

How to Control Your Tablet

*The basics of using a tablet – what
everyone with a tablet should know*



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Introduction

Tablets can do amazing things. And I even agree that by and large, they're easier to use than PCs or laptops.

But there's a catch: you can only get the most out of them... and only find it easy to use them... IF you know the basic controls.

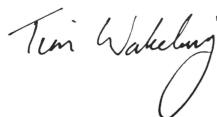
The gestures you use to make it do what you want it to do.

You probably know the very basics – that you tap the screen to get it to start an app or whatever. But there are several other ways to tell it what to do. And they aren't all obvious by any means.

That's where this little guide comes in – it shows you the basics of how to tell the tablet what you want it to do.

I hope you find it helpful!

Yours

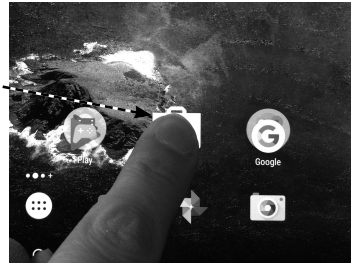
A handwritten signature in cursive script that reads "Tim Wabbling". The signature is written in black ink and is located at the bottom of the page, below the word "Yours".

Basic Touch Gestures

Tapping the screen

A single tap on the screen is just like a mouse “click” if you were using a computer. Here are some of the things you can do with a tap:

- 1) Open an app by tapping on its icon.

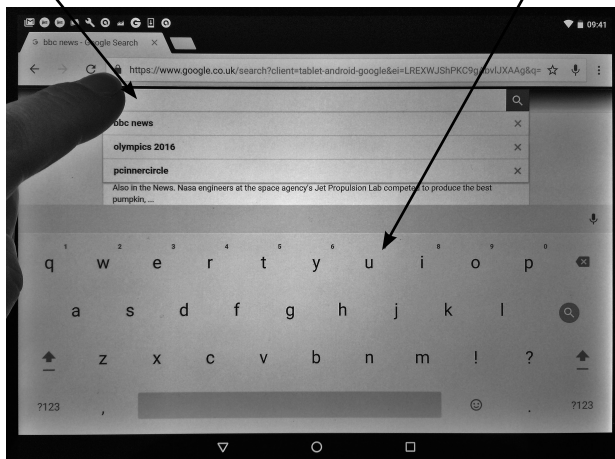


- 2) “Click” a button or link on a website.



- 3) Tap in a box, to bring up the onscreen keyboard so that you can type some information in.

- 4) Type on the onscreen keyboard by tapping the keys.

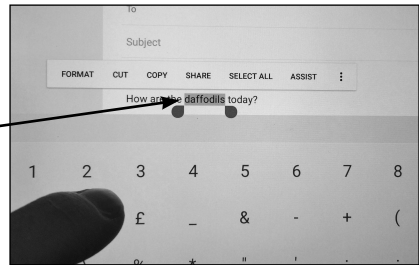


Double-Tapping the screen

A double tap on the screen again is a bit like a “double click” with a mouse if you were using a computer. You need to tap the screen twice in quick succession – and I do mean quick, it can be a bit of a fiddle. But thankfully on a tablet you don’t need it very often – only really if you want to select some text.

(To open apps (programs), you just need a single tap – see previous page.)

Double-tap on a word to select it (so you can format it, copy it, delete it or type over it).



Swiping the screen

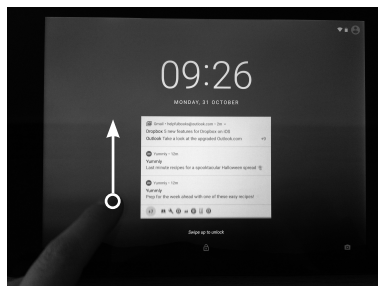
A “swipe” on the screen means putting your finger on the screen and moving it up, down, left or right and then lifting your finger up. You can use swiping for scrolling like you might on a computer, with the mouse wheel or by using the scroll bars at the side of a window. Swiping also has some tablet-specific effects too.

There are a couple of things to know about swiping that could be a bit confusing:

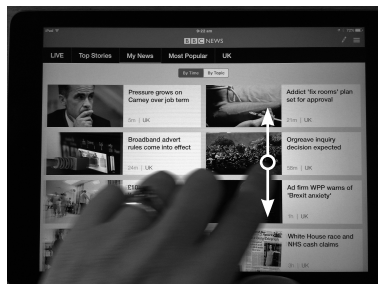
- 1) To see something to the left of the screen, you swipe your finger towards the right. If you want to see what’s below the screen, swipe your finger upwards, and so on. Think of it as moving a picture around within a frame, so that you see the bits you want to see.
- 2) It makes a difference where you swipe from and to. Sometimes you need to swipe across/up/down from anywhere in the middle of the screen, and sometimes you need to swipe from just off the edge of the screen.

It’ll probably make more sense if I show you a few examples, and you can try these out on your own tablet to see how they work.

- 1) (On some tablets) unlock the screen by swiping to the side or upwards, usually from within the screen.

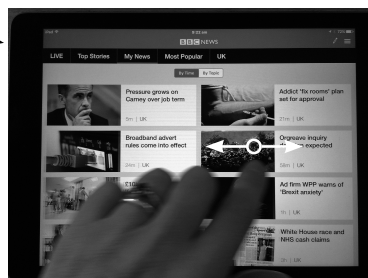


- 2) Scroll up and down a web page or within an app, by swiping up and down from within the screen.

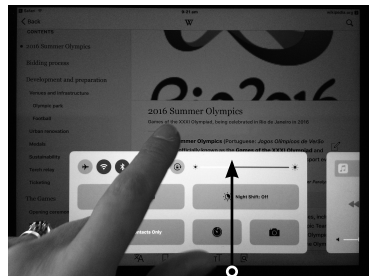


- 3) Scroll left to right from within an app to see more news, categories, etc.

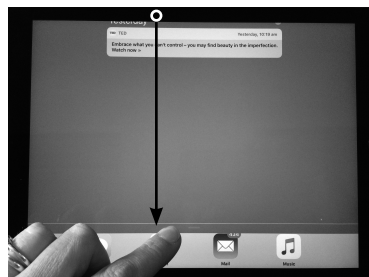
Likewise you can scroll left or right to move between home screens (more on home screens in the main book). For both of these you swipe from inside the screen.



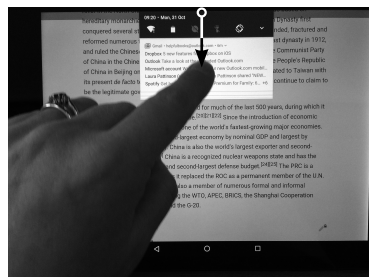
- 4) (On iPads) bring up the “Control Center” by swiping up from just off the bottom of the screen.



- 5) (On iPads) bring up the “Notifications Panel” by swiping down from just off the top of the screen.



- 6) (On Android tablets) bring up the Quick Settings and/or Notifications Panel by swiping down from the just off the top of the screen.



- 7) (On Android tablets) bring up the Google app by swiping up from just off the bottom of the screen.



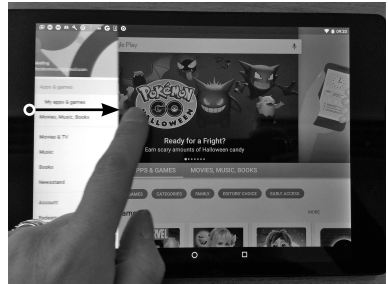
8) (On some tablets) bring up the search screen by swiping your finger to the right from within the home screen.



9) In the “Running Apps” screen (see p11), close an app by putting your finger on it and swiping it off the screen, either to the side or upwards.



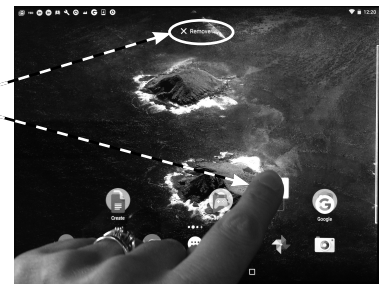
10) (Android tablets only) In the Play Store, and in lots of other apps, you can open the menu by swiping right from just off the left hand side of the screen.



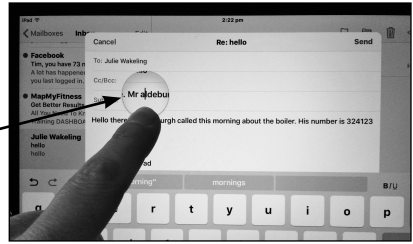
Tap and Hold (and Drag)

This is where you put your finger on the screen and leave it there for a second or so. It usually behaves a bit like right-clicking does on a computer, and brings up extra options. For example:

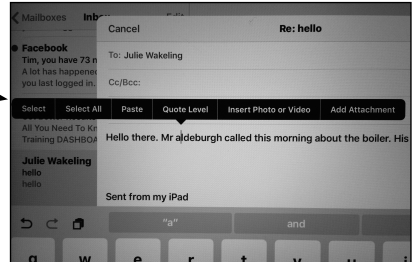
1) Tap and hold on an app icon will give you options for moving it around the screen or removing it.



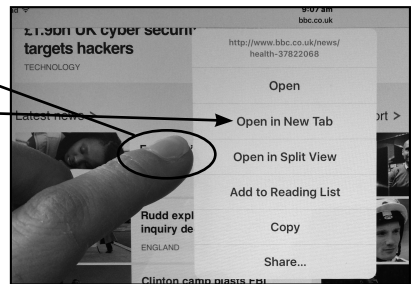
- 2) (On iPads) If you're writing something and want to move the text cursor, you can tap and hold on the text to bring up a magnified version, so that you can move the cursor to the right place to correct a mistyped letter.



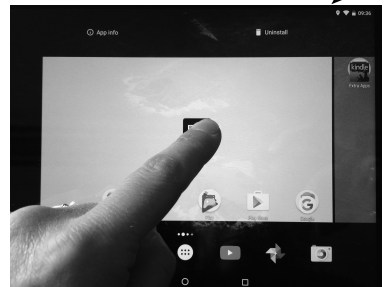
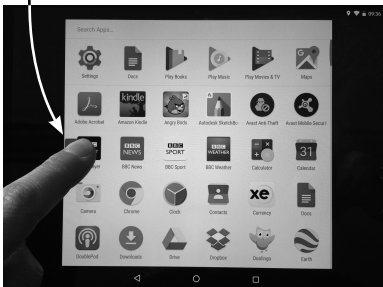
- 3) This then also brings up autocorrect options, formatting options or select options (so you can copy or cut some text). Or if you've copied some text you also get the option to paste it in.



- 4) Tap and hold on a link in a browser to get options like "open in new tab".



- 5) (On some Android tablets) Tap, hold and drag an app icon off the edge of the All Apps list, and it'll let you carry on dragging it onto one of the home screens to create a shortcut there (you'll still see the app in the All Apps list – it just puts a copy on the home screen).

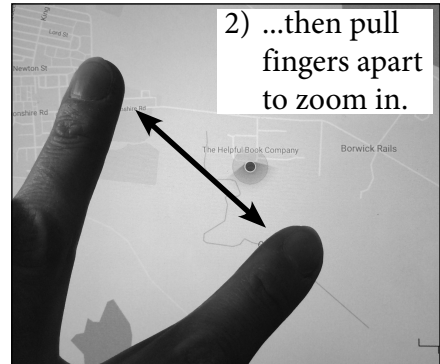
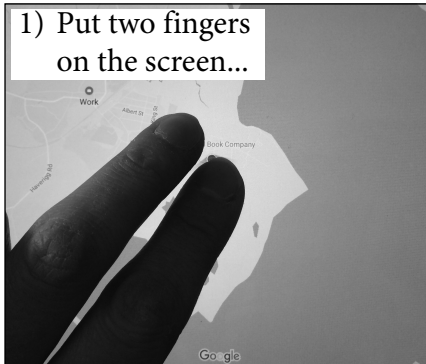


- 6) (On some tablets) If you're working with 2 apps open at once, you can touch, hold and drag the split line so that the apps fill different proportions of the screen.

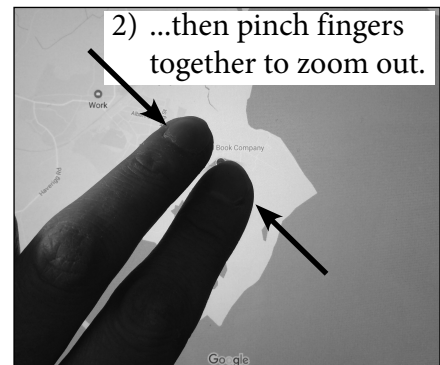
Pinching in and out to zoom

You can put two fingers (or finger and thumb) on the screen and pinch them together or push them apart to zoom in and out on the screen.

Using two fingers (or finger and thumb) pinched together, touch the screen then spread your fingers outwards – this **zooms in**.



To **zoom out** again, do the same thing in reverse, pinching your fingers together while touching the screen.



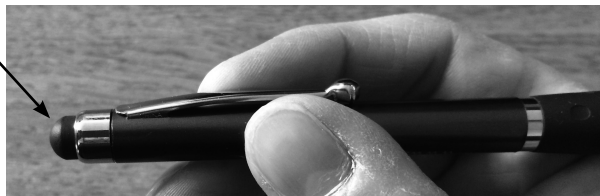
Not every screen on a tablet can do this (e.g. you can't do it on the home screen), but it can be useful where you can do it. For example:

- 1) You can zoom in and out on maps in pretty much any app.
- 2) You can zoom in on web pages if they're hard to read on a tablet.
- 3) You can zoom in on photos you've taken, to see more detail.
- 4) If your tablet has a camera, you can zoom in to take a photo, and zoom out again.

Using a Stylus

What is a Stylus?

A stylus is a pen-like thing that you can use for tapping on a tablet screen instead of your finger. It has a special soft tip to it (you can't just use a normal pen – it won't work and it might damage the screen), and it can make it easier to tap on smaller things on the screen because it has a finer tip.



Why use one? My Dad's recommendation...

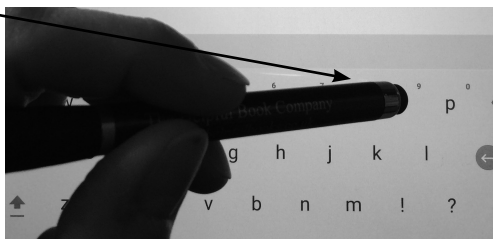
I'll be honest, it was my Dad who wanted me to put this one in this booklet! Dad used to really struggle with his tablet. He'd find typing very difficult, because he'd keep hitting the wrong keys with his finger, and would get really cross with it.

So he got himself a stylus, and it's made a huge difference. It was probably slower for a while as he got used to it, but now he absolutely swears by it (rather than at it!). He finds it easier to hit the right key first time, and in fact he can now type quicker with a stylus on the tablet than he can on an ordinary keyboard! OK, he's not that quick on a keyboard either, but it made a big difference to him, and he insisted I tell you about it, in case it helps you too.

How to hold a stylus

You hold it just like a pen, but other than that you tap on the screen just like you would with your finger.

Do be careful not to rest your hand on the screen while you tap, or the tablet will think that's a tap too, and you might end up with some unexpected things happening.

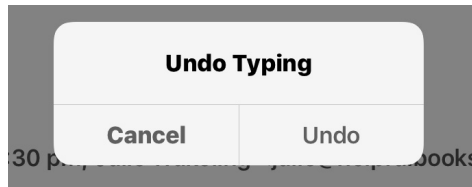


Shake to Undo Typing **(on iPads)**

Now, I admit that this one sounds a bit made up, but I promise it's true.

If you type something on an iPad and change your mind, you can physically shake your iPad and get the option to “undo” the typing you’ve just done. It also works if you accidentally delete something you’ve just typed, which is probably even more useful – it gives you the option to undo that too, and put back what you just deleted.

You get a message like this, and can choose to undo or cancel (if you accidentally shook it).



I know, I know, it sounds slightly ridiculous. And you do have to shake the iPad quite hard to make it work, so a) you feel like a bit of a plonker and b) you need to be careful not to accidentally fling your iPad across the room.

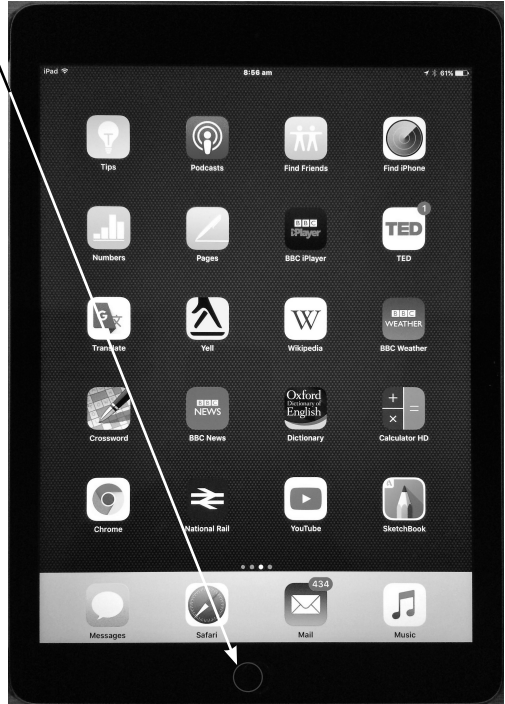
But it does actually work – I kid you not.

The Home Button *(iPads)*

The iPad home button:

iPads have a physical “Home” button, which has several uses:

- 1) Press it once to get back to the Home screen from wherever you are.
- 2) Press it twice in quick succession to show all apps currently running in the background. This is a quick way to switch between apps.
- 3) Press and hold it to launch “Siri”, the voice-activated assistant – more on talking to your tablet on page 12.
- 4) Press it to wake up the iPad if the screen has timed out. (You then need to unlock it.)
- 5) On newer iPads, you unlock them by pressing the Home button (then typing in a passcode or using “Touch ID” – see below).
- 6) If you have “Touch ID” set up, you can unlock your iPad or confirm purchases in the App Store by placing your finger on the Home button instead of typing in a passcode. You don’t actually need to press the button for it to sense your fingerprint – just place your finger on it till the sensor recognises it.
- 7) ...And not only that, if you have “Touch ID” set up, you can actually wake your iPad up and unlock it, all in one fell swoop. Press the Home button, then lift your finger slightly to release the button, but leave your finger resting on it. The sensor will recognise your fingerprint and unlock the iPad.



The Home Button *(Android Tablets)*

The Home button – sometimes real, sometimes fake:

Some Android tablets have a physical Home button, which you actually press to get back to the Home screen. But on a lot of Android tablets, you get a “fake” Home button instead. By that I mean that it’s not really a button, it’s an on-screen button that only appears for you to tap when the screen is on.

The other buttons on Android tablets:

The Home button is usually in between a couple of other buttons, and what these all do depends on the type of tablet you have – usually they look a bit like this:

Back – this takes you

back to the last page or screen you were on.



Home – this takes you back to the Home screen.

Running apps

– this shows all the apps you have open in the background.

The options can vary from device to device, though, and sometimes the buttons look slightly different – here are some more examples:



Sometimes these buttons disappear so you can see the screen better. To get them back just tap in the middle of the screen or swipe up from the bottom of the screen.



By the way, which options you get can also depend on what you’re doing, so don’t worry if you don’t see all of them.

Talking to your Tablet

On most tablets, you can literally tell them what to do

It is a bit Star Trek, but you can actually tell your tablet what to do just by speaking to it. This voice-control feature works on most tablets, with the exception of (at the moment) Amazon Fire tablets, amongst a few others.

Things you can use voice control for:

- 1) Type a letter or email – it'll transcribe what you say, as best it can.
- 2) Open apps – just say “Open...” and then the name of the app, e.g. Maps.
- 3) Choose music – say “Listen to...” and then the song or band, e.g. Muddy Waters.
- 4) Set reminders – say “Remind me to...” and then the task and time, e.g. buy milk tomorrow.
- 5) Add events to the calendar – e.g. “Schedule a dentist's appointment for Monday at 11am”.
- 6) Email someone – e.g. “Email Julie”.
- 7) Find directions – e.g. “Get me directions to Croft racing circuit” or “Show me walking directions to the London Eye”. Or even just “How far is it to Hull?”.
- 8) Find information – e.g. “Where's the nearest pub?” or “What is 15 percent of 157?” or “What time is it in Melbourne?”.
- 9) And you can even say “Open Google Hangouts and make a video call to Mum”. This appears on screen and it starts ringing the person.

How to get it to work – part 1: Typing

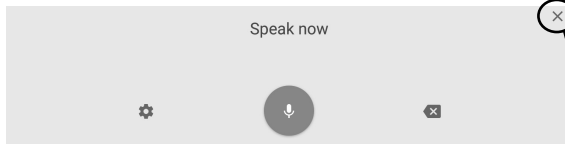
On the onscreen keyboard, you'll almost always see a microphone symbol somewhere, a bit like this:



Sometimes you have to tap a cog symbol to see the microphone option.

- 1) Tap the microphone symbol on the keyboard.
- 2) You'll see something like this while it's "listening":

Android tablets:



iPads:



- 3) Then when you've finished talking, you can tap on "done" or the "x".

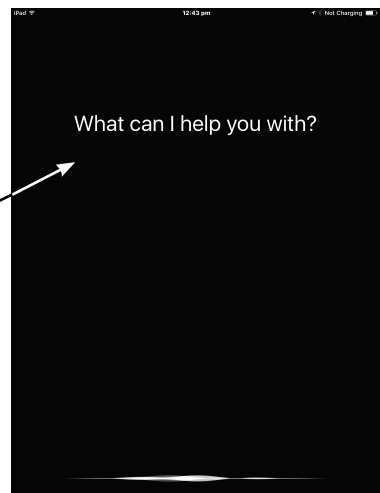
How to get it to work – part 2: The Voice-Activated Assistant

The "personal assistant" you get with your tablet will depend on what type you have. On iPads it's called "Siri", on most Android tablets it's called "Google" (or sometimes "Google Now").

To launch Siri on iPads:

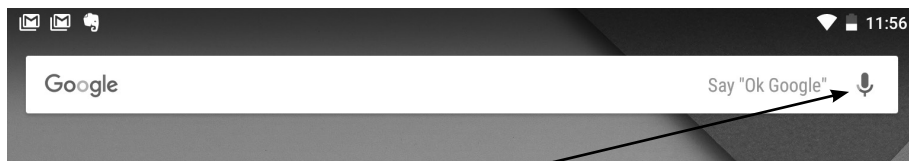
Simply press and hold the Home button, and it'll make a little "ding" sound when it's ready to listen to what you have to say, and will display a message a bit like this:

If you don't speak within a few seconds, it'll time out and a microphone symbol will appear on the screen. You'll need to tap it before trying again.



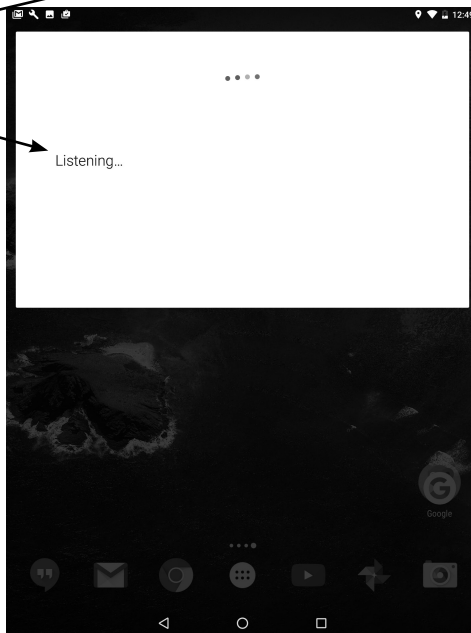
To launch Google's personal assistant on Android tablets:

Look for the Google search bar, which is usually on the Home screen:



Tap on the microphone symbol, and you'll see something like this while it's listening:

If it doesn't hear you, or if you don't start speaking soon enough, you'll have to tap on the microphone again to set it listening.



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Published by The Helpful Book Company Limited, registered company number 08747103.

Printed by Stramongate Press, Kendal.