Introduction to Tablets
Quick Reference Guide

Looking (and working) a lot like super-sized smartphones, tablets are a great way of accessing the internet, playing games, watching movies, viewing photos and communicating.

What's a Tablet?

A tablet is like a super-sized smartphone, with a large screen and the ability to run apps. It's also like a computer, but instead of being controlled with a mouse and keyboard, you control it by touching elements on the screen.

There are two main types of tablets – Apple iPad tablets and Android™-powered tablets. The main difference is in what is called the operating system, or **OS**. The operating system is the base software that controls the tablet.

Tablets typically use the iOS operating system (on the Apple iPad range of tablets) or the Android operating system (on tablets by most other manufacturers). iOS and Android operating systems are very similar in terms of how you use them.

A handful of tablets also run the Microsoft® Windows® operating system.

Apple
iPad

Android
tablet

Touchscreens and Gesture Control

Tablets rely on touch control. 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 special 'language' of gestures that lets you control the tablet in new ways. There are six gestures that you need to know:

Tap
This is simply a quick touch of the screen. It's used to launch apps, select items, follow web links and so on.

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.
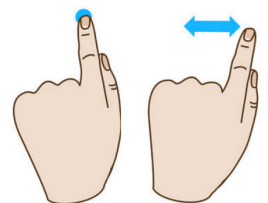
Swipe
This is a quick slash across the screen. It can be in whatever direction is needed. It's most commonly used when flipping between pages (in a book) or images (in a slideshow).

Scroll
Touch a part of the screen that doesn't have a button or link and, keeping your finger in contact with the screen, move it up or down, left or right. It is most commonly used for scrolling pages that are too big to fit on screen.
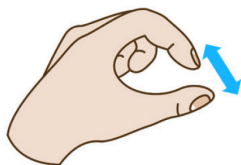
Tap

Tap and hold
(and drag)

Swipe

Page 1

Introduction to Tablets
Quick Reference Guide

Pinch-to-zoom

Pinch-to-zoom

Place two fingers (usually the thumb and forefinger) around a part of the screen you want to enlarge. Then move the two fingers apart to zoom in (enlarge that part of the screen), or pinch them closer together to zoom out. It's used to zoom in on part of a web page that might not be clear and in image programs to zoom in and out of a photo.

Double-tap

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.

Connecting to the Internet

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.

Your home wireless network

To connect the tablet to the internet in your home using Wi-Fi, you need to know the name and password of your home wireless network.

One you have those details, you then just have to connect your tablet to it.

iPad Settings icon

Connecting an Apple iPad

1. Tap the Settings icon. The Settings panel will appear.
2. Tap on Wi-Fi on the left.
3. Make sure **Wi-Fi** is switched to **On** (if it's Off, tap the switch).
4. On the right, under **Choose a Network,** tap the name of your home wireless network.
5. You will be asked to enter a password. The onscreen keyboard appear. Use it to type in the network password and press **Join.**
6. If the password is correct, you should be connected.
7. 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 the Android operating system being used and the customisations of the manufacturer.

1. On the Home page, tap the **Settings** icon.
2. Under **Wireless and Networks** on the left, tap on **Wi-Fi**.
3. Make sure Wi-Fi is switched to **On** (if it's Off, tap the switch On).
4. From the list of wireless networks on the right, tap on the name of your wireless network.
5. You will be asked to enter a password.
6. The onscreen keyboard will come up. Use it to type in the network password and press **Connect.**
7. If the password is correct, you should be connected; a little note will appear under the network name saying it's connected.
8. 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 with icons similar to the below images.
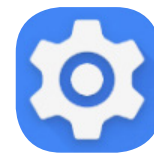
Android Settings icon

Back   Home

Connecting to a 3G/4G 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.

A tablet with 3G/4G will use your Wi-Fi network when you're at home, and will switch over to mobile internet when it is no longer in range of your home network.

Using the Web 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.

1. Tap on the **Browser** icon on your tablet.

iPad Browser icon

Android Chrome Browser icon

2. To open a web page, tap on the **Address** bar near the top of the screen.
3. The onscreen keyboard will pop up,

Stay safe online

For any new user to email and the internet, knowing how to stay safe online is a key lesson, and using a tablet is no different to a PC in this regard. Some important things to remember:

- Don't open email attachments unless you know they're safe. That includes email attachments from people you know.
- Don't give out your personal information (including your address, phone number or even name) to strangers, either in email or on website.
- Don't install programs downloaded from untrustworthy sources. Programs from the Google Play™ and the Apple App Store are fine, though!

- If a stranger emails you and offers you money (or asks for it), they're probably a scammer.
- People can lie about who they are on email. An email may say it's coming from your bank, but really it might be someone trying to rob you. If you're concerned, call your bank directly.
- Be very careful about who you give your credit card details.
- Always err on the side of caution!

allowing you to type in the web address of the site you want to visit.
(The keyboard will automatically appear in any situation where you need to type.)

4. You can also perform a search. 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.

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 scroll the page up and down
- 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 PC browser.

When you're done browsing, just tap on the **Home** button to take you back to the main page.

Adding Apps and Media from online stores

Tablets come with a number of pre-installed apps. Apps are mini programs that add functionality, such as a calendar, clock or web browser.

To launch an application just tap on the icon representing the application.

You can download new apps from online stores and install them on your tablet. Some of these apps can be downloaded for free, others cost money.

You can also download movies, music and TV shows directly to your tablet from online media stores.

Use arrows to go Forward and Back

Type an address or search term into the Address bar

Tap X to close a web page
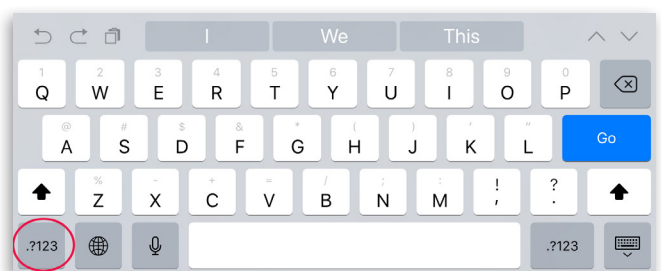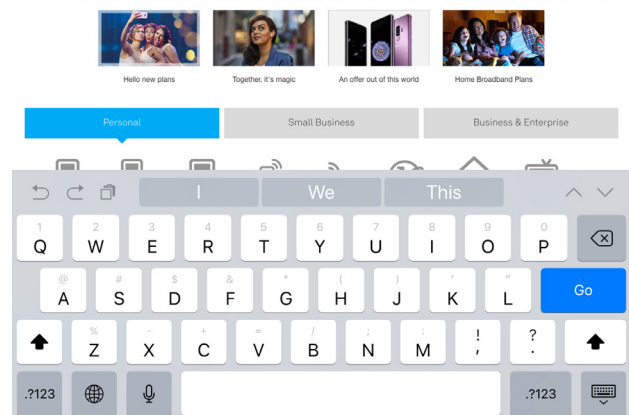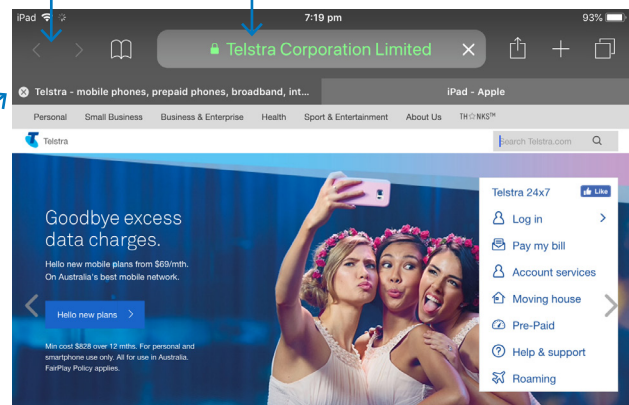
The keyboard displays only letters and a limited selection of punctuation marks. Pressing the **?123** button switches the keyboard to numbers. Tapping the **ABC** button switches back to letters.

Introduction to Tablets
Quick Reference Guide

**Apple
App Store**

**Apple iTunes
Store**

**Google
Play Store**

Find and download
apps and media to your
tablet from Android and
Apple stores

Download new apps

On the Apple iPad tablet

1. To download new apps, tap on the **Apple App Store** logo.
2. To download media like music or movies, tap on the **iTunes Store** logo. iTunes includes both a media player (iTunes) and a media store (the iTunes Store).
3. 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.
4. Tap on an app name to see its full description.
5. When you find an app or media that you like, tap on the option to download it.

On (most) Android tablets:

1. Tap on **Google Play**, or **Play Store.** Google Play is an online store for both media and apps.
2. Across the top, tap on the type of things you're looking for: Apps, Books, Movies.
3. Alternatively, tap on the search bar at the very top of the screen. Then you can just type in what you're looking for.
4. 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 and a new icon will appear on your Home screen.
5. Press the **Back** button (the left-pointing arrow) at the bottom of the screen to go back to a previous page.

Useful websites

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

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

Telstra's tablet page
www.telstra.com.au/bigpond-internet/mobile-tablets/