



SMARTPHONE INTERMEDIATE FEATURES

Torrence D. Mack
IT Consultant

TDM Tech Intl, LLC
(561) 344-5188

Learn to use your **mobile device & computer** with our easy course at a slow pace!

Call for details!

TDM TECHNOLOGIES INTERNATIONAL
561-344-5188
TORRENCE MACK
TDM TECHNOLOGIES INTL. LLC.

iPad
iPhone
Android

SnapChat
Emailing Pics
Calendar Scanning
Twitter Siri Okay Hey
Skype Hangout Printing
Google Posting Facetime
Instagram

*MAX CLASS SIZE IS 8 PARTICIPANTS. MOBILE DEVICES ARE AVAILABLE FOR USE IN CLASS.

www.tdmtechpc.com



OTHER SERVICES

- PRIVATE ONE ON ONE/SMALL GROUP LESSONS
- PC/MAC REPAIRS/UPGRADES/VIRUS REMOVAL
- NEW COMPUTER/SMARTPHONE/iPad SETUP
 - REMOTE TECH SUPPORT
- FREE TECH SUPPORT LINE 561-344-5188 EXT. 2 (DONATIONS ACCEPTED)
 - SMARTPHONE/iPad CONSULTANT



CLASSES OFFERED AT MANY LOCATIONS THRU OUT THE STATE AND EXPANDING.

CHECK www.tdmtechpc.com for details!

ANDROID OR IPHONE?



On iPhone

Go to **Settings > General > About.**

To the right of Model, you'll see the part number.
To see the model number, tap the part number.

If you don't see the name of your iPhone under
Model name

Go to:

Identify your iPhone model

<https://support.apple.com/en-us/HT201296>



On Android Device:

Locate **"Settings"** in the Apps menu.

Locate and select "About Phone" or
"About Tablet" or "About Device"
(name is different for all devices).

Look for "Model Number" or
"Model." Examples of Model
Numbers are SCH-i535, etc. (can be
anything with letter and number
format).

The same device (e.g. Samsung
Galaxy SIII) can have several different
model numbers.



CONTROL PANEL (iPhone)

iPhone X and later

To open Control Center, swipe down from the top-right corner of your screen.

To close Control Center, swipe up from the bottom of the screen or tap the screen.

If you swipe too close to the top-center of your screen, you might open Notification Center instead of Control Center.



Portrait Orientation Lock: Keep your screen from rotating when you move your device.



Camera: Quickly take a picture, a selfie, or record video.



Brightness: Drag the brightness control up or down to adjust the brightness of your display.



Timer: Drag the slider up or down to set the duration of time, then tap Start.

iPhone SE, iPhone 8 and earlier

To open Control Center, swipe up from the bottom edge of any screen.

To close Control Center, tap the top of the screen or press the Home button.



Calculator: Quickly calculate numbers, or rotate your device to use the scientific calculator for advanced functions.



Volume: Drag the volume control up or down to adjust the volume for any audio playback.



Do Not Disturb: Turn on to silence notifications for an hour or until the end of the day. Or turn it on just for an event or while you're at a location, and it automatically turns off when the event ends or you leave that location.



Flashlight: Turn the LED flash on your camera into a flashlight. Touch and hold the flashlight to adjust the brightness.

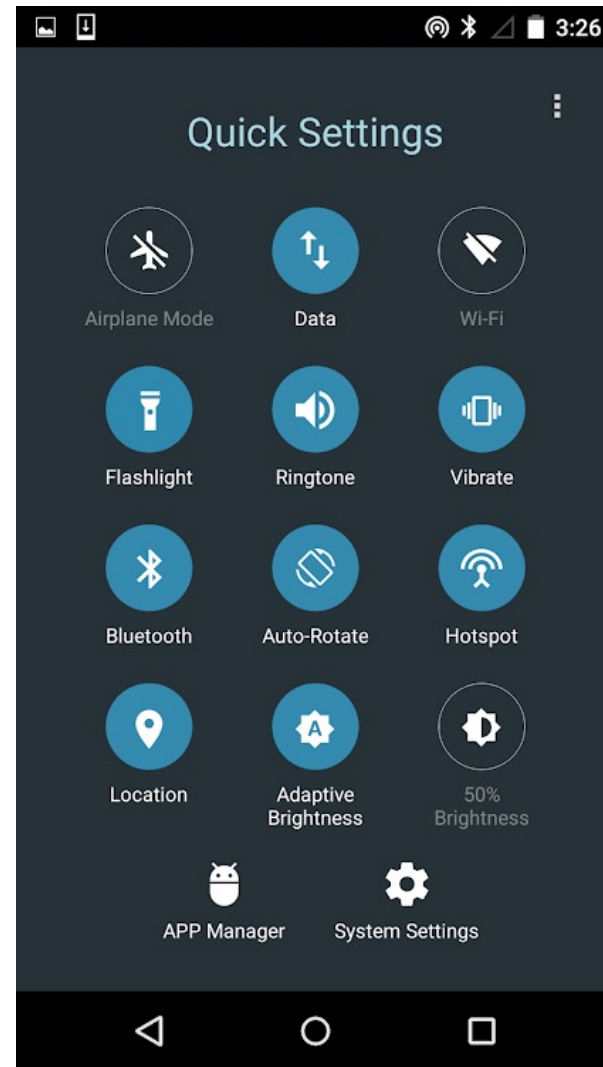
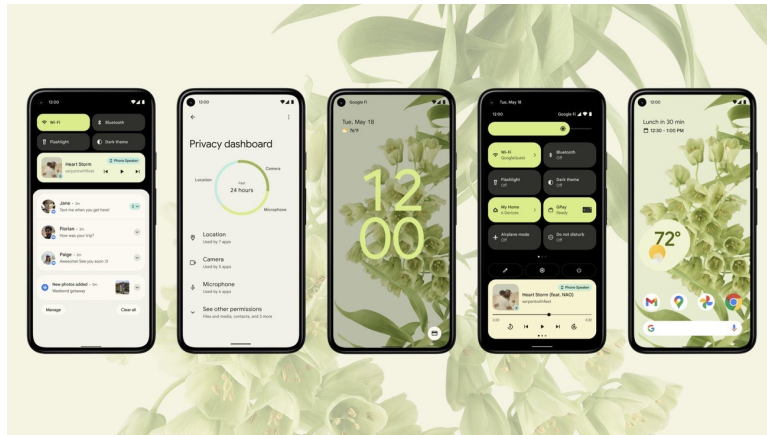


CONTROL PANEL (Android)

Android

To open Control Center, swipe down from the top-right corner of your screen.

To close Control Center, swipe up from the bottom of the screen or tap the screen.

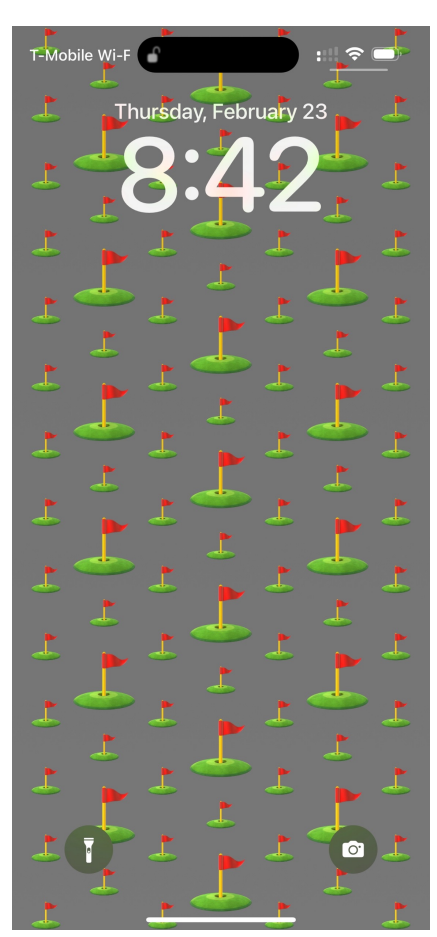
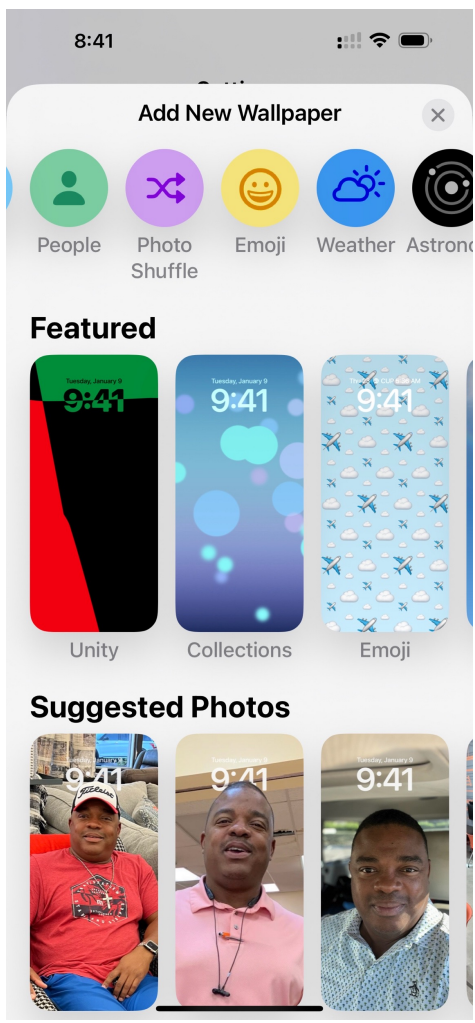
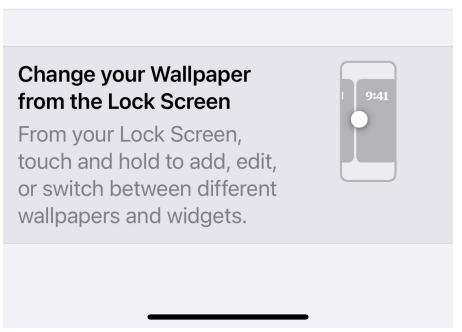
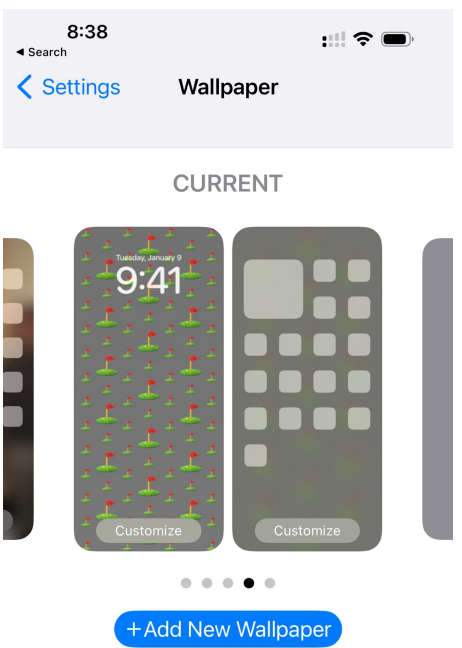
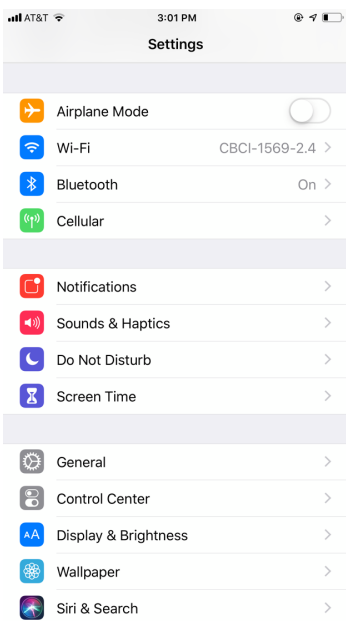


- Wi-Fi
- Vibrate
- Bluetooth
- Flashlight
- Location
- Auto-Rotate
- Mobile Data
- Airplane Mode

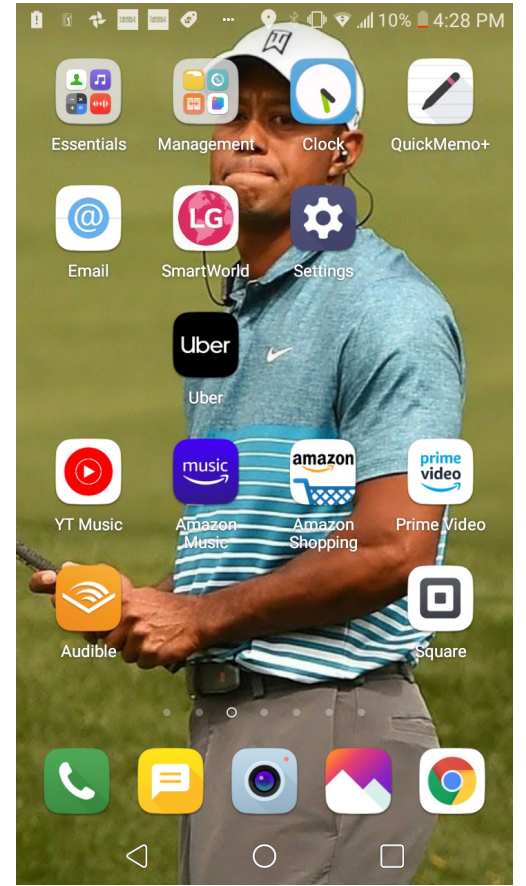
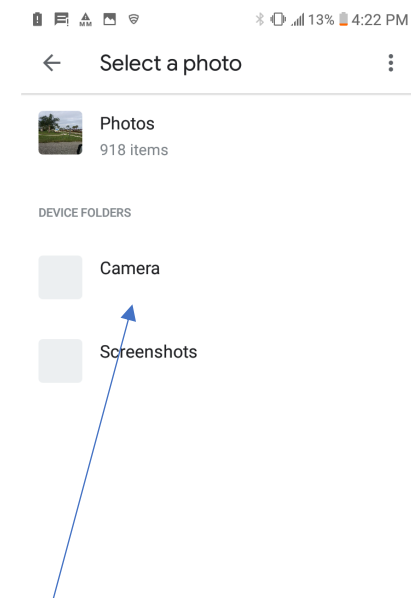
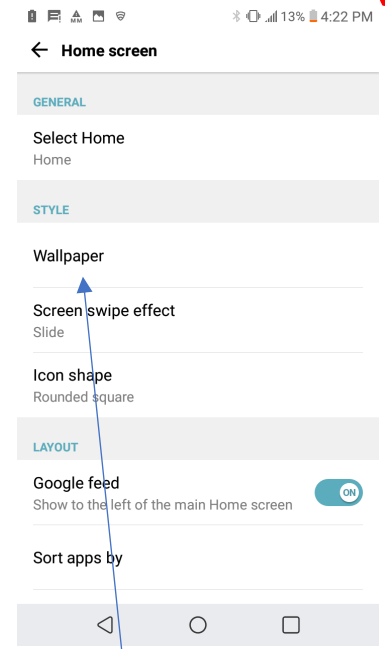
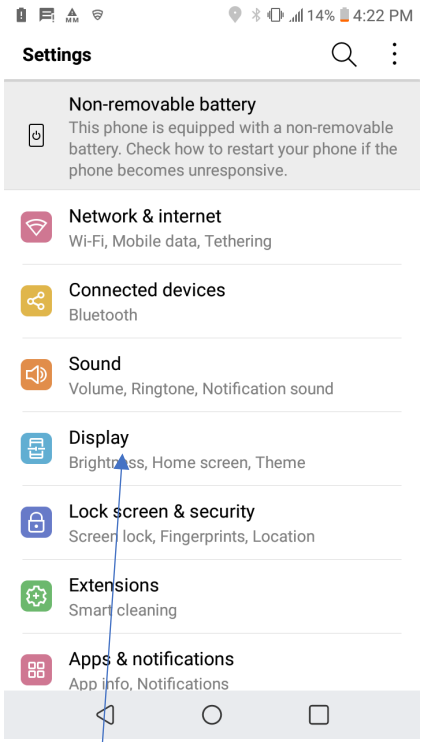


PERSONALIZING YOUR HOME SCREEN

iOS (iPHONE)



PERSONALIZING YOUR HOME SCREEN (ANDROID)



New version Android!

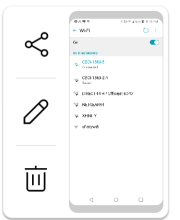
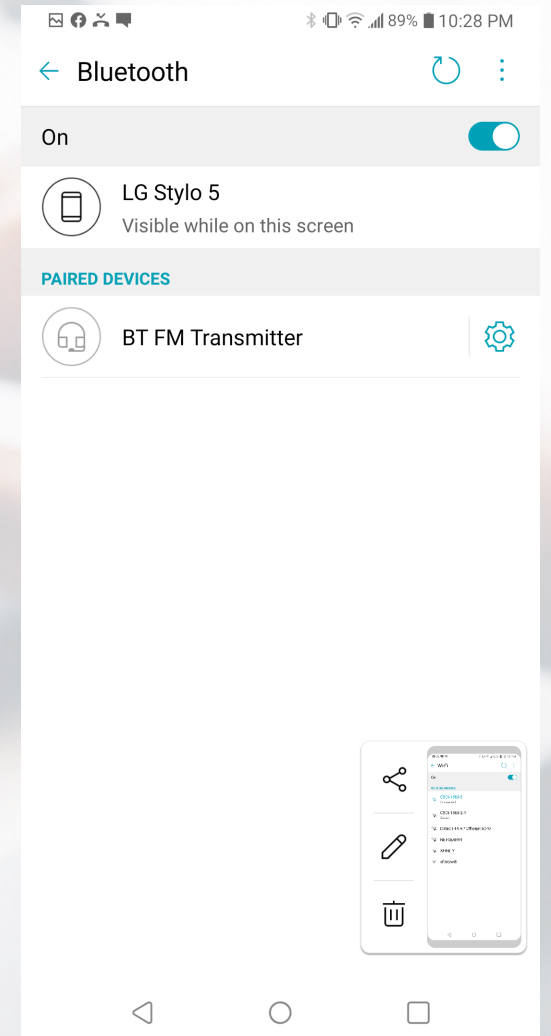
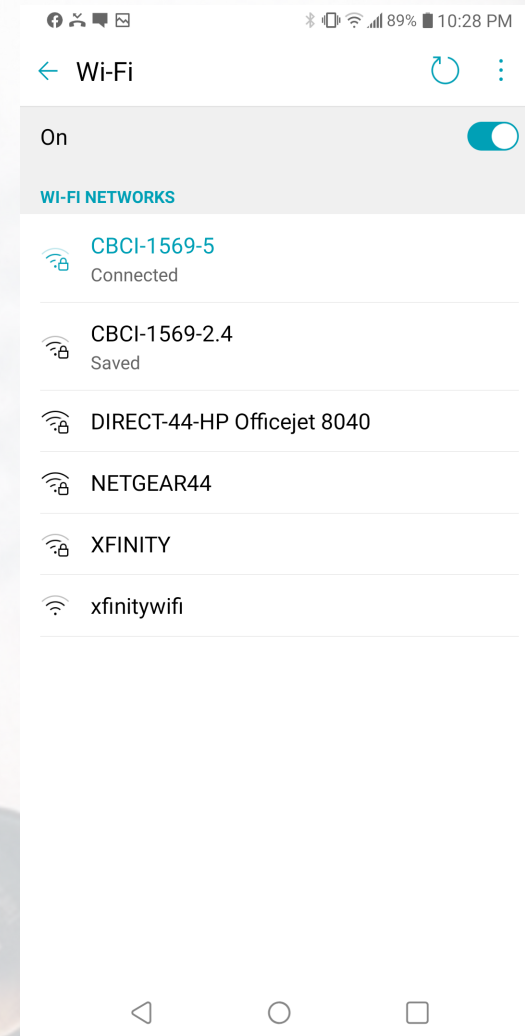
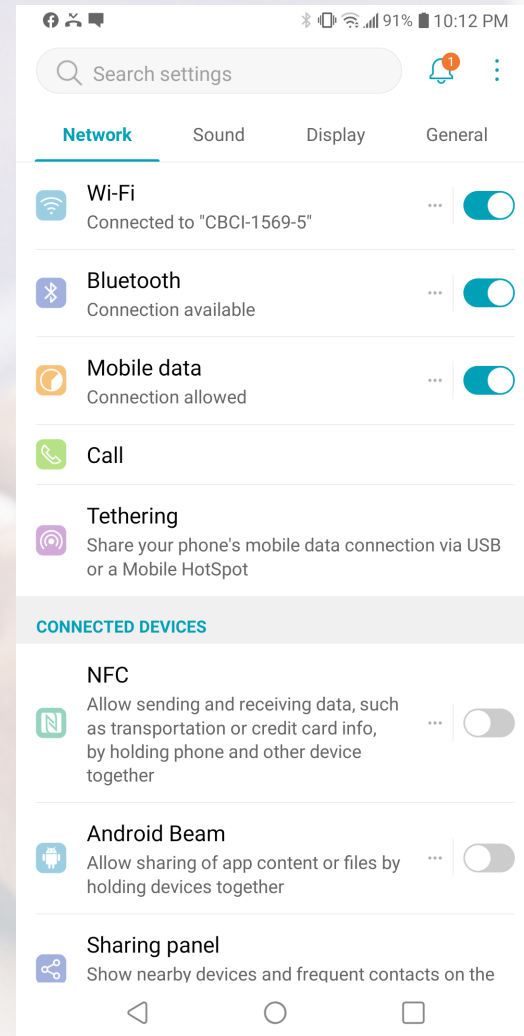
Look for Customization, Wallpaper,
My Photo, Gallery select photos

ANDROID NETWORK SETTINGS

NETWORK

In this Settings section, you can adjust your Wi-Fi, Bluetooth and Mobile Data settings.

Also you can use the Tethering settings to connect another device by USB or Mobile Hotspot

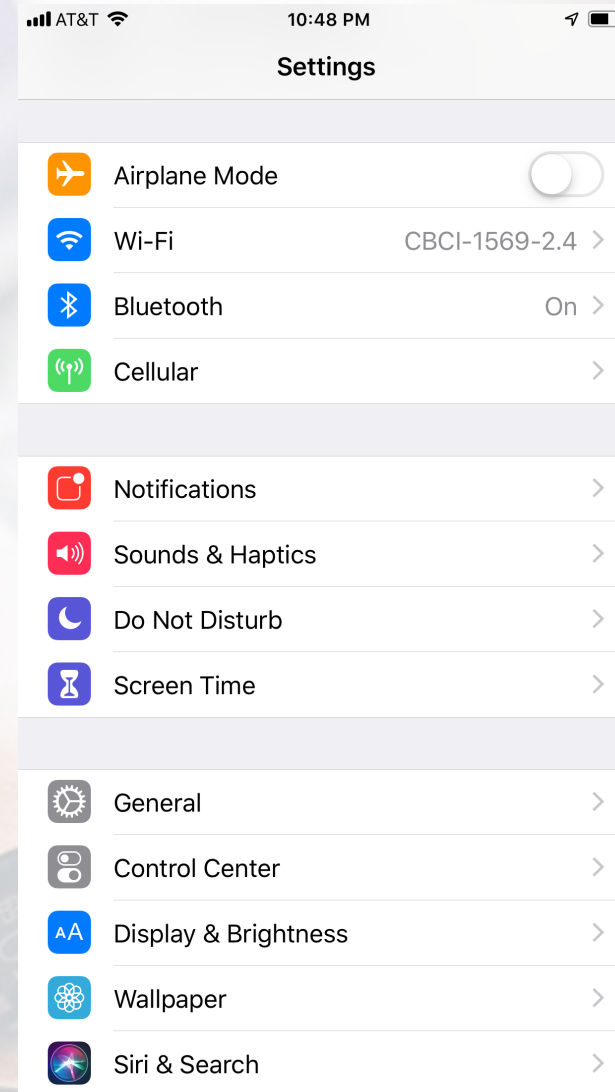


IPHONE NETWORK SETTINGS

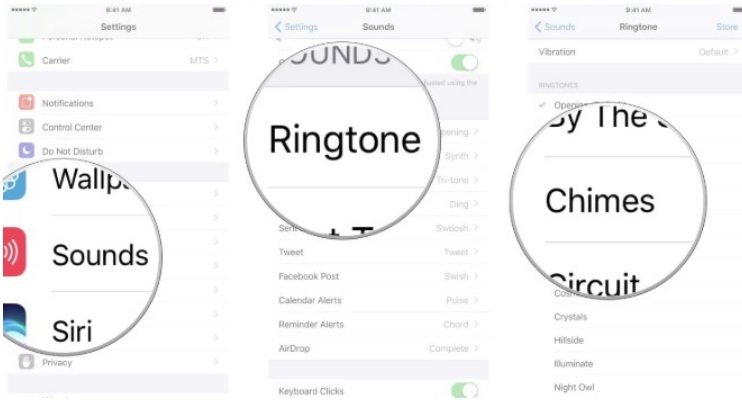
NETWORK

In this Settings section, under the Network tab you can adjust your Wi-Fi, Bluetooth

Also you can use the Tethering settings to connect another device by USB or Mobile Hotspot



SOUNDS (iPhone)

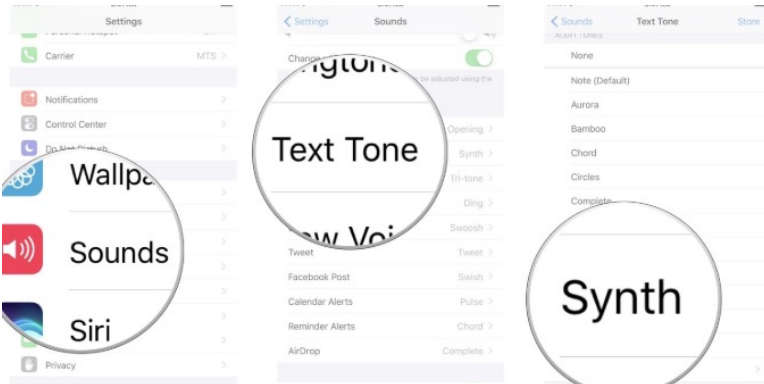


How to change your ringtone on iPhone and iPad
Launch the **Settings** app.

Tap **Sounds**.

Tap **Ringtone**.

Tap the **sound** you want. Tapping on the sound will also play the sound so you can hear it.



How to change your text tone on iPhone and iPad
Launch the **Settings** app.

Tap **Sounds**.

Tap **Text Tone**.

Tap the sound you want. Tapping on the sound will also play the sound so you can hear it.

NOTIFICATIONS

Notifications help you keep track of what's new—they let you know if you missed a call, if the date of an event moved, and more. You can customize your notification settings, so you see only what's important to you. View and respond to notifications on the iPhone Lock screen or in Notification Center.



iPhone displays notifications as they arrive, but if you don't read one right away, it's saved in Notification Center so you can check it later.

To see your notifications in Notification Center, swipe down from the top center of any screen, then scroll up to see older notifications.

To close Notification Center, swipe up.

1. Go to Settings > Notifications.

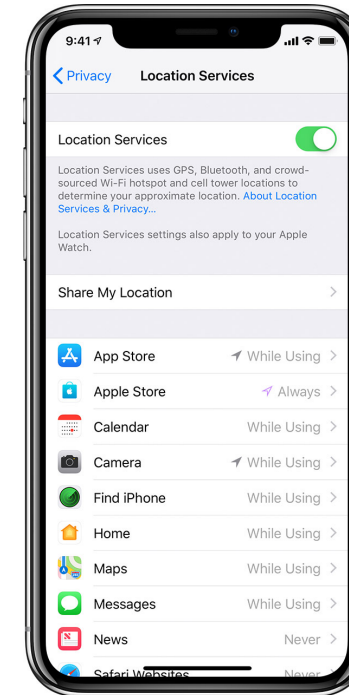
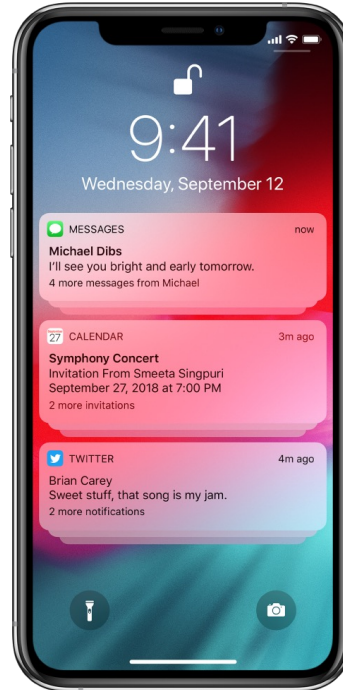
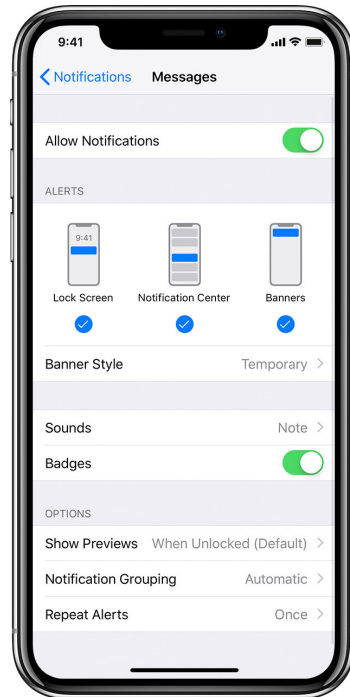
2. Select an app under Notification Style.

3. Choose a type of alert and banner style.

You can also turn sounds and badges on or off.

From here you can also choose how to show notification previews for specific apps. For example, you can have notification previews show up all the time or never, even when

your device is locked.



Set up location-based alerts
Some apps use your location to send you relevant alerts based on where you are.

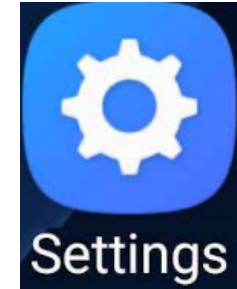
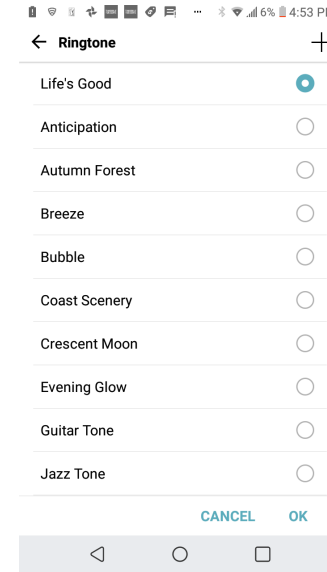
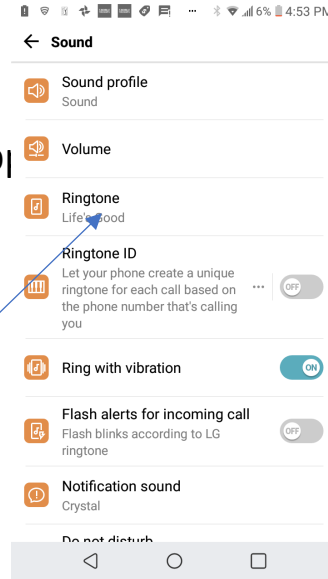
If you don't want these type of alerts, you can turn them off.

Go to Settings > Privacy > Location Services, then tap an app to turn alerts on or off based on your location. Learn more about Location Services.

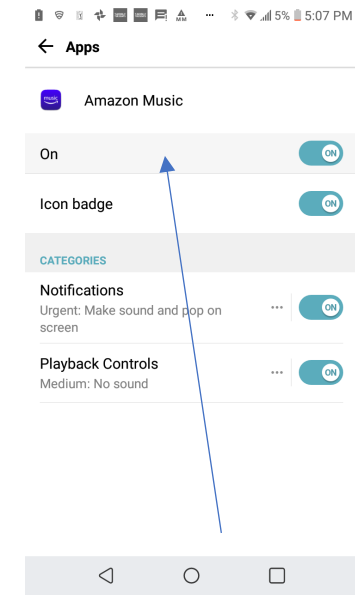
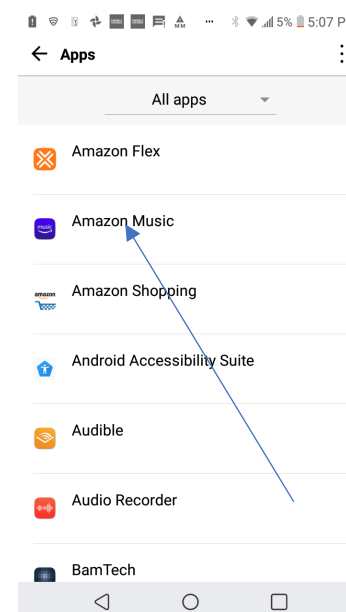
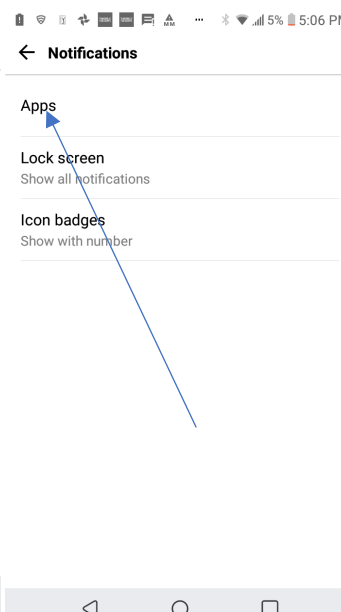
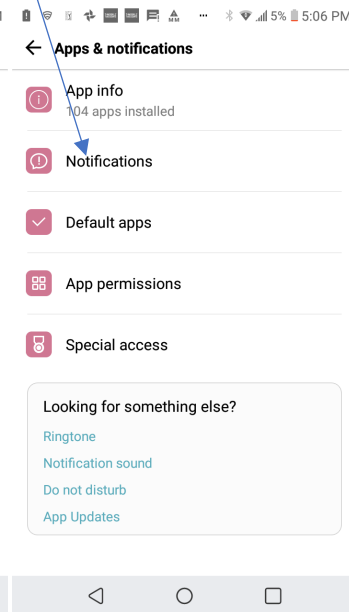
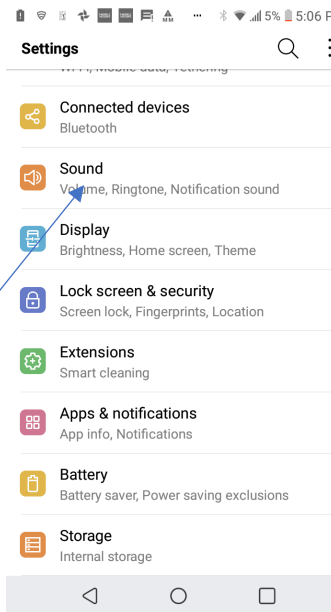
SOUNDS AND NOTIFICATIONS (Android)

CHANGE YOUR RINGTONE

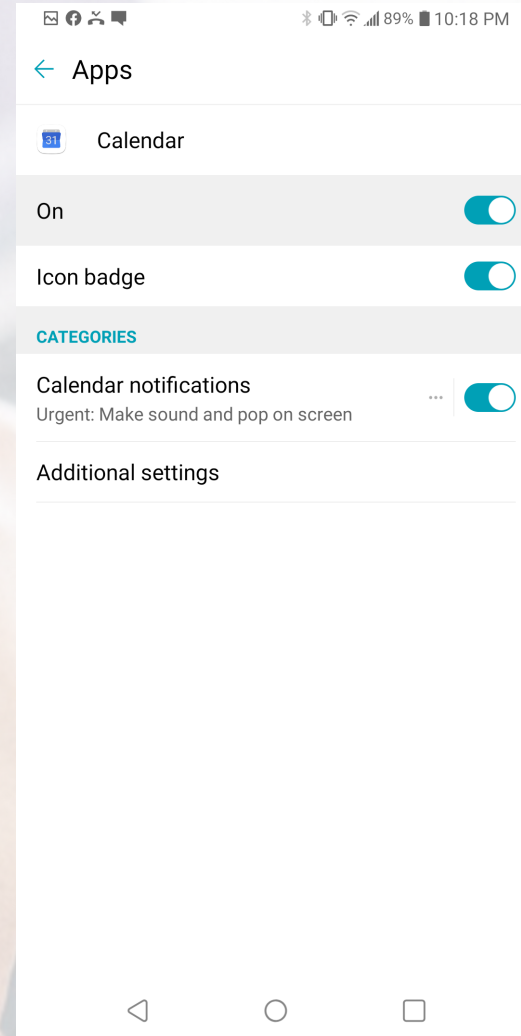
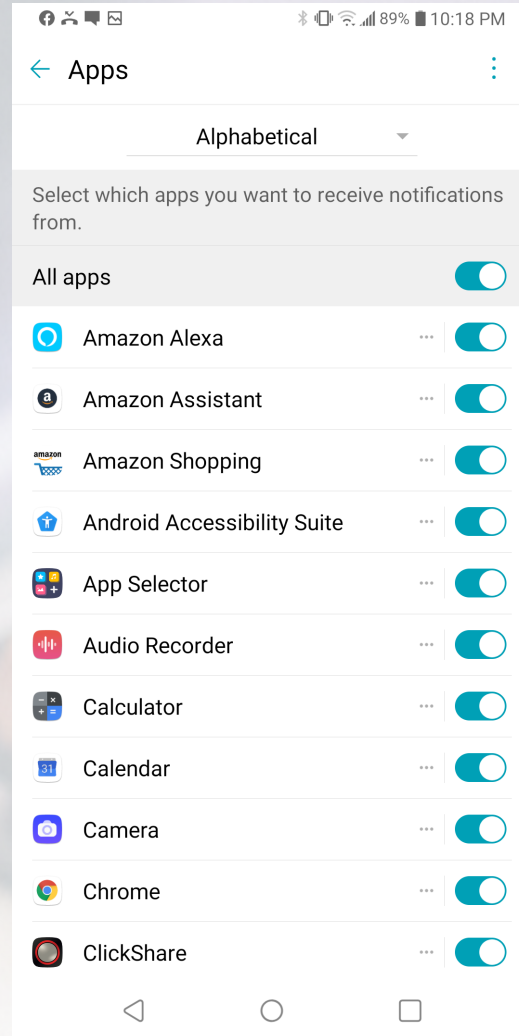
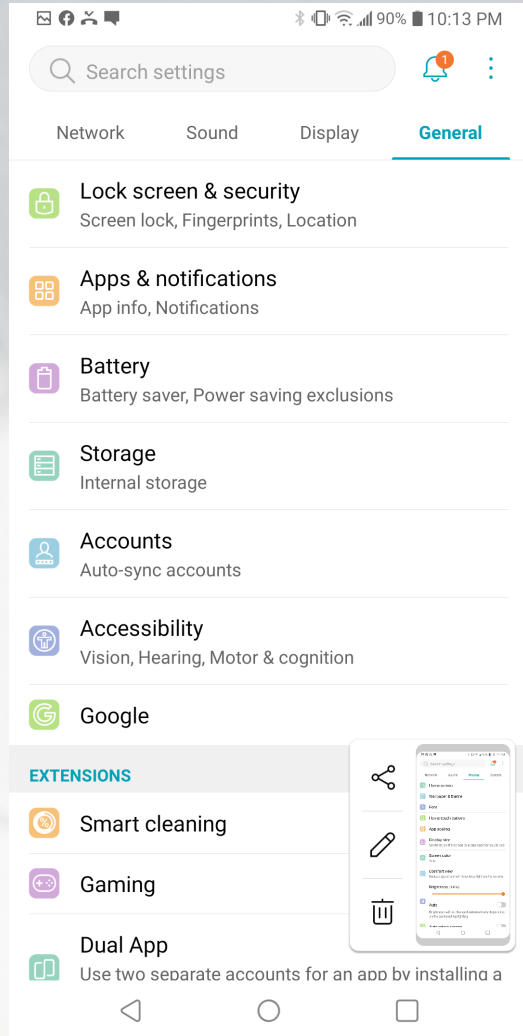
1. Open your device's Settings app
2. Tap Sound → Ring Tone
3. Pick a Ringtone.
4. Tap Save



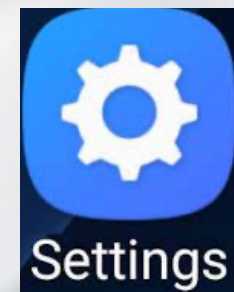
APPS AND NOTIFICATIONS



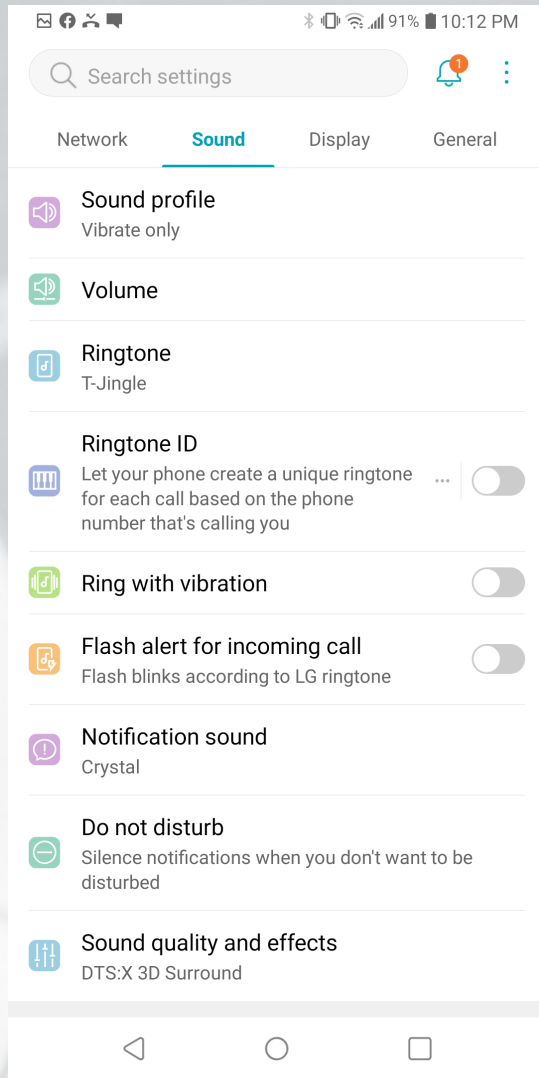
ANDROID APPS & NOTIFICATIONS



[Apps & Notifications](#)
In this Settings section, under the General tab you can adjust Notifications for your Apps to appear on your Android.

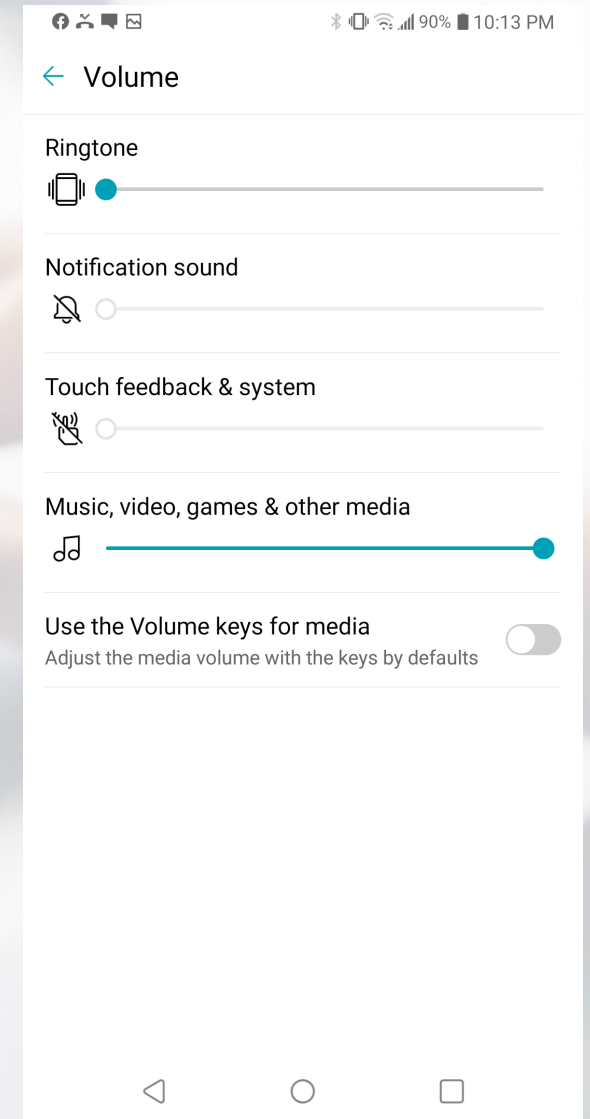
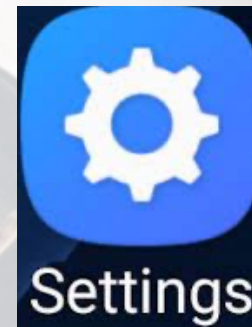


ANDROID SOUND SETTINGS

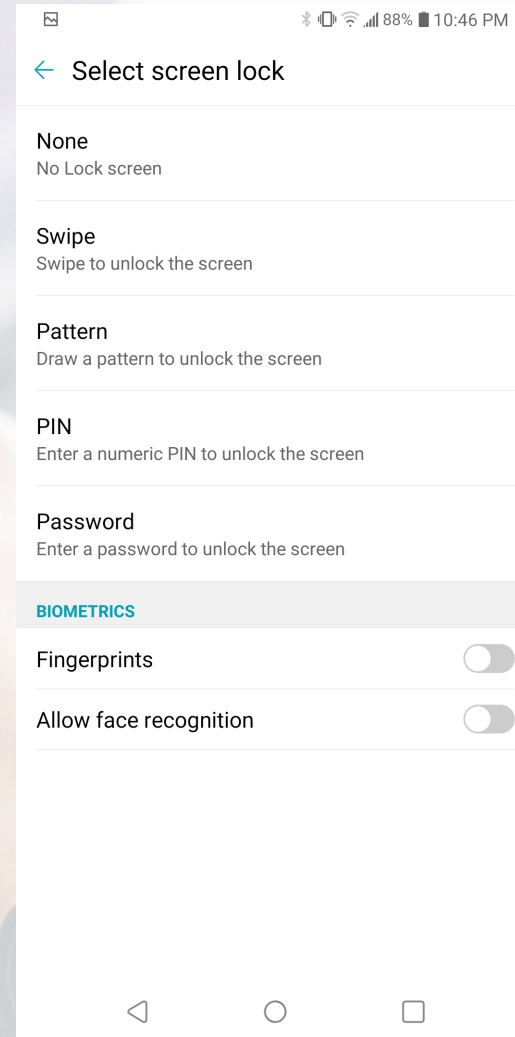
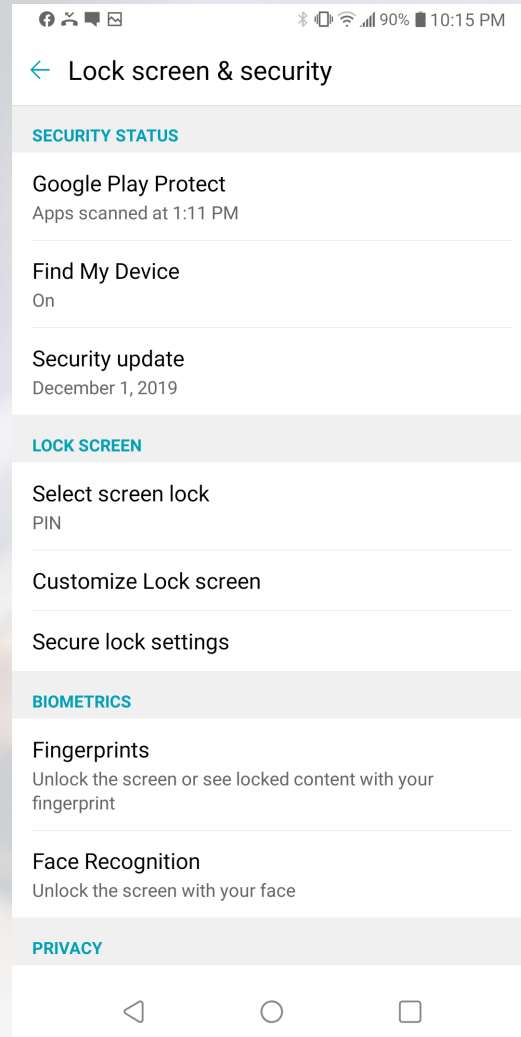
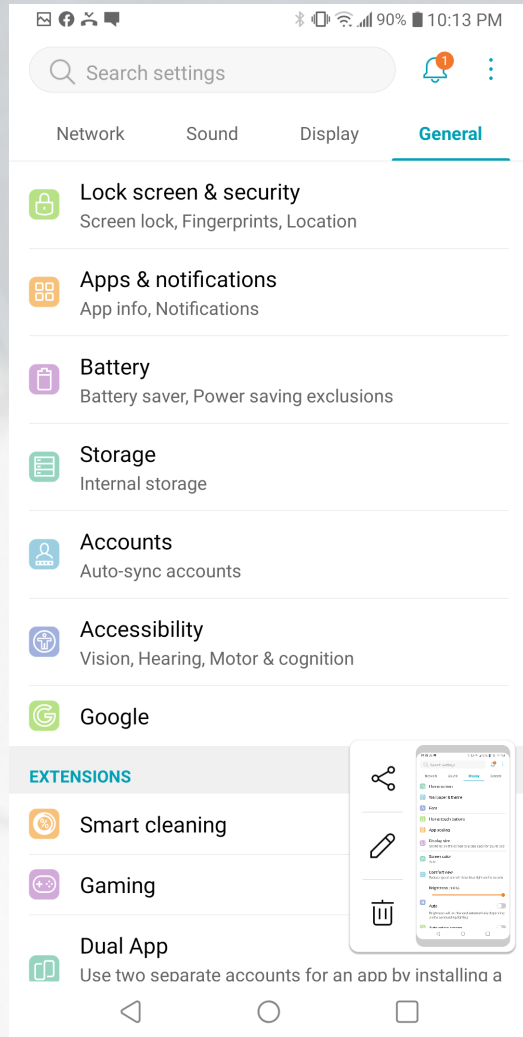


SOUND SETTINGS

In this Settings section, under the Sound tab you can adjust your Ringtones, notification sounds, ring with vibration, system volume and touch feedback and music sounds



ANDROID LOCK SCREEN & SECURITY



SECURITY SETTINGS

In this Settings section, under the General tab you can adjust change your lock screen by selecting the options:

options:

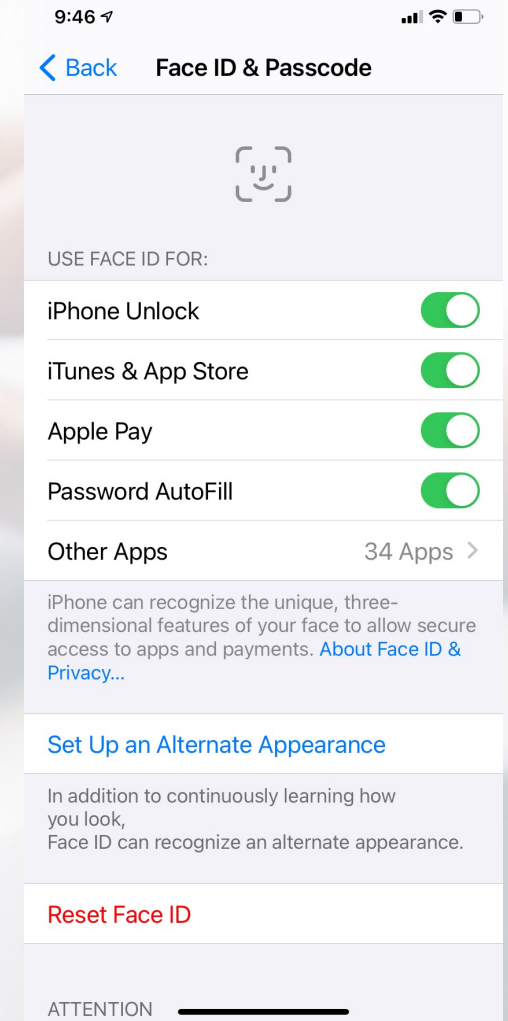
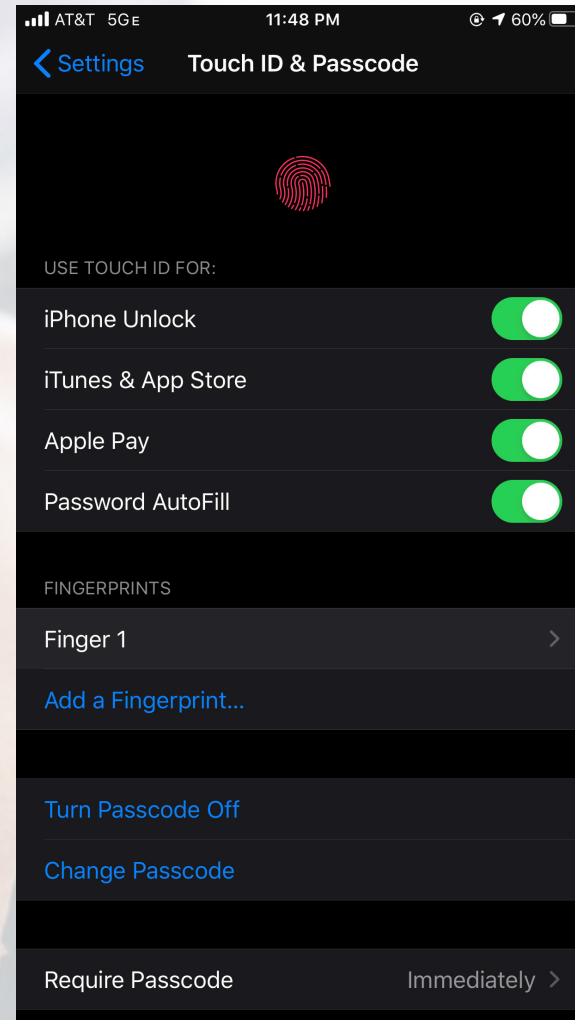
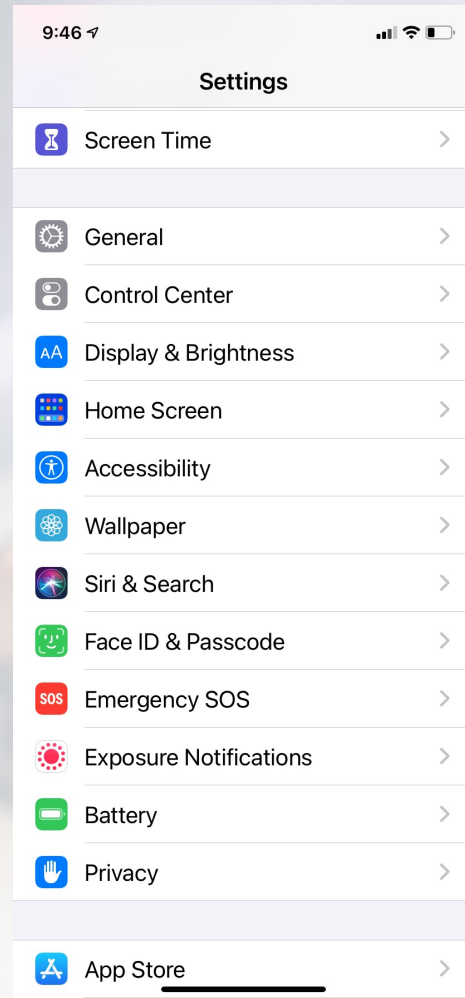
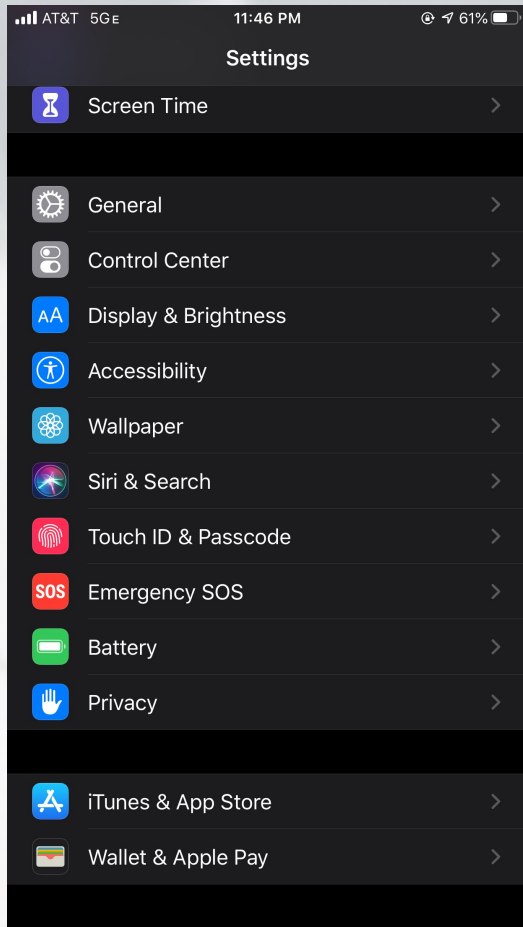
- None
- Swipe
- Pattern
- Pin
- Password

Or

- Fingerprints
- Face Recognition

TOUCH ID/FACE ID & PASSCODE

In this section of Settings, you can set the security for your iPhone. Touch ID with your fingerprint (up to 5) and/or Passcode for iPhone, iTunes, Apple Pay or Password AutoFill.



Block phone numbers, contacts, and emails on your iPhone, iPad, or iPod touch


You can block phone numbers, contacts, and emails on your device. You can also filter iMessage from unknown senders and report iMessages that look like spam or junk.

Block a phone number, contact, or email

There are a few ways that you can block phone numbers, contacts, and emails.


Phone



If you're in the Phone app under Recents, tap the info button  next to the phone number or contact that you want to block, Scroll down, then tap Block this Caller.

Messages




If you're in the Messages, open the conversations, tap the contact at the top of the conversation, then tap the info button.  Tap info scroll down, then tap Block this caller.



When you block a phone number or contact, they can still leave a voicemail, but you won't get a notification. Messages that are sent or received won't be delivered. Also, the contact won't get a notification that the call or message was blocked. When you block an email address from Mail, it goes to the trash folder. Email blocking works across all your Apple devices.

FaceTime



If you're in the FaceTime app, tap the info button  next to the phone number, contact, or email address that you want to block, Scroll down, then tap Block this Caller.

Mail



If you're in the Mail app, open the email that has the contact that you want to block, then tap the contact at the top. Tap Block this Contact.

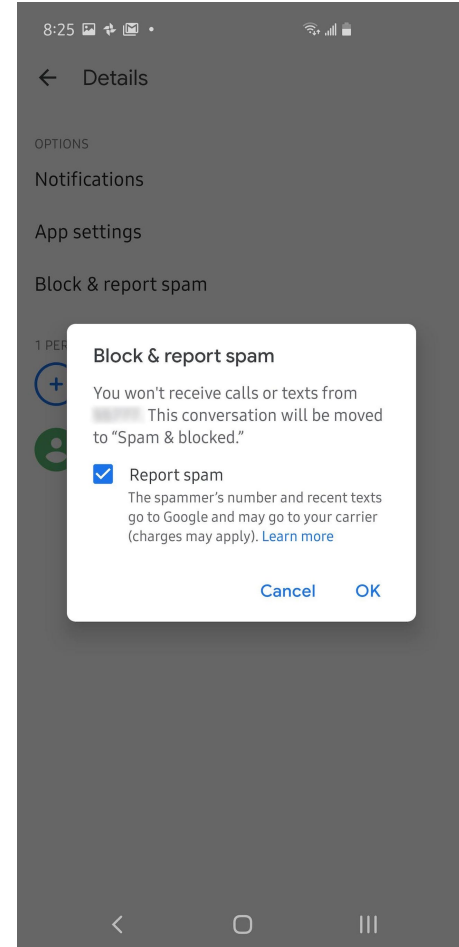
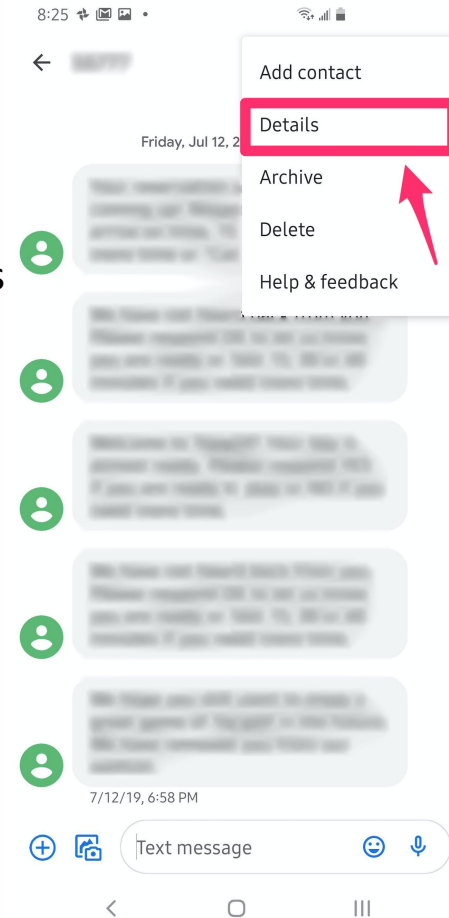
How to block text messages on Android

The location of the block messages command varies depending on which [Android](#) phone you have and which version of the operating system is installed.

Most apps work like the [Google Messages](#) app, which is the stock Google app on certain phones (such as [Google Pixel](#) phones). You can follow these steps to find the option in your own app, or you can install Google Messages from the [Google Play](#) store and set it as your default messaging app when you want to block texts, then switch back to your preferred texting app when you're done.

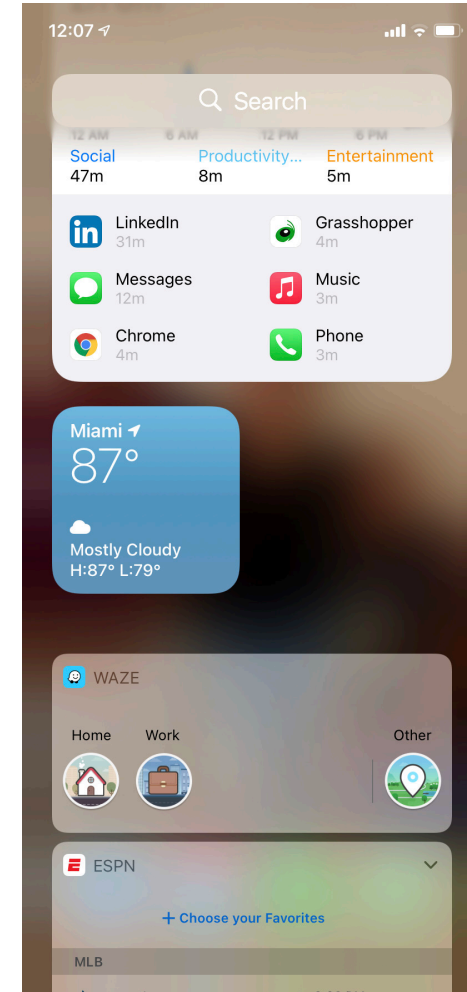
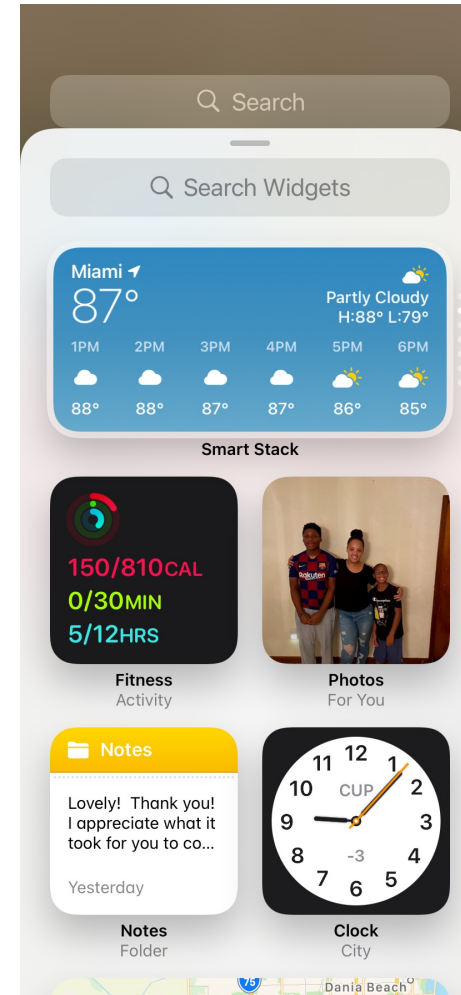
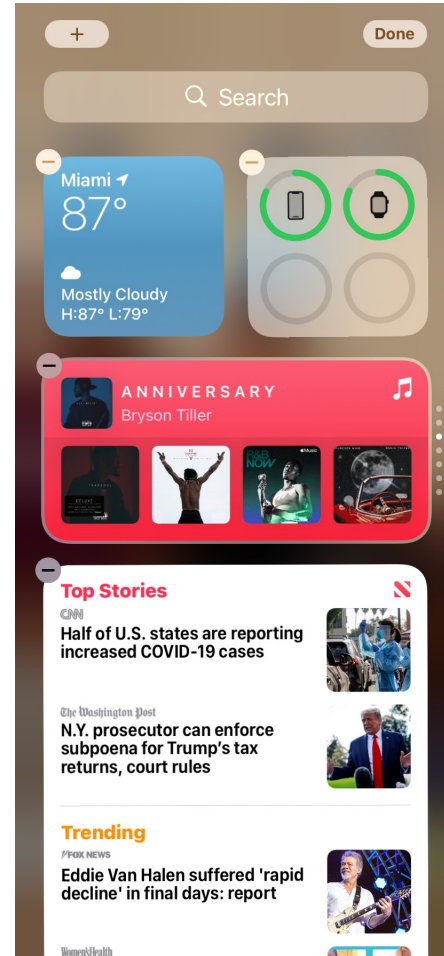
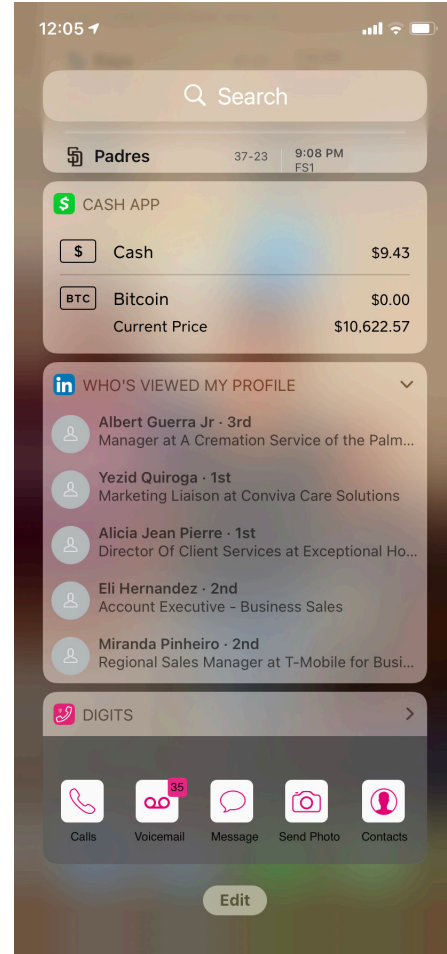
You can switch back and forth quickly between Google Messages and your preferred messaging app quickly and as often as you like.

1. Start the Messages app and tap a message that you want to block.
2. Tap the three-dot menu at the top right of the screen.
3. In the drop-down menu, choose "Details."
4. On the Details page, tap "Block & report spam."
5. On the pop-up, choose whether you want to report the text messages as spam. If you do, check the box for "Report spam." That's optional, though – you can clear the checkbox if you don't want to report the messages. Tap "OK" to block all future messages from this sender.

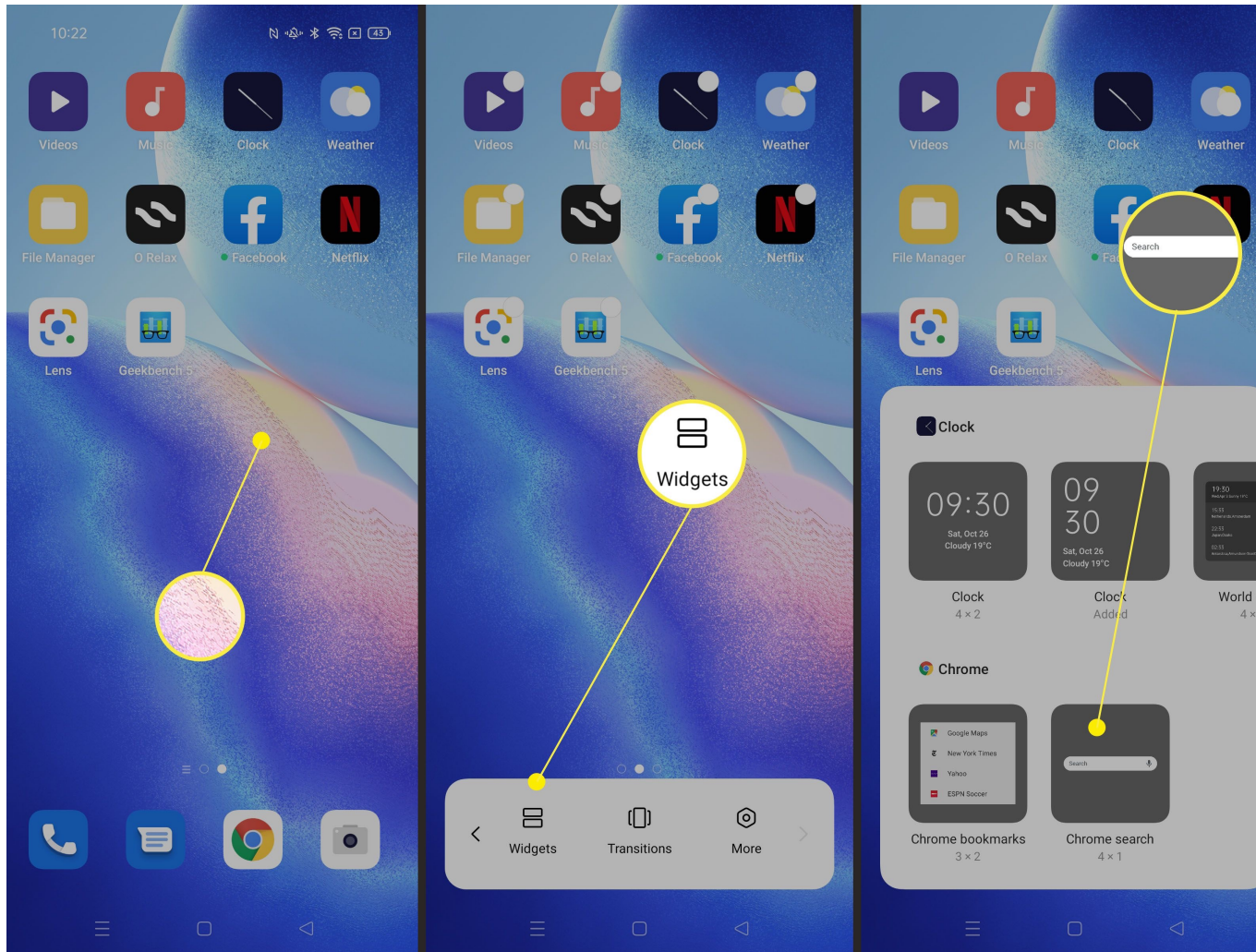


ADDING/REMOVING WIDGETS (IPHONE)

1. SLIDE FROM LEFT TO RIGHT TO THE END.
2. ONCE YOUR WIDGETS APPEAR SLIDE DOWN TO THE BOTTOM AND CLICK EDIT.
3. CLICK THE PLUS SIGN TO SEARCH FOR WIDGETS.
4. SELECT THE WIDGET
5. CLICK DONE



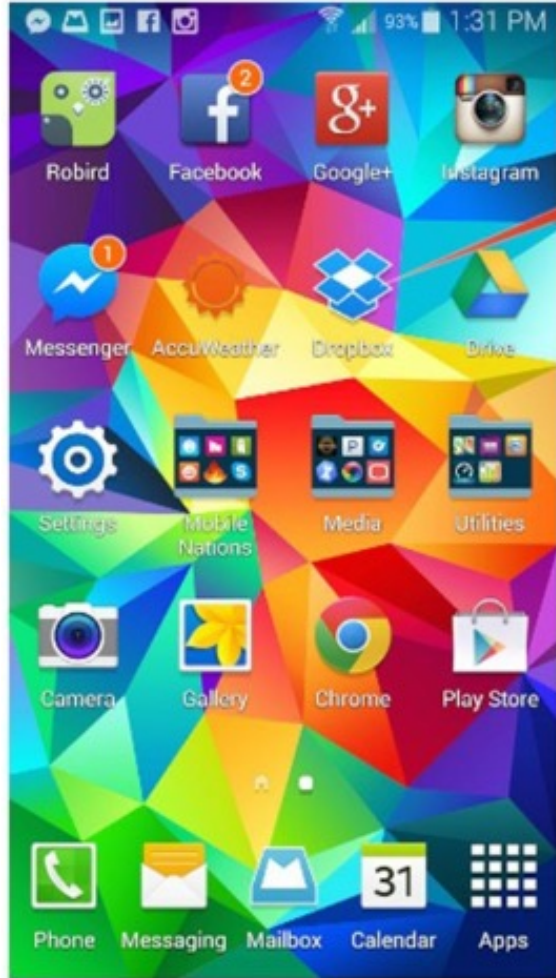
ADDING/REMOVING WIDGETS (ANDROID)



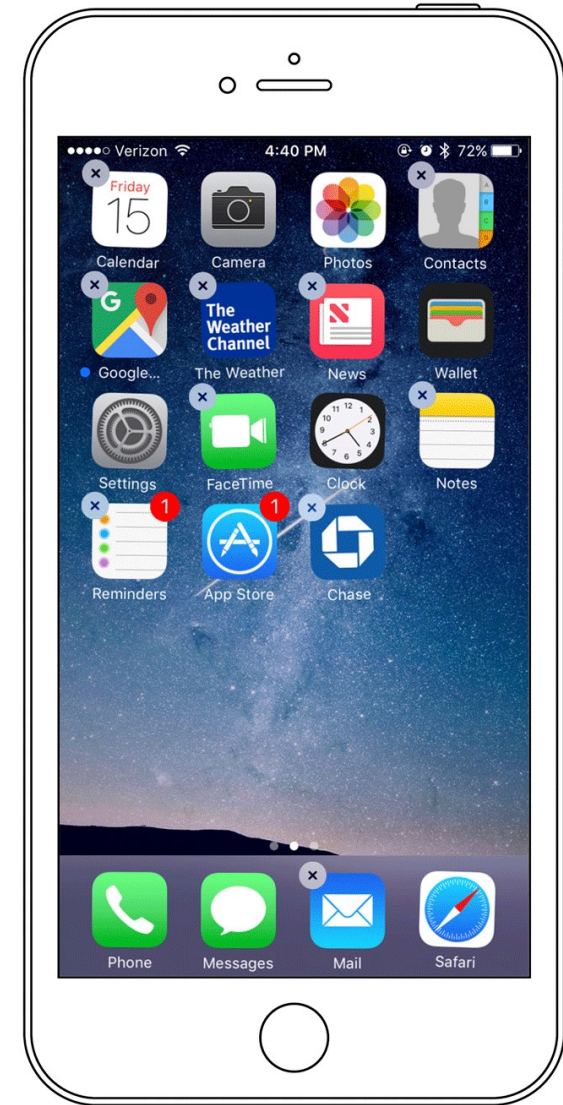
1. On the home screen, tap and hold on any available space.
2. Tap "Widgets".
3. Tap and hold the widget you would like to add. ...
4. Drag and drop the widget onto the available space.



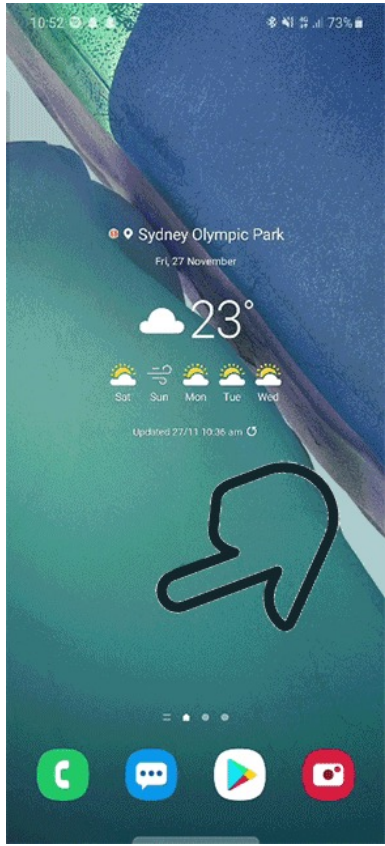
ARRANGING APPS ON YOUR HOME SCREEN



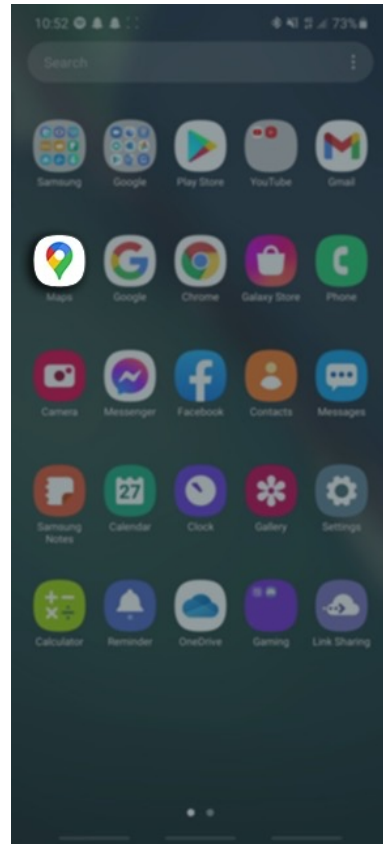
With Android, click and hold the icon to drag. With the iPhone, wait until the icons “jiggle” then you can move the icons.



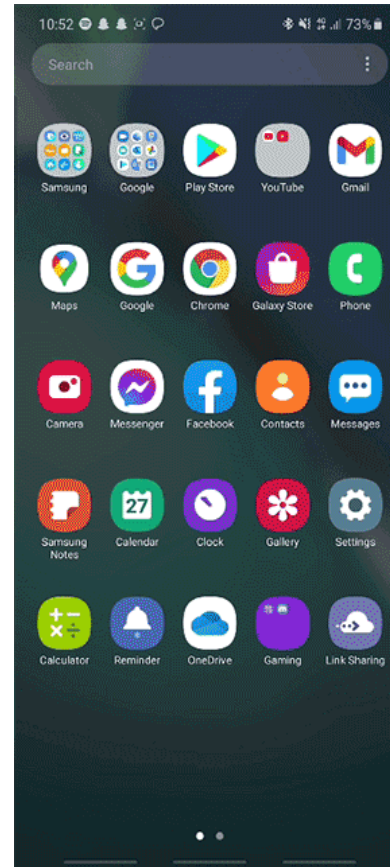
CUSTOMIZE YOU ANDROID



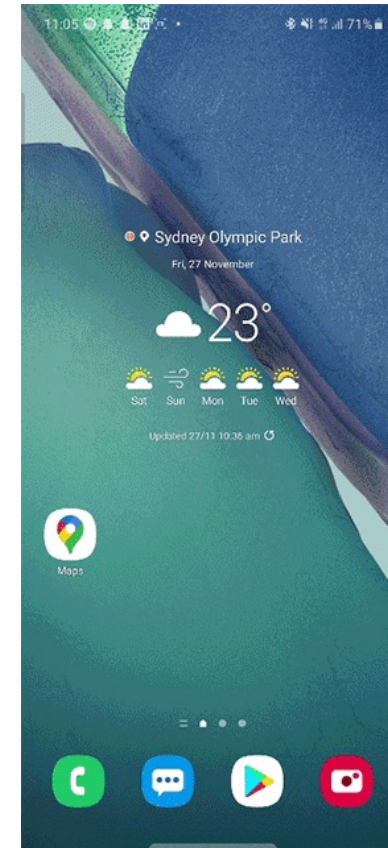
1. Swipe up on your screen to access your **Apps Tray**



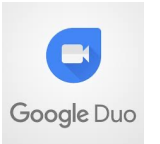
2. **Long press** the application you would like to add to your Home Screen



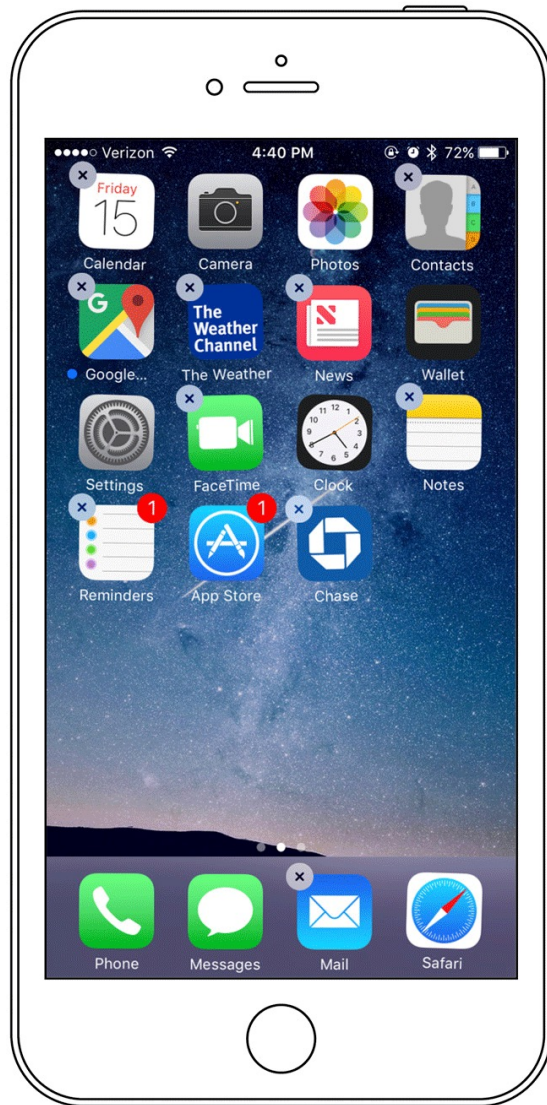
3. **Drag & Drop** the application onto your Home screen, alternatively you can also select **Add to Home** once the app has been selected



To **Remove** an unwanted app, long press and hold the app then click Remove from home.



DELETING APPS ON YOUR HOME SCREEN (iPhone)



Delete apps individually

If you're short of space on your iPhone or iPad one of the quickest ways to [increase the storage available to you](#) is to delete apps. This is actually very easy to do, in most cases. To delete any app you've purchased from the App Store - or any web shortcuts you've added to your Home screen, for that matter - follow these steps:

Find the icon for the app you want to delete.

Tap and hold the icon until it starts to jump around (this indicates you're in Edit Mode).

Tap the X that appears in the top-left corner of the unwanted app's icon.

Confirm by tapping Delete.

You can now delete further apps in the same way, drag to move them around on the screen, or press the Home button (or tap Done in the top right corner) to exit Edit Mode.



DELETING APPS ON YOUR HOME SCREEN (Android)



Long-press on the **app**. (Hold your finger on the app until you feel a feedback vibration and notice the screen has changed.)

Continue dragging to the upper left corner (depending on your Android version, where you will see a trash can and the word **Uninstall or Remove**

Release your finger over the **Uninstall or Remove** button.



CREATING FOLDERS (iPhone)

1.Touch and hold the Home Screen background or app until the apps begin to jiggle.

2.To create a folder, drag an app onto another app.

3.Drag other apps into the folder.

4.You can have multiple pages of apps in the folder.

5.To rename the folder, touch and hold it, tap Rename, then enter a new name.

6.If the apps begin to jiggle, tap the Home Screen background and try again.

7.When you're finished, tap Done, then tap the Home Screen background twice.

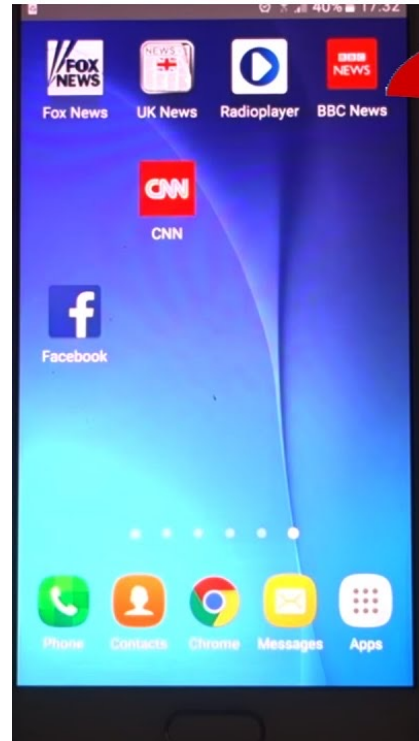


CREATING FOLDERS (Android)

1. Access the home screen panel where the apps you want to put into a folder are located.

2. Drag the first app and drop it on top of another and this will create a folder with both apps inside. Name the folder.

3. Tap the folder to view the apps in it.



**create
folder**




AIRDROP

Use **AirDrop** to share and receive photos, videos and more with other Apple devices that are nearby



How to Use AirDrop

1. Open an app, tap the Share  button . If you share a photo from the Photos app, you can swipe left or right and select multiple photos.
Tap the AirDrop user* that you want to share with.
Or you can use AirDrop between your own Apple devices



Adjust AirDrop Settings

1. Go to Settings, tap General.
2. Tap AirDrop, then choose an option.

You can also set your AirDrop options in Control Center. Here's how:

On iPhone X or later, or an iPad with iOS 12 or later or iPadOS, swipe down from the upper-right corner of the screen to open Control Center.

On iPhone 8 or earlier, swipe up from the bottom of the screen.

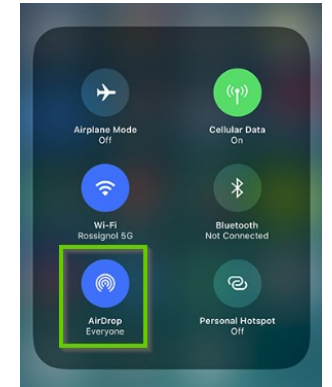
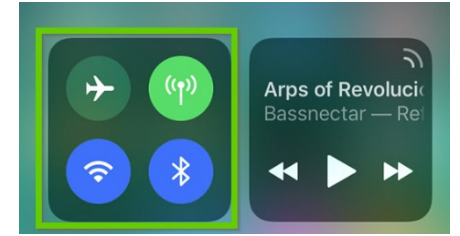
Press firmly or touch and hold the network settings card in the upper-left corner.

Touch and hold the AirDrop button , then choose one of these options:

Receiving Off: You won't receive AirDrop requests.

Contacts Only: Only your contacts can see your device.

Everyone: All nearby Apple devices using AirDrop can see your device.



How to accept AirDrop

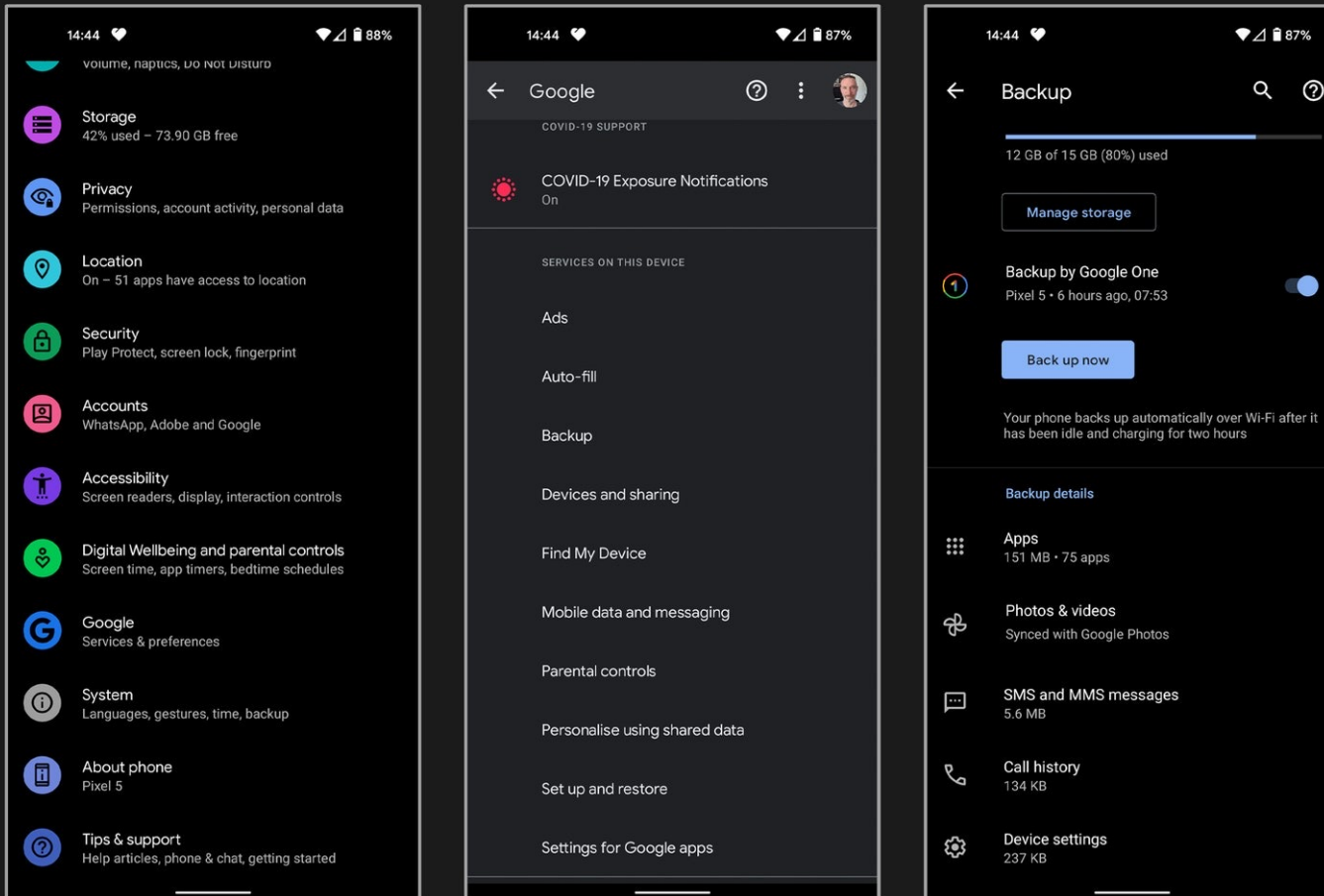
When someone shares something with you using AirDrop, you see an alert with a preview. You can tap Accept or Decline.

If you tap Accept, the AirDrop will come through within the same app it was sent from. For example, photos appear in the Photos app and websites open in Safari. App links open in the App Store so you can download or purchase the app.

If you AirDrop something to yourself, like a photo from your iPhone to your Mac, you won't see an option to Accept or Decline — it'll automatically get sent to your device. Just make sure that both devices are signed in with the same Apple ID.



FULL BACK UP OF ANDROID DEVICE



Go to **Settings, Google**, and choose **Backup**.

You can see how much storage is available for the Google account you are signed into listed at the top.

Below that, you will likely see an option that says **Backup to Google Drive** with a toggle next to it. (If you have Google One installed, it might say **Backup to Google One**.) Make sure it is toggled on.

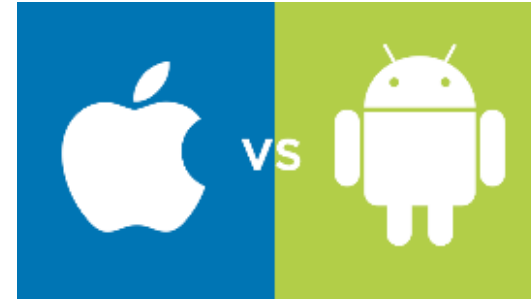
There is a **Back up now** button beneath. Tap it. Remember that backups can take several hours to complete if you haven't backed up before. **It's best to leave your phone plugged into a charger and connected to Wi-Fi overnight.**

The section at the bottom shows details of your backup. Tap on **Photos & Videos** and make sure that **Back up & sync** is toggled on. You can also do this in the menu in the **Google Photos** app.

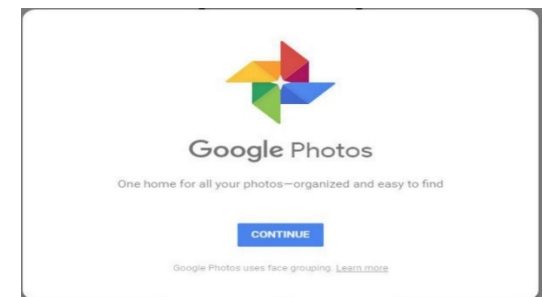
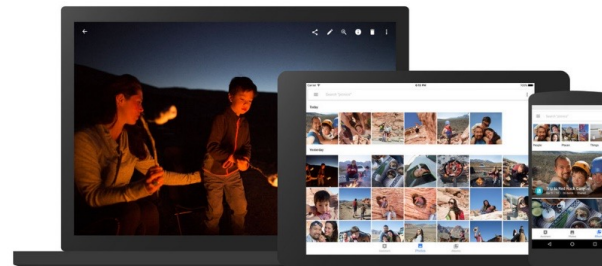
At the bottom of the **Backup details** section, you can tap **Google Account data** (also accessible via **Settings, Accounts, [Your Google Account], Account sync**). **This is where you can choose what to sync with your Google Account. The list of toggles that appears here differs based on the apps and services you use.**

GOOGLE BACKUP

Sign up for a Google account and you get 15 GB of cloud storage space for free, split across three main products—**Gmail**, **Google Drive**, and **Google Photos**. Once you exceed that limit, you need to sign up for a Google One storage plan, and they start at \$1.99 per month for 100 GB of space.



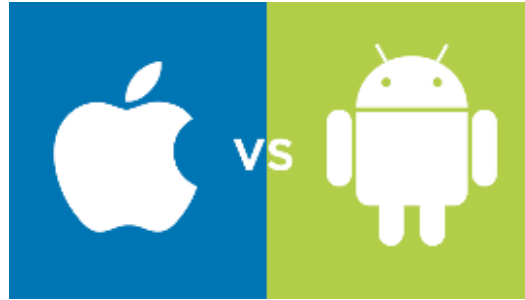
It can be a challenge to [stay under Google Drive's free 15 GB of storage](#), so you might consider signing up for a plan with Google One. You can get 100 GB for \$2 per month or \$20 annually, 200 GB for \$3 per month or \$30 annually, and 2 TB for \$10 per month or \$100 annually. You can share this storage with up to six family members.



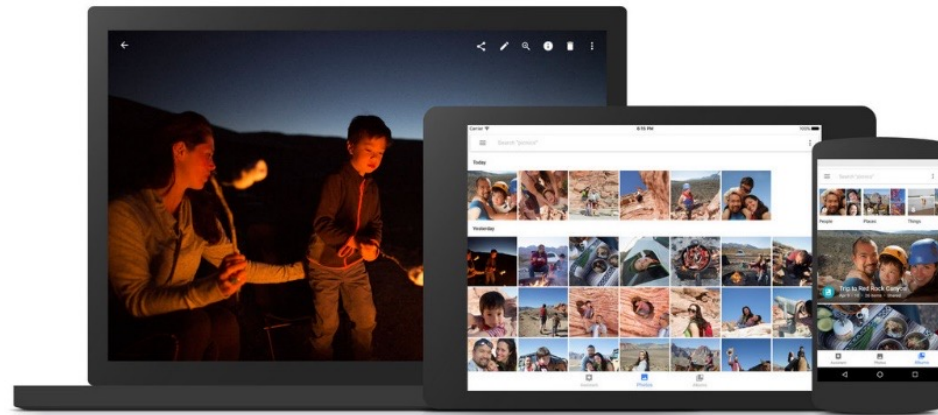
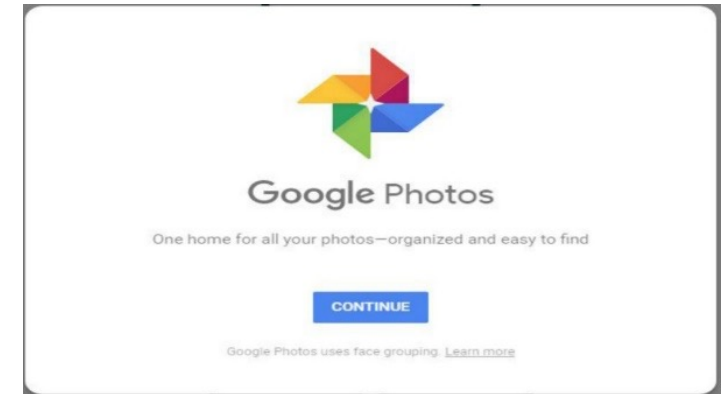
Back up 15GB photos and videos for free, up to 16MP and 1080p HD. Access them from any phone, tablet, or computer on photos.google.com – your photos will be safe, secure, and always with you.

Never worry about running out of space on your phone again. Photos that are safely backed up can be removed from your device's storage in just a tap.

GOOGLE PHOTOS



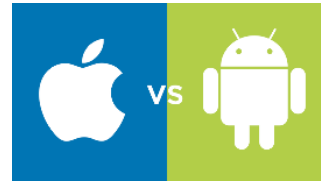
In order to use Google Photos you must have a Google Account (Gmail)



GOOGLE PHOTOS

IOS (IPHONE)

IN ORDER TO USE GOOGLE PHOTOS ON YOUR IPHONE YOU HAVE TO DOWNLOAD GOOGLE PHOTOS FROM THE APP STORE.

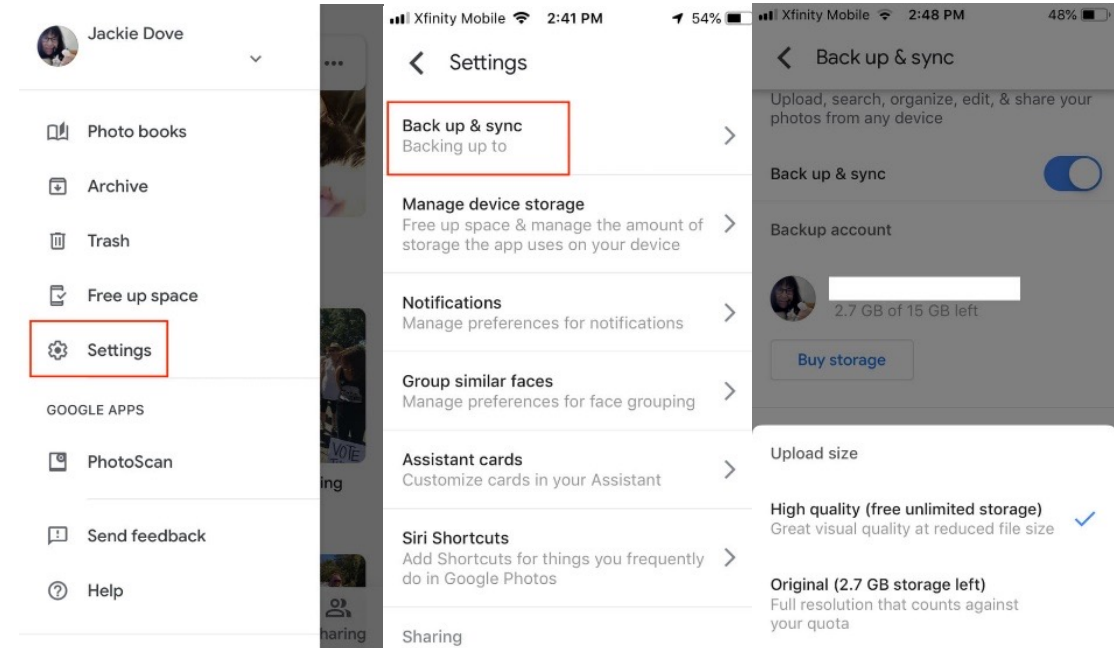


When you open the Google Photos app, you'll see all the photos and videos on your device and, if you turn on "[back up & sync](#)," anything else synced to your Google Photos library.

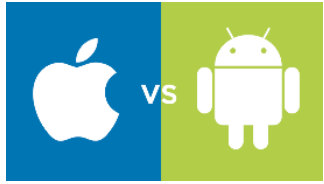
REMEMBER YOU NEED A GMAIL ACCOUNT IN ORDER TO USE GOOGLE PHOTOS.

ANDROID

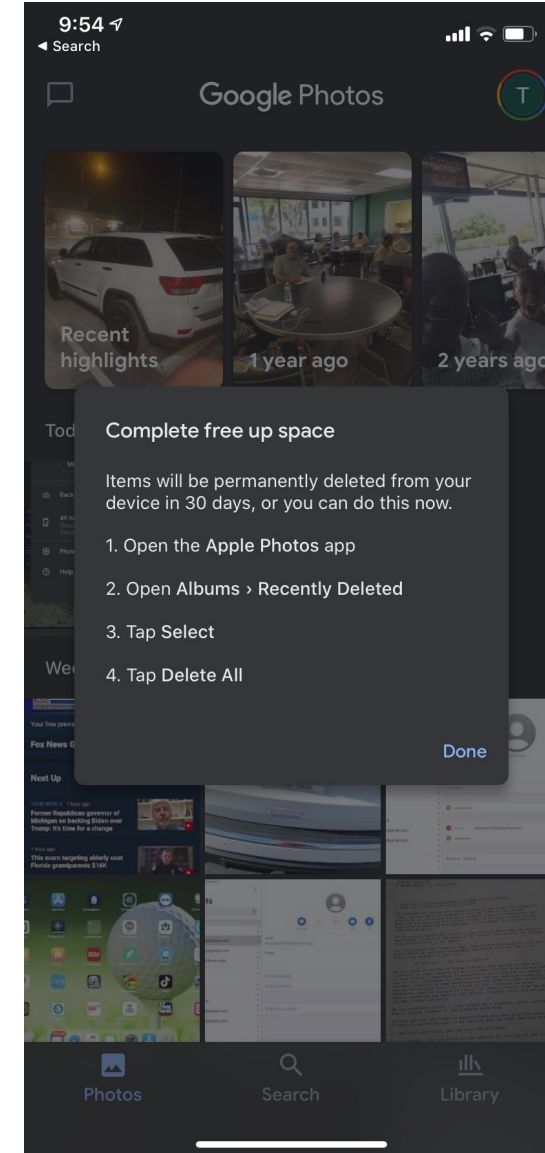
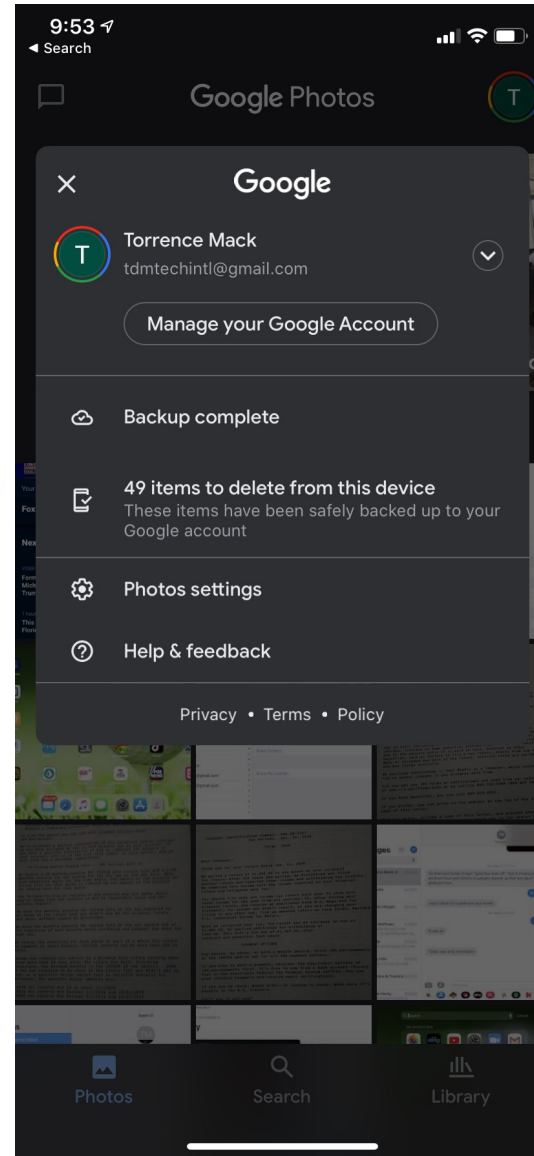
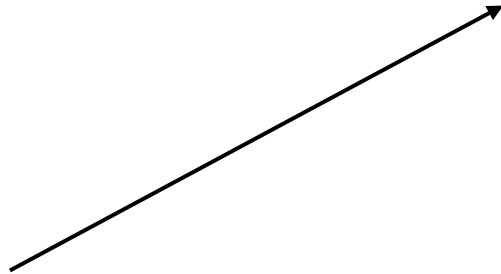
LOOK FOR THE GOOGLE PHOTOS APP ON YOUR PHONE. CHECK ON THE DESKTOP OR IN THE GOOGLE FOLDER.



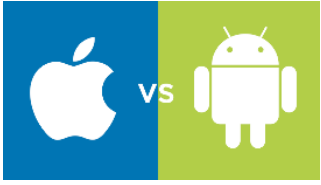
GOOGLE PHOTOS (IPHONE)



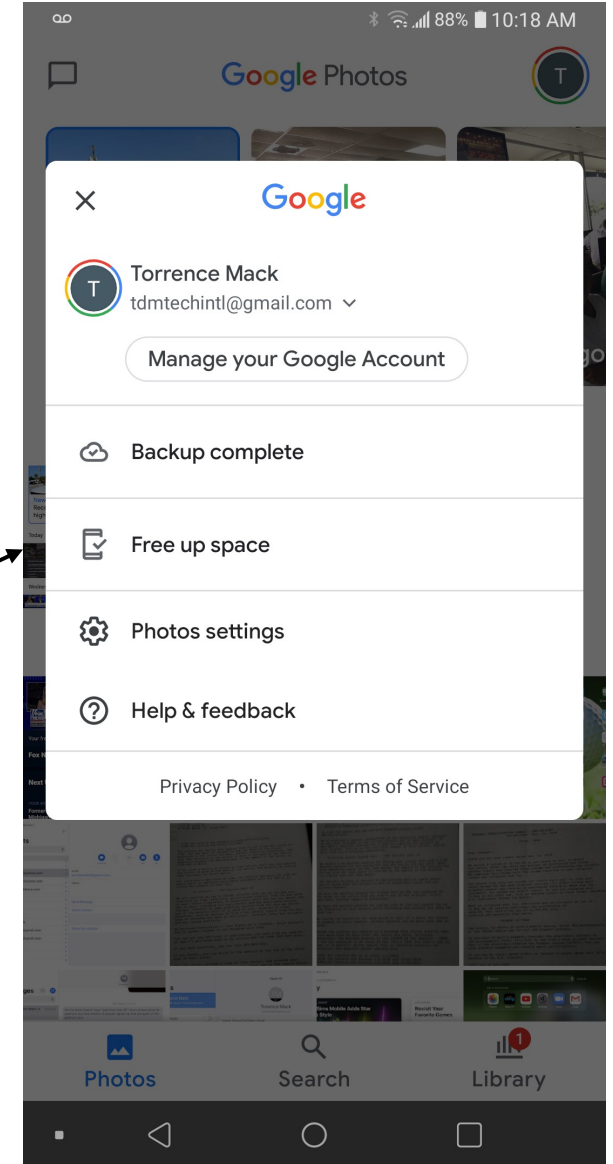
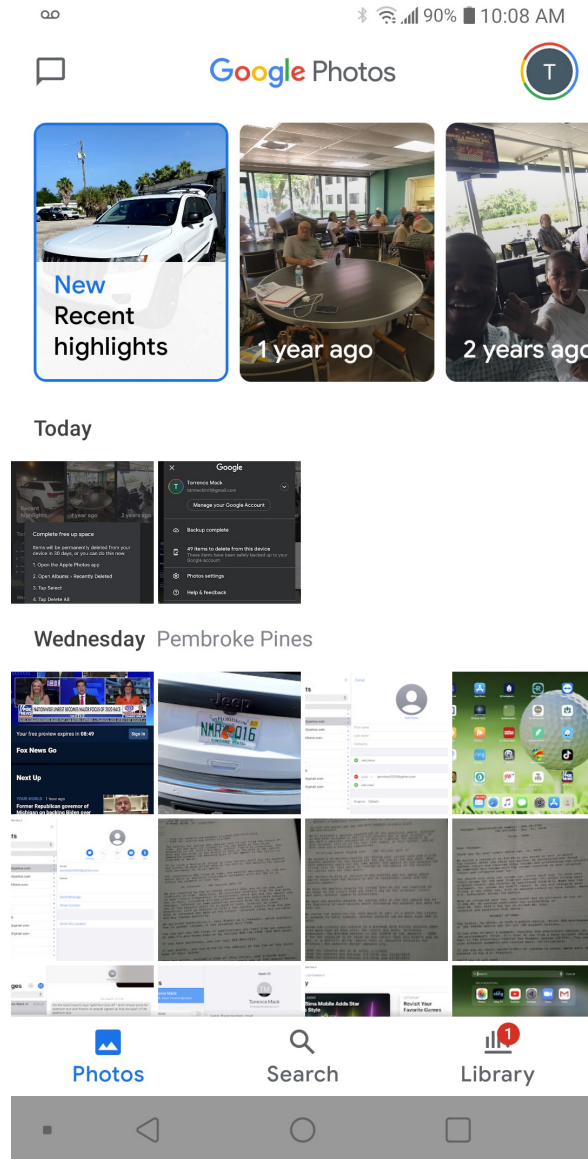
Once your photos are backed up you will have the option to delete photos from your device.



GOOGLE PHOTOS (ANDROID)



Once your photos are backed up you will have the option to delete photos from your device.



iCLOUD



iCloud Backup makes a copy of the information on your iPhone, iPad, and iPod touch. When your device is backed up in iCloud, you can easily set up a new device or restore information on one you already have. To let **iCloud** automatically back up your device each day, here's what you need to do:

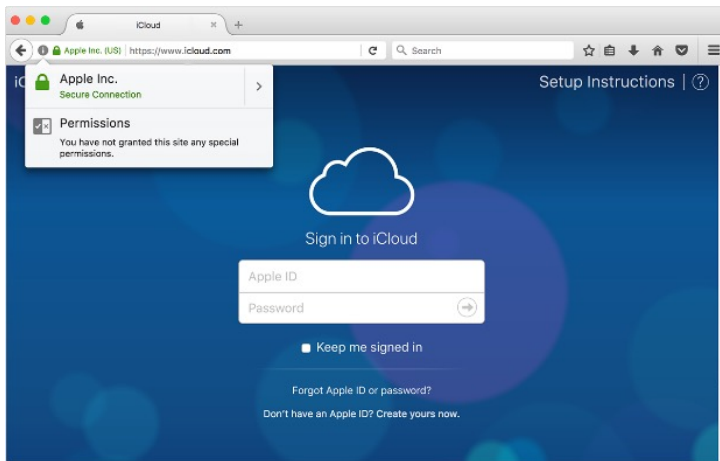
Make sure that iCloud Backup is turned on in **Settings > [your name] > iCloud > iCloud Backup**. If you're using iOS 10.2 or earlier, go to **Settings > iCloud > Backup**.

And then every night you should:

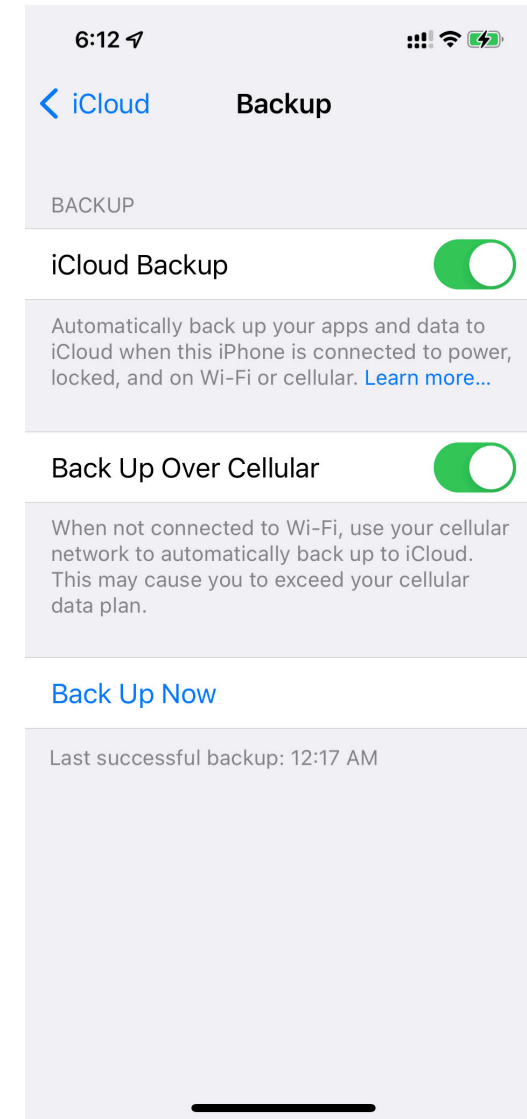
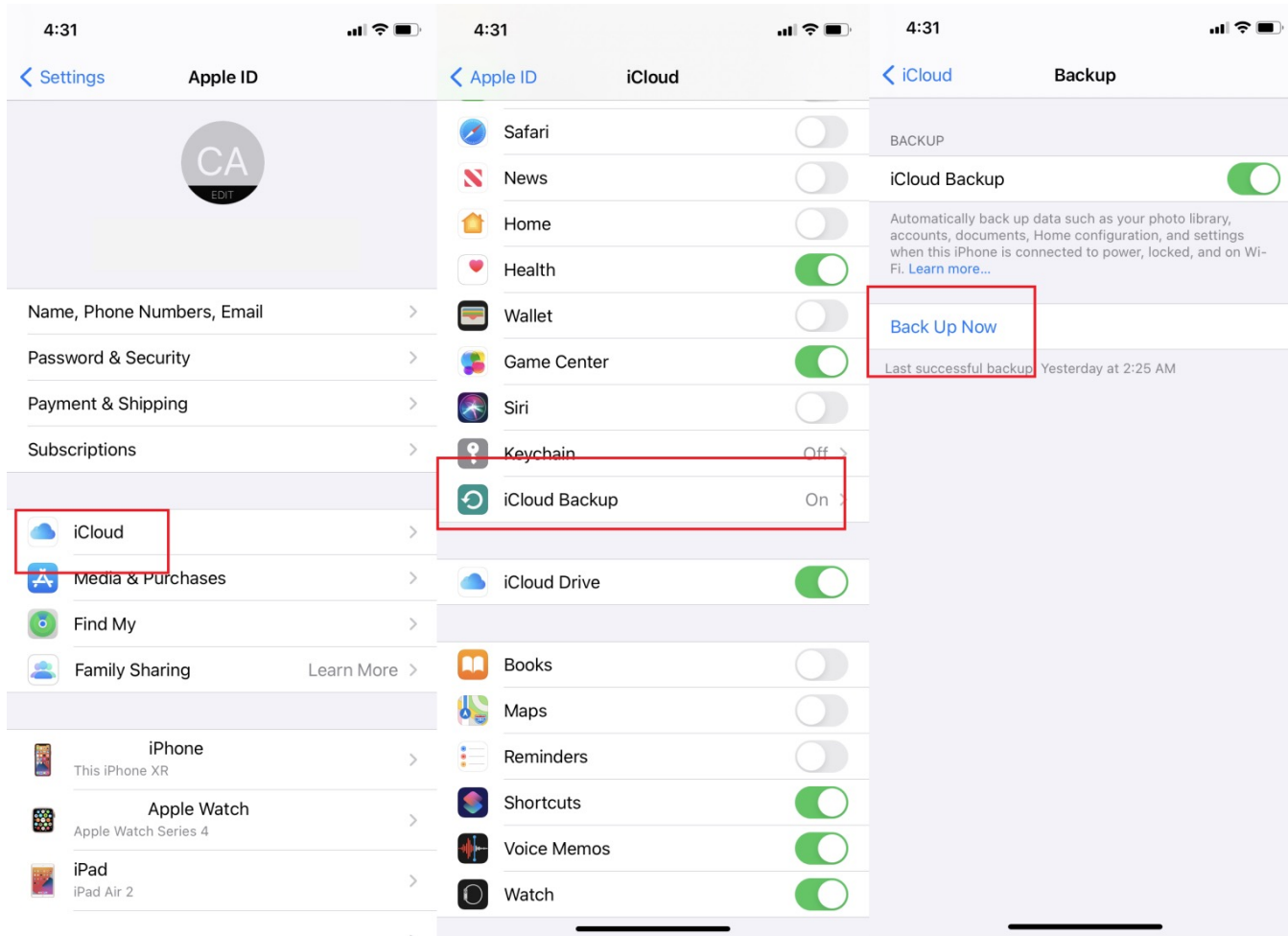
- 1. Connect your device to a power source.**
- 2. Connect your device to a Wi-Fi network.**
- 3. Make sure that your device's screen is locked.**

Check that you have [enough available space in iCloud for the backup](#).

When you [set up iCloud](#), you automatically get 5GB of storage. You can access your iCloud backup on a computer by going to www.icloud.com



iCLOUD

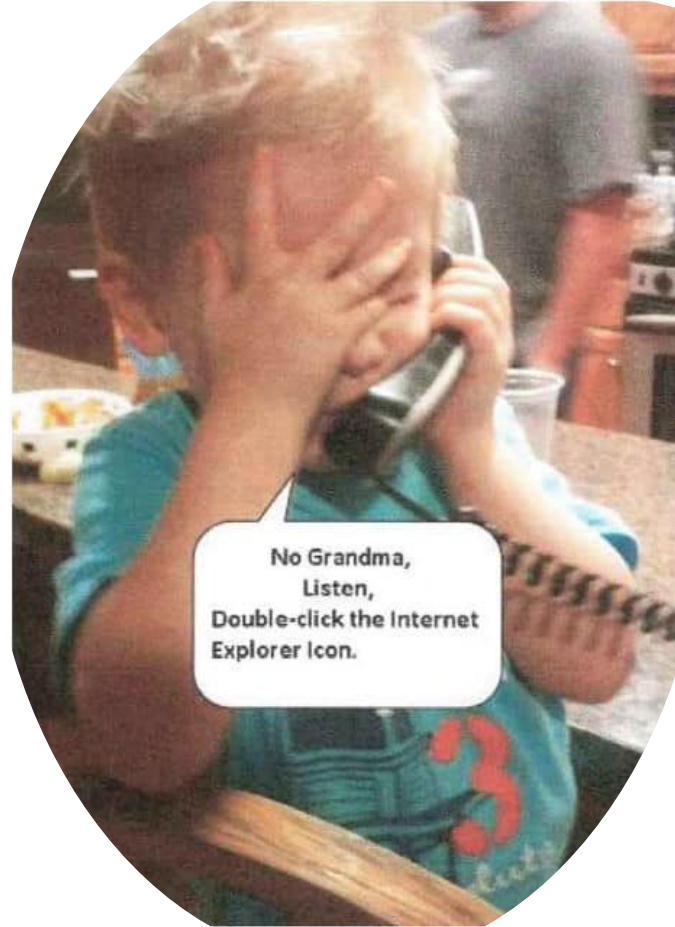


QUESTIONS????



Torrence D. Mack
IT Consultant

TDM Tech Intl, LLC
(561) 344-5188



www.tdmtechpc.com

