

All About Tablets

What is a tablet?

A tablet is any portable device with a touch screen that allows for mobile computing. It differs from a Smart Phone in that it does not have phone functionality. Otherwise, it can be nearly identical.

An eReader is a type of tablet designed primarily for reading eBooks, and may or may not have the same advanced functionalities as a tablet.

Things you can do with a tablet

Most tablets have:

- Internet web browsing
- Calendar/Clock
- Email
- mp3/Music Playing
- Camera (Picture/Video)

Some Androids and iPads allow for a keyboard/mouse to be connected, for easier use.

Some also have a 3g (or 4g) antenna built-in, which allows for cell phone data access to the internet in areas where there is no WiFi available (this requires a subscription to use).

Things you CAN'T do with a tablet

Tablets cannot run or install traditional programs, like what a computer uses. Tablets only run "apps". You cannot install a program or game unless it is available as an app.

Not all tablets have apps. Some third-party tablets (that are neither Androids nor iPads) do not have an "App Store", and only run the apps they come with.

Tablets cannot connect to a printer. Some advanced printers allow for printing from Android or iPads, but not many do.

Even if it has a USB port, you cannot just plug a USB device into a tablet unless the tablet supports it.

Types of Tablets/Operating Systems

Apple iOS: Used by all Apple devices, including iPhone, iPad, and even iPod

Android OS: The most commonly used OS. The Android OS is customizable and open source, so there are many different "looks" to it. Even the Kindle Fire & Nook's OS is Android-based.

Windows RT: All Windows Slate tablets and Windows Phones use this.

Third-Party OSes: PanTech, Nokia, and some others will occasionally make their own OSes, though most often, they are based on Android in some way.

Parts/Buttons

- **Power Button:** Usually on top or on the side at the top. Some you press once, some you hold for a few seconds to turn on.
- **Home Button:** Typically the button at the bottom center. Press to go back to the main screen no matter what you are doing.
- **Volume Buttons:** On one side or the other.
- **Headphone Jack:** Top or side next to volume.
- **Display Screen:** Most tablets are touch screen. Some of them allow for multiple fingers onscreen (more later)
- **Camera:** Some tablets have one. Some have two (camera & self-shot)
- **USB Port:** A port on the bottom or side to connect a USB cable to to recharge the device and to transfer data to and from a computer.

Tablets tend to charge faster when plugged into a wall charger than in a computer.

Unlock

Pressing the Home or Power button when the screen is off will bring up an unlock screen. Depending on how the device is set up, you will either need to swipe the screen or type in a password to unlock it. This setting can typically be changed in the Settings Menu.

Home Screen

The Home Screen is a sort of starting place for users, and has shortcuts to commonly used apps, which you may add or remove. Depending on your device, you may have one or more "Home Screens". Pressing the Home button will bring you to the Home screen. Swipe the Home screen to the left or right to see your other Home screens, if available.

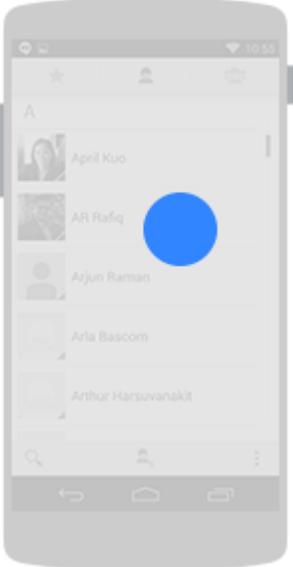
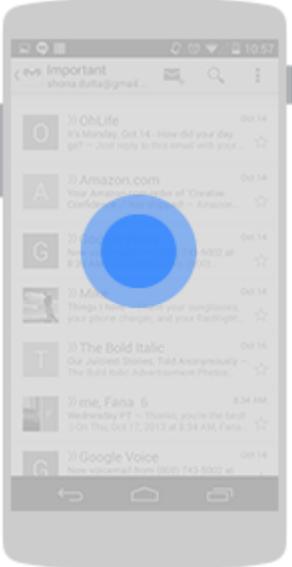
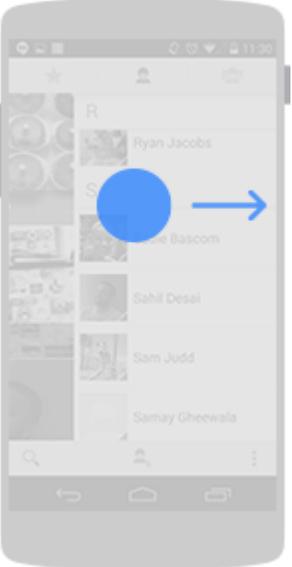
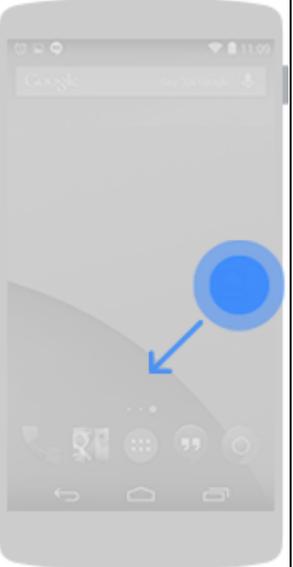
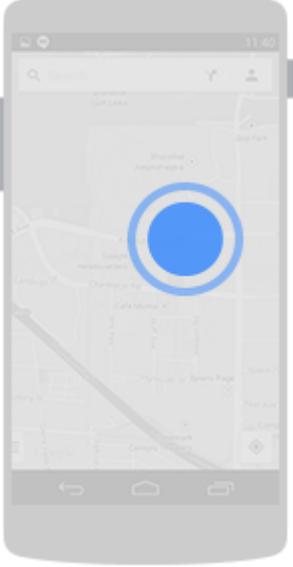
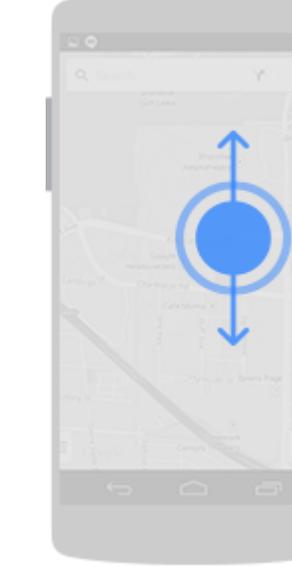
Windows RT's Home Screen is called the Start Screen, and it goes on until your apps end.

Gestures

A gesture is any motion you make with your finger(s) using the touch screen.

In addition to the default gestures (next page), many tablets allow you to create custom gestures for commonly repeated actions. These can be set up in the Settings Menu, when available.

Gestures

			
<p>Touch/Tap Triggers the default function for a given item. Opens app or file.</p> <p>Action Press, lift</p>	<p>Long press Allows you to select one or more items and act upon it using a contextual menu.</p> <p>Action Press, wait, lift</p>	<p>Swipe Scrolls through content, or moves the screen around. Swipes are quick and affect the screen even after the finger is picked up.</p> <p>Action Press, move, lift</p>	<p>Long press drag Rearranges data within a view, or moves data into a container (e.g. folders on Home Screen).</p> <p>Action Long press, move, lift</p>
			
<p>Double touch Zooms in a standard amount around the target with each double tap until reaching maximum scale. Also used for text selection.</p> <p>Action Two touches in quick succession</p>	<p>Double touch drag Zooms content by pushing away or pulling closer.</p> <p>Action A single touch followed quickly by a drag up or down:</p> <ul style="list-style-type: none"> • Dragging up decreases size • Dragging down increases size 	<p>Pinch open Zooms into content.</p> <p>Action 2-finger press, move outwards, lift</p>	<p>Pinch close Zooms out of content.</p> <p>Action 2-finger press, move inwards, lift</p>

Settings

The Settings menu lets you change how your tablet works, and adjust any system settings, such as wallpaper, screen timeout, display, sound, power, and WiFi settings.

It appears as a gear icon, and is usually on the Home Screen, or on the App List.

Connecting To The Internet

Using WiFi: Open Settings, and click WiFi. Make sure that the WiFi switch is set to ON. Tap the word "WiFi" to view available networks. Once you are connected to a WiFi network, your tablet can be set to automatically connect when the network is in range.

Using 3g/4g: Some tablets have cell phone antennas built into them, allowing access to cell phone networks. However, this requires a monthly subscription to that cell network.

If Airplane Mode is set to OFF, the tablet should automatically connect to the cell network, when WiFi is not available in that area, or if WiFi is OFF.

What is an app?

An app is an application (program) designed specifically for the device you are using. An app can only run on the device it was made for, so Android apps will not run on iPads or other Apple devices, and vice versa.

NOT ALL TABLETS HAVE APPS! However, all of the most common tablets: Apple, Android and Windows devices have Apps.

How to get apps

Most tablets have an "App Store" for installing new apps:

iPads: Apple App Store

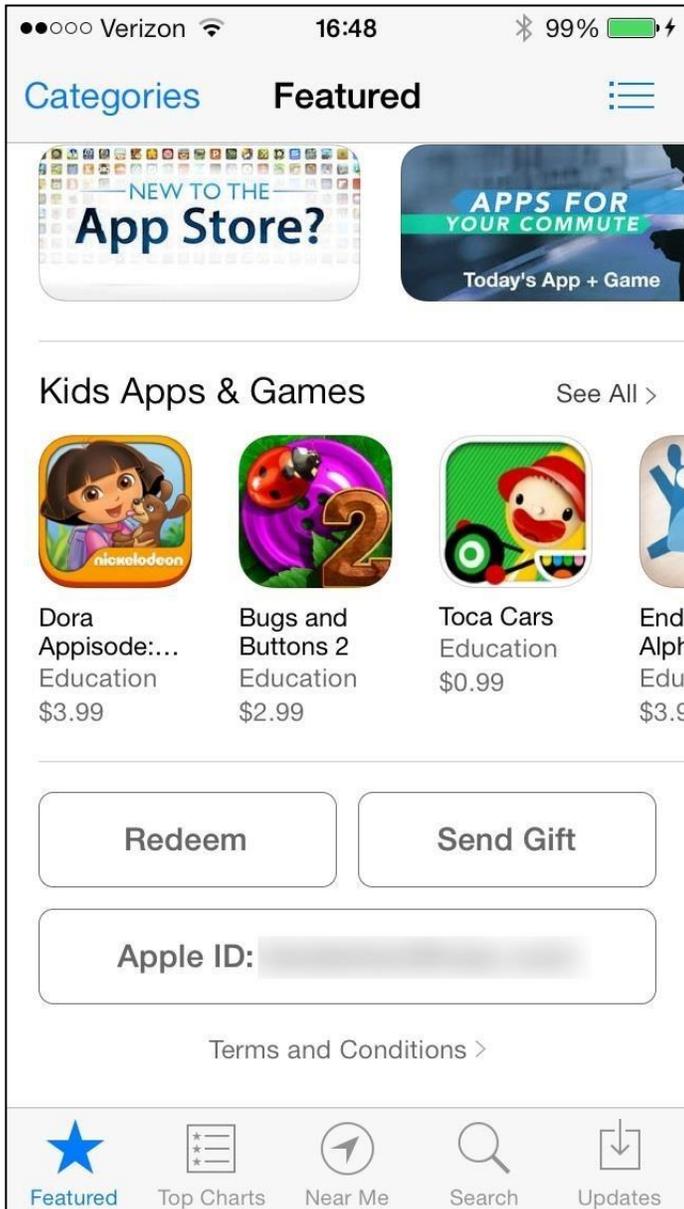
Androids: Google Play Store

Blackberry Tablets: Blackberry App World

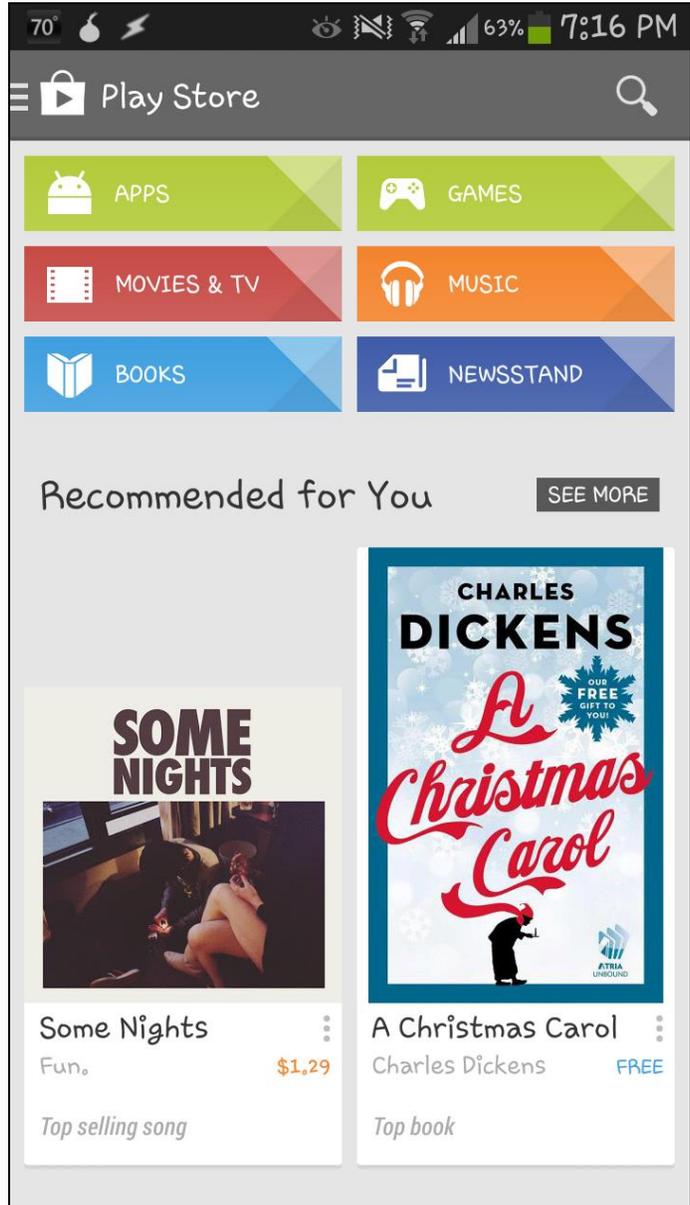
Windows RT: Windows Store

Kindle Fire: Amazon App Store (can also be used for Android tablets)

Apple App Store



Google Play Store



You can choose what types of apps you are looking for using the buttons on the top and bottom of the app stores, or search for something specific using the magnifying glass search field.

Once you see an app you are interested in, tap on it, and its details page will open. The price will be listed on this page. If it is free, it will say FREE in place of a price. To download, simply tap on the price (or FREE) button, and agree to the terms of the download. The app will be downloaded, and then installed.

Managing Apps

Finding your apps:

Installing an app places an icon for it in the apps list, or on one of your home screens. Simply tapping the icon will open it.

You can see a list of installed apps by going to the App Store and tapping My Apps, or finding the Apps List in the Settings menu, depending on your device.

Arranging/Uninstalling app icons:

Android: Press the Menu key to bring up an Options Menu. Then tap Edit. This will show a grid. You can drag an icon to the Trash Can to Uninstall the app, or drag it to where you want it and release to move it there.

To move the icon to a different screen, drag it to the edge of the screen and wait for the screen to change. When you are done, press the back button.

To create a new folder, press the Menu key, then tap Create Folder. A new folder will be created on the last page. You can drag it where you want it, drag items into it, and even delete it using the Edit mode mentioned above.

You can also uninstall apps in the Play Store app.

Apple: Pressing down on the icon will make them shake. You can then either tap the X to uninstall the app, or drag the icon to where you want it and release. To move the icon to a different screen, drag it to the edge of the screen and wait for it to switch.

Dragging an icon on top of another icon and releasing will create a folder with both icons in it. To rename the folder, simply touch the title bar of the folder and type a new name.

When you are done arranging the icons, press the Home button to return to normal mode.

Windows RT: Holding down on the icon will bring up an Options Menu that will let you: resize the icon, remove it from the Start Screen, or uninstall the app. You can also drag the tile to where you want it, and release to move it there. You cannot create folders on Windows RT.

NOTE: You are not allowed to delete the preloaded apps that came with the device.

Updating your apps

Android: Go to the Play Store and press the icon at the top-left. Then tap My Apps. The apps that need updated will be at the top of the list. You can update them individually or all at once.

Apple: Go to the App Store and press the Updates button. Then press the update button for each app you want updated. You will need to type in your password for each app you update.

Windows RT: Open the Windows Store. Tap Updates in the top-right. Tap Install at the bottom. You can also swipe in from the right, hit Settings and then App Updates. Then tap Install.

Switching between apps (what's running)

Android: Hold the Home button and release. You can swipe an app's icon to the side to close it, or tap it to switch to that app.

Apple: Double-tap the Home button. Tap an app to switch to it, or hold the app's icon to bring up minus icons, which can be used to close each app.

Windows RT: Swipe in from the left edge and then back again. Then tap an icon to switch to the app, or swipe the icon downward to close it.

eBooks/Audiobooks

Note: For the purposes of this class, we refer to Overdrive eBook/AudioBook access.

To check compatible formats for devices: <http://help.overdrive.com> and click **Devices** at the top.

To get eBooks, you need:

- Your Library Card number
- Your 4-digit PIN number (or password)
- An Internet Connection
- **For Kindles:** Your Amazon login info
- **For Androids or Apple devices:** OverDrive App & an Adobe ID (see below)
- **For everything else:**
 - A computer with internet
 - Adobe Digital Editions (<http://goo.gl/xq188a>)
 - An Adobe ID (<http://goo.gl/Byn4fL>)
- **Optional:**
 - Kindle App (allows Kindle format eBooks on non-Kindle device)
 - Nook App (allows Nook format eBooks on non-Nook device)

To get AudioBooks, you need:

- Your Library Card number
- Your 4-digit PIN number (or password)
- An Internet Connection
- **For Androids or Apple devices:** OverDrive App & an Adobe ID (see below)
- **For everything else:**
 - A computer with internet
 - OverDrive Media Console (<http://omc.overdrive.com>)

The basic process (for Kindle devices, skip to step 4):

1. Install the appropriate software, listed above
Note: Kindle requires no extra software, but Kindle Fire is the same as an Android
2. Start the Overdrive app (or Adobe Digital Editions)
3. Sign in using your Adobe ID to activate the tablet or PC
4. In a web browser, go to the following website: <http://cidc.lib.overdrive.com>
5. Sign in using your Library Card number and PIN
6. Find an eBook or Audiobook using the search box
7. Click on the title you want, and click the Borrow button
8. Click the Download button and choose your Format
Note: for Kindle devices, skip to step 11
9. If a window pops up asking if you want to Open or Save, choose Open
10. The software should automatically start, and your eBook or AudioBook will begin downloading
11. For Kindle devices, a new window will open, taking you to Amazon.com
12. Click the Get Library Book button on the right, and Sign In to your Amazon account
13. Choose your Kindle device from the list, and click Continue

Once it is done downloading, your item will appear in the main screen of the software. Click it to open! If you need to transfer to a portable device from a PC, just drag the **item** over the **icon for the device**.

Security

Set a Password

Be sure it is something that would be hard for anyone who knows you to guess, but easy to remember. Remember, you are protecting the contents of your device, NOT the device. If a thief gets ahold of the device, he might still be able to wipe it and set it to factory defaults, even with a password on it...

Android: Go to Settings, and tap My Device, Lock Screen, and Screen Lock. Choose the type of security (Swipe <which is no security>, Face unlock, Face and voice, Pattern, PIN, Password, or none), and you will be walked through setup for the chosen security method.

Apple: Go to Settings, and tap General, then Passcode Lock. For a 4-digit PIN, turn Simple Password to ON. Otherwise leave it set to OFF. Then tap Turn Passcode ON, and type your new password.

Windows RT: Go to Settings, then tap PC Settings, and then Users. Under Sign-in Options, you can choose to Create or Change a password, Create a PIN, or Create a picture password.

Troubleshoot forgotten passwords/pattern lock

iPad: Must be connected to a computer running iTunes to reset password after account verification.

Android: Can be unlocked using Google Account password. Otherwise must be reset to factory defaults, and set up using a new Google Account

Windows RT: For Microsoft Accounts: <https://account.live.com/password/reset>

For Local Accounts: Login as an Admin, and reset your password, or your tablet to factory settings: <http://goo.gl/EdoKrw>

Update your device

Android: Go to Settings, tap More, About device, and then Software update. You will need to be on WiFi and plugged in for updates to install, for safety reasons.

Apple: If your device has plenty of free space (1GB or so), go to Settings > General > Software Update. You will need to be connected to WiFi and plugged into a wall power outlet. Tap Download and Install, and then Install once the update is downloaded.

If you don't have much space on the device, you will need a computer with iTunes. Plug in the device via USB, and when it shows up in iTunes, click Check for Updates. Then click Download and Update.

Windows RT: Swipe in from the right edge of the screen, and then tap Settings > Change PC settings > Update and recovery > Windows Update. Tap Check now, and if there are updates available, tap View details. Tap to select the updates you want to install, and then tap or click Install.

Back Up Data

iPad: Connect to a computer running iTunes to make a backup

Android: Every device has its own backup software. Samsung devices use Kies.

Windows RT: Microsoft's free OneDrive Cloud service allows you to automatically save documents, pictures and videos to it, while keeping a copy on the tablet. There does not seem to be a way to backup the entire tablet: <http://www.lovemysurface.net/backup-my-surface/>

Clearing your internet "cache"

- Clear Cache removes temporary stored files, such as images.
- Clear History removes the list of visited web sites.
- Clear Cookies removes your login and/or shopping cart for a specific website.
- Clear form data removes information you entered in web forms.

Android:

Browser: Open Browser. Tap the Menu button in the upper right. Tap Settings > Privacy & Security.

Chrome: Open Chrome. Tap the menu button in the upper right. Tap Settings > Advanced > Privacy > Clear Browsing History

iPad: Go to Settings and tap Safari. Then choose to Clear History, Cookies, or Cache.

Windows RT: Open Internet Explorer. Swipe from the right, and tap Settings > options. Scroll down and under "History", tap Select. Check what you want cleared and tap Delete.

Security Apps

While there are not many types of viruses for tablets just yet, this may change as tablets continue to gain popularity. There are free and paid security apps available.

Android:

AVG Antivirus (FREE)

Sophos Mobile Security (FREE)

F-Secure Mobile Security (FREE)

DCentral 1 (FREE) DCentral is a unique program that will tell you what apps have access to.

NOTE: Apple and Microsoft don't seem to think they need security apps, since you cannot outright save files to the iOS devices, and Windows RT has Windows Defender and Microsoft Security Essentials.

<http://goo.gl/ebsMfX>

<http://goo.gl/ZQKJBm>

Norton Mobile Security

Kaspersky Internet Security

Bitdefender Mobile Security

Remote Security

Should the worst happen and your tablet be stolen, it can be comforting to know you can remotely track it using its GPS, have it make a noise, or erase all of your personal data from it.

Android Apps: Where's My Droid, Android Lost, Android Device Manager

iPad: Find My iPhone App, or sign into iCloud.com on a computer and select "Find My Phone"

Windows RT: go to **windowsphone.com** and sign in using the Windows Live Login ID.

Appendix A: Preloaded apps

Windows RT	Samsung Galaxy Tab	Apple iPad	Description
Messaging	Messages/Google Talk	Messages	send an instant message to anyone with an iPad, iPhone or iPod Touch for free
Calendar	Calendar/Clock	Calendar/Reminders	set up events and share them through iCloud with any other compatible devices.
Word RT	Memo	Notes	allows you to type in a quick note.
Maps	Google Maps/Navigation	Maps	a great version of Google Maps. If you have an iPad with 3G, you can use the Maps program as a GPS for the car, or look up stores or restaurants in a certain area of town.
(YouTube available)	YouTube	YouTube	The iPad does not support Flash video, but most YouTube videos can be delivered in a supported video format.
People	People	Contacts	contacts can be synced with your iPhone via iCloud.
Windows Store	Play Store/Samsung Apps	App Store	buy and download games and apps for your iPad.
Xbox Video/Music	Play Store/Samsung Hub	iTunes	buy movies to play with the Videos app and music to play using the Music app.
Xbox Video	Video Player	Videos	play the Movies and TV Shows you buy on iTunes or transferred to the iPad from your personal library.
Xbox Music	Music	Music	play music downloaded through the iTunes store or synced from your computer. You can also play music on your PC without syncing to iTunes by using Home Sharing.
Xbox Games	GameHub	Game Center	high scores and achievements for games that support it. It's a great way to connect with friends, find out what they are playing.
Skype	Google Hangouts/Skype	FaceTime	video conferencing software that links the iPhone, iPad and iPod Touch.
Camera	Camera	Camera/Photo Booth	switch between front- and a back-facing camera with the upper-right corner button. go from picture- to video-mode with the bottom right button.
Settings	Settings	Settings	customize your iPad - from adjusting the brightness to save battery life or setting up automatic iCloud backups.
Internet Explorer	Browser/Chrome	Safari	the default web browser for the iPad.
Mail/Outlook RT	Email/Gmail	Mail	supports Gmail, Yahoo mail, Hotmail, AOL mail and most other forms of email.
Photos	Gallery/G+ Photos	Photos	all those photos that you take with the Camera and Photo Booth go to an internal folder that can be access with the Photos app.
Cortana	S Voice	Siri	voice-recognition digital assistant. activated by holding the home button down for several seconds, even if you are inside another app.
	Play Store/Google Currents	Newsstand	subscribe to digital versions of popular magazines.
Office RT	Polaris Office		A Microsoft Office replacement.
File Explorer	Downloads		A place for downloaded files (Note: The iPad and iOS actually has no file handling system at all. Everything is handled within apps.)
Bing Search	Google Search		Instant searching app.
News/Weather			Up-to-date information.

Appendix B: Top 25 Apple iPad Apps

Top 25 Android Apps

Top 25 Windows Apps

Paid		Free		Paid		Free	
Pages	1	Angry Birds HD Free		SwiftKey Keyboard	1	Facebook	
Angry Birds HD	2	The Weather Channel		Minecraft - Pocket Edition	2	WhatsApp Messenger	
Angry Birds Seasons HD	3	Netflix		Where's My Water?	3	Maps	
Penultimate	4	Skype for iPad		Asphalt 7: Heat	4	YouTube	
Scrabble for iPad	5	Kindle		Poweramp Full Version	5	Gmail	
Fruit Ninja HD	6	ABC Player		Beautiful Widgets Pro	6	Google+	
GarageBand	7	Pandora Radio		Draw Something	7	Google Search	
GoodReader for iPad	8	Angry Birds Rio HD Free		Camera ZOOM FX	8	Google Maps Street View	
Angry Birds Rio HD	9	CNN App for iPad		Cut the Rope	9	Instagram	
Cut the Rope HD	10	Words With Friends HD		Plants vs. Zombies™	10	Clean Master-Free Optimizer	
Numbers	11	Google Earth		Grand Theft Auto III	11	Subway Surfers	
Keynote	12	Calculator Pro for iPad		Fruit Ninja	12	Candy Crush Saga	
Words With Friends HD	13	Fruit Ninja HD Lite		Where's My Perry?	13	Facebook Messenger	
Star Walk for iPad	14	Calculator for iPad Free		TuneIn Radio Pro	14	Pou	
Monopoly for iPad	15	NYTimes for iPad		Smart Tools	15	Viber	
Plants vs. Zombies HD	16	USA Today for iPad		HD Widgets	16	Despicable Me	
Where's My Water?	17	Facebook		Doodle Jump	17	Skype	
Friendly Plus for Facebook	18	MyPad - Facebook & Twitter		Paper Camera	18	LINE: Free Calls & Messages	
Quickoffice Pro HD	19	Flipboard		Angry Birds Space Premium	19	Hill Climb Racing	
Notability	20	eBay for iPad		Modern Combat 4	20	Angry Birds	
Splashtop Remote Desktop	21	Angry Birds Seasons HD		The Room	21	GO Launcher EX	
Pinball HD	22	Dictionary.com		Nova Launcher Prime	22	Twitter	
MyPad+ - Facebook & Twitter	23	Twitter		Endomondo Sports Tracker	23	Opera Mini browser	
Infinity Blade	24	Solitaire		The Amazing Spider-Man	24	Tiny Flashlight + LED	
Real Racing 2 HD	25	Friendly for Facebook		Robo Defense	25	Temple Run 2	

	Application Name
1	Skype
2	Netflix
3	Mail, Calendar, People, and M
4	Music
5	Microsoft Solitaire Collection
6	Jetpack Joyride
7	Google Search
8	Fruit Ninja
9	Xbox SmartGlass
10	Games
11	Cut The Rope
12	Adera
13	Kindle
14	Fresh Paint
15	Pinball FX2
16	Logos Quiz+
17	TuneIn Radio
18	Microsoft Minesweeper
19	Wikipedia
20	Weather
21	Video
22	Photos
23	Reader
24	Wordament
25	iHeartRadio

<http://goo.gl/sEBQG4>

<http://goo.gl/YOX1MO>

<http://goo.gl/7cjBbl>

<http://goo.gl/vn3Ksx>