iOS Training

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Notes:

- Right now, the iPhones available on the market are the 7, 7+, 8, 8+, and X. With the exception of the X, this diagram is fairly accurate for all iPhone models. The hardware remained fairly consistent. With the X, however, Apple expanded the screen to the edges of the phone. There’s no home button anymore, and charging is done wirelessly.

- The iPhone X is definitely the outlier. It’s also not selling as well as Apple expected, probably due to its price tag. So for the purposes of this presentation, we’ll focus on the older models.
Apple ID

• Username/account for everything you do with Apple:
  • App Store
  • iTunes Store
  • FaceTime
  • Find My iPhone
  • iCloud
  • iMessage and iChat
  • Much More!
Notes

• Apple IDs are the keys to the Apple world. You probably already have one – they prompt you to create one when you first start up your iPhone. You’ll want to use your primary email address, and a secure password. They don’t bombard you with notifications, but it’s where they’ll send receipts from the App Store and important account updates. It’s also your key to the cloud.

• Change, recover, update, etc. your Apple ID here: https://appleid.apple.com
What’s an App?

Apps are programs designed to run on your phone. Some come pre-installed, some you have to download or purchase in the app store. There’s an app for just about everything under the sun.
Touch Gestures

- Tap
- Swipe
- Double tap
- Pinch
- Hold down
- 3D Touch
Notes

• With the iPhone 6, Apple launched 3D touch. This basically measures the amount of pressure you put on your screen. A stronger pressure unlocks what Apple refers to as “peeks” and “pops”. Whether you get a peek or a pop depends on what you’re pressing. If you press on an app, it unlocks a “peek,” which is basically a shortcut menu specific to that app. If you’re in an app, say, Facebook, and you press on an article someone posted, it unlocks a “pop,” which gives you a preview of that content without actually leaving the page. If you keep pressing, it takes you to the page.

• Case or screen protectors can impact your ability to use 3D touch, and you have to actually have it activated (settings → General → Accessibility → 3d touch).
Moving Apps

- Delete
- Reorder
- Folders
Notes

• A lot of the apps that come preinstalled on the iPhone aren’t the apps you use most often, if ever. To reorder your apps, hold down one of the app icons until they start to shake. You can now move apps around, and change the four that always remain in the dock on the bottom. You can delete apps with x’s by tapping the x. You can also group apps into folders. I have a folder that contains all the apps that I don’t use but can’t delete, just to cut back on screen clutter.
Notifications

- Pop ups
- Banners
- Sounds
- Badges
Notes

• Notifications are pop-ups, banners, and other audio/visual cues that work with the apps on your device. They're designed to let you know when something needs your attention or when there's been any recent activity (for example, a voicemail).

• Notifications behave differently in each app, but they all have one thing in common: they can help you keep up with everyday tasks and responsibilities.

• You can disable them for different apps, or you can limit how much of a preview they offer. If you want to keep text messages or emails private, this is a good idea, but more on that later.

• Notifications appear in different ways based on how you're using your phone at that moment. Badge notifications are the red numbers that appear on an app icon. Banner notifications appear along the top of your screen when your phone is unlocked. Peek notifications are larger previews you access by swiping down on a banner notification, and alerts pop up when your phone is locked.
Notification Center

- Drag down from top to access
Notes

• The Notification Center keeps all your Notifications in one place. You drag down from the top of your screen to access it. It appears differently when your phone is locked or unlocked, displaying different levels of information. It has two views that you access by swiping left or right in the notification center, seen above.

• Some of this information is available even on the Lock Screen. We will turn this off later so that if you leave your phone somewhere, no one will be able to access this information.
Control Center

• Swipe up
Notes

• The control center gives you quick access to settings and common apps. The flashlight tool here is probably one of the most used. You can also quickly switch your phone into airplane mode, which turns off Wi-Fi and 3G/4G, by clicking the plane icon.

• To turn Wi-Fi connectivity on and off, tap the Wi-Fi symbol. Do Not Disturb is a setting which can limit notifications during certain hours. You can adjust your screen brightness, adjust the speaker or headphone volume, use the calculator, or control your music.
App Switcher

• Double tap home button
Notes

• To see which apps you have open, double tap the home button. To close an app, swipe up. This is essentially a force quit function, though it might actually decrease battery life. Apple recommends closing apps this way only when the app is giving you trouble, or you want to be sure it isn’t doing anything in the background.
If someone sends you a text message with a link to an article, you just tap the article to open it in Safari. When you do this, the “back to messages” button will appear in the upper left corner of the Safari window.
Sharing
Notes

- The icon on the right is Apple’s sharing icon. It appears in Safari, on photos, and in various other places. To see what sharing options you can access, just tap it and the window expands.
- Send links via messages, mail, social media apps, AirDrop, or others.
Syncing
Notes

• Syncing makes it easy to keep things up-to-date between your computer, your iPhone, and your other mobile devices. This way, you'll always have access to important files on any device whenever you need them. There are two ways to sync an iPhone: with iTunes and with iCloud. Syncing with iCloud is far less secure than syncing over Wi-Fi or with your USB cord. However, when you sync your iPhone with iCloud, you gain access to several different features, including:
  • iCloud Photo Sharing: This feature syncs your most recent photos between devices. This means you can take a photo on your iPhone, then view it instantly on your iPad or computer. It was notoriously hacked recently, however, so keep that in mind.
  • Find My Phone: If your iPhone is ever lost or stolen, this feature can help you find it.
  • Backup and Restore: This feature backs up important files and settings on your iPhone to the cloud, including your apps and messages. A good idea, but should not be your only form of backup.

• To sync with iCloud: Settings → iCloud → Sign in with Apple ID → Turn on and off the apps you want backed up to iCloud. MAKE SURE MAIL IS OFF. Under Storage and Backup, you can then select if backing up is on or off.
Notes

• To sync with iTunes:
  • You can connect your iPhone to your computer using the included USB cable. You can then use iTunes to sync music, photos, and files from your computer to your iPhone. You’ll also be able to back up your iPhone’s files on your computer.
  • Open iTunes on your computer.
  • Connect the included USB cable to your iPhone and then to a USB port on your computer.
  • The iPhone will appear in the top-right corner of the iTunes window. Click iPhone.
  • The iPhone summary page will appear. From there, you’ll be able to choose the files and settings you wish to sync between your iPhone and your computer.
  • If your computer and your iPhone use the same Wi-Fi network, you can sync your iPhone over Wi-Fi instead of plugging it into the computer. From the iPhone summary page, scroll down to Options and check the box next to Sync with this iPhone over Wi-Fi.
Backing Up
Notes

• To set up automatic backups to iCloud, go to Settings → iCloud. Scroll to Backup → toggle on if you choose.
• This is the most cohesive way to establish continuity between your devices.
• What’s the difference between syncing and backing up? Essentially, syncing is a two-way process. It means that you’re making sure two devices are identical. Backing up is similar, but it’s a one-way process; you’re making a copy of one device and storing it in the cloud.
Keyboard Features

• Double tap shift arrow for caps lock
• Suggestions
• Spell Check
• Moving the cursor
• Copy and Paste
• Autocorrect
Notes

• iPhone will offer suggestions for certain words as you type. To use one of the suggested words, just tap it. Keep typing if it is not the suggestion you want (though it may autocorrect if it doesn’t recognize it), or press the x if it is annoying you.

• Any misspelled word will be underlined with the familiar red squiggly. Tap the word once, and spelling suggestions will appear. Don’t get discouraged if you tap and the suggestions disappear, or you get the Copy menu. Just tap it again. This happens a lot.

• To edit something midsentence, you’ll need to move the cursor. This is a little tricky, especially if you have bigger fingers. Tap the desired location or press, hold, and drag the magnifying glass to where you want the cursor to be. When I first got an iPhone, this drove me crazy, but you’ll get the hang of it with practice.

• Autocorrect is as wonderful as it is dangerous. If you misspell a word and iPhone thinks it knows what you meant, it will just change it for you, much like MS Word. There are plenty of websites devoted to hilarious autocorrections, and accidents happen to everyone. Re-read what you typed and edit as needed. You can disable autocorrect if you like, though I think you will miss it. Settings>General>Keyboard>Auto-correction Toggle switch to Off.
Copy + Paste
Notes

• To copy and paste, press the word you would like to copy. If you want to copy a chunk of text, manipulate the blue pins accordingly until everything is highlighted. You can also hit select all if that applies. Then press Copy.
• To paste, go to where you want the text to appear and tap. The Paste menu will now appear. Just hit paste.
Hey! Still planning to get dinner with Danielle at 6:30 if you wanna join.
I lied it's 7 now.
Alright, great - ill be there.
Notes

• There are some new features on the keyboard with iOS 11:
  • The camera shortcut allows you to quickly send old photos or new ones that you take with the message open.
  • The app icon gives you access to various apps. You’ll need to play around to see what each app allows you to do. YouTube, for example, lets you send links to recently watched videos. Maps lets you send someone your current location. You can access Apple Pay quickly.
  • Especially among the younger set, the gif keyboard is a huge plus. Gifs are moving images that replay a short video over and over again. Gifs are their own language, really. If you want to send a celebratory gif, type “woohoo” or “happy” into the find images search bar. To text it, just select the one you want.
  • The microphone icon on the right allows you to dictate messages.
Screenshots
Notes

- To take a screen shot of your phone, simultaneously press the home button and the sleep/wake button.
- On an iPhone X, simultaneously press the volume and sleep/wake buttons.
- You can send screenshots like you would any other image.
Save an Image

• If you’re online and see an image you want to save...
  • Tap and hold the image
  • Save Image menu will appear
  • Tap Save Image
  • Image will save to your camera roll
Settings
WiFi

- Wi-Fi
- CBA

CHOOSE A NETWORK:
- ATT976
- CBA Private
- JMLS
- JMLS_Guest
- Other...

Ask to Join Networks

Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.
Notes

• The Wi-Fi menu in settings is where you’ll go if you want to connect to Wi-Fi. Just select the network you want to connect to, and it will prompt you to type in the password. To turn off Wi-Fi, toggle the sliding bar to the left.

• Known networks are networks you’ve already connected to – so your home network, your work network, etc.
Airplane Mode

- Access in the control center or in the main settings menu
Cellular

- If you want to turn off your data plan and only use Wi-Fi, you can do that on the cellular menu of settings.
Notifications

- Show Previews: Always
  - Notification previews will be shown whether iPhone is locked or unlocked.

- Notifications Style:
  - Albert: Badges, Sounds, Banners
  - App Store: Badges, Banners
  - Arts & Culture: Badges, Sounds, Banners
  - Calendar: Badges, Sounds, Alerts
  - Chase: Badges, Banners
  - Co — Star: Badges, Banners
  - Couch to 5K: Badges, Sounds, Banners
  - Facebook
Notes

• It's easy to customize the Notification Center to suit your needs. For example, you can turn certain views on and off and choose which apps to include in the Notification Center. You can also customize other notifications for individual apps, like sounds and badges.
  • Settings → Notification Center → Show previews never

• From there, you have to go app by app.
  • Choose the desired alert style for the app. You can choose between a banner, pop-up alert, or None.

• You'll also be able to view notifications for the app in the Notification Center, as long as you have that option enabled.
General
Notes

• Software Update – From here you can update your iOS software if an update is available. Some people have not have enough free room on their device to do this over Wi-Fi. Connecting with your USB and updating through iTunes takes up less room.
• AirDrop – Seamless wireless file sharing for devices close enough to establish a good Wi-Fi connection
• Handoff – Lets you start something on one device and pick it up on another device using the same Apple ID
• CarPlay – Lets you use your car’s Bluetooth
• Restrictions – Parental controls
• Date & Time – Set Automatically, set to military
• Keyboard – change auto capitalization, autocorrect, spellcheck, caps lock settings. Add foreign language keyboards. Create shortcuts for commonly typed phrases.
• Language and region – Change language displayed and add foreign language keyboards (same as under Keyboard)
• VPN – set up a VPN
• Reset – Reset all settings, wipe all contents and settings, reset your network settings, reset keyboard dictionary, reset Home screen layout, reset location and privacy settings.
Display and Brightness

• If you spend a lot of time on your phone in the evening or before bed, Night Shift might be worth testing out. The blue light of your phone and other electronic devices has been shown to interfere with sleep. Night Shift highlights the warmer tones in your phone after a certain hour that you determine, decreasing the blue light effect. I’m not sure that it actually helps you sleep, but it can’t hurt.

• You can also adjust the text size on your phone here if you find yourself squinting, or set all text to bold.
Sounds

VIBRATE

Vibrate on Ring

Vibrate on Silent

RINGER AND ALERTS

Change with Buttons

The volume of the ringer and alerts will not be affected by the volume buttons.

SOUNDS AND VIBRATION PATTERNS

Ringtone

Text Tone

New Voicemail

New Mail

Sent Mail

Calendar Alerts

Reminder Alerts

AirDrop

Keyboard Clicks

Lock Sound

Calendar Alerts

Reminder Alerts

AirDrop

Keyboard Clicks

Lock Sound
Touch ID
Notes

• Set up Touch ID:
  • Before you can set up Touch ID, you need to create a passcode for your device. Then follow these steps:
  • Make sure that the Home button and your finger are clean and dry.
  • Tap Settings > Touch ID & Passcode, then enter your passcode.
  • Tap Add a Fingerprint and hold your device as you normally would when touching the Home button.
  • Touch the Home button with your finger—but don’t press. Hold it there until you feel a quick vibration, or until you’re asked to lift your finger.
  • Continue to lift and rest your finger slowly, making small adjustments to the position of your finger each time.
  • The next screen asks you to adjust your grip. Hold your device as you normally would when unlocking it, and touch the Home button with the outer areas of your fingertip, instead of the center portion that you scanned first.
Battery

- Low Power Mode is a great tool to make your battery last a bit longer. It also helps you charge more quickly.

- Battery percentage lets you know exactly how much power you have left.
Privacy

• Do you ever get creeped out by how ads that appear online are remarkably well-tailored to you? This will help limit that:
  • Advertising (at the bottom) → Limit ad tracking
Location Services
Notes

• Location Services is an optional setting that determines your current location. It’s useful and even necessary for a variety of apps. The Maps app can use this information to give you directions from your current location, and the Weather app can give you a local forecast down to exactly where you are (the Loop vs. Evanston).

• Location data can also be used in ways you might not think. For example, the Camera app can use it to tag photos and videos with their exact location and create metadata. This is known as geotagging. If you then post a photo publicly online, you may also be sharing the location data for that photo.

• As you can see, sometimes you may want Locations services on or off. You can turn off Location Services for individual apps or for all of your apps.
See What Apps Have Location Services Permissions

Location Services uses GPS, Bluetooth, and crowd-sourced Wi-Fi hotspot and cell tower locations to determine your approximate location. About Location Services & Privacy...

Share My Location

“Anne's iPad” is being used for location sharing.

<table>
<thead>
<tr>
<th>App</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>App Store</td>
<td>While Using</td>
</tr>
<tr>
<td>Calendar</td>
<td>Never</td>
</tr>
<tr>
<td>Camera</td>
<td>While Using</td>
</tr>
<tr>
<td>Chase</td>
<td>While Using</td>
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<tr>
<td>Chrome</td>
<td>Never</td>
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<tr>
<td>Compass</td>
<td>While Using</td>
</tr>
<tr>
<td>Couch to 5K</td>
<td>While Using</td>
</tr>
</tbody>
</table>
iCloud

Select which apps should backup to iCloud. Turn off Mail here for confidentiality measures.
Notes

• To add your email to the to mail app for the first time you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPhone.

• Select provider then follow the set up wizard
Customize Your Mail Signature
Calendar Features

• Create alerts
• Add additional calendar accounts*
• Create events from texts and email
Phone Options

- My Number
- Calls
  - Announce Calls
  - Call Blocking & Identification
  - Wi-Fi Calling
  - Calls on Other Devices
  - Respond with Text
- Change Voicemail Password
- Dial Assist
  - Dial assist automatically determines the correct international or local prefix when dialing.
Messages

• iMessage uses WiFi to send, SMS uses data
• Turn on or off Read Receipts, just be aware if you have them on
Security
Safari and Other Browsers

- Default Search Engine
- Passcodes and AutoFill
- Do Not Track
- Block Cookies
- Fraudulent Website Warning
Passwords and AutoFill in Safari

- Autofill automatically fills out web forms using your contact info, previous names and passwords, or credit card info. The password and credit card features are both separate – you can leave AutoFill on without AutoFilling your passwords or credit cards. To deactivate altogether, just toggle off.
Find My iPhone
If you misplace your iPhone, iPad, iPod touch, or Mac, the Find My iPhone app will let you use any iOS device to find it and protect your data. Simply install this free app, open it, and sign in with the Apple ID you use for iCloud. Find My iPhone will help you locate your missing device on a map, remotely lock it, play a sound, display a message, or erase all the data on it.

For missing iOS devices, Find My iPhone also includes Lost Mode. Lost Mode locks your device with a passcode and can display a custom message and contact phone number right on the Lock Screen. While in Lost Mode, your device can keep track of where it has been and report back so you can view its recent location history, right from the Find My iPhone app.

Please note that Find My iPhone must be enabled in iCloud settings on your device before you can locate it with this app.
Turn Off Lock Screen Notifications

- On iOS 7, under General, go to Notification Center, and then turn Notifications View and Today View off.
- On iOS 8 and 9, you turn these settings off under Touch ID & Passcode
Turn Off Siri From Lock Screen!!!
Notes

• Siri will rat you out. If someone finds your phone, they can ask Siri “Whose phone is this?” and she will tell them your name, phone number, address and email. That’s good or bad, depending on who found the phone. People are able to add or remove things to your calendar in lock screen. To be safe, turn this off.

• On iOS7, turn off Siri from the lock screen under Passcode Lock.

• On iOS8 and 9, you turn these settings off under Touch ID & Passcode
1. Go to Settings.
2. Select on Notifications.
3. Tap on Messages.
4. Here you have an option of turning Message preview (scroll down)
Signal App – Secure Messaging Text and Voice

- Strong encryption.
- Doesn’t retain any user data other than the date you signed up.
- The other person needs to also have Signal, but it’s easy to invite them.
Use a VPN

Keep your data encrypted!
Notes

• VPN stands for Virtual Private Network and is a group of computers (or discrete networks) networked together over the internet.

• The most important thing you need to know about a VPN: It secures your computer’s internet connection to guarantee that all of the data you’re sending and receiving is encrypted and secure. If you are ever on a network that you don’t personally manage (at the airport, a coffee shop, another law firm or even here on the CBA’s!), you should be using a VPN to secure all the information you are transmitting over the internet via your phone.

• Once you pick a VPN, you can add it to your device by going to Settings → General → VPN → Turn VPN on → Add VPN configuration

• Private Internet Access is a popular VPN
Emojis
Notes

• Emojis are fun symbols you can use in email, text, or on twitter. They’re more advanced emoticons. Use them in casual settings to convey tone or to brighten someone’s day.
  • Settings → General → Keyboard → Keyboards → Add New Keyboard → Emoji
  • When typing, press the globe to the left of the spacebar. Your alternate keyboards will appear, and you should see a menu of emojis.
  • Browse the emoji menus:
    • Recently Used – Your recently used emojis
    • Smiley Face – Facial expressions, people, anthropomorphic cats, hand gestures, clothes and accessories, hearts
    • Flower – Animals, plants, celestial bodies, the weather
    • Bell – Inanimate objects, currency, communication, media, sports, food and drink
    • Car – Buildings, transportation, flags
    • !?# - Numbers, arrows, buttons, Japanese characters, signage, zodiac symbols, exclamations, copyright and trademark symbols, clocks, arithmetic functions, card suits
Widgets
Notes

- Widgets are mini components of apps you already have installed. The weather widget, for example, will show you the weather from your lock screen. The ToDoist widget lets you add to do items to a list without opening the app or even unlocking your phone. To access, from your lock screen:
  - Swipe to the right
  - Scroll to the bottom and hit “Edit”
  - Unlock your phone
  - To remove widgets, hit the red circle. To add, hit the green circle.
  - The widgets you choose will now appear in your notification center (when you swipe right on the lock screen)
All About Android

Catherine Sanders Reach
Director, The Chicago Bar Association
Law Practice Management & Technology
Basics
Useful Android Resources

• The Droid Lawyer (blog)
  http://thedroidlawyer.com/

Android Apps for Lawyers, Law Faculty and Law Students

• http://law.wisc.libguides.com/c.php?g=125296&p=820304
Android is an Operating System

• Many manufacturers can run Android (Samsung, LG, Google, Sony, HTC)
• Alterations to the operating system (OS) add different features
• Options are not always available or in the same place
• Current version of Android is Oreo (8.0-8.1, released Aug. 21, 2017)
• Lollipop and prior versions are no longer supported
• How can I tell what I’m running?
  • Settings – System – About Device – Android Version
• Android versions are often pushed out through your service provider
• You can check for updates manually
• Your device may not be able to run the current version of Android, especially if it is a few years old
The Interface
Standard Android Buttons

• Depending on the device your buttons may be virtual (don’t appear unless the phone is on) or physical (press down, visible whether the phone is on or off)
  • **Home:** Returns to the main home screen. Hold down to see your most recently used **apps**. (Tip: Try tapping it again once you're at the main home screen and see what happens.)
  • **Back:** Takes you back a level in an app, or back a page in a browser, etc. (Tip: Hold down while browsing to quickly access bookmarks, history and most-visited sites.)
  • **Menu:** Tap this for additional options in an application, or from the home screens. (Tip: Hold down to make the keyboard appear.)
  • **Search:** Brings up the search function. Could be search within an app, Google search, or universal search of contacts, bookmarks, apps, etc. that are in the phone. (Tip: Hold down to launch voice search.)

• Most Android phones have four buttons, though occasionally a manufacturer will do without the search button.
Notifications

10:18 AM Wed, March 4

6 new emails
ABA Journal Daily Newsletter: Firms clas...
Sanders Reach, Catherine: Screenshot (1... Darran Clarke: Free places for Lexology/ I...
The Funding Institute: Grant Funding Ess...
Roschek, Emily: FW: ABA Store Search Imp...
Law Practice DIvision: Law Practice Maga...

cSandersreach@chicagobar.org 161

10 new messages
catherinereach@gmail.com 999+

4 new messages
Sanders Reach, Catherine: Screenshot (10..
Quick Access Settings
Modify Quick Access Settings

**Brightness adjustment**
Adjust the screen brightness via the notification panel.

**Set quick setting buttons**
Customize which quick setting buttons appear at the top of the notification buttons. Tap and hold, then drag the buttons to add, hide, or re-order them.
Security and Backup
Add Screen Lock

Screen lock
Secured with pattern

Lock screen widgets
Customize your clock and personal message.

Make pattern visible

Lock automatically
Screen will be locked in 15 seconds after screen automatically turns off.

Lock instantly with power key
13. Display your contact info on the lock screen.

Couldn’t hurt, right? Set it up through Settings > Security > Show owner info on lock screen (for Samsung: Settings > Lock Screen > Lock screen widgets > Owner information), then type out whatever information you’d like available to anyone who might find your misplaced phone.
Add Encryption

You can encrypt accounts, settings, downloaded applications and their data, media, and other files. Once your device is encrypted, you will need to unlock the screen to decrypt your device every time you turn it on.

Encryption takes an hour or more. Before you start, make sure that the battery is charged and keep the device plugged in until encryption is complete. Interrupting this process may lead to a loss of data.

Connect your device to a charger.

Charge the battery to at least 80% before encrypting your device.
Install Lookout
Backup

Backup and restore

Back up my data
Back up application data, Wi-Fi passwords, and other settings to Google servers.

Backup account
catherinereach@gmail.com

Automatic restore
When reinstalling an application, backed up settings and data will be restored.

Personal data

Factory data reset
Reset all settings and delete all data on device.
Settings
Display Options

Brightness

Font

Screen rotation
Off

Smart stay
Screen stays on as long as you are looking at it.

Screen timeout
30 seconds

Screen mode
Adapt display

Auto adjust screen tone
Adjust the display brightness based on the on-screen image to save power.
Sound Options

- Volume
- Vibration intensity
- Ringtones and notifications
  - Ringtones
    - Seaside
  - Vibrations
    - Basic call
  - Notifications
    - Chirps
- Vibrate when ringing
- Feedback
  - Dialing keypad tone
    - Play tone when the dialing keypad is tapped.
- Touch sounds
Do Not Disturb

Silence all calls and alerts. You can allow exceptions.

Turn on now

Scheduling

Turn on as scheduled
Turn Do not disturb on and off automatically at scheduled times.

Exceptions

Allow exceptions
No exceptions
Motion Options

- Direct call
  Call contact currently displayed on screen.

- Smart alert
  Catch missed calls and messages.

- Double tap to top
  Go to the top of a list.

- Tilt to zoom
  Zoom in or out of the screen when in Gallery or Internet.

- Pan to move icon
  Move an icon to another page.

- Pan to browse images
  Move around an image when zoomed in.

- Shake to update
  Scan for devices.
Printing, Tethering, VPN, Roaming Guard
Data Usage

Mobile data

Limit mobile data usage

Alert me about data usage

Data usage cycle: Feb 28 – Mar 29

Feb 28 – Mar 3: about 122MB used
11. Stay awake and bright for as long as you’re looking at it.

Smart Stay is another Samsung-specific feature, which keeps your Android at a bright display for as long as your eyes are on it. Just go to Settings > Display > Smart Stay (for Samsung: Settings > Smart Screen > Smart Stay).
Keyboard
Swype!
Did you hear about Swype?
Of course!
It's available on iPhone and iPad now! Are you using it?

What to grab lunch?
Features
4. Take a screenshot.

Super easy! Just hold down home, power, and volume up buttons at the same time (or, for Galaxy S4, just home and power).
--Catherine Reach

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Successful candidates will have 2-5 years of top tier law firm experience in M&A, private equity/venture capital financing, securities (including SEC reporting compliance) and corporate governance matters. Candidates need to be team oriented, have strong written and oral communication skills and have excellent professional recommendations. [more info...]

**Emerging Growth Attorney**
Holland & Hart LLP - Salt Lake City, UT

Holland & Hart’s corporate group is seeking a 2-4 year associate to join its team in Salt Lake City, Utah to work in the firm’s expanding emerging growth practice. [more info...]
Copy/Paste
Talk While Doing Something Else
Apps and Widgets
Google Play Store
Folders and Apps
Widgets
Contact Button
Battery Life and Data Use
What is Using My Battery?

- **Android System**: 32%
- **Screen**: 19%
- **Android OS**: 10%
- **com.android.systemui**: 6%
- **Email**: 6%
- **Outlook**: 4%
Power Saving Mode

Blocking mode
Turn off notifications for selected features.

Hands-free mode
Incoming calls and new notifications will be read out automatically.

Power saving mode

Accessibility
Improves accessibility for users who have impaired vision, hearing or reduced dexterity.

Input and control

Language and input
Power Saving Mode Settings

- **CPU performance**: Limit the maximum performance of the CPU to save power.
- **Screen output**: Reduce the screen frame rate and lower the brightness to save power.
- **Disable haptic feedback**: Turn off haptic feedback while in Power saving mode.

Learn about power saving
What’s App?
Available Storage

- **Total space**
  - Total device capacity: 16.00GB

- **System memory**
  - The minimum amount of storage space required to run the system
  - Calculating...

- **Used space**
  - The amount of storage space currently being used
  - Calculating...

- **Cached data**
  - Calculating...

- **Miscellaneous files**
  - The amount of memory used to store miscellaneous files
  - Calculating...
Clear RAM
Email, Calendar and Contacts
Add Email Account

Add account

Account settings
csandersreach@chicagobar.org

General settings

Display
Set how emails are shown in the email list and when you open them.

Composing and sending
Set what functions are available while composing and sending emails.

Auto advance
Show the email list after an email has been deleted, moved, etc.

Confirm deletions
Ask for confirmation before deleting email.

Priority senders
Sync with MS Exchange Server Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder sync settings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period to sync Calendar</td>
<td>2 weeks</td>
<td></td>
</tr>
<tr>
<td>Empty server trash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In case of sync conflict</td>
<td>Server has priority</td>
<td></td>
</tr>
<tr>
<td>Security options</td>
<td>Set advanced email security options.</td>
<td></td>
</tr>
<tr>
<td>Sync Contacts</td>
<td></td>
<td>03/04/2015 11:09 AM</td>
</tr>
<tr>
<td>Sync Calendar</td>
<td></td>
<td>03/04/2015 11:09 AM</td>
</tr>
<tr>
<td>Sync Task</td>
<td></td>
<td>03/04/2015 11:09 AM</td>
</tr>
</tbody>
</table>
Gmail App
Settings

General settings

Gmail default action
Archive

Swipe actions
In conversation list

Sender image
Show beside name in conversation list

Reply all
Use as default for message replies

Auto-fit messages
Shrink messages to fit the screen

Auto-advance
Show conversation list after you archive or delete

ACTION CONFIRMATIONS

Confirm before deleting

Confirm before archiving
Calendar App

Settings

View settings

View styles

First day of week
Locale default

Hide declined events

Lock time zone
Lock event times and dates to your selected time zone below. Times and dates will not change even if you move to another time zone.

Select time zone
(GMT-6:00) Central Time

Show week number

Event notification

Set alerts and notifications
Status bar notification
Calendar App Sync
Catherine Sanders Reach
Law Practice Management & Technology
The Chicago Bar Association
312-554-2070
www.chicagobar.org/lpmt
csandersreach@chicagobar.org
@catherinereach
linkedin.com/in/catherinereach