



## **PART 2**

# **AGENDA**

- **UNFINISHED BUSINESS AT THE EL CORTEZ**
- **CELL PHONE CALLING FEATURES**
- **MESSAGING, OR TEXTING FOR THOSE UNDER 18**
- **DOCUMENT CREATION AND EDITING**
- **WIRELESS PRINTING FROM YOUR ANDROID DEVICE**

## **GETTING BETTER BATTERY LIFE:**

Use Airplane Mode when you don't need your device

Turn off WiFi and Bluetooth when not in use

Use WiFi for phone web access instead of 3G/4G connections

Uninstall unnecessary apps

Force stop apps with background activity

Use push notification if available ????

Switch off the GPS when not in use

Use an app like Battery Doctor to monitor use

Dump your widgets

Remove haptic feedback

Keep the device as cool as possible

The following video link discusses how to do many of the above items:

<http://www.youtube.com/watch?v=rWRylh5RR0o>

## **5 Tips, Tricks and Some More Apps:**

How to take a picture using voice command

Search for a file using GESTURE SEARCH

How to add or remove home pages

My favorite mind numbing game

How to reboot in safe mode

# CELL PHONE CALLING FEATURES

1. Create or import a CONTACT or PEOPLE list
2. Options for making a phone call:
  - Dialing a number
  - Call from contacts
  - Call from a website
  - Call history
3. Call options:
  - Mute a call
  - Reject a call
  - Call forwarding
  - “OK Google” call.....
4. How to create Call Groups
5. How to set up speed dialing
6. How to block unwanted callers
7. Conference calls
8. Changing your ringtone

# Sync Yahoo Contacts on Android devices

Get your Yahoo Contacts everywhere you go! Here's how.

1. [Download and install the Yahoo Mail app.](#)
2. Open the Yahoo Mail app.
3. On the Mail tab , tap the **Menu icon** .
4. Tap **Mail Settings**.
5. Tap **Sync Yahoo Contacts**.

Your Yahoo Contacts are added to the device's Contacts app. If you want to edit contacts' details, you'll need to do so from the [Yahoo Contacts mobile site](#).

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# Merging contacts

If you have duplicate contacts, there are two ways you can fix this problem: merge your contacts manually, or have the system find and merge contacts automatically, as well as duplicate data within contacts.

To merge two or more contacts manually:

1. Select the contacts you'd like to merge from your contacts list.
2. Click the **More** drop-down menu, and select **Merge contacts**.
3. Make any edits to the suggested solution (if you'd like to change anything).
4. Click **Save** at the top of the page.

To find and fix all of your duplicate data at once, use the following instructions:

1. Open the Contact Manager.
2. Click the **More** drop-down menu, select **Find and merge duplicates**.
3. We'll display the names of the contacts with duplicate data. If an entry has only one contact, then the contact itself has duplicate data (repeated phone numbers, emails, etc.) If an entry has two or more contacts, be sure to check whether these are duplicate contacts; many people have similar names. You can expand them by clicking **details** next to each one and unchecking any that you don't want to fix.
4. When you're ready, click **Merge** at the top of the list.

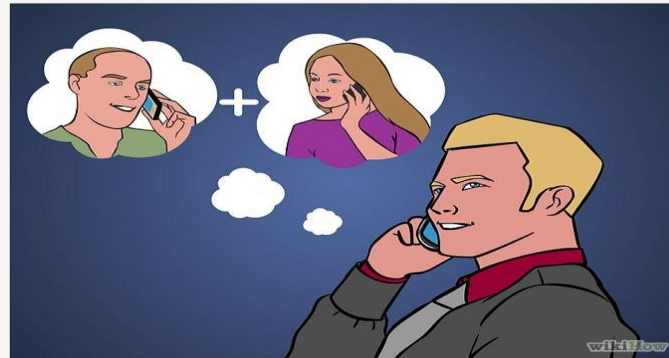
# CONFERENCE CALLS



- 1** Call one of the participants in the conference call. You can find them in your contact list, or simply use the keypad to dial the number.
- When that call is established, tap Add Call. The first caller is placed on hold.



- 2** Call the next participant. Again, you can use your contact list, or just dial the number.



- 3** Tap Merge Call. This will add the second participant to the call.
- You can conference with up to five people, depending on your carrier.

# MESSAGING

SMS and/or MMS Messaging apps for cell phones and tablets:

SMS - short message service. Limited to 160 characters and no attachments.

MMS - multimedia message service. Longer messages with picture, video or audio.

Most cell phones come with a default app. Samsung =



Other apps: Chomp SMS =



Textra =



Tablet apps:

Heywire =



Tictoc =





## CREATE AND EDIT A DOCUMENT

We will demonstrate the following:

- Input your text from keyboard, voice dictation or swype.
- Cut, delete, or paste by long pressing and highlighting.
- Add attachments
- Send email using your contact list, or save document to a file.
- How to reply to an email, or forward it.
- Using your file manager app to find, delete, rename or move a file

# Cloud Ready Printers

## Print anywhere, from any device.

Google Cloud Print is a new technology that connects your printers to the web. Using Google Cloud Print, you can make your home and work printers available to you and anyone you choose, from the applications you use every day. Google Cloud Print works on your phone, tablet, Chromebook, PC, and any other web-connected device you want to print from.

Google Cloud Print has tons of support in Android, of course, with a [dedicated Android app](#) and cloud printing support in the [Google Docs Android app](#). You can also use third-party apps such as [PrinterShare™ Mobile Print](#) and [Easy Print](#) to get even more printing support out of Android. iOS users can check out PrintCentral Pro for [iPhone and iPod touch](#) or [iPad](#) to print with Google Cloud Print as well. Any mobile device can utilize cloud printing services by simply using Google's mobile web apps. Just visit [m.google.com](http://m.google.com) on your mobile device to get started.

[www.google.com/cloudprint/learn](http://www.google.com/cloudprint/learn)


[www.google.com/landing/cloudprint](http://www.google.com/landing/cloudprint)

# Connect your classic printers with Google Cloud Print

If your printer is Cloud Ready, follow your manufacturer's provided instructions or see [setting up your Cloud Ready printer](#).

To connect your classic printer, enable the Google Cloud Print connector on any (non-Chrome OS) computer that is already connected to your printer and able to print. You'll need [Google Chrome](#) to be installed on the computer. If you're using Windows XP, make sure you also have the [Windows XP Service Pack 3 \(SP3\)](#) installed.

Once Google Chrome is installed, follow the steps below to enable the Google Cloud Print connector in Google Chrome:

1. Log in to your user account on the Windows, Mac, or Linux computer.
2. Open Google Chrome.
3. Click the Chrome menu  on the browser toolbar.
4. Select **Settings**.
5. Click the **Show advanced settings** link.
6. Scroll down to the "Google Cloud Print" section. Click **Manage**.

## Google Cloud Print

Set up or manage printers in Google Cloud Print. [Learn more](#)

Manage

7. The next screen will show a list of devices already registered with Google Cloud Print, and new devices available on the network.
8. In the "Classic printers" section, click **Add printers**.

## Classic printers

You can add classic printers connected to your computer to Google Cloud Print.

Add printers

9. You'll see a confirmation that Google Cloud Print has been enabled. Click **Manage your printers** to learn more.

The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer using Google Cloud Print whenever you're signed in with the same Google Account.