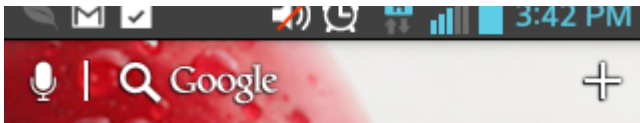


Android for Beginners 3

Google Now had taken over my Smartphone so I decided to turn it off.



Look for the *Google search bar*

Tap the middle of the search bar

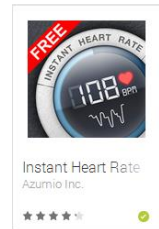
Tap the Menu button on your phone (mine is beside the Home button), on some phones you might need to look for the 3 little dots icon and tap it.

Tap *Settings* and then slide the *Google Now* to *OFF*.

Tap the Back button a couple of times to close Google search, it's done, no more pesky cards.

How's your heart going, let's get the heart rate monitor. Go to the *Play Store* and search for *heart rate*.

If you can't see the one in the picture then tap the 250 more button to see more. Tap Install and then accept.



Look for the new app on your Home screen, or it might be on the *All Apps* screen.

Let's organise a *Home Screen*. Find an empty screen for this exercise.

On some devices there is a *Plus* symbol on the screen, tap the **+** to add a new app

Otherwise from the empty screen click the *All Apps* button and look through your apps.

To get started look for the *Gmail* app and tap and hold it.

The empty screen will appear and you can let go of the app now.

Add a few more apps to this screen.

Now look through the *Widgets* screen and put one of them on your home screen, the numbers represent how much space they take up on the screen (e.g. a 3x2 widget uses the space of 4 apps across and 2 apps down).

If you add an app to your home screen that you already have or one you don't really want then on you can tap and hold the app and an option to *Remove* it will appear. Drag and drop the app to the *Remove* bin.

Did you also notice an *App info* option? If you drop the app on this option then you will see some info about the app and also an option to *Uninstall* it. Some of the apps that came with the device when it was new cannot be uninstalled.

Another way to uninstall an app is to go to *Settings/Apps* (it might be *Manage Apps*) and then scroll through the apps until you find the one you want to remove. Tap the app and check out the options available, one of them will be *uninstall*.

If you need more room on a home screen then you could combine some apps in a Folder, maybe a folder of Games say.

This is very easy to do, simply tap and drag one app, hold it over another one and drop it. A folder is instantly made showing the two apps inside it, you can drop other apps into this folder.

Now tap the new folder to open it, notice the name Folder at the top of it. Tap this area and you can rename the folder to something appropriate, you can also choose a colour for your folder.

Now we will add a phone contact shortcut to a home screen so that when you tap it it will instantly dial the number. Perhaps the numbers you phone most often would be good for this exercise.

Go to a *Home screen* that has some space on it and then tap the *Contacts* app (on my phone the app is at the bottom of the screen, it has a red background.).

Find the contact you want to add to the *Home screen* and tap it.

Tap the *Menu* button and choose *Add to Home screen*, a window offering a few options will appear, tap the *Direct dial* option. If you have more than one number for this contact then you can choose one of them next, just tap it.

Tap the *Home* button and you will see the new shortcut. Add a few more – just for the exercise maybe. You could then put all these shortcuts in a folder and call it *Phone Numbers*.

Let's try something a bit different now, we will make a new ringtone and set the phone to use it for incoming calls.

We will use the *Voice Recorder* app to make the ringtone, find the voice recorder app on your phone and start it.

When you tap the red button the app will record whatever it hears until you tap it again. You can simply speak to make a voice recording or you could start some music and record it.

The speak option might include sentences like: "Pick up the phone, you have a call coming. Come on answer the phone now... right now."

For the music option you might turn on the radio and record something from there or you could get another phone and play music on it which you could record with your phone.

Notice the recordings have numbers as their names, a long tap will let you rename them if you like. Remember the recording you want to use for your new ringtone.

Open your *File manager* app and look for and open the *Voice Recorder* folder. Long tap the chosen recording and then tap *Copy*. Navigate to and open the *Ringtones* folder and tap *Paste*, the recording is now in the proper place for using it as a ringtone.

Got to *Settings/Sound/Phone ringtone* and scroll through the list until you find the one you want and tap it. The ringtone will play so you know it is the right one. Tap *OK*

Now get someone to phone you just to see if it works.