

Helpful Smartphone and Computer Tips

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October 13, 2022**

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Setup

- Keep your software updated
- Use something to lock your device
- Backup important data (not “sync”)
 - Cloud, local usb drive
- Turn off air drop/nearby share
 - At the very least, only allow contacts to do so

Lock your device with PIN, Pattern, Password, Biometrics, Hardware Key.

Pattern is the weakest one. For a PIN, I suggest at least 6 digits. On windows, if you log in with

A Microsoft account, setup a PIN for logging into the local device – much easier to remember than

The good password you used on your Microsoft account (you did use a good password, right?)

Backup – Carbonite is a great cloud backup solution that’s pretty simple to use.

iDrive is another pretty easy cloud backup (it’s the one I use)

Apple has Time Machine, which is a kind of backup (but if your drive dies – it doesn’t help)

Aomei Backupper 6 is a decent free backup to backup to a local drive

The software that comes on USB backup drives is usually not that great.

“Syncing” means that if you delete it on your computer, it deletes on the copy. This is NOT helpful as a backup.

If you accidentally delete an important file, you’d like to be able to recover it from the backup.

iCloud, Google Drive and Microsoft OneDrive standard backups are “syncing”, not “backing up”.

Phones have their own standard cloud backup – check in Settings

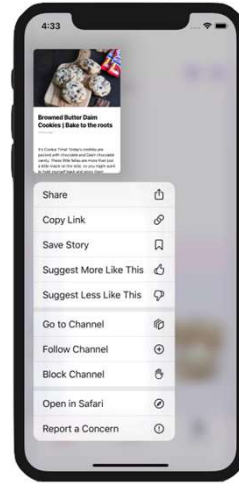
Air Drop is on Macs and iPhones
Nearby Share is on Android and Windows

Feature most phones have

- Apple pay/Google pay
- Flashlight
- Calculator
- Camera
- Screencasting to TV
- Bluetooth for music
- Car Play/Android Auto

Actions

- On computers, right-clicking will bring up a “context menu” (ctrl-click on Macs with 1-button mouse)
- On phones, press for a few seconds on an icon to get a context menu.
- iPhone – swipe down from upper right on newer phones for the control panel (Android, normally just swipe down)



Context menus change depending on the icon being clicked/pressed. Documents will typically have an “open”, “edit”, and/or “open with” menu item. Most files will have “copy”, “move”, “rename” items. Applications will have “Run” as a menu item.

iPhone Control panel can be modified – use long press to see the list of things that can be put into the visible part of the control panel. Typically things like Wifi, Flashlight, etc. are here.

Android Control panel is similar, although it usually has all the icons on the control panel, and you just bring the ones you want over onto the first screen of the control panel.

Fun stuff

- Play games
- Use Shazaam to recognize music playing
- Radio/Music/Video player
- Video Camera
- Voice Recorder

3		8	1		2
2	1	3	6	4	
		2	4		
8	9			1	6
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7	2			4	9
		5	9		
9	4	8	7	5	
6		1	7		3

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Games can be as complicated as a shooter, or as simple as card or tile games, or things like sudoku.

The Translation apps can do text or speech

Tools

- Use your phone as a level.
- Metal Detector
- Flashlight
- Measure Distance



Level App - You can download apps in the store for this feature. Iphone has it built-in as part of the “measure” app.

The metal detector quality is so-so. Can be used to find dropped screws and the like....

If your phone doesn't have a dedicated flashlight (used for camera flash), then it can usually just turn the screen all white.

Smart Measure or Distance Meter to measure distance or height of objects.

Tools



- Scan Barcodes and/or QR Codes
 - Some diet apps can scan barcodes on products to enter them into the app
 - Careful with QR Codes if you don't trust the source – they can take you to sketchy websites
 - Might need to download a bar code application
- Magnifying Glass

On Android, usually need an app to scan barcodes. On iPhones, just point the camera at it, and it will work.

Magnifying Glass – uses the camera and it's optical and digital zoom.

There are apps that combine the magnifying glass and turning on the flashlight that are quite handy

Tools

- GPS/Maps
 - Can download hiking apps to record your progress and navigate trails
- Timer
- Calculator
- Weather/Air Quality
- Scan wifi signal strengths

The timer is normally in the Clock application

Air Quality – AirNow is a very useful air quality app

Tools

- OBDII reader to diagnose car issues
- Text/Email photos to doctors, mechanics, plumber etc..
- Can buy flexible camera to view in hard-to-get-to spots. Usable on some smartphones, but all laptops



OBDII readers are cheap – however, vintage cars won't have the port to plug in. The port is normally under the dashboard somewhere. Wifi versions are a little more expensive, but more compatible.

Text or email photos to your doctor, mechanic, plumber, etc..... To get a better quote, for instance.

To use one of these flexible cameras you must have a USB port that's capable of input and output, which is only on later smartphones. Some version use wifi instead, which will be compatible with anything that can get on the network. I typically use mine on my laptop rather than with the camera.

Tools

- Scanner to create PDFs (using the camera)
 - Iphone – Notes App
 - Android – Google Drive App
- Foreign language Translator
 - Apple Translate/Google Translate

iPhone Translate – point camera at text – a yellow border will appear around recognized text. Tap the yellow “paper” icon in the lower right.
Choose translate and the language.

Android has Google Translate and other apps – like “Camera Translator”, which shows you the text directly on the camera....

Health

- Keep track of your diet
 - MyFitnessPal
- Keep track of exercise
 - Fitbit, Apple Watch, Galaxy Watch, Health app
 - Count steps

Photos

- Set up syncing to iCloud or Google Drive
 - Makes it easy to share with a laptop or desktop

Setup for phones

- Set your phone into dark mode to save battery life
- Rotation Lock
- Notifications
 - If an app is bugging you, you can normally either long press (Android), or swipe left and touch “Options” (iPhone). Can normally mute for a time, shut it off, or goto Settings.

Antivirus



- Defender on Windows (free with Windows)
- Mac – pick one (Norton, BitDefender, Intego)
- Use Malwarebytes for Malware (paid or free)
- Don't normally need an antivirus on a smartphone, but malware can get on the phone
 - Use only apps from the store
 - Don't browse sketchy websites.

Malwarebytes - Paid version can protect you from bad websites on the fly.... Free version you have to periodically scan your computer

Malwarebytes also has apps for smartphones....

Computer Tricks

- Minimize everything (get to Desktop)
 - Windows: Windows + D
 - MacOS: Fn+F11 or Cmd+F3 (Mission Control)
- Lock the Computer
 - Window: Windows+L
 - MacOS: Lock Screen button, use hot corners, Apple Menu -> Lock Screen, Touch ID
- Print Screen to File
 - Windows = Windows + PrtScn = save into Pictures/Screenshots
 - MacOS = Cmd+Shift+3 = save onto Desktop, Cmd+Shift+4 snapshots just part of the screen

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To set Night light, Settings -> System -> Display and toggle on the “Night Light” setting. Click on “Night light settings” to setup a schedule

For when to turn it on and off automatically. Removes blue light from the screen.

On the Mac – System Preferences -> Displays and click Night Shift. It will allow you to turn it on and set a schedule. You can also configure

The color temperature (i.e. how much blue is removed).

Android and iPhone also have blue light removal features. (Twilight, Night Mode, or Eye Care apps for Android, built as “Night Shift” in for IOS)

YMMV - Some studies find that the whole blue light thing doesn't fly and that blue light filters might be worse for you

Computer Tricks

- Night Light
- Ctrl-Alt-Delete/(Cmd+Option+Escape)
 - Allows you to force quite an application that won't exit (most of the time).

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Thanks for attending

If you have any questions, or would like to see some specific apps or app types demonstrated, please email

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