



CHINOOK
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MOBILE DEVICES

CLASS 6 OF 7 IN THE FUNDAMENTAL DIGITAL LITERACY SKILLS PROGRAM

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INTRODUCTION

Mobile devices, like smartphones and tablets, are everywhere now: according to the Pew Research Centre*, around 37% of Americans go online using only mobile devices.¹ We have discovered that it is convenient to carry a computer in our hands that can also make regular phone calls.

Mobile devices make it easy to stay in touch with people, and as people spread out more around the world many adults and seniors will get (or be given) mobile devices to allow them to stay in touch with family. However, smartphones and tablets can be intimidating to use. They do not look like the computers that we are used to, and it can be challenging to learn the new skills needed to understand them.

Chinook Arch Regional Library System and the Government of Canada hope that this class and accompanying information will help you learn more about your mobile devices, and give you the confidence to explore all of the activities smartphones and tablets let you do.

¹ Monica Anderson. "Mobile Technology and Home Broadband 2019". Pew Research Center. 2019. <https://www.pewresearch.org/internet/2019/06/13/mobile-technology-and-home-broadband-2019/>.



**FUNDAMENTAL DIGITAL
LITERACY SKILLS PROGRAM**
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GETTING STARTED

Mobile device is the general name for smartphones and tablets - smaller, hand-held computers that are easier to carry around and use than traditional computers. Smartphones and some tablets also have the traditional capabilities of cell phones, including phone calling and text messaging.

Most mobile devices have front and back facing cameras. These are for taking photographs and video, as well as video calling. Many people use mobile devices as their main camera. Many devices also have music and video player programs.

IMPORTANT TERMS

Smartphone: Combines traditional cell phone features with Internet access (using Wi-Fi or a data plan), touch-sensitive screen and virtual keyboard.

Tablet: Portable computer with a touch-sensitive screen and virtual keyboard. They can have limited cell phone features as well.

eReader: Used mainly for reading electronic books (eBooks), and they might have limited Internet access to online bookstores and libraries.

Apps: Short form of application, these are shortcuts that give you direct access to certain programs from your home screen like on your computer desktop. For example, rather than taking several steps to access your email by going through the Internet, your email app will take you directly to your inbox.

IMPORTANT FEATURES



PHONE

Make voice calls.



MESSAGING

Send and receive text messages.



APP STORE & GOOGLE PLAY STORE

The App Store (Apple) and Google Play Store (Android) are where you find more apps to install on your device.

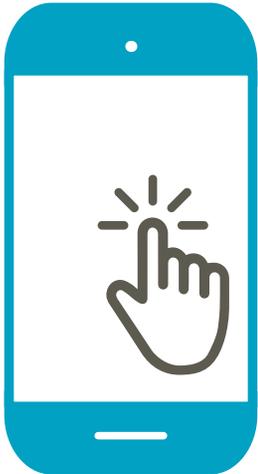


SETTINGS

Find information about your device and apps, and choose your specific settings for your device (Internet, notifications, and more).

GESTURES

Mobile devices are very interactive and have touchscreens. In order to use one you need to use certain hand gestures to complete tasks. These can take practice!



TAP

Tap the screen in the desired spot to open, close, or select something.



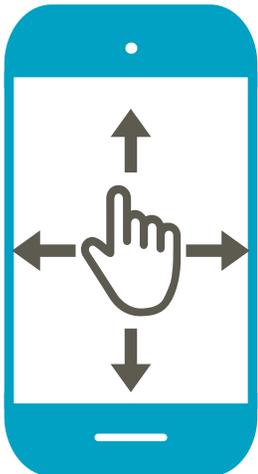
TAP AND HOLD

This can open additional features, like moving apps from one screen to another. This is the same as using the right-click function on a computer mouse.



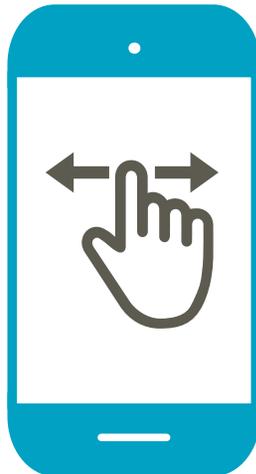
DOUBLE TAP

Quickly tap your finger twice in the same area. This will make the screen zoom out (get smaller) or zoom in (get bigger) in certain apps.



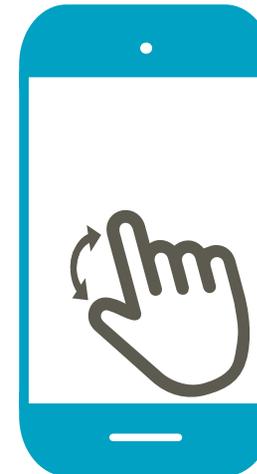
DRAG

Hold your finger lightly on the screen and move it up, down, left, and right to move the screen around. This is how you "scroll" and read a webpage.



SWIPE LEFT/RIGHT

A short brush of your finger on the left or right side of the screen. This changes the page or image you are on, like flipping pages in a book. It is a shorter movement than the drag for scrolling.



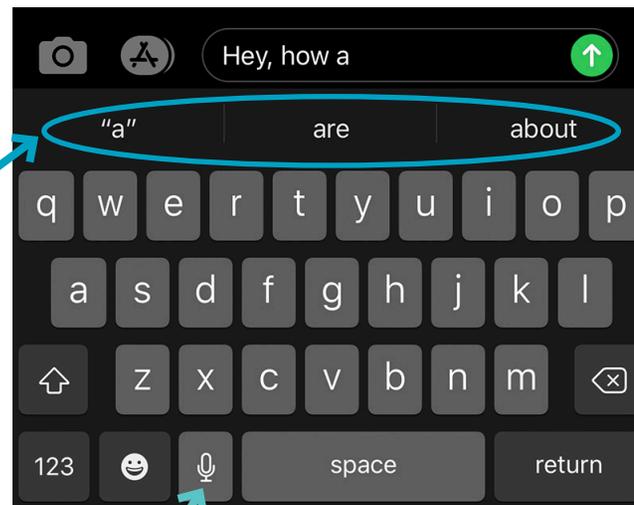
PINCH

Open and close your thumb and finger in a pinching movement. This will zoom out and zoom in the screen on all programs.

VIRTUAL KEYBOARD

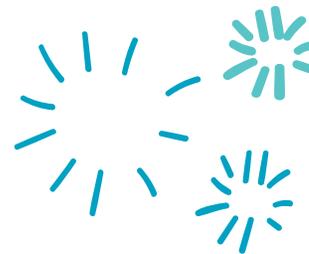
Mobile devices have small keyboards that appear on the screen when they are required, like when you tap on a textbox to start typing. These keyboards have all of the same keys and functions as traditional keyboards, but they are smaller than the ones you have for your computer and you will have to switch between three different uses.

ALPHABET

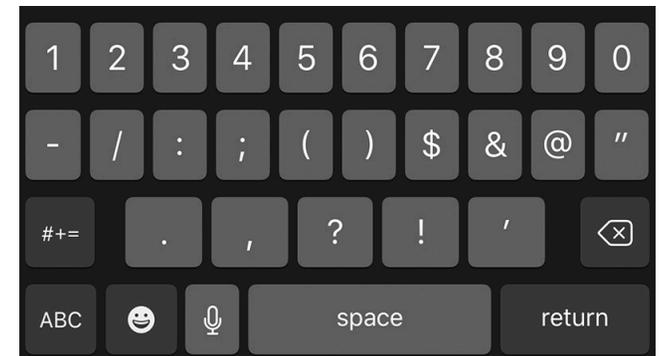


Virtual keyboards also include predictive text suggestions – meaning your device will try to guess what you are typing.

There is also microphone image for voice dictation.



NUMBERS AND PUNCTUATION

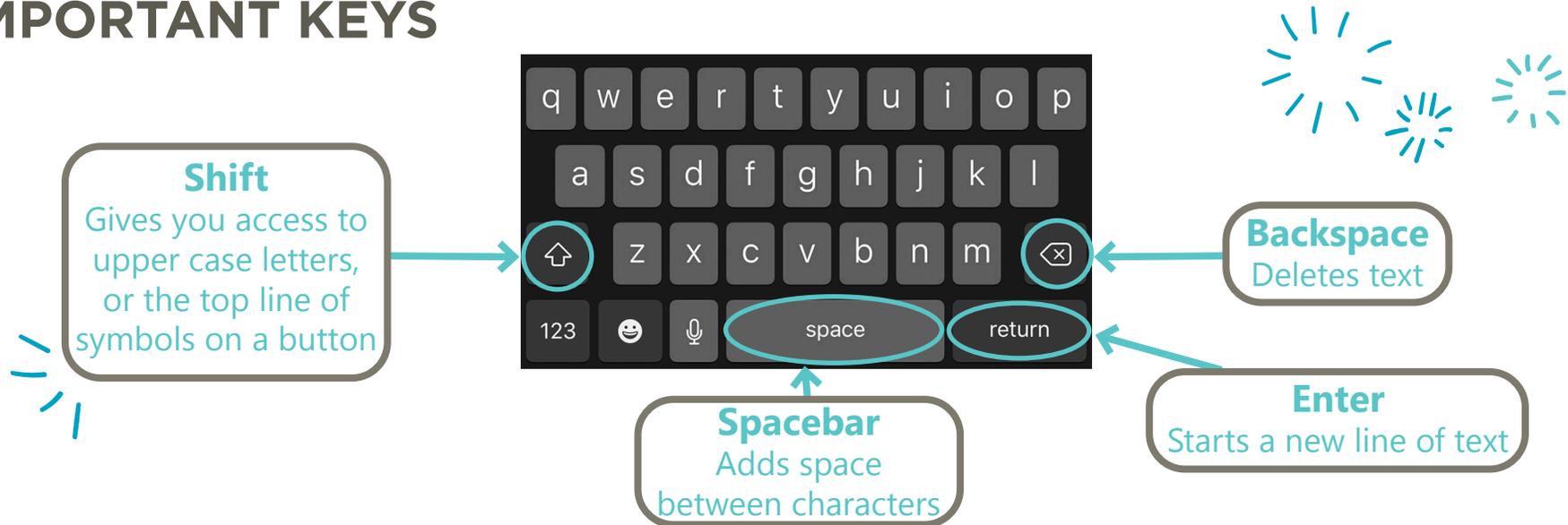


SPECIAL SYMBOLS



VIRTUAL KEYBOARD

IMPORTANT KEYS



CONNECTING TO THE INTERNET

There are two ways you can connect to the Internet on mobile devices:



WI-FI

A wireless, high-speed Internet connection that uses radio waves rather than cables to connect to it. Use an available Wi-Fi network, either a private or a public one.



MOBILE DATA

You use a cellular connection to access the Internet, and usually have a certain amount of data to use every month (2 GB, for example). Once you have used all of that data you will have to pay more to your phone provider. As long as you can make a phone call, you can get on the Internet.

DEVICES

Android and Apple are the two major types of mobile device.

Android is the operating system (OS) that powers different devices. Many companies create mobile devices that use the Android OS, so there are many different designs of devices to choose. There will be hardware differences, like physical appearance and camera quality, as well as software differences, like what the apps look like.

Apple is the company, so there are fewer devices to choose from but they will all have the same general appearance. Apple devices use an operating system called iOS.

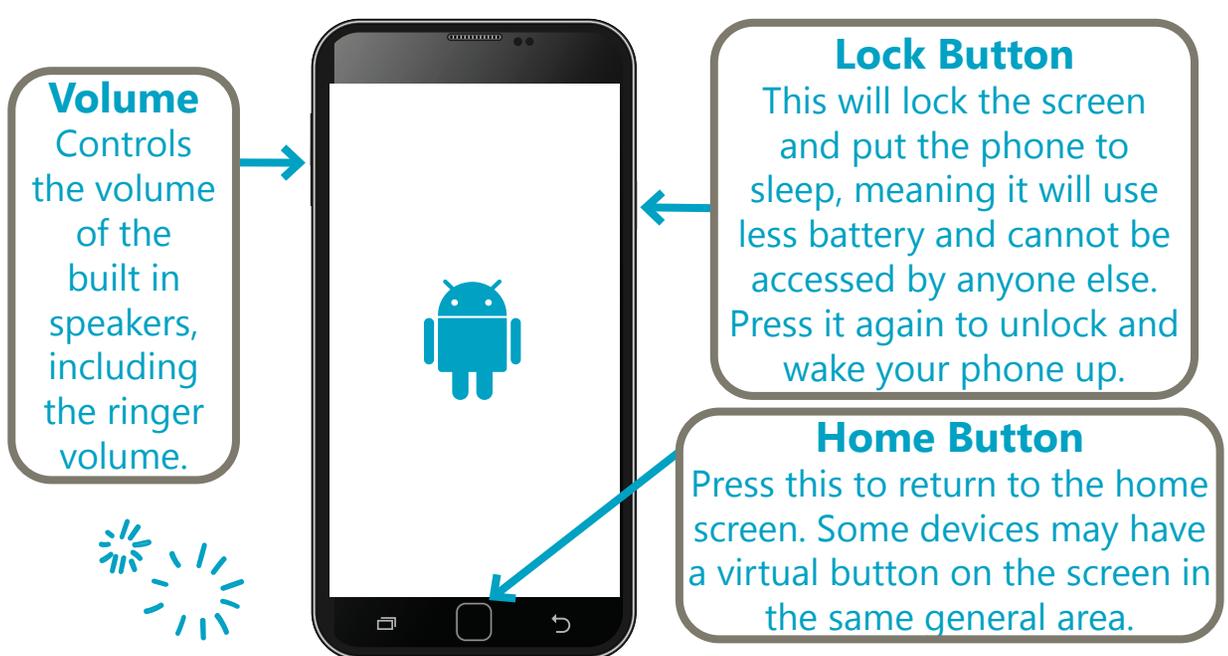
ANDROID

As there are many different Android smartphones on the market, you will need to read the instructions that come with your device to learn how to do certain functions, like shutting it down. However, many will have the following general features.

When you first set up your device you are asked to create a Google account – or use one you already have. This will be your identity on your device and allow you to access apps on the Google Play store. Your Google account allows you to personalize your device.

Your device will tell you when it is time to update your OS, and it is highly recommended that you do. These updates include both performance and appearance changes.

When you get a new mobile device, whether it is a phone or tablet, it is a good idea to explore it. Familiarize yourself with the layout; what gestures you need to use; and what each app does, especially the Settings app. This will make you more comfortable using your device.



ANDROID

Even though there are different designs of Android smartphones, there will be some visual similarity between them.

Status Bar

This area displays current information about your phone, like battery life, Internet connection, and email notifications.

Control Center/ Widgets

Widgets are similar to apps only they allow you direct access to specific device settings, rather than a program. Newer Android models have a drag-down Control Center, similar to the iPhone. Both are shortcuts to common controls, such as Wi-Fi control, screen brightness, and access to the flashlight.

Favourites Tray

This is where your most often-used apps are located. You can customize what apps are stored here. These apps will stay visible on every home screen.



Apps

These give you direct access to the different applications and programs installed on your phone. Tap on the one you want to open.

POPULAR APPS



Phone

Make phone calls.



Messaging

Send text messages. It might also be called Hangouts.



Email

Send and receive emails. Your device may have a general email app, or a Gmail specific one.



Chrome

Use this app to access the Internet. Your device may also have a generic Internet app.



Play Store

This is where you can download more apps for your device.

Home Screen

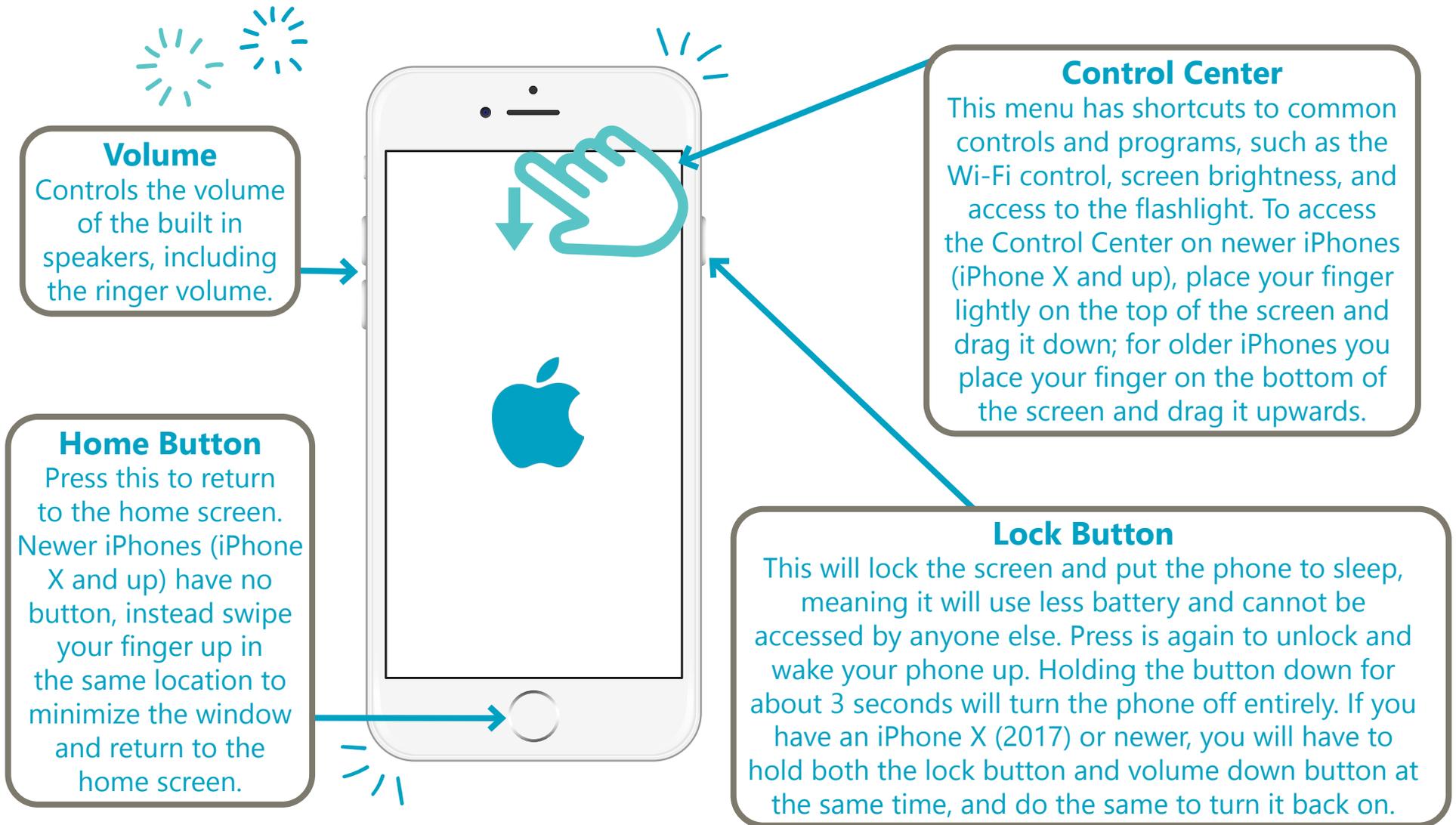
Think of this like your computer desktop, the space where all your apps are located. You can have more than one home screen, depending on how many apps you have and how you choose to organize them. You can see how many home screens you have by looking at the small dots along the bottom of the screen. Move between screens by swiping on the left or right of the screen. Swipe up on the bottom of your screen to access all of the apps on your device, not just the ones you see on your home screen.

Navigation Buttons

These buttons may be physical ones that you push or virtual ones that you tap on the screen. They allow you to return to the home screen or go back to a previous page. Newer Android smartphones include a recent apps button that allows you to see all the apps you have open and running.

APPLE

The Apple smartphone is called an iPhone. When you first set up your iPhone, you are asked to create an Apple ID – or use one you already have. This is your personal account with Apple and used for your purchases and Cloud storage. Your Apple ID allows you to personalize your device.



APPLE

Status Bar

This area displays current information about your phone, like the battery life and Internet connection.



Apps

These give you direct access to the different applications and programs installed on your phone. Tap on the one you want to open.

POPULAR APPS



Phone

Make phone calls.



Messages

Send text messages.



FaceTime

Make video calls.



Safari

This is the standard Internet browser on Apple devices, though you can install others if you choose.



App Store

This is where you can download more apps for your device.



Settings

Check your phone settings, including Internet connection and if there are any OS updates.



Mail

Send and receive emails. You can also choose to install a specific email app, like Gmail.

Home Screen

Think of this like your computer desktop, the space where all your apps are located. You can have more than one home screen, depending on how many apps you have and how you choose to organize them. You can see how many home screens you have by looking at the small dots along the bottom of the screen. Move between screens by swiping on the left or right of the screen.

Dock

This is where your most often-used apps are located. You can customize what apps are stored here. These apps will stay visible on every home screen.

TABLETS

Just like smartphones, there are many different tablet computers to choose from. If you decide to go with an Android device, you will find that each company has their own design – like with smartphones. Apple tablets, called iPads, look just like iPhones and have the same design and features. You can even make phone calls from an iPad if you have it set up for cellular data and calling (this will cost extra!).

REASONS FOR BUYING A TABLET

Light and portable: They are good for traveling and entertainment because they are easy to carry. Even in your house, they are easy to move between rooms.

Connect to the Internet anywhere: As long as you have a data plan, like on a smartphone, you do not have to rely on finding a Wi-Fi network to use.

Affordable: They are cheaper than a laptop or desktop computer.

Great for Internet browsing: Tablets are great if you spend a lot of time on the Internet because of how portable they are, and they have faster loading speeds than traditional computers.

THINGS TO KEEP IN MIND

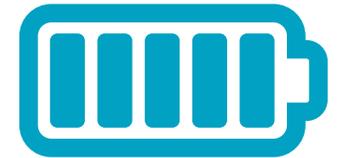
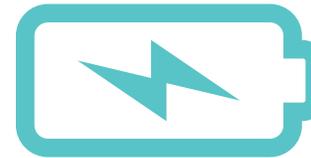
- ✦ Tablets do not come with a physical mouse or keyboard; if you do not like using the virtual keyboard, you can get a separate attachment.
- ✦ Tablets do not have external ports to use USBs; you will have to use the internal storage and Cloud storage.
- ✦ Tablets are not good for tasks that require a lot of processing power and speed, like video rendering; generally, tablets are more useful for everyday Internet browsing, video watching, and games.
- ✦ Tablets are not very ergonomic and can cause more strain on your wrists, back, and neck than traditional computers.
- ✦ Tablets are very fragile; experts recommend that you get a protective case or screen cover.

MAINTENANCE



It is important to keep your OS up to date to ensure your device is working at its best and most efficient. To see if you have any updates, check your Settings app.

Charge your device when the battery gets very low – charging it too often, or keeping it on charge when you are not using it can cause the battery to wear out quicker.



Clean your mobile device with a soft cloth, like what you use for cleaning eyeglasses. If you use a cleaning liquid, also use eyeglass cleaner and spray it on the cloth first. Do not use any cleaner that has alcohol in it.

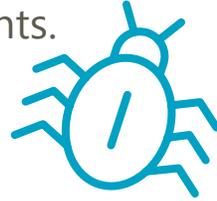


Because smartphones and tablets are fragile, it is a good idea to get a case or screen cover for them. There are many different styles to choose from, and they are less expensive than replacing the glass screen!

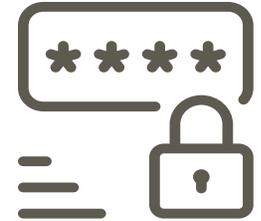


SECURITY AND PRIVACY

Another reason why it is important to keep your OS up-to-date is that those updates contain important security improvements. If your device is out of date, it can be easier to install malware (viruses).



Set up a security passcode or use biometric encryption (face scan or finger print). This will help ensure no one else can easily get into your device.



Some scammers will send text messages, as well as phone calls and emails. Do not respond to messages unless you are certain about the source.

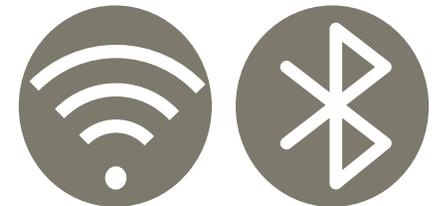
Public Wi-Fi networks are not as secure and private as secured ones that you need a password to access, so be cautious about what tasks you are doing – maybe wait to do your online banking until you are connected to a private network!



Be careful of what apps you install on your device. If it is not from a company that you recognize, look at the user reviews and consider the app's reputation.

Be careful of what information you allow apps or websites to access. It is best to give only what is required.

Your mobile device can be tracked through Wi-Fi and Bluetooth – if that worries you, disable both in the Settings app when you are not using them.



RESOURCES

Smartphone and Tablet Tutorials:

- GCFLearnFree - <https://edu.gcfglobal.org/en/topics/smartphonesandtablets/>
- Digital Trend's Android Guide - <https://www.digitaltrends.com/mobile/guide-to-android/>

Apple User Guides:

- iPhone - <https://support.apple.com/en-ca/guide/iphone/welcome/ios>
- iPad - <https://support.apple.com/en-ca/guide/ipad/welcome/ipados>

Security :

- Stay Safe Online - <https://staysafeonline.org/stay-safe-online/securing-key-accounts-devices/mobile-devices/>

Books Available at the Library:

- The Ultimate Beginners' Guide to Android Smartphones & Tablets. 2011.
- Baig, Edward C. iPhone for Dummies. 2018.
- Gookin, Dan. Android Phones & Tablets for Dummies. 2018.
- Gookin, Dan. Samsung Galaxy Tab S for Dummies. 2015.
- LeVitus, Bob. iPad for Dummies. 2018.
- Pogue, David. iPhone: The Missing Manual. 2018.
- Miser, Brad. My iPhone. 2016.
- Miser, Brad. My iPhone for Seniors. 2018.
- Provan, Drew. iPhone in Easy Steps. 2018.
- Spivey, Dwight. iPhone for Seniors. 2020.
- Spivey, Dwight. iPhone for Seniors for Dummies. 2018.
- Vandome, Nick. iPad for Seniors in Easy Steps. 2018.
- Vandome, Nick. iPhone for Seniors in Easy Steps. 2017.



