

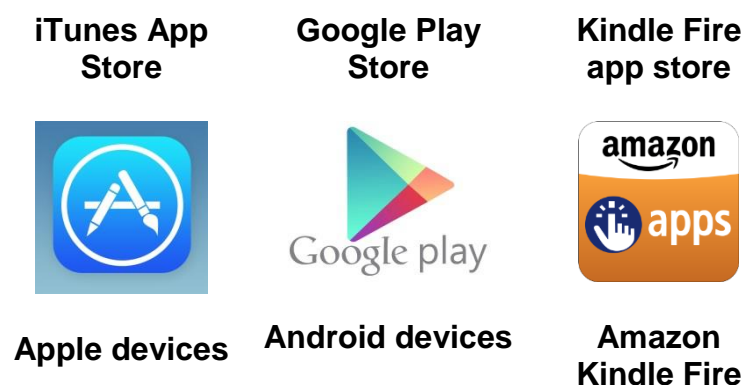
A basic guide to downloading and installing Applications (apps) on mobile devices

To start using your tablet or phone in more practical or creative ways you need to download apps from the app store. A lot of popular apps are free, some are paid for and some are free for basic features, with the option to pay for additional features ('in-app purchases').

What are apps?

Applications, or apps for short, are programmes you download onto your phone or tablet to do certain tasks and that generally improve its functionality. Apps for mobile devices have the same function as software that you buy on discs and install on desktop computers.

Where you download and buy apps depends on what type of phone/tablet you have. Below are the App store symbols for the most popular types of phones and tablets.



The most used types of apps are shopping apps, music and video apps, social media apps, game apps and apps for photo editing.

There are also apps that help you get organised, improve your productivity and messaging apps that allow you to easily exchange notes with friends and family.

Most apps that provide services like music or social media also require you to set up an additional account with them. Usually that is free and easy to do.

Libraries NI also offers more in-depth Go on sessions if you want to learn more about how to set up a social media account, how to stay safe online and how to use all the features apps like Facebook offer.

Apps take up space on your device so it's best to only download apps for services that you use regularly. For example, if you only order pizza a few times a year it is not worth downloading the app for your favourite pizza place, you can just use their website. If you only occasionally watch YouTube videos it might be better to just access the youtube.com website rather than downloading the YouTube app.

Some shops and places require you to download their app in order to access special features or receive discount codes.

If you think it's worth the effort you can always download the app and delete it again when you are finished using it – for example you may be going to London on holiday for a few days, so downloading the Visit London app will be beneficial, but you won't need it again afterwards.

Downloading apps

Downloading apps is fairly straightforward, do not be afraid to install and uninstall a few free apps to practice the process.

To download an app, you first need to open your device's application store.



If you are using an Apple device you will download your apps from the **Apple Appstore**. The Appstore is divided into sections at the bottom of the screen. To search for a specific app, you have to tap on the category called Search on the right. The other categories are called Today (currently trending apps and tips & tricks), Games, Apps (best of lists and promoted apps) and the Arcade (a way to game with other players).

If you are using an Android device (anything which is not Apple) you will download your apps from the **Google Playstore**. This store is also divided into sections and the search bar is at the very top of the page. A banner at the bottom of the page is divided into four sections and there are also further divisions at the top of the page. For You shows you apps you have downloaded previously and other apps that may be relevant to you, Top Charts, Categories and Editor's Choice - while at the bottom you have the more conventional option of looking at Games, Apps, Movies and Books



Once you choose to download an app by selecting the install button, the software will install itself on your device. If there is a cost involved, you may be asked to enter the password associated with your account.



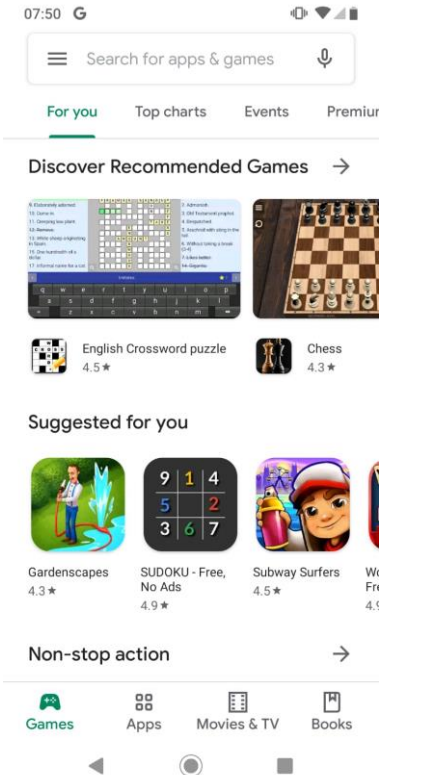
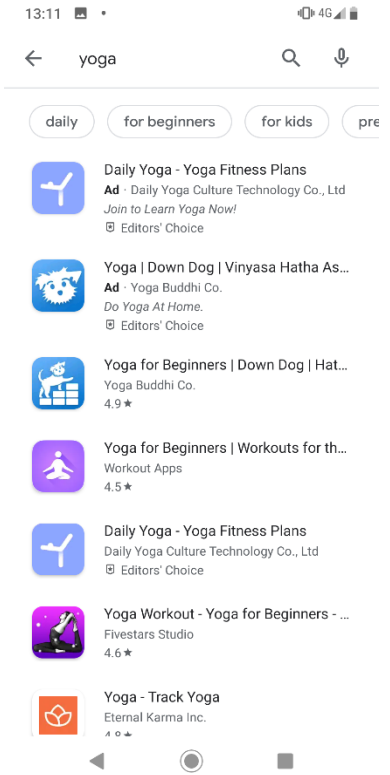
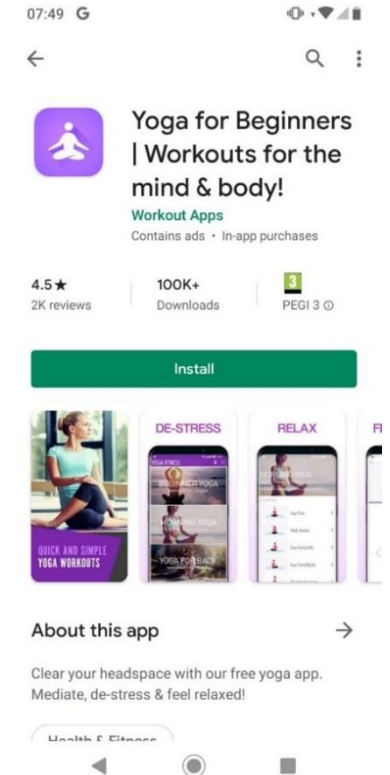
When you see this small magnifying glass symbol it means the search function is available.

Use this to search for specific apps or search terms such as 'yoga', 'mindfulness', 'card games'.

As soon as you start typing you will see suggestions for popular apps appear, you can make use of this shortcut if the app you want is on the list or just continue typing.

You also have the option to explore what other apps are available by looking around the categories.

Downloading apps on Android

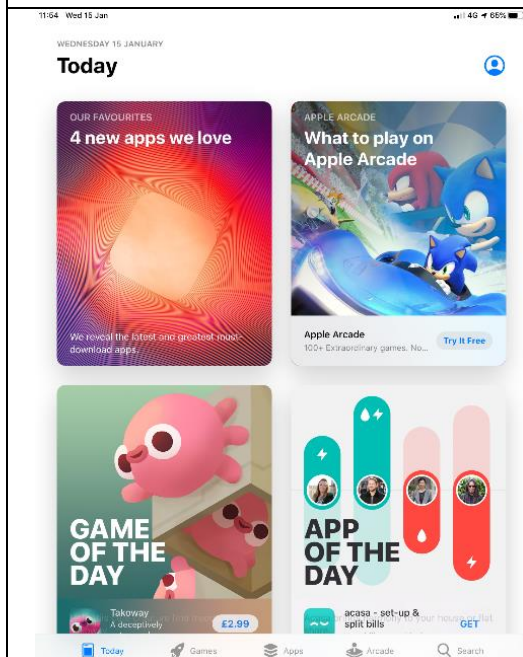
<p>Open the Google Play Store on your phone or tablet. The search bar is at the top of the screen.</p>	<p>Search for the app you want to download - here is an example of searching for an app for yoga exercises</p>	<p>Tap on the app you are interested in on the list to get more information about the app. Then tap the green 'install' button to download the app.</p>
		

The app may ask for certain permissions, such as access to your contacts, location, camera etc. – some apps need this information to function (i.e. a map app needs access to your location, a photo app needs access to your camera)

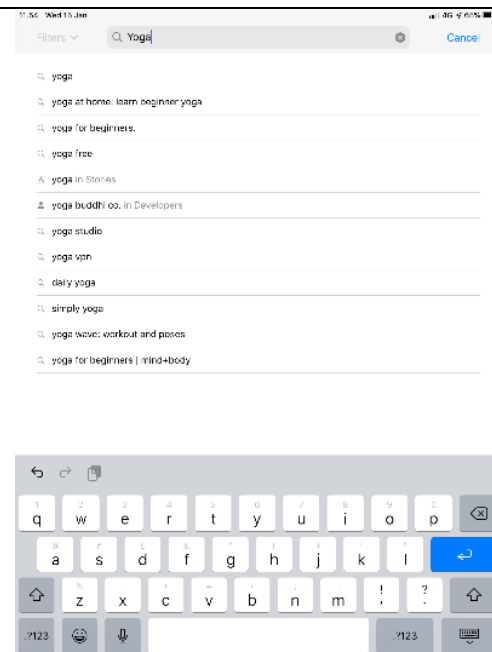
Depending on your settings, you now may have to enter your Google password (or provide your fingerprint if fingerprint ID is turned on)

Downloading apps on Apple

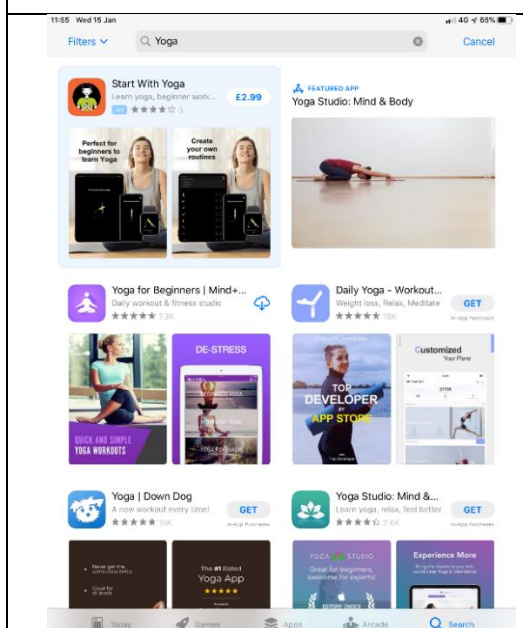
Open the App Store on your phone or tablet – you will see the front page with suggested and promoted apps



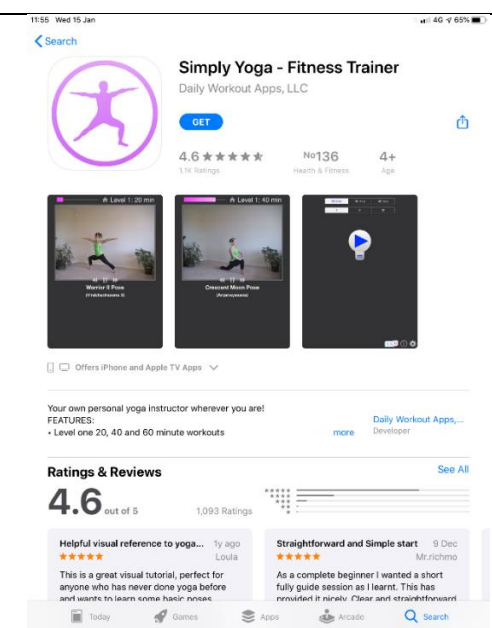
Tap 'search' on the bottom right and search for the app you want to download



Select the app you want from the list - selecting an app gets you an in-depth description and reviews



Select the blue 'get' button. If a price is included, then the app store may ask for the password associated with your store account.



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Free or Paid?

You may have heard stories of people accidentally running up costs on their tablets through downloading apps, or heard about children using their parents' iPads and building up large costs through downloading paid apps or in-app purchases.

There are some simple ways to make sure this doesn't happen, and providers have made the cost of apps transparent so you will know exactly when you are incurring costs.

While both the Google Play Store and the Apple App Store ask for your payment information when you sign up, **you can skip that step**. There is no way they can take payment if you don't enter your debit/credit card information.

Both Apple and Goggle stores will also ask whether you really want to pay for an app if you accidentally tap the download button on a paid-for app. This step means you can stop the purchase, so there is little risk of being charged without you realising it.

You may come across two versions of the same app, one will be free and the other will be paid. The free apps will have less content and more advertisements than the paid app.

There are three types of app you can download:

Free

Free apps are free at the point of download, all their content and services are available to you and you won't be asked for any payment information. Most free apps (especially games) will have advertisements for other apps.

Paid for

Paid apps require a one-off payment, their price is clearly shown on the store screen and when you select the download button, you have to confirm that you want the payment to be taken. Paid for apps will have very little if any advertisements.

In-app purchases

In-app purchase are micro-transactions; for example, some apps are 'freemium' – that means you can access basic content and functionality for free but have to pay for more in-depth features or, in the case of some games, you can play the game for free but you have to pay for additional game features.

Examples of some of the most popular apps

Libby and RBDigital

Libby and RBDigital are two free library apps that give library users access to thousands of eBooks, audio books and hundreds of free eMagazines.

These free apps are available on most devices and all you need to avail of the service is a library membership and an email address.

Libraries NI have dedicated Go ON classes for eBooks and eMagazines, so ask your local librarian for more information

Libby



RBDigital



Spotify



Spotify is a music streaming service. The basic functions are free but contain advertisements and you can only listen to music on 'shuffle' mode. If you want no ads and be able to listen to specific songs on repeat you need to pay a monthly subscription fee.

Amazon

Amazon is the best known online shopping site, the app allows you to quickly order items, see your order history and browse more effectively.



Shazam



When you hear a familiar tune but can't remember the name you can activate Shazam and the app will listen in and inform you what song you are listening to.

Pinterest

Pinterest is a social network that allows you to save links and pictures. It's mainly used for visual content such as crafts, styling tips, interior design and recipes.



Facebook



Facebook is the best known social network, people use it to connect to friends and share photos and experiences; the app allows you to stay logged in for immediate access and you can set up notifications if you receive new comments.

Google Maps

Google Maps is a good map service and with sufficient data allowance on your phone it can replace a Sat Nav device; the route planning services are accurate and easy to use



YouTube



YouTube is one of the best resources online, from gardening tips to make-up tutorials, video instructions from knitting to music videos, YouTube has it all, and for free.

Twitter

Twitter is another social network, best known for its brevity; users are restricted to 1-2 short sentences and it contains mainly pithy commentary on news and current affairs.



Instagram



Instagram is a social network where users share photos of their everyday lives; some accounts focus on interior design, some on travel, some share inspirational quotes.

WhatsApp

WhatsApp works best on mobile. The app that allows you to message friends and family, works great for sharing photos and videos and having group chats or organising events such as birthday parties or class reunions.



Candy Crush Saga



Candy Crush is a very popular puzzle game, slightly addictive; a good example for in-app purchases, playing the game is free but if you need too many attempts to beat a puzzle you need to either wait until you can play again or pay for more attempts.

PayPal

PayPal is a popular and safe online paying system, works by linking your bank account to your email address.





JustPark



A guide on how to use the JustPark app to pay for parking in car parks

The application (app) JustPark is an app which allows users to pay for parking using their phone or mobile device. The app can be installed on tablets and smartphones and works the same no matter if the user is using Android or Apple.

JustPark is a free to use app and can be found in both the Google Play store and the Apple App store.

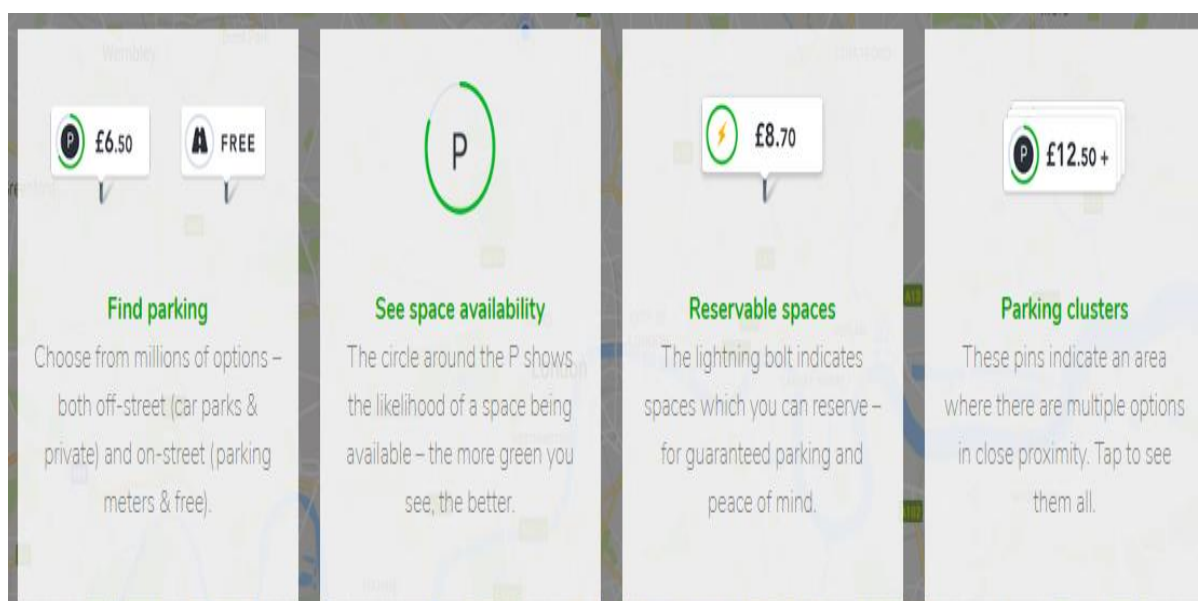
The app requires you to enter some personal information which includes your **name, email, car registration and a form of payment.**

Payment can be completed using either PayPal or by entering bank or credit card details.

JustPark will work in all car parks where payment is required. Instead of going and buying a ticket, the user will check in and check out of the app meaning that you will only ever pay for the time you spend in the car park.

Using this app means that you'll never have to run back to your car to top up your ticket and no more of those pesky sticky tickets getting piled up in your car.

If you are claiming for parking for work or other reasons you can use the app to show your bookings and any costs you have accrued.



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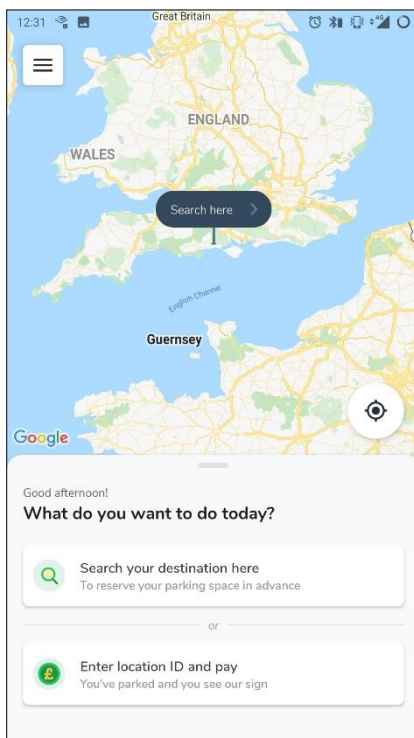
Using JustPark

The first thing that you need to do to use the JustPark app is to install the app onto your device.

If you are using an Apple device, you will find the app in the Apple App store and if you are using an Android device you will find the app in the Google Play store. Once installed the app will appear on your device with the icon shown here.



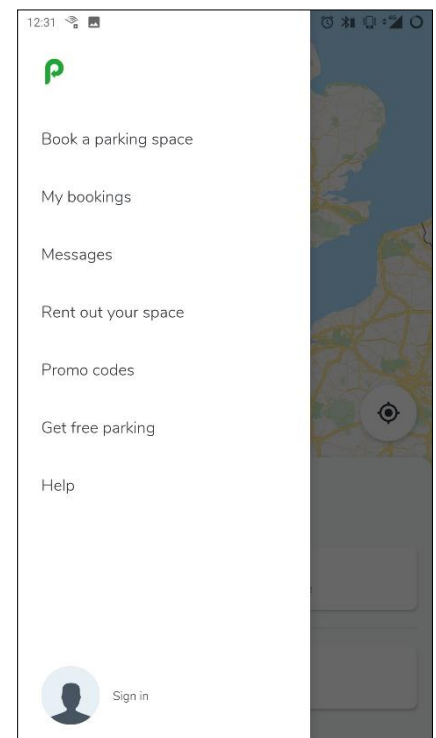
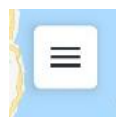
Registering



To use the JustPark app you will have to enter personal details including name, email and payment details. You can use PayPal or a bank card, however, most car parks in NI do not accept PayPal so you will more than likely have to enter your payment via a bank or credit card.

The Image on the left is the first screen you will be presented with.

Tap on the three bar icon to open a side panel.



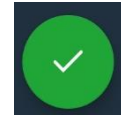
In this panel you are offered several options. As this is our first time using the app you will have to create an account.

Select the Sign in icon on the bottom left of the screen.

Hey! What's your first name?

Type your first name

Enter your first name. Once entered tap the green circle with a tick to move to the next screen.



Next enter your surname and then select the tick to continue.

And your surname?

Type your surname

Enter your email and create a password.

Email address

Create a password (at least 8 characters)



You will now be asked for your email and to create a password.

Remember that pass phrases are more secure than passwords e.g. *Between my finger and my thumb my squat pen rests* becomes 8mf&mtm5pr. Notice that I have also replaced letters with numbers, B becomes 8 and S become 5.

You can select the eye icon in the password bar to show your password and ensure you are entering it correctly.

Next you will be asked to agree to how JustPark uses your core data.

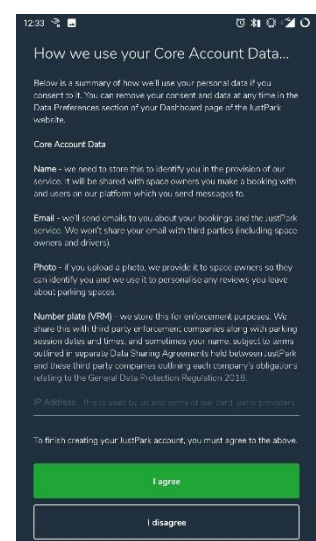
You can agree or disagree to this **however if you disagree you will not be able to use the app.**

To finish creating your JustPark account, you must agree to the above.

I agree

I disagree

Select 'I agree' to move forward.



You will next be asked to enter your phone number

Add your phone number

+44 ▼

Type your phone number

Once you enter your phone number and a verification text will be sent to your phone.

Once you have verified your phone you will be returned to the app home screen.

Adding your payment details

Now that you have registered your personal details, you will have to add your payment details.

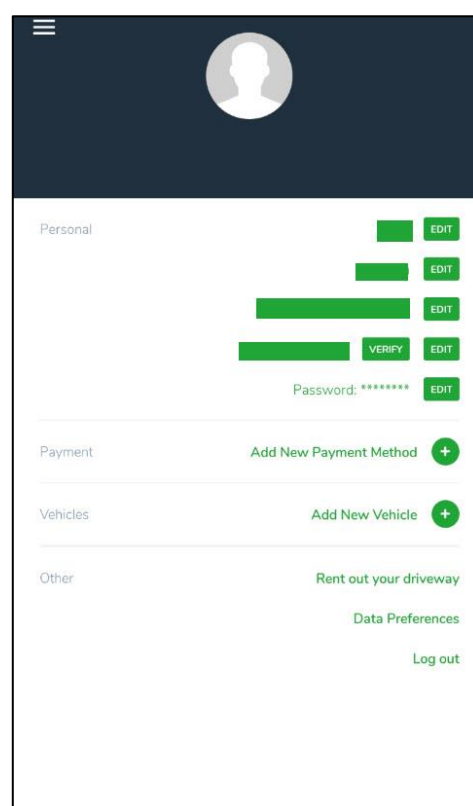
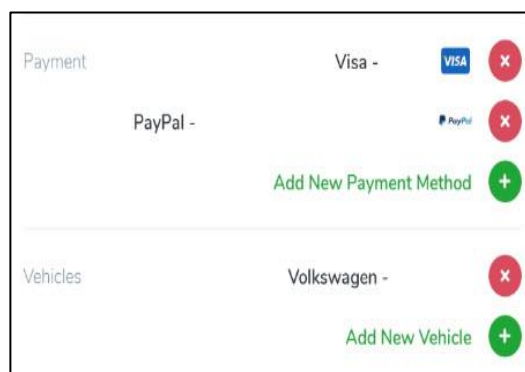
On the home screen select the three bar icon on the top left to open the side menu.

In the side menu you will see your name and 'My account' on the bottom left of the screen. Tap on this to open your account details. You will be shown a screen similar to the image shown here.

Select the plus icon beside 'Add new payment method'.

You can pay via PayPal or using a bank or credit card. Remember most car parks in Northern Ireland do not accept payment via PayPal so using a bank or credit card is preferable.

You can remove or change your payment method.

Once your payment method has been entered the next step is to add your vehicle registration.

Select the plus button beside 'Add new vehicle'. You will be asked to enter your registration number. Once this is entered your vehicle registration and make of vehicle will appear on your account.

Payment



Every council run carpark in Northern Ireland which requires payment will have a pay station like the one shown here.

In turn every pay station will have a location ID which is unique to that car park. We can see that this pay station has the ID 3687.

You will need this code when using the JustPark app so that it will know which carpark you are using.

Once you enter a location ID into your app it will be remembered and you will only have to select that ID from a list the next time you park.

If you do not have a smartphone or mobile device there is also a telephone number. You can ring this number to start and stop a parking session.

An eight pence booking fee is added if using this number. Optional SMS confirmation and reminders will also cost an additional ten pence per SMS.

LOCATION ID

3687

**Easy payment
via JustPark app**

- ▶ Start your parking session in under 60 seconds
- ▶ Free parking confirmation and reminders
- ▶ 8p booking fee + normal parking tariffs apply
- ▶ Manage your parking on the App

**No Smartphone?
Call 028 9124 8440***

- ▶ Start your parking session in under 2 minutes
- ▶ Call to start and stop your parking session
- ▶ 8p booking fee + normal parking tariffs apply
- ▶ Optional SMS confirmation and reminders, 10p each

*local call rate charges may apply

IMPORTANT INFORMATION

- ▶ If you do not stop your parking session, charges will apply up to the maximum parking period, as displayed in local signage.
- ▶ For more information about mobile phone parking visit www.justpark.com

JustPark

Using JustPark to pay for parking

Once you have entered all of your personal and payment details you are now ready to fully utilise the JustPark app to pay for parking.



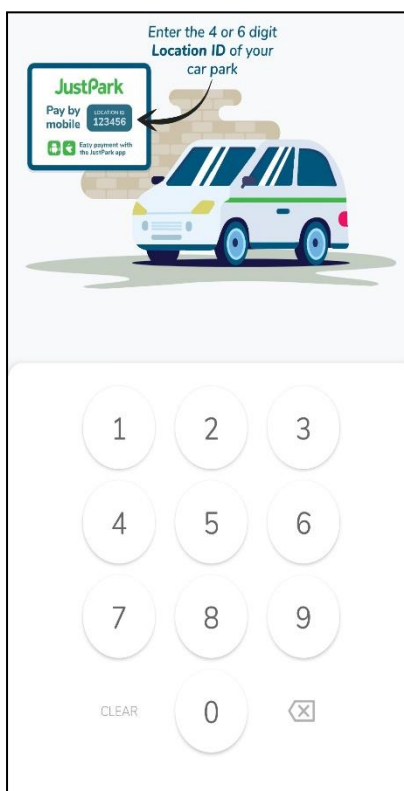
Enter location ID and pay
You've parked and you see our sign

Select the Enter location ID and pay button on the bottom of the home screen.



Enter the four or six-digit ID of the car park you are in.

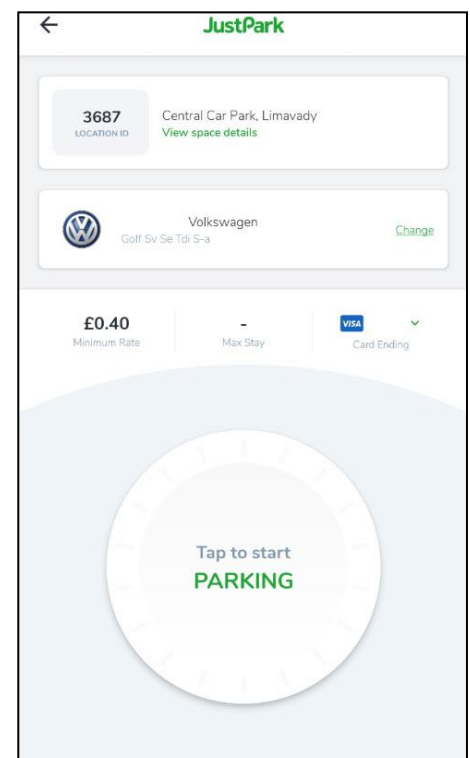
This can be found on the payment kiosks spread throughout car parks.



You will now be presented with the screen shown here on the right.

Ensure that the app is showing the correct ID of the car park you are using and that the correct registration of your vehicle is shown before starting payment.

To start parking payment, tap the 'Tap to start parking' parking.

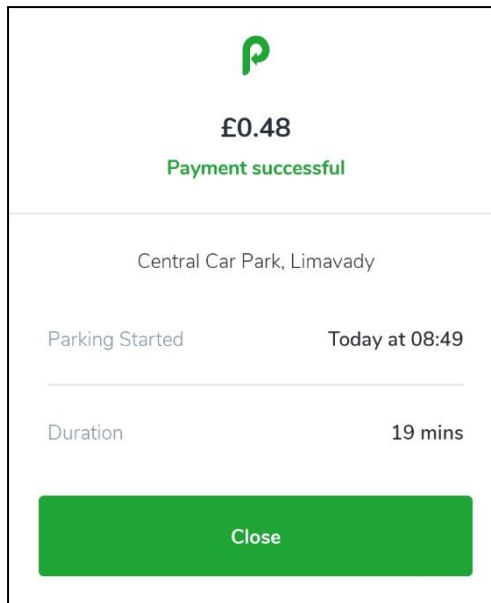


To stop paying for parking, open the app and use the slider button to stop parking.



Slide to stop parking >>

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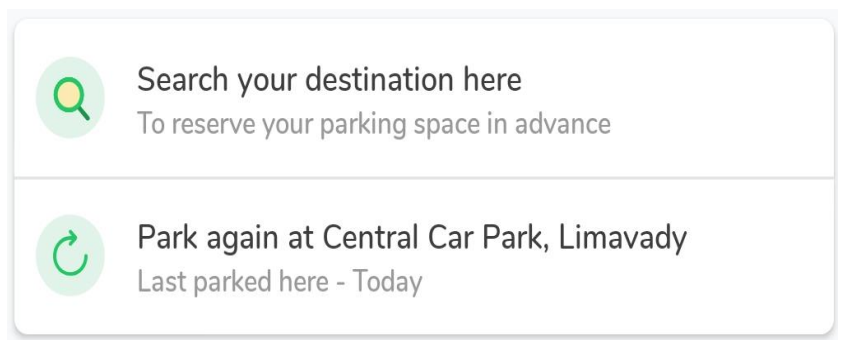
Once you use the slider to stop payment a pop-up will appear confirming that your payment was successful.

The pop-up will show the amount paid, the location of the car park, the time parking started and the duration of the session.

Here you can see an example of a payment of £0.48 for a 19-minute parking session in Central car park Limavady.

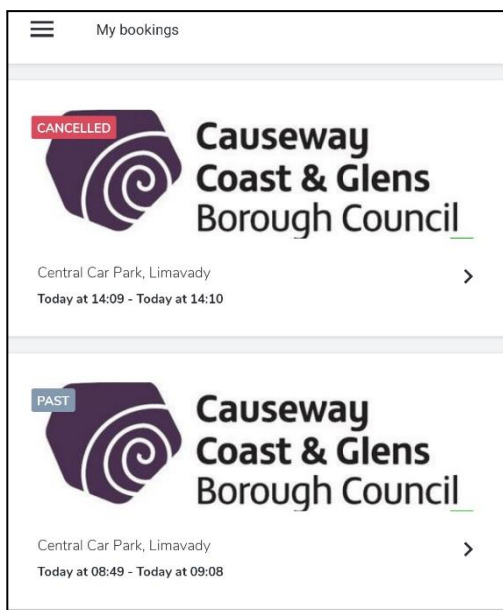
Select 'Close' to close the window

The last car park where you parked will appear on the app home screen. This makes it easier to select the same car park if parking there often.



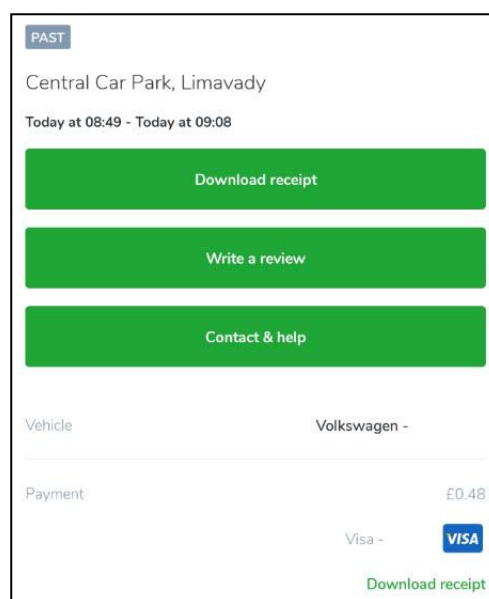
Once you have entered a four or six-digit location ID it will be store in the app so you only ever have to enter the ID once.

My bookings



On the home screen tap the three bar menu to open the sidebar menu. There will be an option called 'My Bookings'. Selecting this will allow you to see your history of payments.

Selecting one of your bookings will show you a window where you can see all the details associated with that booking.



Here you can also download a receipt for your payment.