



# Pre-Installed Apps for Your Android Tablet



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## BENEFITS

Tablets (and smartphones) can do a lot more than make and receive phone calls. Your tablet (or smartphone) comes with many **apps** (tools) that are easy and free to use. You will always have the option of getting more **apps** (tools) in the future, but understanding how to use the basic ones you already own is paramount to getting the most out of your device and making your life easier.



Learning to use **apps** (tools) can provide benefits such as:

- Keeping a personal calendar that can send reminders of appointments or events
- Getting directions to any destination using **Google Maps**
- Setting an alarm or using a timer
- Instant information on the weather in your area or beyond

## PREREQUISITES

You will need the following items to complete the steps in this guide. Please make sure you have fully charged the device before continuing.

- Android smartphone or tablet
- Internet connection

# CALENDAR

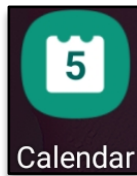
## LOCATING YOUR CALENDAR APP

### Opening the Calendar App

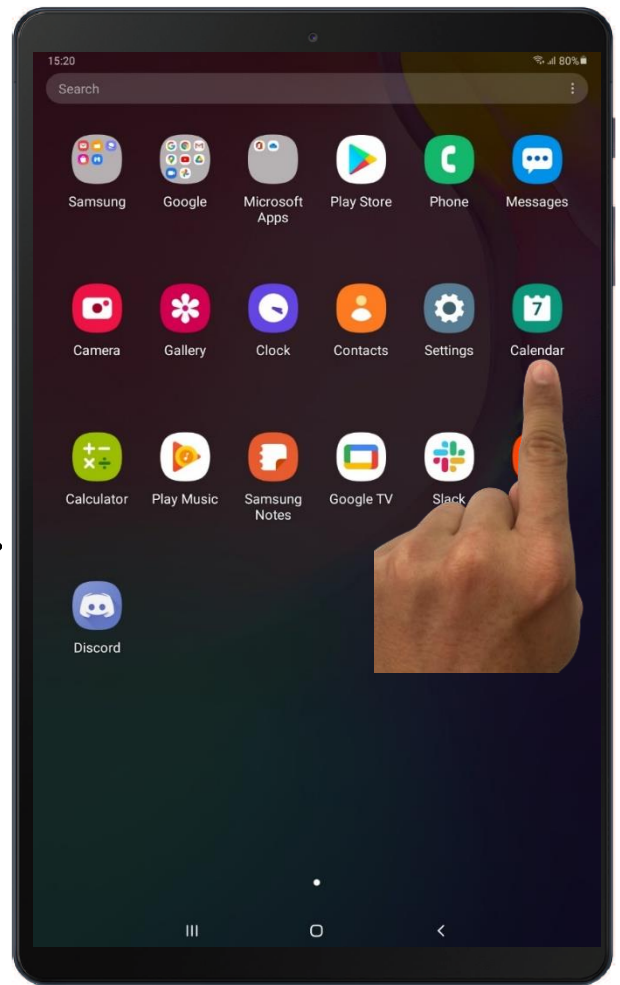
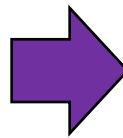
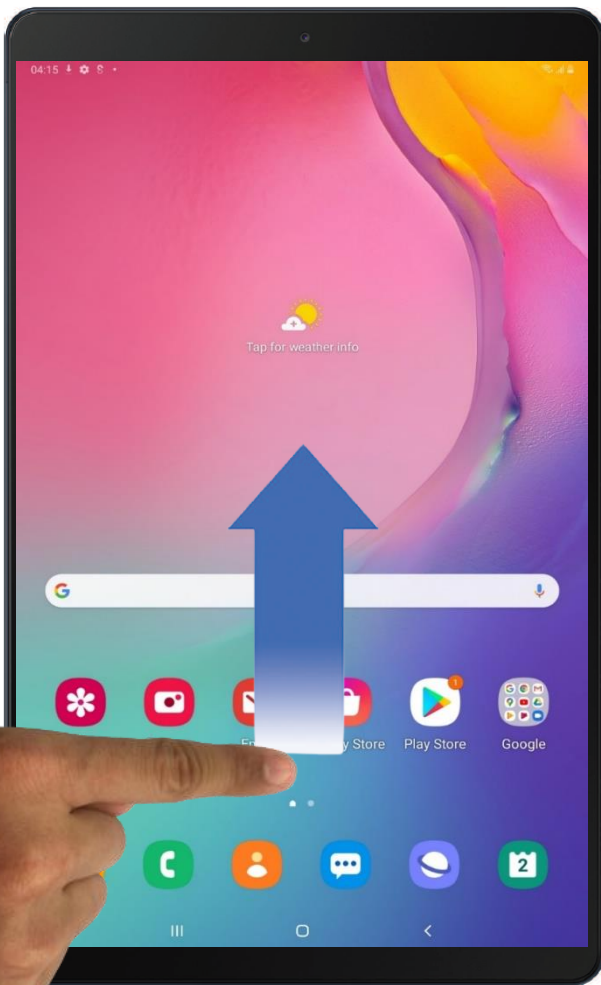
Locate the **Calendar App** in your **App Drawer**.

You can access the app drawer by **swiping**. To do this, place your finger at the bottom of your home screen and lightly drag up to bring up the **App drawer**. You will see the **Calendar app icon** (picture) in the list of applications.

**Click** (tap) on

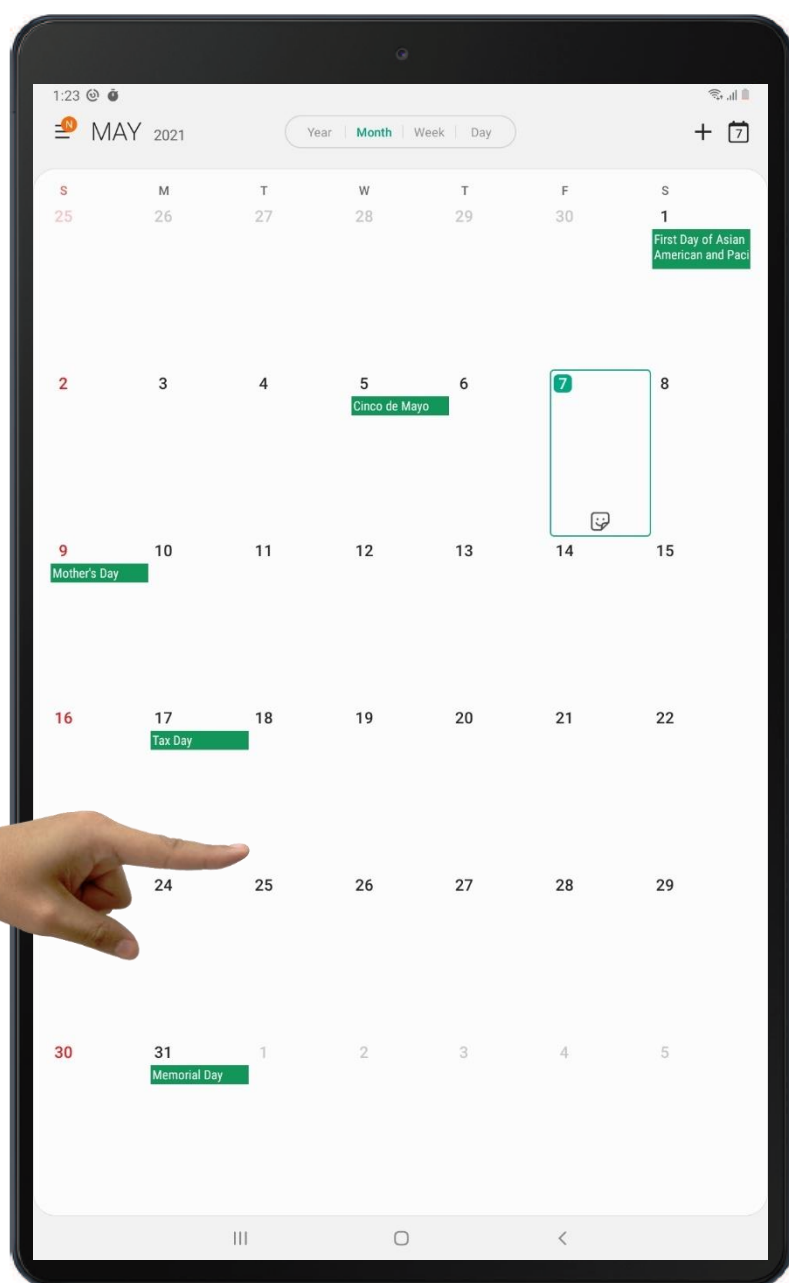


to open the **Calendar**.



## Using the Calendar Application

The **Calendar** app has many advantages over traditional paper calendars. **Calendar** appointments can be scheduled to repeat daily, weekly, monthly, or annually when you do the first entry – a convenient feature for events that recur regularly. You can even ask **Calendar** to remind you before an appointment, so you do not forget.



When you open your **Calendar** for the first time it will display the current month. You will see a breakdown of the weekdays on top of the calendar.



From left to right the days are:

(Sunday, Monday, Tuesday, etc.)

Some days will contain green rectangles; they represent U.S. holidays (i.e. **Memorial Day** ).

# Using the Calendar Application

## Changing Your View

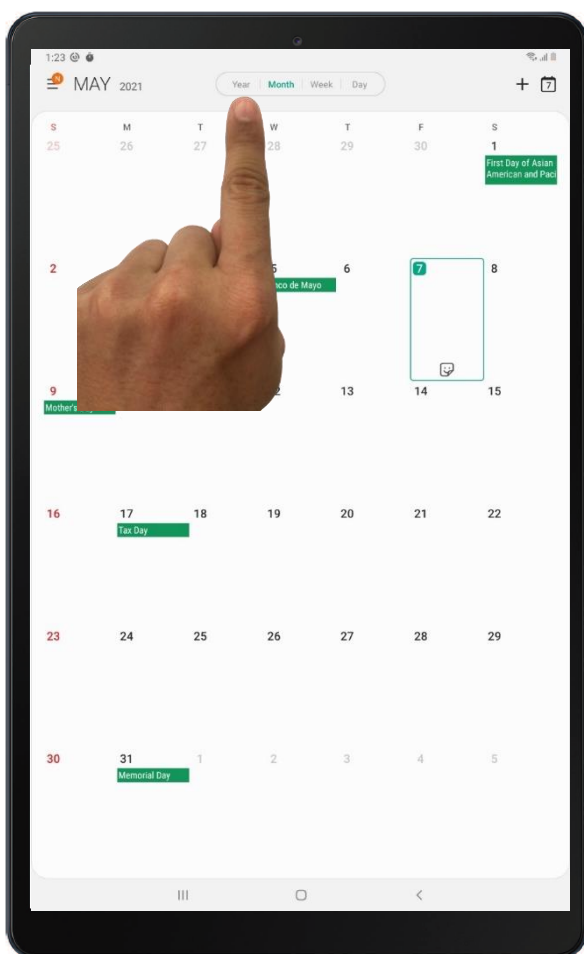
The **Calendar App** gives you access to 4 different kinds of displays. You can choose one from at the top of the screen:

**Yearly Calendar:** Displays a 12-month breakdown of the current year.

**Monthly Calendar:** Displays a 30-day breakdown of the current month.

**Weekly Calendar:** Displays a 7-day breakdown of the current week.

**Daily Calendar:** Displays an hour-to-hour breakdown of the current day.



You can cycle through different calendar options by

**Clicking** (tapping) on 

and selecting your desired view.

The current view will always appear **green**.

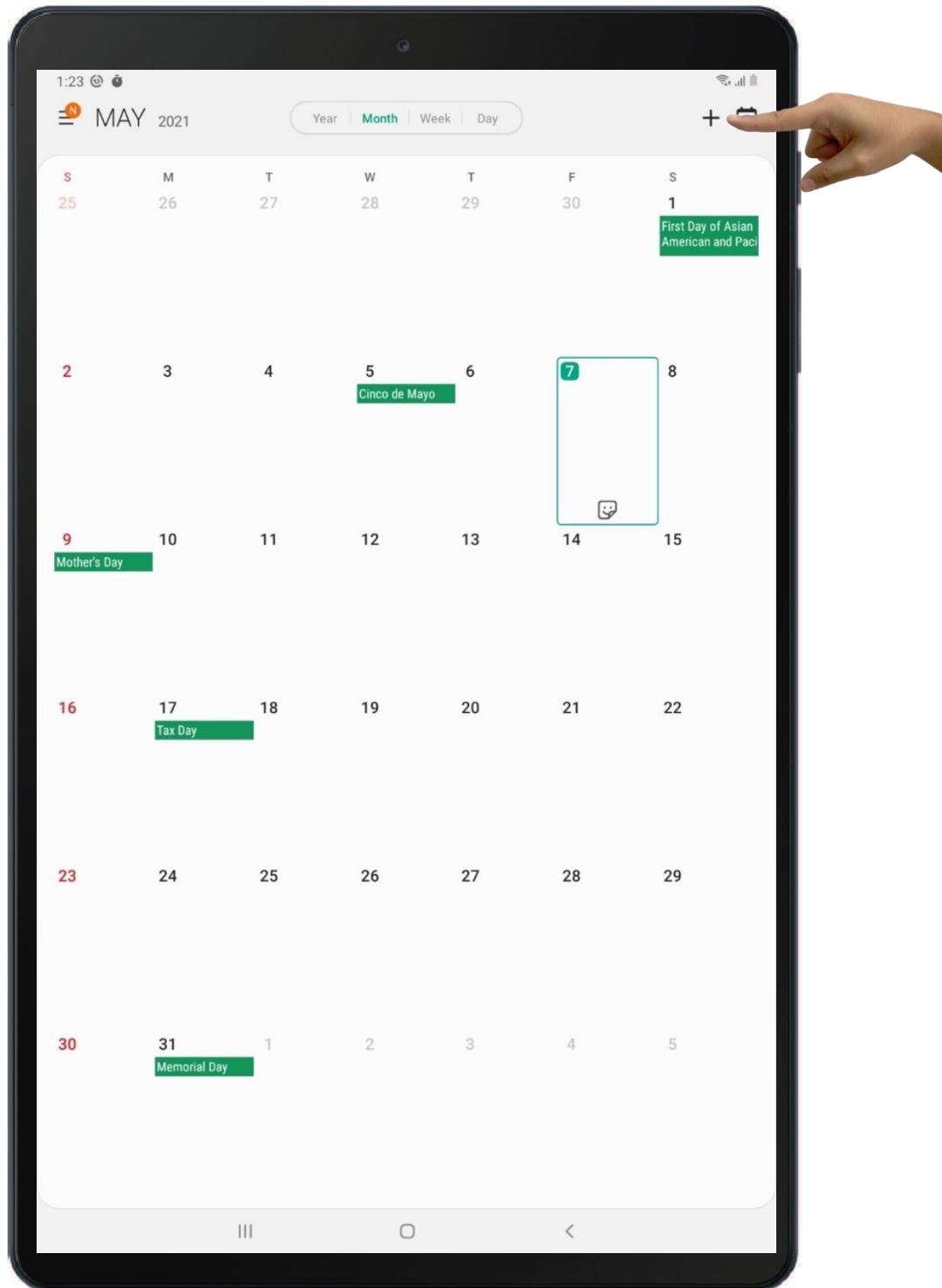
Pick a view that suits you best! And remember you will always have the option to change the display without losing any information you add.

# Using the Calendar Application

## Step 1 – Creating an Appointment

Let's create a new appointment.

Start by **clicking** (tapping) on **+** located in the top right corner of the screen.



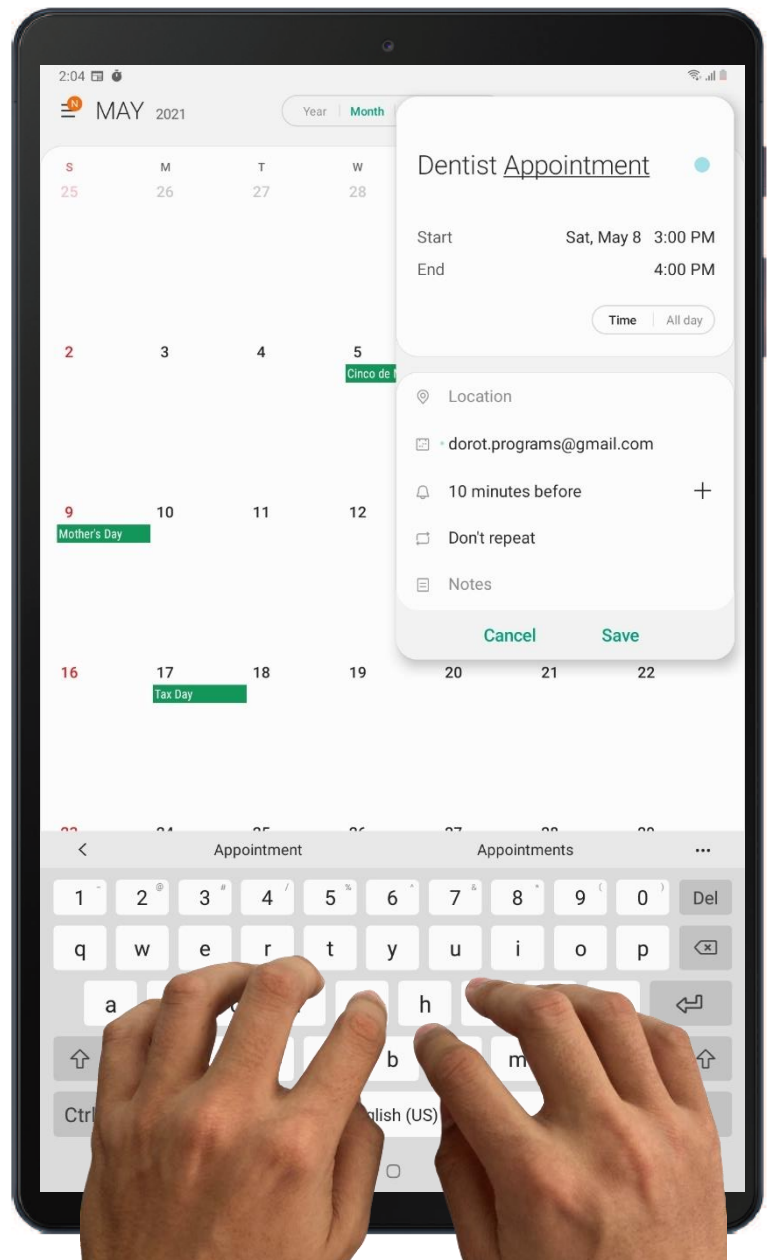
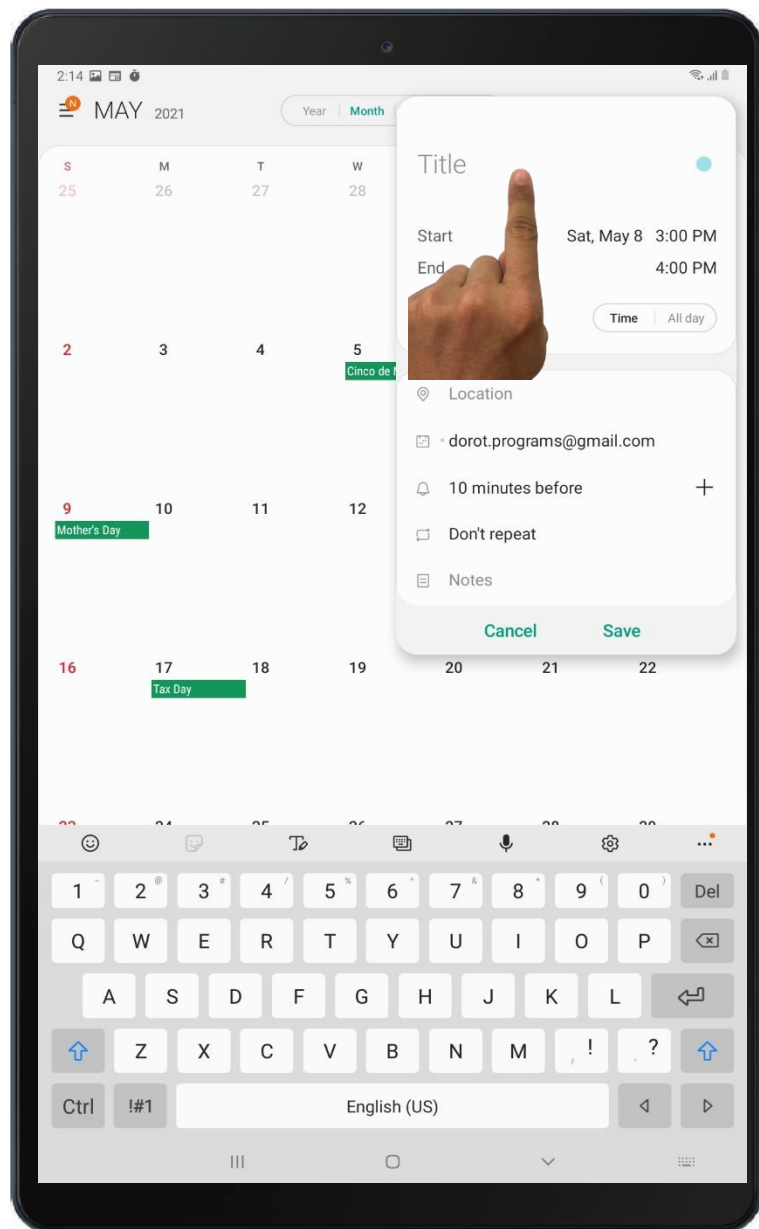


# Using the Calendar Application

## Step 2 – Creating an Appointment

**Click** (tap) on *Title*.

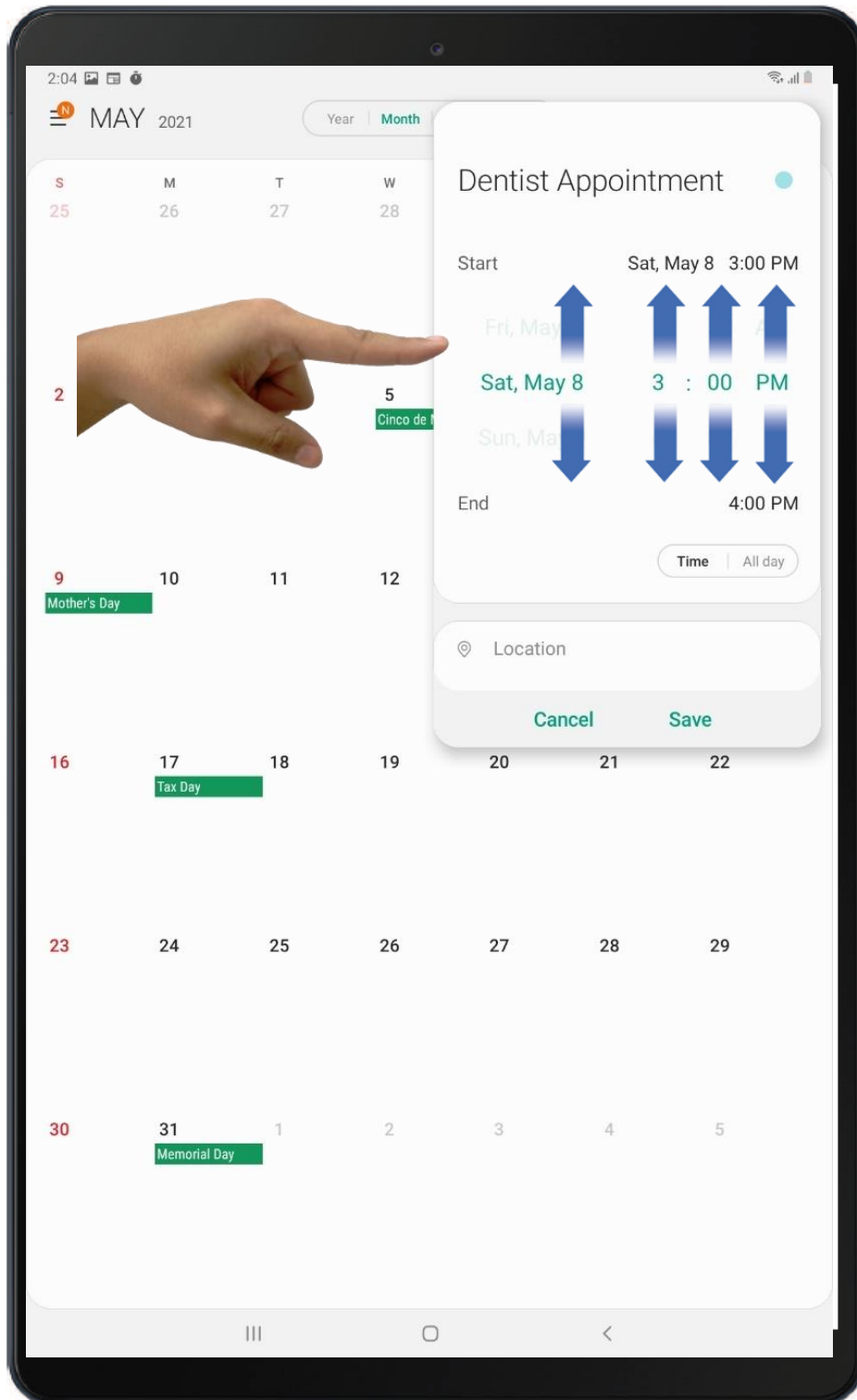
**Enter** (type) a *Title* (description) for your appointment.



# Using the Calendar Application

## Step 3 – Creating an Appointment

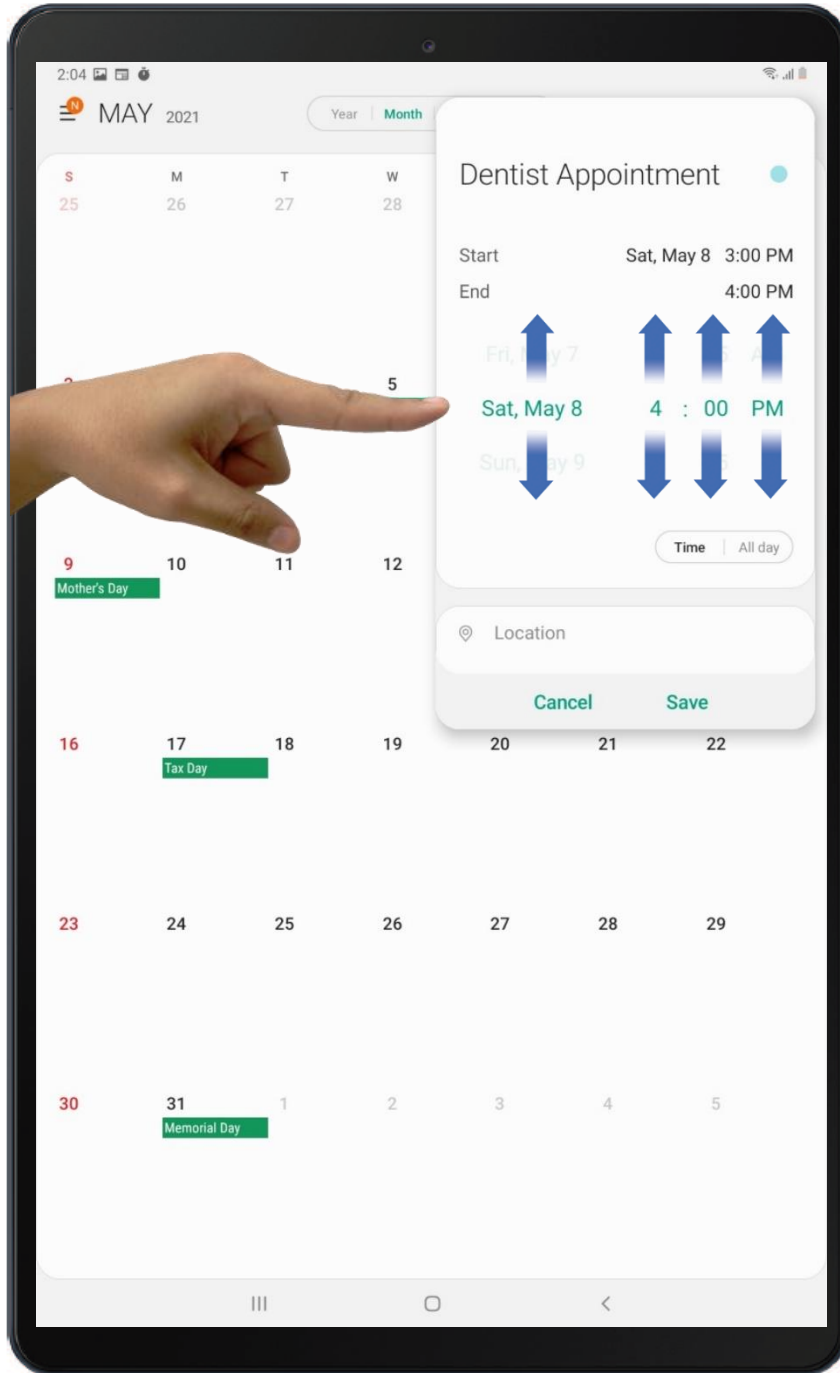
**Click** (tap) on *Start* to select a date and time (it will default to today’s date and the current time, but you can change it by scrolling up or down).



# Using the Calendar Application

## Step 4 – Creating an Appointment

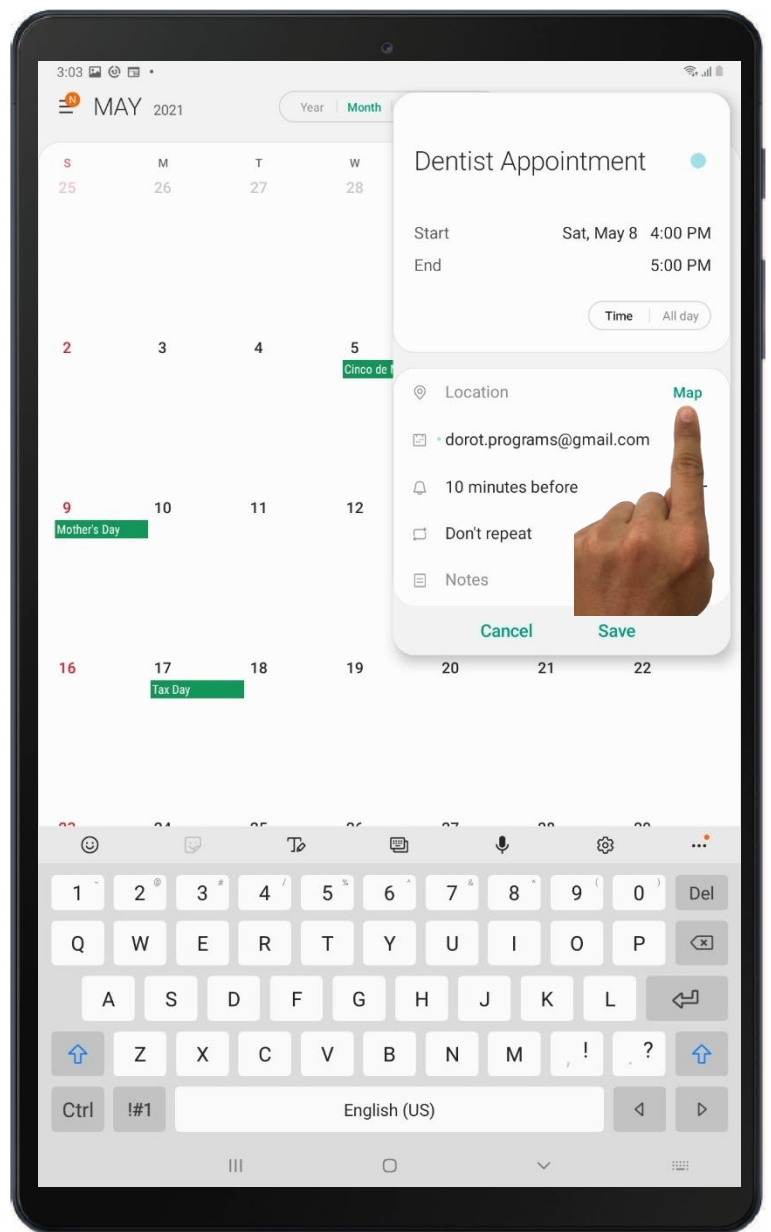
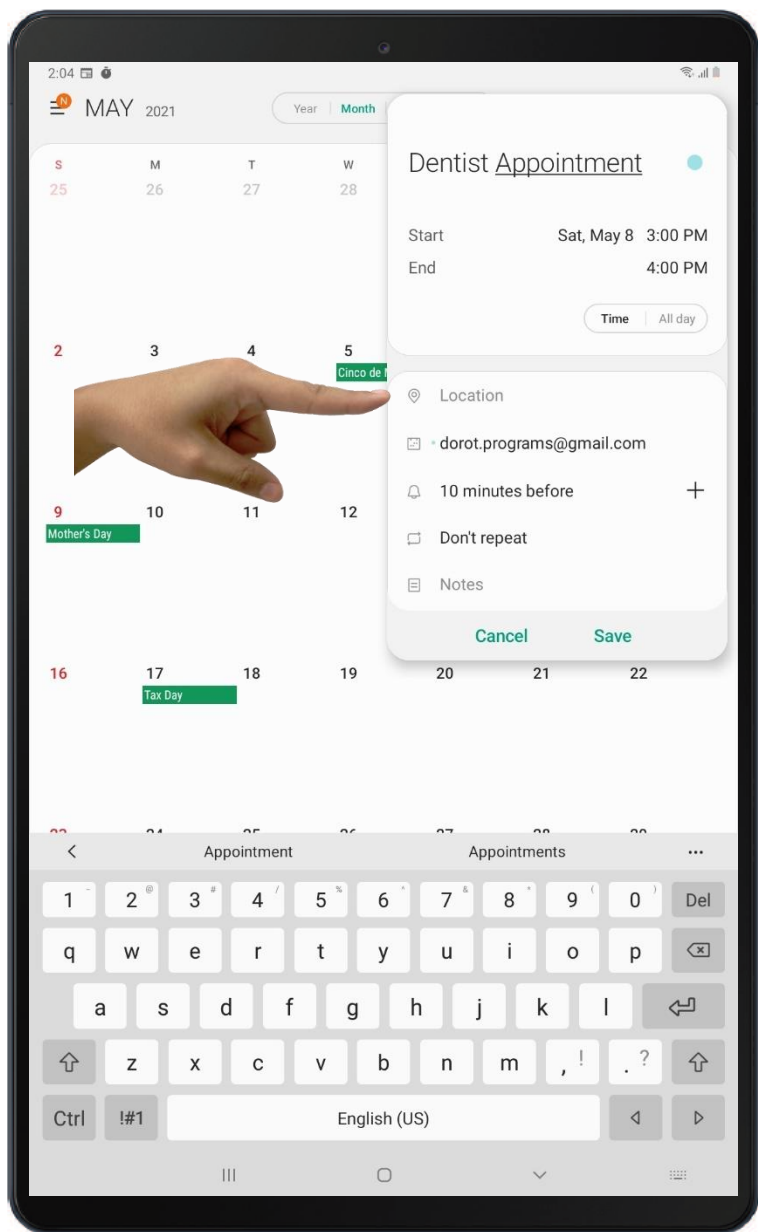
**Click** (tap) on *End* to select end time of your appointment.



# Using the Calendar Application

## Step 5 – Creating an Appointment

If you have the address information for your appointment you can add that by **clicking** (tapping) on “*Location*” then **clicking** (tapping) on “*Map.*”

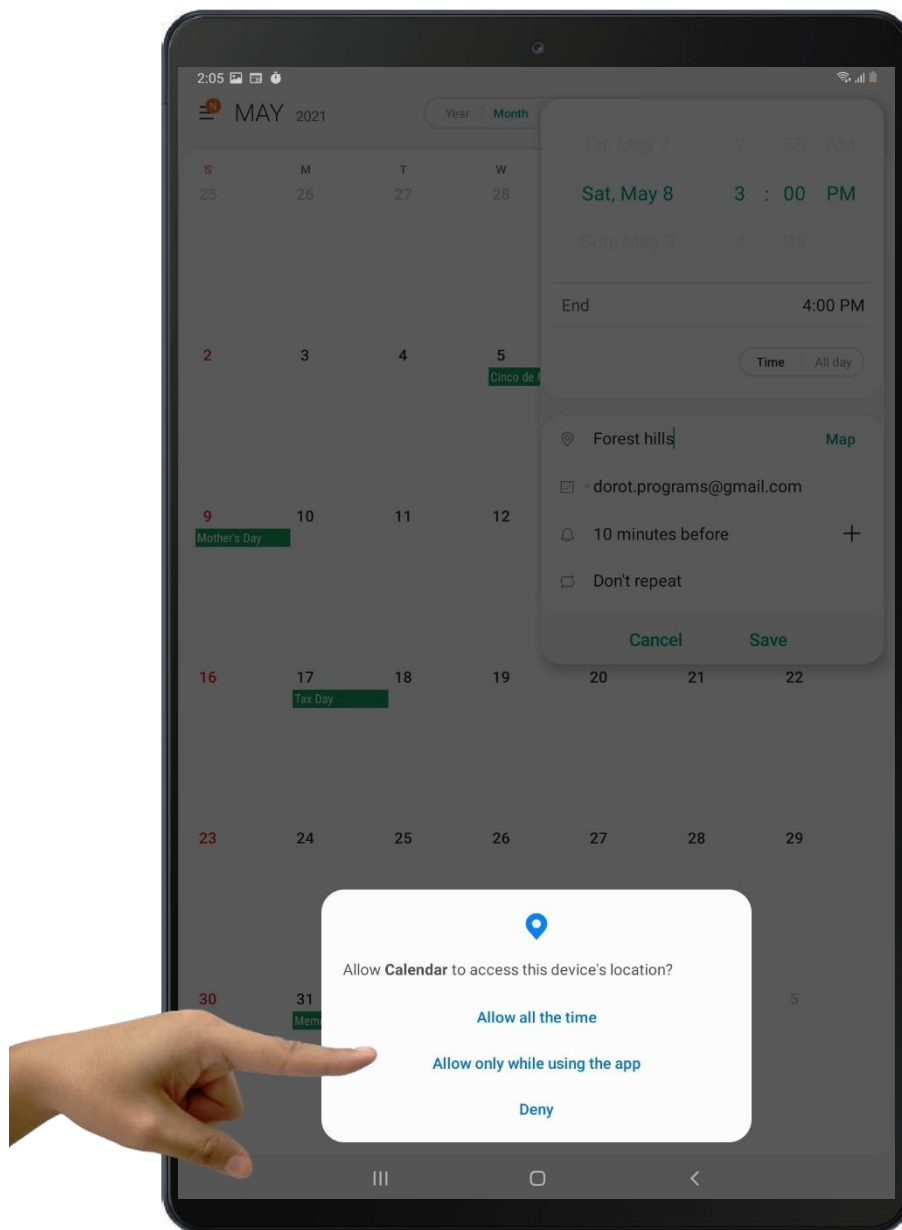


# Using the Calendar Application

## Step 6 – Creating an Appointment

You will be prompted to give the **Calendar app** access to using your current location. This allows the calendar to look up an address for you!

**Click** (tap) on “*Allow only while using the app*”



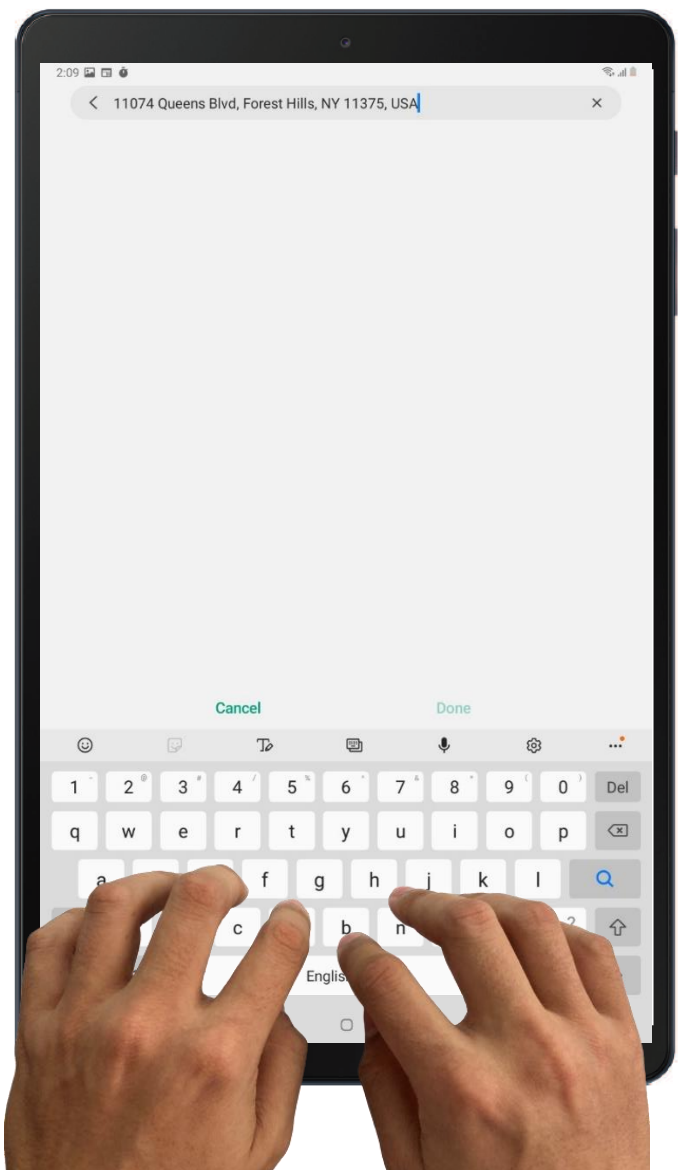
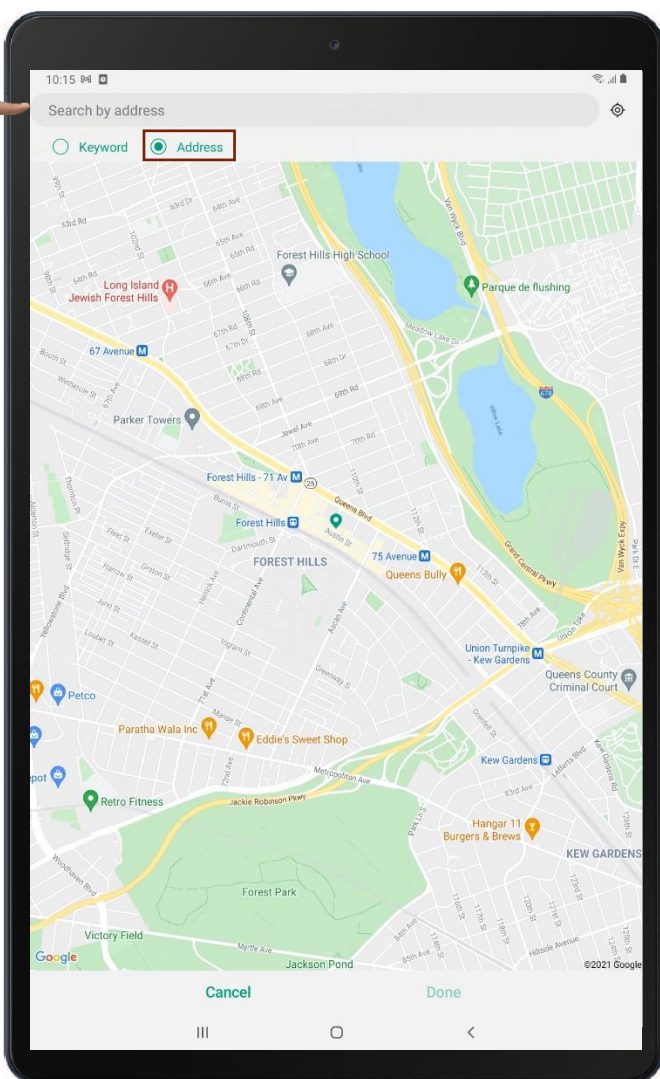
# Using the Calendar Application

## Step 7 – Creating an Appointment

**Click** (tap) on “Address”  Address


**Click** (tap) on “Search by address” Search by address

**Enter** (type) an “Address” (location) for your appointment.

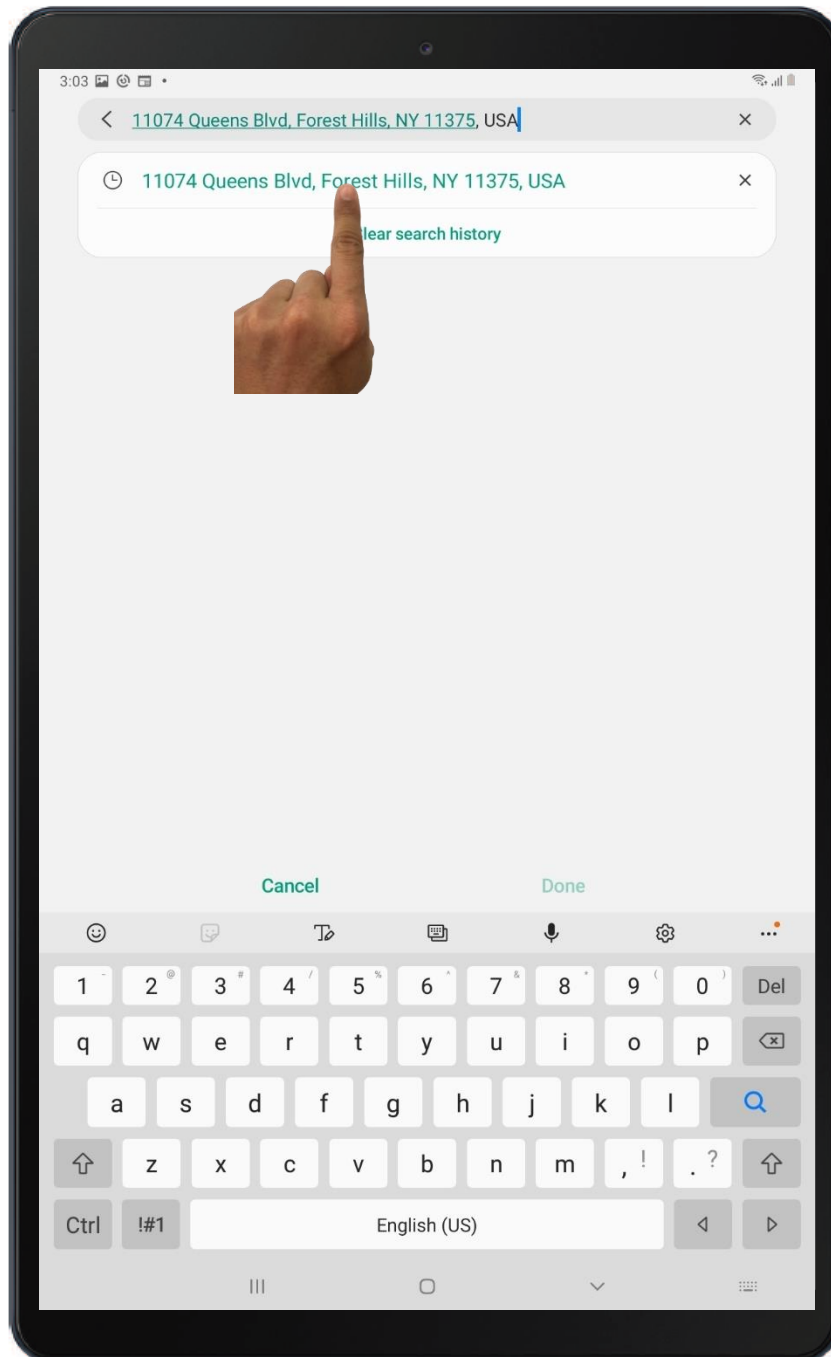


# Using the Calendar Application

## Step 8 – Creating an Appointment

**Click** (tap) on  to search for the address.

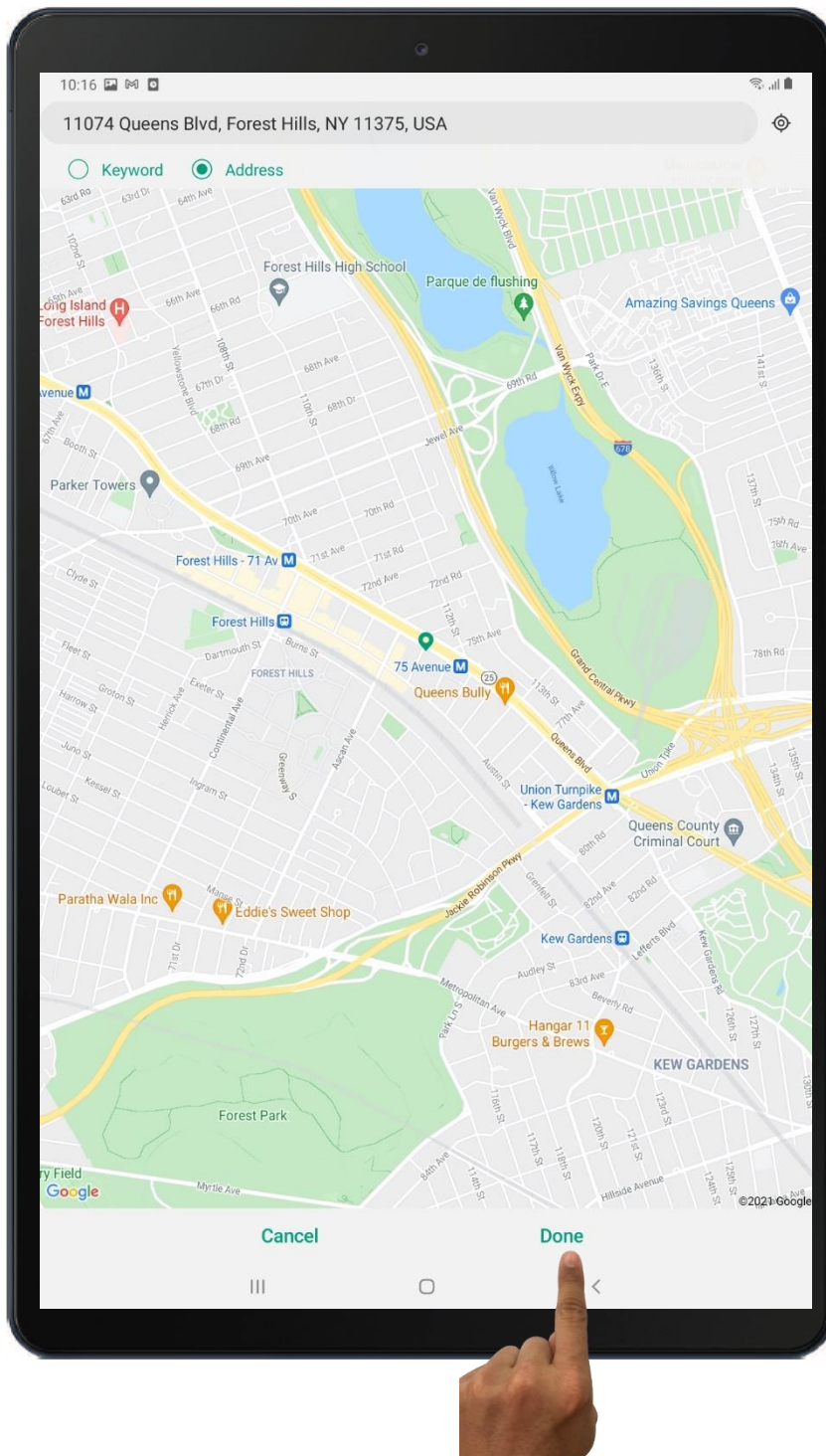
**Click** (tap) on the address when you see the search result.



# Using the Calendar Application

## Step 9 – Creating an Appointment

Click (tap) on **Done**

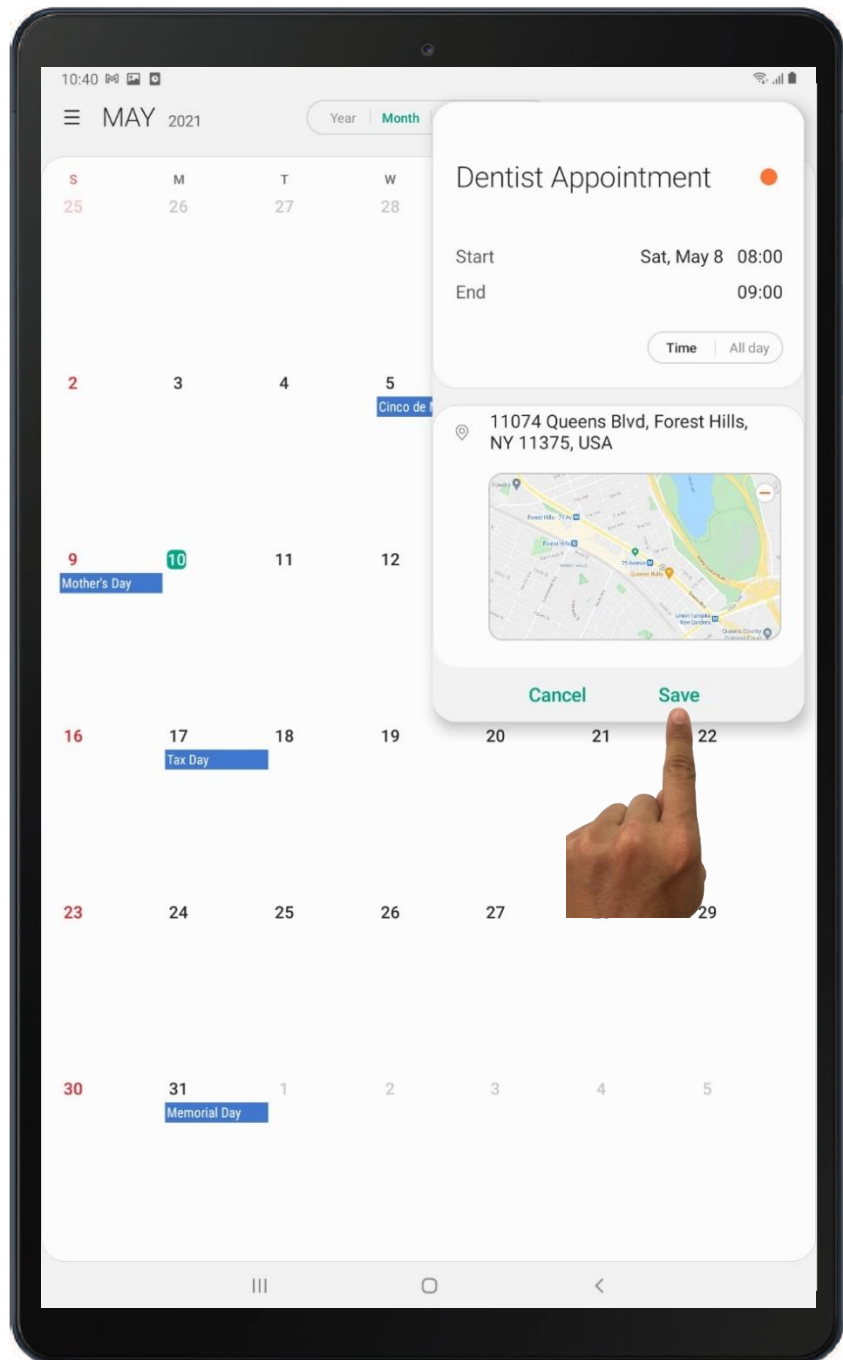




# Using the Calendar Application

## Step 10 – Creating an Appointment

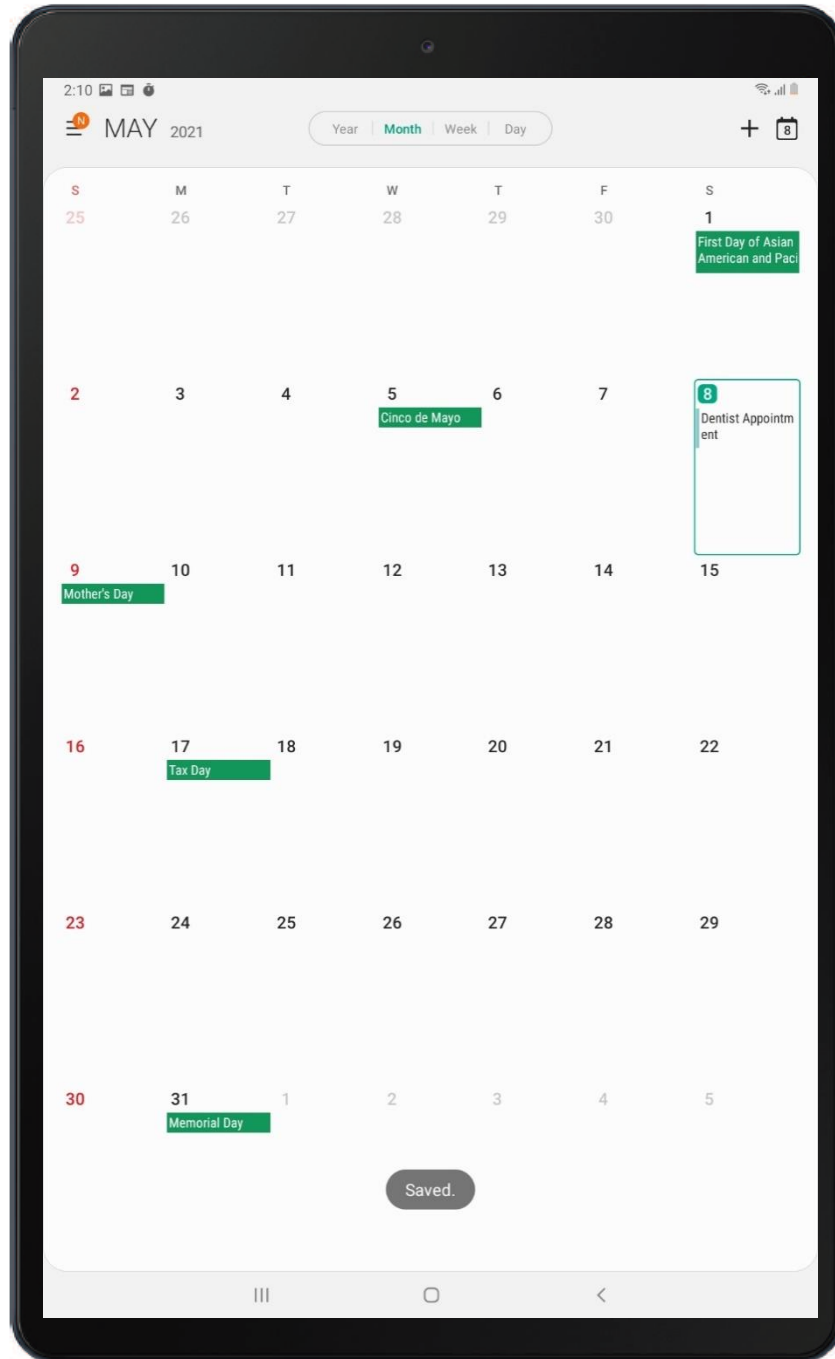
Click (tap) on **Save**



# Using the Calendar Application

## Step 11 – Creating an Appointment

You will now see the appointment on your calendar!

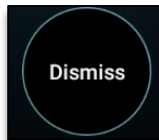


# Using the Calendar Application

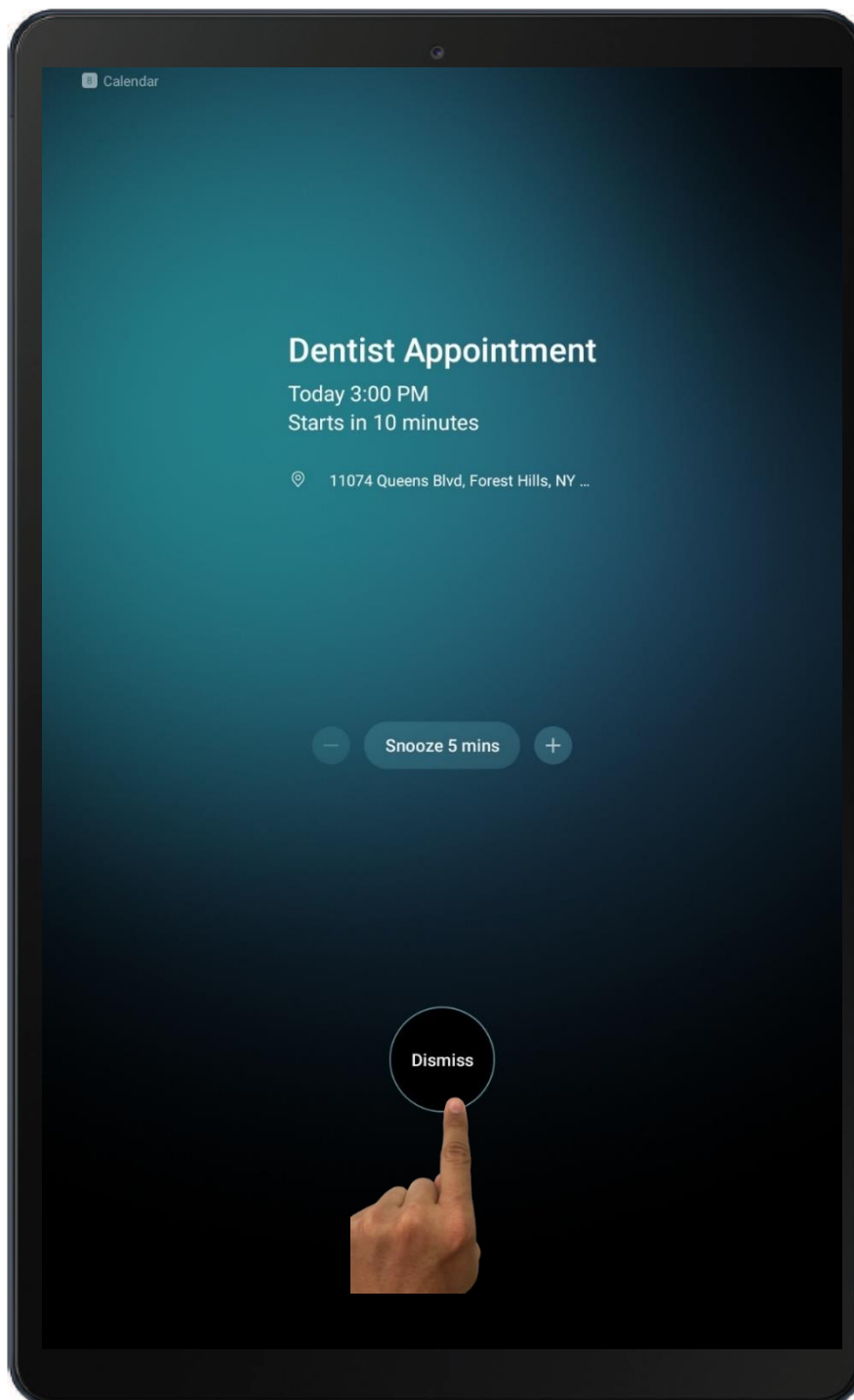
## Step 12 – Creating an Appointment

On the day of your appointment, you will receive an alert from your tablet reminding you of the appointment!

**Click** (tap) on



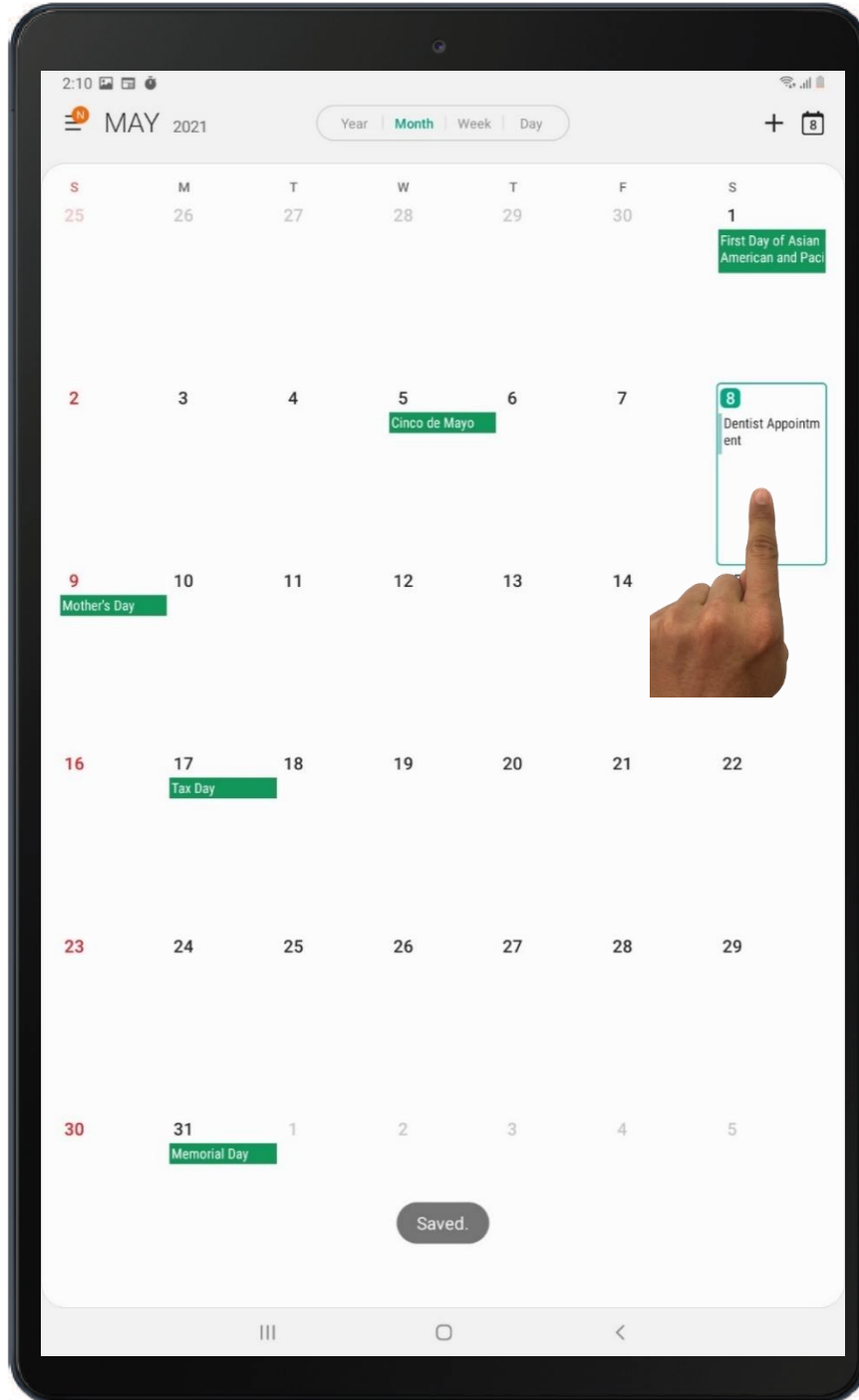
to stop the alarm.



# Using the Calendar Application

## Step 1 – Cancelling an Appointment

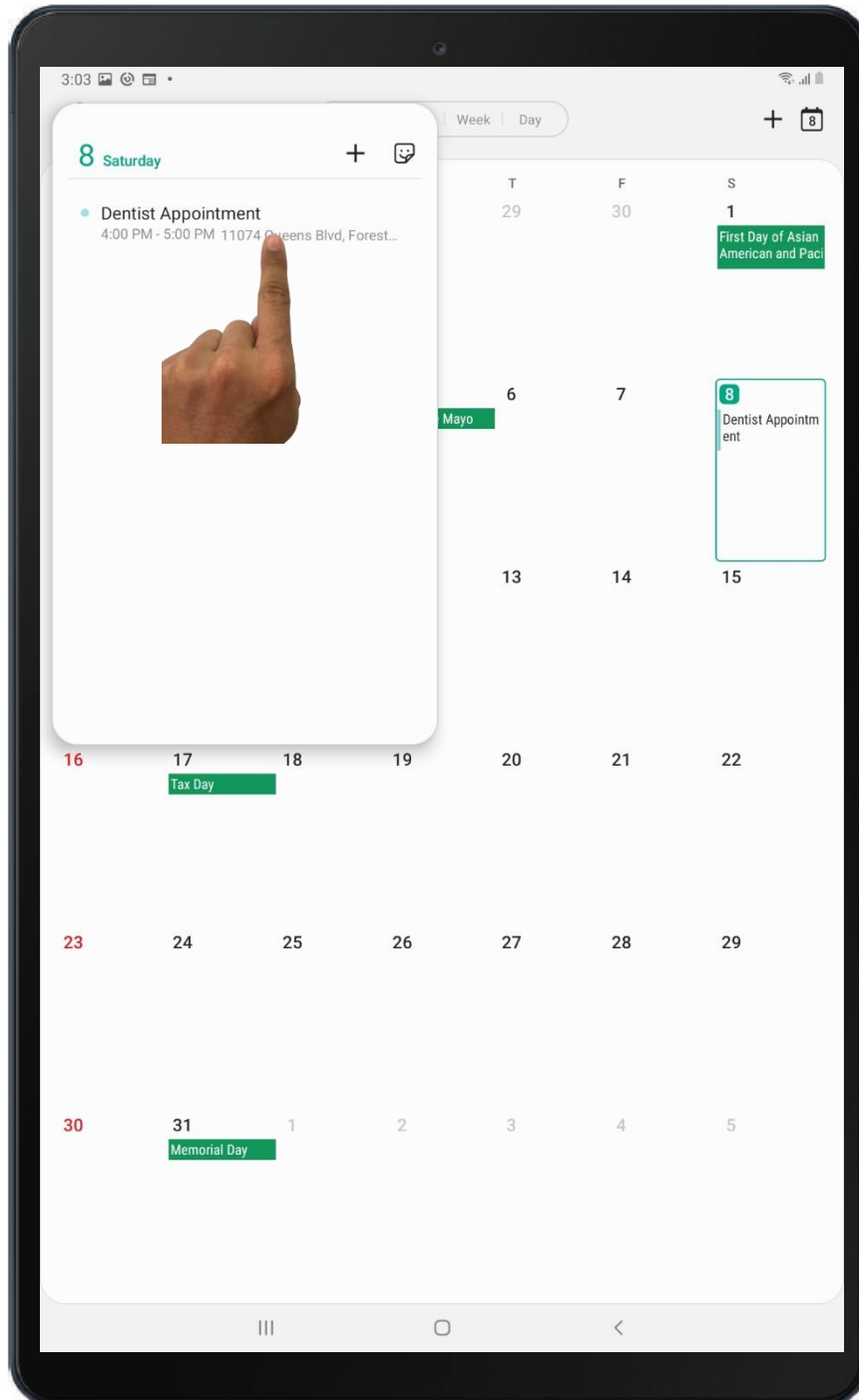
You can delete an appointment by **clicking** (tapping) on the day with the appointment you want to cancel.



# Using the Calendar Application

## Step 2 – Cancelling an Appointment

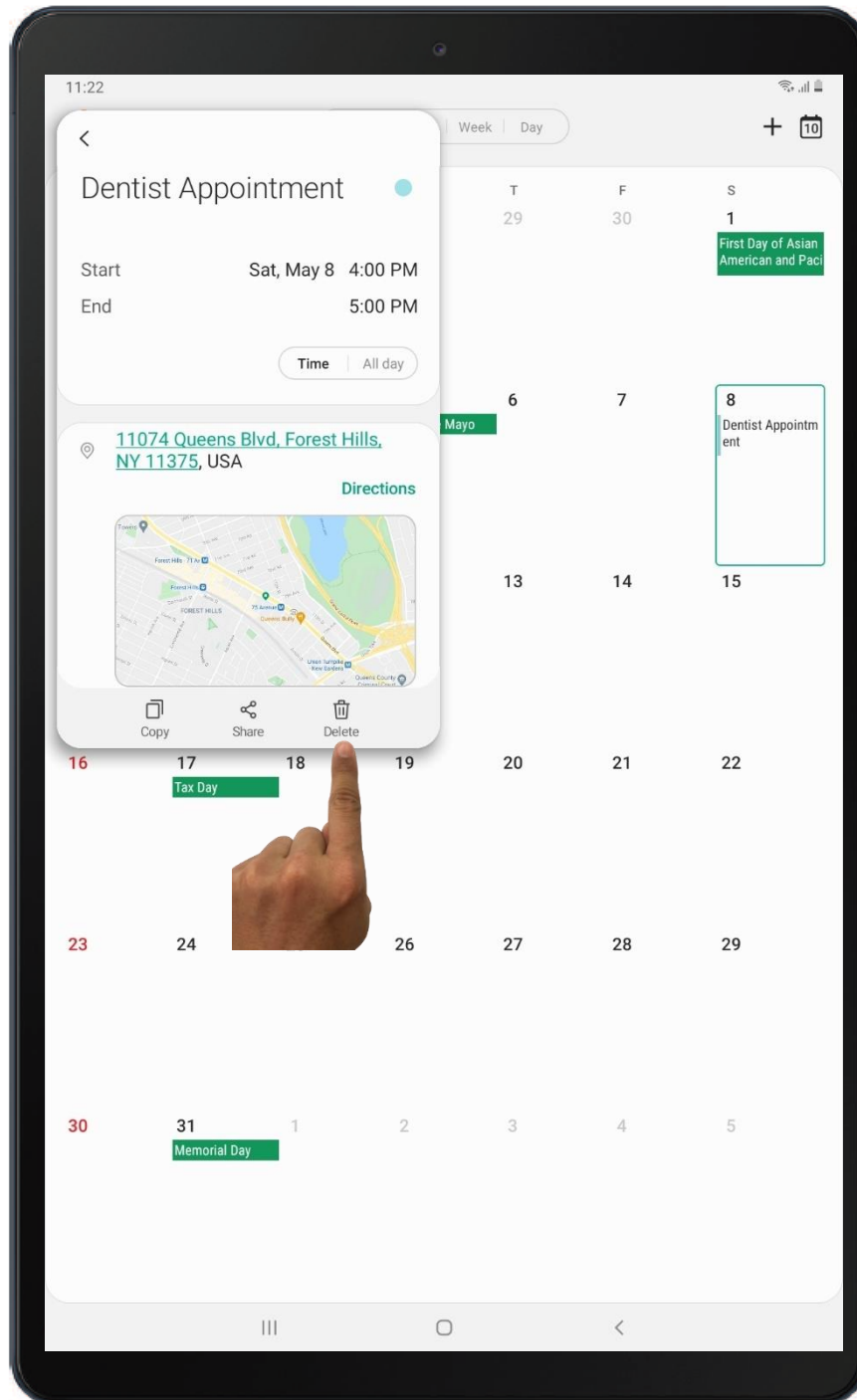
**Click** (tap) on the appointment you want to cancel.



# Using the Calendar Application

## Step 3 – Cancelling an Appointment

**Click** (tap) on “Delete” to cancel the appointment.



**Click** (tap) on the home button at the bottom of the screen to return to the home screen.

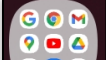
# GOOGLE MAPS

## Locating Google Maps

### Opening the Google Maps App

Locate the **Google Maps** app in your **App Drawer**.

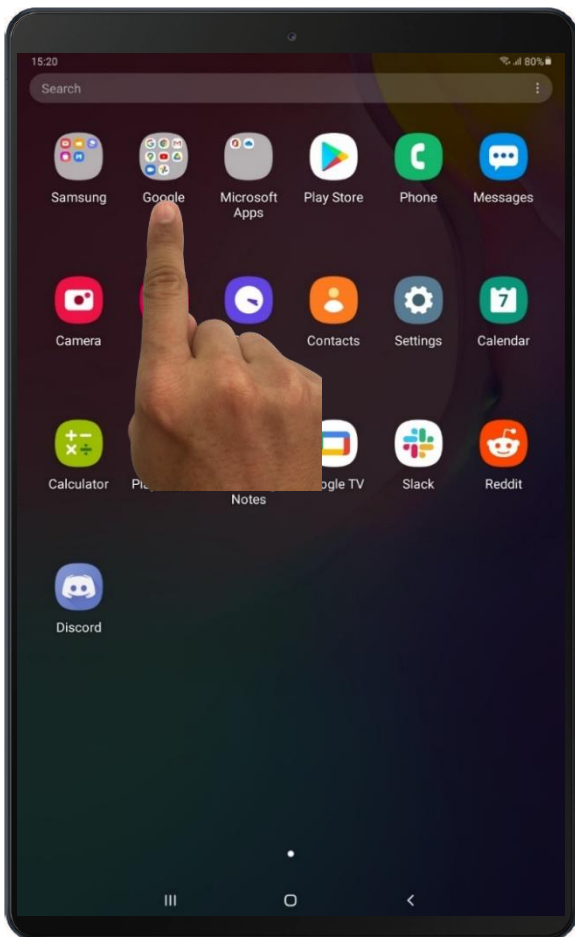
You can access the **App Drawer** by **swiping**. Place your finger at the bottom of your home screen and lightly drag up to bring up the **App Drawer**. You will see the **Google folder** (group of apps stored together) in the list of applications.

**Click** (tap) on  to open the **Google folder**.

Google

**Click** (tap) on  to open **Google Maps**.

Maps

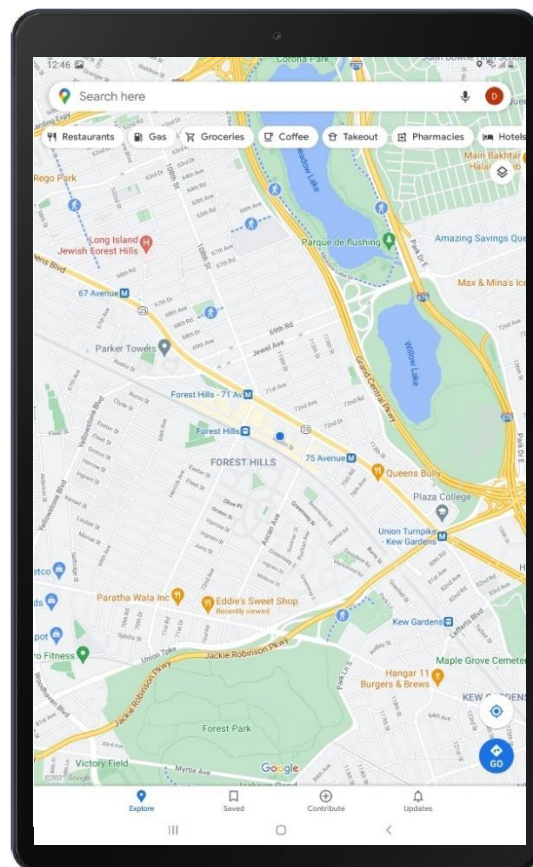


# Using Google Maps

## About Google Maps

The **Google Maps** app can do a lot. It can act as a basic map, showing you where you are and giving you a visual of what is nearby. **Google Maps** can also show you how to travel by public transportation, car, or on foot. You can see specific stores, services, and landmarks that are on your travel route or the surrounding area. **Google Maps** will also estimate your travel time. If you are driving or walking, **Google Maps** can narrate what you need to do at the appropriate time. Best of all, if you go off course, **Google Maps** will immediately correct you. You will never get lost, even when traveling somewhere new.

For now, we will go over how to get directions to a specific location and view local landmarks. Your coach can help you learn more about the **Google Maps** app's other features later.

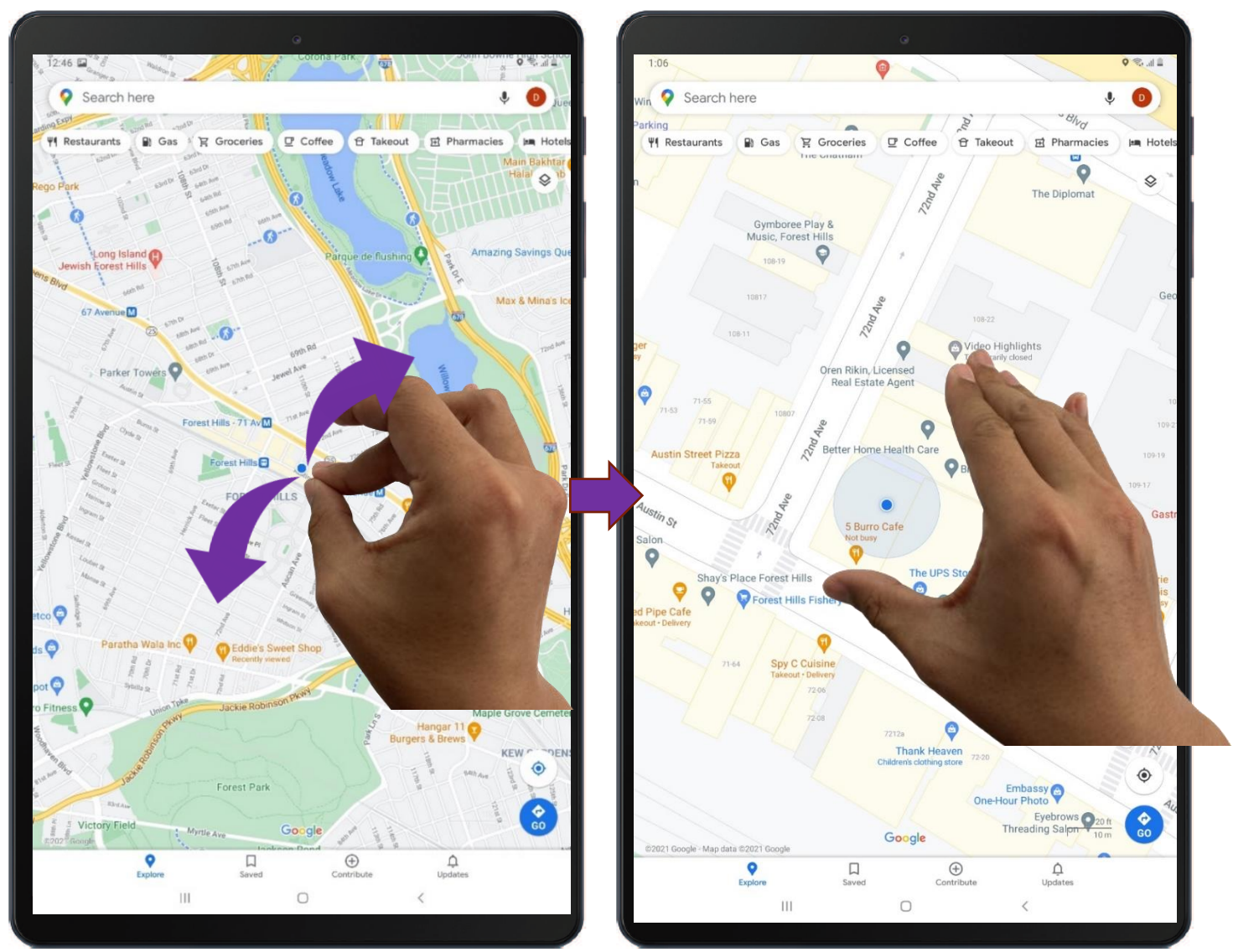




# Using the Google Maps

## Current Location View – Zooming in and Out

Google Maps will mark your current location with a blue dot. Take a few minutes to explore what landmarks and stores are in the area. You can **zoom in** on your current location by placing two fingers (usually thumb and forefinger) on the screen and spreading them outward. Try it!

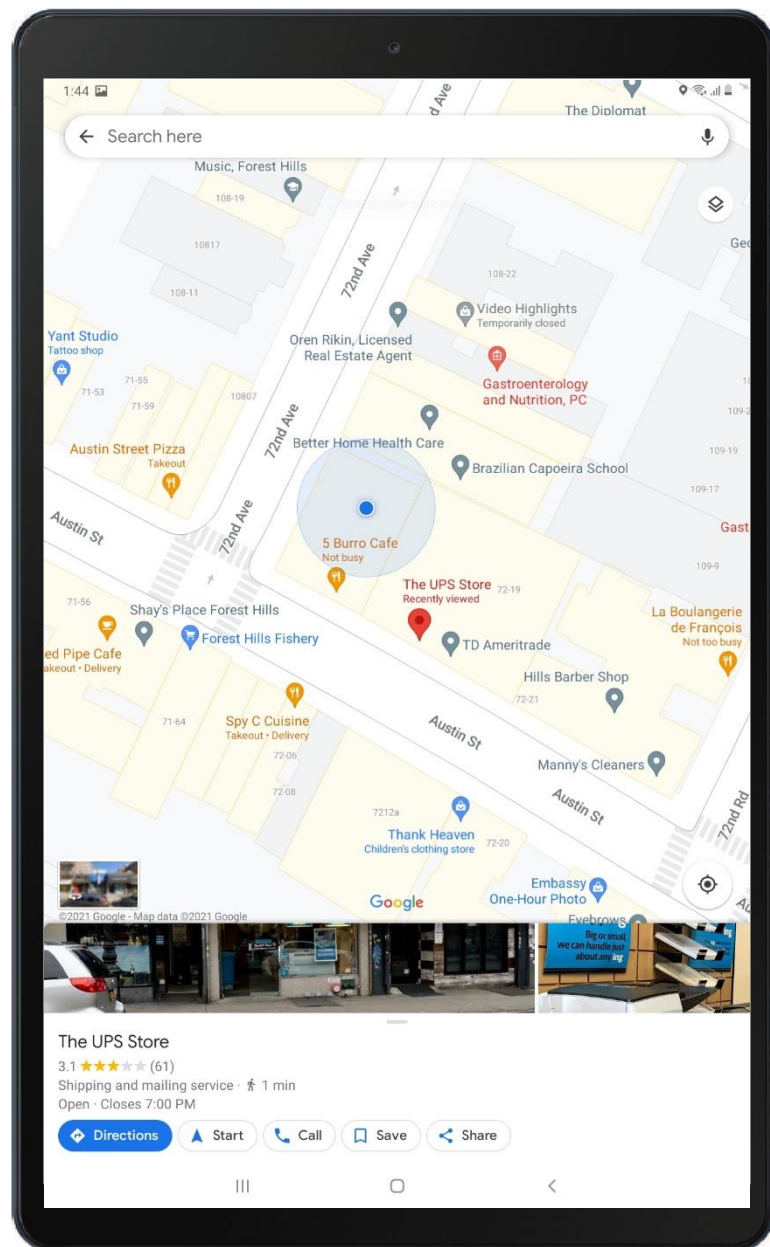
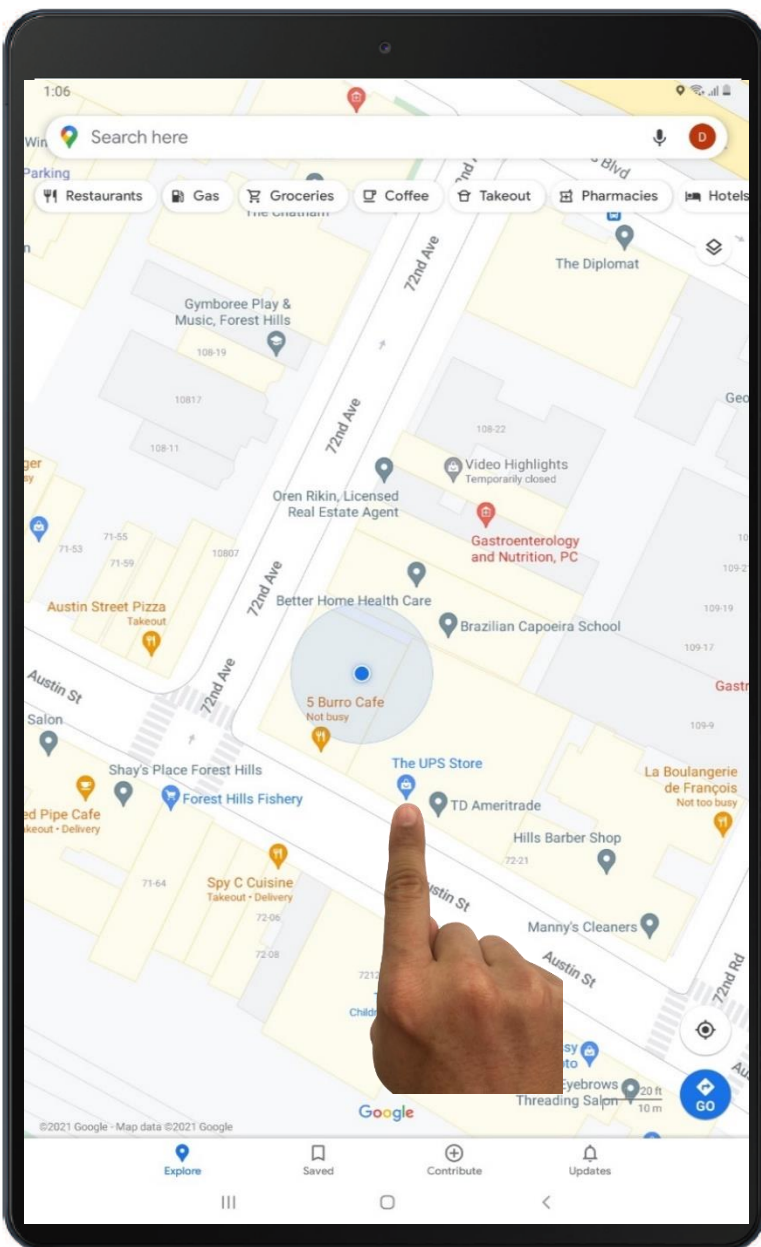


You can then **zoom out** (see more) by putting two fingers on the screen and pinching them together.

# Using the Google Maps

## Current Location View – Step 1 – Local Landmarks

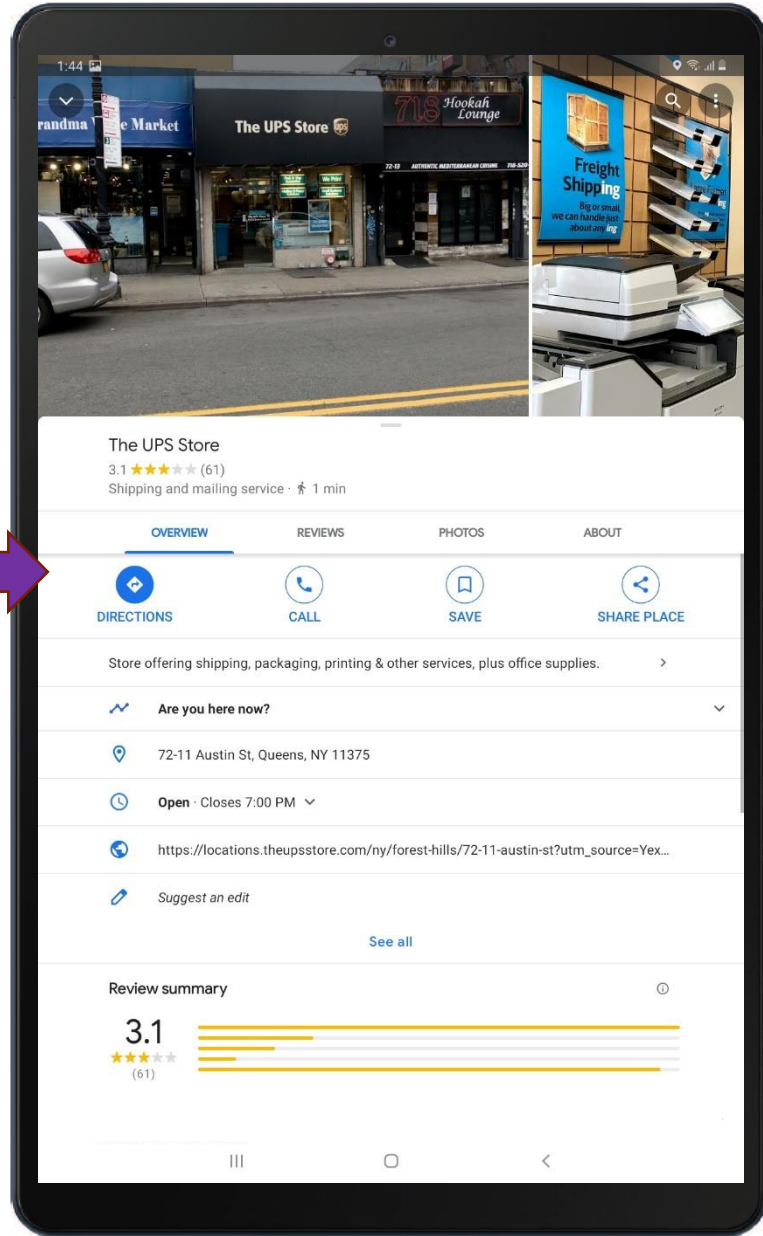
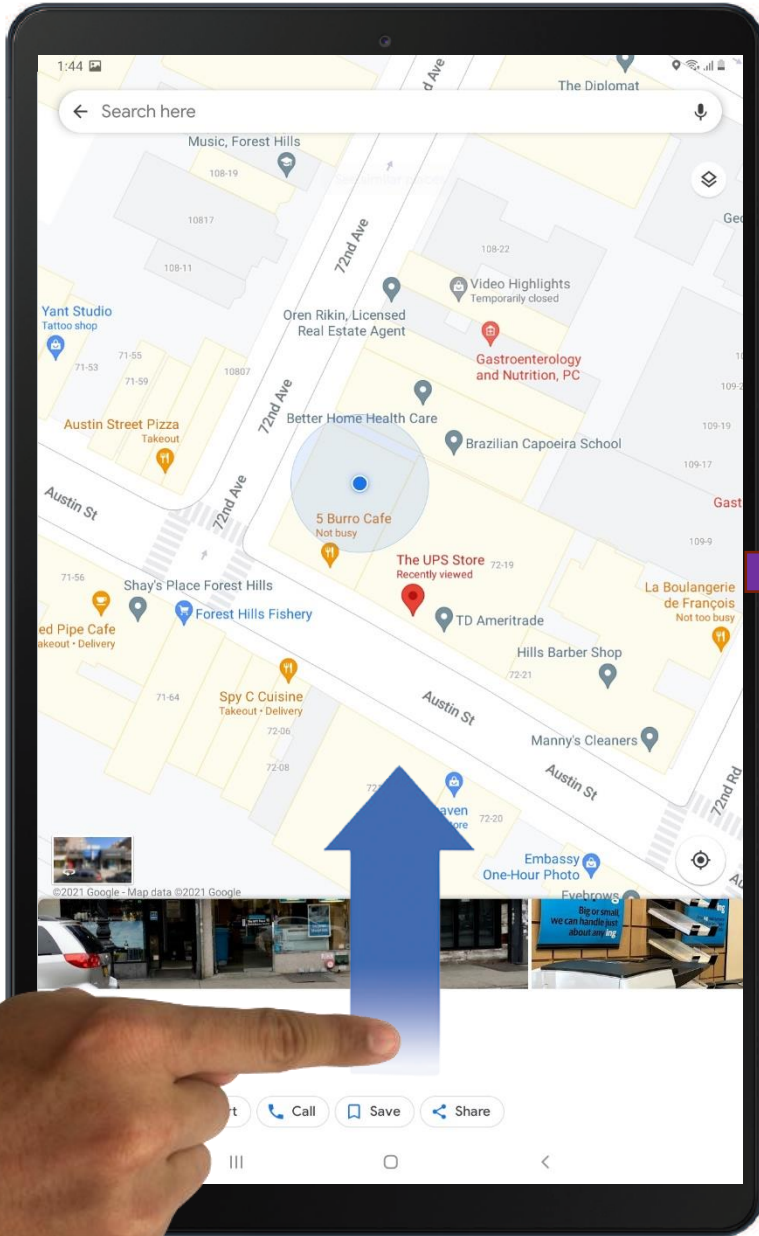
**Click** (tap) on any local landmarks and **Google Maps** will show you the estimated travel time, a description of the landmark, contact information, hours, and pictures!



# Using the Google Maps

## Current Location View – Step 2 – Local Landmarks

You can see more landmark information by **swiping** up from this screen.

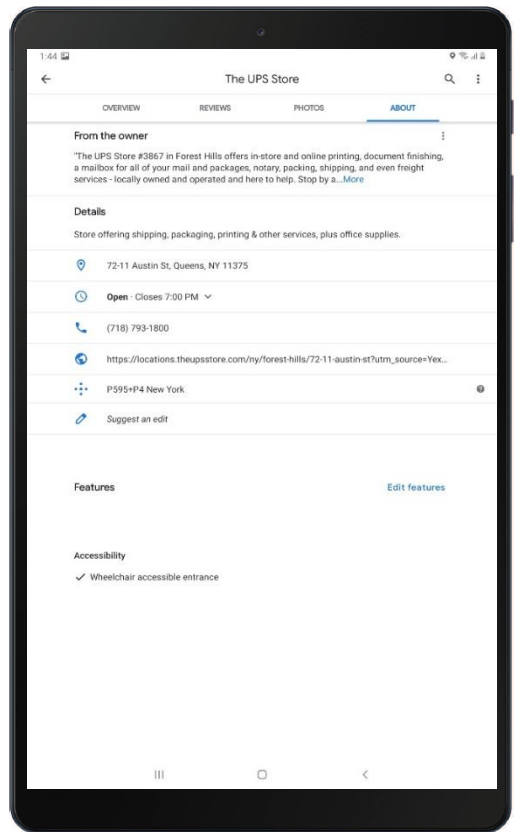
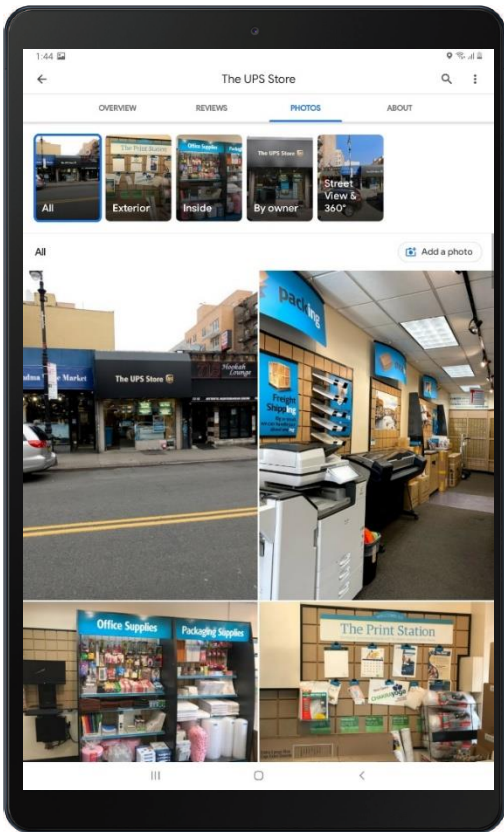
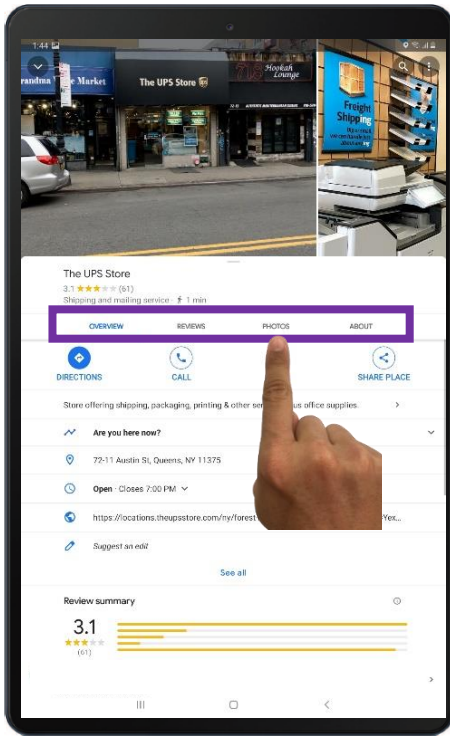


This will let you see reviews, photos, and general information regarding this location!

# Using the Google Maps

## Current Location View – Step 3 – Local Landmarks

**Click** (tap) on any of the options highlighted below to see reviews, photos, general information, contact information or the website address.

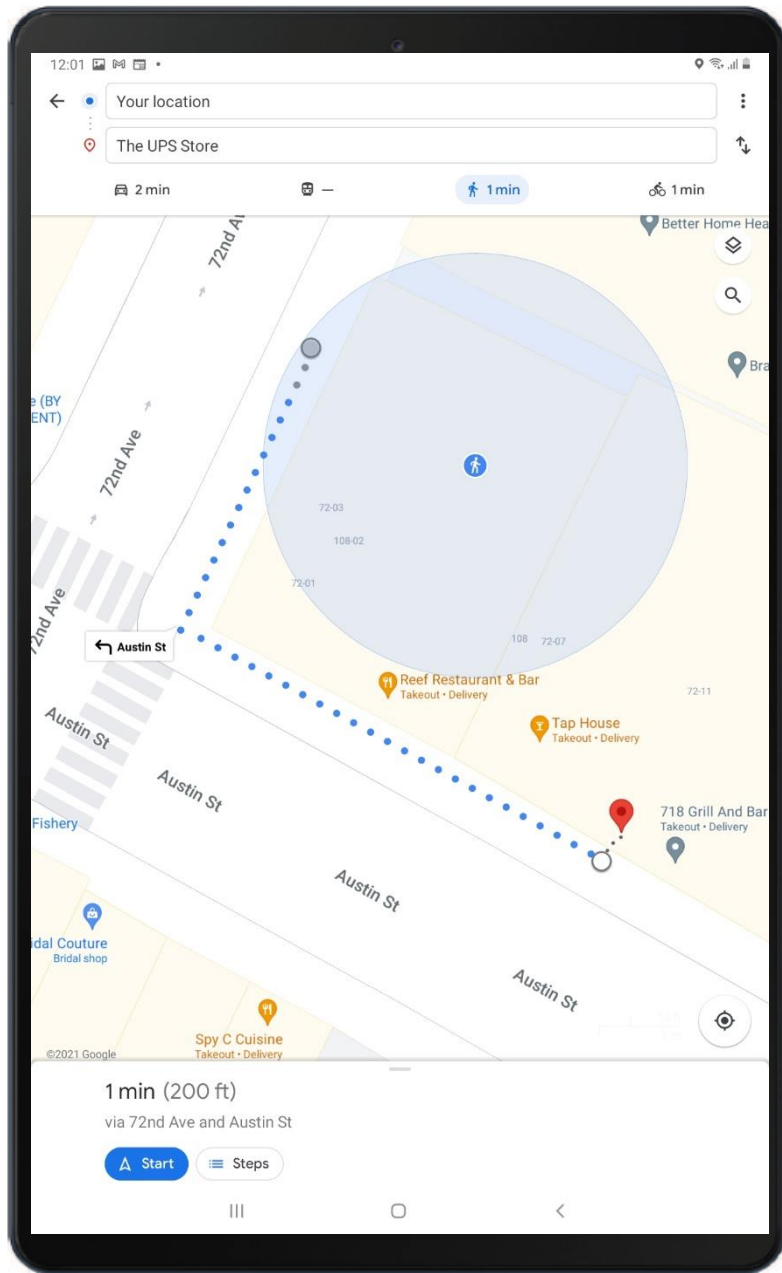
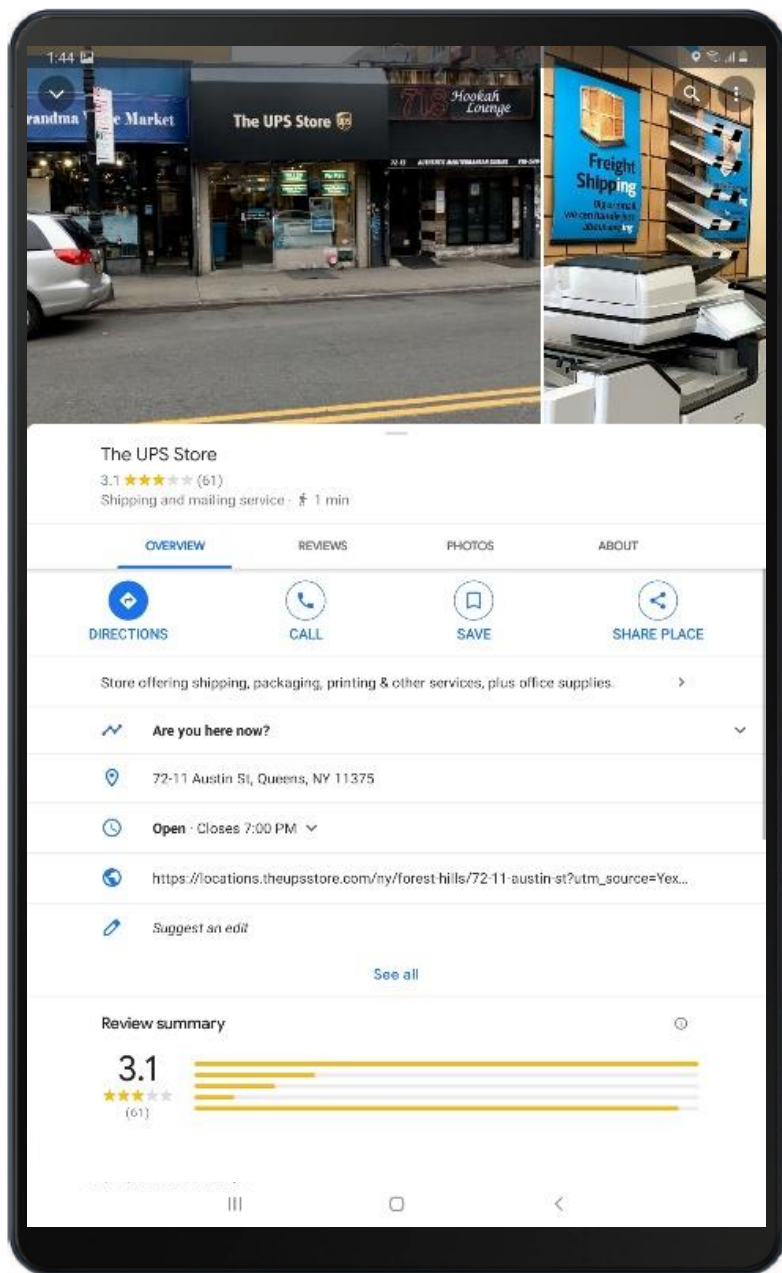


# Using the Google Maps

## Current Location View – Step 4 – Local Landmarks

If you would like to get automatic directions to the landmark you selected, you can do that by:

**Clicking** (tapping) on



You will read about how to use the different travel methods and directions in a couple pages.

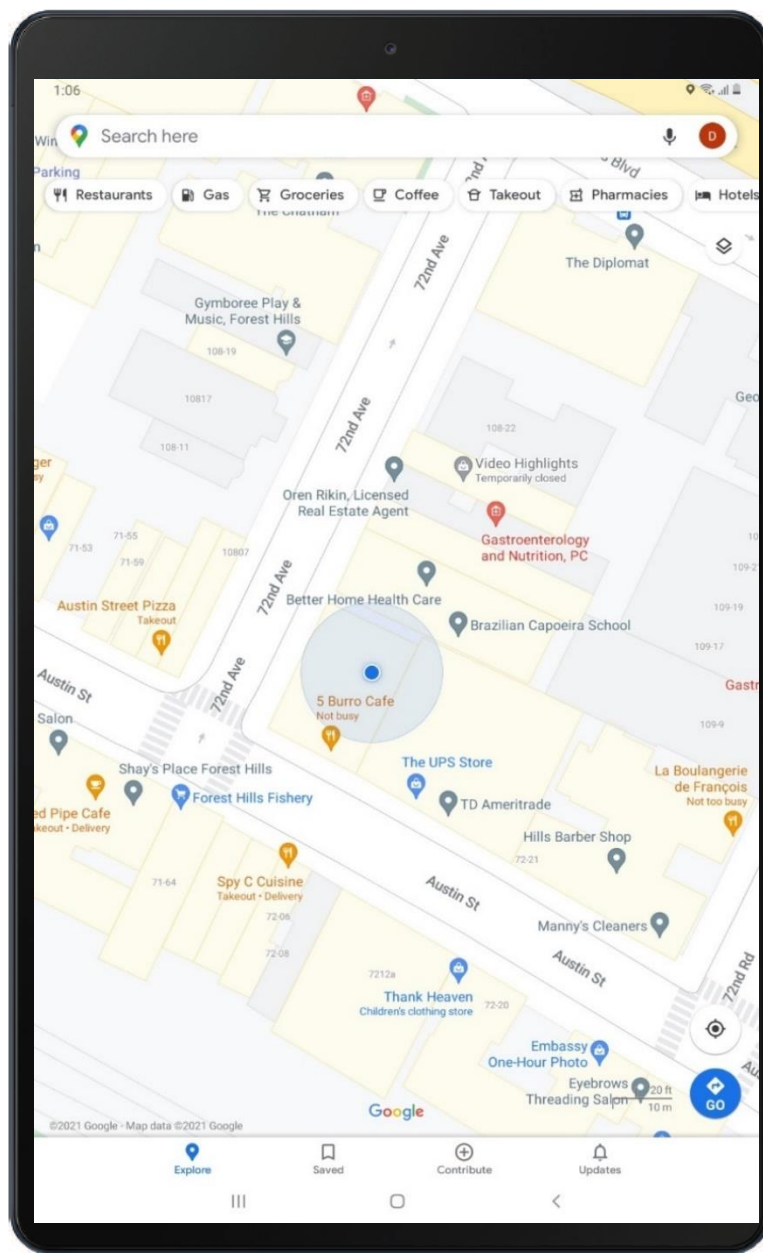
# Using the Google Maps

## Step 1 – Travel Directions

**Click** (tap) on the back arrow twice to return to the map.


You can request directions to a named destination (e.g. DOROT) or to a specific address (e.g. 171 West 85<sup>th</sup> Street).

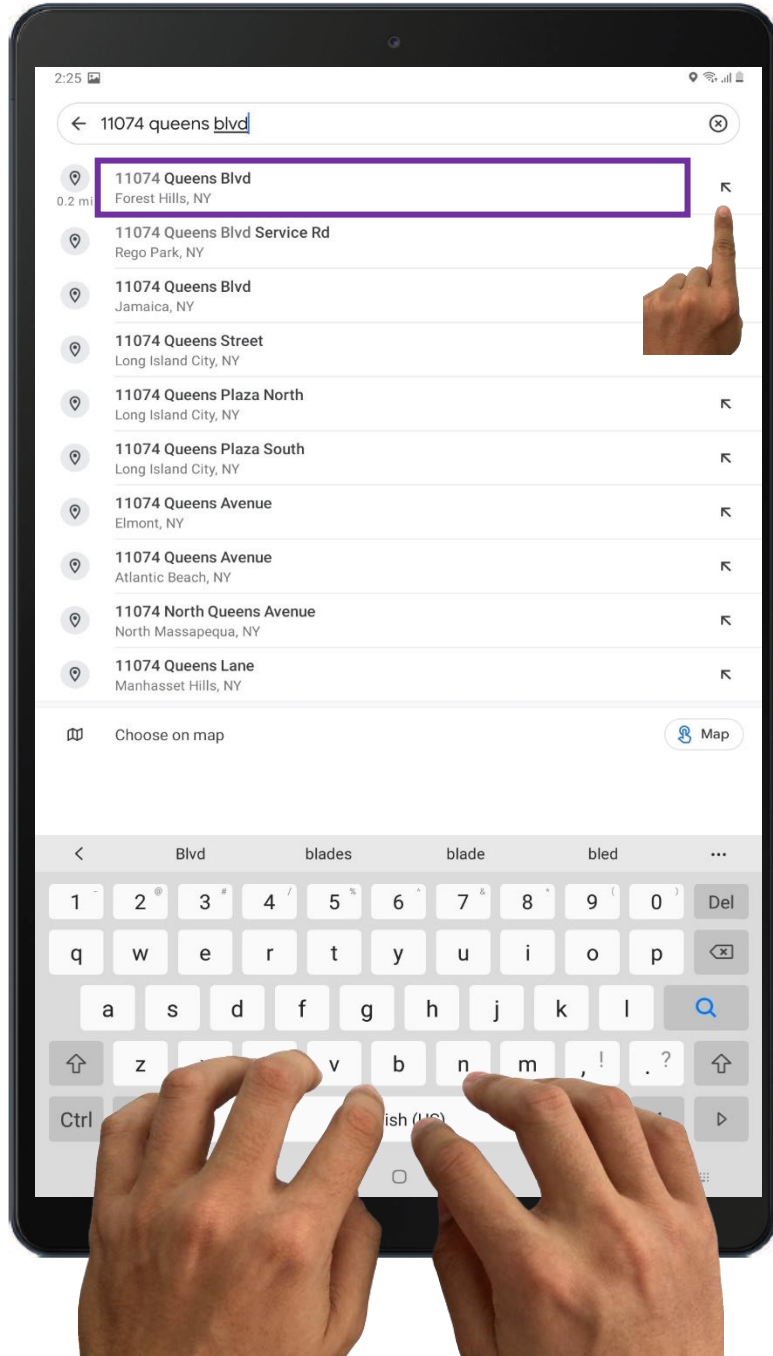
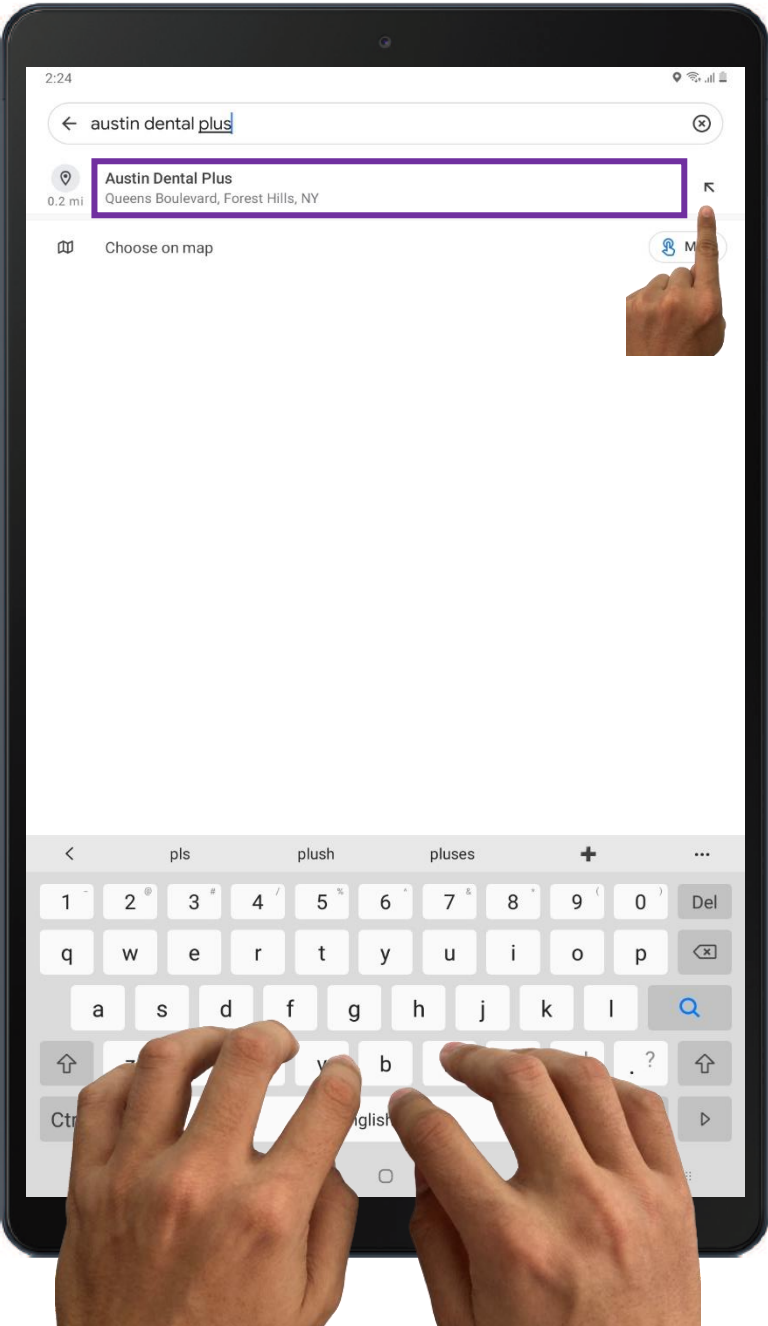
Start by **clicking** (tapping) on  Search here 



# Using the Google Maps

## Step 2 – Travel Directions

**Enter** (type) the name of destination (on left image below) or address (on right image below) directly in the search box. When your desired destination appears below, **click** (tap) on  .

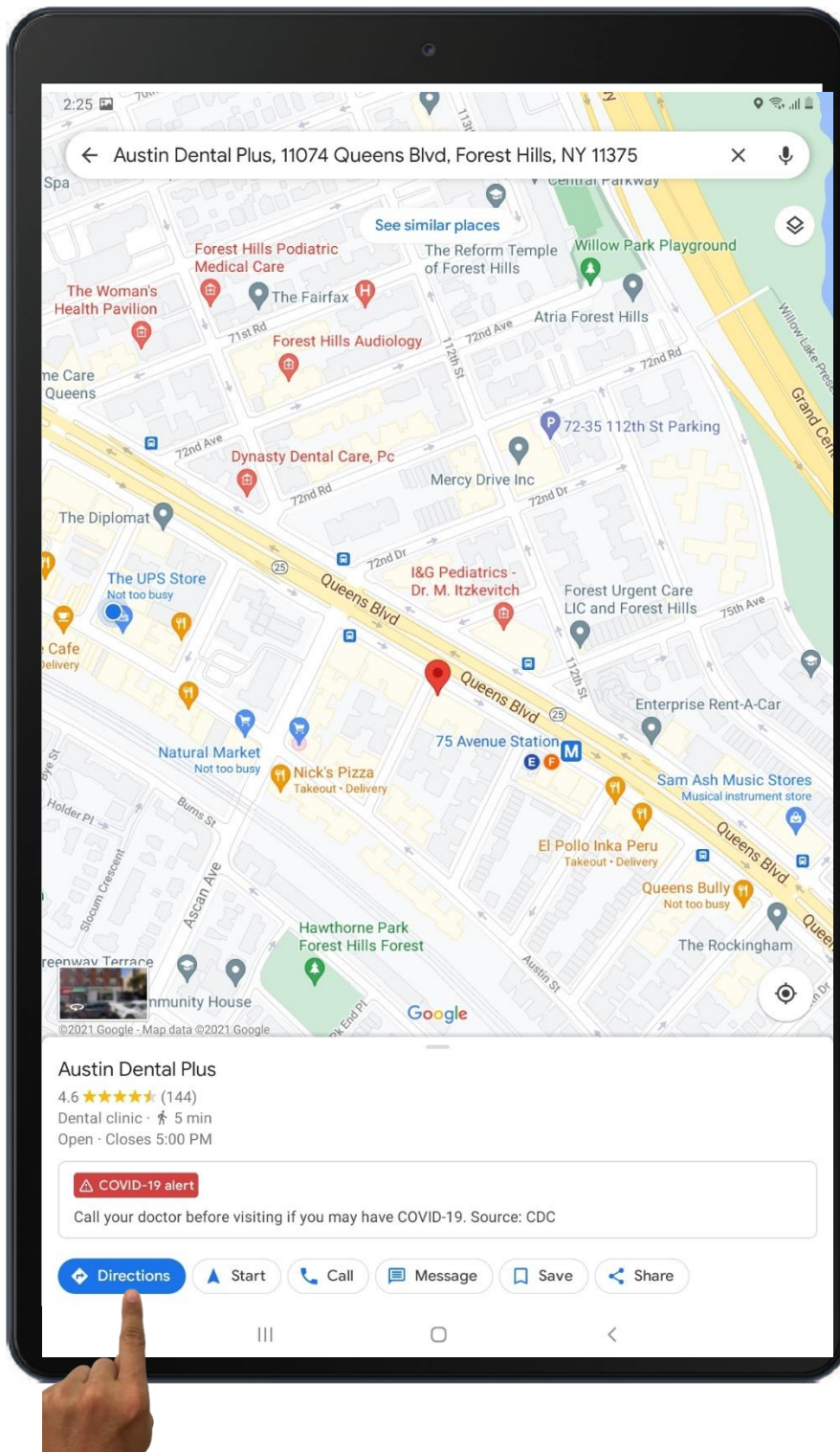


# Using the Google Maps

## Step 3 – Travel Directions

**Google Maps** will highlight your destination with a red balloon.

(📍). To get travel directions, **click** (tap) on  (on the lower left corner).



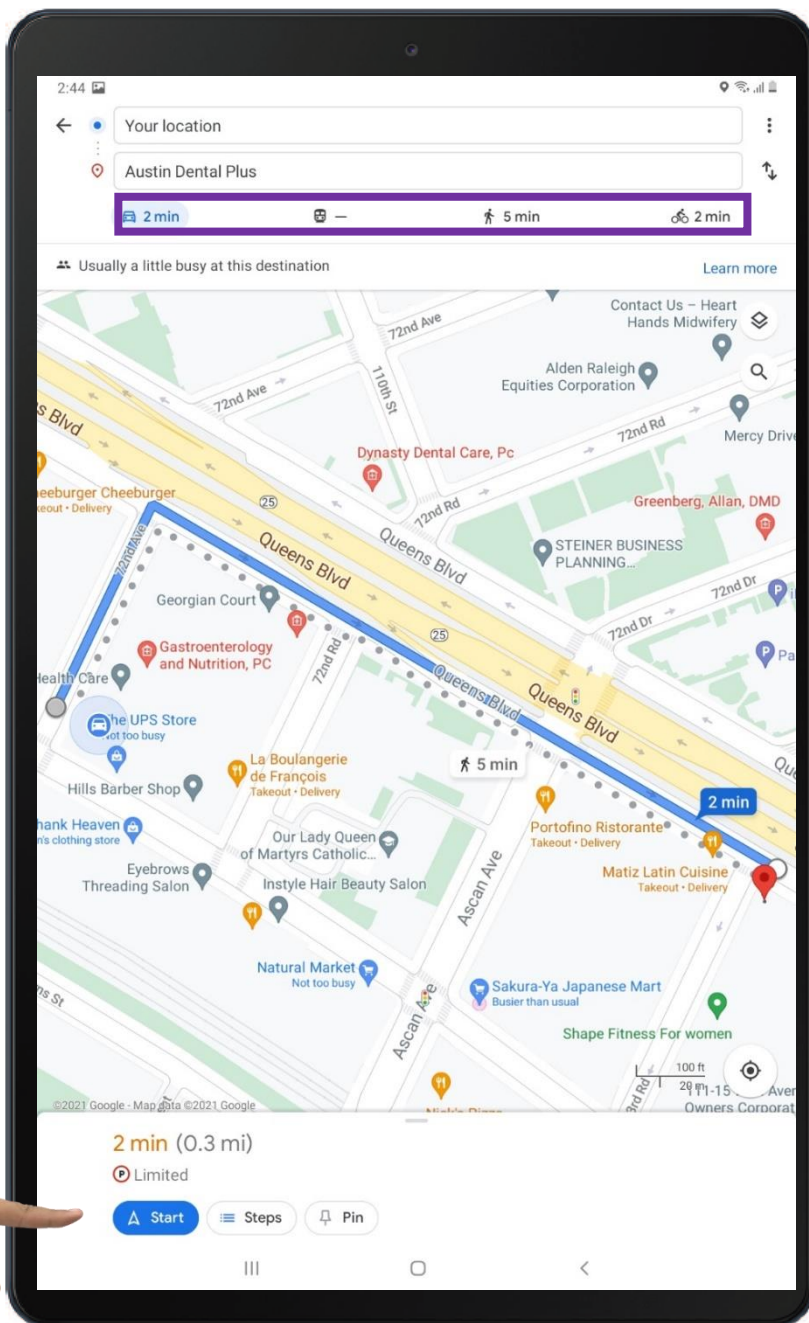


# Using the Google Maps

## Step 4 – Travel Directions

**Google Maps** will show the route in **blue**. Modes of transit (driving, public transit, walking, or biking) can be selected in the highlighted area below the location. If you're using the app for the first time, the default will be driving. Otherwise, it will be on whatever mode you used last. **Click** (tap) the mode you want. It will turn **blue**, and the screen will display this type of direction.


**Click** (tap)  **Start** to begin your trip.

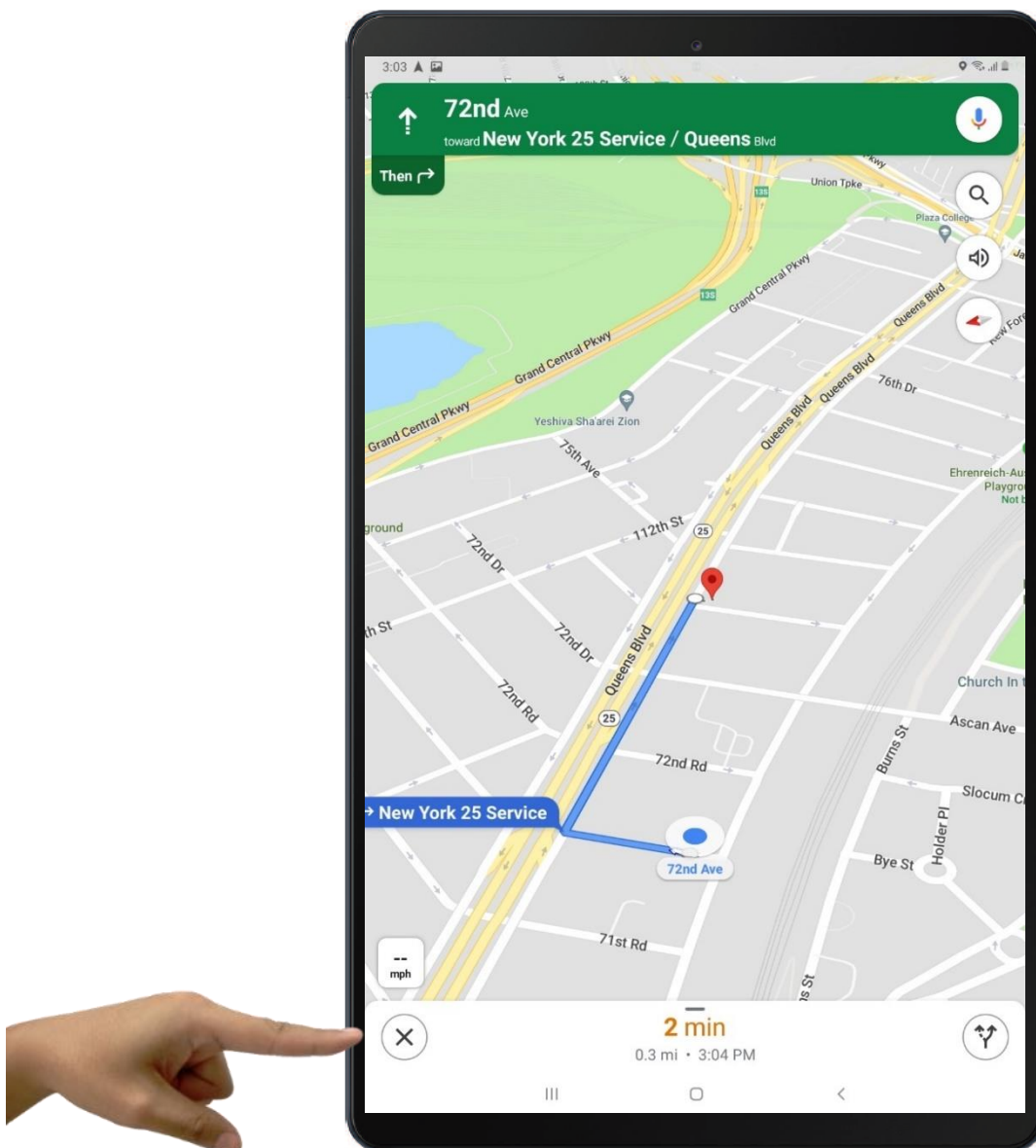


# Using the Google Maps

## Step 4 – Travel Directions – Driving

A new screen will display a map of your chosen route with step-by-step instructions on how to drive or walk to your destination, as well as an estimated travel time. You will also receive voice instructions. **Google Maps** will continuously update you on your remaining travel time as you move


**Click** (tap) on  at the bottom left of your screen when you have reached your destination, or if you want to change transportation mode.



# Using the Google Maps

## Step 4 – Travel Directions – Public Transportation

Try out the public transportation option.

**Click** (tap) on 

**Google Maps** will


indicate a

recommended route

(highlighted in blue)

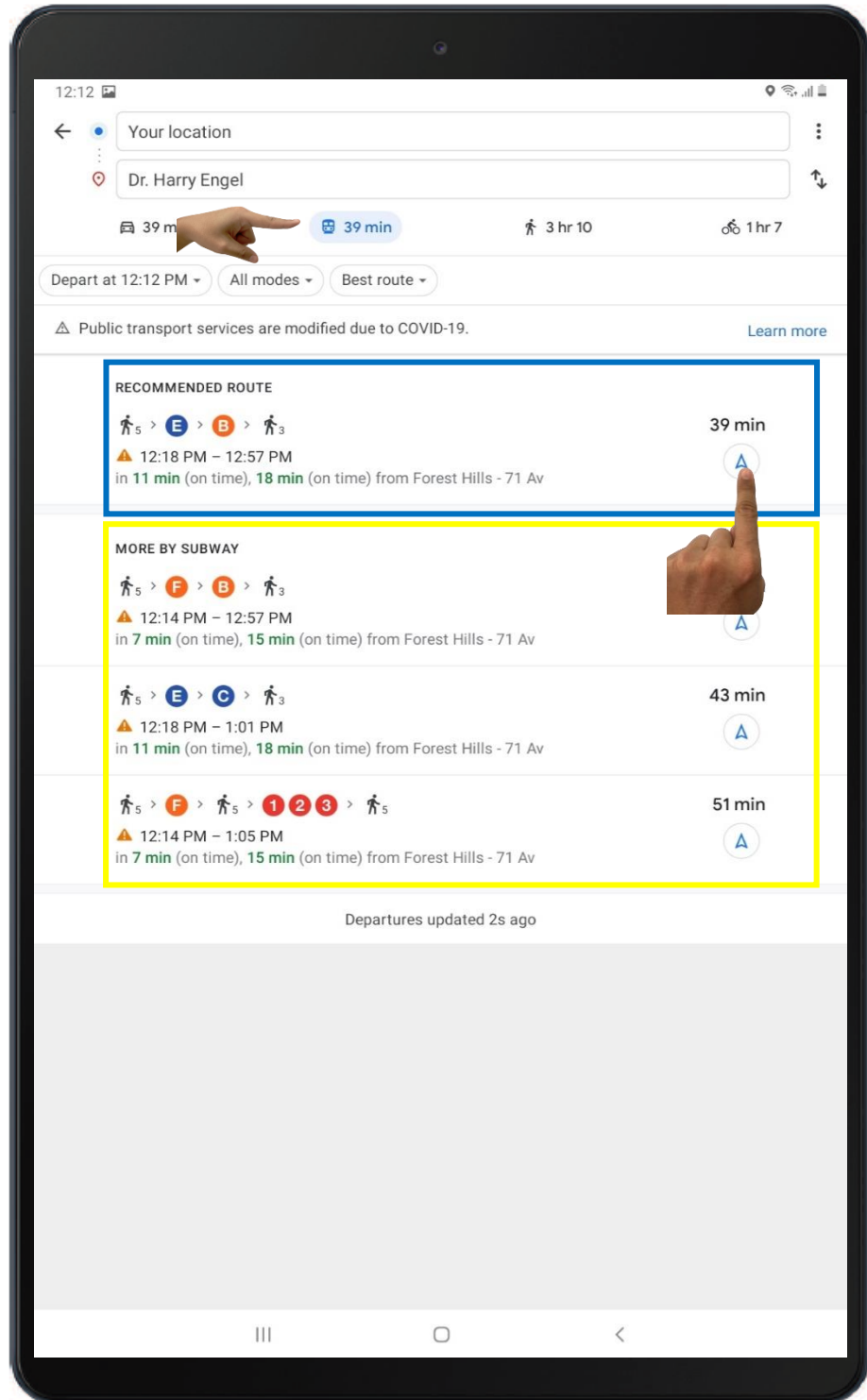
and other options

(highlighted in yellow).

**Click** (tap) on 

to the right of the route

you want.




# Using the Google Maps

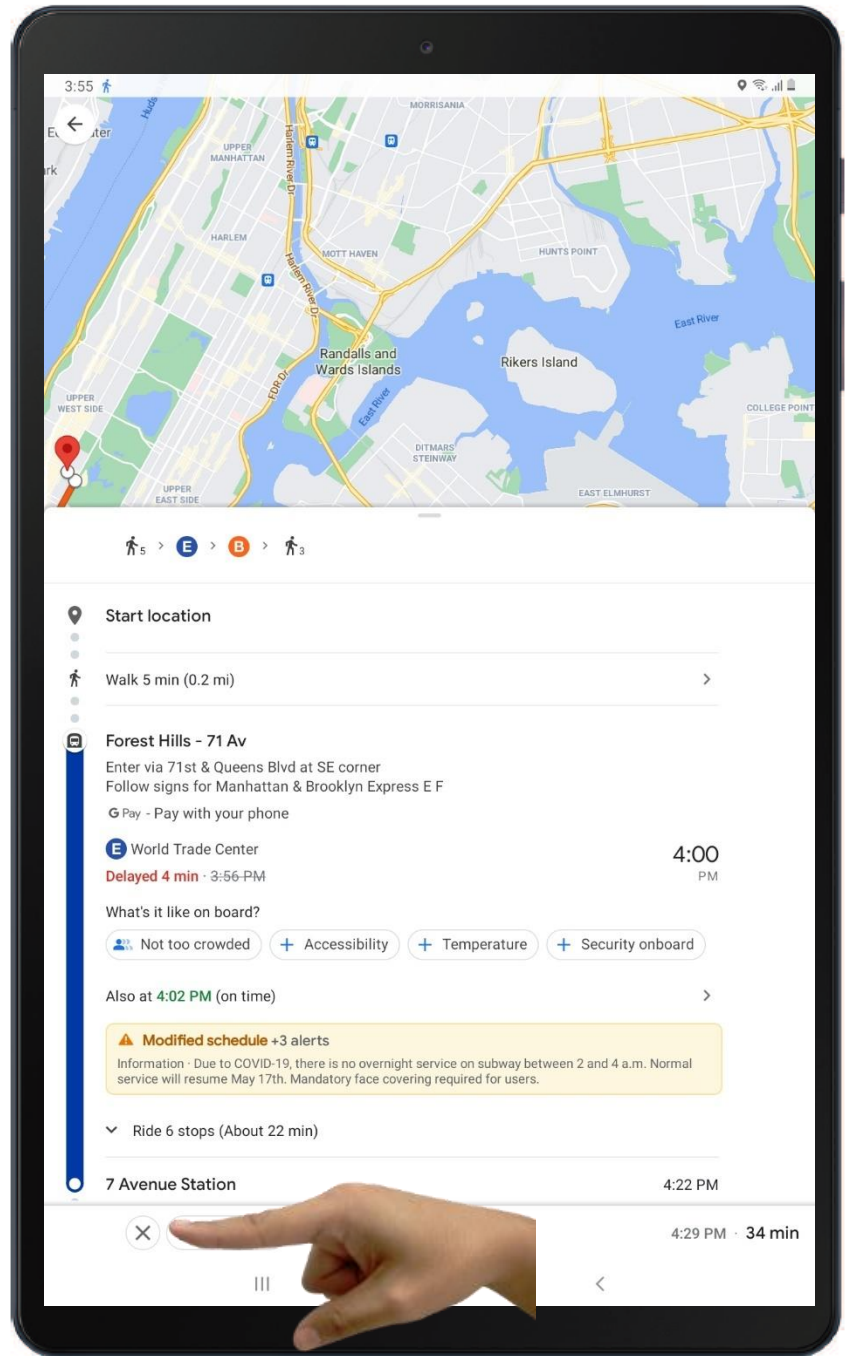
## Step 4 – Travel Directions – Public Transportation

You will be given narrated step-by-step directions to your destination, including the expected train arrival times!

If you lose internet connection between stops, narration will end; however, the written-out directions will remain on the screen.

**Click** (tap) on  if you would like to change transportation mode or if you have reached your destination. Try the other transportation modes with your coach!

**Click** (tap) on the home button at the bottom of the screen to return to the home screen.



# CLOCK

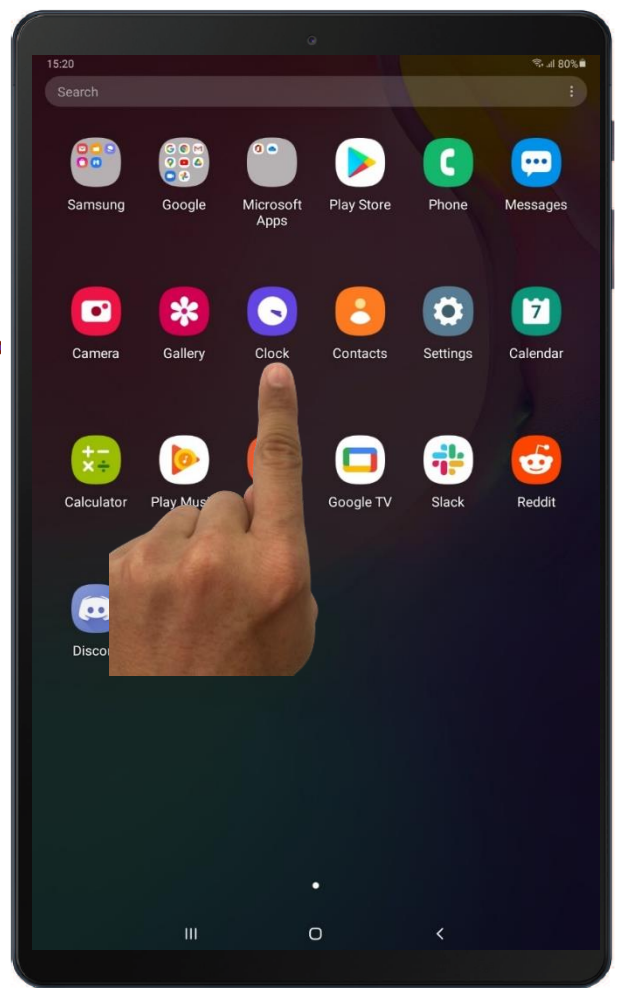
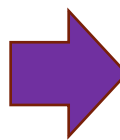
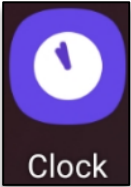
## Opening your Clock App

### Finding the Clock App

Locate the **Clock** app in your **App Drawer**.

You can access the app drawer by **swiping** up on your screen. This means placing your finger at the bottom of your home screen and lightly dragging up to open the **App drawer**. You will see the **Clock** icon (picture) in the list of applications.

**Click** (tap) on  to open the **Clock** app.



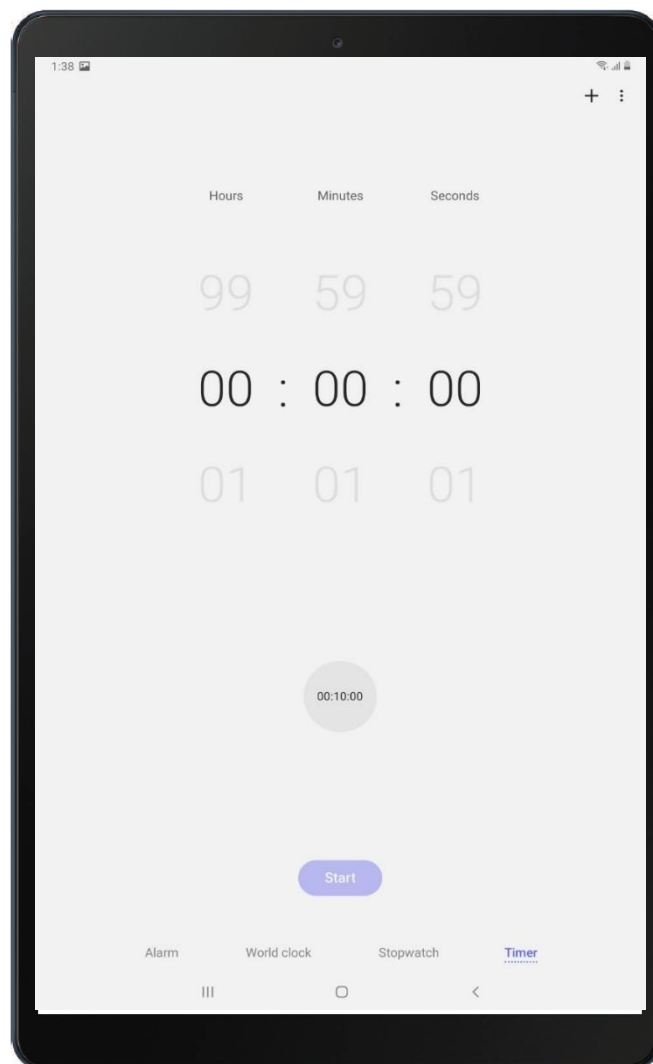
# Using the Clock Application

## What can we do with the Clock App?

The **Clock app** (tool) allows you to do a few things:

- Set an Alarm
- Set a Timer
- Access the World Clock
- Access the Stopwatch

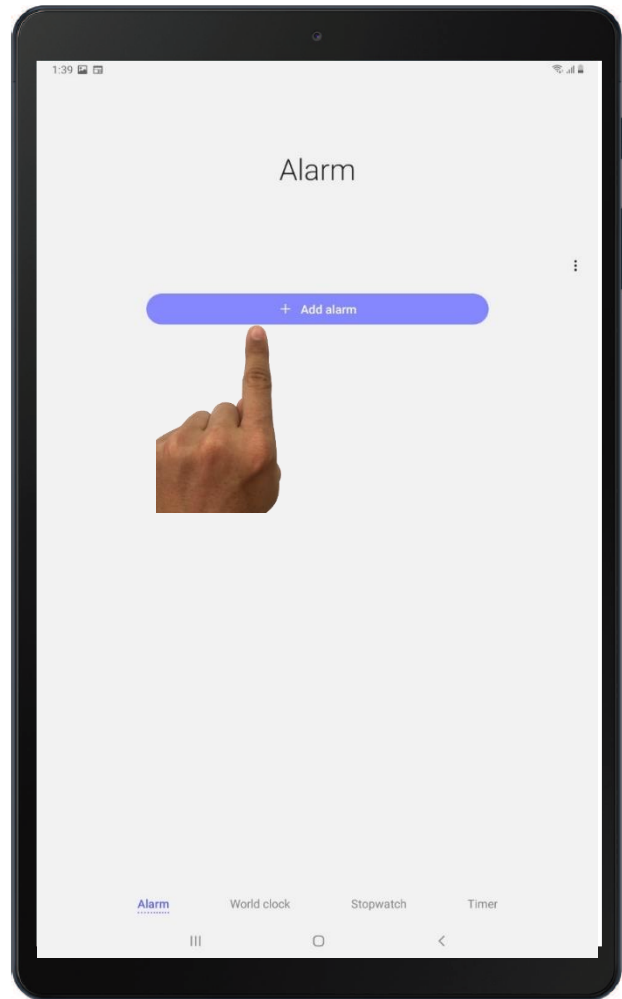
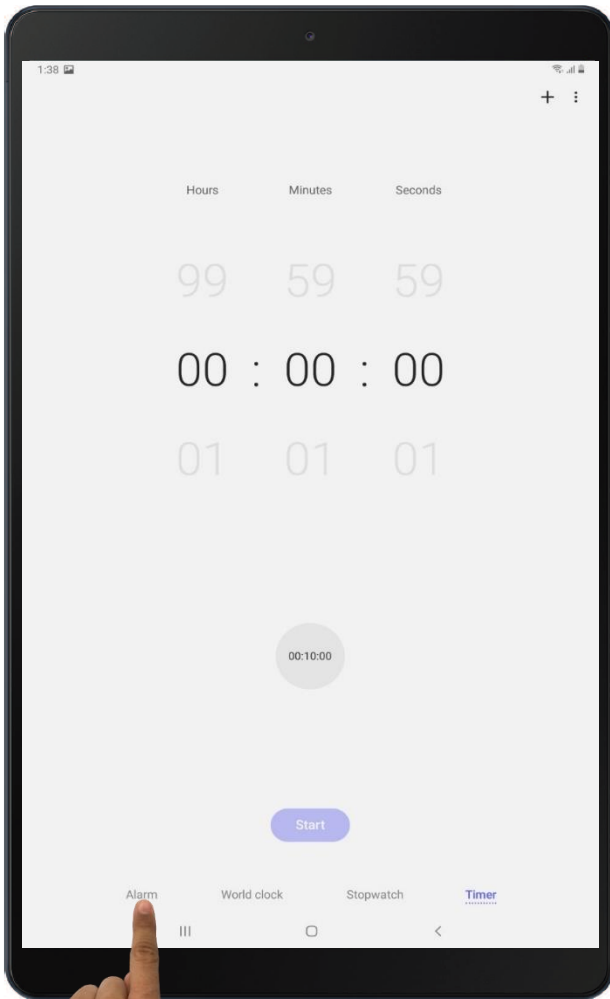
Each of these are helpful tools you can use every day on your tablet. All options are located at the bottom of the screen whenever you have the **Clock** app open. **Click** (tap) to move from one option to the other.



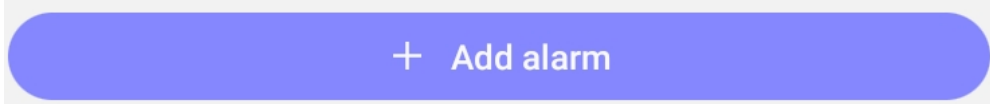
# Using the Clock Application

## Step 1 – Setting the Alarm

To set an alarm, **click** (tap) on **Alarm** in the bottom left corner.

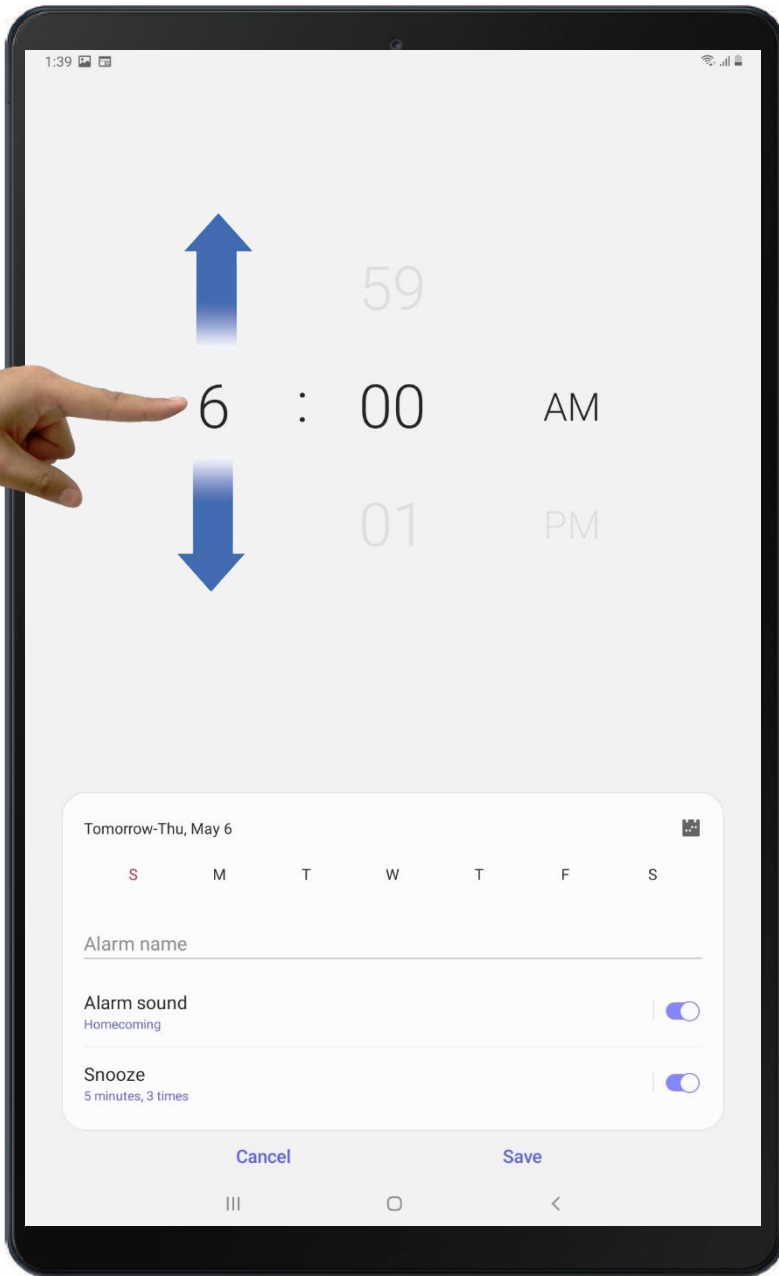


**Click** (tap) on



# Using the Clock Application

## Step 2 – Setting the Alarm – Setting the Time

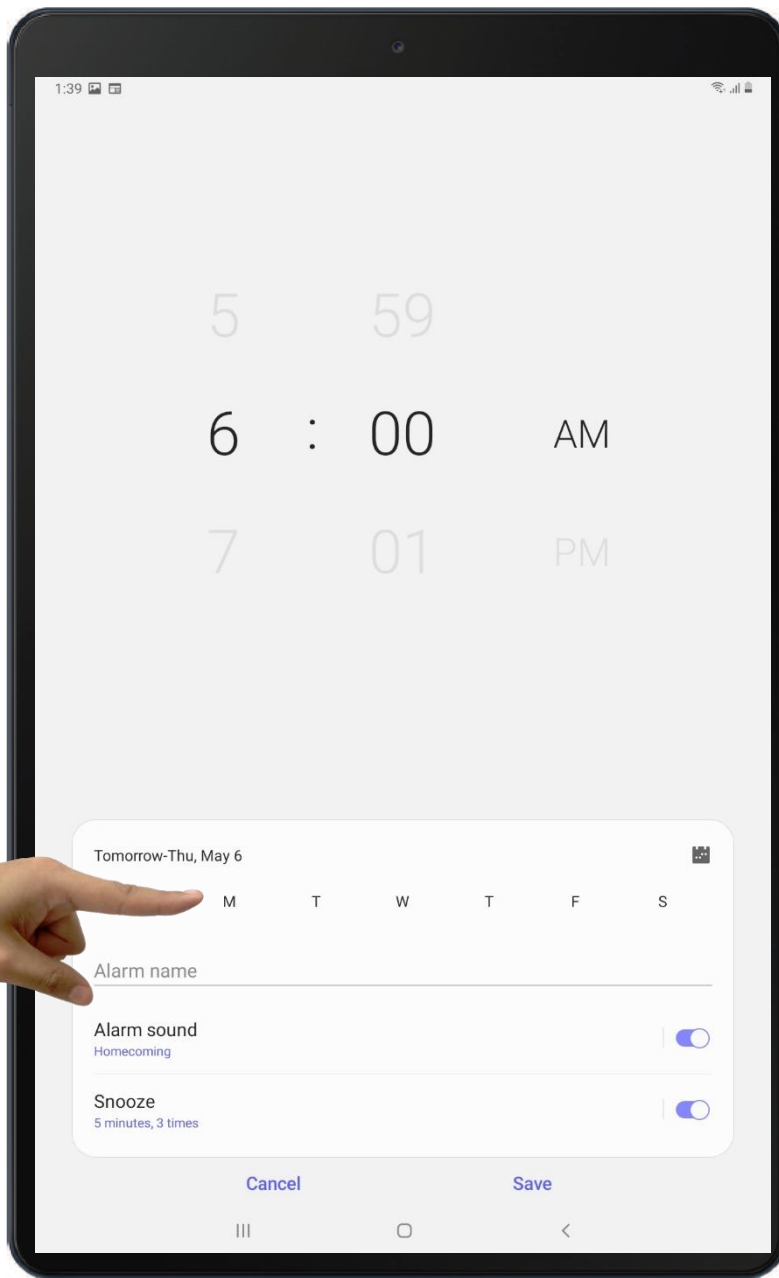


Great! You reached the alarm settings. You can select the time you want your alarm to go off by **clicking** (tapping) on the hours, minutes, AM/PM, and sliding up or down.



# Using the Clock Application

## Step 3 – Setting the Alarm – Picking a Weekday



You can now pick a specific day you want your alarm to go off.

**Click** (tap) on:



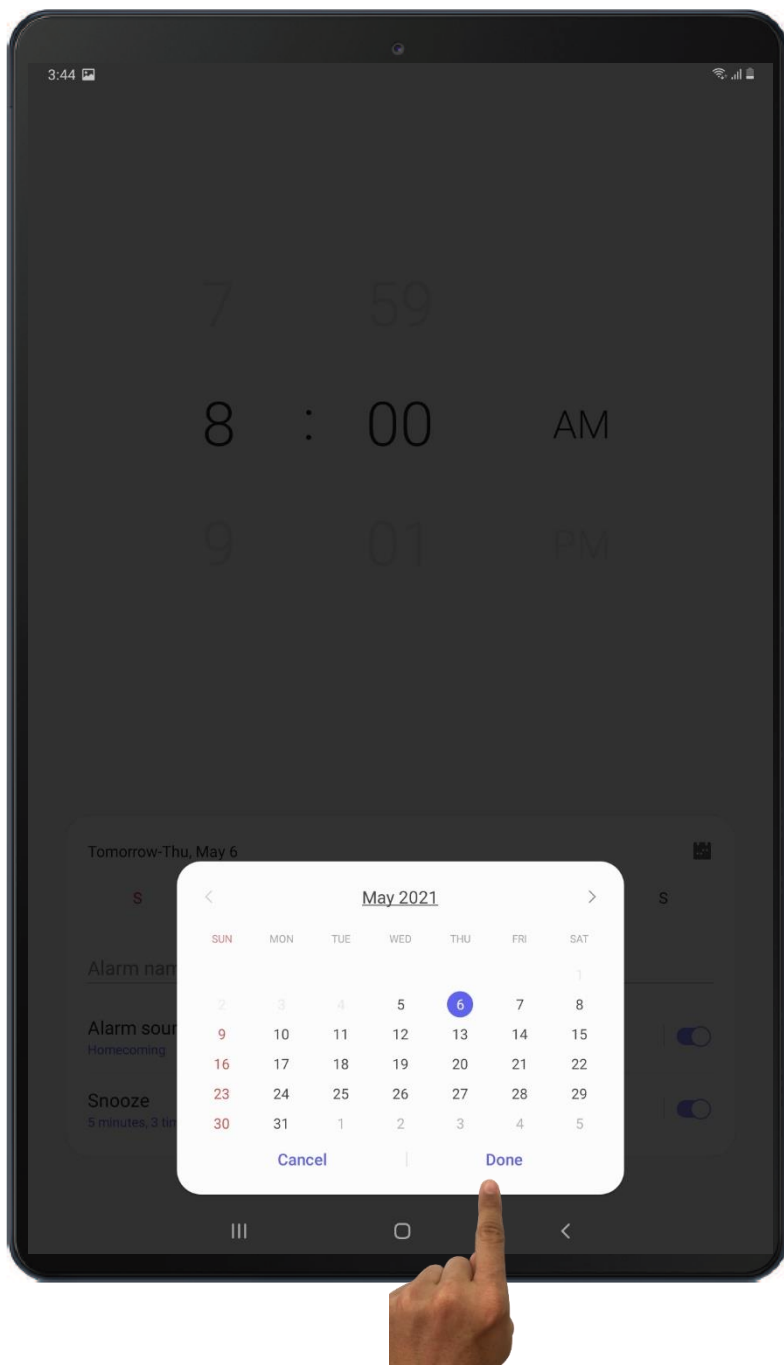
Each letter represents a day of the week.

From left to right the days are:


(Sunday, Monday, Tuesday, etc.)

# Using the Clock Application

## Step 4 – Setting the Alarm – Picking a Specific Date



You can also select a specific date you want your alarm to go off.

**click** (tap) on: 

You'll notice a small calendar appear on your screen. Go ahead and select the specific date on which you want your alarm to go off. You can change the month by **clicking** (tapping) on the left and right arrows located on the corners of the calendar.

**Click** (tap) on **Done** to save the date.

# Using the Clock Application

## Step 4 – Setting the Alarm – Give Your Alarm a Name

You can give your alarm a name by

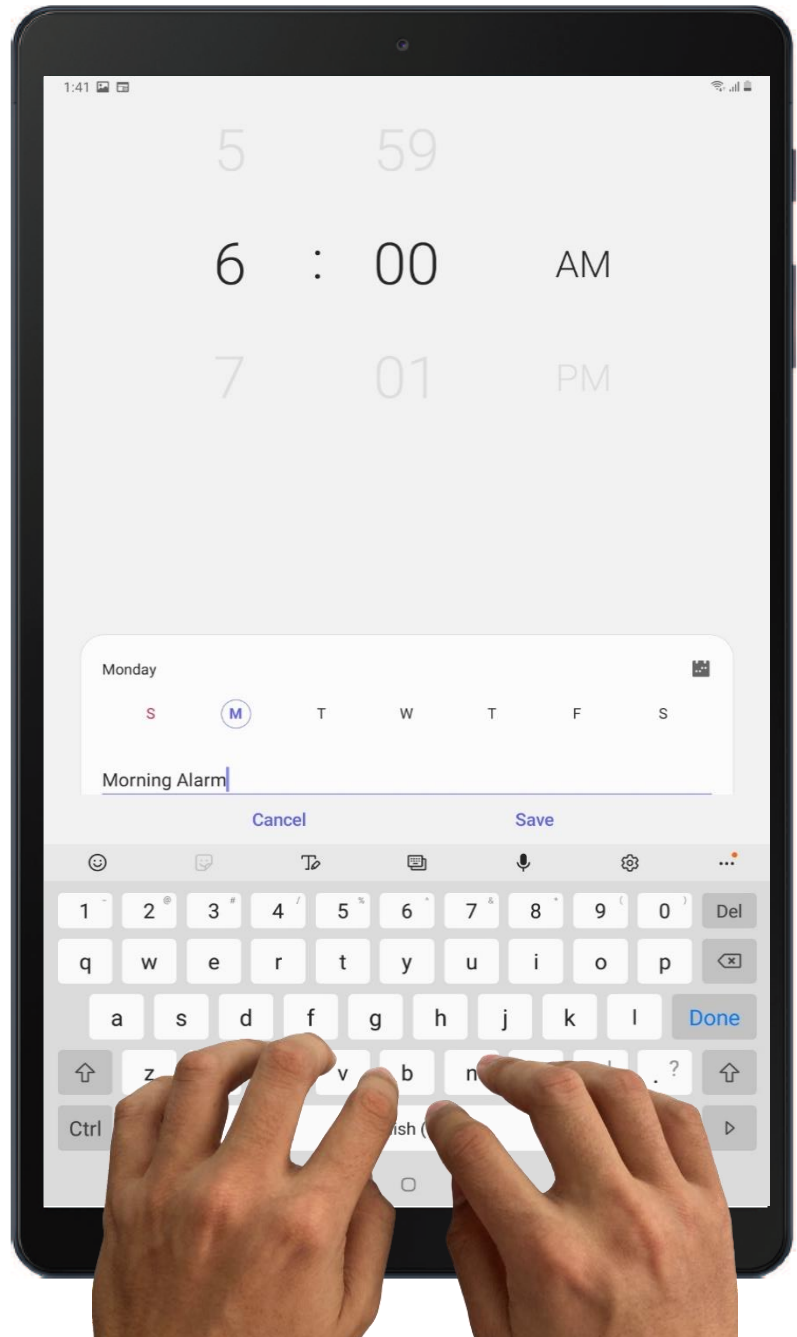
**Clicking** (tapping) on

Alarm name

It is always a good idea to give your alarms a name so you can differentiate them.

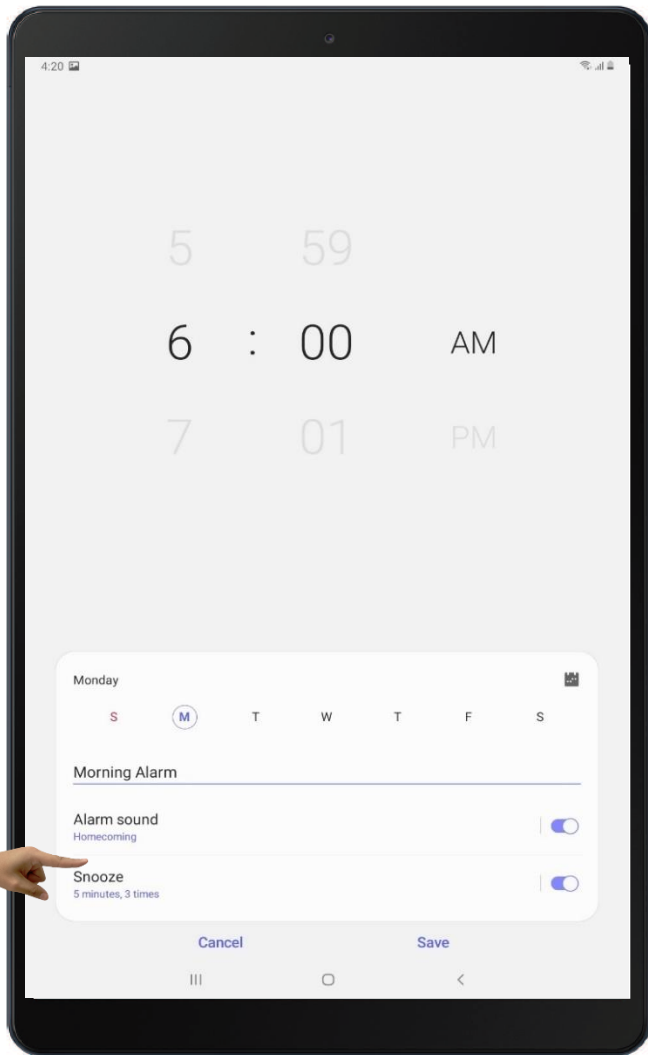
**Click** (tap) on **Done**

to save the name of the alarm.



# Using the Clock Application

## Step 5 – Setting the Alarm – Alarm Sound

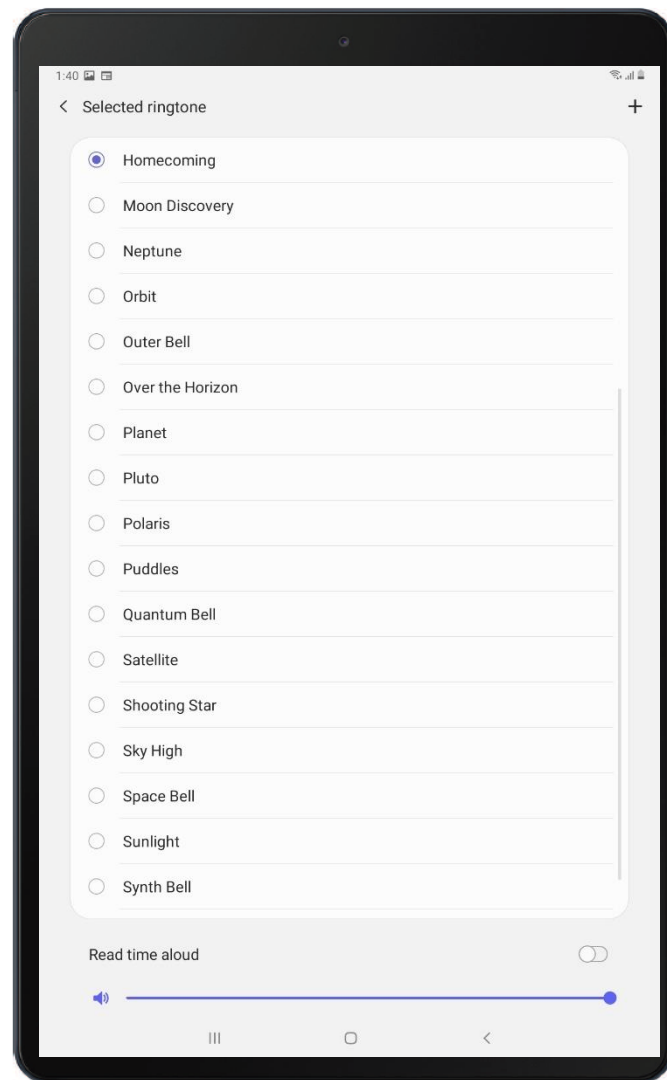
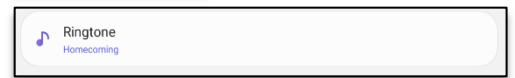


You can edit and change the sound your alarm will make when it goes off.

**Click** (tap) on



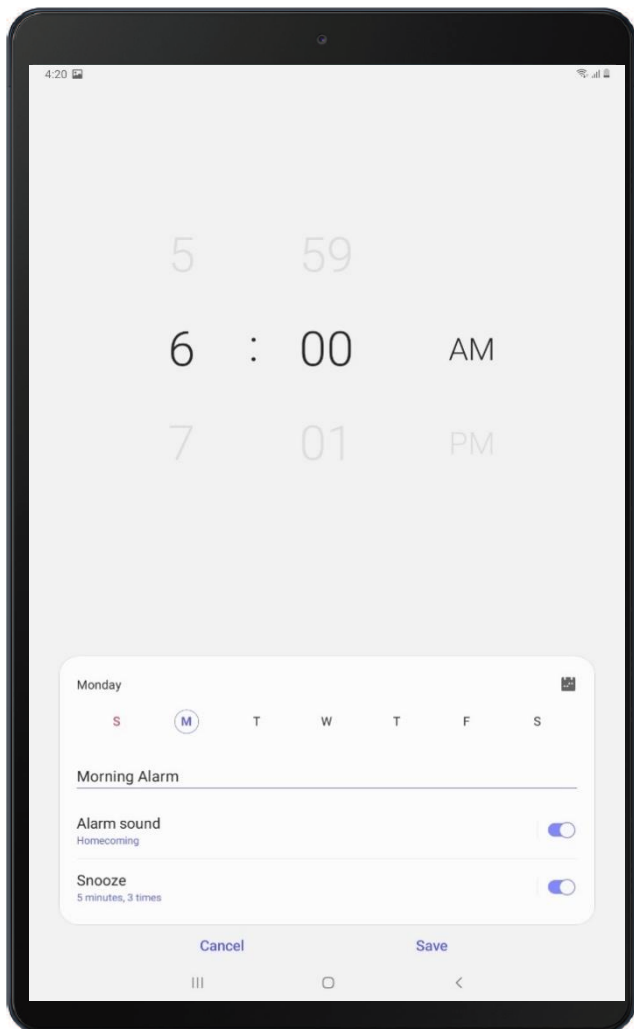
**Click** (tap) on




You can select any of the **ringtones** (sounds) listed here! **Click** (tap) on any of the options here. The **ringtones** (sounds) will automatically play from your speaker. Take some time to go through the available sounds (ringtones) and pick one you like. **Click** (tap) on the back arrow twice to return to the alarm settings.

# Using the Clock Application

## Step 6 – Setting the Alarm – Setting Snooze

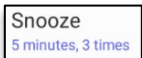


Finally, you will set up the **Snooze** setting. **Snooze** allows you to stop and reset the alarm clock as it is going off. Sometimes we just need some extra time!

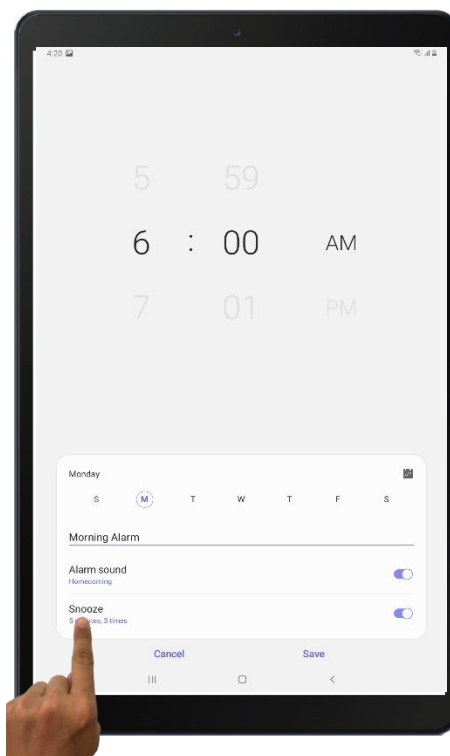
If you don't want to use Snooze, **click** (tap) on the symbol next to  “*Snooze*”



You will see it turn white.

**Snooze** is automatically set to 5 minutes. That means if your alarm goes off, and you decide to **snooze** it will go off again within the next 5 minutes. If you would like to change the **snooze** time you can do that by **clicking** (tapping) on 

If you are fine with a 5-minute **snooze**, skip to page: 46



# Using the Clock Application


## Step 6 – Setting the Alarm – Setting Snooze

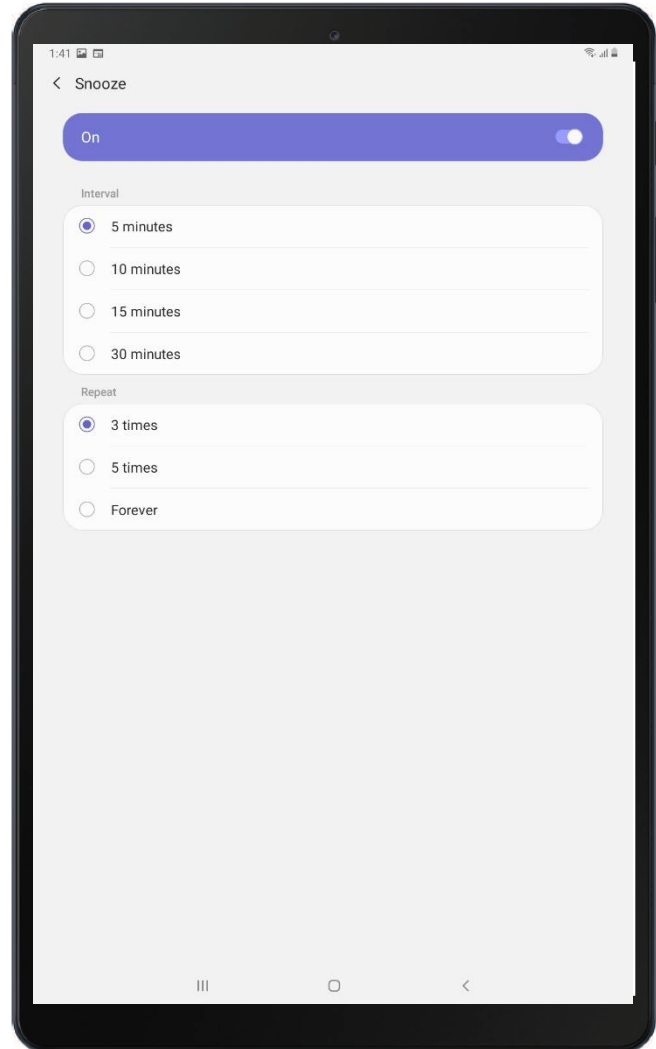
In the **snooze** settings you can choose the exact amount of time you want to silence the alarm before it starts going off again.

You can do this by changing the amount of time listed under “*Interval*.”

The “*repeat*” section indicates how many times you can use **snooze** before the alarm will continue ringing indefinitely.

**Snoozing** more than 5 times is considered defeating the purpose of the alarm.

**Click** (tap)  on the back arrow on the bottom right once to return to the alarm settings.

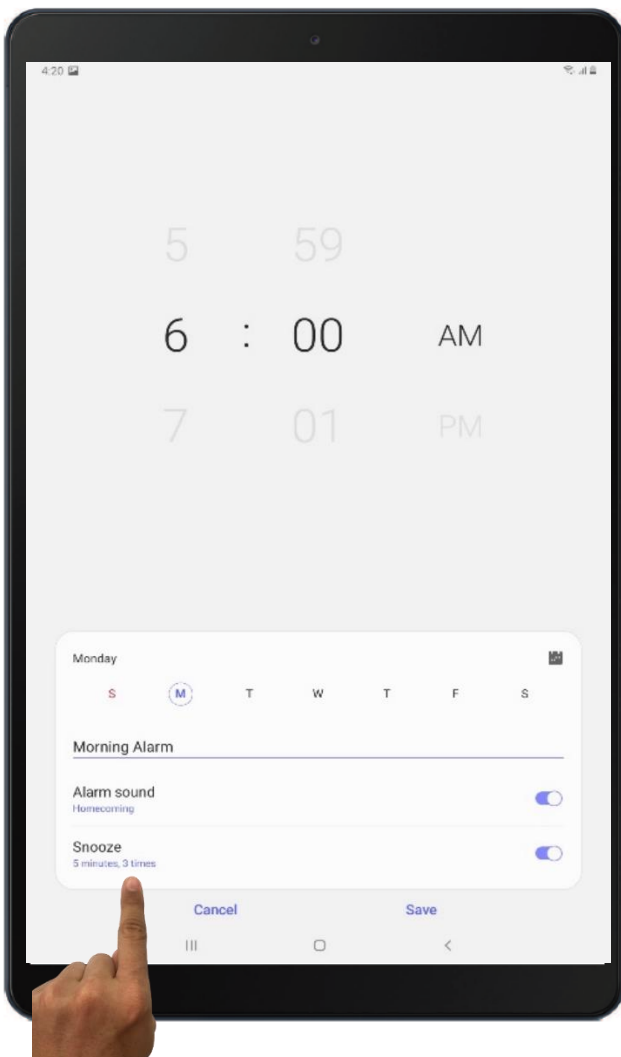




# Using the Clock Application

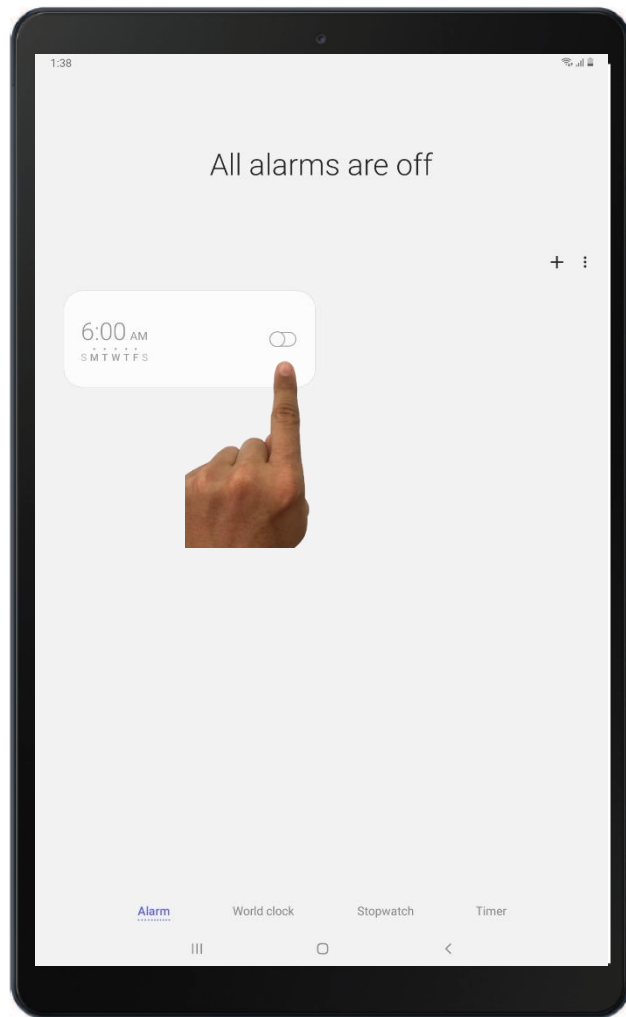
## Step 7 – Setting the Alarm – Saving Your Alarm


Now that you have finished setting your preferences, you will save this alarm.

**Click** (tap) on **Save**



You will see the newly created alarm listed here. To use it, you need to turn it on by **clicking** (tapping) on the  next to the alarm. It will turn  blue.



Your alarm is set to go off on the day and time you have it set to, as long as the icon (picture) next to the time is blue. 

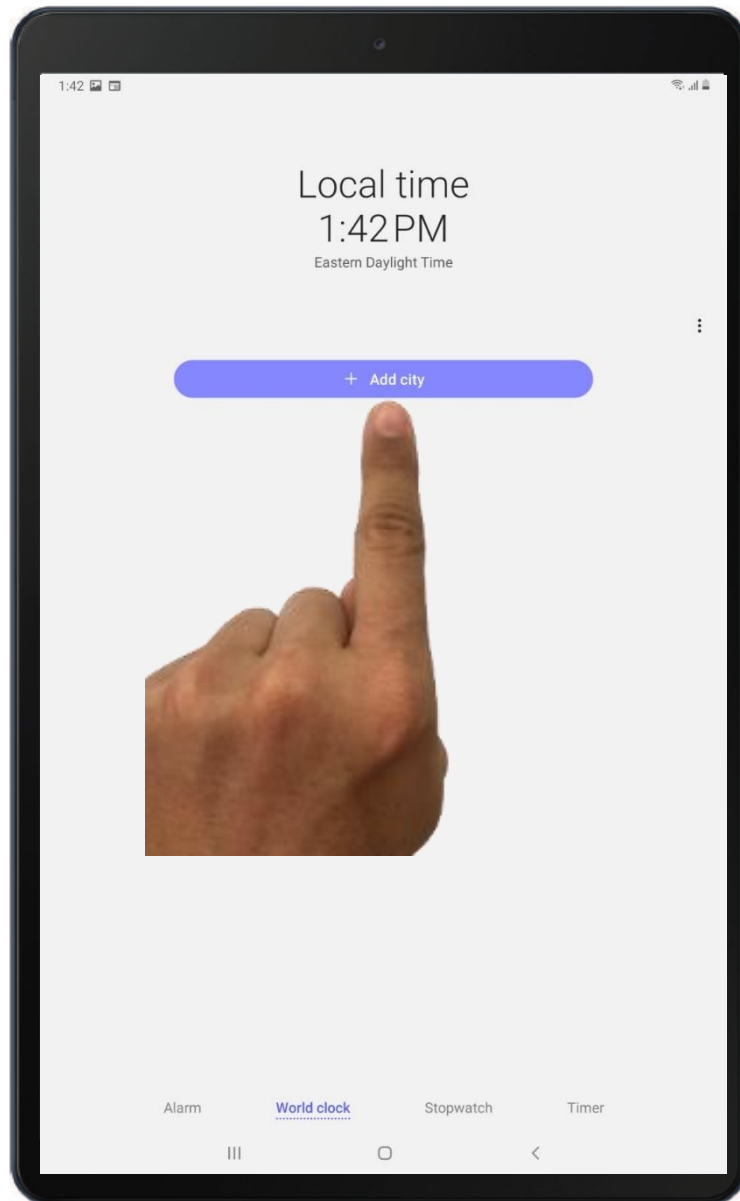
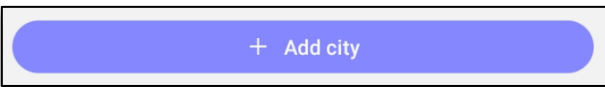
# Using the Clock Application

## Using the World Clock

The world clock feature allows you to check the time and weather in any city in the world! This can be helpful when you travel or want to communicate with people in other time zones. You can start using the world clock by adding your current location.

**Click** (tap) on  located on the bottom of the screen, then


**Click** (tap) on

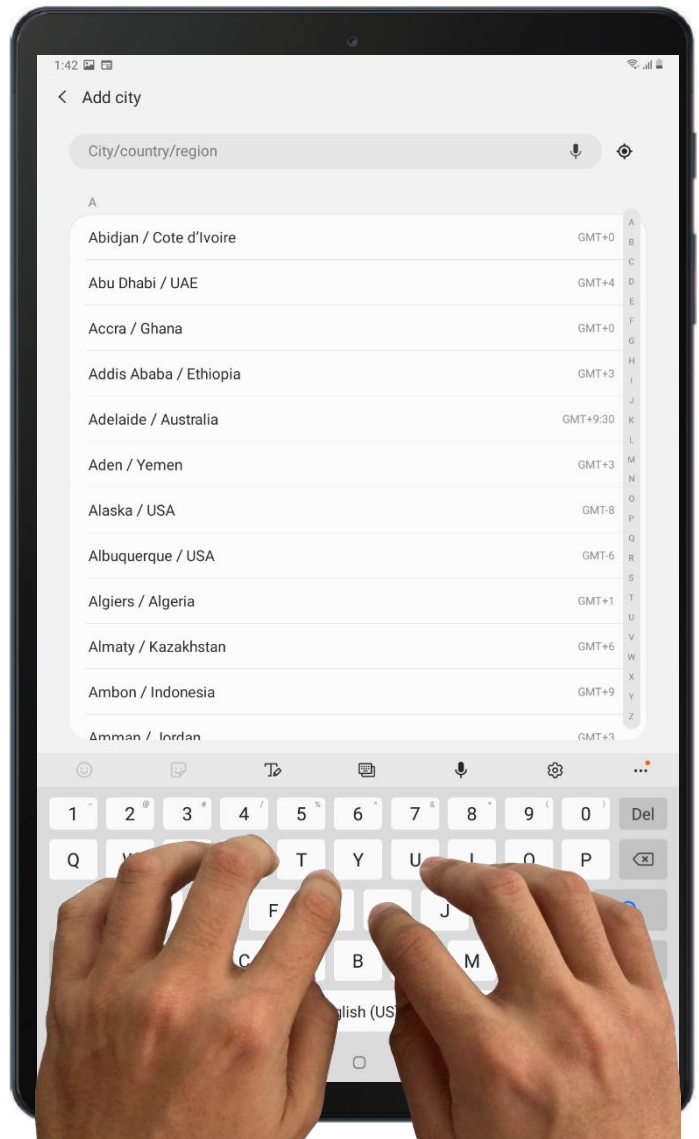
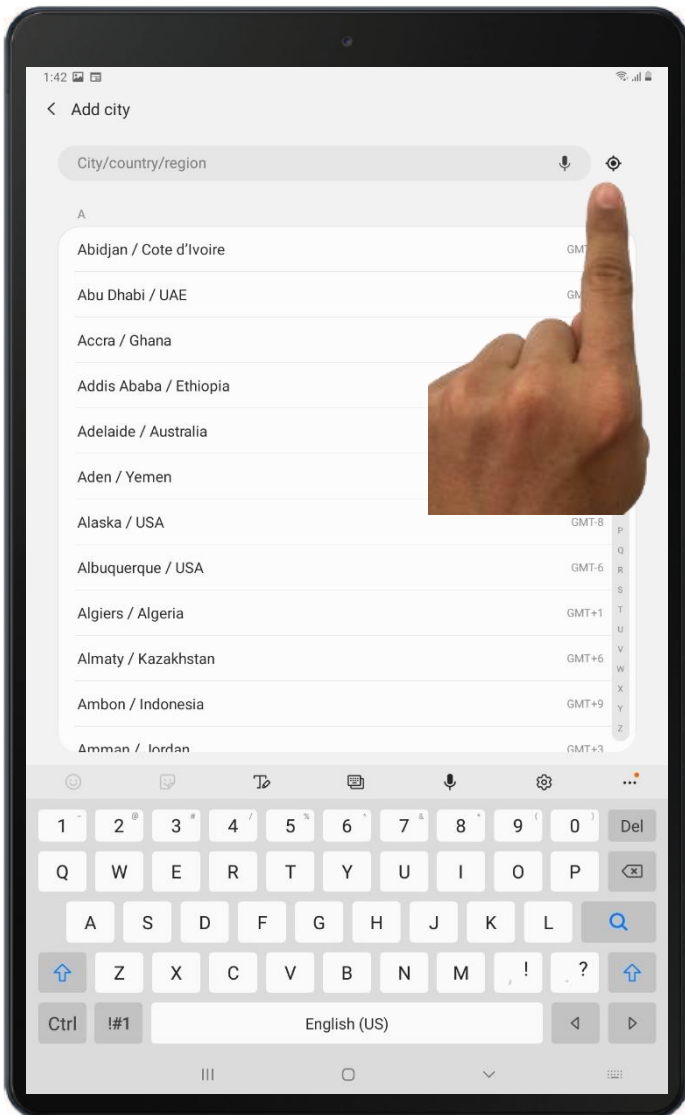




# Using the Clock Application

## Using the World Clock

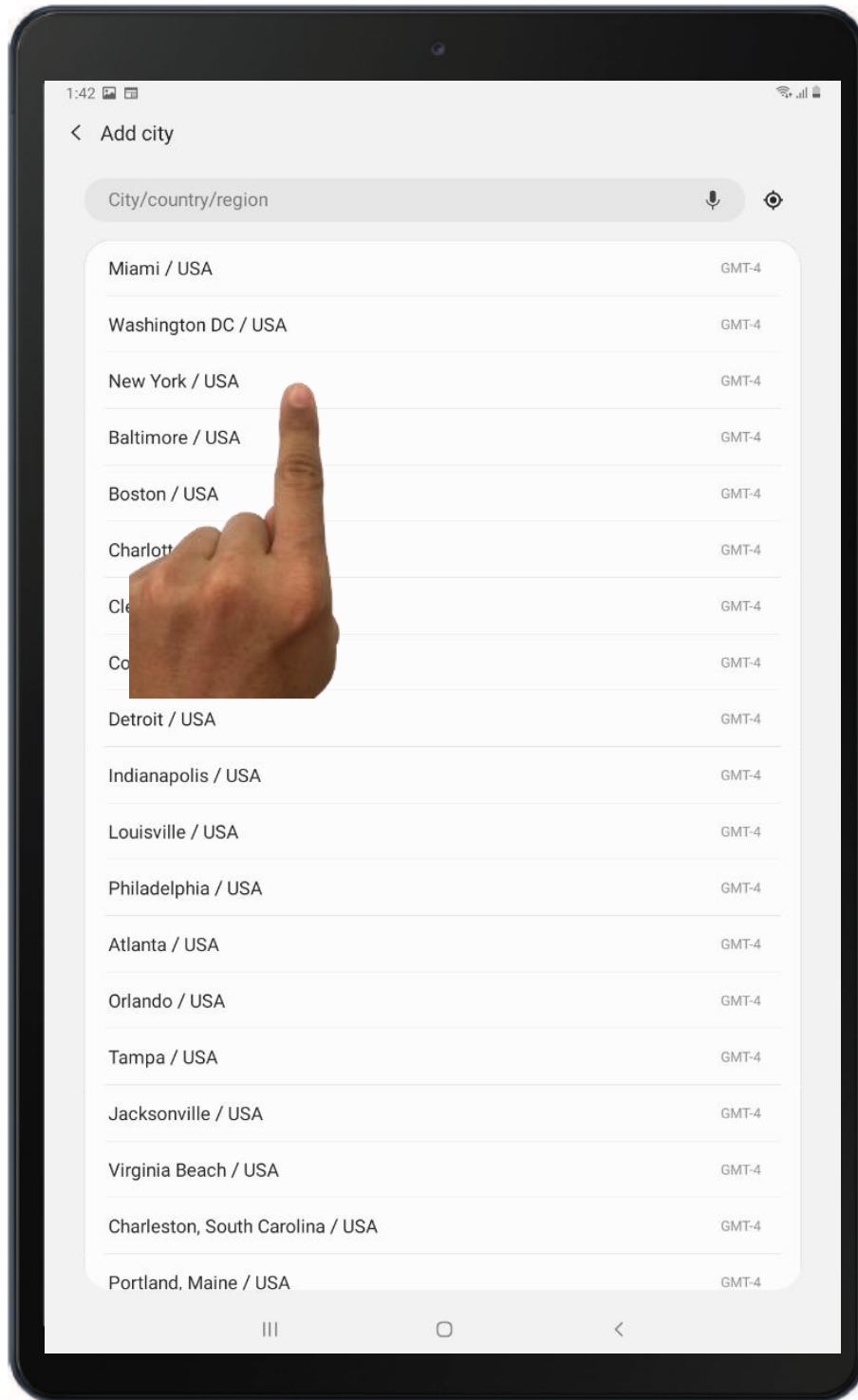
**Click** (tap) on  This will automatically locate the cities nearest you. If you would like to look for a specific city, use the keyboard to **enter** (type) the city you would like to see.



# Using the Clock Application

## Using the World Clock

After locating the city, you want to see the time and weather for, **click** (tap) it.



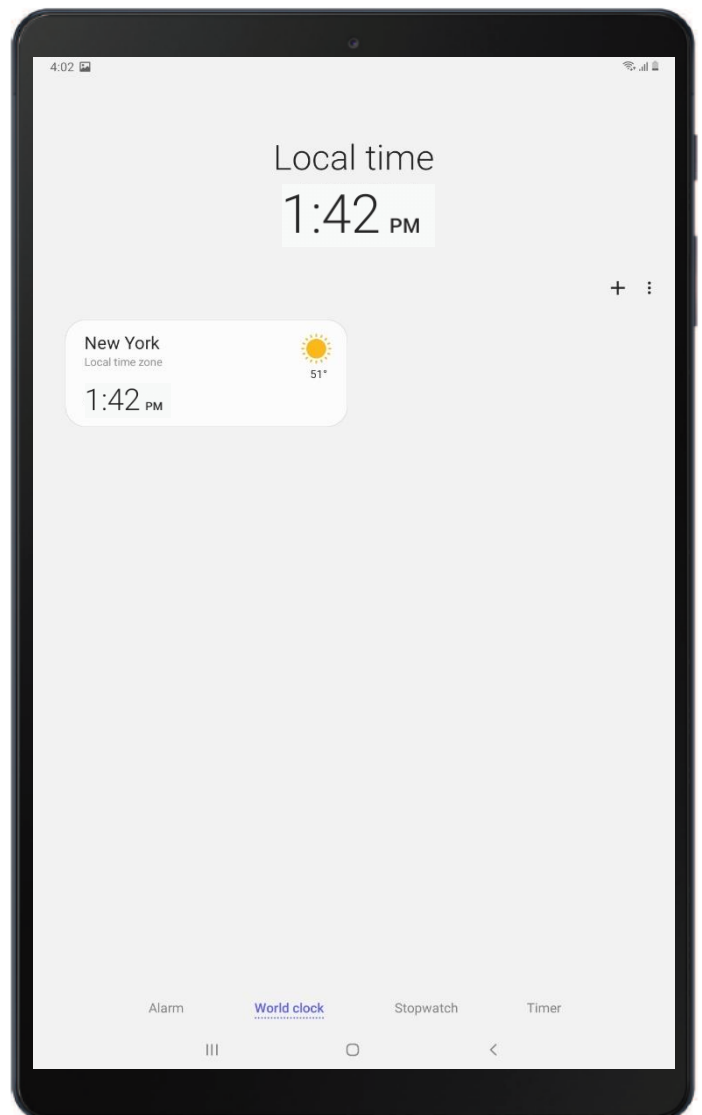
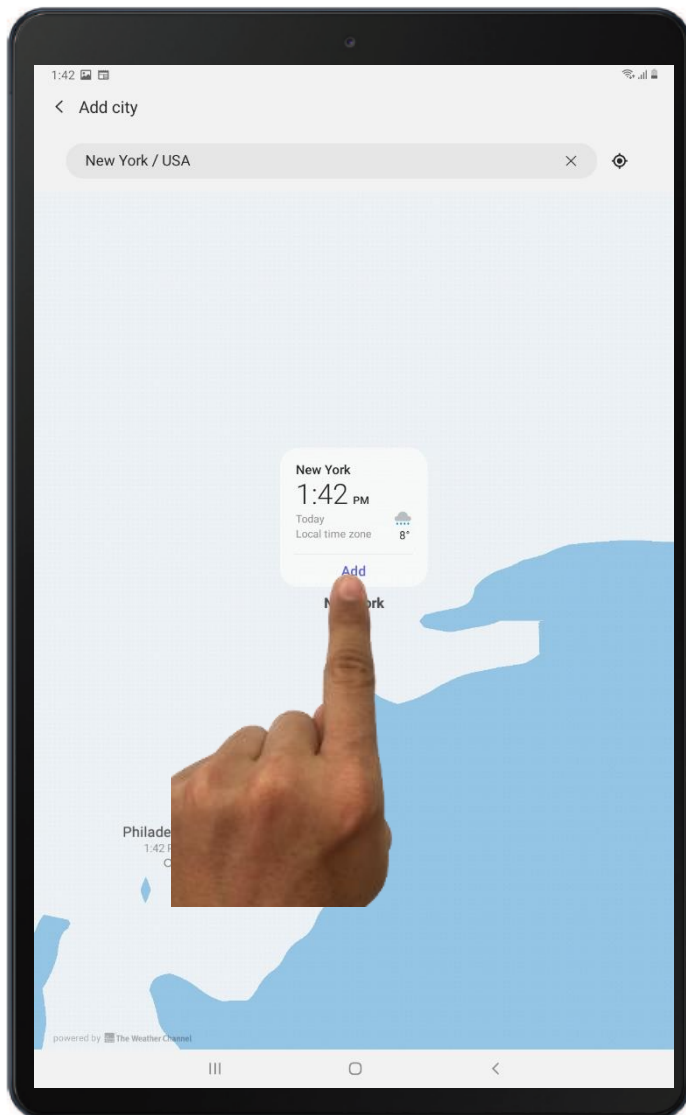
# Using the Clock Application


## Using the World Clock

**Click** (tap) 

You will see your chosen city's time and current weather!

The weather information given is limited only to the current weather. You will learn how to view an extended forecast of any location in the **Weather app** further on in this guide.



If you would like to add another city, **Click** (tap) on  and repeat the process.

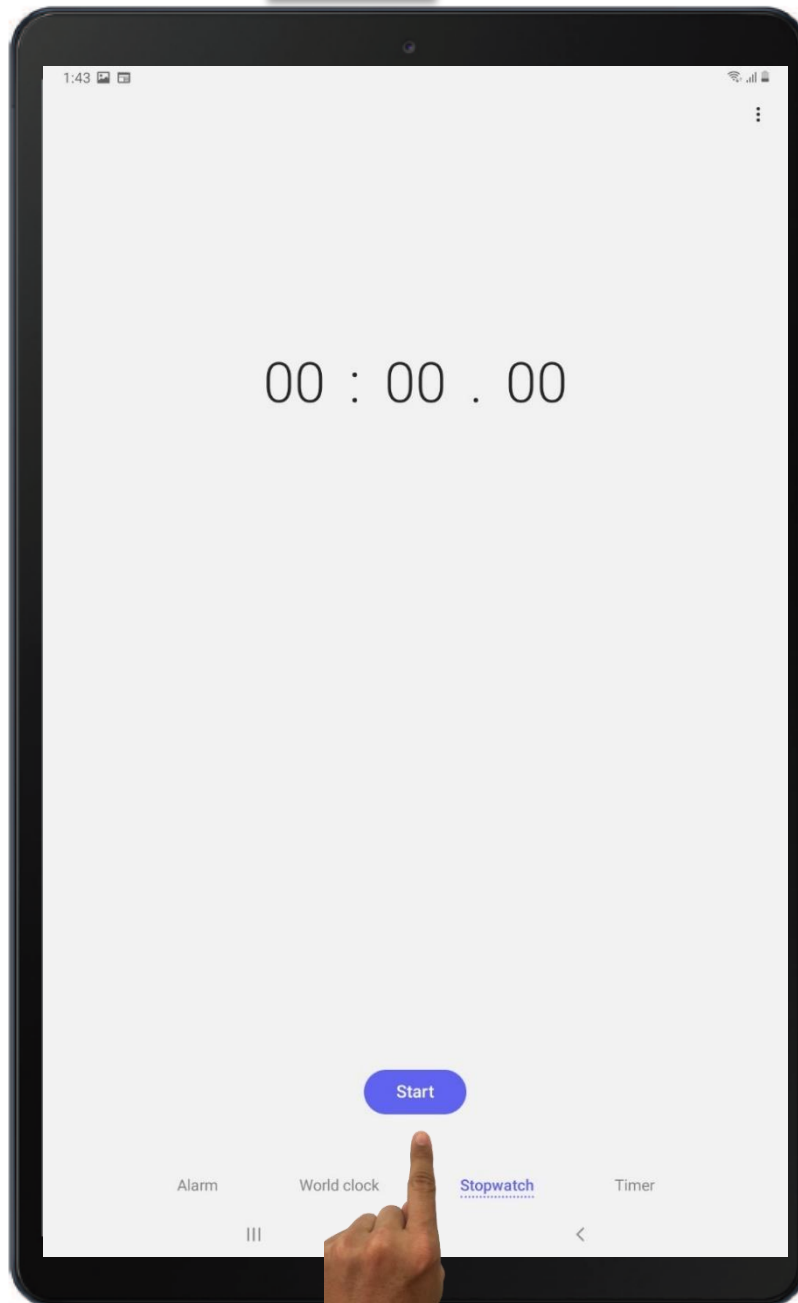
# Using the Clock Application

## Step 1 – Using the Stopwatch

The stopwatch allows you to measure the amount of time that elapses between its activation and deactivation. You can start the stopwatch by:

**Clicking** (tapping) on  located at the bottom of the screen, then

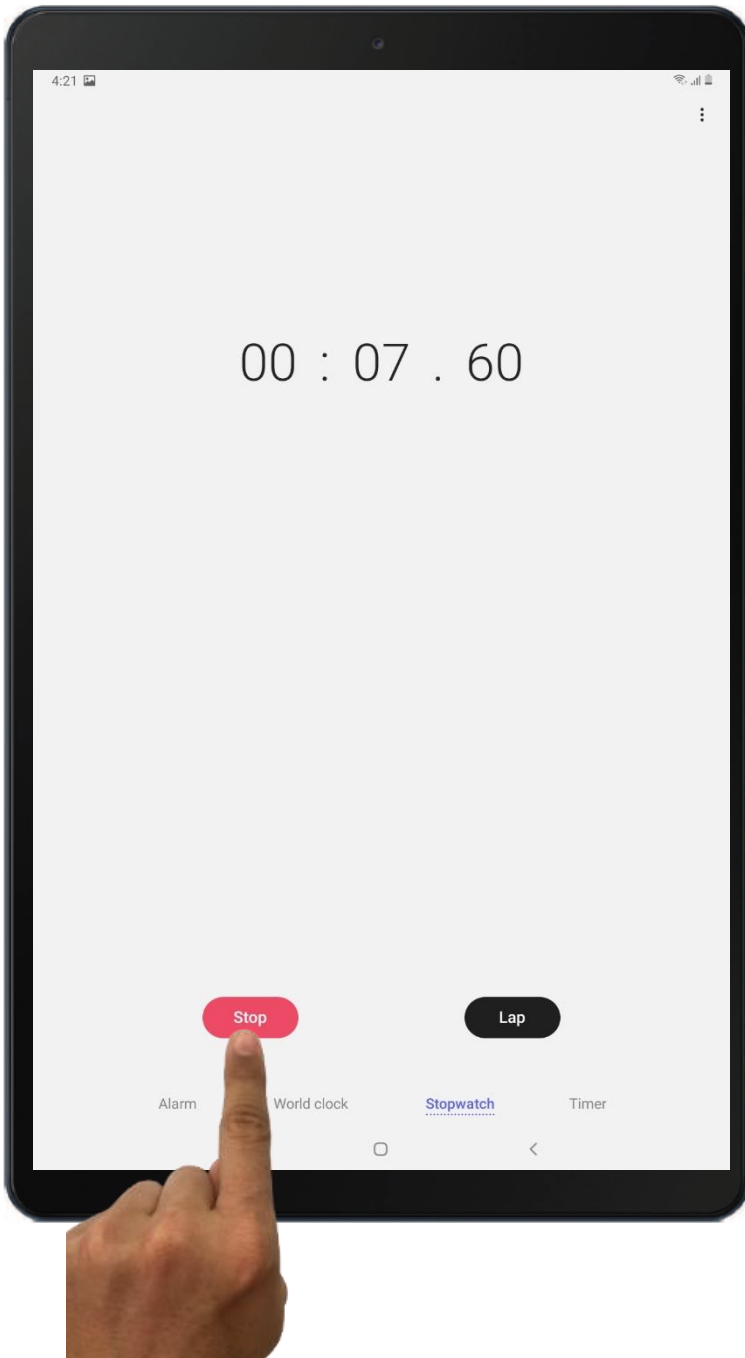
**Clicking** (tapping) on



# Using the Clock Application

## Step 2 – Using the Stopwatch

The stopwatch will begin tracking the amount of time from the moment it is activated.



The “*lap*” button allows you to keep the stopwatch going but will record the time currently on the stopwatch when you **clicked** (tapped) on it.

To stop the stopwatch simply **click** (tap) on

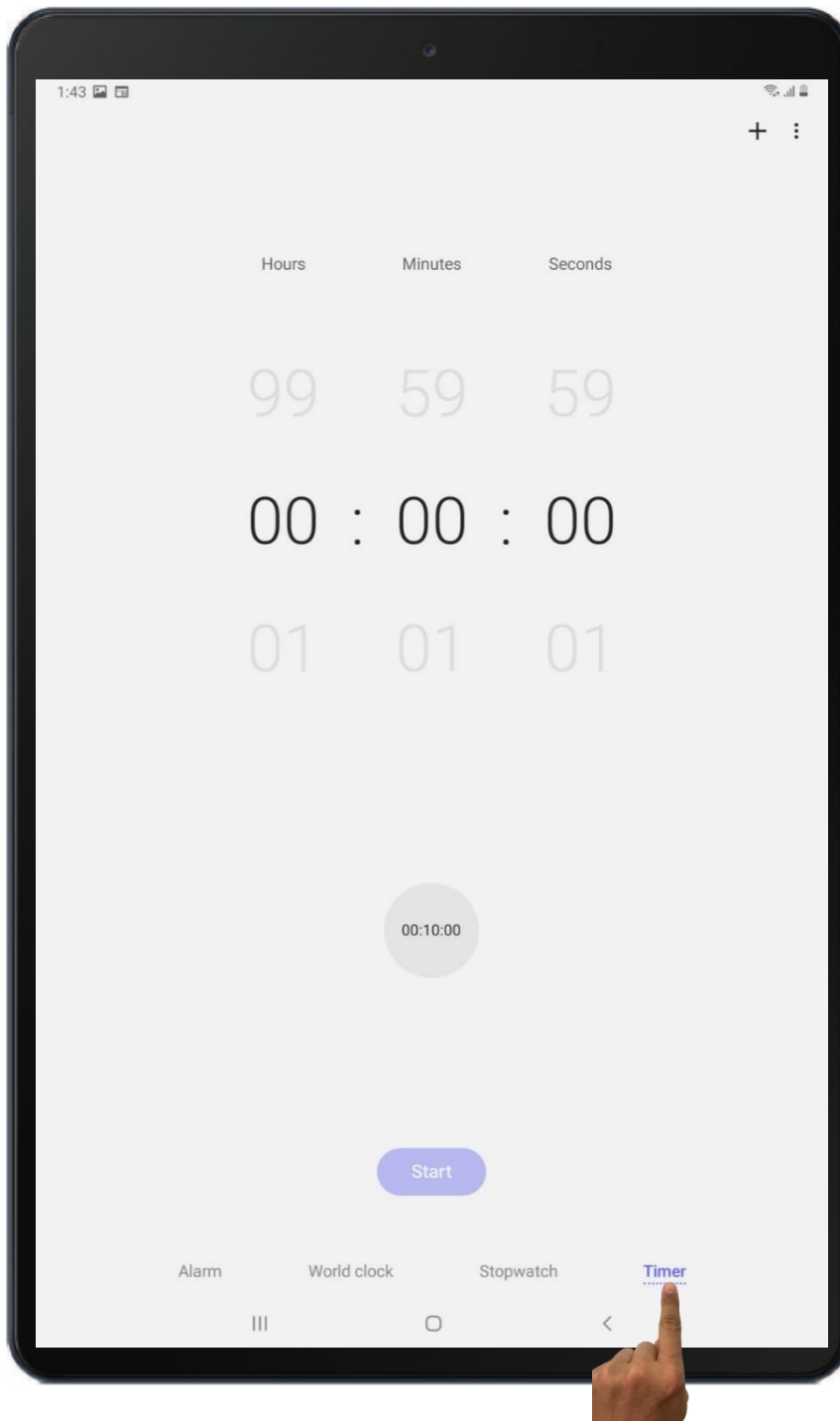


# Using the Clock Application

## Step 1 – Using the Timer

The timer feature allows you to set a short-term alarm that can be useful especially when cooking, or any other activity you only want to do for a specific length of time.

**Click** (tap) on  located on the bottom of the screen.

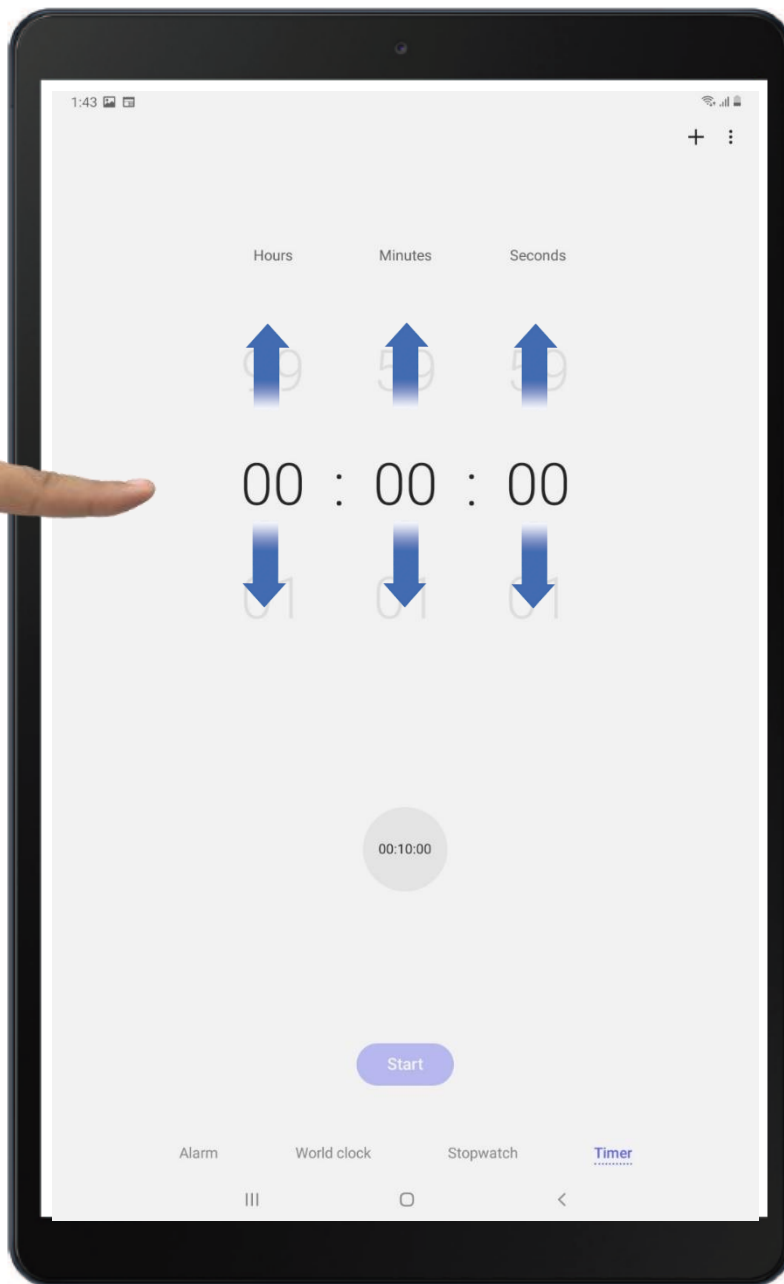


# Using the Clock Application

## Step 2 – Using the Timer

To start the timer, first indicate how long you want the timer to run.

You can select the amount of time by **clicking** (tapping) on the hours, minutes, or seconds and sliding your finger up or down.

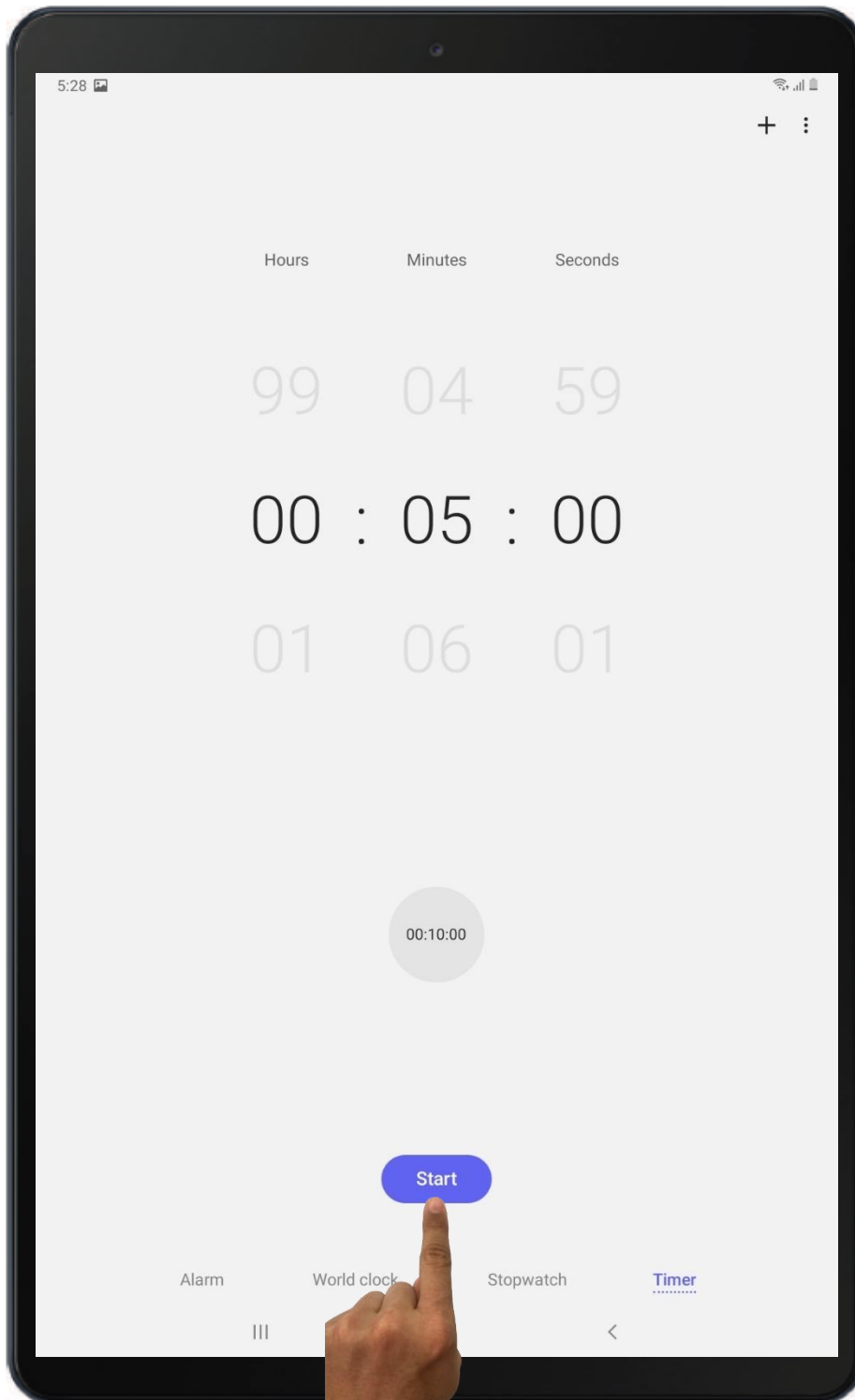


# Using the Clock Application

## Step 3 – Using the Timer

**Click** (tap) on  to start the timer.

Once you start the timer, feel free to walk away from your tablet. The timer will keep running, even if you lock your device.

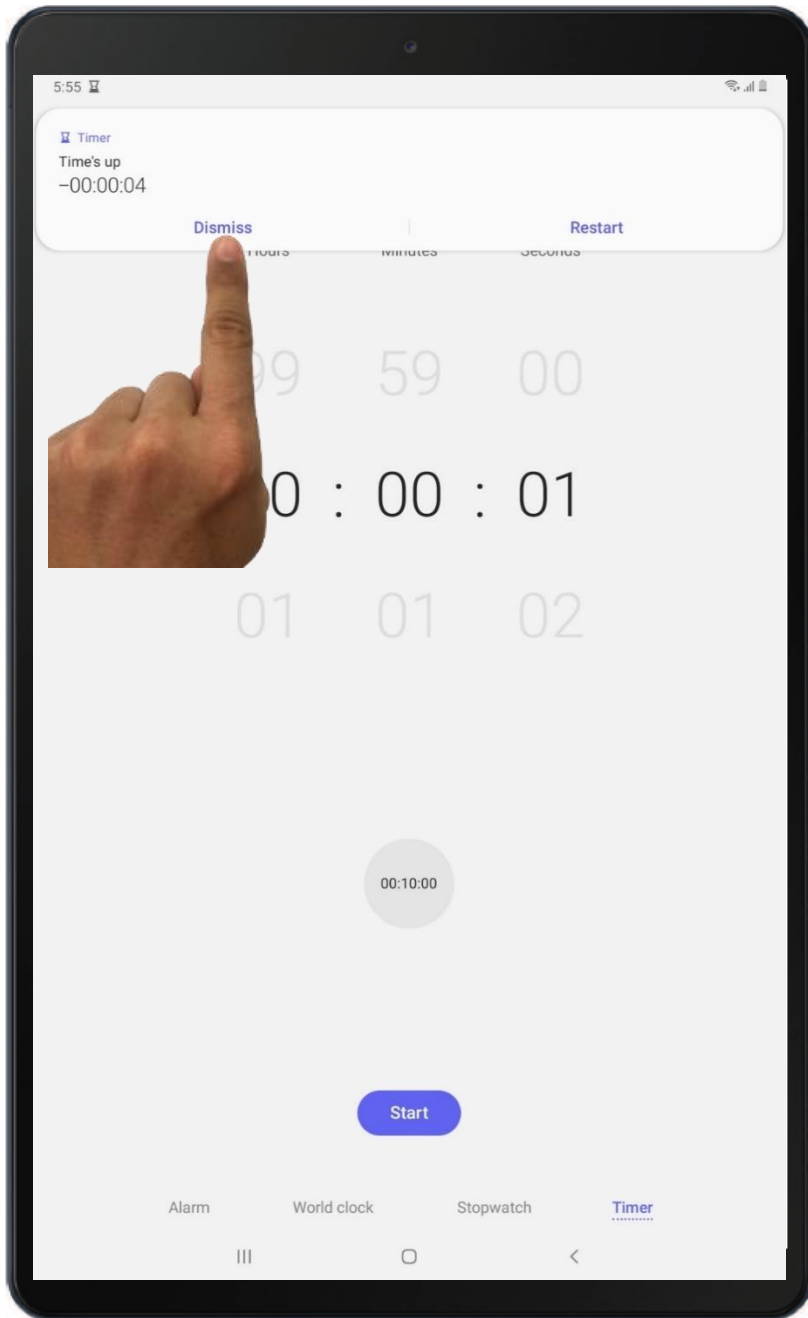




# Using the Clock Application

## Step 4 – Using the Timer

When the tablet begins to vibrate and ring, it indicates that the timer reached zero. **Click** (tap) on **Dismiss** to stop your device from vibrating and ringing.



**Click** (tap) on the home button at the bottom of the screen to return to the home screen.

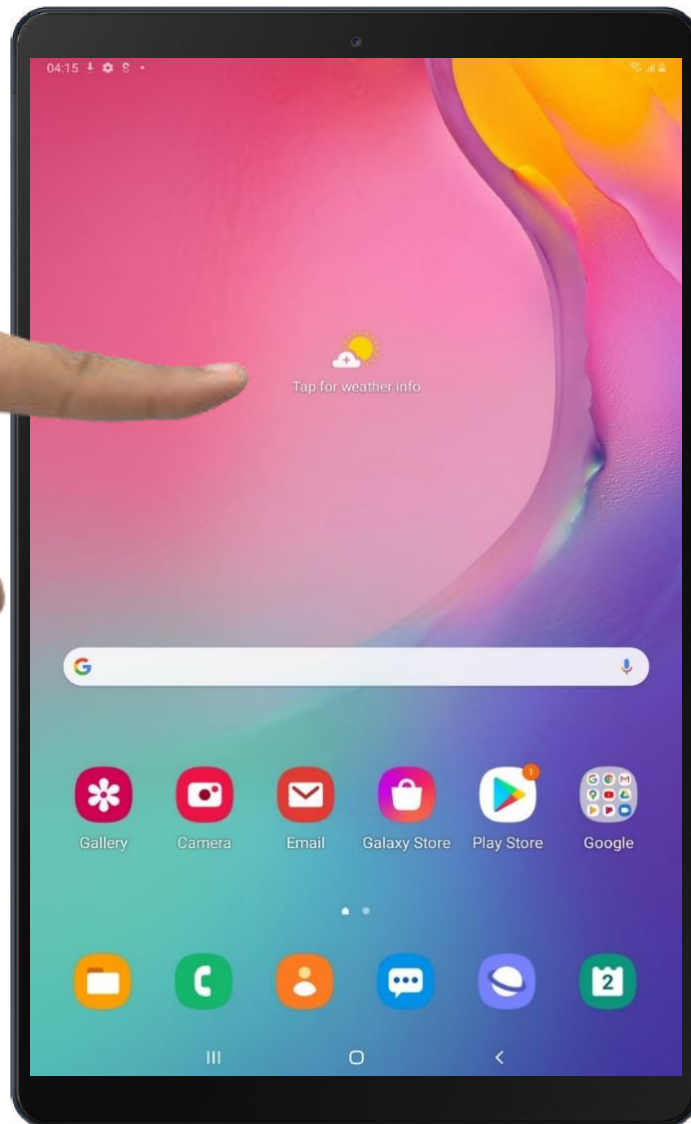
# WEATHER

## Locating your Weather App

### Opening the Weather App

Your **Weather App** (tool) is located on your home screen. The **Weather App** (tool) gives you quick access to the extended forecast information in your area. Will you need an umbrella or a coat later in the day? It is useful information to have at any time!

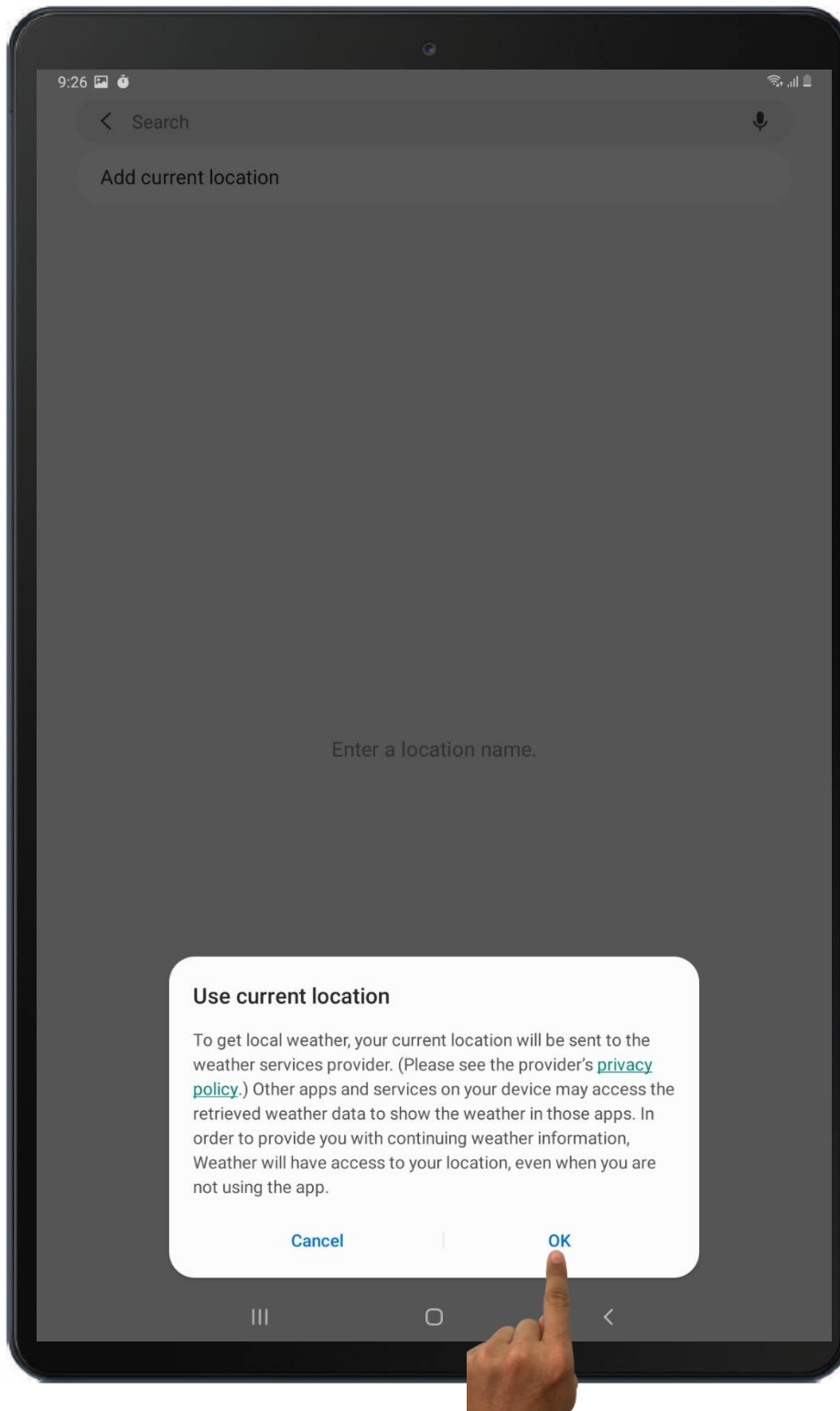
To start the **Weather app**, **Click** (tap) on



# Using the Weather Application

## Step 1 – Setting Up

**Click** (tap) on **OK**. This gives the **Weather app** access to your current location information, so it can automatically find the local weather forecast.



# Using the Weather Application

## Step 2 – Setting Up

After selecting “Ok”

You’ll be brought back to your home screen, which will now indicate your current city and weather. Going forward, the **Weather App** will always automatically indicate your current city and weather information.

Now take a closer look for the extended forecast.

**Click** (tap) on the weather application again.



# Using the Weather Application

## Checking the Weather

You will be brought back to your home screen, which will now indicate your current city and weather.

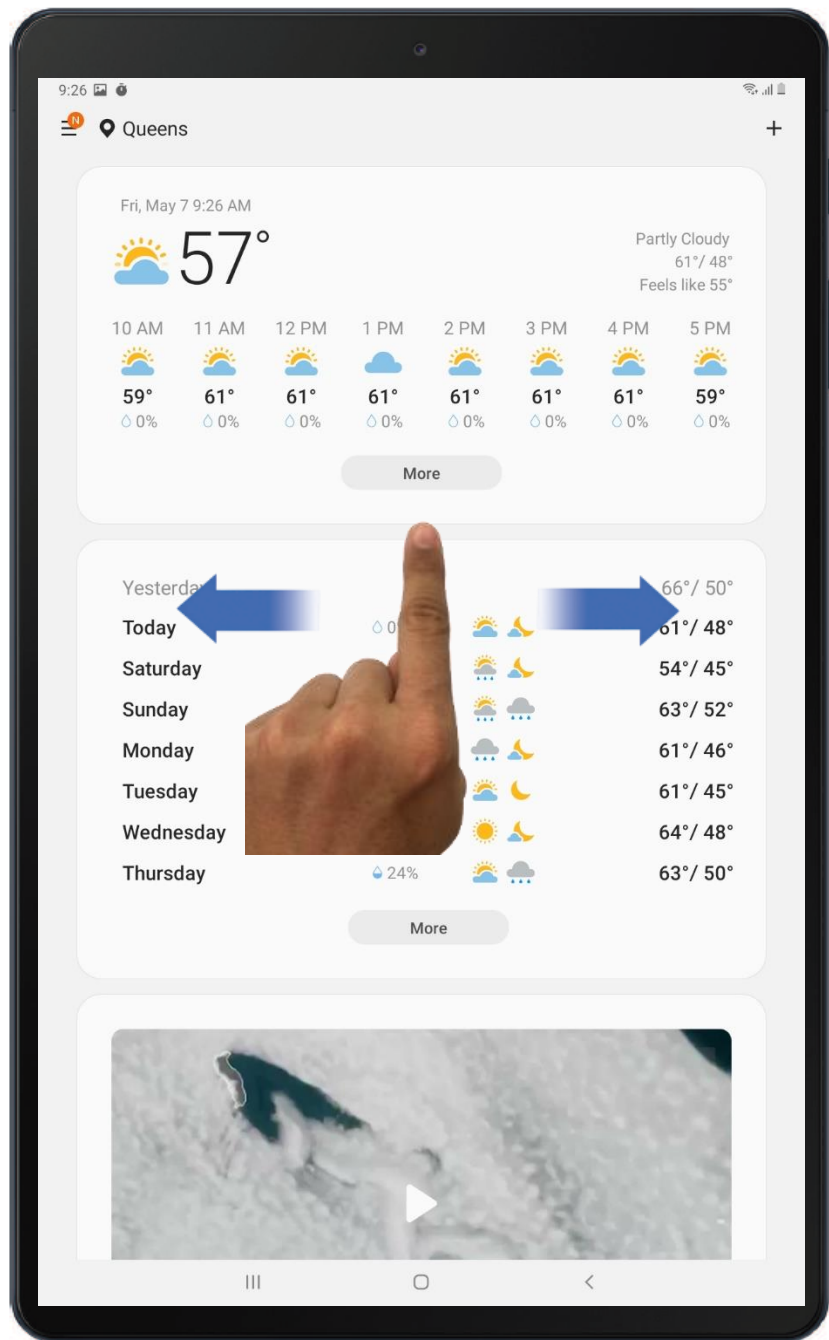
**Click** (tap) on the weather application again.

From this screen you will be able to look at the forecast for the next 8 days at the top of the screen.

You will also be able to see an hour-by-hour forecast for the current day in the lower portion of the screen.

You can cycle through the hour-by-hour forecast by swiping across the screen.

**Click** (tap) on the home button at the bottom of the screen to return to the home screen.



## PRACTICE PLANS

Learning something new takes practice. Practice helps you see what you know, what you don't know yet and builds your confidence.

Please take the time to plan with your coach 2-3 things you can do to practice the pre-installed apps skills you covered today. Think about why you wanted to learn about pre-installed apps and how you plan to use these skills as a part of your own day-to-day life.

Here are some suggestions to consider:

1. Add three to five events to your calendar app to remember plans with friends, classes, and appointments. Maybe even include the addresses of your events!
2. Use the maps app to get directions to a store that you would like to go to, even if you already know where it is.
3. Use the clock app to set an alarm for when you would like to wake up the next morning. Give it the name "Morning Alarm."
4. Look up what the weather is going to look like for the rest of this week to help you plan out your week.

You and your coach can come up with your own ideas too!

### Next Visit

Take the first 15 minutes to review with your coach what you practiced. Review the successes you had and challenges that came up.

You can also choose to take the rest of that next session to continue practicing with this guide, try out these steps repeatedly and ask your coach any questions that come up.

## NEXT STEPS

Now you know the basics of pre-installed apps! Congratulations!

After you and your coach have agreed on a practice plan (see previous page for suggestions), you are ready to schedule your next visit.

Tell your coach if you would like to have your next visit focus on practicing what you have learned today. If you feel confident with what has already been covered, you are ready to learn something new. If you have completed this entire guide, you may move on to the next guide in the series (see *New User Options* below). If you have completed the entire series, you may choose to delve deeper into this topic (see *Experienced User Options* below). Or you can work with your coach to decide on something else.

### Next Visit Options:

<b>New User Options</b>
Zoom Basics
Accessibility Settings
E-mail Basics
How to Use Google

<b>Experienced User Options</b>
Share your Calendar with Family/Friends
Save Personal Landmarks on Maps
Share your Map Location with Family/Friends
Explore Other Pre-Installed Apps

DOROT hopes that you have found this guide useful and that it has made technology more easily accessible to you.

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).