NEW

Samsung Galaxy

The Complete Manual

The independent handbook for Galaxy users

Includes guides for the S23



100% UNOFFICIAL

Digital Edition

FUTURE

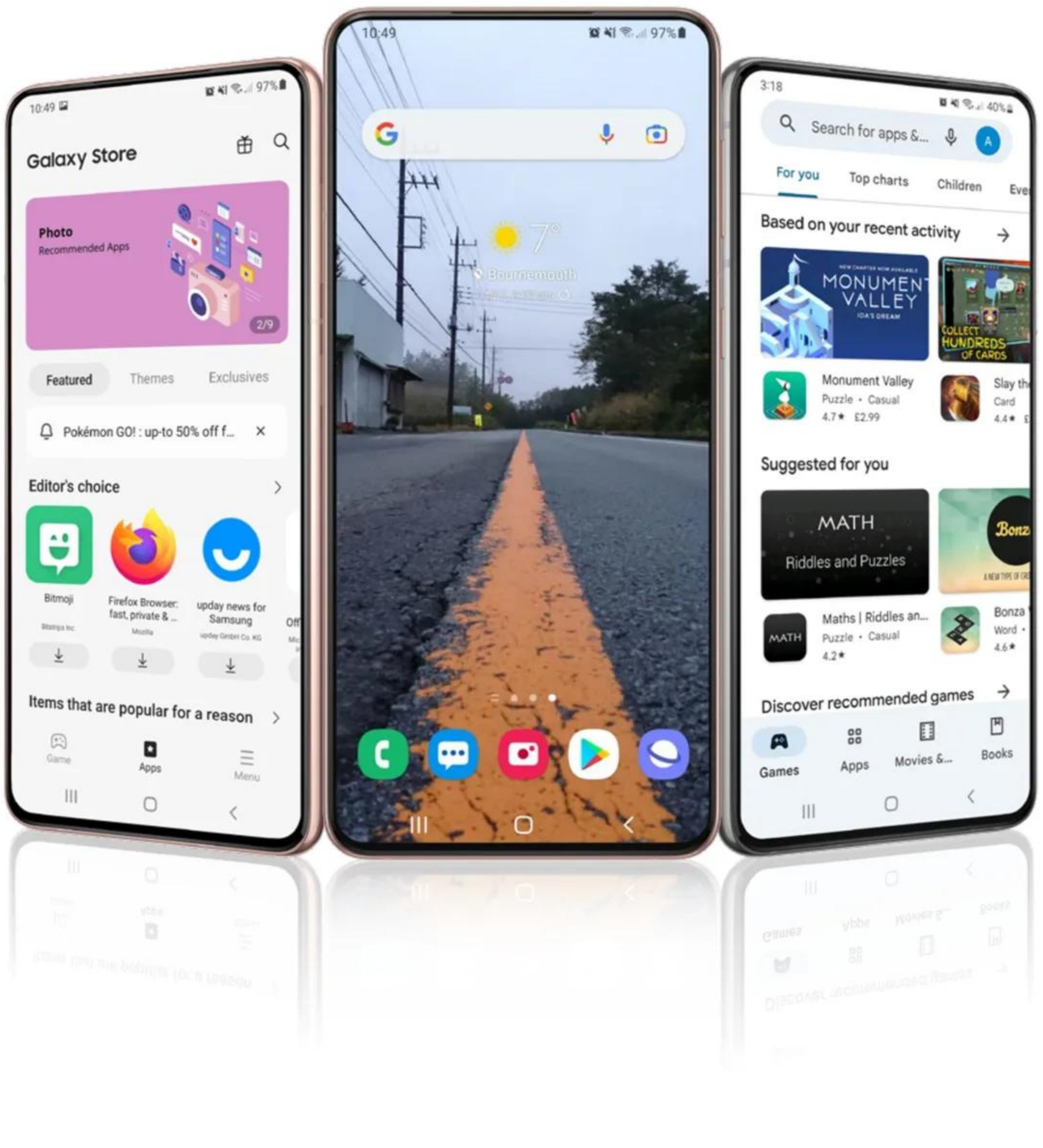
THIRTY-NINTH EDITION

Welcome to

Samsung Galaxy

The Complete Manual

Samsung has been a front-runner in the smartphone industry, and its range of Galaxy devices continues to set the bar high when it comes to innovation. Whether it's the S23, S22+, A52s, Tab A or Flip series, each Galaxy combines superb hardware with a range of fantastic built-in software. In this revised edition of Samsung Galaxy The Complete Manual, we take you through everything you need to know to get the most from your Galaxy. From how to make use of your device's camera, to how to download the latest apps from the Play Store, read on to get started on your way to becoming a Galaxy expert.



FUTURE

Samsung Galaxy

The Complete Manual

Future PLC Quay House, The Ambury, Bath, BA1 1UA

Editorial

Compiled by **Sarah Bankes & Steve Dacombe**
Features Editor **Aiden Dalby**
Head of Art & Design **Greg Whitaker**
Editorial Director **Jon White**
Managing Director **Grainne McKenna**

Photography

Samsung, James Sheppard, Getty, Iceworks, Ultimate Ears, Spigen
All copyrights and trademarks are recognised and respected

Advertising

Media packs are available on request
Commercial Director **Clare Dove**

International

Head of Print Licensing **Rachel Shaw**
licensing@futurenet.com
www.futurecontenthub.com

Circulation

Head of Newstrade **Tim Mathers**

Production

Head of Production **Mark Constance**
Production Project Manager **Matthew Eglinton**
Advertising Production Manager **Joanne Crosby**
Digital Editions Controller **Jason Hudson**
Production Managers **Keely Miller, Nola Cokely, Vivienne Calvert, Fran Twentyman**

Printed in the UK

Distributed by Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU
www.marketforce.co.uk For enquiries, please email:
mfcommunications@futurenet.com

Samsung Galaxy: The Complete Manual Thirty-Ninth Edition (CMB5590)

© 2023 Future Publishing Limited

We are committed to only using magazine paper which is derived from responsibly managed, certified forestry and chlorine-free manufacture. The paper in this bookazine was sourced and produced from sustainable managed forests, conforming to strict environmental and socioeconomic standards.

All contents © 2023 Future Publishing Limited or published under licence. All rights reserved. No part of this magazine may be used, stored, transmitted or reproduced in any way without the prior written permission of the publisher. Future Publishing Limited (company number 2008885) is registered in England and Wales. Registered office: Quay House, The Ambury, Bath BA1 1UA. All information contained in this publication is for information only and is, as far as we are aware, correct at the time of going to press. Future cannot accept any responsibility for errors or inaccuracies in such information. You are advised to contact manufacturers and retailers directly with regard to the price of products/services referred to in this publication. Apps and websites mentioned in this publication are not under our control. We are not responsible for their contents or any other changes or updates to them. This magazine is fully independent and not affiliated in any way with the companies mentioned herein.

FUTURE

Connectors. Creators. Experience Makers.

Future plc is a public company quoted on the London Stock Exchange (symbol: FUTR)
www.futureplc.com

Chief Executive Officer **Jon Steinberg**
Non-Executive Chairman **Richard Huntingford**
Chief Financial and Strategy Officer **Penny Ladkin-Brand**

Tel +44 (0)1225 442 244

Widely Recycled

ipso. For press freedom with responsibility

Contents

What you can find inside the bookazine

Getting started

8 **Introduction to the Samsung Galaxy**





14 **Setting up your Samsung Galaxy**



18 **The first steps**
Home screen and gestures



22 **How to use your Samsung Galaxy**

30 **Applications**
A guide to the native apps

The apps

32 **Settings, part 1**
Network connections

34 **Settings, part 2**
Personalise your Samsung Galaxy

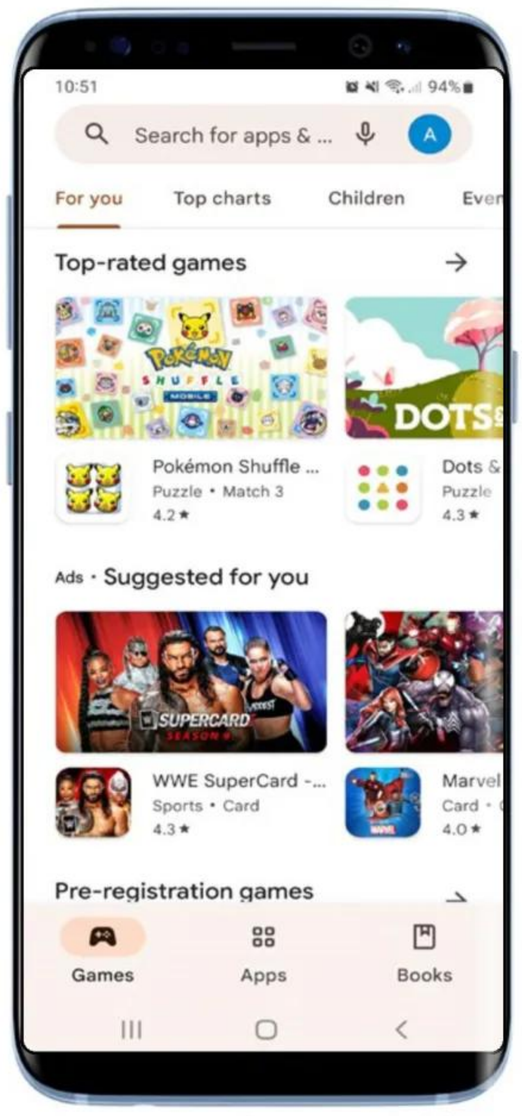
38 **Settings, part 3**
Change the device settings

42 **Wear OS**
Connect to your Wear device

44 **Google Play**
Download apps and media

50 **Galaxy Apps**
Find discounts and collections

54 **Phone**
Make a regular phone call



Please note: The appearance of your app icons may differ from those seen in the book depending on the model of your phone or software version.

58 **Contacts**
Store people's contact details

62 **Messages**
Send SMS and MMS messages

66 **Keep**
Create notes, lists and more

68 **Email**
Access multiple email accounts

72 **Internet**
Browse the World Wide Web

76 **Camera**
Take photos anywhere

80 **Gallery**
View images and videos

82 **Google Podcasts**
Play and listen to the latest shows

S23, S22, S21, Tab, Fold, Z Flip: there is a Galaxy device for every Android user out there

Become a Galaxy master in minutes



84 **Kindle for Samsung**
Read books

88 **Samsung Music**
Listen to tunes on the go

92 **Video Player**
Watch HD videos on your device

96 **Kids Home**
Tailor your device for kids

98 **Play Books**
Read books on the go

100 **Google TV**
Watch HD videos on your device

102 **Google Home**
Connect to your Home

104 **Maps**
Use turn-by-turn navigation

108 **Google Drive**
Store your files on the cloud

110 **Google News**
Stay up to date with the news

112 **S Note**
Write and draw notes by hand

114 **S Planner**
Keep track of dates and tasks

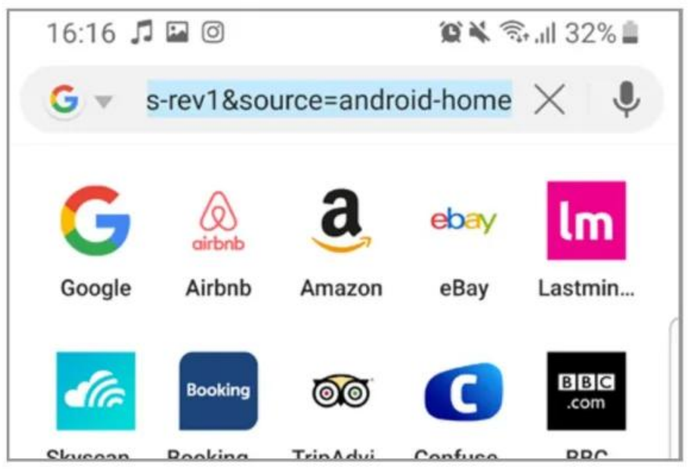
116 **Bixby**
Control apps with your voice

118 **S Health**
Get fit and healthy

122 **Translate**
Converse abroad with your Galaxy

124 **Facebook**
Update your status and more

126 **X**
Post wherever you are



Quickly access your favourite websites



Use your Galaxy to find your way around

Introducing the Samsung Galaxy

Just got a Samsung Galaxy device? Then discover how hard it can work on your behalf



Smartphones and tablets could be considered something of a beauty and the beast of the modern age. They are certainly beautiful to look at, many boasting sleek and stylish designs that are comfortable to hold and jaw-dropping in terms of design. And the sheer amount of functionality that is crammed into their compact units is nothing short of incredible. However, with such astounding wonder comes the beastly downside that we simply can't stop staring at them – they are just so distracting! We'll outline why you'll find it hard to put your Galaxy device down. Whether it's because of the look and feel of your smartphone or tablet, the intuitive operating system or the huge number of apps you can download and install, before too long you'll be hooked.





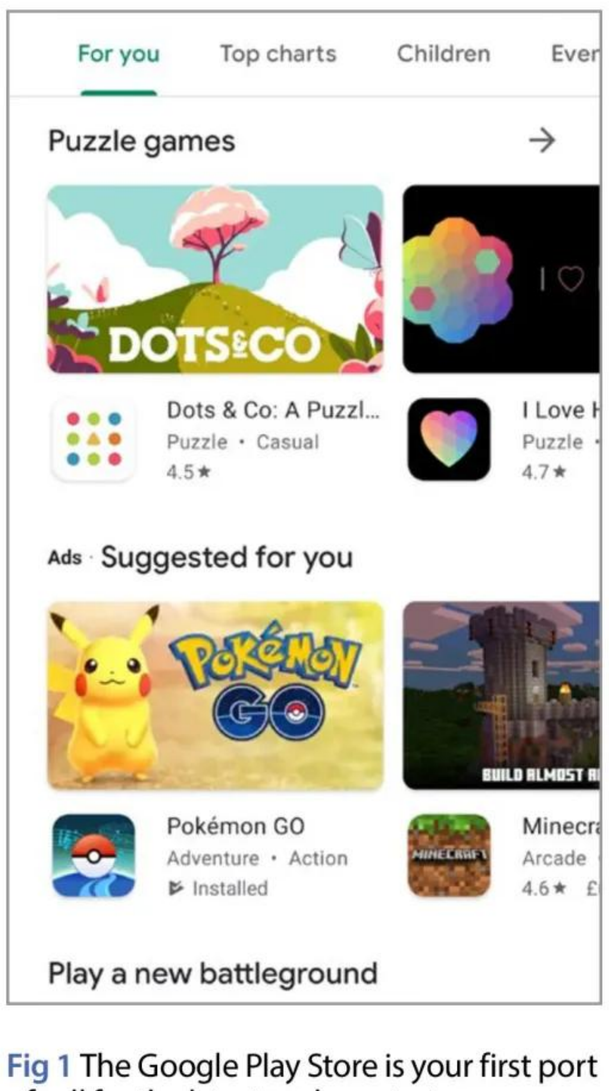
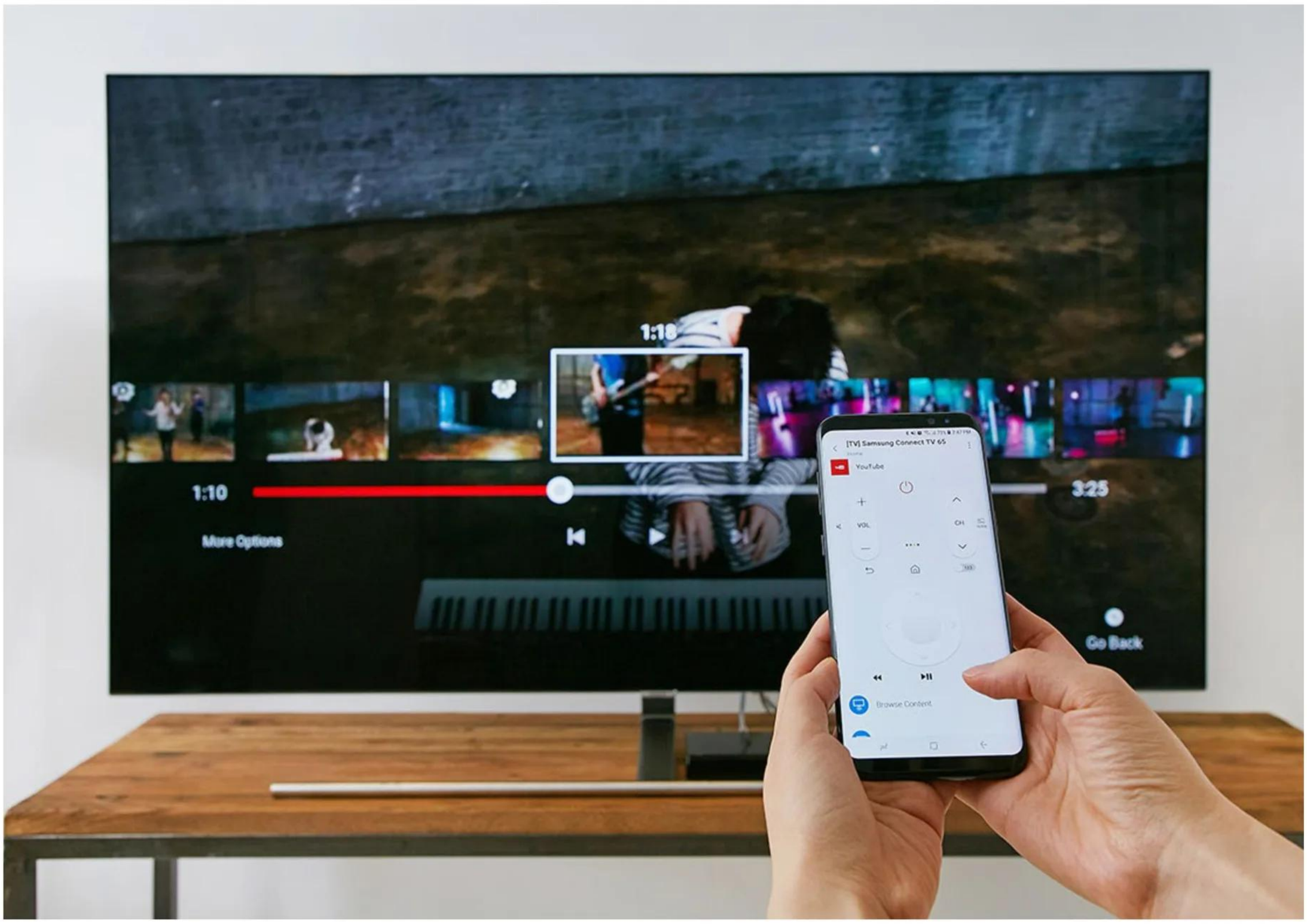


Fig 1 The Google Play Store is your first port of call for the latest and greatest apps

Hardware

Galaxy devices are versatile micro-computers that are capable of managing every aspect of your life – and there's a model to suit everyone. The Samsung Galaxy S23 has taken over as the company's flagship device, boasting exquisite design, an ultra-responsive interface, an impeccably sharp display and lightning-quick charging to keep it all topped up. The S23, along with the S23 Plus and S23 Ultra all run the latest Android operating system.

If you prefer a bigger screen to work remotely or enjoy a film, then you may want to look into the Galaxy Z Fold4. The front has a 6.2-inch screen, but when it is folded outwards it shows its 7.6-inch Dynamic AMOLED display. It's like having a phone and tablet in the same device. There is also the Z Flip4, a foldable phone in the style of a flip-phone. It doesn't have cutting-edge specs like the S23 range, but it will turn heads. Finally, there is the Galaxy Note range, which is geared towards working. The Note 20 and Note 20+ come with the S Pen, a stylus that can be used as a remote control for taking photos or playback controls when watching videos.



OS/Apps

As we have already mentioned, Galaxy devices run on Google's Android operating system, which provides a wide range of apps and functions instantly. A stable of favourite apps that come pre-installed on your device include the Chrome web browser, Gmail, Maps and Google's media suite – Play Movies & TV, Play Newsstand and Play Games. Then, of course, there is the Play Store app, which is your first port of call for all of the latest and greatest Android apps (as well as movies, books and games). Galaxy devices are also well provided for by Samsung. Samsung's user has been designed to make controlling Galaxy devices easier by providing shortcuts to your everyday tasks – and it is layered over the top of the Android interface with the two working in perfect unison. You will also find the Galaxy Apps service pre-installed on your Galaxy device, which provides instant access to Samsung's own app store. Though not as expansive or varied as the Google Play Store, this is still a great place to come for Galaxy-exclusive apps that may not come pre-installed on your device.



Fig 2 The Galaxy Apps store is the place to go for apps to get the most out of your Samsung device

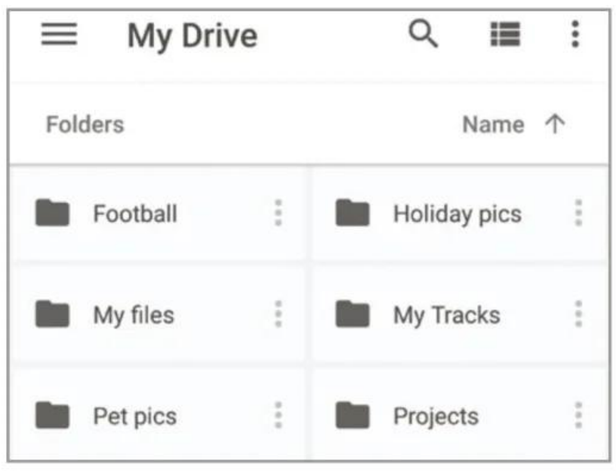
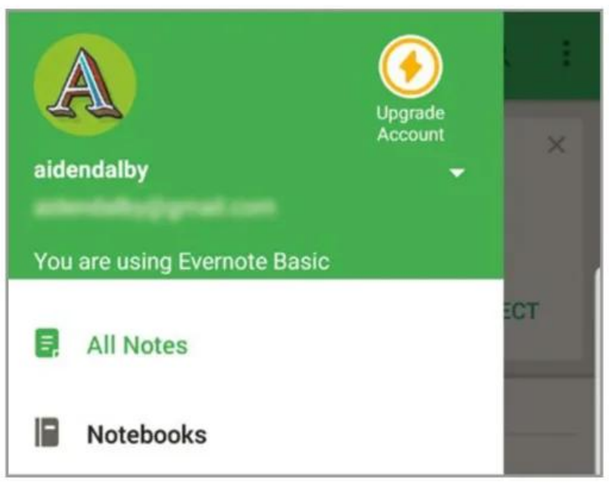


Fig 3 Google Drive comes pre-installed on your device and allows you to store your important files in the cloud

Essential Galaxy downloads



Evernote This brilliant app makes it hard to forget anything as you can create quick and easy typed, handwritten, voice or photo notes whenever you need to. Everything you create is synced and updated on all your devices.



Kindle Reading on your Galaxy has never been easier thanks to Kindle's online store, where you can download ebooks to read instantly and use the customisable display options.



BBC iPlayer With a decent Wi-Fi connection you can stream or download the latest BBC TV shows to enjoy when you want. This is just one of many quality streaming services available.

Introducing the Samsung Galaxy

Functions

As well as being infernal distractions, smartphones and tablets provide many positive uses to help you manage all aspects of your life. If you require your Galaxy device to work remotely then you'll find a wide range of apps available for word processing, creating and editing spreadsheets and putting together presentations – and everything can be saved and synced to select cloud computing apps, such as Drive and Dropbox, to ensure everyone concerned is working from the same document. If you just want to relax then you can, of course, use your device to play the latest movies downloaded or streamed from places such as Google Play Movies & TV and Netflix, or use it to enjoy a wide range of games, many of which give the specialist console devices a run for their money.

Your Galaxy device can also be used to keep fit and stay in shape. Not only are there apps to help you monitor your daily exercise and calorie intake, apps like YouTube also provide instant access to keep-fit videos. Whatever you need or want from your Galaxy device, you'll soon discover that, as the saying goes, "there's an app for that!"

Galaxy accessories

Wireless Charging Pad
Most new Samsung smartphones support wireless charging. Just place your phone onto the pad and it will charge just as quickly as it would if plugged into an outlet



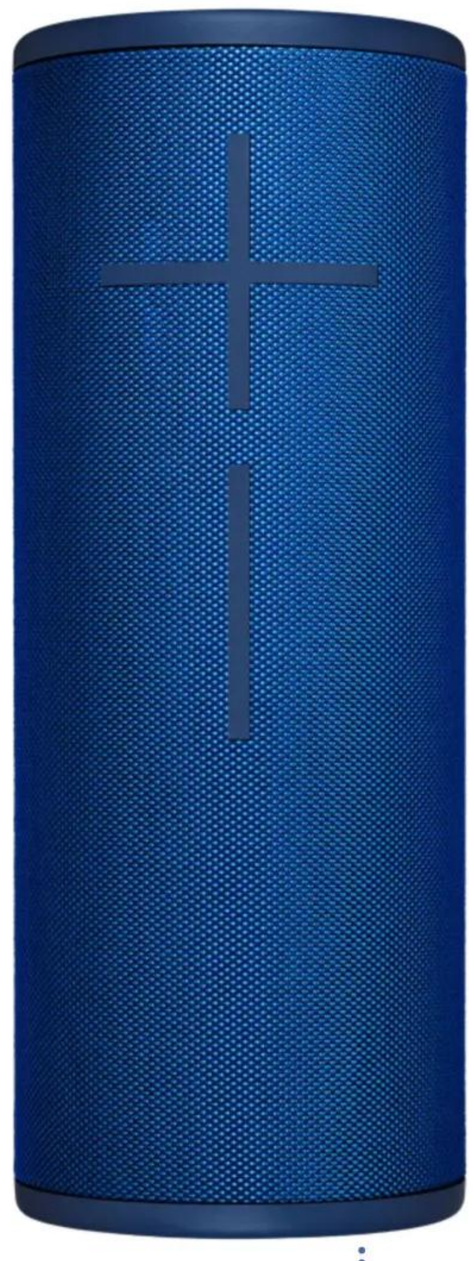
Samsung Galaxy Watch4
This classic-looking watch gives you the freedom to enjoy a smart mobile experience without having to have your phone in hand. You can make and receive calls, check directions, monitor your fitness and more





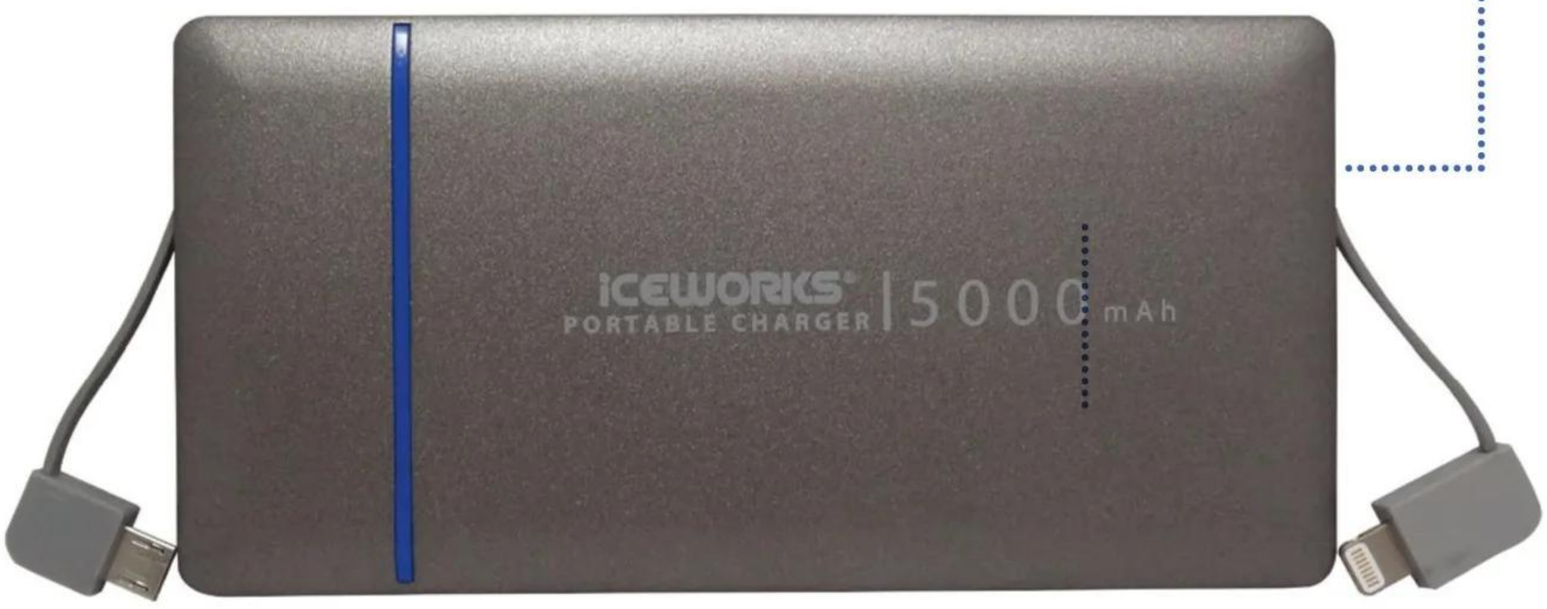
Galaxy Buds+ earphones
These earbuds use touch controls and require no wires, so you can keep your phone in a bag or pocket while in use. They track fitness data such as calories burned and heartrate as you listen to music streaming from your Galaxy smartphone





Phone cover
As your Galaxy device is undoubtedly worth a lot of money, it makes good sense to protect it with a decent cover. Spigen's Rugged Armor can absorb shocks and scratches, protecting it from any drops

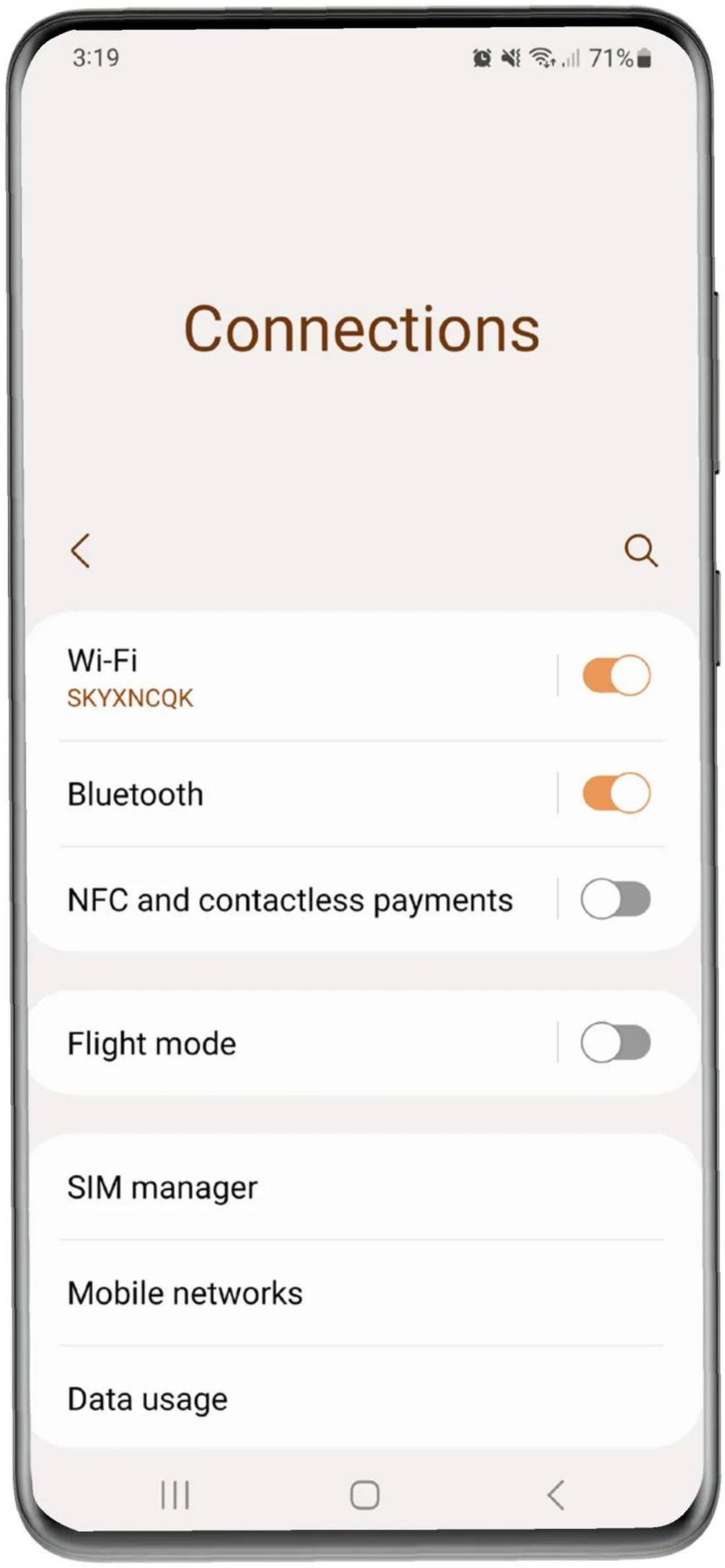
Portable power bank
Sometimes you may be too far from a power outlet to charge your phone, but after only around 15 minutes plugged into this charger your phone should have enough power to last another seven hours



Ultimate Ears MEGABOOM 3
As smartphones and tablets can be used to store all of your digital music and movie collections, investing in a wireless speaker to blast them out is definitely worth considering when accessorising

Setting up your Samsung Galaxy

The first few minutes you have with your Galaxy device will be spent setting it up. Invest time in this for an enjoyable and productive future



1 Language When you take your new Samsung Galaxy device out of its box and have fully charged its battery, you will be ready to start using it. There is a setup procedure to go through first, however. Your first task is to tell your new Samsung what your language is. It should be set to English (United Kingdom) but you can tap the language bar to see more options if you need to change it.

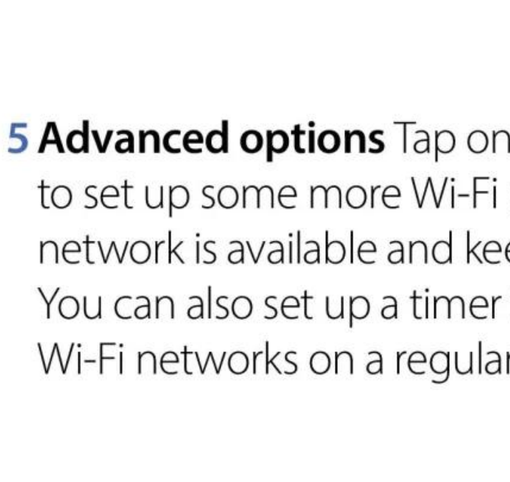
2 Add Wi-Fi Next, select a Wi-Fi network. Your Galaxy device will then scan the surrounding area and show you all of the available networks that there are in the immediate vicinity. Depending on where you are, there could be quite a lot of them! You can identify your own network by its name – in order to log on, simply tap the name.

3 Enter password You will need to enter the password for your Wi-Fi network. Type this in using the keyboard – remember, you can long-press characters that sit on the top row of the keyboard to get to the numbers or just tap the bottom-left icon. Check Show password to double-check that you are entering it correctly, then select Connect when you are ready (Fig 1).

4 Connecting the Wi-Fi Having entered your password, wait for the next screen to appear. After a few seconds, you will see that you have been connected to your chosen Wi-Fi network. Even after doing this, all of the other networks that you could originally see will still be visible, meaning that it is easy for you to go back at any time and change networks.

5 Advanced options Tap on the Advanced option and you will then be able to set up some more Wi-Fi preferences, such as being notified when an open network is available and keeping Wi-Fi on when the handset is in sleep mode. You can also set up a timer to automatically connect to and disconnect from Wi-Fi networks on a regular basis (Fig 2).

6 Adjust display settings If you are going to use your device at night, then you may want to go to the Display section of the Settings app and enable the Eye Comfort Shield. This reduces eye strain by reducing blue light and can help you sleep better. From the Settings menu (Fig 3) you can turn this feature on permanently or set it to a schedule, as well as change the opacity of the filter.



When setting up your device you will be guided through the initial setup process to make life easier

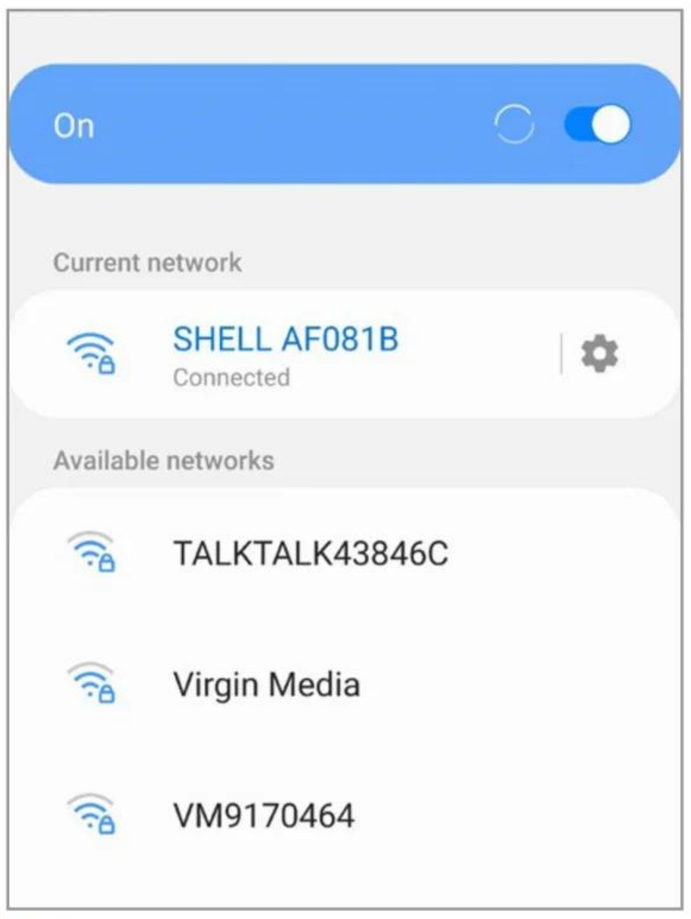


Fig 1 Enter your Wi-Fi access code

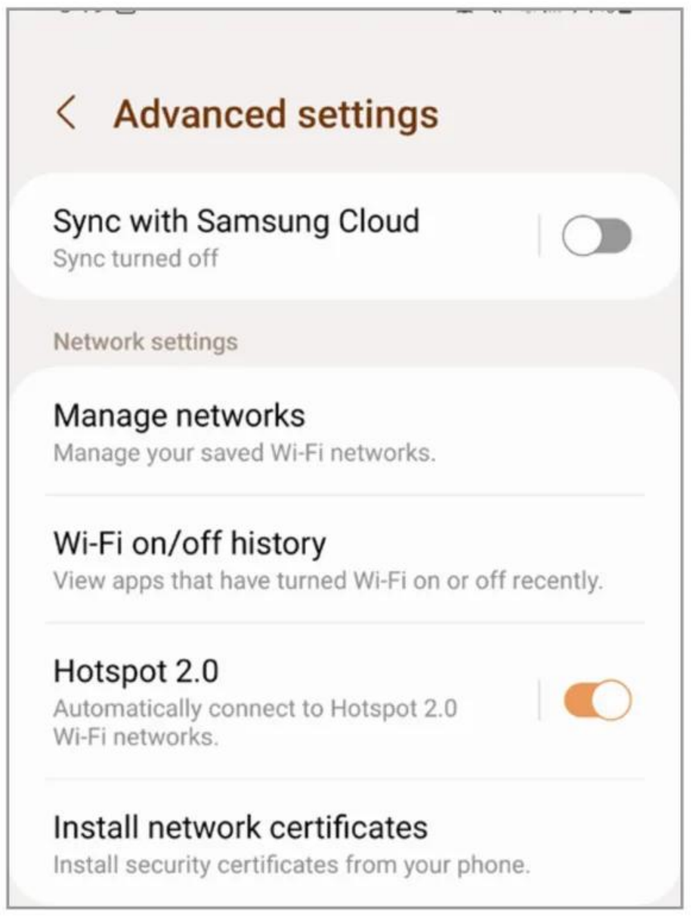


Fig 2 Do more with your Wi-Fi

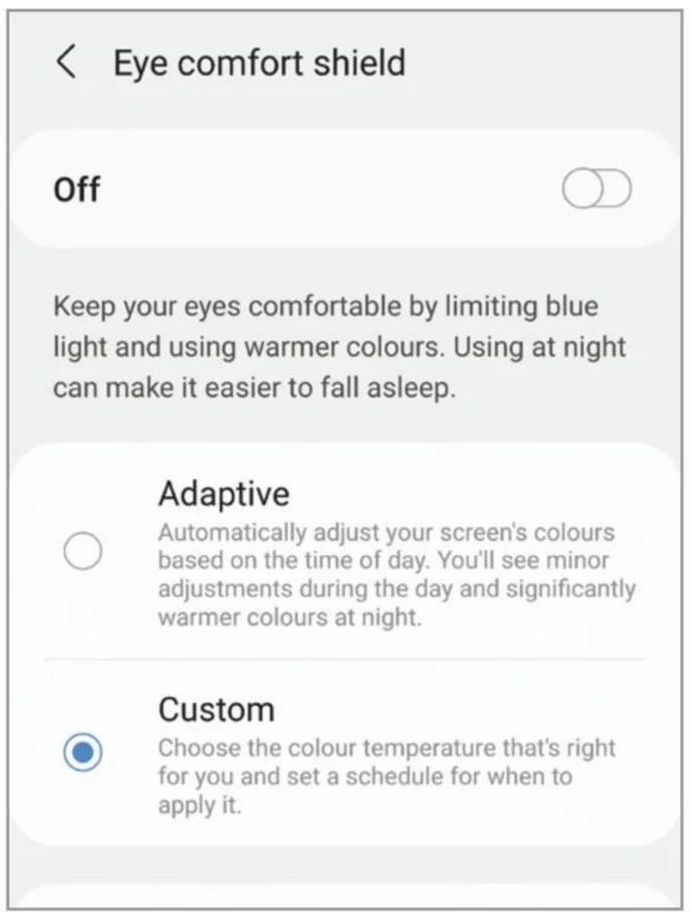


Fig 3 Set up a timer for your Eye Comfort Shield

Setting up your Samsung Galaxy

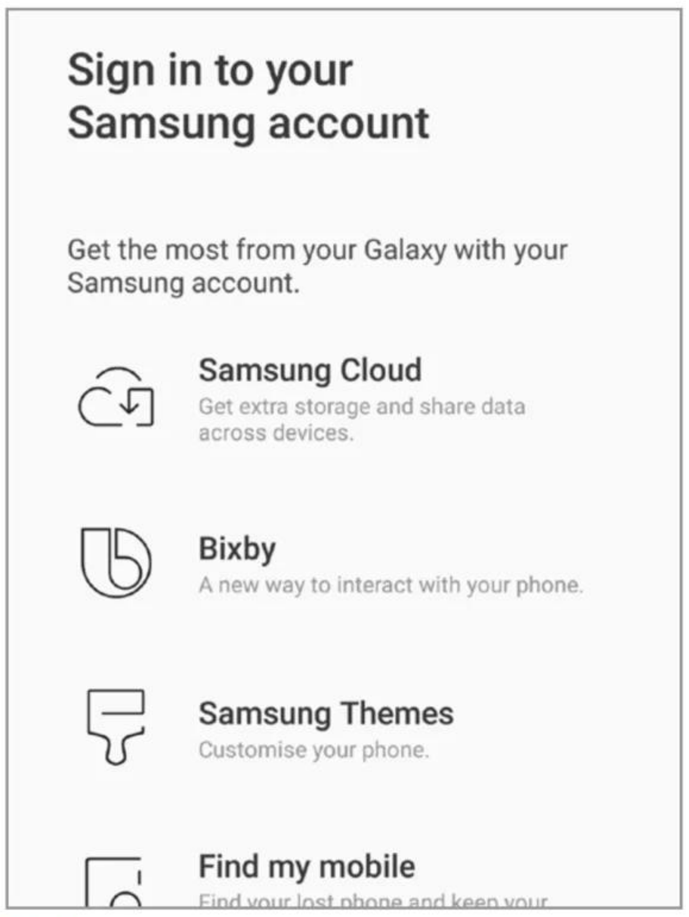


Fig 4 Create a Samsung account

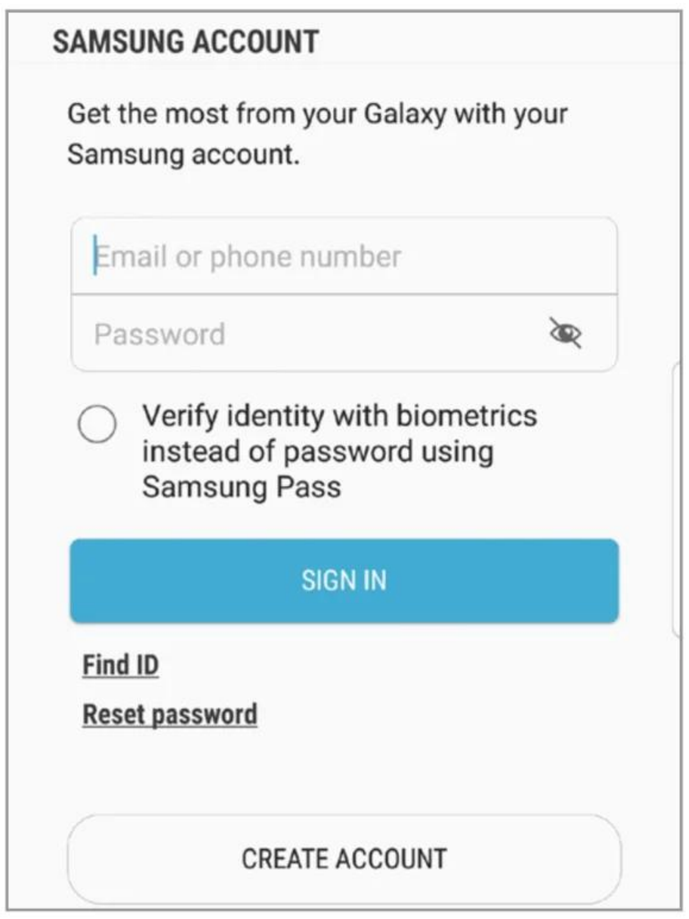


Fig 5 Add contact info to your account

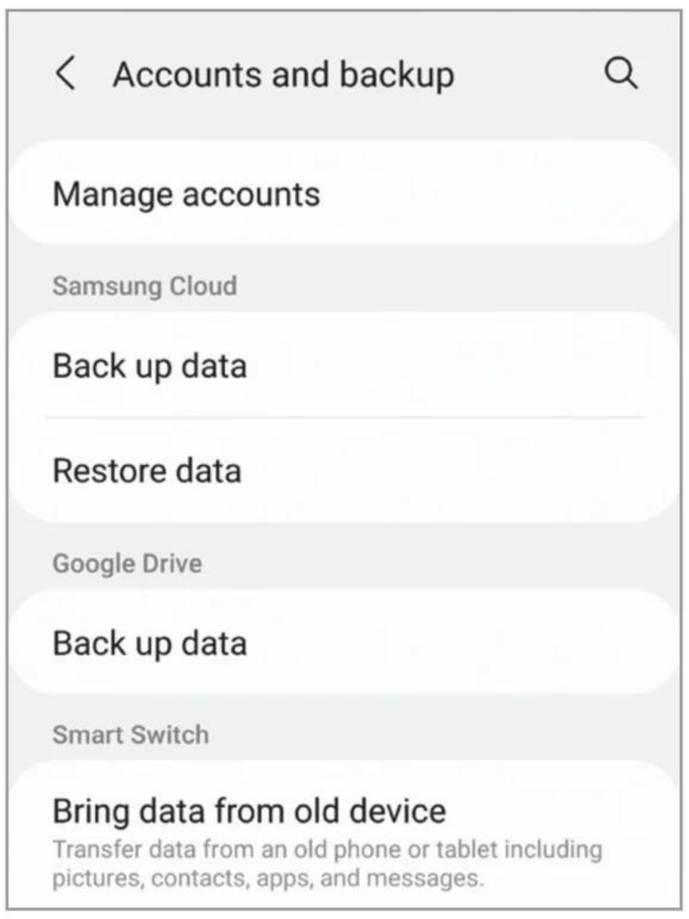


Fig 6 Keep all your data safe

7 Date and time The next settings you change are for the date and time. You can set these manually or get your network to set them automatically. In most cases the latter will be perfectly fine. You can also select your time zone, although the network time settings should automatically do this for you. Regardless, you can always come and change this information later on.

8 Samsung Account Next, you can set up your Samsung account. Samsung lets you access a range of services, including Find My Mobile, which helps you locate a lost phone and even lock it so that if anyone else finds it they can't access your data. You can skip this and do it later if you like, but it is a good idea to do it sooner rather than later (Fig 4).

9 Create an account After agreeing to the terms and conditions of this account with a tap in the box that appears on the next screen and a tap of the Agree button, you are ready to set up your account. You will need to enter some details first, however, like an email address and password. Note down what you have chosen somewhere safe. You'll get an email to verify your account (Fig 5).

10 Backup and restore You can set up your Samsung account so that it will back up call logs, SMS and MMS messages, settings and other data (Fig 6). If you ever need to do a reset and have already made this backup beforehand, you can choose to restore the information to your Galaxy device when you come to this part of the installation process.

11 Google account Next, you will be asked to set up a Google account. You will need one of these to access Google Play and download apps. You'll get a Gmail email address as part of the process too, which gives you access to lots of useful stuff through the Google website. If you don't already have an account, answer No to 'Are you a Google user?' and then select Get an account.

12 Type in details Enter your real first and last names and then press the forward-facing arrow on the right side of the screen to move on to the next menu. There will be a short wait while your Galaxy device processes the information about your name. After this is finished it will ask you to select an email address for your Google Mail address.



Your Samsung account can help you find a lost or stolen Galaxy and can even be used to disable it

13 Try again You might find that the name you want to use has already been taken and therefore decide to try a new name instead. You can get Google to suggest some alternatives based on your first choice, or simply keep trying different choices until one that suits you appears by entering them and pressing Try again (Fig 7).

14 Password Next, you will need to enter a password for your Google account. When the option is made available, you will have to enter this twice in order to ensure that you have typed precisely what you want the first time round – make sure you choose something secure and memorable. After doing this, tap the forward-facing arrow on the right of the screen (Fig 8).

15 Security question Next, you need to enter a security question to help you recover your account if you ever lose your password. There are various choices on offer. Tap the down arrow by 'choose a security question' and then enter the answer. Add an email address to use for this process, too – not the Google Mail one you are creating.

16 Google settings By having a Google account, you have access to a number of services, for example Google Drive and Photos. You can go into your Google Account settings by going to Accounts and Backup> Accounts then selecting your Google account. From here you can select what activity Google can monitor, and change or manage your cloud storage (Fig 9).

17 Set your profile Your Google account is set up with just your name to begin with. When you're in the Google account section, you will be able to add more information to your profile, like a photo. For now, though, all you need to do is finish the setup, including checking the Security section to see if your account is safe.

18 Finishing off A final few screens finish off the process, including setting up the use of Google Location for location-based services and configuring a Dropbox account. Sign in now if you have an account, or wait and set an account up later if you prefer to do that instead. Then, all you have to do is tap Finish and you are good to go.

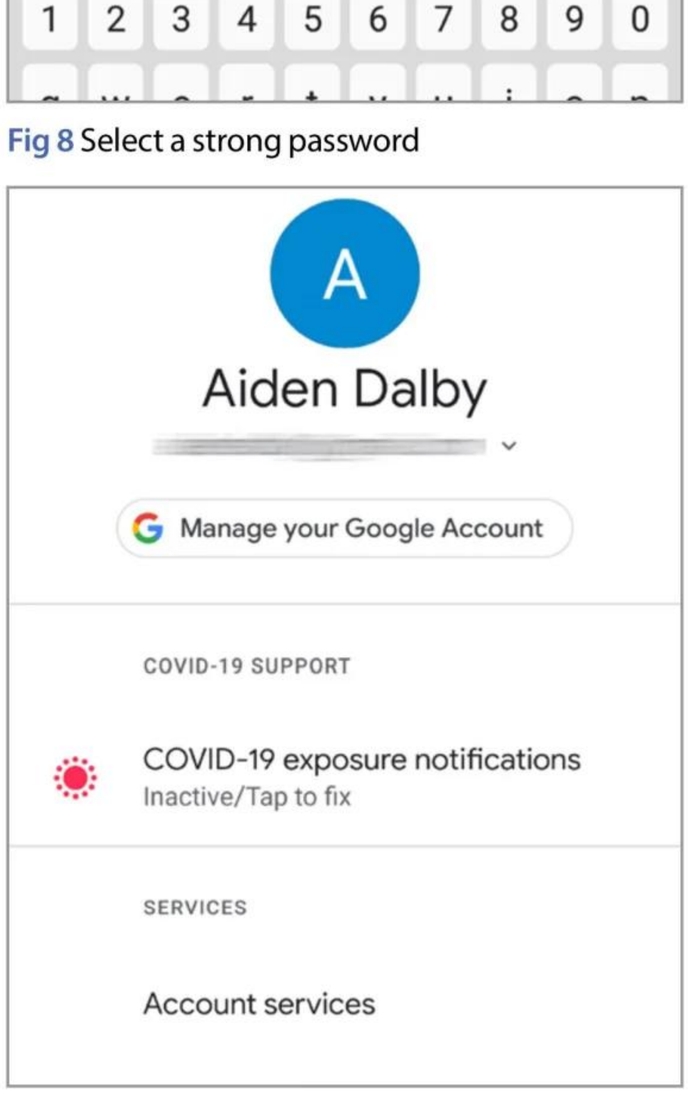
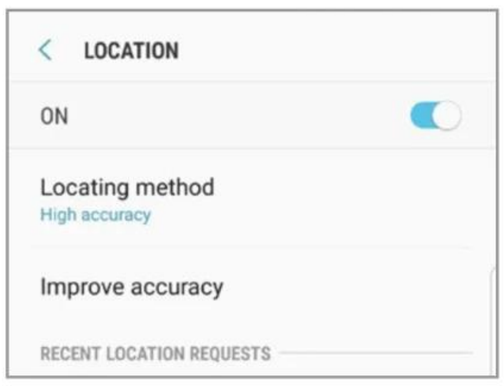


Fig 7 Google can suggest names

Fig 8 Select a strong password

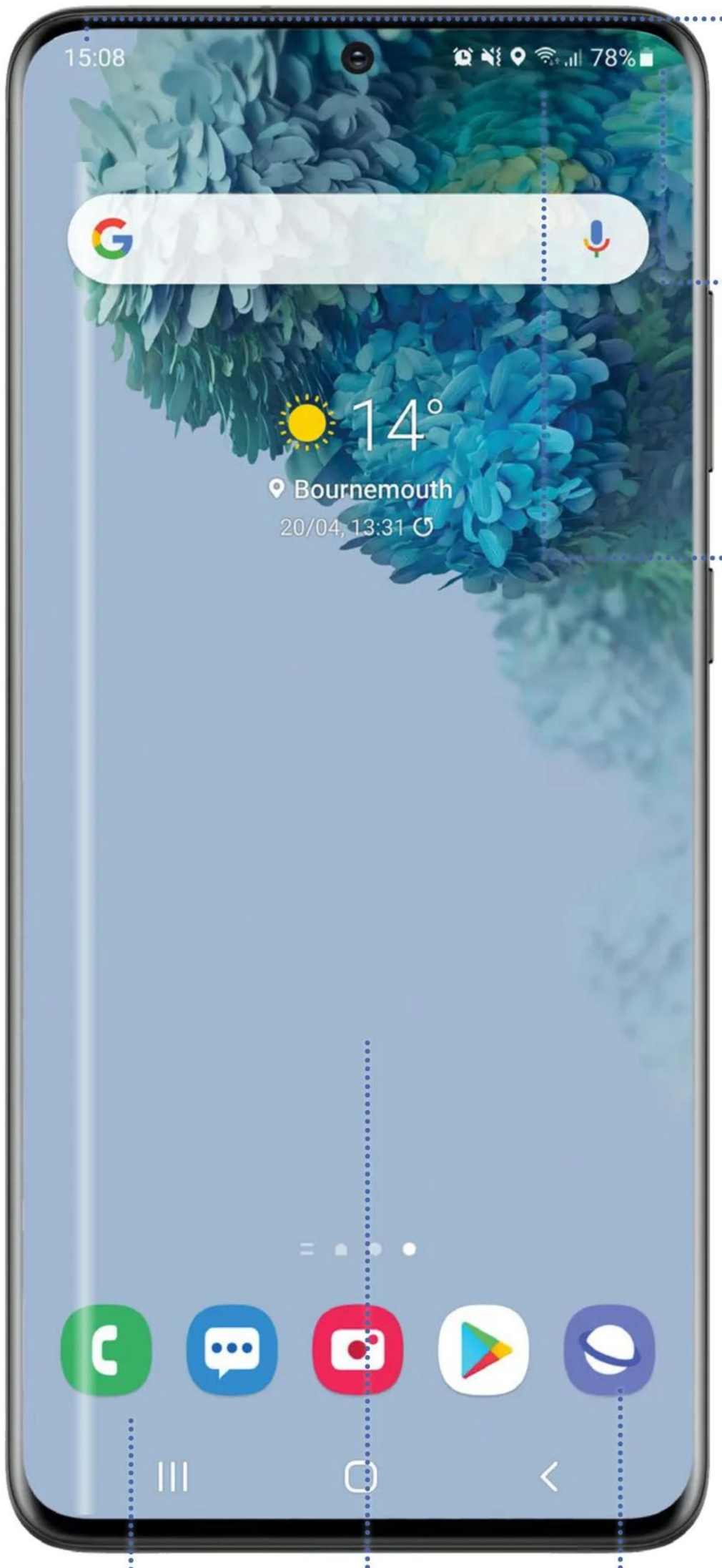
Fig 9 Join Google for more services



Google can use your location to help it deliver better and even more accurate information

Learn the home screen

Here we show you around your Samsung Galaxy's home screen and notifications bar, then teach you the interaction gestures to use



Time
The time shows in the very top-right corner of the home screen

Battery
Battery level is indicated here, and a lightning bolt icon shows if it is charging

Wi-Fi
You can see if you've got an active Wi-Fi connection by checking the tiny upload and download arrows just beneath the signal strength

Dock
Put your favourite apps in the Dock and they'll be available on every home screen

Wallpaper
Wallpaper sits behind the icons. You can change this with a tap and hold of the home screen

Apps
Each application can be placed on a home screen and identified by its unique icon

Common icons



Wi-Fi signal
This icon shows your Wi-Fi signal strength (the top bars) and whether the connection is active (the arrows)



3G/4G connection
Here you can see your mobile phone signal, its strength, and whether it is currently in operation



Missed call
You have a missed call. You can pull the notifications bar down to see more information and return the call



Battery (charging)
Your battery charge level is indicated and a white icon within shows if it is currently charging



Alarm
If you've got one or more alarms set then the alarm icon will be present in the notifications bar



Silent/vibrate
If you have your device set to silent or vibrate mode then an icon will show to indicate this



Blocking mode
Blocking mode stops you receiving unwanted calls and notifications. When it is active you'll see this icon



Bluetooth
Bluetooth gives you access to short-range wireless communications with other devices such as speakers



Downloads
When you are downloading apps and updates this icon will be displayed throughout the process



Google Play updates
When there are updates on Google Play this icon lets you know so that you can go and download them



USB connection
When your Galaxy device is connected to a PC via USB this icon will be shown in the notifications bar



GPS active
This icon shows you that the GPS function is active and currently locked onto your position

Hand gestures on your Galaxy

There are many ways in which you can interact with your Galaxy's touchscreen interface…

1 Tap When you want something to happen with your Galaxy you generally have to touch the screen, and arguably the most basic of all the gestures is the tap (Fig 1). You tap to open an application, make a menu selection, activate a link in a web page, open an image or music track, and lots more too. Just press your finger down in the required spot and the device will recognise it.



Fig 1 Simply tap the screen to select things

2 Scroll When there's more information than you can see on a single screen, you have to scroll up and down to get to it. Hold a finger on the screen, move it vertically and the screen moves (Fig 2). You might scroll horizontally too – to move around image files or web pages, for example – but you will use the vertical scroll to glance through emails, settings screens, news feeds and more.

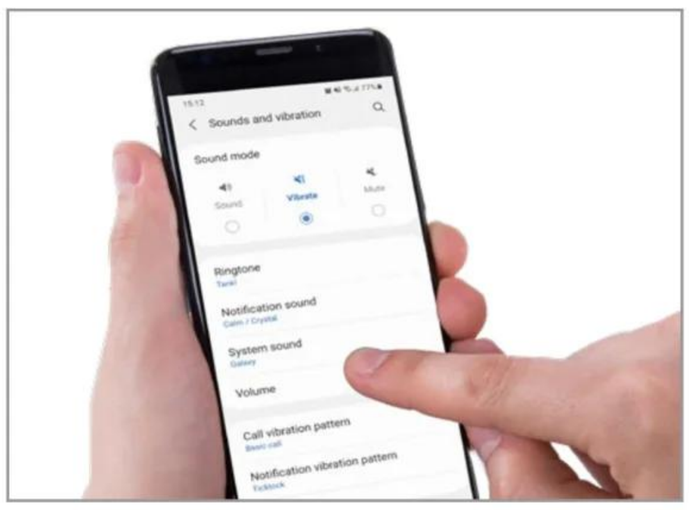


Fig 2 Tap and hold to scroll up and down

3 Swipe The swipe is a neat little gesture that's the counterpart of the scroll (Fig 3). We don't really call it a scroll, though, because devices like to use this gesture to quickly flick between adjacent screens, whether they're home screens on your device or pages inside an application. Just tap and slide to try it.



Fig 3 Pull your finger across the screen

4 Drag (long-press) As well as tapping the screen to make things happen, you can also long-press. This means putting your finger on something and holding it down and often allows you to drag your selected item around (Fig 4). You'll most likely use the long-press to move icons around, dragging them between different home screens or to the trash icon to remove them from home screens, or inside the app drawer to put them on home screens in the first place.



Fig 4 Press and hold for a long-press

5 Pinch The pinch gesture is a really clever one. You'll use it to zoom out and make text or an image smaller. Simply put two fingers on the screen quite a way apart from each other when you have an image or web page showing on the screen, and then pull them towards each other to make what you are viewing smaller. Use it alongside the spread gesture for even more control.

6 Spread The spread gesture is best used with the pinch. Use it to zoom in and make text or an image larger. Put two fingers on the screen close to each other when there's an image or web page showing, then push them away from each other to make what you are viewing larger (Fig 5). Before you know it, the hand gestures that you use to operate your Galaxy will become second nature.



Fig 5 Reverse the pinch to zoom in



Fig 1 Simply lift the handset to call

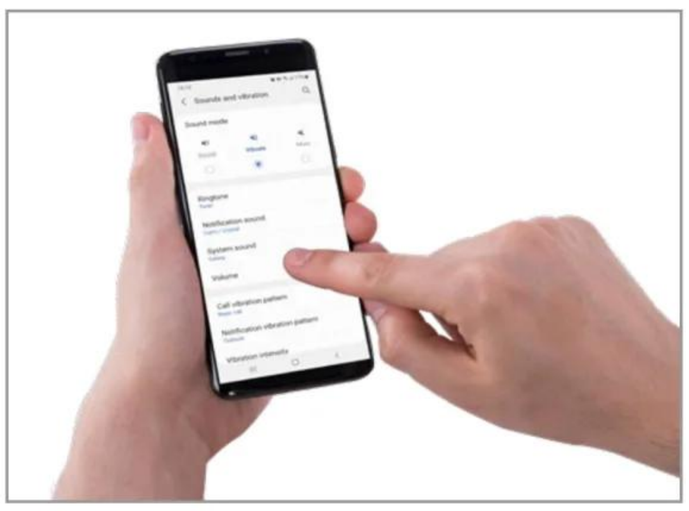


Fig 2 Vibrations remind you of alerts



Fig 3 Raise the smartphone to wake the screen



Fig 4 Go into Split View

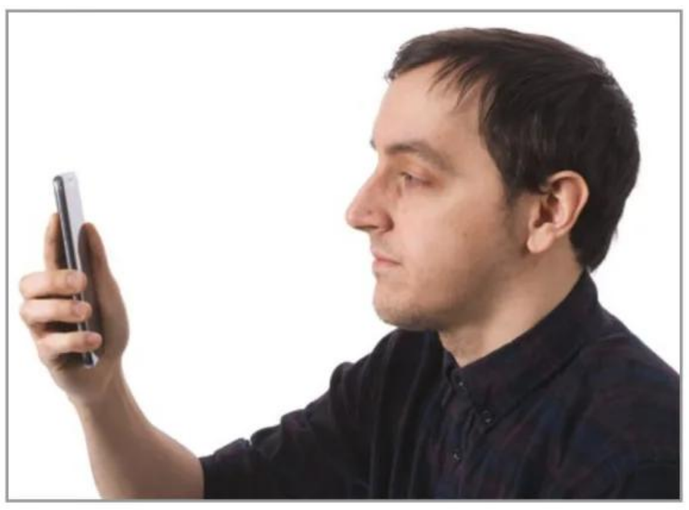


Fig 5 The camera tracks your eyes

Smart gestures on your Galaxy

As well as having the standard Android gestures, Samsung Galaxy devices have a few of their own…

1 **Direct call** If a contact's details, such as their call log entry or a text message, are visible on the screen then the mere act of raising your Galaxy to your ear will be enough to call them. (Fig 1) You won't need to tap at the screen at all to identify them to the handset – it just knows what you want it to do. This makes calling a quick and easy process that requires minimum effort on your part.

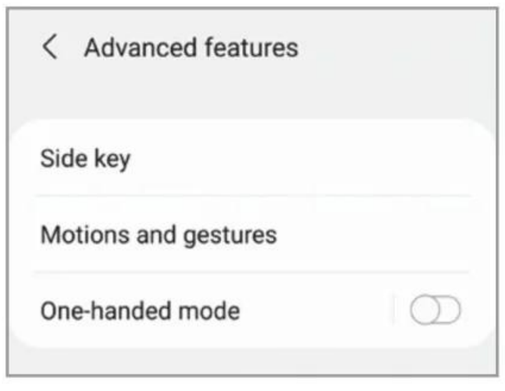
2 **Smart alert** Missing a call or message can be irritating, and you don't always glance at the screen to see the information that tells you something has been missed. You can use smart alerts to get your Galaxy to vibrate when you pick it up if there's a missed call or message, so that you know you need to check. This can be a life-saver if you happen to miss something important (Fig 2).

3 **Lift to wake** With this enabled you can turn on your smartphone's display by lifting the device. This means that when you take the device out of your pocket the screen will come on without needing to press the power button. Couple this with the Galaxy's face recognition and you can turn on and unlock your device by simply lifting the phone to your face.

4 **Split Screen View** When this it turned on, press and hold the Recent app button and the app you are currently in will go from full screen to just half of it (Fig 4). Your previous apps will be listed below, tap on one and that app will take up the other half of the screen. Tap and hold on the Recent apps button again to go back to full screen.

5 **Quick Launch Camera** If you want a quicker way to launch the Camera app, enable this. Now all it takes is pressing the Side button twice in quick succession and it will open. Be careful not to press the button more than twice however as this will cause the app to open, only for it to go to the Homescreen. It's useful for capturing those spontaneous moment.

6 **Smart Stay** Your Galaxy device will keep track of your eyes and as long as you are looking at the screen, it won't turn off. It does this by using the front camera of your device to detect your face. To get the best results make sure your phone is upright, steady and in a place with good lighting. If you have another app open that uses the front camera, Smart Stay won't work.



Use the Advanced features on your device to turn these different gestures and settings on



Fig 6 Double-tab the Home button

7 Tap the Home button two times In the Advanced Settings menu is the option for One-Handed Mode. With this turned on you can select one of two gestures for reducing the size of the screen. One option is to double-tap the Home button (Fig 6). Once it has been made smaller, you can tap the arrow icons to move the display across the screen.



Fig 7 Using One-Handed Mode

8 Swipe down in the middle of the screen You can revert back to full-screen by tapping outside of the minimised display. You can move the screen to the other side of your device by tapping on the white arrow. To quickly get back to the settings menu, tap on the gear icon in either bottom corner of the screen.



Fig 8 Take screenshots in seconds

9 Palm swipe to capture screen There is a key combination that lets you save an image of whatever your device is currently displaying – hold down the Power and Home buttons together. However, you can also do it by sweeping the edge of your hand from one side of your Galaxy to the other (Fig 8). It's neater, faster and is far easier than using any button combinations.



Fig 9 Cover it up to mute or pause

10 Palm touch to mute/pause If an alarm goes off on your phone or you are receiving an incoming call, you could pick your Galaxy up and hit a button. There's a simple gesture that can do the job too, though. If you put your whole palm on the screen, your device will be silenced (Fig 9). Ideal for when you don't want to be disturbed.



Fig 10 Turn off the display by double-tapping

11 Tap to turn off screen If you want to turn off your device's display, you can do so by double-tapping an empty space on the Home or Lock screen. This is a handy way of putting your Galaxy device into sleep mode when using one hand. Just make sure when tapping the screen that you aren't pressing on any icons or the function won't work.

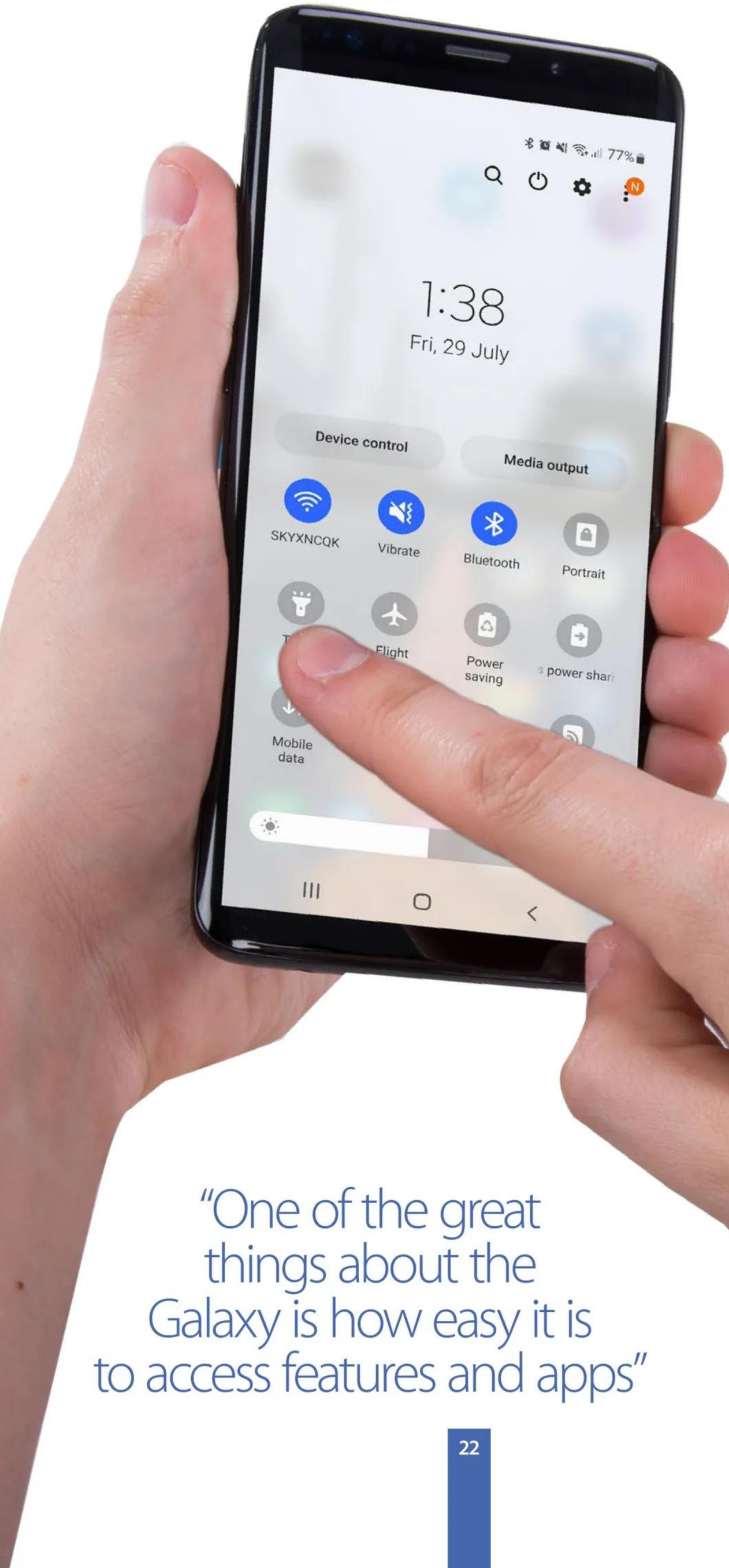
12 Finger sensor gestures You don't even have to touch the Galaxy's screen to use gestures. The Galaxy S9 has finger sensor gestures using the fingerprint sensor located on the back of the phone. When turned on, you can swipe down with one finger on the sensor to open the notifications panel. To close the panel, swipe back up with a finger.

How to use your Galaxy

Now you know how to interact with your device, it's time to start using it

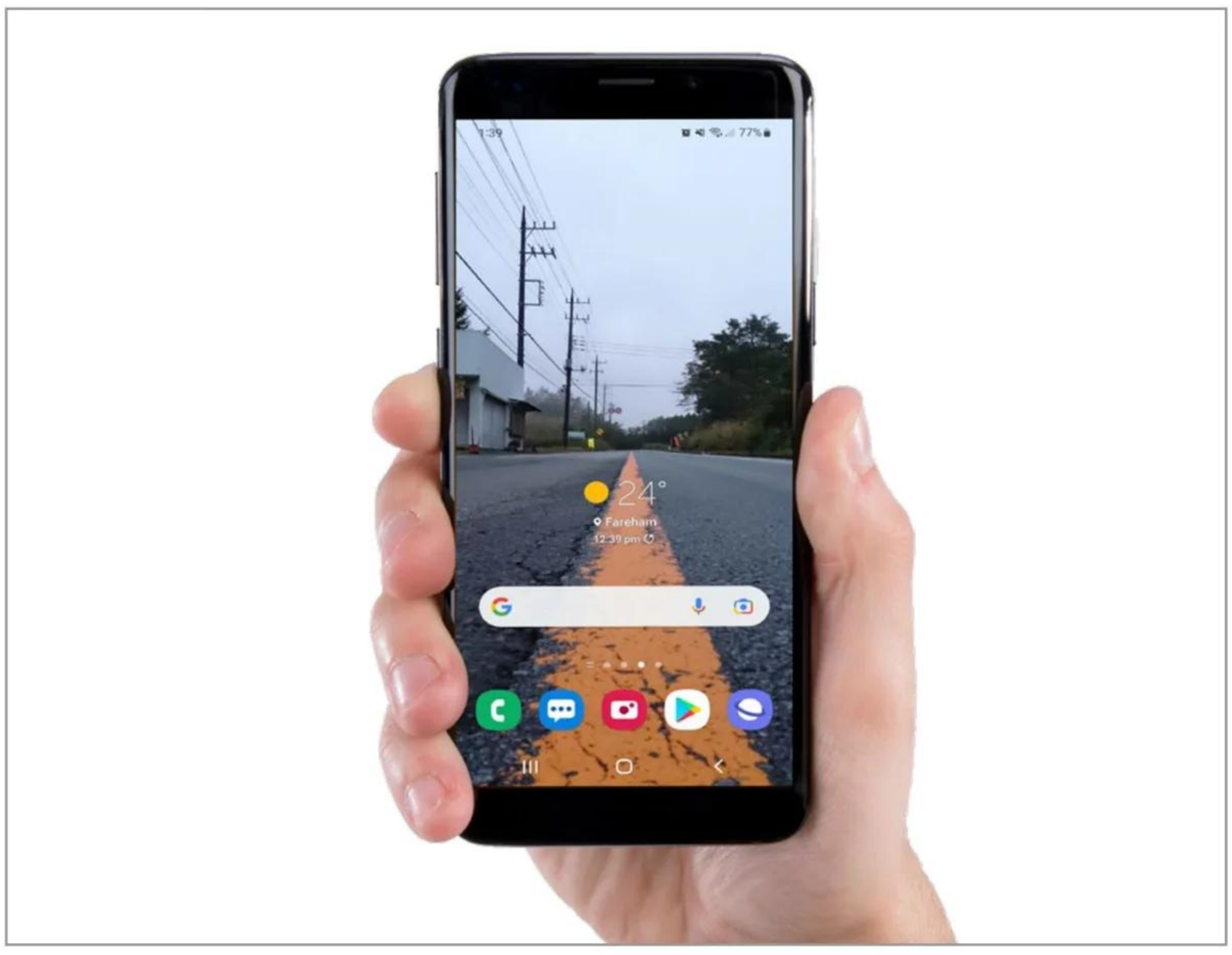
When you get your new Galaxy up and running you're going to want to start making the most of it right away. There are a few tips about using the hardware and the software that will get you off to a running start.

One of the great things about the Galaxy is how easy it is to access key features and work with apps. Here we're going to run through a few things that will help you get started and use some of the main functions like Wi-Fi and GPS, as well as how to start customising the layout of your home screens.



"One of the great things about the Galaxy is how easy it is to access features and apps"

Switch your device on and off



1 Switch on The on/off button will most likely be on the top or the right long edge of your device. Give it a gentle press to switch your Galaxy on. If you aren't using it for long periods of time then you might consider turning it off again.

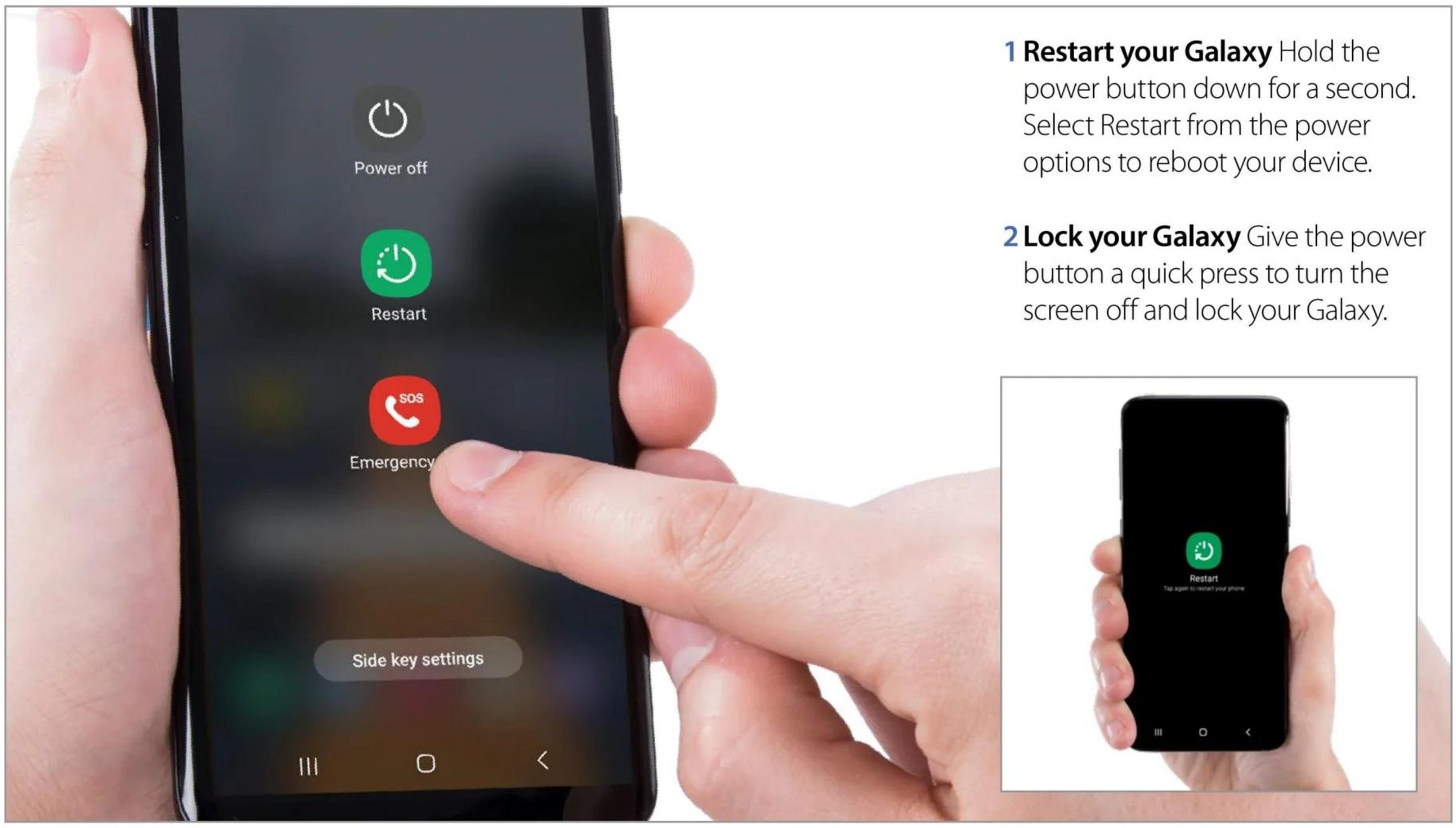


2 Power options Hold the button down to see more power options.



3 Power off Simply tap Power off at the top of the list to shut down.

Restart or lock your device



1 Restart your Galaxy Hold the power button down for a second. Select Restart from the power options to reboot your device.

2 Lock your Galaxy Give the power button a quick press to turn the screen off and lock your Galaxy.

Recharge your Galaxy device



1 Charging up Your Galaxy is charged via Micro USB. The charge port will probably be on the bottom edge, though it might be on one of the sides. Grab your Micro USB cable and insert the smaller end into the charge port.

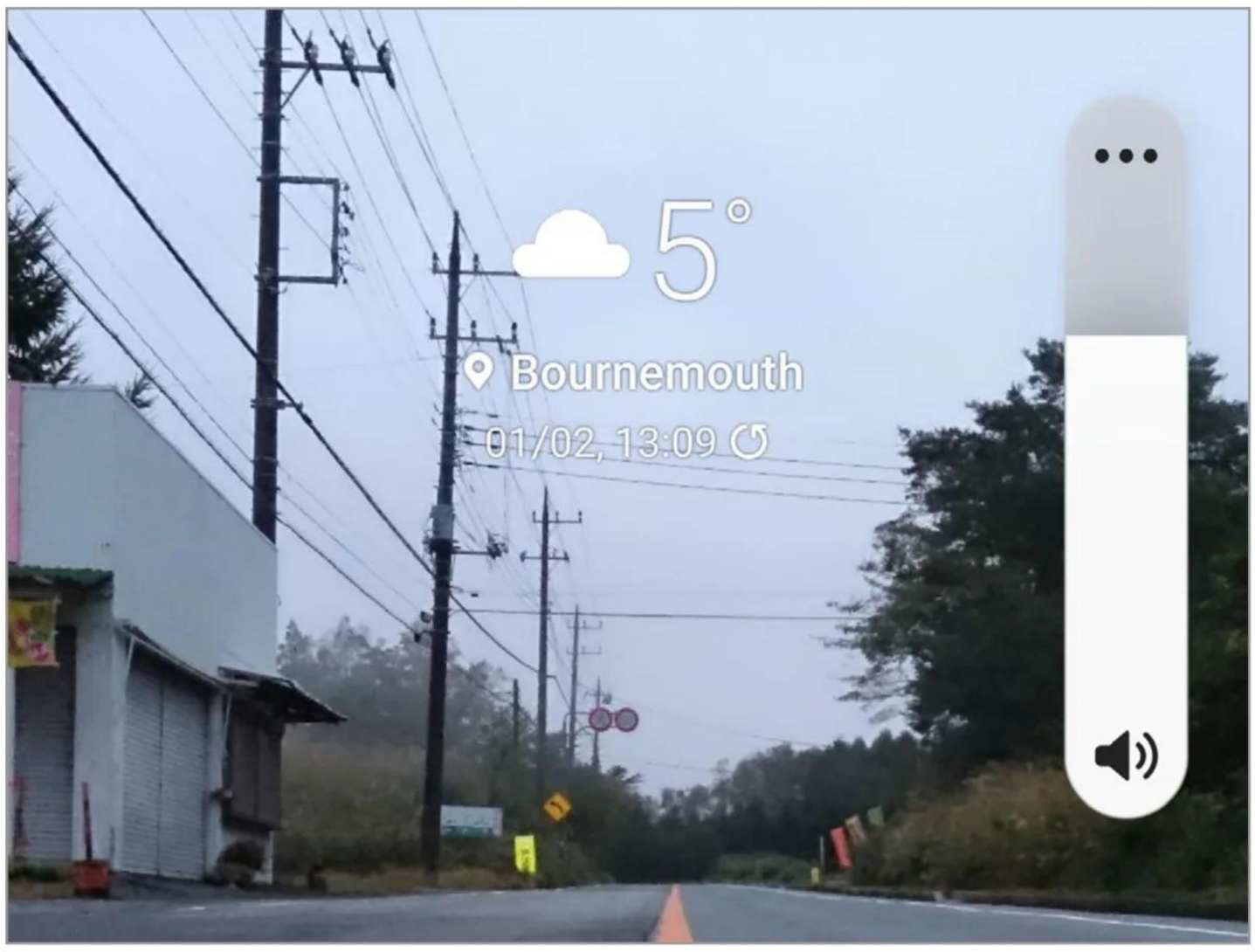


2 Adaptor Put the other end into the adaptor that came with your Galaxy.

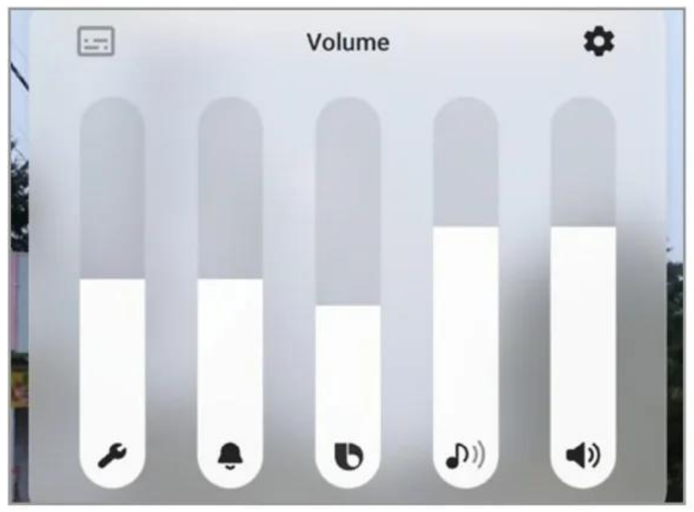


3 Computers You can charge up by plugging into a computer instead.

Change the volume



1 The volume keys You can change the volume of audio on your Galaxy using the buttons that are usually found on the left along the edge. Pressing the top button raises the volume while pressing the bottom one lowers it.

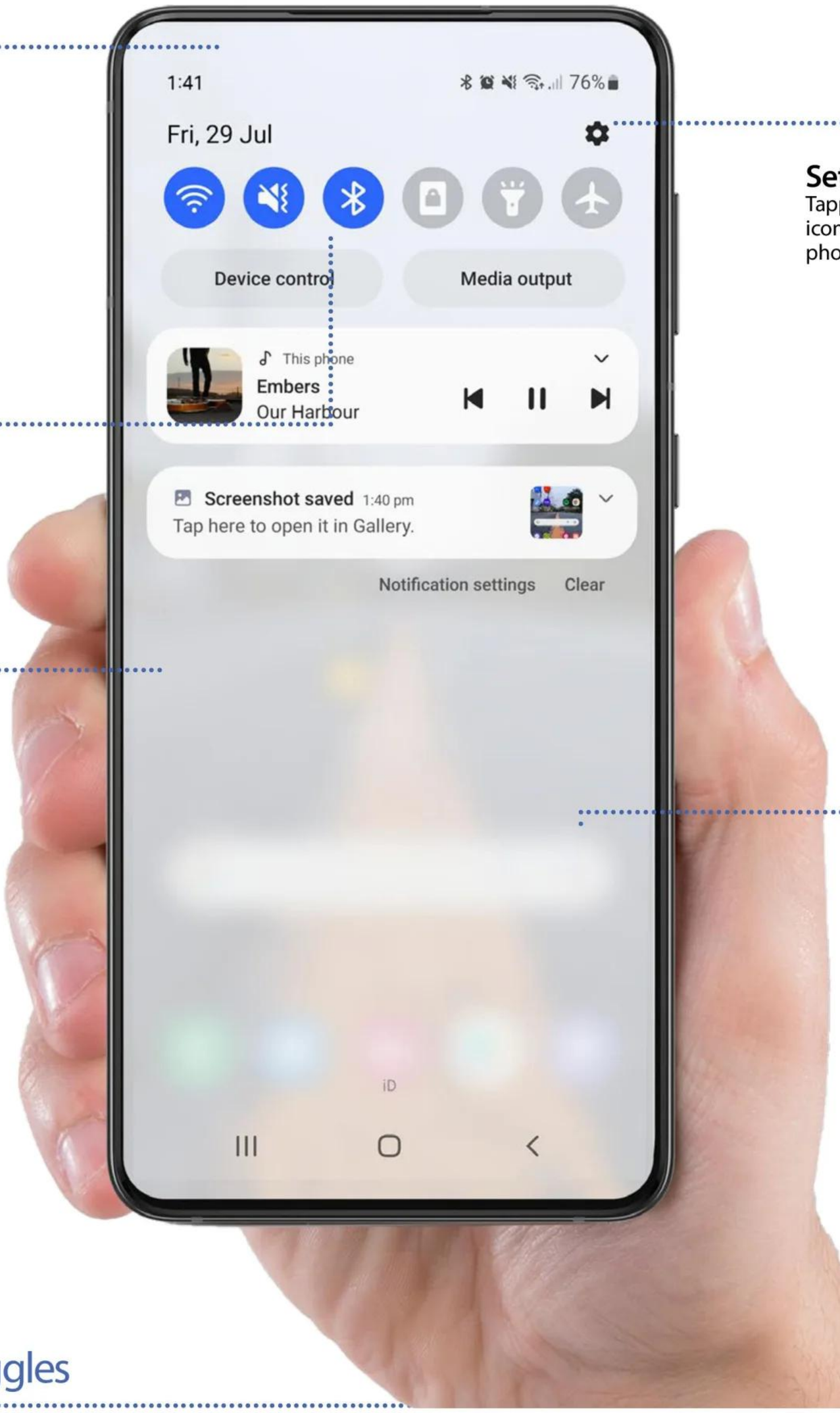


2 Media volume Swipe the volume bar down to reveal more options.



3 Earphone controls You can also use your Samsung earphones' controls.

Using the notifications area



Reveal the area
To see your notifications area in full, drag the top bar (containing the time) down from any screen

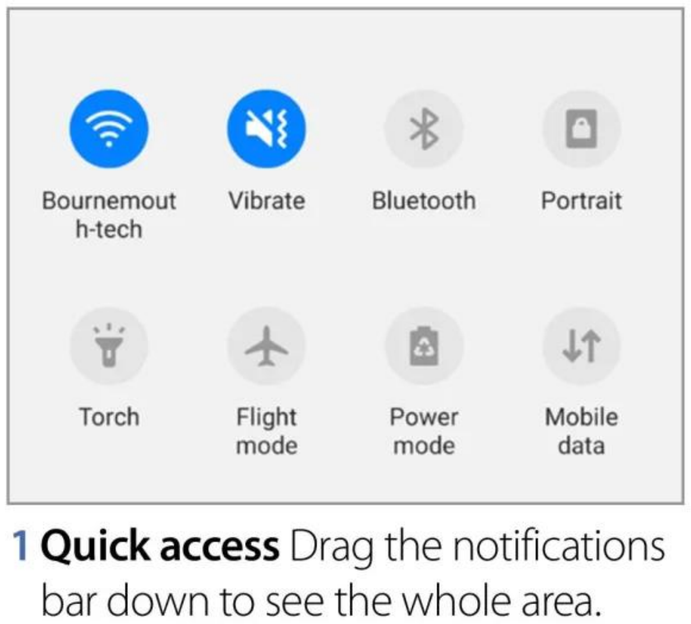
Settings shortcut
Tapping on this gear icon will take you to the phone's settings app

Quick settings
Icons at the top of the screen let you make quick adjustments to the settings and feature

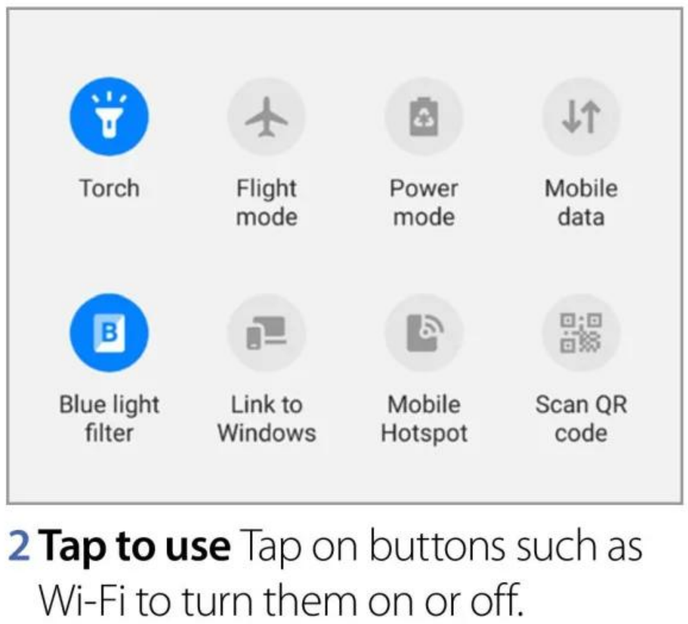
Third-party apps
Some apps you install on your device, such as Google Music, will also use the notifications area

Clear Notifications
You can instantly delete all notifications on screen by tapping on this button.

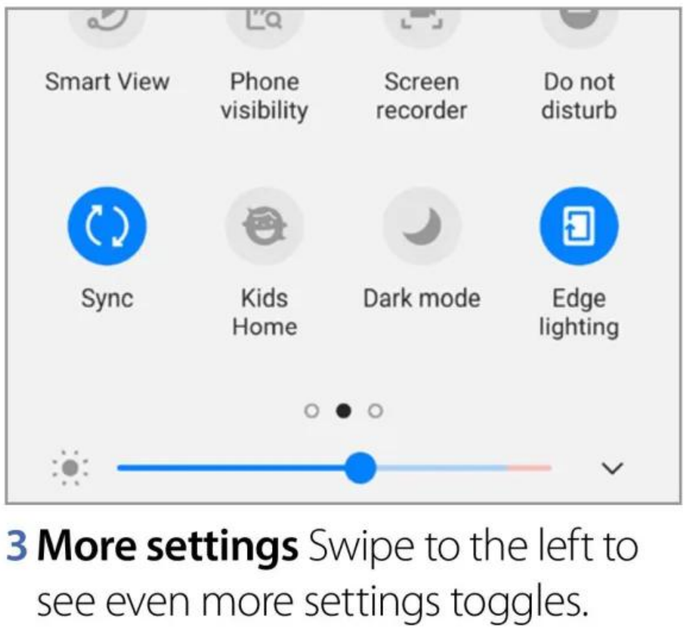
Access the Settings toggles



1 **Quick access** Drag the notifications bar down to see the whole area.

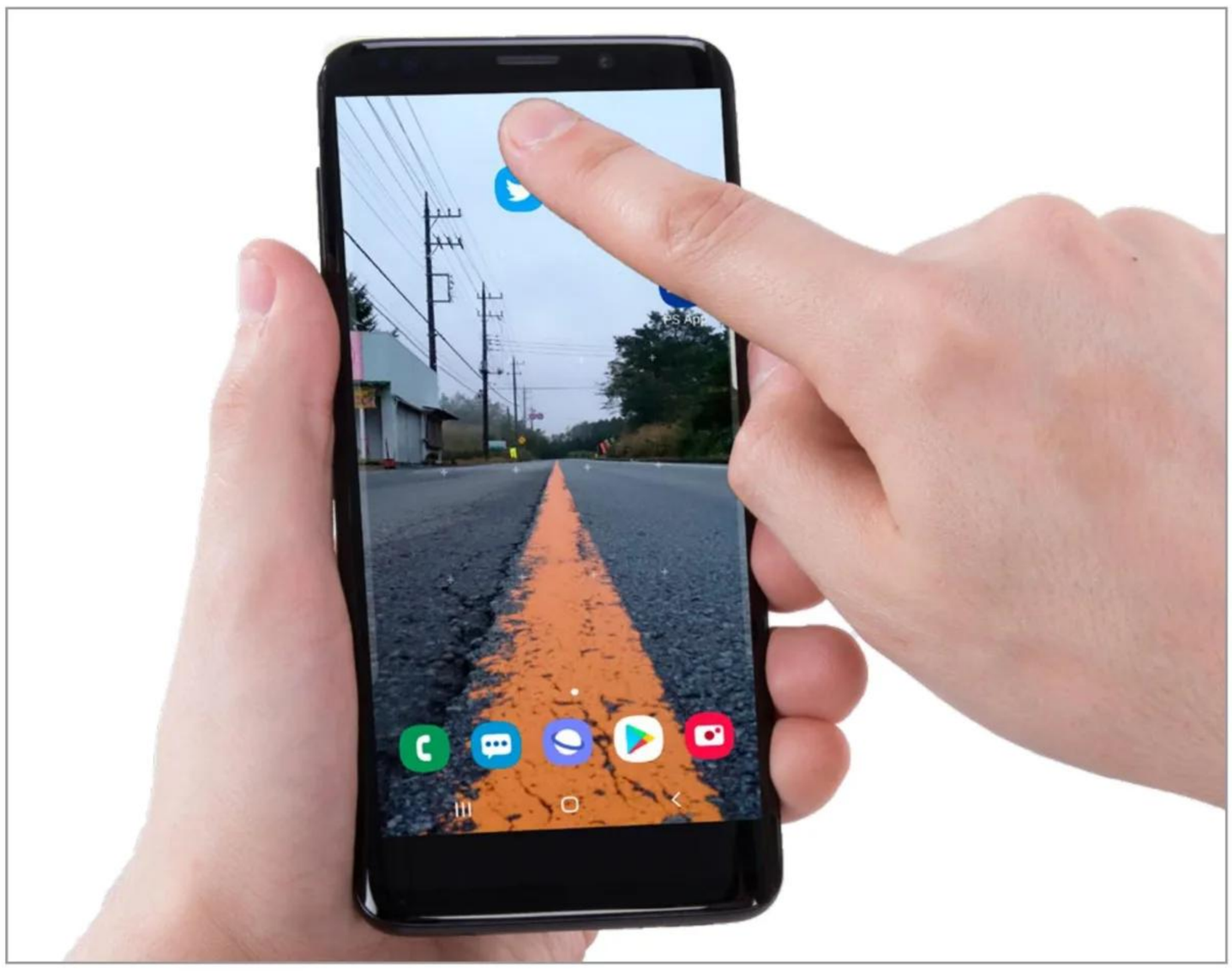


2 **Tap to use** Tap on buttons such as Wi-Fi to turn them on or off.



3 **More settings** Swipe to the left to see even more settings toggles.

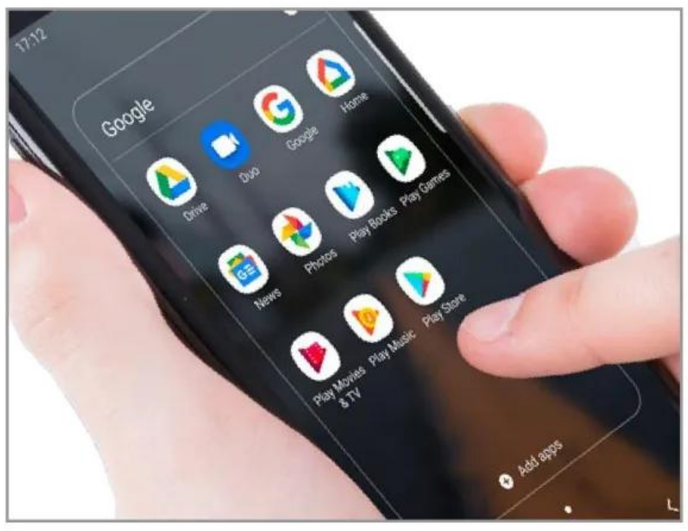
Organise apps with folders



1 Drag the app You can put apps into folders by dragging them onto the Create Folder icon that appears at the top of screen when you 'pick one up', or onto existing folders. This will help you to keep your home screens nice and tidy.

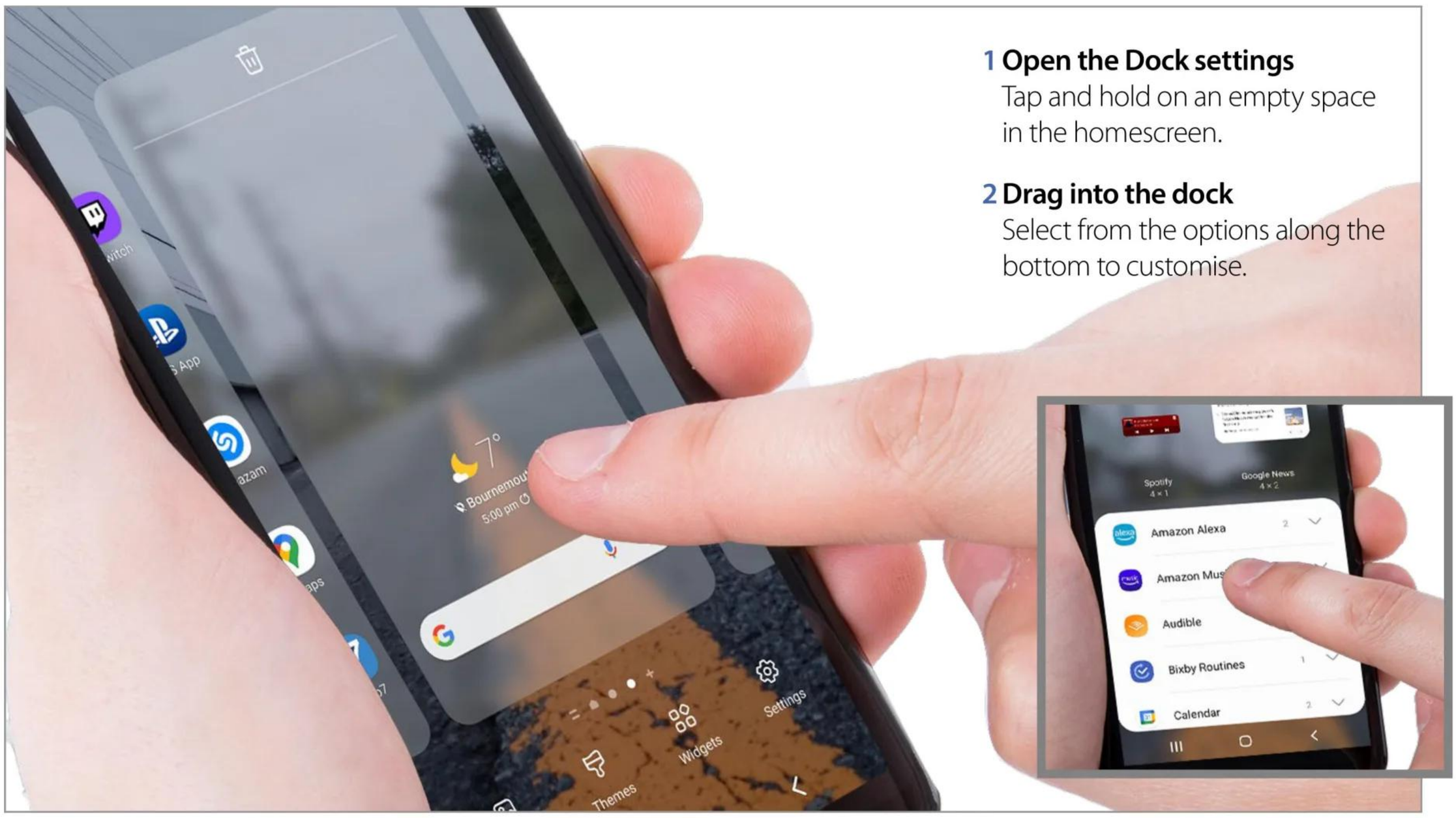


2 Name it You'll be asked to give the new folder a name, so type away.

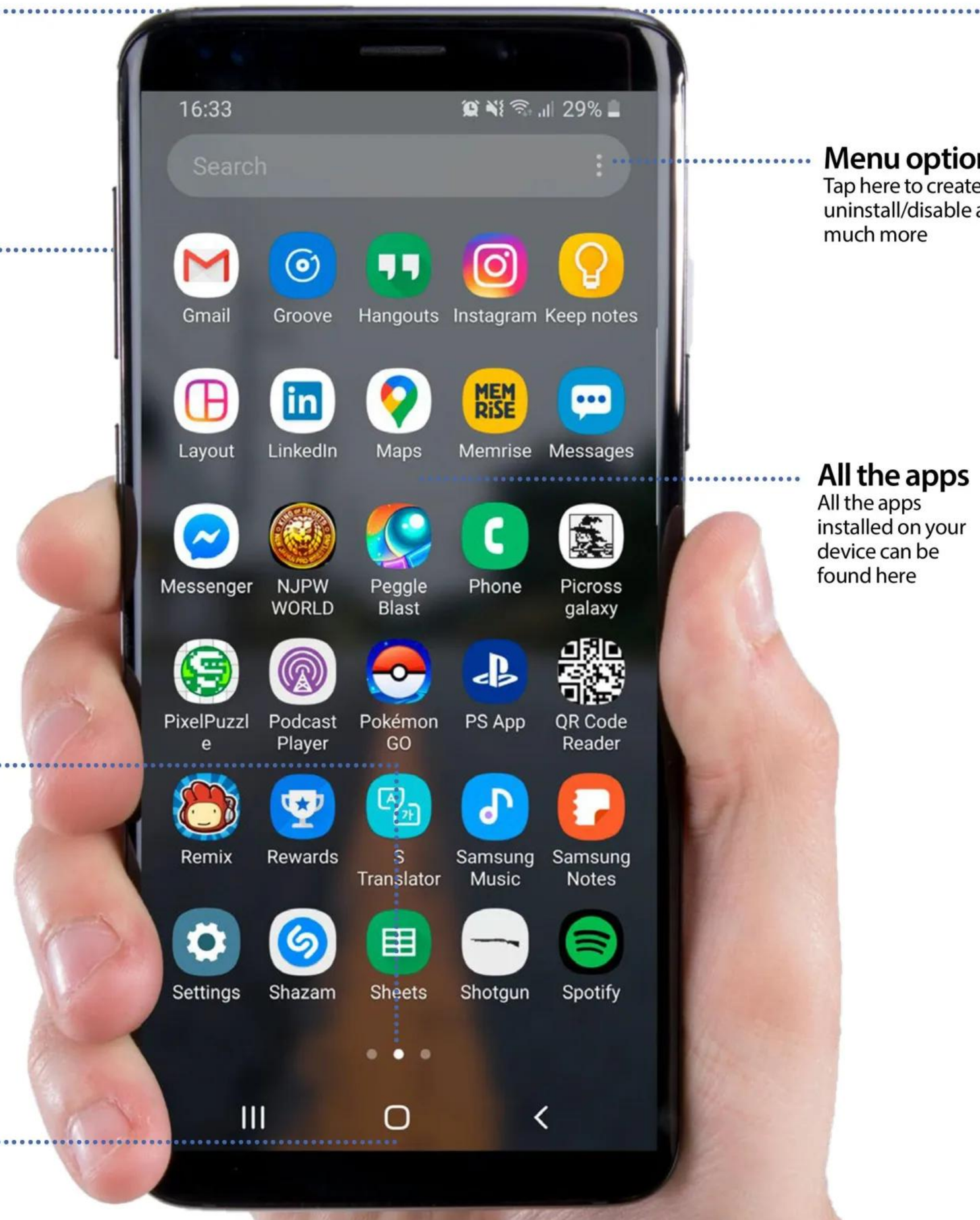


3 Change it Tap a folder to open it, and tap on its name to change it.

Customise the dock



Inside the App Drawer



Adding widgets
Press and hold on a home screen to bring up options to add widgets relating to your apps

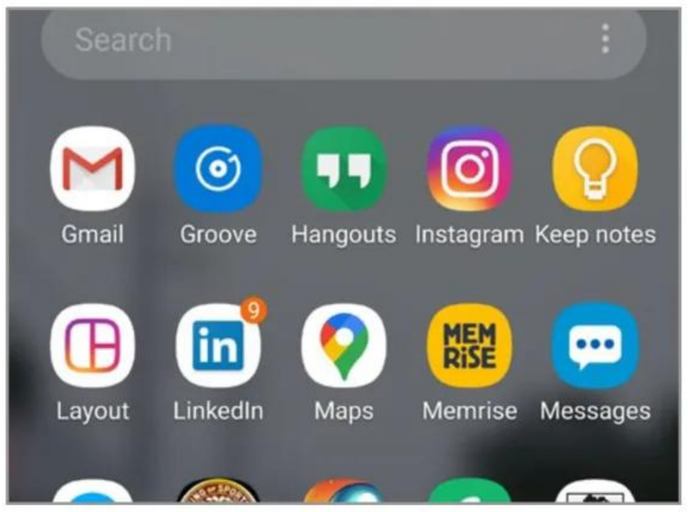
Menu options
Tap here to create folders, uninstall/disable apps and much more

All the apps
All the apps installed on your device can be found here

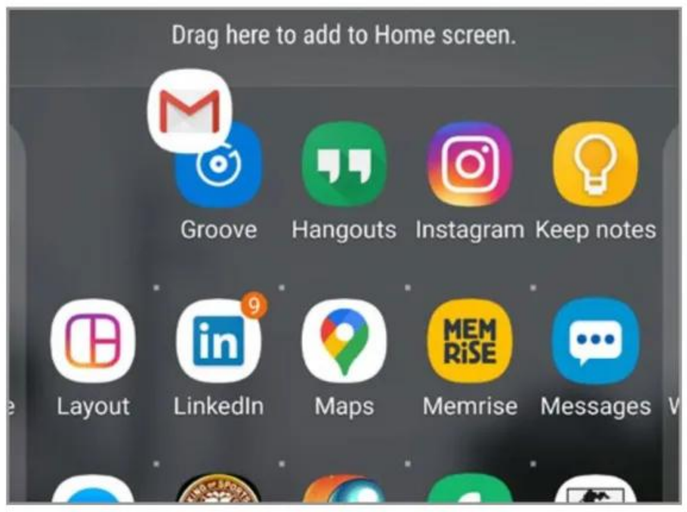
Navigation
You can use these dots to quickly move between App Drawer pages

Open the Drawer
To get here, just tap the Apps icon in your Dock

Add apps to home screens



1 Find your app Go to the app drawer and locate the app you want.

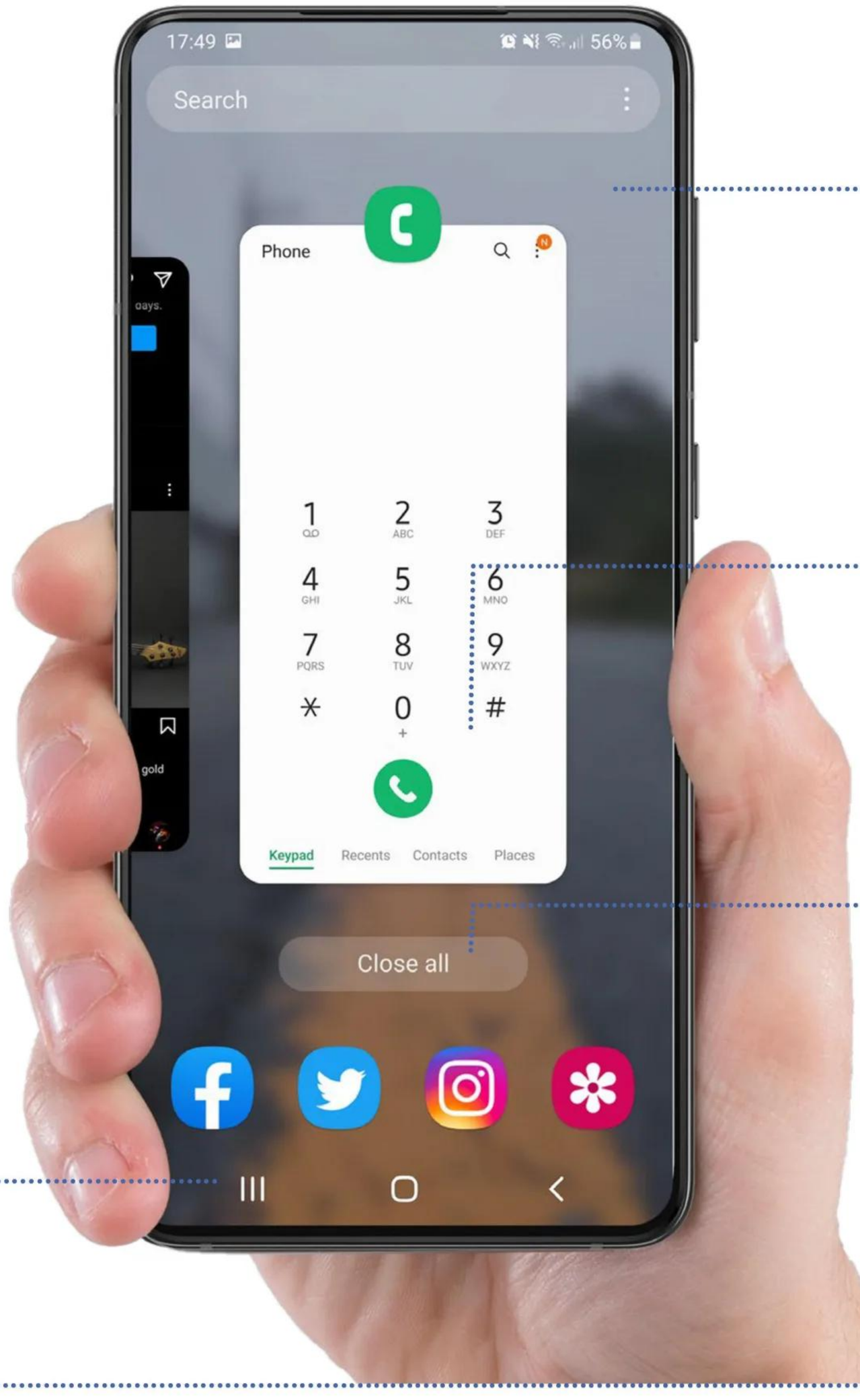


2 Select it Tap and hold the app and it'll overlay onto the home screen.



3 Drop it Now just take your finger off the app to drop it into place.

Multitasking on your device

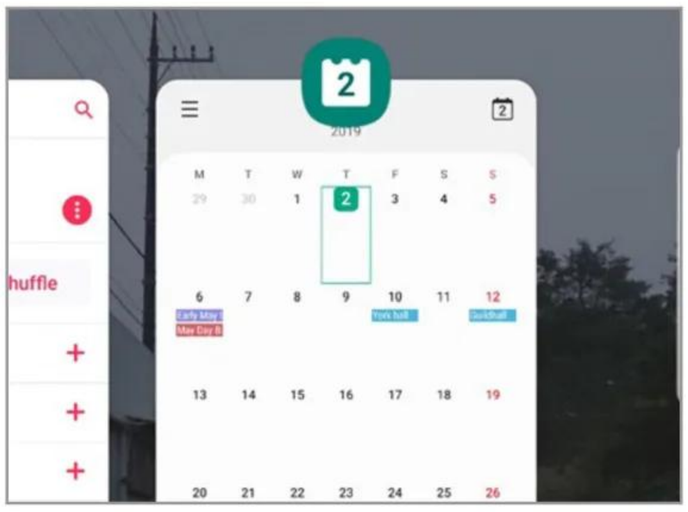


Start multitasking
If you tap the Recents key on your device then you will be taken to this screen

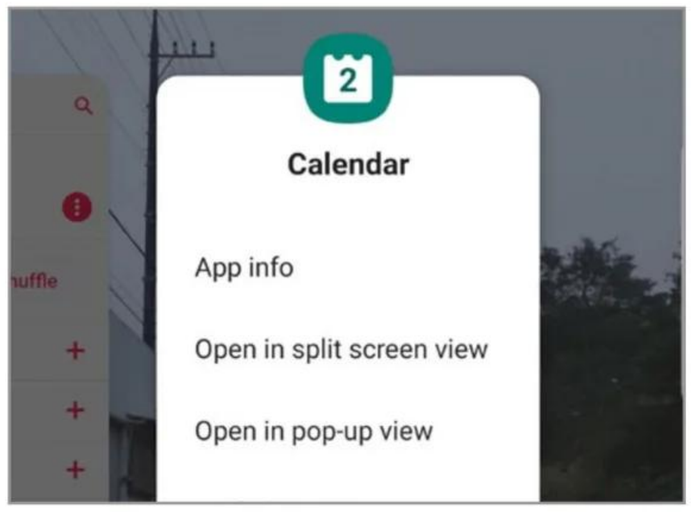
All open apps
You can see all your currently opened apps here. Scroll vertically to see more

Swipe to close
To close a single app, sweep it horizontally off the screen

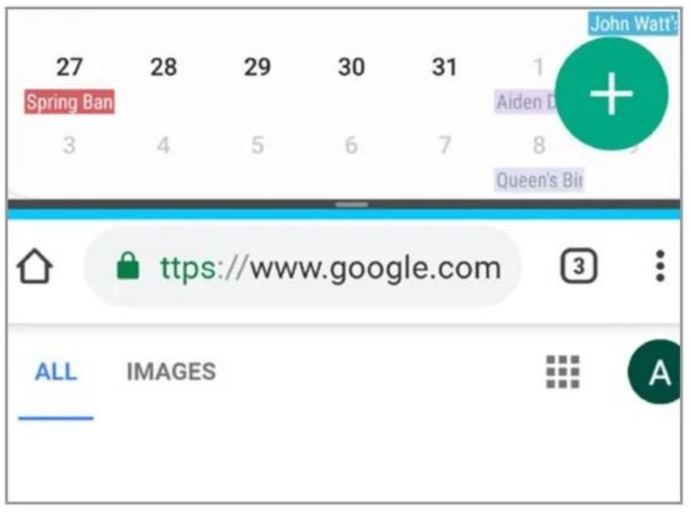
Close all
Tap on this icon to close all of the opened apps in one go



1 Multi View Tap on the app's icon at the top of the window.

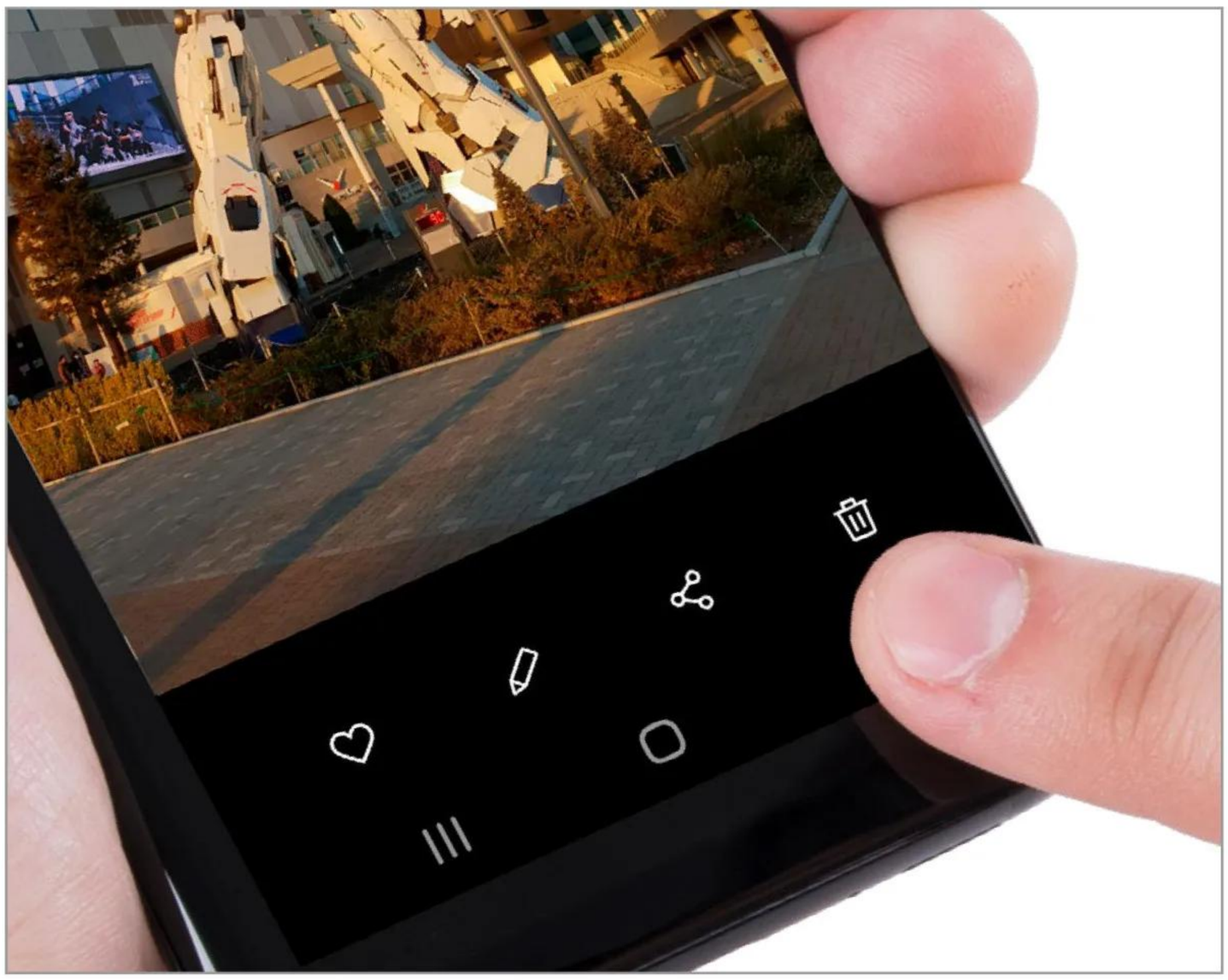


2 Split screen Tap on 'Open in split screen view' (if available).



3 Second apps Tap the second app you want to use and it will open too.

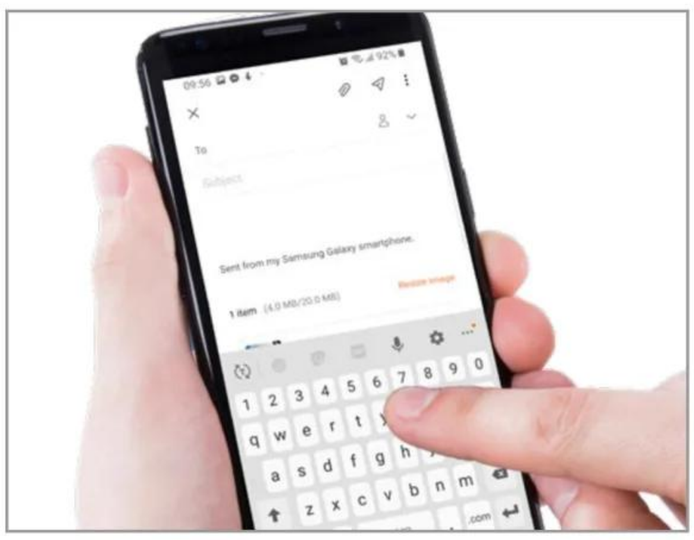
Share your content



1 Share files If you have files such as images or audio that you would like to share with other people, you can tap the share icon that appears whenever it can be used. The icon, shown above, looks like a little 'less than' mathematical symbol.



2 Where to share Tap the icon and then choose the app to share with.



3 Attach and share Follow the required procedure method.

Search using Google



1 Search quickly Tap on the Google search bar on the home screen to open the app.

2 Search now Type in your search or tap the mic icon to speak it.



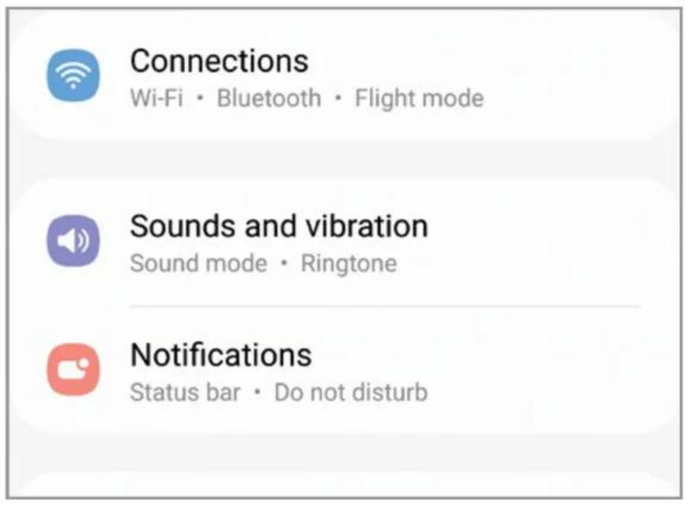


Fig 1 Control your Galaxy device

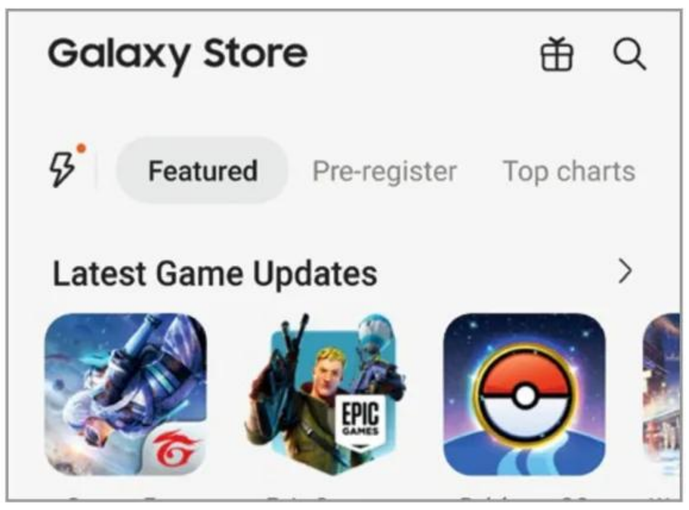


Fig 2 Discover apps and discounts

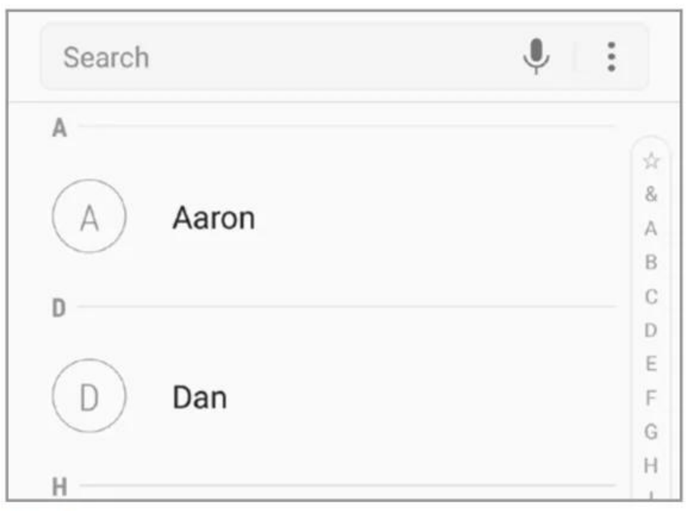


Fig 3 Store phone numbers and more

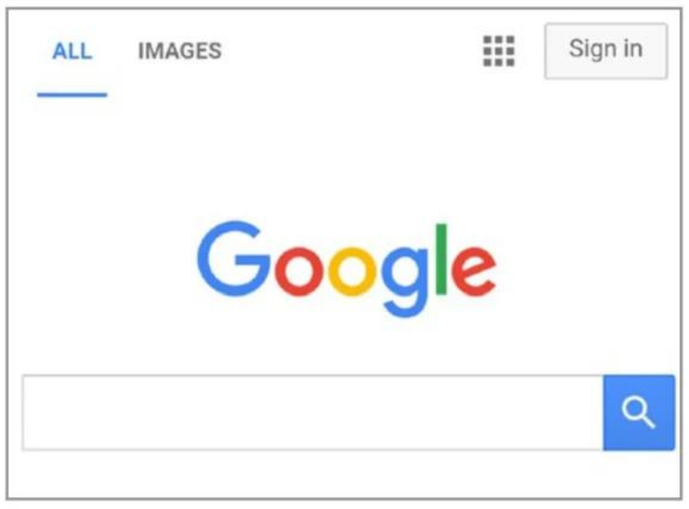


Fig 4 Start browsing the web



Fig 5 Take photos wherever you are

Applications

These are the key applications that you will be using every day with your Samsung Galaxy device

Settings The Settings area, accessible via its app icon or by pressing the Menu button from the home screen and selecting Settings, allows you to control every aspect of your device.

Play Store Google Play is the main hub for content on your Samsung Galaxy device. Here you can browse, download and share apps, games, movies, music, books and magazines.

Galaxy Apps Galaxy Apps is a portal to apps and games that offers many discounts and deals as well as a fresh system of categories, including apps selected by Samsung and featured collections.

Phone The mainstay of mobile devices, your Samsung Galaxy also has its cornerstone Phone app. You can dial directly using the keypad or start typing names to find your saved contacts.

Contacts The Contacts app is a powerful tool that amalgamates your contacts data saved in a range of places, including Google, Facebook and LinkedIn, and provides quick access to calls and messages.

Messages Messages allows you to keep in touch with everyone important to you. You can send SMS or MMS messages, and make calls by simply lifting your phone during a text conversation.

Hangouts Google's messaging service neatly wraps its predecessors into a neat, functional app that lets you carry on the conversation you're having in your Circles on your Galaxy device.

Email Samsung's Email app is a useful tool for managing multiple email accounts, allowing you to direct all your mail to one handy app with full search, folder and labelling capabilities.

Internet The Internet app is your first port of call when it comes to surfing the web. Browsing is fast and simple, and you can zoom out to the tab view by simply pinching.

Camera The Camera app is a very versatile tool that provides you with a deluge of options ranging from fun filters to pro photographers' settings, and it also has a number of handy launch shortcuts.

Gallery All the photos you take, as well as the screenshots you save, the images you download and those you transfer from other devices, can all be viewed from within the Gallery app.

Google Podcasts Search, download, and play the latest podcasts. You can also subscribe to your favourite shows so they are available as soon as they're published.

YouTube Music You can listen to any song from YouTube Music's library of over 70 million tracks. Listen for free or subscribe to take your music offline. You can also search through the thousands of curated playlists.

Google TV Watch purchased or rented movies on your device. If you want to watch movies and TV shows anywhere, they can be downloaded to take with you.

Samsung Wear Use this app to pair your other Samsung devices, such as a smartwatch or Gear Icon X earphones, and change the devices' settings or keep them updated.

SmartThings This app transforms your Galaxy device into a remote control for other devices such as your Smart TV. You can also change the settings on devices such as home appliances and speakers.

Samsung Pay Make contactless payments through your phone. It's secure as you must provide your fingerprint to authenticate purchases. You can also add loyalty cards and receive discounts.

Samsung Health This app helps you manage your health as well as lets you set fitness goals, check your progress and keep track of your overall health. Create a profile and monitor your diet and exercise.

Google Drive An incredibly useful tool for backing things up, as well as sharing photos, documents and other files across devices, Google Drive offers users plenty of free storage online.

Clock Use this handy app to set yourself alarms, see what time it is in other places around the world and get instant access to a stopwatch to record laps and a timer to assist you in the kitchen.

Maps Google's Maps app shows you what's going on nearby, places to eat, drink and more. Plus, with turn-by-turn navigation for in-car or in-pocket setups, you'll never get lost again.

S Note Whether you're using your finger or the S Pen, you can jot all your important notes down for later using the S Note app and even link them with your S Planner tasks.

Calendar This app is both a comprehensive calendar, pulling in data from your Google and Facebook calendars, and an organiser that you can use to set reminders, manage to-do lists and more.

Bixby Replacing S-Voice on newer models, Bixby is your voice-activated personal assistant. It allows you to find information by asking questions and also to control your device's apps and settings.

Please note: The appearance of your app icons may differ from those seen in the book depending on the model of your phone or software version.



Fig 6 Listen to your favourite tunes



Fig 7 Get personalised fitness advice



Fig 8 Access turn-by-turn directions

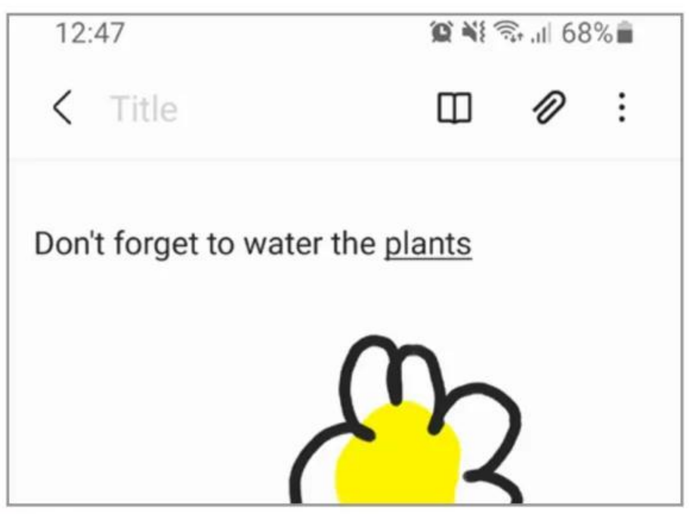


Fig 9 Sketch out your reminders

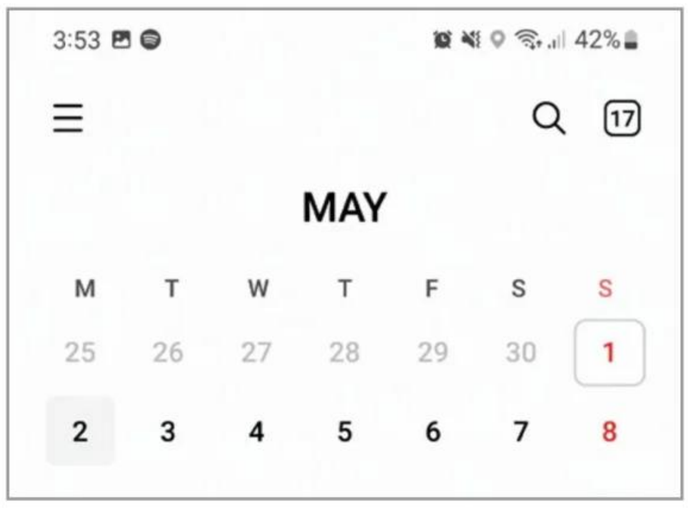


Fig 10 Manage your schedule effortlessly

Settings – Network connections

Use Wi-Fi and the mobile phone network to get in contact with the world

You'll use it to...

Get online
Surf the web

Distribute music
Share tracks between devices

Pass on pictures
Share photos between devices

Personalise your device
Change the ringtone and more

Create a hotspot
Share the Internet between devices

Update your status
Tweet your thoughts

Get entertainment
Use download and streaming services like the BBC iPlayer

Introducing Settings

Settings is where you can configure a wide range of different aspects of your device to get them just how you like them, personalising the look and feel, responses to gestures and a lot more. Settings is also where you configure wireless connections and networks.

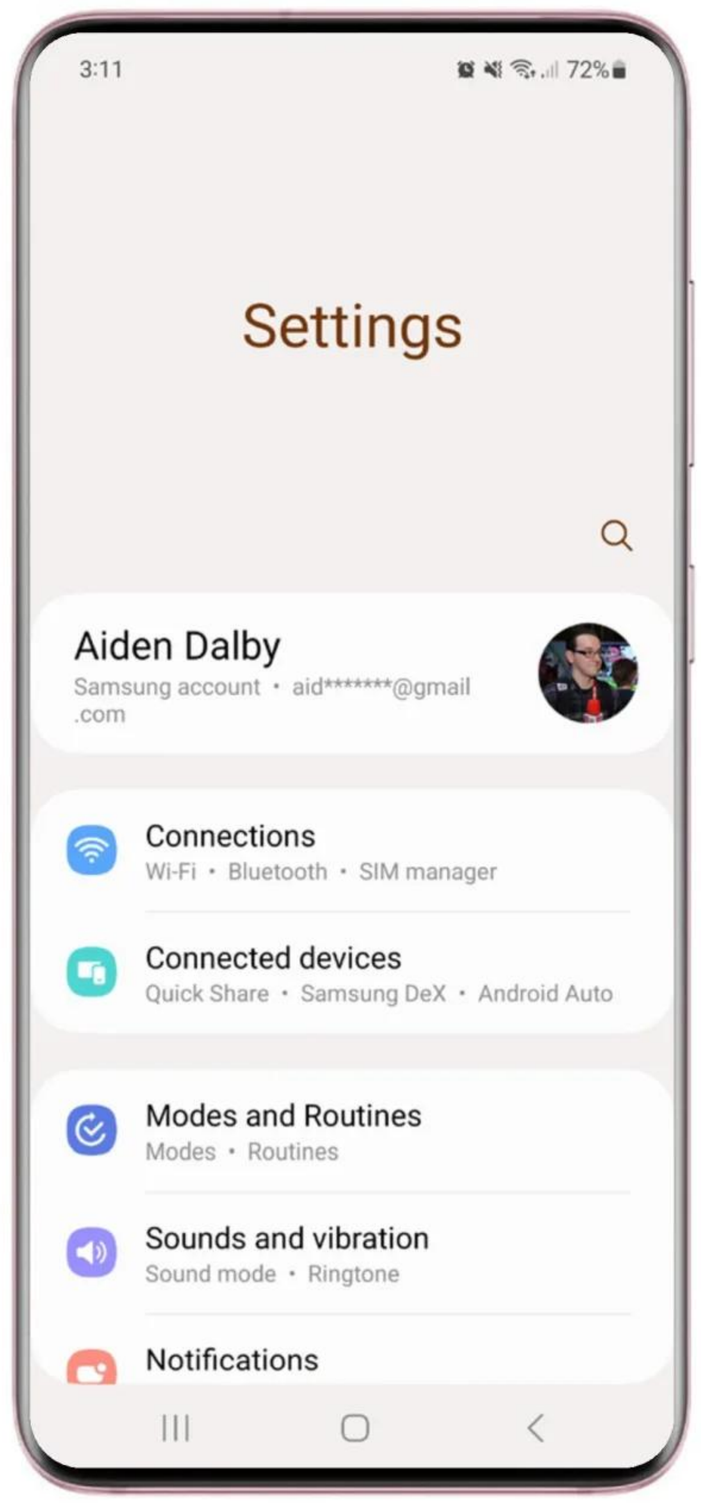


Fig 1 (right) On the home page, select your App Drawer. Scroll to find Settings. Tap it and you will be inside the settings area

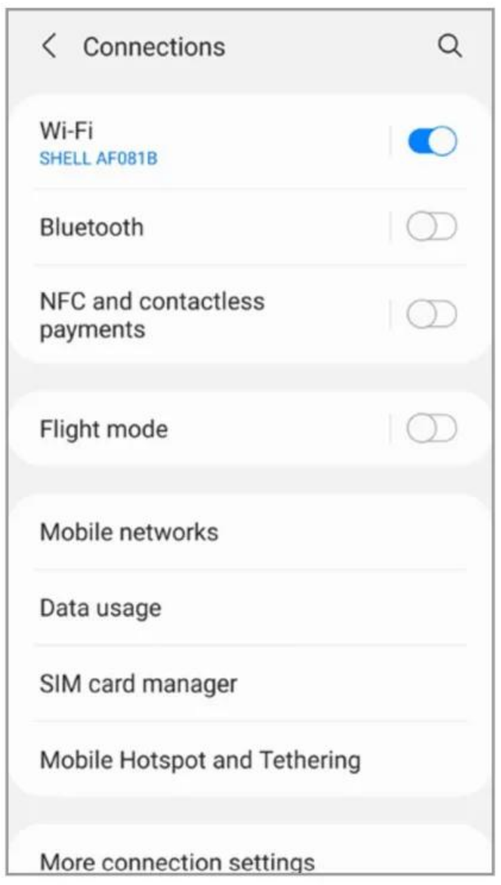


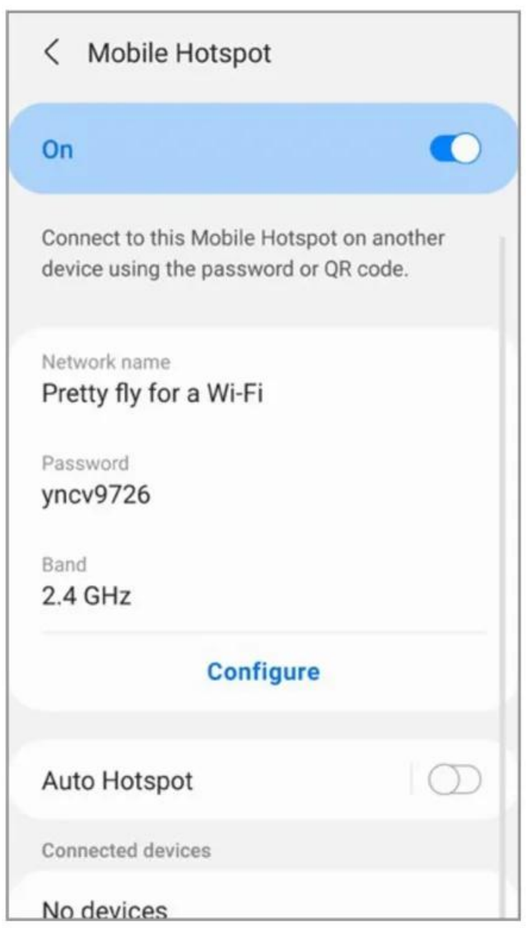
Fig 2 (above) Find a Wi-Fi network and connect to it via Settings

Connect to Wi-Fi

When it comes to Wi-Fi, getting connected is really easy. First you need to make your way to the Wi-Fi settings area on your Galaxy (Fig 1). Then use the slider to turn Wi-Fi on. This screen also lists all of the Wi-Fi connections your Galaxy can find (Fig 2). Tap one, enter its password and then tap Connect. Your Galaxy will remember networks it has connected to in the past, so there's no need to keep entering the passcode every time you want to connect. Better yet, it will automatically connect whenever you come into the vicinity of a network you've used before, so moving

off your data connection and onto your home Wi-Fi is seamless. This will matter a lot if your network data allowance is low.

Wi-Fi passwords can be a complex mix of letters and numbers, and it can be tricky to enter them correctly. If you find your Galaxy won't connect, maybe you are entering the information incorrectly. Just choose Show password if you find you are having a problem and double-check what you are entering as the password.



Create a Wi-Fi hotspot

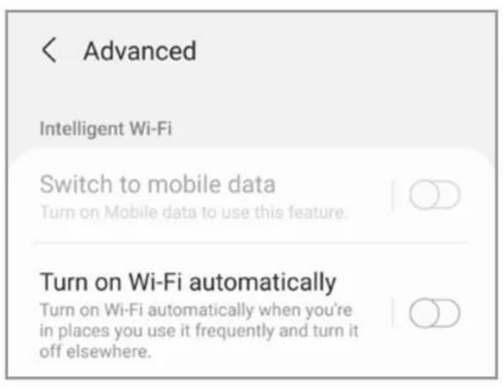
If you have a Wi-Fi-only device you want to connect to the internet when you're out and about, like a laptop, you can do so via your Galaxy. Simply create a Wi-Fi 'hotspot' using your Galaxy and then connect to it with the Wi-Fi-only device.

In Settings, under Network Connections, tap on Mobile Hotspot and Tethering. Use the slider to turn Mobile Hotspot on, then make a note of the password and use it in your other device to connect.

Tethering via Bluetooth

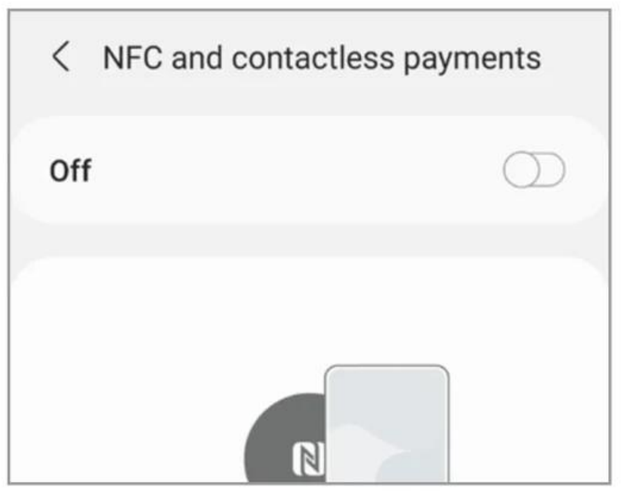
As well as using Wi-Fi to allow other devices to share your Galaxy's internet connection, you can also use Bluetooth in the same way. The setting is similar to using Wi-Fi.

To get the Bluetooth method to work, go back to the Settings app and open the Mobile Hotspot and Tethering option under Connections. Next you need to tick the box next to Bluetooth Tethering. This will turn Bluetooth on and any device that's paired with your Galaxy will be able to get to the internet through the connection – pretty impressive.

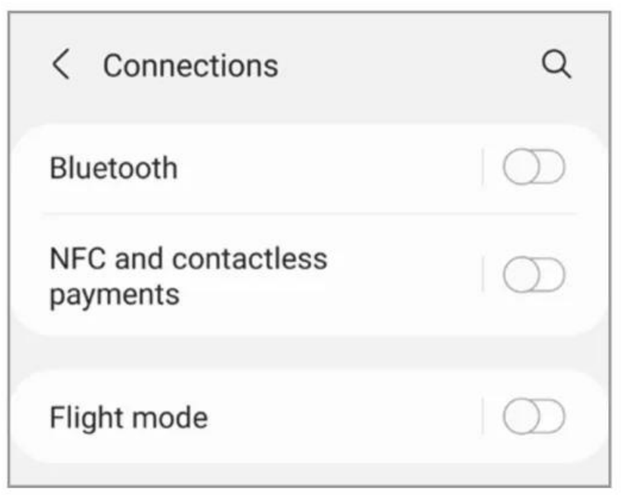


For Intelligent Wi-Fi features, under Wi-Fi, tap on the menu icon and choose Advanced

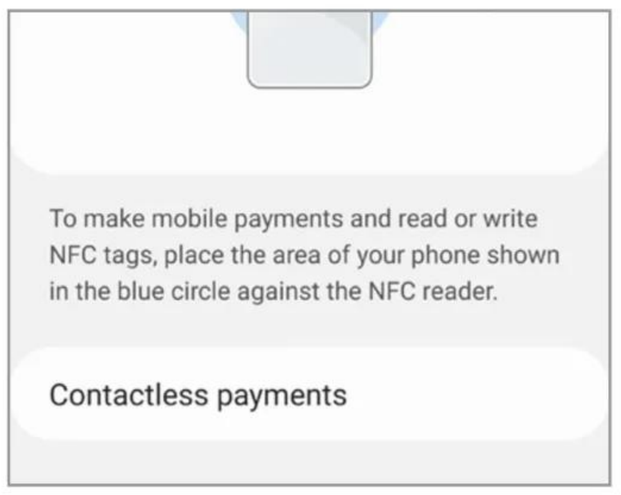
Use NFC



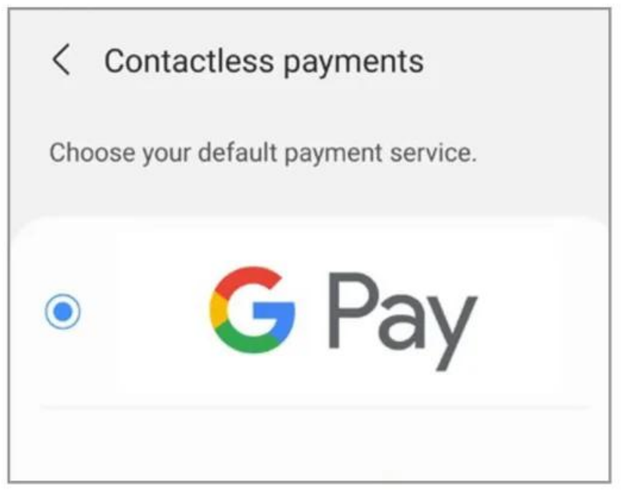
1 Use NFC Make contactless payments and use NFC tags by using Near Field Communication.



2 Find Android Beam Go to Settings and select Connections. Now tap NFC and payment.



3 Turn on Turn NFC and payment on, then tap on the Contactless payments option.



4 Choose method You can select between Google Pay or Samsung Pay in the menu.

Settings – Personalisation

You'll use it to…

Change the font
Make your menus more readable

Set your lock screen
Customise the available options

Pick ringtones
Give your friends bespoke alerts

Prevent cold calls
Block unwanted callers

Save battery
Set up Power saving mode

Choose wallpapers
Change your device's background

Change your Galaxy to suit your tastes

Customising your Galaxy device

When you first set up your Galaxy device, many settings will have been taken care of. There's a lot you can do to personalise these, though, from changing the home and lock screen wallpapers to altering the fonts or the sounds used for ringtones, alerts and more. Different Galaxy devices have different features – here, we're looking at the Galaxy S20 (Fig 1).

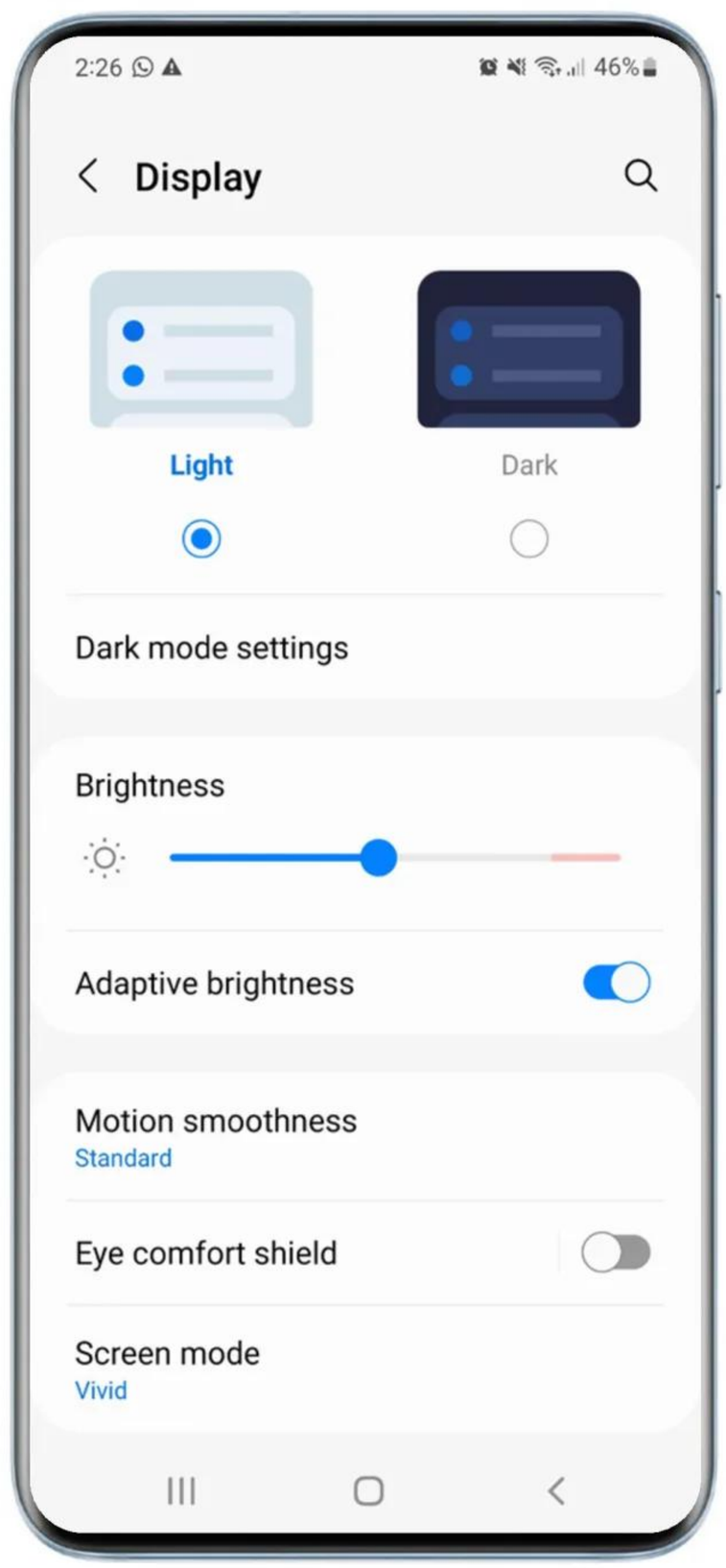


Fig 1 (right) You can personalise your Galaxy device in a number of ways

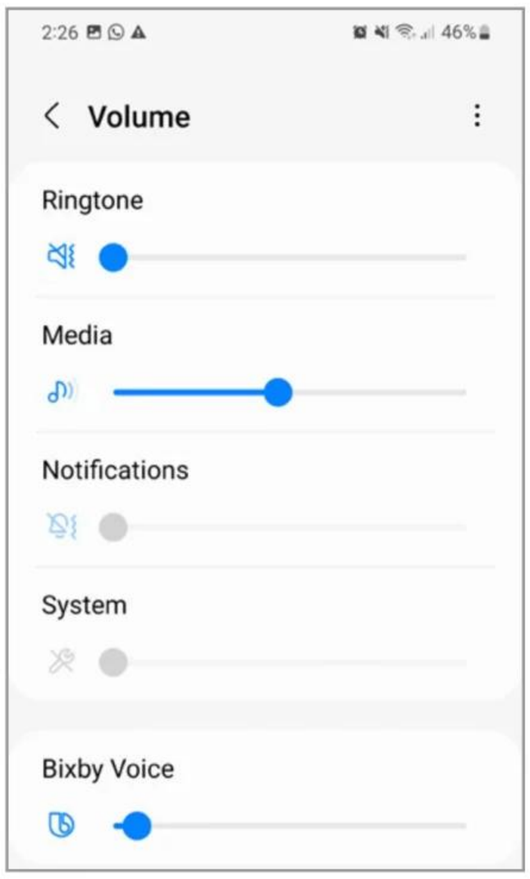


Fig 2 (above) You can make precise changes to the vibration intensity for different circumstances

Control the system sounds

There are lots of different ways in which your Galaxy device uses sound. The one that is likely to spring to mind immediately is ringtones, but there are many others. How about all the different kinds of notifications for different incoming communications? There are lots and lots of built-in sounds that you can use as ringtones and notification alerts, and experimenting with them can be an entertaining experience.

In fact, some of the sounds aren't really like noises at all. These relate to vibrations and something called 'haptic feedback', which refers to those small tactile jolts you get when you tap and hold

app icons on the screen. There is a sound associated with these, but it's really much more about vibration – as is full vibration, of course, which you can use for an alert if you want to turn the ringtone volume off. You can even make changes to that in order to make it stronger or weaker in different circumstances (Fig 2).



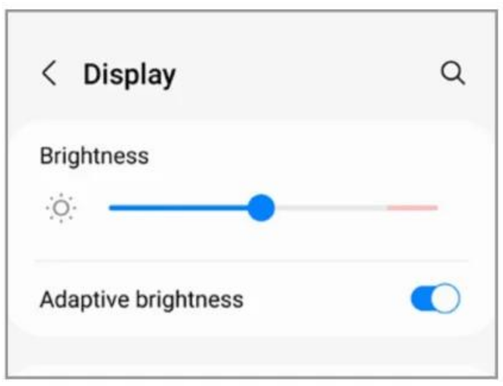
Customise the display

Personalising the look of your Galaxy device is a great way to make it truly yours, and there are lots of features that enable you to do this. For example, if you tap Settings and go to Display, you will see lots of choices. You can change the display font and alter how the LED indicator is used – by setting it to flash red if the battery gets low, for instance. You can also use the Smart Stay function whereby the front camera is used to keep the screen on if you are looking at the device, which instantly eradicates any frustration when the screen dims and locks when you leave it idle for a few seconds.

Adjust the screen settings

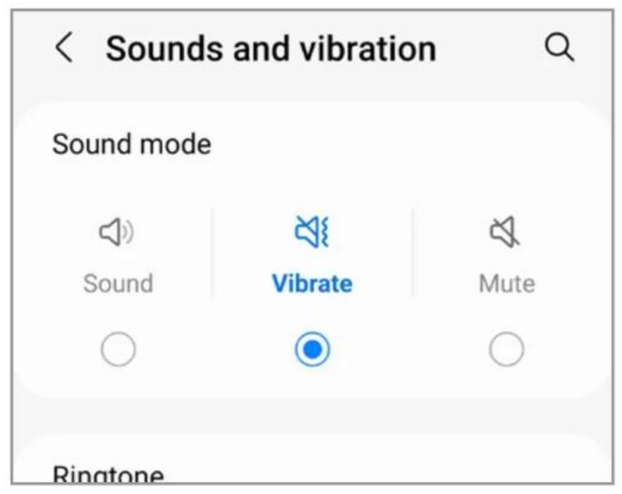
The screen is the most power-hungry part of your device, so you'll want to ensure it works to a sufficiently high standard but, at the same time, doesn't consume power at an unnecessarily fast rate. There are some key options to help you get the best out of your device, and you'll find them in the Display part of the Settings app.

Here, you can manually alter the screen brightness or set it to automatically adapt, and you can set the screen to time out after a period of inactivity - this ranges from 15 seconds to ten minutes.

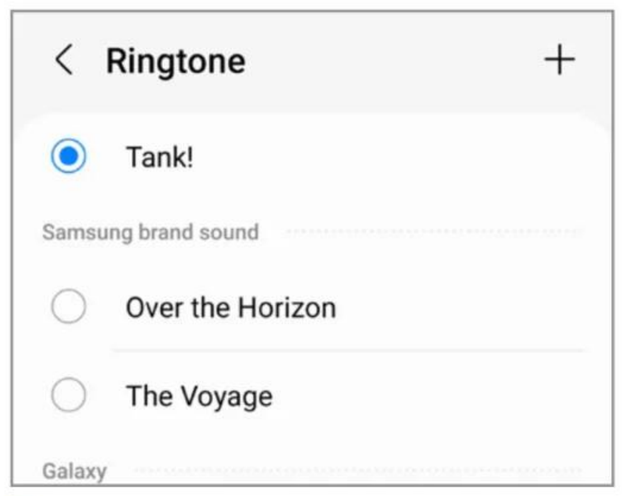


You can alter the screen brightness, choosing to adjust it either manually or automatically

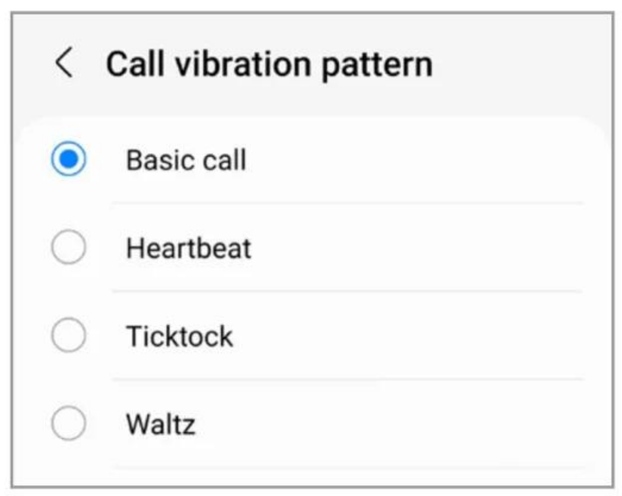
Set ringtones and alerts



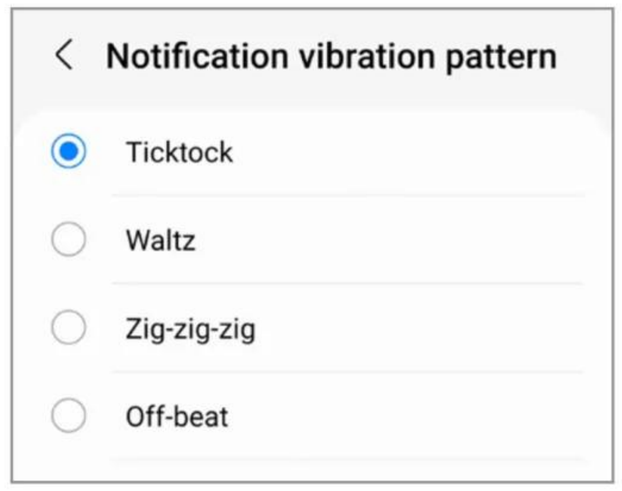
1 Go to settings Open the Settings app, then go to Sound and vibration.



2 Select a ringtone Tap Ringtone, then tap the tones to test them and hit the back arrow to set it.



3 Vibrations Tap Vibration pattern and select an option to test it.



4 Notification sound You can also change the notification sound in the Settings.

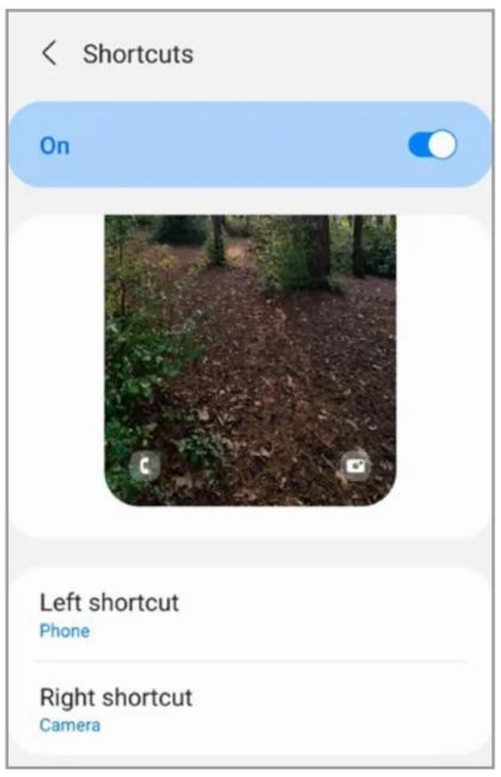
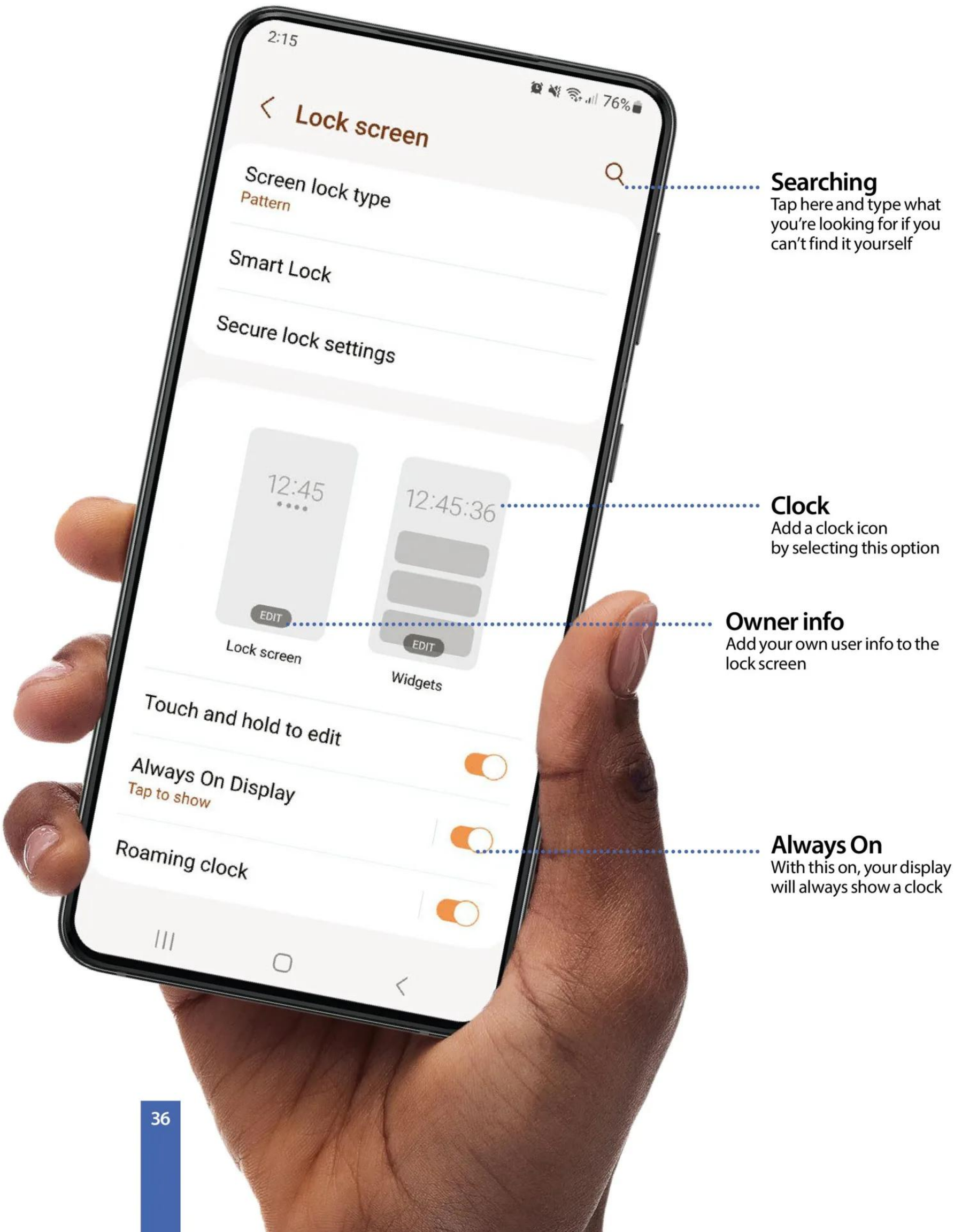


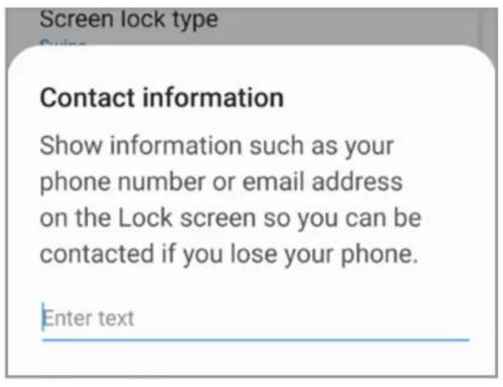
Fig 3 (above) You can set apps to open directly from the lock screen

Change the lock screen

The lock screen isn't just a screen that appears when your handset has timed out; it can also provide you with some very useful functions. On the latest Galaxy models, you can set it to display lots of different kinds of information, including a clock, weather data and a rolling 'ticker' of information from sources like Facebook.

The lock screen can open directly into two different applications – what they are is up to you (Fig 3). This is one of the best shortcuts you can set up. If you frequently pick up your Galaxy device to make a phone call, check your email, tweet, take a photo and so on, the chances are that you can put a shortcut to the relevant app on the lock screen and get there in an instant.





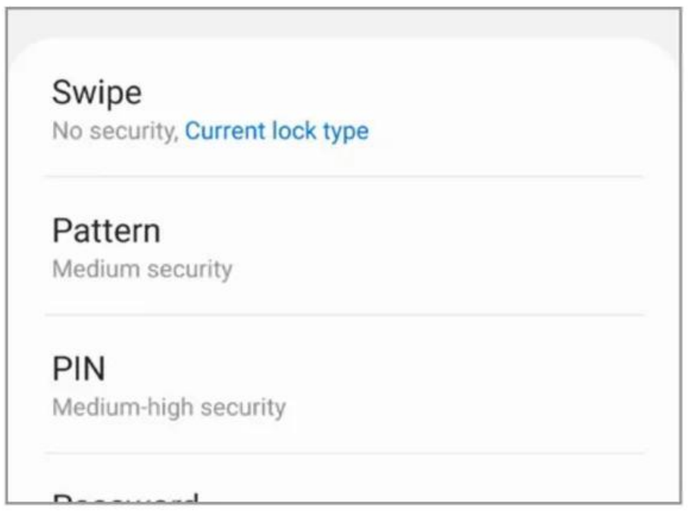
Add your owner details to the lock screen in case your missing device is found by someone

To get started with this feature, tap on Shortcuts under the Lock Screen settings and then move the slider to the On position. This will illuminate the default applications, but you can change these by tapping on the left or right shortcut option and then deselecting existing apps before choosing new ones.

Set up Blocking mode

Most of the calls and texts we get are generally from people that we actually want to hear from. However, as you will probably appreciate by now, that's not always the case since we occasionally, and for any number of reasons, receive unwelcome phone calls from people that we just don't want to hear from. You will be happy to hear that you can block incoming phone numbers to make sure that you don't have to take their calls. Go to the Phone app, tap on settings and then select 'Block numbers'. Now enter the number and tap on the '+' icon to block. There's also an option to block all unknown callers. You can also block callers from within the Phone app by tapping on the number and then tapping the three-dot icon in the top-right corner and selecting the 'Block contact' option from the menu. You can always remove numbers later if you wish.

Register fingerprints

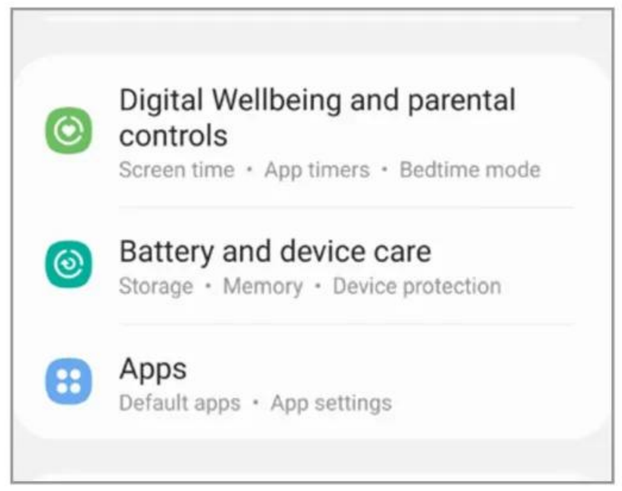


1 Find the settings Open the Settings app, find Lock screen, and choose a Screen lock type.

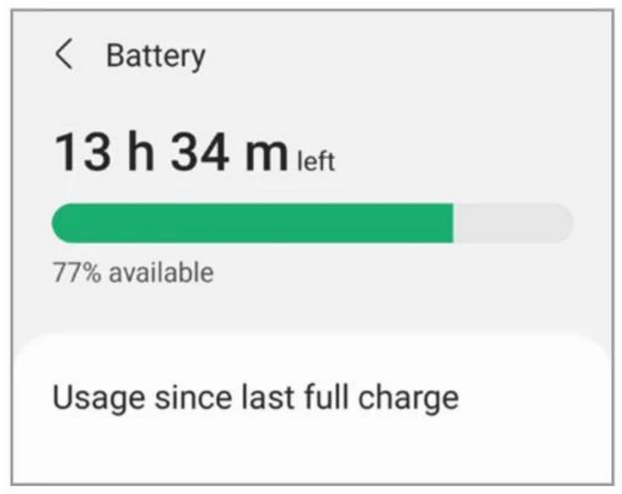


2 Enter fingerprint Now tap Fingerprint, then slide your finger along the device's sensor.

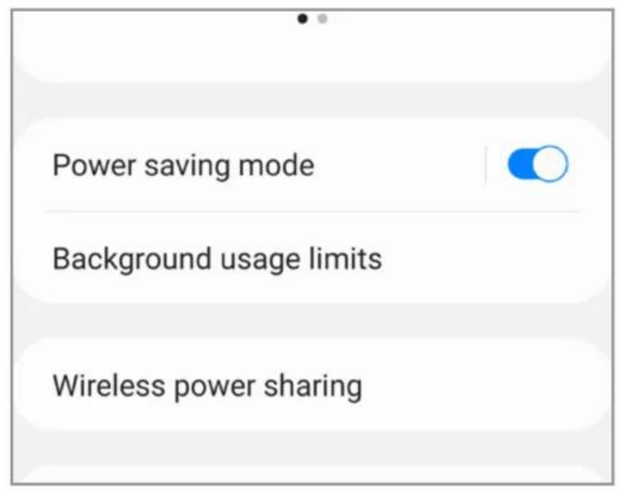
Enable Power modes



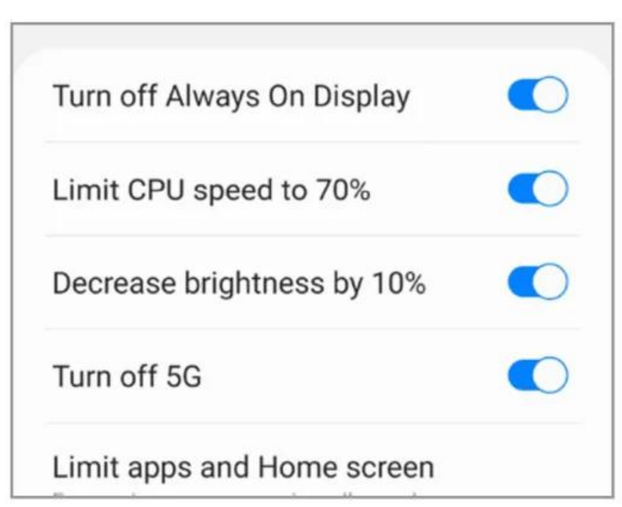
1 Settings app Head over to the Settings menu and scroll down to Battery and Device care.



2 More settings Tap on the Battery option found at the top of the list.



3 Power mode Turn on Power saving mode or tap on the menu to enable more features.



4 Cutbacks Tap on the options to turn restrictions on or off to save more power.

Settings – Device

Understand how to make Settings work for you

You'll use it to…

Set passcodes
Protect your Galaxy device

Update firmware
Make sure you have the latest OS

Set up notifications
Change notification options for each app

Simplify the device
Use the accessibility settings

Manage space
Check on your device's storage

Check storage space
Free up space in either your device or SD card

Managing your Samsung device

Your Samsung Galaxy device will work right out of the box, but using it will be a more fun experience if you personalise its settings to meet your own requirements. This is easy to do, and the Settings area has a lot on offer (Fig 1). What you get will vary from device to device, but it's all logically arranged and all of the settings are handily placed into easy-to-find sections.

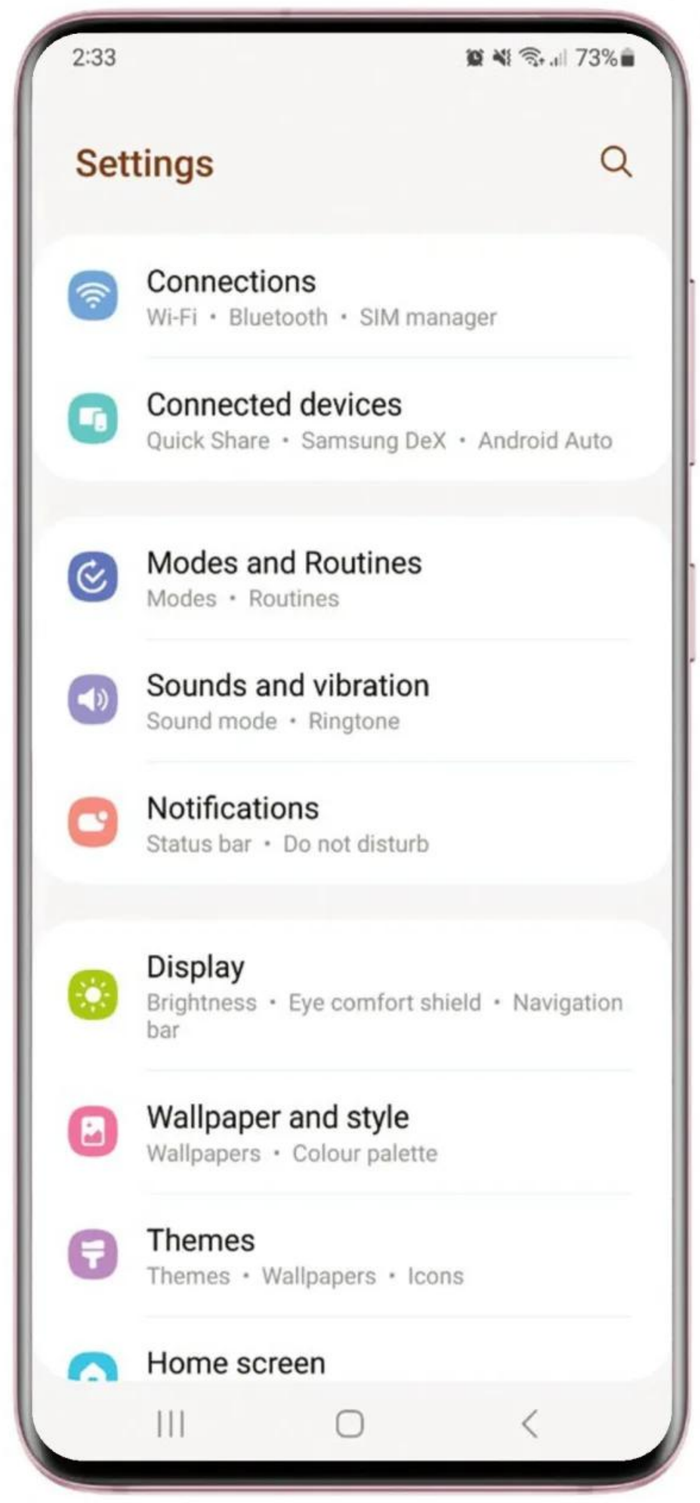


Fig 1 (right) The Settings area can be complex but it is logically arranged

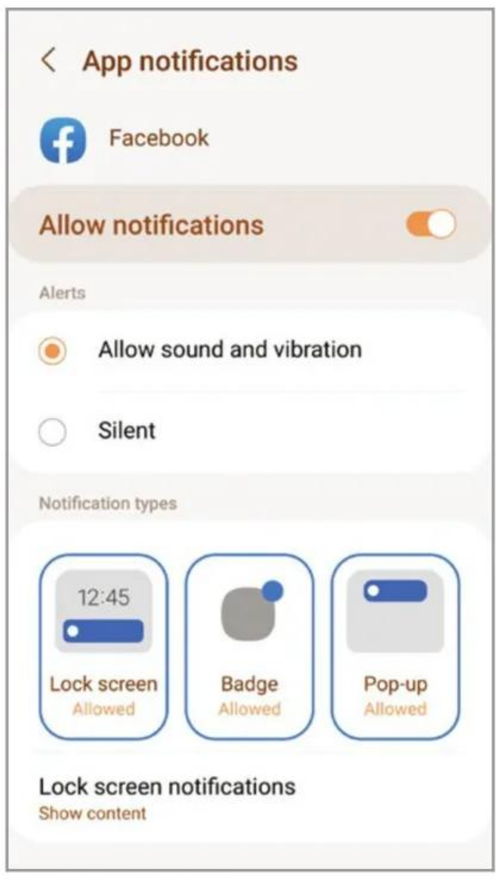


Fig 2 (above) You can set up what apps on your device send notifications

Change the language settings

When you set your Samsung Galaxy device up for the first time, you need to tell it your preferred language. However, there's more to the language settings area than just telling your Galaxy what language it should use as its main one; you can also set up a range of other language and speech-related preferences. If you go to the General Management area of your Galaxy settings and tap Language and input, you will have access to these settings.

So, for example, you are able to change how voice search works by setting a default language under virtual keyboard and then asking it to block offensive words. Moreover, you are also able

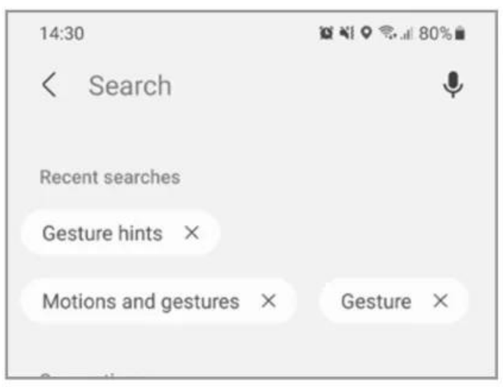
to set some text-to-speech options. You can also decide how fast speech synthesis runs, setting it to talk at different speeds depending on what your preference might be. There's also a really useful Notification setting (Fig 2). By pressing on Advanced, you can set what apps are prioritised - this means that when you get a notification, the Galaxy will make a sound and the screen will turn on, even when Do not disturb is on.

Finger Scanner

One of the most useful features of the Galaxy devices is the Fingerprint Scanner, which is used as an alternative to entering passwords. Where this technology sits depends on your device but Samsung has made this feature available to third-party developers to integrate into separate apps (the PayPal app was the first to utilise the Fingerprint Scanner for added security). Setting up the Fingerprint Scanner is quick and easy, and can be done in the Fingerprint option in Settings (under Biometrics and security). You'll need to slowly press your finger down over the scanner a few times to register your fingerprint and then provide an alternative password as a backup option. Once your print has been registered, you will be taken to the Lock screen settings where you can add another fingerprint.

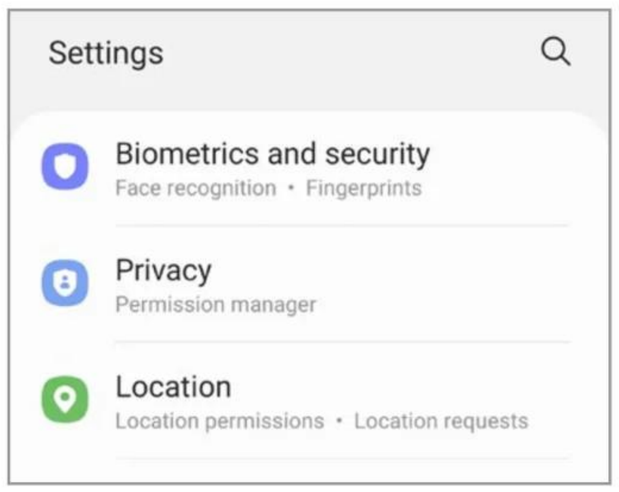
Use the accessibility options

To discover ways in which you can make your Galaxy device easier to use, tap on the Accessibility heading in Settings. This area groups together a lot of different options that you might find useful if you have a disability or would just like a bit of help with certain things. For example, you can change the font size that's used across the device, and reverse the screen colours to make it easier for you to read. You can also change the sounds from stereo to mono and set up a front light for notifications.

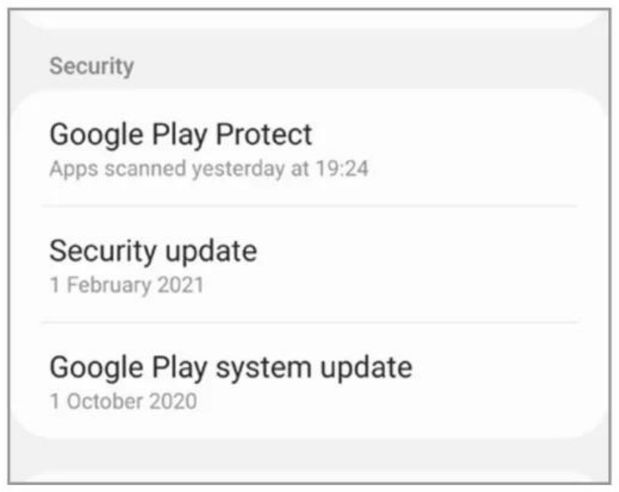


You can use the search tool at the top of the app's homescreen to find specific settings

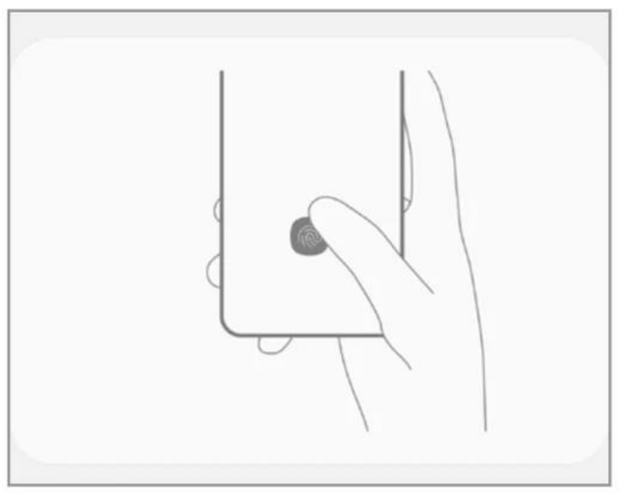
Set up Finger Scanner



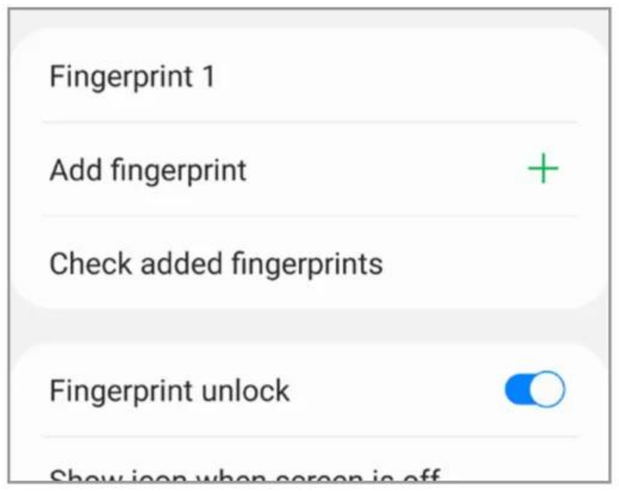
1 Open Settings Go to the Settings app and tap Lock Biometrics and security.



2 Fingerprint manager Tap on Fingerprint and then enter your PIN or pattern.



3 Register print Now press your finger down over the scanner multiple times.



4 Screen lock You will then be taken to the settings where you can add another fingerprint.

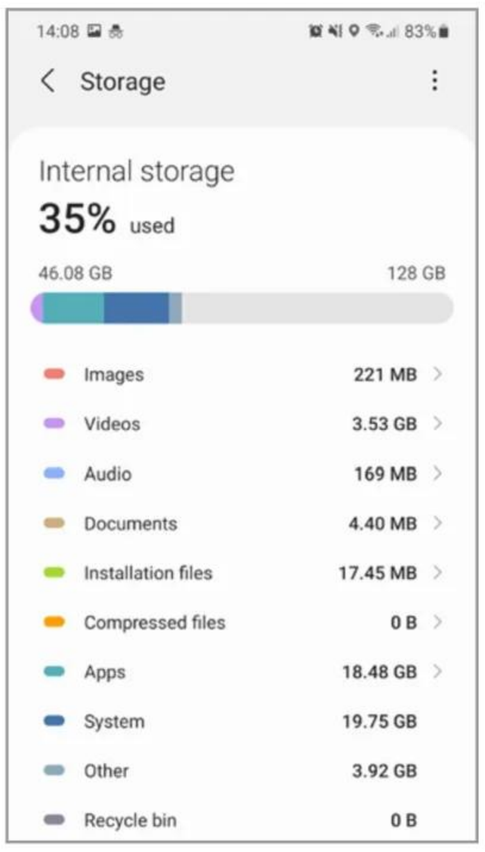


Fig 3 Check the storage space on your device and microSD card

Check storage space

Your Samsung Galaxy has a set amount of space for storage, and once that is full you will find that you can't cram anything else onto it unless you remove something to save space. Fortunately, most smartphones and tablets let you add to the built-in storage space using microSD cards, and the Samsung Galaxy has that feature. With cards available offering storage of up to 1TB, you can add lots more storage space to your Galaxy, and that space can accommodate both apps and data (including music, movies and much more).

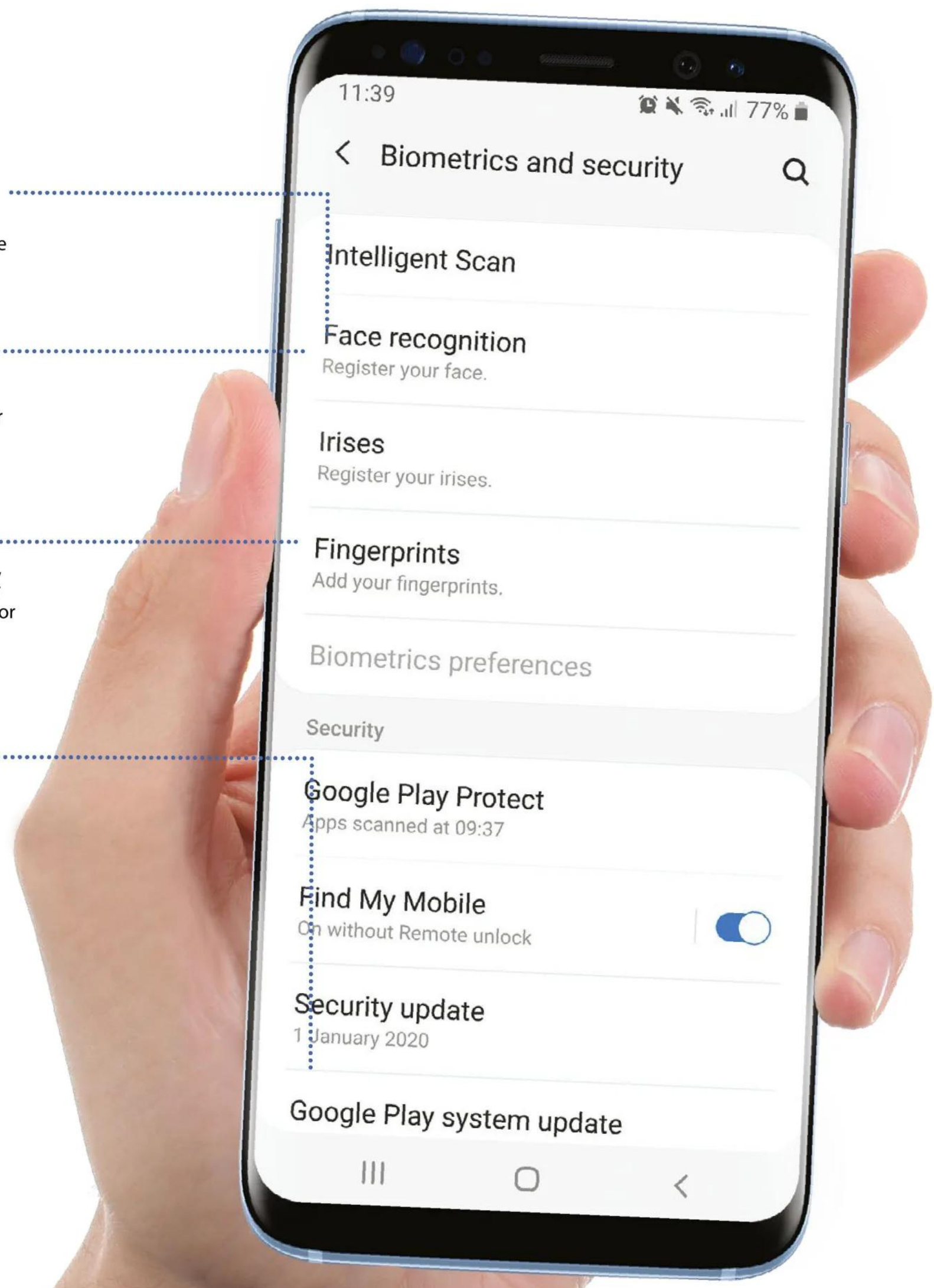
It is easy to check the amount of storage space that's available on your Galaxy. Simply head over to the Settings area and then scroll down to Battery and device care. Tap on that and you will be able

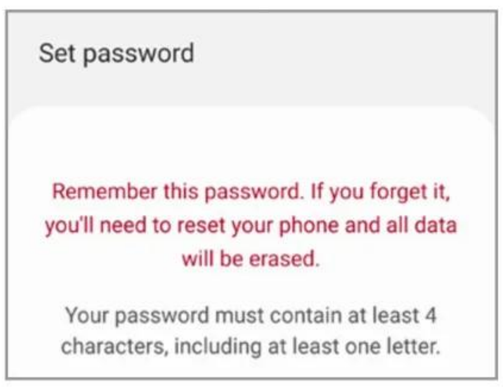
Face recognition
Enable this to unlock your phone by raising the device and having the camera scan your face

Fingerprint
You can scan your fingerprint using the home button for a higher level of security

Secure Folder
Keep certain documents, photos or data in a folder that requires a passcode or biometric lock to access

More Settings
Here you can encrypt your device's SD card, make passwords visible when typed and more





Think about how secure the different lock systems are. A password offers the highest level of security

to see how much device memory is being used by different types of media. You can also check the amount of storage that is free on your microSD card, unmount the card so that you can remove it safely, and even format it (wipe all the data off it).

Use the security settings

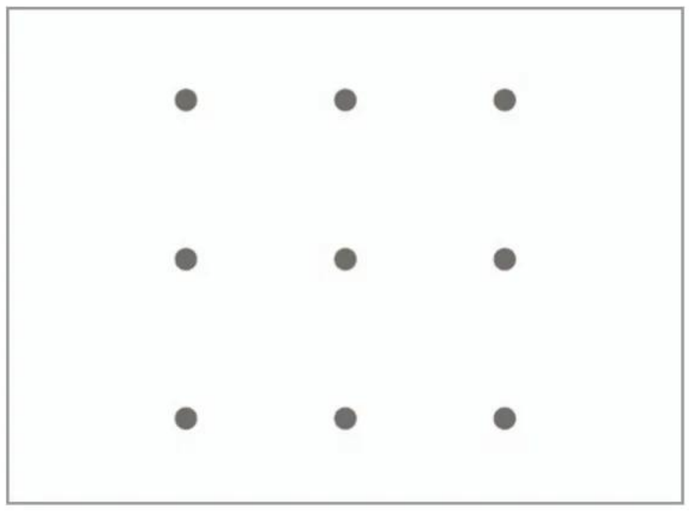
After you've owned a Samsung Galaxy for a little while, you will find that it will have all sorts of personal information stored on it. This could include contact details, Facebook logins, logins for a range of other apps, web-based services and more. However, you will need to be careful, as these services could be used to give people access to personal information like your bank account or other important data that you don't want others to see.

In order to protect your personal data, always log out of web services when you're done with them and take advantage of the numerous security features that are available on your Samsung Galaxy device. There are several options available, including the remote Find My Mobile service that enables you to locate and even wipe your Galaxy device from a distance, and you can also set up your device to use PINs and logins for added protection.

Lock your screen

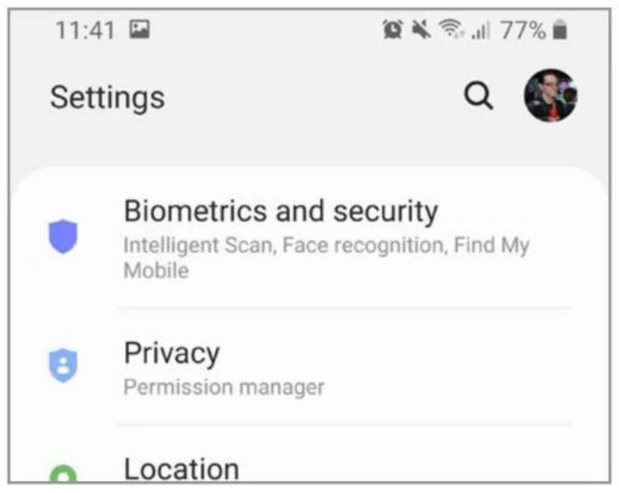


1 Screen lock options In the Settings menu, tap Lock Screen followed by Screen Lock to see the options.

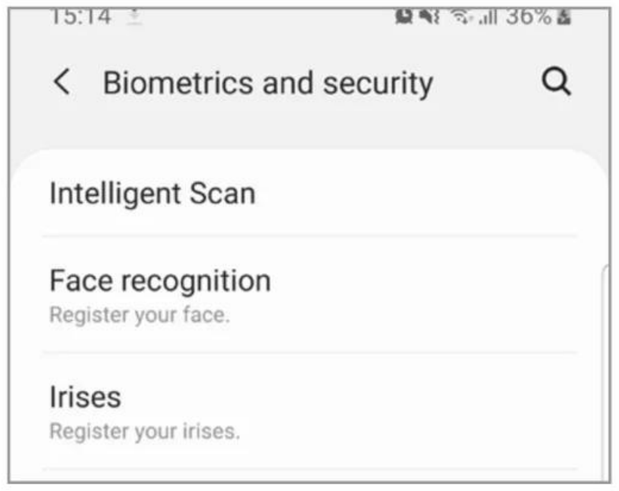


2 Choose a method Decide what kind of method you want to use and then tap on it to set it up.

Configure iris scanner



1 Open the settings Iris scanner setup is in the phone's Biometrics and security settings.



2 Configure lock You must configure a lock type as backup for your iris scan.



3 Register your iris Follow the directions on screen to register your eyes.



4 Configure additional options Your irises can be linked to your Samsung account.

Wear OS

Get all of your Galaxy's notifications sent to your smartwatch – even when you leave it at home

You'll use it to...

Receive messages
View your messages and app notifications with a flick of your wrist

Set reminders
Dictate reminders to the watch and receive alerts about your appointments

Check the weather
Glance at the weather forecast for the day ahead when you wake up in the morning

Track your fitness
Keep track of your activity and get updates about your step count and heart rate

Play music offline
Store your favourite songs to your watch for when your Galaxy's not around

Get directions
Provided your watch and Galaxy have Wi-Fi, get turn-by-turn navigation to places

Fig 1 (below) To give your smartwatch internet access, install the free Android Wear app from the Google Play Store

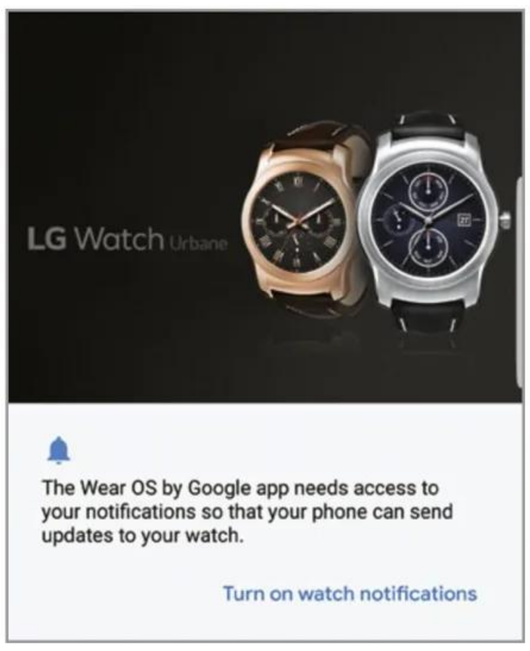


Fig 2 (right) View all of your Galaxy's updates on your wrist, so you can respond to messages and notifications more easily

View your Galaxy on your wrist

Smartwatches are all the rage right now, so you'll be glad to hear there are lots of models that work with your Galaxy device.

The most popular smartwatches run a system called Wear OS. These come in a wide variety of designs, with a choice of circular or square watch faces and different watch straps, but all work similarly with your Galaxy device.

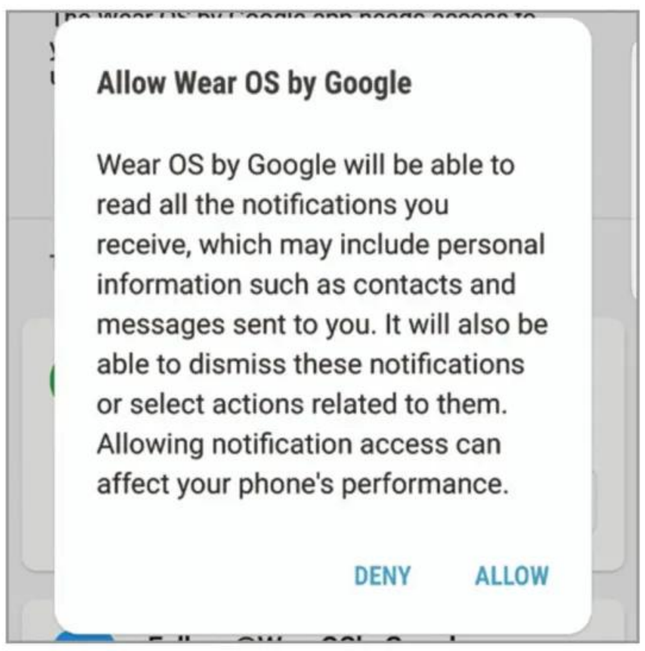
When set up, messages and notifications from your device will be sent to the watch as easy-to-understand information cards. Read on to find out more about how your Wear works in conjunction with your Samsung Galaxy.

Get the companion app

Wear OS watches can't access Wi-Fi in the conventional manner, so without connecting it to your device, your smartwatch can't do much more than a digital watch. To set up this connection, you will need to install the Wear OS app on your device. From within this app, you can then connect your Galaxy with your smartwatch via Bluetooth. Once this connection is set up, all of your Galaxy's notifications will



be redirected to your smartwatch. Newer Wear OS models can then work independently of your device, relaying messages and more, as long as your smartwatch and smartphone or tablet are connected to Wi-Fi networks, no matter the distance.



View notifications

When on the main watch screen, swipe up and all of your notifications will be displayed in a list format. If your watch has a digital crown, scrolling it will navigate you through your list of notifications. Tap on any to see it in more detail. As well as displaying all the messages and notifications sent to your device, your smartwatch will display useful information from Google Assistant in the form of simple cards. These can include reminders to leave on time for an upcoming appointment, sports scores for your favourite team and traffic alerts for your journey home. You can find these by swiping right from the main watch screen. Google Assistant will also display a series of suggested commands you could use.

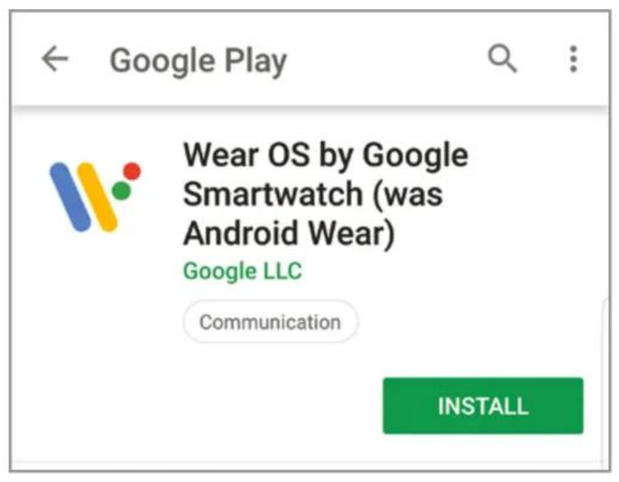
Track your health

As well as getting essential updates, the other advantage to using a Wear OS device is being able to track your health. Every smartwatch can quietly count your footsteps while you wear it, and some models also measure your heart rate. Some Wear OS watches have GPS sensors, so they can also log your route when you go jogging. You can then view this data as a short graph on your watch. If you swipe left from the main watch screen you will be taken to the Google Fit page. This will display your steps and activity as rings that will fill until you meet your target.

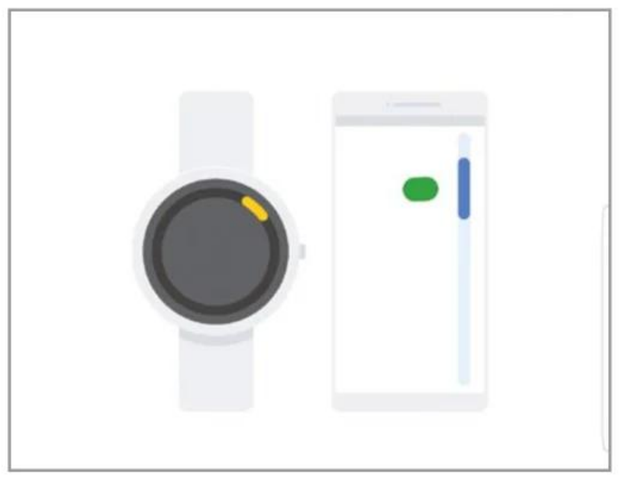
To get a guided tour of your Wear OS device's features, open menu options and select the Tutorial option in the smartphone/tablet app

The apps

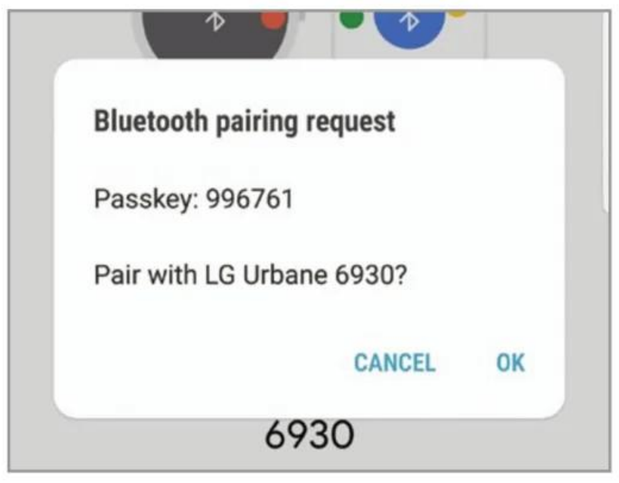
Pair your smartwatch



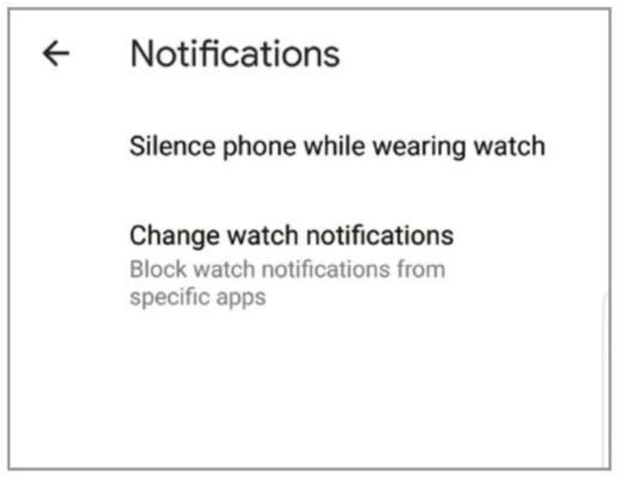
1 Download Watch OS app
Install the app from Google Play store and open it on your device.



2 Pair devices via Bluetooth
Select 'Pair with a new wearable' from the drop-down menu.



3 Confirm pairing To confirm the set up check the passkey and confirm if correct.



4 Receive notifications Go to Notification Settings in the app to allow the watch to update.

Google Play

Get more content onto your device by using the Google Play store

You'll use it to...

Download apps
Add paid and free apps to your device

Read books
Download books from a range of genres

Purchase audiobooks
Get audio versions of your favourite books

Update your content
Manually update your apps and other assorted media

Introducing Google Play

Google Play is constantly expanding with new content on a daily basis. As well as offering over 3 million apps and games, users can find dedicated sections that are filled with more content than ever (Fig 1). Whether you're looking for free content or premium apps there is something for you here.

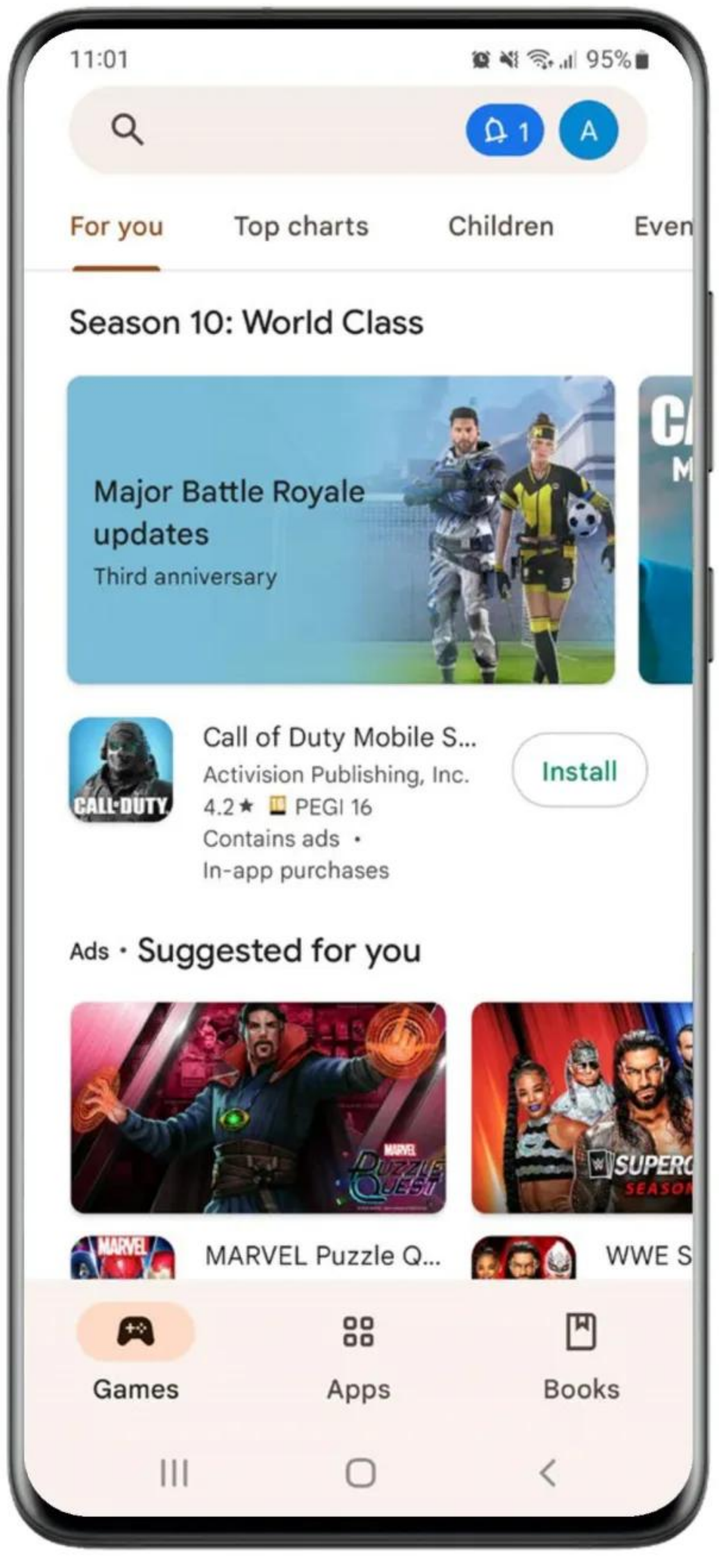


Fig 1 (right) The Play Store's home screen features links to all the different sections

Purchasing apps

With over 3.5 million apps at your disposal, you're never going to run out of new content to fill up your device. What you'll notice about some apps is that they're free to download, while the rest require you to part with some cash before you can download them (Fig 2). The payment process is simple through the Google Play store and, thanks to Google's own Wallet system, users can keep their details safe while purchasing as many apps as they like. Google does require you to input your card details to purchase apps, but you can always remove them by going directly into the settings menu within Google Play after purchasing the app.

All the paid apps require just a one-off payment to download and each varies in its price. With some more of the expensive apps, such as Star Walk 2, you'll find that after purchasing the main app

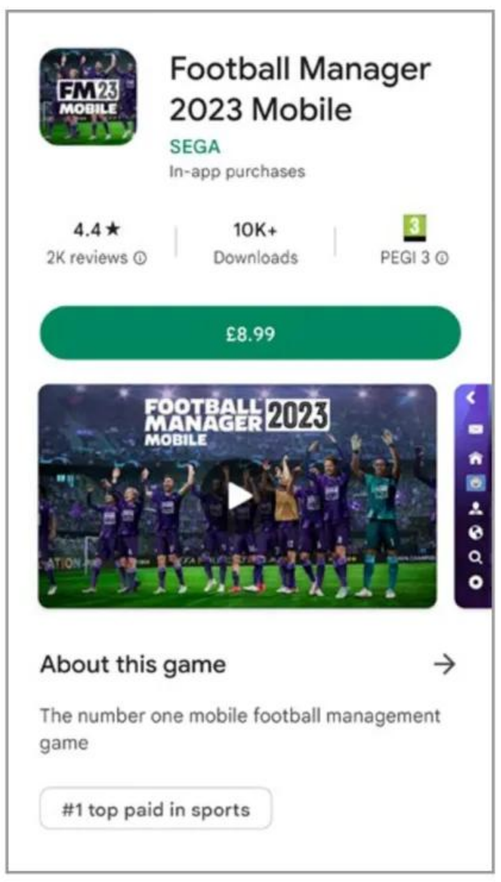
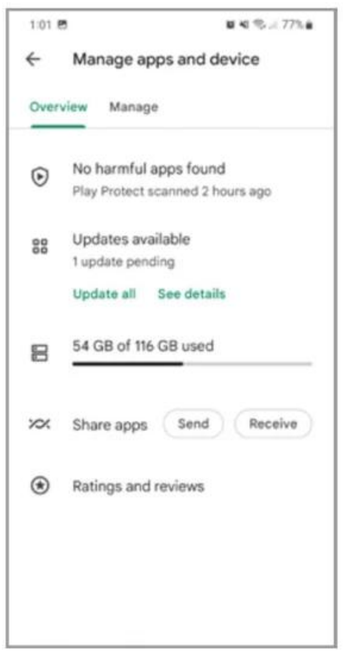


Fig 2 (above) Most paid apps need a one-off payment before you can install them

you will then have access to further content, like additional maps, that can be purchased individually within the app. With so much on offer, you should download some apps right away!



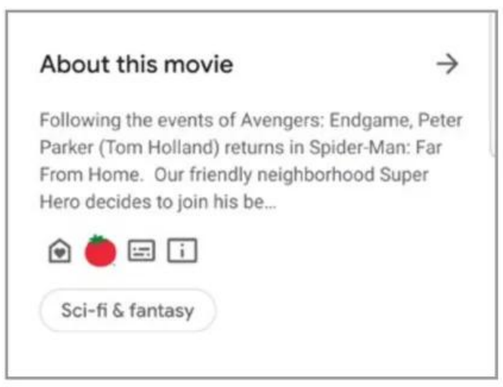
Managing apps

After downloading some apps, the chances are that they will require an update at some point. Most apps automatically update themselves, if the setting is enabled, but the rest can be manually updated by going in to the My Apps section of the Play store (hit the Account key for a quick shortcut). On the other hand, you might want to permanently delete an app from your device. In this case, simply go to its corresponding page on the Google Play store and select the Uninstall option. It's as easy as that.

Apps and games

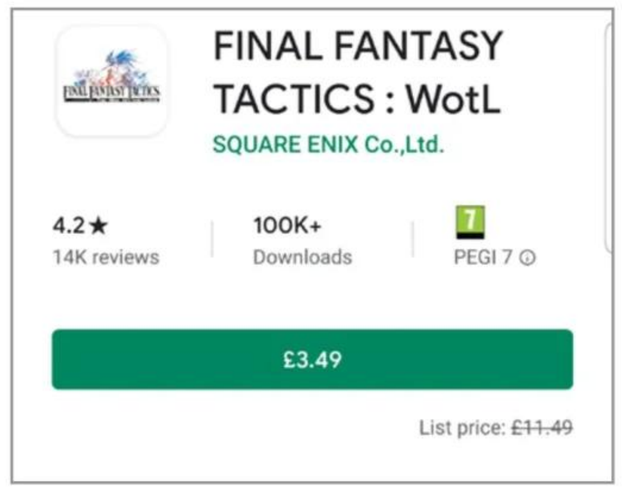
The selection of apps on offer covers 27 different categories, so there's always something for everyone. Within each category of the Play store you can find the most downloaded apps within that section, as well as the highest-rated ones. One particular area in which Android apps have vastly improved over the past year or so is in the quality of games that they now offer.

Many big brands have made the transition over to the smaller Android screen, with the likes of The Simpsons, Sonic The Hedgehog and Mass Effect to name but a few. There are also plenty of indie games that are Android exclusives and provide something quirky, original and compelling that you may not have experienced before. With so many games on offer, the downside is that they can take up lots of internal storage space on your device, so be careful not to download too many of them or you'll soon realise that you have precious little space for anything else.



You can purchase films and TV shows in either SD or HD. The HD version costs a little more

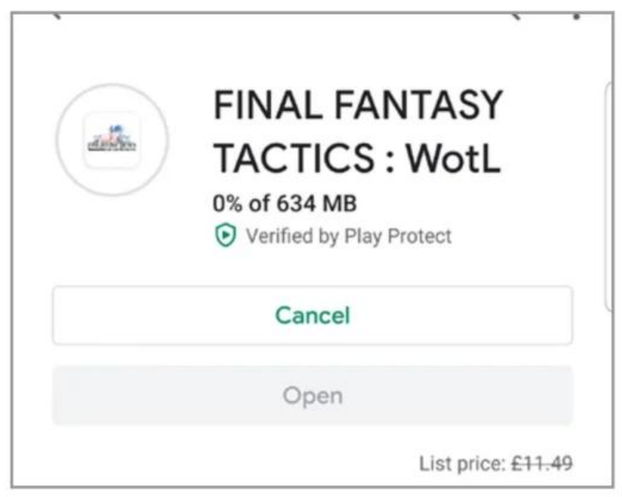
Refund an app



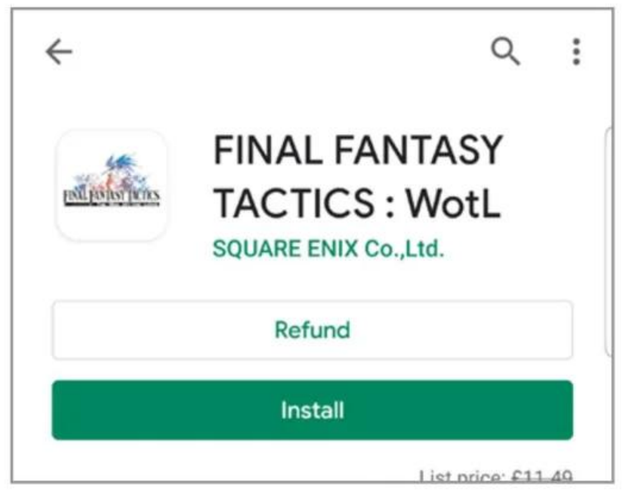
1 Find an app Go to the main information page of the app you want to download.



2 Purchase and download Tap the price, enter your payment details and download the app.



3 Trial period You now have 15 minutes to decide whether or not you want to keep the app.



4 Refund If you don't, go back to the app's page and then press the 'Refund' button.

Google Play

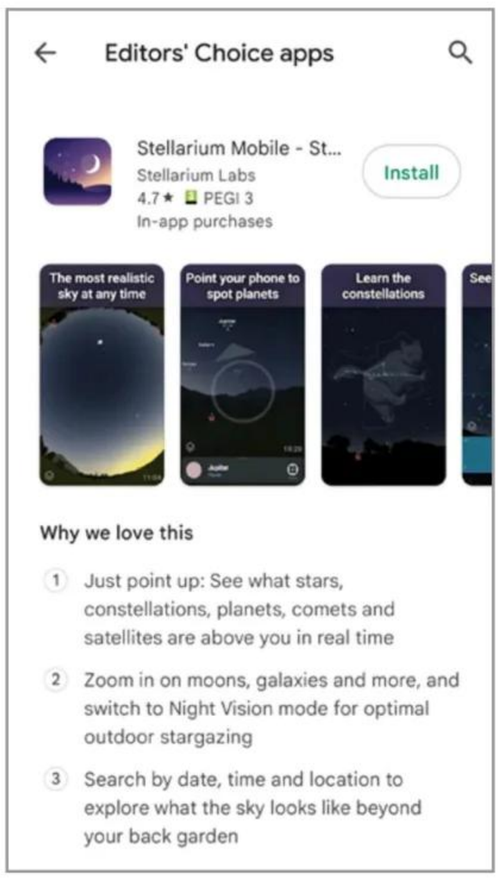
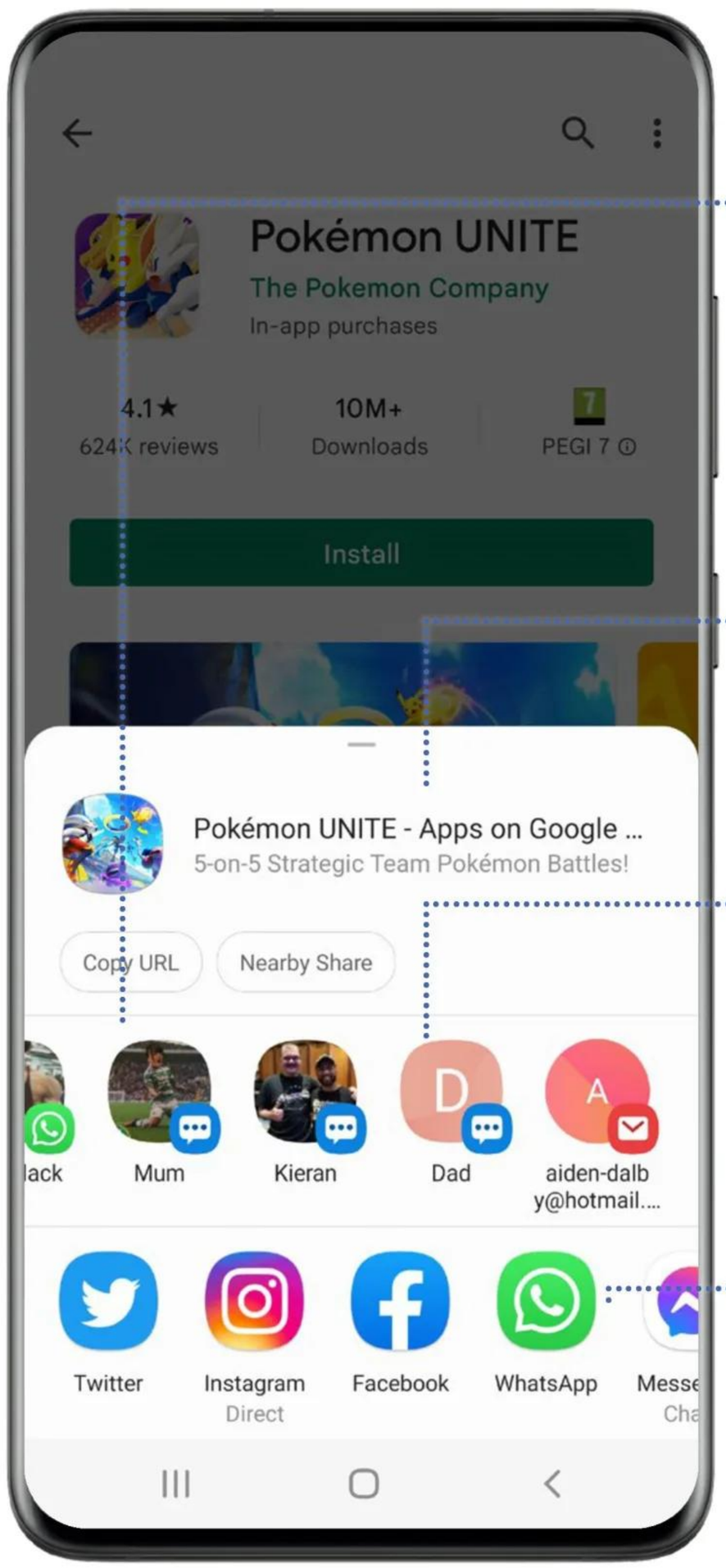


Fig 3 (above) The Editor's Choice section is a great place to find new games or apps to download

Editor's Choice

If you're ever stuck looking for new apps or games to download, we recommend finding the Editor's Choice tabs (Fig 3). You can find these when in the Games or Apps section of the Google Play Store and scrolling down the For You page. Here you can find groups of apps or games that Google's editors have selected as their choice for the best downloads in the store. But these are not just a list of the top downloads; when you tap on the collection you will see an article from Google's editors explaining why the app or game has been selected as well as links to download what is being recommended or to its page in the Play Store to find more information. These collections include, apps for helping with sleep, apps for learning a new language, the best games for testing your



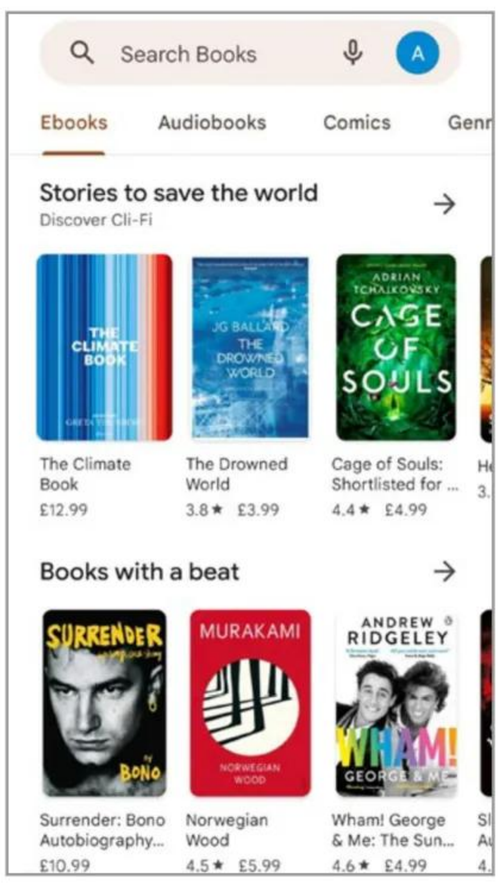
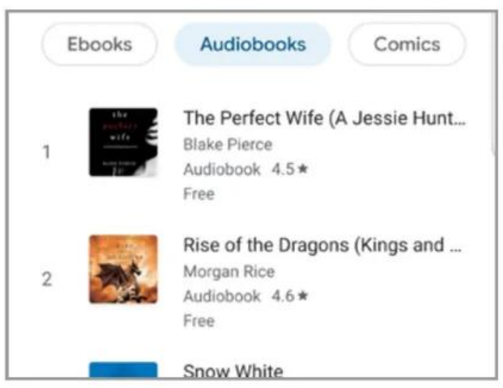


Fig 4 (above) Play Books provides quick access to both the ebook you're reading and some recommended titles



Using the tabs at the top of the Books section, you can find the 'Top Selling' and 'Top Free' charts

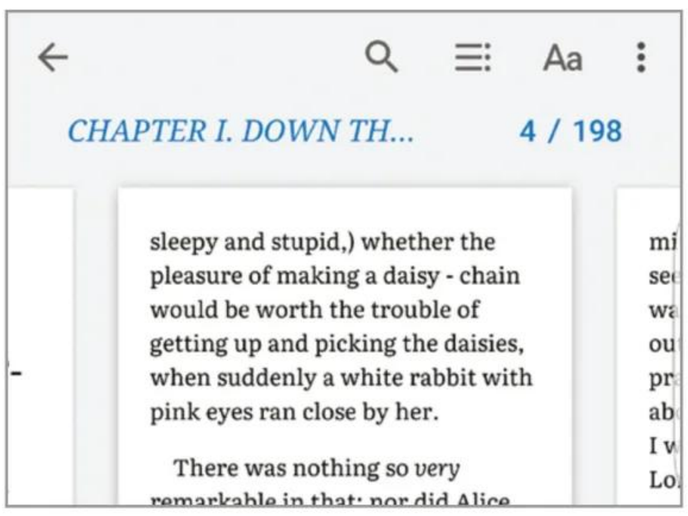
brain, or games that work well offline. These collections are updated frequently, so it's worth opening the Google Play app regularly to see if there's anything new that you like.

Play Books

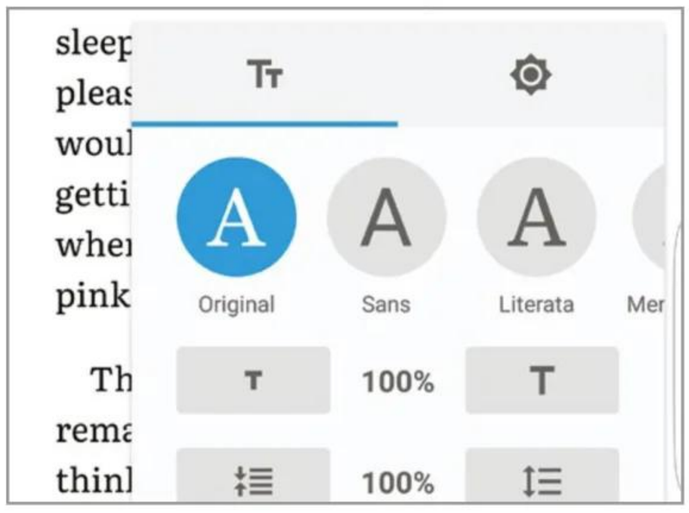
Despite facing heavy competition from the likes of Amazon, Play Books has proved to be a big success on the Google Play store. With the Play Books app, you have instant access to the latest and greatest literature, all of which have been digitally optimised for your device (Fig 4). The selection is amazing and, no matter what your interests may be, there's something for everyone to download.

Prices are competitive and the download process takes all but a few minutes to complete, without taking up too much internal storage either. Each book can be read in Play Books' default reading app, which also works really well. Text can be customised to help your reading experience and you can even add virtual bookmarks so that you remember where you've read up to. If you're sick of lugging around heavy books with you, then Play Books is a brilliant solution for your literary needs that means you can carry a sprawling virtual library around with you everywhere you go.

Enlarge text



1 Find settings While reading, tap the screen to bring up various display options around the page.



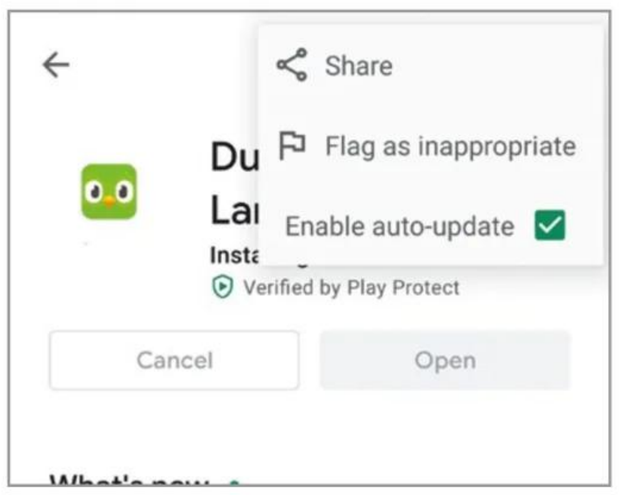
2 Which size? Choose the size option and then customise the text until it is more comfortable for you to read.

The apps

Share an app



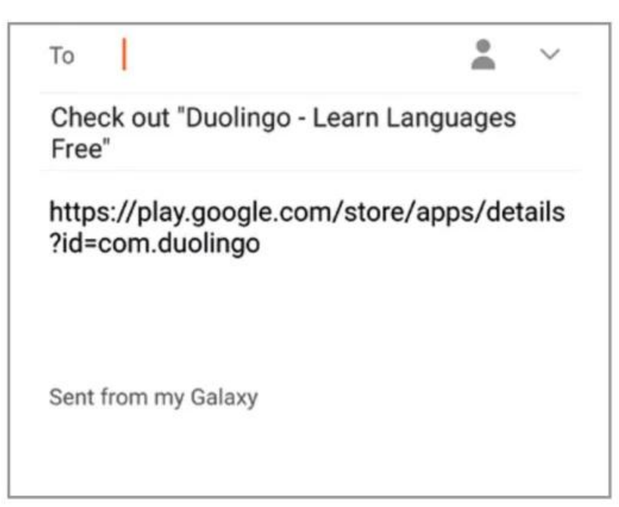
1 Find an app Go to a specific app's information page on the Google Play store.



2 Tap to share Tap the more icon in the top-right corner and then select Share.

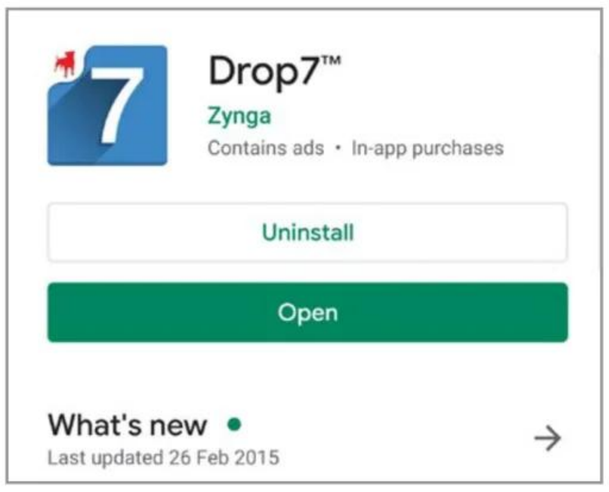


3 Choose a route Scroll the pop-up list to find the share option you want to use and tap on it.

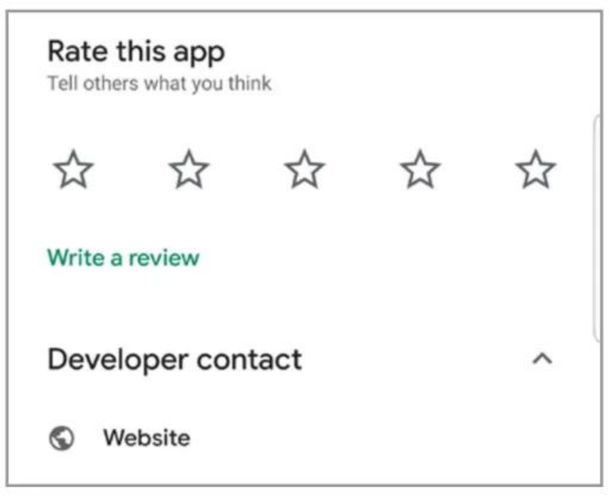


4 In the app Finish off the share process inside your chosen app and then it's job done.

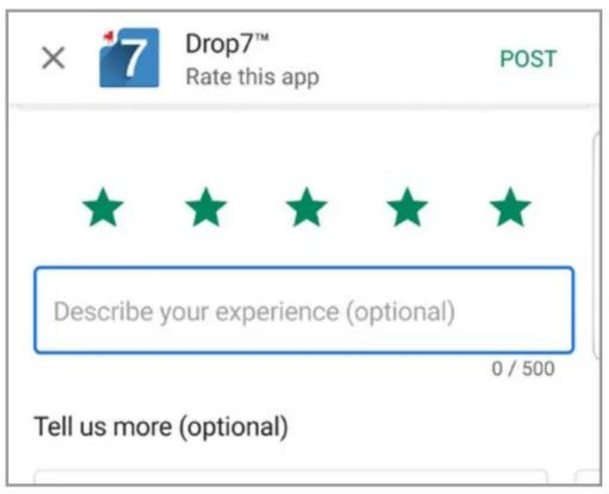
Rate an app



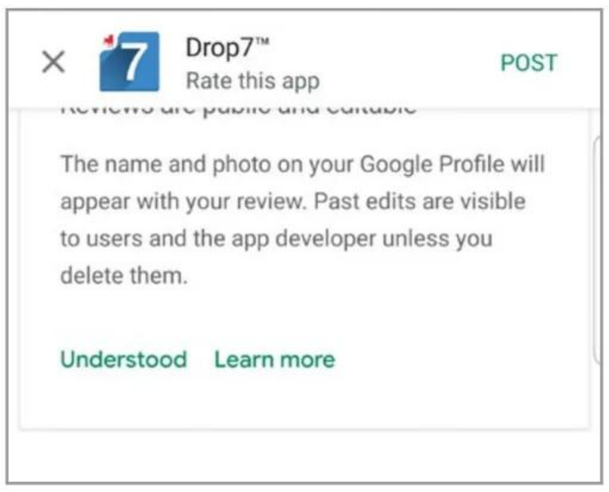
1 Download an app Download and install an app on your Galaxy phone or tablet.



2 Rate and review Tap on the stars under 'Rate this app' to start reviewing the app.



3 Add stars Give the app some feedback and a star rating, with five being the best score.



4 Post Add a message and then press Done to add your review to the list of other reviews.

Google Play



Some films have trailers that you can watch, so make sure you explore all the options

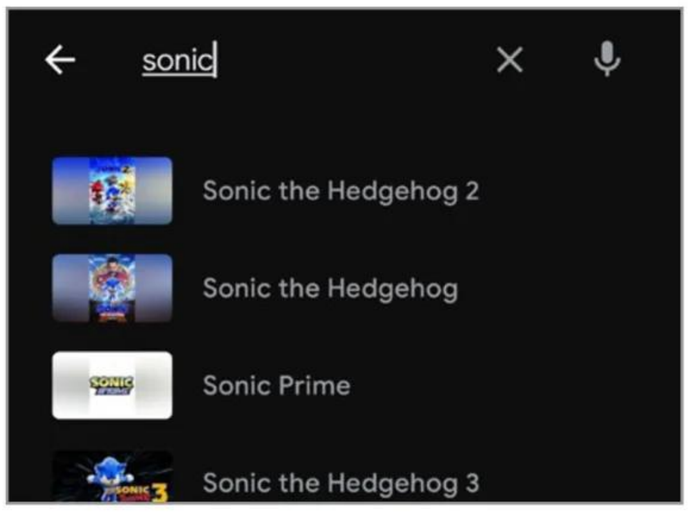
Audiobooks in Google Play

As well as your standard eBooks, the Books section of the Play Store has an Audiobooks tab. Audiobooks also has its own charts in the 'Top Selling' and 'Top Free' sections. Another method of finding audiobooks is to go to the purchase page of an eBook and under the purchase tab will be a link to buy the audiobook version, if one is available. Tap on the Preview button to listen to a short sample of the audiobook, so you can decide whether it's worth a purchase or not. At the top of the purchase page, you can see the average review score, who narrated the book, as well as the total length. After you've purchased an audiobook, you can find it in the Google Play Books app by going to the Library section. Here you can set a filter to only show audiobooks or eBooks, so finding content is easier.

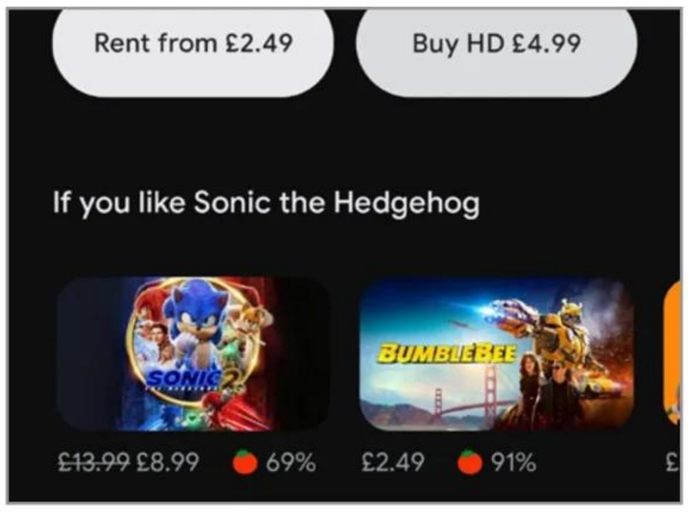
Google TV

The final area of the Google Play store to explore is the Google TV app. This is its own app but is tied to Google Play. As the name suggests, Google TV contains the latest and greatest blockbuster titles that you can stream directly on your device. The service is

Rent a film



1 Find a film Tap the search bar and enter the necessary keywords to find the film you want to rent.



2 Pay and watch Choose the 'Rent' option, pay for the movie and then sit back and enjoy.

pretty similar to the likes of Netflix but prices can be slightly cheaper depending on the movies that take your fancy. Once you've rented a movie you will have access to it for 48 hours, after which you will need to pay again to be able to watch. TV shows can be purchased per episode or per season.

Every purchase is tied directly to your Google account, meaning that you'll have access to it on any device that is also linked with the same account. Quality is great and if you're lucky enough to have a Samsung device with a Super AMOLED screen then your movie-viewing experience will be even better. If you're interested in getting the latest movies on your phone or tablet, look no further than Google TV where you'll find the history of Tinseltown right at your fingertips.

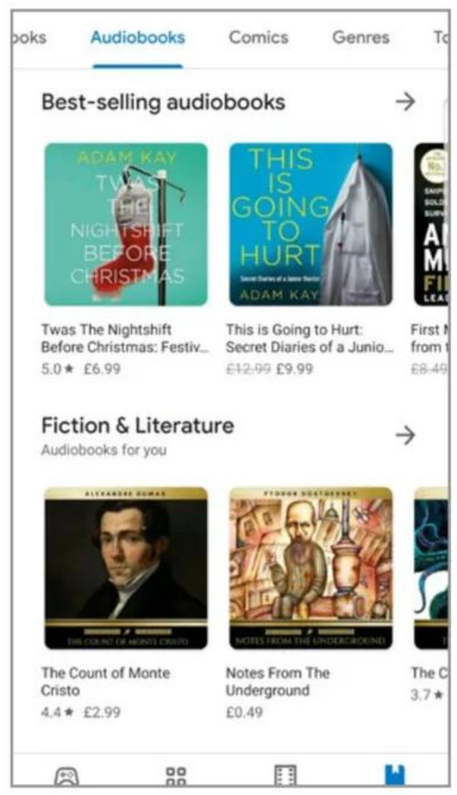
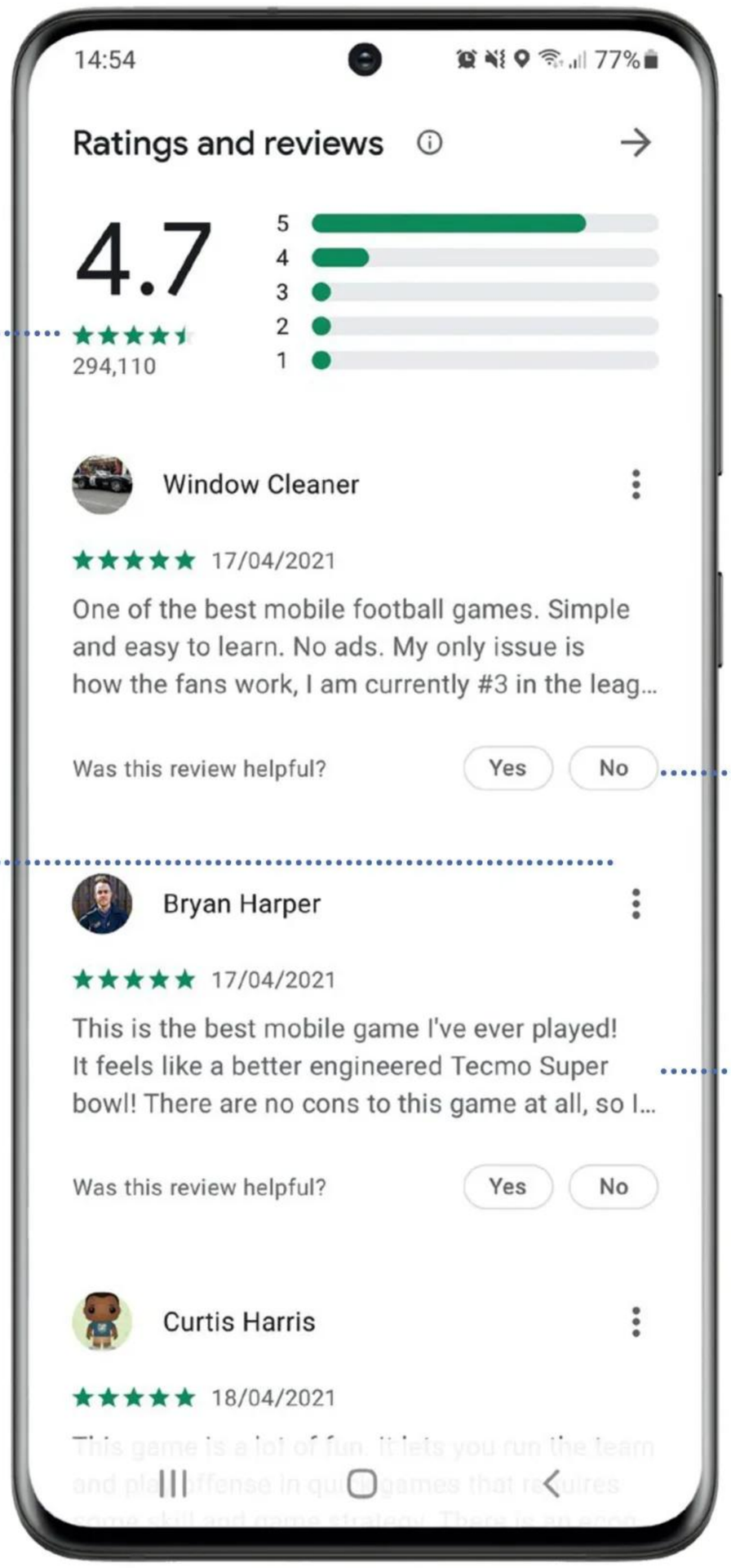


Fig 5 (above) If it's audiobooks you are looking for, the Play Store has that covered with 'Top Free' and Top 'Selling' sections

Average rating
At the top left of the ratings page is a quick summary showing you the average rating and the total number of ratings



Agree or disagree
Next to each review is a thumbs-up-and-down icon enabling you to choose if you agree or disagree with the review

Filter reviews
You can rearrange the reviews by how old they are and how helpful they are to you

Edit your review
Click on your own review to amend it and make edits to it where necessary

Galaxy Store

Fill your Samsung Galaxy device with the best apps around using Galaxy Store

You'll use it to...

Download apps
Fill your Galaxy with different apps

Find recommendations
Get apps based on your search history

Get exclusive apps
Find apps only available for Galaxy users

Manage installations
Look through previously installed apps

Discover updates
Get the latest features for your most favourite apps

Explore Galaxy Store

At its core, Galaxy Store is a one-stop shop for you to load your Galaxy device with the latest and greatest apps. Galaxy Store now boasts an impressive number of titles to download, most of which are completely exclusive to the range of Samsung Galaxy devices, no matter if you happen to own a smartphone or tablet.

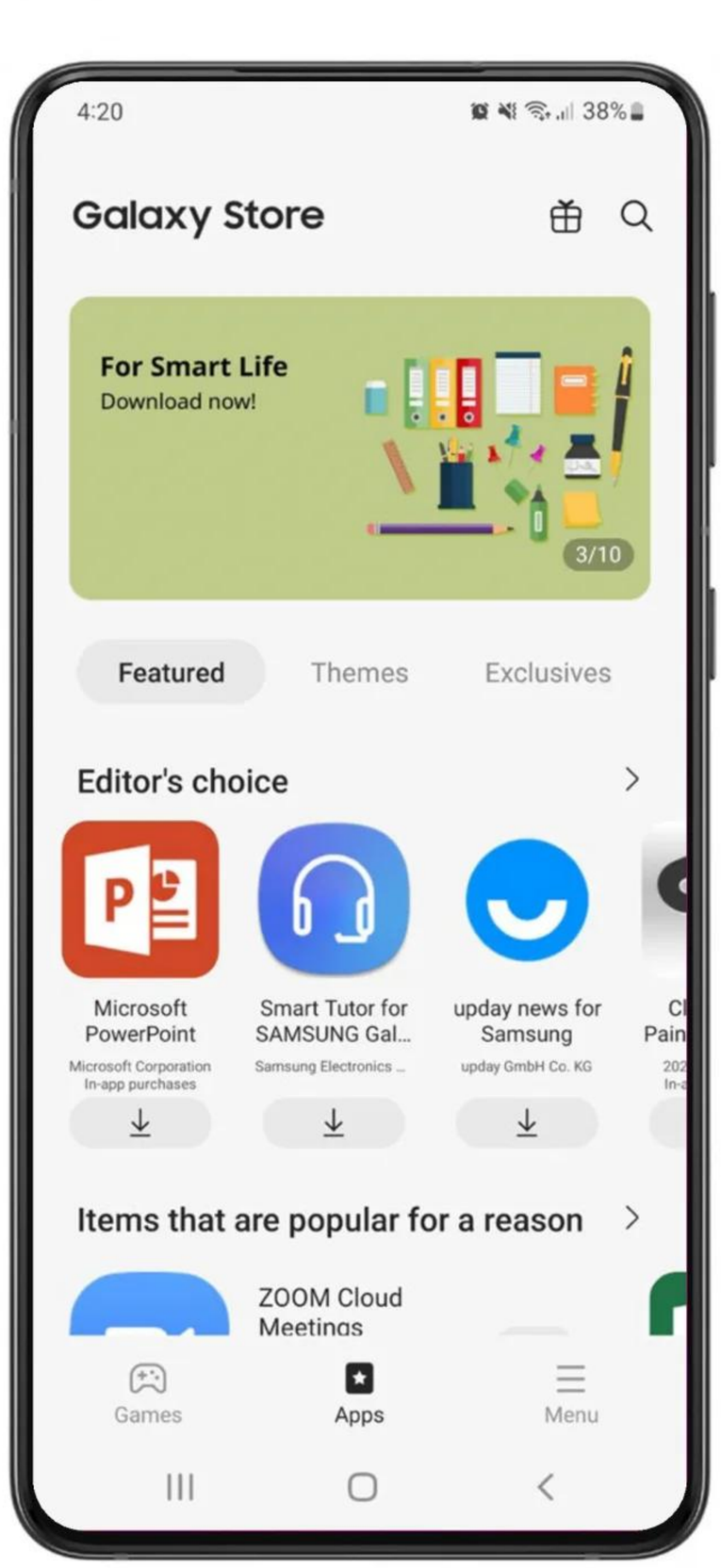


Fig 1 (right) Galaxy Store has plenty of titles to download

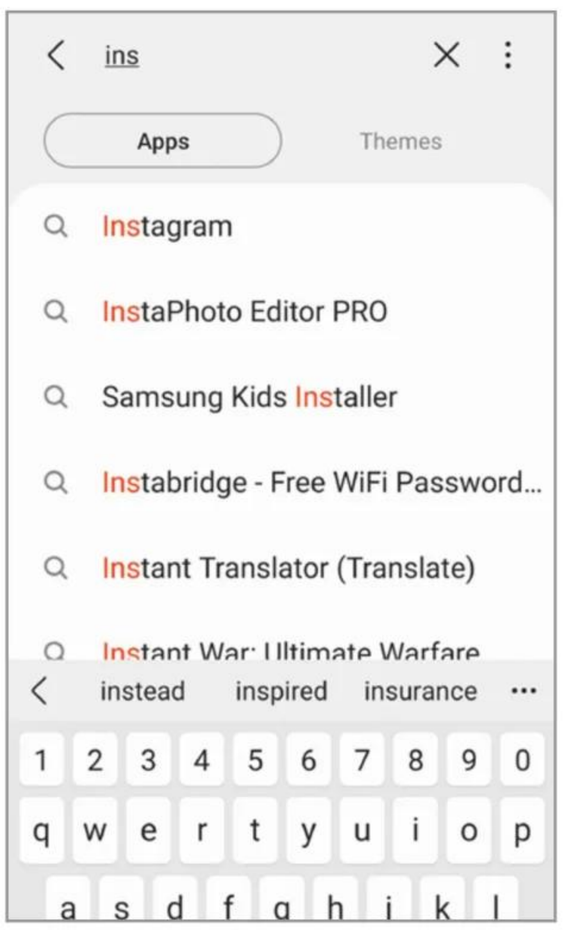


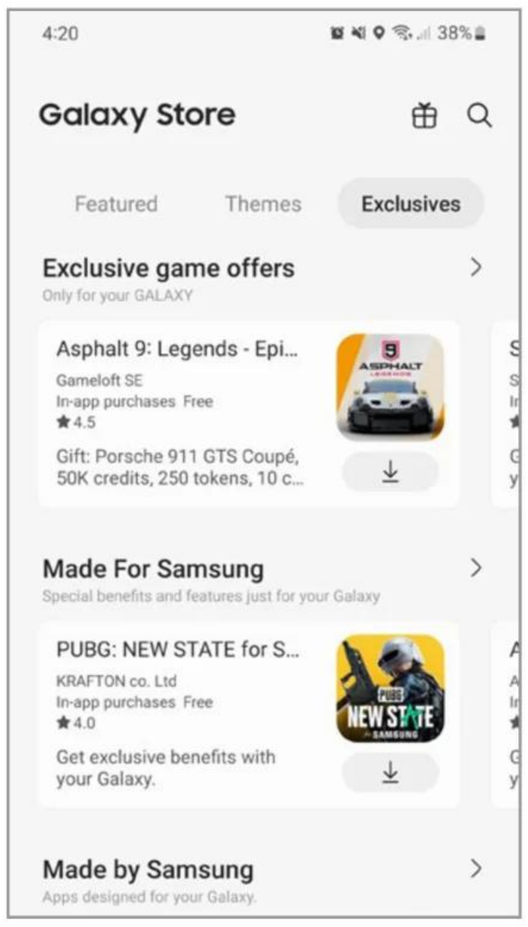
Fig 2 (above) The search tool is a quick way to find the app you want

Discover and download apps

Look around the Galaxy Store and you'll find a wide array of both paid-for and free apps (Fig 1). To make navigation easier, each of these is organised into different categories. The process of downloading apps onto your Samsung Galaxy device is fairly simple, but does require several steps. First and foremost, you'll need to find an app you want to download. You can do this by either using the search tool at the top of the app (Fig 2), or going through the correct category.

Once you've found the app you want, it's just a case of pressing the Download button and waiting for it to finish. If the app requires you to pay for it, and you've not paid for an app before, you'll be taken to a payment screen where you can enter card details. To take

it one step further, you might also want to check out the reviews before downloading an app. Scroll to the bottom of an app's page and you can find reviews posted by other Samsung Galaxy users who have downloaded it. Also on the app's page are other essential details, including who the developer is, how many downloads the app has had and the current version of the app. All of these points together will help you decide if this app is worth downloading to your device.

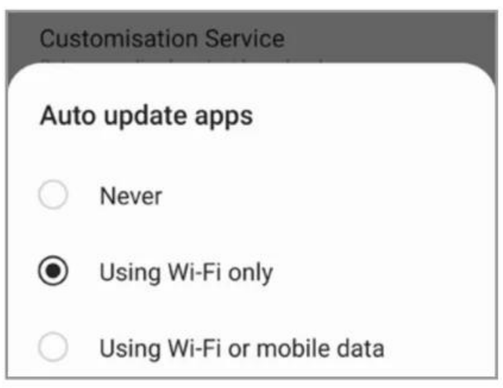


Find exclusive Galaxy apps

While on the Apps page of Galaxy Store, locate and press on the Exclusives tab along the top of the page. You'll now be taken to the apps solely made for Samsung Galaxy devices. There's plenty on offer, and you can find various types of apps as you scroll through. Many of the apps utilise specific features of various Galaxy devices. For example, this is the section you need to go to if you want to find compatible apps that work with your Galaxy Note's stylus, or apps that cater for the Samsung Galaxy's software.

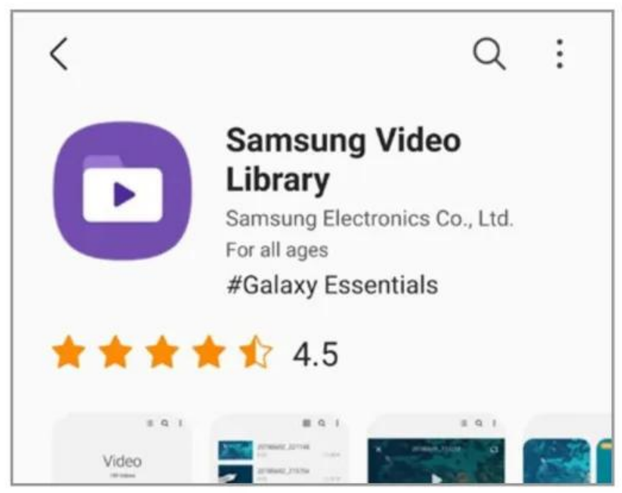
Get the best Galaxy games

Galaxy Store also provides a plethora of games. These range from big blockbuster titles, which have been ported over from other consoles, down to small independent games. The choice is superb and no matter what your tastes are, there's really something for everyone. One thing to keep an eye on is that although some games will be listed as free, once downloaded and installed you might need in-app purchases to unlock features within them.

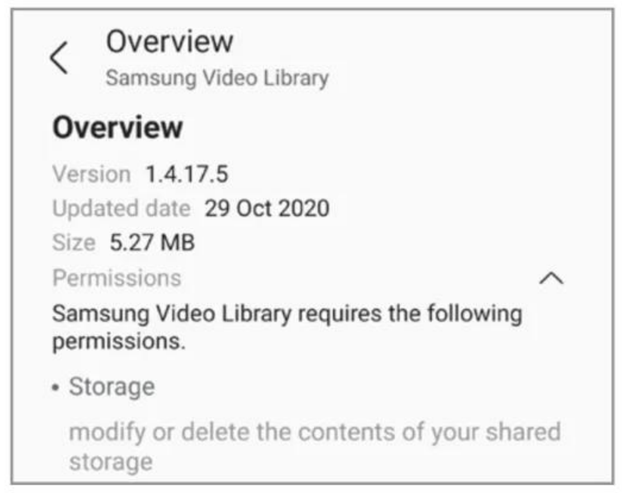


Only update your apps over Wi-Fi because updating over 4G/5G can use a lot of data

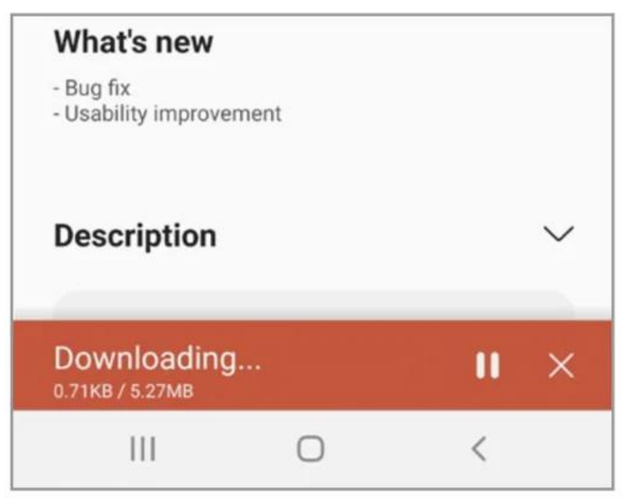
Download an app



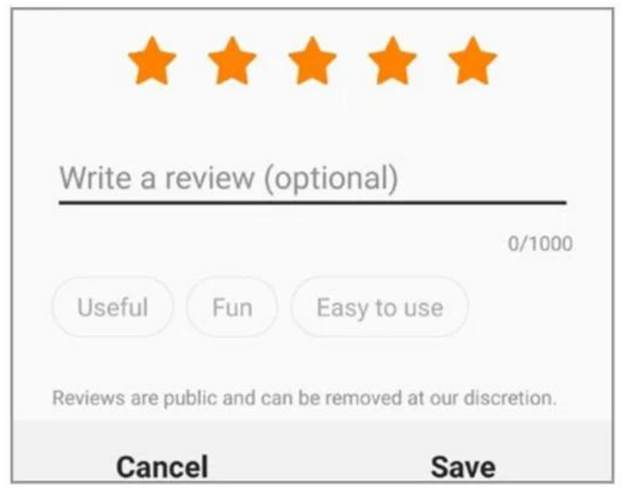
1 **Load app** Search for an app or game and open up its own page on Galaxy Store.



2 **Permissions** Read through the app permissions before you press the Install button.



3 **Install** The app will download. Its progress will appear at the bottom of the screen.



4 **Review it** After testing the app, leave a review by going to the bottom of the app's page.

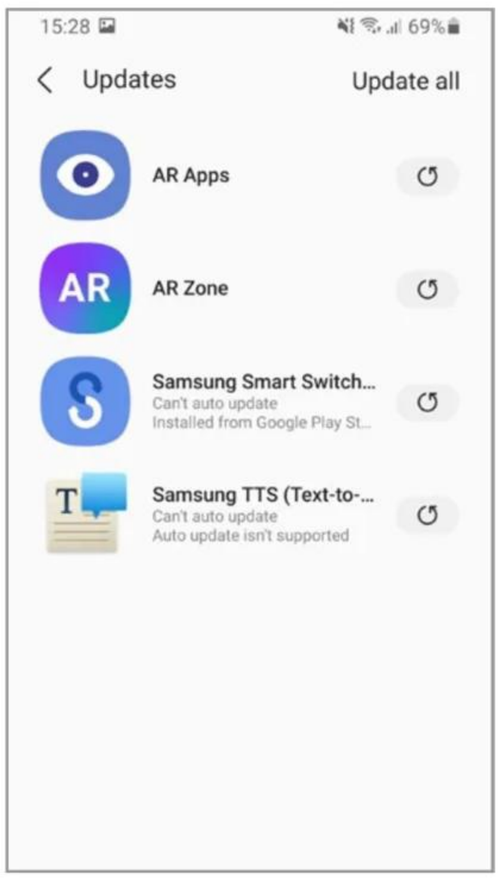


Fig 3 (above) Find available updates by tapping the menu icon in the top-left corner

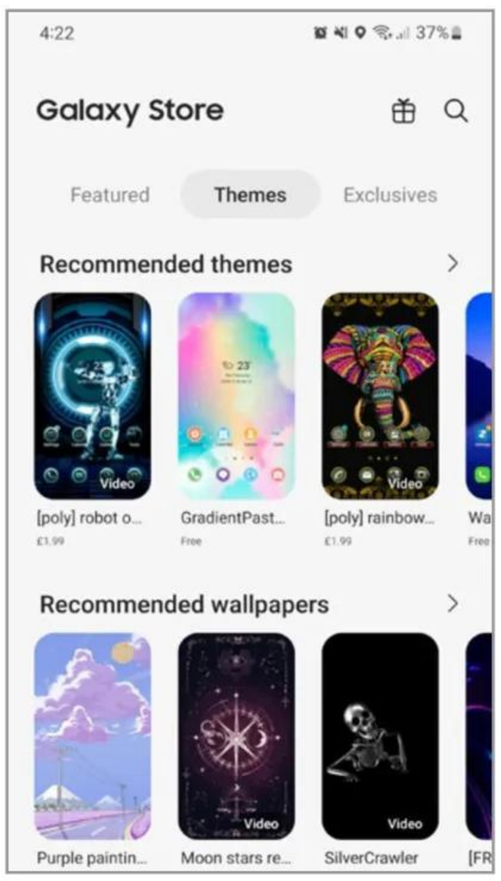
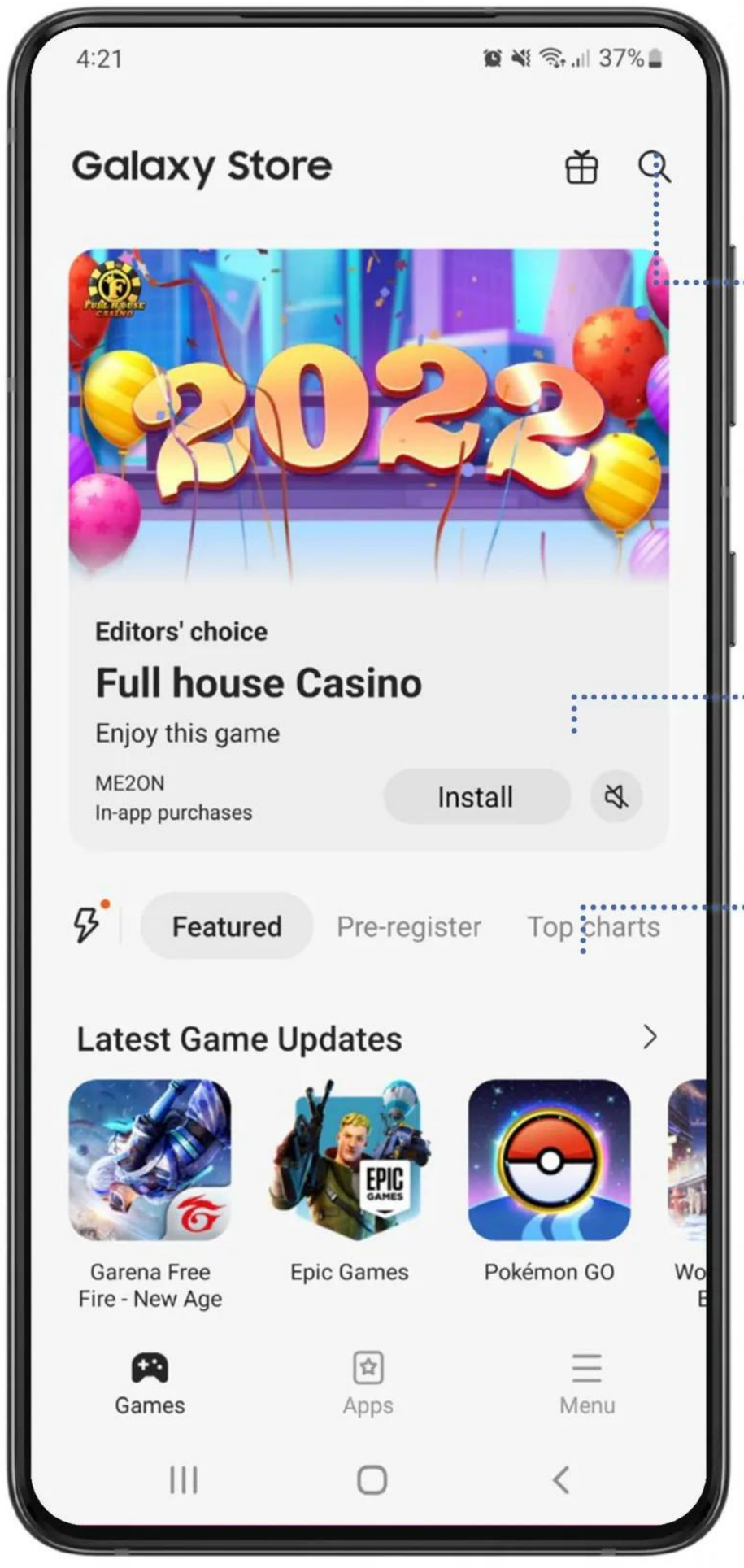


Fig 4 (above) The Store has a separate section dedicated to wallpapers and themes

Galaxy Store

Master the Galaxy Store settings

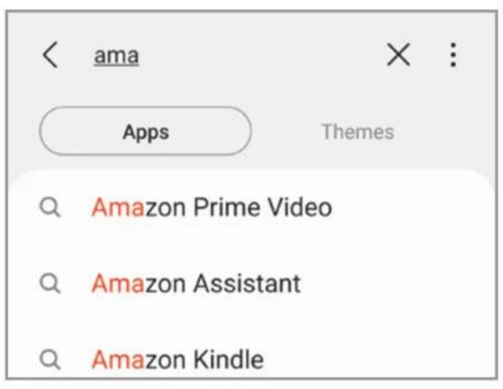
Although the main use of Galaxy Store is to download apps, it's important to also take care of the Store's settings. It may seem like a tedious task but without proper care, you could experience a massive slowdown on your device, apps not responding correctly, and your battery life greatly reduced. Press on the menu icon at the top-left of the Galaxy Store home page and select the gear icon at the top of the menu. The first setting you should change is Require password to buy. This is a great way of stopping people from making unwarranted purchases on your account, as it requires the password linked with your Samsung account to download the app. The next step is to make sure you're signed in to your primary Samsung account at the top of the Settings menu. Downloading



Find apps
Press on the magnifying-glass icon to commence a search

Popular
Check out the most popular apps by selecting the Top tab

Open an app
Open up an app's page simply by pressing its listing on the home page



The search function is essential for finding a specific app that you know the name of

apps while signed in to the wrong account will stop all of these downloaded apps from appearing when you eventually switch to the correct account.

The third and final essential change is disabling the Push Notifications option. This will prevent you receiving promotional messages regularly and can help save your battery life.

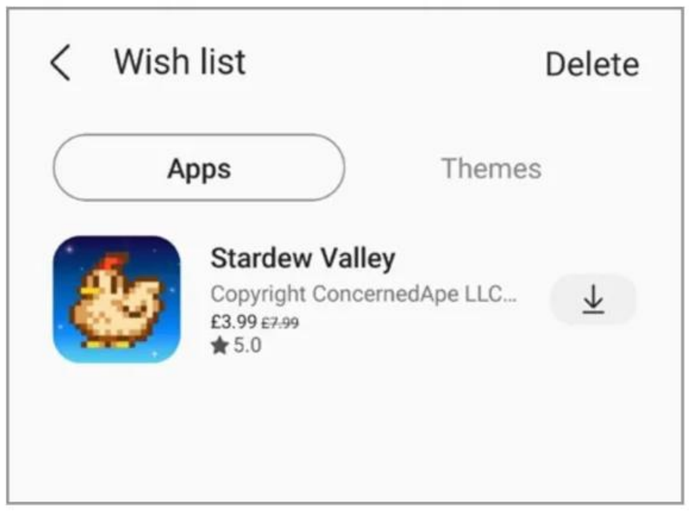
Keep all your apps updated

Now that you've filled your device with lots of apps and made some essential changes to how Galaxy Store performs, you need to tackle how your device will update apps. By default, any app downloaded from Galaxy Store will update automatically. Although this sounds good, it can actually lead to problems. Automatic app updates can drain your battery, and it leaves you no choice but to accept the changes the update brings as well. Venture back into the Settings menu in Galaxy Store and disable the choice to download apps automatically, which will put you back in control of how and when you update apps. To then manually update an app, simply tap on the menu icon from the main store screen and then select the Updates tab. You can update apps individually or select Update all.

Create an app wishlist

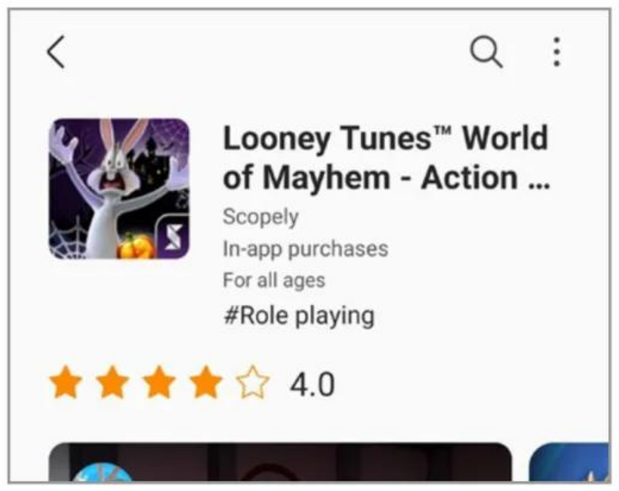


1 **Add to Wish List** Find an app that you want to add, then tap on the three-dot icon and Add to wish list.

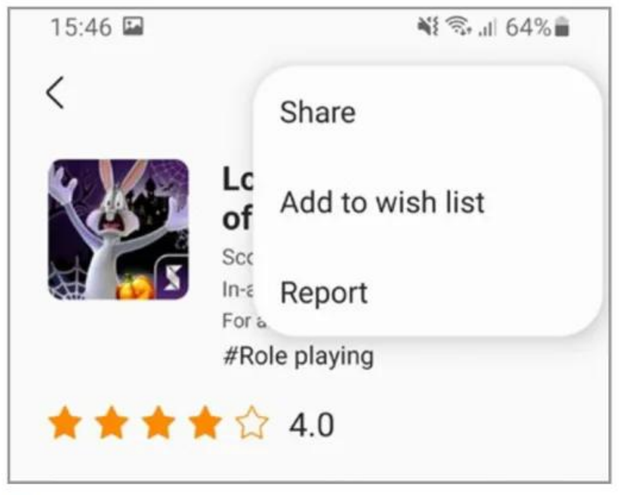


2 **Access list** On the main app screen, tap the menu icon in the top-left, then choose Wish list.

Share favourite apps



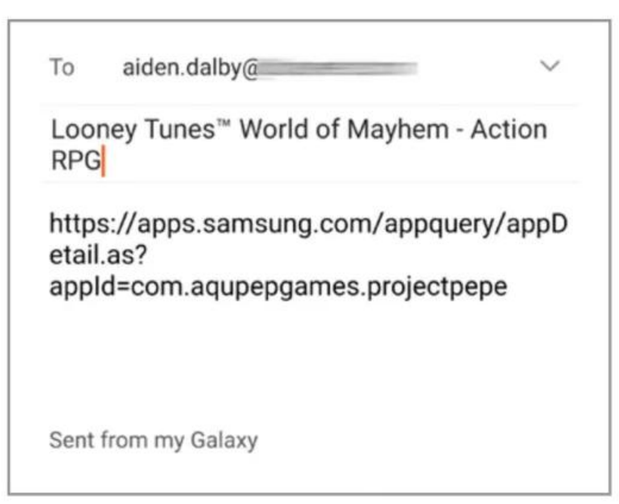
1 **Open app page** Open the page of one of your favourite apps on Galaxy Store.



2 **Open Share menu** Tap on the More icon in the top-right corner and then select 'Share'.



3 **Share via email** Press on one of the apps listed to share the link to a friend or contact.



4 **Send details** A link to the app will then be sent to your phone via your chosen medium.

Phone

You can do more than just call

You'll use it to...

Talk to people
Make phone calls

Quickly dial numbers
Set up a favourites list

Stop calls
Reject calls with an explanatory SMS

Restrict calls
Set up blacklists to stop cold-callers

Find connections
Search for your contacts easily

Connect quicker
Set up speed dials

Using your phone

Whatever else your Galaxy can do, it should be able to make and take phone calls. That's the essence of any phone, and your Galaxy manages to do it very well indeed. Part of this is its ability to handle huge numbers of contacts; it manages reams of information about them, including details of all the calls you've made.



Keypad and Contacts

While the keypad of your Galaxy might look, at first, as though you have to do all the work entering in the numbers each time you make a call (Fig 1), that's not the case. You don't have to remember the phone number of every person you know – your Galaxy does that for you. You can designate some contacts as 'favourite' people and they'll be listed at the top of the Contacts tab inside the Phone app, while the full list of everyone whose details you've saved is also listed further down this tab.

However, you don't have to rifle through your contacts every time you want to call somebody. Just go straight to the Keypad screen. Work with the letters on each key rather than the numbers, and start tapping out any part of someone's name. Matches are shown on-screen – the matching letters will be highlighted in green

Fig 1 (right) No matter how little data you have left to spend of your allowance, you'll always be able to place a phone call

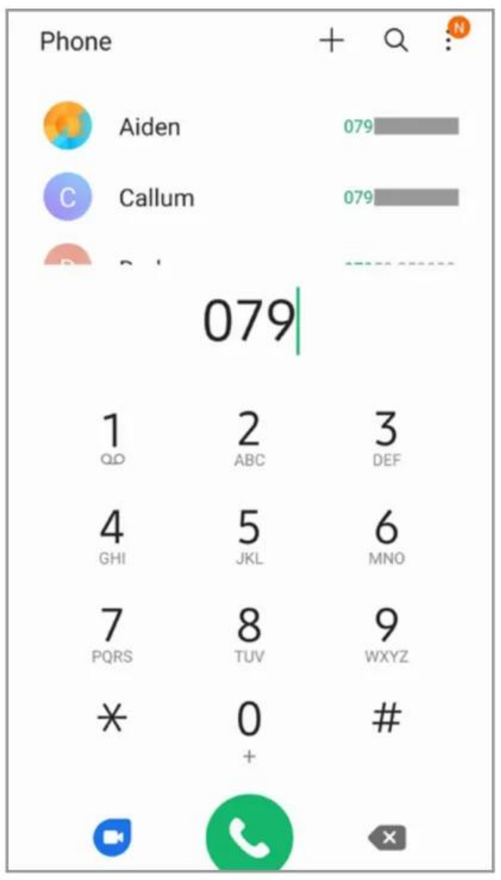
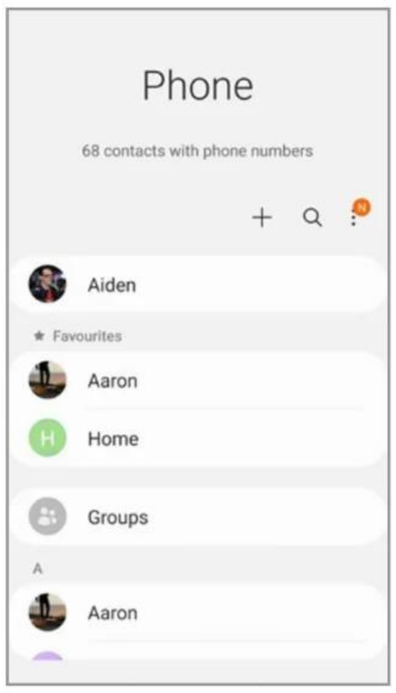


Fig 2 (above) It is easy to find specific contacts by using the dial pad

(Fig 2). If there is more than one match then you can tap the drop-down arrow to the right to see them all or keep typing until there is just one match. When you've found who you need, tap the green dial button to make a call or the video call button instead.



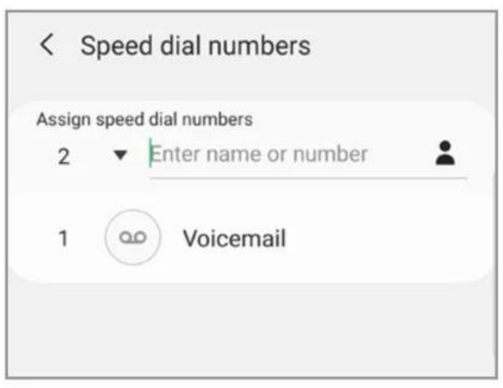
Recents and Favourites

Your Galaxy remembers who you have called, and it is easy to see this information. If you ever need to refer to your call history, just hit the Recents tab along the bottom of the Phone app. On the Recents screen you can see how many times you've made and received calls to and from a number, and tapping a number gives you even more details, as well as a shortcut to their Contacts page and some dial buttons.Meanwhile, you can set up your favourite people in the Contacts section of the app (or the standalone Contacts app). You could use this for your closest friends and family so that reaching them is only ever a couple of taps away.

Call settings

When you are in the Phone app, tap on the Menu button in the top-right corner to bring up options including Call settings. Tap that and you'll be able to set up a wide range of different options that help you personalise how you make and take calls.

There are some really useful options here. Turning the screen off during calls is great if you spend time in places where the screen might irritate other people, like cinemas. You can set different ways to answer and end calls too – perhaps you prefer using the Power button to end a call, for example. There's a useful setting that gets your Galaxy to raise its ringtone volume when it is in your pocket or bag, so you stand a better chance of hearing it in crowded places.

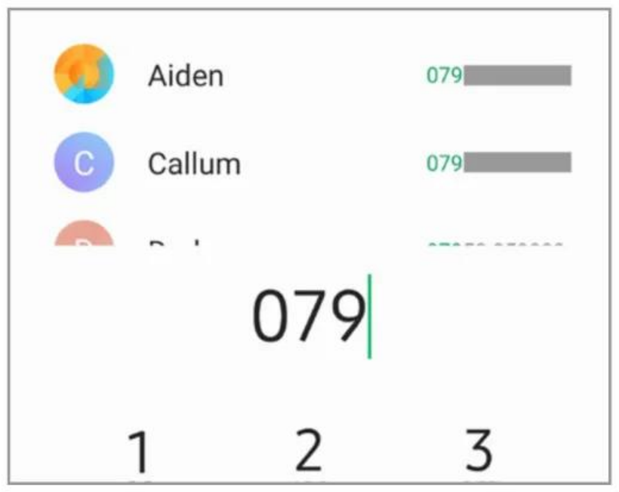


Tap the Menu button while on the Keypad screen then Speed dial to access these

Make a call



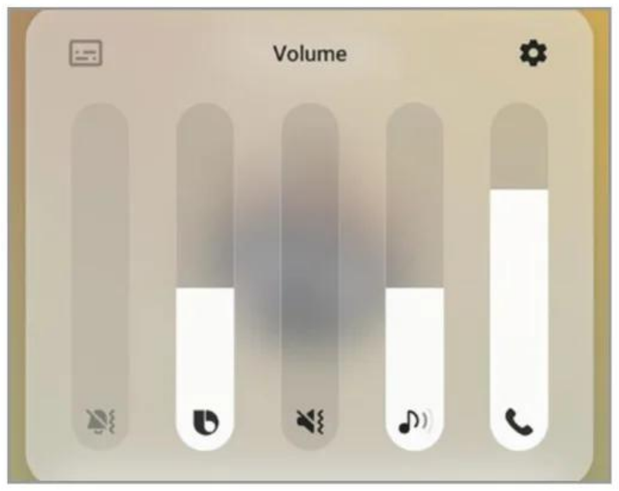
1 Go to the keypad Tap the Phone icon on your home screen to open the dialer.



2 Identify the caller Tap out the name of the person you want to ring, then tap the Call button.



3 Use the speaker While you are inside the call, tap Speaker to enable the speakerphone.



4 Volume If the caller sounds faint, turn up the volume and use the extra volume button.

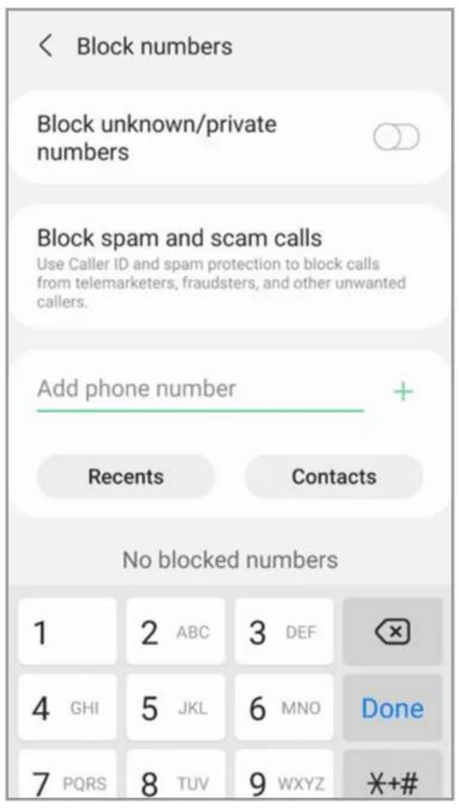
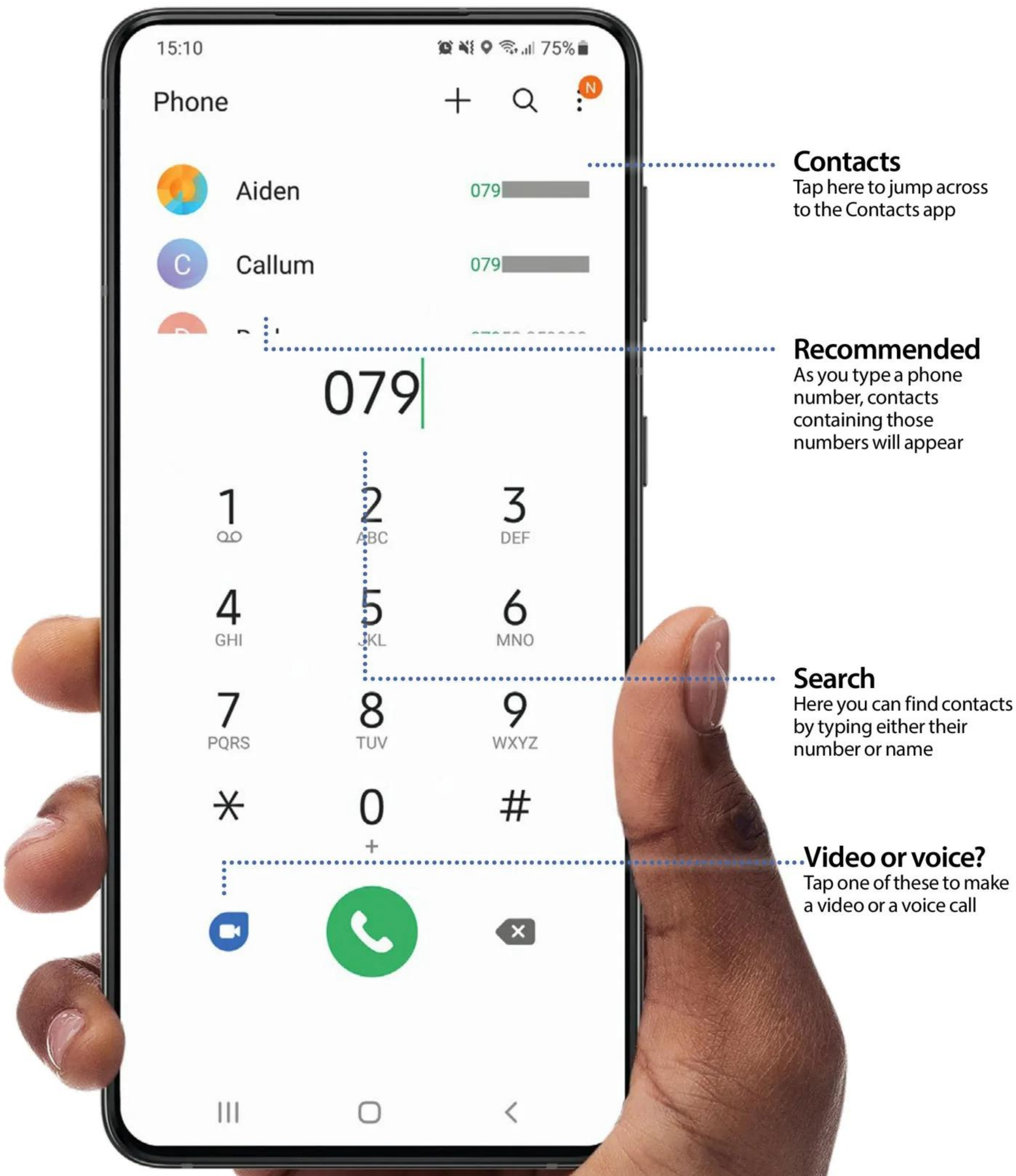


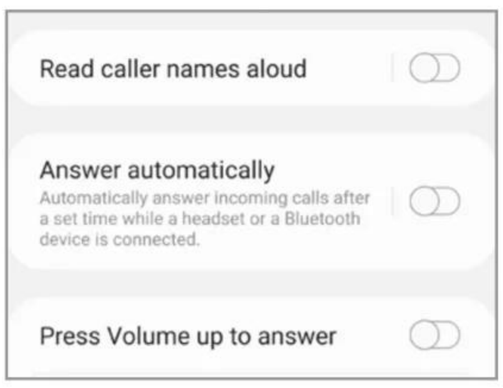
Fig 3 (above) You can create an intelligent blacklist to stop callers that you don't want to speak to

Create a blacklist

There may be certain people who have your mobile number but who you'd rather not take calls from. Whether they are ex-partners, old clients or pesky call centres, we all have certain numbers we'd like to block from our phones. Instead of having to manually stop a call each time you're called, you can set up a blacklist of numbers whose calls will automatically be rejected (Fig 3).

In the Phone app, tap the Menu button that is located at the top of the screen and then select the Settings option. Next, tap Block numbers and here you can enter any numbers you wish to have stopped from calling you. If you wish to unblock any phone numbers, tap on the red icon next to it and the number will be removed form the list. Next, check to see if the slider at the top





If you want to use the Power button for ending calls, you must ensure it is turned on in the settings

for Block anonymous calls is showing green. If it is grey then the function won't work, so simply slide it to the right to ensure that you're able to block these numbers. If this is on then all calls from anyone who is said to be anonymous will automatically be rejected. Be careful if you do this as some companies and establishments' numbers are never displayed.

Set auto-reject text

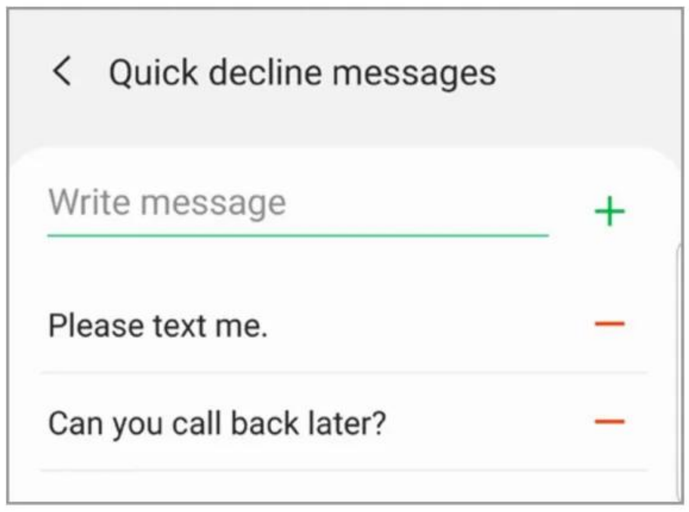
Sometimes a call comes in and you are interested in talking to that particular person, but you just can't take the call immediately for whatever reason. However, it is possible to let them know you are interested in talking rather than just sending their call directly to voicemail. Your Galaxy lets you set up text messages that you can easily send out as you are rejecting a call.

Once again, press the Menu button to bring up the options and then choose Call Settings. Tap Quick decline messages. There are several template messages already in the system that you can edit but you can easily add a new one by tapping Custom quick decline message at the top. When a call comes in you can then reject it by sending a pre-written text message.

Create a Quick Decline message

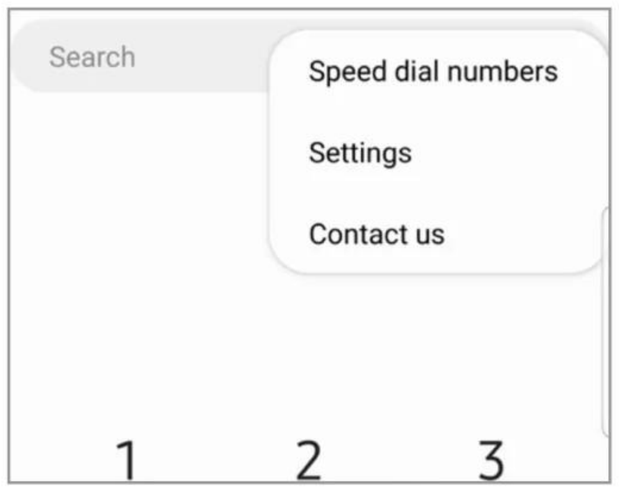


1 Settings When in the Phone app, tap the more icon in the top corner and select 'Settings'.

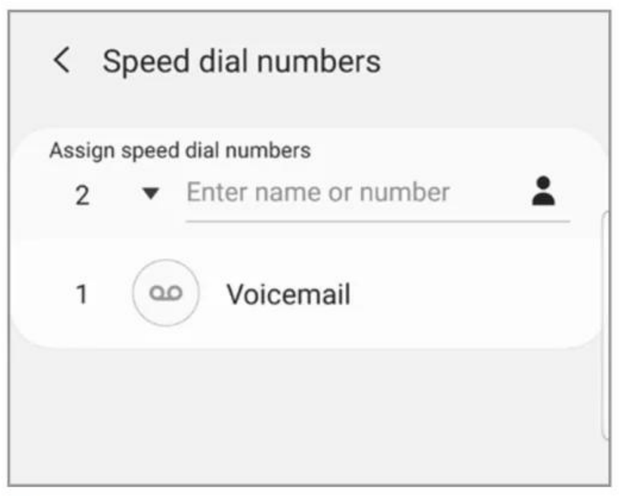


2 Reject the call You can edit one of the existing messages or create a new one.

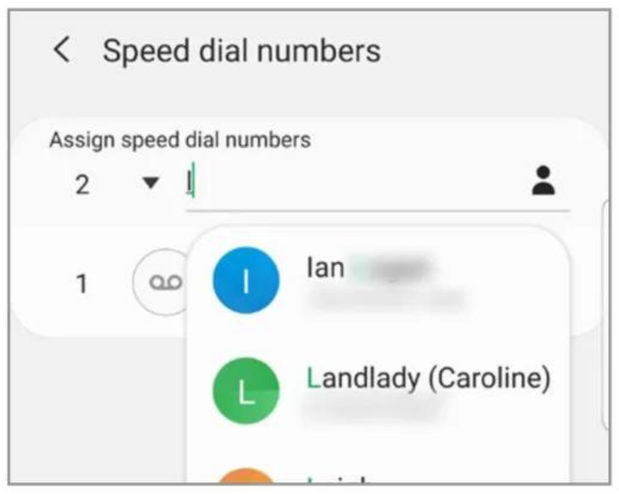
Speed dialling



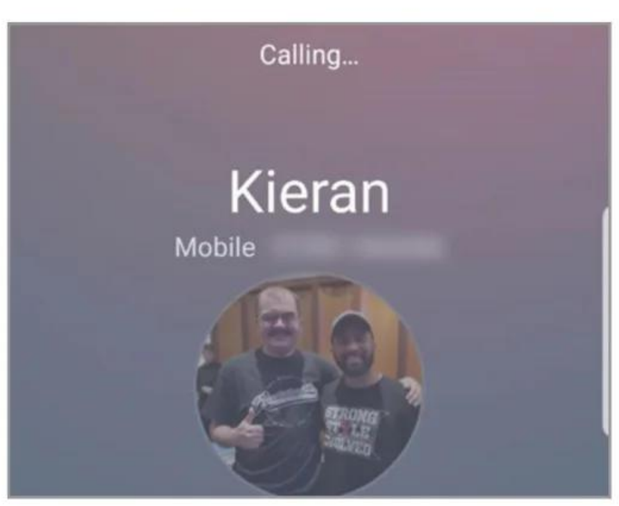
1 Set up speed dials From the Keypad screen, press the Menu button then Speed dial.



2 Select a number Tap one of the speed dial numbers that's not yet been allocated.



3 Add a contact Search for a contact in your list to add to the speed dial.



4 Use speed dial Once added, call them by long-pressing their number on the keypad.

Contacts

Manage the details of your friends, family and colleagues in the Contacts app

You'll use it to...

Manage contacts
Keep track of everyone important

Organise groups
Put similar contacts together

Merge sources
Link information from multiple apps

Set ringtones
Give your friends a personal ringer

Mark favourites
Highlight contacts for quick access

Manage calls
Place calls or send texts directly

Keeping up with contacts

One of the most handy functions on any phone is the ability to keep all your contact details in one place, in the process enabling you to keep in touch with your friends (Fig 1). Your Galaxy device can be used to bring together information about your contacts from a whole range of sources.

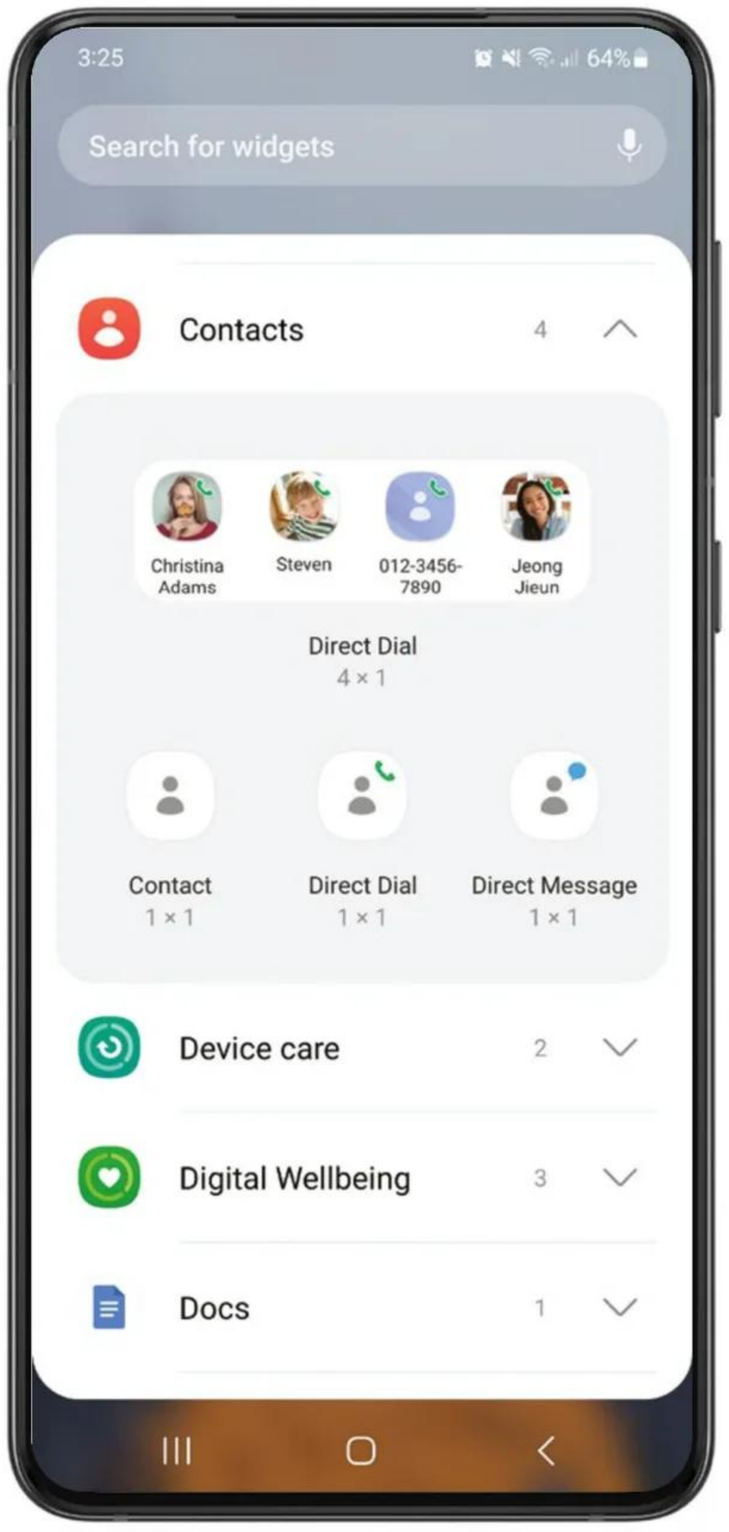


Fig 1 (right) You can keep all of your favourite contacts on a screen widget

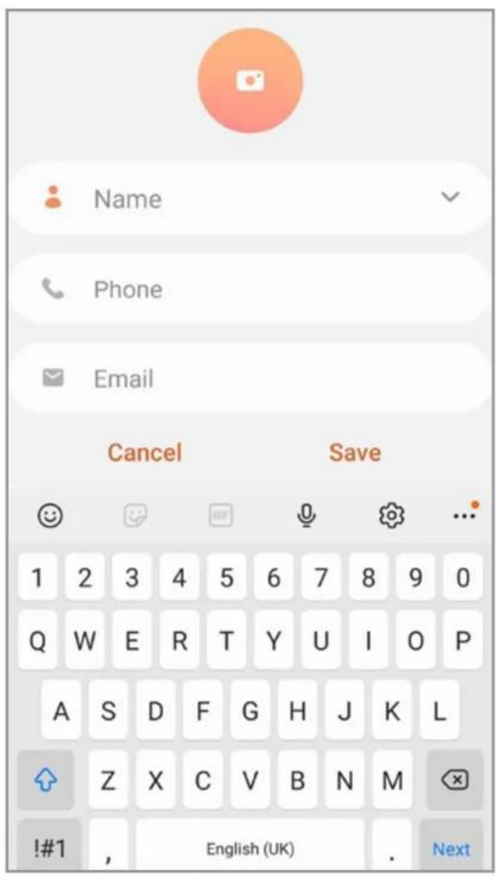


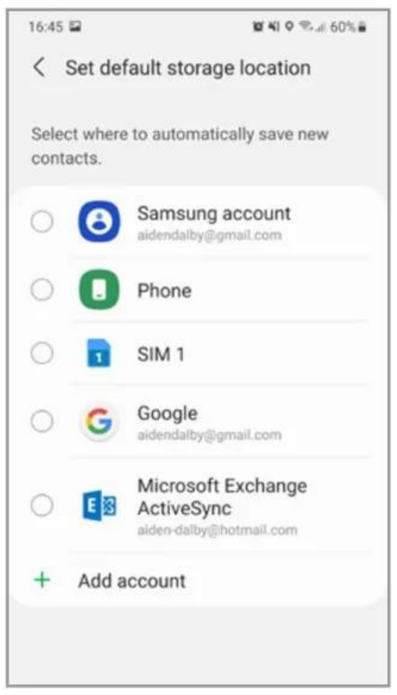
Fig 2 (above) You can manually add people to your Contacts app

Create new contacts

There are lots of ways to add contacts to your Galaxy device; you can import them from places like your Google, Facebook or WhatsApp accounts, import contacts from a SIM, or simply add them manually. In order to do this, all you have to do is go into the Contacts app and tap the plus sign next to the search box near the top of the screen. After this, all that's left to do is add information (Fig 2).

You are given a simple set of fields at first, like name, mobile number, email address and home address. However, should you wish to, you can expand these to add multiple numbers, email addresses and home addresses. You can assign a contact to a group such as work, family or friends, and in the process attach a dedicated ringtone and vibration pattern to them. Once these basic tasks have been completed, you can add more fields such as

website, organisation and even attach notes, as well as change the contact's photo by tapping on it. Manually adding contacts in this way is slower and arguably less efficient than simply adding them in bulk from existing accounts, but it is very useful if you need to add or edit specific details, or you meet new people.



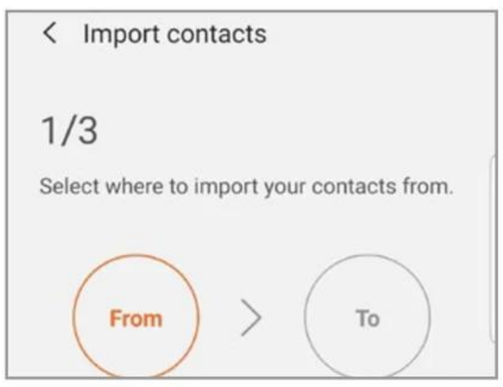
Add an app account

A great way to import contacts to your Galaxy device is to do so through an app. One example is to add your Google account so that the contacts you have there are drawn into the device's contacts. In order to do this, press the Menu icon, then tap on Manage Contacts at the bottom of the list. Select Default Storage Location and then you should see the Add Account option. Having selected an account, you will be asked to set the sync preferences, after which synchronisation will commence automatically and your data will move across.

Import/export contacts

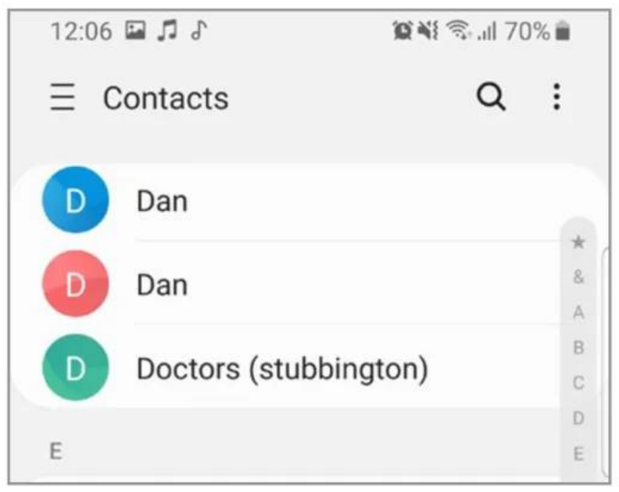
Contacts can be imported to and exported from a range of different places. You might find that exporting contacts to USB storage represents a good way to make a local physical backup from time to time, or you may feel more secure leaving such data in the cloud. Moreover, it also means that if you are upgrading from an older phone and want to import the contacts you've got on your SIM, then you can do so easily and without fuss.

In order to import or export your contacts, first open Contacts and make sure that you are in the main Contacts view screen. After you've done this, tap the Menu button. Select Manage Contacts then Import/Export, and make your choice.

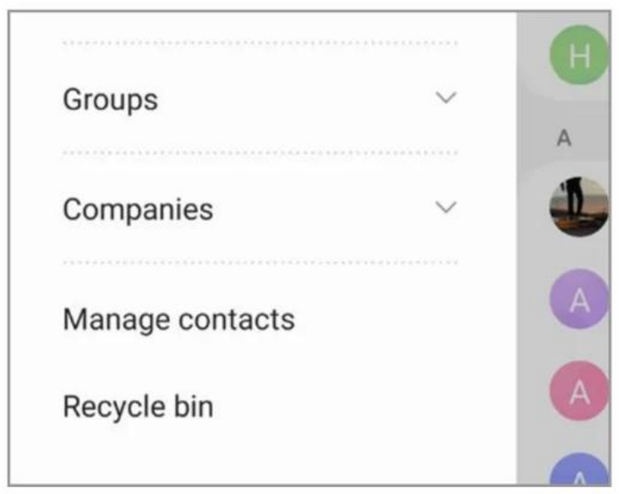


If you're importing contacts from a SIM, send them to Google so they'll sync with your Galaxy

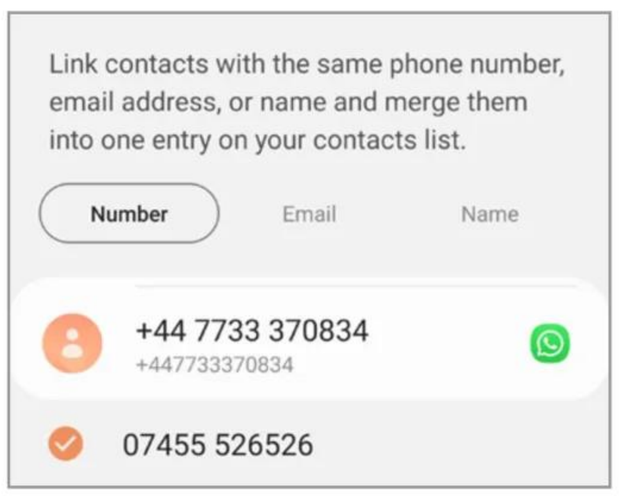
Join or split contacts



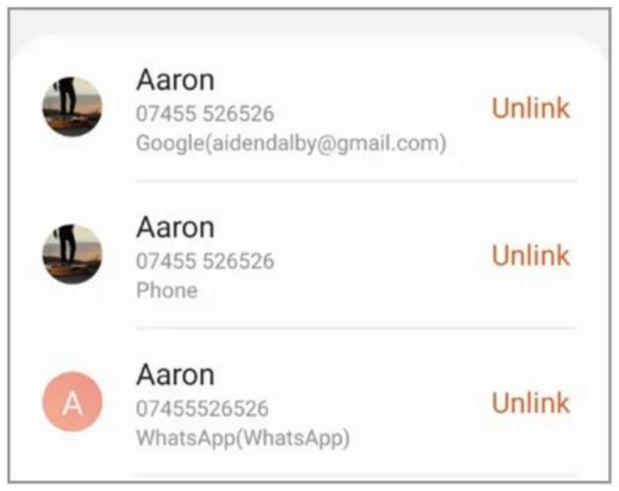
1 Two people, one contact Importing contacts can often result in duplicated information.



2 Manage contacts Tap on the menu icon in the top-left corner followed by Manage contacts.



3 Duplicates Tap Merge contacts and all of your contacts with the same information will be shown.



4 Link contacts Tap on a contact followed by Merge and they will be combined to one contact.

Contacts

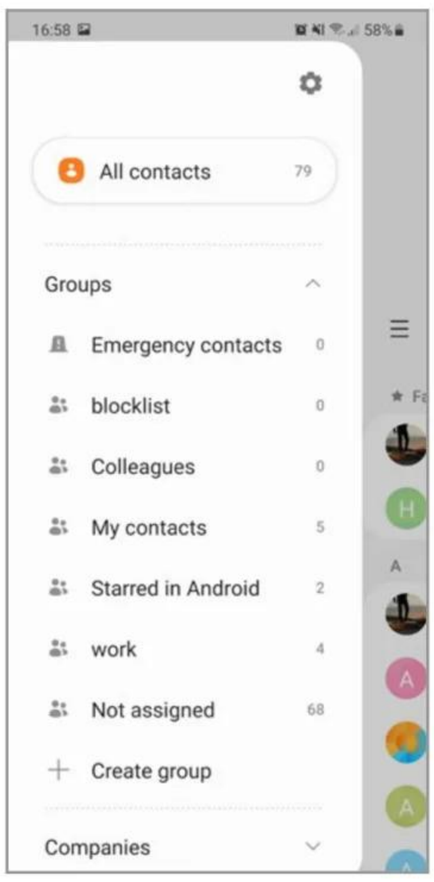
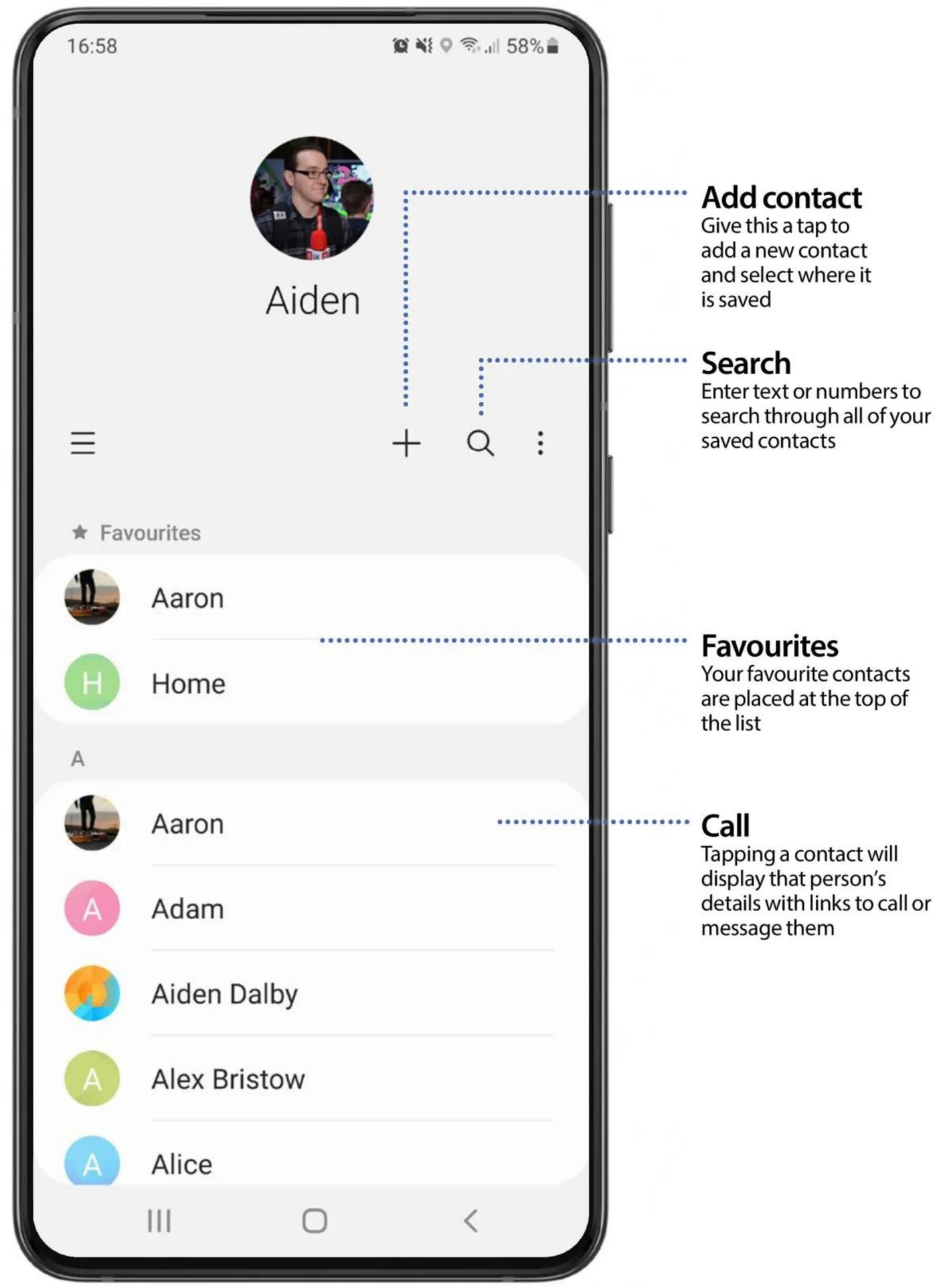


Fig 3 (above) It's easy to split your list of contacts down into manageable groups

Set up groups

Once you have all your contacts in place, you might want to set up some groups (Fig 3). This represents a great way of keeping people you deal with in a particular way together. Perhaps you have a special group of friends or a family group, or maybe a set of work colleagues that you like to group together. Doing this is easy with your Galaxy device, which comes with a number of groups set up already, and also gives you the facility through which to create even more groups quickly and easily. Simply hit the Groups option from the Contacts Menu, select Create Group, give it a name and a specific ringtone if desired, and finally tap Add member at the bottom of the page. From there, simply select the people you wish to add and then hit Done.



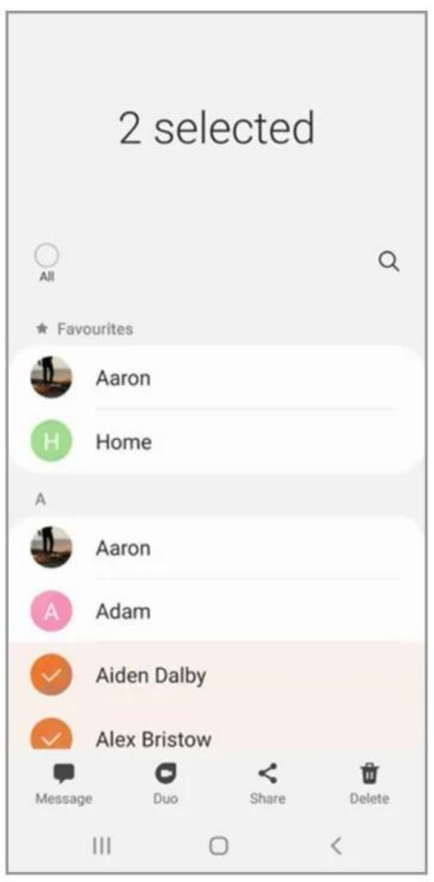
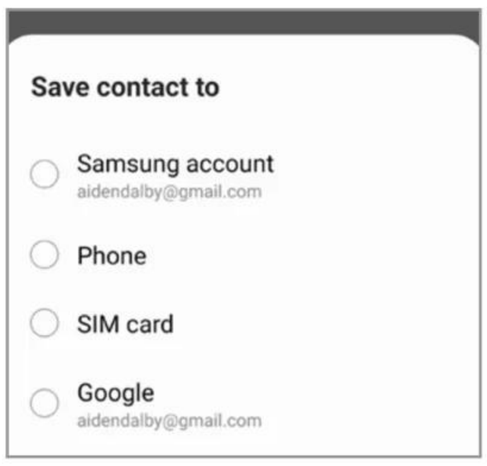


Fig 4 (above) You can send text messages and emails out en masse if you like



When inputting a contact, you can save it to your phone or a Google/ Samsung account

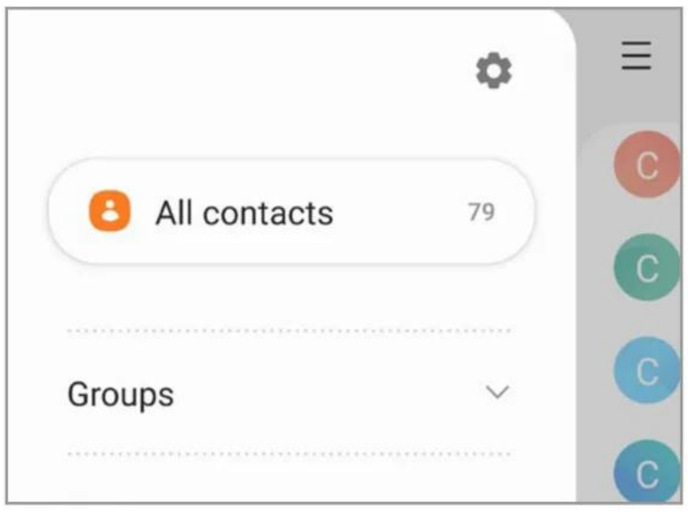
You can very easily add to and delete from these groups as time goes on so that they can reflect your ever-evolving circles of friends and your social life. If you need to contact the group of people all at the same time you can do so when viewing the group. Tap the More icon and you will see options for Send email or Send message. You can then select recipients (Fig 4).

Customise the list

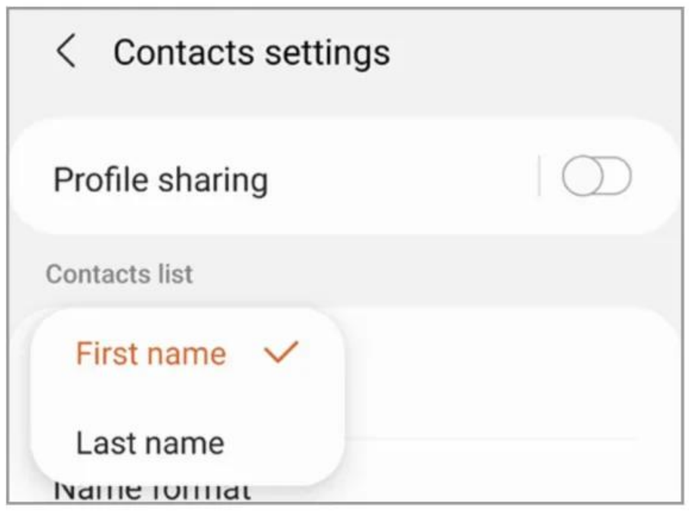
As you can probably appreciate, you can easily end up with a lot of contacts stored on your Galaxy device, and it is highly likely that you won't actually need to see them all at any given time. To help you get to grips with a very large contacts list, you can customise it so that not all of the contacts are available to view at once. You might not want to make a customisation setting and use it all the time, but it could be something that you use to filter through your large list and make it more manageable.

For example, you can choose to narrow down your contacts so that only those sourced from a particular place, such as your SIM or Google account, are displayed. Alternatively, you can produce a list that has been more heavily customised.

Customise contacts display



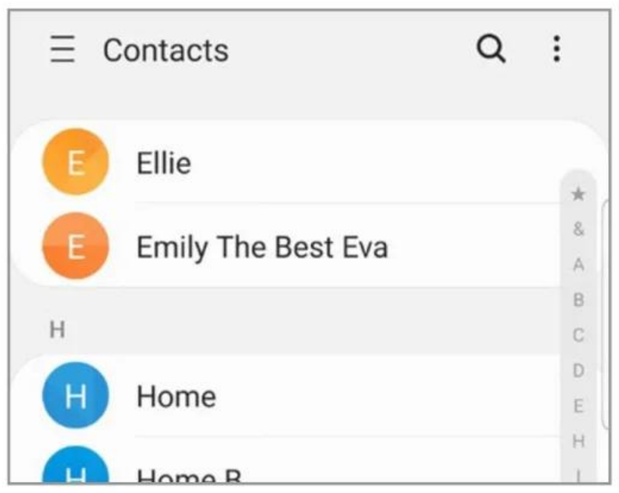
1 Menu option Tap the menu icon and go to Settings located in the top-right corner of the menu.



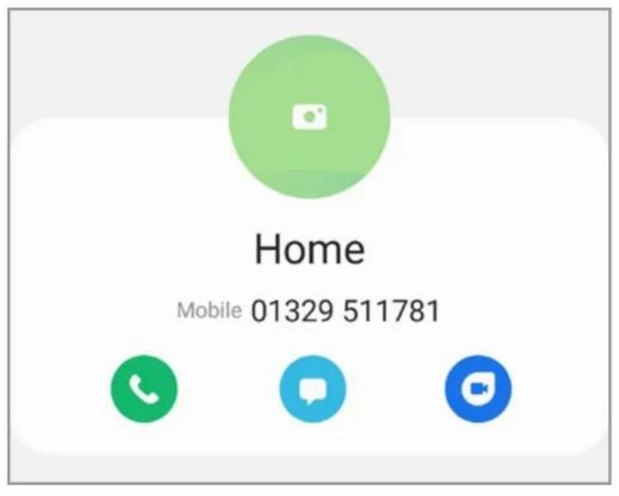
2 Make selection You can choose in what order contacts are arranged, as well as how they're displayed.

The apps

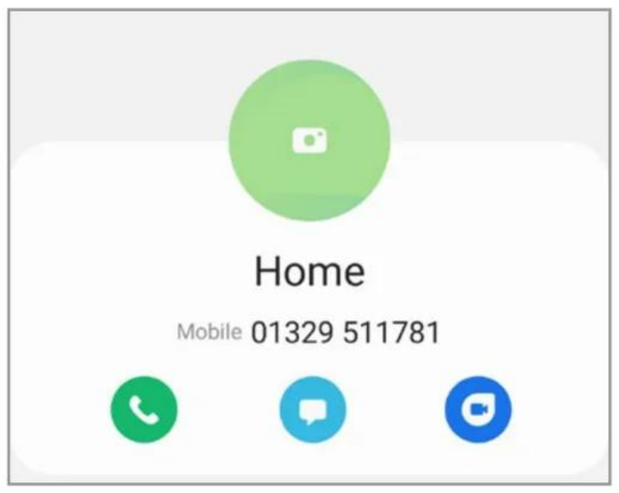
Set Favourite contacts



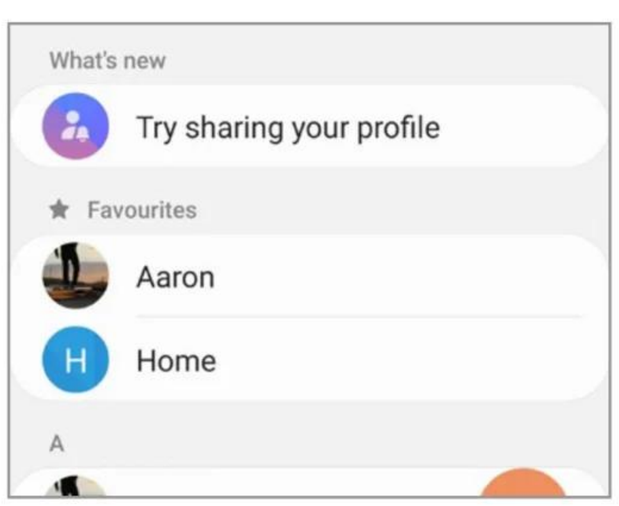
1 Mark contacts as favourite To begin with, open up the Contacts app.



2 Select a contact Now scroll down your contacts and tap one to open their details.



3 Star the contact Tap the star at the bottom-left of the page so that it becomes yellow.



4 View favourites Your Favourites are displayed at the top of the Contacts screen.

Messaging

Get to grips with messaging on your Galaxy

You'll use it to...

Text people
Send and receive text messages

Share images
Attach pictures to MMS messages

Dictate messages
Save time and keep your hands free

Stay organised
Manage spam messages

Reply with templates
Send short pre-written messages

Customise alerts
Set your own message notifications

Texting friends and family

Texting is one of the most popular uses of any phone and your Galaxy has texting down to a fine art. It's easy to take advantage of its simple and accessible interface to keep in touch with all your family and friends (Fig 1).

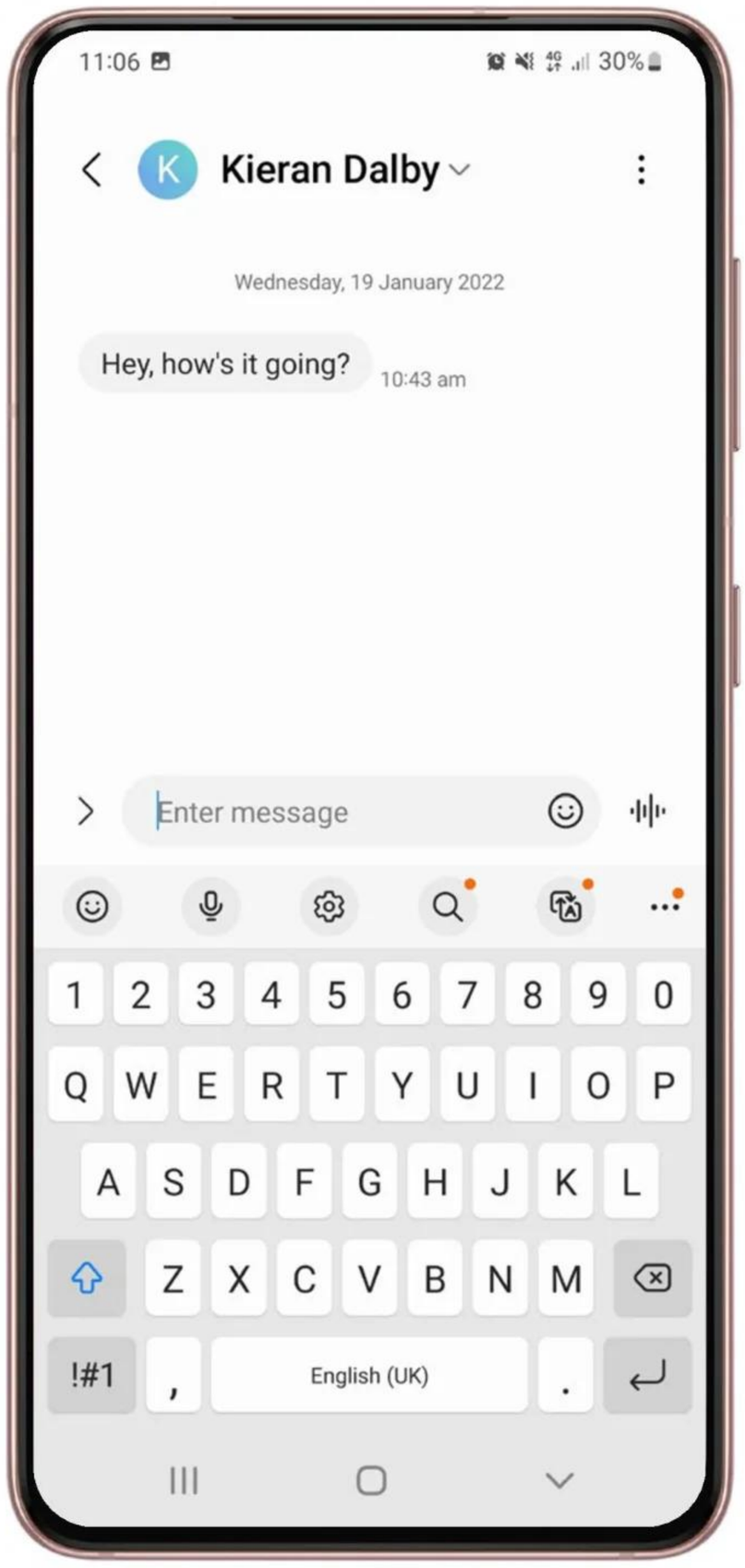


Fig 1 (right) Messaging provides you with threaded conversations so that you don't have to keep digging through old texts

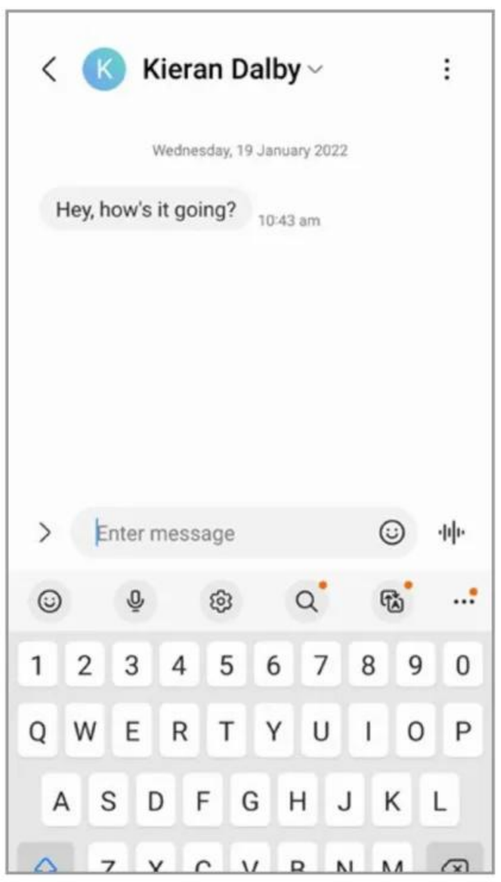


Fig 2 (above) Tap on a phone number inside a text message to go to the Phone app and either call or add them as a contact

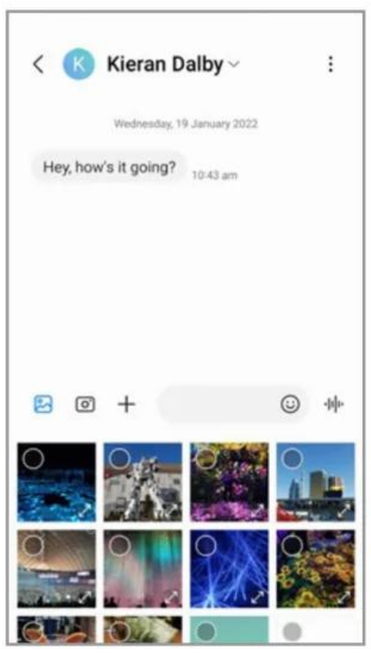
Send a text message

Texting is about a lot more than just creating and sending messages. Suppose someone sends you a website address in a text message – it becomes a live link and you can tap it to go straight to the site. Alternatively, if someone texts you a phone number then just tapping it will open the Phone app from which you can call them directly or add them to your contacts (Fig 2).

There's another potentially useful item on that menu too: copy message text. Imagine you want to take a bit of an SMS and put it into an email, or even send text from one SMS to a new recipient – with this command you can copy the text and then paste it straight into any other app that supports text.

SMS messages are 'threaded', meaning that you can see a conversational view between you and the person you are chatting to. You might not always want to keep every message, though, and

if you long-press on any particular message you can delete it. You also get the option to forward the message on to someone else or lock it so it can't be accidentally removed, which is great for tickets.



Attach photos and videos

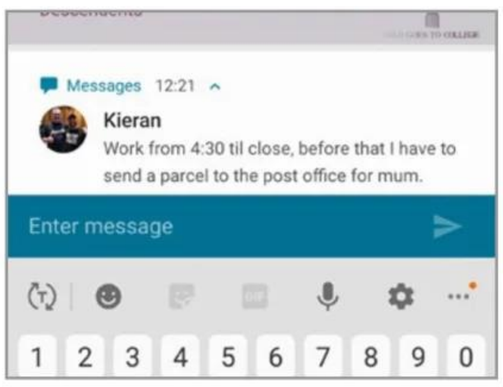
Messaging is often just about text, but it doesn't have to be. It is easy to attach a picture or video to a text message, and in doing so convey so much more. If you take a photo that you want to share, start a text message and then hit the attachment icon beside the typing area – it looks like a picture frame. Now go through your Gallery and select the photo you want to attach. It'll be embedded within the body of the message, which is upgraded from SMS to MMS, and you can send it when ready.

Message and display settings

You can make use of a range of settings to help you get more out of the SMS messages you send and receive. In the main Messaging window, tap the Menu button on your device to see a number of options, including Settings. Tap this and you can make all kinds of changes to how your messages look and are managed.

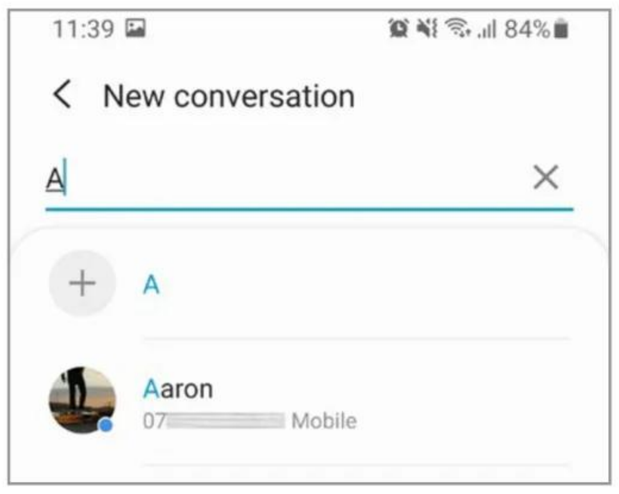
You can switch between different viewing styles for messages and change the font size too, helping you squeeze more onto the screen at once. You can also tell the handset to automatically delete older messages if you get past the limit for messages in any one text conversation. This helps you manage the storage memory of your device automatically.

Texting on your Galaxy is a simple exercise that will soon become as effortless as breathing. Just take a few moments to explore the range of options available and, once your first text has been sent, you'll be completely familiar with the setup and the procedure.

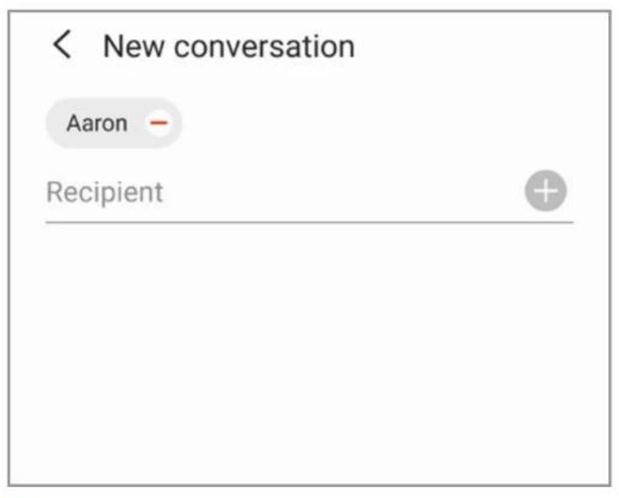


Swipe Messaging notifications down to write a reply to the text from outside the app

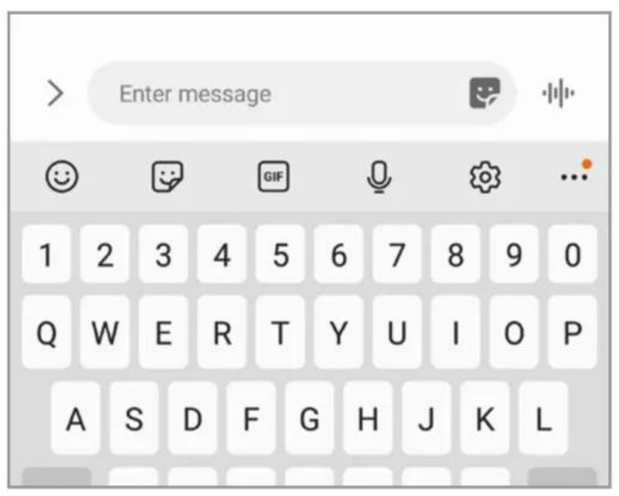
Dictate an SMS



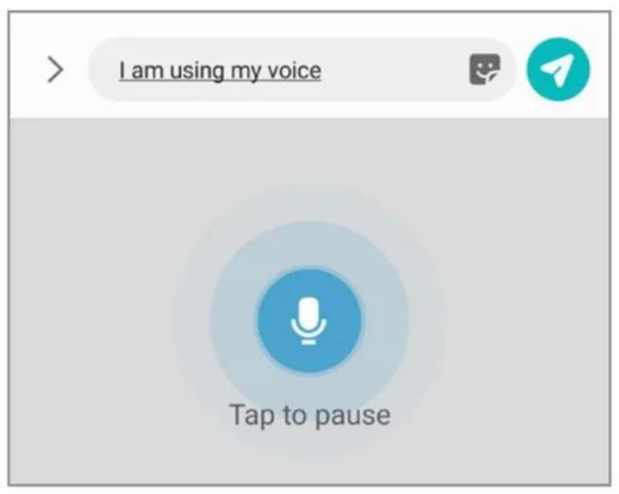
1 Start SMS Open Messaging and tap the Compose button at the bottom-right of the screen.



2 Enter recipient Enter the recipient(s) details in the box at the top of the screen.



3 Voice entry Tap the microphone icon to access Google Voice Messaging.



4 Speak your text Now speak and your words will be instantly turned into an SMS message.

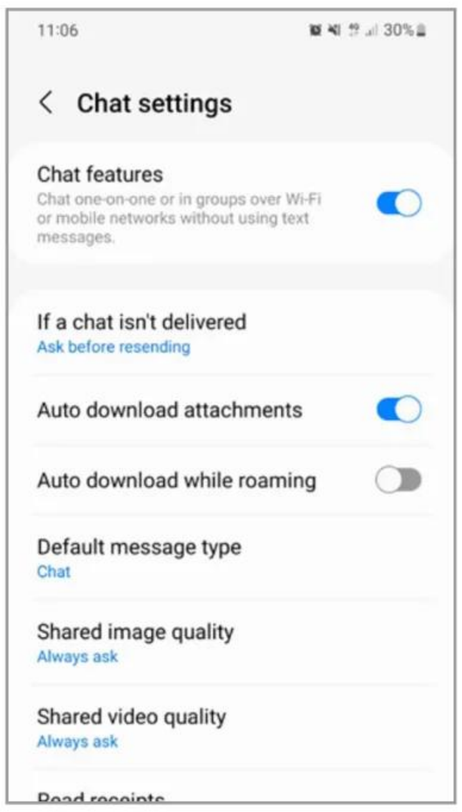


Fig 3 (above) You can make sophisticated settings for managing text messages and tailoring the app to suit your needs

Notifications, signatures and spam

There are other settings you can use to help you get more from your messages. On the main Messaging screen tap the Menu button at the top the screen and then select Settings. Then scroll down the screen to see the full range of settings available (Fig 3). You can request a delivery report so you can be absolutely certain your message has arrived at the other end, and you can even get a notification when the message has been opened by the recipient.

You can also make a range of settings to notify you when you have received an SMS, including repeating incoming message alerts, setting a ringtone notification and getting a preview of a message on the notifications bar at the top of your device's screen. That's useful if you don't want to go into the Messaging app to get



Tap on a message notification to instantly go into the app and compose a reply

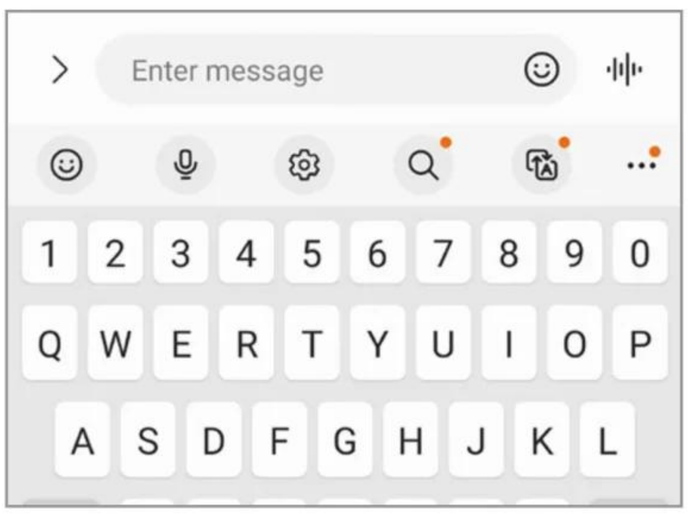
the gist of what they are about. You can also block senders and register particular phrases that block messages – this is handy if you get a lot of SMS spam on a particular topic. You can even add a short signature to your SMS messages.

Add emoji

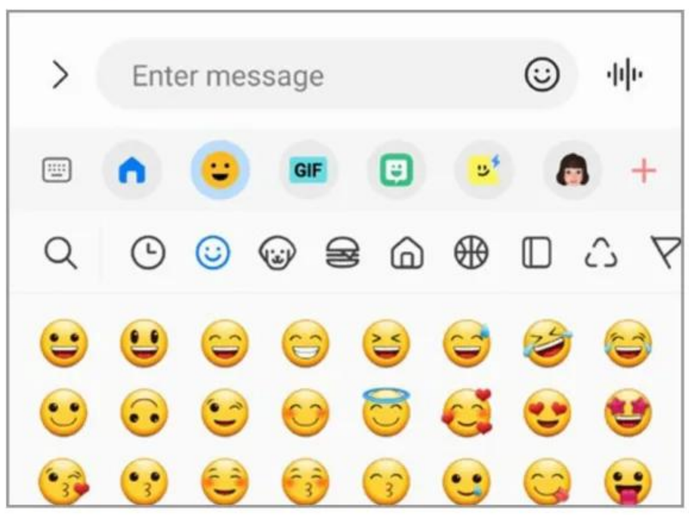
We often use shorthand when writing SMS messages to save on characters, since we're only allowed a certain amount, as well as to make typing faster. We've also become addicted to emoji, the little characters that express how we're feeling. Happy and sad faces are the most frequently used, but there are lots more. Your Galaxy has a host of them built in, covering a wide range of different sentiments: laughter, confusion, indecision, foot-in-mouth, surprise and more.

You can enter these into a text message using the characters that combine to make them. For example, :-) makes up a happy face and :-[is the combination for the embarrassed emoji. If you type these into a message then its Android symbol is sent instead of the constituent characters. However, it's more fun and often faster to use the menu to send emoji instead. Plus, you won't have to remember lots of different combinations of keys.

Find the emoji

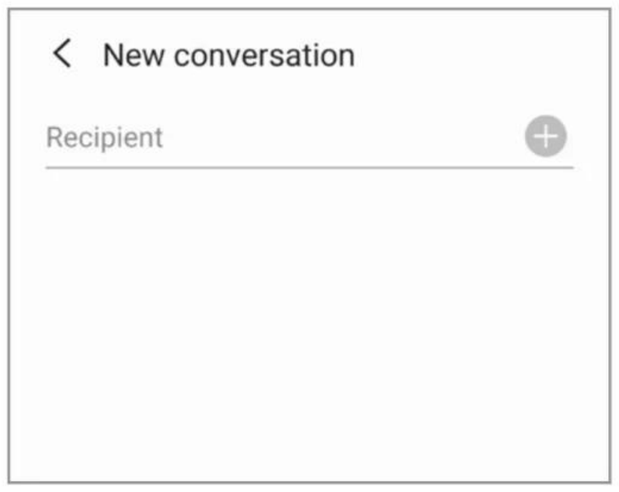


1 Emoji menu When writing a message tap the emoji face icon to the left of the text field.

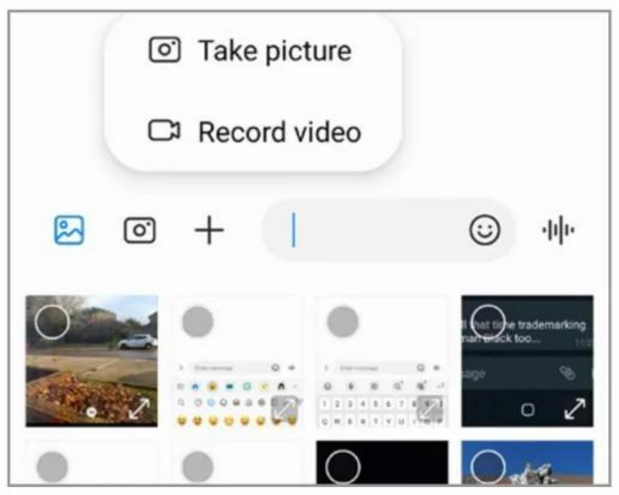


2 Insert emoji Pick an emoji to insert by tapping on it and it will instantly appear in your message.

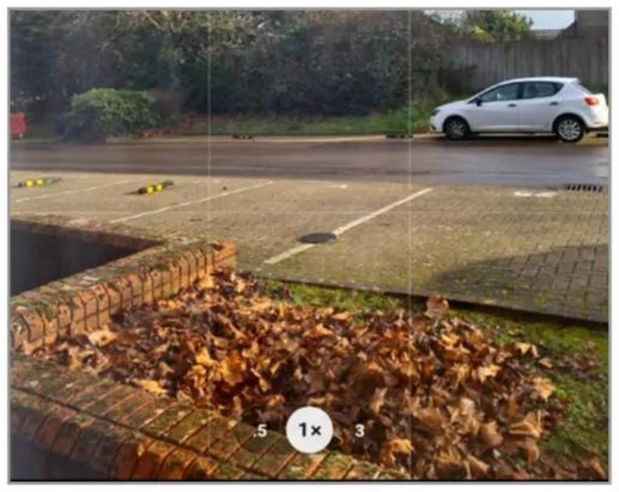
Add photos to texts



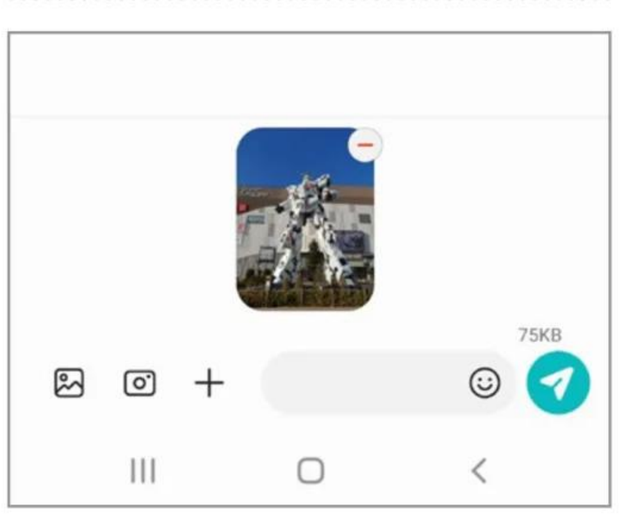
1 Start a message Tap to open Messaging and then opt to start a new message.



2 Select attachments Press the arrow icon and select Camera from the menu.



3 Take a picture Use the buttons to shoot either a photo or video and switch between cameras.



4 Send If you're happy with the photo, tap send. To delete the image, tap the red minus icon.

Keep Notes

Use Google's own note-taking service to write down ideas, lists or reminders

You'll use it to...

Jot down notes
Write ideas while you're on the move

Create lists
Box lists can be ticked when completed

Dictate ideas
Use Google's voice recorder to transcribe your words into text notes

Share notes
Email contacts and invite them to collaborate on notes

Search
Look for specific notes using the app's search function

Capture thoughts with Keep Notes

At its core, the app is a note-taking service that allows you to write down any ideas, lists or more that come to mind. If you want to make things quicker you can use the voice-recording feature to make audio notes, and Keep can transcribe it for reading at a later time. Your notes are saved to your Google account and can be accessed on a computer or tablet, with changes synced across all devices. Notes can also be shared and collaborated on in real time.

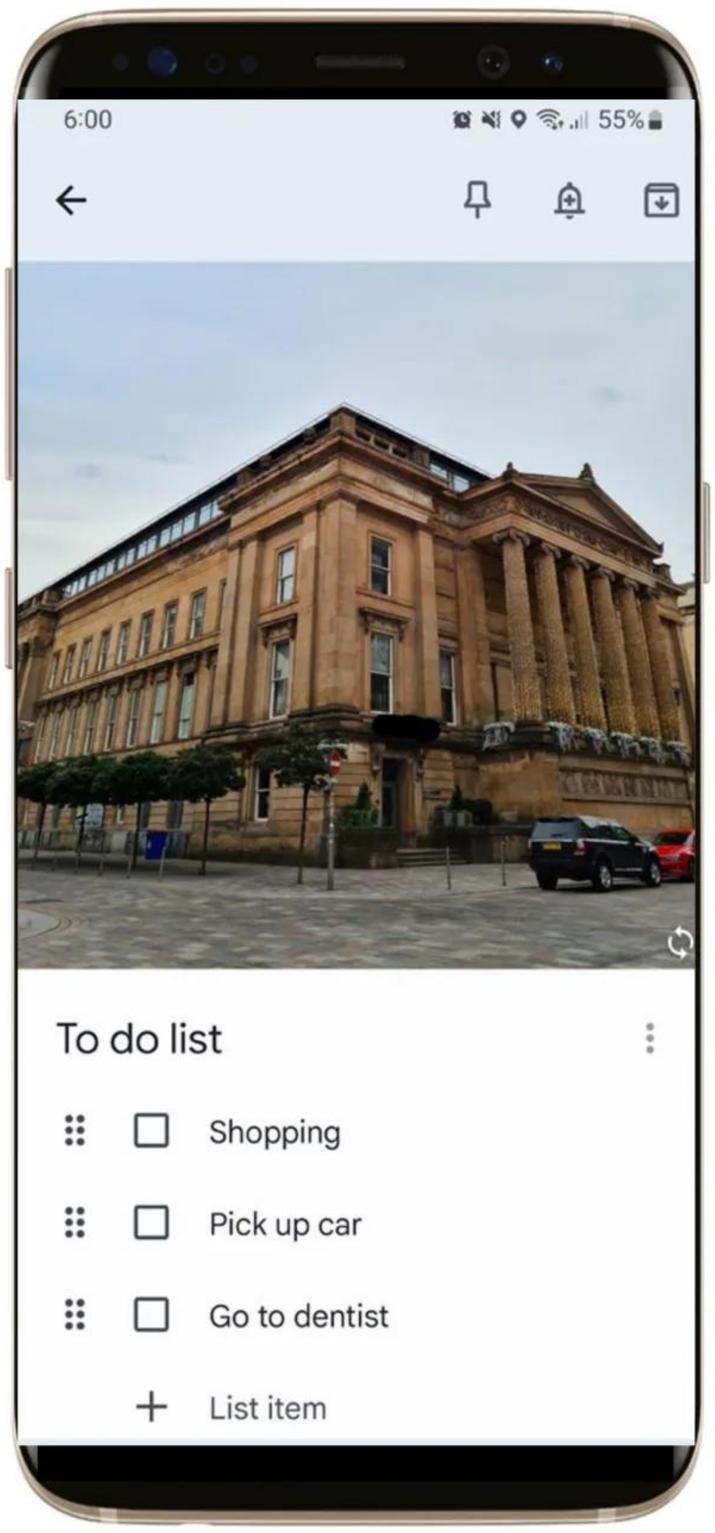


Fig 1 (right) As well as text you can add photos and lists



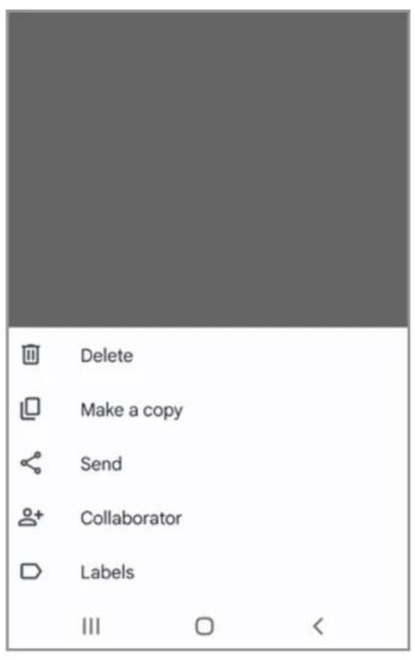
Fig 2 (above) Google's recorder can be used to dictate notes into text

Create notes

Creating a new note is as simple as tapping on the '+' icon in the bottom-right corner. Once in the note-taking screen you can start typing, or tap on the add icon ('+') to include a photo, drawing, recording or list to the note.

If you choose to use the voice-recording function, Google's recorder will activate and you can immediately begin talking (Fig 2). This function can be very accurate as long as you speak clearly. Once you have finished talking, the recording will be transcribed and shown as text in the note. A copy of the recording will also be available at the bottom of the note. To listen to the recording, tap on the play button.

Google has included several tools to make finding specific notes easy. Firstly is the search tool, which can be found at the top of the main screen. Tap here and start typing in a phrase and the app will show any results as you type. Your notes can be displayed as a list or grid, and when creating notes you can assign colours to them that changes its background colour. These colours can be seen when viewing all notes, so finding specific ones is as simple as looking for a note in that colour.

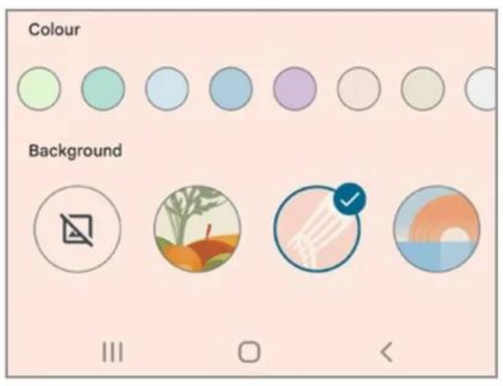


Collaborate with others

Whether you're brainstorming for work or trying to put together a secret birthday party, collaborating on notes can be a useful feature. By pressing on the more icon in the bottom-right, you will find the Collaborator tool. Enter a name or email address and a link will be sent to that person, inviting them to open and tweak the document. Collaborators can work on the note from their computer, smartphone or tablet and any changes being made can be seen in real time.

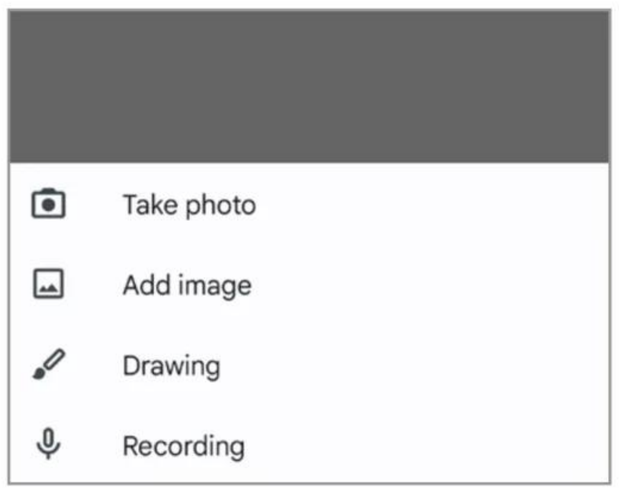
Add reminders to notes

Sometimes having just an alarm isn't enough. With Google Keep Notes, you can set reminders to specific notes – so if there are details needed for an appointment, you can set a time and date for a reminder to go off and those notes are there ready for when you need them. Tap on the bell icon in the top corner to access the reminder settings. You can have a reminder set off at a time and date, or you can set a location for the reminder. If you have a Home or Work location set to your Google account then you can choose one of these as the location or you can use Google Maps to search for a location.

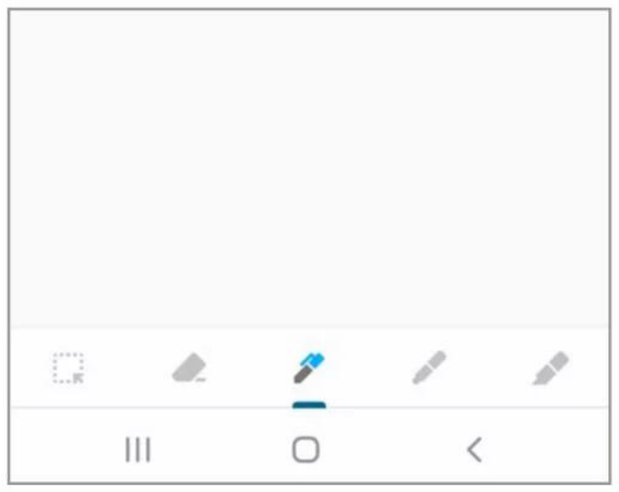


Tap on the palette icon at the bottom of the screen to change the note's background.

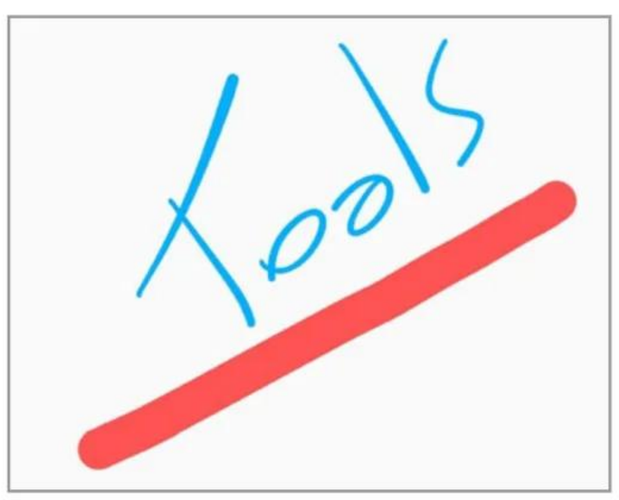
Draw in Keep Notes



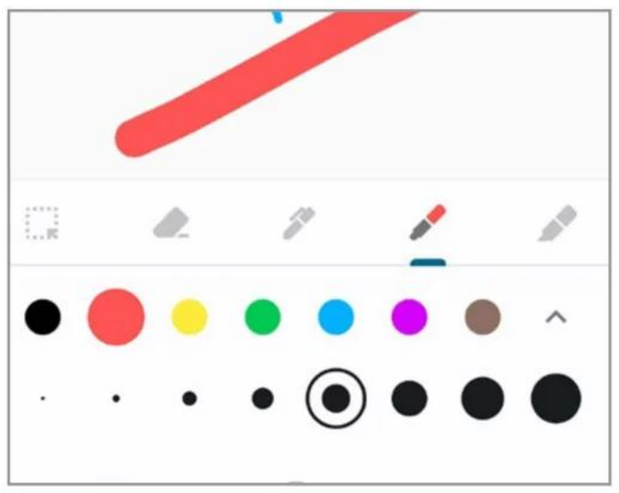
1 **Open the app** Open Keep Notes and tap on the '+' icon to create a new note.



2 **Drawing tools** Select the add icon in the bottom corner and select Drawing.



3 **Choose a tool** Tap on a drawing tool and then swipe on the screen to try it out.



4 **More options** Tap on the drawing tool again to see colour and thickness options.

Email

The Samsung Galaxy offers many options for email, one of the most important communication features

You'll use it to…

Send messages
Send and receive emails while on the go

Share photos
You can attach images to your emails…

Share videos
… and even video files, too!

Contact multiple people
You can send a single message to more than one individual simultaneously

Manage accounts
Use different email accounts for different purposes

Dictate emails
You can use the mic to record your message

Managing multiple email accounts

There are obvious benefits to using multiple email accounts during your day-to-day life, and the ability to do this is right at the heart of Samsung's Email app. It is a very useful option to have because it allows you to organise your emails into different categories, the most obvious being one email account for work-related emails and then another for your personal life.

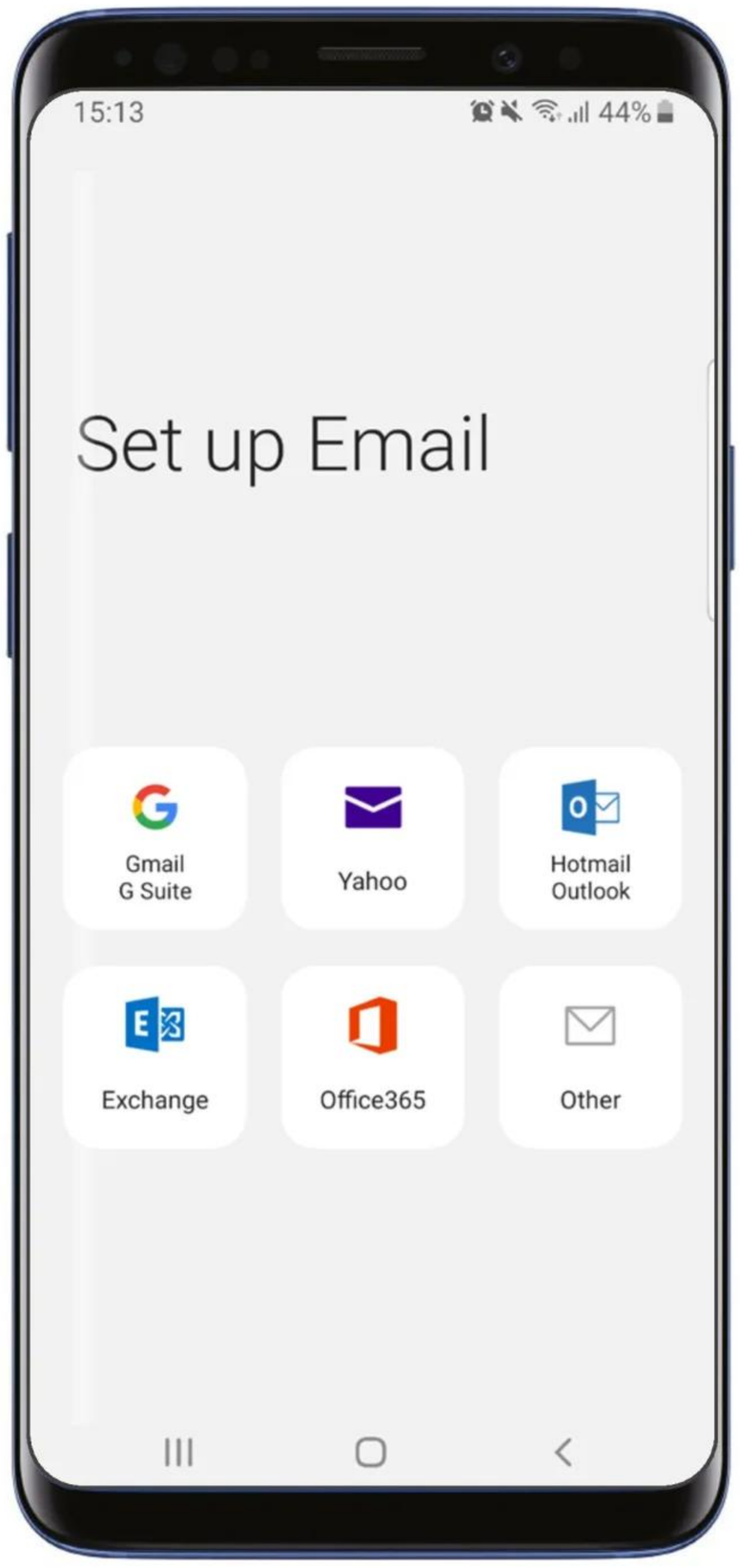


Fig 1 (right) Setting up your Email app is a very simple process

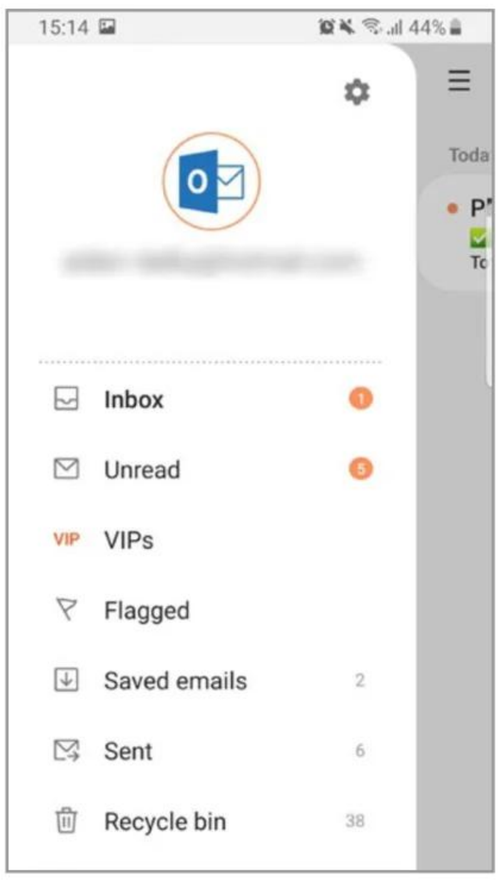
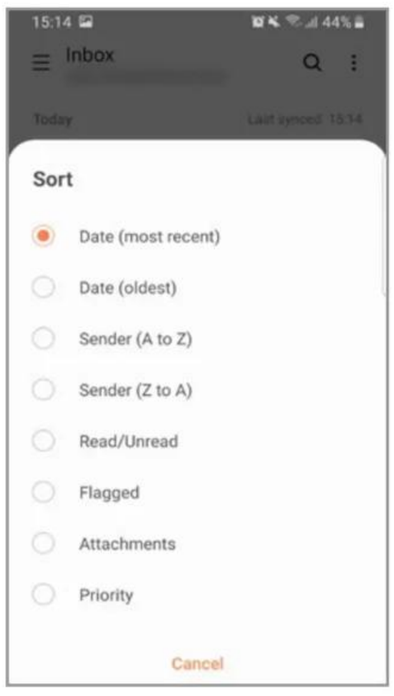


Fig 2 (above) On the main email screen, tap on the Inbox button at the top to switch between inboxes from different accounts

Add an account

Adding an email account to your Galaxy device is very easy. In order to do so, just go to your Email app and press the Inbox button in the top-left corner of the screen. A pop-up menu will appear listing various options, including your combined inboxes, priority senders and sent emails. Tap on Manage accounts at the bottom of the screen and here you can manage your accounts individually by tapping on them or add a new account by tapping the '+' icon in the top-right corner of the screen. This is where you will be able to input details of your new email account (Fig 1). There are two input boxes available. Type your required email address at the top and your password into the bottom box. If need be, you can tap the Show Password

box if you are unsure about your typing skills and would like to seek reassurance. If you want this email account to be your default one then tap on the next box down: Send email from this account by default. Tap Next and your phone will subsequently negotiate a series of checks. Select your Account Option, tap Next and then Done. You can switch accounts by tapping the Inbox button (Fig 2).

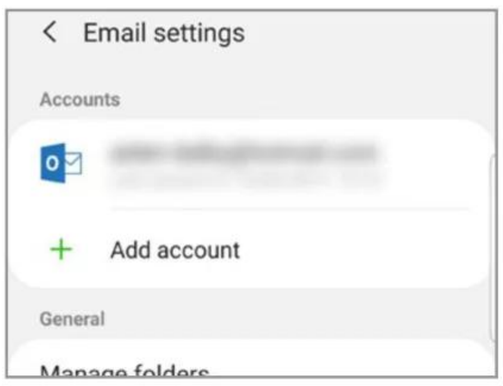


Customise email display

With the Sort By option, you can easily customise your email application so that it better suits your life, if you so desire. Tap on Sort By in the top-right corner, which will cause a menu to appear. After doing this, select how you want to sort your emails. Choose from various categories, such as Unread or Read, by whether they are highlighted by a star, their priority or by those with attachments linked to them – plenty of options to choose from! From the menu icon you can also organise your email into the regular listings or link them into a conversational mode. As well as this, you have the ability to manage your email's storage folders.

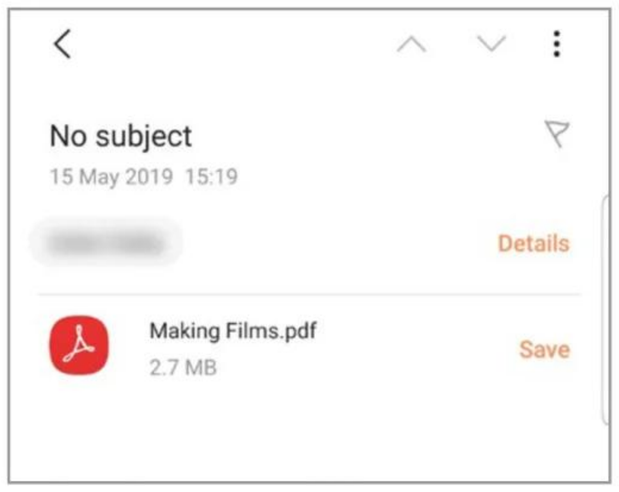
Respond to emails

When new emails arrive in your inbox, tap on them in order to read them. Once you have done that, you can choose to respond by tapping on the single left-curving arrow. Just type in your response and tap the envelope icon up at the top right to send. You can also forward information to a contact by tapping the straight right arrow, and you can choose to move your message to a desired folder too. Just highlight your message within the Inbox, tap the menu icon next to the sender at the top of the screen and choose the folder you want to move the email to.



To add a second account, tap the menu icon and go to settings. You can set a default account here

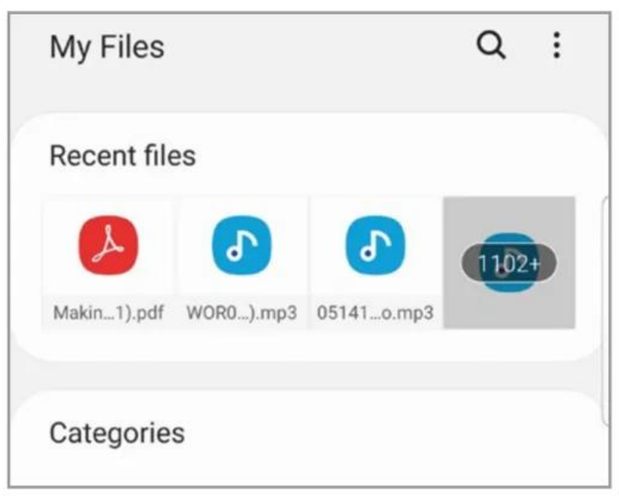
Save attachments



1 Save email Within your email tap Save and wait for the attachment to download.



2 App menu To view saved emails, exit the Email app and return to the App Drawer.



3 My Files Tap the My Files app. Your recent files will be displayed when it opens.



4 View categories Under this tab is a Downloads section. Go here to see the latest files.

Email

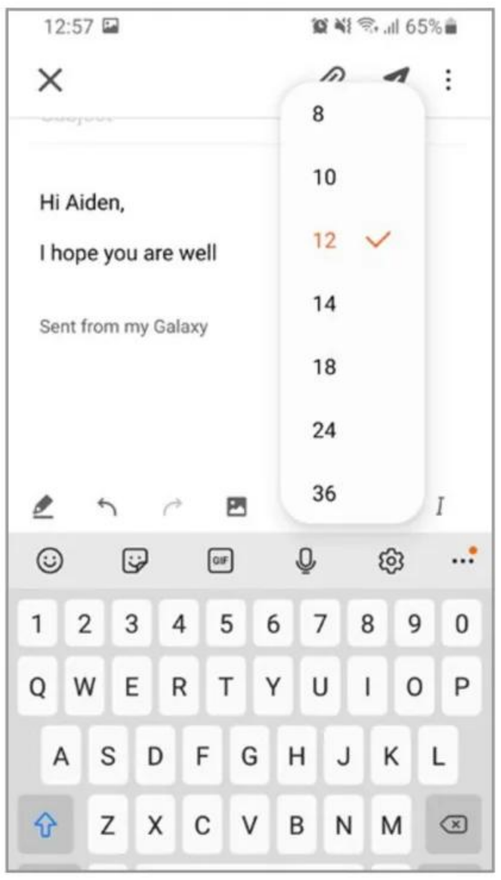
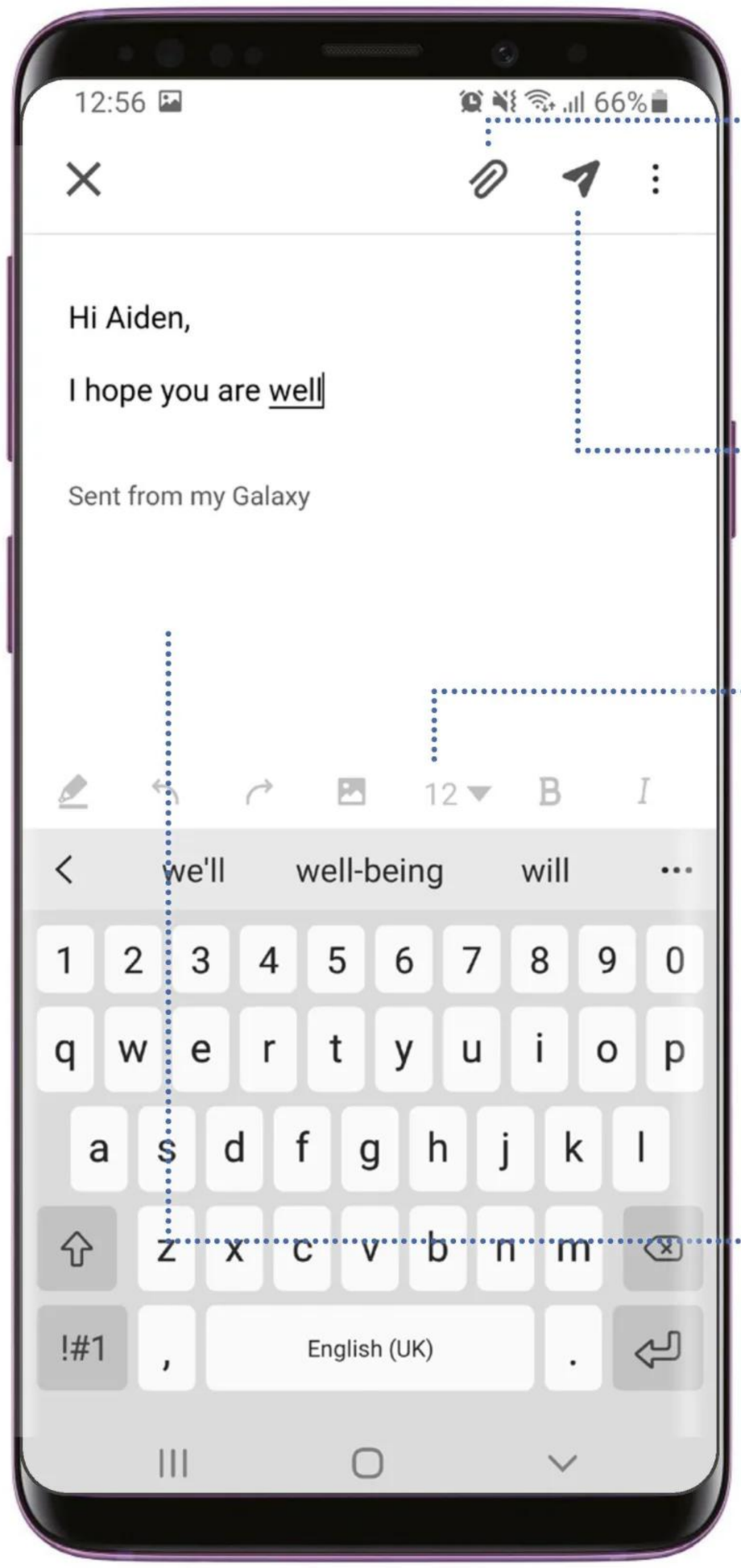


Fig 3 (above) Use the array of formatting options to modify your email text

Compose an email

Composing new emails is quick and easy through the Email app. While in an inbox, you will see a plus icon in the lower-right corner. Tap on this icon to be taken to the email composition screen. You need to insert the recipient's email address in the To box and then next to the word Subject, tap and type in the topic of your email. Now, you can think about what you are going to say within your email. Tap the large white area of the screen and begin typing your email using the on-screen keyboard. Use the formatting options by tapping the arrow icon to modify your text (Fig 3). You might, for example, want to highlight a word or portion of text and then tap on the B button within the formatting band – this will embolden your text. Similarly, you can tap on the Undo and Redo buttons in



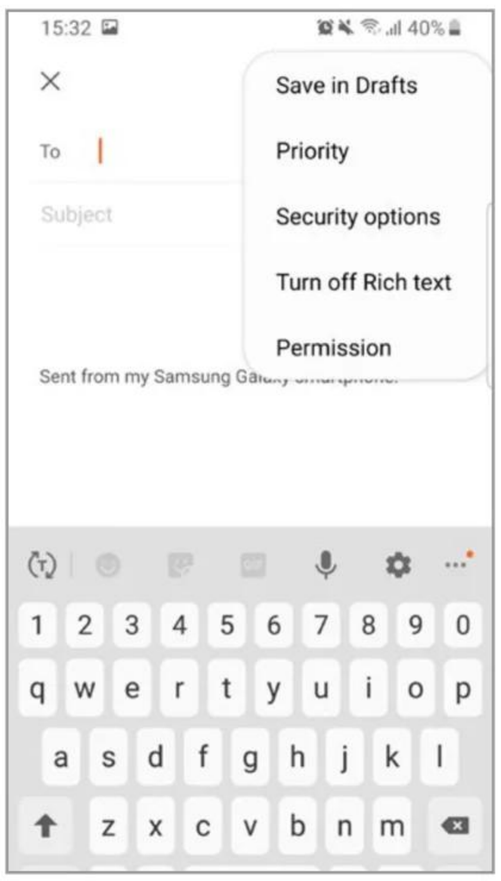
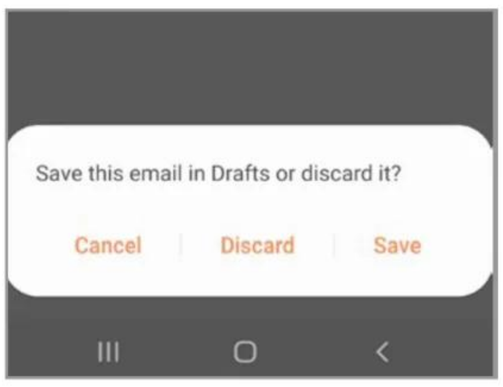


Fig 4 (above) If you tap the menu icon while writing a new email then you'll have access to even more options, like Priority



You can decide not to send a message. Tap the back button on your device and 'Discard'

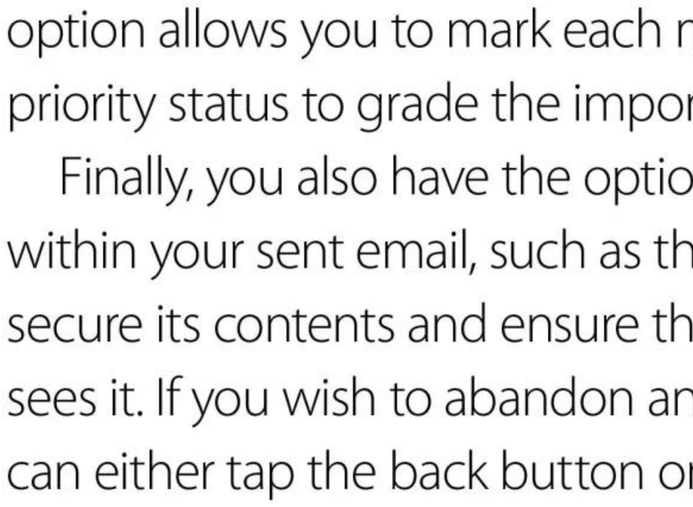
case of errors and also insert a number of elements, such as images, memos and contacts, via the Insert button beside them. Tap the envelope icon at the top of the screen to send your email.

Additional sending options

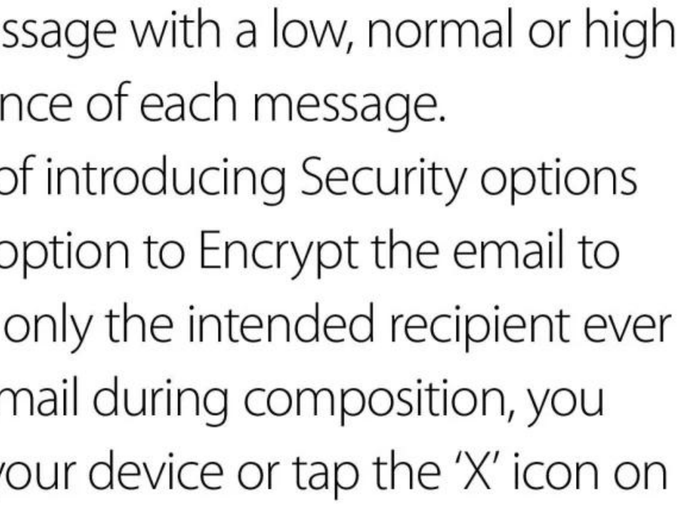
You can send an email in a straightforward manner or modify your sending options. Within the composition screen, tap on the menu icon and a range of new options will appear on the pop-up menu (Fig 4). You can send an email to yourself or to others to provide copies of the email to those who need them. Schedule email allows you to send an email at a specified date and time, while the Priority option allows you to mark each message with a low, normal or high priority status to grade the importance of each message.

Finally, you also have the option of introducing Security options within your sent email, such as the option to Encrypt the email to secure its contents and ensure that only the intended recipient ever sees it. If you wish to abandon an email during composition, you can either tap the back button on your device or tap the 'X' icon on the top row of options. This latter method doesn't even ask if you are sure, which can save you time.

Attaching items

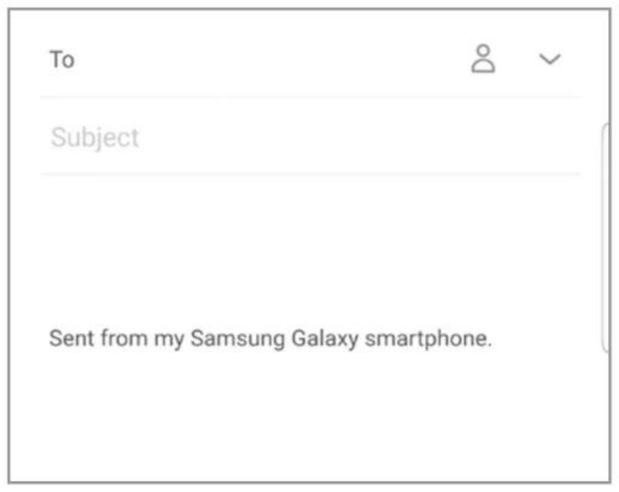


1 Tap paperclip While composing an email, tap on the paperclip icon in the top-left corner.

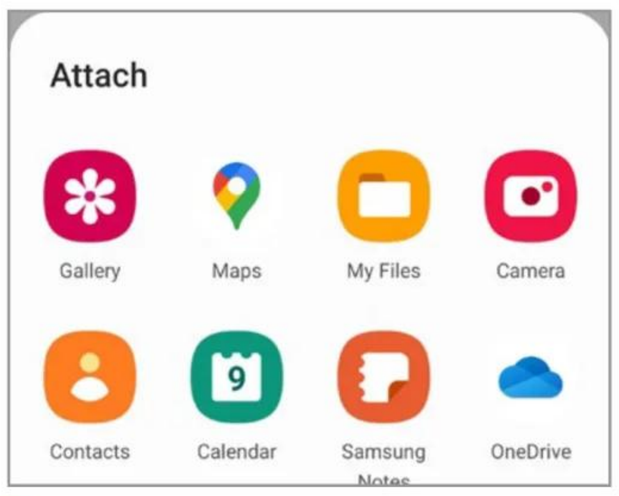


2 Select attachment You will be presented with a screen full of services to attach an item from.

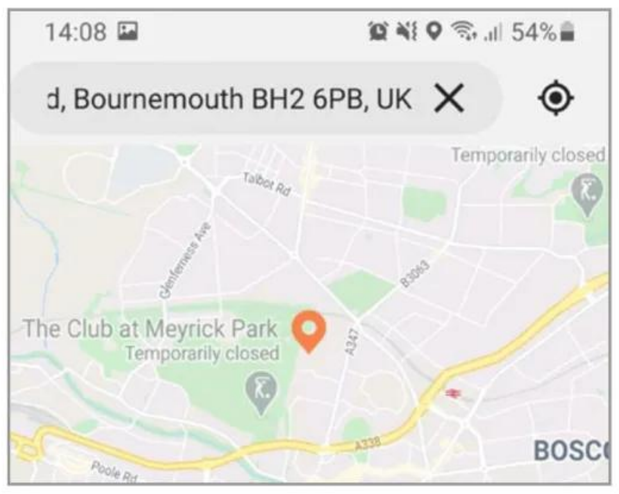
Attach a map



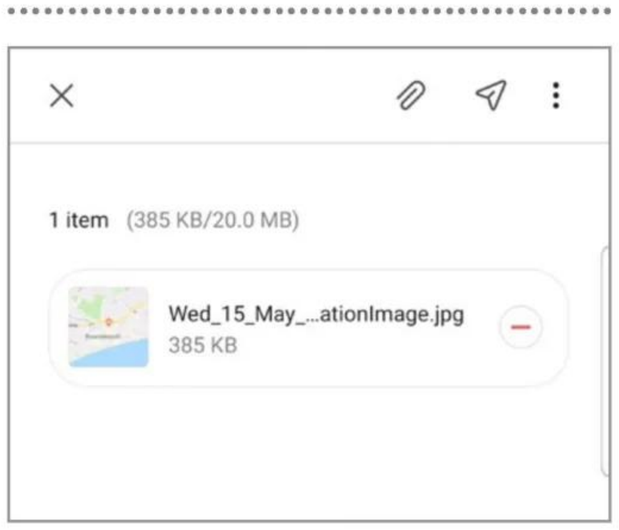
1 Write email Open up the Email app and write your email, attaching the relevant addresses.



2 Location Select Maps from the selection of apps, and allow it to use location services.



3 Use the map Type a location into the search bar or use the map to set a marker.



4 Send Press Done to grab a picture of the map, which will then be added to the email.

Internet

Explore the vast resources of the internet with your Samsung Galaxy device

You'll use it to...

Browse the web
Explore a world of information

Save information
Retain information for offline viewing

Download files
Enjoy music, videos, images and more

View multiple websites
Keep multiple website windows open at the same time while browsing

Stay private
Manage your privacy settings to keep you safe online

Create shortcuts
Add Home Screen links for quick access

Browsing the web

The Internet app is one of the native apps that arrives pre-loaded onto your Samsung Galaxy. It is your window onto the internet, allowing you to roam the world wide web wherever you are and, in the process, access a wealth of information that you can view and manipulate. You can even set up shortcuts to any websites that you frequently visit so that they sit on your home screen like any other app shortcut, which is perfect for enabling speedy access to your favourite web watering holes. With the Internet app, there are no boundaries.

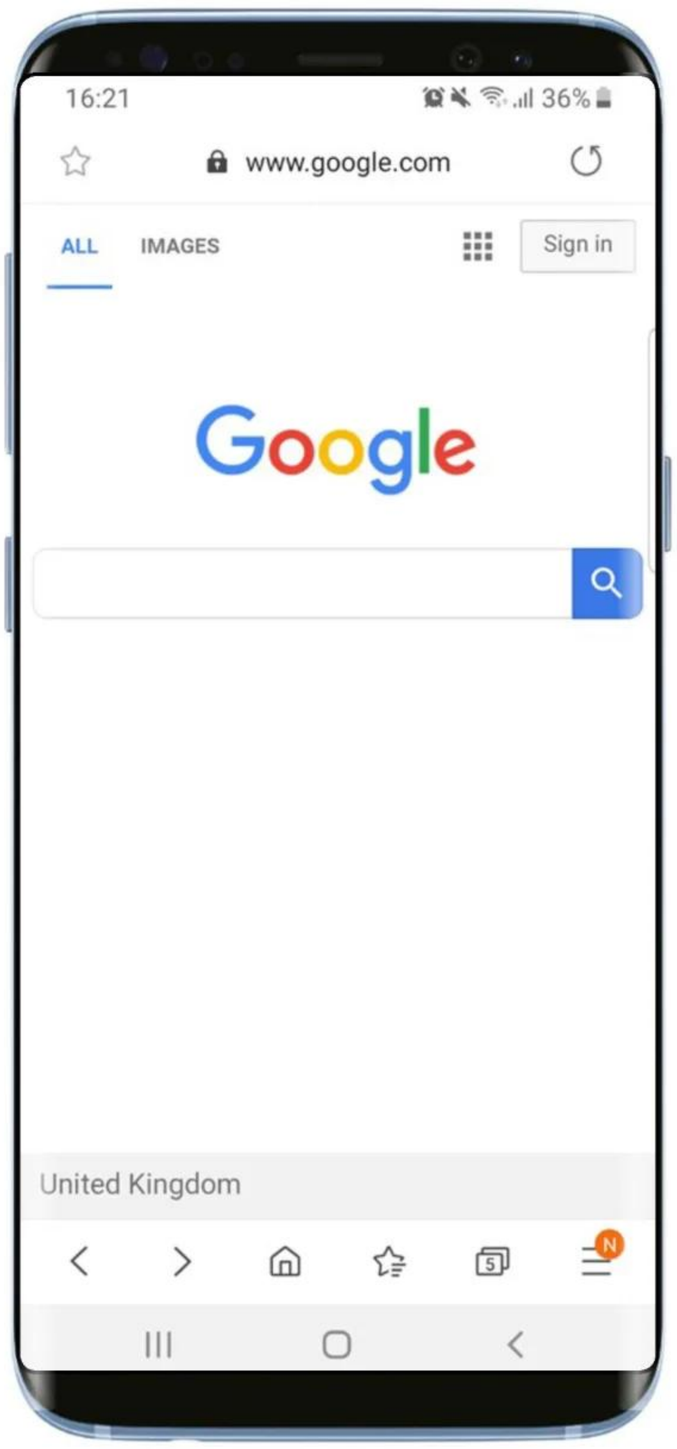


Fig 1 (right) You can input both search terms, to be processed by a search engine, and URLs into the multibar at the top

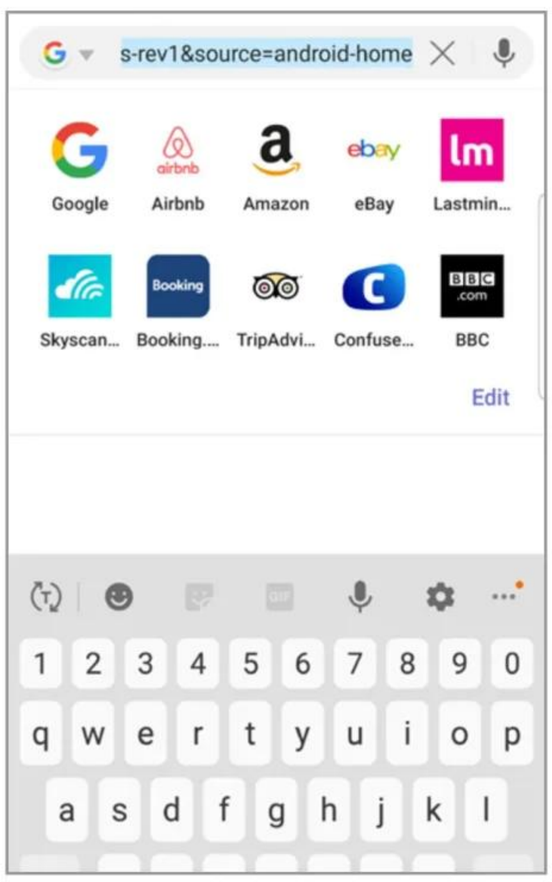


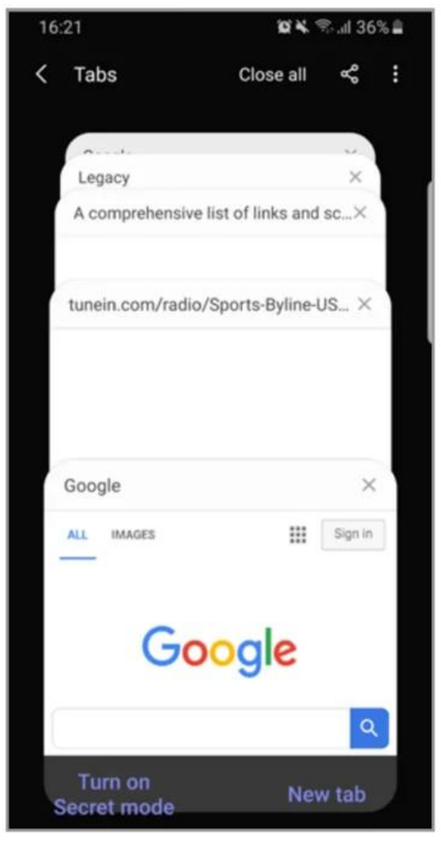
Fig 2 (above) The keyboard is a multifunction affair that can save you time

Navigate with the multibar

The heart of the Internet app is the multibar. This is the area of the app in which you can not only search the internet, but also input website addresses (Fig 1). If you decide to use the space as a search engine then, when you begin to type out your search words, the app will try to second-guess your instructions. This means that every time you add another letter to the words you are typing, the search engine will present a selection of results based on those letters. Tap on the result to go to the connected website.

Alternatively, you can simply enter a website address if you have a particular location in mind. The keyboard keys can be utilised

to speed up the instructions (Fig 2). For example, there is a '.com' button available that reflects just how common this notation is during website address entries, while tapping the settings icon will take you directly to the keyboard settings area. Also, tap on the bottom left key to be taken to a numbers and symbols layout. Tap on the 1/2 key above in order to see further symbolic selections.

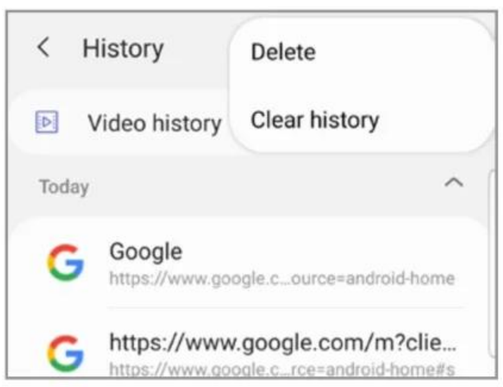


Switch between tabs

If you are adept at multitasking then you may be pleased to hear that you can examine more than one website at a time. In order to open a new website window, tap on the Tabs icon along the bottom of the screen. Tap 'New Tab' to open a new window. Tap on the Tabs icon again and swipe up or down to examine each window, switching between tabs in the process. Tap the Tabs icon and choose the 'Turn on Secret mode' option to utilise a window that creates no records in your browser or search history, thus adding extra privacy enhancements to hide your browsing history.

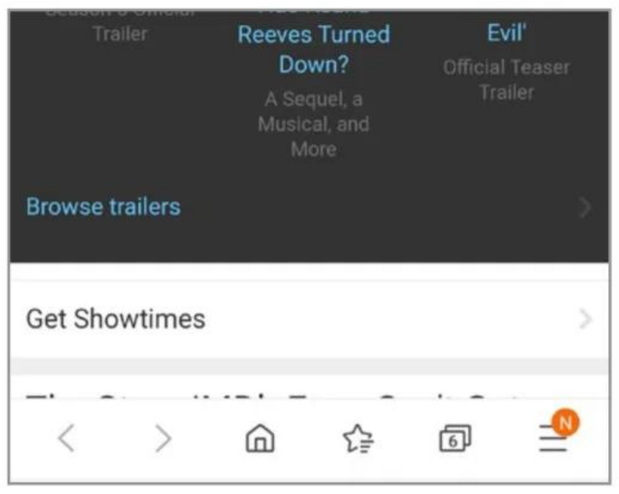
Use your History and Bookmarks

If you wish to retain your place on the web so that you can revisit a website without having to search for it all over again, just tap on the Menu icon that sits at the bottom-right of the screen, and then tap on the 'Add page to' option. You can also access your saved pages at any point by tapping the Menu icon at the bottom of the screen and selecting 'Saved pages'. While on the Menu screen, you may notice the History tab at the top. Tap on this to see which websites you have been looking at previously, and browse through a timeline of your internet activity.

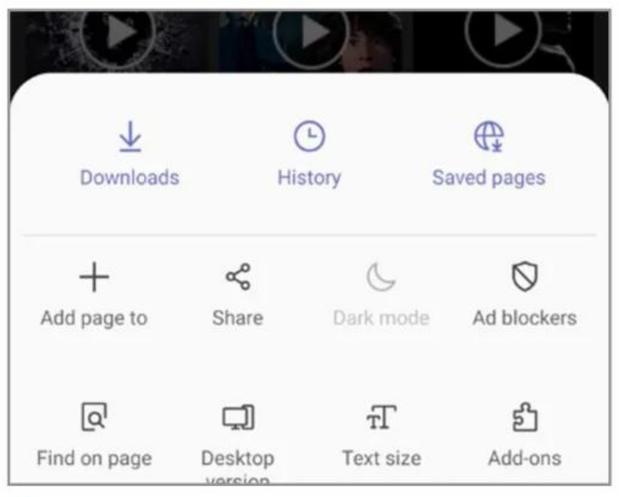


To clear your history, while in the History tab, tap More then Delete or 'Clear history' to delete all

Home screen shortcuts



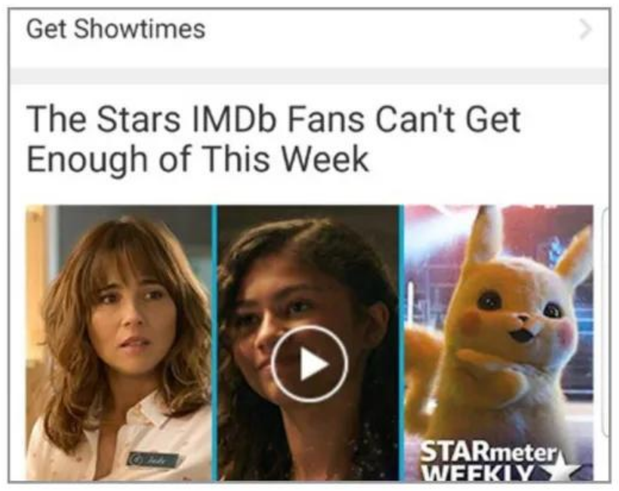
1 Options Within the Internet app, tap the Menu button while on the website of your choice.



2 Bookmark page Tap the 'Add page to' then 'Home screen' and it will be added.



3 Home screen To check, exit the Internet app and search through your home screens to find it.



4 Final shortcut Tap on the shortcut to go directly to the indicated website.

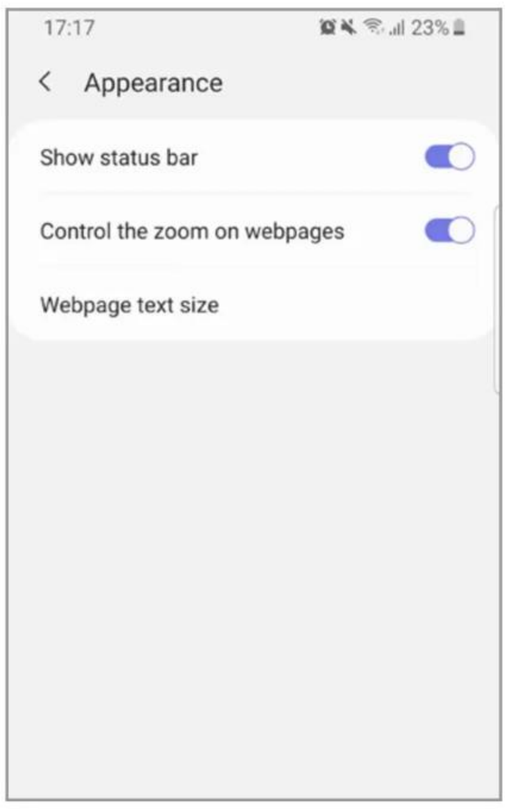
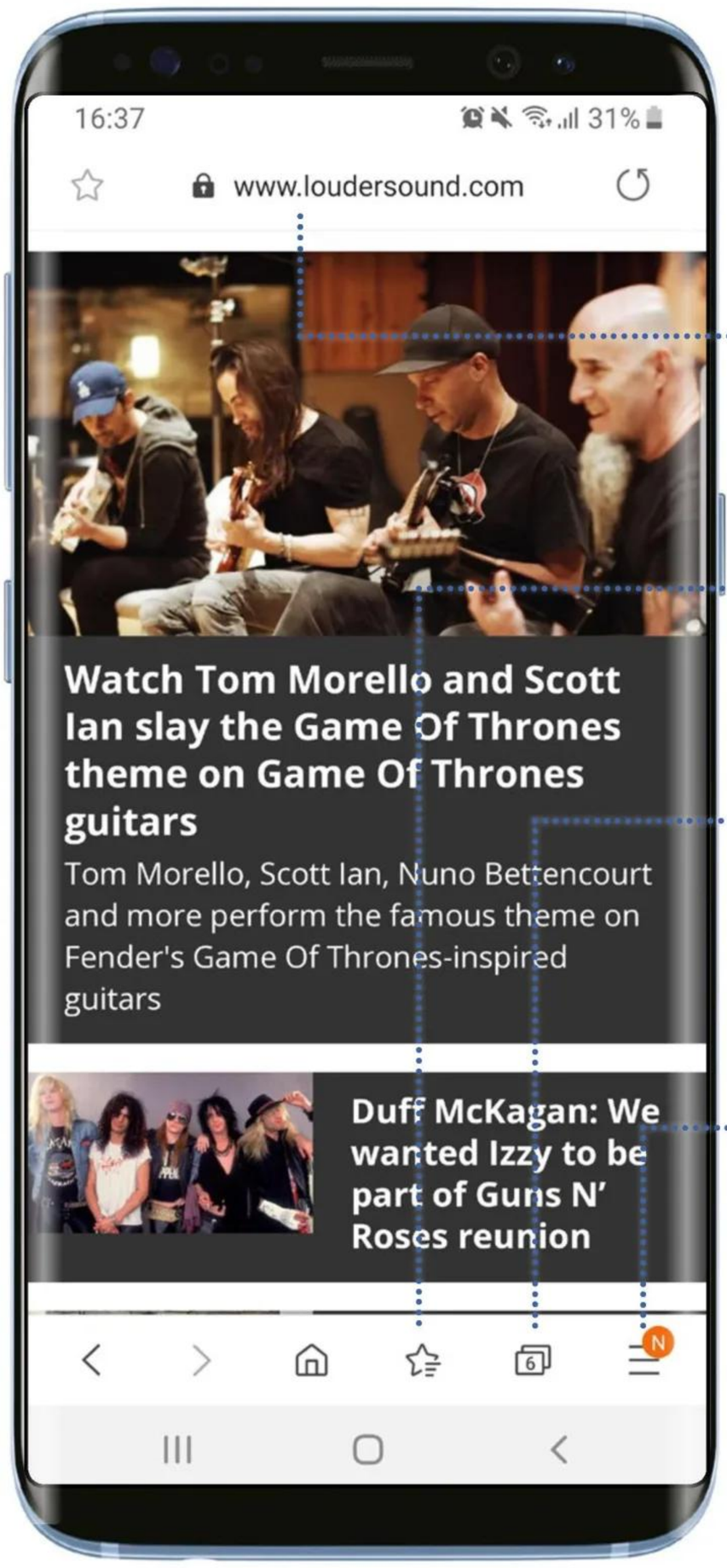


Fig 3 (above) The Advanced settings contain a number of useful options to help customise your web experience

Control zoom and font size

Your Galaxy has the ability to modify just about every aspect of your device and its interface. For example, you can change the zoom function and how you control it. Yes, there is the familiar spread and pinch to zoom in and out, but you can also add extra control. Tap the Menu icon in the bottom-right corner of the interface and tap on Settings. Now tap the 'Appearance' category (Fig 3) and move the 'Control the zoom on webpages' slider to the 'On' position, which overrides a website's request to control zoom behaviour.

You can also change the font size to aid ease of use here. To do this, tap on the 'Text size' option within the primary Menu screen (Fig 4). Now move the Text scaling slider to change the way that text is resized. This should make it easier for you to read the text on



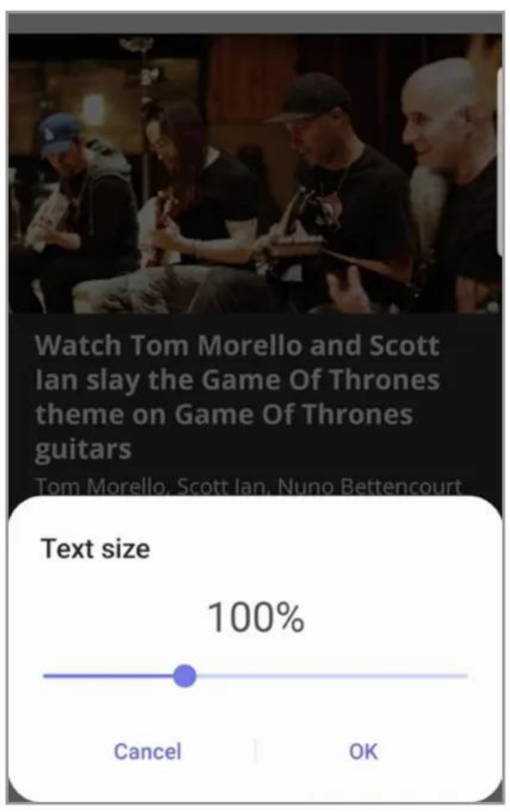
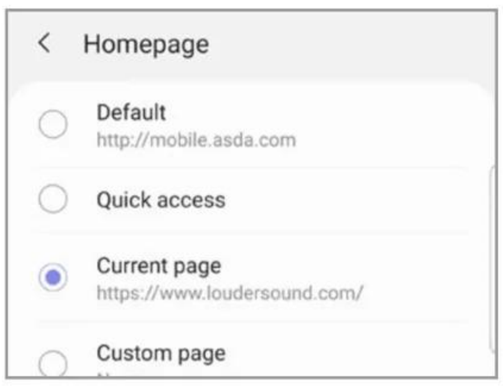


Fig 4 (above) Changing the font size will provide you with better accessibility when you are browsing the web



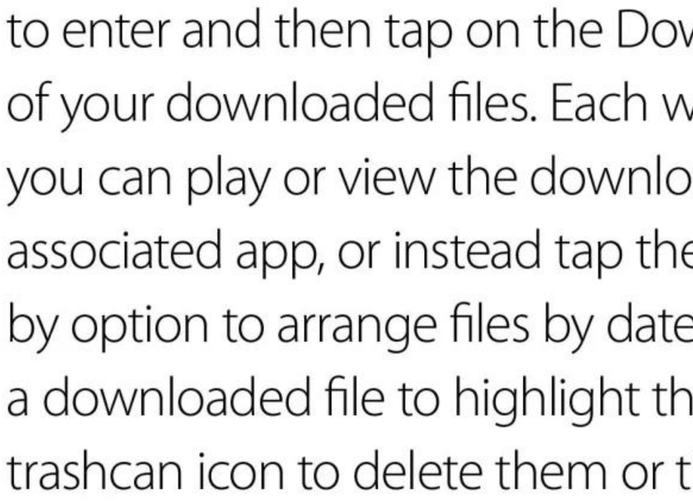
Change your home page by going to Settings and then tapping on the Homepage option

certain websites. You can, of course, adjust this option at any time to suit your needs.

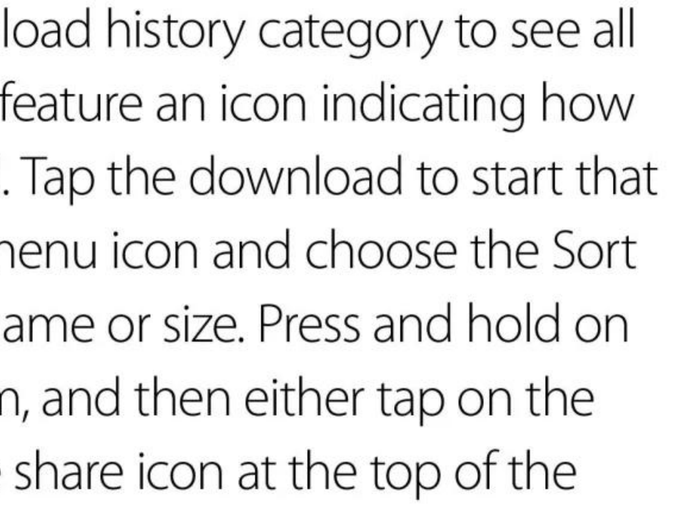
Manage your downloads

Once you download information from the internet, how do you manage it? What happens if you download several pieces? Can you move the information elsewhere after you have downloaded it? You can tap on the Menu icon and select 'Downloads' or you can do all these things in My Files, as well. When you download something from the internet, a small, pulsating, down-facing arrow appears in your notifications bar. Go to the My Files app to see the result. Tap to enter and then tap on the Download history category to see all of your downloaded files. Each will feature an icon indicating how you can play or view the download. Tap the download to start that associated app, or instead tap the menu icon and choose the Sort by option to arrange files by date, name or size. Press and hold on a downloaded file to highlight them, and then either tap on the trashcan icon to delete them or the share icon at the top of the screen to move them to the likes of Dropbox, Email, Wi-Fi Direct and Bluetooth. The process is quick and easy.

Delete downloads



1 Find files To delete your downloads, go into the Bookmarks tab and then Select 'History'.



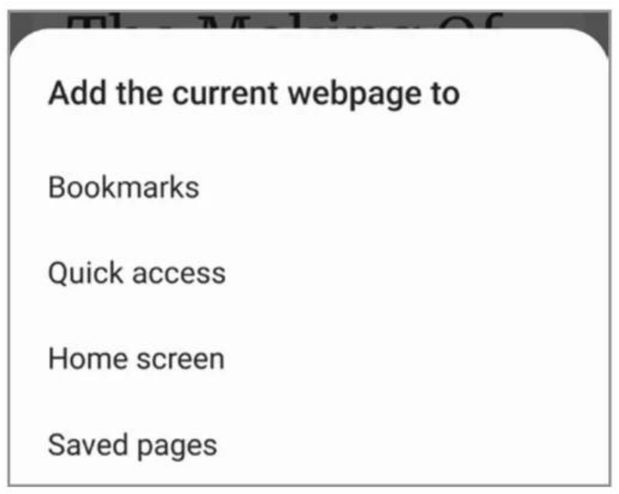
2 Delete Tap and hold on the files you wish to delete and then tap on the 'Delete' option.

The apps

Save for offline reading



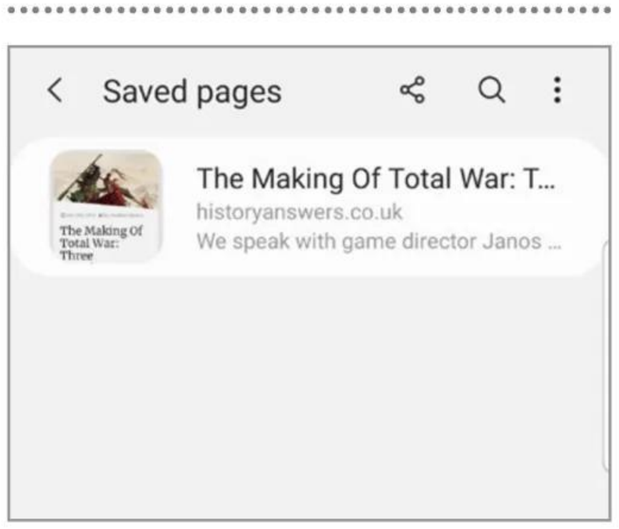
1 Select website Choose the page of the website that you would like to save.



2 Options Hit the Menu icon, tap 'Add pages to' and then select 'Saved pages'.



3 Save page Your saved page will then be confirmed with an on-screen notification.



4 Access page To access your saved pages, tap Menu then the 'Saved Pages' tab.

Camera

Save space on gadgets by using your Samsung Galaxy device as a camera

You'll use it to...

Take pictures
Capture moments while on the move

Shoot video
Record videos with your device

Get up close
Zoom right into your images

Share photos
Send your snaps via email and more

Become a pro
Use a variety of professional camera modes

Using the camera

Accessing the camera is incredibly easy. An app icon can be found in your app drawer as well as on your lock screen. When open, aim the main camera lens at your desired subject and make any necessary adjustments that you may require before pressing the shutter button at the bottom of the screen in order to take the actual picture. If you would like to record a video instead, just tap on video then the record button.

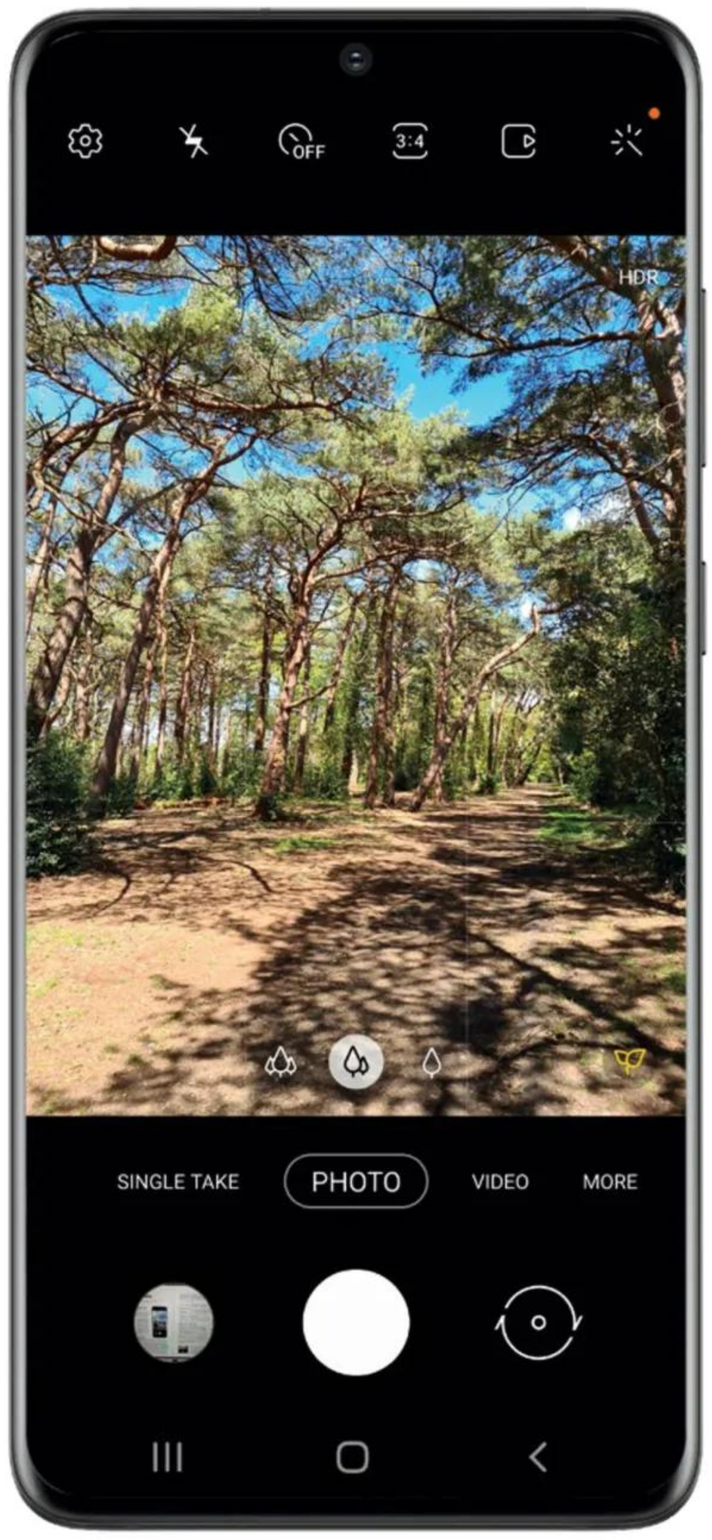


Fig 1 (right) The Camera app will automatically focus on your subject

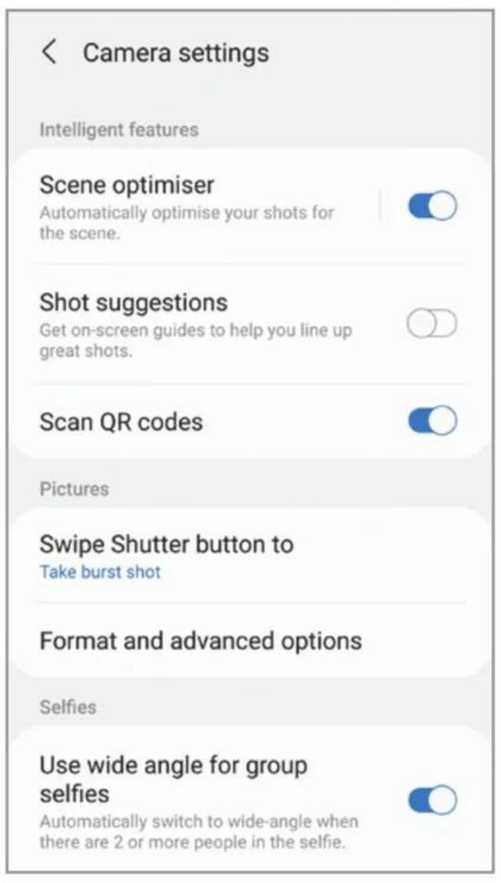


Fig 2 (above) Open up the camera and adjust the settings before you start taking photos

Take your first picture

Taking your first picture will reveal just how powerful the camera feature is on your Samsung Galaxy. When you open the app, you will be presented with a host of features that can affect your final image. In low light, for example, the flash feature is an essential inclusion. The zigzag arrow in the menu bar can be used to change this mode. Tap on either Off, On or Auto flash if you want the camera itself to make the call as to whether or not the flash function should be utilised. Of course, you may choose to simply take a picture of what's in front of you, but you might also want to capture an image of yourself. With this in mind, the option exists for you to toggle the front and back camera in order to easily and accurately

take a self-portrait. In order to do this, tap on the camera icon in the bottom-right corner of the screen to switch between the front and rear-facing cameras. Zooming into your subject is very easy: simply place two fingers on the screen and slowly spread them apart. To zoom out, pinch them together.



Share pictures immediately

Once you've taken a picture tap its thumbnail at the bottom-left corner of the screen to open the Gallery, followed by the Share icon at the bottom of the screen, then select a share option such as Bluetooth, Dropbox or Email. To share images with friends, tap the share icon, followed by Send to Device. Here, select who you want to connect to and then the selected images will be forwarded to the connected device quickly and easily.

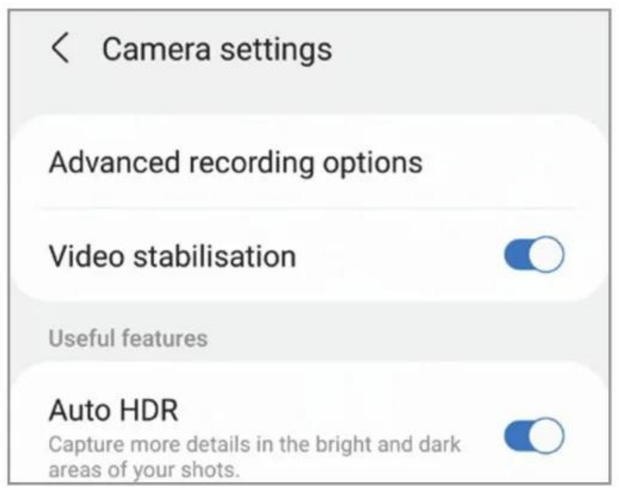
Apply effects and night mode

Being able to take photos on your Galaxy is all well and good. However, you should also be aware that you can add a little bit more of a spark to your work by enhancing it with the various additional modes and effects that are available. To access a range of photo filter effects, simply tap the wand icon in the top-right corner of the screen. Swipe to the left to see the various filters also available. Tap on a filter to apply that effect. In fact, before you even take a picture, you can cycle through each of the different effects to see how it will turn out if you apply it to the image. You can manage your effects by double-tapping it and then adjusting the slider on the screen. Each filter has a Intensity slider. You can also tap on the Download icon at the far end of all the effects to get more from the Galaxy App Store.

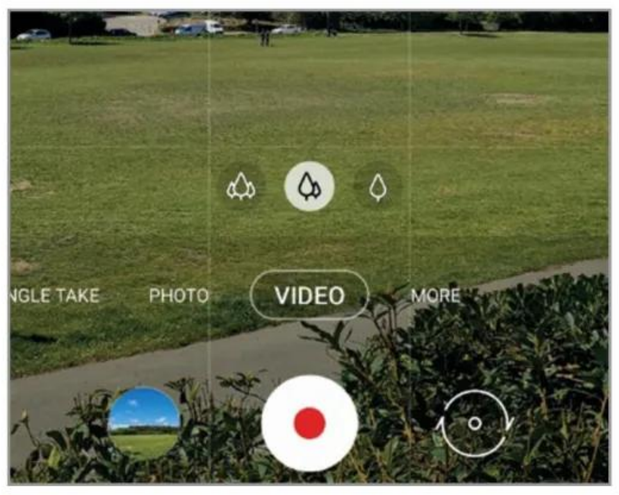


Quick Launch lets you open the Camera app by double-pressing on the side button

Shoot a video



1 **Adjust** Tap on Settings and make required adjustments to video stabilisation and more.



2 **Ready** Switch to video mode and the record button will be where capture was..



3 **Focus** Tap where you want to focus. This will cause the focus box to change to a green colour.



4 **Record** The video will start recording straight away. Tap the Stop button to cease recording.

Camera

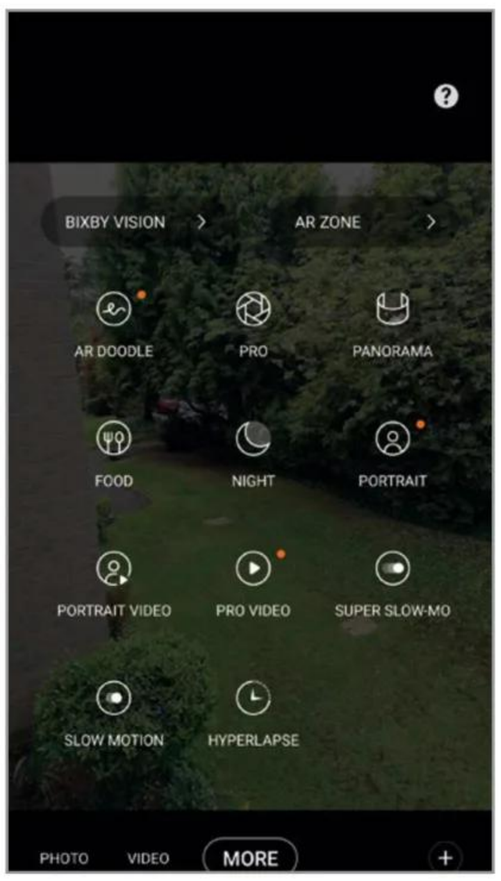


Fig 3 (above) The various shooting modes available in the Camera app offer more flexibility when taking photos

Explore shooting modes

The built-in camera can take photos in the same way as any other camera with a single shot. There are, however, other shooting modes that can add a welcome level of variation, and HDR does just that. The camera will take a number of pictures, and then automatically combine all three into the best possible image in a matter of seconds. If you are a keen photographer, Pro Mode gives you more controls to adjust the shutter speed, ISO and exposure.

Moreover, there's a Selfie or Wide Selfie mode that allows you to take a picture of a person and then, when the camera detects and places a square around the face, tap on it to zoom into the face and then take a sharp close-up picture. There is also the panorama option, which works almost like a combination of the camera and

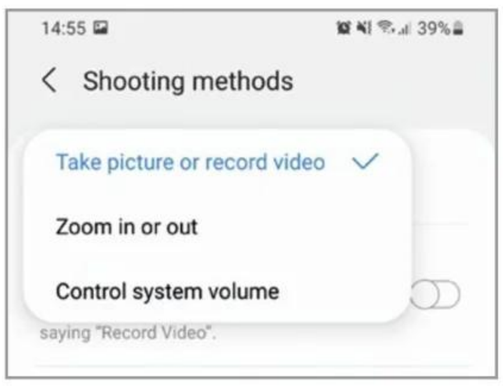


Settings
The cogwheel icon on the top left of the screen is your entry point to a host of settings

Menu bar
The menu bar at the top of the screen features your most popular settings. This bar can be modified

Picture thumbnail
The tiny image in the bottom right is your most recent picture. Tap to view it inside the Gallery app

Shutter button
Take a photo by pressing this button. When in video mode, the camera image turns into a red button



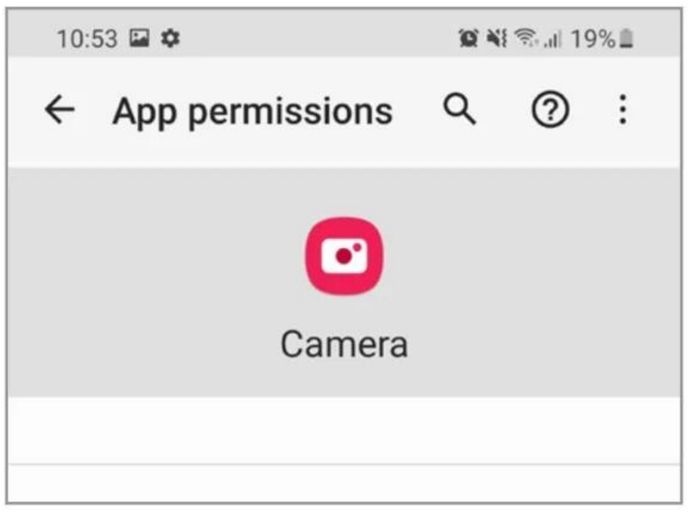
Go into camera settings to change what the volume keys do while in the camera app

video modes, in that you use the camera to take a long, sweeping image, in the process producing one very long photograph. To access the various modes, simply tap the More button in the lower-right corner and then select the mode from the various options shown on screen (Fig 3). What's more, if you tap on the Pencil icon along the bottom you can add Camera Modes to the main Camera screen for quicker access.

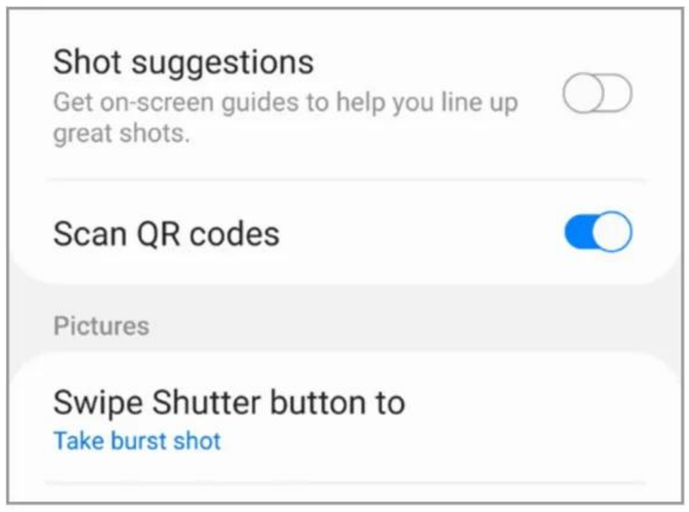
Change the camera settings

While in the app, tap on the gear icon to enter the Settings. Some of the options available include turning on Grid lines to make framing photos easier. You can set the quality and size of pictures and videos for both the rear and front camera. Features that are exclusive to the rear camera are Tracking AF, which will focus on an object and stay with it during filming, and Shape correction, which smooths out any distortion. There are also a couple of functions you can turn on to make shooting easier. With Voice Commands turned on you can take pictures by saying "Capture" or "Cheese". You can also enable the volume key function to take pictures, video stabilisation, auto HDR and change where your videos and photos are saved.

GPS tag



1 Settings In the Settings app tap on Apps, then Camera, Permissions and allow Location.



2 Camera Settings Go to the Settings section in the Camera app and turn on Location tags.

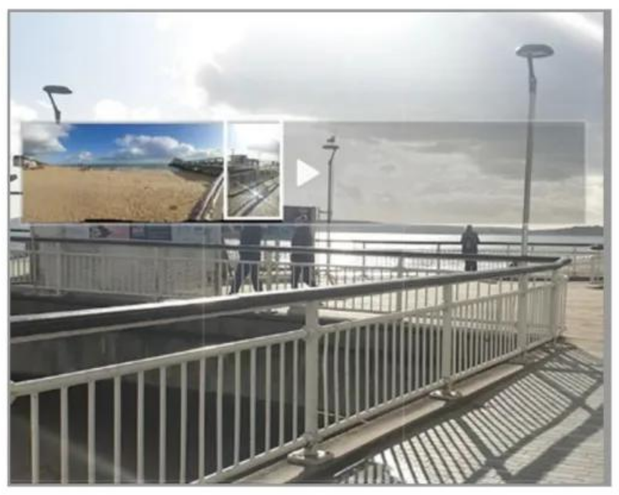
Panorama mode



1 Line up the shot Aim your phone to either side of the shot and press the shutter.



2 Move across Move the phone continuously left or right across the shot.



3 Slow down Go at a steady pace. Your Galaxy will tell you to slow down if you're going too fast.



4 Keep going Press the shutter button again to stop and wait until you reach the end.

Gallery

The Gallery app isn't just a place for storing photos and videos, as you'll soon discover

You'll use it to...

Store media files
Take full advantage of the various different storage albums

Tag your friends
Use Tag Buddy to put names to faces

Edit your photos
Perform simple editing techniques on your photos

Upload to social media sites
Enable auto-uploading of your photos to your Facebook

Share videos wirelessly
Use Kies to wirelessly share videos

Personalise your Galaxy
Apply a photo or video as wallpaper

Fig 1 (right) The carousel view is a unique way to display your photos in a dynamic and engaging way

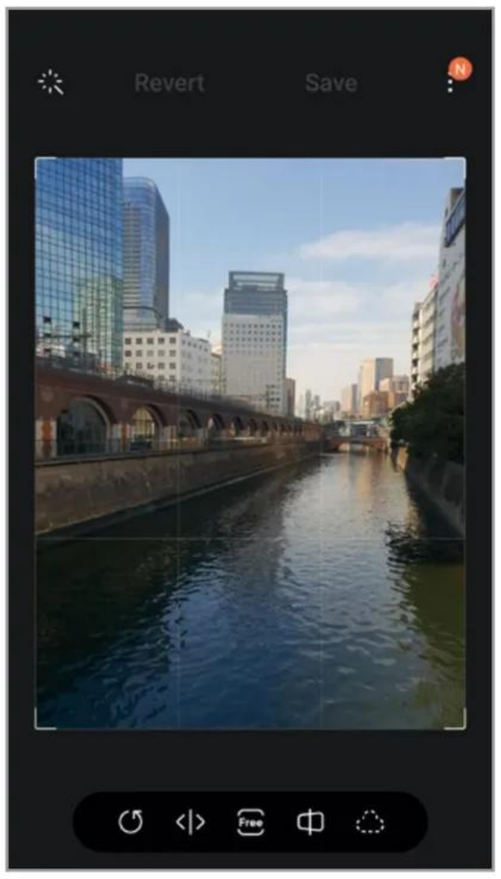
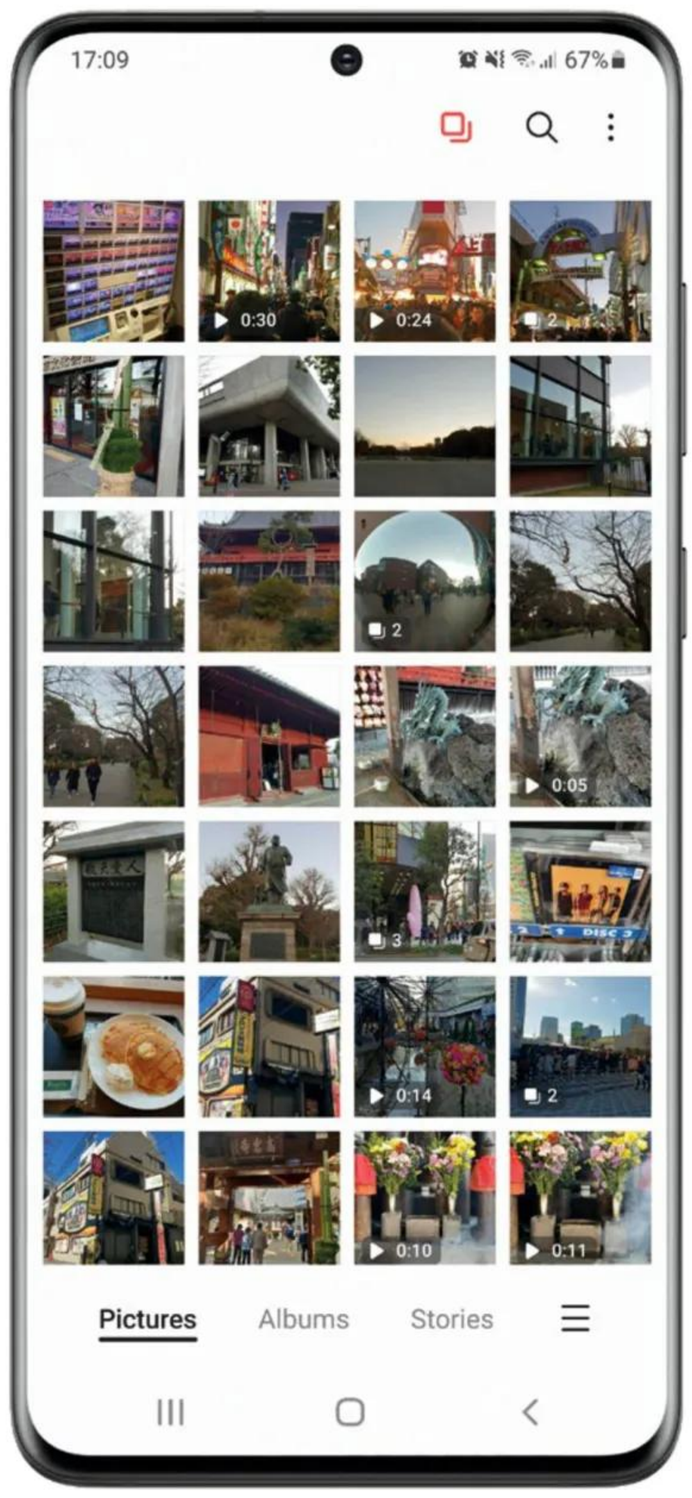


Fig 2 (above) The Gallery app now links to some great photo-editing tools that you can explore and play around with

Viewing photos

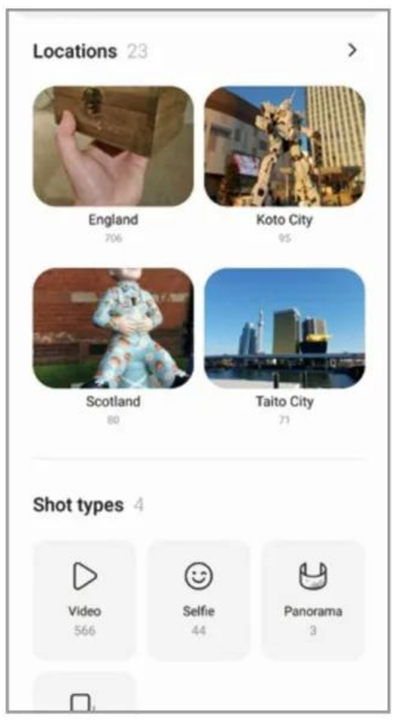
The Gallery app fundamentally does what its name suggests; it offers a great way of simply viewing all your photos. In recent updates the Gallery app has now expanded into areas of photo editing and video management (Fig 1).



Navigate your albums

Whenever you save a photo or video on your Galaxy device, it's automatically added to a default album within the Gallery app. Which album it's saved into depends on the size, type and origin of the photo or video. Most of the time, you'll find your files stored in the Pictures folder, but occasionally you might find them in similar albums. Many third-party apps will add their own unique albums to the Gallery app. An example of this is WhatsApp, which adds its own album for all the photos that are sent to you through the messaging platform. The way your albums are arranged is very straightforward. All of your albums are arranged in a grid with preview images, which lets you quickly see what sort of photos are in the folder. By tapping on an album, the contents will be displayed. The other screen furniture include icons to create new albums, launch the Camera app and access a menu of other features that let you select photos, delete

photos, view an album as a slideshow, access the Settings and visit the brilliant Studio, whereby you can start getting really creative with your photos.



Sort your photos

If you're a keen photo hoarder then being able to sort through your photos will be of vital importance. Luckily for Galaxy users, the Gallery app includes a series of sorting options that you can access by tapping the search icon in the top-right corner. By default your photos will be stored inside albums, but this will allow you to search through your photos not only by date or place but also by object and face recognition. So, for example, you can type in 'dog' and it will display photos that have dogs in them.

Organise your photos

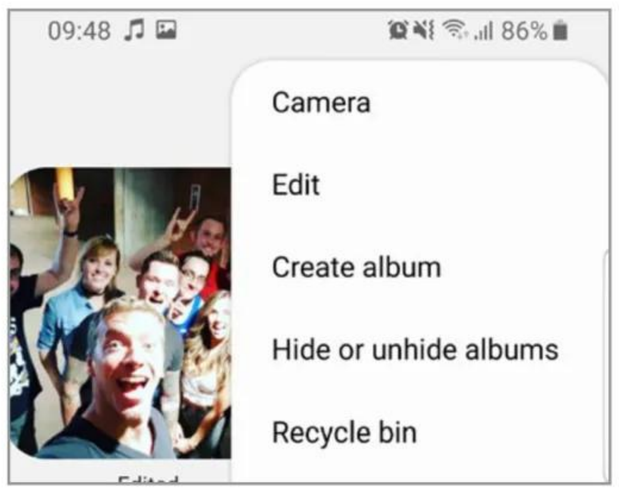
If you're not happy with where some of your photos are being stored then don't worry, as the Gallery app is highly customisable. Each photo can be renamed, moved and deleted to keep all your albums organised. Moving said photos is an easy enough process; all that's required is a long-press on the photo in question to enable the tickbox selection process, and then tapping the menu icon to select a place to move them to. After a few minutes of sorting out the contents of your Gallery app, you'll have a much more organised app that you can use without worrying it'll get cluttered.

You may want to tweak the colours of your images a little, add some fun effects to them or even scribble notes on them. You can do all of this with the app's editing tools. Simply hit the pencil icon while viewing an image and the tools will pop up. The tweaked image will be saved as its own separate photo in your library.

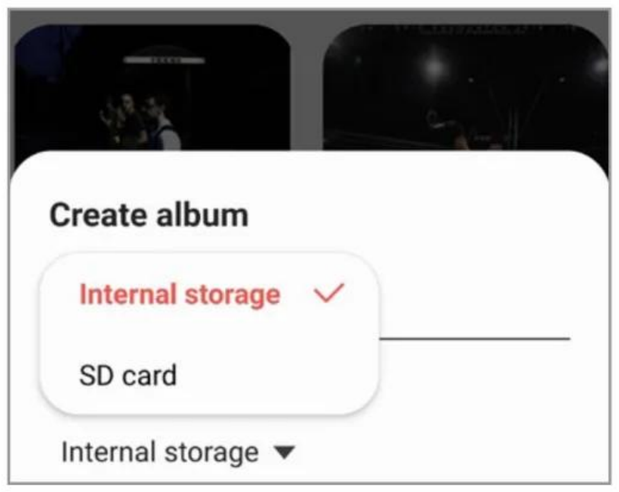


Make artistic adjustments and then share your edited photos directly to Facebook and Twitter

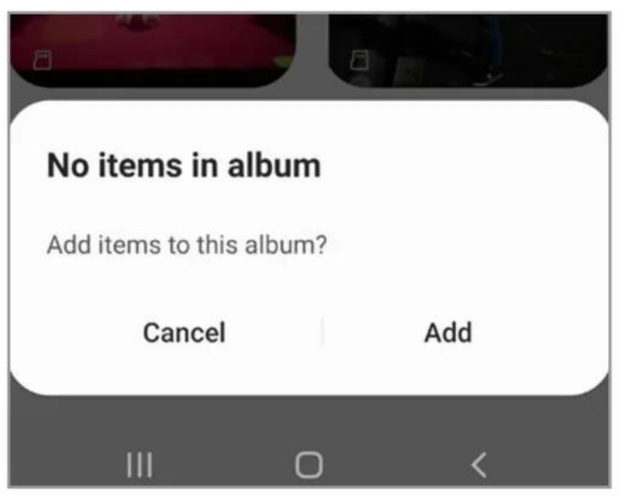
Create an Album



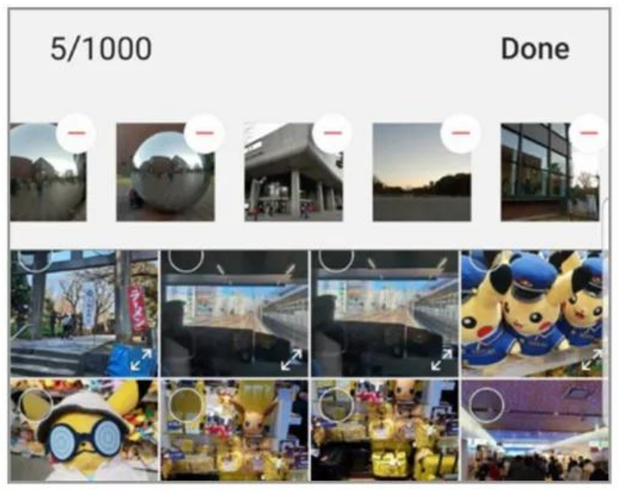
1 Select more Open the Albums tab, select the More icon and then 'Create album'.



2 Choices Give the album a name and then select if it will be saved on your device or on an SD card.



3 Add images Tap on the album and then tap on the option to add items.



4 Choose images Tap on an image to select it. When you've finished, tap 'Done' to save.

The apps

Google Podcasts

Google Podcasts

Find out how to discover, subscribe to and play your favourite podcasts

You'll use it to...

Discover new shows
Explore thousands of free podcasts that cover a range of topics

Subscribe to podcasts
Find new podcast episodes whenever they become available

Play your podcast
Use Google Podcasts playback controls to rewind, fast forward, and more

Listen through speakers
Cast your podcasts through speakers connected to the same network

What is Google Podcasts?

The Google Podcasts app is an great way to discover, subscribe to and play podcasts. The audio shows rare categorised into topics ranging from news, comedy, music, sport and more. The best thing about the app is that every episode in Google Podcasts is completely free.

When you first boot up the app the Home section will be empty. To fill this space you will need to find and subscribe to shows using the Explore section - the tab for which is found at the bottom of the screen. There are a couple of methods to find new shows in the Explore section. The first, and probably the easiest for new users, is just simply browsing the Explore tab. This is very similar to searching for new apps and games from the Google Play Store. There is a For You section that recommends shows based on what you've listened to in the past (Fig 2). Below this is the Popular & Trending section which highlights the most played and downloaded episodes. At the top of the Explore section is a search bar that you can use to search for topics or specific shows. Enter your search term and Google Podcasts will recommend shows as well as episodes that relate to what you searched.



Fig 1 (right) All your shows can be found in the Home section of Google Podcasts

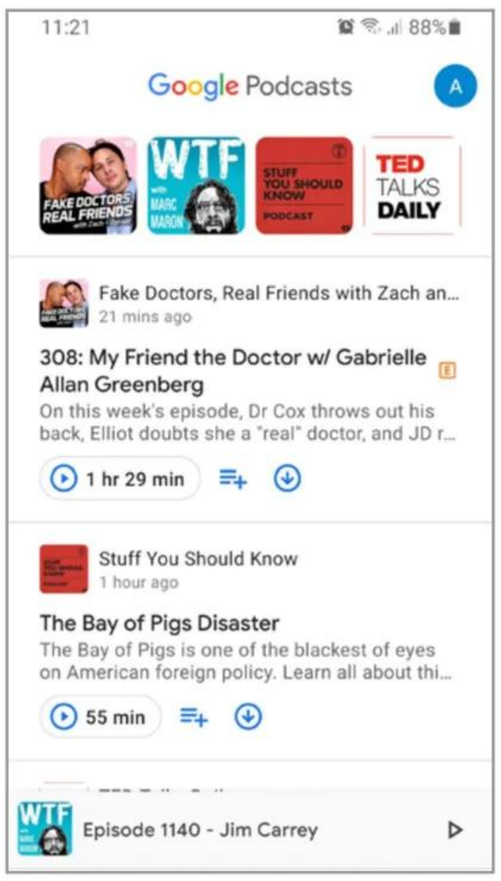
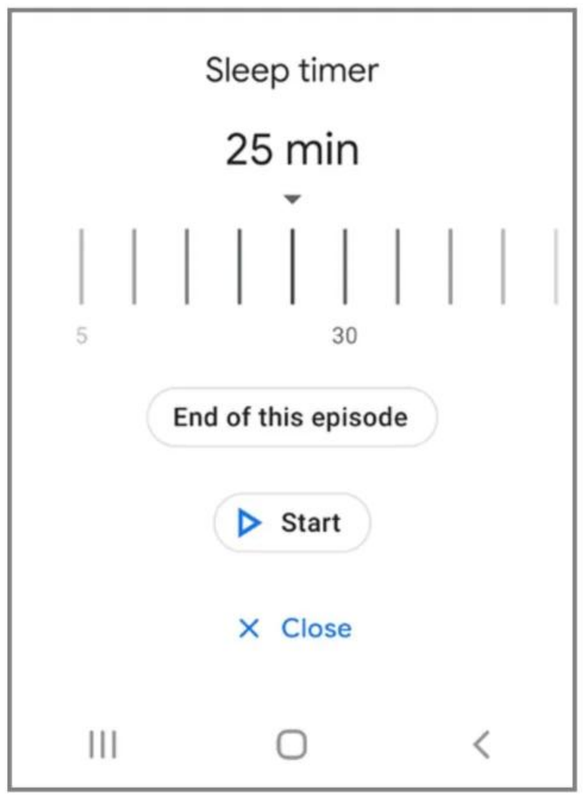


Fig 2 (above) Finding new shows is easy thanks to the Explore section

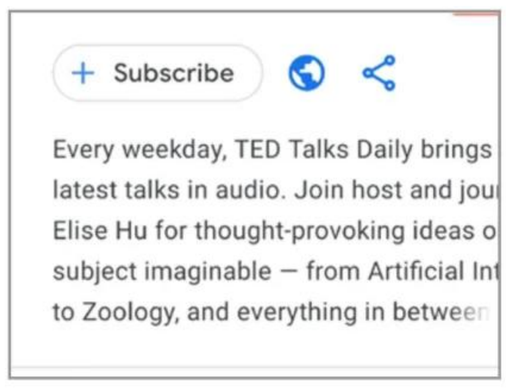
Download and play

When you've found something that appeals to you, you can immediately listen to it by using the play button. To download a show, tap on the downwards-pointing arrow icon and it will be added to your Galaxy device. To find the episode, tap on the Activity tab at the bottom of the screen and go to Downloads. Once you begin listening to a podcast you will see a banner at the bottom of the screen displaying the episode currently playing. Tap this banner to see the playback controls. There is a handy 30-second fast forward & ten-second rewind button – great if you miss that last comment and want to quickly skip back to hear it again. There is also a handy sleep timer that you can find by tapping on the moon icon. This is handy if you feel like you might fall asleep but don't want to lose your place in the current episode. The sleep timer can be set for anything from five minutes to the end of an episode. You can subscribe to your favourite shows and automatically get new episodes as they become available by tapping on the '+' icon next to a show or going to its page and pressing the Subscribe button.



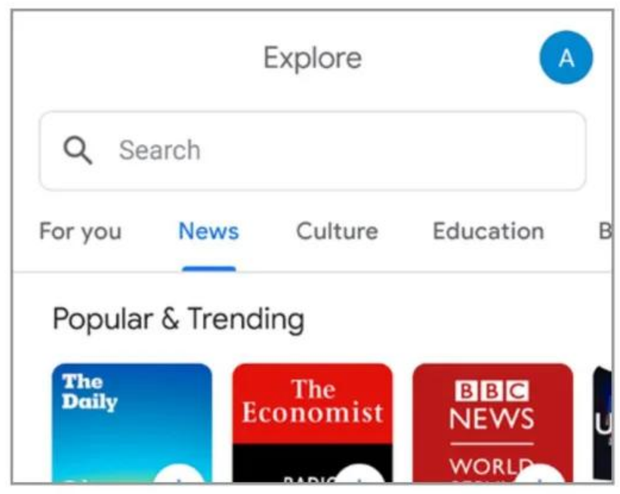
Organise your podcasts

When you subscribe to a podcast it will be added to the Home section of the Google Podcasts app. This section displays the latest episodes of your subscribes shows in order of when episodes were released. At the top of the Home section is the fan display of all of your subscribed shows. Swipe this left to scroll through shows and tap on the show's art to see a list of every episode. You can also find your subscriptions in the Activity tab.

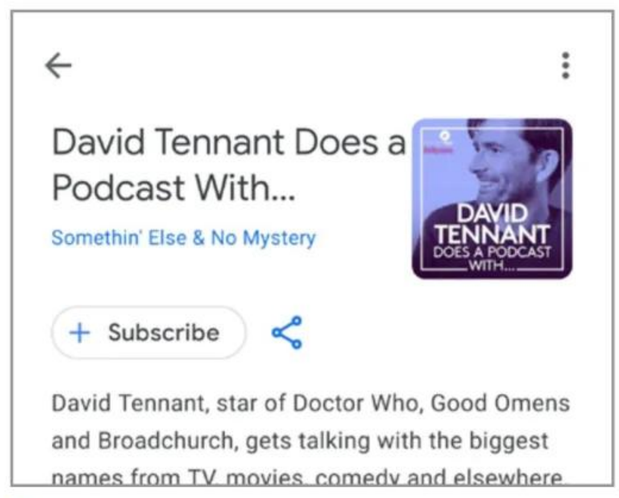


To unsubscribe from a podcast, go to the show and tap on the Subscribed button

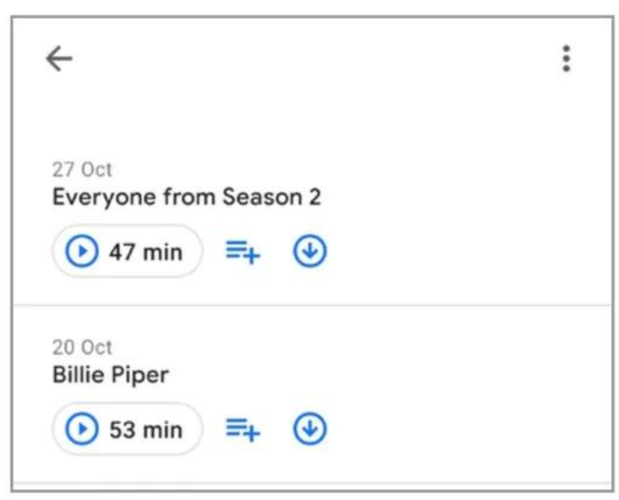
Subscribe to a podcast



1 Search Use the tools in the Explore section to search for a new podcast.



2 Subscribe When you've found a show, tap on its artwork and then on the Subscribe button.



3 Your shows Go to the Home section and you'll find the podcast at the top of the page.



4 Download Tap on the downwards-pointing arrow to download an episode.

Kindle for Samsung



Kindle

Download your favourite books and read them on your Galaxy using Kindle

You'll use it to...

Browse for books
Choose from over 1 million books

Subscribe
Receive issues of your favourite magazines

Sync across multiple devices
Start exactly where you left off on any Samsung device

Interact with a book
Make notes, highlight and look up words in books

Download free books
Get free books with your Samsung account

Build a library
Manage and categorise your favourite reads

Read on your Galaxy

The Kindle app has over 1.5 million books, magazines and newspapers to read from your Galaxy device. You may think that a device with a small screen wouldn't be suited for reading on, but Kindle offers options to make it comfortable. The app can be downloaded from the Google Play Store or if you own a Samsung S7 or older, you can go to the Galaxy App Store and download the exclusive Kindle for Samsung app that offers all the same features plus some exclusives.

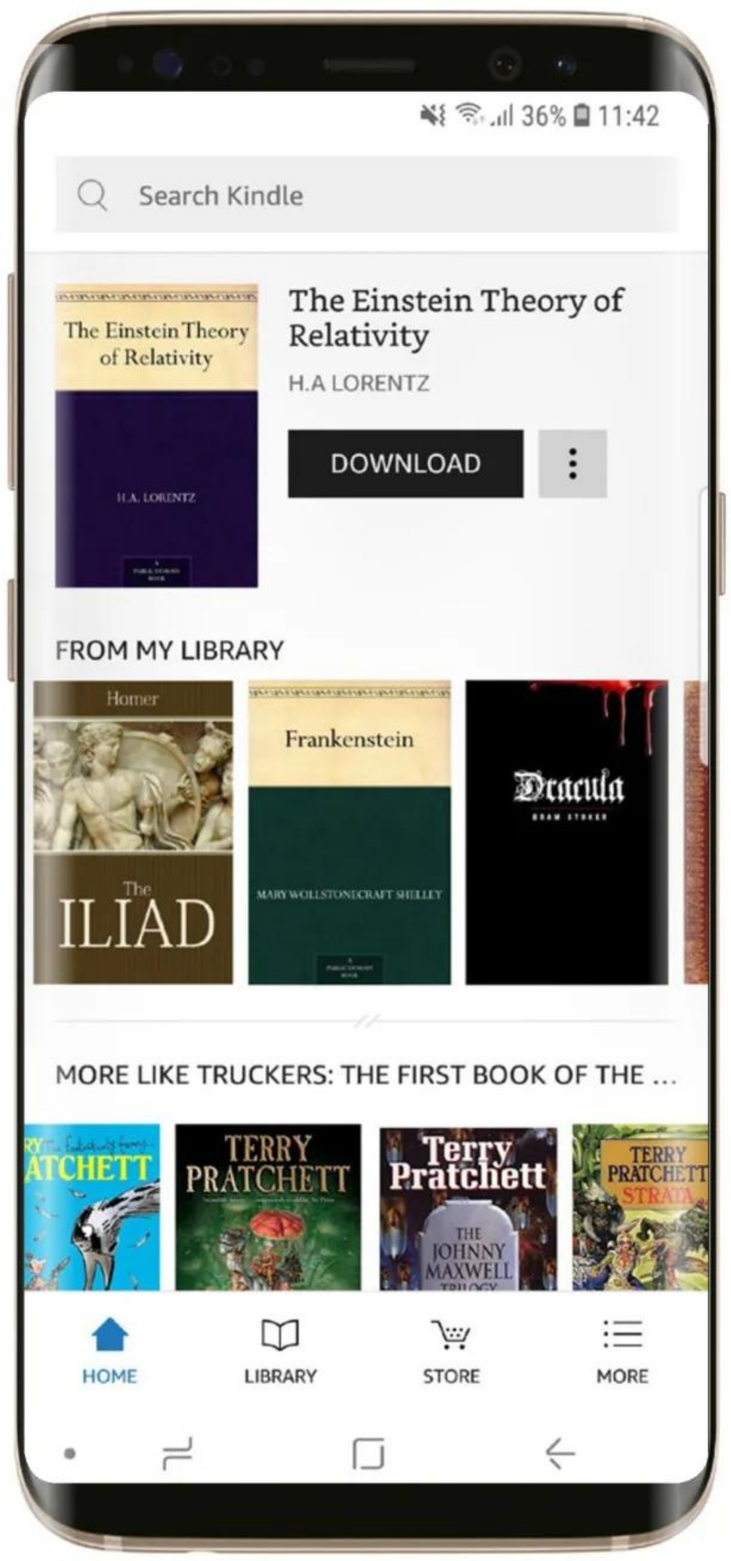


Fig 1 (right) Read and buy books on your Galaxy with Amazon's Kindle app

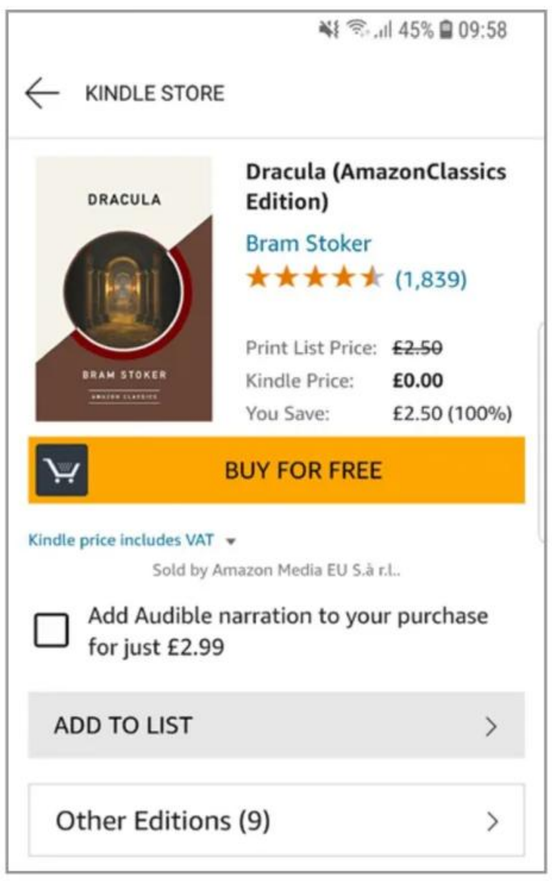
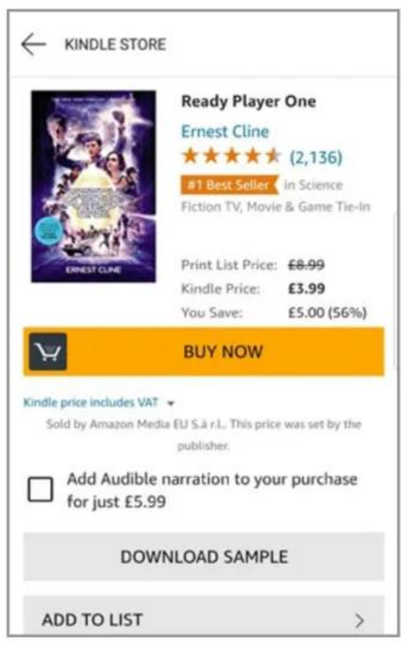


Fig 2 (above) Download a free Kindle Book on your Samsung Galaxy device

Getting started

On opening the app tap Start Reading. You'll be asked to login to your Amazon account. If you don't have one tap Create an account. Once signed in you'll be taken to the home page. Any books you have previously purchased through Amazon can be added to the app by going into the Library section. Just swipe through your books and tap on one to download and read it. Under the Store heading tap Samsung Book Deals. If you're using the Kindle for Samsung app, you can go to the Samsung Book Deals page to view the books, which are available for free provided you login with your Samsung account.

Samsung users can download one book per month from the available collection without charge. From the selection tap on the book's front cover to visit its details page. From here you can read a synopsis and product details, check out customer reviews or share the book's details page through another app. If you are happy with your choice tap Buy Now with 1-click and the book will be added to your Kindle Library.

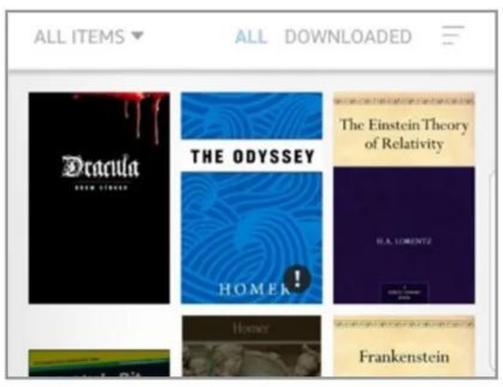


Browse the Kindle Store

Store items are broken into two sections: Kindle ebooks and Kindle Newsstand. Tap on a category to begin browsing or use the search tool. Some Magazines or Newspapers can be subscribed to, and a separate button for Subscribing will appear on the items details page. There are also subsections such as New & Noteworthy, Kindle Exclusives, Kindle Singles and Amazon Original Books. You'll need to have a payment method setup on your Amazon account to buy from the store. This can be done by logging into **amazon.co.uk** or an Amazon App.

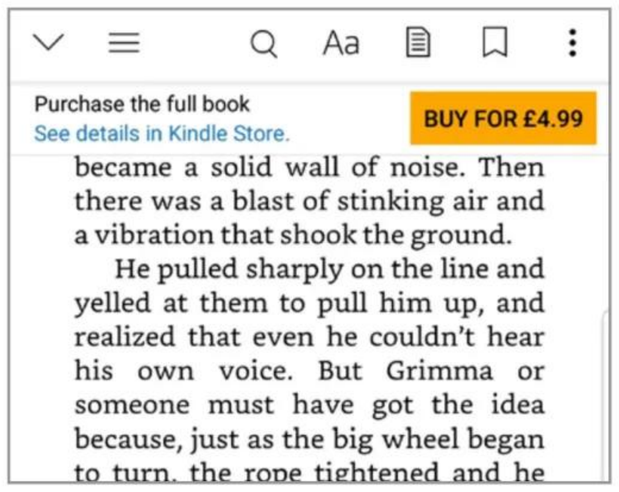
Build a digital library

To find all of your purchased books, simply tap on the Library icon at the bottom of the screen. Tap and hold on a book thumbnail to display the book's options menu. Here you can Remove the book from your device and manage the download in many other ways. Tap Add to collection. Title your new collection, tap Create then tap OK. Repeat this step for however many books you like. From the apps menu under the Library Subheading tap Collections to view and modify your existing collections. Collections are a great way to manage and order your own personal library of digital literature.



Books not downloaded to your Galaxy can be accessed from the Cloud tab on your library

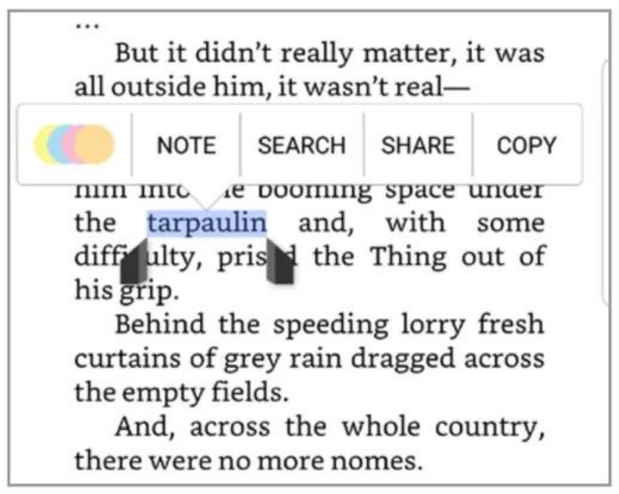
Navigate books



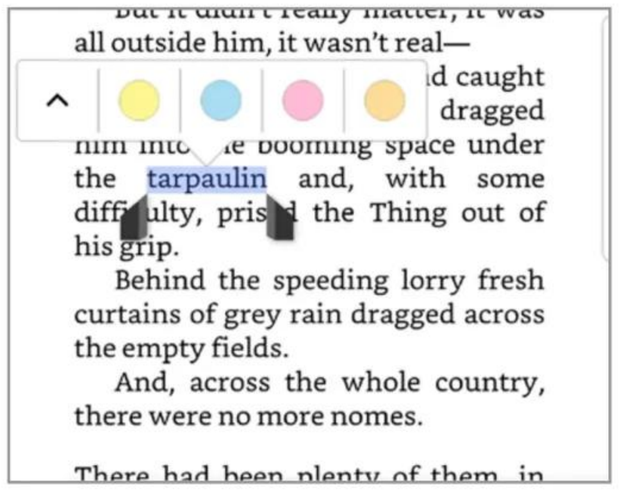
1 Navigation Tap on a page then along the bottom of the screen is a bar; move this to navigate.



2 Add notes Tap and hold on a piece of text to select it. Tap Note to add notes to the page.



3 Search Tap Search to find further uses of a word in the book or search the web.



4 Highlight If there's text you want to mark, tap on the coloured dots to highlight it.

Kindle for Samsung

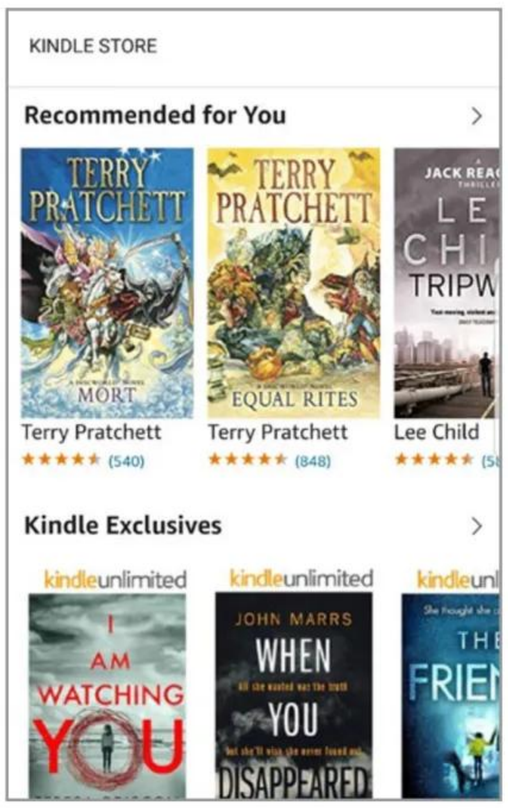
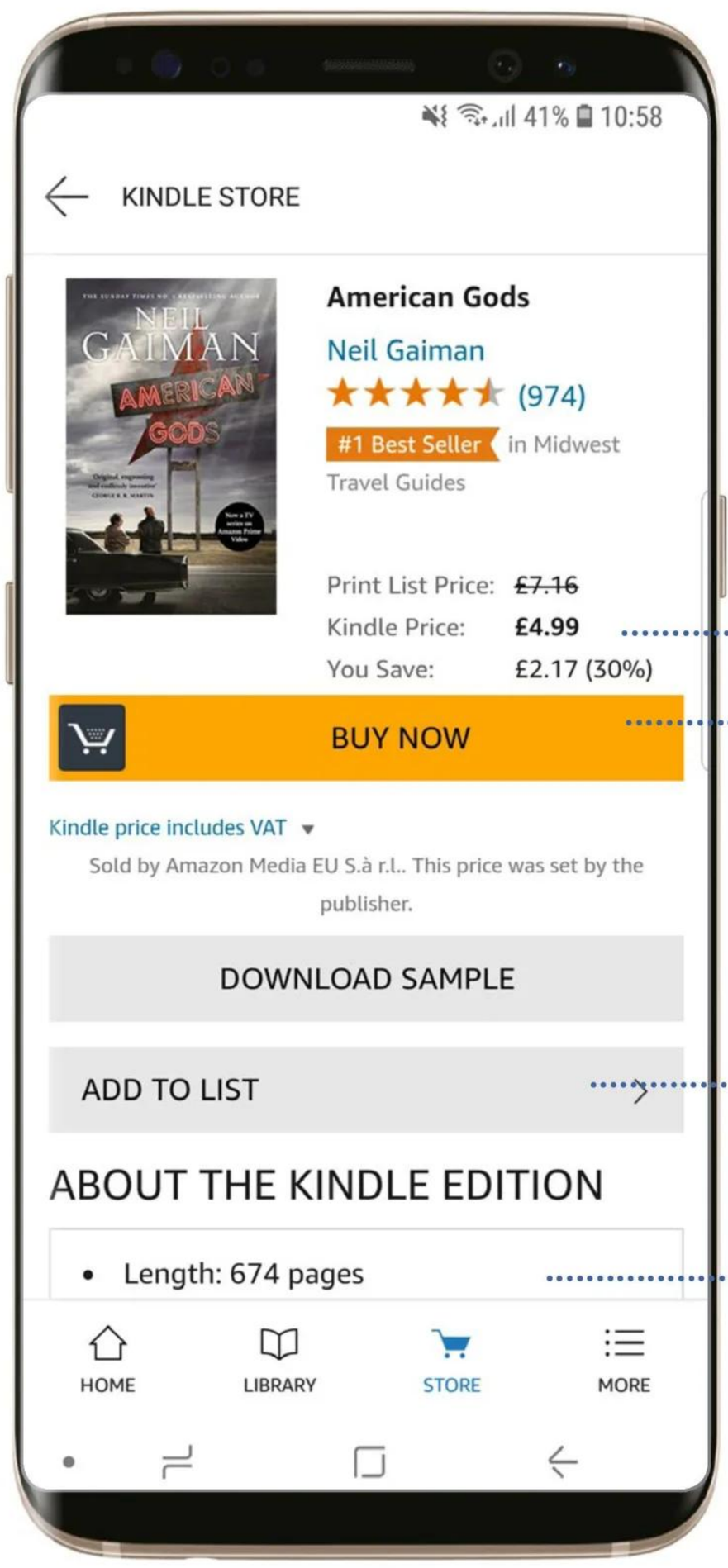


Fig 3 (above) Amazon will recommend other authors and books based upon your reading history

Get recommendations on ebooks

One of the best things about the Kindle app is that it's constantly adding new and engaging titles across all genres to provide the most thorough ebook storefront around. After prolonged use, you'll notice some gradual changes in how the app works for you. You'll see lots of recommendations appearing through several menus accessible from the home page of the app. Scroll to the bottom of the app and eventually you'll find a recommended list based on your previous purchases. The app will also give you recommendations based on specified authors that you access often; again this is all available through the home page after prolonged use. The other ways users can get recommendations through the Kindle is by reading reviews on each dedicated ebook's

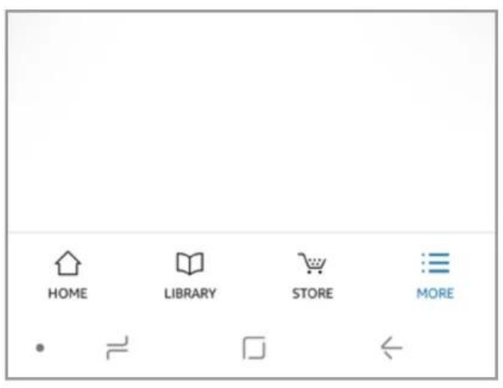


Pricing
Check to see the listing price and download price at the top

Quick pay
Pay for your books quickly with the 1-Click option

Share book
Use the Share tab to link your friends to the listing

Review it
Scroll down and press Review in order to leave your opinion



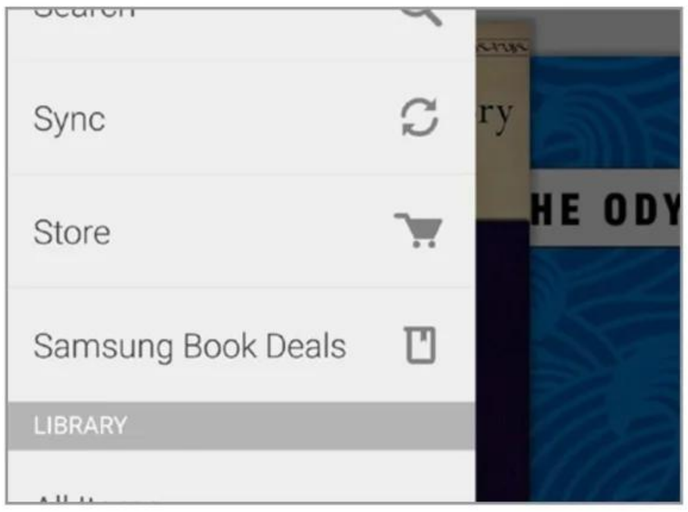
If you're ever lost within the Kindle app you can use the tabs at the bottom of the screen

page. All reviews are stored at the bottom of each page and will help you figure out if a book is worth a download, or best worth avoiding. If you have several friends who also use the Kindle app, then they can also send you links and recommended reads, which you can open up and look at on your Galaxy device.

Reading your ebooks

After you've put together a list of ebooks, you can begin reading them. Amazon is famed for its simple Kindle reading software and the app includes many great features that make it a decent e-reader. First and foremost you'll need to download the book onto your Galaxy, before flicking through pages of the book using your volume keys. By pressing on a particular page, you can then change things like the font size, colour, or simply highlight a word that you don't understand. You'll also be able to use the bookmark feature. As its name suggests, this will create a virtual bookmark so that you can come back to the correct spot later. Once you're finished with the book, you can choose to remove it from your device to help save on internal storage. If there are words you don't know, you can press it for a second and then select the search option.

Get free and exclusive books



1 Book deals Open the Samsung Book Deals page through the side menu to claim your free book.



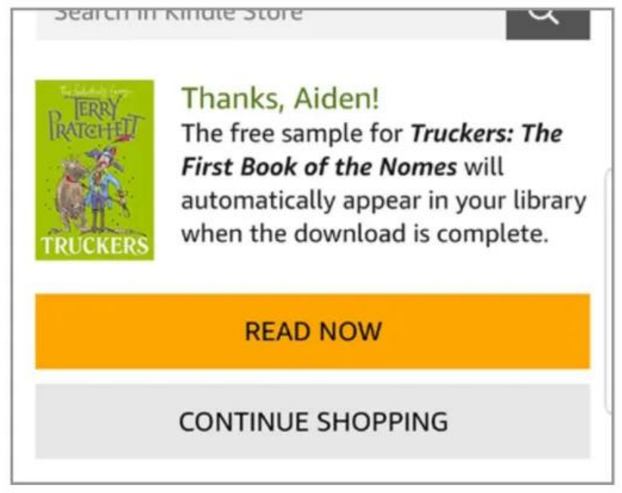
2 Make a choice You'll have a choice between four books per month; just select the one you want.

The apps

How to buy a book



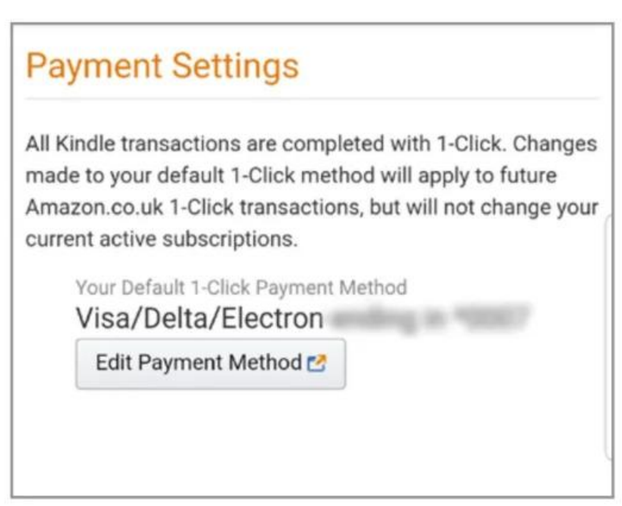
1 Choose book Use the Kindle Store and search function to find a book you want to purchase.



2 Sample Before buying, use the Try it Out tab to read a sample of the book for free.



3 Login Go back to the book's screen and press the 1-Click tab and log in to your account.



4 Payment Choose an existing payment or add a new one before confirming the purchase.

Samsung Music

Use the music player app to play your favourite songs on the move

You'll use it to...

Play music
Load music onto your Tab and listen to it while on the move

Control track order
Modify the order you play tracks via shuffle, repeat and more

Make playlists
Create your own personal jukebox

Import music
Import your tunes via USB

Get info
Search online for more information about your favourite songs

Tweak sound
Change the equaliser settings

Listening to music

Listening to your favourite music is simple on your Galaxy device as it features a cool little music-playing app with a simple control set to enable you to find what you want to listen to quickly and then play it effortlessly (Fig 1). To access it, tap on the Samsung Music app, which in turn will reveal your music files. Browse your music library and then tap on a track to start playing it. If you happen to be on a home screen then you can access a simple set of playback controls to manage your music by swiping down from the top of the screen to access your notifications panel (Fig 2).

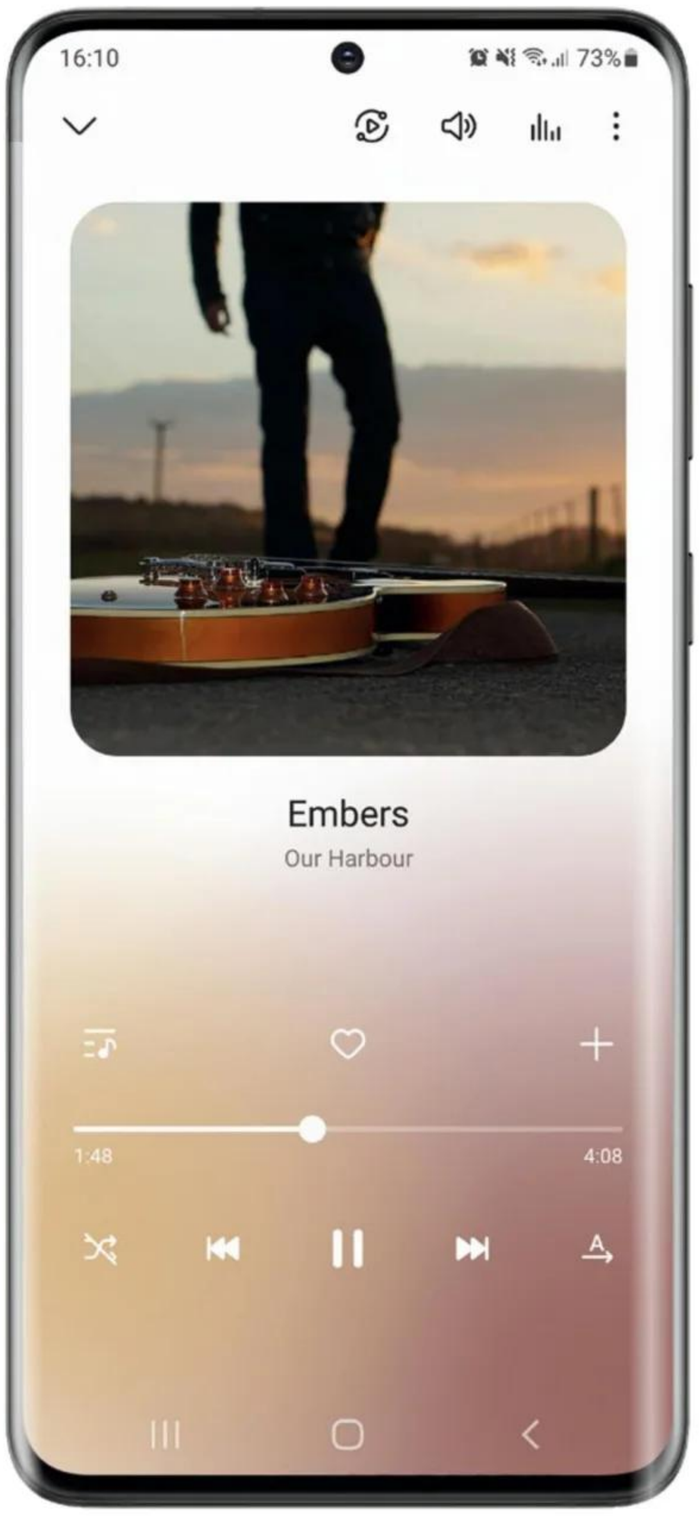


Fig 1 (right) You can shuffle tracks, toggle playing order and even create your own playlists in the playback screen

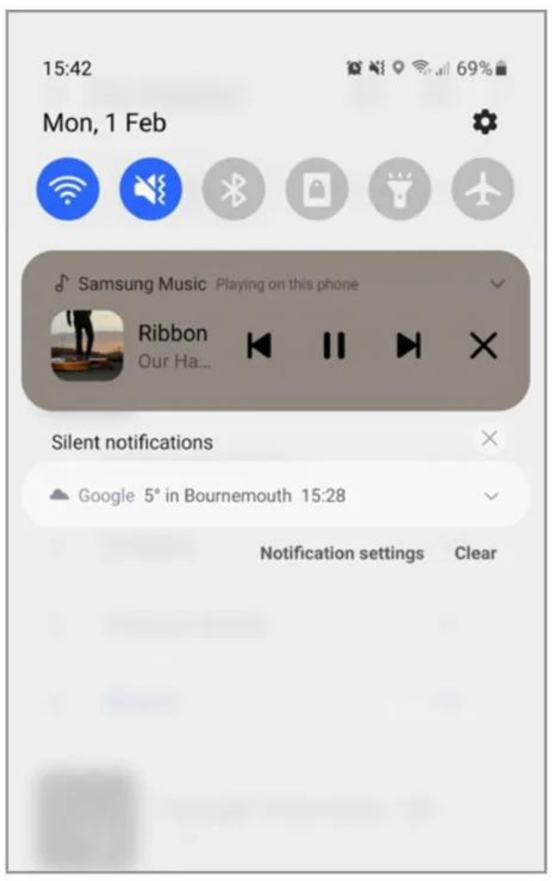


Fig 2 (above) Pull down the notification panel to reveal playback controls

Browse your library

If you currently have a gamut of music files on your Samsung Galaxy then you can, with the aid of Samsung Music, organise them into a library of songs. When you launch Samsung Music you can use the tabs at the top of the interface to locate your music files. The Tracks tab will list all of your songs alphabetically and, moving to the right of the same menu bar, you can tap on Albums to group all of your songs into their respective albums or instead tap on Artists to list all of the tracks by the artist or band who performed them. You can

swipe all the way to the far right in order to reveal the Folder button. Tapping this allows you to see a basic grouping of your tracks in terms of where they're stored. This option is ideal if you want to group different music formats and styles together.

The MP3 is no longer the only popular format out there either. Extra memory (the Galaxy S10's 128GB of storage can be expanded massively with Micro SD memory cards) means that FLAC and WAV-format music files are numerous and common nowadays.

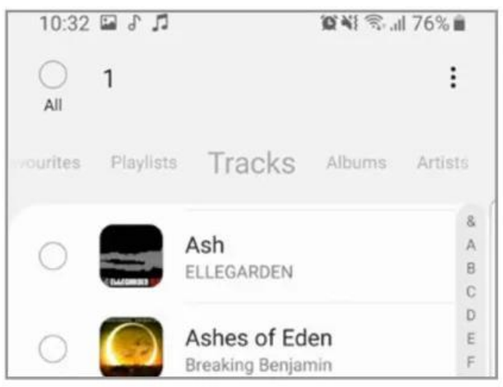


Master playback controls

Playing music provides many additional interface options. The base of the screen shows the basic Play/Pause button in the centre and the Forward and Backward buttons to skip tracks on either side. Tap the track name to be taken to a new play screen showcasing the album sleeve art and plenty more options besides. Swipe the artwork left and right to skip tracks, press the icon in the bottom-right corner to shuffle tracks, and use the icon to the far right to repeat tracks. The interface is simple and accessible to every music fan and ideal for quickly finding the songs you want to hear.

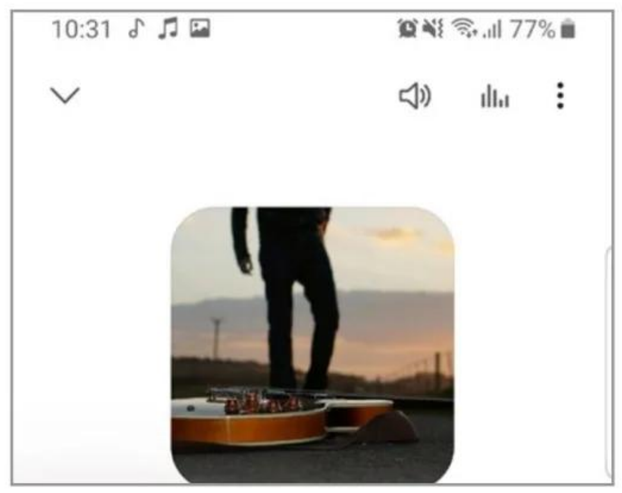
Create playlists

To access a playlist, swipe through the options at the top of the screen until you come to Playlists. If you wish to create a new playlist, tap the '+' icon at the bottom of the screen next to 'Create Playlist'. A new box will then appear. Enter a title for your new playlist and tap Create. Now you need to start choosing tracks to add. Tick the box to select a track and then tap Done.

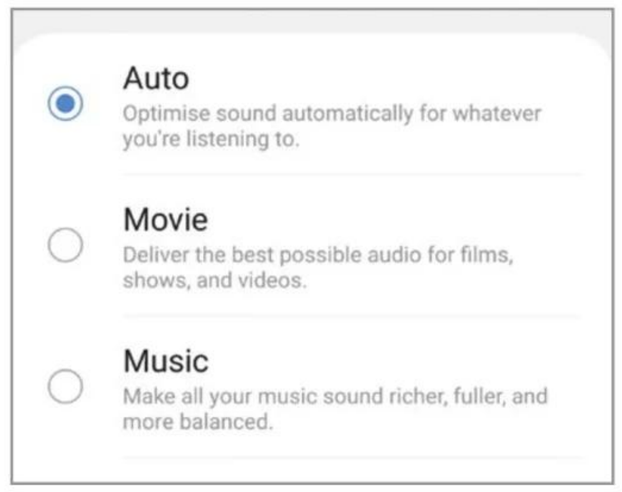


When selecting files for a new playlist, tick the box in the top corner to select all of your music

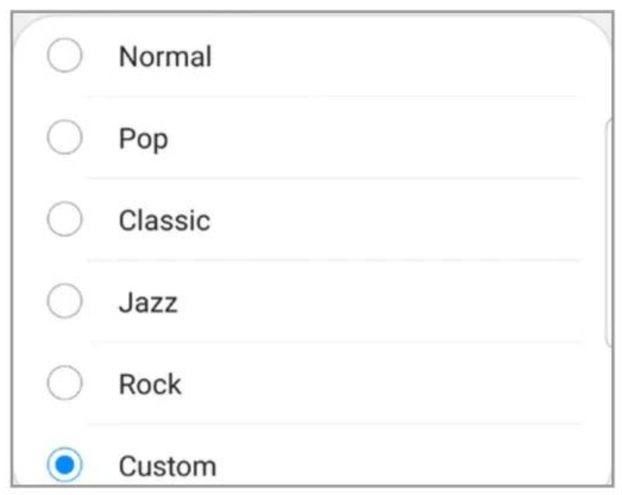
Set the equaliser



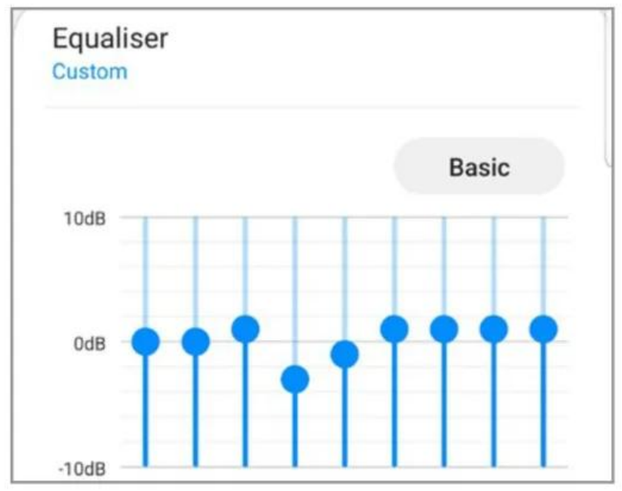
1 **EQ button** The EQ icon is in the top-right corner, next to the more icon. Tap here.



2 **Dolby Atmos** Some Samsung devices allow you to use Dolby Atmos playback settings.



3 **Custom EQ** Tap on the Equaliser option to bring up a list of presets for music styles.



4 **Advanced controls** Tap on the 'Custom' option to bring up a more advanced control set.

Samsung Music

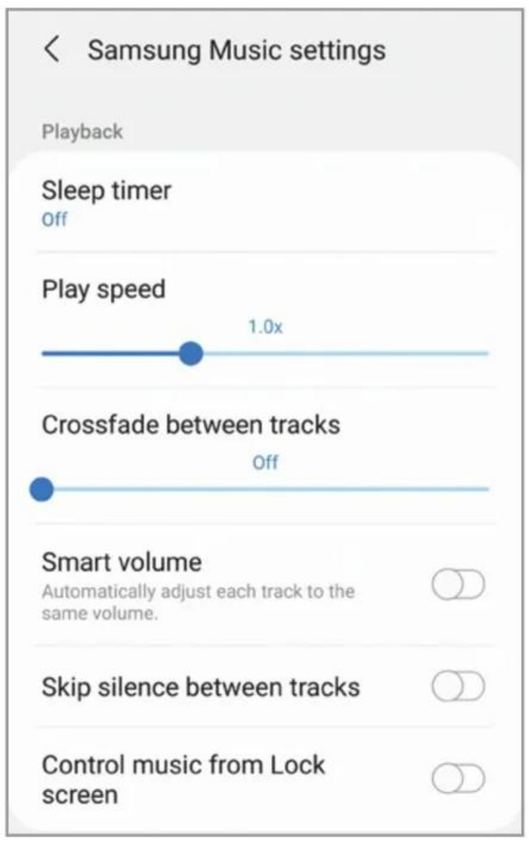


Fig 3 (above) Access the app settings to tweak certain aspects…

Explore the settings

You can access the settings (Fig 3) for the Samsung Galaxy app by tapping on the More option in the top-right corner of the interface. The First option in settings lets you edit which tabs are displayed across the top of the screen. You can tick or untick the boxes next to each category to determine what is displayed and adjust the order in which they are presented across the top of the screen by pressing and holding on the arrow icons and moving them up or down. The next option should be turned on by default, but if you don't wish to access your music controls from your lock screen then you can turn the option off.

Other options within the app settings let you adjust the play speed and enable Smart Volume to play each track at the same

Menu bar
The main menu options for Samsung Music provide the majority of settings and tweaks

Main screen
Your music tracks are listed here. Just tap to play each one and you will be able to control them

Index
An alphabetical search list runs vertically down the right side of the screen. Tap or drag here to quickly scroll the list of tracks

Play controls
The main music controls are listed at the bottom of the screen. The EQ button is also here



To delete a song, tap on the More button, choose Edit and then pick songs to remove

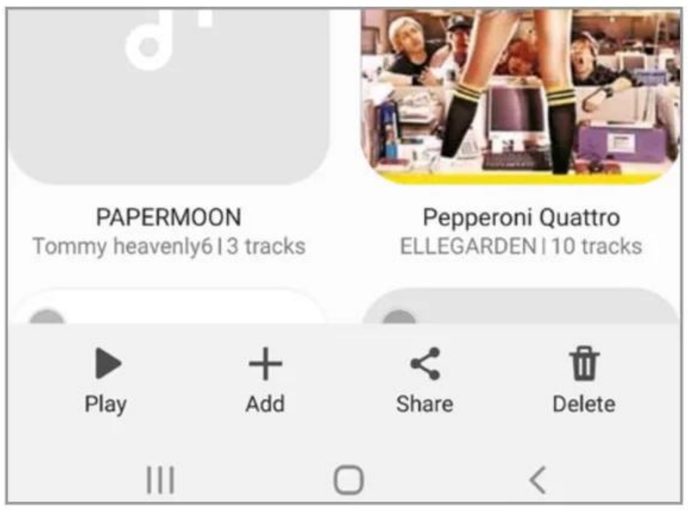
level. Finally, if you like to listen to your music while going to sleep, for example, then you can use the 'Music auto off' option to stop your music after a determined length of time. Tap this option to determine the time before your music stops playing.

Import more tunes

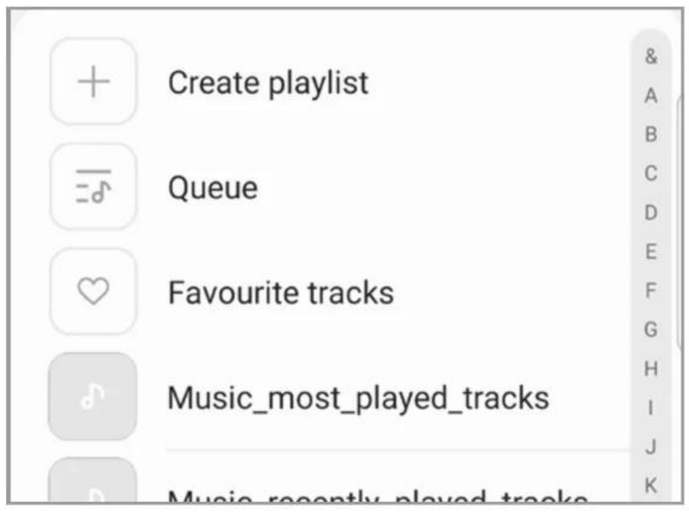
To import tunes via USB, plug the supplied cable into your Galaxy and connect the other end to a computer housing your music archive. Make sure you download and launch the SmartSwitch app for your Mac or PC (go to **www.samsung.com/uk/smart-switch**) and then when you connect your device to your computer using the USB cable you will get a message on your device prompting you to allow access to device data. Select 'Allow' and you're all set. You can even monitor the connection process through the SmartSwitch app on your computer.

Once connected, click on the downward arrow next to your device name and click on the folder icon next to the Internal Memory option. Now navigate your way to the Music folder on your device and drag and drop music files from your computer into this destination to copy them across.

Queue the music



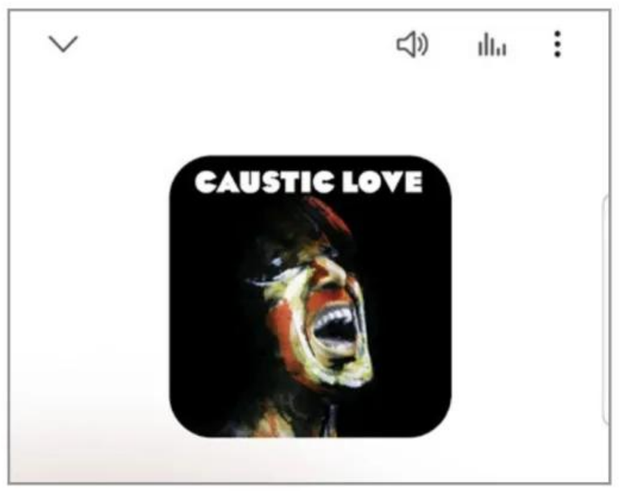
1 Tap Queue On the main playback screen, tap the 'Queue' icon just above the music controls.



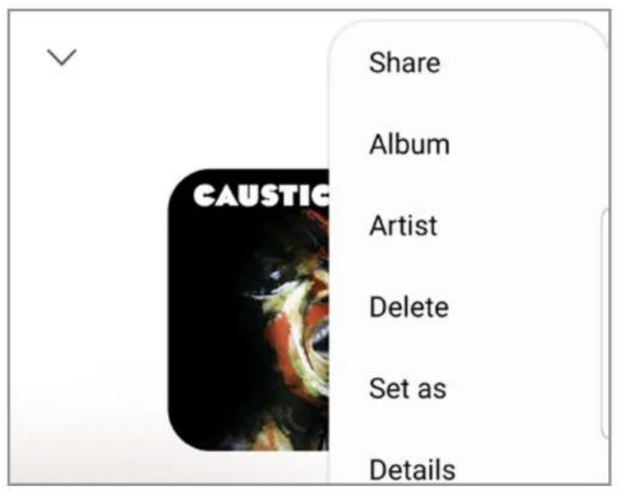
2 Set order Add tracks by tapping the '+' icon and adjust the running order by holding the arrows.

The apps

Get song info



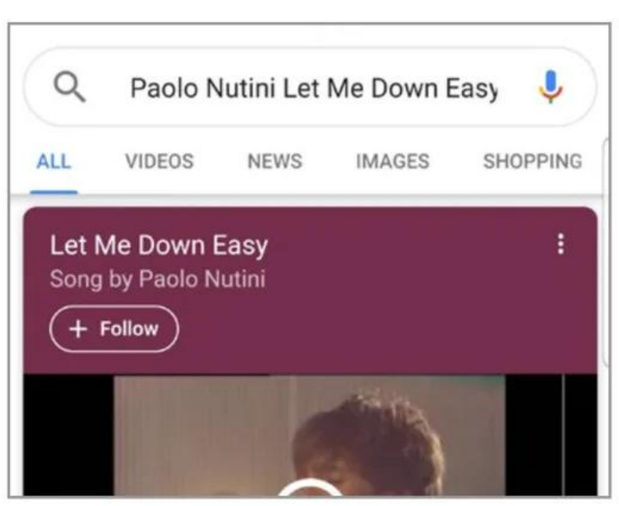
1 Tap More While playing a song, tap on the 'More' option in the top-right corner.



2 Song details Now select the 'Details' option from the menu that appears…



3 View details Information about the song currently playing will then be displayed.



4 Search online Tap the 'Search Online' option and pick a service to find out more.

Video Player

Samsung Video

You can play a wide variety of videos on your Samsung Galaxy device

You'll use it to...

Play movies
Watch a video file on your Tab

Edit videos
Trim your home video clips

Send via Bluetooth
Connect to other Bluetooth devices

Float videos on-screen
Use the Pop-up play option

Upload videos
Share your clips on YouTube

Watching videos

You have the ability to not only play a range of videos that are currently stored on your Samsung Galaxy device, but you can also choose to manipulate them in a variety of ways, such as changing the speed that it plays at or even trimming clips down to focus on the main action without having to leave the Video app. You can also share your videos via other devices and apps, or upload them to the internet.



Fig 1 (right) Video Player makes great use of your Samsung Galaxy's powerful hardware

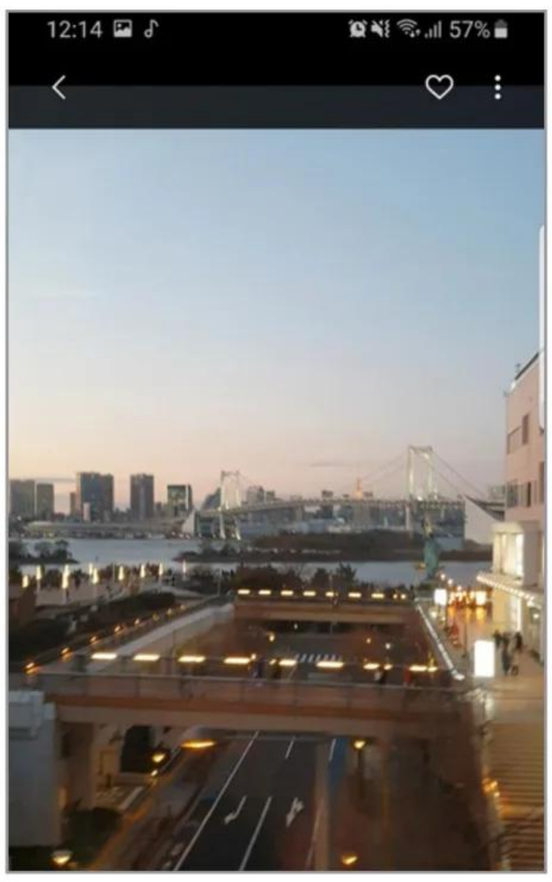
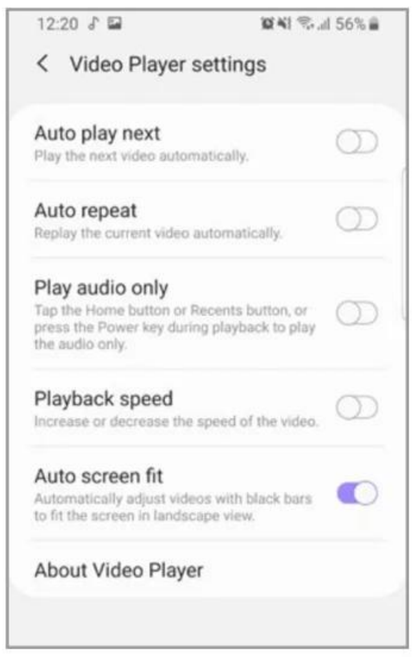


Fig 2 (above) Before you press play, a short clip of the video will be played

Play a file

Playing a video file on the Samsung Galaxy is straightforward, and the video will appear to be quite similar to many other devices playing the same sort of media, albeit with a few tweaks relating to the particular platform, of course (Fig 1). To begin, enter your Gallery app, swipe down and tap on the 'Videos' icon, which will then display the video files saved on your device. Decide on how you would like the files to be displayed by pinching the screen with two fingers to make the grid larger. Alternatively you can spread fingers apart to make the widgets larger. Once you have scanned the files available, tap on the one that you want to watch. As soon as you initiate the file, it will load and then begin to play a short preview automatically (Fig 2).

Depending on the format of the video, you may need to rotate your device in order to view the video at the correct aspect ratio. If the playback controls are hidden from view (they tend to move out of your way, giving you more screen real estate to enjoy the video with, after a few seconds), just tap on the screen to display them again. Press Pause and Play alternately to stop and start the film, and skip forwards and backwards to view other video files. Once the video begins the controls will disappear again.

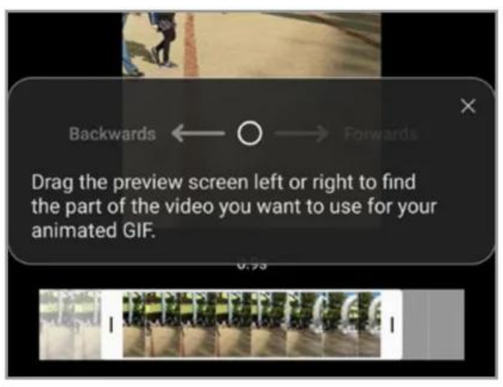


Tweak playback options

While you are playing a video, tap on the Menu button on your Galaxy and a new pop-up menu will appear. Select Settings and tap the Playblack Speed option, and you can then increase the speed at which the video plays so it is up to 1.5-times faster or instead lower it to a minimum of 0.5X, which is half speed. If the files are available on your device (usually .srt files) then you can also switch on subtitles, and you can also get your Galaxy to automatically play the next video file in the line-up. Also, from the Menu button, tap Chapter preview to jump to specific points.

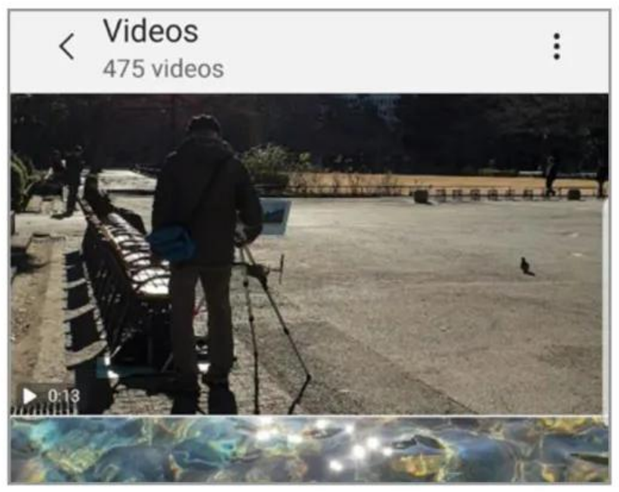
Shoot and tag videos

Of course, on a Samsung Galaxy, videos can also be shot as well as viewed, although in this case the Video app must be placed to one side for the moment as the Camera app comes back into play. To shoot and tag your videos, open up the Camera app and then tap to enter the Settings section at the top left of the screen. Scroll down the menu until you reach the Location tag section. After tapping this, a small window will appear on the screen. Tap on it and the videos you shoot will now be tagged.

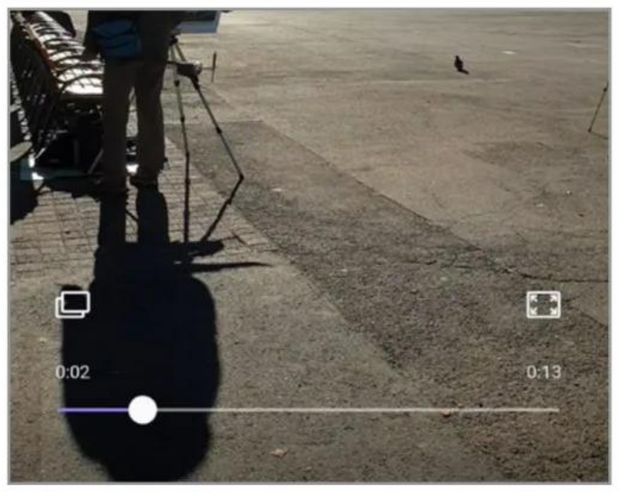


You can create GIFs by tapping the icon at the top of the screen and following the instructions

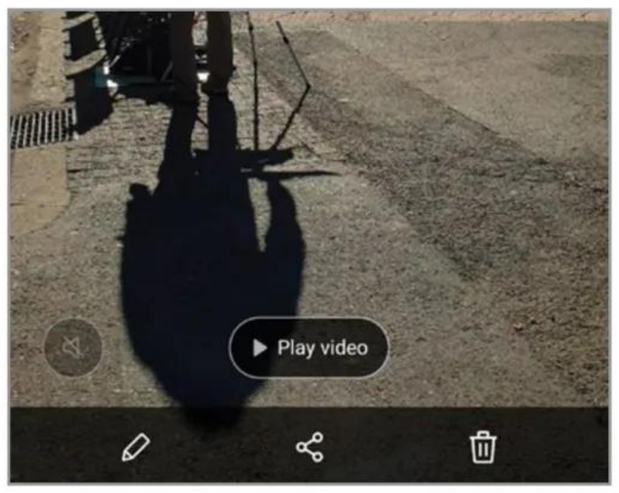
Use Pop-up play



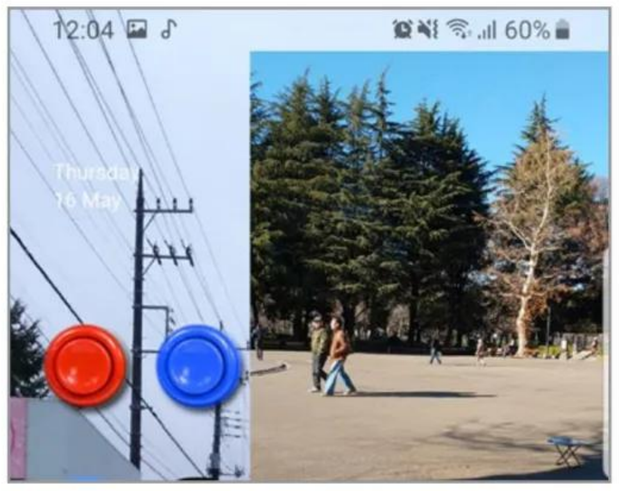
1 Choose video Open the Gallery app and choose the video you would like to play.



2 Play video Tap on your chosen video file and it will then appear on-screen and start playing.



3 Pop-up Tap on the small Pop-up play icon in order to start the function.



4 Move window Move the Pop-up play window around the screen to work around it.

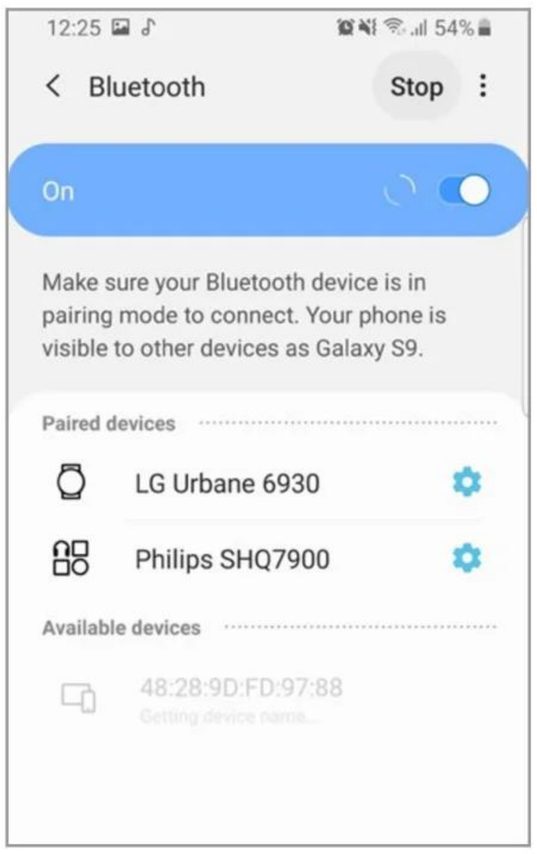
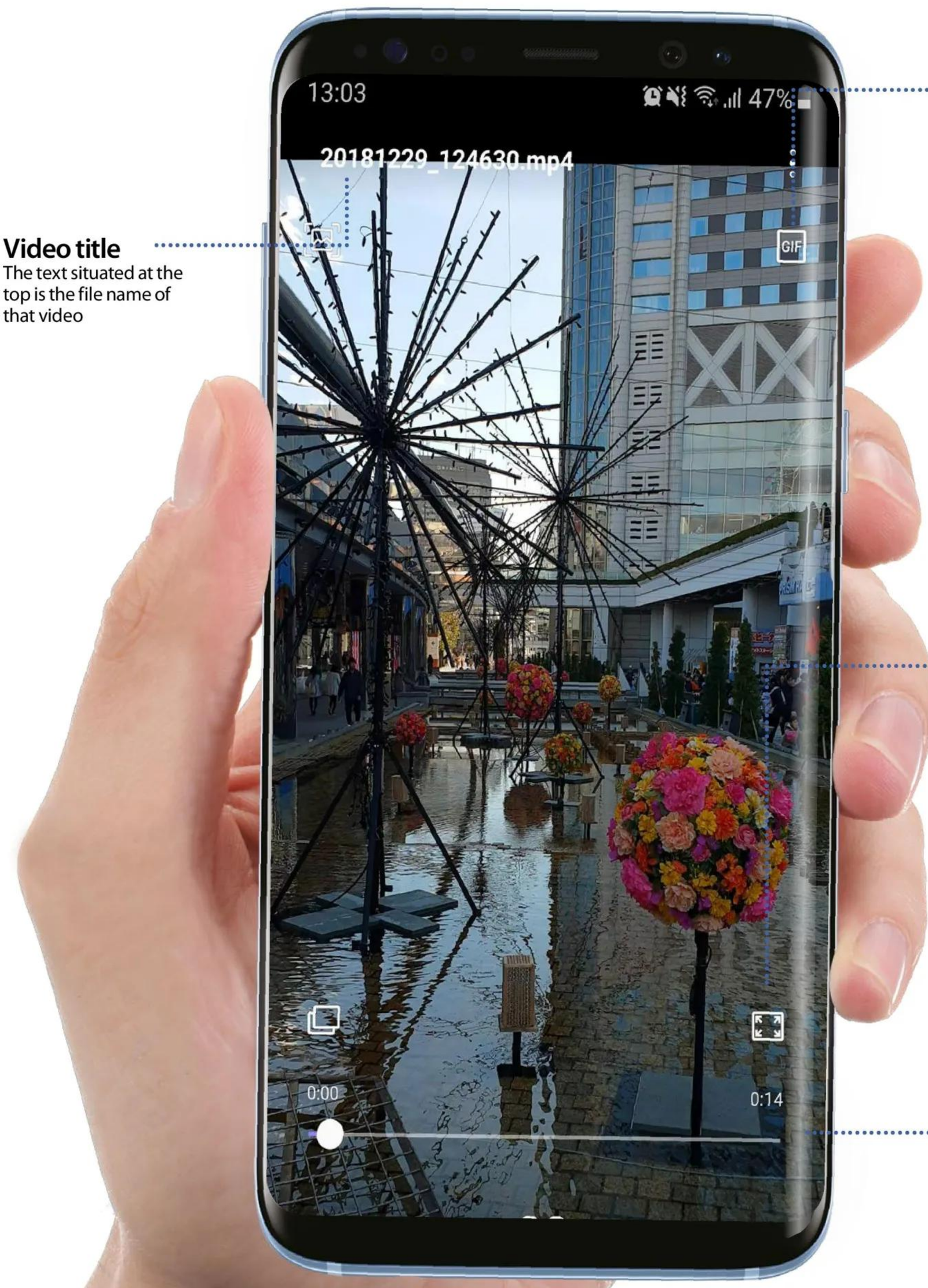


Fig 3 (above) Connect, or 'pair', with another device to send data via Bluetooth

Connect to Bluetooth devices and share media

Sharing files has become almost second nature to users of Samsung Galaxy devices – sharing a video via email, MMS or via social sites such as Facebook is relatively common. You can choose to go direct, however, and share it via Bluetooth – that is, transfer data from one particular device to another. To do so, you will need to switch on Bluetooth, which can be done by entering Settings from the home screen. Under the Quick Settings section at the top is the Bluetooth option. Flick the switch to On and the tiny Bluetooth icon will appear at the very top of your screen. Now, you will need to connect to a device to share data, so tap on Bluetooth beside the switch and then Scan at the bottom of the next screen. When a device is found, it will be listed under Available devices. Tap one to

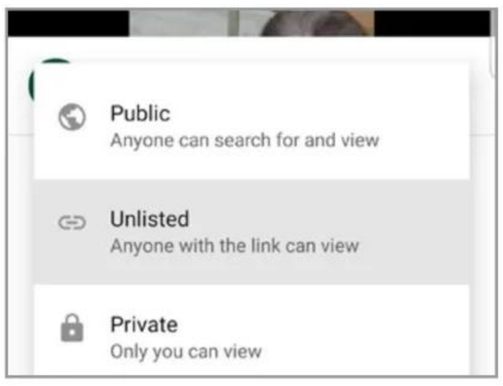


Video title
The text situated at the top is the file name of that video

GIF
Tap this icon to create a GIF from footage in the video. Instructions will be displayed to help you out

Rotate
If the video is in landscape when you meant for it to be portrait then tap this to rotate the video

Running time
Along the bottom is the total running time. The ball shows the current position in the video



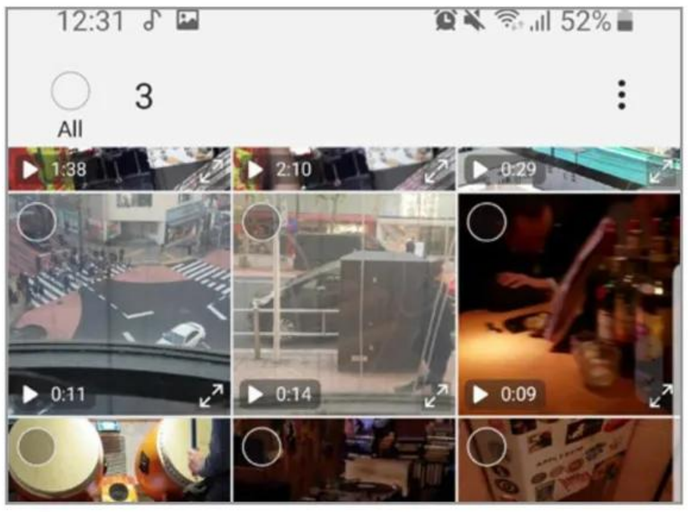
Before you post your video to YouTube, tap on Privacy so you can limit who is able to view it

'pair', or connect, then follow the confirmation request that appears. Now, return to the Video app, find and play your selected video, tap on the share icon at the top, select Bluetooth and tap your paired device; the video will be sent directly to it.

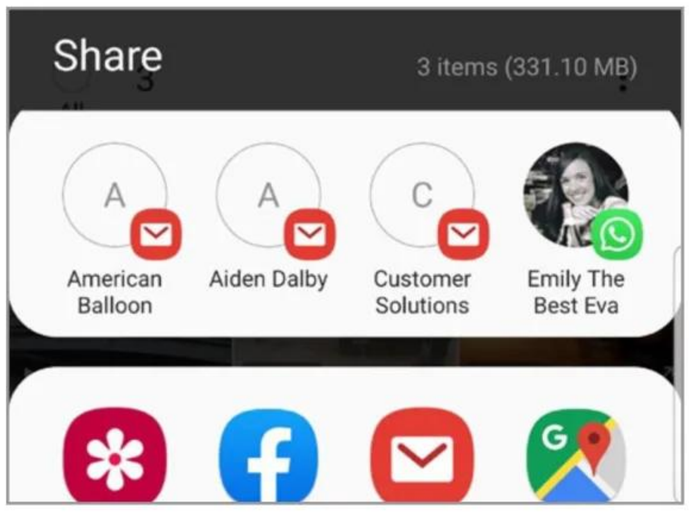
Upload to YouTube

It is possible to share your video with many different devices and services, but posting to YouTube is slightly different because, by doing it this way, you are allowing the general public to view your work instead of an individual or a select group of people. The process of uploading to YouTube is, on the face of it, similar to sharing data with other services. Hence, you open up Video Player and select your video, and then tap on the Menu button to examine the options. Near the top of the menu is the Share via feature, which you can tap to enter a full screen of possible destinations. This is where you can select YouTube. Tap YouTube, and then enter the title of the video you want to upload, a description, tags and, indeed, whether or not you want to make it public. Then tap the upload key – which is the up arrow at the top of the screen – in order to send the video to YouTube.

Select multiple videos for upload



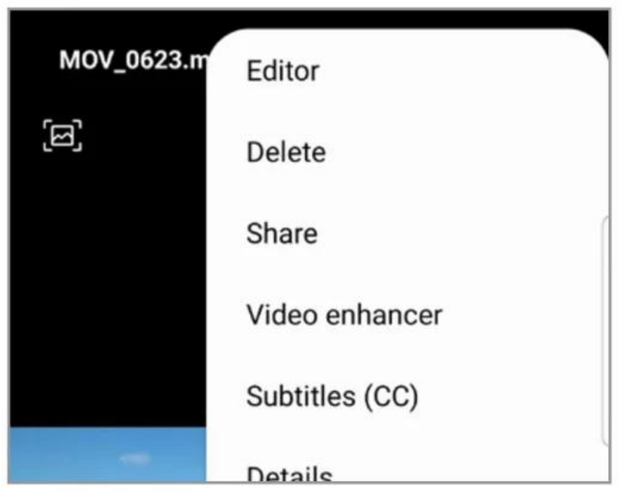
1 Select Share To share multiple videos at once press and hold on any video and then tick them.



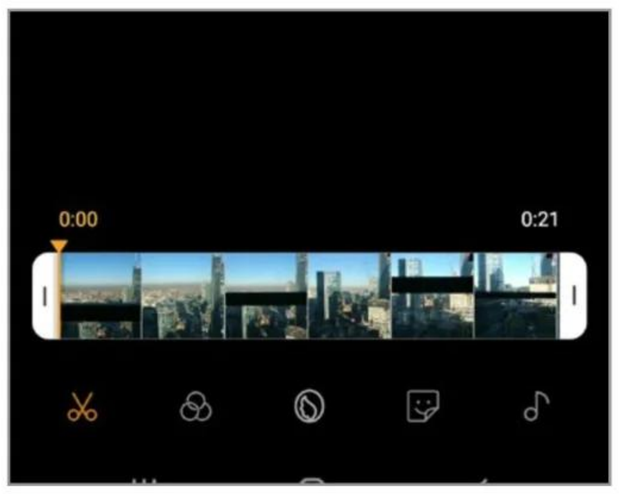
2 Select video Now tap the menu icon, choose the Share Via option and then pick a means to share.

The apps

Edit video clips



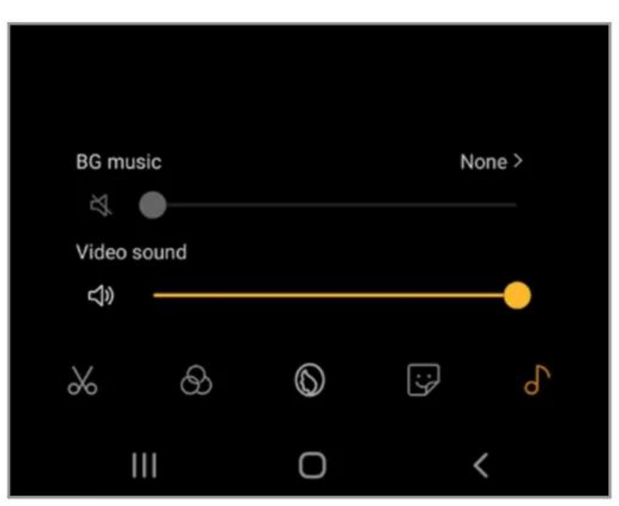
1 Find Editor Start off by tapping the more icon and selecting Editor from the menu.



2 Trim Select trip, tap on the video and then move the frame around the video to trim it.



3 Effect You can select from a range of filters. Tap one to see a live preview over the video.



4 Audio Tap on audio to add background music and edit the audio levels.

Kids Home

Samsung's Kids Home allows you to control which apps your children can use via an intuitive interface

You'll use it to...

Protect the settings on a Tab
Stop children accidentally wiping the device

Track the device usage
Understand how much time is spent on the tablet

Set daily usage limits
Control your children's access to the device and easily ensure use is not excessive

Limit approved media
Ensure kids see only appropriate content

Keep children safe
Ensure they only use content that you approve of



Fig 1 (above right) The app features kid-friendly versions of apps available on the Galaxy device such as the Camera

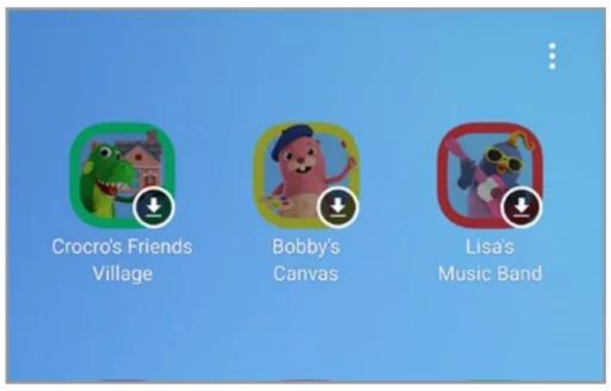


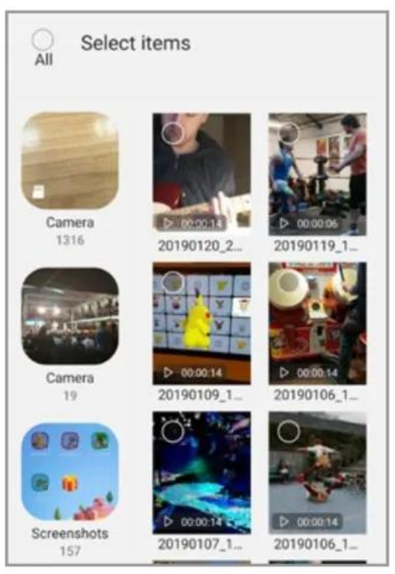
Fig 2 (above) After the introduction screens, familiarise yourself with the Kids Home features

Installing Kids Home

Some Galaxy devices don't have Kids Home installed by default; if you don't, open the Galaxy Apps Store and search for it. Click the icon and you'll be presented with a download option. Depending on the model of Galaxy device you own, opening Kids Home may vary. For some, the link can be found in the Settings toggles, while for others it has an app icon you can find in the App drawer.

Explore the features

The Kids Home app uses large, bright icons that are attractive to children, together with an intuitive user interface and built-in applications. There is also a 'Kids Store' section; this includes both free and paid Samsung and third-party applications for Kids Mode for additional functionality. Kids Mode already includes a drawing and colouring application in which children can either draw their own pictures with a number of brushes or they can use one of a large number of stickers before saving their creations to view in the gallery. A sound recording tool allows children to alter the sound of their voice to match on-screen characters and a camera app enables them to take pictures or videos. Access and usage limits can be controlled individually.

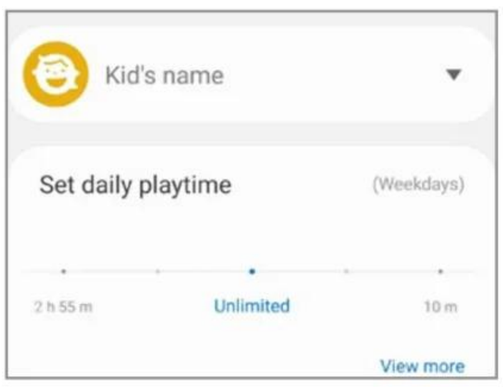


Adding your movies

Kids Mode includes a media player, allowing you to load kid-friendly movies onto your device. This too is subject to usage limits if you have defined them. Internal storage is limited but microSD cards of up to 256GB are available on some devices, so to ensure that the device continues to run smoothly it's best to put movies on the card. This also makes copying the files across from a PC easier. Videos can be approved per item, allowing you to have multiple videos on a card.

Change authorised applications

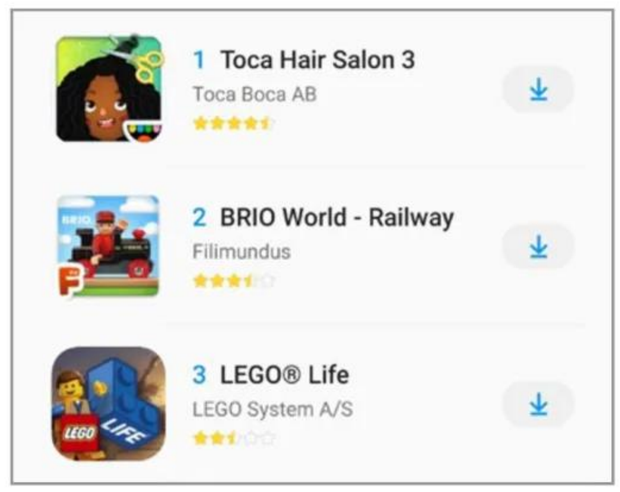
Within Kids Mode, it is possible to add applications that are downloaded via the Play Store or Samsung Apps in addition to the purpose-built apps that can be installed from the Kids Home store. By default, all non-kids Home apps are disabled, so a parent needs to log in (by entering the secure PIN or swipe pattern) and authorise each app individually. Although authorised apps effectively launch outside of the Kids Home app, children are still unable to break out of the limited environment, because if they close the app or press the home button, they will be returned back to the Kids Home interface. Configuration of the authorised applications can be found in the parental control menu, which is accessed using the hand-holding icon in the bottom right. When adding third-party apps, it's important to remember that they're adapted for children, so you should ensure the content is appropriate and that they don't allow the child to break out of the 'walled garden' of Kids Home via access to built-in web browsers or app launchers. Be aware that when applications are updated, they will remain accessible from within Kids Home.



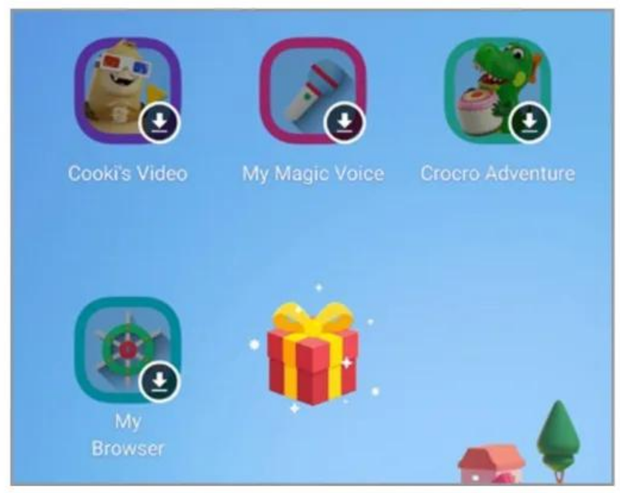
Within Kids Home, you can customise your child's profile; multiple children can have an account

The apps

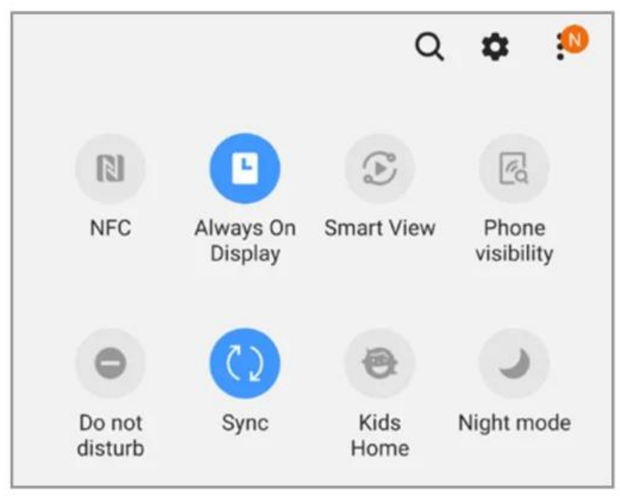
More Kids Home tips



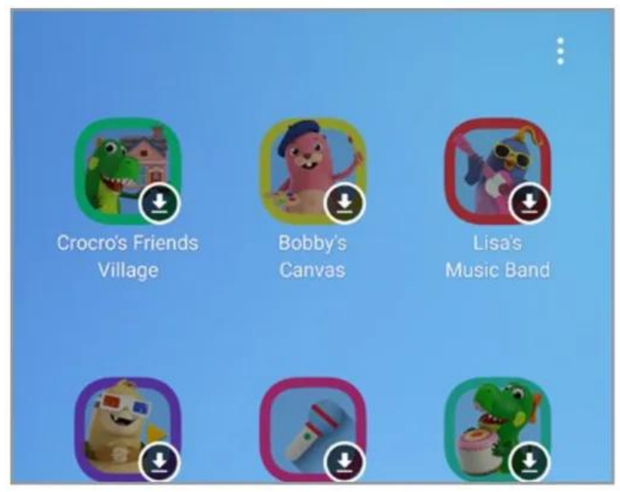
1 App Store Kids Home has a dedicated app store with a section for the best free apps.



2 Using gifts Authorised apps first appear to your children as gifts that they can click to reveal.



3 Launching Kids Home is in the Settings toggles. Drag the notification bar down to see it.



4 Parental controls Tap on the More icon in the top-right corner to access these settings.

Play Books

Play Books is Google's digital book store – effectively the company's answer to the Amazon Kindle – synced to your Google account

You'll use it to...

Browse and buy books
The application allows you to purchase content directly on your device

Upload your own content
If you have your own content, in ePub, PDF or other formats, you can upload

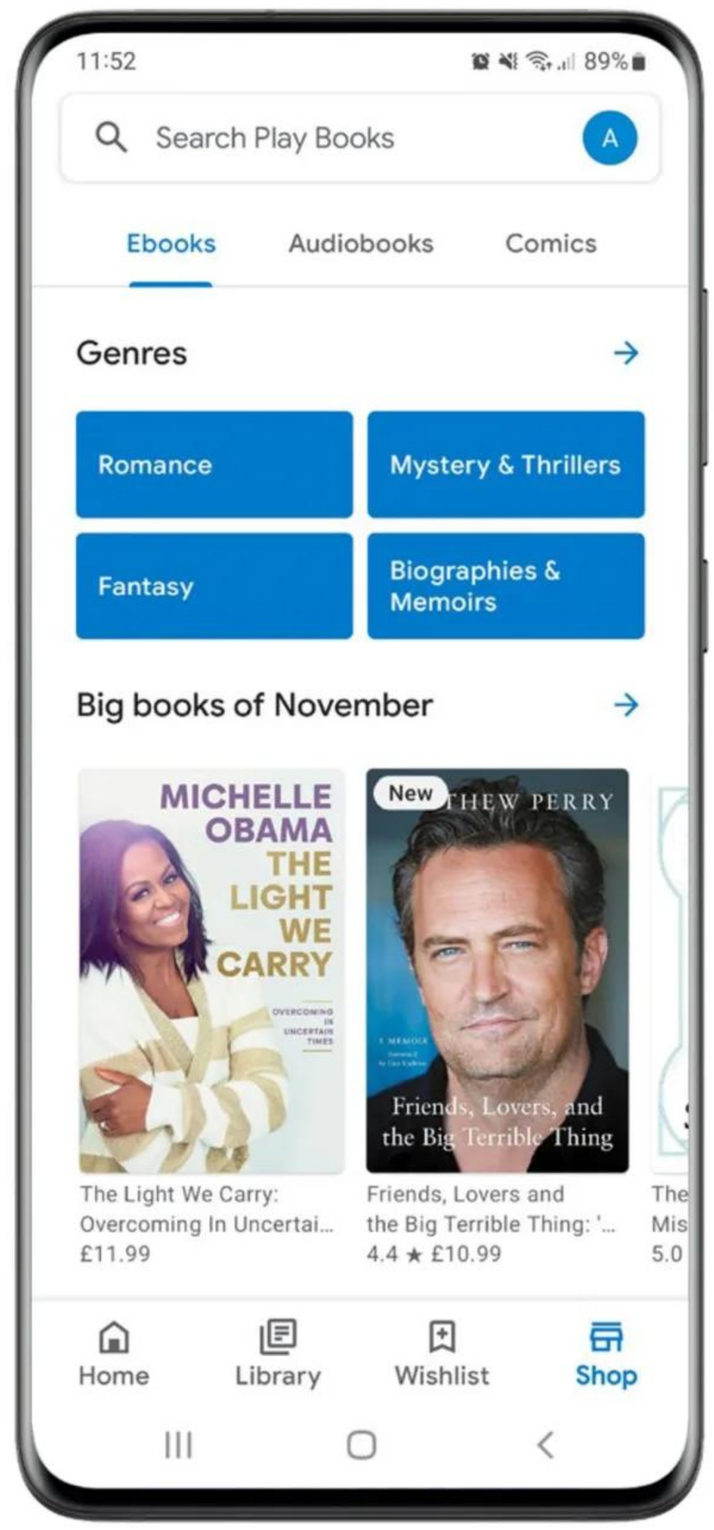
Annotate your documents
You can use Play Books as a way to annotate or highlight your uploaded documents

Sync between devices
It's not just your actual content that syncs between devices, but annotations too

Find new releases
The content buying section allows you to easily find new releases

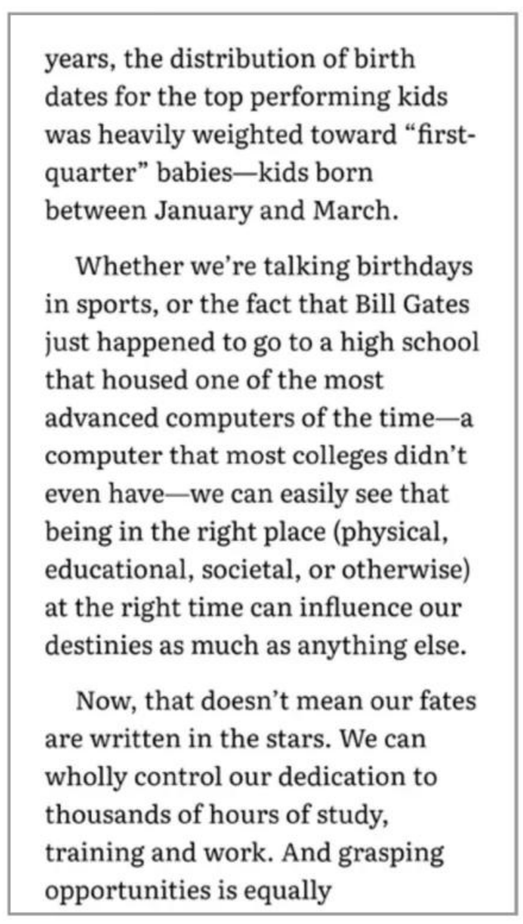
See top sellers
You can also quickly get book suggestions via the top sellers list

Fig 1 (right) Play Books is a rich app experience for reading a variety of different types of content



Much more than just an ebook reader

While the main premise of Play Books is reading, well, books, the application actually offers users so much more. In addition to being a fully featured bookstore, the application also lends itself to reading technical documents and manuals, comics, magazines – in fact just about anything you want to upload to it! Whereas devices like the Kindle are slightly limited by their monochrome E Ink screen, most Galaxy devices have very bright and sharp colour screens for much more versatility.



years, the distribution of birth dates for the top performing kids was heavily weighted toward "first-quarter" babies—kids born between January and March.

Whether we're talking birthdays in sports, or the fact that Bill Gates just happened to go to a high school that housed one of the most advanced computers of the time—a computer that most colleges didn't even have—we can easily see that being in the right place (physical, educational, societal, or otherwise) at the right time can influence our destinies as much as anything else.

Now, that doesn't mean our fates are written in the stars. We can wholly control our dedication to thousands of hours of study, training and work. And grasping opportunities is equally

Fig 2 (above) Although less paper-like than E Ink, reading with Google Play books still provides a good experience

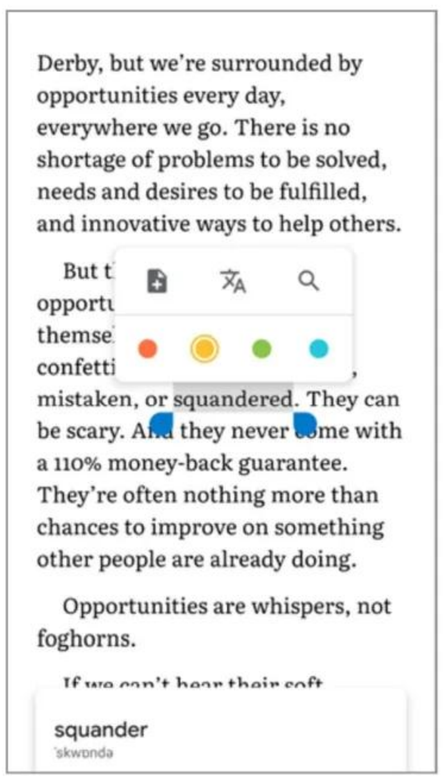
Reading purchased and uploaded content

When using the Play Books application, the user interface is broken down into three sections. First up there is the Home page, which provides easy access to recently viewed content. This is perfect for diving straight back into that book you've been reading. Next, accessed from the bottom-left of the screen, is the Shop. This is effectively a link to the Play Books section of the Google Play Store, where you can find available books sorted in a huge number of ways including top sellers, new releases, genres, comics, children's

books etc. You'll note that there is a section labelled Top Free, which is always popular. As you can probably guess from the name, it's a good place to start for free content.

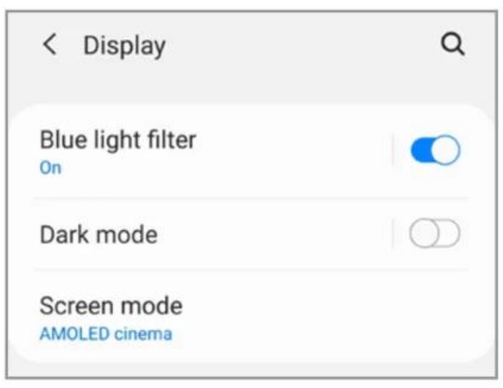
Google is often running Play Books promotions, offering discounted or free paid content – when such deals are active, they are displayed in a banner at the top of the Shop screen. Get in the habit of keeping your eyes peeled for these. Also accessible from the bottom menu is the Library option, which lists content you have purchased or uploaded, arranged in a tab view. You can also view content sorted by series.

You might notice that there is no option to upload within the app. Instead, you have to download an appropriate content type (eg PDF or ePub) and open it, which will present you with the standard Android intent dialogue offering Play Books as a destination.



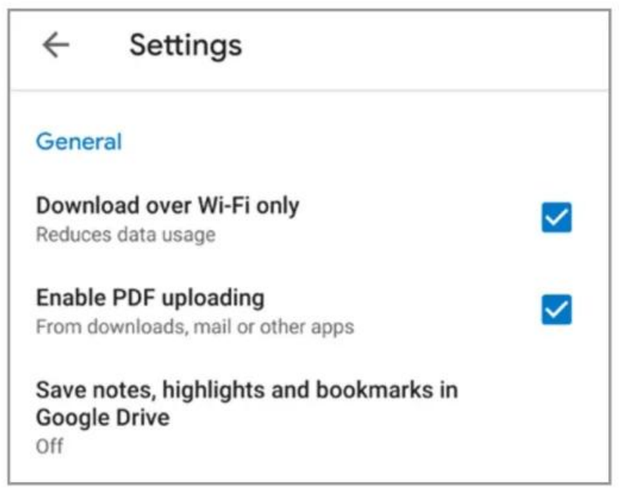
Annotating and highlighting in your documents

One of the most useful features of Play Books, and one that is particularly well suited to the rich screens of Galaxy devices, is annotating and highlighting your documents. The process is incredibly easy – simply press, hold and drag on the screen to select a piece of content and a small bar of options will appear. The coloured circles are used to set a highlight colour; the magnifying glass searches for other instances of the selection in the document; and there are also copy and paste icons as well as an icon with a piece of paper and a '+'. This is the shortcut for when you want to add your own note to the text. If you select a single word, you will see a dictionary definition of that word appear at the bottom of the screen, too.

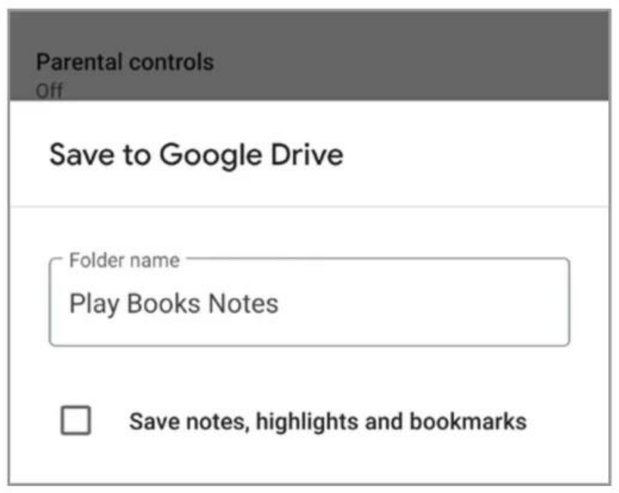


Use the Blue light filter from the Settings app to reduce eye strain when using the screen at night

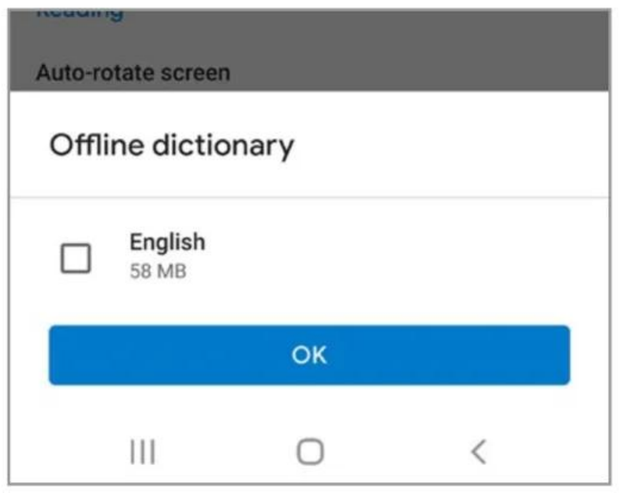
Tweak the settings



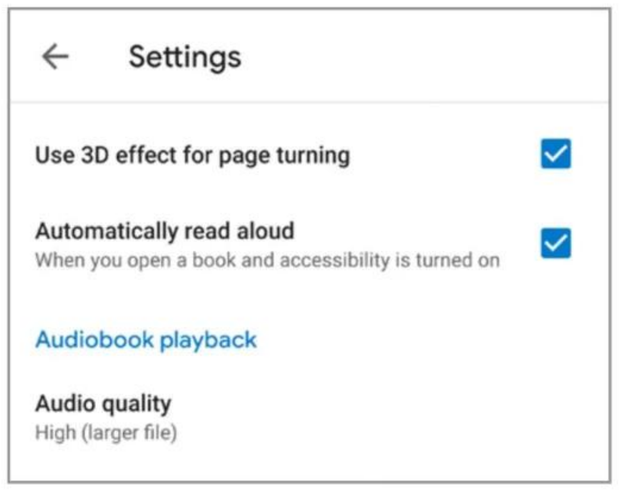
1 Enable PDF uploading The PDF upload option lets you send content from other apps.



2 Save notes to Google Drive Annotations can be synced to Google Drive.



3 Improve offline use The Play Books dictionary can be saved for offline use.



4 Read books aloud Play Books can convert any content you like into an audiobook.

Google TV

Google TV is the home of your online video content, bringing movies and TV to your phone

You'll use it to...

Stream movies
Google TV includes an expansive library of new and classic movies ready for streaming

Stream TV shows
As well as movies, the app also offers TV shows, by episode or series

Buy content
Content can be rented for a limited period of time or purchased to keep

Manage a watchlist
A watchlist allows you to manage content, both current and future

Discover new titles
Pre-defined tags help you discover new video content via the Play Store

Connect to other services
Sign into Disney+ or Amazing Prime Video to watch content from those services

Use Google TV to access film and TV content online

Google TV allows you to access online video content on your Galaxy device. Linked to the Play Store, the application enables you to either stream or buy both movies and TV shows. Pricing varies and is tiered based on whether the content is standard definition, high definition or 4K. Rented content should be started within 30 days and finished within two days.

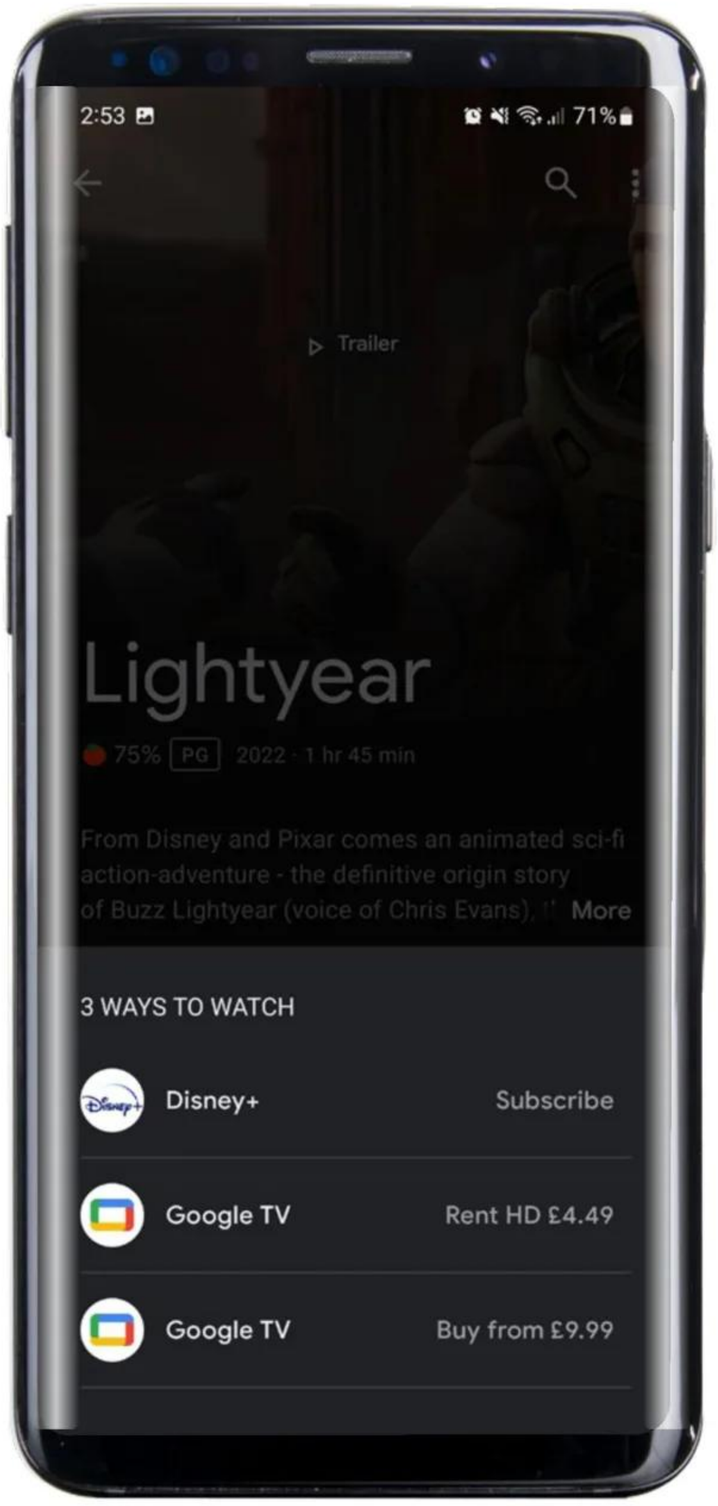


Fig 1 (right) Pricing varies depending on content type

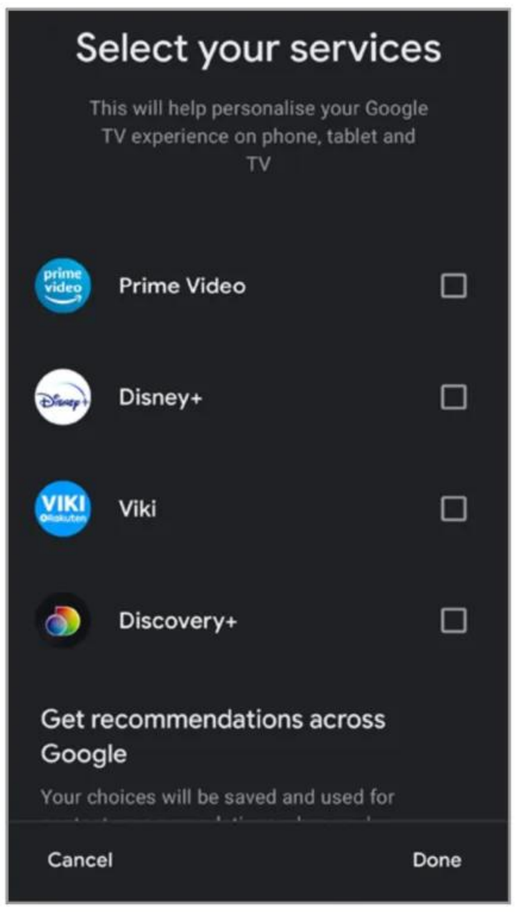
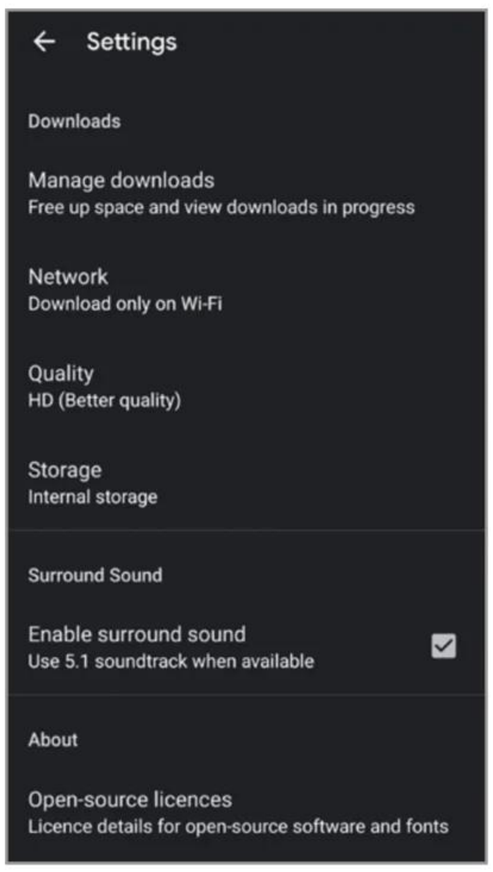


Fig 2 (above) Google TV can act as a hub for all of your streaming services

Find and watch content on Google TV

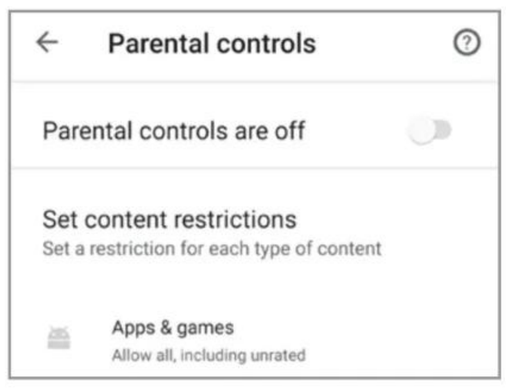
After launching the application, you should go to the main Shop screen, which includes a number of movie categories including New Releases, Top Selling and Hot Deals, together with a Recommended For You section based on your previous viewing history. The first page is a good place to find discounted content, typically including £10 and £5 sections and content bundles. You'll also note a section labelled 'Top pre-orders'. You can use this area to browse future content and add any items you like the look of to your wish list. After doing so, you will be alerted when the chosen title is released and ready to be watched. After buying or renting content, it will become available in the Your Stuff section of the app.

This is broken down by movies, TV shows and your watchlist. The best part of Google TV is that you can connect the app to several other video streaming sites such as Amazon Prime Video, Disney+ and more. Google TV then works as a hub for all of your video content, allowing you to watch all services through the one app. Tap on the account icon followed by Manage services and then you can log into your other account and begin watching content through Google TV.



Watch content even when you are offline

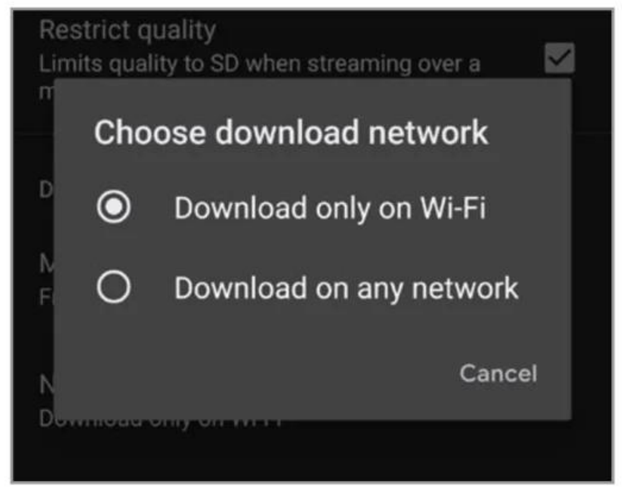
The streaming economy means access to a massive amount of content, but the downside is that if you are in a situation where you have no Internet connection (or a slow or expensive Internet connection) such as on a flight, then it is not necessarily ideal. As you'd expect, Google TV has the answer for this type of situation, by providing offline downloads. Content can be downloaded in standard or high definition when a Wi-Fi connection is available for watching later. Video files can be very large, so you'll need to keep an eye on your available storage space. Not a problem if you have a 1TB MicroSD card, but it might be an issue if you have just the onboard memory. Google TV allows you to authorise multiple Galaxy devices against your Google account, which means even if you have purchased or viewed content on one device, you can still access it on others. This allows you to manage content purchases on your phone, but perhaps watch on a device with a larger screen, such as a tablet.



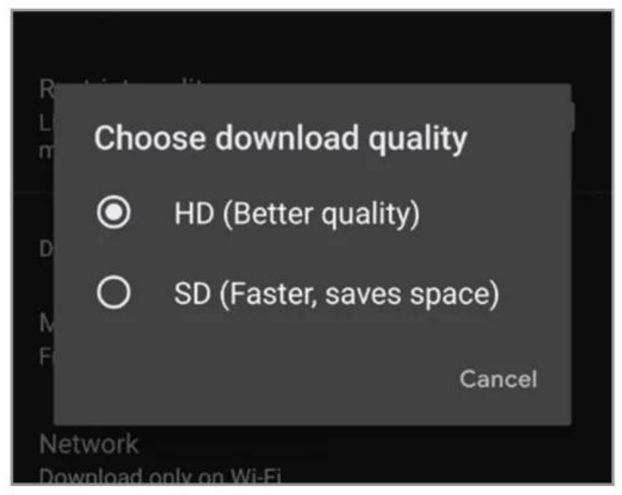
The Parental Controls option allows you to limit the content available without entering a PIN

The apps

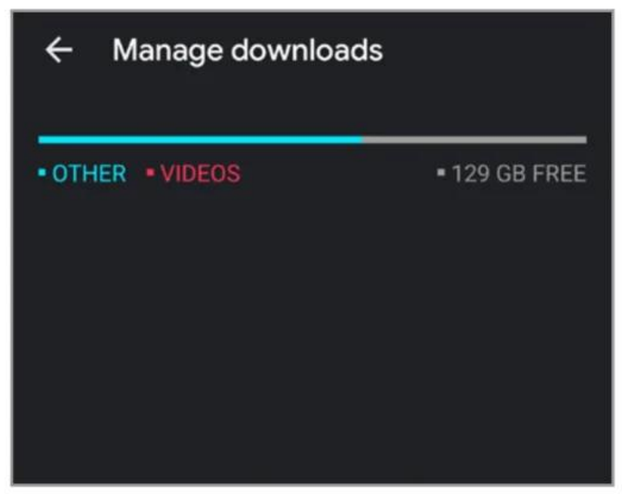
Save your bandwidth



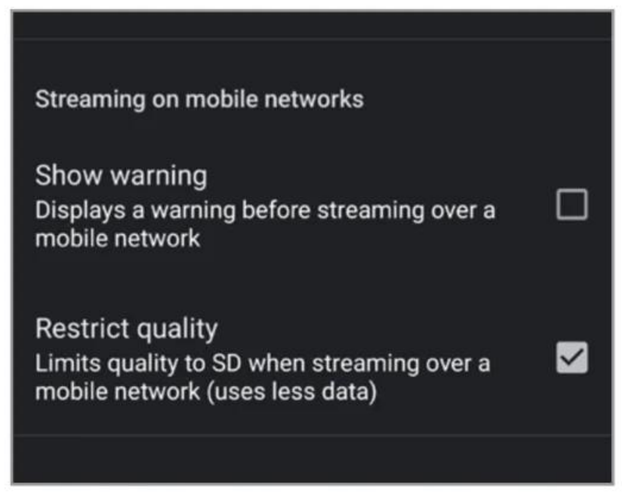
1 Download on Wi-Fi only A video download on mobile data can use all of your allowance!



2 Configure preferred quality Downloads can be configured to use SD to save space.



3 Manage downloads See storage usage on your device using the download manager.



4 Mobile preferences Set the app to play only SD streams when using the mobile network.

Google Home

Stream music and video from your Galaxy to Google devices around the house

You'll use it to...

Stream audio
Stream from music, radio and podcast apps

Stream video
Watch content in up to 4K UHD and HDR

Group speakers
Set up your own wireless audio network

Stream screen
Cast what's on your phone onto a TV or to a speaker

Look at photos
Share your favourite images on your TV

What is Home?

Home is your hub for all of Google's streaming devices; you can manage Chromecasts as well as Google Nest devices. Chromecasts are small devices that stream content over Wi-Fi, are cheap to purchase and can be set up in a few simple steps. The Google Nest device is a voice-activated speaker, enabling you to access news, music or ask questions using just your voice. Once your device has been set up through the Google Home app, you can go into its settings and give them new names to make them easier to distinguish.

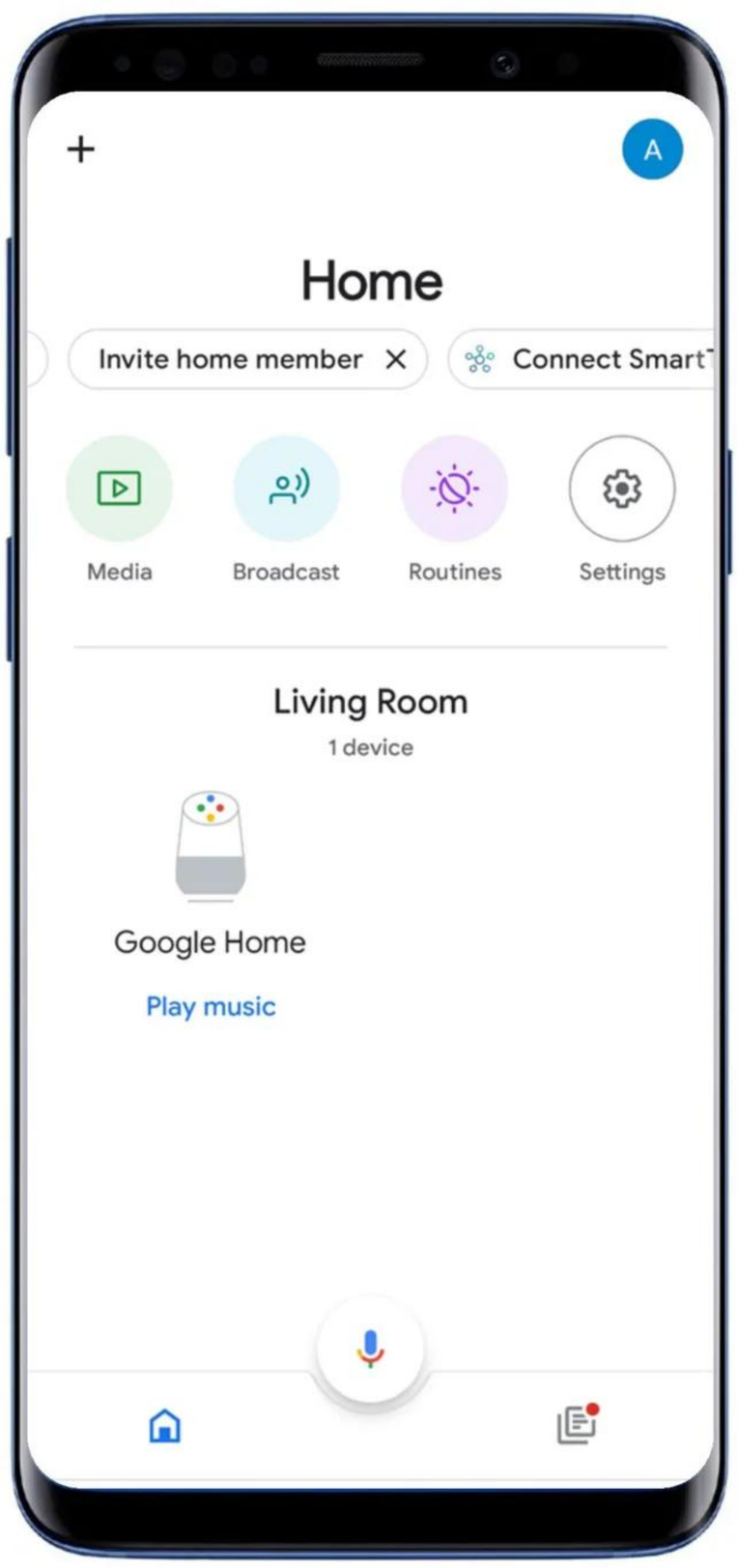


Fig 1 (right) The Home app will show which content currently trending in your apps can be streamed

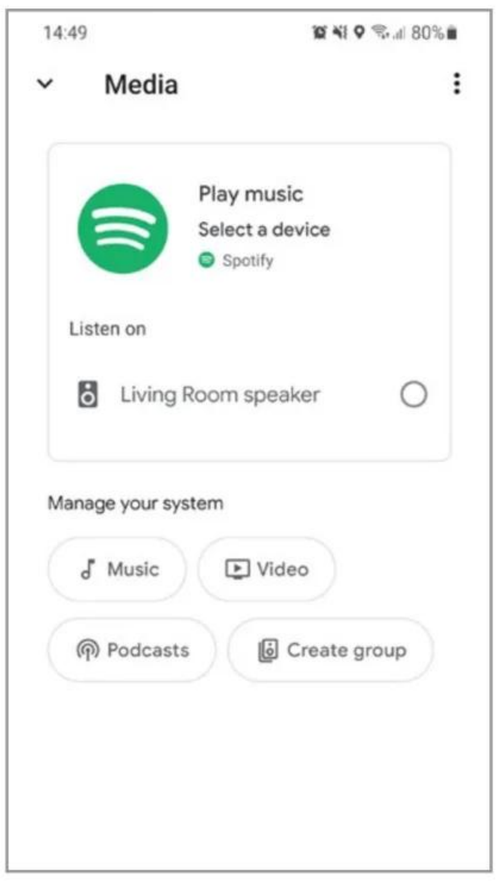
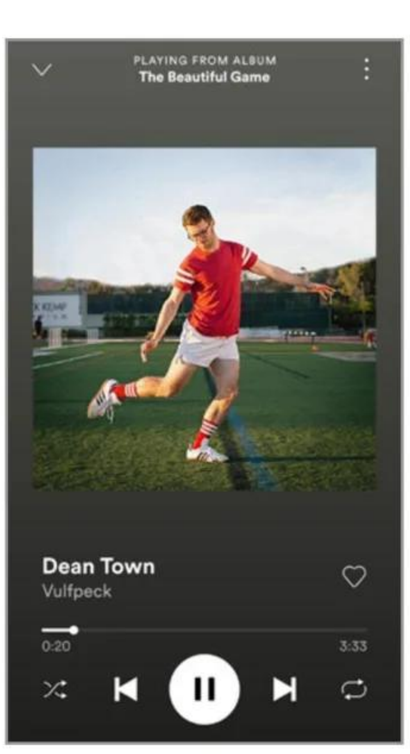


Fig 2 Home will recommend content based on what's trending in your apps

Stream films

There are two types of Chromecast devices that can stream video: Chromecast and Chromecast with Google TV. Both are tiny devices that plug into your TV via HDMI but the Google TV model is more powerful and as such, is capable of streaming in 4K Ultra HD and HDR. While you're streaming from your Samsung Galaxy you can also answer messages or make phone calls without interrupting the video. There are a number of compatible apps that can stream to Chromecast such as Google Play, NOW TV, BBC iPlayer, and there are a couple that stream in 4K including Netflix and YouTube.

Chromecast and Chromecast with Google TV can also stream music to your TV. Open a music app such as Spotify, choose the Stream to the device icon, and then use the Galaxy as a control to change volume and skip songs. Also, if you've been on holiday and want to share your photos on something bigger than the Galaxy's screen, you can cast to a TV.

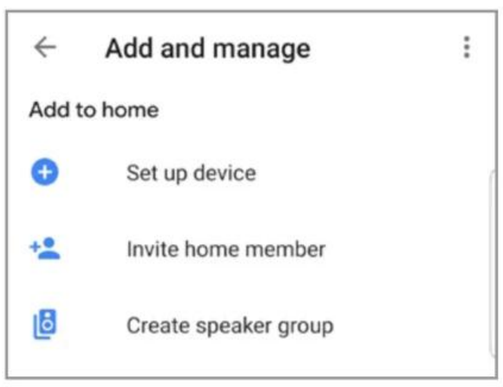


Cast your tunes

Chromecast Audio plugs into a speaker via a 3.5mm jack, and streams audio over your home's Wi-Fi. Samsung Music, Spotify, BBC iPlayer Radio and more have cast icons in them so you can stream their content to your devices. If you have more than one Chromecast Audio you can group them together in the Home app, then use your Galaxy to stream the same thing across multiple speakers. Guest mode can be turned on from the device's settings and allows your friends to cast from their devices without having to connect to Wi-Fi.

Your intelligent assistant

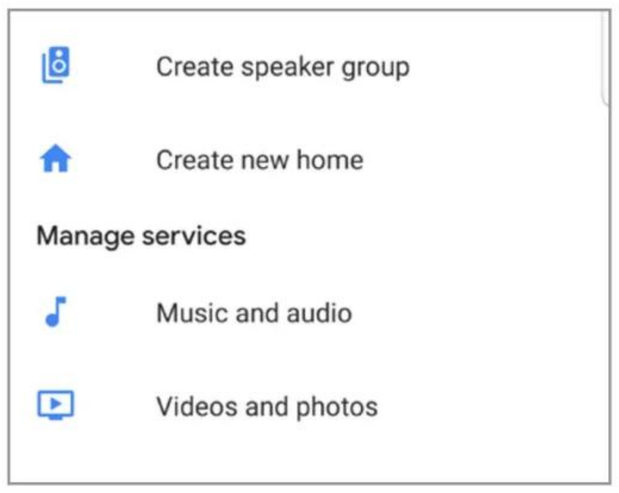
If you want a gadget to help with some day-to-day chores then the Google Nest devices have you covered. The intelligent speakers works with every smart device from lightbulbs, boilers and even drones. They have microphones to hear commands and speakers to answer you. Ask a question and the device will refer to Google to find the answer; tell it a message you want to send and it will send it. With your Galaxy you can set options such as the default audio player when you ask it to play songs, your location for when you ask it about the weather, and to find new features and sync new devices to work with your Home.



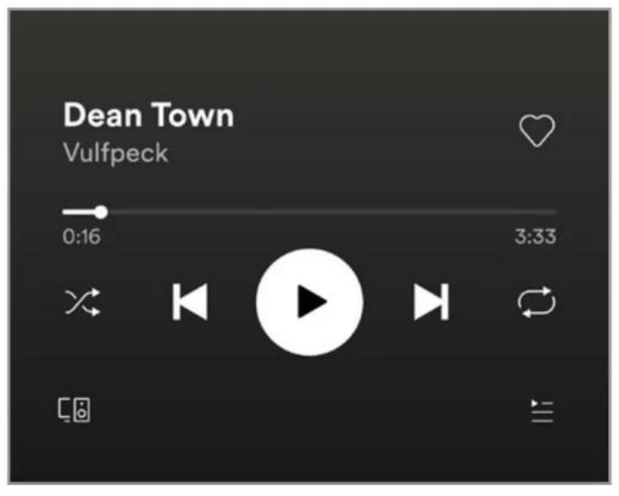
You can group multiple Chromecast Audios so you can stream one thing across multiple speakers

The apps

Stream music



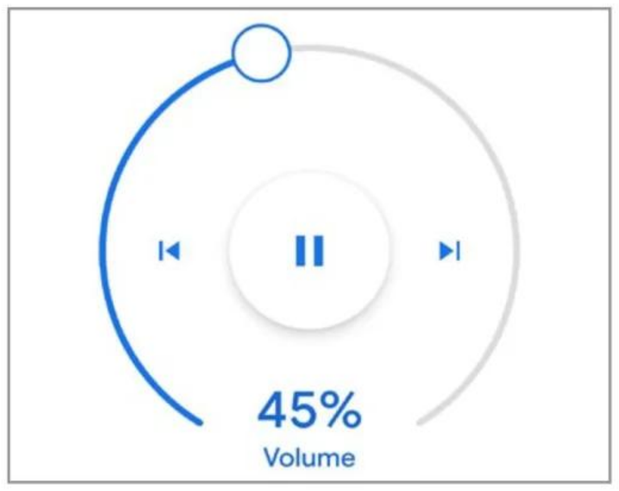
1 Set up the device Work your way through the device setup procedure in the Home app.



2 Open a music app Open a compatible app. For this tutorial, we chose Spotify.



3 Smart view Open the Play controls, tap the Smart View icon and select your device.



4 Device controls Music will play through your device. Go to the Home app for Audio Settings.

Maps

The ideal navigational companion for your Samsung Galaxy device

You'll use it to...

Find places
Check out locations on a map

Plan routes
Calculate a route from start to finish

Get travel times
See how long it will take by foot, by car or by public transport

See what's nearby
Find the nearest specialist locations

Navigate
Obtain turn-by-turn directions

Store maps
Save your maps for use offline

Navigating with maps

Google's Maps app is an efficient navigational tool that takes full advantage of your Samsung Galaxy's built-in GPS system (Fig 1). With GPS you can plan a wide number of routes that will not only be graphically represented within the app but can also be converted into turn-by-turn instructions showing you the best way to get there.

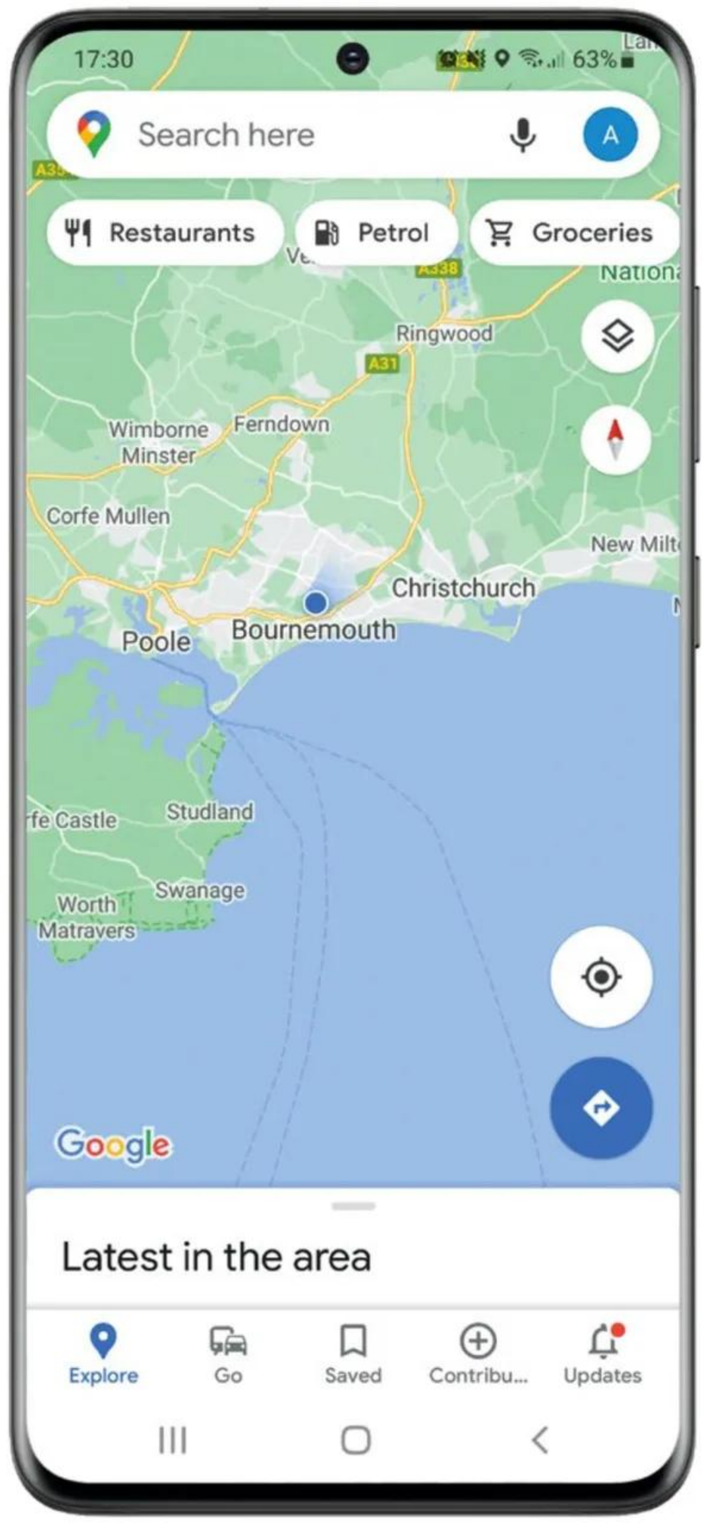


Fig 1 (right) It is easy to discover how to get to a place using Google Maps

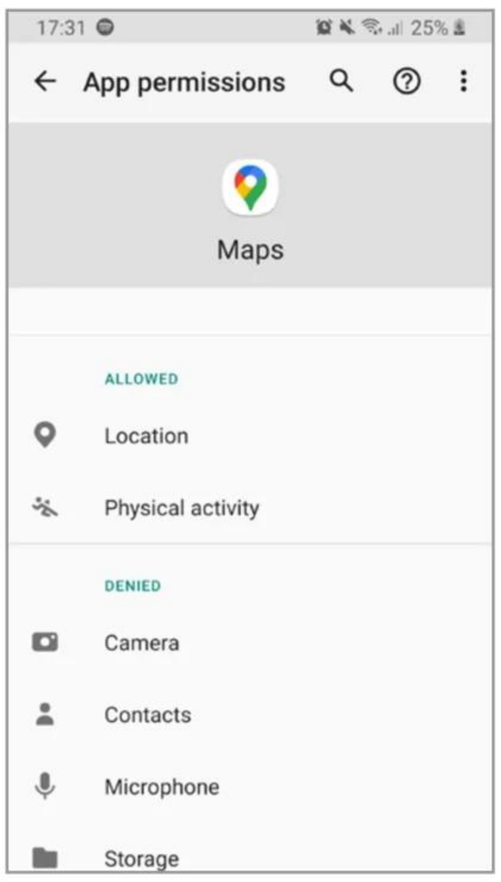


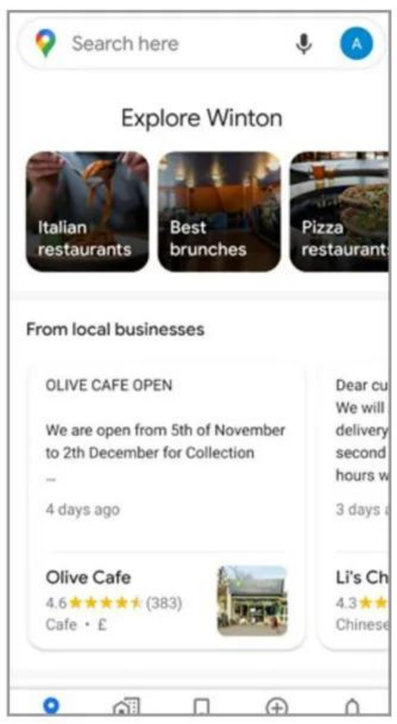
Fig 2 (above) Enable the options present in the Location services settings to enhance the accuracy of the results

Find your feet

Maps is an easy-to-use and efficient app that will routinely undertake a number of location-related tasks, such as devising routes from A to B and finding useful and important locations in your area or further afield. To do this, however, the app – and by extension your Samsung Galaxy device – has to be able to know where you are in the world, which it does by utilising the GPS system that comes as part of your Galaxy device. When you buy the phone, this feature will be set to Off by default. Hence, you naturally have to turn it on to get the full use of Google's Maps facilities.

To get this particular function up and running, go to your home screen and tap the Menu button, followed by Settings. Scroll down to the Network Connections section, where you will notice the

Location option. Tap this option and ensure that the switch at the top of the screen is turned on for the location services (Fig 2). In terms of Google and other services that depend on your location, it is wise to try out all three options at some point, as doing this will enhance the accuracy of any results.

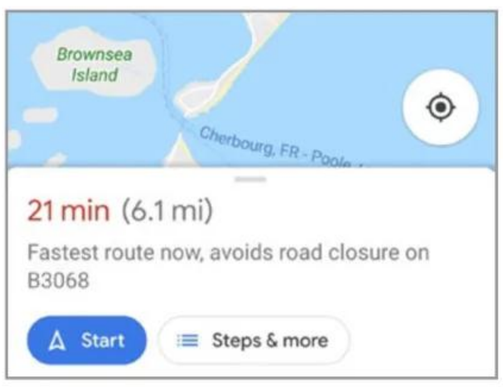


Search for local hotspots

In your area, especially if you live in an urban environment, there will be a number of services and facilities that you can take advantage of, including food-related locations like restaurants or takeaways, pubs, cafes, B&Bs and even guest houses. To take advantage of this information, tap inside the search box at the top of the screen. Entering keywords such as 'restaurant' will display all local eateries on the map. You can then tap the list icon to view them all in a handy list format.

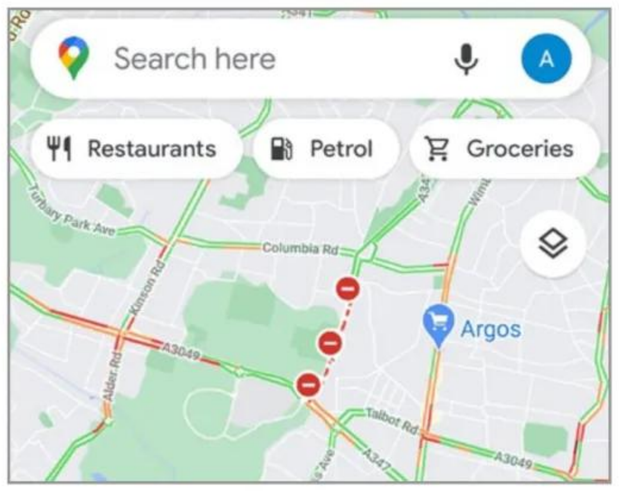
Get turn-by-turn directions

One of the most useful features of Google's Maps app is the turn-by-turn option. This can be a real lifesaver, getting you out of many a sticky situation either because you need to find an unfamiliar place, you are in an unfamiliar (or even familiar) town or city, or you are simply in a rush and need to know the most direct route to your destination. Alternatively, you could simply be lost, in which case this app can represent the perfect solution. To get turn-by-turn directions, open up the Maps app and tap the Directions icon in the search box at the top of the main app screen. When the new screen appears, input your current and destination locations, then tap on the Start button to switch straight into navigation mode. You'll get 3D directions with voice guidance to your destination.

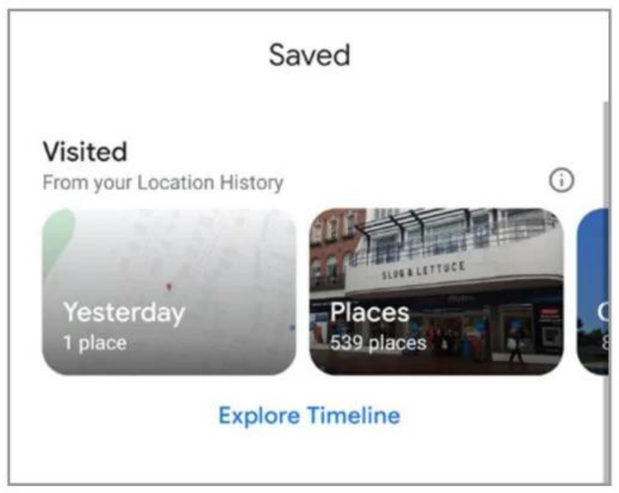


On the Navigation screen, tap on the blue start button to switch straight into navigation mode

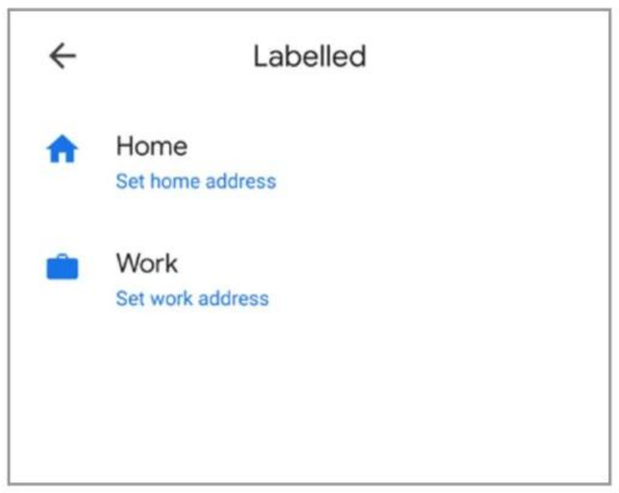
Set Home location



1 Access Maps While in the Maps app, tap on the Saved icon at the bottom of the screen.



2 Sidebar This will open up the Saved menu. From here, tap the 'Labelled' tab to find your places.



3 Edit home From the list of options available, tap on the home or work option.



4 Address Type in your address or move the marker to the correct location and tap 'Save'.

Maps

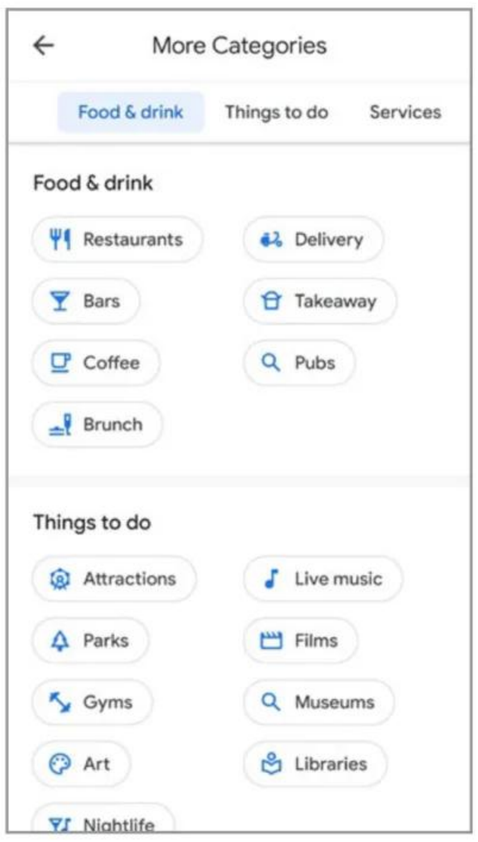
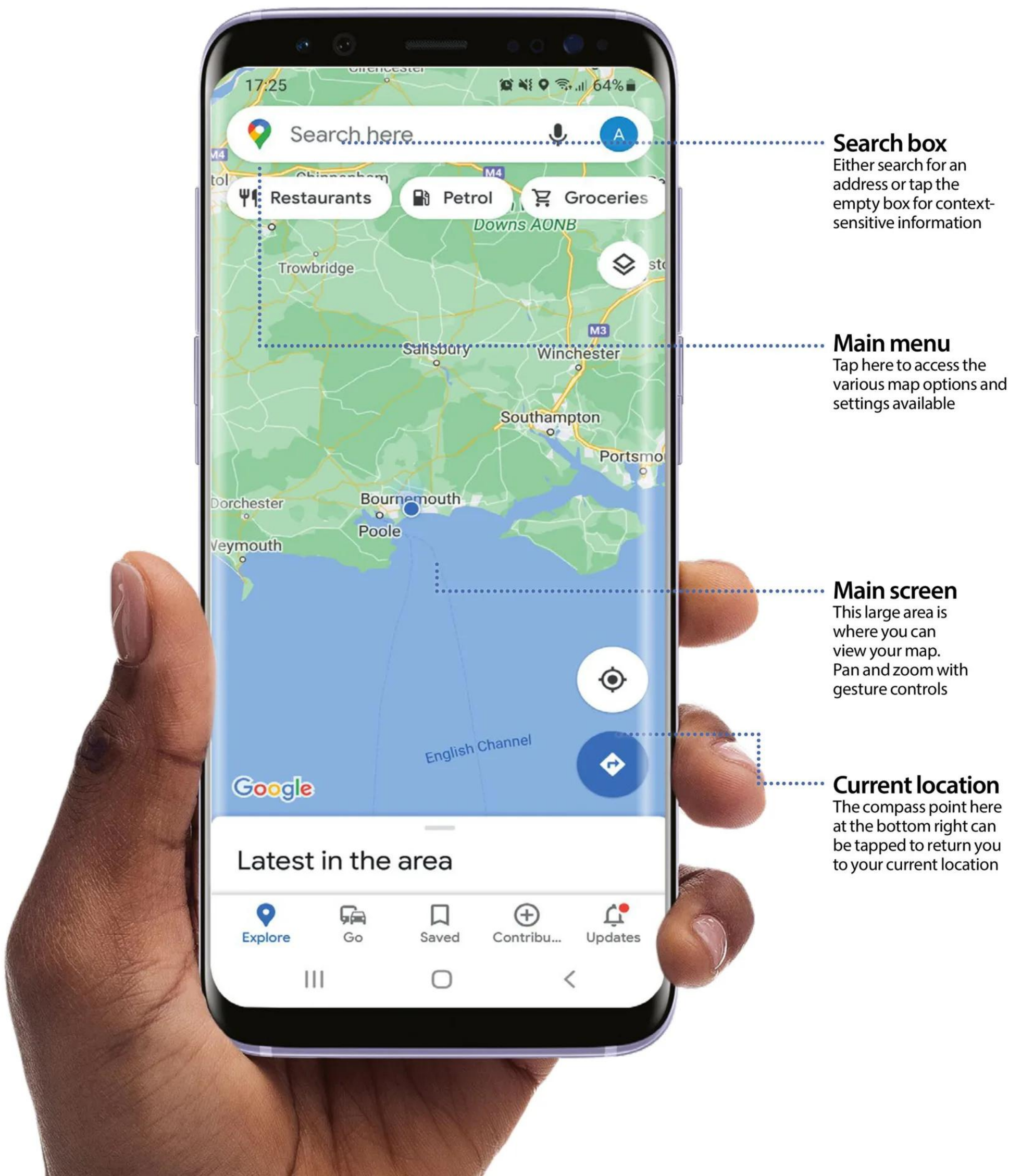


Fig 3 (above) Access commonly needed services through the Services option

Finding services

One of the most interesting features in the current version of Google Maps is the way it is set up to provide you with the most relevant information at any given time. This is seen most effectively within the Services feature, which delivers instant access to a wealth of commonly used services that you'll need while on the road, such as petrol stations, cash points or taxi ranks. You access Services by tapping into the search box from the main map screen (Fig 3). A short scroll down reveals the Services option, with four icons representing the ones you most frequently use (tapping 'View more categories' will reveal many more). Tapping on any of the icons will take you back to the map screen with each of the available services in that category marked on the map. The name of the service is

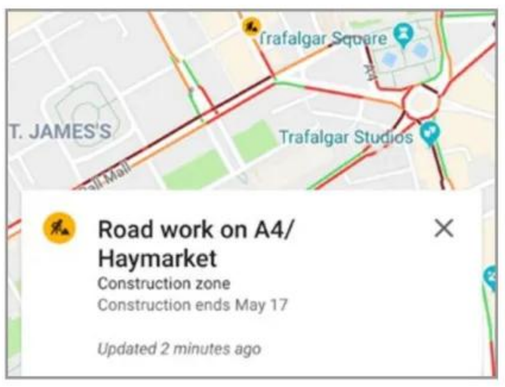


Search box
Either search for an address or tap the empty box for context-sensitive information

Main menu
Tap here to access the various map options and settings available

Main screen
This large area is where you can view your map. Pan and zoom with gesture controls

Current location
The compass point here at the bottom right can be tapped to return you to your current location



A road sign icon appears on the map with guidance on how this will affect your travel plans

detailed at the bottom of the screen, and swiping left and right will take you through all of the results while simultaneously highlighting their position on the map. Tapping the List icon that appears in the search box gives you all the results ordered by proximity.

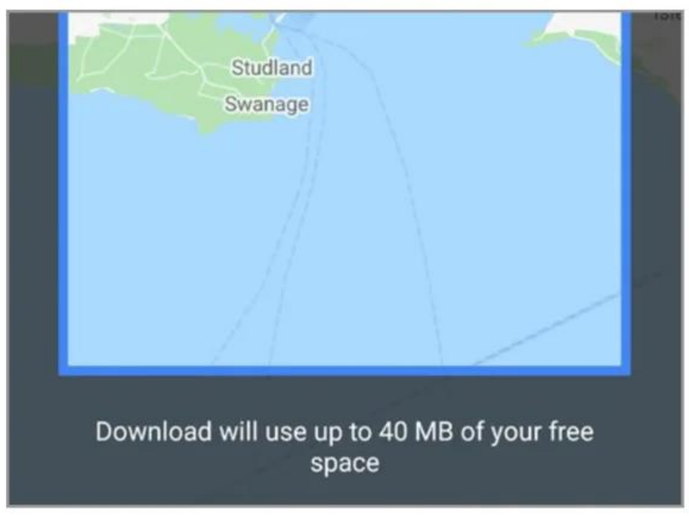
Traffic and transport

Google Maps has long had support for live traffic information, and this has been further developed in the latest version of the app. From the main map screen tap on the layer icon in the top-right corner to access the menu. The first option on the list is Traffic. Tapping this adds live traffic information to the map, with colour coding on major roads: green shows traffic flowing normally, yellow suggests heavy traffic but no delays, and red indicates delays. Traffic incidents are also reported. When you see a road-sign icon appear on the map, tapping it opens a pop-up window revealing the nature of the incident as well as guidance on how this will affect your plans. If you're not driving, you can also access cycle routes and public transport information within the app. Open the sidebar again and select the second option. Routes and stations will appear, as well as schedule information.

Use offline maps

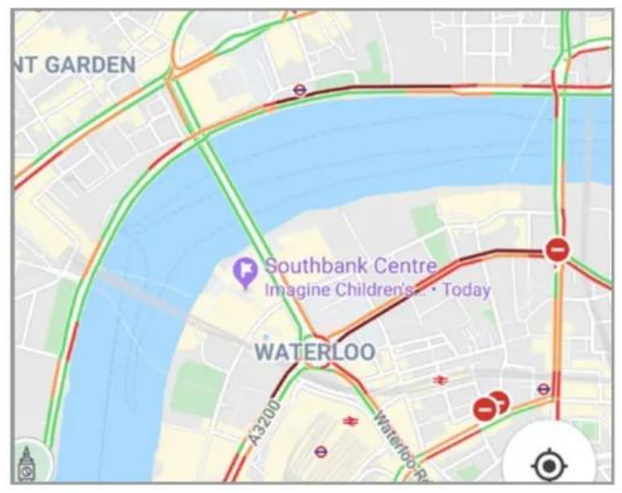


1 Find the option Tap the Account icon from the main screen and select 'Offline maps'.

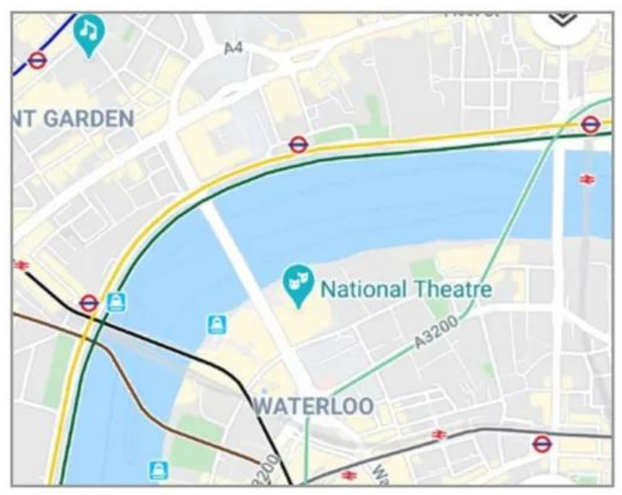


2 Save the map Move the square across the map over the area you want and select 'Download.'

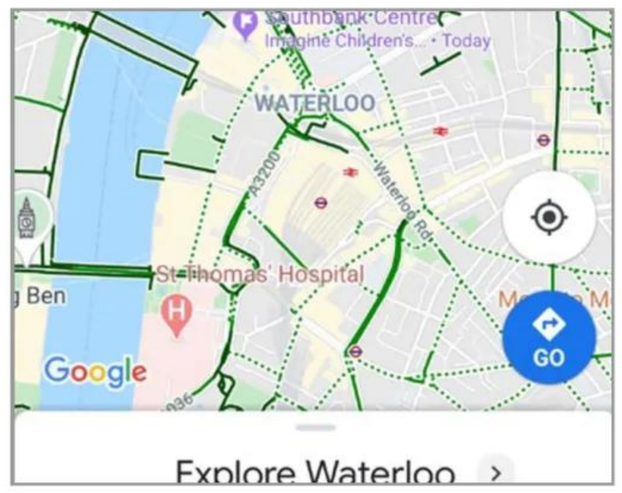
Different map views



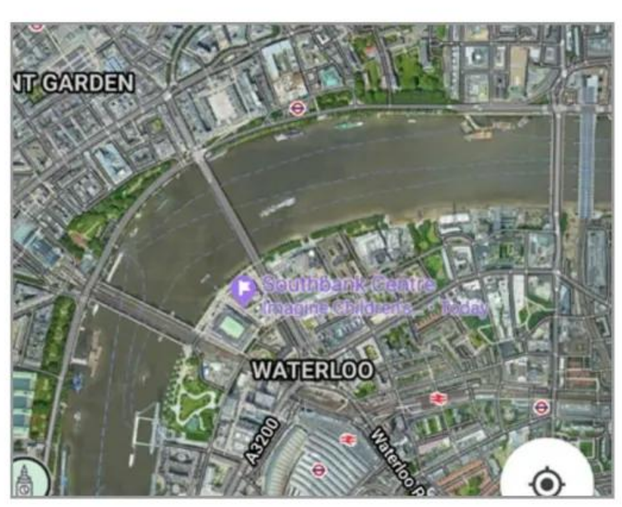
1 Traffic Real-time traffic conditions are displayed as an overlay on main roads.



2 Transport Public transport routes are shown in regions where they are supported.



3 Cycling You can view cycle routes to determine off-road routes to your destination.



4 Satellite Google Maps' famed satellite view is also supported with high-res imagery.

Google Drive

Discover how Google's versatile cloud storage service will revolutionise the way in which you work

You'll use it to...

Store files
Keep your important files safe in one place

Access from anywhere
Access your Drive from any mobile device or computer

Collaborate
Work on projects with other people

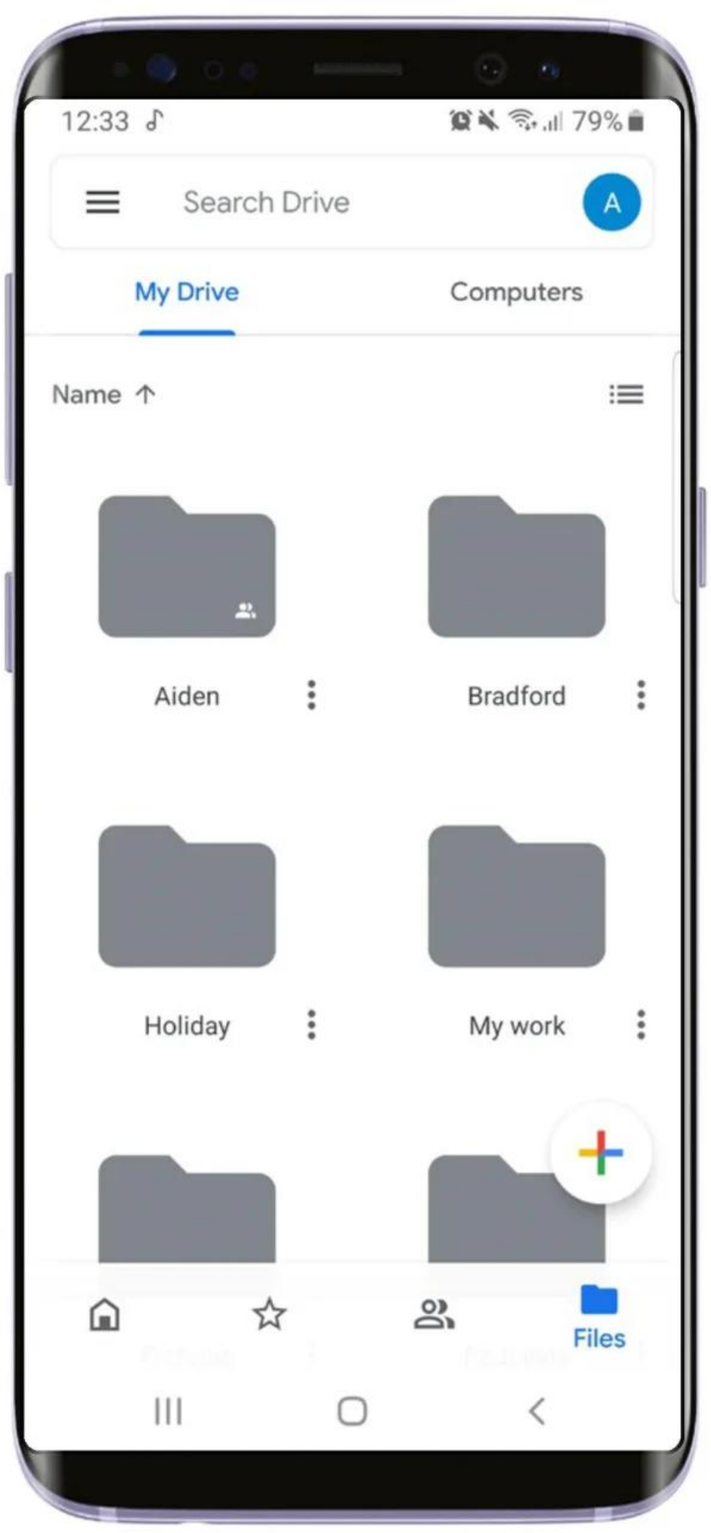
Stay organised
Create folders to keep all of your files neatly organised

Work offline
Download files to your device to carry on working on the move

Scan docs
Use your Galaxy's camera to photograph and store files as PDFs

Store files online

Google Drive is a useful and versatile cloud storage service that makes it easy to store files and access them from any device, anywhere in the world. If the app doesn't come pre-installed on your Galaxy device, then you can download it for free from the Google Play Store and, once installed, it will be added to the means by which you can share files from your device.



Easy interface

By default, your Google Drive account comes with a staggering 15GB of free storage space and an intuitive interface that makes it easy to view and manage all of the content that you upload either by list or by grid view, which you can toggle by tapping the icon in the top-right corner of the screen. Tapping on the top-right icon will also provide ways to sort and filter your content (Fig 1). This, coupled with a smart search engine, means that you'll always be able to find the files you need quickly.

Google Drive works seamlessly with other Google services, such as Gmail and the Google Photos app, so you can store files, save email attachments and back up photos directly to the service. What's more, Drive makes working remotely from the office easy thanks to the way it is integrated into Google's suite of office apps, such as Docs, Sheets and Slides. As such you can create new

Fig 1 (right) Tapping on the top-right icon lets you view your content as either a list or a grid

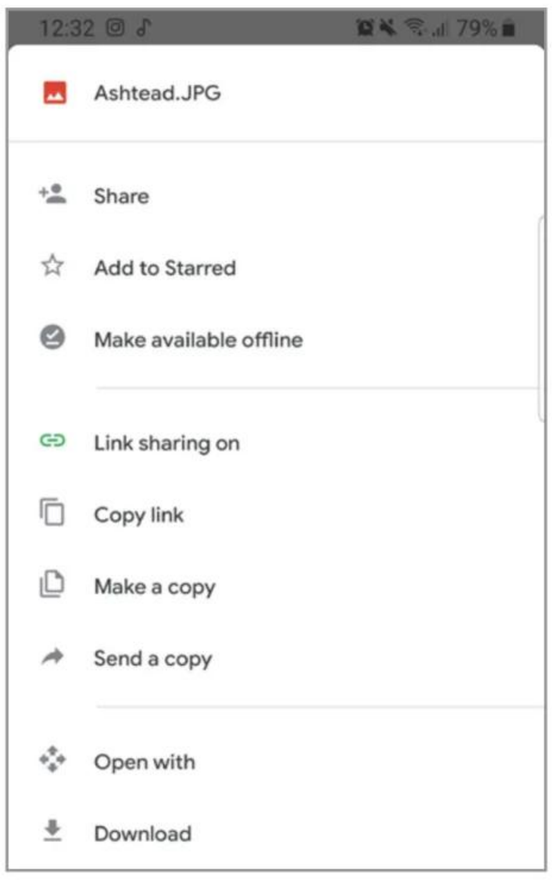
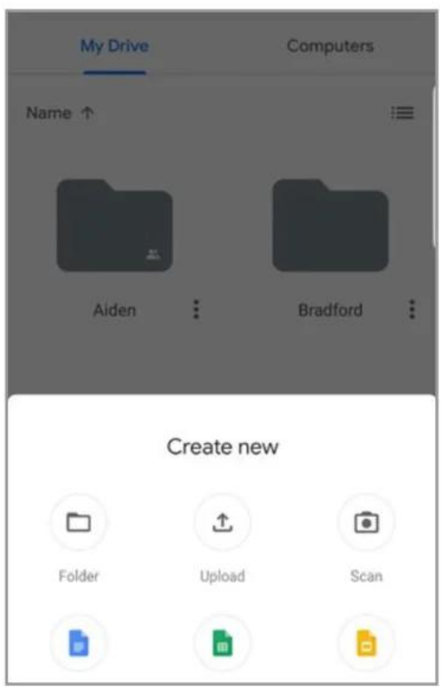


Fig 2 (above) The 'i' icon brings up a wealth of options regarding the select file

documents on your device and then effortlessly beam them into the office and even collaborate on live projects with other people.



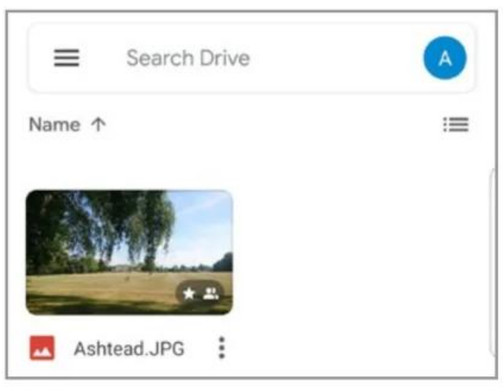
Uploading files

There are two ways to upload files to Google Drive. You can tap the Share button from within any other app and choose the Drive option from the list of possible options. Alternatively, tap on the red '+' icon while in the app and start the upload process there. Tapping the '+' icon brings up plenty of other options. You can create a new folder, create new files for Docs, Sheets or Slides and even scan. The latter lets you take a photo of documents and upload them to Drive as PDFs.

The upload process is a lot more efficient if you are connected to Wi-Fi, as uploading files on a mobile data plan may incur additional costs. On the flip-side, if you know that you're not going to have access to Wi-Fi, you can make files available offline so that you can view them when your device loses service. Simply tap on the small More icon next to the document to bring up the info page and move the 'Keep on device' slider to 'On'.

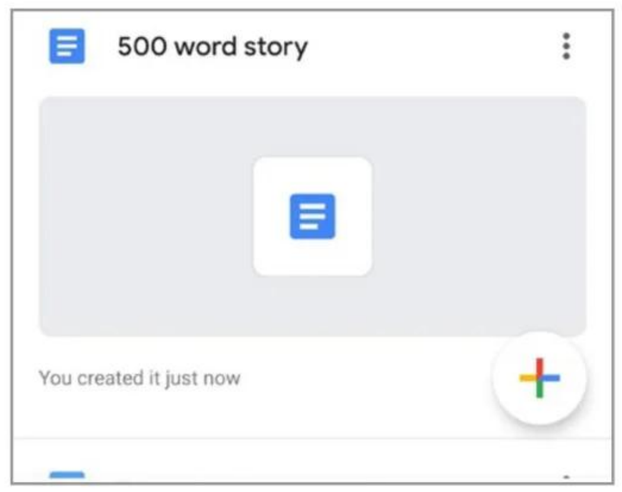
Sharing files

As we mentioned, tapping the More icon next to a document will bring up the option to keep a version on your device, but there are plenty of other options available (Fig 2). It is here that you can add people to collaborate on the file, share a link, mark the file with a star to make it easier to find, move the file to a different location, send the file to other people, download it to your device and rename it. Scroll down the page further and you will be able to set sharing permissions and see who currently has access to the file.

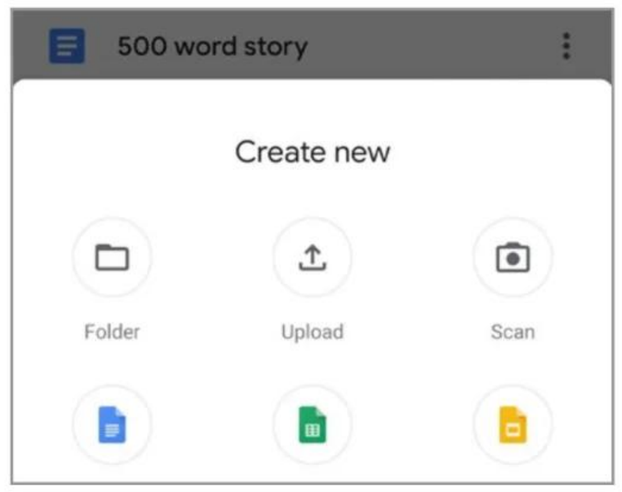


To find files easily, mark them with a star, tap the menu, select 'Starred' and marked files will be listed

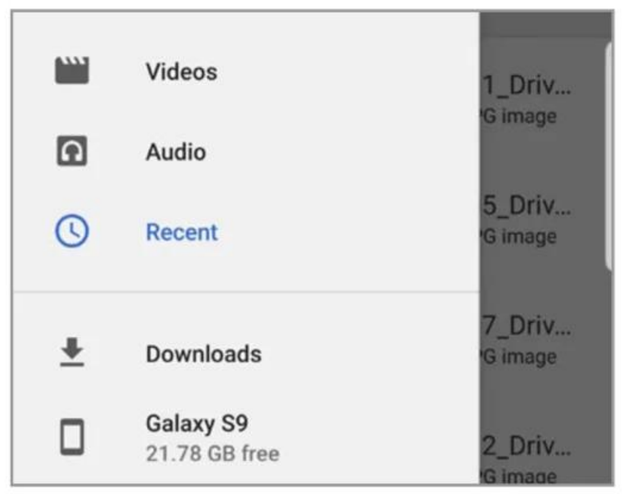
Uploading files



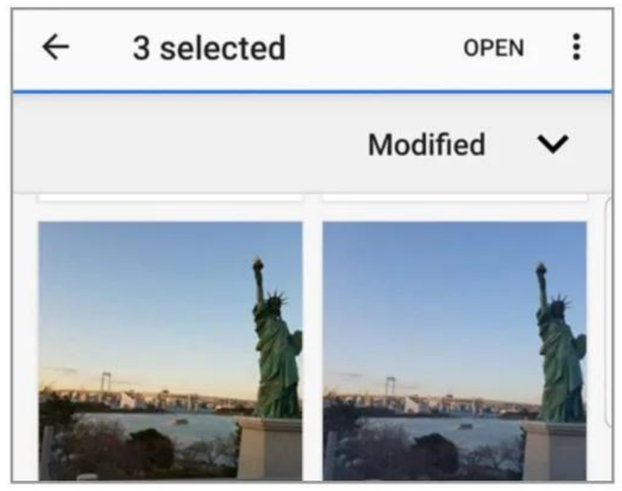
1 Tap the '+' To upload, tap on the '+' icon in the lower-right corner of the Drive interface.



2 Choose Upload From the menu that appears, choose the 'Upload' option to select files.



3 Find file An 'Open from' menu will appear that lets you easily navigate through your files.



4 Upload file Tap a file you wish to upload and it'll be processed and uploaded in minutes.

Google News

Stay up to date with everything happening around the world or just see the news that interests you with this app

You'll use it to...

Check the news
See stories from a variety of sources

Manage your sources
Pick the ones that matter to you

Share stories
Send articles and features to your friends through social media

Save for later
Save stories for when you have more time to read them

Read features
Subscribe to publications and get the latest articles

Make it personal

Google News is where you should go when you want to read the latest headlines (fig 1), see news videos or find articles from your favourite publications. There are thousands of websites and magazines with articles available to read that include links to find more from that publication. Google News features articles from a wide range of news sources and allows you to see just the ones you are interested in.

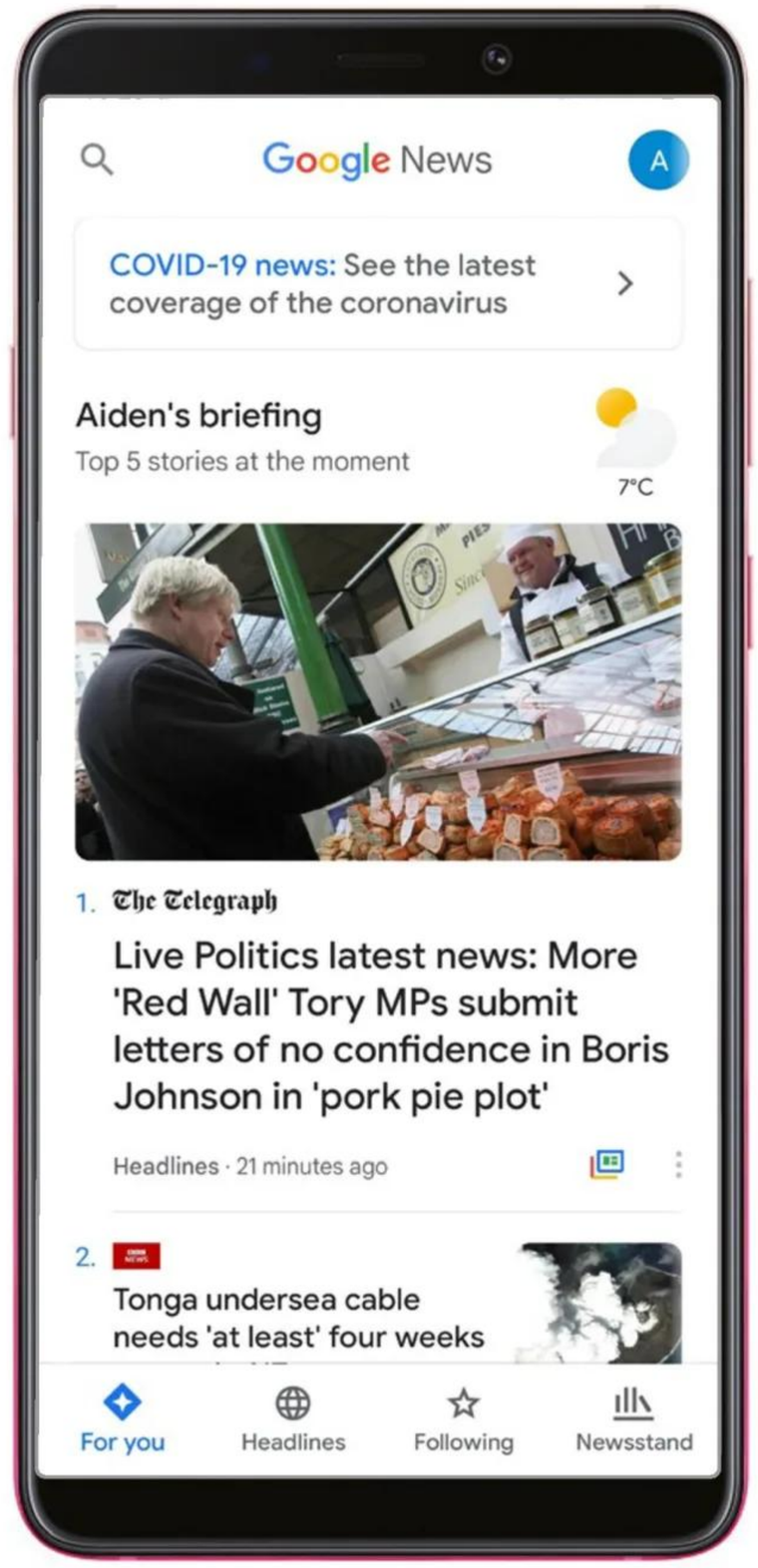


Fig 1 (right) Your personal Top 5 news stories are in the For You tab

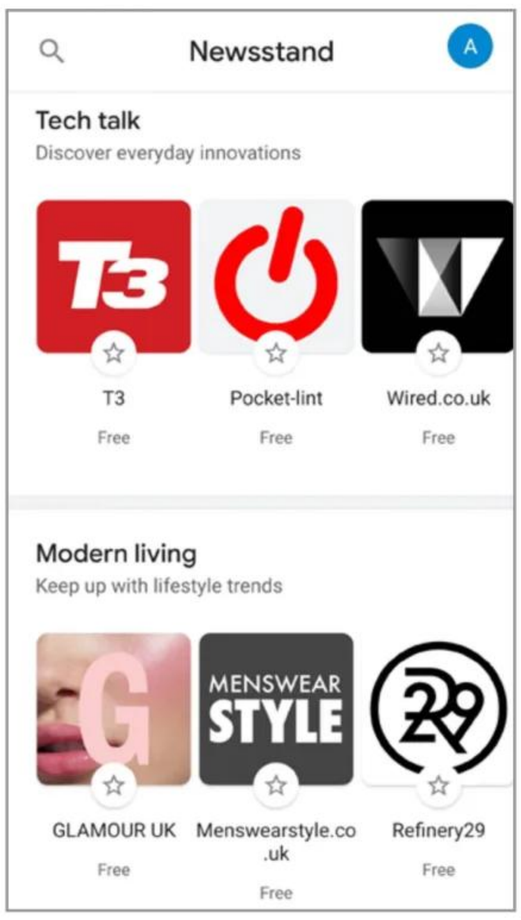


Fig 2 (above) As well as reading articles you follow publications

Your subscriptions

Find news stories chosen by Google's newsroom editors by tapping on the Newsstand icon in the bottom right of the screen. Featured magazines and websites will be shown on the main page or you can scroll down to see what publications other users are reading. Scroll down to the bottom of the page to find the categories section – these also recommend magazines based on your interests.

If you fancy following a publication you can always tap on the star icon (Fig 2). You can also create shortcuts to the feeds of these publications by tapping on the more icon in the top-corner and selecting Add to Home screen. This lets you create a widget on your smartphone or tablet to their page in the News app.

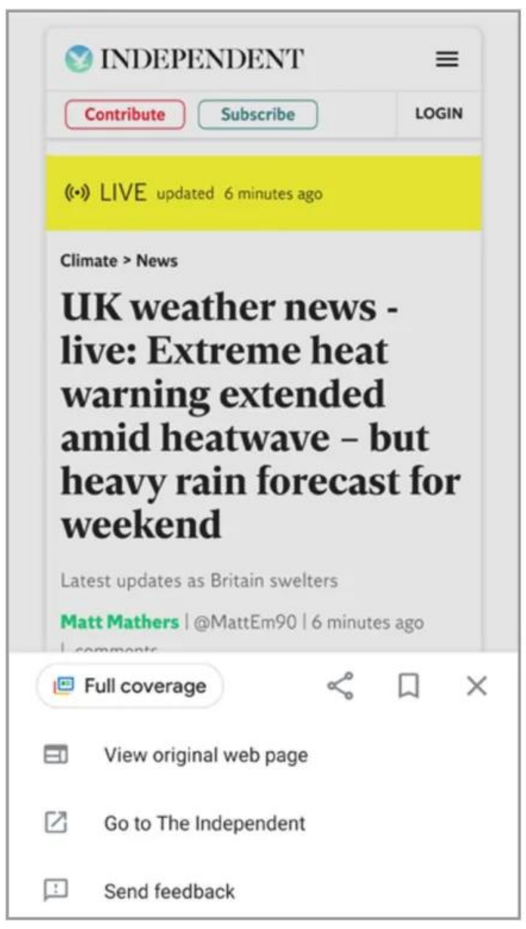
Exploring the news

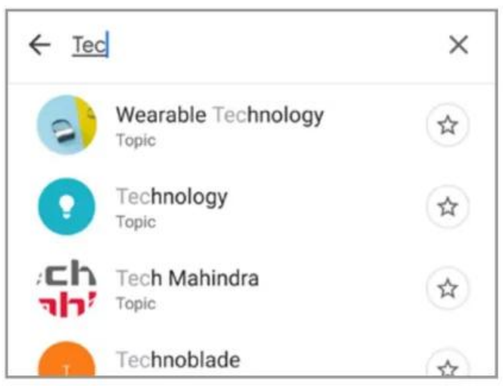
On the news side of things, users can explore various sources based on their hobbies and interests and subscribe to feeds of some of the biggest news outlets.

If you are interested in a news story but not the source covering it, you can use the Full Coverage feature and see other sources' articles on the subject. The content is constantly updating, capturing your attention with a host of options tailored to your interests. It's likely that you'll keep coming back to the app a few times a day to see new content as it's easy to navigate.

Your news

The For You section includes your Top 5 stories, articles that Google believe will be of interest based on your recent searches and reading history. As you scroll down you will find more recommended content. If this content doesn't interest you tap the more icon and select the option to see less of it. In the top-left corner of the screen is the current weather; tap this for a five-day forecast. When you find a news story that interests you, tap it to open the reader. Each source displays their story differently. Under some news stories will be an icon of a newspaper in a variety of colours. This means that the story supports Full Coverage. Tap the icon and all news articles on that story will be displayed. Once you have opened a news story, tap on the more icon. You have the option to open the story in the source's own website (which will open in Samsung's Internet app), view that source in the Google News app, share the article or save it for later.

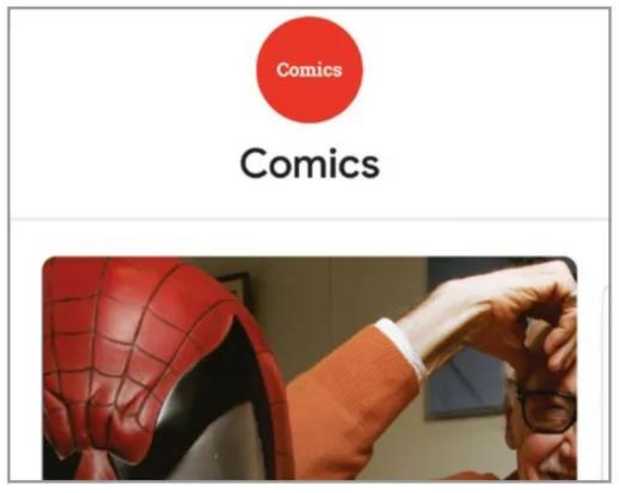




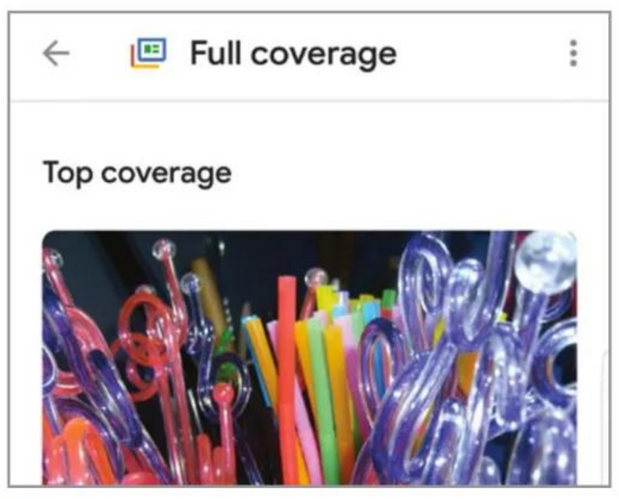
Tap the '+' icon in the Following tab to search for topics, sources and more to follow

The apps

Reading news stories



1 The story You can search through stories from a specific subject if you wish.



2 Full Coverage Press the coloured newspaper icon to see other sources' take on the story.



3 Go to source Tap the more icon and you can open the article in the source's website.



4 Save it Select Save for Later to keep it in the Favourites tab for future reading.

Samsung Notes

Use Samsung Notes to make both quick sketches and important, complex notes

You'll use it to...

Make notes
If you remember something, keep a record

Capture ideas
If you catch an epiphany, never let it go

Draw diagrams
Make your plans more visual

Turn handwriting into text
Write notes the comfortable way

Send notes to others
Share your thoughts with friends

Group ideas into folders
Bring notes on a single subject together

Getting ideas down

Samsung Notes lets you write or draw notes directly onto the screen of your Galaxy device (Fig 1). You can gather notes together into folders to keep things on similar topics together and also place a home screen widget for quick access (Fig 2). The app is best used on a Galaxy Note device, where it works in combination with the S Pen stylus in order to allow for fast and easy note-making.



Fig 1 (right) You can write simple handwritten notes or undertake much more complex tasks with Samsung Notes

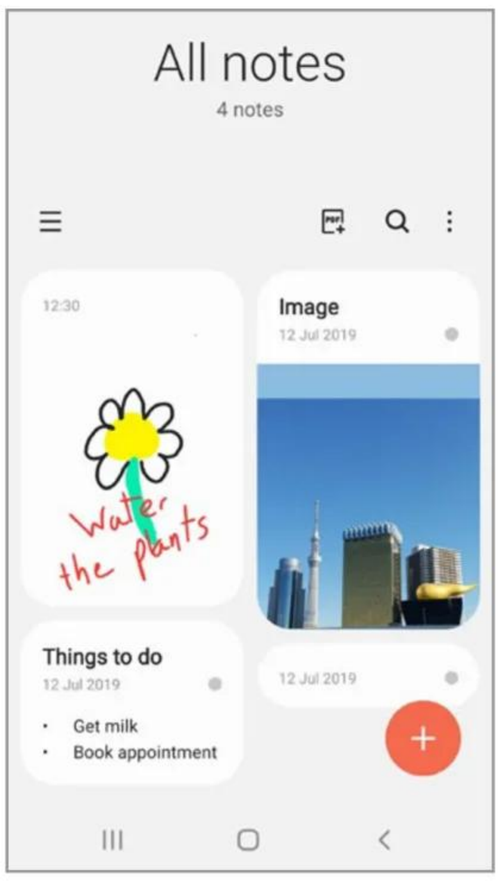


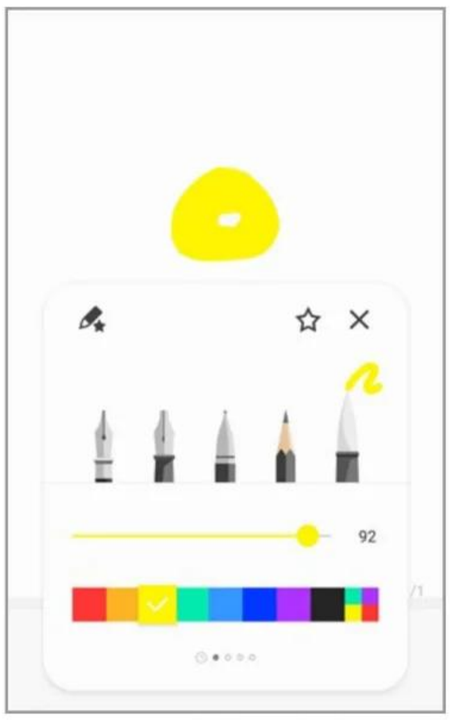
Fig 2 (above) Use Samsung Notes to keep all your ideas organised

Use templates

Samsung Notes is deceptively easy to use for taking basic notes, yet it is extremely flexible and can be used in lots of different ways. If you start off using it for things like shopping lists, which is what many smartphone-based notes apps are appropriate for, you will soon realise that it has potential way beyond that kind of thing, because it can cope with shapes, formulae, drawings, text and even recorded notes, and since notes can be grouped into folders when shared beyond the app – and the device – the uses are endless.

To start off, run Samsung Notes and then tap the '+' symbol in order to create a new note. Writing text straight onto the screen with your finger or an S Pen is generally the quickest and easiest way to get started, but if you look at the bottom of the screen then

you will also see a few options to choose from. 'Text' allows you to type any notes, or you could use the drawing mode – 'Brush' – to illustrate. There is also a box that lets you create a checklist. You're not limited to using just one option. For example, you can draw something with the Brush tool kit and then add text below or above the image using the Type tools.

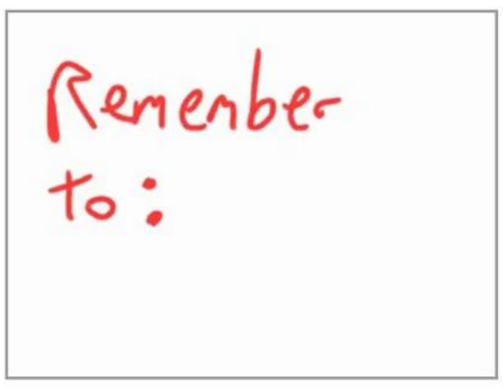


Handwrite text and use brushes

When writing on the screen, you might at first only feel confident writing ordinary words and sentences. To get past this, it is perhaps important to bear in mind that you can transform your scribing digit into all manner of writing and drawing implements with the aid of in-app pen and brush settings. Tap the pen icon and you will see a range of settings appear on the screen that let you choose different brush types, stroke thicknesses and styles, not to mention ink colours.

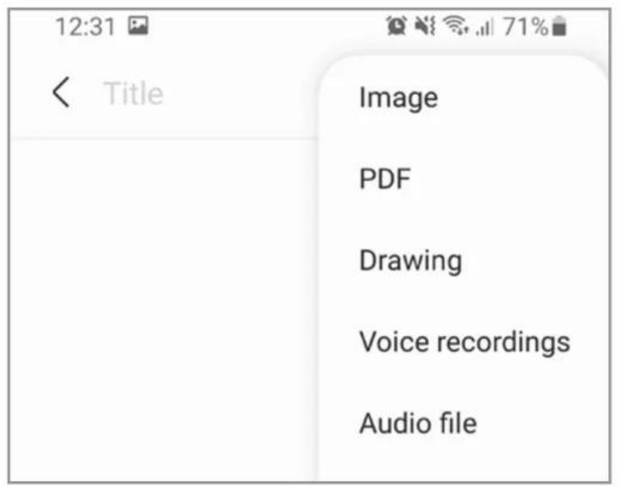
Add images to notes

A picture says a thousand words – at least that's what people say, anyway. With Samsung Notes, you can combine words and images into a single item, bringing them together in order to help emphasise your point. You can draw in images from the Gallery app, as well as use photos and images from your Gallery app. Just tap on the Paperclip icon in the top-right corner of the screen and select 'Image'. You can also take a new photo using the camera app without leaving Samsung Notes. Once you've placed an image onto a note, you can resize it so that it fits your requirements, rotate it, then apply a range of different effects to make a photo look like it's been hand-drawn. The scope to get creative is immense.

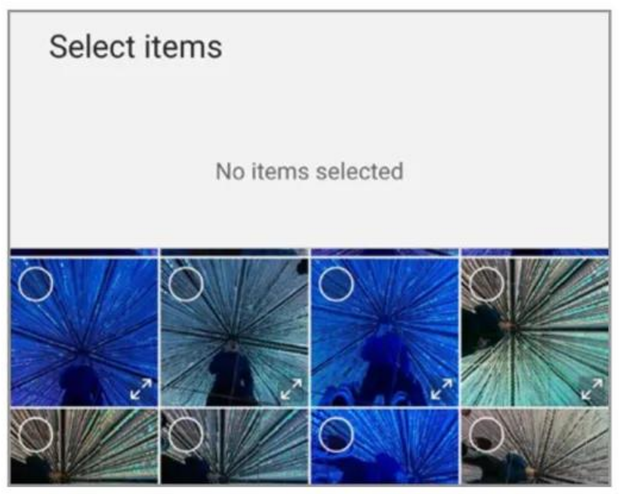


The handwriting tool takes what you write and places the text within the gridlines

Inserting photos



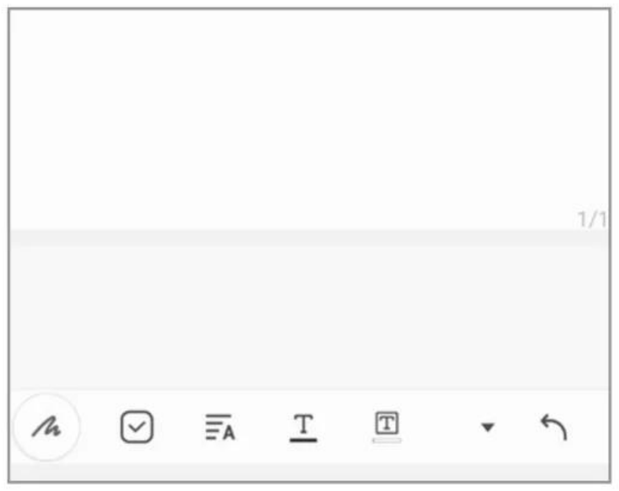
1 Tap paperclip Tap on the icon in the top-right corner and then choose 'Image'.



2 Choose photo From the menu, select a photo from your Gallery to add it to the note.



3 Tape a photo You can take a new picture by tapping on the 'Camera' option.



4 Edit image Tap on an image and you can begin to crop and rotate the photo.

Calendar

Use Calendar to manage your time effectively and keep important dates in mind

You'll use it to...

Remember events
Never forget your important dates

Stay organised
Note down tasks to do later

Manage time
Keep track of everything in your life

Total recall
Store all of your great ideas

Plan ahead
View your upcoming schedule

Organising your life

One thing smartphones do really well is put your diary in your pocket. Your phone is with you all the time, so there's really no reason for not being up to speed with where you need to be and at what time.



Navigate the calendar views

One of the great things about Calendar is the range of different views it lets you have of all the important information you need to keep in a calendar. Using the Samsung Galaxy S20, for example, you've got no fewer than five different views on offer. You switch between them by tapping the menu icon in the top-left corner of the screen and choosing from Year, Month, Week, Day and Reminder.

Year view (Fig 1) is ideal for looking up dates, and you can tap any month on show to drop straight into Month view (Fig 2). That one displays each day in a grid layout, with text for your commitments on show. If you are a busy person there won't be room to display everything, but Week view gives you an hour-by-hour breakdown showing everything you have planned.

Day view gives you the full details on your commitments, and List view shows all your upcoming commitments, not bothering with

Fig 1 (right) Keep track of the whole year with the Calendar app

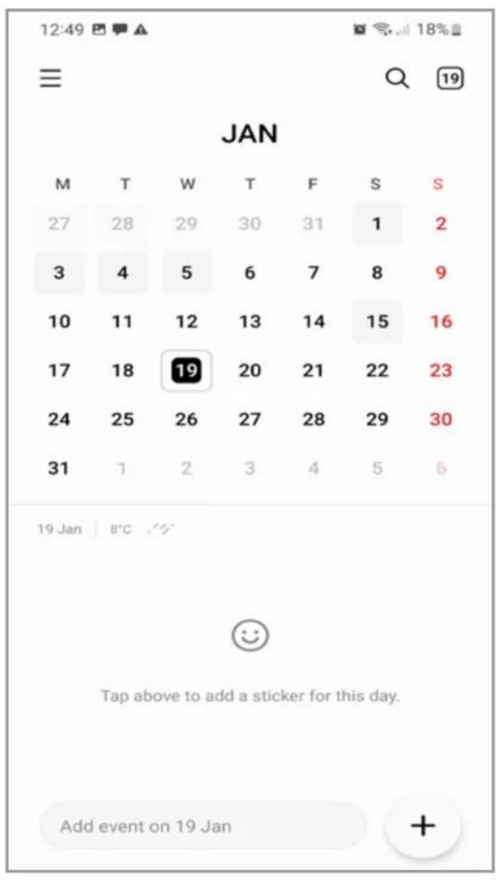
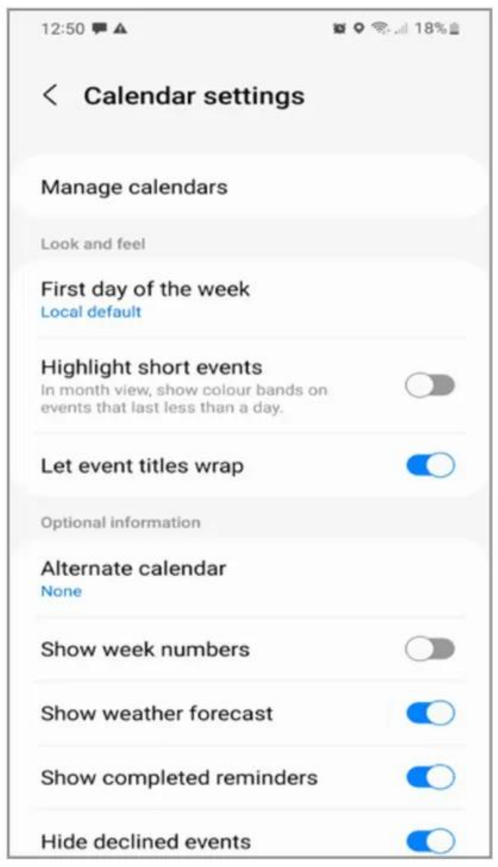


Fig 2 (above) The Month view gives you a clear view of your upcoming commitments



days when you are free. Agenda view shows your to-do items.

Sync calendar accounts

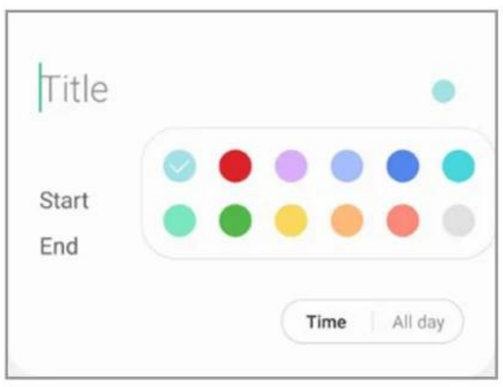
Increasingly, we maintain more than one calendar. You might have a work calendar and a separate one for home. Your partner might have a calendar that you have access to in order to know when they are busy and free.

However, it is possible to view multiple calendars easily. When using Calendar on your Samsung Galaxy, hit the Menu button and tap the Settings icon. By tapping 'Add new account' you will be able to add a wide range of calendars from various different sources, including Google and Facebook.

Create a new event

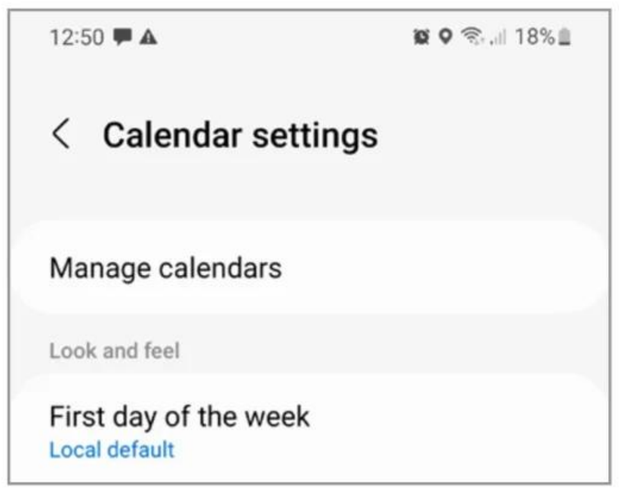
The Calendar app lets you store all of your important dates and events, and creating a new calendar event is a quick and easy process thanks to Calendar's intuitive interface. There are two ways to create an event – you can either press and hold on the date until an event box pops up, or you can tap the '+' icon in the lower-right corner of the screen.

Give your event a title and provide a location. Tap on the map icon and then search for the location in the Google Maps app. Enter start and end times for the event and set yourself a reminder. Tap on 'View More Options' and you can write a description and assign an icon to signify the event. Once you have finished adding the details, tap 'Save' and your event will be saved to the corresponding date. Tap on the created event to open the details and then tap on the share icon to start sharing the event with other people.



Colour code each new event that you create by tapping on the palette icon next to the title

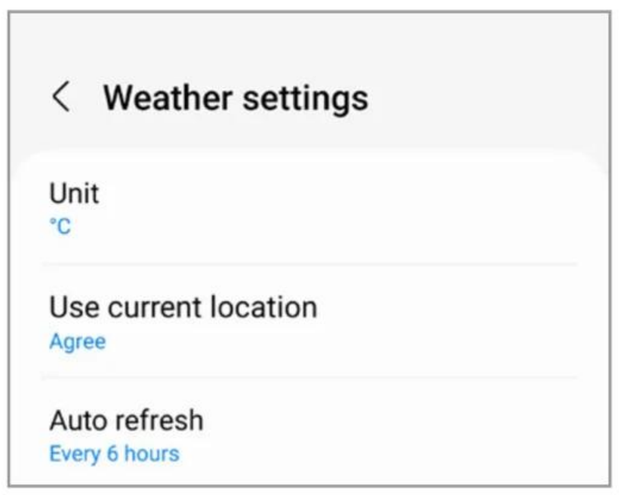
Add the weather



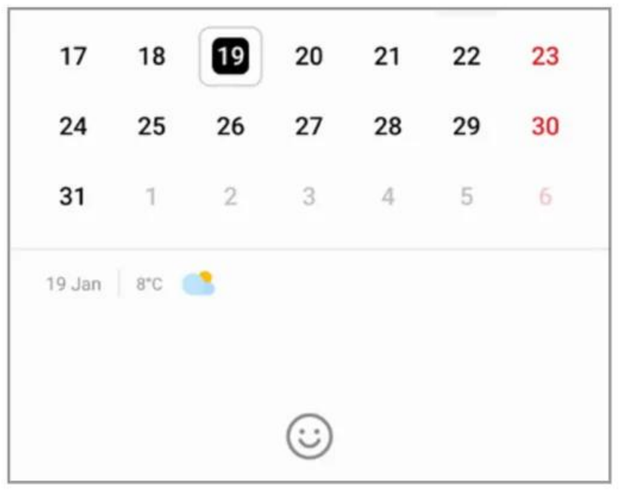
1 Go to Settings Tap on the Menu button and then tap the Settings icon.



2 Weather option Now select the 'Show weather forecast' option and move the slider to 'On'.



3 Weather settings Tap on the Weather Settings option and then tailor the various options.



4 At a glance Icons for the next seven days will provide a heads up to the weather.

Bixby

Now you can control your Samsung Galaxy device with a range of vocal commands

You'll use it to...

Control apps
Use your voice to interact with apps

Voice dial
Say the number you want to call

Text message
Dictate your text messages

Navigate
Request your directions

Find answers
Search online for the answer to questions

Set alarm
Tell your phone when you need to wake up

Introducing your personal assistant

Bixby is a voice-command tool; simply use your voice to deliver commands and the intelligent assistant will respond. Its capabilities extend to being able to answer general-knowledge questions, as well as searching online in order to help find the nearest restaurant, and being able to play music or record memos, among other things. Bixby was introduced along with the Samsung Galaxy S8 and is available on the majority of Galaxy devices released after 2017.

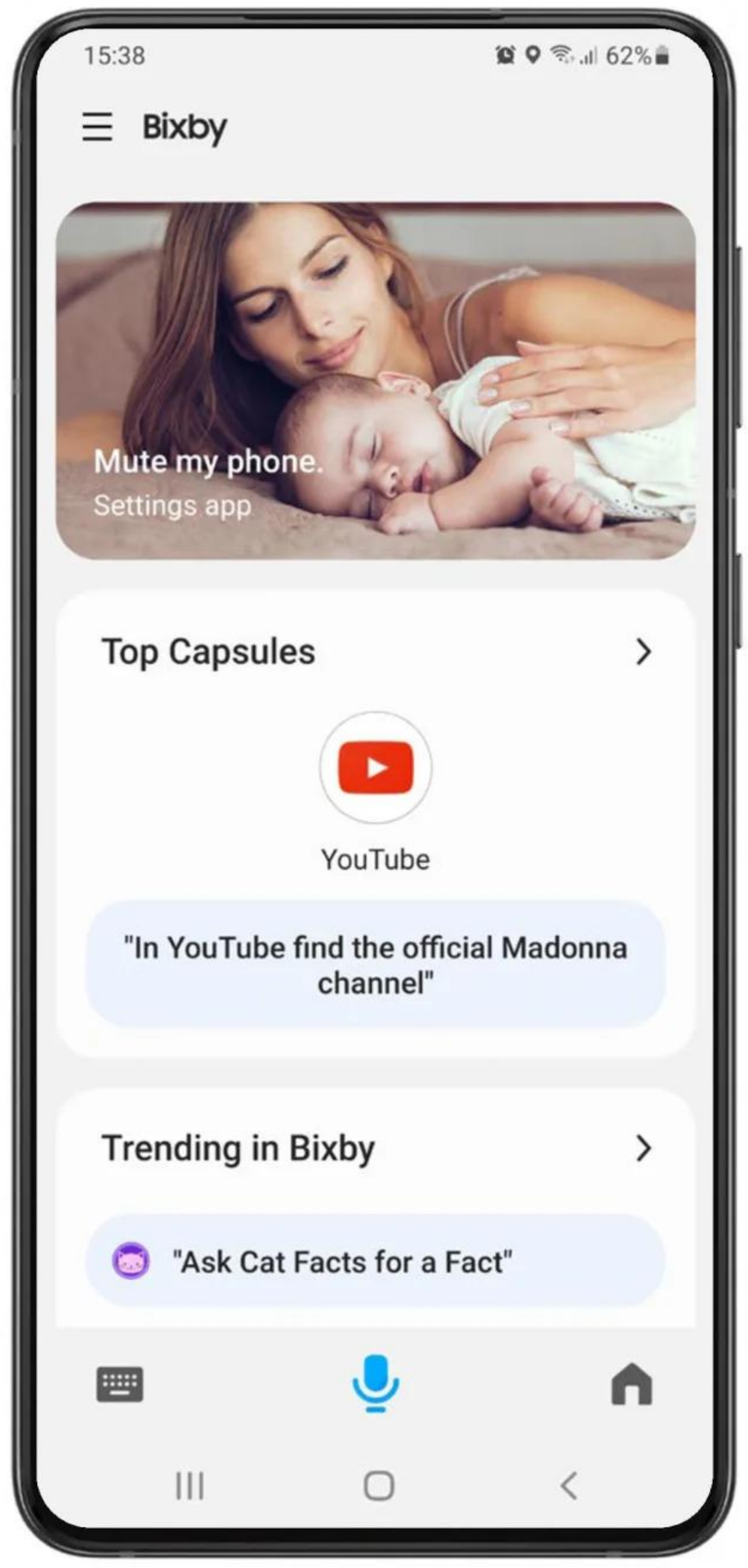


Fig 1 (right) You can open your apps by simply speaking to Bixby

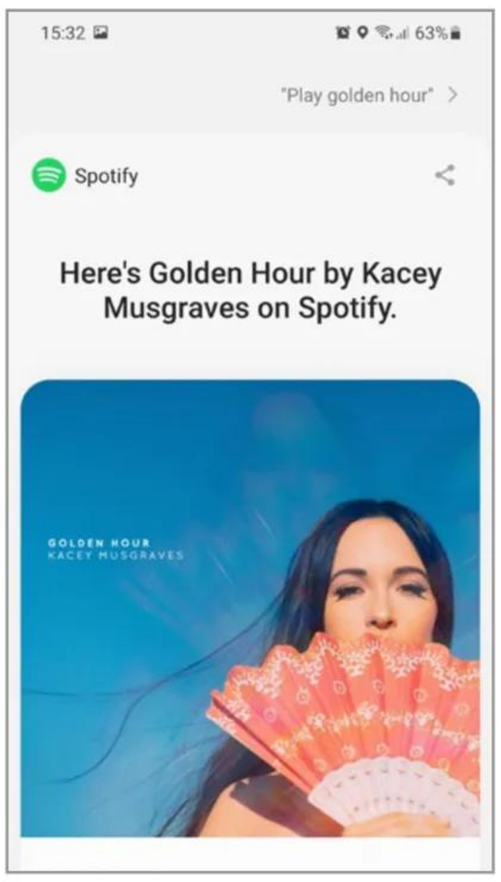


Fig 2 (above) Voice commands trigger a number of services from Bixby

Ask your device for information

Opening up your Samsung Galaxy device, searching for app icons to tap, waiting for them to open and then finding the right interface and command to issue takes time. This can be inconvenient if you don't have much to spare or have your hands full of bags. Maybe you are running to catch a plane, or a disability prevents the easy use of the standard interface. In all of these cases, the Bixby app can prove to be invaluable. It acts like a butler or a personal assistant, hearing your instructions and, if necessary, delivering information based upon those commands. Bixby will perform tasks that might

have required a fairly complex command structure, but even basic commands can save time. To perform such commands, open Bixby with the command "Hi Bixby" or by holding down the Bixby button underneath the volume controls on the side of your phone. To open YouTube, for example, say "Open YouTube" and the app will then open, in the process presenting the home screen.



Control apps by speaking

Yes, you can use Bixby to open up your favourite app, but what if you are already inside the app? There are apps on your Samsung Galaxy that can be controlled by Bixby. For example, you can instruct your device to play a song. Bixby will open the Music Player app and play the track. Once in there, however, you can also tell Bixby to pause the song. You can also tell it to skip to the next track or increase and decrease the volume, in the process providing even more hands-free flexibility.

Activate Bixby

There are different methods of waking up the Bixby system. The most obvious is to say "Hi Bixby". You can activate or disable this feature by going to Settings from the Bixby app, but we found that it is the easiest method of launching this service. From inside the Bixby settings menu you can also provide a different wake-up command that will unlock the phone. There are also commands that will start Bixby and then start an app such as Music Player, or open the Camera app or check a schedule. The easiest way to open the app is to hold down the Bixby button, located on the side of the device under the volume controls.



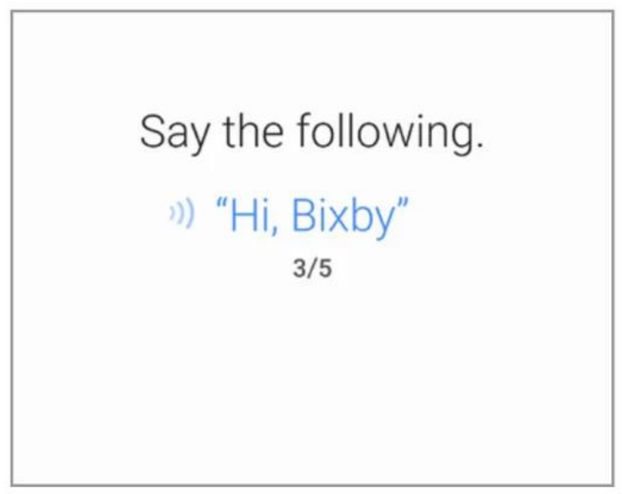
In Bixby's menu tap the Quick commands tab to see a list of suggested commands

The apps

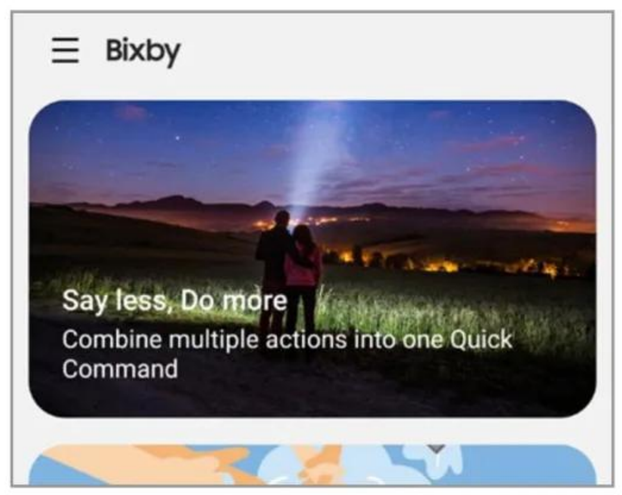
Set up voice wake-up



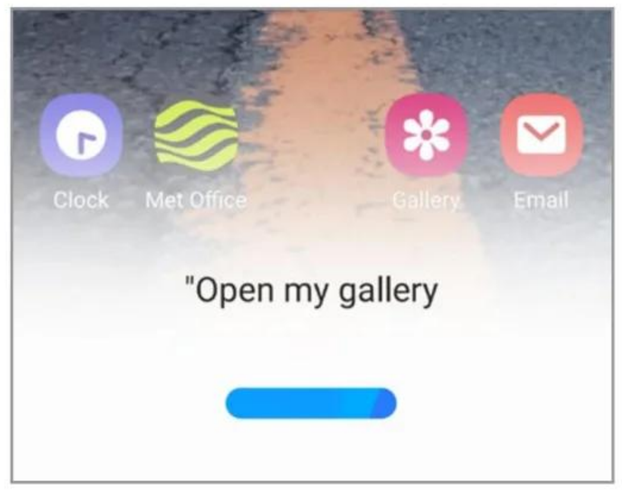
1 Get started Start Bixby for the first time by holding the button below the volume controls.



2 Set up Follow the instructions and repeat the phrase so Bixby can learn your voice.



3 Done Once you've finished with the setup you will be taken to main Bixby app.



4 Let's go! Now you can activate the assistant at any time by saying "Hi Bixby."

Samsung Health

Samsung Health

Watch your weight, count steps, check your heartbeat and create a diet plan with this app

You'll use it to…

Add your details
Cater Samsung Health to you

Compete against yourself
Log and track activities

Keep an eye on your heart
Use your Galaxy 's heart rate monitor to get your BPM

Set goals
Challenge yourself and win achievements

Watch your calories
Build a personalised diet

Record your fitness
Log exercise duration and distances

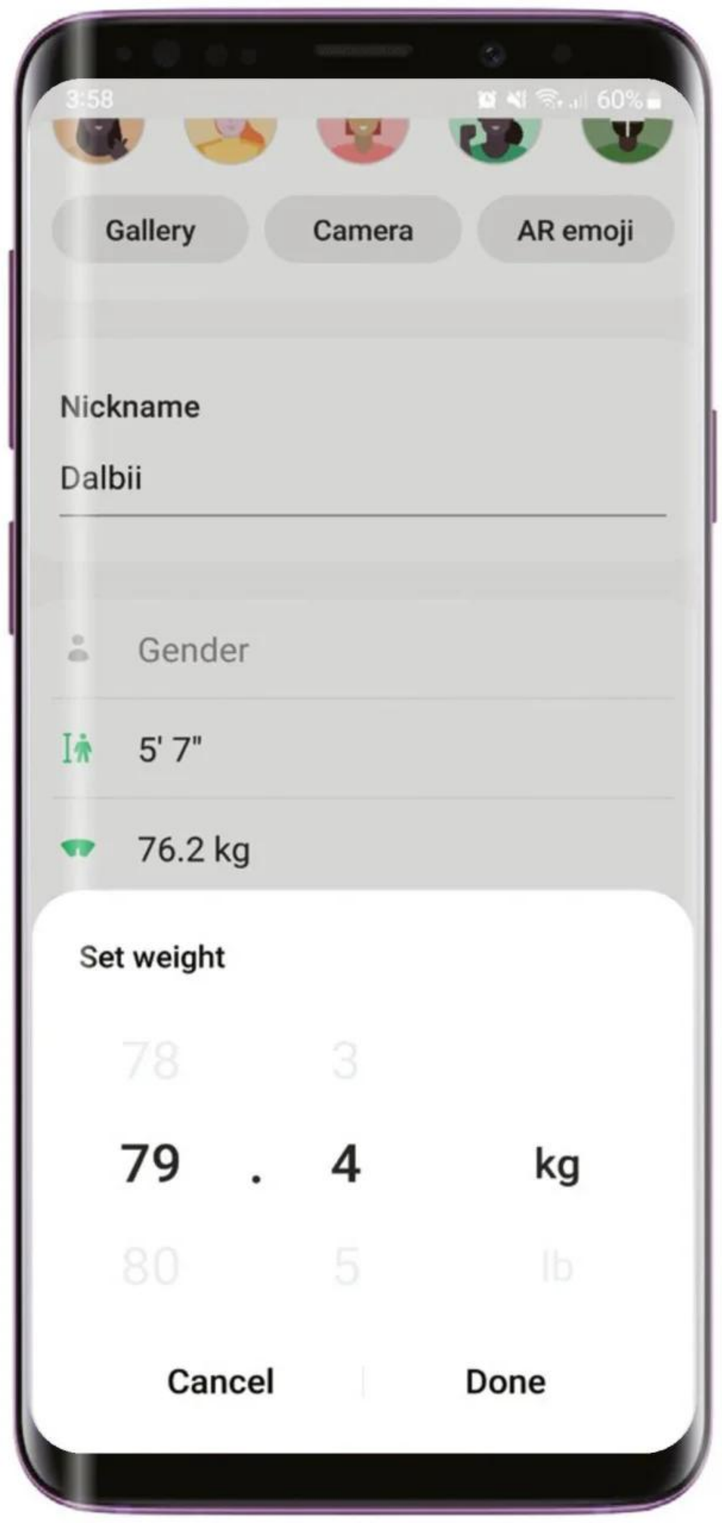


Fig 1 (right) Add your details to Samsung Health to get the most out of it

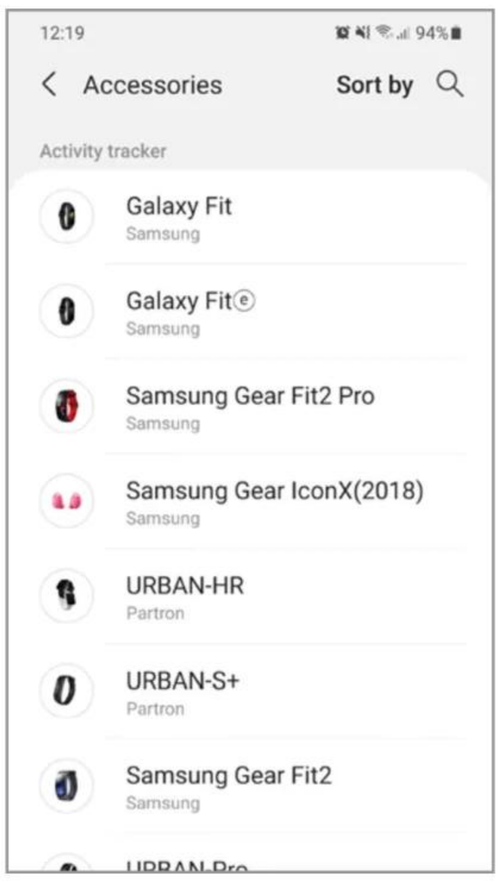


Fig 2 (above) Samsung's latest smart technology is fully utilised in S Health

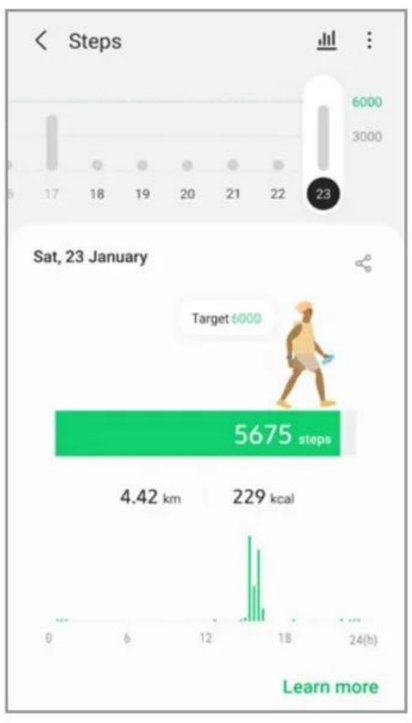
Fitness on your smartphone

The Samsung Health app has dozens of tools to help you monitor and improve your general health and fitness. At its simplest, Samsung Health can take your basic information (height, weight, age etc) and create a series of customisable goals that are tailored specifically to you. Begin by opening Samsung Health and inputting and saving your details.

Smart fitness

The app does more than allow you to log and review all of your fitness and dietary information. With the use of the Galaxy S range, or a Galaxy Watch Active, you'll be able to keep accurate information on your exercise, including distance travelled and, through the use of GPS, the exact route that you took. The first most useful tool that you'll be able to fully utilise with the smartphone or smartwatch is the pedometer. This can be found at the top of the main Samsung Health window. Once you've set up your Samsung Health profile your device will always count your steps, even when the app isn't open. The second most useful tool is the heart rate monitor. Again

access this from the main window. Once opened, press your finger against the monitor on the device. This is on the back of some Galaxy phones, but if your device doesn't have a monitor then you can use an accessory such as a Galaxy Fit. If you regularly check your heart rate, you can tap the green chart icon at the bottom-right corner of the heart rate window to check the fluctuations in your BPM. Tap the Log icon to see a breakdown of your BPM records.

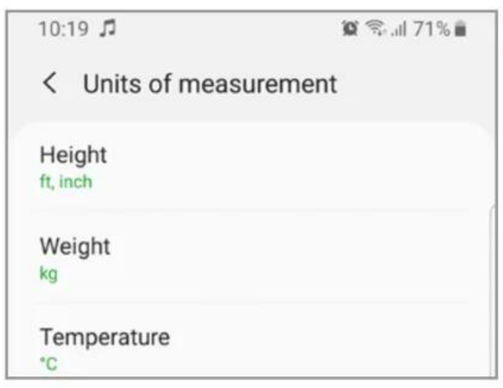


See your steps in Samsung Health

Once you have recorded steps using the pedometer, tap the top window in the main screen to review your progress. Below your day's count is the distance travelled and calories burnt. Tap on the Trends tab to see how your current count compares to previous days, weeks or months. The Together section of the app is handy, as it will tell you how your step count compares to other Samsung Health users. The Together section also has links to join challenges. These can be to reach a certain step goal or to be active for a certain amount of time.

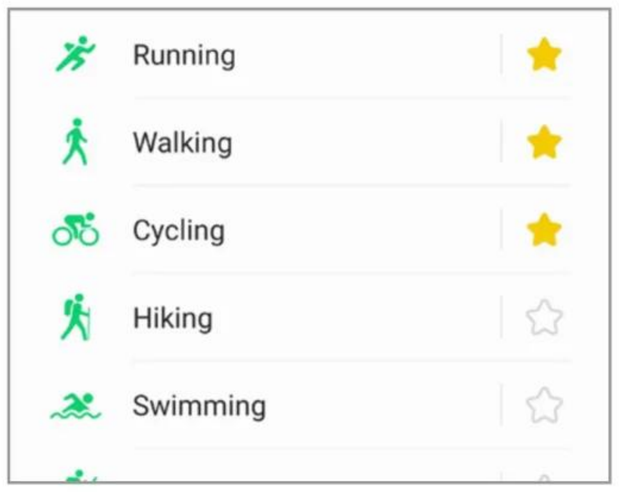
Setting personal goals

Before you begin recording your exercise and diet it's a good idea to set up some personal goals. Once you've added your details and taken your heart rate tap on any of the windows in the main Samsung Health window such as Activity or Steps. Several goals will have been created for you. Tap the More icon in the top-right corner then Set target to change the goal parameters. Each goal has different parameters. The step count and calories burnt goals can be logged automatically. Tap the Food menu to add details for your calorie intake goal.



Go to the settings window to change units of measurement for height, weight and distance

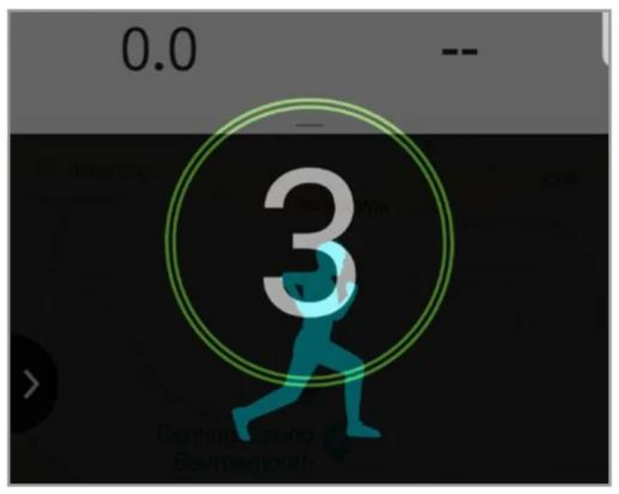
Record your exercise



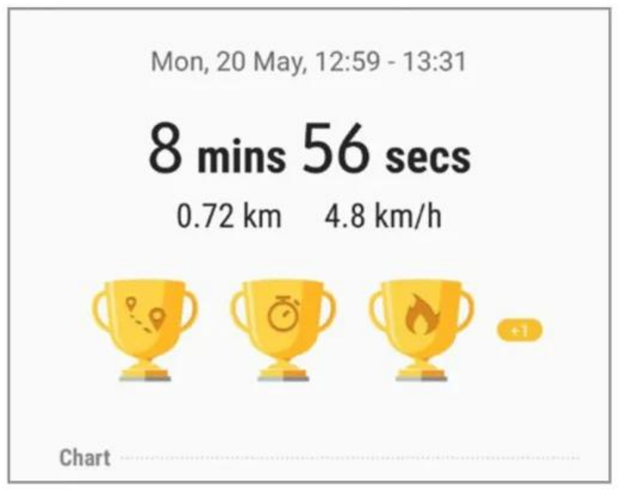
1 Exercise type From the Main app window tap Exercise. Select the workout you want.



2 Set a goal Tap Set workout goal. Set a goal based on Distance, time or calories burnt.



3 Start Begin your workout. To play music tap the music button and get exercising!



4 Finish Work Out Once you're done, tap 'Finish' and it shall tell you what you have achieved.

Samsung Health

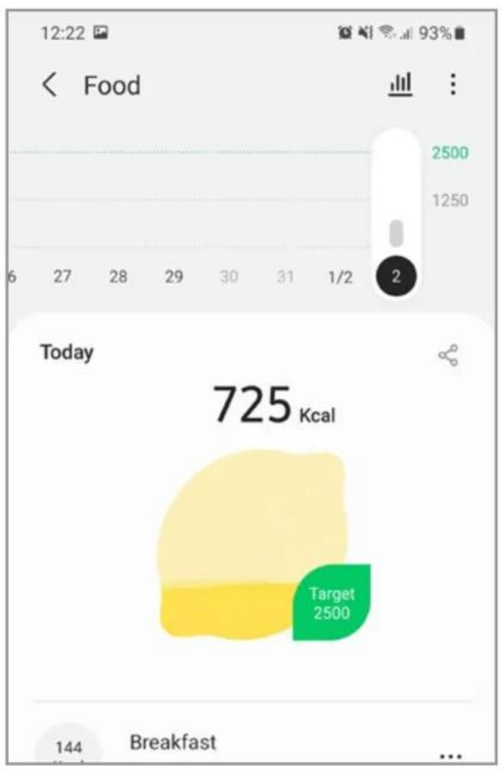


Fig 3 (above) Watch your calorie intake in Samsung Health

Input your calorie intake

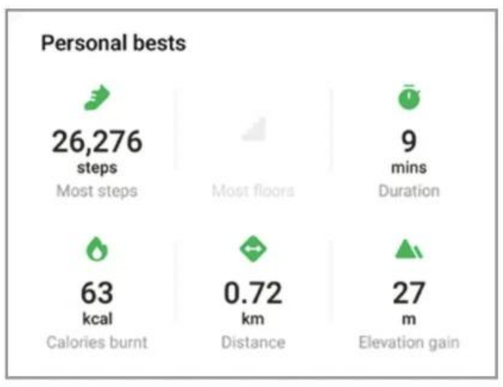
Access all of Samsung Health's tools from the main menu. In the Home tab tap on Food. By default the Food page will land on today's date so any info you add will be applied to today. Tap on the date and select a different day on the calendar to back-date calorie info. At the top of the Food page you'll see your Calorie intake goal, and how far below or above it you are. Tap the icons for Breakfast, Lunch, Dinner or snacks. You'll be taken to a page where you can search for food or save food you regularly eat. The food items you eat regularly will be added automatically into the 'Favs' tab. Once you've searched for food, tap on it to select it, then input your portion size by adjusting the scale by sliding your finger over it. You

Exercise window
This window provides active distance, duration and calorie details

More info
Tap the drop-down menu to change the main details of an exercise

Play music
Open the music app of your choice before or during a workout

Screen lock
Save battery life by tapping this icon. All workout stats will be displayed but the screen will be locked



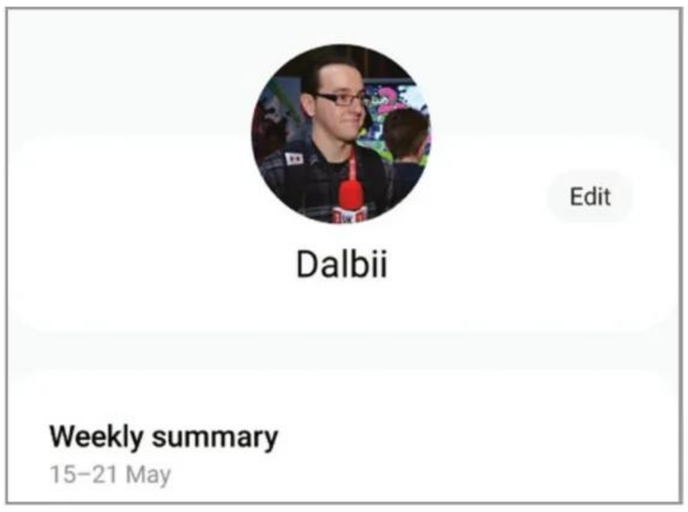
Tap on My Page and go to Achievements to see your personal bests

can change the measurement of a portion from the drop-down menu. Tap Done when finished. Add more food types if need be then tap Done at the top of the window. In the next window you can add a time and date of consumption, as well as images and notes. Tap Save and the calorie intake will be added to your page. Repeat for all meals.

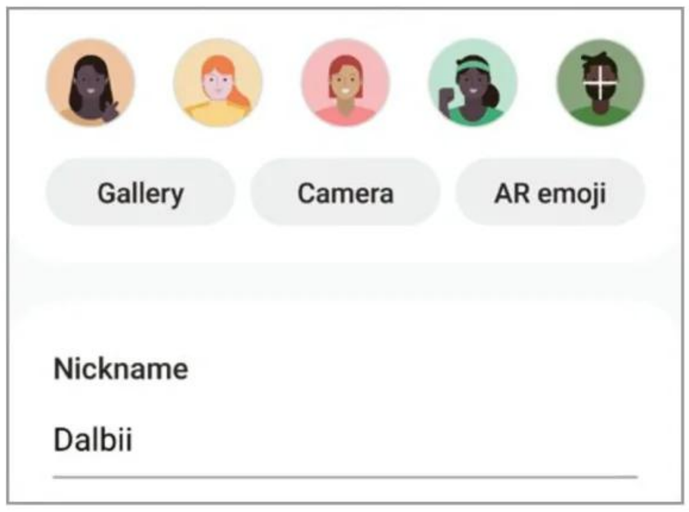
Complete a full workout

Open the main menu and tap Exercise to enter exercise mode. There are countless exercises to choose from. Each exercise has its own preferences but for each one you'll be able to set a goal that is covered in the tutorial. Tap on the chart icon at the bottom right of the exercise window to review and compare previous sessions. Tap the options icon at the top-right corner of the window and tap Set routes and Auto pause settings. When using a Samsung smartwatch you can turn on the option to warn you when you reach a set maximum heart rate. Once a workout is complete review the workout's details and add notes and photos as well as share the information on social media. Workouts will automatically be added to your current goals.

Edit your profile



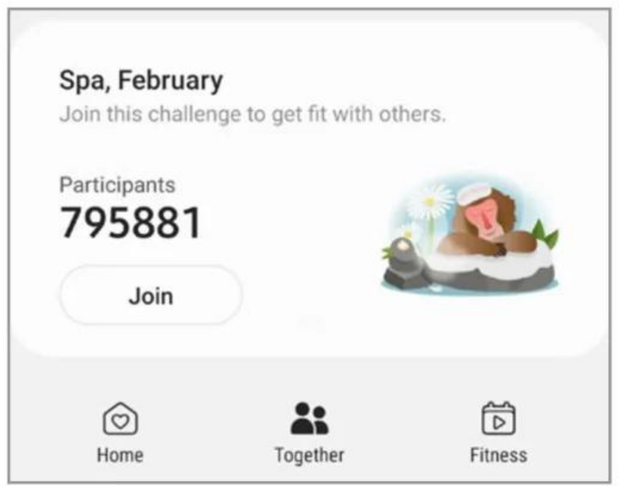
1 Your profile Tap the My page icon located in the bottom-right corner of the main screen and tap 'Edit.'



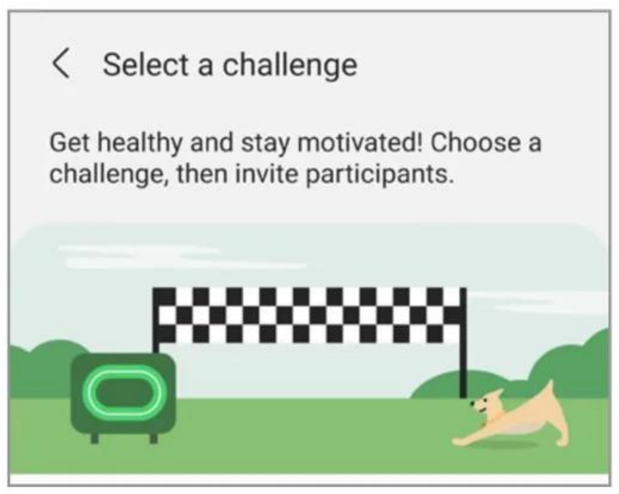
2 Change details Tap on the section you want to edit and scroll the numbers to change it.

The apps

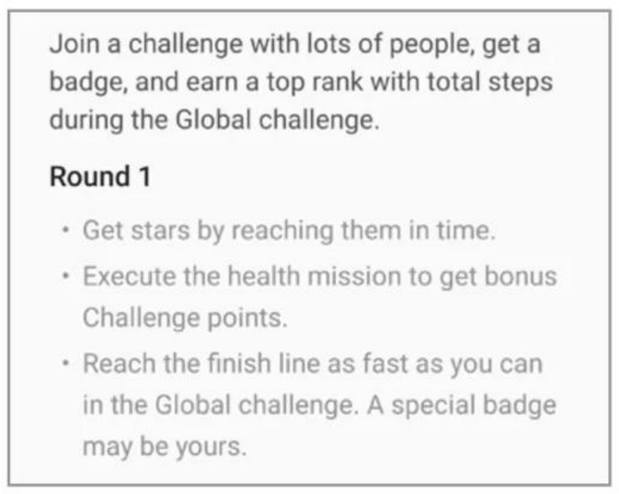
Join a challenge



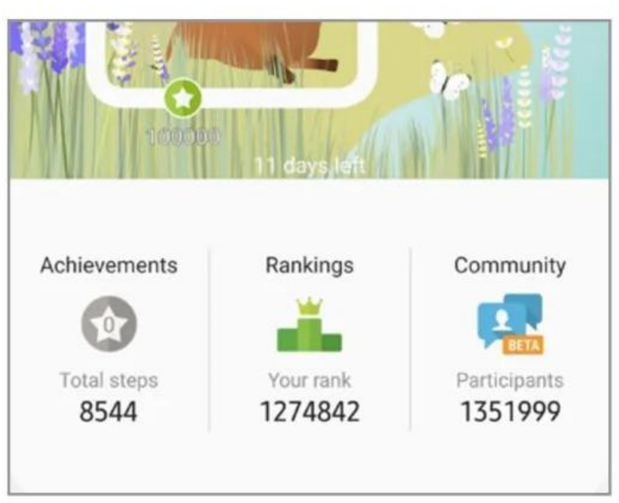
1 Together Open the app and tap on the Together tab at the bottom of the screen.



2 Choose Select the global challenge from the list. It changes monthly.



3 Join View the challenge details, click Join at the bottom of the page and create a nickname.



4 Get going Your progress will automatically be uploaded and you can see your progress.

Google Translate

Discover how to use Google's simple and accessible translation tool to help you converse and understand your surroundings when in foreign countries

You'll use it to...

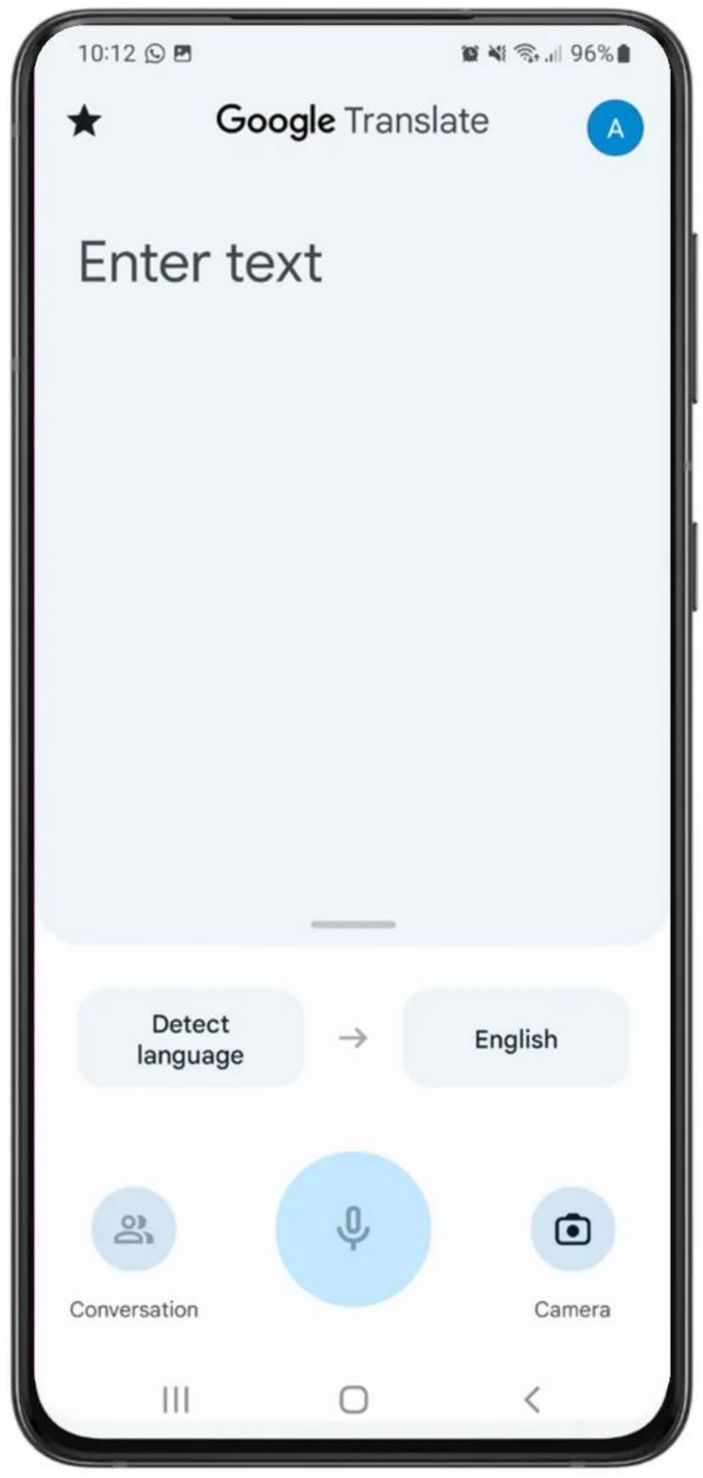
Converse overseas
Over 109 languages are supported

Translate words or phrases
Speak to enter text to be translated

Store translations
Mark translations as favourites to refer back to later

Tanslate text
Use your camera to instantly translate text

Hear translations
Listen to audio of your translated text



Talk to anyone

The Google Translate app is a brilliant tool for helping you converse with others and understand what is going on around you in foreign countrie The simple interface makes it quick and easy to translate keywords or complete phrase and keep them safely stored s that you can refer back to ther when you need to.

Easy translating

The service supports over 109 languages to translate text to and from and you simply select the languages and get typing. The text will be translated and presented as you are typing, giving you an instant translation. If you don't fancy typing the text then you can also speak the words or phrases using the phone's microphone to translate (Fig 1). This is particularly useful for when you need to converse with people in a different language as you can speak words or phrases directly into your device and play the audio of the translated text back to the recipient for a more natural and organic communication process.

Fig 1 (right) You can type in text to translate or simply speak it...

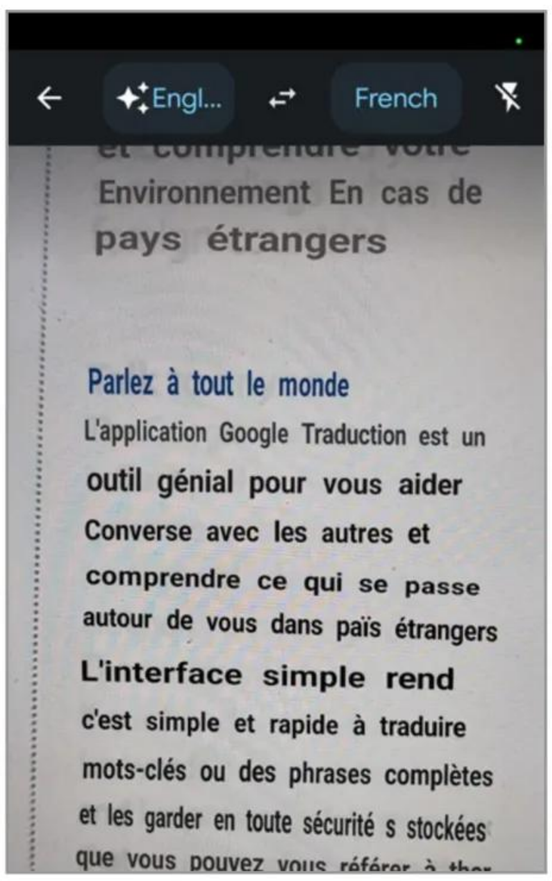


Fig 2 (above) You can use your Galaxy's camera to instantly translate text



Storing phrases

All of the translations that you make can be marked with a star icon. If you then tap the star icon in the top-left corner of the app you can access your saved translations. This is handy for saving phrases that you frequently use. Another option is to tap the menu icon in the top-right corner and select Downloaded Languages. From here you can scroll through all of the available languages and select which ones you would like to download onto your Galaxy device. If you do this you can translate text even when you're not connected to the internet. This is a handy feature if you're going abroad and don't know if you'll have access to any Wi-Fi hotspots.

Sound options

As you can ask the app to read aloud the translations for you by tapping the speech icon, you can also explore various options that relate to this function. By going into the app's settings you can adjust the readout speed (which may help the people you are trying to converse with).

Translate images

If you ever come across a sign or note in a foreign language, tap on the Camera icon and you can instantly translate the text. The camera features in Google Translate can be handy in situations such as when you're at a restaurant or train station. Point your Galaxy's camera at the text and it will be changed and displayed on your screen in English. You can use the Scan function to take a photo and then scan the text, which could be more accurate. Select the Import option to choose and a photo saved on your device and then translate the text.



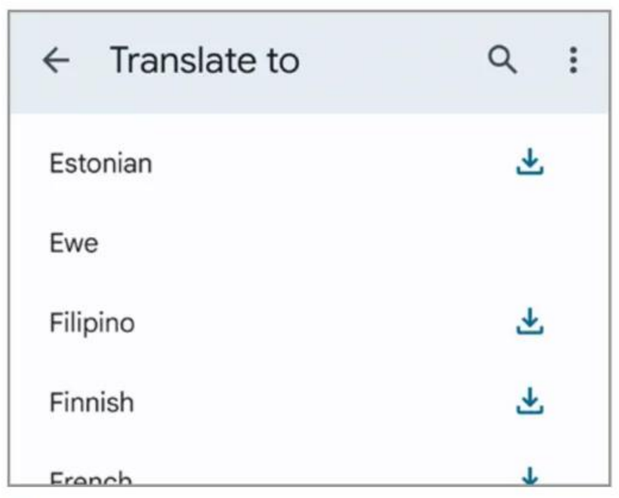
If you want to switch to Tap to Translate, you can do this from within the Settings menu

The apps

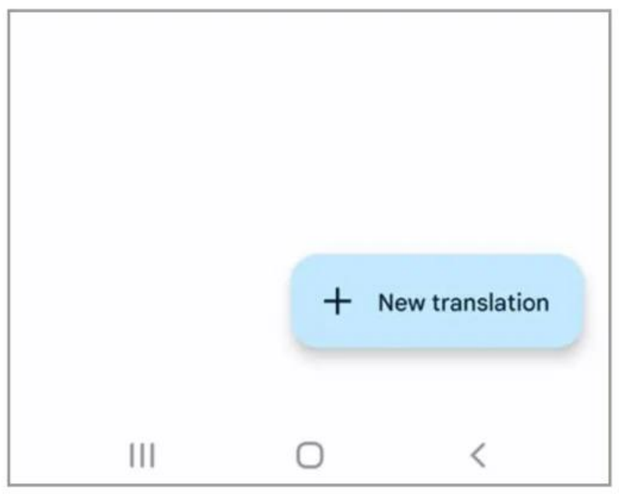
Start translating



1 Select language 'from' Tap on the language that you wish to translate from and choose one.



2 Select language 'to' Choose the language you would like to translate to and start typing.



3 Make translation When you finish typing, tap on the translate icon and the text will appear.



4 Mark it In History, tap the star to favourite a translation. This lets you find it quickly.

Facebook

Facebook remains the premier social media client available to all Samsung Galaxy users

You'll use it to...

Chat
Talk to your friends and family

Browse timelines
See what people have been up to

Meet new people
Find and add new friends

Post statuses
Tell people about your day

Share photos
Add photos and videos to your timeline

Stay in touch using Facebook

Facebook is the ultimate social media client for Samsung Galaxy users who want to chat to friends and family. Galaxy owners can use the chat function to keep in contact with their friends and even start video chats using their smartphone's front-facing camera. Facebook's Messenger also supports group chat.

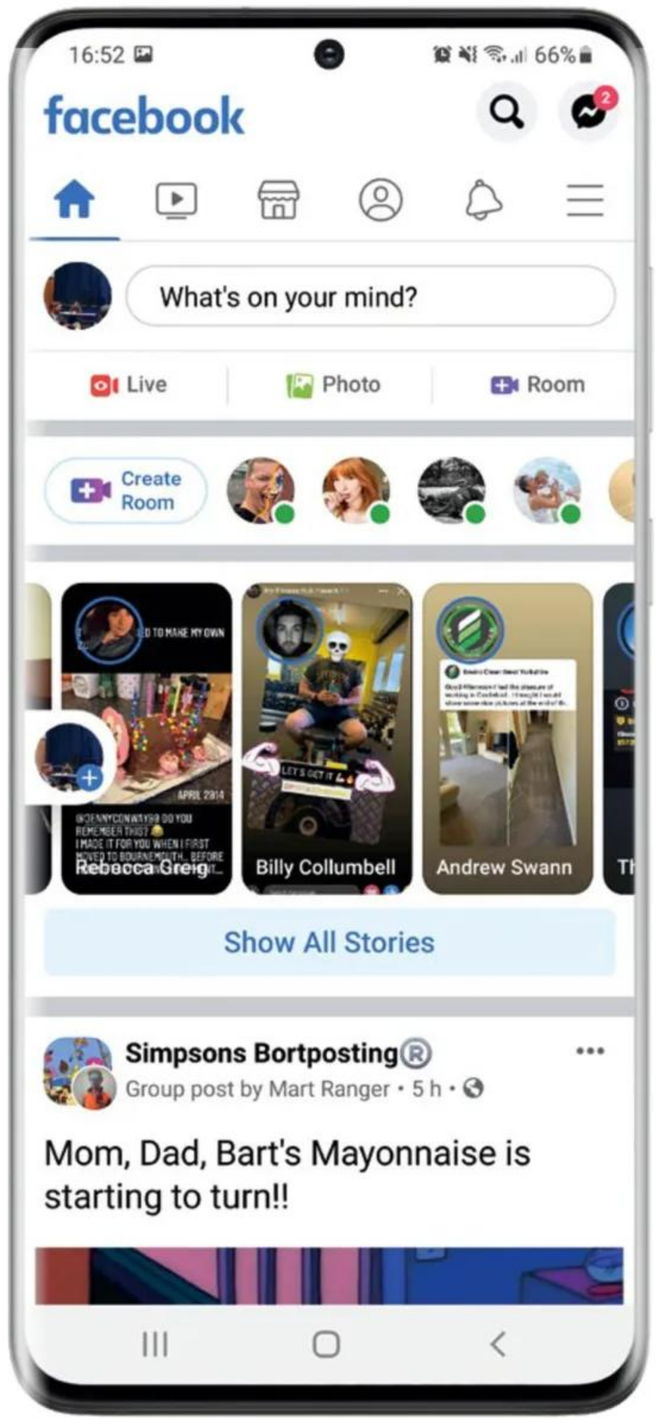


Fig 1 (right) Scroll through recent content added by friends and family

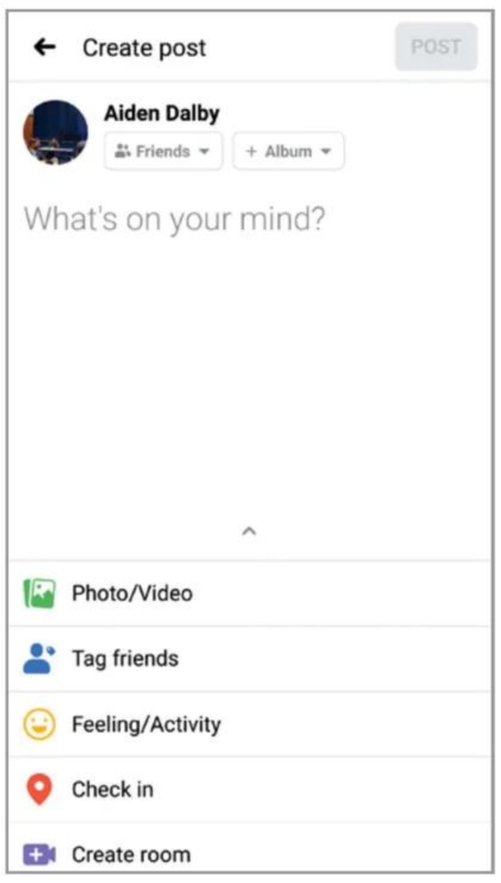


Fig 2 (above) Add a new status or share pictures on your timeline easily

Manage your Facebook timeline

The timeline feature within the Facebook app is the hub for all Samsung Galaxy users. It provides each person with a place to post their status details and stores them in chronological order. But dig a little deeper and your timeline can be so much more. Samsung Galaxy users can choose to add details about themselves to their own timeline, and even set individual privacy settings to stop or allow certain people from viewing the content they hold. Each user can then set a profile picture to represent them and a cover photo to appear at the top. Once you've started connecting with new people through the Facebook app, you'll find that posts from them appear on your timeline. These posts are fully interactive and users can choose to like them, or simply respond to them by posting a comment. In some cases you may want to delete

the post, and this is easily done by pressing the more icon at the top right of the post and then selecting the Delete option. Samsung Galaxy users can also explore their friend's timeline by selecting their name from the Friends list. You'll be able to see their personal status, images they've linked with their account and posts created by others.

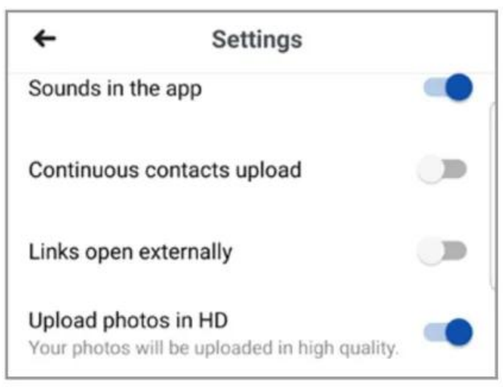


Manage media on your account

As well as being a great place for posting statuses and chatting with friends, Facebook has a comprehensive suite of features for those who want to share and embed media files on their timelines. While posting a status, users can attach photos to it, as well as designate these photos to a specific album. It's also possible to load any number of photos to your account and create a virtual library of them. Similarly, users can record and upload videos to their account, which automatically embed themselves on to the timeline for other people to watch.

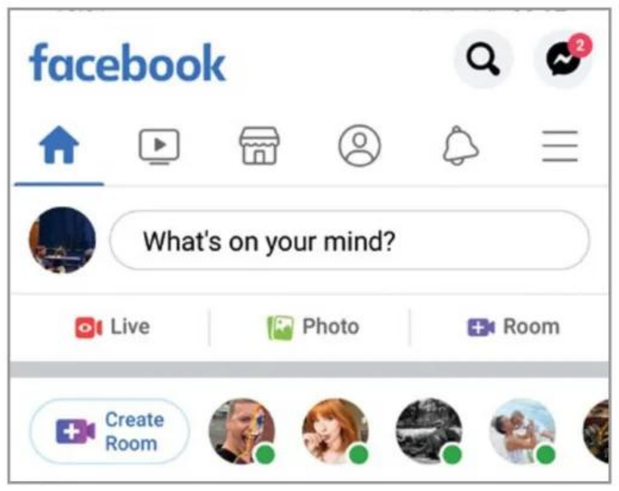
Take control of your security

You may remember seeing stories in the news regarding 50 million Facebook users having their personal data taken by the firm Cambridge Analytica. Since that news broke, the social media network has tried to take measures to help you protect your data, but these can be awkward to find. Tap the menu icon, scroll down until you find Settings then go to the Security section. Here you can choose what data third-party apps and websites can gather.

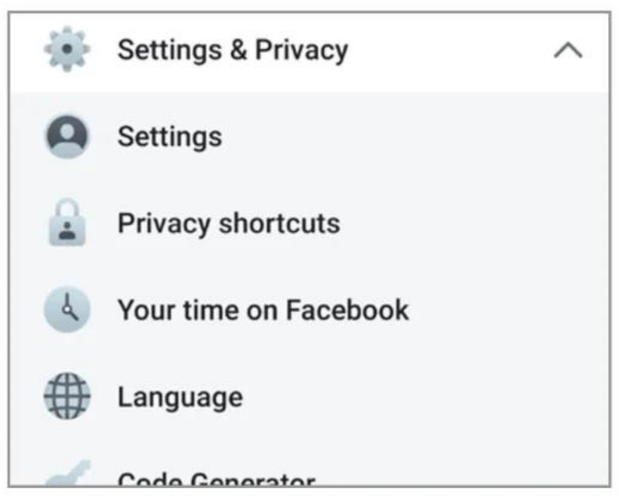


Videos and photos will not be uploaded in HD unless you set them to do so in the App Settings

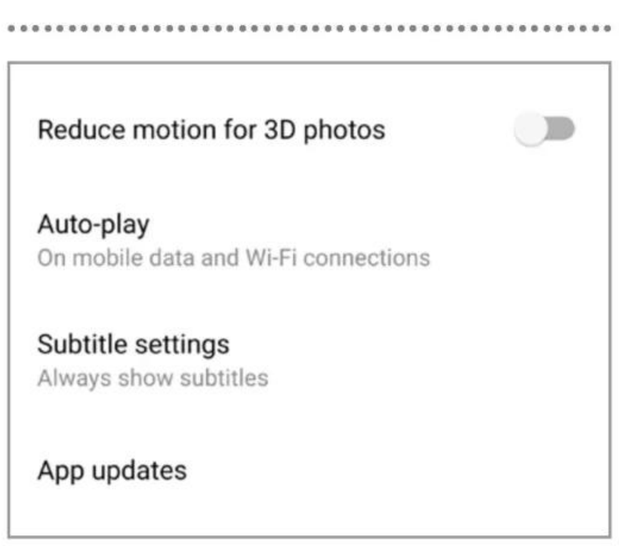
Stop auto-play videos



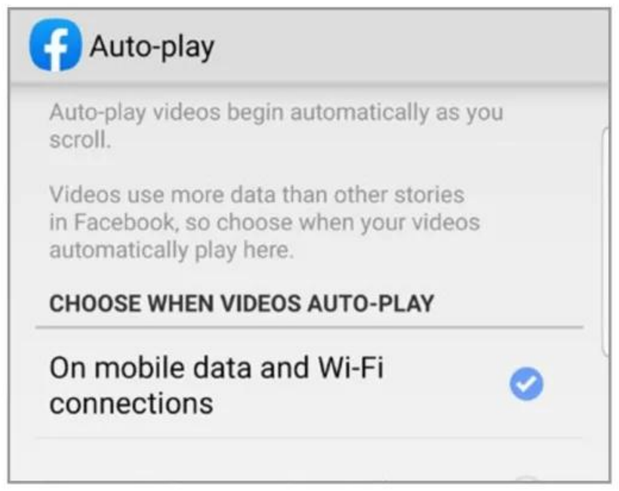
1 Menu Press the Menu icon at the top right of your screen and scroll down.



2 Settings Towards the bottom of the menu is App Settings. Tap on this.



3 Auto-play At the bottom of the menu is Auto-play. By default, it is set to Wi-Fi and Mobile Data.



4 Change Videos can use a lot of data, so it might be best to set it to Never Auto-play.

X

Follow trends, meet new people and post your own views all within the X app

You'll use it to...

Follow people
Follow friends, family and celebrities

Write
Post your own thoughts and opinions

Send messages
Send private messages to people

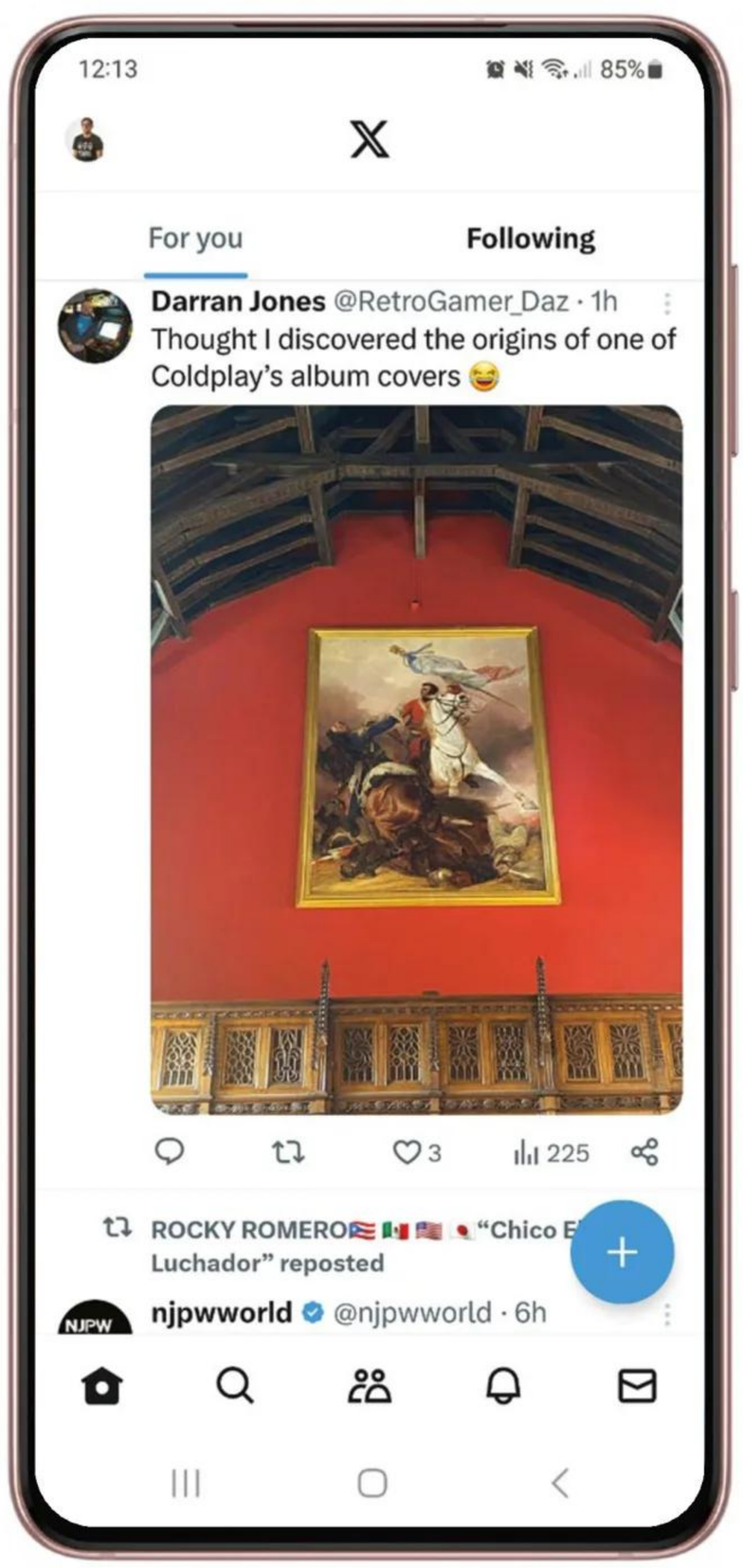
Share posts
Repost your favourite posts

Create polls
Send questions to your followers with up to four answers

Enjoy videos
Watch video in X's integrated player

Enjoy X wherever you are

X, formally known as Twitter, is a social media client, where users can create snippets of their thoughts and post them to the world. Although there are several apps currently available for Galaxy, the official X app remains the best choice. The app is split into menus, enabling you to find your profile, news feed and your private messages.



Posting directly from your Galaxy

At the heart of X is the act of sending out posts. These are small message that are linked to your profile and can be started by tapping the icon at the bottom of the screen. There are no real rules to what you can post, apart from each one must be 280 characters or less; so don't expect the chance to write any in-depth posts here. At the bottom of the box, you'll also find the option to add a video or image to the post, so other people can watch it and share it on their profiles for their followers to interact with. Your created posts are then sent to all the people that follow you, who can then interact with it and you can interact with their posts too. As well as simply reading each other's posts, you can also repost it on to your own page, write a reply or

Fig 1 (right) Read through the posts from people you follow in one menu

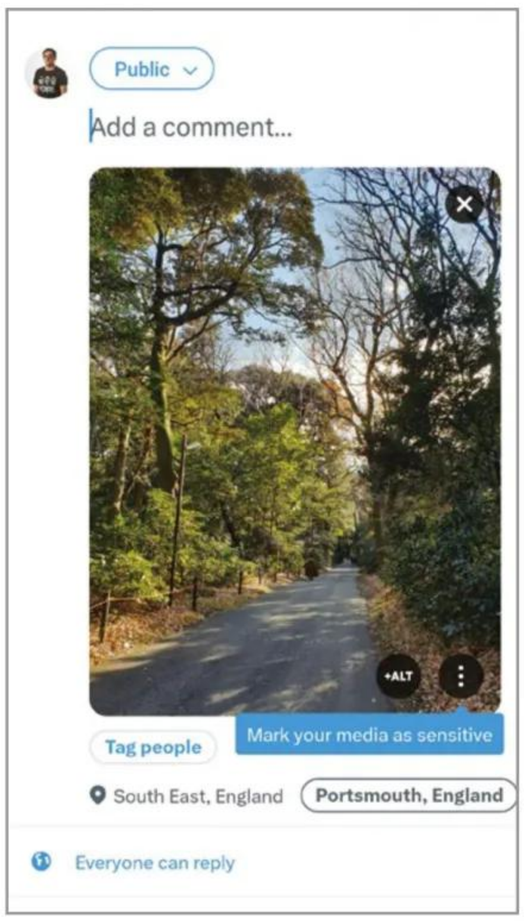


Fig 2 (above) You can add photos and locations to posts with ease

favourite it. Whenever you create a post, you can also direct it to a specific person by starting the post with the @ symbol and then their username. Just remember that although your post is meant for one person, everyone will be able to see it. You'll want to consider direct messaging if it's an important or private message that you want to send.

Sending private messages

By pressing the envelope icon found on your profile, you'll be taken to the Direct Messages section. Here you can find all of the private messages that were sent to you, but aren't publicly available for others to see. To reply to a message just press on one and begin typing away. Again, it's important to remember that you can only use 280 characters or less. When a new direct message is sent to you, a small notification will appear at the top of your profile and by pressing on that, you'll be taken directly to it to read and reply.



Discover more

The Moments section on the X app is where you'll want to go to find out what everyone is talking about. It contains the most trending topics at that time, and by simply pressing on one of them you can see posts dedicated to it. Scroll down further and you can see how the people you follow are interacting with the trends or even see the posts they have recently favourited. The Moments section is split into different tabs: For You, News, Sports and Entertainment. The number of stories in each tab varies depending on what is currently trending. We've seen as few as eight stories in a tab and more than 20 in others.



You can add polls to your posts. Add up to four answers and select how long it lasts

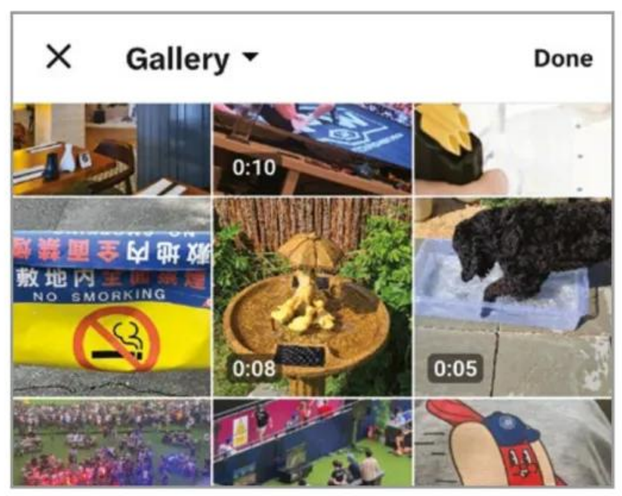
Add media & location



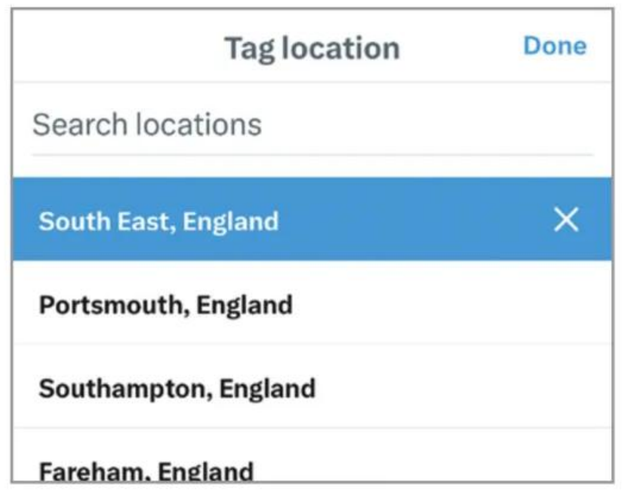
1 Posting From your news feed, press on the blue circle at the bottom of the page to post.



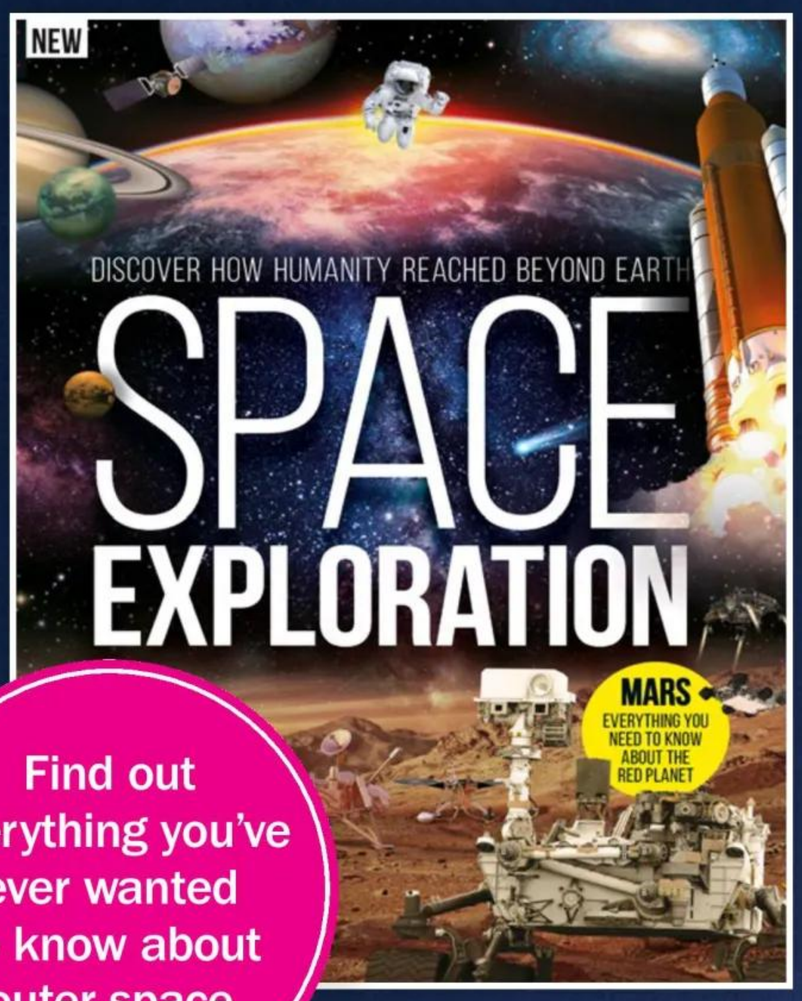
2 Options After typing out the post, you can now use the media and location add-ons.



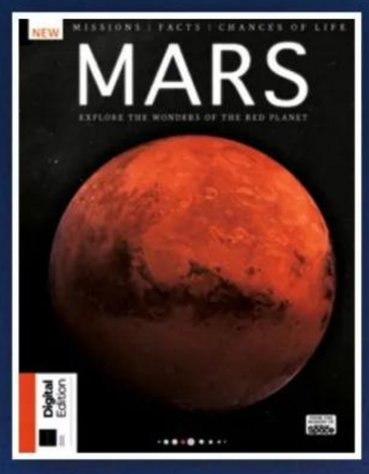
3 Photos Your recent photos will be shown but you can scroll left to find the Gallery button.



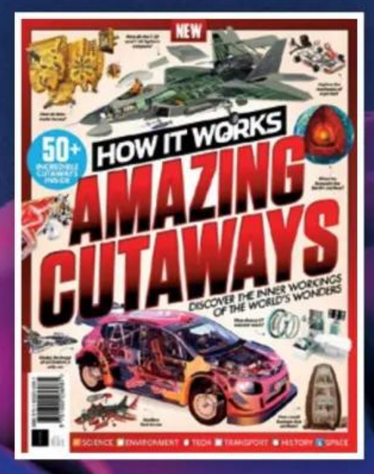
4 Location Press the location marker to add a map and marker of your current location.



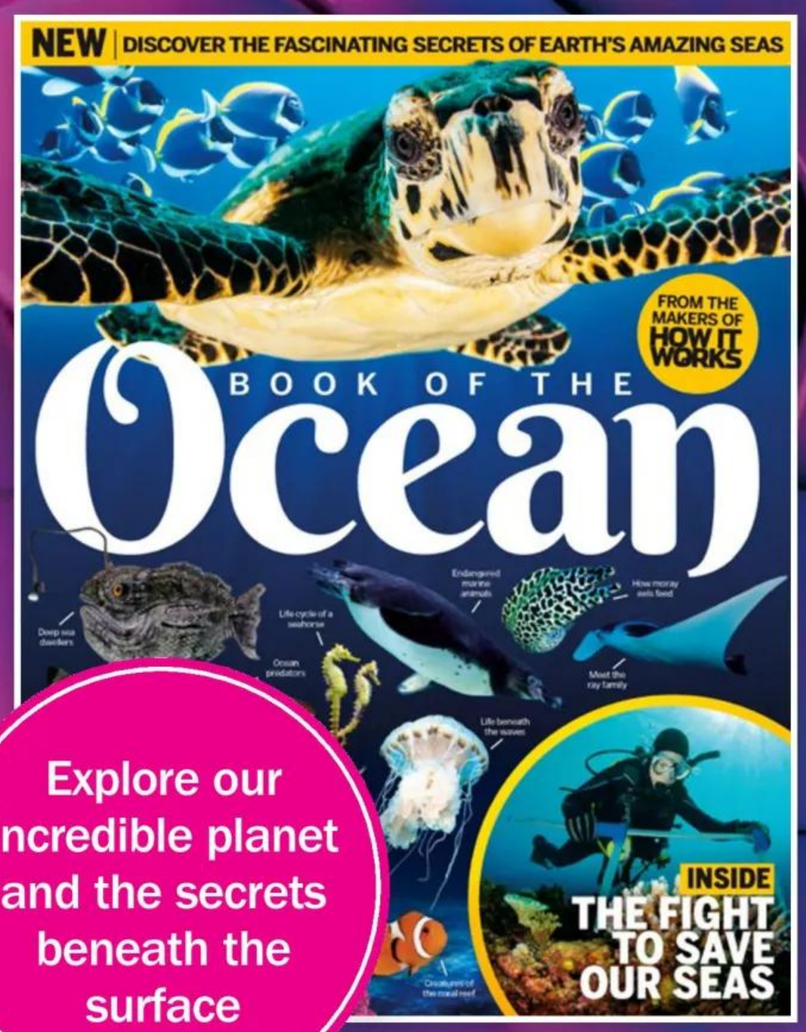
Find out everything you've ever wanted to know about outer space







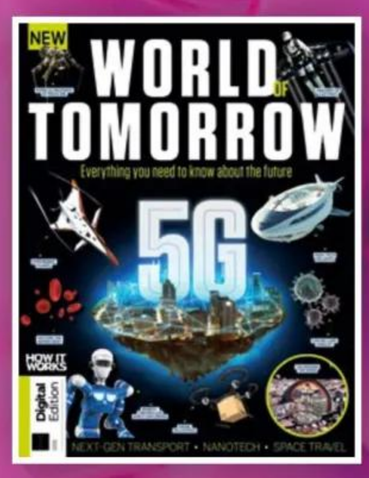




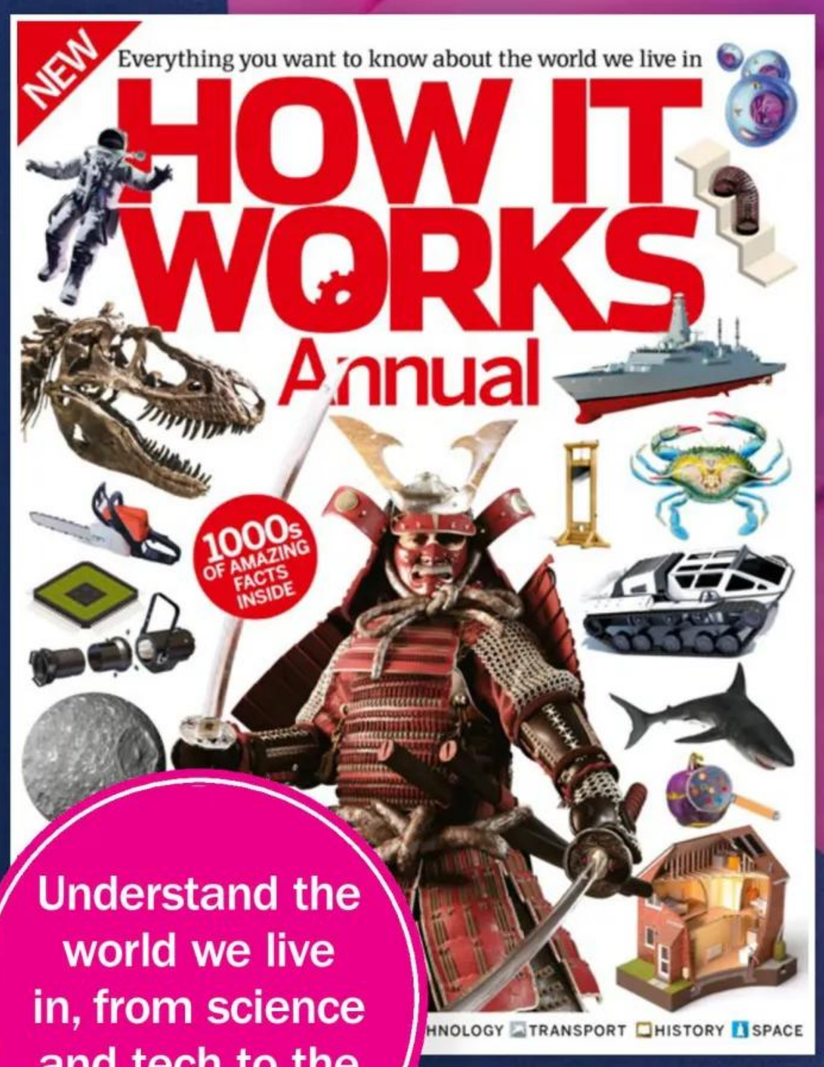
Explore our incredible planet and the secrets beneath the surface



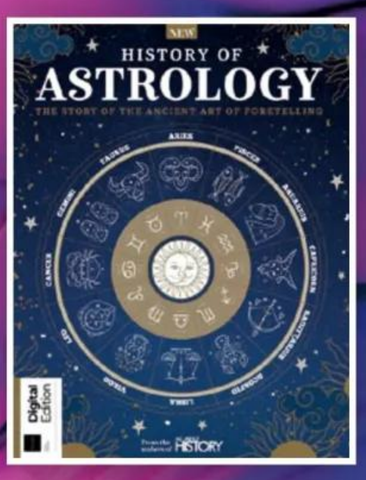






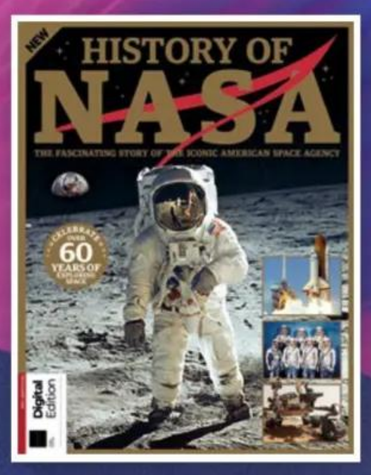


Understand the world we live in, from science and tech to the environment









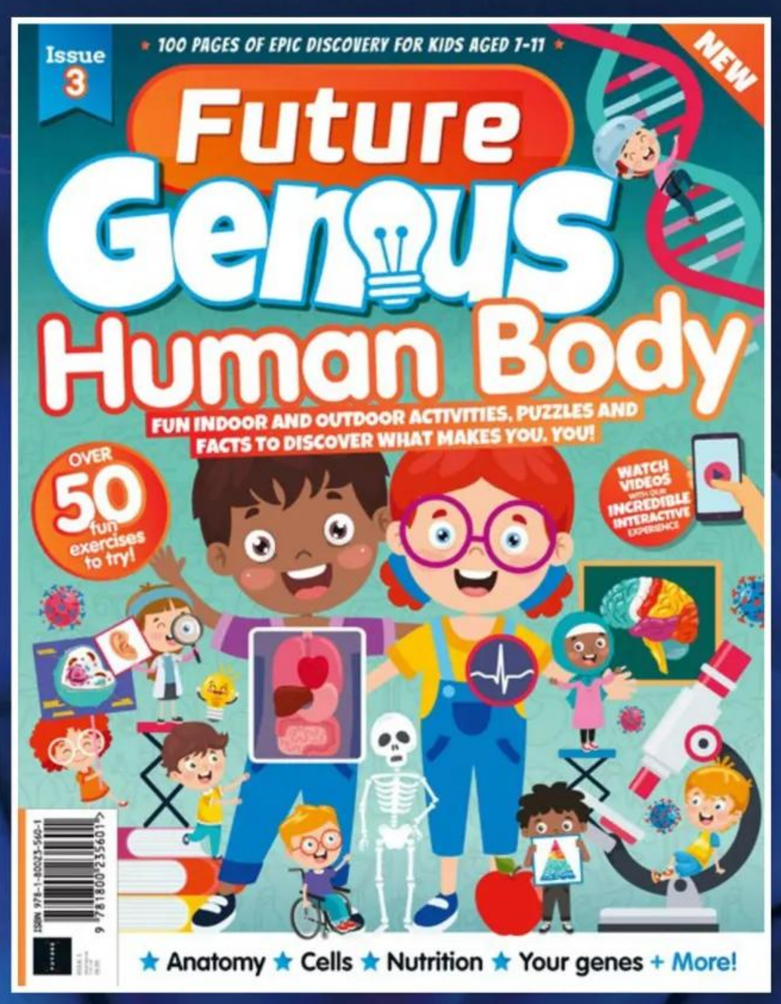


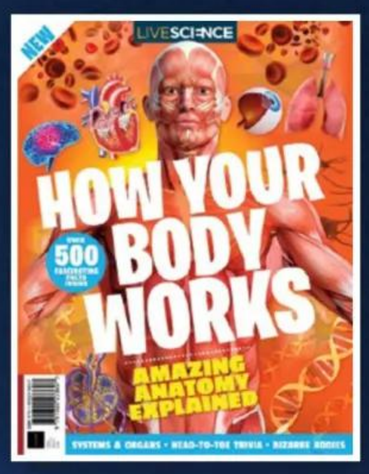
Get great savings when you buy direct from us

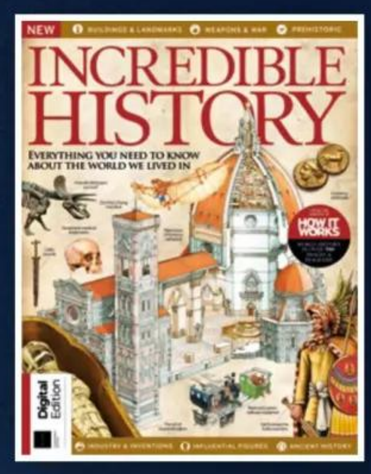
1000s of great titles, many not available anywhere else

World-wide delivery and super-safe ordering









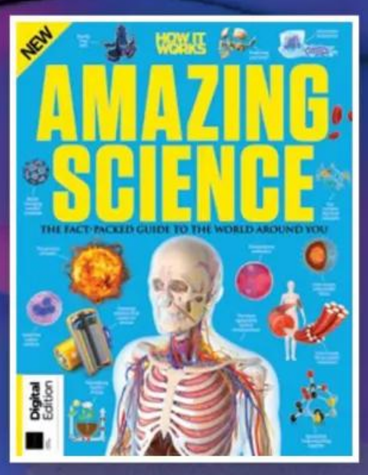




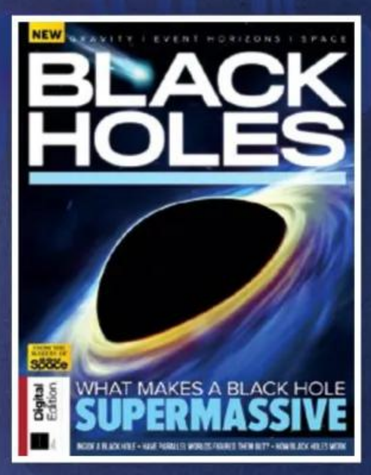


FEED YOUR MIND WITH OUR BOOKAZINES

Explore the secrets of the universe, from the days of the dinosaurs to the miracles of modern science!

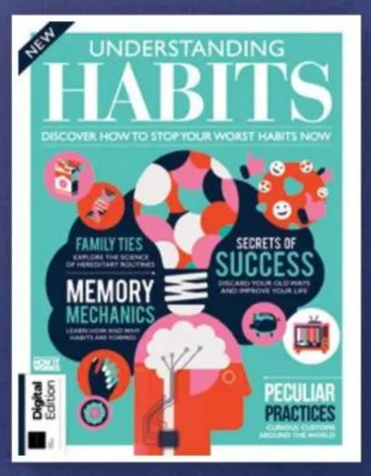


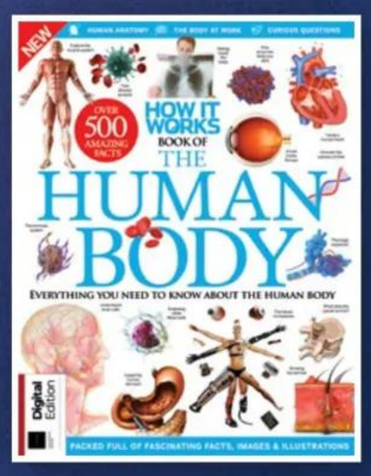














Follow us on Instagram @futurebookazines

FUTURE

www.magazinesdirect.com

Magazines, back issues & bookazines.

SUBSCRIBE & SAVE UP TO 61%

Delivered direct to your door or straight to your device



Choose from over 80 magazines and make great savings off the store price!

Binders, books and back issues also available

Simply visit www.magazinesdirect.com

✓ No hidden costs | Shipping included in all prices | We deliver to over 100 countries | Secure online payment

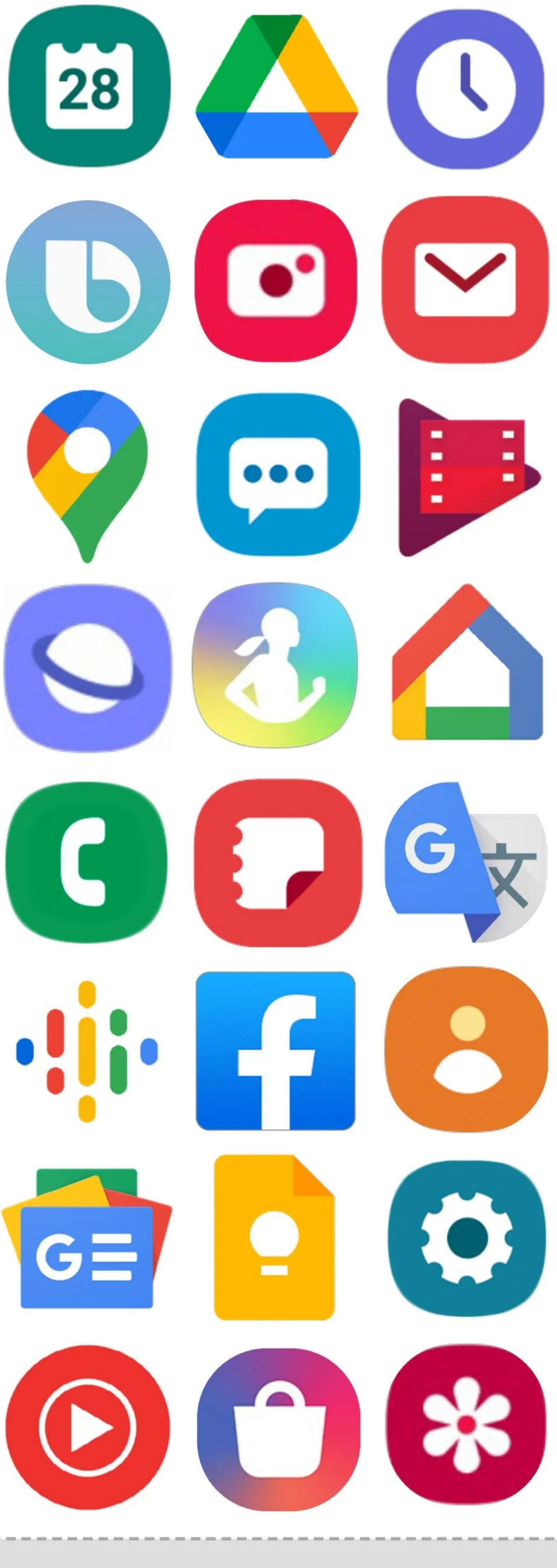
FUTURE

magazinesdirect.com

Official Magazine Subscription Store

Samsung Galaxy

The Complete Manual



✔ Meet the Galaxy range

Get to know your new Galaxy smartphone or tablet and discover how it can change your life

✔ Set up your phone or tablet

Follow our straightforward guide to get your Galaxy working exactly as you want it to, right out of the box

✔ Get more from your device

Learn how to use your Galaxy with our simple step-by-step guides to mastering the hardware

✔ Navigate the Samsung apps

Get to grips with the native Samsung apps installed on your Galaxy, from your camera app to Samsung Health

✔ Understand Android

Take advantage of Samsung's custom version of the world's most popular mobile operating system

✔ Follow in-depth guides

Learn even more about your device with our essential tutorials on every aspect of your Galaxy

✔ Enter Google Play

Extend the functionality of your device by downloading the very best apps from the Google Play Store

✔ Connect with Galaxy Watch

Find out how easy it is to get Galaxy notifications sent straight to your smartwatch

✔ Explore amazing new apps

Discover everything your Galaxy has to offer, from monitoring your fitness to editing your photos

✔ For every new Galaxy device

Essential guides for all the flagship Galaxy devices, including the S23, S22, A52, Tab and more

BOOKAZINE

9021 9000