

Tablet Time

A guide to using apps, the internet and online services on your tablet and mobile.



Hello! And thank you for downloading the Tablet Time guide. You can use the Free Public Wi-Fi offered by East Riding Council to connect to the internet and start your journey to master your tablet. To get the most out of this guide, you will need an email address. Need to set one up? See [setting up an email address.](#)

Working together is much more fun! There are Tablet Time teams already meeting weekly across the East Riding. Look at the details for your local library at www.eastriding.gov.uk to see if there is a team near you. If not, you can set one up. All you need is some like-minded, eager tablet owners and a regular day that suits you.

Let the manager at your chosen Customer Services and Library know you want to start a team, which day of the week and what time. We will list it online and help promote your team to grow your members.

Explore the functions of your tablet and discover what the internet can do for you and your daily activities. Work at your own pace to fulfil the challenges in each level. If you are in a team, try working on one or two challenges together each time you meet up. Help one another master it if someone is having trouble or use the available hints. For further help, search online:

How do I [question] on [device name]

<p><u>Click here for Level 1</u></p> <p><i>Getting started</i> Connect to Wi-Fi, open apps, change settings, etc</p>	<p><u>Click here for Level 2</u></p> <p><i>Make it your own</i> Downloading apps, diary and notifications etc</p>
<p><u>Click here for Level 3</u></p> <p><i>Having fun</i> Play a game, use social media, library services, etc</p>	<p><u>Click here for Level 4</u></p> <p><i>Doing work</i> Create documents, email attachments, etc</p>
<p><u>Click here for Level 5</u></p> <p><i>Shopping and security</i> Tips for online safety, etc</p>	<p><u>Click here for</u> <u>Further tips</u> <i>Master Your Tablet</i></p>

Looking for a structured course? Search the [Adult Learning Catalogue](#) for available digital and computer courses or sign up to free online digital skills at www.LearnMyWay.com and use your local library as your learning centre name when prompted.

Want detailed instructions and expert advice? Browse our collection of [Apple iPad](#) and [Android tablet](#) self-help books and eBooks.

Level 1: Getting Started

To complete this level, you should be able to:

1. Connect to a public Wi-Fi channel

HINT: Turn on your Wi-Fi and find the name and press connect. You may need to register.

2. Change settings like brightness and volume

HINT: Look for the gear or tools icon on your apps to open settings.

3. Zoom in and out of your screen

HINT: Pinch your thumb and forefinger together on the screen.

4. View your photo gallery and albums

HINT: Your photos will be available in an app already downloaded on your tablet.

5. Understand storage limits

HINT: Is your device 8Gb? 64Gb? The larger the Gb, the more apps, photos and videos you can save on your device. Need extra room? Try cloud storage.

6. Take a new photo

HINT: Find the camera app.

7. Take a screenshot

HINT: Search online to find out which buttons you need to press for your device.

8. Delete a photo

HINT: In your album, hold your finger down on a photo and release to show options.

9. Choose accessibility options

HINT: Accessibility can turn on Text Reading or darken the screen to help your eyes.

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Level 2: Make it your own

To complete this level, you should be able to:

1. Download an app

HINT: Search for popular apps in your App Store or Play Store (different for devices).

2. Delete an app

HINT: Hold your finger down on an app and release to see more options or move them.

3. Turn on or off notifications from apps

HINT: Look in your settings for 'app manager' or similar and find 'notifications.'

4. Add an event to your calendar and set an alarm

HINT: Open your calendar app and tap on a date.

5. Add a webpage to your favourites

HINT: In the top corner, look for a star or heart. Tap it.

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Get social with us!

Chat, share your tablet tips or ask a question at



@East_Riding



@EastRidingCouncil

Or catch up on Libraries, Museums and Archives news at



@ERidingLMA



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Level 3: Having Fun

To complete this level, you should be able to:

1. Log in to the free Library App

HINT: You will need your membership card number and online pin number.

2. Set up your tablet to borrow free eBooks

HINT: You can also borrow free audiobooks, eMagazines and eComics. See the [catalogue](#) for info.

3. Post a message on social media

HINT: Choose a social network and follow the instructions to make your own account and post.

4. Add friends to your social media network

HINT: Search for your friend's profile on the same network and press add or follow.

5. Make a video call

HINT: Download an app like Facetime or Skype and sign up. Your friend will need the same app.

6. Stream your favourite music

HINT: Use a free app like Spotify and create an account, or go to online sites like YouTube.

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How fast is your internet connection?
Check at broadband.eastriding.gov.uk



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Level 4: Doing work

To complete this level, you should be able to:

1. Create a word document

HINT: There will often be a Notes app already installed or search on your app store for a free one.

2. Highlight, copy and paste text

HINT: Hold your finger down on text, swipe along and tap on the copy icon. Tap again where you want to paste and finally, tap on the clipboard icon. You can change between screens if needed.

3. Compose and send an email to yourself

HINT: Open your email app and find the compose button. Send it to your own email.

4. Delete emails

HINT: Open up the new email. Tap on the trash can icon.

5. Attach documents and photos on emails

HINT: In a new email, click on the paperclip icon and find the document in your folder.

6. Find council services online

HINT: Head to www.eastriding.gov.uk for example, try and find your bin calendar.

7. Find bus timetables

HINT: There are links to local bus companies available at www.eastriding.gov.uk

8. Find flights or train tickets

HINT: Try searching for 'cheap flights to XXX' and read customer reviews.

9. Check the weather

HINT: Get a weather app or simply search online for '[town] weather'

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Level 5: Shopping and security

As long as you don't share your details and check you are on genuine websites, shopping online can be easy, safe and a great way to find a good deal on a range of products, groceries and holidays.

To complete this level, you should be able to:

1. Do the Learn My Way online shopping course

HINT: Go to www.learnmyway.com and login or register for free to access the course.

2. Understand PayPal or other payment portals

HINT: What are the benefits of PayPal or similar payment portal websites? What are the cons of online shopping? How can you protect yourself against these?

3. Know the online services your bank offers

HINT: Search for your bank's website or app.

4. Recognise secure and genuine online shops

HINT: Have you heard of the shop before? Read reviews from other shoppers and their experience.

5. Find popular online only shops

HINT: Amazon, Ebay and Etsy are some examples of online only shops, but there are many more!

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Looking for more advanced digital skills?

Try **Google Digital Garage**

Further tips: Master your tablet

You now have all the essential skills to enjoy the most out of your tablet. Need some inspiration on what else you could do? Use the below suggestions to find new websites and apps, or search for resources to help your own hobbies and interests.

1. Close/stop apps working in the background.

HINT: Is your tablet running slowly? Find your settings and stop apps working in the background.

2. Try brain training games

3. Find a recipe you would like to try

4. How can you get your photos printed?

5. Map a walking route and see how long it takes

6. How can you improve your health?

7. Discover your family history

8. Travel the globe on Google Earth

9. Read the news

10. Learn a new language

11. Catch up on your favourite television or sport

12. Change the order of apps on your device

13. Suggest a challenge to your team

14. Complete a challenge set by your team

REMEMBER: Be inquisitive and never stop learning.

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Setting up an email address

The below guide uses Gmail as the example on how to sign up, but most web-based email clients will be similar and follow the same pattern. Most will require a mobile phone number to verify your identity and to secure your account. You will need during set up.



1. Go to mail.google.com and click on **Create account (it could be under 'more options')**

2. Fill out the required details. Here, you choose your email address – it can be anything you want, but make it easy to remember!

3. Choose a strong password, use a capital, lower case and a number – again, make it easy for you to remember, but not easy to guess.



4. Click next step, read through the terms, and click 'I agree'



5. Follow the tutorial to learn more about your new web-based email



6. Congratulations! You just set up your own web-based email account.

[Click here to go back to level selection](#)

**Look out for weekly challenges,
share your top tips and join in
the #TabletTime conversation.**

Have you completed every level?
Congratulations! Send a selfie of your
victory face to us on social media

 **@East_Riding**

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