

## Part 3 - Using an Android tablet

Android is an operating system for phones and tablets. Because many different manufacturers build Android devices, they come in various designs and often have customised versions of the software. **For these reasons, a general guide on Android can never fully match your device.** The information here will be useful for Android phone users, but does not cover phone calls.



### Starting, turning off and charging

#### Starting up and unlocking

- There is usually a sleep/wake button along the top side edge.
- It may only need a quick press to start up if it was in sleep mode. It may need a longer press if it has been fully shut down.
- The first screen you see is the Lock Screen which may have a small lock. Use your finger to slide across, or outside a circle.
- You may have also have set up a number passcode or a pattern of dots to connect. Some devices can also be set up to recognise your fingerprint. (See later on where to set this up.)

Sleep/wake button



#### Turning off

- To put the device to sleep, give the sleep/wake button a quick press. Using sleep is the preferred method because it uses very little power and allows the device to re-start quickly.
- To turn off completely, hold the button until 'Power Off' appears. Use this if you cannot charge up for a while, or your device is having problems and you want a full restart.
- Your device is probably also set to go to turn off the screen or sleep automatically after a set time. (More about this later.)

Lock screen passcode entry



#### Charging your tablet

- It comes with a charger cable and a plug pack for the wall.
- The end that goes into the device usually has a micro USB plug.
- The other end has a normal sized USB that can go into your charger or into a computer to transfer photos or documents.
- Both plugs can only go up one way. Often, the USB 'fork' icon is on the top, but check carefully and don't force it.
- Some use separate cables for data transfer and charging
- Your device will charge faster from a wall socket and with the screen off.

Micro USB cable



## Working with the Android touch screen

The screen shown below is a Samsung tablet with Android 5. Your screen will not be exactly the same.



### The home screens

- After you log in, you see the home screen. What it looks like varies with each device.
- The first screen that you see is often one of five screens, but the number can vary.
- It is either the middle **home** screen or the one at furthest left.
- The highlighted dot (or house icon) along the bottom shows which screen you are on.
- **Swipe** (slide your finger) to either side to see more screens.
- What is on the screen usually turns when you rotate the device.

### Apps and widgets

- **Apps** are programs for mobile devices. On the screens are icons for various apps. They take up a block of screen space. **Touch** one lightly (no need to press) to start the app. Tap the Home button (the middle one at the bottom of the screen) to close the app.
- **Widgets** take up a larger area and can even take up a whole screen. They show a live update of information like email, news, photos, weather or the time. Tap them for extra functions or information.
- **Many apps and Widgets need an Internet connection to work.**

App icon



Widget



### The navigation buttons

- There are **three buttons** along the bottom. They may be invisible until you touch them. The two outside buttons do not look the same on all devices and can be on different sides.
- **Home button:** in the middle and takes you to the first Home screen.
- **Back arrow button:** goes back to previous screens that you have used. Touch it more than once to step back in time. If you are looking for a way out of something, try tapping this button.
- **Menu button:** usually shows apps that are still open in the background. Tap it to see them. Swipe up and down the list to see them all. Tap the X on each one, or swipe them across to shut them down fully if you don't intend using them soon.

Varieties of navigation buttons below the screen



## Finding more apps in the apps drawer

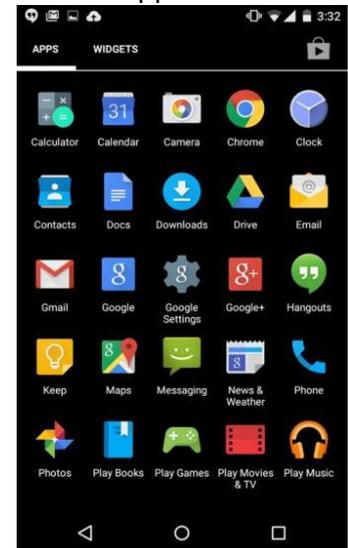
### The all apps drawer

- As well as the apps you see on the home screens, there is another set of screens that show every app installed on your device, including the apps that have been copied to the home screens.
- Tap the all apps icon that looks like rows of squares.
- Swipe the screens to see even more. (After the apps there may be screens of widgets. Widgets are not covered in this guide.)
- You can tap on app icons and use them from here, but most people copy their most often used apps to a home screen.

All apps icon



All apps drawer



### To copy an app from all apps to a home screen

- Go to the home screen where you want to add the app.
- Go to the apps drawer > touch and hold the app you want to copy to the home screen. Wait till it reacts by changing or buzzing.
- Your device will change to the Home screen
- Keep holding and push or drag the icon to where you want it to go. You can also push it to the right or left edge to put it on a different Home screen. Take your finger off to leave it in place the place where you want it. It will snap to a grid
- The app drawer copy has not been moved and is still there

## More touch gestures using maps

### Open the Maps app

- Look for it on a home screen or in the apps drawer. It will probably have one of the two icons shown here. Tap to open.



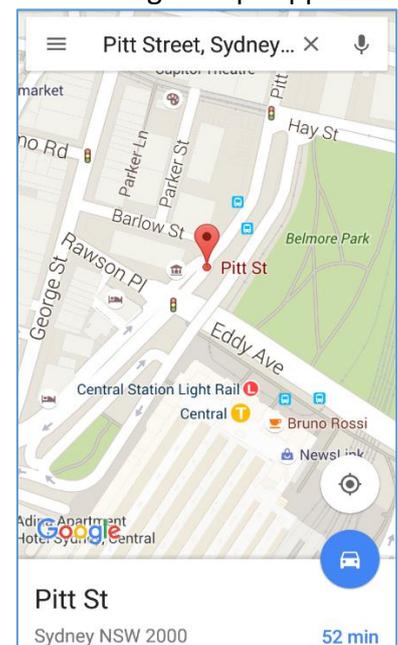
Google Maps app

### Try these gestures

- Some of the actions used here can also be used in other apps.
- **Drag** the map with one finger to push or pull it to see other parts of the landscape.
- **Spread or pinch** two fingers on the screen to enlarge or reduce the magnification of the map, called **zooming**.
- **Twist** with two fingers spread apart to turn the map. To get north at the top again, tap the compass icon near the top right.
- **Push** with two fingers toward the top to tilt the map into a 3D mode. Pull it down in the same way to make it 'flat' again.

### Other map features

- Tap the target near bottom right for a blue dot where you are.
- Touch and hold on a street to get small street view at bottom left. Tap it to enlarge. Drag and double tap to move around.



## The Android keyboard

To make the keyboard pop up and to have somewhere to see your typing, start an app that uses typing such as messages, email, messaging, notes, memo, etc. Keyboards can vary, and yours may not be exactly like the Samsung keyboard shown below.



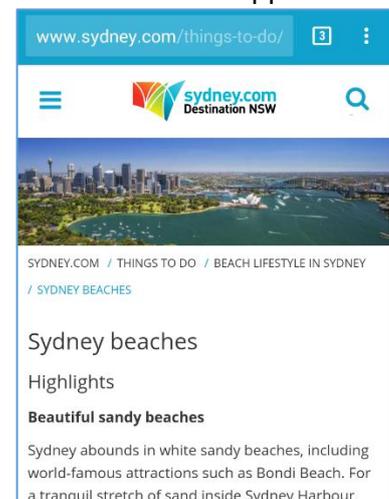
- **Shift keys:** (second from bottom left and right with an arrow on them) make capitals for the letters and the top character on the double keys. On this keyboard, tap shift more than once to change to **Caps Lock** or Sentence Case (where the start of each sentence is capitalised).
- **Backspace Key:** (an X on a left pointing arrow) deletes text to the left of the blinking cursor that shows where you are typing.
- **Delete Key:** removes typing the right of the cursor.
- **Enter Key:** (with the bent arrow) takes a new line.
- **Arrow keys:** at bottom right move the line cursor. It shows where your typing will appear.
- **The Number Row:** is not present on all keyboards. Instead, especially on phones, there may be a number key at the bottom to bring up numbers and symbols.
- Some devices are set to buzz and/or click when you tap the keys.
- On this keyboard **The Sym Key** brings up extra symbols.
- This example has **Predictive text** turned on. As you type, it suggests what you might want. The middle blue one is what it thinks is most likely. Tap a suggestion or ignore them all.

## Using the Internet

- To use the Internet, you use a browser app. The blue Internet app or the Google Chrome are the ones usually installed.
- They work in a similar way. Tap one of them to open it.
- They usually show the last page visited. If all previous pages have been closed, they show the Google search page.
- The box at the top is used as a Google search box for search words or a space to type a site's web address (if you know it).
- Tap in the box. It turns blue and the onscreen keyboard pops up. Whatever you type replaces what is there.
- As you type, it makes suggestions. Accept one by tapping on it, or just ignore them. Tap the Go key (or Enter) when finished.
- The blue browser has forward and back buttons at top right. With Chrome, use the back navigation button at the bottom.
- Tap the small box near top right to see tabbed pages. Close them with the cross if desired. To make extra tabs, go the Settings (the three dots or the gear at top right).
- If there is a Microphone icon, you can tap it to speak your search question instead of typing.



Internet app



## Quick Controls

These icons in the black bar at the top show information and shortcuts to frequently used controls.

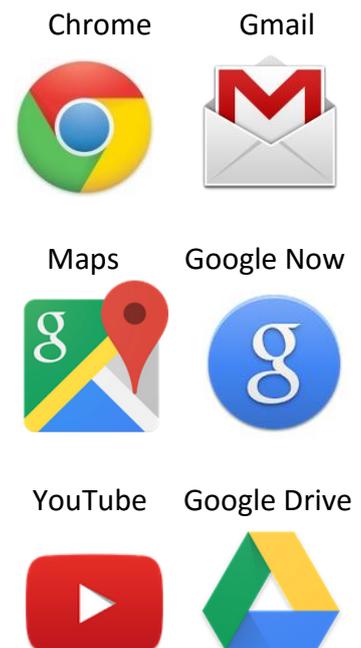
- **Status Icons** on the left notify you of messages and actions.
- **System Icons** on the right show: Wi-Fi connection strength, battery, time, etc.
- Swipe down to see **shortcut buttons** for things like sound, Bluetooth and screen rotation. Tap them to toggle them on or off.
- Swipe across the row to see more.
- A button at top right may be available to show them all at once.
- **A list of notifications** is underneath the shortcut buttons.
- Notifications are messages from Android or from your apps.
- Some notifications can be touched to see more details.
- Some are just information. Others are a quick way of going to the most recent emails or messages that you have received.
- Notifications can be dismissed by swiping to the right or left. It may be an X to tap and a button to clear all of them at once.



## Google apps

### Google provides free apps for mobile devices

- Google Chrome - web browser
- Gmail – online email
- Google Maps – maps, street views, directions
- Google Now - searching by speech and storing interests
- YouTube - viewing and uploading movies
- Google Drive – online storage and document creation
- Many people use Google apps as an alternative to the standard Android or manufacturer apps. One advantage is that your documents, email and preferences are more portable.



### Getting a Google account

- Android users will need a Google Login for some app or service – especially since all additional apps should be downloaded from Google's Play store. Go to [google.com.au](http://google.com.au) > sign up button to create one. If you use Gmail, you already have a Google account.

### Google is an information & advertising company

- When you use Google apps, information is collected about your interests to show you relevant information and advertising.
- Monitoring how you use the apps also helps them work better.
- To find out about what Google collects and the settings for controlling some of these: Go to the [google.com.au](http://google.com.au) website > sign into your Google account using the button at top right > tap the profile picture (or the blue head) > My Account > Personal info & privacy section > you could start with Privacy Check-up.

Play store



## Email with Gmail

- If you have an Android tablet, it is probably best to use a Gmail email account so you can access your mail on any device.
- The Gmail app will also work with most other mail addresses.
- If the Gmail app is not on the Home screen, look for it in the App drawer or get it from the Play store (See later about Play store)
- Sign in with your Gmail account.
- The inbox is at top left with the Gmail icon.
- Begin a new email by tapping either the envelope with the + at top right (or the red spot with a pencil).
- When you are composing an email, tap the small square with a + (or the paperclip) to add an attachment > navigate through the folders to the location of your file.
- Tap the paper plane icon at top right to send.

Gmail app



## The cameras, microphones and speakers

- Camera facing you is for video calling and is lower resolution.
- Most also have rear cameras for taking photos. Phone cameras are usually better and have higher resolution than tablets.
- Most phone cameras have flash, but tablets often do not.
- There is at least one small pinhole microphone.
- Volume is often changed by buttons on the side of the tablet.

Camera app



## The camera app

- Buttons on the edge depend on your device. It may have buttons for: switching cameras, flash, photo type, enhancing, settings.
- On the right are buttons for: switching between still and video, the button to take a photo, a shortcut to the Photo Gallery.
- Tap the white shutter button to take a photo. Just tap the shutter button. Holding it down may take multiple photos.
- Before you take a photo, you can set the focus and light level for a particular area in your shot by tapping the screen on that spot.
- In movie mode, tap the shutter button to start and again to stop.
- You can spread two fingers on the screen to zoom in or there may be a + and – slider. Most pictures look better without zoom because it can make them very grainy.

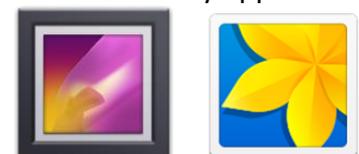
Taking a photo



## Photo Gallery

- Tap the Gallery icon to see your photos. They are in folders. One of the folders is screenshots if you have taken any of them.
- Tap a folder to see its contents. Tap a photo to see it full screen. Swipe to the left or right to see more photos in that folder.
- If you have a full screen picture showing, tap in the middle to see some controls. There may be thumbnails along the bottom. Along the top there may be buttons to: share the photo to other apps, put it up on another screen like a TV, edit or delete.
- A button may be there take you to the photo's folder.

Versions of the Photo Gallery app icon



## Contacts

- This is what was once called your address book. It is your list of contacts for email, phone, messages, etc.
- You can type in your contacts, but it can import them from other apps like the Mail app or Gmail.
- If you use Gmail, it will already know your contacts for mail and messages and they will usually not need to be entered.

Contacts app



## Messages

Messaging (also called instant or direct messaging) is now one of the most important uses for mobile devices, especially phones. There are many to choose from. It is beyond the scope of the guide to explain them in detail, but the best are simply set out and easy to use.

### Features of the best messaging apps:

- Are available for both Android and Apple and for both phones and tablets, so you can message anyone.
- Normally use the Internet for messages instead of SMS, and work over Wi-Fi on tablets that don't have a phone service.
- Have text messaging, phone over internet and video calling.
- People with overseas friends like how inexpensive messaging is compared with traditional overseas phone calling.
- The Google and Android Messenger apps are only for SMS/MMS and only really work well on phones.

### The best three

- **Facebook Messenger:** Well set out with great animations. You don't have to be a Facebook user, but handy if you are.
- **Skype:** well set out in the mobile version. Good if you already use Skype or have a Microsoft account.
- **Google Hangouts:** good if you already have a Google account. A little more confusing and slower than the other two.
- Ask the people who you message with what they use. Often messaging only works when people use the same app.
- You may end up having to use different messaging apps for communicating with different people.
- For help with installing apps see the section on the Play Store.

Google  
Messenger



Android  
Messaging



Google  
Hangouts



Facebook  
Messenger



Viber



What's App



## Knowing what you have and finding your manual

To get help with your Android, you need to know these details and have them written down:

- The **brand, model number**, and the version of the **Android operating system** that is installed.
- To find out some of these details, see the following Information and Settings section
- Your device will vary from what is shown here, so consult your device's user manual for more specific instructions. The manual may already be on your device as a file. Or you may have to go to the manufacturer's website and download it. Or Google search the model name.

## Information and settings

Examples here are based on Samsung devices with Android 4.3 or newer. Other Androids have similar controls, but they may be arranged differently. Only the very basic controls are discussed in this guide. Make any changes just one at a time, so you can easily change them back if they don't suit you.

### The Settings app

- It can look like a gear or set of slide controls. This may be on a Home screen, or in the all apps drawers. Tap it to begin.

#### CONNECTIONS TAB

- **Wi-Fi networks:** Turn this on and tap one on the list. Icons with locks will ask for a password before you can connect.
- **Cellular network** connections need to be arranged with your phone service company. Only some tablets have this capability.
- **Bluetooth** can be turned off when not using it.
- **Flight mode** turns off all wireless networks.
- **Data Usage** shows what is using up your wireless data.
- **Location** You could turn it off, but some apps like maps, will not work so well and photos will not have locations. It is up to you.

#### DEVICE TAB

- **Sound** can have separate controls for: keyboard, tap, notification sounds and for do not disturb times. Some have settings for buzzing when you touch. Phones have choice of ringtones.
- **Screen (aka Display):** Lower the brightness to save battery power or when reading in the dark. Screen timeout (aka Screen Delay) determines when the screen will turn off (5-10 minutes is good). There is a switch to turn off the rotation of the screen.
- **LED indicator** controls the status lights on the front of a device.
- **Lock Screen** is the first screen you see after turning on. There is lots of personal info on your device so set a PIN code.
- **Wallpaper** and lock screen backgrounds. Choose a sample picture or one from the photo gallery on your device.
- **Font:** You may wish to try out changing the size to larger.
- **Accessibility:** has controls to make it easier for some people.

#### GENERAL / ACCOUNTS / MORE TABS

- **Factory Data Reset:** takes the device back to how you bought it. Good for when you want to give the device to someone else.
- **Battery:** shows time used and estimated time left. You can also see what is using up the most battery power (usually the screen).
- **Power Saving Mode:** turns on some settings to save power. Used when you are travelling or want to run your device all day.
- **Storage:** shows what is taking up your storage space.
- **About Device:** Check for system updates. Find your model number and Android version here.

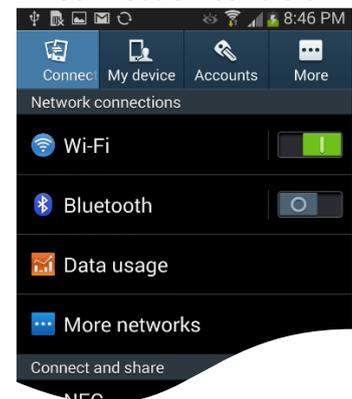
#### Settings app icons



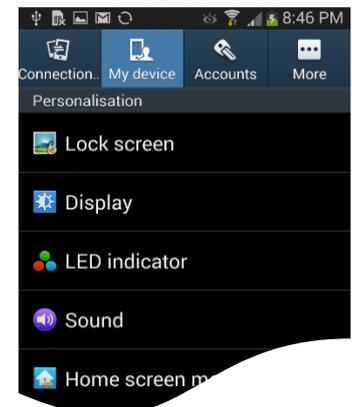
#### Wi-Fi strength icon



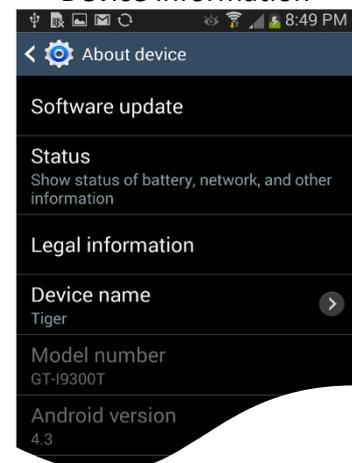
#### Connection controls



#### Device controls



#### Device information



## Google Play

The Google Play store is the official source for Android apps. It is not recommended that you install any apps from outside the Play store. Play has other things for sale, such as books, music and movies.

You will need a Google ID to obtain apps even if they are free. To buy paid apps, use your credit card or buy the Google Play gift cards. Apps are usually referred to as 'purchased' even if they are free. Once you have purchased an app, you don't have to pay again to use it on other Android devices that you log into with your Google ID. If you delete an app, you can download it again for free.

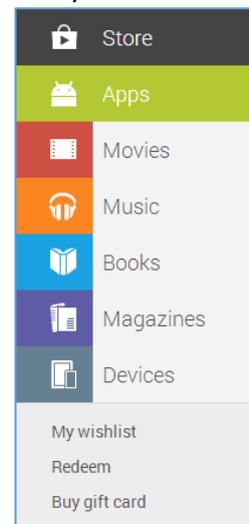
### To purchase a free app

- You must be connected to the internet. Downloading apps through Wi-Fi is cheaper than downloading using cellular.
- Tap the Play Store app. It may be in the app drawers.
- You must be logged into your Google account.
- Tap in the search box at the top next to the looking glass icon.
- Type in a search word > tap Enter.
- A list of apps will match your search. Tap one to find out more.
- Before clicking the Install button, check a few things:
  - Is it free or paid?
  - How many stars does it have?
  - How many people have downloaded it?
  - Swipe through the sample screens.
  - Read the Description. If all the information does not fit, click 'More' to see the Permissions to see what it wants to access.
  - Read some of the reviews.

Play store icon



Play store menu



### Getting a paid app

- To use a Google Play gift card, click the Redeem button at the bottom of the products list on the left side of the screen. You may need to tap the three lines icon at top left to see it.
- If you are using a credit card through Google Wallet, you may be asked to sign into that account as well and enter the password.

Google play gift card



## Non-Google apps to consider

If you use services that are not from Google, you may want to install some of these apps from the Play store. They will work happily on your Android as a substitute for the pre-installed apps.

OFFICE



STORAGE



EMAIL



BOOKS

