

Annapolis Valley Regional Library

Tablet How-to for Beginners

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There are three major tablet operating systems, Apple, Android and Windows.

Within each of these operating systems there will be differences based on the manufacturer of the device.

Shown below is one screen example. Although each has their differences, they all basically have these features.

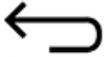
Android Tablet Screen:



Apple products have only one navigation button and it is an actual physical button as opposed to the Android navigation buttons which tend to be on the screen.

4 Android Tablet Navigation Icons

Android tablets feature common icons for using the Home screen and various apps. These Navigation icons are often found at the bottom of the touchscreen.

<i>Icon</i>	<i>Name</i>	<i>What It Does</i>
	Back	Go back, close, or dismiss the onscreen keyboard.
	Home	Go to the Home screen.
	Recent	Display recently opened apps.
	Hide	Dismiss the onscreen keyboard or Recent Apps list.

13 Common Android Tablet Icons

Various icons appear while you use your Android tablet. These icons serve common functions in your apps, as well as in the Android operating system:

<i>Icon</i>	<i>Name</i>	<i>What It Does</i>
	Action Bar	Displays a pop-up menu; this teensy icon appears in the lower right corner of a button or an image, indicating that actions (commands) are attached
	Add	Adds or creates a new item; the plus (+) symbol may be used in combination with other symbols, depending on the app
	Close	Closes a window or clears text from an input field
	Delete	Removes one or more items from a list or deletes a message
	Done	Dismisses an Action bar, such as the text-editing Action bar
	Edit	Lets you edit an item, add text, or fill in fields
	Microphone	Lets you use your voice to dictate text
	Overflow	Displays a menu or list of commands
	Refresh	Fetches new information or reloads
	Search	Searches the tablet or the Internet for a tidbit of information
	Settings	Adjusts options for an app
	Share	Shares information stored on the tablet via e-mail, social networking, or other Internet services
	Star	Flags a favorite item, such as a contact or web page

7 Android Tablet Touchscreen Operations

It takes a certain finesse to work a touchscreen. Here are some common operations you can perform by using your fingers on an Android tablet's touchscreen:

Action	Description
Touch	The simplest way to manipulate the touchscreen is to touch it. The touch operation is similar to a mouse click on a computer. Generally, you're touching an object, such as an icon or a control. A touch may also be referred to as a <i>tap</i> or <i>press</i> .
Double-tap	Touch the screen twice in the same location. Double-tapping can be used to zoom in on an image or a map, but it can also zoom out. Because of the double-tap's dual nature, I recommend using the pinch or spread operation instead when you want to zoom.
Long-press	A long-press occurs when you touch part of the screen and hold your finger down. Depending on what you're doing, a pop-up menu may appear or the item you're long-pressing may get "picked up" so that you can drag (move) it around. A long-press might also be referred to as <i>touch and hold</i> in some documentation. Moving an icon or another object is a <i>long-press drag</i> .
Swipe	To swipe, you touch your finger on one spot and then drag your finger to another spot. Swipes can go up, down, left, or right, which moves the touchscreen content in the direction you swipe. A swipe can be fast or slow. It's also called a <i>flick</i> or <i>slide</i> .
Pinch	A pinch involves two fingers, which start out separated and then are brought together. The effect is used to <i>zoom out</i> , to reduce the size of an image or to see more of a map.
Spread	The opposite of pinch is spread. You start out with your fingers together and then spread them. The spread is used to <i>zoom in</i> , to enlarge an image or see more detail on a map.
Rotate	A few apps let you rotate an image on the screen by touching it with two fingers and twisting them around a center point. If you have trouble with this operation, pretend that you're turning the dial on a safe.

Settings:

Settings can be accessed in several ways.

The “apps” icon will lead you to all the apps with one being Settings.



Choose the Settings icon.



Settings will determine how your tablet functions. Examples are whether it picks up local WiFi networks, how bright the screen is, whether there is sound when you touch keys, etc.

With an iPad, many of the settings found here are within the General topic (within settings).

Settings

Wireless & Networks

-  Wi-Fi ON
-  Bluetooth OFF
-  Data usage
-  More...

Device

-  Sound
-  Display
-  Storage
-  Battery
-  Apps
-  Users
-  Power management
-  ASUS customized settings

Personal

-  Location OFF
-  Security
-  Lock screen
-  Language & input
-  Backup & reset

Accounts

-  Google
-  Skype™
-  Add account

System

-  Date & time
-  Accessibility
-  Printing
-  About

Wireless & Networks

- **Wi-Fi:** You may enable or disable Wi-Fi on your device, search for a connection
- **Bluetooth:** Enable or disable searching for Bluetooth devices, maybe you would like to play music from your tablet with Bluetooth speakers
- **Data Usage:** This shows you how much Data (More important if you are on monthly plan) is used by various apps
- **More...:** Other features not used as often

Device

- **Sound:** Here you can set sounds for specific functions – key touch, mail, etc
- **Display:** Set brightness, auto-rotate screen, sleep times (after # of minutes of inactivity), wallpaper, etc.
- **Storage:** How much room does your tablet have?
- **Battery:** See what is using up your battery life
- **Apps:** Lists all of your apps and indicates which were pre-loaded or downloaded
- **Users:** List the users set up to use this tablet
- **Power management:** Gives you options for management the power consumption on your tablet

Personal

- **Location:** Toggle on or off the Location feature – If on your apps will be customized for your geographical location, ex. Weather. It will also mean that some apps will display your tablet's location to other members, ex. Facebook.
- **Security:** You can make changes that will show passwords as you type them, require a password to access the tablet after turning it on
- **Lock Screen:** Set security to unlock screen, also which icons you can use while it is looked, etc.
- **Language & input:** Change language settings, keyboard language, etc.
- **Backup & reset:** Settings for regular backups

Accounts – explains itself

System

- **Date & time:** VERY IMPORTANT – set the time zone of your tablet as well as the date and time
- **Others – explain themselves**

Setting Up Your Device

In order to use a new tablet it must be setup with an account:

- Android – requires a gmail account
- Apple (iPad) – requires an iTunes account
- Windows – requires a windows account

Closing Apps

Apps do not automatically close when you move on to another program.

To see what you have running on your tablet use this icon



Some tablets have other ways of showing this information, for example with an iPad you need to press the button on the face of the tablet (bottom middle) twice quickly. This will show you the same thing.

Once you have these shown on the screen, you need to only slide them off the screen to close them.

Updates for your Tablet

Updates for apps and the operating system usually appear in the upper left corner of the screen.

Installing Apps

To Install/download apps you need to do so through the App store for your tablet's operating system.

- Android – Google Play Store
- Apple (iPad) – iTunes Store
- Windows – Windows Store

After you have installed an app you can move it to another screen or delete it from a screen. To uninstall an app, you can go to the screen with all of your apps using this icon



Once you have found the app you are looking for “press and hold” the app icon until the screen changes. With the ASUS tablets you will be taken to the home page. You can release the icon and then the app will be accessible from both the apps screen and the home screen. Before you release the icon you will see that at the top of the screen you will get the option to uninstall.

You may also uninstall apps through the tablet settings, Apps, then choose the desired app. You will get some details on the app and the option to uninstall.