

Cochise County Library District

Smartphone and Tablet Basics

Top Apps

- Web browsing
Can have more than one browser on your device
 - Chrome
 - Safari
 - Firefox
- Social media
 - Facebook
 - Instagram
 - Twitter
- Photos
Look for photo editing apps in addition to built-in app
- Mapping
 - Google Maps
- Calendar
- Contacts
- Lists and notes
 - Evernote
 - OneNote
- Games
- News
 - Flipboard
 - AP Mobile
- Video
 - YouTube
 - Google Play
 - NetFlix
- Music
 - Pandora
 - Spotify
 - Google Play
- Food
- Travel
- Chat and messaging
 - Google Hangouts
 - Whats App
 - Snapchat
- Email
- Word processing
 - Google Docs
- Podcasts
- Ebooks and audio books
 - Libby
 - Kindle
- Voice recording
- Password managers
 - Last Pass
 - Dashlane
- Health and fitness
- Finance

Transferring Photos to the Desktop

- One at a time (from Photos)

- iPhone 

- Android 



for individual sync to Google Photos


- Automatically **sync** all

- Note: In general, deleting in one place will delete everywhere.

- iPhone – iCloud

- To turn on, go to Settings > [your name] > iCloud > Photos, then turn on iCloud Photos
- To access, go to icloud.com and go to Photos

- Android – Google Photos

- To turn on, go to Google Photos app → menu  → Settings → Back up & sync → On
- To access, go to photos.google.com
- In Settings, you have an option to remove photos from your device that are already backed up.)

Installing apps

- Apple (iphone)

App Store



- Android

Play Store



Removing apps

- Apple
 - Touch and hold any app until they all jiggle
 - Tap X to remove an app
 - Android
 - Settings → Apps & notif → Tap app → Uninstall
- or
- Touch and hold any app → Drag up to Uninstall

Organizing your apps

- Put your most used apps in the dock (bottom of home screen)
- Put your next most used apps on the home page
- Use folders to group common apps, e.g. games or reference
 - To create a folder, drag one app on top of another
- Get rid of apps you never use
- Review Home settings (Android)