



TELSTRA TECH SAVVY SENIORS - BEGINNERS GUIDE

INTRODUCTION TO TABLETS

TOPIC: INTRODUCTION TO TABLETS

OVERVIEW

Looking (and working) a lot like super-sized smartphones, tablets are a revolutionary new 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.

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.

WHO IS THIS WORKSHOP FOR?

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.

WHAT YOU'LL NEED

An internet-connected tablet computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.

WHAT YOU'LL LEARN

In this workshop, you will learn how to navigate the web using a tablet device. You will learn the differences between a PC and a tablet and how the two can work together. You'll also learn how to start up programs on your tablet, connect wirelessly to the internet and how to navigate using a virtual keyboard.

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.

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 PC? - 15 minutes

A brief guide to different tablet models: iPad, Android and Windows - 15 minutes

Using a touchscreen and understanding gesture control - 15 minutes



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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

Some other useful programs - 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 PC?

TIME: 15 minutes

TALKING TABLETS

Do you have a phone with a touchscreen and the ability to run apps, like the 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.

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.

SEVEN THINGS TO KNOW ABOUT TABLETS

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:
 - Browsing the web
 - Sending email and social networking
 - Playing games
 - Watching movies
 - Reading electronic books
 - Listening to music
 - Video and voice chatting
 - Viewing photos
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).



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6. Tablets access the internet using your home wireless (WiFi) network. Some tablets also can access the internet using a 3G or 4G mobile phone data service, if you have a mobile plan that supports internet access.
7. Lots of different companies make tablets, and there are (sometimes subtle) differences between models.

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

TIME: 15 minutes

IPAD AND ANDROID TABLETS

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

The main difference is in what is called the operating system. The operating system is the base software that controls the tablet. Windows is an operating system, so is Mac OSX.

Tablets typically use either **iOS** (on the Apple iPad) or **Android** (on tablets by most other manufacturers). A handful of tablets run **Windows**, but these are rare. 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 application.

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 Android 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.

WINDOWS 10 TABLETS

Although previous versions of Windows weren't really suitable for tablets, the Windows 10 operating system is designed to work on tablets. As a result, we're likely to see more and more Windows tablets. Windows 10 tablets will use the same interface as Windows 10 on your PC, but controlled with a touchscreen rather than mouse. Safari web browser icon Chrome web browser icon

WIDGETS

Only Android supports widgets – those are controls embedded directly in the home page. Common widgets include a clock, a Google Search bar and fast links to favourite websites.



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SUBJECT: USING A TOUCHSCREEN AND UNDERSTANDING GESTURE CONTROL

TIME: 15 minutes

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 PC. When you need to type something, a keyboard will appear onscreen and you can tap keys on that to type them.

There is also a kind of special 'language' of gestures that lets you control the tablet in new ways. A double tap will zoom 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 PC.

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 application.
- It's often the equivalent of a right mouse click on your PC, 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 so that the icon appears to 'detach', then drag it to where you want it. It might be used for similar drag and drop operations in other applications.

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.
- 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 Touchscreen gestures that's not a link near the bottom of the screen, 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.
- Obviously, you can do the same in reverse – or left and right if the page or image is too wide.



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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 hyperlinks); double tap again to zoom out.

SUBJECT: SETTING UP YOUR TABLET TO CONNECT TO THE INTERNET

TIME: 20 minutes

OVERVIEW

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).

All tablets can use a home wireless network to access your broadband internet connection. Some tablet models can also use a 3G or 4G mobile wireless account.



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TURN IT ON

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.

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. Once the tablet is started, you need to unlock it:

- On an iPad, you just tap and drag the arrow from left to right on its slider.
- On an Android tablet, the default method is to grab the circle and drag it on top of the padlock icon. Some tablets have different methods, like facial recognition (you point the camera at your face).

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).

Now that the tablet is unlocked, we need to connect it to a wireless network.

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!

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 **fibre broadband** account, 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 is, you just have to configure your tablet to connect to it.



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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).

On the right, under **Choose a Network**, 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 press Enter. 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.

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, tap on the **Settings** button.

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 **Enter**.

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

Press the **Home** or **Back** button to return to the Home screen. On most Android tablets, these are not hardware buttons, but a section of the screen that looks like one of the below images.

CONNECTING TO A 3G SERVICE

Some tablets also support **3G/4G** 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 3G and 4G data plans.

A tablet with 3G/4G will use your Wi-Fi network and regular ADSL/cable/fibre 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.



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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.

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 PC keyboard (Shift-tap only locks on for a single letter and turns off automatically. To "caps-lock" a tablet, tap and hold on the shift key.).

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, type in the search terms in the **Search** bar at the top right. On 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.



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Tap on the **X** in the tab at the top to close a tab.

Tap on the left and right arrows at the top of the screen to go **Back** and **Forward**, just like on your PC browser (on Android, the **Back** button on the bottom of the screen also works).

When you're done browsing, you don't need to close the browser. Unlike on a PC, you don't need to close apps on a tablet. Just 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 PROGRAMS

TIME: 15 minutes

PRE-INSTALLED APPS

So we've had a play with the web browser, but your tablet comes with a host of other useful applications. Go back to the home screen and look at the other icons you can see.

You might also see the below. Which ones interest you?

- A calendar application
- A clock
- iTunes or media player (iTunes is the media player on the iPad)
- A camera app and picture viewer
- A book reader (called iBooks on the iPad)
- A YouTube application
- Maps (if your tablet has GPS built in)
- A notepad
- Email
- A weather widget
- Games
- Video chat (on the Apple iPad, this is called FaceTime).

PLAYING WITH OTHER APPS

- Experiment with other pre-installed apps on your tablet.
- Launch the app by tapping on its icon.
- Return to the main page at any time by pressing the Home button.



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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 PC, 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 logo.

iTunes is both a media player and media downloader.

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.

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 an Android tablet

Tap on **Google Play**.

Google Play is a market for both media and apps.

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

Alternatively, tap on the magnifying glass at the very top of the screen. This opens up the **Search** window. Then you can just type in what you're looking for.

If you want to browse apps, you can tap on Staff Picks, Games, Editor's Choice or browse by Category or Featured. You navigate around Google Play with simple taps.



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Press the **Back** button (the left-pointing arrow) at the bottom of the screen to go back to a previous page.

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 iTunes App Store or Google Play. You'll see that when you download them, new icons will appear on your tablet's Home or App page. These can be used to launch new apps.

You can remove apps using Google Play or the iTunes App store as well.

GETTING MEDIA FROM YOUR PC

You can copy (sync) pictures, video and music from your PC 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 PC, which will manage the transfer of media to and from the tablet. You can also download apps for your tablet and sync them using your PC. iTunes can be downloaded from **www.apple.com/itunes**. It also comes with a tablet.

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 PC.

SUMMARY

TIME: 10 minutes

RECAP

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

- Start up a tablet
- Connect it to the internet
- Unlock it
- Start applications
- 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.



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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/

Sony's tablet page: www.sony.com.au/productcategory/tablet

Samsung's tablet page: www.samsung.com/au/consumer/mobile-phone/tablet

GLOSSARY

3G/4G: 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 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: 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.

ITUNES 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.

WINDOWS 8 AND WINDOWS RT: New operating systems from Microsoft that can be used on tablets.

WI-FI (WIRELESS HOME NETWORK): A short-range wireless network, usually only covering a home, that lets wireless devices access a broadband connection.

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