



[**Learn.**]

Technology is quickly taking the world by storm. Develop fundamental skills with this fast-paced, easy-to-use guide!

the technocademy pocket guide

brought to you by Technocademy, Inc.

Contact us at info@technocademy.org

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AUTHOR'S NOTE

Dear Reader,

By opening this guide, I presume you are looking for help in technology (or at least fishing through it for someone who does). Well, you've come to the right place. In this guide, you will find a wealth of information relating to fundamental concepts in the up and coming devices in modern society, including email, social media, cell phones, and iPhones. If you like it so much (which I hope you will), there are links throughout the guide for further content and practice.

Technology is becoming a necessity in society, yet many are falling behind. It can be used to connect with family and friends; to stay in touch with the world; and practically everything else! This guide is a stepping stone toward further exploration into technology. Beginners can get an easy, comfortable introduction into important technologies while being given motivation and access to more intensive resources.

Use this guide as you please. Wherever your journey begins, I hope this guide will take you even further and facilitate communication with loved ones across the world.

Sincerely,

Josh Seides
Founder
Technocademy, Inc.



ABOUT TECHNOCADEMY

Technoacademy, Inc. is a 501(c)(3) nonprofit organization that was founded in 2012 by Josh Seides, now a junior at Alpharetta High School. Its mission is to spread digital literacy across the nation. As of December 2014, it has helped over 600 seniors through 1-on-1 training, 100,000 through Operation T-CUP (a project in which DVDs are sent out), and more than 50,000 so far with this guide. Each year, Technoacademy unveils innovative programs all designed to further the cause of digital literacy. Through a strong support network of private contributors and corporate grants (from organizations including, YSA, Disney, and ABC), Technoacademy has been able to grow across the nation. As the first project of 2015, this guide is brought to you by the Technoacademy team as a go-to resource for starting up in the field of technology.



ADDITIONAL RESOURCES

Aside from this guide, there are many other resources that can be used to delve even deeper into technology.

- Operation T-CUP: This on-going project involves us sending out informative DVDs across the nation. Within each DVD, there are 12 different technology concepts. Each one features audio and video from a Technocademy instructor. Sign up by contacting us!
- Online Resources: Take a look at www.technocademy.org under the “Learn” tab to obtain access to dozens of tutorials, labs, videos, presentations, and more.
- Tips of the Week: Go to www.technocademy.org and look near the top of the page to sign up for our weekly tips. These are our helpful snippets of advice covering all devices!
- Technocademy App: In June 2015, we released a free app for that runs on iPhone, Android, Windows, Nook, and other operating systems. It encompasses resources from all of our programs and projects. Ask questions to the Technocademy directly in the app and we will respond to you within the app as well!

INTERNET

You may often hear the term “Internet” but do not know what it really means. The Internet is really just a network of data and information. It is available to everyone who has a connection (usually Wi-Fi connection on computers).

Words from the Wise - Cool Tips

- You can add favorites to your browser--web pages that you visit frequently. These favorites can then be clicked no directly so you do not have to type in the web address each time.
- You can make your own web pages with programs like Weebly and Wordpress!

BROWSERS

To access the Internet, a “browser” is needed. A browser is a program on your computer, usually either Internet Explorer, Google Chrome, Mozilla Firefox, or Apple Safari. The icons for these programs are (respectively):

1



If you are using a Windows computer, you should already have Internet Explorer installed. If you are using a Mac computer, you should already have Apple Safari installed. You can download another one of these programs by going onto the Internet browser you already have and searching for it (which we will learn about later).

Remember! The browser is the key to the Internet. Without it, there is no way to access the Internet. Therefore, keep your browser program in a place you will remember it.

Each screen on the Internet is called a web page. Each page has its own web address, which is what you type in on a browser so you can correctly locate that page. An example is www.google.com.

¹ Images are property of Microsoft, Google, Mozilla, and Apple respectively.

BASIC BUTTONS

Once you click on an Internet browser to open it up, there are a few navigational buttons you should know so you can use the Internet effectively. To get a closer look, we will examine each corner of the screen separately. In this demonstration, Google Chrome will be used. However, all the browser programs have similar layouts.

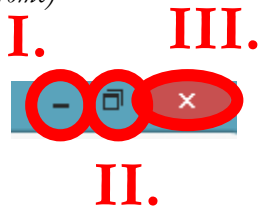
Top Left Corner (Using Chrome)



- I. Tab: A tab is similar to a window. It is basically a viewing screen. You can have multiple tabs open at one time, which means you can be on different web pages at the same time.
- II. Close Tab: Click this button to close the tab selected.
- III. New Tab: This button allows you to open up a new tab.
- IV. Back: Click this button to go back to the web page you were on directly before. This is useful if you accidentally clicked on a wrong page.
- V. Forward: This button allows you to go forward to the page you were on. This is used if you click the Back button but then want to “undo” that Back and return to the original page.

- VI. Refresh: Sometimes, web pages change content. Click this button to reload a webpage, which gives you the most up-to-date version of the page.
- VII. Search Bar: This space is used to type in the website address of a page you want to go to. On Google Chrome, you can automatically search Google from here, too!

Top Right Corner (Using Chrome)

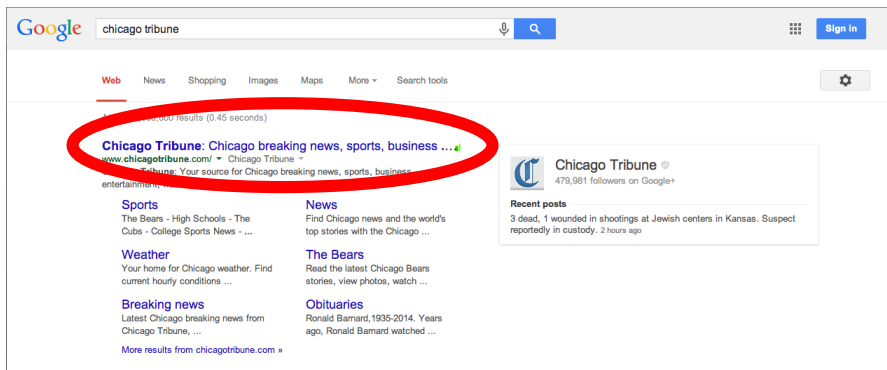


- I. Minimize: Use this button to close the window of your web browser temporarily. This will put the program on your taskbar (the bar on the bottom of your screen). If you re-click on the icon of your browser program on the bottom of your screen, it will re-open.
- II. Restore Up/Down: This button allows your window to either take up the full size of your screen or just a part of it (clicking this button will alternate back and forth between those two options).
- III. Close: This button permanently closes your browser program. Use this when you are done using the Internet.

SEARCHING

One of the most useful activities you can do using the Internet is to search for something. Using the Internet, you can virtually find anything you are looking for in a matter of seconds--movies, people, information, you name it. To do so, we recommend you use the Google search engine.

1. Open your web browser.
2. On the search bar at the top, type in www.google.com.
3. In the search box on Google in the middle of the screen, type in the name of whatever you are searching for and press “Enter” on your keyboard.
4. Scroll through the results and pick the website that best meets what you are looking for.



OTHER USES

Some popular uses of the Internet include news, sports, and stocks.

News

1. Open up your web browser and type in www.google.com.
2. In the search box, type in any newspaper you want to read; for example, type “New York Times” or “LA Times.”
3. Keep in mind also there are some helpful news sites that do not have their own newspaper. One example is www.CNN.com.
4. After searching for a newspaper, many results will pop up. Click on the blue link that has the name of the paper you want to read (hint: it is usually the first link).
5. Now, you will be taken to the newspaper website. Here you will find various articles that are featured. If you are looking for specific kinds of articles (such as “Business” or “Politics”), there will be a section bar at the top that lists all the different types of articles:



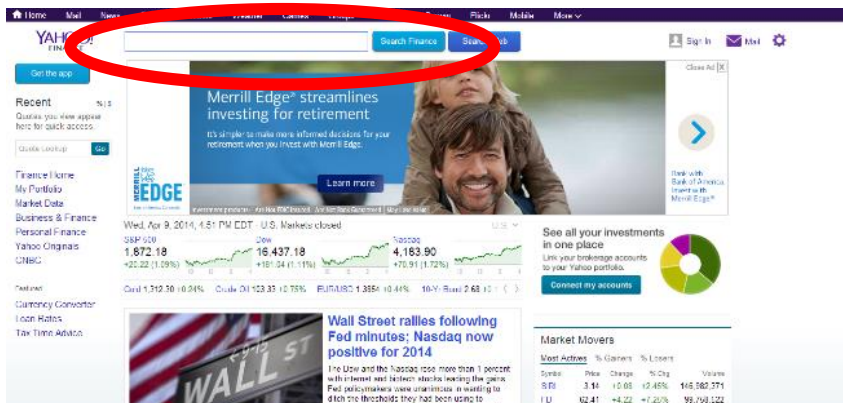
Sports

1. Open up your web browser and type in www.espn.com.
2. For whichever sport you are wanting to look at (e.g. NFL, MLB, NBA, NHL, NCAA, etc.), find the corresponding sport in the black section header across the top.

3. You will then be taken to the homepage of the sport you want to look at. Major news will appear automatically. If you want to look at specific sections such as Scores, Standings, or Statistics, click on the corresponding section in the header right under the black header.

Stocks

1. Open up your web browser and type in www.finance.yahoo.com.
2. At the top of the page, you will see a search bar that looks like this:



3. Type in the stock that you want to look at. You can this in two ways:
 - a. Stock Name: full name of stock (e.g. Dow Jones Industrial Average)
 - b. Stock Symbol: the index/symbol of the stock (e.g. DJI)

4. You will then be taken to a page that gives you all the information you need about the stock, ranging from volume to % increase/decrease to graphs and charts:

Google Inc. (GOOG) - NasdaqGS

530.60 ↓ **10.35 (1.91%)** Apr 11, 4:00PM EDTAfter Hours : **533.00** ↑ **2.40 (0.45%)** Apr 11, 7:59PM EDT

Get the big picture on all your investments.

[Sync your Yahoo portfolio now](#)

Prev Close:	540.95	Day's Range:	526.53 - 540.00
Open:	532.54	52wk Range:	526.53 - 604.83
Bid:	531.00 x 100	Volume:	3,916,171
Ask:	N/A	Avg Vol (3m):	2,537,540
1y Target Est:	1,324.63	Market Cap:	356.62B
Beta:	1.154	P/E (ttm):	27.91
Next Earnings Date:	16-Apr-14	EPS (ttm):	19.01
		Div & Yield:	N/A (N/A)

Google Inc.

■ GOOG



Quotes delayed, except where indicated otherwise. Currency in USD.

EMAIL

We've all used letters and envelopes to send messages. Yet, this method of communication is often slow and ineffective. Instead, email has dominated society. Email is an online method of communication in which people can send electronic messages back and forth instantly.

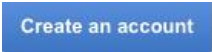
Words from the Wise - Cool Tips

- You can make “folders” in your email account to organize different messages into different places (e.g. Family, Sports, News, etc.).
- You can add a signature to your emails that will appear automatically at the end of each message by going to Settings>Mail Settings>Signature.

CREATING AN ACCOUNT

How do we use email? Well, we first need to create our own email accounts. The basis of sending and receiving messages depends on different accounts (AKA email addresses) that interact with each other. An email account consists of an email address. This address is like a person's home address, as this is how other people know how to contact you.

1. Start by opening up your web browser (Internet Explorer, Google Chrome, or Safari depending on your computer).
2. In the address bar, type in www.gmail.com and click the "Enter" button on your keyboard to proceed to that site.
3. In general, after you make your account, you will go to www.gmail.com each time you want to access your account as well.
4. This will bring you to a place where you will then have the option to "Sign In" (this is what you will use after you have made your account) or "Create an Account" (which is what we will be using since you have not yet made an account). Click on the blue "Create an Account" button on the upper right-hand part of the screen. It looks like this:



5. This will then bring you to a screen where you will be prompted to type all the information needed for you to create an email account. Your screen at this point in time should look like this:

The image shows a registration form with the following sections:

- Name**: Two input fields for "First" and "Last".
- I. Choose your username**: A red circle highlights the "Choose your username" label and the input field below it, which contains the text "@gmail.com".
- II. Create a password**: A red circle highlights the "Create a password" label and the input field below it.
- III. Confirm your password**: A red circle highlights the "Confirm your password" label and the input field below it.
- Birthday**: A dropdown menu for "Month" and input fields for "Day" and "Year".
- Gender**: A dropdown menu with the text "I am..." and a downward arrow.
- IV. Mobile phone**: A red circle highlights the "Mobile phone" label and the input field below it, which contains a US flag icon and a dropdown arrow.
- V. Your current email address**: A red circle highlights the "Your current email address" label and the input field below it.

6. Next you will proceed to fill in all of the information that is asked for in the boxes. If there are some parts you are confused about, you should ask someone for help. There are a few things you should keep in mind for this step:

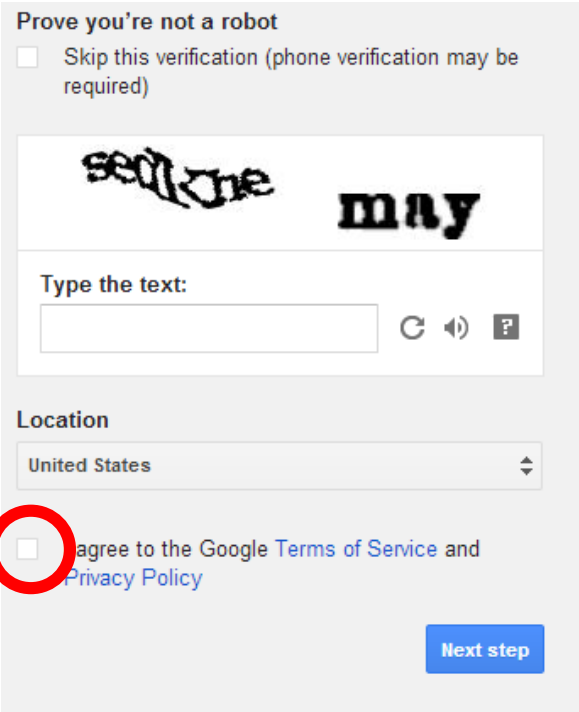
- I. Choose your username: This is where you will create your email address. An email address always consists of

the “formula” username@site.com. The “site.com” is the company that you used to make an account with; in this case, we are using www.gmail.com so it automatically fills in the second part of the address for us. For your username, think of something that is unique but easy to remember. A common example is your first initial and last name followed by your birth year (e.g. JHarrison1956@gmail.com).

- II. Create a password: **This is a very important section.** Your password is how you have access to your email account, as when you sign in, you will need to type in your email address and password. This is so no one else can access your account directly. Therefore, it is important that you make your password **unique** and **hard for other people to guess**. Do not share your password with anyone and remember to write it down somewhere so you can remember it too! When you think of a password, try to do something that is not too easy to forget but it also not too easy for others to guess. For example, you might want it to be the name of your first car and the year it was made (e.g. Chevy1966).
- III. Confirm your password: This is just simply retyping the password you found in the previous box. It is a test to make sure you did not accidentally mistype your password in the first box. **Simply put, retype the exact same password you wrote in the box above.**
- IV. Mobile Phone: If you have a cell phone and you know its number, you can type it in here. Otherwise, just leave this field blank.
- V. Your current email address: Since you are making your first email address now, you probably will not have had a previous email address. Therefore, leave this field blank.

7. The next part of the registration process will look like this:

Check the box here to finish the registration.



Prove you're not a robot

☐ Skip this verification (phone verification may be required)

sedKne may

Type the text:

United States

☐ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

8. For this part, the system is just trying to check to make sure you are real and not a fake imposter trying to make a fake account. To do this, it displays a set of numbers and letters that are somewhat hard to read to verify that you are a real person. You will have to type the text exactly as it appears on the screen for it to work correctly. In the example above, you would type in “sedKne may.”
9. Finally, click the box (shown in the picture above) to the left of the “I agree...” statement to complete the registration.

10. You will then be taken to the “Welcome” screen that looks like this:

Welcome!

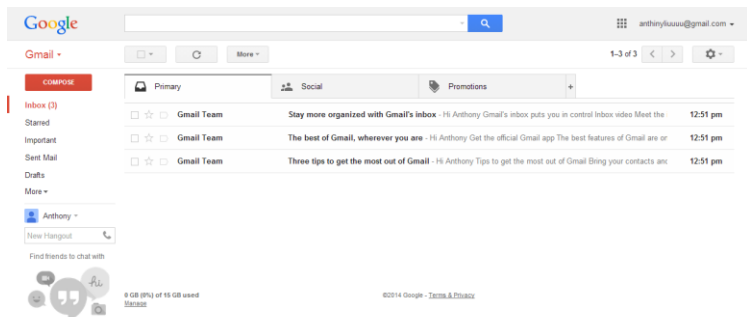
Your new email address is anthinyliuuuu@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail



11. Click on the blue “Continue to Gmail” button shown above to proceed to your new account.
12. Congratulations! You have now made your very own email account. You will now be taken to your inbox. The inbox is where you receive all of your messages. Once a new message is sent to you, it will appear in your inbox as bold type (signifying “unread” mail). Every time from now on when you log into your account, you will be automatically taken to your inbox, where you can then see any new messages you have received. The following picture is what your inbox should look like:



13. Now that everything is set up, you can now choose to do a few different actions:

- I. Logout: If you no longer need to look at your email at the moment, you can “logout,” which means you leave your account. You should do this when you are done looking at your messages so that no one else can enter into your account. You can log back in at a later time.
- II. Login: After logging out of your account, you will probably want to go back and look at it later. To do this, go to www.gmail.com. You will be brought up to a page that looks like this:


One account. All of Google.

Sign in to continue to Gmail

A screenshot of the Gmail sign-in form. It features a large grey circle with a white person icon at the top. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom, there are two links: 'Stay signed in' (with a checkbox) and 'Need help?'. The entire form is enclosed in a light grey border.

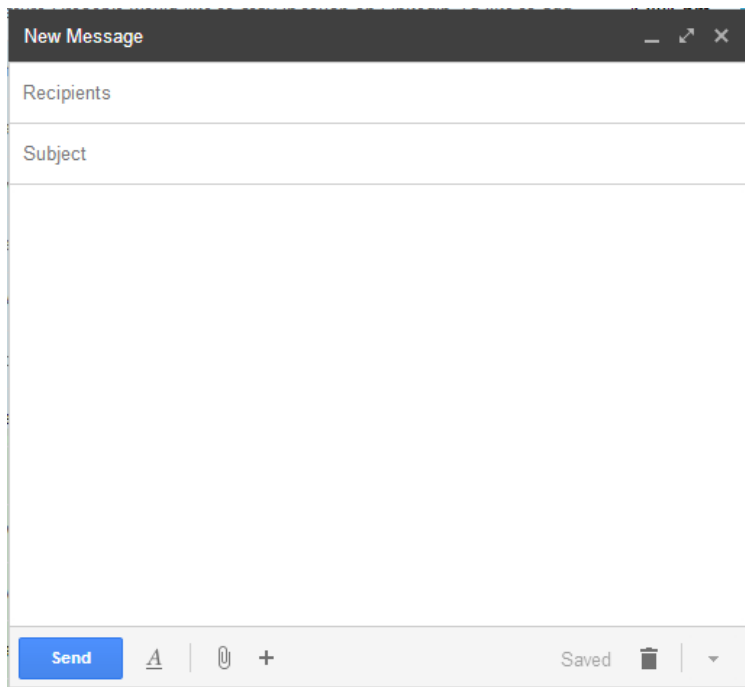
[Create an account](#)

To log back in, type in your full email address in the “Email” field (e.g. YourAddress@gmail.com) and the password you just made in the “Password” field. Since the password is a private phrase that no one else is supposed to know, when you type it in, it will appear as all black dots so no one else can see it.

SENDING AND RECEIVING EMAILS

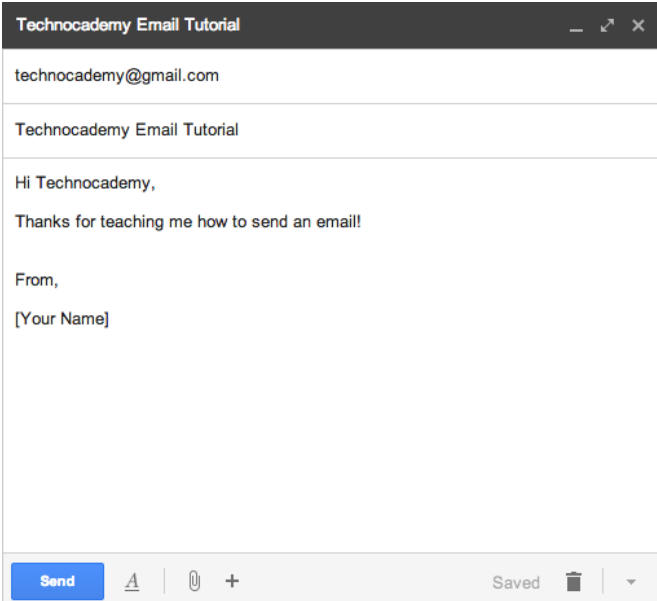
Now that we have reviewed the idea of email, let's try and practice by sending our own email. Use the following tutorial to learn hands-on how to send and receive email messages.

1. Log into your newly created email on www.gmail.com using your username and password.
2. Click on the “Compose” button on the upper left hand corner of the screen.
3. This will bring up a box on your screen that looks like this:



The image shows a screenshot of a web-based email composition interface. At the top, there is a dark header bar with the text "New Message" on the left and three small icons (a minus sign, a square with an arrow, and an 'x') on the right. Below the header, there are two input fields: "Recipients" and "Subject". The "Recipients" field is currently empty. Below the "Subject" field is a large, empty text area for the body of the email. At the bottom of the interface, there is a light gray bar containing a blue "Send" button on the left, followed by icons for text formatting (underline), attaching a file, and a plus sign for more options. On the right side of this bar, the word "Saved" is displayed next to a trash can icon and a dropdown arrow.

4. In the “Recipients” field, write the email addresses of the people whom you want to send your message to. In the case of this example, type in the address technocademy@gmail.com (Technocademy’s email).
5. For the “Subject” field, type a short phrase regarding what your email is about. For example, the subject might be “Weekend Plans” or “Summer Visit.” In this example, type in “Technocademy Email Tutorial” for the subject.
6. After you have completed both the “Recipients” and “Subject” fields, click on the blank box in the middle. This is where you will type out your message. For this example, type any kind of message you want.
7. This is what your email should look like so far:



The screenshot shows an email composition window with a dark title bar containing the text "Technocademy Email Tutorial" and standard window controls. The email fields are as follows:

- To:** technocademy@gmail.com
- Subject:** Technocademy Email Tutorial
- Body:**

Hi Technocademy,

Thanks for teaching me how to send an email!

From,

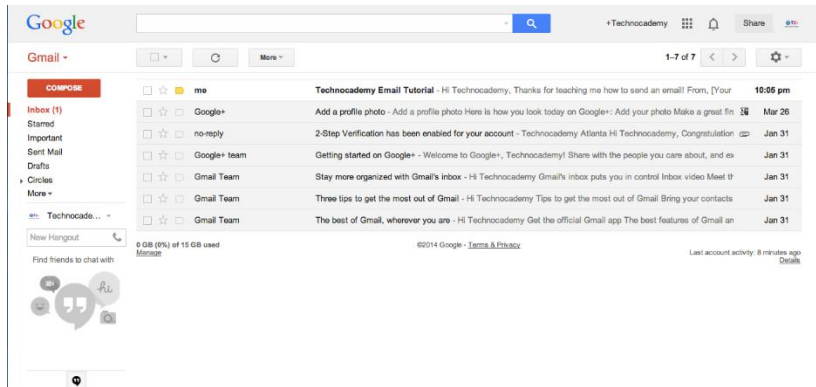
[Your Name]

The bottom of the window features a toolbar with a blue "Send" button, icons for text formatting (underline, link, image), a plus sign for more options, a "Saved" status indicator, a trash icon, and a dropdown arrow.

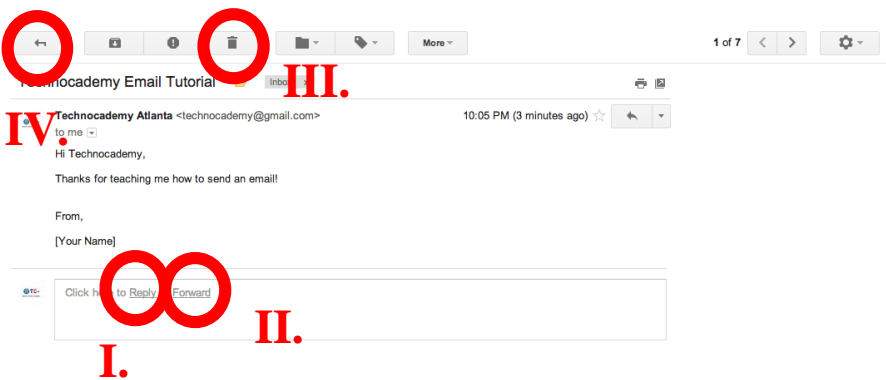
8. Once your message is complete, double check to make sure the email address you are wrote in the “Recipient” field is exactly right. If even one letter is typed incorrectly in the email address, the message will not send correctly. Also look over your message to make sure nothing is spelled incorrectly.
9. Now that you have finished composing your message and proofreading it, you can now send your email by clicking the blue “Send” button on the bottom left. Once you click this button, your email will send automatically and you can no longer edit its content. This is what the “Send” button looks like:



10. By clicking the “Send” button, the person to whom you sent the email automatically receives this. In the case of this example, the email you sent to Technocademy will now appear in Technocademy’s email inbox.
11. Every time you log into your account in www.gmail.com, you will be taken to your “inbox,” where you can see all messages (both ones that you have read and ones you have not yet). For receiving emails, your inbox will automatically show any new messages that other people have sent to you. These “unread” messages will be in bold font. For example, the email that you have just sent to Technocademy looks like this on Technocademy’s inbox (picture on next page):
 - I. You should notice a few details:
 - i. The inbox tab on the right-hand side of the screen has a “(1)” next to it (signifying there is one unread email).
 - ii. In the email header, the “me” is the sender of the email.



12. For the purpose of this tutorial, Technocademy will send an email back to you after it receives your email. The subject of the email will be “Re: Technocademy Email Tutorial.” This message will appear in your inbox bolded and will be at the top. To view the actual message, click on the bold title as seen above (the email header on the top that is from “me”).
13. This will open the email, and you will then be able to view the body of the message. In this example, Technocademy will write “Thanks! We received your message!” in the email.



14. After receiving emails, you have a few options of what you can do next (the Roman numerals correspond to the key in the diagram below):
- I. Reply: You can choose to send another back in response to the person who just sent you an email. Click the “Reply” button at the bottom of the screen.
 - II. Forward: You can choose to resend the message you just received to another person. For example, if your friend sends you an interesting message, you might want to resend this message to your son. Click the “Forward” button at the bottom of the screen.
 - III. Delete: If you do not want this message any longer, you can remove it from your inbox permanently by pressing the trashcan icon at the top of the screen (note: once you delete an email, you can no longer access it).
 - IV. Back: If you have finished reading the email but do not wish to perform any of the actions above, you can simply choose to move back to your inbox to look at other messages. Do this by clicking the left-facing arrow at the top-left.

SOCIAL MEDIA

Communication and connection is continually getting easier and easier. Social media is a new type of keeping up with other people. Social media usually involves posts of text, pictures, or videos that can be viewed by other “friends” of the original personal. Some of the popular examples include Facebook, Twitter, and Instagram. We will be focusing on Facebook.

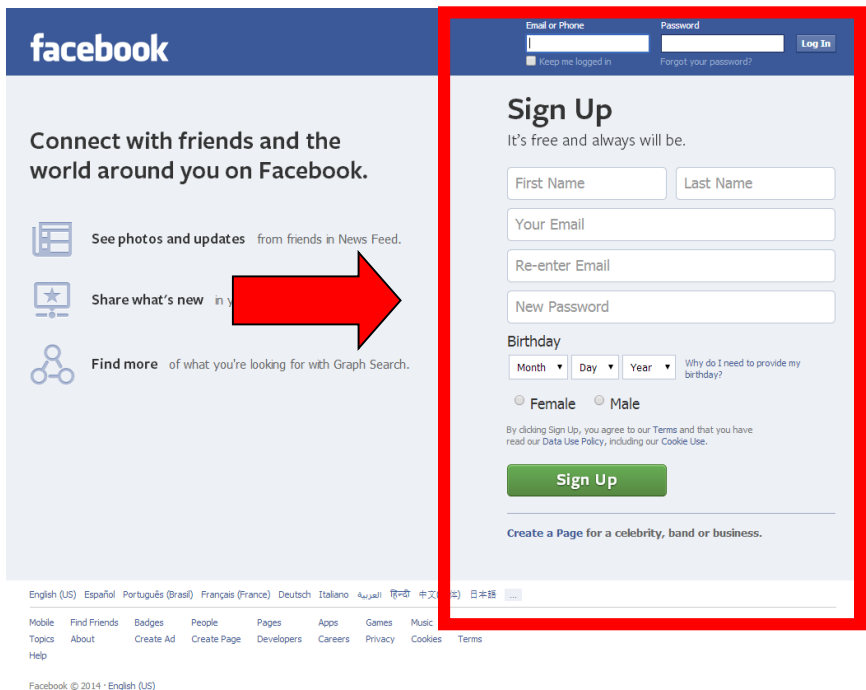
Words from the Wise - Cool Tips

- Want to stay updated on the news? Facebook has a “Major Trends” section on the right part of the screen. Click on one of the links and you will be taken to some articles relating to the news event.
- You can create a group of people that can exchange messages and files (just like the normal part of Facebook) just within that group. This is useful for things like book clubs, parties, etc.

CREATING A FACEBOOK ACCOUNT

Now that we know the basics of what Facebook is, let's make our own account.

1. First, open your web browser and go to www.facebook.com.



The screenshot shows the Facebook homepage with a blue header. On the left, there's a section titled 'Connect with friends and the world around you on Facebook.' with three icons: 'See photos and updates from friends in News Feed.', 'Share what's new in your life with friends, family, and the world on Facebook.', and 'Find more of what you're looking for with Graph Search.' A large red arrow points from the 'Share what's new' link to the 'Sign Up' section on the right. The 'Sign Up' section is highlighted with a red box and contains the following fields and options:

- Email or Phone** and **Password** input fields.
- ☐ Keep me logged in
- [Forgot your password?](#)
- [Log In](#)
- Sign Up** (large text)
- It's free and always will be.
- First Name** and **Last Name** input fields.
- Your Email** input field.
- Re-enter Email** input field.
- New Password** input field.
- Birthday** section with **Month**, **Day**, and **Year** dropdown menus, and a link [Why do I need to provide my birthday?](#)
- ☐ **Female** and ☐ **Male**
- By clicking Sign Up, you agree to our [Terms](#) and that you have read our [Data Use Policy](#), including our [Cookie Use](#).
- Sign Up** (green button)
- [Create a Page for a celebrity, band or business.](#)

At the bottom, there's a language selection bar with options: English (US), Español, Português (Brasil), Français (France), Deutsch, Italiano, العربية, 中文(简体), 中文(繁体), 日本語. Below this is a navigation bar with links: Mobile, Find Friends, Badges, People, Pages, Apps, Games, Music, Topics, About, Create Ad, Create Page, Developers, Careers, Privacy, Cookies, Terms, and Help. The footer text reads: Facebook © 2014 · English (US).

2. Now make sure your screen looks like the picture above. Since you do not have an account yet, fill in the information under the “Sign Up” title (in the red box above).


3. Once you fill out all your information, click the green “Sign Up” button near the bottom of the screen.
4. Now that you have put in your information, Facebook will send you a confirmation message to your email address to verify it is correct. Go to your email account and click on the link inside the message that Facebook sends you. If you need help with this step, please ask someone for help.
5. After confirming your email address, you will be taken back to Facebook at a screen that looks like this:

Step 1
Find your friends

Step 2
Fill Out Info


Step 3
Add Profile Pic


Are your friends already on Facebook?
Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)


 Gmail

Your Email


[Find Friends](#)

 Outlook.com (Hotmail) [Find Friends](#)

 Yahoo! [Find Friends](#)

 Other Email Service [Find Friends](#)

[Skip this step](#)

 Facebook stores your contact list for you so that we can help you reach more people and connect friends. [Learn more.](#)

6. For Step 1, click “Skip this step” in the bottom right hand corner of the screen (in the red box above). When it asks you if you are sure, click “Skip” again.
7. Afterwards, you will be taken to Step 2 that looks like this screen:

Step 1

Find your friends

Step 2






Fill Out Info

Step 3

Add Profile Pic

Fill out your profile info

This information will help you find your friends on Facebook.

Current City Hometown High School College/University Employer [◀ Back](#)[Skip](#) [Next](#)

Your schools and employer are currently public to help you connect with classmates and coworkers. You can manage the privacy of your schools and employers by editing your About section.

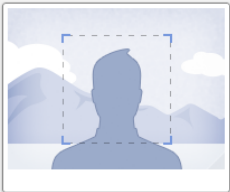
8. If you want, try to fill in all the information that you possibly can. Once you finish, click “Next” in the bottom right hand corner of the screen.
9. Finally, in Step 3, it asks you for a profile picture. This is the picture that all the people who look at your account can see (next page):

Step 1
Find your friends

Step 2
Fill Out Info

Step 3
Add Profile Pic

Set your profile picture



Upload a Photo

OR

Take a Photo
With your webcam

[Back](#)[Skip](#)



Profile pictures and cover photos are public. You can control the audience for other photos you upload to Facebook.

10. If your computer has a camera on it, you can take the picture right now or you can use one you have already taken. Ask someone for help on this part if you would like a profile picture.
11. Congratulations! You now have your own Facebook account.

USING FACEBOOK

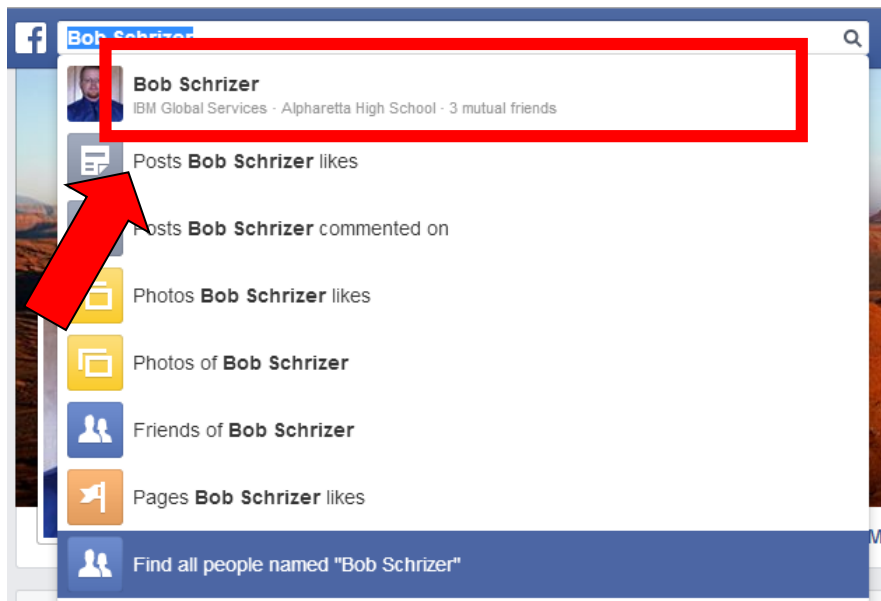
This is a comprehensive guide on all the different actions and activities you can do on Facebook. Now that you have an account, get ready to connect with old friends and family!

Adding Friends

1. The core of Facebook involves “friends.” Friends are people who you know in real life and befriend online through Facebook.
2. By becoming a person’s Facebook friend, you can see all of their posts that they make and can message them to talk.
3. Before adding a person as a friend, you need to **find them**. To do this, go to the search bar at the top and type in a person’s name that you want to look for:



4. For example, say I was looking for a friend named “Bob Schrizer.” To search for him, I would type his name in the search box and then click on it once I see it:



5. Once I click on Bob’s name, I can see his “profile” that gives the basic information about him. If I think this is the guy I am looking for, I will **click the green “Add Friend” button** near the middle right hand part of the screen (in the red box on the next page):

Bob Schrizer

Timeline About Photos Friends 3 Mutual More

DO YOU KNOW BOB?

To see what he shares with friends, send him a friend request.

3 Mutual Friends

ABOUT

- Worked at IBM Global Services
- Studied at University of Georgia
Past: Alpharetta High School
- Lives in Poughkeepsie, New York
- From Atlanta, Georgia

FRIENDS - 10 (3 Mutual)

Bob Schrizer
October 2, 2013

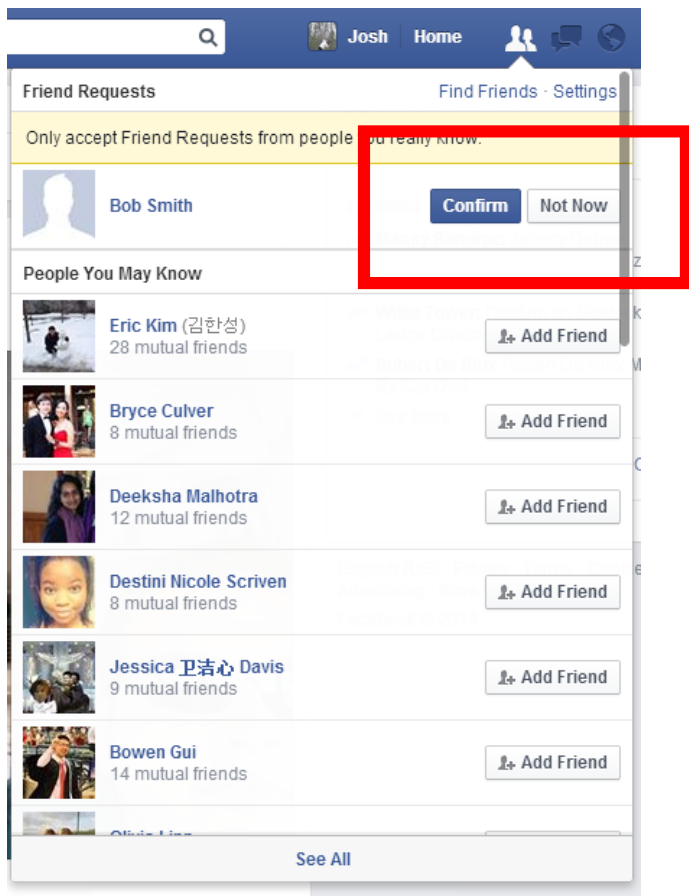
Weather is starting to get cold up here in NY. Guess that = more gym time!

Share

Bob Schrizer
July 25, 2013

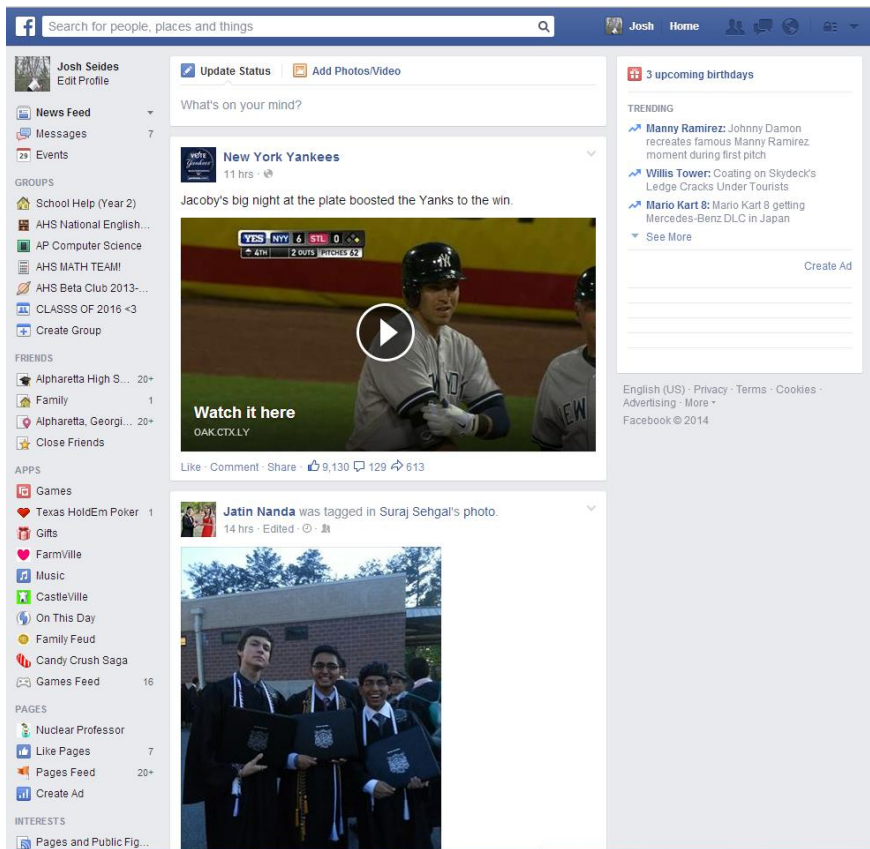
You can't hold me down!

- Note that once you click this button, you are not automatically friends. Clicking this button will send a message to the other person asking if he/she wants to be friends with you. If he/she accepts, you will get a notification back saying that you are now friends!
- Other people can also send *you* friend requests. Make sure **you only accept friend requests from people you know in real life**. The screen will look like this (you can “Confirm” or “Reject” the request on the next page):



8. Friends are the key to Facebook. If you want to add more people but don't know who, look at the "People You May Know" section under friend requests (see the section above below the red box). This will give you possible people you might know; again, only send requests to people you know in real life.

1. The “Feed” is the place where you can see pictures and posts by your Facebook friends. It looks like this:



2. Whenever you see someone else's post, you can **like** it by clicking the “Like” button or **comment on it** by clicking the “Comment” button.



Jatin Nanda was tagged in Suraj Sehgal's photo.

14 hrs · Edited · 🌐 · 👤



Suraj Sehgal with Jatin Nanda and Bryce Culver

DAY 191 - WE GRADUATED!!!

This has been such a stressful, exhausting, and amazing year and I'm so glad that I was able to spend it at Alpharetta High School, wh...

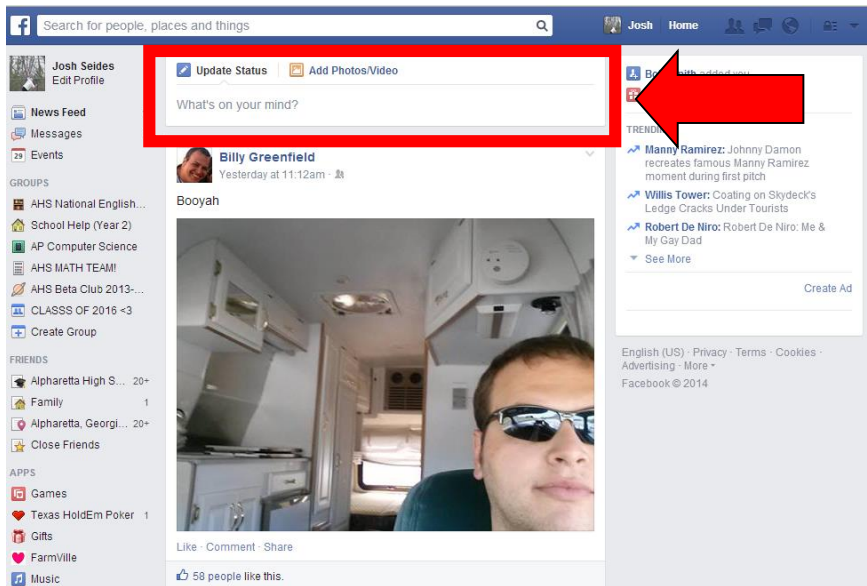
[See More](#)

Like · Comment · Share

3. All of the posts on your “Feed” are ordered in chronological order, with the newest ones being on the top. You can continue to scroll down to **see all the posts** your other friends have made.

Posting

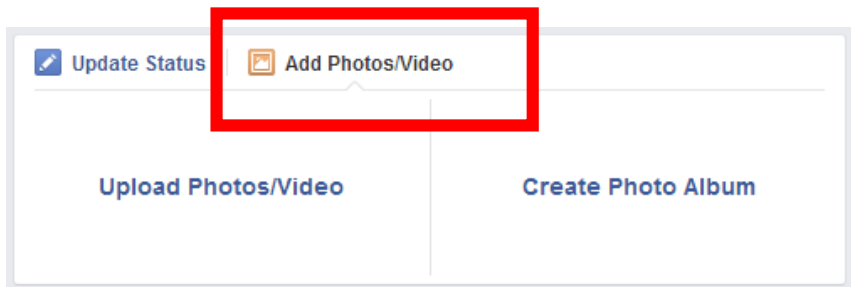
1. While you can see posts your other friends have made, you can also **make posts** yourself so your other friends can see it.
2. There are two types of posts you can make:
 - I. Simple Message: If you want to **make a post that consists of a single message** like “Today was a great day with Technocademy!,” you will simply type your message in the “What’s on your mind?” box on the top middle part of the screen:



You type your message and then when you are done, click the “Post” button in the bottom right hand part of the box.

- II. Photos/Videos: You can also **post for example a picture/video of something you did or someone you**

were with. First, click the “Add Photos/Video” button in the top middle part of the screen. Then click on the appropriate button (video or photo) and then upload it.



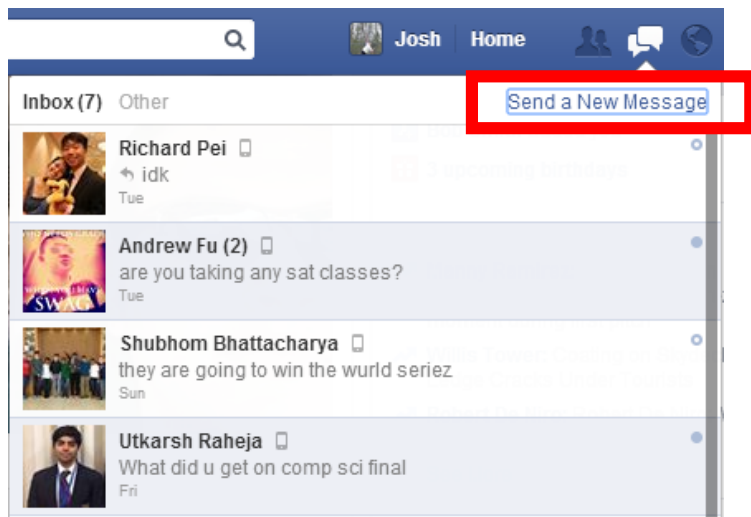
3. And now, your post has been uploaded! Your friends on Facebook can now view this post. It is possible that they will comment on it or even like it. If either of these actions occur, you will be notified in the upper right hand part of your screen so you can respond.

Private Messaging

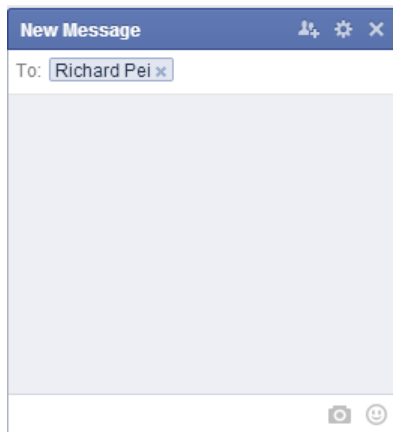
1. You can also **have a private conversation** with one of your Facebook friends. This is very similar to email except that it is on Facebook and messages are sent instantaneously.
2. First click on the message bar on the top blue part of the screen:



3. Once you click this you can begin a new message with a friend by selecting the **“Send a New Message”** button:



4. Now there will be a box at the bottom that appears. This is a similar format to the email screen. It will ask you for the recipient (in the “To” box) and what your message is (in the bottom white part of the box):



5. After you type a message, **click the “Enter” button** on your *keyboard* to send.
6. Your message will now send to the other person. Once that person messages back, you can continue to have a conversation back-and-forth.

CELL PHONE

Cell phones are those devices that look easy to use but are deceptively quite tricky. They are used for mobile communication to call other “phone numbers.” This section focuses on non-iPhone cell phones.

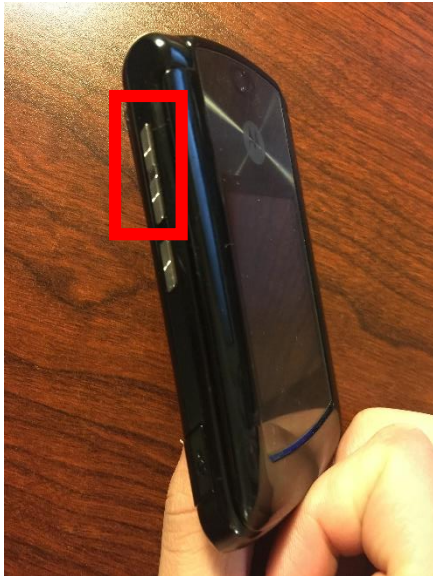
Words from the Wise - Cool Tips

- On most cell phones, there is a “menu” screen that can be accessed. This will bring up a list of different “apps” that can be clicked on. Some of these can be games, which are often quite fun!
- To use the camera, follow the process above and click on the Camera app.

BASIC CELL PHONE BUTTONS

Volume

On phones there are usually two buttons on the side of the device where you can click to adjust the volume up or down.



Inside the Phone

There are also few buttons to take note inside the phone (next page):

I.**II.**

- I. Green (Call) Button: Use this button to answer phone calls (see the “Calling and Receiving” section).
- II. Red (Reject) Button: First and foremost, press and hold this button to turn the phone on. Also, use this to reject incoming calls (see the “Calling and Receiving” section).

CONTACTS

1. Contacts are necessary in order to make your phone easy to use.
2. A contact is a person whose information is stored in your phone, including phone number and name.
3. To create a contact in your phone, first find the “Contacts” button. This varies widely depending on the specific phone you have.
4. Once you click on the “Contacts” page, you will want to find the button that says “Add New Contact.” Once you do this, you will be prompted to type in all the information about the person, including phone number and name.
5. Once you do this, click “Done” and your contact will be created!

CALLING AND RECEIVING

Calling

1. There are two ways in which you can call someone:
 - I. Phone Number: If the person you wish to call is not one of your contacts, use this option. There are two main ways in which you can type in his/her phone number: (1) if you have a physical number pad on your phone, just simply begin typing the phone number or (2) if there is no number pad (this usually occurs on smartphones like iPhones or Androids), look for the button that says “Phone,” go to “Keypad,” and then type in the number.
 - II. Through Contact: If the person you want to call is already a contact (this is usually the case), you can simply click on the contact to call him/her. To do this, first go to the “Contacts” button (like you did when creating new contacts). This will bring up a list of your contacts. Find the one you want to call and select his/her name by either tapping it (if touch screen) or using the “OK” button on your phone (if not touch screen). There will then be an option to “Call” the contact. If not, try clicking on the phone number itself (if touch screen) or clicking on the green phone button (if not touch screen).
2. Once you are in the call, there are a few things you should be aware of:
 - I. Speaker: If you do not want to hold the phone up to your ear while talking, you can choose this option so the volume of the phone is increased, therefore allowing you to put the phone down and still be able to hear and talk.

- II. End: Choose this button when your call is over to stop the call.

Receiving

1. You can also receive calls from other people.
2. When this happens, your phone will “ring” and you will be able to see who is calling you.
3. If the person calling is a contact of yours, it will show the person’s name. If the person is not a contact, it will show the person’s phone number. **If you do not recognize the name/number of the person calling, do not pick up.**
4. There are two options you have when receiving a call:
 - I. Accept: This means you will take the call and “pick up.” This immediately begins the conversation with the other person.
 - II. Decline: This stops the call and will not begin the conversation. Choose this when you do not know the other person calling.



MESSAGING

1. Texting is very similar to an email. The difference is that texting is done through your phone and is a much quicker, informal way of communicating.
2. To text a person, first find the “Texting” or “Messaging” button on your phone.
3. To begin a new message, find the “Create New Message” button or an icon that looks like a pencil (for iPhones).
4. This will take you to a setup similar to an email:
 - a. To: This is the person to whom you are sending the text. If the person is already a contact of yours, just type in his/her name. If not, then type in his/her phone number.
 - b. Message: After that, click on the blank space underneath where you are supposed to write your message. Type in your message and then click the “Send” button.
5. You can also receive text messages. If someone sends you a text message, your phone will beep and show you what the message is. Like an email, you can reply to the message or delete it.
6. Because texting is meant for quick, simple communication, there are many acronyms and special symbols used to shorten the length of your message. Examples include:
 - a. lol = laughing out loud (used to convey a happy emotion)
 - b. thx = thanks
 - c. u = you
 - d. ur = your

IPHONE/iPAD

The Apple Revolution is here! The iPhone, iPad, iPod, i-whatever has dominated the market because of their versatility and wealth of apps. While made to be simple to use, these devices often take a while to get used to.

Words from the Wise - Cool Tips

- The Control Center can be accessed at any time by swiping from the home button up onto the middle of the screen. This is a quick center that you can use to adjust most important settings, like brightness, volume, and Wi-Fi.
- The iPhone/iPad has a front and back camera.
- You can stack apps into groups. Click and hold on a single app until it starts “wiggling.” Then, move that app on top of another app until they both go into a single square.

BASIC BUTTONS

1. There are many different functions on the iPhone/iPad:



The two buttons you should be aware of are circled in red.

2. To turn the iPhone on/off, push the sleep/wake button.
3. Use the home button if you ever want to exit out of an app.

IPHONE/IPAD INTERFACE

To use the iPhone and iPad, you need to know the basic interface of the devices. When in the menu system, there are screens of “apps” (short for applications) that can be seen (apps are depicted as pictures with words underneath). Each screen contains rows and columns of these apps. To switch between screen, swipe either to the left (moves the screen right) or to the right (moves the screen left). Click on the app you want to use to open it.

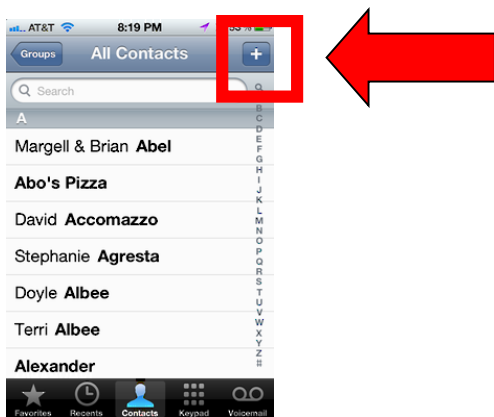
To rearrange the order of apps, touch and hold on a single app that you want to move. Keep holding it until it starts to “wiggle.” Once it does so, release your finger for a second and then move the app wherever you want by touching and dragging the app. You can do this for all the apps you wish to move. Once you finish moving apps around, click the home button on your device to return to normal.

CREATING CONTACTS

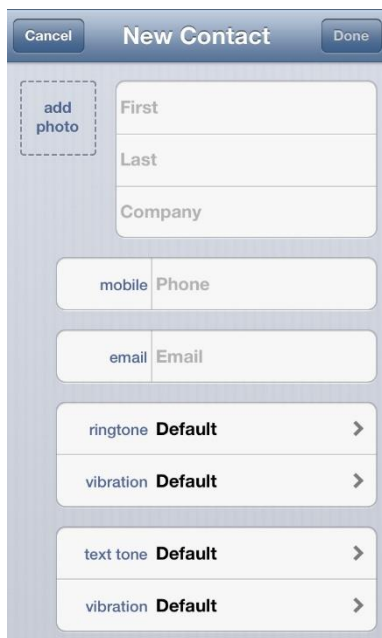
1. Go to the “Contacts” app on your device.



2. Find and click the “+” button in the upper right hand corner of the screen.



3. Next, you will be taken to the screen where you will add the information for the contact.



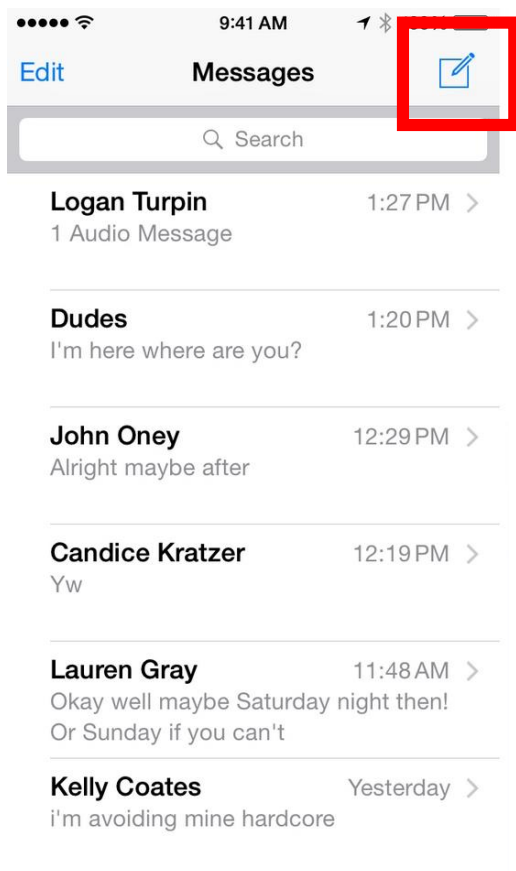
The screenshot shows a 'New Contact' screen with a blue header bar containing 'Cancel', 'New Contact', and 'Done' buttons. On the left, there is a dashed box labeled 'add photo'. To the right, there are three stacked text input fields labeled 'First', 'Last', and 'Company'. Below these are three rows of input fields, each with a label on the left and a text input on the right: 'mobile Phone', 'email Email', and 'ringtone Default' with a right arrow. Below these are two more rows: 'vibration Default' with a right arrow, and 'text tone Default' with a right arrow. The bottom row is 'vibration Default' with a right arrow.

MESSAGING

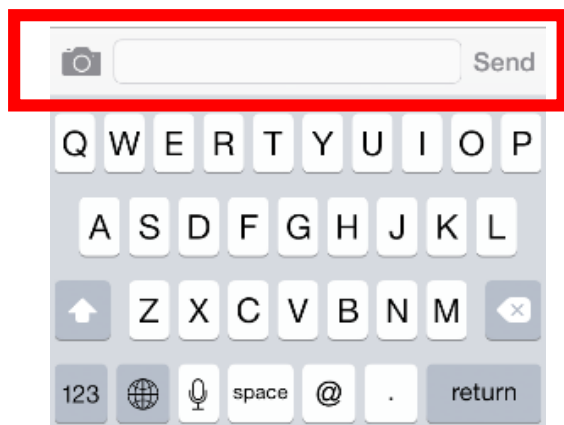
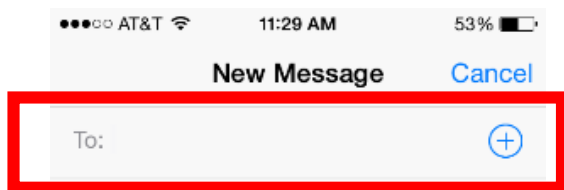
1. This is the “texting” app. You can send short messages to other people, similar to email.
2. First, open the “Messages” app.



3. You now see a list of “conversations.” To start a new message, click the blue button on the top right.



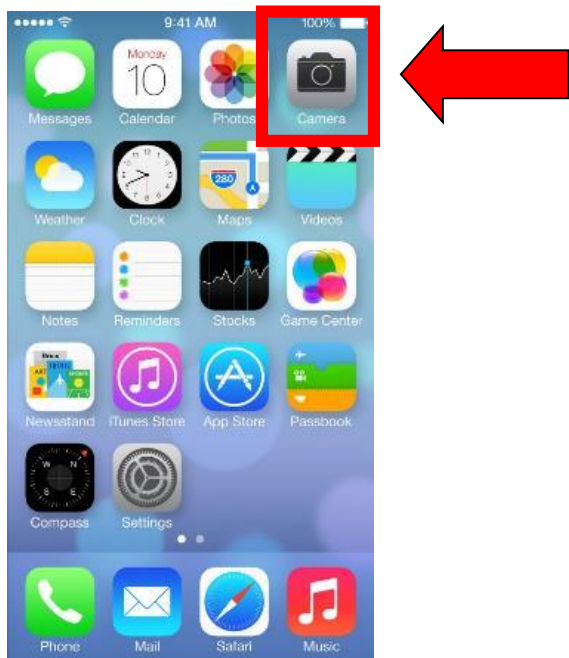
4. In the “To” field, enter the phone number of the person to send to. In the box next to send, enter your message (next page).



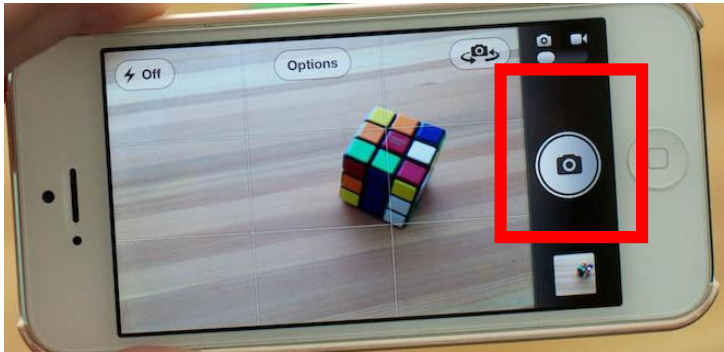
5. Click the “Send” button when you are done!

USING THE CAMERA/VIDEO

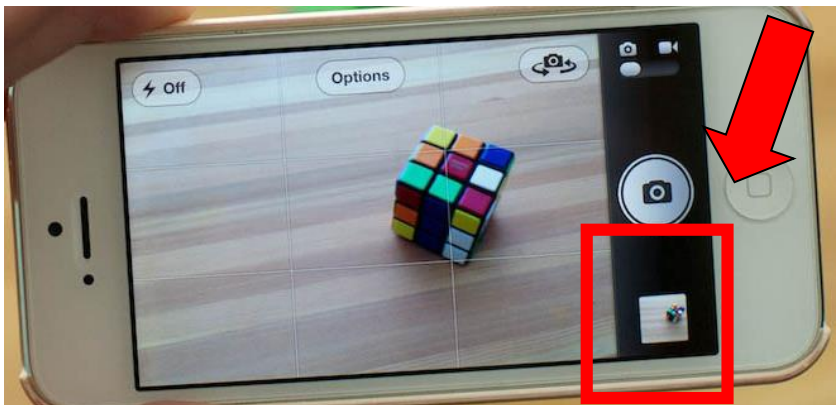
1. Just like a normal camera, you can use the iPhone to take pictures and videos.
2. First, click on the Camera app on your phone.



3. Look at the object/person you want to take a picture/video of and click the white or red button in the bottom middle of the screen.



4. Once you take the picture, you can look back at it to make sure it came out okay by pressing the button on the bottom left or right of the screen that is a mini-version of the picture you just took.



5. Now, you can view your picture (next page).



6. You can do the same thing with video. All you have to change is to slide the screen of your phone to the right until the camera-taking button turns red (meaning you're on video).

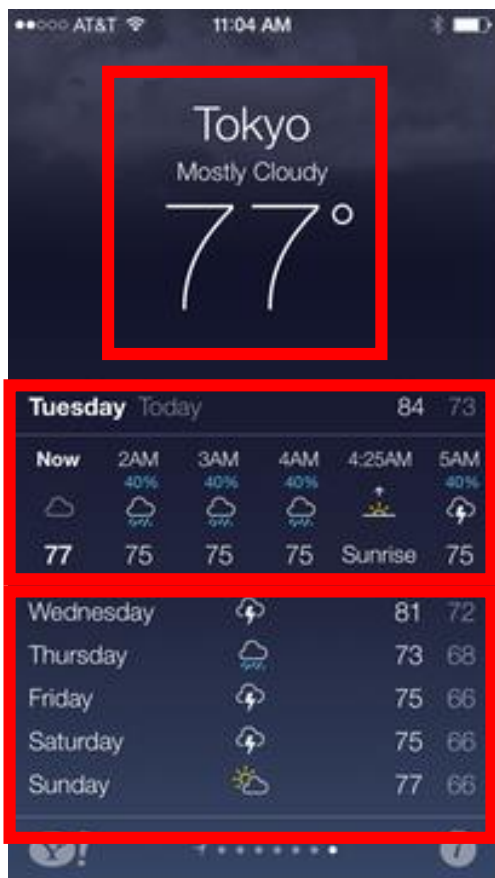


WEATHER

1. You can look up the weather forecast as well.
2. Click on the “Weather” app.



3. The app will show you weather for current time (top), hourly (middle), and by day (bottom).

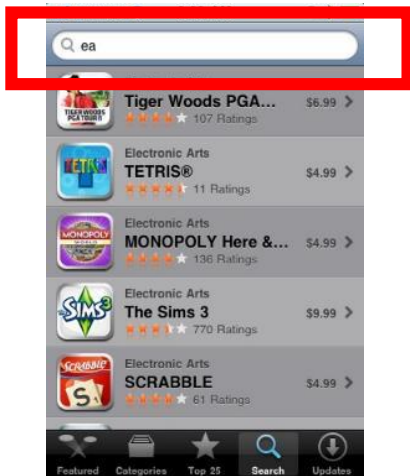


APP STORE

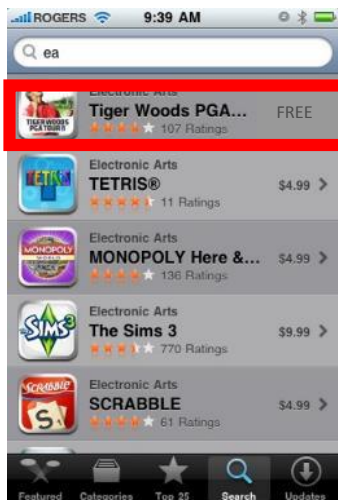
1. Although many applications, or “apps,” are preloaded onto your device, there are still millions more you can get for free in the App Store.
2. With the App Store, you can get games (like solitaire and scrabble), news, and even sports scores.
3. First, open the “App Store” app.



4. On the “Search” tab at the bottom, type in the name of the app you wish to find.



5. Click on an individual app you want (make sure it says “FREE”) and click download.



6. To download an app, you need to have an account called an “Apple ID.” To make one, you can click the “Create New Account” or ask someone to help you.

Keep in mind that the App Store is probably the most useful thing you can learn for the iPhone and iPad. The App Store has millions of apps for download. Whatever you wish to find or use, it will probably be available on the App Store. Thus, this section is very important in learning the fundamentals of the iPhone and iPad.

CONCLUSION

Thanks for learning with Technocademy! For further resources, questions or concerns, and anything else, visit us at:

<http://www.technocademy.org>

You'll be happy you did!



GAIN THE EDGE

With this guide, immerse yourself in the amazing world of technology. Each major technology is discussed concept-by-concept in a simple, intuitive style that is perfect for all just starting to learn technology. Develop such skills as:

- ▷ Internet**
- ▷ email**
- ▷ social media**
- ▷ cell phone**
- ▷ iPhone/iPad**