

# AgeAction

**For all older people**

## Getting Started Programme



## How To Use an Android Tablet



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For small steps, for big steps, for life

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## Introduction to using an Android Tablet

A tablet is a basically a hand-held computer. They can be used for accessing the internet, taking photographs, checking your email & communicating with others.

There are many different types of tablets e.g.

- iPads – made by Apple
- Android Tablets – made by Samsung, Google etc.
- Windows Tablets – made by HP

The main difference between these different types of tablets would be the operating system that is developed by different companies.

You can use your fingers to control the touch screen of your phone or you can also use a pencil like device called a stylus which makes it easier to use. You will find a stylus for sale in most electronic shops.



### **A word you will see a lot of: Apps**

**App** is short for the word Application. It is a shortcut that allows you to go directly to the programme or website you wish to access. It is represented by a symbol or by a picture. You will see a lot of apps on your tablet.

\*Please note that different brands of tablets will have slightly different symbols and keys. Everything in this manual may not appear exactly as it does on your tablet

## Buttons on the Android Tablet

**Earphones slot:** You can insert earphones here

**Sleep/Wake Button:** This button will turn the screen on and off. If you hold it for longer than 5 seconds it will turn off the tablet and again if you wanted to turn it on

**Touch Screen:** The tablet is a touch screen device, meaning you do not use a mouse to control it you use your finger or stylus

**Volume control:** Turns sound up or down



**Charger Slot:** You insert the charger here to power the tablet

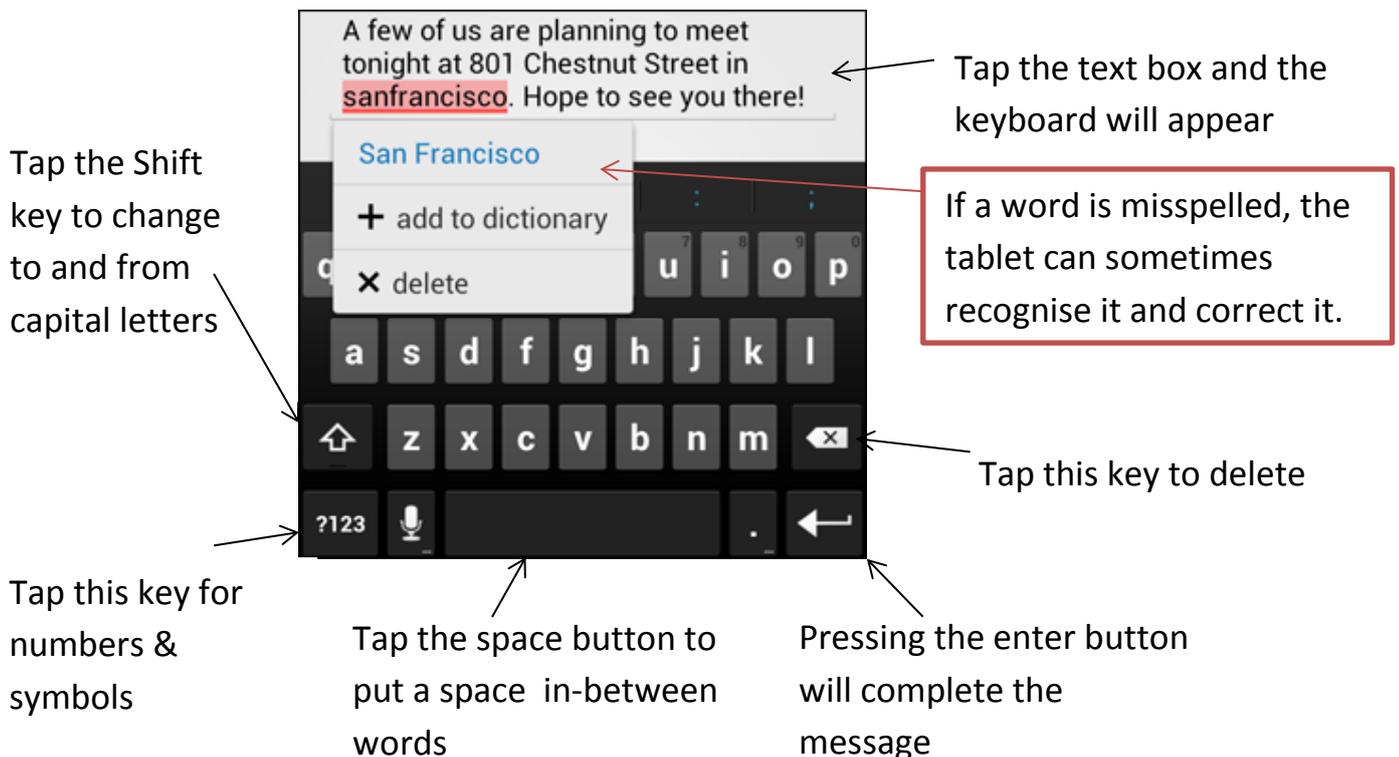
**Home Button:** Pressing this button at any time will exit whatever you are doing and return you to your home screen/start screen

## Using the touchscreen

- **Tap once:** To open up an app.
- **Tap twice or pinch:** to zoom in or out on the page.
- **Drag to scroll (Commonly referred to as Swiping):** When you press your finger to the screen and drag to the right, left, up or down, you move around the screen.
- **Flick:** To scroll more quickly on a page, quickly flick your finger on the screen in the direction you want to move
- **Tap the status bar:** To quickly move to the top of a list, web page or an email tap the top part of the screen.
- **Press & hold:** If you're in any application where selecting text would be an option such as Notes, Email or a Web page, pressing & holding the text will select a word and bring up an editing menu.

## Using the Keyboard

The keyboard will not be visible on the screen until you tap where you would like to write & then it will appear



## Connecting to Wi-Fi

Wi-Fi or wireless internet allows you to access the internet. If you have broadband at home you can also connect your tablet



To connect a tablet to the Wi-Fi: tap on **Settings** icon

Under **Wireless and Networks** tap on Wi-Fi.



Check that the Wi-Fi option is turned ON then select the Wi-Fi network you want to connect to and enter the password. If the word connected appears under the network name then you are connected to the Wi-Fi.

For some Wi-Fi networks you will need a **password**.

At home your **wireless network name or (SSID)** is normally the name of your internet provider followed by some numbers for example UPC19337874.

Once you click on the network name you may be asked to enter a password.

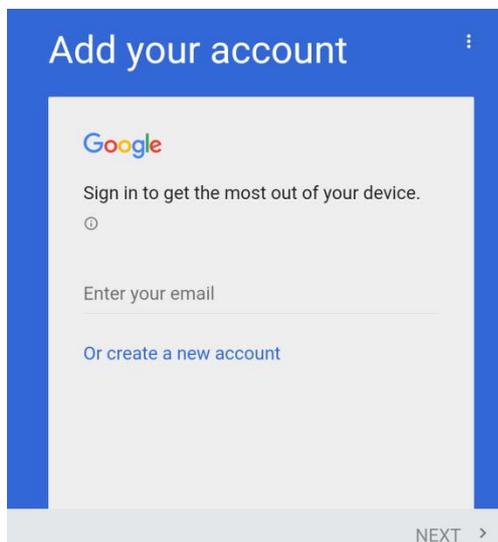
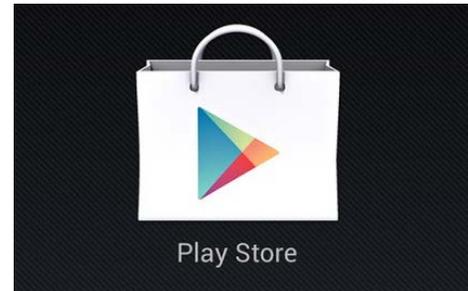
To find the password simply check underneath your router (black internet box) and the password is usually titled **WEP key WPA key or Wireless Key**

For Wi-Fi public places like libraries, hotels & cafés some may require a password, some may not.

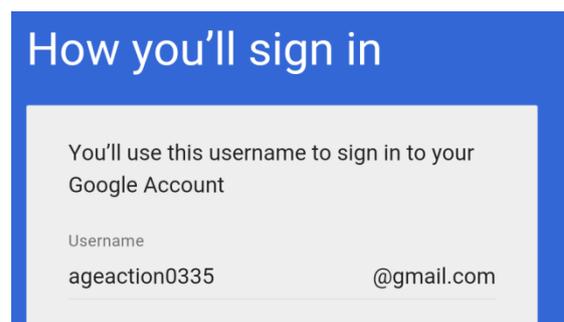
# Applications

Apps (Applications) are shortcuts that allow you to connect straight to a website or a program that you are looking for. Lots of different companies & organisations have their own apps.

In order to download an app you will need to search for it in the Play Store. You will need to log in to the Play Store with your Gmail Address, if you do not have a Gmail address you will need to create one.



If you need to create a Gmail account simply click create a new account. In this window will ask your name, what you want your email name to be and your password for that email.



Once you can finally access into the Play Store we can finally download some apps

There are hundreds of different apps, some you will need to pay for but for the most part the majority of the most popular apps are for free.  
Here is a list of some apps that you might find useful



**RTE Player:**  
catch up on missed programmes



**What's App:**  
free texts to others who have What's App



**Viber:** free calls and texts to other users who have the viber app



**Irish Independent:**  
Allows you to freely search Top stories, Irish new, Sport, Entertainment & business news.

### Popular Apps

#### **News**

RTE News  
Sky News  
Irish Times  
The Journal.ie

#### **Social Media**

Facebook  
Twitter  
Pinterest (Art & design app)  
YouTube (Online Video app)  
TuneIn Radio (World Wide Radio)

#### **Other**

Met Eireann  
Journey planner  
Dublin bus  
SkyGo (if you have a sky subscription you can watch Sky on your tablet.)  
Netflix (You can watch films & TV shows for a monthly fee)  
Google Search (if you need to search something)  
Instagram (Photo sharing website)  
Skype (Free phone calls + video with skype account)  
Solitaire & bridge apps  
Google Earth (Check out detailed satellite maps of the world)

## Deleting apps

When you no longer need an app that you have installed, you can delete it. (You cannot delete pre-installed apps that come automatically with the tablet) You can delete apps from the main screen but you will need to uninstall applications to fully delete them.

- Go to the home screen that contains the app you would like to delete.
- Press and hold the app
- A small 'X' will appear close to the top centre of the screen.
- Simply drag the icon into the remove box and you will remove it from the display page.



To fully uninstall the apps we need to go the menu

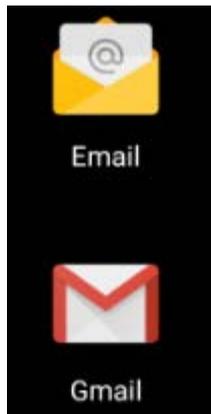
- Hold the app you'd like to uninstall and a box will come up.
- Simply drag the application over to the bin that says Uninstall.
- You will be asked to confirm that decision and once you do click yes and the app will be removed from your tablet completely.



# Email

You can send & receive email directly to your tablet.

If you have a Hotmail, or another email service you can tap on the email app & follow the instructions on screen



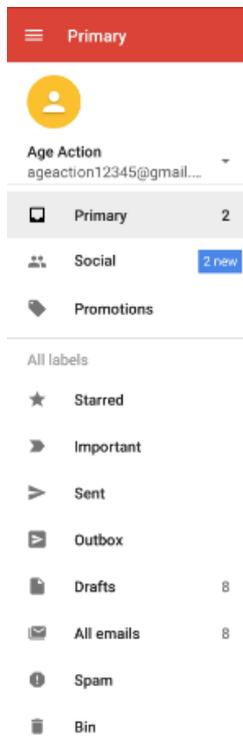
This is the icon for the Email App.

If you use Hotmail or another email Service you can tap this app and follow the on screen instructions.

This is the icon for the Gmail App.

If you use a Gmail account you can use this app. It is Googles personal application that allows you to use other Gmail Services.

## Gmail – Opening & replying to email



Tap on the Gmail App.

Once you open the app you are automatically at the inbox. To find other folders click the three lines in the top left corner of your screen.

When you'd like to compose an email click on the Compose button that looks like this



You can reply to the email by tapping reply or clicking the little arrow in the top of the email you're reading.

Finally once you composed an email you can send it off by pressing the small button on the top of the email itself.

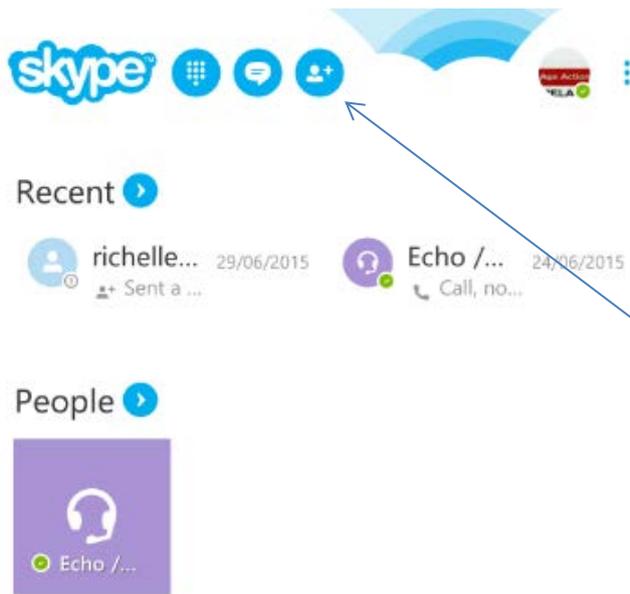


## Skype

Skype is an app that you can download onto your tablet. Skype allows you to make free phone & video calls to other users of Skype. Additionally you can purchase skype credit; this allows you to ring landlines & mobiles at a much cheaper rate.

- Go onto the Play Store
- Search for the Skype App
- Click to install it and it will be downloaded & installed onto your tablet.
- You can now open Skype & sign in with your username and password if you have one already.
- However if you are completely new to Skype you will need to create a Skype account.
- Go to [www.skype.com](http://www.skype.com)
- Click onto the “Get Skype” button on the top right corner.
- You will be asked to fill in various details such as name, location, email address and of course the skype name you’d like to use.
- The Skype Name is your own personal Skype ID. You can tell people your Skype name so they can search for you or alternatively link your Skype account with your phone number and they can search for you by your telephone number.
- When you have filled in all the details & registered you will have a Skype account. Now you can sign in





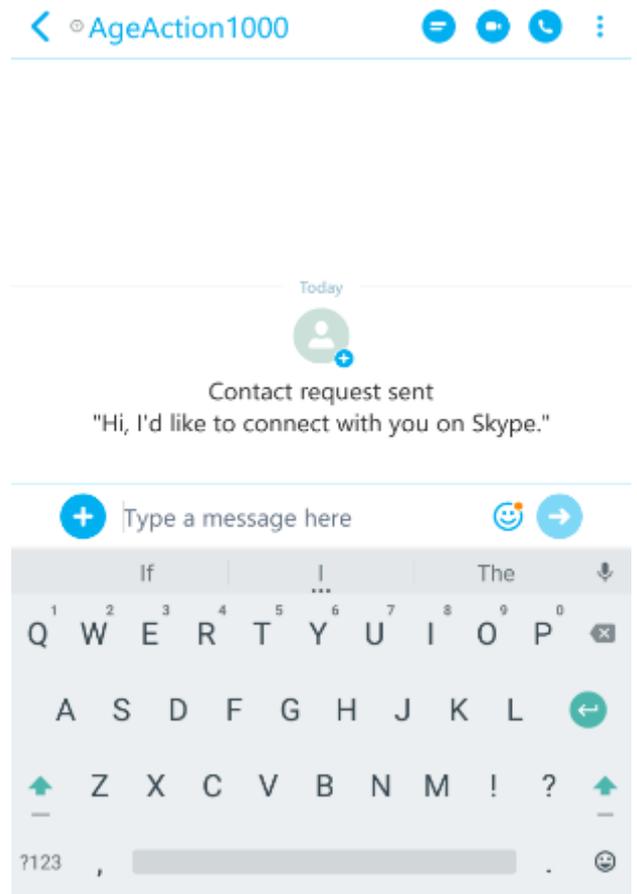
This is the Skype Home screen. It will show you your recent callers or requests, all your contacts, messages, a dial pad and your settings.

To search for a contact click the icon of a person with a plus symbol on it. This will bring you to the Skype Directory. You can enter the people's skype name or mobile name

You will have this screen on your tablet.

Here you can send a request, a message or simply call the person. Sometimes the person's privacy settings won't allow people who aren't their contacts to call or message them

To make a call click the telephone, to make a video call you can click the film camera beside the telephone and it will turn on your camera so the other person can see you.



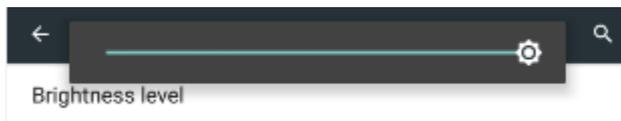
If someone is calling you on Skype a window will appear with the person's contact picture. 3 buttons will also appear Answer, Answer with Video or Decline. If you miss a call you will receive a missed call notice from the person that attempted to contact you.

## Extra Tips for your tablet

### Set Brightness

If you use your tablet for reading you may find the screen very bright which could strain your eyes. To reduce the brightness, tap the **Settings** icon on your home screen.

In **Settings** under Devices, press **Display** and a new window will open up

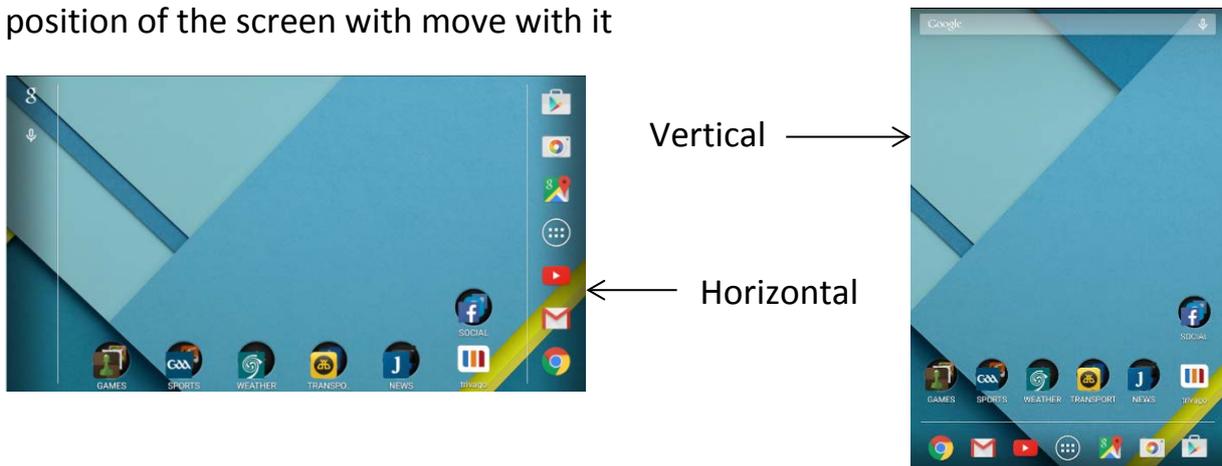


You can adjust the brightness or you can click Adaptive Brightness which will automatically adjust the light for you based on the lighting in your room

This will automatically save once you exit out of it.

### Screen Rotation

The tablet itself is set by default to change the rotation of the screen when you change the position of the tablet. For example if you are holding the tablet in portrait/ vertically and if you move the table to landscape/horizontally the position of the screen with move with it



This can be changed by going into **Settings** and under **Device** select **Display**. Then press when device is rotated and click **stay in current position**.