

Tablet Basics: Seniors Course (3)

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Getting Started with a Tablet

Today we will be working with tablets. First released by Apple in April of 2010, tablets have become a staple in our technology suite. Due to the large commercial success, many other companies, such as: Samsung (Android), Google (Android), and even Microsoft (Surface running Windows) have started making their own types of tablets and we now have a wide variety of them to choose from. Many of these tablets have similar specs and function in much the same way, but today we will be focusing on iPads as this is what we provide here at the library and they are also the most commonly seen type of tablets.

First things First: Switching on and off

Unlike traditional desktop and laptop computers, when we first power on our iPad we don't ever really need to turn it back off again, this may seem odd, but when the screen is dark it is simply sleeping. Unless the battery is completely dead or there is some sort of technical issue you should, in theory, never have to turn off your iPad or other tablets.

To turn a tablet on or off press and hold the Sleep/Wake button that will be located around the edge of the tablet until you see the logo of the company who made the tablet (in an iPad's case it would be an apple).

First Time Setup

If this is the first time you have turned your iPad on, you will need to go through the set up. Simply swipe at the screen and you will be offered a Quick Start. Follow the instructions to set up your account, which will be used to install apps from the app store, which we will talk about later.

Depending on the model of iPad or other tablet you have, it may offer Face ID or Touch ID to unlock your tablet. Face ID will use the front facing camera and have you hold it to your face and move it around, once it gathers enough information as soon as you pick it up and hit the unlock button it will recognize your face and unlock. Touch ID is similar, but instead of your face you are using your fingerprints. Simply scan the finger you would like to use to unlock a few times on the home button and then voila, you can unlock using your finger print. These features are TOTALLY OPTIONAL.

If you have an older model and you are setting up a new iPad, you do have the option to "restore from backup" this means if you had the option turned on for your older iPad it was backing itself up to the iCloud, so now you can move all that information over to this new iPad without having to install it again. This will only work if you have set up previously, if not then you can simply skip this step.

Next, we will be asked to setup apple pay, this is when you can wave your iPad over a scanner somewhere like Starbucks and it will charge the debit or credit card you have set up for you. Again, this is totally option feature and it is up to you if you want to use it.

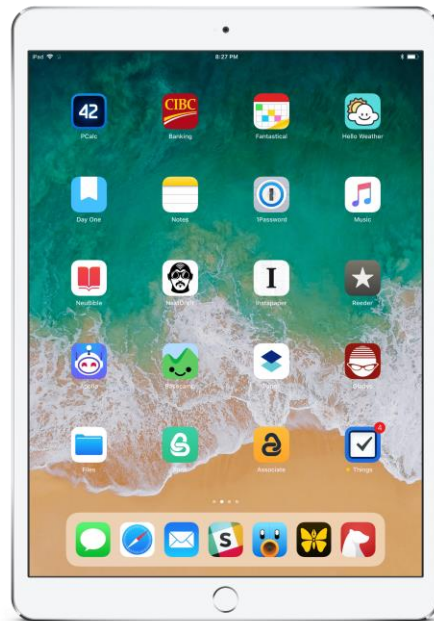
Regardless if you have set up Face/Touch ID you will be asked to enter in a passcode, 6 digits and your done.

Siri is the “personal assistant” that comes with all Apple products. As with many of the other features Siri is totally optional, but it does offer some very cool features such as being able to call from across the room a question and have it done a quick google search and return you an answer. If you do want to use Siri, you will have to train her to understand your voice by speaking into the microphone for a minute or so.

After terms and conditions, your iPad will finish setup and you will then be greeted with a home screen that has a few of the default apps installed, such as the apps store and Safari, the apple browser.

Using an iPad and Other Tablets

Everything can be done or accessed from the home menu. Older models have a physical home button located on the just under the screen, and newer models you will have to swipe up with your fingers to access the home screen.



Our home screen can be thought of like our desktop interface on a traditional computer, and like a computer our programs can have shortcuts on the home screen. Programs are called apps for short on tablets and each one can be started by simply touching once.

The app icons are not static, if you press and hold one of them it will put the home screen into edit mode. Here we can move our apps anywhere we want, stacking them to create folders, or even moving them left or right to create new pages. As you install apps, the icon will appear in the bottom-leftmost open spot on the grid, creating a new page if the one is already full. Change pages by swiping left or right.

New apps can be found in the app store, its icon looks like an ‘A’ in a blue square. Here you can find pretty much any type of app you can think of, from weather to news to games, if you have the need someone has made an app for it.

Installing an app is easy, find the one you like and hit install! You will need an internet connection to download any app, but once you download one unless it specifically requires connection to the internet you will be able to use it offline.

Using the Internet

If you're anything like me, you're checking your email and browsing the web on your tablet most of the time. It's simply convenient, so we will go over the basics of using safari and setting up your default mail program.

Safari is the default internet browser for Apple products, and is very good in its own right, but if you do not want to use Safari you can download another browser from the app store. Tonight, we will be using Safari, but all things carry over to other browsers.



To enlarge the screen put two fingers together and move them apart from each other, to make it smaller move the together, or double tap with one finger to return to original size.

Scroll down by flicking upward and scroll up by dragging downward. To return to the top of a page, tap the status bar at the top of the screen.

To navigate to other pages, we will need to tap into the address field at the top center of the screen. This will give us our keyboard, which is just like a normal computer keyboard.



Tap on a link to follow it to its destination and tap and hold to see information about that link and bring up an action menu.

The link's web address



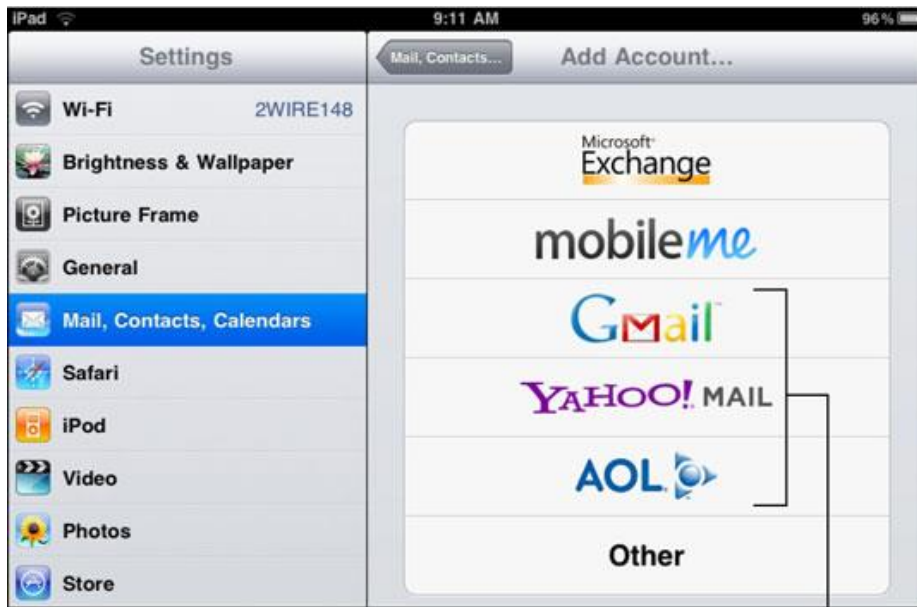
Checking Email

Mail can be accessed from, well, the Mail app. It looks like an envelope in a light blue square. Any existing account can be accessed from there, but if you need to add a new account we can do that in the Settings (Gear icon).

Within the settings page, tap on 'Mail, Contact, Calendars.' Tap 'Add Account...' (Option below other accounts).



Then choose your email provider and enter in your account information. The examples for this can be found on the next page.



Tap on your e-mail provider



Enter your account info

Once apple verifies the account, you will tap save and your account will appear in the list on the previous screen and you will be able to switch between them in the mail app.

Using the mail app is just like using it on the computer, you will notice a very similar layout, the only difference is you will be using a digital keyboard to type your messages!

Below is a gesture cheat sheet for iPads!

one-finger drag



single hand drag
(requires 4+ fingers per hand)

one-finger tap



drag media



two finger zoom out

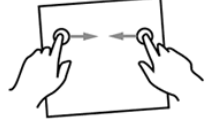


two hand zoom out

one-finger double tap



media shrink



two finger zoom in



two hand zoom in

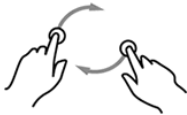
two-finger tap



media expand



two finger rotate



two hand rotate

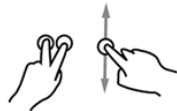
two-finger double tap



media rotate



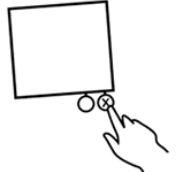
lock two + 1 finger tilt (precise tilt)



lock two + 1 finger tilt (precise tilt)



close media



3 finger tilt (aggressive)



3 finger pan (aggressive)



1 finger swipe (flick)



hide information



two finger scroll



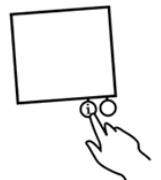
two finger scroll



two finger swipe (flick)



show information



Below is a gesture cheat sheet for android!

Tap



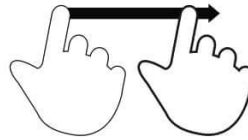
Briefly touch surface with fingertip

Double tap



Rapidly touch surface twice with fingertip

Drag



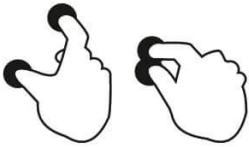
Move fingertip over surface without losing contact

Flick



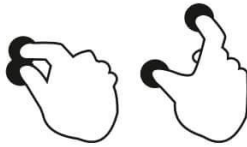
Quickly brush surface with fingertip

Pinch



Touch surface with two fingers and bring them closer together

Spread



Touch surface with two fingers and move them apart

Press



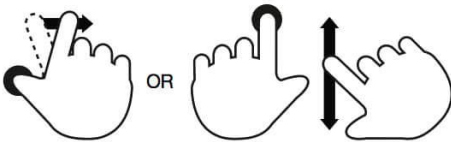
Touch surface for extended period of time

Press and tap



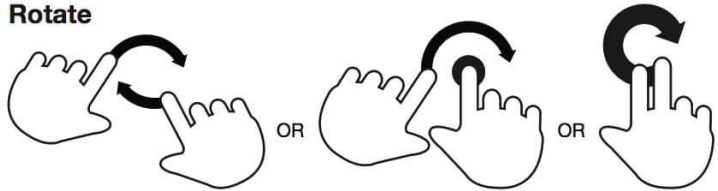
Press surface with one finger and briefly touch surface with second finger

Press and drag



Press surface with one finger and move second finger over surface without losing contact

Rotate



Touch surface with two fingers and move them in a clockwise or counterclockwise direction