

## Tech Time Handout: Portable Device Basics

**Goal:** Develop aptitude with the basics of using a portable device (e.g., smartphone, kindle, tablet) for common usage.

### Topics:

1. Hardware basics: power button, volume controls, locking, unlocking.
2. Interacting with the device: tapping, swiping, slow-pressing, dragging.
3. Apps: software to do specialized tasks.
  - a. Installing new apps through the Google Play Store or the iOS App Store.
  - b. Can be deleted, renamed, moved to different screens, and organized into folders.
4. Accessing the internet on the device through an internet browsing app, such as Google Chrome, Mozilla Firefox, or Safari.
  - a. Reach the library website from a web browser to access the catalog, renew items, or place holds.
  - b. Search Google for answers to quick questions on the internet.
5. Checking email: apps for Gmail, Outlook, Yahoo, or built-in Mail apps.
6. Social media apps: Facebook, Twitter, Pinterest, Instagram
7. Apps for directions and maps: Google Maps, Apple Maps, Waze
8. Accessing electronic books and audiobooks via the Libby app.

### Homework:

Check a personal email account, search Google for a random question, and check out an Overdrive item to read.