




Tech Savvy Seniors

Introduction to Tablets

Beginners Guide












TOPIC	INTRODUCTION TO TABLETS
OVERVIEW 	<p>Looking (and working) a lot like super-sized smartphones, tablets are a way of accessing the internet, playing games and communicating. Although they fit in your hands and are light enough to carry around, they can do a lot of the very same things your computer can do. You can browse the web, play games, send and receive emails, even type up letters. It's all controlled using a touchscreen: to get things done, you simply touch the screen.</p> <p>Owning a tablet means you really can take your computer with you wherever you go; they're also convenient to use when sitting on a couch. You can even lie in bed and read a book that you've loaded onto the tablet.</p>
WHO IS THIS WORKSHOP FOR?	<p>You've seen friends and family watching movies and reading books on a tablet and want to find out more, or you want to surf the internet and send emails but don't need or want a full-blown computer. Or maybe you like your computer but wish it was easier to use and move from place to place. Whoever you are, there are lots of reasons to love a tablet.</p>
WHAT YOU'LL NEED	<p>An internet-connected tablet; either your own or supplied by the workshop organisers. You may need to share a tablet with others in the workshop.</p>
WHAT YOU'LL LEARN	<p>In this workshop, you will learn how to navigate the web using a tablet device. You will learn the differences between a computer and a tablet and how the two can work together. You'll also learn how to start up apps on your tablet, connect wirelessly to the internet and how to navigate using a virtual keyboard.</p> <p>Note that a significant part of this session overlaps with the Introduction to Smartphones workshop. That's because smartphones and tablets have a great deal in common.</p>

TIMETABLE

This workshop is broken down into seven sections, with a break in the middle. Feel free to ask questions, and remember that the times are suggestions only. If you have experience with smartphones, for example, you may be able to whiz right by the section on gestures.



SUBJECT	DURATION
What's a tablet, and how is it different to a computer?	15 minutes
A brief guide to tablet models: iPad, Android, Windows	15 minutes
Using a touchscreen and understanding gesture control	15 minutes
Setting up your tablet to connect to the internet	20 minutes
Break	15 minutes
Using the tablet's web browser and onscreen keyboard	20 minutes
Other useful programs and video recording with the Camera app	15 minutes
Adding apps and media from online stores	15 minutes
Summary	10 minutes
TOTAL	140 minutes

SUBJECT	WHAT'S A TABLET, AND HOW IS IT DIFFERENT TO A COMPUTER?
TIME 	15 minutes
TALKING TABLETS 	<p>Do you have a phone with a touchscreen and the ability to run apps, like the Apple iPhone or Samsung Galaxy? If you do, you have a pretty good head start on understanding what a tablet is – you can think of it as essentially a super-sized version of your smartphone.</p> <p>If not, then the best way to think of a tablet is as a computer, but instead of being controlled with a mouse and keyboard, you control it by touching elements on the screen. Touching an icon on the screen is like clicking that icon with the mouse on a computer. If you need to type text, an onscreen keyboard pops up.</p>
SEVEN THINGS TO KNOW ABOUT TABLETS 	<ol style="list-style-type: none"> 1. Most tablets are designed to be carried around in a bag and used when you're on the move. They're much lighter than regular computers, and because they have no mouse or keyboard you can use them anywhere. 2. Like computers, they can do lots of things, including: <ul style="list-style-type: none">  Browsing the web  Sending email and social networking  Playing games or watching movies  Reading electronic books  Listening to music or viewing photos  Chatting via video or voice. 3. Also like computers, you can install new programs on them at any time. On tablets (like on phones) they're usually called apps, short for applications. 4. Most tablets have cameras built in – much like smartphones. 5. They come in different sizes, and are usually described by the size of their screen. Common tablets have a 7-inch or 10-inch screen (the measurement represents the length of the diagonal). 6. Tablets access the internet using your home wireless (WiFi) network. Some tablets also can access the internet using a 4G or 5G mobile phone data service, if you have a mobile plan that supports internet access. 7. Several different companies make tablets, and there are (sometimes subtle) differences between models. Some have a faster processor inside, better screen definition or more or less memory for storing programs and media. They also use different basic software, which we'll get into next.

SUBJECT

A BRIEF GUIDE TO TABLET MODELS: IPAD, ANDROID AND WINDOWS

TIME 

15 minutes

IPAD AND ANDROID TABLETS



Just as computers come in different flavours, like Windows PCs and Apple Mac, tablets also come in different flavours.

The main difference is in what is called the operating system. The operating system is the **core** software that controls the tablet. Windows is a computer operating system, so is Mac OS.

Tablets typically use either **Tablet OS** or **iOS** (on the Apple iPad) or **Android** (on tablets by most other manufacturers). iOS and Android are also used on most smartphones.

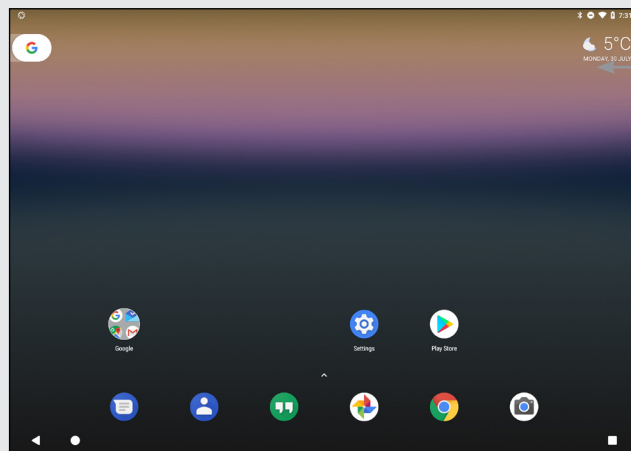
iOS and Android are very similar in terms of how you use them. Typically, the main screen has a heap of icons, and each icon starts a different app.

The iPad Home screen, for example, looks like this:



iPad Home screen

An Android tablet typically looks similar:



Android Home screen

IPAD AND ANDROID TABLETS



Just tap on any icon to start the application. For example, on the iPad, to start web browsing, you'd touch the **Safari** icon. (Safari is the name of the web browser). On an Android tablet, you'd tap the **Chrome** browser icon.

Because Android tablets come from a variety of different manufacturers, there are some differences between them. Many manufacturers like to customise their tablets, and may change some elements of the interface. The basic operation is still the same.



Safari web browser icon

WINDOWS 10 AND 11 TABLETS

Windows tablets are really just very thin laptop computers, with full Windows functionality. They are more similar to your desktop or laptop computer than your smartphone, so won't be covered in this course.



Chrome web browser icon

Widgets

Android and iOS tablets support widgets, which are controls that are embedded directly in the Home page. For example, on the Android screen on page 5, you can see a weather widget and the Google Search bar widget. On the iPad screen you can see widgets for weather, photos, and more.

USING GESTURES



Most tablets don't come with keyboards and mice – although on some tablet models you can attach a separate keyboard and mouse if you need to.

Instead they rely on touch. Touch works like mouse clicks on your computer. When you need to type something, a keyboard will appear onscreen and you can tap keys on that to type.

There is also a kind of special language of gestures that lets you control the tablet in new ways. A double-tap will zoom in on a web page, or holding your finger on the screen might bring up a special menu.

Although there are a variety of gestures that tablets can use (some involving up to three fingers at once), there are really just six that you need to know:

1. Tap

- ▶ This is simply a quick touch of the screen. It's the simplest gesture there is.
- ▶ It's used to launch apps, select items, follow web links and so on.
- ▶ It's the equivalent of a left-click on your computer.

2. Tap and hold (and drag)

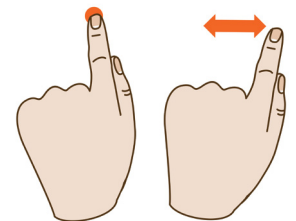
- ▶ Touch a part of the screen, and keep your finger in contact with the screen.
- ▶ The effect of this varies, depending on the app.
- ▶ It's often the equivalent of a right mouse click on your computer, bringing up a context menu. In a tablet web browser, for example, it might be used to **Open Link in New Tab** and other options.
- ▶ On your **Home** screen, it can be used to move icons and widgets around. Tap and hold, then drag it to where you want it. It might be used for similar drag and drop operations in other apps.

3. Scroll

- ▶ Simply touch a part of the screen that doesn't have a button or link. Keep your finger in contact with the screen and move it up or down, left or right.

Touchscreen
gestures

Tap



Tap and hold (and drag)

USING GESTURES



- ▶ This is most commonly used for scrolling. If you visit a web page that's too long to see on the screen, for example, touch any part of the page near the bottom of the screen that's not a link, then push your finger up the screen, as if you were pushing the web page up to reveal the rest of it. This will cause the web page to scroll down.
- ▶ Obviously, you can do the same in reverse to scroll up – or left and right if the page or image is too wide.

4. Swipe

- ▶ This is a quick slash across the screen. It can be in whatever direction is needed.
- ▶ It's most commonly used when flipping between pages (in a book) or images (in a slideshow). The swipe is like flinging the current page or image aside to reveal the next page or image.
- ▶ In an image program, for example, swipe right-to-left to move to the next image.
- ▶ Swipe is also used on your tablet's **Home** page: if you have a lot of apps installed (too many to fit on one screen), you can have several **Home** pages. You swipe left or right to switch between them.
- ▶ Swipe can also be used for fast scrolling – you can fling a web page up or down. The velocity of the swipe actually determines how far it scrolls.

5. Pinch-to-zoom

- ▶ This gesture actually requires more than one finger. Place two fingers (usually the thumb and forefinger, but it doesn't really matter) around a part of the screen you want to enlarge or zoom out of. Then move the two fingers apart to zoom in (enlarge that part of the screen), or pinch them closer together to zoom out.
- ▶ You can think of it like squeezing or expanding the screen.
- ▶ It's often used in web browsers, allowing you to zoom in on part of the page that might not be clear (or might have a link that's difficult to press). It's also used in image programs to zoom in and out of a photo.

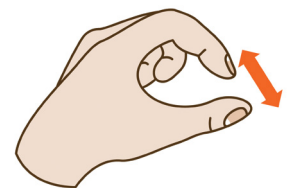
6. Double-tap

- ▶ This gesture involves simply tapping on the screen twice in quick succession.
- ▶ It most often serves a similar function as pinch-to-zoom: in your web browser, double-tap on a part of the page you want to zoom in on (which makes it easier to touch links); double-tap again to zoom out.

Touchscreen gestures






Swipe



Pinch-to-zoom



Double tap

SUBJECT	SETTING UP YOUR TABLET TO CONNECT TO THE INTERNET
TIME 	20 minutes
OVERVIEW 	<p>Tablets don't need an internet connection to function, however you can't access a lot of their capabilities if you don't have them connected (much like computers).</p> <p>All tablets can use a home wireless network to access your broadband internet connection. Some tablet models can also use a 4G or 5G mobile wireless account.</p>
TURN IT ON 	<p>Obviously, the first thing you need to do with a tablet is turn it on. You'll find a power button on the side, top or back of the tablet. On some models, you may need to hold it for a second or two.</p> <p>Like smartphones, you generally don't need to ever switch it off. When not in use, the screen switches off and it goes into low power/sleep mode. To wake from sleep mode, just give the power button a quick press. That said, occasionally shutting down the tablet and restarting can help it run more smoothly.</p> <p>Once the tablet is started, you need to unlock it:</p> <ul style="list-style-type: none"> ▶ On an iPad you can use your fingerprint to unlock the tablet, by briefly resting it on the power button, or the Home button (if your iPad has one). You can also unlock by entering your passcode. ▶ Android tablets use different methods to unlock, depending on the brand. You might have to provide a fingerprint, or press a button to wake the screen and enter a PIN or password. <p>Note that you can hold a tablet in any orientation: wide (landscape) or tall (portrait) – the display will actually rotate to always stay upright. (That is, unless you lock the screen orientation, which is useful if you want to lie down and read.)</p> <p>Now that the tablet is unlocked, we need to connect it to a wireless network.</p>

How the screen works

Nearly all tablets and touchscreen phones now use what is called a capacitive touchscreen. It responds not to pressure but to the electrical charge inside your body. For this reason, they need only the slightest touch to work – they will register even the lightest contact. It also means that to the tablet a slight touch is the same as a heavy one – if something isn't working, pressing harder won't change anything!

Another characteristic of capacitive touchscreens is that you generally can't use them with gloves on – unless the gloves are thin enough not to insulate your finger.

YOUR HOME WIRELESS NETWORK



Do you have a wireless (WiFi) network in your home? That's the first question. If you have an **ADSL**, **cable** or **NBN broadband** service, it's very likely that the modem router (the device you use to connect to the internet) has wireless capabilities. Nearly all such devices sold today have wireless.

During the initial setup of the **modem router**, you'll be asked if you want to set up wireless. That involves choosing a **network name** (called SSID) and a **password** (so that people walking by on the street can't access it).

Do you know what the name and password for that network is? You need to know in order to have your tablet connect to it.

If you don't know, you may have to contact the person or company that set up your internet connection, or consult the modem router manual.

Once you know what your wireless network name and password are, you just have to configure your tablet to connect to it.

CONNECTING AN APPLE IPAD



Tap the **Settings** icon. The Settings panel will appear.

Tap on **Wi-Fi** on the left.

Make sure Wi-Fi is switched to **On**. If it's **Off**, tap on the switch so it turns green.

On the right, under **Networks**, tap the name of your home wireless network.

You will be asked to enter a **password**.

The onscreen keyboard will come up. Use it to type in the network password and tap **Join**.

If the password is correct, you should be connected.

You can press the **Home** button on your iPad (that's the hardware button at the bottom of the iPad, just below the screen) to take you back to the **Home** page. If your iPad doesn't have a **Home** button, swipe up from the bottom of the screen to return to the Home page.



iPad Settings icon

CONNECTING AN ANDROID TABLET



This process will vary slightly from device to device, based on the version of Android being used and the customisations of the manufacturer.

On the Home page, swipe up from the bottom to show the App tray. This is a grid of all the apps on your tablet. Find **Settings** and tap it.

Under **Wireless and Networks** on the left, tap on **Wi-Fi**.

Make sure Wi-Fi is switched to **On** (if it's **Off**, tap the switch **On**).

From the list of wireless networks on the right, tap on the name of your wireless network.

You will be asked to enter a **password**.

The onscreen keyboard will come up. Use it to type in the network password and press **Connect**.

If the password is correct, you should be connected; a little note will appear under the network name saying it's connected.

Some Android tablets have a **Home** or **Back** button at the bottom of the screen. Press either to go back to the **Home** screen.

If your tablet doesn't have these buttons, swipe up from the bottom of the screen to return to the Home screen.



(The left-pointing arrow is **Back**; the steeple is **Home**, this is sometimes a circle; the third button switches between recent apps).



Android Settings icon

CONNECTING TO A 4G/5G SERVICE



Some tablets also support **4G/5G** mobile broadband services. In this case they work like smartphones – you need to insert a **SIM card** into the SIM slot of the tablet. Your tablet's manual will tell you where the slot is.

The SIM card needs to have a data service attached. Contact your telecommunications provider to ask about 4G and 5G data plans.

A tablet with 4G/5G will use your Wi-Fi network and regular ADSL/cable/**NBN** broadband connection when you're at home, and will switch over to mobile internet when it is no longer in range of your home network.

CONNECTING VIA WI-FI



ISP (Internet Service Provider)



Modem/router

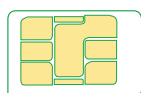


Wireless (WiFi)

CONNECTING VIA MOBILE PHONE NETWORK



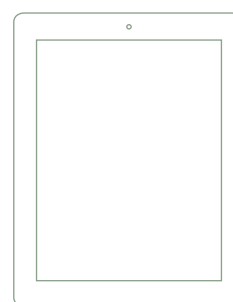
MSP (Mobile Service Provider)



SIM card



Wireless



Tablet

SUBJECT

USING THE TABLET'S WEB BROWSER AND ONSCREEN KEYBOARD

TIME 

15 minutes

BROWSING THE WEB



You've connected the tablet to the internet, and learnt how gestures work.

Now it's time to actually use the tablet.

Let's start with the browser. Your tablet has a web browser, very much like the one on your PC. You can use it to browse the same web pages you do on your PC.

Tap on the **Browser** icon. On the iPad, it looks like this:

On most Android tablets, it looks like this:

Like your computer browser, it has a tab at the top of the screen, allowing you to open more than one web page at once.

To open a web page, tap on the **Address** bar near the top of the screen.

The onscreen keyboard will pop up, allowing you to tap in the web address of the site you want to visit.

You'll see that the keyboard only displays letters and a limited selection of punctuation marks. If you want to type in numbers you need to press the **?123** button. That switches the keyboard to numbers. (Tapping the **ABC** button switches back to letters).

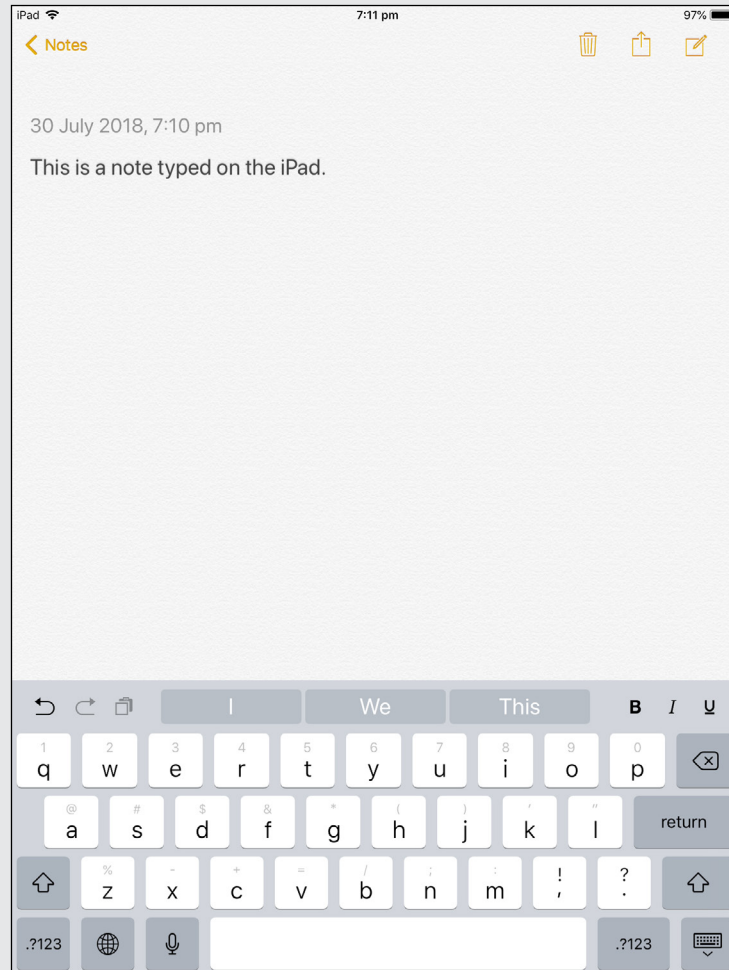
If you want to type upper-case letters, tap on the **Shift** key, which is the arrow pointing upward. This has the same function as the **Shift** key on a computer keyboard. (Tapping **Shift** only locks on for a single letter and turns off automatically. To **caps-lock** a tablet, double-tap the Shift key, then single-tap to turn it off.)

The keyboard will appear in any situation where you need to type. If you tap on a text field on a web page (like the Google Search bar), the keyboard will appear. In any other app where you need to type it will also appear.

You can also perform a search. On the iPad or Android you can just type in the search terms into the **Address bar** – the browser will detect that it's not a web address and will perform a Google Search instead.



ACTIVITY: BROWSING THE WEB





Now the tablet should load up the web page. Remember your gestures?

- ▶ Tap once on a link to follow it
- ▶ Tap and hold, then move your finger up and down to **push** the page up and down
- ▶ Swipe the screen to scroll really fast
- ▶ Pinch-to-zoom in and out. This makes targeting links easier
- ▶ Double-tap to do the same.

Tap on the **X** in the tab at the top to close a tab, you might need to scroll up to see it.

Tap on the left and right arrows at the top of the screen to go **Back** and **Forward**, just like on your computer browser. If your Android tablet has a **Back** button on the bottom of the screen, that works too.

When you're done browsing, you don't need to close the browser. Unlike on a computer, you don't need to close apps on a tablet. Just swipe up from the bottom of the screen or tap on the **Home** button (which we covered in the section on setting up your tablet to connect to wireless) to take you back to the main page.

SUBJECT	SOME OTHER USEFUL APPS
TIME 	15 minutes
PRE-INSTALLED APPS 	<p>Your tablet comes with a host of other useful apps. On the Home screen, you might see:</p> <ul style="list-style-type: none"> ▶ A calendar, clock and weather app ▶ Email, and a notepad ▶ A music player ▶ A camera app and picture viewer ▶ A book reader (called iBooks on the iPad) ▶ Maps (if your tablet has GPS built in) ▶ Video chat (on the Apple iPad, this is called FaceTime). <p>Feel free to experiment with other pre-installed apps. To launch an app, simply tap on its icon. To return to the main page at any time, press the Home button or swipe up from the bottom of the screen (if your tablet doesn't have a Home button).</p>
RECORDING VIDEO WITH THE CAMERA APP 	<p>The Camera app can record short videos with audio, so you can watch them on your device and share them via SMS, email or social media. Here's how:</p> <ul style="list-style-type: none"> ▶ Find the find the Camera app and tap on it to open it. ▶ You'll see what the camera sees, which is the live view. There will also be list of option for taking different types of photos, as well as video. Select Video. ▶ Hold the camera so that live view is showing what you want to record, then tap the Capture button to start recording. Tap it again to stop. ▶ The video will be saved to the Gallery app (Android) or Photos app (iPad). You can always view the last video you've taken by tapping the circle to the left of the Capture button. <p>There are lots of options for recording, editing and sharing videos, and you can explore the them on your own tablet or ask your presenter to show you some key features.</p>

SUBJECT

ADDING APPS AND MEDIA FROM ONLINE STORES

TIME

15 minutes

OVERVIEW



You don't have to content yourself with the applications that came with your tablet. Much as with your computer, you can download new apps and install them on your tablet. There are literally hundreds of thousands of apps available, including:

- ▶ Games
- ▶ Productivity programs like word processors
- ▶ Media viewers
- ▶ News feeds
- ▶ Email and social networking applications
- ▶ Useful and fun tools
- ▶ Much, much more.

Some of these apps can be downloaded for free; others cost money (although typically not much money).

When it comes to installing new apps, tablets are actually very robust, and there's no real danger of messing up your tablet by installing apps.

You can also download movies, music and TV shows directly to your tablet from online media stores. This media can be played on your tablet using its built-in media player.

DOWNLOAD NEW APPS

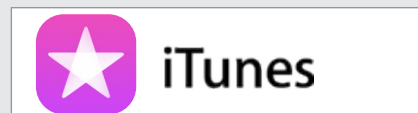


On the Apple iPad

To download new apps, tap on the **App Store** logo.



To download media, tap on the **iTunes Store** logo.



iTunes Store is the media downloader, while **Music** is the media player app.

You can search for apps or media by typing in what you're searching for in the **Search** bar.

You can also view categories, or see top picks and popular downloads.

DOWNLOAD NEW APPS



Tap on an app name to see its full description.

When you find an app or media that you like, tap on the option to download it.

On Android tablets

Tap on the Google Play or **Play Store** icon. The Google Play Store is a market for both media and apps.

Across the top, tap on the type of things you're looking for: **Apps, Books, Movies**.

Alternatively, tap on the search bar at the very top of the screen. Then you can just type in what you're looking for.

If you want to browse apps, you can tap on **For You, Top Choice, Editor's Choice** or browse by **Category**. You navigate around Google Play with simple taps.

Press the **Back** button (the left-pointing arrow) at the bottom of the screen to go back to a previous page, or swipe from the left-hand side of the screen to go back, if your tablet doesn't show the Back button at the bottom.

If you find an app you're interested in, tapping on its name will bring up a description. Tapping on **Install** will download it to your tablet.

Try downloading a few of the free apps available from the Apple App Store or Google Play Store. You'll see that when you download them, new icons will appear on your tablet's **Home** screen. On some tablets you might have to swipe the Home screen to the right to see your new app icons. Tap on the icon to launch your new app.



Google Play Store
icon

Getting media from your computer

You can copy (sync) pictures, video and music from your computer to your tablet. Your tablet comes with a cable that lets you connect it to the USB port of your computer.

Apple devices need to have iTunes installed on the computer, which will manage the transfer of media to and from the tablet. iTunes can be downloaded from www.apple.com/itunes.

With Android devices you should consult your tablet manual for instructions on how to copy media to the tablet. Some models use special software; sometimes the tablet just appears as a storage device (like a USB hard drive or flash drive), allowing you to drag and drop files onto it, just as you would a drive on your computer.

SUMMARY

You've now had your first experience with tablets. It's not all that different from a computer, and very very similar to a smartphone. At the end of this workshop, you should now be able to:

TIME

10 minutes

RECAP



- ▶ Start up a tablet
- ▶ Connect it to the internet
- ▶ Unlock it
- ▶ Start applications
- ▶ Record video with the camera app
- ▶ Browse the web
- ▶ Use simple gestures
- ▶ Install new apps.

If you have a tablet of your own, feel free to experiment! We've only touched on the capabilities of tablets in this workshop, and by playing around with it you'll likely find that it makes an excellent book reader, picture viewer, email device, contact and time manager and much more.

USEFUL WEBSITES



Android home page: www.android.com (if you need support, however, you're better off going to the device manufacturer's page).

Apple's iPad site: www.apple.com/au/ipad/

Apple iPad support: www.apple.com/support/ipad/

Samsung's tablet page: www.samsung.com/au/tablets

GLOSSARY



TERM	EXPLANATION
4G/5G	A type of mobile service that also offers internet access.
ANDROID	An operating system for mobile phones and tablets.
APP (APPLICATION)	A software program for computers, tablets and phones.
CAPACITIVE TOUCH SCREEN	A type of touchscreen that responds to your body's electrical capacitance.
GESTURE	A particular type of movement that controls a touchscreen.
GOOGLE PLAY STORE	An online market for movies, books and apps on Android devices.
iOS	An operating system used on Apple's iPhone and iPad.
ITUNES	A media player and online market for music, videos and books.
APP STORE	An online market for iOS apps.
MODEM ROUTER	A device that connects you to a particular broadband service.
RESISTIVE TOUCHSCREEN	A type of touchscreen that responds to pressure on the screen.
SYNC (SYNCHRONISING)	Making equal copies of a folder or set of files across multiple devices.
WI-FI (WIRELESS HOME NETWORK)	A short-range wireless network, usually only covering a home, that lets wireless devices access a broadband connection.