



In partnership with
BT Group
— — — — —

Making your smartphone or tablet easier to use

With Caroline Martin, AbilityNet

Making your smartphone or tablet easier to use.



In partnership with
BT Group

Who are we?

- A charity passionate about digital inclusion
- AbilityNet supports people of **any age**, living with **any disability** or impairment to use technology to achieve their goals **at home, at work and in education.**



Making your smartphone or tablet easier to use.



In partnership with
BT Group

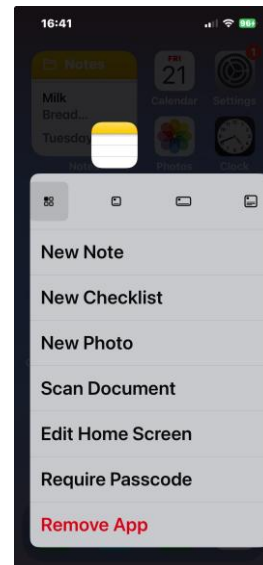
The BT Group logo, consisting of the text "BT Group" in a bold, black, sans-serif font. Below the text is a horizontal bar composed of several short, colored segments in purple, yellow, teal, and green.

What we'll cover

- Organising your Home Screen and Navigation Tips
 - Adjust Display Settings
 - Quick Settings/Control Centre
 - Managing Notifications
 - Using Voice Assistants
 - My Computer My Way
 - Smartphone Accessibility Settings
-

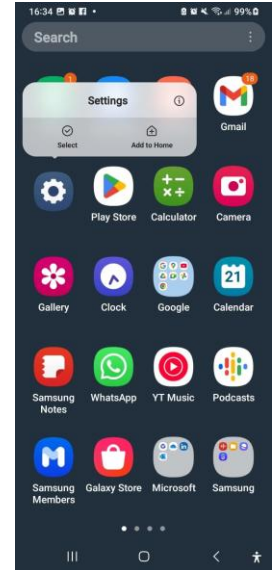
Add or Remove Apps from the Home Screen - Apple

1. Locate the app you wish to add to the home screen
 2. Long press on the app
 3. Tap Edit Home Screen
 4. Place your finger on the app and drag to the screen you want in the position
- Note – Apple home screens are automatically set up to a grid.



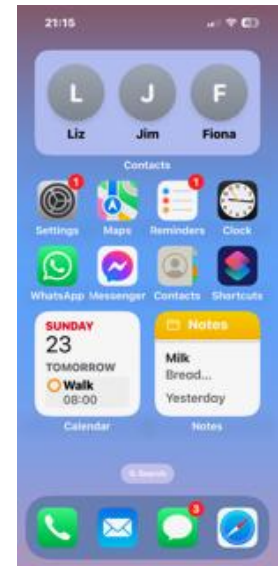
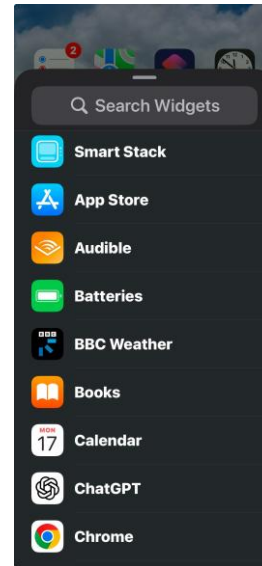
Add or Remove Apps from the Home Screen - Android

- You can create more than one home screen on Android
- On home screen Swipe up to view App Screens
- Long press on the app
- Tap add to Home – this will add it to last screen
- Place your finger on the app and drag to the screen you want then the position



Add a Widget (Apple)

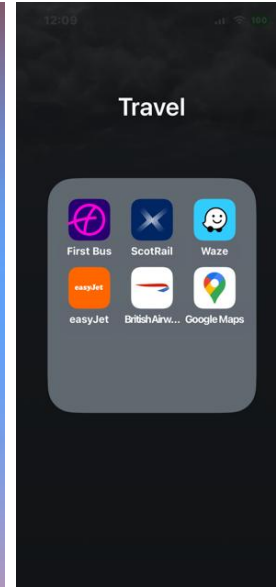
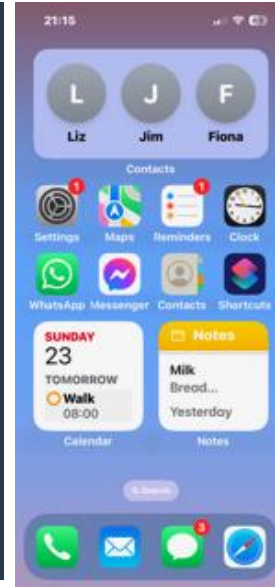
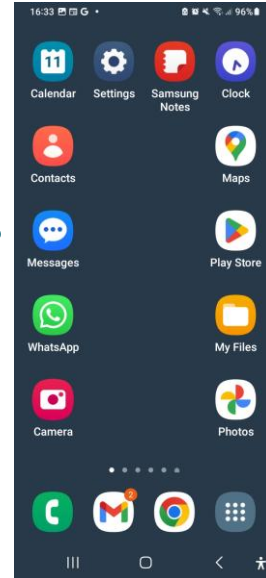
- Go to the **Home Screen**
- Touch and hold the screen background until the apps begin to jiggle.
- Press **Edit** and choose **Add Widget**
- Swipe through size options
- When you see the one you want, tap Add Widget



Making your smartphone or tablet easier to use.

Personalise your Home Screen

- Keep commonly used apps in Doc
- Long press on app for more options
 1. Home Screen – Minimum No of Apps
 2. Widgets – preview of app
 3. Use Folders to organise apps



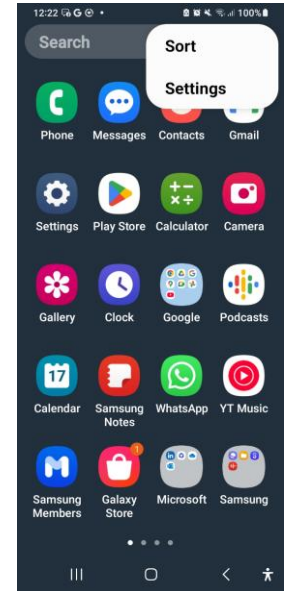
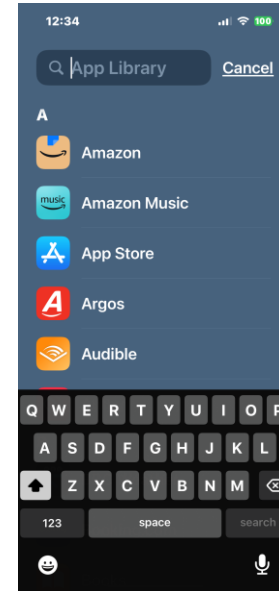
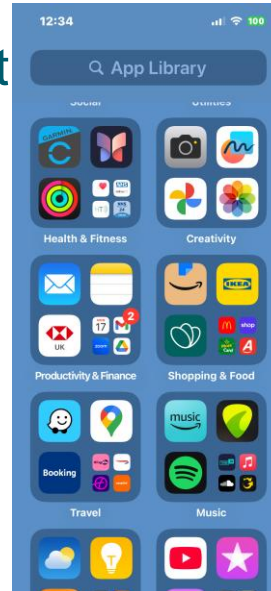
Making your smartphone or tablet easier to use.



In partnership with
BT Group

View App List

1. Apple App Library - Swipe Right
 2. (Alphabetical Order)
 3. Android App Screens –
Swipe Up from home screen
1. Alphabetical Order Options



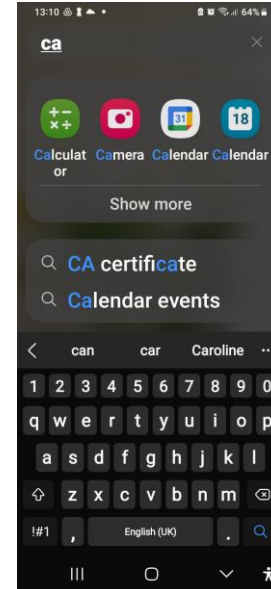
Making your smartphone or tablet easier to use.



In partnership with
BT Group

Find an App

1. Go to Home Screen
2. Android - Swipe up from Bottom
3. Apple – Swipe down from Middle
4. In search box start to type app name, results will change with each letter you press.



Switch Between the Last two Apps used

1a. Apple - Double press home button. (Older Models)

Or Swipe Up from the bottom of the screen and Hold.. Now let go.

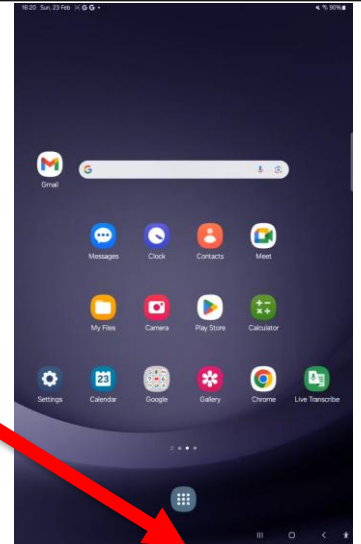
The App Switcher appears. The app to left is the last one used.

1b. Android

Press the Recent button (vertical lines) twice to go to previous app

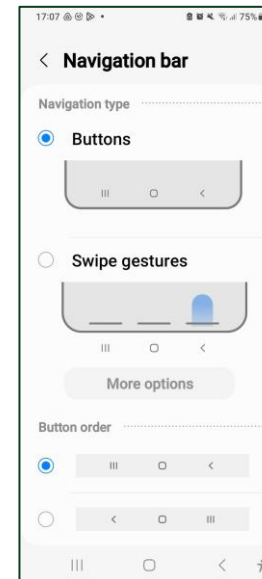
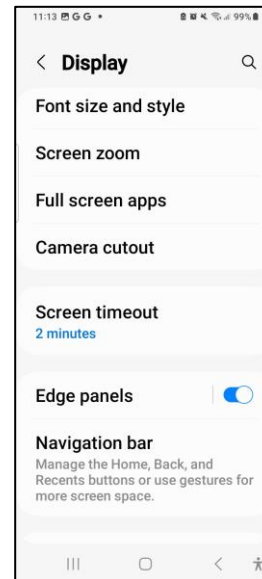
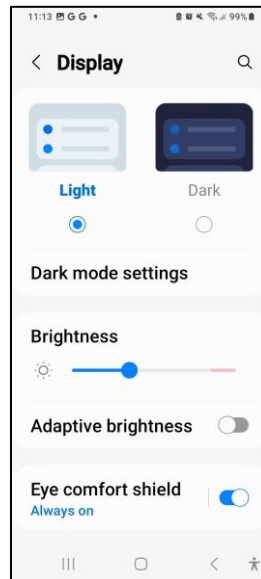
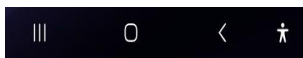
Repeat process to switch between most recently used apps

For example - internet and text messages



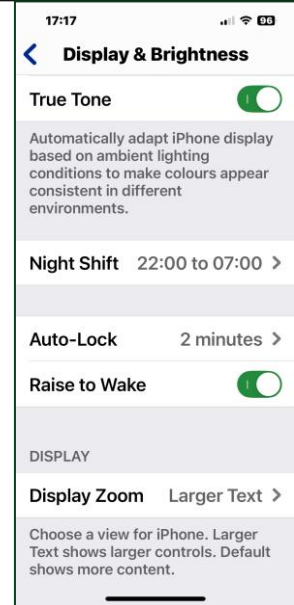
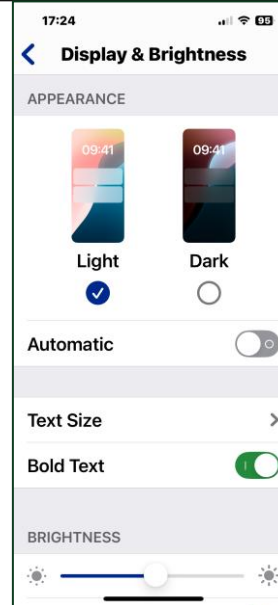
Display Settings - Android

- Light/Dark
- Adaptive Brightness
- Text/Font Size and Style
- Screen Zoom
- Screen Timeout
- Navigation Bar



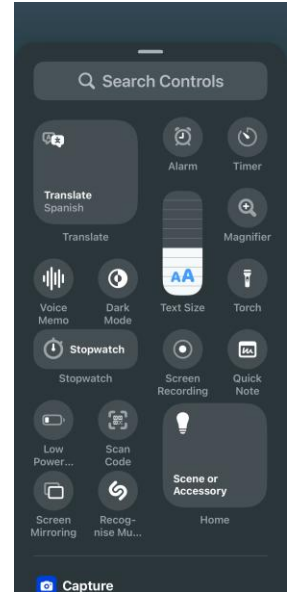
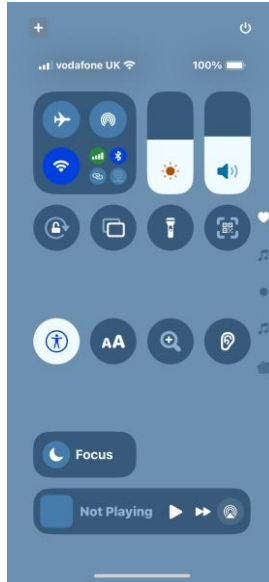
Display Settings - Apple

- Light/Dark
- Text/Bold Text
- Brightness
- Auto-lock
- Raise to Wake
- Display Zoom



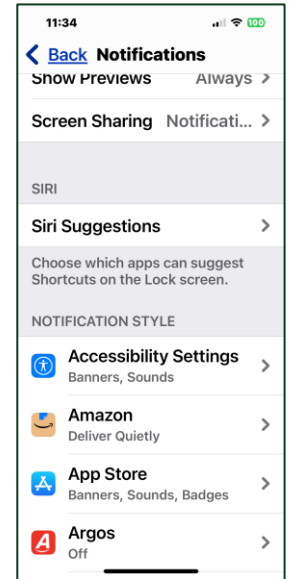
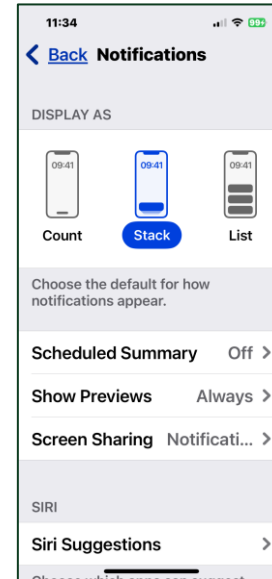
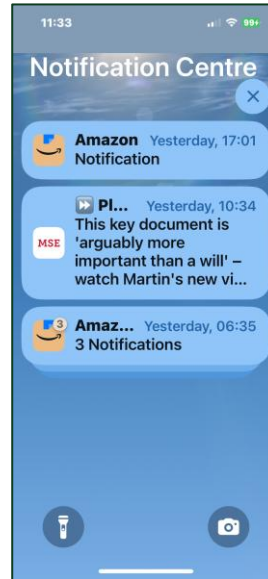
Control Centre – Apple – Arrange and Add

- Swipe from Top Right
- Tap to use
- Long Tap to Edit
- Tap Add a Control -
 - QR Code Scanner
 - Magnifier
 - Accessibility



Notifications

- Alert from an App
- Appear on Lock Screen
- Swipe from Top to view
- Control how they appear
- Control which ones appear



Making your smartphone or tablet easier to use.



In partnership with
BT Group

Voice Assistants

- Apple Siri - iPhone/iPad
- Google Assistant - Android phones/tablets e.g. Samsung/Sony etc
- Amazon Alexa - Echo Dot, Echo Show, Fire TV Stick, Fire Tablet
- Use AI tool (Artificial Intelligence)
- Use Microphone
- Do tasks quicker by speaking
- Alternative way to access phone/tablet



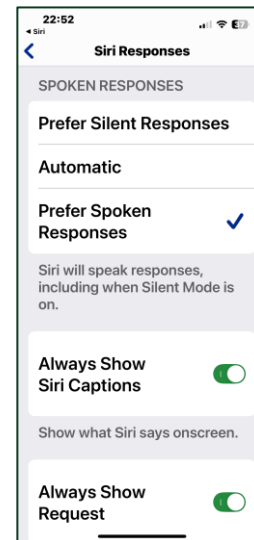
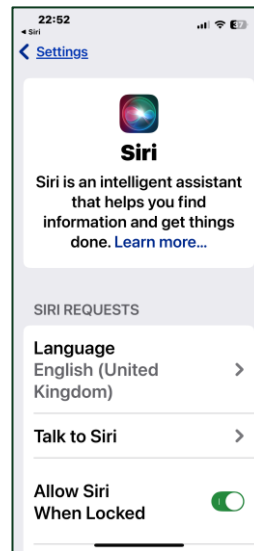
Google Assistant



Setting Up a Voice Assistant (Apple)

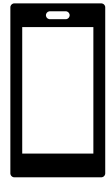
- Open Settings, scroll to Siri
- Choose how to Talk to Siri
- Customise Siri Responses
- Captions shows Siri's response
- Show request to check microphone has picked up all of your request

[My Computer My Way - Voice Input](#)



Speech Recognition tips

- Make sure nothing is covering the microphone
- Connect to the Internet.
- Minimise background noise where possible.
- Keep software updated.
- Use Speech Recognition training features – e.g. Voice Match
- Speak clearly and at a moderate pace.



Making your smartphone or tablet easier to use.



In partnership with
BT Group

Use Siri to Send a Message

Hey Siri

Hm mm

Send a WhatsApp message to Fiona Miller

What would you like to say?

See you tomorrow morning at 10 O'clock

Send it?

Yes

Done



Voice Assistant – Some things to try

- Open or Adjust settings – turn volume up
- Listen to Radio/Music - Play Smooth Radio
- Make Calls to Contacts - Phone John
- Send messages to contacts – Send message to Liz
- Check the weather – Will I need an umbrella tomorrow?
- Create Calendar Appointments
- Check Diary – Do I have anything in diary today/next week?
- Set timers, alarms and more



Making your smartphone or tablet easier to use.



In partnership with
BT Group

Voice Assistants – more information

Apple Siri

[My Computer My Way - Voice Input - iOS](#)

[Find out what Siri can do on iPhone – Apple Support \(UK\)](#)

Google Assistant

[My Computer My Way - Voice Input - Android](#)

[Google Assistant - Learn What Your Google Assistant is Capable Of](#)

Amazon Alexa

[Amazon Alexa – Learn what Alexa can do | Amazon.com](#)



Google Assistant



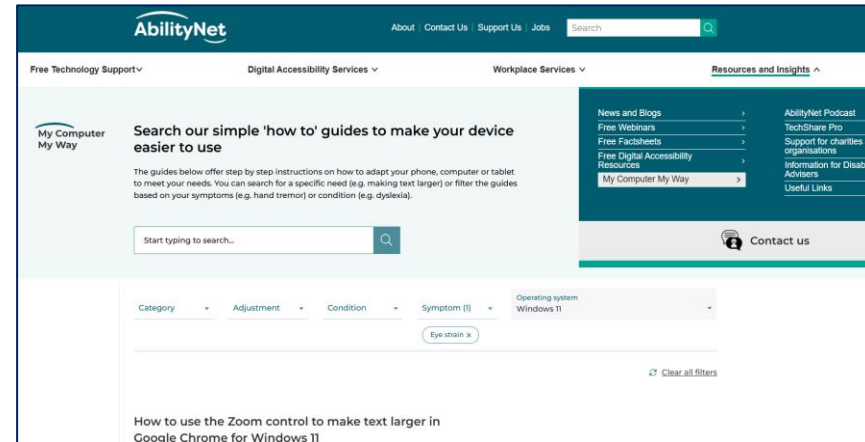
Making your smartphone or tablet easier to use.



In partnership with
BT Group


My Computer My Way

1. Open your browser and enter **www.abilitynet.org.uk** in the address bar.
2. From the **Resources and insights** menu select **My Computer My Way**.
3. Choose **your device** from **Operating System**.
4. You can then use the other options to tailor to your own needs.

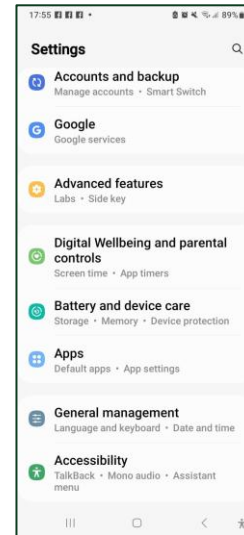


Making your smartphone or tablet easier to use.

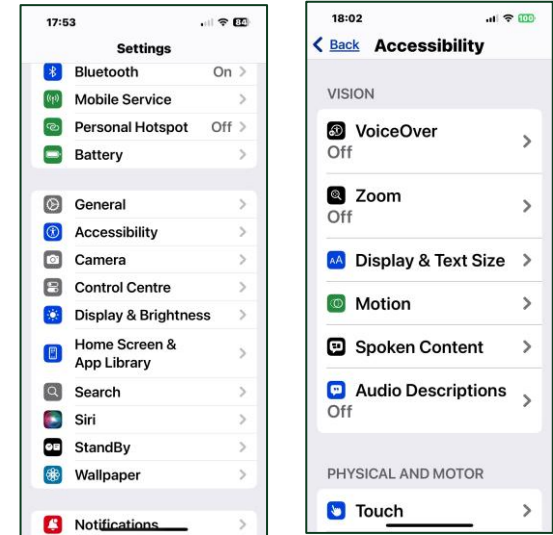
Accessibility Settings

1. Tap the **Settings** icon  to launch the **Settings** app
 2. Scroll down and tap on **Accessibility**.
- Depending on your device the accessibility settings may be near the bottom.

Android



Apple



Making your smartphone or tablet easier to use.



In partnership with
BT Group

High five! What you've learned:

- Personalising home screen and Navigating.
- How to adjust display Settings
- Using Control Centre/Quick Settings
- Managing Notifications
- How to use Voice Assistants
- My Computer My Way
- Smartphone Accessibility Settings



Making your smartphone or tablet easier to use.



In partnership with
BT Group

The BT Group logo graphic, consisting of a horizontal line with several colored segments: purple, yellow, teal, pink, and green.

Open Q&A

Please use the Q&A window, not the chat window

Making your smartphone or tablet easier to use.



In partnership with
BT Group

BT Digital Skills

FREE digital skills training for people 65+ years in London, Birmingham, Glasgow, Edinburgh, the East Coast of Scotland, Newcastle, Cardiff and surrounding areas: www.abilitynet.org.uk/BTDigitalSkills

- group or one-to-one sessions
- Topics include: staying safer online, social media, accessing Public Services, making a video call, banking and shopping online



Making your smartphone or tablet easier to use.



In partnership with
BT Group

Free IT Support at Home and online

- Factsheets, webinars available: abilitynet.org.uk
- Helpline: 0300 180 0028
- Free tech support for disabled and older people: www.abilitynet.org.uk/at-home
- 450+ tech volunteers who can solve IT issues either remotely or in person

