

Smartphone Applications (Apps)

Mendlesham Computer Club

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How to organise, control and use apps effectively

Why Manage Your Apps?

- Keep your phone organised
- Save storage space
- Reduce distractions
- Improve battery life
- Protect your privacy and personal information
- Make important apps easier to find

Organise Your Apps

- Delete apps you no longer use
- Keep frequently used apps on the home screen
- Group similar apps into folders
- Move rarely used apps out of sight
- Regularly review your apps and remove unnecessary ones

How to move an app

Apple

- Touch and hold any app icon until the icons start to jiggle.
- Drag the app to a new spot on the same screen, or slide it to the edge of the screen to move it to a different page, then
- let go and tap done.

Android

- Touch and hold any app icon and drag the app to a new spot on the same screen, or slide it to the edge of the screen to move it to a different page, then
- let go.

How to move an app into a folder

- Drag the app you want to move directly on top of another app to make a new folder, or drop it into an existing folder.

How to delete an app

Apple

- Touch and hold the app icon on the screen, tap Remove App, select Delete App, and confirm by tapping Delete.

Android

- Press and hold the app icon on your home screen or app drawer, then drag it to Uninstall or tap Uninstall from the pop-up menu.

Manage Notifications

- Turn off notifications that are not important
- Keep alerts for essential apps
- Use 'Do Not Disturb' when socialising, studying, working or sleeping
- Avoid allowing every app to interrupt you

How to turn off notifications

Apple

- Go to Settings. and Tap Notifications.
- Scroll down and tap the app you want to change.
- Turn off Allow Notifications.

Android

- Go to Settings and tap Notifications, then select App notifications.
- Toggle off notifications for individual apps.
- Alternatively, swipe down from the top of your screen, long-press an active notification from a specific app, and tap Turn off or Block.

How to turn on 'Do not disturb'

Apple

- Open the Control Centre by swiping down from the top-right corner of your screen (or up from the bottom edge on older models with a Home button)
- Tap the Focus button, and select do not disturb

Android

- Swipe down from the top of the screen twice to open the Quick Settings panel, then tap the Do Not Disturb icon or
- Go to Settings, Notifications or Sound & vibration, and toggle Do Not Disturb on

Manage Screen Time

- Set daily limits for distracting apps
- Take regular breaks from your phone
- Avoid using your phone right before sleeping
- Replace unnecessary scrolling with useful activities

How to see your screen time

Apple

- Go to Settings
- Scroll down and tap Screen Time.
- If it is not turned on yet, tap Turn On App & Website Activity. Once active, you will immediately see your daily average, and you can tap See All App & Website Activity for a full breakdown.

Android

- Go to Settings
- Scroll down, and tap Digital Wellbeing & parental controls. A circular or bar chart at the top will instantly display your total screen time for the day

How to set daily limits on an app

Apple

- Go to Settings, Screen Time, select App Limits, and tap Add Limit.
- Choose an app category or tap a category to pick specific apps, set your desired daily time, and tap Add

Android

- Go to Settings, Digital Wellbeing and parental controls, select App limits (or App timers), choose the app you want to restrict, and set your maximum daily time using the timer

Protect Your Privacy

- Only give apps the permissions they need
- Review access to your location, camera and microphone
- Avoid downloading apps from unknown sources
- Keep apps updated
- Use strong passwords and screen locks

How to change app permissions (camera, location etc.)

Apple

- Go to Settings, Privacy & Security or select Apps at the bottom to manage permissions per individual app

Android

- Go to Settings, Apps, and select the specific app.
- Tap Permissions, then choose a permission type and select Allow or Don't allow

Save Storage and Battery

- Remove unused apps - note the difference between offloading or deleting an app
- Delete unnecessary photos, videos and downloads
- Keep apps updated
- Restrict background activity for apps you rarely use
- Check which apps are using the most storage and battery

How to find unused apps

Apple

- Go to Settings, General, and select iPhone Storage.
- Look through the list of apps and check the "Last Used" date listed next to each one, or tap the sort filter and change it from size to Last Used Date to see what you rarely open

Android

- Go to Settings, Apps, and look for the Unused apps section.
- You can also use the 'Files by Google' app or sort your apps by usage inside the Google Play Store

How to find which apps use the most battery and storage

Apple

- Go to Settings
- For storage, go to General > iPhone Storage to see a list of apps sorted by size.
- For battery, go to Battery and tap View All Battery Usage to see which apps consume the most power

Android

- Go to Settings
- Go to Battery then Battery usage for power, or go to Storage then Apps and sort by size for memory usage

App Safety

- Check who developed it
- Read reviews and ratings
- Check the permissions it requests
- Make sure you download it from an official app store
- Be careful with apps asking for unnecessary personal information

A Simple App Management Routine

Once a month:

1. Review your installed apps
2. Delete apps you no longer need
3. Check notification settings
4. Review app permissions
5. Check screen-time statistics
6. Update your remaining apps

Conclusion

Good app management means:

- A more organised phone
- Fewer distractions
- Better privacy
- More available storage
- Better control over your time

Take control of your apps instead of letting your apps control you.