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# ***ORBIT TEACHER REMOTE***

***Operating Android Phone – Beginner's  
guide***

*5<sup>th</sup> July 2021  
Version 1.1*

### Revision History

Rev.	Date	Description of Changes	Author
1.0	25 <sup>th</sup> June, 2021	First public release	
1.1	05 <sup>th</sup> July 2021	Updated language as per CC teams suggestions	

## **1 Introduction**

This document is being supplied as part of the Orbit Teacher Remote documentation package. It aims to cover basic usage guidelines for the users who are not so familiar with the Android devices. Please note that these guidelines are generic, however things may vary between different phone models.

This document covers normal usage guidelines for sighted users and the guidelines for using Talkback for visually impaired users. Please refer to the original references for more detailed descriptions.

## **2 Operating Android device**

### **2.1 Home Screen**

When you unlock your device, you’re greeted by the home screen. This is like desktop of sorts.

### **2.2 Settings Menu**

There are two ways to access Android’s settings: you can either open the app tray and tap the “Settings” shortcut or you can pull down the “Quick Settings” panel and choose the cog icon in the upper right corner. The Settings menu is broken down into several easy-to-follow sections on most devices.

### **2.3 Working with Apps**

#### **2.3.1 Installing Apps**

Apps on Android devices can be either installed from the Play store or by copying the .apk files to the phone. It requires permissions to be set from the settings menu to allow installing apps from the sources other than the Play store.

#### **2.3.2 The app drawer**

The App Drawer contains every app installed and enabled on your smartphone or tablet and is listed in alphabetical order. The App Drawer is usually depicted by a white circle with black dots lined up on the inside.

#### **2.3.3 Managing Apps**

In the Settings menu, under the “Apps” section (or “Applications > Application Manager” on Samsung devices), you can find a list of everything that’s installed on your handset. Tapping on an application name will provide a list of useful information about the app.

If you want to uninstall an app, you can also do that here by tapping the big “Uninstall” button. You can also Force Stop an application if it’s misbehaving.

## **2.4 The navigations buttons and Gestures (Without Talkback)**

Unlike the home button in iOS, manufacturers typically equip Android devices with either three touch-sensitive buttons at the bottom of the screen or rely on gestures for software control.

### **2.4.1 Back Button**

The back button, on the left, will take you back to the last thing you did in an app, or revert to the last page in your mobile browser.

### **2.4.2 Home Button**

The home button, located in the middle, will simply take you back to your home screen. The Home Screen is the screen you see when you are not inside an app.

### **2.4.3 Overview Button**

The overview button, on the right, functions like the multi-tasking function in iOS. Pressing this button reveals a vertical list of every open and active app on your mobile device, allowing you to quickly navigate and jump between various apps with a simple tap of the screen. Double tap this button and you’ll jump straight back into your last used app.

If you don’t see these three buttons at the bottom of your Android screen, your device probably relies on Android Pie’s gestures instead. From the bottom of the display, you can swipe up, which will show the multitasking view. You can also press on the lone pill-shaped button to go home at any given moment.

### **2.4.4 Quick Settings Bar**

To use it, swipe down once from the top to reveal your notifications. If you swipe down again, it will reveal all the quick toggles.

To deal with notifications, you can either tap to open a notification, you can swipe to dismiss it, or you can tap the three horizontal bars in the bottom right of the notifications to clear them all at once.

If you want to turn something on or off, such as Wi-Fi or Bluetooth, just tap the icon once. If you *tap and hold* an icon in the Quick Settings bar for a couple of seconds, the full settings for that toggle will open. This can save you a lot of time digging through the settings menu. For example, if you are trying to pair Bluetooth headphones with your phone, you can tap and hold the Bluetooth toggle, and that will take you to the Bluetooth settings, where you can pair your device.

### **2.4.5 Touch Gestures**

Tap something to activate it, move your finger around the screen to scroll up and down, or swipe from left to right and right to left to move between screens.

To get rid of something, such as a notification, you can generally swipe it to the left or right, which will move it off of your screen. Just touch the item and move your finger to the left or right.

To select something, whether it’s text or something you’d like to move around on your screen, long press it. This is the equivalent of a click-and-drag on Windows.

### **3 Using Talkback**

The completed detailed Talkback guide can be found here

<https://support.google.com/accessibility/android/answer/6283677?hl=en#>

The following sections covers some quick useful tips.

#### **3.1 Turn on Talkback**

Either press both volume keys or Open settings->Accessibility->Talkback and select “Use Talkback”

#### **3.2 The navigations buttons and Gestures (With Talkback)**

Slowly drag one finger around the screen. TalkBack announces the icons, buttons, and other items as you drag your finger over them. When the focus reaches an item you'd like to select, double-tap anywhere on the screen to select the focused item.

To explore your screen one item at a time, swipe left or right with one finger to move through the items in sequence. When you focus on an item, TalkBack provides a hint after a short delay about the actions that you can perform on it.

To cycle through the TalkBack navigation settings, swipe up or down until you reach the setting that you'd like to use. Then continue swipe right to move forward or left to move back using the chosen setting.

Complete list of Talkback gestures can be found here

<https://support.google.com/accessibility/android/answer/6151827>

#### **3.3 Editing Text**

When you enter a text editing field, a virtual keyboard appears on the bottom of the screen. You can explore this keyboard by touch just as other screens, but the activation works differently.

To type a letter:

1. Slide your finger over the keyboard until you hear the character that you'd like to type.
2. Lift your finger to type the focused key.

To review text in an input field character by character, press the volume up or down keys.

#### **4 References**

- <https://www.howtogeek.com/163624/welcome-to-android-a-beginners-guide-to-getting-started-with-android/>
- <https://www.howtogeek.com/school/basic-android-guide/lesson1/>
- <https://www.digitaltrends.com/mobile/guide-to-android/>