THE PROOF SERIES

A SENIOR'S SIMPLE GUIDE TO TABLETS

Tablet Proof

One clear tap at a time.



John Marshall

PROUDLY CANADIAN



PROUDLY CANADIAN

FREE SAMPLE CHAPTER

By John Marshall

www.buyproof.ca

SET UP A SAFE FOUNDATION

Meet the tablet

The screen is the main control, but a few physical parts never hide.

Power › Volume › Charging port › Cameras

1. Find the power button; a short press wakes or locks the screen.
2. Find the volume buttons and the USB-C or Lightning charging port.
3. Locate the front camera near the screen and the rear camera on the back.
4. Notice any fingerprint button, speakers, headphone jack, or memory-card tray.

On iPad Recent iPads use a top button; some have Touch ID in that button.

On Android Button and camera positions vary by maker and model.

! **Good to know:** A case can hide labels and make buttons harder to see. Trace the edges with a fingertip.

A familiar moment: Arthur kept pressing Volume Up to wake his tablet. The tablet stayed asleep but became very prepared to be loud.

SET UP A SAFE FOUNDATION

Charge it safely

A simple charging routine prevents most low-battery surprises.

Cable › Wall charger › Battery symbol

1. Use the cable and compatible wall charger supplied or recommended for the tablet.
2. Insert the connector gently; USB-C fits either way up.
3. Look for a battery or charging symbol on the screen.
4. Unplug by holding the connector, not by pulling the cable.

On iPad Check Settings > Battery to see charge level and battery use.

On Android Look in Settings > Battery; names vary by brand.

! **Good to know:** Charge on a hard, open surface where heat can escape.

Take care: Do not use a frayed, wet, damaged, or unusually hot charger.

A familiar moment: Evelyn blamed the tablet for refusing to charge. The wall switch was off; the tablet was innocent.

SET UP A SAFE FOUNDATION

Choose language and Wi-Fi

First setup connects the tablet to your language, home network, and basic services.

Language › Wi-Fi › Privacy › Finish

1. Turn on the tablet and choose your language and region.
2. Select your trusted home Wi-Fi network and enter its password exactly.
3. Choose text size or accessibility help when offered.
4. Read each privacy choice; optional does not mean required.

On iPad Quick Start can copy settings from a nearby iPhone or iPad.

On Android Many tablets offer cable or wireless transfer from an old device.

! **Good to know:** If setup becomes confusing, stop and ask a trusted helper before creating extra accounts.

A familiar moment: Setup can feel like airport security: many questions, few chairs, and a strong desire to be finished.

SET UP A SAFE FOUNDATION

Understand your account

Your main account connects apps, purchases, backups, and recovery tools.



1. Use an Apple Account on iPad or a Google Account on Android.
2. Confirm the account email address before entering the password.
3. Add a trusted phone number or recovery email.
4. Write down the account email, but keep the password in a secure password manager.

On iPad The Apple Account appears near the top of Settings.

On Android Google is usually under Settings > Passwords & accounts or Accounts.

! **Good to know:** One account can serve several devices; creating duplicates causes confusion.

Take care: Never give a one-time verification code to a caller or texter.

A familiar moment: Mabel had three accounts and one favourite password. The accounts were real; the password habit needed retirement.

SET UP A SAFE FOUNDATION

Lock the screen

A screen lock protects mail, photos, and saved accounts if the tablet is lost.

Settings › Passcode › Biometric › Practise

1. Open Settings and find Touch ID & Passcode, Face ID & Passcode, or Screen lock.
2. Create a strong passcode or PIN you can remember without using a birthday.
3. Add fingerprint or face unlock if your model supports it.
4. Lock and unlock the tablet three times for practice.

On iPad Use Settings > Face ID & Passcode or Touch ID & Passcode.

On Android Use Settings > Security, Lock screen, or Security & privacy.

! **Good to know:** Biometrics are convenient, but the passcode remains the backup key.

Take care: Avoid 1234, 0000, birthdays, and phone-number endings.

A familiar moment: A birthday PIN is like a spare key under the mat: comforting, but not very secret.

TOUCH AND NAVIGATE

Four finger moves

Tap, hold, swipe, and pinch are the tablet's basic vocabulary.

Tap › Hold › Swipe › Pinch

1. Tap once with a light, quick touch to choose.
2. Touch and hold for about one second to reveal more choices.
3. Swipe by touching, moving, and lifting in one smooth motion.
4. Pinch two fingers together to zoom out; spread them apart to zoom in.

On iPad The same four gestures work throughout iPadOS.

On Android The same four gestures work across Android brands.

! **Good to know:** If nothing happens, lift your finger and try again. Pressing harder rarely helps.

A familiar moment: A tablet is not a stubborn pickle jar. Extra force does not open it.

TOUCH AND NAVIGATE

Go Home

Home is the safe place you can return to from almost anywhere.

Mail Video Books Photos

Web Notes Maps Store

1. If there is a Home button, press it once.
2. Otherwise swipe up from the very bottom edge and release.
3. Pause on the Home screen and find the app icons.
4. Practise leaving an app and returning Home three times.

On iPad Swipe up from the bottom edge, or press the Home button on older models.

On Android Tap the Home button in three-button navigation or swipe up with gestures.

! **Good to know:** When lost, go Home rather than tapping random buttons.

A familiar moment: Frank called the Home gesture his escape hatch. It was the most useful hatch in the house.

TOUCH AND NAVIGATE

Switch between open apps

The app switcher shows what is open without closing your work.

Swipe up › **Pause** › **Choose card**

1. Swipe up from the bottom and pause near the middle.
2. Look through the cards showing recently used apps.
3. Tap a card to return to that app.
4. To close a frozen app, swipe its card upward; do not close everything routinely.

On iPad The app switcher appears after the swipe-and-pause gesture.

On Android Use Recents or the swipe-and-pause gesture, depending on navigation style.

! **Good to know:** Open apps do not necessarily drain the battery; the system manages them.

A familiar moment: Ruth closed every app every evening, like checking sixty windows before bed. The tablet did not require it.

TOUCH AND NAVIGATE

Use the Home screen

Keep the first screen simple and place everyday apps where your hand expects them.

Mail Video Books Photos

Web Notes Maps Store

1. Swipe left or right to move between Home-screen pages.
2. Touch and hold an empty area to enter editing mode.
3. Drag an app to a useful place or onto another app to make a folder.
4. Keep Mail, Video, Photos, Books, and Settings easy to find.

On iPad Touch and hold an app, then choose Edit Home Screen or drag it.

On Android Touch and hold an app; choose Add to Home if it is only in the app list.

! **Good to know:** One calm Home screen beats five crowded ones.

A familiar moment: Leo made a folder called Things I Use. It was more honest than Productivity.

TOUCH AND NAVIGATE

Find any app

Search is faster than hunting through pages of colourful icons.

Home › Swipe down › Type name › Open

1. Return Home.
2. Swipe down from the middle of the screen, not from the top edge.
3. Type part of the app name.
4. Tap the matching app to open it.



On iPad Swipe down on Home to open Spotlight search.

On Android Use the Home-screen search field or swipe up to the Apps screen and search.

! **Good to know:** Search can also find settings, contacts, and files on many tablets.

A familiar moment: Nora searched for “camera” while staring at the Camera icon. Search still worked, so everyone won.

Enjoyed this sample?

Get the full book, and more free sample chapters, at
www.buyproof.ca

Join our email list and be the first to hear about
new Proof-series releases for Canadians.

We email only about new books.
Unsubscribe anytime.

