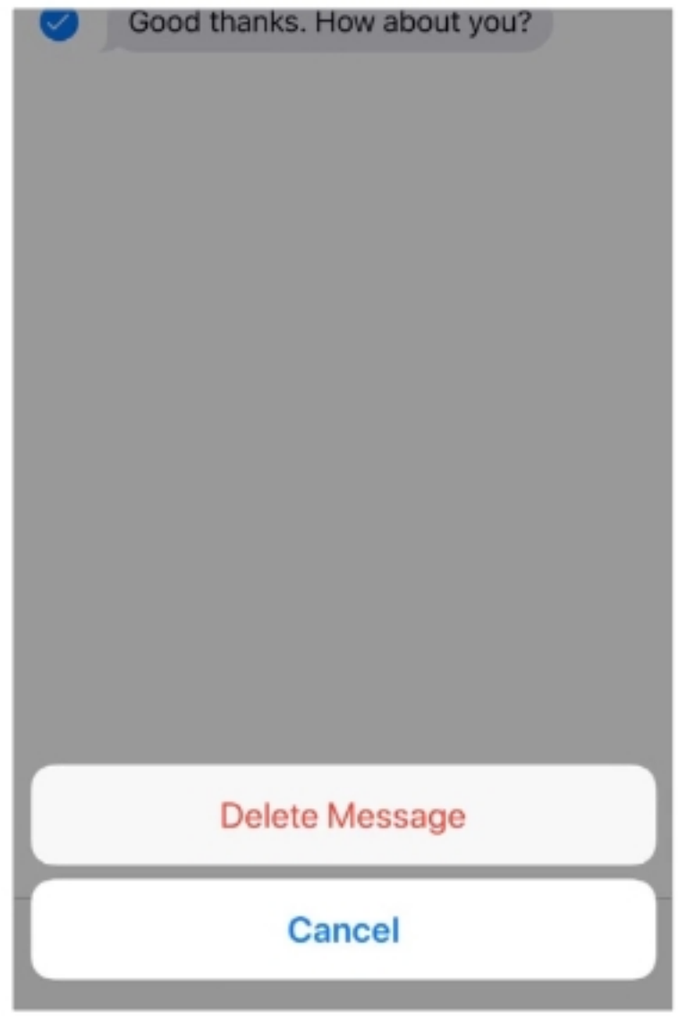
Call and contact
A conversation is related to a specific contact and there are several options for the contact. Tap 'i' in the top-right corner and icons to Call or FaceTime will appear. You can also tap on view the contact

Voice messages
If you are sending an iMessage to another iOS user then you will also have the option to record and send an audio message by tapping the mic icon to the right of the text box



04 The camera icon next to the text box will let you take a photo or use the Photos app icon send one from your gallery. The app store icon is where you can get games to play over Messages.

05 If a message needs to be removed from a conversation, first tap and hold on the message and then choose the More option. Doing so will place a circle next to each message.



06 Selecting messages activates the Delete and Forward icons at the bottom of the screen. Tap Delete to get rid of selected messages, tap Forward to send messages to a new recipient.

Access email on your iPad

Set up your email accounts on your iPad for even better usage than your iPhone can provide

In today's digital age, using email is one of the most essential ways of being able to stay in touch with friends and family wherever they are in the world, as well as being a pretty vital tool in the business world.

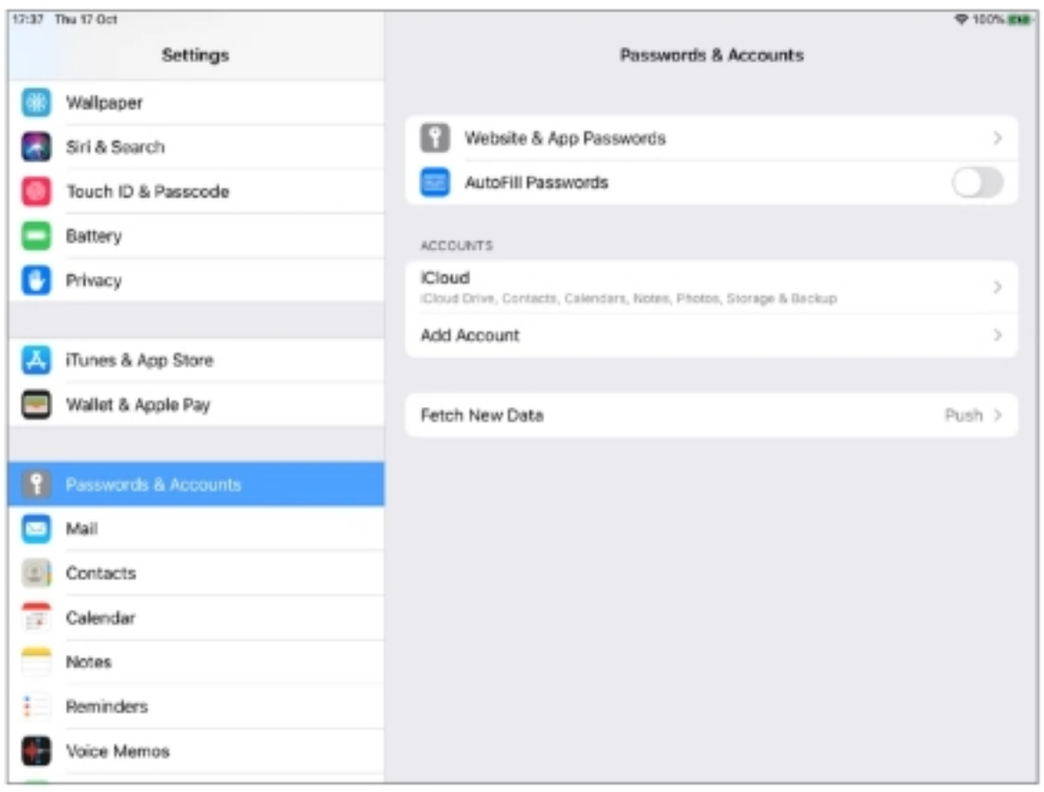
While all versions of the iPhone are perfectly capable of displaying email, the iPad is just so much better due to its larger size, making it a much superior option, especially with the additions Apple have made over the last few iOS updates. The virtual keyboard makes it far easier and quicker to type on (especially when you need to write longer emails), in turn making it far more practical to use day in, day out.

This step-by-step tutorial will not only show you how to set up a new or existing email account for use on the iPad and beyond, but will also take you through the fundamentals of reading and sending email. Once set up you'll be able to use existing accounts at will, quickly reply and forward mail that you receive, and, most importantly, ensure that you stay in touch with friends and loved ones. Basically, you will never look at your iPad in the same way again.

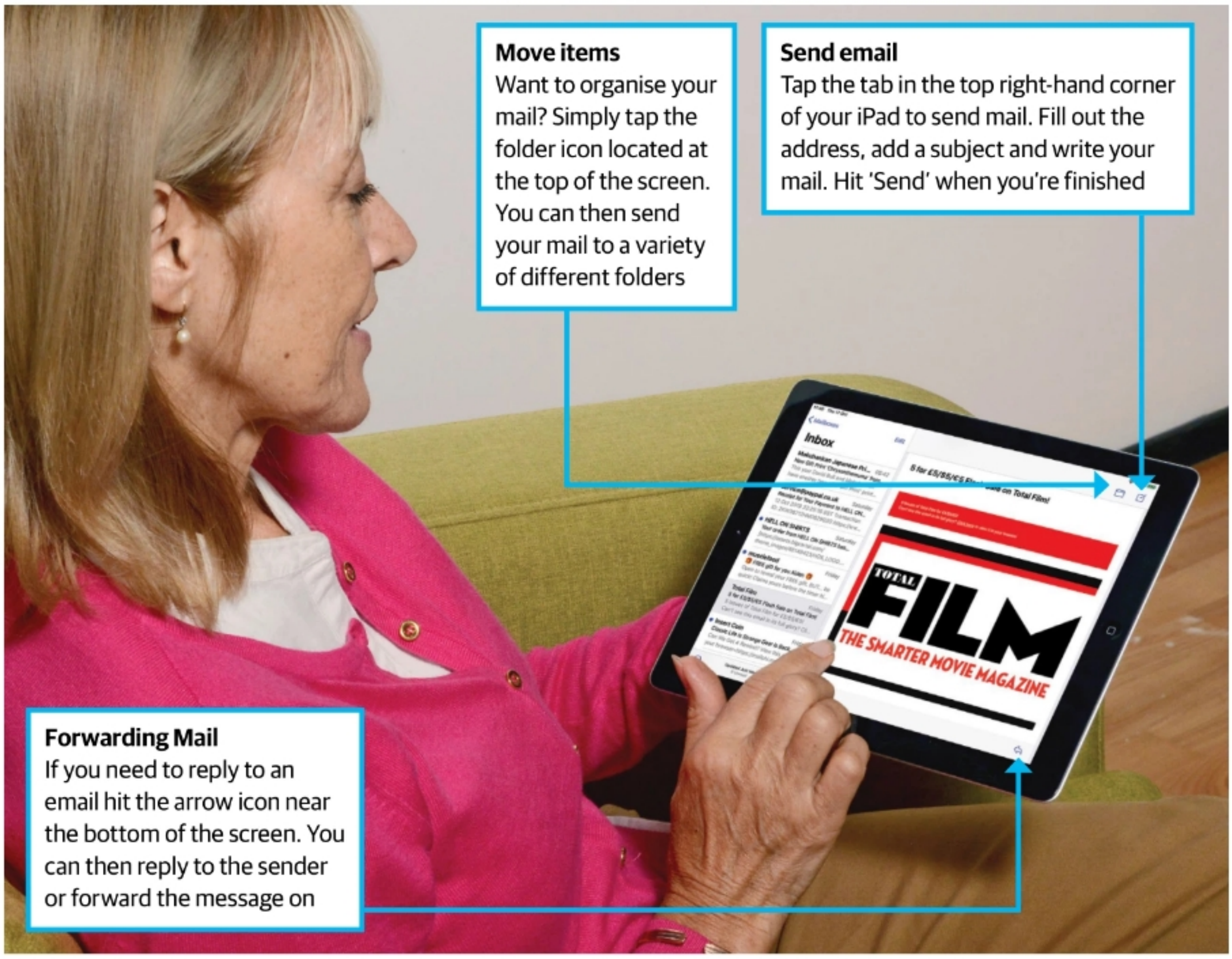
"You will never look at your iPad in the same way again"

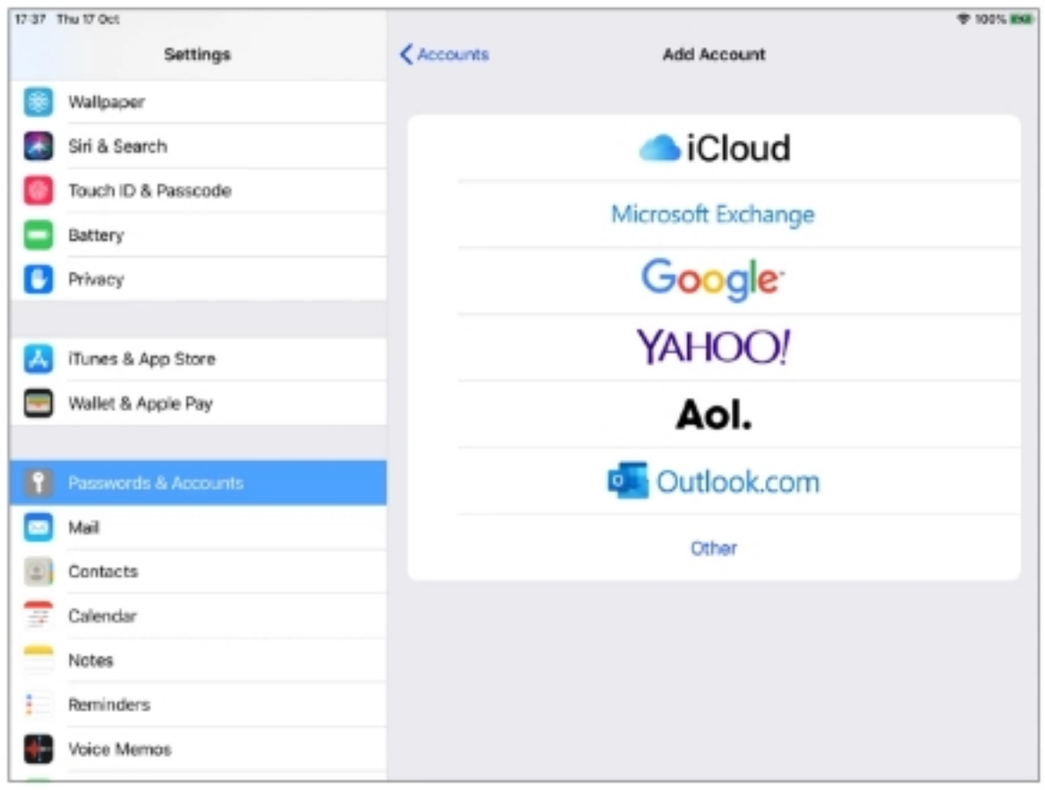
Mail Set up an email account on your iPad

01 In order to set up an email account you will need to first enter the Settings app of your iPad. Look at the icons on the home page of your iPad until you find one with a large, grey cog. Tap on it to continue to the Settings menu. It may be at the bottom of the screen.

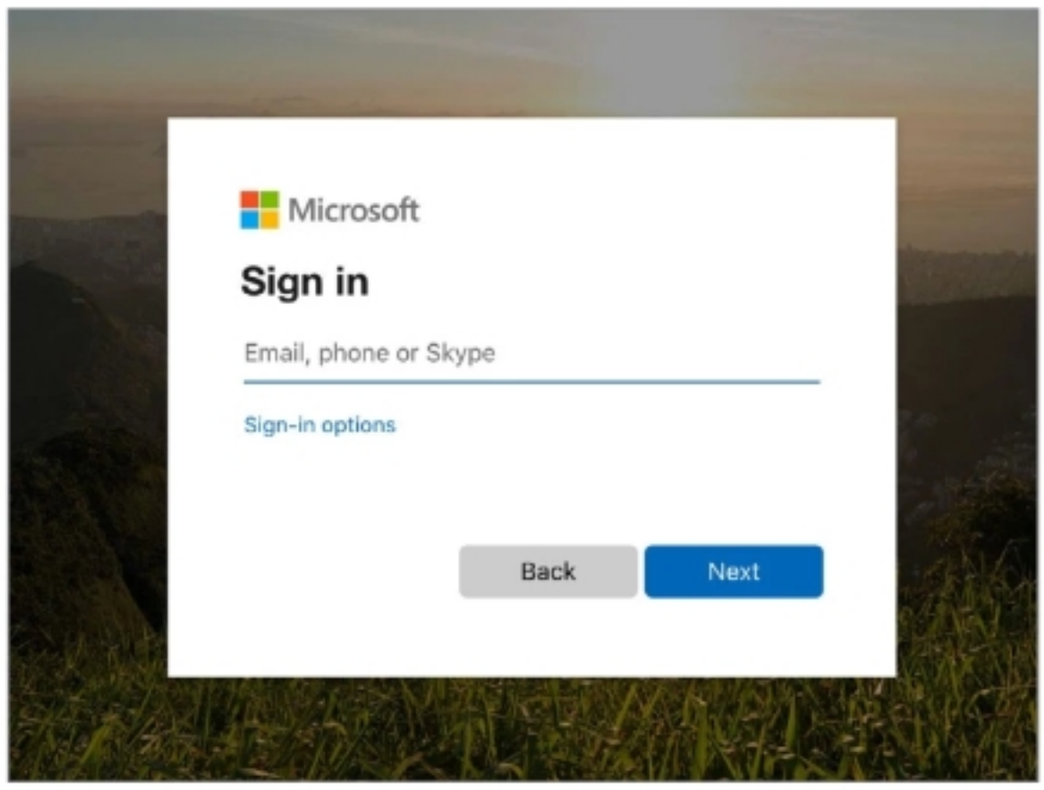


02 Upon entering Settings you'll find a row of different icons down the left-hand side of the screen. Look for and select the 'Passwords & Accounts' settings. Now look on the right-hand side of the screen and tap 'Add Account'.

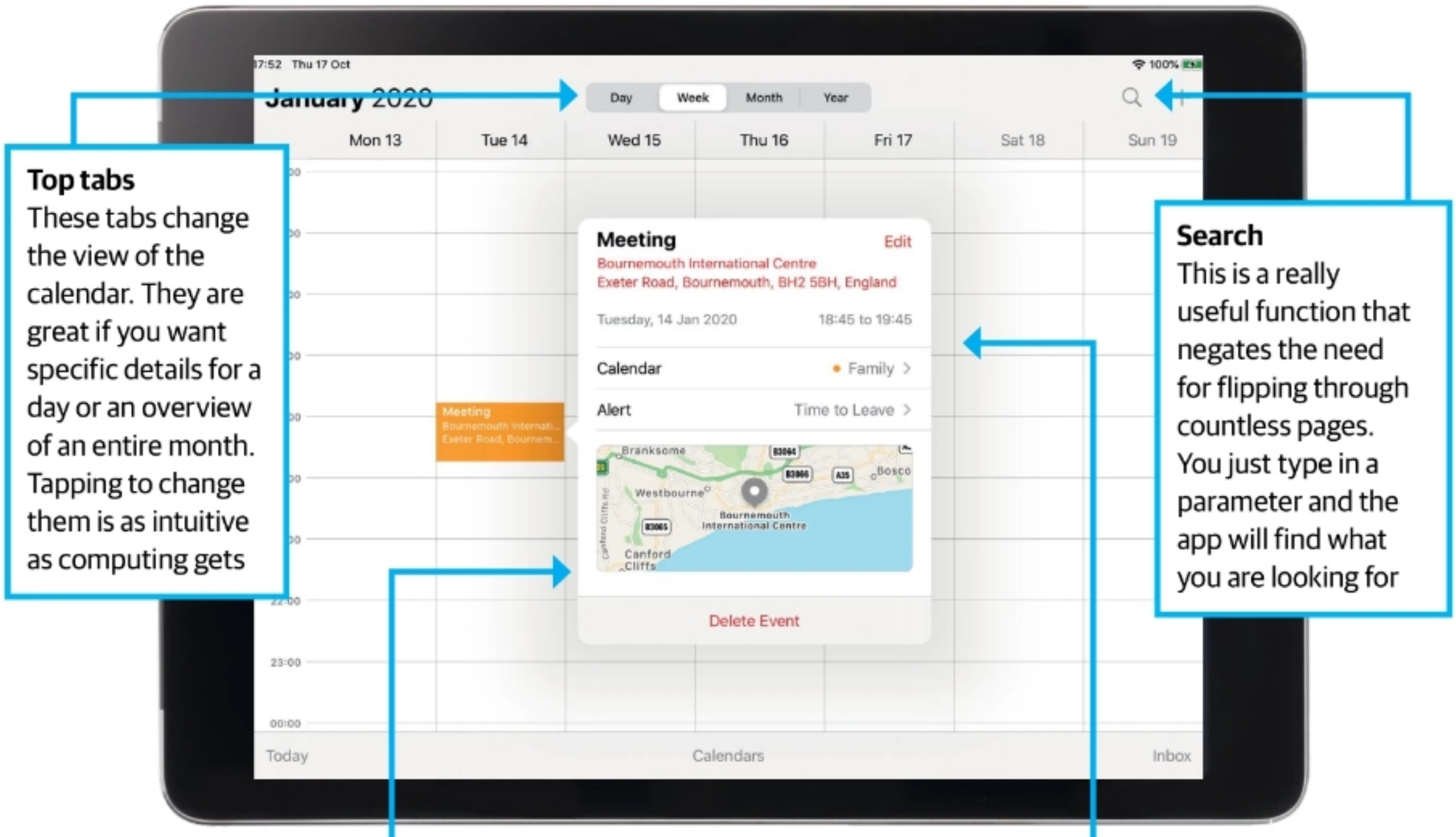




03 You'll now be presented with seven account options. They are iCloud, Microsoft Exchange, Google Mail, Yahoo! Mail, AOL, Microsoft Hotmail and Other. Whether you want to create a new account or add an existing one, the process is as follows...



04 After choosing your account you'll be presented with a sign-in screen. All you need to do here is fill in the relevant information for each section. Once this is done simply tap on 'Next' in the top right-hand corner. Congratulations, you have mail.



Top tabs
These tabs change the view of the calendar. They are great if you want specific details for a day or an overview of an entire month. Tapping to change them is as intuitive as computing gets

Search
This is a really useful function that negates the need for flipping through countless pages. You just type in a parameter and the app will find what you are looking for

Pop-ups
The size of the screen means that pop-ups can jump from any event whenever you tap them. A great way to view information

Slide navigation
You can navigate through the months by sliding your finger or just tapping on a date

Tuesday
10

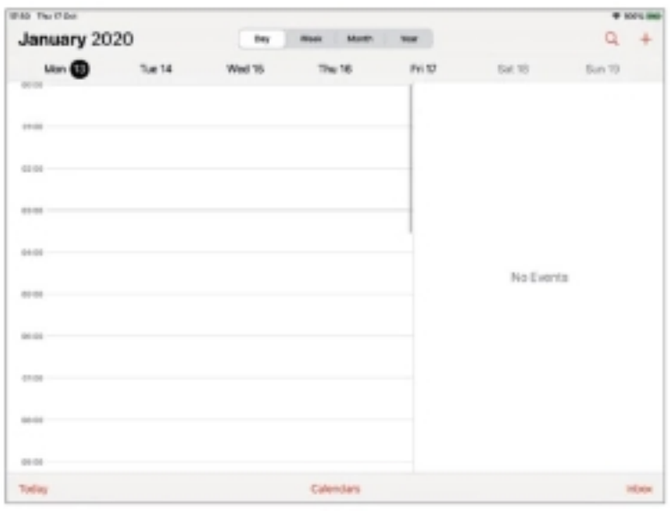
Add an event in Calendar

If you find yourself struggling to remember your schedule, make sure you never miss an important event with your iPad

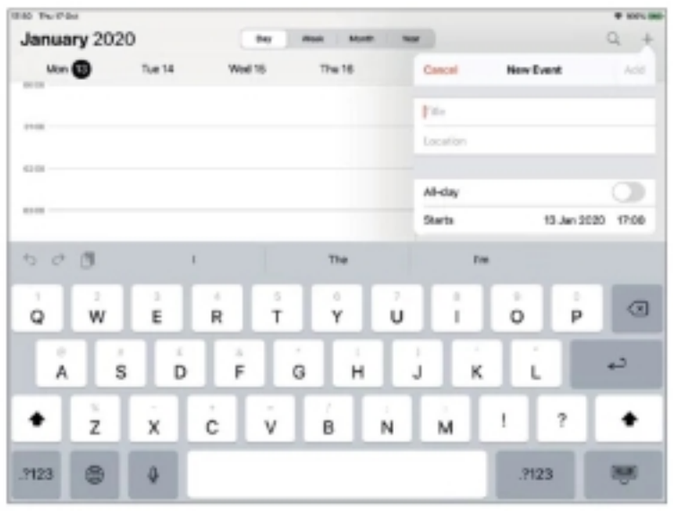
The Calendar app on the iPhone is useful and easy to use, but it gets dwarfed by the sheer scale of the iPad equivalent. Like the Contacts app, Apple has gone with the classic analogue look and made the app look like an old-school, physical calendar. Of course, this digital version has a multitude of advantages over a real one. Firstly, you get the beauty of a typeface, rather than scrawled handwriting, it's easy to undo mistakes. Thirdly, you can view it in a number of different ways.

Like all the iPad apps, the Calendar app is easy to use. Adding an event is simplicity itself, and the large screen size means that pop-up windows replace the screen shunting right or left as it does on the iPhone. All you need remains in front of you at all times. Once your events are created they can be edited and you can view them in a number of ways as you change orientation or as you dictate on the top tabs of the app.

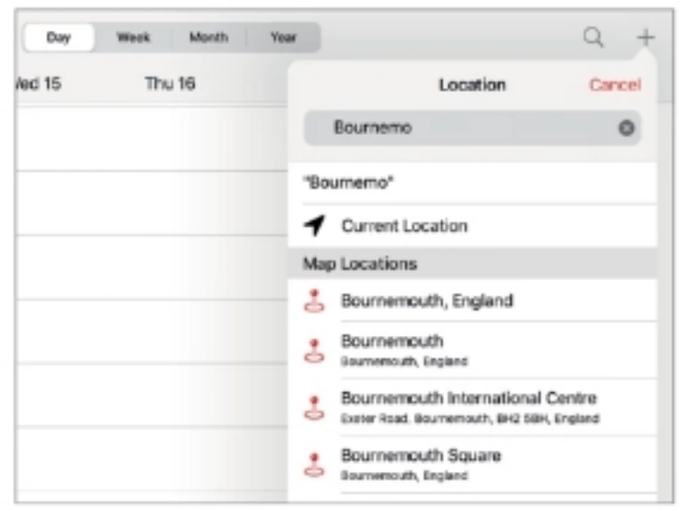
Calendar Add an event



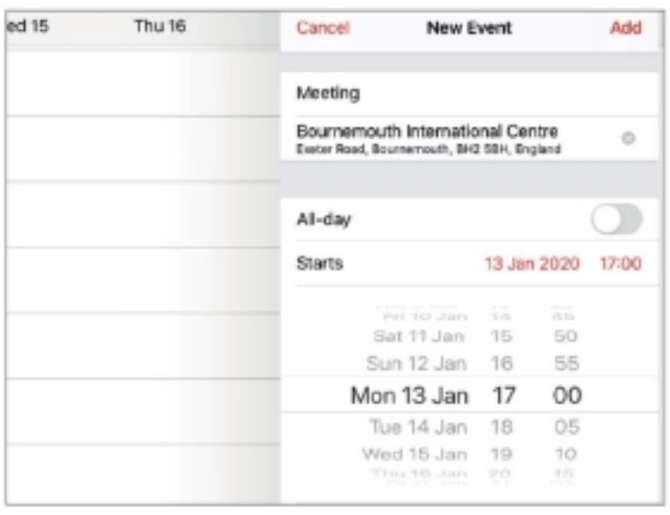
01 Open the Calendar app and turn the iPad horizontal to see the dual-page layout. Navigate to the day you want and then tap the '+' button in the top right corner. This way you'll create a new event.



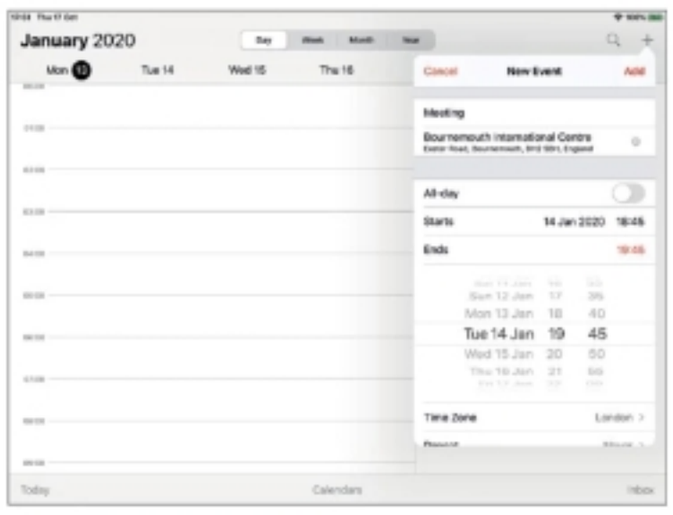
02 A small pop-up window will appear in the top-right, and the keyboard will show up too. Tap the field you wish to edit – such as 'Title' – and then name your event by using the keyboard.



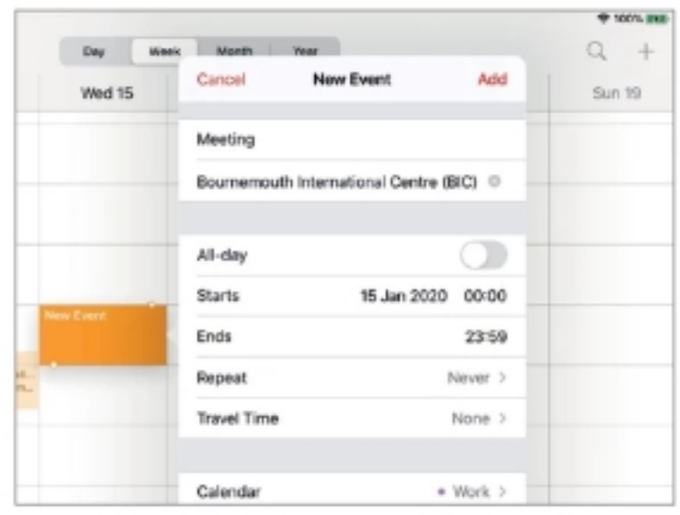
03 You can add as much or as little detail as you want, including the location and duration of the event, as well as invitees. You have access to a full keyboard so you can go to town on the detail.



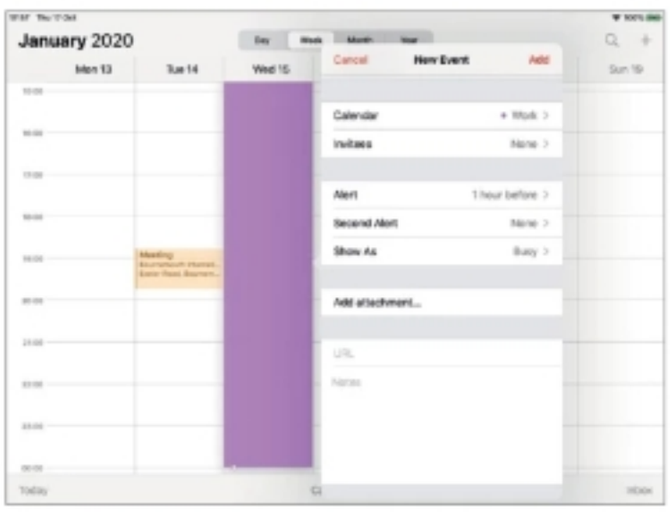
04 You now need to add the start and end date of your event, just to make sure you don't miss it! Tap on the relevant field to see the pop-up change into a new window display.



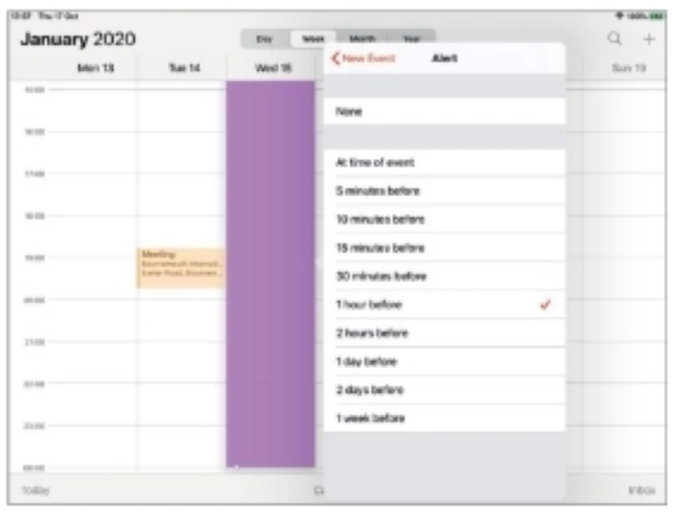
05 Use the wheels to select the times and dates that you want to use. You can also toggle the 'All-day' button instead if the event that is taking place will take up the entire day.



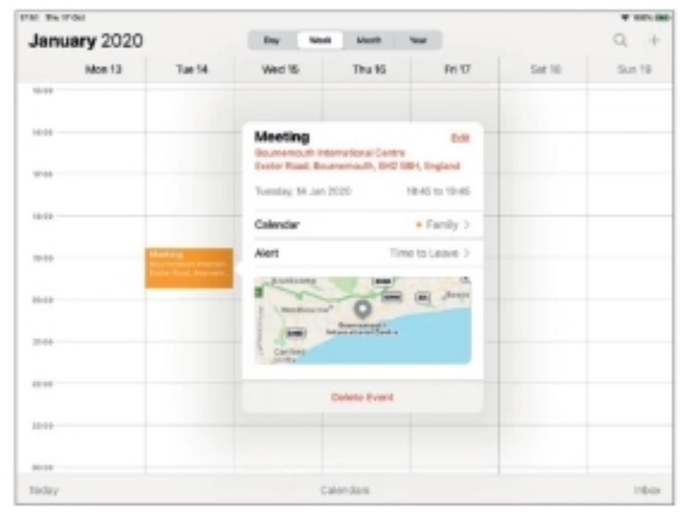
06 When you have everything in place, you need to tap the 'Add' button located in the top-right corner of the window. Alternatively you can cancel it to return without saving.



07 Tap the 'Alert' field to set reminders for the event. These will help ensure you don't miss an appointment. Alerts pop up on your iPad at the times you set them.



08 There are a number of options, ranging from at the event time to two days before. Tap on your desired option and save your progress by clicking 'Done'.



09 Save your event and it will appear on the page. Tap on it to see its details and to make changes. You can erase it by tapping the red 'Delete Event' button below.

Tell the time with the Clock app

Keep track of the time wherever you are in the world, and never be late again with the feature-packed Clock app

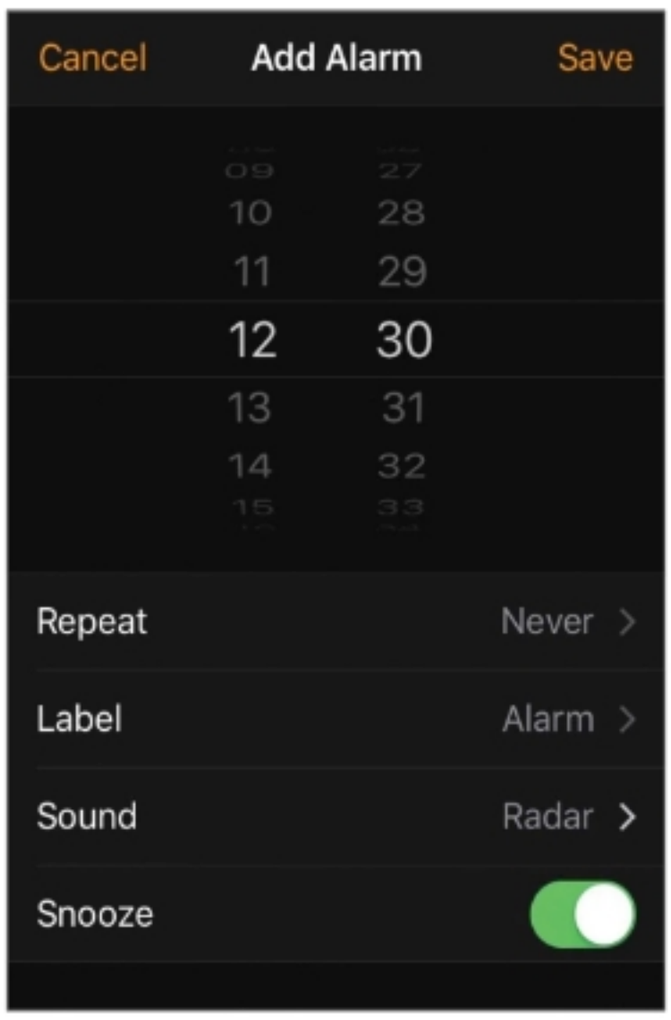
Your iPhone's Clock app is versatile. You can time the interval between events, use it as a stopwatch, or as a brilliant alarm clock, with the possibility of multiple alerts. The World Clocks feature lets you find the exact time for any place.

When you tap the '+' button, you'll see a list of time zones. Make a choice and the clock will be added to those that already exist. The time will also be placed on the world map.

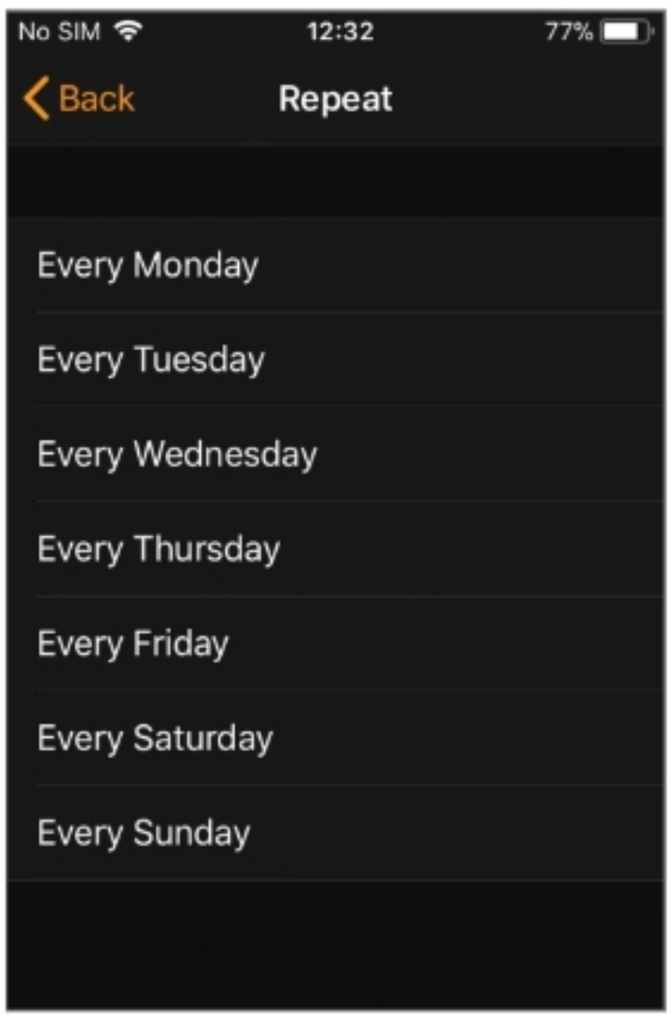
When you tap on the Stopwatch tab, you can begin measuring elapsed time. Likewise, when you select Timer, you can measure time intervals. With the Stopwatch, simply tap Start and the time will begin to increase. When you tap Stop, it will cease. The Stopwatch has a great lap timer, too. Tapping Lap when a lap is finished will show the time it took to complete.

On the Timer, simply input the timescale you want using the dials and then tap Start. In this tutorial we will take a more in-depth look at the Alarm feature of the Clock app.

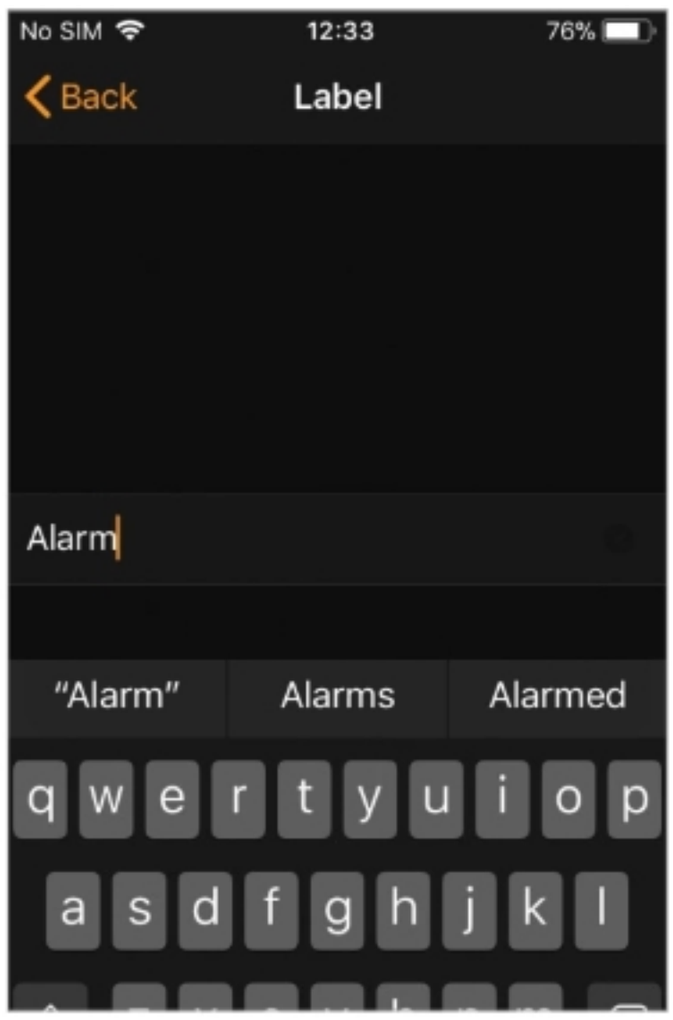
Clock Get the most out of the Clock app



01 To set an alarm, tap the '+' icon in the top right-hand corner and then use the dials to configure the exact time by scrolling up and down using your fingers until you find the right one.



02 You can then decide whether or not you want to repeat the alarm, which you can do on any day of the week, and whether or not you would like to include a snooze function.

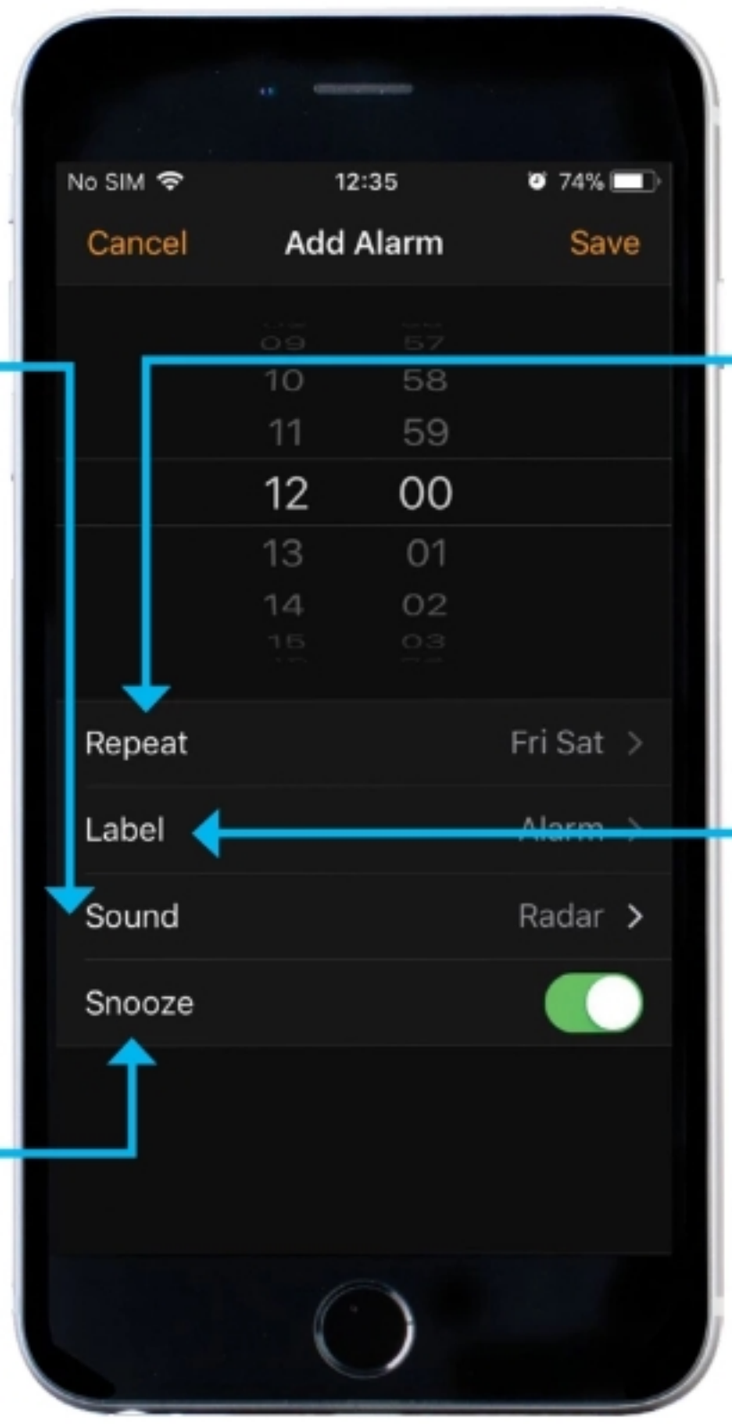


03 It is possible to label that particular alarm with any name you wish. For example, you could decide that you would like to label one 'Waking up' and another one for a 'Meeting'.

Tell the time with the Clock app

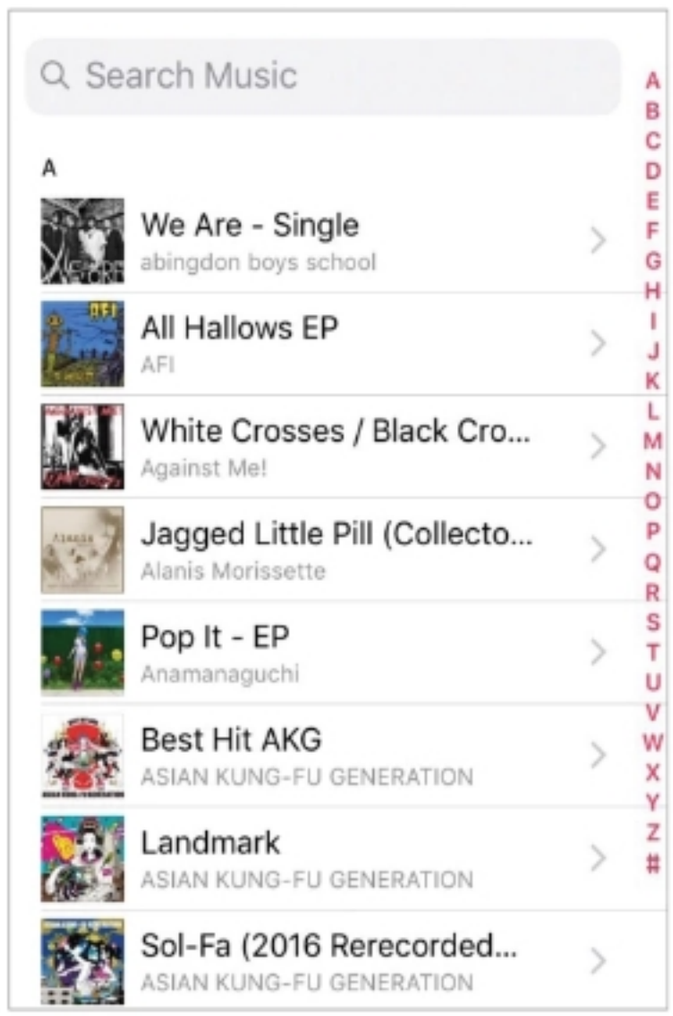
Sound
Give your alarms a distinctive sound by picking simple beeps or rumbling crescendos from the list of sonics provided. Mercifully, you can also choose songs from your Music app library by tapping 'Pick a Song'

Snooze
Some alarms you will want to turn off – like a notification for an important meeting – but others may need the Snooze function activated so that you can temporarily disable them, only to have them invade your peace a few moments later

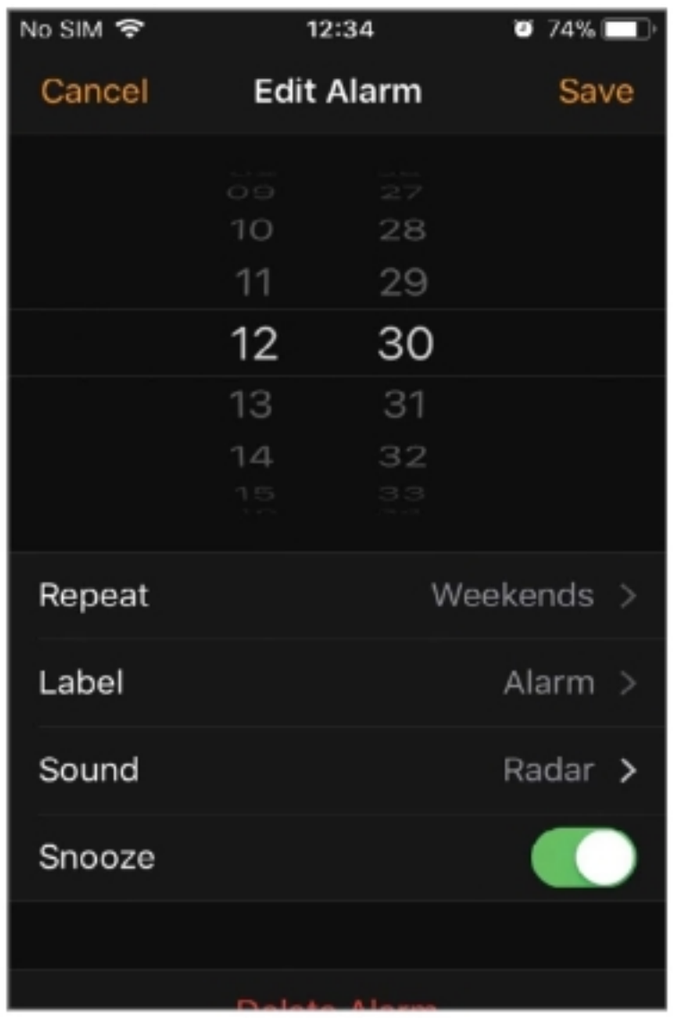


Repeat
If you are setting an alarm for a reoccurring event, such as a weekly meeting or simply rousing from your slumber on a daily basis, then you can tap on this option to set how regularly you want to repeat your alarm

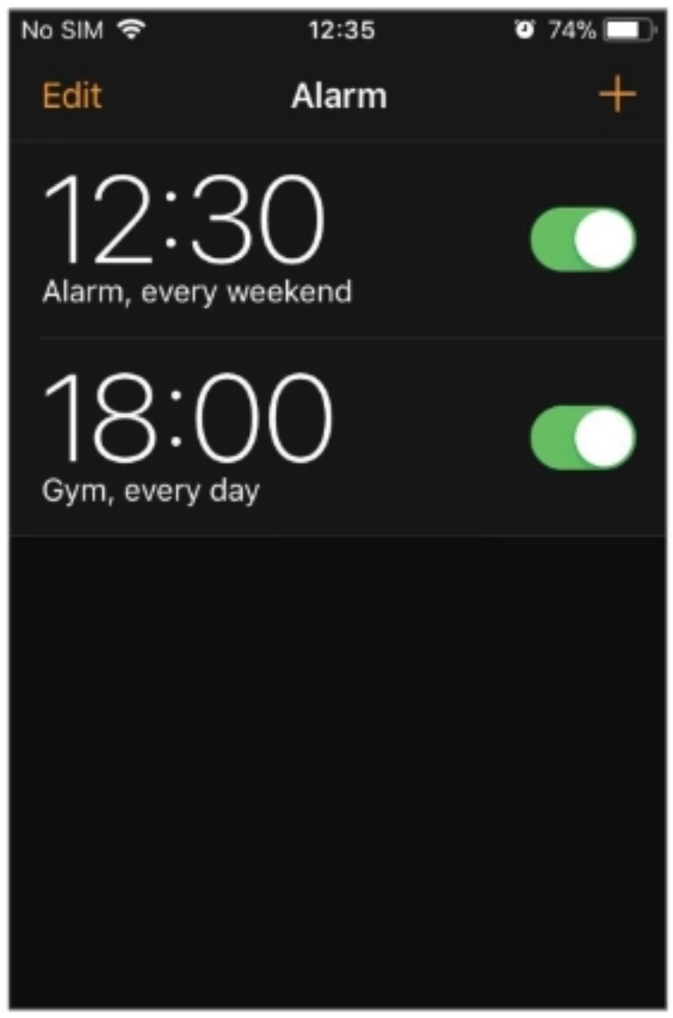
Label
You can give your alarms custom labels by tapping on this option. It will provide a text field into which you can write a description to go with your alarm to prevent a faceless list of seemingly random time alerts



04 Tap on the Sound option to pick a pre-loaded alert noise or scroll to the top to pick a song from your Music. You will also see the option to Buy More Tones, which takes you to iTunes Store.



05 When you have tweaked everything, tap the Save option in the top-right corner of the screen and your new alarm will be added to the alarms list where you can turn it on and off.



06 If you wish to disable an alarm, swipe the green switch next to the alarm to the off position. To remove it from the list entirely, tap Edit and then hit the red symbol next to the alarm.

Talk to your phone with Siri

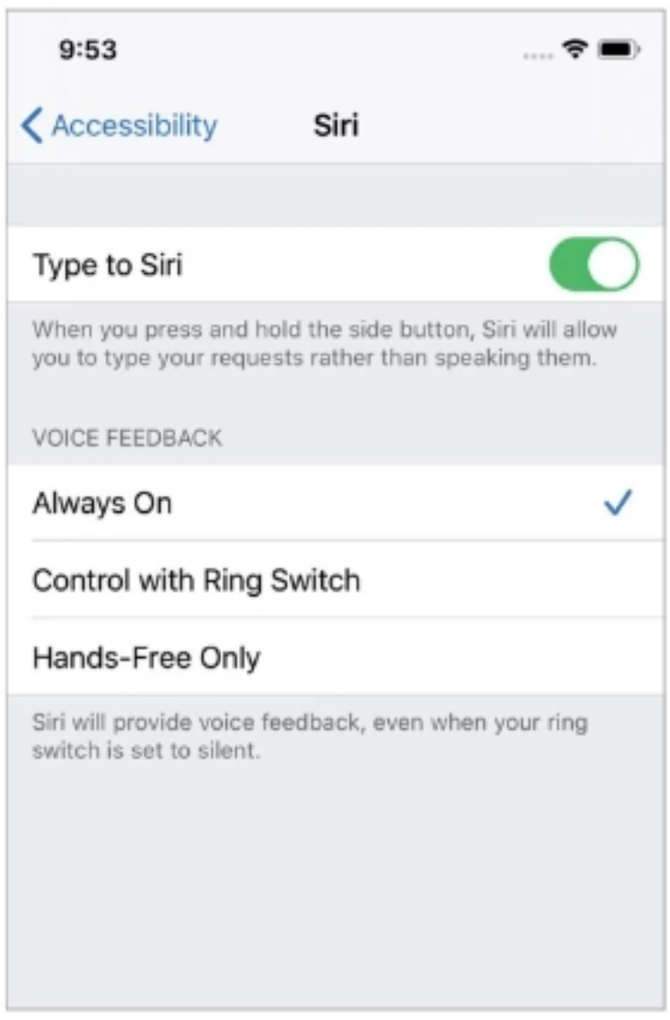
Enjoy more voice control over your iPhone with a host of useful Siri commands for every occasion

When it was introduced back in 2011, Siri seemed futuristic. Not only could you talk to your phone, but it would talk back and do things for you! Now iOS 13 has made Siri a lot more versatile and responsive to your commands. Now you can really make the most of your virtual personal assistant.

You can now talk to Siri more naturally, as if talking to a friend, and can ask anything. Without even touching your device, you can get Siri to send messages, make calls, show you star constellations, make dinner reservations, check the latest sports results and even flip a coin for you. If you are driving you can also ask Siri to find an alternate route home. There are so many uses for Siri that it is easy to overlook just how useful the service can prove to be. Obviously talking to your device may seem awkward at first but the more you do it, the quicker you will become accustomed to it and the more intelligent Siri will become to help meet your requirements.

Siri Go hands free with your iPhone

01 Open the Settings app and go to Siri & Search. Turn on the 'Listen for "Hey Siri"' option and then you can access Siri simply by saying that. You can also turn on 'Press Home for Siri'.



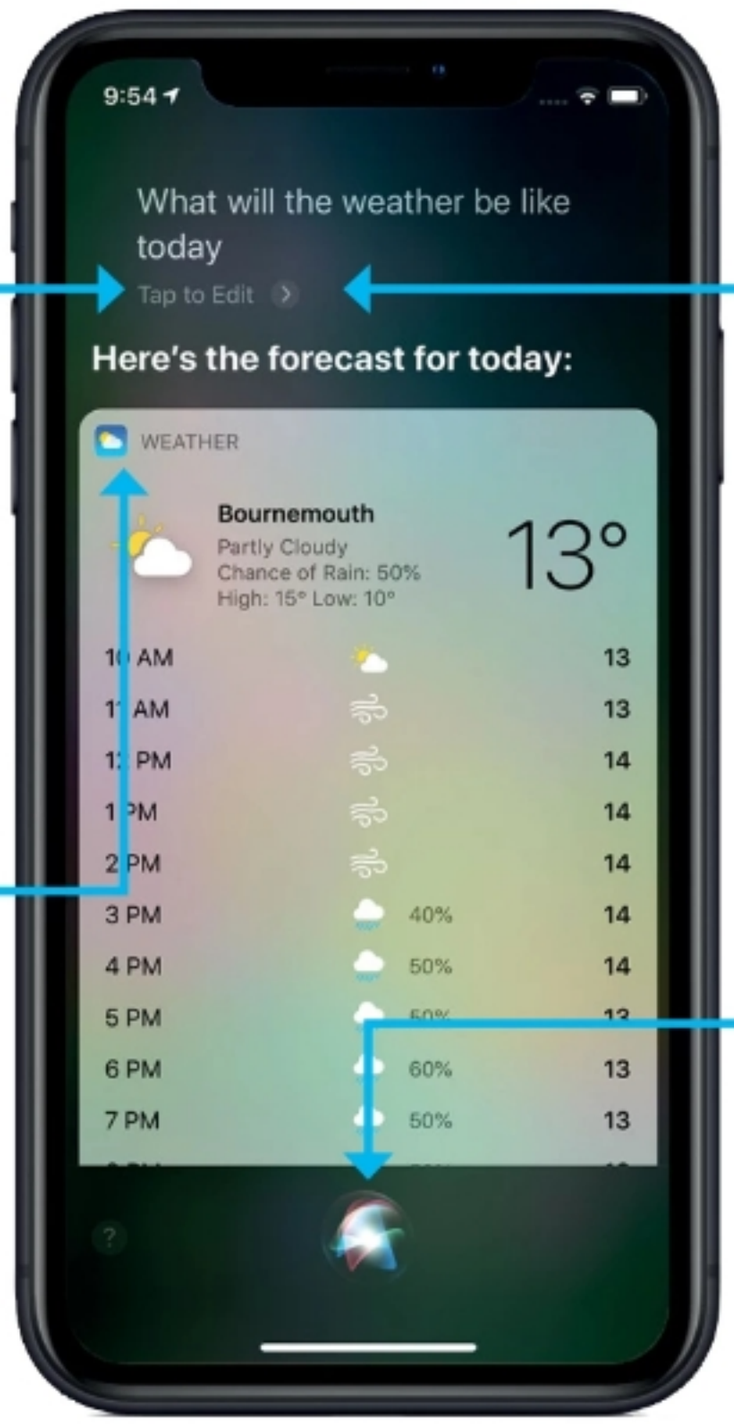
02 Again in Settings, go to General> Accessibility and then scroll down to Siri. Here you can turn on 'Type to Siri.' This allows you to ask questions using the device's keyboard.

03 Whether it's cheating at a pub quiz, impressing your friends or grandchildren or simply swotting up, Siri can help. Ask about any person or subject to be shown a Wikipedia entry.

Talk to your phone with Siri

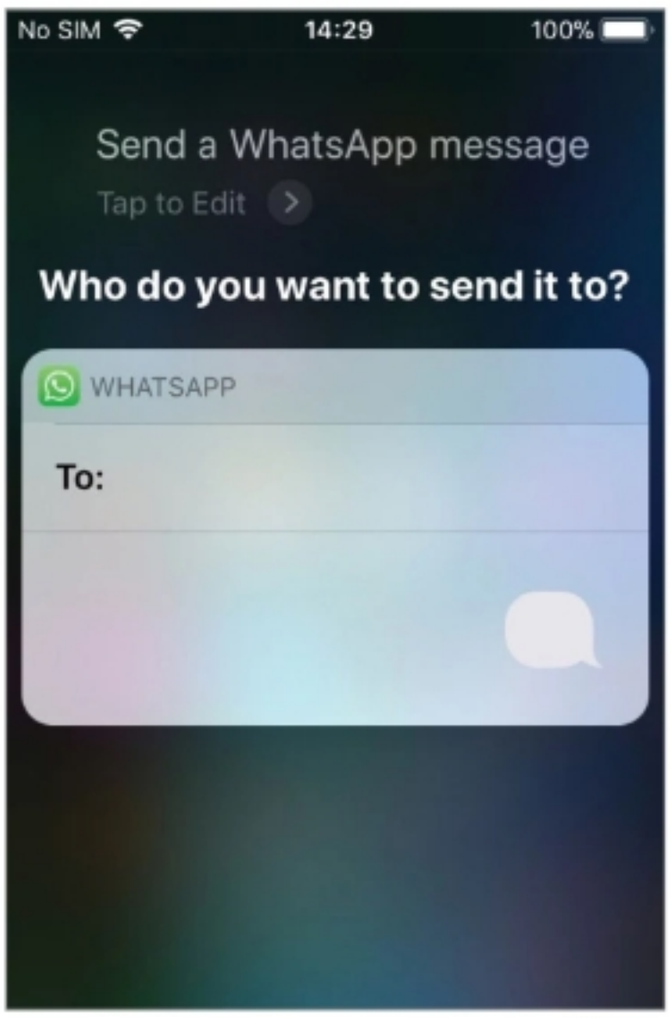
Scroll responses
All of your previous questions and their responses will be kept on screen, just swipe up or down to scroll through them all

Responses
Whatever you ask of Siri, it will record your speech and analyse it to form a written representation of the question, think for a second, and then answer

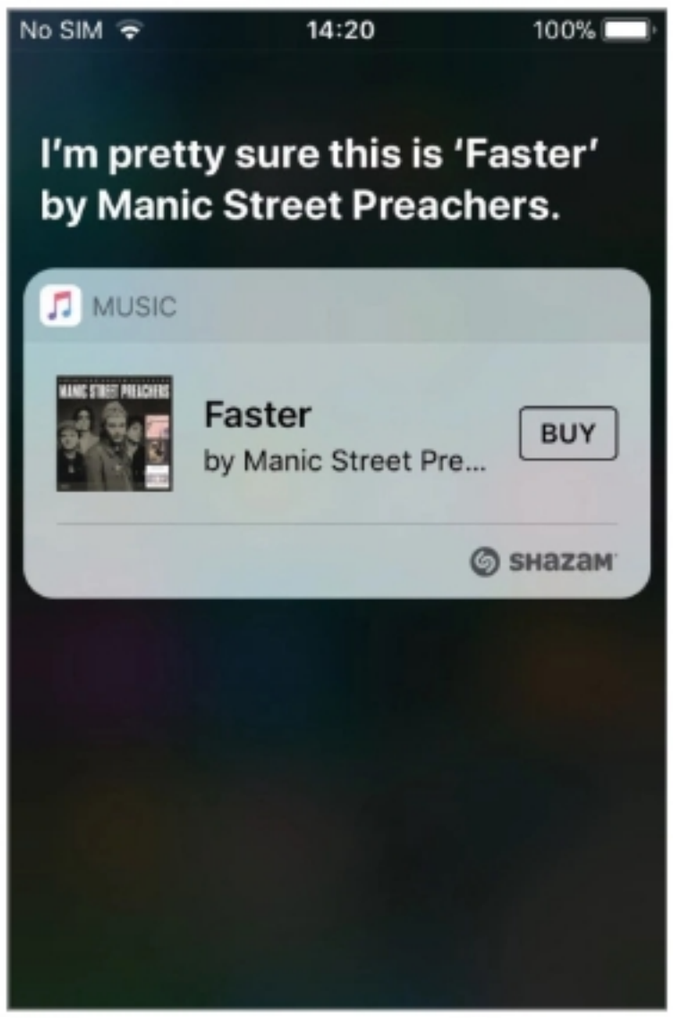


Tap and edit
If Siri doesn't quite catch your request, you can always hit tap to edit and use the iPhone's software keyboard to tweak the interpretation and get the right answers

Keep them coming
You can keep tapping the Siri icon and asking further questions, and it gets smarter the more questions that you ask



04 If you have iOS 10 or higher on your device then Siri will also work with a wide range of third-party applications, such as WhatsApp and Uber. You'll be surprised what you can do.



05 Siri's powers also extend to being able to name songs. Say, "What's this song?" and Siri will listen to identify the song, artist and provide a link to buy the track from iTunes.

06 You can ask Siri to call/message anyone in your contacts database. You can even assign relationships to people so that you can tell Siri to call your wife/husband/daughter, etc.

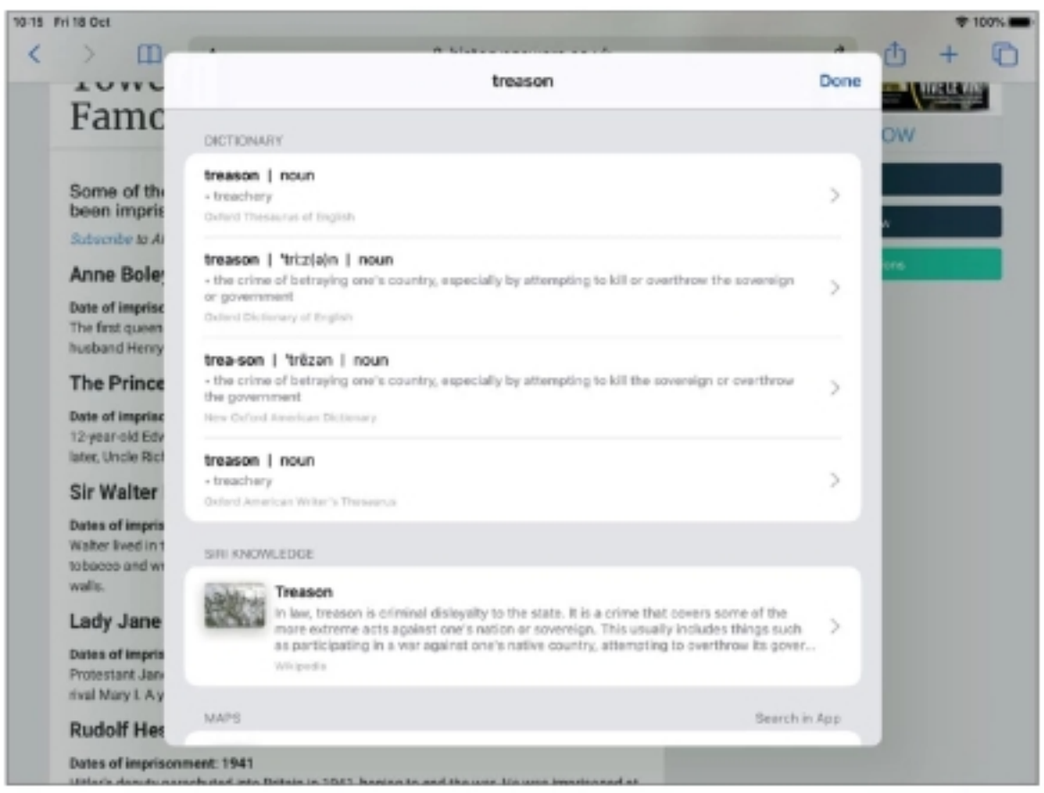
Get more from internet browsing

Surf the internet with confidence thanks to Apple's feature-packed browsing app that puts all of the tools you need within easy reach

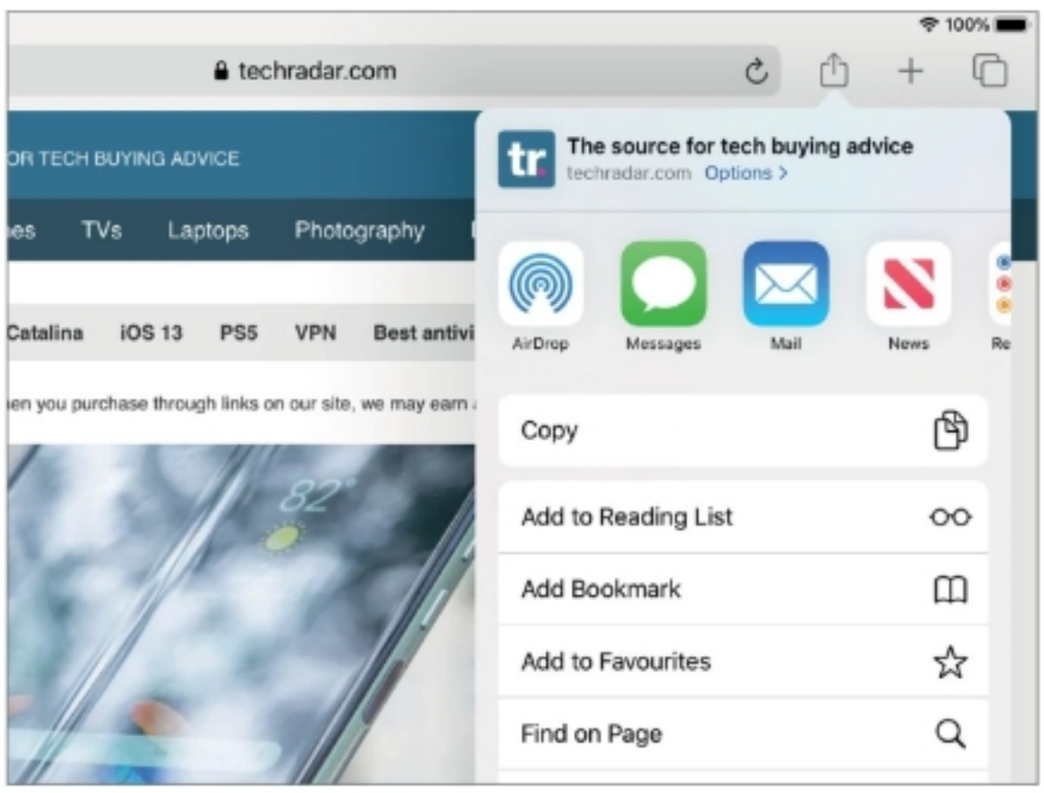
Safari is so good that it went largely unchanged when iOS 13 was released. Safari, which is Apple's default web browsing service, mixes a simple user interface with great functionality and plenty of additional features to keep everybody happy. You can keep multiple pages open at once using a neat tab system and Safari also uses iCloud to keep track of which tabs are open on your various devices so that you can access them on the device that you are currently using. Safari also lets you save web pages to your Reading List so that you can catch up on them later, even if you don't have an internet connection, and read pages through Reader, which strips away all of the unrelated clutter to provide a cleaner, easier-to-read web page. It is also easy to share web pages through Safari and even browse the internet incognito so that your history isn't stored – ideal when planning family surprises or holidays. Here we talk you through some of Safari's handiest, and best-loved features to help you surf the internet with confidence and ease.

"Safari mixes a simple user interface with great functionality and additional features"

Safari Explore Safari's best features

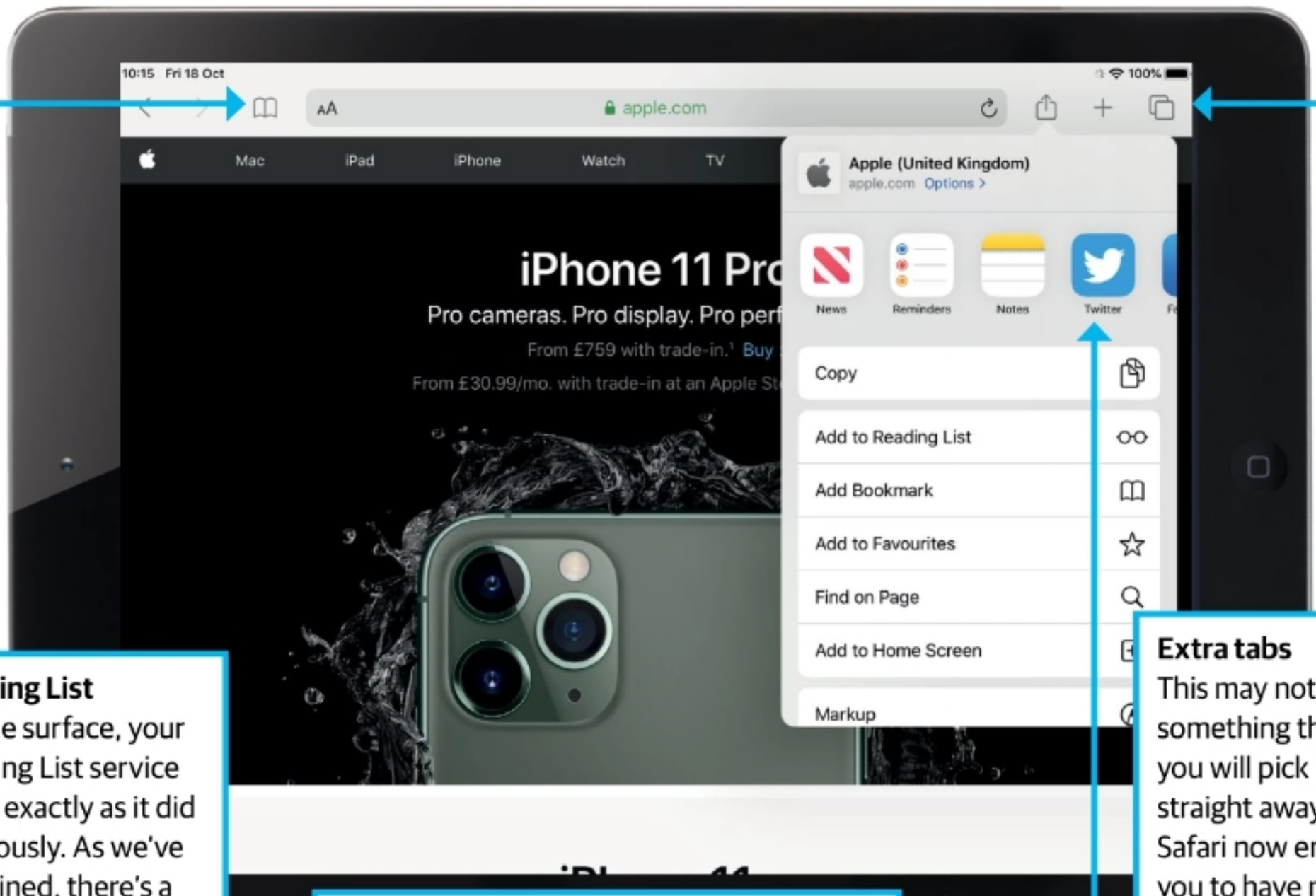


01 Tap and hold on a word and it will become highlighted. From here, tap 'Look Up' and depending on the word Safari can offer a definition from the Oxford Dictionary or a brief description from Wikipedia with a link to read the full page.



02 When you save an article for later reading, it's saved to your device so you can view it even if you're offline. Find an article, hit the Share icon (the arrow and box next to the right of the address bar) and tap the 'Add to Reading List' option to get started.

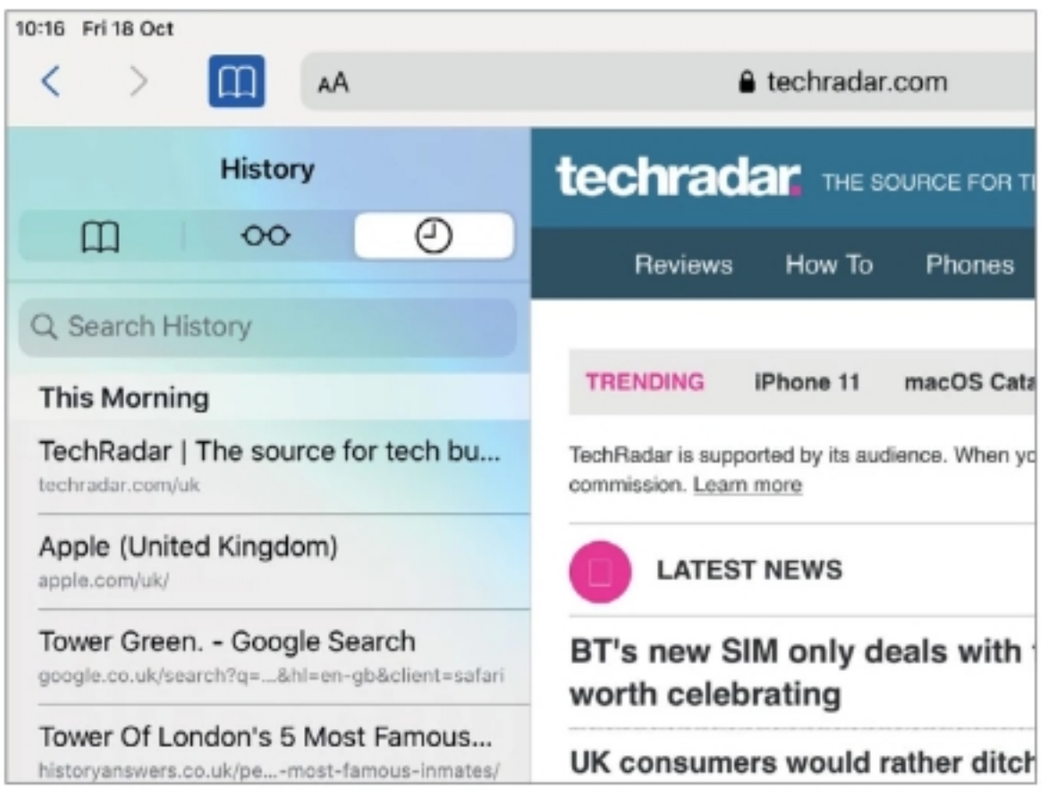
Get more from internet browsing



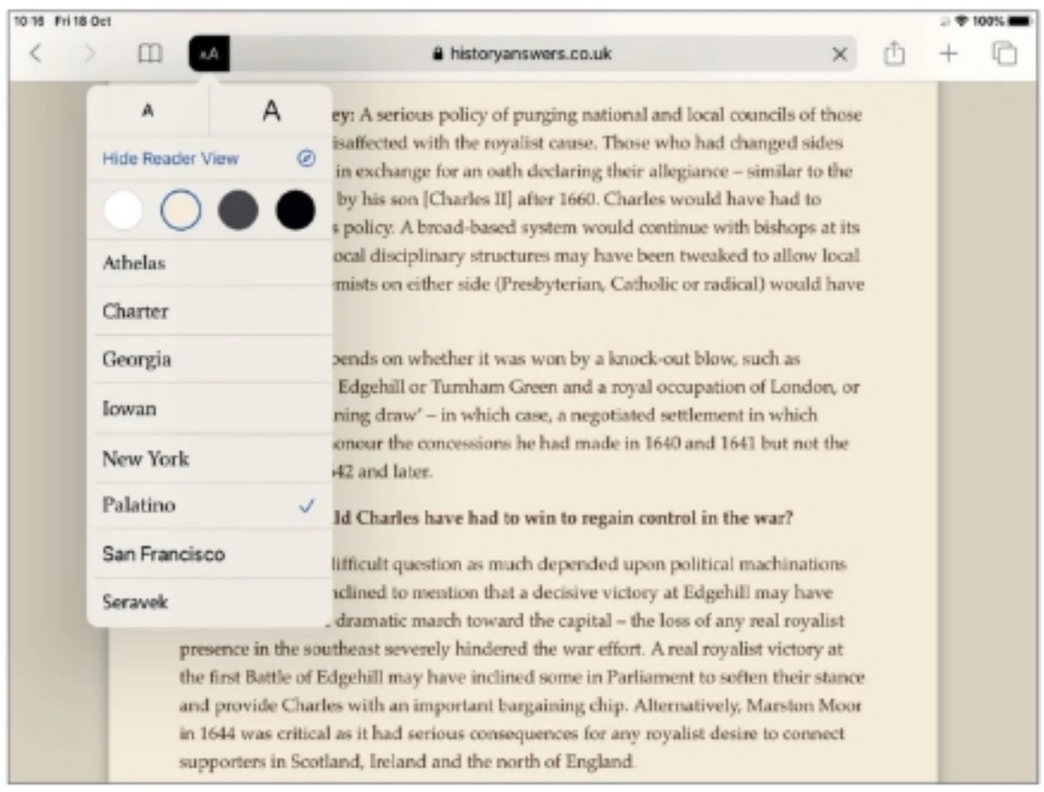
Reading List
On the surface, your Reading List service looks exactly as it did previously. As we've explained, there's a lot more to it now. Hit this tab and you'll be able to view anything you save regardless of your internet connection speed

Social networks
Safari continues to support Facebook and Twitter. Here you have the ability to share articles or webpages to your News Feed by tapping the share icon and then choosing the Twitter or Facebook options

Extra tabs
This may not be something that you will pick up on straight away, but Safari now enables you to have more tabs open than ever before. In fact, on your iPad, you'll be able to have 24 tabs open simultaneously



03 Tapping the book icon and then selecting the clock icon in the window that appears will take you to your browsing history. You can delete individual items or remove all by tapping on 'Clear' in the bottom corner of the window.



04 On some websites you will see an 'aA' icon to the left of the web address bar. Tapping this will let you see the page in Reader view. Tap the icon again when in Reader View to change the font, text size and the page colour.

Browse the App Store

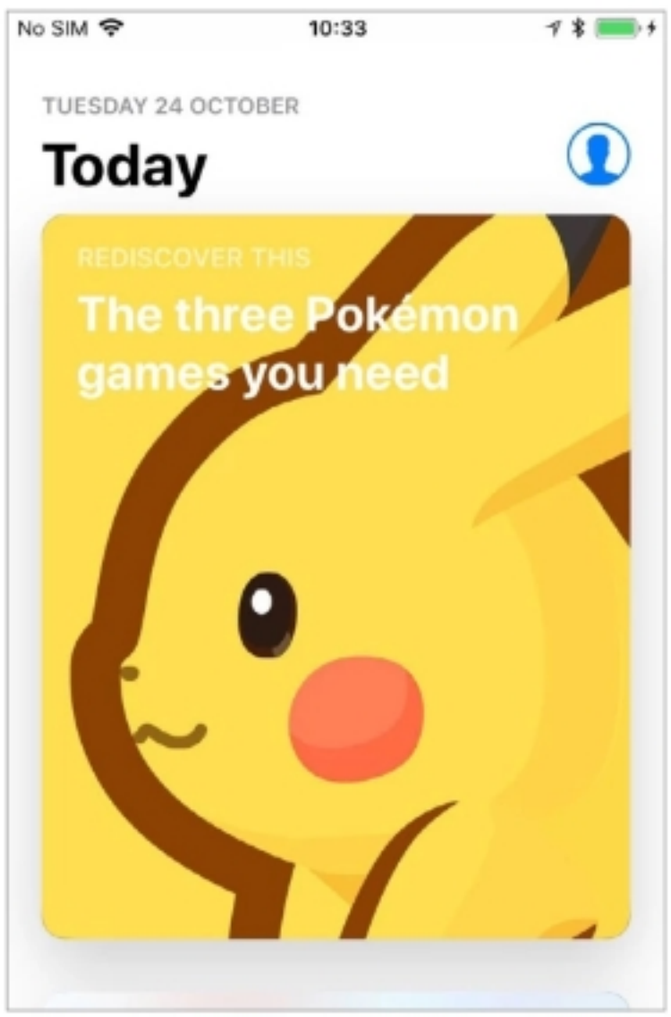
One of the best things about your iPhone is that it can be upgraded on the go with the App Store

You can expand an iPhone's capabilities with cheap or even free apps. The App Store has been a roaring success, with over 2.2 million applications to choose from – not to mention the $70 billion it made for developers.

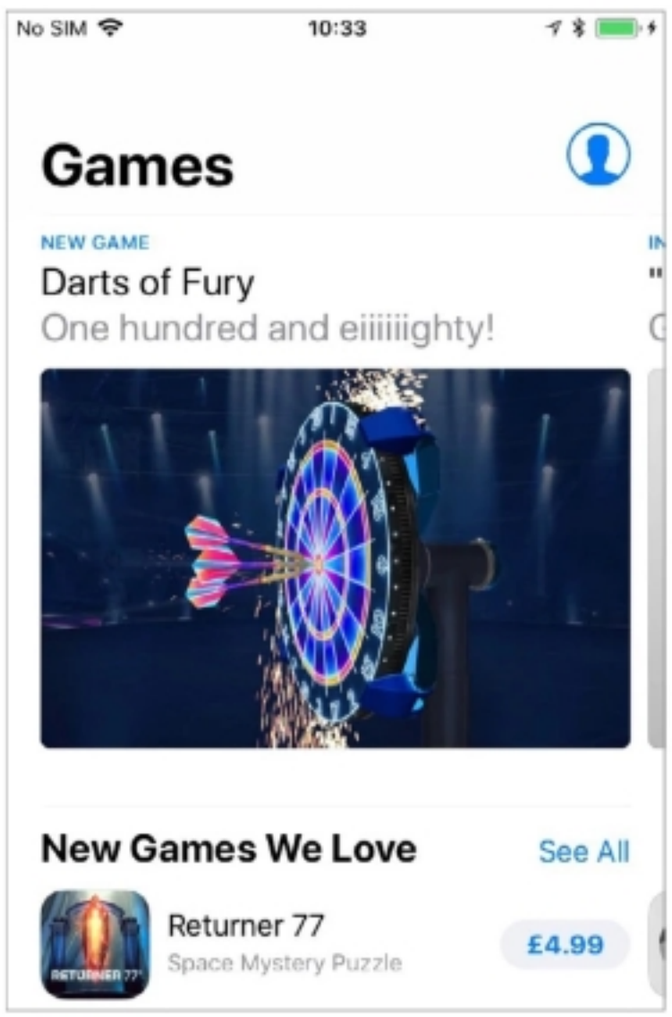
The number and range of applications on offer is quite stunning; with applications to help you plan large projects, word processors, web browsers... the list is endless. The software tends to be incredibly good value, too – it's amazing what your iPhone can do with just a 99p investment. Moreover, the fact that the App Store is right there on your iPhone means that you can buy stuff on the go whenever you want.

Such is the simplicity of browsing the App Store that very little has changed in terms of the structure and design over the years. Just a smattering of small enhancements have been shoe-horned in, such as the 'trending' search screen to see what's popular right now and help you make informed choices on what to download.

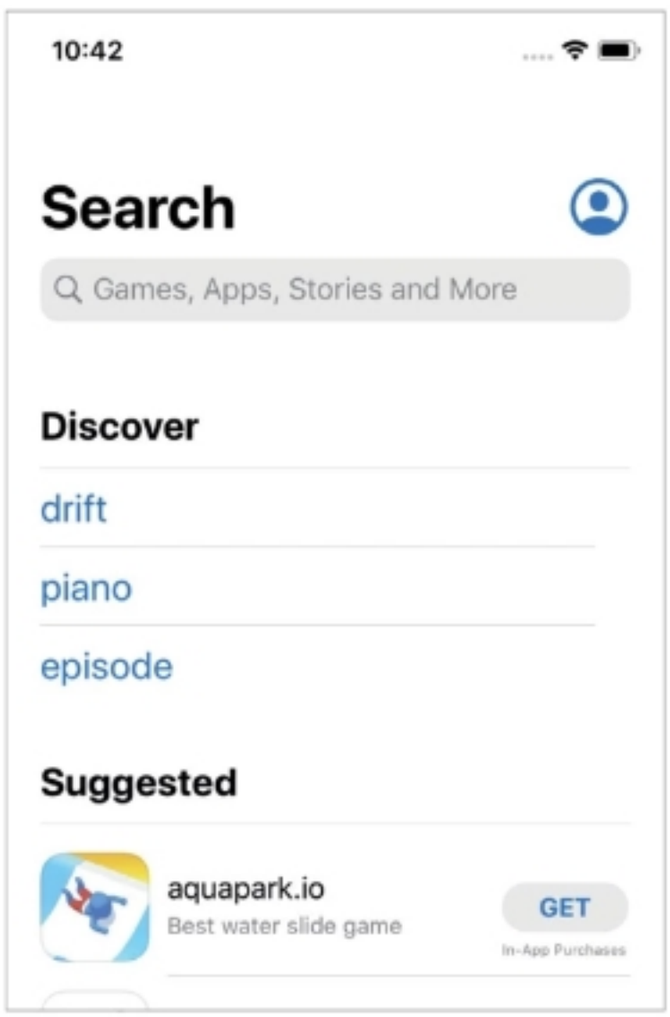
App Store Learn how to use your iPhone's App Store



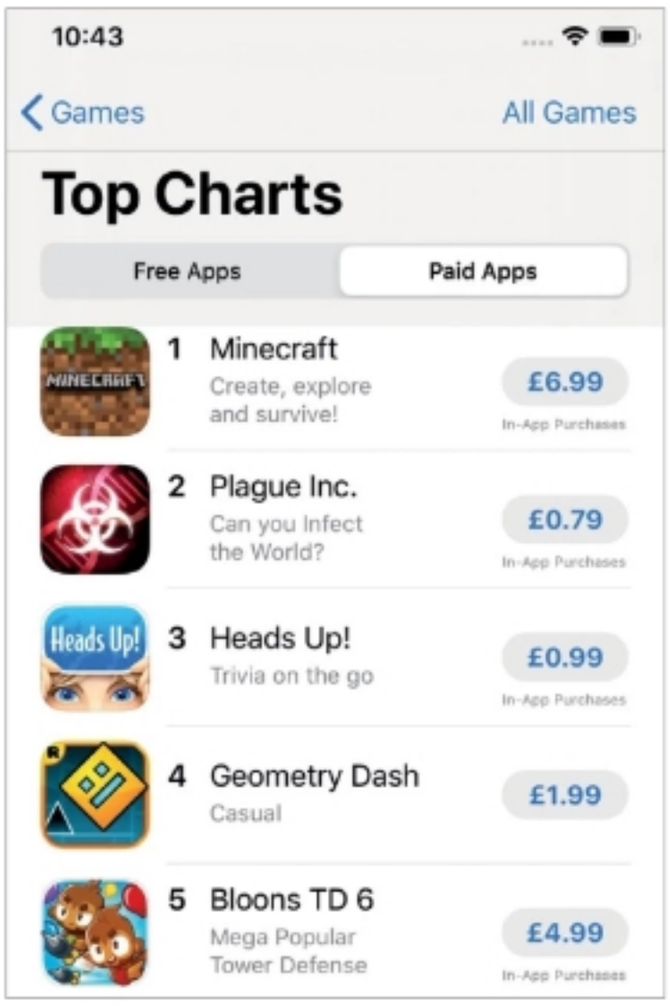
01 Once you have set up an account, simply tap on the App Store icon in order to get started. You will see the first section, Today, displaying the app and game of the day.



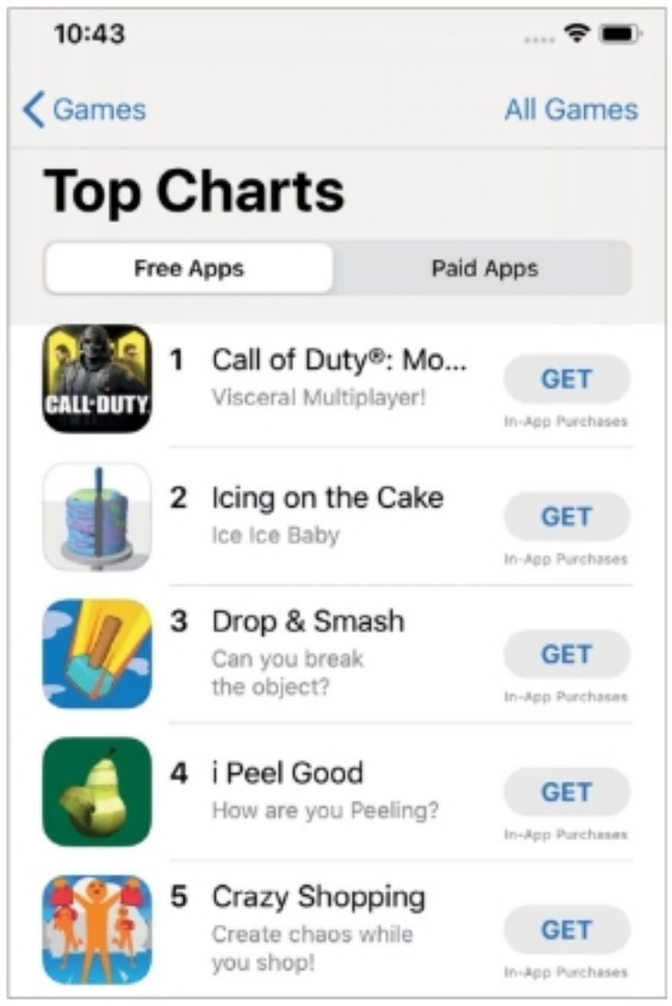
02 The store is divided into two main sections; Apps and Games. Both are laid out identically so the next couple of steps work with both the apps and games pages.



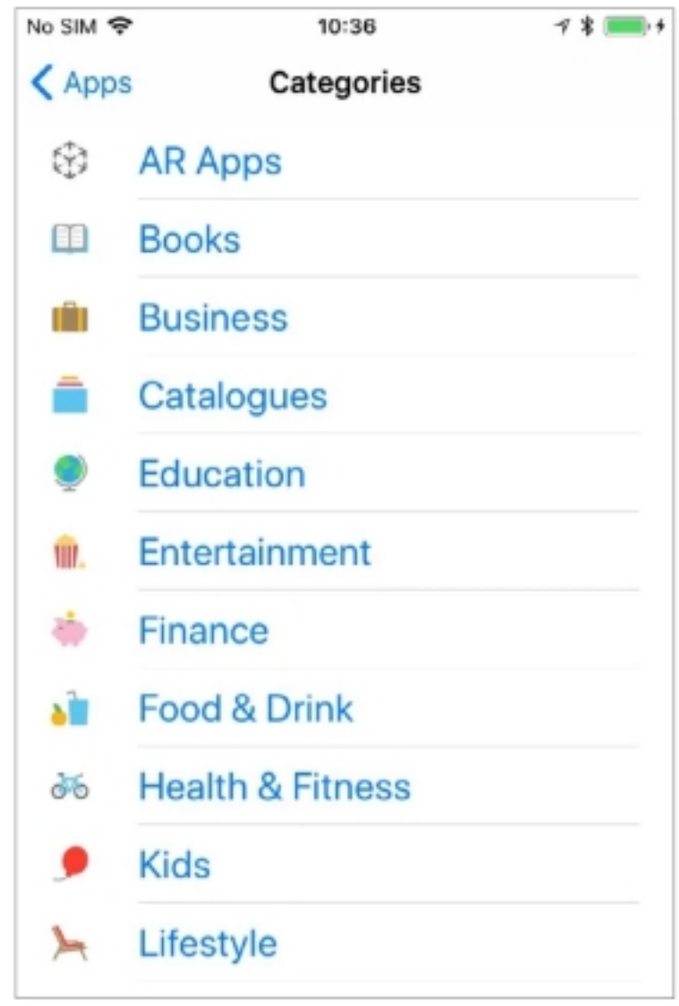
03 If you know the name of the app that you would like to download, then all you need to do is tap the Search tab along the bottom and type keywords into the blank field.



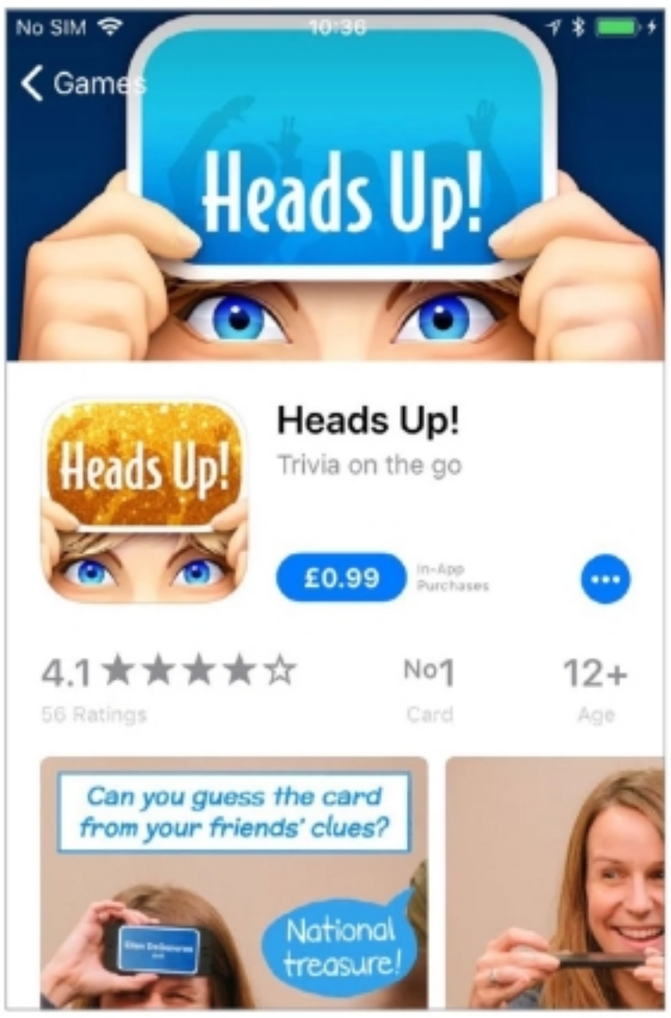
04 Apple allows you to see the top paid and the top free apps, which is rather useful. Simply scroll down to the Charts section in either Games or Apps tab to see what they are.



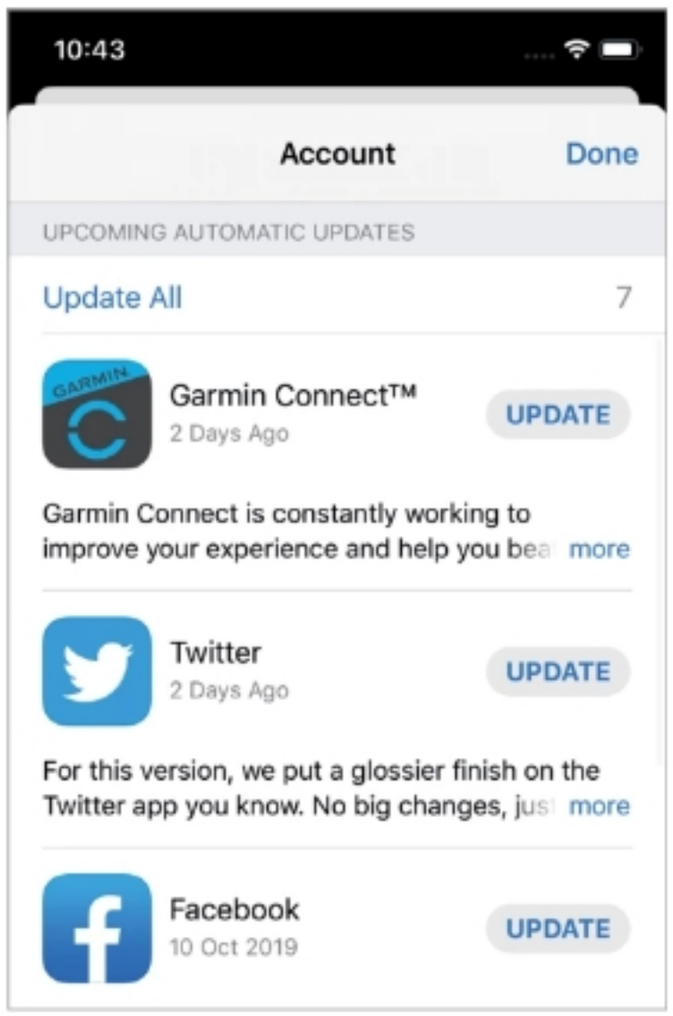
05 Use the tabs at the top of the screen to switch between the top charts for paid and free apps. Tap on 'All Apps' in the top corner to filter the charts by category.



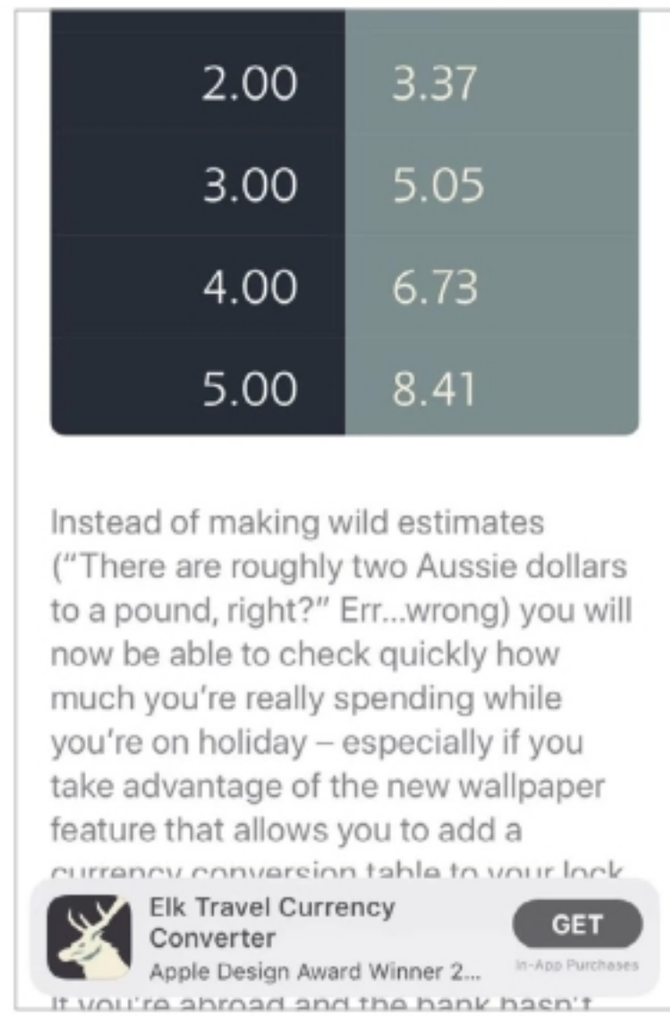
06 If you are not completely sure what you want, but have a general idea, then you can go to the Categories section. It is found under the charts and shows different groups of apps.



07 When you've chosen and are ready to buy an app, the process is very straightforward. Simply tap on the price, and it will change to Buy App. Tap again, and then enter your password.



08 Apps often get updated. Go to the Search tab, tap on the Profile icon and here you can see if you have any apps that need updating. You can update apps one by one or tap Update All.



09 A great way to find new things to download is to read the App or Game of the day features. These are written by Apple's curators and include a download link at the bottom.

Manage your apps

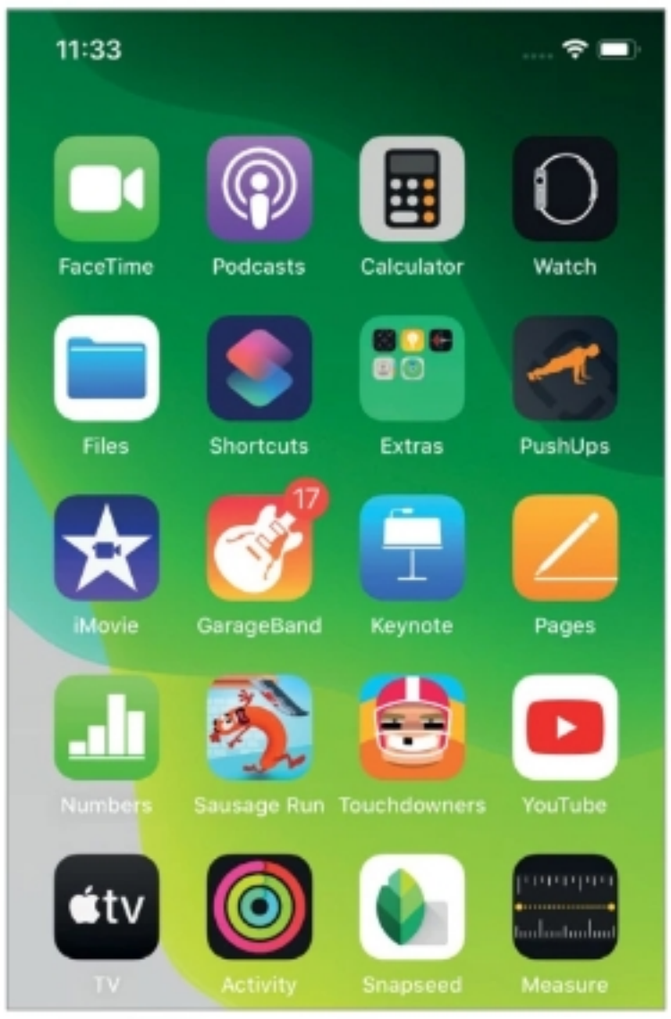
Learn how to organise and delete apps on your iPhone

Apps are undoubtedly part of what makes the iPhone so impressive. The default apps that come pre-installed cover the basics, but having access to the App Store can turn your regular phone into the ultimate multitasker and multimedia device. Plus, with so many available for free or under £1, it won't be long before you find yourself filling up the space on your Home screen.

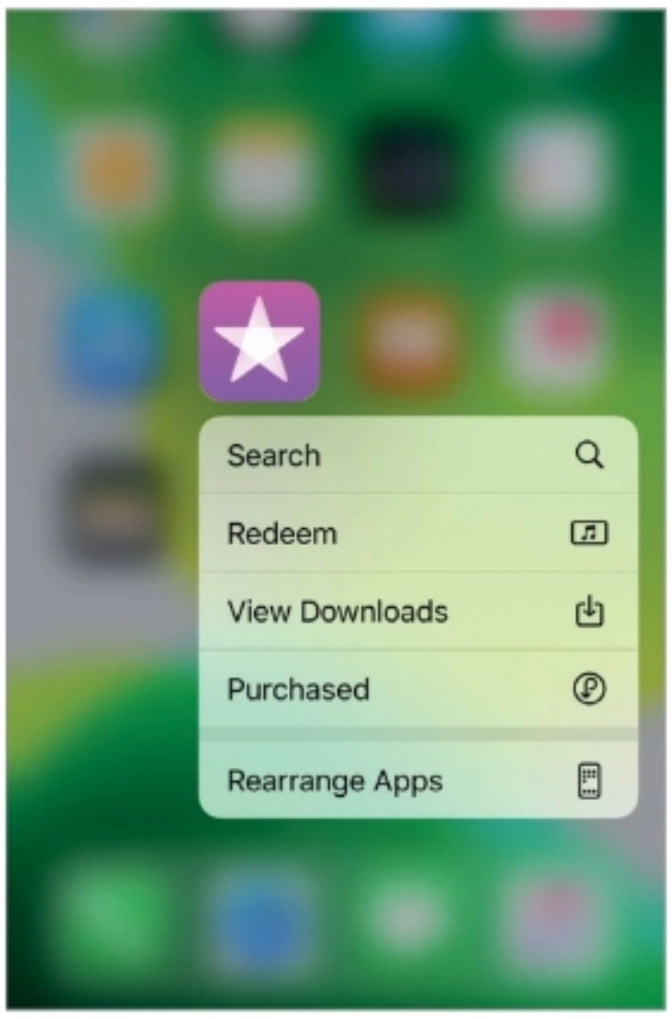
Luckily, the iPhone offers ways for you to organise your apps. One of the main features is the ability to add folders. This will allow you to group similar apps together into a folder as big as a regular icon. Of course, you have complete control over which apps go into the folders, so you might even wish to make a folder of regularly used apps so you have quick access to the apps you use every day.

There are also a few other things that are worth knowing about apps, that we cover here in the tutorial. From rearranging their order, to deleting and fully closing, being able to control your apps and make them work best for you is an important feature. Spend a bit of time learning how best to manage your apps. This will certainly pay dividends in the long run. We'll show you how to get started.

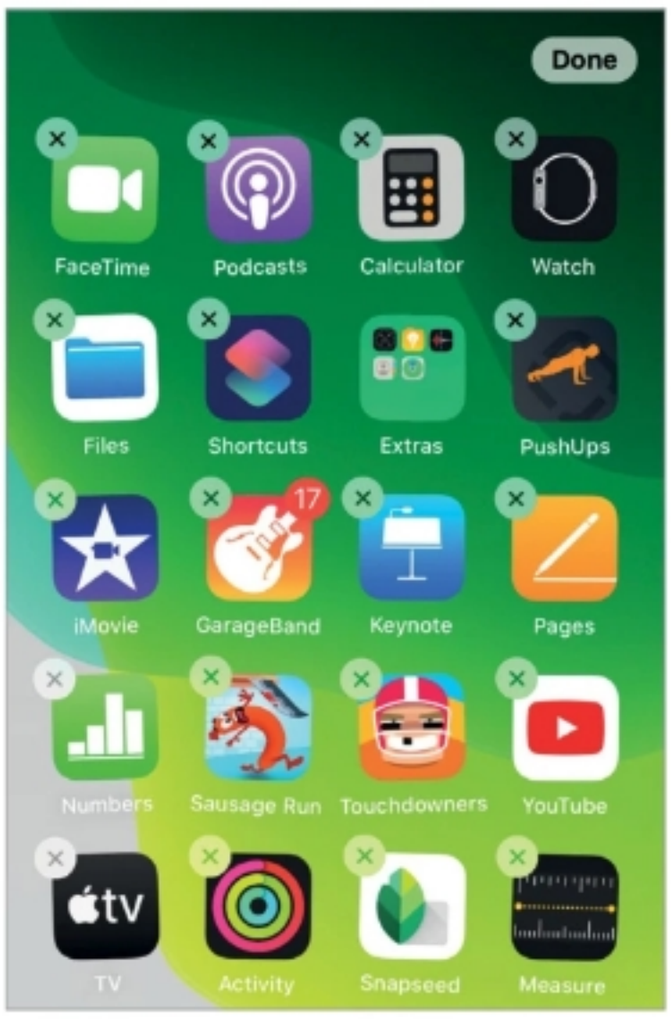
Home screen Organise, close and delete apps



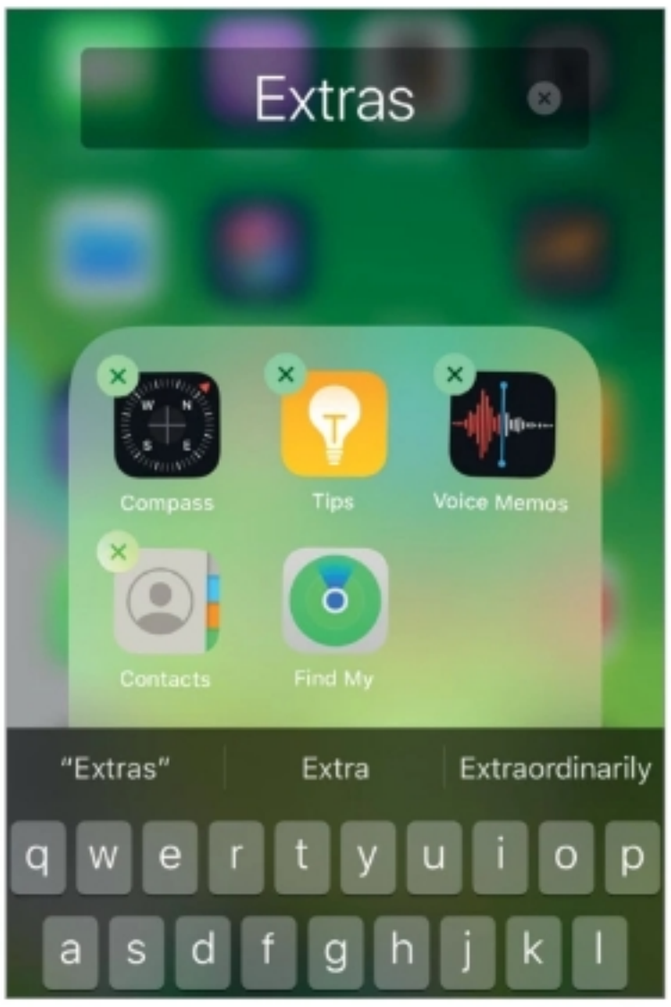
01 A downloaded app's icon will appear on the Home screen. When you have purchased a lot of apps, you will quickly find yourself running out of space on your Home screen.



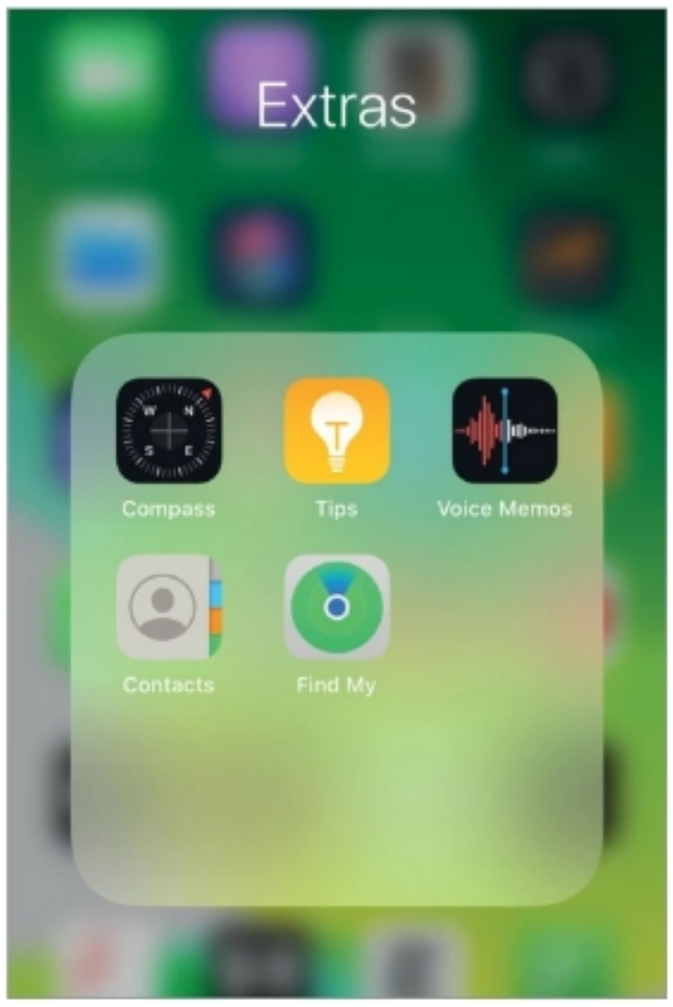
02 If you would like to group apps together into a folder, press and hold on one of the icons until a pop-up menu appears. Tap Rearrange Apps and a cross will appear in the corner of each app.



03 Now all you need to do is tap on one of the jiggling apps and drag it on top of the app that you would like to group it with. When you release the screen, it will create a folder.

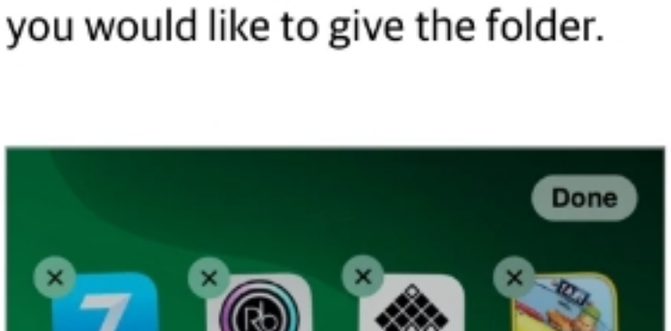


04 If you would like to give the folder a different name in order to organise the apps better, tap the 'X' at the end of the text box, and type in the name that you would like to give the folder.

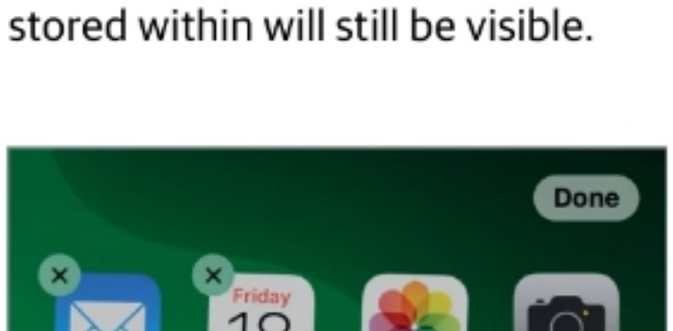


05 Once you are completely happy with the folder you've created, tap Done and the folder will appear on your Home screen. The icons of the apps stored within will still be visible.

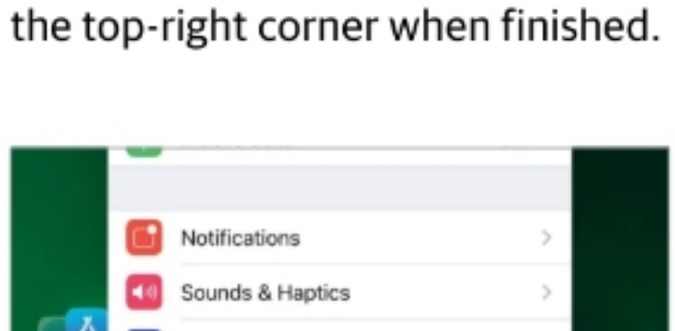
06 After selecting the Rearrange Apps option, you can drag an app icon or folder onto a new screen, or just rearrange the order. Tap Done in the top-right corner when finished.



07 Long-pressing on an icon will cause it to jiggle around a bit, and bring up an 'x' in the top-left corner. Tapping the 'x' will give you the option to delete the app.



08 Since the release of iOS 10 you can even delete apps that come installed as standard if you don't use them. You can re-install them at any time from the App Store.



09 To save battery power, quit apps by swiping up from the bottom of the screen. You can then close them by tapping and holding on an open app before swiping upwards.

Check out the iTunes Store app

The iTunes Store is designed to make buying and downloading music that much easier

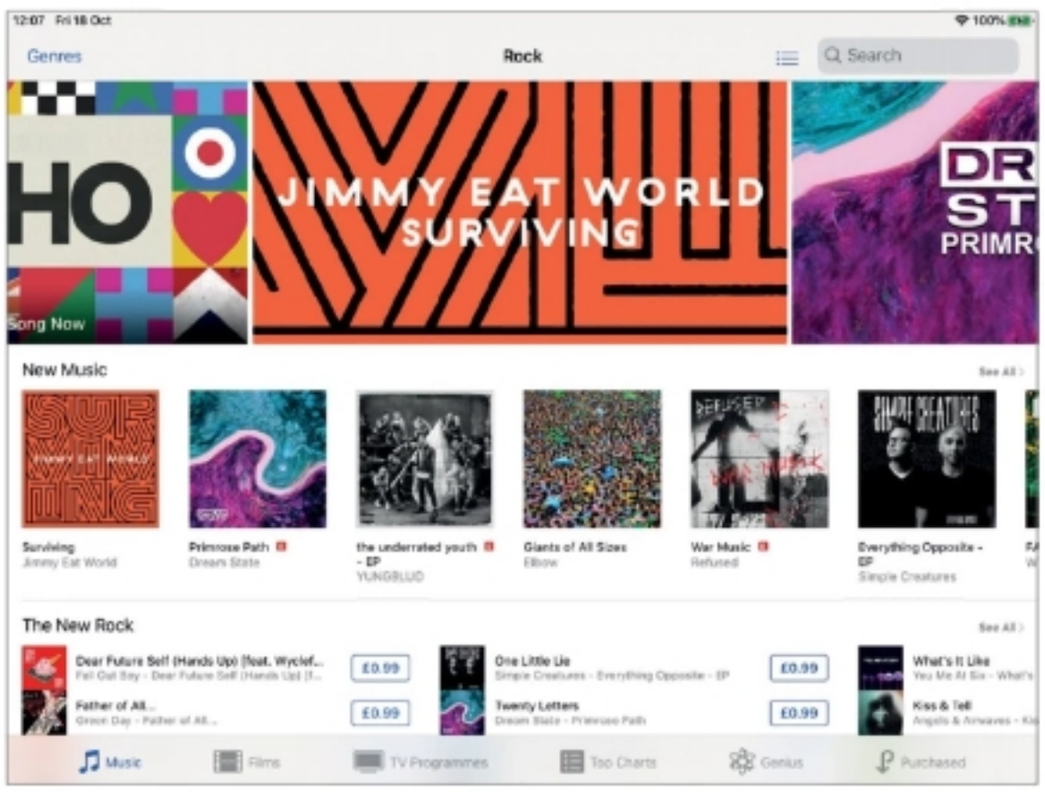
While not an overhaul like the App Store, the iTunes Store has received some tweaks. Your iPad's screen size showcases the store perfectly. The added screen real estate is unbeatable. When you open up the app, you will instantly be greeted by the latest and most popular options. New or notable releases are showcased at the top and you now have the ability to browse with a swipe of your finger.

Of course, further iCloud integration ensures all your past purchases are up to date. You can start shopping on your iPhone and seamlessly check out over on your iPad. You can download songs, albums and films from iTunes without even leaving the app. It's all part of Apple's policy of making the buying process simpler than ever, and it works.

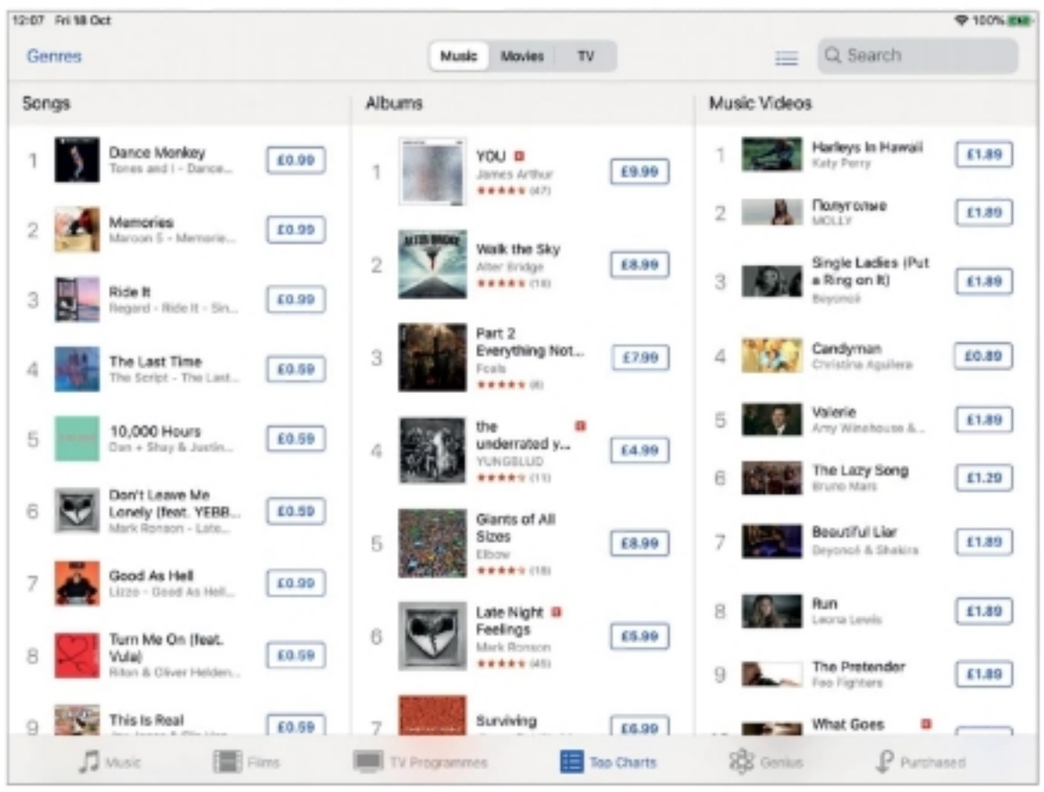
All the usual features remain untouched. This update is only a cosmetic one, but one that we're sure provides a much more intuitive user experience. Here's a quick overview of the features you need to know about.

"Download songs, albums and films from iTunes without leaving the app"

iTunes Shop till you drop

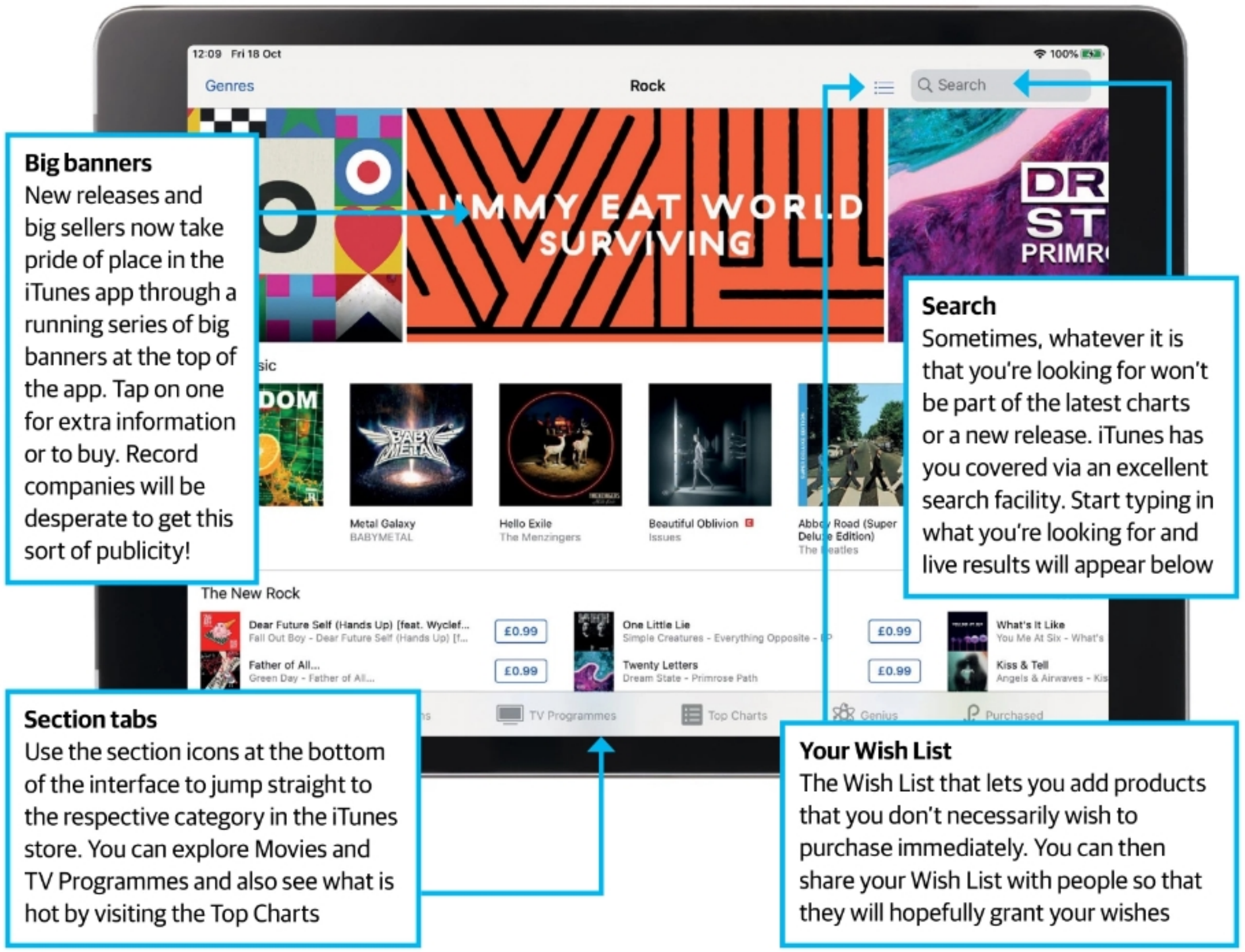


01 There are home pages for the different categories, and you can swipe through popular categories like top singles, albums and new releases. To switch categories, tap on 'Genres' in the top-left corner of the screen and scroll through the options.



02 Each category has its most popular downloads listed under the Charts tab that you can find at the bottom of the app, highlighted by a star symbol. The music section, for example, lets you vertically scroll through the top 100 songs, albums and music videos.

Check out the iTunes Store app

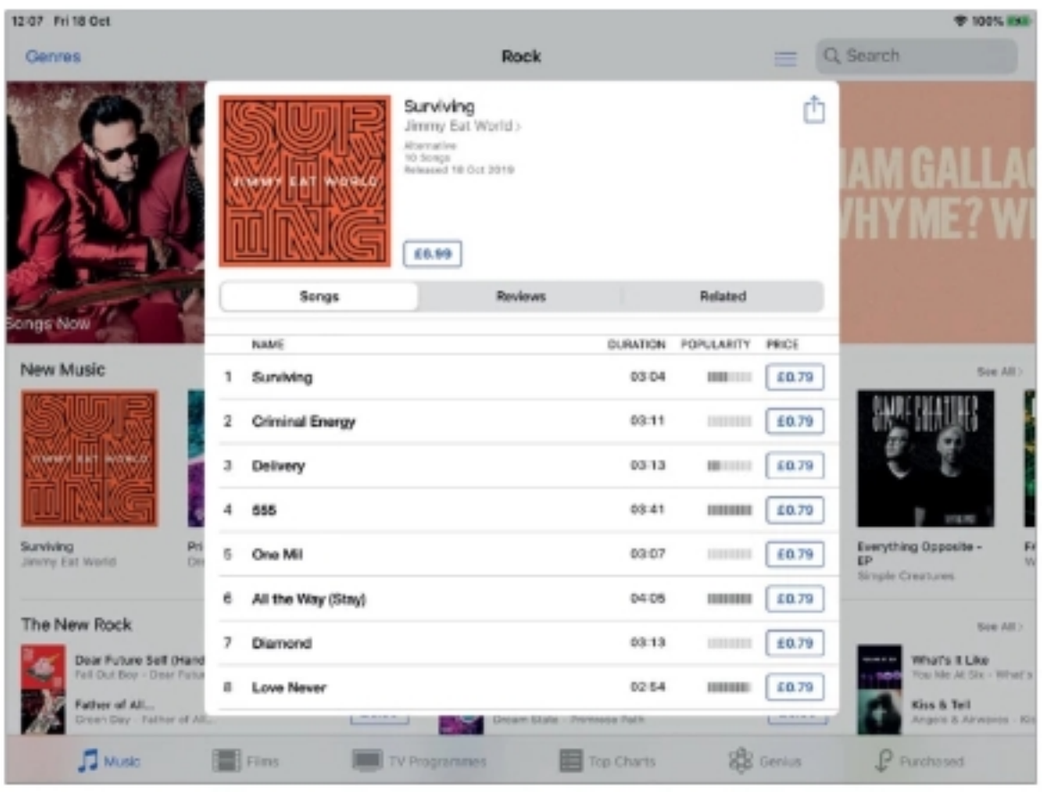


Big banners
New releases and big sellers now take pride of place in the iTunes app through a running series of big banners at the top of the app. Tap on one for extra information or to buy. Record companies will be desperate to get this sort of publicity!

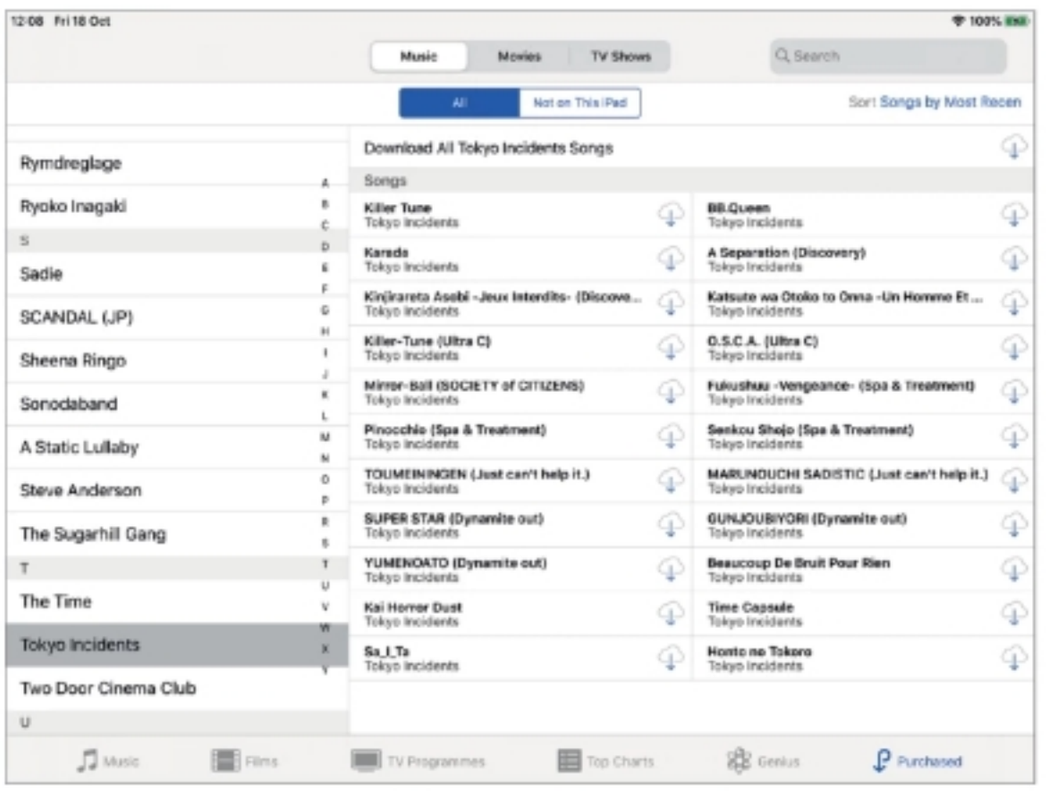
Search
Sometimes, whatever it is that you're looking for won't be part of the latest charts or a new release. iTunes has you covered via an excellent search facility. Start typing in what you're looking for and live results will appear below

Section tabs
Use the section icons at the bottom of the interface to jump straight to the respective category in the iTunes store. You can explore Movies and TV Programmes and also see what is hot by visiting the Top Charts

Your Wish List
The Wish List that lets you add products that you don't necessarily wish to purchase immediately. You can then share your Wish List with people so that they will hopefully grant your wishes



03 If you find something that you're interested in, a straightforward tap on its title will take you to a page packed with extra information. Do so with a film, and you'll find details such as trailers, ratings and reviews, and you'll have the ability to buy it by tapping its price.



04 Since the introduction of iCloud, all your pre-iCloud purchases can be viewed and downloaded on multiple devices. Hit the 'Purchased' tab and use the 'Not on this iPad' option to search for songs or an artist. To download a song, tap the cloud icon.

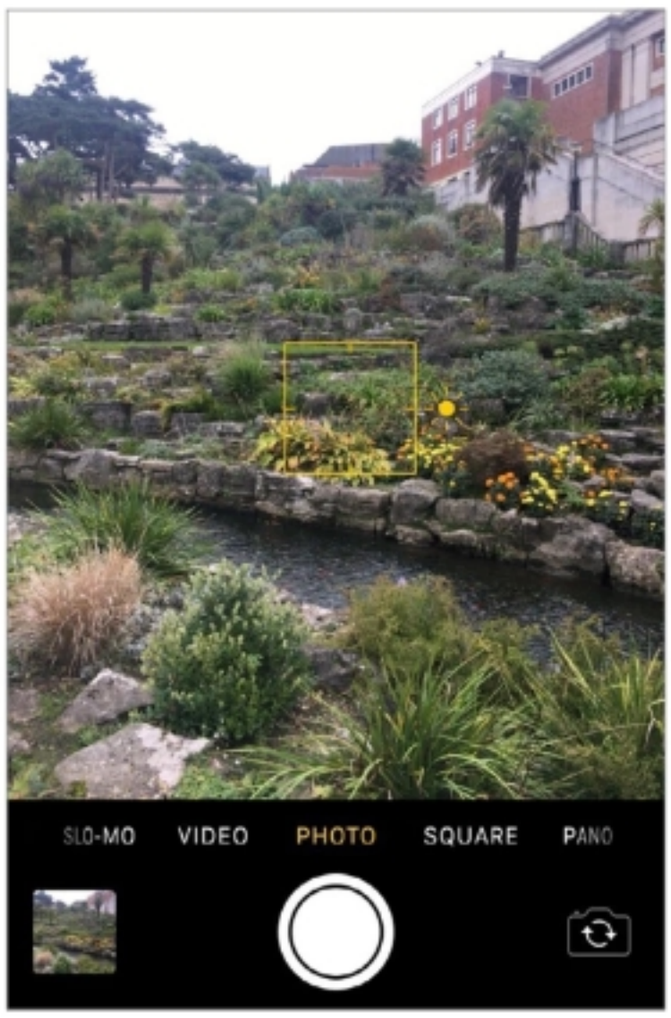
Get the most out of the Camera

Take better mobile photos than you ever thought possible on your iOS device – and share them immediately

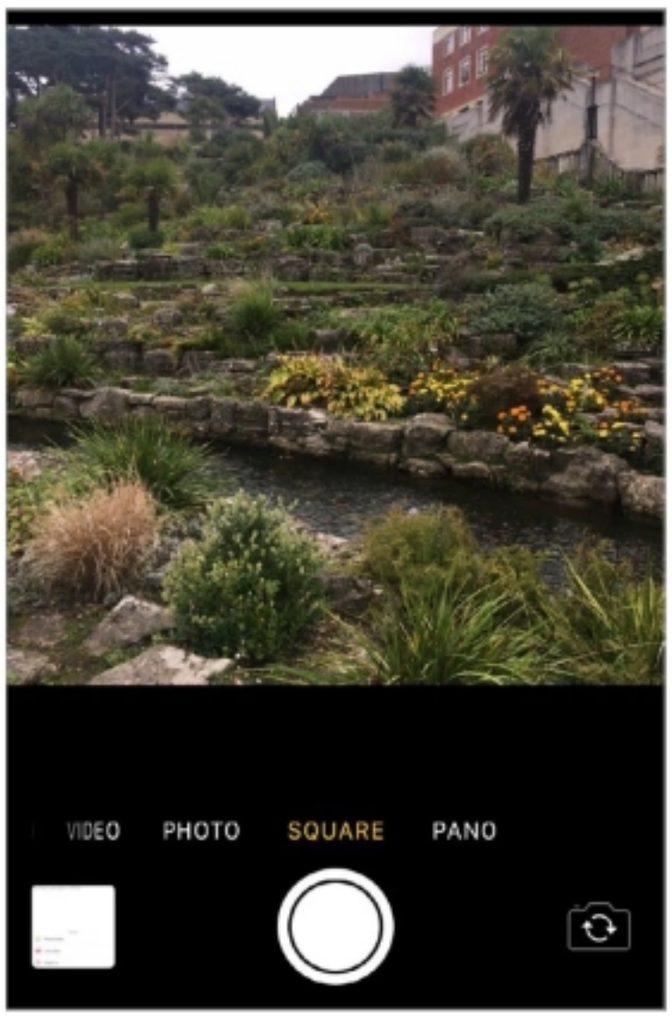
Over the past few years, the Camera app has been completely overhauled with a range of features that iOS photography fans had asked for. As well as a much simpler interface, live photo filters, square and pano photo modes and much more, there is a Time-Lapse mode for dynamic, animated photos and a shutter delay function to give you time to get in shot. If you love adding filters and effects, and the medium format-style images that Instagram gives you, you'll love what Apple has done with your Camera app. As far as filters go, there are nine to choose from (not including the original image), but if you want a quick result our favourites are Noir (for black and white shots) and Dramatic Warm for Polaroid-style vintage snaps.

Here we provide a quick tour of the Camera app's key features. Whether you're a beginner or not, the new interface and additional features means there are certainly a few new tricks to learn and, they're all detailed below for you.

Camera Rediscover your iPhone's photo-taker



01 To fire up Camera, select it from the home screen, access it from Control Center or swipe up from the bottom-right of your lock screen. By default, the app will use standard Photo mode.

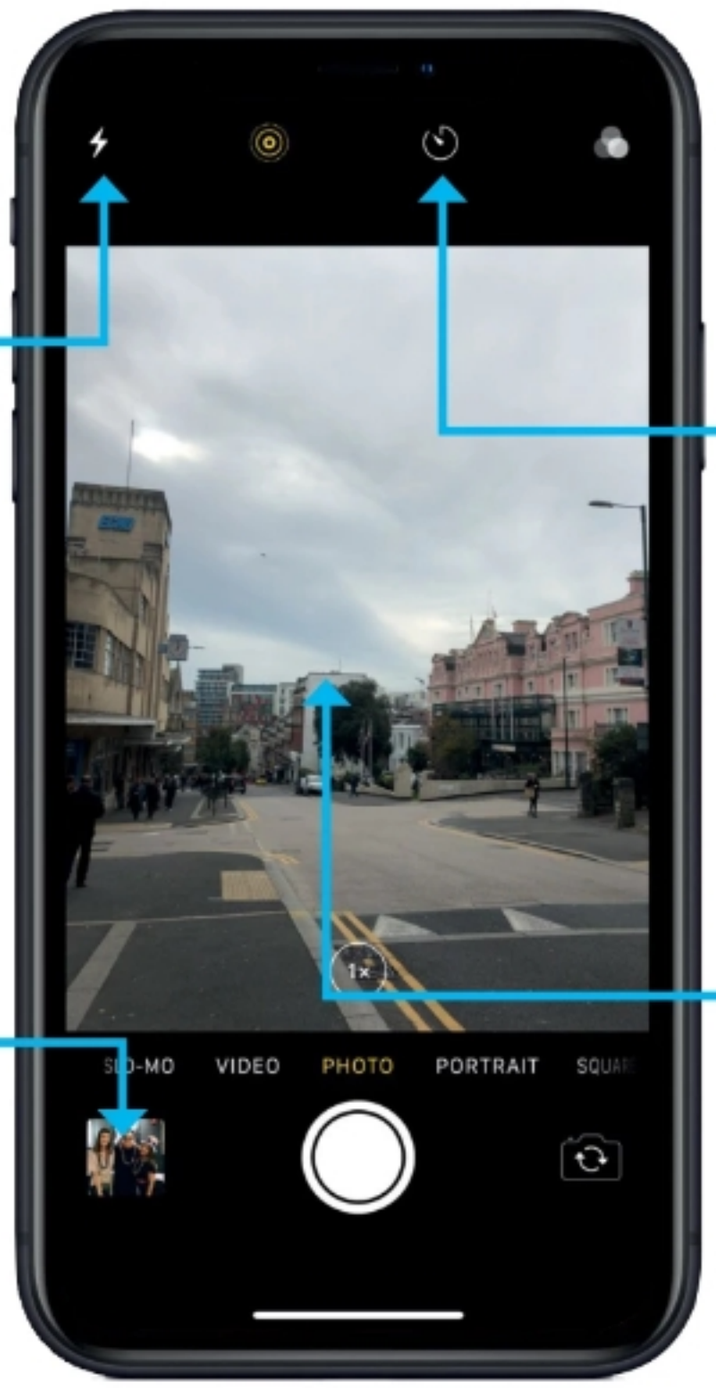


02 Switching between modes is easy; swipe left or right on the mode name between the shutter button and viewfinder. Square mode gives medium format-style images.

03 Swiping the to the left once more will put you in Panorama mode – simply press the shutter button and follow the on-screen instructions to create a super-wide image.

Get the most out of the Camera

Flash and HDR
The flash and HDR controls are at the top of the Camera interface. For best results, we normally recommend disabling the flash and ensuring that HDR mode is on



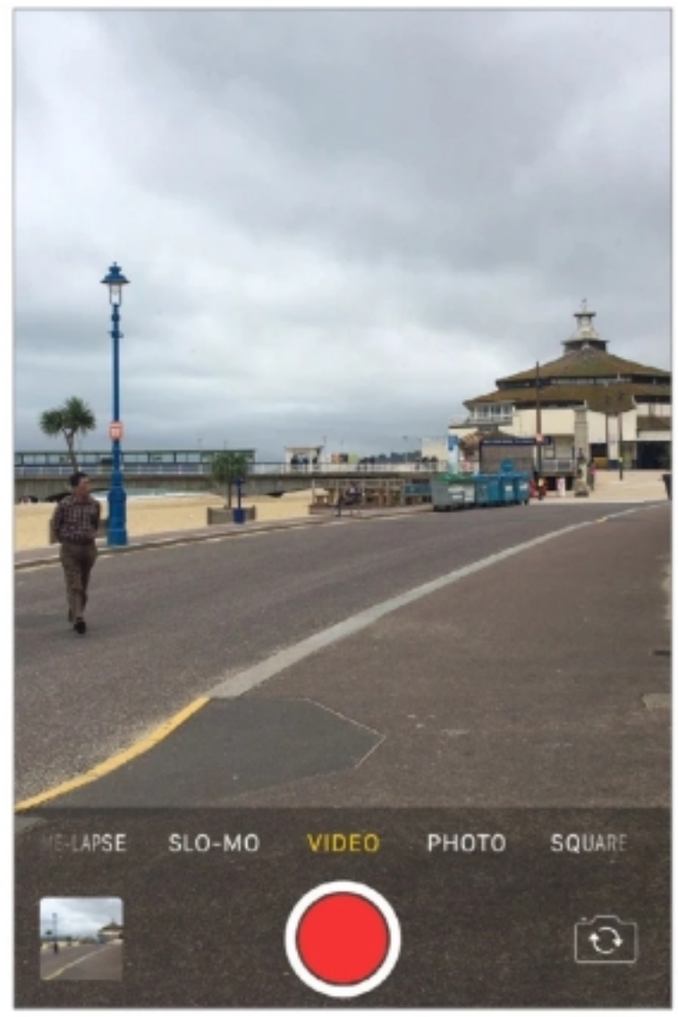
Shutter delay
Want to line up a shot and get in on the action yourself? Then tap here and set a shutter delay of three or ten seconds to give you enough time to get in the frame

Check your images
To view your iPhone's Camera Roll, tap on the image in the bottom-left corner of the Camera interface. It's a handy shortcut to your most recent snaps and videos

Hold to focus
You can tap anywhere within the Camera viewfinder to set your focus, but you can also lock both focus and exposure by tapping and holding for a few seconds

04 To access the Camera app's live filters, tap the icon in the top-right corner (this is greyscale when no filters are applied and in colour when they are) then select one.

05 Time-Lapse mode, which arrived in iOS 8, will capture shots at dynamic intervals to create a still video with slight movement. Try experimenting with this for great results.



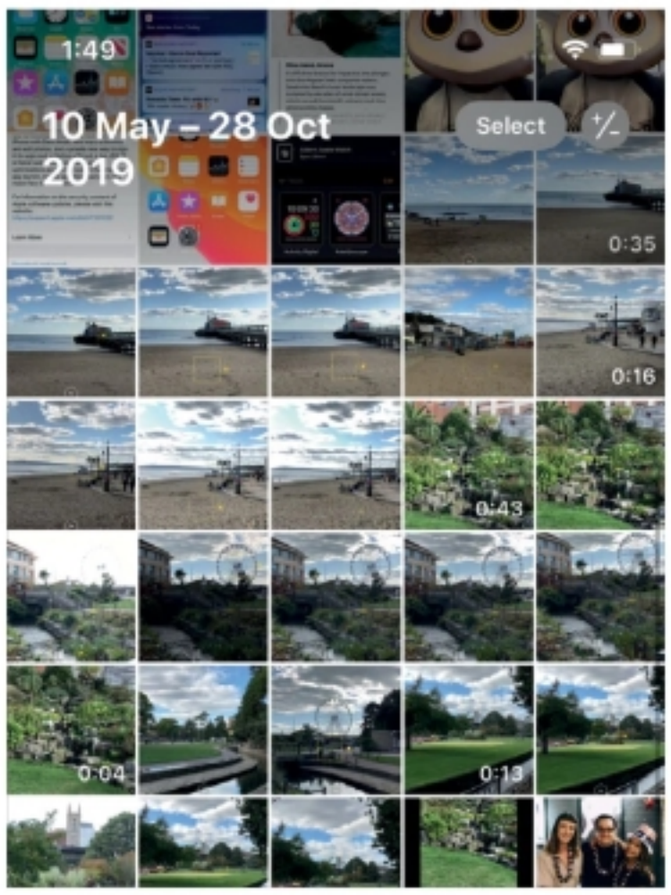
06 From the standard Photo mode, swipe right once to turn your camera into a video recorder. You can't add live filters in this mode just yet, nor shoot your clips in HDR.

Edit images in Photos

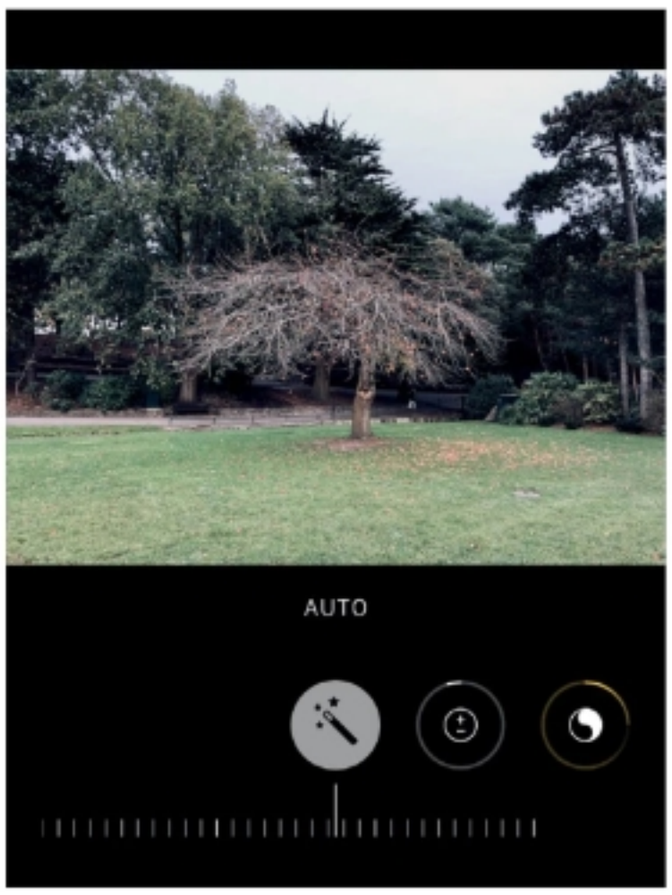
Make the most of your iOS device's camera, and take advantage of the built-in photo-editing feature

Whereas taking photos on your iPhone or iPad is quick and easy with the Camera app, organising and editing the photos that you take is equally as intuitive with the Photos app. All of the photos that you take are uploaded to your iCloud Drive and made available on all of your iOS devices, and as your collection grows, they will be neatly organised by date and location – and a built-in search facility makes it easy to find specific photos when you need them. What's more, you can make edits to photos within the Photos app to make them look as eye-catching as possible before sharing them with others. You can make smart adjustments to all aspects of the photo with a single tap or really go to town fine tuning each individual aspect and even applying filters to turn seemingly standard images into fabulous works of art. Read on to discover how the Photos app can revolutionise your images to really make them stand out and be ready for sharing.

Photos Edit your photographs on your iPad



01 Launch the Photos app from the home screen, and you will automatically see all your pictures and videos sorted in the order they were taken. Pick one you want to make amendments to, and then tap Edit.

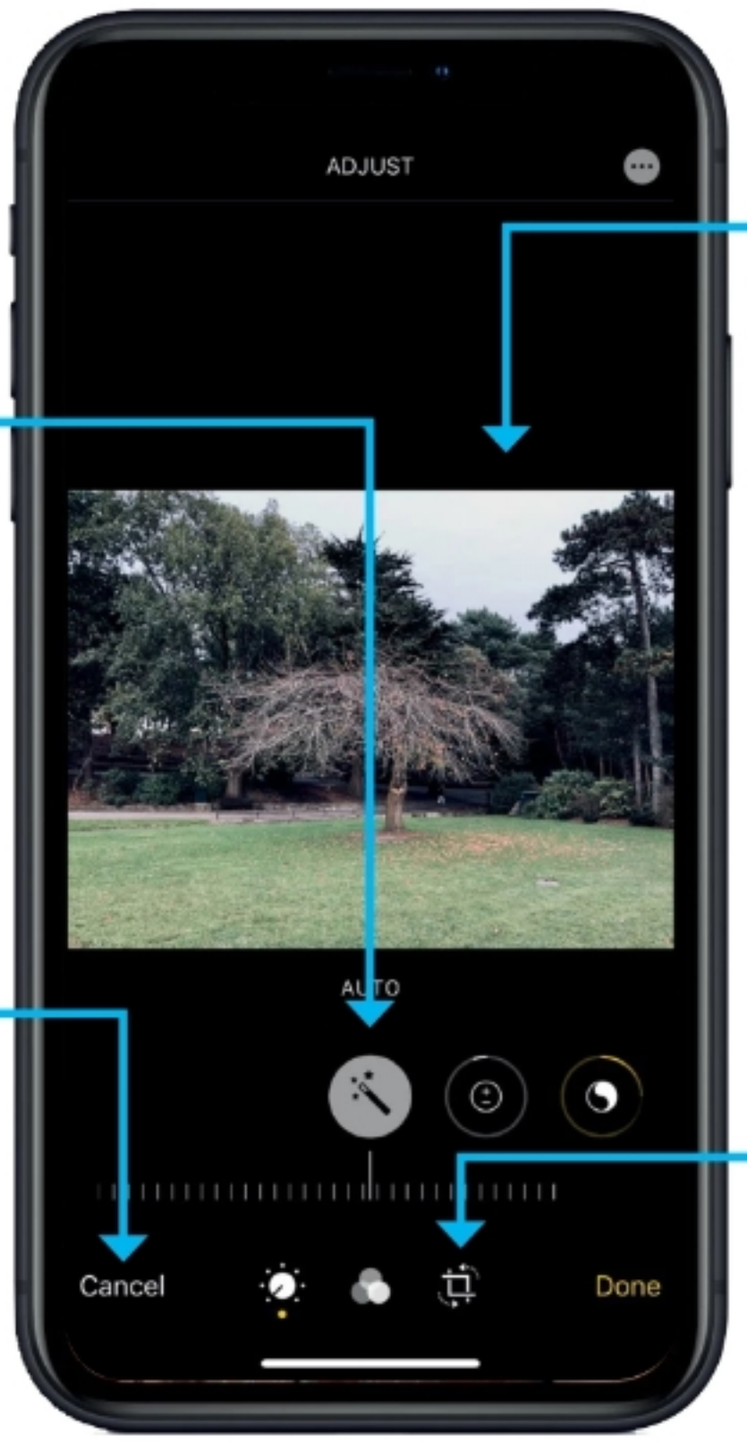


02 If you tap on the wand icon at the bottom of the screen the software will adjust the colours of the image. Tap the same option once again to cancel the changes or tap 'Done' to finish with your edit and save your changes.

03 Tapping the frame icon will allow you to crop the image by moving the corners of the frame or make adjustments to the orientation by rotating the dial at the bottom of the image so you can change the alignment.

Edit images in Photos

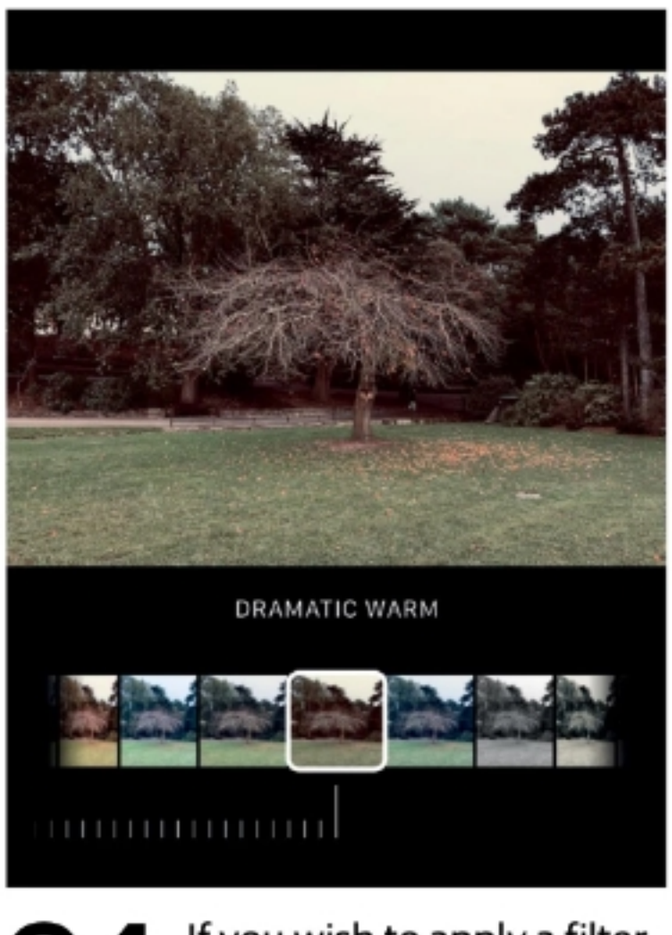
Enhance
On the surface this seems like a basic option compared to most dedicated editing packages, but in practice it's a great feature that can transform your photo within moments



Multi-touch controls
Before you choose how to edit a photo, you can use the multi-touch pinch controls to zoom in to the photo to focus on the areas you want to improve

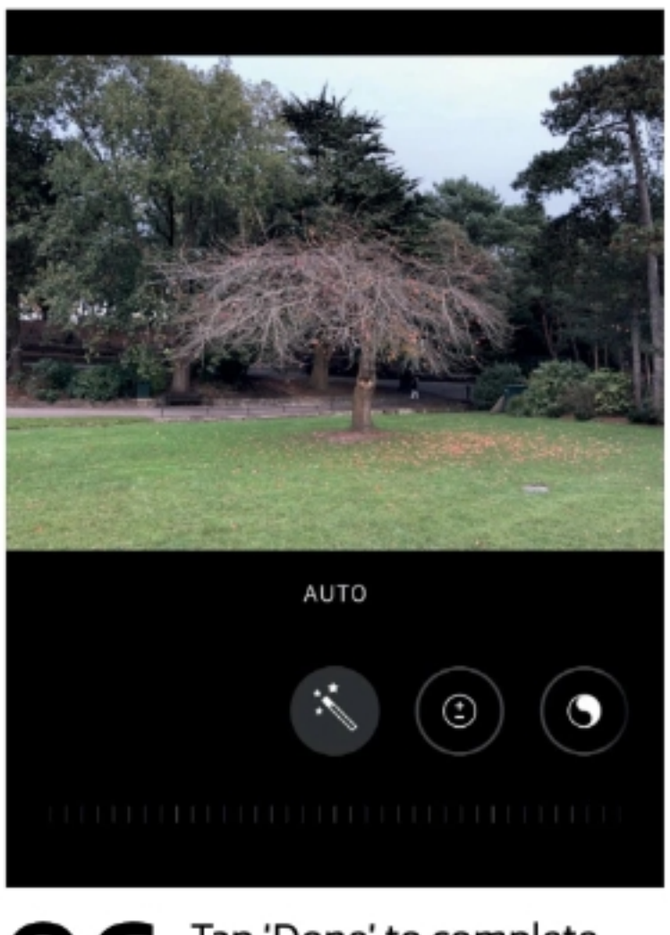
Undo any changes
Thanks to the intuitiveness of the iPad, you can easily revert back to the original image by pressing Cancel, and then quickly save it

Crop photos
You can chop out parts of the photo (such as a blurred section or distraction) that you don't want any more



04 If you wish to apply a filter effect to an image, tap on the filter icon and then swipe through the various options. Tap on one to preview what it looks like when applied to the image. There's plenty to choose from!

05 To make slight adjustments to the colour levels, tap on the dial icon, then choose the colour option and move the slider at the bottom of the screen to make adjustments. You can see the results in real time.



06 Tap 'Done' to complete your edits and it will save to your photo stream. You can change an image back to how it looked originally by tapping on Revert in the bottom-right corner of the screen.

Stay informed with News

Discover what is going on in the world from your favourite news sources thanks to the brand new Apple News app

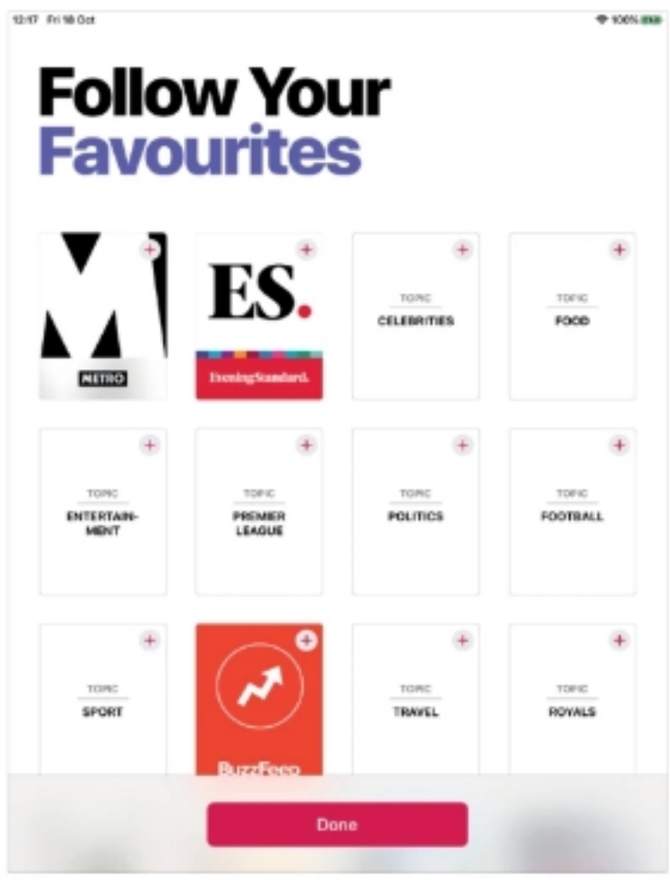
iOS 9 saw the introduction of the News app, the first native Apple app that aggregates news from a range of sources. This new app offers you content from a variety of newspapers and websites, all updated regularly to ensure you're getting the latest current events.

You are able to set which news outlets you want to see content from, as well as set subject interest areas, such as sport or British politics. Once you've selected your interests, the app will collect stories from their original websites, displaying them for you to browse through at your own leisure.

If you haven't got time to read a story, you can save it for later via a dedicated button. By using the 'History' tab you can easily find stories you have read recently if you are looking for a particular article to show your friends or family.

This tutorial will take you through the steps needed to get to grips with the app and get the most from its innovative functions. So start here to stay informed on what's happening around the world.

News How to sign up for News



01 News is a default app for iOS that was introduced way back in 2015 for iOS 9 and has been redesigned and improved since then through updates. Tap on its icon to launch the app from your Home screen.

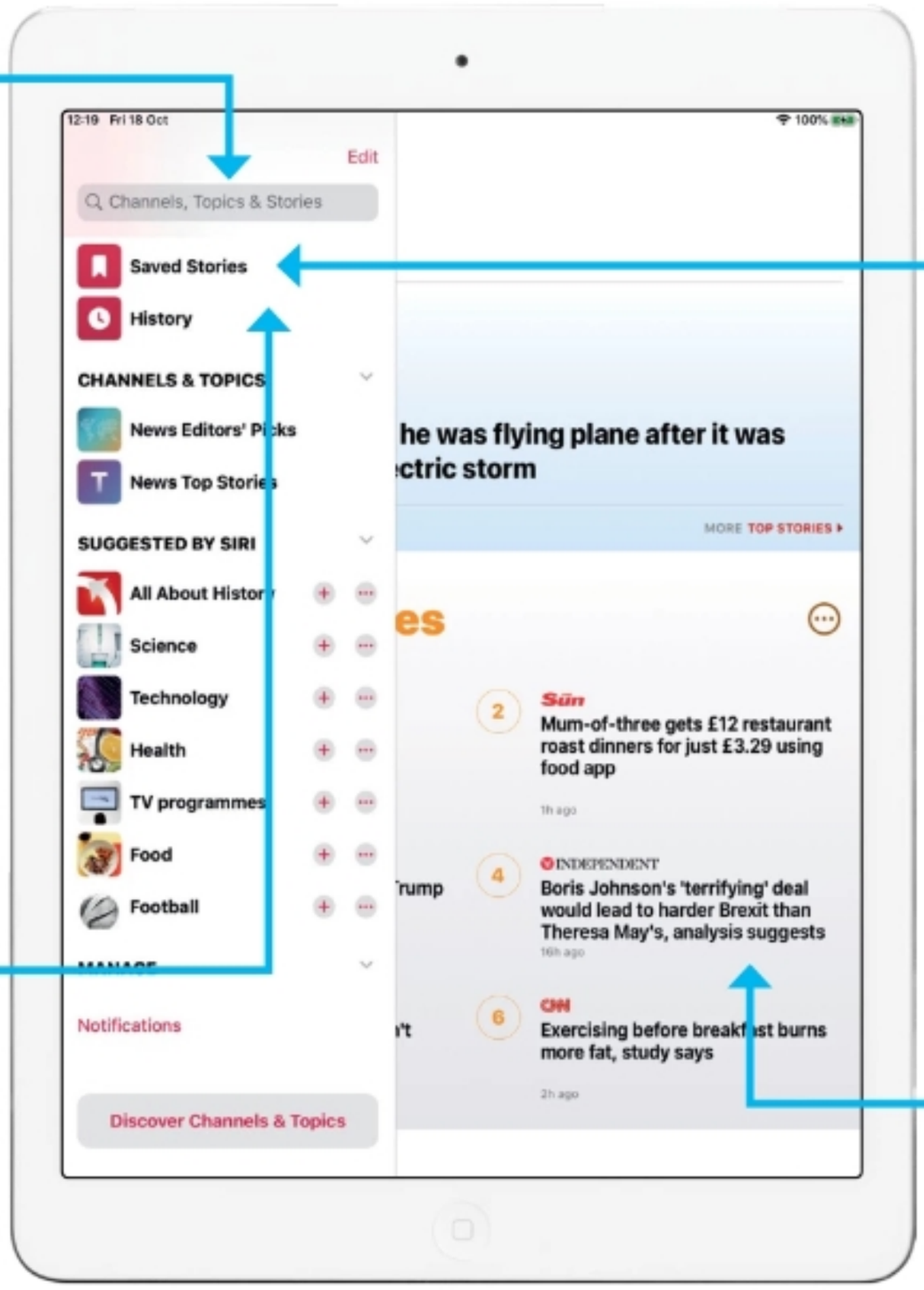
02 When the app launches, tap on the menu icon at the top of the interface and scroll down to 'Discover Channels & Topics.' Here you will be able to add news sources. These will provide the content for your 'Today' feed.

03 Tap on as many of the news outlets or topics as you like. Once you have finished selecting you will be able to view what you have chosen in the 'Today' section. These will also have separate feeds you can find by tapping the menu icon.

Stay informed with News

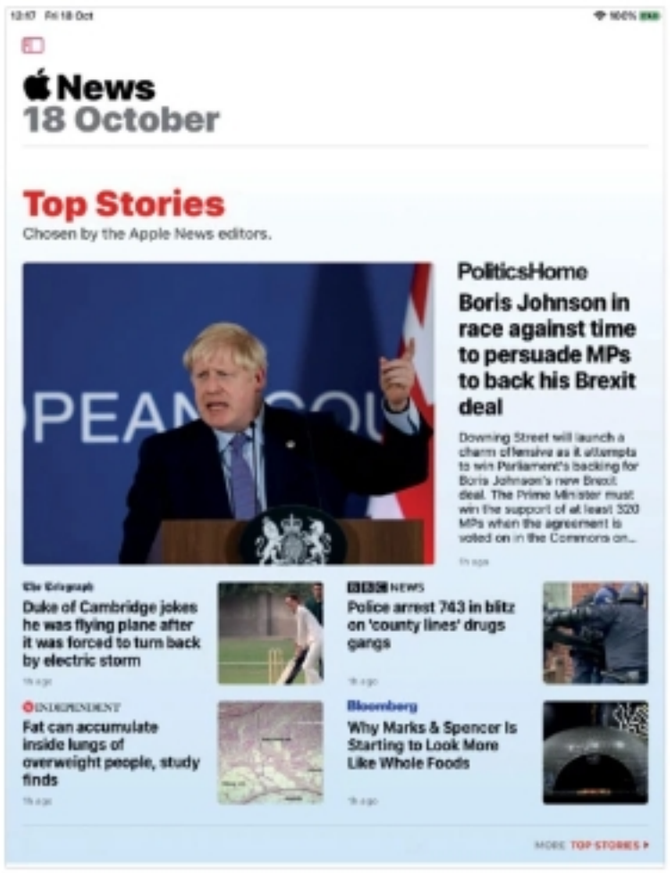
Search
Scroll down on the menu to reveal this search bar. You can use this to search for news channels and topics to follow or look for stories

History
In the same section as the 'Saved' tab is your recent history. Here you can browse through and easily find all of the stories you have already read or clicked on



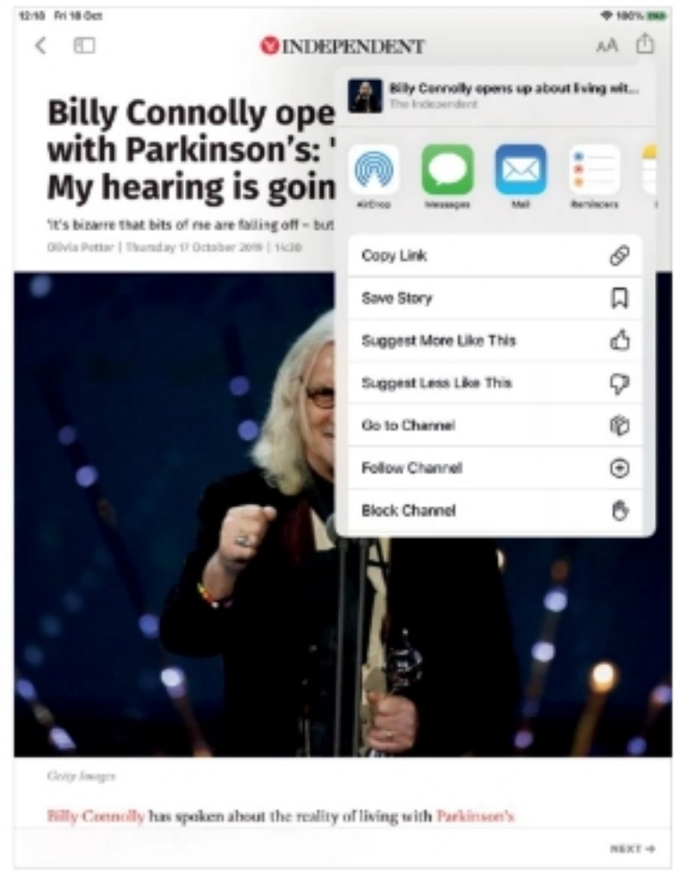
Saved Stories
Tapping the more icon when reading an article will reveal the 'Save' option. Tap here to find all of the articles you have saved

Following
Any channels or topics you follow are shown here. 'Today', Spotlight', 'News Editor's Picks' and 'News Top Stories' are added by default



04 Now select the 'Today' section and your own personal news digest will be presented, pulling stories from all of your favoured sources and presenting them in a unique magazine-style edition.

05 Simply tap on a story to open and read it. If you find a particular article you enjoy, you can use the heart icon in the bottom-left hand corner of the screen to favourite it. This will help the app learn which articles you prefer.



06 Tap the box containing the upwards arrow. This will display a list of options you can use to share whatever story you have just read with your contacts via email, Messages and social media. Use this to save stories as well.

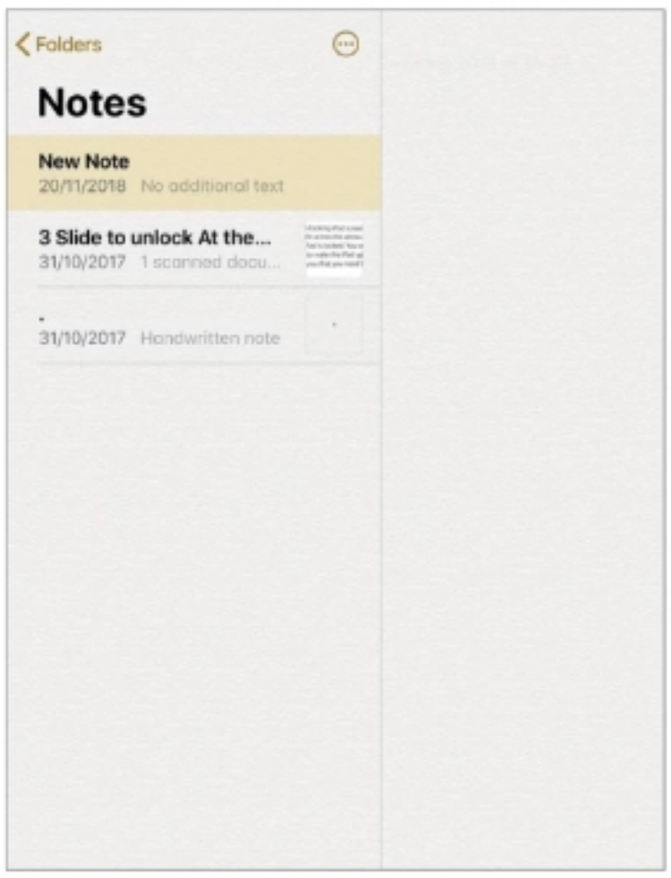
Use the Notes app

Make your notes much more interesting and useful by using the advanced features in the Notes app

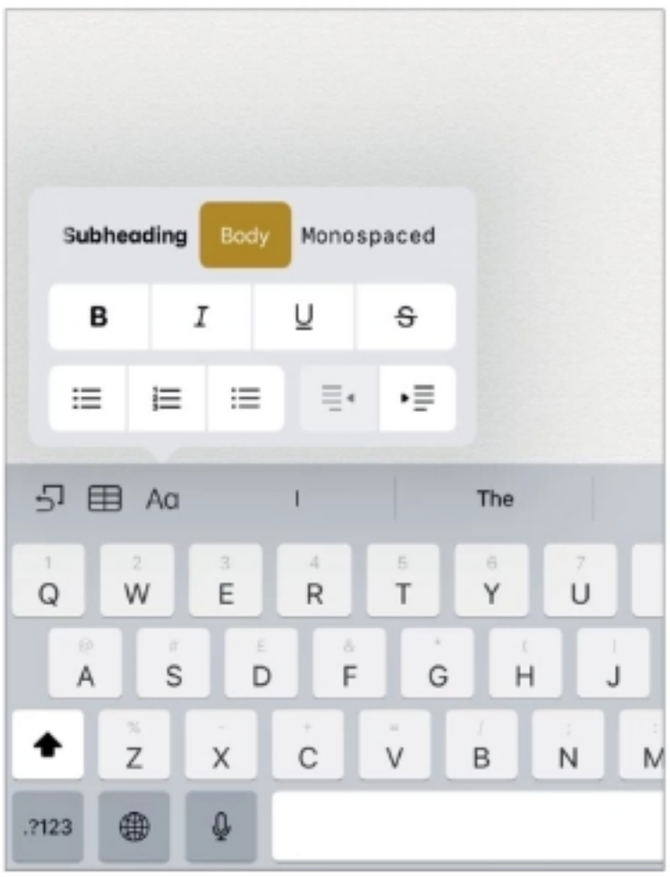
The Notes app on iOS has long been a source of frustration for Apple users. While it is a functional tool, it has traditionally been a basic, bare bones app. Recent iOS updates have brought great changes to Notes, giving users a raft of extra functions, such as the ability to format your notes and write in different colours. You can also add photos and other memory aids, transforming your notes from bland documents to vibrant, interesting lists. Although many people will just want to use it to write down an address or a booking reference number, there are plenty of times where a range of options will prove useful to people using the Notes app. The addition of a photograph can be a much better way to jog your memory and stops the need to send photographs separately. Plus doodling away on your phone is a lot more entertaining, too. This tutorial will take you through the steps of changing the fonts and formatting of your notes as well as instructing you on how to add in extra attachments, such as photos.

Notes Format your notes

01 When you first load up the Notes app, you will be prompted to turn on 'iCloud for Notes'. You can also do this by simply opening Settings, going to Apple ID then 'iCloud' and pressing the slider that says 'Notes'.

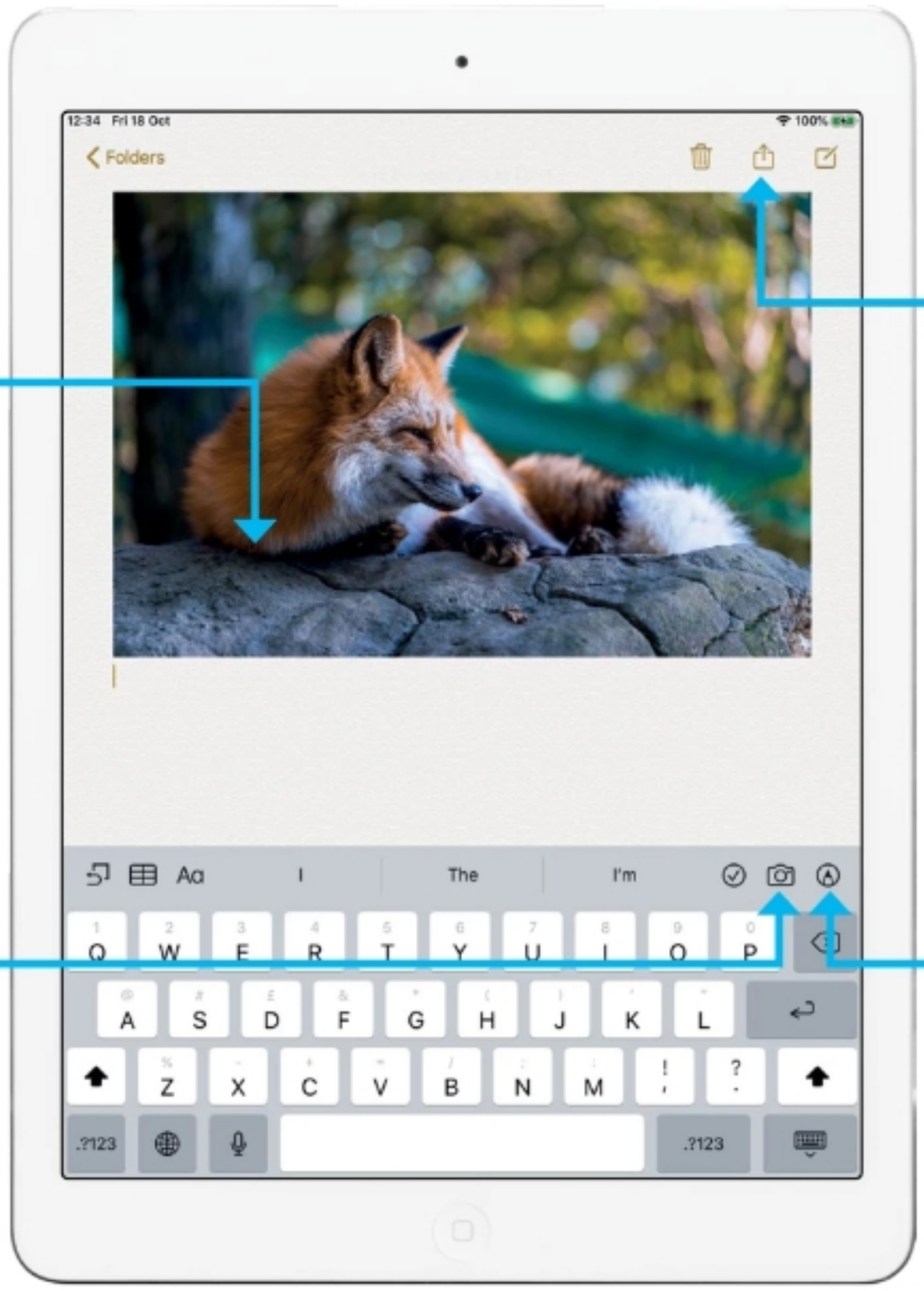


02 Return to the app. You will see the 'Welcome to Notes' screen. Tap Continue and there are some preset folders on the left and a blank screen on the right. Tap the top right-hand corner of the screen to start a new note.



03 Tap the 'Aa' icon, which is located just above the keyboard on the left hand side. This will bring up the list of various formatting options. Tap your chosen one, type your note and then press 'return' to drop a line.

Highlight image
Tap and hold the image. This gives you the option to cut it from the note, copy it, delete it or share it with a contact

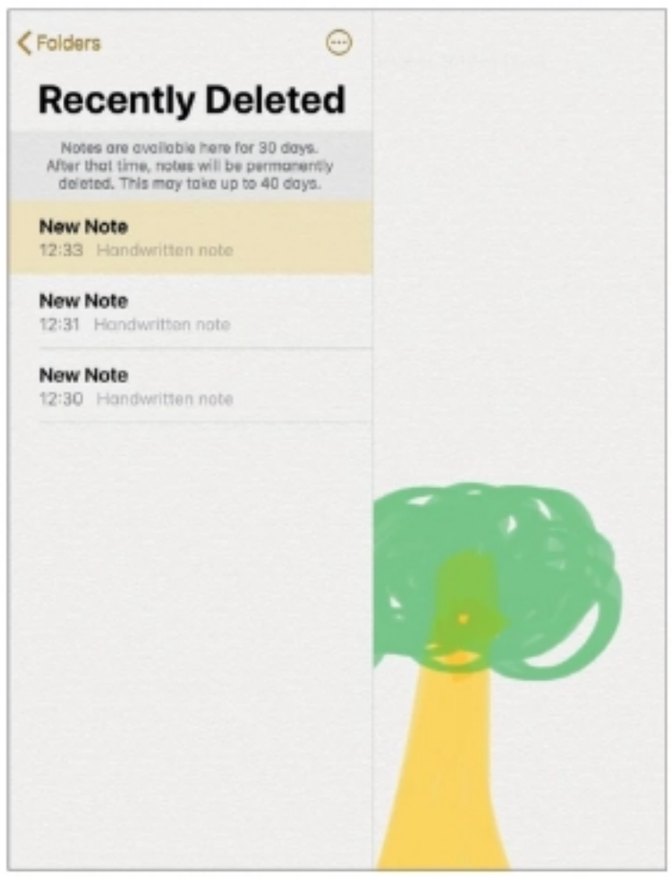


Share the note
In the top right-hand corner is an arrow in a box. Hit this to share your note with selected contacts via messaging, social media or AirDrop

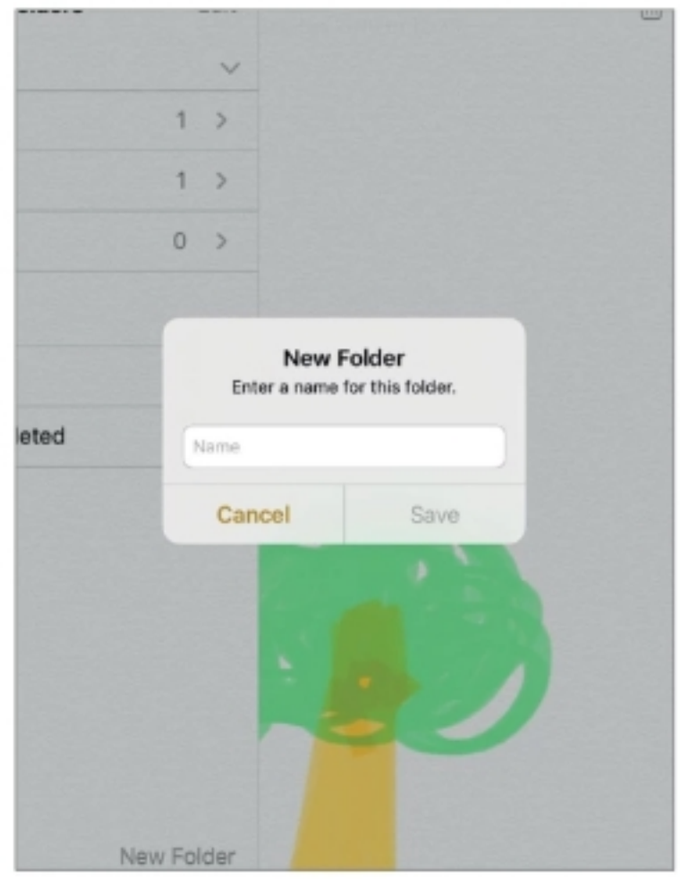
Take a photo
You should see a camera icon on the bottom right of the screen. Tap that to add a new or existing photo to the note

Bullet points
You can create checklist to-do style notes by tapping on this icon. Doing so will place a bullet point next to each entry in the list

04 Tap the pen icon on the far right of the screen. This will display all the handwriting options available, such as pens, pencils and a variety of different colours. Doodle away and when you're finished, simply hit 'Done'.



05 If you no longer need your note, tap the bin icon in the top right-hand corner of the screen. If you accidently delete a note that you still need, don't panic, you can still find it in the 'Recently Deleted' folder.



06 At the bottom of the app's home screen is an option to creat and add a 'New Folder'. Tap this and enter a name of your choosing and press 'Save'. The new folder will automatically appear on the left sidebar.

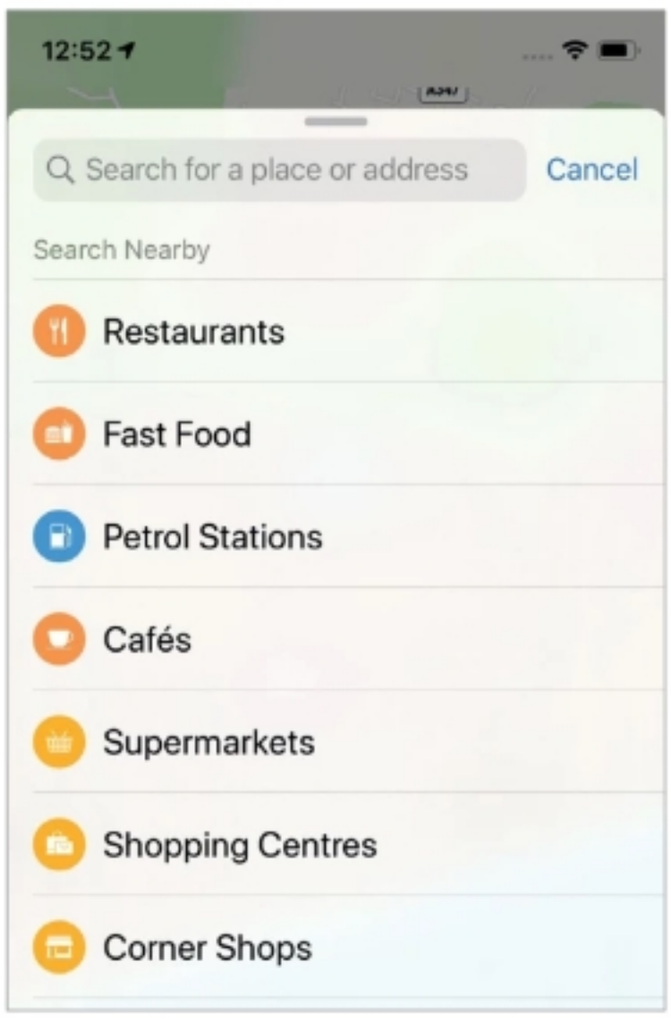
Find your way with Maps

Apple's very own Maps app has been completely redesigned in order to compete with other maps applications around

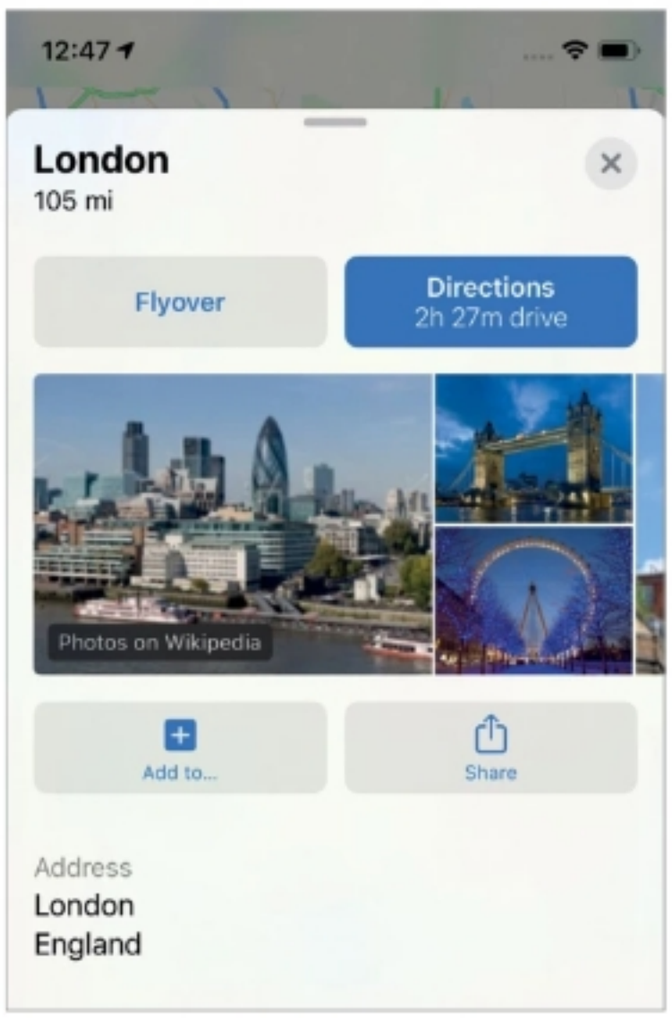
The Maps app on iOS has steadily grown into a navigational behemoth with a wide range of uses. At its core it provides a vector-based interface that scales and zooms with ease, allowing you to find any place in the world quickly and easily. You can use Maps to get directions to and from a particular place, with turn-by-turn directions spoken by your device – which is very handy if you are driving – and find places of interest near to your current location. The Maps app also features interactive 3D views and a stunning Flyover mode, which presents the world's most popular cities in lavish detail for you to explore. A new Transit mode has also been added. This shows all of the public transport routes for trains, buses, and more layered onto the map, making it easy to plot a journey to any location.

Thanks to the Maps app, it has never been easier to explore the world from the palm of your hand and plan holidays with the minimum amount of fuss.

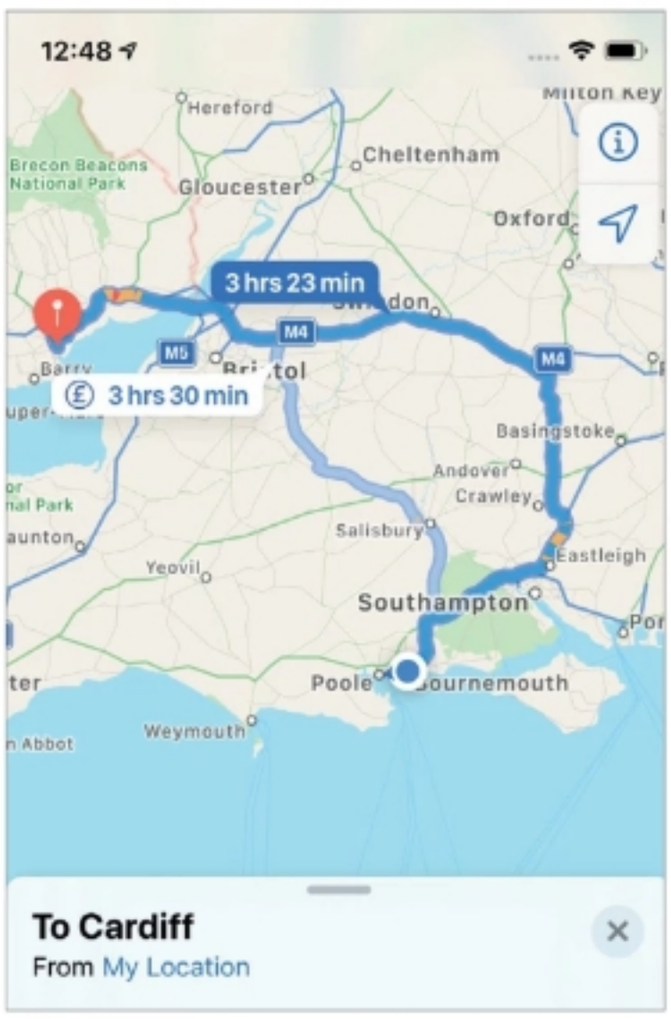
Maps Plan a journey with Maps



01 You should use the search field in Maps in order to enter an address or postcode. You can also tap the search field to bring up options to find places of interest nearby.



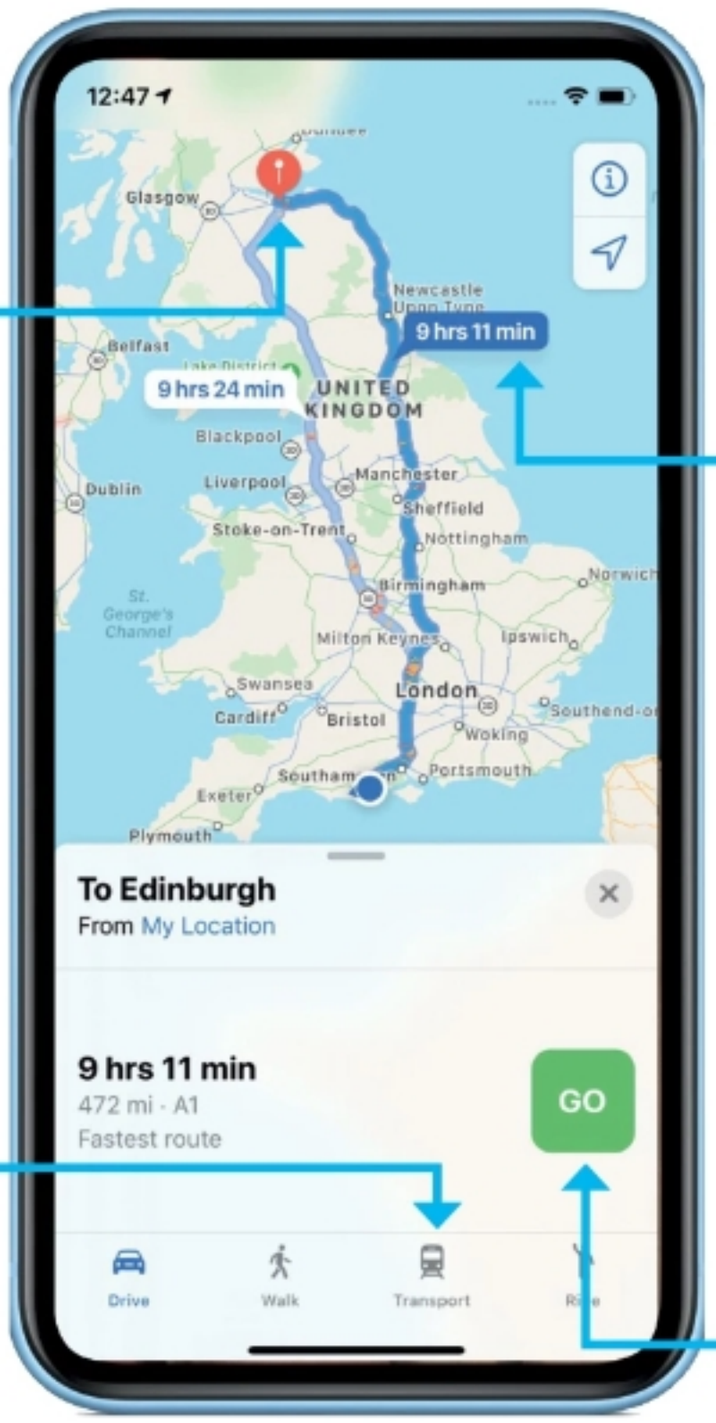
02 When the location pin is displayed, tap the name to bring up various options, such as Flyover Tour (if applicable), websites, wiki pages and any other useful information.



03 Tap on Directions and a journey time will be displayed. Then tap on the Drive, Walk, Ride or Transport tabs to alter the route according to your chosen mode of transport.

Find your way with Maps

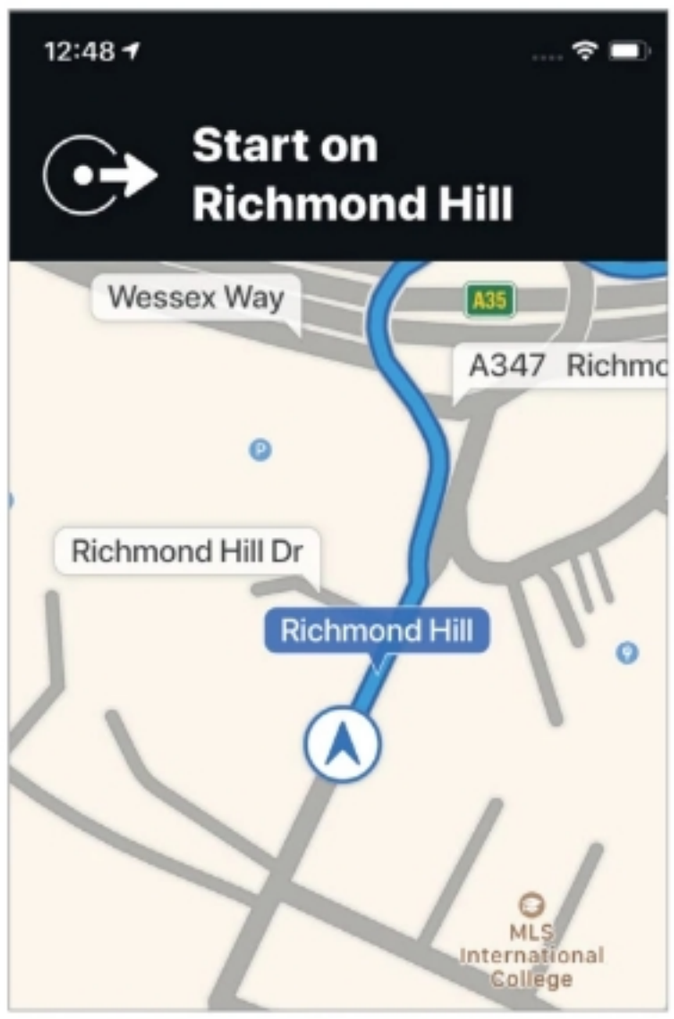
Find locations
It is easy to find locations, either by dropping pins or entering details in the search field. You can then tap on 'pinned' locations to get info and share them via Facebook, Twitter and whole host of other mediums

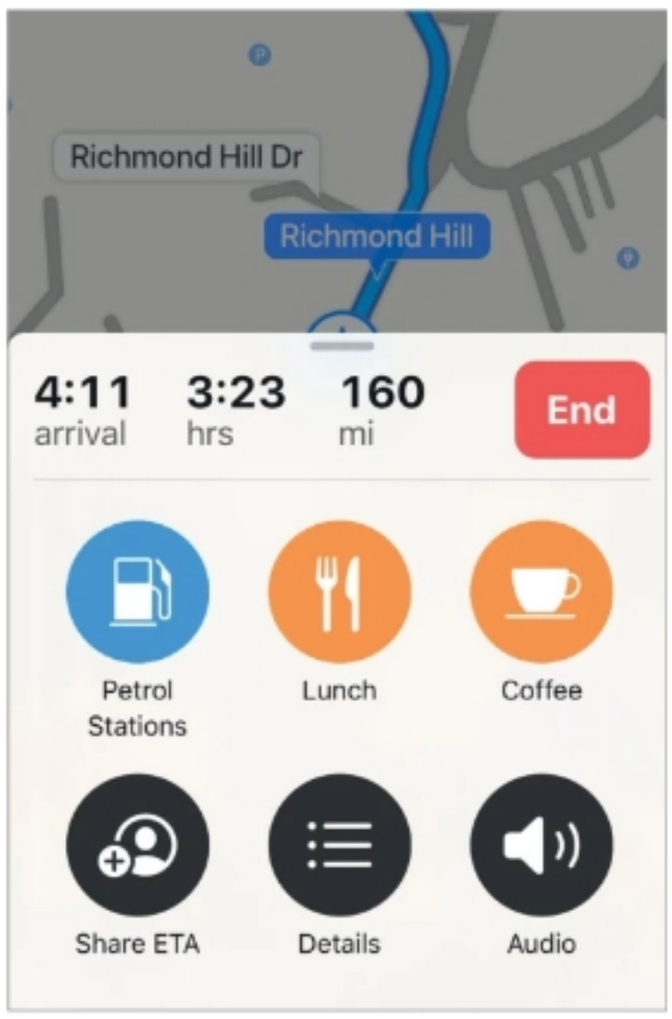


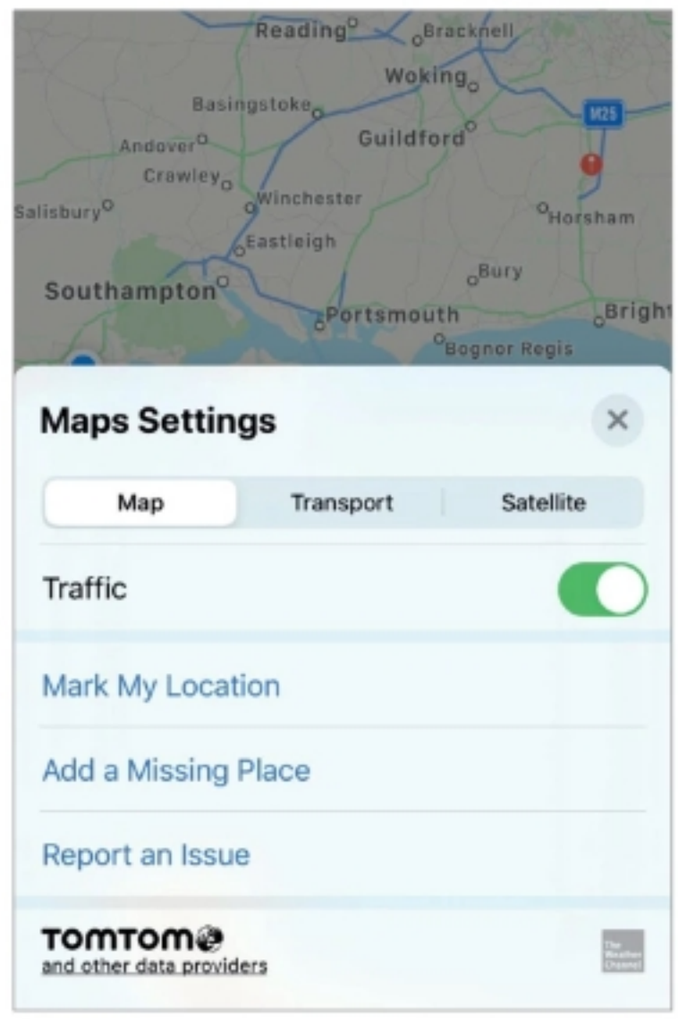
Show Traffic
You can get real-time traffic information to calculate your ETA. Maps gives you details on what's causing a backup, so you can tell if there's a major accident or just a minor delay

Transport information
Maps now comes armed with train station locations, ferry ports and more to help you plan a stress-free journey with ease

Turn-by-turn navigation
Spoken directions inform you of every upcoming turn en route to your destination, a 3D view and real-time traffic information will ensure you reach your destination with lots of time to spare







04 Tap the 'Go' icon next to one of the presented routes to get your directions relayed to you in turn-by-turn mode. This is complete with voice commands to help you along.

05 During transit, you can swipe the drawer at the bottom of the screen upwards to reveal places of interest along your journey, such as petrol stations and fast food joints.

06 Tap on the small 'i' icon to bring up options to change the style of map, turn traffic information on or off and report any issues that you have with the Maps app.

Android

All the basics are covered here to put you in control of your Android device

74 Activate your new Android device
78 Make your Android device fit you
82 Get to grips with Settings
84 Set up and use Wi-Fi
85 Get connected with mobile data
86 Change your wallpaper
87 Choose your phone's ringtone
88 Secure your Android device
90 Add and share contact details
92 Make and receive calls
94 Get to know the Messages app
96 Set up Gmail on your device
98 Organise your Gmail emails
100 Add events in Calendar
102 Understand the Clock app
104 Understand Google Chrome
106 Explore the Google Play Store
108 Find Movies & TV in Google Play
110 Learn to use Play Music
112 Read ebooks with Play Books
114 Explore Google Play Newsstand
116 Play games with friends
118 Take your first photograph
120 Share images with the Photos app
122 Back up your files to Google Drive
124 Navigate in Google Maps

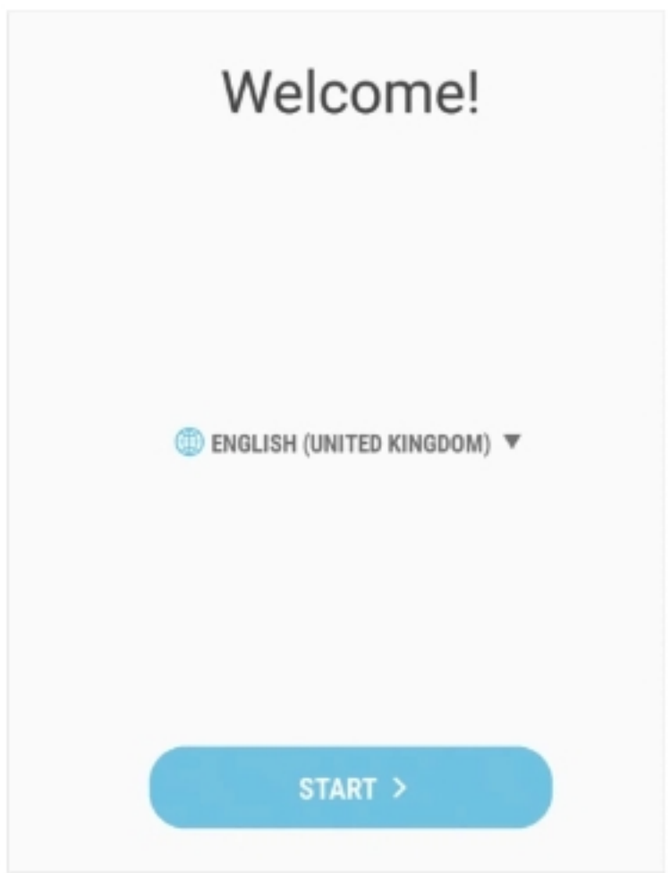
Activate your Android device

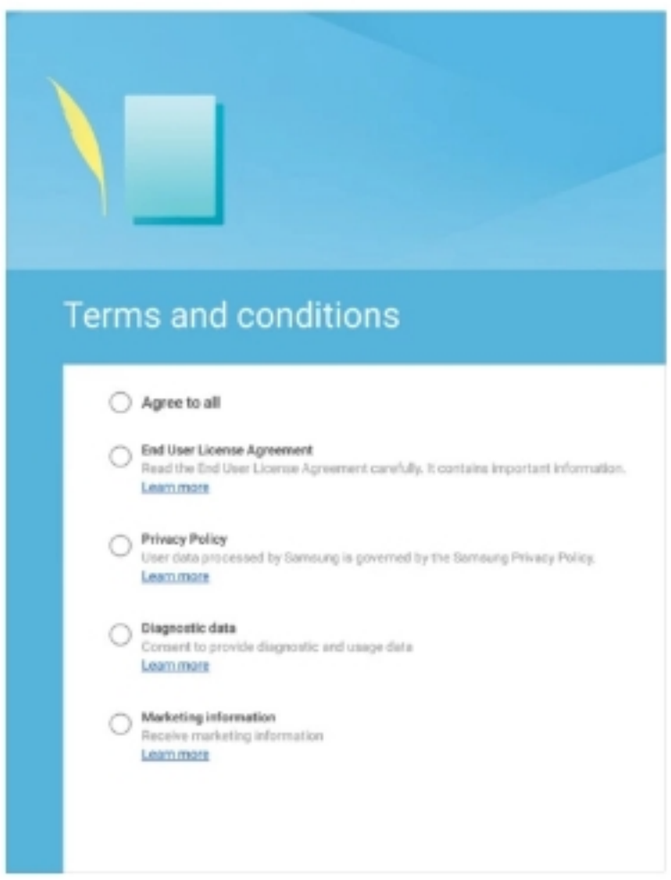
A few steps early on in your Android ownership will enhance the experience over time. Fortunately Google has you covered

Activating a new Android device is easier than you may expect because Google has made efforts to ensure that everything you need to do will work provided you have a valid Google account. We would advise you to set up a new Google account before you begin the activation process because this will give you access to a huge variety of tasks. Emails, calendars, contacts, movies, apps, games, photos, YouTube and so much more are provided by Google free of charge, and built in to your device are apps designed to leverage all of the functionality each offers. One Google account will cover it all, but we will offer some tips as to which options to enable and what extra things you need to do to be up and running in no time. The entire process should take less than ten minutes and when you are finished, you will have immediate access to all of the accounts and data you need. Please remember that each device's activation process will look slightly different, but the screens should stay in the same order.

Sync accounts Set up your device

*The exact layout of device screens may vary depending on your Android device





01 The first thing you will have to do is set the device's language. It should already be Set to British English but you can change it if you want. If you want to change your choice later on you can do this in the Settings app.

02 Now you must agree to all of the company's Terms and Conditions. The next button will cannot be pressed until all of the circle have been checked. Each manufacturer is different so we recommend checking the terms.

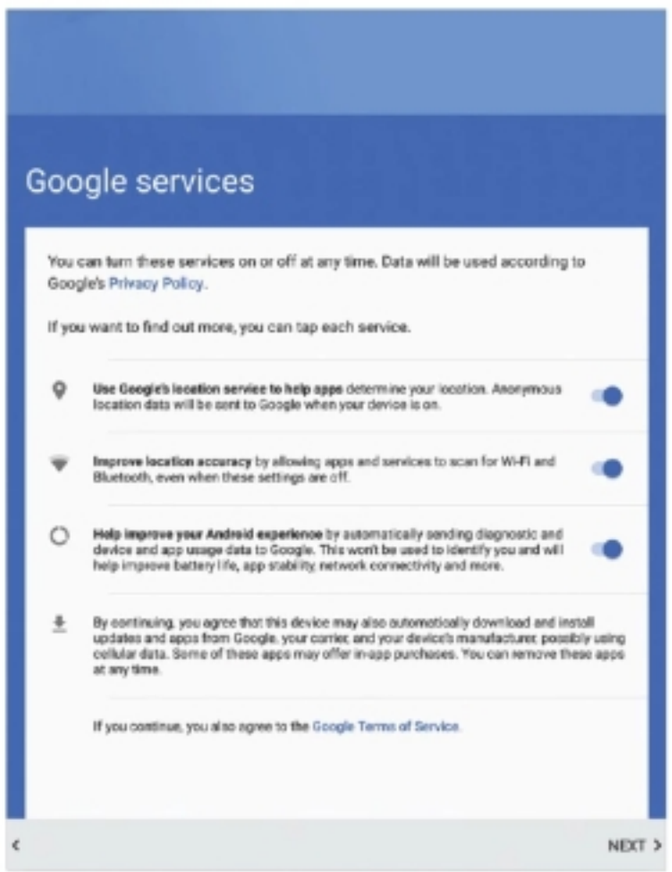
03 The next step is to find and pair to your Wi-Fi internet connection. The process for this is explained in another tutorial within this book so follow that and you will be ready to start activating your device.

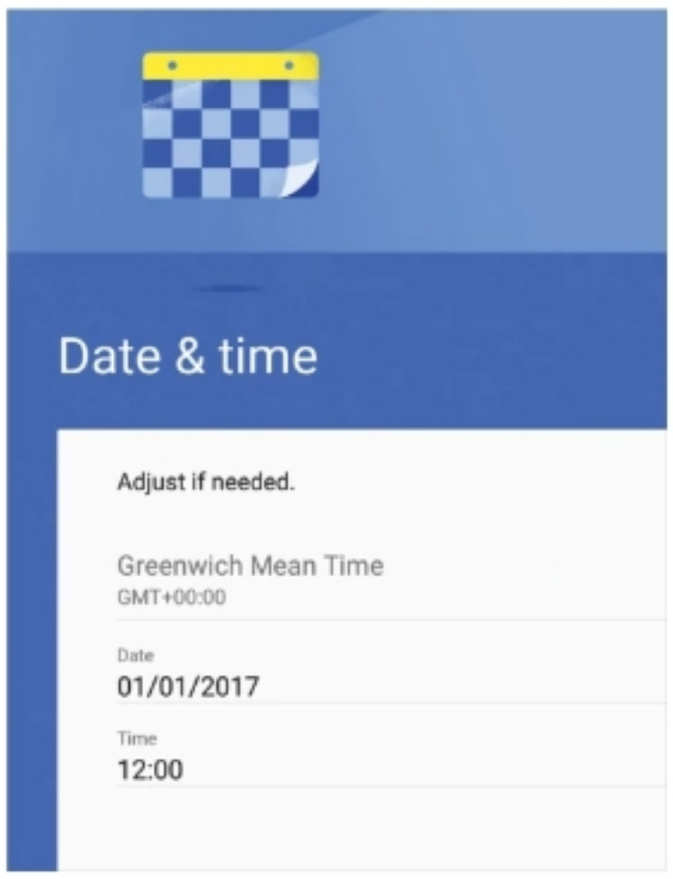
Activate your Android device

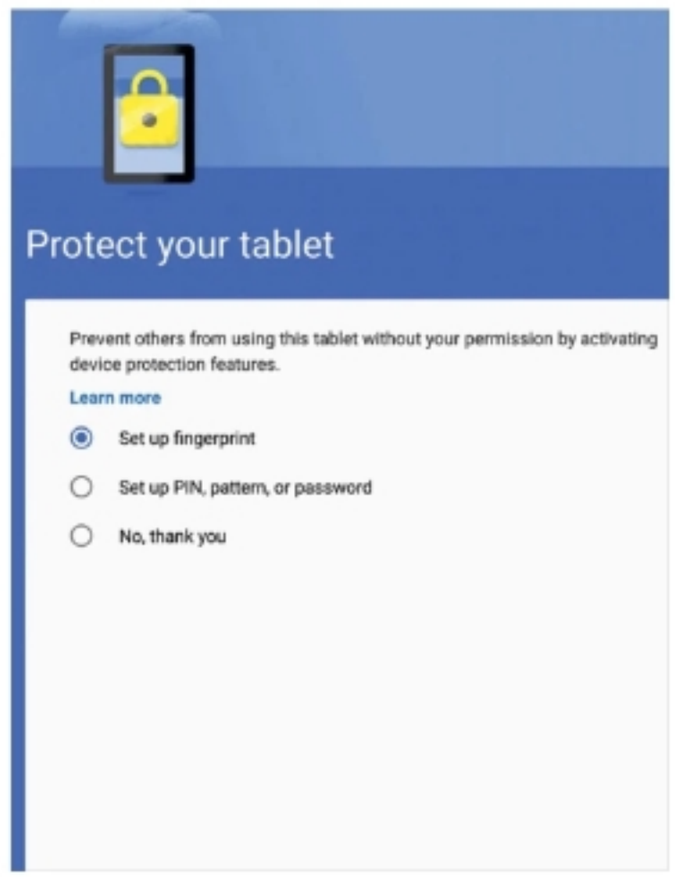
Google Chrome
Activation also lets your Android web browsing be shared amongst all of your computing devices

Calendar
The activation process ensures that your calendar and information is synchronised over all of your devices

Movies & TV
You will even be able to rent and buy TV shows and movies directly on your device





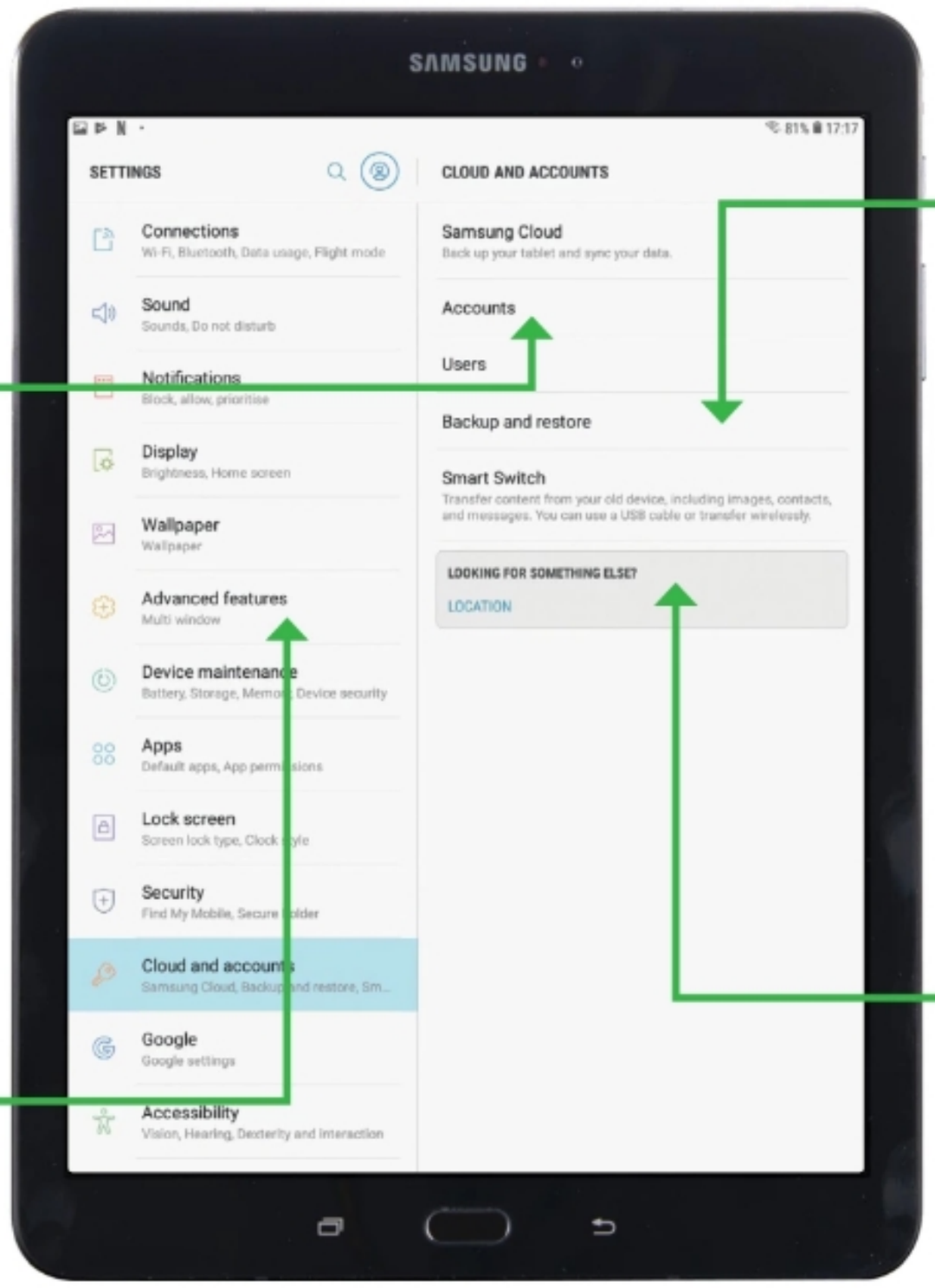


04 Google will ask if you would agree to them using your location data for their services as well as saving diagnostic information. This one tap could save you a lot of headaches in the future and is highly recommended.

05 The date and time will appear next and should already be correct if your internet connection is valid. It is important to set the correct time because apps cannot be downloaded otherwise for security reasons.

06 To protect the information on your device or stop unwanted people form using it, you can set up one of two security options. You can either use the device's fingerprint scanner or set up a password/ PIN.

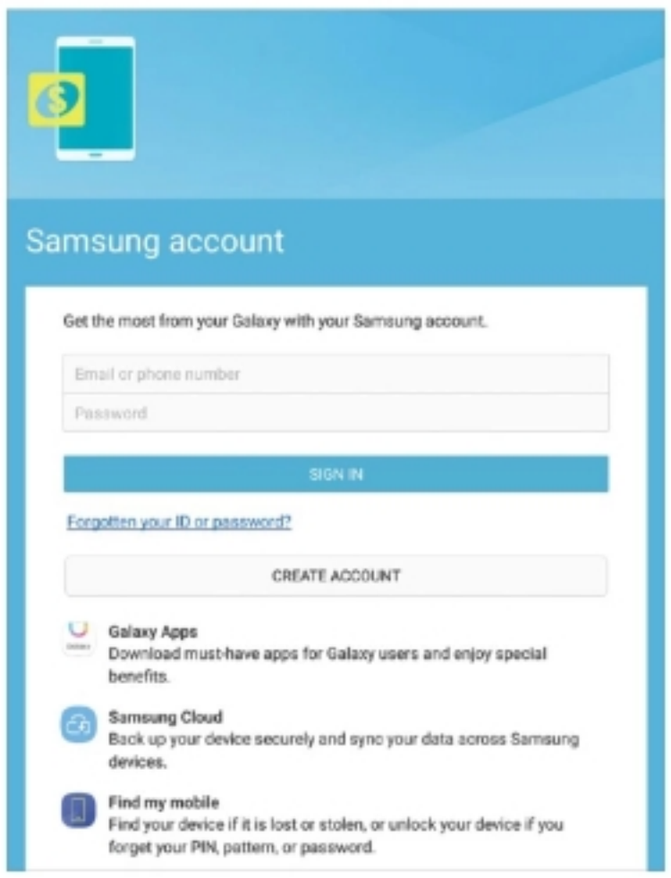
Additional account
On some devices, you will be offered the opportunity to set up a separate account to receive special offers etc

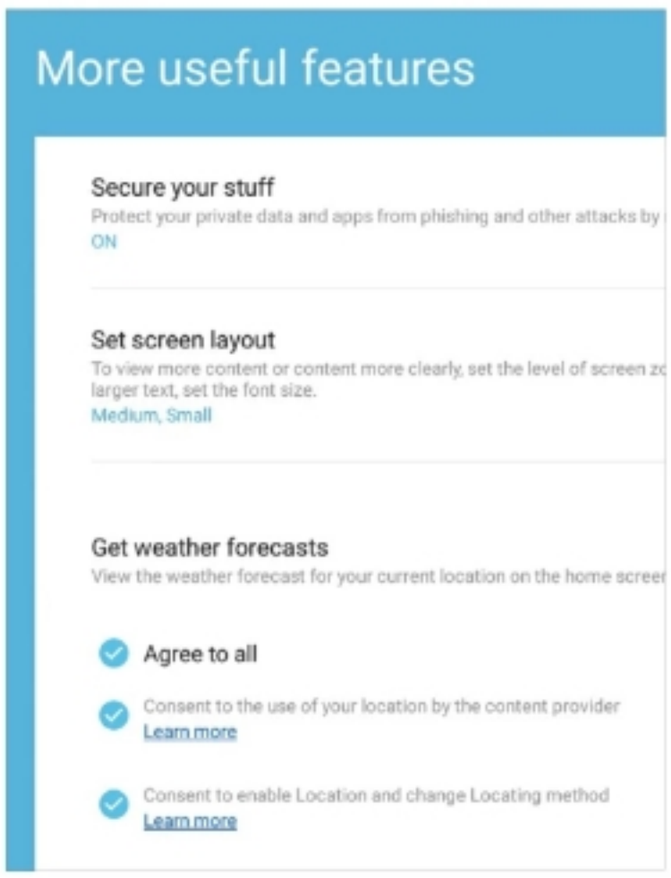


Back up
Your activation and account data will be backed up if you have selected the option during setup

Other options
When activating your device, don't forget to sign up to other services you use such as Dropbox

Work account
You can also use your device to add and access your corporate email accounts and any other services that are recognised as secure



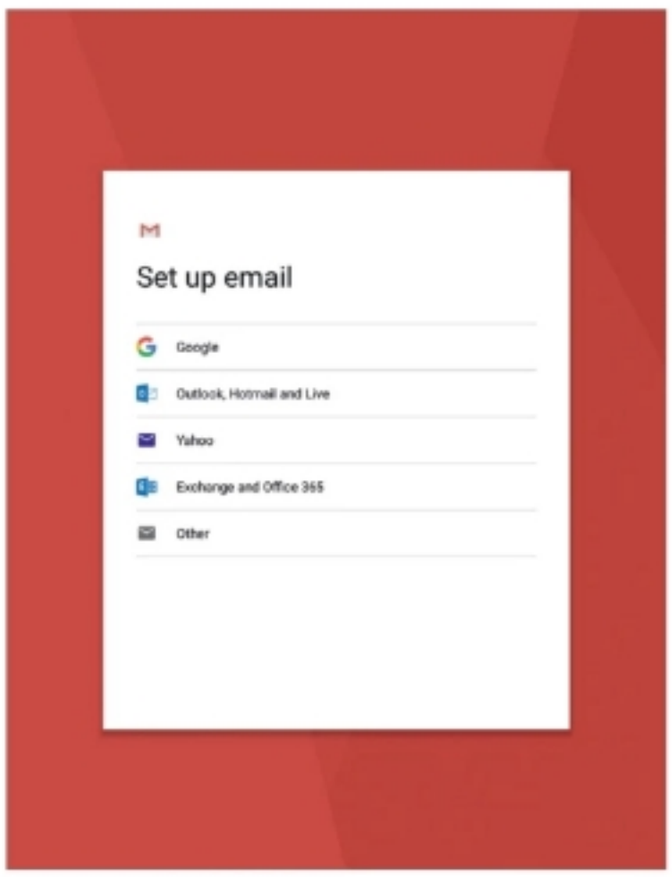


07 If you own a Samsung device, it will ask you to log in with your Samsung account. Other Android devices will ask for a Google account. Enter your details if you have an account or create one if you haven't.

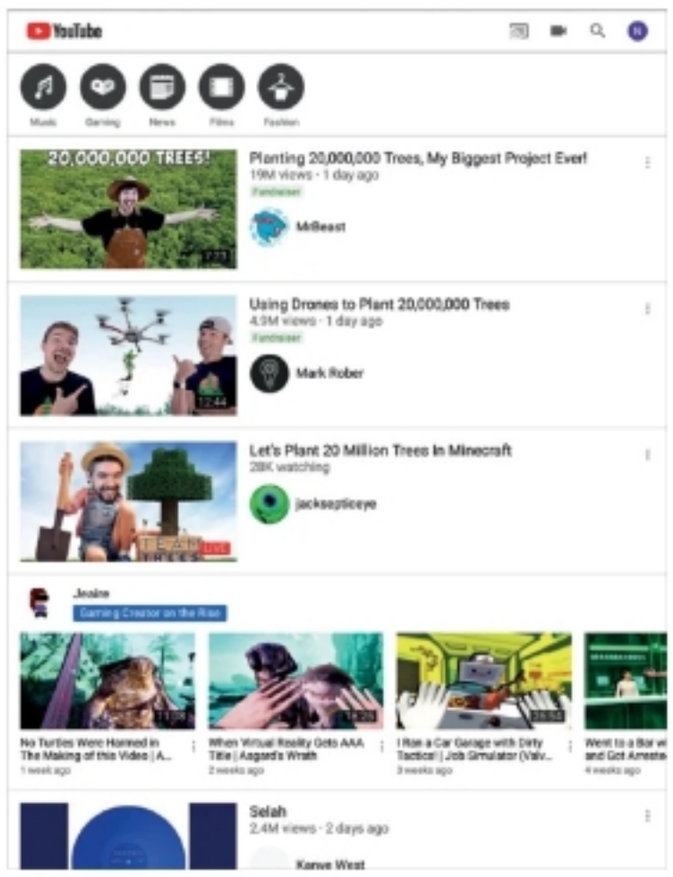
08 You will be offered a range of additional services to improve your experience with the tablet. This can be icon and text size, extra security and data on the Home screen such as your local weather.

09 After you have followed all of these steps, you will be presented with a standard Android home screen. At this point, the data you were asked to input will already start to begin populating the various included Google apps.

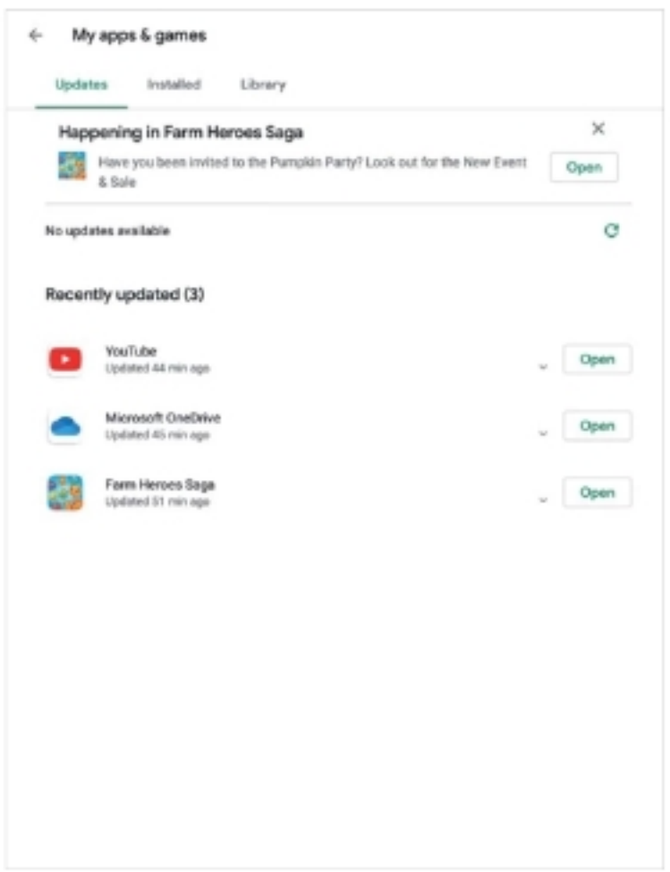
Activate your Android device



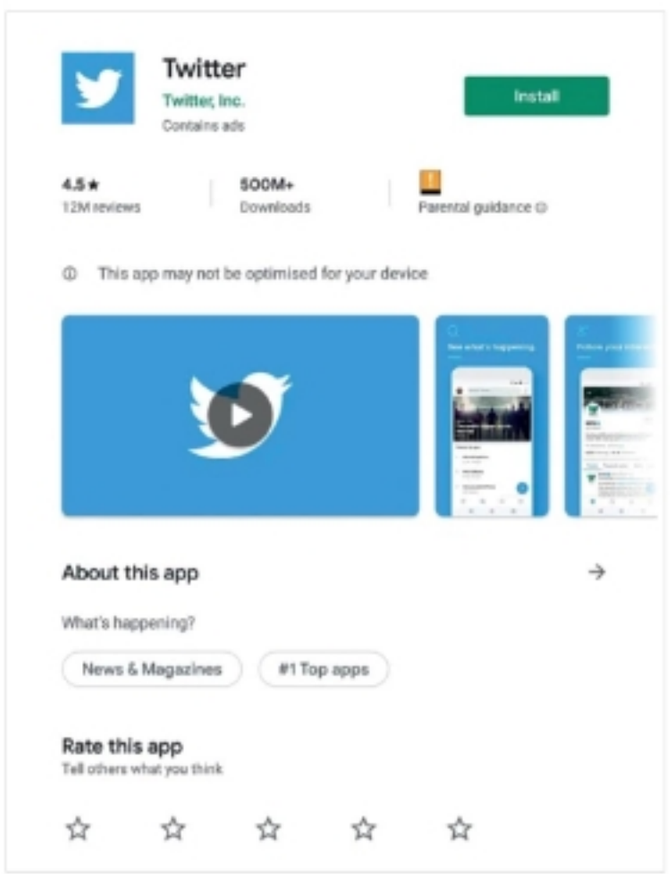
10 The best check to ensure that the activation is valid is to open the Gmail app and look for your email address. Once you've tapped on it, your latest emails will immediately start to download to your Android device.



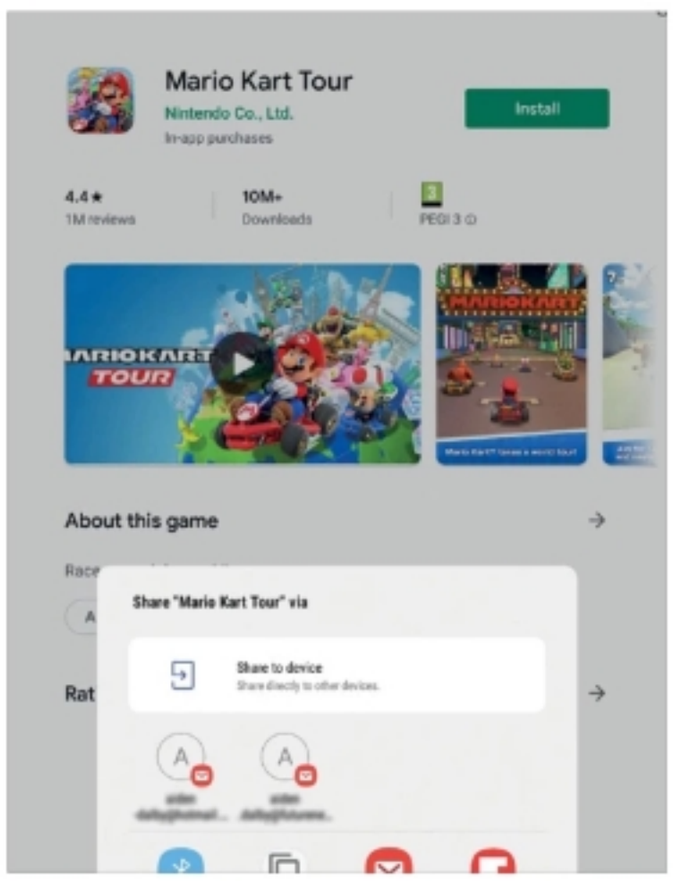
11 Once this is done you will find that all other Google apps have now been set up as you need them. Everything from YouTube to Google Photos to Google Maps will be automatically personalised for your exact needs.



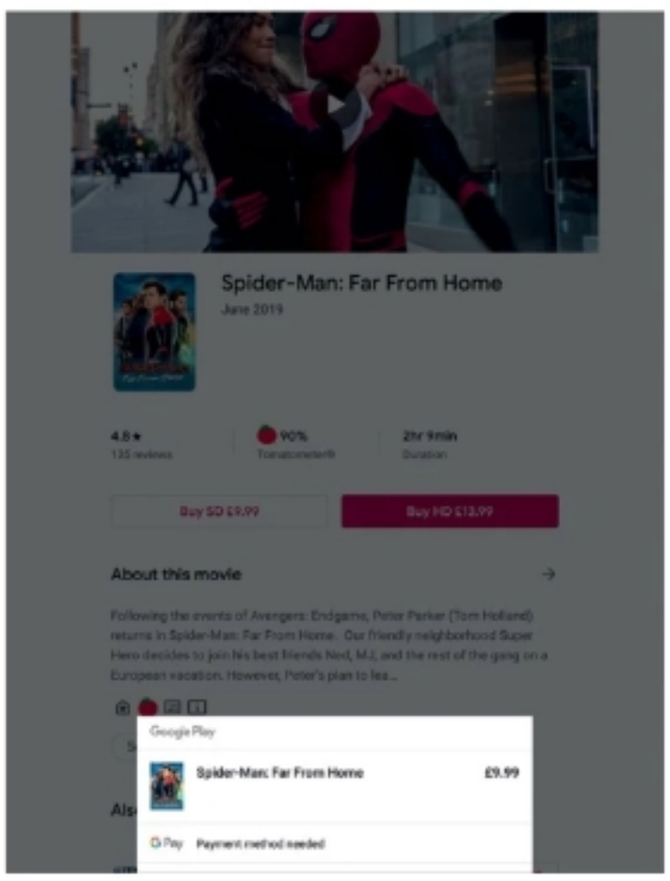
12 Open the Google Play store app and if there are any new versions of any installed apps they will automatically start to update. Let this process complete because the end result will mean more stable and quicker apps for you.



13 When setting up a new device, take some time to search for and download apps for the services you use regularly. You can then sign in to Dropbox, Twitter etc and have all of your logins in place ready to use.



14 Setting up all of your services at the start will enable you to share data with them instantly and should save you from having to repeatedly enter your login details over and over again in the future.



15 Don't forget that if you intend to purchase apps, music or movies, you will need to activate a payment method. Start by selecting something to buy and then tapping one of the various options offered.

Adjust accessibility

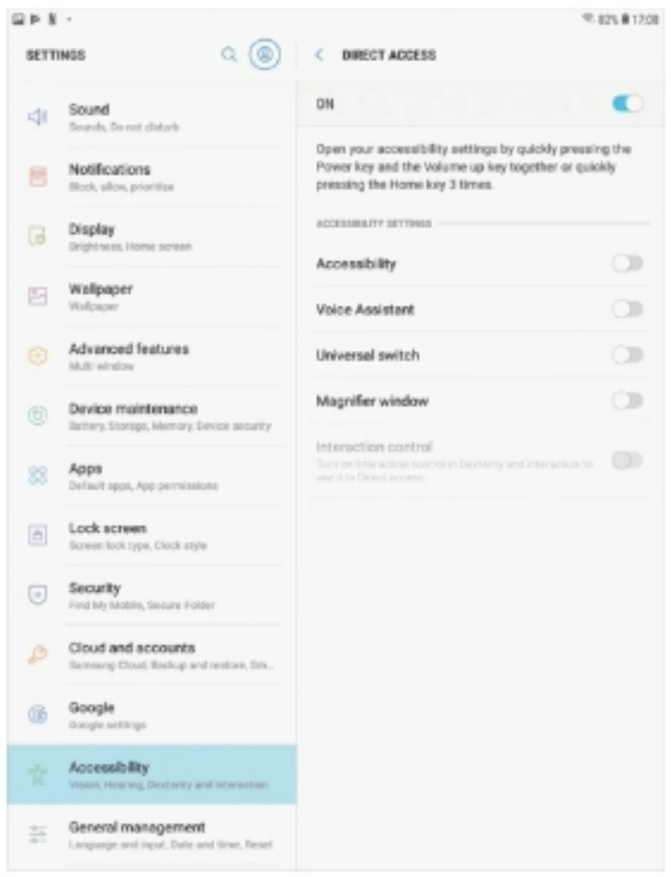
Make Android work for you by using the Accessibility settings to change the way your phone or tablet works

Accessibility is often presumed to only be useful for those who have specific disabilities, but the truth is that all of us can benefit from the features available in any Android device. There are tweaks that will help those who have hearing problems by changing the way sounds emanate from the phone or tablet.

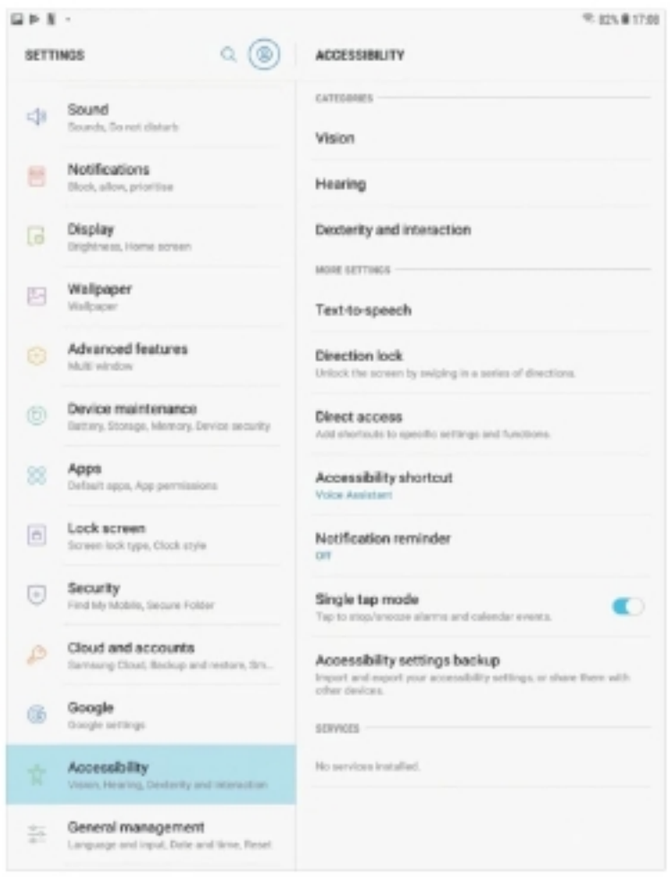
Others change the visuals greatly and let you zoom in to specific areas or change the colour schemes presented which can make all of the difference between enjoying an Android device and struggling while using it. The list of options is almost endless and can be difficult to manage at first, but this is where asking a friend will help greatly.

Android devices are initially set up in a standard manner and so they may be unsuitable for some users, but simply taking time to ensure that the right accessibility tweaks are enabled will pay dividends in the long run. It is likely that you will be able to use an Android device more effectively than any computer you have used in the past.

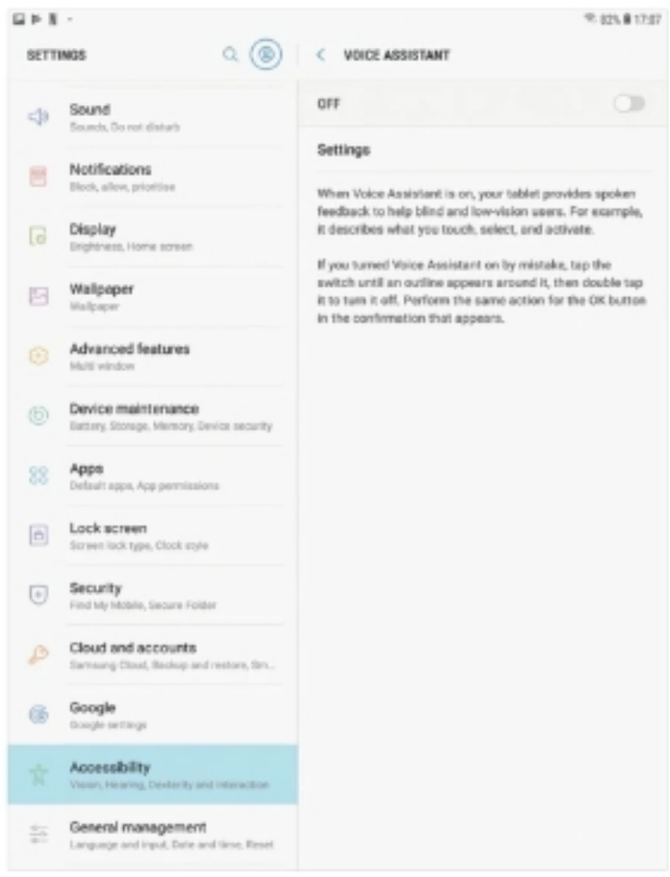
Settings Make your device accessible



01 After you have gone to Settings then to Accessibility, tap 'Direct access'. Here you can set either the Accessibility main menu or Talkback to pop up when you triple-click the home key. This will save you a lot of time.



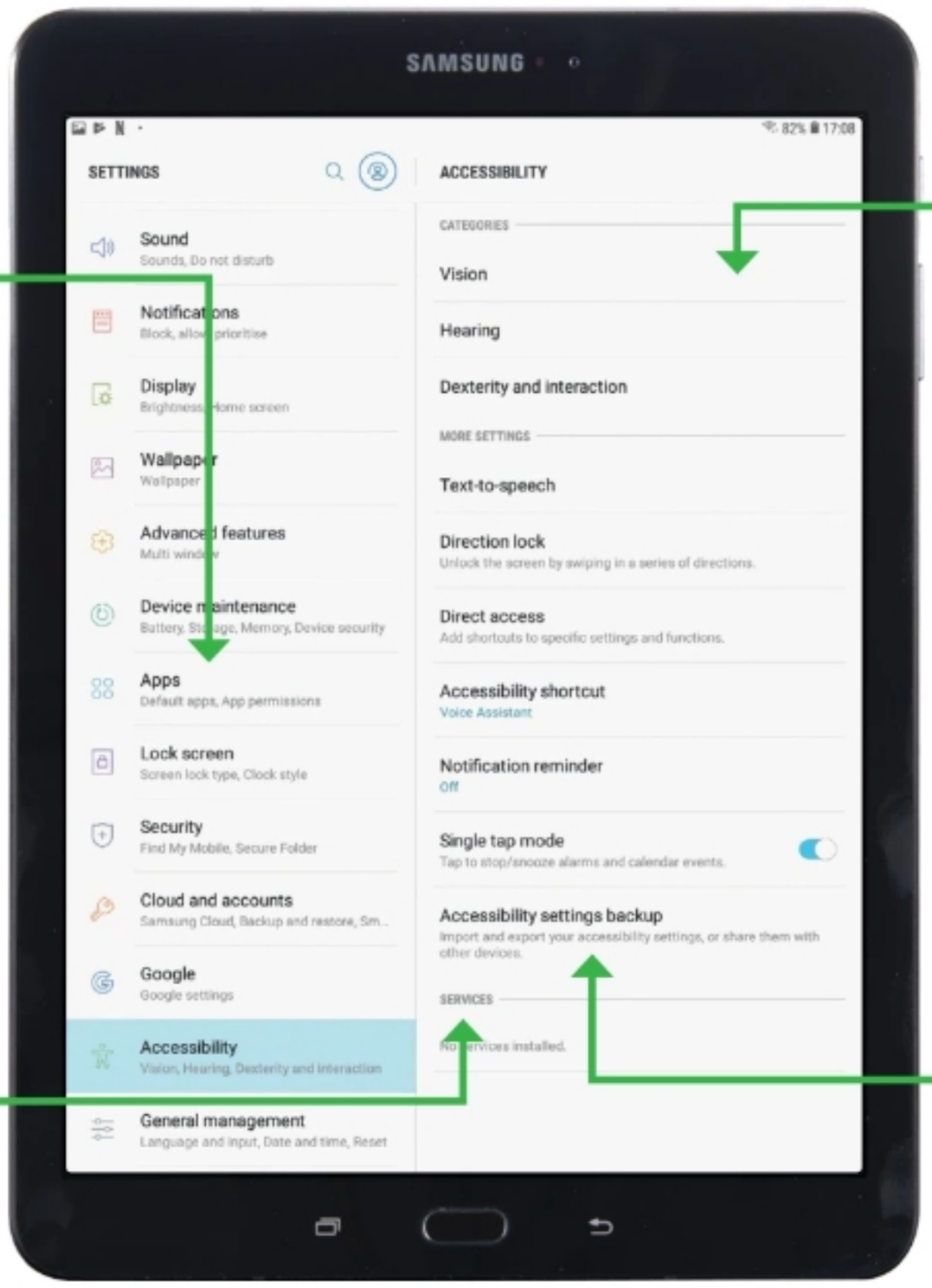
02 The 'Single tap mode' is very useful for dismissing alarms, calendar events and answering or rejecting calls with just one tap. If you find that dexterity is an issue, this simple feature will help you a lot.



03 Enabling 'Voice Assistant' could make all of the difference to how you use your device. Once activated, you will hear guides for every part of the screen you tap so that you will find that you are never in the wrong place.

Adjust accessibility

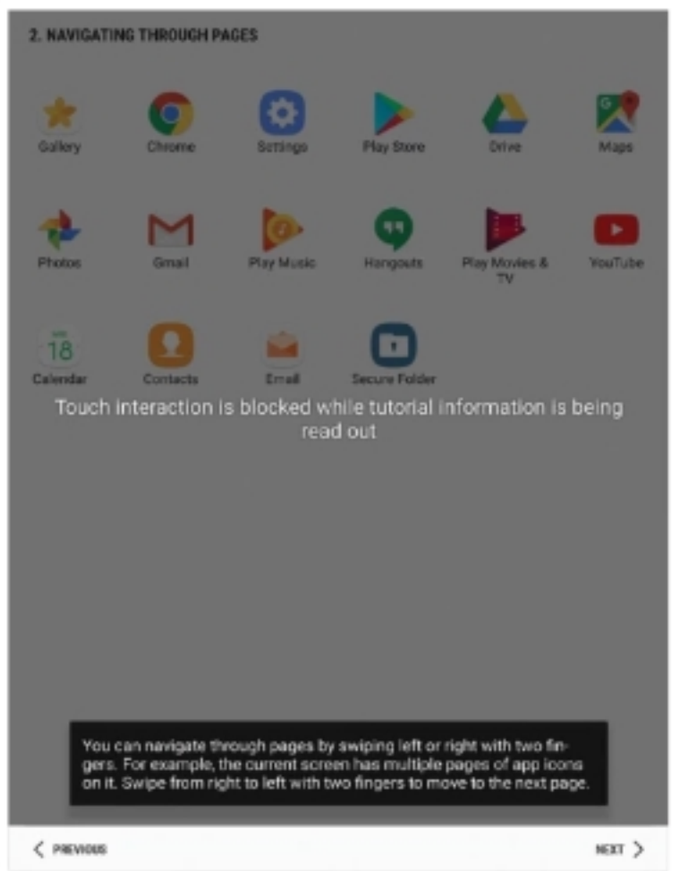
Easy to find
Accessibility is not hidden at all because Google realises how important it is to many people

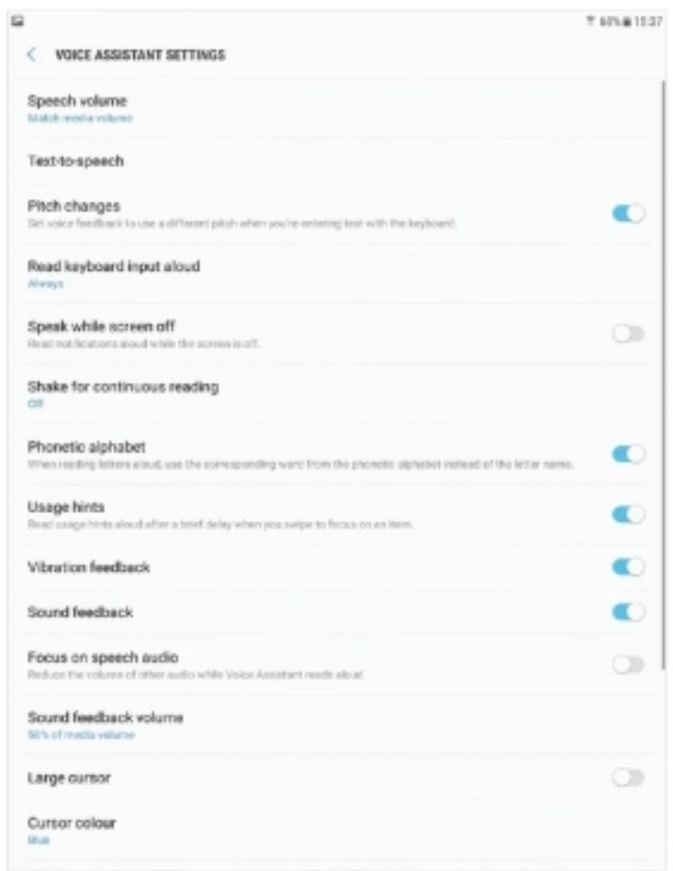


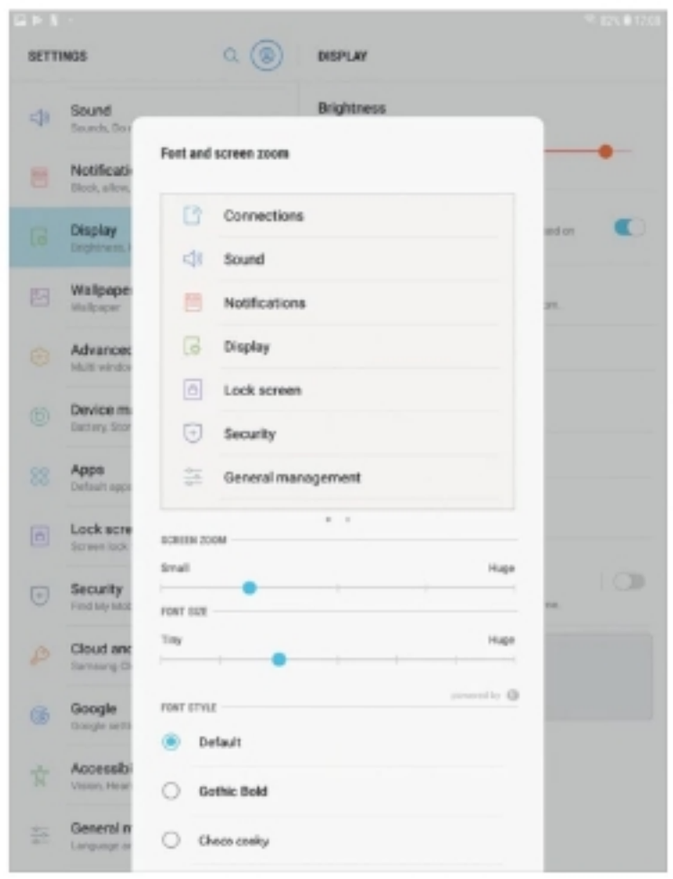
Accessibility options
There are many accessibility tweaks that are useful for every Android user

Range of options
No matter what impairment you have, Accessibility will help you manage Android easier

Manage accessibility
You in import your accessibility settings from other devices into your Android tablet



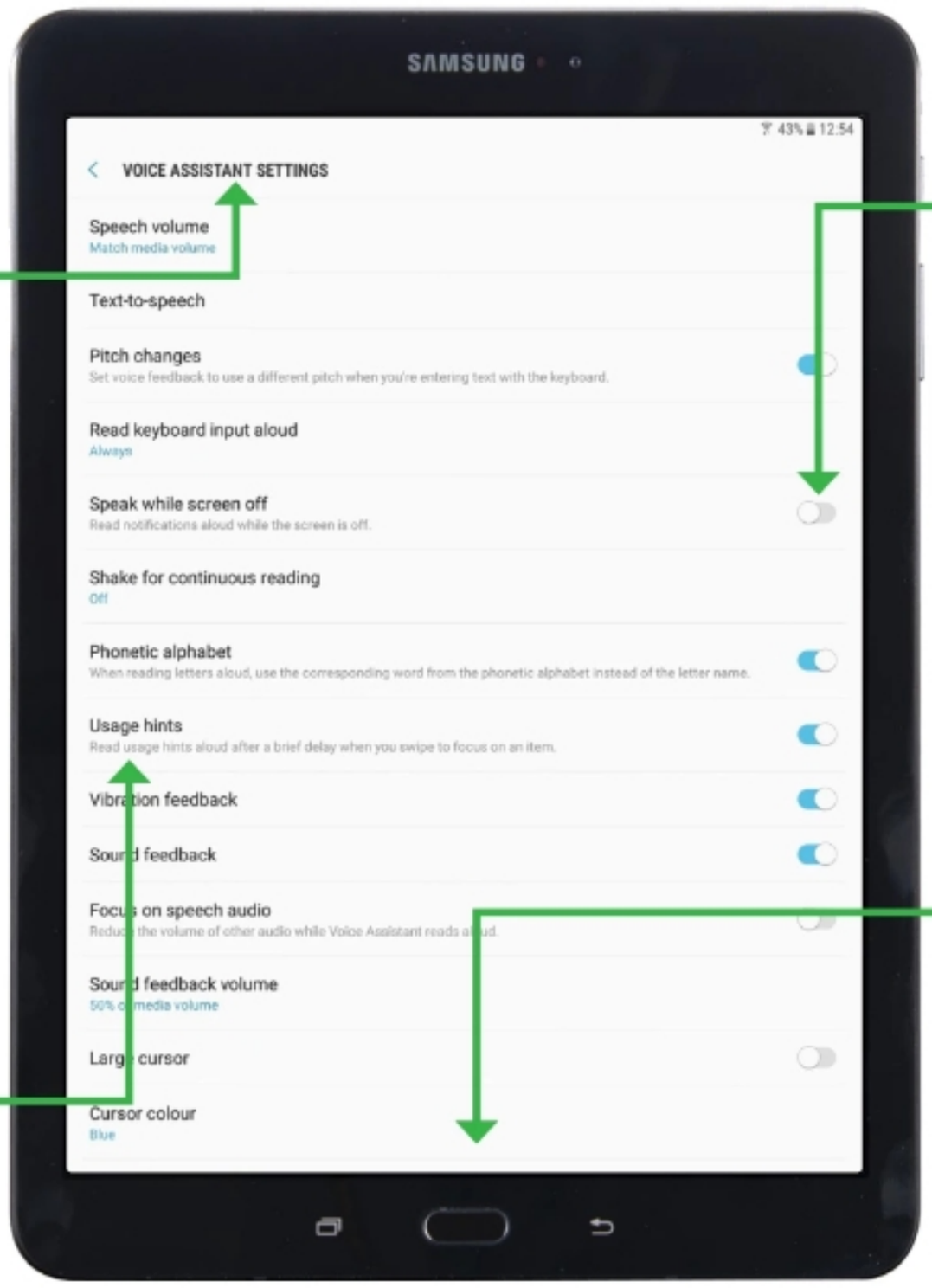




04 When you activate Voice Assistant, a series of screens will appear with instructions to ensure that you know exactly how it works. Setting up some features will take time, but the end results are incredibly beneficial.

05 You can go into the Settings for Voice Assistance by following the link in the top-right corner of the screen when you turn the feature on. Here you can alter the volume, vibration and more to fit your needs.

06 The 'Font size' option is very handy if you find that you are struggling to see some web pages or buttons. Tap it and then play around with each of the choices to see which offers the best visual balance for you.

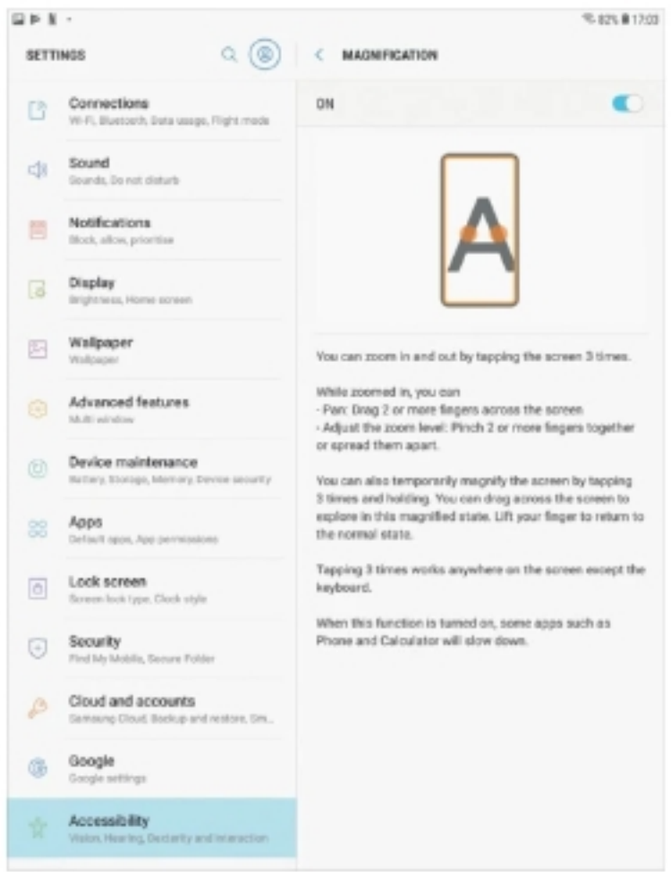


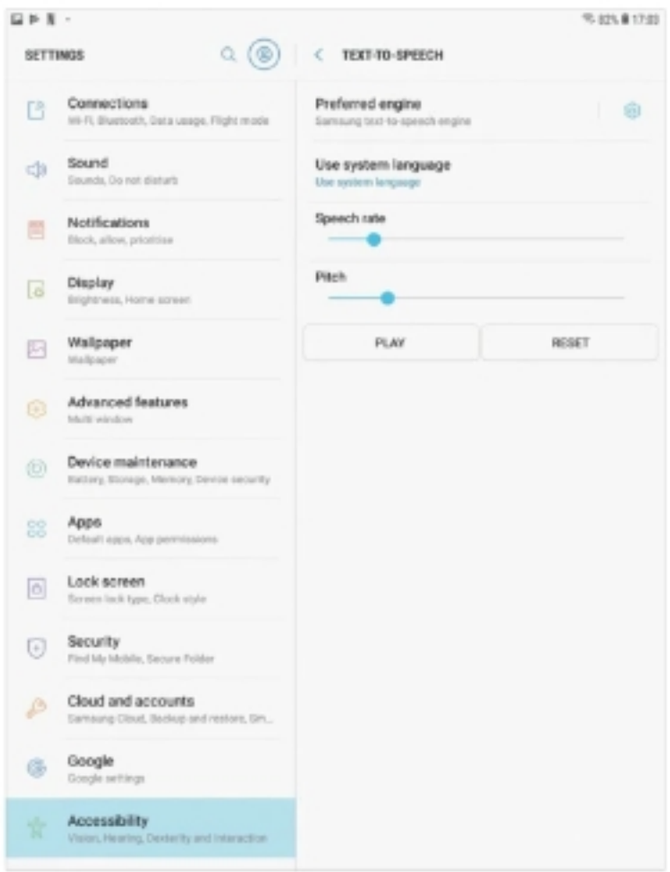
Extra settings
Some accessibility options include a raft of further settings for you to explore

Voice Assistant
In Voice Assistant, you should ideally set the device to not speak when the screen is off

Usage hints
Hints and tips are available in Accessibility within many of the options

More options
Scroll down to see more options to customise the assistant



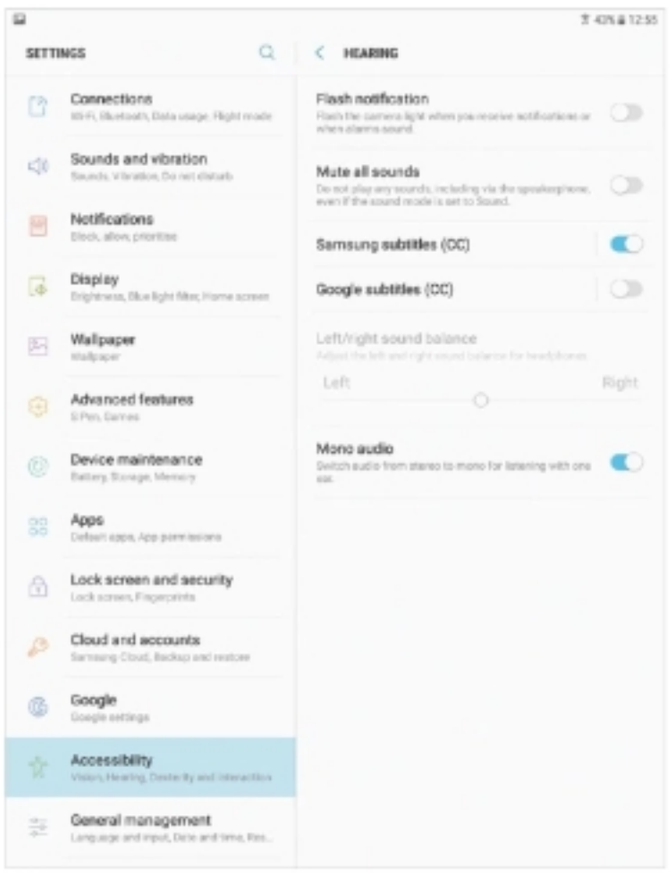


07 Alongside increasing the font size, making use of Magnification will also help you see everything in crisp detail. Use the 'Magnification gestures' option to enable triple-tapping to zoom in on whatever is displayed.

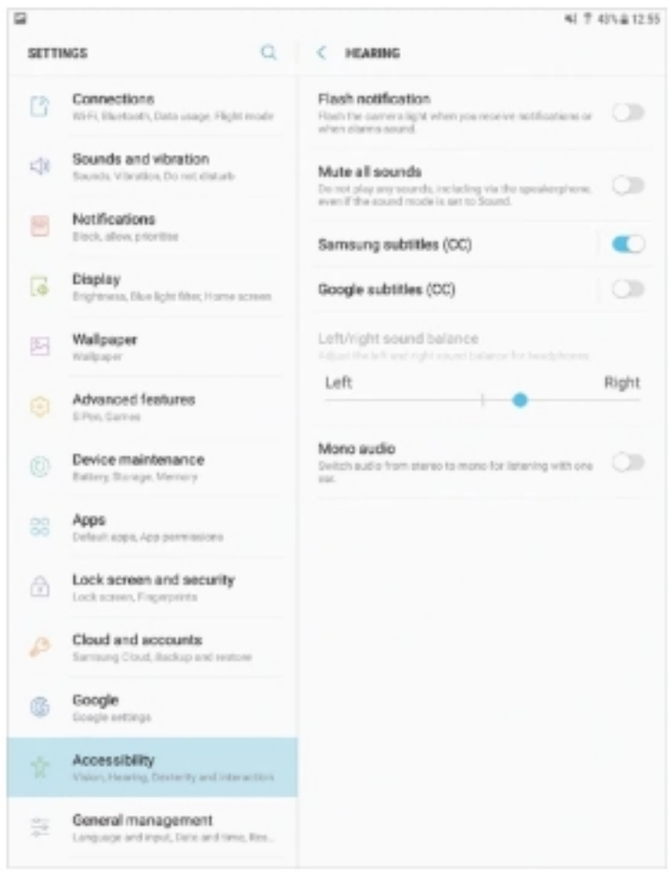
08 When magnified, even the most complex web pages will be viewable by simply tapping a specific screen area three times. You can then move around the page with your finger to explore every section.

09 The 'Text-to-speech' function is hugely useful for reading aloud the text in web pages or books. It sounds fairly realistic and only requires the installation of a language pack to use it immediately.

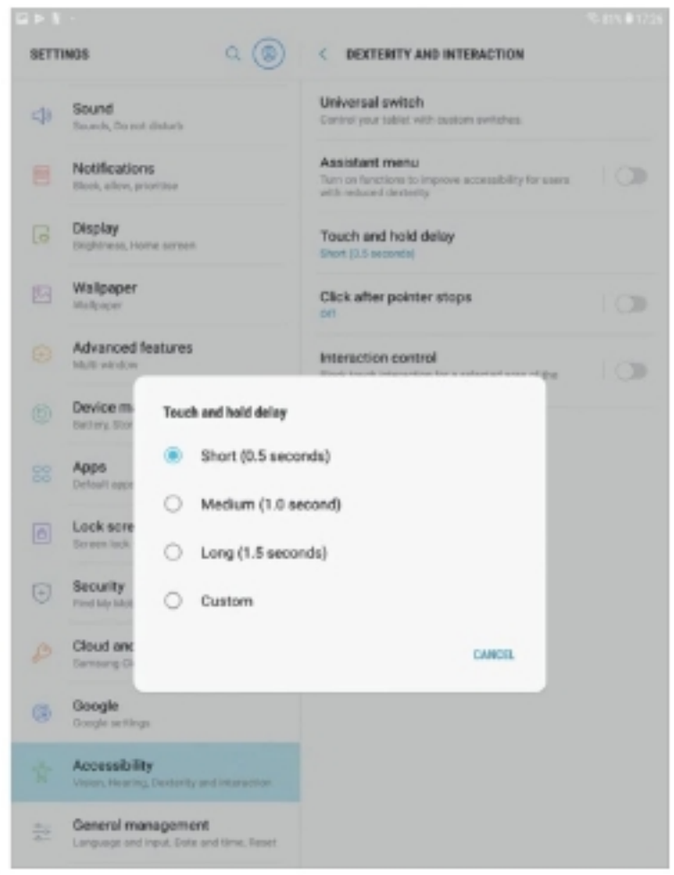
Adjust accessibility



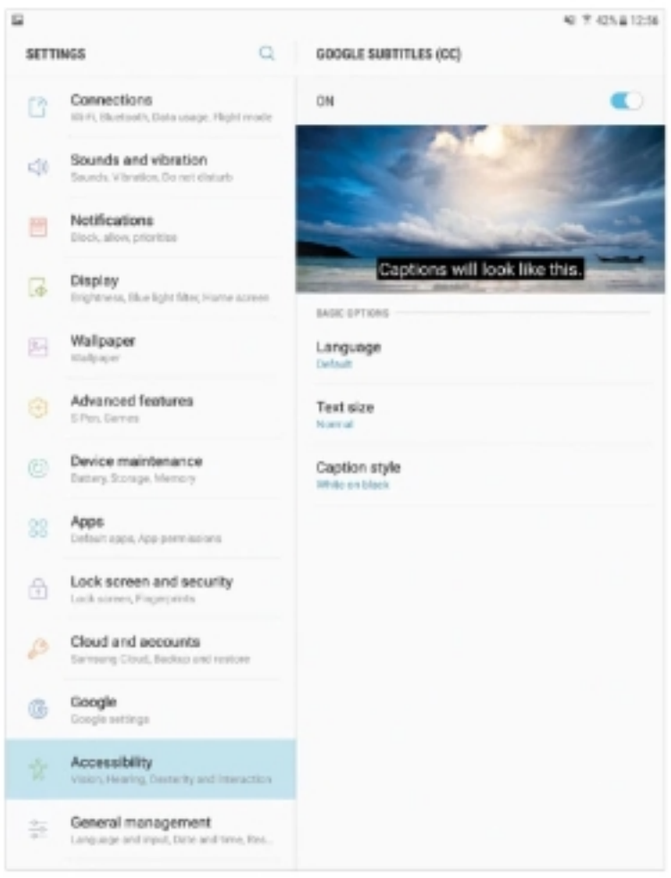
10 If you use one earphone, the 'Mono audio' feature will improve the sound quality by forcing all of the sounds through the one speaker. This feature is a good example of how complete Accessibility in Android is.



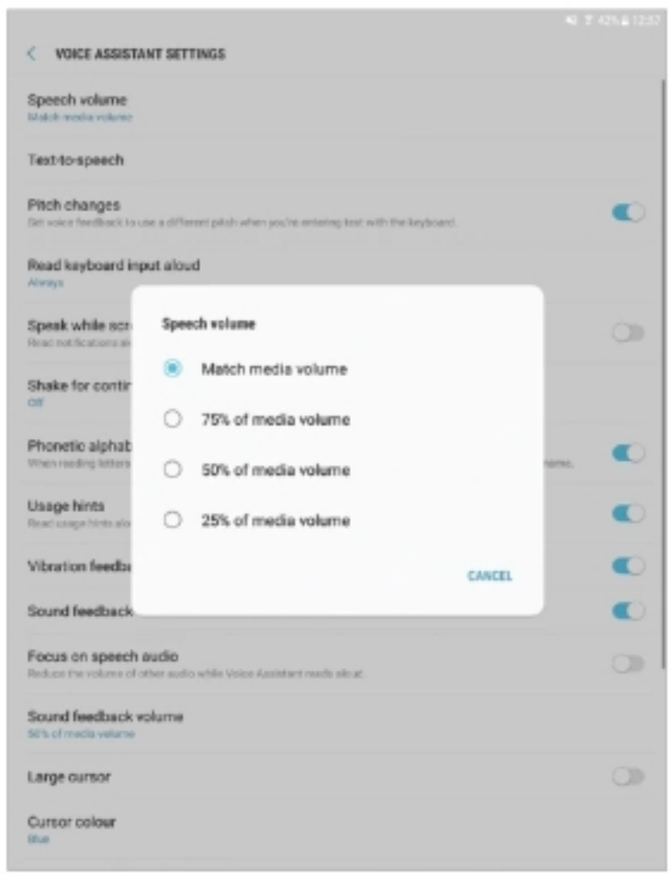
11 If you like to use headphones, but have hearing sensitivity that is markedly better in one ear than the other, the 'Sound balance' options lets you adjust audio output to suit your hearing perfectly.



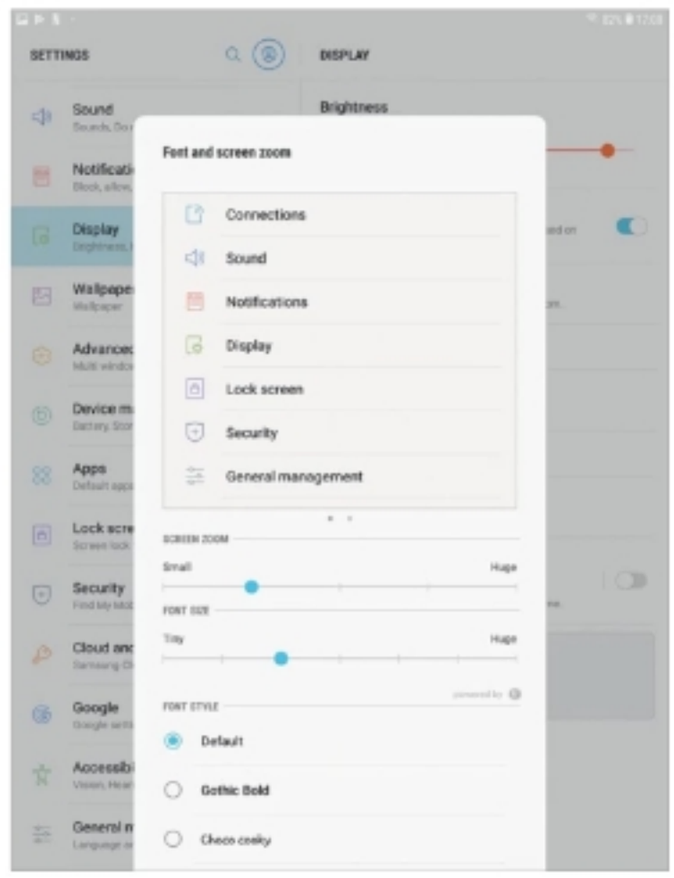
12 For some people, tapping and holding the screen for a specified duration can be a difficult task. This is where the 'Tap and hold delay' option helps because you can set it to any suitable duration of your choice.



13 The 'Google Subtitles' option is designed to help if you have difficulty reading standard black on white text. Not only can you choose from a selection of different colour schemes but you can also set the exact size of the font.



14 One option in the 'TalkBack' section that is worth tweaking carefully is the 'Speech volume'. Play around until you find a level that works with the other sounds coming from your Android device.



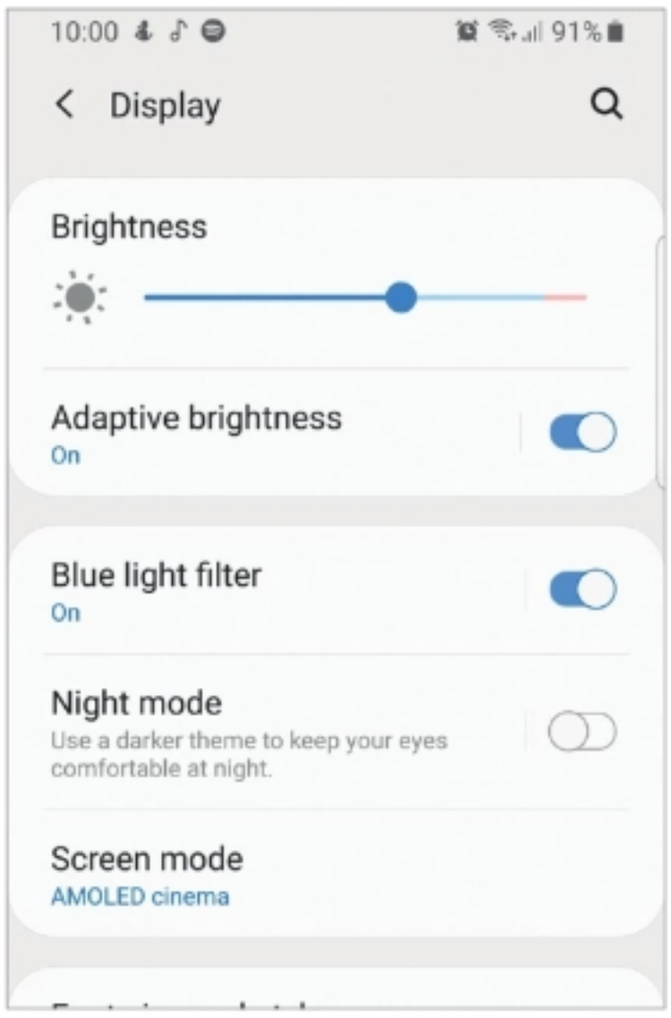
15 The Screen zoom and font settings is incredibly useful as at the top is a visual aid so you can see how the changes will affect the display. There's an option to download more font's if you don't like the ones installed.

Get to grips with Settings

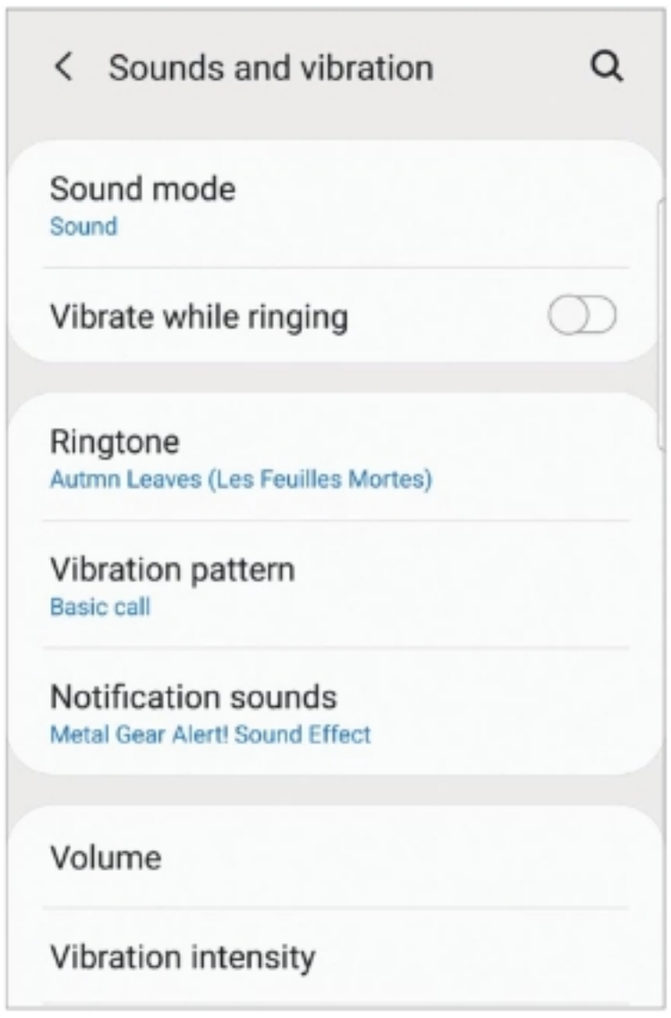
You can adjust many options in Android Settings, and most offer wide-ranging benefits that make your device much easier to use

One of the benefits of an Android device is the ability to use and to customise it for your exact needs. All Android devices look similar when first powered up, but the range of settings that you can manage is immense. This may make things feel complicated at first, but try out one or two areas and see which options work best for you, and then move on to the next until you are happy with how the device is running. You can adjust the display brightness, make the fonts bigger and do so much more just in the Display section. You can also view lots of useful data in Settings such as how much battery power you are using and the amount of mobile data you have consumed in the past month. With some careful tinkering and a little bit of knowledge, your device will be unique to you and potentially work exactly how you want it to, and as time goes by these little tweaks will feel perfectly natural to undertake. Let's take a look at Android's Settings and how to use them.

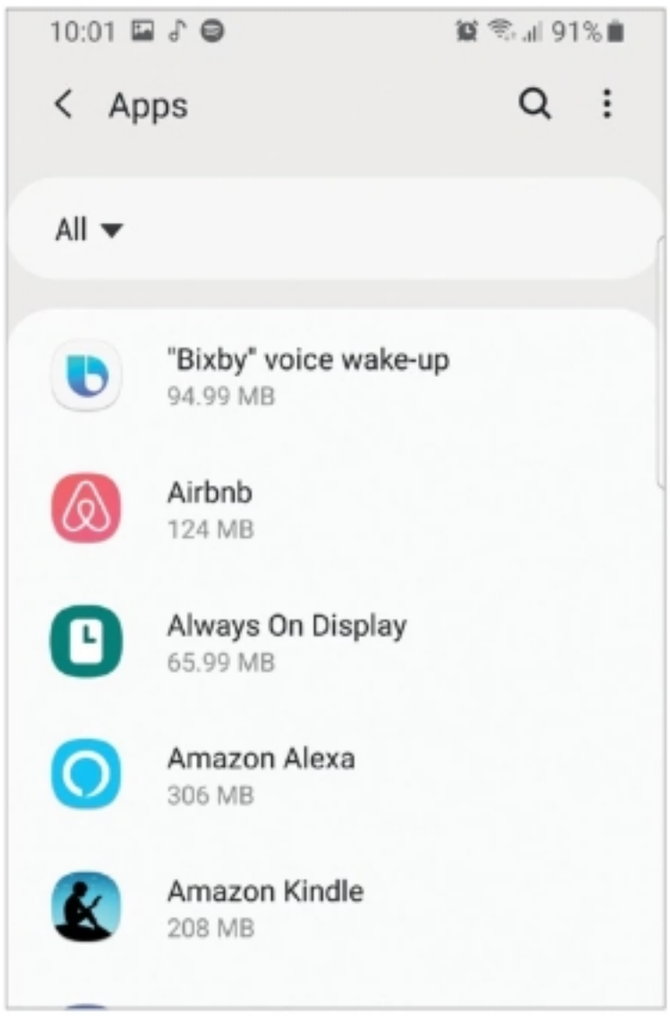
Settings Make your Android device unique



01 In Settings, click 'Display' and then tap the 'Sleep' option. A short sleep will save on battery life, but a longer one is more convenient if you pick up your device often.



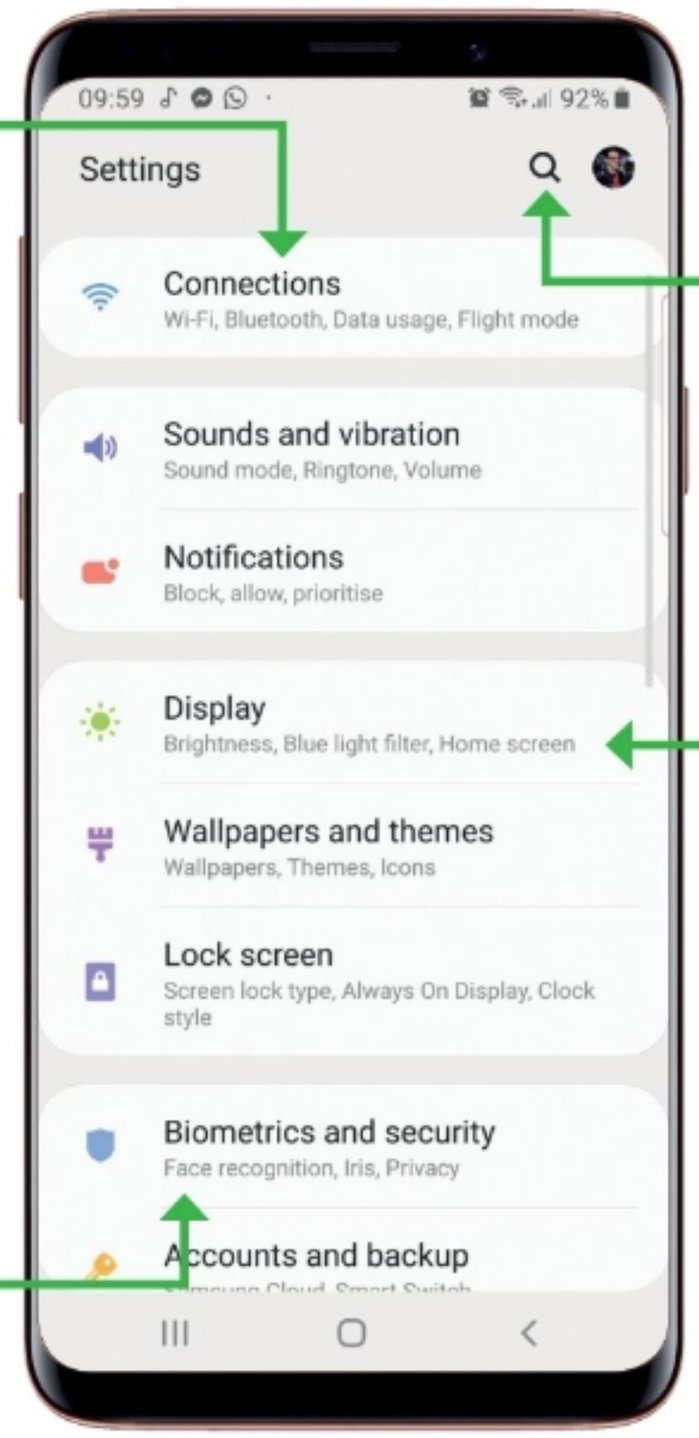
02 In 'Sound' you can change the ringtone, alarm and media volume separately. You can also control what actions make a sound when using the device, such as dialling and charging sounds.



03 If you have stability or notification issues, go to the 'Apps' section, then tap an app to see more information about it. This can be useful if an app is causing problems.

Get to grips with Settings

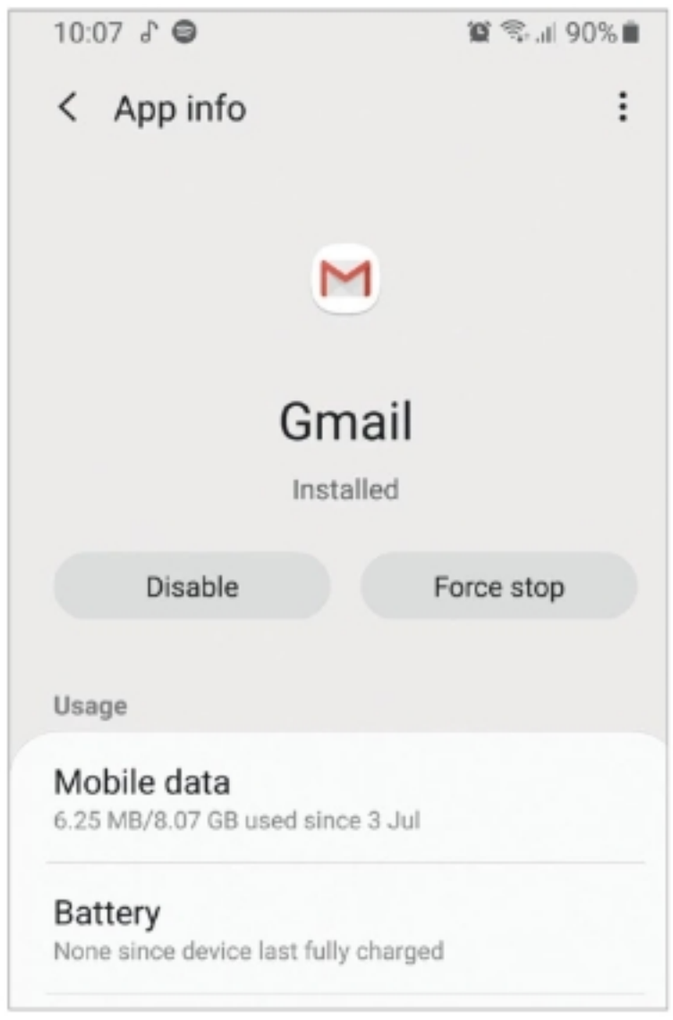
Connections
Try to only enable the features you really need



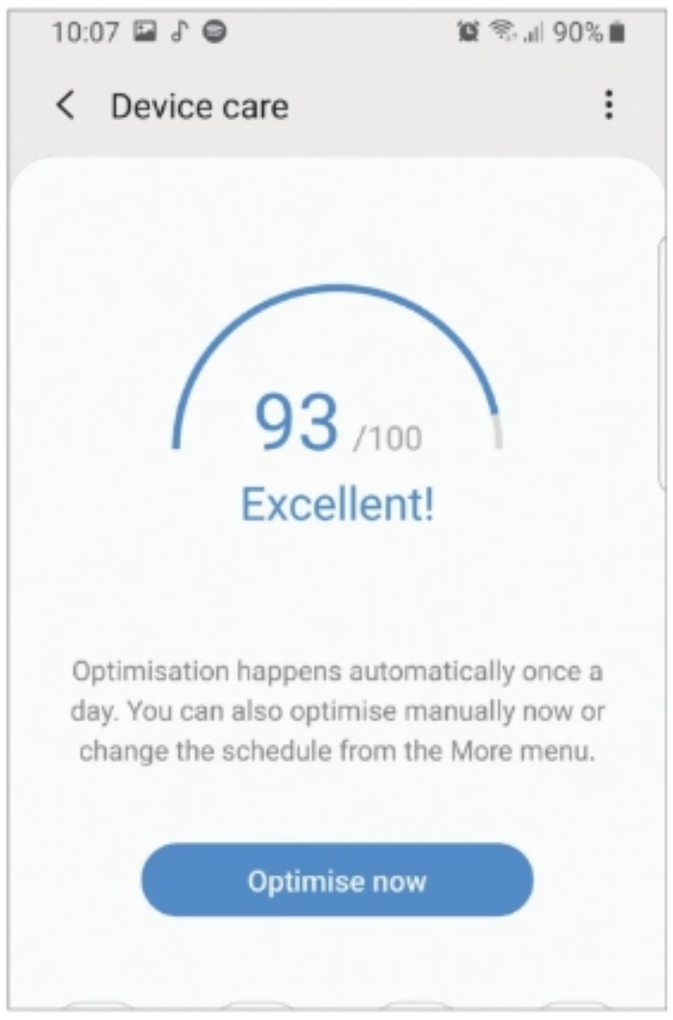
Search
Type the names of functions to make navigating easier

Extra options
Most options will mention, under the title, what other settings can be found beneath

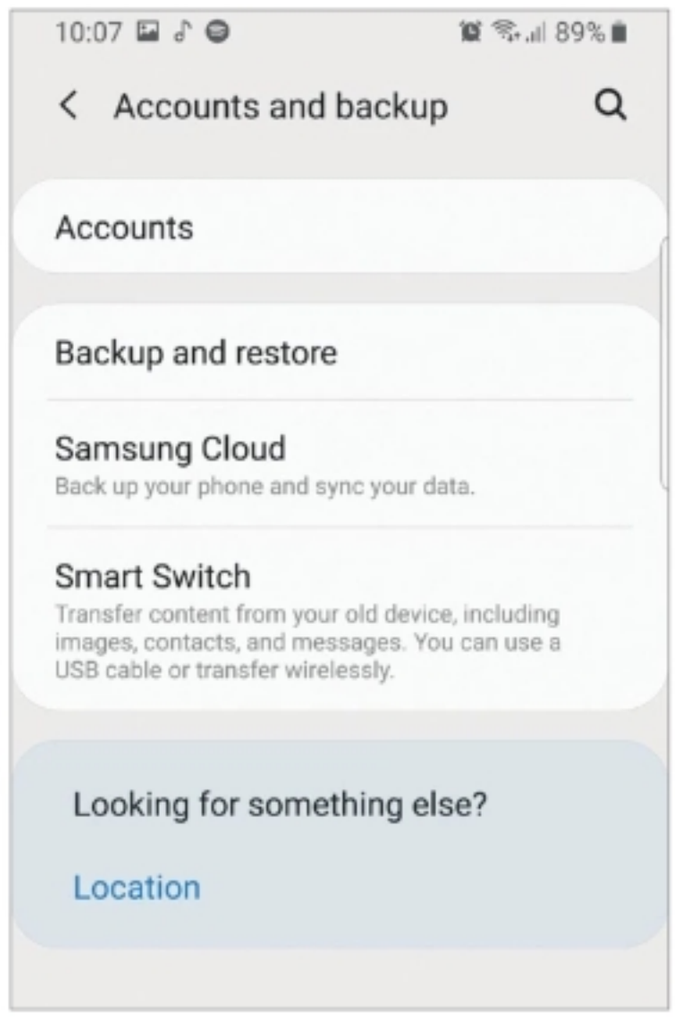
Display options
Make the device's screen easier on your eyes by adjusting the screen settings



04 Once an app has been tapped, you can then 'Force Stop' it or clear the data associated with it. For some apps, such as browsers, this can greatly speed up any Android device.



05 Tap 'Device care' to see your battery level and apps that are using the most power. Tap 'Optimise now' and your device will close any background apps to save battery.



06 In the 'Accounts' section, you can add various accounts as well as emergency information. This is stuff that anyone can access without unlocking the phone.

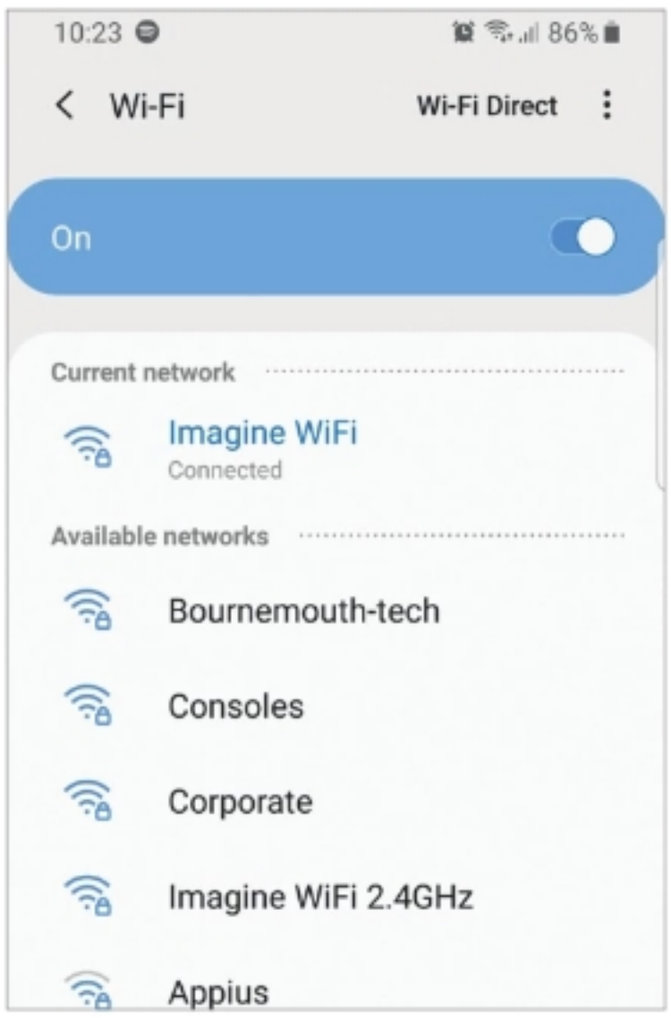
Set up and use Wi-Fi

Wi-Fi is the first feature you need to set up on an Android device and it's one that will offer huge benefits for every task

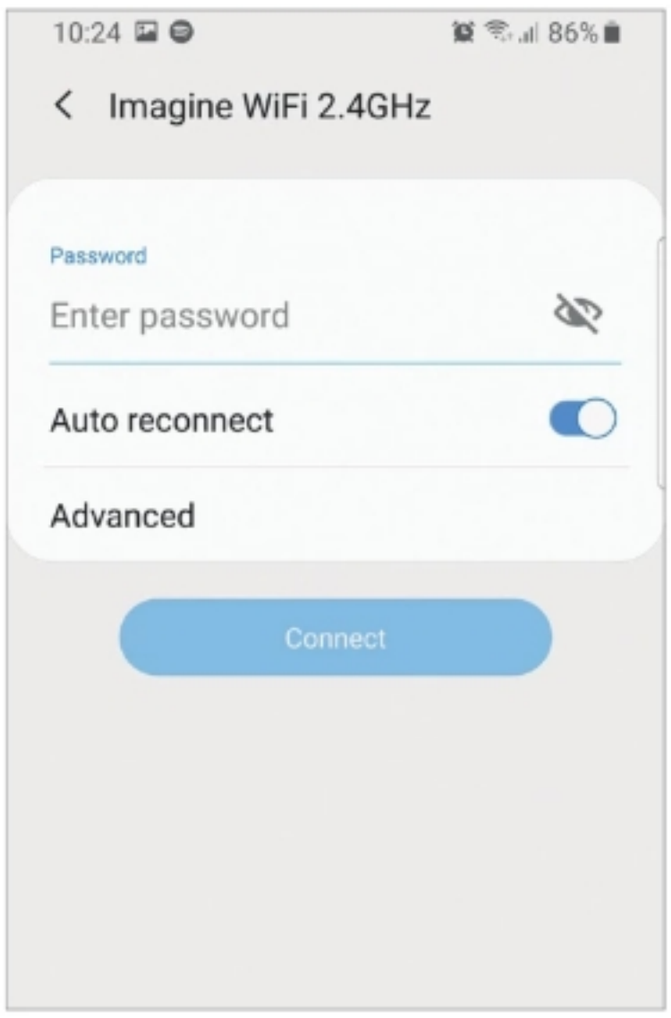
It would be easy to presume that a 4G connection is most important when setting up an Android phone or tablet, but Wi-Fi is incredibly useful and will make your Android experience more efficient. At home in particular, a valid Wi-Fi connection will offer greater speeds, more stability and no extra charges on your mobile bill, but it is also useful when out and about. Using public Wi-Fi offers all of the benefits previously mentioned, but we should state that using insecure public Wi-Fi, in particular connections that require no passwords, should be avoided at all times. Using a secure Wi-Fi connection will offer huge advantages for every task you undertake and can also improve every part of the experience.

"Wi-Fi is incredibly useful and will make your Android experience more efficient"

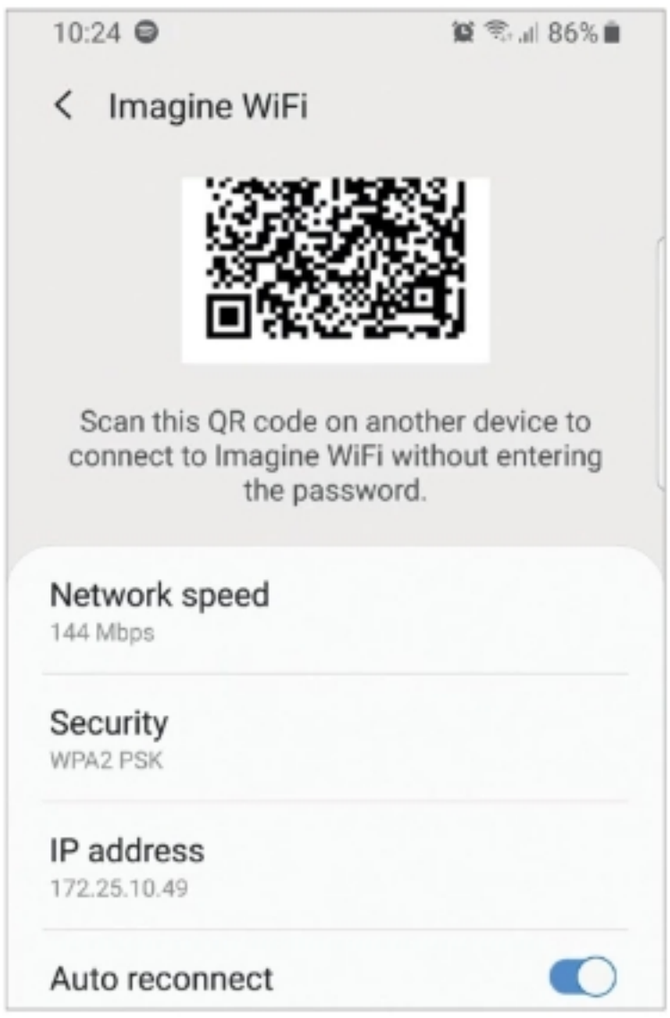
Settings Set up Wi-Fi in seconds



01 Go to Settings and find the 'Wi-Fi' option which should be under 'Connections.' Tap the icon next to it to make sure it is enabled and then tap the 'Wi-Fi' word to see available connections.



02 A list of Wi-Fi connections will appear. Tap the one that you know and you will be asked to enter the password. Make sure you have it handy, enter it and then let your device connect.



03 When you have connected to a network, tap on it again and a new menu will pop up showing the signal strength and type of security. Avoid connections with no security.

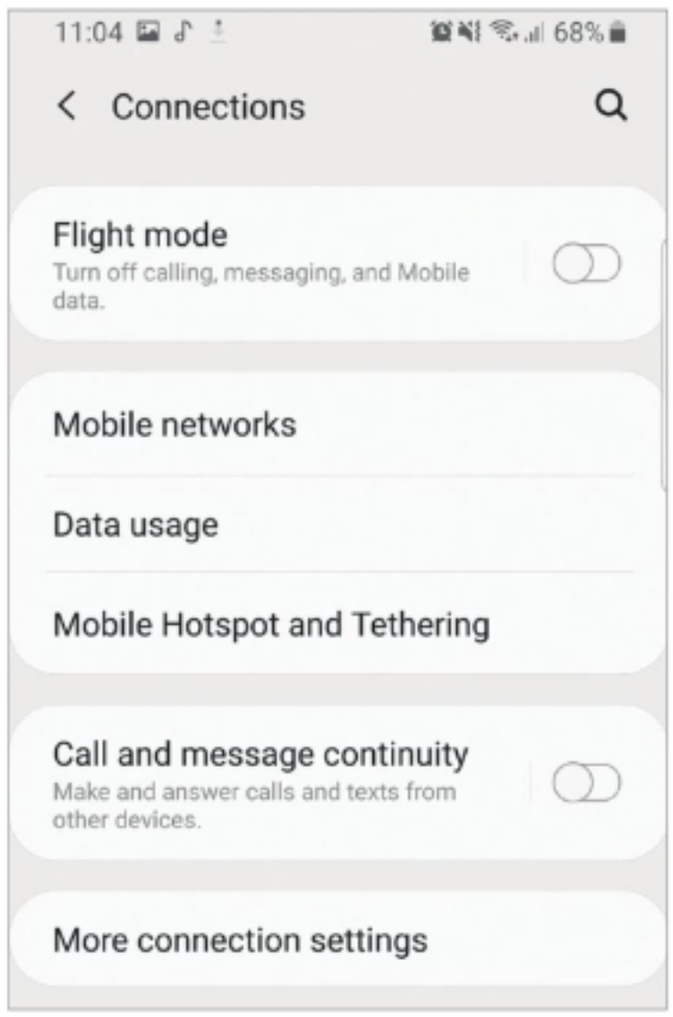
Get connected with mobile data

Enjoy the web, send and receive emails and socialise on popular social networks wherever you are with a mobile 4G connection

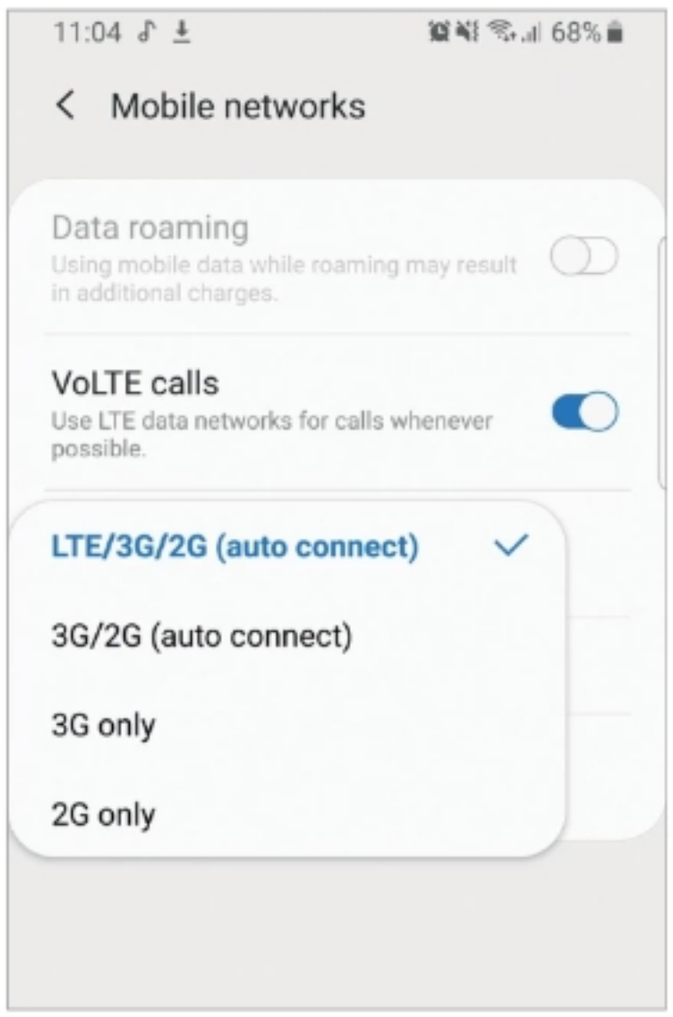
3G provided internet access from your phone anywhere that you have a valid signal. In recent times, 4G has become very popular and is even faster than 3G so you will be able to experience the kind of speeds you are used to on your home computer. We will show you how easy it is to connect to 4G and even then you may find that all of the work has already been done for you by your network provider. Most new phones will work the moment you turn them on, but it is always useful to know what to do should you experience connection problems or decide to change to a new phone. An Android phone without a mobile internet connection is no way near as useful as one that has been enabled to use 4G.

"3G provided internet access from your phone anywhere that you have signal"

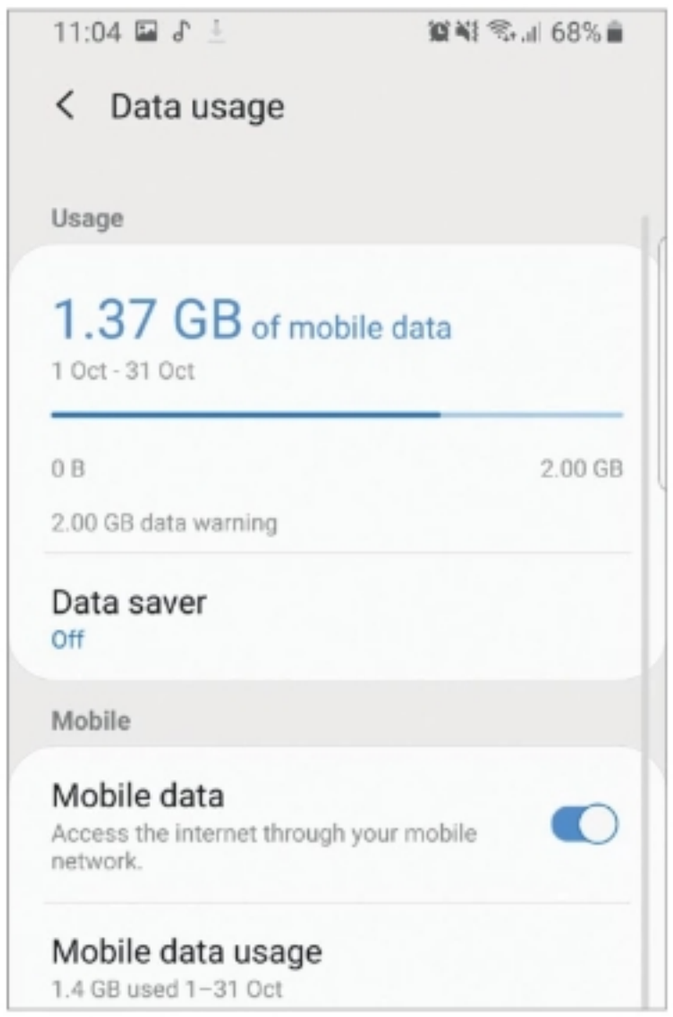
Settings Get connected instantly



01 Go to Settings on your phone and then tap the 'Mobile Networks' option in the 'Connections' section. Depending on the device, this may also be labelled 'Network & Internet.'



02 Tap 'Network mode' and choose 3G or 4G. 4G may be called LTE on your device. Next, tap 'Network operators' then 'Select automatically'. It will now connect to the network you need.



03 Go back to 'Connections' and tap on 'Data usage.' Here you can see how much data you have used that month. Turn 'Data saver' on to stop background apps using mobile data.

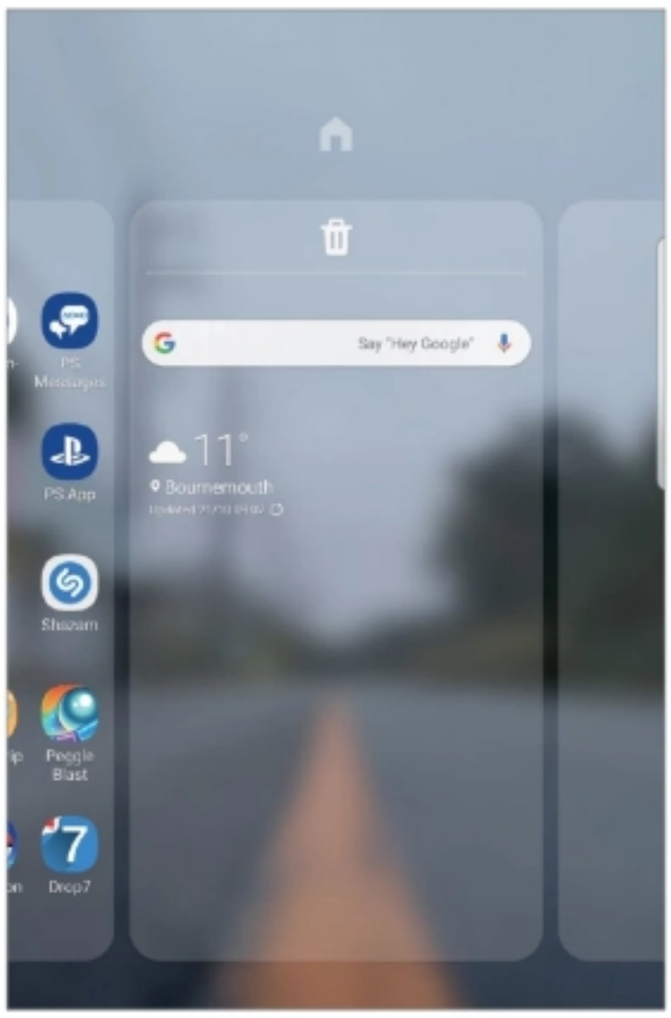
Change your wallpaper

Add some personality to your Android phone or tablet and make the entire experience feel much more personal. It takes seconds

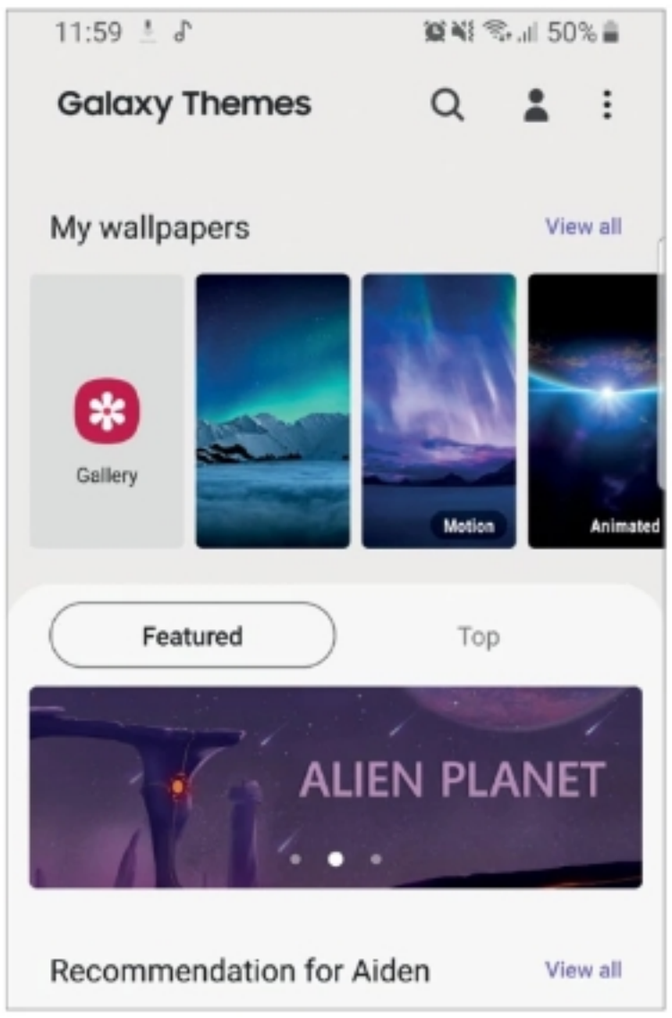
Android phones and tablets are relatively complex devices, but they can also be used for a variety of daily tasks and entertainment. Potentially, you will spend more than a little time using yours and so you may as well make the experience as enjoyable and friendly as possible by choosing a new wallpaper, and using it as the backdrop when you access apps and games. We will show you how to choose a new wallpaper from the ones that are already included on your device and also how to select one of your own photos for the ultimate in personal mobile computing. You can change the wallpaper often, but we would advise against Live Wallpapers because they can decrease battery life.

"We would advise against Live Wallpapers because they can decrease battery life"

Settings Change the wallpaper in seconds



01 Tap and hold on an empty section of the Home screen and you will see an option to change the wallpaper. Tap this icon. You can also access this from the Settings app.



02 Tap any of the small images displayed on the screen to see how it looks as a wallpaper. When you are happy with the result, tap the 'Set Home Screen' option to enable it.

03 You can also tap on 'Gallery,' which will let you choose any photo you have stored on your device. This is a much more personal way to decorate your phone or tablet.

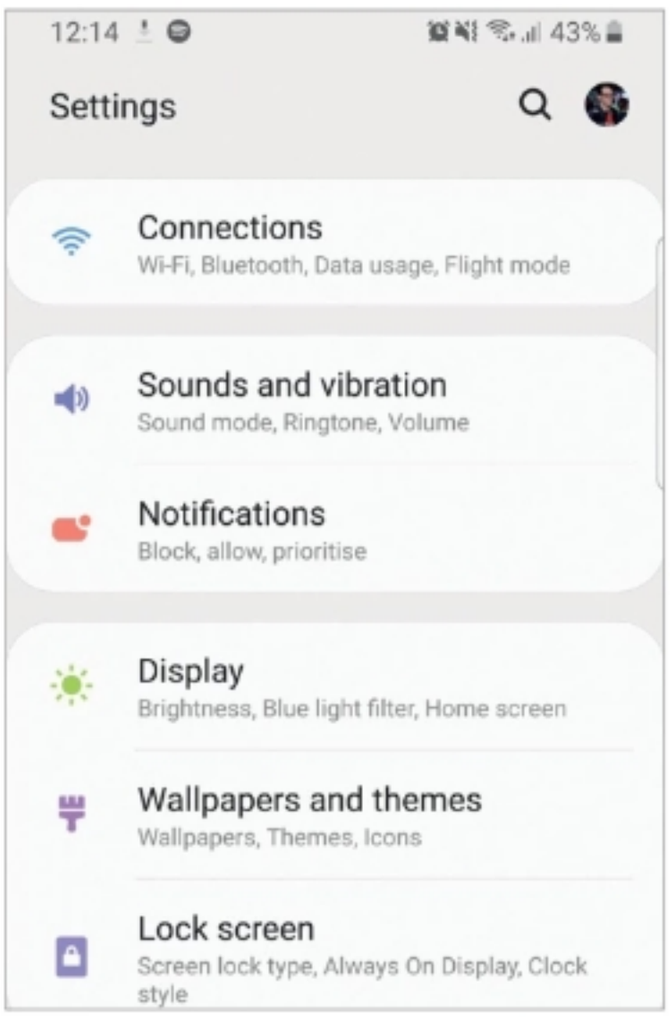
Choose your phone's ringtone

Spice up incoming calls with new ringtones. It's a simple process to change the ringtone every day if you want to add variety

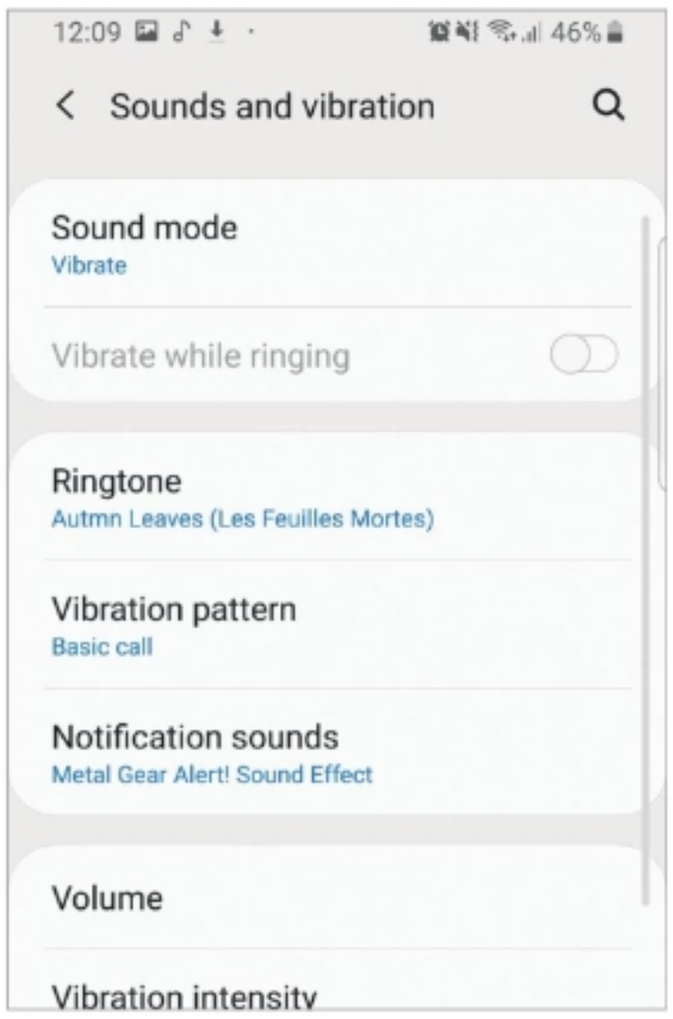
You do not have to settle for the ringtone that is set on your phone when you first start using it because there are a variety of different tones available in Settings. We will show you how to preview all of the tones that are included and then how to enable one to be your default for future calls. If you are feeling confident, you can then have a look at your contacts and set different tones for different people so that you will know who is calling you without even looking at the screen. Don't worry about what others may think of your chosen tone, simply pick one that makes you smile and enable it in seconds. Also, don't worry if you want to change your ringtone often because variety is a good thing.

"Simply pick one that makes you smile and enable it in seconds"

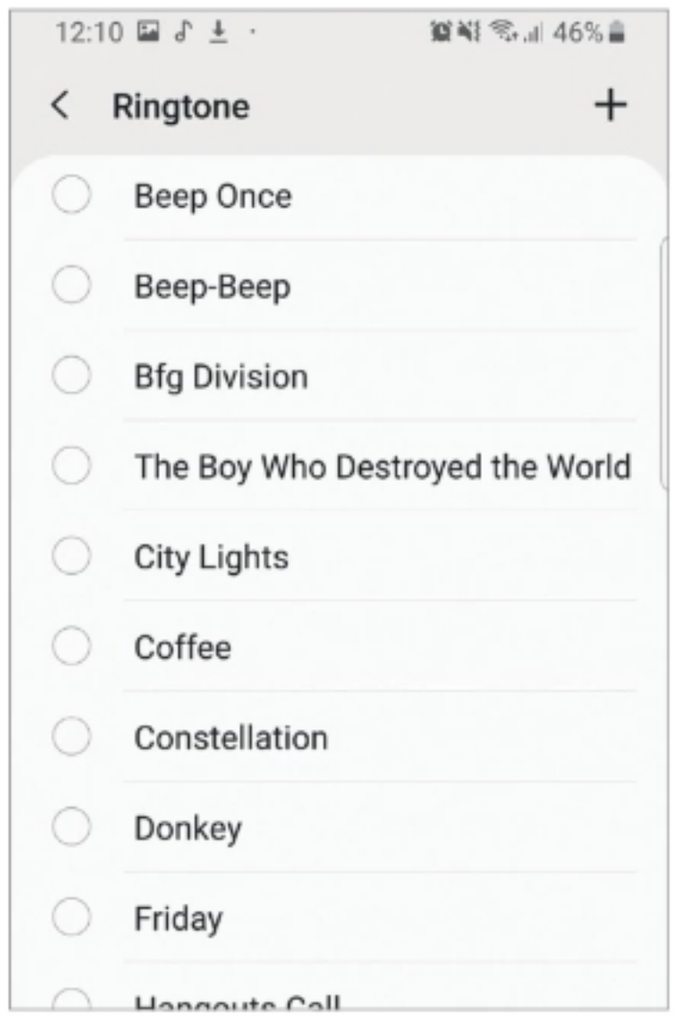
Settings Choose and enable a ringtone



01 Go to Settings and look for the 'Sounds' option which may be worded differently depending on which device you are using. Select it to see what further sound options are available to you.



02 Look for the 'Ringtone' option and tap it to view a list of available tones. You will also see a notification tones option, but for the moment stick with setting up the ringtone for incoming calls.



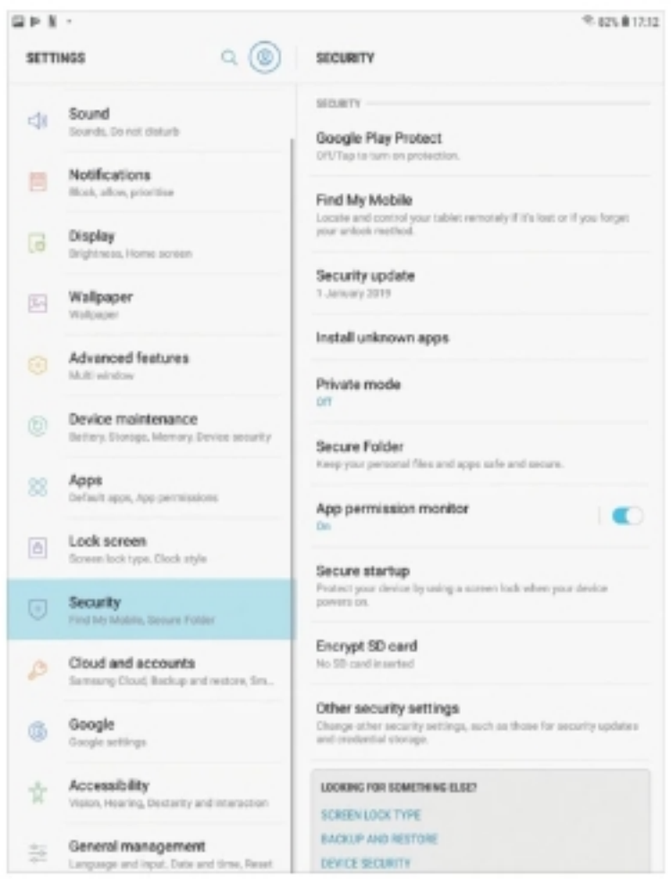
03 Tap any of the listed tones to hear what they sound like. There will be huge variety in tones, but this gives you many different options. Now tap 'OK' to enable your chosen tone.

Secure your Android device

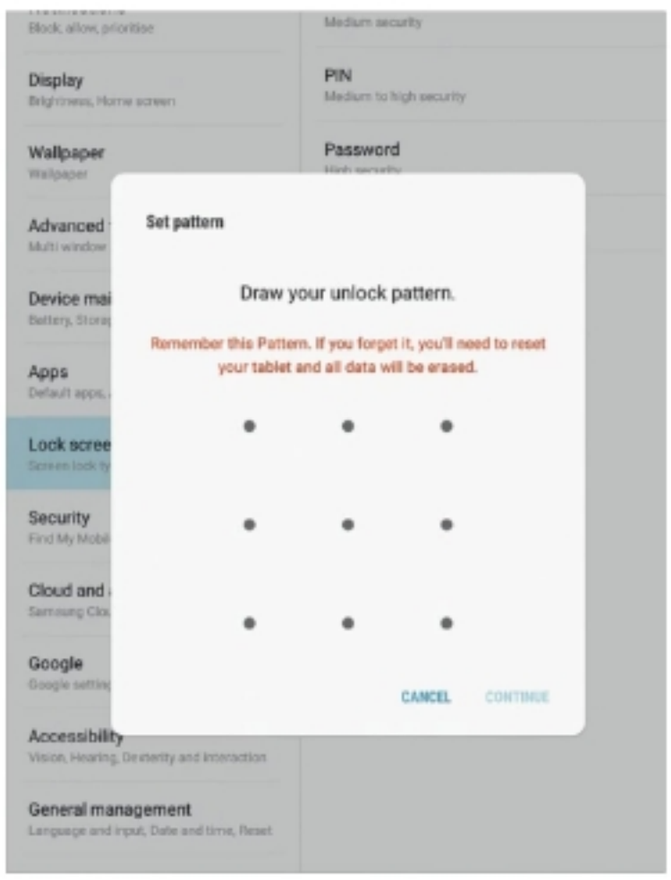
Android has lots of built-in security features and they can be used to ensure that all of your personal data is always safe

The security settings on an Android device can appear to be complicated at first glance, but the good news is that you only need to set them up once and you can benefit from the protection they offer forever more. We will show you how to set up a lock screen of your choosing which is the ideal way to stop anyone who picks up your phone from seeing your any of your private information. The pattern lock is a fun solution that is very easy to use, but please remember that your fingerprints can give away the pattern if you do not wipe it regularly. The same is true of a PIN number lock screen so consider a screen protector to stop marks staying on the screen for others to see. We would also suggest using the 'Encryption' feature to add a whole new layer of security to the data on your device's external memory, and also the data stored on an expansion card. There will be a minimal change in performance after the encryption is enabled, but the benefits will be worth it in the long run. You are in charge of your Android security.

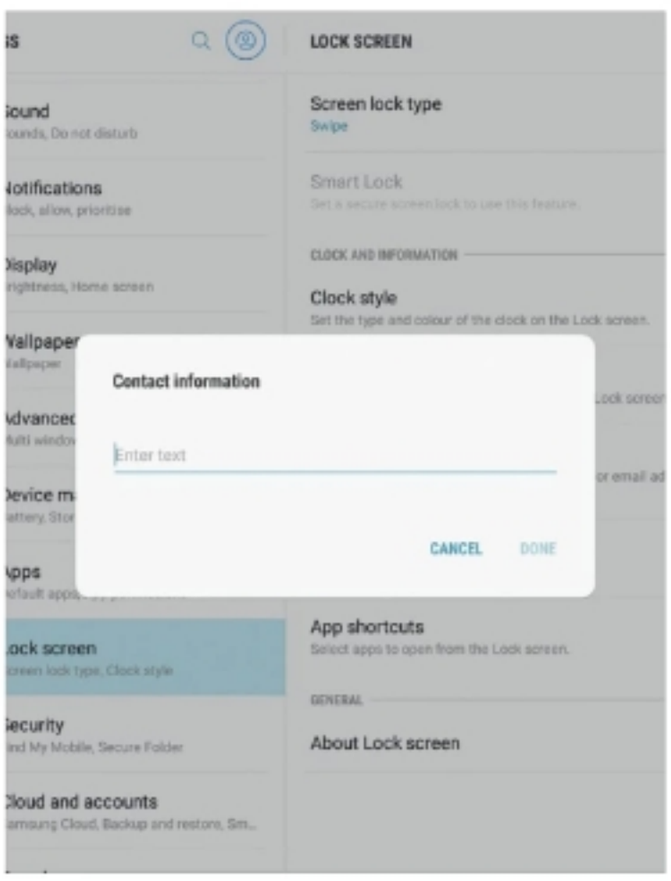
Settings Protect your device and data



01 Tap the 'Lock Screen' option in Settings and a selection of choices will appear. They range from no security at all to high security, but at the very least we would suggest you choose medium security.



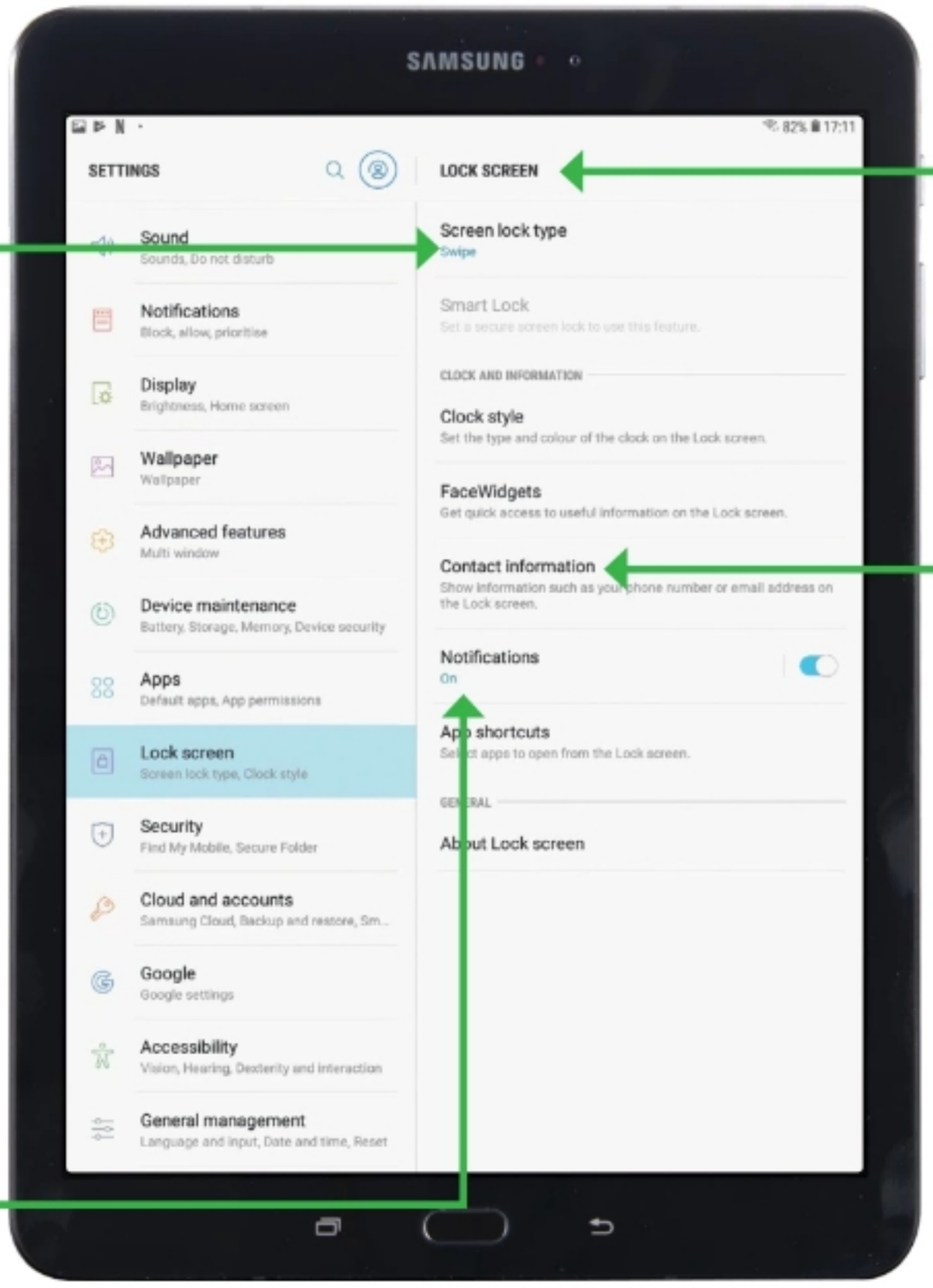
02 When you select Screen lock type and 'Pattern', you will immediately see the option to create a unique pattern to unlock your device. Swipe between the dots and repeat the process to save your desired unlock pattern.



03 You should consider ticking the box to show your information on the lock screen. Simply entering a phone number or email address with a friendly message could help you retrieve a lost Android device.

Secure your Android device

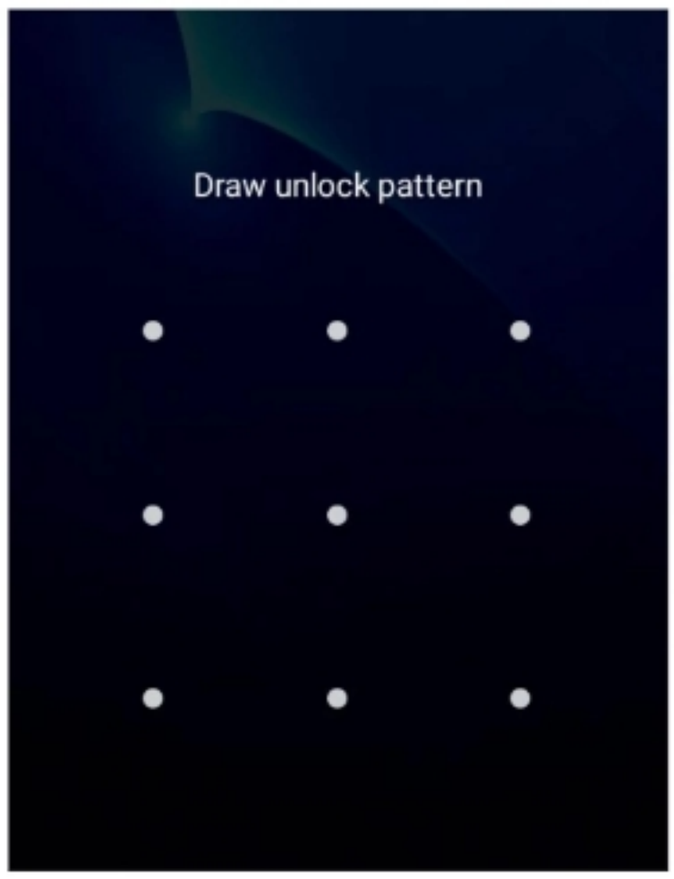
Screen lock options
There are a variety of different screen lock options included in the Android software

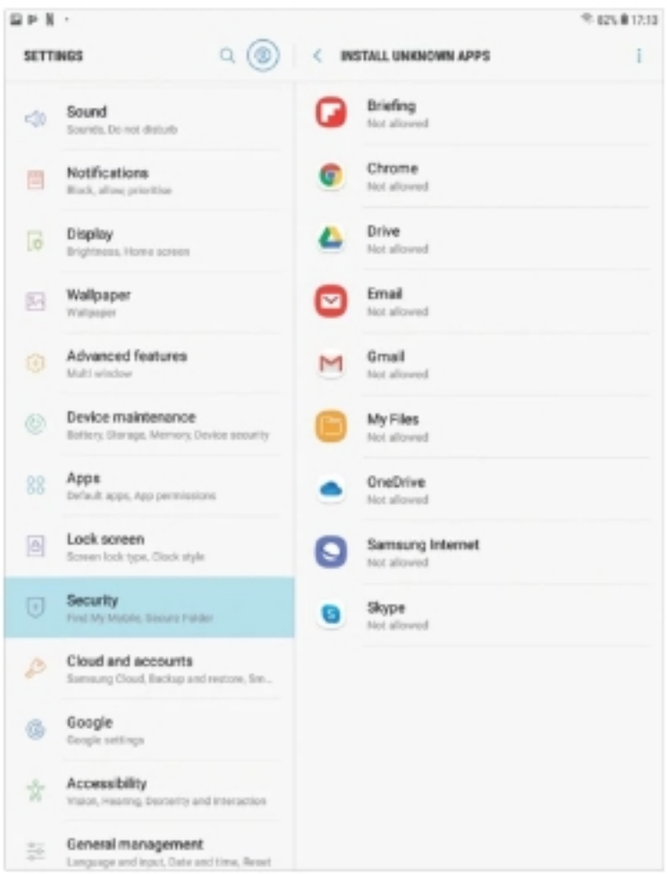


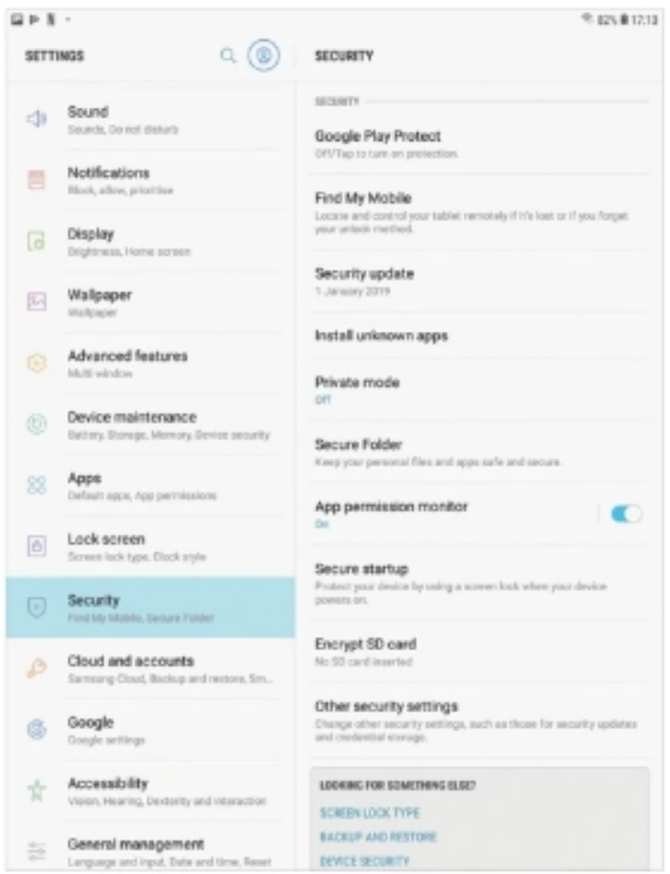
Lock your device
The Lock Screen is a very effective way to stop others accessing your private information

Notifications
Switch the Notifications option to On if you would like app alerts, such as new text or email alerts, to still be visible from the Lock Screen

Owner information
Adding your contact details could help you to retrieve any lost device







04 The result will be a lock screen that is still extremely efficient to navigate, but one that will be more than enough of a deterrent if your device falls into the wrong hands. It can save you a lot of trouble.

05 Now go back and find the 'Security' page. Try to avoid enabling apps from 'Unknown sources', and also make sure that 'Verify apps' is enabled. By doing this, you will help improve your device's security.

06 Tap 'Encrypt SD card' to protect all of the data on your device's memory card. Bear in mind that even though the process takes some time to complete, the end result will be an invisible security layer that could prove priceless.

Add and share contact details

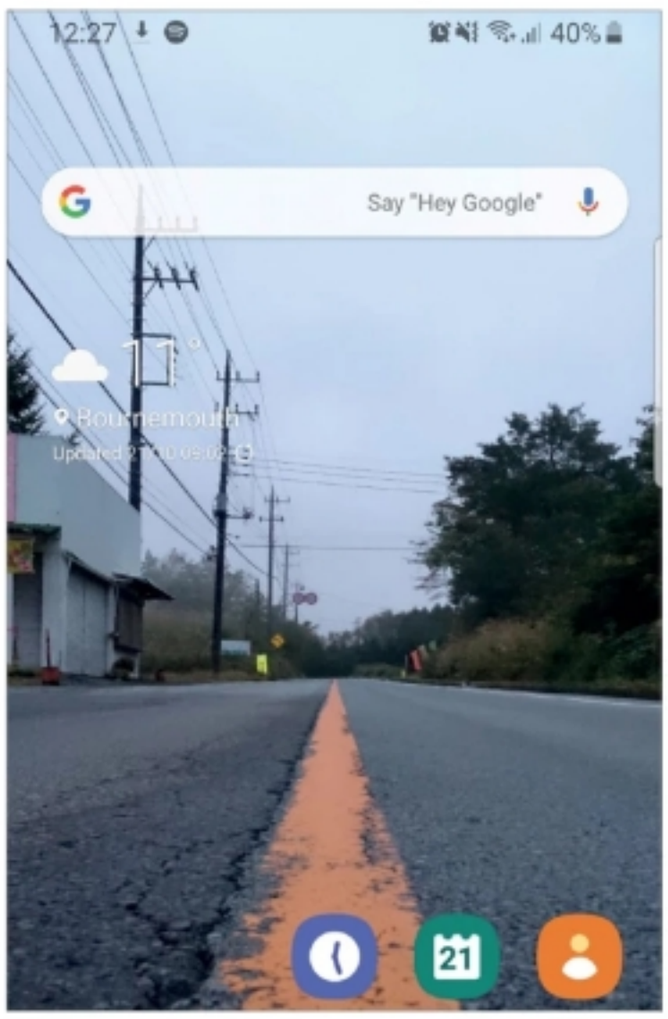
For all the versatility of Android smartphones, they're still phones – and phones need numbers. That's where contacts come in

One of the benefits of owning a smartphone is its ability to store hundreds (or thousands) of names and numbers. Gone are the days of lugging around bulky contacts books or relying on the desk-based Rolodex. It is therefore imperative for every Android user to know the process behind adding a contact to their device, saving it for future use and sharing numbers with friends, family or anybody else. It's another feature that is both simple, and extremely useful to have at hand. It isn't too daunting, but it never hurts to get a few pointers on what you're doing.

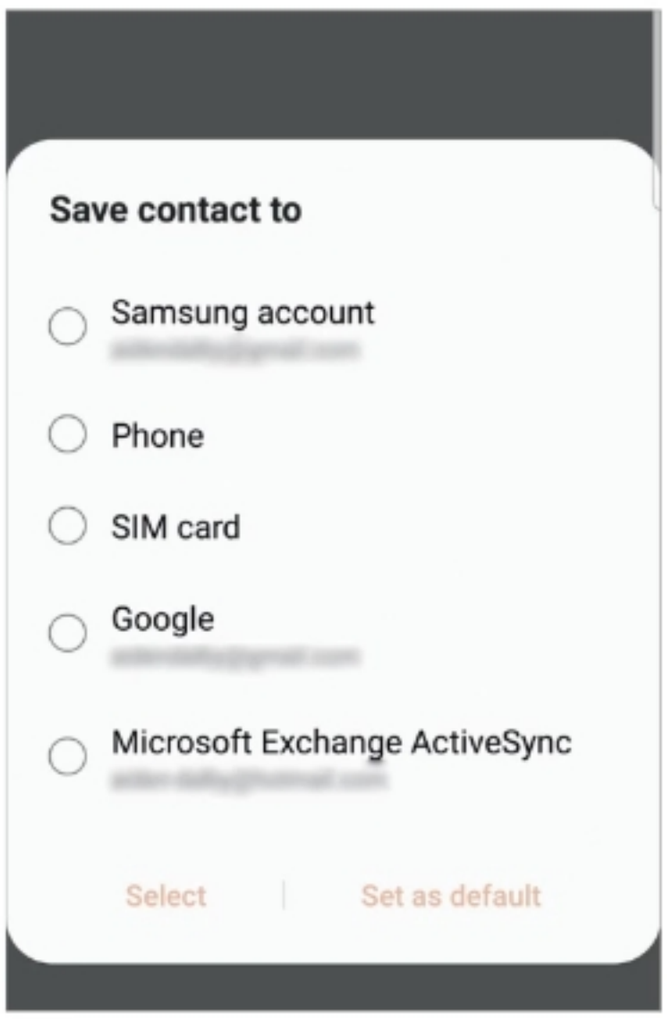
The same can be said for sharing the numbers stored on your phone – it isn't hard to spread the word, but a few handy hints can make sure you know exactly what you're sharing, and exactly who you're sharing it with and avoiding any 'sent to the wrong person' mishaps.

The following steps offer a quick and simple guide to both adding a contact to your phone, and then sharing it with others.

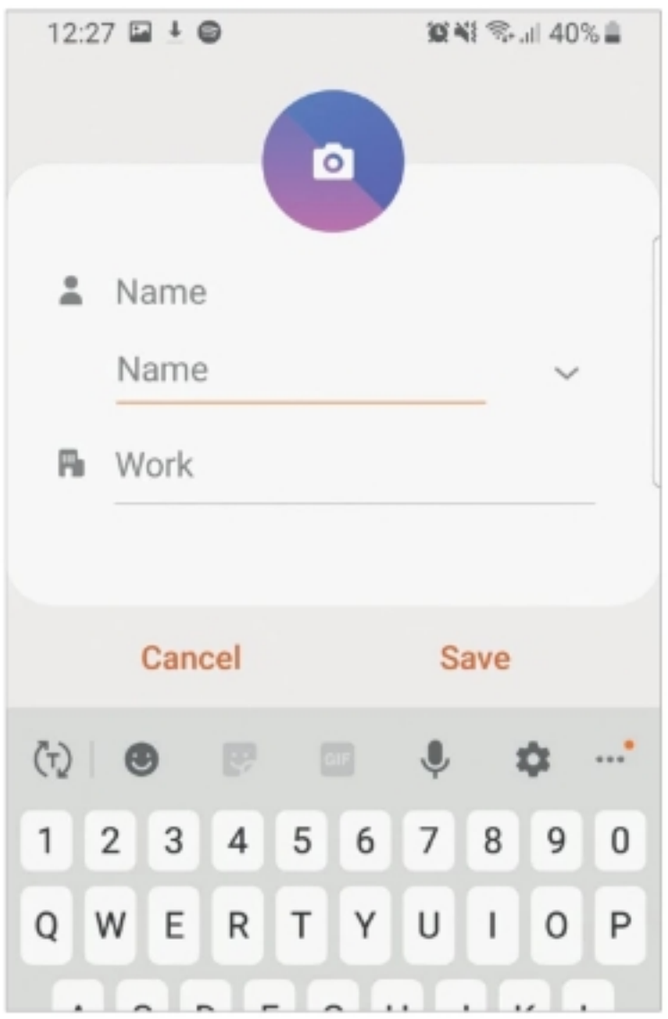
Contacts Add contact details



01 Either on your home screen or in your menu, you'll find the built-in Contacts app. Tap the phone icon to load up the program, and you will be taken where you need to be.

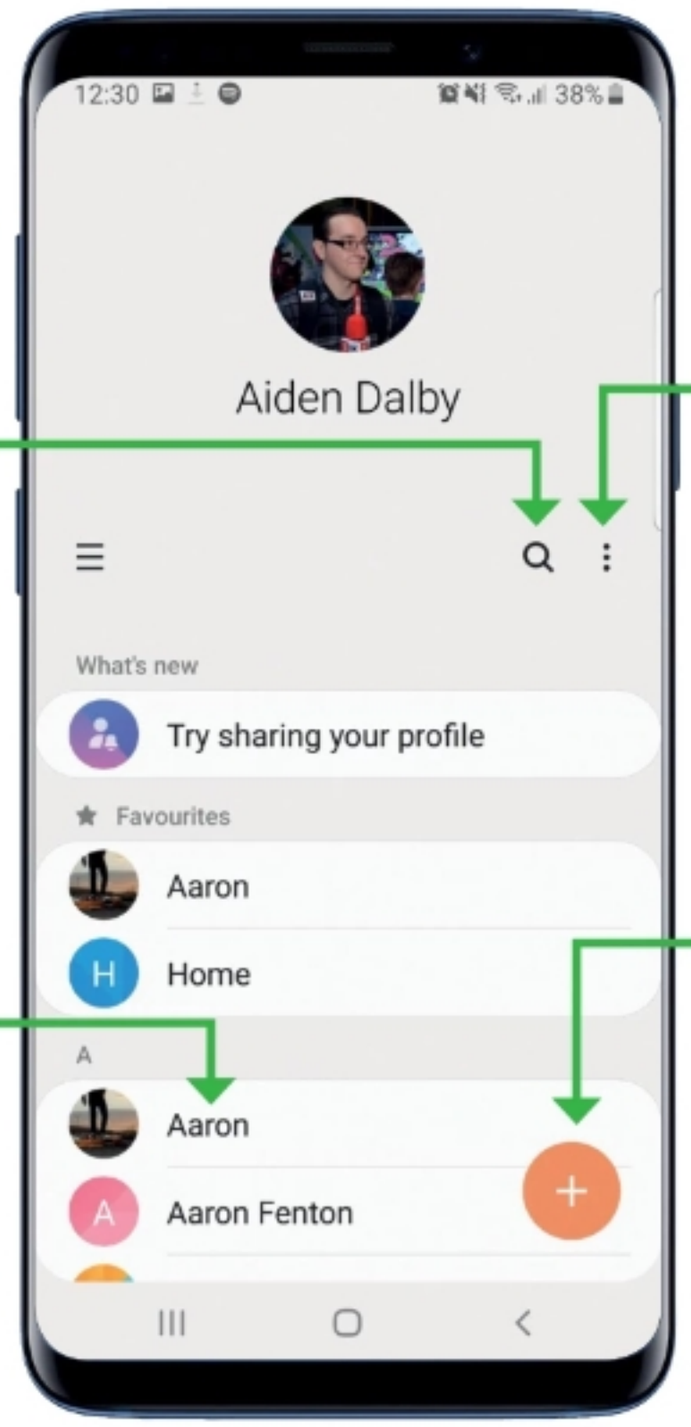


02 When the app loads, you can see all of your contacts. Press the '+' symbol in the right corner to add a new contact to your phone. Now select where you want it to be saved.



03 You'll now be able to add your contact's details. A keyboard will automatically pop up to fill in the 'Name' tab. Type in whatever you want your contact to be known as.

Add and share contact details

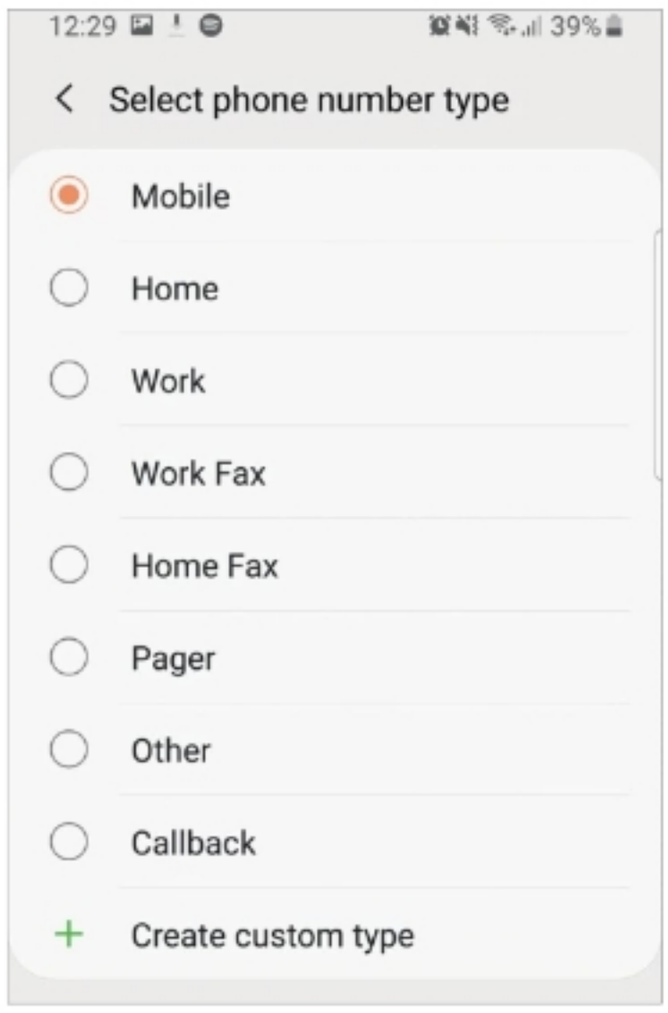


Search
Selecting this option allows you to search through your contacts according to their name or details so you can easily track down the person that you want to call

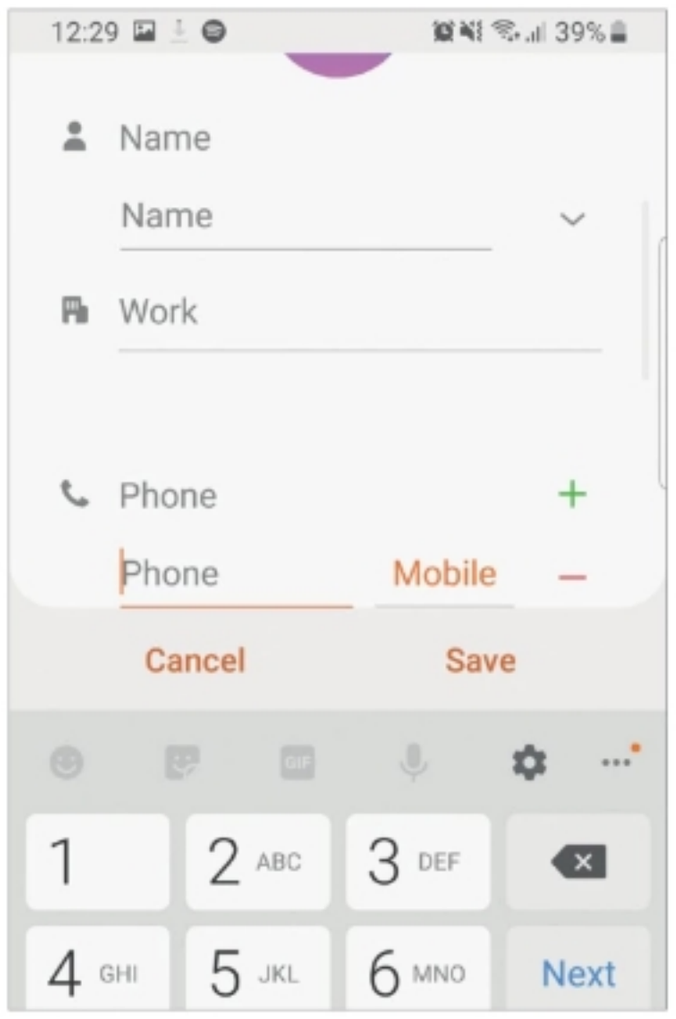
The menu
Pressing More brings up a number of options, all of which can be used to customise your contacts book, delete old numbers and other handy things

View their name
The contacts stored in your phone show up as the name of the person – simply tap on them to see their details in full

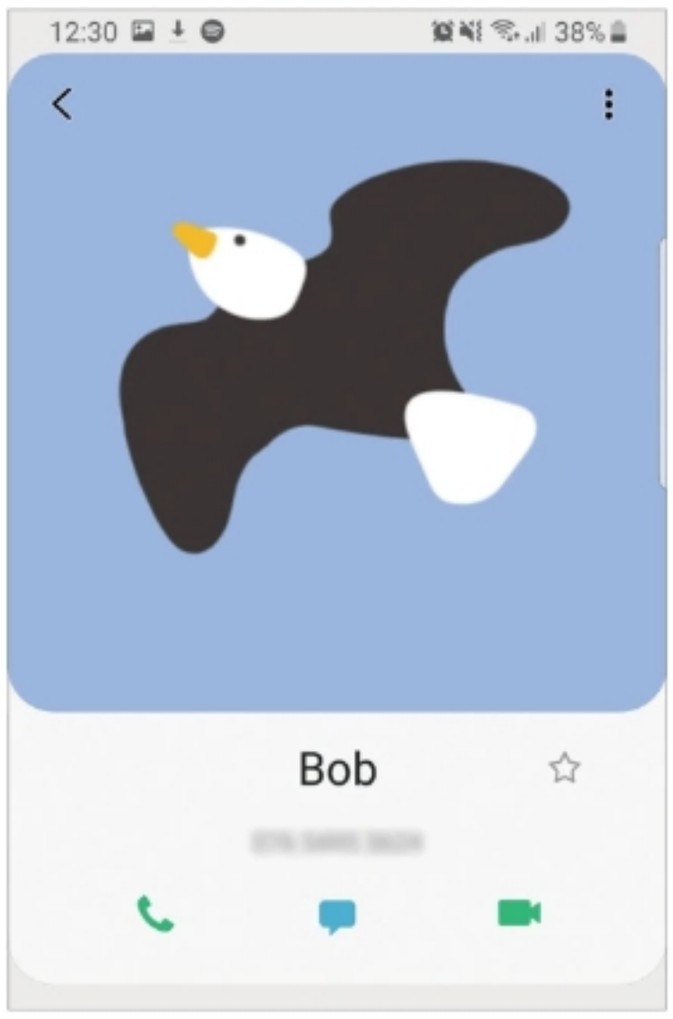
Add contacts
To start adding new contacts to your database, tap on this button and then enter all of the details that you know



04 Under the Phone section it will say Mobile. If you want to type a non-mobile number, tap the box, and select the type you want. This enables you to have many numbers for one contact.



05 Tap Phone, and then enter the phone number of the contact that you want to save. Make sure to enter the number in full, with dialling code and/or country code as necessary.



06 Once the number's entered, tap Save, and the number will be stored. You're now able to access the number. You can add more numbers to the contact if you wish.

Android

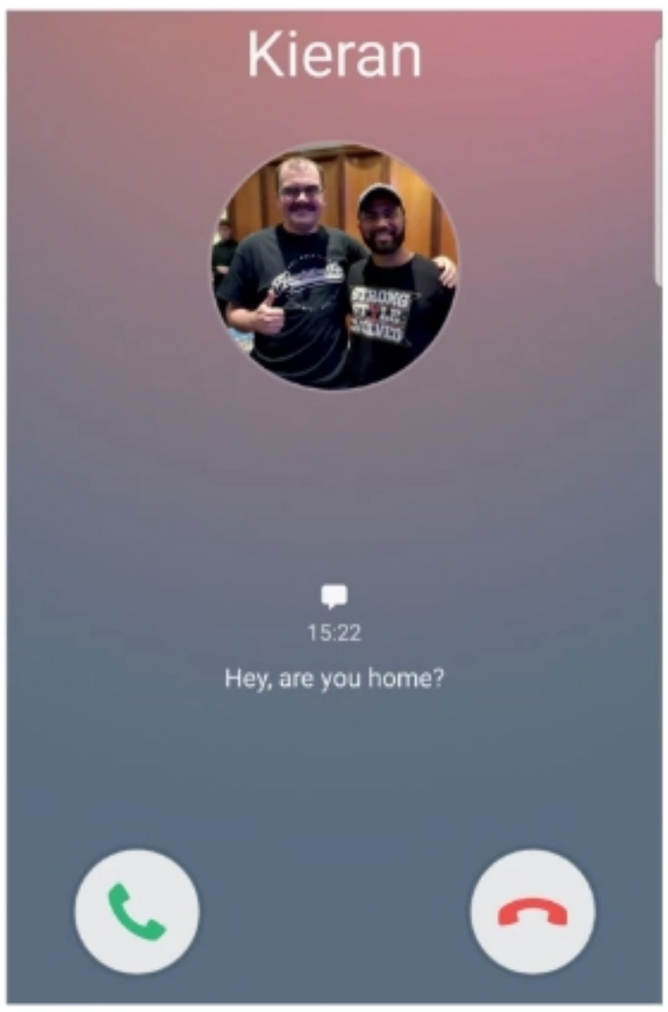
Make and receive calls

Handle phone calls with ease while using the touch-screen interface of an Android handset

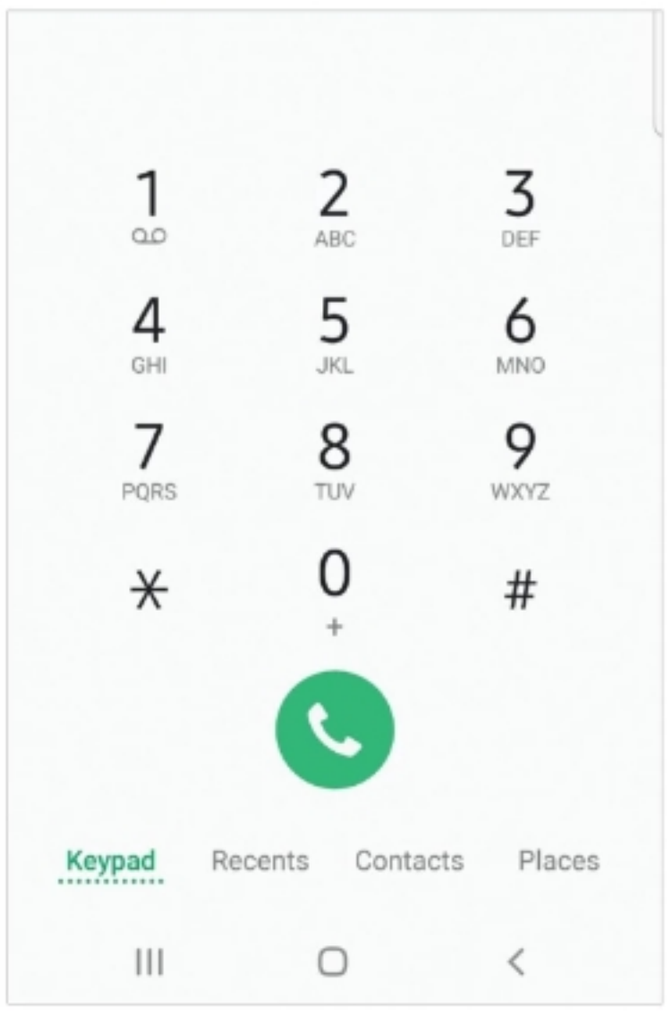
For less tech-savvy users, touch screens can be daunting. Where a keypad can offer a familiar interface, a touch screen can appear to be an intimidating blank slate.

Thankfully, on Android devices the phone pad interface is easy to access and is intuitive to use thanks to its familiar appearance. Depending on your Android model, it's also possible to have your contacts interact with the interface in a way that makes them easy to find. On some handsets, for example, you can use the keypad to type the name of a contact much like texting on a traditional mobile phone. With each entered letter a list of contacts will appear that correspond to that letter. Although all devices differ slightly in appearance, the functions work in the same way. When it comes to receiving calls Android excels with a clear display of who's calling plus a simple two-button interface where calls can be answered or dismissed. In this tutorial we'll look at how these features work.

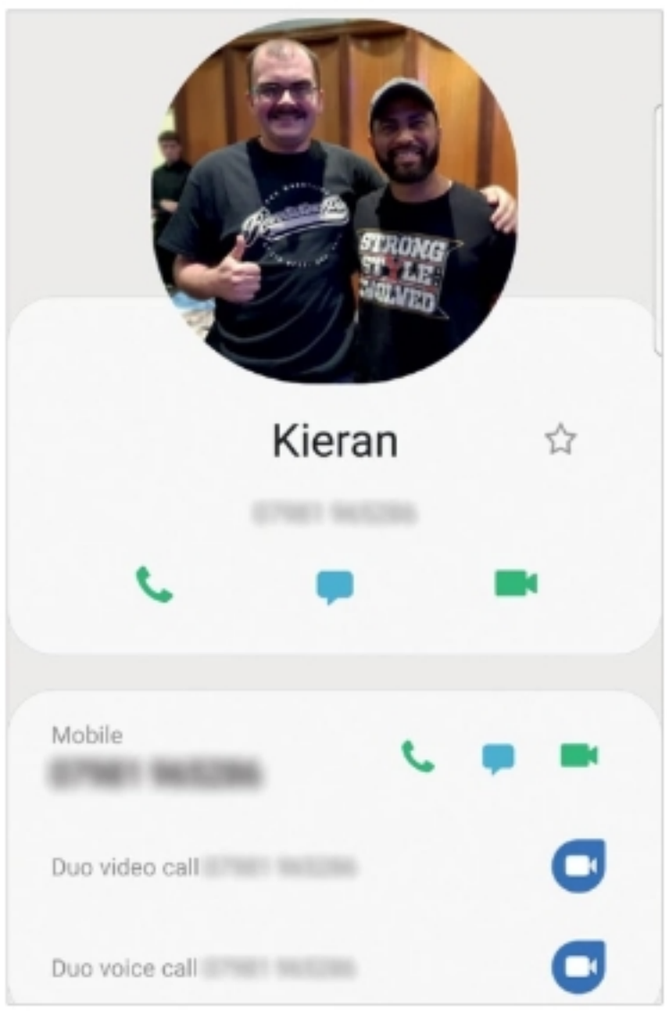
Phone Make a call



01 To answer a call, all you need to do is tap the green 'Answer' icon. To reject it, tap the red icon instead. You can also reject calls with a message by sliding up from the bottom of the screen.



02 Use the keypad option to dial a new number. On some devices, as you start dialling, you'll get a list of familiar numbers. Click 'Add to Contacts' to add contact details.



03 Making a call is as simple as navigating to the person you want on your Contacts list and pressing the Call icon. You can also call a person directly from your call log.

Reject incoming calls in an instant

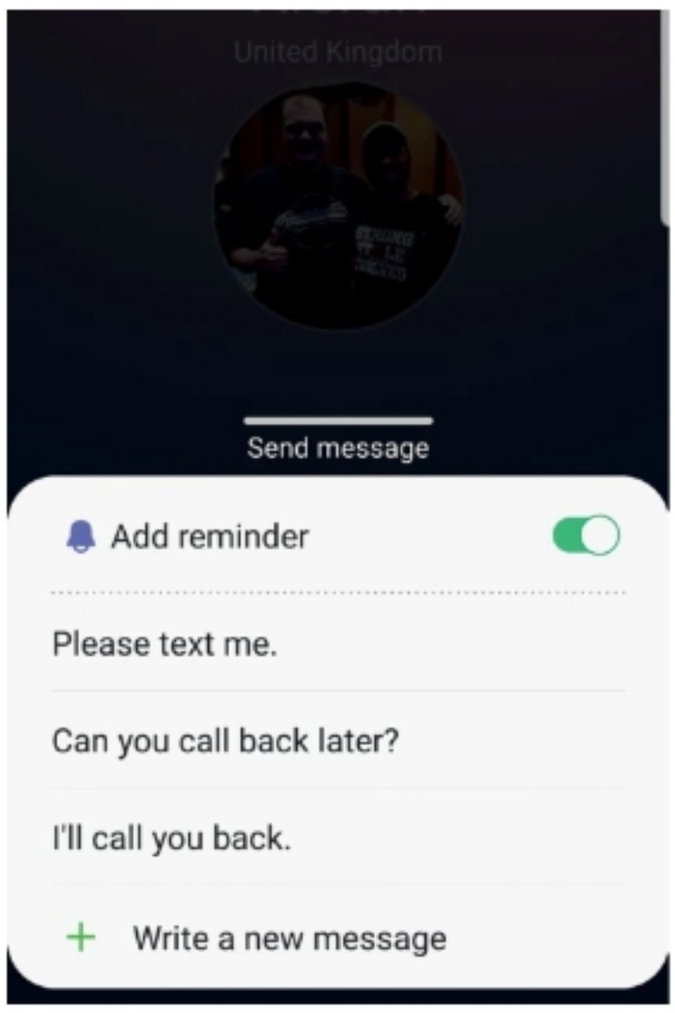
There are easy ways to reject calls without offending the caller, we will show you how

For most of us, receiving and making phone calls is a perfectly enjoyable experience. But this is not always the case and there are times when we can't answer our calls. Perhaps, for example, you find yourself bothered by calls from a sales phone number that you don't want to deal with. Your phone may have a setting that allows you to reject calls from a specific number. You won't have to deal with these calls if you enable this setting.

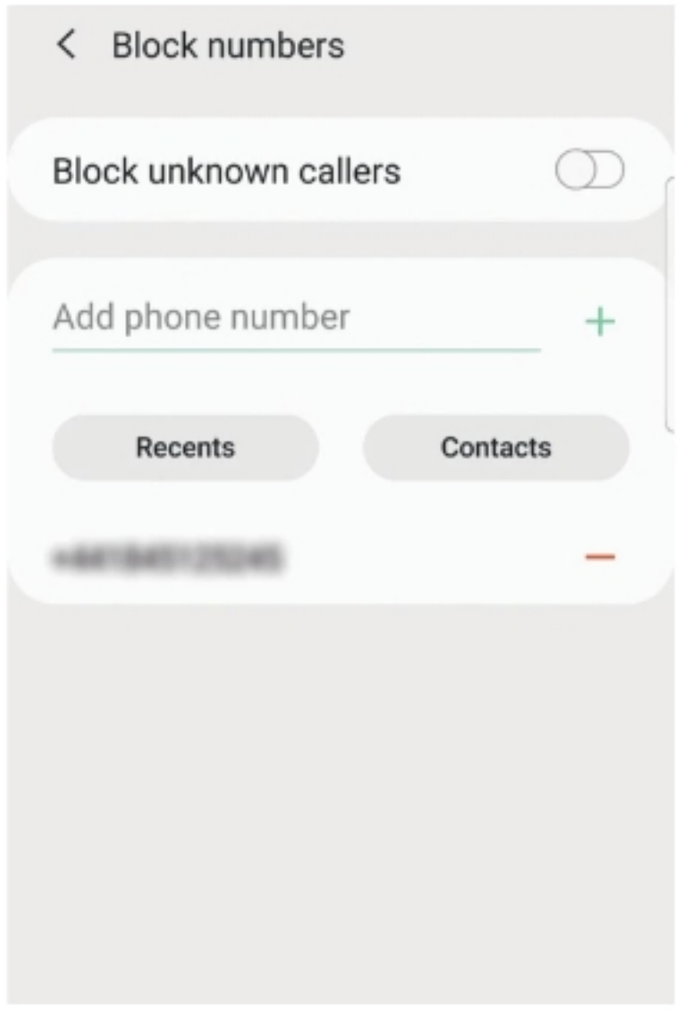
Hopefully situations like these are few and far between, but there can be other times when you simply can't take a call at a particular moment. You could let these calls ring out and go to voicemail, or you could set up a specific call rejection message and have this sent automatically.

A number of the latest Android handsets come with some messages pre-configured, and it is easy to customise this list and set up new messages of your own. So when your phone rings, you're not always obliged to answer it.

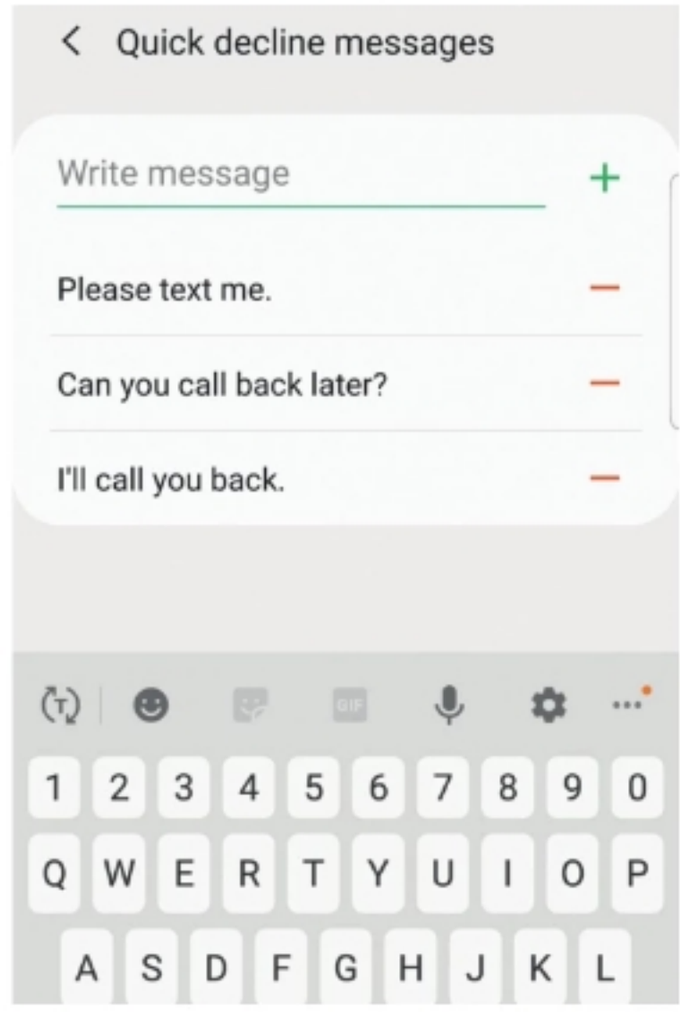
Phone Decline an incoming call



01 When you receive a call, you can accept it or reject it by choosing one of a number of different messages. Tap the Send button adjacent to the truncated message you want to be delivered.



02 To always reject a number on the dial pad, tap More>Settings>Block numbers and then add new numbers to it that you don't wish to hear from. You can also block all unknown callers.



03 On the dial pad, tap More then Settings>Quick Decline Messages. There will be a few messages already made but you will be able to add your own messages to the list.

Get to know the Messages app

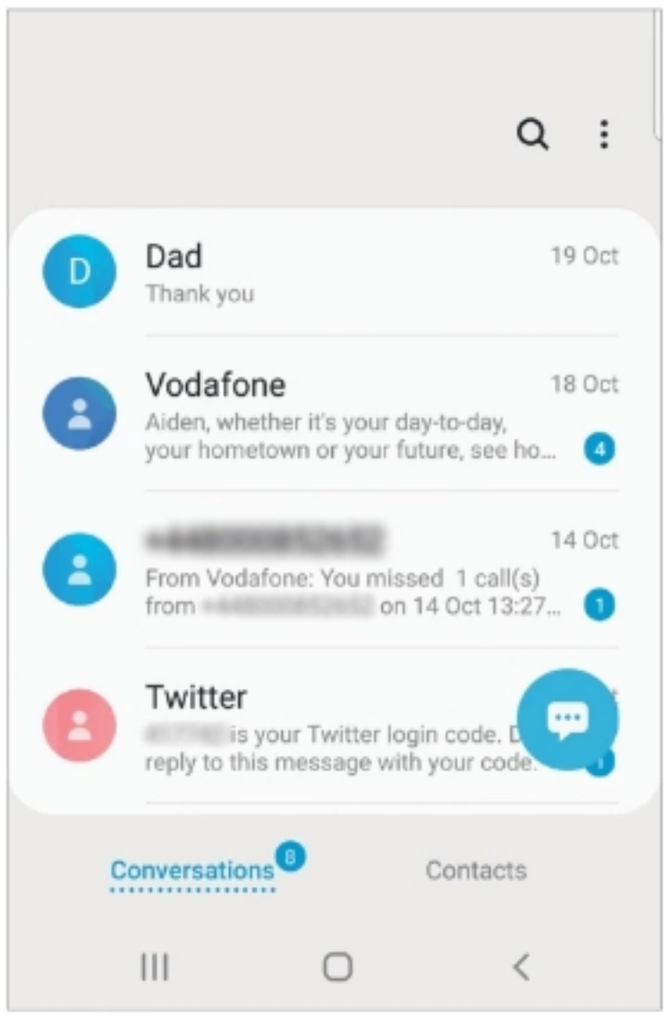
Sending and receiving text messages is a simple way to stay in touch. Here's how to master the process

It's not always a prudent decision to make an actual phone call. After all, people could be busy, or you might not be in a place where you can talk.

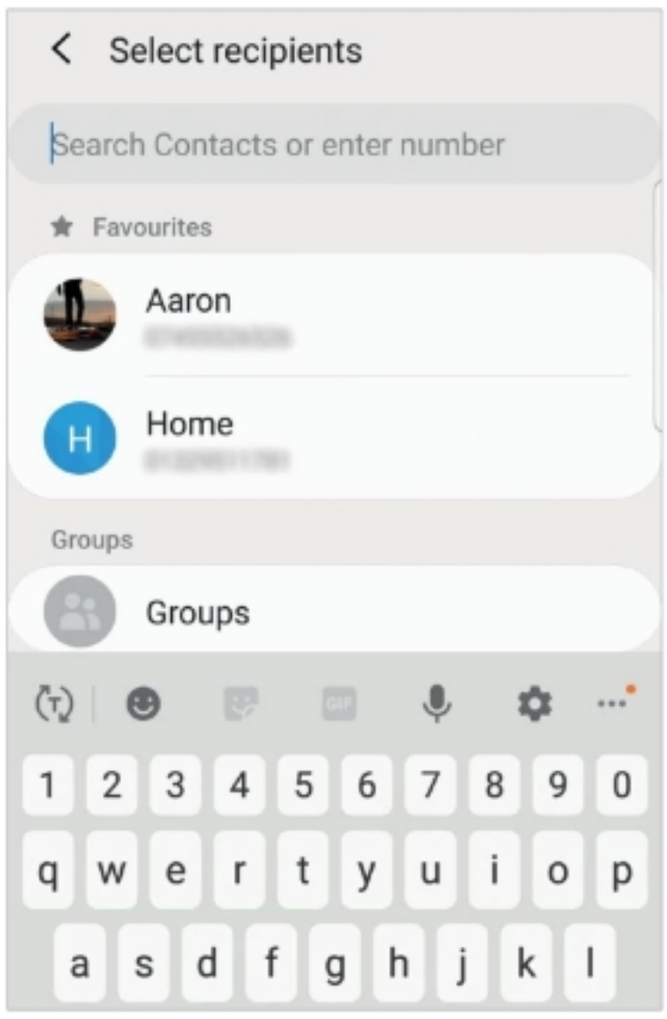
Fortunately, you have the capability to send a message instead. There are obvious benefits to sending a message rather than calling – the ease with which important information can be conveyed quickly and succinctly, the privacy it offers – so it's probably handy to know exactly how to go about getting your messages typed and sent.

This guide walks you through all the simple steps, from entering the number or choosing the correct contact, through to writing the message, and on to the actual sending process. It's a process that's reassuringly very easy to learn, but nevertheless, it never hurts to make sure you're doing it in the right way in the first place. We've even thrown in a few tips to help you manage your Messaging app, including how to delete individual threads.

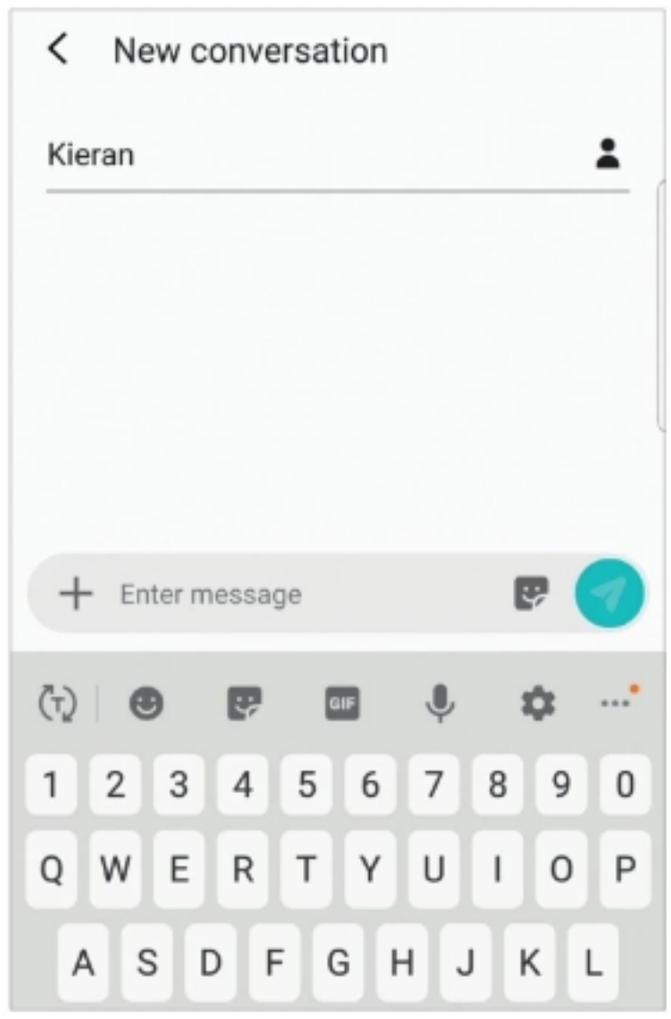
Messages Contact your friends



01 Tap on the '+' icon to write a new message. A keyboard will pop up for you to enter the recipient's name, number or email address. For a dialpad, tap the icon to the right of the 'To' box.

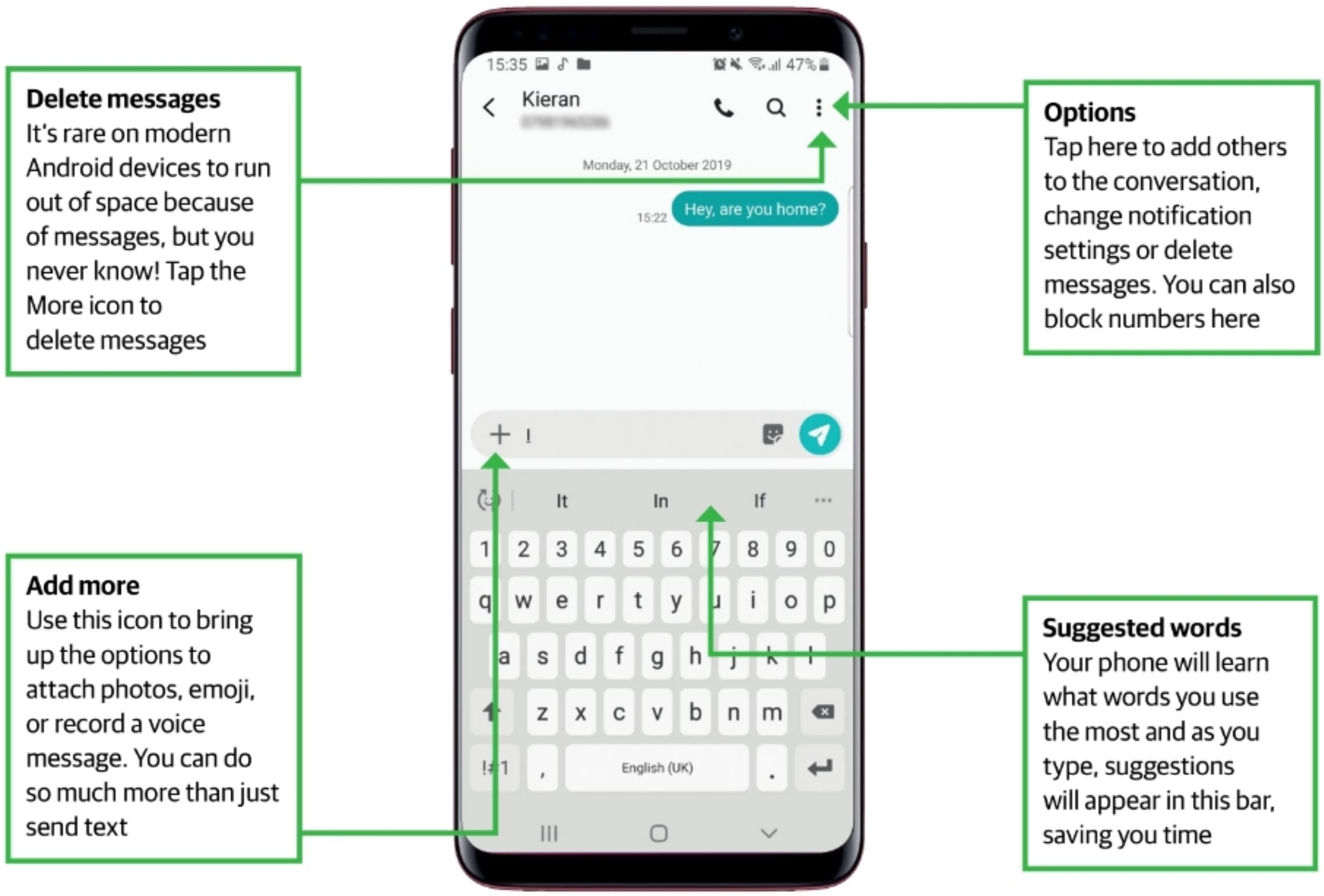


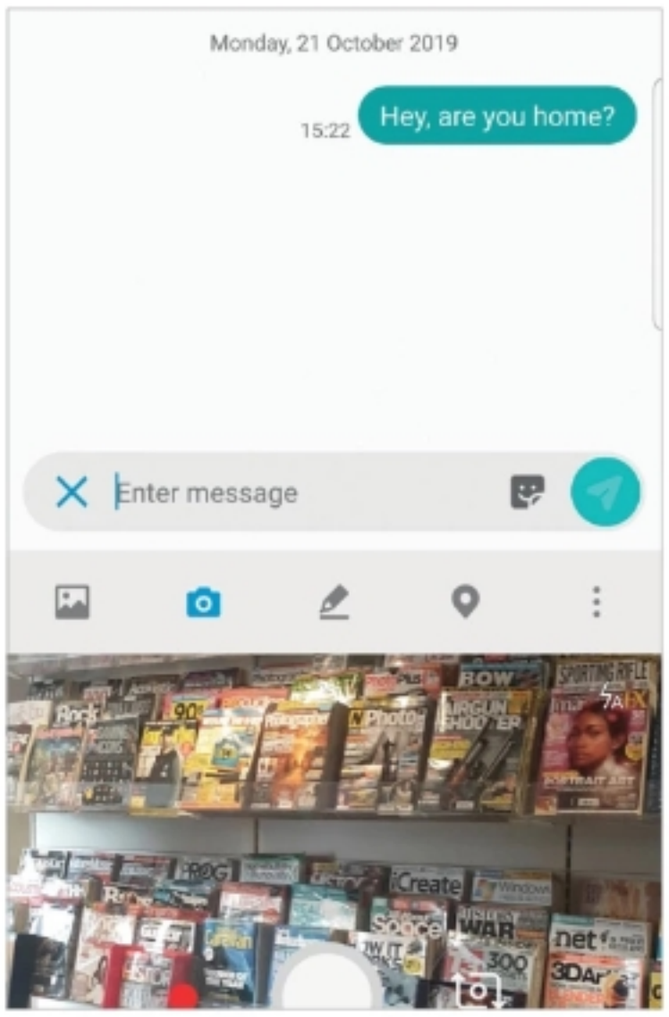
02 If you have the number stored, you can scroll down until you find the intended recipient. If your phone supports it, use the bar to the right to speed up the scrolling.



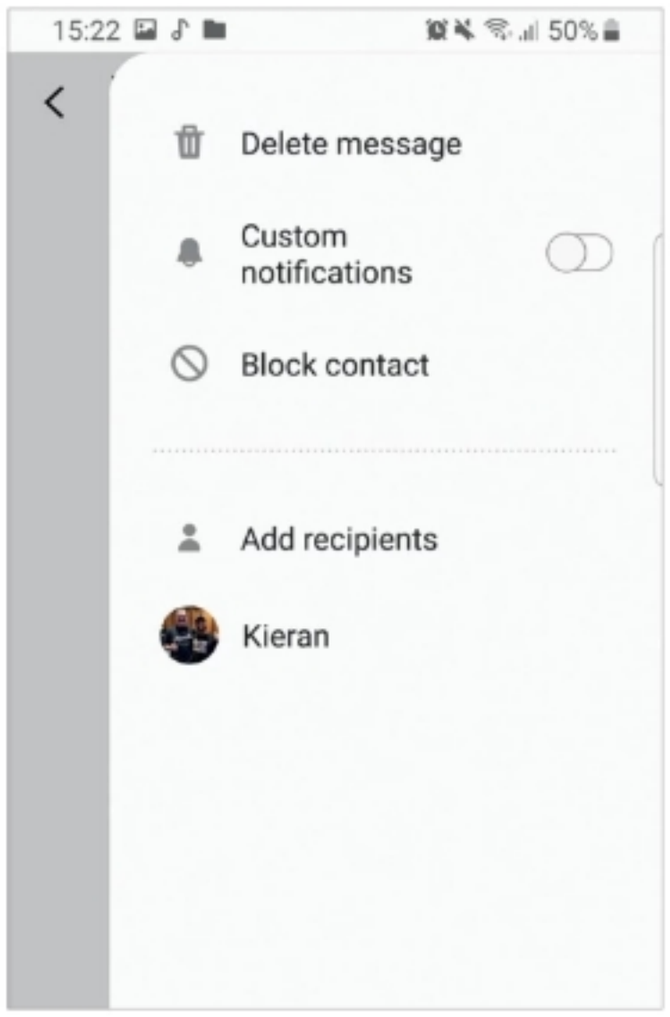
03 Enter your message. Once you're done, hit the 'Send' icon and your phone should take care of the rest. If you need to add more recipients, tap the people icon in the top-right corner.

Get to know the Messages app

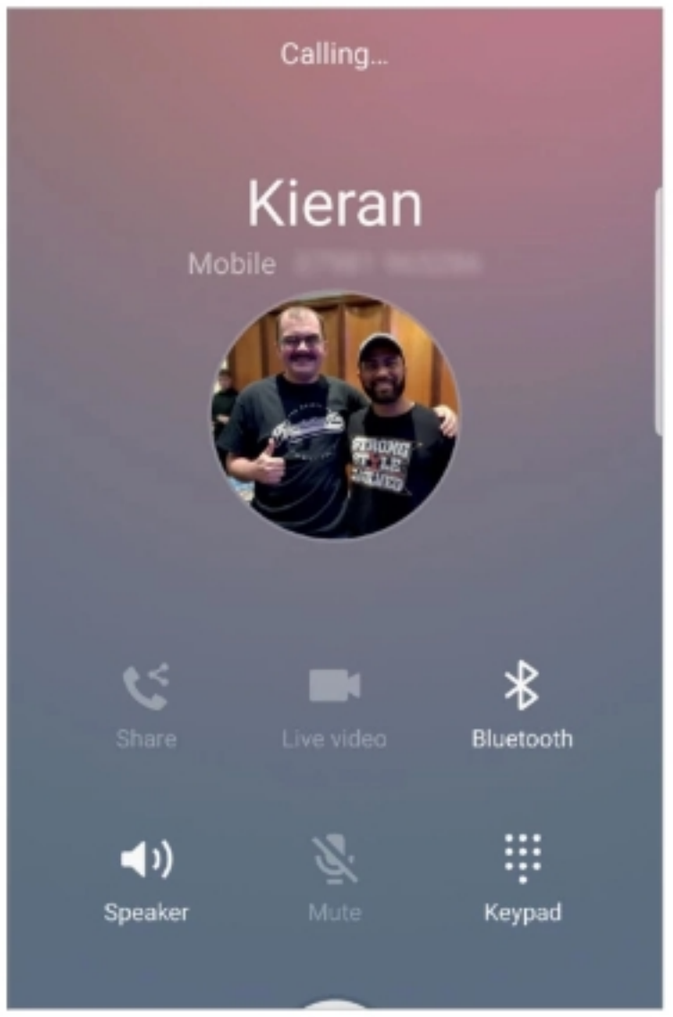




04 You can do more than just send text. Tap the '+' icon then you can add a photo saved on your phone, take a new picture to send or even record a voice message.



05 To delete a message, tap and hold a message, and tap on Delete. You can also tap the More icon when in a message. Be aware that many devices have no way of recovering deleted texts.



06 To call the contact you are currently sending texts to, from within Messages, is easy to do; simply tap on the phone icon when looking at a message; this will start a phonecall.

Set up Gmail on your device

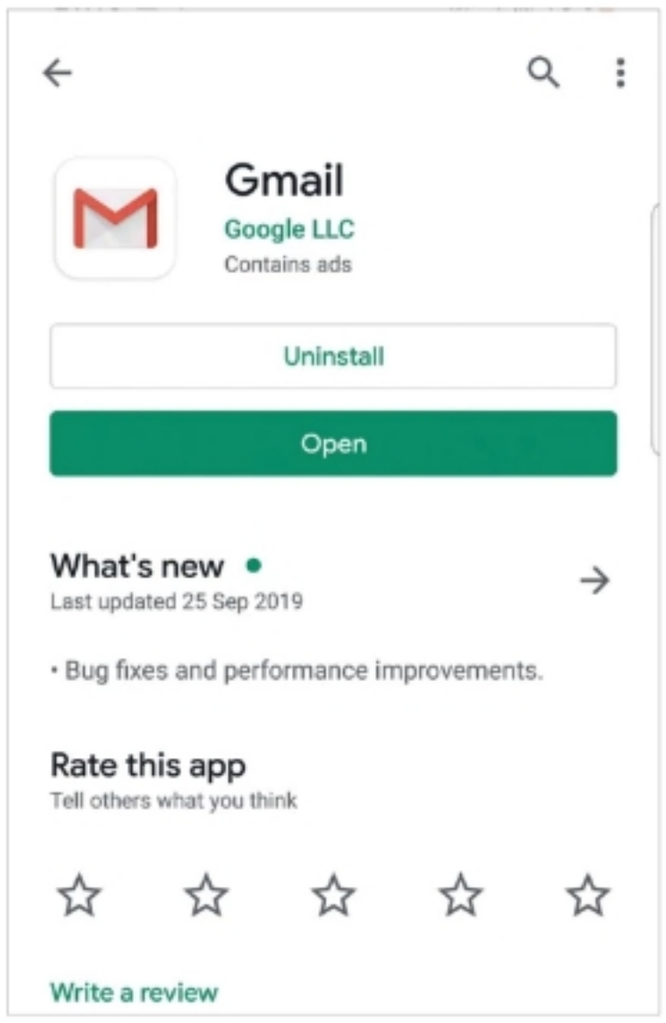
Emailing from your device is easy and all of the Gmail features are available on your phone in one app

Using Gmail is a positive experience on Android. It is intuitive and as quick to use as you could hope for. The installation process has also been carefully thought through, and in this tutorial we will show you the main areas to look for when adding your email account to your phone or tablet.

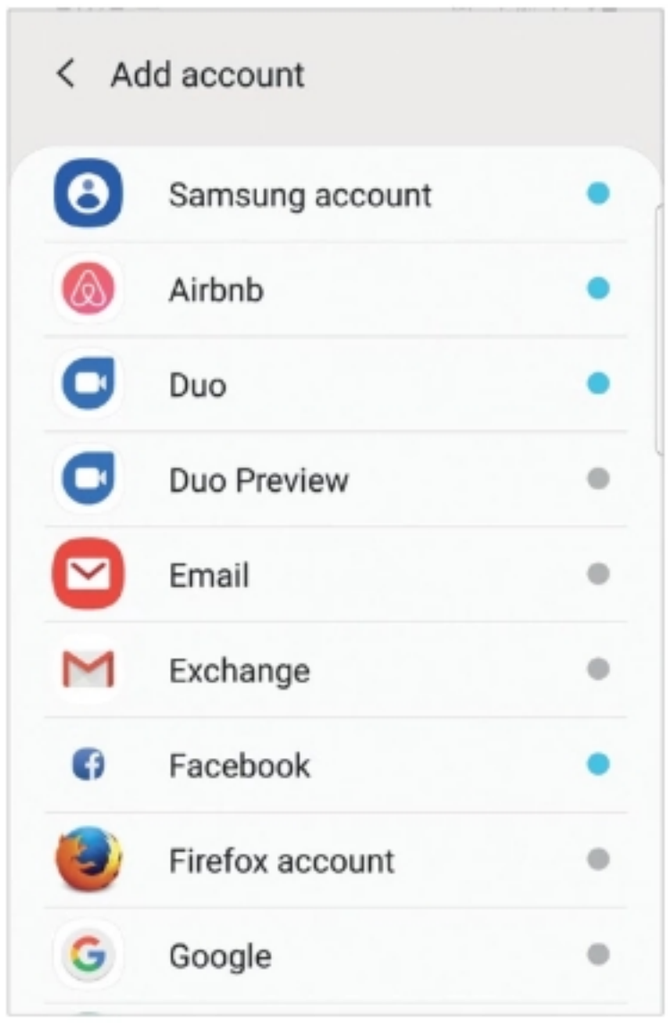
Adding your account can be done in the Settings app, which then populates it to various other services. You could in theory leave the settings exactly as they are and still be able to communicate with ease, but some simple adjustments will offer many benefits. You can add your own signature which perhaps explains that you are on a mobile device. Notifications can be stopped for added privacy if other people can see your device, and attachments can be set to be automatically downloaded.

Take some time to look through all of the options, and change them to fit your personal preferences. Gmail is easy to set up and will help you every single day.

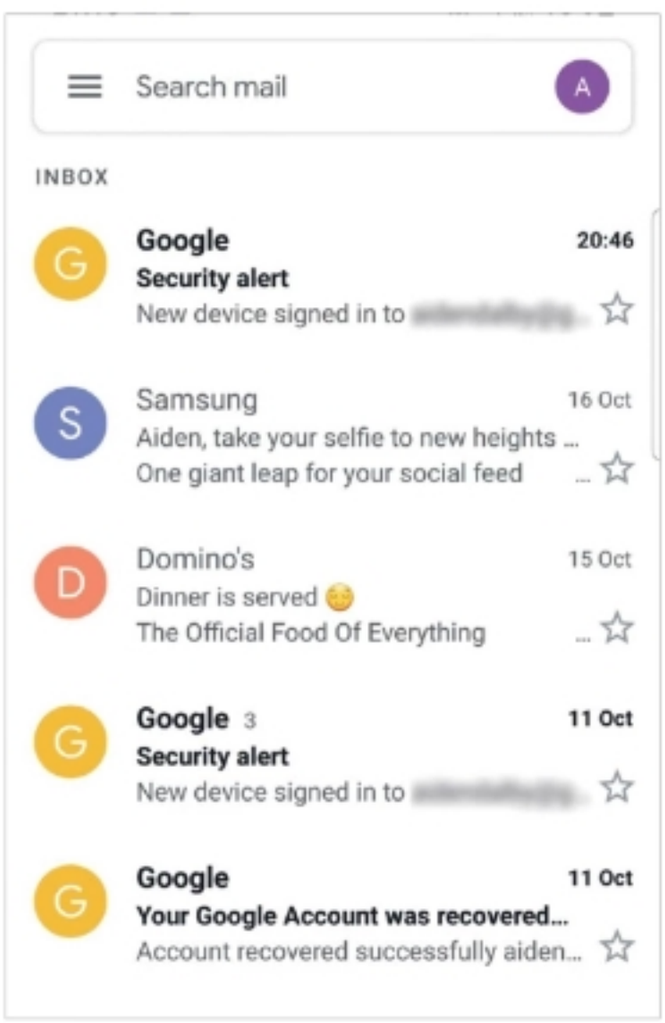
Gmail Sync your emails



01 Make sure you have the latest version of Gmail. Go to Google Play and, if already installed, look for an 'Update' option and tap it. If it isn't installed, download it.

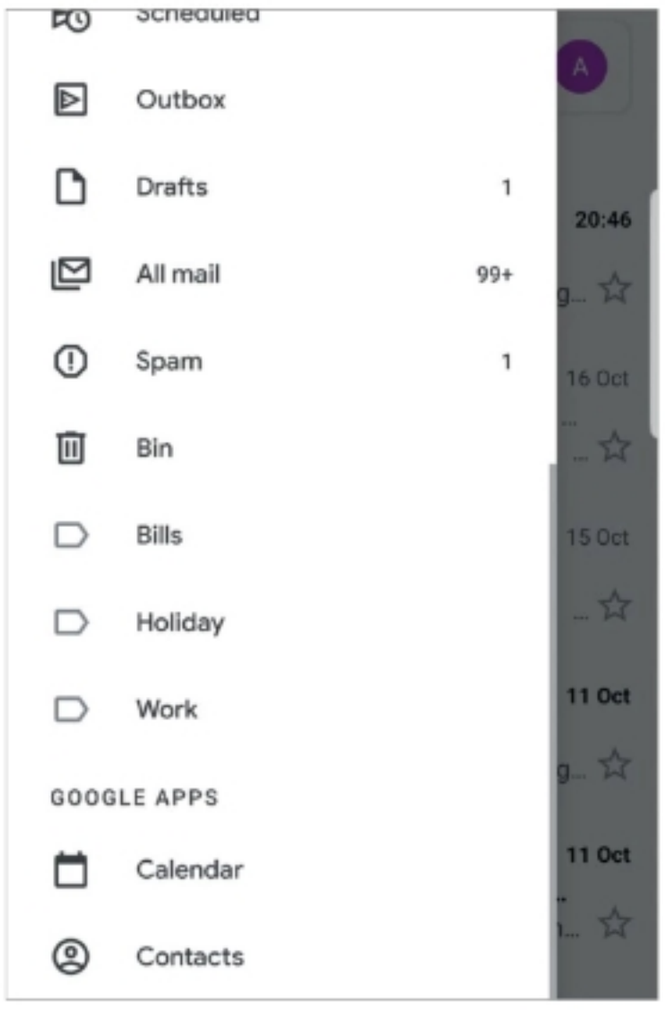


02 To add your account go to Settings>Accounts and tap the 'Add account' option. The Gmail app will automatically be connected and start working with your emails.

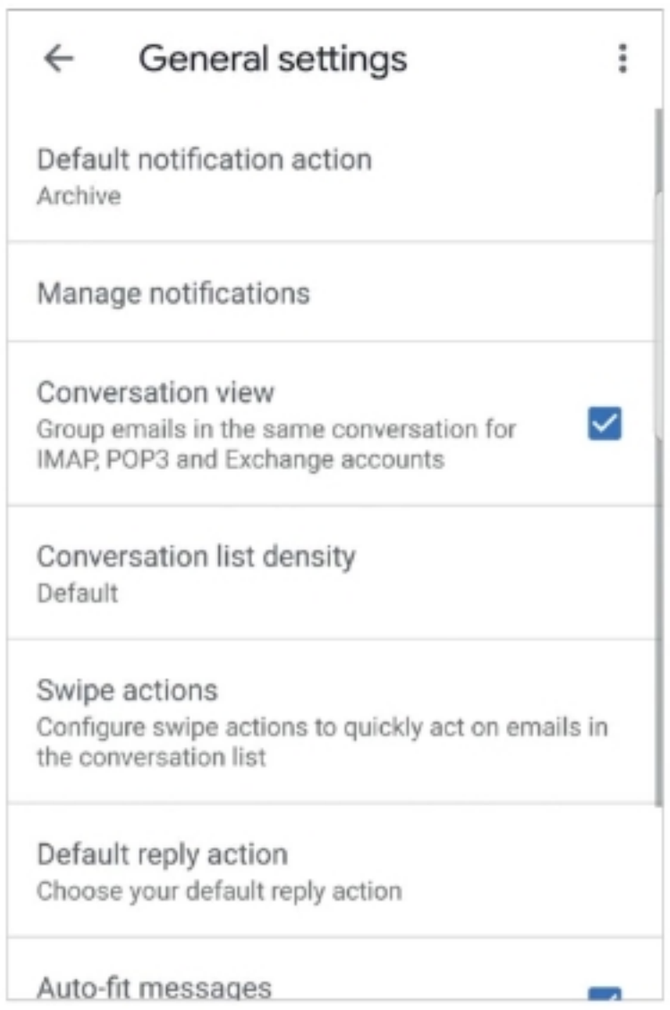


03 It may take a few seconds, but your latest emails will gradually be listed in front of you. Take some time to have a look around and understand the various controls on screen.

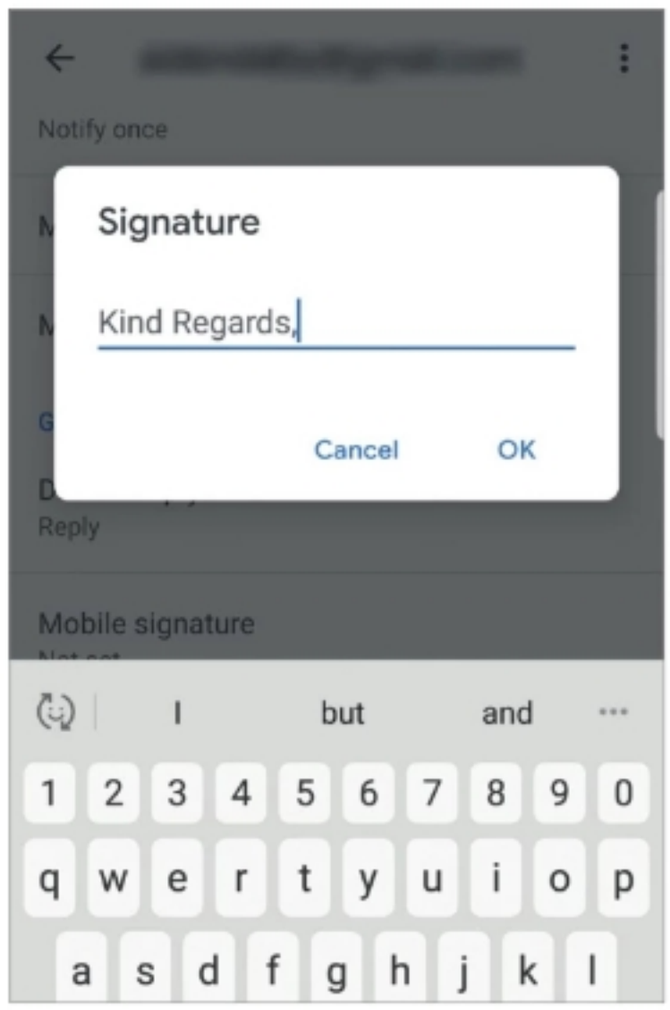
Set up Gmail on your device



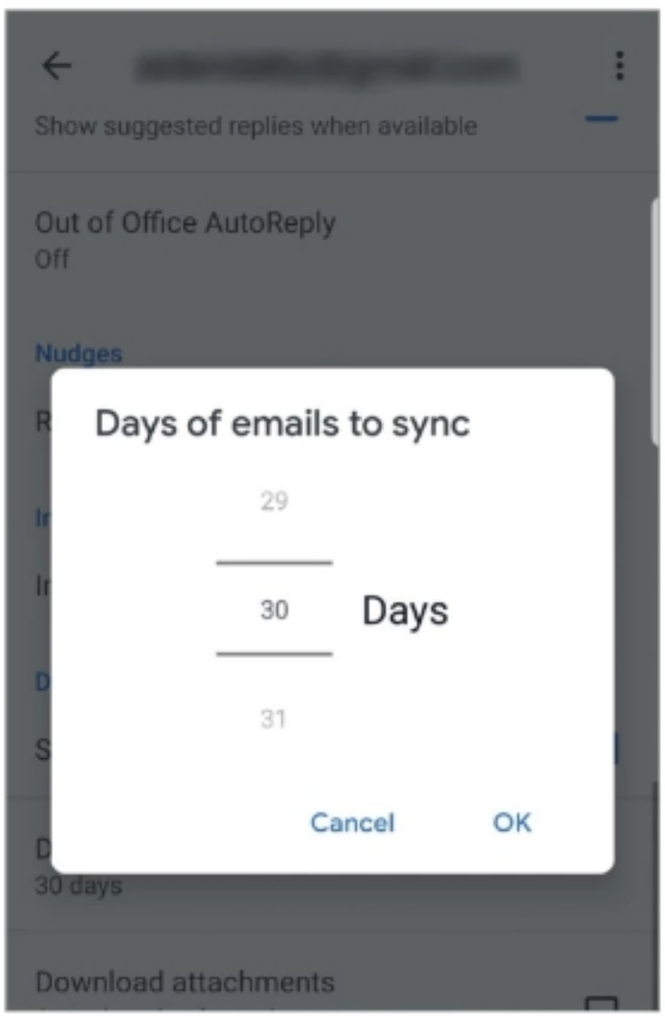
04 To access the Gmail settings, hit the menu icon in the top-left corner of the screen and then scroll down the menu to the Settings option, which is located at the bottom of the list.



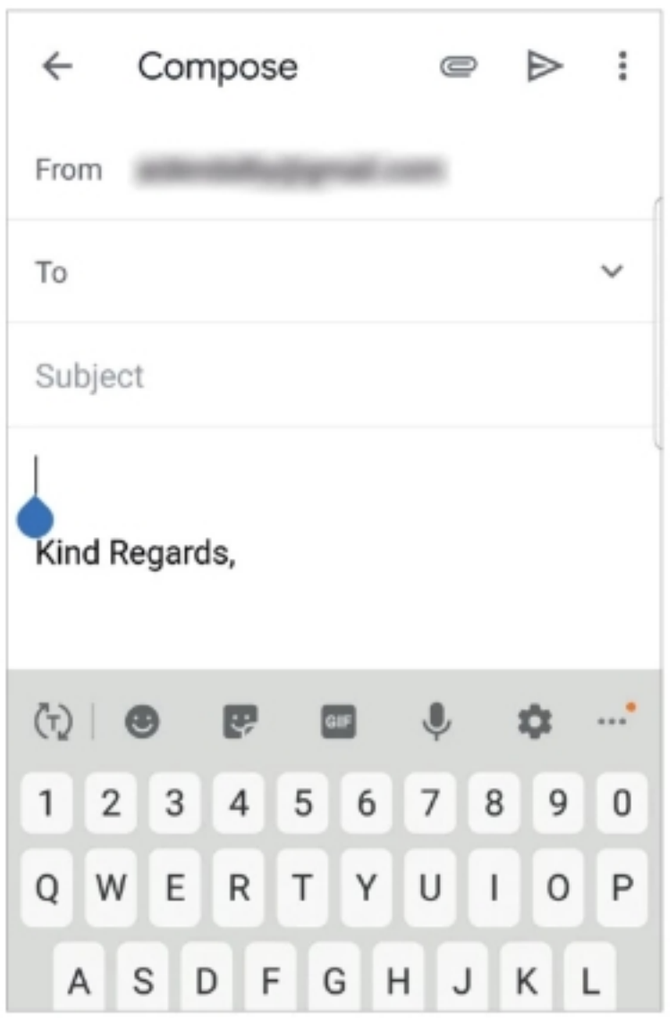
05 You will be given two options; account and General settings. Tap the General settings option to see a list of the changes you can make. Most of the options are quite obvious.



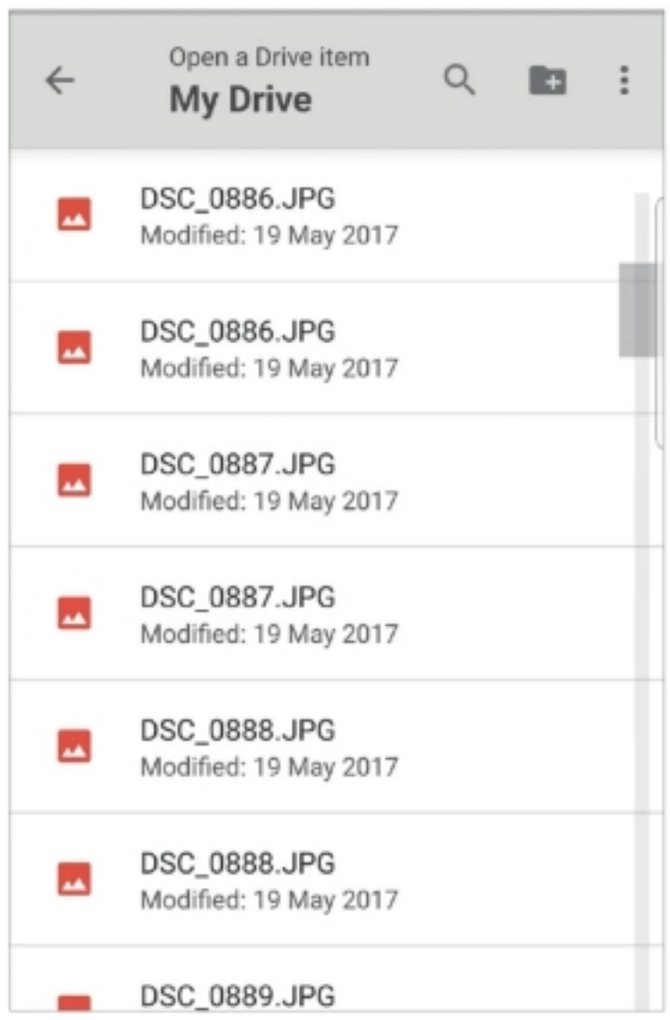
06 Press the back button and tap your email address which will show a new list. Tap the 'Signature' option and start typing in your default signature for new emails.



07 You can now adjust to your requirements. The number of days that emails are synchronised can be limited, and you can also specify the sounds for new alerts.



08 To create a new email, simply tap the red pencil icon in the lower right corner and then input an email address and subject in the next screen. After this, enter your text and send.



09 If you tap the paperclip icon at the top of the email you will be able to select an attachment from numerous places, including your Google Drive and your device's internal storage.

Organise your Gmail emails

Almost every feature within Gmail is covered by the Android Gmail app. Let's get organised

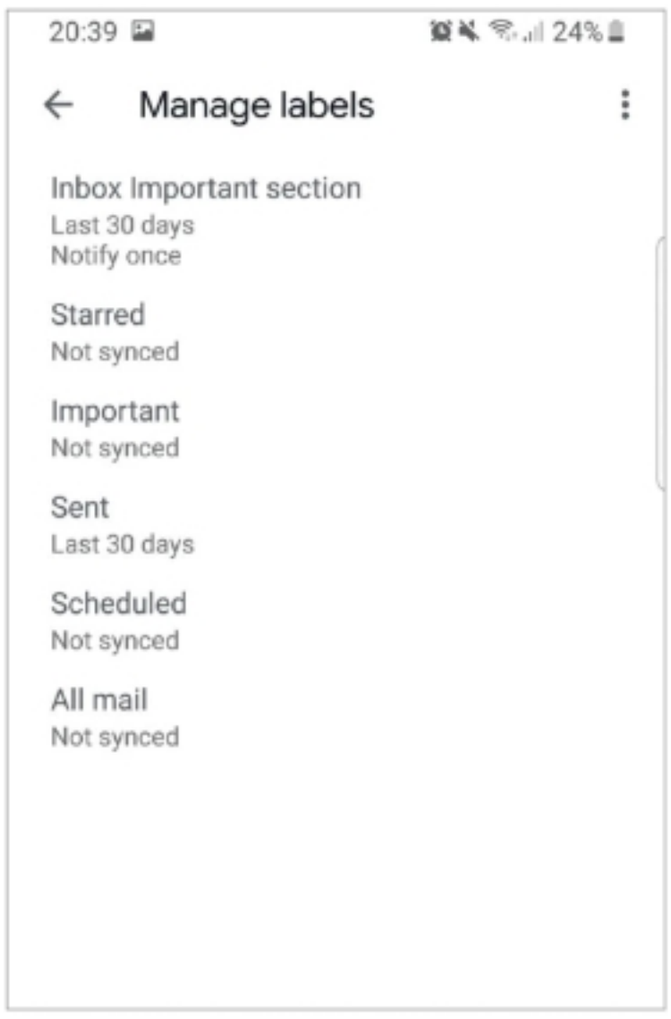
Managing a busy inbox can be a tricky business, even if you are using an advanced desktop system. Google has created a mobile solution for its Gmail offering that gives you everything you need to keep your device organised.

All of your labels can be accessed on the move, and you can choose which ones you want to sync to your device. Spam can be handled in exactly the same way as on a desktop, and favourites can also be added by simply tapping one icon next to each email.

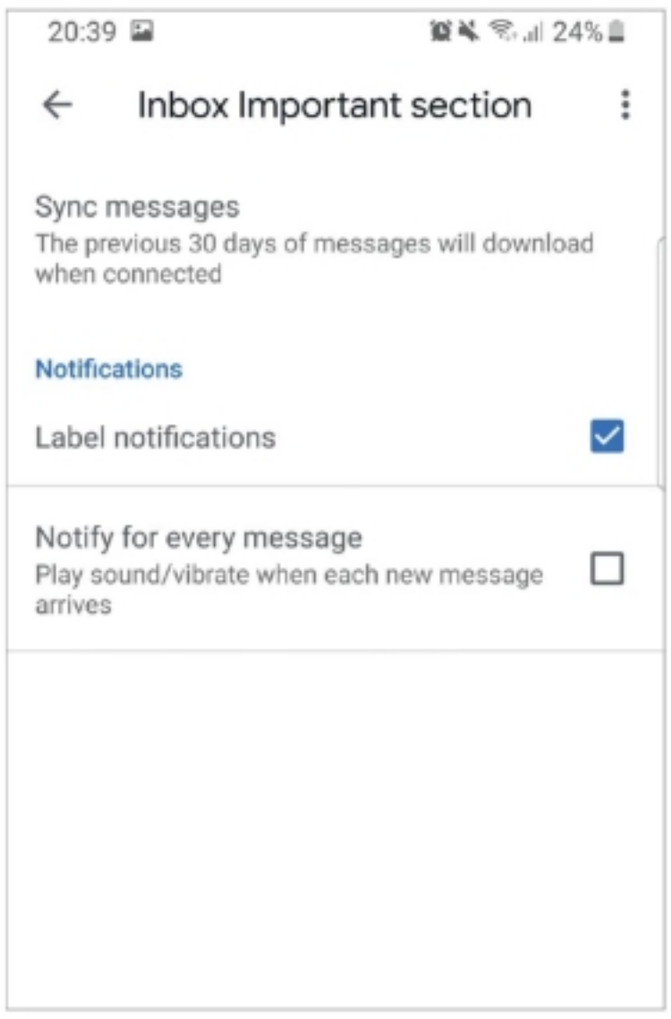
The search facility is quick, with anything you type in being found in seconds, and there are even advantages to the mobile app thanks to the touch-centric nature. Archiving and deleting can be undertaken with a quick swipe, and scrolling through a long list now feels easier than ever before.

We will show you how to make the most of these features. Despite their easy-to-use nature, it is not always obvious where they are. Let's get started.

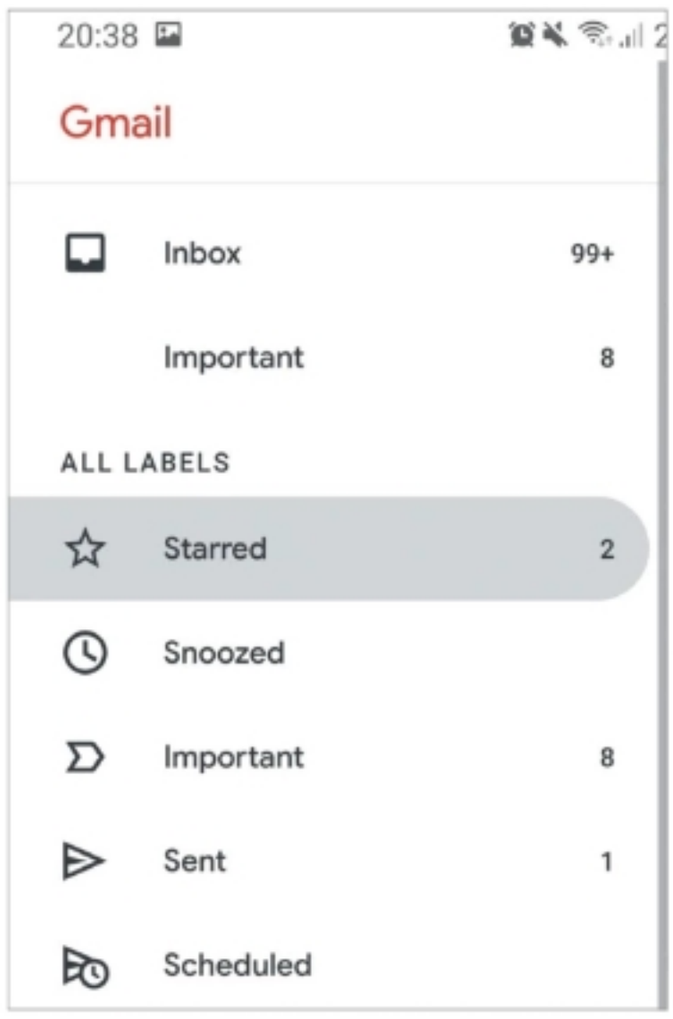
Gmail Sort out your Gmail



01 Tap the menu icon and choose Settings. Now, select your email address and look for the 'Manage Labels' option within the list. Tap it to bring up a list of your Gmail labels.

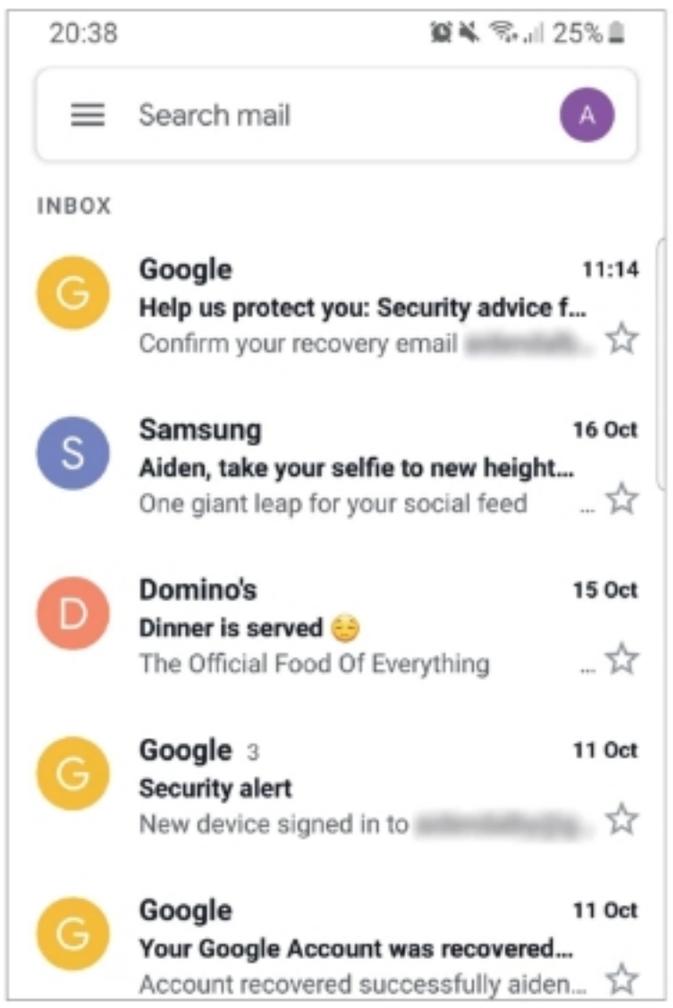


02 Tap on any label in order to be directed to specific options for it. You can now tap in the main panel to synchronise messages that are held under this label in the future.

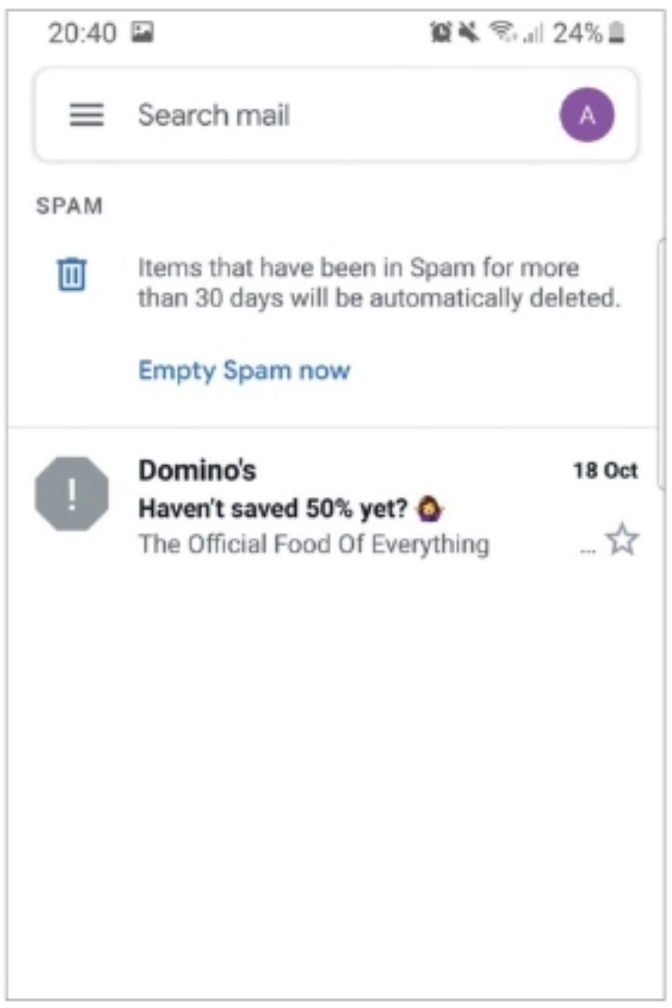


03 To view the emails stored under a particular label, simply tap the menu icon in the top-left corner and a panel will appear. Now, tap any label to read the emails contained within.

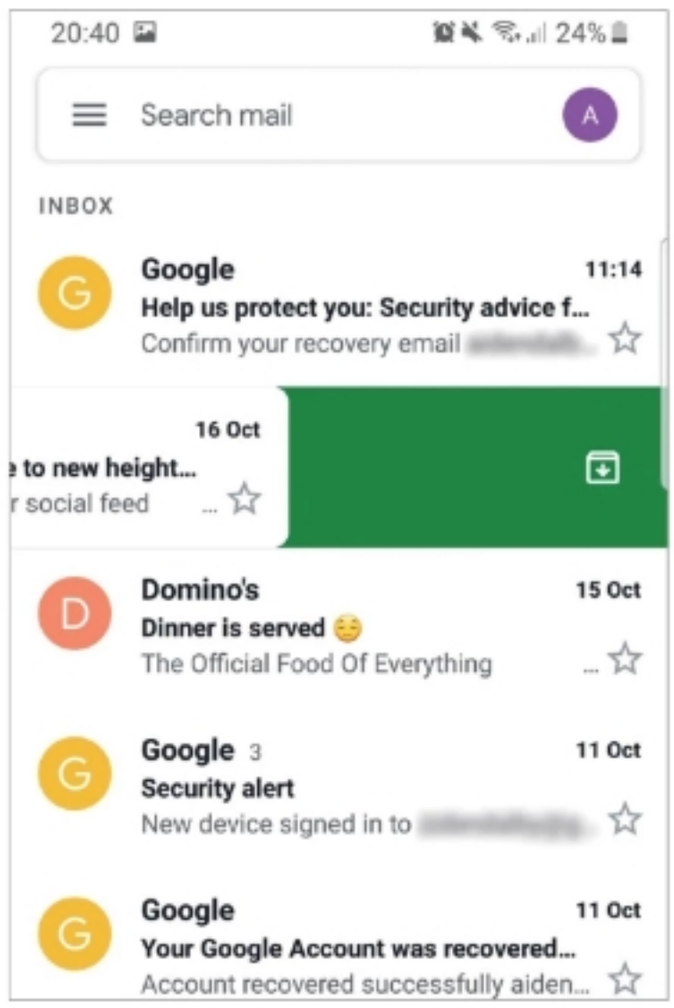
Organise your Gmail emails



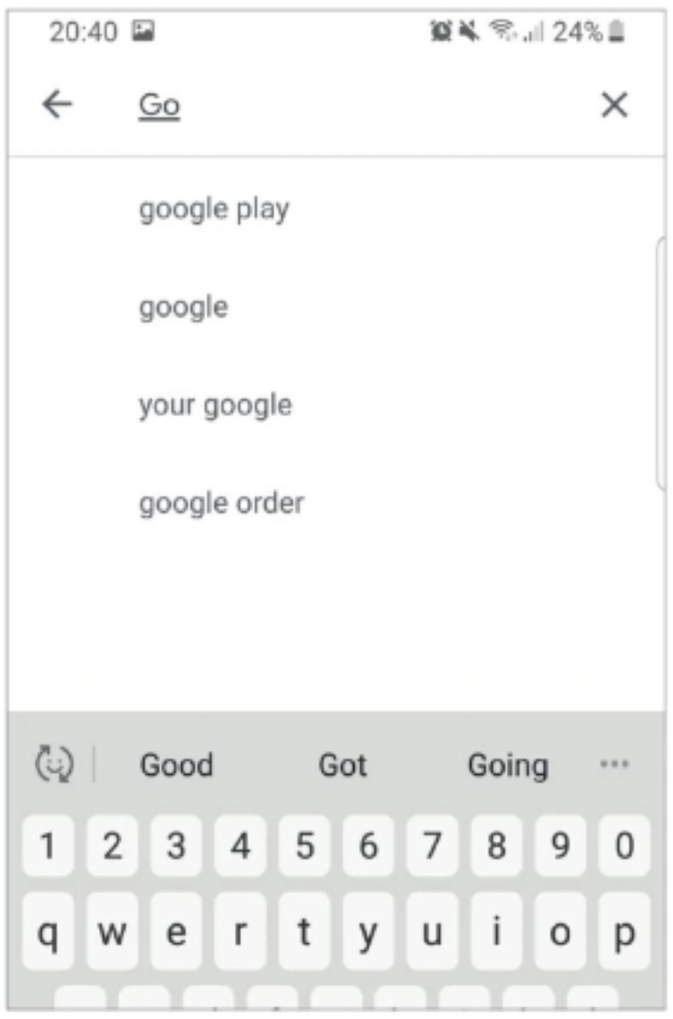
04 You will see stars next to emails, which appear next to an email when you mark it as a favourite. You can then look for the 'Starred' option in the left-hand panel to read them.



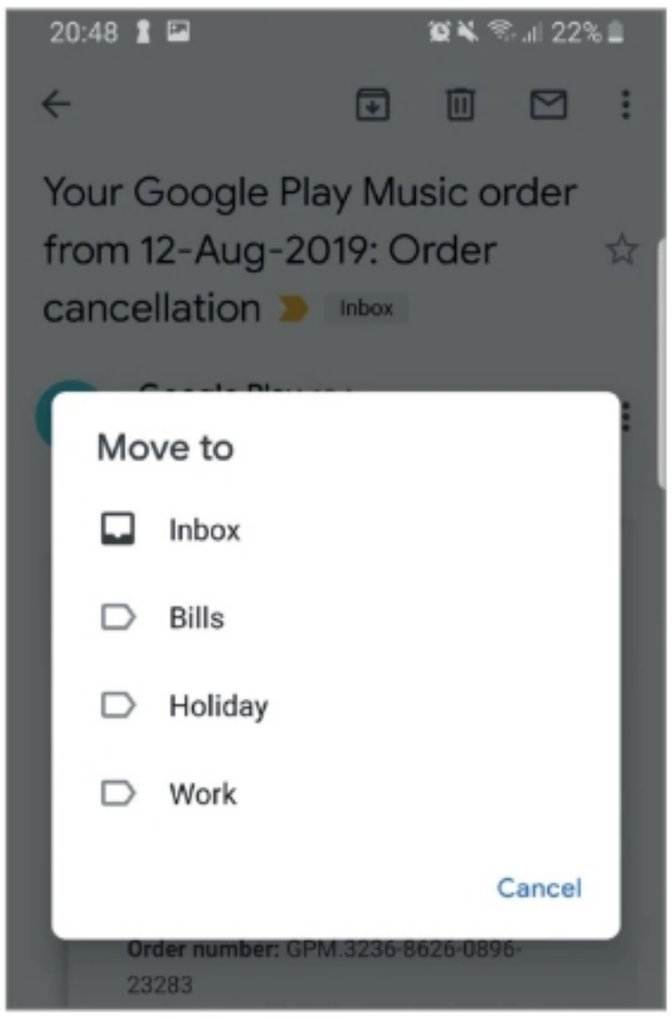
05 Tap the top left-hand corner again and scroll down to find the 'Spam' folder. Hold your finger down on any spam email and then tap the trash can at the top to remove it.



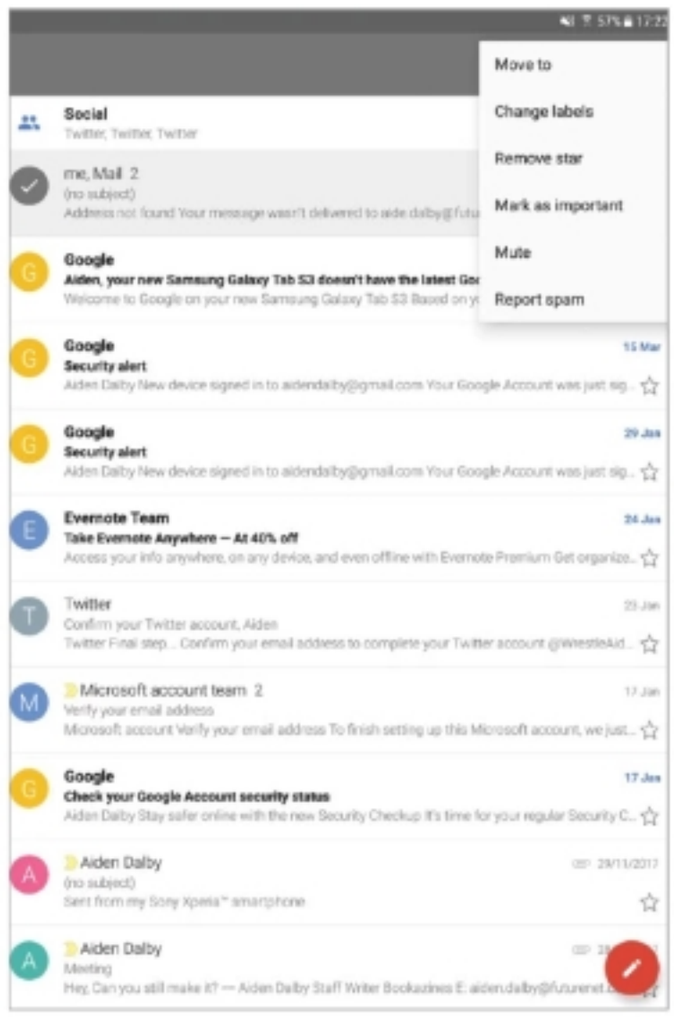
06 You can archive any email by simply swiping left on it in the main list and then dismiss the new message that appears by pushing the email list upwards. You can also undo the archiving.



07 Tap the magnifying glass at the top of the screen, enter text, and the app will start searching through all of your folders. The search mechanism is extremely quick and accurate.



08 When you are reading an email, tap the top-right folder icon and you will be presented with a list of folders. Select one and the email will be moved to it immediately.



09 Hold your finger on any email in order to make a new row of icons appear. Tap the top-right icon and you will be able to report a message as spam, mute it or add a star.

Android

Add events in Calendar

The calendar on your device is the epitome of efficiency, so let's understand how it works

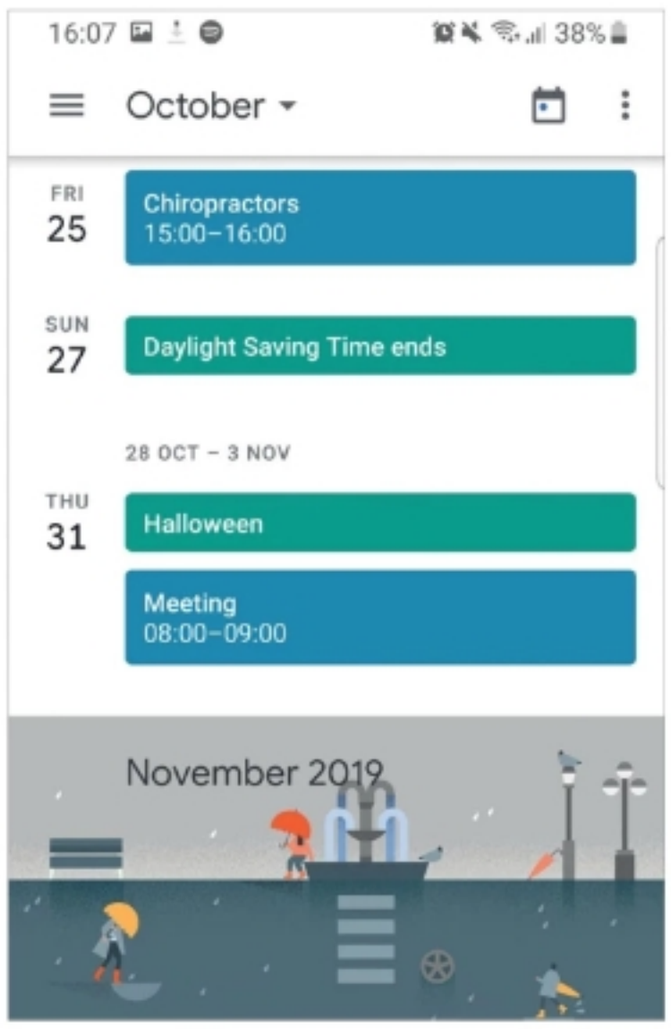
The calendar app does much more than just let you know the dates, it's also a handy scheduling tool. You can change how the calendar is displayed to make planning easier.

Here we will show you how to add events to the Calendar app and how to make the most of the features available. It sounds like a simple task, but by understanding all of the shortcuts and the defaults you can use, event planning will take a couple of seconds to schedule and you will be on top of your agenda in no time.

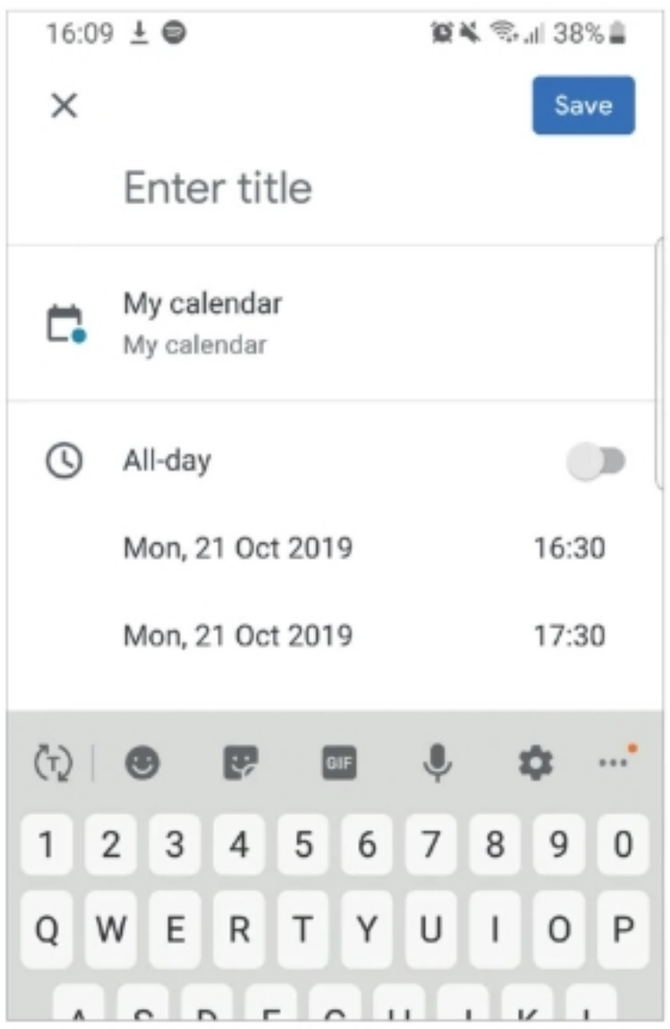
You can choose how new events are notified, set locations of the events so you know where to go, and colour coordinate each event. If you have a calendar that's busy, you may want to break your entries down by setting up separate calendars for each type of event. These will always be displayed in an obvious way so you can tell which type of event it is.

We'll show you how to manage all events and how to ensure that you can enter them quickly.

Google Calendar Add events to your calendar



01 Open up Calendar and tap the icon in the top-left corner if you want to change how the calendar is displayed. To add an event tap the '+' icon in the corner and then select 'Event.'

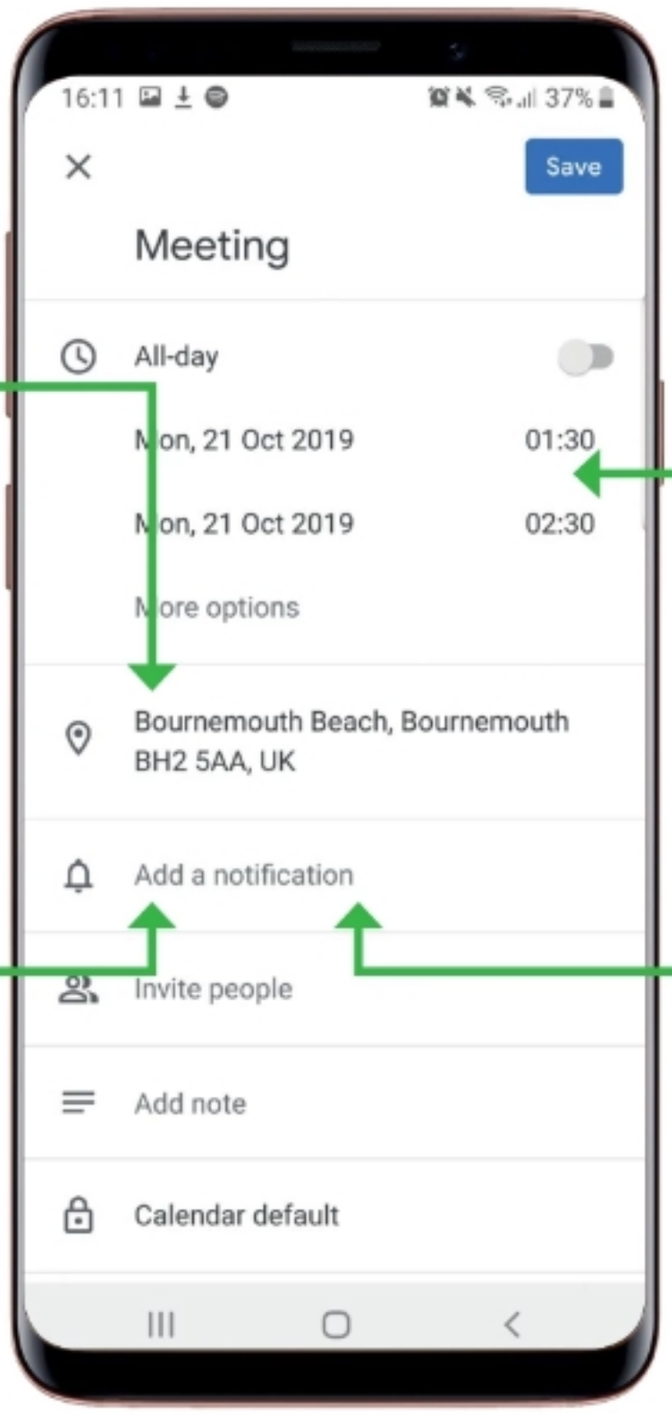


02 In the Event title field, add a description for the appointment. Make it descriptive, but not too long, to speed up the process. As you type suggested titles will appear underneath.

03 Select the time using the clock display. This will be useful for ensuring that you can check what free time you have in the day with just a glance, and is a nice way to set timings.

Add events in Calendar

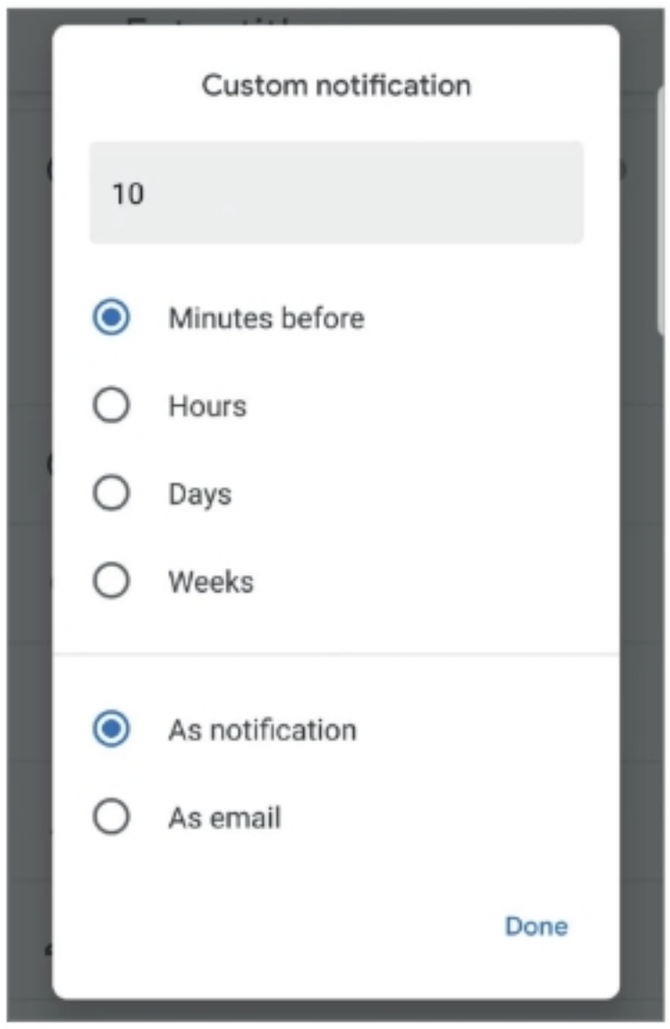
Location
You can add locations to each appointment so you remember to go. Some locations have images to make spotting them in Schedule view easier



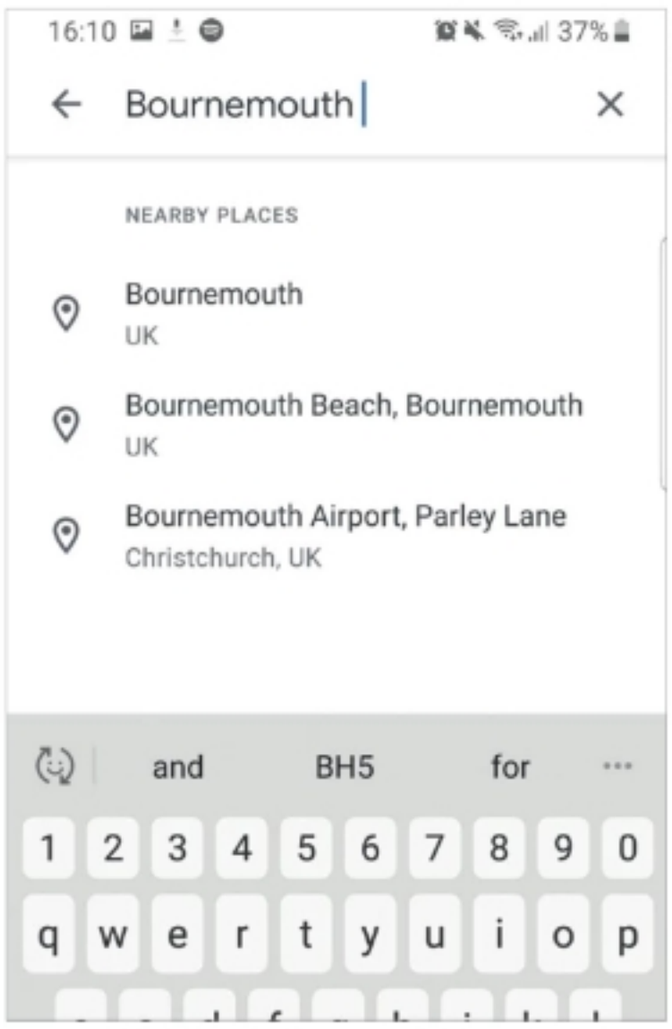
Meetings and appointments
You can select exactly how long you want each appointment to be, but a default time is always available. This will most certainly save you time when creating new events

Clever reminders
You can choose to be notified either minutes or weeks in advance of an event. This means that you should never miss an important event

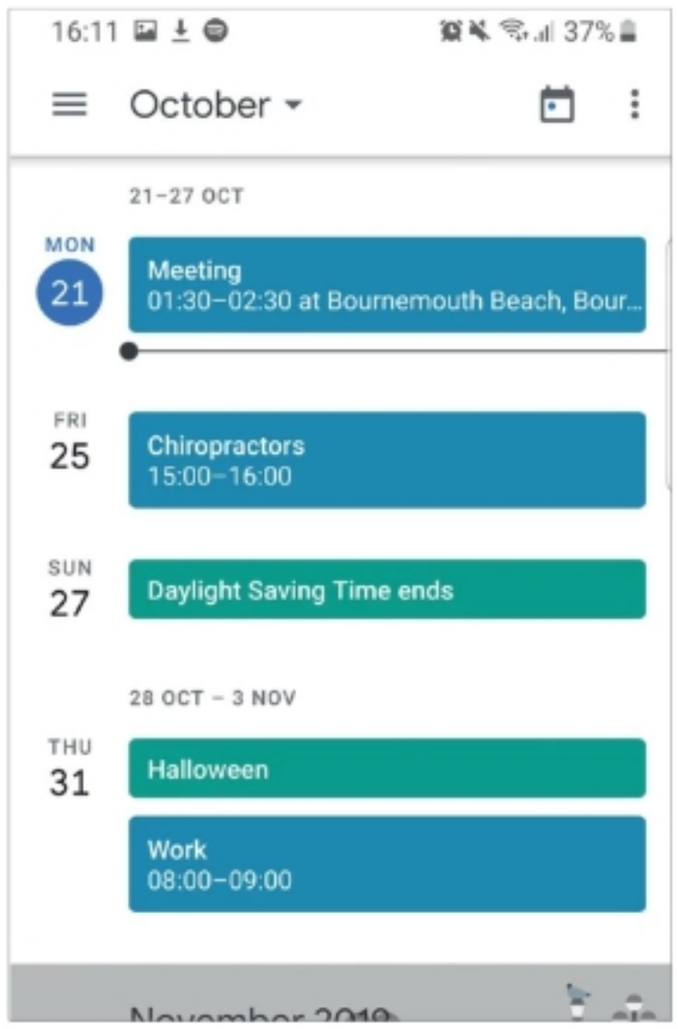
Types of notification
The option of receiving alerts on the phone or via email is included. At times, the email option may work better if you are likely to be busy when notified



04 You can choose how and when to be notified of the event. Ranges from zero minutes to weeks are available and you can choose either a phone notification or email reminder.



05 You can be reminded of where your event is by adding a location. Start to type the place's name and suggestions will be listed underneath. Tap the correct one to add it.



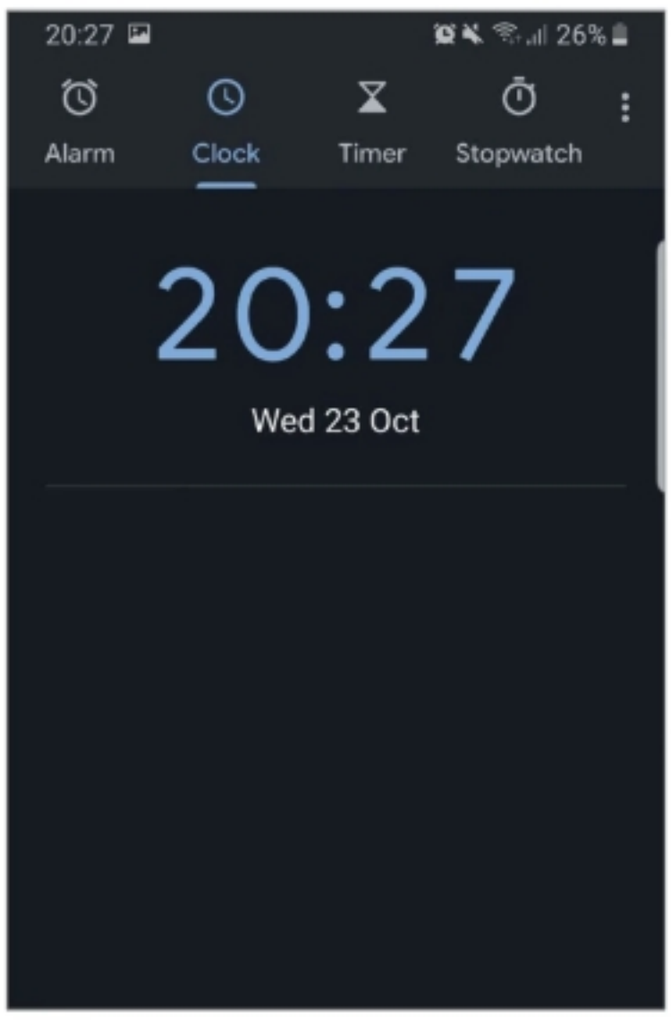
06 Your events will now show up in the calendar. If you need to edit your events, you can tap on the event and then the pencil icon. To delete an event tap on it then on the more icon.

Understand the Clock app

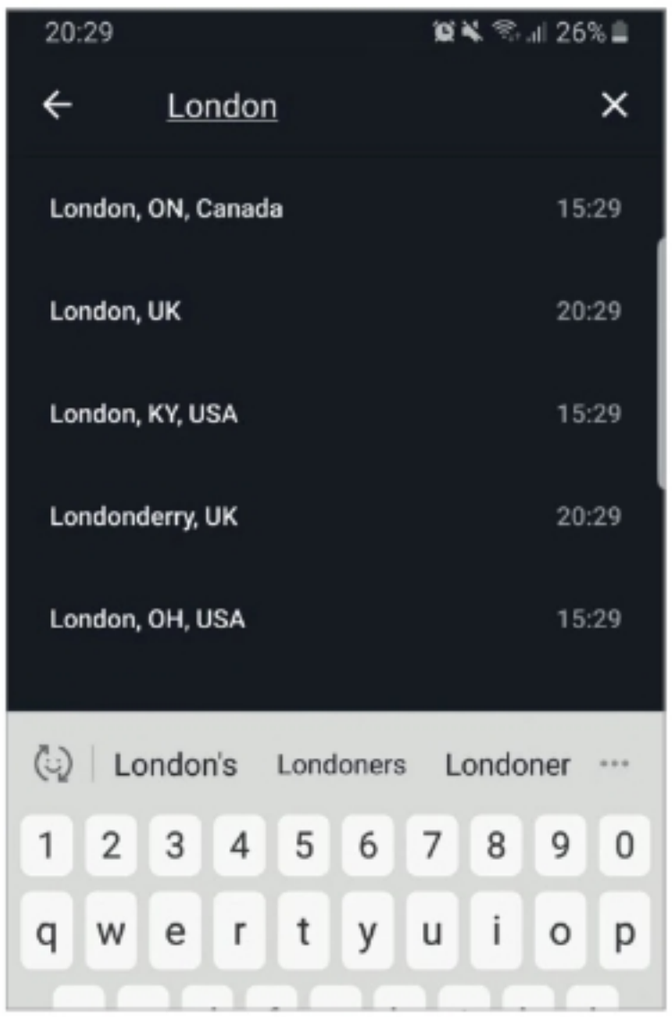
Set alarms, check the time in other countries and do so much more with the simple yet sophisticated Google Clock app

The Google Clock app is an example of how complexity can be stripped down to work in an interface that is minimal to look at and exceptionally easy to use. It merely shows the times for multiple locations in the main panel, with a selection of obvious icons at the top that you can use to set alarms, create timers and quickly time events as they happen. The lack of buttons within the interface can be confusing at first, but within minutes of first using the app you should soon see that it's all very intuitive. No matter what you need to do that is time-related, this app will have you covered, and not a second will be wasted trying to work out what to do. We will show you how each feature works and also demonstrate the structure of the interface so that you can be up and running immediately, and it is likely that the Clock app will find a way to your main home screen due to the amount of usage it will get. You will never miss a beat with this clever and carefully created solution.

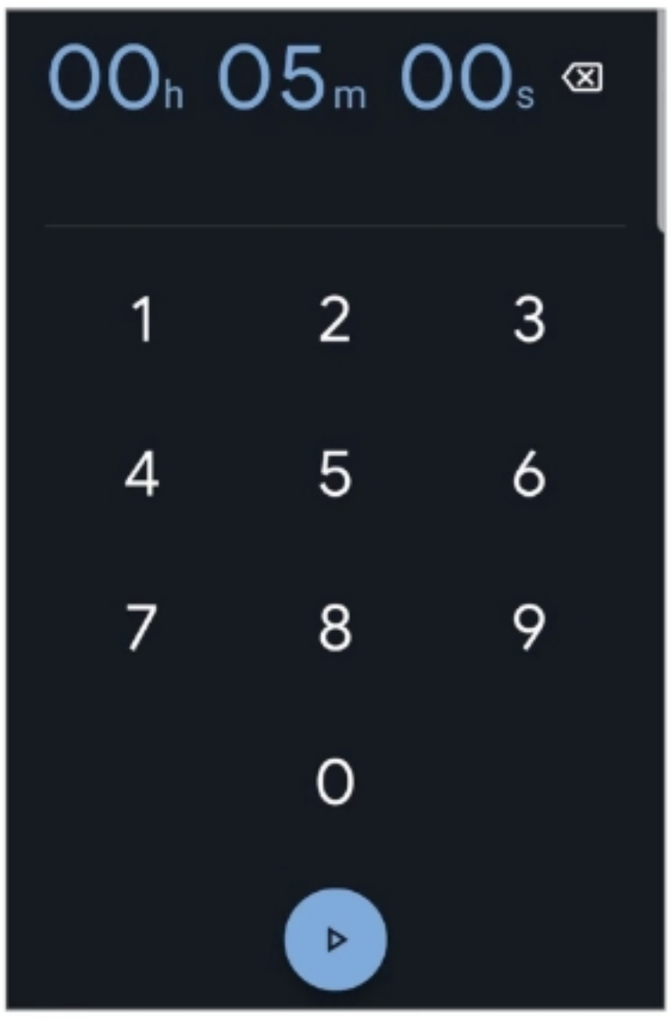
Clock Keep perfect time with Android



01 When you first open the Clock app, you will see your time and date in the centre. You may wonder why there's a lot of blank space. This is where your city clocks will go.

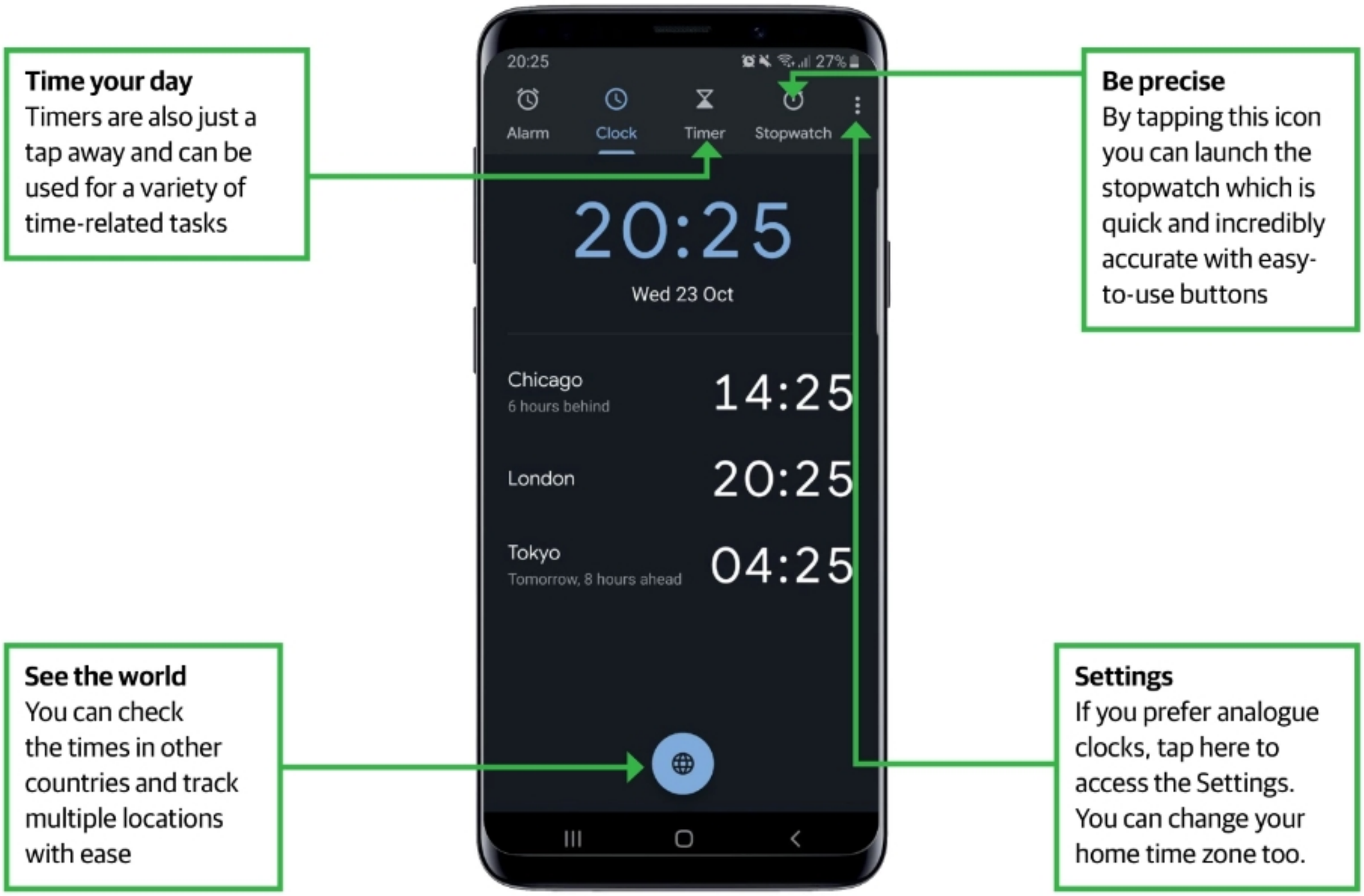


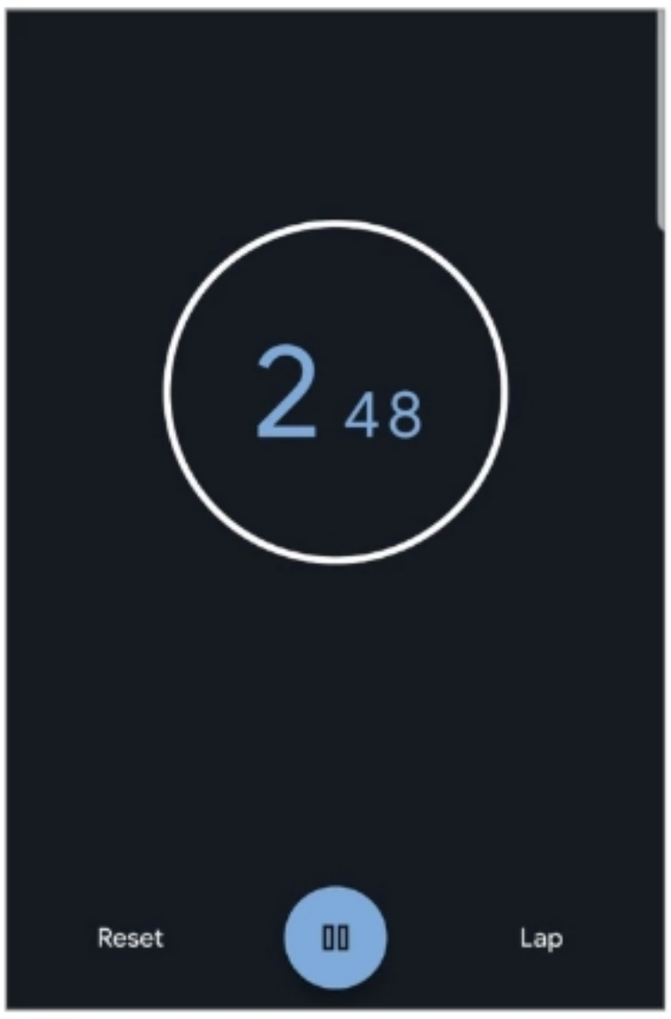
02 To add a new time zone to the Clock page, tap on the globe icon from the app's home page and type in the city's name. Tap on a location and it will be added to your list.



03 Tap the Timer option to show a grid of numbers. Enter the time you require and then tap the play button. The timer will now start and can be stopped or paused with one tap.

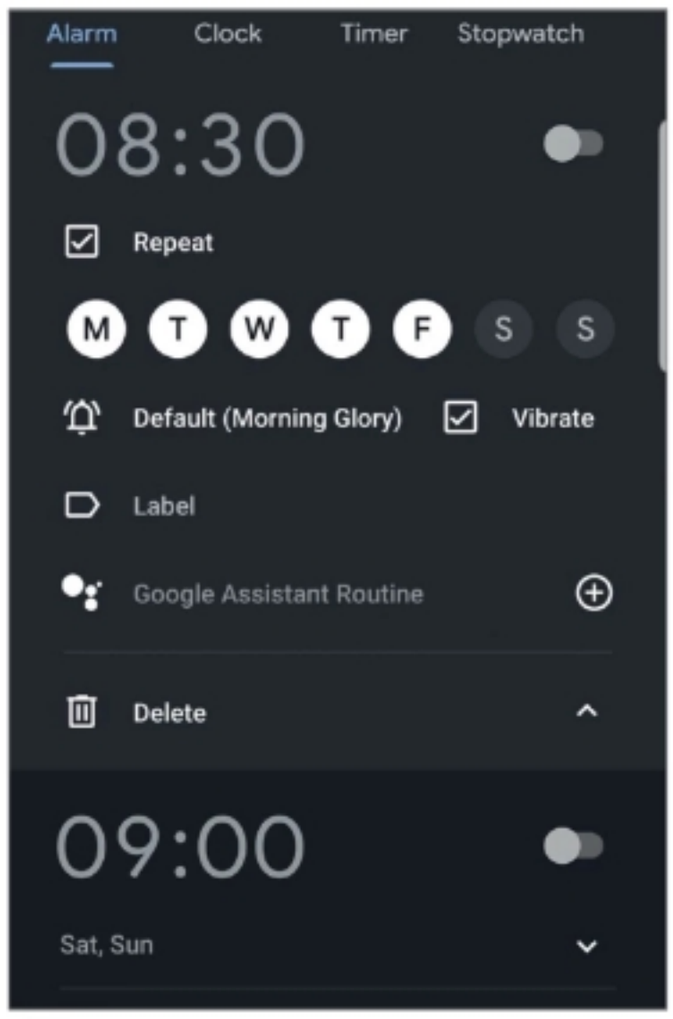
Understand the Clock app





04 To use the Stopwatch, tap the icon and press Start. The counter will visually progress and all you need to do is tap Stop to pause it. You can then tap again to resume it.

05 The top-left icon enables you set alarms. Tap the hour, then the minutes of the alarm using the clock face tool, and you can set the days you would like to repeat the alarm on.



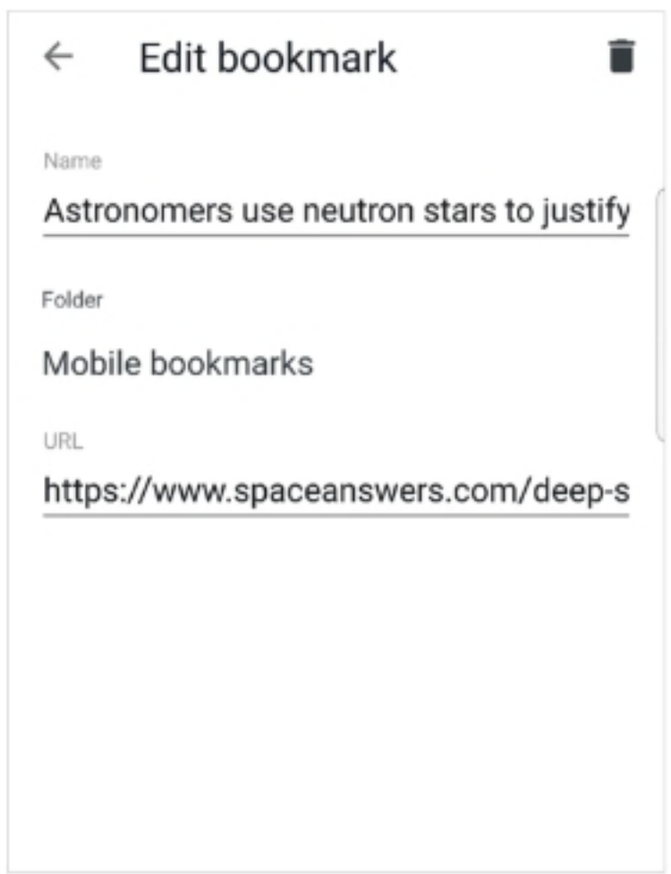
06 With the alarm set up, you can tap on it to access options. Choose a new sound, set the volume and factor in any required snooze time. Once you're done, tap the arrow icon.

Understand Google Chrome

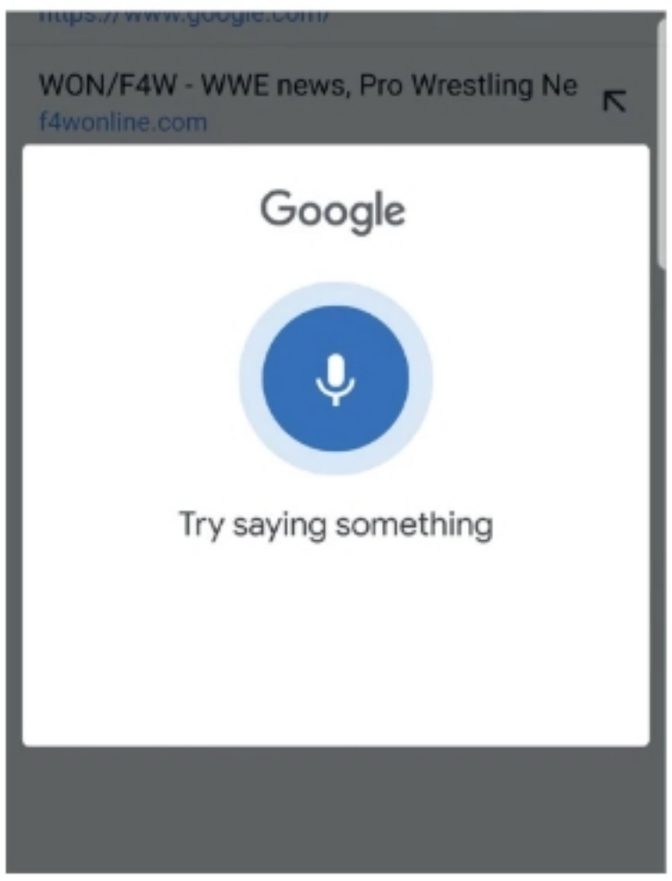
Google's browser takes all of the goodness from the desktop app and shrinks it to work on Android phones and tablets

You have possibly already heard of Chrome, and if you haven't, you really should give it a try. On a desktop computer it offers a secure and efficient browsing experience, which is highly regarded by millions of users. It also manages to include many useful features that work seamlessly with other Google services. You can synchronise your bookmarks and browsing history between your desktop computer and Android device so that you can pick up from where you left off at any time, and you can also create shortcuts to often visited web pages on your Android home screen which will then be available with one tap. We will guide you through some of the most useful features and show you how to use them with the result being that the mobile Chrome experience is the best you can hope for on any phone or tablet. This explains why Chrome is bundled on almost all Android devices. You do not even need to manually install it – simply open it and enjoy the experience.

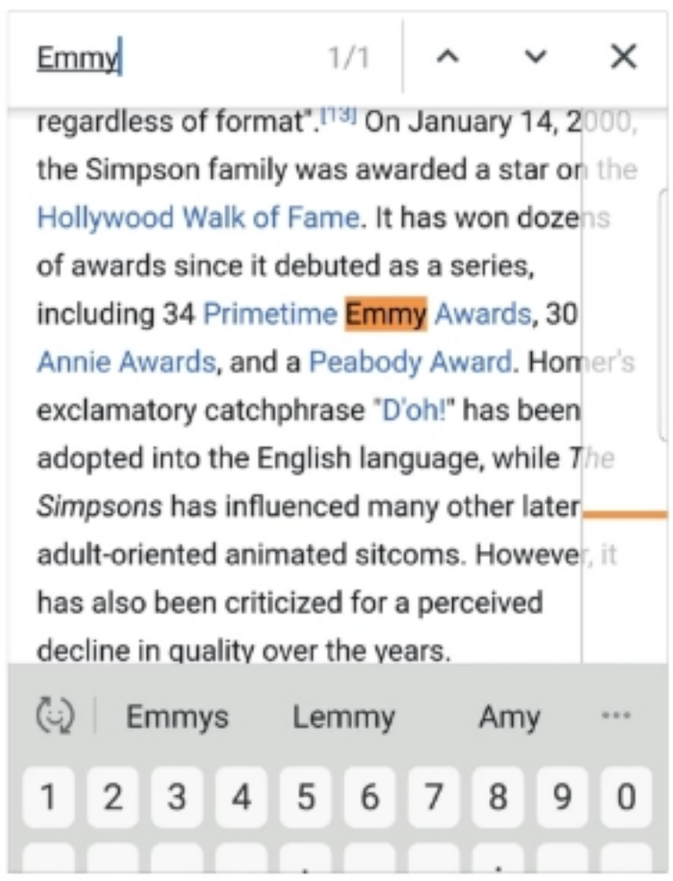
Chrome Easily browse in style anywhere



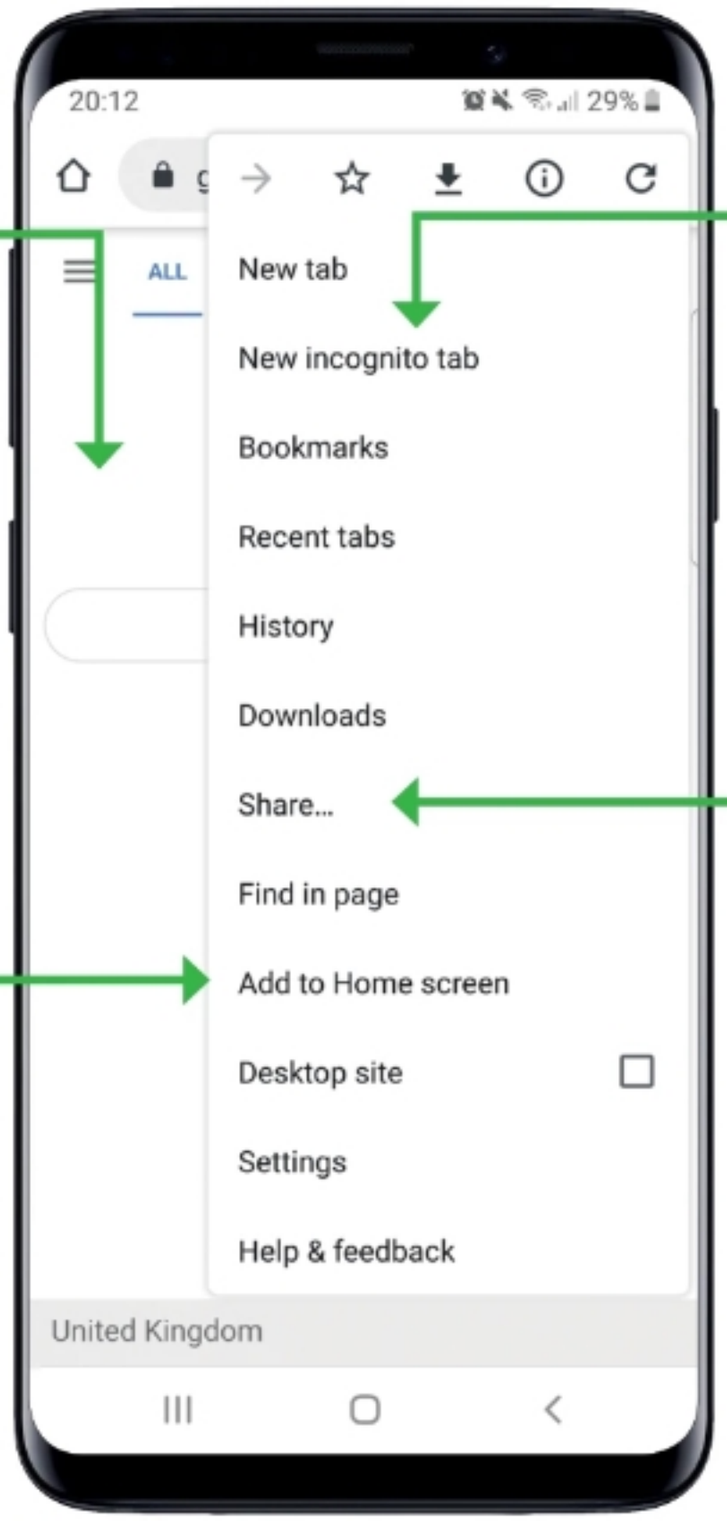
01 When viewing a web page, tap the menu icon in the top-right corner and tap the star icon to immediately create a mobile bookmark. You can then choose a specific name for your bookmark and a folder location.



02 Tap the microphone icon in the address bar and then speak to search without even touching the screen. You may be surprised at how quickly and accurately the Chrome app can understand your words.



03 You can even search for specific words or phrases within a web page by tapping the menu icon and then going to Find In Page. This is particularly useful when browsing and researching very long web pages.

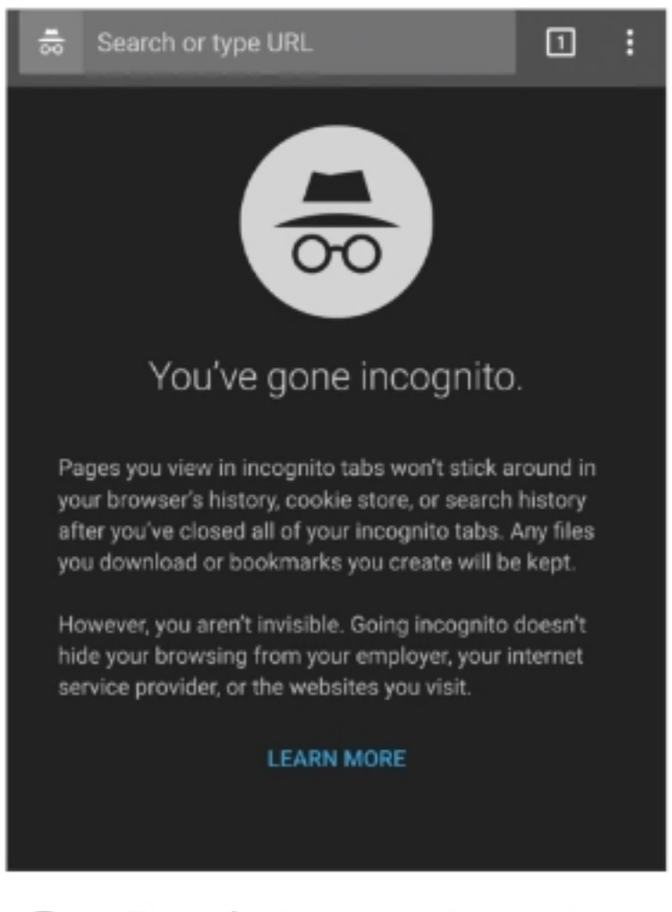


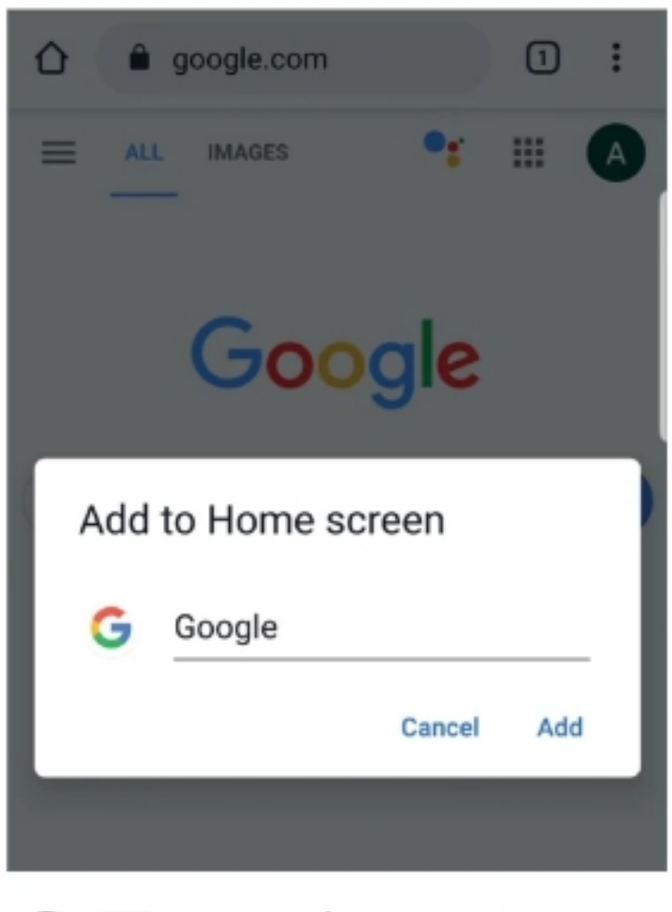
Display it accurately
Chrome displays the most complex of web pages in an accurate and efficient way

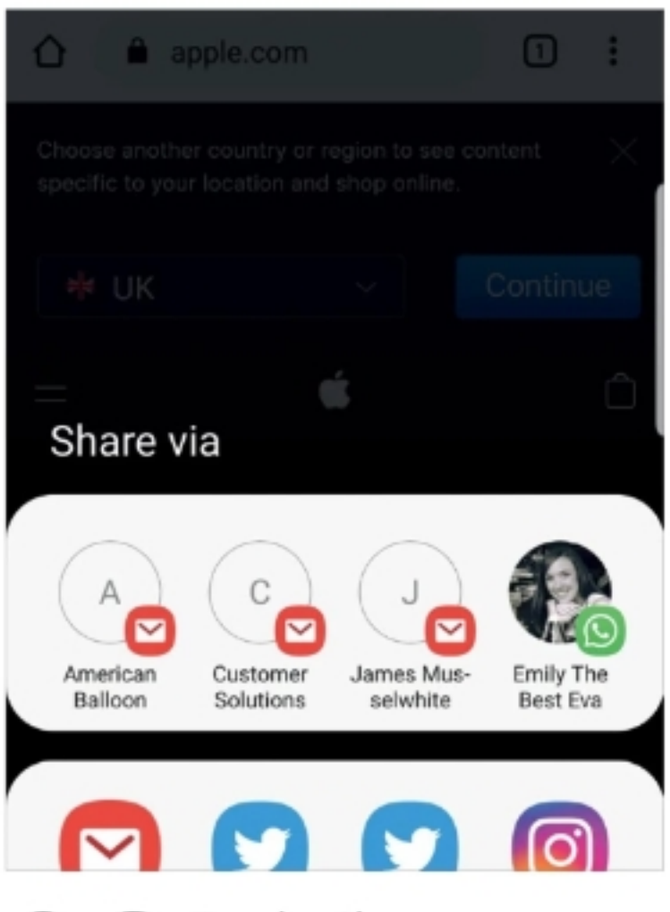
Go incognito
You can browse web pages privately at any time by using the Incognito mode

Access easily
Often visited web pages can be accessed via handy shortcuts from your home screen

Share links
Web addresses and content can be shared in Android using multiple services







04 Selecting New Incognito Tab from the Chrome menu enables you to browse without ever saving a record on your device or online. All other tabs are immediately hidden to ensure as much privacy as possible.

05 Tap on the menu icon and select 'Add to Home screen' to create a shortcut to a website from your phone. Give the shortcut a name then either touch and hold to place the shortcut where you want or add it automatically.

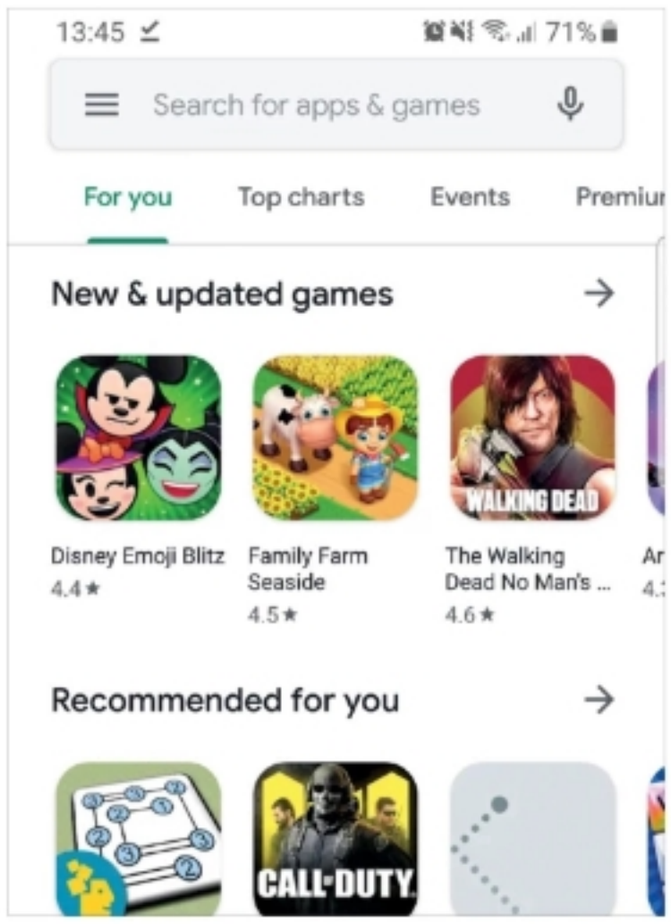
06 Tap the Chrome menu icon and then select Share to send the web page you are viewing with anyone. The number of options available will vary depending on how many compatible apps you have installed.

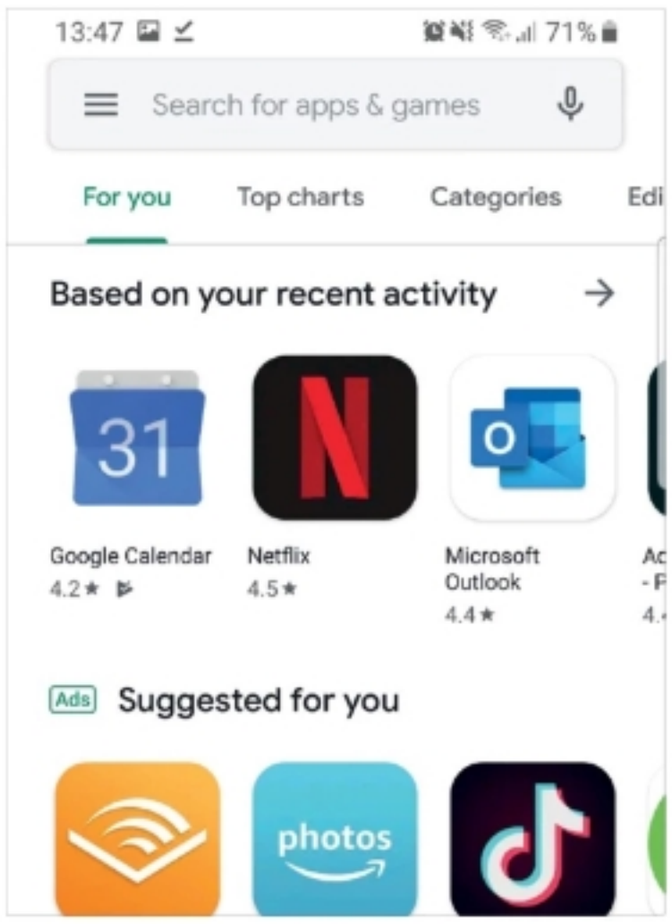
Explore the Google Play Store

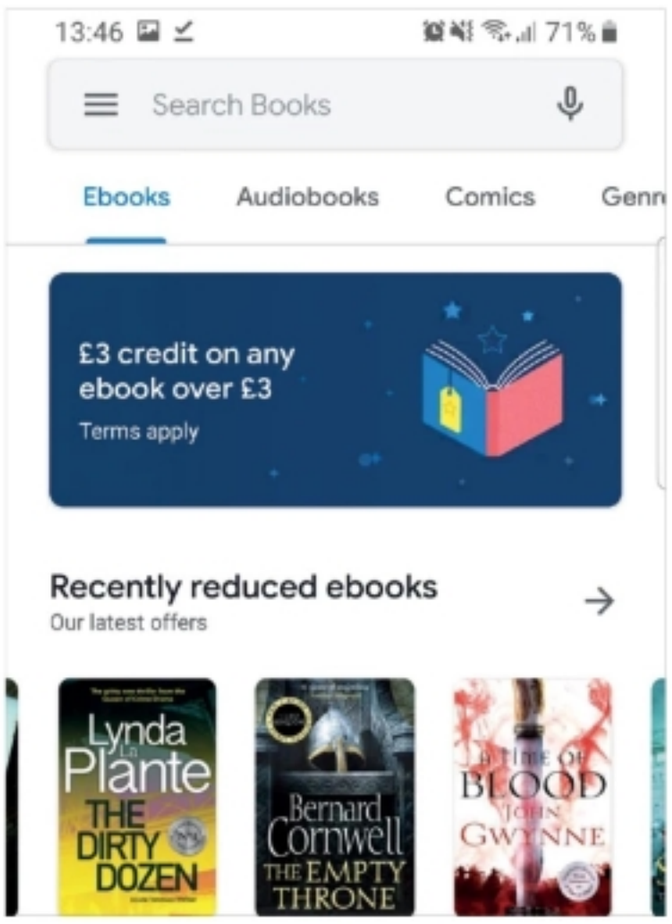
Follow this guide to discover how to navigate your way around Google Play Store

Google Play is your one-stop shop for apps, films, games, books, music and more. Having this central hub means all your entertainment needs will be serviced in one place. On the home page, you can see banners for the most popular current downloads on Google Play, and then individual sections for apps, music, books and movies. Movies can be rented or purchased, and the latest songs and albums downloaded in an instant. You can also keep track of all your downloads in the My Apps & Games section, which lists everything you have downloaded from the store and also gives you up-to-date information to ensure you always have the latest version. You can even link different Google accounts to the Play Store and view your downloads on each as well as open or launch an app directly. The Settings section also allows you to adjust the download setup, changing whether or not you would like widgets created on your home screen for your downloads, and tailor the app to how it works best for you.

Play Store Navigate what's on sale







01 From the home screen, hit the Games button. Here you'll find Staff Choices, games, featured apps and much more. These sections offer great recommendations and can then be explored by tapping the arrow icons.

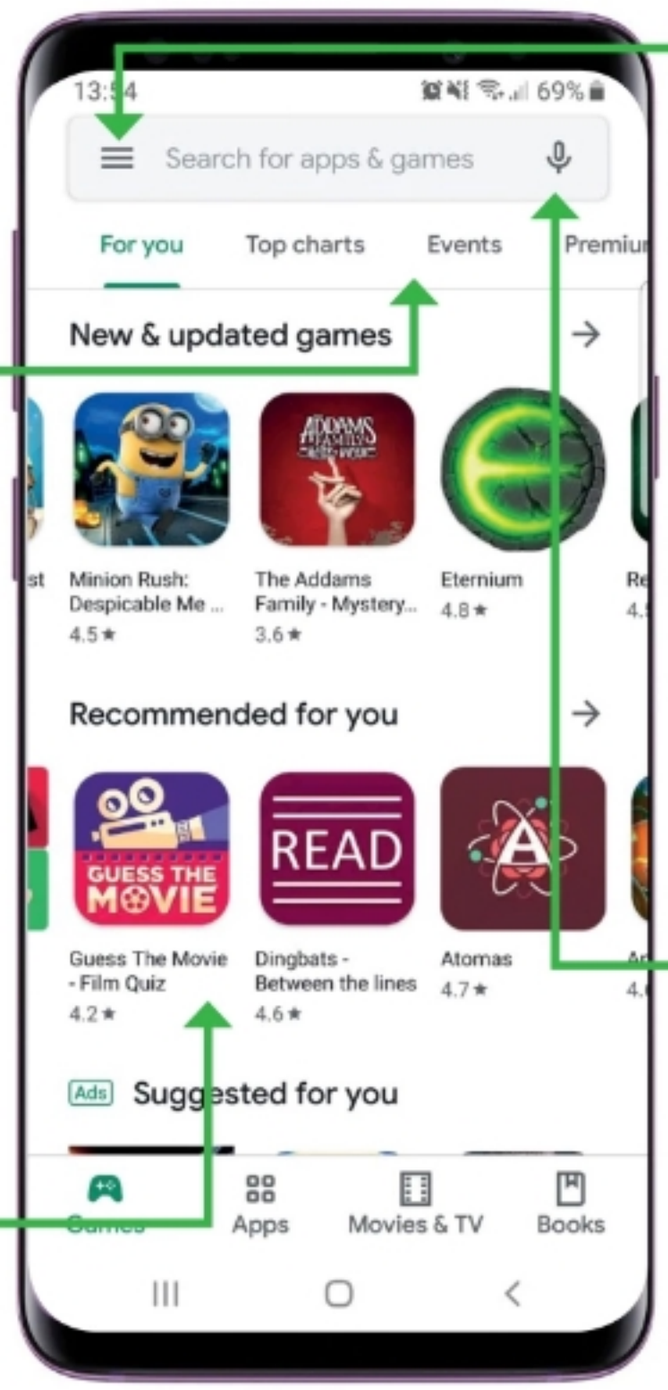
02 Apps have their own section that you can go to using the tab along the bottom of the screen. Tap on the categories link at the top to search through categories, such as photography, food, health, and so on.

03 Regardless of where you are in the store, tap on the menu button and select Books to see what's available within this section of the store. Swipe to view new arrivals or see what reads are popular in the current market.

Explore the Google Play Store

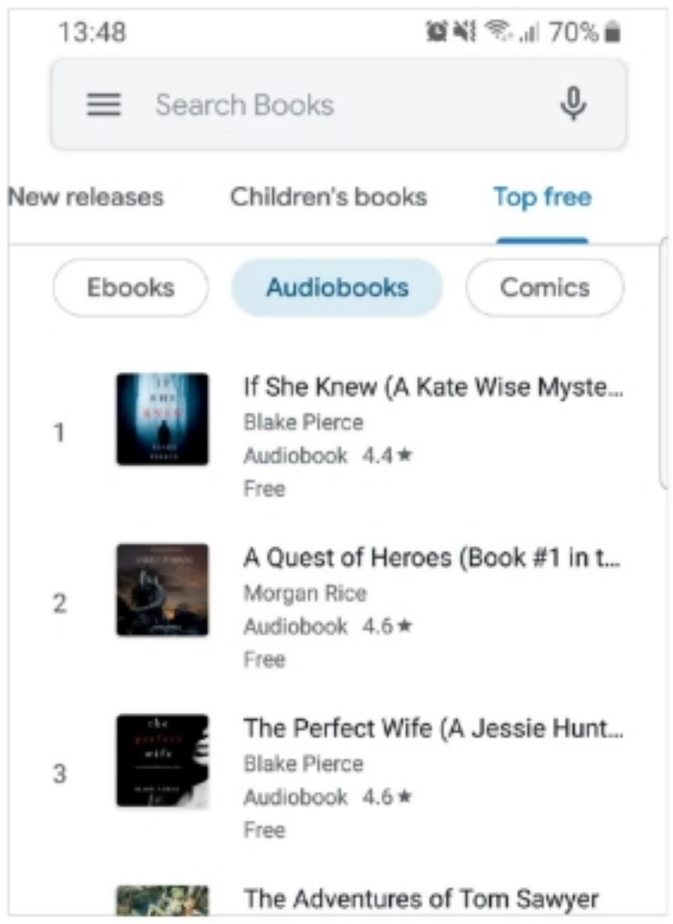
Categories
You can use these tabs to access the various sections. If you swipe right to the 'Categories' section then you will be able to instantly see the most popular apps for each category

Recommendations
The main 'For you' page of the Google Play Store provides recommendations for various apps. These could be the latest releases or just apps that are used by the staff. It's a good way to see what's hot

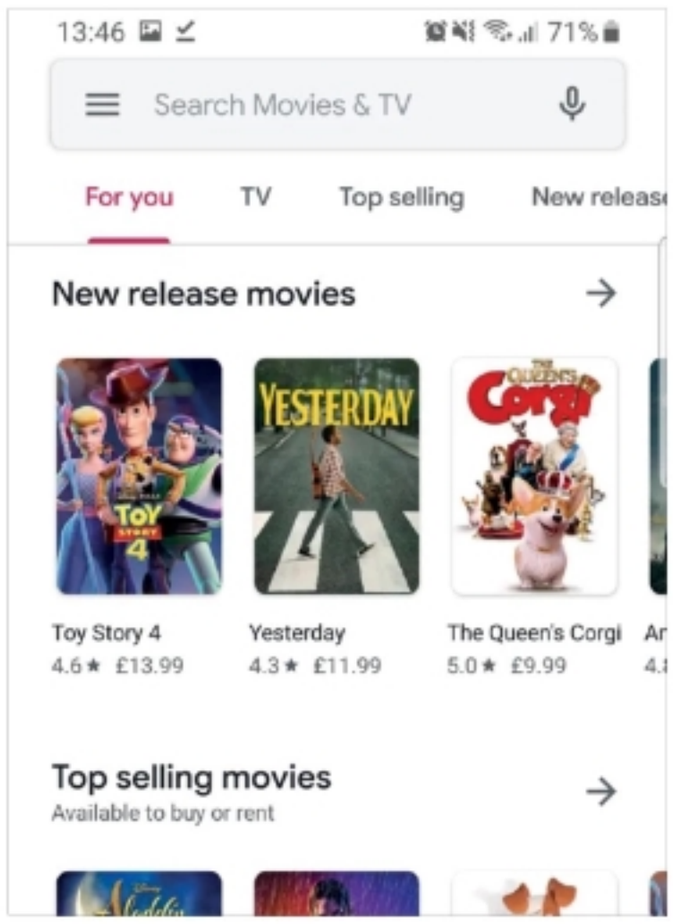


Options menu
Here you can access your Wishlist, enter redeem codes to download products, access the app settings and get help and further insight into the Google Play Store

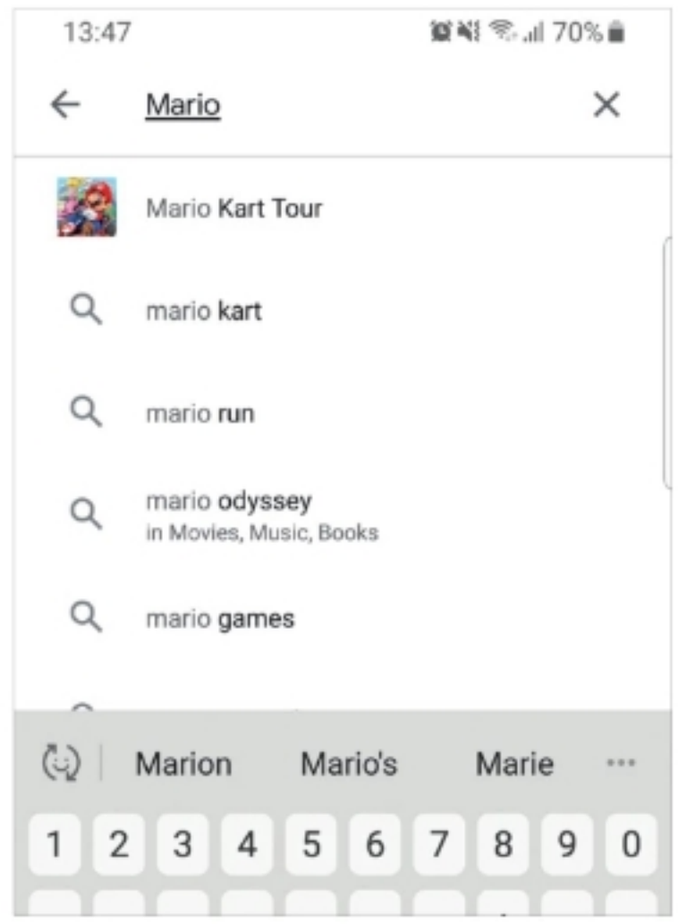
Search
If you're looking for a particular app then tap on the icon in the top-right corner and then either speak or type your search term to find something specific



04 The Books section features an Audiobooks tab. You can also find an Audiobooks tab in the Top Selling and Top Free sections of the app as well. You can tap the Preview button to listen to a short clip before making a purchase.



05 This section allows you to browse through films and television shows, from classics to the latest releases. You can download them directly to your device in standard or high definition to watch whenever you please.



06 Tapping the Search icon allows you to find something you're looking for, plus all your previous searches are saved to your device, so when you start to type them in, it saves you a little bit of searching time.

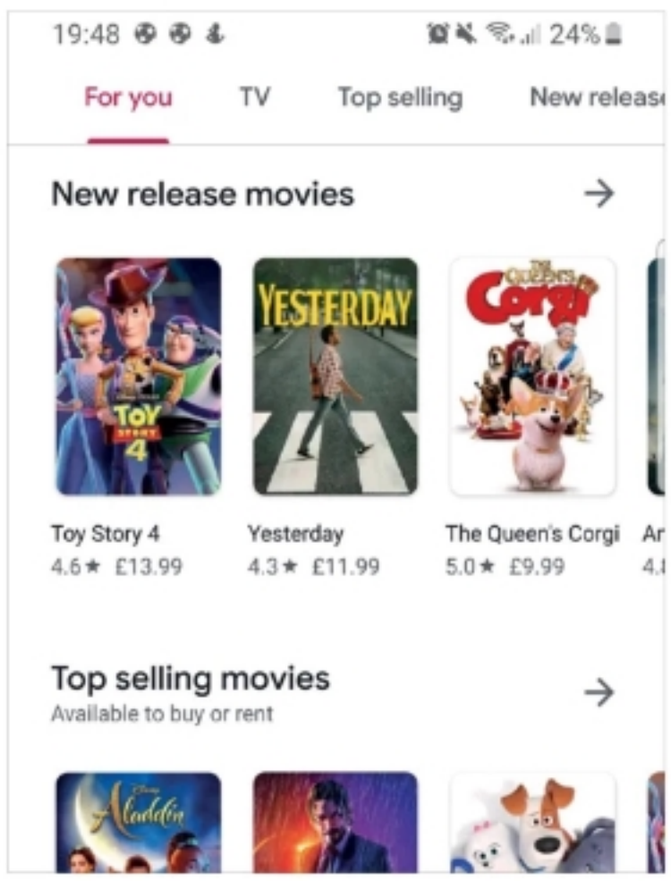
Find Movies & TV on Google Play

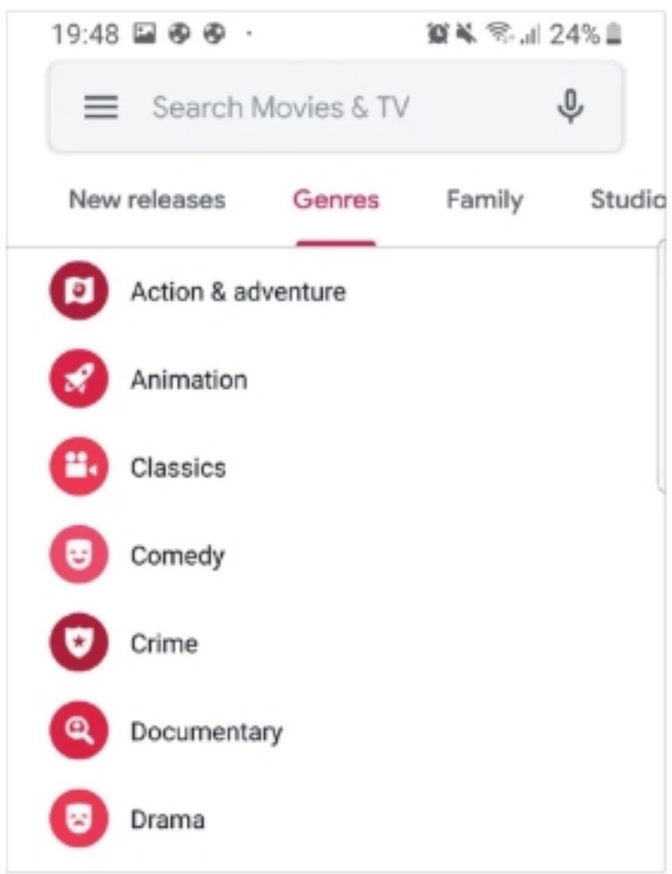
With Google Play, you can take advantage of the range of movies and TV shows and rent them on the fly

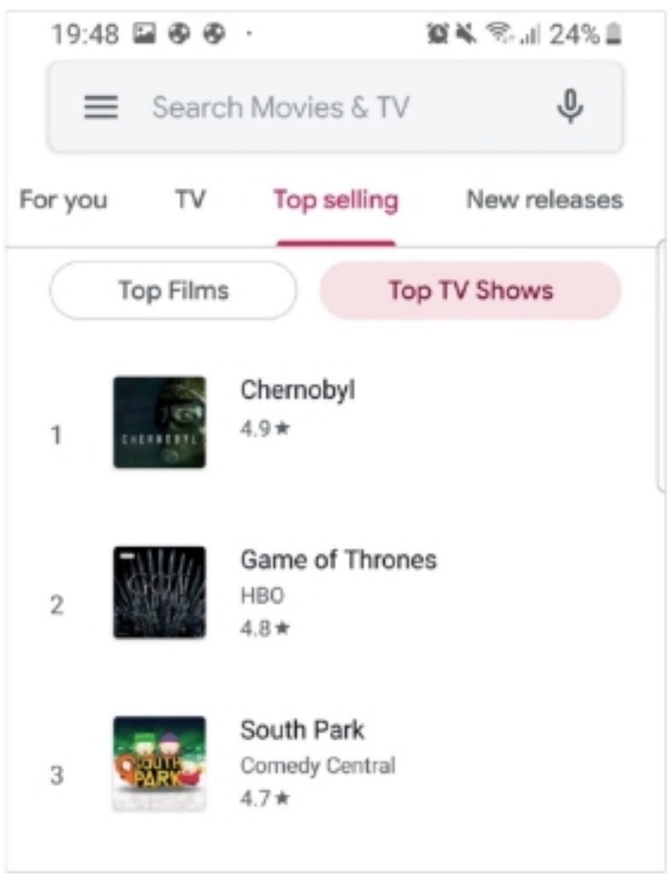
Google's Play store is home to millions of titles. It is an ever-growing collection and a brilliant resource. It has even updated its growing catalogue of movie rental titles and television shows, so you can stream or download titles. Typically, you get 24-48 hours from the start of watching a movie before it expires if you choose to rent, or you can purchase a film and to keep it.

While there is a standalone Play Movies & TV app, our tutorial will focus on the standard Google Play Store app. We recommend searching for movies and TV shows on the Google Play app as finding content is easier. The dedicated Play Movies & TV App is where you will need to go to watch your purchases after they've downloaded. Whether you're looking for the latest releases, bestsellers or all-time classics, there's something for everyone. And within a couple of taps, you can download a movie or episode and watch it on your device. The best part is that it's stored on your Google account, so can be watched on any device.

Play Store Buy and rent movies







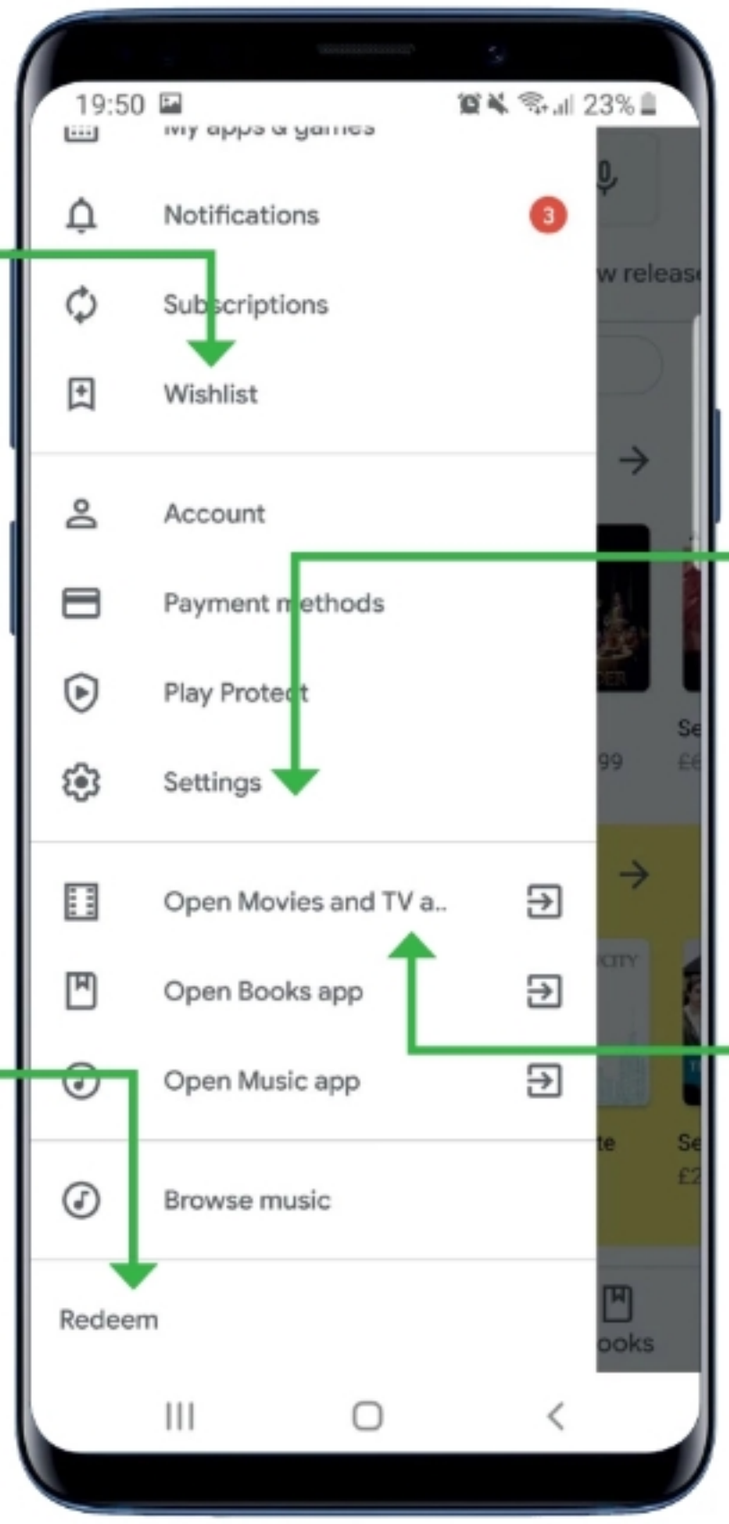
01 Open the Play Store and tap on the 'Movies & TV' tab along the top of the screen. New releases will be displayed at the top along with any featured offers. Scroll down to see recommendations, TV box sets and film bundles

02 If you're not sure of a specific film you fancy, but want something from a certain genre, tap on the Genres tab to view what is available. Each Genre page will display the top rated, most popular and any deals.

03 To get a more visual view of what's on offer, tap on the Top Selling or New Releases tab. These will display prices along with movie posters to see if anything jumps out at you, from the latest blockbusters to arthouse cinema.

Find Movies & TV on Google Play

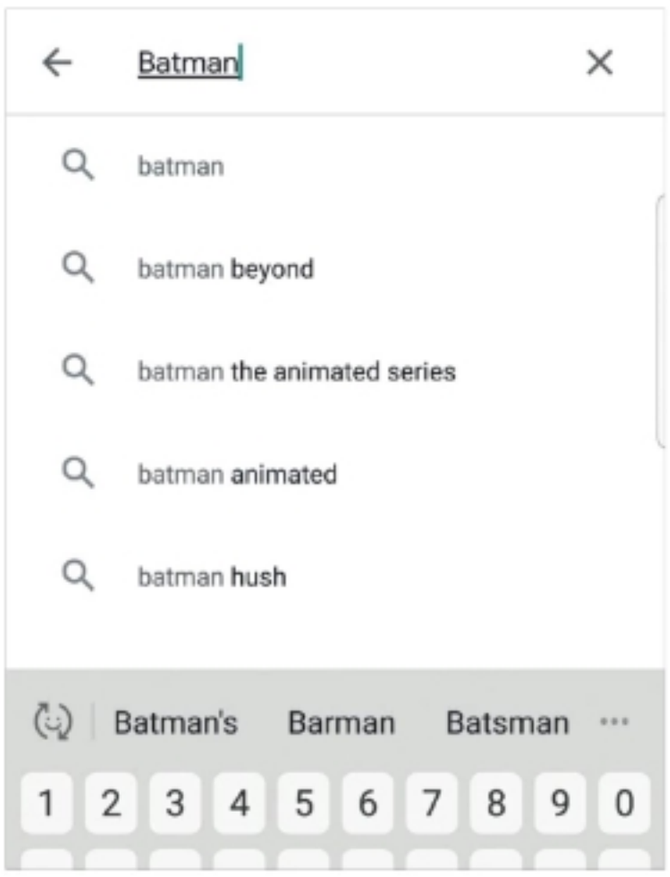
Your wishlist
If you find a film you like the look of and want to make a note for later, tap the bookmark icon to add it to your wishlist. You can then view your wishlist from the options menu



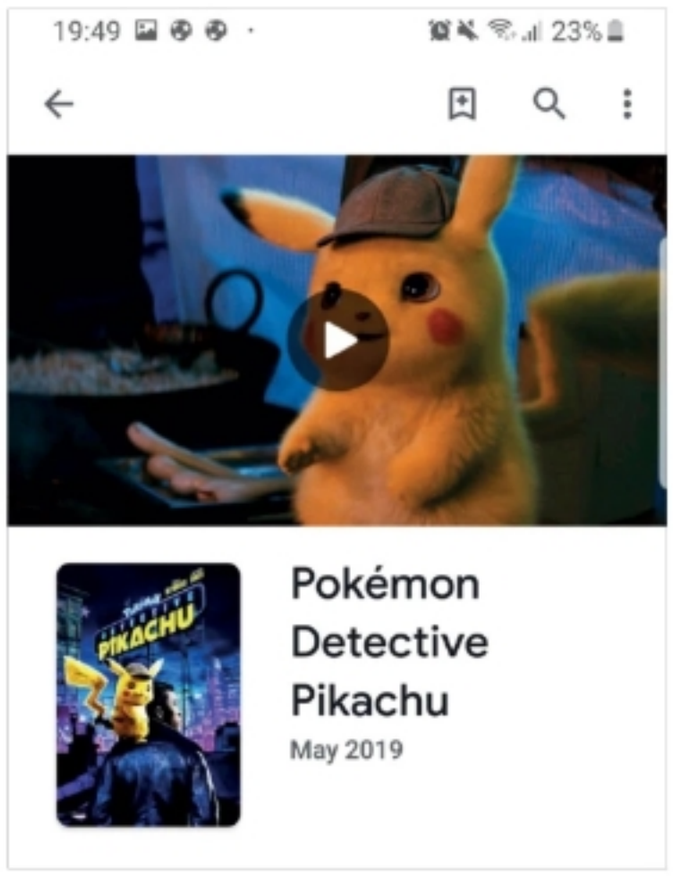
Settings
Select the Settings option and you'll be able to dig around a little deeper and tailor the Play Movies app to your specific needs and requirements

Redeem a code
If you're fortunate enough to have received a promotional code, then you can tap this option to redeem it. Codes can provide anything from free movies to store credit

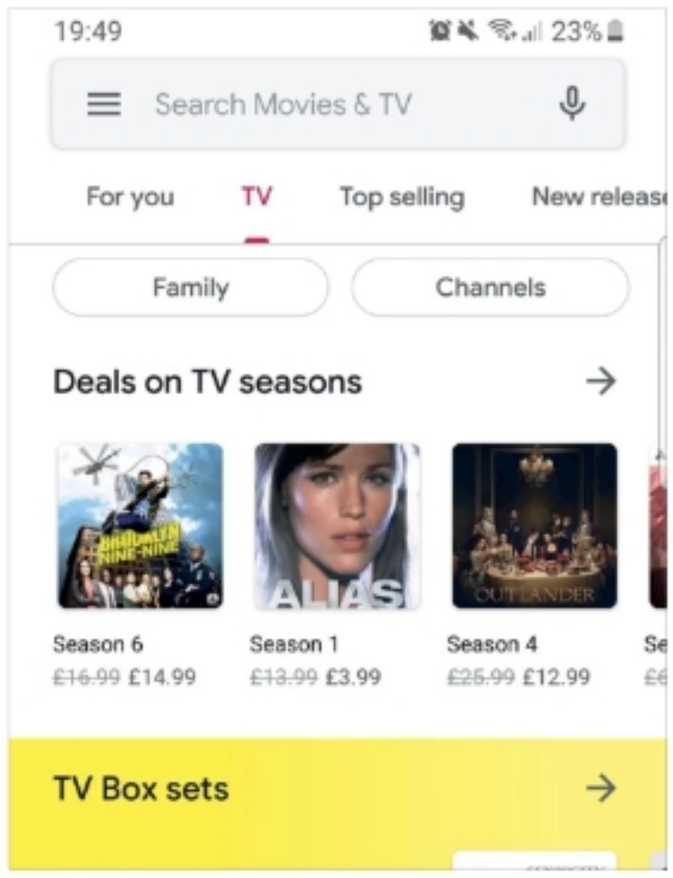
My movies & TV
If you want to see which movies you've already purchased, or jump straight to a screen so you can start watching one of your downloads, tap the 'Open movies & TV app' option here



04 If you're after a specific film that has taken your fancy, tap the white search bar at the top of the screen. The on-screen keyboard will pop up, allowing you to type in the title of the movie you are looking for.



05 Once you've found a film you want to watch, tap its title and you can watch a preview, as well as read some reviews and a synopsis. Tap the Rent or Buy button to purchase and enjoy or buy it in SD, HD or even 4K for some films.



06 If you tap on the TV option on the home screen, you'll be able to browse the available shows on offer. These range from the high-end dramas to comedies, from children's television to Sunday night entertainment and much more.

Learn to use Play Music

Listen to your favourite tunes on your tablet, download the latest tracks and use your device as a radio

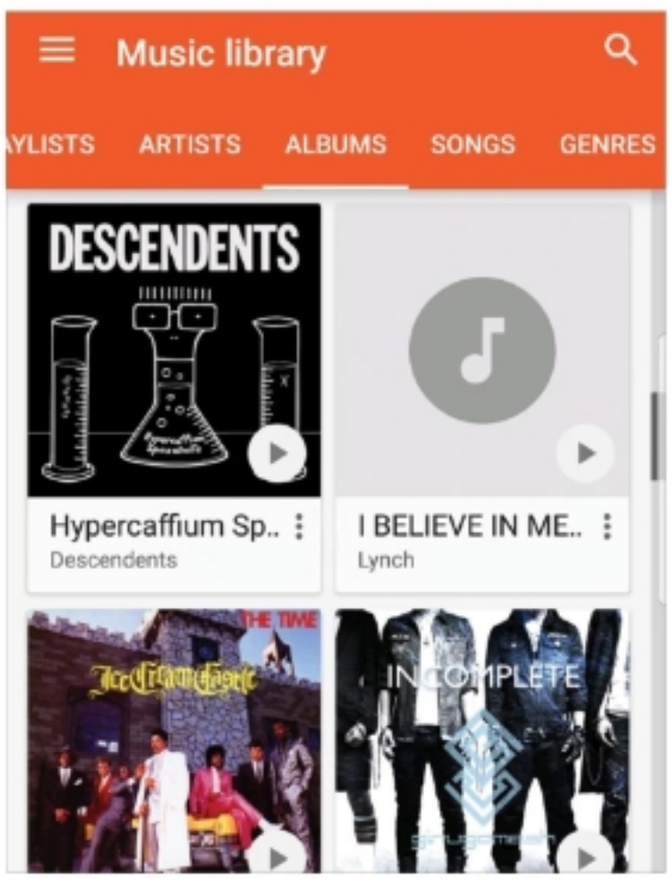
Play Music has a varied library of music for you to purchase and store directly on your phone or tablet. Many genres of music are covered and whether you're a Beethoven or Rolling Stones fan, there's something for you. Many of the most popular albums of recent years can be bought considerably cheaper than on its competitors.

Your current library of music can be directly transferred over from your computer into the Play Music account and can then be accessed whenever you want to listen. Controlling your music is also a major plus; the controls can be used to play, pause and skip between tunes. Dig a little deeper and you'll also find a number of built-in features that you can use to tinker with how your music sounds at any point.

On top of all this, you can also subscribe to Music Unlimited. Enjoy millions of songs for a monthly fee or you can trial it for a free month. In this tutorial we'll guide you through the process of controlling your music, as well as how to make the most of the settings it has to offer.

Play Music Listen to music on your device

01 Open up the app drawer and select the Play Music app. On newer devices it comes as a default, pre-downloaded app, but if it isn't there, download it from the Google Play Store, simply by searching and tapping Download.



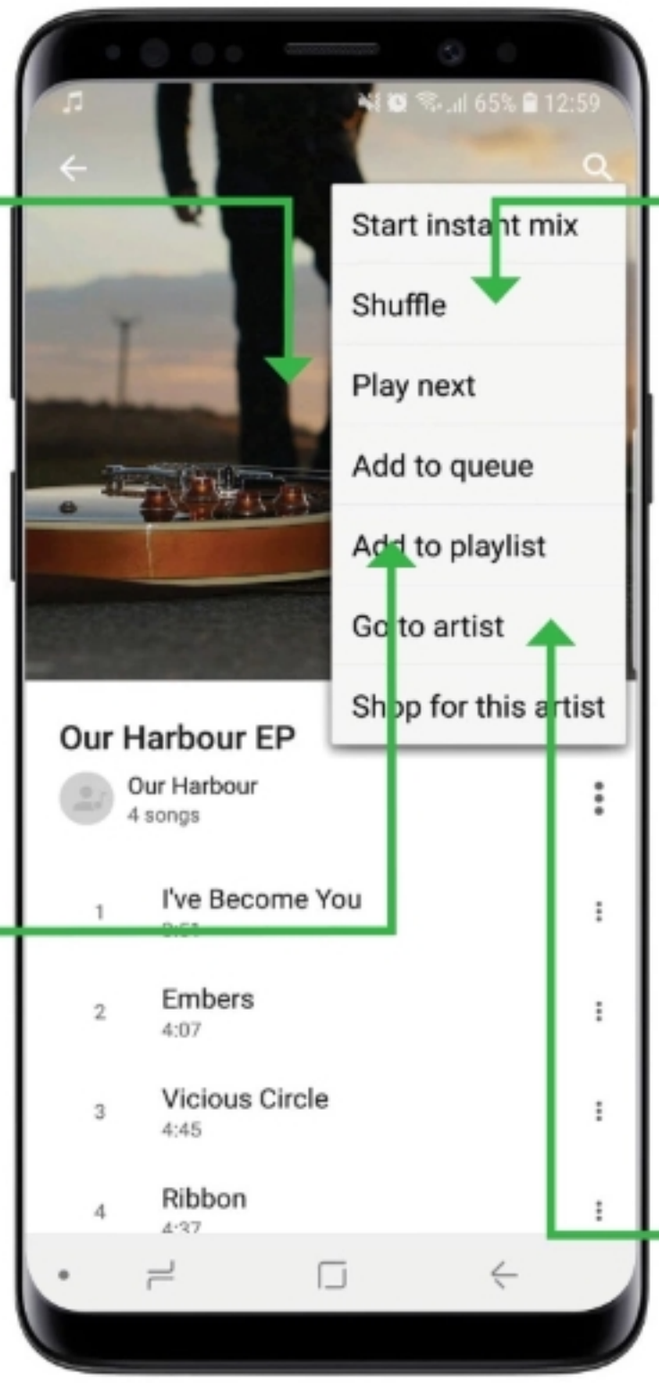
02 When you open Play Music, all the album artwork on your device will now be displayed, as it is linked to the Google Play Store and the information that it has available. To go to a specific song, simply press on a track or album.

03 To play music on your device, simply select the track and it will begin playing. Once it is playing, you can use the controls at the bottom of the app to toggle the song, pause it, turn it up, turn it down or skip to the next song.

Learn to use Play Music

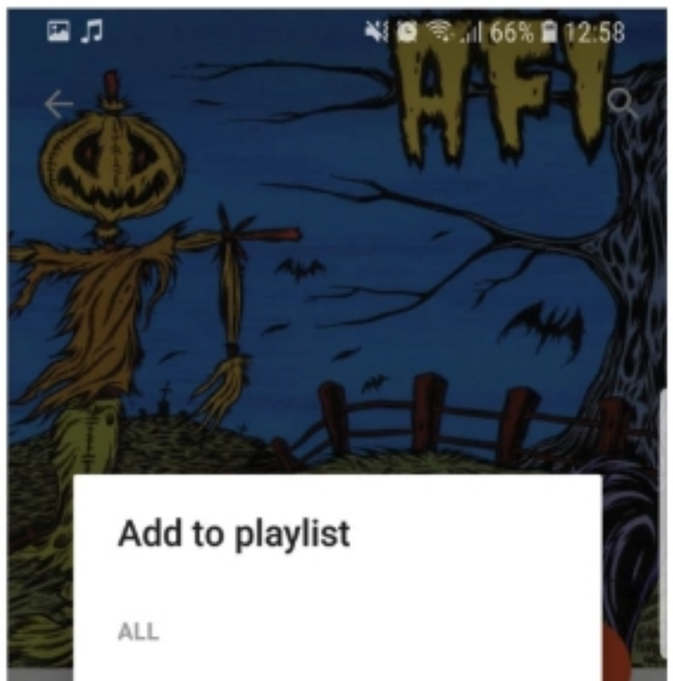
The main screen
The main Play Music screen will display the songs contained in the album, along with the album artwork. It's an enjoyable way to listen to music on the move

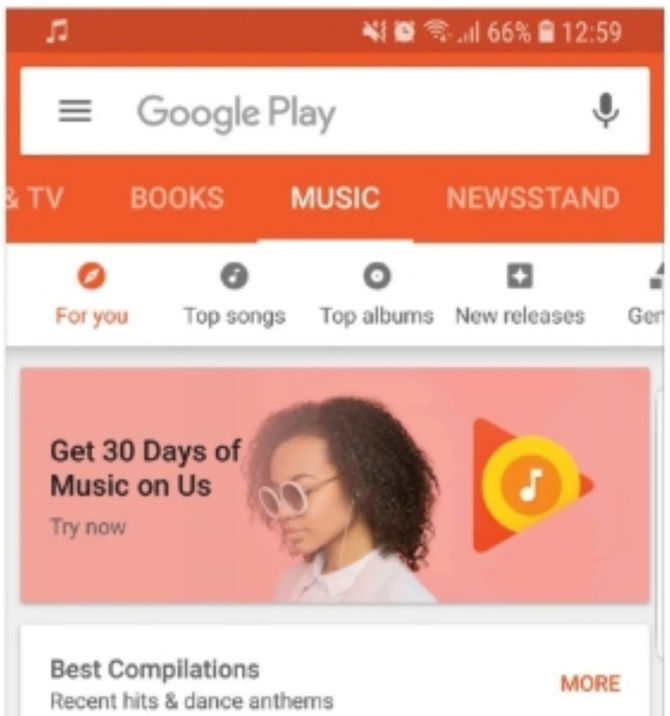
Create a playlist
You can quickly and easily create a playlist to keep similar songs together, or have a separate playlist for certain themed songs, such as summer hits



Shuffle
If you don't want to know what's coming next, select the Shuffle options and Play Music will play your songs in a random order

Explore more
If you're interested in an artist, tap on the 'Go to artist' option to be taken to their specific page in the Play Music store





04 Tap the Settings icon at the top of the pages and you can choose to refresh your music or access further options including great features such as Play next, Add to Queue or Add to playlist. You can also start your personal radio station.

05 Another option is to add a song to a playlist. Select the in-song Settings icon and tap 'Add to playlist' and give it a name. Or if your playlist already exists, simply tap the name of the list you would like to add it to.

06 If you're looking for new music, tap on the menu icon and go to the store. Alternatively, you can subscribe to Music Unlimited which lets you listen to their huge library of music for a monthly fee.

Read ebooks with Play Books

On the Android platform, you can utilise Google's Play Books app to read ebooks on the fly

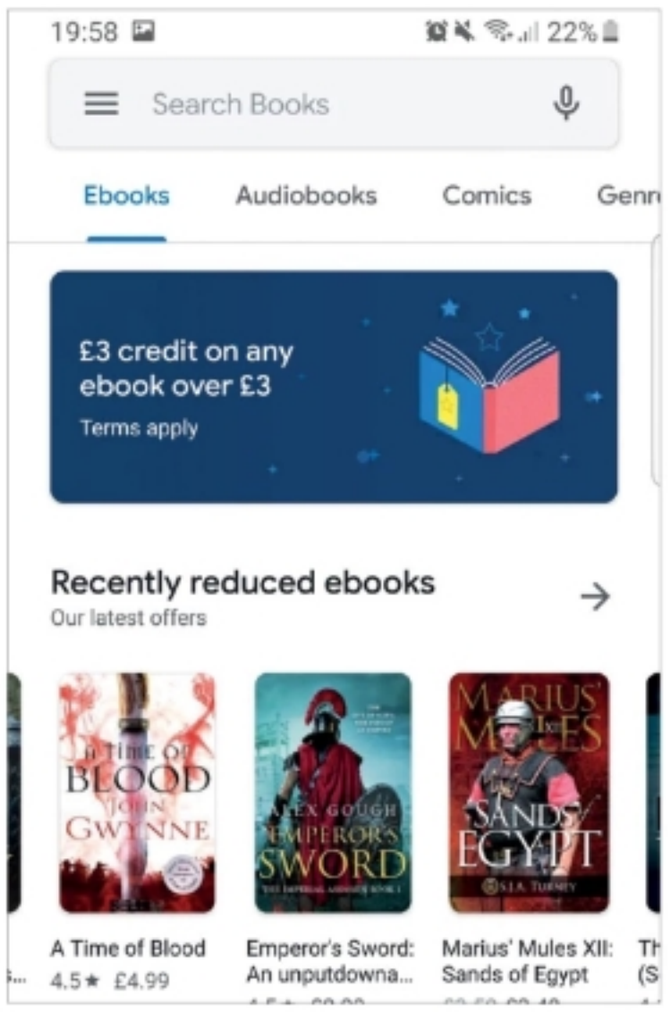
On Apple you have Apple Books, and on Amazon, you have Kindle. With your Google account you have access to Google Play Books, which allows you to read ebooks anywhere.

An ebook is a digital form of a book, and is presented in a device-friendly interface which you can format using a variety of options.

Play Books forms part of the Play Store, but you may find that on your device it comes as a standalone app. You have access to a wealth of digital books that can be downloaded in seconds. In this tutorial, we show you how to download a book and the tools on offer when reading. If you want to get to grips with the app before spending any money, you'll find a couple of free books already installed on your device.

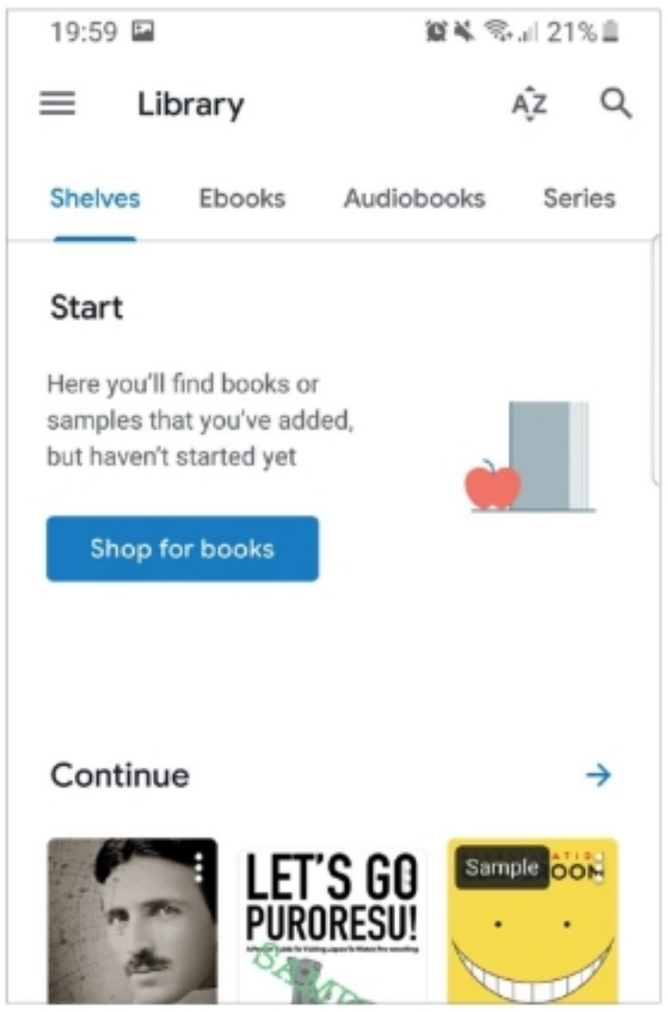
We'll look at some of the extra features on offer that will allow you to personalise your experience. These include the ability to zoom in and out, to highlight text, jump to pages or even alter the display. Play Books really is a great way to read.

Play Books Read eBooks on your device



01 Open the Play Store and tap on the Books option or open the Play Books app. You'll find millions of ebooks you can read on your device. Tap the icon and browse through the suggestions.

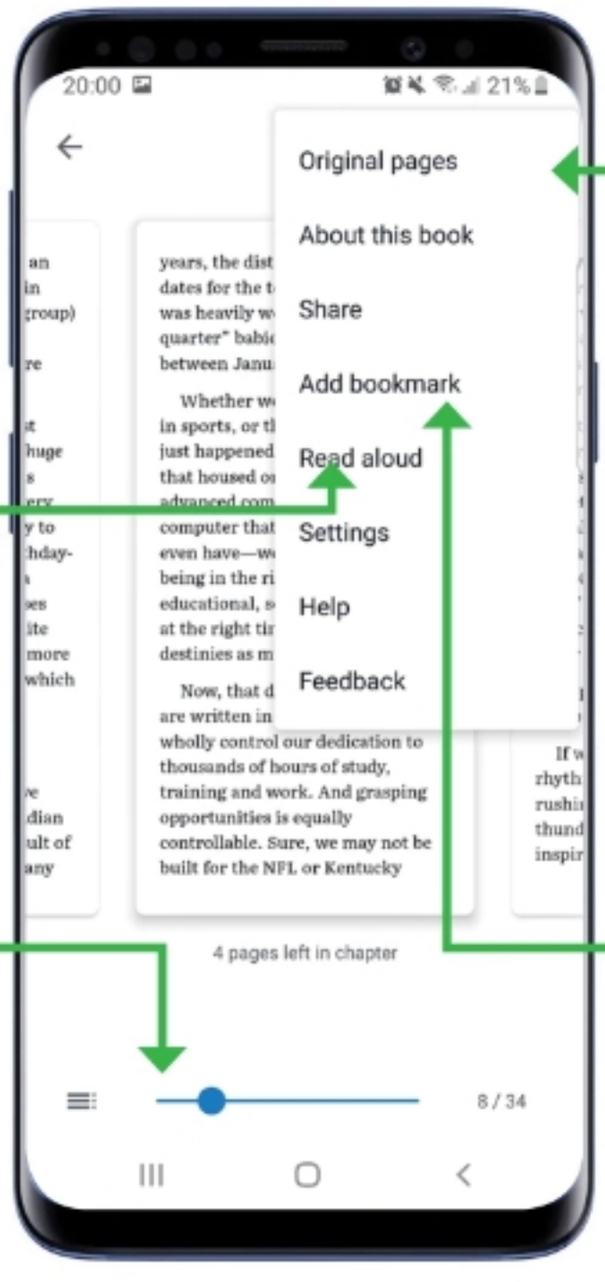
02 Search through the store until you find a book that takes your fancy. You can then either download a free sample, or dive right in and purchase the book by tapping on the big blue button.



03 In the Play Books app, tap on the Library tab located along the bottom of the screen. Here you can view your entire book collection, or skip straight to the last book you were reading.

Read ebooks with Play Books

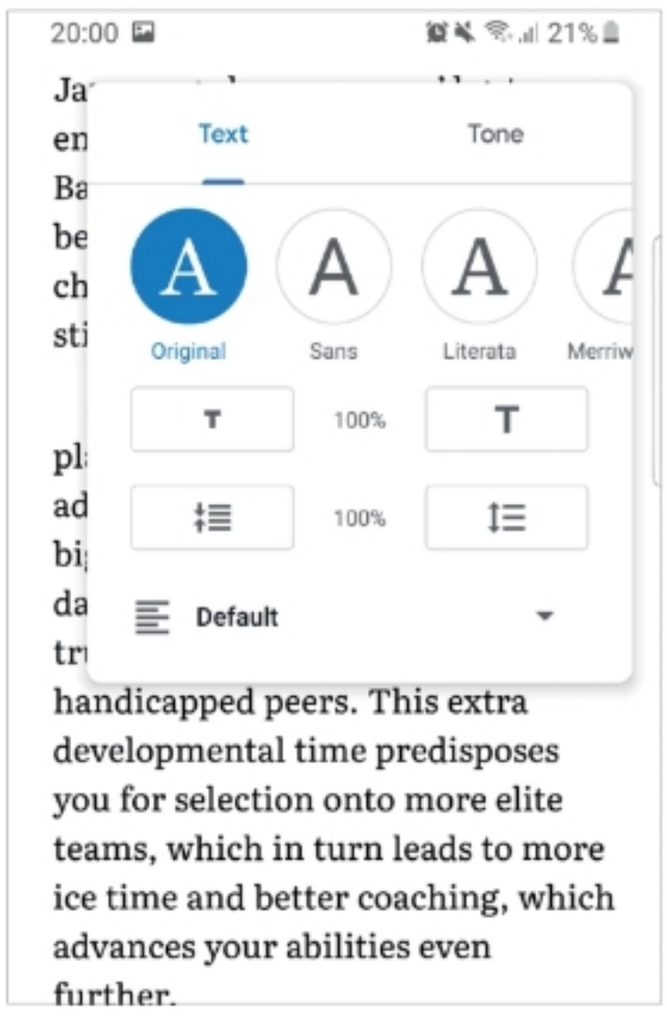
Speak the words
For visually impaired users, the option to read text aloud is extremely useful. It also highlights the paragraph of text that it is being spoken at the time



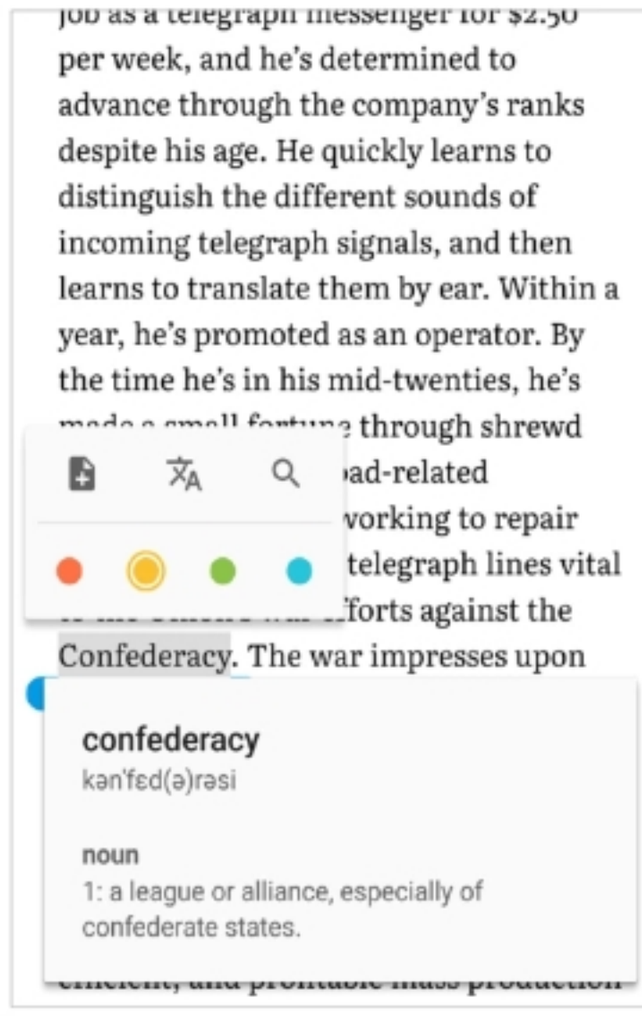
Display options
The 'A' option on the top bar is where you can adjust the ebook view according to your taste. This could involve adjusting the backlight or changing the font

Contents
Using the contents option, you can move between the various chapters of the book if you don't want to use the embedded search or fast track slider

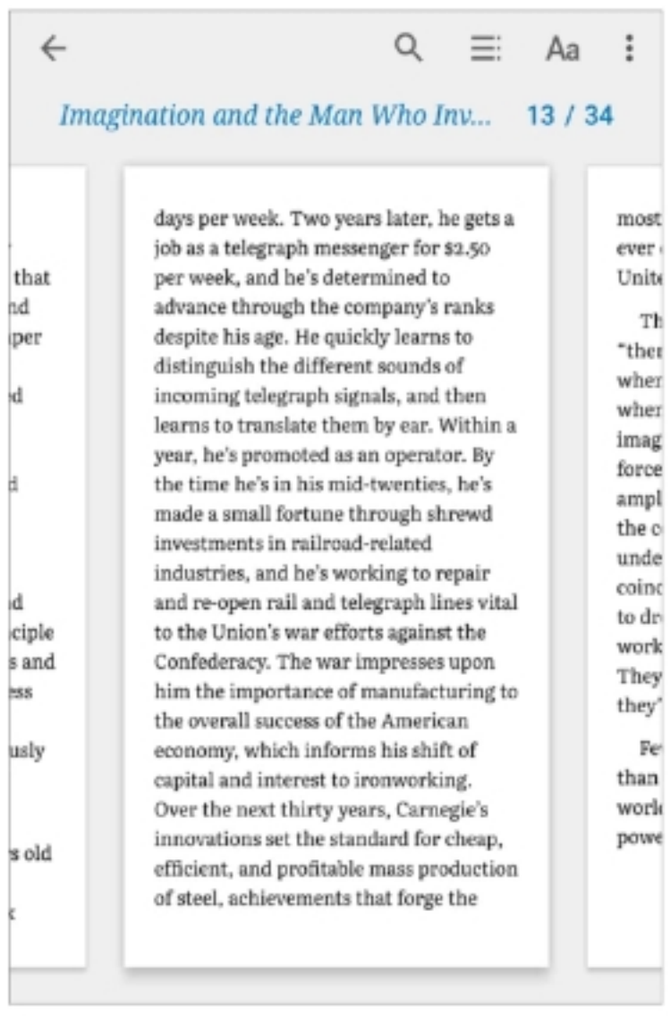
Adding bookmarks
If there's part of the book you wish to come back to, or you get interrupted and need to remember where you got to, simply add a bookmark by tapping on the option



04 Tap on a book to open it, tap on a page and then tap the 'Aa' icon. Here, you can switch to night mode, or adjust the paper colour, font type, size or backlight brightness.



05 Pressing on a certain word will bring up extra options, including a dictionary, the ability to highlight text or add your own note. Tap it again to remove the note or highlight.



06 If you want to jump ahead to a different point in a book, or back to a certain chapter, drag along the scrubber to the point you desire. Be careful though – it can be very sensitive!

Explore the Google News app

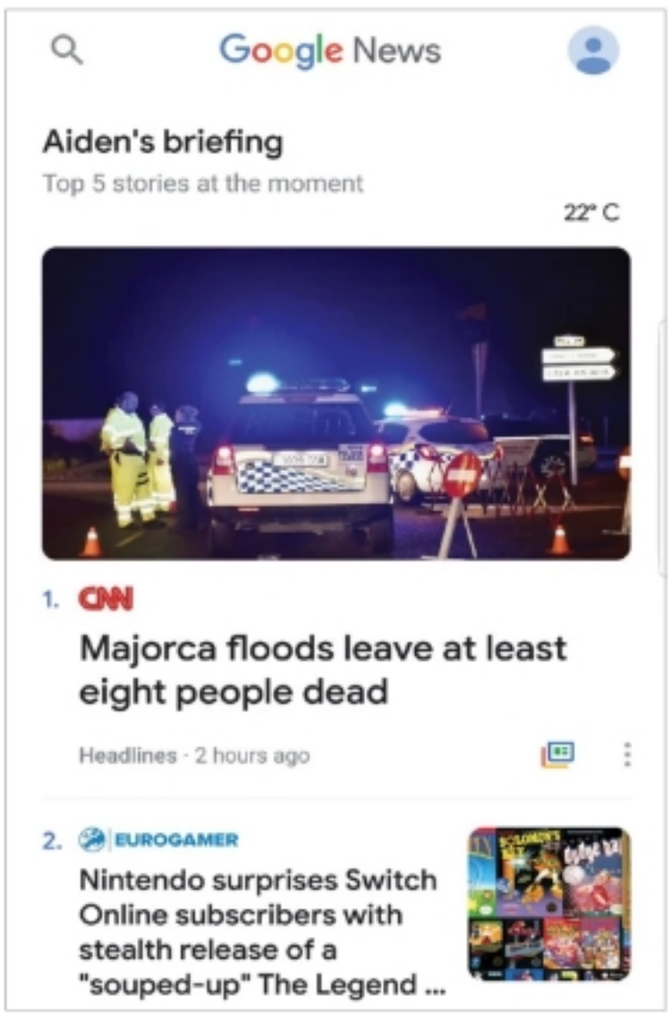
See the headlines or manage your magazines and news feeds within the Google News app

News is the destination you need to go to when you want to read the latest headlines, see news videos or manage your digital magazine subscriptions. You can subscribe to thousands of magazines that are available through the Play Store, as well as download and read the latest issues.

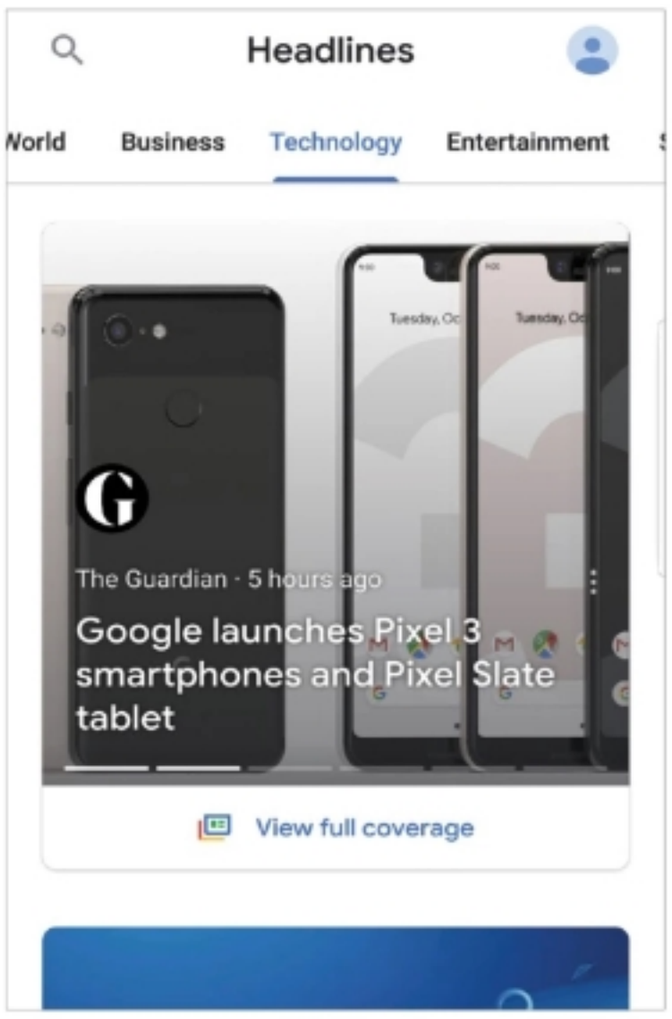
On the news side of things, users can explore various sources based on their hobbies and interests and subscribe to the latest feeds of some of the biggest news outlets. If you are interested in a news story but not the source covering it, you can use the 'Full coverage' feature and see every article on the subject.

The content is constantly updating, capturing your attention with a host of options tailored to your interests. It's likely that you'll keep coming back to the app a few times a day to see new content – and one of the best things about the app is that it collates all news and magazine content in one place, so you don't have to.

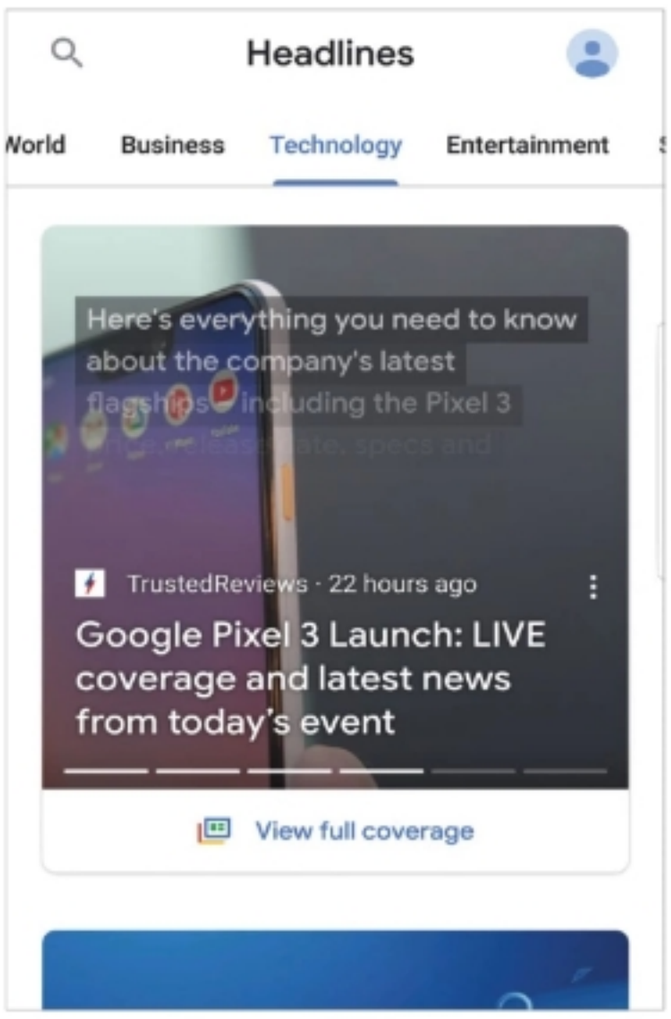
Google News Get the news on your device



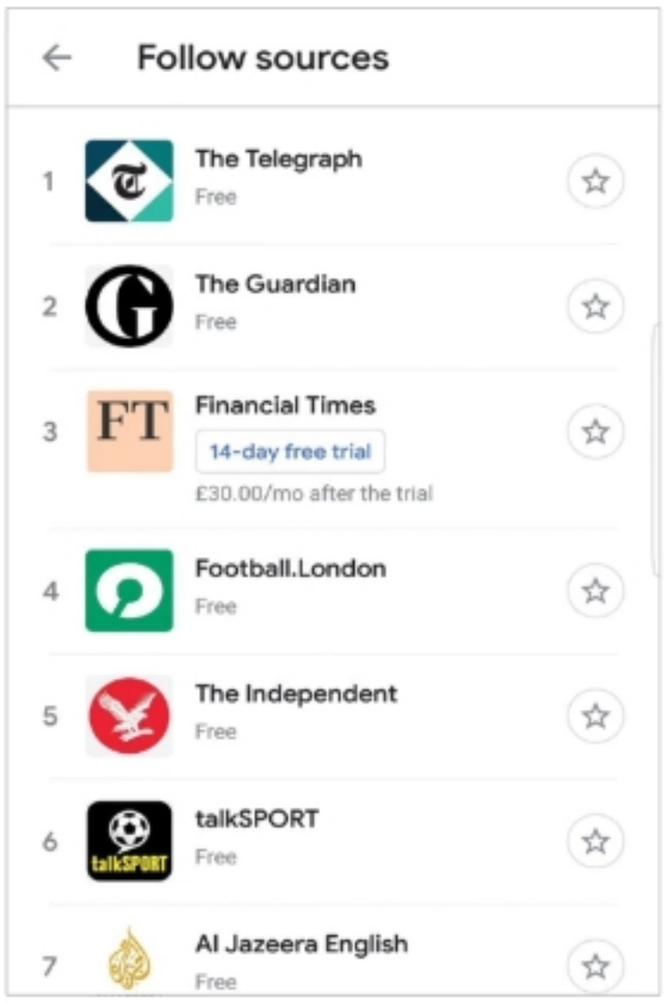
01 After opening the app you will be taken to the 'For You' section. Here you can look through the top 5 headlines or scroll down through other stories Google thinks will interest you.



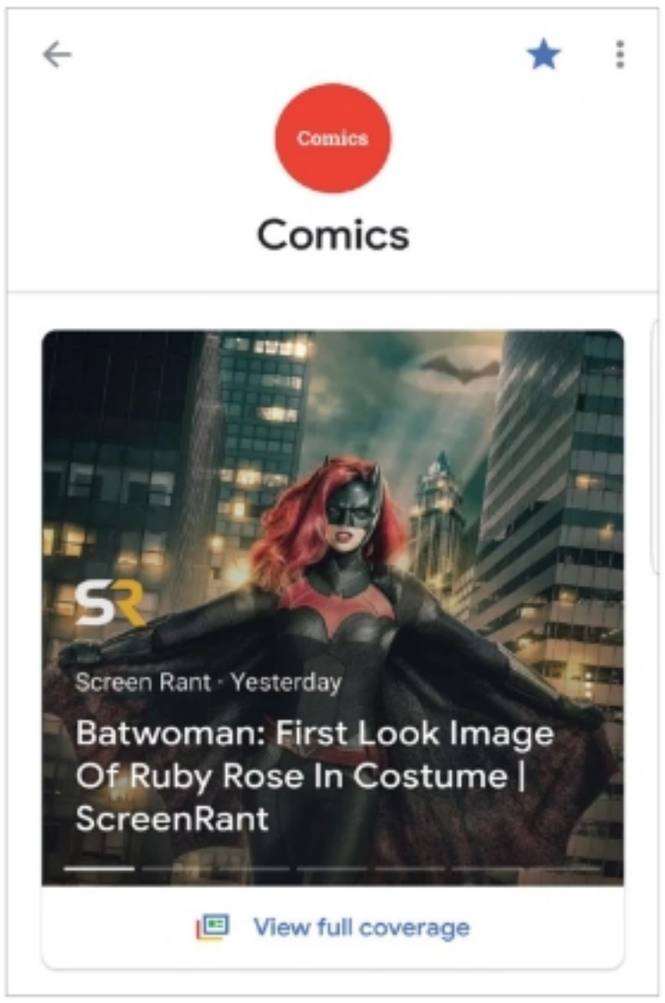
02 Press the Headlines option at the top of the screen. Here you can search for the top stories in your country or by topic. Use the bar along the top to switch between topics.



03 News doesn't just give you a news story from one source, it will let your scroll between five so you can find the one that you prefer. Swipe left or right on a story to change source.

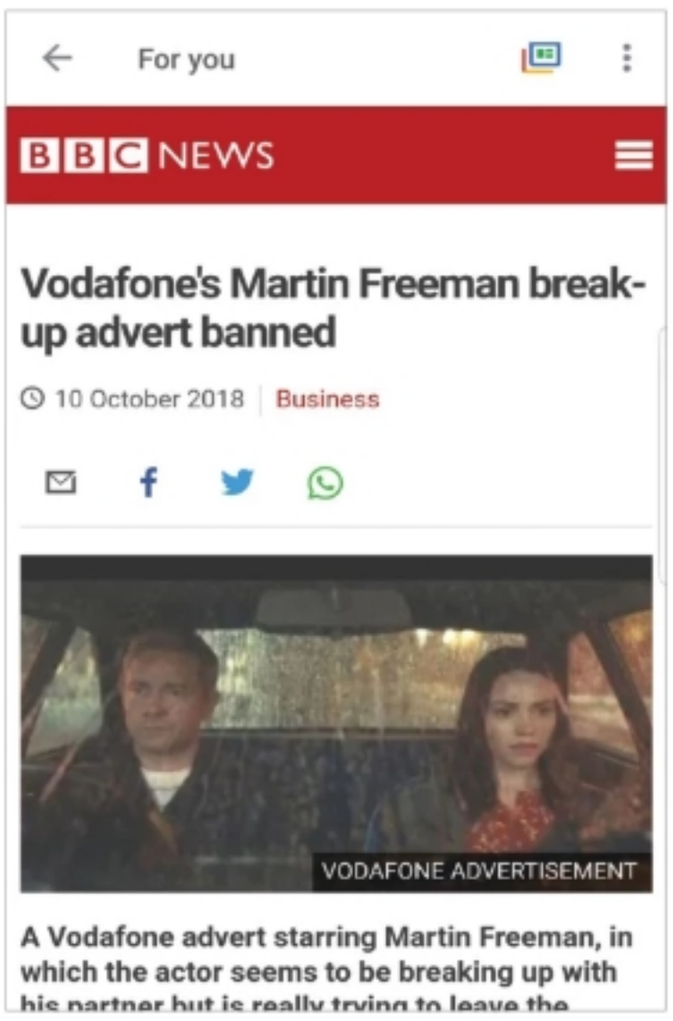


04 Press the 'Favourites' tab and then the '+' icon to choose your preferred news sources. Scroll through the list of suggestions or use the search bar and tap the star icon to save it.

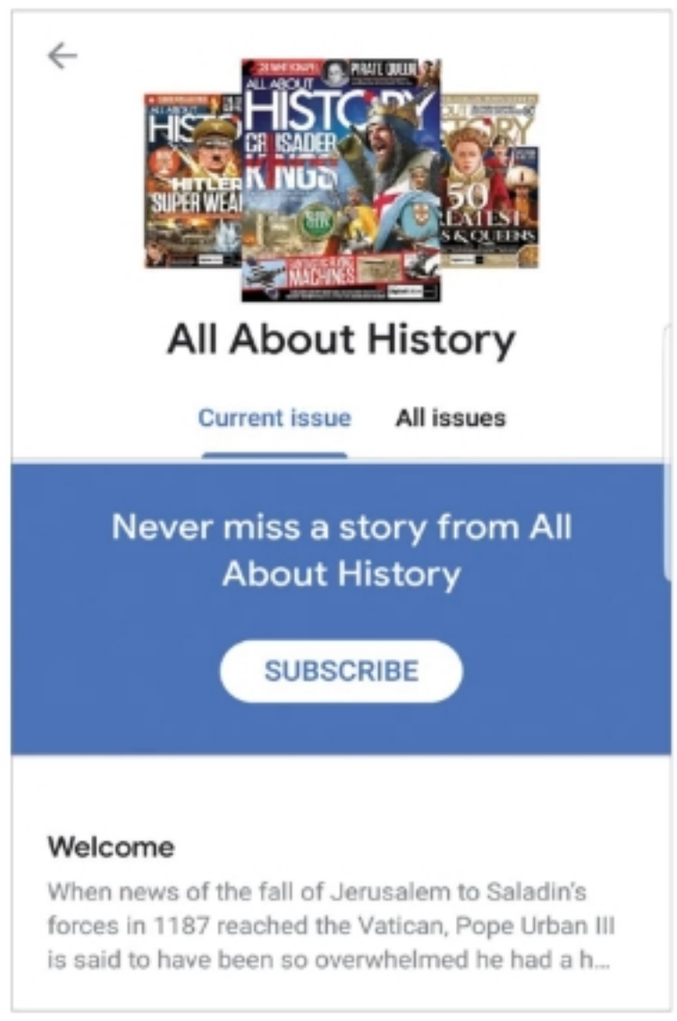


05 As well as many news outlets, Newsstands also enables users to follow specific subjects. Similar to news feeds, you can scroll through and add the ones you want to subscribe to.

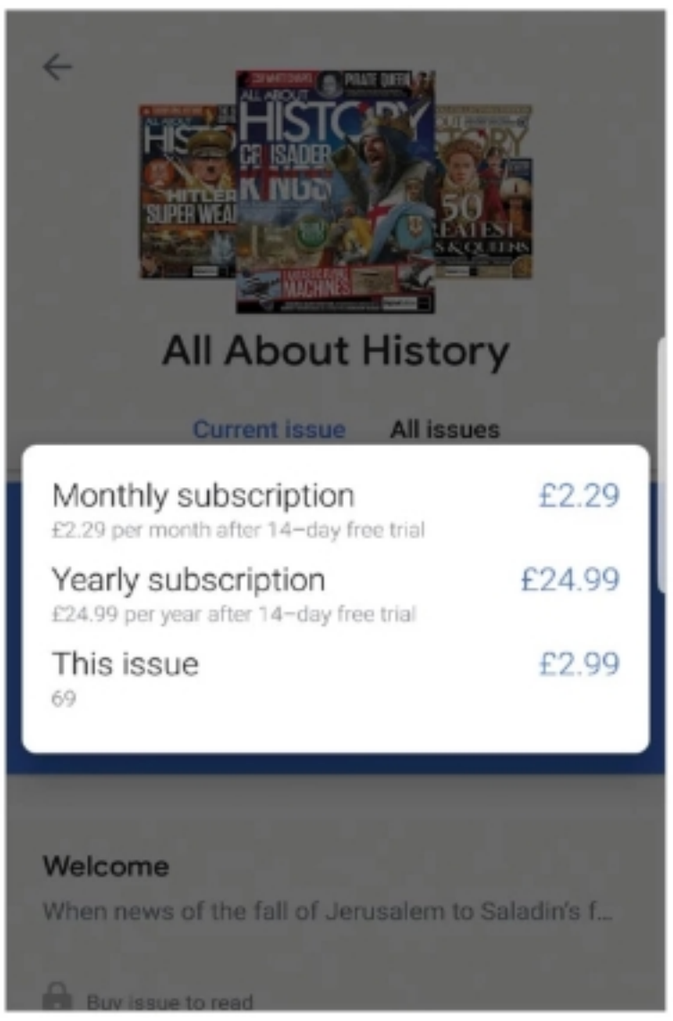
06 When you tap on a topic you can see a number of other topics relating to it. Scroll down to go through the news stories on that subject from a variety of sources.



07 Reading stories is easy through your Android device. The text is auto-formatted to the size of the screen and you can pinch to zoom in and bookmark stories to read later.



08 Through the Newsstand section of the app you can manage your subscriptions. Use the search function or the Popular section to find a magazine of interest within the online shop.



09 You can buy individual issues or select a subscription method. Pick your option and a Google Play window will open. Input your payment method and click 'Continue.'

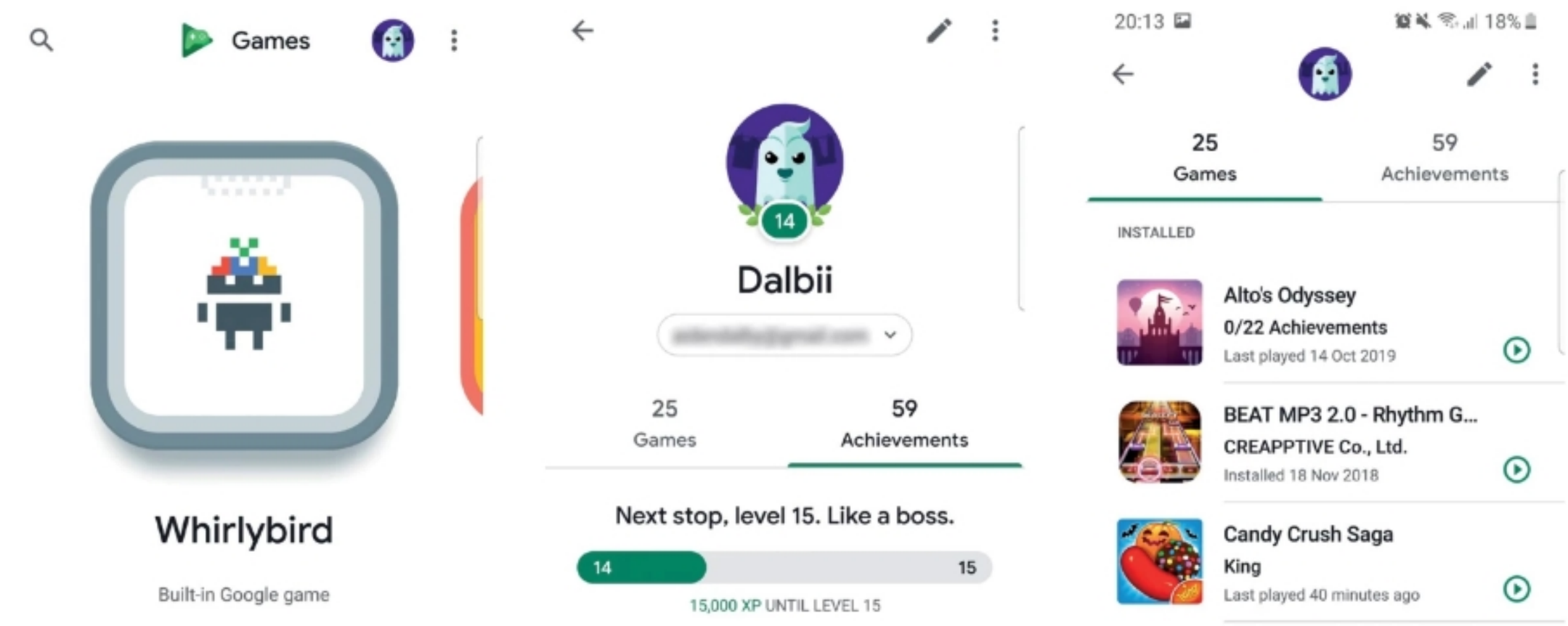
Play games and see high scores

Interactive mobile gaming can be enjoyed by anyone no matter what their age – you may be surprised at how much fun you can have!

The colourful and busy interface in Google Play Games may make you think that it is designed for complex games that are mostly played by teenagers. However, there is a lot more variety included than you may initially expect. There are many games available in the Google Play Store that support online scores or achievements, and they range from simple card games to word puzzles and any other genre that may appeal to you.

Achievements are built into most games, which is useful for keeping you interested over long periods of time, and the lure of trying to beat a challenge. It quickly takes your focus and can potentially lead you to wonder just how you enjoyed gaming without the interactivity that is included here. Tap on an achievement and you can see what percent of people who have played the game have earned it as well. Some games also have online leaderboards, so you can see how your high scores compares to other players from all around the world.

Google Play Games Challenge friends to a game

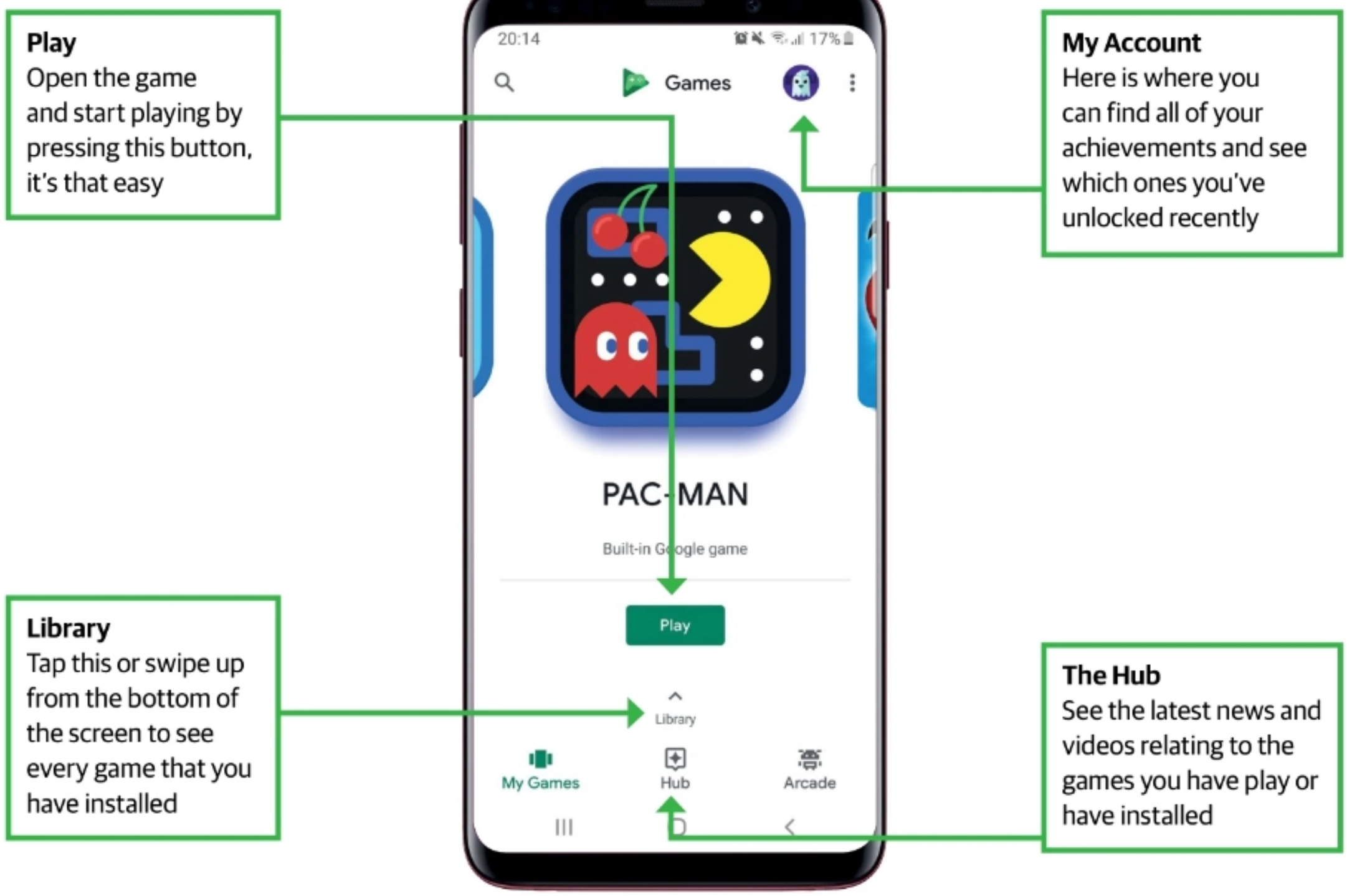


01 Open the Google Play Games app and you will see a menu with a range of built-in games. Simply tap on 'Play' and the game will start. Swipe the icon left to scroll through all of the games or tap 'Library' to see all of your games.

02 Tap the icon in the top-right corner to see your profile. For the best experience you should make your profile public so that others can track your progress and see where you stand. Tap the pen icon to do this.

03 You can also find all of your games from the Account tab. Tap Games to see all of the titles you have installed that support Play Games. That is all you need to do to be able to enjoy the features because the rest of the process is automated.

Play games and see high scores



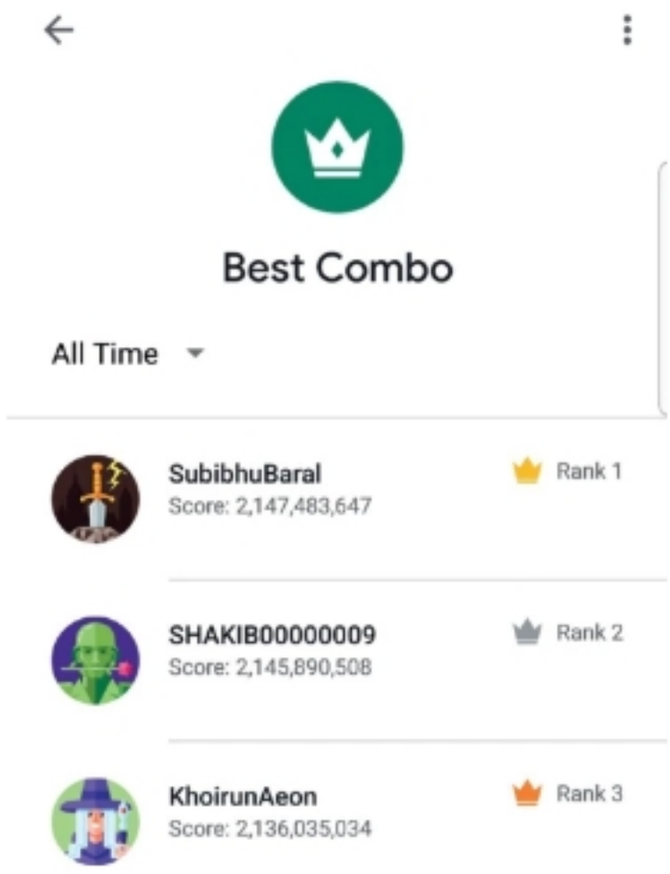
PIXEL PUZZLE COLLECTION

KONAMI · Last played 31 minutes ago

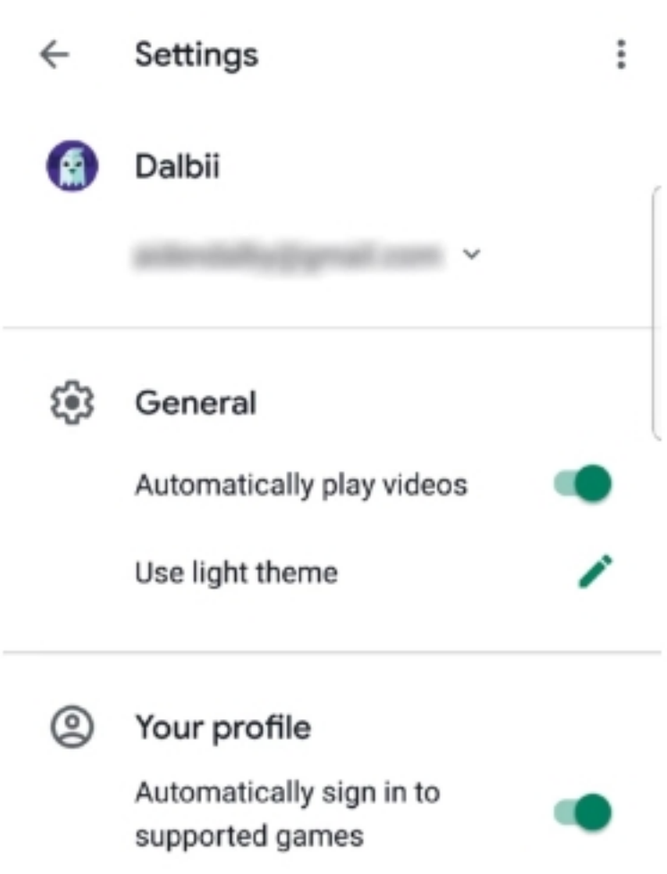
Play

Achievements 7 / 10

04 You can now select any game and from here either start the game or view available achievements. As you progress through the game, all of your achievements will be listed automatically for you to see.



05 Tap on 'Leaderboards' to see the high scores from players around the world. You can choose to see the best scores from the day, week or all time. Tap on another player's name to see what other games they like to play.



06 From the Settings option, you can choose if others see your achievements and high scores. You can also have your device automatically sign you into Google Play supported games when you play them for the first time.

Take your first photograph

You can capture special memories anywhere when you have your phone with you because most phone cameras are very easy to use

A smartphone camera can feel overly complex and feature-laden when you first use it, but work has been put into making it as easy to use as possible. Each smartphone uses different camera software, but some things always remain the same and so we can help you take your first smartphone photograph.

In a short space of time you will be able to snap new photos by simply tapping the screen and because the phone will be with you often, it's likely that you will capture more memories than with a traditional camera. You do not need to worry about how you use a smartphone camera because most people will capture a few poor photos for each good one they keep. You can simply delete poor photos and carry on snapping without having to worry about the film running out. It is then up to you to decide how to make them precious, but most smartphones are capable of producing photographs that can even be printed and framed for others to enjoy.

Take photo
The capture button will always be easy to press and some phones even let you take a photo by tapping anywhere on the screen

Settings
Smartphone cameras can be tweaked to work in almost any way you like. Take your time to get to know the settings

Focus your shots
You can focus a new shot by tapping anywhere on screen on most phones. Where you tap will be the central point of the focus

Preview
You can preview your photos as soon as they are taken or tap this small square to see how your latest photograph looks

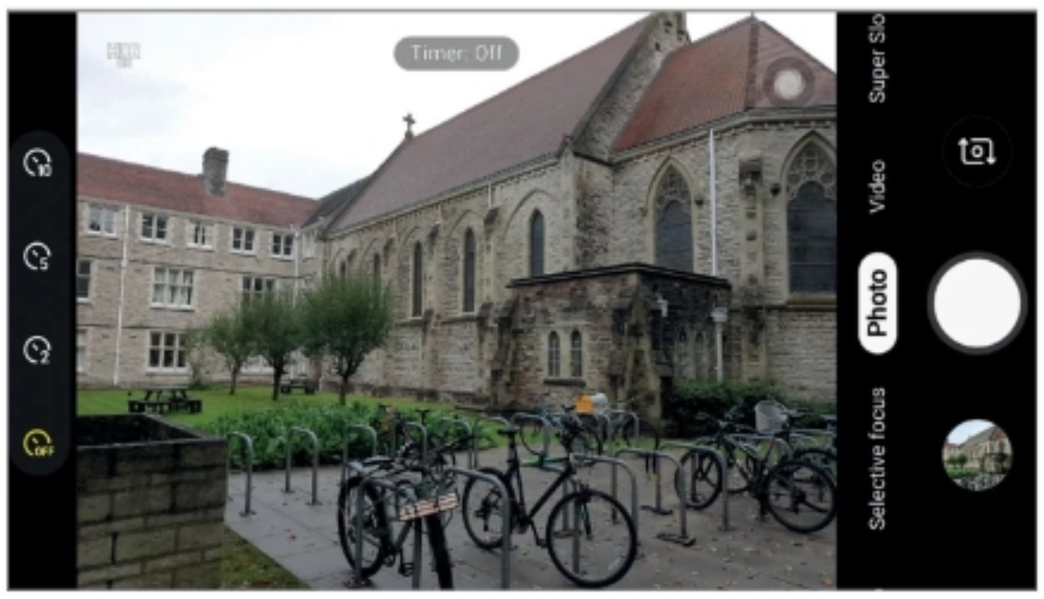
Camera Replace your digital camera

01 When you open the Camera app, you will see a few icons. You will see a large capture button so all you need to do is point your phone at a subject and tap the capture button to take a photo.

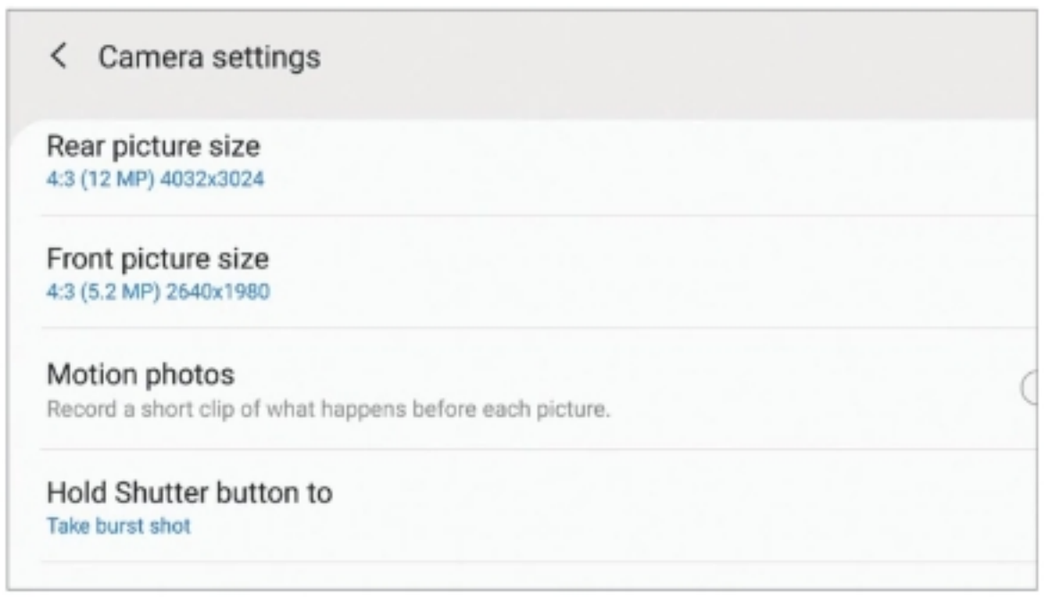
02 To focus, tap anywhere on the screen and a circle will appear showing where the camera is focusing. You can tap anywhere on the screen to focus on any part of the view that the camera can capture.

03 Most smartphones will offer modes to take photos, but we would stick with 'Photo' for the majority of your shots. You can experiment with modes when you're familiar with other functions.

04 There are plenty of tools in the camera app to help you capture the best images possible. For example, you can add grids over the live preview to help you frame photos.



05 Tap on the stopwatch icon to add a timer. You can use this time to get into the shot or tap then use both hands to steady the camera. You typically have a choice of either three or ten seconds.



06 As you become familiar with how the camera works, take some time to work with the advanced settings. You can change everything from the photo quality to disabling the camera sound effects.

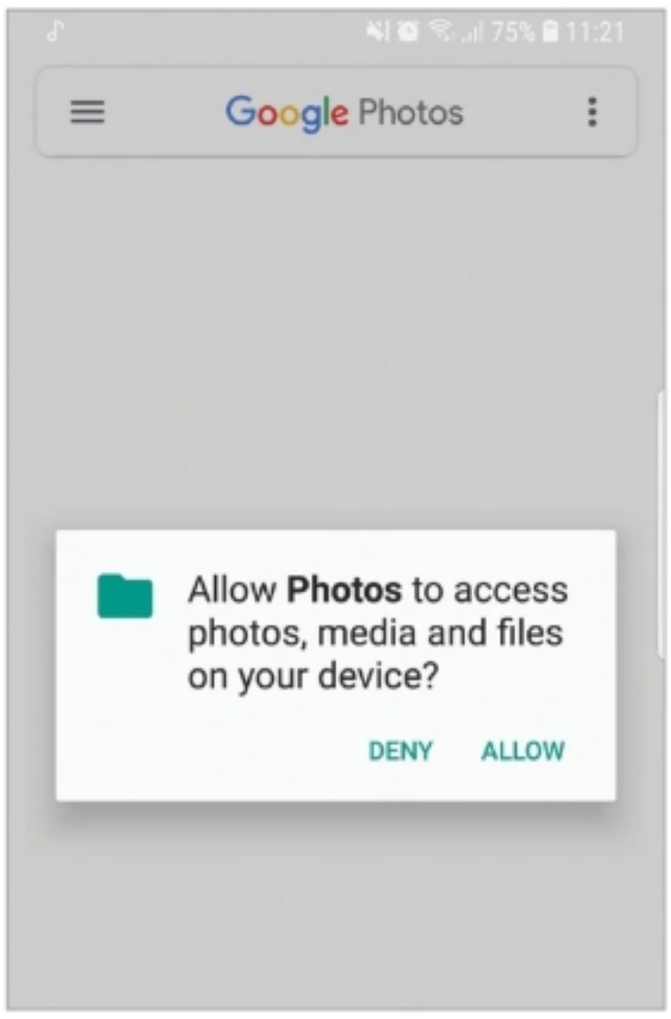
Share images with the Photos app

The Photos app is a must-have when it comes to managing and sharing your images

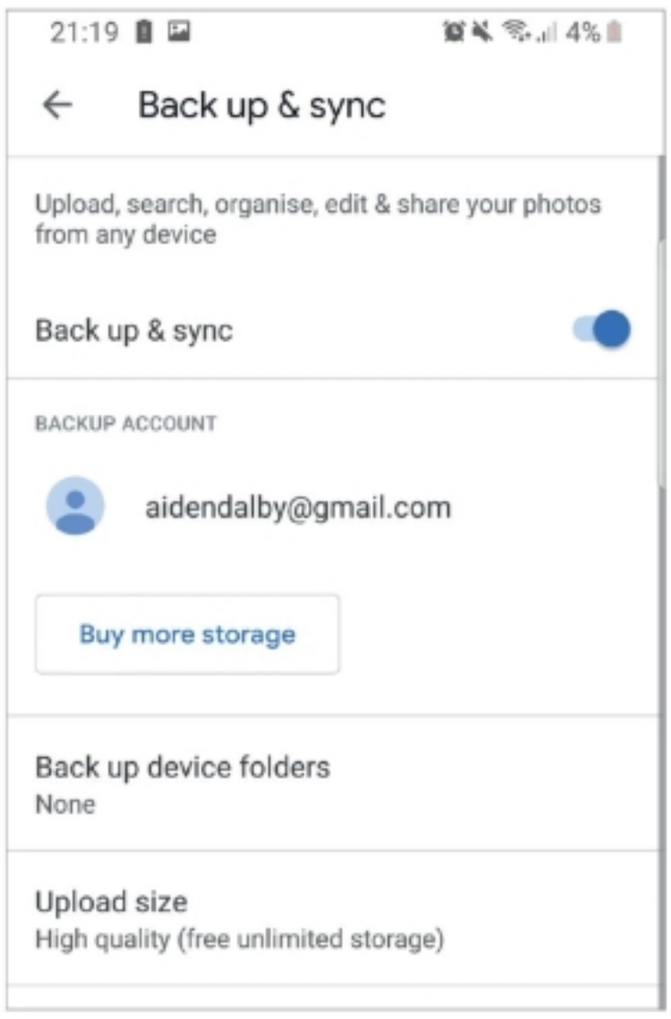
The Google Photos app has become a worthy replacement for the Gallery app on your Android device. Google Photos is more than a place to look at your pictures. They can be edited, managed and shared. The Photos app can be used to store and back up all photos taken on your device, as well as view photos that are synced with your Google Drive account.

Photos are arranged and ordered automatically into albums, and the Google Assistant tool can help you create albums or collages by locating the best images in your galleries. This makes sharing photos easier than ever, helping you avoid scrolling through photo after photo until you find one that is in focus. All videos shot on your device will also be stored in the app. Sharing images is easy with the added bonus of being able to send images straight to social media pages. The Photos app is the best way to manage and share all of your photos across all of your devices quickly and easily.

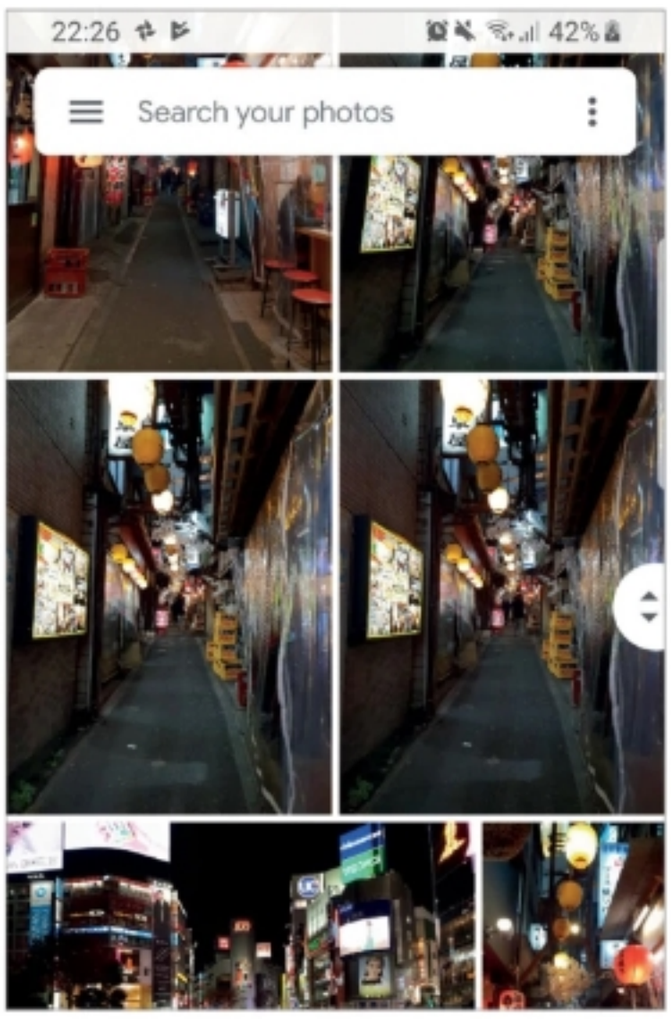
Photos Share your photos in a few taps



01 When you open the Photos app, you will be asked if the app can access the images and videos stored on your device. You will need to allow this for you to be able to use the app.



02 Tap the menu button and then Settings>Backup & sync. You can activate the backup tool to store photos you take on your phone or tablet on your Google Drive.



03 Tap on the Photos tab. This stores all of your images in order of when they were taken. You can use the search bar at the top to search for items in your photos such as 'beaches.'

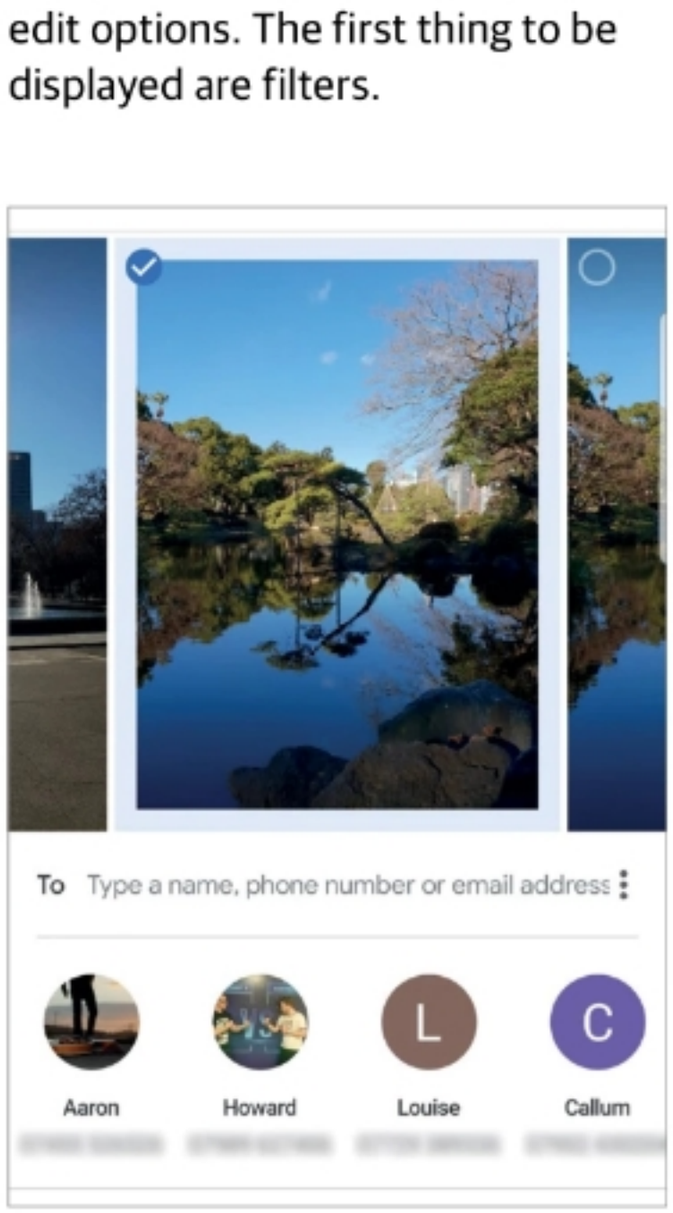
Share images with the Photos app

04 Scroll through your images and then tap on one to view it in full screen mode. Then it's just a case of sliding from left to right (or vice versa) to go to the next image in the gallery.

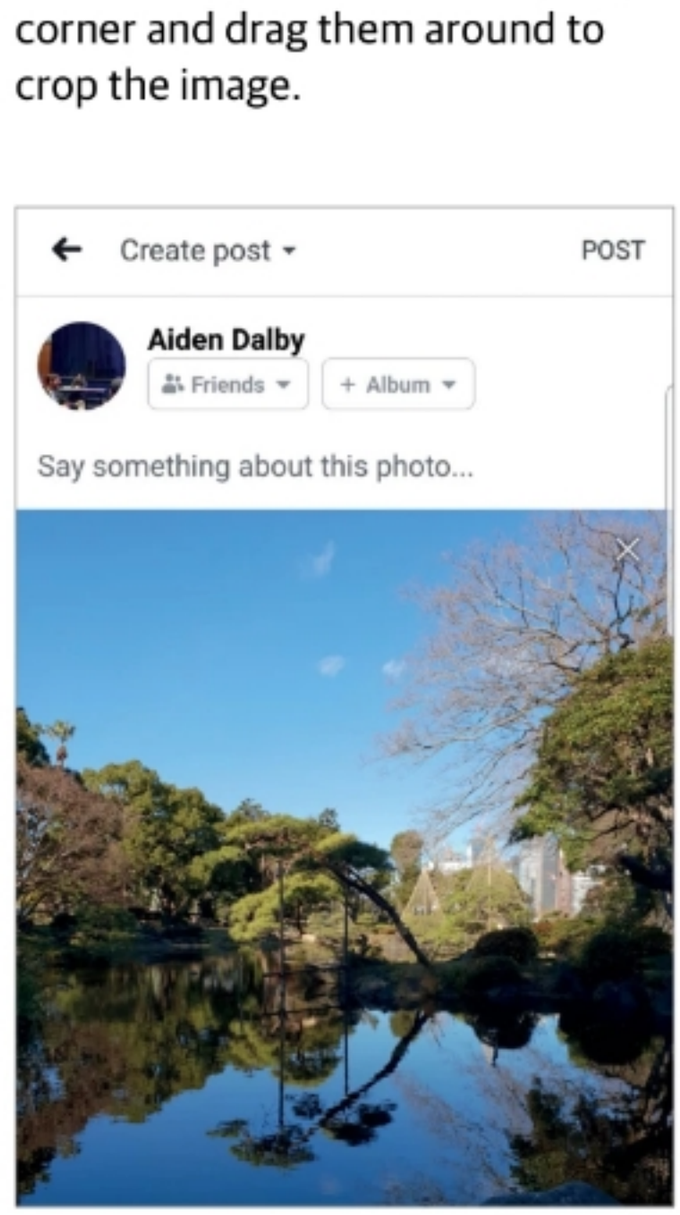
05 Tap on the image in full screen mode to display a series of icons. Tap the slider icon along the bottom to bring up the edit options. The first thing to be displayed are filters.

06 Tap the crop icon and then some edit options will be displayed along the bottom of the screen. Tap the dots in any corner and drag them around to crop the image.

07 If you prefer to edit your images using a different app tap on the more icon in the top-right corner of the screen. Select 'Edit in' and all available editing apps will be shown.



08 With your image ready tap the share icon. The top options will be your popular contacts. Below are all the available apps which you can share the image through.



09 Add a description, tap location to add your location and select an album you'd like to add it to if any. Depending on the social media site there may be more options.

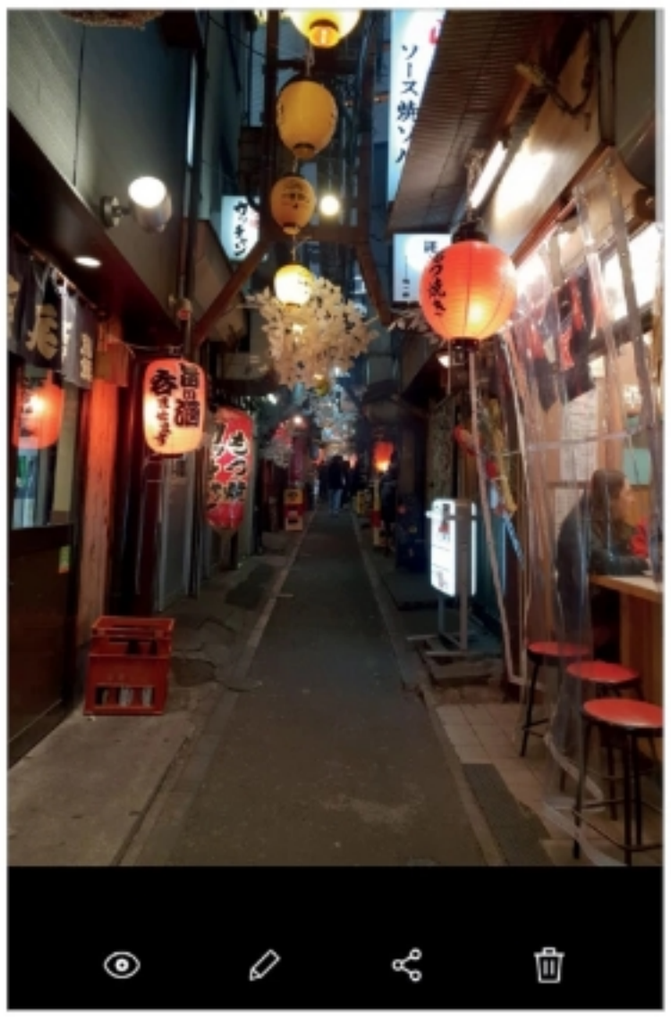
Back up your files to Google Drive

Take care of your most important files by ensuring that you always have a copy stored in the cloud

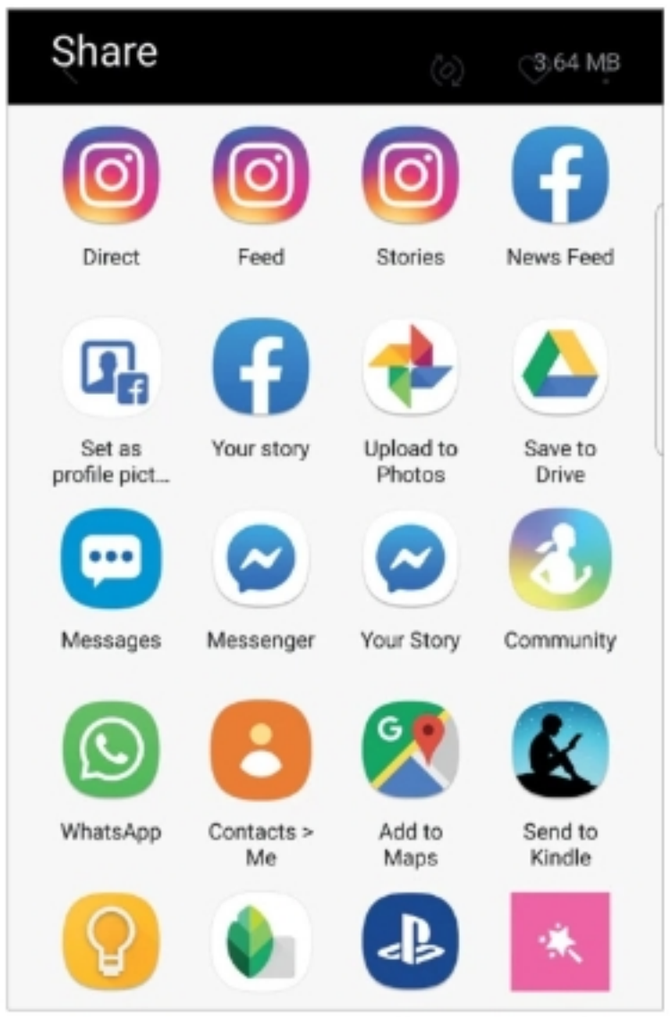
Your Android device, as brilliant as it is, can develop problems. A file or picture can become corrupt or someone could steal your handset. By backing your files up to the cloud, you will have peace of mind. Luckily, Google Drive's Android app will take care of this issue for you. Newer devices come with Drive pre-installed, but if it's missing from your device you can install it from Google Play.

By uploading to Google Drive, you are able to access your photos, documents, notes and webpages across other devices. Google Drive can be accessed via any web browser and on your PC or Mac, so a photo uploaded from your desktop can be viewed on your phone or tablet, and vice versa. This makes it a brilliant storage method for your items and it's possible to make use of the organisation facilities of Google Drive as well. Items can be instantly placed into folders, keeping them safe, but even better the whole process is very easy.

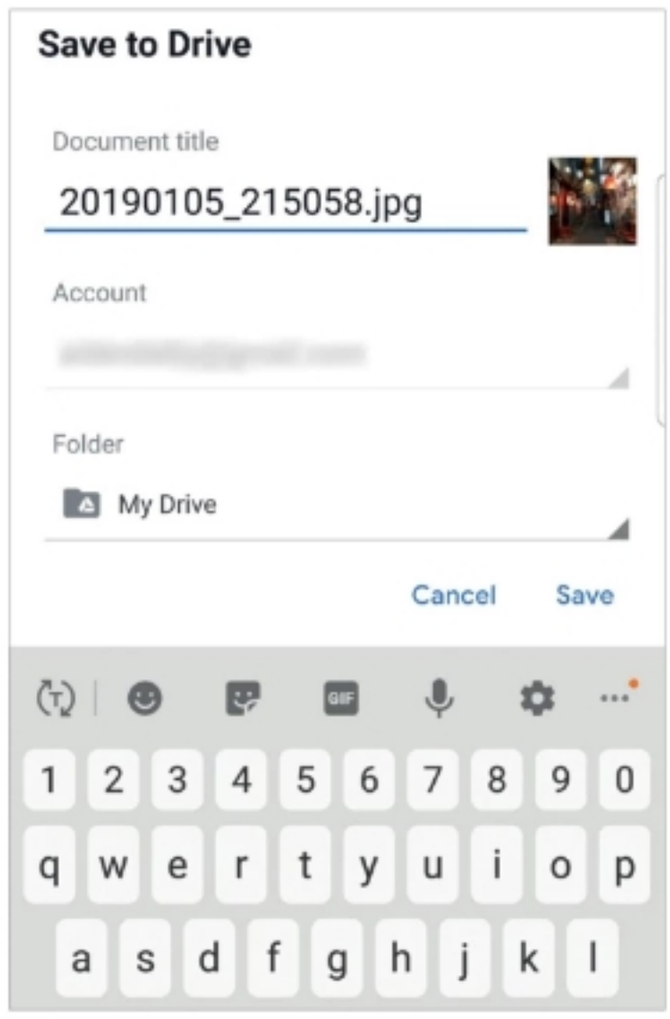
Google Drive Keep your files in the cloud



01 Once Drive is installed on your device you will be able to back up files to Drive. Find an image in your Gallery and tap the share button –which should be found at the bottom of the screen.

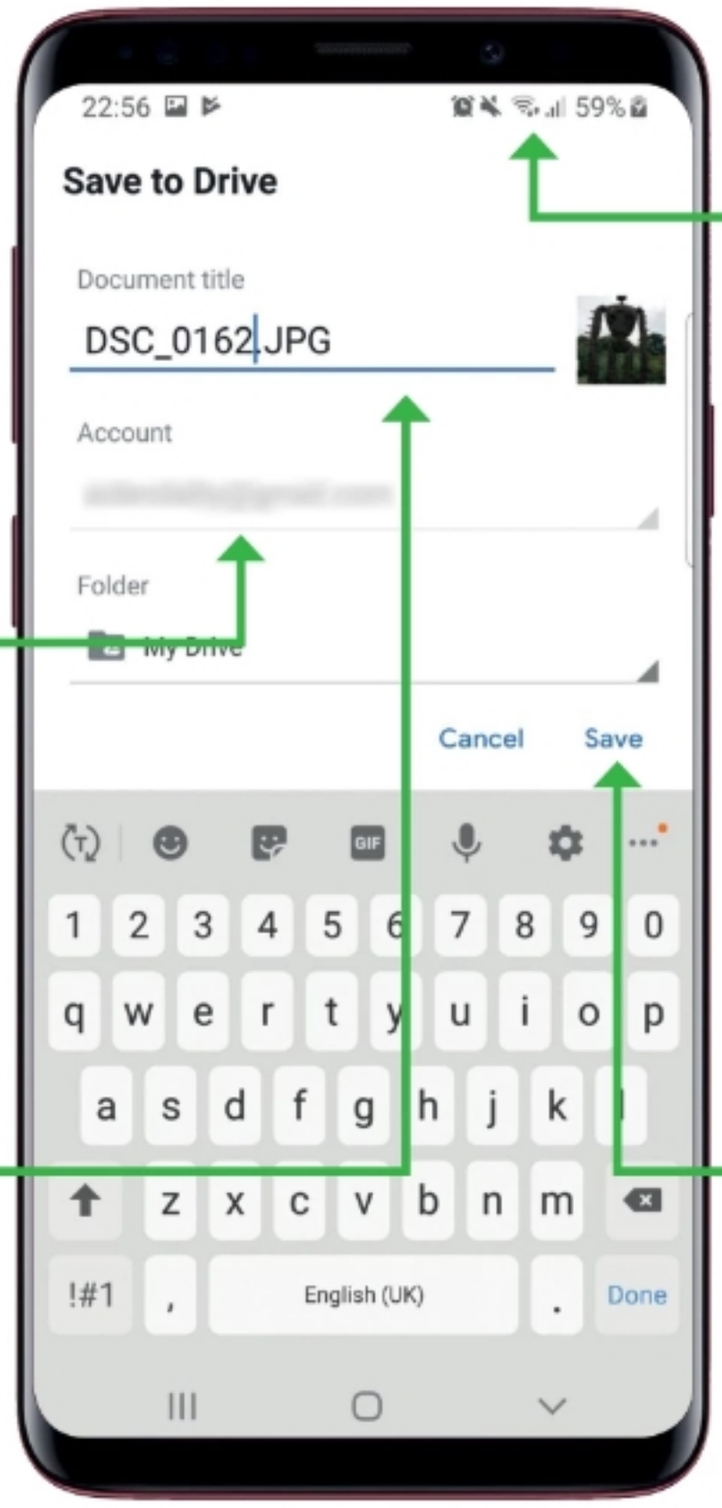


02 Google Drive will appear as one of the options alongside Bluetooth, Messaging, Gmail and any social media you may have. Tapping on the Drive icon will start the upload process.



03 Fill in the document title and specify your Drive account. Use the drop-down Folder option to specify where in the cloud space you want your file to save. Click 'Save' to upload.

Back up your files to Google Drive



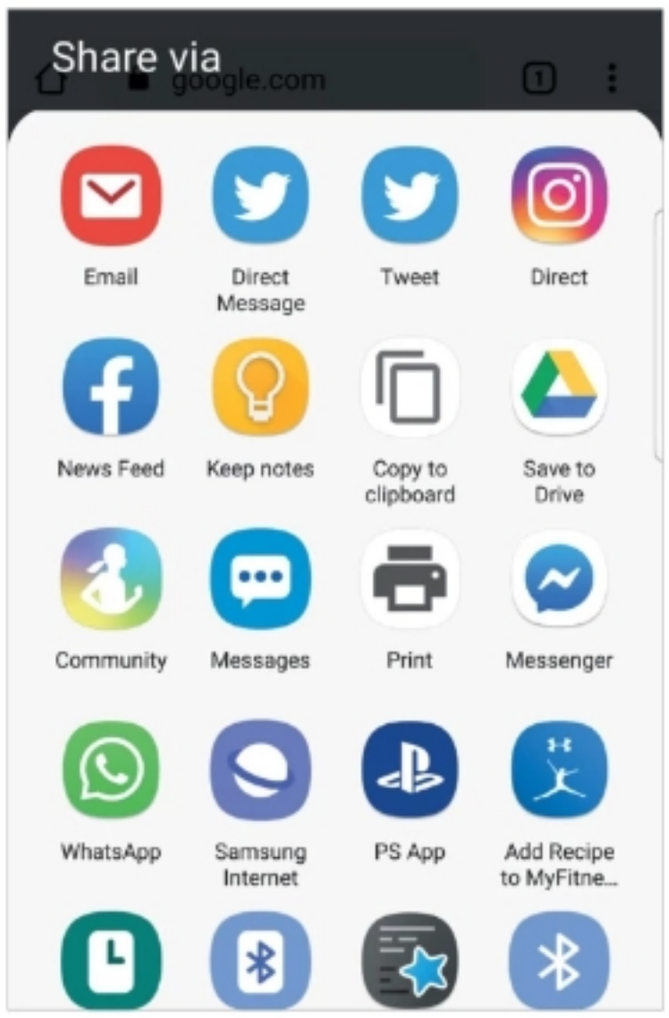
Multiple accounts
You may have more than one Google Drive account. Perhaps you have one for work and one for home? Ensure you add these into Drive and they will show up in this drop-down menu

Connection needed
In order for you to be able to upload a file, you must be connected to the internet. For larger files, it is advisable to be connected via Wi-Fi to avoid eating up your data allowance

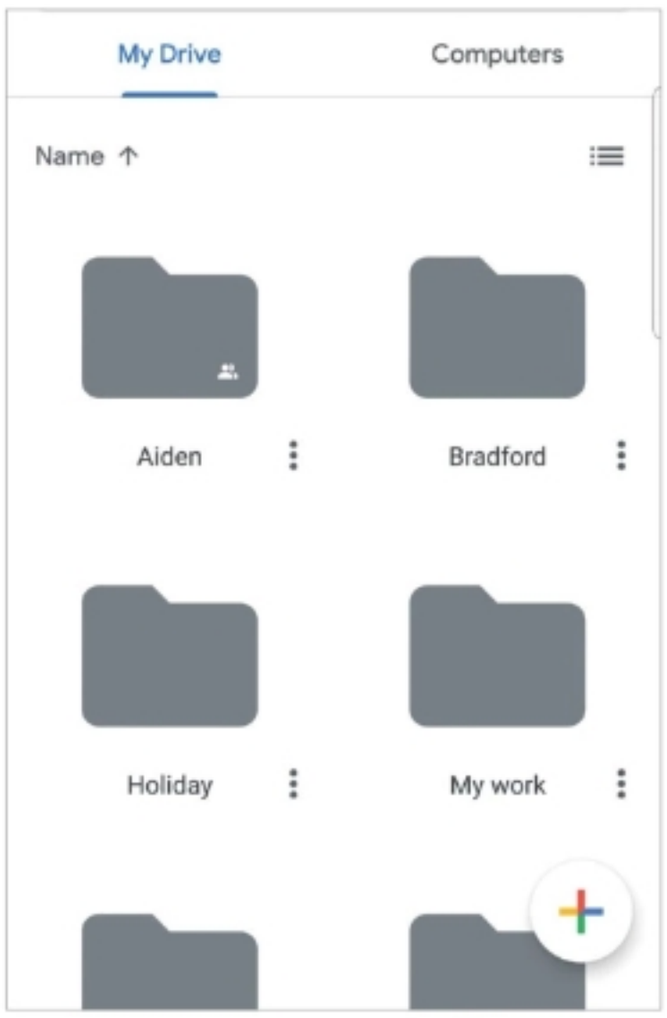
Document title
You can name your document, file, note or video anything you wish. Tap on the Document title and it will open the keyboard. Now input your new file name

Submitting the file
When the keyboard disappears (click Save for it to go), you will be given an option to send the file to Drive for safe keeping. Tap on Save for this

04 You can back up text such as notes jotted in the Google Keep note-taking app. You need to tap the Menu button, select Send and then choose the Drive option from the menu.



05 As well as being able to share documents, you can also share webpages too. Whenever there is an opportunity to share, the Drive icon will appear on your device.



06 Go to the Drive app, select the folder into which you have been saving your documents, files and images. You will find your files there, backed up and safe from any accidents.

Navigate in Google Maps

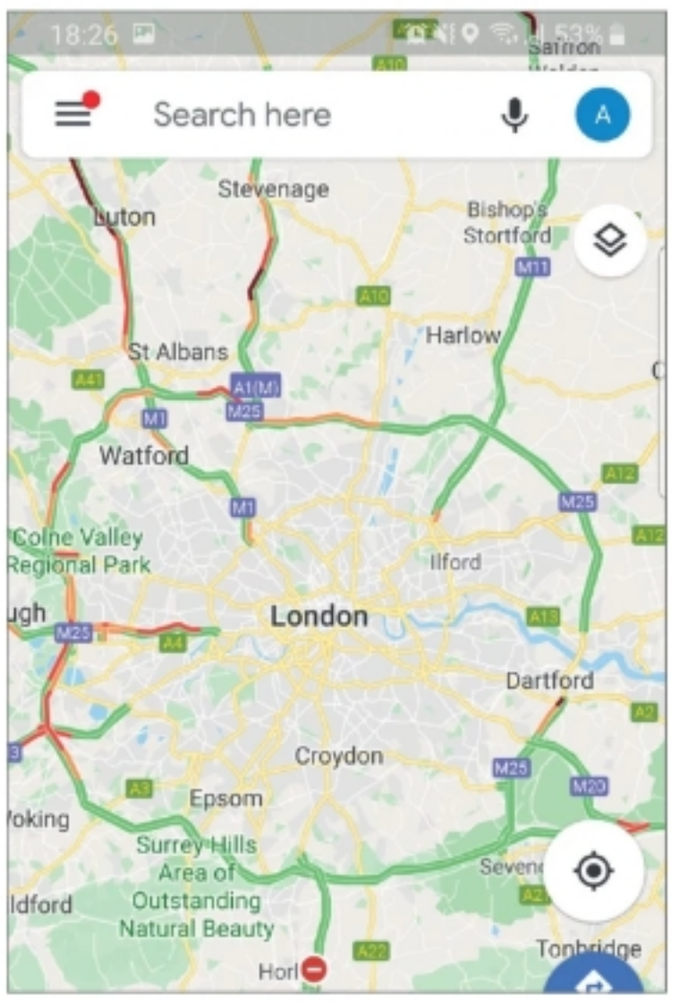
How to get from point A to point B with ease via Android's incredibly detailed Google Maps app

Google Maps is rammed full of features to help you navigate your way around the world and explore new places without ever moving from your sofa. We're going to demonstrate just how easy it is to get directions to any of these places using Google Map's intuitive interface. You start the process off by tapping on the arrow icon, which is situated to the right of the Search field. You will then be required to choose a mode of transport from four options (which comprise of car, bus, bicycle and on foot) and then enter a start and end location.

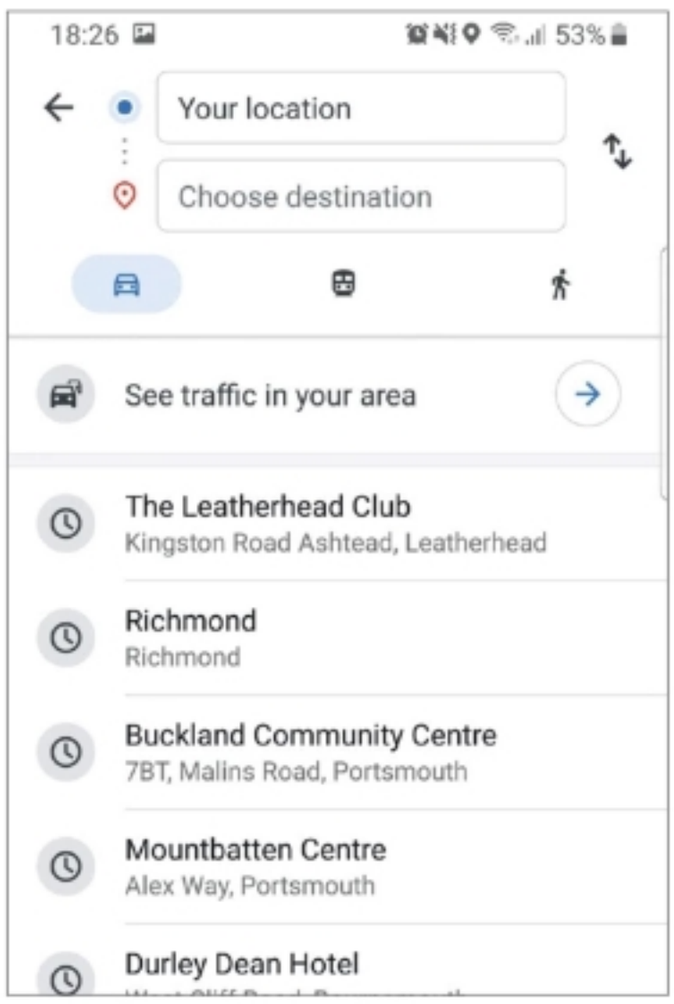
You can also get alternative routes if you aren't completely happy with the suggested one, and if you tap on the 'Start' arrow you can launch Google's Navigation service from within Maps, which has the effect of turning your device into a satnav system, complete with spoken directions.

In this tutorial we will guide you through the process of setting up a route planner in Maps and getting to where you need to be with ease.

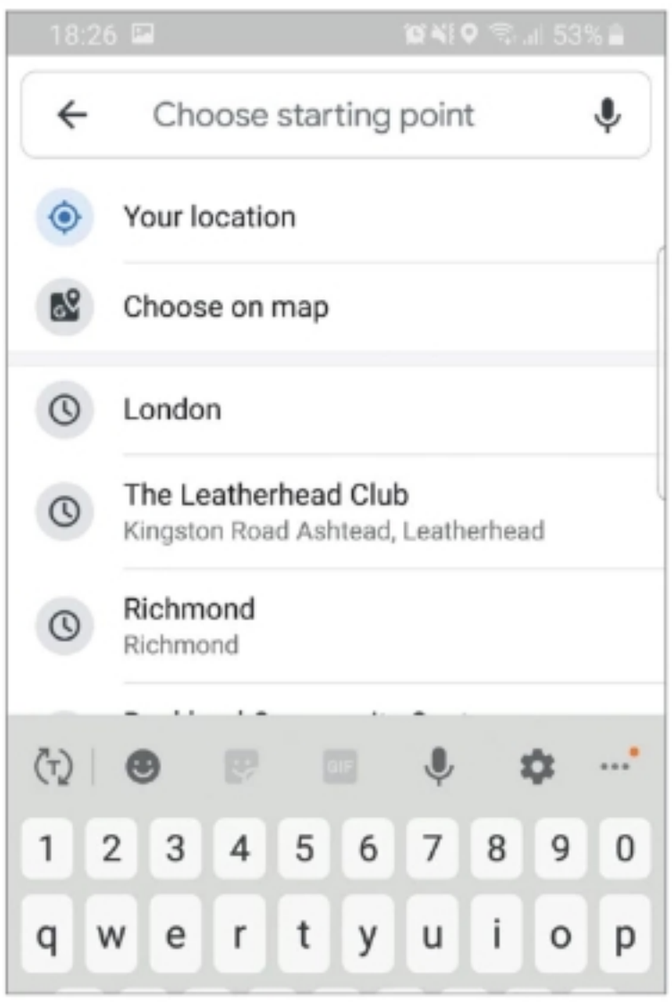
Google Maps Get turn by turn directions



01 Open up the Google Maps app. To get started with the navigation feature, tap on the round blue arrow icon, situated in the bottom-right corner of the interface to start entering details.

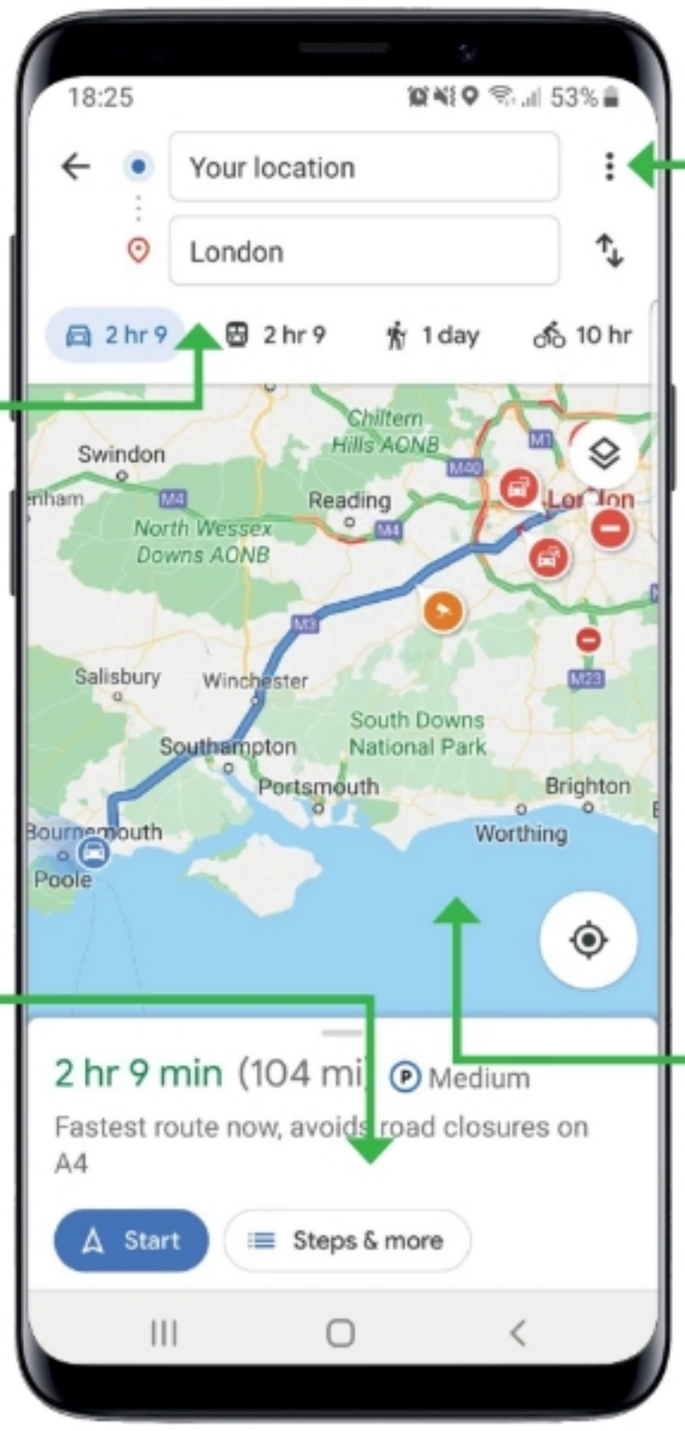


02 Maps can offer navigation by car, bus, bicycle and foot. Tap on the relevant mode of transport at the top of the window so the app can suggest the best route for your method of transport.



03 By default, your start position is your current location, which is determined by your device's GPS. You can change this and set your destination by tapping on the options at the top.

Navigate in Google Maps

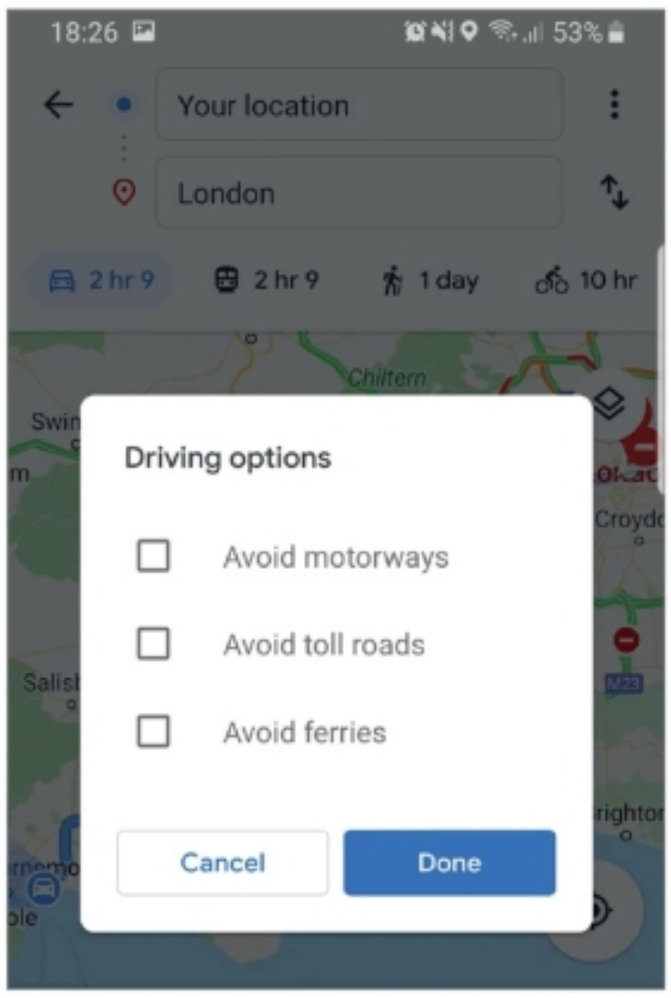


Transport options
When getting directions and routes you can select a mode of transport – car, bus, bike or on foot – from the top of the screen

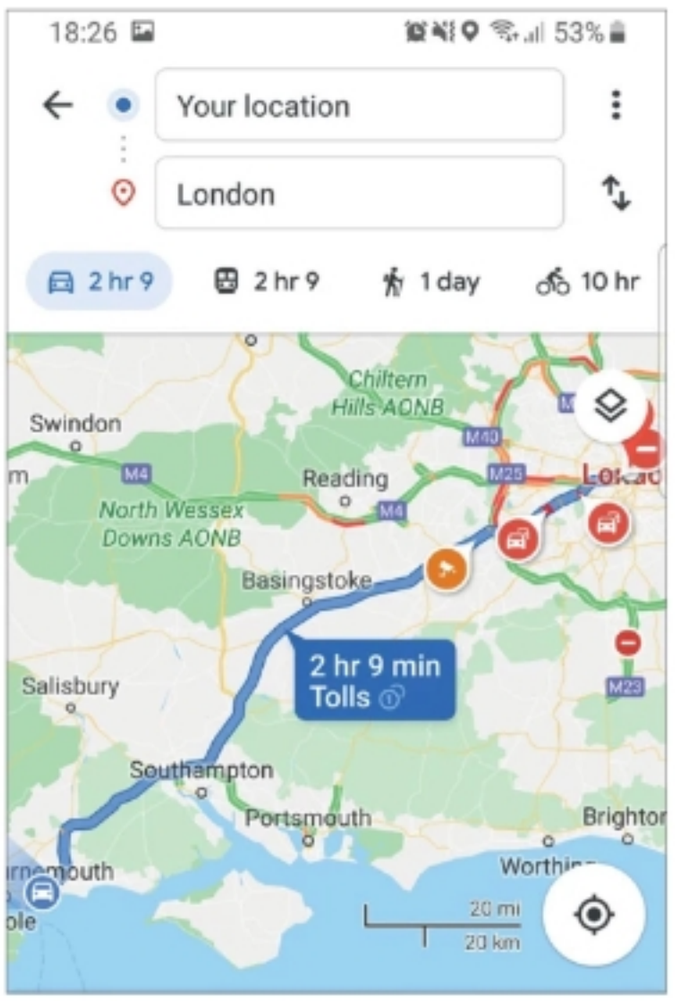
Your route options
Tap on the 'Route options' link to command the app to avoid motorways and/or toll roads to help make your journey as painless as possible

Route overview
Once you have set up a journey, tap on the overview box, which provides distance and time, to get turn-by-turn directions

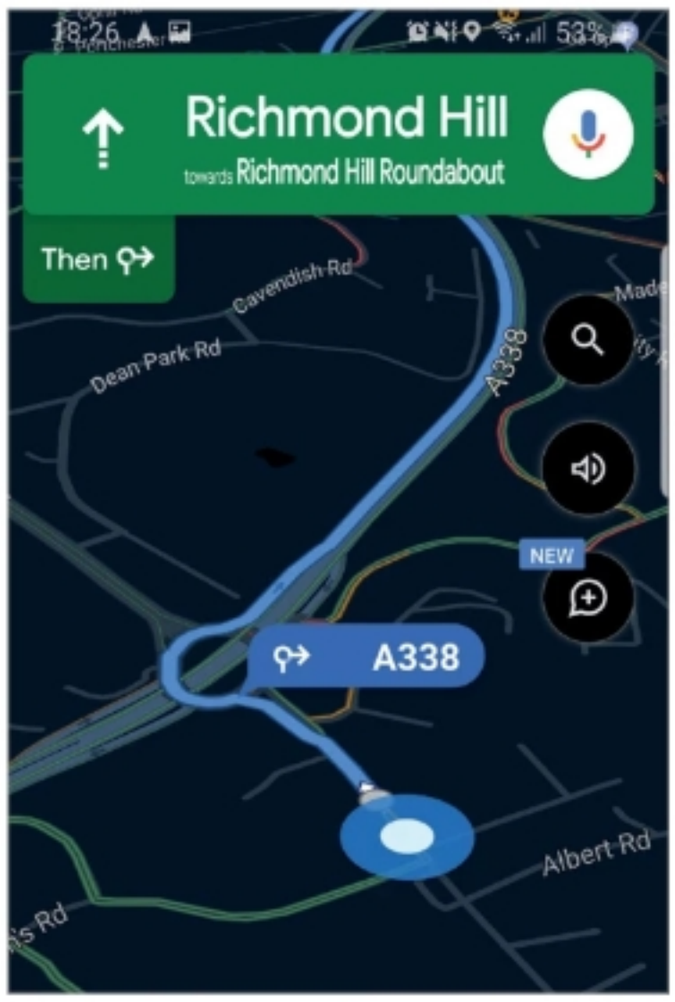
Pinch to zoom
You can zoom right in on the route that is outlined by pinching and expanding on the screen. This will allow you to see any hazards on the way



04 Tap on 'Route options' and you will be able to command Maps to avoid motorways and toll roads. This will help you avoid extra costs or long motorway tailbacks.



05 After this, you will be provided with several routes to your destination. If the route isn't to your liking then tap on the grey line of an alternate route to select that one instead.



06 Tap the blue arrow icon to get turn-by-turn directions to your specified destination. Use the arrows at the bottom to cycle through steps, and read the on-screen directions.

Your smartphone & tablet glossary

We guide you through the common features and terms that you're likely to encounter while using your smartphone or tablet

3G
This is a mobile communications standard that allows mobile phones, tablets and other portable devices to access the internet wirelessly.

4G
Similar in principle to 3G, except that it operates at a much higher speed. Only the very latest mobile devices are equipped to handle 4G.

Accessibility
This term refers to a set of features (found in Settings) that are designed to make your device easier to use (for those of limited eyesight and the hard of hearing).

Airplane/Flight mode
This is a mode that instantly disables data network and connectivity features, such as Wi-Fi and Bluetooth, when travelling.

Airplay
This is a system used on iOS devices to stream video or audio from your mobile device to an Apple TV device linked to your TV.

Android
This is the generic term for Google's operating system. Devices that run Android include Samsung mobile phones and tablets.

Apple ID
This is the name and password that you use to log into the various Apple services, such as the App Store and iTunes, on iOS devices.

Apple TV
This is a standalone device that you can connect, via HDMI, to your TV to stream content from your mobile to your TV, amongst other things.

Application
An application, or app, is a software program designed to perform one or more functions. Download these from the Play Store or App Store.

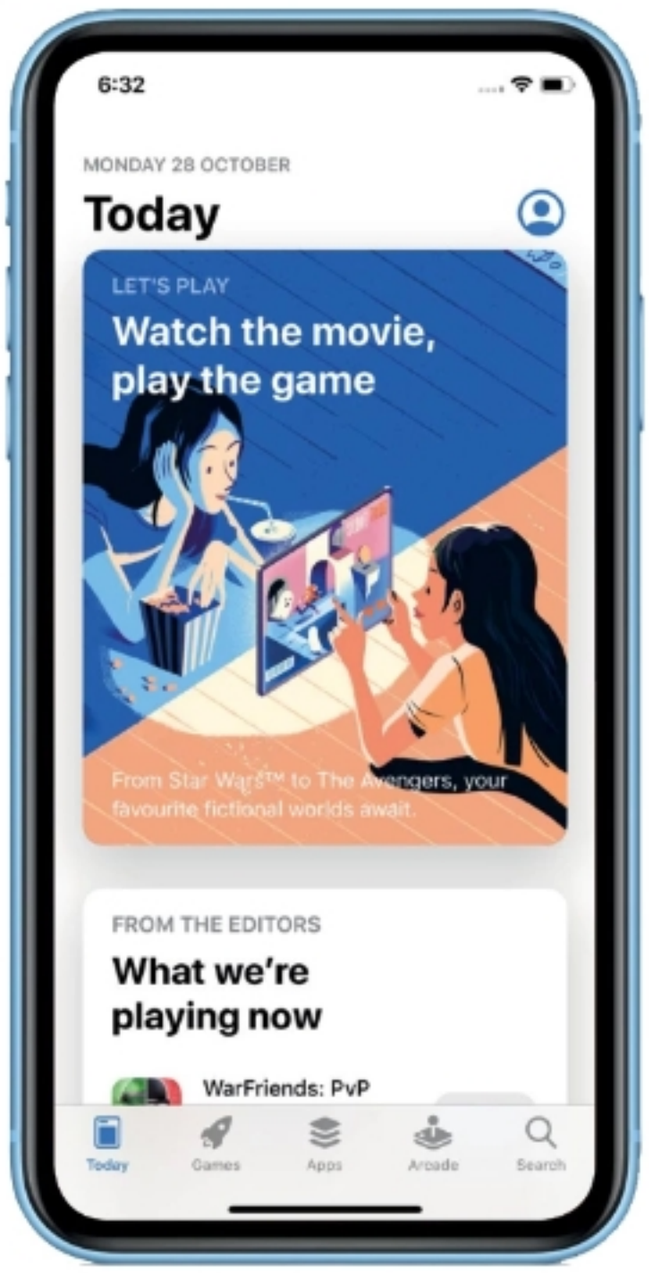
App Store
This is an app that comes pre-installed on all Apple iOS devices through which you can browse and shop for new apps for your device.

Bluetooth
This is a way to transfer files and data between devices wirelessly and also a means to connect your device with other peripherals, such as keyboards.

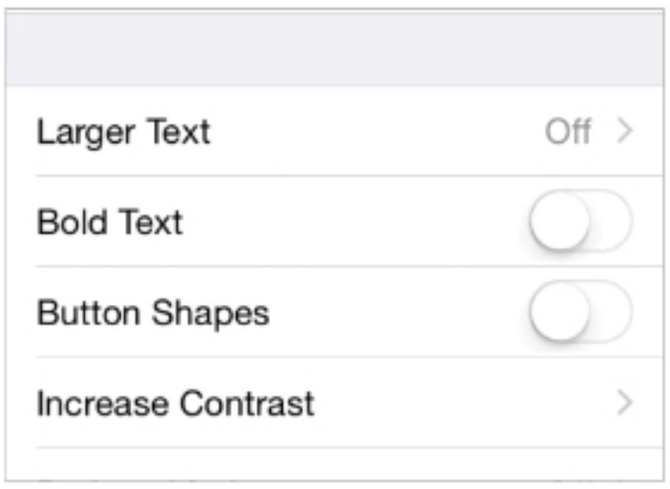
Cellular Data
Provided by your phone or tablet tariff provider, this includes the 3G or 4G signal that your device uses to obtain information while out and about. Also called Mobile Data.

Date and Time
This is a common setting of all mobile devices. You can set this manually or the internet can set it for you.

Dock
This is a row of apps that can be set to appear at the bottom of your Home screen. The Dock is ever-present as you scroll through all of your Home screens.



■ The App Store is your port of call for exciting new apps to install on your iPhone or iPad device



All modern devices have a range of accessibility settings to make controlling and using your device much easier if you have an impairment

Double-Tap
This is a common gesture used to control your touch-screen device that involves tapping an item twice in quick succession.

FaceTime
This is Apple's video conferencing service that requires a Wi-Fi signal to run and a valid phone number and/or Apple ID.

Front facing camera
Most mobile devices come with two built-in cameras, one facing the front, one facing the rear. The front facing camera is the one you use to take general pictures.

Gestures
These refer to the finger commands that you use to navigate and control your mobile device. Common gestures include swipes, drags and finger pinches.

Gmail
This is Google's web-based email service that can be accessed via a standalone free app on iOS and Android systems or set up as an Exchange on iOS.

Google Photos
This is Google's photo storage service that comes with a range of editing tools. It can also be downloaded onto iOS devices.

Google Drive
This is the default cloud storage service for Android devices that you can use to backup all of your important data and files.

Hangouts
This is Google's messaging and video conferencing service that comes pre-installed on most Android devices. It is also available on iOS.

Health
This app was introduced in a previous version of iOS and it collates all of the data from all of your health apps into one place and allows you to create a Medical ID.

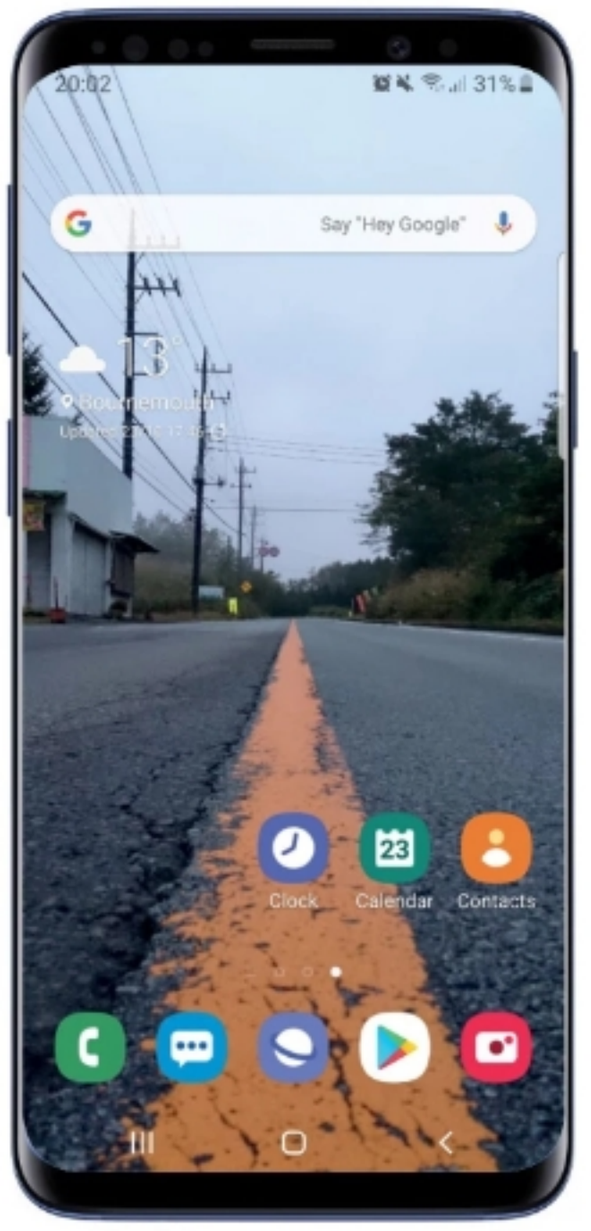
Home button
This is the large button on the front of your device that you use to close apps and return to the main screen.

Home Screen
This is the front end of your mobile device that acts as a springboard to launch all of your installed apps. New screens become available as you fill them up.

iCloud
This is Apple's own cloud computing service that stores all of your important data, photos and previous app and media purchases.

Scroll through pages or lists of items by moving your hand over the sensor in the direction that you would like to scroll.

Touchscreen devices use gestures to command your smartphone or tablet. These can be customised, too



The Home screen is your springboard from where you navigate to your apps and then launch them

iOS
This is the operating system used by mobile Apple devices such as iPhones and iPads. Updates with new features are frequently released.

iTunes
This is Apple's media portal through which you can purchase digital media for your device, including music, movies, books and podcasts.

Location services
A lot of apps, such as map-based apps, rely on GPS to track your current location. You can enable and disable which apps use this feature in Settings.

Lock screen
After a period of inactivity your device will lock. Pressing the Sleep/Wake button will reveal the Lock screen, which displays certain info and recent notifications.

Glossary

Messages
This is the app for both iOS and Android devices that lets you send SMS text messages and MMS messages to other people.

MMS
This refers to 'Multimedia Messages', which are text messages that support images, videos, sound, contact cards and locations.

News
This is Apple's digital news service through which you can browse articles from your favourite publications on your iOS device.

Notification
This is a feature built into iOS that allows you to swipe down from the top of your screen to access recent app notifications and view any widgets you have installed.

Photo Stream
This is part of Apple's iCloud service that stores your last 30 days of photos (or 1,000 images) online and makes them accessible to all of your iOS devices.

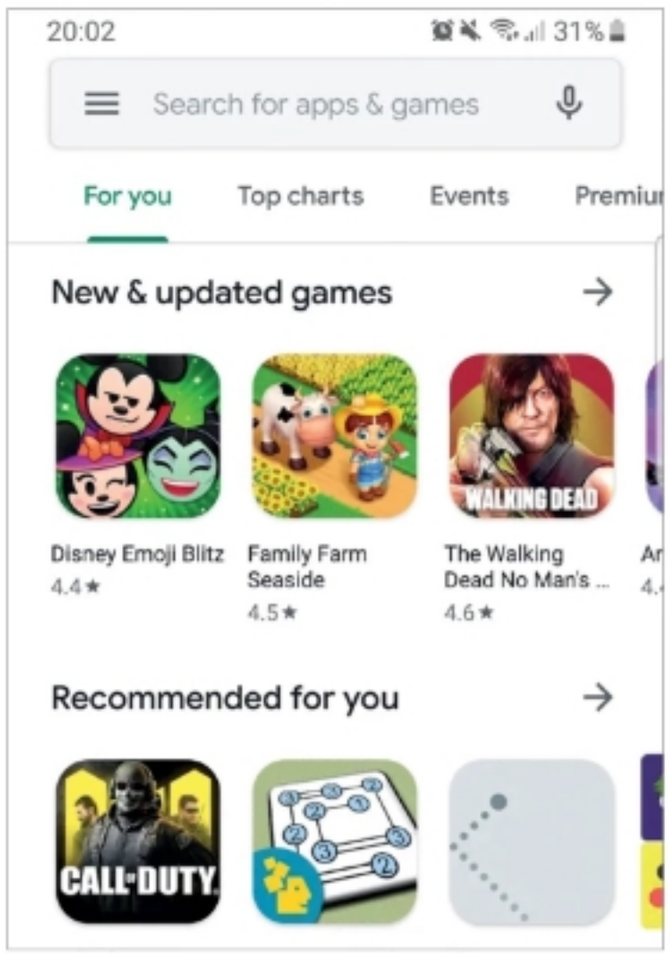
Play Books
This is Google's reading app that lets you purchase books through the Google Play Store and read them on your Android device.

Play Games
Similar to Apple's Game Center feature, through Play Games you can shop for new games and challenge your friends to multiplayer sessions online.

Play Movies & TV
Similar to Apple's iTunes service, you can use this app to shop for movies and TV shows to watch on your Android device.

Play Newsstand
This is Google's Android equivalent of Apple's Newsstand service. Browse for digital magazines and read them on your device.

Play Music
This is Google's audio service that lets you shop for music to download to your device. You can buy tracks and albums individually or pay a subscription for unlimited listening.



■ Android's Google Play Store is your one stop shop for apps, games, films, a library of music and more

Pinch
This is a gesture used to control your touch-screen device that involves placing your thumb and index finger pinched together on the screen and expanding them.

Rear facing camera
On the flipside of the front-facing camera is the rear facing camera. This is the camera that you typically use for selfies and video chats.

Safari
This is Apple's default iOS web browser that comes packed with features to make surfing the web as enjoyable as possible.

Settings
This is the app that you go to in order to tinker with your mobile device's inner workings and tweak various features to suit your needs.

SIM Card
This is the little card provided by your carrier that you insert into your mobile device to connect it to a phone network.

■ When you wake your device up the Lock screen will be displayed. This shows various information, such as notifications and the time. Tapping on the left or right arrows will change the clock to music controls

Siri
This is Apple's intelligent virtual assistant on iOS devices. You can ask Siri questions and to perform tasks on your behalf to save time.

Sleep/Wake Button
This is the button on the top or side of your mobile device that is used to power on your device, put it to sleep and to wake it up again.

SMS
This term stands for Short Message Service. These are basic text messages you can send from your mobile device from messaging apps.

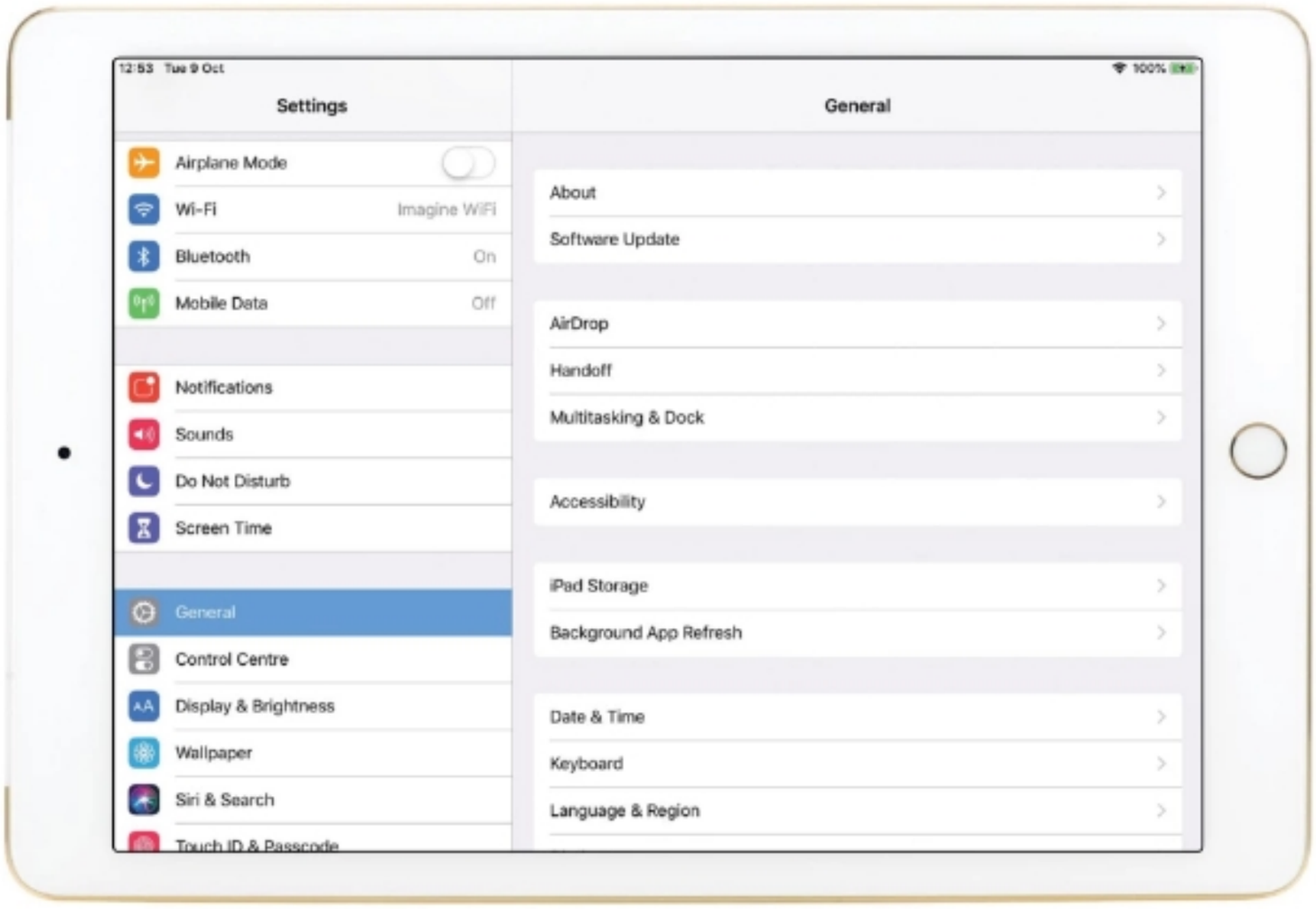
Swipe
This is a gesture used to control your touch-screen device that involves performing a left or right swiping motion with your finger to move through screens or items.

Sync
This is a shortened term for synchronisation, which involves having your data kept completely up-to-date across all of your devices.

Tap
This is a common gesture used to control your touch-screen device that involves tapping your finger onto an item to select it.

Tap, hold & drag
This is a gesture used to control your touch-screen device that involves pressing and holding on the screen and then dragging your finger to manipulate an item.

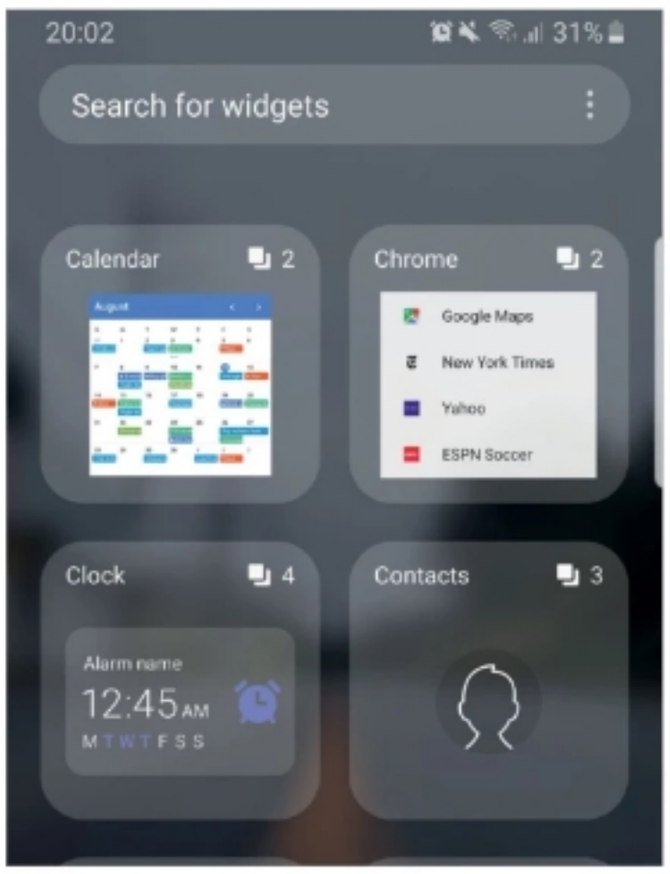
Tethering
This is a term used for when you share your phone's cellular (mobile) data connection with your laptop or tablet to enable them to connect to the internet.



■ Visit the Settings app on your device to tweak various apps, features and settings. You'll be surprised by how much you can customise your experience

TouchID
This feature, available on more recent iPhones and iPads, makes use of a fingerprint sensor to allow users to quickly and securely unlock their devices with a touch.

USB
This stands for Universal Serial Bus and is a method of connecting your mobile device with your computer to transfer data.



■ Widgets provide certain limited functionality of apps to your Android home screen, making it quick and easy, for example, to update your Facebook status

VPN
This stands for Virtual Private Network and provides secure access over the internet to provide networks for companies or schools.

WAP
This stands for Wireless Application Protocol and is an international standard for applications that use wireless communication.

Widgets
Widgets provide functionality for certain features from certain apps direct from your Android-device's Home screen. Many apps come with their own Widgets.

Wi-Fi
This is a term that applies to a wireless network that your device can connect to. These are typically faster than mobile networks.

WLAN
This stands for Local-Area Network and is a way of providing a wireless high speed connection between data devices and access points over a short range.

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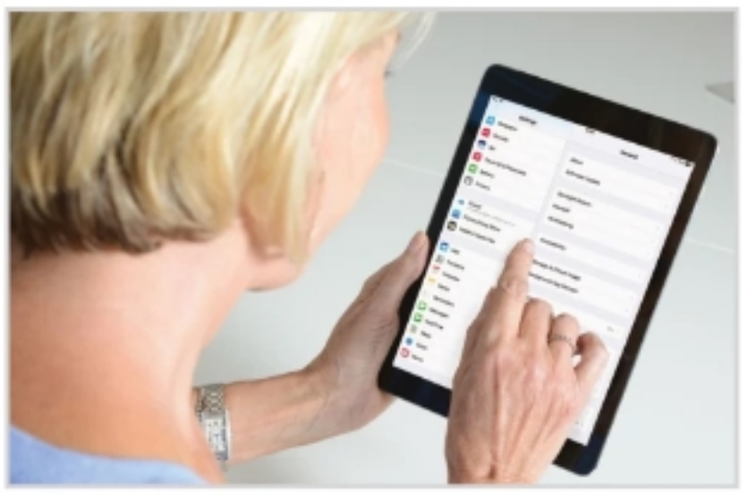
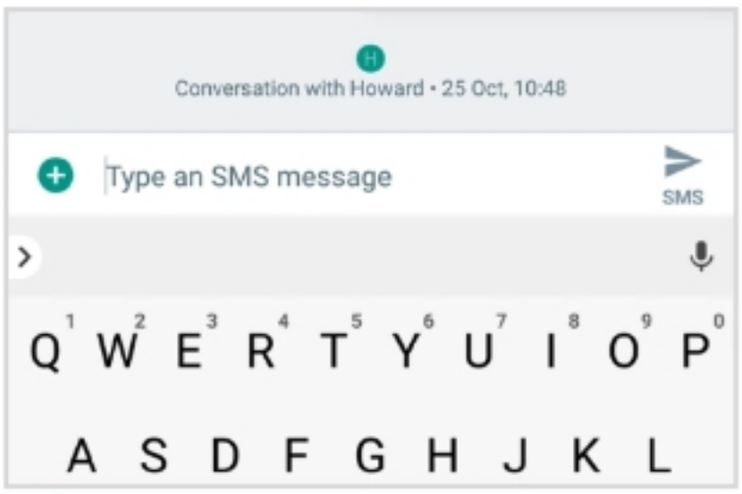
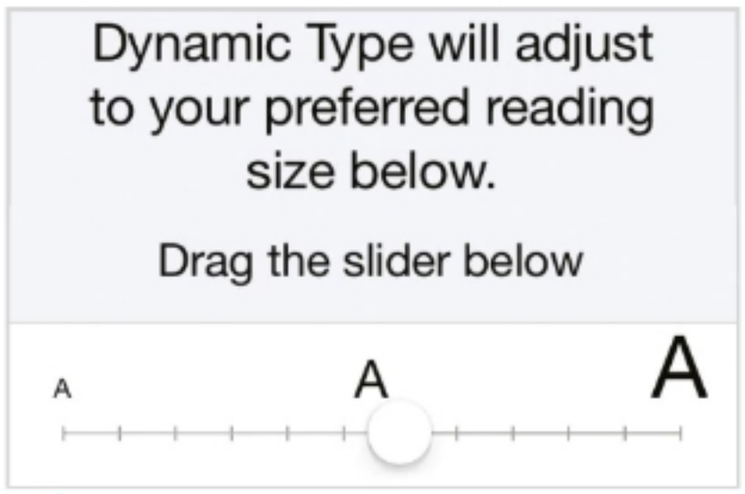


☑ **Set up your device**



☑ **Make calls and send texts**

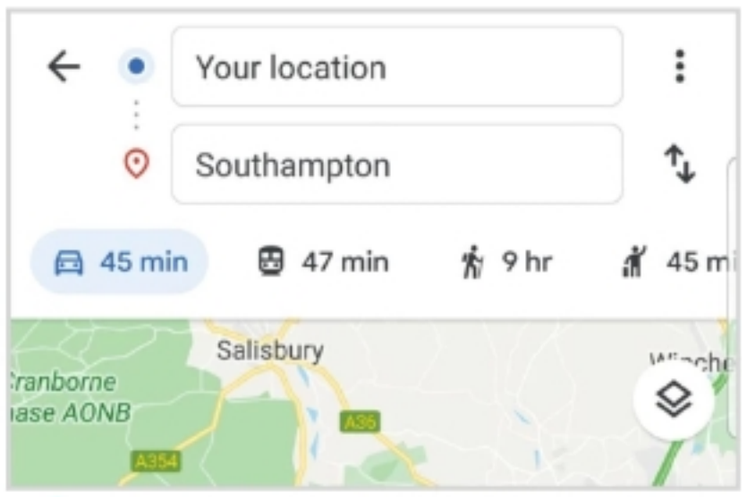


☑ **Improve accessibility**

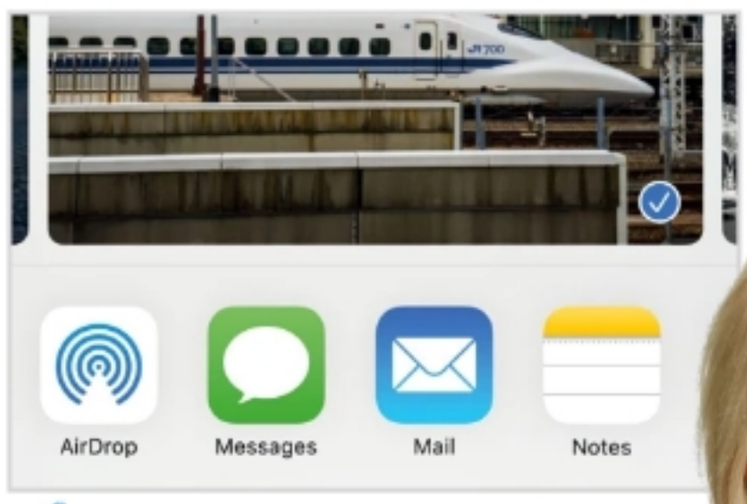
☑ **Stay social and up to date**

☑ **Download apps**

☑ **Send and receive emails**



☑ **Find your way with Maps**



☑ **Edit and share your photos**

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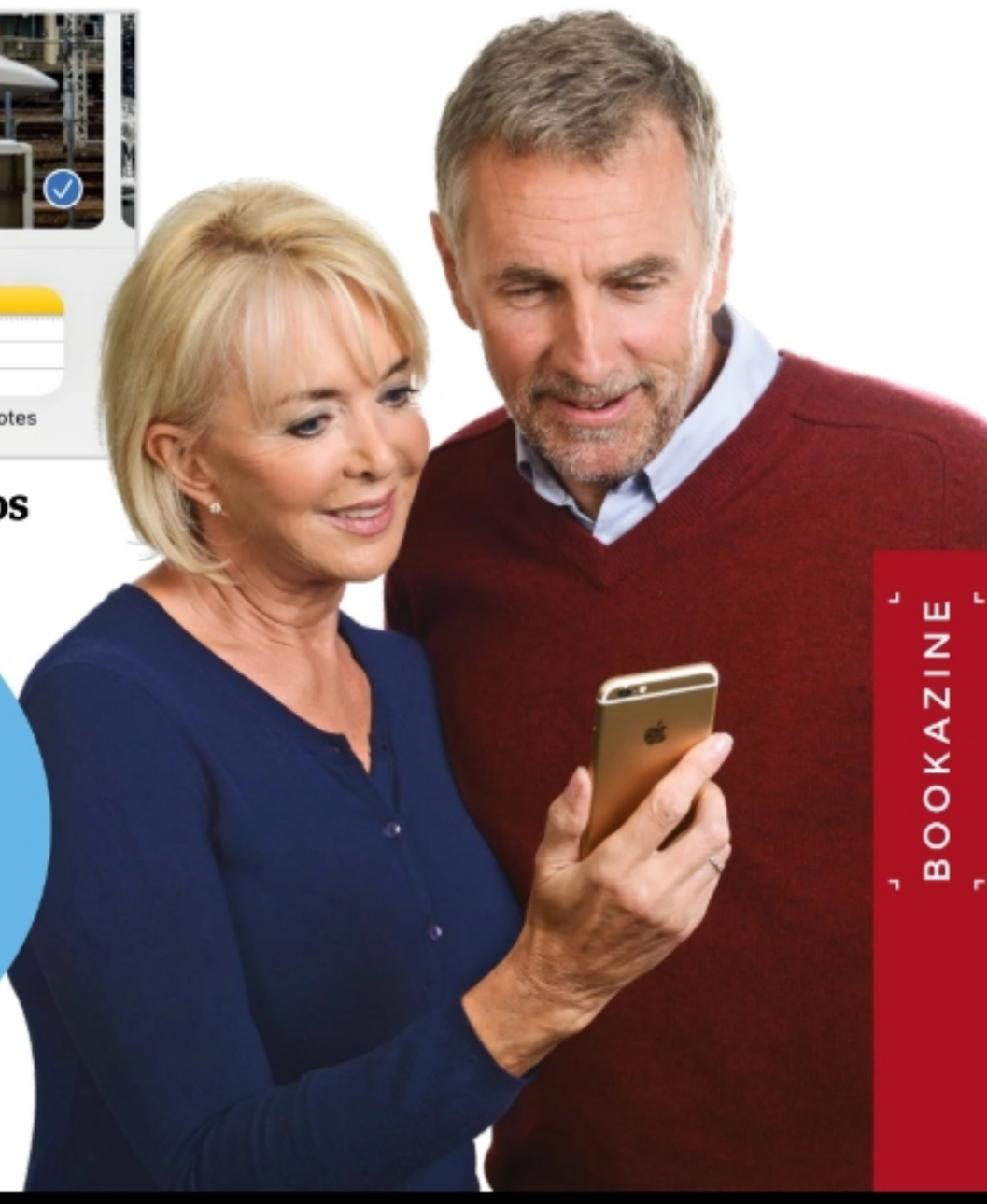

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