

TECH SAVVY SENIORS

The NSW **'Tech Savvy Seniors'** program is a key initiative of the NSW Ageing Strategy and the Telstra Digital Literacy Strategy.

'Victorian Tech Savvy Seniors' is a Seniors Card Age Friendly Partners program with Telstra delivering training through rural and remote libraries across Victoria.

INTRODUCTION TO TABLETS: IPAD BASIC GUIDE



IT'S HOW
WE CONNECT



AGE
FRIENDLY
PARTNERS
PROGRAM



TOPIC	INTRODUCTION TO IPAD TABLETS – BASIC GUIDE	
WHO IS THIS WORKSHOP FOR?	Tablets are a revolutionary new way of accessing the Internet, playing games and communicating. They can do a lot of the things your computer can do, and they can be used or carried pretty much anywhere. This workshop is your first step into the world of tablets. It's for people who have never used a tablet but are interested in finding out what they can do. You don't need to have a lot of PC or mobile smartphone experience – although smartphone experience can help, since tablets are essentially super-sized phones.	
WHAT YOU'LL NEED	Each workshop attendee will need a tablet. If there are insufficient tablets available they can be shared between attendees. The guide will cover iPad tablets. Android tablets are covered in a separate workshop.	
WHAT YOU'LL LEARN	In this workshop, we'll walk you through: ▶ The hardware and basic interface of a tablet ▶ Touchscreens and gestures ▶ Installing and using apps such as games, web browser, communications tools and more.	
TIMETABLE Total time: 2 hours The workshop is broken into three topics and six activities, with a break in the middle. Times are indicative only, so don't feel limited by the recommended duration of each task. Feel free to repeat any activities (practice makes perfect!), and ask questions at any time.	SUBJECT	DURATION
	A tour of the tablet	15 minutes
	Getting to know your tablet	20 minutes
	Using inbuilt apps	15 minutes
	Break	10 minutes
	Activity: setting an alarm	10 minutes
	Activity: enlarging the text on a tablet	5 minutes
	Activity: using the calendar	10 minutes
	Activity: using the camera	10 minutes
	Activity: visiting the apps store	10 minutes
	Activity: using the web	10 minutes
	Summary	5 minutes
	TOTAL	120 minutes

SUBJECT	A TOUR OF THE TABLET
TIME 	15 minutes
TYPES OF TABLETS 	Tablets come in a variety of different sizes and shapes from all different manufacturers. They are typically defined by two key characteristics: ▶ The screen size, listed in inches. Like television screens, the screen size is a measure of the distance between opposite corners on the rectangular screen. ▶ The operating system. This is the “base” software that runs the tablet and controls how it functions. Different operating systems look and work a little differently, although there’s also a lot in common between tablet operating systems. There are three main operating systems used today in tablets. The first is iOS, which is used exclusively by Apple in the Apple iPad line. iPads are the world’s best selling tablet range. The second is Android, which is used by a number of different tablet makers, including Samsung, Asus, Acer, Motorola, Google, LG and others. Different manufacturers sometimes modify Android a little, but the core experience is very similar – and indeed very similar to the iPad. Android itself was created and is managed by Google. The third is Windows, which looks and works very similar to Windows on a desktop or laptop computer. Windows is currently the least popular of the three main operating systems for tablets, but there are a few tablet makers who use it – Dell and Microsoft, for example. Throughout this workshop, we’ll be providing guides for the iPad.



The three main types of Operating System for tablets are (from top to bottom) : iOS (Apple), Android and Windows

DIFFERENT ASPECTS

One big difference between the iPad and Android tablets is what is called the aspect ratio. This is the ratio of the width to the height of the tablet. The iPad is squarer, like old TV sets, while Android tablets are usually wider or taller, depending on which way you hold the tablet, like a new flat screen TV.

Each has its pros and cons. The iPad, for example is better for reading, since it has more of a “book” shape. Android tablets tend to be designed for watching widescreen movies, which should fit on screen without any black bars.

LOOK AT THE HARDWARE



If you look at your iPad tablet, you'll see a lot of little buttons, switches and holes for plugging things in. We'll talk you through those quickly here.

Those buttons, connectors and elements include:

On the front:

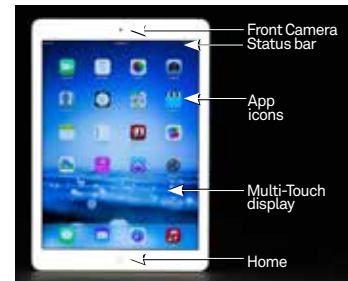
- ▶ The **multi-touch screen**, which is the main display for the tablet.
- ▶ The **status bar** and **app icons**, which appear on the display. We'll talk about those when we get to the next part of the workshop.
- ▶ A tiny pinhole front camera. This is so you can make video calls with other people while being able to look at their face on screen.
- ▶ A **Home** button just below the screen. When you're using the tablet and have an app open (for instance, if you're playing a game) and you'd like to return to the main screen to launch another app, you can press the Home button.

On the back:

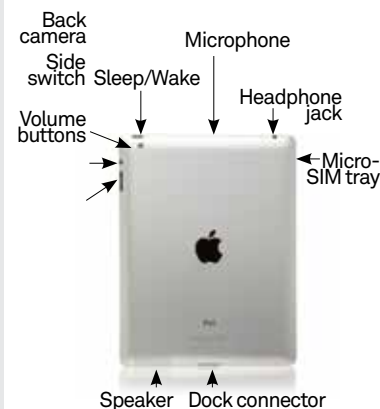
- ▶ A camera aperture. This is the **rear camera**, for taking photos just like you would on a mobile phone or digital camera.

On the sides:

- ▶ At the top is the **Sleep/Wake** button. This turns the screen off and wakes it back up again. Like a mobile phone, you don't have to ever shut the tablet down, but to save battery power you should put it to sleep whenever you're not using it. A quick press of the sleep/wake button will do that. To wake it back up again, press it again quickly. Like a mobile phone, the tablet will also go to sleep itself after a period of time if you're not using it.
- ▶ The headphone jack is a port into which you can plug a set of standard headphones. The iPad has speakers, but if you don't want to disturb people around you, you can use this instead.
- ▶ On the side are the up and down **volume** buttons.
- ▶ Next to the volume buttons is the **side switch**. This has a special function. The iPad, like other tablets, can be used in any orientation. If you turn it sideways, the contents on the screen will actually rotate to remain upright.



The physical buttons and plugs on an iPad



The physical buttons and plugs on the back of an iPad

LOOK AT THE HARDWARE

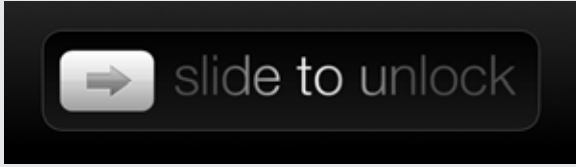


That's pretty useful, but it can be a problem in some situations: for example, if you want to lie on your side while using the tablet. The side switch locks the screen so that it doesn't rotate. Switching it off again allows the screen to rotate as normal. The switch can also be used to immediately mute the iPad depending on how it is set in the iPad's software preferences.

- ▶ On some iPad models – the ones that can access the internet through the mobile phone network – there will also be a slot for a **SIM card** which links the iPad to a mobile account. Other iPads can still access the Internet through your home wireless network if you have one.
- ▶ On the bottom of the iPad is a dock and connector port. This is where you connect the charging cable or dock to recharge the iPad battery. If you ever need to connect the iPad to the computer, the cable to connect it plugs in here too.



Many tablets have a slot for inserting a SIM card. This allows you to connect to the internet over the mobile phone network

SUBJECT	AN IPAD INTERFACE GUIDE
TIME 	20 minutes
TURNING ON AND UNLOCKING 	Turning on the tablet is easy. Just do a quick press of the power or sleep/wake button. You'll do the same to turn it off. If the tablet is starting "cold", it might take a minute to load up. Most likely, it will start instantly. What you'll see next is the swipe in/activation screen. This can be a pin number you have to enter, but generally it's going to be a simple slide-to-unlock screen. On an iPad, you'll see this onscreen:  Just slide the bar to unlock the iPad Take your index finger and place it on the box at the left end. Then, keeping it in contact with the screen, slide your finger to the right to "drag" the box to the end of the bar.
USING TOUCHSCREENS AND GESTURES 	Before we actually start using our tablet, we should talk about how the tablet is controlled. Most tablets don't come with keyboards and mice, although on some tablet models you can attach a separate keyboard and mouse if you need to. Instead they rely on touch. Touch works like mouse clicks on your PC. When you need to type something, a keyboard will appear onscreen and you can tap keys there to type them. There is also a kind of special "language" of gestures that lets you control the tablet in new ways. A double tap will zoom a web page. Holding your finger on the screen may bring up a special menu. Although there are a variety of gestures that tablets can use, some involving up to three fingers at once, there are really just six that you need to know:

1. Tap

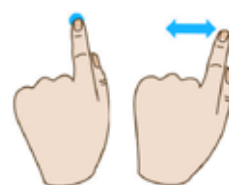
- ▶ This is simply a quick touch of the screen. It's the simplest gesture there is.
- ▶ Tap is used to launch apps, select items, follow web links and so on.
- ▶ Tap the equivalent of a left-click on your PC.



Tap

2. 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.
- ▶ Tap and hold is often the equivalent of a right mouse click on your PC, bringing up a context menu. In a tablet web browser, for example, it might be used to **Open link in new tab** and other options.
- ▶ On your Home screen, tap and hold can be used to move icons and widgets around. Tap and hold so that the icon appears to “detach”, then drag it to where you want it. It might be used for similar drag and drop operations in other applications.



Tap and hold (and drag)

3. Scroll

- ▶ Simply touch a part of the screen that doesn't have a button or link. Keep your finger in contact with the screen and move it up or down, left or right.
- ▶ This is most commonly used for scrolling documents or web pages. If you visit a web page that's too long to see on the screen, for example, touch any part of the page that's not a link near the bottom of the screen, then push your finger up the screen, as if you were pushing the web page up to reveal the rest of it. This will cause the web page to scroll.
- ▶ Obviously, you can do the same in reverse – or left and right if the page or image is too wide.



Scroll

4. Swipe

- ▶ Swipe is a quick slash across the screen. It can be in whatever direction is required.
- ▶ Swipe is most commonly used when flipping between pages (in a book) or images (in a slideshow). The swipe is like flinging the current page or image aside to reveal the next page or image.



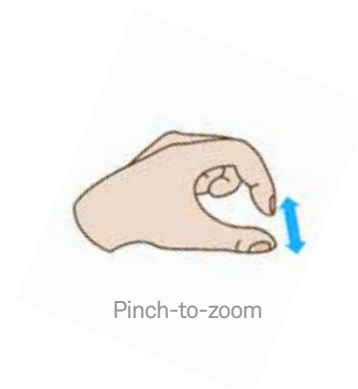
Swipe

- ▶ In an image program for example, swipe right to left to move to the next image.
- ▶ Swipe is also used on your tablet's home page: if you have a lot of apps installed (too many to fit on one screen), you can have several Home pages. You swipe left or right to switch between them.

Swipe can also be used for fast scrolling – you can fling a web page up or down. The velocity of the swipe actually determines how far it scrolls.

5. Pinch-to-zoom

- ▶ Pinch-to-zoom requires more than one finger. Place two fingers (usually the thumb and forefinger, but it doesn't really matter) around a part of the screen you want to enlarge or zoom out of. Then move the two fingers apart to zoom in (enlarge that part of the screen), or pinch them closer together to zoom out.
- ▶ You can think of it like squeezing or expanding the screen.
- ▶ Pinch-to-zoom is often used in web browsers, allowing you to zoom in on part of the page that might not be clear, or might have a link that's difficult to tap. It's also used in image programs to zoom in and out of a photo.



Pinch-to-zoom

6. 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: in your web browser, double tap on a part of the page you want to zoom in on (which makes it easier to touch hyperlinks); double tap again to zoom out.

We'll have a chance to try out all of these in our activities, but if you want to do a little practice, you can switch off the tablet screen (a quick press of the power/sleep button) and give them a try.



Double tap

SUBJECT	USING INBUILT APPS
TIME 	15 minutes
THE HOME SCREEN 	Once the tablet is switched on, you should find yourself at what is called the Home screen. This is where you launch your apps. Apps are mini programs that add functionality, such as a calendar, clock, game or web browser. Tablets come with a number of apps pre-installed, and you can also download new apps from online stores and install them onto your tablet. There are more than a million apps to choose from.  On screen, you'll see a number of icons. Icons are graphical images each representing a different app. You could see a letter icon for your email program, a browser icon for your web browser, a camera icon for taking photos and so on.

← The iPad Home screen

TOO MANY APPS?

One special thing about the Home screen is that you have more than one. If you have so many apps installed on your tablet that their icons can't fit on the one screen, extra icons will appear on secondary (and tertiary, and quaternary and so on) home screens.

To access additional Home screens you use the swipe gesture, anywhere on the home screen. Swipe left to go to the next home screen, swipe right to go back.

THE HOME SCREEN



You may also see extra things on the Home screen, like a clock, local weather, a Google Search bar or notifications window.

On the top of the screen you'll also see a black bar. This is the **Status/Notifications** bar. It will have a clock, battery indicator and a number of indicator lights, such as wireless signal strength and little icons for notifications for specific apps. Often, if a notification appears, such as a new email or a calendar event that is about to happen, tapping on the notification icon will bring you to the relevant app.

LAUNCHING AN APP



Now let's try launching an app.

Launching an app is simple: a single tap on the icon of the app you want to launch. Try launching an app now.

You can try out the camera, photo viewer, or Weather app, for example. Try any one – there's no harm in it.

After you've launched an app, you can return to the Home screen by pressing the **Home** button below the screen.



From left to right:
Camera, Photo Viewer,
Weather

ACCESSING SETTINGS



In addition to the apps, we need to access a special section of the tablet: the settings. The **Settings** controls many of the core functions of the tablet: the wireless network, the lock screen, app security, SD card **settings**, app store accounts, email and messaging accounts, time and location settings and much more.

To access the settings on an iPad, just tap on the Settings button.



iPad Settings button

ACTIVITY	SETTING AN ALARM
TIME ⌚	10 minutes
TASK	Let's try setting the alarm so that the tablet will ring at set times.
SETTING THE ALARM 	▶ Tap on the Clock icon (it may not be on the main home screen, if it's not, try swiping left or right to see additional home screens.) ▶ Once inside the Clock app, tap on the button with the plus sign in the top-right corner. ▶ A new window will pop up. ▶ In the Add Alarm window, you'll see the time set into three columns (hour, min, am/pm). For each, touch the column, and keeping your finger in contact with the screen, move your finger up and down to change the setting (remember the scroll gesture?). ▶ If you want the alarm to repeat, tap the Repeat button and then tap on which days of the week the alarm should sound. ▶ Tap on Save. The iPad lets you set multiple alarms, which you'll see displayed on main screen. You can change and remove alarms by tapping on Edit on the top left, then tap on the specific alarm to change or delete it.



Alarm icon

ACTIVITY	ENLARGING THE TEXT ON A TABLET
TIME 	5 minutes
TASK	Changing the text size on a tablet to make it more readable.
CHANGING THE TEXT SIZE 	Changing the text size is performed in the Settings app. Tap on the Settings icon on the Home page to get started. ▶ Tap on General. ▶ Tap on Accessibility. ▶ Tap on Larger Text. ▶ There's a little switch button at the top right. Tap on it to turn larger font size on. ▶ Touch the slider, and hold your finger on the screen, then drag left or right to change the font size.

PINCH-TO-ZOOM

The above technique makes the text in all your apps and on the Home screen and Settings appear larger. If you don't want to make a global change just to view, for example, a single specific web page in your Internet browser, you can instead use pinch to zoom.

Remember that gesture? That's where you use two fingers and pull them apart or squeeze them together. In a web browser, this lets you zoom in on a particular part of the web page. It's also used in lots of other apps, and works for pictures as well.

ACTIVITY	USING THE CALENDAR
TIME 	10 minutes
TASK	Let's try adding a calendar entry. This works just like a normal calendar, but with one added bonus: the tablet will also pop up a notification on the Home screen to remind you of important events.
USING THE CALENDAR 	▶ Tap on the Calendar icon. It's the one with the current date in it. The calendar app will appear. ▶ Tap on Month at the top of the app. (This is the section where you can see different views of your calendar: day, week, month, year). ▶ Swipe left or right anywhere on the screen to change the month. ▶ Tap and hold on the day you want to add an event on. A little Add Event window will appear. Tap where it says Title. ▶ The onscreen keyboard will appear. You can use it to tap in a quick description of the event. ▶ You can optionally also tap on Location, to enter a place where the event will take place. ▶ Tap on the time next to Starts. The window will change to the Starts & Ends window. ▶ Use the wheels to change the start time, just like in setting an alarm. There's also a switch to just make it an all-day event, which you can tap to switch to on. ▶ Tap on the time next to Ends and set the end time. Tap on Done. ▶ Back in your calendar, you'll see a block of the day calendar highlighted with the event you just created.



The iPad calendar icon

THE ONSCREEN KEYBOARD

Using the onscreen keyboard is pretty easy. Just tap on the letter you want, and tap **Enter** when you're done.

- ▶ The iPad keyboard only displays letters and a limited selection of punctuation marks. To type in numbers, press the **?123** button to switch the keyboard to numbers. (Tapping the **ABC** button switches back to letters).
- ▶ To type upper case letters, tap on the **Shift** key, which is the arrow pointing upward. This locks the keyboard to capitals. Tap it again to turn off.

ACTIVITY	USING THE CAMERA
TIME ⌚	10 minutes
TASK	Like your mobile, your tablet probably has a camera in it with which you can take photos. So let's take some photos!
USING THE CAMERA 	▶ Tap on the Camera icon. ▶ The main screen instantly switches to become a viewfinder. Lift your camera up and move it around to frame your shot. You can also rotate your tablet for portrait/landscape shots. ▶ On the side or bottom of the screen are your camera controls. Tap on the circle to actually take the shot. ▶ You can keep taking shots as long as you like. ▶ If you tap on the Rotate Camera icon, the tablet will switch to the front camera – you'll suddenly see yourself in the frame. Take a few selfies for fun! ▶ You can later view all your photos by going to the home page and tapping on the Pictures icon.



The iPad Camera icon



Use this to switch to the front camera

ACTIVITY	USING THE WEB
TIME 	10 minutes
TASK	Let's go web browsing. Obviously there's a lot more to the web than we have time for here, but let's just see how you can use your tablet to access it. If you've never used a web browser, don't be afraid to ask your workshop leader for help.
BROWSING THE WEB 	Tap on the browser icon on your iPad tablet. ▶ Like your computer browser, the browser has tabs at the top of the screen, allowing you to open more than one web page at once. ▶ To open a web page, tap on the Address bar near the top of the screen. ▶ The onscreen keyboard will popup, allowing you to tap in the web address of the site you want to visit. Try en.wikipedia.org, for example. ▶ You can also perform a search by typing 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 "push" the page up and down. • Swipe the screen to scroll really fast. • Pinch to zoom in and out. This makes targeting links easier. • Double-tap to do the same. ▶ Tap on the X in the tab at the top to close a tab. ▶ Tap on the left and right arrows at the top of the screen to back and forward, just like on your PC browser. On Android, the Back button on the bottom of the screen also works. ▶ When you're done browsing, you can just tap on the Home button.



The iPad Safari web browser icon

ACTIVITY	VISITING THE APP STORE
TIME 	10 minutes
TASK 	You don't have to limit yourself with the applications that came with your tablet. Much as with your PC, you can download new apps and install them on your tablet. There are literally hundreds of thousands of apps available, including: ▶ Games ▶ Productivity programs like word processors ▶ Media viewers ▶ News feeds ▶ Email and social networking applications ▶ Useful and fun tools ▶ Much, much more. Some of these apps can be downloaded for free; others cost money, although prices are typically quite low.
VISITING THE APP STORE 	▶ To download new apps, tap on the App Store icon. ▶ You can search for apps or media by tapping on then typing in what you're searching for in the Search bar. ▶ You can also view top picks, explore popular categories and collections and your previous app purchases by tapping on the panels. ▶ Tap on an app name to see its full description. ▶ When you find an app or media that you like, tap on the option to download it.



App Store icon

SUMMARY

Congratulations. You've taken your first steps into the wonderful world of tablets. Soon, you'll probably wonder how you ever lived without one.

TIME

5 minutes

RECAP



You should (hopefully) now be pretty comfortable with:

- ▶ Turning the tablet on and off
- ▶ Most of the basic gestures and onscreen keyboard
- ▶ Launching and downloading apps
- ▶ Taking photos and adding calendar events
- ▶ Browsing the web on your tablet.

USEFUL WEBSITES



Apple's iPad site

www.apple.com/au/ipad/

Apple iPad support

www.apple.com/support/ipad/

Telstra's tablet page

www.telstra.com.au/bigpond-internet/mobile-tablets/

GLOSSARY



TERM	EXPLANATION
3G/4G	A type of mobile service that also offers Internet access.
ANDROID	An operating system for mobile phones and tablets.
APP (APPLICATION)	A software program for tablets and phones.
CAPACITIVE TOUCH SCREEN	A type of touch screen that responds to your body's electrical capacitance.
GESTURE	A particular type of movement that controls a touch screen.
GOOGLE PLAY	An online market for movies, books and apps on Android devices.
IOS	An operating system used on Apple's iPhone and iPad.
ITUNES	A media player and online market for music, videos and books.
ITUNES APP STORE	An online market for iOS apps.
MODEM/ROUTER	A device that connects you to a particular broadband service.
OPERATING SYSTEM	The "core" software of a computer or computing device.
RESISTIVE TOUCH SCREEN	A type of touch screen that responds to pressure on the screen.
SYNC (SYNCHRONISING)	Making equal copies of a folder or set of files across multiple devices.
WINDOWS 8 AND WINDOWS RT	New operating system from Microsoft that can be used on tablets.
WI-FI (WIRELESS HOME NETWORK)	A short range wireless network, usually only covering a home, that lets wireless devices access a broadband connection.

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