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## DigiSkiPasS – Digital Skills Passport for Senior

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# MOBILE DEVICE USE AND SYNCING





## MOBILE DEVICES

Modern mobile phones no longer just make calls: you can take photos and videos, keep a list of contacts, keep appointments in a calendar, send and receive messages and emails, and play music. However, simply having all these features is only part of the story. For example, you can only partially edit photos and videos, but only by downloading them to your computer can you edit them using professional software. It's often easier to add and edit contact information from a computer keyboard than from a smartphone's small keyboard. The solution? Sync your smartphone or tablet with your computer and keep everything up to date.

A few years ago, business people would take a laptop on the go, use a desktop PC in the office, and work on another PC at home. Today, everyone has a smartphone, based on Android, iOS, Windows Phone or BlackBerry OS systems.





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Managing all of these devices, with their various operating systems, applications, and connectivity options, might seem complex, however with the right mix of software and services, you can easily manage multiple platforms and integrate data without losing anything.

## SYNC YOUR MOBILE DEVICES



Before you start downloading any cloud-connected apps, it's helpful to first think about what you need. For example, if you primarily work from home and attend relatively few meetings, you may not need to sync your calendar across multiple devices. If you're a writer or have a job that leads you to be on the go often, you might want a way to electronically record your constant stream of ideas. If you're working on a joint project, you may need to share a variety of documents with your colleagues.





Another key point is to understand which of your platforms need to share data and what types of data you need to share. For example, you have a Wi-Fi-only iPad that you mostly use to manage email and as a web browsing tool. You don't really need to access your work data with it, even if you use it from time to time as a note-taking tool.



If you work in a business environment, you need to take into account your company's IT policies as well. IT managers can have their own ideas about what types of information the company wants to allocate in the cloud rather than just on its own servers. Be sure to check with your IT department if you think you want to share potentially sensitive or proprietary information across corporate devices or platforms.





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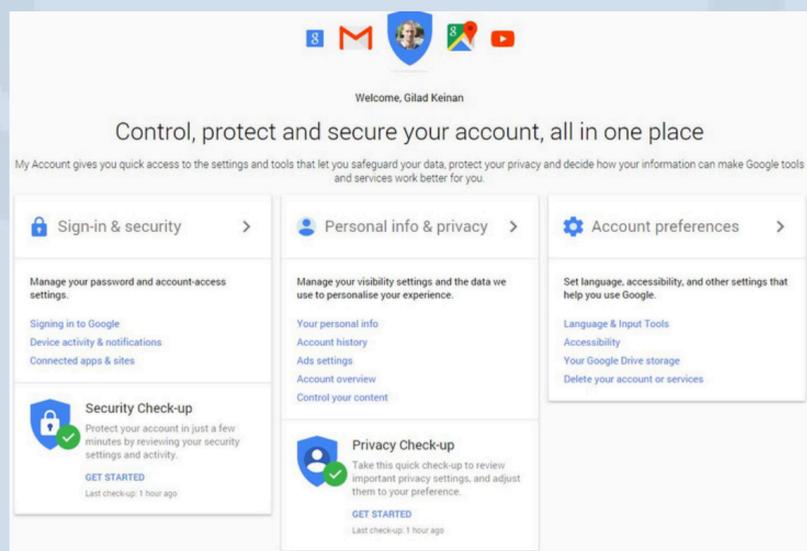
The bottom line is that integration needs vary depending on what you do, how many trips, and the platforms you bring with you. With that in mind, it's time to take a look at a few different scenarios, as well as applications that might be useful in any case.

Even if you're fond of using devices from the same brand to minimize integration issues, you may still need to work with other platforms. Fortunately, with the right tools, it's not difficult to ensure the seamless integration of all your documents and devices.



## SYNC YOUR MOBILE DEVICES

All major browsers now allow you to sync bookmarks, passwords, and other data across different platforms. For example, Google Chrome is simple to sync since you simply need to log in to your account and enable syncing in the "Personal Information" tab available in the "Personal Data & Privacy" panel.



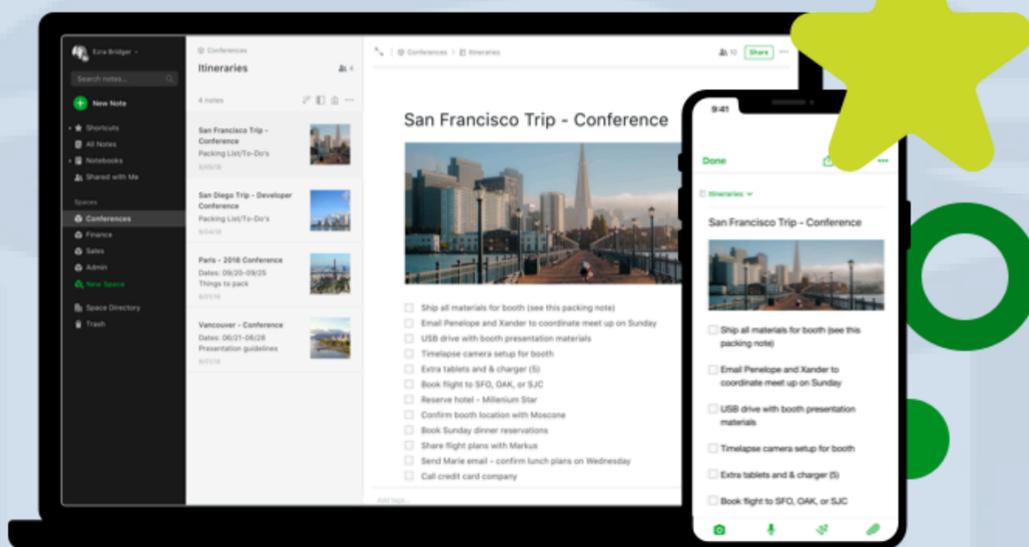


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Another browser that is used very often is Firefox. Again, you can always sync by entering a special passcode on all systems where you want to enable Firefox Sync.



## SYNCHRONIZING NOTES



Maybe you just want to keep notes on multiple devices, but you don't always work in the same location. For example, you're out shopping and you come up with an idea, so you need to write it down on your mobile phone's notepad. Or maybe you've settled into the seat of your airliner and want to put a quick note on your smartphone before turning it off for takeoff. In this case, one of the best choices online is Evernote. A free note-taking application at first glance, Evernote is actually a cloud-based service. Every time you write a note in Evernote, your local notebook syncs with the web-based version. Evernote also manages to maintain a consistent interface between the desktop, web, and laptop versions, although the mobile versions look different.





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Evernote offers a number of options that can help you integrate it into different platforms. An Outlook plug-in, for example, allows you to easily add email entries to Evernote. You can have multiple notebooks, share specific notebooks with other users, and add tags to entries. Evernote also has a small marketplace of Evernote-related applications.



## **SYNC DOCUMENTS ACROSS MULTIPLE DEVICES**

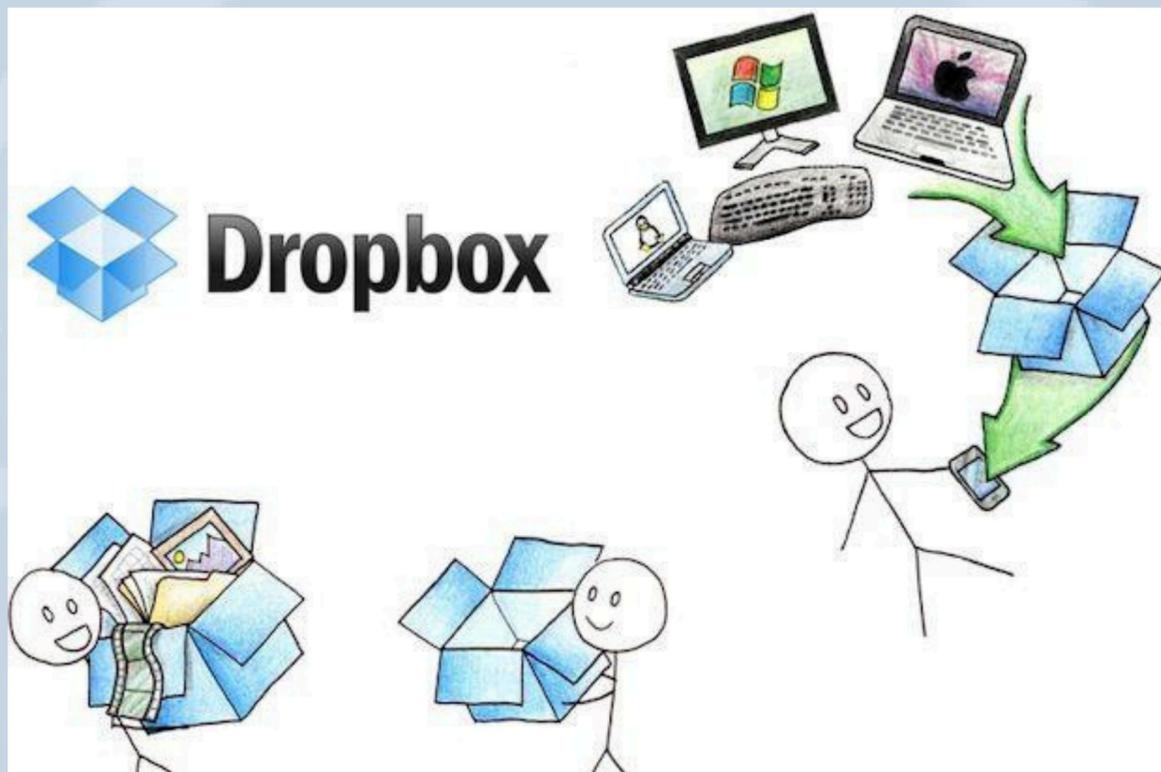
Managing a lot of documents and moving them back and forth between different platforms can be a chore. However, there are several ways to synchronize your documents, depending on whether you need to create and edit them on each of your devices, or if you simply need to view them on your smartphone or tablet.

For example, if you're primarily editing and creating on a Windows PC but need to view documents on platforms other than Windows, a service like Dropbox, a cloud-based application, and storage service will probably do. On Windows and Mac OS, Dropbox creates a folder that behaves just like any other data folder, but any document that will be placed in the Dropbox folder becomes available on all devices with active access to the same Dropbox account.





Dropbox also has an app for Android and iOS that can read common formats (images, music, movies, Word/Excel/PowerPoint documents, PDFs, and so on) or send a file to another app that can better handle the format of that file.



## SYNC CONTACTS AND CALENDARS



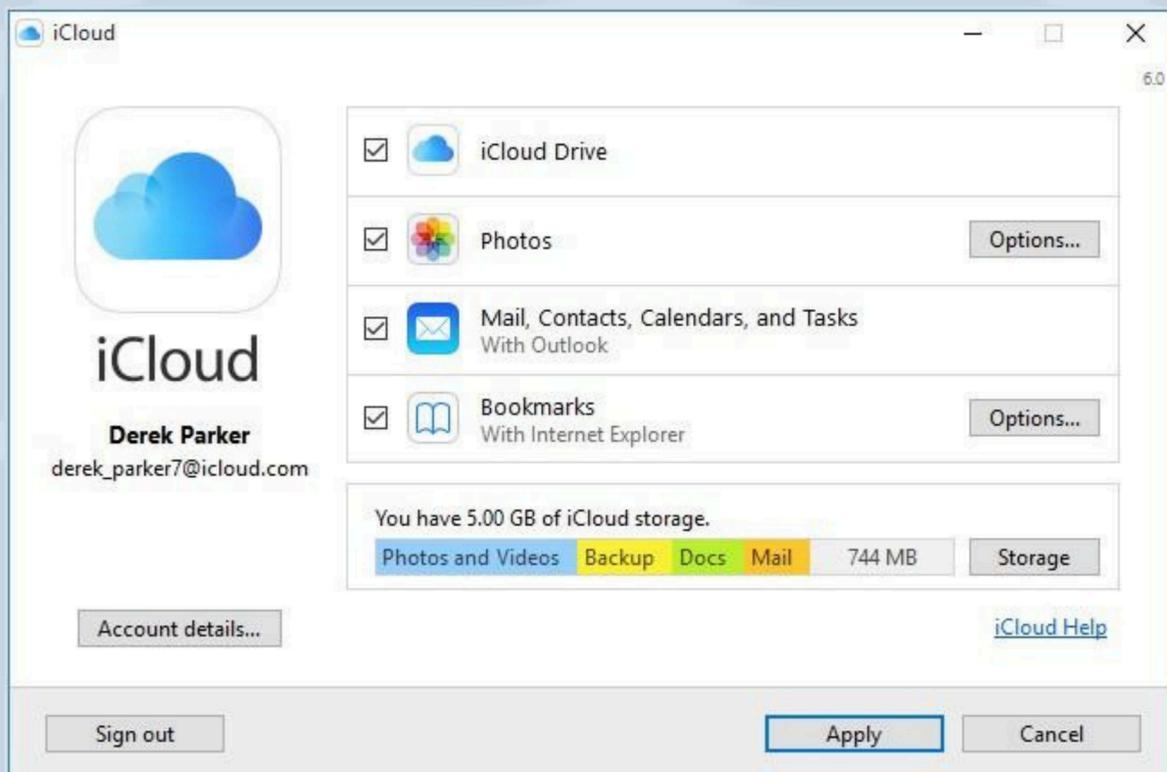
Of all the usage scenarios, this can be the most difficult to deal with. But the problem itself is easier to analyze when it comes to platforms. Business users often work with three devices: a desktop PC, a laptop, and a smartphone. If you're familiar with Microsoft Office, synchronizing your calendar and contact manager on your PC with those on your smartphone just got a little easier: numerous iOS and Android tools can sync Office programs and contacts with mobile devices.





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On the iOS side, syncing is integrated via iCloud. You just need to use your contacts and calendar at the device level, so if you have a Mac, iPad, or iPhone linked to the same iCloud account, they'll sync automatically.



## CREATE AND EDIT DOCUMENTS ON THE GO

What if you need to create and edit on multiple platforms? Even though Microsoft Office documents are usually launched on a desktop PC, sometimes you need to make changes when viewing them on your laptop, tablet, or smartphone.





Synchronizing related devices, such as a Windows Phone and a Windows PC, is quite simple. In this case, chances are you're using Office, and with tools like Dropbox, you can easily move documents back and forth. However, this arrangement assumes that the client software is running on your PC and mobile device.



If you have a mix of Mac OS, iOS, and Windows devices, you can still use tools similar to Microsoft Office or Office. Office versions run on Mac OS and Windows, allowing for easy document exchange. For example, I have Mac Office 2019 on my MacBook Air, Office 2019 for Windows on my desktop PCs, and Quickoffice HD on my iPad. Quickoffice is also available for Android devices.





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But you may not want to pay for client software on multiple systems, which can get expensive, fast. You can save money by sticking to a cloud-based office suite. The downside of such services, of course, is that if you're not connected to the internet, you don't have access to apps. Also, if the cloud service is down, none of your devices can use the service.

Using cloud-based services is cheaper than buying several office suites (at their most basic level, the services are usually free), and you can more easily share documents with other people.

The first and perhaps most well-known of these services is *Google Docs*. It's free for individual users; Paid subscriptions, in addition to support, are offered for businesses.





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Microsoft has a similar service called the Office web app; it works very well, and it's related to Office 365, a paid version of Microsoft Office. Office 365 is a more robust package for small businesses, integrating a number of client-based and cloud-based applications, but requires a monthly subscription per user.



Overall, sharing and editing office documents is much easier today than it was in the past. Getting everything to flow in both directions always takes some time and effort. But document synchronization is more powerful now, and it makes it much easier to work over long distances.

