

## Support for Using Your Smart Phones and Tablet Information and Strategy Sheet

### Simplifying your screen

The interface (screen layout and design) of a smartphone can be busy and confusing. These are a few simple tips to simplify your screen:

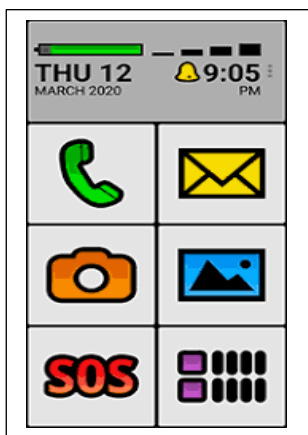
- Deleting apps that are never used.
- Apps that are used in the background, such as find my phone, can be grouped together and moved to a folder and kept on a different screen. This will ensure the apps regularly used will be clearer and more accessible for the user.
- Sometimes we have too many notifications popping up on our screen. This may cause confusion and frustration. Consider turning off notifications.

### Enhancing your screen

Once you have organised the apps on the main screen you can make some adjustments to improve their visibility and enhance accessibility. Almost all smart phones and tablets have an easy mode or accessibility in their settings app. Please ensure you view how this looks to ensure adjustments are clear. Each phone will be different but generally the following can be adjusted:

- **Text Size** – you can increase the size of the text on the screen making it easier to see and read.
- **Bold Text** – you can also change the text to be **bold** which can support visibility
- **Colour Contrast** – this too can help visibility of text and apps, in the accessible mode you can select strong contrasts, this will help the apps stand out and will support visibility.
- **Background Images and Wallpaper** – make sure the image in the background supports visibility, some images can make it hard to find the app icon on the screen.
- **Display and Brightness** - here you can increase the brightness of the screen to an appropriate amount, a dull screen can affect the visibility.

## ➤ Interface App



Instead of making the changes above you can purchase an app that will adapt the interface of the phone to be more accessible; please note this has not been trialled by the MTRR and is only available on Android phones. The **Big Launcher** is available for Android through the app store it replaces your current screen with one that is visually supportive and accessible. For more information please view <http://biglauncher.com/>

## Simplify Making a Call

Accessing your phones contacts to make a phone call can sometimes be a challenge. These are a few simple ideas to help ensure success finding a contact:

- Ensure that your phone app is clearly visible on the home screen.
- Delete contacts that are not used.
- Adding your most important and most used contacts to your favourites list to make it easier to find contacts.
- Adding photos to your contacts can also help and make it easier to find the contact.
- You can display an individual contact with their image on your home screen making it quick and easy to make a call. How to do this varies between phone brands and models, but most have this feature.

## Additional Supports on your Device

- **Sounds and Alerts** – all phones will have a sound to alert you to a call, message etc. Vibrate may also be supportive for a person who has a hearing problem. Some phones will flash a light to alert you to a notification such as a text message, view these in your settings
- **Reminders on your phone-** to remind you to take your medication or an appointments etc. **Tip:** at the beginning of the week or month schedule in known appointments, birthdays, bin days etc. If you need help ask a family member to support you.

- **Use the micro phone** in messages to dictate your message! Or you can send a voice message through text.
- **Notes** – use notes to jot down items to remember, or something you want to recall for a later time
- **Voice Activating** – Most phones have a voice activating feature such as Siri for Apple phones or “Ok Google” on Android phones use this to set a reminder or ask what the weather is like and much more.
- **Hearing** – most phones have supports for hearing, such as noise cancellation or hearing aid compatibility

## Widgets

Widgets are displays on your phone or tablet computer which can be; icons, or toggles, or pop up reminders etc. You can add widgets such as a contact to your home screen or a webpage you use frequently.

### Widgets on your iPhone

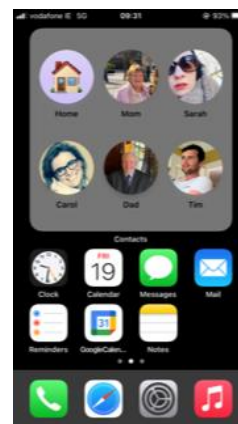
<https://support.apple.com/en-us/HT207122>

1. From the Home Screen, touch and hold a widget or an empty area until the apps jiggle.
2. Tap the Add button **+** in the upper-left corner.
3. Select a widget, choose from three widget sizes, then tap Add Widget.

You can add contacts, calendar, clock or any of the apps you use regularly and want to see larger on your screen. If added a person’s contact directly to the screen you should add a photo of the person’s contact



**Photo 1** has individual contacts with images, a large clock and calendar view of the day, date and scheduled appointment.



**Photo 2** has a group of 6 contacts with photos to help identify the contact, and the regularly used apps are on this screen.

## Add Widgets on Your Android Phone

<https://support.google.com/android/answer/9450271?hl=en>

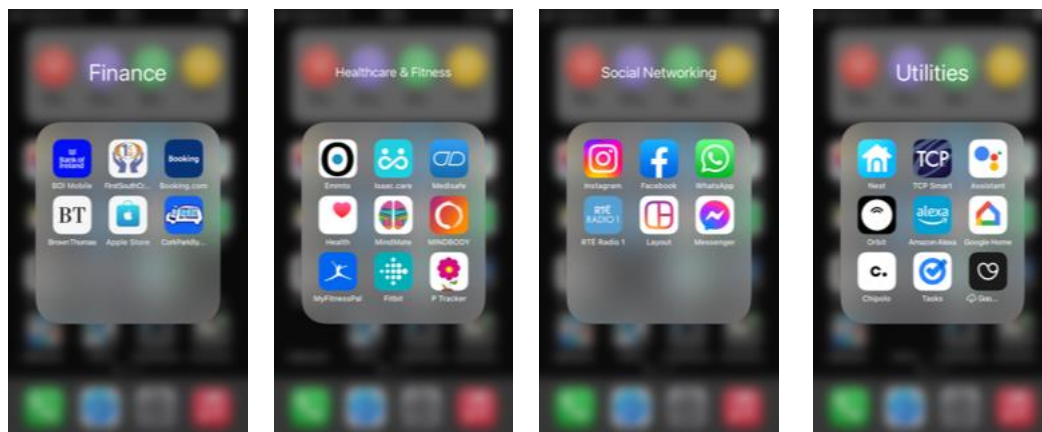
1. On a Home screen, touch and hold an empty space.
2. Tap Widgets, on the bottom of the screen.
3. Scroll through the widgets/apps you want e.g. a contact, calendar, clock, email etc.
4. Touch and hold a widget. You'll get images of your Home screens.
5. Slide the widget to where you want it. Lift your finger.

## Creating Folders on iPhones

1. Touch and hold the Home Screen background until the apps begin to jiggle.
2. To create a folder, drag an app **onto** another app, this will create the folder
3. Drag other apps into the folder.
4. To rename the folder, touch and hold it, tap Rename, then enter a new name.

To delete a folder, tap the folder to open it, then drag all the apps out of it. The folder is automatically deleted.

See examples below of; **Finance Folder, Health & Fitness Folder, Social Networking Folder and Utilities Folder**



## Creating a Folder on your Android Phone

Similar to iPhones follow these steps;

1. Touch and hold an app or shortcut.
2. Drag that app or shortcut on top of another. Lift your finger.
  - To add more, drag each one on top of the group.
  - To name the group, tap the group and type your preferred name.

### Location Sharing Apps

- **Google Calendar** – the Google calendar app can support you to schedule and plan events and appointments using your phone. Family or friends can add a reminder to their Google Calendar and share this with your Google Calendar e.g. organising a lunch date using Google Calendar. Sharing Calendars can only be done on a computer and not through the app.
- **Location Sharing** – under your Google account you can select location sharing which allows you to share your real time location from your device with people that you choose. Open Google Maps, click on your initial in top right corner, select location sharing, and add new share through contacts.
- **Location sharing on iPhone:** Open the **Find My** app and select the People tab, Select **Share My Location** or Start Sharing **Location**. Enter the name or phone number of the person you want to **share** your **location** with, select **Send**. You can choose to **share** your **location** for One Hour, Until End of Day, or **Share** Indefinitely.

*This should be discussed with all involved in accessing your location and requires the users consent to locate.*