Android Tablet and Smartphone Basics

Tablets and smartphones are small, mobile computers, which use a touch screen for typing and navigating instead of a keyboard and mouse.

There are many different types of tablets and smartphones, produced by different companies. Most tablets and smartphones that are not made by Apple are referred to as **Android** devices. They use an **Operating System** called Android.

This guide will show you some of the basics of operating an Android device. Depending on the type of device you are using, they may look a bit different from the examples shown.

To get the most out of your tablet, you will need access to **Wifi** (wireless internet) or **Data** (part of a smartphone or tablet plan from your telephone provider).

Wapiti Regional Library
Serving Central Saskatchewan

Example of an Android Tablet:

This Samsung Galaxy tablet is one type of Android Tablet. We will use it as an example, but your device might not look exactly the same.

Turn On/Off

The **Power Button** is usually on the right side of the device.

- Press and hold it down to turn on or off
- Press once quickly to turn the **screen** on or off and save power.

Adjust Volume

The **Volume Buttons or button** are usually on the left side of the device.

- Press the **top** of the button to turn volume up.
- Press the **bottom** of the button to turn volume down.
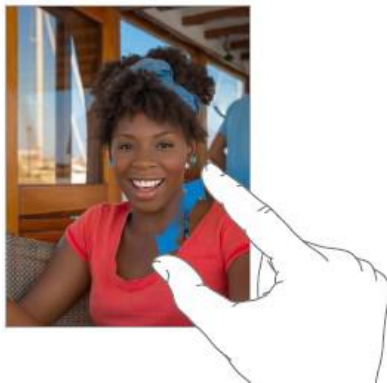
Volume Button

Power Button

Navigating With a Touch Screen

Tablets and smartphones use a **touch screen.** You will use your fingers or a **stylus** to control the tablet. There are a few basic gestures to know.

Swipe your fingers up and down or side-to-side to see more screens, flip pages, or move up and down pages.

Tap on the screen to open a link, open an **app**, and type.

Home Button – press to return to the **Home Screen.**

Pinch your thumb and forefinger together to zoom out.

Recent Apps / Open Apps – Will show you apps that you Have recently used or are Open.

Start with your thumb and forefinger pinched together, then move them apart to zoom in on an image, text or map.

Back – Go to the previous screen.

Home Screen

The main screen you see on the device is your **Home Screen.**
On this screen you will likely see the local weather, and some
of **Apps** on the device. You will also see the **Time**, your **Battery
Life**, and whether you are connected to **Wi-Fi** or getting a
phone **Signal**.

Changing Settings

Your **Settings** button may appear on the **Home Screen** or in your list of all **Apps.** On most devices, the **settings** button looks like a gear.

Depending on your device, some **settings** may be different than on others. Some types of the basic settings on most devices include:

- **Connections** – under Connections you can change the settings to connect to a **Wi-Fi network**, connect to **Blue-Tooth**, or put the device in to **Flight Mode** for travelling.

- **Display** – under Display you can make changes to the **Screen Brightness**, and change **Font Size.**

- **Sound** – under Sound you can change the **Ringtone**, **Mute** the device, and change the device volume.

- **General** – under General management, you can change the **Language** of the device, change the **Date and Time**, and if necessary, do a complete **Reset** of your device.

- **Accessibility** – All devices have some Accessibility settings for individuals who need them. These can include activating the **Screen Reader**, enhancing **Visibility**, and activating **Hearing Enhancements**.

The **Settings** menu may look different on each device. Take some time to explore all of the different settings and familiarize yourself with what is available.
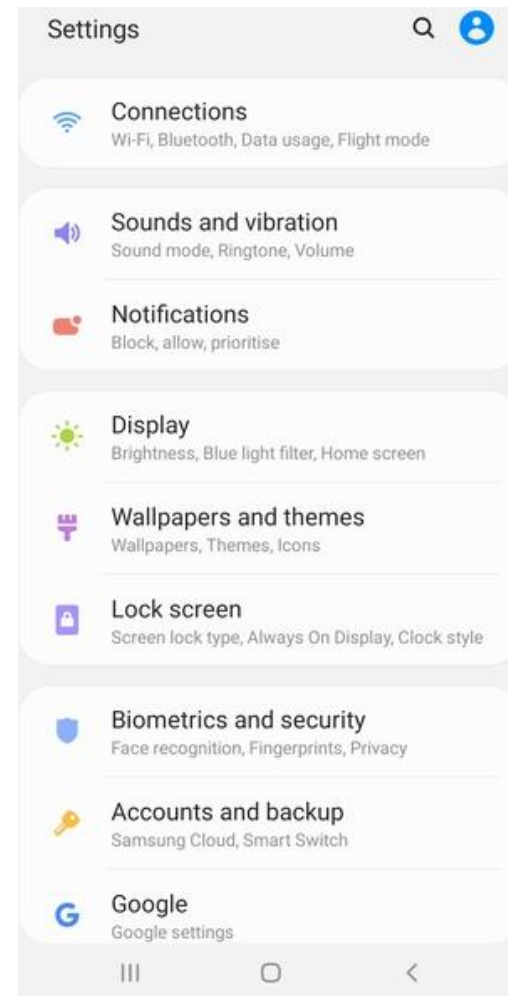
Applications

Apps or **Applications** are programs that are designed for tablets. Tablets and Smartphones come with some apps already on them like the **Camera** and **Google Chrome**. Chrome is an app for using the internet. Other apps include games, budgeting tools and email programs.

A good app for library users is **Libby**, which lets you borrow eBooks and eAudiobooks from the library.

To get apps you use the **Play Store**. There are many good free apps, but some require you to pay.

You must be connected to a **Wifi** network for internet to download apps.

You must also create a **Google account** to use the Play Store. If you have a Gmail email like name@gmail.com you can use it.

Getting Apps

- Tap on the **Play Store app**.
- Use the Google bar at the top to look for a specific app like Libby.
- The Play Store will show you new and popular apps on their main page.
- Swipe up and down and side to side to see more.
- Get more information about an app by tapping on it.
- To download an app tap on it and then tap on the Install button beside it.
- You will be asked to enter your Google account information. Create one if you do not have one.
- Tap on Install and Accept, then the app will download onto your device.